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**AGENDA - REGULAR MEETING OF COUNCIL**  
**Monday, September 9, 2024 @ 2:00 PM**  
**In the City Hall Council Chambers & Via Video-Conference**  
**4850 Argyle Street, Port Alberni, BC**

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*The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. 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 please refer to the City's website [portalberni.ca](http://portalberni.ca) or contact Corporate Services at 250.723.2146 or by email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)*

*Watch the meeting live at [www.portalberni.ca](http://www.portalberni.ca)*

*Register to participate via webinar at: <https://portalberni.ca/council-agendas-minutes>*

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**A. CALL TO ORDER & APPROVAL OF THE AGENDA**

1. Council would like to acknowledge and recognize that we work, live and play in the City of Port Alberni which is situated on the unceded territories of the Tseshaht [čišaaʔath] and Hupačasath First Nations.
2. Late items identified by Councillors.
3. Late items identified by the Corporate Officer.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube).

*That the agenda be approved as circulated.*

**B. ADOPTION OF MINUTES - Page 6**

1. Minutes of the Special meeting held at 11:00 am and Regular Council meeting held at 2:00 pm on August 12, 2024 be adopted, as presented.

**C. DELEGATIONS**

1. **Alberni Valley Community Forest Corporation** - Page 12  
Chairperson, Jim Sears and members of the board in attendance to present a dividend cheque to the City from the Alberni Valley Community Forest Corporation.

**D. UNFINISHED BUSINESS**

*Includes items carried forward from previous Council meetings.*

**E. 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.*

## **F. BYLAWS**

*Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing. A bylaw requires four separate resolutions to be adopted and must be considered over a minimum of two [2] Council meetings. Each reading enables Council to reflect on the bylaw before proceeding further.*

1. **Zoning Bylaw Amendment | 4691 Gertrude Street** - Page 13  
Report dated September 2, 2024 from the Development Services Planner requesting Council consideration of first and second readings of the proposed bylaw and authorization to advance the bylaw to a Public Hearing.
  - a. *THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be now introduced and read a first time.*
  - b. *THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be read a second time.*
  - c. *THAT the amending Bylaw No. 5112 be advanced to a Public Hearing on Tuesday, October 15, 2024 at 6:00 pm in City Hall, Council Chambers.*
2. **Housing Agreement Bylaw | 5130 Argyle Street** - Page 27  
Report dated September 2, 2024 from the Manager of Planning requesting Council consideration for three readings of the proposed bylaw.
  - a. *THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be now introduced and read a first time.*
  - b. *THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be read a second time.*
  - c. *THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be read a third time.*

## **G. CORRESPONDENCE FOR ACTION**

*Correspondence addressed to the Mayor and Council where there is a specific request may be included on an agenda. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included. Correspondence addressed to Council that is administrative or operational in nature will be circulated to Council weekly and referred to the appropriate department for review and follow-up where necessary.*

1. **M. Maczulat | Noise Bylaw Extension** - Page 42  
Email received August 8, 2024 from M. Maczulat requesting an extension of the noise bylaw from 11:00 pm to 1:00 am during special events held at the Italian Hall.  
*THAT Council direct staff to prepare a report providing information as it relates to the request received to provide a permanent extension to the Noise Control Bylaw from 11:00 pm to 1:00 am during special events held at the Italian Hall.*

2. **Synergy Foundation | Support for a REDIP Application** - Page 43  
Email dated September 4, 2024 from Synergy Foundation requesting Council support for application to the Province for a circular economy ecosystem project.  
*THAT Council direct staff to prepare a letter to the Province on behalf of Synergy Foundation in support of their application for a Rural Economic Diversification and Infrastructure Program (REDIP) grant to establish a circular hub strategy for construction and demolition waste diversion in the Alberni Valley.*
3. **Wesco Food Society | Support for a Community Food Kitchen** - Page 47  
Email dated September 3, 2024 from Wesco Food Society requesting Council support toward grants for a community food kitchen.  
*THAT Council direct staff to prepare a letter to Wesco Food Society in support of their grant applications for a community food kitchen.*

## **H. PROCLAMATIONS**

1. **Port Alberni Toy Run** - Page 72  
Letter received August 19, 2024 providing information regarding the Toy Run and requesting a proclamation.  
*THAT Council support the Port Alberni Toy Run Association's activities taking place on September 14 & 15, 2024 including staff working with event organizers to coordinate CIP funding for any required permits or incidentals subject to:*
  - *the notification of emergency services and BC transit;*
  - *implementation of a Traffic Safety Plan to be approved by the City of Port Alberni, including qualified Traffic Control personnel as required;*
  - *provision of standard liability insurance in the amount of \$5M;*
  - *receipt of Special Event Permit from the LCRB.**AND FURTHER, THAT Council on behalf of Port Alberni Toy Run, proclaim September 9-15, 2024 as 'Port Alberni Toy Run Week' in Port Alberni.*
2. **Port Alberni Association for Community Living** - Page 73  
Letter dated August 13, 2024 requesting that October 2024 be proclaimed as 'Community Inclusion Month' in Port Alberni.  
*THAT Council on behalf of Port Alberni Association for Community Living, proclaim October 2024 as 'Community Inclusion Month' in Port Alberni.*
3. **Port Alberni Fire Department** - Page 74  
Letter dated August 12, 2024 requesting that the week of October 6-12, 2024 be proclaimed as 'Fire Prevention Week' in Port Alberni.  
*THAT Council on behalf of the Port Alberni Fire Department, proclaim October 6-12, 2024 as 'Fire Prevention Week' in Port Alberni.*

**I. CORRESPONDENCE FOR INFORMATION**

*Correspondence found here provides information to Council. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included. Correspondence addressed to Council that is administrative or operational in nature will be circulated to Council weekly and referred to the appropriate department for review and follow-up where necessary.*

**1. Correspondence Summary - Page 75**

- a. Ministry of Municipal Affairs | Condolences for Councillor John Douglas
- b. UBCM | Provincial Response to 2023 Resolutions
- c. BC Games Society | 2024 BC Summer Games Participants and Medal Count by City
- d. Kidney Foundation | Supporting Living Organ Donation by Municipal Employees
- e. Village of Lumby | UBCM Elections
- f. UBCM | Canada Community-Building Fund: First Community Works Fund Payment for 2024/2025
- g. City of Campbell River | Copy of letter addressed to the Premier re: Urgent Request for Provincial Support in Addressing Homelessness in Campbell River
- h. ACRD | Submarine Watermain to West Bamfield Replacement in 2025
- i. Various Resolution Submissions from Local Governments to 2024 UBCM Convention

**J. REPORT FROM IN-CAMERA**

**1. Audit Services**

Council releases for public consumption acceptance of the quotation to extend the external audit services of MNP for the years, 2024, 2025, and 2026 and appointment of MNP as external auditors for this period.

**K. COUNCIL REPORTS**

**L. NEW BUSINESS**

*New items of business requiring Council direction as well as an opportunity for Council to raise issues as a result of the business of the meeting or to identify new items for subsequent meetings by way of a 'Notice of Motion'.*

**1. Public Works Yard | Roof Replacement - Page 102**

Report dated September 3, 2024 from the Director of Parks, Recreation and Culture requesting Council consideration to replace the roof at the Public Works Yard.

- a. *THAT Council amend the "City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024" as follows:*
  - *allocate \$350,000 for the Public Works Yard Building roof to 2024 Capital Plan;*
  - *allocate \$350,000 from the Water Reserve Fund, to be replenished (with interest) in 2025 with surplus, followed by taxation as required.*
- b. *THAT Council direct staff to proceed with replacing the entire roof (3 sections) of the Public Works Yard building.*



2. **Burde Street Reconstruction Project** - Page 105

Report dated September 3, 2024 from the Director of Infrastructure Services requesting Council authorization to amend the Financial Plan Bylaw to fund the Burde Street Reconstruction Project.

*THAT Council amend the "City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024" by allocating \$2,481,700 towards reconstruction of Burde Street between 10<sup>th</sup> and 16<sup>th</sup> Avenue with funding from the Water Fund and Sewer Fund Capital Reserves in the amount of \$827,233.33 each, totalling a net increase of \$1,311,700.*

3. **Provision of Emergency Health Services | Cllr. Patola**

*WHEREAS: The Provision of Emergency Health Services is a responsibility of the Provincial government, and*

*WHEREAS: The Provincial government has failed to sufficiently fund the ambulance service in Port Alberni, and*

*WHEREAS: The Provincial government has instead utilized Port Alberni municipal tax funds to augment the inadequate level of ambulance service by downloading the provincial responsibility to a municipal service, and*

*WHEREAS: The Provincial government does not reimburse the City of Port Alberni for services it uses, and*

*WHEREAS: This current model of service provision is not sustainable at the current level of taxation, and*

*WHEREAS: Continuance of this model will require tax increases to the citizens of Port Alberni of roughly 2% per annum and a further capital expenditure of unknown value in the 10s to 100s of millions of dollars,*

*THEREFORE, BE IT RESOLVED THAT City Council of Port Alberni hereby directs administration to:*

- 1. Create a fire department response policy and where necessary, amendments to the Fire Control Bylaw and its schedules, to limit medical aid response to the category of "PURPLE".*
- 2. Create a timeline for implementation of this policy / bylaw to take effect not later than June 30, 2025.*
- 3. Notify the Provincial ambulance service of this policy / bylaw and the timeline for implementation.*
- 4. Notify the Ministry of Health of this policy / bylaw and the timeline for implementation.*
- 5. Include this policy / bylaw as a central topic in meetings with relevant parties being held at UBCM 2024.*

**M. QUESTION PERIOD**

*An opportunity for the public to ask questions of Council on decisions or recommendations made during the course of the meeting. A maximum of three [3] questions will be permitted per speaker. For those participating electronically, please use the 'Raise your Hand' feature.*

**N. ADJOURNMENT**

*That the meeting adjourn at      PM.*

**MINUTES OF THE IN-CAMERA MEETING OF COUNCIL**  
**MONDAY, August 12, 2024 @ 11:00 a.m.**  
**City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC**

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**PRESENT:** Mayor S. Minions  
Councillor D. Dame  
Councillor D. Haggard  
Councillor C. Mealey  
Councillor T. Patola  
Councillor C. Solda

Regrets:

Staff: M. Fox, Chief Administrative Officer  
S. Smith, Director of Development Services | Deputy CAO  
D. Leurebourg, Director of Corporate Services

Call to order: @ 11:00 a.m.

*MOVED and SECONDED, THAT Council conduct a special Council meeting closed to the public on the basis that one or more matters covered under Section 90 of the Community Charter will be considered, specifically outlined as follows:*

**Section 90 (1)(e)** the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

**Section 90 (1)(g)** litigation or potential litigation affecting the municipality;

**Section 90 (1)(k)** negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

**Section 90 (2)(b)** the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

**CARRIED**

The meeting was adjourned at 1:44 p.m.

CERTIFIED CORRECT

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Mayor

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Corporate Officer

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, August 12, 2024 @ 2:00 PM**  
**In the City Hall Council Chambers & Via Video-Conference**  
**4850 Argyle Street, Port Alberni, BC**

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**Present:** Mayor S. Minions  
Councillor D. Dame  
Councillor D. Haggard  
Councillor C. Mealey  
Councillor C. Solda  
Councillor T. Patola

**Staff:** M. Fox, Chief Administrative Officer  
S. Smith, Director of Development Services | Deputy CAO  
D. Leurebourg, Director of Corporate Services  
R. Macauley, Deputy Director of Finance  
C. Wright, Manager of Operations  
S. Lowe, Manager of Communications | Recording Secretary  
J. Pelech, Information Services Manager

**Gallery:** 18

**A. CALL TO ORDER & APPROVAL OF THE AGENDA**

The meeting was called to order at 2:00 PM.

*MOVED AND SECONDED, THAT the agenda be adopted as printed and circulated.*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the Minutes of the Special meeting held at 12:00 pm and Regular Council meeting held at 2:00 pm on July 8, 2024, and minutes of the Special meeting held at 5:00 pm on July 29, 2024 be adopted, as presented.*

**CARRIED**

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**E. STAFF REPORTS**

**1. Removal of Accounts**

Staff provided Council with information regarding removal of the accounts portion from the agenda.

**F. BYLAWS**

**1. Utility Bylaw Amendments 2024**

*MOVED AND SECONDED, THAT "Waterworks Bylaw No. 5107, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5107.*

**CARRIED | Res. No. 24-267**

*MOVED AND SECONDED, THAT "Sewer Connection and Regulation Bylaw No. 5108, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5108.*

**CARRIED | Res. No. 24-268**

*MOVED AND SECONDED, THAT "Solid Waste Collection and Disposal Bylaw No. 5109, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5109.*

**CARRIED | Res. No. 24-269**

**2. OCP and Zoning Bylaw Amendments | 3830 5<sup>th</sup> Avenue**

*MOVED AND SECONDED, THAT "Official Community Plan Amendment (3830 5<sup>th</sup> Avenue) Bylaw No. 5094" be now introduced and read a first time.*

**CARRIED | Res. No. 24-270**

*MOVED AND SECONDED, THAT "Zoning Bylaw Amendment (3830 5<sup>th</sup> Avenue) Bylaw No. 5113" be now introduced and read a first time.*

**CARRIED | Res. No. 24-271**

*MOVED AND SECONDED, THAT "Official Community Plan Amendment (3830 5<sup>th</sup> Avenue) Bylaw No. 5094" be read a second time.*

**CARRIED | Res. No. 24-272**

*MOVED AND SECONDED, THAT "Zoning Bylaw Amendment (3830 5<sup>th</sup> Avenue) Bylaw No. 5113" be read a second time.*

**CARRIED | Res. No. 24-273**

*MOVED AND SECONDED, THAT the amending bylaws be advanced to a Public Hearing on Monday, September 9, 2024 at 6:00 pm in City Hall, Council Chambers.*

**CARRIED | Res. No. 24-274**

**G. CORRESPONDENCE FOR ACTION**

**1. Alberni Valley Tyee Club | Salmon Festival**

*MOVED AND SECONDED, THAT Council authorize the Alberni Valley Tyee Club access to the Somass Lands public walkway on Thursday, August 29, 2024 to Monday, September 2, 2024 for the purpose of the Salmon Festival weigh station subject to:*

- *provision of standard liability insurance in the amount of \$5M [minimum].*

**CARRIED | Res. No. 24-275**

2. **Alberni Valley Community Forest Corporation | Community Donation**

*MOVED AND SECONDED, THAT Council support the recommendation from the Alberni Valley Community Forest Corporation to provide a donation to the Navy League Cadet Corps 113 in the amount of \$5,000 towards the purchase of a boat trailer to help with launching and transportation of their vessels to training locations.*

**CARRIED | Res. No. 24-276**

*MOVED AND SECONDED, THAT Council support the recommendation from the Alberni Valley Community Forest Corporation to provide a donation to the Western Vancouver Island Industrial Heritage Society in the amount of \$5,000 towards the upgrading and maintenance of the Speeder and passenger cars for use in this years run along the waterfront and special theme events.*

**CARRIED | Res. No. 24-277**

3. **Laura Donovan | Suicide Prevention Support for Indigenous Children**

*MOVED AND SECONDED, THAT Council for the City of Port Alberni provide a letter addressed to the Minister of Education in support of improved suicide prevention for children.*

**CARRIED | Res. No. 24-278**

4. **Long Shots Events | Alberni Shores Event**

*MOVED AND SECONDED, THAT Council receive correspondence dated August 8, 2024 from B. Howells of Long Shot Events requesting a letter of support to be presented to Mosaic for the purpose of a proposed Alberni Shores Festival at Macktush Campground and direct staff to request that the organization provide additional information prior to further consideration of Council.*

**CARRIED | Res. No. 24-279**

**H. PROCLAMATIONS**

**I. CORRESPONDENCE FOR INFORMATION**

*The Director of Corporate Services summarized correspondence to Council as follows:*

- a. Truck Loggers Association | ForestryWorksforBC Campaign
- b. Ministry of Agriculture and Food | Drought Challenges
- c. Ministry of Municipal Affairs | Invitation to meet with the Health Authorities of BC during the upcoming UBCM Convention
- d. Environment Assessment Office | Review of the *Environmental Assessment Act, 2018*
- e. BC Emergency Health Services | Port Alberni receiving Community Paramedic
- f. Adventure Sport Park | Survey results
- g. BC Care Providers Association | Home Health – Intermunicipal Business Licence
- h. BC Wildfire Service | Provincial Wildfire Update – July 16, 2024
- i. North Island College | Strategic Plan and Year 3 Dashboard Report
- j. City of Abashiri | Condolences for Councillor John Douglas
- k. Ministry of Housing | Small-Scale Multi-Unit Housing [SSMUH]
- l. Public Safety Canada – Crime Prevention Branch | National Strategy to Reduce Gun and Gang Violence

- m. Tetra Tech | Dam Safety Review – Lizard Lake Dam and Bainbridge Dam
- n. BC Active Transportation Infrastructure Grants Program | 2024/25 Program Intake
- o. Ministry of Environment and Climate Change Strategy | Community Wood Smoke Reduction Program and Environmental Data Quality Assurance Regulation [EDQAR]
- p. R. Toso, Mobius Books | Argyle Street Design
- q. Alberni-Clayoquot Regional District | News Release – Rail Corridor Study
- r. Alberni-Clayoquot Regional District | Keeping you Connected June 2024

**J. REPORT FROM IN-CAMERA**

**K. COUNCIL REPORTS**

1. **Council and Regional District Reports**  
*MOVED AND SECONDED, THAT the Council reports outlining recent meetings and events related to the City's business, be received.*  
**CARRIED**

**L. NEW BUSINESS**

1. **Public Bench Standards | Recommendations from the July 29<sup>th</sup> Committee of the Whole**  
*MOVED AND SECONDED, THAT Council for the City of Port Alberni direct staff to develop City-wide park, memorial and pedestrian bench standards including a placement strategy associated with a needs analysis.*  
**CARRIED | Res. No. 24-280**  
  
*MOVED AND SECONDED, THAT Council for the City of Port Alberni direct staff to terminate the contract for bench placement and advertising effective December 31, 2024.*  
**CARRIED | Res. No. 24-281**
2. **Corporate Strategic Plan Review**  
*MOVED AND SECONDED, THAT Council receive the report 'Corporate Strategic Plan Review' dated July 29, 2024.*  
**CARRIED | Res. No. 24-282**
3. **2024 Council Committee Appointments**  
*MOVED AND SECONDED, THAT amendments to the Council appointments to Committees and Council representatives to public bodies, commissions and select committees be approved, as follows:*
  - August Deputy Mayor [Councillor Todd Patola]
  - Community Investment Program [Councillor Cindy Solda]
  - Liaison, AV Community Forest Corporation [Councillor Debbie Haggard]
  - Liaison, Learning Council/North Island College [Councillor Dustin Dame]
  - Liaison, School District #70 [Councillor Charles Mealey]
  - Member, Tsawak-qin Public Advisory Group [Councillor Debbie Haggard]**CARRIED | Res. No. 24-283**

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4. **City of Port Alberni Event Support | Councillor Dame**

*MOVED AND SECONDED, THAT Council provide approval to events and festivals for a 5 [five] year period subject to event organizers working with City administration for operational items and costing.*

**CARRIED | Res. No. 24-284**

**M. QUESTION PERIOD**

**N. Anderson**

Commented on parking restrictions, reduced parking by 50%, concerns with those with mobility issues and inquired regarding other options to have a few more spaces.

Inquired regarding filling the vacancy on Council.

