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**AGENDA - REGULAR MEETING OF COUNCIL**  
**Monday, September 23, 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 5**

1. Minutes of the Special meeting held at 11:00 am and Regular Council meeting held at 2:00 pm on September 9, 2024 be adopted, as presented.

**C. DELEGATIONS**

**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. **Housing Agreement Bylaw | 5130 Argyle Street - Page 12**  
*THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5114.*

## **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. **Tseshaht First Nation | National Day of Truth & Reconciliation - Page 22**  
Letter dated September 11, 2024 from the Tseshaht First Nation regarding the National Day for Truth and Reconciliation [Orange Shirt Day] walk.

*THAT Council authorize the expenditure of Community Investment Program funding to support Tseshaht First Nation with event support to include tent rentals and provision of traffic control services for the annual National Day of Truth and Reconciliation walk;*

*AND FURTHER, THAT Council authorize access to City streets on Monday, September 30, 2024 from 10:00 am to approximately 12:00 pm from Alberni District Secondary School [4000 Roger Street] to the Tseshaht Maht Mahs Gymnasium [5000 Mission Road], subject to:*

- *the notification of emergency services and BC Transit;*
- *consultation with all affected businesses/residents;*
- *provision of a Traffic Safety Plan completed by a certified professional, including qualified Traffic Control personnel as required; and*
- *provision of standard liability insurance in the amount of \$5M.*

## **H. PROCLAMATIONS**

### **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 24**
  - a. Ministry of Emergency Management and Climate Readiness | Upcoming Provincial Election
  - b. Alberni-Clayoquot Regional District | Keeping you Connected July/August 2024
  - c. Island Health | Medical Health Officers' Newsletter September 2024
  - d. Forest Enhancement Society of BC | Fall 2024 Accomplishments Update
  - e. Royal Canadian Legion | Remembrance Day Poppy Campaign & Flag Raising
  - f. Alberni Valley Museum and Heritage Commission Minutes | June 5, 2024

### **J. REPORT FROM IN-CAMERA**

1. Council released for public consumption direction that staff work with ACRD staff to develop a preferred option for aquatic centre locations and options of operational models for the new aquatic centre.

2. Council released for public consumption Notice of its Intent to enter into a Licence of Occupation Agreement between the City of Port Alberni and Alberni Brewing Company effective January 1, 2024 for a period of five years in the amount of \$1312.00 per year plus GST. for the purpose of occupying an area of the Lands to provide for restaurant or café tables and chairs and serving stations.

#### **K. COUNCIL REPORTS**

1. **Council and Regional District Reports**  
*THAT the Council reports outlining recent meetings and events related to the City's business, be received.*
2. **Port Alberni Air Quality Council | Cllr. Patola - Page 45**

#### **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. **Update on Master Planning | Recommendation from the September 3, 2024 Committee of the Whole**  
*THAT Council for the City of Port Alberni direct staff to amend the "City of Port Alberni 2024-2028 Financial Plan Bylaw No. 5097, 2024", allocating \$100,000 from the Water Reserve Fund to the Water Master Plan budget for 2025.*
2. **Echo Aquatic Centre Study - Page 57**  
Report dated September 10, 2024 from the Director of Parks, Recreation and Culture providing Council with additional information regarding the replacement of the Echo 67' Aquatic Centre.  
*THAT Council receive the report 'Echo Aquatic Centre Study' dated September 10, 2024.*
3. **2024 By-Election Contract Services & Appointment of Chief and Deputy Election Officers - Page 107**  
Report dated September 16, 2024 from the Director of Corporate Services requesting Council to appoint the Chief Election Officer for the 2024 Local By-Election.
  - a. *THAT the Mayor and Corporate Officer be authorized to enter into an agreement with Panneton & Associates Ltd. to conduct the 2024 By-election as based on the projected budget in the amount of \$29,900 plus GST, subject to revision during the course of the project as approved by the Chief Administrative Officer.*
  - b. *THAT City of Port Alberni Council, pursuant to Section 58(1) and (2) of the Local Government Act, appoint Mark Brown of Panneton & Associates Ltd. as Chief Election Officer for conducting the 2024 Local By-Election effective September 26, 2024 with the power to appoint other election officials as required for the administration and conduct of the 2024 Local By-Election;*

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4. **Procurement Summary – January to June 2024** - Page 110  
Report dated September 16, 2024 from the Director of Finance providing the procurement summary.  
*THAT Council receive the report 'Procurement Summary – January to June 2024' dated September 16, 2024.*
  5. **Renewal of Temporary Use Permit | 3665, 3675, 3689 4<sup>th</sup> Avenue** - Page 115  
Report dated September 16, 2024 from the Director of Development Services/Deputy CAO requesting Council consideration for a Temporary Use Permit renewal.
    - a. *THAT Council authorize the Director of Corporate Services to sign the three (3) year extension of Temporary Use Permit TUP22-01 – temporary shelter to permit up to 30 units located at 3665, 3675 and 3689 4<sup>th</sup> Avenue.*
    - b. *THAT Council authorize the Mayor and Director of Corporate Services to sign the lease agreement and direct staff to advertise the disposition of land for a three (3) year lease for City owned lands at 3665, 3675 and 3689 4<sup>th</sup> Avenue as per section 26 and 94 of the Community Charter and Section 286 of the Local Government Act to the Port Alberni Friendship Centre for a temporary shelter.*
  6. **Alberni Brewing Company | MRF New Outdoor Patio Application** - Page 128  
Report dated September 16, 2024 from the Development Services Planner regarding Alberni Brewing Company's Liquor and Cannabis Regulation Branch application.  
*THAT Council opt out of providing comment on Alberni Brewing Company's application to the Liquor and Cannabis Regulation Branch to add a New Outdoor Patio to their Manufacturing License at 4630 Adelaide Street.*
  7. **Capitol Theatre | Change of Hours on Liquor License** - Page 132  
Report dated September 16, 2024 from the Development Services Planner regarding the Capitol Theatre's application to the Liquor and Cannabis Regulation Branch.  
*THAT Council opt out of providing comment on the Capitol Theatre's application to the Liquor and Cannabis Regulation Branch for a Change to Hours of Liquor Service [outside of Service Hours] at 4904 Argyle Street.*

**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, September 9, 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  
A. McGifford, Director of Finance  
D. Leurebourg, Director of Corporate Services  
S. Darling, Deputy 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)(c)** labour relations or other employee relations;
- 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.

***CARRIED***

The meeting was recessed at 1:57 p.m.

The meeting was reconvened at 4:15 p.m.

The meeting adjourned at 5:35 p.m.

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**MINUTES OF THE 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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**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  
W. Thorpe, Director of Parks, Recreation and Culture  
R. Kraneveldt, Manager of Facilities  
S. Darling, Deputy Director of Corporate Services | Recording Secretary  
F. Guevarra, Information Services Support

**Gallery:** 5

**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 amended to include items under 'New Business' L.4 | Rack and Rally Social Hub, L.5 | Toy Run Association and L.6 | Farmer's Market and Crafter's Market. The agenda was then adopted, as amended.*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the 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.*

**CARRIED**

**C. DELEGATIONS**

**1. Alberni Valley Community Forest Corporation**

Chairperson Jim Sears, along with board members C. Duncan and R. Corbeil, presented a dividend cheque of \$300,000 to the City on behalf of the Alberni Valley Community Forest Corporation.

**D. UNFINISHED BUSINESS**

**E. STAFF REPORTS**

Councillor Mealey left the meeting at 2:10 p.m. and returned at 2:14 p.m.

**F. BYLAWS**

**1. Zoning Bylaw Amendment | 4691 Gertrude Street**

*MOVED AND SECONDED, THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be now introduced and read a first time.*

**CARRIED | Res. No. 24-285**

*MOVED AND SECONDED, THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be read a second time.*

**CARRIED | Res. No. 24-286**

*MOVED AND SECONDED, 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.*

**CARRIED | Res. No. 24-287**

**2. Housing Agreement Bylaw | 5130 Argyle Street**

*MOVED AND SECONDED, THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be now introduced and read a first time.*

**CARRIED | Res. No. 24-288**

*MOVED AND SECONDED, THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be read a second time.*

**CARRIED | Res. No. 24-289**

*MOVED AND SECONDED, THAT "Housing Agreement (5130 Argyle Street), Bylaw No. 5114" be read a third time.*

**CARRIED | Res. No. 24-290**

**G. CORRESPONDENCE FOR ACTION**

**1. M. Maczulat | Noise Bylaw Extension**

*MOVED AND SECONDED, 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.*

**DEFEATED**

**2. Synergy Foundation | Support for a REDIP Application**

*MOVED AND SECONDED, 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.*

**CARRIED | Res. No. 24-291**

**3. Wesco Food Society | Support for a Community Food Kitchen**

*MOVED AND SECONDED, THAT Council direct staff to prepare a letter to Wesco Food Society in support of their community food kitchen.*

**CARRIED | Res. No. 24-292**

**H. PROCLAMATIONS**

Councillor Patola recused himself at 3:02 p.m. declaring a conflict of interest as it relates to his position on the Board of the Port Alberni Toy Run Association.

**1. Port Alberni Toy Run**

*MOVED AND SECONDED, 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.*

**CARRIED | Res. No. 24-293**

Councillor Patola returned to the meeting at 3:03 p.m.

**2. Port Alberni Association for Community Living**

*MOVED AND SECONDED, THAT Council on behalf of the Port Alberni Association for Community Living, proclaim October 2024 as 'Community Inclusion Month' in Port Alberni.*

**CARRIED | Res. No. 24-294**

**3. Port Alberni Fire Department**

*MOVED AND SECONDED, THAT Council on behalf of the Port Alberni Fire Department, proclaim October 6-12, 2024 as 'Fire Prevention Week' in Port Alberni.*

**CARRIED | Res. No. 24-295**

**I. CORRESPONDENCE FOR INFORMATION**

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

- 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

*MOVED AND SECONDED, THAT Council receive the correspondence for information, as presented.*

**CARRIED**

**J. REPORT FROM IN-CAMERA**

**1. Audit Services**

Council released 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**

**1. Public Works Yard | Roof Replacement**

*MOVED AND SECONDED, 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*

*AND FURTHER, THAT Council direct staff to proceed with replacing the entire roof (3 sections) of the Public Works Yard building.*

**CARRIED | Res. No. 24-296**

**2. Burde Street Reconstruction Project**

*MOVED AND SECONDED, 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.*

**CARRIED | Res. No. 24-297**

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

*MOVED AND SECONDED, THAT Council defer the proposed motion to "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" in order to permit staff to prepare a report [in 2024] outlining potential implications for consideration.*

**CARRIED | Res. No. 24-298**

*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.*

**4. Rack and Rally Social Hub Update**

Council requested an update on the building permit status related to 3123 3<sup>rd</sup> Avenue. Administration advised that the current building permit expires October 12, 2024.

Councillor Patola recused himself at 3:51 p.m. declaring a conflict of interest as it relates to his position on the Board of the Port Alberni Toy Run Association.

**5. Toy Run Association Annual Event**

Council requested an update on the Toy Run Association annual event taking place September 14<sup>th</sup> and 15<sup>th</sup>. Administration is working with the association to ensure a successful event.

**6. Crafter's Market and Farmer's Market | Special Event Licence**

Council requested an update on the recent City communication distributed to organizations, clubs and service groups related to conditions for special events. Administration has paused any further action and will be prepare a report to Council providing information and outlining implications in order to determine next steps.

Councillor Patola returned to the meeting at 3:56 p.m.

**M. QUESTION PERIOD**

**N. Anderson**

Inquired regarding the building permit process for 3123 3<sup>rd</sup> Avenue.

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**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 4:00 p.m.*

**CARRIED**

CERTIFIED CORRECT

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Mayor

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Corporate Officer

**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 9<sup>th</sup> day of September, 2024.

**READ A SECOND TIME** this 9<sup>th</sup> day of September, 2024.

**READ A THIRD TIME** this 9<sup>th</sup> day of September, 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: )  
 )  
 )  
 )  
 )  
\_\_\_\_\_)  
Name: )  
Title: )

\_\_\_\_\_  
Name:  
Title:

RECEIVED

SEP 12 2024

CITY OF PORT ALBERNI



TSESHAHT  
FIRST NATION

☒ Council  
☒ Mayor  
☒ CAO  
☒ Finance  
☒ Corporate Services  
☒ Agenda  
☐ Economic Development  
☐ Engineering/PW  
☒ Parks, Rec. & Heritage  
☐ Development Services  
☐ Community Safety  
☐ Other  
File # 0400-70 **RCM Sept. 23/24**

5091 Tsuma-as Dr. Port Alberni, BC V9Y 8X9  
P: 250.724.1225 | F: 250.724.4385 | Tseshah.com

September 11, 2024

To whom it may concern:

**Celebrating National Day for Truth and Reconciliation**

Fifty-one years have passed since the Alberni Indian Residential School (AIRS) closed its doors. Tseshah First Nation invites everyone to join us on Monday, September 30, 2024, for our 4<sup>th</sup> Annual National Day for Truth and Reconciliation (Orange Shirt Day) walk and celebration, honouring AIRS Survivors and those who did not make it home.

We will commence our walk at 10:00 am from the Alberni District Secondary School to the Tseshah Maht Mahs Gymnasium. A shuttle will be available to return you to your vehicle. At 12:00 pm our celebration at Maht Mahs begins, including lunch, dinner, crafts and activities, culture and healing and more!

For more information or to contribute/donate to this event, please contact Engagement Coordinator, Leanne Harding at 250.724.1225 or [leanne.airs@tseshah.com](mailto:leanne.airs@tseshah.com)

We look forward to a day of honouring Survivors, celebrating resilience, healing through culture and creating joy.

Kleco, kleco

A handwritten signature in black ink, appearing to be 'Wahmeesh' or 'Ken Watts'.

Wahmeesh (Ken Watts)  
Elected Chief Councillor  
Tseshah First Nation

ćišaaʔath

# NATIONAL DAY FOR TRUTH & RECONCILIATION CELEBRATION



**Orange Shirt Day!**  
**Monday, September 30, 2024**

**10:00 am - Walk starts @ ADSS**

(4000 Roger St., Port Alberni, BC)

\*A shuttle will be available to return to your cars

**12:00 pm - Celebration begins @ Maht Mahs**

(5000 Mission Rd., Tseshah First Nation, Port Alberni, BC)

*A day of honouring survivors, celebrating resilience,  
healing through culture, and creating joy.*

51 years have passed since the Alberni Indian Residential School closed its doors. We invite everyone to join us in celebration with a walk to honour AIRS Survivors & those that did not make it home followed by many uplifting activities.

- lunch & dinner
- crafts & activities
- cultural & healing
- & so much more!

**ćuk<sup>w</sup>aać**  
(you all come)

**EVERYONE  
WELCOME!**

**BRING YOUR DRUMS AND SHAWLS! WEAR ORANGE!**

For more information, or to make a contribution/donation to this event, please contact:

AIRS Engagement Coordinator, Leanne Harding at [leanne.airs@tseshaht.com](mailto:leanne.airs@tseshaht.com)

REGULAR COUNCIL AGENDA - SEPTEMBER 23, 2024

23

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SEP 12 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 type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	

*Handwritten notes:* Kam Sept 23/24, 0400-20-EMCR

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

Reference: 641820

Dear Mayors & Chairs:

As we approach the start of the provincial election period, I wanted to communicate with you about how the election “caretaker convention” affects my work as minister in relation to emergencies during the interregnum period. While it was my hope that I would be able to continue my practice of being directly available to leaders and connecting directly with community leaders during emergencies, it has been determined that the caretaker convention does not allow me to do so.

The writs for the upcoming provincial election will be issued on September 21<sup>st</sup>, 2024, marking the beginning of the election interregnum period. While final voting day is scheduled for October 19<sup>th</sup>, 2024, the writs are expected to be returned on November 2<sup>nd</sup>, 2024. The interregnum period will formally end with the swearing-in of the new Cabinet, which will take place sometime after the writs are returned.

During the interregnum period, parliamentary conventions require government to operate in a caretaker mode. As the Minister responsible for emergency management, I remain ready to act if and when steps need to be taken pursuant to a State of Provincial Emergency. Other functions that I normally perform, however—for example, communications with local government elected officials and with First Nations—must shift to senior staff in the Ministry of Emergency Management and Climate Readiness for the duration of the interregnum.

If you have urgent issues that need to be addressed during this time, your staff should contact the Provincial Emergency Coordination Centre (PECC), which can be reached 24 hours a day, including weekends, at 1-800-663-3456. Contact information for regional offices can be found here: <https://www2.gov.bc.ca/gov/content/safety/emergency-management/contact-us>. As leaders, you can also reach out directly to Kevin Dunbar, Executive Director, Regional Operations, at (778)-678-1077 or via email at [kevin.dunbar@gov.bc.ca](mailto:kevin.dunbar@gov.bc.ca) if necessary.

Please rest assured that despite the change in my role as minister, my ministry remains fully operational and fully committed to continuing to support you and your communities through emergencies.

Page 1.../2

I am constantly impressed by the commitment and dedication shown by local officials when emergency strikes. Your resilience and strength are a cornerstone of our collective response to emergencies.

Sincerely,



Bowinn Ma  
Minister of Emergency Management  
and Climate Readiness

CC: Tara Richards, Deputy Minister, Ministry of Emergency Management and Climate Readiness  
Jennifer McGuire, A/Associate Deputy Minister, Ministry of Emergency Management and Climate Readiness  
Madeline Maley, Assistant Deputy Minister, Ministry of Emergency Management and Climate Readiness  
Kevin Dunbar, Executive Director, Ministry of Emergency Management and Climate Readiness

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SEP 11 2024

CITY OF PORT ALBERNI

☒ Council  
☒ Mayor  
☒ CAO  
☒ Finance  
☒ Corporate Services  
☒ Agenda  
☐ Economic Development  
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☐ Parks, Rec. & Heritage  
☐ Development Services  
☐ Community Safety  
☐ Other  
File # 0400-60-ACRD  
RCM Sept 23/24



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

# KEEPING YOU CONNECTED

## Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings - July/August 2024

### JULY 24 & AUGUST 28 MEETINGS

#### MOMENT OF SILENCE

The Board of Directors conducted a moment of silence in memory of Gerard Janssen, former Alberni MLA, and John Douglas, City of Port Alberni Councillor. It was also an opportunity to acknowledge the tragic plane crash that occurred at the Long Beach Airport on July 18, 2024.

#### COMMUNITY ACTION TEAM PRESENTS

The Port Alberni Community Action Team presented the Blueprint of Transformative Strategies to the Toxic Drugs Catastrophe. The Board of Directors will consider appointing a Director to the Port Alberni Community Action Team at a future date.

#### GRANT FUNDING APPLICATIONS

The Board of Directors supported the grant funding applications to the Housing Accelerator Fund Program for the ACRD to create conditions to increase housing supply in the region and to NETP Special Projects funding application for Project Management regional training.

#### BAMFIELD SEWER REFERENDUM THIS FALL/WINTER

East and West Bamfield Sewer Referendums will occur this Fall/Winter 2024. The Board appointed the General Manager of Administrative Services as the Chief Election Officer and Manager of Administrative Services as the Deputy Chief Election Officer. The Board also completed three readings of Bylaw No. E1065, East Bamfield Sewer Collection System Establishing Bylaw, Bylaw No. F1163, East Bamfield Sewer Collection System Loan Authorization Bylaw, Bylaw No. E1066, West Bamfield Sewer Collection System Establishing Bylaw, Bylaw No. F1164, West Bamfield Sewer Collection System Loan Authorization Bylaw and approved the referendum questions and synopsis.

### LETTERS FROM THE BOARD

- A letter of land use concurrence will be issued for Rogers Communications File: W3579 noting that the ACRD supports the cell tower location in Beaver Creek.
- A letter of support to Alberni Valley Makerspace for their application to CleanBC Plastics Action Fund.
- A letter of support to Huu-ay-aht First Nations supporting their grant application to the British Columbia Community Workforce Response Grant to deliver a Wildfire Crew Member Training Program in Anacra.
- A letter of support to Clean Coast Clean Waters Initiative Fund for cleanup scheduled for September 11-18 at five locations on the Bamfield Peninsula.

### EMERGENCY RESOLUTION GOING TO UBCM

An emergency resolution will be submitted to UBCM to call upon the Minister, the Commissioner, and Canadian Coast Guard management to immediately halt any plans to shut down light stations and maintain the essential levels of staffing at these and all stations on the entire coast of BC and that this matter be in addition referred to the Federation of Canadian Municipalities for their immediate consideration. The Board will be seeking support from AVICC for this resolution and to secure a meeting with the Premier at the upcoming UBCM Convention in September. A letter will also be written to the Department of Fisheries and Oceans requesting that Camanah Point and Pachena Point lighthouses remain staffed.

### BOARD OF DIRECTORS

<b>Chair: John Jack</b> Huu-ay-aht First Nations	<b>Director Vaida Siga</b> Electoral Area "C" Long Beach	<b>Mayor Sharie Minions</b> City of Port Alberni	<b>Councillor Moriah Cootes</b> Uchucklesaht Tribe Government
<b>Councillor Debbie Haggard</b> City of Port Alberni (vice-chair)	<b>Director Penny Cote</b> Electoral Area "D" Sproat Lake	<b>Councillor Tom Stere</b> District of Tofino	<b>Levana Mastrangelo - Executive Legislator</b> Yuulu7i7ath Government
<b>Director Bob Beckett</b> Electoral Area "A" Bamfield	<b>Director Susan Roth</b> Electoral Area "E" Beaver Creek	<b>Mayor Marilyn McEwen</b> District of Ucluelet	For more information, visit the ACRD Website ( <a href="http://www.acrd.bc.ca">www.acrd.bc.ca</a> ) or contact the Manager of Administrative Services at 250-720-2731 or e-mail <a href="mailto:hzenner@acrd.bc.ca">hzenner@acrd.bc.ca</a> .
<b>Director Fred Boyko</b> Electoral Area "B" Beaufort	<b>Director Mike Sparrow</b> Electoral Area "F" Cherry Creek	<b>Councillor Kirsten Johnsen</b> Toquaht Nation	

250-720-2700 www.acrd.bc.ca 3008 Fifth Ave. @ACRDgov



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

# KEEPING YOU CONNECTED

## Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings - July/August 2024

### JULY 24 & AUGUST 28 MEETINGS

#### ADOPTING GREENER PLAN

The ACRD Corporate Energy and Emissions Plan was adopted by the Board.

#### CONTRACTS AND AGREEMENTS:

- Agricultural Water Plan Consulting Services contract to Upland Agricultural Consulting Ltd.
- 2024-2034 Community Works Fund Agreement under the Administrative Agreement on the Canada Community-Building Fund with UBCM and to direct staff to develop a five-year Canada Community Building Funding allocation strategy for consideration as part of the 2025-2029 Financial Plan discussions.
- Emergency Operations Centre and Emergency Support Services Training and Exercises contract was awarded to Strategic Alliance for Emergency Resilience Inc.
- Bamfield Waste Hauling Services contract was awarded to Nicklin Waste Disposal.

#### PERMITS

Will be considered at a future meeting subject to notifying neighbouring properties:

- Temporary Use Permit: TUP24006 (Beaufort)

#### Issued:

- Temporary Use Permits: TUP24005 (Long Beach), TUP24002 (Sproat Lake), TUP19018R (Sproat Lake), TUP19020R (Sproat Lake)
- Development Variance Permits: DVA24002 (Bamfield), DVD24005 (Sproat Lake), DVE24006 (Beaver Creek), DVF24007 (Cherry Creek), DVF24009 (Cherry Creek)

#### REZONING AND BYLAWS

##### Rezoning Applications:

- RD23016- Sproat Lake (Bylaws 1506, 1507 and 1508, received first readings)
- RE23002- Beaver Creek (Bylaw 1481 received 3 readings)
- RD24005- Sproat Lake (Bylaws P1509 and P1510, received first readings)
- RE24001- Beaver Creek (Bylaw P1493 received 3 readings)
- RE24006- Beaver Creek (Bylaw P1511 considered a first time)

#### MEETINGS

##### Committee of the Whole -

September 11, 10 am - ACRD Board Room/Zoom

**Board of Directors - September 11, 1:30 pm - followed by the Regional Hospital District Meeting - ACRD Board Room/Zoom**

##### AV & Bamfield Services

**Committee - September 25, 10 am - ACRD Board Room/Zoom**

**Board of Directors - September 25, 1:30 pm - ACRD Board Room/Zoom**

**Board meetings are typically held in the ACRD boardroom and virtually. Join by:**

1. Attend in person at the ACRD boardroom
2. Apply to appear as a delegate
3. Register to participate in a Board or Committee meeting via Zoom Webinar
4. Submit questions or comments on an agenda to [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)
5. Visit the Regional District website at [www.acrd.bc.ca](http://www.acrd.bc.ca) for further details on public participation in meetings.

#### BOARD OF DIRECTORS

Chair: John Jack

Huu-ay-aht First Nations

Councillor Debbie Haggard

City of Port Alberni (vice-chair)

Director Bob Beckett

Electoral Area "A" Bamfield

Director Fred Boyko

Electoral Area "B" Beaufort

Director Vaida Siga

Electoral Area "C" Long Beach

Director Penny Cote

Electoral Area "D" Sproat Lake

Director Susan Roth

Electoral Area "E" Beaver Creek

Director Mike Sparrow

Electoral Area "F" Cherry Creek

Mayor Sharie Minions

City of Port Alberni

Councillor Tom Stere

District of Tofino

Mayor Marilyn McEwen

District of Ucluelet

Councillor Kirsten Johnsen

Toquaht Nation

Councillor Moriah Cootes

Uchucklesaht Tribe Government

Levana Mastrangelo - Executive Legislator

Yuulu?il?ath Government

For more information, visit the ACRD Website

([www.acrd.bc.ca](http://www.acrd.bc.ca)) or contact the Manager of

Administrative Services at 250-720-2731 or e-mail

[hzenner@acrd.bc.ca](mailto:hzenner@acrd.bc.ca).

