

**CITY OF PORT ALBERNI - MEETING SCHEDULE
MONDAY, JULY 13, 2015**

5:30 pm	Special In-Camera Meeting <i>@ Committee Room</i>	CLOSED TO PUBLIC
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

DATES TO NOTE

Wed. July 15 10:00 am	Advisory Traffic Committee <i>@ Committee Room</i>	OPEN MEETING
Mon July 27 7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING
Thurs. July 30 12:00 pm	Advisory Planning Commission <i>@ Committee Room</i>	OPEN MEETING

A G E N D A

REGULAR MEETING OF COUNCIL

**MONDAY, JULY 13, 2015 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

The following pages list all agenda items received by the deadline. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports refer to the City's website www.portalberni.ca or contact the City Clerk phone: (250 720-2810) or email: davina_hartwell@portalberni.ca

PRESENT:

A. APPROVAL OF AGENDA (including introduction of late items)

The deadline for agenda items is 12 noon on the Wednesday before the scheduled regular meeting. Acceptance of late items is at the discretion of Council.

1. Late items identified by Councillors.
2. Late items identified by the City Clerk.

That the agenda be approved as circulated with the addition of late items as outlined.

B. ADOPTION OF MINUTES - Page 16

1. Regular Council Meeting held at 7:00 pm on June 22, 2015.

C. PUBLIC INPUT PERIOD

An opportunity for the public to address Council on topics of relevance to City Council. A maximum of four speakers for no more than three minutes each will be accommodated.

D. DELEGATIONS

1. **Introduction of new Deputy Fire Chief, Wes Patterson**
2. **Hugh Grist - McLean Mill Restoration - Page 27**
Hugh Grist of the Western Vancouver Island Industrial Heritage Society in attendance to request financial support to replace/restore the log haul and lumber deck at McLean Mill.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **Port Alberni Port Authority**

Notice of Motion provided at June 8th regular meeting:

WHEREAS the City of Port Alberni entered into a Lease of Lot A and B of the "Plywood Site" with the Port Alberni Port Authority on July 1, 2014.

WHEREAS the terms of the Lease state that during the first year of the Term the Tenant must commence "industrial activity on the land" or the Lease "will be terminated upon 90 days written notice", and also "provide landscaping improvements" and these milestones and covenants have not been met,

WHEREAS the terms of the Lease also included non-binding expectations of:

- Shared use of the Parking on Lot B for users of the Beach*
- Construction of stairs from Lot B to Lots A/C which public may access to beach*
- PAPA provision of utilities required to Lot A*

BE IT RESOLVED that the City of Port Alberni give the agreed 90 day notice of termination of the Lease beginning July 15th, 2015.

F. STAFF REPORTS

Members of the public may be recognized by Council to speak to a report if the report is a response to their correspondence or an application.

1. Accounts

That the certification of the Director of Finance dated July 13, 2015 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

2. Presentation of the Annual Report - Page 28

Report previously circulated to Council and has been available to the public. It is available on-line at www.portalberni.ca and from the City Clerk's Department

- 1) Questions and Comments from the Public
- 2) Questions and Comments from Council

That Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2014 as presented.

3. Fire Chief - Outdoor Burning Regulations - Options for Consideration - Page 65

Report dated June 30, 2015 from the Fire Chief, at the request of Council, providing a report outlining options with regard to restrictions on outdoor burning.

That the report dated June 30, 2015 from the Fire Chief providing a report outlining options with regard to restrictions on outdoor burning, be received.

Council direction required.

4. Fire Chief - Wildfire Protection - Page 68

Report dated June 30, 2015 from the Fire Chief requesting Council approval to enter into an agreement with BC Wildfire Service to provide initial attack response, if required.

That the report dated June 30, 2015 from the Fire Chief, be received and Council for the City of Port Alberni direct staff to negotiate in the best interests of the City with Ministry of Forests, Lands and Natural Resource Operations BC Wildfire Service to provide standby coverage and initial attack response assistance during the current wildfire season, and that the Mayor and Clerk be authorized to enter into such agreement.

5. Director of Corporate Services - Community Investment Program 2015 - Late Request - Page 70

Report dated June 24, 2015 from the Director of Corporate Services regarding a request from the Alberni Valley Hospice Society for a Community Development Grant of \$3,000 to fund fireworks for the Christmas Sail Past on December 6, 2015.

That the report dated June 24, 2015 from the Director of Corporate Services be received, and Council for the City of Port Alberni approve a \$1,500 Community Development Grant to the AV Hospice Society in support of the 2015 Christmas Sail Past.

6. Director of Parks, Recreation & Heritage - Multiplex Liquor Licence - Page 73

Report dated July 6, 2015 from the Director of Parks, Recreation & Heritage outlining an opportunity to proceed with the modification of our current liquor licence at the Multiplex to allow alcohol in the Weyhaeuser arena bleachers.

That the report from the Director of Parks, Recreation & Heritage dated June 30, 2015, be received.

That Council for the City of Port Alberni support a Liquor Primary Structural Change application for the Alberni Valley Multiplex in order to allow liquor to be taken in to the seating area within the Weyerhaeuser Arena.

7. Director of Parks, Recreation & Heritage - Mill Stone/Focal Point Sign Park - Page 85

Report dated July 8, 2015 from the Director of Parks, Recreation & Heritage providing an update on Millstone Park and a resolution to apply for a Canada 150 Grant and information regarding the Focal Point Sign.

That the report dated July 8, 2015 from the Director of Parks, Recreation & Heritage, be received and Council for the City of Port Alberni confirm their continued financial support in the development of the Victoria Quay Park to include the relocation of the millstones and the carved focal point sign depicting historical images of the valley.

That Council for the City of Port Alberni direct staff to proceed with an application to the Canada 150 grant in support of development of the interpretive park at Victoria Quay.

8. Director of Parks, Recreation & Heritage - Abbeyfield Roof Tender - Page 88

Report dated July 8, 2015 from the Director of Parks, Recreation & Heritage providing an update on the Abbeyfield Roof Tender.

That the report dated July 8, 2015 from the Director of Parks, Recreation & Heritage be received, and Council for the City of Port Alberni direct staff to proceed with the award of the roof tender for the Abbeyfield facility to Universal Sheet Metal at the quoted cost of \$267,797 with Abbeyfield providing \$100,000 to the project and the City providing the balance of \$167,797 from the Capital Reserve Account.

9. City Planner - Bylaw Enforcement Vehicle - Page 90

Report dated July 7, 2015 from the City Planner asking Council to consider a revised vehicle purchase process for the Bylaw Enforcement vehicle.

That the report dated July 7, 2015 from the City Planner be received, and Council for the City of Port Alberni direct staff to proceed with a limited vehicle tender for a municipal special service vehicle for the Bylaw Enforcement vehicle.

10. Current Status Report - Page 94

That the Current Status Report be received.

*** Recess ***

11. Managers' Monthly Reports

Providing information about current departmental operations.

Planning Department - Page 99

That the monthly report from the City Planner providing information about current departmental operations, be received.

Engineering Department - Page 100

That the monthly report from the City Engineer providing information about current departmental operations, received.

G. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to landuse policy and to approve borrowing. A bylaw requires four separate resolutions to be adopted and must be considered over a minimum of two Council meetings. Each reading enables council to reflect on the bylaw before proceeding further.

1. City Clerk - Public Hearing Report - June 22, 2015 - Page 105

That the report of the Public Hearing held June 22, 2015 regarding Bylaw No. 4873, be received.

2. "Zoning Text Amendment No. T5 (Microbrewery in C3 Service Commercial), Bylaw No. 4873" - Page 107

Report dated July 6, 2015 from the City Planner advising approval was received from the Ministry of Transportation on June 29, 2015.

That "Zoning Text Amendment No. T5 (Microbrewery in C3 Service Commercial), Bylaw No. 4873", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4873.

3. "Portion of Lane Closure Adjacent to 4325 Michigan Road and Removal of Dedication, Bylaw No. 4875" - Page 117

Notice of Council's intent to adopt the Bylaw has been advertised.

Letter dated July 9, 2015 from Ed Kleywegt opposing approval of "Portion of Lane Closure Adjacent to 4325 Michigan Road and Removal of Dedication, Bylaw No. 4875".

That the letter dated July 9, 2015 from Ed Kleywegt opposing approval of "Portion of Lane Closure Adjacent to 4325 Michigan Road and Removal of Dedication, Bylaw No. 4875", be received.

That "Portion of Lane Closure Adjacent to 4325 Michigan Road and Removal of Dedication, Bylaw No. 4875", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4875.

4. City Planner - Advisory Planning Commission - Page 120

The summary report of the June 25, 2015 meeting of the Advisory Planning Commission is provided for Council's consideration of the following recommendations:

Development Application: Development Variance Permit No. 86 - 4065 McBride Street

(Rem Lot 1, District Lot 112, Alberni District, Plan VIP65723 Except Plan VIP70425)

Applicants: Murray Banting dba Tideline Resources Ltd., Agent for Cherry Creek GP Ltd.

1. *That Council for the City of Port Alberni proceed with the necessary Development Variance Permit to vary Zoning Bylaw 4832 as follows:*
 - a) *Vary Section 5.14.2 Site Development Regulations for the front Yard Setback, from 7.5 metres to 5 metres, a variance of 2.5 metres, for Rem. Lot 1, District Lot 112, Alberni District, Plan VIP65723 Except Plan VIP70425 located at 4065 McBride Street.*
 - b) *Vary Section 5.14.2 Site Development Regulations, for the Rear Yard Setback, from 9.0 metres to 3.5 metres, a variance of 5.5 metres; for Rem. Lot 1, District Lot 112, Alberni District, Plan VIP65723 Except Plan VIP70425 located at 4065 McBride Street.*
2. *That Council for the City of Port Alberni provide notice of intent to consider the issuance of a Development Variance Permit for Rem. Lot 1, District Lot 112, Alberni District, Plan VIP65723 Except Plan VIP70425 located at 4065 McBride Street.*

Development Application: Official Community Plan Bylaw and Zoning Bylaw Amendments

3539 & 3545 4th Avenue - Lot 15 and 16, Block 45, District Lot 1, Alberni District Plan VIP197B

Applicant: C. Stevens dba Port Alberni Friendship Centre

1. *That Council for the City of Port Alberni proceed with a map amendment to the Official Community Plan (Schedule A - Land Use Map) to change the designation of Lots 15 and 16, Block 45, District Lot 1, Alberni District Plan VIP197B, located at 3539 & 3545 4th Avenue, from Parks and Open Space to Institutional; and*

2. *That Council for the City of Port Alberni proceed with a map amendment to the Zoning Bylaw (Schedule A - Zoning Map) to change the designation of Lots 15 & 16, Block 45, District Lot 1, Alberni District, Plan VIP197B, located as 3539 & 3545 4th Avenue, from C3 - Service Commercial to P1 - Institutional.*

Official Community Plan Amendment No. 16 (4th Avenue – Friendship Centre), Bylaw No. 4877 - Page 171

That "Official Community Plan Amendment No. 16 (4th Avenue – Friendship Centre), Bylaw No. 4877", be now introduced and read a first time.

That "Official Community Plan Amendment No. 16 (4th Avenue – Friendship Centre), Bylaw No. 4877", be read a second time.

Zoning Map Amendment No. 7 (4th Avenue – Friendship Centre), Bylaw No. 4878 - Page 173

That "Zoning Map Amendment No. 7 (4th Avenue – Friendship Centre), Bylaw No. 4878", be now introduced and read a first time.

That "Zoning Map Amendment No. 7 (4th Avenue – Friendship Centre), Bylaw No. 4878", be now read a second time.

Development Application: Zoning Bylaw Amendment

4065 6th Avenue - That part of Lot 16, District Lot 1, Alberni District Plan 136852 lying to the North of a boundary parallel to and perpendicularly distant 150 feet from the Northerly boundary of said Lot 16.

Applicant: E. Drew dba Slammer's Gym Inc.

1. *That Council for the City of Port Alberni proceed with a text amendment to the Port Alberni Zoning Bylaw 2014, No. 4832 to:*
 - a) *Delete all text under Section 5.31 P1 Institutional; and*
 - b) *Add the text under Section 5.31 P1 Institutional as outlined in proposed "Zoning Text Amendment No. T6 (Site Specific Use - P1 Institutional), Bylaw No. 4879".*

2. *That Council for the City of Port Alberni require the applicant, as part of the development process, to resolve the parking space deficiency before final adoption of the bylaw.*

Zoning Text Amendment No. T6 (Site Specific Use - P1 Institutional), Bylaw No. 4879 - Page 175

That "Zoning Text Amendment No. T6 (Site Specific Use - P1 (Institutional), Bylaw No. 4879", be now introduced and read a first time.

That "Zoning Text Amendment No. T6 (Site Specific Use - P1 (Institutional), Bylaw No. 4879", be read a second time.

Setting Public Hearing for Bylaw No. 4877, No. 4878 and No. 4879

That "Official Community Plan Amendment No. 16 (4th Avenue – Friendship Centre), Bylaw No. 4877"; "Zoning Map Amendment No. 7 (4th Avenue – Friendship Centre), Bylaw No. 4878" and "Zoning Text Amendment No. T6 (Site Specific Use - P1 (Institutional), Bylaw No. 4879", be advanced to a Public Hearing on Monday, July 27, 2015 at 5:30 pm in the City Hall Council Chambers.

5. City Engineer - Water and Sewer Rate Proposal - Page 179

Report dated July 6, 2015 from the City Engineer advising the water and sewer rates bylaws require amending before the September 2015 billing to reflect a new rate structure.

That the report from the City Engineer dated July 6, 2015 be received, and Council for the City of Port Alberni approve the water and sewer rate structure proposed.

Waterworks Bylaw, Amendment No. 7 Rate Changes, Bylaw No. 4881 - Page 184

That "Waterworks Bylaw, Amendment No. 7 Rate Changes, Bylaw No. 4881", be now introduced and read a first time.

That "Waterworks Bylaw, Amendment No. 7 Rate Changes, Bylaw No. 4881", be read a second time.

That "Waterworks Bylaw, Amendment No. 7 Rate Changes, Bylaw No. 4881", be read a third time.

Sewer Connection and Regulation Bylaw, Amendment No. 9 (Sewer Rates and Septage Dump Fee) 2015, Bylaw No. 4882 - Page 188

That "Sewer Connection and Regulation Bylaw, Amendment No.9 (Sewer Rates and Septage Dump Fee) 2015, be now introduced and read a first time.

That "Sewer Connection and Regulation Bylaw, Amendment No. 9 (Sewer Rates and Septage Dump Fee), 2015, Bylaw No. 4882", be read a second time.

That "Sewer Connection and Regulation Bylaw, Amendment No. 9 (Sewer Rates and Septage Dump Fee), 2015, Bylaw No. 4882", be read a third time.

6. Fire Chief - Fire Control Bylaw - Page 194

Report dated June 30, 2015 from the Fire Chief requesting Council's endorsement of a new Fire Control Bylaw and associated amendment to the City's Fees & Charges Bylaw.

That the report dated June 30, 2015 from the Fire Chief, be received.

Fire Control Bylaw 2015, Bylaw No. 4876 - Page 195

That "Fire Control Bylaw 2015, Bylaw No. 4876", be now introduced and read a first time.

That "Fire Control Bylaw 2015, Bylaw No. 4876", be read a second time.

That "Fire Control Bylaw 2015, Bylaw No. 4876", be read a third time.

Fees and Charges Bylaw, 2007, Amendment No. 4, Bylaw No. 4880"
- Page 219

That "Fees and Charges Bylaw, 2007, Amendment No. 4, Bylaw No. 4880", be now introduced and read a first time.

That "Fees and Charges Bylaw, 2007, Amendment No. 4, Bylaw No. 4880", be read a second time.

That "Fees and Charges Bylaw, 2007, Amendment No. 4, Bylaw No. 4880", be read a third time.

H. CORRESPONDENCE FOR ACTION

All correspondence addressed to the Mayor and Council by an identifiable citizen is included on an Agenda. Action items are those asking for a specific request of Council and will be provided a response.

1. Bill Scott, Proline Glass Ltd. - Page 221

Letter dated June 17, 2015 concerned about home businesses and suggesting they pay commercial taxes.

That the letter dated June 17, 2015 from Bill Scott of Proline Glass Ltd., concerned about home businesses and suggesting they pay commercial taxes, be received.

2. United Steelworkers Local 1-85 - Page 222

Letter from Norm Macleod, President, USW Local 1-85, requesting Council's support to achieve fair compensation for the workers that have lost employment as a result of government policy and requesting the Mayor's attendance at a meeting to discuss the issue.

That the letter from Norm Macleod, President, USW Local 1-85, requesting Council's support to achieve fair compensation for the workers that have lost employment as a result of government policy and requesting the Mayor's attendance at a meeting to discuss the issue, be received.

3. Tom Yang - Page 223

E-mail dated June 30, 2015 requesting the City to pave Derby Road.

That the email dated June 30, 2015 requesting the City to pave Derby Road, be received and referred to the City Engineer.

4. Ducks Unlimited Canada - Page 224

Letter dated June 26, 2015 requesting an extension of two years for their exemption from Bylaw No. 3608 (prohibition of discharging firearms), to allow further limited hunting of geese in the Somass Estuary.

That the letter dated June 26, 2015 requesting a further exemption of two years from Bylaw No. 3608 (prohibition of discharging firearms) to allow further limited hunting of geese in the Somass Estuary, be received.

Council direction required.

I. PROCLAMATIONS

1. United Way - Page 228

E-mail dated June 30, 2015 requesting that October 5 to 11, 2015 be proclaimed as "United Way Week" in Port Alberni.

That the letter be received and that October 5 to 11, 2015 be proclaimed as "United Way Week" in Port Alberni.

2. International Day of Older Persons 2015 - Page 229

E-mail dated June 29, 2015 requesting that October 1, 2015 be proclaimed as "International Day of Older Persons" in Port Alberni.

That the e-mail be received and that October 1, 2015 be proclaimed as "International Day of Older Persons" in Port Alberni.

J. INFORMATIONAL CORRESPONDENCE

Correspondence which provides information to Council but does not make a specific request or topics that are not relevant to city services and responsibilities are included.

1. Food Security & Climate Change Committee - Page 232

The minutes of the June 4, 2015 meeting.

2. Minister of Community Sport and Cultural Development - Page 235

E-mail dated June 29, 2015 regarding the Strategic Community Investment Fund program and advising that Port Alberni will receive \$171,249 for a Small Community Grant and \$218,326 for Traffic Fine Revenue Sharing.

3. Port Alberni FolkFest Multicultural Society - Page 236

Letter dated July 2, 2015 thanking the City of Port Alberni for its support of the 38th Annual Canada Day Parade and Folkfest Activities.

4. Susan Roth - Page 237

Letter dated June 20, 2015 complaining about a potential conflict of interest between local government and Coulson Group of Businesses and response from the City Clerk.

That Informational Correspondence items numbered 1 through 4 be received and filed.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Mayor's Report

That the Mayor's report be received.

2. Regional District Report (Mayor Ruttan/Councillor McLeman)

That the Regional District report be received.

3. Councillors' Reports

That the Councillors' reports be received.

M. NEW BUSINESS

An opportunity for the Mayor or Council to raise issues as a result of the business of the meeting or to identify new items for subsequent meetings.

N. QUESTION PERIOD

An opportunity for the public and the press to ask questions of the Mayor and Council.

O. ADJOURNMENT

That the meeting adjourn at pm.

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD MONDAY, JUNE 22, 2015 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

PRESENT: Mayor Ruttan, Councillors Alemany, Minions, Paulson, Sauvé and Washington

ABSENT: Councillor McLeman

A. APPROVAL OF AGENDA (including introduction of late items)

It was moved and seconded:

That the agenda be approved as circulated.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Regular Council Meeting held on June 8, 2015 at 7:00 pm, be approved as circulated.

CARRIED

C. PUBLIC INPUT PERIOD

Malcolm Menninga congratulated the community on marketing recent events such as Art Rave and the SUP Race suggesting these were perfect reasons to bring people here. He also noted the upcoming 'Race the Train' event on July 11th.

D. DELEGATIONS

1. Sandra Gentleman - Canal Beach Watersports Society

At the request of Council, Sandra Gentleman and members of the Society provided an update on their activities noting the success of last weekend's Paddle Board race event at Canal Beach and advising they are looking at an expanded event in the future.

2. Port Alberni Air Quality Council

Earle Plain and Sarah Thomas provided information on air quality in the Alberni Valley and recommended a year round ban on backyard burning in the City.

It was moved and seconded:

That Council for the City of Port Alberni direct staff to prepare a report and recommendations regarding a year round ban on backyard burning.

CARRIED

E. UNFINISHED BUSINESS

1. Response to Questions

The Mayor provided a response to questions asked at the June 8, 2015 Regular Meeting of Council.

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated June 22, 2015 be received and the cheques numbered 131462 to 131595 inclusive, in payment of accounts totalling \$730,278.23, be approved.

CARRIED

**2. City Planner – Development Variance Permit No. 85 – 2507 9th Avenue
(Applicants: C. and E. Power)**

It was moved and seconded:

That the report dated June 15, 2015 from the City Planner regarding proposed Development Variance Permit No. 85, be received and Council proceed with consideration of the Development Variance Permit.

CARRIED

The Mayor provided introductory remarks.

The City Planner provided background information regarding the application by summarizing his report dated June 15, 2015.

Correspondence was received from Sherry & Dan Savard, opposed to the Development Variance Permit.

There was no late correspondence.

Presentation by the Applicant: Clark Power advised this is his 4th time building this particular duplex. He suggested that the changes to the newly adopted Zoning Bylaw in 2014 has affected the way he has to build. He also referred to the duplex located next door which he stated was the same.

Input from the Public: Sherry Savard noted the other duplex was fine but that this duplex fronting 9th Avenue looks like the back of a house. She felt that the balcony would not be esthetically pleasing and that it will affect her quality of life. She suggested the applicant was aware of the lot coverage restrictions prior to commencing building. She felt this duplex is not a good fit with the neighbourhood and that the Variance should be denied.

Questions from Council: In response to questions from Council the City Planner confirmed that at the time the building permit was issued the plans were at full lot coverage. He further clarified that there are two variances being requested – one for the lot coverage which is already at max and one for the balcony projection 0.5 metres into front yard set back.

It was moved and seconded:

That Development Variance Permit No. 85 to vary Zoning Bylaw regulations to increase the distance permitted as a "Projection into Required Front Yard" and to vary the Site Development Regulations Maximum Coverage permitted on the parcel, be authorized by City Council on June 22, 2015.

CARRIED

3. City Planner - Temporary Use Permit - 3868 Wood Avenue
(Applicants: H. and S. Rai)

It was moved and seconded:

That the report dated June 15, 2015 from the City Planner regarding proposed one year extension of a Temporary Use Permit, be received.

CARRIED

The Mayor provided introductory remarks.

The City Planner provided background information regarding the application by summarizing his report dated June 15, 2015.

There was no late correspondence.

Presentation by the Applicant: Kim Rai representing the applicant felt a three year extension was fair and suggested they were willing to adhere to any specific conditions of Council. He advised only three trailers were currently in place but that number does fluctuate. He felt that a one year extension was not enough time to develop a long-term plan for the site.

Input from the Public – there was none.

Questions from Council: In response to questions from Council the City Planner advised that RVs and trailers are designed for short term use and the building code and fire code do not apply. The Fire Chief confirmed that the applicant complied with requests to prepare a safety plan. Mr. Rai advised that the trailers on site are hooked up to sanitary sewer.

It was moved and seconded:

That Council for the City of Port Alberni authorize a three year extension of Temporary Use Permit 13-01.

CARRIED

4. City Manager - Annual Report

It was moved and seconded:

That the 2014 Annual Report be received, made available for public inspection immediately and that public questions, comments and formal approval be considered at the Annual Meeting to be held on July 13, 2015 as part of the Regular Meeting of Council.

CARRIED

5. Director of Finance - 2014 Comprehensive Annual Financial Report

It was moved and seconded:

That the Comprehensive Annual Financial Report for the year ending December 31, 2014, be received.

CARRIED

6. Director of Corporate Services - Community Investment Program 2015 - Request

It was moved and seconded:

That the report from the Director of Corporate Services dated June 15, 2015, be received and Council for the City of Port Alberni approve the CIP Grant of \$196.00 (in kind) to the Northern Youth Abroad program for bus passes and Parks and Recreation passes.

CARRIED

7. Director of Finance – Taxes and Utilities eBilling

It was moved and seconded:

That the report from the Director of Finance dated June 15, 2015 be received, and Council for the City of Port Alberni approve the purchase of ebilling software from Tempest in the amount of \$30,077 with funding from the Carbon Trust Reserve Fund.

CARRIED

8. City Clerk – Board of Variance Appointments

It was moved and seconded:

That the report from the City Clerk dated June 15, 2015 be received, and Council for the City of Port Alberni extend the appointments of Boris Lehner, Gerry Hickey and Danese McDonald to the Board of Variance until December 31, 2015.

CARRIED

9. City Engineer – Commercial Garbage Service

It was moved and seconded:

That the City Engineer's report dated June 17, 2015 providing information regarding the discontinuance of the City's commercial garbage service, be received.

CARRIED

10. Current Status Report

It was moved and seconded:

That the Current Status Report be received.

CARRIED

11. Managers' Monthly Reports

RCMP Department

It was moved and seconded:

That the monthly report from the RCMP providing information about current departmental operations, be received.

CARRIED

The Mayor called a 10 minute recess at 8:34 p.m.

The meeting resumed at 8:44 p.m.

Parks, Recreation & Heritage

It was moved and seconded:

That the monthly report from the Director of Parks, Recreation & Heritage providing information about current departmental operations, be received.

CARRIED

Economic Development

It was moved and seconded:

That the monthly report from the Economic Development Manager providing information about current departmental operations, be received.

CARRIED

G. BYLAWS

- 1. City Clerk – June 22, 2015 Public Hearing Report**
*"Zoning Text Amendment No. T5 (Microbrewery in C3 Service Commercial),
Bylaw No. 4873"*

It was moved and seconded:

*That the verbal report of the Public Hearing held June 22, 2015
regarding Bylaw No. 4873, be received.*

CARRIED

It was moved and seconded:

*That "Zoning Text Amendment No. T5 (Microbrewery in C3 Service
Commercial), Bylaw No. 4873", be read a third time.*

CARRIED

- 2. "Portion of Lane Closure Adjacent to 4325 Michigan Road and Removal of
Dedication Bylaw No. 4875"**

It was moved and seconded:

That the report from the City Clerk dated June 11, 2015, be received.

CARRIED

It was moved and seconded:

*That "Portion of Lane Closure Adjacent to 4325 Michigan Road and
Removal of Dedication Bylaw No. 4875", be now introduced and read
a first time.*

CARRIED

It was moved and seconded:

*That "Portion of Lane Closure Adjacent to 4325 Michigan Road and
Removal of Dedication Bylaw No. 4875", be read a second time.*

CARRIED

It was moved and seconded:

That "Portion of Lane Closure Adjacent to 4325 Michigan Road and Removal of Dedication Bylaw No. 4875", be read a third time.

CARRIED

It was moved and seconded:

That staff be directed to advertise the City's intention to adopt "Portion of Lane Closure Adjacent to 4325 Michigan Road and Removal of Dedication Bylaw No. 4875" at its July 13th, 2015 Regular meeting of Council in accordance with Community Charter provisions.

CARRIED

H. CORRESPONDENCE FOR ACTION

1. Alberni District Fall Fair Association

It was moved and seconded:

That Council for the City of Port Alberni authorize the Alberni District Fall Fair Association to sell their car raffle tickets at the corner of Beaver Creek Road and River Road during this year's Salmon Festival event.

CARRIED

It was moved and seconded:

That the request to close City streets along 10th Avenue to the Fair Grounds from 11:00 am to the conclusion of the parade on Saturday, September 12, 2015, be received and Council concur with the request subject to the City's stated road closure conditions.

CARRIED

2. Islands Trust Council

It was moved and seconded:

That the letter dated June 12, 2015 requesting support for provincial government investment in reducing ferry fares on minor routes, be received.

CARRIED

3. **Colin Simister, Port Alberni Pride**

It was moved and seconded:

That the email dated June 18, 2015 requesting the Pride Flag be flown at City Hall on July 26, 2015 in conjunction with the Port Alberni Pride Barbeque taking place at Williamson Park, be received and the flag flown as requested.

CARRIED

I. **PROCLAMATIONS** NIL

J. **INFORMATIONAL CORRESPONDENCE**

1. **Seniors Advisory Committee**

The minutes of the May 14, 2015 meeting.

2. **McLean Mill Advisory Committee**

The minutes of the May 14, 2015 meeting.

3. **Island Health**

News Release dated June 15, 2015 announcing Island Health will hire eight additional Nurse Practitioners to deliver care to high need, under-served populations in Mount Waddington, Nanaimo, Ladysmith, the Saanich Peninsula, Salt Spring Island and Victoria.

It was moved and seconded:

That Informational Correspondence items numbered 1 through 3 be received and filed.

CARRIED

K. REPORT FROM IN-CAMERA

1. In-Camera Item – February 10, 2015

The following resolution was adopted by Council at its February 10, 2015 Special In-Camera Meeting.

That Council for the City of Port Alberni donate City owned property at 3545 and 3539 4th Avenue to the Port Alberni Friendship Centre for expansion to their facility, subject to rezoning, the success of their funding application and consolidation of the lands with the parent parcel.

L. COUNCIL REPORTS

1. Mayor's Report

The Mayor announced that Scott Kenny, Director of Parks, Recreation and Heritage will be retiring on July 31, 2015.

It was moved and seconded:

That the Mayor's report be received.

CARRIED

2. Regional District Report (Mayor Ruttan/Councillor McLeman)

It was moved and seconded:

That the Regional District report be received.

CARRIED

3. Councillors' Reports

It was moved and seconded:

That the Councillors' reports be received.

CARRIED

M. NEW BUSINESS

1. Liquor Sales in Grocery Stores

It was moved and seconded:

That Council for the City of Port Alberni direct staff to investigate and bring forward an amendment to the Zoning Bylaw to restrict liquor sales in grocery stores.

CARRIED

N. QUESTION PERIOD

Neil Anderson requested further clarification on public input following the decision of Council on a Public Hearing matter which was responded to by the City Clerk.

O. ADJOURNMENT

It was moved and seconded:

That the meeting adjourn at 9:53 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Dawn Hartwell
Clerk

Delegation – July 13th

We would like to make a presentation to Council on 13th July 2015 for Capital Funding towards McLean Mill Restoration.

We have received approval from Parks Canada to continue the program in 2015 to replace/restore the log haul and lumber deck. They have proposed a contribution of \$34,000 providing we can secure \$17,202 in cash and \$16,946 in kind. We will provide the lumber and equipment for the latter and we are looking to the City for the cash contribution. When I made my presentation for the operating plan for the Mill, I specifically made the point that the Capital/Special Maintenance would follow, however this was apparently taken that capital funding was not required from the City. We certainly hope that this application will receive a favourable response.

Further to my earlier memo and a verbal enquiry last week, I would also request a cheque for \$27,000 (or has it been reduced again?) for the ACRD contribution to the McLean Mill.

Thank you,

Hugh Grist

2014 ANNUAL MUNICIPAL REPORT



City of Port Alberni
2014
Annual Municipal Report

Cover Photo: Russ and Brenda Widdess



Table of
CONTENTS

Port Alberni - At a Glance	4
Message from the Mayor	6
City Manager's Message	7
Organizational Chart	8
Directory of Officials	9
Committees, Commissions & Boards	10
Permissive Tax Exemptions	11
Vision, Mission, Values	12
Strategic Goals	14
Departmental Reports	20
Financial Statements	30
Performance Graphs & Charts	33

Port Alberni at a glance



1,260

Social media
connections



214,866

rides on public
transit



\$34,247

in grants provided to
local non-profits

Photo: Kevin Head



9,166

cubic metres of water
distributed each day



98

total building
permits issued



153

kilometres of
paved streets



11,700

calls for service
to the RCMP



39

parks and
sports fields



94,592

admissions to
recreation
facilities



160

kilometres of
sewer pipe

Message from the Mayor



On behalf of City Council, it is my pleasure to present the 2014 Annual Municipal Report for the City of Port Alberni. This report highlights our progress and achievements in providing a wide range of programs and services aligned with our City's vision and objectives.

December 2014 brought the beginning of a new Council term for which, I along with four new Councillors: Denis Sauvé, Sharie Minions, Ron Paulson and Chris Alemany were elected to Council for the first time. We were joined by returning Council members Jack McLeman and Dan Washington.

Building the city we all want and deserve requires clear focus, hard work and cooperation. City Council is committed to improving the quality

of life for all residents by responding quickly to community concerns and by working to secure emerging opportunities.

The City's new strategic plan articulates our priorities and provides us with clear metrics for evaluating our progress over the next four years. These priorities are outlined within this report and I invite you to take a few minutes to review them and share your ideas with us.

Building a great city also demands financial leadership and stewardship. While this often entails difficult decisions, the goal, always, is to meaningfully engage citizens in these decisions through transparent and open processes.

As the following pages in this year's Annual Report show, we are making consistent progress towards our vision. This is a result of hard work by municipal staff and the collective endeavours of the community. In this regard, I would like to thank City staff and all the residents, businesses and numerous service clubs that contribute to our well-being and prosperity.

I consider it an honour to serve this great community and I look forward to another successful year in 2015.



Mayor Mike Ruttan

Message from the City Manager



On behalf of the Mayor and Council, I am pleased to submit the 2014 Annual Municipal Report. This report provides information regarding our community, organization, operations and finances in 2014 and meets the requirements set out in Section 98 of the Community Charter.

This report outlines the annual progress made on Council's stated goals and objectives. During 2014 significant progress was achieved on Strategic Goals identified in our 2013 Strategic Plan. In November 2014 the incoming Council set as one of their first priorities, the adoption of a new Strategic Plan. Progress in 2014 is presented in respect of this new Strategic Plan.

Both the outgoing and incoming Council in 2014 recognized the resistance of residents to increased property taxes. Both Councils also recognized the urgent need for attention to our aging infrastructure and citizens' desire to see their traditional services maintained. All of the City's Departments continue

striving to find efficiencies and new revenue sources to allow us to deal with this reality in the face of escalating costs.

Overall taxes collected by the City increased by 1.8% in 2014. Industrial taxes were frozen at 2013 levels and business taxes were increased only slightly. Residential taxes collected increased by 2.2%.

Needed water and sewer treatment improvements were furthered by beginning construction of our water treatment upgrade in late 2014 and by option analysis and design of our sewage treatment works upgrade project. Utility rate increases of 10% were implemented to fund these upgrades.

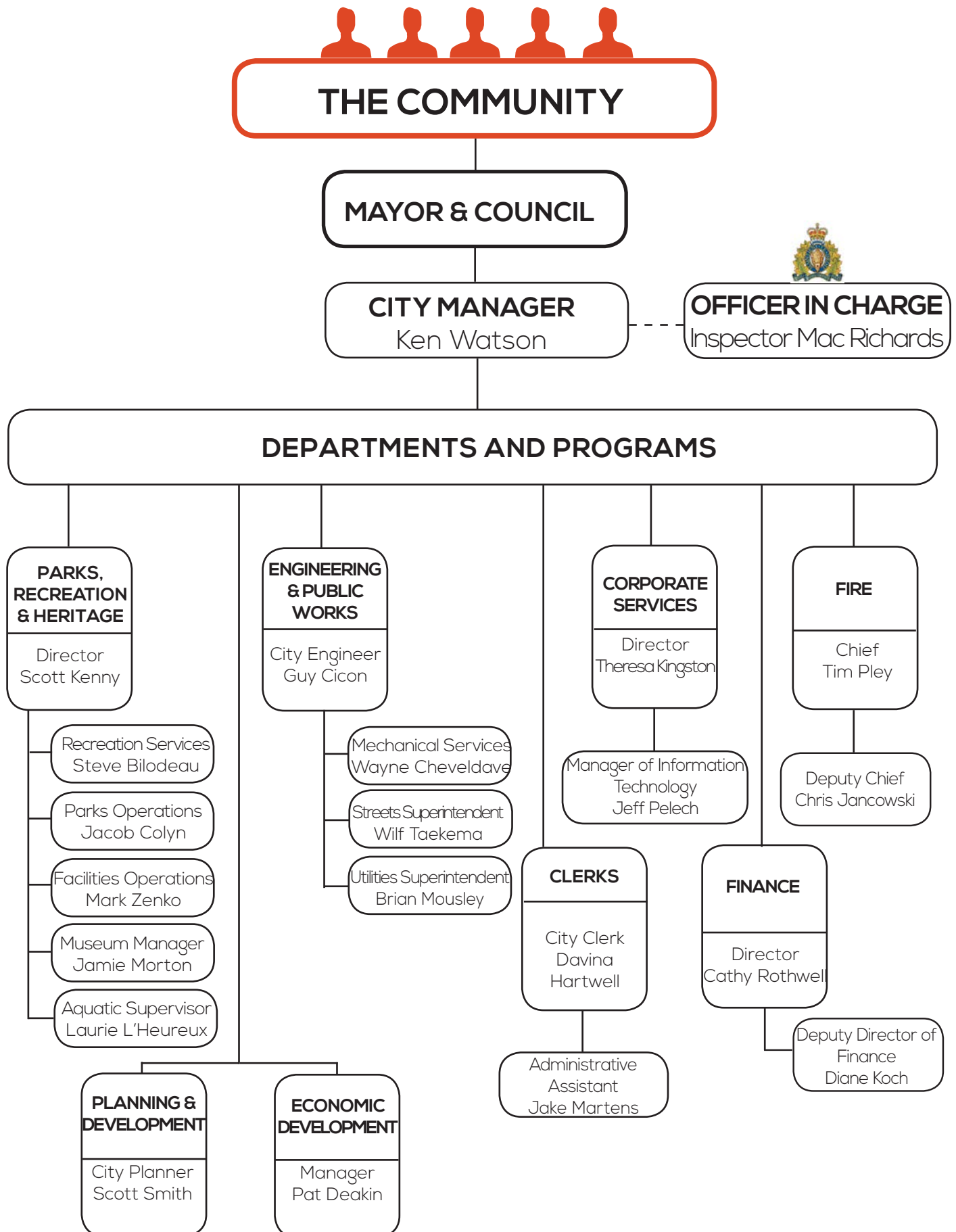
The City continued to move forward with our goals for environmental sustainability. Between 2007 and 2014 the City has reduced our Greenhouse Gas emissions by 18%. By creation and funding of the internal Port Alberni Carbon Fund we met our commitments under the Climate Action Charter to be carbon neutral. We recognize our continuing role in minimizing our carbon footprint and look forward to continued progress.

I would like to thank Council, City employees and the citizens of Port Alberni who have dedicated their energy and resources toward making this community more vibrant, healthy, and safe in 2014. More detailed information regarding the City's objectives, services and operations is available on our website at www.portalberni.ca. This includes our 2015 Strategic Plan, Official Community Plan, 2014 Comprehensive Annual Financial Report, 2015-2019 Five Year Financial Plan and 2014 Environmental Sustainability Report. I welcome input from citizens regarding the format and content of this report and on the City's performance in general.

A handwritten signature in black ink, appearing to read 'Ken Watson'.

Ken Watson
City Manager

ORGANIZATIONAL CHART



DIRECTORY OF OFFICIALS

Elected Officials 2011 – 2014



Elected Officials 2011 – 2014
 Back Row (L-R): Councillors Rob Cole, Jack McLeman, Hira Chopra and Cindy Solda
 Front Row (L-R): Councillor Wendy Kerr, Mayor John Douglas and Councillor Dan Washington

Elected Officials 2014 – 2018



Elected Officials 2014 – 2018
 Back Row (L-R): Councillor Jack McLeman, Mayor Mike Ruttan, Councillors Dan Washington and Ron Paulson
 Front Row (L-R): Councillors Chris Alemany, Sharie Minions, and Councillor Denis Sauvé

In accordance with Section 98(2)(e) of the Community Charter, there were no declarations of disqualification made under Section 111 of the Community Charter in the year 2013

2014 CITY OFFICIALS	NAME	CONTACT
City Manager	Ken Watson	250-720-2824
City Clerk	Davina Hartwell	250-720-2810
Director of Finance	Cathy Rothwell	250-720-2821
City Engineer	Guy Cicon	250-720-2838
Director of Parks, Recreation and Heritage	Scott Kenny	250-720-2507
Fire Chief	Tim Pley	250-720-2540
City Planner	Scott Smith	250-720-2808
Director of Corporate Services/Deputy City Manager	Theresa Kingston	250-720-2506
Manager of Economic Development	Patrick Deakin	250-720-2527
Building Inspector	Dave Cappus	250-720-2832
Manager of Information Technology	Jeff Pelech	250-720-2829
Licence Inspector/Bylaw Enforcement Officer	Tim Hautzinger	250-720-2831
Officer In Charge (OIC), RCMP Detachment	Mac Richards	250-723-2424
Auditor	R. Anderson & Associates	250-724-5717
Banker	Bank of Montreal	250-723-2431

COMMITTEES, COMMISSIONS & BOARDS

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Mayor Mike Ruttan and Councillor Jack McLeman

PERSONNEL COMMITTEE

Mayor Mike Ruttan, Councillors Sharie Minions, and Jack McLeman

AUDIT COMMITTEE

Councillors Chris Alemany, Denis Sauvé, and Dan Washington

COMMUNITY INVESTMENT PROGRAM / PERMISSIVE TAX EXEMPTION

Councillor Ron Paulson, Kenn Whiteman, Frances Ketteringham, Russ McLaughlin, and Ron Jorgenson

BOARD OF VARIANCE

Boris Lehner, Gerry Hickey, and Danese McDonald

COURT OF REVISION

Mayor Mike Ruttan, Councillors Denis Sauvé, and Sharie Minions

ADVISORY PLANNING COMMISSION

Linda Kelsall, Larry Ransom, Chris Colclough, Staff Sgt. Mike Coady, Randy Thoen, (Hupacasath), (Tseshaht), Vern Barnett, Councillor Chris Alemany, Shelley Chrest, Wes Hewitt, Seva Dhaliwal, and Diana Curry

ALBERNI VALLEY HERITAGE COMMISSION

Judy Carlson, Bert Simpson, Gareth Flostrand, Gayle Stephen-Player, Pam Craig, Penny Cote, Marta Williamson, Neil Malbon, David Taberner, Dennis Bill, Jolleen Dick, and Councillor Dan Washington

ADVISORY TRAFFIC COMMITTEE

Sgt. Dave Paddock, Guy Cicon, Wilf Taekema, Chris Jancowski, Pat Dahlquist, Caroline Robinson, Cameron McKinnon/Phil Atkinson, and Councillor Ron Paulson

PORT ALBERNI PORT AUTHORITY

Ken McRae

ALBERNI VALLEY COMMUNITY FOREST CORPORATION

Jim Sears, Ed Proteau, Chris Duncan, Gary Swann, Chris Law, Warren Lauder, Jamie Jensen, and Councillor Dan Washington

ALBERNI VALLEY COMMUNITY FOREST LEGACY COMMITTEE

Chris Duncan, Gary Swann, Ken McRae, Directors Lucas Banton and Penny Cote, Councillors Jack McLeman and Ron Paulson

ALBERNI VALLEY BEAR SMART COMMITTEE

Guy Cicon, City Engineer

ALBERNI VALLEY AIR QUALITY COUNCIL

Councillor Sharie Minions and Tim Pley, Fire Chief

COUNCIL APPOINTMENTS

MAYOR MIKE RUTTAN

- Director, Alberni-Clayoquot Regional District
- Board Member, ICET North Island Sunshine Coast Regional Advisory Committee
- Director of Upnit Power Corporation
- Chair, Personnel Committee
- Member, Court of Revision

COUNCILLOR CHRIS ALEMANY

- Member, Audit Committee
- Liaison, Community Stakeholders Initiative on Homelessness
- Liaison, Advisory Planning Commission
- Member, ACRD Transportation Committee

COUNCILLOR SHARIE MINIONS

- Vancouver Island Regional Library Board Member
- Member, Personnel Committee
- Liaison, SD70/North Island College
- Liaison, Alberni Valley Chamber of Commerce
- Liaison, Air Quality Council
- Member, Court of Revision

COUNCILLOR RON PAULSON

- Liaison, Advisory Traffic Committee
- Member, Community Investment Program / Permissive Tax Exemption Committee
- Member, AV Community Forest Legacy Committee

COUNCILLOR DENIS SAUVÉ

- Liaison, Port Alberni International Twinning Society
- Liaison, Continuing Care Societies
- Emergency Planning Committee
- Member, Audit Committee
- Member, Court of Revision

COUNCILLOR JACK MCLEMAN

- Director, Alberni Clayoquot Regional District
- Member, AV Community Forest Legacy Committee
- Liaison, AV Community Forest Corporation
- Member, Personnel Committee

COUNCILLOR DAN WASHINGTON

- Member, Audit Committee
- Liaison, Alberni Valley Heritage Commission
- Member, West Island Woodlands Advisory Group

PERMISSIVE TAX EXEMPTIONS

REGISTERED OWNER	EXEMPTION
Alberni Athletic Association	\$19,516.67
Alberni Clayoquot Continuing Care Society – Fir Park Village	\$29,512.77
Alberni Community & Women's Services Society	\$2,858.32
Alberni District Fall Fair Association	\$10,156.54
Alberni Valley Bulldogs Hockey	\$182.28
Alberni Valley Child Care Society	\$3,988.99
Alberni Valley Curling Club	\$737.15
Alberni Valley Hospice Society (Ty Watson House)	\$1,602.35
Alberni Valley Junior Baseball Association	\$222.56
Alberni Valley Minor Hockey Association	\$1,578.14
Alberni Valley Minor Softball Association	\$507.62
Alberni Valley Rescue Squad	\$6,936.93
Alberni Valley Senior Citizens' Homes	\$47,646.99
Alberni Valley Youth Soccer Association	\$2,589.79
Bread of Life Society	\$1,878.69
British Columbia Society for Prevention of Cruelty to Animals	\$22,781.93
Canadian Mental Health Association – New Horizons Centre	\$2,381.64
Canadian Mental Health Association - 3131 5th Ave	\$8,585.88
Catholic Independent Schools, Diocese of Victoria	\$12,287.97
Community Arts Council of the Alberni Valley	\$3,535.31
CTH Management Association	\$26,935.52
Echo Sunshine Club	\$5,702.19
Falls Road Eagles Hall	\$1,051.40
Island Corridor Foundation	\$9,314.34
Italian Canadian Fraternal Society	\$2,796.35
Mount Arrowsmith Skating Club	\$1,644.76
Navy League of Canada	\$6,162.31
Port Alberni Aquatic Club - Tsunami Swim Club	\$647.05
Port Alberni Association for Community Living	\$12,344.66
Port Alberni Black Sheep Rugby Club	\$10,720.92
Port Alberni Gymnastics Association	\$14,605.61
Port Alberni Lawn Bowling Club	\$3,623.42
Port Alberni Maritime Heritage Society	\$7,839.60
Port Alberni Men's Slowpitch League	\$222.56
Portal Players Dramatic Society	\$4,904.34
Royal Canadian Legion	\$1,400.00
Western Vancouver Island Industrial Heritage Society	\$6,783.27
2014 PROPERTY TAXES FOREGONE THROUGH PERMISSIVE TAX EXEMPTIONS	\$298,685.20

VISION

THE CITY OF PORT ALBERNI IS A VIBRANT WATERFRONT COMMUNITY AT THE HEART OF THE WEST COAST THAT...

- Is sustainable and environmentally responsible
- Is safe, caring, and healthy
- Has a robust and diverse economy
- Is welcoming, accessible and attractive
- Is actively creating its future

MISSION

OUR MISSION IS TO ENHANCE THE QUALITY OF LIFE OF RESIDENTS AND TAXPAYERS BY CREATING A VIBRANT, HEALTHY AND UNITED COMMUNITY THROUGH:

- Providing or facilitating the delivery of high quality core municipal services and programs
- Being fiscally responsible
- Planning and encouraging development to ensure a thriving economy and a strong tax base
- Maintaining infrastructure to support public health, growth and economic diversification
- Providing leadership and building partnerships (internal/external) of benefit to the City

VALUES

CITY COUNCIL, MUNICIPAL STAFF AND VOLUNTEERS ARE COMMITTED TO THE FOLLOWING VALUES:

- Service to Others: providing high quality, reliable and friendly customer service
- Respect: consideration for the beliefs and needs of others
- Integrity: honesty in all dealings and the courage to act and live by these values
- Innovation: open to change and learning in order to improve effectiveness and efficiency
- Contribution: pride in one's work and the recognition and appreciation of skills and accomplishments



Photo: Chris Finlayson

1 LIVE WITHIN OUR MEANS

- 1.1: Minimize tax increases for residential taxpayers
- 1.2: Ensure efficient utilization of tax dollars
- 1.3 Increase non-tax revenue sources

STRATEGIC GOALS

2014 PERFORMANCE	
MEASURES	RESULTS
Overall Tax increase (pop 10,000- 25,000)	Port Alberni 1.8% Prov. Avg. 4.1%
Industrial Tax Rate (per \$1,000)	Port Alberni = \$53 Prov. Avg. = \$37
Industrial Tax Class Multiple	Port Alberni = 5.8 Prov. Avg. = 8.5
Business Tax Rates (pop 10,000-25,000)	Port Alberni = 15.5 Prov. Avg. = 12.7
Business Tax Class Multiple	Port Alberni = 1.7 Prov. Avg. = 2.9
Residential Tax Increase Rates (pop 10,000-25,000)	PA Avg. 2.2% Prov. Avg. 4.0%

LOOKING FORWARD - 2015

- Continued tax freeze for Industry.
- Water and Sewer Rate review factoring cost of new treatment and improving rate structure equity and sustainability.
- Investigate generation of non-tax revenues via Sponsorship opportunities of City facilities to Corporate entities.

CONNECTED COMMUNITY 2

2.1: Maintain infrastructure

2.2: Alternate transportation routes

2.3 Active Transportation Network

2014 PERFORMANCE	
MEASURES	RESULTS
Active Transportation Planning focused on Walking & Biking	Active Transportation Plan focused on walking & biking completed and endorsed by Council
Improve Pedestrian Accessibility	New Pedestrian Bridge across Kitsuksis Creek installed
Upgrades to Existing Road Network	Significant improvements to City streets at 16th Ave – Redford St to Bute St. and 2nd Ave – Stirling St. to Melrose St

LOOKING FORWARD - 2015

- Traffic improvements on Johnston Road (Highway 4) in partnership with the Ministry of Transportation.
- Implementation Schedule for connectivity improvements included in the Active Transportation Plan, including a designated and improved route from Harbour Quay to McLean Mill.
- Trail system expansion and upgrades in Roger Creek area including installation of a new pedestrian bridge crossing Roger Creek.
- Updating of the Long Term Transportation plan in the City's OCP to reflect Regional and Provincial route planning currently underway.
- Support Regional Transportation Committee efforts to secure development of a second highway access to Port Alberni.