**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 3:06 pm.*

**CARRIED**

CERTIFIED CORRECT

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Mayor

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Corporate Officer





**CONTACT INFORMATION:** (please print)

Full Name: Jim Sears

Organization (if applicable): Alberni Valley Community Forest Corp.

Street Address: 430 Ridgefield Dr. Parksville, BC

Phone: 250 7354142

Mailing Address:

Email: searssolutions@shaw.ca

No. of Additional Participants:

[Name/Contact Information] 3 to 4

**MEETING DATE REQUESTED:** September 9, 2024

**PURPOSE OF PRESENTATION:** (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

Presentation of 2024 Dividend Check to the Mayor and Council

**Requested Action by Council (if applicable):**

None

Supporting Materials/PowerPoint Presentation: ☒ No ☐ Yes

Note: If yes, must be submitted by 5:00 pm on the Monday before the scheduled meeting date.

**SIGNATURE(S):**

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Signature:

Date:

**OFFICE USE ONLY:**

Scheduled Meeting Date: Sept 9/24

Date Approved: July 31/24

Applicant Advised: July 31/24

Approved: (Deputy Director of Corporate Services)

*[Signature]*

☒ Council  
☒ Mayor  
☐ CAO  
☐ Finance  
☒ Corporate Services  
☒ Agenda  
☐ Economic Development  
☐ Engineering/PW  
☐ Parks, Rec. & Heritage  
☐ Development Services  
☐ Community Safety  
☐ Other  
RCM Sept 9/24  
File # 0850-30




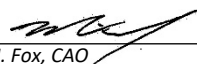
Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* [FOIPPA] and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*.

Date: September 2, 2024  
File No: 3360-20-4691 Gertrude St

To: Mayor and Council  
From: M. Fox, CAO  
Subject: **DEVELOPMENT APPLICATION – Zoning Bylaw Amendment at 4691 Gertrude Street, Port Alberni**  
A Portion of Parcel C (Being a Consolidation of Lots 1, 2, and 3 see CB1406263) Block 7, District Lot 1, Alberni District, Plan VIP197 (PID: 032-272-774)

Applicant: B. Wilson dba Seebros Holdings Ltd., Inc. No. BC0812664

Prepared by:  H. Stevenson Planner I	Supervisor:  B. McLoughlin Manager of Planning	Director:  S. Smith, Dir. of Development Services   Deputy CAO	CAO Concurrence:  M. Fox, CAO
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#### RECOMMENDATIONS(S)

- THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be now introduced and read a first time.
- THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be read a second time.
- THAT the amending Bylaw No. 5112 be advanced to a Public Hearing on Tuesday, October 15, 2024 at 6:00 pm in City Hall, Council Chambers.

#### PURPOSE

To consider zoning amendment Bylaw No. 5112 that would enable expansion of the Beaver Creek Home Center building and lumber supply business at 4691 Gertrude Street. The additional space would be used to accommodate parking and loading spaces, and construction of a new storage building.

#### BACKGROUND

##### Subject Property and Site Context

The Beaver Creek Home Center operates a lumber and building materials retail and wholesale business at 4691, 4643, and 4660 Gertrude Street in the Northport commercial area. Operations include a commercial storefront, and indoor and outdoor storage facilities.

A single-detached dwelling was recently removed from the property at the corner of Gertrude Street and Burke Road (shaded green in Figure 1) and the 810.4 m<sup>2</sup> lot was consolidated with the adjacent Beaver Creek Home Center property. 4691 Gertrude Street now has split zoning. The portion with the proposed amendment is zoned *C5 Transitional Office*, while the remainder of the property is zoned *C7 Core Business* (Figure 3). 'Lumber and Building Materials Retailers and Wholesalers' is not permitted in the C5 zone.

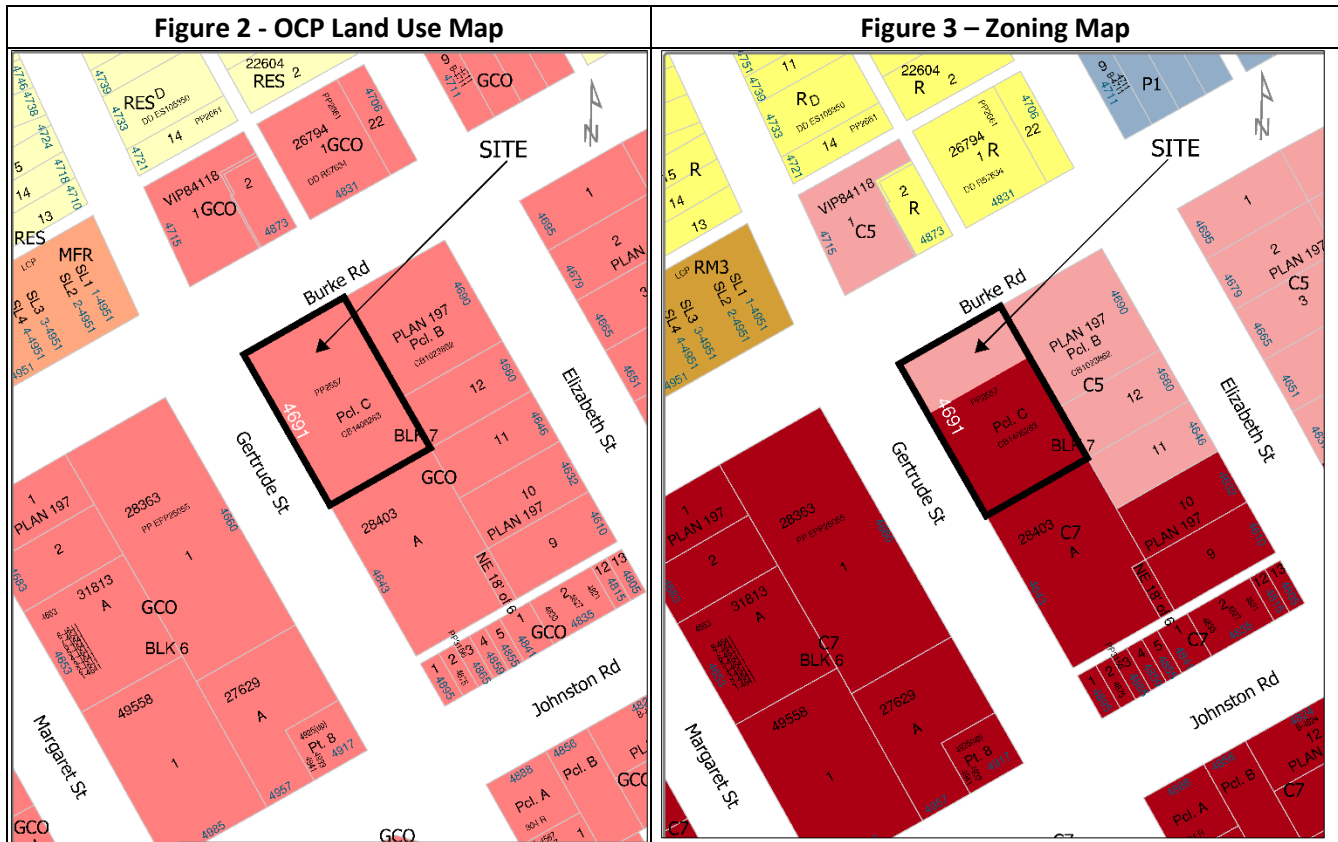


Surrounding properties are a mix of *C5 Transitional Office*, *C7 Core Business*, *R Primary Residential*, *RM3 High Density Multi-Residential*, and *P1 Institutional* zoning. The subject property is located in the transition area between the neighbourhood’s commercial and residential properties.

<b>Location</b>	East side of Gertrude Street at the intersection with Burke Road
<b>Current Land Use</b>	<i>General Commercial</i>
<b>Current Zoning</b>	<i>C5 Transitional Office</i>
<b>Proposed Zoning</b>	<i>C7 Core Business</i>
<b>Total Area</b>	810.4 m <sup>2</sup> (0.2 acres)
<b>Official Community Plan (OCP)</b>	<ul style="list-style-type: none"> <li>• Schedule A – Land Use Map</li> <li>• Schedule B – Development Permit Areas Map</li> <li>• Section E Implementation – 1.0 Development Permit Areas</li> <li>• Section D Plan Policies – 7.0 General Economic Development</li> <li>• Section D Plan Policies – Commercial</li> </ul>

**Figure 1 – Subject Property Map**





Additional Context: Lumber and Building Materials Retailers and Wholesalers

In 1998, City Council adopted a text amendment to the Zoning Bylaw which added 'Building and Lumber Sales' as a permitted use in the CMX1 zone (Northport mixed-use zone) to accommodate operation of the Beaver Creek Home Center. In 2014, the CMX1 zone was updated to the C7 Core Business Zone which allows 'Lumber and Building Materials Retailers and Wholesalers' as a principal use.

The Beaver Creek Home Center has been a successful business in Port Alberni, and in recent years has purchased adjacent residential and small-scale commercial properties to expand their operations (Attachment 1). These properties have been largely converted to storage and warehousing areas. Currently the operation includes approximately 9188 m<sup>2</sup> (2.27 acres) of land in the C7 zone in the Northport commercial area (shaded orange in Figure 4). Upon successful rezoning of the subject site (shown in green), the operation would expand to include approximately 9998 m<sup>2</sup> (2.47 acres).



Figure 4 – Beaver Creek Home Center



#### ALTERNATIVES/OPTIONS

1. THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be now introduced and read a first time.  
  
THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be read a second time.  
  
THAT the amending bylaw No. 5112 be advanced to a Public Hearing on Tuesday, October 15, 2024 at 6:00 pm in City Hall, Council Chambers.
2. Council may decline to give first reading.
3. Council may direct staff to provide additional information.

#### ANALYSIS

The applicant proposes to change the zoning classification of an 810.4 m<sup>2</sup> portion of land at 4691 Gertrude Street from C5 Transitional Office to C7 Core Business in the Zoning Bylaw. The proposed amendment would enable expansion of the Beaver Creek Home Center business, including additional parking and loading spaces, and a new storage building.

Official Community Plan Bylaw No. 4602

Proposed zoning aligns with the property's *General Commercial (GCO)* land use designation in the Official Community Plan (OCP). See the attached Policy Summary document for policy relevant to the subject property and GCO land use designation. The property is located within *Development Permit Area No. 2 Commercial Development (DPA 2)*. Development plans would be reviewed against OCP policy and DPA 2 design guidelines at permitting stage to address lighting, landscaping, screening, the appearance of the proposed storage building, and to control how the site interacts with neighbouring properties.

OCP Section	OCP Text
<i>Section 2.0 Land Use Designations</i>	<i>General Commercial (GCO): Identifies areas that permit a wide range of uses such as retail, office, entertainment, food and beverage, and mixed commercial/residential. The purpose is to maximize the economic and social vitality of these areas. It is expected that associated development will provide an enhanced pedestrian experience to promote non-vehicle shopping trips.</i>

Tsunami Inundation Zone

The subject property is located within the Tsunami Inundation Zone, but is not located within flood-susceptible lands (based on most recent floodplain mapping) or within the area covered by the City's *Floodplain Bylaw No. 4288*.

Zoning Bylaw No. 5105, 2024

Proposed C7 zoning aligns with commercial properties located to the south along Johnston Road. The change would reduce the buffer between the neighbourhood's commercial and residential properties provided by C5 zoning. C5 zoning is established in locations like this to help maintain transitional areas between residential and non-residential uses. However, staff do not anticipate the change in land use will significantly impact neighbouring residential properties given the width of the Burke Road right-of-way (approximately 30 m).

Fence Regulations

The applicant proposes to install a 2.4 m (8 ft) chain link fence topped with barbed wire around the subject property to match existing fencing at the Beaver Creek Home Center. The zoning bylaw permits a 1.8 m (6 ft) maximum fence height and does not permit barbed wire in commercial zones, therefore a development variance permit (DVP) would be required (see Table 1). Staff may request that the DVP application be submitted prior to Council considering final adoption of the amending bylaws. Staff would likely not support use of barbed-wire in this neighbourhood.

Table 1: Fence Regulations	
<i>Zoning Bylaw Section 6.7.4</i>	<i>Fences or walls not greater than 1.8 m (6 ft) in height are permitted from the rear of the required front yard setback to the rear of the property.</i>
<i>Zoning Bylaw Section 6.7.6</i>	<i>No fence in any zone shall be constructed using barbed wire, razor wire, electrified wire or any other material intended to produce any sensation or injury to any person or animal having contact with the fence.</i>

New OCP and Future Zoning Bylaw

While ‘Lumber and Building Materials Retailers and Wholesalers’ is a permitted use in the C7 zone, it is generally incompatible with the intent of the zone and neighbourhoods with this zoning. The C7 zone is intended for downtown neighbourhoods consisting of ‘main street’ businesses with apartments above.

Wholesale retail of building materials is vehicle-oriented and requires large areas of land for outdoor storage and warehousing. It also requires site security features like high fences and flood lights. This use is more appropriate for land zoned C3 Service Commercial or M1 Light Industry where there is less potential for impacting residential living, and businesses/services that depend on downtown locations. Table 2 contains a comparison of zone descriptions.

For the new OCP update, Council has supported a growth scenario that would direct more residential density towards commercial nodes, including the Northport area. Following adoption of a new OCP, staff anticipate updating the Zoning Bylaw to align with new OCP policy. At that time, staff will review the existing C7 zone and the long-term sustainability of allowing ‘Lumber and Building Materials Retailers and Wholesalers’ as a use in core neighbourhoods.

Table 2: Zone Comparison	
Zone (Bylaw No. 5105)	Description
C7 – Core Business	<i>‘The purpose of this zone is to establish and maintain vibrant mixed-use commercial core areas, with attention to providing goods and services to residents, the travelling public and tourists.’</i>
C3 – Service Commercial	<i>‘The purpose of this zone is to establish and maintain areas for retail and service operations that <b>are vehicle-oriented or require large storage areas.</b>’</i>
M1 – Light Industry	<i>‘The purpose of this zone is to establish and maintain areas containing light industrial uses, <b>such as wholesale</b>, warehouse and light manufacturing operations.’</i>

Infrastructure and Services

The applicant has not yet provided infrastructure details for the City’s Infrastructure Services Department to review. This would be required during the development permit application process. The applicant would be responsible for the design and cost of all necessary upgrades.

Referrals

The application was referred to external agencies and internal departments. The City’s Fire Department expressed concerns for the potential fire load of the proposed storage building and impacts to neighbouring properties. These concerns can be addressed through setbacks and building designs at permitting stage.

The City’s Community Safety and Social Development Department expressed concerns for traffic issues along Gertrude Street resulting from the business’ operations:

- Community Safety and Social Development Department (6/20/2024): *“There have been reports of traffic safety concerns at this location on a busy street. Forklifts at the business cross Gertrude Street without traffic control, customer vehicles cross the street to pick up materials, pedestrian customers cross in the middle of the street to access the business. Large commercial vehicles block lanes of traffic*



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*to load and unload materials. The industrial nature of the business would be better suited to an M zone. The expansion of the property may impact traffic safety concerns as mentioned above.”*

#### General Summary of Potential Impacts and Benefits

- Proposed zoning would reduce the buffer area between the neighbourhood’s commercial and residential properties typically provided by C5 zoning. However, staff do not anticipate that this will significantly impact nearby properties given the width of adjacent road rights-of-ways. Landscape screening will also be required at permitting stage to help mitigate visual impacts.
- On-site parking is not required for commercial uses in the C7 zone, however preliminary plans propose adding 6 spaces. This would help reduce pressure on the area’s street parking which is frequently used by patrons of the Beaver Creek Home Center.
- The proposed expansion of Beaver Creek Home Center operations may contribute to existing traffic safety concerns on Gertrude Street.

#### **IMPLICATIONS**

Supporting the proposed bylaw amendment would enable expansion of the Beaver Creek Home Center, including development of a new storage building at 4691 Gertrude Street.

#### **COMMUNICATIONS**

The Advisory Planning Commission (APC) discussed the application and passed a motion at their June 20<sup>th</sup> meeting recommending that Council support the application. The *Draft Summary Minutes* are attached to this report.

Under Section 464 of the *Local Government Act* (LGA), Council may waive a public hearing for the application because the proposed zoning aligns with the OCP. If Council chooses to waive the public hearing, notice will be provided in accordance with Section 467 of the LGA. This includes advertisements in the local newspaper and mailing notices to all owners and occupants of property within 100 metres of the site. If Council chooses to hold a public hearing, notice will be provided in accordance with Section 466 of the LGA by the same methods. Staff recommend that Council hold a public hearing given the property’s location in a commercial-residential transition area.

Because the property is located within 800 m of Johnston Road (Provincial Highway 4), the application will require approval from the Ministry of Transportation (MOTI) prior to final reading.

#### **BYLAWS/PLANS/POLICIES**

##### Zoning Bylaw No. 5105

Below is a summary of proposed amending Bylaw No. 5112:

- a) Change the classification of 4691 Gertrude Street from ‘C5 Transitional Office’ to ‘C7 Core Business’ on the Zoning Bylaw map.

#### **SUMMARY**

The City has received an application to rezone a portion of 4691 Gertrude Street from *C5 Transitional Office* to *C7 Core Business*. The proposed amendment would enable expansion of the Beaver Creek Home Center to

accommodate parking and loading spaces, and a new storage building. Staff do not anticipate that the expansion would significantly impact surrounding properties.

Proposed zoning aligns with the property's *General Commercial* land use designation. *Lumber and Building Materials Retailers and Wholesalers* is a permitted use in the C7 zone, however the use is generally incompatible with the intent of the zone and neighbourhoods with this zoning. Staff anticipate reviewing this use further after the new OCP is adopted.

Staff recommend that Zoning Amendment Bylaw No. 5112 be given first and second readings, and that Council advance the amending bylaw to a Public Hearing.

