
AGENDA - REGULAR MEETING OF COUNCIL
Tuesday, November 12, 2024 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

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 or contact Corporate Services at 250.723.2146 or by email corp_serv@portalberni.ca

Watch the meeting live at www.portalberni.ca

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

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 6

1. Minutes of the Special meeting and Regular Council meeting on October 28, 2024 be adopted, as presented.

C. DELEGATIONS

1. **Introduction | Manager of Communications**
Director of Corporate Services to introduce the City's Manager of Communications, Alicia Puusepp.
2. **Alberni-Clayoquot Regional District | Solid Waste Management Plan - Page 13**
J. Frank, Solid Waste Project Coordinator in attendance to provide an update on the Solid Waste Management Plan process.

D. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **Five Year Financial Plan Q&A Summary - Page 14**
Summary of questions and responses as it relates to the 2025-2029 Financial Planning process.

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. **“Animal Control and Pound Bylaw No. 5117, 2024” - Page 16**
THAT “Animal Control and Pound Bylaw No. 5117, 2024” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5117.
2. **OCP and Zoning Bylaw Amendments | 3830 5th Avenue - Page 17**
Report dated October 24, 2024 from the Manager of Planning requesting Council consideration of third reading of the proposed bylaws.
 - a) *THAT “Official Community Plan Amendment (3830 5th Avenue) Bylaw No. 5094 be read a third time.*
 - b) *THAT “Zoning Bylaw Amendment (3830 5th Avenue) Bylaw No. 5113” be read a third time.*
 - c) *THAT prior to Council considering final adoption of Bylaw No.’s 5094 and 5113, a “no-build” restrictive covenant be registered on title at 3830 5th Avenue in the favour of the City of Port Alberni, until an additional parking lot is constructed at 4841 Redford Street.*
3. **Zoning Bylaw Amendment | 4691 Gertrude Street - Page 45**
Report dated November 4, 2024 from the Development Services Planner requesting Council consideration of third reading and adoption of the proposed bylaw.
 - a) *THAT “Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112” be read a third time.*
 - b) *THAT “Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5112.*

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. **Alberni-Clayoquot Regional District | UBCM Community to Community Grant - Page 56**

Email dated October 25, 2024 from the Alberni-Clayoquot Regional District requesting Council provide a letter of support for the ACRD's grant application.

THAT Council for the City of Port Alberni provide a letter in support of the Alberni-Clayoquot Regional District grant application for the UBCM Community to Community grant funding program for the purpose of engaging with local governments, including First Nations in the region to develop policies, procedures, and programs that would foster equitable employment in local government

2. **Alberni-Clayoquot Regional District | FireSmart Grant 2025 – 2027 - Page 58**

Letter dated November 1, 2024 from the Alberni-Clayoquot Regional District requesting Council provide approval for a regional grant application.

THAT Council for the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply to the Union of BC Municipalities – Community Resiliency Investment program under the FireSmart Community Funding & Supports initiative and therefore, authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.

3. **Alberni Clayoquot Métis | Louis Riel Day - Page 60**

Email dated October 31, 2024 from J. Graham, elected leader of the Alberni Clayoquot Métis, requesting that the Métis flag be flown at City Hall.

THAT Council authorize the Alberni Clayoquot Métis request that City Hall fly the Métis flag on November 16th in recognition of Louis Riel Day through to November 18th.

4. **2025 AGM and Convention | Association of Vancouver Island and Coastal Communities Resolution Notice and Submission Process - Page 61**

Correspondence from AVICC providing information for the 2025 AGM and Convention resolution notice submission process and call for nominations to the Executive Committee.

Council direction requested.

H. PROCLAMATIONS

1. Ministry of Children and Family Development - Page 77

Email dated October 30, 2024 requesting that the month of November 2024 be proclaimed as 'Adoption and Permanency Awareness Month' in Port Alberni.

THAT Council on behalf of the Ministry of Children and Family Development proclaim the month of November 2024 as 'Adoption and Permanency Awareness Month' in Port Alberni.

I. CORRESPONDENCE FOR INFORMATION

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

1. Correspondence Summary - Page 78

- a. Alberni-Clayoquot Regional District | Keeping you Connected October 2024
- b. Alberni-Clayoquot Regional District | Franklin River Road Fire Protection Service Area
- c. Huu-ay-aht First Nations | Sarita River Fatal Accident
- d. Various Ministry Letters | Follow up to the 2024 UBCM Convention Meetings
- e. Innovation, Science and Economic Development Canada | Prime Minister's Awards for Teaching Excellence
- f. BC Hydro | Community ReGreening Program

J. REPORT FROM IN-CAMERA

K. COUNCIL REPORTS

1. Council and Regional District Reports - Page 88

THAT the Council reports outlining recent meetings and events related to the City's business, be received.

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. The Next Level | Liquor Primary License – B-4963 Angus Street - Page 90

Report dated October 30, 2024 from the Manager of Planning requesting Council consideration of The Next Level Liquor Primary License application.

- a) *THAT Council support the Liquor Primary License application for The Next Level operating at B-4963 Angus Street and endorse the comments in the report from staff dated November 5, 2024.*
- b) *THAT Council require the owner of The Next Level operating at B-4963 Angus Street to enter into a Good Neighbour Agreement with the City of Port Alberni prior to renewal of a business license.*

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2. **OCP and Zoning Bylaw Amendment | 15th Avenue and Montrose Street** - Page 108
Report dated October 29, 2024 from the Manager of Planning regarding an application for 15th Avenue and Montrose Street.

THAT Council direct staff to introduce the proposed OCP and Zoning amendment bylaws following adoption of the 2042 Official Community Plan for a portion of the City-owned property described as Lot 1 (DD F39405) of District Lot 113, Alberni District, Plan 1044, Except Part in Plan VIP55450.

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, October 28, 2024 @ 12:00 p.m.
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT:

Council: Mayor S. Minions
Councillor D. Dame
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola

Regrets: Councillor C. Solda

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
A. McGifford, Director of Finance
S. Darling, Director of Corporate Services

Call to order: @ 12:00 p.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)(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 adjourned at 5:45 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, October 28, 2024 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

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

Regrets: Councillor C. Solda

Staff: M. Fox, Chief Administrative Officer
S. Darling, Director of Corporate Services
W. Thorpe, Director of Parks, Recreation & Culture
K. Orchiston, Manager of Asset Management Initiatives
P. Deakin, Economic Development Manager
J. Pelech, Information Services Manager

Gallery: 25

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.7 | BCNPHA Conference and K.1 | Council Reports. The agenda was then adopted, as amended.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Special meeting and Regular Council meeting of October 15, 2024 be adopted, as presented.

CARRIED

C. DELEGATIONS

1. Officer in Charge | R.C.M.P

Inspector K. Bruce provided introductions as the new Officer in Charge for the City of Port Alberni R.C.M.P. Detachment.

D. UNFINISHED BUSINESS

E. STAFF REPORTS

F. BYLAWS

1. Parks, Recreation and Culture Fees and Charges Bylaw

MOVED AND SECONDED, THAT Council direct staff to engage in a discussion with the Alberni Clayoquot Regional District regarding equitable regional contributions for recreation services.

CARRIED | Res. No. 24-326

MOVED AND SECONDED, THAT Council refer the following motions to a Committee of the Whole for further discussion:

- *THAT Council for the City of Port Alberni direct that the proposed “Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024” be amended to include a separate rate structure for the Echo Sunshine Club to meet the rate increases [plus CPI] via a scaled approach over a 4-year term.*
- *THAT Council for the City of Port Alberni direct that the proposed “Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024” be amended from a 5 percent annual fee increase to reflect an annual increase based on the prior years Consumer Price Index [CPI] rate.*
- *THAT Council for the City of Port Alberni direct that the proposed “Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024” reflect the following in relation to youth practices, games and tournaments:*
 - *Sports field rates of zero dollars;*
 - *Echo Parks Fieldhouse rental rates amended from \$198/day to \$100/day;*
 - *Concession rental rates amended from \$250/day to \$100/day when rented and operated by a youth sports society.*
- *THAT Council introduce and complete three readings of “Parks, Recreation and Culture Facilities Fees and Charges Bylaw No. 5106, 2024”, effective September 1, 2025, with the recommended changes.*
- *THAT Council for the City of Port Alberni provide staff direction regarding developing a policy on waiving rental fees for any particular participant demographic or event type.*

CARRIED | Res. No. 24-327

2. Municipal Revitalization Tax Exemption Bylaw

MOVED AND SECONDED, THAT Council for the City of Port Alberni repeal “City of Port Alberni Revitalization Tax Exemption Program, Bylaw No. 4824”.

CARRIED | Res. No. 24-328

MOVED AND SECONDED, THAT Council for the City of Port Alberni repeal “City of Port Alberni Commercial Revitalization Tax Exemption Program, Bylaw No. 4898”.

CARRIED | Res. No. 24-329

3. **2024 Permissive Tax Exemptions**

MOVED AND SECONDED, THAT "Permissive Tax Exemption Bylaw No. 5115, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5115.

CARRIED | Res. No. 24-330

MOVED AND SECONDED, THAT "Permissive Tax Exemption Bylaw, Amendment No. 1, Bylaw No. 5090-1, 2024" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5090-1.

CARRIED | Res. No. 24-331

4. **Animal Control and Pound Bylaw No. 5117, 2024 | Amendment**

MOVED AND SECONDED, THAT "Animal Control and Pound Bylaw No. 5117, 2024" be now introduced and read a first time.

CARRIED | Res. No. 24-332

MOVED AND SECONDED, THAT "Animal Control and Pound Bylaw No. 5117, 2024" be read a second time.

CARRIED | Res. No. 24-333

MOVED AND SECONDED, THAT "Animal Control and Pound Bylaw No. 5117, 2024" be read a third time.

CARRIED | Res. No. 24-334

G. CORRESPONDENCE FOR ACTION

1. **Vancouver Island Regional Library**

MOVED AND SECONDED, THAT pursuant to the Library Act, Council appoints Councillor Patola as the City of Port Alberni's representative to serve on the Vancouver Island Regional Library Board of Trustees for a term ending December 31, 2025.

CARRIED | Res. No. 24-335

MOVED AND SECONDED, THAT pursuant to the Library Act, Council appoints Councillor Haggard as the City of Port Alberni's alternate representative to serve on the Vancouver Island Regional Library Board of Trustees for a term ending December 31, 2025.

CARRIED | Res. No. 24-336

2. **Stolen Child BC Productions Inc.**

MOVED AND SECONDED, THAT Council authorize an exemption to the 'Noise Control Bylaw 2009, No. 4718" to permit the filming of 'The Stolen Child' on Golden Street on October 28, November 1, 4, 8, 12 and 14, 2024 until 10:30 pm.

CARRIED | Res. No. 24-337

3. **Alberni Valley Food Security Society**

MOVED AND SECONDED, THAT Council direct staff to prepare a letter of support to the Alberni Valley Food Security Society to accompany their grant application to the federal government "Local Food Infrastructure Fund" in order to purchase an AgriKit to be situated on City-owned lands known as the 'Community Garden' presently leased by the Society, subject to the City not incurring any associated financial costs and that the initiative meets zoning regulations.

CARRIED | Res. No. 24-338

H. PROCLAMATIONS

1. Christian Heritage Month

MOVED AND SECONDED, THAT Council receive the letter from the Christian Music Festival requesting a proclamation

CARRIED | Res. No. 24-339

I. CORRESPONDENCE FOR INFORMATION

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

- a. Alberni-Clayoquot Regional District | Invites Public Input on Waste Reduction Plan
- b. Alberni-Clayoquot Regional District | Keeping you Connected September 2024
- c. Alberni-Clayoquot Regional District | Sarita River Washout
- d. Various Ministry Letters | Follow up to the 2024 UBCM Convention Meetings
- e. Advisory Planning Commission Meeting Minutes | January 18 & June 20, 2024

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

CARRIED

J. REPORT FROM IN-CAMERA

K. COUNCIL REPORTS

1. Council and Regional District Reports

MOVED AND SECONDED, THAT the Council reports outlining recent meetings and events related to the City's business, be received.

CARRIED

L. NEW BUSINESS

1. Long Shot Events Inc.

MOVED AND SECONDED, THAT Council for the City of Port Alberni direct staff to prepare a letter of support to Long Shot Events Inc. for their proposed Alberni Shores event.

CARRIED | Res. No. 24-340

2. Coastal Restoration Society

MOVED AND SECONDED, THAT Council for the City of Port Alberni direct staff to prepare a letter of support to Coastal Restoration Society for construction of a vessel recycling facility subject to the Society receiving endorsement from the Tseshaht and Hupacasath First Nations.

CARRIED | Res. No. 24-341

3. **City Involvement in Local Events**

MOVED AND SECONDED, THAT Council for the City of Port Alberni direct staff to move the First Night and Polar Bear Swim events to the collaborative event category for 2024 and further, that staff engage with the appropriate organizations to begin planning.

CARRIED | Res. No. 24-342

MOVED AND SECONDED, THAT Council for the City of Port Alberni direct staff to contact each event organizer to outline their corresponding category classification starting in 2025.

CARRIED | Res. No. 24-343

MOVED AND SECONDED, THAT Council direct staff to bring forward recommendations to permit operational approvals of up to five years for local events where staff deem it appropriate and where there is support from the event provider.

CARRIED | Res. No. 24-344

MOVED AND SECONDED, THAT Council for the City of Port Alberni direct staff to prepare a report recommending potential changes to the Community Investment Program Terms of Reference including exploring multi-year approvals and a provision that for-profit or private organizations organizing local fundraising events where proceeds will provide community benefit will have the same access as non-profit organizations to the Community Investment Program.

CARRIED | Res. No. 24-345

4. **Interim Housing Needs Report**

MOVED AND SECONDED, THAT Council for the City of Port Alberni receive the Interim Housing Needs Report in accordance with section 585.31 of the Local Government Act, and ahead of the January 1, 2025 deadline set by the B.C. Ministry of Housing.

CARRIED | Res. No. 24-346

MOVED AND SECONDED, THAT Council for the City of Port Alberni direct staff to develop the 2042 Official Community Plan in consideration of the Interim Housing Needs Report as required by section 473.1(2) of the Local Government Act.

CARRIED | Res. No. 24-347

5. **UBCM Grant | 2024 Asset Management Planning Program**

MOVED AND SECONDED, THAT Council support the application to the UBCM 2024 Asset Management Planning program to enhance the integration of asset management planning with long-term financial planning.

CARRIED | Res. No. 24-348

MOVED AND SECONDED, THAT Council amend "City of Port Alberni 2024 - 2028 Financial Plan Bylaw No. 5097, 2024" by allocating \$15,000 towards the UBCM Asset Management Planning program in 2024 from Other Common Services – 21259.

CARRIED | Res. No. 24-349

6. **Grant Application | Rural Economic Diversification and Infrastructure Program**

MOVED AND SECONDED, THAT Council approve the City as an applicant to the Economic Capacity stream of the Rural Economic Diversification and Infrastructure Program [REDIP].

CARRIED | Res. No. 24-350

MOVED AND SECONDED, THAT Council amend "City of Port Alberni 2024 – 2028 Financial Plan Bylaw No. 5097, 2024" by allocating \$50,000 from Economic Development in 2025 and 2026 to be utilized as matching funds for a grant request of \$100,000 from the Rural Economic Diversification and Infrastructure Program [REDIP].

CARRIED | Res. No. 24-351

7. **BC Housing Central Conference**

MOVED AND SECONDED, THAT Council authorize Councillor Dame to participate in the BC Housing Central Conference taking place November 18 – 20, 2024 in Vancouver, BC.

CARRIED | Res. No. 24-352

M. QUESTION PERIOD

J. VanDusen | Echo Sunshine Club

Requested clarity regarding the proposed Parks, Recreation and Culture Fees and Charges Bylaw as it pertains to the Echo Sunshine Club.

L. Johnson

Inquired regarding the proposed Parks, Recreation and Culture Fees and Charges Bylaw as it relates to the Aquatic Centre and requested an update on Aquatic Centre staffing challenges.

D. Steinhauer

Inquired regarding the potential for re-opening the Aquatic Centre on Sundays.

M. Shelton

Inquired regarding the proposed Parks, Recreation and Culture Fees and Charges Bylaw as it relates to the Aquatic Centre.

B. Randalls

Inquired regarding the reduction in Aquatic Centre operational hours.

J. Leskosek

Inquired regarding the Question Period process, Quay to Quay Pathway maintenance and crosswalk timing at the Tebo Avenue and Johnston Road intersection.

N. Anderson

Commented on the increase in public participation at Council meetings.

N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 4:32 p.m.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



CONTACT INFORMATION: (please print)

Full Name: Jodie Frank

Organization (if applicable): ACRD

Street Address: 3008 5th ave

Phone: 250-735-5555

Mailing Address:

Email: jfrank@acrd.bc.ca

No. of Additional Participants:

[Name/Contact Information] 1 - Jodie Frank - ACRD SW Project Coordinator

MEETING DATE REQUESTED: Nov 12

PURPOSE OF PRESENTATION: (please be specific)

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

The Alberni-Clayoquot Regional District is updating its Solid Waste Management Plan (SWMP), a long-term plan that will outline how waste is reduced and managed in the region over the 10+ years. This presentation outlines the SWMP process, key milestones, draft strategies and next steps - including the current public consultation process underway until Nov 20th 2024.

Requested Action by Council (if applicable): For information

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

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

SIGNATURE(S):

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

Jodie Frank

Oct 28, 2024

Signature:

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: Nov 12/24

Date Approved: Oct 30/24

Applicant Advised: Oct 30/24

Approved: (Deputy Director of Corporate Services)

☒ Council

☒ Mayor

☒ CAO

☐ Finance

☒ Corporate Services

☒ Agenda

☐ Economic Development

☒ Engineering/PW

☐ Parks, Rec. & Heritage

☐ Development Services

☐ Community Safety

☐ Other

File #

RCM NOV 12/24
0560-30

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

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



2025 - 2029 Financial Plan Questions & Responses

The following is an active document reflecting questions and responses in relation to the 2025-2029 Financial Plan. This is a living document and as such, will continue to be updated accordingly throughout the Financial Planning process. Citizens are encouraged to engage throughout the process by submitting comments/questions to council@portalberni.ca.

Date	Q or C	QUESTION/COMMENT	RESPONSE
October 21 CoW			
Question Period	1	Has the San Group or whoever is the property owner of the mill at Stamp and Roger paid the 2024 property taxes?	<i>The City will not release information on specific properties without a request for access to records. This ensures the release of information is in accordance with FOIPPA regulations. Please follow this link to the City website to place a FOI request, https://www.portalberni.ca/access-records-and-information.</i>
	2	What is the current percentage of unpaid 2024 property taxes for each of the major classes; Heavy Industry, Light Industry, Business and Residential?	<i>Total outstanding taxation at time of question was \$2,662,201. 51% Residential, 36% Light Industry, and 13% Commercial. These totals include all outstanding taxation, including prior years, penalties and utilities transferred to taxation. Taxation (including other governments) was \$41,246,621 for 2024.</i>
	3	In addition to the Property Tax comparison of 22 communities presented in the meeting agenda, a. please compare the percentage of 2024 Budgeted Tax Revenue for each of the communities for the 4 property classes as listed above, and b. for each community divide the 2024 Budgeted Residential Tax Revenue by the number of households in the community as provided by BC Assessment.	<i>Moving forward, we can provide the % of taxation coming from Class 4 (Major Industry), this is a helpful information point. As it relates to request "b", that is not an information point that can easily be attained. The comparable are provided annually for each municipality in the province and City administration will use the available information to report our annually. Please find the link to the information below:</i>
		Link to Website re: above question	Municipal Tax Rates and Tax burden - Province of BC
	4	Does the City have a process in place to count the traffic on the Quay to Quay Pathway?	<i>The City is looking into economical methods to quantify pathway usage.</i>
	5	What is the planned use of the cleared and improved gravel road from Dunbar north along Dry Creek to the railway Wye/Catalyst property?	<i>This cleared area is now City property. In the future it will hopefully form part of the trail system or another City use.</i>
	6	Was this cleared route [Dunbar north along Dry Creek to the railway Wye/Catalyst property] costed against the Quay to Quay Pathway?	<i>Yes it was. At the time the City was working with Domtar to lease the piece of land at the end of the cleared area to get the trail route following this pathway. The City ended up getting some good results regarding the Somass environmental that at the last minute allowed the City to go on the Somass Lands using all City owned land and road right of aways.</i>
	7	Does the City have programs, processes and staffing in place to provide security, daily patrols, daily garbage removal and routine maintenance on the Quay to Quay Pathway?	<i>The City does have funds to maintain the pathway, as part of the operational budget in Parks.</i>
	8	The report from Bylaw Services lists the number of files opened by Complaint; a. Are any files opened by the Bylaw Officers? b. Bylaw infractions have resulted in fines of \$79K to date with \$70K uncollected. What are the plans to collect this outstanding amount?	<i>Yes, Bylaw Officers open files. The City is following a collection process for the \$70,000 uncollected.</i>

	9	Will the City take the lead in the Canada Day (and City Anniversary) celebrations rather than participate under the leadership of an outside community organization?	<i>Not currently. In 2024, the City hosted activities alongside other organizations at Harbour Quay. The City doesn't currently have budget in place for this event to be City-led.</i>
	10	Why does the City charge a fee to use a City owned playing field for exercise and not charge a fee to walk for exercise on the City owned Quay to Quay Pathway?	<i>These are two different types of uses and to date, access to sports fields and the pathway have been free of charge. Similar, to a sidewalk, the pathway does not have a fee associated with its use and anyone can use it. The current recommendation Council is considering is charging for use of sports fields, like we do for other recreation facilities.</i>

CITY OF PORT ALBERNI

BYLAW NO. 5117

A BYLAW TO AMEND ANIMAL CONTROL AND POUND BYLAW, NO. 4593

WHEREAS paragraph 8 (3) (k) of the *Community Charter*, SBC 2003, c. 26 provides general authority to regulate, prohibit and impose requirements by bylaw in relation to animals;

WHEREAS Section 48 of the *Community Charter* provides authority for the seizure of animals and related powers;

WHEREAS Section 137 of the *Community Charter* provides that the power to adopt a bylaw includes the power to amend or repeal it;

AND WHEREAS the Council of the City of Port Alberni wishes to amend Bylaw No. 4593 for the purpose of amending Section(s) 5 and 6, Dog Licenses;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CITY OF PORT ALBERNI, IN OPEN MEETING ASSEMBLED, ENACTS AS FOLLOWS:

1. Title

- 1.1 This Bylaw may be known and cited for all purposes as "**Animal Control and Pound Bylaw No. 5117, 2024**".

2. Amendments

- 2.1 "Animal Control and Pound Bylaw, No. 4593" Dog Licences, Section 5 is hereby amended by replacing the following text: "If a dog is required to be licenced pursuant to this Bylaw, the owner of the dog shall apply to the City for a licence on the prescribed form provided by the City and pay the fee set out in Schedule "ONE" to this Bylaw, and upon receipt of the application and payment of the prescribed fee, the City shall issue a numbered dog licence and corresponding licence tag, to be renewed annually".
- 2.2 "Animal Control and Pound Bylaw, No. 4593" Dog Licences, Section 6 is hereby amended by replacing the following text: "One tag shall be provided by the City when the dog is licensed for the first time. A replacement tag shall be provided upon payment of the fee set out in Schedule "ONE", Duplicate or Transfer Licence".

READ A FIRST TIME this 28th day of October, 2024.

READ A SECOND TIME this 28th day of October, 2024.

READ A THIRD TIME this 28th day of October, 2024.

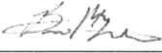


ADOPTED this day of , 2024.

Mayor

Corporate Officer

Date: Oct 24, 2024
File No: 3360-20-3830 5th Avenue
To: Mayor and Council
From: M. Fox, CAO
Subject: **DEVELOPMENT APPLICATION – OCP and Zoning Bylaw Amendments at 3830 5th Avenue, Port Alberni**
LOT 1 DISTRICT LOT 1 ALBERNI DISTRICT PLAN EPP114008 (PID: 031-881-327)

Applicant: David Poiron dba Uchucklesaht Capital Assets, Inc.