250-720-2700 [www.acrd.bc.ca](http://www.acrd.bc.ca) 3008 Fifth Ave. @ACRDgov

## Rising pertussis cases

We are providing an update on pertussis and pertussis management to prepare for an expected increase in cases this upcoming fall and school year. Pertussis has expected cyclical peaks occurring every 2 to 5 years. The last peak in British Columbia (BC) occurred in 2016, followed by a period of low activity likely prolonged by pandemic restrictions. Currently, pertussis is increasing in Canada as part of the expected cyclical peak of the disease. The increasing cases in 2024 has been large in some provinces, where Quebec has seen more than 12,000 cases to date; while in BC the increase has been smaller, with 72 cases (1.3 per 100,000 as of July 2024). Specifically on Vancouver Island, in August 2024, 16 cases (1.6 cases per 100,000) of pertussis were reported, 1 case among infants (17.3 per 100,000). The majority of the 16 cases were unimmunized. More information is available from BCCDC ([tinyurl.com/BCCDCpertussis](https://tinyurl.com/BCCDCpertussis)) and PHAC ([tinyurl.com/PHACpertussis](https://tinyurl.com/PHACpertussis)).

## Pertussis vaccination is the best defense

- Pertussis vaccine is recommended for everyone, especially pregnant people and infants, with the purpose to **protect infants; all of the 17 pertussis deaths in Canada between 2005 and 2019 were among infants.**
- Vaccination is very effective for protecting infants against infection (85% after primary series, 90% after booster). Island Health has approximately 84% infant up to date pertussis vaccine coverage (at 12 months).
- To get **infants/**children vaccinated, refer eligible children to a local health unit ([tinyurl.com/ISLHhealthunits](https://tinyurl.com/ISLHhealthunits)) or provide directly in clinic (see [tinyurl.com/ISLHcwp](https://tinyurl.com/ISLHcwp)). Publicly funded Tdap vaccine is also available for:
  - Pregnant people in every pregnancy, ideally provided between 27-32 weeks gestation
  - Unvaccinated or incompletely vaccinated adults
  - Individuals born in 1989 or later who missed getting their adolescent dose of Tdap
- Publicly funded vaccine for eligible adults can be administered in a pharmacy or public health unit.

## Thinking pertussis?

### When to consider

- Highest suspicion in infants, under/unvaccinated individuals, even if another cause is identified.
- One or more of the following:
  - Paroxysmal cough of any duration, OR
  - Cough with inspiratory "whoop", OR
  - Cough ending in vomiting or gagging, or associated with apnea

### Treatment and family advice

- Advise unimmunized families, **especially if they have an infant**, to receive vaccine; advise for booster in third trimester of pregnancy.
- A macrolide antibiotic (azithromycin) is the preferred antimicrobial for treatment.
- Monitor for worsening illness, especially dehydration, lethargy, shortness of breath; seek urgent medical care if any of these develop.

### Testing if suspecting pertussis

- Perform NP swab ([tinyurl.com/PertussisKit](https://tinyurl.com/PertussisKit)) using the green-top bacterial culture swab kits available from the Public Health Laboratory ([tinyurl.com/PHLorder](https://tinyurl.com/PHLorder)). You may test through LifeLabs (write "pertussis" under "additional testing") or use the PHL requisition ([tinyurl.com/PHLreq](https://tinyurl.com/PHLreq))
- If urgent results needed (within one day), please consult with a Medical Health Officer

### Reporting and consultation

If suspicious enough to test or if seeking expedited testing, please contact us at:

South Island	250-388-2225
Central Island	250-740-2615
North Island	250-331-8555
Afterhours/weekends	1-800-204-6166

### Island Health Medical Health Officers

Chief MHO: Dr. Réka Gustafson 250-519-3406; North Island: Dr. Charmaine Enns 250-331-8591

Central Island: 250-739-6304; Cowichan Region: 250-737-2020

South Island: Dr. Mike Benusic, Dr. Murray Fyfe, Dr. Dee Hoyano, Dr. Christina Kay 250-519-3406



Forest Enhancement  
Society of BC

**RECEIVED**  
SEP 12 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
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<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File #	0330-01

RCM Sept 23/24

September 5, 2024

Dear Mayor Minions,

For community leaders, balancing the achievement of social, economic, and environmental goals often feels like trading off one thing for another. However, throughout British Columbia, communities have demonstrated they can create numerous environmentally sustainable forest products from local waste wood while reducing greenhouse gas emissions and generating family-supporting jobs in their local economies.

Since 2016, the Forest Enhancement Society of BC (FESBC) has funded over 300 forest enhancement projects throughout the province, helping First Nations, municipalities, community forests, woodlots, and other organizations implement their own local projects to not only better protect communities from the threat of wildfire and enhance wildlife habitat but also take action on climate change. Climate change heroes in rural BC can be found in the forest wearing hard hats and doing remarkable forestry work.

To see real-life examples of forestry workers growing the bioeconomy in BC and the associated social, economic and environmental win/win/wins, please peruse the attached Fall 2024 FESBC Accomplishments Update. We also invite you to learn more about many other forest enhancement projects near your community at [www.fesbc.ca](http://www.fesbc.ca).

Sincerely,

Steven F. Kozuki, RPF, Executive Director  
Forest Enhancement Society of BC

(553) MC - 3



September 2024

# Climate Solutions Powered By British Columbia's Forest Workers

Environmental, social, and economic win/win/wins for British Columbia and the world.



Left to right: Atli Resources LP (Atli) chipping facility; Photo credit: Atli. FESBC Executive Director Steve Kozuki engaged in a discussion during a project tour; A pile of residual fibre ready for sustainable utilization. Photo credit: FESBC.



**Steve Kozuki, RPF**  
FESBC Executive Director

## Local Forest Workers Taking Climate Change Action

Many people around the world are making shifts toward reducing their carbon footprint. But it can be hard as some of the choices that need to be made are difficult, and solutions are not easy. **However, forest workers in British Columbia have found a way to do their part.**

By finding ways to use waste wood from forests, instead of burning it, forest workers and the Forest Enhancement Society of BC are taking **meaningful action on climate change**. Waste wood which is now finding its way toward many different uses such as for pulp, and various end-use products, is usually left over from commercial timber harvesting (logging) or from community wildfire risk reduction treatments (thinning trees), and if it isn't used, it is often piled and burned. Burning waste wood can create a public health hazard in the form of smoke, and it creates greenhouse gas (GHG) emissions. By choosing not to burn, the forest sector in British Columbia is **reducing its environmental footprint** through the avoidance of GHG emissions.

Another GHG benefit occurs when waste wood is used to make green energy (heat or electricity), which displaces energy that otherwise could be created from non-renewable sources.



Forest Enhancement  
Society of BC

Learn more about innovative,  
climate action projects throughout B.C.

REGULAR COUNCIL AGENDA - SEPTEMBER 23, 2024



## 1 BIONORTH

Through FESBC's partnership with BioNorth Energy (including the Nak'azdli Development Corporation) in Fort St. James last year, about **3,400 truckloads** of logging waste fibre were diverted to the world-class biomass energy facility, which **turns waste wood into green electricity**. The project is important from a social perspective, providing **jobs for people and stability for communities**.



## 2 WILLIAMS LAKE FIRST NATION

The Williams Lake First Nation is a leader in implementing **wildfire risk reduction projects** in their traditional territory. The Nation has collaborated with the District representatives of the Ministry of Forests and other organizations. They not only thoughtfully planned and implemented wildfire risk reduction (tree thinning), treatments, but with FESBC funding, the Nation decided to **not burn the thinned biomass** and instead transported the material to local facilities to **make green energy**.



## 3 ATLI RESOURCES LP

Located at Beaver Cove at the north end of Vancouver Island, the chip plant owned by Atli Resources LP, through its partnership with FESBC, received and processed approximately **730 truckloads of low-value fibre**. The Namgis First Nation is a partner in the facility and **utilization of fibre** in their traditional territory **is important**. Coastal pulp mills are the beneficiary of the fibre, but the **local logging community is also benefiting** at a time of reduced fibre levels in the region.

# 27,800 TONNES<sup>5</sup>

of carbon emissions were avoided  
as a result of this project

Equivalent to removing  
**6,000<sup>2</sup>** passenger vehicles  
off the road for a year.



# 490 TONNES<sup>5</sup>

of carbon emissions were avoided  
as a result of this project

Equivalent to removing  
over **100<sup>2</sup>** passenger vehicles  
off the road for a year.



# 16,100 TONNES<sup>5</sup>

of carbon emissions were avoided  
as a result of this project

Equivalent to removing  
**3,480<sup>2</sup>** passenger vehicles  
off the road for a year.



Greenhouse Gas benefits of the  
FESBC Program prior to 2023:

**4.2 MILLION TONNES** of CO<sub>2</sub>e sequestered or avoided<sup>1</sup>  
= 904,000<sup>2</sup> cars off the road for a year.

In 2023 alone:

**1,600,000 CUBIC METRES** FESBC proponents utilized approximately  
1.6 million cubic metres of waste fibre  
that would have been burned otherwise.



**Brian Watson**  
FESBC  
Operations  
Manager

Created  
**\$10.4 MILLION<sup>3</sup>** in household  
incomes.

Added approximately  
**\$17.9 MILLION<sup>3</sup>**  
to British Columbia's  
Gross Domestic Product.

**32,500**  
**LOGGING TRUCKLOADS**  
**OF FIBRE UTILIZED**

**126<sup>3</sup> JOBS**  
in the forestry and  
logging sector were  
attributed to the  
program's success  
in 2023 alone.

Over the last year, the **FESBC Fibre Utilization Program** has been successful in achieving many social, economic, and environmental objectives. Another emerging way to gauge the success of the program is to benchmark to what scientists and economists call the **Social Cost of Carbon (SCC)**, which measures the efficacy of proposed activities or policies aimed at tackling climate change. The SCC is based on outputs from models that predict the expected costs or losses to society to a range of indicators such as **human health, damage to property and impacts on crop yields** from the emission of one additional tonne of Carbon<sup>3</sup>. A climate mitigation proposal that costs less than the SCC is considered to be a good value as the benefits outweigh the costs of the activity or policy. The SCC is currently accepted at \$250 in Canada<sup>4</sup>. Last year, FESBC project proponents invested **\$24.8 million in utilization projects** and, in doing so, **avoided 570,00 tonnes<sup>5</sup> of carbon emissions**. Under this lens, the FESBC Program's \$43 per tonne average cost for avoided GHG emissions stacks up well, because it is significantly below the SCC.

British Columbians can be proud of their efforts last year. They have taken action to help build a low-carbon, sustainable economy. They are supporting and providing opportunities for Indigenous Peoples and are aligned fully with the **Clean BC Plan**. Forest workers in B.C. are making a real difference in a time of declining timber supply and where cost-effective action on Climate Change is important.

<sup>1</sup> Cumulative from project initiation to 2050

<sup>2</sup> EPA Greenhouse Gas equivalencies Calculator <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

<sup>3</sup> Based on the British Columbia Forest Economic Multipliers (2019)

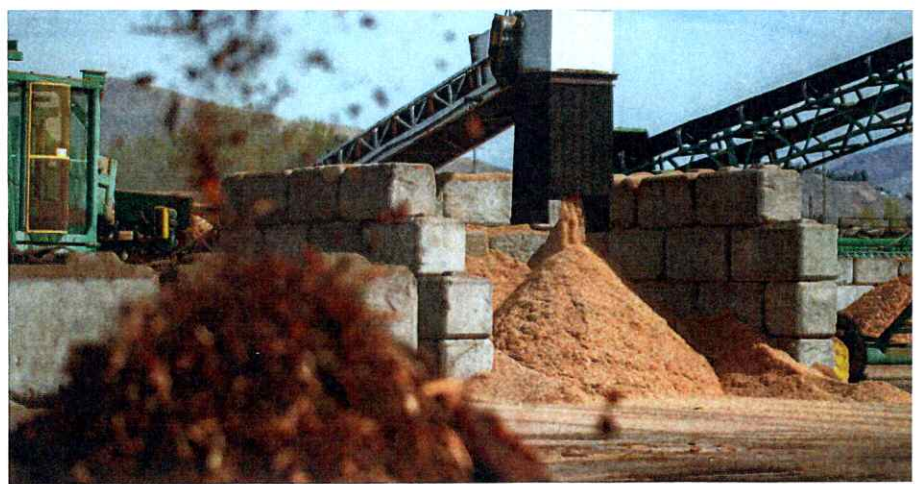
<sup>4</sup> Social Cost of Greenhouse Gas Estimates Interim Updated Guidance for the Government of Canada

<sup>5</sup> Calculated based on FESBC's 2023 Annual Report



**Shane Berg, RPF**  
Chief forester and  
assistant deputy minister  
for the Office of the  
Chief Forester

"The Forest Enhancement Society of BC (FESBC) is an important partner in our work supporting the forest sector, leading projects focussed on enhancing recreational values, stand rehabilitation, and supplying fibre to local mills. We also know that prevention is a vital part of protecting communities from wildfires, and the projects supported by FESBC are strong examples of the proactive work we undertake to protect both forests and communities in B.C."



## Climate Change, Greenhouse Gases, Forests: connecting the dots

**FESBC loves forestry projects that reduce greenhouse gases (GHGs).** Using modelling techniques created by carbon modellers in the Office of the Chief Forester, FESBC calculates the net reduction in GHGs on a carbon-dioxide-equivalency basis. FESBC projects have **reduced net GHGs in the years 2023–2024**, avoiding 570,000<sup>5</sup> tonnes of CO<sub>2</sub>e, which is equivalent to taking over **120,000<sup>2</sup> mid-sized vehicles off the road** for an entire year.

Greenhouse gases absorb heat from the sun. The more GHGs in the atmosphere, the more the earth warms.

**Forests are the lungs of the earth.** Green plants use solar energy (sunlight) to power a chemical reaction called photosynthesis. Trees and other plants convert carbon dioxide (a GHG) and water into a type of sugar and oxygen ( $6\text{CO}_2 + 6\text{H}_2\text{O} \rightarrow \text{C}_6\text{H}_{12}\text{O}_6 + 6\text{O}_2$ ). In this way, energy from the sun is stored in wood, which we can see and feel when wood is burned.

Trees and forests absorb (sequester) carbon when they are growing, and they release (emit) carbon when they die. Over thousands of years, forests grow and forests die, and the carbon cycle repeats itself over and over.

When we **create wood products from wood waste** or manufacture more **long-lived wood products**, the forest sector makes a meaningful difference in reducing GHGs. As slash piles (wood waste) are burned, two of the more potent GHGs, methane and nitrous oxide, are created. By diverting this material to an energy facility, where the wood waste is burned in boilers and under efficient conditions, the environment can see **a reduction in GHGs by 18%**. Last year the electricity produced by B.C. bioenergy facilities that was supported by **the FESBC program** had the benefit of **avoiding GHGs equivalent to the annual energy use of 6,900 homes<sup>2</sup>**. When the material can be used for pulp and creating longer-lived wood products such as furniture, **the reduction in GHGs approaches 48%**.

### Learn More

If you would like to learn more about the Forest Enhancement Society of BC and how people in British Columbia's forests are helping create climate change solutions, reduce wildfire risk, and keep workers employed through our funded projects, connect with us!



Steve Kozuki  
FESBC Executive Director  
skozuki@fesbc.ca  
or 1.877.225.2010

Subscribe to our FESBC Newsletter

**www.fesbc.ca**

Follow us on:   

FESBC would like to gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Forests.



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SEP 12 2024

CITY OF PORT ALBERNI

September 12, 2024

Mayor & Council of the City of Port Alberni

Royal Canadian Legion  
Alberni Valley Branch 293

4680 Victoria Quay  
Port Alberni BC V9Y 6G5  
Tel: 250-723-5042  
Fax: 778-721-1124  
email rclav293@shaw.ca

<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"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	

*Sept. 25 RCM*  
*0230-20 RCL*

**REMEMBRANCE DAY - November 11, 2024 and Poppy Campaign**

Traditionally, the start of the Poppy campaign begins on October 25, 2024. The Royal Canadian Legion starts their Campaign with the raising of the Poppy Flag at the City Hall. This year that date for the Flag Raising should be on October 28, 2024, at approx. 10:30 start.

At this time the Royal Canadian Legion 293 would like to request the participation of the Mayor and Council to assist in the Flag raising event. Following this, the Mayor and Council will have an opportunity to lay a wreath at the City Hall Cenotaph. The Royal Canadian Legion 293 will also lay a wreath.

The Royal Canadian Legion, are happy to announce that the Remembrance Day Service, will once again be held at the Glenwood Centre located at 4480 Vimy Road. The Royal Canadian Legion would also love the attendance of the Mayor and Council at the Remembrance Day ceremony, (Monday) November 11, 2024. During the Ceremony the Mayor can give a small speech, and then lay a "City of Port Alberni" Wreath.

If the Mayor and Council wish, they are also welcome to attend a brief ceremony at the "Field of Honor" at the Greenwood Cemetery, located at 5360 Josephine Street. At the conclusion of this ceremony the Royal Canadian Legion #293 will be returning to their hall, where a small reception will be held in the lounge downstairs. If the Major or representative attends this reception, the mayor can lay a wreath at the Royal Canadian Legion Cenotaph.

Please let us know if the Mayor and Council will be attending all, or some, of the above events. As I will need to have all the wreaths needed (4) ready and available.

Thank you for your continued support of our local Remembrance Day Ceremony's.

*Shannon Doré*

Poppy Chair  
Royal Canadian Legion Alberni Valley Branch 293

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SEP 05 2024

CITY OF PORT ALBERNI

Alberni Valley Museum  
and Heritage Commission



Heritage Commission Meeting

June 5, 2024

Minutes

Location:  
Maritime Heritage

Attendees:

ACRD	Penny Cote
City Council	Charles Mealey
Community Arts Council	Claudia Romaniuk
Historical Society	Gareth Flostrand
Industrial Heritage	Richard Spencer
Maritime Heritage	Ken Watson
McLean Mill	Elliot Drew
Staff	Willa Thorpe

<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"/> Agenda	<input type="checkbox"/> Other _____

File # 0510-20- RCM Sept 23/24 AVMHC

Guests: Don Jones, Geo Monrufet

Regrets:

Chamber of Commerce  
Community at Large  
Hupačasath First Nation  
School District 70  
čišaa?ath (Tseshah) First Nation

Called to Order: 7:05pm

1. Moved by Ken that the agenda of the June 5, 2024 meeting be approved as circulated.
2. Moved by Claudia that the minutes of the May 1, 2024 meeting be approved as amended.
3. Old Business – none
4. Correspondence – none
5. New Business
  - a. Train Station – update to exterior doors
    - i. Motion: to enable the addition of a total of two exterior doors on the east side (facing Kingsway Ave.) so long as both doors appear period-specific from the exterior (Moved by Richard, seconded by Claudia) - carried unanimously.



**Heritage Commission Meeting**  
**June 5, 2024**  
**Minutes**

6. Reports  
a. Chamber of Commerce

**Port Alberni Visitor Centre Report**  
*Operated by the Alberni Valley Chamber of Commerce*

**Visitor Center Stats:**

	Q1		April*		May		June	
	Visitors	Parties	Visitors	Parties	Visitors	Parties	Visitors	Parties
2024	824	539	422	246	1078	626	TBD	TBD
2023	671	422	367	185	685	383	1114	429
2022	982	660	310	209	673	385	966	620
2021	1012	873	361	272	354	265	702	428

**Visitor Center Site Update:**

May saw a significant jump in visitor traffic from last year. Following last month, a large majority of our visitors were from other BC communities, and we have also seen an increase in European visitors. The most requested information was surrounding maps/directions; however, we had quite an increase in visitors coming in for local shopping recommendations.

**Visitor Centre Gift Shop:**

As we begin the Summer season, we are inviting local artists and businesses to consign with us for local Port Alberni products. If anyone is interested, please contact the Chamber for more information and a consignment agreement.

**Chamber Activities:**  
Chamber AGM – May 15: Hosted by Char's Landing. Catered by Kuu-us Café  
Presenters: Alberni Valley Tourism and 4VI  
Chamber Mixer – May 29: Sponsored by BMO. Hosted by Alberni Brewing Company  
On going Projects -First Nations Welcoming and Language Signage  
-Cameron Bluffs Wildfire West Coast Impact study  
-Canada Summer Students/ NETP Summer Student onboarding  
- Annual Community and Business Excellence Awards

**Up Coming Events:**  
June 7<sup>th</sup>- Chamber Breakfast – Indigenous Business Speakers at the Best Wester Barclay Hotel  
June 19<sup>th</sup> – Chamber Lunch – Fire Chief Mike Owens and Community Action Team at the Chamber Board Room



Heritage Commission Meeting  
June 5, 2024  
Minutes

b. McLean Mill



McLean Mill National Historic Site Update, June 2024

Prepared by Elliot Drew

While we have been on site prepping since the beginning of April 4 days a week, our Season officially started on May 16<sup>th</sup>. We are now open 7 days a week 10 am to 4 pm for Self Guided and Private tours, Giftshop and Camping. So far this year 96 people came through in April over 12 days. We gave our first Private tour of the season on May 1<sup>st</sup> and have booked over half a dozen groups in over the season so far and about the same in the works. Camping is off to a bit of a slower start, but we are hoping that picks up now that the campground is officially open, and we are pushing it on social media. The gift shop is slowly being restocked and should be good to go along with the Mill Stores Snack Bar for our July 1<sup>st</sup> summer season kick off.

Work also continues on our enhanced Self Guided tour and the McLean Hall Exhibit which Richard has entitled "From Then to Now" is starting to take shape. I am building a sponsorship package to allow businesses to partner with us to present these key materials and show support for our community's largest tourist destination while they spread their message to our visitors. We are also reaching out to some of our key community partners to finalize details on summer activities.

Totem Tree Service arrived on site at the end of the month to remove danger trees and do some additional grounds work. The City also contracted crews to repair and rebuild the Sawdust collector and pipe which was in danger of coming down after some pieces collapsed due to rot over the winter.

Private event and Wedding planning have picked up as the summer approaches but new inquiries are now mostly for 2025 season.

MONTH:	MAY	TOTAL DAYS:	16	TOTAL HOURS:	96		
DATE	# of Parties	# of Visitors	LOCAL	BC	CAN	US	INTERN
2024	198	426	88	9	3	4	30
2023	154	440	58	63	12	20	29

IMPORTANT DATES:

Fathers Day Event, Parks and Rec – June 15<sup>th</sup>

Self Guide Tour and Exhibits open – July 1<sup>st</sup>

Pacific Care/ Library – Gruffalo Story Walk – July 4<sup>th</sup>

Tea in the Woods, Community Arts Council – July 14<sup>th</sup>

www.mcleanmill.ca  
info@mcleanmill.ca  
250-723-1376





## Heritage Commission Meeting

June 5, 2024

### Minutes

c. Historical Society

- i. The Historical Society held their AGM on May 23rd, 2024. The Society will be led for the next year by President - Maxine Munsil; Vice President – Katy Lekich; Secretary – Marlene Dietrich; Treasurer – Gareth Flostrand; Directors at Large – Judy Carlson, Marta Williamson, Glenda Noiles, Diane Dobson & Diane Best.
- ii. Volunteer hours in May were 216 ½. Many thanks ladies!
- iii. We will be open during the summer with as many volunteers as possible.
- iv. Remember, if you have “paper treasures” you wish to donate, let us know and we will arrange a time for you to bring them in.
- v. The Archives are open Tues-Thurs., 11am to 3 pm.

d. Industrial Heritage Society

- i. APR passed Technical Safety BC Inspection on May 28.
- ii. Advertising in place for summer for IHC.
- iii. Project to improve exterior Signage at the Industrial Heritage Centre, with the help and advice of graphic artist, Tracy Golden.
  1. “Refresh” the Marquee on Tenth Avenue,
  2. Re-paint the Excavator on the corner of Tenth & Dunbar; add better Signage on the body of the Excavator.
  3. New sign on the East end of the building; add Graphics on the Exterior so that passers-by have an idea of what is INSIDE the building.
  4. Graphics on West end of building, facing Dunbar St. & Rec Stadium/
  5. Painting the section of West end of IHC that was missed earlier.
- iv. Projects at IHC.
  1. Overhaul of “Bull moose” complete plus new Paint job.
  2. Work continuing on “H-34” log truck from McLean Mill.
  3. Repairing brakes on 1928 “Chev” fire truck.
  4. “Alberni Glass” replacing windows on several City-owned trucks:
  5. 1939 ‘Ford’ fire truck; “H-34”, 1937 “White”, 1947 “Pednault” Hayes.
  6. Washroom Project (Grant from Community Foundation)
  7. --Replace old toilets; repaint stalls, install new shelving.
  8. Tracy Golden has done sign work on “Cat Twenty”, “Rolls-Royce” Hayes; “Bull moose” and created several possible graphics for use by the I.H.S.
- v. ENEX has donated some fuel to the I.H.C. trucks.
- vi. Children’s Programmes



## Heritage Commission Meeting

June 5, 2024

### Minutes

1. School Visits - 5 classes scheduled to visit for Activity programmes in June.
  2. Day care visits - two visits scheduled for the coming month; more to follow.
  3. Summer programme - two "Camp Roots" visits scheduled for the Summer.
  4. Other visits pending. - E.g. "Summer Rec" (Special Needs)
- vii. Other Visits & Activities
1. Truck "Coffee Cruise" – 3 COE trucks taken out for a drive around town.
  2. "Porsche Club" visited IHC.
  3. Qualicum Beach Community group visit.
  4. Invited to take part in Third Ave. street Market.
  5. 'Canada Day' - trucks & train Display to Train Station/Harbour Quay.
  6. July 13 - Participating in Truck Show at BC Forest Discovery Centre in Duncan.



Heritage Commission Meeting  
June 5, 2024  
Minutes

e. Maritime Heritage Society

The logo for the Port Alberni Maritime Heritage Society, featuring a lighthouse inside a circular frame with a compass rose.

**Port Alberni Maritime Heritage Society**  
**June 5, 2024 Report to the Heritage Commission**

The PAMHS Board is pleased to once again host the June Heritage Commission meeting at our Maritime Discovery Gallery. Welcome Commission members!

**Facilities Coordinator Position**  
We are pleased to announce the hiring of Dale Gross as our new Facilities Coordinator. Dale is a retired Canadian Coast Guard Officer who has worked in the maritimes and coastal B.C. for over 25 years including over a decade at the Ucluelet Station. Dale will start this position in mid-June. Welcome aboard Dale!

**Open Hours**  
Our Gallery will once again be open for regular visiting hours starting the week of June 17<sup>th</sup>. In addition groups can make bookings to view the Gallery and/or the Lighthouse by contacting us through the links shown below.

**Art Exhibit and Fund Raiser**  
Local artists have provided several maritimed themed pieces of art which will be displayed and for sale in the Maritime Gallery. Dave Cox, our Exhibits Coordinator, has now displayed those pieces in the Gallery. Thanks to Kirsten Smith at AV Museum for her help with this exhibit.