**ATTACHMENTS/REFERENCE MATERIALS**

1. *Beaver Creek Home Center Air Photos (2006/2023)*
2. *OCP Policy Summary*
3. *Advisory Planning Commission June 20<sup>th</sup>, 2024 Draft Minutes*
4. *Draft "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112"*

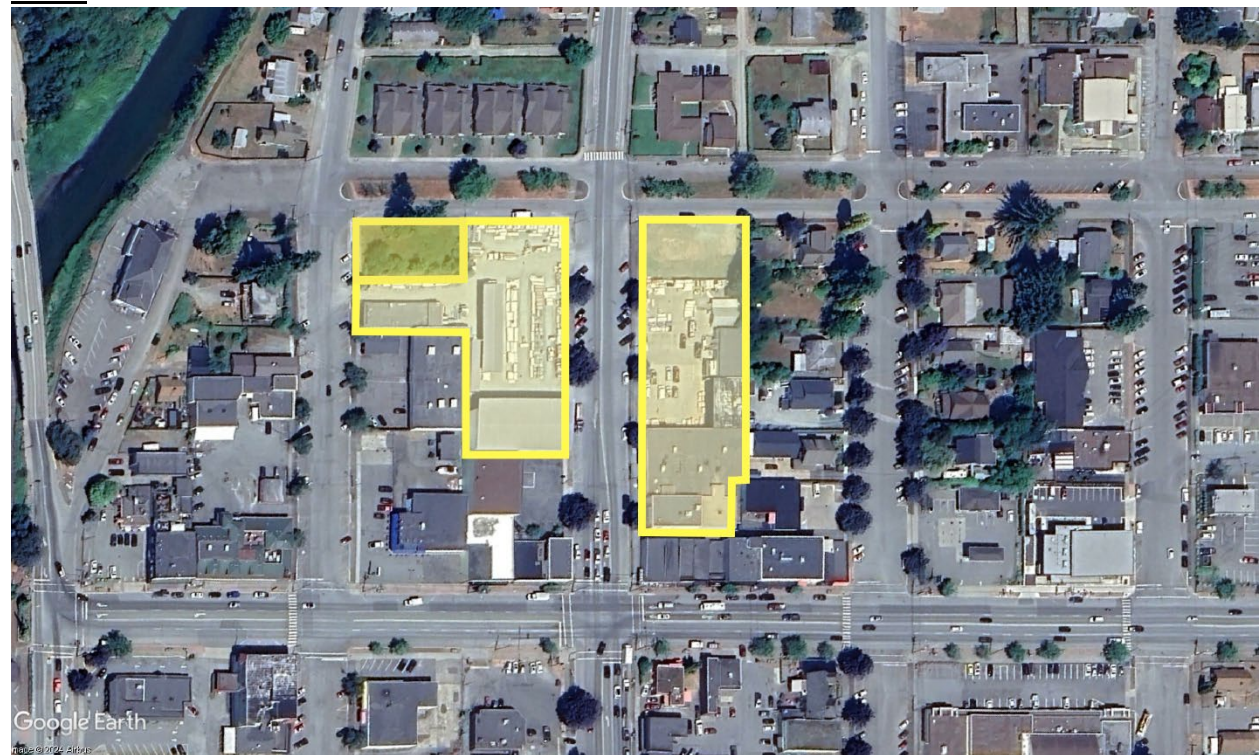
c: *D. Leurebourg, Director of Corporate Services*  
*A. McGifford, Director of Finance*  
*J. MacDonald, Director of Infrastructure Services*  
*R. Gaudreault, Building Official*  
*D. Fines, Chief Fire Prevention Officer*

**Attachment 1: Beaver Creek Home Centre Location Air Photos (approximate)**

**2006**



**2024**



## Attachment 2: OCP Policy Summary

The following table contains *Official Community Plan Bylaw* policy statements relevant to the property at 4691 Gertrude Street.

OCP Section	Policy Text
<b>General Commercial Council Policy 5.1.1</b>	Lands designated as General Commercial (GCO) on Schedule “A” (Land Use Map) are to be used for a broad range of pedestrian-scale uses including retail, office, financial, institutional, service, entertainment, food and beverage, and accommodation. Residential is permitted where it is located above ground floor commercial, unless stated otherwise.
<b>General Commercial Council Policy 5.1.3</b>	The City will encourage the concentration of commercial development in established commercial nodes. It should complement the character of adjacent land uses and achieve an appropriate human scale in order to create compact and vibrant shopping nodes. Where current residential parcels in GCO designated areas along Johnston Road are proposed for commercial zoning, Council will consider such zoning with attention to overall comprehensive development. Council will discourage the potential to leave one residential parcel ‘locked in’ between commercially zoned properties. As a rule, no commercial zoning will be considered where 2 or less contiguous parcels are left as residential, unless it is clearly demonstrated that such parcels can be readily converted to a suitable commercial development.
<b>General Commercial Council Policy 5.1.4</b>	Large format retail is permitted within this designation however, it must respond to the principles of compact, vibrant and pedestrian-friendly urban form. This is to be achieved by respecting existing block patterns, preserving the rhythm of small-scale, pedestrian oriented commercial retail units along the street frontage, and containing the majority of off-street parking within the building envelope.
<b>General Commercial Council Policy 5.1.5</b>	For all other forms of commercial where off-street parking is required it should be provided at the rear of the building in order to avoid disruption of the street wall by parking lots or driveways.
<b>General Commercial Council Policy 5.1.7</b>	Buildings should be oriented to the street and located at the property line or be setback minimally in order to accommodate a specific programming requirement such as outdoor seating.
<b>General Provisions – Economic Development Council Policy 7.1.5</b>	The downtown cores of Southport and Northport are intended as the primary commercial cores of the City. As such they should benefit from the widest range of permitted uses within the City including high density residential so as to bring vitality, aesthetic quality and liveability to these nodal locations.
<b>Hazardous Area Council Policy 1.4.2</b>	To protect against the loss and to minimize property damage associated with flooding events the Council encourages agricultural, park and open space recreational uses of flood susceptible lands. Where floodable lands are required for development, the construction and siting of buildings and manufactured homes to be used for habitation, business or the storage of goods damageable by floodwaters shall be flood proofed to those standards specified by the City of Port Alberni Floodplain Bylaw.





**Summary Report / Minutes of the Advisory Planning Commission Meeting  
held on June 20, 2024 at 12:00 p.m.  
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

**Commission Members Present**

Stefanie Weber (CHAIR)  
Harley Wylie (VICE-CHAIR, Tseshah (č išaa?ath) F.N)  
Dan Holder  
Sandy McRuer  
Jack Roland  
Larry Ransom (Alt.- S.D.70)  
Councilor Dustin Dame (Council Liaison)  
Derrin Fines (P.A.F.D. Liaison)

**Staff**

Scott Smith, Director of Dev. Services/Deputy CAO  
Haley Stevenson, Planner I

**Guests**

Applicant/s: B. Wilson  
Applicant/s: N/A  
Members of the public: N/A

**Regrets**

Joe McQuaid  
Councilor Serena Mayer, (Hupačasath F.N)  
Callan Noye  
Sgt. Ryan Archer, (R.C.M.P. Liaison)

**Alternates and Staff not in attendance**

Christine Washington (Alternate - School District #70)  
Ken Watts (ECC, Alt. Tseshah (č išaa?ath) F.N)  
Councilor Deb Haggard (Alt. Council Liaison)  
Cara Foden, Planning Technician  
Brian McLoughlin, Manager of Planning



**1. Acknowledgements and Introductions**

- The Chair acknowledged that this meeting is being held within the un-ceded, traditional territories of the Hupačasath Nation and the Tseshah (č išaa?ath) First Nation.

**2. Adoption of previous meeting minutes:**

- Summary Report/Minutes from the APC Meetings held on January 18, 2024

**(Holder/Wylie) CARRIED**

**3. DEVELOPMENT APPLICATION: Zoning Bylaw**

**4691 Gertrude St. - Lot 1, Block 7, District Lot 1, Alberni District, Plan 197 PID: 009-270-469**

**APPLICANT:** Brent Wilson for Seebros Holdings Ltd., INC.NO. BC0812664.

- The Planner presented a summary of the application. A full report dated June 13, 2024 was included in the Agenda package for this meeting.
- Attendees discussed the proposed zoning bylaw amendment as follows:
  - Zoning/OCP amendment applications within 800 m of Highway 4 require MOTI approval.
  - Applicant anticipates that new storage building will be used by both staff and customers.
  - Applicant's intent is for new parking area to be accessed from Gertrude Street. No new access off of Burke Road.
  - The application would not be referred to the Advisory Traffic Committee as part of the review process.
  - How/whether future review of "Lumber and Building Materials Retailers and Wholesalers" use in C7 zone would impact the business. Discussed relevance to current application.
  - Discussion/consideration needed for future of this neighbourhood. This discussion to occur during OCP review process.

**Motions:**

1. *That the Advisory Planning Commission recommends to City Council that Council support the application.*

**(Ransom/Wylie) CARRIED**

- 4. DEVELOPMENT APPLICATION:** Official Community Plan (OCP) and Zoning Bylaw  
**15th Avenue at Montrose Street** - a portion of Lot A (DD F39405) of District Lot 113, Alberni District,  
Plan VIP1044 Except part in Plan VIP55450 PID: 008-079-820  
**APPLICANT:** Paul Turner dba 521803 BC Ltd. (Windward Homes).

- The Planner presented a summary of the application. A full report dated June 11, 2024 was included in the Agenda package for this meeting.
- Attendees discussed the proposed zoning bylaw amendment as follows:
  - Reasons property was chosen to be sold, RFP process, and what degree of review was done at time of RFP (prior to this OCP/ZON application).
  - City should prioritize preserving municipal land along jurisdictional boundary for green space and recreation. Should be considered in OCP update.
  - Walking path along property's eastern boundary would remain on City-owned portion of land, not within development area. Path is not a designated/maintained City trail.
  - Applicant required to pay cash-in-lieu of parkland dedication at time of subdivision.
  - Applicant required to pay DCC's on top of any necessary infrastructure upgrades at time of subdivision.
  - Proposed lots are comparable to existing lot sizes in neighbourhood, but are larger than permitted under new 'R' zone (280 m<sup>2</sup>).

**Motions:**

1. *That the Advisory Planning Commission recommends to City Council that Council support the application.*

**(Roland/Wylie) CARRIED**

**5. Updates from the Director of Development Services**

- Staff working on OCP policy and drafting document over the summer.
- New zoning bylaw adopted by Council Bylaw at June 10<sup>th</sup> meeting. Adopted to align with Provincial legislation for SSMUH.
- Status of Microtel development application.
- Status of Port Pub remediation order.

**6. Other Business: N/A**

- 7. Adjournment** – The meeting adjourned at 1:00 pm. The next regular meeting is scheduled for 12:00 pm on **Thursday, July 18, 2024.**

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(Chair)

# CITY OF PORT ALBERNI

## BYLAW NO.5112

### A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW NO. 5105

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 (4691 Gertrude Street), Bylaw No. 5112**”.

#### 2. Zoning Map Amendments

2.1 The property legally described as A Portion of Parcel C (Being a Consolidation of Lots 1, 2, and 3 see CB1406263) Block 7, District Lot 1, Alberni District, Plan VIP197 (PID: 032-272-774) and located at **4691 Gertrude Street**, as shown outlined in heavy black and shaded grey on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'C5 Transitional Office' to ‘**C7 Core Business**’.

2.2 Schedule “A” (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw No. 5105 is hereby amended to denote the zoning outlined in Section 2 above.

**READ A FIRST TIME** this     day of     , 2024.

**READ A SECOND TIME** this     day of     , 2024.

**A PUBLIC HEARING WAS HELD** this     day of     , 2024.

**APPROVED BY THE MINISTRY OF TRANSPORTATION** this     day of     , 2024.

**READ A THIRD TIME** this     day of     , 2024.

**ADOPTED** this     day of     , 2024.

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Mayor

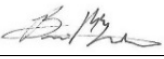


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Corporate Officer



[illegible]

Date: September 2, 2024  
File No.: 3900-02-5114  
To: Mayor and Council  
From: M. Fox, CAO  
Subject: **Housing Agreement Bylaw – 5130 Argyle Street**  
LOT A, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 28728 (PID: 007-622-030)

Prepared by:  B. McLoughlin Manager of Planning	Supervisor:  Dir. of Development Services   Deputy CAO	CAO Concurrence:  M. Fox, CAO
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#### RECOMMENDATION

- THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be now introduced and read a first time.
- THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be read a second time.
- THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be read a third time.

#### PURPOSE

To consider a Housing Agreement for below-market rental apartments between the City of Port Alberni and 1381905 B.C. LTD.

#### BACKGROUND

The owner of the property at 5130 Argyle Street recently received a Development Permit for a mixed-used multifamily and commercial building with 68 apartment units (DP23-03). At the same time, they received a Development Variance Permit allowing an additional 2 metres of building height (DVP 119). The variance permit contained a condition that a Housing Agreement for affordable units is required prior to issuance of a building permit.

#### ALTERNATIVES/OPTIONS

- THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be now introduced and read a first time.  
THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be read a second time.  
THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be read a third time.
- Council may decline to give first reading which means a building permit cannot be issued and the development does not proceed.
- Council may direct staff to provide additional information.

Staff recommend Option 1.

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## ANALYSIS

Below is a summary of the terms of the Housing Agreement:

- 7 units (10% of total) will be designated affordable.
- The affordable units will be studio apartments.
- The units will be secured for 10 years starting at building occupancy.
- Rent will be no more than 30% of a tenant's annual household gross income.

For this agreement, annual household gross income is set at \$46,000, which is the Canadian Mortgage and Housing Corporation's (CMHC) median renter income for rural centres in BC. This means that rent must be no more than \$1,150 per month, subject to annual increases under BC tenancy legislation.

The CMHC definition of affordability was chosen for this agreement because it aligns with the CMHC program through which the development will be financed. The CMHC definition (\$46,000) is slightly higher than Port Alberni's median renter income in the 2021 federal census (\$42,800). However, given the shortage of housing units in Port Alberni, and year-over-year market rent growth, staff consider the agreement to be sufficient. It will secure seven (7) units at below market rents for a period 10 years.

## IMPLICATIONS

If Housing Agreement (5130 Argyle Street), Bylaw No. 5114 is adopted by Council, staff will proceed with executing the agreement and having it registered on property's land title. This will satisfy the conditions of the variance permit, and staff will be able to issue the Building Permit to the land owner. Upon completion, the development will provide 68 units of rental housing in the Uptown neighbourhood, with 7 units secured at below-market rent for 10 years.

## COMMUNICATIONS

N/A

## BYLAWS/PLANS/POLICIES

1. Official Community Plan Bylaw No. 4602  
OCP Policy under section 4.0 and 4.1 support affordable housing options in the community. A summary of OCP policy on affordable housing is attached.
2. Council's 2023 – 2027 Corporate Strategic Plan  
The proposed development aligns with the following goals:
  - 5.2: *Safe and accessible housing options exist for all members of the community*

## SUMMARY

Staff are requesting that Council consider a Housing Agreement bylaw to secure seven (7) affordable rental apartments at 5130 Argyle Street. The dwelling units are part of a planned 68-unit mixed-use development. Staff recommend that Housing Agreement (5130 Argyle Street), Bylaw No. 5114 be given first, second, and third readings.

**ATTACHMENTS/REFERENCE MATERIALS**

1. *Development Information – 5130 Argyle Street*
2. *Summary of OCP Policy on Affordable Housing*
3. *“Housing Agreement (5130 Argyle Street), Bylaw No. 5114”*

*J:\Engineering\Planning\Development Applications\DevelopmentPermits\DP-2023\DP\_2023\_03 -5130 ArgyleSt\Housing Agreement*

**DEVELOPMENT INFORMATION – 5130 ARGYLE STREET**

**Figure 1 – Subject Property (5130 Argyle Street)**



**Figure 2 – Planned Development**





## SUMMARY OF OCP POLICY (AFFORDABLE HOUSING)

The following table contains *Official Community Plan Bylaw* policy statements on affordable housing.

<b>OCP Section</b>	<b>OCP Policy Text</b>
<i>Plan Policies - 4.0 Residential</i>	<ul style="list-style-type: none"> <li>• A wider choice of housing options translates into greater access to housing and a more livable community for a greater range of age groups. This is a fundamental objective in creating complete and inclusive communities.</li> </ul>
<i>Plan Policies - 4.0 Residential – Affordable Housing</i>	<ul style="list-style-type: none"> <li>• The provision of affordable housing is central to the livability of a community. A number of measures can be used to quantify the threshold for affordability. One such measure used by Canada Mortgage and Housing Corporation is that the cost of adequate shelter should not exceed 30% of household income. A range of affordable housing options should be provided to accommodate a wide range of lifestyles and economic profiles such as young families, seniors, singles, those on a fixed income or are low-income households. Such housing can consist of a range of forms including multi-family, high density detached single-family residential, or secondary suites within or associated with single-family dwellings in single-family neighbourhoods. Housing in the community should include options aimed at ending homelessness and providing the range of supports necessary to enable those who are at risk of homelessness to maintain stable and secure residence. The Plan does not support concentration of specialty housing such as specialty senior's housing in a single location. Rather, it promotes integration of such housing throughout the community in order to provide greater housing diversity.</li> </ul>
<i>General Provisions – Council Policy</i>	<ul style="list-style-type: none"> <li>• 4.1.1 With the projected increase in the senior's population, the provision of appropriate housing choice and range of care options shall be supported.</li> <li>• 4.1.2 The provision of a wide-range of housing choice for the benefit of all demographic and socioeconomic segments is encouraged.</li> <li>• 4.1.3 The City supports efforts to provide integrated special needs, affordable, and rental housing within the community.</li> <li>• 4.1.4 The City will encourage greater residential density in locations near commercial nodes and near transit routes.</li> <li>• 4.1.5 The City will support increased residential density along Johnston Road on lands designated Residential (RES) on Schedule "A" (Land Use Map), in support of nearby commercial land use.</li> <li>• 4.1.6 The City supports initiatives that provide long-term, stable and secure housing for homeless persons as well as initiatives that reduce the risk of homelessness for those at risk of becoming homeless.</li> </ul>

**CITY OF PORT ALBERNI**

**BYLAW NO. 5114**

**A BYLAW TO AUTHORIZE A HOUSING AGREEMENT UNDER SECTION 483 OF THE  
LOCAL GOVERNMENT ACT**

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WHEREAS Section 483 of the *Local Government Act* provides that Council may enter into a Housing Agreement, which may include terms and conditions agreed to regarding the occupancy of the housing units identified in the Agreement;

AND WHEREAS the Council wishes to enter into such a Housing Agreement with respect to certain housing units located in the City of Port Alberni;

THEREFORE BE IT RESOLVED, the Council of the City of Port Alberni in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as the City of Port Alberni "Housing Agreement (5130 Argyle Street), Bylaw No. 5114"
2. The Council of the City of Port Alberni hereby authorizes the Mayor and the Corporate Officer, on behalf of the City of Port Alberni, to enter into and execute the Housing Agreement:
  - (a) in the form attached hereto as Schedule 'A', which sets out the terms and conditions of the occupancy of the housing units identified in the Housing Agreement,
  - (b) between the City and 1381905 B.C. LTD., Inc. No. BC1381905, and
  - (c) that applies to the land with current civic address of 5130 Argyle Street, Port Alberni, BC, V9Y 1V2, legal described as:  
  
**LOT A, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 28728**  
**Parcel Identifier: 007-622-030**
3. Upon execution of the Agreement by the Mayor and Corporate Officer and application of the seal of the City of Port Alberni, this Agreement shall be validly entered into as authorized by this Bylaw.

**READ A FIRST TIME** this    day of    , 2024.

**READ A SECOND TIME** this    day of    , 2024.

**READ A THIRD TIME** this    day of    , 2024.

**ADOPTED** this    day of    , 2024.

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Mayor

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Corporate Officer

**SCHEDULE A**  
**HOUSING AGREEMENT**

DRAFT

## HOUSING AGREEMENT

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2024

BETWEEN:

**CITY OF PORT ALBERNI**

4850 Argyle Street  
Port Alberni, BC  
V9Y 1V8

(the “City”)

OF THE FIRST PART

AND:

**1381905 B.C. LTD., Inc. No. BC1381905**

3083 EAST 4<sup>TH</sup> AVENUE  
VANCOUVER, BC  
V5M 1L3

(the “Land Owner”)

OF THE SECOND PART

### W H E R E A S:

- A. Under section 483 of the *Local Government Act*, R.S.B.C. 2015 c.1 the City may, by bylaw, enter into a housing agreement with an owner of a property regarding the occupancy of the housing units identified in the agreement, including but not limited to terms and conditions referred to in section 483(2) of the *Local Government Act*;
- B. The Land Owner is the registered owner in fee simple of those lands with a current civic address of 5130 Argyle Street, in the City of Port Alberni in the Province of British Columbia, and legally described as:

LOT A, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 28728  
Parcel Identifier: 007-622-030

(the “Property”)

- C. The Land Owner has submitted an application to the City for a development variance permit and a building permit to permit the development of a 6-storey, commercial mixed-use, building with three (3) commercial units on the ground floor and an anticipated sixty-eight (68) residential dwelling units, which building is planned to include a minimum seven (7) affordable residential rental housing units (the “**Project**”), and acknowledging that the restrictions and requirements contained herein are in the public interest, the Land Owner has offered and voluntarily provided this Agreement to the City, and the City has accepted this Agreement as a condition of Development Variance Permit No.119.
- D. The City and the Land Owner wish to enter into this Agreement, as a housing agreement pursuant to section 483 of the *Local Government Act*, to secure the agreement of the Land Owner with respect to the matters noted herein (the “**Agreement**” or the “**Housing Agreement**”), the parties acknowledging that Notice of this Housing Agreement shall be

placed on title to the Property and shall be binding on future owners in accordance with *Local Government Act* section 483(6).