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

- THAT "Official Community Plan Amendment (3830 5th Avenue) Bylaw No. 5094" be read a third time.
- THAT "Zoning Bylaw Amendment (3830 5th Avenue) Bylaw No. 5113" be read a third time.
- THAT prior to Council considering final adoption of Bylaw No.'s 5094 and 5113, a "no-build" restrictive covenant be registered on title at 3830 5th Avenue in the favour of the City of Port Alberni, until an additional parking lot is constructed at 4841 Redford Street.

PURPOSE

To consider Official Community Plan Amendment Bylaw No. 5094 and Zoning Amendment Bylaw No. 5113 that would enable a multi-residential development at 3830 5th Avenue. A new Comprehensive Development (CD) zone is proposed for the site.

BACKGROUND

The Uchucklesaht Tribe Government (UTG) and its Capital Assets Corporation are proposing a multi-residential development at 3830 5th Avenue. The project would consist of 112 units of purpose-built rental apartments and townhouses.

Port Alberni Rental Housing Need

The Statistics Canada's 2021 census data contains insight into the need for rental housing in Port Alberni. This information is available through the [Municipal Quality of Life Dashboard](#). According to StatsCan:

- 28.7% of rental households in Port Alberni are in 'Core Housing Need' (out of 2,565 rental households).
- 53.4% of rental households in Port Alberni are in dwellings that are 'Not Acceptable', meaning they are not in adequate condition, not suitable in size, or not affordable (out of 2,630 rental households).

Figure 1 – Subject Property Map



ALTERNATIVES/OPTIONS

1. THAT "Official Community Plan Amendment (3830 5th Avenue) Bylaw No. 5094" be read a third time.

THAT "Zoning Bylaw Amendment (3830 5th Avenue) Bylaw No. 5113" be read a third time.

THAT prior to Council considering final adoption of Bylaw No.'s 5094 and 5113, a "no-build" restrictive covenant be registered on title at 3830 5th Avenue in the favour of the City of Port Alberni, until an additional parking lot is constructed at 4841 Redford Street.

2. Council may direct staff to work with the applicant on changes to the amending bylaws and the proposed development.
3. Council may decline to give third reading which means the application does not proceed.

Staff recommend Option 1.

ANALYSIS

Below is a summary of the proposed amendments to the OCP and Zoning Bylaw:

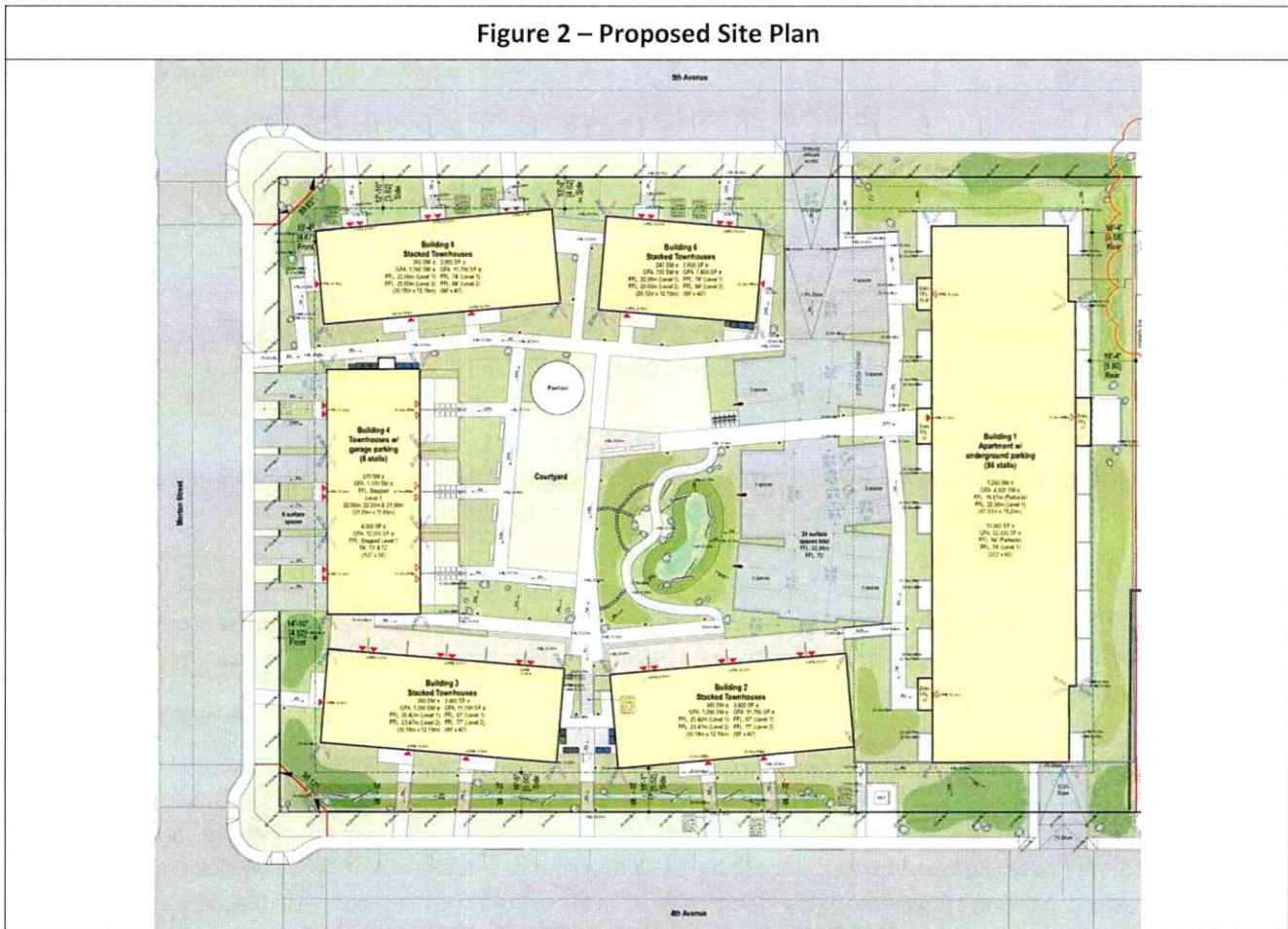
- a) Change the OCP land use designation of 3830 5th Avenue from 'Institutional' to 'Multi-Family Residential'.
- b) Add 3830 5th Avenue to Development Permit Area No. 1 Multiple Family Residential in the OCP.
- c) Add new Comprehensive Development zone for 3830 5th Avenue to the Zoning Bylaw.

- d) Change the classification on 3830 5th Avenue to the new zone on the Zoning Bylaw map.

Proposed Development (3830 5th Avenue)

The 112-unit multi-residential development would include a mix of apartments and townhouses. The proposed site plan includes a total of six (6) buildings: one (1) four-storey apartment building, one (1) side-by-side townhouse building, and four (4) stacked townhouse buildings. Buildings would include a mix of studio, one-bedroom, two-bedroom, and three-bedroom dwelling units.

Figure 2 – Proposed Site Plan



Official Community Plan

The development aligns with community growth and housing policies in the OCP, and proposed CD zone aligns with the *Multi-Family Residential* (MFR) land use designation in the OCP. The location also meets OCP criteria (4.4.3) for the re-designation of land to MFR:

- The property is within 800 m of a commercial node (10th Avenue and Redford Street);
- The property is located one-block from an arterial road (Redford Street); and
- The 20-metre road right-of-way, combined with the proposed building heights and setbacks form an acceptable transition with minimal cast shadows expected to reach nearby dwellings. This is illustrated

in the cross-sections and shadow analysis provided by the applicant's architect (see attached development plans).

While this development would be a change for the immediate neighbourhood, the presence of multi-residential buildings in proximity to single-detached dwellings is not uncommon in Port Alberni in areas both new and old.

<i>OCP Section C, 4.3.4 - Multi-Family Residential, Council Policy</i>	<p><i>When considering re-designation of areas to Multi-Family Residential (MFR), the City shall consider the following criteria:</i></p> <ul style="list-style-type: none"> • <i>Should be within walking distance (approximately 800 metres) of commercial, recreational, public/institutional nodes, or community scale parks;</i> • <i>Should be located on or in proximity to major collectors or arterial roads in order reduce traffic impacts on local roads;</i> • <i>An adequate transition between lower density housing, and compatibility with adjacent land uses must be provided;</i>
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Proposed Building Heights and Surrounding Neighbourhood

All surrounding properties in the adjacent neighbourhood are zoned *R – Primary Residential* in the Zoning Bylaw, which allows a maximum building height of 11 metres. Buildings in the proposed development are designed as follows:

- The townhouses (buildings 2, 3, 4, 5, 6) are designed for heights of 9.6 -10.6 metres.
- The apartment building (building 1) is designed for a height of 14.5 metres, and has been sited with its length along the south property line to reduce impact on surrounding properties.

Zoning Bylaw

The proposed CD zone enables shorter setbacks and a greater building height than the nearest comparable *RM3 High Density Multi-Residential* zone. The proposed scale of development, and CD zone regulations, are appropriate for the location and surrounding neighbourhood context.

Parking & Access

A total of 122 on-site parking spaces would be provided for a ratio of 1.09 parking spaces per dwelling unit. The Zoning Bylaw normally requires 1.25 spaces per multi-residential dwelling unit, however the property is located near a public transit route (Redford Street) and 22 bike parking spaces are also provided. The site plan (attached) also shows 32 street parking spaces along flanking streets. Staff expect that residents of the new development will fully utilize street parking along the frontage of the property.

Traffic Impact Assessment

A Traffic Impact Assessment (TIA) for this application was conducted by a registered traffic engineer. The TIA notes that the site access points are safe and property designed with clear sightlines, including down the slope towards Redford Street on 4th Avenue and 5th Avenue. The report also confirms that the road network has excess capacity for accommodating traffic from the development, and that the combined on-site parking and street spaces provide ample parking.

Nucci and Street Parking for the Proposed Development

The proposed development is designed with the intent that residents will have access to street parking. However, the neighbouring Nucci building, which operates as a community centre, already occupies significant street parking on 4th Avenue for their regular programming and events. In response to parking concerns, the applicant has committed to the following actions:

- Construction of a new parking lot with 15 spaces on the Nucci property.
- Improvements to existing parking at Nucci including re-painting lines.
- Directing staff at Nucci to park on-site.
- Working with the City on signage for 4th and 5th Avenue to discourage use of street parking by staff and patrons of Nucci.

IMPLICATIONS

Proposed Bylaws No. 5094 and 5113 would re-designate the property at 3830 5th Avenue to *Multi-Family Residential* in the OCP and would create a new Comprehensive Development (CD) zone to enable a multi-residential development with 112 purpose-built rental units. This project would help Port Alberni meet its need for adequate and suitable rental housing.

Impact on Street Parking

The proposed development will put pressure on street parking in this neighbourhood, which may require management by the City over the long-term. Success is also dependent upon UTG managing parking at Nucci to reduce impacts on the surrounding neighbourhood. Operational changes at Nucci will help, but cannot be guaranteed by the City over time. However, the City has the power to designate time limited, or resident-only, parking on surrounding streets and follow-up with enforcement if required.

If the development is approved and constructed:

- a) Staff anticipate that new and existing residents of the neighbourhood will have reduced access to street parking when events are held at Nucci. Some occupants of the new development may be required to park on adjacent blocks, and the City may be required to manage street parking.
- b) Visitors and staff at Nucci will have limited access to street parking they currently occupy on 4th Avenue near the field, as this parking will be used by residents of the new development (especially outside of working hours when people typically return home).

Given the need for adequate rental housing in Port Alberni, staff recommend Council give 3rd Reading to the bylaw amendments. Staff also recommend a no-build covenant be registered on title at 3830 5th Ave (the development site), until an additional parking lot is constructed at 4841 Redford Street (Nucci building).

COMMUNICATIONS

A Public Hearing was held at 6:00 P.M. on September 9 2024. Prior to the Public Hearing, staff completed all required statutory notifications including mailing letters to all owners and occupants of properties within 100 metres of the subject property. Notices were also placed in the newspaper as required by sections 465 and 466 of the *Local Government Act* (LGA).

Four (4) written responses were received and twenty-three (23) speakers addressed City Council at the Public Hearing with their concerns and questions on the proposed OCP and Zoning Bylaw amendments. The full Public Hearing report is included as an attachment. Below is a summary of issues raised by speakers:

- Concern that it is not the best use of the land.
- Concern the density is too high and does not fit the neighbourhood.
- Concern over the height of the buildings.
- Concern the development will impact views.
- Concern the development needs more parking.
- Concern over the development using street parking.
- Concern over increased traffic congestion.
- Concern over traffic sight lines and road safety with the hill from Redford Street.
- Concern over losing access to the former field as ‘greenspace’.
- Concern the development will lower property values.

BYLAWS/PLANS/POLICIES

1. Official Community Plan Bylaw No. 4602

Below is a summary of amending Bylaw No. 5094:

- a) Change the OCP land use designation of 3830 5th Avenue from ‘*Institutional*’ to ‘*Multi-Family Residential*’.
- b) Add 3830 5th Avenue to *Development Permit Area No. 1 Multiple Family Residential* in the OCP.

2. Zoning Bylaw No. 5105, 2024:

Below is a summary of amending Bylaw No. 5113:

- a) Add new Comprehensive Development zone for 3830 5th Avenue to the Zoning Bylaw.
- b) Change the classification on 3830 5th Avenue to the new zone on the Zoning Bylaw map.

3. Council’s 2023 – 2027 Corporate Strategic Plan

The proposed development aligns with the following goals:

- 5.1.2: *Encourage the infilling of vacant lots and buildings to enable those sites to contribute to vibrancy*
- 5.2: *Safe and accessible housing options exist for all members of the community*

SUMMARY

The City has received an application for amendments to the OCP and Zoning Bylaw that would enable a multi-residential development at 3830 5th Avenue. The application proposes to change the property to *Multi-Family Residential* in the OCP and rezone it to a new Comprehensive Development zone. The proposed development is higher density than the surrounding neighbourhood, and staff anticipate street parking will be fully utilized by residents, and the users of UTG’s Nucci building. However, the development would create 112 purpose-built market rental units within the community.

Staff recommend that Official Community Plan Amendment Bylaw No. 5094, and Zoning Amendment Bylaw No. 5113 be given third reading and that Council require a no-build covenant be registered on title at 3830 5th Avenue until an additional parking lot is constructed at UTG’s Nucci building.

ATTACHMENTS/REFERENCE MATERIALS

1. *Public Hearing Report – September 9, 2024*
2. *Letter re: Workforce Housing – Uchucklesaht Tribe Government, July 25 2024*
3. *Letter re: Nucii Parking – Uchucklesaht Tribe Government, July 25 2024*
4. *Development Plans - 3830 5th Ave*

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PUBLIC HEARING REPORT
Monday, September 9, 2024 @ 6:00 PM
In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

PRESENT: Mayor S. Minions
Councillor D. Dame
Councillor C. Mealey
Councillor T. Patola (7:04 p.m.)
Councillor C. Solda

Staff: M. Fox, CAO
S. Smith, Director of Development Services | Deputy CAO
D. Leurebourg, Director of Corporate Services
B. McLoughlin, Manager of Planning

Gallery: 46

CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 6:02 pm.

MOVED AND SECONDED, THAT the agenda be approved as circulated.

CARRIED

Chair Minions noted that the Public Hearing is held pursuant to section 465, 466 and 475 of the *Local Government Act*. Chair Minions then invited the Director of Corporate Services to provide a summary of the application.

1. Description of the Application:

The Director of Corporate Services provided a summary of the application as follows:

The applicant has applied to change the land use designation and zoning of the property located at 3830 5th Avenue to enable a multi-residential development with a new Comprehensive Development (CD) zone.

The proposed bylaws are:

- i. "Official Community Plan Amendment (3830 5th Avenue), Bylaw No. 5094".

If amended, this bylaw:

- Changes the land use designation of 3830 5th Avenue from 'Institutional' to 'Multi-Family Residential' in the OCP, and
- Adds the property at 3830 5th Avenue to 'Development Permit Area No. 1 Multiple Family Residential' in the OCP.

ii. "Zoning Amendment (3830 5th Avenue), Bylaw No. 5113".

If amended, this bylaw:

- Adds a new Comprehensive Development zone for 3830 5th Avenue to the Zoning Bylaw, and
- Changes the zoning classification of 3830 5th Avenue to the new Comprehensive Development zone on the Zoning Bylaw map.

2. **Background Information from the Development Services Department:**

The Planner provided background information regarding the proposed amendments by way of summarizing the report of September 6, 2024.

3. **Correspondence:**

- Letter dated March 5, 2024 from D. and E. MacKay
- Letter dated September 4, 2024 from D. and E. MacKay

4. **Late Correspondence Regarding the Matter:**

- Letter dated September 5, 2024 from B. and M. Haynes
- Email dated September 6, 2024 from C. Alemany

5. **Questions/Comments from Council:**

Questions from Council included the following:

- Requested clarification of all parking in the proposal.
86 underground parking, 36 for townhomes and 32 additional street parking spaces
- Comments that the current greenspace on the property is owned by the Uchucklesaht and that it is not a public park.
- Chair Minions clarified that public concerns to date were around general loss of greenspace in the area.

6. **Questions/Comments from Public:**

P. Flynn

Provided comment that the proposed development would negatively impact the quiet neighbourhood, views, parking, and property values. Indicated that lower density development proposal would be supported.

B. Haynes

Supported the comments of Mr. Flynn and does not want such severe density in the area.

G. Hill

Comments provided that they did not want to see such high density development but if it was to proceed, the current design of the development is ugly.

S. Greene

Comments that traffic flow would increase ten-fold with 200 or more people added to the area. Recommended downsizing the development and encouraged the developer to get the neighbours onside with the proposal.

M. Kapchinsky

Provided comment that the development is all about money, parking would be an issue, the development does not belong in the neighbourhood, and the residents will lose the only greenspace they have.

L. Pearson

Provided comments that their family moved from Surrey to get away from high density developments and that a smaller scale would be more appropriate. Commented that there is no guarantee of one family, one vehicle so parking would be a problem.

S. Mayo

Provided comments that they moved for the small family-oriented neighbourhood and would rather see something similar to Maitland, losing the greenspace in the area would be sad.

G. Bayne

Provided comments that they would like to see it remain institutional and that high density development should be built where it already exists.

D. Moore

Commented around concerns for the parking in the area especially with multi-car households, where parking would be pushed onto the street.

P. Woodley

Commented that the development is too dense for the area on the parking alone.

M. Haynes

Shared concerns around the on-street parking, and that new developments of late have not added to the beautification of the City.

C. Hickey

Provided comment that increased density in the area will drop property values and shared her agreement with Mr. Flynn's comments.

E. Zanetti

Commented that the development does not fit with the area and parking will be an issue. Would like to see balance between development and community impacts.

R. Bailey

Shared concerns around increased congestion. Supports multi-family development but the size of the proposed development is an issue. Shared opposition to amending bylaw to comprehensive development.

R. Dickenson

Commented that there is a concerning blindspot at the top of the hill and that the density is too much for the area.

S. Tuscon

Commented that the crest of the hill is bad particularly in winter, that there is already limited parking in the area and that they are concerned about impacts to their views. Shared concerns of the height of the buildings.

K. Olson

Commented that they do not believe it is the best use for the land.

D. Hickey

Supported Mr. Flynn's comments.

C. Scott

Shared concerns with the location of the closest school, that the applicant only addressed one of the concerns expressed by the neighbours at the initial meeting, and that they would support a more reasonable sized development that blends in to the neighbourhood.

P. Randall

Commented that they were opposed to changing to Comprehensive Development (CD-4) Zoning and that the development needs more parking.

J. MacDonald

Commented that there was no alternative proposed with less density.

R. Bailey

Inquired if the public could access the traffic assessment.

(Yes – members of the public can request a copy of the report from Development Services – developmentservices@portalberni.ca)

B. Haynes

Inquired if the developer could make further changes if the bylaws are adopted.

(If adopted the developer cannot go above the stipulated height and cannot change the location of the proposed buildings).

L. Robinson

Commented that the underground parking would be in the tsunami zone.

D. Legend

Inquired if the public could use the greenspace at the development.

(It would be an operational decision that is up to the developer).

7. Closing Remarks from the Chair:

I would like to remind those present that once the Public Hearing has closed, members of Council may not, as a group or as individuals, receive any further oral or written presentations on this matter, including what might be perceived as informal discussions immediately after the termination of this meeting. I ask all parties to comply with this.

Before closing the Public Hearing, Chair Minions called three times for any further speakers on any of the matters contained in the proposed bylaws.

Chair Minions called the first time for any further input from the public.

Chair Minions called for a second time for input from the public.

Chair Minions called for a third time for input from the public.

There being no further speakers, Chair Minions declared the Public Hearing closed.

7. Termination of the Public Hearing:

MOVED and SECONDED, THAT this Public Hearing terminate at 8:00 pm.

CARRIED

Sara Darling
Director of Corporate Services

Uchucklesaht Tribe



Government

July 25, 2024

City of Port Alberni

4850 Argyle St
Port Alberni, BC V9Y 1V8

Attention: Brian McLoughlin

RE: Rezoning & Development Permit for 4841 Redford – Workforce Housing

Dear Brian,

The Uchucklesaht Tribe Government (UTG), and its Capital Assets Corporation, through which the proposed multi-family housing project is being undertaken, is a willing, proactive, long-time community-minded leader, with a proven record of completing economically sustainable projects to serve the needs of Port Alberni and region that we call home. However, we are not a Provincial or Federal Housing agency with the mandate to provide low-cost housing to the community as a whole. Our mandate is to create viable and sustainable economic initiatives that generate revenue to support the housing, health, food security, and education of our citizens, first and foremost. Fortunately, as we have proven with our Thunderbird building, we can, indeed support programs for our citizens, and safe, secure, desirable housing for the community at large.

In our role as a responsible participant in the community we have adjusted our direction for the proposed project from our letter dated January 13, 2023 to provide better Workforce Housing options to residents of Port Alberni that align with their income levels and housing needs.

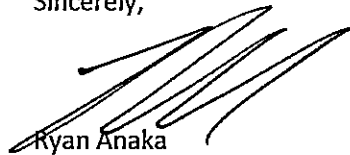
Our primary goals for the project remain unchanged, to provide much needed multi-family market rental housing in Port Alberni and create a long-term revenue generating asset for the Uchucklesaht people. To balance these goals with our desire to take local rents targets for Workforce Housing into account, we are aligning the project to work with BC Builds as a project partner. This partnership with BC Builds will help to offset the current market construction costs of the townhouses and apartments. The BC Builds requirements include energy performance, adaptability and affordability targets that we will be working to try meet.

Suite A, 5251 Argyle Street, Port Alberni, British Columbia, V9Y 1V1
Phone (250) 724 1832 Fax (250) 724 1806 Toll Free 1 888 724 1832

Without a partnership like BC Builds, the provision of Workforce Housing would not be feasible as Uchucklesaht Tribe Government's economic mandate is provide multi-generational, sustainable income for both the Uchucklesaht Tribe and Uchucklesaht Citizens. Any requirement of affordable housing and/or a residential rental tenure, without the benefits of a BC Builds partnership, removes opportunity for financial independence on the project. Further, it places the onus of affordable housing, resultant of past poor housing and growth management practices, on an Indigenous organization that is still struggling to recover from colonial practices of the past.

Uchucklesaht, and its Capital Assets Corporation, do not agree to participate in Affordable Housing Agreements or Residential Rental Tenure clauses with the City of Port Alberni as we believe that doing so will effectively undermine our ability as a Government, to act in the interest of our citizens and, frankly, the community at large. However, we are excited to partner with BC Builds to try and align the project to meet their targets and requirements to provide a diverse rental housing option at rental rates that align with the community of Port Alberni.

Sincerely,



Ryan Anaka
Deputy Chief Administrative Officer / Director of Lands and Resources
Uchucklesaht Tribe Government

cc: Darren Moss (Tectonica Management Inc.)
David Poiron, Architect AIBC (Checkwitch Poiron Architect Inc.)