**Lighthouse Upgrades**  
Thanks to a very generous donation of \$12,500 by the Port Alberni "100+ Women Who Care" we have now raised sufficient funds to undertake the main portion of the Lighthouse Upgrade project. J. Kurucz Contracting will be undertaking the exterior siding installation starting June 5<sup>th</sup> with completion scheduled for the end of June. Thanks again to the 100 + Women Who Care, the Alberni Valley Community Forest, Alberni Valley Community Foundation, the Alberni District, Co-op, Port Alberni Port Authority, Coulson Group, Cataylst Paper, Roc-Star Enterprises, and Western Canadian Marine Recovery for their support towards this project. Addition funds are still needed so if you would like to make a donation towards this project please contact us.

**Summer Programs**  
We were very pleased to hear that our application to the Canada Summer Jobs program for summer students was once again successful. We will have three summer students working with our Coordinator to assist with delivery of our children and youth oriented summer programs. Thanks once again to our MP, Gord Johns, for supporting our application.

**Contact Information**  
Telephone: 250-723-6164      Facebook: maritimediscoverycentre  
Website: portalbernimaritimeheritage.ca      Email: portalbernimhs@gmail.com

f. Regional District

- i. Community Association hosting a farewell to the Bombers in July.
- ii. Budget has been approved.
- iii. Currently working through strategic planning and updating the official community plan.



**Heritage Commission Meeting**  
**June 5, 2024**  
**Minutes**

g. Community Arts Council

Heritage Committee Report  
Community Arts Council  
June 7, 2024

1. Exhibits – on now until June 22 – ADSS students – Theme of “Stop and Think” Meet and Greet Saturday June 8 1-3  
June 24 to July 27 – Guy Langlois – watercolour paintings – Meet and Greet Saturday June 29, 1-3  
July 2 to August 24 – Vancouver Island silk painters – Meet and Greet Saturday August 3, 1-3  
August 26 to September 28 – Shelley Penner and Patti Dance – Acrylic painting/fabric art. - Meet and Greet Saturday August 31, 1-3  
October 1 to November 2 Open call “Transistions”  
November 12 to December 21 – Mistletoe Market.
2. Upcoming Events  
June 15 Solstice Arts Festival, 10 to 4,  
Friday July 12: Tribute to Jerry Hebert Mini Exhibit opening- jewellery show  
June 17<sup>th</sup> Grade 1/2 French Immersion class in the gallery  
October 19<sup>th</sup>: Christmas market at the Mill
3. Have hired two people: Hatchet Craig as a gallery attendant for the summer under WorkBC subsidy  
: Tatiana Masa as events coordinator
4. We are hiring 2 student Art Instructors
- 5 We hosted a pride event , a teen drop in. Our FB advertising for it attracted a hate poster on our door and on the Community Events board last Monday morning. Police, City, Pride Org, and AV News were notified. The News interviewed our administrator.
6. We are working to upgrade our gift shop displays.
7. We are changing our POS to Square
- 8.. We are doing strategic planning workshops with Theresa Kingston.

h. School District

- i. The next Public Board meeting is Tuesday June 25, 2024, at Wickannish Elementary School in Tofino.
- ii. Safe Access to Schools Act now has legal authority to prohibit people from interfering with safe access to school grounds. This includes behaviour such as yelling that causes disruptions to school programs and activities or holding signs with slogans that cause concern for the safety of students and staff.
- iii. BC Adolescent Health Survey provides a broad overview of the health of youth grade 7-12 across the province. In addition to this provincial report, McCreary Centre Society also provides a more detailed report with many of the topic areas found in the provincial report that is focused on more localized regional data in Pacific Rim.



## Heritage Commission Meeting

June 5, 2024

### Minutes

- iv. Pacific Rim has a broad range of licensed Childcare on school sites operated by Pacific Rim and non-profit third-party childcare operators. Child Care projects in Pacific Rim:
  - v. Maquinna Childcare Metis Nations of BC Childcare project has been endorsed by the Tseshaht and Hupačasath Nations with the 4 pillars of Recognition, Culture, Governance and Tseshaht and Hupačasath participation and collaboration.
  - vi. Wood Childcare ground-breaking ceremony June 19. A Nuu-chah-nulth name for this Childcare will be coming soon. Project completion date spring of 2025.
  - vii. Wickanninish – Taking Care of Children - ʔuʔaatuk ʔtaʔna -completion June 2024.
  - viii. Recruitment and retention of Early Years Educators is a strong ongoing goal.
  - ix. The 2024-2025 budget was passed by the Board May 28 and submitted to the Ministry.
  - x. Pacific Rim has many celebrations happening literally every day in June. The main events include the District Track Meet, Year-end Band concerts, Graduation ceremonies and school class trips.
- i. Community at Large – no report



## Heritage Commission Meeting

June 5, 2024

### Minutes

j. City Council



## CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held May 27, 2024.  
These are not the official minutes. For more information, please contact the Corporate Services  
department at 250.723.2146 or email: [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)

### ■ BYLAWS

"Official Community Plan Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5098" and "Zoning Amendment (2856 4<sup>th</sup> Avenue) Bylaw No. 5099" were read a third time and adopted. These bylaws will enable a four-unit townhouse development at 2856 4<sup>th</sup> Avenue.

"Zoning Bylaw No. 5105, 2024" was given three readings. This bylaw upon adoption will serve to comply with new provincial legislation that enables small-scale multi-unit housing and accessory dwelling units in all single-detached and duplex zones.

### ■ CORRESPONDENCE

#### Summer Solstice Art Festival

Council authorized the Community Arts Council request for a road closure at the entrance of the Harbour Quay for the purpose of the Solstice Art Festival on Saturday, June 15, 2024 from 6:00 am to 5:00 pm.

#### Council also received their correspondence summary which included letters from:

- Union of BC Municipalities | Council 2024 AVICC Resolution Endorsement
- BC Transit | Strategic Plan Update
- Ministry of Housing Infrastructure and Communities | Response to City Letter sent in Support of the Loaves and Fishes Food Bank Food Security Project
- Alberni-Clayoquot Regional District | Keeping you Connected April 2024
- MP Gord Johns | Certificate of Appreciation – Bill C-310

### ■ REPORT FROM IN-CAMERA

#### Community Action Team Committee | Council Liaison

Council released for public consumption the removal of the Council liaison from the Community Action Team Committee.

### ■ NEW BUSINESS

#### 2023 Procurement Summary

Council received the 2023 Procurement Summary including the list of contracts awarded over the past year exceeding \$100,000. The City is committed to continuing and expanding education within the organization and with the broader marketplace to utilize reasonable social procurement practices while exploring opportunities to support community benefits.

#### Appointment of Corporate Officer and Deputy Corporate Officer

Council appointed Danielle Leurebourg, Director of Corporate Services as Corporate Officer and Sara Darling, Deputy Director of Corporate Services, as Deputy Corporate Officer effective May 27, 2024.

#### Uptown District Vandalism

The CAO provided a verbal report at Council's request regarding the City's response to vandalism experienced by merchants in the Uptown District noting that the Community Safety and Social Development department recently completed a gap analysis to identify gaps in services for safety, security and social development to help inform the development of a Community Well-Being and Safety Strategy.

#### 5170 Argyle Street | Remedial Action Order Update

The CAO provided a verbal report at Council's request noting that the remedial action order for 5170 Argyle Street continues to be actioned. Council will receive a formal update regarding next steps at a future Council meeting.

#### Notice of Motion | Councillor Solda

Notice of Motion from Councillor Solda for the June 10<sup>th</sup> Regular meeting that Council direct staff to obtain a quote to conduct a study of the Echo Aquatic Centre regarding the potential for expansion [renovation] for Council consideration compared to the current feasibility study for a new build.



## Heritage Commission Meeting

June 5, 2024

### Minutes

#### ■ COUNCIL MEETINGS

The City of Port Alberni now offers hybrid Council and Committee of the Whole meetings.

We encourage you to remain informed on City business and community topics through the following options:

- Attend in-person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ [www.portalberni.ca](http://www.portalberni.ca)
- Join online or by phone using MS Teams

Regular Council meetings are held at 2:00 pm on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at [portalberni.ca](http://portalberni.ca). Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to your inbox.

For more information related to Council meetings, including how to participate, please visit [www.portalberni.ca/council](http://www.portalberni.ca/council). You may also contact the Corporate Services department at 250.723.2146 or email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca).

#### ■ MEETINGS AT A GLANCE

##### **Wednesday, June 5<sup>th</sup>**

7:00 pm – Alberni Valley Heritage Commission  
Maritime Heritage Centre

##### **Monday, June 10<sup>th</sup>**

2:00 pm – Regular Council  
Council Chambers

#### k. Museum

- i. The opening for the third biennial juried art show *All That Moves Us* opens June 6.
- ii. Summer programs are well in hand; our summer student started on June 4 and continues with us until the end of August.
- iii. We are refreshing our fall programs and birthday party offerings; both will be implemented in September.
- iv. The interview process for the Manager of Culture role continues.

#### l. Hupačasath First Nation – no report

#### m. čišaaʔath (Tseshaht) First Nation – no report

#### 7. Next Meeting

- a. September 4, 7pm (AV Museum)

#### 8. Moved by Ken to adjourn at 8:01pm.



Port Alberni  
Air Quality  
Council

August 15, 2024

Board of Directors  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Attention: John Jack, Chairperson

Dear John,

Further to our recent request to the ACRD Board of Directors (in our letter dated 2 July 2024) for a letter of support to the Ministry of Forests regarding open burning of wood residue in the forestry industry, we understand that clarification has been requested, which we provide below.

In our recent letter to the Ministry of Forests, we stated:

*We believe that a precondition to any forest harvesting project should be a comprehensive plan for wise management of residues, in order to minimize harm to human health and the global climate.*

The Ministry's response letter stated:

*In June 2023, the Chief Forester's office released the 'Chief Forester Forest Management Options for Reducing Slash Pile Burning: Best Management Practices', which include planning, silviculture and harvesting practices considerations to minimize slash pile burning. This document contains recommended harvest practices like creating windrows (brush mats), redistributing woody material within the block, and piling in a way that facilitates biomass extraction.*



Port Alberni  
Air Quality  
Council

aqc.coordinator@gmail.com

Page 1

The Province provides valuable geographic guidance in its OBSCR Smoke Sensitivity Zones maps<sup>1</sup>. The relevant maps for the ACRD are Maps 62, 63, and 69. AQC urges the Ministry to prevent slash-pile burning (SPB) in High Smoke Sensitivity Zones (red zones on the maps). We also urge them to minimize SPB in Medium Smoke Sensitivity Zones (yellow zones on the maps). Of course, no burning should be done when the Province's ventilation index website states that conditions are not appropriate for burning.

AQC's stated request uses the phrase "especially near populated areas," and the OBSCR Smoke Sensitivity Zones were created by government to protect populated areas. The Ministry has provided best practices that AQC believes should be embraced by the industry. Our desire is to state clearly to the Ministry that:

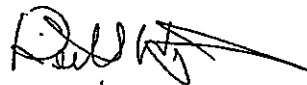
- AQC advocates for Ministry best practices to become industry norms, both in proximity to our ACRD communities and everywhere else in the ACRD;
- AQC will vigorously represent the interests of residents, their health, and the global environment; and
- the ACRD Board of Directors supports the AQC's efforts in this regard.

We are grateful to the Board of Directors for the opportunity to clarify our request. We hope this letter provides the necessary detail and context. We are happy to provide any additional information that may be required.

Sincerely,



Ken McBride  
Chair  
Port Alberni Air Quality Council



Keith Wyton  
President  
Alberni Air Quality Society

Attachments:

April 17<sup>th</sup> AQC letter to the Ministry of Forests

May 2<sup>nd</sup> letter to AQC from James Proteau, MOF District Manager

July 2<sup>nd</sup> AQC letter to ACRD Board of Directors

---

<sup>1</sup> <https://www2.gov.bc.ca/gov/content/environment/air-land-water/air/air-pollution/smoke-burning/regulations/openburningregulation/regional-smoke-sensitivity-zone-mapsheets>



Port Alberni  
Air Quality  
Council

April 17, 2024

Ministry of Forests, Lands, and Natural Resource Operations  
South Island Natural Resource District (DSI)  
4885 Cherry Creek Road  
Port Alberni, BC V9Y 8E9

Attention: James Proteau, District Manager, South Island NRD  
Matthew Macdonald, Stewardship Officer, South Island NRD  
Honourable Bruce Ralston, Minister of Forests

Dear James,

The Port Alberni Air Quality Council (AQC) is an organization that works closely with the Alberni-Clayoquot Regional District (ACRD) to promote better air quality in the ACRD and the Alberni Valley. We operate with support from the ACRD and the BC Ministry of Environment.

Part of our mission is to reduce the open burning of brush in the ACRD by private citizens and by industry. We believe that the common forestry industry practice of slash-pile burning (SPB) should be replaced wherever possible by other approaches to residue management. SPB by the BC forestry industry is a significant source of greenhouse gases, particulates, and other air pollutants. The consequences, including immediate harmful health effects from particulates (including PM<sub>2.5</sub> fine particulates), as well as exacerbation of global climate change, demonstrate an urgent need to curtail the use of SPB.

In the Alberni Valley, concerns have been expressed by Port Alberni city council members and others about SPB and related practices. Residents have raised the question of how fair it is for them to be asked to avoid burning brush on their properties while forest industry burning is done as standard practice. We believe that, especially near populated areas, SPB and other practices with serious health risks should not be permitted.



Port Alberni  
Air Quality  
Council

[aqc.coordinator@gmail.com](mailto:aqc.coordinator@gmail.com)

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Wherever possible, other methods of residue management should be used by the forestry industry. A few examples of cleaner methods<sup>1</sup> are:

- Harvesting of small-dimension roundwood as feedstock for firewood, fenceposts, rail ties, and other products
- Creation of brush-mats from residual branches and small roundwood to reduce rutting and compaction from heavy equipment
- Use of logging residue as feedstock for biofuels such as pellets, briquettes, and liquid fuels, potentially displacing some fossil fuels such as coal or gasoline
- Leaving residual materials in the cutting area, in sorted and oriented piles or decks, which can facilitate future harvesting as new uses and markets emerge
- Redistribution of residual materials in the cutting area, either leaving them whole or modifying them by chipping or other methods, which can provide wildlife habitat and enhance soil
- Where necessary, use of mobile burning units, air curtain burning, and other higher efficiency incineration methods to reduce harmful particulate emissions

We believe that a precondition to any forest harvesting project should be a comprehensive plan for wise management of residues, in order to minimize harm to human health and the global climate. We urge the Ministry to take aggressive action to make health and climate change mitigation central to BC forestry practices.

A 2019 economic and trade report<sup>2</sup> suggests that promoting the harvesting of waste wood on Vancouver Island offers both potential economic benefits (e.g. fibre for Catalyst and other mills; product exports) and environmental and health benefits (e.g. reduced PM<sub>2.5</sub> and CO<sub>2</sub> emissions). We believe that such changes in forestry practices represent potentially transformative win-win opportunities for both local industries and quality of life in the Alberni Valley and elsewhere.

The Forest Enhancement Society of BC (FESBC) plays an important role in enabling waste wood use. We strongly encourage long-term commitments to fund the work of FESBC. We also support the use of commercial forest thinning practices such as those used in Finland, which can reduce wildfire severity and associated health risks, and promote fibre production.

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<sup>1</sup> Source: "The burning question: Addressing harvest residue management in BC," E. Nance et al, *Canadian Biomass*, 15 February 2023

<sup>2</sup> *Marketable Waste Wood on Vancouver Island*, B. Collins and J. McCannel, prepared for the Vancouver Island Economic Alliance and Foreign Trade Zone Vancouver Island, February, 2019 ([ftzvi.com/wp-content/uploads/2019/11/Marketable-Waste-Wood-on-Vancouver-Island.pdf](https://ftzvi.com/wp-content/uploads/2019/11/Marketable-Waste-Wood-on-Vancouver-Island.pdf))

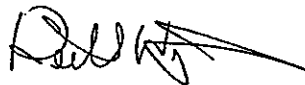
The multi-stakeholder AQC represents the communities of the ACRD on matters of airshed management and protection. Forest practices affect all ACRD communities, and we would appreciate being involved in decisions regarding forestry activities affecting our communities' airsheds. We invite you to meet with us as soon as possible to discuss forestry policies.

We look forward to your response.

Sincerely,



Ken McBride  
Chair  
Port Alberni Air Quality Council



Keith Wyton  
President  
Alberni Air Quality Society



Reference: 278464

May 2, 2024

VIA EMAIL: [aqc.coordinator@gmail.com](mailto:aqc.coordinator@gmail.com)

Ken McBride, Chair, Port Alberni Air Quality Council  
Keith Wyton, President, Alberni Air Quality Society

Dear Ken and Keith,

Thank you for your letter of April 17, 2024, detailing your concerns regarding air pollution related to current forestry practices in the Alberni-Clayoquot Regional District (ACRD). I understand that the Air Quality Council's mission is to reduce the open burning of brush in the ACRD. I recognize that private citizens might view an unfairness in adhering to limits to burning on their properties, while industry burning occurs as a standard practice.

Under the *Wildfire Act*, a person carrying out an industrial activity or prescribed activity is required to assess and abate fire hazards as necessary. Moreover, it is particularly important to ensure that fires do not threaten communities, critical infrastructure, or other significant values. Currently, slash pile burning is the most common tool used to ensure the reduction of wildfire risk.

The province is aware of the need to minimize the burning of slash piles. The Ministry's 2021 report on [\*Modernizing Forest Policy in British Columbia\*](#) speaks to this desired intention, to both increase fibre access for value-added domestic manufacturers and to reduce emissions. The following are examples of Provincial initiatives that have been designed to better facilitate the reduction of slash pile burning:

### **Chief Forester Forest Management Options for Reducing Slash Pile Burning: Best Management Practices**

In June 2023, the Chief Forester's office released the [\*Chief Forester Forest Management Options for Reducing Slash Pile Burning: Best Management Practices\*](#), which include planning, silviculture and harvesting practices considerations to minimize slash pile burning. This document contains recommended harvest practices like creating windrows (brush mats), redistributing woody material within the block, and piling in a way that facilitates biomass extraction.

### **Coast Concurrent Residual Harvest System Process**

Page 1 of 3

Ministry of Forests

South Island Natural Resource  
District

Mailing Address:  
4885 Cherry Creek Road  
Port Alberni, BC V9Y 8E9

Tel: 250 731-3000  
Fax: 250 731-3010  
Website: [www.gov.bc.ca/for](http://www.gov.bc.ca/for)

In 2019, the Ministry introduced the [Coast Concurrent Residual Harvest System Process \(CRHS\)](#). The primary purpose of this system is to provide an alternative method of scale for low quality timber harvested on the Coast. The objective is to reduce the administrative burden associated with timber delivered to secondary manufacturing facilities, and thereby improve the utilization of forest resources. This is intended for products like pellets, post and rail, firewood, cants, or pulp.

Another initiative supporting improved fibre utilization and the reduction of burning was the establishment of a Coast Fibre Recovery Zone. The zone was established on Crown lands on the coast and within proximity to communities, including lands around the Alberni Valley, Bamfield and the ACRD. Within this zone, forest licensees pay increased stumpage rates if the volumes of logs left behind in harvested cutblocks are more than what have been established as acceptable levels.

### **Forest Enhancement Society of BC**

As you have indicated, the Forest Enhancement Society of BC (FESBC) plays an important role in enabling waste wood use on Crown lands. FESBC funds projects that increase residual fibre utilization by non-lumber producing facilities, utilize fibre from fire and insect damaged stands, and minimize emissions associated with open burning. Funding these projects also encourages diversity and innovation by the forest sector to utilize otherwise uneconomical residual fibre located on provincial crown land.

Prior to 2023, British Columbia mills received \$18.3 million from FESBC. From 2023-2025, FESBC has provided an additional \$6.5 million in funding to Paper Excellence, Alberni, and Crofton mills, to help cover the incremental costs in hauling fibre to their mills. Further, in 2023, the province announced funding for forty-two new FESBC projects across BC. We continue to encourage, throughout the province, applications for FESBC funding and specifically for potential Alberni-focused projects that meet the criteria of this program.

### **Commercial Thinning**

The expansion of commercial thinning on provincial Crown land is a priority objective in our Ministry of Forests Action Plan for 2024. While the practice has occurred on Crown land for many years, commercial thinning has traditionally been best suited to area-based tenure holders (TFLs), community forests, woodlots, and private lands, because the future benefits of these practices will flow directly to the tenure holder. As you suggest, there may also be benefits from commercial thinning in helping to reduce wildfire risks.

These Ministry of Forests initiatives on Crown lands represent some of the important work being done in an attempt to facilitate the reduction of slash pile burning that occurs in the province. As a District Manager, I will communicate through our organization that local groups like the AQC are looking for improvements in the Province's approach. I also encourage the AQC to reach out directly to Private organizations around the ACRD who manage forest lands, including Mosaic Forest Management. Local input is important and encourages continuous improvement and development of tools that can ultimately lead to a reduction of pile burning in the future.

Ken McBride, Keith Wyton

Thank you for writing to share your suggestions. If you have any questions, please reach out to Heidi Reinikka, Land and Resource Specialist, South Island Natural Resource District, 250-736-6878, [heidi.reinikka@gov.bc.ca](mailto:heidi.reinikka@gov.bc.ca).

Sincerely,

James Proteau, RPF  
District Manager  
South Island Natural Resource District

Pc. Honourable Bruce Ralston, Minister of Forests  
Shane Berg, Assistant Deputy Minister, Chief Forester, Minister of Forests  
Heidi Reinikka, Land and Resource Specialist, South Island Natural Resource District



Port Alberni  
Air Quality  
Council

July 2, 2024

Board of Directors  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Attention: John Jack, Chairperson

Dear John,

As you will recall, AQC received generous support from the Board of Directors following our presentation to the Board last February 28<sup>th</sup>. In addition to the valuable letter of support to the Ministry of Environment regarding Catalyst Paper's emissions permit, the Board also offered support for our efforts to promote cleaner alternatives to the open burning of wood residue in the forestry industry.

Last April 17<sup>th</sup>, AQC submitted a detailed letter to the Ministry of Forests (MOF) to propose specific actions we believe the MOF and the forestry industry should take to increase the use of cleaner residue management methods. James Proteau, the local MOF District Manager, responded with a detailed letter on May 2<sup>nd</sup>. Copies of both of these letters are attached for your reference.

We would now like to request a letter of support from the Board of Directors to the MOF, to give greater weight to our recommendations. Any such support from the Board would be invaluable as we work to discourage the use of common forestry practices such as slash-pile burning – especially in populated areas, where the health effects can be most serious.

In a June 5<sup>th</sup> e-mail to Heather, we have submitted some suggested verbiage. Of course, we are happy to respond to any questions or concerns you may have.



Port Alberni  
Air Quality  
Council

[aqc.coordinator@gmail.com](mailto:aqc.coordinator@gmail.com)

Page 1

As always, we are extremely grateful to the ACRD for its generous support of the AQC. We look forward to continued cooperation as we work toward cleaner and healthier air in Port Alberni and our entire region.

Sincerely,



Ken McBride  
Chair  
Port Alberni Air Quality Council



Keith Wyton  
President  
Alberni Air Quality Society

Attachments:

April 17<sup>th</sup> AQC letter to the Ministry of Forests

May 2<sup>nd</sup> letter to AQC from James Proteau, MOF District Manager

### Public education highlights

- Radio PSA continuing on the air for summer and early fall (July through October)
  - Subject: building do-it-yourself air cleaners for wildfire season
  - Listeners are directed to content on AQC web page on ACRD website covering how to create safer air zones at home during a serious wildfire smoke event, and other important information
- Received July and August PSA play statistics from Island Radio
  - Total PSA plays in July and August = 49 (24 in July and 25 in August)
  - Plays during weekday afternoon drive (preferred) = 13 (6 in July and 7 in August)
- March through August visitor traffic data for AQC web page
  - The average number of page users per month has been up since the PSAs began running in March (at least double the monthly average going back to 2022<sup>1</sup>)
  - The number of page users in August was 12 times higher than in August 2022 (the most recent August for which we have data), and was the third highest of all months for which we have data
- At the Alberni District Fall Fair, as part of the ACRD's FireSmart booth (thanks to Randy Thoen), AQC demonstrated how to build a DIY air purifier, and provided other air quality information

### Advocacy highlights

- Upcoming Catalyst meeting: 26 September 2024, 1-3pm
  - AQC has accepted an offer from Ashley Popovich, Environmental Manager, Catalyst Port Alberni for an AQC meeting that will include a presentation by Catalyst
  - This meeting will be held onsite at Catalyst and will include a tour
  - We will issue a meeting request to all AQC members this week
- On 5 September 2024, AQC was notified by the Ministry of Environment that Catalyst's application regarding Permit PA-1863 had passed the screening phase. It now moves forward to the final Review and Decision Phase, in which our 70% emissions limit reduction request will be considered.
- Communications regarding slash-pile burning (SPB)
  - On August 15<sup>th</sup>, we issued a letter (attached) to the ACRD Board via Heather Zenner providing additional context and detail regarding our request for a letter of support to the Ministry of Forests in furtherance of our request for SPB reductions
  - At their August 28<sup>th</sup> meeting, the ACRD Board supported our request for a letter of support to the Ministry of Forests requesting increased use of alternatives to SPB
  - At Chair John Jack's suggestion, copies are to be sent to Mosaic, as well as our MLA Josie Osborne and MP Gord Johns

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<sup>1</sup> Based on available historical data, and using reasonable assumptions regarding Google Analytics methodology updates



### Other highlights

- We are returning to our regular schedule after our summer break (July and August)
- In recent months, our PurpleAir network of air quality monitors has suffered setbacks
  - The monitor on 14<sup>th</sup> Avenue failed and is irreparable
  - The Cherry Creek monitor has been offline for 2 months and is to be investigated
  - The Bush Road, Cyril Place, and TMS Hector monitors have been transmitting partially anomalous data for weeks and are to be investigated
  - Work will continue this month to plan next steps, including possible new monitor installations

### In the pipeline

- Investigate PurpleAir device issues and develop remediation plans
- Develop wildfire preparation and mitigation strategies, including emergency alerts
- Study public clean air refuge options, using input from Island Health's May 2024 letters
- Continued work to have a venting index produced specific to the Alberni Valley
- Make updates to the Airshed Management Plan
- Request increased enforcement of burning bylaws outside the City of Port Alberni
- Explore additional public education through vehicles such as bill inserts

Date: September 10, 2024  
File No: 0810-20-Echo  
To: Mayor & Council  
From: M. Fox, CAO  
Subject: Echo Aquatic Centre Study

Prepared by:  W. Thorpe Director of Parks, Recreation and Culture	Supervisor:  M. Fox Chief Administrative Officer	CAO Concurrence:  S. Smith, Director of Development Svr./Deputy CAO
--	--	--

#### RECOMMENDATION

THAT Council receive the report 'Echo Aquatic Centre Study' dated September 10, 2024.

