

CITY OF PORT ALBERNI - MEETING SCHEDULE

MONDAY, APRIL 11, 2016

1:15 pm	Special In-Camera Meeting <i>@ Committee Room</i>	CLOSED TO PUBLIC
6:00 pm	Public Hearing Re: Phase 2 of Uplands Subdivision & 3532 – 4 th Avenue <i>@ Council Chambers</i>	OPEN MEETING
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

DATES TO NOTE

Tues. April 12 2:00 pm	Special In-Camera Meeting <i>@ Committee Room</i>	CLOSED TO PUBLIC
Thurs. April 14 4:30 pm	Seniors Advisory Committee <i>@ Committee Room</i>	OPEN MEETING
Wed. April 20 10:00 am	Advisory Traffic Committee <i>@ Committee Room</i>	OPEN MEETING
Thurs. April 21 12:00 pm	Advisory Planning Commission <i>@ Committee Room</i>	OPEN MEETING
Mon. April 25 7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

A G E N D A

REGULAR MEETING OF COUNCIL

**MONDAY, APRIL 11, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

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

PRESENT:

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

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

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

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

B. ADOPTION OF MINUTES - Page 12

1. Special Meeting held at 1:00 pm and Regular Council Meeting held at 7:00 pm on March 29, 2016.

C. PUBLIC INPUT PERIOD

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

D. DELEGATIONS

1. Juanita Currie

In attendance to discuss Autism Support Community and Child & Youth Mental Health.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

**1. Director of Finance – Port Alberni Junior Hockey Society/Bulldogs
Accounts Receivable - Page 26**

Report dated April 5, 2016 from the Director of Finance providing information about the Alberni Valley Bulldogs' outstanding account.

That the report from the Director of Finance dated April 5, 2016, be received.

F. STAFF REPORTS

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

1. Accounts

That the certification of the Director of Finance dated April 11, 2016 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

2. City Clerk - Special Occasion Licences - Page 27

Notes from the March 31, 2016 meeting to review Special Occasion Licence Applications for 2016.

That Council for the City of Port Alberni endorse Special Occasion Liquor applications for 2016 as reviewed March 31, 2016 providing all the provisions of the provincial liquor licensing requirements are met and the applicants notified accordingly.

3. City Clerk – Harbour Quay Lease – Spirit Square - Page 31

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease for Spirit Square at the Alberni Harbour Quay with Gwen Lowe and Beth Larsen for conducting a Crafters' Market for a five month term commencing May 1, 2016 at the current monthly rent of \$75.00 per month plus GST (\$393.75 for the term).

4. Director of Community Services – Alternate Delivery Model for Museum and Heritage Services - Page 34

Report dated April 6, 2016 from the Director of Community Services providing a report regarding an alternate delivery model for the museum and heritage services.

That the report from the Director of Community Services dated April 6, 2016 be received, and Council for the City of Port Alberni appoint Councillor Washington (Council representative on the Heritage Commission) to the Steering Committee engaged to develop a work plan and process to determine the appropriate delivery model for delivery of museum and heritage services.

5. Director of Community Services – Community Investment Program (CIP) 2016 – Late Request - Page 36

Report dated April 6, 2016 from the Director of Community Services providing information and recommendations regarding another late request to the 2016 Community Investment Program from the BC Fire Training Officers Association (BCFTOA) Conference organizing committee requesting a cash grant of up to \$500.00.

That the report from the Director of Community Services dated April 6, 2016, be received.

That Council for the City of Port Alberni approve the request from the BC Fire Training Officers Association Conference local organizing committee for a cash grant of up to \$500.00 for transportation costs during the upcoming Provincial Conference in Port Alberni.

6. City Planner – Development Permit No. 15-02 (3033 – 3rd Avenue) - Page 38

Report dated April 5, 2016 from the City Planner regarding consideration of an application for Development Permit No. 15-02 to facilitate construction of a new mixed use building at 3033 – 3rd Avenue.

That the report dated April 5, 2016 from the City Planner regarding consideration of an application for Development Permit No. 15-02 to facilitate construction of a new mixed use building at 3033 – 3rd Avenue.

That Council for the City of Port Alberni approve Development Permit No. 15-02 and that the City Clerk be authorized to sign the permit including the following Schedule B development plans:

- a. Drawing No. DP - 1 – Site Plan*
- b. Drawing No. DP - 2 – Elevations Front and Rear*
- c. Drawing No. DP - 3 – Elevations Right and Left*
- d. Drawing No. DP - 4 – Floor Plan 1st and 2nd*
- e. Drawing No. DP - 5 – Floor Plans 3rd to 5th*
- f. Drawing No. DP - 6 – Roof Plan*
- g. Drawing No. DP - 7 – Landscape Plan*

7. City Planner - Development Variance Permit No. 89 – 3820 - 10th Avenue - Page 51

Report dated April 1, 2016 requesting consideration of an application for a Development Variance Permit in order to vary the Zoning Bylaw regulations, to permit a reduction in the rear yard setback.

That the report dated April 1, 2016 from the City Planner regarding proposed Development Variance Permit No. 89, be received and Council proceed with consideration of the Development Variance Permit.

Introductory remarks by the Chair - Input received from the public and applicant and comments by staff and Council will form part of the record of input into the Development Variance Permit application.

- a) Background information from the City Planner.
- b) Correspondence.
- c) Late correspondence regarding the matter.
- d) Presentation by the Applicant.

- e) Input from the Public.
- f) Questions from Council (Members of Council may ask questions, through the Chair.)

That Development Variance Permit No. 89 to vary section 5.21.2 Site Development, for the Rear Yard Setback from 6 metres to 2.8 metres, a variance of 3.2 metres for the property located at 3820 - 10th Avenue, be authorized by City Council on April 11, 2016.

8. Current Status Report - Page 61

That the Current Status Report be received.

9. Managers' Monthly Reports

Providing information about current departmental operations.

Planning Department - Page 66

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

*** Recess ***

G. 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 Council meetings. Each reading enables council to reflect on the bylaw before proceeding further.

1. "Five Year Financial Plan Bylaw 2016-2020, Bylaw No. 4904"

That "Five Year Financial Plan Bylaw 2016-2020, Bylaw No. 4904", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4904.

2. "Tax Rates 2016, Bylaw No. 4905" - Page 67

Report from the Director of Finance dated April 5, 2016 advising the *Community Charter* requires that Council must, by Bylaw, impose property value taxes for the year by establishing tax rates prior to May 15th of each year.

That the report dated April 5, 2016 from the Director of Finance, be received.

That "Tax Rates 2016, Bylaw No. 4905", be now introduced and read a first time.

That "Tax Rates 2016, Bylaw No. 4905", be read a second time.

That "Tax Rates 2016, Bylaw No. 4905", be read a third time.

3. City Clerk - April 11, 2016 Public Hearing Report

That the verbal report of the Public Hearing held April 11, 2016 regarding Bylaws #4899, #4900, #4901, #4902 and #4903, be received.

"Official Community Plan Amendment No. 19 (Burde Street - Phase 2 of Uplands Subdivision), Bylaw No. 4899"

That "Official Community Plan Amendment No. 19 (Burde Street - Phase 2 of Uplands Subdivision), Bylaw No. 4899", be read a third time.

"Zoning Text Amendment T8 (Burde Street - Phase 2 of Uplands Subdivision), Bylaw No. 4900"

That "Zoning Text Amendment T8 (Burde Street - Phase 2 of Uplands Subdivision), Bylaw No. 4900", be read a third time.

"Zoning Bylaw Map Amendment No. 11 (Burde Street - Phase 2 of Uplands Subdivision), Bylaw No. 4901"

That "Zoning Bylaw Map Amendment No. 11(Burde Street - Phase 2 of Uplands Subdivision), Bylaw No. 4901", be read a third time.

"Official Community Plan Amendment No. 20 (3532 - 4th Avenue - D. Beecroft), Bylaw No. 4902"

That "Official Community Plan Amendment No. 20 (3532 - 4th Avenue - D. Beecroft), Bylaw No. 4902", be read a third time.

That "Official Community Plan Amendment No. 20 (3532 - 4th Avenue – D. Beecroft), Bylaw No. 4902", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4902.

"Zoning Bylaw Map Amendment No. 12 (3532 - 4th Avenue - D. Beecroft), Bylaw No. 4903"

That "Zoning Bylaw Map Amendment No. 12 (3532 - 4th Avenue - D. Beecroft), Bylaw No. 4903", be read a third time.

That "Zoning Bylaw Map Amendment No. 12 (3532 – 4th Avenue – D. Beecroft), Bylaw No. 4903", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4903.

H. CORRESPONDENCE FOR ACTION

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

1. Island Corridor Foundation - Page 72

Letter dated April 4, 2016 requesting Council appoint a member to the Island Corridor Foundation Local Government Liaison Committee.

That the letter dated April 4, 2016 requesting Council appoint a member to the Island Corridor Foundation Local Government Liaison Committee, be received and Councillor _____ be appointed to the committee.

2. Alberni Valley Curling Club - Page 73

Letter dated March 24, 2016 requesting financial support to assist with attendance of four members at the 55+ Canada Games in Brampton, Ontario.

That the letter dated March 24, 2016 requesting financial support to assist with attendance of four members to attend the 55+ Canada Games in Brampton, Ontario, be received and City Pins provided.

3. Alberni-Clayoquot Regional District - Page 74

Letter dated March 23, 2016 requesting Council consider matching any contribution the electoral area directors may contribute from gas tax monies towards the Alberni Valley Regional Airport improvements.

That the letter dated March 23, 2016 requesting Council consider matching any contribution the electoral area directors may contribute from gas tax monies towards the Alberni Valley Regional Airport improvements, be received.

I. PROCLAMATIONS

1. Child Find BC - Page 76

E-mail dated March 30, 2016 requesting that May be proclaimed as "Missing Children's Month" and May 25th as "Missing Children's Day".

That the letter from Child Find BC dated March 30, 2016 requesting that May be proclaimed as "Missing Children's Month" and May 25th as "Missing Children's Day" in Port Alberni, be received and the month and day proclaimed as requested.

2. Public Works Association of British Columbia - Page 78

Letter dated March 22, 2016 requesting that May 15 to 21, 2016 be proclaimed as "National Public Works Week" and advising the theme is "Public Works – Always There".

That the letter dated March 22, 2016 from the Public Works Association of British Columbia requesting that May 15 to 21, 2016 be proclaimed as "National Public Works Week" in Port Alberni, be received and the week proclaimed as requested.

J. INFORMATIONAL CORRESPONDENCE

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

1. Minister of Environment - Page 80

Letter dated March 30, 2016 announcing the *Water Sustainability Act* which updates and replaces the old *Water Act* and will better protect stream health, regulate groundwater, address water use during times of scarcity and expand opportunities to participate in decision making processes.

2. Food Security and Climate Change Committee - Page 84

The minutes of the February 4, 2016 and March 3, 2016 meetings.

3. McLean Mill Advisory Committee - Page 87

The minutes of the March 10, 2016 meeting.

4. Ombudsperson - Page 90

Letter dated March 2016 providing a copy of *Bylaw Enforcement: Best Practices Guide for Local Governments*, designed to be a practical tool officials can use to review and revise local bylaw enforcement programs. (Note: Report in 'Reading File')

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

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Mayor's Report

That the Mayor's verbal report be received.

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

That the Regional District verbal report be received.

3. Councillors' Reports

That the Councillors' verbal reports be received.

M. NEW BUSINESS

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

N. QUESTION PERIOD

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

O. ADJOURNMENT

That the meeting adjourn at pm.

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
TUESDAY, MARCH 29, 2016 AT 1:00 PM
IN THE CITY HALL COMMITTEE ROOM**

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

STAFF: Tim Pley, Acting City Manager/Fire Chief
Davina Hartwell, City Clerk

It was moved and seconded that:

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;

CARRIED

CERTIFIED CORRECT

Mayor Mike Ruttan



Davina Hartwell, City Clerk

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD TUESDAY, MARCH 29, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

PRESENT: Mayor Ruttan; Councillors Alemany, McLeman, Paulson, Sauvé and Washington

REGRETS: Councillor Minions

The next item added to the basic emergency supply kit being prepared in advance of the coastal exercise in June was a whistle.

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

It was moved and seconded:

That the agenda be approved as circulated with the addition of late D. 2 Broombusters.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Special Budget Meeting held at 1:00 pm, Special Meeting held at 2:10 pm, Regular Council Meeting held at 7:00 pm on March 14, 2016, Special Meeting held at 3:00 pm on March 16, 2016 and Special Meeting held March 17, 2016 at 9:00 am be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

Matthew Pearson suggested marijuana is medicine and its access shouldn't be limited any more than it is for tobacco. He indicated he will be submitting a proposed amendment to the City's marijuana regulations.

Danielle Eely spoke on behalf of Grandview Residents' petition for a walking path along Grandview to Compton for safety reasons.

Bob Kanngiesser representing the Chamber of Commerce Civic Affairs Committee provided general support for the City's 2016-2020 Five Year Financial Plan.

D. DELEGATIONS

1. Tricia Knight, Centennial Belles

Provided information on the upcoming Jane Austen Festival happening July 8 – 9, 2016 in Port Alberni.

2. Joanne Sales, Broombusters

Provided background and information on 'broombusting' and encouraged the community to become involved. She advised they are currently identifying locations in Port Alberni for this year's initiatives.

E. UNFINISHED BUSINESS NIL

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated March 29, 2016 be received and the cheques numbered 134525 to 134662 inclusive, in payment of accounts totalling \$693,714.80, be approved.

CARRIED

2. City Clerk - Lease of Property to Tar's Auto Sales

It was moved and seconded:

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease agreement with Tar and Tarmet Binng for the portion of lane adjacent to the property at 3707 3rd Avenue for a two year period at a cost of \$350.00 per year plus taxes effective April 1st, 2016.

CARRIED

**3. Director of Community Services – Community Investment Program (CIP)
2016 – Late Requests**

It was moved and seconded:

That the report from the Director of Community Services dated March 17, 2016, be received.

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni deny the request for \$1,800 in kind for tent rentals for use at the Solstice Arts Festival from the Community Arts Council and recommend they work with Art Rave Society to share the tents already allocated by the City to the Solstice Arts Festival.

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni approve the request from the Port Alberni Youth Centre for \$610 in kind for utilities and deny the \$500 request for water line repair.

CARRIED

It was moved and seconded:

Council for the City of Port Alberni approve the request from the RCMP Drug Awareness Services for 570 Youth Admission passes (up to \$750) to support the Youth Empowerment Summit.

CARRIED

**4. City Planner – Development Permit No. 16-02 (4905 Cherry Creek Road)
(Complete Contracting)**

It was moved and seconded:

That Council for the City of Port Alberni approve Development Permit No. 16-02 and that the City Clerk be authorized to sign the permit including the following Schedule B development plans:

- a) Complete Contracting Drawing D1 – dated February 17, 2016***
- b) Complete Contracting Drawing D2 – dated February 19, 2016***
- c) Complete Contracting Drawing D3 – dated February 17, 2016***

CARRIED

5. Director of Finance – Draft Departmental Operations Financial Statement for 2015

It was moved and seconded:

That the report from the Director of Finance dated March 23, 2016 providing the draft 2015 Financial Statement of Operations for the City of Port Alberni, be received.

CARRIED

6. Economic Development Manager – 2016 Banners

It was moved and seconded:

That Council for the City of Port Alberni direct staff to install the Art Thompson banners again in 2016.

CARRIED

7. Current Status Report

It was moved and seconded:

That the Current Status Report be received.

CARRIED

8. Managers' Monthly Reports

Community Services (Parks, Recreation & Heritage)

It was moved and seconded:

That the monthly report from the Community Services Director providing information about current departmental operations, be received.

CARRIED

Economic Development

It was moved and seconded:

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

CARRIED

G. BYLAWS

1. **“City of Port Alberni Commercial Revitalization Tax Exemption Program, Bylaw No. 4898”**

It was moved and seconded:

That “City of Port Alberni Commercial Revitalization Tax Exemption Program, Bylaw No. 4898”, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4898.

CARRIED

2. **“City of Port Alberni Revitalization Tax Exemption Program, Amendment No. 1, Bylaw No. 4897”**

It was moved and seconded:

That “City of Port Alberni Revitalization Tax Exemption Program, Amendment No. 1, Bylaw No. 4897”, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4897.