**NOW THEREFORE THIS AGREEMENT WITNESSES** that pursuant to section 483 of the *Local Government Act* and in consideration of the premises and covenants contained in this Agreement, the parties hereto covenant and agree each with the other as follows:

**1. DEFINITIONS**

1.1 In this Agreement the following words and terms have the following meanings:

- (a) **“Affordable Rent”** means rent for a household's occupancy of a Dwelling Unit that is no more than \$1,150 per month, which is equal to 30% of an annual household gross income of \$46,000. This amount is based on the Canadian Mortgage and Housing Corporation's median renter income for rural centres in BC;
- (b) **“Affordable Rental Unit”** means those seven (7) or more Dwelling Units each rented to a household at Affordable Rent; and
- (c) **“Dwelling Unit”** means a habitable room, consisting of a self-contained unit with a separate entrance, containing not more than one kitchen room and used or intended to be used together for living and sleeping purposes for not more than one household.

1.2 The City and the Land Owner agree that the definitions in the Port Alberni Zoning Bylaw No. 5105, 2024, as amended from time to time, and any enactment that may replace it, apply to the interpretation of the terms used in this Agreement.

**2. OCCUPANCY OF AFFORDABLE RENTAL UNITS**

2.1 The Land Owner covenants and agrees that the building it constructs upon the Property will contain residential Affordable Rental Units which:

- (a) must only be used and occupied for residential purposes in accordance with the City's Zoning Bylaw; and
- (b) must not be used for short term rentals of less than 30 days, short term licenses, tourist accommodations and similar short-term occupations; and
- (c) subject to section 2.1(b), must not be restricted as to their availability for rent by non-owners.

2.2. The Land Owner covenants and agrees that the Project will not restrict rental of the Affordable Rental Units by non-owners, other than restricting tourist accommodation / short-term rentals of less than 30 days.

2.3 The Land Owner covenants and agrees that it will not make application to deposit a strata plan for the Project that is to be constructed on the Property unless the strata bylaws in no way restrict rental of the Affordable Rental Units.



2.4 The Land Owner covenants and agrees that:

- (a) a minimum of seven (7) of the Dwelling Units or ten percent of the Dwelling Units on the Property, whichever is greater, must be Affordable Rental Units rented for Affordable Rents;
- (b) the Affordable Rental Units must be used for the purpose of providing rental housing to households for Affordable Rent, with each Affordable Rental Unit rented under the terms of a residential tenancy agreement that complies with the provisions of the *Residential Tenancy Act*;
- (c) must not be occupied by any registered owner; and
- (d) each of the Affordable Rental Units must have an occupancy standard of at least one (1) person per bedroom, and at least one (1) person per bachelor unit.

2.5 For greater certainty, the parties acknowledge and agree:

- (a) the seven (7) Affordable Rental Units will be studio units.
- (b) the seven (7) Affordable Rental Units may be scattered throughout the Project; and
- (c) the Affordable Rents may change on an annual basis, subject to compliance with Provincial residential tenancy legislation.

**3. TERM**

- 3.1 Subject to earlier termination in accordance with this Agreement, the term of this will be for ten (10) years commencing on the date a final occupancy permit is issued by the City of Port Alberni, and ending on the same day and month ten (10) years from this date (the “Term”).

**4. INDEMNITY AND RELEASE**

- 4.1 Save and except for any claims, demands, damages, actions, or causes of action by reason of or arising out of or which could not occur but for the negligent or wrongful intentional acts of the City, its elected officials and appointed officers, employees, contractors, agents, successors and assigns (together, the “City Parties”) the Land Owner covenants and agrees to indemnify and save harmless the City Parties from and against any claim, demand, suit, action, cause of action, liability, damage, loss (including personal injury and death), fine, penalty, expense and cost (including all legal fees on a solicitor-client basis) whatsoever arising out of or related to:
- a. the restrictions or requirements of this Agreement;
  - b. the Land Owner’s breach of this Agreement; and
  - c. the use, occupancy or tenure of the Property contemplated under this Agreement.
- 4.2 The Land Owner and any strata corporation formed in respect of the Project will waive, release and forever discharge the City Parties from and against any claim, suit, action, liability, damage, loss, expense, fine, penalty, payment and legal fees (on a solicitor-client basis) whatsoever whether known or unknown which the Land Owner or strata corporation, may now or in the future have against the City arising from or related to the restrictions or requirements of this Agreement, the operation of the Project, the breach of a covenant in this Agreement, or the use, occupancy or tenure of the Property contemplated by this Agreement, save and except for any claims, suits, actions, liabilities,

damages, losses, expenses and payments whatsoever by reason of or arising out of or which could not occur but for the negligent or wrongful intentional acts of the City.

**5. BINDING EFFECT**

- 5.1 This Agreement will run with the Property and will accordingly bind all subsequent Land Owners of the Property.

**6. REPORTING**

- 6.1 Within thirty (30) days of receipt of a request from the City, the Land Owner provide the City with a report in writing to the City's Director of Corporate Services, in a form and with such supporting documentation that the Director may from time to time require, acting reasonably, confirming the Land Owner's compliance with the requirements of this Agreement, which report identifies:

- (a) The number, type (e.g., one-bedroom, two-bedroom, three -bedroom), and location, by suite number, of all Affordable Rental Units, including identifying those that are vacant and the reason for vacancy;
- (b) The name of property management company(ies) and non-profit organizations(s) (if any) managing the Affordable Rental Units;
- (c) A copy of the standard form(s) of tenancy or occupancy agreement for the Affordable Rental Units, including term of that agreement (but without the personal information of each individual agreement);
- (d) The date each Affordable Rental Unit was first occupied in accordance with this Agreement, respectively;
- (e) By each Affordable Rental Unit, the number of individuals occupying such unit and the monthly rent or lease payment charged;
- (f) Any changes or proposed changes to strata bylaws that may affect the terms of this Agreement; and
- (g) Such further information identified at the request of the City, provided such is relevant to the interpretation, administration or enforcement of this Housing Agreement.

- 6.2 The Land Owner will keep accurate records pertaining to the use and occupancy of the Affordable Rental Units. At the written request of the City, within forty-five (45) days of receiving such request, the Land Owner will make such records available for inspection by the City.

- 6.3 The parties acknowledge and agree that:

- (a) the reporting requirements will not be imposed more than once per year, unless there are reasonable grounds to believe that there may be a breach in fact or in spirit, of this Housing Agreement (as determined in the City's sole discretion, for the purposes of reporting);
- (b) there are no reporting requirements unless the City so requests, but when the City requests a report the City may request the information for the year in which such report is requested and for previous years not previously reported; and

- (c) the Land Owner will be responsible for the reporting requirements set out in this Article 6 until such time as a Strata Corporation formed in respect of the Project holds its first annual general meeting, and thereafter, the Strata Corporation will be responsible for the reporting requirements set out in this Article 6.

## **7. AMENDMENT**

- 7.1 This Agreement may not be amended except by authority of a bylaw adopted by the Council of the City with the consent of the Land Owner, and thereafter by written agreement signed by the City and the Land Owner.
- 7.2 The Land Owner acknowledges that it is within the City's sole discretion to consent or not to consent to modifications of this Agreement and that such consent may be withheld for any reason.

## **8. NOTICE**

- 8.1 If sent as follows, notice under this Agreement is deemed to be received:

- a. seventy-two (72) hours after the time of its mailing by registered mail; and
- b. on the date of delivery if hand-delivered,

and will be sent to the City at:

4850 Argyle Street  
Port Alberni, BC, V9Y 1V8  
Attention: Director of Corporate Services

and will be sent to the Land Owner at:

3083 East 4<sup>th</sup> Avenue  
Vancouver, BC, V5M 1L3  
ATTN: 1381905 B.C. LTD., Inc. No. BC1381905

or to the most recent postal address provided in a written notice given by each of the parties to the other.

## **9. CUMULATIVE REMEDIES**

- 9.1 No remedy under this Housing Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity. The Land Owner acknowledges and agrees that damages will be an inadequate remedy for the City, and the City is entitled to an order for specific performance, injunctive relief (mandatory, prohibitive or otherwise), or other equitable relief, in order to compel performance of the obligations in this Housing Agreement.

## **10. BINDING EFFECT**

- 10.1 This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, administrators and permitted assignees.

**11. NO WAIVER**

- 11.1 The waiver by a party or any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement will not be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
- 11.2 No provision of this Housing Agreement may be waived by a party unless the waiver is expressed in writing by the party.

**12. NO RELIEF**

- 12.1 It is understood, covenanted and agreed by and between the parties hereto that no provision of these presents and no act or omission or finding of negligence, whether joint or several, as against the City, in favour of any third party, shall operate to relieve, or be deemed to relieve, the Land Owner in any manner whatsoever from any liability to the City with respect to this Agreement, or under the provisions of the *Community Charter*, the *Local Government Act*, or any bylaw of the City and amendments thereto, except as otherwise set out in this Agreement.

**13. TIME**

- 13.1 Time is of the essence of this Agreement.

**14. NOTICE TO BE REGISTERED IN LAND TITLE OFFICE**

- 14.1 Notice of this Agreement will be filed in the Land Title Office, at the cost of the Land Owner, in accordance with section 483 of the *Local Government Act*, and this Agreement will be binding on all persons who acquire an interest in the Property after registration of this notice.
- 14.2 Upon termination of this Agreement, the City upon request of the Land Owner will file a cancellation of the notice for this Agreement at the Land Title Office.

**15. TERMINOLOGY**

- 15.1 Wherever the singular, masculine or neuter are used throughout this Agreement, the same will be construed as meaning the plural or the feminine or the body corporate or politic, as the context requires.

**16. LAW APPLICABLE**

- 16.1 This Agreement will be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

**17. CONFLICT**

- 17.1 In the event of a conflict between the terms of this Housing Agreement and the provisions of City bylaws in relation to land use or density, the bylaws will prevail in accordance with Section 483(3) of the *Local Government Act*.

**18. TIME**

- 18.1 Time is of the essence of this Housing Agreement.

**19. HEADINGS**

- 19.1 The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

**20. RELATIONSHIP OF PARTIES**

- 20.1 No provision of this Housing Agreement may be construed to create a partnership or joint venture relationship, an employer-employee relationship, a landlord-tenant, or a principal-agent relationship.
- 20.2 The Land Owner is solely responsible for all costs and expenditures required to fulfill its obligations under this Housing Agreement, whether those costs and expenses are, or are not, specifically referred to in this Housing Agreement.

**21. FURTHER ASSURANCES**

- 21.1 The Land Owner will do, execute, and deliver, or cause to be done, executed, and delivered all such further acts, documents and things as may be reasonably required from time to time to give effect to this Housing Agreement.

**22. ENTIRE AGREEMENT**

- 22.1 This Housing Agreement contains the entire agreement and understanding of the parties with respect to the matters contemplated by this Housing Agreement and supersedes all prior and contemporaneous agreements between them with respect to such matters.
- 22.2 No representations, warranties or conditions, express or implied, oral or otherwise, have been made other than those expressed in this Housing Agreement.

**23. NO RESTRICTION ON CITY AUTHORITY**

- 23.1 Except as required by Section 483 of the *Local Government Act*, nothing contained or implied in this Housing Agreement:
- (a) prejudices or affects the rights, powers or discretion of the City in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Property as if the Housing Agreement had not been executed and delivered by the Land Owner;
  - (b) imposes any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Housing Agreement or the breach of any provision in this Housing Agreement; or
  - (c) imposes any public law duty, whether arising from the principles of procedural fairness or the rules of natural justice, on the City with respect to its exercise of any right or remedy expressly provided in this Housing Agreement or at law or in equity.

**24. SEVERABILITY**

- 24.1 Each article of this Housing Agreement is severable. If any provision of this Housing Agreement is held to be illegal or invalid by a court of competent jurisdiction, such provision



may be severed and the illegality or invalidity thereof will not affect the validity of the remainder of this Housing Agreement.

**25. ACKNOWLEDGEMENT**

- 25.1 The Land Owner acknowledges having been directed to obtain independent legal advice and having read and fully understood all the terms and conditions of this Housing Agreement. The Land Owner confirms that this Housing Agreement has been entered into voluntarily. The Land Owner acknowledges and agrees that any information submitted to the City is subject to the BC *Freedom of Information and Protection of Privacy Act*.

**26. COUNTERPARTS**

- 26.1 This Housing Agreement may be executed and delivered in counterparts with the same effect as if both parties had signed the same document. Each such counterpart is deemed to be an original. All counterparts are construed together and constitute one and the same Agreement.

**IN WITNESS WHEREOF** the parties hereto have set their hands and seals as of the day and year first above written.

**CITY OF PORT ALBERNI** by its authorized )  
signatories: )  
 )  
 )  
\_\_\_\_\_)  
Name: Scott Smith )  
Title: Director of Development Services )  
 )  
\_\_\_\_\_)  
Name: Danielle Leurebourg )  
Title: Corporate Officer )

**1381905 B.C. LTD., Inc. No. BC1381905** by its )  
authorized signatories: )  
 )  
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 )  
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\_\_\_\_\_)  
Name: )  
Title: )

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Name:  
Title:

RECEIVED

AUG 08 2024

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input checked="" type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 0220-01 RCM Sept. 9

To The Mayor and Council of the City Of Port Alberni

I, M [REDACTED] Maczulat and My wife R [REDACTED] Maczulat are the Managers of the Italian Hall at 4065 6<sup>th</sup> Ave.  
This letter is to request an extension of the Noise bylaw from 11pm to 1am at our facility for Events such  
as weddings, dances, and other functions held within the confines of our Hall.

Thank you for your consideration.

M [REDACTED] Maczulat

RECEIVED

SEP 04 2024

CITY OF PORT ALBERNI

☒ Council  
☒ Mayor  
☒ CAO  
☐ Finance  
☒ Corporate Services  
☒ Agenda  
☐ Economic Development  
☐ Engineering/PW  
☐ Parks, Rec. & Heritage  
☐ Development Services  
☐ Community Safety  
☐ Other  
File # 0230-01

**From:** Tai Uhlmann <[tai@synergyfoundation.ca](mailto:tai@synergyfoundation.ca)>  
**Sent:** Wednesday, September 4, 2024 10:00 AM  
**To:** Corporate Services Department <[corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)>  
**Subject:** Synergy Foundation Letter of Support Request

Dear Mayor and Council,

The [Synergy Foundation](https://www.synergyfoundation.ca) is requesting a letter of support for a Rural Economic Diversification and Infrastructure Program (REDIP) grant application that is intended, in part, to establish a circular hub strategy for construction and demolition waste diversion in the Alberni Valley. The circular hub strategy will have an economic development focus and fits to Council's Corporate Strategic Plan Goal 4.4 of 'Building sustainable environmental economic sectors'. Jill Doucette and Georgia Lavender from the Synergy Foundation have presented to Council in the past about our work and have subsequently provided curriculum for the NIC Deconstruction and Salvage Training Program. Synergy has also done circularity assessments for Dog Mountain Brewing and Timber Tiles and we are currently creating short videos about that work with those companies. We have met with Pat Deakin, Economic Development Manager and are requesting a letter of support for our REDIP grant application. Please find attached the circular hub strategy overview which provides more information about its purpose and development as well as a draft Letter of support.

Thank you

**Tai Uhlmann (she/her)**

Manager, Operations & Circular Economy Projects  
Synergy Foundation  
Unceded Ləkʷəŋən and W̱SÁNEĆ Territories

 604-578-8142  
 [synergyfoundation.ca](https://www.synergyfoundation.ca)  
 500-765 Broughton St.



LETTERHEAD

Re: Letter of Support of VI-Coast Circular Economy Ecosystem ("VICE") Project

To Whom It May Concern

DATE

On behalf of the City of Port Alberni, we are pleased to be writing this letter of support for the Synergy Foundation's applications for the VICE Project.

The City of Port Alberni was involved in the circular economy [business transition pilot program](#) from 2022-2023 which provided hands-on support to businesses who sought to adopt circular economy principles, reduce waste and emissions, increase revenue, and develop innovative practices. Through that program, the City of Port Alberni was able to support a local business, Dog Mountain Brewing, to conduct a circularity assessment and identify opportunities to enhance their environmental performance. The City of Port Alberni also worked with the Synergy Foundation to apply a circular economy lens to the Somass Keystone Lands deconstruction and development project. This included the development and delivery of a North Island College Deconstruction Salvage course that upskilled workers impacted by the Somass closure, trained them on deconstruction and included a practical component where they deconstructed one of the buildings on the Somass site. These projects inspired additional circular economy projects in our community, and highlighted some of the challenges, opportunities and the need for further programming to realize the untapped potential of the circular economy in the region.

In alignment with the City of Port Alberni's Strategic Plan, we support the development of the VICE project. It builds on the business transition pilot program and incorporates the development of a circular hub strategy to create new economic opportunities in our community. A circular hub acts as a central facility that fosters innovation, education, training, and business and market development. This circular hub strategy will focus primarily on construction and demolition (C&D) waste materials, which hold significant value for reuse yet continue to contribute significantly to landfill waste. Developing this strategy will provide the City of Port Alberni with a practical plan to establish a hub that creates jobs, attracts investment, develops new markets, reduces waste, and strengthens community resilience.

City Staff will be engaged throughout the project in an advisory committee role and at critical stages to ensure strategy is reflective of community priorities.

The City of Port Alberni recommends the approval of the Synergy Foundations application for the VICE project.

Sincerely,

[ENTER DETAILS & SIGN]

## **Circular Hub Strategy**

**Project Duration:** Spring 2025 – Spring 2026

**Objective:** The Synergy Foundation is applying for the 2025 Rural Economic Diversification and Infrastructure Program grant to develop a Circular Hub Strategy designed to build economic opportunities and sustainability in 3 forestry impacted communities. The 3 communities we have identified are Cowichan Valley Regional District, Alberni Clayoquot Regional District and qathet Regional District.

**Overview:** A circular hub can serve as a center to advance circular economy practices by diverting and repurposing waste materials, facilitating resource sharing among businesses and the community, and fostering innovation, education and collaboration. It can provide training and support, create new economic opportunities and raise awareness in the community.

### **Key Components of the Circular Hub Strategy:**

- Stakeholder Engagement: Identify opportunities, challenges, partners, and potential hub locations.
- Accelerator Program Integration: Collaborate with businesses and offer circular assessments.
- Training and Capacity Building: Promote circular practices and foster partnerships.
- Policy and Best Practices Review: Research policies and successful hub projects to inform strategy recommendations.
- Business Plan: Develop strategy recommendations including infrastructure needs, locations, partners, materials, and financial feasibility.

### **Output:**

An actionable blueprint for establishing a physical circular hub focused on construction and demolition waste materials.

### **Staff Involvement:**

Minimal time commitment (approx. 1-2 hours/month one-on-one staff time)



or create strategic advisory committee); no financial investment. Focus areas include:

- Identifying stakeholders who could benefit from or contribute to the hub strategy.
- Advising on engagement strategies to build broad community support.
- Providing input at key points to ensure strategy alignment with local priorities and needs.