Uchucklesaht Tribe



Government

July 25, 2024

City of Port Alberni
4850 Argyle St
Port Alberni, BC V9Y 1V8

Attention: Brian McLoughlin

RE: Nucii (4841 Redford) – On-Street Parking

Dear Brian,

In response to the concerns raised by neighbours regarding the current use of street parking by staff and patrons of our existing Nucii Building, located at 4841 Redford Street, the Uchucklesaht Tribe Government (UTG) will be implementing the following changes immediately to improve the situation:

1. All staff will be directed to limit their parking to onsite parking and street parking directly adjacent to the Nucii building;
2. UTG will collaborate with the City of Port Alberni, and cover the costs, to install Resident Only signage on the street parking on the west side of 4th Avenue and east side of 5th Avenue to the north of the Nucii Building Site to further discourage use by staff and patrons of Nucii; and,
3. UTG will regularly patrol the area for the next 6 months to assess compliance.

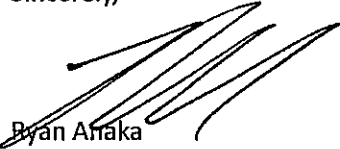
In addition to the immediate steps outlined above, The Uchucklesaht Tribe Government will also begin planning and permitting efforts to complete the following:

- 1) Re-painting of onsite parking stalls to improve organization of onsite parking and,
- 2) Construction of a new parking lot on the northeast corner of the site to accommodate 15 new parking stalls for Nucii staff and patrons before the end of 2025.

Suite A, 5251 Argyle Street, Port Alberni, British Columbia, V9Y 1V1
Phone (250) 724 1832 Fax (250) 724 1806 Toll Free 1 888 724 1832

We value our relationship with our neighbours and hope the above steps help to mitigate the concerns voiced regarding the current use of street parking.

Sincerely,

A handwritten signature in black ink, consisting of several overlapping, slanted strokes that form the name 'Ryan Araka'.

Ryan Araka
Deputy Chief Administrative Officer / Director of Lands and Resources
Uchucklesaht Tribe Government

cc: Darren Moss (Tectonica Management Inc.)
David Poiron, Architect AIBC (Checkwitch Poiron Architect Inc.)



Building 1 - Looking North



Building 1 & 2 - Looking Southwest



Building 3, 4 & 5 - Looking North



Building 1, 2 & 3 - Looking East



Building 4, 5 & 6 - Looking Southwest



Building 3, 4 & 5 - Looking South

Project Team Contacts

Owner UchuckHealth Capital Assets LP 5251 Anglin Street Port Alberni, BC V9Y 1Y1 250.714.1832 phone	Architect Checkwithch Porter Architects Inc. 4485 Commercial Street Nanaimo, BC V9R 5G3 250.714.1863 phone	Landscape Architect Knapik Design Art Ecology 1070 Nelson Street Nanaimo, BC V9B 3Y2 250.714.1863 phone	Structural Buxton Consulting Ltd. 1030 Miller Road Courtenay, BC V9B 3R2 250.685.2298 phone
Project Manager Ryann Proke, Director of Lands & Resources ryannproke@uchuckhealth.ca	Civil M&B & Associates Engineering Inc. 4410 Blenheim Street Port Alberni, BC V9Y 4T7 250.714.3402 phone	Building Codes & Fire Science GRS Consultants Ltd. 400-552 St. Andrew Street Courtenay, BC V9B 3A7 250.685.0470 phone	Electrical Blue Engineering 103-2721 Glenora Road Nanaimo, BC V9T 2H1 250.685.0222 phone
MECH/PE AT ABC t@technica.ca	MECH/PE AT ABC t@technica.ca	MECH/PE AT ABC t@technica.ca	MECH/PE AT ABC t@technica.ca

Drawing List

A01	Revisions, Contacts, Drawing List
A02	Project Zoning, Project Area, Building Footprint Area
A03	Site Plan
A04	Site Plan - Open Space Calculations
A05	Site Plan - Vehicle Collection
A06	Site Plan - Parking
A07	Site Plan - Landscaping
A08	Building 1 - Apartment - Schematic Layout
A09	Building 1 - Apartment - Unit Plans
A10	Building 1 - Apartment - Porch/Deck Layout
A11	Building 1 - Apartment - Level 1
A12	Building 1 - Apartment - Level 2
A13	Building 1 - Apartment - Level 3
A14	Building 1 - Apartment - Roof Plan
A15	Building 1 - Elevations
A16	Building 1 - Sections
A17	Building 1 - 3rd Section
A18	Building 1 - 3rd Section @ Corner
A19	Building 1 - 3rd Section
A20	Building 2 - Schematic Layout
A21	Building 2 - Apartment - Schematic Layout
A22	Building 2 - Unit Plans
A23	Building 2 - 2.5.4 - Level 1 Unit Plans
A24	Building 2 - 2.5.4 - Level 2 Unit Plans
A25	Building 2 - Level 3
A26	Building 2 - Level 3
A27	Building 2 - Level 3
A28	Building 2 - Level 3
A29	Building 2 - Level 3
A30	Building 2 - Level 3
A31	Building 2 - Level 3
A32	Building 2 - Level 3
A33	Building 2 - Level 3
A34	Building 2 - Level 3
A35	Building 2 - Level 3

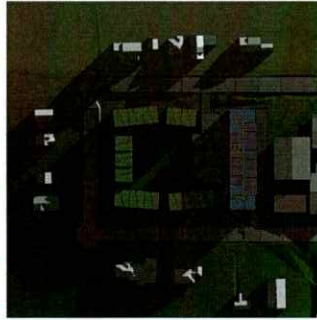
See other discipline drawings for their drawing lists

REVISIONS OF INSTRUCTIONS - FOR REVIEW ONLY

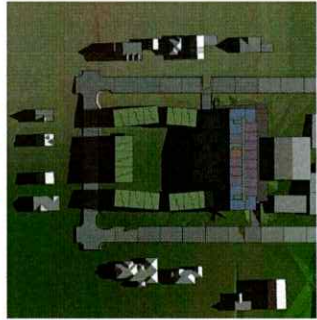
Project Name	Project No.	Revision No.	Revision Date	Revision By	Revision For
UchuckHealth Capital Assets LP	2107	1	2023.08.28	DP	A01

CHECKWITHCH PORTER ARCHITECTS INC.
 4485 Commercial Street, Nanaimo, BC V9R 5G3
 250.714.1863
 503.686.1414

Redford Housing
 4841 Redford Street, Port Alberni



Winter Solstice - 9:00am
A03.5 Scale: 1:1500



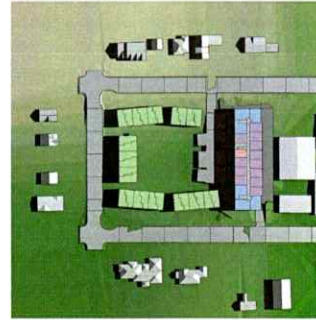
Winter Solstice - 12:00pm
A03.5 Scale: 1:1500



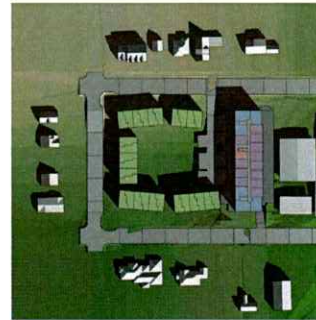
Winter Solstice - 3:00pm
A03.5 Scale: 1:1500



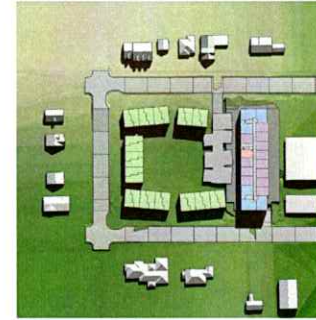
Spring / Autumn Equinox - 9:00am
A03.5 Scale: 1:1500



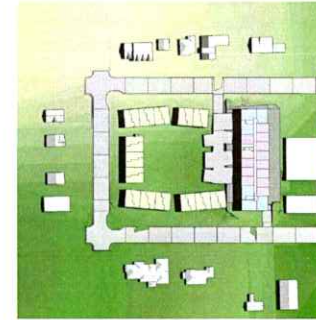
Spring / Autumn Equinox - 12:00pm
A03.5 Scale: 1:1500



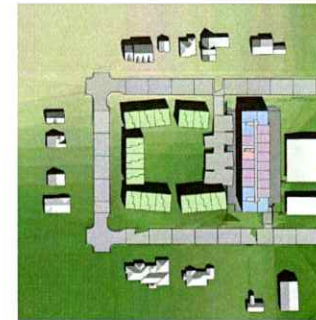
Spring / Autumn Equinox - 3:00pm
A03.5 Scale: 1:1500



Summer Solstice - 9:00am
A03.5 Scale: 1:1500



Summer Solstice - 12:00pm
A03.5 Scale: 1:1500



Summer Solstice - 3:00pm
A03.5 Scale: 1:1500



Checkwith Poisson Architects Inc.
4455 Commercial Street, Suite 100, Port Alberni, BC V4J 1K5
250.724.1500
4814 Redford Street, Port Alberni, BC V4J 1K5
250.724.1500

Redford Housing
4841 Redford Street, Port Alberni



NOT FOR CONSTRUCTION - FOR REVIEW ONLY

Sheet	Drawn By	Reviewed By	Sheet Number
01	dp	dp	A03.5
Project Name	Sheet Name	Scale	Revision
3107	Shadow Studies - Plan View	1:1500	01
Date	Size	Sheet No.	Scale
2024.03.28	A3	18	DP 03

Apartment (Building 1)															
Level	Kitchen	1 Bedroom	2 Bedrooms	3 Bedrooms	Residential	Utility	Storage	Circulation	Bathrooms	Parking	Total	Furniture	Decks		
0	0	0	0	0	0	870	807	555	2,233	25,146	27,971	0	0		
1	-1	0	0	0	10,652	42	0	2,497	13,191	0	13,191	1,872	0		
2	1	12	6	0	11,539	32	0	1,780	13,191	0	13,191	0	2,136		
3	1	12	6	0	11,539	32	0	1,780	13,191	0	13,191	0	2,136		
4	1	12	6	0	11,539	32	0	1,780	13,191	0	13,191	0	2,136		

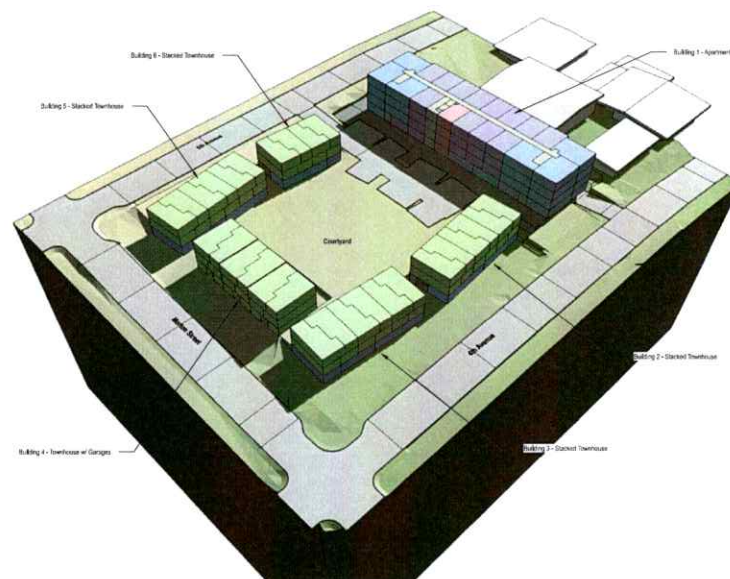
Townhouses (Buildings 24)														
High	Studio	1 Bedroom	2 Bedroom	3 Bedroom	Residential	Utility	Storage	Circulation	Subtotal	Parking	Total	Pavies	Decks	
2	0	2	0	0	2,756	32	1,842	0	11,383	0	15,561	186	1,152	
3	0	2	1	0	12,211	151	1,221	0	11,383	0	15,561	273	1,152	
4	0	0	0	0	11,732	34	0	0	11,736	0	11,736	1,086	558	
5	0	2	1	0	12,210	151	1,221	0	11,383	0	15,561	273	781	
6	0	1	1	1	4	8,763	32	465	0	7,722	0	7,722	181	501
											91,588			

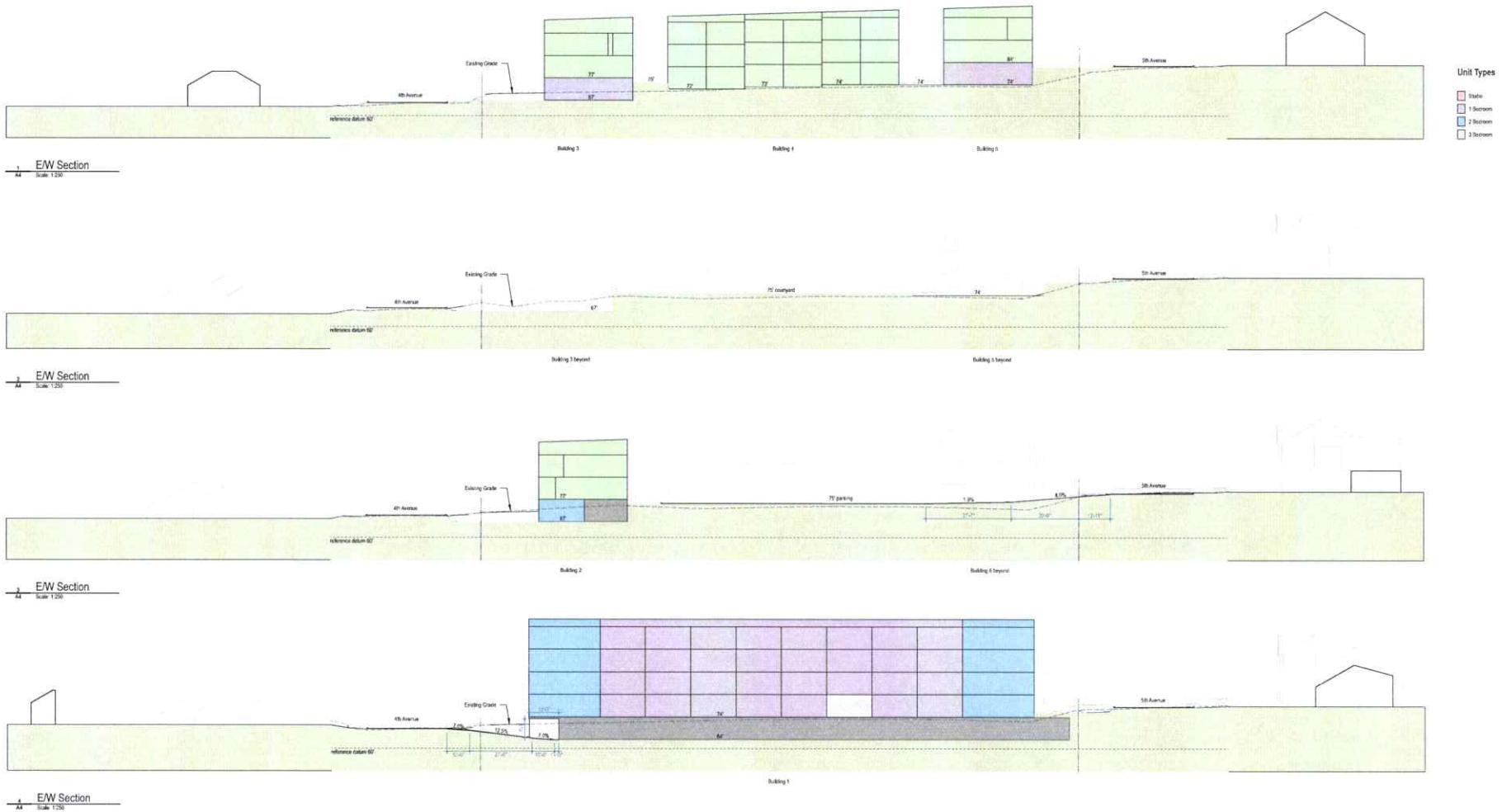
Parking Required			Usable Open Space Required		
	Units	Spaces/Unit		Factor	Required
Apartment	74	86	Studio + 2 Bedroom	194	16,296
Townhouses	38	36	3 Bedroom	485	13,080
Total	112	122	Total		29,376
					33,881

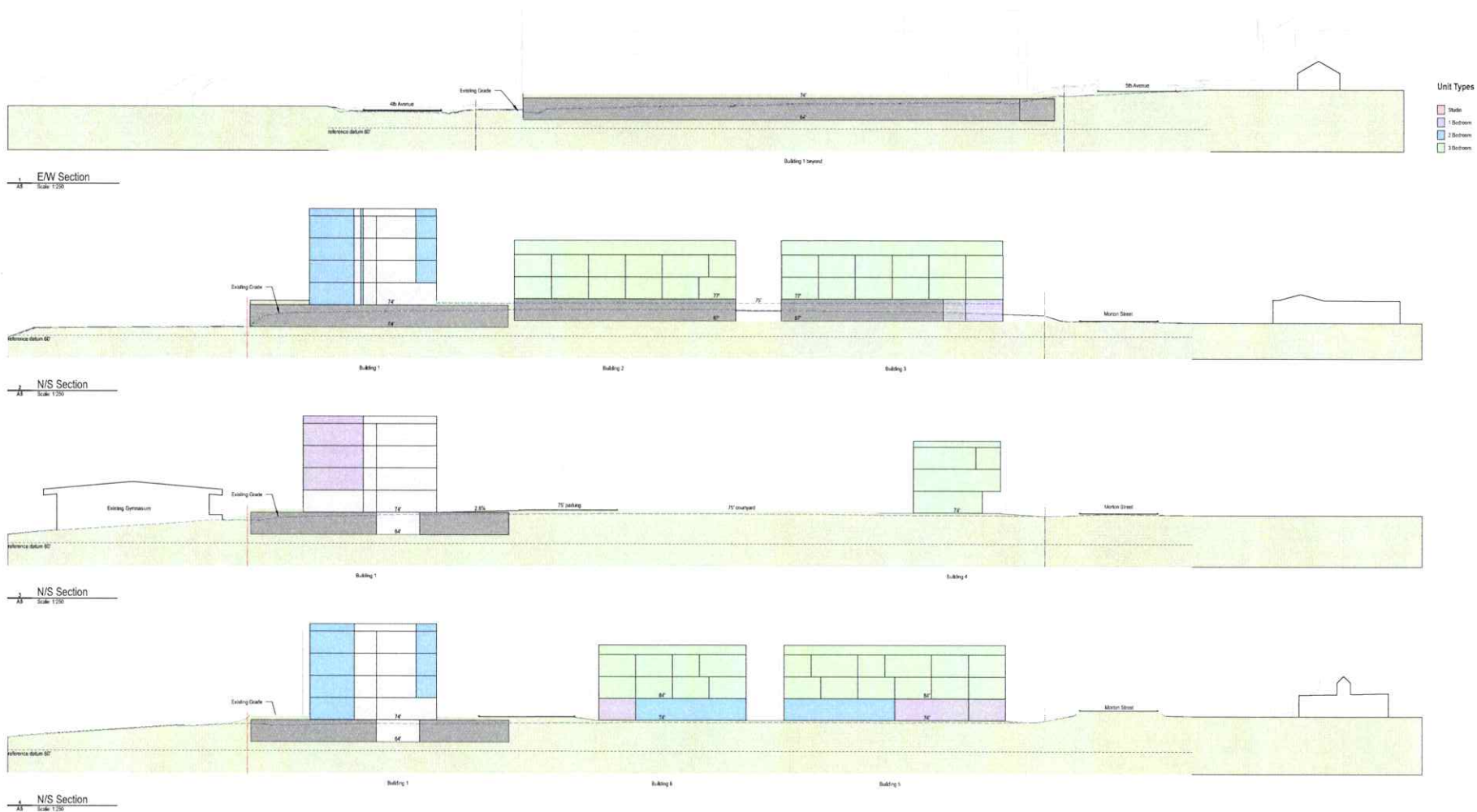
includes off-street parking space

[illegible]

B4 Building Height - Max. Allowable			B5 Building Height - Max. Allowable			B6 Building Height - Max. Allowable		
NE Corner - Finished Grade	7'0"	21.30m	NE Corner - Finished Grade	NAT	22.30m	NE Corner - Finished Grade	NAT	22.30m
SE Corner - Finished Grade	7'0"	22.50m	SE Corner - Finished Grade	8'10"	24.60m	SE Corner - Finished Grade	8'27"	25.19m
SW Corner - Finished Grade	7'0"	21.30m	SW Corner - Finished Grade	NAT	22.30m	SW Corner - Finished Grade	NAT	22.30m
Top	20'11"	63.83m	Top	21'11"	65.60m	Top	21'17"	64.50m
Average Height of Corners			Average Height of Corners			Average Height of Corners		
B4 Building Height	7'9"	23.50m	B5 Building Height	32'1"	97.76m	B6 Building Height	32'0"	97.32m
NE 400 Feet - 10' Above	17'0"	51.82m	NE 400 Feet - 10' Above	27'0"	82.30m	NE 400 Feet - 10' Above	26'0"	79.26m







CITY OF PORT ALBERNI

BYLAW NO. 5094

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

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

1. Title

This Bylaw may be known and cited for all purposes as "**Official Community Plan Amendment (3830 5th Avenue) Bylaw No. 5094**".

2. Official Community Plan Amendments

Respecting the following property legally described as *Lot 1, District Lot 1, Alberni District, Plan EPP114008 (PID: 031-881-327)* and located at **3830 5th Avenue** as shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw, the following amendments apply:

2.1 **Schedule A (Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation on the property from 'Institutional' use to **'Multi-Family Residential'** use.

2.2 **Schedule B (Development Permit Areas Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to include the property in 'Development Permit Area No. 1 (Multiple Family Residential)'.

READ A FIRST TIME this 12th day of August, 2024.

READ A SECOND TIME this 12th day of August, 2024.

A PUBLIC HEARING WAS HELD this 9th day of September, 2024.

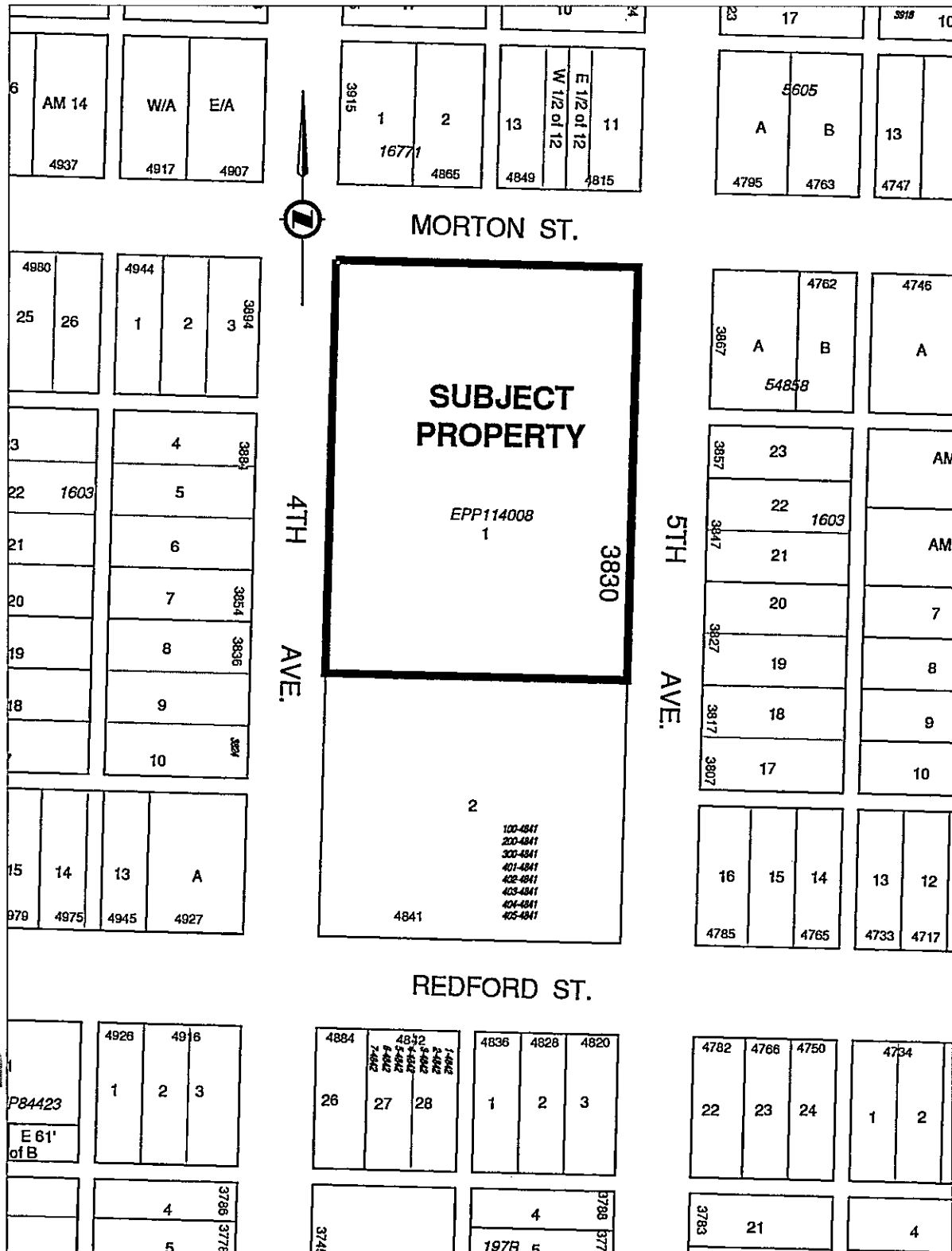
READ A THIRD TIME this day of , 2024.