3 ENVIRONMENTAL PROTECTION

3.1: Protect water, land and air quality

2014 PERFORMANCE	
MEASURES	RESULTS
Carbon neutral operations	Continued Carbon Neutrality by funding of internal Port Alberni Carbon Trust Reserve.
Reduce GHG emissions from City operations	Reduction of 74 tonnes (tCO ₂) in 2014. 18.5% reduction in GHG emissions (523 t) since 2007.
Sewage treatment effluent meets or exceeds required quality criteria	Required upgrade designs and LWMP funded and in progress.
Solid Waste Reductions	No reduction in 2014. Reduction of 20% in residential solid waste since 2007.
Protect Water Quality from City Watershed	Multi stakeholder meetings regarding watershed protection began in 2014. Ongoing communication with Forest Companies.
Provide safe drinking water to all City customers	Enhanced treatment to include UV disinfection under construction in 2014.
Improve Air Quality	Continued participation in Air Quality Council and related initiatives.
Implement District Energy System to reduce GHG emissions & generate energy	Continue planning for development of this utility. Grant funding \$1.5 million in hand.

LOOKING FORWARD - 2015

- Consultation and designs continuing on Sewage Treatment Plant upgrade.
- Water Treatment Plant upgrade including UV disinfection complete mid- 2015.
- Planning for implementation of curbside collection of kitchen and yard waste in partnership with the Regional District.
- Formation of an ongoing multi stakeholder Alberni Valley Watershed Committee.
- Completion of a Watershed Management Plan.
- Selection of a proponent to implement the District Energy Project.
- Adoption of a Pesticide Reduction Policy and public education plan for pesticide best practices.

2014 PERFORMANCE	
MEASURES	RESULTS
Decrease Crime	Total for all offences similar to 2013. Overall reduction of 50% since 2005.
Provide Parks , Rec & Heritage programs & facilities that enhance the lives of citizens	Over 92,632 residents attended facilities or programs in 2014. This is a 2% decrease from 2013 attendance. Feasibility Study for new Aquatic Centre completed.
Support Volunteer/non-profit Community Agencies	Community Investment Program Grants awarded for 2014.
Increase Public Access to the Waterfront	Canal Beach Park formally opened on old Plywood Mill Site. Waterfront North Planning Study completed. Lease of "Esso Property" on Harbour Road obtained for public use.
Streetscape Beautification	\$700,000 in paving and road construction undertaken in 2014.

LIVEABILITY 4

4.1: Ensure an inviting community

4.2: Facility development and improvements



LOOKING FORWARD - 2015

- Continue successful Crime Reduction Strategy implementation by RCMP.
- Begin implementation of Johnston Rd corridor streetscape improvements including planters, signage and sidewalk improvements.
- Development of "Millstone Park" on the Somass River waterfront at the foot of Roger Street.
- Plan development of waterfront park on Harbour Road at former "Esso Property".
- City Hall exterior renovations to upgrade the appearance of the building featuring locally manufactured wood products donated by industry.
- Formation of an ongoing multi stakeholder Alberni Valley Watershed Committee.
- Construction of Dry Creek flooding mitigation works.
- Focus on more proactive methods to reduce graffiti, littering, and illegal dumping.

5 REVITALIZE THE ECONOMY

5.1: Welcome investment

5.2: Attract businesses, new residents and visitors

2014 PERFORMANCE	
MEASURES	RESULTS
Implement Uptown & Waterfront Redevelopment Plan	Port Authority undertaking Fisherman's Harbour upgrades. Plywood Site leased to Port Authority for industrial use.
Complete Waterfront North Study	Plan completed jointly with the Port Alberni Port Authority, Tse-shaht FN and Hupacasath FN.
Use Revitalization Tax Exemptions (RTE)	RTE Bylaw targeting Uptown Commercial area generated 1 application since adoption in 2013. Previous RTE generated 10 applications.
Community Forest Operating Success	All startup costs repaid. Dividend of \$350,000 provided to City. Harvested 80,500m3 and planted 138,000 trees to end of 2014.
Business License Total #s	591 up 12 % from 2013.
Construction Statistics	22 new Residential units down 4% from 2013.

LOOKING FORWARD - 2015

- Rebranding process for the City of Port Alberni.
- Development of West Coast Aquatic's Fisheries Stewardship Centre at Harbour Quay.
- Planning for extension of Alberni Valley Regional Airport runway.
- Construction of Dry Creek Flood mitigation works to reduce flooding in lower 3rd Avenue Commercial area.
- Clutesi Haven Marina renewal of lease with PAPA including future development of new tourist/commercial facility.
- Technical Conferences hosted in Port Alberni including National Seafood Sector and Municipal Information Services Association.
- Disbursement of dividends from the Community Forest to applicants with capital projects benefiting the Alberni Valley.
- Adoption of additional Revitalization Tax Exemption Bylaw covering development in all Commercial areas.

Photo: Chris Finlayson

2014 PERFORMANCE	
MEASURES	RESULTS
Public Satisfaction Rating	City Budget Survey (2014) 76% Satisfied with City Services; 61% with value for taxes. Very similar to results of 2011 Ipsos Reid Survey
Effective Public Communication	New more interactive and informative website developed and deployed. Increased use of Facebook and Twitter for financial plan input and general communication
Independent Operational Reviews Undertaken	Safety Management Systems Audit via BCMSA process received 95% score. Received GFOA award for Financial Reporting. Audit on Policing Oversight undertaken by AGLG with report pending.

RESPONSIVE GOVERNMENT 6

**6.1: Collaborative relationships
with other levels of
government**

**6.2: Effective and efficient
operations and delivery of
service**

**6.3 Informed and engaged
community**

LOOKING FORWARD - 2015

- Completion of Independent Management Structure and Compensation Review.
- Completion of Corporate Succession Plan.
- Renewal of Collective Agreement between City and Firefighters union (PAPFFA).
- Adoption of Bylaw Adjudication System to streamline bylaw enforcement.
- Livestreaming and digital archiving of City Council Meetings.
- Modification to Procedures bylaw to allow more flexibility regarding public questions at Council meetings.

FINANCE



The Finance Department maintains the City's high standard of financial management by providing the citizens, elected officials, staff, and vendors with professional customer service through the collection and disbursement of funds, financial reporting, and management of assets.

- The Finance Department is responsible for the financial well-being of our City, through the provision of effective and reliable financial advice, services and information to Council, staff and the public.
- Over \$35 million is collected annually from various sources including property taxes, utility payments, service charges, and senior government grants. The Finance Department oversees the expenditure of these funds through the annual budget process and the City's expenditure policies.
- Other roles of the Finance Department include accounts payable, the purchase of goods and services, inventory control, payroll, the provision of property tax and utilities information, preparation of the consolidated year end financial statements, treasury services, insurance, and risk management.

HIGHLIGHTS – 2014

- Received Canadian Award for Financial Reporting from the Government Finance Officers Association for our 2013 Annual Financial Report.
- Prepared and updated budget documentation for the 2014 5 year Financial Plan process.
- Developed and implemented Investment Management Statement Policy.
- Software implementation completed in partnership with IT.
- Generated over 29,000 billings for property tax, utilities, and other city-related business.
- Transit fares restructured, routes modified and simplified in cooperation with BC Transit.

FOCUS – 2015

- Develop Department service plan contributing to achievement of City Strategic Plan including initiatives to increase non tax revenue (increase return on investment on surplus funds).
- Continued development on asset management plan – incorporate GIS with water/sewer capital assets where possible.
- Update water system capital assets inventory.
- Improve internal reporting.
- Begin migration to paperless billing.
- Transfer business licencing to Finance from Planning Department.
- Complete update of Equipment Replacement Reserve fund with recommendations for changes to ensure long term health of the Fund.

FIRE



The Fire Department provides the following services:

- Firefighting (residential, commercial, industrial, wildland)
- Rescue/extrication (including regional coverage)
- Medical 1st Responder supplementing the BC Ambulance Service
- Structural High Angle Technical Rope Rescue
- Confined Space Rescue
- Hazardous Material Spill response
- Fire Prevention, Inspection, Education & Code enforcement
- Contract Fire Suppression to multiple clients including industrial, residential and First Nations
- Emergency Preparedness Planning including management of the Tsunami Warning System

HIGHLIGHTS – 2014

- Continue improving turn out and response times – 2014 turn out times improved over previous years. Travel times same as previous years. Have made operational change (2 person rescue) that reduces likelihood of fire engine delay due to attendance at medical incidents.
- Regional partnerships - continuing to work to improve existing Automatic Aid agreements.
- Partnered with Province's Wildfire Management Branch to assist in providing local coverage for wildfire initial attack services.
- Initiated an industrial facility fire inspection program.
- Responded to 1272 calls in 2014. Notable responses included the January fire in a large multi-tenant building on lower Argyle St. as well as December's response to flooding events both in the City and rural Regional Areas.

FOCUS – 2015

- Prepare Department's service plan to contribute to achievement of City Strategic Plan.
- Tsunami Warning System - 4th station equipment replacement, updating of test message, work with stakeholders including Tseshaht FN to expand the system with one or more new stations.
- Complete update of Fire Department Bylaw.
- Replace deputy fire chief.
- Prepare for 2016 Training Officers conference.
- Complete modifications to firehall to support future female firefighter employees – install women's shower facility.
- Continue to advise and support Air Quality Council with woodstove exchange program, public awareness campaign, supporting Council in considering further reductions in outdoor burning.
- Partner with PAPFFA to provide a sauna facility for sweating out of contaminants after attending fires.
- Pursue agreement with the Provincial government to host a large emergency response event in the Alberni Valley.
- Investigate the potential for extending beyond 20 years. the life of Ladder 2.

PARKS & RECREATION



The mission of the City's Parks, Recreation & Heritage Department is to enrich the quality of life of residents. This is done by: developing and maintaining efficiently operated parks and facilities; ensuring full and equitable access to a wide range of leisure opportunities; promoting an appreciation of our environment and our heritage; facilitating partnerships with the volunteer, public and private sector; and providing leadership and personal development opportunities promoting community values.

HIGHLIGHTS - 2014

- Lighting upgrades were completed at Glenwood Centre.
- Energy Upgrades we completed at the Alberni Valley Multiplex with a total cost of approximately \$500,000, a payback of 5 years and estimated energy savings of 333,000kwh.
- The Gyro Recreation Park tennis courts were repaired and resurfaced.
- The south facing windows and siding at Echo Centre were replaced.
- During the year we had 87,708 residents admitted to our facilities and 4,924 residents registered for programs offered throughout the year.
- Family Day, Easter Bunny Express, Our Town, Walk with Your Doc, Movie Night, Polar Bear Swim and Winter Wonderland were once again extremely popular community events.
- Steve Bilodeau was hired as the Manager of the Alberni Valley Multiplex and Sports Services.
- Laurie L'Heureux was appointed as the Manager of the Echo Centre Complex.

FOCUS - 2015

- Initiate the first phase of trail development and fish enhancement in Rogers Creek ravine with partner West Coast Aquatic.
- Replace the playground structure at Gyro Recreation Park.
- Install outdoor fitness equipment at Bob Dailey Stadium.
- Replace the siding on the Aquatic Centre offices and the entrance canopy roof.
- Replace the dust control system in the Sunshine Club carpentry shop.
- At Harbour Quay, complete renovations and install a new entry sign with funding assistance from PAPA.
- Design and develop the mill stone and focal point park site at Victoria Quay.
- Install a water conservation controller at the AV Lions water play area in Rogers Creek Park.
- Install cedar siding on the exterior blue panels at City Hall.
- Replace the roof membrane at the Abbeyfield senior's facility.
- Develop conceptual plans for the new Canal Beach waterfront park.
- Undertake an engineering review of the Harbour Quay Clock Tower and recommend structural repair options.
- Review policies and regulations relating to smoking in facilities and parks and pesticide use and education.
- Continue to attract sponsorships to support recreation programs and park development.

HERITAGE



The mission of the Museum and Heritage Network is to conserve, strengthen and share the unique heritage of the Alberni Valley. This is done by: collecting, documenting and preserving material culture, oral traditions and traditional skills; holding heritage resources in the public trust in perpetuity; making heritage resources accessible for public understanding and appreciation; developing relevant and engaging exhibits and public and school programs; facilitating meaningful volunteer opportunities; and contributing to economic diversification through the development of heritage tourism attractions.

HIGHLIGHTS – 2014

- The AV Museum hosted three major exhibits in 2014, opening with the in-house exhibit, Picturing Alberni, displaying a representative sample of the prints, drawings, and paintings from the City Art Collection. Followed from May to September by Nelson Joseph: Hupacasath Artist. Curated by Rod Sayers and Emily Luce, of the Hupacasath First Nation.
- In October We Are All One opened, based on paintings created by children at the Alberni Indian Residential School. This exhibit was curated by Drs. Andrea Walsh & Robina Thomas of the University of Victoria, and a committee of elders and survivors led by Huu-ay-aht Chief Councillor Jeffrey Cook.
- The successful North Island Regional Heritage Fair was hosted in May by the AV Museum. Six students were chosen to attend the Provincial Heritage Fair in Victoria.
- The improved Museum gift shop resulted in a 68% increase in sales over 2013.
- A number of generous donations were made to the AV Museum, led by a valuable c.1908 Emily Carr oil painting of Sproat Lake.
- An off-site exhibit presenting the 1964 Port Alberni tsunami was mounted in the historic Train Station, in cooperation with the Western Vancouver Island Industrial Heritage Society, to commemorate the 50th anniversary of the event.
- The AV Museum collaborated in the Tseshaht exhibit, HISHOK, TSESHAHT WHALING, one with the whale spirit, curated by Darrell Ross. This well-received exhibit was hosted at the Maritime Discovery Centre.
- The major project to relocate Kitsukis Creek through the McLean Mill site was completed in collaboration with West Coast Aquatic, and partially funded by the Department of Fisheries.

FOCUS – 2015

- To continue to present high quality, engaging, and locally-relevant museum exhibits.
- To encourage a collaborative approach to presenting the community's heritage, in cooperation with First Nations and other organizations.
- To enhance the presentation of the City's Industrial Collection, by making it more accessible to the public.
- To enhance passive interpretation at McLean Mill NHS with signage and displays of objects.
- To develop collections policy to direct the management of the AV Museum and Industrial Collections.

PLANNING



The Planning Department administers land use regulations, building permits, bylaw enforcement and business licences to ensure an orderly and well planned community.

HIGHLIGHTS – 2014

- A new Ford dealership completed construction on Beaver Creek Road.
- A new 6 bay carwash was completed on the corner of Southgate Road and Gertrude Street.
- A comprehensive review and rewrite of the Zoning bylaw was completed and City Council adopted a new City of Port Alberni Zoning Bylaw in 2014.
- A joint Waterfront North Study with the City of Port Alberni, Hupacasath First Nation, Tseshaht First Nation and Port Authority was completed.
- A new boat maintenance/storage facility and a commercial card lock station began construction on 2nd Avenue and Dunbar Street.
- Construction began on a new liquor, beer and wine store on lower 3rd Avenue.
- Renovation of a former RCMP station to a new fitness centre was completed on 6th Avenue.
- Construction of a new Church of the Nazarene began construction on Victoria Drive.
- A new 4-plex residential building began construction on Melrose Avenue.

FOCUS – 2015

- Prepare a 5 year Strategic Service Plan for the Planning Department.
- Official Community Plan update of the Long Range Transportation policies.
- Route through City identified and renamed.
- Illegal dumping and littering bylaw and education material.
- Potential review of Development Permit Area guidelines.
- Work with City Clerk and Economic Development Manager on Revitalization Tax Exemption program.
- Prepare report on the two Waterfront Studies and recommend priorities for Council consideration.
- Work with City Manager and EDM on Clutesi Marina.
- Continue to provide a high level of service to City Council, other City departments, the public and development industry.
- Work with City Clerk regarding implementation of Bylaw Adjudication System.



The RCMP is Canada's national police service. Proud of our traditions and confident in meeting future challenges, we commit to preserve the peace, uphold the law and provide a quality service in partnership with our communities.

HIGHLIGHTS – 2014

- Crimes against persons (homicide, robbery, assault) increased by 8% in 2014.
- Property crimes (thefts, break and enters, mischief) reduced by 1% and overall 33% reduction when compared to 2008.
- The Crime Reduction Strategy and Repeat Offender Management Program has continued to produce positive results with 1281 curfew checks conducted.
- Overall decrease of 17% in Criminal Code offences in 2014.
- Crime reduction achieved through community engagement and volunteers. Community programming undertaken: Citizens on Patrol (COP), Speed Watch, Cell Watch, Crime Stoppers, Block Watch, Community Policing Office, safe driving campaigns, and Victim Services.
- An increased focus on youth at risk through implementation of an integrated model of service delivery.

FOCUS – 2015

- Continue reducing the number of criminal offences and building a safe community through offender management.
- Increase community engagement through police visibility, bicycle, boat, foot and traffic patrols, continuing to work with community groups, volunteers and media.
- Work more effectively with community partners to identify and obtain appropriate services and care for individuals suffering from mental health issues.
- Increase road safety by focussing on changing driving behaviours through education and enforcement.

ADMINISTRATION



The goal of the Administration Department is to provide service to Council, Staff and the public that supports informed, responsive and effective municipal government. Administration includes the offices of the City Manager and the City Clerk and support staff.

- The City Manager is the chief administrative officer of the City and undertakes overall management and administration of City operations. He ensures that the policies and direction of City Council are implemented and is responsible to inform and advise Council on the operations and affairs of the City. The City Manager is the leader of the City's management group and supervisor of the Department Heads.
- The City Clerk is the municipal Corporate Officer as defined by the Community Charter and established by bylaw of the City and is the designated Freedom of Information and Privacy Coordinator. The City Clerk prepares agendas for and attends meetings of City Council and committees, oversees records management, execution of legal documents on the City's behalf and conducts and administers the municipal election.

HIGHLIGHTS - 2014

- Planned and conducted the 2014 Municipal Election in conformance with Election BC regulations and the Local Government Act.
- Assisted in the redevelopment of the City's website.
- Negotiated lease of City's Plywood's Site (Lots A & B) to Port Authority for Industrial Use.
- Negotiated Indemnity Agreement with Western Forest Products respecting public beach development at Canal Beach Park.
- Planned and facilitated the Five Year Financial Plan public engagement and input process.

FOCUS - 2015

- Provide comprehensive orientation for incoming Council.
- Participate in development of new Strategic Plan.
- Coordinate improvements to Council Chambers and webcasting.
- Development of the Bylaw Adjudication Process.
- Review of Permissive Tax Exemptions.
- Orientation and coordination of four newly created City Committees.
- Facilitate independent Management Structure and Compensation Review.
- Development of extended Revitalization Tax Exemption Bylaw.
- Obtain Proposals regarding potential Sponsorships of City facilities by Corporations.
- Renew Clutesi Haven Marina Lease with PAPA including redevelopment options.
- Negotiate new collective agreements with the Port Alberni Professional Fire Fighters Association (PAPFFA).

CORPORATE SERVICES



The role of Corporate Services Department is to meet the needs of City Departments by providing innovative ideas, better technology and healthy, creative people in order to deliver effective and efficient programs and services to the community. They achieve this through an integrated and collaborative approach to working with departments and employees. Corporate Services is responsible for four distinct areas: Human Resources, Information Technology, Occupational Health and Safety and Community Development.

HIGHLIGHTS - 2014

- Reviewed RCMP Municipal employee structure and implemented changes to the employee structure at the Park & Recreation department including creation of the Multiplex/Sports Facility Supervisor and Echo Centre Facility Supervisor positions.
- Completed WorkSafeBC Certification of Recognition (COR) Audit with a score of 95% and received incentive rebate from WorkSafeBC.
- Succession Planning process was underway. In 2014, 4 long time employees retired; Randy Fraser, Ron Paulson, Mary Sahn, and Shelly Sloan. It is expected that 14 – 15 employees will retire over the next 3 years.
- The Community Investment Program (CIP) had 26 applications in 2014. 25 were funded with grants totaling \$34,137.
- The Employee and Family Assistance Program (EFAP) and Wellness Committee includes representation from all worksites and has developed a calendar of activities including: Family Picnic, Annual Clean Up Day, Staff Appreciation Luncheons.
- Participated in a comprehensive Council Orientation process following the November election.
- New City website was developed in 2014 to address need for mobile compatibility and information. City use of Social Media including Facebook and Twitter was also increased and included in the 2014 Financial Planning Process.
- Implemented Mobile computer in public works vehicles. This project was spearheaded by Waterworks staff and provides cost and time savings while on jobsites. Presented at MISA Conference by IT staff and is being looked as an effective model by other municipalities.

FOCUS - 2015

- Prepare Departmental Service Plan for Strategic Plan achievement.
- Complete Corporate Sustainability Plan.
- Complete Succession Plan and implement individualized training programs.
- Development of a Performance Management System.
- Participate in Management Structure and Remuneration Review Process.
- Implementation of enhanced Return to Work Program.

ECONOMIC DEVELOPMENT



- The primary goals of the Economic Development office are increases in non-tax revenue sources, the tax base and jobs. Approaches to achieving this include:
- Diversification of economy fostering a broad range of businesses, industry and educational opportunities.
- Business retention including assistance for local relocation, expansion and development.
- New business attraction including both specific and general marketing efforts.
- Marketing of key properties in the community both City and privately owned.

HIGHLIGHTS – 2014

- ‘Vancouver Island’s Most Affordable Community’ ad campaign.
- Business Case for extension of Alberni Valley Regional Airport runway.
- Cantimber Biotech commits to opening first plant in Port Alberni.
- Facilitate creation of ‘Heart of Vancouver Island’ Facebook page.
- Lease of former Alply site Lots A & B to Port Alberni Port Authority.
- Host/Assist Provincial Nominee Program participants seeking business opportunities.
- Assist marketing & promotion campaign for McLean Mill and Steam Train.
- Assist establishment of floating inn & dining venue.
- Developed content for new City website.

FOCUS – 2015

- Develop Departmental Service Plan showing contributions to Strategic Plan.
- Funding for Alberni Valley Regional Airport runway extension.
- Funding for West Coast Aquatic Fisheries Stewardship Centre.
- National Seafood Sector Conference in Port Alberni.
- Municipal Information Services Association Conference in Port Alberni.
- Rebranding Port Alberni for economic development purposes and image enhancement.
- Selection of proponent for District Energy Project.
- Assistance to ‘high-tech’ industries.
- Attraction of more residents (young people & families), entrepreneurs and visitors.
- Johnston Road streetscape improvements.
- Business case for 2nd highway.

ENGINEERING & PUBLIC WORKS



Services provided by the Engineering Department relate to Municipal Infrastructure and Development in the City and include:

- Streets maintenance and upgrading including snow and ice removal, street sweeping, sidewalk maintenance, street lighting, traffic control signals, signage and road construction.
- Water System Operation including provision of water supply and distribution and water quality monitoring.
- Sewage and Drainage System Operation including provision of sanitary and storm sewer collection and treatment.
- Garbage Collection including pick up of residential and commercial solid waste.
- Cemetery Administration and Operation.

HIGHLIGHTS – 2014

- Significant improvements to the City's infrastructure were made to our streets: 16th Ave – Redford St to Bute St. and 2nd Ave – Stirling St. to Melrose St to 3rd Ave.
- Construction started on the new Water Treatment Plant that will include UV and chlorine disinfection.
- The Liquid Waste Management Plan advanced in the approval process for Stage 2, including the design options for the discharge outfall configuration.
- Dry Creek flood protection funding was approved from the Federal Build Canada Fund and the detailed design was undertaken.
- Active Transportation Plan that focuses on walking and cycling was completed and endorsed by Council.

FOCUS – 2015

- Continuation of the Liquid Waste Management Plan Approval, First Nations consultation and engineering design and construction for sewage treatment upgrade project.
- Water Treatment Plant Upgrade completion in mid 2015.
- Dry Creek Flood Protection project; design, tendering, and construction.
- Active Transportation 5 Year Plan implementation project identification.
- Highway 4 traffic improvement planning with the Ministry of Transportation.
- Water network improvements on Neill St, 4th Ave., 6th Ave and Argyle St.
- Sewage and Drainage improvements to the Coal Creek Outfall and 9th Ave.
- Implement new water and sewer rate structures that increase equity and ensure sustainability.
- Participation in the Alberni Valley Watershed Committee.
- Planning for upcoming implementation of curbside collection of kitchen and yard waste.

FINANCIAL OVERVIEW

The City continued with infrastructure projects in 2014. Significant projects included road upgrades, storm drain, bridge, and water and sewer construction. Service levels were maintained at 2013 levels, and residential taxes were increased to cover the rising costs of provision of these services.

No further reductions were made in major industry taxes; however, as part of the sewage lagoon acquisition agreement, major industry taxes are to remain at 2012 levels until 2017.

The 2015-2019 Five Year Financial Plan adopted by Council reflects increases in revenues and expenses with some reductions in services, and making future provision for necessary infrastructure improvements.

The City completed the 2014 fiscal year with an increase of \$ 1,571,505 to its accumulated surplus. A summary of the accumulated surplus balance increases (decreases) is as follows:

Operating funds	\$ (4,797,053)
Capital funds	103,331,160
Reserve funds – statutory	6,994,347
Reserve accounts – internally restricted	<u>8,193,852</u>
	\$ 113,722,306

The City's capital program included streets and drainage upgrades of \$690,846; facility upgrades of \$572,635; water upgrades of \$368,866; sewer upgrades of \$170,807; equipment replacement of \$587,369; Kitsuksis Creek diversion \$456,428; and bridge construction of \$268,118. Funding for the capital program was comprised of government grants and donations of \$249,306; transfers from reserve funds of \$1,534,714; and operating revenues of \$1,331,049.



CONSOLIDATED STATEMENT OF FINANCIAL POSITION

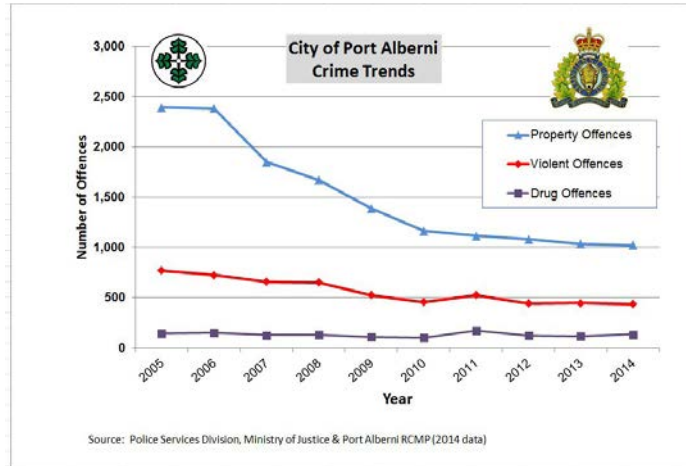
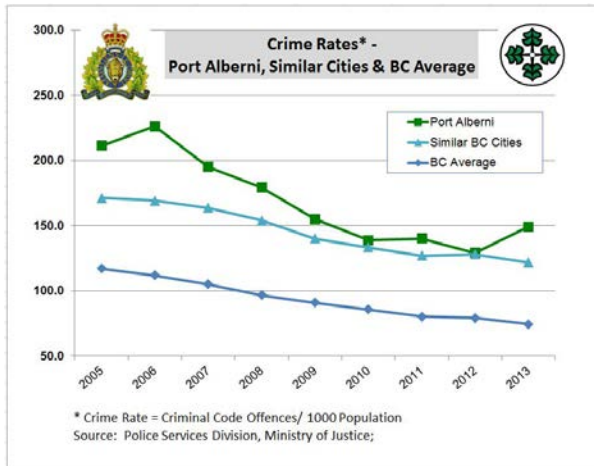
	<u>2014</u>	<u>2013</u>
FINANCIAL ASSETS		
Cash	\$27,970,456	\$24,950,510
Accounts receivable	4,001,043	3,685,577
Inventory for resale	30,862	21,172
Long term investments	<u>1,062,445</u>	<u>1,596,301</u>
	<u>33,064,806</u>	<u>30,253,560</u>
LIABILITIES		
Interim capital financing	2,225,000	5,139,685
Accounts payable and accrued	5,243,975	5,841,565
Deferred revenue	2,730,833	2,263,614
Refundable deposits	372,312	331,149
Debenture debt	<u>8,611,376</u>	<u>3,123,974</u>
	<u>19,183,496</u>	<u>16,699,987</u>
NET FINANCIAL ASSETS	<u>13,881,310</u>	<u>13,553,573</u>
NON-FINANCIAL ASSETS		
Inventory of supplies	414,632	390,718
Prepaid expenses	1,433,054	1,393,568
Tangible Capital assets	97,838,310	96,657,943
Other assets	<u>155,000</u>	<u>155,000</u>
	<u>99,840,996</u>	<u>98,597,229</u>
ACCUMULATED SURPLUS:	<u>113,722,306</u>	<u>\$112,150,802</u>

CONSOLIDATED STATEMENT OF FINANCIAL OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2014

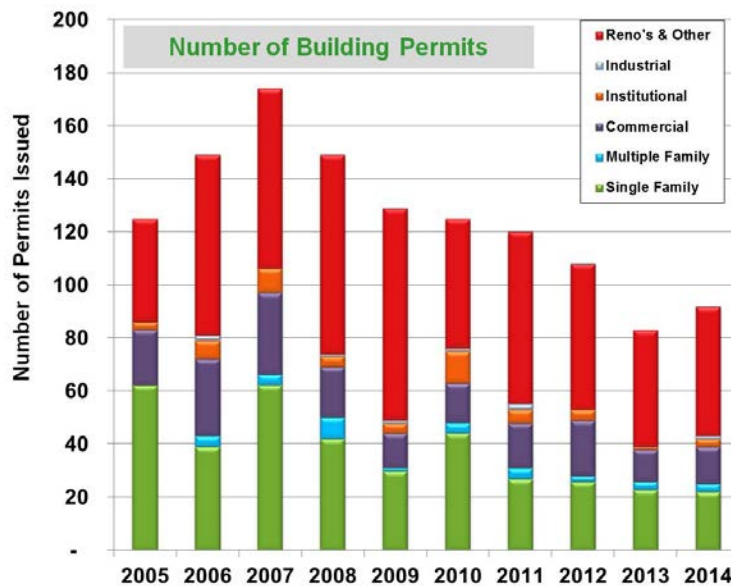
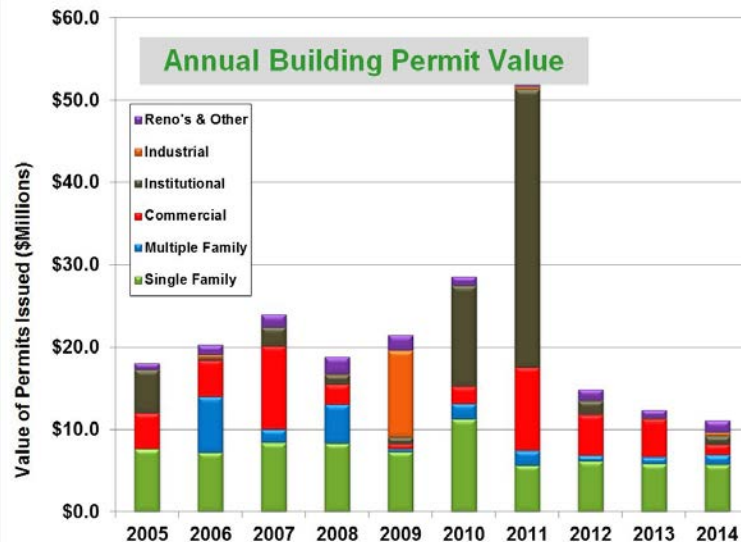
	2014 Budget	2014 Actual	2013 Actual
REVENUES			
Taxes	\$ 21,296,623	\$ 21,354,953	\$ 20,962,530
Sales of services	8,223,666	8,857,168	8,305,262
Other revenue from own sources	633,727	1,868,120	1,720,956
Investment income	148,400	282,452	266,622
Grants	1,064,164	1,747,708	3,851,394
Developer contributions	-	63,240	112,058
Parkland dedication deposits	-	25,351	211,600
Gain (Loss) on disposal of assets	-	(16,011)	409,979
	31,366,580	34,182,981	35,840,401
EXPENSES			
General government services	3,159,055	3,970,532	3,826,346
Protective services	9,929,068	9,607,691	9,077,118
Transportation services	4,111,242	5,860,288	5,711,745
Environmental health services	1,019,683	1,132,995	1,101,465
Environmental development	887,957	943,186	1,046,250
Recreation and cultural services	6,447,770	7,503,696	7,428,513
Interest	633,129	255,838	253,516
Debt reserve	40,500	2,365	3,153
Water utility	1,390,350	1,848,594	1,736,030
Sewer utility	1,100,740	1,456,312	1,371,351
Cost of sales and service	-	29,979	6,233
	28,719,494	32,611,476	31,561,720
ANNUAL SURPLUS	2,647,086	1,571,505	4,278,681
Accumulated surplus – beginning of year restated	112,150,801	112,150,801	107,872,120
ACCUMULATED SURPLUS – END OF YEAR	\$ 114,797,887	\$ 113,722,306	\$ 112,150,801

2014 PERFORMANCE GRAPHS & CHARTS

PUBLIC SAFETY

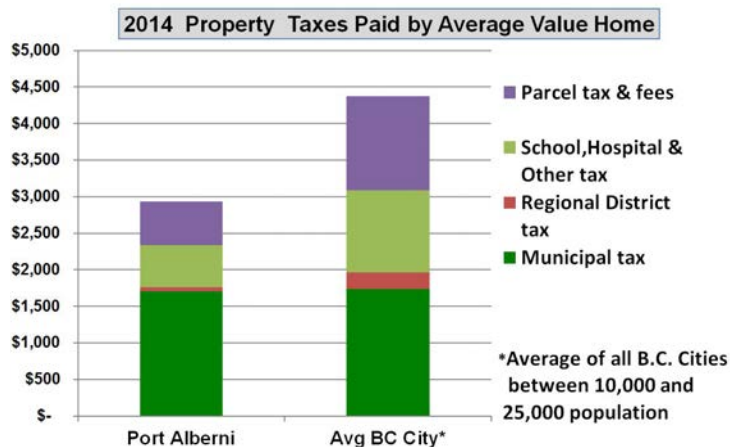
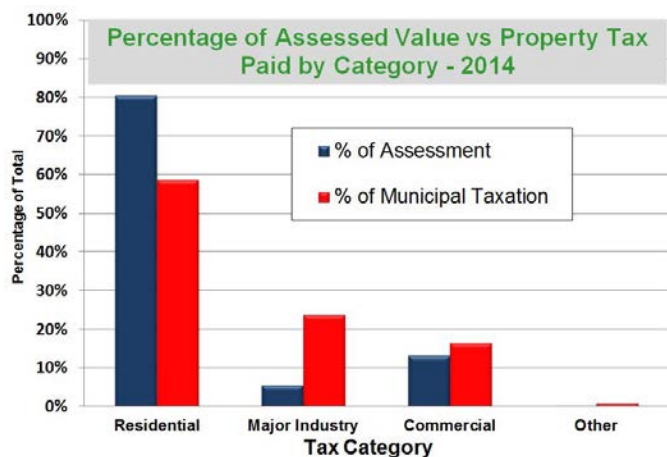
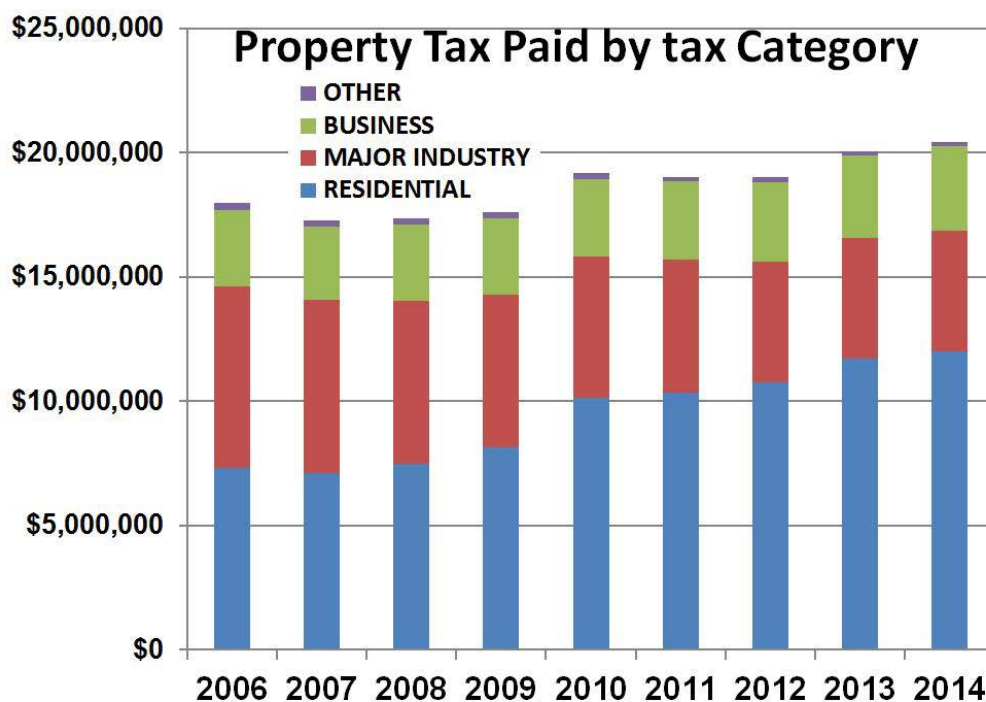
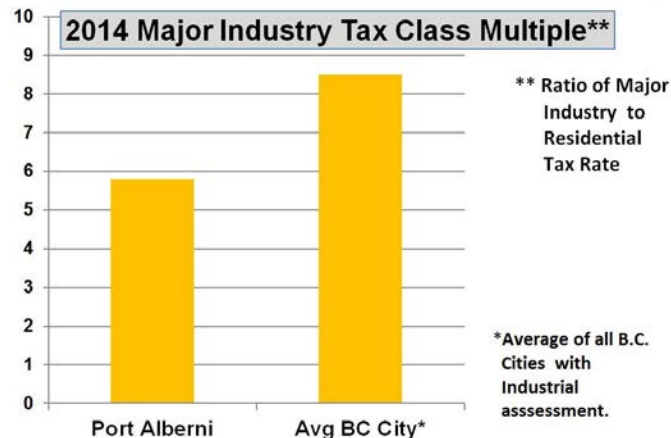
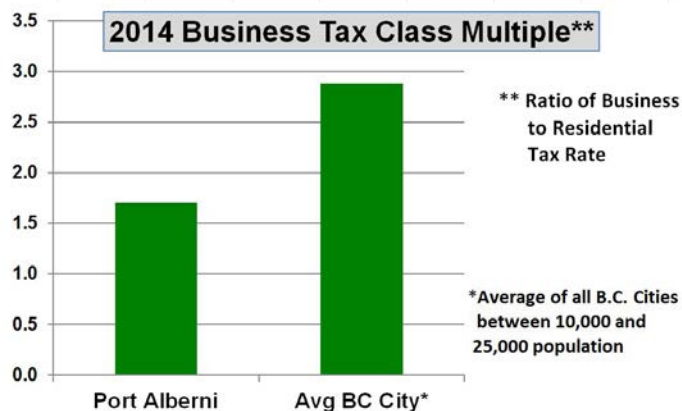


BUILDING VALUES



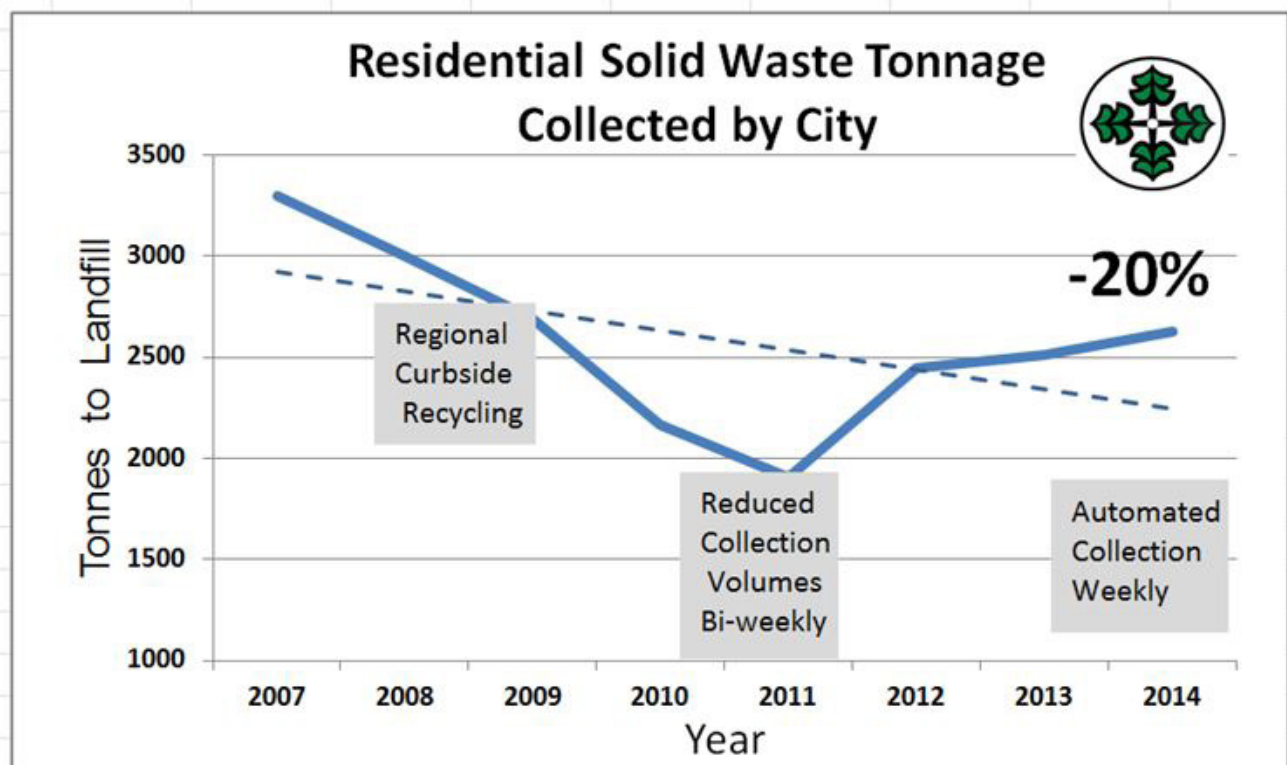
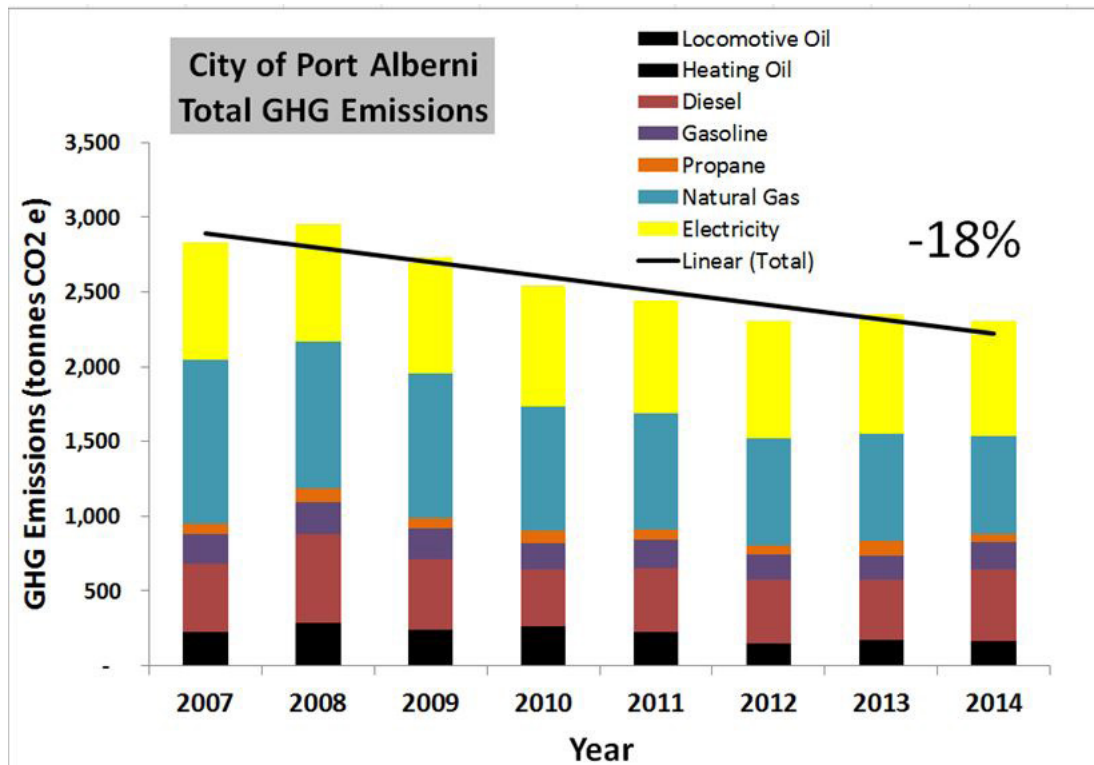
PERFORMANCE GRAPHS & CHARTS

TAXES



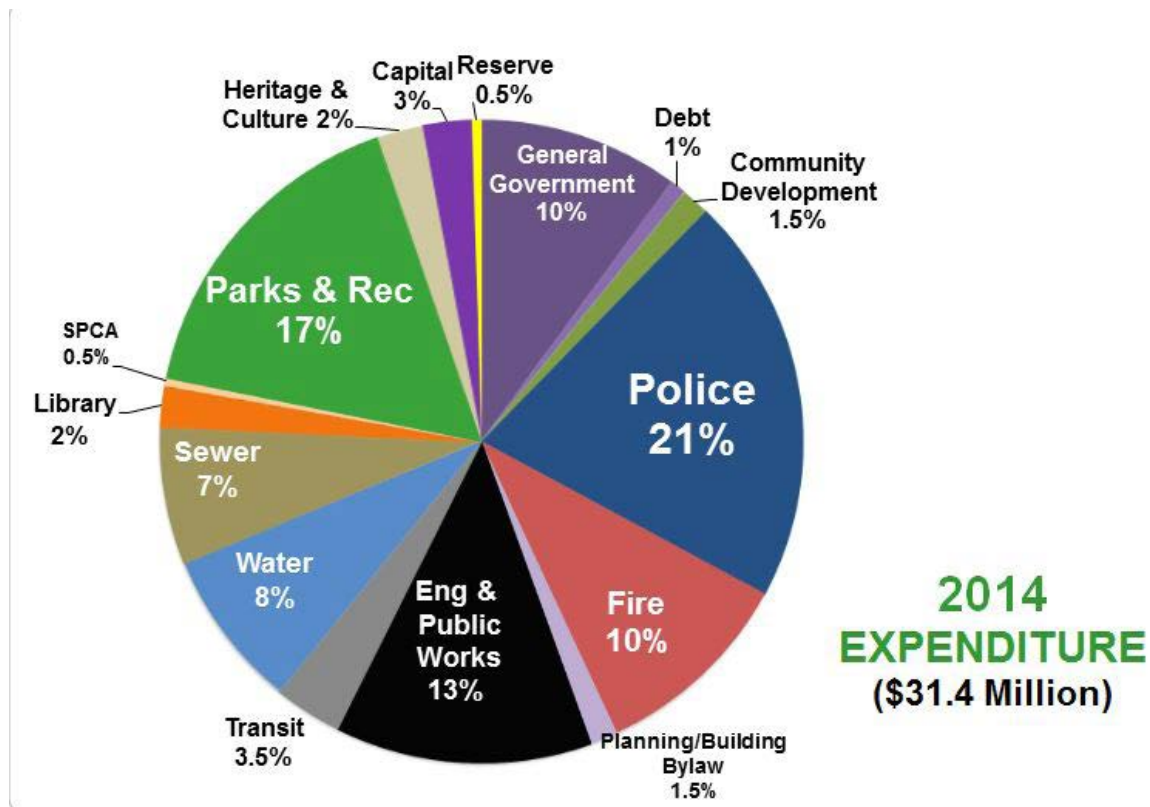
PERFORMANCE GRAPHS & CHARTS

SUSTAINABILITY

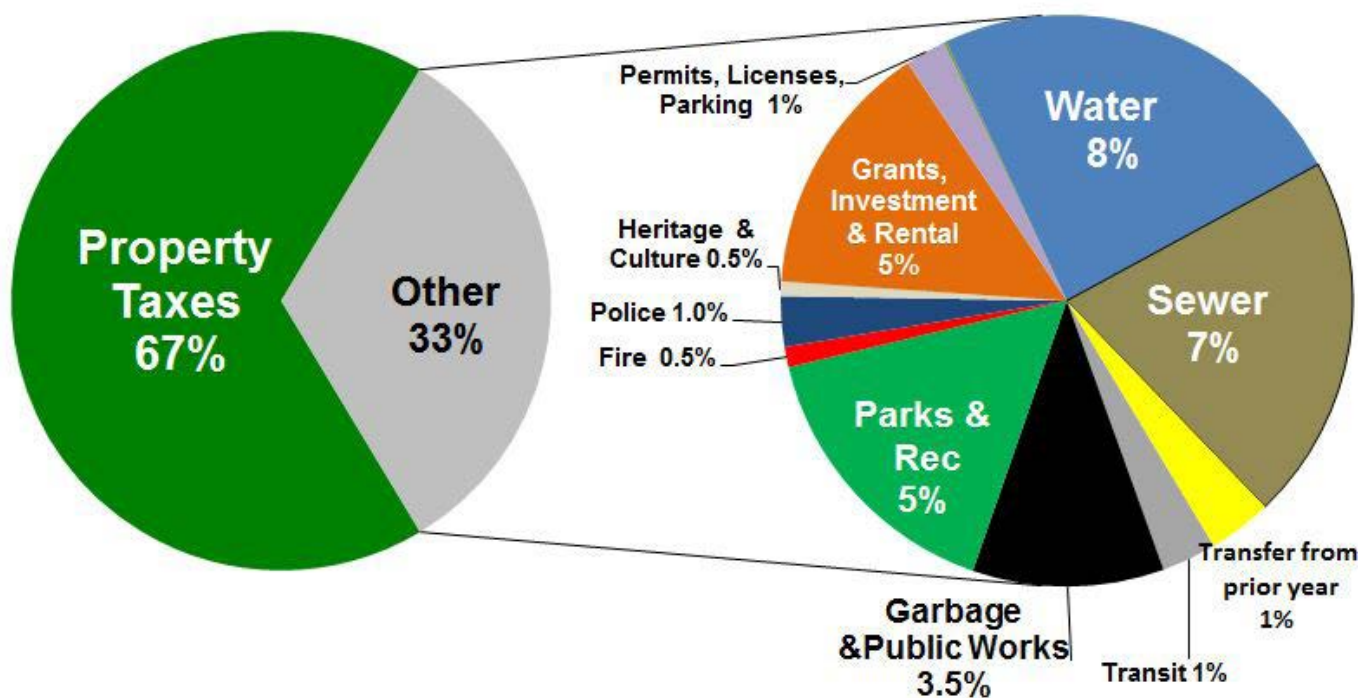


PERFORMANCE GRAPHS & CHARTS

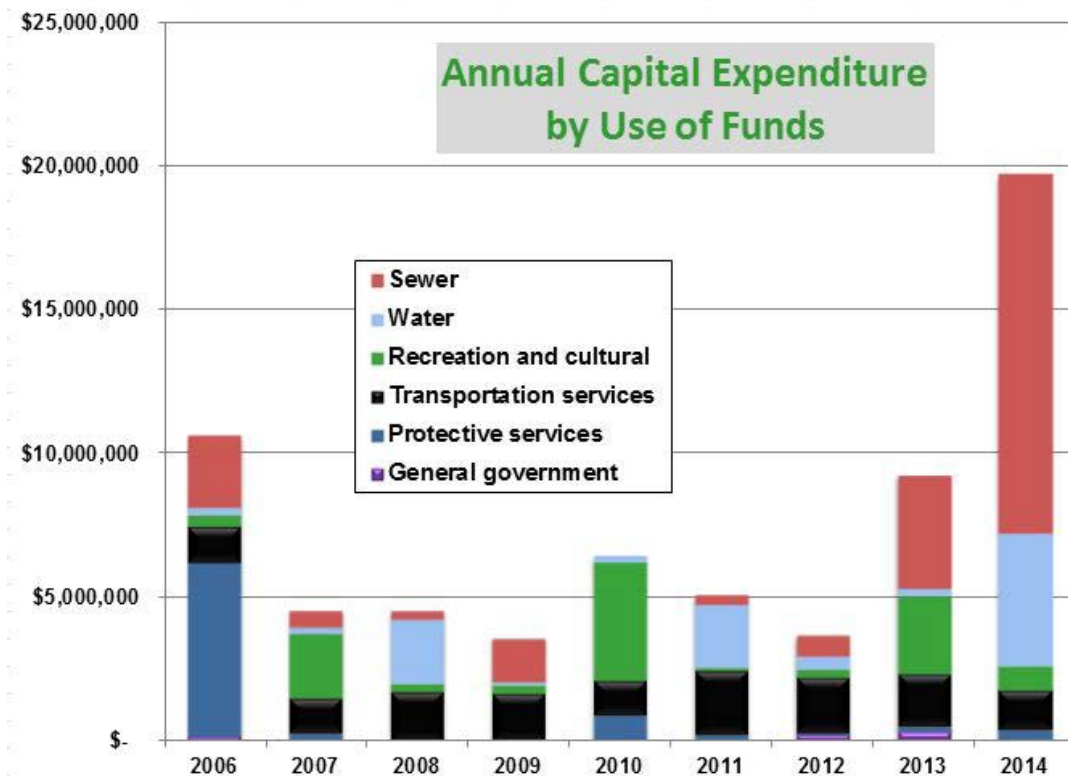
REVENUE & EXPENDITURE



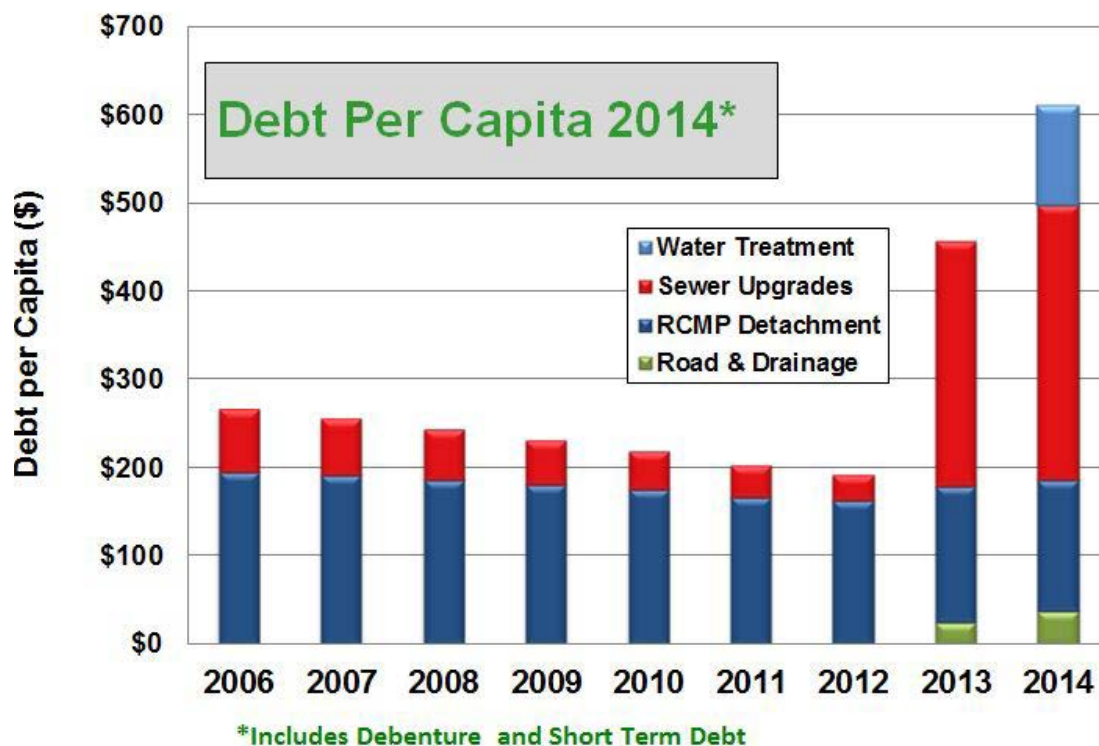
2014 REVENUES (\$31.4 Million)



CAPITAL EXPENDITURES



DEBT






FIRE DEPARTMENT REPORT

TO: Ken Watson, City Manager
FROM: Timothy Pley, Fire Chief
DATE: June 30, 2015

I concur, forward to next
Regular Council Meeting
for Consideration:


Ken Watson, City Manager

SUBJECT: Outdoor Burning Regulation – Options for Consideration

ISSUE:

Council for the City of Port Alberni has directed staff to provide a report outlining options with regard to restrictions on outdoor burning.