#### PURPOSE

To provide Council with additional information regarding the replacement of the Echo '67 Aquatic Centre.

#### BACKGROUND

Aquatic facilities are generally renovated or replaced within 25-30 years from time of construction. The City-owned Echo '67 Aquatic Centre has far surpassed this timeline, as a major renovation or replacement has yet to occur. Discussion of replacement of the Aquatic Centre has been ongoing for many years.

At the Committee of the Whole Meeting on May 21, 2024, HCMA Architecture + Design and the Alberni-Clayoquot Regional District attended as a delegation to provide results of the Alberni Valley Aquatic Centre Feasibility Study.

At the Regular Meeting on May 27, 2024, the following Notice of Motion was provided:

*THAT Council direct staff to obtain a quote to conduct a study of the Echo Aquatic Centre regarding the potential for expansion [renovation] for Council consideration compared to the current feasibility study for a new build.*

At the Regular Meeting on June 10, 2024, Council passed the following motion:

*THAT Council direct staff to prepare a high-level report for the Echo Aquatic Centre regarding the potential for expansion [renovation] for Council consideration compared to the current feasibility study for a new build. (Resolution No. 24-231)*

Renovation of the existing facility has been discussed multiple times over the previous 13 years:

- In 2011, the City engaged Venture Pacific Construction Management Ltd., Bruce Carscadden Architect Inc. and Professional Environmental Recreation Consultants Ltd. to complete a feasibility study. In that study, renovation of the current facility was provided as an option by the consultants.

- 
- In 2018, the ACRD hosted a sub-regional discussion on an Aquatic Facility, where renovating the current facility was discussed.
  - In 2022, it was determined at the outset of the study conducted by HCMA that the consultants would focus on the feasibility of a new facility, rather than renovating the existing building.

If Council wishes to establish a baseline for what infrastructure and components of the existing centre to keep, what items to replace, and where expansion to the current building may be viable, an engineering consultant could complete that work. Cost for this work would likely range between \$25,000 – \$50,000, contingent on how detailed the scope of work would be. Council is reminded that a more intricate study will result in increased accuracy and reliability of the data. Alternatively, if Council wishes to explore the current facility layout (site constraints, planning opportunities, challenges, etc.) from an architecture-only standpoint without consideration for the existing systems, structures and location, the cost would likely range between \$13,000 – \$20,000.

#### **ALTERNATIVES/OPTIONS**

1. Council receives the report 'Echo Aquatic Centre Study' dated September 10, 2024.

#### **ANALYSIS**

Replacing key infrastructure such as the Aquatic Centre aligns with the goals and strategies within Council's *2023 – 2027 Corporate Strategic Plan* and the goals "the highest and best use is made of City-owned assets" and "City provides quality services to residents".

#### **IMPLICATIONS**

N/A

#### **COMMUNICATIONS**

N/A

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

N/A

#### **SUMMARY**

The Echo '67 Aquatic Centre has far surpassed standard timelines for facility renovation or replacement. The ACRD recently presented their feasibility study findings to Council, which focused on facility replacement. If Council wishes to further explore renovation of the facility rather than replacement, a range of studies are available for Council to consider.

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

N/A



CITY OF PORT ALBERNI  
PARKS + RECREATION DEPARTMENT

## ECHO AQUATIC CENTRE FEASIBILITY STUDY

FINAL REPORT  
4 NOVEMBER 2011

Venture Pacific Construction Management Ltd  
bruce carscadden ARCHITECT inc  
Professional Environmental Recreation Consultants Ltd.

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## EXECUTIVE SUMMARY

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In the spring of 2011, the City of Port Alberni retained the services of Venture Pacific Construction Management, along with Bruce Carscadden Architect Inc. and Professional Environmental Recreation Consultants Ltd. (PERC) to prepare a Facility Feasibility Study related to the possible renovation or replacement of the Echo Aquatic Centre.

The study was completed over a six month period and involved a number of key steps including:

- Meetings with City, Regional District, Recreation Department staff, local organizations and the general public;
- A review of background information including previous studies and reports;
- A review of demographic information;
- A review of the current condition of the aquatic centre;
- Research related to trends in aquatic facility design and use;
- The development of information related to capital and operating costs and their impact on local taxpayers;
- The preparation and presentation of a draft and final report.

The consultants developed three Concept Options for presentation at the first of two public meetings.

Option One retained the existing pool and added a leisure pool with new change rooms. The leisure pool would include two swimming lanes, and would have water depth appropriate for instruction, play and rehabilitation programs. The cost for this option was estimated at \$12 million. This option would require closure of the pool for several months.

Option Two retained and renovated the existing pools and added new leisure pool components as well as fitness and multipurpose space. The leisure pool would include two swimming lanes and appropriate water depth. This option would also include an outdoor patio with a winter hot tub and spray pool. The cost of this option was estimated at \$15 million. This option would also require the pool to be closed for a period of time.

Option Three would involve the construction of a new six lane 25 meter pool with new change rooms and staff areas, and a leisure pool that would include three swimming lanes. An outdoor patio with a winter hot tub and spray pool would also be included. The existing pool area would be renovated for fitness and multipurpose space. The estimated cost was \$18 million. The existing aquatic center would be able to continue operation during the construction of the new facility with this option.

Following the first public meeting on June 27, 2011 the consultants reviewed the comments on each of the three options and developed additional options (four and five) based on additional public input.

## EXECUTIVE SUMMARY

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Option Four included a new aquatic facility to the north of the existing community centre, and improvements to the existing pool for fitness and multipurpose space, and included a “Surf Rider”, which simulates surfing in a confined indoor space. A leisure pool with three swimming lanes and related features would be included along with a large hot tub, steam room and sauna. This option would include new accessible change rooms for men, women and families. The cost was estimated at \$15.8 million and would not require the existing pool to be closed during construction.

Option Five included a new aquatic facility to the north and renovation to the existing aquatic centre for fitness and multipurpose space, as well as water slide. A leisure pool with three swimming lanes and related features would be included along with a large hot tub, steam room and sauna. This option would include new fully accessible change rooms for men, women and families. In Option Five, a new entrance would be developed providing enclosed lobby space with entry to the aquatic centre and the community centre. The cost of this option was estimated at \$17 million and would not require closing the existing pool during construction.

Option Six is the **Preferred Option**. This plan builds a new aquatic facility to the north, and renovates the existing natatorium for fitness and multipurpose spaces, and includes a waterslide.

The new pool would significantly enhance the services provided to the community as a whole. The leisure pool offers swimming lessons, play for all ages, rehabilitation opportunities and frees up the 25 meter pool for length swimming and advanced lessons. The separate pools allow for different water temperatures to be provided ensuring all age groups can enjoy their aquatic experience.

In terms of operating costs, a pool with the features described above generally draws more participants resulting in increased revenue opportunities. Other communities that have added leisure components to their aquatic facilities have experienced up to a 40% increase in general swim participation. On the expenditure side, a larger aquatic centre requires more staff and additional maintenance; however, facilities have found that the increase in revenues offsets the increase in expenditures.

From an attendance point of view, most renovated or replaced aquatic facilities have experienced increased participation in lessons and other programs as well as at general swimming sessions. Pool staff has found in many cases that other program areas have experienced increased participation as well.

# 1. INTRODUCTION

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The Echo Community Centre was constructed as part of British Columbia's 1967 Centennial celebrations and consists of five separate phases of development. The Aquatic Centre was included in the original 1966 development. At the time, it was considered "cutting edge" in terms of community recreation facility design. Following the initial construction, a small fitness room, hot tub, sauna and tot's pool were installed in 1974 and family change rooms were added in 2000.

The original facility construction was well done with quality finishing and attention paid to function and durability while providing service to large numbers of patrons. The facility has been well maintained over the past 44 years and there are no pending operational issues. The tank is sound and the main seal at the base of the sidewalls has been replaced and is reviewed annually for leak points. Much of the filter room equipment has been replaced and an upgraded HVAC system was installed in 2010 to improve air quality and reduce energy consumption. Approximately one third of the original roof membrane has also been replaced.

City Council has frequently asked for an estimated cost to construct a new aquatic centre and subsequently approved funds for a pool feasibility study as part of the 2011 Financial Planning process. At this point there is no commitment for actual project funding.

The objectives of the feasibility study include:

- To gather and review information on the current operation of the existing aquatic and community centre;
- To ensure that the general public and stakeholders are given an opportunity to provide comments and suggestions regarding the development of a new or expanded aquatic centre in the community;
- To review plans prepared as a result of the study;
- To identify current design and program trends, desirable features and space requirements related to those facilities;
- To optimize the use of existing and future facility space and staff resources;
- To discuss the benefits of an upgraded aquatic facility with the community;
- To detail both construction and operating costs for the new facility;
- To consider possible phasing of the proposed development;
- To determine the financial impact of the proposed facility on local taxation;
- To prepare and present a final report with plans, costs and recommendations.

## 2. METHODOLOGY

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The City of Port Alberni retained the services of Venture Pacific Construction Management, Bruce Carscadden Architect Inc. and Professional Environmental Recreation Consultants Ltd. (PERC) in the spring of 2011 to prepare a feasibility study to assist in determining if the existing Aquatic Centre should be renovated or replaced, and to identify the type of features the community would most prefer in a new or refurbished facility.

The following specific steps were undertaken in the completion of the report.

### 2.1 MEETINGS WITH THE CLIENT

At project commencement, the consultants met with the Parks and Recreation Department senior staff to review the proposed methodology and terms of reference for the project, and to confirm project deliverables. The following specific items were also discussed:

- Availability of background information and related previous reports;
- Project time line;
- Design and programming trends in aquatics;
- Capital and operating costs;
- Community input;
- Preparation and presentation of some concept options;
- Preparation and presentation of the final report.

At this time the consultants were taken on a tour of the current facilities and the overall site of the Centre

### 2.2 BACKGROUND MATERIALS

The consultants reviewed a number of background documents and previous planning studies including:

- 1995 Echo '67 Centre Facility Study including the 1990 Seismic Survey of City Owned Buildings (Echo Centre section and summary)
- Assorted facility plans
- School District 70 High School Site Plans (2011)
- Current Fees and Charges
- 2011 survey of Vancouver Island fees and charges
- Current facility budget and wage rates
- Current facility organization structure
- Twelve month summary of Hydro and Gas invoices
- Summary of Aquatic Centre attendance statistics

## 2. METHODOLOGY

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### 2.3 PUBLIC / STAKEHOLDER INPUT

The consultants met with and collected information from the following stakeholders and public groups:

- Port Alberni Swimming Pool Committee
- Port Alberni Parks and Recreation Department staff
- City Hall and Council representatives
- Alberni-Clayoquot Regional District Representatives
- School District #70 Alberni Representatives
- Alberni-Clayoquot Continuing Care Society
- Tsunami Swim Club
- Public meetings
- Distributed and summarized public survey
- Correspondence

### 2.4 REVIEW AND ANALYSIS / CONCEPT DESIGN

In a collaborative approach based on the proposed program, a number of conceptual design options were developed. Input included review and analysis of the site, existing facilities and information provided through consultation with the public, existing reports, user groups and staff. The concept options and designs developed according to this collaboration were refined until a Preferred Option was settled upon. With consensus on the program, budget and design the preferred option was identified, and is presented in Chapter 8 of this report.

### 3. DEMOGRAPHIC INFORMATION

The team consulted Statistics Canada to obtain information regarding the 2006 Census to develop a demographic snapshot of Port Alberni and the surrounding communities. The B.C. Regional District and Municipal Population Estimates were also consulted to provide 2010 population estimates. School District #70 provided their enrollment statistics to assist in estimating the trend in population for the next several years.

FIGURE ONE - POPULATION CHANGE (1996-2006)

AREA	2006	% CHANGE	2001
Port Alberni	17,548	-1.1 %	17,748
Beaver Creek	2,822	1.5 %	2,779
Sproat Lake	2,027	0.5 %	2,016
Cherry Creek	1,882	-0.5 %	1,892
Beaufort	476	-5.2 %	502
Alberni Valley	24,755	-0.7 %	24,937
Alberni-Clayoquot Regional District	30,664	1.1 %	30,345
British Columbia	4,113,487	5.3 %	3,907,738

The 2006 Canada Census lists a population of 17,548 residents in the City of Port Alberni. That figure is down from the 18,468 that was reported in the 1996 Census, which was slightly lower than the 18,523 reported in the 1991 Census. Since the initial population decrease was shown in the 2001 Census, the population of Port Alberni has basically stabilized. The BC Estimates for 2010 report a slight population increase of 1.2% up to 17,752 residents.

The Alberni Valley, which is made up of the City of Port Alberni, and the Electoral Areas of Beaver Creek, Sproat Lake, Cherry Creek and Beaufort, had a total population of 24,755 as reported in the 2006 Census, which was down slightly from the 24,937 report in the 2001 Census. BC Estimates for 2010 show the unincorporated areas of the Alberni-Clayoquot Regional District up slightly by about 2% but there is no breakdown available for each Electoral Area.

It is safe to say that the population of the area served by the Port Alberni Parks and Recreation Department is stable and will be for the foreseeable future.

### 3. DEMOGRAPHIC INFORMATION

FIGURE TWO - AGE DISTRIBUTION BY PERCENTAGE IN 2006 CENSUS

AREA	0-14	15-24	25-44	45-64	65+
Port Alberni	16.8	11.6	22.1	31.0	18.5
Beaver Creek	16.8	10.6	22.8	32.8	17.0
Sproat Lake	14.2	11.6	16.8	42.3	15.1
Cherry Creek	15.2	11.2	21.5	36.4	15.7
Beaufort	16.6	13.6	21.9	31.3	16.6
Alberni Valley	16.5	11.5	21.7	32.5	17.8
Alberni-Clayoquot	17.0	12.1	23.6	31.6	15.7
British Columbia	16.5	13.1	27.4	28.4	14.6

The age distribution in the Alberni Valley is relatively similar through the areas of the Valley except for Sproat Lake where the 25 to 44 age category is lower and the 45 to 64 age category is larger. The Alberni Valley age distribution is very similar to the Alberni-Clayoquot Regional District.

FIGURE THREE - SCHOOL ENROLMENT PROJECTIONS

School District # 70 Alberni provided information regarding the enrolment projections and the trend being experienced in the Alberni Valley. The 2011 / 2012 projections indicate a total of 1,385 children in kindergarten through grade five, 767 children in middle school, grades six to eight and 1,173 children in high school, grades nine to 12. The School District also indicated that their major declines have ended and it is anticipated that enrolment levels will remain similar to 2011 / 2012 for the immediate future.

## 4. TRENDS IN AQUATIC FACILITY DESIGN + OPERATION

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An important aspect of the study was the exploration of current trends in the design, construction, and operation of aquatic facilities. These trends indicate a wide variety of features, design characteristics, and operational strategies that exist throughout the country or are being promoted as new elements to be included in swimming pools design.

The population of the community, as well as trends in pool use, the frequency of use by patrons, and the types of aquatic activities offered to the public will influence the size, make-up and configuration of a new or improved Aquatic Centre in Port Alberni. As most residents know, the existing pool is 44 years old, and a wide variety of amenities have been introduced to aquatic facilities during this period of time.

In most communities in British Columbia and in other parts of Canada, pool use is increasing, with more people making use of aquatic facilities more often for recreational swimming, swim lessons, competitive training, and in particular, for health and fitness.

At the present time, approximately 4 to 5 swims per resident can be anticipated each year. Some communities report as many as 10 swims per year on a per capita basis. This figure will vary, of course, depending on the ability of staff to offer creative and enjoyable programming opportunities, the accessibility of the facility to the greatest number of people, and the cost of using the facility.

Due to the increasing age of our population and shifts in demographics, the most successful aquatic centres include a variety of amenities that are designed to attract all ages and levels of ability, with an increasing emphasis on wellness, fitness and the therapeutic benefits of aquatic activities.

Discussions with architects, planners and aquatic managers, as well as with Parks and Recreation managers in other communities suggest the following trends:

- **LEISURE POOLS:** There is continuing interest in leisure pools with interactive play apparatuses. Lazy rivers in particular are popular among all age groups, as well as water arches, bubble pits, tots pools, and sprinklers.
- **BIG TOYS:** Water slides remain popular, and a “standing wave” machine that allows patrons to “surf” (or learn to surf) is a relatively new feature. The Standing Wave at H2O Aquatic Centre in Kelowna and has received positive reviews, and is a significant and unique draw to the facility.
- **SIX LANE LAP POOLS / LEISURE POOLS:** Almost all indoor pools in British Columbia, particularly in communities the size of Port Alberni, have a 6 lane, 25 meter pool that can be used for swim training, swimming for fitness, and lessons. The combination of lanes and leisure components is vital to the overall success of an aquatic program. In addition, one or more separate pools, typically with warmer water and play features, are also included to accommodate younger participants. A large hot tub sufficient in size to accommodate approximately 20 people is common in most recently built facilities.

## 4. TRENDS IN AQUATIC FACILITY DESIGN + OPERATION

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- **YOUTH ATTRACTIONS:** In order to attract youth, it is suggested that a number of games and activities be incorporated into the facility such as water basketball and volleyball, screens or walls that can be used for the projection of movies and either rope swings or pulleys. Diving is also popular in many locations, and retention of the 1 and 3 meter diving boards would certainly be recommended in Port Alberni.
- **FITNESS:** One of the most popular activities, particularly for adults, is swimming for fitness or taking part in aquatic fitness programs, physiotherapy, aerobics activities, and weight training. It is important to note that a depth of approximately 4 feet or less is appropriate for water aerobics and aqua fit classes, and 5 feet or more is needed for deep water aerobics.
- **WARM WATER:** There is continued interest in a variety of pools and water temperatures within a single facility. The most popular pools will have one temperature for the main tank (the coolest water), another for the leisure pool/tots pool and another for the hot tub which is primarily used by adults and teens. This combination addresses the needs of various age and interest groups in the community.
- **ACCESSIBILITY:** There is increasing interest in accessibility for all age groups and for people with a disability. Interests include but are not limited to: well-located lockers and railings, increased and well located parking, contrasting colours to assist those with visual impairments in moving about the facility, and ease of access to the pool, either with modern lifts or zero depth entries.
- **FAMILY CHANGE ROOMS:** Dressing room design has evolved to accommodate the needs of families and elderly patrons as well as those with disabilities. The newest pools have included an increased number of private change rooms within a larger communal area that includes lockers for personal belongings. Bruce Carscadden Architect Inc has conducted considerable research into the design of these amenities across Canada and in Europe.
- **DROP IN USE:** There is continuing interest in flexible programming that allows people the opportunity to engage in lap swimming throughout a good portion of the day.
- **NATURAL LIGHT AND CONNECTIONS TO THE OUTDOORS:** There is increasing interest in ensuring that new aquatic facilities include as much natural light as possible, as well as access to an outdoor deck area. This type of feature makes the facility more attractive than the previous generation of indoor pools which tended to avoid the use of natural light. There are relatively few "outdoor opportunities" in BC at the present time; however, the consultants suggest that properly designed and located, they can be particularly popular.
- **GREEN DESIGN:** In recent years, more attention has been directed toward minimizing impacts on the environment in the design of all aquatic facilities, and where possible taking advantage of heat exchange opportunities from adjacent facilities such as arenas. This is a trend that will continue into the future.

## 4. TRENDS IN AQUATIC FACILITY DESIGN + OPERATION

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- **CHILD MINDING SPACES:** There is steady interest in amenities that cater to young children (i.e. child minding space). This provides parents with an opportunity to participate in an activity in the pool while their children are being cared for in another part of the facility.
- **PARTNERSHIPS:** Partnerships with local organizations and businesses are increasingly important to the success of aquatic facilities. The middle of the day, in particular, is typically a quiet time. With this in mind, local schools should be encouraged to use the pool throughout the day, as well as seniors and parents with pre-school youngsters. In addition, strong relationships with business and industry will result in greater use, particularly in the area of rehabilitation. Space for physiotherapists is common in many facilities.
- **SOCIAL CENTRE:** An aquatic centre can be a gathering place for social interaction. As such, the facility should provide adequate space for spectators and those coming to the facility to wait for other family members and friends. Some type of food service – particularly concession machines – should be available. The consultants would suggest that the inclusion of food services would not necessarily be a major attraction, and would encourage further research among aquatic facilities on the Island and in other parts of the province.
- **STAFF:** Space for staff and the storage of equipment continues to be a critical concern and staff should be engaged in discussions regarding this important area. The design of aquatic facilities must address the ability of lifeguards to observe the entire facility. It is increasingly important to involve guarding staff in discussions related to facility design.
- **COMPUTER ACCESS & CONTROL:** Electronic and computerized access are being used more to control access to recreation facilities. Card access, fobs, and other devices are used to access various service levels, program areas, lockers and even food services; this trend is about cost recovery.
- **THERAPY & SPA:** Spa experiences associated with hot tubs, steam rooms, saunas, cold plunge pools and opportunities to relax and enjoy water therapy often in a soothing more intimate atmosphere are increasingly popular.
- **COMPETITIVE SWIMMING:** Interest in competitive swimming is common in most communities, and staff should work closely with community interests to ensure that appropriate time is available, at reasonable cost, to ensure that this type of activity can occur in the facility, in some cases while other activities are taking place. Most swim clubs will desire hosting a swim meet once or more each year in which competitors from other communities will also take part.

## 5. COMPARABLE COMMUNITIES

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The consultant team reviewed information from similar communities on Vancouver Island that have recently completed significant renovations to their aquatic facilities, including Ravensong Pool at Qualicum Beach, Panorama Recreation Centre on the Saanich Peninsula, Esquimalt Recreation Centre, and the Cowichan Aquatic Centre. This review included:

1. Operating costs for the year prior to the renovations and the year following the renovations.
2. Changes to staffing levels as a result of modifications to the facility.
3. Current fees and charges in use.
4. Participation statistics prior to and following the renovations.
5. The critical design features that made a significant difference to the facility.
6. Any other relevant information it was felt important for Port Alberni to be aware of.

A survey of Vancouver Island facility fees and charges are included for information in appendix A.

### 5.1 RAVENSONG AQUATIC CENTRE

The Ravensong Aquatic Centre project was undertaken to correct several deficiencies in the original building and did not increase the size of the facility. The pool was closed for approximately 26 weeks and reopened in December 2010. The work included:

- Skylight replacement;
- Building envelop remedial work;
- Interior structural steel work;
- Natatorium light fixtures replacement;
- Drain pipe work;
- Electrical / communications services repairs;
- Installation of a new water treatment system;
- Upgrade of the air handling and heat recovery systems;
- Pool tank integrity review and repair.

## 5. COMPARABLE COMMUNITIES

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The following was noted based on discussions with Ravensong operators and the Port Alberni Pool Study Group:

1. The net operating cost from the year prior to the work compared to the budgeted figure for the year following the work indicates a 4.7% decrease. This is comparing normal annual operating revenues and expenditures and does not include capital grants or debt retirement.
2. Staffing levels for the aquatic facility were at 15 full time equivalents prior to the renovation work and remain the same following the work.
3. The Ravensong Aquatic Centre was closed for 26 weeks in 2010, reopening in December 2010. Attendance increased 21% for December 2010 over December 2009.
4. There was no critical design features involved in the project as the work was all remedial to correct deficiencies in the original facility.
5. There were no feature design changes as all of the work was to enhance the aquatic experience in the original facility.
6. The Pool Study Group indicated that Ravensong was a good example for a hot tub, tots pool, family change room, natural light, and staff control room.
7. Deck space at Ravensong was thought to be too narrow and an example of what not to do.
8. The addition of a separate leisure pool and additional dry floor space would have been preferred, but the scope and cost of remedial work needed made these additions impossible for the project.
9. Other issues noted included the need for good communications with staff, user groups and the general public, as well as realistic timelines and the need for accurate costing.

## 5. COMPARABLE COMMUNITIES

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### 5.2 PANORAMA RECREATION CENTRE

The Panorama Recreation Centre Pool was closed in the fall of 2008 and reopened in the fall of 2009. The renovation project consisted of the addition of a large leisure pool with features such as a lazy river, giant slide and several spray elements. A hot tub, sauna and steam room was also included in the facility as well as a multi-purpose room that can be used for birthday parties.

The following was noted based on discussions with Panorama operators and the Port Alberni Pool Study Group:

1. The last full year of operation was 2007 prior to the renovation and the first full year of operation following the renovation was 2010. Revenue increased in 2010 over 2007 by 58% while expenditures increased by 63%; the expenditure increase was mainly due to on deck staff hours.
2. Staffing levels following the renovation have remained the same for aquatic administrative staff but has risen from 30 part time deck staff to 60 part time deck staff.
3. Annual drop-in participation has increased from 87,301 in 2007 to 123,175 or 41% in 2010; swimming lesson participation has increased by 16%.
4. The critical design features that the PRC staff felt important include:
  - Simplicity of design (design that doesn't date; design that aids in safety supervision);
  - Use of tiles instead of liners and paint;
  - Orientation of walls dividing swimming areas;
  - Direction of water flow in lazy river;
  - Lazy River with speed control for 0% to 100%;
  - Depth of water;
  - Underwater bench in leisure pool equipped with massage jets on back and calf muscles;
  - Plan in advance the purpose of various swimming areas including instruction, length swimming, rehabilitation, play etc;
  - Free form leisure pool should include length swimming lanes;
  - Independent filter and sanitation systems;
  - State of the art sound system;
  - Adequate viewing area and storage;
5. Other relevant information felt to be important was to include aquatic staff in the design stage to ensure a user friendly facility.