**Benefits to the City of Port Alberni:**

- Economic Development: Stimulates and diversifies local economy and job creation.
- Environmental Impact: Reduces landfill waste and supports sustainability goals.
- Community Resilience: Enhances innovation, education, and adaptability to economic and environmental changes.

**Next Steps:**

The REDIP submission deadline is October 31, 2024. We are seeking a letter of support from the City of Port Alberni for our application. A draft letter has been provided.

RECEIVED

SEP 04 2024

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input checked="" type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	0230-01

RCM Sept 9/24

**From:** Sylvain Rollin <WescoFoods@hotmail.com>

**Sent:** September 3, 2024 7:50 PM

**To:** Sara Darling <sara\_darling@portalberni.ca>; Dustin Dame <Dustin\_Dame@portalberni.ca>

**Subject:** Re: Wesco Food Society - Letter of Support

Hi,

We would like a letter of support toward grants relating to the community food kitchen we are building to process and preserve local food and local food distribution.

We received our Business License from the City of Port Alberni for Wesco Food Society in August 2024 since we arrived in Port Alberni in 2021, our executive director has been working toward developing a new non-profit that focuses on food security, development and accessibility for the City of Port Alberni and the Alberni Valley!

We have been developing a space where locals can access local foods in a secure location and distribution services online where people can receive food directly to their homes. We evolved into a new location to develop a commercial community kitchen that locals can use at all times and where Agri-food can be preserved. This kitchen would allow families and kids to learn how to cook and preserve food.

**Wesco Food Society** is a **community development corporation (CDC)** that provides programs, offers services and engages in other activities that promote and support our remote community's accessibility and development of regionally produced foods. We are active in developing our region's Food Security; Engagement in Healthy Local and Sustainable Food Production; Local Food Preservation & Development Opportunities; Agri-Food Accessibility & Distribution; Organic Growth; Soil Regeneration, Permaculture & Climate Change Adaptation.

**Our mission** is for remote communities on Vancouver Island areas to sustainably nourish themselves equally by providing accessibility to regionally produced foods & local food production development opportunities in an equal environment.

We operate a **Local market; E-commerce distribution system; Local community food space; Local food share programs; Local food-related events; Local food news and recipes; and Culinary Courses for Kids, and Adults.** By operating a **community-based regional food facility** that **prepares, processes, creates, packages, & connects** BC food products and/or produce to remote communities. We are supported by farmers, food producers, wholesalers, members & partners in our **Vancouver Island communities & throughout the province of BC.**

In addition, we support our local food production economy by generating **Agri-Investment funds** for food initiatives & growth in our communities. Our mission defines the meaning of an **affordable, healthy, nutritious, abundant, secure & sustainable future food system** that nourishes our communities independently. We established a **zero-food loss policy** that allows us to reduce food loss using culinary processing & preserving techniques to transform them into lasting valued items to feed our communities locally. The expendable achievements of our programs are supporting a future food system that focuses on nutritious and culturally reliable food production for our remote communities by our remote communities.

WESCO FOODS is a HACCP-certified food production, manufacturing & distribution servicing team in the Alberni Valley.

#### WHAT WE DO

We offer **regional food accessibility & development services** to local & remote communities. We are a supportive team that enhances the production of our regional agricultural system & locally-made food production in the Alberni Valley & beyond.

**We essentially promote produced foods that are made/grown naturally or organically in BC.** We established a **localized food system** that gives local food producers opportunities to generate accessible growth in our region; Giving them ways to develop their food brand & product(s) development. In addition, we have created a **zero-food waste policy system** that allows us to preserve locally grown perishable food into long-lasting valued items to feed people of our communities.

**We provide food services and a distribution framework** for Vancouver Island, and BC [farmers & food producers] by giving access to food to remote communities within our reach. Additionally, **Wesco Foods provides unique food accessibility services to delicious and nutritious foods.**

#### WHAT WE OPERATE

- **Local Market** – A staffed **Friday Night Market in Port Alberni** that supports local food vendors, farmers, gardeners, musicians, crafters, artists and other entrepreneurs who want to connect with our community and new potential customers.
- **E-commerce page**– Access to our online catalogue, programs and services, subscriptions & payment methods at <https://protect.checkpoint.com/v2/r03/> <https://www.wescofoods.ca/> <https://www.wescofoods.ca/.YzFjOmNpdHlvZnBvcnRhbgJlcm5pOmM6bzpkZGE3NDAYZTM4NWlZyWEwNDc0M2M5ZDYzOGI1ZmNkZTo3OjUxMjA6YzM2MTM2ZjRkNTRmNTBjZTRkMTUyZjI3ZjU4ZTZmMTBiMzFjNmZlMDQzYjk5ZmZlZGIyNTJhMDMwYWM1YjM2Njp0OIQ6Tg>. The greatest part of our **community-based organization** is its membership. Members will receive dividends from the our profitable income throughout the year and be distributed across its members in equal parts.



- **Community Space** – Giving access to locally produced food is the most important aspect of our mission. From our physical location, we give **access to locals and tourists alike a place where they can experience a unique local shopping environment full of local, Vancouver Island and BC-produced foods**. This plays a big role in balancing the corporate food chain and big box store(s) monopoly from desecrating local food accessibility, development, and security in small communities
- **Regional Food Distribution** – Our fulfilment options & supportive **Order Online** food catalogue for ordering using our **Delivery or Pick-Up** services for our community members. We also provide freshly grown fruits and vegetables, healthy snacks, and meals to elementary school students in the Alberni Valley and beyond who do not have access to fresh, and nutritious food daily.
- **Food Shares** – Our **Good Food Boxes** is a service that gives our community members a box **full of locally grown and made food** coming from food producers in our region and in BC. In addition, it provides locals living on low incomes a way to access affordable food via our **Income Assistance Food Box** when we have accumulated a certain amount of donors amount.
- **Food Preservation** – We service and develop **preserved products that keep regionally grown/made food from being wasted**. We prevent the losses of locally grown produced food that has not been used to transform into preserved **healthy, safe, and nutritious foods that feed our community members for the long period of winter**. In doing so, it supports a localized circular food economy and security for our farmers sustainably. The naturally and organically grown food scraps are then returned in a bin to the farms for further composting.
- **Food-Related Events** – We organize local events to **enhance the social culture, discovery and connectivity to local food** within our communities.
- **Agri-Food News & Recipes** – Our team is focused on developing our region's local interest by sharing news, information and recipes about our local food sector, involvement and programs via our network. Our news and shared recipes feed can be available on our Facebook page at ([https://protect.checkpoint.com/v2/r03/\\_https://www.facebook.com/WescoFoods/.YzFjOmNpdHlvZnBvcnRhbGJlcm5pOmM6bzpkZGE3NDAyZTM4NWlzM5ZDYzOGI1ZmNkZT03OjFiYzU6M2MwZmMyNmY3NjM4OTc3OTAwODE2NjRkN2FkNmMyNTIwNGQyMDA1NzEwNGExZjc3NmQ2OWJkZmYzYWRIYXUyZp00IQ6Tg](https://protect.checkpoint.com/v2/r03/_https://www.facebook.com/WescoFoods/.YzFjOmNpdHlvZnBvcnRhbGJlcm5pOmM6bzpkZGE3NDAyZTM4NWlzM5ZDYzOGI1ZmNkZT03OjFiYzU6M2MwZmMyNmY3NjM4OTc3OTAwODE2NjRkN2FkNmMyNTIwNGQyMDA1NzEwNGExZjc3NmQ2OWJkZmYzYWRIYXUyZp00IQ6Tg)), our Instagram page at ([https://protect.checkpoint.com/v2/r03/\\_https://www.instagram.com/wescofoods/.YzFjOmNpdHlvZnBvcnRhbGJlcm5pOmM6bzpkZGE3NDAyZTM4NWlzM5ZDYzOGI1ZmNkZT03OjFiYzU6M2MwZmMyNmY3NjM4OTc3OTAwODE2NjRkN2FkNmMyNTIwNGQyMDA1NzEwNGExZjc3NmQ2OWJkZmYzYWRIYXUyZp00IQ6Tg](https://protect.checkpoint.com/v2/r03/_https://www.instagram.com/wescofoods/.YzFjOmNpdHlvZnBvcnRhbGJlcm5pOmM6bzpkZGE3NDAyZTM4NWlzM5ZDYzOGI1ZmNkZT03OjFiYzU6M2MwZmMyNmY3NjM4OTc3OTAwODE2NjRkN2FkNmMyNTIwNGQyMDA1NzEwNGExZjc3NmQ2OWJkZmYzYWRIYXUyZp00IQ6Tg)) or our website at ([https://protect.checkpoint.com/v2/r03/\\_www.wescofoods.ca\\_.YzFjOmNpdHlvZnBvcnRhbGJlcm5pOmM6bzpkZGE3NDAyZTM4NWlzM5ZDYzOGI1ZmNkZT03OjFiYzU6M2MwZmMyNmY3NjM4OTc3OTAwODE2NjRkN2FkNmMyNTIwNGQyMDA1NzEwNGExZjc3NmQ2OWJkZmYzYWRIYXUyZp00IQ6Tg](https://protect.checkpoint.com/v2/r03/_www.wescofoods.ca_.YzFjOmNpdHlvZnBvcnRhbGJlcm5pOmM6bzpkZGE3NDAyZTM4NWlzM5ZDYzOGI1ZmNkZT03OjFiYzU6M2MwZmMyNmY3NjM4OTc3OTAwODE2NjRkN2FkNmMyNTIwNGQyMDA1NzEwNGExZjc3NmQ2OWJkZmYzYWRIYXUyZp00IQ6Tg)).

- **Culinary Courses** – We offer a variety of culinary courses using BC ingredients. Our knowledgeable staff offers food literacy and venues for both **kids & adults** to attend. We established a "**A Chef for the Future**" program in elementary schools that teaches kids how to prepare and cook food. We also offer culinary workshops to families at our new Community Food Center location.
- **Home Care** – We offer home care services for **seniors or individuals without aid who need these services..**, we are there for you! Our team members are trained to offer these services for your home with a positive and welcoming attitude.
  - Local Grocery Delivery.
  - Homestead Maintenance. (Home cleaning & Outdoor Maintenance)
  - At-home cooking services.

Our food system model is different and more beneficial from what you will see in the conventional food chain systems. We aim to support local Agri-Food producers by offering food accessibility & development services that support local communities toward food sustainability. We work to prevent the loss of our local food by providing growth & food safety for **food producers and farmers in our regional district**. Our vision is to create a **fully operational localized food system** that serves **our regional communities**. We currently support a **year-round, healthy, nutritious & sustainable food system** in our region, and we are on the road to achieving our goals.

Please view some of the programs we have developed over the years!  
{See attachments}

For more information please visit [www.wescofoods.ca](http://www.wescofoods.ca)

Sincerely,  
Wesco Foods  
250-735-6532





# Chef For The Future

We established an operational school food program using local produce grown from community school gardens & local farms by offering a culinary course for kids living in the Alberni Valley & other surrounding communities' schools. Having kids learn how to grow & cook healthy local food when they are young is a very important part of their wellness development.

This elementary schooling program, led by Wesco Food Society, educates the young generation on how to prepare food and cook a healthy meal to sustain themselves using healthy ingredients from community/school gardens that they helped grow. These programs will provide a good foundation for healthy eating habits at a young age.







# LITTLE KITCHEN ACADEMY FUNDRAISER



WESCO  
FOOD SOCIETY

**FUNDING GOAL: \$95 000**

**CURRENTLY FUNDED \$37 000**

**LEFT TO BE FUNDED:  
APPROX. \$58 000**

Together, let's bring the needs of our small communities first by providing healthy local food to our kids and Families. Let's make Alberni Valley a better place!

## MAKE A SPONSORSHIP DONATION

Become a corporate sponsor by donating to our Little Kitchen Academy. Our community food hub will be a safe place for kids and families to access and learn to cook healthy local food.

We love our community with a Heart!







## GROCERY STORE SATURDAY CLEARANCE

**10 % OFF  
ON ALL FOOD ITEMS!**

Every Saturday, we are having our Sunday Store Clearance to make space for more fresh local foods! Take advantage of this great commodity from your community-owned grocery store.

• • •  
• • •

**VISIT TODAY**

• • •  
• • •



+250-735-6532



[www.wescofoods.ca](http://www.wescofoods.ca)



2960 3rd Ave. Port Alberni, BC. V9Y 2A7



THINK OUTSIDE THE BOX

# SCHOOL FOOD BOX

LOCAL FUNDRAISER

*INCLUDED IN THE BOX*

- 1 Salad Mix Bag
- 2 lbs. Mini Cucumbers
- 1 Bunch of Kale
- 2 Bunch Radishes
- 3 Sweet Pepper (Tri-Color)
- 2 lb. Vine Tomatoes

**FOR  
\$30**



**SAFE ON  
FRESH  
FOOD**

\$8 per box is donated to the school to pursue our program

**\*A Chef for the Future\*.**

**Visit [www.wescofoods.ca](http://www.wescofoods.ca) to order your share!**

Thank you for supporting our \*A Chef for the Future\* program that teaches cooking skills and for feeding kids all at our local elementary schools.



PROJECT APPLICATIONS START IN NOVEMBER EACH YEAR!

# TRUST FUND

[www.wescofoods.ca](http://www.wescofoods.ca)



**SUPPORTING LOCAL  
FARMERS/GARDENERS**

A-2966 3rd Ave  
Port Alberni, BC V9Y 2A7







WESCO FOOD SOCIETY  
Presents

# Spooky Night Market

Last Friday of October

Local Vendors  
Halloween Costumes  
Arts & Crafts  
Candies  
Music & Entertainment  
And much more...

On October 31<sup>st</sup>, 2024

At the Harbour Quay from 5:00 pm to 8:00 pm

5440 Argyle St, Port Alberni, BC V9Y 1T6

Visit [www.wescofoods.ca](http://www.wescofoods.ca) to register as a vendor.

"Event supported & provided by  
Wesco Food Society & the City of Port Alberni"



home  
made



A colorful illustration of various arts and crafts supplies including paint cans, brushes, and a palette.

arts &  
crafts

WESCO FOOD SOCIETY  
Presents

# The Friday Night Market

Every Friday Evening

Local Vendors,  
Arts & Crafts,  
Music & Entertainment  
And much more...

FOOOD!!!  
FOOOD!!!

From June to September 2024

At the Tseshaht Market from 6:00 pm to 9:00 pm

7581 Pacific Rim Hwy Port Alberni, BC V9Y 9E6

Visit [www.wescofoods.ca](http://www.wescofoods.ca) to register as a vendor.

"Event supported & provided by  
Wesco Food Society & the Tseshaht First Nation"


An illustration showing hands using tools like a hammer, saw, and glue to create a sign that says "home made".

home  
made

GLUE

HAND  
MADE





## Wesco Food Society



Community  
Food Network

Help us support our small  
community and its members  
by making a donation.

**FEEDING THE COMMUNITY.  
FEEDING THE ECONOMY.**

Your donations will sponsor our Free  
Food Box program for community members in  
need and is provided by local food producers,  
gleaners, pantries and gardens.







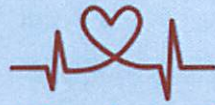
—Wesco Food Society Presents—

# ALBERNI FOODIES MARKET

On July 22nd from 4:00 pm to 8:00 pm  
at 2960 3rd Ave, Port Alberni, BC V9Y 2A7

On our first local grocery store opening  
Today! Come taste the delicious locally  
made foods from food artisans in the  
Alberni Valley and beyond!

[www.wescofoods.ca](http://www.wescofoods.ca)



Wesco Food Society & Partners

# senior *home care*

## OUR SERVICES

- Grocery delivery
- Homestead maintenance
- At-home cooking service

@WescoFoods or  
Call 250-735-6532





We have just become even more authentic with the opening of our new local grocery store!



**SINCE. 2022**

**W E S C O**

**F O O D S**

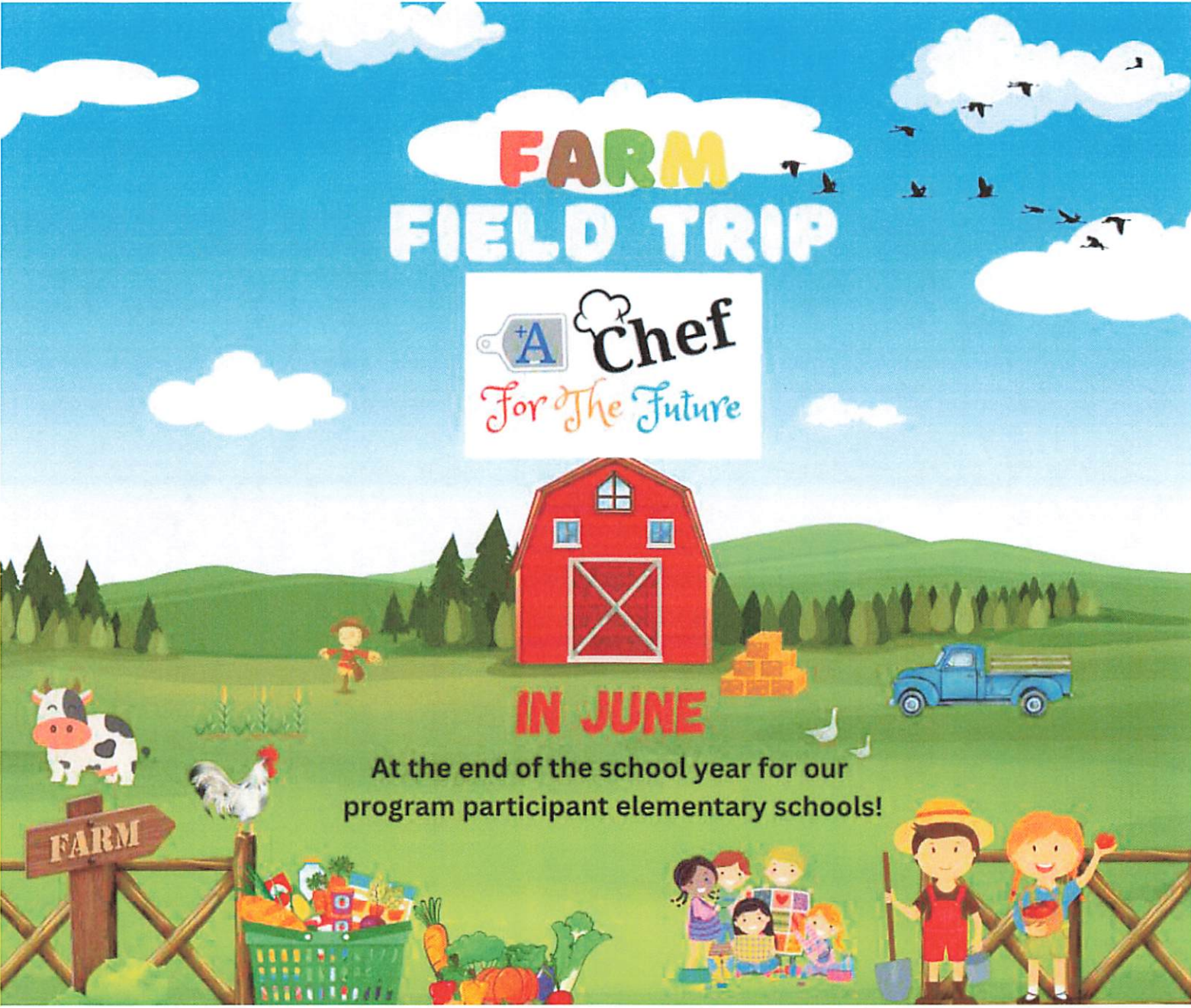


**\* YOUR LOCAL FOOD STORE \***

**Open Tuesday to Saturday from 10:00 am to 6:00 pm**

**(SHOPPING LOCAL HELPS US ALL)**











## INCOME ASSISTANCE FOOD BOXES

Wesco Foods

Local food box Sponsorship Program.