CARRIED

3. **“Five Year Financial Plan Bylaw 2016-2020, Bylaw No. 4904”**

It was moved and seconded:

That the report dated March 21, 2016 from the Director of Finance, be received.

CARRIED

It was moved and seconded:

That “Five Year Financial Plan Bylaw 2016 - 2020, Bylaw No. 4904”, be now introduced and read a first time.

CARRIED

It was moved and seconded:

That “Five Year Financial Plan Bylaw 2016 - 2020, Bylaw No. 4904”, be read a second time.

CARRIED

It was moved and seconded:

***That "Five Year Financial Plan Bylaw 2016 - 2020, Bylaw No. 4904",
be read a third time.***

CARRIED

4. City Planner – Advisory Planning Commission

Development Application: Official Community Plan and Zoning Bylaw Map
Amendments – Burde Street

Applicant: Craig Bowerman as Agent for 0853224 BC Ltd.

Lots B and Lot C, District Lot 48, Alberni District, Plan VIP68122

Development Application: Official Community Plan Bylaw and Zoning Bylaw
Amendments - 3542 – 4th Avenue

Applicant: D. Beecroft as agent for L. Terryberry

Lot 8, Block 50, District Lot 1, Alberni District, Plan VIP197B

Development Application: Development Variance Permit No. 89 -
3820 – 10th Avenue

Applicant: Alberni District Co-operative Association

**Block 171, District Lot 1, Alberni District, Plan VIP 1603 Parcel C, (Being a
consolidation of Lots 7 to 10)**

It was moved and seconded:

***That the summary report of the March 17, 2016 meeting of the
Advisory Planning Commission, be received.***

CARRIED

**"Official Community Plan Amendment No. 19 (Burde Street – Phase 2 of
Uplands Subdivision), Bylaw No. 4899"**

It was moved and seconded:

***That "Official Community Plan Amendment No. 19 (Burde Street –
Phase 2 of Uplands Subdivision), Bylaw No. 4899", be now
introduced and read a first time.***

CARRIED

It was moved and seconded:

That “Official Community Plan Amendment No. 19 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4899”, be read a second time.

CARRIED

“Zoning Text Amendment T8 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4900”

It moved and seconded:

That “Zoning Text Amendment T8 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4900”, be now introduced and read a first time.

CARRIED

It was moved and seconded:

That “Zoning Text Amendment T8 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4900”, be read a second time.

CARRIED

“Zoning Bylaw Map Amendment No. 11 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4901”

It was moved and seconded:

That “Zoning Bylaw Map Amendment No. 11(Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4901”, be now introduced and read a first time.

CARRIED

It was moved and seconded:

That “Zoning Bylaw Map Amendment No. 11(Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4901”, be read a second time.

CARRIED

“Official Community Plan Amendment No. 20 (3532 – 4th Avenue - D. Beecroft), Bylaw No. 4902”

It was moved and seconded:

That “Official Community Plan Amendment No. 20 (3532 – 4th Avenue - D. Beecroft), Bylaw No. 4902”, be now introduced and read a first time.

CARRIED

It was moved and seconded:

That “Official Community Plan Amendment No. 20 (3532 – 4th Avenue - D. Beecroft), Bylaw No. 4902, be read a second time.

CARRIED

“Zoning Bylaw Map Amendment No. 12 (3532 – 4th Avenue – D. Beecroft), Bylaw No. 4903”

It was moved and seconded:

That “Zoning Bylaw Map Amendment No. 12 (3532 – 4th Avenue - D. Beecroft), Bylaw No. 4903”, be now introduced and read a first time.

CARRIED

It was moved and seconded:

That “Zoning Bylaw Map Amendment No. 12 (3532 – 4th Avenue - D. Beecroft), Bylaw No. 4903”, be read a second time.

CARRIED

Setting Public Hearing for Bylaws Numbered 4899, 4900, 4901, 4902 & 4903

It was moved seconded:

That the following Bylaws be advanced to a Public Hearing on April 11, 2016 at 6:00 pm in the City Hall Council Chambers:

- ***“Official Community Plan Amendment No. 19 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4899”***
- ***“Zoning Text Amendment T8 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4900”***
- ***“Zoning Bylaw Map Amendment No. 11 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4901”***
- ***“Official Community Plan Amendment No. 20 (3532 – 4th Avenue - D. Beecroft), Bylaw No. 4902”***
- ***“Zoning Bylaw Map Amendment No. 12 (3532 – 4th Avenue - D. Beecroft), Bylaw No. 4903”***

CARRIED

H. CORRESPONDENCE FOR ACTION

1. Matt Treble – Society for the Advancement of Young Scientists

It was moved and seconded:

That the email dated March 11, 2016 from Matt Treble requesting a financial contribution to the Vancouver Island Regional Science Fair, be received.

CARRIED

2. Concerned Residents of Grandview Road

It was moved and seconded:

That the petition received March 18, 2016 from residents of Grandview Road requesting a walking path on Grandview Road, be received and forwarded to the City Engineer for a report.

CARRIED

3. **Mothers Against Drunk Drivers (MADD)**

It was moved and seconded:

That the email dated March 22, 2016 from MADD requesting support from the City by purchasing an ad in the MADD Message Yearbook, be received.

CARRIED

4. **Roland Smith**

It was moved seconded:

That the letter dated March 21, 2016 from Roland Smith expressing concern regarding the location of the City's Public Works Yard within the tsunami inundation zone and requesting clarification on how the City plans to address this risk, be received.

CARRIED

5. **Rupert & Franny Yakelashek**

It was moved and seconded:

That the email dated March 22, 2016 from Rupert and Franny Yakelashek requesting support for the City of Victoria's resolution to the FCM regarding a federal bill of environmental rights, be received.

CARRIED

It was moved and seconded:

That Item 4 on the Status Report (report regarding implications of adopting the Declaration to the Right to a Healthy Environment) be moved to medium priority.

CARRIED

6. Alberni Valley Chamber of Commerce

It was moved and seconded:

That the letter dated March 23, 2016 from the Alberni Valley Chamber of Commerce, be received and Council concur with the request to use City barricades, temporary closure of Victoria Quay from Roger Street to Johnston Road, and support of the request to the Ministry of Transportation for traffic control on Hwy. 4 for the 4th Annual No. 7 Challenge on May 1, 2016, subject to notification of emergency services, consultation with all affected businesses to minimize potential conflict and traffic concerns and provision of standard liability insurance.

CARRIED

7. District of Tofino

It was moved and seconded:

That the letter dated March 22, 2016 requesting Council's support of the City of Victoria's resolution to the Association of Vancouver Island and Coastal Communities (AVICC) calling on the Municipal Finance Authority (MFA) to create a fossil-fuel-free investment fund, be received.

CARRIED

The Mayor called a recess at 8:37 pm.

The meeting resumed at 8:45 pm.

I. PROCLAMATIONS NIL

J. INFORMATIONAL CORRESPONDENCE

- 1. RCMP, Pacific Region - Municipal Policing Agreement**
Letter dated March 10, 2016 providing expenditures to February 29, 2016.
- 2. Air Quality Council Meeting**
The minutes of the March 3, 2016 meeting.

3. **British Columbia Community Forest Association**
Letter dated March 16, 2016 providing a copy of the Community Forest Indicators Report.
4. **Island Corridor Foundation**
Information received regarding the Island Rail 130th Anniversary Celebration on April 8 & 9, 2016.

It was moved and seconded:

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

CARRIED

K. **REPORT FROM IN-CAMERA**

L. **COUNCIL REPORTS**

1. **Mayor's Report**

It was moved and seconded:

That the Mayor's verbal report be received.

CARRIED

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

It was moved and seconded:

That the Regional District verbal report be received.

CARRIED

3. **Councillors' Reports**

It was moved and seconded:

That the Councillors' verbal reports be received.

CARRIED

M. NEW BUSINESS NIL

N. QUESTION PERIOD NIL

O. ADJOURNMENT

It was moved and seconded:

That the meeting adjourn at 9:10 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Dawn Herten

Clerk

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CITY OF PORT ALBERNI

FINANCE DEPARTMENT

TO: Tim Pley, A/CAO
FROM: Cathy Rothwell, Director of Finance
COPIES TO: Mayor and Council
Davina Hartwell, City Clerk
DATE: April 5, 2016

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

Tim Pley, Acting City Manager/
Fire Chief

SUBJECT: Port Alberni Junior Hockey Society/Bulldogs Accounts Receivable

Issue

In response to a question from Council at a March 29, 2016 regular meeting, information regarding the amount that Port Alberni Junior Hockey Society (PAJHS)/Bulldogs owes to the City is provided.

Background

PAJHS/Bulldogs have three accounts with the City. One is at zero, and inactive. The second is current and is being billed monthly for ice rental. The third is the old account, with a balance owing of \$55,178.22 for ice rentals dating November 2012 to July 2014.

Negotiations for ice time rental and the balance owing are under way.

Recommendation

The following resolution of Council is proposed:

That the report from the Director of Finance dated April 5, 2016, be received.

Respectfully submitted,

Cathy Rothwell
Director of Finance

**COMMITTEE TO REVIEW SPECIAL OCCASION LICENCE APPLICATIONS
HELD THURSDAY, MARCH 31, 2016 AT 1:00 PM
IN THE COMMITTEE ROOM AT CITY HALL**

PRESENT: Greg McCammon, Liquor Inspector
Davina Hartwell, City Clerk
Steve Bilodeau (City, Multiplex Supv)
Randy Thoen (Chief Fire Prevention Officer, PAFD)
Dave Wiwchar (Toy Run)
Paul Robertson (Funtastic Sports Society)
Jason Sampson (Funtastic Sports Society)
Chris Maust (Sunday Mixed Slo-Pitch)
Richard Camerson (Salmon Festival)
Ann Siddall (Fall Fair)
Kat Slepian (Young Professionals)

Introductions were made and Greg McCammon, Liquor Inspector, distributed and reviewed some of the Terms and Conditions outlined in the Special Occasion Licence Major Events handout revised April 2014.

Each organization provided an overview of their proposed events and responded to questions. Notes and comments regarding events included on Application Summary (attached). No reports of any issues reported following last year's events.

Points discussed:

- Applications are all on-line. When on-line application made groups were reminded to send Greg an email attaching the signed declaration
- Liquor inspector not involved in events less than 500 – those still need local police approvals (on-line application still required)
- Inspectors attending events looking for intoxication; service to minors; ensuring staff not consuming
- Minors Program will be active (16/17 year olds). Two pieces of ID required to be checked

The meeting adjourned at approximately 1:50 p.m.

J:\Clerks\SpecialOccasionLicences\2016\Minutes\March 31_2016_dgh.doc

APPLICATION SUMMARY FOR COUNCIL

2016 SPECIAL OCCASION LICENCE APPLICATIONS

	Location	Dates	Hours	2016 Proposed Beneficiaries	Comments
Young Professionals of the Alberni Valley <i>(Sporting Event)</i> <i>(New)</i>	Canal Beach	June 4-5	12 pm - 10 pm	Young Professionals of the Alberni Valley	Beer Garden in conjunction with AC/DC kiteboarding event – approx. 60 people. Will require local police approval.
Young Professionals of the Alberni Valley <i>(Canada Day Celebration)</i>	Victoria Quay	July 1	12 pm - 11 pm	Young Professionals of the Alberni Valley	Event not confirmed – will be on Hupacasath lease property at Victoria Quay – 60-80 people. Will require local police approval.
Port Alberni Funtastic Sports Society <i>(Music Festival / Slo Pitch Tourney)</i>	Echo Minor #1 Field	July 1-3	11 am - 10 pm (Fri + Sat) 11 am - 5 pm (Sunday)	Have process in place (similar to last year)	1,500 people, 70 teams. Security 1/100 – must be licensed.
Sunday Mixed Slo-Pitch League <i>(Playoffs + Award Cermonies)</i>	Top Field beside Minor #1	July 16-17	11 am - 6 pm	KidSport ROE - Eagles of PA	Approx 400 people – will require local police approval.

APPLICATION SUMMARY FOR COUNCIL

2016 SPECIAL OCCASION LICENCE APPLICATIONS

	Location	Dates	Hours	2016 Proposed Beneficiaries	Comments
Young Professionals of the Alberni Valley (Community Market) (New)	Victoria Quay	July 20	5 pm - 10 pm	Young Professionals of the Alberni Valley	In conjunction with Wednesday night markets – Hupacasath lease property. 60-80 people – will require local police approval.
Young Professionals of the Alberni Valley (Community Market) (New)	Victoria Quay	Aug 10	5 pm - 10 pm	Young Professionals of the Alberni Valley	
Young Professionals of the Alberni Valley (Community Event) (New)	Victoria Quay	Aug 31	5 pm - 10 pm	Young Professionals of the Alberni Valley	
Kiwanis Club of Port Alberni (Salmon Festival)	Clutesi Haven Marina	Sept 2-5	11 am - 10 pm	"Our Town" Events Salvation Army Kettles Sea Cadets ADSS Portal Players	Event attracts large crowd – will need licensed security (4 committed) – 350 beer garden capacity. Tarps may be removed to allow view of stage entertainment as long as access not compromised.

APPLICATION SUMMARY FOR COUNCIL

2016 SPECIAL OCCASION LICENCE APPLICATIONS

	Location	Dates	Hours	2016 Proposed Beneficiaries	Comments
Alberni District Fall Fair Association (Annual Community Event)	Fair Grounds	Sept 8 Sept 9 Sept 10 Sept 11	5 pm - 10 pm 5 pm - 10 pm 12 pm - 10 pm 12 pm - 4 pm	Funtastic Sports Alberni Athletics Arrowsmith Amateur Radio	Event attracts approx. 18,000 over 4 days. 75 beer garden capacity – 1 hired security.
Port Alberni Toy Run (Fundraiser)	Glenwood Centre	Sept 17-18	12 pm - 1:30 am	Parks and Recreation Salvation Army Bread of Life Hilton Children's Center ADSS Breakfast Club Girl Guides AV Wrestling Club VAST	Attendance 1,400 bikes. Beer garden Saturday afternoon (500 capacity) Dance Saturday night (Glenwood – 1,100) Beer garden Sunday afternoon (500 capacity) Committed 5 licensed security for beer gardens; 11 for Dance.
Oktoberfest	Glenwood	Not confirmed (end October)	To be confirmed	Youth Soccer	Event not yet confirmed – (John Kenchenten organizer). Potential for 500+ attendees.

CITY OF PORT ALBERNI

LETTER OF AGREEMENT

ALBERNI HARBOUR QUAY - SPIRIT SQUARE

Dated this 5th day of April, 2016

BETWEEN: The City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8

(Hereinafter referred to as "the Landlord".)

AND: Gwen Lowe and Beth Larsen
c/o 2906 15th Avenue
Port Alberni BC V9Y 2Y8

(Hereinafter referred to as "the Tenant".)

The Parties hereto agree as follows:

1. The Tenant hereby covenants to:

- a) For the term of May 1, 2016 to September 30, 2016, pay rent in the amount of:

\$75.00 per month plus GST (\$393.75 for the term) for conducting a Crafters' Market in the Spirit Square area of Alberni Harbour Quay **within the area marked on the attached plan labelled Schedule "A"** on Sundays of each week **between the hours of 10:00 am and 3:00 pm from May 1, 2016 through September 30, 2016.**

- b) Pay rent on an annual basis, due and payable on May 1, 2016 at City Hall, 4850 Argyle Street, Port Alberni, BC V9Y 1V8.
- c) The Tenant must comply with all applicable municipal, provincial and federal regulations
- d) The Tenant shall obtain and maintain for the Term, at its sole expense, comprehensive general liability insurance providing coverage for death, bodily injury, property loss and damage arising out of the Tenant's use and occupation of the Premises, in the amount of not less than \$2,000,000 per occurrence, all inclusive; and

Each insurance policy shall:

- (i) name the Landlord as an additional insured;
- (ii) be issued by an insurance company entitled under provincial law to carry on business in British Columbia;
- (iii) state that the policy;

- (a) applies to each insured in the same manner and to the same extent as if a separate policy of insurance had been issued to each insured; and,
 - (b) cannot be cancelled, lapsed or materially changed without thirty (30) days written notice to the Landlord;
 - (c) be maintained for a period ending twelve months after this Lease is terminated;
 - (d) not include any deductible amount greater than \$5,000.00 per occurrence; and
- (iv) be on other terms acceptable to the Landlord, acting reasonably.
- e) To leave the premises in good repair.
 - f) Not to carry on any activity, that may be deemed a nuisance, on the premises.
 - g) The Landlord covenants for quiet enjoyment.
 - h) Despite the term of this lease, it may be terminated by either party upon sixty (60) days written notice to the other party of its intention to terminate.
 - i) If the Tenant continues to occupy the premises after the end date of the term and the Landlord accepts rent, then the tenancy created shall be deemed to be on a month-to-month basis and the Tenant shall continue to comply with all other terms and conditions of this agreement.
 - j) Failure on the part of the Tenant to comply with the terms and conditions of this agreement may be considered as a breach of the agreement, which then may be rendered null and void.