## 5. COMPARABLE COMMUNITIES

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### 5.3 ESQUIMALT RECREATION CENTRE

The Esquimalt Recreation Centre added a leisure component to the existing six lane 25 meter pool in 2004. The leisure pool is located along side of the original pool with floor to ceiling windows looking over the department's playing fields. The leisure component includes a separate tot pool in one corner that ranges in depth for about six inches to about 10 inches. In another corner is the hot tub that is slightly elevated overlooking both pools. The main part of the leisure pool includes a lazy river, a vortex, benches along one wall and a few spray features. A waterfall feature is popular with seniors for its massage value. A one meter diving board was part of the original pool but due to current regulations it is a spring board with feet first entry only. The renovation also included the addition of a large fitness centre.

The following was noted based on discussions with Esquimalt operators and the Port Alberni Pool Study Group:

1. The Esquimalt pool was closed for about one year while the renovations were completed. Revenues increased by 365% when comparing direct revenues from the last year of the old pool operation and the first year of the pool operation; direct expenditures increased in the same comparison by 255% resulting in a significant positive net position change
2. Staffing levels where increased from approximately 15-18 staff to 35-40 deck staff for the most part
3. Annual participation figures were not available for 2003, however, the change in revenue would indicate substantial increase in participation both in public swimming and swimming lessons
4. The critical design features that the Esquimalt staff felt important include:
  - Including some swimming lanes in the leisure pool;
  - Lazy River feature is a must for the leisure pool;
  - Water fall feature is very popular with seniors ;
  - The vortex element is also very popular;
  - The latest design in pool lift equipment.

## 5. COMPARABLE COMMUNITIES

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### 5.4 COWICHAN AQUATIC CENTRE

The Cowichan Aquatic Centre was built as a separate facility adjacent to the Island Savings Centre to replace the Aquannis Aquatic Centre. The original pool consisted of a six lane 25 meter pool with a sauna, hot tub and a small fitness area. The new Cowichan Aquatic Centre has an eight lane 25 meter pool with a leisure pool which includes a wave pool, lazy river and spray elements, hot tub, sauna, steam room, twin water slides and one and three meter diving boards. Also included in the facility is a 3,000 square foot fitness centre. In addition, two birthday party rooms, a child minding room, pro shop and coffee shop are located in the building.

The following was noted based on discussions with Cowichan operators and the Port Alberni Pool Study Group:

1. The Aquannis Aquatic Centre closed in July 2008 and the Cowichan Aquatic Centre opened in September 2008. Revenue attributable to the pool operation is projected to increase over the last full year of operation in the old pool by 178%; at the same time operating expenditures directly attributable to the pool are projected to increase by 43%; the increase in expenditures is mainly due to the increase in staffing hours required in the larger facility including front desk staff, maintenance staff and on deck aquatic staff
2. Staffing levels have increased in all areas from pool deck supervision to lifeguards and instructors; the old pool employed approximately 35 while the new pool employs approximately 66 staff members
3. Operators noted that the increase and diversity of space within the facility has allowed staff to program for a much larger clientele.
4. Annual participation statistics were not available however the best estimate is about a 200% increase since the opening of the new aquatic centre
5. Other relevant information felt to be important was to invest in a disabled access consultant prior to construction; staff have experienced problems with the lifts that were installed.
6. The Pool Study Group review found the Cowichan facility to be a good example for hot tub design, deck space, water slides, fitness facility space, storage space (though it could be larger), and the staff control room.

## 6. COMMUNITY INPUT

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The consultants conducted meetings and workshops with a number of community organizations and agencies, as well as members of the Port Alberni Parks and Recreation staff and members of the general public. Please refer to Appendix B for the complete notes from all the public input opportunities.

### 6.1 MEETINGS WITH GROUPS AND ORGANIZATIONS

Meetings were held with specific agencies and groups, and public meetings were held for the general population. Two separate surveys were also made available at the public meetings and at other locations for people to answer and return at their leisure.

The agencies and organizations that the consultants met with or received correspondence from included:

- Port Alberni Swimming Pool Committee
- Port Alberni Parks and Recreation Department staff
- City of Port Alberni staff
- City of Port Alberni Mayor and Councilors
- Alberni-Clayoquot Regional District CAO
- Sproat Lake Regional District Director
- Alberni Valley Senior Secondary School Principal and Vice Principal
- Alberni Valley School District #70 Secretary Treasurer
- Alberni Valley Regional District Continuing Care
- First Nations representative
- Tsunami Swim Club Coaching staff
- Port Alberni Lawn Bowling Club

## 6. COMMUNITY INPUT

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The first of the two public meetings was held on June 7, 2011 and had 50 residents attend and participate in a two hour discussion. The second public meeting was held on June 27, 2011 and was held from 3:30 pm until 8:00 pm to ensure that as many residents could attend as possible, resulting in approximately 100 people viewing the three concept options and filling out a short questionnaire.

Several e-mails and letters were received from interested people expressing their views on the possible renovation or replacement of Aquatic Centre. The most frequently mentioned features of a new or renovated facility included:

- A 25 meter – 6 lane main pool;
- A large leisure pool with warmer water to accommodate swimming lessons, play and rehabilitation features and two or three lanes with chest deep water for those who prefer to swim and exercise in warmer water;
- Larger family change room facilities;
- Larger fitness room for weight training with separate access from the pool;
- A fitness room with appropriate floor for aerobics, yoga etc.;
- More natural light into the pool area;
- Improved viewing area for public to view general swimming sessions and lessons;
- All pools to have good access for those with disabilities;
- Larger mechanical room;
- Improved water disinfection system;
- Consideration of parking for the whole site;
- Loading dock and storage for maintenance items in appropriate locations;
- Larger staff room facilities with separate change areas for male and female;
- Common reception area for the whole of Echo Centre;
- Features to attract youth / teen demographic;
- Outdoor leisure space;
- Inclusion of some type of concession service;
- Consider expanded use by the High School in its new location;
- Steam room and sauna;
- Extend hours of operation to include all year access;

## 6. COMMUNITY INPUT

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### 6.2 PUBLIC MEETING #1

On June 7, 2011, the District hosted the first of two Public Meetings with the assistance of Venture Pacific Construction Management, Bruce Carscadden Architect Inc. and Professional Environmental Recreation Consultants Ltd.

The meeting attracted approximately 50 local residents who were provided information regarding popular trends in aquatic facilities and advised that the current study would address the current condition of the existing pool, the preparation of several concept options, and provide estimates of capital and operating costs. Attendees were encouraged to ask questions of the consultants and staff, and to respond to a survey regarding the existing pool, as well as preferences in terms of future amenities.

The following information provides a brief summary of the survey results of the meeting. Please refer to Appendix F for additional details regarding the completed surveys.

#### Existing Pool

- Top five features most liked regarding the existing pool - family change rooms; whirlpool; main pool; fitness room; viewing area (It should be noted that "staff" were perceived to be very professional)
- Top five most needed improvements - Water treatment; additional amenities, including a leisure pool, a larger pool, and a larger fitness area; additional private change areas; warmer water; additional public sessions
- Top five least appealing features - not enough lanes (over-crowding); too many children; water quality; need for different temperatures; size of pool - too small
- Travel to other pools - A good number of respondents indicated that they travel to other communities (particularly the Nanaimo Aquatic Centre) because of the family-oriented features

#### Existing Programs

- Top five current programs - water aerobics; everyone welcome swims, lane swimming, swimming lessons, fitness training

#### New Facility

- Top ten suggested features when a new pool is built, or renovations to the existing pool is undertaken: waterslides; brighter / natural lighting; fitness room and equipment; tots play area; lazy river; improved water treatment; leisure features; pool length and width; steam room and whirlpool; family change rooms; zero depth entry

#### Interest in Outdoor Pool Amenities

- 35 of the respondents indicated that they would like outdoor leisure features, and 33 of the respondents expressed an interest in a summer patio / picnic area. An outdoor pool was suggested by 31 of the respondents; 17 respondents suggested that outdoor water activity would increase their use of the facility

## 6. COMMUNITY INPUT

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### New Programs

- There were very few responses to this question, which resulted in three suggestions – water based fitness programs, rehabilitation programs and, generally, programs for everyone

### Other Comments

- There were two key comments: (1) the pool should not be shut down during the construction process, and (2) financing improvements could be a concern

### 6.3 PUBLIC MEETING #2

On June 27, 2011, the District hosted a second Public Meeting with the assistance of Venture Pacific Construction Management, Bruce Carscadden Architect Inc. and Professional Environmental Recreation Consultants Ltd.

The meeting attracted approximately 100 local residents who completed 73 questionnaires. Staff members were also able to provide comments and suggestions, and spoke to a number of the attendees about the concept options. Three concept options were presented by the consultants and residents were able to view the poster boards and discuss each option with the consultants and Port Alberni staff members. Option Three was favoured by almost all of the respondents.

### Summary

- The preferred leisure features:
  - Water slide (46)
  - Lazy river (44)
  - Tots play area (40)
  - Wave pool (25)
  - Standing waves/wave rider (22)
- The preferred general features (top five):
  - Fitness room (52)
  - Room for exercise classes (46)
  - Sauna (45)
  - Whirl pool (42)
  - Leisure pool (41)
  - Six lane pool (41) - very few respondents suggested a larger pool
- Notable suggestions/questions:
  - How will pool construction be financed?
  - Ensure features for everyone
  - Include a climbing wall – a feature in several pools in BC
  - Ensure access to pool during construction
  - Features and programs for youth
  - Three different water temperatures
  - Fitness facility and programs are very important to all ages
  - Ensure appropriate water treatment

## 7. PARTICIPATION STATISTICS

The consultants analyzed the participation statistics for past few years at the Echo Aquatic Centre, and developed estimates for participation in the proposed new facility and current and future uses relative to the facility capacity.

### 7.1 CURRENT AQUATIC CENTRE USE

The consultants have analyzed use statistics back to 2006 and based on those figures have calculated the number of swims per year in three categories including:

- Public swimming sessions which include general swims, length swimming sessions, water exercise sessions and any other non instructional activity;
- Skill development sessions which include swimming lessons, lifeguarding courses, swimming instructor courses and similar activities based on 10 sessions per lesson set;
- Swim club sessions which we were calculated based on the current number of swimmers and the number of swim sessions held each week; this number is static across the years presented but is as close as we can estimate with the information available.

FIGURE FOUR - CURRENT ECHO AQUATIC CENTRE PARTICIPATION

CATEGORY	2006	2007	2008	2009	2010
Public Swims	120,599	124,042	130,558	123,217	124,164
Skill Development	57,130	57,360	53,340	62,620	57,990
Swim Club	5,760	5,760	5,760	5,760	5,760
Annual Total	188,489	187,162	189,658	191,597	187,914

To determine how these usage numbers relate to the swimming pools capacity to accommodate swims the consultants use a typical approach to determining capacity for mixed uses of an indoor public pool which is based on water surface area. By mixed use the consultants mean all types of pool use that would be included in each of the categories in FIGURE FOUR above. For all water surface less than 5 feet deep, physical capacity for use is deemed to be 60 swims per year. For all water greater than 5 feet deep, physical capacity is deemed to be 25 swims per year. A swim is assumed to be each time a person enters the pool to swim.

The Echo Aquatic Centre currently has a capacity for 234,600 swims per year. Using the average annual total swims of 190,964 the swimming pool is using 81.4 percent of capacity. The consultants experience also indicates that the average number of swims per capita that a community can expect is about five. The highest the consultants have experienced is 10 swims per capita. Port Alberni's swimming pool is currently experiencing about seven swims per capita per year. It should also be noted that there are times during each day that are not conducive to programming and therefore reaching 100% capacity is not to be expected.

## 7. PARTICIPATION STATISTICS

### 7.2 FUTURE PROJECTED AQUATIC CENTRE USAGE

The favoured option for a new aquatic centre in Port Alberni would provide capacity for 352,210 swims annually or a 50 percent increase in capacity. The major change in the new facility compared to the old one is the addition of a leisure pool which provides a significant increase in water surface area under five feet deep. The consultants estimate that about 65 percent of those participating in aquatic activity do so in water less than five feet deep. This additional water surface area will likely be where the greatest increase in participation will take place. With this additional shallow water available for instruction, water exercise, rehabilitation and therapy the main 25 meter tank will be more available for other aquatic activity.

The preferred option also allows for the old pool to be converted into a significantly larger weight training area as well as the inclusion of a good sized exercise room for aerobics, yoga and similar types of activity. A large portion of the anticipated increase in use will be the users of these enlarged and improved spaces. The combination of the weight training, exercise room and the swimming pool is ideal for rehabilitation and therapy for those recovering from injuries and those with disabilities.

Based on similar facility upgrades or replacements in other communities the expected increase in participation can be significant - in some cases well over 100%. These communities have also experienced an increase in participation in other program areas due to new people becoming aware of the total program offering that is available as a result of their visit to the new pool.

**FIGURE FIVE** below shows the experience of other community aquatic facilities that have completed renovations or added new facilities, comparing the new facility public swimming results to the old facility results.

FIGURE FIVE - CHANGES IN PUBLIC SWIMMING PARTICIPATION

FACILITY	OLD FACILITY	NEW FACILITY	CHANGE
Ravensong Aquatic Centre	N/A	N/A	21%*
Panorama Recreation Centre	87,301	123,175	41%
Esquimalt Recreation Centre	15,054	116,893	776%**
Cowichan Aquatic Centre	100,000	300,000	200%**

\* Ravensong Aquatic Centre was closed for 23 weeks in 2010. It re-opened in December 2010 and the increase shown in **FIGURE FIVE** is December 2010 over December 2009.

\*\*Esquimalt and Cowichan had no statistics for the old facilities available; as a result, the numbers available are best estimates.

## 8. REVIEW, ANALYSIS & CONCEPT DESIGN

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### REVIEW

In addition to meetings and site reviews, the following important documents were made available for review from the City of Port Alberni

- 1995 Echo Centre Study, Larry MacFarland Architects Ltd
- 1966 POOL BLDG, CJP Architects
- 1967 Community Centre,
- 1970 Kitchen, CJP Architects
- 1974 Sauna & Cedar West, CJP Architects
- 1981 Museum Additions, CJP Architects
- 1999 Family Change rooms, Ellins Architect Inc
- Stanley Report for the Stan Halcro Arena (23 July 1999)

A Project Initiation Meeting was held where the consulting project team and key stakeholders including the Recreation Director, councillors, and representatives from the staff met to review, identify and prioritize the key issues that affect the project, operations and functions and a “program” or “wish list” for the project.

Based on this program and with a steering committee meeting and design workshops, three concept options were developed, that explored a range of costs, features, ideas and configurations. These were presented to the public in an open house format. Following is a summary of these Concept Options. The detailed presentation panels for these options – including architectural cost estimates for each – can be found the appendices to this report.

### ANALYSIS

Bruce Carscadden Architect conducted an in-depth review of related aquatic precedents including typical programs and sizes and spatial relationships. A review of precedents included a number of recent BC aquatic facilities, graphically represented on panels and also presented in a power point presentation along with a number of international references.

A technical site analysis included explorations of sitting options, sun exposure and parking constraints and was also illustrated graphically on a panel with the existing building plans.

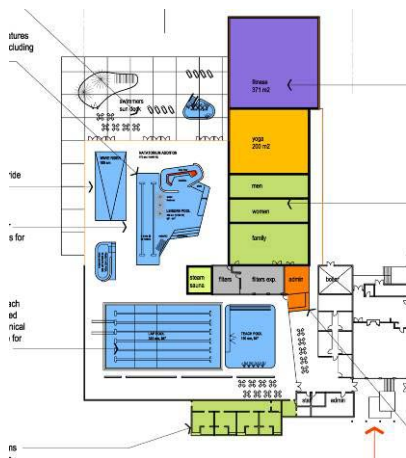
## 8. REVIEW, ANALYSIS + CONCEPT DESIGN

### CONCEPT OPTIONS

This overview information was presented along with three concepts options at an open house on the 27<sup>th</sup>. Following is a summary of each of the Concept Options. The open house presentation panels can be found the appendices to this report:

#### OPTION ONE

Option One retained the existing pools and added a leisure pool with new change rooms. The leisure pool would include two 20 metre swimming lanes in water one metre in depth. The rest of the leisure pool would have water depth ranging from zero to one metre for instruction, play and rehabilitation programs. The cost for this option was estimated at \$12 million. This option would require closure of the pool for several months.



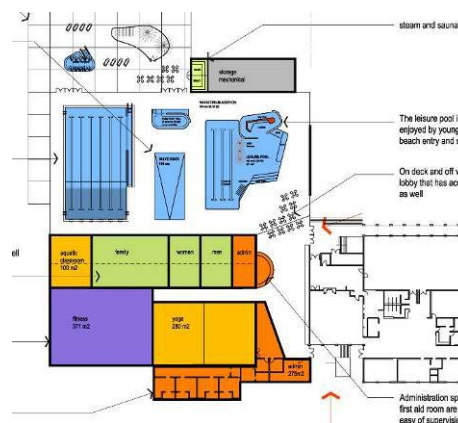
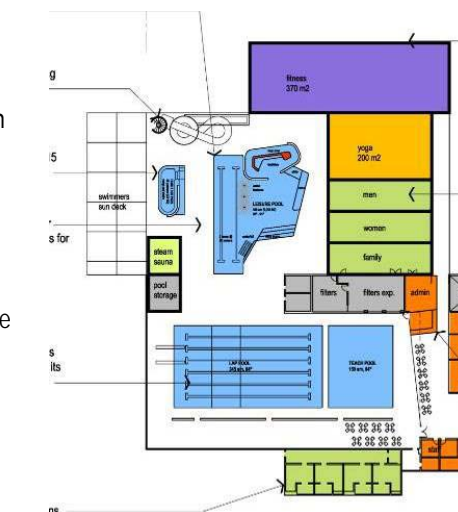
#### OPTION TWO

Option Two retained and renovated the existing pools and added new leisure pool components as well as fitness and multipurpose space. The leisure pool would include two 20 metre swimming lanes in water one metre in depth. The rest of the leisure pool would have water depth ranging from zero to one metre for instruction, play and rehabilitation programs. This option would include an outdoor patio with a winter hot tub and spray pool. The cost of this option was estimated at \$15 million. This option would also require the pool to be closed for a period of time.

#### OPTION THREE

Option Three constructs a new six lane 25 metre pool with new change rooms and staff areas with a leisure pool that would include three 20 metre swimming lanes.

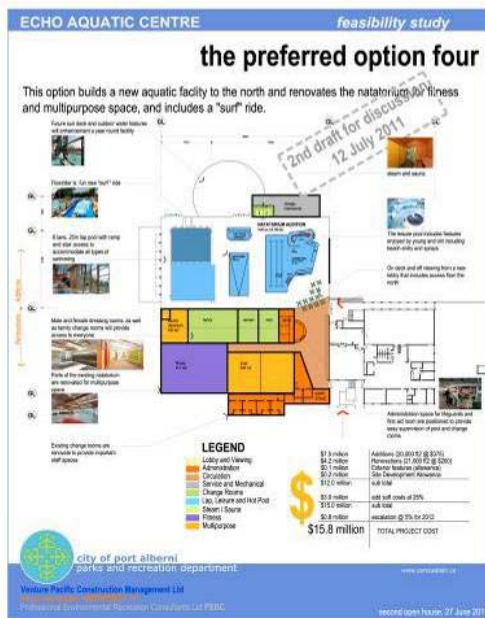
An outdoor patio with winter hot tub and spray pool would also be included. The existing pool area would be renovated for fitness and multipurpose space. The estimated cost for this option was \$18 million. The existing aquatic center would be able to continue operation during the construction of the new facility.



## 8. REVIEW, ANALYSIS + CONCEPT DESIGN

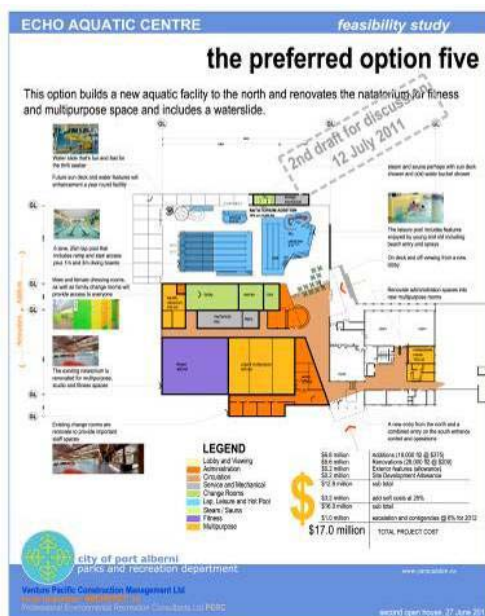
## IDENTIFYING THE PREFERRED OPTION

Following the public meetings on June 27, 2011 and discussion with staff, Options Four and Five were developed to refine and reflect this new input.



## OPTION FOUR

This option builds a new aquatic facility to the north and renovates the existing aquatic centre for fitness and multipurpose space and includes a Surf Rider. A Surf Rider is a piece of equipment that simulates surfing in a confined indoor space. A leisure pool with three swimming lanes and typical features would be included along with a large hot tub, steam room and sauna. This option would include new change rooms for men, women and families, all being fully accessible to everyone. The cost is estimated at \$15.8 million and would not require the existing pool to be closed during construction.



## OPTION FIVE

This option builds a new aquatic facility to the north and renovates the existing aquatic centre for fitness and multipurpose space and also includes a water slide. A leisure pool with three swimming lanes and typical features would be included along with a large hot tub, steam room and sauna. This option would include new change rooms for men, women and families, all being fully accessible to everyone. In Option Five a new entrance would be developed providing enclosed lobby space with entry to the aquatic centre and the community centre. The cost of this option is estimated at \$17 million and would not require closing the existing pool during construction.

## 8. REVIEW, ANALYSIS + CONCEPT DESIGN

### OPTION SIX – THE PREFERRED OPTION

After further review of Option Four and Five with the Port Alberni Pool Swimming Pool Committee it was agreed that Option Six was the **preferred option**. This plan builds a new aquatic facility to the north, and renovates the existing natatorium for fitness and multipurpose spaces, and includes a waterslide.



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bruce carscadden ARCHITECT inc  
Professional Environmental Recreation Consultants Ltd.

## 8. REVIEW, ANALYSIS + CONCEPT DESIGN

### proposed program

This panel provides an overview of the features, functions, and technical requirements of a aquatic centre. This program has been tailored to suit the community based on input from the first open house.

#### TYPICAL AQUATIC PROGRAM - 30,000 ft<sup>2</sup>



##### Public Spaces 1,250 ft<sup>2</sup>

1. Lobby and Entry
2. Public Washrooms
3. Fitness Space
4. Viewing

##### Activity Spaces 8,500 ft<sup>2</sup>

1. Fitness Space (4,000 ft<sup>2</sup>)
2. Yoga / Multipurpose Studio (3,000 ft<sup>2</sup>)
3. Aquatic Classroom (400 ft<sup>2</sup>)

##### Aquatic Spaces 17,000 ft<sup>2</sup>

1. 6 Lane Lap Pool
2. Leisure Pool (250 m<sup>2</sup>)
3. Hot Pool (20 persons)
4. Sun deck, on deck viewing
6. Sauna and Steam
7. Water slide
8. Tot Pool (20 m<sup>2</sup>) \*

##### Change Rooms 3,300 ft<sup>2</sup>

1. Women
2. Men
3. Family

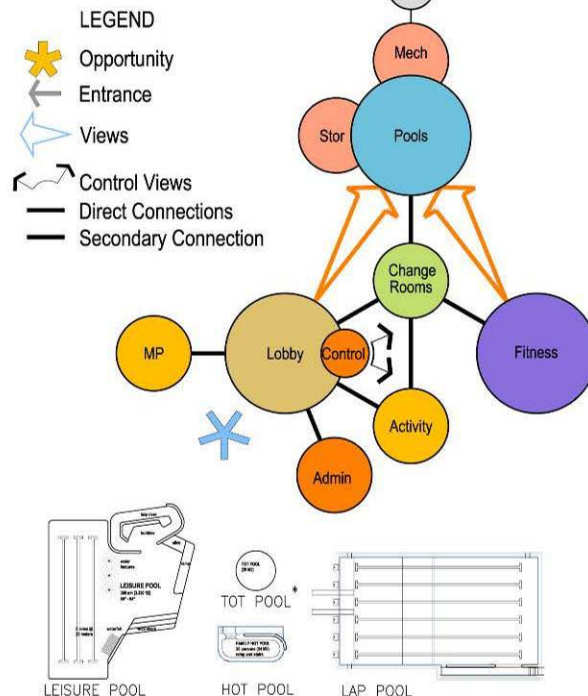
##### Administration Space 1,000 ft<sup>2</sup>

1. Reception & control
2. Office One: Manager/Aquatic Leader
3. General Offices

##### Service / Support Spaces 1,500 ft<sup>2</sup>

1. Janitorial Office/Closets
2. Pool Storage
3. Pool Mechanical, ozone room
4. Chemical Storage
5. Electrical Room

##### Circulation and Walls 20%



#### BATHER LOAD CALCULATIONS

	<2' DEEP	S=2'-5' DEEP	D=5'+ DEEP
LAP POOL	90 SF	2,000 SF	1,700 SF
LEISURE POOL	600 SF	2,700 SF	0 SF
HOT POOL	80 SF	300 SF	0 SF
TOT POOL *	240 SF	0 SF	0 SF
<b>TOTAL</b>	<b>770 SF</b>	<b>5,000 SF</b>	<b>1,700 SF</b>

BATHING LOAD =  $S/10 + D/27 = 5,000/10 + 1,700/27 = 563$  BATHERS  
MEN/WOMEN = 282 BATHERS PER GENDER

#### NEW CHANGE ROOM AREA CALCULATIONS

# OF FIXTURES REQUIRED FOR 563 BATHERS IS	36 FIXTURES
AREA REQUIRED PER FIXTURE (2.5M <sup>2</sup> PER FIXTURE)	90 M <sup>2</sup>
AREA REQUIRED PER BATHER (0.32 M <sup>2</sup> PER BATHER)	180 M <sup>2</sup>
TOTAL NET REQUIRED CHANGE AREA	270 M <sup>2</sup>
GROSS-UP (CORRIDORS AND WALLS ADD 15%)	40 M <sup>2</sup>
TOTAL REQUIRED CHANGE AREA	(3,337 ft <sup>2</sup> ) 310 M <sup>2</sup>



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## 9. CAPITAL COSTS

Estimated capital costs of the preferred option for a new aquatic facility were developed based on the Preferred Option. With the assistance of the City of Port Alberni Director of Finance the tax implication on the municipal portion of a Port Alberni home is also provided.