FINALLY ADOPTED this day of , 2024.

Mayor

Corporate Officer

Schedule "A" to Bylaw 5094



OCP2021-09-3830-5thAve-Uchucklesaht-AmendBylaw5094

CITY OF PORT ALBERNI

BYLAW NO. 5113

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW NO. 5105

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

1. Title

This Bylaw may be known and cited for all purposes as "Zoning Amendment (3830 5th Avenue), Bylaw No. 5113".

2. Zoning Text Amendments:

2.1 Adding the following text to Establishment of Zones Section 5.1:

"CD4 Comprehensive Development – 3830 5th Avenue"

2.2 Zoning Bylaw No. 5105, 2024 is hereby amended by adding the following text under Section 5:

CD4 – COMPREHENSIVE DEVELOPMENT – 3830 5th Avenue

8.4 The purpose of this zone is to provide for in-fill development of multi-residential units.

8.4.1 Permitted uses

Principal Uses

Multi-residential dwellings

Accessory Uses

Home occupation

8.4.2 Site Development Regulations

Minimum Lot Area

8,779 m²

(94,496 ft²)

Maximum Coverage

40%

Minimum Setbacks:

Front yard

4.5 m

(14.76 ft)

Rear yard

5.5 m

(18.04 ft)

Side yard (east)

3.5 m

(11.48 ft)

Side yard (west)

4.5 m

(14.76 ft)

Maximum Floor Area Ratio

1.2

Maximum number of dwelling units

112

8.4.3 Building Height

Maximum Height, Building 1

15 m

(49.21 ft)

Maximum Height, Buildings 2, 3, 4, 5, 6

11 m

(36.1 ft)

8.4.4 Parking

8.4.4.1 Vehicle parking must be provided at the following minimum rates:

Type	Bed(s)	Spaces per Dwelling unit
Multi-family	Studio	0.75
Multi-family	1 bed	0.75
Multi-family	2 bed	1.25
Multi-family	3 bed	1.5

8.4.4.2 Secure bicycle storage will be provided at a rate of 0.19 spaces per dwelling unit.

8.4.4.3 Driveway parking access directly onto Morton Avenue is permitted for multi-residential units described as Building 4, as an exception to section 7.4.13 of this bylaw.

8.4.5 Useable Open Space

A total of 3,130 m² of *Usable Open Space* must be provided.

8.4.6 Landscaping

8.4.6.1 Landscape screening to be provided at west property line between Building 1 and adjacent property.

8.4.6.2 Respecting Buildings 2, 3, 4, 5, and 6 privacy screening must be installed between entrances of dwelling units facing the courtyard.

8.4.7 Signage

All signage must meet the requirements for multi-family zones in Port Alberni Sign Bylaw No. 4843.

8.4.8 Conditions of Use

(a) Groups of multi-residential dwellings are permitted, as an exception to section 6.1 of this bylaw.

(b) Limits to *Home Occupation* listed as section 6.15.6(g) apply to this zone.

3. Zoning Map Amendments

3.1 The property legally described as Lot 1, District Lot 1, Alberni District, Plan EPP114008 PID: 031-881-327, and located at 3830 5th Avenue, as shown outlined in heavy black line on Schedule B attached hereto and forming part of this bylaw, is hereby rezoned from 'P1 Institutional' to 'CD4 Comprehensive Development – 3830 5th Avenue'.

3.2 Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw No. 5074 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME this 12th day of August, 2024.

READ A SECOND TIME this 12th day of August, 2024.

A PUBLIC HEARING WAS HELD this 9th day of September, 2024.

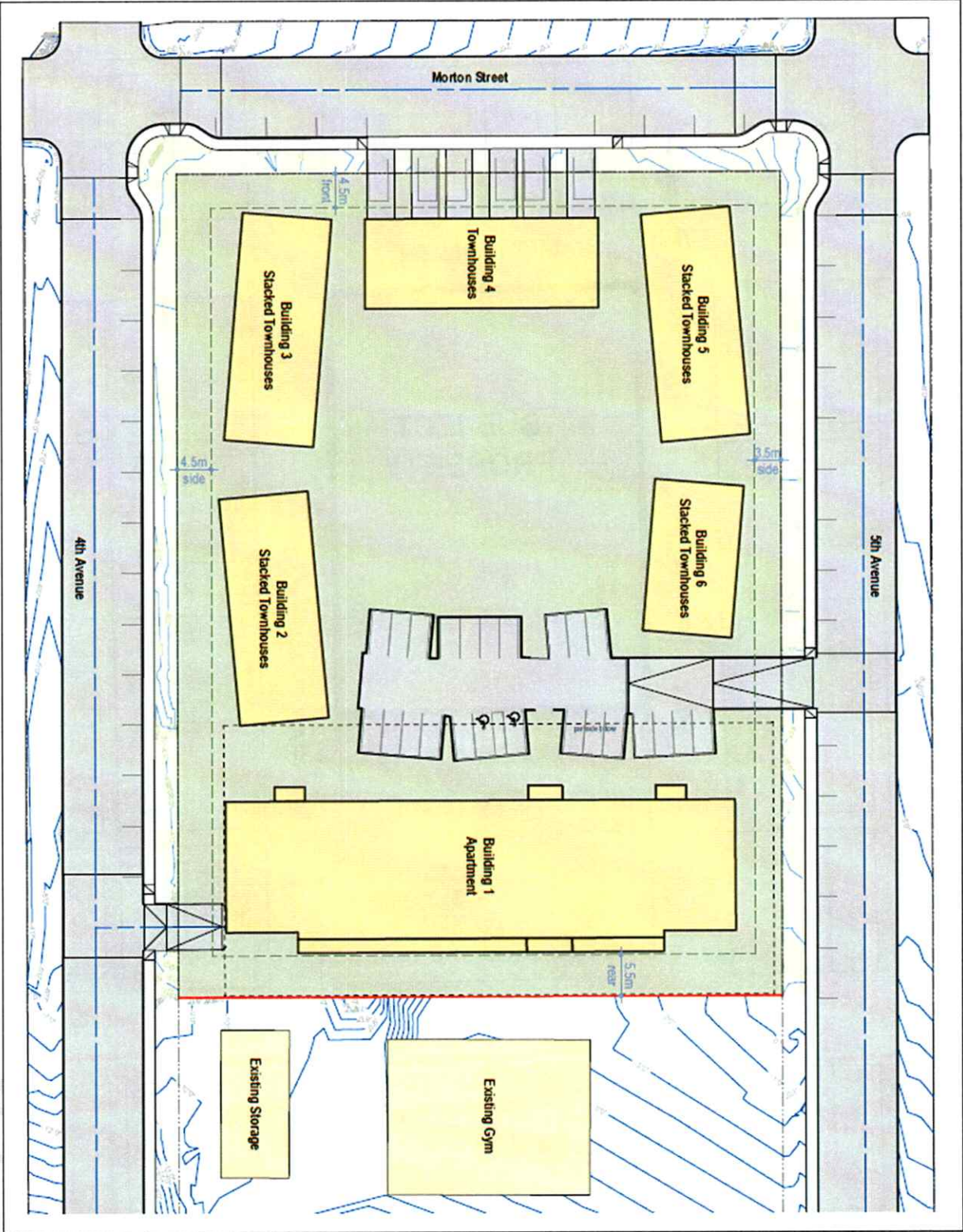
READ A THIRD TIME this day of , 2024.

FINALLY ADOPTED this day of , 2024.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5113
Site Plan



The map displays a grid of city blocks. The central block, bounded by Morton St. to the north, Redford St. to the south, 4th Ave. to the west, and 5th Ave. to the east, is highlighted with a thick black border and labeled "SUBJECT PROPERTY". This block contains two lots: Lot 1 (EPP114008) and Lot 2 (4841). Surrounding blocks are labeled with lot numbers, addresses, and names. A north arrow is located near the top center of the map.

Central Block (Subject Property):

- Lot 1: EPP114008, 1
- Lot 2: 4841

North of Morton St.:

- Block 1: 3915, 1, 2, 16771, 4865
- Block 2: 4849, 13, E 1/2 of 12, W 1/2 of 12, 4815, 11
- Block 3: 5605, A, B, 4795, 4763, 4747, 13

South of Redford St.:

- Block 4: 4884, 26, 4842, 27, 4842, 28
- Block 5: 4836, 4828, 4820, 1, 2, 3
- Block 6: 4782, 4766, 4750, 22, 23, 24

West of 4th Ave.:

- Block 7: 4980, 25, 26, 4944, 1, 2, 3, 3894
- Block 8: 3, 22, 1603, 21, 20, 19, 18, 15, 14, 13, A, 979, 4975, 4945, 4927





East of 5th Ave.:

- Block 9: 4762, A, B, 54858, 4746, A
- Block 10: 3857, 23, 3847, 22, 1603, 21, 20, 3827, 19, 3817, 18, 3807, 17
- Block 11: 16, 15, 14, 4785, 4765, 13, 12, 4733, 4717

Date: November 4, 2024
File No: 3360-20-4691 Gertrude St

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

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

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

RECOMMENDATIONS(S)

- THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be read a third time.
- THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5112.

PURPOSE

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

BACKGROUND

The Beaver Creek Home Center operates a lumber and building materials retail and wholesale business at 4691, 4643, and 4660 Gertrude Street in the Northport commercial area. A single-detached dwelling was recently removed from the property at the corner of Gertrude Street and Burke Road (shaded green in Figure 1) and the 810.4 m² lot was consolidated with the adjacent Beaver Creek Home Center property. 4691 Gertrude Street now has split zoning.

The portion with the proposed amendment (shaded green in Figure 1) is zoned *C5 Transitional Office*, while the remainder of the property is zoned *C7 Core Business*. 'Lumber and Building Materials Retailers and Wholesalers' is not permitted in the C5 zone.

Subject Property and Site Context

The subject property is located at the Gertrude Street and Burke Road intersection, in the transition area between the neighbourhood's commercial and residential properties.

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

Figure 1 – Subject Property Map



ANALYSIS

Staff Notes

- *Lumber and Building Materials Retailers and Wholesalers* is permitted in the C7 zone; however, the use is generally incompatible with the intent of the zone and neighbourhoods with this zoning. Staff anticipate reviewing this use further after the new OCP is adopted.
- Proposed zoning would reduce the buffer area between the neighbourhood's commercial and residential properties typically provided by C5 zoning, however staff do not anticipate significant impacts to nearby properties given the width of Burke Road right-of-way.
- Expansion of operations may impact C5 properties located to the east that are occupied by single-detached houses with residential uses.
- Preliminary plans propose adding 6 on-site parking spaces. The Zoning Bylaw would not require that these spaces be provided if amendments were adopted.
- Expansion of Beaver Creek Home Center operations may contribute to existing traffic safety concerns on Gertrude Street.

ALTERNATIVES/OPTIONS

1. *THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be read a third time.*
THAT "Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5112.
2. *Council may decline to give third reading.*
3. *Council may direct staff to provide additional information.*

IMPLICATIONS

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

COMMUNICATIONS

At the September 9th Regular Council Meeting, Council gave first and second readings to the amending bylaw and advanced it to a Public Hearing on Tuesday October 15th, 2024 at 6:00 P.M.

Public Hearing

Prior to the Public Hearing, staff completed all statutory notification requirements including mailed letters to all owners and occupants of property within 100 metres of the site as specified in *Development Procedures Bylaw No. 5076, 2023*. Notices were also placed in the newspaper as required by sections 465 and 466 of the *Local Government Act (LGA)* and posted to the City's website and bulletin board.

A total of 143 letters were mailed. One letter was received from the property owner in response to Council's September 9th Regular Council Meeting comments on the scale of operations, and mitigating traffic concerns (see attached letter dated September 11th). No other correspondence was received. The applicant attended the Public Hearing but did not speak. No other members of the public attended the hearing.

MOTI

Bylaw No. 5112 received approval from the *Ministry of Transportation and Infrastructure* (MOTI) on September 19th, 2024.

BYLAWS/PLANS/POLICIES

Zoning Bylaw No. 5105

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

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

SUMMARY

Staff recommend that Zoning Amendment Bylaw No. 5112 be finally adopted. The proposed amendment would enable expansion of the Beaver Creek Home Center building and lumber supply business at 4691 Gertrude Street.

ATTACHMENTS/REFERENCE MATERIALS

1. *October 15th, 2024 Public Hearing Minutes*
2. *Beaver Creek Home Center Correspondence – Letter dated September 11th*
3. *"Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112"*

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

PUBLIC HEARING REPORT
Tuesday, October 15, 2024 @ 6:00 PM
In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

PRESENT: Mayor S. Minions
Councillor D. Haggard
Councillor C. Mealey
Councillor C. Solda

Absent: Councillor D. Dame
Councillor T. Patola

Staff: M. Fox, CAO
S. Smith, Director of Development Services | Deputy CAO
S. Darling, Director of Corporate Services
H. Stevenson, Planner I

Gallery: 2

CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 6:00 pm.

MOVED AND SECONDED, THAT the agenda be approved as circulated.

CARRIED

Chair Minions noted that the Public Hearing is held pursuant to sections 465 and 466 of the *Local Government Act*. Chair Minions then invited the Director of Corporate Services to provide a summary of the application.

1. Description of the Application:

The Director of Corporate Services provided a summary of the application as follows:

The applicant has applied to change the zoning of the property located at 4691 Gertrude Street to enable expansion of the Beaver Creek Home Center building and lumber supply business to accommodate parking and loading spaces, and construction of a new storage building.

The proposed bylaw is:

- i. *"Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112".*

If amended, this bylaw:

- Changes the zoning classification of a portion of land at 4691 Gertrude Street from 'C5 Transitional Office' to 'C7 Core Business'.

2. Background Information from the Development Services Department:

The Director of Development Services provided background information regarding the proposed amendment by way of summarizing the report of October 7, 2024.

3. Correspondence:

Letter dated September 11, 2024 from Beaver Creek Home Center Ltd.

B. Ford [See Group] provided general comments in reference to the correspondence received.

4. **Late Correspondence Regarding the Matter:** None

5. **Questions/Comments from Council:** None

6. **Questions/Comments from Public:** None

7. **Closing Remarks from the Chair:**

I would like to remind those present that once the Public Hearing has closed, members of Council may not, as a group or as individuals, receive any further oral or written presentations on this matter, including what might be perceived as informal discussions immediately after the termination of this meeting. I ask all parties to comply with this.

Before closing the Public Hearing, Chair Minions called three times for any further speakers on any of the matters contained in the proposed bylaw.

Chair Minions called the first time for input from the public.

Chair Minions called for a second time for input from the public.

Chair Minions called for a third time for input from the public.

There being no further speakers, Chair Minions declared the Public Hearing closed.

8. **Termination of the Public Hearing:**

MOVED and SECONDED, THAT this Public Hearing terminate at 6:09 p.m.

CARRIED

Sara Darling
Director of Corporate Services

CITY OF PORT ALBERNI

BYLAW NO. 5112

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW NO. 5105

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

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112**".

2. Zoning Map Amendments

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

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

READ A FIRST TIME this 9th day of September, 2024.

READ A SECOND TIME this 9th day of September, 2024.

APPROVED BY THE MINISTRY OF TRANSPORTATION this 19th day of September, 2024.

A PUBLIC HEARING WAS HELD this 15th day of October, 2024.

READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5112





Helping to build your community.

RECEIVED

September 11, 2024

SEP 13 2024

City of Port Alberni

CITY OF PORT ALBERNI

Re: Rezoning of 4691 Gertrude Street

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Development Services
<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input type="checkbox"/> Other <u>PA Oct 15</u>
File # <u>3360-20 4691 Gertrude</u>	

We just finished watching the City Council session on our rezoning application on 4691 Gertrude Street and we are disappointed to hear disparaging comments on how we conduct our business in the City of Port Alberni.

We recognize that over the years our growth has presented some challenges; however, we have consistently made improvements aiming to mitigate the issues. Voluntary improvements that we have taken the initiative to integrate include:

- moving our main pedestrian entrance off Gertrude
- adding more on-site parking
- expanding our yard and adding a second entrance so that trucks can pull right through and not impede traffic
- adding more loading and unloading space within our yard so we no longer unload in the middle of Gertrude Street
- purchasing more equipment to limit crossing Gertrude Street.

We feel it is preposterous to suggest that we've outgrown the location that we have worked so hard to establish and to improve. We have a very long history in the Alberni Valley and through it all we have considered ourselves extremely good corporate citizens.

The corner lot that is up for rezoning is yet another step in our efforts to alleviate the congestion. We hope this proposal gains unanimous support from council.

Sincerely,

Albert See Jr
Beaver Creek Home Center Ltd.
SeeGroup of Companies



Beaver Creek Home Center
4643 Gertrude St., Port Alberni, BC V9Y 6K3
P 250.724.1291 F 250.724.4700

www.beavercreekhomecenter.com

Albertsons Home Center
1187 Franklin's Gull, Parksville, BC V9P 1R2
P 250.248.6888 F 250.248.6960

www.albertsonshomecenter.com



CITY OF PORT ALBERNI

BYLAW NO.5112

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW NO. 5105

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

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Amendment (4691 Gertrude Street), Bylaw No. 5112**".

2. Zoning Map Amendments

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

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

READ A FIRST TIME this 9th day of September, 2024.

READ A SECOND TIME this 9th day of September, 2024.

APPROVED BY THE MINISTRY OF TRANSPORTATION this 19th day of September, 2024.

A PUBLIC HEARING WAS HELD this 15th day of October, 2024.

READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5112



RECEIVED

OCT 28 2024

CITY OF PORT ALBERNI

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

File # 0400-360-ACRD **Ray Nov 12-124**

From: Cynthia Dick <cynthiad@acrd.bc.ca>

Sent: October 25, 2024 9:55 AM

To: Mike Fox <mike_fox@portalberni.ca>;

Subject: Letters of Support for UBCM Community-to-Community Grant Funding Application

Good morning,

I hope this email finds you well. The Alberni-Clayoquot Regional District has been actively working towards advancing equitable employment within our organization and across the region. The ACRD Board of Directors have given staff the direction to seek out grant funding that would support this important work and provide the opportunity for us to work collaboratively with First Nations partners and other local governments on this initiative. The ACRD has applied to the Union of BC Municipalities for the Community-to-Community grant funding program for \$20,000 for the 2024/25 intake and are seeking letters of support from potential partners. This funding would allow us to begin engaging with local governments, including First Nations in the region to develop policies, procedures, and programs that would foster equitable employment in local government. More information about the Community-to-Community Program can be found at [Community to Community Program | Union of BC Municipalities](#).

Attached, is a draft letter of support for your consideration, please feel free to make any edits as needed.

As the deadline to complete this application is December 6, 2024, we ask that all letters of support please be submitted before Friday, November 22, 2024. Letters can be emailed to Amy Mayo, ACRD Grant Coordinator, amayo@acrd.bc.ca or returned by mail or in person to the ACRD office. We thank you for your consideration on this matter. Please do not hesitate to contact myself or Amy if you have any questions or would like additional information.

Kind Regards,



Cynthia Dick (She/her) ([Learn why pronouns matter](#))

General Manager of Administrative Services – Alberni-Clayoquot Regional District

A 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3

O 250.720.2706 **C** 250.206.3572 **W** acrd.bc.ca

*I am honoured to work, live, and play in the territory of the
Nuu-chah-nulth People.*

Please consider the environment before printing this email

*This email is confidential and may be privileged. Any use of this email by an
unintended recipient is prohibited. If you receive this email in error please notify
me immediately and delete it.*



[Letterhead]

[Date]

Subject: Letter of Support for 2024/25 Community to Community Funding for Equitable Employment

To Whom it May Concern,

I am writing on behalf of [Your Organization] to express our full support for the Alberni-Clayoquot Regional District's funding application to the Union of BC Municipalities for the Community-to-Community grant funding application in the amount of \$20,000. This funding would provide the opportunity for the Alberni-Clayoquot Regional District to work with First Nations partners and other local governments to advance equitable employment in our region.

We believe this initiative will benefit our community by identifying and addressing the barriers that prevent our local community members from applying for and retaining local government positions both within our own organization and other local governments within the region. This funding will allow government organizations to work collaboratively to develop policies, procedures, training programs and improve overall awareness of advancing equitable employment across the Alberni-Clayoquot Regional District.

Furthermore, many of our community members currently reside outside the region but have expressed a strong desire to return home if suitable employment opportunities are available. By facilitating equitable access to local government jobs, this project has the potential to encourage those individuals to relocate, strengthening our community both economically and socially.

We are supportive of the initiative and look forward to participating in this process to further equitable employment across our region.

We thank you for your consideration.

Sincerely,

[Name]

[Title]

[Organization]



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

November 1, 2024

City of Port Alberni
c/o Mayor and Council
4850 Argyle Street
Port Alberni, BC, V9Y 1V8

RECEIVED

NOV 01 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 checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other Fire
File #	0400-60-ACRD

Re: Union of BC Municipalities Community Resiliency Investment Program, FireSmart Grant 2025-2027

Dear Mayor and Council,

The Alberni-Clayoquot Regional District (ACRD) is initiating steps to pursue a grant for FireSmart through the Union of BC Municipalities – Community Resiliency Investment (CRI) program under the FireSmart Community Funding & Supports initiative. This program provides crucial funding to local governments and First Nations across British Columbia to enhance community resilience by undertaking community-based FireSmart planning and activities that mitigate wildfire risks and reduce potential impacts. By coordinating with regional partners to submit a unified application, this grant offers an opportunity to maximize funding allocation and implement comprehensive, collaborative FireSmart initiatives throughout the region. The grant covers 100% of the cost of eligible activities, requiring no matching funds.

Currently, the ACRD, the City of Port Alberni, Tseshaht First Nation and Hupacasath First Nation are partners in the 2023-2025 FireSmart grant. This grant has enabled the hiring of a FireSmart Coordinator and facilitated several FireSmart programs, including the curbside pickup of yard waste, critical infrastructure assessments, residential home assessments with the associated rebate program and enhanced public awareness of wildfire resilience through public engagement events and promotional materials. Moreover, several recommendations from critical infrastructure assessments have been implemented, further enhancing community resilience and mitigating wildfire risks to community assets. Grant funds also facilitated training sessions, including a tabletop exercise, and established a regional Community FireSmart and Resiliency Network.

Together, the ACRD, the City of Port Alberni, Tseshaht First Nation and Hupacasath First Nation have successfully secured FireSmart grants for several consecutive years. With the current FireSmart grant term ending soon, the ACRD is inviting existing partners to join in submitting a regional application for the next FireSmart funding cycle (2025-2027). The new funding will allow us to continue delivering successful initiatives, including assessments, public

education, residential debris removal, and training. Additionally, we also plan to expand grant activities to include fuel treatment planning, the development of a Community Wildfire Resiliency Plan, and amending community land use and development policies. Developing a robust FireSmart program will help mitigate wildfire risks and safeguard lands, properties, infrastructure, and residents across the region.

Should you wish to partner on this application, a council resolution is required by January 1, 2025. In accordance with the CRI Program guidelines, the resolution must acknowledge that the City of Port Alberni provides approval for the ACRD to apply for, receive and manage the grant funding on their behalf and recognize the ACRD as a partner. The provided resolution must include the following wording:

THAT the City of Port Alberni agrees to partner with the Alberni-Clayoquot Regional District (ACRD) on the Union of BC Municipalities Community Resiliency Investment Program FireSmart Grant and therefore, authorizes the ACRD to apply for, receive and manage grant funding on behalf of the City of Port Alberni.

