



**Summary Report / Minutes of the Advisory Planning Commission Meeting  
(Held on January 16, 2020  
in the Committee Room at City Hall, at 12:00 p.m.)**

**Commission Members Present**

John Douglas (Vice-Chair)  
Amy Anaka  
Chris Washington, S.D.70 Liaison  
Callan Noye  
Stefanie Weber  
Ed Francoeur  
Councillor Deb Haggard, Council Liaison  
Sgt. Clive Seabrook, R.C.M.P. Liaison  
Rick Newberry, P.A.F.D. Liaison

**Guests**

Members of the Public: None  
W. Gysi - Applicant

**Staff**

Katelyn McDougall, Manager of Planning  
Cara Foden, Planning Technician

**Regrets**

Cynthia Dick, Tseshah (č išaa?ath) F.N.  
Jim Tatoosh, Hupačasath F.N.  
Ken McRae (Chair)  
Rob Gaudreault, Parks Liaison

**Alternates (not in attendance)**

Councillor Helen Poon (Alternate–Council)  
Peter Dione (Alternate–R.C.M.P.)  
Darren Mead-Miller (Alternate – Tseshah F.N.)



1. **Acknowledgements and Introductions** – Vice-Chair, John Douglas spoke to acknowledge that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (č išaa?ath) First Nations.

Tim Pley (CAO) briefly joined the meeting to welcome new members and to thank all APC members for the valuable service they provide as an advisory body to Mayor and Council. Following the CAO's welcome introductions were made around the room for the benefit of new members and the applicant in attendance, Mr. Gysi.

2. **Election of APC Chair and Vice-Chair for 2020**  
**Chair – Ken McRae** was elected Chair by acclamation  
**Vice-Chair – John Douglas** was elected Vice-Chair by acclamation

3. **MINUTES - Adoption of December 19, 2019 Minutes**

**Motion:**

*That the City of Port Alberni Advisory Planning Commission adopt the minutes of the December 19, 2019 regular meeting.*

**( Washington / Anaka ) CARRIED**

4. **Orientation Package for APC Members**

- The Manager of Planning presented an orientation package reviewing the Advisory Planning Commission role, responsibilities, Conflict of Interest and other policies/bylaws relevant to land use planning.

- Members thanked the Manager of Planning for the Orientation package and presentation.
- Members noted that First Nation representatives are rarely able to attend due to busy schedules and that their input was valuable when available.
- If it continues to be difficult to engage a quorum for meetings the possibility of increasing membership numbers will be reviewed in March.
- A Media policy for committee members was discussed. The Manager of Planning will look into whether or not there is an existing City policy specific to city committee members. It was noted that APC members wishing to comment on land use issues are free to do so as individuals however APC members should not endeavor to represent the Advisory Planning Commission and should defer questions to the Chair or to the Manager of Planning.

**5. DEVELOPMENT APPLICATION: Development Variance Permit**

**5473 Greenard Street** - Parcel W, District Lot 112, Alberni District, Plan VIP43267 (Being a consolidation of Lots 112 and 113, See CA7741623) PID: 030-896-207

**Applicant:** W. Gysi

- The Manager of Planning summarized the report to the APC dated January 9, 2020.
- The APC discussed the application as follows:
  - The Fire Department liaison and the RCMP liaison expressed they had no objections to the Variance.
  - There were questions regarding the existing, non-conforming structures. The applicant responded by explaining that the structures had been grandfathered with a City boundary expansion. He also clarified the site plan with respect to the location of the proposed new roof and the location of the existing structures on the property.
  - It was noted that repairing the structures that currently exist would not require a Variance if they are replicated and reconstructed in the same location on an existing foundation. New structures need to conform to the current bylaw requirements or obtain a Variance. In this case a Variance is requested because the roof will be considered a new structure and will need new concrete post footings.
  - There is no encroachment of the neighbouring residence onto the subject property. The aerial photo used in the report map is a web capture as the City does not have recent, high resolution imagery for that area of the city and the image used is low resolution, provincial imagery.
  - Front Yard vs Rear Yard was clarified. (Front Yard is the shortest property line with street frontage(lanes are not streets))

**Motions:**

1. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the necessary Development Variance Permit to vary Zoning Bylaw 4832 as follows:*

*Vary Section 5.12.2 R2 - One and Two Family Residential Minimum Setbacks, Rear Yard, from 9.0 m to 4.57 m, a variance of 4.43 m, for the property located at 5473 Greenard Street and legally described as Parcel W, District Lot 112, Alberni District, Plan VIP43267 (PID: 030-896-207).*

2. *That City Council direct staff to give notice of intent to consider the issuance of Development Variance Permit No. 99 for 5473 Greenard Street.*

( Washington / Francoeur ) CARRIED

## 6. UPDATE:

The Manager of Planning summarized what has been happening since the last APC meeting:

- **Short Term Rental Accommodations** – VIU interns' report was presented to Council and staff were given Council's direction.
- **Beautification of 3rd Ave** – Manager of Planning is working with a Consultant and the Director of Public Works on a report that will come to Council on Jan 27th
- **Relocation of Recycled Building** – Staff are reviewing the Building Bylaw
- **Housing Needs Assessment** – RFP being developed for the project
- **Development Permit Application** – Alberni Mall
  
- Next APC meeting
  - Current development applications
  - Draft Cannabis Cultivation Bylaw and Policy
  
- Status update on current projects.
- Former Arrowview Hotel still under demolition
- No Building Permit application received yet for Anderson Hill multi-family development
- Chris Washington gave an update regarding the businesses in the Uptown Southport area.
- As the School District 70 representative, Chris Washington reported that there is a need for childcare spaces in the Alberni Valley.

## 7. OTHER BUSINESS

- None

8. **ADJOURNMENT** – The meeting adjourned at 1:00 p.m. The next regular meeting is rescheduled for **Thursday, February 20, 2020.**

( Douglas / Washington ) CARRIED

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Davina Hartwell - City Clerk

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John Douglas – Vice-Chair