Would you sponsor a local family to receive local fresh food?

We offer an "X" number of local food boxes to families in financial need by giving them a box full of fresh/local food based on your sponsorship donation. This local food box program for locals ensures that your sponsored families receive locally produced quality food products delivered to them.

Visit us on our Website at [www.wescofoods.ca](http://www.wescofoods.ca) for more details.























AUG 19 2024

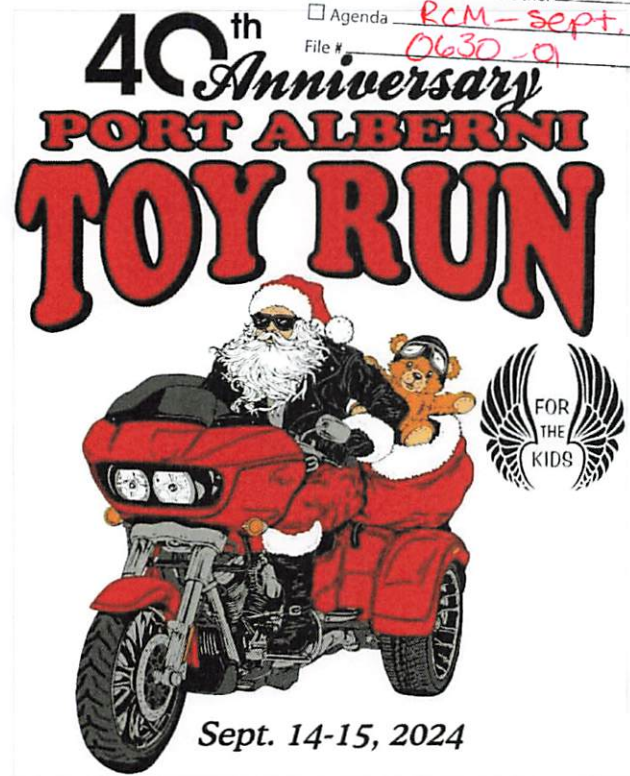
CITY OF PORT ALBERNI

Mayor Minions and Council:

This year will be the 40th Anniversary Port Alberni Toy Run on September 14th & 15th, 2024.

Similar to recent years, the motorcycles will depart Little Qualicum Falls Provincial Park at noon on Saturday and come down Highway 4 to Gertrude, around the Harbour Quay fountain and then up Argyle and 10th to Glenwood Centre for a weekend of events.

We are requesting the week of September 9th to 15th be declared Port Alberni Toy Run Week in the City of Port Alberni.



☒ Council  
☒ Mayor  
☒ CAO  
☐ Finance  
☒ Corporate Services  
☐ Agenda  
☐ Economic Development  
☐ Engineering/PW  
☐ Parks, Rec. & Heritage  
☐ Development Services  
☐ Community Safety  
☐ Other

File # RCM-sept, 9  
0630-0

In the past 39 years we have raised almost \$2million in toys and money for the children and families of the Alberni Valley and surrounding area.

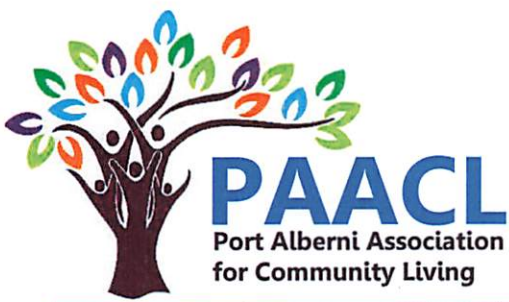
With your help we have become the largest fundraising event in the Alberni Valley and the biggest and best motorcycle toy run in BC, attracting as many as 1500 motorcycles for Toy Run Weekend.

If you have any questions, please contact me at (250) 731-4728 or patoyrun@gmail.com

Sincerely;

David Wiwchar, chairman - Port Alberni Toy Run Society

Port Alberni Toy Run - PO Box 1352, Port Alberni, BC, V9Y7M2



☒ Council  
☒ Mayor  
☒ CAO  
☐ Finance  
☒ Corporate Services  
☒ Agenda  
File # 0630-01

☐ Economic Development  
☐ Engineering/PW  
☐ Parks, Rec. & Heritage  
☐ Development Services  
☐ Community Safety  
☐ Other \_\_\_\_\_

Phone: 250-724-7155  
Fax: 250-723-0404  
Email: [admin@paacl.ca](mailto:admin@paacl.ca)  
3008 Second Avenue,  
Port Alberni, BC V9Y 1Y9

August 13, 2024

Mayor and Council  
4850 Argyle Street  
Port Alberni, BC  
V9Y 1V8

**RECEIVED**

**AUG 19 2024**

**CITY OF PORT ALBERNI**

Dear Mayor and Council Members,

I am writing to formally request that the City of Port Alberni proclaims the month of October as "Community Inclusion Month."

Following the lead of the Province of British Columbia and Inclusion BC, we aim to dedicate the month of October to promoting a message of inclusivity for children, youth with support needs, and adults with intellectual disabilities. Throughout October, a series of events and activities will be organized to emphasize the importance of fostering a community where everyone feels welcomed and valued.

In addition to recognizing Community Inclusion Month, we also seek to endorse and raise awareness for "Disability Employment Awareness Month (DEAM)." This initiative focuses on promoting inclusion in the workplace and advocating for equal employment opportunities for individuals with disabilities.

For more information about our programs, services, or our organization's history, please do not hesitate to reach out to me at your convenience or visit our website at [www.paacl.ca](http://www.paacl.ca).

Thank you for considering this request.

Sincerely,

Nicole Uzelman, Executive Director  
Port Alberni Association for Community Living  
Phone: 250-724-7155  
Email: [Nicole.Uzelman@paacl.ca](mailto:Nicole.Uzelman@paacl.ca)

**INCLUSIVE COMMUNITIES = STRONGER COMMUNITIES**

RECEIVED

AUG 26 2024

CITY OF PORT ALBERNI



Fire Prevention Office  
Port Alberni Fire Department  
3699 10th Avenue Port Alberni, BC V9Y 4W3  
Ph: 250.724.1351 Fax: 250.723.5652

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
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<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other _____

File # RCM Sept 9 24  
0638-01

August 12<sup>th</sup>, 2024

Mayor and Council  
City of Port Alberni  
4850 Argyle Street  
Port Alberni, B.C.

Mayor and Council,

On behalf of the Office of the British Columbia Fire Commissioner, the Fire Prevention Officers Association of British Columbia and the Port Alberni Fire Department, I herein respectfully request that the week of October 6<sup>th</sup> to October 12<sup>th</sup> 2024, be proclaimed as "Fire Prevention Week" in Port Alberni.

The theme this year is:

"Smoke alarms: Make them work for you!"

This year's campaign strives to educate everyone about the importance of having working smoke alarms in the home.

We will re-enforce this fire safety message throughout, "Fire Prevention Week".

Thank you for your support,

---

Derrin Fines  
Chief Fire Prevention Officer  
Port Alberni Fire Department  
E-mail: [derrin\\_fines@portalberni.ca](mailto:derrin_fines@portalberni.ca)



RECEIVED

AUG 12 2024

CITY OF PORT ALBERNI



<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
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File # 0400-20-MMA	

AUG 08 2024

Ref: 275130

Their Worship Mayor Sharie Minions  
and Members of Council  
City of Port Alberni  
4850 Argyle St  
Port Alberni BC V9Y 1V8

Dear Mayor Minions and Councillors:

On behalf of the Ministry of Municipal Affairs and the Province of British Columbia, please accept my sincere condolences for the passing of councillor and former mayor John Douglas. We were very sad to hear of this loss to his family and the community.

John's dedication to Port Alberni is clearly evident in the outpouring of condolences and thanks shared by friends, colleagues, and community members. His push to renew the waterfront, collaborative history with Tseshaht First Nation, and advocacy for effective addiction treatment speak to his generous nature. John's impacts in the community, both as a public servant and active community member, will be felt for many years.

Please send my deepest sympathies to John's family and express to them my thanks for his work as a dedicated public servant and community builder.

Sincerely,

Anne Kang  
Minister of Municipal Affairs

pc: Michael Fox, Chief Administrative Officer, City of Port Alberni

RECEIVED

AUG 12 2024

CITY OF PORT ALBERNI

UBCM Union of BC Municipalities

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
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<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 0390-20 UBCM

August 7, 2024

Mayor Sharie Minions  
City of Port Alberni  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8

Dear Mayor Minions:

**Re: Provincial Response to 2023 Resolutions**

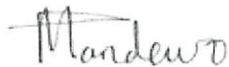
UBCM has received the Province's response to your Council resolution(s) from 2023. Please find the enclosed resolution(s) and their provincial response(s).

All responses from the Province have been posted to the UBCM web site under Resolutions & Policy.

Please feel free to contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

Sincerely,



Councillor Trish Mandewo  
UBCM President

*Enclosure*

Whereas British Columbia has endured the most devastating wildfire season to date;

And whereas impacts experienced across the province related to wildfires and associated highway closures are numerous and far reaching, particularly as it relates to economic development and the tourism sector, adding additional burden to ongoing challenges related to recruitment and retention, supply chains and inflation;

And whereas local commercial and industrial businesses within the Alberni Valley and neighbouring coastal communities have been particularly hard hit as a result of the ongoing closures and unpredictability of Highway 4, the one major road serving as the primary entry and exit point to the Region:

Therefore be it resolved that the UBCM urge the provincial and federal governments to administer immediate assistance and financial aid to the commercial and industrial business sectors within the province that have been impacted by the wildfires and associated highway closures;

And be it further resolved that government programs, such as Disaster Financial Assistance be expanded to acknowledge both the direct and indirect impacts of natural disasters to ensure support of affected businesses during and following natural disasters.

**Convention Decision:                      Endorsed**

#### Provincial Response

##### **Ministry of Emergency Management and Climate Readiness**

*The EMCR Vancouver Island Coastal Region (VIC) Provincial Emergency Operations Centre (PREOC) moved to a level 2 response status, to provide enhanced response coordination for the Cameron Bluffs Wildfire event that resulted in the closure of Highway 4. At the start of the emergency, the PREOC provided funding for local Emergency Operations Centres (EOCs) to open and operate reception centres to receive stranded travelers until the Ministry of Transportation and Infrastructure (MOTI) was able to open a detour route.*

*The VIC PREOC brought First Nation, Local Government, Ministries, and service providers into coordination calls to drive information exchange and come up with solutions to support the transportation of goods and services through the detour. In collaboration with MOTI, EMCR coordinated escorts for large transportation truck convoys through the detour route to maintain product flow into community.*

*After the wildfire emergency ended, EMCR engaged with the Ministry of Jobs, Economic Development, and Innovation (JEDI) to provide key information for how businesses facing emergencies can develop business continuity plans and joined into meetings with the Alberni Valley Chamber of Commerce.*

*EMCR also provided Alberni-Clayoquot Regional District funding amounting to \$2,189.58 for an after-action review to assess lessons learned and for future planning.*

*In recognition of the increasing impacts on communities from climate change, the Province is modernizing the way we prepare for, mitigate, respond to, and recover from emergencies.*

*In fall 2023, EMCR introduced the Emergency and Disaster Management Act (EDMA) which incorporates learnings from past events and international best practices. With EDMA receiving royal assent, EMCR is now working to modernize the Compensation and Disaster Financial Assistance Regulation (CDFAR) which is being informed by public engagement.*

*The Province is also working with the federal government on the development of a modernized Flood Insurance model. The Federal government is anticipating conclusion of this work by summer 2024.*



AUG 26 2024

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input checked="" type="checkbox"/> Parks, Rec. & Heritage
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<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 0230-20-BC Games *RCM Sept 9/24*

From: [mayors@bcgames.org](mailto:mayors@bcgames.org) <[mayors@bcgames.org](mailto:mayors@bcgames.org)>

Sent: August 9, 2024 11:00 AM

To: [mayors@bcgames.org](mailto:mayors@bcgames.org)

Subject: 2024 BC Summer Games Participants and Medal Count by City

Dear Mayor:

*(this email sent to Mayors of communities represented at the 2024 BC Summer Games)*

The recent Maple Ridge 2024 BC Summer Games were a tremendous success. The dedication and energy of over 1,700 volunteers who gave their time and energy in support of sport and community development deserve enormous credit. Of these, over 80 served in key leadership positions, which began over two years ago.

Over 3,100 participants put their spirit of competition and sport skills on display in 22 sports at various venues throughout the region. These participants were supported with program development, coaching certification, and officials' education managed and provided by the Provincial Sport Organization for their respective sports.

The statistics on the numbers of participants, medalists, and award recipients for your community are noted in the attached document ([or click here to download the document](#)). In all, 189 communities were represented at the Games.

If you wish to write a congratulatory note, we can provide you with the names and addresses or email addresses of the athletes, coaches, and officials from your community. Should you wish to access this information, please contact us at [mayors@bcgames.org](mailto:mayors@bcgames.org).

The support the BC Games Society continues to receive from communities around the province is greatly valued. Whether as host of the Games, permitting use of venues, or providing ongoing access to programs and facilities for sport, communities in this province contribute in a significant way to the development of sport and to the BC Games. Municipal support helps to produce international successes for BC athletes while at the same time affirming that the investment in grassroots participation is where sport is grown and nurtured.

The BC Games is proud to provide a sport development opportunity for athletes, coaches, officials, and provincial sport organizations while creating an occasion for members of the hosting community to come together in collaboration and celebration.

*Alison Noble*

**Alison Noble**  
President and CEO



tel 250.387.1375

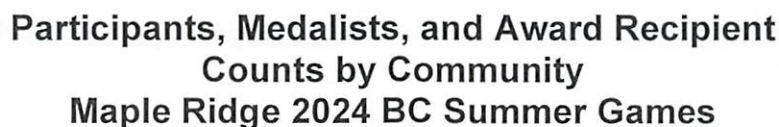
[mayors@bcgames.org](mailto:mayors@bcgames.org) | [www.bcgames.org](http://www.bcgames.org)



*We respectfully acknowledge the Lekwungen-speaking peoples on whose traditional territory the BC Games Society office stands, and the Songhees, Esquimalt, and WSANEC peoples whose historical relationships with the land continue to this day.*

*We inspire exceptional experiences by creating a positive, respectful, and inclusive environment regardless of anyone's gender, accessibility, ethnic background, colour, sexual orientation, religion, political belief, or economic status.*





Notes:

- [illegible]





Regional District/Community	Participants <sup>1</sup>	Medalists <sup>2</sup>	Award Recipients <sup>3</sup>
<b>Cowichan Valley Regional District</b>			
Chemainus	1		
Cobble Hill	2	2	
Cowichan Bay	2	1	
Crofton	1		
Denman Island	1	1	
Duncan	14	9	
Fanny Bay	1	1	
Ladysmith	9	5	
Lake Cowichan	1		
Shawnigan Lake	4	1	
<b>East Kootenay Regional District</b>			
Baynes Lake	3	1	
Cranbrook	47	7	
Elkford	3		
Elko	1		
Fernie	37	10	
Invermere	9	2	1
Jaffray	6	1	
Kimberley	21	5	
Kootenay Bay	1		
Panorama Resort	1	1	
Sparwood	9	2	
Wardner	2	1	
Wasa	1		
Windermere	1		
<b>Fraser-Fort George Regional District</b>			
Hixon	1		
Mackenzie	1		
Prince George	194	13	2
<b>Fraser Valley Regional District</b>			
Abbotsford	110	51	
Agassiz	2		
Chilliwack	74	19	
Lake Errock	1		
Lindell Beach	2		
Mission	33	8	
Rosedale	4	1	
<b>Kitimat-Stikine Regional District</b>			
Gitanmaax	1		
Hazelton	3		
Kitimat	1		
New Aiyansh	1		
New Hazelton	3		
Terrace	11	1	
<b>Kootenay-Boundary Regional District</b>			
Christina Lake	2	2	
Fruitvale	4		
Grand Forks	15	10	
Montrose	2		
Rossland	3		
Trail	11		

Regional District/Community	Participants <sup>1</sup>	Medalists <sup>2</sup>	Award Recipients <sup>3</sup>
<b>Metro Vancouver Regional District</b>			
Belcarra	1		
Bowen Island	2	1	
Burnaby	102	41	1
Coquitlam	93	43	
Delta	59	20	
<b>Langley</b>			
City of Langley	16	8	
Township of Langley	125	50	1
Fort Langley	6	4	
Lions Bay	3	1	
Maple Ridge	114	37	2
New Westminster	40	17	
<b>North Vancouver</b>			
City of North Vancouver	24	8	
District of North Vancouver	83	38	1
Pitt Meadows	27	5	
Port Coquitlam	42	14	
Port Moody	25	13	
Richmond	74	28	
Surrey	192	73	1
Cloverdale	1		
Tsawwassen	1	1	
Vancouver	194	98	1
West Vancouver	24	13	
White Rock	13	4	
<b>Mount Waddington Regional District</b>			
Port Hardy	1	1	
Port McNeill	4	2	
<b>Nanaimo Regional District</b>			
Coombs	1		
Errington	1		
Lantzville	6	2	
Nanaimo	60	32	
Nanoose Bay	2	2	
Parksville	12	6	
Qualicum Beach	4	2	
<b>North Coast Regional District</b>			
Port Clements	2		
Prince Rupert	35	2	
Sandspit	1		
Tlell	1		
<b>North Okanagan Regional District</b>			
Armstrong	5	2	
Coldstream	13	6	
Enderby	4	1	
Vernon	38	12	
<b>Northern Rockies Regional District</b>			
Fort Nelson	7	1	

Regional District/Community	Participants <sup>1</sup>	Medalists <sup>2</sup>	Award Recipients <sup>3</sup>
<b>Okanagan-Similkameen Regional District</b>			
Kaleden	4		
Keremeos	1		
Okanagan Falls	1		
Oliver	3		
Penticton	29	8	
Summerland	6	2	
<b>Peace River Regional District</b>			
Baldonnel	1		
Charlie Lake	4		
Dawson Creek	9		
Fort St John	15		
Pouce Coupe	1		
Taylor	2		
<b>qathet Regional District</b>			
Powell River	3	3	
<b>Squamish-Lillooet Regional District</b>			
Brackendale	1	1	
<b>Pemberton</b>			
Garibaldi Highlands	2		
Pemberton	1	1	
Squamish	5	2	
Whistler	4	2	
<b>Strathcona Regional District</b>			
Campbell River	24	17	
<b>Sunshine Coast Regional District</b>			
Gibsons	4	2	
Halfmoon Bay	2	2	
Sechelt	6	3	
<b>Thompson Nicola Regional District</b>			
Ashcroft	1		
Barriere	2		
Chase	1	1	
Douglas Lake	3	1	
Kamloops	106	22	
Merritt	3		
Pinantan Lake	1		
Pritchard	1		
Savona	1	1	
Westwold	1		



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<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other <u>412</u>
File #	<u>RCM Sep 9/24</u> <u>0230-01</u>

From: Pia Schindler <[pia.schindler@kidney.ca](mailto:pia.schindler@kidney.ca)>

Sent: August 23, 2024 1:48 PM

To: Sharie Minions <[sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)>

Subject: Supporting Living Organ Donation by Municipal Employees

Dear Mayor Sharie Minions,

I am following up on my letter sent to you on July 12, 2024, which requested your community consider joining the **Living Donor Circle of Excellence program**. We've heard from several other communities who have committed or are considering joining our program. I'm also happy to share details of our Living Donor Circle of Excellence public recognition ceremony which will take place in Vancouver on Wednesday, November 13.