### 9.1 CAPITAL COSTS FOR THE PREFERRED OPTION

BUDGET			Quantity	Unit	Rate
\$	7,650,000	Aquatic / "Wet" Space / Addition	17,000	ft <sup>2</sup>	450
\$	5,300,000	Multipurpose / "Dry" Space / Reno	26,500	ft <sup>2</sup>	200
\$	200,000	Exterior Features Allowance	1	lsum	
\$	200,000	Site Development Allowance	1	lsum	
\$	13,350,000	Sub Total			
\$	2,937,000	Design & CM Fees / Soft Costs	22%		
\$	16,287,000	Sub Total			
\$	814,350	Contingencies & Escalation (2012)	5%		
\$	17,101,350	TOTAL PROJECT BUDGET			

### 9.2 POSSIBLE FUNDING SOURCES

The consultants are aware of community fund raising efforts in several communities that have been implemented to generate support for a community aquatic facility. Any funds that can be raised will obviously lessen the tax impact for residents of the Alberni Valley.

Funding opportunities include:

- Federal and provincial grant opportunities
- Corporate donations
- Community forest timber sales
- Parks and Recreation Department capital reserves
- Gas tax funding
- Grants and donations from local residents, businesses and service clubs
- Sale of facility naming rights
- Sale of naming rights for specific rooms or areas within the Aquatic Centre
- Partnership possibilities with First Nations within the Alberni Valley

Regardless of the type of contribution, it is critical that donors be recognized. This can take many forms, but most important, must include a charitable receipt and recognition in the local press as well as in the facility itself. In addition, a celebration should be scheduled at the time the referendum is approved and / or when the facility is completed and open to the public.

## 10. OPERATING COSTS

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The consultants reviewed operating budgets from several Vancouver Island facilities that had undergone major renovations to add a leisure component. Based on this, estimate operating costs were developed and reviewed relative to the current Port Alberni facility, and considering changes in operating expenses and revenues.

Different communities use different formats for reporting their aquatic centre operations, which makes direct comparisons difficult. The consultants have singled out direct revenues and expenditures for each facility, excluding such items as debt retirement and other general expenses related to the overall department. In some cases, the aquatic centre is part of a complex including arenas, indoor racquet facilities, fitness facilities and/or multipurpose spaces. The information provided here is intended to give a general idea of what these other facilities have experienced as a result of their improvements, renovations or added facility features.

Ravensong Aquatic Centre made several improvements to their facility consisting of operational modifications but did not add any additional features. Since the pool was closed for 26 weeks in 2010, we reviewed their 2009 financial results and their 2011 budget. Their expectation for 2011 is slightly less revenue and somewhat higher expenditures resulting in their net subsidy being about 21% higher. It is worth noting that the first year of budgeting for a new or renovated facility is often difficult and can result in very conservative figures.

Panorama Recreation Centre expanded their original pool building adding a large leisure pool, slide and more deck space around the main pool. They were closed from early fall 2008 and reopened in early fall 2009. The consultants have used 2007 financial results and 2010 financial results. They experienced a significant increase in general swimming as well as an increase in programs resulting in higher revenues but also experienced increased expenses due in large part to increased staff requirements. Their net position in 2010 showed a 34% improvement over 2007.

Cowichan Aquatic Centre opened in the fall of 2010 to replace the Aquannis Aquatic Centre in the Cowichan Community Centre. Aquannis was operated by the Cowichan Valley Regional District while the new Cowichan Aquatic Centre is operated by the District of North Cowichan. The consultants compared the 2006 financial results from Aquannis, the last full year of operation, with the new Cowichan Aquatic Centre budget for 2011. Although a detailed comparison is difficult with actual results and budget figures the revenues are expected to be much greater while the expenditures are expected to be higher but less significantly. The overall result is an expected improvement in their net position of over 100%.

The Esquimalt Recreation Centre did a similar major renovation to that done by Panorama. They were also closed for approximately one year and therefore the consultants have used their last complete year of operation in the old pool (2003) with the first full year of operation in their new facility (2005). The Esquimalt Recreation Centre new aquatic facility had an increase in operating revenue of 365% over the old operation in its first year in 2005. The revenue increased another 32% from 2005 to 2010. On the expenditure side an increase of 255% was experienced while the net position on direct aquatic operations improved by 2,307%.

The facilities that have added additional amenities, particularly leisure pools, have seen their revenues increase to a greater extent than their expenditures, resulting in an improved net position. As well, a larger number of residents are taking advantage of the services offered. In the case of Panorama, they have also experienced increased participation in other program areas of the recreation complex. Port Alberni can expect to see growth in the fitness area with the expanded facilities that will be available with the new aquatic centre.

## 11. RECOMMENDATIONS

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The City of Port Alberni ECHO AQUATIC CENTRE FEASIBILITY STUDY represents the significant effort of the City of Port Alberni, the Port Alberni Parks and Recreation Department, and the community to improving aquatic and recreation opportunities in the area. Through meetings with City and Regional District officials, Parks and Recreation Department staff, as well as interviews with stakeholders and public meetings, and the review of demographic information, recreation trends information and a number of related documents, Venture Pacific Construction Management, Bruce Carscadden Architect, and Professional Environmental Recreation Consultants aimed to develop a comprehensive understanding of the needs and desires of the community. Based on the outcomes of the study, the consultants can make the following recommendations:

1. That the City of Port Alberni develops a financial plan to proceed with the preferred option presented in this report.
2. The City of Port Alberni, in cooperation with the Alberni-Clayoquot Regional District, prepares strategies for a referendum to include the City of Port Alberni and the Electoral Areas of Beaver Creek, Cherry Creek, Sproat Lake and Beaufort.
3. That the original Echo Aquatic Centre be converted into a fitness centre and multipurpose space as a part of the project.
4. That adequate parking and traffic flow is provided for the new facility as well as the other recreation facilities in the Echo Centre area.
5. That the Port Alberni Parks and Recreation Department review their partnerships with the Alberni District Secondary School, Alberni-Clayoquot Regional District, Continuing Care, First Nations, and other appropriate organizations to encourage expanded use of the new aquatic centre

## APPENDIX A

# VANCOUVER ISLAND SWIMMING POOL ADMISSIONS FEES FOR 2011 SURVEY

The table below provides an overview of the admission fees for several aquatic facilities on Vancouver Island. Where a two price system exists the resident price is shown including HST.

Community	Child	Teen	Senior	Adult	Family
Campbell River	2.75	3.75	4.00	5.50	11.00
Comox Valley	2.85	3.40	4.50	5.40	11.50
Cowichan	2.50	4.00	4.00	5.00	12.00
Esquimalt	3.00	3.25	4.50	6.00	12.25
Gold River	3.25	3.50	3.50	4.50	10.00
Juan de Fuca	3.20	4.45	4.45	6.10	12.20
Nanaimo	3.25	4.50	4.50	6.25	12.50
Oak Bay	3.50	5.40	5.40	7.00	14.50
Parksville/Qualicum	2.97	3.84	4.29	5.49	10.44
Port Alberni	3.00	3.75	3.75	5.25	12.00
Powell River	3.10	4.25	4.80	5.70	11.40
Saanich Peninsula	3.00	4.50	4.75	6.25	12.00
Sooke	2.25	4.10	4.10	5.50	11.00
Saanich	3.25	5.50	5.50	6.50	13.00
Victoria	2.75	3.75	4.25	5.50	11.00
<b>AVERAGE</b>	<b>2.97</b>	<b>4.13</b>	<b>4.42</b>	<b>5.73</b>	<b>11.79</b>

## APPENDIX B

# COMMUNITY INPUT NOTES

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### *Stakeholder Meeting Notes*

*(orange check marks denote that this suggestion is included in the Preferred Option plan)*

#### Port Alberni Council, Regional District and School Officials

- Opportunities offered at Ravensong Aquatic Centre and the Nanaimo Aquatic Facilities need to be provided in Port Alberni
- ✓ • Consider the use of wood in the construction of new facilities
- Concern expressed about ongoing operating costs
- ✓ • Include features unique to Port Alberni
- ✓ • First Nations are very supportive of an expanded aquatic facility and will be big part of the process
- Opportunities must be investigated for partnerships to help with operating costs
- ✓ • Maximize natural light in the facility
- Surf Rider feature should be seriously considered
- ✓ • Echo Centre is an emergency centre for the City and Region and construction must keep this in mind
- High School is interested in increased involvement with the aquatic facility as they move into the new high school across the park from the Echo Centre
- High School would likely reestablish a swim team and specialty courses such as scuba diving
- With the close proximity to the pool students with disabilities would be able to increase their participation in physical activity on a more regular basis

## APPENDIX B

# COMMUNITY INPUT NOTES

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### Port Alberni staff and Aquatic Committee members

- ✓ • Six lane 25 meter pool
- ✓ • Good size leisure pool with features including a lazy river
- ✓ • Larger mechanical room to accommodate more modern equipment
- ✓ • Accessibility for people with disabilities including automatic doors, a system to call for help and other emerging issues
- ✓ • Consider demographics for the long range needs of the community
- ✓ • Separate leisure pool tank with warmer water, zero to 1.5 meter depth for lessons, therapy and kids fun play
- ✓ • Parking and patron circulation must be addressed with additional facilities
- ✓ • Weight room and fitness space larger, not accessed across pool deck, consider a private operator, expand rehabilitation programs
- ✓ • Properly located loading dock for maintenance supplies close to storage and where the supplies are going to be used
- ✓ • Aerobics space similar in size to weight room also to be used for Pilates, dance, Tai Chi, yoga etc.
- ✓ • Common reception area for pool and community centre
- ✓ • Separate larger staff rooms for female and male employees
- ✓ • Larger family change room with private change rooms within the larger family change room for people with disabilities
- ✓ • Separate viewing area with better spectator control for wet and dry traffic
- ✓ • Some element included that will attract teen/youth demographic
  - Outdoor leisure space such as sun deck and/or water feature
- ✓ • Maximize natural light
  - Consider a "Surf Rider" as a unique component to the Port Alberni Aquatic Facility
  - Status of the current pool is questionable with several issues
  - Thirty seven meter pool with bulkhead provides extra versatility for programming
- ✓ • Consider scooter parking conveniently located
  - Maintain tot pool as well as the main tank and leisure pool for quieter enjoyment for young children
- ✓ • Provide basic concession service
  - Possibility of expanded program opportunity with new high school next door
- ✓ • Hot tub in open space around pool area

## APPENDIX B

### COMMUNITY INPUT NOTES

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- ✓ • Improve acoustics
- ✓ • More and larger program storage space
- ✓ • Current pool must stay open during construction
- ✓ • Include sauna and steam room
- ✓ • Consider all possible energy conservation options
- ✓ • Provide various types of access to the pools including ramps, stairs and walls
- ✓ • Include some type of pro shop to supply basic aquatic supplies
- ✓ • Leisure pool needs adult chest deep water

#### Port Alberni Swim Club coaches

- The swim club currently has about 40 swimmers ages between 5 and 17
- They have 3 sessions a week for 1 hour and 45 minutes each session
- They would like a 50 meter pool with variable depth floor and bulkheads to allow for 25 meters as well
- They liked the Comox 25 meter pool with a wave pool
- The current pool has good deck space and bleachers for swim meets and they would like that amenity retained
- ✓ • Larger deck space around the entire pool is needed
- They currently host 1 Island swim meet each year
- They envision a High School swim team being started as there is a teacher with aquatic background and interest on staff
- ✓ • Would like a swim club office off the pool deck with a window overlooking the pool
- Would like a swim club dedicated storage room that could be used as an officials room during meets
- Underwater speakers would be nice
- A removable mirror 15 meters long on the bottom of 1 lane
- ✓ • Lane rope wells in the deck would assist with putting in and taking out lane lines
- Would like 8 lanes with either a 50 meter or 25 meter pool
- ✓ • Dry land area for warm up and stretching
- ✓ • Higher ceiling over windows
- Electronic score board needs updating along with timing system including starting block timing

Top three wishes:

- ✓ 1. Deck level gutter system
- 2. 8 lanes
- 3. Variable depth pool floor

## APPENDIX B

# COMMUNITY INPUT NOTES

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### June 7, 2011 Public Meeting

The following comments came from a public meeting attending by approximately 50 Port Alberni residents. Four topics were presented and the group provided feedback on each with the comments being summarized below. Those who were unable to attend the public meeting had to option of sending their responses to the consultants. Their responses have been included in the summary below as well.

#### A. EXISTING POOL

##### 1. What features do you like about the existing Aquatic Centre?

- Family changes are big, roomy, private and accessible
- Sauna
- Water quality is excellent
- Bulkhead is great for separating shallow water for different concurrent activities
- Parking is free and access is great
- New ultra violet filters are great
- Hot tub
- Fitness room

##### 2. What improvements would encourage you to use the facility more often?

- ✓ Warmer water for different groups including rehabilitation, older swimmers and toddlers
- ✓ Include diving boards
- Admission in line with Nanaimo
- ✓ More family changing area
- More public drop in swim sessions
- More opportunities for gentle Aqua-Fit with trained instructors
- Much larger weight room
- A fitness room as large as the weight room for aerobics, yoga, Pilates etc.

##### 3. What do you not like about existing Aquatic Centre?

- Always have to wait for a family change room
- More regular daily cleaning of change rooms and washrooms
- Lack of visibility between hot tub, tot pool and main pool

##### 4. Do you travel to other communities to use their pool and if so why and what features are the attraction? (eg. Combine with shopping or other business, value for money, etc.)

- Nanaimo pool offers better value for money, more attractive scheduling and facility options
- Do not close existing pool while new facility is being constructed

## APPENDIX B

# COMMUNITY INPUT NOTES

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### B. EXISTING PROGRAMS

#### 1. What current programs do you value most?

- Staff are excellent
- Swimming lessons
- Gentle aqua-fit
- Water aerobics
- Lane swimming
- Special needs sessions
- Everyone welcome swims

#### 2. What additional programs or changes would you like to see?

- More adult swim lessons in warmer water
- Separate room for birthday parties
- Design facility to separate different activities that can happen concurrently. This could be by age, activity or ability
- More everyone welcome swims with more flexible times
- Masters swim club
- Shut down during Christmas instead of summer

### C. NEW FACILITY

#### 1. What feature would you improve in a new or expanded facility?

- Create more inviting facility
- More drinking fountains
- More facility features suitable for seniors
- Warmer water
- Better access to a new facility meaning more hours of availability
- More swimming lessons including weekends
- Wider lanes of more lanes for length swimming
- Fitness facility with windows, more natural light
- Indoor running track
- Skylights in change rooms
- More colour
- Live plants, palm trees

## APPENDIX B

# COMMUNITY INPUT NOTES

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- Standing wave facility, surf rider
  - More facilities that are attractive to families
  - Coffee shop
  - Good sound system with appropriate acoustical treatment
  - Windows, natural light
  - Better access to pools- ramps, stairs, lifts etc.
  - Pro shop for goggles, swim suits, bathing caps etc.
  - Better first aid area
  - Improved first aid equipment
  - Better spectator viewing area
  - Water slide
  - Lazy river
  - Zero pool depth entry
  - Salt water
  - Large gym with windows and air conditioning
  - All purpose room adjacent to coffee shop
  - Better staff room
  - Climbing wall
  - Total Regional District participation in project
  - Consider demographics now and future in designing facility
  - Create "WOW" factor in design
  - Dedicated washrooms in the fitness area
  - Murals
2. Would you use outdoor pool amenities?
- Outdoor activity pool
  - Outdoor water park/play area
  - Outdoor playground area
  - Outdoor pool access via garage door
3. Is Echo Centre the preferred location for a new facility?
- Virtually all agreed that the Echo Centre location was the preferred site for a new Aquatic Centre.

## APPENDIX B

# COMMUNITY INPUT NOTES

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### D. NEW PROGRAMS

#### 1. What new programs would you like to add?

- Kayaking
- Steam room
- Deep water programs
- Volleyball
- Water polo
- Safety training-canoe tipping, specialty training
- Gymnasium dry floor programs
- Rehabilitation programs
- Snorkeling
- Scuba diving
- Climbing wall
- Diving
- Family oriented lessons in water safety and canoeing etc.
- Pool to remain open on statutory holidays
- Facility big enough to attract swim meets
- No 50 meter pool needed
- Shut down time line?-why summer? Is there a better way to deal with shutdown? Can you shut down one pool while other is worked on and switch?
- Keep our residents in town. It is cheaper in Nanaimo and Qualicum than in Port Alberni.
- A new facility will keep people in town and spend their money in town instead of in other communities.

#### 2. Would increased outdoor water activity increase your use of the pool during the summer?

There were comments in support of outdoor pool opportunities but no way of judging how much use that would generate.

## APPENDIX B

# COMMUNITY INPUT NOTES

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*Written Submission by members of the public and organizations that could not make either Public Meeting*

From a School District office staff member;

- Teachers take their students to Nanaimo on field trips for the wave pool experience
- Would like to see that money spent in Port Alberni

From a user with disability issues;

- A heated therapy pool for those with inflammatory diseases such as Rheumatoid Arthritis, Osteoarthritis, Lupus and Parkinson's Disease
- This feature is also beneficial for overweight people or those recovering from joint problems
- The lazy river concept or "Endless Pool" is a beneficial feature for people with physical challenges

From Port Alberni winter club swimmer and regular lap swimmer;

- More flexible times for length swimming
- A new pool should be at the current Echo location
- Echo pool cannot be closed during and construction
- Outdoor features would be nice but not required
- A 50 meter 8 lane pool with a movable bulkhead would be fantastic to allow 2 - 25 meter pools, one for lap swimming and the other for lessons etc.
- Echo pool is no worse now than when it first opened
- Change rooms need to be bigger
- Leisure pool features to attract young children must be included and the pool must be available in the summer for the youth as Sproat Lake is a long and unsafe bike ride.

## APPENDIX B

# COMMUNITY INPUT NOTES

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### From the Alberni-Clayquot Continuing Care Society;

- As a parent I support for design planning to provide children and youth aquatic opportunities that currently don't exist in Port Alberni and negate the need to travel to Nanaimo with family and school for that opportunity
- As a Health Care professional I would advocate for some kind of therapy pool
- This would benefit the elderly and those recovering from injuries, surgeries and general ailments
- Has experienced the benefits that patients have derived from therapy pools including physical health, independence, increased feeling of self-worth and a greater sense of belonging.
- Many seniors currently travel to Ravensong pool for the features they offer
- Therapy pool must provide the following features
  - Higher water temperature (90-93 C)
  - Chest deep water
  - Set of parallel bars and rail at side of pool
  - Water bench
  - Wheelchair ramp with room to maneuver the wheelchair
  - Lift that can manage the increased weights we are now seeing with people (140+ KG)

### From the Port Alberni Lawn Bowling Club;

- The club includes 65 members between the ages of 7 and 85
- Support the idea of replacing the Echo pool

Major concern is their parking being reduced because of the new school being construction close by as well as the Frisbee golf course construction.

## APPENDIX C

# SURVEY AND QUESTIONNAIRE RESULTS

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### PORT ALBERNI PARKS AND RECREATION ECHO AQUATIC CENTRE – FEASIBILITY STUDY QUESTIONNAIRE

#### RESULTS OF PUBLIC MEETING DISCUSSION – JUNE 7, 2011

##### *EXISTING POOL*

What features do you like about the existing Aquatic Centre? (PLEASE CIRCLE ALL THAT APPLY)

1. Existing Change Rooms	17
2. Family Change Rooms	35
3. Washrooms	19
4. Lockers	16
5. Tot's pool	20
6. Sauna	22
7. Whirlpool	35
8. Main pool	34
9. Fitness room	24
10. Play amenities – rope swing etc	16
11. Parents viewing area	24
12. Water quality	21
13. Accessibility	20
14. Parking	22
15. Other	21

- Staff (12)
- Big lockers (2)
- "Medium" pool is needed for walking and exercises
- Improved heating system – change rooms are not freezing anymore
- Clean
- Everything is functional but could use improvement

## APPENDIX C

# SURVEY AND QUESTIONNAIRE RESULTS

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What improvements would encourage you to use the facility more often?

- Already use it daily
- Better scheduling
- Improved heat / ventilation
- Cleaner pool
- Better lockers, washrooms in hot tub area and gym area
- Steam room, outdoor pool, wave pool, lazy river
- More water fitness programs and areas for children
- Better lockers
- More lane swim times late in the evening (i.e. 9-10)
- Reliable sound system; wireless microphone for workout instructors
- Wave pool, more family change rooms, more toys, colour, slides, kids activities
- More equipment in fitness room; private, adult hot tub
- Better maintenance in change area (doors, locks, hooks, lockers; warmer water, larger exercise room
- Play amenities should be more available – decrease line-ups
- Heat / ventilation
- More public sessions (everyone welcome), deep water aqua-fit, water walking,
- Bigger pool (wider and longer); also, the water could be a little warmer
- Slides, waves
- Wider, longer lanes
- Warm leisure pool – not a tots pool
- Improved, larger fitness area; more leisure features
- Walking ring around pool
- Warmer water; more showers
- Kids area – bigger, shallower areas
- More kids activities and features
- 50m pool with a movable bulkhead that allows lane swimming the whole day; water slides and waves, as in Nanaimo
- More private change rooms
- More available lane times during the day
- More lanes, wider lanes

## APPENDIX C

# SURVEY AND QUESTIONNAIRE RESULTS

---

What do you not like about the existing Aquatic Centre facility?

- The sound and music system
- Lockers – not enough private change areas
- Not enough lanes (5)
- Not enough room in the morning
- Too many “small ones”
- Slides at pool
- Sauna
- Not enough family change rooms; more features would be fun
- Closes too early on week nights; summer shutdown
- Dark, small, poor water quality (chlorine), closed all the time
- Water temperature is sometimes too cool
- Chlorinated water
- Better than nothing – it is a basic pool – more things for kids would be better – this is a seniors facility
- Limited number of large sized lockers; small size of fitness room
- Lockers, not enough private change areas
- Closed on stat holidays, closed early in the evening, too small
- Small; not enough swimming activities
- No huge tube slides and waves
- It is boring
- Would like a longer time in the summer during the morning lane swim
- The pool temperature for recreation swimming is too cold; Not a lot to do in terms of leisure features; limited accessibility
- It is stark and boring; lacks colour and decorations
- Cooler water; boom box for water aerobics
- Pool is often cold
- Lockers and improved lighting in women's change rooms
- Have arthritis – pool is too cold; family change rooms need to be updated

## APPENDIX C

### SURVEY AND QUESTIONNAIRE RESULTS

Do you travel to other communities to use their pool and if so why and what features are the attraction?

(e.g. combine with shopping or other business, value for money, etc)

- Yes - Family celebrations
- Yes - Wave pool and slides
- Features for kids (3)
- More, different stuff and cheaper for families
- Nanaimo wave pool (14)
- No (8)
- Our family has been in recreation centres in Chilliwack and Powell River – good features
- I go to the wave pool because it's cool
- Yes – combine shopping with trip to pool in Nanaimo, more fun, better hours, stay as long as you want
- Nanaimo, Qualicum Beach
- Yes – when grandchildren visit – the water sides are river offer more excitement
- Private shower stalls, wave pool
- Nanaimo wave pool, larger pools, more pools, water slide, etc. Came from Mainland, so I'm more used to larger aquatic centres
- Yes – wave pool, river, slides, waves
- Yes – pool temperature in Nanaimo makes it enjoyable to stay for an extended period of time; I like the “open schedule” – my family can drop in when it's convenient; trip combines with shopping
- Travel to wave pool to enjoy water slides, waves, etc.
- Larger, warmer, cheaper entry fee
- Yes – kids activities
- Yes – play / wave pool; additional amenities

#### EXISTING PROGRAMS

What current programs do you value most? (PLEASE CIRCLE ALL THAT APPLY)

1. Swimming lessons	15
2. Gentle aqua-fit	12
3. Water aerobics	30
4. Fitness training instruction	12
5. Lane swimming	21
6. Special needs	8
7. Tsunami Swim Club	10
8. Everyone welcome swims	27

## APPENDIX C

# SURVEY AND QUESTIONNAIRE RESULTS

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### NEW FACILITY

What features would you improve in a new or expanded facility? (PLEASE CIRCLE ALL THAT APPLY)

1. Additional indoor lanes	25
2. Pool length (25 metre vs. 50 metre)	29
3. Outdoor lanes	20
4. Fitness room - weights & machines	35
5. Fitness area - open area for yoga, aerobics etc	35
6. Sauna	15
7. Steam room	29
8. Whirlpool	29
9. Concession and pro shop services	24
10. Natural lighting and/or improved interior lighting	37
11. Outdoor playground and waiting area	16
12. Improved accessibility features	9
13. Equipment storage	12
14. Water treatment	30
15. Adjustable floor level	12
16. Public viewing area	13
17. Leisure features	30
i. Waterslides	37
ii. Wave pool	21
iii. Tots play area(in and out of water)	35
iv. Climbing walls	15
v. Waterfalls	24
vi. Lazy rivers	34
vii. Standing waves	18
viii. Zero depth entry	28
ix. Family change rooms	29

Would you use outdoor pool amenities?

1. Leisure features – lazy rivers, wading pool, spray park	35
2. Outdoor pool	31
3. Summer patio and picnic area	33

Echo Centre is the preferred location for a new aquatic facility. (PLEASE CIRCLE ONE RESPONSE)

AGREE	52
DISAGREE	1
OTHER	4

- At the very least, in the same area
- If it could be kept the same as now, if not please don't shut it down for new building
- Build new facility at old High School property
- Close to new school, athletic centre, college, hockey rinks – makes sense

## APPENDIX C

# SURVEY AND QUESTIONNAIRE RESULTS

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### NEW PROGRAMS

1. What new programs would you like to add?
  - Outdoor pool is very important
  - Use existing space better
  - Masters swim program
  - More water fitness programs
  - Slush deck for easier client removal when necessary
  - Rehabilitation
  - The pool's existing programs are fine as they are
  - Deep water running, like aerobics, but done on a noodle, without touching ground
  - Water polo may attract teens
  - Expanded fitness programs and facilities – indoor running track
  - Outdoor pool very important
  - Fitness programs – in and out of water (in water is more intense than aqua fit)
  - Masters swim program
  - More water fitness programs
  - Existing programs are fine as they are
  - I like the pool as is, as long as it stays open more of the time
  - Synchronized swimming
  - Water polo / underwater hockey
  - Fitness / workout space
  - Programs for adults and kids
  - Water slides, more play areas for kids
  - More programs for rehab population
2. Would increased outdoor water activity increase your use of the pool during the summer?
  - There are children and teens who don't have access to any swim areas – these activities are important for them
  - Yes (17) - currently have an outdoor pool at home
  - No, but if an outdoor pool was to be in the plans, adult only sessions would be a must as in indoor pool
  - Thanks for asking. We really need a new pool and better water quality. Many people do not use the pool due to skin conditions from the excessive chlorine
  - Would be good for families
  - Maybe – if there were programs or games for kids and family swims
  - No, but it would for children
  - Not for my personal use
  - No – but if an outdoor pool was to be part of the plan adult only sessions would be a must
  - Don't know – I'm used to the current pool
  - Definitely
  - No – I would not pay to use facility when I could go to the river or lake
  - Prefer the lake

## APPENDIX C

# SURVEY AND QUESTIONNAIRE RESULTS


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### *OTHER COMMENTS / QUESTIONS*

If you have other comments or questions, please use the space below.