BACKGROUND:

The Province of British Columbia regulates outdoor burning (sometimes referred to as *open air burning*) in BC, except where a local government has its own regulatory bylaw. The City of Port Alberni has an outdoor burning bylaw (Bylaw # 4457) making the City the only regulatory body concerning outdoor burning within the limits of the City. Council for the City of Port Alberni is considering a revised and updated Fire Control Bylaw which, if adopted, would replace Bylaw # 4457.

For regulatory purposes outdoor burning is considered within three general categories;

1. **Land clearing burning:** Usually machine-piled, large in size, lasting several days in duration. Land clearing burning is currently banned within the City.
2. **Backyard Burning:** Hand-piled, one meter or less in diameter. Backyard burning is currently banned within the City between April 15th and October 15th.
3. **Campfires:** Less than one half meter in diameter, campfires are used for cooking, warmth, ceremonial or social purposes. Campfires are permitted year round in the City, except when a campfire ban is imposed due to extreme fire risk conditions.

Of the three categories above, only the category of Backyard Burning is addressed below.

On June 22nd the Alberni Valley Air Quality Council (AQC) appeared as a delegation at a regular meeting of Council for the City of Port Alberni. At that meeting the AQC provided information outlining the negative impacts of outdoor burning, the alternatives to outdoor burning that have been instituted in the Alberni Valley in recent years, and identified other

communities on Vancouver Island that have restricted or banned outdoor burning. The AQC requested that the City impose a year round ban on backyard burning.

Over recent years the City has taken action to improve air quality. Those measures include;

- Banned land clearing burning
- Implemented multiple measures to reduce emissions from wood-burning stoves, including;
 - Supported woodstove exchange program
 - Required removal of non-EPA listed woodstoves at time of property sale
 - Implemented five year sunset provision for removal of all existing non-EPA listed woodstoves
 - Implemented restrictions on permissible fuel for use in woodstoves, including moisture limits
- Restricted allowable outdoor burning fuels to clean dry wood only

In recent years when considering further restrictions on backyard burning, Council has linked consideration of that measure to the fuller development of alternatives to backyard burning. Curbside pickup of yard waste in particular has been considered by Council as the best alternative to backyard burning. On June 22nd, the AQC urged Council to impose a year round ban on backyard burning now.

On June 22nd the AQC identified for Council some of the improved alternative measures that have been implemented since Council last considered the backyard burning issue. Those include the ACRD landfill receiving yard waste and branches less than 2 inches in diameter free of charge, the availability to use for a nominal fee a privately operated drop off site within City limits, and the availability of private sector operators offering fee for service pick up of yard waste.

OPTIONS:

Three general options exist for Council's consideration:

Option One:

Take no action.

In the event that Council takes no action on this issue, backyard burning will continue to be permitted between October 15th and April 15th.

Option Two:

Implement a year round ban on backyard burning.

A year round ban on backyard burning will result in an improvement in air quality in the Alberni Valley.

Over time a year round ban on outdoor burning will likely result in a reduction in the number of complaints received regarding backyard burning (there were 112 in 2014). In the shorter term however there may be an increase in the calls for enforcement and complaints received regarding enforcement of the outdoor burning ban.

Imposition of a year round ban on backyard burning will require that the City undertake an education and awareness campaign on the issue and the alternative options available to residents.

Option Three:

Implement further restrictions on backyard burning but not a year round ban.

The City could implement measures such as a backyard burning permit fee, or restrict backyard burning to a shorter period of time, preferable not during the time of year when prevailing weather patterns negatively affect air quality in the Alberni Valley.

If the City implements further restrictions on backyard burning but not a year round ban, and later imposes a year round ban, that might result in too many incremental changes, making it difficult for residents to keep track of current regulations. Change is best implemented in as few steps as possible.

RECOMMENDATION:

Option Three is not recommended if the City will be implementing a year round backyard burning ban in the near future. Residents have difficulty complying with regulations that undergo incremental changes.

Council's previous direction has been to consider implementation of a year round ban on backyard burning when suitable alternatives are in place. Curbside pickup of yard waste has in the past been identified as the best alternative to backyard burning.

The decision as to whether a year round backyard burning ban should be contingent upon provision of curbside pickup of yard waste or whether adequate alternatives are now in place to support a year round ban is a decision of Council.

It is recommended that Council take one of two courses of action;

1. Adopt Option One (take no action) and pursue timely implementation of curbside pickup of yard waste so that a backyard burning ban can be reconsidered in the near future, or
2. Adopt Option Two (implement a year round backyard burning ban).



Timothy Pley
Fire Chief



FIRE DEPARTMENT REPORT

TO: Theresa Kingston, Acting City Manager

FROM: Timothy Pley, Fire Chief

DATE: June 30, 2015

I concur, forward to next
Regular Council Meeting
for Consideration:

A handwritten signature in black ink, appearing to read "Ken Watson".

Ken Watson, City Manager

SUBJECT: Wildfire Protection

ISSUE:

Given the current and projected wildfire risk in the Alberni Valley area, the City may receive a request from BC Wildfire Service (formerly Wildfire Management Branch) to provide initial attack response assistance. BC Wildfire Service requires local government governing body approval in order to enter into an agreement with that local government.

BACKGROUND:

Wildfire activity in the province has already reached near-record levels. BC Wildfire service resources are being deployed away from Vancouver Island to fight active fires.

Much of Vancouver Island is experiencing extreme wildfire risk conditions. With depleting staff resources on Vancouver Island, BC Wildfire Service may turn to local government fire departments for firefighting support.

In 2014 during similar fire conditions the City partnered with BC Wildfire Service to enable Port Alberni Fire Department to provide an initial attack response on behalf of BC Wildfire Service to reports of wildfires in the Alberni area. The City was compensated for that coverage.

Given the current and forecasted fire conditions in BC, and in the Alberni Valley specifically, there may be a need for the City to enter into an agreement with BC Wildfire Service on short notice. Council pre-approval of such an agreement is a prudent measure in this situation.

OPTIONS:

Option One: Withhold Approval

Withholding approval would defer the decision to enter into an agreement with BC Wildfire Service until a later date, in the event that BC Wildfire Service makes a request. Withholding approval may result in an inability for the City to enter into an agreement on short notice, waiting for the next scheduled public meeting of Council.

Option Two: Grant Approval

Granting approval would enable the City to respond quickly to a request for support from BC Wildfire Service, should a request be made.

RECOMMENDATION:

It is recommended that Council approve entering into an agreement with BC Wildfire Service, in the event that a request to do so is received.

That Council for the City of Port Alberni direct staff to negotiate in the best interests of the City with Ministry of Forests, Lands and Natural Resource Operations BC Wildfire Service to provide standby coverage and initial attack response assistance during the current wildfire season, and that the Mayor and Clerk be authorized to enter into such agreement.



Timothy Pley
Fire Chief

Report to Council

I concur, forward to next
Regular Council Meeting
for Consideration:



Ken Watson, City Manager

TO: Mayor and Council

FROM: Theresa Kingston, Director of Corporate Services

COPIES TO: Ken Watson, City Manager, Cathy Rothwell, Director of Finance,
Davina Hartwell, City Clerk

DATE: June 24, 2015

SUBJECT: Community Investment Program 2015 – Late Request

Background:

The 2015 Community Investment Program Committee recommendations were presented to Council November 2014. At the November 24, 2014 meeting, Council approved the Committee's recommendations resulting in the following allocation of funds.

In Kind Requests:	Facility rentals	5,944	\$21,397
	Utilities	8,603	
	Bus Tickets	2,500	
	Recreation Programs	1,250	
	Other: Tent Rentals, etc.	3,450	
Community Development Grants:	Cash		\$10,400
Total 2015 Allocation			\$32,147

Late applications were received from Port Alberni Pride (Cash - \$125.00 and In-Kind - \$1,600.00), Twinning Society (Cash - \$290.00), Northern Youth Abroad (Bus and Recreation Pastes - \$196.00) which Council approved. To date the total amount allocated is:

In Kind Requests:	Facility rentals	5,944	\$23,543
	Utilities	8,603	
	Bus Tickets	2,600	
	Recreation Programs	1,346	
	Other: Tent Rentals, etc.	5,050	
Community Development Grants:	Cash		\$10,815
Total 2015 Allocation			\$34,358

The total amount budgeted for distribution in 2015 was \$41,600.00 which leaves \$7,242.00 unallocated.

Discussion:

The City received a request from Alberni Valley Hospice Society for a Community Development Grant of \$3,000.00. The grant would be used to fund the fireworks for the Christmas Sail Past on December 6, 2015. The grant would be provided by the Hospice Society to the Blue Marlin Inn who is organizing the event. The organizers will be providing hot dogs, hot chocolate, etc., for participants at no charge with donations collected from the event donated to the Hospice Society's operating budget.

In the past, the CIP Committee has chosen to not provide cash grants or in kind services for events that involve fund raising. While the purpose of the event is not restricted to fund raising the nature of the request does involve an element of fund raising.

The main purpose of the Sail Past is to provide a free community event for families. The program has provided grants to other community events. In 2015 the following have been awarded grants:

Fall Fair	In kind – garbage pick-up, tent rentals	815.00	4 day event
Folkfest	In Kind – facility rental	475.00	½ day event
Art Rave	In kind – utility, tent rentals Cash grant - promotion	1,300.00 2,200.00	3 day event
Toy Run	In kind – facility rental, tent rental	1,000.00	1 day event
Legion – Remembrance Day	In kind – facility rental	1,300.00	½ day event
Salmon Festival	In kind – utilities Cash grant – policing/ traffic control	1,500.00 2,000.00	4 day event
Pride BBQ	In kind – facility, tent rental Cash grant – food	1,600.00 100.00	½ day event
National Aboriginal Day – Friendship Centre	Cash grant – food	2,500.00	1 day event

The event is being sponsored and organized by a commercial business. Businesses are not eligible for Community Investment Program grants. It is important to recognize that there are a number of community minded businesses that do organize community events such as Show and Shine's, Easter events, Block Parties, etc. We need to ensure that a precedent is not set that the program will fund business related activities.

It is recognized that the tradition of a Sail Past is important to the community and does meet some of the purposes of the program. Council could choose to provide a portion of the request in support of the event, recognizing that the specific request is in contradiction to two of the guidelines of the Community Investment Program

1. Not providing support for fund raising activities out of the program's allocated resources
2. Not providing grants to commercial businesses or their activities.

It would be important to note that this would be a one-time grant and does not set a precedent for changing the scope of the Community Investment Program.

Recommendation:

The staff recommendation is to provide a Community Investment Program cash grant of 50% of the request from the AV Hospice Society in support of the Christmas Sail Past being organized by Blue Marlin Inn. The amount would be \$1,500.00 for the 2015 event.

The following resolution is proposed:

That the report from the Director of Corporate Services dated June 24, 2015 be received, and Council for the City of Port approve a \$1,500.00 Community Development Grant to the AV Hospice Society in support of the 2015 Christmas Sail Past.

Respectfully submitted

A handwritten signature in cursive script that reads "Theresa Kingston". The signature is written in dark ink and is positioned above the printed name and title.

Theresa Kingston
Director of Corporate Services



PARKS, RECREATION & HERITAGE DEPARTMENT REPORT


TO: Ken Watson, City Manager

FROM: Scott Kenny, Director of Parks, Recreation & Heritage

COPIES TO: Steve Bilodeaux, Manager AV Multiplex & Sports Services

DATE: July 8, 2015

I concur, forward to next
Regular Council Meeting
for Consideration:


Ken Watson, City Manager

SUBJECT: AV Multiplex Liquor Licence Renewal

Issue:

This report outlines an opportunity to proceed with the modification of our current liquor licence at the Multiplex to allow alcohol in the Weyhaeuser arena bleachers.

Background:

The City of Port Alberni has had a Liquor Primary licence at the Alberni Valley Multiplex for many years and it is now up for renewal. Our current licence permits the sales and consumption of liquor in the upper lounge area only and there have been few issues related to the program. The Alberni Valley Bulldogs have requested we change the licence in order to allow customers the option to take alcohol into the bleachers. A plan showing the existing licence area is attached to this document, **Attachment "A"**.

Discussion:

In discussions with other communities, we did find comments from the Island Savings Centre in Duncan to be particularly helpful in a facility that attracts a comparable number of visitors and one that does allow liquor to be taken into the stands. Their comments were as follows:

Island Savings Centre	Alberni Valley Multiplex
1. Like the Multiplex, changing liquor laws have resulted in decreased liquor sales in the last 5 years where they average approximately \$650 per game. Of this amount it is estimated that only 10-15% of product sales is taken into the stands, which based on average sales equals 5-10 customers.	Sales have decreased at the multiplex and now average \$745 per game. This is comparable to Duncan and we would expect few people would take alcohol into the stands. The change would have little impact on total alcohol sales and is being done more for convenience.
2. Most drinkers consume alcohol in the social atmosphere of the mezzanine patio area	The upper lounge at the Multiplex is also an extremely popular social gathering area. We do not expect this to change.

3. When they licensed the stands in 2007, they increased their hired security patrol areas as well.	In speaking with the Bulldogs, one of our requirements from the Team will be to have increased qualified security staffing levels
4. They do receive complaints from families who state there are not enough family friendly zones. The Duncan facility has 10 bleacher zones of which 8 are licensed.	We expect this will also be raised as an issue / suggestion. In speaking with the team we would prefer to leave all areas open unless problems surface at which time separate alcohol free sections could be created.
5. In the initial change, they did receive complaints that there should be limited drinking areas due to the fact that the Capitals were amateur sport	

A copy of our existing licence and the application required for this change is included with this document, **Attachment "B"**

Because we are changing the occupant load calculation, we will require:

- a plan showing the new areas with occupant loads and stamped by the Fire Department, as noted on **Attachment "C"**
- a resolution of Council and confirmation including the following points (a) through (d)

a) The potential for noise	The facility is indoors so this change will not result in any noise for area residents. Security staff will monitor patrons in the stands for any excessive noise or unruly behaviour.
b) The impact on the Community if approved	No impact on the community
c) Effect on nearby residents	No impact on adjacent residents
d) Recommendation of Council on the amendment	Given the positive results of similar changes in other municipal facilities, this is a change that should be supported by Council.

Recommendation

The following resolution is proposed:

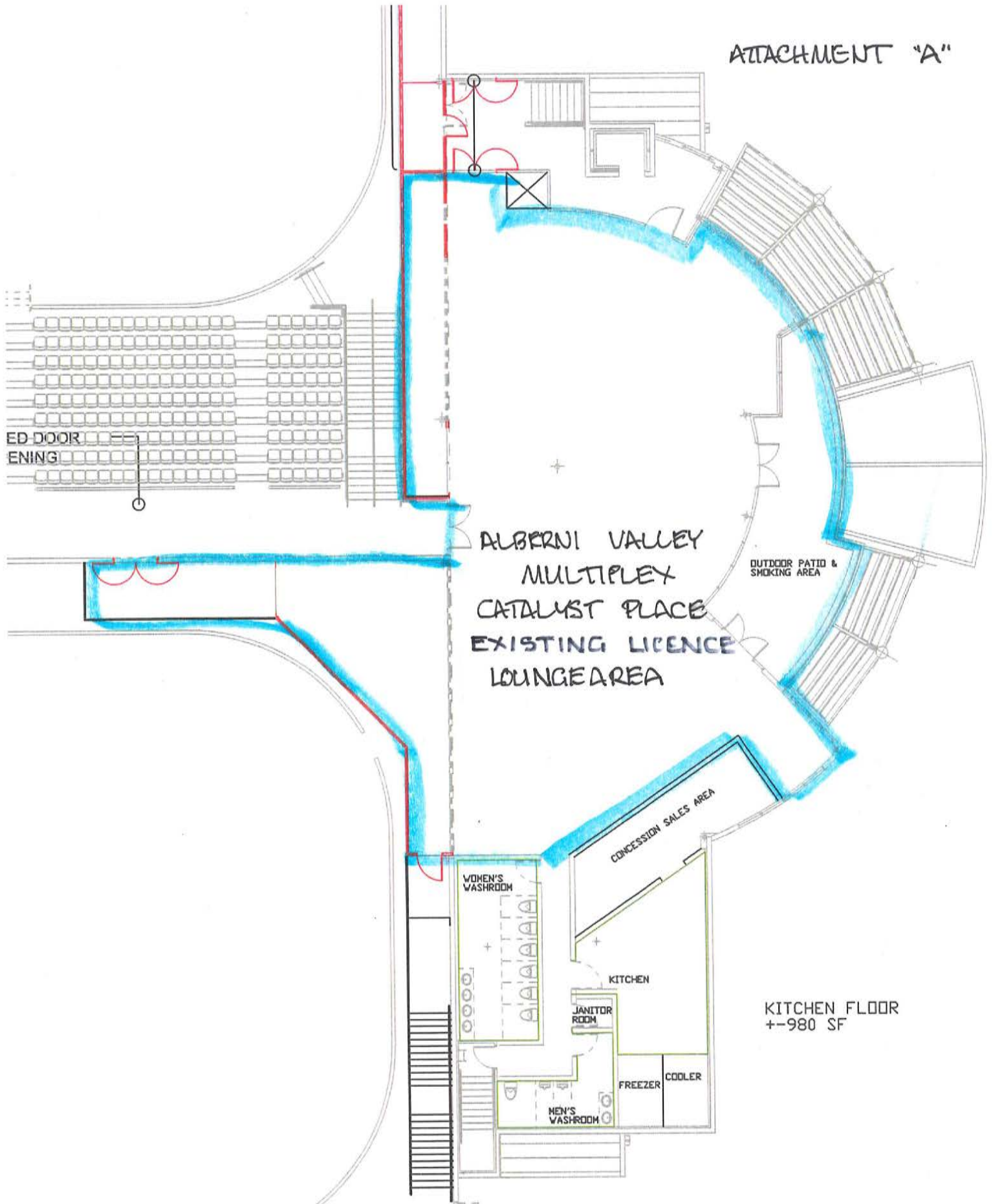
That the report from the Director of Parks, Recreation & Heritage dated June 30, 2015, be received.

That Council for the City of Port Alberni support a Liquor Primary Structural Change application for the Alberni Valley Multiplex in order to allow liquor to be taken in to the seating area within the Weyerhaeuser Arena.

Respectfully submitted



Scott Kenny, Director of Parks, Recreation & Heritage



ALBERNI VALLEY
MULTIPLEX
CATALYST PLACE
EXISTING LICENCE
LOUNGE AREA

OUTDOOR PATIO &
SMOKING AREA

CONCESSION SALES AREA

WOMEN'S
WASHROOM

KITCHEN

JANITOR
ROOM

MEN'S
WASHROOM

FREEZER

COOLER

KITCHEN FLOOR
+-980 SF



Establishment Name: Alberni Valley Multiplex - Catalyst Place
Licence Name: Alberni Valley Multiplex - Catalyst Place
Location Address: 3737A Roger Street
 PORT ALBERNI, BC V9Y 8J4

Issued to: City of Port Alberni
Resident Manager: Doetzel, Ron Norman

ATTACHMENT "B"
EXISTING LICENCE

TERMS AND CONDITIONS

HOURS OF SALE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	5:00 PM	5:00 PM	5:00 PM	5:00 PM	Noon	Noon	Noon
Close	Midnight	Midnight	Midnight	Midnight	1:00 AM	1:00 AM	1:00 AM


CAPACITY

Patio1	0	Person01	448		
--------	---	----------	-----	--	--

- The terms and conditions to which this licence is subject include the terms and conditions contained in the publication 'A Guide for Liquor Licensees in British Columbia' as that publication is amended from time to time.
- Liquor may only be sold, served and consumed within the areas outlined in red on the official plan, unless otherwise endorsed or approved by the LCLB.
- Subject to terms and conditions specified in the restriction or approval letter(s). A copy of restriction or approval letter(s) to be kept with current liquor licence.
- Extension permitted in the areas outlined in green on the official plan. No minors permitted in areas when licence is in effect unless otherwise authorized by the L.C.L.B. Any patio capacity must be taken from inside capacity when patio in use.
- Minors are permitted to be present while liquor is being served in the approved licensed area during Junior A Hockey games only as per General Manager approval dated March 26, 2008.
- No liquor service is permitted at youth oriented events. Liquor service is available only during Junior A Hockey Games and adult oriented special events. (Event driven)

YOUR CURRENT VALID LICENCE MUST BE PROMINENTLY DISPLAYED AT ALL TIMES. TAMPERING, ALTERING OR DEFACING THIS LICENCE IN ANY MANNER MAY RESULT IN THE LICENCE BEING CANCELLED.

July 31, 2014
DATE


 GENERAL MANAGER
 LIQUOR CONTROL AND LICENSING BRANCH

**Liquor Control and Licensing Branch**

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8

Fourth Floor
3350 Douglas Street
Victoria BC

Telephone: (250) 952-5787
Fax: (250) 952-7066
<http://www.pseg.gov.bc.ca/lclb>

APPLICATION FOR RENEWAL OF A LIQUOR PRIMARY LICENCE

Applicant Name: City of Port Alberni
Mailing Address: 3737A Roger Street
Port Alberni, BC V9Y 8J4

Establishment Name: Alberni Valley Multiplex - Catalyst Place
Licence Name: Alberni Valley Multiplex - Catalyst Place
Licence Number: 303118

Current Licence Expires: July 31, 2015

Licence Renewal Fee: \$250.00
TOTAL FEES OWING: \$250.00

**Renewal Inquiries
Call 1-866-209-2111**

Job #002489166-011

NOTE: If renewal fees are not received by LCLB by the licence expiry date, a \$200.00 late penalty applies.

To ensure your licence remains active, it must be renewed within 30 days of the expiry date on the licence and the late renewal penalty must be paid. LICENCES CANNOT BE RENEWED AFTER THE 30 DAYS HAVE ELAPSED.

Instructions for Renewing Your Licence:

To renew your liquor licence (and associated endorsements) you must:

1. Answer the questions on page 2,
2. Sign and date this form, and
3. Submit this form and the requested fee to:

Liquor Control and Licensing Branch
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8

Drop off location:
Fourth Floor
3350 Douglas Street
Victoria BC

IMPORTANT! Do not delay submitting your renewal application.

If your licence renewal fee and this completed form have not been received by the Liquor Control and Licensing Branch by July 31, 2015, you may not keep, sell, or serve liquor on or after August 1, 2015.

However, you may renew your licence during the 30 days after expiry and resume selling liquor by paying an additional \$200 late renewal penalty fee (LCL Regulation, Schedule 1).

PART 1: Answer all questions 1-8

1. Have you or any partner, shareholder or director of this establishment been convicted of a criminal offence within the past 12 months? ☐ No ☐ Yes
2. Have you or any partner, shareholder or director of this establishment received any alcohol related driving infractions in the past 12 months? ☐ No ☐ Yes
3. Our records show that this establishment is licensed as an "other legal entity type". Has this changed? ☐ No ☐ Yes
- 4.a. Have you changed any of your Officers or Directors within the past 12 months? ☐ No ☐ Yes
- 4.b. If yes, have you reported the change to the Liquor Control and Licensing Branch? ☐ No ☐ Yes
- 5.a. Have you entered into an agreement allowing another person or business to use your liquor licence within the past 12 months? ☐ No ☐ Yes
- 5.b. If yes, have you reported this agreement to the Liquor Control and Licensing Branch? ☐ No ☐ Yes
- 6.a. Have you made any structural changes to your establishment within the past 12 months? ☐ No ☐ Yes
- 6.b. If yes, have you reported these structural changes to the Liquor Control and Licensing Branch? ☐ No ☐ Yes
7. Have you acquired a new interest or expanded an existing interest - financial or otherwise - in a winery, brewery, distillery, liquor agent and/or a UBrew/UVin within the past 12 months? ☐ No ☐ Yes
- 8.a. Have you sold the business associated with this liquor licence within the last 12 months? ☐ No ☐ Yes
- 8.b. Have you sold the property or transferred the lease associated with this liquor licence within the last 12 months? ☐ No ☐ Yes

If you answered 'yes' to questions 1-8 or if you wish to apply for changes to your liquor licence, please contact the Liquor Control and Licensing Branch Head Office immediately, toll free at 1-866-209-2111, or in the local Victoria calling area at (250) 952-5787.

PART 2: Signature

Important: A person applying for the renewal of a liquor licence who fails to disclose a material fact required on the application form or makes a false or misleading statement commits an offence which could result in the suspension or cancellation of the licence - Liquor Control and Licensing Act, Section 15(2). If the grounds for enforcement action against you have been identified or enforcement proceedings have already been commenced, the decision of the General Manager to renew this licence does not mean the General Manager loses the authority to initiate or continue such proceedings.

Freedom of Information and Protection of Privacy:

This information is collected under the authority of the Liquor Control and Licensing Act (RSBC 1996, c.267, s.15). The information provided will be used only by ministry staff in consideration of your application for the renewal of your liquor licence. If you have any questions about the collection, use or disclosure of this information, contact the Liquor Control and Licensing Branch.

Signature:	Name:	Title:
Date:	Phone:	Email/Fax:

PART 3: Payment

NOTE: In order to ensure your privacy, the Branch no longer accepts credit card numbers submitted by email. Credit card numbers submitted by fax or mail must be provided at the bottom of this page so they can be destroyed after processing your payment.

Note: No action can proceed with your application until the application fee is paid in full.

Payment is by:

- ☐ Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged).
- ☐ Money order, payable to Minister of Finance.
- ☐ VISA ☐ Mastercard ☐ AMEX

If paying by credit card, you must select one of the following two payment options:

- ☐ I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 to provide credit card information.
- ☐ I will provide the credit card number and expiry date, name of the cardholder and the cardholder's signature in the space provided at the bottom of this page.

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder
(as it appears on card):

Signature:

Credit Card Number:

Expiry Date:



INSTRUCTIONS:

Complete all applicable fields then submit with payment as outlined in Part 6 of this application form. You may complete this form online, then print.

- If you have any questions about this application, call the Liquor Control and Licensing Branch (LCLB) toll-free at: 1 866 209-2111
- LCLB forms and supporting materials referred to in this document can be found at: www.pssg.gov.bc.ca/lclb

Application Contact Information

The applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name: City of Port Alberni

Phone number: 250-720-2519

Fax number: 250-723-6122

E-mail address: steve_bilodeau@portalberni.ca

Licensee Information

Licence # affected: 303,118

Licensee name [as shown on licence]: Alberni Valley Multiplex - Catylist Place

Establishment name [as shown on licence]: Alberni Valley Multiplex - Catylist Place

Establishment

Location address: 3737 Roger Street

Port Alberni

BC

V9Y 8J4

(as shown on licence)

Street

City

Province

Postal Code

Business Tel with area code: 250-720-2519

Business Fax with area code: 250-723-6122

Business e-mail: steve_bilodeau@portalberni.ca

Business

Mailing address:

(if different from above)

Street

City

Province

Postal Code

Type of Change Requested

Please check ☒ appropriate box(es) below:

Sub- Job Number
Office Use ONLY

Part 1	<input type="checkbox"/> Addition of a New Outdoor Patio	Outdoor Patio (C3-LIC)
Part 2	<input checked="" type="checkbox"/> Alteration/Renovation/Other	Structural - capacity change (C3-LIC)
	<input type="checkbox"/> Removal of an existing licensed area	Structural - no capacity change (C4-LIC)

PART 1: Addition of New Outdoor Patio

Fee: \$440

C3 - LIC

Provide the following information:

1. Attach one 11" x 17" and one 8.5" x 11" copy of the proposed patio floor plan that shows furniture layout, entrance, exits, and abutting areas that may be licensed and/or unlicensed areas.

The branch requires an occupant load (patrons plus staff) for the proposed patio area(s) which must be marked/stamped and dated ON the plan you submit.

The occupant load calculation is generally provided by local building or fire authorities in your area. If you are advised that local building or fire authorities do **not** have jurisdiction or opt out providing this calculation, you may take your plan to an alternate qualified architect or design professional who will authorize the calculation.

2. What is the occupant load calculation for the new patio(s)?

Patio #1:

Patio #2:

Patio #3:

3. If the patio(s) is already constructed, attach a photo

4. Provide the height and composition of the patio perimeter or bounding that is designed to control patron entry/exit (i.e., railings, fencing, planters, hedging, etc.):

5. Describe the location of the patio in relationship to the licensed interior, The patio should be immediately adjacent or contiguous to the interior licensed area so that it does not appear to be a standalone patio.

6. Describe how patrons will access the patio

7. Will servers have to carry liquor through any unlicensed areas to get to the patio? ☐ No ☐ Yes If yes, please explain:

8. Describe how staff will manage and control the patio from the interior licensed area:

9. Is the patio located on: (a) grass, (b) earth, (c) gravel, (d) finished flooring, (e) cement sidewalk or (f) other (please specify below).

10. Will the patio have a fixed or portable liquor service bar? ☐ Yes ☐ No

11. If "No", will liquor be served from the interior service bar? ☐ Yes ☐ No

Note: A resolution from your local government or First Nation commenting on the application is required. Please see Parts 3 and 4 for an explanation of what the local government or First Nation is required to consider.

PART 2: Structural Changes (Excluding construction of new patios)

Fee: \$440

C3 - Cap Ch.

C4 - No Cap Ch.

Provide the following information:

1. Described the proposed changes in detail:

This proposed change would licence the main arena area and allow customers to take alcohol into the arena stands during Junior A hockey games and related events but not general day to day operations.

2. Attach one 11 x 17 and one 8.5 x 11 floor plan of the establishment with the determined occupant load calculations stamped on the plan. The floor plan is a view of each floor as seen if you were to remove the roof or ceiling and all construction above.

Floor plans must:

- Show acceptable levels of detail
- Show the dimensions of rooms and provide labels for each room as well as identify unlicensed areas, partial height walls, full height walls, planters, doors and windows, stairs showing direction of travel and all entrances and exits
- Washrooms, kitchens, bar, patio(s), and furniture layout must be marked on the plan you submit

Occupant load requirement: The occupant load calculation is generally provided by local building or fire authorities in your area. If you are advised that local building or fire authorities do **not** have jurisdiction or opt out of providing this calculation, you may take your plan to an alternate qualified architect or design professional who will authorize the calculation.

2. Current total of all licensed areas (as shown on the liquor licence):

3. By making these alterations, the occupant load will:

☐ Decrease the total occupant load to: (patrons plus staff)

☐ Occupant load will stay the same: (patrons plus staff)

☒ Increase the total occupant load to: (patrons plus staff)

If there is an increase, a resolution from your local government or First Nation commenting on the application is required. Please see Parts 3 and 4 for an explanation of what the local government or First Nation is required to consider.

PART 3: Local Government/First Nation Resolutions: Information for the Applicant

A resolution from your local government or First Nation commenting on the application is required for the following change types:

- Part 1: Addition of a new patio
- Part 2: Any alteration/addition, when the proposed change increases the occupant load calculation.

Licensee responsibilities:

- Fill out applicable sections of this form.
- **Request your local government/First Nation to sign and date Part 4 of the original form.**
- Provide a photocopy of this form to the local government/First Nation and request that a resolution be provided within 90 days and sent directly to the Liquor Control and Licensing Branch, Victoria Head Office.
- Send the original form and application fees to the branch.
- The Liquor Control and Licensing Branch will follow up with the local government/First Nation if a resolution has not been received by the Branch within 90 days of the local government's receipt of your request.

Your local government/First Nation may decide that it does not wish to provide comment on your change request. However, they must still provide a resolution stating this decision and this resolution must be submitted directly to the Liquor Control and Licensing Branch.

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb/> under "Publications, Legislation & Resources".

PART 4: Local Government/First Nation Confirmation of Receipt of Application

This is to be filled out by your local government/First Nation office in relation to Parts 1 and 2. Applies to Liquor Primary and Liquor Primary Club licences.

Local government/First Nation (name): _____

Name of Official: _____ Title/Position: _____
(last / first / middle)

Email: _____ Phone: _____

Signature of Official: _____ Date of receipt of application: _____
(day / month / year)

This application serves as notice from the Liquor Control and Licensing Branch that an application for a permanent change to a liquor licence is being made within your community. The Liquor Control and Licensing Branch (LCLB) requests that a resolution commenting on the application be sent to the LCLB Victoria Head Office within 90 days of the above date of receipt.

If more than 90 days is required to provide a resolution, please contact the branch to make a request to the general manager for an extension. If the local government/First Nation decides not to provide comment, a resolution indicating this decision must be provided to the branch.

All of the items outlined below in points (a) through (d) must be addressed in the resolution in order for the resolution to comply with section 53 of the Liquor Control and Licensing Regulation. Any report presented by an advisory body or sub-committee to the council or board may be referenced in and attached to the resolution.

- (a) The potential for noise if the application is approved (provide comments).
- (b) The impact on the community if the application is approved (provide comments).
- (c) If the amendment may affect nearby residents, the local government or first nation must gather the views of residents in accordance with 11.3(2)(c) of the Act.
 - If the local government or first nation gathered the views of residents, they must provide:
 - (i) the views of the residents
 - (ii) the method used to gather the views of the residents, and
 - (iii) its comments and recommendations respecting the views of the residents.
 - (Residents includes residents and business owners)
 - If the views of residents were not gathered, provide reasons.
- (d) Its recommendation with respect to whether the amendment should be approved.

For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb/> under "Publications, Legislation & Resources".

PART 5: Declaration of Signing Authority Including Valid Interest

My signature, as Applicant, indicates that, with respect to the establishment:

- I am the owner of the business to be carried on at the establishment or the portion of the establishment to be licensed.
- I am the owner or lessee of the establishment or portion of the establishment to be licensed. If I have an option/offer to lease the establishment, or portion of the establishment to be licensed, prior to a licence being issued, I will obtain a completed lease that will not expire for a minimum of 12 months after the date the licence is issued.
- I understand that the general manager has the right to request the following documentation supporting valid interest at any time and I agree to provide the requested documentation in a timely manner upon request:
 - If the applicant owns the property, a Certificate of Title in the applicant's name.
 - If the applicant is renting or leasing, a fully executed lease or assignment/offer of lease which does not expire for at least 12 months from the date the licence is issued. An offer for rent/lease must show rent paid, have a term and an expiry date and be signed by both the applicant and the property owner.
 - If the applicant is buying the land and the building(s), a copy of the offer or option to purchase the property and building(s). An offer must show price paid, have a term and expiry date, and be signed by both the applicant and the property owner.
- I understand that loss of valid interest at any time while holding a licence is reason for the general manager to consider cancelling the licence.
- I understand that I must advise the branch immediately if at any time the potential exists to lose valid interest either during the licensing process or once a licence has been issued.
- I understand that the name(s) on documentation demonstrating valid interest must be identical to the applicant names(s).
- As the licensee, I will be accountable for the overall operation, for all activities within the establishment and will not allow another person to use the licence without having first obtained a written approval from the general manager.
- I understand that a licence can only be renewed if I am the owner of the business carried on at the licensed establishment and I am the owner or lessee of the licensed portion of the establishment.

I solemnly declare that the statements in this declaration are true.

(Signature of any shareholder of a private corporation, signing officer of a public corporation or society, sole proprietor or **all** individuals in a partnership is required below):

Note: An agent, lawyer, resident manager or third party operator may not sign the declaration on behalf of the applicant.

Name of Official: Position: Date:
(last / first / middle) (Day/Month/Year)

Signature: _____

Name of Official: Position: Date:
(last / first / middle) (Day/Month/Year)

Signature: _____

Name of Official: Position: Date:
(last / first / middle) (Day/Month/Year)

Signature: _____

Name of Official: Position: Date:
(last / first / middle) (Day/Month/Year)

Signature: _____

Section 15(2) of the Liquor Control and Licensing Act states: "A person applying for the issue, renewal, transfer, or amendment of a licence who fails to disclose a material fact required by the form of application or makes a false or misleading statement in the form of application commits an offence".

False declaration of valid interest is reason for the general manager to consider terminating the licence application and/or cancelling the licence.

PART 6: Application Fees - Payment Options

TOTAL FEE Submitted: \$

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check ☒ one):

☐ Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)

☐ Money order, payable to Minister of Finance

☐ Credit card: ☐ VISA ☐ MasterCard ☐ AMEX

☐ I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.

☐ I am submitting my application by mail and have given my credit information in the space provided at the bottom of the page.

Note: To ensure legibility, this application and supporting material cannot be faxed to the branch.

Contact Information

Liquor Control and Licensing Branch

Location: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1

For Mail Only: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8

Phone: 250 952-5787 Web: www.pssg.gov.bc.ca/lclb E-mail: liquor.licensing@gov.bc.ca

Freedom of Information and Privacy Act - The information requested on this form is collected for the purpose of obtaining or making changes to a liquor licence application. All personal information is collected under the authority of Section 15 of the Liquor Control and Licensing Act (RSBC 1996, c.267). Questions should be directed to: Liquor Control and Licensing Branch, Freedom of Information Officer, PO Box 9292 STN PROV GOVT, Victoria, BC V8W 9J8. Ph: In Victoria, 250 952-5787 Outside Victoria, 1 866 209-2111. Fax: 250 952-7066

LCLB012a

5 of 5

Application for Structural Change

Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card):

Credit card number:

Expiry date:

(Month)

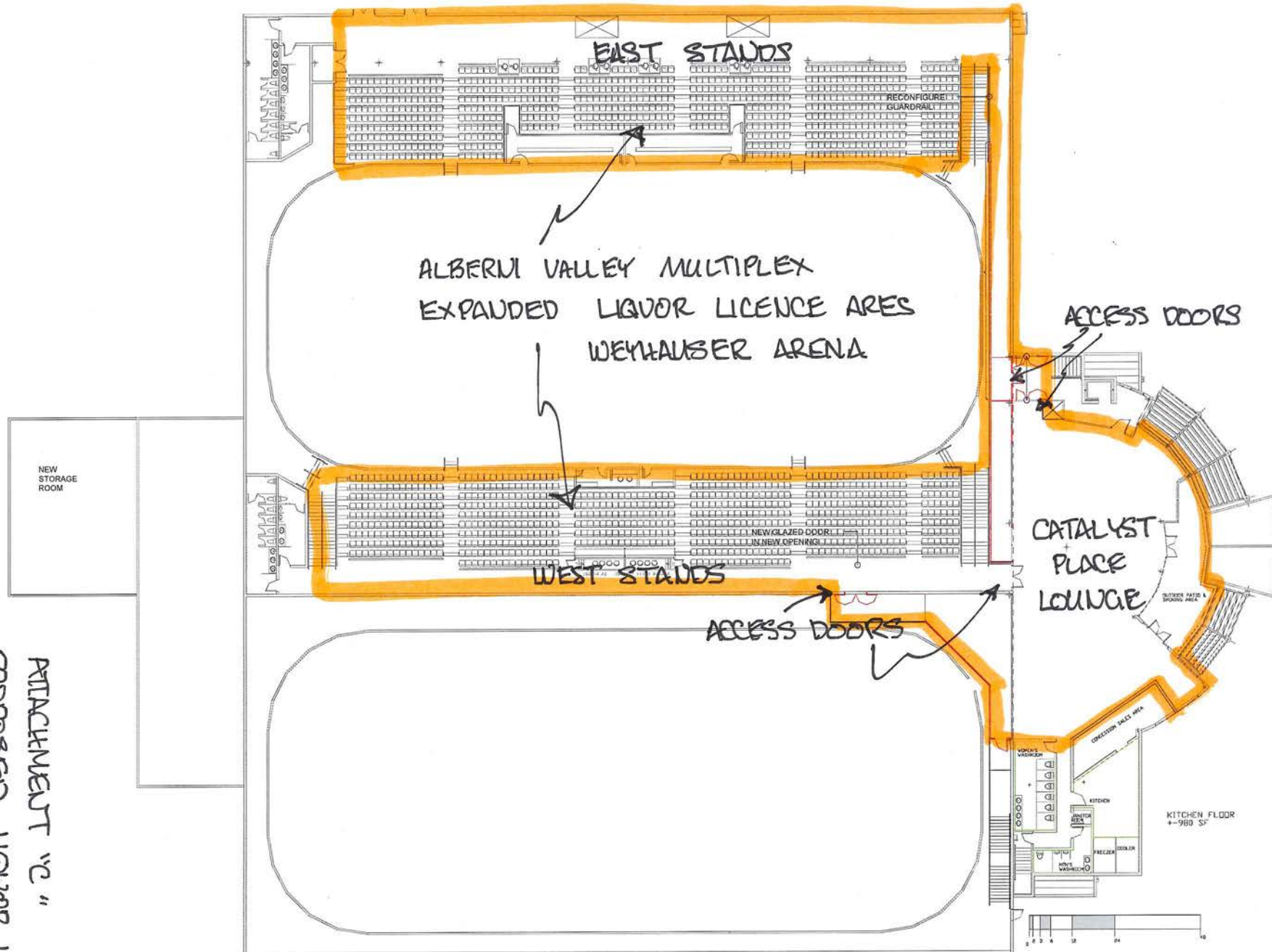
(Year)

REGULAR COUNCIL AGENDA - JULY 13, 2015

83

Signature: _____

ATTACHMENT "C"
 PROPOSED LIQUOR LICENCE
 AREAS INCLUDING BLEACHER
 SEATING AREA

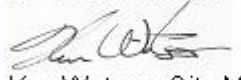




PARKS, RECREATION & HERITAGE DEPARTMENT REPORT

TO: Ken Watson, City Manager
FROM: Scott Kenny, Director of Parks and Recreation
COPIES TO: Cathy Rothwell, Director of Finance
DATE: July 8, 2015

I concur, forward to next
Regular Council Meeting
for Consideration:


Ken Watson, City Manager

SUBJECT: Victoria Quay Park Canada 150 Grant

Issue:

This report outlines the development plans for the placement of the Mill Stones and Focal Point sign in Victoria Quay Park and a resolution required for an application to the Canada 150 Grant program.

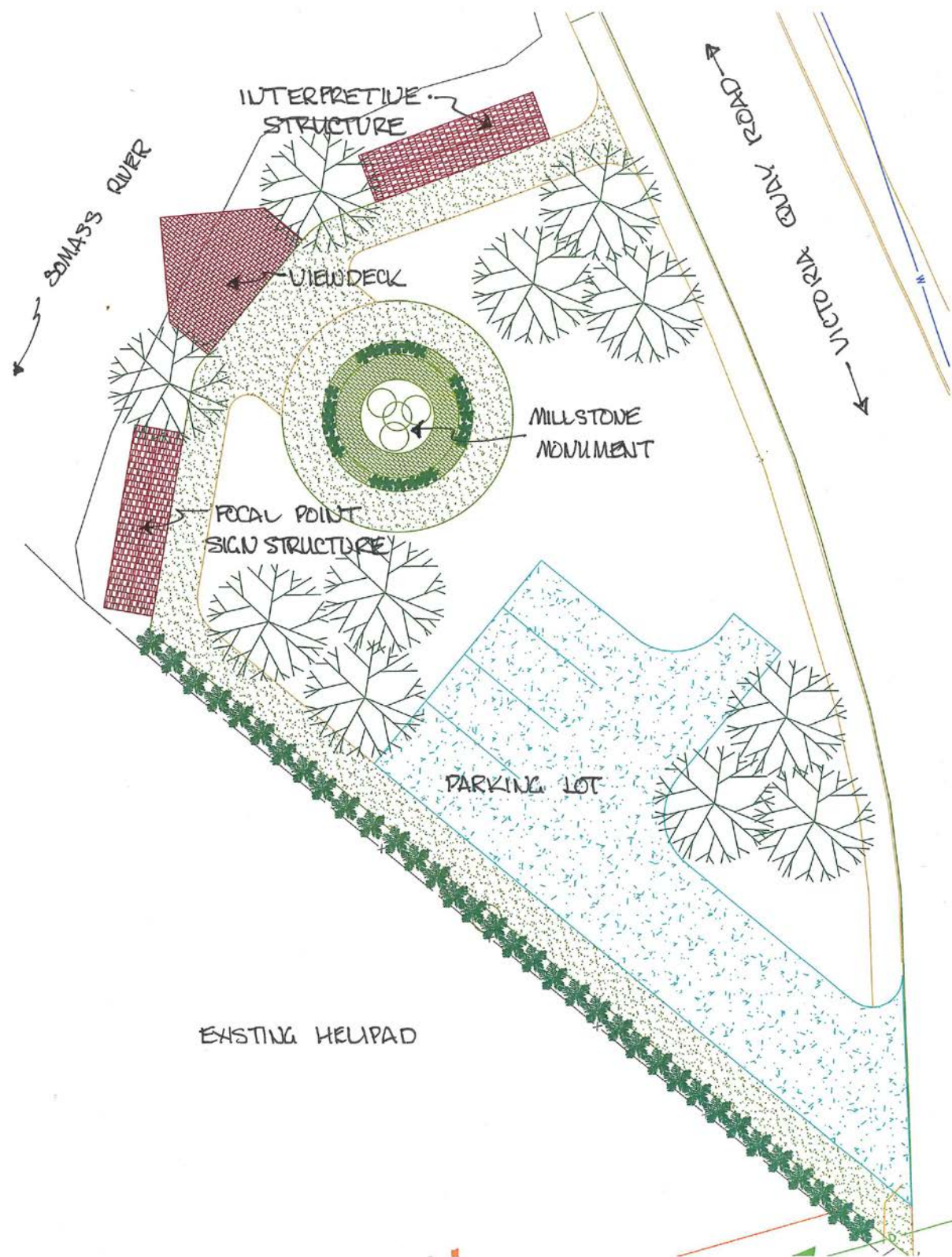
Background:

The 2015 Capital budget includes \$25,000 to assist with the relocation of the Mill Stones from the Catalyst Paper office building and develop the south park site at Victoria Quay. In addition there are several potential funding partners and in-kind sponsors interested in the project which may be available depending on the nature of the new development.

Initial thoughts on moving the stones were to disassemble the structure and the individual stones would be moved to the new site and reconstructed into the new monument. Further investigation with the Catalyst Manager Harold Norland and Engineer Gerald Crespeigne, staff and project promoter Charlene Patterson concluded that due to the extent of several large cracks in the three of the four mill stones, it was agreed that the best option would be to move the entire monument intact to the new site. As a consequence, we contacted Nickel Brothers, specialists in heavy moving to investigate the possibility of the move and related cost. They confirmed that it could be done and provided an estimate in the amount of \$23,400. This figure does not include an allowance for tree removals and landscape repair at Catalyst or the construction of the concrete pad at the new site.