The grant application will be submitted in January 2025 and funding approvals are anticipated to be announced in April. If you have any questions, I can be reached at 250.724.1356 or kfreethy@acrd.bc.ca.

Sincerely,



Karen Freethy
Protective Services Manager
Alberni-Clayoquot Regional District

RECEIVED

OCT 31 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 checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 0400-70-Metis **RCM NOV 12/24**

From: J [REDACTED] Graham [REDACTED]
Sent: October 31, 2024 1:59 PM
To: davina hartwell <davina_hartwell@portalberni.ca>; Corporate Services Department <corp_serv@portalberni.ca>
Cc: [REDACTED]
Subject: Re: Permission to fly the flag

Dear Mayor and Council,

I am writing on behalf of the Alberni Clayoquot Métis. I am the elected leader. We ask that you once again fly our Métis flag for Louis Riel Day on November 16, 2023. There is a flag in storage at city hall. We humbly ask that the flag be flown for a few days in respect to Louis Riel. Métis are recognized as one of the three Indigenous peoples of Canada under section 35 rights. Louis Riel was recognized as the first indigenous premier of Manitoba by elected Premier Wab Kinew, Our community in Port Alberni has about 700 identified Métis citizens. On behalf of our proud community I ask that our flag fly at City Hall in recognition of this important day. Further I would ask that this be implemented each year as to not have to request yearly. I appreciate your thought on this request. Most cities across BC fly the Métis flag in Respect to Louie Riel, when requested by the Métis Chartered Community. Some cities fly the flag the entire week. Thank you.

Respectfully,
J [REDACTED] Graham
Alberni Clayoquot Métis

RECEIVED

OCT 31 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 type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	RCM Nov 12/24 0390-20-AVICC

From: AVICC Info <info@avicc.ca>

Sent: October 21, 2024 4:59 PM

To: Theresa Dennison <tdennison@avicc.ca>

Subject: 2025 AVICC AGM & Convention - 1st call for Resolutions and Convention Information

Please forward to elected officials, the CAO and Corporate Officer:

The Association of Vancouver Island & Coastal Communities (AVICC) is currently planning the 2025 AVICC AGM & Convention taking place April 11-13, 2025 at the Vancouver Island Conference Centre in downtown Nanaimo. The City of Nanaimo and the Regional District of Nanaimo will be our hosts, and we thank them for supporting the association. AVICC is honoured to gather on the traditional territories of the Snuneymuxw First Nation, the Qualicum First Nation, and the Snaw-naw-as (Nanoose) First Nation for the upcoming convention, and we look forward to their involvement throughout.

2025 Accommodation information has been posted on our website. When planning your stay in Nanaimo, please remember that pre-convention workshops and tours will be offered for those interested on the morning of Friday, April 11th, usually starting at 8:30am. The official convention opening is at 2:00pm on Friday, April 11th, and the conference finishes at noon on Sunday, April 13th. The AVICC banquet will be held on Saturday night.

Please find attached four documents relating to the 2025 AVICC AGM & Convention for your consideration and action:

1. RESOLUTIONS- DEADLINE FEBRUARY 6, 2025

The AVICC Executive is putting out a first call for resolutions to be considered at the 2025 AVICC AGM & Convention (attached). AVICC members may now submit board or council endorsed resolutions following the requirements outlined in the attached Call for Resolutions. The deadline for resolutions is **4:30pm on Thursday February 6th, 2025**. Submitting resolutions well ahead of the deadline is strongly encouraged to allow time to review submissions with the sponsoring local government.

2. NOMINATIONS- DEADLINE FEBRUARY 6, 2025

The AVICC Nominating Committee is now accepting nominations for elected official members to serve on the 2024/25 AVICC Executive Committee. The deadline for nominations is **4:30pm on Thursday February 6, 2025**. A Nomination Form and information about the positions on the AVICC Executive Committee is attached.

3. SESSION PROPOSALS- DEADLINE DECEMBER 2, 2024

Is there a topic that you would like to hear about? Do you have a speaker you would like to suggest? Send in your suggestions by completing the attached form and submitting it to info@avicc.ca by **Monday, December 2, 2024**. The AVICC Executive will review all session proposals at our December meeting and confirm the sessions at our January meeting.

4. STUDENT PARTICIPATION PROGRAM- DEADLINE JANUARY 9, 2025

It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government. The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2025. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant. The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. To sponsor a student in your community, please work with them to complete and submit the attached 2025 AVICC AGM & Convention Student Participation Application by **Thursday, January 9, 2025**.

To make the content of the annual AVICC Convention more widely available, the AVICC Executive has decided that, for the 2025 Convention, we will once again record some of the sessions to make them available for a limited time after the convention. In addition, elections for the 2025/26 AVICC Executive Committee will be open to all members, not just those in attendance at the in-person convention. Registration will be available in February, and further detailed information about the convention will be communicated to members and posted on our [website](http://www.avicc.ca) as it becomes available.

If you require assistance, or if you have any questions, please feel free to reach out to Theresa Dennison at tdennison@avicc.ca. We look forward to seeing you in Nanaimo!

Association of Vancouver Island and Coastal Communities

236.237.1202

info@avicc.ca

www.avicc.ca



The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples

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2025 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2025 AGM and Convention that, subject to public health order restrictions, will be held in Nanaimo at the Vancouver Island Conference Centre as an in-person event from April 11-13, 2025.

Members are asked to submit resolutions that meet the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS:

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 6, 2025**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **word document** by email to info@avicc.ca by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and must have been endorsed by the Board or Council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.

- The resolution must have at least one “whereas” clause and **should not contain more than two “whereas” clauses**. Each whereas clause must have only **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". The Resolutions Committee **only** recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.
- b. Late Resolutions must be received by AVICC by **noon on Wednesday, April 9th, 2025**.
- c. Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- d. Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00 am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- e. The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

AVICC RESOLUTIONS PROCEDURES

UBCM urges members to submit resolutions to their Area Association for consideration. Resolutions endorsed at the AVICC annual meeting, except those that are considered to be regional in nature by UBCM (see below) are submitted automatically to UBCM for consideration.

A resolution deemed by UBCM to be specific to the AVICC region is considered a Regional Resolution and if endorsed, it will not be automatically submitted to UBCM for consideration at the UBCM annual meeting, and instead will remain with AVICC, where it may be actioned.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to **June 15th, 2025**. Detailed instructions are available on the UBCM website.

RESOLUTIONS PROCESS

1. Members submit resolutions to AVICC for debate. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.
2. For some resolutions which focus on issues specific to the AVICC region, UBCM will indicate that they are considered a Regional Resolution and that it won't be admitted to UBCM for debate should it be endorsed. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.
4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive. AVICC will forward any response to the regional resolution sponsor.
5. AVICC submits all other resolutions endorsed at its Convention to UBCM.
6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.
8. UBCM will forward the response to the resolution sponsor for review.

AVICC & UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the *whereas* clause(s) – and an enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) What is the problem?
- b) What is causing the problem?
- c) What is the best way to solve the problem?

Preamble:

The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain **no more than two "WHEREAS" clauses**. Supporting background documents can describe the problem more fully if necessary. **Do not add extra clauses.**

There should be only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations, and use the appropriate language.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC local governments. Local governments are welcome to submit resolutions that address issues specific to the AVICC region. A resolution that addresses a topic specific to the AVICC region may not be entered for debate during the UBCM Convention but may be actioned by the AVICC Executive if endorsed.

3. Use simple, action-oriented language.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the Act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM (or AVICC for Regional Resolutions) can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single backgrounder relating to multiple resolutions. The backgrounder may include links to other information sources and reports.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that **AVICC and/or UBCM** << *specify here the **action(s)** that AVICC and/or UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>.

<<*If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:>>*

And be it further resolved that **AVICC and/or UBCM** << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.



2025 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2025 Nominating Committee is Past President Penny Cote.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations, including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received by 4:30 PM, Thursday, February 6, 2025**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC member.

5. SUBMISSION INFORMATION

All submissions should be forwarded by email to:

Past President Penny Cote, Chair, 2025 Nominating Committee
c/o AVICC
P.O. Box 28058
Victoria, BC V9B 6K8
Phone: (236) 237-1202
email: info@avicc.ca

AVICC AGM & Convention – April 11-13, 2025 – Victoria

NOMINATIONS FOR THE 2025-26 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to info@avicc.ca by 4:30 PM, Thursday February 6, 2025.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD/FN: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Penny Cote, Chair, Nominating Committee,
c/o AVICC, P.O. Box 20858, Victoria, BC V9B 6K8
or via email to info@avicc.ca**

AVICC AGM & Convention – April 11-13, 2025 – Victoria



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

AVICC EXECUTIVE ELECTED POSITIONS

The [AVICC Bylaws](#)¹ include detailed information about the AVICC Executive elections, positions, and roles. The AVICC elected positions and responsibilities of each are as follows:

PRESIDENT

- Acts as Meeting Chair;
- Participates in discussion, provides and votes on motions;
- Approves communications, meeting agendas, and financial transactions;
- Represents AVICC at external meetings and reports back to the AVICC Executive;
- Provides staff oversight;
- Handles all media relations;
- Hosts the AVICC luncheon at the UBCM Convention;
- Oversees the planning of the AVICC AGM & Convention; and
- Other functions as assigned by the AVICC Executive Committee.

FIRST VICE-PRESIDENT and SECOND VICE-PRESIDENT

- Acts as Meeting Chair if the President is absent from the meeting;
- Acts in the role of President in their absence;
- Participates in discussion, provides and votes on motions; and
- Other functions as assigned by the AVICC Executive Committee.

DIRECTORS AT LARGE (THREE POSITIONS) AND ELECTORAL AREA DIRECTOR

- Participates in discussion, provides and votes on motions.

IMMEDIATE PAST-PRESIDENT (APPOINTED POSITION)

The immediate Past-President remains part of the AVICC Executive and acts in an advisory role to the President. The Past-President participates in discussion, provides and votes on motions, and acts as the Chair of the Nominating Committee.

EMPLOYEE

The Association has one full-time permanent staff person, who provides the key administrative and operational functions for the organization, and who reports to the AVICC President on behalf of the AVICC Executive. AVICC's employee also acts as Secretary-Treasurer of the Association.

¹ <https://avicc.ca/wp-content/uploads/2018/10/2018-Bylaws-final-1.pdf>

EXECUTIVE MEETINGS

The full Executive meets in person seven times a year (5 virtual and 2 in-person), following this general pattern:

- June- virtual
- August- virtual
- October- in-person
- December- virtual
- January- virtual
- March- virtual
- Thursday preceding the Annual Convention (afternoon)- in-person

If required, there may be a brief administrative meeting onsite after convention. Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday. The October in-person meeting is typically held in Nanaimo. Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings (with reimbursement for only the added expenses that would not normally be incurred for attending the annual Convention).



AVICC 2025 Convention
April 11-13, 2025
Vancouver Island Conference Centre
CALL FOR SESSION SUBMISSIONS

Thank you for your interest in participating in the 2025 AVICC Convention. It will be held Friday through Sunday, April 11-13, 2025, at the Vancouver Island Conference Centre in downtown Nanaimo.

To submit a proposal, fill in the information requested below and email this document back as a **word document** to info@avicc.ca.

The deadline for submissions is Monday, **December 2, 2024**.

There are limited spots on the program including:

- three 60-minute plenary presentations;
- six 60-to-90-minute concurrent workshops on Saturday afternoon; and
- one 2-to-3-hour pre-convention workshop to take place on Friday morning.

Session Proposal Considerations:

- Delegates encourage sessions that involve multi-party perspectives (panels) and that are **interactive**, rather than “talking head” presentations.
- Preference will be given to sessions with an interactive or facilitated component to their proposal.
- Topics should be relevant to our local government members – focusing on the important issues impacting local government elected officials and their communities.

Please complete the following section with **as much information as possible**. The AVICC Executive will consider all of the proposed sessions at their December 13, 2024 meeting, with final decisions made at the January 17, 2025 meeting. Panelist information can be updated after the December 2nd deadline as sessions and details are confirmed.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	

Session Description (for review of AVICC Executive Committee. This information will also be used in program materials):	
Proposed Session Length:	
Preferred Time and Day:	
Audio Visual Requirements:	
Travel or other expenses if any:	
# of Proposed Presenters:	
Name - Presenter #1:	
Bio and Organization - Presenter #1:	
Name - Presenter #2:	
Bio and Organization - Presenter #2:	
Name - Presenter #3:	
Bio and Organization - Presenter #3:	

Name - Presenter #4:	
Bio and Organization - Presenter #4:	
Any other Information or requirements:	

Successful applicants must confirm their session description, session title, and final list of presenters with AVICC by January 31st, 2025 for inclusion in the brochure and program.

Changes to presenters or failure to meet this deadline may result in the session being cancelled.

Presenters agree to submit all PowerPoint presentations by March 28th, 2025.

I agree to the above conditions and deadlines:

Signature: _____

Name: _____

Date: _____



2025 AVICC AGM & Convention

Student Participation Program

Deadline January 9, 2025

The [Association of Vancouver Island and Coastal Communities](#) (AVICC) is hosting their 2025 AVICC AGM & Convention in Nanaimo at the Vancouver Island Conference Centre from April 11-13, 2025. The Convention brings together elected officials and staff from 54 local governments on Vancouver Island and in BC coastal communities, provincial representatives, and other local government partners. Our members gather at our annual convention to network, learn, and discuss the issues and policies that are important to our local communities.

The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2025. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant.

The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. AVICC is not responsible for the student throughout the convention, and sponsoring local government members are responsible to ensure that the student has a safe and positive experience, and that the convention code of conduct is upheld.

Planning for the 2025 Convention is currently underway. It will follow the same format as the [2024 AVICC AGM & Convention Program](#) with business sessions taking place as follows:

- Friday, April 11, 2025: 2:00pm-7:30pm (welcome reception included)
- Saturday, April 12, 2025: 7:30am-4:30pm (banquet not included)
- Sunday, April 13, 2025: 7:30am-12:00pm

Coffee break refreshments, light reception food at the Welcome Reception on Friday night, breakfast on Saturday and Sunday, and lunch on Saturday are included in the complimentary registration. A ticket to the banquet is not included.

By exposing youth to local government, they will be familiarized with it – thereby increasing the likeliness that they participate on more levels with their local government over time. It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government.

Please complete and submit the attached application form **via email to info@avicc.ca by 4:30pm on Thursday, January 9, 2025.**

The AVICC Executive will be evaluating and approving applications for participation in the 2025 AVICC AGM & Convention student program at their January Executive meeting, and all applicants will be contacted by the end of January regarding the status of their application.

If you have any questions or require further information, please contact Theresa Dennison, AVICC Executive Coordinator, at 236-237-1202 or tdennison@avicc.ca.



2025 AVICC AGM & Convention

Student Participation Application

Deadline January 9, 2025

Member Organization- Sponsor

Organization _____
Contact Name _____
Contact Email _____
Contact Phone _____

Student Applicant Information

Student Name _____
Student Email _____
Student Phone _____
Institution/School _____
Area of Study/Grade _____

Why would you like to attend the 2025 AVICC AGM & Convention?

Provide some examples of ways youth can participate in local government. How do you participate in civic engagement in your community?

The sponsoring AVICC member organization and the student applicant mutually support this application and have read and agree to the guidelines provided with this application.

Sponsoring AVICC Member

Name: _____
Position: _____
Signature: _____
Date: _____

Student Applicant

Name: _____
Signature: _____
Date: _____

Please submit applications by January 9, 2025 via email to info@avicc.ca

RECEIVED

OCT 30 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 checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 0400-20 MCFD

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>

Sent: Wednesday, October 30, 2024 4:19 PM

To: CityPa <citypa@portalberni.ca>

Subject: E-mail from Cory Heavener, Provincial Director of Child Welfare, and Renaa Bacy, Provincial Director of Adoption

VIA E-MAIL

Ref: 292555

Mayor Sharie Minions

City of Port Alberni

E-mail: citypa@portalberni.ca

Dear Mayor Minions and council:

As the Provincial Director of Child Welfare and the Provincial Director of Adoption, we are delighted and honoured to proclaim November as Adoption and Permanency Awareness Month. This annual proclamation offers an opportunity to celebrate the many families in the province who have opened their hearts and homes to welcome children and youth as permanent members of their family.

November is also about recognizing that there are children and youth who need a permanent home to call their own with caring adults who will nurture and support them and champion their successes. It is our hope to see a province where children and youth can grow up in a loving home that encourages them to thrive.

We would be grateful if you shared the following resources and support services with your community members:

- [Adopt BC Kids](#) - an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application.
- The [Ways to adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country.
- <https://belongingnetwork.com> (formerly Adoptive Families Association of BC) - provides information and support services for families who wish to adopt now or in the future.
- <https://adoption-bc.com> - a detailed and comprehensive guide to additional adoption resources.

Thank you for your continued leadership and support in helping us raise awareness about adoption, celebrate adoptive families, and find loving, permanent homes for British Columbia's children and youth.

Sincerely,

Cory Heavener
Provincial Director of Child Welfare

Renaa Bacy
Provincial Director of Adoption

Sent on behalf of the Provincial Directors by:



Client Relations Branch
Executive Operations
Ministry of Children and Family Development



Highlights from the Alberni-Clayoquot Regional District (ACRD)

Board of Directors Meetings - October 2024

☒ Council
☒ Mayor
☒ CAO
☒ Finance
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
RCM Nov 12/24
File # 0400-60-ACRD

OCTOBER 9 AND 23 MEETINGS

GRANT TO SUPPORT EMERGENCY PREPAREDNESS

Support was provided for the grant funding application to the Community Emergency Preparedness Fund - Volunteer and Composite Fire Departments Equipment and Training for the purchase of forest firefighting equipment and training.

SWMP MOVES FORWARD WITH MORE OUTREACH

The Board endorsed the Solid Waste Management Plan (SWMP) Update and Public Engagement Plan and directed staff to include additional outreach for individual rural areas to discuss diversion options for organics and recycling.

LOOKING INTO FEES AT AV REGIONAL AIRPORT

Direction was provided to staff to investigate landing and aircraft parking fees at Alberni Valley Regional Airport.

NEW FACE ON LIBRARY BOARD OF TRUSTEES

Director Boyko was appointed to the Vancouver Island Regional Library Board of Trustees for 2025, and Director Cote was appointed as the alternate Director.

OPEN HOUSE COMING FOR WATERWORKS DISTRICT

The Cherry Creek Waterworks District Conversion Study final report will be presented to the community at an Open House scheduled for 6 pm on November 6, 2024, at the Cherry Creek Community Hall.

TAX EXEMPTIONS HANDED OUT

A tax exemption was provided for Alberni Valley Golf Club and the Long Beach Recreation Cooperative for 2025, and the 2025 Tax Exemption Bylaw No. F1168 was adopted.

PERMITS

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

- Development Variance Permit: DVD24004-Sproat Lake

Permits issued:

- Temporary Use Permits: TUP19006-Sproat Lake, TUP24007-Sproat Lake
- Development Variance Permits: DVC24010-Long Beach

REZONING AND BYLAWS

- Rezoning Applications:
 - RD23017 - Sproat Lake (Bylaw P1498 Zoning Text Amendment Bylaw and Bylaw P1499 Zoning Atlas Amendment Bylaw were adopted)
 - RD23016 - Sproat Lake (Bylaw 1506 Sproat Lake Official Community Plan Amendment Bylaw, Bylaw P1507 Zoning Text Amendment Bylaw and Bylaw P1508 Zoning Atlas Amendment Bylaw were adopted)
 - RE24006 - Beaver Creek (Bylaw 1511 Zoning Atlas Amendment Bylaw was adopted)

LETTERS OF SUPPORT

- Huu-ay-aht First Nations to support their proposed Visitor and Cultural Centre project application through the Rural Economic Diversification and Infrastructure Program
- BC Geographical Names Office, Heritage Branch to support the proposal to rename MacKenzie Beach to "tinwis"
- Green Inclusive Community Buildings Program Review Committee supporting Yuułu?il?ath Government's Youth and Elder Community Centre Project

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

Clayoquot Nation

Councillor Moriah Cootes

Uchucklesaht Tribe Government

Levana Mastrangelo - Executive Legislator

Yuułu?il?ath Government

For more information, visit the ACRD Website

(www.acrd.bc.ca) or contact the Manager of

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

acrd@acrd.bc.ca.



KEEPING YOU CONNECTED

Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings - October 2024

OCTOBER 9 AND 23 MEETINGS

LOOKING AT OPTIONS TO KEEP COSTS DOWN

Staff were directed to investigate options to reduce credit card payment processing fees.

THREE NEW FIRE INSPECTORS

Following the new Fire Safety Act the Board designated the Regional Fire Services Manager, Beaver Creek Volunteer Fire Department Fire Chief and Sproat Lake Volunteer Department Fire Chief as the Fire Inspectors and Investigators for ACRD.

FINANCIAL REPORT

The ACRD Board of Directors received the semi-annual financial report.

CONTRACTS AND AGREEMENTS:

- Development Approvals Program contract was awarded to McElhanney Ltd. for an eight-month term.
- Beaver Creek Water System-Alternative Water Source Feasibility contract was awarded to McElhanney Ltd. For an eight-month term.
- ACRD Office Building Feasibility contract was awarded to Waymark Architecture for a 12-month term.

MEETINGS

Board of Directors - November 13, 1:30 pm - followed by the Regional Hospital District Meeting - ACRD Board Room/Zoom

Beaver Creek Water Advisory Committee - November 14, 10 am - ACRD Board Room/Zoom

Board of Directors - November 27, 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
5. Visit the Regional District website at www.acrd.bc.ca for further details on public participation in meetings.



HAVE YOUR SAY ON PLANS TO REDUCE WASTE



Review and weigh in on the ACRD's proposed strategies to reduce solid waste in the region by 35% by 2035. Attend an Open House or take part in an online survey to have your say.

SHARE YOUR FEEDBACK

Attend an Open House

📍 **Wednesday, Nov. 6, from 5 – 7 pm**
Beaver Creek Community Hall

📍 **Thursday, Nov. 7, from 5 – 7 pm**
Sproat Lake Community Hall

📍 **Wednesday, Nov. 13, from 5 – 7 pm**
Cherry Creek Community Hall

Take Part Online

Complete the survey at letsconnectacrd.ca/swmp before November 20 and enter to win one of three \$50 gift certificates to a local retailer or restaurant in the Alberni Valley, West Coast and Bamfield.



**COMPLETE
THE SURVEY**
Enter to win.

LEARN MORE AT: letsconnectacrd.ca/swmp or call, 250-720-2700

REGULAR COUNCIL AGENDA - NOVEMBER 12, 2024



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

RECEIVED

OCT 29 2024

CITY OF PORT ALBERNI

October 22, 2024

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input checked="" type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other Fire
File #	RCM NOV 12/24 0400-60-ACRD

To the residents of Cherry Creek without Fire Protection:

Re: Franklin River Road Fire Protection Service Area

As your elected representative for Cherry Creek, I am asking the residents that do not have fire protection if you would like me to pursue to possibility of reestablishing the service.

The original Bylaw E1053, Franklin River Road Fire Protection Service Area Establishment, was read on October 28, 2009, for a fourth time; this created the service area. The service was terminated on December 31, 2015, following a discussion with area residents.

I feel that there may be an opportunity to reexamine this service for those that live close to the City but are too far away from the main Cherry Creek Fire Hall. There will be many steps in this process, but the first step is to ask those that will be affected by this decision if they would like me to pursue this endeavour.

If there is support from the residents, then I will approach the governing bodies to see if we can move forward on this item. I am asking all those that receive this letter to contact me, with both positive and negative responses, so I can gauge the support to determine if I should move this matter forward.

I can be contacted by email at msparrow@acrd.bc.ca or you can write to the Regional District office at 3008 Fifth Avenue, Port Alberni, BC, V9Y 2E3. I can also be contacted on my Facebook page Mike Sparrow-Regional Director Cherry Creek (Area F). Please include your address and response.