- How could we go from “pool closure” to a new facility? Wasn't the closure all about money?
- I don't want to pay more taxes, but believe if you are going to do something, do it right. Also, hopefully, these improvements will allow for more use by others than only seniors
- Shorten the process for building and consultation, etc. – 10 years is far too long. New pool, rather than refurbish
- I know of a lot of people who go to Nanaimo to use their facility with two families; it would be nice to keep them local
- Affordable solution is necessary
- It would be wise to visit and survey other communities with new and improved facilities to see what their costs are and what are most valuable additions – don't turn any of the green space into parking lots
- I like what they did in West Vancouver; a shoulder deep warmer water pool for seniors and special needs clients is necessary; easy entrance for wheelchair clients; more family change rooms
- A new pool is a pipe dream. With a shrinking school population and young work force, the idea of a new pool expense added to the sinking tax budget, the public will object
- Better access to the fitness room
- I appreciate the central location and proximity to museum and library; people in my age group (60+) would enjoy a coffee shop for relaxation and conversation after exercising
- Private shower stalls for all people
- Some seniors are very intolerant of children – more pool area so kids don't have to be around those negative people would be nice
- These improvements will allow for more use by others than only seniors
- Shorten the process for building consultation
- Per capita, the user fees are high; many who attend are on fixed incomes or disability pensions
- A new pool is a pipe dream
- New pool should at least in the same area
- Need a new pool and better water quality
- Don't close the existing pool while a new one is under construction
- Better access to the fitness room
- Add more décor, interest to the aesthetics of the pool
- More windows
- Lane swimming at any time

Date: September 16, 2024  
File No: 4200-20-2024 By-Election  
To: Mayor & Council  
From: M. Fox, CAO  
Subject: **2024 By-Election Contract Services & Appointment of Chief and Deputy Election Officers**

Prepared by: <i>S. DARLING</i> Director of Corporate Services	Supervisor: <i>M. FOX</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  S. Smith, Director of Development Srv./Deputy CAO
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#### RECOMMENDATION[S]

1. *THAT the Mayor and Corporate Officer be authorized to enter into an agreement with Panneton & Associates Ltd. to conduct the 2024 By-election as based on the projected budget in the amount of \$29,900 plus GST, subject to revision during the course of the project as approved by the Chief Administrative Officer.*
2. *THAT City of Port Alberni Council, pursuant to Section 58(1) and (2) of the Local Government Act, appoint Mark Brown of Panneton & Associates Ltd. as Chief Election Officer for conducting the 2024 Local By-Election effective September 26, 2024 with the power to appoint other election officials as required for the administration and conduct of the 2024 Local By-Election;*  
*AND FURTHER, THAT Mark Panneton of Panneton & Associates Ltd. and Sara Darling, Director of Corporate Services be appointed as Deputy Chief Election Officers for the 2024 By-election, effective September 26, 2024.*

#### PURPOSE

To obtain Council's authorization to enter into an agreement for conduct of the 2024 By-election and to appointment the positions of Chief Election Officer and Deputy Chief Election Officer for the same.

#### BACKGROUND

City Councillor John Douglas passed away suddenly on July 11, 2024. Section 54 of the *Local Government Act* requires that an election be held as soon as practicable when a vacancy occurs in an elected local government office. The local government must appoint a chief election officer to conduct the election. The chief election officer must set a general voting day for the election, which must be on a Saturday no later than 80 days after the date the chief election officer was appointed. By-elections must be held in accordance with Part 3 [Electors and Elections] of the *Local Government Act*. If the chief election officer is appointed at this meeting, the 80-day clock to hold the by-election begins and general voting day will be scheduled for December 14, 2024, with two advance voting opportunities on December 4 and 11, 2024.

Appointing the chief election officer at this meeting allows the by-election process to be complete by the end of December. As the number of remaining Councillors is at least one greater than the quorum for Council, municipal affairs has indicated that Council has greater discretion on the timing of when the by-election can be held, and may choose to wait into the new year, should they choose to do so.

Historically, the role of Chief Election Officer [CEO] and Deputy Chief Election Officer [DCEO] has been fulfilled by the Director of Corporate Services and other Corporate Services' department staff. For this By-election, due to staff capacity and timelines, staff are recommending engaging a contractor to conduct the By-election. The Director of Corporate Service will act as second Deputy to provide coverage where required and on a limited basis.

#### **ALTERNATIVES/OPTIONS**

1. That the Mayor and Corporate Officer be authorized to enter into an agreement with Panneton & Associates to conduct the 2024 By-election as based on the projected budget in the amount of \$29,900 plus GST, subject to revision during the course of the project as approved by the Chief Administrative Officer.  
That City of Port Alberni Council, pursuant to Section 58(1) and (2) of the Local Government Act, appoint Mark Brown of Panneton & Associates as Chief Election Officer for conducting the 2024 Local By-Election effective September 26, 2024 with the power to appoint other election officials as required for the administration and conduct of the 2024 Local By-Election;  
And further that, Mark Panneton of Panneton & Associates and Sara Darling, Director of Corporate Services be appointed as Deputy Chief Election Officers for the 2024 By-election, effective September 26, 2024.
2. Council may choose to not appoint a Chief Election Officer at this meeting. Council may select a later date to hold the election.

#### **ANALYSIS**

In order to adequately prepare for a by-election, appointment of CEO is done in accordance with the Act. These appointments are required in order to provide for sufficient time to prepare as work associated with the conduct of a local election is extensive. A by-election generally takes the same amount of planning and work as a full general election, even though it is filling a single vacancy. Should Council move forward with staff's recommendations, the CEO/DCEO will begin preparations for the December 14, 2024 Municipal By-Election including staffing, entering into an agreement for tabulators and ballots, securing voting places, supplies, and preparing a variety of information and educational materials.

#### **IMPLICATIONS**

Costs associated with the conduct a By-election were not accounted for in the 2024-2029 Financial Plan. It is expected to cost roughly \$29,900 for contract services and an additional \$60,000 in operational requirements, for a total of \$90,000. It is anticipated that the vacancies within Corporate Services will support the additional expenditures of the by-election.

## **COMMUNICATIONS**

There are a number of statutory notifications required to alert voters to their opportunities to register, view the voters list, challenge an elector and vote. Statutory notices are also required to advertise the nomination period for candidates. In addition to the statutory notification requirements, City staff will dedicate a portion of the City's website strictly to general local election information in addition to utilizing the City's social media accounts, etc.

## **BYLAWS/PLANS/POLICIES**

The City's Elections Bylaw 5054 "City of Port Alberni Election and Assent Voting" applies to the conduct of the by-election, including the option to do mail ballots.

The *Local Government Act* governs the conduct of by-elections.


## **SUMMARY**

Historically, the role of Chief Election Officer and Deputy Chief Election Officer have been fulfilled by the Director of Corporate Services and other staff within the City's Corporate Services department. In light of current capacity and timelines, staff are recommending entering into an agreement with a service provided to conduct the 2024 By-election.

## **ATTACHMENTS/REFERENCE MATERIALS**

- Bylaw 5054 City of Port Alberni Elections and Assent Voting

Date: September 16, 2024  
File No: 1200-01  
To: Mayor & Council  
From: Mike Fox, CAO  
Subject: Procurement Summary – January to June 2024

Prepared by: <i>A. McGIFFORD</i> Director of Finance	Supervisor: <i>M. Fox</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  S. Smith, Director of Development Services, Deputy CAO
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#### RECOMMENDATION

THAT Council receive the report 'Procurement Summary – January to June 2024' dated September 16, 2024.

#### PURPOSE

To provide Council with the annual update/report on procurement contract awards and social procurement activities.

#### BACKGROUND

The procurement policy delegates authority to designated City of Port Alberni [City] staff to award contracts for operating and capital projects which have been approved in Council's five-year financial plan. During the financial planning process, Council may identify contracts that are of particular interest to the Council or are of specific interest in the community that they wish to approve prior to award. Each department is responsible for the development and execution of procurements. Financial Services reviews and supports the process administratively.

#### ALTERNATIVES/OPTIONS

1. That Council receive the report 'Procurement Summary – January to June 2024' dated September 16, 2024.

#### ANALYSIS

All contracts awarded during this period are included in the Council adopted financial plan(s).

#### IMPLICATIONS

Not applicable.

#### COMMUNICATIONS

To provide transparency, procurement opportunities are publicly posted to the City's website and the BC Bid website. BC Bid is British Columbia's central electronic tendering website and is the main hub of all public procurement in the province. The successful vendor and the contract award amount are also posted.

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

The City's [Procurement Policy 3009-1](#) delegates authority for staff to award contracts provided the expenditure is approved in the Financial Plan. Council maintains the ability to identify opportunities during the financial planning process that requires their approval prior to staff awarding a contract.

### **SUMMARY**

The City's procurement policy framework requires that all contract awards must fall within approved budgets in the Financial Plan, with exceptions provided only for emergency purposes. Through the financial planning process, Council has an opportunity to identify projects of significant value or community interest that require Council approval in the procurement process. A list of contracts awarded over the past year in excess of \$100,000 is included as *Appendix A*. The City is committed to continuing and expanding education both within in the organization and with the broader marketplace to utilize social procurement practices where reasonable, while exploring opportunities to support community benefits.

### **ATTACHMENT**

- Appendix A – January to June 2024 Procurement awards

c: Sara Darling, Director of Corporate Services

## Appendix A – Contract Award Report

The following contracts above \$100,000 were awarded between January 1, 2024 and December June 30, 2024:

Procurement	RFEOI 001-24 Public Works & Fire Services Master Planning
Successful Vendor	Pre-Qualification
Award Value	n/a
Award Method	Pre-Qualification Only
Compliant Responses	9
Non-Compliant Responses	1
<b>Non ranked listing</b>	<b>Bidder</b>
	Anderson Custom Fire Services
	Behr Integrated
	R. F. Binnie
	Bunt & Associates
	Emergency Management
	Firewise Consulting
	GM Blue Plan Engineering
	Koers Engineering Urban Systems
	Urban Systems

Procurement	RFP 003-24 RFEOI Parks, Recreation and Culture Dept Master Planning
Successful Vendor	Lanarc 2015 Consultants Ltd, RC Strategies, Stantec Consulting Ltd, Urban Systems Ltd
Award Value	n/a
Award Method	Pre-Qualification Only
Compliant Responses	6
Non-Compliant Responses	1
<b>Pre-Qualified:</b>	<b>Bidder</b>
	Lanarc 2015 Consultants
	RC Strategies
	Stantec Consulting
	Urban Systems
not pre-qualified	Orange Crow
not pre-qualified	WSP Canada


Procurement	RFP 005-24 PRC Master Plan - Second Stage
Successful Vendor	Lanarc 2015 Consultants
Award Value	\$213,910
Award Method	Highest Ranked per Evaluation Criteria
Compliant Responses	2
Non-Compliant Responses	0
<b>Ranking</b>	<b>Bidder</b>
1	Lanarc 2015 Consultants
2	RCD Strategies

Procurement	RFP 002-24 Facilities Condition Assessment
Successful Vendor	WSP Canada Inc
Award Value	\$123,645
Award Method	Highest Ranked per Evaluation Criteria
Compliant Responses	7
Non-Compliant Responses	3
<b>Ranking</b>	<b>Bidder</b>
1	WCP Canada
2	McGuaic & Assoc
3	Spratt Emmanuel Engineering
4	Introba
5	Maritime Link
6	Strata Engineering
7	Stephenson Engineering

<b>Procurement</b>	<b>RFP 009-24 Stormwater Masterplan</b>
Successful Vendor	Koers & Associates
Award Value	\$200,000
Award Method	Highest Ranked per Evaluation Criteria
Compliant Responses	2
Non-Compliant Responses	0
<b>Ranking</b>	<b>Bidder</b>
1	Koers & Associates
2	R.F. Binnie & Associates
<b>Procurement</b>	<b>ITT 010-24 Burde St Watermain &amp; Storm Drain and South St Sewer</b>
Successful Vendor	Bowerman Construction
Award Value	\$979,984
Award Method	Lowest, Qualified Price
Compliant Responses	1
Non-Compliant Responses	0
<b>Ranking</b>	<b>Bidder</b>
1	Bowerman Construction
<b>Procurement</b>	<b>RFP 014-24 Connect the Quays Connection - Phase 3</b>
Successful Vendor	Tilley Trucking Ltd
Award Value	\$357,300
Award Method	Highest Ranked per Evaluation Criteria
Compliant Responses	5
Non-Compliant Responses	0
<b>Ranking</b>	<b>Bidder</b>
1	Tilley Trucking Ltd
2	Bowerman Construction
3	Marley Brothers
4	Blue Star Excavating
5	Warbrick Contracting
<b>Procurement</b>	<b>RFP 021-24 Environment Consulting Services Receiving Environment Monitoring</b>
Successful Vendor	ROE Environmental
Award Value	\$333,355
Award Method	Highest Ranked per Evaluation Criteria (7 quarterly reports)
Compliant Responses	6
Non-Compliant Responses	1
<b>Ranking</b>	<b>Bidder</b>
1	ROE Environmental
2	Great Pacific Engineering & Environment
3	Current Environmental
4	SLR Consulting (Canada) Ltd
5	LGL Limited
6	Active Earth Engineering Ltd
<b>Procurement</b>	<b>RFP 022-24 Four (4) AWD Hybrid Vehicles</b>
Successful Vendor	no bidders - moved to quotes - Alberni Toyota - best value quote
Award Value	\$164,047
Award Method	Highest Ranked per Evaluation Criteria
Compliant Responses	0
Non-Compliant Responses	0
<b>Ranking</b>	<b>Quotes</b>
1	Alberni Toyota
2	Alberni Chrysler
3	Van Isle Ford

<b>Procurement</b>	<b>NOI 015-24 Solar Street Lights</b>
<i>Successful Vendor</i>	Sol by Sunna Design
<i>Award Value</i>	\$280,780.80 + PST
<i>Results</i>	no challenges received

Date: September 16, 2024  
File No: 4520-20-TUP22-01  
To: Mayor & Council  
From: M. Fox, CAO  
Subject: Renewal of Temporary Use Permit TUP 22-01 | 3665, 3675, 3689 4<sup>th</sup> Avenue

Prepared by: <u>S. SMITH</u> DIRECTOR OF DEVELOPMENT SERVICES/DEPUTY CAO	Supervisor: <u>M. FOX</u> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  S. SMITH, DIRECTOR OF DEVELOPMENT SERVICES/DEPUTY CAO
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#### RECOMMENDATIONS

1. That Council authorize the Director of Corporate Services to sign the three (3) year extension of Temporary Use Permit TUP22-01 – temporary shelter to permit up to 30 units located at 3665, 3675 and 3689 4<sup>th</sup> Avenue.
2. That Council authorize the Mayor and Director of Corporate Services to sign the lease agreement and direct staff to advertise the disposition of land for a three (3) year lease for City owned lands at 3665, 3675 and 3689 4<sup>th</sup> Avenue as per section 26 and 94 of the Community Charter and Section 286 of the Local Government Act to the Port Alberni Friendship Centre for a temporary shelter.

#### PURPOSE

To consider renewal of Temporary Use Permit [TUP-22-01] for continued use of a temporary shelter, located on City lands at 3665, 3675, and 3689 4<sup>th</sup> Avenue.

#### BACKGROUND

The City of Port Alberni issued Temporary Use Permit TUP-22-01 to the Friendship Centre for a temporary shelter project to be located on City lands at 3665, 3675, and 3689 4<sup>th</sup> Avenue to begin on October 1, 2022 for a two-year term. This TUP may be renewed one time as per Section 497(2) of the *Local Government Act*, by application to Council.

The City has received a request from the Friendship Centre (see attached letter) for a renewal of TUP-22-01 for continued use of a temporary shelter located on City lands at 3665, 3675, and 3689 4<sup>th</sup> Avenue. The Friendship Centre received funding from BC Housing to operate a temporary shelter for the first two-year period and BC Housing has confirmed continued operating funding will continue should, Council approve the renewal of TUP 22-01.

The City partnered with Tseshaht First Nation, Hupacasath First Nation, Nuuchah-nulth Tribal Council and Port Alberni Friendship Centre to look for solutions for “substandard and unsafe housing”. Through the work of the task force, the City secured lands to make available to a service provider, The Port Alberni Friendship Centre, to operate a temporary shelter with funding from BC Housing for a two-year term. The completion of the

temporary shelter project has taken longer to establish than originally planned with 28 shelter units currently in place.

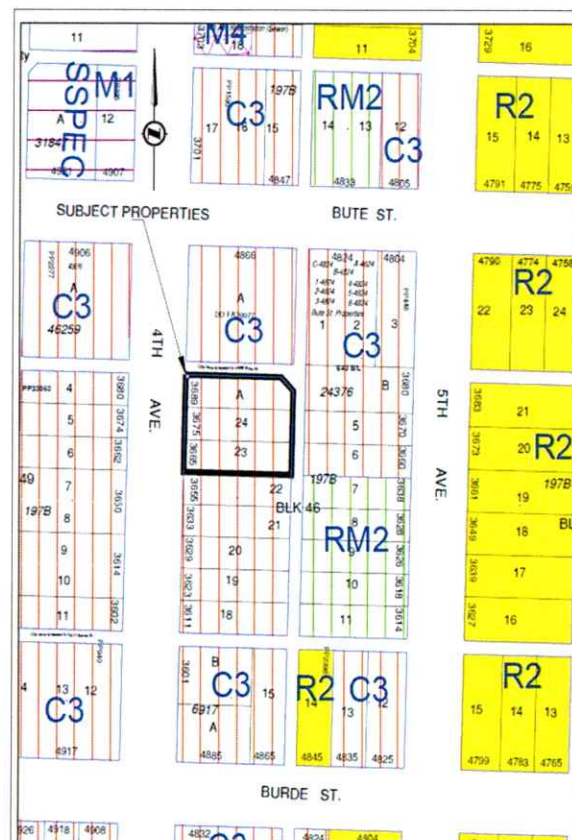
### ALTERNATIVES/OPTIONS

1. That Council authorize the Director of Corporate Services to sign the three (3) year extension of Temporary Use Permit TUP22-01 – temporary shelter to permit up to 30 units located at 3665, 3675 and 3689 4<sup>th</sup> Avenue.
2. That Council authorize the Mayor and Director of Corporate Services to sign the lease agreement and direct staff to advertise the disposition of land for a three (3) year lease for city owned lands at 3665, 3675 and 3689 4<sup>th</sup> Avenue as per section 26 and 94 of the Community Charter and Section 286 of the Local Government Act to the Port Alberni Friendship Centre for a temporary shelter.
3. That Council denies the renewal of Temporary Use Permit TUP22-01.
4. That Council direct staff to provide additional information.

### ANALYSIS

The subject property is designated General Commercial in Schedule A (Land Use Map) in the OCP, Development Permit Area DP 2- Commercial, and is designated in the Zoning Bylaw as C3 Service Commercial zone, this zone is to establish and maintain areas for retail and service operations that are vehicle oriented or require large areas. The subject property along with site context is outlined in *Table 1* below.

Table 1 – Site context	
<b>Location</b>	The site is located mid-block between Bute Street and Burde Street on the east side of 4th Avenue. The lands are vacant.
<b>Current Zoning</b>	C3 Service Commercial
<b>Proposed Temporary Use</b>	A low barrier shelter to permit up to 30 units of temporary transitional housing in “Tiny Shelters”, two sanitary stations, one office, bicycle parking, two outdoor gathering areas with a cover and furnishings, garbage area, and soft landscaping
<b>Total Area</b>	3 lots
<b>Official Community Plan (OCP)</b>	<ul style="list-style-type: none"> <li>• Schedule A - Land Use Map: General Commercial</li> <li>• Schedule B - Development Permit Areas Map: DPA No. 2 - Commercial</li> </ul>
<b>Relevant Guidelines</b>	<ul style="list-style-type: none"> <li>• Section C – 3.0 Temporary Use Permits</li> </ul>



In June 2013, Council amended the OCP Section C Plan Goals and Land use Designations to include Temporary Use Permits. Section 3.0 outlines four (4) policies for Council to consider when considering issuance of a TUP. Staff have reviewed the policies below for alignment:

1. Temporary Use Permits may be considered on all lands designated as Industrial Use or Commercial Use on the Schedule "A" (Land Use Map).
  - The subject lands are located in the General Commercial land use as per schedule A (Land use Map). As such a Temporary Use Permit is permitted as per the OCP.
2. The issuance of a Temporary Use Permit is intended to provide a short-term opportunity for uses that either relocate or cease to exist within a maximum of a six-year period.
  - The renewal of the temporary use permit is for a three (3) year period. Council can consider a shorter term if they wish.
3. Ensure long-term public policy for the area is not changed.
  - In Council's *Strategic Plan* there are five strategic priorities listed, number five (5) Fostering a Complete Community focuses on supporting our most vulnerable. The temporary shelter addresses this priority by providing up to 30 beds in a Tiny Shelter development with support services. This temporary development is providing safe, clean, shelter and services for our vulnerable community.
4. Maintain a reasonable level of compatibility with the surrounding development.
  - The proposed temporary low barrier shelter use provides additional shelter for our most vulnerable residents in this neighbourhood. Residential housing exists in the immediate surrounding area. Staff deem this proposed use to be compatible with existing uses in the area.

A good neighbour agreement or alternative was part of the original TUP 22-01, but has not been completed. It is recommended that City staff and Friendship Centre staff work together to prepare a good neighbour agreement.

#### Operating Budget

BC Housing has provided the operating funds for the first two-year term of the temporary shelter. BC Housing has confirmed continued operating funding will be provided to the Friendship Centre if Council approves the renewal of TUP 22-01.

#### **IMPLICATIONS**

The 2023 Homeless Count for Port Alberni indicates that there are 163 people experiencing homelessness. This program will assist in providing shelter for some of our vulnerable residents.

The land for the proposed low barrier shelter development is owned by the City and has been leased to the Friendship Centre for a two (2) year lease. A new lease to the Friendship Centre for a three (3) year term will be required if TUP 22-01 is renewed by Council. As per the *Local Government Act* and *Community Charter*, the lands will need to be disposed of by notice and approved by Council.

## COMMUNICATIONS

Prior to signing the lease, the City is required to advertise the disposition of the land for a three (3) year lease of the City owned lands at 3665, 2675 and 3689 4<sup>th</sup> Avenue as per section 26 and 94 of the *Community Charter* and Section 286 of the *Local Government Act* to the Port Alberni Friendship Centre for a temporary shelter.

## BYLAWS/PLANS/POLICIES

The proposed application is to renew Temporary Use Permit (TUP22-01) to continue the temporary shelter use at the property located at 3665, 3675, and 3689 4<sup>th</sup> Avenue for a three (3) year period. A renewal of TUP 22-01 is attached to this report.

## SUMMARY

In considering the application to renew Temporary Use Permit TUP 22-01 for a temporary shelter to permit up to 30 beds for temporary transitional shelter "Tiny Shelters", two sanitary stations, one office, bicycle parking, two outdoor gathering areas with a cover and furnishings, garbage area, and soft landscaping at 3665, 3675, and 3689 4<sup>th</sup> Avenue.

The proposed temporary use aligns with OCP Section C Plan Goals and Land Use Classifications, 3.0 Temporary Use Permits as outlined in this report and addresses Council's strategic priority #5 Foster a Complete Community.

## ATTACHMENTS/REFERENCE MATERIALS

- *Request for extension dated July 3, 2024*
- *TUP22-01 extension*



July 3, 2024

Development Services, City of Port Alberni  
4850 Argyle Street  
Port Alberni, BC  
V9Y 1V8

**Re: Request for 2 Year Extension of Temporary Use Permit 22-1**

**LOCATION and LEGAL DESCRIPTION OF SITE:**

**3665 4th Avenue:** Lot 23, Block 46, District Lot 1, Alberni District, Plan  
VIP197B (PIO: 009-243-372)

**3675 4th Avenue:** Lot 24, Block 46, District Lot 1, Alberni District, Plan  
VIP197B (PIO: 009-243-399)

**3689 4th Avenue:** Lot A, District Lot 1, Alberni District, Plan  
VIPVIP24376 (PIO: 003-029-808)

**Proposal:** 2 Year Extension of Temporary Use Permit 22-1 for a low barrier shelter to permit up to 30 units of temporary transitional housing in "Tiny Shelters", two sanitary stations, one office, bicycle parking, two outdoor gathering areas with a cover and furnishings, garbage area, fencing and soft land scaping.

- See Attached **Temporary Use Permit 22-1** or the sites 3665, 3575, 3689 4th Avenue, Port Alberni, BC

**Community Need:**

**Port Alberni, BC – Homeless Count**

"Data from the 2023 province-wide point-in-time homeless counts released, showing Port Alberni as having a 30 per cent increase over the past two years.

Port Alberni's point-in-time homeless count was conducted on May 1, 2023, over a 24-hour period. The count was led by an independent consultation in collaboration with the Homelessness Services Association of BC. The count showed 163 individuals who



identified as homeless, compared to 125 in 2021. For the purpose of the count, an individual was defined as experiencing homelessness if they did not have a place of their own where they paid rent and could expect to stay for at least 30 days.

Thirty-eight per cent of respondents identified as sheltered and 62 per cent as unsheltered. Of the unsheltered individuals, 39 per cent said they slept outside the night of the count, 26 per cent at someone else's place and 13 per cent in a vehicle.

Nineteen per cent of respondents were youth (under 25), 65 per cent were adults (25-54) and 16 per cent seniors (55 +). Sixty-one per cent identified as male, 36 per cent as female and three per cent as another gender identity.

Data from the 2023 count showed 66 per cent of respondents identified as Indigenous compared to 15 per cent of the census population. Of the Indigenous respondents, 84 per cent reported having been to residential school or being the descendants of former students.