As the plans for the park were being created, they were expanded to include the placement of the former carved focal point sign on the site as well. The sign was recently donated by the Chamber of Commerce to the City of Port Alberni and has now being relocated to the Parks Yard carpenter shop work bay. While the carved surface is in reasonable shape, there is rot along the top of the sign and several sections have delaminated. Initial assessment suggests it will take approximately two weeks to repair at a cost of approximately \$10,000. The new sign would be located as noted on the plan in a new heavy timber frame structure and positioned low to the ground for maximum viewing by the public. Two local businesses have offered support with this development in both the construction and the donation of the required heavy timbers and wood needed for the structure.

The development of the park also proposes an additional structure similar in appearance to that designed for the Focal Point sign which will be used to display a variety of interpretive information about both major park features as well as First Nations and natural history of the area. A shale walkway will be constructed along the top of the bank to a view deck and benches. Other components of the development include a small parking area for visitors, trees, shrubs and grass.



It is clear that current funding and in-kind support available to develop all components of the park are insufficient. After discussing the issue with project promotor Charlene Patterson, and the goal to minimize the cost to local taxpayers, we believe the best approach would be to acquire additional grants, one of which that appears to be a good fit is the recently announced Canada 150 Fund managed by Heritage Canada. This fund is to create opportunities for Canadians to participate in local, regional, and national celebrations that contribute to building a sense of pride and attachment to Canada. We have not submitted any applications to this program.

We believe that the Victoria Quay project is an excellent candidate for an application to this fund as it supports activities that will encourage participants to give back to Canada through gifts of time and energy, in ways that leave a legacy for the future. In reviewing the application several listed examples of eligible projects that appear to fit our Victoria Quay project include:

- Celebratory or commemorative activities and events;
- Exhibits;
- Plaques, monuments and permanent installations;
- Ceremonies for site dedications;
- Interpretive programming and tours;
- Learning materials and activities; and
- Large-scale artwork projects.

While the *Canada 150 Fund* can support up to 100% of eligible expenses, applicants are strongly encouraged to secure other cash or in-kind sources of funding. The level of cash or in-kind support from other sources will be taken into consideration during the assessment process. There is no set limit to the number of projects that can be funded for any one applicant.

There is no established deadline date to submit a funding application under the *Canada 150 Fund*. It is important to note, however, that the assessment of funding applications can take up to 26 weeks to be completed, and that up to four more weeks can be required to finalize a funding agreement and issue a payment.

Discussion:

This is an exciting and important waterfront development and as such is worthy of taking all necessary steps to secure additional funding and sponsors to see it to fruition. The Canada 150 grant does require a resolution of Council confirming support for the project.

Recommendations

That the report from the Director of Parks, Recreation & Heritage dated July 8, 2015 be received and Council for the City of Port Alberni confirm their continued financial support in the development of the Victoria Quay Park to include the relocation of the millstones and the carved focal point sign depicting historical images of the valley.

That Council for the City of Port Alberni direct staff to proceed with an application to the Canada 150 grant in support of development of the interpretive park at Victoria Quay.

Respectfully submitted



Scott Kenny, Director of Parks, Recreation & Heritage

J:\Echo Activity Centre\Scott Kenny\Parks\Victoria Quay\Grinding Stones\Millstone Park Canada 150 Grants Report.docx



PARKS, RECREATION & HERITAGE DEPARTMENT REPORT

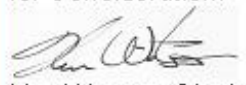
TO: Ken Watson, City Manager

FROM: Scott Kenny, Director of Parks, Recreation & Heritage

COPIES TO: Cathy Rothwell, Director of Finance
Mark Zenko, Manager Facility Operations

DATE: July 8, 2015

I concur, forward to next
Regular Council Meeting
for Consideration:



Ken Watson, City Manager

SUBJECT: Abbeyfield Roof Tender

Issue:

This report includes the results of the tender for the replacement of the Abbeyfield roof membrane and a recommendation to proceed with the award of the contract.

Background:

The approved 2015 Capital budget includes funds in the amount of \$210,000 for the replacement of the Abbeyfield roof membrane. The budget is comprised of \$60,000 from Abbeyfield and \$150,000 from the City of Port Alberni.

The original contractor used to set the budget allowed for stripping the existing roof back to a 2" thick layer of fiber board which is secured to the roof with asphalt (the fiber board was to be kept in place). A slope package consisting of polystyrene panels assembled in a manner that tapers the roof towards the roof drains was to be glued down, followed by more fiber board set in hot asphalt followed by two layers of roof membrane. While this specification would keep the water out, it had some shortcomings, three of which are as follows:

1. The first concern was leaving the fiberboard in place. The fiberboard is an organic material and if exposed to water it is prone to rot. There is no telling what shape it is in until it is fully exposed. If found to be in poor shape than one would have to decide whether to then pay extra to have it removed and replaced or patch it and hope for the best. The roofing manufacturer has informed us that they will not provide a parts and labour warranty unless the fiber board is removed.
2. Our second concern is the use of asphalt to secure the additional layers of fiber board and the first layer of membrane. Asphalt is less expensive than other options but it degrades over time, has poor cold weather performance and it is very noxious during installation.
3. Our third concern is that aside from the inherent insulating value of the slope package (good in some areas, none in others) there was no insulation included in the original quote. The fiberboard is the only material presently providing any insulation and it is very minimal.

Modern roofing systems use a modified bitumen membrane that is applied in sheets and remains flexible and resilient throughout its life. When the top cap wears out (generally 20 to 25 years) one can simply apply a new top sheet at a fraction of the price that you are now looking at. You can continue to add layers indefinitely if the base of the roof is in good shape. In the tender, Facilities Manager, Mark Zenko specified a complete removal of the old roof down to the concrete deck thereby eliminating all risk of extra work and future problems with the fiberboard. This would be replaced with two layers of 2" insulation, a slope package and a durable composite top sheet. All of the roofing materials were to be either glued down or heat bonded which eliminates the odor and shortfalls of asphalt. This specification would have provided a low maintenance, trouble free roof for several of decades. Five bids were received on the project as noted below:

COMPANY	LOCATION	BID	Take Out Price	
Universal Sheet Metal	Victoria	323,112	-56,315	266,797
Aurora Roofing	Errington	328,765	-41,240	287,525
Top Line Roofing	Victoria	336,108	-29,435	306,673
G&G Roofing	Nanaimo	341,775	-32,600	309,175
Flynn Canada	Victoria	365,512	-44,879	320,633
Parker Johnson	Saanichton	380,000	-42,560	337,440

Discussion:

Universal Sheet Metal from Victoria had the lowest price to install the complete system as specified at \$323,112. The tender included a take-out price for the slope package because it is nice to have but not necessary and Universal also had the highest take-out price at \$56,315 bringing the total down to \$266,797. In discussions with the low bidder, we received an offer for a further reduction of \$26,797 to remove one layer of insulation bringing the total cost to \$240,000. This change would reduce the insulation value of the roof from R23 to R11.5. This information was discussed with Abbeyfield representatives and they believe that with the rising costs of energy, it would be in their best interest to retain the full insulation package as tendered. They have consequently agreed to provide an additional \$40,000 for the project bringing their total commitment to \$100,000 which leaves a shortfall of \$16,797. As previously stated the City has allocated \$150,000 from the Capital Works Reserve Fund and the Director of Finance has confirmed that there are sufficient funds in the reserve to cover the shortfall of \$16,797.

Recommendation

The following resolution is proposed:

That the report from the Director of Parks, Recreation & Heritage dated July 8, 2015 be received, and Council for the City of Port Alberni direct staff to proceed with the award of the roof tender for the Abbeyfield facility to Universal Sheet Metal at the quoted cost of \$267,797 with Abbeyfield providing \$100,000 to the project and the City providing the balance of \$167,797 from the Capital Reserve Account.

Respectfully submitted



Scott Kenny, Director of Parks, Recreation & Heritage

J:\Echo Activity Centre\Scott Kenny\Facilities\Abbeyfield\Abbeyfield Roof Tender Report July 2015.docx

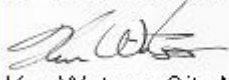


CITY OF PORT ALBERNI

PLANNING DEPARTMENT

TO: Ken Watson, City Manager
FROM: Scott Smith, City Planner
DATE: July 7, 2015

I concur, forward to next
Regular Council Meeting
for Consideration:


Ken Watson, City Manager

SUBJECT: Bylaw Enforcement Vehicle

Issue

To consider a revised vehicle purchase process for the bylaw enforcement vehicle.

Background

The City of Port Alberni vehicle purchase process is to develop a tender package and send it out to major manufacturers. The Mechanical Services Superintendent, Bylaw Enforcement Officer and City Planner have been researching options for a dedicated bylaw vehicle. The bylaw enforcement vehicle has various special requirements including the following:

- Suitable low flat cargo area for equipment carried by the Bylaw Officer.
- Special centre console to allow for laptop mounts and power outlets and radios.
- Separate battery and electrical system designed extra loads, such as lights, light bar, auxiliary fuse boxes, computers and radios etc.
- 110 volt power supply system.
- All position and anchor height adjusters for front seatbelts.
- Rubberized vinyl flooring
- Steel wheels

Three major manufactures produce Municipal Special Service Vehicles at the factory. All three are mid-sized SUV and all provide the specific needs for a bylaw enforcement vehicle. These vehicles are also more heavy duty and adaptable than normal vehicles and because it is anticipated that this vehicle will be kept for a long period the special service vehicle is the best option for the bylaw enforcement vehicle. Because they are produced at the factory all of the vehicles are within budget. To purchase a general vehicle and then try to add in the special requirements would be more expensive. Some photos of the centre console and laptop configurations of these vehicles are attached. In addition a photo of the equipment that the City of Port Alberni Bylaw Officer currently carries is attached.

Because of the specialized needs of the bylaw enforcement vehicle, staff recommends a limited tender for this Municipal Special Service Vehicle be used.

An electric vehicle option was also investigated for the bylaw enforcement vehicle. The research on electric vehicles has shown that they would not be appropriate for a bylaw enforcement vehicle. The vehicle configuration needed for effective bylaw enforcement is available in Canada as an electric vehicle. Most municipalities on Vancouver Island that have electric vehicles use them primarily as pool vehicles for use within the community. If City Council wished to acquire an electric vehicle the best use would be as a pool vehicle based at City Hall for travel within the City, for Council and staff. In addition to the vehicle, one or two charging stations located at City Hall and the works yard would be required. The City would also need to decide on if servicing of the vehicle would be done by City staff or an outside mechanic. In order for the City mechanics to service an electric vehicle, proper training and special tools will be required.

Recommendation

That the report from the City Planner dated July 7, 2015 be received, and Council for the City of Port Alberni direct staff to proceed with a limited vehicle tender for a municipal special service vehicle for the bylaw enforcement vehicle.

Respectfully submitted,



Scott Smith, MCIP
City Planner





Council Directed Action Items on Current Status Report

	Meeting and Date	Item	Strategic Plan Fit	Status / Recommendation
1.	SICC Jan 7/08	Policy requiring review and adoption of Policy Manual following each general municipal election	Goal #6: Responsive Government-	Mid 2015 Report to Council/ Recommend changes to Policy Manual. Ratification of all Policies in Manual by Council – Director of Corporate Services/City Manager
2.	Special Mar 5/13	Staff to provide report and associated bylaw required to amend the OCP to delete the proposed bypass in the major road network map.	Goal #2: Connected Community	Report in progress with recommendations regarding update of OCP concerning long-term Transportation Plan including reference to past and current studies and Provincial and Regional Plans. Update sections 2.2.7, 2.3, and Map 8 Major Road Network.- City Planner
3.	Regular Nov12/13	Fire Chief report on options to further restrict outdoor burning.	Goal #3: Environmental Protection	Recommend Hold pending decision re yard waste/organics pickup program – Fire Chief
4.	Regular Nov 25/13	Direction to proceed with updated Fire Dept. Empowering/Fire Control Bylaws	Goal #6: Responsive Government	Mid 2015 report with draft Bylaw - currently in legal review – City Clerk and Fire Chief
5.	Regular Feb 24/14	Work with commercial business areas re agreement on a program of streetscape improvements funded by commercial tax increase	Goal #1: Live Within Our Means Goal #4: Liveability	Per direction from Council May 25/15, implement the City's current capital program
6.	Regular May 12/14	Request for Proposals to review City to determine potential sponsorships revenues (consideration to doing in-house)	Goal #1: Live Within Our Means	Prepare RFP to obtain proposals regarding Sponsorship revenue potentials. – City Manager
7.	Regular May 26/14	Prepare bylaw to address graffiti issues as well as public education campaign. Purchase kits and reimburse Uptown Merchants	Goal #4: Liveability	Per direction from Council May 25/15, staff to work with local businesses to encourage prompt removal of graffiti
8.	Regular May 26/14	Preparation of Bylaws and policies for implementation of bylaw adjudication system	Goal #6: Responsive Government	Order in Council effective July 14, 2014. Bylaws and policies being prepared -City Clerk/City Planner
9.	Regular May 26/14	Report and recommendations re development of tax revitalization program for all commercial areas	Goal #5: Revitalize the Economy	Current revitalization exemption bylaw in place for Uptown only. Previous Council direction to expand to all Commercial areas. Confirmation requested from new Council. Draft Bylaw in progress. - Economic Development Manager

Council Directed Action Items on Current Status Report

	Meeting and Date	Item	Strategic Plan Fit	Status / Recommendation
10.	Regular July 14/14	Meeting to be arranged with community – uptown merchants; RCMP; bank managers; Council – to discuss safety concerns in uptown	Goal #4: Liveability	Per direction from Council May 25/15, Inspector Richards to liaise with uptown merchants regarding safety concerns.
11.	Special July 28/14	Report re comparative water rate structures in other communities – including availability of water. Further discussion re fixed rates – discussion with industry/Chamber	Goal #3: Environmental Protection	Presentation and provided by City Engineer supported by JP Joly (Econics) regarding recommended changes in water and sewer rate formats to improve equity and ensure sustainability of the systems. Decision required from City Council. - City Engineer
12.	Regular July 28/14	Further discussion regarding safe walkway Harbour Quay to Harbour Quay Marina	Goal #2: Connected Community	On hold pending potential redevelopment of adjacent "Imperial Oil" property for public use. – City Manager
13.	SICC Oct. 14/14	Report re synopsis and options for consideration re Alberni Paving operations at Fall Fair grounds	Goal #3: Environmental Protection Goal #4: Liveability	Meeting held on Nov 12 th . Relocation of tenant to suitable site in progress. City Manager/Director of Parks, Rec & Heritage
14.	Regular Nov. 24/14	Report on mail-in voting for future elections.	Goal #6: Responsive Government	Report with options to be provided in with time to allow adoption in advance of 2018 election. -City Clerk
15.	Regular Jan 12/15	Report re private corporations benefitting from UVic tax exempt status	Goal #1: Live Within Our Means	Report in progress. – City Manager
16.	Regular Jan 12/15	Report & recommendations re revisions to Sign Bylaw with regards to election signage	Goal #6: Responsive Government	Report with options to be provided in with time to allow adoption in advance of 2018 election. -City Clerk
17.	Regular Feb 10/15	Prepare Pesticide Reduction Policy/public education – best practices	Goal #3: Environmental Protection	Policy and public education plan under development - Director of Parks, Rec & Heritage
18.	Regular Feb 10/15	Invite Liquor Inspector as delegation to explain changes to liquor laws and community impact	Goal #6: Responsive Government	Recommend hold until legislative changes finalized. Invite rep from Province to come at later date if needed to explain changes, not Liquor Inspector – City Clerk
19.	Regular Feb 23/15	Report re feasibility of Sprout Business Development Concept	Goal #5: Revitalize the Economy	Report in progress - Economic Dev. Manager

Council Directed Action Items on Current Status Report

	Meeting and Date	Item	Strategic Plan Fit	Status / Recommendation
20.	Regular Feb 23/15	Prepare RFP for private sector partner to design, finance, build and operate District Energy System. Steps to undertake prior to issuing – Island Health commitment, meet with public health officials and AQC, complete business case for siting plant at each of 4 locations	Goal #3: Environmental Protection	RFP under development by Farallon Consultants (Stephen Salter) - Economic Dev. Manager /City Manager
21.	Regular Feb 23/15	Report and recommendations re electronic participation in meetings	Goal #6: Responsive Government	Report and recommendations in progress - City Clerk
22.	Regular Mar 9/15	Revisit options to ban smoking in City facilities and parks	Goal #3: Environmental Protection	Director of Parks, Recreation & Heritage – include actions taken by other communities for area specific smoking bans
23.	Special Budget – Mar 30/15	Arrange mtg between Council/staff/OIC to discuss additional RCMP member and municipal staff employee	Goal #6: Responsive Government	Schedule meeting. Potential to include issue of additional staff at RCMP as part of upcoming Audit of Management Structure? – City Manager
24.	Special Budget – Mar 30/15	Arrange mtg with Chamber/ AV Tourism/ACRD re external marketing of Alberni Valley	Goal #5: Revitalize the Economy Goal #6: Responsive Government	Schedule Meeting. Any Specific topics to include on Agenda from Council? – City Clerk
25.	Regular April 13/15	Arrange mtg with PAPA to discuss Clutesi Haven Lease and development of site	Goal #1: Live Within Our Means Goal #6: Responsive Government	Meeting between Mayor, Port Chair, Port CEO and City Manager on May 15. Report in progress re discussions. – City Manager
26.	Regular April 27/15	Discussion with Canadian Tire re sani-dump station open year round + signage	Goal #3: Environmental Protection	In Progress - City Engineer
27.	Regular April 27/15	Signage for Dry Creek Sani-dump station		
28.	Regular May 25/15	Prepare illegal dumping and littering bylaw and public education materials.	Goal #3: Environmental Protection	City Planner

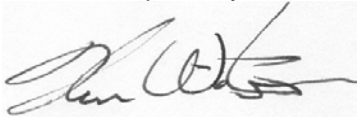
Council Directed Action Items on Current Status Report

	Meeting and Date	Item	Strategic Plan Fit	Status / Recommendation
29.	Regular May 25/15	Amend Council Procedures Bylaw to modify terms of the Question Period to allow members of the public to direct questions to Council on any topic of relevance to the City.	Goal #6: Responsive Government	City Clerk
30.	Regular May 25/15	Report re potential to intersperse food plants in the City's existing planting beds where practical		Director of Parks, Recreation & Heritage
31.	Regular May 25/15	Investigate installing automatic water turbidity and temperature monitors on tributaries feeding Bainbridge/China Creek intakes	Goal #3: Environmental Protection	City Engineer
32.	Regular June 8/15	Investigate NIDMAR Consensus Based Disability Management System & Audit		Director of Corporate Services
33.	Regular June 22/15	Report and recommendations re year round ban on backyard burning	Goal #3: Environmental Protection	Fire Chief Report July 13/15
34.	Regular June 22/15	Report and amendment to the Zoning Bylaw to restrict liquor sales in grocery stores.		City Planner

Items Arising by Council Direction for Future Budget Consideration

	Meeting and Date	Item	Strategic Plan Fit	Status / Recommendation
1.	Special Budget – Mar 23/15	Review kitchen and yard waste pickup for implementation in 2016	Goal #3: Environmental Protection	City staff engaged with ACRD on SWMP Plan monitoring advisory committee and also developing plans for future collection of yard waste and organics. Timing contingent on decision re composting facility – City Engineer
2.	Special Budget – Mar 23/15	Review potential reductions in library service/costs for 2016	Goal #1: Live Within Our Means	Negotiation with VIRL pending. Council appointee (VIRL rep or other?) – City Manager
3.	Special Budget – Mar 30/15	Staff to bring forward Canal Beach upgrades in 2016 for consideration	Goal #4: Liveability	Plans under development for 2016 Budget presentation – Director of Parks and Recreation
4.	Special Budget – Mar 30/15	Review potential of transit reductions (Sunday service and stats) commencing 2017.	Goal #1: Live Within Our Means	Discussion with BC Transit pending. Report with options to be provided for 2016 Budget consideration. – Director of Finance/ City Manager
5.	Regular April 13/15	Include emergency generator for City Hall in 2016 budget - \$50,000	Goal #6: Responsive Government	Investigation of options underway including generator and solar/battery format. Report to be available for 2016 Budget consideration. Director of Parks, Recreations & Heritage

Respectfully Submitted



Ken Watson - City Manager

J:\Clerks\Council\RegularCouncilMeetings\Status Reports\2015\June 8_15.doc

CITY OF PORT ALBERNI PLANNING AND BUILDING DEPARTMENT

MONTHLY REPORT FOR JUNE, 2015

For the month of June 2015 the Planning Department reports the following significant items:

- The Advisory Planning Commission met on June 25, 2015 and considered the following reports from the City Planner:
 - The first report was regarding an application for a Development Variance Permit for a strata development proposal at 4065 McBride St.
 - The second report was regarding an application for amendments to the Zoning Bylaw that would facilitate construction of a daycare by the Friendship Centre on 4th Ave.
 - The third report was regarding an application for a Zoning Bylaw text amendment that would facilitate the operation of a commercial restaurant as an accessory use in the Italian Hall located at 4065 6th Ave.

DEVELOPMENT APPLICATION ACTIVITY REPORT		
Type	Year to Date - 2014	Year to Date - 2015
Subdivision	2	2
OCP and/or Rezoning	1	9
Development Variance	2	2
Development Permit	0	1
Temporary Use Permit	0	1
Sign Bylaw	1	0
Total Applications	6	15

RESIDENTIAL BUILDING UNITS COMPARISON		
Type	Year to Date - 2014	Year to Date - 2015
Single Family	9	12
Duplex	0	0
Multiple	0	0
Secondary Suite	0	3
Total Units	9 units	15 units



ENGINEERING DEPARTMENT HIGHLIGHTS OF DEPARTMENTAL ACTIVITIES JUNE 2015

PUBLIC WORKS

Streets Work:

- The street restoration work on the Haslam Road storm sewer replacement project was completed.



WATERWORKS

Water Distribution

- Customer Water Service Requests – 19
- Service Connection Repairs – 6
- At 4th Ave and Neil St the Pressure Regulating Valve station replacement is beginning.
- Water restrictions Stage 2 in effect Monday, July 13th.



Water Treatment

- Bainbridge Water Treatment Plant General Contractor has been issued a substantial completion certificate. The testing and commissioning of the new systems are in progress with final acceptance expected after the site restoration in the early fall.



WASTEWATER

Sanitary/Storm Sewer Collection:

- Customer Sewer Service Requests - 16
- BC One Calls for service locations – 81
- Catchbasin cleaning - 150
- - 9th Ave between China Creek Rd and Montrose St - the sanitary sewer (300 mm dia) replacement and new storm sewer (300 mm dia) have been completed including new service connections.





NOTICE OF STAGE 2 WATER RESTRICTIONS

Due to low reservoir levels it is necessary to impose restrictions on Outdoor Water Use including **garden and lawn** watering.

Therefore effective 12:01 a.m. July 13th, 2015 and until further notice, Outdoor Water Use is restricted as follows:

Lawn Sprinkling -

Even numbered addresses can sprinkle on Wednesdays and Saturdays 6 – 9 am OR 7 – 10 pm.

Odd numbered addresses can sprinkle on Thursdays and Sundays 6 – 9 am OR 7 – 10 pm.

New unestablished lawns, trees, shrubs and flowers -

Sprinkling outside of restricted times allowed only at the discretion of the City with a permit from City Hall.

Vegetable Gardens, planters, shrubs and trees –

Watering must be done by hand using a spring loaded shut off nozzle or bucket. 6 – 9 am or 7 – 10 pm. 2 hours per day maximum – any day.

Private pools, spas and garden ponds

Public and commercial fountains (recirculating)

Filling is prohibited, topping up is permitted.

Outdoor washing of cars, boats and houses -

Washing must be done by hand using a spring loaded shut off nozzle or bucket. Anytime.

Washing driveways and sidewalks -

All forms of washing using treated drinking water are prohibited.

Commercial car washing, gardens, and pressure washing -

Exempt.

Public Parks, Playing Fields, Boulevards, and Planters -

Restricted as per detailed watering plan by Parks and Recreation

For more information contact the City of Port Alberni at 720-2840 or go to www.portalberni.ca



City of Port Alberni Water Restrictions—At a Glance



= ACCEPTABLE







































= RESTRICTED



= PROHIBITED

NOTE: These restrictions apply only to the use of treated drinking water.

The Water Restrictions do not apply to the use of rain water, gray water, or any forms of recycled water.

ACTIVITY	STAGES				RESTRICTION DETAILS
	1	2	3	4	
Lawn sprinkling					<p>STAGE 1: EVEN-numbered addresses can sprinkle on EVEN-numbered calendar days, 6-9 am or 7-10 pm. ODD-numbered addresses can sprinkle on ODD-numbered calendar days, 6-9 am or 7-10 pm.</p> <p>STAGE 2: EVEN-numbered addresses can sprinkle on Wednesdays & Saturdays, 6-9 am or 7-10 pm. ODD-numbered addresses can sprinkle on Thursdays & Sundays, 6-9 am or 7-10 pm.</p> <p>STAGE 3: EVEN-numbered address can sprinkle on Saturdays, 6-9 am or 7-10 pm. ODD-numbered addresses can sprinkle on Sundays, 6-9 am or 7-10 pm.</p> <p>STAGE 4: All forms of watering using treated drinking water are prohibited.</p>
New (unestablished) residential & commercial lawns, trees, shrubs & flowers					<p>STAGES 1-2: Sprinkling outside restricted times allowed only at the discretion of the City & with a permit.</p> <p>STAGES 3-4: No new permits issued or renewed. All forms of watering using treated drinking water are prohibited.</p>
Vegetable gardens, decorative planters, shrubs & trees - hand watering					<p>STAGES 2-3: Watering must be done by hand using a spring-loaded shut-off nozzle or bucket, 6-9 am or 7-10 pm. 2 hours per day maximum, any day.</p> <p>STAGE 4: All forms of watering using treated drinking water are prohibited.</p>
Private pools, spas & garden ponds					<p>STAGE 2: Topping up is permitted.</p>
Public & commercial fountains - recirculating					<p>STAGE 3-4: Refilling is prohibited.</p>
Outdoor washing of cars, boats, and houses					<p>STAGE 1-2: Washing must be done by hand, using a spring-loaded shut-off nozzle or bucket.</p> <p>STAGES 3-4: All forms of washing using treated drinking water are prohibited.</p>
Washing driveways & sidewalks					<p>STAGE 1: Washing must be done by hand with hose equipped with spring-loaded shut off nozzle or bucket.</p> <p>STAGES 2-4: All forms of washing using treated drinking water are prohibited.</p>
Commercial gardens & pressure washing					<p>STAGE 4: All forms of watering using treated drinking water are prohibited.</p>
Commercial car washing					<p>STAGE 4: All forms of washing using treated drinking water are prohibited.</p>
Public parks, playing fields, boulevards, planters - <i>Parks & Recreation</i>					<p>STAGES 1-3: Detailed Parks & Recreation watering restrictions plan</p> <p>STAGE 4: All forms of watering using treated drinking water are prohibited.</p>

City of Port Alberni Water Restrictions

www.portalberni.ca

IRRIGATION SITE	NORMAL WATERING	STAGE 1	STAGE 2	STAGE 3	STAGE 4	NOTES
FLORAL BEDS	MONDAY,WEDS,FRIDAY	MONDAY,WEDS,FRIDAY	MONDAY,WEDS,FRIDAY	MON,WED,FRI	TRUCK WATER	WATER USE PER WATERING AVERAGE
10TH ROGER					FROM SOMASS RIVER	20 MINUTES AT 2 GALLONS PER MINUTE
ECHO						REMOVE ANNUALS IF LESS THAN 3X WEEK
FOOT JOHNSTON						
ECHO						
CITY HALL						
PLANTERS	DAILY	DAILY	DAILY	DAILY	TRUCK WATER	20 MINUTES PER PLANTER AT 1 GPM
HARBOUR QUAY					FROM SOMASS RIVER	
UPPER 3RD AVE						TOTAL OF 60 PLANTERS BEING WATERED
JOHNSTON RD						HQ ENTRANCE PLANTERS WATERED BY TRUCK
LOWER ARGYLE						JOHNSTON PLANTERS WATERED BY TRUCK
HANGING BASKETS	DAILY	DAILY	DAILY	DAILY	REMOVE BASKETS	WATER 5 MINUTES PER BASKET AT 1 GPM
HARBOUR QUAY						TOTAL OF 76 BASKETS BEING WATERED
CITY HALL						REMOVE BASKETS IF LESS THAN DAILY
UPPER THIRD AVE						WATERING
BOULEVARDS	MONDAY, WEDS,FRIDAY	MONDAY,WEDS,FRIDAY	TWO DAY PER WEEK	ONCE PER WEEK	DISCONTINUE WATER	WATER TRUCK FOR NEW OR STRESSED TREES
BURKE						
3RD AVE SOUTH						
ARGYLE			NEW TREES WITH WATER TRUCK	TREES WATER TRUCK		
UPPER JOHNSTON						
REDFORD						
VICTORIA QUAY						
PARKS SOIL BASE	MONDAY WEDS FRIDAY	MONDAY,WEDS,FRIDAY	2 DAYS PER WEEK	ONCE PER WEEK	DISCONTINUE	IMPORTANT COOL PUBLIC AREAS
WESTPORT					WATER TRUCK FOR	
RIVER ROAD					NEW TREES	
CLUTESI MARINA					SOMASS RIVER	
PENNY LANE						
HARBOUR QUAY						
KLITSA						
CIVIC GROUNDS	MONDAY,WEDS,FRIDAY	MONDAY,WEDS,FRIDAY	TWO DAYS PER WEEK	ONE DAY PER WEEK	WATER TRUCK	MINIMUM WATER TO MAINTAIN SHRUBS
CITY HALL						USE WATER TRUCK WITH SOMASS WATER
RCMP						
ECHO						
WORKS YARD						
POCKET PARKS	MONDAY WEDS,FRIDAY	MONDAY,WEDS,FRIDAY	2 DAYS PER WEEK	ONE DAY PER WEEK	DISCONTINUE	WATER TRUCK FOR SHRUBS
2 SPOT						USE WATER TRUCK WITH SOMASS WATER
STRATHERN						
STIRLING DOG PARK	MONDAY WEDS,FRIDAY	TWO DAYS PER WEEK	ONE DAY PER WEEK	ONE DAY PER WEEK	DISCONTINUE	KEEP DOWN DUST AND SANITATION

SPORTS FIELDS SAND BASE	ALTERNATE DAYS	ALTERNATE DAYS	ALTERNATE DAYS	3 DAYS PER WEEK	ONE DAY PER WEEK	LOSS OF SOD WILL HAVE FIELDS NOT
<i>KLITSA</i>	TOP UP DURING HOT		REDUCE VOL BY 25%			PLAYABLE IN FALL
<i>RUGBY</i>	WEATHER					
<i>ECHO PARK</i>						
<i>WOOD</i>						
<i>BOB DAILY</i>						
SPORTS FIELD SOIL	MONDAY WEDS,FRIDAY	MONDAY,WEDS,FRIDAY	2 DAYS PER WEEK	1 DAYS PER WEEK	1 DAY PER WEEK	DRAIN LINES ON SWEENEY AND RUSSELL
<i>RECREATION PARK</i>					REDUCE VOLUME	WILL NEED RESEEDING IN FALL
<i>RUSSELL</i>					BY 30 %	WHICH MAY EFFECT THEM BEING USED FOR
<i>SWEENEY</i>						SOCCER
<i>WATERPARKS</i>						
<i>ROGERS CREEK PARK</i>	DAILY, JUNE - SEPT	DAILY, JUNE - SEPT	DAILY, JUNE - SEPT	DAILY, JUNE - SEPT	CLOSED	USER ACTIVATED CONTROLLER
	10AM -7 PM	10AM -7 PM	11AM - 6PM	12 AM 6PM		
<i>BLAIR PARK</i>	BOOKING ONLY	2 HR MAX	2 HR MAX	1 HR MAX	CLOSED	MANUAL CONTROL - NORMALLY OFF
<i>GYRO REC PARK</i>	BOOKING ONLY	2 HR MAX	2 HR MAX	1 HR MAX	CLOSED	MANUAL CONTROL - NORMALLY OFF
<i>WILLIAMSON APRK</i>	BOOKING ONLY	2 HR MAX	2 HR MAX	1 HR MAX	CLOSED	MANUAL CONTROL - NORMALLY OFF
<i>KIWANIS PARK</i>	BOOKING ONLY	2 HR MAX	2 HR MAX	1 HR MAX	CLOSED	MANUAL CONTROL - NORMALLY OFF

**REPORT OF THE PUBLIC HEARING HELD ON MONDAY, JUNE 22, 2015
AT 6:00 PM IN COUNCIL CHAMBERS TO HEAR REPRESENTATION RELATIVE TO
PROPOSED AMENDMENTS TO THE ZONING BYLAW**

PRESENT: **Council:** Mayor Ruttan (Chair)
 Councillor Alemany
 Councillor Minions
 Councillor Paulson
 Councillor Sauvé
 Councillor Washington

ABSENT: Councillor McLeman

City Staff: Ken Watson, City Manager
 Davina Hartwell, City Clerk
 Scott Smith, City Planner

Members of the Public: 10

The Chair explained the Public Hearing procedures for the meeting.

1. Description of the Application

The City Clerk provided a summary of the application:

A. Colyn dba Twin City Brewing Company is applying to amend the Zoning Bylaw to add "Microbrewery" to the list of Permitted Uses in the C3 Service Commercial zone to facilitate the operation of a Microbrewery at 4503 Margaret Street.

The proposed bylaw is "Zoning Text Amendment No. T5 (Microbrewery in C3 - Service Commercial), Bylaw No. 4873".

2. Background Information from the City Planner

The City Planner provided background information regarding the proposed amendments by way of summarizing his report of June 12, 2015, attached hereto and forming part of this report.

3. Correspondence

None was received.

4. Input from the Public

The application, A. Colyn, suggested the C3 Commercial Service zone is the best area for a microbrewery.

5. Late Correspondence Regarding the Bylaws:

E-mail dated June 20, 2015 from Andrew Ticknor in favour of the application and suggesting the re-zoning is a great opportunity for the City of Port Alberni to open up a door to a new and emerging industry.

6. Questions from Council:

In response to questions from Council, Mr. Colyn advised he will be the sole employee at startup of the business, however, he expects to create 4-6 full-time positions at full capacity. He advised he will be showcasing local ingredients as much as possible and stated he will be heavily community focused.

7. Further Input:

The Chair asked for any further input from the public.

The Chair called a second time for input.

The Chair asked for input for a third and final time. There was none.

8. Closing Remarks by the Chair:

The Chair made closing remarks on the matters of the public hearing.

It was moved and seconded:

That the Public Hearing terminate at 6:16 pm.

CARRIED

Pursuant to Section 890 of the *Local Government Act*, I hereby certify the foregoing to be a fair and accurate summary of the representations made at the Public Hearing held June 22, 2015 regarding:

- "Zoning Text Amendment No. T5 (Microbrewery in C3 - Service Commercial), Bylaw No. 4873".



Davina Hartwell
City Clerk



CITY OF PORT ALBERNI

PLANNING DEPARTMENT PUBLIC HEARING REPORT

TO: Ken Watson, City Manager

FROM: Scott Smith, City Planner

DATE: June 12, 2015

SUBJECT: DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Text Amendment
Parcel A (DD 40347N) of Lot 6, Block 5, District Lot 1, Alberni District
PID: 009-269-762 - **4503 Margaret Street**
Applicant: Aaron Colyn dba Twin City Brewing Company

Issue

To consider an application for text amendments to the Zoning Bylaw to include a Microbrewery as a permitted use in the C3 – Service Commercial zone.

Background

The owner of the Twin City Brewing Company has made application to amend the text of the Zoning Bylaw to allow a Microbrewery at 4503 Margaret Street. The facility would brew craft beer for sale on-site and operate a tasting lounge. In addition to the zoning amendment the proposed Microbrewery facility must obtain a Manufacturing Licence from the Liquor Control and Licensing Branch (LCLB) to operate.

A Microbrewery is currently a permitted use in the W1 – Waterfront Commercial zone and included as an accessory use in the C6 – Gaming Centre zone. Although a Microbrewery is a permitted and accessory use in these zones, there are currently none in operation.

Discussion

The area around 4503 Margaret Street is predominately commercial and light industrial uses. The Victoria Quay condo building is the only residential development in the general area. The site is one block from Johnston Road and one block from Victoria Quay Park and is therefore in close proximity to tourists travelling to the West Coast.

The existing building at 4503 Margaret Street is a single story warehouse that covers the entire property. An interior layout for the facility is attached and shows a lounge area at the front and the rear of the building being used for the production facility. The applicant has indicated that once they have reached full production the facility will produce between 1000 to 2000 hectolitres per year.

The following is the proposed definition to be added to the Zoning bylaw: "Microbrewery means a facility, for the manufacturing of beer, that produces less than 10,000 hectolitres per year and is licenced under a Manufacturing Licence by the Province of British Columbia and may include the following accessory uses: wholesaling of, tours of, retail sales of, and tastings of beer produced on-site." In addition "Microbrewery" would be added as a permitted use to the C3 – Service Commercial zone.

There are some waste by-products from the brewing process. The applicant has indicated that resulting solids will be filtered out and donated to a local nursery for use in compost mix. The waste effluent will be mostly water. Alkaline cleaners used for the equipment would be neutralized before entering the sewer system. Potential odour issues should be minor. Odours that may be produced would be similar to cooking odour and newer brewery equipment allows for the recapture of steam that is boiled off in the final production stage, reducing potential odours.

The exterior of the existing building is relatively plain and the outside lighting is limited. The property is located within the Commercial Development Permit Area. The applicant has indicated that the exterior renovations will be limited to repainting the building, removing the existing awning and installing a new sign above the entrance. These exterior renovations will not require a development permit. The nature of the proposed Microbrewery business would greatly benefit from some façade improvement to the building. Improvements to the exterior of the building would also support the City strategic Objective 4.1: Ensure an Inviting Community and Streetscape beautification.

Status of the Application

At the May 21, 2015 meeting of the Advisory Planning Commission the following motions were made and carried:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with text amendments to the Zoning Bylaw as follows:*
 - a) *By adding the text : "Microbrewery means a facility, for the manufacturing of beer, that produces less than 10,000 hectolitres per year and is licenced under a Manufacturing Licence by the Province of British Columbia and may include the following accessory uses: wholesaling of, tours of, retail sales of, and tastings of beer produced on-site." to Section 4 Definitions; and*
 - b) *By adding the text "Microbrewery" to Section 5.20.1 Permitted Uses in the C3 – Service Commercial zone.*

At its June 8, 2015 regular meeting City Council received the APC recommendations and gave 1st and 2nd reading to Zoning Text Amendment No. T5 (microbrewery in C3 – Service Commercial), Bylaw No. 4873.

Conclusions

In considering the Zoning amendment, City Council should consider whether the proposed amendments are appropriate for the site and all sites zoned or impacted by the proposed changes to the C3 – Service Commercial zone.

The Microbrewery sector is a growing business in the Province and the proposed Twin City Brewing Company could provide a further attraction for tourists and provide a locally made product for local residents. The C3 zone is a commercial and light industrial zone and the addition of a Microbrewery as a permitted use is appropriate.

The Planning Department supports the proposed text amendments to add "Microbrewery" as a permitted use in the C3 – Service Commercial zone.

Condition Option

If the APC and City Council support more extensive exterior renovations it is recommended that the applicant be required to submit a façade improvement and lighting plan prior to the public hearing and that security be required as a condition of final approval.

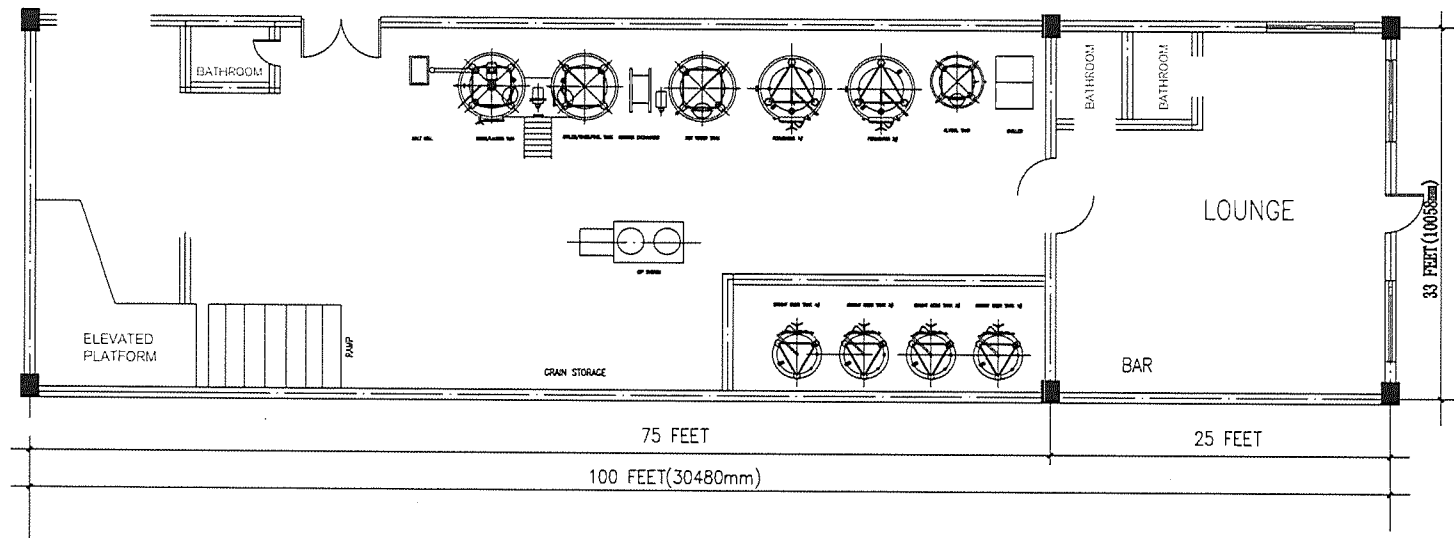
Respectfully submitted,



Scott Smith, MCIP
City Planner







Bylaw 4832

C3 – SERVICE COMMERCIAL

5.20 The purpose of this zone is to establish and maintain areas for *retail* and service operations that are vehicle-oriented or require large storage areas.

5.20.1 Permitted usesPrincipal Uses

Ambulance station
 Amusement establishment
 Appliances and electronics, sales and repair
 Artist's studio
 Automotive sales, repair and servicing
 Bakery
 Bank or other financial institution
 Boat or recreational vehicle sales and repair
 Building supply
 Cartage and delivery services
 Catering establishment
 Club or lodge
 Contractor's shop
 Custom woodworking
 Enclosed storage and warehousing, including mini storage
 Garden shop, nursery and landscape supplies
 Gasoline service station
 Glass shop
 Medical service
 Office

Principal Uses (continued)

Pawn shop
 Personal service
 Petroleum products, wholesale
 Prefabricated buildings sales
 Printing, publishing and allied industry
 Recycling depot
 Restaurant, including drive-through
 Retail
 Signs and displays industry
 Transportation dispatch and depot
 Veterinary clinic
 Wholesale

Accessory Uses

Caretaker's dwelling unit, subject to Section 6.16
 Outdoor storage

Site Specific Uses:

Liquor, wine and beer store

5.20.2 Site Development Regulations

Minimum Lot Area	930 m ²	(10,011 ft ²)
Minimum Frontage	30 m	(98.4 ft)
Maximum Coverage	75%	
Minimum Setbacks:		
Front yard	0 m	
Rear yard	3 m	(9.84 ft)
Side yard	0 m	
Maximum Height, Principal Building	10 m	(32.8 ft)
Maximum Number of Principal Building Storeys	2	

Bylaw 4832

5.20.3 Conditions of Use

- (a) Outdoor storage areas shall be screened or *fenced* on all sides not facing the principal *building* and no material shall be piled so as to be higher than such *screening*.
- (b) All industrial, business, repair or servicing *uses* shall be conducted within a completely enclosed *building* except for outdoor display, rental, sales or outdoor storage areas, activities that are normally done at gasoline service pumps, parking and loading, and activities related to the operation of a *drive-through* or *drive-in* facility.
- (c) No *club* or *lodge* shall have more than three machines on which mechanical, electrical automatic, digital or computerized games are played for amusement, recreation, competition or entertainment and for which a fee is charged for *use* or for which a coin or token must be inserted.

5.20.4 Site Specific Uses

The following *uses* shall be permitted on a site specific basis:

<u>Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
Liquor, Wine and Beer Store	3684 3rd Avenue	Lot 1, District Lot 1, Alberni District, Plan EPP30558

LATE ITEM
PUBLIC HEARING
JUNE 22, 2015 - 6 PM

From: andrew ticknor <andrew_ticknor@shaw.ca>
Sent: Saturday, June 20, 2015 9:11 AM
To: Scott Smith
Subject: Re-zoning application - Add Microbrewing - June.22.2015 Hearing.

To Whom It May Concern:

I am writing you to voice my support for the re-zoning application to add microbreweries to the list of permitted principle uses on service commercial zoned properties. I am not a resident of Port Alberni but do visit often.

I believe that the re-zoning is a great opportunity for the city of Port Alberni to open up a door to a new and emerging industry. This would be a great community investment from the economic impact of beer-tourism as well as the possibility of locally brewed beer in local restaurants and not to mention, adding the chance for more local business growth. Who knows, maybe in the future there could even be a chance of a hop plantation in the Alberni Valley.

I live in Victoria BC, home to a number of award winning micro-breweries and have travelled throughout BC and Washington State and have sampled many different beers from many different breweries. The tourism aspect of a micro-brewery is extensive, every time I have been to a brewery whether it be local or in my travels, there are tourists in every brewery sampling beers and inquiring about tours.

Port Alberni holds a key position in travellers heading towards Tofino and Ucluelet and it would be a great stop on their route, let alone a great stop for those visiting Port Alberni as their final destination. Many people, young and old are venturing in to the craft beer industry and it is showing consistent growth in BC, with the number of breweries starting to rival that of Oregon.

The age group of craft-beer drinkers is all encompassing, and constantly growing.

I have sampled some of the beer that Aaron Colyn has brewed and it is on par with some of the larger, award winning breweries of BC in my opinion. He has an extensive knowledge of the brewing process from a scientific level thanks to his biology studies and his agricultural background. I don't think it would be far-fetched to expect a locally produced beer using locally grown ingredients from Aaron.

Thank you for your time.

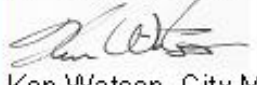
-Andrew Ticknor



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT

TO: Ken Watson, City Manager
FROM: Scott Smith, City Planner
DATE: July 6, 2015

I concur, forward to next
Regular Council Meeting
for Consideration:

Ken Watson, City Manager

SUBJECT: Zoning Bylaw Amendment

Issue

To consider final adoption of Zoning Amendment No. T5 (Microbrewery in C3 – Service Commercial), Bylaw No. 4873.

Background

The zoning amendment is to include a microbrewery as a permitted use in the C3 – Service Commercial zone.

Zoning Amendment No. T5 (Microbrewery in C3 – Service Commercial), Bylaw No. 4873 received 1st and 2nd reading on June 8, 2015 and received 3rd reading on June 22, 2015.

Final adoption of the bylaw is subject to approval by the Ministry of Transportation. The Ministry approved the bylaw on June 29, 2015 and final adoption can be considered.

Recommendation

That Council for the City of Port Alberni give final adoption to Zoning Amendment No. T5 (Microbrewery in C3 – Service Commercial), Bylaw No. 4873.

Respectfully submitted

A handwritten signature in blue ink, appearing to be 'S. Smith'.

Scott Smith, MCIP
City Planner

CouncilAdoptionMemoJune2015

Ed Kleywegt
6929 Cherry Creek Road
Port Alberni BC

July 9, 2015

Davina Hartwell, City Clerk
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

Dear Davina Hartwell:

Reference is made to “Portion of Lane Closure Adjacent to 4325 Michigan Road and Removal of Dedication, Bylaw No. 4875” which is currently being advertised by the City of Port Alberni.

My wife and I are owners of the adjacent lot - 4299 Michigan Road.

We strongly oppose the approval of this bylaw.

Two reasons support our opposition to the final approval of this bylaw.

1) Procedural Fairness

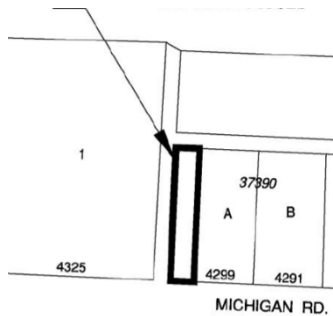
Defined as: an implied common law duty to act fairly in decision-making by the exercise of statutory powers which may affect an individual's rights, interests or legitimate expectations.

This supports a “First Come, First Served” process as detailed below.

In April 2014, I approached a city staff member, Linda Scobbie, Engineering Technologist, and requested the purchase of the entire 50 foot undeveloped width adjacent to my lot. She advised me that existing engineering corridors are not for sale due to their future potential use as a corridor for utilities. She also advised me that as it was 50 feet wide, I could request the purchase of half of the corridor as shown below.

Also, the then Building Inspector, Dave Cappus, indicated that I would still have a 25 foot wide laneway adjacent which I could use as a side entrance to my property. I completed this transaction in 2014.

This laneway adjacent to my lot was important to me as the west portion of my lot that I purchased is not available for access purposes as it has both a hydro pole and a fire hydrant at that location making it not feasible for access use. My plans include the use of this currently existing lane to access the west side of my building project.



2) Community Charter Section 41 (1)

Restrictions in relation to highway disposition, closure or alteration

41 (1) As a restriction, if

- (a) a bylaw under section 40 (1) (a) *[authority to permanently close]* affects a highway, or part of a highway, that provides access to the ocean or a lake, river or other stream or watercourse, and
- (b) the municipality is proposing to dispose of the highway or part, the municipality may only dispose of that highway or part if
- (c) the municipality is exchanging the property for other property that the council considers will provide public access to the same body of water that is of at least equal benefit to the public, or
- (d) the proceeds of the disposition are to be paid into a reserve fund, with the money from the reserve fund used to acquire property that the council considers will provide public access to the same body of water that is of at least equal benefit to the public.

See attachment which illustrates why this section is applicable, and which supports our position that passing this bylaw, will contravene this section of the community charter.

I trust that Mayor and Council will do the right thing and reject this bylaw, and leave the laneway adjacent to our property. I thank you in advance for your consideration with regards to this matter.

Please call me at 250 723 4877 if you have any questions regarding the contents of this letter.

Sincerely,

Ed Kleywegt

City Of Port Alberni Owned Parkland

Kitsucksis Creek Location

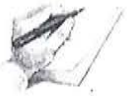
Green Arrow = Current Access Route to Existing Waterbody

Red Boundary = Existing Boundary of My Lot (4299 Michigan Road)

White Boundary = Portion of Gordon Ave that Bylaw 4875 Will Close

Yellow Boundary = Residents (and Those Living South on Gordon Ave) That Will Be Restricted From Equal Access to Waterbody if Bylaw 4875 is Adopted





**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on June 25, 2015
in the Committee Room at City Hall at 12:00 p.m.)**

Advisory Planning Commission

Chris Colclough (Chair)
Wes Hewitt (Vice-Chair)
Vern Barnett
Diane Currie
Jim Tatoosh (Hupacasath First Nation)
Linda Kelsall
Seva Dhaliwal
Janice Johnson (Tseshah First Nation)
Randy Thoen (P.A.F.D. Liaison)

Regrets

S. Sgt. Dave Paddock - (R.C.M.P. Liaison)
Larry Ransom (S.D.70)
Councillor Chris Alemany (Council Liaison)

Staff

Scott Smith, City Planner
Cara Foden, Planning Technician

Guests

Cheri Newberry – Applicant's representative
Eliott Drew

Alternates (not in attendance)

John Bennie (Alternate S.D.70)
Councillor Ron Paulson (Alternate – Council)
Sgt. Dave Boyce (Alternate - R.C.M.P.)