Signed on behalf of the Landlord,

Signed by the Tenant,

Mayor

(SIGNATURE)

City Clerk

(PRINT NAME)

DATE: _____

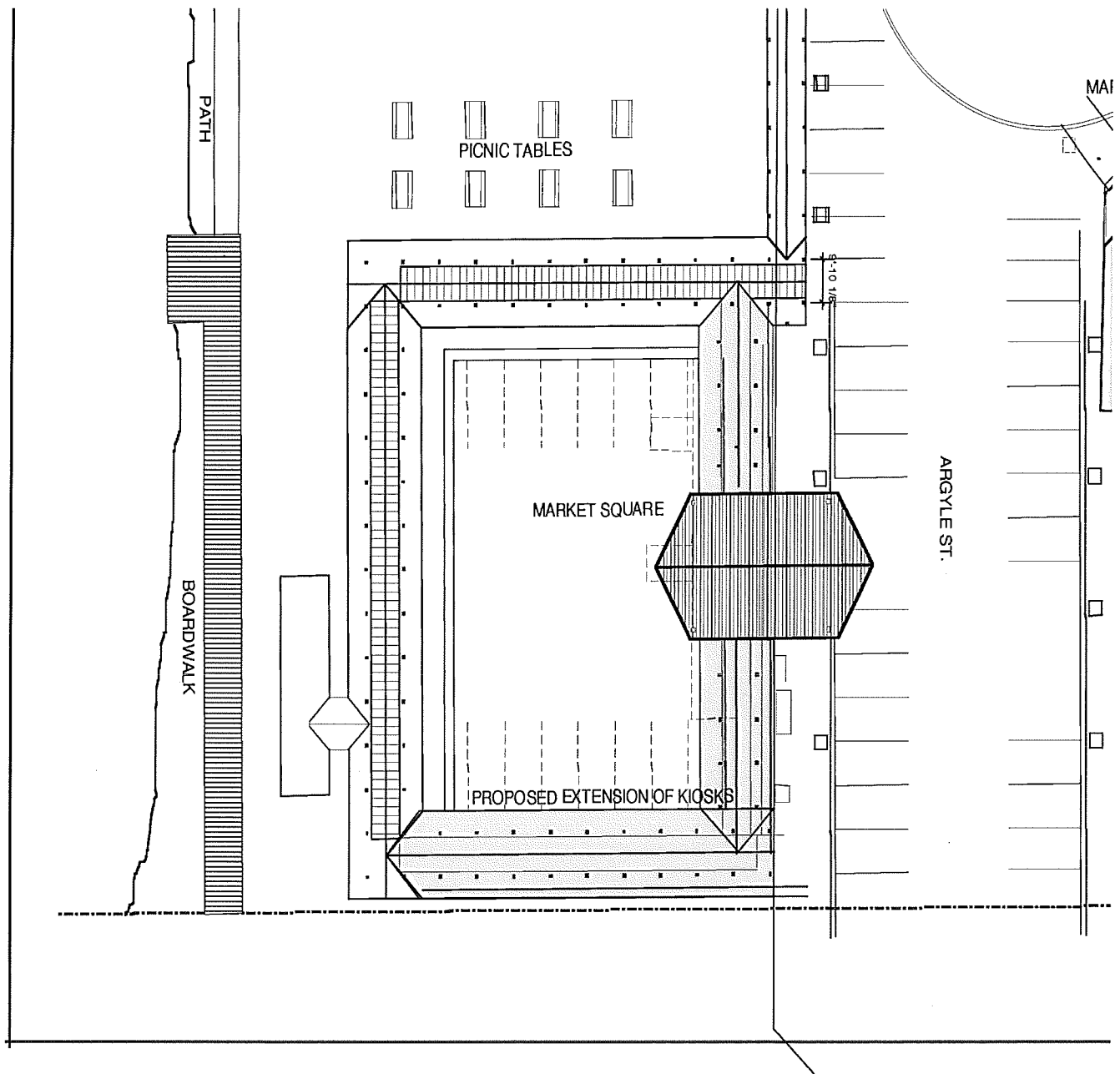
DATE: _____

(SIGNATURE)

(PRINT NAME)

DATE: _____

**SCHEDULE A TO LETTER OF AGREEMENT
FOR OPERATION OF A CRAFTER'S MARKET AT SPIRIT SQUARE, AHQ**



**Community Services – Parks, Recreation and Heritage
Report to Council**

TO: Tim Pley, Acting City Manager

FROM: Theresa Kingston, Director of Community Services

COPIES TO: Jamie Morton, Manager of Museum, Heritage and Culture

DATE: April 6, 2016

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



**Tim Pley, Acting City Manager/
Fire Chief**

SUBJECT: Alternate Delivery Model for Museum and Heritage Services

Background:

As a result of a recommendation in the Organization and Compensation Review prepared by Judy Rogers, Council passed the following motion at their regular meeting February 9, 2016:

It was moved and seconded:

That Council for the City of Port Alberni announce that the City desires to work with the community and partners to determine an alternate delivery model for the museum and heritage services and further, that the City Manager and Director of Community Services be directed to provide a report including a proposed work plan for Council's consideration – target completion date July 1, 2017.

Discussion:

At this time there is no clear alternate delivery model or organization that has the capacity to deliver museum and heritage services. In order to determine an appropriate alternate delivery system and build capacity in the community to deliver the services, the Director of Community Services will form a Steering Committee who will work with the Director and Manager of Museum, Heritage and Culture.

In order to ensure support for the process and proposed delivery model, it is important to engage the primary stakeholders from the beginning and include them in the development of the proposed delivery model.

The role of the Steering Committee will be to:

- Develop a work plan and process to determine the appropriate delivery model
- Research existing delivery models
- Engage community stakeholders in building capacity to deliver museum and heritage services

The Steering Committee will consist of selected representatives from the following stakeholders:

- Alberni Valley Museum and Heritage Commission
- Port Alberni Maritime Heritage Society
- Western Vancouver Island Industrial Heritage Society
- Alberni District Historical Society
- Hupacasath First Nation
- Tseshah First Nation
- Nuu-Chah-Nulth Tribal Council
- City Council
- Community representative

The Director of Community Services will bring back the proposed work plan to Council and will update Council on the Committee's progress on a regular basis.

Recommendation

That the report from the Director of Community Services dated April 6, 2016 be received, and Council for the City of Port Alberni appoint Councillor Washington (Council representative on the Heritage Commission) to the Steering Committee engaged to develop a work plan and process to determine the appropriate delivery model for delivery of museum and heritage services.

Respectfully submitted



Theresa Kingston
Director of Community Services

**Community Services – Parks, Recreation and Heritage
Report to Council**

TO: Tim Pley, Acting City Manager

FROM: Theresa Kingston, Director of Community Services

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

DATE: April 6, 2016

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



Tim Pley, Acting City Manager/
Fire Chief

SUBJECT: Community Investment Program 2016 – Late Requests

Background

The 2016 Community Investment Program Committee recommendations were presented to Council November 23, 2015. At the December 9, 2015 meeting, Council approved the Committee's recommendations resulting in the following allocation of funds.

In Kind Requests:	Facility rentals	9,068	\$26,998
	Utilities	10,100	
	Bus Tickets	1,650	
	Recreation Programs	470	
	Other: Tent Rentals, etc.	4,410	
	Staff Time	1,300	
Community Development Grants:	Cash		\$11,450
Total 2016 Allocation			\$38,448

The following late applications have been approved:

Organization	Request	Date Approved	
ADSS Life Skills Program	Bus Passes	January 11, 2016	425
Port Alberni Youth Centre	Utility fees	March 17, 2016	610
RCMP Drug Awareness Services	Facility passes	March 17, 2016	750
Community Arts Council	Tent rental	March 17, 2016	denied
		TOTAL:	\$1,785

To date Council has allocated \$40,233. The total amount budgeted for distribution in 2016 was \$44,432 which leaves \$4,199 unallocated for the remainder of 2016. In 2015, Council allocated \$8,295 in late grant requests.

The City has received a late request from the BC Fire Training Officers Association (BCFTOA) Conference organizing committee. Their request is for up to \$500.00 cash grant.

Discussion

The BCFTOA annual conference will be held in Port Alberni in May. The conference will bring over 100 participants from throughout the province. The local organizing committee has made CIP request for a cash grant to cover the expenses of providing transportation for their social event on Monday, May 16th. The event is a dinner cruise on the Francis Barkley and the delegates will be transported from their hotels to the event.

Recommendation

The following resolutions are proposed:

That the report from the Director of Community Services dated April 6, 2016, be received,

Council for the City of Port Alberni approve the request from the BC Fire Training Officers Association Conference local organizing committee for a cash grant of up to \$500.00 for transportation costs during the upcoming Provincial Conference in Port Alberni.

Respectfully submitted



Theresa Kingston
Director of Community Services



CITY OF PORT ALBERNI

PLANNING DEPARTMENT

TO: Tim Pley, Acting City Manager

FROM: Scott Smith, City Planner

DATE: April 5, 2016

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

Tim Pley, Acting City Manager/
Fire Chief

**SUBJECT: DEVELOPMENT APPLICATION – Development Permit
3033 – 3rd Avenue**
Lot A (DD EC48539), Block 55, District Lot 1, Alberni District, Plan VIP197B
PID: 013-965-492
Applicant: Jaspal Saroya

ISSUE

At issue is the consideration of an application for Development Permit No. 15-02 to facilitate construction of a new mixed use building at 3033 – 3rd Avenue.

BACKGROUND

The owner of the property at 3033 – 3rd Avenue is proposing to construct a new, 5 storey, mixed use development that would consist of 40 residential units and 8 commercial units.

The property at 3033 – 3rd Avenue is designated as follows:

- Official Community Plan Future Land Use - GCO - General Commercial
- Official Community Plan - Development Permit Area No. 2 (Commercial)
- Zoning Bylaw - C7 – Core Business

The proposed mixed use commercial and residential building is a permitted use in the C7 zone and a variance for the increased height has been previously approved by City Council. The multi-family residential development in the Uptown area is supported in the Official Community Plan and the Uptown and Waterfront Redevelopment Study. The property is within Development Permit Area No. 2 (Commercial). The Development Permit Area guidelines cover the form and character of the project with the intent being to ensure a high quality development. The applicant has submitted the attached plans in support of a development permit.

DISCUSSION

Site Plan

The new building is 4,327 m² (46 576 ft²) in total floor area with a continuous frontage along 3rd Avenue. The 1st floor contains 8 commercial units with 524.6 m² (5,647 ft²) of commercial space as well as storage lockers spaces for the residential units. Each of the 4 residential floors will include 10, two bedroom, dwelling units varying in size from 72.5 m² to 80 m² (780 to 860 ft²).

The vehicle access is from the rear lane to the parking area. There are 28 parking spaces, including 2 handicapped spaces behind the building. The number of proposed parking spaces exceeds the 20 parking spaces required by the Zoning bylaw.

There is pedestrian access to the residential units from both the rear parking area and the 3rd Avenue side of the building. Each commercial unit has public access from 3rd Avenue and delivery access from the rear parking area via an internal hallway.

Building

The elevation plans and perspectives illustrate the exterior appearance of the building. The primary exterior building materials are multi colours of horizontal hardie panel, a variety of trim colours, vertical metal siding, metal roofing on the first level and stone veneer columns at the residential entrance on 3rd Avenue. The 3rd Avenue commercial frontage and residential units have considerable glazing to maximize the natural light and views. The variety of exterior materials and colours will provide an attractive and contrasting building exterior.

The 3rd Avenue building frontage is slightly recessed at ground level to facilitate the elevation transition from the street to the building interior. A metal roof canopy along the 3rd Avenue frontage will provide weather protection for the commercial entrances, with a separate roof for the residential entrance on 3rd Avenue.

The parking lot will be lit from the building and three light fixtures along the rear lane. The lights will be positioned to prevent glare onto adjacent properties, but will provide adequate lighting for safety and security.

The signage for the building is restricted to the front of the building on 3rd Avenue.

Landscaping

Concrete planters with assorted plants are proposed for the 3rd Avenue frontage. This will add to the existing City planters in front of the proposed building. A few trees and low level hedges and plants are proposed for the rear parking area. All landscaping areas will have automated irrigation. A 4 foot high, black metal, picket fence will be installed in the rear parking area. This will provide some privacy, but still maintain visibility to the rear of the building. The cost estimate for the landscape work is \$27,707.50 and submission of security in this amount is required. The garbage and recycling enclosure is located in the parking area, with lane access and will consist of split faced concrete block walls.

CONCLUSIONS

The project is a major development in the Uptown core and will add a significant residential component. The Official Community Plan and the Uptown and Waterfront Redevelopment Study both support residential densification in the Uptown Core. Residential units above ground floor commercial uses helps to provide varied forms of housing and increases the vibrancy of the area as a people oriented place. The plans submitted for the Development Permit meet the intent of the guidelines. The Planning Department supports the issuing of a Development Permit to allow for construction of the mixed use development at 3033 – 3rd Avenue.

RECOMMENDATIONS

1. *That Council for the City of Port Alberni approve Development Permit No. 15-02 and that the City Clerk be authorized to sign the permit including the following Schedule B development plans:*
 - a. *Drawing No. DP - 1 – Site Plan*
 - b. *Drawing No. DP - 2 – Elevations Front and Rear*
 - c. *Drawing No. DP - 3 – Elevations Right and Left*
 - d. *Drawing No. DP - 4 – Floor Plan 1st and 2nd*
 - e. *Drawing No. DP - 5 – Floor Plans 3rd to 5th*
 - f. *Drawing No. DP - 6 – Roof Plan*
 - g. *Drawing No. DP - 7 – Landscape Plan*

Respectfully submitted

3

Scott Smith, MCIP
City Planner



**CITY OF PORT ALBERNI
DEVELOPMENT PERMIT NO. 15 - 02**

Development Permit Issued to: **Jaspal Saroya**
 1326 Ivy Lane, Nanaimo, BC V9T 5T2

The land affected by this permit is shown on Schedule A attached hereto and forming part of this Permit and is legally described as the whole or/a portion of:

Lot A (DD EC48539) Block 55, District Lot 1, Alberni District, Plan VIP197B
(PID: 013-965-492)
located at 3033 - 3rd Avenue

CONDITIONS OF PERMIT

1. Development of the land to be undertaken shall be limited to the area shown on Schedule A.
2. Development of the land to be undertaken shall be in accordance with the development plans shown on Schedule B attached hereto and forming part of Development Permit No. 15-02.
3. An Irrevocable Letter of Credit or other security is required in the amount of \$27,707.50 for landscaping, irrigation and fencing.
4. The owner of the land shall provide the general contractor and all professionals associated with the development with copies of this permit.
5. The owner of the land shall maintain any undeveloped land in a neat and tidy condition at all times.
6. If there has not been any substantial commencement of construction with respect to which the permit was issued within two years after the date it was issued, the permit lapses.

The City of Port Alberni shall file notice of this permit in the Land Title Office stating the land is subject to Development Permit No. 15-02.