Regards,

Mike Sparrow

Mike Sparrow
Regional Director Cherry Creek



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Hawiih Council

RECEIVED

OCT 22 2024

CITY OF PORT ALBERNI

October 22, 2024

Public Notice

Re: Sarita River Fatal Accident

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
 File # 0400-70-Huu ay aht

Huu-ay-aht First Nations is saddened by the fatal accident that occurred over the weekend of October 18 – 20 at Sarita River. It is heartbreaking to hear the loss of two community members who lost their lives to the washout that occurred. Bamfield and Anacla communities are closely tied, and losses of this magnitude impact us all. Our hearts are with the families and communities affected by this tragic news.

With the atmospheric rainfall predicted, many rivers on Vancouver Island saw record levels. The Sarita River was no exception, and it experienced major flooding that was not seen in 20 years. The washout spanned much of the Bamfield Road and caused the road to wash out, making it so that road users could not make it through.

Safety will always remain a priority for Huu-ay-aht, and we all play a role in ensuring we stay safe. Huu-ay-aht will continue to ensure safety on the Bamfield road remains as a top priority to our Nation.

Unfortunately, the volume of rain that came down in a short period is something we will be seeing more of with climate change. Huu-ay-aht will work diligently with partners and the Province on public safety to work towards mitigation associated with climate change impacts.

To ensure we are doing our part for the safety of Huu-ay-aht citizens and Bamfield residents, we will continue to work with the local forestry companies responsible for maintaining the road and provide communication and support around public safety and emergency preparedness.

Sincerely,

John Jack
Chief Councillor

Theresa Nookemus
Hawiih Council

Office: Anacla Government Office, 170 Nanaimo Road, Anacla, B.C. V0R 1B0

Phone: 1 855.644.4555 | 250.728.3414 | Fax: 250.728.1222

Mail: Port Alberni Government Office, 48-44 Adelaide Street, Port Alberni, B.C. V9Y 5N4 | Phone: 250.723.0100 | Fax: 250.723.4646



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Hawiih Council

RECEIVED

It is important to take care of yourself during difficult times. We encourage everyone who needs support to reach out.

Supports Available

Teechuktl Mental Health

250-724-3939

- Mental health and addictions support
- Harm reduction (prevention, supplies, and training including Naloxone kits)
- Suicide prevention
- Murdered and missing Indigenous girls and women (MMIWG) support
- Residential school support worker

Quu'asa Wellness

250-724-5757

- Culture support
- Clinical counselling

Huu-ay-aht Child and Family Wellness Department

250-723-0100

Huu-ay-aht Cultural Team

250-728-3414 or 250-723-0100

24-Hour Crisis Support

First Nations & Inuit Hope or Wellness Help Line

1-855-242-3310

Vancouver Island Crisis Line

Toll-free in BC 1-888-494-3888

1-800-SUICIDE (1-800-784-2433)

Call if you are considering suicide, or are concerned about someone who may be at risk of suicide.

Mental Health Support

310-6789

Emotional support and resources for mental health and substance use disorders

Indian Residential School Survivor and Family

1-800-721-0066

Kuu-Us Crisis Line

Adults/Elders 250-723-4050

Child/Youth 250-723-2040

Toll Free: 1-800-588-8717

Metis Line 1-833-638-4722

Office: Anadla Government Office 170 Nopremus Road, Anadla, B.C. V0R 1E0

Phone: 1-888-644-4555 | 250-728-3414 | Fax: 250-728-1222

Main: Port Alberni Government Office 4844 Anadla-as Street, Port Alberni, B.C. V9Y 5N4 | Phone: 250-723-0100 | Fax: 250-723-4184

RECEIVED

OCT 29 2024

CITY OF PORT ALBERNI



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

File # 0400-20-MDF **RCM Nov 12, 2024**

October 29, 2024

VIA EMAIL: sharie_minions@portalberni.ca

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

Dear Mayor Minions:

Thank you to your delegation for meeting with the Minister of Forests at the 2024 UBCM Convention held September 16-20 in Vancouver. As Deputy Minister, I am responding on behalf of the Minister during this interregnum period of the provincial general election. We appreciated the opportunity to share information, and to hear directly from your municipality about forestry issues important to your community. I am also writing to summarize the main discussion points and how we agreed to move forward together to address them.

During the meeting, we discussed your concerns regarding fibre supply in the Port Alberni area. I understand the complexity of this issue, and our staff looks forward to continuing work with you to devise potential solutions.

Again, thank you for meeting at the UBCM Convention to explore ideas and exchange perspectives on these key topics.

Sincerely,

Richard Manwaring, R.P.F.
Deputy Minister

RECEIVED

OCT 30 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 checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other RCMP OK
File #	0400-20-PSSh

VIA EMAIL

Ref: 671792

October 30, 2024

Her Worship Sharie Minions
Mayor of the City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8
Email: sharie_minions@portalberni.ca

Dear Mayor Minions:

I would like to thank the delegation from the City of Port Alberni for a constructive meeting at this year's Union of British Columbia Municipalities Convention. As government is currently in a transition period due to the provincial general election, I am writing on behalf of the Minister of Public Safety and Solicitor General to follow up on our discussion regarding the development of an equitable Police Services funding program. I understand the importance of this issue to the City of Port Alberni and your concerns will be brought to the attention of the incoming government.

The Ministry continues to work on *Police Act* reform, including considering reforms to create a more fair and equitable funding model for municipalities. For information about *Police Act* reform, please visit <https://www2.gov.bc.ca/gov/content/justice/criminal-justice/policing-in-bc/policing-public-safety-modernization> or contact Ardys Baker, Executive Director, Policy and Public Safety Modernization, Corporate Strategic Initiatives Branch, at: Ardys.Baker@gov.bc.ca or by telephone at: 778 974-4044.

I appreciate these opportunities to connect, exchange ideas and share information. Through continued partnership, I am confident we can work together to address public safety and issues of importance to the City of Port Alberni.

Sincerely yours,

Douglas S. Scott
Deputy Solicitor General

Ministry of Public Safety
and Solicitor General

Office of the
Deputy Solicitor General

Mailing Address:
PO Box 9290 Stn Prov Govt
Victoria BC V8W 9J7

Location:
11th Floor, 1001 Douglas Street
Victoria BC V8V 1X4
Telephone: 250 356-0149
Facsimile: 250 387-6224

pc: Glen Lewis, Assistant Deputy Minister and Director of Police Services, Policing
and Security Branch
Ardys Baker, Executive Director, Corporate Strategic Initiatives Branch
Megan Harris, Assistant Deputy Minister, Corporate Strategic Services Branch



RECEIVED

NOV 07 2024

CITY OF PORT ALBERNI

☒ Council
☒ Mayor
☒ CAO
☒ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☒ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
Rm Nov 12/24
0400-40
File #

Hello,

We are seeking your help in soliciting nominations of outstanding teachers and educators for the Prime Minister's Awards for Teaching Excellence, for Teaching Excellence in Science, Technology, Engineering and Math, and for Excellence in Early Childhood Education. These long-standing awards celebrate educators for their leadership and their commitment to preparing youth for a digital and innovation-based economy. Anyone can nominate an educator for the award. You can help us raise awareness for the awards by putting up the enclosed posters in areas where people will see it.

As well, you can promote the initiative on your website or social media accounts by using our shareables found in the promotional tools section of the Prime Minister's Awards website <https://www.canada.ca/pm-awards>.

If you have any questions you can email us at primeministersawards-prixdupremierministre@ised-isde.gc.ca.

Thank you in advance for your help in making this initiative an ongoing success!

KDixie

Kristina Dixie
Manager, Prime Minister's Awards
Innovation, Science and Economic Development Canada / Government of Canada

RECEIVED

NOV 07 2024

CITY OF PORT ALBERNI

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

File # 1855-01 *RCM Nov 12/24*

From: Lahti, Matt <Matt.Lahti@bchydro.com>

Sent: November 6, 2024 11:50 AM

Subject: BC Hydro Community ReGreening Program Update

This message is being sent on behalf of Ted Olynyk:

Dear Mayor, Council and CAO:

BC Hydro is proud to assist local governments through our Community ReGreening Program which supports the planting of trees and other vegetation that help enhance ecological networks across the province. The program also helps to ensure the right trees are planted near our power lines.

Our ReGreening grants fund small-scale community planting projects and are open to all municipal and Indigenous Nations' governments within [BC Hydro's service area](#).

Projects we support:

- Street or park trees that won't interfere with electrical equipment
- Trees and other vegetation for habitat creation and enhancement
- Plants for pollinator gardens
- Plants of cultural significance to Indigenous Nations (qualifying plants are at the discretion of the applying Nation, so long as plants' mature height meet our [requirements](#) if planted in proximity to power lines)
- Wetland restoration – new

**If you are a recipient of a 2024 BC Hydro ReGreening grant, please complete your final report and submit it by December 31, 2024.*

All new applications for 2025 ReGreening grants need to be submitted directly to BC Hydro and are being accepted as of **November 1, 2024** through our online form. The deadline to apply for a 2025 ReGreening grant is **January 31, 2025**. All applicants will be notified of funding decisions after April 2025.

The online application and additional details regarding the Community ReGreening Program, including evaluation criteria, can be found at: www.bchydro.com/regreening.

Sincerely,

Ted Olynyk, Ted.Olynyk@bchydro.com

Community Relations Manager

Vancouver Island – Sunshine Coast



This email and its attachments are intended solely for the personal use of the individual or entity named above. Any use of this communication by an unintended recipient is strictly prohibited. If you have received this email in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. Please immediately delete this message and its attachments from your computer and servers. We would also appreciate if you would contact us by a collect call or return email to notify us of this error. Thank you for your cooperation.



CITY OF PORT ALBERNI

COUNCILLOR REPORT
NOVEMBER 12, 2024 REGULAR COUNCIL MEETING
AGENDA ATTACHMENTS AVAILABLE [HERE](#)

MAYOR MINIONS

October 29, 2024 – Remembrance Day Flag Raising

- Mayor Minions attended the Remembrance Day flag raising with Councillors Dame, Mealey and Haggard and laid a wreath at the cenotaph outside of City Hall.

COUNCILLOR DAME

October 29, 2024 – Remembrance Day Flag Raising

- Councillor Dame attended the Remembrance Day flag raising with Mayor Minions and Councillors Mealey and Haggard.

October 30, 2024 - By-election Candidate Information Session

- Councillor Dame attended the information session for candidates of the City by-election.
- He followed up with coffee meetings with community members considering running in order to provide information about the role and share his personal experience. He extends this offer to any member of the public interested in running in the by-election.

COUNCILLOR HAGGARD

October 25, 2024 - Regional Leaders Meeting (Tofino, BC)

- Councillor Haggard, as Deputy Mayor, attended a Regional Leaders meeting hosted in Tofino, BC by the Mayor of Tofino. This meeting is the first in a series of standing meetings between regional Mayors, Chiefs and Chairs.

COUNCILLOR MEALEY

October 29, 2024 – Remembrance Day Flag Raising

- Councillor Mealey attended the Remembrance Day flag raising with Mayor Minions and Councillors Dame and Haggard.

November 6, 2024 - Alberni Valley Heritage Commission (Alberni Valley Museum)

- Councilor Mealey attended the Heritage Commission which saw updates

COUNCILLOR PATOLA

September 26, 2024 -Air Quality Council

- Councillor Patola virtually attended the Catalyst Paper Port Alberni meeting and tour. The AQC review public education and advocacy highlights.

October 26, 2024 - Vancouver Island Regional Library (VIRL) Board

- Councillor Patola attended the VIRL Board meeting virtually. This meeting saw discussions on revised policies, an update on the Masset branch and receiving the 2025 Board Nominations.

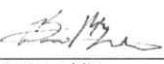
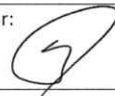

COUNCILLOR SOLDA

November 6, 2024 - ACRD Emergency Program Executive Committee

- This meeting heard an Emergency Program Update from the Protective Services Manager and the CAO as well as receiving for information, an Alberni Valley Evacuation Route brochure.

Date: October 30, 2024
File No: 4320-50-TNL

To: Mayor and Council
From: M. Fox, CAO
Subject: **Council Resolution – Application LIQ24-03 (The Next Level)- Liquor Primary License**
B-4963 Angus Street, Port Alberni
Applicant: J. Donovan dba The Next Level

Supervisor:  B. McLoughlin Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  M. Fox, CAO
--	--	--

RECOMMENDATION

- THAT Council support the Liquor Primary License application for The Next Level operating at B-4963 Angus Street and endorse the comments in the report from staff dated November 5, 2024.
- THAT Council require the owner of The Next Level operating at B-4963 Angus Street to enter into a Good Neighbour Agreement with the City of Port Alberni prior to renewal of a business license.

PURPOSE

To consider The Next Level's application for a new Liquor Primary License at B-4963 Angus Street, and provide comments to the Liquor and Cannabis Regulation Branch (LCRB).

BACKGROUND

The applicant has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a new Liquor Primary License to operate a pub/night club called "The Next Level" in the former Beaufort Hotel building at 4963 Angus Street. The Next Level occupies the ground-floor unit of the building, where they intend to offer live music events, DJ'd music, and darts and pool facilities. For more details, see the applicant's letter of intent attached to this report.

Status of the Property

The building at 4963 Angus Street was previously operated as a hotel with a bar on the ground floor. However, the building is no longer operating as a commercial hotel, with former guest rooms converted to single-room occupancy dwellings (SROs) for permanent tenants.

Liquor Control and Licencing Act

Under the *Liquor Control and Licencing Act*, local governments are provided an opportunity to comment on applications for a Liquor Primary Licence. When a Council “opts-in” to providing comment, they must consider the establishment’s location, person capacity, and proposed hours of liquor service. The LCRB must receive a resolution from Council within 90 days of the City accepting the application in the ministry’s referral portal.

Location

The property is zoned *C7 Core Business* in *Zoning Bylaw No. 5105* and is located in the Uptown commercial area. All surrounding properties are also zoned C7. Since C7 allows dwelling units to be located above commercial businesses, several surrounding buildings have permanent occupants.

Figure 1 – Subject Property Map



Location	Ground floor of commercial building at north-western corner of Angus Street and 4 th Avenue.
Current Land Use	GCO General Commercial
Current Zoning	C7 Core Business

Person Capacity and Hours of Liquor Service

The Liquor Primary license would permit liquor service to an indoor service area with a maximum capacity of 199 persons. The hours of liquor service are proposed as follows:

Table 2 – Hours of Liquor Service							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start	2:00 p.m.	2:00 p.m.	2:00 p.m.	2:00 p.m.	2:00 p.m.	2:00 p.m.	2:00p.m.
End	2:00 a.m.	2:00 a.m.	2:00 a.m.	2:00 a.m.	2:00 a.m.	2:00 a.m.	2:00a.m.

OPTIONS

1. *THAT Council support the Liquor Primary License application for The Next Level operating at B-4963 Angus Street and endorse the comments in the report from staff dated November 5, 2024.*

THAT Council require the owner of The Next Level operating at B-4963 Angus Street to enter into a Good Neighbour Agreement with the City of Port Alberni prior to renewal of a business license.

2. *THAT Council make a resolution not supporting the Liquor Primary License application for The Next Level operating at B-4963 Angus Street and provide rational based on the regulatory criteria of the LCRB (noise or general impact on the community).*
3. *THAT Council direct staff to mail notices to all owners and occupants of property within 100 metres of 4693 Angus Street and bring an updated report to Council for consideration at the meeting of December 9, 2024.*

Staff recommend Option 1.

ANALYSIS

Council's resolution on the application must consider the following¹:

- The impact of noise on the community in the immediate vicinity of the establishment or service area;
- The general impact on the community if the application is approved;
- The views of local residents.

1. *The impact of noise on the community in the immediate vicinity of the establishment or service area*

The establishment may generate additional noise to the immediate vicinity. Proposed hours of liquor service (2 pm – 2 am) extend beyond the hours for amplified noise permitted by the "Noise Control Bylaw 2009, No. 4718" (8 am – 11pm).

Dwelling Units on the Property

There are approximately twenty-seven (27) permanent tenants currently living on the building's upper floors. A primary concern is that tenants of the building will be impacted by noise from the pub/night club and patrons exiting at closing. Given Port Alberni's low rental vacancy rate, staff anticipate that residents occupying the SRO dwellings at the Beaufort would have limited options for relocating if necessary.

2. *The general impact on the community if the application is approved*
Surrounding Neighbourhood Area

The surrounding neighbourhood is zoned C7 Core Business with a variety of commercial and mixed-use buildings. Several buildings in close vicinity of the property contain residential dwelling units on the upper floors: 3086 4th Avenue (30 m distance), 3017 3rd Avenue (18 m distance). The nearest property zoned residential is located approximately 120 metres away at 4793 Angus Street.

Since the liquor service area is inside the building, it is expected there will be limited disturbance outside the establishment except at 2:00 am closing when up to 199 people exit the building. While staff do not anticipate the new Liquor Primary License will have a substantial impact on surrounding properties, potential for nuisance at closing should be mitigated with a Good Neighbour Agreement.

General Community

The establishment will support economic development in the Uptown commercial area as a social space and entertainment venue for locals and visitors. It has potential to contribute to neighbourhood revitalization. However, the City should also consider comments submitted by the City's Community Safety and Social Development department, which

¹ Liquor Policy Manual. (2024). Liquor and Cannabis Regulation Branch. Province of BC.
https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/liquor-regulation-licensing/guides-and-manuals/liquor_policy_manual.pdf

includes both positive and negative outcomes, and potential mitigation measures (letter attached):

- The establishment being used for its intended use is positive.
- The business will bring patrons to the area which can help discourage unwanted behaviours/activities.
- Concerns for vulnerable individuals living in upper storeys.
- Concerns for potential increase in drug use, drug trafficking, human trafficking, and/or prostitution.
- Business owner is encouraged to participate in RCMP 'Bar Watch' program once established.
- Recommend establishing a 'Good Neighbour Agreement' with business owner.

The Port Alberni Fire Department and R.C.M.P. expressed no concerns about the application.

3. The views of local residents

As of the date of this report, the City has received no responses to the public notice issued for the liquor license application. The City's *Liquor Licence Application Policy No. 3006-1* requires notice to be advertised in the newspaper, and posted on the website and Public Posting Place.

Notices were not mailed to the residents in the area, which may or may not account for the lack of feedback received. It is possible that mailed notices would provide Council with a better understanding of the views of local residents. Council may direct staff to proceed with mailed notices if they would like more public input.

Recommendation

Staff recommend Council make a resolution in support of the application for a Liquor Primary License at B-4963 Angus Street (Beaufort building). The property is located in a downtown commercial area where a pub/night club is a permitted use. The establishment's location, hours, and capacity are not anticipated to have a negative impact on the surrounding neighbourhood beyond what it is expected for a commercial area. No comments have been received from existing tenants of the building.

Staff also recommend Council make a separate resolution requiring the owner of The Next Level to sign a Good Neighbourhood Agreement prior to renewal of their business license in January 2025. The intent of the agreement would be to mitigate any potential nuisance and disturbance from the establishment. Where possible, the agreement should consider impacts of the establishment on existing tenants of the building.

Failure to sign a Good Neighbour Agreement, or non-performance on the agreement would result in the business license being suspended or not renewed. If and when the City establishes a Bar Watch Program, the owner of The Next Level would be required to participate.

IMPLICATIONS

If Council makes a resolution supporting the application, the LCRB will consider this when determining the terms and conditions of the establishment's liquor license.

If Council recommends that the liquor license not be issued, the LCRB will not issue the license unless they determine the recommendation is inconsistent with the public interest, or if the LCRB has evidence of bias.

COMMUNICATIONS

Notice of the application was posted to the City's website and public notice posting place, and was advertised in the Alberni Valley News for two consecutive weeks, in papers issued on Wednesday, October 23rd and Wednesday, October 30th. The application was referred to the Community Safety and Social Development Department, Fire Department and the RCMP.

BYLAWS/PLANS/POLICIES

Liquor Licence Application Policy No. 3006-1

Public notice was issued in accordance with policy procedures under section 3.9.

"Noise Control Bylaw 2009, No. 4718"

If noise complaints are received bylaw enforcement may be required. The following excerpt is from *Section 4: Specific Prohibitions* on noise disturbance:

Without limiting the generality of Section 3, no person shall undertake the following activities which by their nature cause noise that is considered to be objectionable and likely to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the public:

Operate or play any radio, stereophonic equipment, television, musical instrument or any other amplified apparatus before 8:00 AM or after 11:00 PM at a volume that may be heard inside a neighboring dwelling;

SUMMARY

The LCRB has notified the City of an application for a new Liquor Primary License at B-4963 Angus Street (former Beaufort Hotel). The owner intends to operate a pub/night club called The Next Level. Staff recommend Council make a resolution supporting the application which will be submitted to the LCRB for consideration.

Staff also recommend Council make a separate resolution requiring the owner of The Next Level to sign a Good Neighbourhood Agreement prior to renewal of their business license in

January 2025. The intent of the agreement would be to mitigate any potential nuisance and disturbance from the establishment.

ATTACHMENTS/REFERENCE MATERIALS

1. Letter of Intent – The Next Level
2. Notice for Public Comment
3. Community Safety and Social Development Referral Letter
4. Example Good Neighbour Agreement – City of Nanaimo
5. Bar Watch Program Information – City of Nanaimo

C: *S. Darling, Director of Corporate Services*
 M. Massicotte, Manager of Community Safety and Social Development
 M. Owens, Fire Chief
 D. Fines, Chief Fire Prevention Officer
 R. Gaudreault, Building and Plumbing Official

J:\Engineering\Planning\Development Applications\Liquor Licencing\Applications\LIQ-2024\The Next Level_(B)
4963 Angus Street

Letter of Intent for The Next Level Nightclub

The primary focus of my business is to provide liquor service.

I will be offering dart night a couple evenings a week, as well as a pool league, live music, DJ booth, dance floor.

My liquor primary will provide variety of cold snacks and nonalcoholic beverages.

The composition of the neighbourhood is commercial uptown area.

I feel the potential for noise is very low and designed to be a bar/ nightclub during original construction when it was built.

Everything is inside and there is no patio and the doors and windows will be closed for the most part.

There is no other requests licensing options or endorsements.

Thank you Jamie Donovan



CITY OF PORT ALBERNI NOTICE FOR PUBLIC COMMENT

The Next Level has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a New Liquor Primary License for the property at **B-4963 Angus Street**, Port Alberni. The applicant proposes to open a nightclub/pub with a total capacity of 199 persons. The LCRB is seeking a resolution from City Council. The City is seeking comments from the public regarding noise, hours of operation, or any other concerns that may impact nearby owners or occupants of property.

Hours of Liquor Service: Monday – Sunday (2:00 p.m. – 2:00 a.m.)

Nearby residents and businesses who consider their interests to be affected by this application may comment in writing to the attention of:

Director of Corporate Services
4850 Argyle Street
Port Alberni BC, V9Y 1V8
email: corp_serv@portalberni.ca

Written submissions must be received by 12:00 p.m. on Tuesday November 12, 2024.

All questions should be directed to the Development Services department upstairs at 4835 Argyle Street or via email at developmentservices@portalberni.ca.



CITY OF PORT ALBERNI

Bylaw Services
3075 3rd Avenue
Port Alberni, BC V9Y 2A4
Telephone: (250) 720-2831 Fax: (250) 723-3402
www.portalberni.ca

October 31, 2024

Re: **Liquor Primary License – Next Level, 4963 Angus Street (Beaufort Hotel)**

This letter is written to summarize comments and concerns from agencies and social services regarding the liquor license application at the Beaufort Hotel.

There are indications that the establishment of a bar at the Beaufort Hotel could yield beneficial impacts for the surrounding neighbourhood. An establishment that brings patrons to the area may help discourage negative behaviour and reduce mistreatment of neighbouring properties (camping and dumping). Additionally, there is support for enhancing the business landscape in the Uptown area. Residents and the caretaker of the Beaufort Hotel have expressed enthusiasm regarding the proposed bar.

Conversely, significant concerns have been raised regarding the at-risk population residing within the hotel, which currently houses 27 tenants. Concerned parties worry that these individuals may be vulnerable to exploitation. The surrounding area, particularly Gaiga Park, is already facing challenges related to frequent drug use, and recent overdose deaths have been reported in that location. There are apprehensions about the potential increase in drug trafficking, human trafficking, and prostitution associated with the establishment of a bar in this location. The types of activities that may arise from this development warrant careful consideration.