1. Adoption of May 21, 2015 Minutes

- Introductions were made around the room.
- The minutes of the May 21, 2015 meeting of the Advisory Planning Commission were adopted.

(Currie / Barnett) CARRIED

2. DEVELOPMENT APPLICATION – Development Variance Permit 86

4065 McBride Street - Rem. Lot 1, District Lot 112, Alberni District Plan VIP65723 Except Plan VIP70425 (PID: 024-724-653)

Applicants: Murray Banting dba Tideline Resources Ltd, Agent for Cherry Creek GP Ltd.

The City Planner summarized his report to the APC dated June 16, 2015.

- The APC discussed the application as follows:
 - The minimum road width will need to be considered, for the strata development, during the Building Permit process.
 - The cul-de-sac will need to meet the minimum radius requirements for emergency response purposes.
 - The site is within the Multi-Family Development Permit Area.
 - Existing services that run through the site will be discussed and a Statutory ROW will be

Page 1 of 6

considered as the parties work through the details of the proposed road exchange agreement.

MOTIONS:

1. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the necessary Development Variance Permit to vary Zoning Bylaw 4832 as follows:*
 - a) *Vary Section 5.14.2 Site Development Regulations, for the Front Yard Setback, from 7.5 metres to 5 metres, a variance of 2.5 metres; for Rem. Lot 1, District Lot 112, Alberni District Plan VIP65723 Except Plan VIP70425 (PID: 024-724-653) located at 4065 McBride St.*
 - b) *Vary Section 5.14.2 Site Development Regulations, for the Rear Yard Setback, from 9.0 metres to 3.5 metres, a variance of 5.5 metres; for Rem. Lot 1, District Lot 112, Alberni District Plan VIP65723 Except Plan VIP70425 (PID: 024-724-653) located at 4065 McBride St.*
2. *That City Council provides notice of intent to consider the issuance of a Development Variance Permit for Rem. Lot 1, District Lot 112, Alberni District Plan VIP65723 Except Plan VIP70425 (PID: 024-724-653) located at 4065 McBride St.*

(Hewitt / Barnett) CARRIED

3. DEVELOPMENT APPLICATION – Official Community Plan Bylaw and Zoning Bylaw Amendments

3539 & 3545 4th Avenue - Lot 15 and Lot 16, Block 45, District Lot 1, Alberni District, Plan VIP197B (PID's: 009-252-347, 009-252-363);

Applicant: C. Stevens dba Port Alberni Friendship Centre

The City Planner summarized his report to the APC dated June 17, 2015.

- The APC discussed the application as follows:
 - There was discussion regarding options and methods that might be considered for traffic calming that may help mitigate the speed concerns in the vicinity of the proposed daycare centre. The APC members expressed that they believe this is necessary. The City has not yet met with the Friendship Centre representatives to discuss the specific details of the drop-off design. Traffic on 4th Avenue will be a consideration when the final design is done. Options will be considered by the City and the Friendship Centre.
 - Fencing was also discussed and it was noted that the Province will require fencing of the daycare portion of the site as part of the licensing process. The applicant also indicated they had plans to fence the east side of the site.
 - Parking was discussed and it was noted by the City Planner that the amalgamation of the lots would facilitate a plan that will meet the parking requirements on the site.
 - The applicant advise the APC that the Friendship Centre is not exempted from municipal tax payments.

MOTIONS:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan (Schedule A – Land Use Map) to change the designation of Lot 15 and Lot 16, Block 45, District Lot 1, Alberni District, Plan VIP197B, (PID's: 009-252-347, 009-252-363), located at 3539 & 3545 4th Avenue, from Parks and Open Space to **Institutional**; and*
2. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A – Zoning Map) to change the designation of Lot 15 and Lot 16, Block 45, District Lot 1, Alberni District, Plan VIP197B, (PID's: 009-252-347, 009-252-363), located at 3539 & 3545 4th Avenue, from C3 – Service Commercial to **P1 – Institutional**.*

(Kelsall / Hewitt) **CARRIED**

4. DEVELOPMENT APPLICATION – Zoning Bylaw Text Amendment

4065 6th Ave.- That part of Lot 16, District Lot 1, Alberni District, Plan 136852 lying to the North of a boundary parallel to and perpendicularly distant 150 feet from the Northerly boundary of said Lot 16. (PID: 004-625-919)

Applicant: E. Drew dba Slammer's Gym Inc.

The City Planner summarized his report to the APC dated June 18, 2015.

- The APC discussed the application as follows:
 - Proposed hours of operation for the restaurant are 4pm – 12:30am from Tuesday through Saturday.
 - Pending Building Code requirements there is no plan to install windows in the basement of the building where the restaurant will be located.
 - Parking was discussed in depth as that is one of the issues that will need to be resolved prior to zoning bylaw amendment approval.
 - 20 parking spaces could be provided on the site but the options for making up the parking deficit include pursuing a Development Variance or pursuing a separate rezoning that would allow the applicants to work with the City to develop parking on an adjacent City owned lot.
 - The applicant indicated that they would prefer to pursue a Development Variance versus creating a parking lot on City land due to the high cost involved in paving another lot.
 - Parking issues exist between the proposed restaurant and the nearby funeral home. The APC expressed that the City lot would make a good site. It was also noted that the hours of operation for the Funeral Home would not conflict with the proposed restaurant hours of operation.
 - Future impact should be considered as issues that may not be evident now could arise.
 - Catering will support the Hall but it will not be mandatory for customers to use the proposed restaurant exclusively. Customers will be able to use their choice of catering service providers.
 - The facility will be required to comply with Provincial Liquor regulations.
 - The building was designed for mixed use (P.A.F.D.) and that is appropriate for this building with respect to ducting, venting and accessibility ramps.

MOTIONS:

1. That the Advisory Planning Commission recommends to City Council that the City proceed with a text amendment to the Port Alberni Zoning Bylaw 2014, No. 4832 to:

- a) Delete all text under Section 5.31 P1 Institutional; and
- b) Add the following text under Section 5.31 P1 Institutional:

"P1 – INSTITUTIONAL

5.31 The purpose of this zone is to establish and maintain areas in which institutional *uses* can be accommodated and located in a manner complementary with surrounding *uses*.

5.31.1 Permitted uses

Principal Uses

Ambulance station
Arena
Assembly, cultural or recreational facility
Childcare centre
Community care facility
Dormitory
Firehall
Hospital
Hostel
Medical service
Office
Parking lot
Personal service
Place of worship
Police station
Pound
School
Supportive housing
Transition house
Tutoring service

Accessory Uses

Caretaker's dwelling unit, subject to Section 6.16
Site Specific Accessory Uses as permitted under Section 5.31.4.

5.31.2 Site Development Regulations

Minimum Lot Area	540 m ²	(5813 ft ²)
Minimum Frontage	15 m	(49.2 ft)
Maximum Coverage	40%	
Minimum Setbacks:		
Front yard	7.5 m	(24.6 ft)

Page 4 of 6

<i>Rear yard</i>	9 m	(29.5 ft)
<i>Side yard</i>	1.5 m	(4.9 ft)
Maximum Height, Principal <i>Building</i>	12.5 m	(41 ft)
Maximum Number of Principal <i>Building</i>	3	
<i>Storeys</i>		

5.31.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.31.2, the total of both *side yards* must be equal or greater than 20% of the *lot width*.
- (b) *Community care facilities* for seniors may include an accessory beauty shop or other provision of other *personal services*, limited to 16m² (172 ft²) in floor area and 2 service chairs, operating between the hours of 8:30 am to 5:00 pm, Monday to Friday and 9:00 am to 12:00 pm on Saturday.

5.31.4 Site Specific

A.

The following *Accessory Uses* are permitted on the property located at 5100 Tebo Avenue (Lot 1, District Lot 13, Alberni District, Plan VIP78180 (PID: 001-346-377)):

- Artist's studio
- Cabinet making
- Custom woodworking
- Furniture repair and upholstery
- Ornamental metal working
- Printing, publishing and allied industry
- Signs and displays industry
- Small repair shop

- i. The following conditions apply to *Accessory Uses* listed in 5.31.4.A:
 - a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
 - b) The total area occupied shall not exceed 1077 m² (11,592 ft²).
 - c) No retail activity is permitted as part of any business located on the property.

B.

Site - 4411 Wallace Street - Lot B, District Lot 1, Alberni District, Plan 32448 VIP78180 (PID: 000-154-130)

- i. Notwithstanding the maximum coverage provisions of Section 5.31.2,

Page 5 of 6

for the property known as Fir Park Village, a maximum coverage of 58% is permitted.

C.

Site - 4065 6th Avenue - Lot 16, District Lot 1, Alberni District, Plan 13685 lying to the North of a boundary parallel to and perpendicularly distant 150 feet from the Northerly boundary of said Lot 16 (PID: 004-625-919)

- i. The following accessory use is permitted:
 - Restaurant
- ii. The following conditions apply to *Accessory Uses* listed in 5.31.4.Ci:
 - a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
 - b) The total area occupied shall not exceed 481 m² (5180 ft²).

”

2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to resolve the parking space deficiency before final adoption of the bylaw.*

(Kelsall / Barnett) CARRIED

5. Update – Status of current projects

The City Planner updated the APC with regards to the following projects:

- Zoning Amendment No. 6 (5081 Ian Avenue - VanVliet), Bylaw No. 4867 was adopted on June 8.
- Development Variance Permit No. 85 was approved June 22/15
- Temporary Use Permit No. 13-01- 3 year extension was approved June 22/15
- "Zoning Text Amendment No. T5 (Microbrewery in C3 Service Commercial), Bylaw No. 4873" needs MOTH approval before final adoption.

6. Other Business

- Members asked about the large rooftop blow up sign on Slammer's Gym. Planner will investigate.

7. **Adjournment** – The meeting adjourned at 1:00 p.m. The next meeting will be **July 16, 2015** at 12:00 pm in the Committee Room at City Hall.

(Kelsall / Barnett) CARRIED



City Clerk

Chair



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Scott Smith, City Planner

DATE: June 18, 2015

SUBJECT: Development Application – Zoning Bylaw Amendment

4065 - 6th Avenue - That part of Lot 16, District Lot 1, Alberni District, Plan 13685 lying to the North of a boundary parallel to and perpendicularly distant 150 feet from the Northerly boundary of said Lot 16. (PID: 004-625-919)
Applicant: E. Drew dba Slammers Gym Inc.

Issue

To consider an application for a text amendment to Port Alberni Zoning Bylaw 2014, No. 4832 for property on 6th Avenue. A site specific amendment is being considered that would allow a Restaurant as an Accessory Use at 4065 - 6th Avenue, the site of the former Italian Hall. The text amendment would also include a reformatting of the text of the P1 Institutional zone.

Background

The former Italian Hall has recently been purchased by the same owner of the nearby Slammers Gym. The new owner plans to continue to rent out the hall for events and functions, but is also planning to add a restaurant to the lower level. The restaurant will provide support to the upper banquet hall for catered food service and also be commercially open to the public. As part of the project the downstairs will have a major renovation for the restaurant and handicapped accessibility will be provided for both levels of the facility via new ramps.

Official Community Plan and Zoning Bylaw

- a) The Official Community Plan designation for **4065 - 6th Avenue** is **currently Institutional** on the Official Community Plan Schedule A – Land Use Map. A map amendment is not required for the Accessory commercial use proposed.
- b) The Zoning Bylaw designation for **4065 - 6th Avenue** is **currently P1 – Institutional**. A Site Specific text amendment to the Zoning Bylaw is required to add a "Restaurant" as an Accessory Use in the **P1 – Institutional on 4065 - 6th Avenue** only.

Discussion

The surrounding area is a mix of commercial, light industrial, institutional and residential uses. There are multi-family residential buildings directly to the east of the property on 7th Avenue, with office buildings and John Paul II Catholic School on the other side of the 7th Avenue. To

the north is the hydro right-of-way with main transmission towers, with offices and Slammers Gym further north. To the west are the TELUS building and the former BC Hydro facility. To the south is City owned park property, that is leased to the Italian Society, with a funeral home further south and residences to the southwest.

These portions of 6th Avenue and Wallace Street are designate as collector roads in the Official Community Plan. The addition of the restaurant use will not have a significant impact on the traffic in the area.

The restaurant will require approval from the health authority prior to opening and the Province will also need to approve a food primary liquor licence.

Parking

Although there is no proposed expansion to the building, the change of use for a portion of the building, from hall to restaurant, results in a higher parking requirement for that portion. The reconfigured parking lot will have approximately 17 on-site parking spaces. The upper hall area requires 13 parking spaces. The proposed 80 seat restaurant requires 20 parking spaces. A total of 33 on-site parking spaces are required for the proposed project. If the final plans indicate a change in the number of seats in the restaurant then the final number of required parking spaces may also change.

There are several options to consider for potentially resolving the parking shortage and allowing the project to proceed as proposed.

Option 1 - The developer would need to apply for a Development Variance Permit and receive approval from Council to reduce the number of required parking spaces.

Option 2 – The proposed bylaw could be amended to include site specific provisions that would allow for the applicant to provide the required additional parking on a separate parcel of land. The potential for implementing this option may exist, in this instance, because there is City owned property, on the north side of Wallace Street, where hydro transmission towers and a gas line are located. Approvals from the City, Hydro and Fortis would be required for successfully implementing this arrangement.

Conclusions

In considering the Zoning amendment the Advisory Planning Commission and City Council should consider whether the proposed amendments are appropriate for the site and for the community from a long term perspective.

In addition to the proposed site specific text amendment for 4065 – 6th Avenue, it is recommended that the existing site specific sections of the P1 District be reformatted, so that it is easier to read and understand.

Recommendations

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a text amendment to the Port Alberni Zoning Bylaw 2014, No. 4832 to:*

- a) Delete all text under Section 5.31 P1 Institutional; and*
- b) Add the following text under Section 5.31 P1 Institutional:*

"P1 – INSTITUTIONAL

- 5.31 The purpose of this *zone* is to establish and maintain areas in which institutional *uses* can be accommodated and located in a manner complementary with surrounding *uses*.

5.31.1 Permitted usesPrincipal Uses

Ambulance station
 Arena
Assembly, cultural or recreational facility
 Childcare centre
Community care facility
Dormitory
 Firehall
 Hospital
 Hostel
 Medical service
Office
 Parking lot
Personal service
Place of worship
 Police station
 Pound
School
Supportive housing
Transition house
 Tutoring service

Accessory Uses

Caretaker's *dwelling* unit, subject to Section 6.16
 Site Specific *Accessory Uses* as permitted under Section 5.31.4.

5.31.2 Site Development Regulations

Minimum <i>Lot Area</i>	540 m ²	(5813 ft ²)
Minimum <i>Frontage</i>	15 m	(49.2 ft)
Maximum <i>Coverage</i>	40%	
Minimum <i>Setbacks</i> :		
<i>Front yard</i>	7.5 m	(24.6 ft)
<i>Rear yard</i>	9 m	(29.5 ft)
<i>Side yard</i>	1.5 m	(4.9 ft)
Maximum Height, Principal <i>Building</i>	12.5 m	(41 ft)
Maximum Number of Principal <i>Building</i>	3	
<i>Storeys</i>		

5.31.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.31.2, the total of both *side yards* must be equal or greater than 20% of the *lot width*.

- (b) *Community care facilities* for seniors may include an accessory beauty shop or other provision of other *personal services*, limited to 16m² (172 ft²) in floor area and 2 service chairs, operating between the hours of 8:30 am to 5:00 pm, Monday to Friday and 9:00 am to 12:00 pm on Saturday.

5.31.4 Site Specific

A.

The following *Accessory Uses* are permitted on the property located at 5100 Tebo Avenue (Lot 1, District Lot 13, Alberni District, Plan VIP78180 (PID: 001-346-377)):

- Artist's studio
- Cabinet making
- Custom woodworking
- Furniture repair and upholstery
- Ornamental metal working
- Printing, publishing and allied industry
- Signs and displays industry
- Small repair shop

- i. The following conditions apply to *Accessory Uses* listed in 5.31.4.A:
- a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
 - b) The total area occupied shall not exceed 1077 m² (11,592 ft²).
 - c) No retail activity is permitted as part of any business located on the property.

B.

Site - 4411 Wallace Street - Lot B, District Lot 1, Alberni District, Plan 32448 VIP78180 (PID: 000-154-130)

- i. Notwithstanding the maximum coverage provisions of Section 5.31.2, for the property known as Fir Park Village, a maximum coverage of 58% is permitted.

C.

Site - 4065 6th Avenue - Lot 16, District Lot 1, Alberni District, Plan 13685 lying to the North of a boundary parallel to and perpendicularly distant 150 feet from the Northerly boundary of said Lot 16 (PID: 004-625-919)

- i. The following accessory use is permitted:
 - Restaurant
- ii. The following conditions apply to *Accessory Uses* listed in 5.31.4.Ci:
 - a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
 - b) The total area occupied shall not exceed 481 m² (5180 ft²).

”

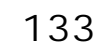
2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to resolve the parking space deficiency before final adoption of the bylaw.*

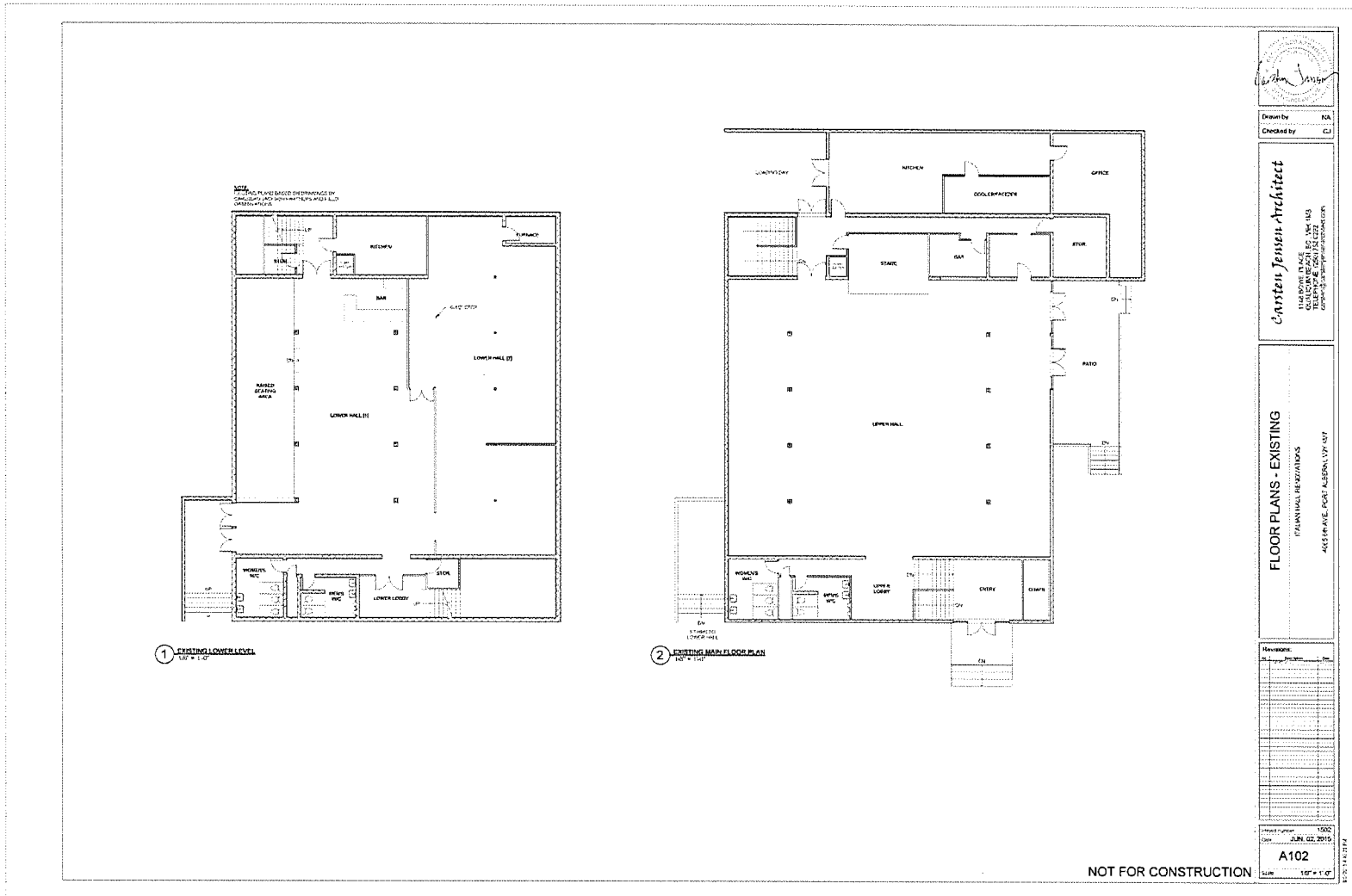
Respectfully submitted,

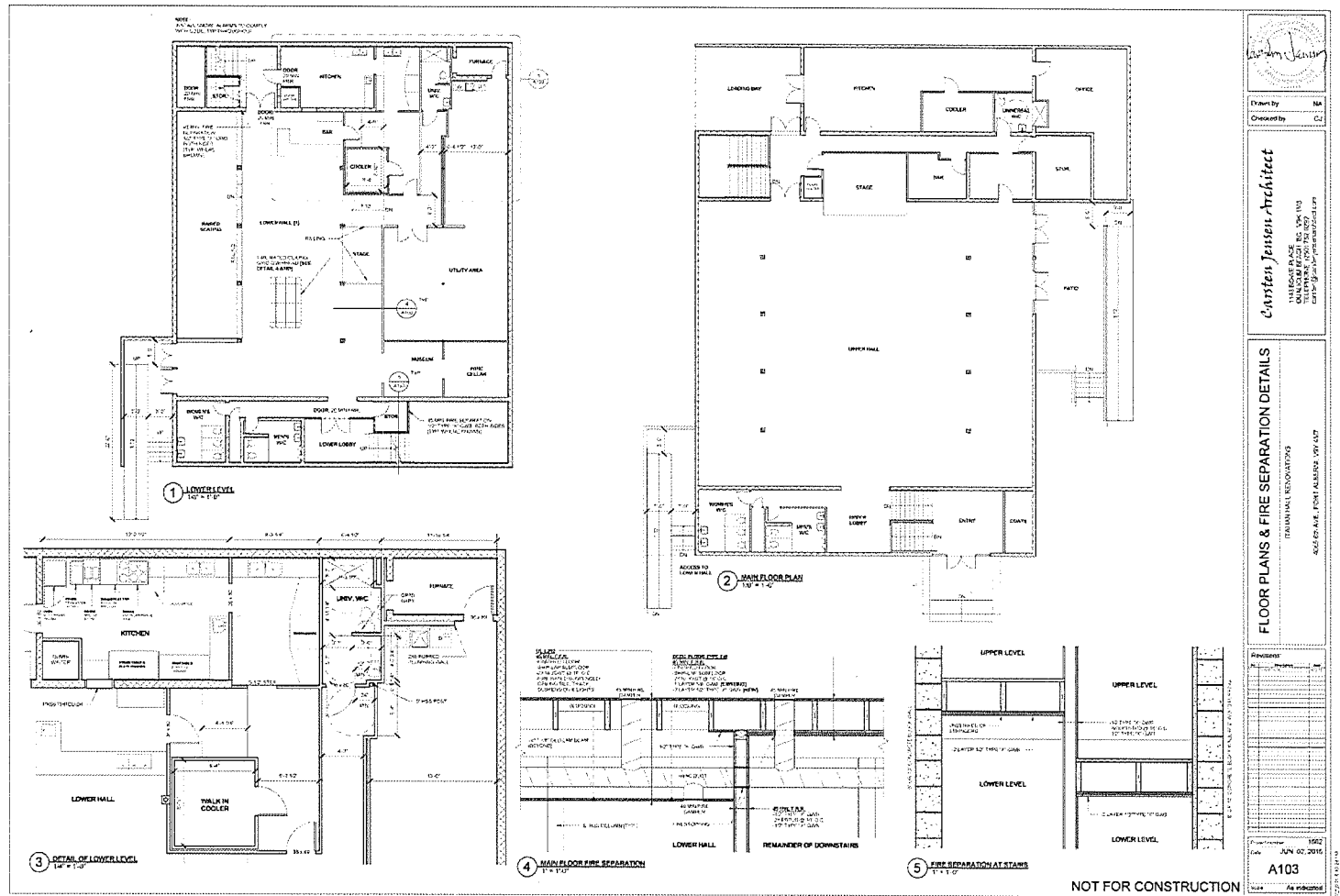
68

Scott Smith, MCIP
City Planner









Bylaw 4832

P1 – INSTITUTIONAL

- 5.31 The purpose of this *zone* is to establish and maintain areas in which institutional *uses* can be accommodated and located in a manner complementary with surrounding *uses*.

5.31.1 Permitted usesPrincipal Uses

Ambulance station
 Arena
Assembly, cultural or recreational facility
 Childcare centre
Community care facility
Dormitory
 Firehall
 Hospital
 Hostel
 Medical service
Office
 Parking lot
Personal service
Place of worship
 Police station
 Pound
School
Supportive housing
Transition house
 Tutoring service

Accessory Uses

Caretaker's *dwelling* unit, subject to
 Section 6.16

5.31.2 Site Development Regulations

Minimum <i>Lot Area</i>	540 m ²	(5813 ft ²)
Minimum <i>Frontage</i>	15 m	(49.2 ft)
Maximum <i>Coverage</i>	40%	
Minimum <i>Setbacks</i> :		
<i>Front yard</i>	7.5 m	(24.6 ft)
<i>Rear yard</i>	9 m	(29.5 ft)
<i>Side yard</i>	1.5 m	(4.9 ft)
Maximum Height, <i>Principal Building</i>	12.5 m	(41 ft)
Maximum Number of <i>Principal Building Storeys</i>	3	

5.31.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.31.2, the total of both *side yards* must be equal or greater than 20% of the *lot width*.

Bylaw 4832

- (b) *Community care facilities* for seniors may include an accessory beauty shop or other provision of other *personal services*, limited to 16m² (172 ft²) in floor area and 2 service chairs, operating between the hours of 8:30 am to 5:00 pm, Monday to Friday and 9:00 am to 12:00 pm on Saturday.
- (c) Notwithstanding the permitted *use* provisions of the P1 zone, for the property with the legal description of *Lot 1*, District *Lot 13*, Alberni District, Plan VIP78180, located at 5100 Tebo Ave., the following *accessory uses* are permitted:
 - *Artist's studio*
 - Cabinet making
 - Custom woodworking
 - Furniture repair and upholstery
 - Ornamental metal working
 - Printing, publishing and allied industry
 - Signs and displays industry
 - *Small repair shop*
- (d) Notwithstanding the maximum *coverage* provisions of Section 5.31.2, for the property known as Fir Park Village, located at 4411 Wallace Street, legally described as *Lot B*, District *Lot 1*, Alberni District, Plan 32448, a maximum *coverage* of 58% is permitted.

5.31.4 For all *Accessory Uses* referenced in 5.31.3 (c):

- (a) All business activity shall be conducted within a completely enclosed *building* except for parking and loading facilities.
- (b) The total area occupied shall not exceed 1077 m² (11,592 ft²).
- (c) No *retail* activity is permitted as part of any business located on the property.



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Scott Smith, City Planner

DATE: June 16, 2015

SUBJECT: DEVELOPMENT APPLICATION - Development Variance No. 86
4065 McBride Street – Rem. Lot 1, District Lot 112, Alberni District Plan
VIP65723 Except Plan VIP70425 (PID: 024-724-653)
Applicant: M. Banting dba Tideline Resources Ltd

ISSUE

At issue is the consideration of an application for a Development Variance Permit. The property owner is applying to vary Zoning Bylaw regulations in order to permit a reduction in the front yard and rear yard setbacks for a vacant parcel located off an unconstructed, but dedicated, portion of the west end of McBride Street.

BACKGROUND

The applicant is proposing to create a 25 unit strata development similar in nature to the adjacent Cherry Creek Estates development. The subject property at 4065 McBride Street is 8731 m² (2.15 acres) and it consists of the irregularly dimensioned remainder of a larger parcel that originally fronted on Strathcona Street prior to a subdivision. Access to the development will require the construction of this portion of McBride Street from Strathcona Street. The original development of this land was proposed to be a continuation of the Cherry Creek Estates strata project.

There are existing sanitary and storm sewer service already installed on the property and that does limit the design layout for the project. A Development Variance is requested to accommodate the proposed layout of the units and of the private internal road to leverage the existing underground services.

DISCUSSION

Official Community Plan and Zoning Bylaw

The property is designated as follows and no bylaw amendments are required to facilitate this proposal:

- Official Community Plan Future Land Use – MFR – Multi-Family Residential
- Official Community Plan - Development Permit Area No.1 (Multi-Family Residential)
- Zoning Bylaw – RM1 – Low Density Multiple Family Residential

Setback Variance

The frontage on this irregularly shaped site is McBride Street. The rear lot line is the northerly property line.

The requirements in the RM1 zone, where more than 4 dwellings are proposed, are as follows:

	Required	Proposed	Variance
Lot Area (Min)	1000 m ²	8731 m ²	N/A
Frontage (Min)	30 m	30 m	N/A
Coverage (Max)	40 %	25 %	N/A
Front Yard (Min)	7.5 metres	5 metres	2.5 metres
West Side Yard (Min)	1.5 metres	9.0 metres	N/A
East Side Yard (Min)	1.5 metres	3.5 metres	N/A
Rear Yard (Min)	9 metres	3.5 metres	5.5 metres

McBride Street

This portion of McBride Street is currently unconstructed and has only a half road right-of-way. The attached Figure 2 shows a proposed land exchange between the City of Port Alberni, the owner of 4065 McBride Street and the owner of 5604 Strathcona Street. A proposed land exchange would lower the cost of road construction, by shortening the length of the road. The proposal would also allow for a full road right-of-way width and a more functional road design.

A development agreement will be required for the road right-of-way exchange. The agreement will detail the construction of McBride Street, west of Strathcona, and the applicant will be required to submit security.

If the proposed front yard variance is approved, and the road right-of-way exchange proceeds the reduced setback may allow for a minor change to the development layout at the front. This would not result in any increased impact to adjacent properties.

Surrounding Area and Adjacent Properties

North – A large lot adjacent to the north (5750 Strathcona St.) is accessed off Strathcona Street and is currently occupied by one single family dwelling. The lot is designated residential in the Official Community Plan and may have the potential for future development. Further to the north are a steep ravine and a creek that separate the subject site from the rural residential lands outside of city limits.

South – The property at 5604 Strathcona Street is immediately south and has development potential that will be enhanced by the full dedication and construction of the west end of McBride Street. The owner is involved in the proposed road right-of-way exchange.

East – Immediately adjacent, to the east, is Cherry Creek Estates, an 11 unit strata development geared to independent senior living. Further east, across Strathcona Street, the residential neighbourhood is primarily developed with single family dwellings.

West – Immediately adjacent, to the west, is a parcel of natural, city owned land which drops off into a ravine containing Kitsuksis creek and that separates the site from several large, rural lots outside the city limits.

CONCLUSIONS

The proposed variances will allow for appropriate setbacks for this type of development layout and property configuration. No negative impacts, on adjacent properties, are foreseen. The overall layout of the strata development follows the projects original design concept when it had frontage on Strathcona Street. It is in character with the surrounding neighbourhood including the adjacent Cherry Creek Estates strata development. Improved access to the properties, on both the north and south sides of the proposed McBride Street extension, will enhance their development potential.

The Planning Department supports the issuing of Development Variance Permit No. 85 for the property at 4065 McBride Street. Notice will be provided to property owners and residents in the area, regarding the proposed Development Variance Permit, so they may give comments to City Council, if they wish, before a final decision.

RECOMMENDATIONS

1. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the necessary Development Variance Permit to vary Zoning Bylaw 4832 as follows:*
 - a) *Vary Section 5.14.2 Site Development Regulations, for the Front Yard Setback, from 7.5 metres to 5 metres, a variance of 2.5 metres; for the property located at McBride Street.*
 - b) *Vary Section 5.14.2 Site Development Regulations, for the Rear Yard Setback, from 9.0 metres to 3.5 metres, a variance of 5.5 metres; for the property located at McBride Street.*
2. *That City Council provides notice of intent to consider the issuance of a Development Variance Permit for McBride Street.*

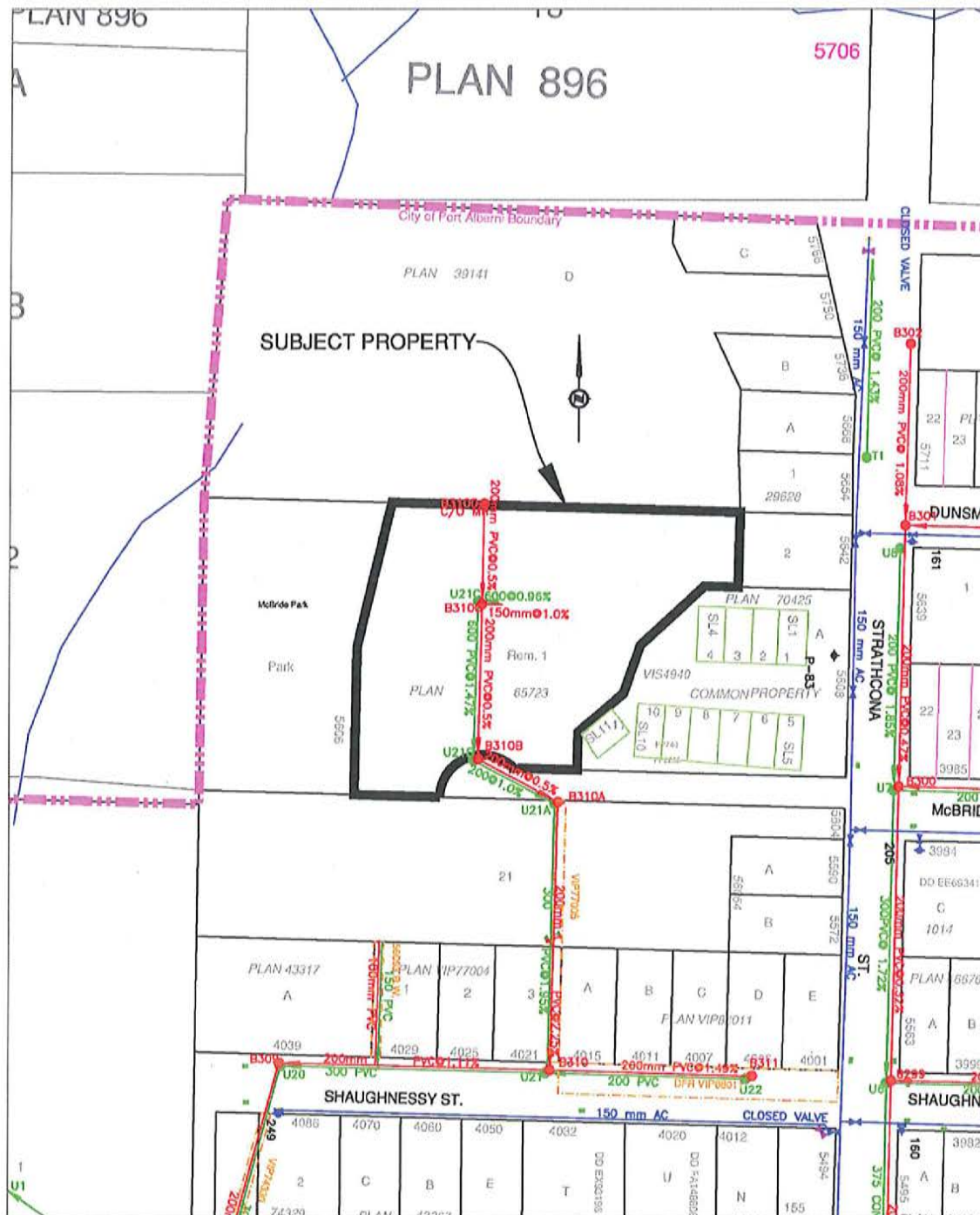
Respectfully submitted

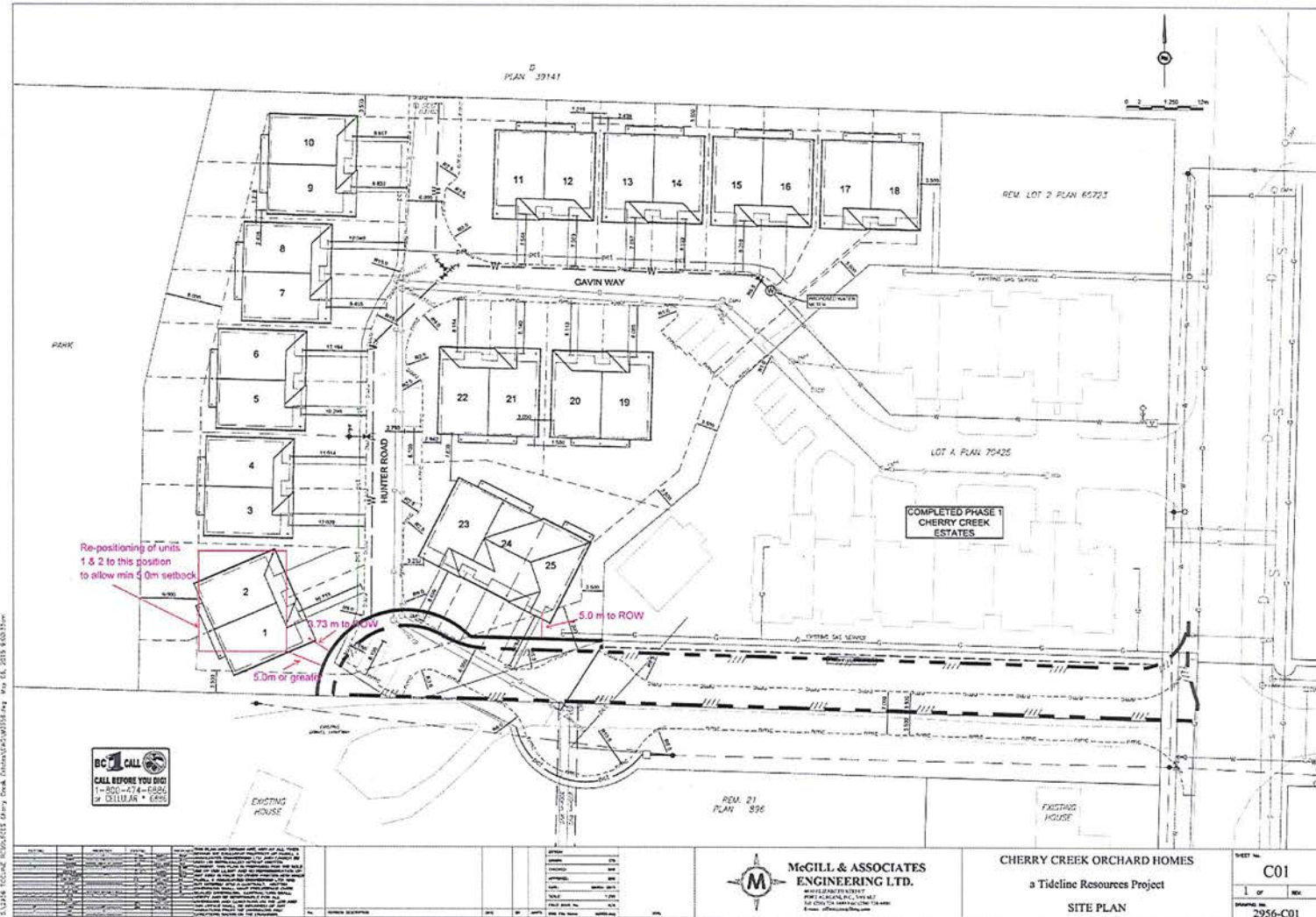
3

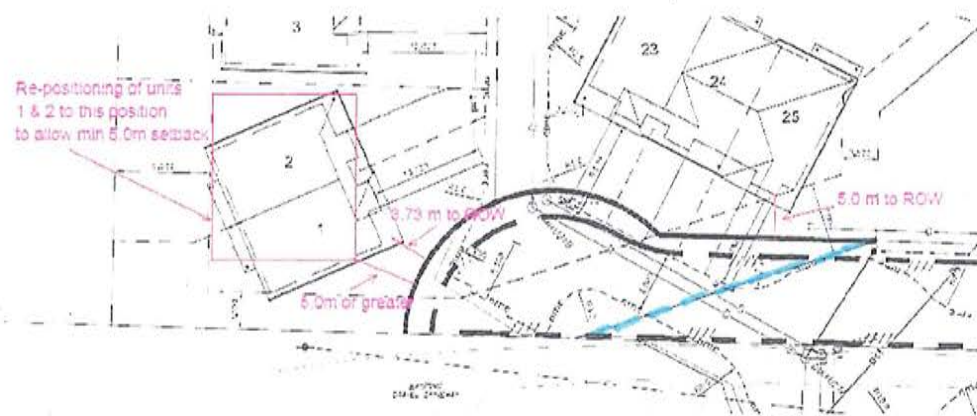
Scott Smith, MCIP
City Planner



Services through McBride site:

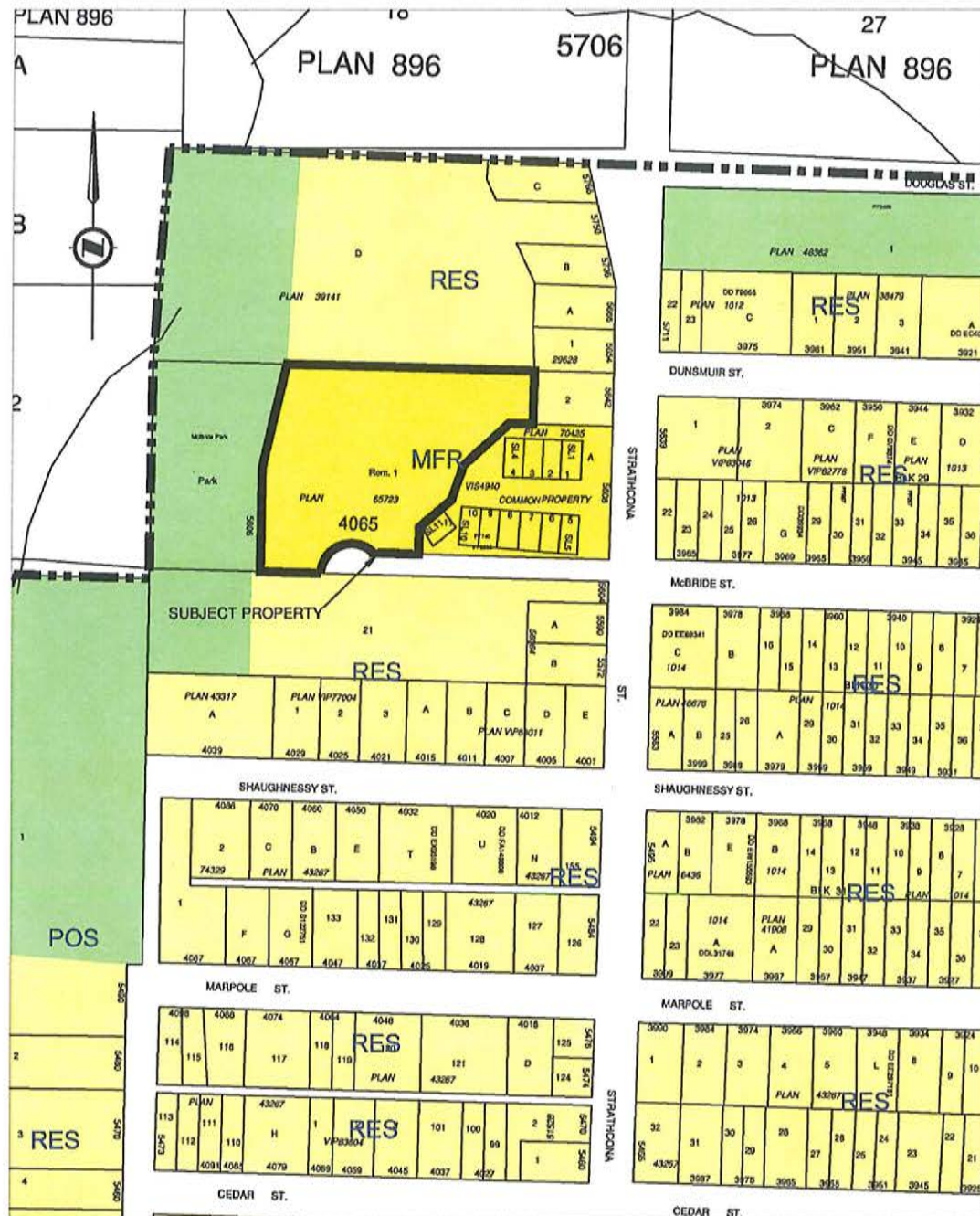




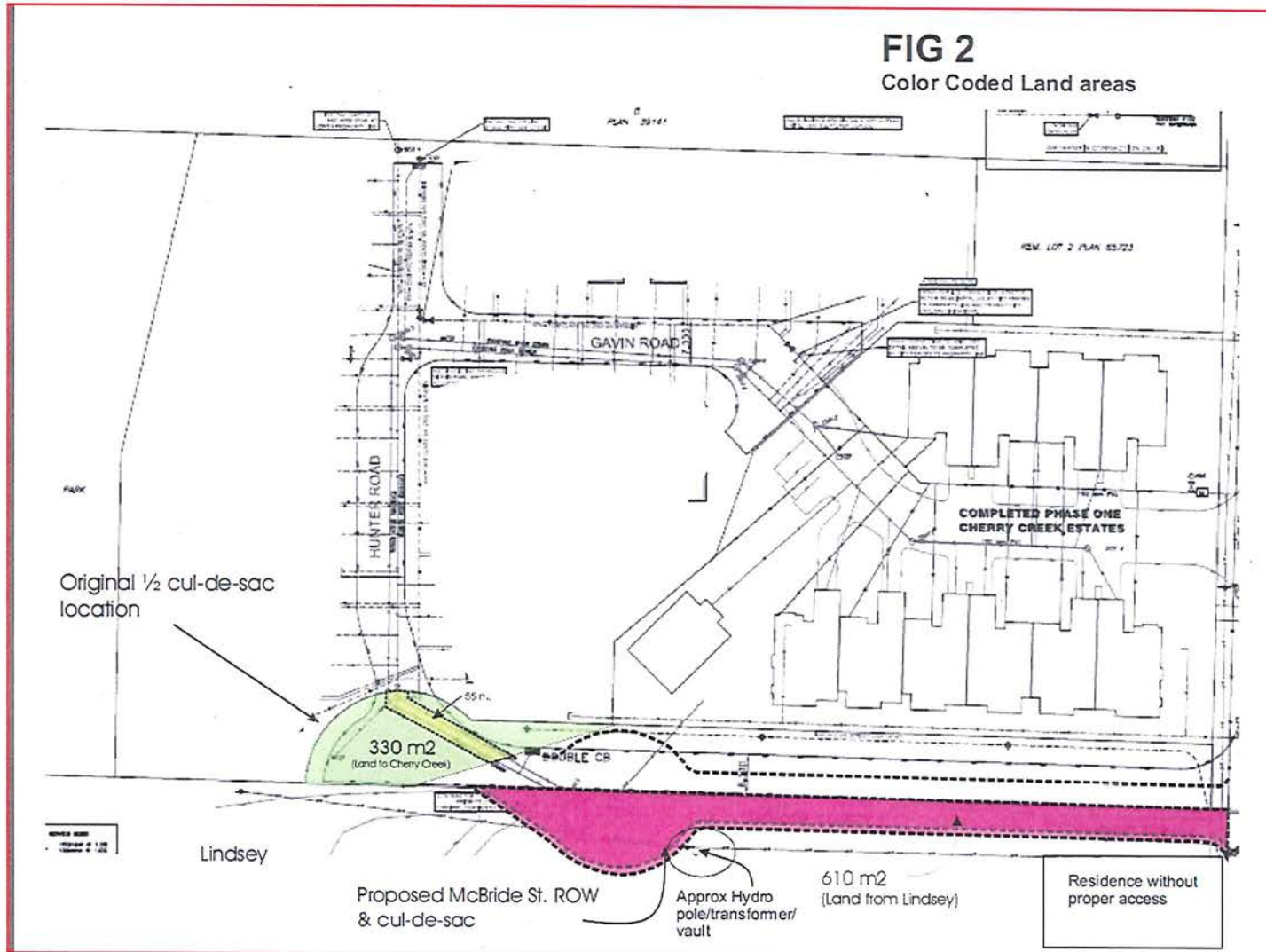


NOTE: THIS SKETCH SHOWS ORIGINAL ROW FOR McBRIDE AND ALTERNATE (BLUE LINE) PROPERTY LINE FOR McBRIDE.

Official Community Plan - 4065 McBride and area:



SUBJECT PROPERTY - 4065 McBride St.



Bylaw 4832

RM1 – LOW DENSITY MULTIPLE FAMILY RESIDENTIAL

5.14 The purpose of this zone is to provide for lower density multiple *family* residential development.

5.14.1 Permitted uses

Principal Uses

Boarding and lodging
Community care facility
Multiple family dwelling
Single family dwelling
Two family dwelling

Accessory Uses

Home occupation

5.14.2 Site Development Regulations

Minimum Lot Area

Single family dwelling	500 m ²	(5,382 ft ²)
Two family dwelling	700 m ²	(7,535 ft ²)
Four (4) dwelling units or less	900 m ²	(9,688 ft ²)
Over four (4) dwelling units	1,000 m ²	(10,764 ft ²)

Minimum Frontage

Single family dwelling	15 m	49.2 ft
Two family dwelling	20 m	65.6 ft
Four (4) dwelling units or less	25 m	82.0 ft
Over four (4) dwelling units	30 m	98.4 ft

Maximum Coverage 40%

Minimum Setbacks:

Front yard	7.5 m	(24.6 ft)
Rear yard	9 m	(29.5 ft)
Side yard	1.5 m	(4.9 ft)

Maximum Floor Area Ratio 0.5

Maximum Height, Principal Building 10 m (32.8 ft)

Maximum Number of Principal Building Storeys 2.5

5.14.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.14.2, *useable open space* shall be provided on the *lot* of not less than 45 m² (484.4 ft²) for each *dwelling* unit containing 3 or more bedrooms, and not less than 28 m² (301.4 ft²) for each *dwelling* unit of smaller size.
- (b) *Density bonusing* is available as follows:
 - (i) Where a minimum of ten percent (10%) of the *dwelling* units are designed as *accessible*, the permitted maximum *floor area ratio* of the *building* may be increased by a maximum of 0.1; and

Bylaw 4832

- (ii) Where a minimum of ten percent (10%) of the *dwelling* units are designated as affordable, as specified in a *Housing Agreement* and where the owners enter into a *Housing Agreement* with the City, and where this Agreement is filed with the Land Title Office, the permitted maximum *floor area ratio* of the principal *building* may be increased by a maximum of 0.1; and
- (iii) Where both (i) and (ii) are undertaken, the maximum permitted *lot coverage* may be increased by 5%.
- (c) The principal access to each *dwelling* unit shall be from an outdoor area.
- (d) Groups of single and two *family* or multiple *family* dwellings are permitted, as an exception to Section 6.1 of this bylaw.
- (e) *Home occupation* as a permitted *use* is restricted to *office* space for a business which is lawfully carried on at another location.
- (f) Site development for single *family* and two *family* dwellings must be in accordance with the R2 *zone* regulations provided in Sections 5.12.2 and 5.12.3.