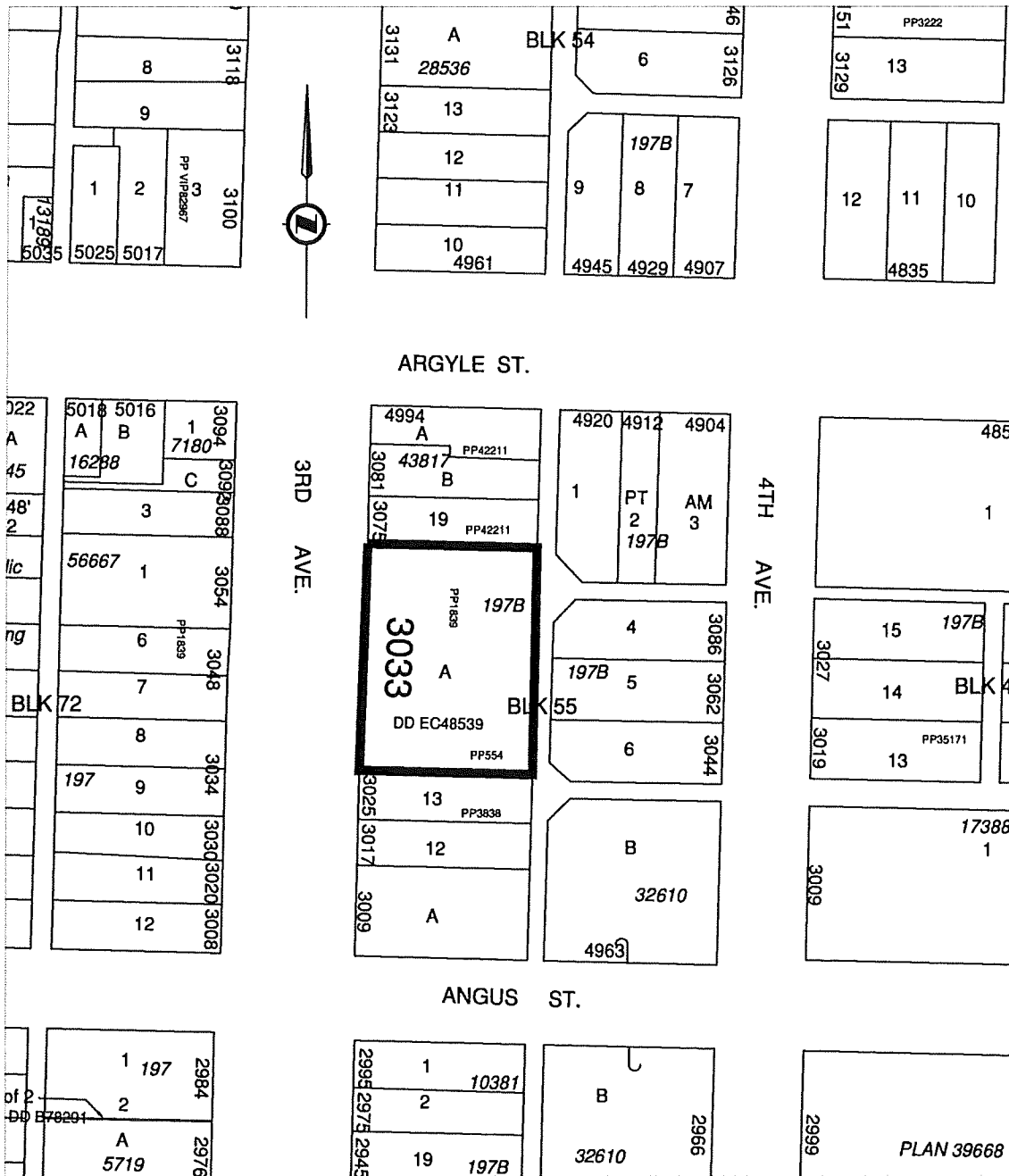
In accordance with the provisions of Section 489 of the *Local Government Act RSBC 2015*, approval of this Permit was granted by resolution of the City Council on April __, 2016.

Date

Clerk

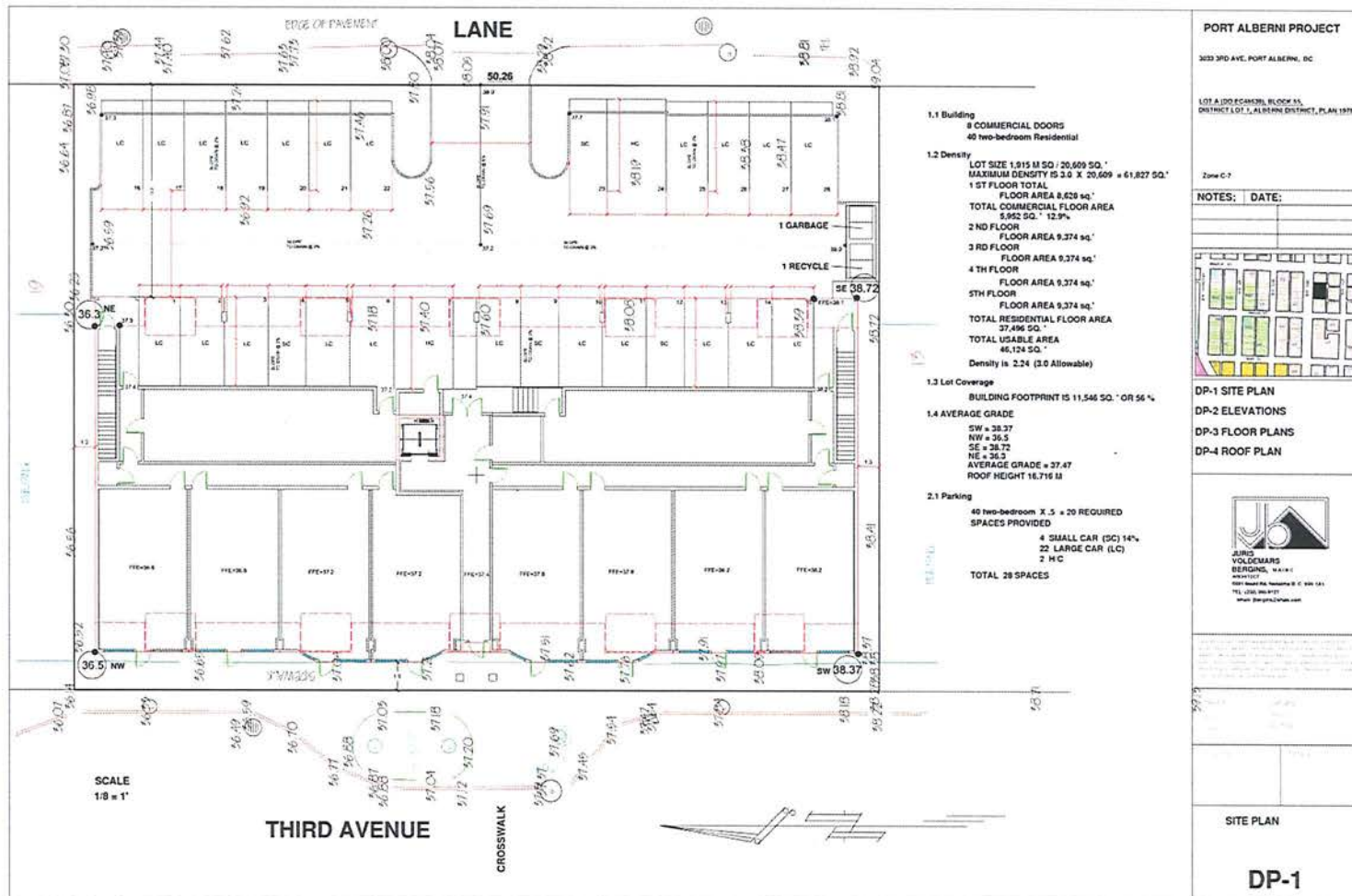
THIS IS NOT A BUILDING PERMIT

SCHEDULE A TO DEVELOPMENT PERMIT 15-02



SUBJECT PROPERTY - 3033 3RD AVENUE

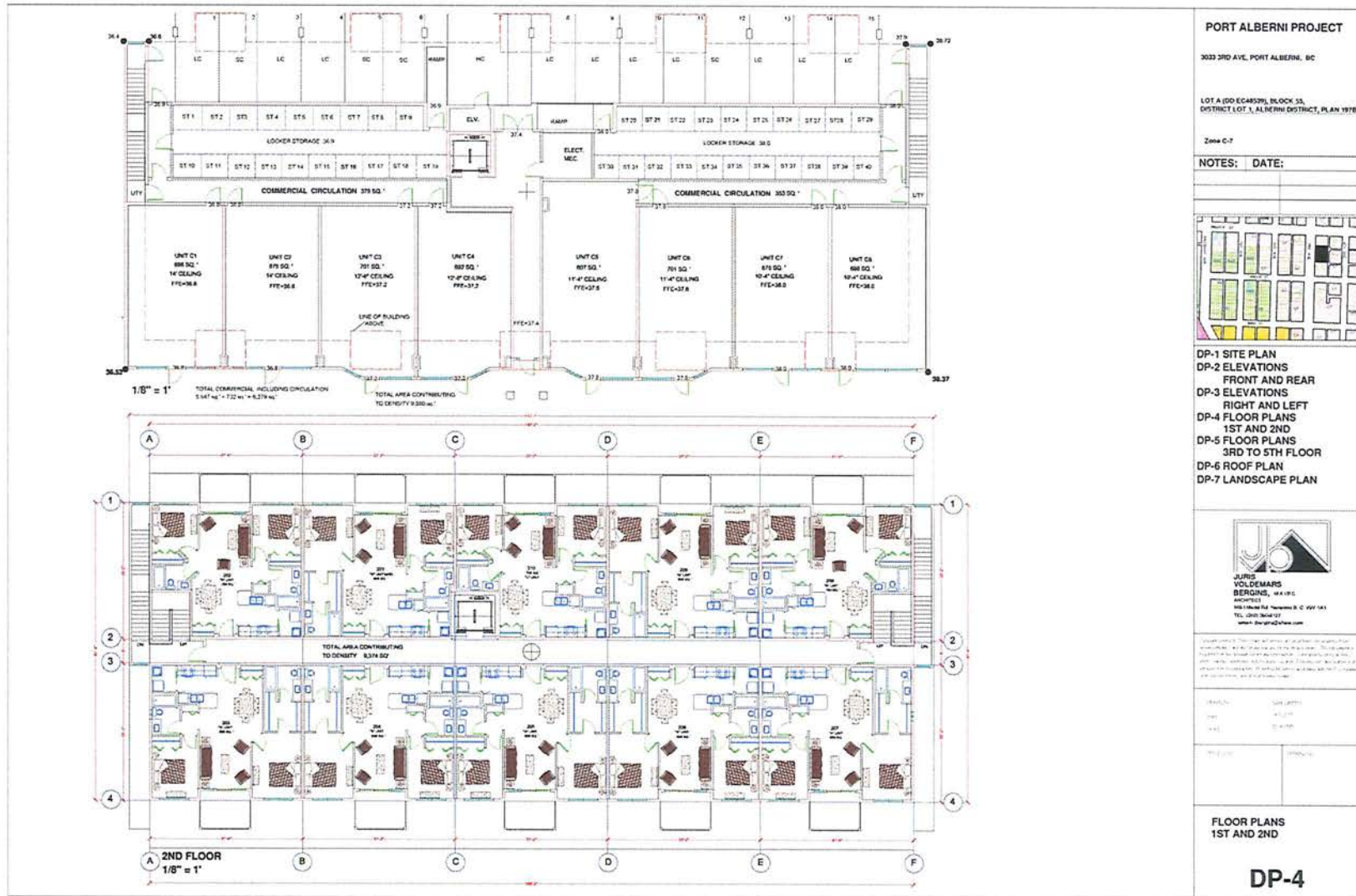
SCHEDULE B TO DEVELOPMENT PERMIT 15-02



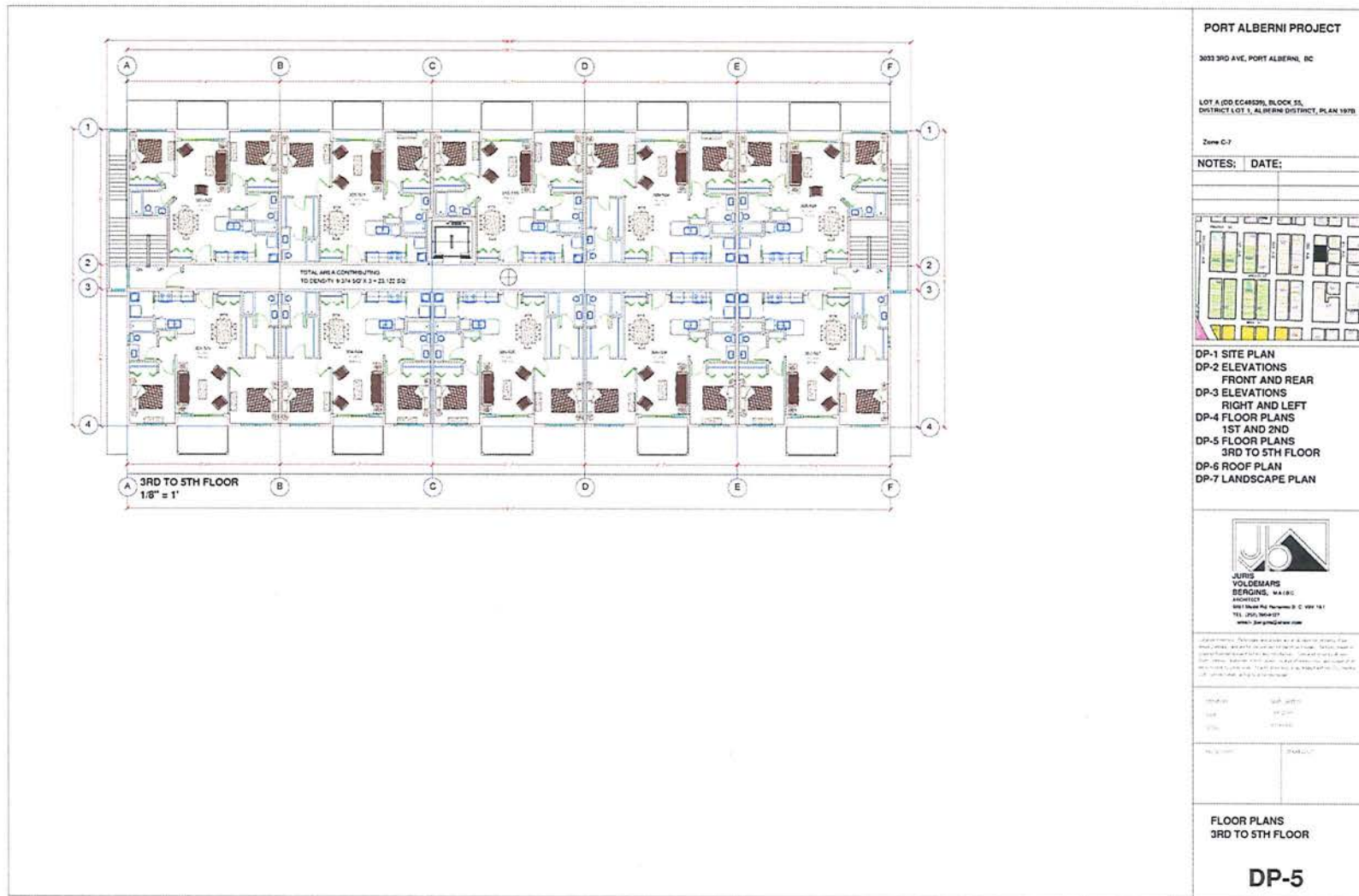
SCHEDULE B TO DEVELOPMENT PERMIT 15-02



SCHEDULE B TO DEVELOPMENT PERMIT 15-02



SCHEDULE B TO DEVELOPMENT PERMIT 15-02



	PORT ALBERNI PROJECT 3033 3RD AVE, PORT ALBERNI, BC LOT A (SO E048536), BLOCK 51, DISTRICT 1 LOT 1, ALBERNI DISTRICT, PLAN 1878 Zone C-7 NOTES: DATE:	
	DP-1 SITE PLAN DP-2 ELEVATIONS FRONT AND REAR DP-3 ELEVATIONS RIGHT AND LEFT DP-4 FLOOR PLANS 1ST AND 2ND DP-5 FLOOR PLANS 3RD TO 5TH FLOOR DP-6 ROOF PLAN DP-7 LANDSCAPE PLAN	
	JUNE VOLDEMARS BERGINS, ARCHITECT 10010 10th Ave S, Suite 100 Burnaby, BC V5A 1A1 Tel: (604) 299-8822 Email: june@junebergins.com	
	I hereby certify that the above information is true and correct to the best of my knowledge and belief, and that I am a duly qualified and licensed professional person in the Province of British Columbia. I am a member of the Association of Architects and Engineers of British Columbia (A.A.E.B.C.) and the Association of Professional Engineers and Geoscientists of British Columbia (A.P.E.G.B.C.). I am a member of the Association of Architects and Engineers of British Columbia (A.A.E.B.C.) and the Association of Professional Engineers and Geoscientists of British Columbia (A.P.E.G.B.C.). I am a member of the Association of Architects and Engineers of British Columbia (A.A.E.B.C.) and the Association of Professional Engineers and Geoscientists of British Columbia (A.P.E.G.B.C.).	
	DP-1 SITE PLAN 1/8" = 1'	DP-2 ELEVATIONS 1/8" = 1'
	DP-3 ELEVATIONS 1/8" = 1'	DP-4 FLOOR PLANS 1/8" = 1'
	DP-5 FLOOR PLANS 1/8" = 1'	DP-6 ROOF PLAN 1/8" = 1'
	DP-7 LANDSCAPE PLAN 1/8" = 1'	
ROOF PLAN DP-6		

SCHEDULE B TO DEVELOPMENT PERMIT 15-02



SCHEDULE B TO DEVELOPMENT PERMIT 15-02



CITY OF PORT ALBERNI

PLANNING DEPARTMENT

TO: Tim Pley, Acting City Manager

FROM: Scott Smith, City Planner

DATE: April 1, 2016

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

Tim Pley, Acting City Manager/
Fire Chief

SUBJECT: Development Variance Permit No. 89
3820 10th Avenue - Block 171, District Lot 1, Alberni District, Plan VIP1603
Parcel C, (Being a consolidation of Lots 7 to 10, See CA4623610)
PID: 029-637-376
Applicant: Alberni District Co-operative Association

Issue

To consider an application for a Development Variance Permit to vary the Zoning Bylaw regulations in order to permit a reduction in the rear yard setback at 3820 10th Avenue.