To mitigate the above, it would be well advised to encourage the property owner, and the bar operator, to participate in the RCMP bar watch/inadmissible patron program. Additionally, to create a Good Neighbour Agreement to include the disruption to the surrounding community, and congregation after the bar closes. The City of Nanaimo has done both, an example is attached to this document as reference.

Sincerely,

Mary Clare Massicotte
Manager, Community Safety & Social Development
Ph: (250) 720-2870
Email: maryclare_massicotte@portalberni.ca



CITY OF NANAIMO

GOOD NEIGHBOUR AGREEMENT

WHEREAS the City of Nanaimo ("the City"), the RCMP Nanaimo Detachment ("the RCMP") and the Owners of _____ ("the Licensed Establishment") (collectively "the Parties") recognize that liquor licensed establishments have a civic responsibility, beyond the requirements of the *Liquor Control and Licensing Act*, to control the conduct of their patrons; and

WHEREAS the Licensed Establishment wishes to demonstrate to the citizens of Nanaimo its desire to be a responsible corporate citizen; and

WHEREAS the Parties wish to promote Nanaimo as a vibrant, safe and attractive community for the enjoyment of everyone, including residents, visitors, businesses and their workers;

NOW THEREFORE the Licensed Establishment agrees with the City and the RCMP to enter into this Good Neighbour Agreement, the terms and conditions of which follow:

Noise and Disorder

1. The Licensed Establishment shall undertake to ensure that noise emissions from the Establishment do not disturb surrounding residential developments, businesses and neighbourhoods, as provided by the City of Nanaimo *Noise Bylaw*.
2. The Licensed Establishment shall undertake to monitor and promote the orderly conduct of patrons immediately outside of the Establishment, particularly those congregating outside during open hours as well as at closing time, and to discourage patrons from engaging in behaviour that may disturb the peace, quiet and enjoyment of the neighbourhood.
 - 2.1 In cases where the presence of employees does not facilitate the orderly conduct of patrons, staff shall contact the RCMP to request assistance in dealing with any persons or crowds.

Criminal Activity

3. The Licensed Establishment shall not tolerate any criminal activity within the Establishment.

- 3.1 The Establishment shall make every reasonable effort to scrutinize patrons as they enter the building to ensure that no items of contraband, including weapons and controlled substances, are brought onto the premises.

Minors

4. The Licensed Establishment shall not allow any person under the age of 19 into the Establishment.
 - 4.1 The Establishment shall check two pieces of identification for any person who appears to be under the age of 25; one piece must be picture identification and may be a driver's licence, a government identification card or a passport.

Sale and Consumption of Alcohol

5. While it is recognized that there may be occasional price reductions or promotions for specific alcoholic beverages, the Licensed Establishment shall offer no deep discounts (i.e., "cheap drinks") or across-the-board discounts.
 - 5.1 When offering price reductions and promotions, the Establishment shall be particularly mindful of its legal and moral obligation to refuse service to persons who may, based on appearance or amount of alcohol consumed, be intoxicated.
6. The Licensed Establishment shall not allow patrons to carry or consume open beverages in areas that are not licensed for such purposes, including areas outside of the Establishment.

Entertainment

7. Stripping and exotic dancing shall only be permitted as forms of entertainment in the Licensed Establishment if the Establishment's zoning allows for such forms.
8. If stripping and exotic dancing are permitted, as per the Establishment's zoning, the Establishment shall ensure that advertisements are not offensive to the community.

On-Duty Employees

9. Each on-duty employee of the Licensed Establishment shall wear a clearly visible nameplate showing his or her first name and/or employee number.
10. The Licensed Establishment shall maintain a work schedule showing each on-duty employee and shall make the work schedule available to the RCMP, upon request.

Cleanliness

11. The Licensed Establishment shall assign staff to inspect the outside of the premises each night after closing to ensure that there is no litter, garbage, broken glass or other foreign objects associated with the Establishment left within the general area of the Establishment.

12. The Licensed Establishment shall undertake to remove, as soon as is practicable, any graffiti from the building's exterior.
13. The Licensed Establishment agrees to work with the City and its departments, including the RCMP, to resolve any concerns that arise with respect to the operation of the Establishment.
 - 13.1 The Licensed Establishment agrees to attend a formal meeting, as required, with the City and the RCMP to discuss issues and concerns.
14. The Licensed Establishment shall demonstrate complete support for the RCMP and its members.
 - 14.1 When incidents occur which require RCMP involvement, all staff of the Licensed Establishment shall cooperate fully with RCMP members, and shall not impede or obstruct members in performing their duties.
15. The Licensed Establishment shall participate as an active member in the local Hospitality Industry Liquor Licensing Advisory Committee (HILLAC).
16. If the Licensed Establishment is a nightclub located within the downtown core, the Establishment will be strongly encouraged to participate in the Nanaimo Bar Watch Program.
17. The Licensed Establishment shall support programs which aim to eliminate occurrences of drinking and driving.
 - 17.1 A free telephone shall be available to patrons for the purpose of contacting a taxi or arranging other transportation from the Establishment.
 - 17.2 Non-alcoholic beverages shall be provided at prices which are below those set for alcoholic beverages.

Amendment and Transferability

18. Any proposed changes to the terms of the Good Neighbour Agreement shall be discussed and resolved among the Parties.

Enforcement

19. Obtaining a business license is contingent upon accepting and signing this Agreement; notwithstanding this fact, the parties recognize that the success in reaching the objectives of the Good Neighbour Agreement is largely dependent upon each establishment's willingness to make a concerted effort to support and adhere to the principles outlined in the Agreement.
 - 19.1 Any failure on the part of the Licensed Establishment to comply with the terms outlined herein will result in the following:
 - (a) the City will attempt to resolve the matter by requesting a meeting with the licensee.

- (b) If the matter is not satisfactorily resolved during a meeting, the City will provide a written warning. The letter will clarify what action is needed in order for the licensee to comply with the terms of the agreement. The letter will also specify how much time will be provided for the licensee to comply. The length of time will depend on the nature of the infraction.
- (c) Continued non-compliance may be brought to the attention of City Council, which may in turn require the owners of the Establishment to attend a "show cause" hearing related to the suspension of their Business Licence.

It should be noted that a "show cause" hearing would only be used when all other reasonable attempts to gain compliance have failed.

20. Nothing contained or implied in this Good Neighbour Agreement shall prejudice or affect the City's rights and authorities in the exercise of its functions pursuant to the *Community Charter* and *Local Government Act*, as amended, and the rights and powers of the City and the RCMP under provincial and federal statutes and regulations, and City bylaws.

Signed this _____ day of _____, 2012, in Nanaimo, British Columbia.

[name of Principal]

[name of Licensed Establishment]

Mayor John R Ruttan

City of Nanaimo

[rank and name of OIC]
Nanaimo Detachment, RCMP

G:\Liquor Licensing\Guidelines and Procedures\Good Neighbour Agreement



CITY OF NANAIMO

BAR WATCH

RECOMMENDATIONS:

1. That Council authorize the City and the RCMP to endorse and actively support the efforts of Nanaimo's nightclubs to develop and operate a Downtown Nanaimo Bar Watch Society and Program; and,
2. that such support include the expectation, expressed through the *Good Neighbour Agreement*, that all existing and future nightclubs in Downtown Nanaimo/town centre locations participate in Nanaimo's Bar Watch Program.

BACKGROUND:

The *City of Nanaimo Liquor Control Strategy*, adopted by Council in early 2003, contained the following recommendation:

- *THAT Council work with Staff, the RCMP and the nightclub businesses to establish a Bar Watch Program designed to penalize, through warnings and denied entry to nightclubs, persons who are acting uncivilly.*

The text of the *Strategy* (Chapter 5) refers to the Bar Watch Program that operates in the community of Barrow-in-Furness in the UK. The Barrow program is very similar in nature to the Bar Watch Program that is operated by nightclub establishments in Downtown Vancouver. The Barrow program also bears similarity to the program that existed in the late 1990s in Downtown Victoria.

This report provides an overview of Bar Watch for Council's consideration. The overview relies heavily on the Vancouver experience which, it is believed, could be replicated in Downtown Nanaimo.

OVERVIEW:

The points below describe Bar Watch:

- *Purpose ?* The purpose of Bar Watch is to promote the safety and security of patrons in downtown licensed establishments. More specifically, Bar Watch exists to discourage and, ultimately, prevent patrons from engaging in unlawful and uncivil behaviour that endangers other patrons, staff and police within member establishments, and that impugns the establishments' good reputations in the community.

- *Impetus ?* The impetus for establishing Bar Watch appears to differ by community. In Barrow, Bar Watch was established in response to the unlawful drug-related activities that were occurring within the city's bars. In Vancouver, the Program was put into place initially to combat the gang presence that was escalating in downtown nightclubs. In Victoria, rowdyism and related types of uncivil behaviour associated with nightclub patrons created the need for Bar Watch.

It is worth noting that the specific problems which gave rise to the various Bar Watch initiatives have not, in every case, remained the key focus as programs have evolved over time. In Vancouver, for instance, the need to deal with rowdyism and similar types of uncivil behaviour has eclipsed, to some extent, Bar Watch's original emphasis on gangs.

- *Participants ?* There are several parties involved in a successful Bar Watch Program, including:
 - the nightclub establishments that operate and own the program
 - the local police who sponsor and actively support the program
 - other municipal departments that support the program
 - provincial liquor license inspectors who support the program and work with its members

In Vancouver's Bar Watch, the membership consists almost entirely of downtown nightclubs. All types of licensed establishments within and outside of the downtown core, however, are eligible to apply for membership.

- *How it Works ?* In the Vancouver program, each participating establishment is required to install a video camera (CCTV) at its entrance, alongside of posted Bar Watch signs. Patrons entering the club are informed by the signs that they are entering an establishment that participates in the Bar Watch Program, and that Bar Watch is sponsored by the Vancouver Police Department. Patrons are advised that they are being taped and that such tapes will be turned over to the Vancouver Police Department in response to a subpoena. Patrons are also informed that a strict dress code is in effect, which includes a no-gang-colour policy. The clear message given to patrons entering a Bar Watch establishment is that unlawful and uncivil behaviour will not be tolerated.

In addition to the CCTV and signs located at the entrance to the participating premises, Bar Watch members alert each other and the police of potential problems. For example, a nightclub that ejects or refuses entry to an individual who has been acting abusively will inform other clubs and the police of the action taken. A description of the person will be provided so that all parties can be "on the lookout". This communication among members and the police has led several observers to draw parallels between Bar Watch and the more familiar Neighbourhood Watch.

- *Governance and Organization ?* Vancouver's Bar Watch is governed by a non-profit Bar Watch Society, established under BC's *Societies Act*. In keeping with the requirements of the legislation, the Society has a Board of Directors and key officers (e.g., President, Treasurer, Secretary). The Society has a set of bylaws (drawn from the template provided in the legislation) which sets out voting procedures, meeting arrangements and other basic governance and organizational details (copy attached). The Society has one part-time paid staff member (Secretary), who receives an honorarium of \$150 per month.

- *Meetings ?* Vancouver's Bar Watch Society meets once per month at a participating member's establishment. Representatives of the Vancouver Police Department attend every meeting to discuss topics of mutual interest, provide information and answer questions. Education has become an important part of the Police Department's involvement in Bar Watch. In past meetings, police officers have delivered educational seminars on topics such as the appropriate use of force in dealing with unruly patrons.

Provincial liquor license inspectors frequently attend Bar Watch meetings, as do representatives of the City's Fire Department and other divisions. License inspectors may discuss with the group the requirements of license holders under the province's new liquor laws. Fire fighters may outline to the group the types of safety concerns that the Fire Department investigates during its regular inspections.

- *Commitment ?* Each participating establishment in Vancouver's Bar Watch pays annual dues of \$1,000 to cover legal fees, sponsorship commitments and administration fees. Each establishment is also, as suggested earlier, required to purchase, operate and maintain a CCTV at its entrance. In addition to these items, participating establishments are required to sign a Bar Watch agreement (copy attached), which is similar in nature to a Good Neighbour Agreement (which the establishments must also sign).

The police and other city departments are not members of Bar Watch, but are active supporters of the Program. The Vancouver Police Department actually serves as a sponsor of Bar Watch ? this sponsorship lends added credibility and clout to the program. The ongoing and active support of all relevant departments, especially the police, is critical to Bar Watch's success.

It is worth noting that, to date, participation in Vancouver's Bar Watch Program has been voluntary for licensed establishments. Twenty-five establishments, almost all of which are downtown nightclubs, are presently involved. The Bar Watch Secretary reports that the City of Vancouver is considering a business license bylaw amendment that would make involvement in Bar Watch mandatory for all new nightclubs in the downtown core.

LESSONS LEARNED:

Interviews conducted with individuals who are familiar with the existing Vancouver program and the defunct Victoria program point to a key finding: Bar Watch works best when the participating establishments take ownership of the program. The support of the local police and other city departments is critical, to be sure. The police and/or City Hall, however, are not the best bodies to run the program. Like Neighbourhood Watch, Bar Watch needs to be a participant-driven effort ? facilitated and supported by the police, but operated and owned by the stakeholders that the program exists to serve.

The importance of member ownership can be illustrated by comparing the Bar Watch experience in Vancouver to that in Victoria. In Vancouver, the program is owned and operated by the establishments that the program is intended to serve. The Vancouver Police Department and the City of Vancouver actively support Bar Watch, but do not belong to the society which governs the program. In Victoria, a Bar Watch program was initiated in 1998 by the Victoria Police Department. Police ownership over the program meant that no Bar Watch Society was established, and no champions for the initiative stepped forward from the various nightclubs. Victoria's program effectively died in 2001 when the Police Department decided to reassign the officers who had been instrumental in promoting the initiative.

CONCLUSION:

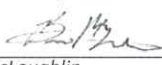


The Vancouver experience demonstrates that Bar Watch can be an effective program for nightclub establishments. Through Bar Watch, establishments are better able to protect the safety and well-being of their patrons, to eliminate or reduce occurrences of unlawful and uncivil behaviour, and to promote the industry's image in the community. The Vancouver experience – and that of Victoria – also demonstrates that a successful Bar Watch effort requires ownership by the establishments themselves. Police and city support is important, but ownership must rest with the nightclubs.

RECOMMENDATIONS:

1. That Council authorize the City and the R.C.M.P. to endorse and actively support the efforts of Nanaimo's nightclubs to develop and operate a Downtown Nanaimo Bar Watch Society and Program; and,
2. that such support include the expectation, expressed through the *Good Neighbour Agreement*, that all existing and future nightclubs in Downtown Nanaimo/town centre locations participate in Nanaimo's Bar Watch.

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Date: October 29, 2024
File No: 3360-20-15th Ave. & Montrose St.
To: Mayor and Council
From: M. Fox, CAO
Subject: **DEVELOPMENT APPLICATION – OCP and Zoning Bylaw Amendment for Property at 15th Avenue and Montrose Street, Port Alberni**
Lot A (DD F39405) OF DISTRICT LOT 113, ALBERNI DISTRICT, PLAN 1044, EXCEPT PART IN PLAN VIP55450 (PID: 008-079-820)
Applicant: P. Turner dba Windward Construction Management Corporation

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

THAT Council direct staff to introduce the proposed OCP and Zoning amendment bylaws following adoption of the 2042 Official Community Plan for a portion of the City-owned property described as Lot A (DD F39405) OF DISTRICT LOT 113, ALBERNI DISTRICT, PLAN 1044, EXCEPT PART IN PLAN VIP55450.

PURPOSE

To consider introduction of Official Community Plan (OCP) and Zoning amendments for a City-owned property at the southeast corner of the 15th Avenue and Montrose Street intersection, and if the amending bylaws should be introduced following adoption of the 2042 OCP. The bylaw amendments would enable the property to be sold by the City to the applicant in accordance with a signed agreement of purchase and sale.

BACKGROUND

The subject property is a portion of the parcel described as *Lot A (DD F39405) OF DISTRICT LOT 113, ALBERNI DISTRICT, PLAN 1044, EXCEPT PART IN PLAN VIP55450*. Boundaries are shown in Figure 1. The proposed development site has no civic address, and will be referred to as the “portion of Lot A” in this report.

In 2021, Council directed staff to issue a public Request for Proposals (RFP) for the purchase and development of a portion of Lot A located nearest to the 15th Avenue and Montrose Street intersection. The applicant’s proposal was selected during the RFP process, and they were granted purchase of the property with the condition that it must first be successfully rezoned (see attached *Neighbourhood Notice Letter* from March 2022). An application for OCP and Zoning bylaw amendments was submitted in May 2022. While the City currently owns Lot A, there is an agreement of purchase and sale for the portion of land with proposed amendments (signed January 17, 2022).

An Archaeological Overview Assessment (AOA) was requested during the application’s initial referral process. The AOA, submitted in April 2023, assessed the study area as having low archaeological potential and recommended no further work. Staff continued reviewing the application, including recently completing a second round of referrals and pre-engagement with the public.

2042 Official Community Plan – Public Engagement

The City is in the process of updating its OCP bylaw. In spring of 2024, staff led a series of public engagement events to discuss future community growth scenarios and climate action. Staff are now drafting land use policy that considers what we heard from the community. This includes assessing where and how the City designates new land for development and how this aligns with housing needs and climate action. A summary of engagement results is included in the attached ‘*Growth and Climate Action What We Heard Report – Council Summary Report*’. Staff will re-engage with the public and Council on a draft OCP document in the coming months.

Subject Property and Site Context

Lot A is a 13.5-acre, undeveloped City-owned property located approximately 500 metres from the City’s eastern boundary. The portion of Lot A proposed for development is 2.8-acres located at the southeast corner of the 15th Avenue and Montrose Street intersection (Figure 1). The property is designated *Future Residential (FUR)* in the OCP and classified *Future Development (FD)* in the Zoning Bylaw.

Location	Portion of Lot A located at the 15 th Avenue and Montrose Street intersection.
Current Land Use	<i>Future Residential (FUR)</i>
Proposed Land Use	<i>Residential (RES)</i>
Current Zoning	<i>Future Development (FD)</i>
Proposed Zoning	<i>Primary Residential (R)</i>
Total Area	2.8 acres (11330 m ²)

ALTERNATIVES/OPTIONS

1. *THAT Council direct staff to introduce the proposed OCP and Zoning amendment bylaws following adoption of the 2042 Official Community Plan for a portion of the City-owned property described as Lot A (DD F39405) OF DISTRICT LOT 113, ALBERNI DISTRICT, PLAN 1044, EXCEPT PART IN PLAN VIP55450.*
2. *THAT Council direct staff to introduce the proposed OCP and Zoning amendment bylaws at the next possible Regular Meeting of Council.*
3. *Council may direct staff to provide additional information.*

Figure 1 – Subject Property Map



ANALYSIS

Below is a summary of the proposed amendments to the OCP and Zoning Bylaw:

- Change the OCP land use designation of the subject property from 'Future Residential' to 'Residential'.
- Change the classification of the subject property from 'FD Future Development' to 'R Primary Residential' on the Zoning Bylaw map.

Proposed Development (15th Avenue and Montrose Street)

The applicant proposes to subdivide the property to create fifteen (15) new parcels for residential development. The applicant intends to develop a mix of unit types that may include single-detached dwellings, duplexes, tri-plexes or fourplexes. This is permitted in the 'R Primary Residential' zone. A preliminary subdivision plan is shown in Figure 2.

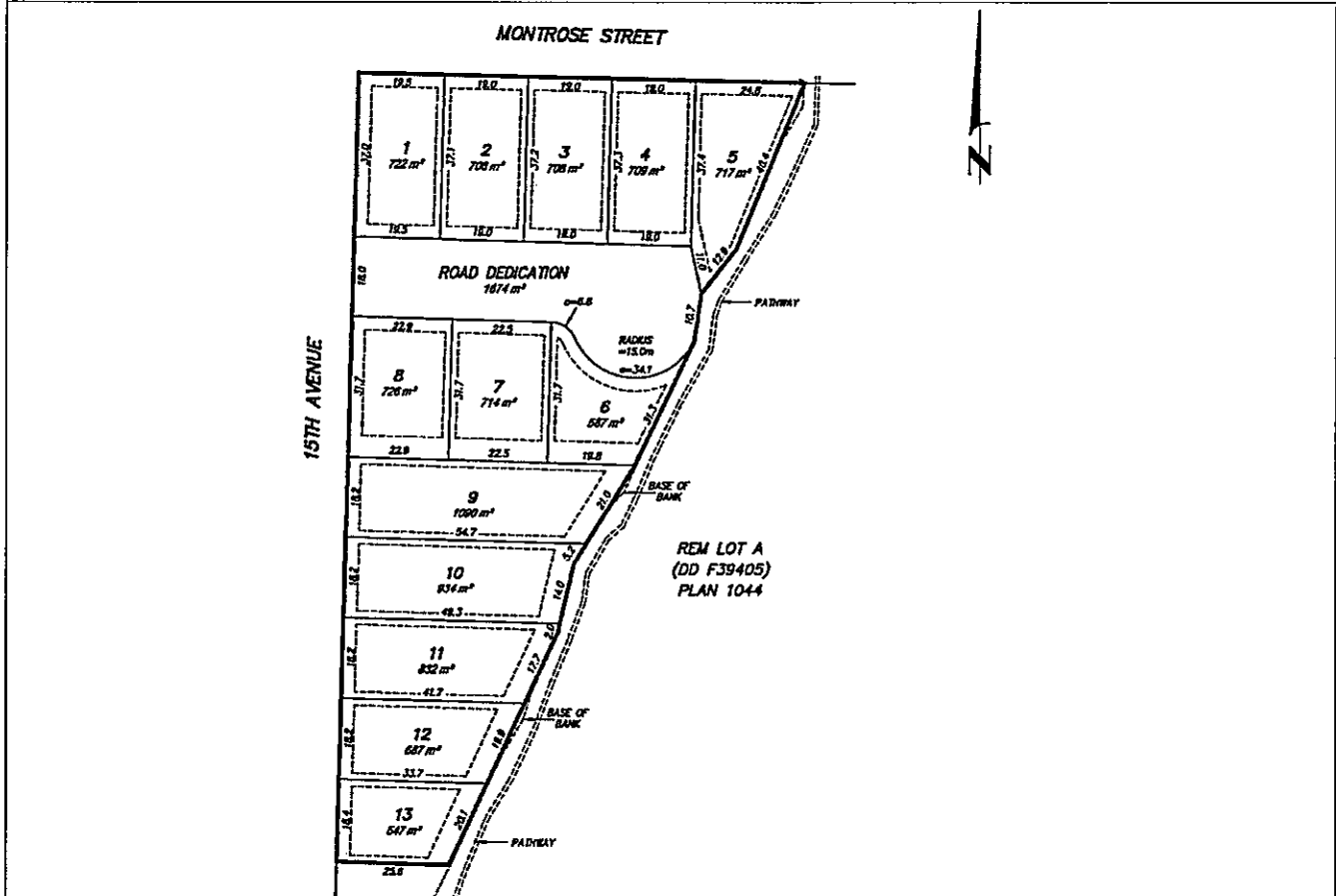
2042 Official Community Plan – In Process

Analysis that is currently underway for the 2042 OCP is important to staff's review of this application. For example, it will inform whether the portion of Lot A is appropriately located for residential development, and if it can support the types of housing currently needed in Port Alberni. The analysis includes a study of population, geography, infrastructure, and land data to determine where new development should be located to accommodate the next 20 years of growth.

Community input received during OCP engagement supported a growth scenario that emphasizes complete communities and limited development of natural "greenfield" areas. However, the *Local Government Act* also requires Council to adopt an OCP that will enable enough housing to meet the need identified in the City's *Interim Housing Needs Report*. It is likely this will require a combination of new greenfield development and infill of existing neighbourhoods.

A review of potential land for development is underway, including natural or "greenfield" areas like the subject property. Accordingly, the 2042 OCP may recommend new areas such as Lot A for the development of housing. Staff recommend that Council wait until the 2042 OCP has been adopted before considering the proposed OCP and Zoning Bylaw amendments at this property. Alternatively, Council may direct staff to bring to application forward for consideration at the next possible meeting.