As my previous letter outlined, the Living Donor Circle of Excellence program recognizes model employers who commit to cover the lost wages of employees who donate a kidney as they recover from surgery. We believe that your community's participation in this program will reduce the stigma your employees may feel while taking medical leave as part of the process of giving the gift of life through kidney donation. We also hope it will increase awareness of the need for organ donations as the demand for kidney donations is high and has exceeded supply for many years. We expect utilization of this benefit would be very low, considering that there are only 15 live donors for every million Canadians. Assuming a median salary of \$60,000 per year, 80% support for four weeks of coverage is only \$4,000.

Whether you choose to participate or not, we want to invite you to the Living Donor Circle of Excellence public recognition ceremony at the Mansion Club Lounge, Paradox Hotel in Vancouver on Wednesday, November 13. You would be joined by other esteemed municipal and provincial leaders from across B.C., as well as health care workers and kidney disease survivors to celebrate the progress we have collectively made in the mission to improve the state of kidney disease care and support in the province. We will recognize participants in the program and continue to engage on how to continue supporting kidney patients.

I hope we can continue our discussions and answer any questions you may have and hope to see you there.

Sincerely,

Pia

Pia Schindler  
Kidney Foundation  
Executive Director, BC & Yukon Branch  
#200 – 4940 Canada Way  
Burnaby BC V5K 4G6  
604.240.9359

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<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	03901-20-10CM

From: Lori Mindnich <[lorideann2@gmail.com](mailto:lorideann2@gmail.com)>

Sent: August 17, 2024 8:19 AM

To: Sharie Minions <[sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)>; Dustin Dame <[Dustin\\_Dame@portalberni.ca](mailto:Dustin_Dame@portalberni.ca)>; John Douglas <[John\\_Douglas@portalberni.ca](mailto:John_Douglas@portalberni.ca)>; Debbie Haggard <[debbie\\_haggard@portalberni.ca](mailto:debbie_haggard@portalberni.ca)>; Charles Mealey <[Charles\\_Mealey@portalberni.ca](mailto:Charles_Mealey@portalberni.ca)>; Todd Patola <[Todd\\_Patola@portalberni.ca](mailto:Todd_Patola@portalberni.ca)>; Cindy Solda <[cindy\\_solda@portalberni.ca](mailto:cindy_solda@portalberni.ca)>

Subject: UBCM Elections

Mayor & Council of Port Alberni:

My name is Lori Mindnich and I am in my 5th term (16 year) as a Councillor in the Village of Lumby, which is in the Traditional Unceded Territory of the Syilx Nation.

I am running for the position of 3rd Vice President of UBCM.

I was President of Silga from April 2019 until April 2021. Then Past President until April 2024. I was previously on the board of UBCM from September 2019 until September 2023.

UBCM does great work in representing our local governments, and I am hoping to be part of that work. I believe the position needs to be non-political, as sometimes the Province needs a reminder that when it comes to their policies and mandates, that our Local Governments are where the "Rubber hits the road" and that one size does not fit all.

Our Large, Medium, Small and Rural Communities are each unique and this uniqueness needs to be taken into account when decisions are being made.

I look forward to seeing everyone at this years' Convention, and I hope you will consider voting for me as your 3rd Vice President.

Thank You for taking the time to read this email.

In Friendship

Lori Mindnich  
Councillor Village of Lumby  
3rd. Vice President Candidate.



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AUG 26 2024

CITY OF PORT ALBERNI

Canada Community-  
Building Fund BC



August 23, 2024

Mayor Sharie Minions and Council  
City of Port Alberni  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8

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☐ Community Safety  
☐ Other  
File # 1855-04 *RCM Sept 9/24*

Dear Mayor Sharie Minions and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: FIRST COMMUNITY WORKS FUND  
PAYMENT FOR 2024/2025**

I am pleased to advise that UBCM is in the process of distributing the first Community Works Fund (CWF) payment for fiscal 2024/2025. An electronic transfer of \$447,407 is expected to occur in August 2024. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or by phone at 250-356-5134.

Sincerely,

*Trish Mandewo*

Councillor Trish Mandewo  
UBCM President

PC: Andrew McGifford, Director of Finance



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AUG 28 2024

CITY OF PORT ALBERNI



City of Campbell River  
From the Office of the Mayor

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File #	0400-60

REM Sept 9/24

August 26, 2024

The Honourable David Eby  
Premier of the Province of British Columbia  
Via email: [Premier@gov.bc.ca](mailto:Premier@gov.bc.ca)

Dear Premier Eby,

**Re: Urgent Request for Provincial Support in Addressing Homelessness in Campbell River**

I am writing to you on behalf of the City of Campbell River to express our deep concern regarding the challenges our community is facing in providing adequate temporary shelter for individuals experiencing homelessness. Provincial case law establishes the obligation of local governments to provide an adequate location for overnight camping (temporary shelter) for unhoused persons. However, the sites currently available on City land are limited and do not fully meet the needs of the community or the individuals who require these services.

For a location for overnight temporary shelter to be adequate, it must be relatively close to services and supports typically accessed by individual experiencing mental health, substance use and other health conditions who are also homeless. The location of these services in Campbell River is primarily in the downtown core. The provincial decision to place these services in proximity of residential, commercial, cultural and recreational assets means the City has very limited options in terms of land availability outside of parking lots, and high value Parks and green spaces enjoyed by our residents and visitors.

Considering these challenges, we respectfully request that the Province of British Columbia take immediate action by making provincially regulated land available for temporary overnight camping in Campbell River. We understand the provincial position on use of sites such as off season use of the Quinsam campground given that the aim is to have such assets available for the recreating public and not set precedent for their use as alternative housing. However, the City would respond that these camp sites are not used during the off season and are typically closed; moreover, the City faces the very same challenge when it comes to use of our Parks and green spaces but is nonetheless forced to move forward with this under the circumstances. The availability of provincial land would greatly enhance our ability to provide safe and appropriate spaces for those in need. In that instance, the City would agree to provide all necessary services including fencing, portable washrooms, garbage bins and removal, contract security, bylaw enforcement and ongoing monitoring.

Furthermore, we ask that the province provide additional funding to expand our winter shelter program. By doing so, we can reduce the demand for temporary overnight shelter, especially during colder

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CITY OF PORT ALBERT

months, and ensure that those without permanent housing have access to safe, warm, and secure environments. We would also like to explore funding availability to establish a Homeless Encampment Action Response Team (HEART) to better integrate the response of the City, RCMP and service providers to homelessness and complement our partnership on the HEARTH rapid housing initiative.

The City of Campbell River is committed to working collaboratively with the provincial government to address the pressing issue of homelessness in our community. We believe that with the province's support, we can make significant progress in providing the necessary resources and spaces to meet the needs of our most vulnerable residents.

We appreciate your attention to this matter and look forward to your prompt response.

Sincerely,



Kermit Dahl  
Mayor





ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

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CITY OF PORT ALBERNI

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File # RCM Sept 9/24  
0400-60-ACRD

FOR IMMEDIATE RELEASE

September 3, 2024

### Submarine watermain to West Bamfield set to be replaced in 2025

The new \$1.2 million submarine watermain project is moving forward thanks to the funding from three levels of government. The new main will replace the current underwater transmission line that supplies West Bamfield with potable water.

The Alberni-Clayoquot Regional District will contribute \$313,436, while Ottawa pitches in \$470,095, and the province kicks in \$391,707. The federal funds come through the Investing in Canada Infrastructure Program aimed to enhance infrastructure across the country, with a focus on green infrastructure projects. The Province of BC's contribution comes through the Environmental Quality Program.

"Replacing the existing waterline will improve the reliability and offer assurances that the delivery of high-quality potable water to the residents of West Bamfield continues," explains ACRD Board Chair John Jack. "This is the most critical infrastructure replacement project within the Bamfield Water System, and it will ensure the continuity of this essential service while protecting the Bamfield Inlet from the release of treated water."

The project will replace 400 metres of piping with a diameter of 150 millimetres, built in 1981, with 400 metres of 200 mm pipeline. The replacement pipeline will be weighted and include the installation of concrete armouring mats over the pipes to protect it from the environment and boat anchors. The current under water transmission line is at the end of its useful life. Through the years several repairs have been necessary on the existing lines, due to failures on existing welds. On two occasions, the community has experienced catastrophic failures resulting in substantial water losses and boil water advisories to West Bamfield. The replacement is necessary to ensure West Bamfield can continue to receive quality potable water, adequate system pressure, and meet the peak day demand.

"The announcement of funding for the replacement of our existing water pipeline is welcomed news to people in Bamfield," says Bob Beckett, ACRD Director for Electoral Area A Bamfield. "This will bring a guaranteed, reliable source of water to West Bamfield and take away their worries that something unexpected could damage their aging water transmission line and restrict their access to quality water."

Construction is expected to begin in the winter of 2025. The ACRD is grateful for the federal and provincial funds that made this project possible.

The Bamfield project is one of four infrastructure projects announced this week in BC.

- 30 -

For more information,

Heather Thomson, Communications Coordinator

250-206-5162 or [hthomson@acrd.bc.ca](mailto:hthomson@acrd.bc.ca)

Alberni-Clayoquot Regional District - 3008 Fifth Avenue, Port Alberni, BC - 250-720-2700 - [www.acrd.bc.ca](http://www.acrd.bc.ca)  
Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuułu?it̓'ath, Uchucklesaht Tribe Government and Toquaht Nation and six electoral areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).



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*City of Pitt Meadows*  
OFFICE OF THE MAYOR

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☒ Agenda  
☐ Economic Development  
☐ Engineering/PW  
☐ Parks, Rec. & Heritage  
☐ Development Services  
☐ Community Safety  
☐ Other  
File # 0400-60 Sept 9 RCM

August 22, 2024

File No: 01-0400-50/24

To: Members of Council attending the 2024 UBCM Convention

**Re: City of Pitt Meadows Resolutions to Reform the Farm Property Tax System**

On behalf of the City of Pitt Meadows' Council, our attending City Councillors and I are looking forward to the upcoming 2024 UBCM Convention with you in September.

Aligned with the [City of Pitt Meadows' Strategic Plan](#) and with this year's conference theme, "Ride the Wave, illuminating innovative approaches to persistent issues", I am writing you to raise awareness of the three resolutions we are asking for your endorsement. Please help us in calling on the Province of British Columbia to reform the farm property tax system.

The City's [Agricultural Viability Strategy](#) identifies farm property tax reform - including updates to income thresholds, changes to the school tax exemption, and targeted land tax on unfarmed land - as a key action for stimulating a productive agricultural land base.

Our aim is to protect farmland for farming and improve the viability of the agriculture sector. Our resolutions will ensure farmland across the province is not used for real estate speculation and that farm tax benefits encourage farming.

**We are asking that you please endorse the following resolutions:**

**NR76** – School Tax Exemption

**NR77** – Unfarmed Land Tax

**NR92** – Minimum Income Requirements for Farm Classification

.../2

In Pitt Meadows, we are committed to a thriving and resilient agricultural sector where farmers are valued, productive lands are supported, and producers are equipped to adapt to changing social, economic and environmental conditions.

Please visit [pittmeadows.ca/agriculture](https://pittmeadows.ca/agriculture) for more information about our resolutions and a list of those who have already endorsed them, including the Lower Mainland Local Government Association.

Thank you in advance for your support.

Yours Truly,



Nicole MacDonald  
Mayor

cc: UBCM Municipalities

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File #	0400-620

RCM Sept 9

August 21, 2024

**Councils and Boards**

UBCM Member Organizations

Dear Councils and Boards:

**RE: 2024 UBCM Resolution - Fail to Appear Charges in Policing Statistics**

I am writing to bring to your attention a resolution that will be considered at the 2024 Union of BC Municipalities Convention, and to respectfully request your support when the resolution is presented.

As described in the attached backgrounder, Fail to Appear is a *Criminal Code* charge brought against an individual who fails to attend a scheduled court appearance. These charges do not impact police resources because they are simply an additional charge against the individual.

Despite having extremely minimal impact on police workload, these charges are counted alongside all other *Criminal Code* charges attributed to municipalities with courthouses, regardless of where the original offence occurred. Particularly in smaller jurisdictions, this practice significantly inflates the policing statistics for communities with courthouses. In the case of the City of Duncan, 80% of the Fail to Appear charges attributed to our community originated from outside of our jurisdiction, and causes a 23% increase in the City's total 2023 *Criminal Code* cases. This inflated number has a significant and corresponding impact on the requests for the number of officers, particularly when a community is transitioning past the 5,000 and 15,000 population thresholds.

The City of Duncan recognizes that the impact of the Fail to Appear charges is felt differently across BC communities. We appreciate your consideration of the disproportionate impact of including Fail to Appear charges in policing statistics for jurisdictions in which courthouses are located, and respectfully request your support for our resolution to remove these charges from policing statistics, similar to traffic related *Criminal Code* offences.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michelle Staples".

**Michelle Staples**  
Mayor

Encl. Backgrounder: Fail to Appear Charges

cc: Duncan City Council

**CITY OF TOTEMS**

200 Craig Street, Duncan, B.C. V9L 1W3 T: 250-746-6126 F: 250-746-6129 E: duncan@duncan.ca W: www.duncan.ca

**cowichan**

**REGULAR COUNCIL AGENDA - SEPTEMBER 9, 2024**

**93**



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## REQUEST

The City of Duncan respectfully requests delegates' support for our resolution that was endorsed at the Association of Vancouver Island and Coastal Communities Annual General Meeting and Convention requesting that the Province of British Columbia exclude Fail to Appear charges from the workload data of municipalities where courthouses are located:

WHEREAS 100% of Fail to Appear charges at provincial courthouses are assigned to the policing statistics of the municipality in which the courthouse is located, having a disproportionate impact on the policing costs assigned to small municipalities with courthouses that serve a much broader area outside their jurisdiction;

AND WHEREAS this inflates the Criminal Code case load for all municipalities with courthouses within their jurisdiction and results in an unfair burden to the taxpayers of those local governments, especially considering that Fail to Appear cases have no effect on the workload of the local detachment;

THEREFORE BE IT RESOLVED THAT UBCM urge the Province of British Columbia to direct that *Criminal Code* Section 145(2)-(5) and 732.1(2b) and 3(a) be excluded from the policing statistics of local governments with courthouses.

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## BACKGROUND

The City of Duncan recognizes that the impact of the Fail to Appear charges is felt differently across BC communities. BC local governments with a courthouse in their jurisdiction with populations over 5,000 will likely be aware of the impacts of these calculations on their policing costs.

Duncan is a small urban municipality (population 5,047) that serves a much larger population outside of its jurisdiction. The population surpassed 5,000 in the 2021 census, and is now required to pay 70 percent of RCMP policing costs, with the federal government paying the remaining 30 percent, in accordance with the *Policing Act*. Duncan has negotiated with the province to determine how many police officers will be included in a policing agreement, which was based on the number of Criminal Code offences within each jurisdiction's boundaries in their policing statistics as part of ensuring "adequate and effective" levels of policing and law enforcement. The Province was very inflexible with this methodology.

Through these negotiations, Duncan learned that Fail to Appear charges, a Criminal Code charge brought against an individual who fails to attend a scheduled court appearance, for the Duncan Courthouse (Provincial Court) are attributed to the City's policing statistics, regardless of where the original offence occurred. However, prior to 2022, Fail to Appear charges were simply added to the originating Criminal Code offence, as only the most serious offence was counted for statistical purposes. Now these Fail to Appear charges are added as a new charge because they were created on a different date.

The inclusion of Fail to Appear charges has inflated the policing statistics and consequently the number of officers required for not only Duncan, but likely for other jurisdictions where courthouses are located; particularly when transitioning past the 5,000 and 15,000 population levels. Furthermore, these charges do not impact police resources because they are simply an additional charge against the individual.

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## DISCUSSION

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In the City of Duncan context, the inclusion of the Fail to Appear charges equates to two additional officers to address these charges. In 2023, the City is allocated 100% of the 325 Fail to Appear charges, whereas only approximately 65 of these cases (20%) originated from within the City of Duncan, versus 260 of these cases (80%) originated from other jurisdictions. These Criminal Code cases originating from other jurisdictions inflated the City's 2023 Criminal Code cases from 1,152 to 1,412; this was an increase of 23%. This inflated number has a significant and corresponding impact on the number of required officers.

Our secondary concern, confirmed by multiple senior RCMP officials, is that Fail to Appear cases have no effect on the workload of the local detachment; they are simply an additional charge against the individual.

If Fail to Appear charges are not excluded from the policing statistics of municipalities with courthouses, they should at least be tracked separately like Criminal Code traffic offences, so that their impacts on local policing can be appropriately considered.

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## KEY BENEFIT

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Our hope is that delegates will recognize the disproportionate impact of including Fail to Appear charges in policing statistics for jurisdictions in which courthouses are located, particularly on small municipalities that serve a much larger population outside of their boundaries. If these charges are eliminated from the policing statistics used to calculate the number of officers, the jurisdiction in which courthouses are located could see dramatic impact on the cost of policing. By supporting this resolution, delegates can ask Province to remove Fail to Appear charges from the policing workload calculations of jurisdictions with courthouses for a fairer distribution of costs.

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**Contact:** Mayor Michelle Staples | Phone: 250-466-9412 | Email: [mayorstaples@duncan.ca](mailto:mayorstaples@duncan.ca)

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CITY OF PORT ALBERNI

**CERTIFIED RESOLUTION**

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☐ Engineering/PW  
☐ Parks, Rec. & Heritage  
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☐ Community Safety  
☐ Other  
File # 0400-60 + 0390-20-UBCM **RCM Sept 9/24**

This letter is to certify that at its' April 9, 2024, Council meeting, the City of Port Coquitlam Council adopted the following resolution:

**RESOLUTION**

**Port Coquitlam Resolution for 2024 UBCM Convention**

**Gender Equity: Provisions for Menstrual Supplies**

**WHEREAS** the 2024 British Columbia Building Code contains updated accessibility features for universal washrooms and that they must contain full-sized adult changing tables; and no new updates were made to the provincial Building Code and Occupational Health and Safety Regulations to include accessibility features for free menstrual supplies or sanitary disposal bins for those who menstruate;

**AND WHEREAS** equity-based policies around access to menstrual products as a health and human rights imperative will support inclusion, accessibility, mobility, reduce stigma, and promote gender equality for all people;

**AND WHEREAS** in December 2023, the Canada Occupational Health and Safety Regulations were revised to include free menstrual products in all federally regulated workplace restrooms;

**THEREFORE, BE IT RESOLVED** that the Union of British Columbia Municipalities (UBCM) call upon the Province of British Columbia to update the Occupational Health and Safety Regulations, and the British Columbia Building Code to include provisions for sanitary disposal bins, and courtesy menstrual supplies as is currently required for toilet paper in restrooms outside the home, thus supporting accessibility and gender equity for people who menstruate.