Reasons for housing loss among respondents showed 35 per cent as not having enough income, 24 per cent due to substance use issues and 22 per cent as unfit/unsafe housing.

Ninety-six per cent of respondents reported having an income source. The most common sources were income assistance and disability benefit. Around 10 per cent reported a full or part-time job. Ninety-three per cent of respondents have been living in Port Alberni for more than one year and 39 per cent have always lived in the community."

Since, this report was written, the Port Pub was suddenly evacuated leaving 42 residents homeless on May 29, 2024, with no sign that they will be permitted to return to the only place they called home. Although 11 residents have been housed temporarily by the Ministry of Social Development at a local motel, we expect there will be a need to house them in the next few weeks. This would increase the homeless count to over 200 in Port Alberni.

#### **Description of support services provided**

**Safe Sleeping Space** – A heated POD with bed, storage totes, mini fridge, free Wi-Fi and secure door.

**Hygiene** – Washrooms, showers, and laundry facilities. Some hygiene products are provided.

**Food** – 3 meals a day are available and delivered on site.



**Security** – The site is staffed 24 hours a day for residents' safety and support. All residents and guests are expected to sign in and out when entering and leaving the property.

**Guidelines and Routines** – A variety of guidelines, routines, and strategies that keep the program organized and safe.

**Wellness Checks** – Support staff provide daily check ins to all residents. Additional wellness checks are provided based on residents' needs. (i.e.: more prone to overdosing, health concerns, mental health challenges)

**Cleaning and Organization Support** – Assistance with keeping personal space clean and organized.

**Cultural Support** – On site cultural support for those requesting this support. This includes smudging, cedar brushings, and cultural activities such as making smudge sprays, tobacco ties, and devils club bead making.

**Personal Wellness Plan** – A plan that Support Workers create together with residents that outlines current needs, goals and limits. This living document always allows the residents to identify how they will work with staff and other residents to live in harmony within the community.

**Community Support, Referrals and Information** – Connections to community resources for education, employment, health, and housing and more.

**Outreach** – Spending time with community outreach workers to set up Income Assistance, Pension Benefits, Disability Benefits, or obtain Status Card, BC ID, or other Identification, or establishing a bank account. Peer Outreach Workers (CAT team) visit weekly as well.

**Mentoring or Training** – When able, gaining life skills and other training through peer activities and social and recreational programs.

**Programs and Activities** – Weekly programs and activities are offered on site. Some programs and activities include guitar jam, weightlifting and stretching, BBQ's, painting, coloring, and more!

- See attached Walyaqit Tiny Home Village Guidelines.
- See attached Walyaqit Tiny Home Village Welcome Letter



## **Success Stories of Walyaqil Tiny Home Village**

### **#1 – Jack – Trauma on Trauma**

When we first met Jack, he was living in his car with his sister and niece for four months outside of the Overdose Prevention Site and the Port Alberni Friendship Center. Jack was a daily substance user, struggling with maintaining housing in the community and keeping a job.

He also experienced unmeasurable grief and loss within his family unit. Aside from his sister and niece, Jack kept to himself. After Jack moved into our community, he advocated for his sister to move in as she was very ill due to her alcoholism, and he wanted to help care for her as he stated they were inseparable and had a deep connection.

When space came available, she was invited to join our community, which she graciously accepted. Unfortunately, she was not well when she moved in and sadly, she passed away in the hospital within a couple months of moving on site.

Our support staff and management were there every step of the way for both Jack and his sister. Figuratively and some days tangibly, we wrapped our arms around Jack and supported him during and after he lost his best friend, always reminding him that he was cared for, an important part of our community and of the supports available for him, community grief and loss groups, cultural supports etc.

Jack trudged through his grief and delved back into his carving and painting that he was long disconnected from. Today, Jack is actively carving and painting which is allowing him to feel a sense of ownership in his own life; making some extra spending money and has an outlet away from drugs and alcohol which is allowing him to maintain his use in a better way. Jack is in good health, caring for himself and his space daily, eating regularly, showering daily, keeping his POD in excellent condition. Jack has been a pleasure to have in our community.

### **#2 – Bob – A New Way**

Bob was originally living in a trailer that was unfit for human habitation with mold and rats riddled throughout. His addiction was rampant with his daily focus was around obtaining drugs to feed his habit. He was disconnected from family and friends and was often victimized and taken advantage of.

Bob became a Walyaqil resident and really struggled for months with the expectations and guidelines that come with being a program participant. He didn't know how to care for himself, or his personal space let alone picture a life different from how he was living previously.



Every week was a challenge with supporting him to keep his spirits up, his POD clean and free from garbage and broken glass, and getting his clothing and bedding washed as he never learned these life skills. Our Support Workers continued to offer non-judgmental support and guidance and showed Bob how to care for himself and his space in a good way. We encouraged him to take care of himself and offered daily praise for all the little "wins" we witnessed.

Today Bob has successfully maintained his POD for almost 4 weeks straight without any staff prompting. We have directly witnessed the growth and change in him and see how he takes great pride in his POD and the surrounding property. In addition, he also takes better care of his hygiene, eating all 3 meals daily, and is actively involved in our programs and activities when he is able. It's been an honor to support Bob and watch him grow and feel better about himself and his life.

We look forward to your response. Feel free to reach out if you have any questions or need any further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Cyndi Stevens", with a long horizontal flourish extending to the right.

Cyndi Stevens  
Executive Director  
Port Alberni Friendship Center  
Work: (250) 723-8281  
[Redacted]



## TEMPORARY USE PERMIT

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**Temporary Use Permit No: 22-01**

**Registered Land Owner:** The City of Port Alberni

**Operator:** Port Alberni Friendship Centre

**LOCATION and LEGAL DESCRIPTION OF SITE:**

**3665 4th Avenue:** Lot 23, Block 46, District Lot 1, Alberni District, Plan VIP197B (PID: 009-243-372) and;

**3675 4th Avenue:** Lot 24, Block 46, District Lot 1, Alberni District, Plan VIP197B (PID: 009-243-399) and;

**3689 4th Avenue:** Lot A, District Lot 1, Alberni District, Plan VIPVIP24376 (PID: 003-029-808)

**Proposal:** Temporary Use Permit for a low barrier shelter to permit up to 30 units of temporary transitional housing in "Tiny Shelters", two sanitary stations, one office, bicycle parking, two outdoor gathering areas with a cover and furnishings, garbage area, fencing and soft landscaping.

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**Conditions of Permit:**

1. This Permit is issued subject to compliance with all relevant City of Port Alberni Bylaws, except as specifically varied or supplemented by this Permit.
2. This Permit applies to the lands described above, and any buildings, structures, and other developments thereon (hereinafter called 'the Lands').
3. The Lands and building which are subject to this Permit shall be developed in accordance with the terms and conditions of this Permit and in accordance with the following schedules:

**Schedule A– Legal Plan**

**Schedule B- Temporary Shelter Development**

4. The following specific conditions must be met:
  - a. No visitors outside of support, or related services shall be permitted on site.
  - b. Adequate lighting shall be provided in all areas where people will be on site and shall be shielded and reflected away from adjacent uses.
  - c. Adequate management, support staff, and security must be present during the hours of operation of the facility as outlined in the operating agreement between the Operator, Port Alberni Friendship Centre, and BC Housing Management Commission.
  - d. A good neighbor agreement or alternative will be in place approved by the City of Port Alberni.
  - e. All "Tiny Shelters", office, sanitary stations, and other structures must be compliant with life safety recommendations made by third party professionals, the City and other government agencies to operate and occupy the development for a temporary low barrier shelter as described above.
5. This permit authorizes the temporary use, beginning on October 1, 2024, and expiring on October 1, 2027, at which time the rights granted under this permit will cease.
6. This permit is not a building permit.

September 19, 2024

7. Any damage to City of Port Alberni property fronting the subject property will be borne by the Port Alberni Friendship Centre to repair.
8. City Council has the right to terminate this permit with any breach of the above-mentioned conditions.
9. This Temporary Use Permit is granted to the Port Alberni Friendship Centre for the temporary use and operation of the temporary low barrier shelter and support services. No other agent will be permitted to operate the shelter, unless approved by City Council.

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Authorized by

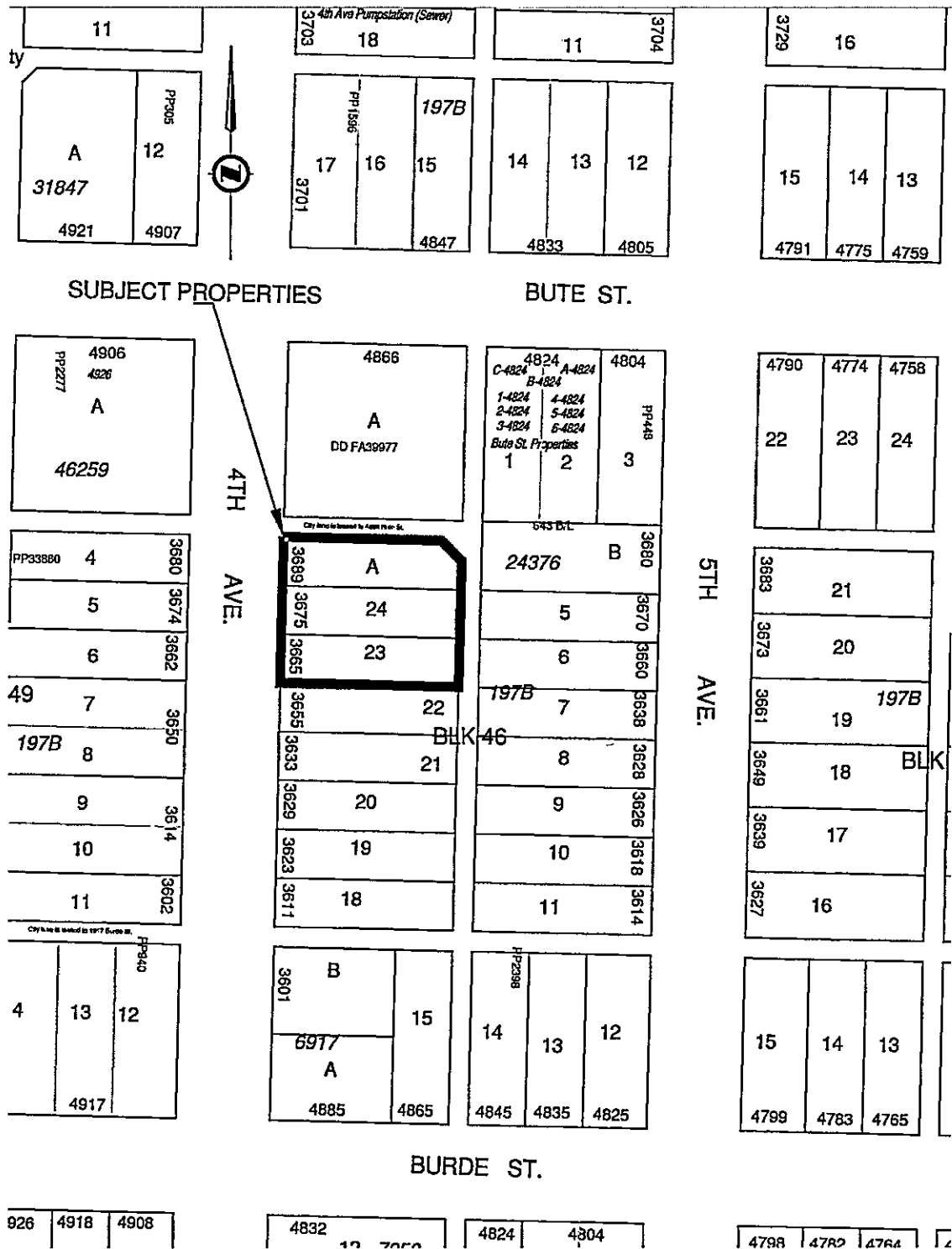
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Corporate Officer

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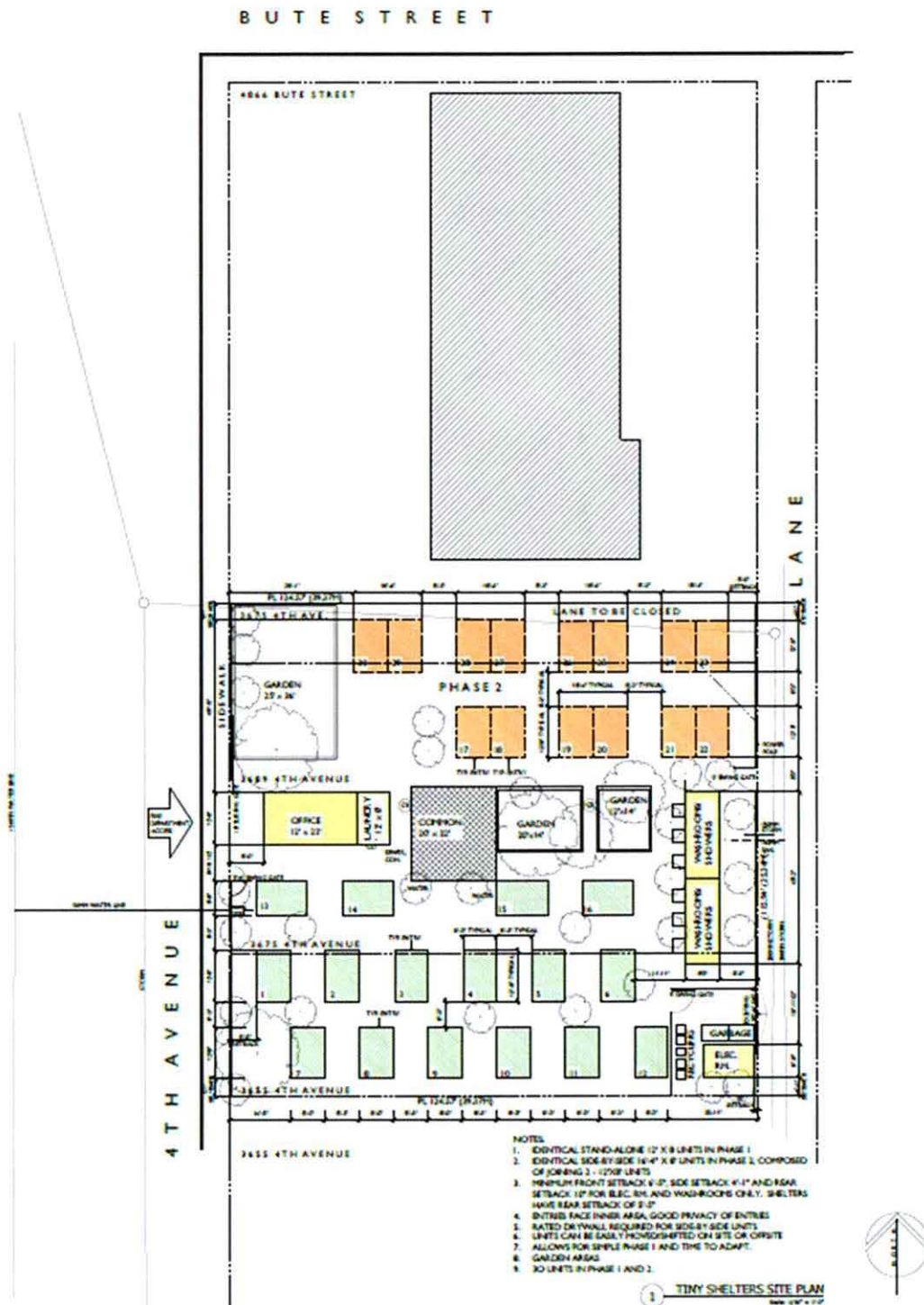
Sharie Minions, Mayor

Schedule A – The Lands





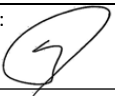
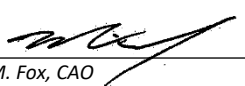
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Schedule B –  
 Proposed Development



**Date:** September 16, 2023  
**File No:** 4320-50

**To:** Mayor and Council  
**From:** M. Fox, CAO  
**Subject:** **Council Resolution – MFR New Outdoor Patio Application for Alberni Brewing Company**  
 4630 Adelaide Street, Port Alberni  
**Applicant:** H. Welsh dba Alberni Brewing Company

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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## RECOMMENDATION

*THAT Council opt out of providing comment on Alberni Brewing Company's application to the LCRB to add a New Outdoor Patio to their Manufacturing License at 4630 Adelaide Street.*

## PURPOSE

To consider opting-out of providing comment on Alberni Brewing Company's application to the Liquor and Cannabis Regulation Branch (LCRB) to add a new outdoor patio to their establishment.

## BACKGROUND

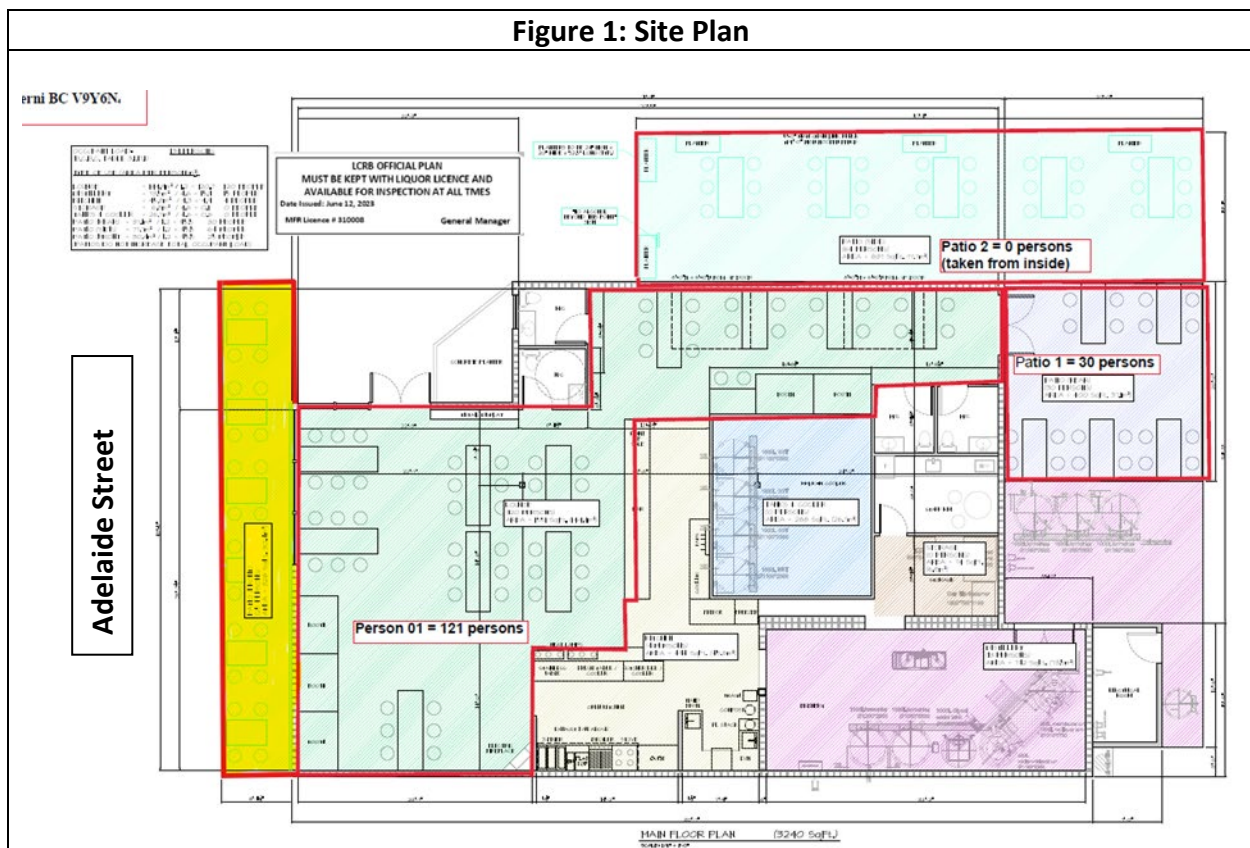
In response to the COVID-19 pandemic, the LCRB implemented Temporary Expanded Service Area (TESA) authorizations. A TESA authorization allowed establishments to expand their liquor service to include temporary outdoor patios to accommodate physical distancing requirements. TESA authorizations expire on December 31, 2024.

During the pandemic, the Alberni Brewing Company opened a 25-person TESA patio on a portion of the City sidewalk along Adelaide Street. They are now applying to the LCRB to permanently license the patio. The application has been referred to the City. Alberni Brewing has had a License of Occupation (LOO) with the City for the use of the sidewalk since the TESA was first issued in 2021. The City is in the final stages of entering in to another LOO for a five year term to allow this use to continue subject to approval from the LCRB.

Although the LCRB regulates liquor service, certain applications are referred to local governments for comment. A local government may “opt out” of this process through a resolution of Council, or provide comment after collecting public input. When a local government opts out of providing comment, the LCRB undertakes public consultation and review.

### Application Details

The Alberni Brewing Company is applying to permanently license a 25-person outdoor patio located on the building’s eastern side along Adelaide Street (highlighted yellow in Figure 1). The patio does not increase the establishment’s occupancy load. The hours of liquor service would not change.



### **ANALYSIS**

When providing comment on an LCRB application, a local government must consider community input, general impact to the surrounding neighbourhood, and the potential impact of noise. Because the patio has already been operational since 2021, staff do not anticipate that permanently licensing it will result in a significant increase in noise above current levels, or additional impacts to the surrounding neighbourhood. Additionally, public notice for the lease of the City sidewalk was published in the Alberni Valley News in advance of the TESA being

issued in 2021 and prior to extension in 2023. This notice included a description of the intended use of the space as a patio.

If Council opts out, the LCRB can immediately begin processing the application, and will conduct their own public consultation. Staff will not be required to coordinate public notice, and will not be required to bring a report to Council for consideration of support. Given limited staff resources and the minor nature of the application, staff recommend that Council opt out of providing comment.

### **ALTERNATIVES/OPTIONS**

1. *THAT Council opt out of providing comment on Alberni Brewing Company's application to the LCRB to add a New Outdoor Patio to their Manufacturing License at 4630 Adelaide Street.*
2. *THAT Council opt in to providing comment on Alberni Brewing Company's application to the LCRB to add a New Outdoor Patio to their Manufacturing License at 4630 Adelaide Street, and direct staff to proceed with public consultation.*

### **SUMMARY**

The Alberni Brewing Company has applied to the LCRB to add a new outdoor patio to their brewery, located on the City sidewalk along Adelaide Street. Staff do not anticipate the change will have significant impacts on the surrounding neighbourhood, and recommend that Council opt out of providing comment.

### **ATTACHMENTS/REFERENCE MATERIALS**

1. Subject Property Site Map

C: S. Darling, Director of Corporate Services  
R. Gaudreault, Building and Plumbing Official  
D. Fines, Chief Fire Prevention Officer



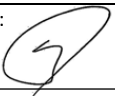
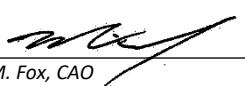
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SUBJECT PROPERTY SITE MAP



**Date:** September 16, 2023  
**File No:** 4320-50

**To:** Mayor and Council  
**From:** M. Fox, CAO  
**Subject:** **Council Resolution – Liquor License Change to Hours of Liquor Service (outside Service Hours) Application for The Capitol Theatre**  
 4904 Argyle Street, Port Alberni  
**Applicant:** The Capitol Theatre (Portal Players Dramatic Society)

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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## RECOMMENDATION

*THAT Council opt out of providing comment on the Capitol Theatre's application to the LCRB for a Change to Hours of Liquor Service (outside Service Hours) at 4904 Argyle Street.*

## PURPOSE

To consider opting-out of providing comment on the Capitol Theatre's application to the Liquor and Cannabis Regulation Branch (LCRB) for a permanent change to the establishment's hours of liquor service.

## BACKGROUND

The Capitol Theatre has applied to the LCRB to expand their liquor service hours to include matinee shows. The application has been referred to the City. Although the Province has the authority to regulate liquor service, the LCRB refers certain applications to local governments for the opportunity to collect public input and provide comment. When applications are referred, local governments have the option to provide comment after engaging the public, or they can choose to "opt out" through a resolution of Council. When a local government opts out of providing comment, the LCRB undertakes public consultation and review.

### Application Details

The Capitol Theatre's current license allows them to serve between the hours of 6:30 p.m. and 12:00 a.m., one hour before and after a live event. They have applied to change these hours to allow liquor service from 12:00 p.m. and 12:00 a.m., which would allow them to serve during

matinee shows. Liquor service would continue to be limited to one hour before and after live events.

### **ANALYSIS**

When providing comment on an LCRB application, a local government must consider community input, general impact to the surrounding neighbourhood, and the potential impact of noise. Staff do not anticipate that enabling liquor service for matinee shows at the Capitol Theatre will result in a significant increase of noise, or additional impacts to the surrounding neighbourhood as the property is located in a busy commercial neighbourhood, approximately 70 metres from the nearest residentially-zoned property (north side of Argyle Street). Additionally, the application would not extend liquor service beyond hours regulated by the City's Noise Control Bylaw.

If Council opts out, the LCRB can immediately begin processing the application, and will conduct their own public consultation. Staff will not be required to coordinate public notice, and will not be required to bring a report to Council for consideration of support. Given limited staff resources and the minor nature of the application, staff recommend that Council opt out of providing comment.

### **ALTERNATIVES/OPTIONS**

1. *THAT Council opt out of providing comment on the Capitol Theatre's application to the LCRB for a Change to Hours of Liquor Service (outside Service Hours) at 4904 Argyle Street.*
2. *THAT Council opt in to providing comment on the Capitol Theatre's application to the LCRB for a Change to Hours of Liquor Service (outside Service Hours) at 4904 Argyle Street, and direct staff to proceed with public consultation.*

### **SUMMARY**

The Capitol Theatre has applied to the LCRB to change their hours of liquor service to include matinee shows. Staff do not anticipate the change will have significant impacts on the surrounding neighbourhood, and recommend that Council opt out of providing comment.

### **ATTACHMENTS/REFERENCE MATERIALS**

1. Subject Property Site Map

C: S. Darling, Director of Corporate Services  
R. Gaudreault, Building and Plumbing Official  
D. Fines, Chief Fire Prevention Officer

J:\Engineering\Planning\Development Applications\Liquor Licencing\Applications\2024\Capitol Theatre\_4904 Argyle Steet\Hours Extension\Council

# SUBJECT PROPERTY SITE MAP