Background

The Alberni District Co-operative Association (Co-op Gas) is proposing to build a 4 pump, 8 lane gas station and convenience store on 3820 10th Avenue. Amendments to the Official Community Plan Bylaw and Zoning Bylaw were approved in 2015 and the property is designated as follows:

- Official Community Plan Future Land Use – General Commercial
- Official Community Plan – Development Permit Area No. 2 (Commercial)
- Zoning Bylaw – C4 Highway Commercial

The attached site plan shows the overall development and an enlarged area plan to highlight the requested variance area. Elevation plans showing the rear of the building and the retaining wall are also attached. Through Development Permit process the form and character of the project will be reviewed and will be presented to City Council for approval. This report will only cover the proposed variance to the Zoning Bylaw that has been requested for the project.

Discussion

The required rear yard setback in the C4 zone is 6 metres and the proposed rear yard setback for the convenience store is 2.8 metres. The applicant is requesting to vary the rear yard setback from 6 metres (19.7 ft) to 2.8 metres (9.18 ft) a variance of 3.2 metres (10.5 ft).

A concrete retaining wall, with a fence along the top, will also be setback 2.8 metres from the rear property line. The area between the retaining wall and City lane will be paved for staff parking. The properties to the west on the other side of the lane are medical offices, zoned commercial. The convenience store does not have any windows facing the rear that could impact privacy on adjacent property.

Status of the Application

At the March 17, 2016 meeting of the Advisory Planning Commission the following motions were carried:

The following resolutions are proposed:

1. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the necessary Development Variance Permit to vary Zoning Bylaw #4832 as follows:*
 - a. *Vary Section 5.21.2 Site Development Regulations, for the Rear Yard Setback from 6 metres to 2.8 metres, a variance of 3.2 metres, on Block 171, District Lot 1, Alberni District, Plan VIP1603 Parcel C, (Being a consolidation of Lots 7 to 10, See CA4623610) PID: 029-637-376 (3820 10th Avenue).*
 - b. *That City Council give notice of intent to consider the issuance of a Development Variance Permit for Block 171, District Lot 1, Alberni District, Plan VIP1603 Parcel C, (Being a consolidation of Lots 7 to 10, See CA4623610) PID: 029-637-376 (3820 10th Avenue).*

At its March 29, 2016 regular meeting, City Council received the APC recommendations. A copy of the notice for Development Variance Permit No. 89 is attached and notification was given as required by the Local Government Act.

Conclusion

The existing City lane provides separation between the Co-op gas project and the adjacent properties. The retaining wall and solid fence is setback from the property line and the convenience store has no rear windows. These factors will mitigate the possible impacts on the adjacent commercial properties.

The Planning Department supports the issuing of a Development Variance Permit No. 89 for the property at 3820 10th Avenue.

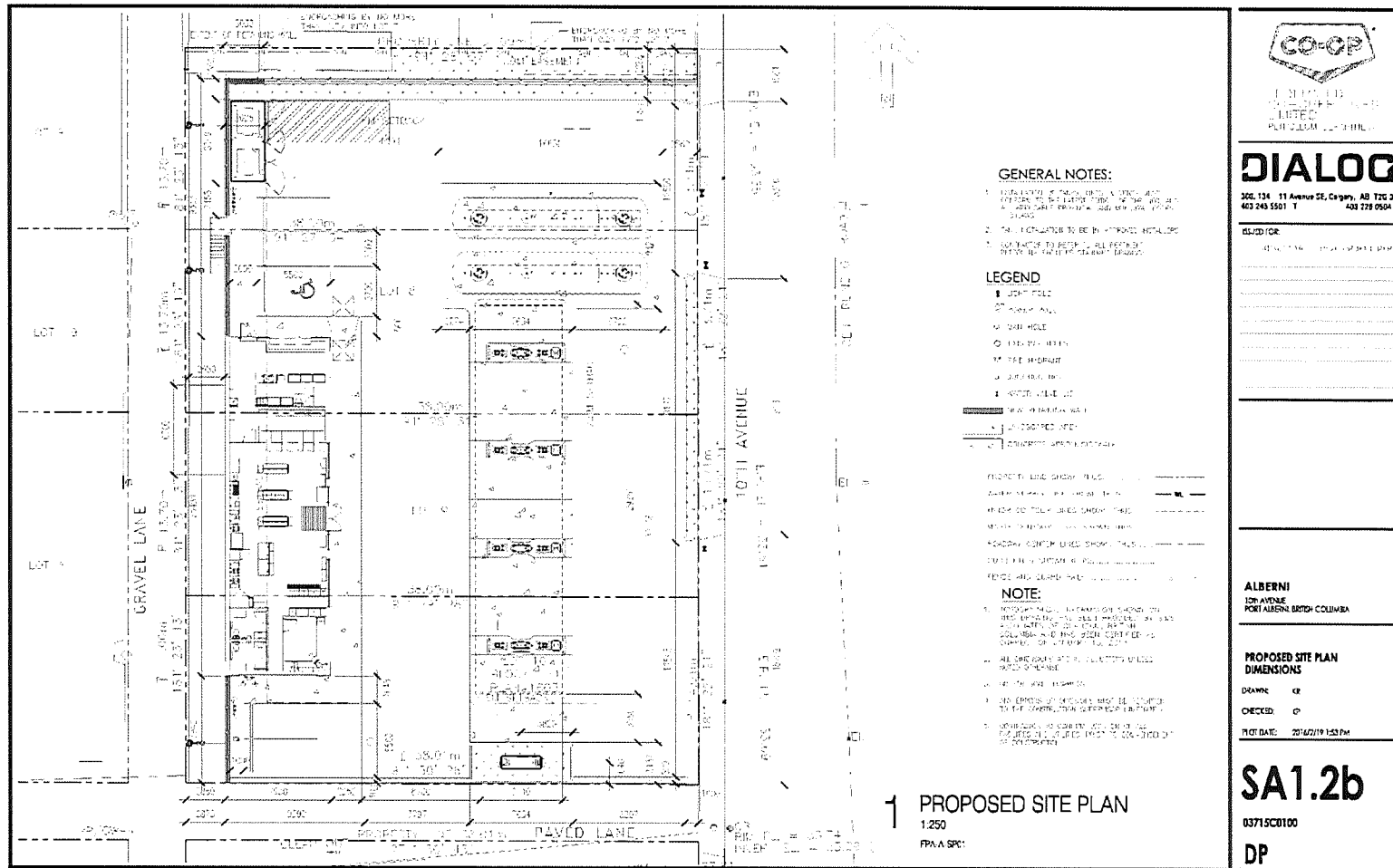
Respectfully submitted,

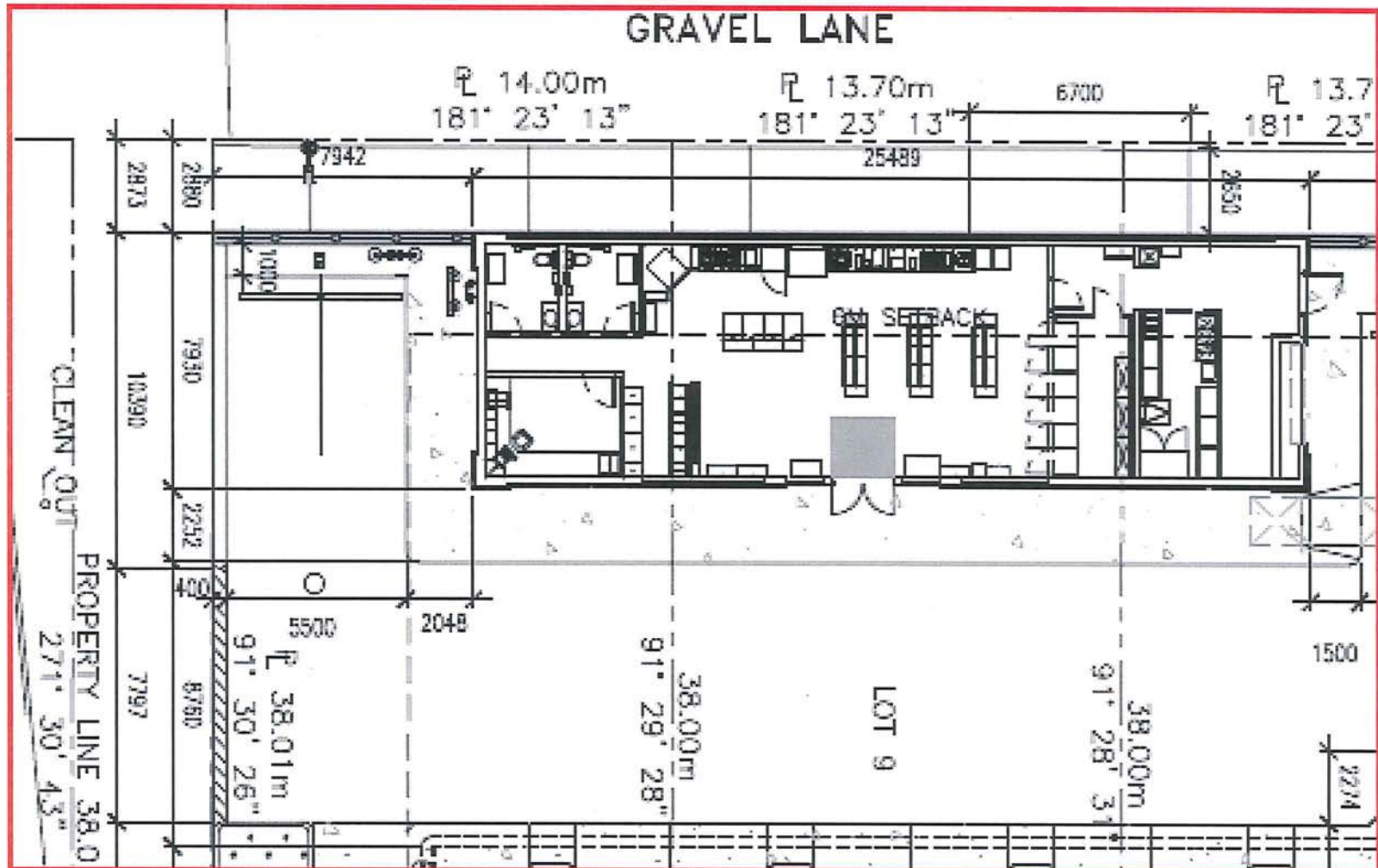


Scott Smith, MCIP
City Planner

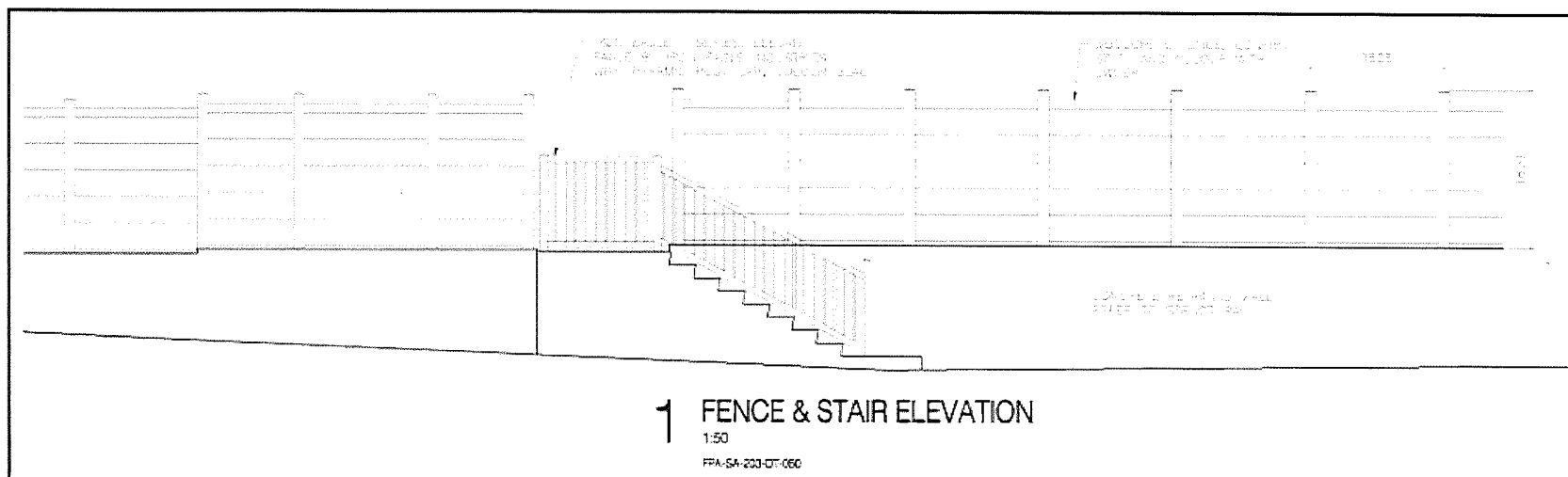
SUBJECT SITE – 3820 10th Avenue















CITY OF PORT ALBERNI

April 1, 2016

Notice of Development Variance Permit

To: Owners and Occupiers of Property

Re: Section 498 of the *Local Government Act* - Development Variance Permit No. 89
relating to the Port Alberni Zoning Bylaw 2014, Bylaw No. 4832.

The applicant is applying for a Development Variance Permit to vary zoning regulations for the Rear Yard setback for a proposed development at 3820 – 10th Avenue. The proposed Variance is as follows:

Development Variance Permit No. 89 – For development on the land described as 'Block 171, District Lot 1, Alberni District, Plan VIP1603 Parcel C, (Being a consolidation of Lots 7 to 10, See CA4623610) (PID: 029-637-376) and located at 3820 10th Avenue as outlined on the Schedule A map attached. The applicant is applying to vary the regulations of the Port Alberni Zoning Bylaw 2014, Bylaw No. 4832, for the property located at 3820 – 10th Avenue, by:

1. *Varying Section 5.21.2 Site Development Regulations, Rear Yard Setback from 6 metres to 2.8 metres, a variance of 3.2 metres, for Block 171, District Lot 1, Alberni District, Plan VIP1603 Parcel C, (Being a consolidation of Lots 7 to 10, See CA4623610) (PID: 029-637-376) and located at 3820 10th Avenue.*

The Council of the City of Port Alberni reviewed the Development Variance Permit application at its meeting held on **March 29, 2016** and **will be considering a resolution to issue the Permit at a meeting on April 11, 2016**. Prior to issuing the Permit, Council is required to notify owners and occupiers of property in the vicinity of the subject property.