Legislative Services | City of Port Coquitlam  
2580 Shaughnessy St.,  
Port Coquitlam, BC Canada V3C 2A8  
604.927.5213 | Email: [info@portcoquitlam.ca](mailto:info@portcoquitlam.ca)





## Background

- \* The Minister of Education for British Columbia, recognizing lack of access to menstrual supplies in schools as a barrier to education and an issue of equity in 2019 required all schools to provide free menstrual products in schools, <https://news.gov.bc.ca/releases/2019SDPR0033-000587>
- \* The UN and World Health Organization 2022 have positioned their official statement on menstrual health to be recognized as a health and human rights issue relating to gender equality/equity, not a hygiene issue <https://www.who.int/news/item/22-06-2022-who-statement-on-menstrual-health-and-rights>
- \* December 2023 the Canadian Occupational Health and Safety Regulations were revised to include free menstrual products in all federally regulated workplace restrooms. <https://www.canada.ca/en/employment-social-development/news/2023/12/menstrual-products-now-available-at-no-cost-to-employees-in-federally-regulated-workplaces.html>
- \* The Union of British Columbia Municipalities (UBCM) would be able to add more pressure to enact legislation by the British Columbia Government to address this specific gender equity issue. The precedent has already been set in globally, with Scotland now legally requiring free access to menstrual products <https://www.gov.scot/publications/period-products-free-provision-scotland-act-2021-equality-impact-assessment/>
- \* Province Adopts Changes to BC Building Code March 8/2024 with full size adult changing tables in universal washrooms. "2) A universal washroom required to have an accessible change space as stipulated in Sentence 3.8.2.8.(15) shall a) be equipped with an adult-sized change table that is....." [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/revisions-and-mo/bcbc\\_2024.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/revisions-and-mo/bcbc_2024.pdf)

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CITY OF PORT ALBERNI



OFFICE OF THE MAYOR

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 0390-20-UBCM  
RCM Sept 9/24  
3 0400-60

FILE: 01-0410-02

August 29, 2024

The Honourable David Eby  
Premier and President of Executive Council  
Via Email: [premier@gov.bc.ca](mailto:premier@gov.bc.ca)

Dear Premier Eby:

**Re: Infrastructure Investment for Complete Communities**

During the City of Mission's Regular Council meeting of August 19, 2024, our Council unanimously carried the following resolution:

1. *That the City of Mission write to the Premier to express:*
  - o *Mission's continued support for the creation of affordable and supportive housing;*
  - o *The need for simultaneous provincial investment in schools, healthcare, safety and infrastructure to sustainably accommodate growth; and*
  - o *Mission's intention to review our housing bylaws after one year to ensure that sustainable growth is occurring; and*
2. *That the letter be copied to all UBCM members.*

The City of Mission acknowledges the significant need for affordable housing in our community and across the entire country. We have witnessed the dramatic increase in people living in unsafe and unstable conditions and are acutely aware of the need to accelerate housing production in the marketplace. Further, we are alert to the visible growth in unhoused persons in our midst, demonstrating the need for more supportive housing options in our community.

Because we share the Province's concerns about housing, we have been hard at work at the local level, finding ways to incentivize the development of affordable housing, accessible medical spaces and supportive housing. In the last four years, we have:

- Created a density bonusing program for builders who create below market housing and medical spaces.
- Authorized Mission's first 11-storey building because it offered 100% affordable housing, as well as community kitchen and laundry space.
- Created our *Neighbourhood Engagement Policy* to improve and expedite community engagement.
- Planned the *Stave Heights Neighbourhood* to add multi-family housing for 3800 people (with many units already under construction).
- Added to our Planning and Building Department staffing and made affordable housing applications a top priority.
- Invested in new software and technology to expedite development and building applications.
- Hosted educational Builders' Forums, in partnership with the Fraser Valley Homebuilders Association, to help builders avoid delays.
- Contributed park space to BC Housing for supportive housing and offered more public land to BC Housing and local agencies.
- Approved and implemented an innovative *Community Wellness Plan* in conjunction with every social and healthcare agency in our City.
- Hosted two housing forums to encourage partnership in developing more below-market housing.
- Dedicated approximately 100 acres (1/3) of land in our Waterfront Revitalization Strategy to multi-family housing.
- Adopted a suite of new policies to ensure affordable housing, including an amnesty program to allow registration of unauthorized secondary suites and a bylaw to protect residents of Mobile Home Parks.

We are doing all we can, with even more work in our pipeline, and it is showing in Mission's dramatic growth numbers. I am absolutely confident that other communities across BC are working with the same earnestness and creativity.

The policy and legislation changes brought forward by your government are sure to have a profound effect on our housing supply, but I hope you will agree with Mission when we say that there is much more that needs to be done to ensure that we are creating not just houses, but homes.

In consultations with our advisory committees, local organizations, and community engagement, we continuously hear a series of challenges that we believe will undermine our



shared housing efforts if not addressed. Three solutions have emerged from this work:

1. **Ensure that the Province funds investments in social and physical infrastructure to facilitate growth.** We cannot continue with the existing and long-standing practice of only adding to schools, healthcare, transit, highways, and policing once demand has reached crisis levels. The development community has expressed these same concerns. People need housing in areas where their children can access schools and medical services. Without simultaneous investments in provincial infrastructure, we will create significant inequities at the community level and will force local governments to accept further downloading.
2. **Address parking concerns in communities that have traditional downtowns that are not-yet-fully transit ready.** Across BC, there are many communities like Mission with constrained downtowns. While the obvious solution to the parking issues of these areas is enhanced transit, it must be acknowledged that working residents and parents simply cannot rely on transit as a substitute for cars at this time. While our community has invested in major transit improvements (with more on the way) we cannot anticipate that residents, workers and consumers in that neighbourhood will be able to entirely rely on transit for their daily mobility. Mission strongly supports Transit-Oriented Development. Indeed, it is fundamental to our Downtown and Waterfront Revitalization initiatives, but we have already been told to expect that multiple in-stream applications will now be altered to remove resident parking. Mission has created a parking plan for the area - grounded in a costly analysis - but the government's policy leaves no room for that evidence to come into our planning.
3. **Restore the dexterity that comes with developer-municipality partnerships in master developments.** As you have recently heard from Coquitlam and Burnaby, many master developments rely on place-making to benefit both existing residents and newcomers. Building around shared public spaces is desirable to the private and public sector, facilitating investment and financing, and allowing for a vision that the public can embrace. Density-bonusing, phased development agreements and other negotiated approaches are needed in our toolkit if we are to realize our Waterfront Revitalization. In short, true density and transit-oriented development will be hampered or halted if we are left with the tool of ACCs. As an example, the expected addition of more than 10,000 home in our master-planned Silverdale area would simply not have been possible were it not for our ability to share staffing costs, arrange for future public lands and establish mechanisms for front-ending underground servicing with Polygon. When it comes to large scale projects, we believe the Province needs to create exceptions wherein win-win negotiations are possible.

The City of Mission may not be the largest municipality in the Province, but we pride ourselves on being progressive and resourceful. We have engaged in master planning for our housing future as far back as 1966. While we support the Province's view that affordable housing must be a priority, we believe it will be much more constructive to work in a collaborative fashion, and to see concomitant development by the province of the physical and social infrastructure that defines healthy communities.

Mission has recently adopted our versions of SSMUH and TOA bylaws, and we will adopt revised DCC and ACC legislation soon. In each case, those new bylaws include a one-year review clause. We will be looking to the Provincial government to ensure that there is room for learning, revision and, most importantly, considerable investment in community-level infrastructure.

Allow me to close by saying, Mission is keen to participate in dialogue. If our City can play a role in providing feedback, data or other insights, please do not hesitate to reach us.


Sincerely,



PAUL HORN  
MAYOR

Cc. The Honourable Ravi Kahlon, Minister of Housing [HOUS.minister@gov.bc.ca](mailto:HOUS.minister@gov.bc.ca)  
The Honourable Rob Flemming, Minister of Transportation and Infrastructure [Minister.MOTI@gov.bc.ca](mailto:Minister.MOTI@gov.bc.ca)  
The Honourable Pam Alexis, Minister of Agriculture and Food and MLA, Abbotsford-Mission  
[Pam.Alexis.MLA@leg.bc.ca](mailto:Pam.Alexis.MLA@leg.bc.ca)  
Bob D'Eith, MLA, Maple Ridge-Mission D'Eith.MLA, Bob [Bob.Deith.MLA@leg.bc.ca](mailto:Bob.Deith.MLA@leg.bc.ca)  
City of Mission Council  
City of Mission Regular Council Agenda – Correspondence  
UBCM Member Municipalities

Date: September 3, 2024  
File No: 0810-20-PW  
To: Mayor & Council  
From: M. Fox, CAO  
Subject: Public Works Yard | Roof Replacement

Prepared by:  W. Thorpe Director of Parks, Recreation and Heritage	Supervisor: M. Fox Chief Administrative Officer	Supervisor:  Chief Administrative Officer
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#### RECOMMENDATION

- a. THAT Council amend the "City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024" as follows:
- allocate \$350,000 for the Public Works Yard Building roof to 2024 Capital Plan;
  - allocate \$350,000 from the Water Reserve Fund, to be replenished (with interest) in 2025 with surplus, followed by taxation as required.
- b. THAT Council direct staff to proceed with replacing the entire roof (3 sections) of the Public Works Yard building.

#### PURPOSE

For Council to consider replacement of the roof at the Public Works Yard.

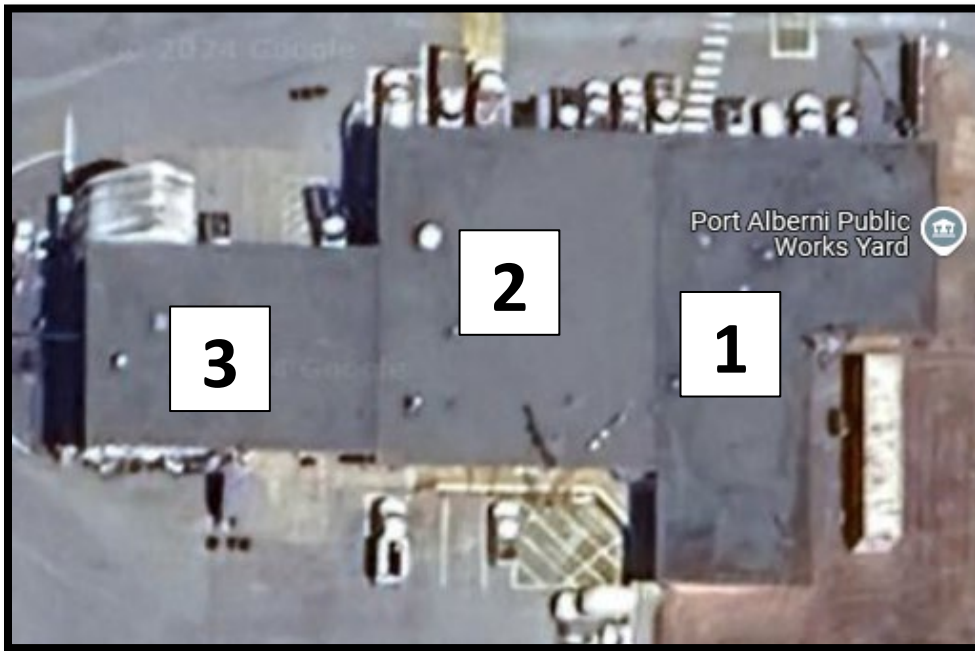
#### BACKGROUND

Much of the City's operations in the Infrastructure Services department occur in the City-owned Public Works Yard. The existing roof on that building has reached the end of its useful life and requires replacement. The Public Works Yard roof is one of the many roofs that are at or approaching end of life. Identification of the roof requiring replacement began in December 2021, for inclusion in future City capital plans. The Public Works Yard roof was added in the capital plan in 2023 and scheduled for completion in 2027.

Though this project is currently slated for 2027, staff have found that the roof is leaking and patches no longer suffice. One project that has taken priority over the roof repair to date is the replacement of the boiler at the Public Works Yard.



The roof includes three sections:



Staff have obtained preliminary quotes for replacement of the roof; predicted costs for this work:

Roof Section	Cost (+ GST)
1	\$130,458.00
2	\$134,070.00
3	\$84,300.00
Total	\$348,828.00

#### ALTERNATIVES/OPTIONS

1. Council directs staff to proceed with replacement of the entire roof (three sections) at the Public Works Yard.
2. Council directs staff to proceed with replacement of sections one and two of the roof at the Public Works Yard.
3. Council directs staff to proceed with replacement of section one of the roof at the Public Works Yard.
4. Council provides staff with alternate direction.
5. Council takes no action.

#### ANALYSIS

If Council directs staff to proceed with replacement of any sections of the roof at the Public Works Yard, staff will follow the corresponding purchasing thresholds within the purchasing policy, including undertaking a public process where required.

#### **IMPLICATIONS**

If Council directs staff to proceed with the roof replacement, this work will be funded from operational funding and/or overall surplus from 2024 (if available). There is currently no reserve funding available to support the Public Works Yard roof renewal in 2024. If there are no funds available, funding can be borrowed from the Water Fund reserve until 2025 and taxation will be required to support the funding of this project. A \$300,000 taxation increase for a one-time expenditure in 2025 would require a 0.96% increase in taxation. If this project proceeds, the funding from taxation in 2027 in the capital plan would not be required.

#### **COMMUNICATIONS**

N/A

#### **BYLAWS/PLANS/POLICIES**

Replacing key infrastructure such as the Public Works Yard roof aligns with the goals and strategies within Council's *2023 – 2027 Corporate Strategic Plan*:


- 3.1 The highest and best use is made of City-owned assets.

#### **SUMMARY**

The roof on the City-owned Public Works Yard facility has reached the end of its useful life and requires replacement. Staff recommend that Council direct staff to replace the entire roof, comprised of three sections.

#### **ATTACHMENTS/REFERENCE MATERIALS**

Date: September 3, 2024  
File No: 5330-20-Burde St Reconstruction  
To: Mayor & Council  
From: Mike Fox, Chief Administrative Officer  
Subject: **Burde Street Reconstruction Project**

Prepared by: <i>J. MacDONALD</i> DIRECTOR OF INFRASTRUCTURE	Supervisor: <i>M. Fox</i> CAO	CAO Concurrence:  M. Fox, CAO
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#### RECOMMENDATION[S]

THAT Council amend the “City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024”, by allocating \$2,481,700 towards reconstruction of Burde Street between 10<sup>th</sup> and 16<sup>th</sup> Avenue with funding from the Water Fund and Sewer Fund Capital Reserves in the amount of \$827,233.33 each, totalling a net increase of \$1,311,700.

#### PURPOSE

To seek an amendment to the “City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024” to fund the Burde Street Reconstruction Project construction in 2024/2025.

#### BACKGROUND

The Burde Street reconstruction was an approved Capital Plan priority project in 2023. The overall project has two components; the first being the deep utility replacement consisting of replacing the water main, adding a storm trunk and replacing a section of sanitary pipe. The second component is the surface works which consists of replacing the roadway, sidewalks and addition of multi modal lanes. The work was broken down into two work packages for efficiency, as well as timing purposes. In addition, there is another small section of utility replacement (near 15<sup>th</sup> Avenue) that is the responsibility of a developer, which needed to be incorporated into the overall construction schedule. The utility portion was tendered for construction on May 16, 2024 and is expected to be completed by October 31, 2024. The surface upgrades were tendered for construction on August 7, 2024 and work will commence once funding is approved by Council, and is expected to wrap up in spring 2025.

#### ALTERNATIVES/OPTIONS

1. That Council amend the “City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024”, by allocating \$2,481,700 towards reconstruction of Burde Street between 10<sup>th</sup> and 16<sup>th</sup> Avenue with funding from the Water Fund and Sewer Fund Capital Reserves in the amount of \$827,233.33 each, totalling a net increase of \$1,311,700.
2. That Council fund the Burde Street renewal project from the Water Fund and Sewer Fund Capital Reserves equally at \$655,850 each, totalling a net increase of \$1,311,700.



3. That Council use the 2024 Canada Community Building Reserve Fund \$135,000 that is currently unallocated funding and interest and \$1,176,700 from the Growing Community Fund reserve, for a total of \$1,311,700.
4. That Council not approve funding until adoption of the Financial Plan.
5. That Council provide alternate direction.

### ANALYSIS

The Burde Street Reconstruction was identified as a Council strategic project in 2023. Recent development along Burde Street, along with the deteriorating and failing condition of the existing asphalt, facilitated the need for significant surface works restoration. The development on the old ADSS site required a significant amount of underground utility work through the development and was completed in stages. Utility replacement is a crucial step before repaving a street to ensure the longevity of the infrastructure and to eliminate the need for tearing up newly laid asphalt in the event of a utility failure in the near future.

In addition, the surface works include multi modal lanes which fit with one of Council's strategic goals of connecting the community with safe pathways and trails, making pedestrians and cyclists feel safe and welcome.

### FINANCIAL IMPLICATIONS

The available funding to undertake the Burde Street reconstruction requires an additional \$1,311,700. The following options were considered:

1. Option 1 is to fund the project costs from the Water Fund and Sewer Fund Capital Reserves. Burde Street reconstruction is required, largely for the undersurface works for the associated utilities. The recommendation reflects the funding contribution from utilities in order to support ongoing renewals. The funding model reflects a 33.33% share of surface work costs. The original committed funding of \$1,170,000 from Canada Community Building Reserve Fund would be reduced to 827,233.33. This would return \$342,767 to the Canada Community Building Reserve Fund.
2. Option 2 considers funding only the project shortfall, this would result in Water Fund and Sewer Fund Capital Reserve contributions of \$655,850 each. The original committed funding of \$1,170,000 from Canada Community Building Reserve Fund remains in place.
3. Option 3 considers not using Water or Sewer capital reserves to complete the Burde Street reconstruction. The reserve funding would come from the remaining funds in the Canada Community Building Reserve Fund (\$135,000) and Growing Community Funds (\$1,176,700). The result would exhaust all available funding in the CCBF and leave a balance of approximately \$341,500 in the GCF.

Funding Allocations – Options 1 to 3:

	Option 1	Option 2	Option 3
<b>Water Fund Reserve</b>	827,233	655,850	-
<b>Sewer Fund Reserve</b>	827,233	655,850	-
<b>Prior funding CCBF</b>	1,170,000	1,170,000	1,170,000
<b>New CCBF</b>	(342,767)	-	135,000
<b>New GCF</b>	-	-	1,176,700
<b>Total</b>	<b>2,481,700</b>	<b>2,481,700</b>	<b>2,481,700</b>

Council may also not proceed with project and rescope or provide alternatives that differ from the options considered.

The Water Fund and Sewer Fund Capital Reserves would see the following estimate:

	Water Fund	Sewer Fund
Opening balance	\$ 5,402,014	\$ 6,349,809
Interest earned (2024 estimate)	216,081	253,992
Contribution (2024 estimate in FP)	1,869,184	939,092
2023 & prior capital projects	265,000	-
2024 capital projects	460,000	1,929,311
Amendments in process	100,000	-
Anticipated year-end balance	6,662,279	5,613,582
Option 1 – Reserve funding allocated	827,233	827,233
Option 2 – Reserve funding allocated	655,850	655,850
<b>2024 Estimated year-end balance</b>		
Option 1 – recommendation	5,835,045	4,786,349
Option 2	6,006,429	4,957,732

The taxation impact from a \$1,311,700 increase for 2025 would be 4.20%.

## COMMUNICATIONS

Public notifications will take place prior to the start of construction of the surface works, identifying such things as schedule, detours, traffic management plan, etc. These will be published on social media as well as the City website once available and distributed to affected residents/businesses.

## BYLAWS/PLANS/POLICIES

*“City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024”*

## SUMMARY

This project represents an important replacement of existing transportation and utility infrastructure that meets several Council strategic goals. The existing road and asphalt have reached the end of their useful life and requires immediate attention, and along with the utility upgrades, meets modern engineering standards for municipal roadway rehabilitation. Budget approval will enable project completion in early 2025.

C: A. McGifford, Director of Finance