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Scott Smith, City Planner

DATE: June 17, 2015

SUBJECT: Development Application – Official Community Plan Bylaw and Zoning Bylaw Amendments
3539 & 3545 4th Avenue - Lot 15 and Lot 16, Block 45, District Lot 1, Alberni District, Plan VIP197B
(PID's: 009-252-347, 009-252-363);
Applicant: C. Stevens dba Port Alberni Friendship Centre

Issue

To consider an application for amendments to the Official Community Plan Bylaw (Schedule A – Land Use Map) and the Zoning Bylaw (Schedule A – Zoning Map) for city owned property on 4th Avenue, adjacent to the Port Alberni Friendship Centre located at 3555 4th Avenue.

Background

The City of Port Alberni has agreed to donate 3539 and 3545 4th Avenue to the Port Alberni Friendship Centre for the construction of daycare facility. The agreement is subject to rezoning, grant funding approval and consolidating the lands with the Friendship Centre property at 3555 4th Avenue. The Friendship Centre conducted a child care needs assessment. Based on those findings they proceeded with planning for a potential daycare facility. The Friendship Centre has received confirmation that their grant application for capital funding has been approved by the Province.

The proposed daycare facility would provide care for 8 infants/toddlers and up to 32 children 30 months to school age. The building would be approximately 380 m² (4090 ft²) with fenced outdoor space and will be connected to the existing Friendship Centre by a covered breezeway.

Official Community Plan and Zoning Bylaw

- a) The Official Community Plan designation for **3539 & 3545 4th Avenue** (Lot 15 and Lot 16, Block 45, District Lot 1, Alberni District, Plan VIP197B) is **currently Parks and Open Space** on the Official Community Plan Schedule A – Land Use Map. A map amendment is required to designate the site as **Institutional**.

- b) The Zoning Bylaw designation for **3539 & 3545 4th Avenue** (Lot 15 and Lot 16, Block 45, District Lot 1, Alberni District, Plan VIP197B) is **currently C3 – Service Commercial**. A map amendment to the Zoning Bylaw Schedule A Zoning Map is required to designate the site as **P1 – Institutional**.

Discussion

The surrounding area is a mix of uses, with the main Friendship Centre facility directly north and the former bottle depot directly to the south. The former bottle depot building is City owned and is in poor condition. To the east is the beginning of Dry Creek Park and across 4th Avenue is the storage yard for LB Woodchoppers. The properties further along 4th Avenue are a mix of commercial and residential uses.

The RCMP commented that the lighting should be sufficient for parents picking up and dropping off their children during the winter months. The City will work with the Friendship Centre at the building permit stage to ensure there is good lighting for the overall project.

The RCMP also indicated that the City may wish to consider lowering the speed limit in the area. This portion of 4th Avenue has good site lines and the speed limit on 4th Avenue is 50km/hour. Lowering the posted speed may have limited effect on people's actual speed. It may be more effective for the City Engineering department to work with the Friendship Centre on an effective drop-off area and/or possible traffic calming structures. It is recommended that a site plan be prepared prior to the public hearing that covers a drop-off area and possible traffic calming structures.

The proposed daycare will not need any additional parking because the existing Friendship Centre parking exceeds what is required for the combined facilities.

Conclusions

In considering the OCP and Zoning amendments the Advisory Planning Commission and City Council should consider whether the proposed amendments are appropriate for the site and for the community.

In addition to the municipal zoning approval the Province will need to approve the facility. The facility will have to meet the Provincial licensing standards including safety & security, play space areas, washrooms. The facility will also be regularly inspected to ensure the provincial standards are maintained.

The proposed facility will meet a need in the immediate neighbourhood for childcare and is an excellent complement to the services already provided at the Friendship Centre. The Planning Department supports the bylaw amendments.

Recommendations

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan (Schedule A – Land Use Map) to change the designation of Lot 15 and Lot 16, Block 45, District Lot 1, Alberni District, Plan VIP197B, (PID's: 009-252-347, 009-252-363), located at 3539 & 3545 4th Avenue, from Parks and Open Space to **Institutional**; and*

-
2. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A – Zoning Map) to change the designation of Lot 15 and Lot 16, Block 45, District Lot 1, Alberni District, Plan VIP197B, (PID's: 009-252-347, 009-252-363), located at 3539 & 3545 4th Avenue, from C3 – Service Commercial to **P1 – Institutional**.*

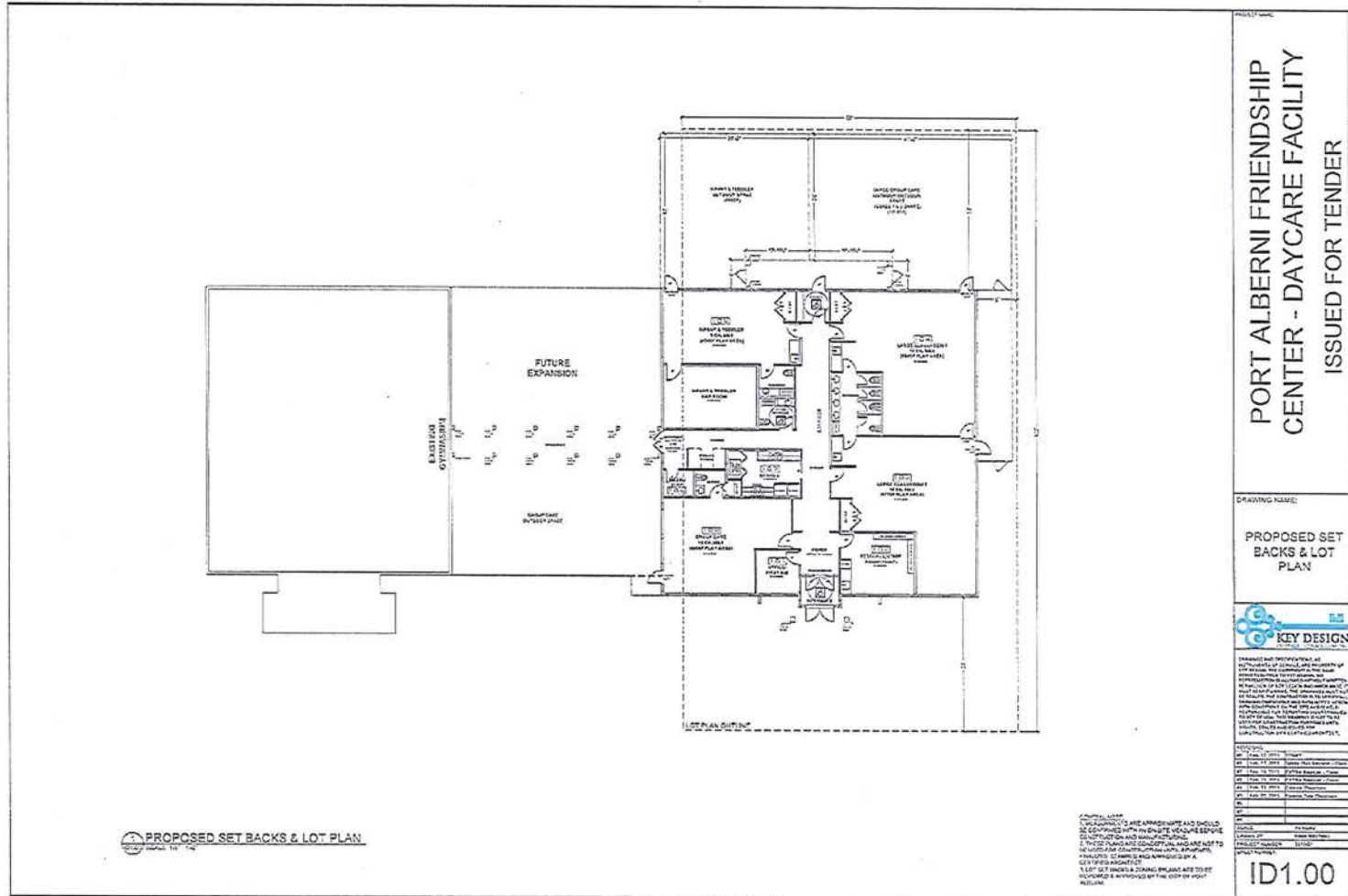
Respectfully submitted,

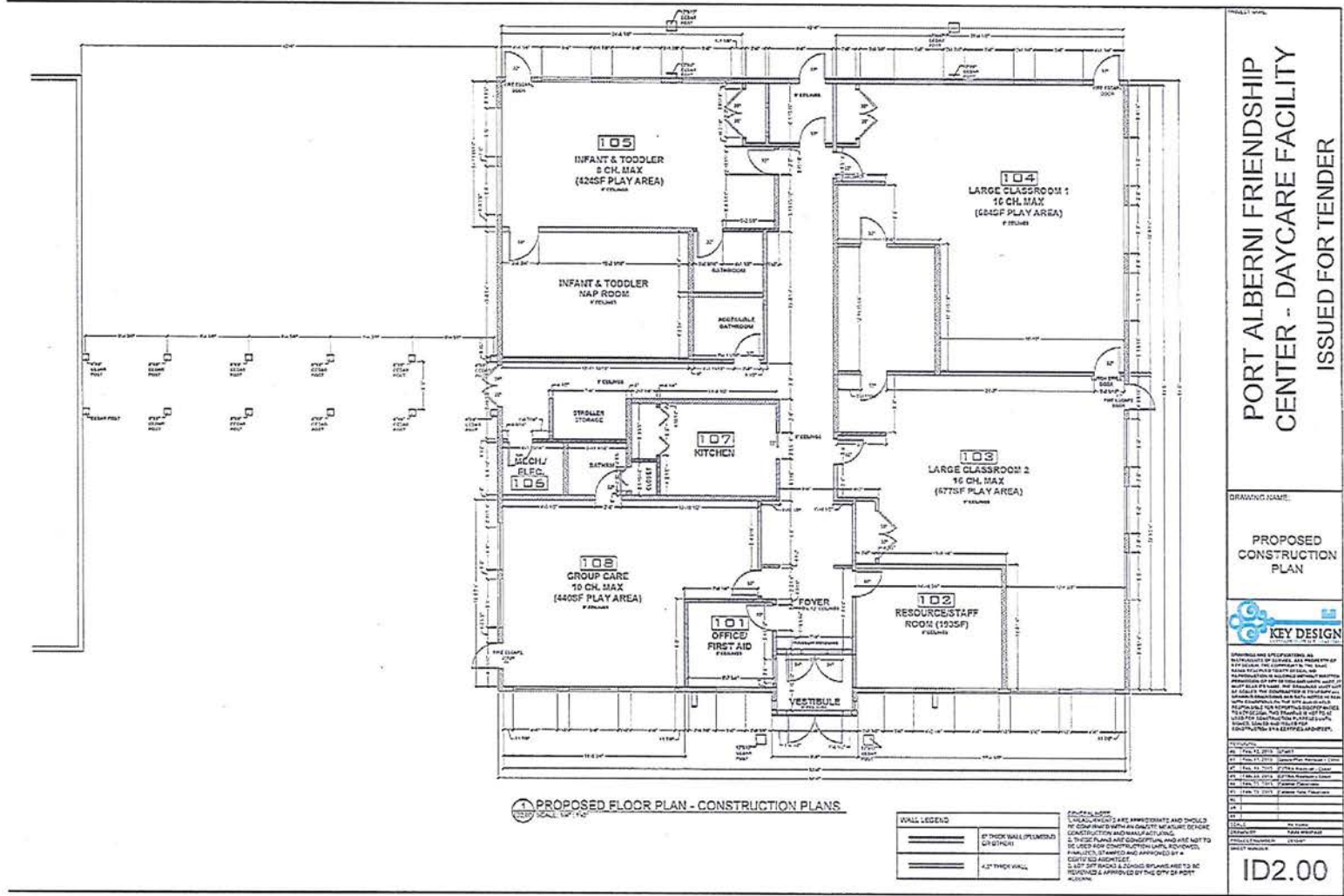
63

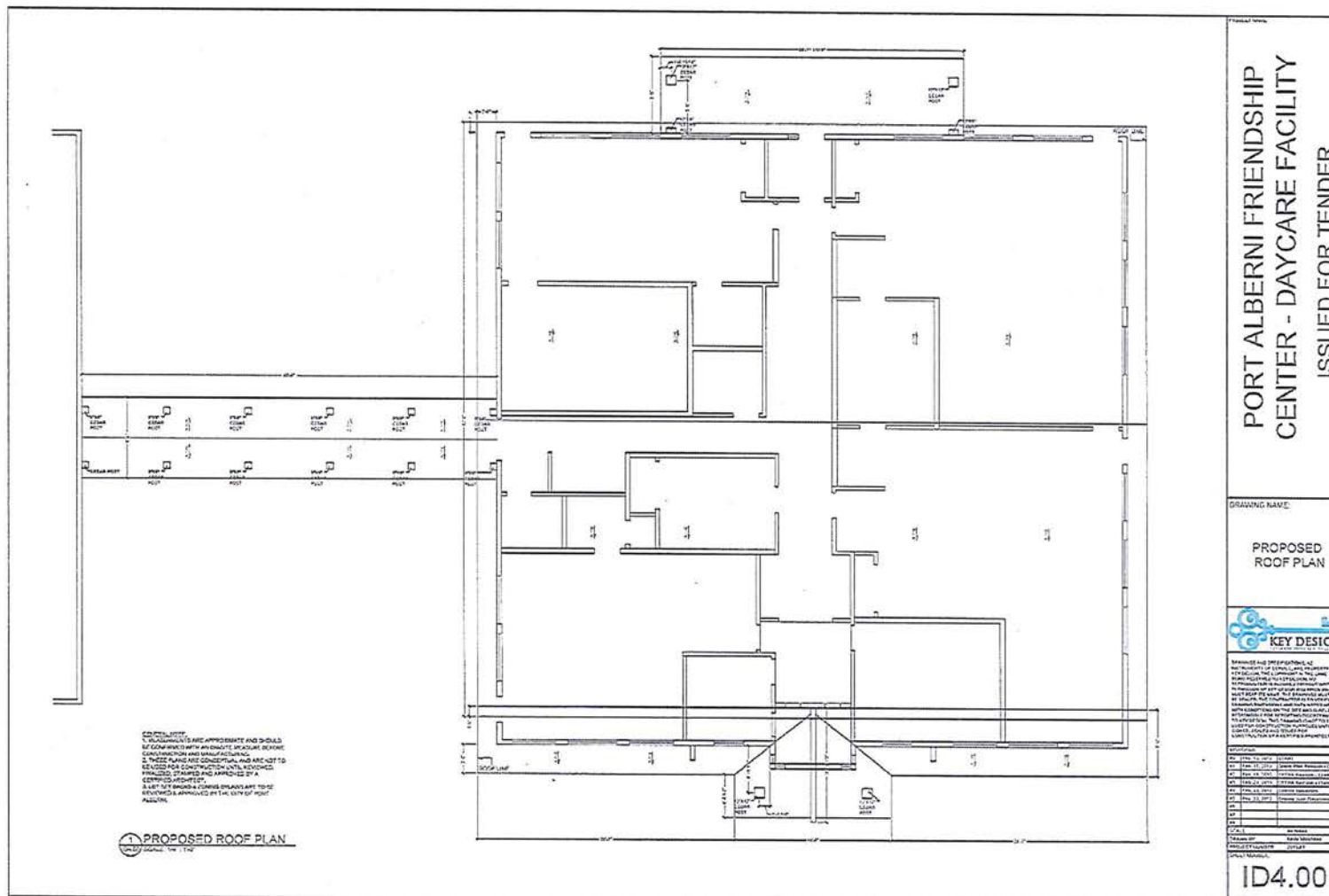
Scott Smith, MCIP
City Planner

J:\Engineering\Planning\Development Applications\Zoning\ZON-2015\3539-3545-4thAve-FC\3539-3545-4thAve-FC-APCReport.docx

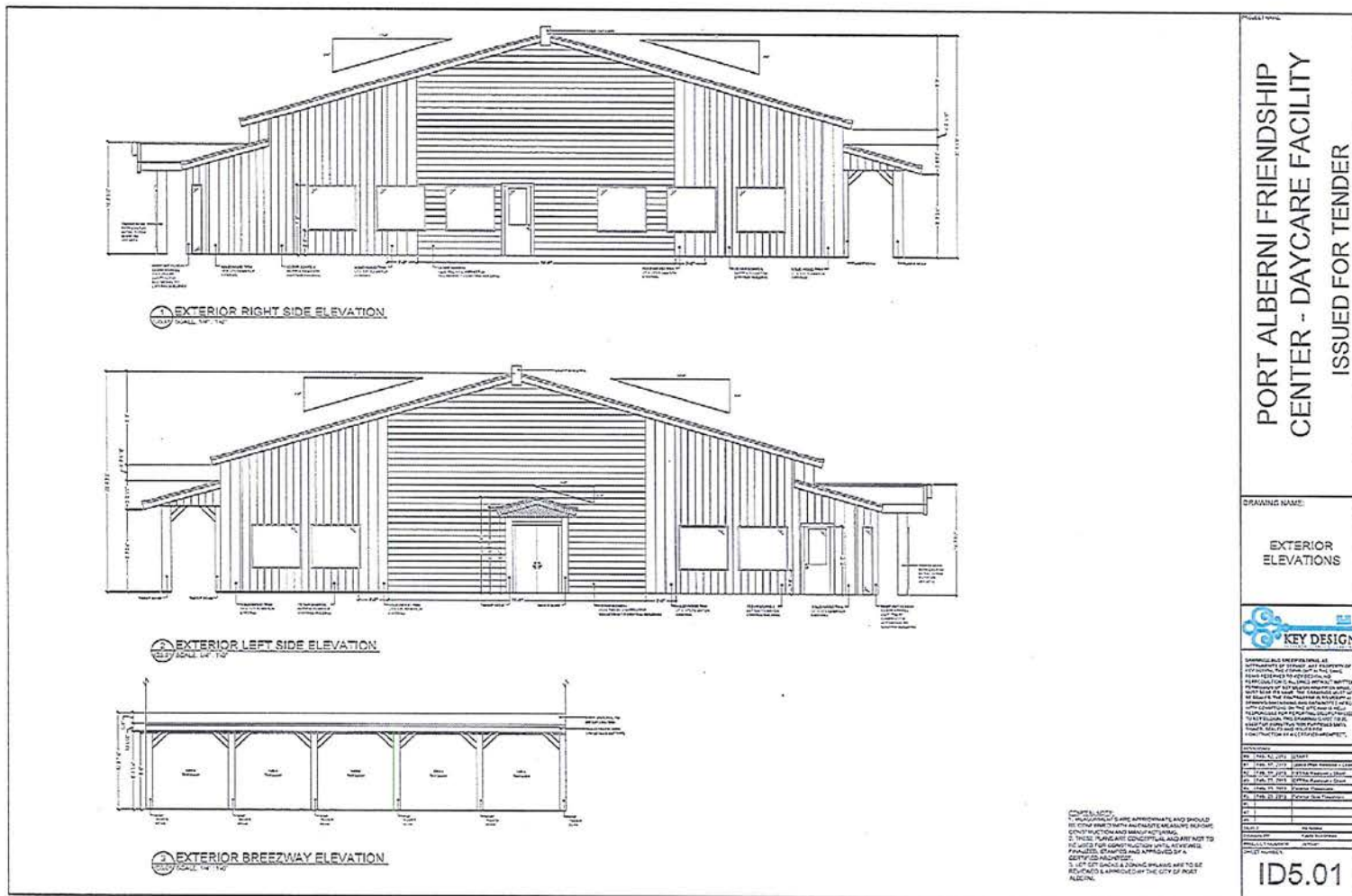












Bylaw 4832

P1 – INSTITUTIONAL

- 5.31 The purpose of this *zone* is to establish and maintain areas in which institutional *uses* can be accommodated and located in a manner complementary with surrounding *uses*.

5.31.1 Permitted usesPrincipal Uses

Ambulance station
 Arena
Assembly, cultural or recreational facility
 Childcare centre
Community care facility
Dormitory
 Firehall
 Hospital
 Hostel
 Medical service
Office
 Parking lot
Personal service
Place of worship
 Police station
 Pound
 School
Supportive housing
Transition house
 Tutoring service

Accessory Uses

Caretaker's *dwelling* unit, subject to
 Section 6.16

5.31.2 Site Development Regulations

Minimum Lot Area	540 m ²	(5813 ft ²)
Minimum Frontage	15 m	(49.2 ft)
Maximum Coverage	40%	
Minimum Setbacks:		
<i>Front yard</i>	7.5 m	(24.6 ft)
<i>Rear yard</i>	9 m	(29.5 ft)
<i>Side yard</i>	1.5 m	(4.9 ft)
Maximum Height, Principal Building	12.5 m	(41 ft)
Maximum Number of Principal Building Storeys	3	

5.31.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.31.2, the total of both *side yards* must be equal or greater than 20% of the *lot width*.

Bylaw 4832

- (b) *Community care facilities* for seniors may include an accessory beauty shop or other provision of other *personal services*, limited to 16m² (172 ft²) in floor area and 2 service chairs, operating between the hours of 8:30 am to 5:00 pm, Monday to Friday and 9:00 am to 12:00 pm on Saturday.
- (c) Notwithstanding the permitted *use* provisions of the P1 *zone*, for the property with the legal description of *Lot 1*, District *Lot 13*, Alberni District, Plan VIP78180, located at 5100 Tebo Ave., the following *accessory uses* are permitted:
 - *Artist's studio*
 - Cabinet making
 - Custom woodworking
 - Furniture repair and upholstery
 - Ornamental metal working
 - Printing, publishing and allied industry
 - Signs and displays industry
 - *Small repair shop*
- (d) Notwithstanding the maximum *coverage* provisions of Section 5.31.2, for the property known as Fir Park Village, located at 4411 Wallace Street, legally described as *Lot B*, District *Lot 1*, Alberni District, Plan 32448, a maximum *coverage* of 58% is permitted.

5.31.4 For all Accessory Uses referenced in 5.31.3 (c):

- (a) All business activity shall be conducted within a completely enclosed *building* except for parking and loading facilities.
- (b) The total area occupied shall not exceed 1077 m² (11,592 ft²).
- (c) No *retail* activity is permitted as part of any business located on the property.



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Scott Smith, City Planner

DATE: June 18, 2015

SUBJECT: Development Application – Zoning Bylaw Amendment

4065 - 6th Avenue - That part of Lot 16, District Lot 1, Alberni District, Plan 13685 lying to the North of a boundary parallel to and perpendicularly distant 150 feet from the Northerly boundary of said Lot 16. (PID: 004-625-919)

Applicant: E. Drew dba Slammers Gym Inc.

Issue

To consider an application for a text amendment to Port Alberni Zoning Bylaw 2014, No. 4832 for property on 6th Avenue. A site specific amendment is being considered that would allow a Restaurant as an Accessory Use at 4065 - 6th Avenue, the site of the former Italian Hall. The text amendment would also include a reformatting of the text of the P1 Institutional zone.

Background

The former Italian Hall has recently been purchased by the same owner of the nearby Slammers Gym. The new owner plans to continue to rent out the hall for events and functions, but is also planning to add a restaurant to the lower level. The restaurant will provide support to the upper banquet hall for catered food service and also be commercially open to the public. As part of the project the downstairs will have a major renovation for the restaurant and handicapped accessibility will be provided for both levels of the facility via new ramps.

Official Community Plan and Zoning Bylaw

- a) The Official Community Plan designation for **4065 - 6th Avenue** is **currently Institutional** on the Official Community Plan Schedule A – Land Use Map. A map amendment is not required for the Accessory commercial use proposed.
- b) The Zoning Bylaw designation for **4065 - 6th Avenue** is **currently P1 – Institutional**. A Site Specific text amendment to the Zoning Bylaw is required to add a "Restaurant" as an Accessory Use in the **P1 – Institutional on 4065 - 6th Avenue** only.

Discussion

The surrounding area is a mix of commercial, light industrial, institutional and residential uses. There are multi-family residential buildings directly to the east of the property on 7th Avenue, with office buildings and John Paul II Catholic School on the other side of the 7th Avenue. To

the north is the hydro right-of-way with main transmission towers, with offices and Slammers Gym further north. To the west are the TELUS building and the former BC Hydro facility. To the south is City owned park property, that is leased to the Italian Society, with a funeral home further south and residences to the southwest.

These portions of 6th Avenue and Wallace Street are designate as collector roads in the Official Community Plan. The addition of the restaurant use will not have a significant impact on the traffic in the area.

The restaurant will require approval from the health authority prior to opening and the Province will also need to approve a food primary liquor licence.

Parking

Although there is no proposed expansion to the building, the change of use for a portion of the building, from hall to restaurant, results in a higher parking requirement for that portion. The reconfigured parking lot will have approximately 17 on-site parking spaces. The upper hall area requires 13 parking spaces. The proposed 80 seat restaurant requires 20 parking spaces. A total of 33 on-site parking spaces are required for the proposed project. If the final plans indicate a change in the number of seats in the restaurant then the final number of required parking spaces may also change.

There are several options to consider for potentially resolving the parking shortage and allowing the project to proceed as proposed.

Option 1 - The developer would need to apply for a Development Variance Permit and receive approval from Council to reduce the number of required parking spaces.

Option 2 – The proposed bylaw could be amended to include site specific provisions that would allow for the applicant to provide the required additional parking on a separate parcel of land. The potential for implementing this option may exist, in this instance, because there is City owned property, on the north side of Wallace Street, where hydro transmission towers and a gas line are located. Approvals from the City, Hydro and Fortis would be required for successfully implementing this arrangement.

Conclusions

In considering the Zoning amendment the Advisory Planning Commission and City Council should consider whether the proposed amendments are appropriate for the site and for the community from a long term perspective.

In addition to the proposed site specific text amendment for 4065 – 6th Avenue, it is recommended that the existing site specific sections of the P1 District be reformatted, so that it is easier to read and understand.

Recommendations

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a text amendment to the Port Alberni Zoning Bylaw 2014, No. 4832 to:*

- a) Delete all text under Section 5.31 P1 Institutional; and*
- b) Add the following text under Section 5.31 P1 Institutional:*

"P1 – INSTITUTIONAL"

- 5.31 The purpose of this *zone* is to establish and maintain areas in which institutional *uses* can be accommodated and located in a manner complementary with surrounding *uses*.

5.31.1 Permitted usesPrincipal Uses

Ambulance station
 Arena
 Assembly, cultural or recreational facility
 Childcare centre
 Community care facility
 Dormitory
 Firehall
 Hospital
 Hostel
 Medical service
 Office
 Parking lot
 Personal service
 Place of worship
 Police station
 Pound
 School
 Supportive housing
 Transition house
 Tutoring service

Accessory Uses

Caretaker's *dwelling* unit, subject to Section 6.16
 Site Specific Accessory Uses as permitted under Section 5.31.4.

5.31.2 Site Development Regulations

Minimum Lot Area	540 m ²	(5813 ft ²)
Minimum Frontage	15 m	(49.2 ft)
Maximum Coverage	40%	
Minimum Setbacks:		
Front yard	7.5 m	(24.6 ft)
Rear yard	9 m	(29.5 ft)
Side yard	1.5 m	(4.9 ft)
Maximum Height, Principal Building	12.5 m	(41 ft)
Maximum Number of Principal Building Storeys	3	

5.31.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.31.2, the total of both *side yards* must be equal or greater than 20% of the *lot width*.

- (b) *Community care facilities* for seniors may include an accessory beauty shop or other provision of other *personal services*, limited to 16m² (172 ft²) in floor area and 2 service chairs, operating between the hours of 8:30 am to 5:00 pm, Monday to Friday and 9:00 am to 12:00 pm on Saturday.

5.31.4 Site Specific

A.

The following *Accessory Uses* are permitted on the property located at 5100 Tebo Avenue (Lot 1, District Lot 13, Alberni District, Plan VIP78180 (PID: 001-346-377)):

- Artist's studio
- Cabinet making
- Custom woodworking
- Furniture repair and upholstery
- Ornamental metal working
- Printing, publishing and allied industry
- Signs and displays industry
- Small repair shop

- i. The following conditions apply to *Accessory Uses* listed in 5.31.4.A:
- a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
 - b) The total area occupied shall not exceed 1077 m² (11,592 ft²).
 - c) No retail activity is permitted as part of any business located on the property.

B.

Site - 4411 Wallace Street - Lot B, District Lot 1, Alberni District, Plan 32448 VIP78180 (PID: 000-154-130)

- i. Notwithstanding the maximum coverage provisions of Section 5.31.2, for the property known as Fir Park Village, a maximum coverage of 58% is permitted.

C.

Site - 4065 6th Avenue - Lot 16, District Lot 1, Alberni District, Plan 13685 lying to the North of a boundary parallel to and perpendicularly distant 150 feet from the Northerly boundary of said Lot 16 (PID: 004-625-919)

- i. The following accessory use is permitted:
 - Restaurant
- ii. The following conditions apply to *Accessory Uses* listed in 5.31.4.Ci:
 - a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
 - b) The total area occupied shall not exceed 481 m² (5180 ft²).

”

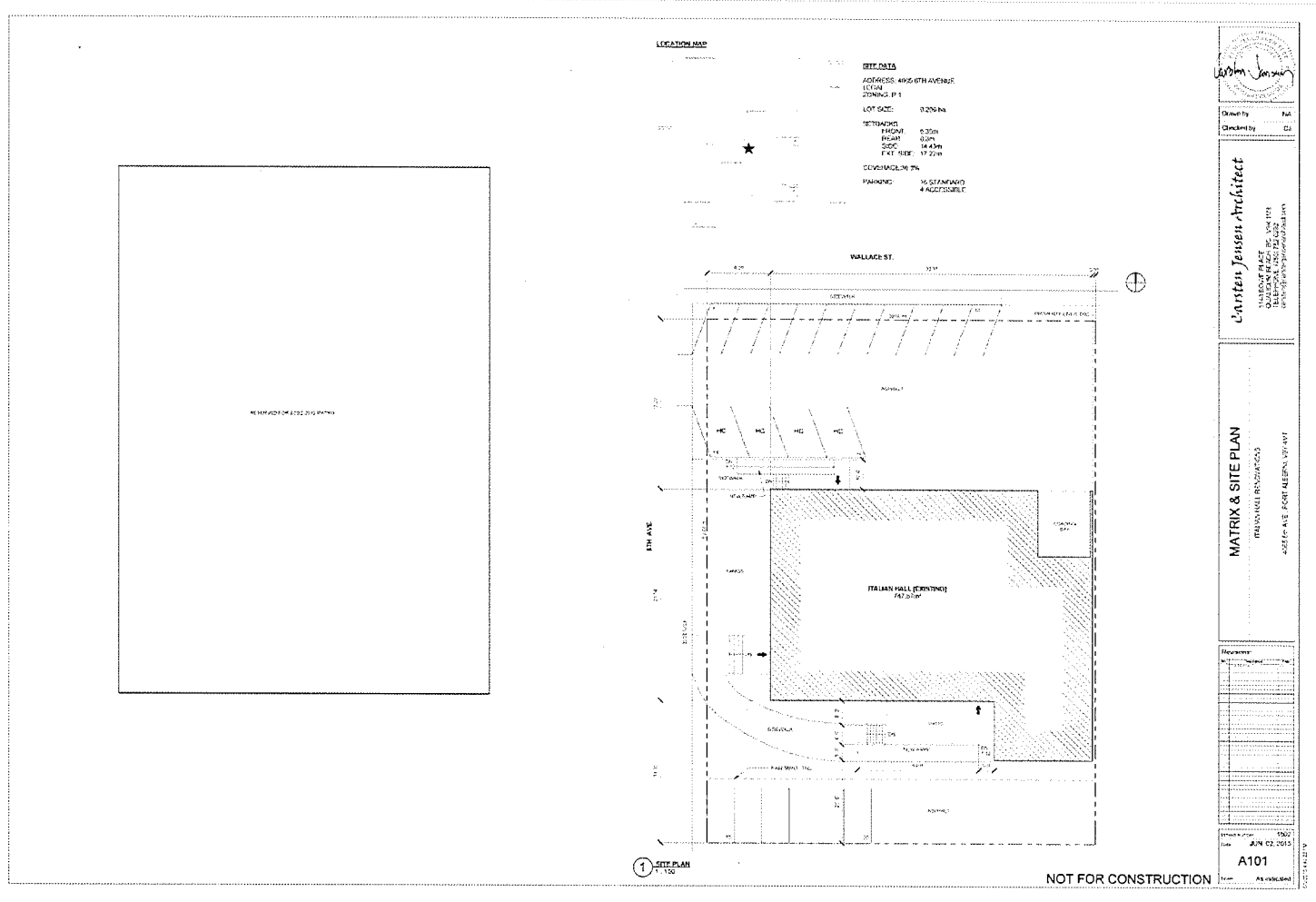
2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to resolve the parking space deficiency before final adoption of the bylaw.*

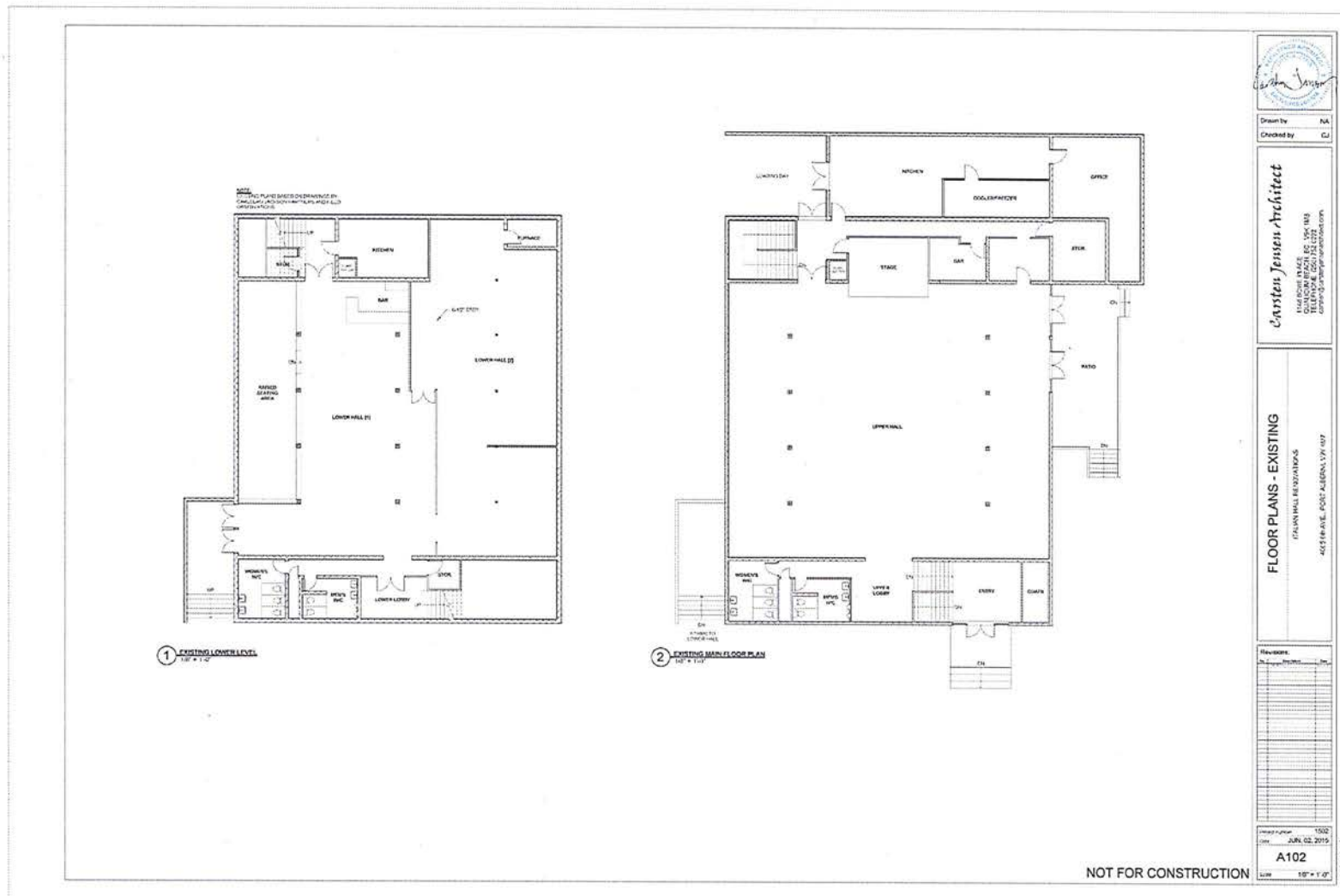
Respectfully submitted,

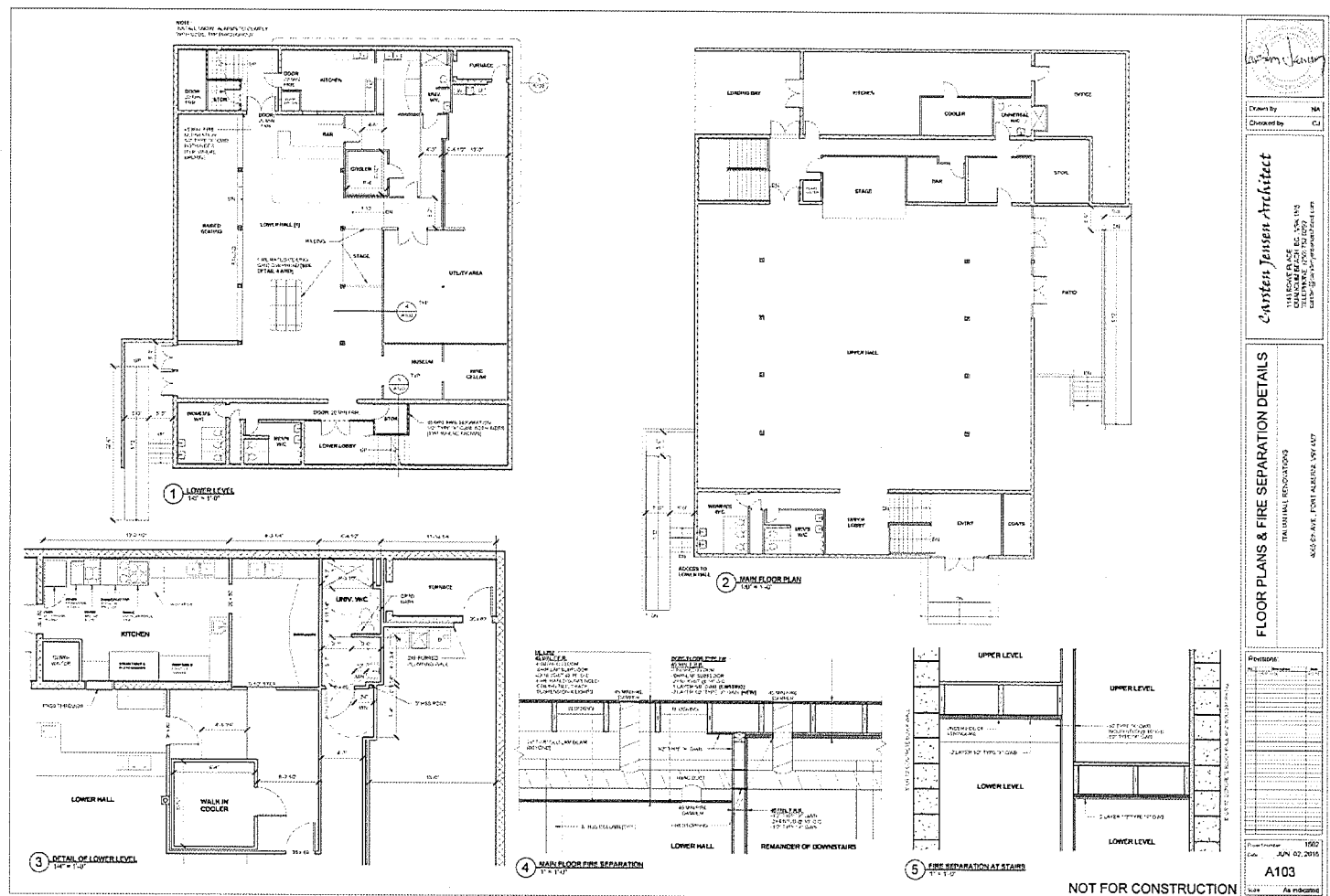


Scott Smith, MCIP
City Planner









Bylaw 4832

P1 – INSTITUTIONAL

- 5.31 The purpose of this *zone* is to establish and maintain areas in which institutional *uses* can be accommodated and located in a manner complementary with surrounding *uses*.

5.31.1 Permitted usesPrincipal Uses

Ambulance station
 Arena
Assembly, cultural or recreational facility
 Childcare centre
Community care facility
 Dormitory
 Firehall
 Hospital
 Hostel
 Medical service
 Office
 Parking lot
Personal service
Place of worship
 Police station
 Pound
 School
Supportive housing
Transition house
 Tutoring service

Accessory Uses

Caretaker's *dwelling* unit, subject to
 Section 6.16

5.31.2 Site Development Regulations

Minimum Lot Area	540 m ²	(5813 ft ²)
Minimum Frontage	15 m	(49.2 ft)
Maximum Coverage	40%	
Minimum Setbacks:		
Front yard	7.5 m	(24.6 ft)
Rear yard	9 m	(29.5 ft)
Side yard	1.5 m	(4.9 ft)
Maximum Height, Principal Building	12.5 m	(41 ft)
Maximum Number of Principal Building Storeys	3	

5.31.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.31.2, the total of both *side yards* must be equal or greater than 20% of the *lot width*.

Bylaw 4832

- (b) *Community care facilities* for seniors may include an accessory beauty shop or other provision of other *personal services*, limited to 16m² (172 ft²) in floor area and 2 service chairs, operating between the hours of 8:30 am to 5:00 pm, Monday to Friday and 9:00 am to 12:00 pm on Saturday.
- (c) Notwithstanding the permitted *use* provisions of the P1 *zone*, for the property with the legal description of *Lot 1*, District *Lot 13*, Alberni District, Plan VIP78180, located at 5100 Tebo Ave., the following *accessory uses* are permitted:
 - *Artist's studio*
 - Cabinet making
 - Custom woodworking
 - Furniture repair and upholstery
 - Ornamental metal working
 - Printing, publishing and allied industry
 - Signs and displays industry
 - *Small repair shop*
- (d) Notwithstanding the maximum *coverage* provisions of Section 5.31.2, for the property known as Fir Park Village, located at 4411 Wallace Street, legally described as *Lot B*, District *Lot 1*, Alberni District, Plan 32448, a maximum *coverage* of 58% is permitted.

5.31.4 For all Accessory Uses referenced in 5.31.3 (c):

- (a) All business activity shall be conducted within a completely enclosed *building* except for parking and loading facilities.
- (b) The total area occupied shall not exceed 1077 m² (11,592 ft²).
- (c) No *retail* activity is permitted as part of any business located on the property.

CITY OF PORT ALBERNI

BYLAW NO. 4877

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN
FOR THE CITY OF PORT ALBERNI

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Official Community Plan Amendment No. 16 (4th Avenue - Friendship Centre), Bylaw No. 4877**".

2. Official Community Plan Amendment

2.1 Schedule A (Land Use Map) that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation Lot 15 and Lot 16, Block 45, District Lot 1, Alberni District, Plan VIP197B (PID's: 009-252-347, 009-252-363), located at **3539 and 3545 4th Avenue**; from Park and Open Space **to Institutional**; as shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw.

READ A FIRST TIME THIS DAY OF , 2015.

READ A SECOND TIME THIS DAY OF , 2015.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2015.

READ A THIRD TIME THIS DAY OF , 2015.

FINALLY ADOPTED THIS DAY OF , 2015.

Mayor

Clerk

BURDE ST.

NAPIER ST.

4TH AVE.

THE QUADRANT

Subject Properties to be designated Institutional

3545
3539

BLK 50

BLK 45

BLK 48

4938

4926

4918

4908

4832

4824

4804

4803

3509

3508

3501

3514

3515

3516

3517

3518

3519

3520

3521

3522

3523

3524

3525

3526

3527

3528

3529

3530

3531

3532

3533

3534

3535

3536

3537

3538

3539

3540

3541

3542

3543

3544

3545

3546

3547

3548

3549

3550

3551

3552

3553

3554

3555

3556

3557

3558

3559

3560

3561

3562

3563

3564

3565

3566

3567

3568

3569

3570

3571

3572

3573

3574

3575

3576

3577

3578

3579

3580

3581

3582

3583

3584

3585

3586

3587

3588

3589

3590

3591

3592

3593

3594

3595

3596

3597

3598

3599

3600

3601

3602

3603

3604

3605

3606

3607

3608

3609

3610

3611

3612

3613

3614

3615

3616

3617

3618

3619

3620

3621

3622

3623

3624

3625

3626

3627

3628

3629

3630

3631

3632

3633

3634

3635

3636

3637

3638

3639

3640

3641

3642

3643

3644

3645

3646

3647

3648

3649

3650

3651

3652

3653

3654

3655

3656

3657

3658

3659

3660

3661

3662

3663

3664

3665

3666

3667

3668

3669

3670

3671

3672

3673

3674

3675

3676

3677

3678

3679

3680

3681

3682

3683

3684

3685

3686

3687

3688

3689

3690

3691

3692

3693

3694

3695

3696

3697

3698

3699

3700

3701

3702

3703

3704

3705

3706

3707

3708

3709

3710

3711

3712

3713

3714

3715

3716

3717

3718

3719

3720

3721

3722

3723

3724

3725

3726

3727

3728

3729

3730

3731

3732

3733

3734

3735

3736

3737

3738

3739

3740

3741

3742

3743

3744

3745

3746

3747

3748

3749

3750

3751

3752

3753

3754

3755

3756

3757

3758

3759

3760

3761

3762

3763

3764

3765

3766

3767

3768

3769

3770

3771

3772

3773

3774

3775

REGULAR COUNCIL AGENDA - JULY 13, 2015

CITY OF PORT ALBERNI

BYLAW NO. 4878

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Amendment No. 7 (4th Avenue - Friendship Centre), Bylaw No. 4878**"

2. Zoning Amendment

2.1 That Lot 15 and Lot 16, Block 45, District Lot 1, Alberni District, Plan VIP197B (PID's: 009-252-347, 009-252-363), located at **3539 and 3545 4th Avenue** as shown outlined in bold on Schedule A attached hereto and forming part of this bylaw, are hereby rezoned from C3 – Service Commercial to **P1 – Institutional**.

3. Map Amendment

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME THIS DAY OF , 2015.

READ A SECOND TIME THIS DAY OF , 2015.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2015.

READ A THIRD TIME THIS DAY OF , 2015.

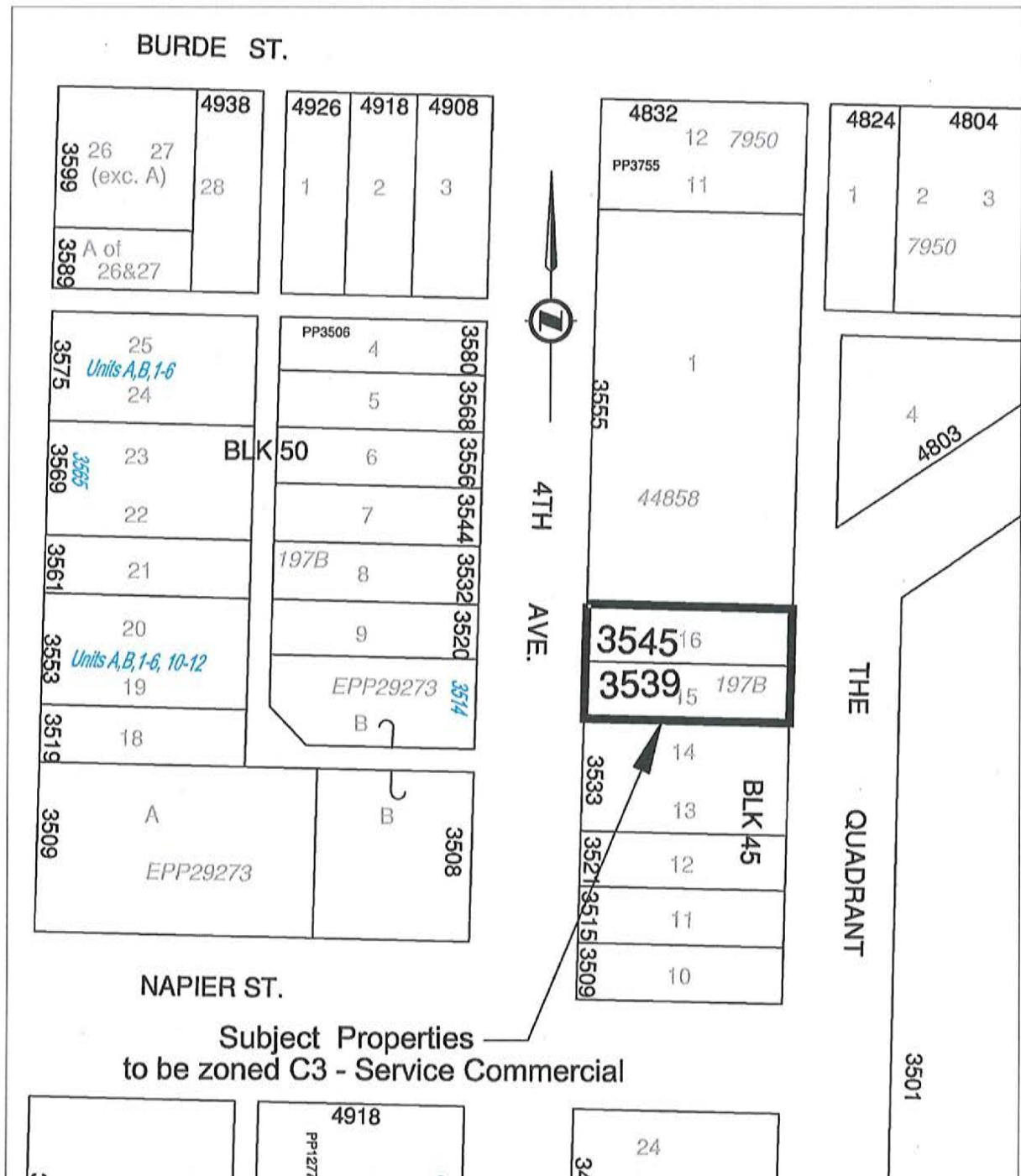
FINALLY ADOPTED THIS DAY OF , 2015.

Mayor

Clerk

J:\Clerks\Bylaws\BYLAWS\4878_3539-3545-4th_ZonAmend_jmac.docx

SCHEDULE A TO BYLAW NO. 4878



CITY OF PORT ALBERNI

BYLAW NO. 4879

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes "**Zoning Text Amendment No. T6 (Site Specific Use - P1 Institutional), Bylaw No. 4879**"

2. Zoning Text Amendment

Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended by:

- a) *Delete all text under Section 5.31 P1 Institutional; and*
- b) *Add the following text under Section 5.31 P1 Institutional:*

"P1 – INSTITUTIONAL

- 5.31 The purpose of this *zone* is to establish and maintain areas in which institutional *uses* can be accommodated and located in a manner complementary with surrounding *uses*.