Copies of the proposed Permit may be inspected at the offices of the Planning Department, City Hall, between Monday and Friday (exclusive of statutory holidays) from **Friday, April 1, 2016 to Monday, April 11, 2016** between the hours of 8:30 a.m. and 4:30 p.m.

Any person who deems their property affected by the above-described application may direct their comments, in writing, to Council by addressing a letter to the City Planner, 4850 Argyle Street, Port Alberni BC, V9Y 1V8. **If preferred, representation may be made to Council at its regular meeting to be held on Monday, April 11, 2016 in the Council Chambers to commence at 7:00 pm.**

Scott Smith, MCIP
City Planner

[illegible]

REGULAR COUNCIL AGENDA - APRIL 11, 2016

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
City Manager					
1	SICC Jan 7/08	Policy requiring review and adoption of Policy Manual following each general municipal election	Goal #5: Responsive Government	City Manager/Clerk's Dept. - Recommend changes to Policy Manual. Ratification of all Policies in Manual by Council – Early 2016	High
2	Regular July 28/14	Further discussion regarding safe walkway Harbour Quay to Harbour Quay Marina	Goal #2: Connected Community	City ownership of property March 23/16. Works planned.	Medium
3	Regular June 8/15	Investigate NIDMAR Consensus Based Disability Management System & Audit	Goal #5: Responsive Government	HR Manager - Following implementation of return to work program.	Medium
4	Regular Jan 11/16	Report re implications of adopting the Declaration to The Right To A Healthy Environment (FSCCC recommendation)	Goal #3: Environmental Protection	City Manager	Medium
Clerk's Dept.					
5	Regular May 26/14	Preparation of Bylaws and policies for implementation of bylaw adjudication system	Goal #5: Responsive Government	Clerk's Dept./Planning Dept. Order in Council effective July 14, 2014. Bylaws and policies being prepared. (Sept/16)	High
6	Regular Feb. 9/16	Prepare Policy outlining duties of Personnel Committee		City Clerk/City Manager/HR Manager	Medium
7	Regular Nov. 24/14	Report on mail-in voting for future elections.	Goal #5: Responsive Government Not strategic priority	Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low
8	Regular Jan 12/15	Report & recommendations re revisions to Sign Bylaw with regards to election signage	Goal #5: Responsive Government Not strategic priority	Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low
Community Services Dept.					
9	Regular Mar 29/16	Report regarding status of AV Bulldogs outstanding debt		Director of Community Services/Director of Finance – report April 11 regular meeting	High

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
10	Regular Feb 10/15	Prepare Pesticide Reduction Policy/public education – best practices	Goal #3: Environmental Protection	Policy and public education plan under development	Medium
11	Special Budget – Feb 23/16	Prepare a report outlining a comprehensive plan for the replacement of the Echo Aquatic and Fitness Centre	Goal #4: Revitalize Economy/Liveability	By end 2016	Medium
12	Regular Mar 9/15	Revisit options to ban smoking in City facilities and parks	Goal #3: Environmental Protection	Include actions taken by other communities for area specific smoking bans	Low
13	Regular Sept. 28/15	Review 'Partner in Parks' Program (City of Nanaimo) and provide recommendations	Goal #5: Responsive Government		Low
Economic Development Dept.					
14	Regular Aug 10/15	Prepare RFP for Clutesi Haven Marina commercial development in conjunction with PAPA	Goal #5: Responsive Government	RFP extended to June 30, 2016	High
15	Regular Feb 22/16	Prepare and implement Facade Improvement Program (3 rd Ave/lower Johnston/lower Argyle) (\$50k first year)	Goal #4: Revitalize Economy/Liveability	April 25, 2016 regular meeting	High
16	Regular Feb 22/16	Prepare contract re implementation of SPROUT Program	Goal #4: Revitalize Economy/Liveability	In progress	High
17	Special Budget – Mar 30/15	Arrange mtg with Chamber/ AV Tourism/ACRD re external marketing of Alberni Valley	Goal #4: Revitalizing Economy/Liveability Goal #5: Responsive Government	Report from EDM in September regarding recent meetings. Visitor Experience Survey Report Dec. 14/15 – further meeting to be held	Medium
Engineering Dept.					
18	Regular Sept 14/15	Report recommending alternate truck route options (other than 3 rd /Anderson)	Goal #2: Connected Community	On hold pending further discussions with WFP – high priority?	Medium

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
19	Special Budget – Feb 23/16	Community Solar	Goal #3: Environmental Protection	Feasibility and implementation plan for single city owned location of solar panel "farm" to sell energy to Grid. \$15,000 allocated in 2016 budget.	Medium
20	Regular Mar 29/16	Report regarding request from Grandview Road residents for walking path on Grandview			Low
21	Regular Aug 10/15	Review and report re rainbow crosswalks – upper 3 rd /Argyle	Not a strategic priority	Report in progress	Low
Fire Dept.					
22	Regular July 27/15	Amend Fire Control Bylaw to reflect full year round backyard burn ban commencing April 16, 2016	Goal #3: Environmental Protection	Fire Dept./Clerk's Dept. - Spring 2016	Low
Planning Dept.					
23	Regular June 22/15	Report and amendment to the Zoning Bylaw to restrict liquor sales in grocery stores.	Goal #5: Responsive Government		Medium
24	SICC Oct. 14/14	Report re synopsis and options for consideration re Alberni Paving operations at Fall Fair grounds	Not a strategic priority	Meeting held on Nov 12 th . City Planner met with Alberni Paving Feb. 1/16 to discuss alternative locations. They are considering options.	Medium
25	Regular Dec. 14/15	Formation of a "Seniors Housing Stakeholders Initiative" to direct resources at Prov, Fed or Municipal levels for seniors housing projects.	Goal #5 Responsive Government	Include considerations in AVCSI letter to Council Jan 25/16. \$10,000 financial support allocated in 2016-2020 5 Year Plan	Medium
26	Regular Dec. 14/15	Report on secondary suite provisions of zoning bylaw including provisions for tiny houses/carriage houses	Goal #4: Revitalize Economy/Liveability	Report May 2016	Medium
27	Regular Feb. 9/16	Draft bylaw to establish a Social Planning Commission	Goal #5 Responsive Government	End May/early June 2016	Medium

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
28	Regular Mar 29/16	Report regarding implications/ steps involved in renaming Gertrude/Stamp/3 rd Avenue	Goal #2: Connected Community		Medium
29	Regular Jan. 11/16	Prepare draft Call for Proposals for the development of approximately 8 hectares (or less) of land adjacent to Westporte Place, for Council's consideration.	Goal #4: Revitalize Economy/Liveability	In progress	Low
30	Regular Oct. 26/15	Report re use and potential regulation of drones within City boundaries	Not a strategic priority		Low
31	Regular Mar 14/16	Report reviewing options for potential amendments to home occupation regulations – comparison to regulations in other municipalities and enforcement complaints	Not a strategic priority		Low
32	Special Budget – Feb 23/16	Create environmental rebate initiatives for property owners.	Goal #3: Environmental Protection	Recommendation from the FSCDC to create 3 rebate programs: Oil to Electric, Energy Audit, and Energy Retrofit Half-the-Tax Challenge. \$30,000 allocated in draft 2016 budget.	Low

Organizational Structure Review (adopted by Council February 9/16)			
	Council Direction:	Assigned To:	Target Completion Date:
1	Parks & Facilities Maintenance divisions become function of Public Works – Facilities Ops Supv and Parks Ops Supv report to designated Public Works Supt.	CAO/Director of Community Services	May 1, 2016
2	Hire exempt Manager of Human Resources as soon as possible	CAO	June 30, 2016 Closing date for ads March 14, 2016
3	Identify pool of senior exempt staff to act in City Manager's absence in succession plan and develop policy outlining compensation for employees acting in such capacity	CAO	September 30, 2016
4	Modify one Public Works Supt. position to include increased responsibility – review through JE process	CAO	May 1, 2016
5	Upgrade Administrative Assistant position to include Communications and Deputy City Clerk role – review through JE process	CAO/City Clerk	May 1, 2016
6	Expand role of Fire Chief to include responsibility for fire protection, emergency services, oversight of RCMP municipal staff and bylaw enforcement	Fire Chief	September 30, 2016
7	Pursue shared service opportunities with ACRD	CAO	Meeting with ACRD Board April 20th, 2016
8	Update City's succession plan	CAO/Mgr Human Resources	September 30, 2016
9	Review non-tax revenue opportunities (incl. review of all external contracts – best practices from other local gov'ts and input from working group	CAO/Director of Finance	November 1, 2016
10	Review non-core services that could be provided by different level of gov't or could be discontinued	CAO	November 1, 2016
11	Work with community and partners to determine alternate service delivery model for museum and heritage services – proposed work plan to be completed	CAO/Director of Community Services	July 1, 2017 Report to Council April 11, 2016 requesting Council appointee to Stakeholder Group.

Respectfully Submitted



Tim Pley - Acting City Manager/Fire Chief

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April 6, 2016

CITY OF PORT ALBERNI PLANNING AND BUILDING DEPARTMENT

MONTHLY REPORT FOR MARCH, 2016

For the month of March 2016 the Planning Department reports the following significant items:

- The Advisory Planning Commission met on March 17, 2016 and considered the following report from the City Planner:
 - The first report was regarding an application for OCP and Zoning bylaw amendments. The proposal is for a 67-lot subdivision development on Burde Street.
 - The second report was for an application to amend the OCP and Zoning bylaw to allow for reconstruction of a non-conforming house that was destroyed by fire on 4th Avenue.
 - The third report was regarding an application for a Development Variance Permit for the development of a Co-op gas station and convenience store on 10th Avenue.

DEVELOPMENT APPLICATION ACTIVITY REPORT		
Type	Year to Date - 2015	Year to Date - 2016
Subdivision	0	1
OCP and/or Rezoning	5	6
Development Variance	1	1
Development Permit	1	2
Temporary Use Permit	0	0
Sign Bylaw	0	0
Total Applications	7	10

RESIDENTIAL BUILDING UNITS COMPARISON		
Type	Year to Date - 2015	Year to Date - 2016
Single Family	5	9
Duplex	0	0
Multiple	0	2
Secondary Suite	3	1
Total Units	8 units	12 units



CITY OF PORT ALBERNI

FINANCE DEPARTMENT REPORT

TO: Tim Pley, A/CAO
FROM: Cathy Rothwell – Director of Finance
COPIES TO: Davina Hartwell – City Clerk
DATE: April 5, 2016

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

**Tim Pley, Acting City Manager/
Fire Chief**

SUBJECT: 2016 Property Tax Rate Bylaw

Issue

The Community Charter requires that Council must, by bylaw, impose property value taxes for the year by establishing tax rates prior to May 15th of each year. A draft bylaw establishing these rates is attached for Council's consideration.

Background

Property taxation is the most important single source of municipal revenue. It is regulated by the Province through the Community Charter. The revenue to be raised from property taxation is determined by Council in the budgeting and Five Year Financial Plan process. Due dates, penalties, interest, and reporting dates fall under Community Charter regulations.

The property tax rate applied to the assessed value of the property is the basis of the calculation of property tax revenue. Tax rates are expressed in dollars per thousand (formerly known as the mill rate). Assessed property values are provided by BC Assessment, independent of a municipality.

Council does not have authority to make adjustments on individual properties. The tax rates are applied to each class of property, and are consistent for each property in each class. For example, if the tax rate for Class 1 Residential is \$9.60, then all Class 1 Residential properties will be subject to this rate.

The annual tax notice provided by the City includes its own municipal taxes as well as taxes imposed by other governments/jurisdictions. Other governments/jurisdictions include:

- School taxes, both local and provincial;
- Alberni Clayoquot Regional District;
- Alberni Clayoquot Hospital District;
- Municipal Finance Authority; and
- BC Assessment.

The other governments/jurisdictions provide either a tax rate or a dollar amount to support their Tax Requisitions. The single process of the City collecting the other tax authorities' Tax Requisitions is more efficient and economical than each of the jurisdictions sending out its own tax notices.

Property taxes cover the calendar year and are due on the first business day in July. For 2016, taxes are due July 4, 2016. A municipality is obliged, under the Community Charter, to charge a 10% penalty on taxes outstanding after the due date. The City of Port Alberni chooses to assess the penalty in two stages: 5% immediately after the due date, and 5% on October 1st.

Discussion

For 2016, Council approved taxation requirements for municipal (general and debt) purposes of \$21,504,124. This is an overall increase of 2.6% from 2015. Council established the following objectives in the 2016 – 2020 financial planning process:

- No increase in industrial taxes collected;
- Minimal increase in residential tax rates.

Property tax rates are calculated using assessed values in each property class. BC Assessment provides each municipality with a Completed Assessment Roll, on which estimated property tax rates are calculated. Actual tax rates are calculated on the Revised Roll or the latest supplementary to the Revised Roll. The Revised Roll includes Property Appeal Review Panel decisions, and the supplementaries may include further adjustments or corrections.

The City Manager's presentation on estimated property tax changes, based on the Completed Roll, showed an increase of 2.7% to the average single family property. The Revised Roll figures were lower than the Completed Roll figures by \$3.4M. Revised residential assessments were down \$1.3M; industry assessments were down by \$200K; commercial assessments were down \$1.9M; and non-profit property assessments were up \$100K.

The *average* single family residential property is assessed at \$184,636 for 2016. This is a decrease of 0.6% over 2015 (average single family residential assessment \$185,876). The 2016 residential tax rate for municipal purposes is \$9.7708 per thousand dollars of assessed value. This is an increase from the 2015 rate of \$9.4479 per thousand.

Recommendation

That the report from the Director of Finance dated April 11, 2016, be received.

Respectfully submitted,



Cathy Rothwell
Director of Finance

CITY OF PORT ALBERNI

BYLAW NO. 4905

A BYLAW FOR THE LEVYING OF TAX RATES FOR MUNICIPAL, REGIONAL HOSPITAL DISTRICT, REGIONAL DISTRICT AND OFF-STREET PARKING PURPOSES FOR THE YEAR 2016

WHEREAS Section 197 of the *Community Charter, R.S.B.C. 2003 c. 26* requires a Council, on or before May 15 in each year, to adopt a bylaw to impose tax rates on all taxable land and improvements according to their assessed value in order to provide the money required for all lawful general purposes of the municipality, and other purposes permitted under the *Community Charter*.

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

1. Title

This Bylaw may be cited for all purposes as "**Tax Rates 2016, Bylaw No. 4905**".

2. Tax Rates

The following rates are hereby imposed and levied for the year 2016:

(a) General Municipal Purposes Rate

For all lawful general purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule "A" which is attached hereto and forms part of this Bylaw.

(b) General Municipal Debt Rate

For debt purposes on the value of land and improvements taxable for general municipal purposes, rates appearing in Column II of Schedule "A" which is attached hereto and forms part of this Bylaw.

(c) Regional Hospital District Rate

For purposes of the Alberni-Clayoquot Regional Hospital District on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column III of Schedule "A" which is attached hereto and forms part of this Bylaw.

(d) Regional District of Alberni-Clayoquot Rate

For purposes of the Regional District of Alberni-Clayoquot on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column IV of Schedule "A" which is attached hereto and forms part of this Bylaw.

(e) Special Rate - Off-Street Parking

For purposes of the specified area described in "Off-Street Parking Loan Authorization Bylaw, No. 1, 1971" No. 2087 on the value of land and improvements taxable for general municipal purposes, rates appearing in Column V of Schedule "A" which is attached hereto and forms part of this Bylaw.

3. Effective Date

The aforementioned rates and taxes shall be considered to have been imposed on and from the first day of January, 2016.

4. Payment

The aforementioned rates and taxes shall be due and payable at the Office of the Collector of the City of Port Alberni at the City Hall, Port Alberni, in the Province of British Columbia.