Figure 2 – Proposed Subdivision Plan



IMPLICATIONS

If Council directs staff to bring forward the amending bylaws following adoption for the 2042 OCP, the application will be reviewed according to updated OCP policy including a new land use map and growth strategy. Staff's recommendation at that time may or may not support the development of this property.

If Council directs staff to introduce the bylaws, they will be brought forward at the soonest possible Regular Meeting of Council. The application will be reviewed according to policy in the current OCP.

If the amending bylaws are adopted, it would enable a sale of the property from the City to the applicant according to the signed agreement of purchase and sale. The applicant would still be required to apply for a subdivision to create the proposed 15 residential lots. Up to 4 dwelling units would be permitted on each lot.

COMMUNICATIONS

Advisory Planning Commission (APC)

The APC discussed the application and passed a motion at their June 20th meeting recommending that Council support the application. Members of the APC inquired about how the City chose this property for development, whether the nearby trail system would be impacted, and what requirements would be placed on the developer (i.e. parkland dedication and infrastructure upgrades). Members of the APC also expressed that the City should consider preserving municipal land along the jurisdictional border as greenspace in the OCP update. A copy of the meeting Summary Minutes is attached to this report.

OCP Pre-Engagement

In accordance with *Section 475* of the *Local Government Act* (LGA), the City provided an additional opportunity for members of the community to receive information and provide input. This is required for all OCP amendments. Staff mailed letters to all owners and occupants of property within 100 metres of the subject property. A total of 78 letters were mailed, and 23 responses were received.

A detailed summary of pre-engagement comments is attached to this report, key topics included:

- Support for increased housing in Port Alberni.
- General opposition to location and scale of development.
- Concern that current OCP update is not being considered in the application's review and approval timeline.
- Concern that the application does not align with community feedback on 'Climate Action' and 'Growth Scenarios'.
- Concern that the proposed development will impact the area's environmental features, habitats, and ecological assets.
- Concern that proposed development will impact the trail system and result in loss of green/recreation space.
- Concern for potential traffic safety issues in the area caused by increased traffic.

BYLAWS/PLANS/POLICIES

Official Community Plan Bylaw No. 4602

The proposed amendment would change the OCP land use designation of a portion of Lot A from 'Future Residential' to 'Residential'.

Zoning Bylaw No. 5105

The proposed amendment would change the classification of a portion of Lot A from 'FD Future Development' to 'R Primary Residential' on the Zoning Bylaw map.

Interim Housing Needs Report 2024 (IHNR, 2024)

Approximately 1,220 dwellings units (550 rental units, 670 ownership units) are needed over the next 5 years to meet Port Alberni's housing needs. Under the proposed zoning and site plan, the number of units provided by the development could range from 15 to 60. This equals approximately 1.2% to 4.9% of the amount required to achieve the City's estimated housing target.

SUMMARY

The City has received an application to amend the OCP and Zoning Bylaw for a portion of City-owned land at the corner of 15th Avenue and Montrose Street. This application was made in 2022 after Council directed staff to issue a public RFP for the purchase and development of the subject property.

Analysis currently underway for the 2042 OCP is important to staff's review of this application, including substantial public engagement conducted last spring. The new OCP will inform whether Lot A is appropriately located for residential development, and if it can support the types of housing currently needed in Port Alberni. Staff recommend that Council wait until the 2042 OCP has been adopted before considering OCP and Zoning Bylaw amendments at the subject property. Alternatively, Council may direct staff to bring to application forward for consideration at the next possible meeting.

ATTACHMENTS/REFERENCE MATERIALS

1. *March 23, 2022 Neighbourhood Notice Letter*
2. *April 15, 2024 Staff Report – OCP Update: Growth and Climate Action What We Heard Report*
3. *Advisory Planning Commission – June 20th Meeting Summary Minutes*
4. *OCP Pre-Engagement Response Summary*



CITY OF PORT ALBERNI

City Hall
4850 Argyle Street,
Port Alberni, BC V9Y 1V8
Telephone: 250-723-2146 Fax: 250-723-1003
www.portalberni.ca

Our File No. 0890-07

March 23, 2022

Dear Resident,

Re: City-Owned Land | 15th Avenue/Montrose Street

The City of Port Alberni values the importance of keeping you informed about matters and projects that may affect your neighbourhood.

One of Council's strategic priorities addresses responding to demographic change and improving the quality of life for all citizens. Ideally, one way to support this strategic priority is to provide additional housing opportunities by leveraging City-owned assets. Following a community notice distributed July 2021 the City issued a Request for Proposals (RFP) for a vacant parcel of City-owned land at the corner of 15th Avenue and Montrose Street. The RFP process has since closed and an agreement of sale and purchase has been reached with Windward Construction Management Corporation, subject to an Official Community Plan amendment and rezoning process.

Enclosed is a map identifying the subject land. The land is currently zoned as 'Future Residential Development', and will be suitable for residential dwellings consistent with surrounding properties. With the sale and development of the land, the City intends to make improvements such as upgrading the parking area at the existing trailhead and revitalizing a section or sections of the trail near 15th Avenue and Montrose Street.

As part of this process the City will also be surveying the land to set legal boundaries and undertake a rezoning process to allow for the potential of single-family and duplex construction. As part of this process, the City will be inviting formal feedback from the surrounding neighbourhood and the community of Port Alberni as a whole. Details on this process will be made public in the months ahead.

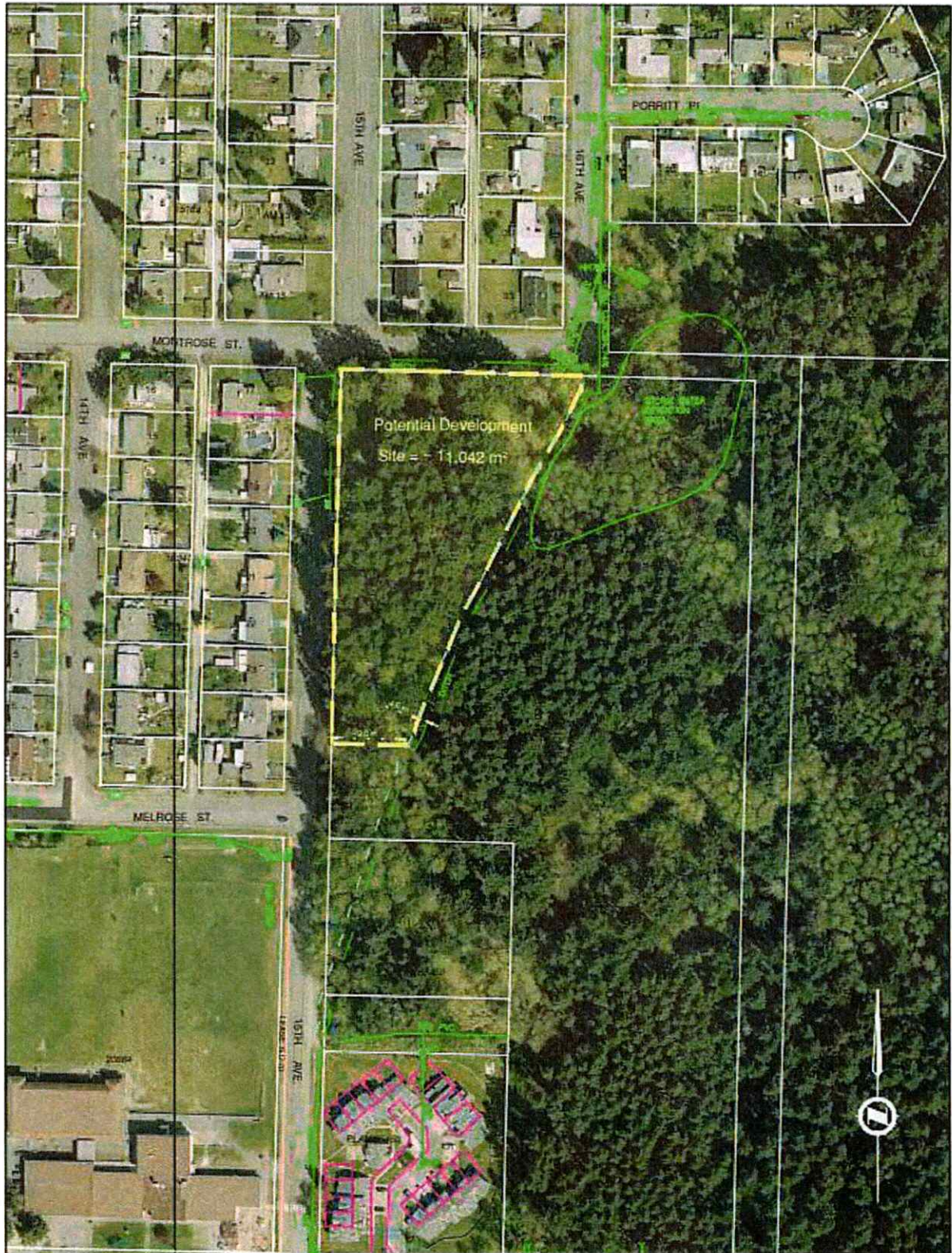
We look forward to working with you as we advance Council's vision and contribute to the vibrancy, growth and quality of life in your neighbourhood. In closing, we encourage you to reach out should you have any questions or concerns regarding the content of this letter.

Yours truly,
CITY OF PORT ALBERNI

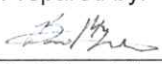


Scott Smith, RPP, MCIP
Acting CAO | Director of Development Services
Phone: 250.720.2807
Email: scott.smith@portalberni.ca

c: Council
T. Slonski, Director of Corporate Services
R. Dickinson, Director of Engineering
W. Thorpe, Director of Parks, Recreation and Heritage

J:\EFS\0700_0999 Buildings_Facilities_Properties\0890 Properties Municipally Owned\0890_07 Disposal\RFP 15th Ave_10th Ave\2022_03_23_Letter To Residents_15th Ave & Montrose St.Docx



Date: April 15, 2024
File No: 6480-20-2024
To: Mayor & Council
From: M. Fox, Chief Administrative Officer
Subject: **Official Community Plan Update | Growth and Climate Action 'What We Heard' Report**

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

THAT the Committee of Whole recommend that Council support the Official Community Plan Growth and Climate Action 'What We Heard' Report, as presented.

PURPOSE

Staff are requesting Council support of the Growth and Climate Action 'What We Heard' Report prior to staff proceeding with policy development for the Official Community Plan (OCP) project.

BACKGROUND

Following Council support of an updated Engagement Strategy in January 2024, staff launched a communications campaign and began engaging the community on key OCP topics including how the City grows and what level of support exists for climate action in Port Alberni.

Recent Project Summary

- **May 2023** – OCP engagement was paused in consideration of a need to compile background data reports, and timing of engagement with Hupačasath First Nation, Tseshah First Nation, and the Port Alberni community.
- **January 2024** – Council supported a revised OCP Policy Phase Engagement Strategy. Staff then initiated advertising.
- **February to March 2024** – Staff engaged with the community in-person and online.

ALTERNATIVES/OPTIONS

1. THAT the Committee of Whole recommend that Council support the Growth and Climate Action 'What We Heard' Report, as presented.
2. THAT the Committee of the Whole provide alternative direction to staff.

Staff recommend Option 1.

ANALYSIS

From January to March 2024 staff engaged with the community through a variety of tactics. These tactics are summarized below along with participation numbers and engagement outcomes.

Engagement Tactics

- In-person “Pop-Up” sessions at community locations including:
 - Echo Centre – January 24th 26th
 - Canadian Tire – January 24th
 - Salvation Army – January 26th
 - Multiplex (Bulldogs Hockey game) – February 3rd
 - Save-On Foods – February 3rd
- In-person engagement events including:
 - Community sessions at Echo Centre – February 14th 15th
 - North Island College – February 14th
 - Alberni Valley Secondary School – February 15th
 - Tsum-as Elementary School – February 12th
- Online engagement and survey open – February 8th to February 23rd
- Workshop with Social Sector – March 8th
- Workshop with Community Representative Team – March 9th

Communications Tactics

Twelve different communication tactics were implemented to advertise engagement opportunities from January 10th to February 23rd. In total, these tactics provided a possibility of over 76,000 opportunities to inform the public about upcoming engagement. Communications included:

- Media Release (1)
- Newspaper Ads (5)
- Online Ad campaigns (3)
- YouTube Video (1)
- Pop-up events (6)
- Direct emails (2)
- Radio Ads (24)
- City Connect Newsletter (1)
- City Social Media Posts (15)
- City Leisure Guide ad (1)
- Let’s Connect online engagement page updates (ongoing)
- Let’s Connect subscriber notices sent (2)
- OCP Posters distributed (25)

Participation

Engagement with the community included over 330 participants (in-person and online) with over 50% of participants under the age of 30. There was a good mix of participation from those living in Port Alberni long term (more than 11 years) and those newer to Port Alberni (10 years or less). Most participants were employed or retired, with the remainder of participants unemployed, students, full-time parents, or other.

Key Engagement Outcomes

Below is a summary of key engagement outcomes contained with the *Growth and Climate Action ‘What We Heard’ Report* (attached).

A. The ‘Alternative Growth Scenario’ is strongly supported in concept

Participants were asked to provide their thoughts on opportunities, concerns or additional ideas for the alternative growth scenario. These ideas and thoughts will be used to inform draft policy in the coming months.

- Focused density and mixed uses in underdeveloped nodes supports housing choice and affordability, economic vibrancy, better transit, active transportation, access to goods and services where people live, preserves green spaces and natural areas by limiting sprawl, and supports meaningful action on climate change.

B. Strong support for climate action

Over 60% of participants indicated support for strong climate action.

- Many participants identified that the alternative growth scenario is one of the most significant influences the City can have on climate resilience. The Alternative Growth Scenario concepts preserve natural areas by limiting sprawl, and sets up success for active and public transportation improvements (more people in nodes allows for more effective transit, reduced emissions).

C. Community Concerns

These topics were frequently raised by participants with several ideas offered to mitigate community concerns. The City has different levels of influence over the two projects which will impact how deeply the community interests can be addressed.

- *The Somass Lands*
 - Strongly supported as an opportunity and legacy to revitalize this as an ecologically and socially important site (salmon spawning, climate adaptation/mitigation, rewilding, vibrant community space), especially in the context of climate change vulnerabilities, risks and impacts.
 - If the site is developed with a mix of uses, questions were raised about how the Touchstones of Ecosystem Protection and Leadership, Responsible Infrastructure Management, Resilient Urban Growth & Development and Diverse, Balanced Economy could be reconciled.
- *Burde Street parcels indicated as future development in the Alternative Growth Scenario*
 - Much of the land is currently zoned to allow residential, low-density multi-residential, and some commercial development. The City showed this area on the engagement map as there may be some form of development in the future because the parcels are privately owned.
 - Engagement participants raised concerns of important ecosystem assets potentially being lost and reducing the community’s climate resilience (natural area watershed protection and flood mitigation, provision of habitat, adding to the urban heat island effect, etc.).

On March 8th and 9th, these engagement highlights were presented at workshops with the Social Sector and the Community Representative Team. At the workshops, participants reviewed initial public engagement outcomes then worked through exercises to identify key or essential topics to be addressed in the OCP (based on the public engagement outcomes).

- Alternative Growth Scenario approach
- Housing
- Climate Resilience
- Reconciliation

More details are offered in the *What We Heard Report* regarding themes of opportunities, concerns and additional ideas.

First Nation Engagement

Engagement with the Tseshaht First Nation occurred on April 3rd. Sixty-five people participated including elected Chief Watts and a number of members of Council. The project team is currently analyzing results and will update Council at a later date.

Staff has met with elected Chief and Council of the Hupačasath First Nation and received support to begin working on confirming a date. It is anticipated engagement will occur in early May. Information received through engagement with both Tseshaht First Nation and Hupačasath First Nation will be strongly considered in OCP policy development.

IMPLICATIONS

The OCP project team has compiled all the results of engagement and analyzed them according to the [OCP Touchstones](#). This will inform the next stage of the project which is policy development. Staff would then re-engage with Council and the community in early fall 2024. Between now and August staff will likely conduct topic specific meetings to refine policy ideas.

If Council supports the *What We Heard Report* staff will begin drafting OCP policy. Direction on climate action and growth is important as these topics impact all subsequent policies. The *Local Government Act* requires the OCP include targets for reduction of GHG emissions. Based on engagement outcomes, staff is supportive of using the alternative growth scenario and the Provincial greenhouse gas (GHG) reduction targets to guide OCP policy development.

BC GHG reduction targets are a 40% reduction from 2007 levels by 2030 and 60% reduction from 2007 levels by 2040. It is intended that OCP policy will support the development of a climate action strategy to outline how to these targets will be achieved between now and 2040.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

The Official Community Plan is a document, created by a bylaw, that informs our community’s growth and success over a long term 20-year horizon. The OCP will contain objectives and policies to guide planning and land use management among other topics important to the community. It will provide direction related to the location and type of residential, commercial, and industrial development, the availability of transportation choices and utility servicing, and environmental, social and economic issues.

An OCP must align with the requirements in the *Local Government Act* and *Community Charter* which include GHG emission targets, housing targets, and environmental policies. Most recent municipal OCPs in British Columbia have been developed from extensive community engagement and input.

As per section 475 and 476 of the *Local Government Act*, this engagement process is part of the consultation required for the development of an Official Community Plan. This engagement takes place prior to consideration by Council, and prior to the formal public hearing process as per section 464 of the *Local Government Act*.

As per section 473(3) of the *Local Government Act* an Official Community Plan must include targets for reduction of GHG emissions in the areas covered by the plan, and policies and actions proposed with respect to achieving those targets. Municipalities may choose to adopt more aggressive targets or adopt the targets outlined by the Province.

SUMMARY

Staff have completed preliminary community engagement on the Official Community Plan and compiled results into the *Growth and Climate Action What We Heard Report*. Based on engagement outcomes, staff support using the alternative growth scenario and the Provincial Greenhouse Gas Reduction targets to guide the OCP policy development.

ATTACHMENTS/REFERENCE MATERIALS

- *Growth and Climate Action What We Heard Report, February March 2024*



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

Commission Members Present

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

Staff

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

Guests

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

Regrets

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

Alternates and Staff not in attendance

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



1. Acknowledgements and Introductions

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

2. Adoption of previous meeting minutes:

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

(Holder/Wylie) CARRIED

3. DEVELOPMENT APPLICATION: Zoning Bylaw

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

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

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

Page 1 of 2

Motions:

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

(Ransom/Wylie) CARRIED

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

- The Planner presented a summary of the application. A full report dated June 11, 2024 was included in the Agenda package for this meeting.
- Attendees discussed the proposed zoning bylaw amendment as follows:
 - Reasons property was chosen to be sold, RFP process, and what degree of review was done at time of RFP (prior to this OCP/ZON application).
 - City should prioritize preserving municipal land along jurisdictional boundary for green space and recreation. Should be considered in OCP update.
 - Walking path along property's eastern boundary would remain on City-owned portion of land, not within development area. Path is not a designated/maintained City trail.
 - Applicant required to pay cash-in-lieu of parkland dedication at time of subdivision.
 - Applicant required to pay DCC's on top of any necessary infrastructure upgrades at time of subdivision.
 - Proposed lots are comparable to existing lot sizes in neighbourhood, but are larger than permitted under new 'R' zone (280 m²).

Motions:

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

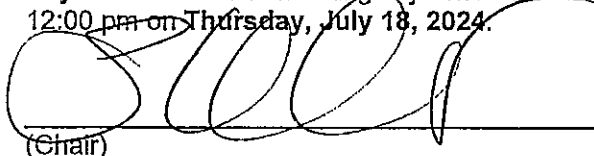
(Roland/Wylie) CARRIED

5. Updates from the Director of Development Services

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

6. Other Business: N/A

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



(Chair)

APC-SummaryMinutes-Jun20-2024

Page 2 of 2



Summary of Pre-engagement

Application: OCP22-01/ZON22-05	
Address: 15 th & Montrose	Date: Wednesday, July 3 rd 2024
Applicant: P. Turner dba Windward Homes Ltd.	

RE: Application to amend Official Community Plan to change land designation from *Future Residential* to *Residential*

Description:	<p>On Wednesday July 3rd, 2024 a letter was mailed to all owners and occupants of property within 100 metres of the property at the corner of 15th Avenue and Montrose Street. The distance of the mail-out is consistent with the City of Port Alberni's <i>Development Procedures Bylaw No 5076, 2023</i>.</p> <p>This letter contained a description of the requested OCP amendment, along with a subject property map, and proposed subdivision plan. The letter provided instructions on how to contact City staff with comments on the proposal either in-person, by email, or phone. The letter requested that all feedback be received by Wednesday July 24th.</p>
Details:	A total of 78 letters were mailed. A total of 23 written letters/emails were received in response to the mailed letter.
Summary of Responses:	<p><u>Areas of Support</u></p> <ul style="list-style-type: none"> • General support for proposed development. • Support for creating additional housing in Port Alberni to meet needs. <p><u>Areas of Opposition/Concern</u></p> <p><u>General</u></p> <ul style="list-style-type: none"> • General opposition for proposed development. • Concern that the proposed development is a poor use of City resources with little benefit to community. • Concern that property is a poor location to add housing as it is not within walking distance of commercial nodes and services. • Concern for scale of development (too many lots) and concern that higher density buildings (duplexes, triplexes, and fourplexes) permitted under new 'R' zoning will be inconsistent with surrounding neighbourhood. • Concern that proposed housing type/tenure isn't needed in community and doesn't reflect recommendations of 2021 Alberni Valley Housing Needs Assessment. • Concern that proposal implements greenfield development/urban sprawl rather than infill development. • Request that street trees be planted along the proposed development's frontage.



Official Community Plan Update

- Concern that current OCP update isn't being considered in the application's review/approval timeline. Prefer that Council wait until OCP update is complete before considering application.
- Concern that proposal doesn't align with community and youth feedback summarized in OCP "*Growth and Climate Action What We Heard Report*" (Committee of the Whole Meeting – April 15, 2024) regarding preservation of natural areas and climate action.
- Concern that proposal doesn't align with the "*Alternative Growth Scenario*" supported by Council (Committee of the Whole Meeting – April 15, 2024). Concern that proposal aligns more closely with "*Business as Usual Growth Scenario*" (not supported by Council).
- Concern that the proposal doesn't align with the "*Ecosystem Protection and Leadership*" touchstone supported by Council for OCP update process.

Green Space and Recreation

- Concern that the proposed development would result in loss of community green/recreation space and natural areas.
- Concern that the proposed development would restrict community access to trail network and recreation opportunities.
- Prefer that property (or portion of property) be dedicated as community park.
- Concern that development contributes to a decline of community character. Access to outdoor space is an asset valued by residents of Port Alberni.
- Concern that lack of access to green space/natural areas will negatively impact Port Alberni's youth.

Parking and Access

- Concern that the additional lots will result in increased traffic and congestion in the area which may cause safety issues given nearby elementary school.
- Concern that there may be a lack of on-site parking.
- Safety concerns for pedestrians in area (school children).
- Prefer that access to the cul-de-sac be off of Montrose Street rather than 15th Avenue.

Environmental

- Concern that development near environmentally sensitive area (pond, stream, natural area) will result in habitat disruption/fragmentation and wildlife displacement. Area provides habitat for insects, frogs, snakes, squirrels, deer, several bird species, bears, and cougars.
- Concern that developing this area would result in removal of ecological assets (forest & wetland) which help provide heat/wind/flood protection and clean air.



- Drainage feature and tributaries are important for downstream fish habitat (Dry Creek). Provincial guidelines for stream protection/fish habitat should be applied if developing near the drainage ditch.
- Request that Provincial best practices for setbacks from streams be followed given drainage feature's habitat services.
- Concern that vegetation removal will negatively impact local bird populations. Added concern for vegetation removal occurring during nesting window.
- Request that bird boxes be provided in remaining green space for local populations.

Infrastructure

- Concern that development will result in increased stormwater run-off and flooding. Appropriate storm infrastructure needed.
- Request that stormwater management best practices be used given proximity to environmentally sensitive area (retention and slow discharge for roof leaders and perimeter drains, and oil/water separators).
- Concern that light emitted from proposed development will disrupt night skies in neighbourhood. Request that light pollution be considered in designs.

Impacts to Surrounding Properties

- Concern that development will reduce enjoyment of surrounding properties (reduced privacy, additional noise, additional traffic).
- Concern for disruption to neighbourhood during construction process (noise).