5.31.1 Permitted uses

Principal Uses

Ambulance station
Arena
Assembly, cultural or recreational facility
Childcare centre
Community care facility
Dormitory
Firehall
Hospital
Hostel
Medical service
Office
Parking lot
Personal service
Place of worship
Police station
Pound
School

Accessory Uses

Caretaker's *dwelling* unit, subject to Section 6.16

Site Specific *Accessory Uses* as permitted under Section 5.31.4.

ENTERED

G.A.(d)

Supportive housing
Transition house
Tutoring service

5.31.2 Site Development Regulations

Minimum <i>Lot Area</i>	540 m ²	(5813 ft ²)
Minimum <i>Frontage</i>	15 m	(49.2 ft)
Maximum <i>Coverage</i>	40%	
Minimum <i>Setbacks</i> :		
<i>Front yard</i>	7.5 m	(24.6 ft)
<i>Rear yard</i>	9 m	(29.5 ft)
<i>Side yard</i>	1.5 m	(4.9 ft)
Maximum Height, Principal <i>Building</i>	12.5 m	(41 ft)
Maximum Number of Principal <i>Building</i>	3	
<i>Storeys</i>		

5.31.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.31.2, the total of both *side yards* must be equal or greater than 20% of the *lot width*.
- (b) *Community care facilities* for seniors may include an accessory beauty shop or other provision of other *personal services*, limited to 16m² (172 ft²) in floor area and 2 service chairs, operating between the hours of 8:30 am to 5:00 pm, Monday to Friday and 9:00 am to 12:00 pm on Saturday.

5.31.4 Site Specific

A.

The following *Accessory Uses* are permitted on the property located at 5100 Tebo Avenue (Lot 1, District Lot 13, Alberni District, Plan VIP78180 (PID: 001-346-377)):

- Artist's studio
 - Cabinet making
 - Custom woodworking
 - Furniture repair and upholstery
 - Ornamental metal working
 - Printing, publishing and allied industry
 - Signs and displays industry
 - Small repair shop
- i. The following conditions apply to *Accessory Uses* listed in 5.31.4.A:
- a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
 - b) The total area occupied shall not exceed 1077 m² (11,592 ft²).

<p>c) No retail activity is permitted as part of any business located on the property.</p>
<p>B. Site - 4411 Wallace Street - Lot B, District Lot 1, Alberni District, Plan 32448 VIP78180 (PID: 000-154-130)</p> <p>i. Notwithstanding the maximum coverage provisions of Section 5.31.2, for the property known as Fir Park Village, a maximum coverage of 58% is permitted.</p>
<p>C. Site - 4065 6th Avenue - Lot 16, District Lot 1, Alberni District, Plan 13685 lying to the North of a boundary parallel to and perpendicularly distant 150 feet from the Northerly boundary of said Lot 16 (PID: 004-625-919)</p> <p>i. The following accessory use is permitted:</p> <ul style="list-style-type: none"> • Restaurant <p>ii. The following conditions apply to <i>Accessory Uses</i> listed in 5.31.4.Ci:</p> <ul style="list-style-type: none"> a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities. b) The total area occupied shall not exceed 481 m² (5180 ft²).

READ A FIRST TIME THIS DAY OF , 2015.

READ A SECOND TIME THIS DAY OF , 2015.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2015.

READ A THIRD TIME THIS DAY OF , 2015.

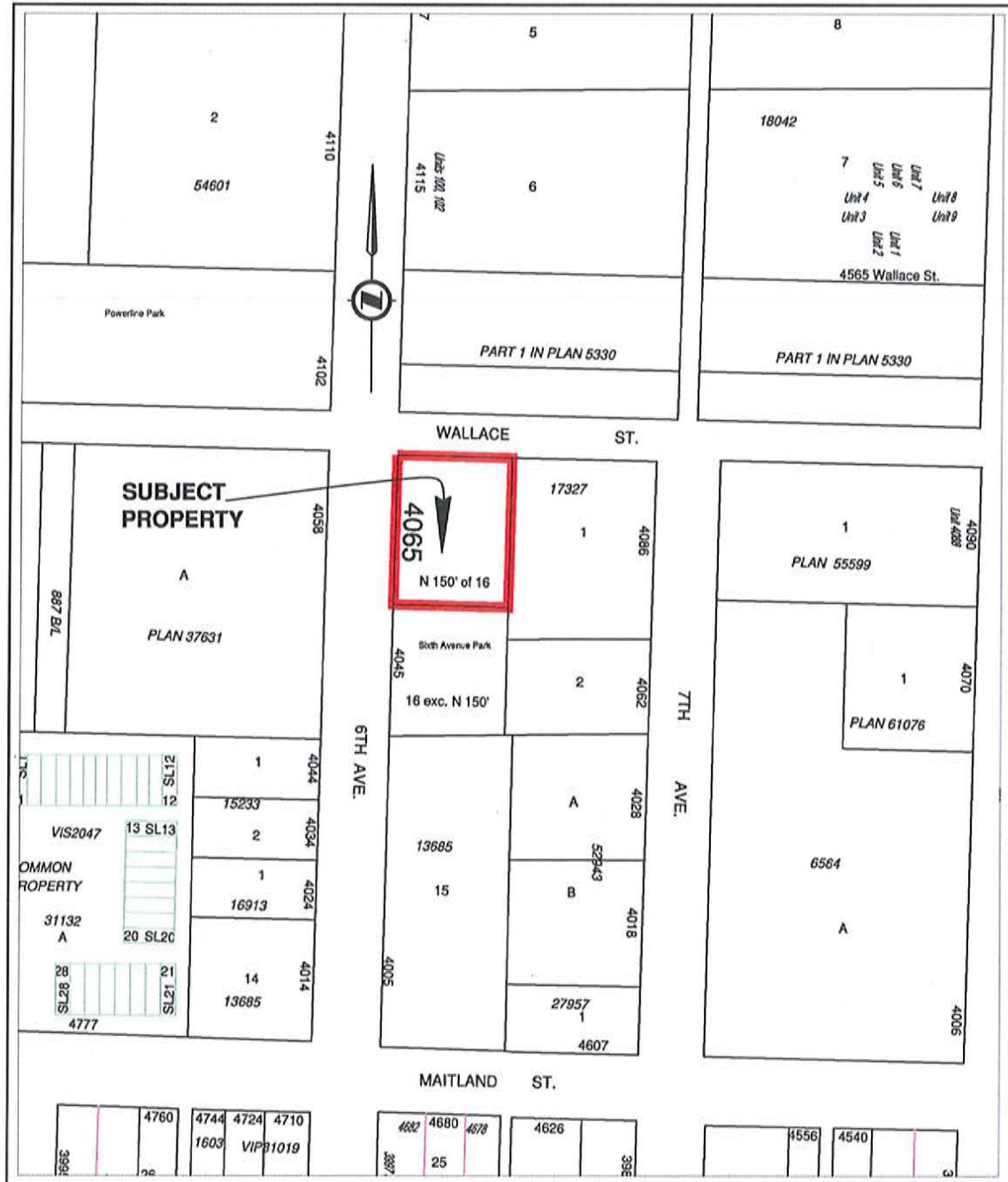
FINALLY ADOPTED THIS DAY OF , 2015.

Mayor

Clerk

J:\Clerks\Bylaws\BYLAWS\4879_4065-6th-Drew-ZonAmendT6_jmac.docx

SCHEDULE A TO BYLAW NO. 4879

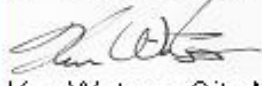


J:\Clerks\Bylaws\BYLAWS\4877_3539-3545-4th-OCPAmend_jmac.doc

ENGINEERING DEPARTMENT

MEMORANDUM

Date: July 6, 2015
To: Ken Watson – City Manager
From: Guy Cicon - City Engineer
Copy to: Cathy Rothwell - Director of Finance
Davina Hartwell - City Clerk
Brian Mousley – Utilities Superintendent

I concur, forward to next
Regular Council Meeting
for Consideration:

Ken Watson, City Manager

Re: Water and Sewer Rate Proposal

Issue:

Subsequent to City Council adopting the 2015 – 2019 Financial Plan, the water and sewer rate bylaws require amending before the September 2015 billing.

Background:

On June 24, 2013 JP Joly from Econics Enterprises was in attendance at the Regular meeting of Council to present information regarding the City's water and sewer rates outlining the need for increases over the next 20 years in order for the system to be sustainable and to provide incentives for water conservation.

The presentation was received by Council and was considered as part of the upcoming budget deliberations. The City Engineer also presented a report recommending adoption of a Water Conservation Plan. The resolution was:

That the report from the City Engineer dated June 17, 2013 be received and Council for the City of Port Alberni approve the Water Conservation Plan as prepared by Aquavic Water Solutions Inc. dated May 9, 2013.

On July 28, 2014 JP Joly from Econics Enterprises was in attendance at Regular meeting of Council to present an overview of the proposed water conservation rate structure. He outlined the three step approach taken which is full cost recovery (long term sustainability); establishing the cost of the service and equity (fairness and public acceptability) and to design rates to meet objectives (promote conservation, minimize billing impacts).

The City Engineer advised that government will no longer grant funding to the City unless we demonstrate that we have a conservation oriented rate structure in place. The resolution was:

That staff be directed to discuss the proposed fixed rate increases and tier system with Industry and the Chamber of Commerce and further that a report be provided comparing water rate structures in other communities as well as their availability of water.

On February 5, 2015 JP Joly from Econics Enterprises was in attendance at the Special Meeting of Council for the 2015 – 2019 Financial Plan to present further information on the water and sewer rate structures as requested by Council.

The 2015 – 2019 Financial Plan approved by City Council included a general 10% increase in water and sewer rates based on the existing rate structures.

Discussion:

City Council has adopted the 2015 – 2019 Financial Plan, the water and sewer rate bylaws require amending before the September 2015 billing. The amendment would include a rate structure adjustment as presented to City Council.

The rate reviews were completed for Council to ensure;

- revenue sufficiency for system maintenance and capital replacements
- rate equity for fairness and public acceptability
- resource conservation to improve management and reduce operating costs

The **present water rate structure** is attached as Schedule A to Waterworks Bylaw 4498. It is comprised of a consumption rate and a fixed rate. The same rates apply to all categories of water users except outside City connections that pay a 35% premium. The consumption charge has four volume tiers where the rate declines with increased water usage. This is called a declining block rate structure that does not promote water conservation from users. The fixed rate is based on the size of the water service connection.

The **present sewer rate structure** is attached as Schedule A to Sewer Connection and Regulation Bylaw. It is comprised of a flat fee for single family and duplex residential units. For the other categories of users, the sewer rate is based on a declining block rate structure with four tiers, based on the amount of water consumed.

The **proposed water rate structure** is attached. It is similar to the existing rate structure in that it is comprised of a consumption rate and a fixed rate. The new proposed structure identifies 6 categories of users where residential users have an inclining block conservation based structure and the others have a single block rate, based on the amount of water consumed. The fixed rate for each category is based on the size of the water service.

The **proposed sewer rate structure** is attached. It is comprised of a consumption rate and a fixed rate. The new proposed structure identifies 3 categories of users with a single block rate, based on the amount of water consumed. The fixed rate for each category is based on the size of the water service.

Recommendation:

That the report from the City Engineer dated July 6, 2015 be received, and Council for the City of Port Alberni approve the water and sewer rate structure as proposed.

Regards,



Proposed Schedule “A” to Waterworks Bylaw

1. Rates for Water Consumption

Customer Category	Description	Volume Rate
Single Family Residential	Service to a single family dwelling unit is billed at the residential unit rate	First 60 m ³ : \$0.44 per m ³ Over 60 m ³ : \$0.58 per m ³
Multifamily Residential	Service that is shared by two or more single family dwelling units, including duplexes, apartments, and condominiums, is billed at the multifamily rate	\$0.44 per m ³
Commercial	Service to commercial and light industrial units	\$0.37 per m ³
Industrial	Service to specific high volume customers	\$0.25 per m ³
Outside City Residential	Outside City boundaries single family residential	First 60 m ³ : \$0.59 per m ³ Over 60 m ³ : \$0.78 per m ³
Special Service Agreement	Bulk provision to Hupacasath First Nation; Tseshaht First Nation; Beaver Creek	\$0.33 per m ³

2. Water Fixed System Charge

Meter Size (millimetres)	Meter Size (inches)	Inside City Boundaries Monthly Charge	Outside City Boundaries Monthly Charge
16	5/8	\$ 13.31	\$ 17.97
19	3/4	\$ 13.31	\$ 17.97
25	1	\$ 27.66	\$ 37.34
38	1 1/2	\$ 35.71	\$ 48.21
50	2	\$ 46.69	\$63.03
75	3	\$ 73.92	\$ 99.79
100	4	\$ 104.69	\$ 141.33
150	6	\$177.22	\$239.25
200	8	\$259.48	\$350.30
250	10	\$351.52	\$474.55

Proposed Schedule “A” to Sewer Connection Bylaw

1. Rates for City Sewerage System

Customer Category	Description	Volume Rate
Residential	Service to a single family dwelling unit is billed at the residential unit rate	\$0.30 per m ³
Non-Residential (low volume)	Service that is not to a single family dwelling and that is consuming less than 35,000 cubic meters of water per year is billed for sewer at the non-residential low use rate	\$0.44 per m ³
Non-Residential (high volume)	Service that is not to a single family dwelling and that is consuming more than 35,000 cubic meters of water per year is billed for sewer at the non-residential high use rate	\$0.38 per m ³

2. Sewer Fixed System Charge

Meter Size (millimetres)	Meter Size (inches)	Monthly Charge
16	5/8	\$14.52
19	3/4	\$14.52
25	1	\$14.52
38	1 1/2	\$30.25
50	2	\$30.25
75	3	\$84.70
100	4	\$84.70
150	6	\$84.70
200	8	\$84.70
250	10	\$181.50

CITY OF PORT ALBERNI

BYLAW NO. 4881

A BYLAW TO AMEND WATERWORKS BYLAW NO. 4494

The Municipal Council of the City of Port Alberni in Open Meeting Assembled enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Waterworks Bylaw, Amendment No. 7 Rate Changes, Bylaw No. 4881**".

2. Amendments

Waterworks Bylaw No. 4494 is hereby amended as follows:

Schedules "A" and "B" attached to Waterworks Bylaw No. 4494 are hereby deleted and the Schedules "A" and "B" attached hereto are substituted and shall become effective for the third billing period of 2015 (September 1, 2015).

3. Repeal

Upon effect of Bylaw No. 4881, "Waterworks Bylaw, Amendment No. 6 Rate Changes, Bylaw No. 4844" shall be hereby repealed.

READ A FIRST TIME THIS DAY OF , 2015.

READ A SECOND TIME THIS DAY OF , 2015.

READ A THIRD TIME THIS DAY OF , 2015.

FINALLY ADOPTED BY COUNCIL THIS DAY OF , 2015.

Mayor

Clerk

SCHEDULE "A" TO WATERWORKS BYLAW, NO. 4494

METERED CONSUMPTION RATES AND BILLING

1. Rates for Water Consumption

Rates for Water Consumption are calculated on the basis of cubic metre (m³).
One m³ equals 1,000 litres.

Customer Category	Description	Volume Rate
Single Family Residential	Service to a single family dwelling unit is billed at the residential unit rate	First 60 m ³ : \$0.44 per m ³ Over 60 m ³ : \$0.58 per m ³
Multifamily Residential	Service that is shared by two or more single family dwelling units, including duplexes, apartments, and condominiums, is billed at the multifamily rate	\$0.44 per m ³
Commercial	Service to commercial and light industrial units	\$0.37 per m ³
Industrial	Service to specific high volume customers	\$0.25 per m ³
Outside City Residential	Single family residential outside City boundaries	First 60 m ³ : \$0.59 per m ³ Over 60 m ³ : \$0.78 per m ³
Special Service Agreement	Bulk provision to Hupacasath First Nation; Tseshaht First Nation; Beaver Creek	\$0.33 per m ³

2. Fixed System Charge

Fixed System Charges are calculated monthly, based on the size of Meter in metric (millimetre or mm) measure.

Meter Size millimetres	Meter Size inches	Inside City Boundaries Monthly Charge	Outside City Boundaries Monthly Charge
16	5/8	\$ 13.31	\$ 17.97
19	3/4	\$ 13.31	\$ 17.97
25	1	\$ 27.66	\$ 37.34
38	1 1/2	\$ 35.71	\$ 48.21
50	2	\$ 46.69	\$63.03
75	3	\$ 73.92	\$ 99.79
100	4	\$ 104.69	\$ 141.33
150	6	\$177.22	\$239.25
200	8	\$259.48	\$350.30
250	10	\$351.52	\$474.55

3. Billing Period

Unless otherwise determined by resolution of Council, Meters shall be read and the Water Consumption determined of at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

SCHEDULE "B" TO WATERWORKS BYLAW, NO. 4494
UNMETERED CONSUMPTION RATES AND BILLING

1. Rates for Water Consumption

Category of Single Family Residential or Commercial Premises	Monthly Rate
(a) Unmetered (refusals)	\$108.42
(b) Inside City Boundaries - awaiting Meter installation	\$ 27.12
(c) Outside City Boundaries - awaiting Meter installation	\$ 36.57

The establishment of a rate for unmetered (refusals) Premises in (a) above does not interfere with or relieve an Owner from the obligation under Section 34 of this Bylaw to have a Meter installed on their Premises.

2. Fire Line Rates

The monthly rate for all Fire Lines shall be \$19.51.

3. Billing Period

Unless otherwise determined by resolution of Council, accounts for the above shall be billed every four months in advance and shall be due and payable on the date stated on the invoice. No prepayment for any service shall prevent the amount of any increase being charged to and collected from any Owner.

CITY OF PORT ALBERNI
BYLAW NO. 4882
A BYLAW TO AMEND
SEWER CONNECTION AND REGULATION BYLAW, NO. 3224

The Municipal Council of the City of Port Alberni in Open Meeting Assembled enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Sewer Connection and Regulation Bylaw, Amendment No. 9 (Sewer Rates and Septage Dump Fee) 2015, Bylaw No. 4882**".

2. Amendments

Sewer Connection and Regulation Bylaw, Bylaw No. 3224 is hereby amended by:

- (a) Deleting Schedule 'A' and substituting it with Schedule 'A' attached hereto and forming part of this bylaw.
- (b) Amending Schedule 'B' Customer Service Charges as follows:

1. Septage Dump Fee

A charge of \$126.00 per load shall be charged for dumping of septage by tanker trucks.

3. Effective Date

The effective date of this Bylaw shall be September 1, 2015.

4. Repeal

Upon effect of Bylaw No. 4882, "Sewer Connection and Regulation Bylaw, Amendment No. 8 (Sewer Rates), Bylaw No. 4845", shall be hereby repealed.

READ A FIRST TIME THIS DAY OF , 2015.

READ A SECOND TIME THIS DAY OF , 2015.

READ A THIRD TIME AS THIS DAY OF , 2015.

FINALLY ADOPTED BY COUNCIL THIS DAY OF , 2015.

Mayor

Clerk

ENTERED

BYLAW NO. 4882
CITY OF PORT ALBERNI
SEWER CONNECTION AND REGULATION BYLAW
SCHEDULE "A" TO BYLAW NO. 3224

METERED CONSUMPTION RATES AND BILLING

1. Rates for City Sewerage System

1.1. Rates for Sewer User Consumption

Rates for connection to the City Sewerage System for all users are based on water consumption in of cubic metres (m³). One cubic metre is 1,000 litres. Sewer user consumption rates are as follows:

Customer Category	Description	Volume Rate
Residential	Service to a single family dwelling unit is billed at the residential unit rate	\$0.30 per m ³
Non-Residential (low volume)	Service that is not to a single family dwelling and that is consuming less than 35,000 cubic meters of water per year is billed for sewer at the non-residential low use rate	\$0.44 per m ³
Non-Residential (high volume)	Service that is not to a single family dwelling and that is consuming more than 35,000 cubic meters of water per year is billed for sewer at the non-residential high use rate	\$0.38 per m ³

1.2. Fixed System Charge

Fixed System Charges are calculated monthly based on the size of water meter.

Meter Size (millimetres)	Meter Size (inches)	Monthly Charge
16	5/8	\$14.52
19	3/4	\$14.52
25	1	\$14.52
38	1 1/2	\$30.25
50	2	\$30.25
75	3	\$84.70
100	4	\$84.70
150	6	\$84.70
200	8	\$84.70
250	10	\$181.50

2. Billing Period

Unless otherwise determined by resolution of Council, Meters shall be read and the Water Consumption and Fixed System Charge determined at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

J:\Clerks\Bylaws\BYLAWS\4882_SewerAmendmentNo_9_jmac.docx

SCHEDULE "A" TO WATERWORKS BYLAW, NO. 4494

METERED CONSUMPTION RATES AND BILLING

1. Rates for Water Consumption

Rates for Water Consumption are calculated on the basis of cubic metre (m³).
Conversion to cubic feet (ft³) and litres are provided for convenience only.

Amount of Water Consumed	Inside City Boundaries	Outside City Boundaries Rate
	Rate per 1 m ³ * (Rate per 100 ft ³)	per 1 m ³ * (Rate per 100 ft ³)
First 1133 m ³ (40,000 ft ³)	\$0.471 (\$1.331)	\$0.634 (\$1.797)
Next 2266 m ³ (80,000 ft ³)	\$0.373 (\$1.049)	\$0.501 (\$1.418)
Next 5666 m ³ (200,000 ft ³)	\$0.304 (\$0.858)	\$0.409 (\$1.159)
Over 9066 m ³ (320,000 ft ³)	\$0.262 (\$0.739)	\$0.352 (\$0.999)

* Note: 1 m³ = 1000 litres

2. Fixed System Charge

Fixed System Charges are calculated on a monthly basis and the size of Meter in metric (millimetre or mm) measure. Conversion to Imperial measure is provided for convenience only.

Meter Size in millimetres (in inches)	Inside City Boundaries Monthly Charge	Outside City Boundaries Monthly Charge
15 (5/8)	\$ 13.31	\$ 17.94
19 (3/4)	\$ 13.31	\$ 17.94
25 (1)	\$ 26.98	\$ 36.42
40 (1 2)	\$ 32.18	\$ 43.41
50 (2)	\$ 39.57	\$ 53.38
75 (3)	\$ 59.14	\$ 79.83
100 (4)	\$ 78.72	\$ 106.28
150 (6)	\$123.07	\$166.16
200 (8)	\$167.41	\$226.04
250 (10)	\$211.76	\$285.90

3. Billing Period

Unless otherwise determined by resolution of Council, Meters shall be read and the Water Consumption determined of at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

BYLAW NO. 4845

**CITY OF PORT ALBERNI
SEWER CONNECTION AND REGULATION BYLAW
SCHEDULE "A" TO BYLAW NO. 3224**

METERED CONSUMPTION RATES AND BILLING

1. Rates for Connection to the City Sewerage System

- 1.1. Rates for connection to the City Sewerage System for single family residential dwellings and duplexes are based on an annual flat fee of \$221.76 per residential unit, collected in instalments each billing period.
- 1.2. Rates for connection to the City Sewerage System for all users other than single family dwellings and duplexes are rates based on water consumption, calculated on the basis of cubic metre (m³). Conversion to cubic feet (ft³) and litres are provided for convenience only. Sewer user consumption rates are as follows:

Amount of Water Consumed	Users Other than Single Family Dwellings and Duplexes per 1 m³* (Rate per 100 ft³)
First 1133 m ³ (40,000 ft ³)	\$0.616 (\$1.742)
Next 2266 m ³ (80,000 ft ³)	\$0.492 (\$1.375)
Next 5666 m ³ (200,000 ft ³)	\$0.396 (\$1.122)
Over 9066 m ³ (320,000 ft ³)	\$0.343 (\$0.969)

* Note: 1 m³ = 1000 litres

2. Billing Period


Unless otherwise determined by resolution of Council, Meters shall be read and the Water Consumption and Flat Fee determined at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

J:\Clerks\Bylaws\BYLAWS\4845_SewerConnectionandRegulationAmend8_tf.doc

**CLERK'S DEPARTMENT
REPORT TO COUNCIL**

TO: Ken Watson, City Manager
FROM: Tim Pley, Fire Chief
COPIES TO: Mayor and Council
Davina Hartwell, City Clerk
DATE: June 30, 2015

I concur, forward to next
Regular Council Meeting
for Consideration:


Ken Watson, City Manager

SUBJECT: Fire Control Bylaw

Issue:

Council's endorsement is required for new Fire Control Bylaw and associated amendment to the City's Fees & Charges Bylaw.

Background:

In a May 2011 report on the City's Fire Department, Dugal Smith and Associates made several recommendations, the majority of which have now been implemented. One of the recommendations was that the City's "fire bylaws need to be updated along with reviewing related fees and fines."

At a regular meeting on November 25, 2013, Council endorsed the following resolution:

That staff be directed to proceed with preparation of an updated Fire Department Empowering Bylaw and Fire Control Bylaw.

Work on this new Bylaw is now complete and incorporates and updates three existing City fire-related bylaws (Fire Department Establishing Bylaw # 1996, Fire Control Bylaw # 3599, and Outdoor Burning Bylaw # 4457)."

An amendment to the City's Fees & Charges Bylaw is also required in conjunction with the Fire Control Bylaw to incorporate various fee provisions.

Recommendation:

Staff recommends Council's consideration of introduction and three readings of both "Fire Control Bylaw, 2015, Bylaw No. 4876" and "Fees and Charges Bylaw, 2007, Amendment No. 4, Bylaw No. 4880" as attached.

Respectfully submitted,



J:\Clerks\Memos\ID G H\2015\Council_Fire Control Bylaw approval_Jun30.doc

CITY OF PORT ALBERNI

BYLAW NO. 4876

FIRE CONTROL BYLAW

WHEREAS the *Community Charter* S.B.C. 2003, c. 26, as amended from time to time, authorizes Council, by bylaw, to regulate, prohibit and impose requirements in relation to municipal services, emergency exits, smoke alarms, and any matter within the scope of the *Fire Services Act*, and to authorize the municipal fire chief to exercise certain powers in relation to the prevention and suppression of fires;

AND WHEREAS the *Community Charter* S.B.C. 2003, c. 26, as amended from time to time, provides that a Municipality may by bylaw authorize the municipal fire chief and designate to exercise powers for fire related inspections and prevention;

AND WHEREAS the *Community Charter* S.B.C. 2003, c. 26 and *Fire Services Act* and its Regulations, as amended from time to time, a municipality may by bylaw regulate the prevention and control of fires and for regulating the conduct of persons at or near fires;

NOW THEREFORE, Council for the City of Port Alberni, in open meeting assembled, enacts as follows;

1. TITLE

- (a) This Bylaw may be cited as "Fire Control Bylaw, 2015, Bylaw No. 4876".

2. DEFINITIONS

- (a) Unless specifically defined herein, words and phrases used in this Bylaw shall be construed in accordance with the meanings assigned to them by the *Fire Services Act*, the *Building Code*, the *Fire Code* or the *Community Charter* as the context and circumstances require.
- (b) In this Bylaw:

"*Apparatus*" means any vehicle machinery, device, *Equipment* or material used for firefighting and *Assistance Response* and any vehicle used to transport *Members* or supplies;

"*Assistance Response*" means aid provided in respect of fires, alarms, explosions, medical assistance, floods, earthquakes or other natural disasters, escape of dangerous goods, rail or aeronautical incidents, motor vehicle or other accidents, or circumstances necessitating rescue efforts;

"*Building Bylaw*" means City of Port Alberni Building Bylaw No. 4577, 2005, as amended or replaced from time to time;

"*Building Code*" means the British Columbia Building Code, as amended or replaced from time to time;

"*Building Standards Bylaw*" means City of Port Alberni Building Standards, Bylaw No. 4826, as amended or replaced from time to time;

“Bylaw Enforcement Officer” means any person duly appointed by *Council* for enforcement of *City* bylaws;

“Campfire” means a small contained outdoor fire, not exceeding 0.5 meters in height and 0.5 metres in width, and used for cooking, ceremonial purposes, or social enjoyment;

“Captain” means a *Member* designated by the *Fire Chief* to assume specific supervisory powers and responsibilities, or a person designated to act in the place of the *Captain*;

“Chief Fire Prevention Officer” means a *Member* designated by the *Fire Chief* to perform fire prevention duties and to whom authorities may be assigned;

“City” means the City of Port Alberni;

“City Engineer” means the person designated by *Council* as the head of the *City’s* Engineering and Public Works Department;

“Combustible Material” means any material capable of being ignited;

“Council” means the Council for the *City*;

“Deputy Fire Chief” means a *Member* appointed to act on behalf of the *Fire Chief*;

“Equipment” means any tools, contrivances, devices, hoses or materials used by the *Fire Department* to combat an *Incident* or other emergency;

“False Alarm” means the activation of a *Fire Alarm System* that results in a response by the *Fire Department*, and for which the *Fire Alarm System* activation was not the result of a fire or other similar emergency;

“Fees and Charges Bylaw” means City of Port Alberni Fees and Charges Bylaw, 2007, No. 4665, as amended or replaced from time to time;

“Fire Alarm System” means a device or devices installed on or in real property and designed to issue a warning of a fire by activating an audible alarm signal or alerting a monitoring facility but does not include a fire alarm system that is intended to alert only the occupants of the dwelling unit in which it is installed;

“Fire Chief” means the *Member* appointed as head of the *Fire Department* and includes the *Deputy Fire Chief*;

“Fire Code” means the British Columbia Fire Code Regulation made under the *Fire Services Act*, as amended or replaced from time to time;

“Fire Department” means the Port Alberni Fire Department established in 1969 and continued under this Bylaw;

“Fire Hazard” means any condition, arrangement or act which increases the likelihood of fire or which may provide a ready fuel supply to augment the spread or intensity of a fire or which may obstruct, delay, hinder, or interfere with the operations of the *Fire Department* or the egress of occupants in the event of fire;

“Fire Protection” means all aspects of fire safety including but not limited to fire prevention, firefighting or *Fire Suppression*, pre-fire planning, fire investigation, public education and information, training or other staff development;

“Fire Protection Equipment” includes but is not limited to, *Fire Alarm Systems*, automatic *Sprinkler Systems*, special extinguisher systems, portable fire extinguishers, fire hydrants, water supplies for *Fire Protection*, standpipe and hose systems, fixed pipe *Fire Suppression* systems in commercial cooking exhaust systems, smoke control measures, and emergency power installations;

“Fire Safety Plan” means a fire safety plan for a building required under the *Fire Code* and this Bylaw, that includes, without limitation:

- (i) emergency procedures to be used in case of fire;
- (ii) training and appointment of designated supervisory staff to carry out fire safety duties;
- (iii) documents showing the type, location, and operation of fire emergency systems;
- (iv) the holding of fire drills;
- (v) the control of *Fire Hazards*; and
- (vi) inspection and maintenance of facilities for the safety of the building's occupants;

“Fire Services Act” means the *Fire Services Act*, RSBC 1996, c.144, as amended or replaced from time to time;

“Fire Suppression” means the controlling and extinguishing of fires;

“Fireworks Bylaw” means City of Port Alberni Fireworks Regulation Bylaw, 2013, No. 4819, as amended or replaced from time to time;

“Incident” means an event or situation to which the *Fire Department* has responded or would normally respond;

“Member” means a person employed by the *City* and holding a position within the *Fire Department*;

“Member in Charge” means the senior *Member* at the scene of an *Incident* or the *Member* that is appointed as such by the *Fire Chief*;

“Officer” means the *Fire Chief*, *Deputy Fire Chief*, *Captain*, *Chief Fire Prevention Officer*, and any *Member* designated by the *Fire Chief* to act in the capacity of an *Officer*;

“Resources” means any *Equipment*, *Apparatus* and agency assisting the *Fire Department*;

“Sprinkler System” means an integrated system or underground and overhead piping designed in accordance with *Fire Protection* standards which is normally activated by heat from a fire and discharges water over the fire area.

“Tsunami Warning System” means a communication system owned and operated by the City for the purpose of broadcasting warning messages regarding tsunamis and other emergencies to facilitate evacuations from hazard areas.

3. ADOPTION AND APPLICATION OF THE FIRE CODE

- (a) The *Fire Code*, as amended or replaced from time to time, is adopted and made part of this Bylaw, such that every provision of the *Fire Code* shall be considered a provision of this Bylaw.
- (b) Any person who contravenes, violates, or fails to comply with a provision of the *Fire Code* or this Bylaw commits an offence under this Bylaw.

4. CONTINUATION

- (a) The *Fire Department* is hereby continued for the purposes of providing the *Fire Protection* services contemplated under this Bylaw.

5. FIRE CHIEF

- (a) The *Fire Chief* shall report directly to the City Manager and shall be responsible for administering this Bylaw, for the management, control, and supervision of the *Fire Department* and its *Members*, and for the care, custody and control of all buildings, *Apparatus* and *Equipment* of the *Fire Department*.
- (b) The *Fire Chief* and any *Member* or other person authorized by the *Fire Chief* to act on behalf of the *Fire Chief* may exercise one or more of the following powers:
 - (i) make and enforce rules, regulations and operational guidelines for the proper and efficient administration and operation of the *Fire Department*, and vary, alter, or repeal such rules, regulations and operational guidelines;
 - (ii) enter on property and inspect premises for conditions that may cause a fire, increase the danger of a fire, or increase the danger to persons or property from fire;
 - (iii) take measures considered necessary for the prevention, control and extinguishment of fires, including the demolition of buildings and other structures to prevent the spreading of fires;
 - (iv) require an owner or occupier to undertake any actions the *Fire Chief* considers necessary for the purpose of removing or reducing any thing or condition the *Fire Chief* considers is a *Fire Hazard* or increases the danger of fire;
 - (v) exercise the following powers under Section 25 of the *Fire Services Act*:
 - (A) if an emergency arising from a *Fire Hazard* or from a risk of explosion causes the *Fire Chief* to apprehend imminent and serious danger to life or property, or of a panic, the *Fire Chief* may immediately take steps to remove the hazard or risk;
 - (B) if the *Fire Chief* believes that conditions exist in or near a hotel or public building that, in the event of a fire, might seriously endanger life or property,

the *Fire Chief* may immediately take action to remedy the conditions to eliminate the danger and may evacuate and close the hotel or public building; and

without limiting the foregoing, for these purposes may evacuate a building or area, and may call on police and other fire prevention authorities who have jurisdiction to provide assistance;

- (vi) provide for *Assistance Response*;
- (vii) enforce this Bylaw and any other *City* bylaws, rules, orders, and regulations respecting *Fire Protection*, and exercise the powers and duties imposed upon him/her by the *Fire Services Act*;
- (viii) inquire into, investigate, and record the causes of fires in the *City*;
- (ix) collect and disseminate information in regard to fires in the *City*;
- (x) investigate and make inquiries into fires;
- (xi) research best practices in methods of fire prevention;
- (xii) provide, advise, and make recommendations to other officers and employees of the *City*, to *Council*, and to the public, in accordance with any applicable *City* policies and procedures, the *Building Code*, the *Fire Code*, and the *Fire Services Act*, in relation to:
 - (A) the provision of adequate water supply and pressure;
 - (B) the installation and maintenance of *Fire Protection Equipment*;
 - (C) the enforcement of measures for the prevention or suppression of fire and the protection of life and property;
 - (D) life safety or rescue equipment; and
 - (E) fire prevention generally.
- (xiii) activate the *Tsunami Warning System* in the following situations:
 - (A) a tsunami warning affecting the Port Alberni area has been issued by Emergency Management British Columbia;
 - (B) a tsunami warning affecting the Port Alberni area has been issued by the National Oceanic and Atmospheric Administration (NOAA) Pacific Warning Center;
 - (C) An earthquake affecting the Alberni Valley occurs, the magnitude of which makes standing difficult.

6. INDEMNIFICATION

- (a) The *City* will indemnify every *Member*, *Officer*, *Fire Chief* and *Deputy Fire Chief* against any claim for damages brought against that person arising out of the performance of that person's duties and, in addition, will pay for any legal costs reasonably required or incurred by that person in relation to a court proceeding arising out of such a claim.

7. SERVICES

- (a) The *Fire Department* shall provide services as set out in Schedule A of this Bylaw.

8. JURISDICTION

- (a) The limits of the jurisdiction of the *Fire Chief* and the *Officers* and *Members* of the *Fire Department* are set out in Schedule B of this Bylaw.
- (b) In the event of an out-of-jurisdiction *Incident* that poses potential danger to the *City* or in the best interest of the *City*, subject to the approval of the *Fire Chief* and where consent in accordance with Section 13 of the *Community Charter* has been provided, *Equipment*, *Apparatus* and personnel of the *Fire Department* may be used outside the geographic boundaries of the *City* and/or outside of the jurisdictional boundaries set out in Schedule B.

9. PREVENTION, CONTROL AND ENFORCEMENT

- (a) The *Fire Department* may, to the extent authorized by Sections 8(3)(g) and 66 of the *Community Charter*, take all necessary measures for the prevention, suppression, control, and extinguishment of fires, for mitigating the effects of *Incidents* involving dangerous goods, and for the protection of life and property, including conducting *Assistance Response* and administering emergency medical services.

10. RIGHT TO ENTER

- (a) The *Fire Chief*, designate, and *Bylaw Enforcement Officers* are authorized to enter on property at any time in order to ascertain whether the requirements of this Bylaw are being met.
- (b) The *Fire Chief* and any other *Officer* or *Member in Charge* at an *Incident* is authorized to enter premises where an *Incident* has occurred and to cause any *Members*, *Resources*, and the *Apparatus* and *Equipment* of the *Fire Department* to enter the premises, as deemed necessary, in relation to an *Incident*.

11. NO INTERFERENCE

- (a) No person shall interfere with or obstruct the entry of any *Member* or *Officer* onto any land to which entry is made or attempted pursuant to the provisions of this Bylaw.
- (b) No person shall interfere with or refuse to permit any *Member* or *Officer* to enter into or upon premises in relation to which an alarm or other request for assistance has been received or in or upon which a *Member* or *Officer* has reasonable grounds to believe that an *Incident* has occurred or may occur.

- (c) A person must not interfere with any *Member* or *Officer* or refuse to permit any *Member* or *Officer* to enter into or upon premises or a fire scene to determine:
 - (i) the cause and origin of the fire;
 - (ii) the activation of a *Fire Alarm System*; or
 - (iii) the presence and functioning of a *Sprinkler System* or other life safety protection system.

12. PROHIBITION AGAINST ENTRY

- (a) A person must not, except as authorized by the *Fire Chief*, an *Officer* or a *Member in Charge* at an *Incident*.
 - (i) enter any building or premises threatened by an *Incident*;
 - (ii) enter within an area designated by ropes, guards, or tape erected by or under the direction of a peace officer or a *Member* across or around any street, lane, alley or building; or
 - (iii) refuse to move from such designated area when directed to do so by a peace officer or *Member*.

13. NO OBSTRUCTION AT ASSISTANCE RESPONSE

- (a) A person must not impede, hinder or obstruct any *Member* at an *Assistance Response* and every person must comply with orders or directions of a *Member* engaged in an *Assistance Response*.
- (b) Any person who interferes with a *Member* in the performance of their duties, or fails to comply with an order or direction of a *Member* under subsection (a) above, may be removed from the scene of such *Assistance Response* by a peace officer or any *Member*.
- (c) No person shall damage or destroy *Fire Department Apparatus* or *Equipment*.
- (d) No person at an *Incident* shall drive a vehicle over any hoses or *Equipment* without permission of the *Fire Chief*, an *Officer* or a *Member in Charge*. Persons who drive over *Fire Department Equipment*, without instruction to do so by a *Member*, may, in addition to any other penalty, be required to pay the actual costs of repairing or replacing damaged *Equipment*.

14. FALSE REPRESENTATION

- (a) No person shall make false representations as to being a *Member* of the *Fire Department*, or wear or display any *Fire Department* badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation.

15. OUTDOOR BURNING

- (a) Open air burning is permitted only in strict accordance with the following requirements and conditions:

- (i) no person shall light, or start, or knowingly allow or cause to start or ignite any fire of any kind in open air between April 15 and October 15 of each year;
 - (ii) open air burning is restricted to hand-piled fires not larger than 1 meter in diameter;
 - (iii) open air burning must not take place within 3 meters of any grass, shrubbery, or wooden fence or any other *Combustible Material* or within 6 meters of any building;
 - (iv) a competent adult person shall remain in charge at the site of such fire at all times until such fire is extinguished;
 - (v) open air burning shall not begin prior to dawn, and no person shall add fuel added or stoke an outdoor fire after dusk;
 - (vi) no person shall allow a fire ignited by them to escape from the point of origin, and such person(s) shall be liable for any and all damages caused by said fire and/or all costs of the *Fire Department* extinguishing same;
 - (vii) no person shall burn in the open air any manufactured material, including dimensional lumber, or any compostable organic material such as but not limited to grass cuttings, leaves or vegetable matter. Permissible open air burning fuels include dry firewood, branches and stems originating from the parcel of land where the open air burning occurs;
 - (viii) notwithstanding subsections (i), (ii), (v) and (vii) above, and subject to subsections (ix) and (x) below, *Campfires* are allowed throughout the year but shall not begin prior to dawn and must be extinguished before 22:00 hours local time;
 - (ix) no incinerator or other device or appliance, including burn barrels, shall be erected or used outside of the walls of any building;
 - (x) open air burning is prohibited for land clearing debris, wastes from construction, and building demolition materials;
 - (xi) no visible smoke may leave the property of origin.
- (b) Notwithstanding any of the above, open air burning is allowed where authorized by the *Fire Chief*, for the purposes of reducing hazardous conditions, for *Fire Department* training, or for the good of the *City*.
- (c) Notwithstanding any of the above, the *Fire Chief* may, at his discretion, suspend any or all outdoor burning for reasons of public nuisance or public safety, including but not limited to, air quality and risk of fire spread, and in such event no person shall carry on open burning within the *City*.

16. FIRE PROTECTION EQUIPMENT

- (a) Every owner of premises must ensure that all *Fire Protection Equipment* required under the *Building Code* or *Fire Code* is inspected, tested and maintained in accordance with good engineering practices and the applicable standards, requirements and guidelines of the *Building Code*, the *Building Bylaw*, the *Fire Code*, this Bylaw and all other applicable enactments, all as amended or replaced from time to time, and any equivalents or alternative solutions required or accepted under those enactments.
- (b) *Fire Department* pumper connections shall be located and positioned in accordance with the *Building Code* and approved by the *Fire Chief* or designate.
- (c) All *Fire Department* pumper connections and protective caps shall be kept in place at all times and, where such connections or protective caps are missing, the building owner or occupier shall promptly cause the connections to be examined for accumulated material, back-flushed if such material is present or suspected, or upon the direction of the *Fire Chief* or the *Fire Chief's* designate, and shall ensure the connections and caps are replaced.
- (d) Every owner or occupier of a building must ensure that accesses to *Fire Department* connections for *Sprinkler Systems* or standpipe systems are clearly identified, functional, kept in good repair and maintained free of obstructions at all times.
- (e) Every owner or occupier of a building shall ensure that signs are displayed identifying:
 - (i) which *Fire Department* connection serves a particular *Sprinkler System* or standpipe system; and
 - (ii) the maximum pumping inlet pressure at a *Fire Department* connection.
- (f) Every owner of premises for which a *Sprinkler System* is required under the *Building Code* or the *Building Bylaw* must, in accordance with the requirements of the *Fire Code*, maintain, repair and upgrade the *Sprinkler System* to accommodate any material change in use or occupancy that results in a greater *Fire Hazard* than that which the *Sprinkler System* was intended to accommodate.
- (g) When a building equipped with a *Sprinkler System* or a standpipe is being demolished, the system or standpipe shall be maintained in operation, subject to sequential deactivation, until the demolition work is completed.
- (h) The owner and occupier of every premise with residential occupancy must ensure that all installed smoke alarms are maintained, tested, repaired and replaced in accordance with the requirements of the manufacturer.

17. FIRE HYDRANTS

- (a) The fire hose connection type, hydrant color coding and location of all fire hydrants and other *Fire Department* connections shall be subject to the approval of the *Fire Chief* and *City Engineer*.
- (b) No person, except a *Member*, shall use or take water from any fire hydrant or standpipe, nor make any attachment to a fire hydrant or standpipe, without first obtaining written permission from the *City Engineer* or *Fire Chief* to do so.

- (c) No person shall tamper with the mechanical operation of a fire hydrant.
- (d) No person shall remove a fire hydrant from its authorized or required location unless authorized to do so by the *Fire Chief* and in accordance with any direction, conditions, measures, or requirements of the *Fire Chief*.
- (e) Where a fire hydrant is located on private property, the owner or occupier of the premises must:
 - (i) ensure that all requirements of the *Building Code* are complied with during installation of the fire hydrant;
 - (ii) maintain space around the fire hydrant with stable ground cover and a clear and unobstructed area as shown in Schedule C.
- (f) If an owner or occupier fails to properly maintain the hydrant area in accordance with the access route specifications set out in the *Building Code* and Schedule C, the *Fire Chief* may issue an order to the owner or occupier to comply with such specifications within a time period specified in the order.
- (g) If an owner or occupier fails to comply with an order issued under the subsection (f) above within the time specified in the order, the *City* may enter onto the property and carry out such work at the cost of the owner.
- (h) The owner or occupier of premises on which a private fire hydrant is installed must ensure that the hydrant is maintained in good working condition at all times and that the hydrant is inspected, serviced and tested at least yearly by a qualified person in accordance with the requirements of the *Fire Code*.
- (i) Without limiting subsection (h) above, the owner of property on which a private fire hydrant is installed must maintain the hydrant in accordance with the *Fire Code* and must upon request provide the *Fire Chief* with a written report of the inspection, servicing and testing performed on the private fire hydrant.

18. FIRE ALARM SYSTEMS

- (a) Every owner or occupier of any premises with a *Fire Alarm System* must maintain and provide to the *Fire Department*, in writing, the names and telephone numbers of three (3) contact persons, at least one of whom is available 24 hours a day by telephone to attend within 30 minutes of notification by the *Fire Department* to enter and secure the premises at an *Incident*.
- (b) The owner or occupier must notify the *Fire Department* in writing within 7 days of any changes in the names or addresses of contact persons.
- (c) The owner or occupier must provide to every contact person designated under the above subsection (a) full access to the premises for which they have responsibility and full authority to take control of and operate the *Fire Alarm System* and secure the premises on completion of *Assistance Response* or other *Incident*.
- (d) Where a contact person fails to respond to a fire alarm and attend the premises within 30 minutes:

- (i) the *Fire Department* may use whatever means are necessary to gain entry to the premises to investigate the fire alarm without payment to the owner or occupier of any compensation whatsoever for damage caused to the premises by such forced entry; and
- (ii) the owner or occupier of the premises shall be liable to reimburse the *City*, at the rates specified from time to time in the *Fees and Charges Bylaw* for the cost to the *City* of all time during which *Fire Department Apparatus* and *Members* were required to remain on standby at the premises, commencing after the 30 minute time period specified in this subsection, until such time as a contact person, owner or occupier arrives to attend at, provide access to, or secure the premises.

19. ACTIVATION OF A FIRE ALARM SYSTEM

- (a) A person must not activate a *Fire Alarm System* unless:
 - (i) there is a fire;
 - (ii) the person reasonably believes that a fire or other *Incident* is occurring or is imminent; or
 - (iii) the activation is carried out for testing purposes by persons authorized by the *Fire Chief*.

20. FIRE SAFETY PLANNING

- (a) The owner or occupier of any building required by the *Fire Code* to have a *Fire Safety Plan* prepared in cooperation with the *Fire Department* must:
 - (i) ensure that the *Fire Safety Plan* is compliant and consistent with the requirements of the *Fire Code*;
 - (ii) prepare the *Fire Safety Plan* in a form, format and diagram template acceptable to the *Fire Chief* and submit the *Fire Safety Plan* to the *Fire Chief* for review;
 - (iii) pay the fee prescribed in the *Fees and Charges Bylaw* for review of the *Fire Safety Plan*;
 - (iv) review the *Fire Safety Plan* at least annually in accordance with the requirements of the *Fire Code* and if material changes have occurred in relation to the building, use, or occupancy, submit an updated plan to the *Fire Chief* for review; and
 - (v) locate the *Fire Safety Plan* on the premises in a location and manner acceptable to the *Fire Chief* to allow for reference by the *Fire Department*.

21. NO OBSTRUCTIONS

- (a) A person must not cause to be placed, stored, or maintained upon any roof or balcony any material or object which may interfere with access or egress or *Fire Department* operations in case of fire or other emergency, and shall remove all such objects or materials upon the order of the *Fire Chief* or any *Member*.

- (b) A person must not obstruct access passageways on a roof surface required by the *Fire Code* or *Building Code*.
- (c) Every owner or occupier of premises must at all times ensure that all exits and means of egress required under the *Building Code*, *Fire Services Act*, *Fire Code* or the *Building Bylaw* or the *Building Standards Bylaw* are properly maintained and remain unobstructed at all times.

22. REGULATION OF FIRE HAZARDS

- (a) A person must not cause or permit *Combustible Materials*, growth, waste, or rubbish of any kind to accumulate in or around premises in such a manner as to endanger property or constitute a *Fire Hazard*.
- (b) The *Fire Chief* may order any person to remove or otherwise deal with accumulation or materials or growth referred to in subsection (a) above and upon receipt of such order, that person shall take whatever action is specified in the *Fire Chief's* order within the time period specified therein, failing which the *Fire Department* may take whatever action is necessary to remove the *Fire Hazard* at the expense of the person to whom the order is directed or the owner or occupier of the premises.
- (c) No person shall deposit, or allow to be deposited, ashes or other materials or things taken from any stove, furnace, fireplace, or heating appliance, in anything other than a metal or other non-combustible container.
- (d) No person shall deposit or allow or cause to be deposited any greasy or oily rags or other material or things or substances likely to ignite spontaneously or aid in the spread of fire, in anything other than a suitable metal or non-combustible container or receptacle equipped with a close fitting lid.
- (e) No person shall keep or store or cause to be kept or stored any accumulation of material that might cause a fire, contribute to the spread or severity of a fire, pose a risk to neighbouring improvements, pose a risk to *Members* or limit the ability of *Members* to evacuate victims of a fire.
- (f) No person shall allow or permit to be allowed any flammable or toxic liquid to enter into any drainage system, toilet, septic tank or other fixture attached thereto, or connected to any sewer or drainage system.
- (g) The *Fire Chief* or designate may order the owner of an existing multiple-family residential, assembly, mercantile, business or personal services, industrial, care or detention occupancy to provide or make alterations to *Fire Protection Equipment* and systems including heat and smoke detection, fire alarms, fire extinguishers, *Sprinkler Systems*, exit signs, emergency lighting, fire separations and means of egress in order to provide adequate life safety to its occupants, provided that the requirements of any such order may not exceed those establishing by the *Building Code* or *Fire Code* or building regulations established in accordance with the *Building Code* or *Fire Code*. Any owner may satisfy the requirements of an order through equivalents or alternative solutions accepted by the *Fire Chief* or designate.