5. Repeal

That "Tax Rates 2015, Bylaw No. 4871" is hereby repealed.

READ A FIRST TIME THIS DAY OF , 2016.

READ A SECOND TIME THIS DAY OF , 2016.

READ A THIRD TIME THIS DAY OF , 2016.

FINALLY ADOPTED THIS DAY OF , 2016.

Mayor

Clerk

SCHEDULE "A" TO BYLAW #4905

2016 TAX RATES (DOLLARS OF TAX PER \$1,000 TAXABLE VALUE)

	I	II	III	IV	V
Property Class	General Municipal	Debt	Alberni Clayoquot Regional Hospital	Alberni Clayoquot Regional District	Off Street Parking
Residential	9.6054	0.1654	0.2900	0.4838	0.5803
Utilities	38.0382	0.6550	1.0152	1.6934	
Supportive Housing	9.6054	0.1654	0.2900	0.4838	
Major Industry	52.9957	0.9127	0.9862	1.6450	
Light Industry	59.2057	1.0196	0.9862	1.6450	
Business	15.9334	0.2744	0.7106	1.1854	0.9626
Managed Forest Land	28.8161	0.4963	0.8701	1.4515	
Non-Profit	9.6054	0.1654	0.2900	0.4838	0.5803
Farm	9.6054	0.1654	0.2900	0.4838	

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April 4th 2016

Mayor Mike Ruttan
City of Port Alberni
4850 Argyle Street
Port Alberni, BC
V9Y 1V8
VIA Email

Re: ICF Local Government Liaison Committee – Appointee

Dear Mayor,

The Board of Directors has been working to improve communication and understanding between local government and the Island Corridor Foundation. The website provides extensive information, including the budget and audited financial statements, rail operations, trail construction, historical National Heritage Stations etc.

For the past year we have been circulating board meeting notes in response to the difficulty with conflict regulations our directors have in reporting to their respective councils and boards.

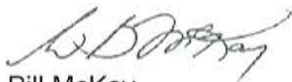
It is also evident there is misunderstanding about the highly regulated environment the Island Corridor Foundation (ICF) operates within and how rates and fees are set and by whom.

To improve communication the Board respectfully requests you to appoint a member to the Liaison Committee. Representation is being requested from jurisdictions that the railroad passes through. The committee would meet twice a year. ICF and Southern Railway staff would be in attendance to hear first-hand concerns being expressed by local government and to provide information.

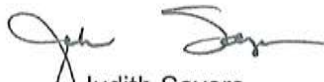
The corridor is an incredible asset for the people of Vancouver Island. We ask for your cooperation and participation in ensuring it remains protected.

Please call if you have any questions.

Yours truly,



Bill McKay
Chair


Judith Sayers
Co-Chair

Alberni Valley Curling Club
3250 - 9th Avenue, Port Alberni, BC, V9Y 4T2
Phone 250-723-3111 Fax 250-723-3160
E-mail albernicurling@shaw.ca



Dear Mayor Ruttan and City Council, CITY OF PORT ALBERNI March 24, 2016

The Alberni Valley Curling Club has the privilege of sending four members of our club that won the gold medal in the 55+ Mixed Division/Ice Curling at the North Vancouver 55+ BC Games in 2015 to compete at the 55+ Canada Games in Brampton, Ontario this coming August 16th to 19th. They will be members of the British Columbia contingent and will also be representing our curling club as well as the city of Port Alberni on a national stage.

The cost of the trip is an individual responsibility but would the City of Port Alberni be able to provide some financial support to reduce the cost? They have received city pins through Davina Hartwell the past few years to pass out during the 55+ BC Games to promote Port Alberni and would like continue that tradition. The pins are a well received promotional item and have provided an opportunity to talk about the city and area to participants.

Thank you for your consideration,

A handwritten signature in blue ink, appearing to read "Rob Brandon".

Rob Brandon
President AVCC
Ph: 250-720-5820
Email: r.brandon@shaw.ca

March 23, 2016

RECEIVED

APR - 1 2016

CITY OF PORT ALBERNI

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

Dear Mayor Ruttan & Council:

The Alberni-Clayoquot Regional District's Electoral Area Directors Committee consists of the six rural directors. They meet to consider the service's they participate in together including electoral area administration (which includes the allocation of gas tax monies).

The Committee met yesterday afternoon to consider potential gas tax projects. One option considered for future funding would be a contribution to the Alberni Valley Regional Airport improvements for the purpose of reducing the costs of borrowing. Any contribution would have the effect of reducing costs for all participating members in the Alberni Valley regional airport service.

If the electoral area directors allocated gas tax monies to this project, would the city consider matching the contribution? Attached is a graph showing the allocation of tax contributions for this service as a guide.

The Electoral Directors did not consider a specific amount but there will be approximately \$450,000 available in 2017. Any amount applied to the airport could be done in advance of the security of the long term borrowing anticipated next spring.

If you have any questions please do not hesitate to contact our CAO – Russell Dyson (250 720-2705).

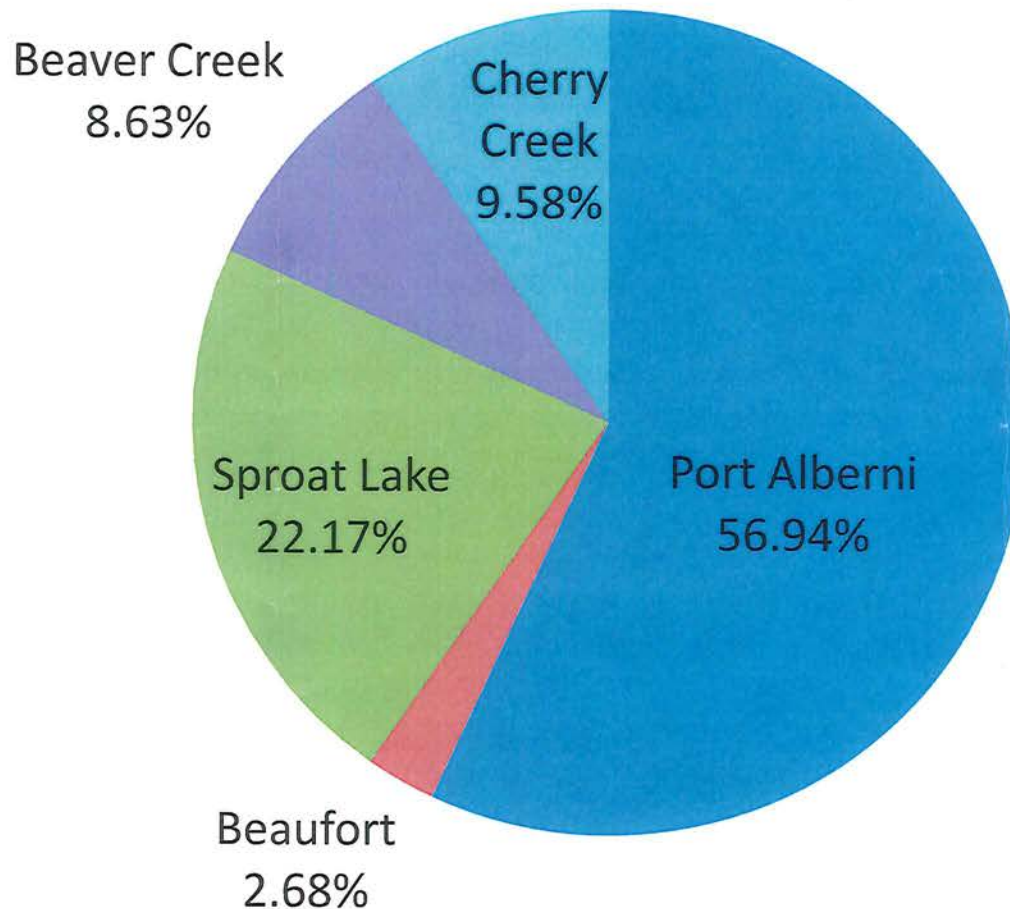
Sincerely,



Lucas Banton
Electoral Area Directors Committee Chair

Cc: Josie Osborne, Chair, ACRD Board of Directors
Russell Dyson, CAO, ACRD

2016 Alberni Valley Apportionment



Child Find BC

BRITISH COLUMBIA

Serving British Columbia Since 1984
Provincial Toll Free: 1.888.689.3463 www.childfindbc.com

Victoria Office
2722 Fifth Street, 208
Victoria, BC V8T 4B2
(250) 382-7311
Fax (250) 382-0227
Email:
childvicbc@shaw.ca

"A charitable non-profit organization working with searching families and law enforcement to reduce the incidence of missing and exploited children."

*A Missing Child is
Everyone's
Responsibility*



March 30, 2016

Dear Mayor and Councilors,

Re: Proclamation for National Missing Children's Month and Missing Children's Day

I write today on behalf of Child Find British Columbia. Child Find BC requests that your local government proclaim May as Missing Children's Month and May 25th as missing Children's Day.

Child Find BC provides "ALL ABOUT ME" ID Kits with child finger printing and photos, to at no cost to families and Child Find BC hosts these Child Find ID Clinics throughout BC. Child Find BC provides education, including public speakers, literature and tips for families to assist them in keeping all of our children safe.

We hope that you will raise this proclamation for consideration to your Council and your community at your next meeting.

Most recent reporting from the RCMP show that over 7,300 cases of missing children were reported in British Columbia and over 41,000 cases in Canada. Through the support of municipal governments like yours we are able to educate and bring awareness to thousands of BC families on this important issue.

Within the next month your Municipal Government will be receiving an updated 2016 missing children's poster in the mail. Please look for these posters, remove the old posters and then post these new posters in prominent community spaces

Thank you so much for your consideration of this request and your continuing commitment to Community Services in BC and the children and families of BC. If you have any questions regarding this request please contact the Child Find BC office at 1-888-689-3463.

Yours truly,

Crystal Dunahee President, Child Find BC

If you or your organization would like to host an "All About Me" ID clinic, have an idea for an event in your community or would like literature and information on becoming a member and supporter of Child Find BC, please call us at 1-888-689-3463.

Your Letterhead here

National Missing Children's Month and Missing Children's Day

WHEREAS Child Find British Columbia, a provincial member of Child Find Canada is a non-profit, registered charitable organization, incorporated in 1984; **AND**

WHEREAS The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children; **AND**

WHEREAS Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children; **AND**

WHEREAS Child Find's annual Green Ribbon of Hope Campaign will be held in the month of May and May 25th is National Missing Children's Day; **AND**

THEREFORE BE IT RESOLVED THAT

I, (Mayors Name) of the (city, town, municipality), do hereby proclaim May as Child Find's Green Ribbon of Hope month and May 25th as National Missing Children's day. I urge our citizens to wear a green ribbon as a symbol of Hope for the recovery of all missing children; and to remain vigilant in our common desire to protect and nurture the youth of our Province.

Mayor

Signed at _____ this _____ day of May, 2016



RECEIVED

APR - 4 2016

CITY OF PORT ALBERNI

March 22, 2016

Attention: Honourable Mayors,
Members of Council and
Chief Administrative Officers

Re: National Public Works Week, May 15-21, 2015 – "Public Works – Always There"

The Public Works Association of British Columbia (PWABC) is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 15-21, 2016 as National Public Works Week in your community. This year's theme is "Public Works – Always There".

National Public Works Week is observed each year during the third full week of May and this is the 56th year. NPWW calls attention to the importance of public works in community life and seeks to acknowledge the efforts of tens of thousands of men and women in North America who provide and maintain civil infrastructure and services. NPWW also allows Councils to remind the public of the 24/7 services that they are responsible for and are proud of. Many Councils and Public Works departments make this an annual celebration in their communities.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. A digital copy is available on our website www.pwabc.ca as well as further information about this year's theme and resources on making your Public Works Week a success. If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 250.819.6290. Thank you for making a difference.

Please note that we have a new address and declarations should be forwarded to:

PWABC

#102 – 211 Columbia ST

Vancouver BC V6A 2R5

Yours truly,

Deryk Lee, PWABC President



#102 – 211 Columbia ST Vancouver BC V6A 2R5 1.877.356.0699
www.pwabc.ca

REGULAR COUNCIL AGENDA - APRIL 11, 2016



PROCLAMATION
"Community Begins Here"
PUBLIC WORKS WEEK
MAY 15-21, 2016

WHEREAS: *public works infrastructure, facilities and services are vital to the health, safety and well-being of the residents of (Enter your city/municipality/town/etc name); and*

WHEREAS: *such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers and administrator who are responsible for building, operating and maintaining the public works systems that serve our citizens; and*

WHEREAS: *the Public Works Association instituted Public Works Week as a public education campaign "to inform communities and their leaders on the importance of our nation's public infrastructure and public works services"; and*

WHEREAS: *it is in the public interest of citizens and civic leaders to gain knowledge of the public works needs and programs of their respective communities;*

WHEREAS: *Public Works Week also recognizes the contributions of public works professionals.*

NOW THEREFORE, I, (Enter Mayor's Name), Mayor of the (Enter your city/municipality/town/etc name), do hereby proclaim the week of May 15-21, 2016, as Public Works Week in Enter your municipality.

Dated this day of _____, 2016.

(Enter Mayor's Name), Mayor



Reference: 296832

March 30, 2016

Dear Mayors, Councillors and Regional District Chairs and Directors:

On February 29, 2016, the Province brought the [Water Sustainability Act](#) into force along with the [first phase of regulations](#). The Act updates and replaces the old *Water Act* and will better protect stream health, regulate groundwater, address water use during times of scarcity and expand opportunities to participate in decision-making processes.

The Act and regulations help protect water flows for ecosystems and fish and include new and improved requirements for groundwater use and licensing, well construction and maintenance, dam safety, and compliance. Much of this work was informed by public comment and the Province's [policy intentions papers](#) that were released last summer.

Key changes include new licensing requirements for non-domestic groundwater use such as irrigation, industrial purposes, and community water supply. For existing groundwater users, the regulations provide a three-year transition period in which to apply for a licence; application fees will be waived during the first year of the transition period. Surface water and non-domestic groundwater users will also be subject to the [new water fees and rentals](#) announced last year. Individual household wells do not require a licence, nor are they subject to water fees or rentals. More information about the *Water Sustainability Act* and the implications of the new regulations can be found on the Province's water webpages at <http://gov.bc.ca/water>. For specific direction and guidance on how to apply for a groundwater licence, please visit FrontCounter BC at <http://www.frontcounterbc.gov.bc.ca>.

Provincial government staff will also be presenting highlights of the changes at a series of teleconferences specifically for local government during April 2016. Ministry staff will provide further details under separate cover.

I appreciate the broad support for the *Water Sustainability Act* from local governments across the province, and the many British Columbians who contributed to the discussions around the *Water Sustainability Act* and this first phase of regulations. Work on the next phase of regulations and policies will be initiated later this year and includes measuring and reporting, livestock watering, water objectives, planning and governance. The Province looks forward to continuing to work with you during implementation of the Act and the development of future policies.

...2

Visit <http://gov.bc.ca/water> for more information. If you have questions about the changes, please contact Ian Graeme, Manager, Watershed Sustainability, at 250 356-6663 or livingwatersmart@gov.bc.ca.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Mary Polak'.

Mary Polak
Minister

Attachment

cc: Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development
Chair Al Richmond, President, Union of B.C. Municipalities
Gary MacIsaac, Executive Director, Union of B.C. Municipalities

Government also has new tools for managing water during shortages, including temporarily restricting surface water and groundwater use to protect essential household needs and critical environmental flows.

An updated and expanded Groundwater Protection Regulation (GWPR) applies to all well owners regardless of how the water is used. The new GWPR includes more requirements to ensure that water wells are properly constructed, maintained, and at the end of their service, deactivated and decommissioned to protect the quality and safety of our groundwater.

An updated Dam Safety Regulation introduces new requirements for dam owners related to emergency planning, contact information and placement of signage.

What happens next?

With the regulations related to essential water management activities, e.g., authorizing water use, now in effect, work on other regulations to fully implement the *Water Sustainability Act* will be initiated. Priority regulations to be started in the coming years include livestock watering, measuring and reporting, and water objectives, among others.