23. VACANT PREMISES

- (a) For the purpose of this Section 23, vacant premises includes a lot, building or other structure in respect of which a water or electricity service has been intentionally discontinued, other than for temporary maintenance, repair or upgrading, so that the condition of the premises is not suitable for human habitation or other occupancy that is normally permitted.
- (b) The owner of vacant premises must promptly act to ensure that, at all times:
 - (i) the premises are free from litter and debris or accumulations of combustible or flammable materials except where storage of combustible or flammable materials is in strict accordance with the *Fire Code* and this Bylaw;
 - (ii) all openings in the premises are securely closed and fastened in a manner acceptable to the *Fire Chief* or designate so as to prevent fires and the entry of unauthorized persons; and
 - (iii) *Sprinkler Systems* and *Fire Alarm Systems* remain operational as per requirements of the *Fire Code*.
- (c) Where an owner fails to securely close a vacant building as required by subsection (b) above, the *Fire Chief* or designate may, by notice in writing, order the owner to secure the building or other part of the vacant premises against unauthorized entry in a manner set out in the notice.
- (d) If an owner of vacant premises fails to bring the premises into compliance with this Bylaw within twenty-four (24) hours of receiving a notice under subsection (c) above, or if the *Fire Chief* or designate is unable to contact the owner within twenty-four (24) hours of finding vacant premises in an unsecured state, the *Fire Chief* or designate may cause the premises to be secured by *City* employees or agents, who may board up or otherwise secure doors, windows, and other points of entry into the premises in order to prevent fires and unauthorized entry, at the cost and expense of the owner.

24. DAMAGED BUILDINGS

- (a) The owner of a building or other structure that has been damaged due to fire, explosion, or similar event must immediately ensure that all openings and points of entry into the building are kept securely closed and fastened in a manner acceptable to the *Fire Chief* so as to prevent the entry of unauthorized persons, or that one or more security guards are stationed to prevent such entry. If the owner fails to provide the necessary security to the damaged building within 2 hours of reasonable attempts by the *Fire Chief* to notify the building owner or the owner's appointed representative, the *Fire Chief* may cause the work to be carried out at the cost and expense of the owner.

25. INSPECTION OF PREMISES

- (a) The *Fire Chief* and any *Member* designated by the *Fire Chief* is hereby authorized to enter at all reasonable times upon any premises to inspect and determine whether or not:
 - (i) the premises are in such a state of disrepair that a fire starting therein might spread so rapidly as to endanger life or other premises or property;

- (ii) the premises are so used or occupied that fire would endanger life or property;
 - (iii) combustible or explosive materials are being kept on the premises or other flammable conditions exist in or about the premises so as to endanger life or property;
 - (iv) in the opinion of the *Fire Chief* or a *Member*, a *Fire Hazard* exists in or about the premises; or
 - (v) the requirements of this Bylaw and the *Fire Code* are being complied with.
- (b) No person shall obstruct, hinder or prevent the *Fire Chief* or any *Member* from entering into or upon any premises for the purpose of inspecting the premises in the ordinary course of their duties.
 - (c) Every occupier of premises shall provide all information and shall render all assistance required by the *Fire Chief* or any *Member* in connection with the inspection of such premises pursuant to this Bylaw, the *Fire Code*, and the *Fire Services Act*.
 - (d) No person shall purposely withhold or falsify any information required by the *Fire Chief* or any *Member* under this Bylaw, the *Fire Code*, or the *Fire Services Act*.

26. FREQUENCY OF INSPECTIONS DELEGATED

- (a) The authority and duty of *Council* under the *Fire Services Act* to establish, revise and implement a regular system of inspections of hotels, public buildings, churches, theatres, halls or other buildings used as a place of public resort in the *City* is delegated to the *Fire Chief* and for this purpose the *Fire Chief* is delegated the authority to establish a system of regular inspections which will provide different frequencies of inspection depending on a building's *Building Code* building classification, its use, age, past inspection history and fire risk assessment.
- (b) The *Fire Chief* must report to *Council* as and when requested by *Council* on the inspection system created and implemented under subsection (a) above.

27. NUISANCE AND DANGEROUS GOODS INCIDENTS

- (a) Every person who, willfully or recklessly and without reasonable cause:
 - (i) sets or causes a fire or explosion to which the *Fire Department* must respond; or
 - (ii) causes a fire or any other loss that can be directly attributed to the use of fireworks contrary to the requirements and restrictions of the *Fireworks Bylaw*,

shall be deemed to have caused a nuisance and, in addition to any penalty imposed under this Bylaw or otherwise by law, shall be liable to pay the actual costs and expenses incurred by the *Fire Department* in abating that nuisance by responding to and investigating the fire or loss, calculated in accordance with the rates set out in the *Fees and Charges Bylaw*.

- (b) Every owner, carrier, agency, organization or other person having responsibility for the transport, storage or use of dangerous goods, shall be responsible, at that person's own cost and expense, for the clean-up and safe disposal of all such dangerous goods arising from any *Incident*, and a person who fails to do so shall be liable to pay the actual costs and expenses incurred by the *Fire Department* in performing such work including:
 - (i) the costs and expenses incurred by the *City* or its contractors or agents for the clean-up and safe transport and disposal of the dangerous goods; and
 - (ii) the costs incurred by the *Fire Department* in mitigating the dangerous goods *Incident*, including without limitation, *Equipment* and *Apparatus* replacement and decontamination costs.
- (c) If a fire cause or other investigation is required, and cannot be conducted immediately, the owner is required to provide for *Incident* security through a recognized security agency that is acceptable to the *Fire Chief*.
- (d) All costs associated with providing required security at an *Incident*, as described in subsection (c) above, are the sole responsibility of the owner or occupier.

28. FALSE ALARM INCIDENT FEES

- (a) The owner or occupier of premises containing a *Fire Alarm System* shall, on the occurrence of a fourth *False Alarm* and for each subsequent *False Alarm* occurring in any 12 month period, pay the *City* a fee for each such *False Alarm* in accordance with the *Fees and Charges Bylaw*.
- (b) Where an owner or occupier makes documented improvements to a *Fire Alarm System* through a fire protection technician, or takes other steps acceptable to the *Fire Chief*, to reduce or eliminate future *False Alarms*, then, upon receipt of an application in writing within thirty days of the most recent *False Alarm*, the *Fire Chief* may deem for the purposes of the above subsection (a) that, until another *False Alarm* occurs, no *False Alarm* of the *Fire Alarm System* has occurred.
- (c) Where a person fails to notify the monitoring company or the *Fire Department* when carrying out testing, repair, maintenance, adjustments or alterations to a *Fire Alarm System*, as required by this Bylaw, and such failure results in the activation of the *Fire Alarm System* resulting in a response by the *Fire Department*, that occurrence will be deemed to be a *False Alarm* for the purposes of this Bylaw.

29. FIRE ORDERS

- (a) In addition to authority provided for orders by the *Fire Chief* or designate elsewhere in this Bylaw, if a person contravenes or fails to comply fully with any provision of this Bylaw, or if conditions exist in or upon any premises which in the opinion of the *Fire Chief* or designate, constitute a *Fire Hazard* or other danger to life or property, the *Fire Chief* or designate may, in writing, issue such order to that person as necessary to ensure full and proper compliance with this Bylaw or to remove or otherwise deal with the *Fire Hazard* or other danger.

- (b) An order made by the *Fire Chief* or designate under this Bylaw may be served:
 - (i) by delivering it or causing it to be delivered to the person to whom it is directed;
 - (ii) by sending the order by mail to the last known address of the property owner; or
 - (iii) if the person to whom it is directed cannot be found, is not known or refuses to accept service of the order, by posting a copy of the order in a conspicuous place on the premises that is subject to the order.
- (c) If an order has been posted in accordance with subsection (b) above, a person must not remove, deface or destroy the order.
- (d) A person against whom an order has been made by a designate of the *Fire Chief* under this Bylaw may, before the expiration of ten (10) days from the date of the order, appeal in writing to the *Fire Chief*, who may uphold the order, vary or set aside the order, or issue an alternative order.
- (e) Every order issued by the *Fire Chief* shall state a date by which the order shall be carried out, which date shall, in the discretion of the issuer, have regard to the degree of urgency involved in correcting or removing conditions which may tend to increase the hazard of fire or danger to life and property.
- (f) Where a person is in default of an order made pursuant to this Bylaw, the *City* by its employees, servants or agents may enter the premises and effect such work as is required in the notice at the cost and expense of the owner or occupier of the premises, payable upon receipt of invoice from the *City*.

30. PENALTIES

- (a) The provisions of this Bylaw may be enforced by any *Bylaw Enforcement Officer*, *Fire Chief* and *Chief Fire Prevention Officer*.
- (b) Any person who:
 - (i) contravenes, violates or fails to comply with any provision of this Bylaw or of any order issued under this Bylaw;
 - (ii) suffers or permits any act or thing to be done in contravention or violation of any provision of this Bylaw or any order issued under this Bylaw; or
 - (iii) fails or neglects to do anything required to be done under this Bylaw or any order issued under this Bylaw,

commits an offence and, upon conviction, shall be liable to a fine or penalty not exceeding \$10,000.00, and where the offence is a continuing one, each day the offence continues shall constitute a separate offence.
- (c) This Bylaw is designated pursuant to Section 264 of the *Community Charter*, as a bylaw that may be enforced by means of a ticket in the form prescribed.

- (d) Pursuant to Section 264(1)(c) of the *Community Charter*, the words or expression set forth in Column 1 of Schedule D of this Bylaw, under the heading "Description of Offence", designate the offence committed under that section of this Bylaw appearing in Column 2 of Schedule D, under the heading "Section", opposite the respective words or expressions.
- (e) Pursuant to Section 265(1)(a) of the *Community Charter*, the fine amount set forth in Column 3 of Schedule D of this Bylaw, under the heading "Amount of Fine", is the fine amount that corresponds to the section number and words or expressions set out in Columns 1 and 2 of Schedule D opposite the fine amount.

31. COST RECOVERY FOR RE-INSPECTION

- (a) Where an owner or operator of a building is notified by the *Fire Department* of a deficiency under this Bylaw or the *Building Code* or *Fire Code*, and that deficiency was reported as a result of an inspection by the *Fire Department*, the *Fire Department* may re-inspect that premises. If, upon re-inspection after a period of time deemed reasonable by the *Fire Chief*, the deficiency has not been remediated, the owner of said building will be charged the re-inspection fee set out in the *Fees and Charges Bylaw* for the re-inspection and each subsequent re-inspection thereafter until the deficiency has been remediated.

32. GENERAL FEE REGULATIONS

- (a) Where under this Bylaw the *City* is authorized or required to provide work or services to lands or improvements, and the costs incurred by the *City* in carrying out such work or services are not paid when due and payable, the *City* may recover those costs from the owner of the lands or improvements in the same manner and with the same remedies as ordinary taxes and, if the costs remain unpaid on December 31, they shall be deemed to be taxes in arrears.

33. SEVERABILITY

- (a) If any part, section, subsection or phrase of this Bylaw is held to be invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the Bylaw will be deemed to have been enacted without the invalid portion.

34. APPLICATION

- (a) The provisions of this Bylaw apply to all buildings, structures, premises and conditions within the *City* and, for certainty, apply to both existing buildings and buildings under construction.

35. GENDER AND NUMBER

- (a) Wherever the singular or masculine is used in this Bylaw, the same shall be construed as meaning the plural, feminine or the body corporate or politic where the context so requires.

36. ADOPTION

- (a) This Bylaw comes into force and takes effect on the date of its adoption by *Council*.

37. REPEAL

- (a) Fire Regulation Bylaw No. 3599 and its associated amendments are hereby repealed.

READ A FIRST TIME THIS DAY OF , 2015.

READ A SECOND TIME THIS DAY OF , 2015.

READ A THIRD TIME THIS DAY OF , 2015.

FINALLY ADOPTED THIS DAY OF , 2015.

Mayor

Clerk

SCHEDULE A

The services provided by the *Fire Department* are set out below and include other services that, from time to time, *Council* directs to be provided.

Services	
Service	Description of Service
Fire Prevention	Regular system of inspections (utilizing a <i>Chief Fire Prevention Officer</i> , fire company inspections, third party inspectors), support the <i>City's</i> Planning Department in plan review, public fire safety education
Structural <i>Fire Suppression</i>	The Department is authorized to provide fire suppression activities with and subject to the limitations set out in the Full Service Level as defined in the <i>British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook</i> (September 2014), set under paragraph 3(3)(b) of the <i>Fire Services Act</i> (B.C.).
Marine <i>Fire Suppression</i>	Land-based and/or fire boat-based marine firefighting.
Marine Rescue	Land-based and/or fire boat-based marine rescue provided in support of Royal Canadian Marine Search and Rescue, and/or Port Alberni Port Authority.
Shipboard Firefighting	Land-based, shipboard above deck and/or fire boat-based shipboard firefighting under direction of Port Alberni Port Authority Harbour Master.
Confined Space Rescue	Confined space rescue services within City of Port Alberni and contract service areas.
Technical Rope Rescue	Technical rope rescue services within City of Port Alberni and contract service areas.
Slope Rescue	Slope rescue services within City of Port Alberni and contract service areas, in support of Alberni Valley Rescue Squad.
Automobile Extrication Rescue	Rescue extrication services where victims may be trapped in or under an automobile or other vehicle, or entrapped by machinery, or other similar situation.
Hazardous Materials Mitigation	Response to and mitigation of incidents, in support of responsible party.
Wildland Fire Suppression	Control and response of fire involving organic material, grass, brush, or forest
Swift Water Rescue	Rescue services conducted from near, over, but not in moving water.
Open Water Rescue	Rescue services conducted from near, over, but not in standing water
Medical First Responder	Emergency medical services in partnership with BC Emergency Health Services (BCEHS) and in support of BC Ambulance Service
Public Assistance	Providing aid to members of the public where that aid is not inconsistent with the purpose of the fire department, and where that aid does not fall within another category of service
Other	Other emergency or non-emergency public service(s) as authorized by the <i>Fire Chief</i>

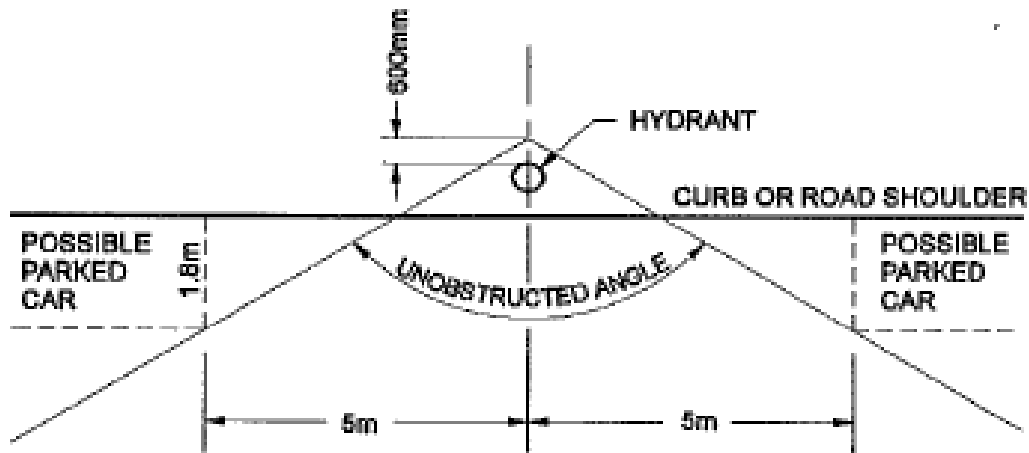
SCHEDULE B

The limits of the jurisdiction of the *Fire Chief* and the *Officers and Members* of the *Fire Department* will extend to the area and boundary of the City of Port Alberni, including any areas for which the *City* has service delivery agreements, and also includes areas that, from time to time, *Council* directs services to be provided within and where consent in accordance with section 13 of the *Community Charter* has been provided, specifically;

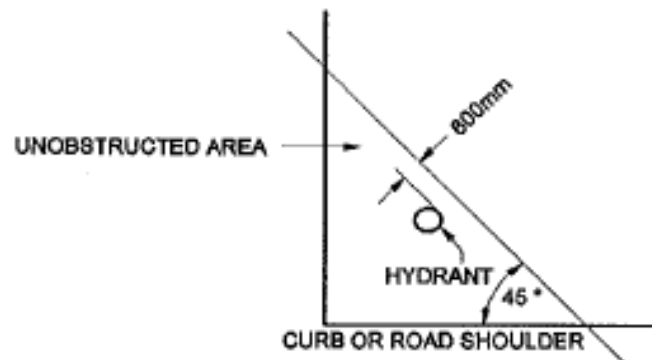
- Coulson Forest Products Seizai Road property (as set out in CPA Bylaw # 4125)
- China Creek Marina and Campground
- Marine response area between China Creek Marina and Somass River bridge, extending from shoreline to shoreline
- Marine response downstream of China Creek to the Port Alberni Port Authority Harbour boundary in support of Port Alberni Port Authority
- Tseshah First Nation Teepis Reserve 2 (Polly's Point)
- Tseshah First Nation Tsahaheh Reserve 1
- Hupacasath First Nation Ahahswinis Reserve 1
- Cherry Creek Fire Department, Sproat Lake Fire Department and Beaver Creek Fire Department response areas (Mutual Aid)
- Sproat Lake Fire Department and Beaver Creek Fire Department response areas (Automatic Mutual Aid)
- Alberni Clayoquot Regional District and Nanaimo Regional District (road rescue services)
- Alberni Clayoquot Regional District and Nanaimo Regional District (hazardous material incident response, rescue, basic first aid, structural firefighting, wildland firefighting)

SCHEDULE C

Fire Hydrants other than at an intersection:



Fire Hydrants at an intersection:



SCHEDULE D

Column 1 Description of Offence	Column 2 Section #	Column 3 Amount of Fine
Obstruction of entry	11(a)	\$200.00
Interference with member entry	11(b)	\$200.00
Obstruction of access	11(c)	\$200.00
Unauthorized entry	12(a)	\$200.00
Obstruction at assistance response	13(a)	\$200.00
False representation	14(a)	\$200.00
Outdoor fire out of season	15(a)(i)	\$200.00
Fire larger than 1 metre in diameter	15(a)(ii)	\$200.00
Outdoor fire location	15(a)(iii)	\$200.00
Outdoor fire failure to provide a competent adult	15(a)(iv)	\$200.00
Outdoor fire contrary to time of day	15(a)(v)	\$200.00
Outdoor fire escape from point of origin	15(a)(vi)	\$200.00
Outdoor fire burning of unauthorized material	15(a)(vii)	\$200.00
Campfires contrary to time of day	15(a)(viii)	\$200.00
Outdoor fire of unauthorized appliance	15(a)(ix)	\$200.00
Prohibited burning	15(a)(x)	\$200.00
Outdoor fire producing visible smoke	15(a)(xi)	\$200.00
Outdoor burning during suspension	15(c)	\$200.00

Column 1 Description of Offence	Column 2 Section #	Column 3 Amount of Fine
Failure to maintain fire protection equipment	16(a)	\$200.00
Improper location of pumper connections	16(b)	\$200.00
Pumper connections and protective caps	16(c)	\$200.00
Obstruction to access	16(d)	\$200.00
Identifying signs	16(e)	\$200.00
Sprinkler system	16(f)	\$200.00
Sprinkler system during building demolition	16(g)	\$200.00
Smoke alarms	16(h)	\$200.00
Improper hydrant	17(a)	\$200.00
Unauthorized use of hydrant	17(b)	\$200.00
Tampering with hydrant	17(c)	\$200.00
Unauthorized removal of hydrant	17(d)	\$200.00
Hydrant on private property	17(e)	\$200.00
Hydrant maintenance	17(h)	\$200.00
Activation of fire alarm system	19(a)	\$200.00
Material on roof or balcony	21(a)	\$200.00
Obstruction on roof	21(b)	\$200.00
Obstruction of exits	21(c)	\$200.00
Accumulation of combustible materials	22(a)	\$200.00
Depositing of ashes	22(c)	\$200.00
Depositing of substances likely to ignite	22(d)	\$200.00

Column 1 Description of Offence	Column 2 Section #	Column 3 Amount of Fine
Storage of material that might cause a fire	22(e)	\$200.00
Allowing flammable or toxic liquid into drainage system	22(f)	\$200.00
Parked vehicle where fuel leaking	22(g)	\$200.00
Keeping vacant premises in safe condition	23(b)	\$200.00
Keeping damaged buildings in safe condition	24(a)	\$200.00
Obstruction of Inspection	25(b)	\$200.00
Information required for inspections	25(c)	\$200.00
Withholding or falsifying information	25(d)	\$200.00
Removing or destroying order	29(c)	\$200.00

CITY OF PORT ALBERNI

BYLAW NO. 4880

A BYLAW TO AMEND FEES AND CHARGES BYLAW, 2007, BYLAW NO. 4665

THE MUNICIPAL COUNCIL OF THE CITY OF PORT ALBERNI IN OPEN MEETING
ASSEMBLED ENACTS AS FOLLOWS:

1. Title

This Bylaw may be known and cited for all purposes as **“Fees and Charges Bylaw, 2007, Amendment No. 4, Bylaw No. 4880”**.

2. Amendments

Fees and Charges Bylaw, 2007, Bylaw No. 4665 is hereby amended by deleting Part F of Schedule “A” and replacing it with Schedule “A” to this bylaw.

READ A FIRST TIME THIS ____ DAY OF _____, 2015.

READ A SECOND TIME THIS ____ DAY OF _____, 2015.

READ A THIRD TIME THIS ____ DAY OF _____, 2015.

FINALLY ADOPTED THIS ____ DAY OF _____, 2015.

Mayor

Clerk

J:\Clerks\Bylaws\BYLAWS\4880_FeesCharges_AmendmentNo4_2015.docx

SCHEDULE "A"

F.	FIRE PROTECTION SERVICES (Fire Control Bylaw, 2015, Bylaw No. 4876)	
1.	Work done to effect compliance with an order to maintain hydrant area in default of owner (s. 17(g))	Actual cost
2.	Fire Department standby – contact person not arriving within 30 minutes after alarm (s. 18(d)(ii))	Actual cost
3.	Fire Safety Plan review (s.20(a)(iii))	\$100.00
4.	Vacant building – securing premises (s. 23(d))	Actual cost
5.	Damaged building – securing premises (s. 24(a))	Actual cost
6.	Nuisance investigation, response and abatement (s. 27(a))	Actual cost
7.	Mitigation, clean-up, transport, disposal of dangerous goods (s. 27(b))	Actual cost
8.	False Alarm attendance – 4 th alarm and subsequent alarms (s. 28(a))	\$200.00
9.	Work done to effect compliance with an order in default of owner (s. 29(f))	Actual cost
10.	Re-inspection or follow up to an order (s. 31(a))	\$100.00
	(Solid-Fuel Burning Appliance Emissions Bylaw 2012, Bylaw No. 4802)	
11.	Inspection Fee – solid fuel burning devices (i.e. wood stove, pellet stoves)	\$100.00 upon completion of Inspection Report
	(Building Bylaw No. 4577)	
12.	Inspection of Storage Tanks: For each litre of liquid capacity	½ cent per litre with a minimum of \$20 for any one permit
	(Misc.)	
13.	Testing of Private Fire Hose – Pass or Fail	\$15.00 per length

J:\Clerks\Bylaws\BYLAWS\4880_FeesCharges_AmendmentNo4_2015.docx

PROLINE GLASS LTD

4350 10th Ave.
Port Alberni BC
V9Y 4X4
Phone 250-724-1372
Phone 250-248-7032
Fax 250-724-1302

June 17, 2015

To Mayor Mike Ruttan of Port Alberni BC

This letter is in regards to the property taxes that we at Proline Glass Ltd. Are expected to pay.

This building was purchased in November of 2014.

The old owner of this building was paying \$3,700.00 dollars in Property Taxes yearly.

We just received our notice from tax assessment center in Victoria about three - four weeks ago.

I called them to ask why our taxes are now \$4,800.00 dollars. We were told it was totally based on what we paid for the property.

So I asked them if the other glass businesses in town were paying any commercial taxes for their home based business.

She (Laura Lee 1-866-825-8322 Area 4) said no unless someone brings it up to them. So Proline Glass provided her with all our competition names & business phone numbers to investigate. She said that she will be visiting each and every one of them and that their property taxes will be adjusted accordantly. I also called the governing body that takes care of the home owner grants from the BC government to see if these businesses would still qualify for a home owner grant even with running a home based business. The lady in this office told us that yes they would still get their home owner grant & that they did not care what was going on at these properties. So our question to her is why there is no owners grant for commercial businesses too.

So not only does the home base business get to charge the same rate as a commercial based business, But also get a government grant to boot. I also pay a residential property tax to the city also. So where they are charging the same monies as our shop with no overhead & now get the advantage of a government grant too. The city of Port Alberni is costing itself allot of money by allowing home based businesses not to pay their share of commercial taxes, But does expect the commercial property owners to pay it all.

The City of Port Alberni has caused this unfair competition problem & can not expect a few to pay for all.

We are not saying at all that any of these companies cannot have a business here in Port Alberni. But they should be forced to have proper commercial places to conduct their business(rent or buy) & the city would get the taxes from again all instead of a few.

It is hard enough to make a business survive here in Port Alberni with out the city stacking that odds against who is trying to do it right. Here is a list of our competition that you the city of Port Alberni has allowed to go into business from their home.

First Glass (regional district) Arrowsmith Glass (regional district) K& B Glass (within city limits) Beeson Glass (city limits + out of a trailer park behind Sunset Motel). As far as I can see our company Proline Glass & Alberni Glass our paying for these others to pay nothing. Just for argument sakes I will give you a example for you to review. I called my brother in law who lives up in Campbell River & I asked him about glass shops up there & how many are running out of house settings? He said zero the city of Campbell River does not allow it. So again why does the City of Port Alberni allow a free for all in business here. Then to nail the few with high property taxes & let the others pay nothing. This needs to change which would help the reparable business make money & pay their taxes & make these other companies be more reparable & then pay their share of taxes too.

The way that the City of Port Alberni is going when a new comer moves here or is visiting & needs assistance for some glass work (example) there will be no companies to find because they are all out of houses & not storefront. Does not make our city look very organized or maybe a place they would want to move here to live or visit again. NO PROPER SERVICES AVAILABLE.

I have also call our MLA Scott Fraser over this issue & awaiting for his return call tomorrow

Thank you

Bill Scott

ENTERED

Attention Mayor Ruttan and Council:

Re: BC Forest Revitalization Trust

Thank you Mayor and Council in advance for allowing me an opportunity to address you this evening.

In the early 2000's the BC Forest Revitalization Trust was established as a fund allowing employers and employees affected by bill 28 which allowed for partition of tree farm licenses, allowing for standing timber to revert back to the crown for public bid.

As the years went by numerous operations and respective employers have received compensation per built in repayment processes found in the act. Locally employees of Sproat Lake Weyerhaeuser, Mars and respective employers were compensated as well.

Locally concerning the remnants of TFL 44, which has been affected in reductions in the past (i.e., the west side of the inlet). In recent years TFL 44 in the Franklin River area has experienced a fibre reduction of some 100,000 M3 annually to be allocated for treaty settlement.

BC Forest Revitalization Trust in the past has developed criteria to compensate workers and employers alike when reductions of fibre have occurred as a result of Government policy, and jobs have been lost and employers affected.

Local 1-85 has had a number of meetings over the last couple of years with M.L.A. Fraser, the Forest Minister and deputies.

The issue remains unresolved and the fibre has been lost and we have lost over 50 full time jobs. Although we continue to discuss with M.L.A Fraser we would request support from Council by way of a correspondence to the Ministry in achieving fair compensation for the workers that have lost employment as a result of this policy.

We further request the Mayor attend a joint meeting with ourselves, MLA Fraser and the Minister of Forests.

We thank you for an opportunity to address council.

Yours truly,



Norm Macleod
President USW Local 1-85

ENTERED

From: Tom Yang [<mailto:tomyang62@gmail.com>]
Sent: Tuesday, June 30, 2015 10:39 AM
To: Davina Hartwell
Cc: Heather P
Subject: Pave Derby Road

This letter is to be presented to the city council of Port Alberni to consider paving Derby Road.

My name is Tom Yang, lives at 5785 Derby Road. I'm a full resident of Port Alberni since 2005. My property tax has been increasing every year since I built my house here. For example, the latest hike:

....
2014: \$2,712
2015: \$2,995

After talking to many of my swimming friends, I found out, for similar house values, we're actually paying higher taxes than those in town! I'm not protesting the tax increase, but the level of services we've received.

Derby Road is a dead end newer road only 100 feet in length used daily by three residents.

As of today, it's still a dirt gravel street dusty and full of pot holes. Also, the garbage truck doesn't bother to come in to Derby Road and I have to walk my trash bin to Pybus St. instead.

I am not at all asking the truck to drive in to Derby road to collect my cans but the city shall consider giving us credit to be fair.

Please give us some priority in terms of services. Please consider paving Derby Road!

Regards,

Tom Yang



Ducks Unlimited Canada
Conserving Canada's Wetlands

RECEIVED
JUL 02 2015
CITY OF PORT ALBERNI

Mayor Mike Ruttan
4850 Argyle Street
Port Alberni, BC V9Y 1V8

June 26, 2015

RE: Report on Ducks Unlimited Canada's limited hunt of Canada geese in Somass Estuary, and request for extension to exemption from Bylaw No. 3608

Dear Mayor Ruttan,

Ducks Unlimited Canada (DUC) owns a property in the Somass Estuary, and a portion of this land lies within the City of Port Alberni. After appearing before the Council of the City of Port Alberni in June 2014, we received an exemption from Bylaw No. 3608 (prohibition of discharging firearms) that allowed for limited hunting of Canada geese from September 2014 to September 2015. Our goal was to decrease the number of Canada geese to help reduce the grazing damage on local habitats and agricultural fields.

For your reference, I have attached a report outlining the program, which includes details on the hunter selection process, safety concerns, and a summary of the overall hunt results. Although more than 150 geese were harvested last year, preliminary results and observations of Canada goose populations from this spring suggest that this effort was not sufficient to reduce the grazing damage on DUC's agricultural fields. We have partnered with a local naturalist group to monitor goose populations this spring and summer on agricultural lands within the estuary. This monitoring effort, along with hay production on the agricultural field, will help us assess the initial impacts of our program.

Given that the limited hunting to date did not appear to reduce overall impacts of Canada geese on agricultural crops, we would like to request an additional two-year exemption from Bylaw No. 3608 (prohibition of discharging firearms) on DUC's land. We hope to receive approval before the September 5 onset of Canada geese hunting season in Port Alberni. In the meantime, we will continue to implement our monitoring program to further evaluate the impacts of our initial hunting effort.

Thank you for your consideration and please let me know if you would like DUC to appear as a delegation at a future Council meeting to provide further information on this hunting program.

Sincerely,

Eric Palm
Conservation Programs Specialist
Ducks Unlimited Canada

ENTERED

Report on Ducks Unlimited Canada's limited hunt of Canada geese in the Somass Estuary

June 26, 2015

Background

Canada geese are not native breeders in the Somass Estuary, but are descendants of transplanted birds that were introduced around the 1960s from outside of Vancouver Island. Since their introduction, Canada geese on Vancouver Island have increased in numbers and caused many problems, including aviation safety risks, crop damage, feces build-up in recreational areas, degradation of natural ecosystems, and aggressive nesting behaviour. Ducks Unlimited Canada (DUC) aims to provide habitat and benefits to waterfowl, other animals and people, yet increasing local populations of Canada goose can threaten the viability and function of these local habitats.

In July 2014, DUC received a one-year exemption from the City of Port Alberni Bylaw No. 3608 (prohibition of discharging firearms) for our property in the Somass Estuary (see map in Figure 1). After receiving this exemption, we moved forward with plans to hold a limited hunt of Canada geese on this property. In August 2014, DUC contacted representatives from local First Nations, Andy Olson of the Tseshaht and Steve Tatoosh of the Hupacasath, to inform them of the hunting program and to provide them with an opportunity for their members to join the list of potential hunters. Neither group submitted a list of potential hunters by the start of hunting season. We began the hunting program in September, when most, if not all, Canada geese in the estuary are resident (non-migratory) birds.

Hunter selection process

In August 2014, DUC developed a list of potential hunters from those that contacted us after hearing about our hunting plan. Two hunters were randomly selected for the proposed hunt program in an unbiased, transparent process. Before granting the two hunters with final permission to hunt on our property, we outlined specific rules regarding the hunting program to ensure public safety. We approved these two individuals and allowed them both to hunt the property with a partner and collected information such as days hunted, number of geese taken or injured, band returns, and any conflicts with the public.

Hunting safety procedures

All efforts by DUC to control Canada goose populations only occur following consultation with Environment Canada (Canadian Wildlife Service), as all geese (migratory and non-migratory) are protected under the Migratory Birds Convention Act (1994). Hunting at Somass Estuary in 2014 occurred within the Region 1 Management Unit 1-7 hunting season for Canada geese outlined by the BC Ministry of the Environment, and hunters possessed valid federal Migratory Game Bird Hunting Permit with a Canadian Wildlife Habitat Conservation Stamp. DUC placed signs with background information and hunting notices around the property to inform local dog-walkers and other members of the public. Prior

to hunt dates, we also sent email notifications to the City of Port Alberni, Somass Estuary Management Committee members, the RCMP and local Conservation Officers. Hunters took care to immediately halt shooting if any member of the public was in or around the designated hunting area.

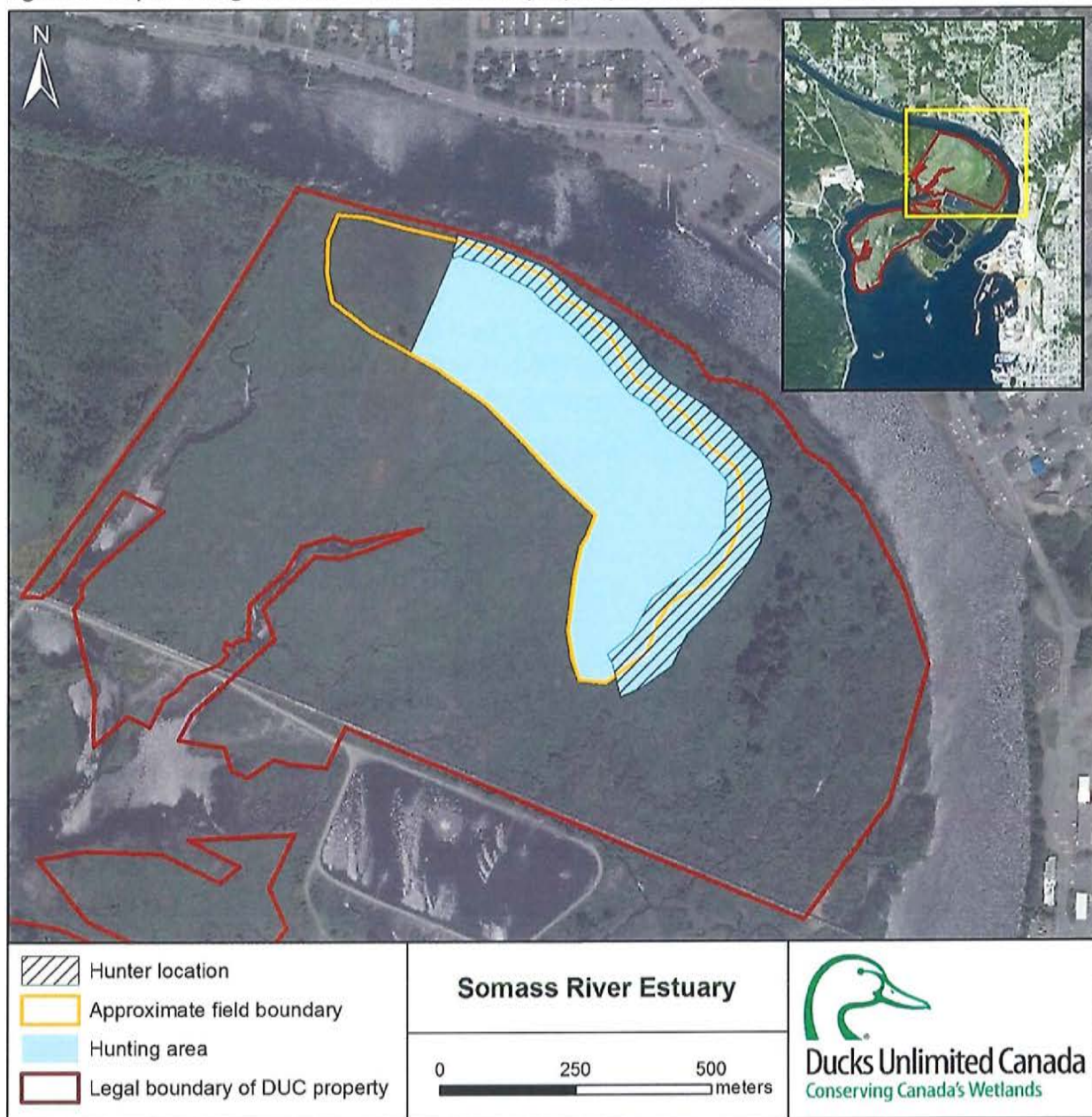
Results

Over the course of the 2014–2015 hunting season, DUC authorized hunters took a total of 157 Canada geese over 8 days (2 to 5 hunters per day) on our property (Table 1). To our knowledge, there was only one report of unauthorized hunting. The hunters reported no safety issues, and DUC did not hear any safety complaints from local RCMP or conservation officers.

Table 1. Summary of hunting effort and geese harvested during 2014–2015.

Date	Number of hunters	Geese harvested
6 Sep 2014	4	17
11 Oct 2014	4	28
18 Oct 2014	2	10
20 Dec 2014	4	1
15 Jan 2015	4	28
14 Feb 2015	4	21
22 Feb 2015	5	44
6 Mar 2015	4	8
Total		157

Figure 1. Map showing Ducks Unlimited Canada's property within the Somass Estuary.



United Way Week

WHEREAS the United Way stimulates the community involvement in the improvement of social conditions in our district;

AND WHEREAS the United Way provides leadership and promotes volunteerism in all segments of the community;

AND WHEREAS the United Way provides funding for non-profit agencies in our community;

AND WHEREAS these health and social programs help to improve the quality of life in our community;

AND WHEREAS the United Way Fundraising Campaign is now under way.

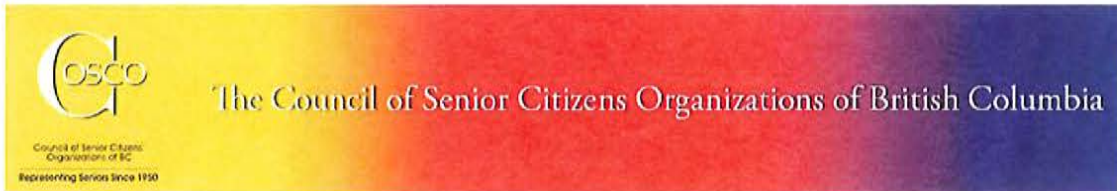
NOW THEREFORE, I, Mike Ruttan, Mayor of the City of Port Alberni, do hereby proclaim the week of October 5-11th 2015 to be:

"United Way Week"

in the City of Port Alberni, British Columbia.

From: Council of Senior Citizens' Organizations of BC
[mailto:president=coscobc.ca@mail72.atl31.mcdlv.net] **On Behalf Of** Council of Senior Citizens' Organizations of BC
Sent: Monday, June 29, 2015 7:20 AM
Subject: International Day of Older Persons

The International Day of Older Persons is October 1 each year.



International Day of Older Persons 2015

Dear Mayors and Councillors,

On October 1, 2015 citizens and governments around the world will be observing the 25th annual observance of the "International Day of Older Persons". The theme this year is "Sustainability and Age Inclusiveness in the Urban Environment".

In 1990, the [United Nations](#) proclaimed this day in recognition of the contributions of older persons to our society and utilized the proclamation to examine issues which affect their lives.

On behalf of its 84 member organizations and, in turn, the 110 000 seniors that those organizations represent throughout British Columbia, the Council of Senior Citizens' Organizations of BC (COSCO) is requesting your assistance in bringing attention to the "International Day of Older Persons" in your community. We ask of you two activities:

1. Publicly proclaim your support of the "International Day of Older Persons"

on (or before) October 1, 2015.

2. Prominently display the Canadian version of the "International Day of Older Persons" flag on October 1, 2015.

Below you will find an image of the flag. Your copy of the flag may be obtained from [Universal Promotions](#). Once this flag is purchased (at an approximate cost of \$85) and in your possession, it can be displayed on an annual basis without further cost.

We sincerely appreciate any efforts you make to assist in making October 1 a truly community endeavor and provide you an avenue to recognize your senior citizens.

Thank you for your attention to this important respectful observance.

Sincerely,

Lorraine Logan

President, [Council of Senior Citizens' Organizations of BC \(COSCO\)](#)

International Day of Older Persons



*Copyright © 2015 Council of Senior Citizens' Organizations of BC, All rights reserved.
You are receiving this email because you hold elected local government office in BC.*

Our mailing address is:

Council of Senior Citizens' Organizations of BC
807-69 Jamieson Court
New Westminster, BC V3L 5R3
Canada

FOOD SECURITY AND CLIMATE CHANGE COMMITTEE

THURSDAY, June 4, 2015

4:30 p.m. in the City Hall Committee Room

Present: John Mayba, Chris Alemany, Sam Brownlee, Guy Langlois, Rosalind Chapman
Sandra Gentleman

Regrets: Gary Swann, Bob Haynes

Guest: Heather Shobe

1. **Approval of minutes from May 7 2015**

John Mayba moved to approve, Chris Alemany Seconded

2. **Approval of agenda**

John Mayba moved to approve, Chris Alemany Seconded

3. **Eden Tree presentation on the Alberni Valley Gleaning Project**

Heather Shobe talked to the committee on the status of the Alberni Valley Gleaning Project. She is seeking support from the City for the project.

Motion to refer the request for in-kind support from city staff and request that City Council consider providing \$3,000.00 from the Carbon Fund to the Alberni Valley Gleaning Project.

John Mayba moved the motion, Sandra Gentleman seconded.

4. **Correspondence**

- Discussion regarding the email letter from Jen Fisher Bradley recommending that the City of Port Alberni develop a Food Security Portal on their website to allow local food producers to post what produce they have available for sale.

Chris Alemany recommended that the city develop a Food Security and Climate Change webpage on the City's website and provide a link to the Alberni Valley Transition Towns Webpage.

- Sandra Gentleman recommended that the first and last names of committee members be stated in the minutes on our meetings.

4. **Action Item List**

Priority lists from committee members on food security, climate change and transportation

Guy Langlois

- **Rain Water Harvesting rebate program**

Considering that the Alberni Valley will experience long periods of drought in the summer months, there is an immediate need to explore rain harvesting to ensure that citizens access to water to grow food.

- **Impact of sea level rise on city infrastructure, private property**
Guy Langlois will ask the city engineer what strategies the city is taking to address these issues.
- **Impact of LNG project on climate change**
The committee had a brief discussion on the Steelhead LNG project. The project will contribute to climate change as LNG is a carbon fuel. There was also some concern over the environmental impact on fracking. It was decided that this issue is very political and beyond the scope of the FSCC committee.

5. **New Business**

- Chris Alemany reported on the motion to City Council on the recommendation to NIC to consider offering food production courses at the Port Alberni campus.
- Chris Alemany reported on the motion to grow food in boulevards and flower gardens owned by the City. There was some concern on city council regarding who would be responsible for maintaining these gardens.

Guy Langlois informed the committee that Food Share and the Nanaimo Community Garden Society assumed responsibility in taking care of food crops grown in City of Nanaimo garden beds.

Sandra Gentleman stated that the Young Professionals may want to assume this responsibility.

Janet Cormier of the Young Professionals will be invited to talk to the committee in regards to taking on the responsibility of taking care of food crops grown in City of Port Alberni garden beds.

- Guy Langlois stated that there is a need for an organization to take responsibility for food security in our community. Island Health has been promoting the formation of regional Food Hubs. The AVTTS has received grants within the past few years to work on a food assessment, household food survey, and a food action plan. Guy Langlois questioned if the AVTTS has the capacity to move forward on these issues and commented that there is a need for a local organization to take responsibility for food security in our community. It is difficult for our community to action on food security issues without having a local organization with the capacity move forward on food security. The AVTTS is a volunteer based organization and has resisted building more capacity, e.g. hiring staff or renting office space. Several communities on Vancouver Island have local organizations that have built the capacity to implement food security plans in their communities, e.g. Lush Valley Food Action Society in Courtenay, CR Fair in Victory, Cowichan Green Community in Duncan, Food Share in Nanaimo. The committee discussed contacting Island Health to express our concerns and inquire what financial support is available to local organizations to build capacity to take action on food security issues.

John Mayba informed the group Alberni Community & Women's Services (ACAWS) had recently bought a building and was looking at possibly forming some type of social enterprise to support their organization.

Guy Langlois expressed that ACAWS may be a good fit to take on food security issues.

Guy Langlois will contact Analisa Blake at Island Health first before talking to the Sarah Jean Silver, Executive Director at ACAWS regarding their plans. Guy will inquire if Analisa is available to talk to the committee.

- Sam Brownlee and Guy Langlois will contact Ken Watson to get more information regarding the City Carbon Fund.
- Guy Langlois will work on recommendations to city council to form policies and bylaws regarding the creation of community gardens on city owned land.

6. Adjournment

- Motion to adjourn by Chris Alemany, seconded by John Mayba.
- The meeting adjourned at 6:05PM

7. Note to Davina Hartwell: The date of the next meeting was changed to July 9th 2015.

Sam Brownlee, Chair

Davina Hartwell, City Clerk

J:\Clerks\Committees\Food Security & Climate Change 2015\Minutes\Food Security and Climate Change Minutes April 2 2015.docx

From: LGIF CSCD:EX [<mailto:LGIF@gov.bc.ca>]
Sent: Monday, June 29, 2015 12:05 PM
To: Davina Hartwell
Subject: Unconditional Grant Funding Letter - June 2015 Payment

His Worship Mayor Mike Ruttan
and Members of Council
City of Port Alberni
4850 Argyle St
Port Alberni, BC V9Y 1V8

Email: citypa@portalberni.ca
cc: cathy_rothwell@portalberni.ca

Dear Mayor Ruttan and Councillors:

As discussed in the email sent April 14, 2015, 2014 marked the last year of the Strategic Community Investment Fund (SCIF) program. This was a multi-year program that accelerated Small Community, Regional District, and Traffic Fine Revenue Sharing grants in the early years of the program and reduced them in the later years. Commencing 2015, the SCIF program was discontinued.

The 2015 payment for Small Community, Regional District, and Traffic Fine Revenue Sharing grants funding was divided into two installments: a March installment and a June installment. The March Installment, totalling \$40 million, has already been paid. The June installment, totalling approximately \$75.1 million, will be provided to local governments before the end of June 2015. Thus, the total grant funding for 2015 will be \$115.1 million.

The June installment consists of \$36.7 million for Small Community and Regional District grants to support service provision in areas with smaller tax bases and \$38.4 million for Traffic Fine Revenue Sharing grants to help municipalities enhance policing and public safety programs.

Unconditional Grant Funding	Purpose	Payment Date	Amount
Small Community Grants	Local government services	June 25, 2015	\$171,249
Traffic Fine Revenue Sharing Grants	Defray the cost of local police enforcement	June 25, 2015	\$218,326

If you have any questions or comments regarding the grant payments, please feel free to contact Ms. Jennifer Richardson, Policy Analyst, by telephone at: 250-356-9609, or by email at: Jennifer.Richardson@gov.bc.ca.

Sincerely,
"Original signed by"
Coralee Oakes
Minister of Community, Sport and Cultural Development

PORT ALBERNI FOLKFEST MULTICULTURAL SOCIETY

City of Port Alberni
4850 Argyle St.
Port Alberni BC

Attention: City Clerk, Davina Hartwell

July 2nd, 2015

On behalf of the Port Alberni FolkFest Multicultural Society, I would like to thank the City of Port Alberni for your support of this 38th Annual Canada Day Parade and Folkfest Activities – Celebrate our Community Heart.

From the closure of the streets, to the Community Investment Program grant and the superb support from Parks and Recreation Staff and Facilities Manager, to the Mayor addressing the community, and other staff and councilors coming out to participate – Thank You.

This years' Parade saw 58 'floats', 6 ethnic food booths, and over 1000 participants at Glenwood Centre. A true intergenerational, mixed demographic, community event.

Thank you again for your support.

Sincerely,



Sarah Thomas
President, Port Alberni FolkFest Multicultural Society
4760 Strathern St
Port Alberni, BC.
PAFMSoc@gmail.com

ENTERED

Susan E. Roth
6597 Walker Road
Port Alberni, BC
E: sroth61@gmail.com

June 20, 2015

To: **Port Alberni City Council**
4805 Argyle Street
Port Alberni, BC
E: citypa@portalberni.ca

and

Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, BC
E: mailbox@acrd.bc.ca

Dear Local Government Officials:

Re: Potential Conflict of Interest

I am writing to you to file a complaint about a potential conflict of interest between local government and Coulson Group of Businesses.

An April 30, 2015, Alberni Valley News report said City council voted "to re-clad the blue tile portions of city hall's exterior with \$100,000 in cedar panelling donated by the Coulson Group."

Around the same time, Alberni-Clayoquot Regional District announced a \$6 million plan to extend the runway at the local airport. Coulson Group would have the most to gain from the publicly-funded plan.

Clearly, it is not unreasonable for me, or anyone else, to think this is one of those you-scratch-my-back-and-I'll-scratch-your-back type of deals.

Does local government have a policy for accepting donations? I couldn't find one on either website.

The following excerpt from the City of Coquitlam's policy for accepting donations prompted me to file this complaint.

Donations of \$10,000 or more in value will be documented through a legal agreement outlining the terms and conditions of the gift. Potential donors of significant gifts (\$10,000 or more in value) will be requested to disclose in writing to the City if they or their organization or company is currently or has recently been involved (in the previous 12 months) in a planning approval or procurement process with the City or one of its related organizations. In such a case, the City may, depending on the circumstances, refuse the donation, request a waiting period, or take steps to insulate information about the donation from decision-makers involved in the planning or procurement process.

It is obvious that you were not insulated from information about the donation while involved in the planning process.

Please respond to my complaint at your earliest convenience. I understand that an approval process for the airport expansion will be underway in the near future, so the sooner I receive a response, the better.

Sincerely,
Susan E. Roth



CITY OF PORT ALBERNI

City Hall
4850 Argyle Street,
Port Alberni, BC V9Y 1V8
Telephone: 250-723-2146 Fax: 250-723-1003
www.portalberni.ca

June 30, 2015

Susan E. Roth
6597 Walker Road
Port Alberni, BC

Via Email: sroth61@gmail.com

Dear Susan:

Thank you for your letter dated June 20, 2015 outlining your concerns regarding a potential conflict of interest between local government and the Coulson Group of Companies. Specifically you cite the donation from the Coulson Group to re-clad the exterior of City Hall as well as the ACRD plans to extend the runway at the regional airport.

In the first place, I can advise that the City of Port Alberni does not have a policy in place for accepting donations. That aside, a public announcement regarding the donation was made on April 9th, 2015. The beneficiaries of this very generous donation from the Coulson Group are the taxpayers of the City of Port Alberni and the donation will be acknowledged in due course with an appropriate plaque located on the building. Our lawyer is very clear that such a gift accepted by the City does not give rise to a conflict of interest on the part of Council.

The ACRD will respond directly to you regarding your comments related to the airport extension plans as this is outside the City's jurisdiction, however, our lawyer states there is no basis for asserting any reasonable apprehension of bias in relation to voting by the Council representatives to the Regional Board.

Please don't hesitate to contact the undersigned should you have any questions regarding the above.

Yours truly,
CITY OF PORT ALBERNI

Davina Hartwell
City Clerk

c. Ken Watson, City Manager
Mayor & Council
Russell Dyson, CAO, ACRD

J:\Clerks\Letters\ID G H\Local Residents\2015\Susan Roth_conflict of interest_Jun29.docx