For more information:

For more on applying for licences and approvals contact FrontCounterBC at 1-877-855-3222 or visit www.frontcounterbc.gov.bc.ca

For more on the provincial water program visit: www.gov.bc.ca/water

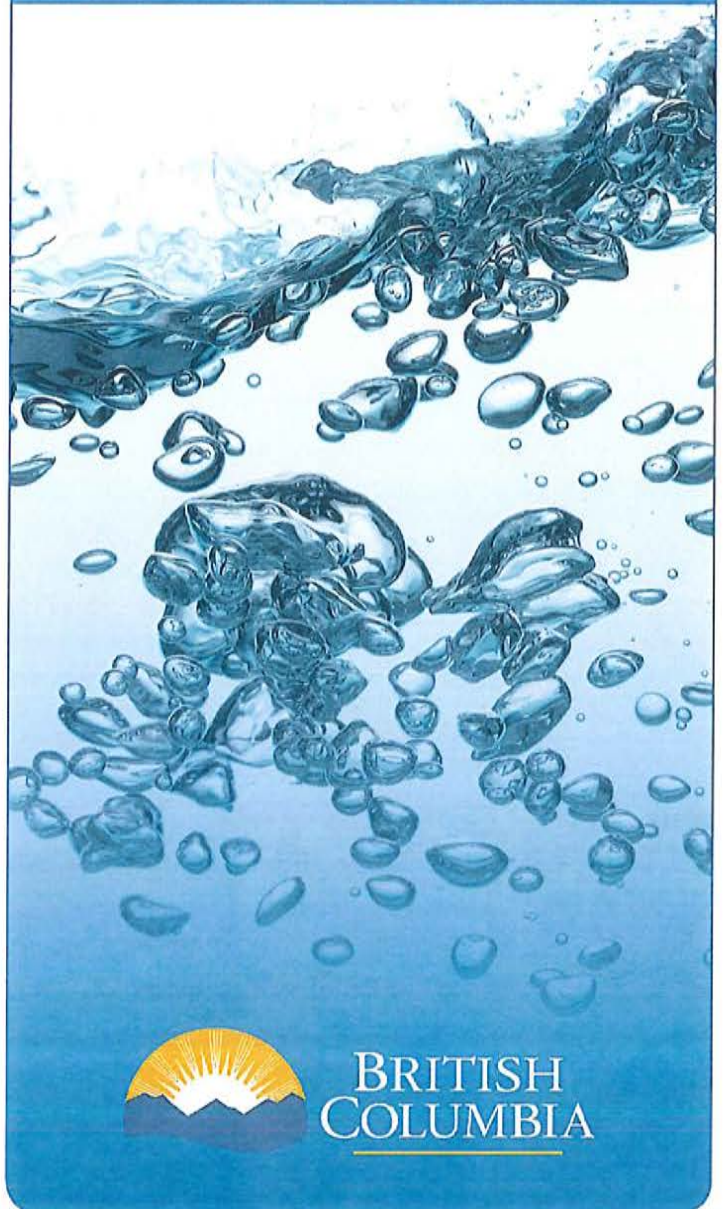
For more on the development of the legislation and implementation visit: <http://engage.gov.bc.ca/watersustainabilityact>

Questions on these changes?

Email: Livingwatersmart@gov.bc.ca

Water Sustainability Act

NEW RULES NOW IN EFFECT
February 29, 2016



Water Sustainability Act now in force

The *Water Sustainability Act* (WSA) and the first phase of regulations were brought into force on February 29, 2016. The WSA will benefit all British Columbians — our communities and families, our environment and our economy.

Important Changes for Water Users

The WSA updates and replaces the previous *Water Act*, bringing in a number of important changes for existing and new surface water and groundwater users.

Key changes that are now in effect under the WSA and new regulations include:

- » New water rights and licensing requirements for non-domestic groundwater users (e.g., industrial, agricultural)
- » Stronger protection for aquatic ecosystems
- » New fees and rentals for water use
- » Expanded protection of groundwater including new requirements for well construction and maintenance
- » Increased dam safety and awareness, and compliance and enforcement

Much of the *Water Act* has been brought into the WSA and existing surface water rights granted under the *Water Act* will continue. In some circumstances, the WSA may change how these rights may be exercised, such as during times of drought or water scarcity.

Licensing Groundwater Use

Managing groundwater and surface water together will better protect the security and safety of this resource. As of February 29, 2016, all non-domestic groundwater users including existing users are required to apply for a water licence, and pay an application fee and annual water rentals. There is a three-year transition period for existing groundwater users to submit this application.

Domestic well owners — i.e., homeowners with a well that provides water for household use, lawn and garden watering, and water for domestic animals — are exempt from licensing and paying provincial water fees and rentals. Domestic well owners are strongly encouraged to register their well by contacting FrontCounterBC to make their use known so it can be protected.

Visit www.frontcounterbc.gov.bc.ca for information on how to apply for a groundwater licence or to register your domestic well.

New water fees and rentals

New fees and rentals, announced in February 2015, are intended to recover the costs of implementing the new WSA, and provide more tools to sustainably manage B.C.'s water resources, including regulating groundwater use for the first time. All rates are the same for surface water and groundwater use. Fees and rentals are generally not applied to provincial or federal governments, or First Nations use on reserves or treaty lands.

Annual water rentals for existing non-domestic groundwater users accrue starting February 29, 2016, regardless of when an application for a licence is submitted within the three-year transition period. Applications for existing non-domestic groundwater use filed within 12 months from when the WSA came into force (on or before March 1, 2017) are exempt from the application fee.

If you already have a water licence for surface water, the change in your water bill will depend on the water use purpose(s) specified in your water licence. Use the Water Rent Estimator (www.gov.bc.ca/waterrentestimator) to estimate your application fees and water rentals for a water licence or use approval.

Other changes under the WSA

A new requirement to consider environmental flow needs in decisions, and expanded prohibitions on dumping debris into streams and aquifers provides stronger protection for aquatic ecosystems.

FOOD SECURITY AND CLIMATE DISRUPTION COMMITTEE

THURSDAY, February 4, 2016
4:30 p.m. in the City Hall Committee Room

Present: Chris Alemany, Sam Brownlee, Guy Langlois, Rosalind Chapman
Sandra Gentleman, Gary Swann

Regrets: John Mayba, Bob Haynes

Guest: Marcus Lobb, Jolleene Dick

1. Approval of minutes from January 5, 2016
Gary Swann moved to approve, Chris Alemany seconded
2. Approval of agenda
Gary Swann moved to approve, Chris Alemany seconded
3. Presentation by Jolleene Dick of the Hupacasath First Nation
 - Emergency Preparedness event June 7 – 10, 2016
 - The Hupacasath First Nation and the Port Authority have been discussing constructing a market at the Clutesi Haven marina. Ms. Dick requested a letter of support from the FSCCC.
 - Gary Swann suggested that Ms. Dick get support from the Farmers Market.
 - Sam Brownlee suggested that Ms. Dick get support from the Salmon Festival.
 - Gary Swann offered the Hupacasath First Nation training in Biodynamic framing.

Chris Alemany moved to draft letter of support for the construction of a market at the Clutesi Haven marina. Motion seconded by Sandra Gentleman. Motion approved.

Guy Langlois will draft a letter of support for the project and circulate it to the committee members for approval.

4. Report by Chris Alemany on the FSCDC recommendations to City Council.
 - Discussion on bike lane and longer forest rotation recommendations.
5. Guy Langlois discussion on the use of Roundup by the City Parks Department.
 - Guy Langlois expressed concern that the use Roundup may be killing the bees in our region.
 - Guy Langlois announced that Thierry Vrain has been asked by the Alberni Valley Transition Town Society to come to Port Alberni and do a presentation on GMO.
 - Guy Langlois will prepare a report on the issue to be presented at a future FSCDC meeting.
 - Marcus Lobb offered to assist in obtaining information on what other municipalities are doing to address this issue.
6. Marcus Lobb, Food Hub Coordinator for the Alberni Valley Transition Town Society announced that there will be a Food Security Roundtable Workshop on Feb 17, 2016. The goal is to develop

a strategic plan to address food insecurity in our community and to develop working groups that would deal with food security issues in our region.

7. Adjournment

- Motion to adjourn by Gary Swann, seconded by Guy Langlois.
- The meeting adjourned at 6:00PM

8. Next meeting March 3, 2016.

Sam Brownlee, Chair

Davina Hartwell, City Clerk

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FOOD SECURITY AND CLIMATE DISRUPTION COMMITTEE

THURSDAY, March 3, 2016
4:30 p.m. in the City Hall Committee Room

Present: Chris Alemany, Sam Brownlee, Guy Langlois, Rosalind Chapman
Sandra Gentleman, Gary Swann

Regrets: John Mayba, Bob Haynes

Guest: Jacob Colyn, Horticulture and Parks Operations Supervisor, City of Port Alberni

1. Approval of minutes from February 4, 2016
Gary Swann moved to approve, Chris Alemany seconded
2. Approval of agenda
Chris Alemany moved to approve, Gary Swann seconded
3. Discussion on recommendations to City Council by the Food Security And Climate Disruption Committee.
 - Bike lanes
 - Water bottle fill stations
 - Kitchen waste
 - Blue Dot resolution
4. Discussion on air quality and the use of Tire Derived Fuel at the Catalyst mill.
5. Discussion on the use of Roundup by the City Parks Department.
 - Jacob Colyn commented on the current practices of using herbicides on city parks.
6. Discussion on remediation of brownfield lots in the city
7. Rosalind Chapman reported on the roundtable discussions on Food Security.
8. Discussion on discontinuing the use of plastic bags at local stores.
9. Adjournment
 - Motion to adjourn by Gary Swann, seconded by Guy Langlois.
 - The meeting adjourned at 6:00PM
10. Next meeting April 7, 2016.

Sam Brownlee, Chair

Davina Hartwell, City Clerk

McLEAN MILL ADVISORY COMMITTEE

Meeting of Thursday March 10, 2016
10:00 am in the McLean Mill Visitor Centre

Minutes

Attending:

• Jimmy Hodgson	Island Timberlands
• Jack McLeman	City of Port Alberni & Vice-chair
• Jan Lavertu	Member at large
• Bill Collette	Chamber of Commerce
• Hugh Grist	WVHIHS
• Ken Rutherford	WVHIHS
• Melody Francoeur	Member at large
• Neil Malbon	Non-voting liaison
• Jamie Morton	Non-voting liaison & secretary

Regrets:

• Rob Duncan	Member at large & Chair
• Maggie Paquet	Member at large
• Mike Kokura	ACRD
• Cameron Oscienny	YPAV
• Jim Sears	AV Community Forest
• David Whitworth	AV Museum & Heritage Commission
• Sheena Falconer	Member at large
• Bill Lekitch	Member at large

Called to order at 10:03 AM.

1. It was moved and seconded: that the agenda for the March 10 meeting be adopted:
Carried.
2. Approval of the minutes of the February 25 meeting was tabled to the next meeting, due to the absence of Chair Rob Duncan.
3. **Vice-Chair's Report: Jack McLeman:**
 - This meeting was called to review Phase 1 of the development of the entry and courtyard area of McLean Mill NHS.
 - To also discuss attendance at public events, such as model train shows, to promote the Mill & Train.
4. **Development of Entry & Courtyard: Jan Lavertu:**
 - Phase 1:
 - Gift Shop fixture installation and stocking with inventory is underway.
 - Managers' Office and Intro Centre is under construction.
 - Visitor Centre has been decluttered and refinishing floors is proceeding.

- Building exteriors are being pressure washed.
 - More summer students are anticipated this year – who will continue to work on the buildings.
 - Bill Collette is working
 - Phase 2:
 - Clearing brush from the parking lot side of the entry buildings – enhancing the welcome sign.
 - Developing timber structures and signage to make the courtyard more inviting.
 - Gift Shop fixture installation and stocking with inventory is underway.
5. **Update on the #7 Challenge: Bill Collette:**
- Over 100 people currently registered, with 200 expected in total.
 - There have been some issues with online registrations – now resolved by changing online service provider to RaceOnline.
 - 20 sponsoring businesses – cash & in-kind.
 - CTV Vancouver Island sponsorship – 30 TV slots scheduled in April to promote the event – a \$13,500 value.
 - Online Runners' Magazine is promoting the event.
 - Back Country Horsemen of BC – will have an alternate 10K cross-country race from Coombs Country Candy to McLean Mill NHS.
6. **Promotional Events: Jack McLeman & Ken Rutherford:**
- A spot has been booked at the West Coast Railway Association railway & memorabilia show at the Burnaby Rec. Centre – March 20, 9:00-4:00 – but no-one available. Bill Collette will look into the possibility of getting someone to attend.
 - Upcoming events:
 - April 24 – model railway show at Beban Park, Nanaimo – Ken Rutherford one of the organizers.
 - Then on May 29, Juan de Fuca Rec. Centre, Victoria.
 - Then at the PNE/Exhibition Grounds, Vancouver, in November.
 - Discussion – how to prioritize participation – Nanaimo event is of key importance – PNE event attracted 4,000 visitors last year. Discussion of the need to improve exhibitry – eg. the development of more visual materials such as picture boards showing some of the activities.
 - Jack McLeman noted that the City of Port Alberni has allocated \$20,000 to partner with the Chamber of Commerce to attend trade shows and promote the Alberni Valley – Mill & Train promotions should be integrated.
 - Ken Rutherford noted on his recent stay at the Black Rock Resort in Ucluelet that restaurant staff didn't know there was a steam train in Port Alberni, in spite of coming here to shop. Discussion – Bill Collette expressed frustration, having just presented these messages in Ucluelet – need to advertise more on the West Coast, and to develop fam tours for tourism operators there – the overall problem of educating the public about the attractions.
7. **City Council: Jack McLeman:**
- Jan Lavertu noted that the \$20,000 capital funds request from the WVIHS was denied – but it was suggested that it be presented again at the Council budget meeting prior to the regular meeting – perhaps would be better received if the request was clarified and made more specific.
 - Discussion – capital versus operational budgets – of potential capital funding, \$30,000 from the ACRD was designated to fire panel improvements and commercial

kitchen – with a new request to Council for \$20,000 for a heat pump for the visitor centre and trail development at the entry to the Mill.

8. Management Board: Jack McLeman:

- City Council's Personnel Committee met last week, and appointed four voting members to the Management Board, with non-voting liaison members from the WVIHS, from City Council, and to advise on financial and curatorial matters.
- Council will officially appoint the Board at its March 14 meeting, before the Board meets with WVIHS Board members on March 16.

9. Campground: Jack McLeman:

- A business plan/proposal for a campground will be prepared and submitted to Island Timberlands – anticipating that the facility will be built on its lands adjacent to McLean Mill NHS.
- The estimated cost of basic preparation of a campground was estimated by Bowerman Excavating at \$62,000.
- Mel Francoeur noted that her group – the Back Country Horsemen of BC – was interested in assisting with the development of the campground, both by providing volunteer labour, and by locating and applying for grant funding.
- This campground will make a profit, due to the need for RV facilities in the area, and will be operated as an independent venture, with profits being returned to the Mill and Train operation.
- Hugh Grist pointed out the need to coordinate rail service with the schedule of Lady Rose Navigation.

10. Other Business:

- Discussion of site maintenance and caretaker issues that have been identified – to be addressed after the establishment of the Management Board.
- Discussion of re-use of the furnishings and fixtures in the visitor centre – eg. the large tree stump.

11. Next Steps:

- Hugh Grist will prepare a detailed submission from the WVIHS to Council requesting \$20,000 capital funding, for the heat pump – emphasizing cost savings – and trail development, for consideration at Council's March 14 budget and regular meetings.

12. Next Meeting:

- **To discuss the future of the McLean Mill Advisory Committee – Thursday, March 31, 2016 – 10:00 AM at McLean Mill NHS.**

13. Adjournment:

- Jack McLeman moved to adjourn the meeting at 11:08 AM.

Rob Duncan, Chair
McLean Mill Advisory Committee

Davina Hartwell, City Clerk
City of Port Alberni

March 2016

His Worship Mike Ruttan
Mayor
City of Port Alberni
4850 Argyle St
PORT ALBERNI BC V9Y 1V8

RECEIVED

APR - 1 2016

CITY OF PORT ALBERNI

Dear Mayor Ruttan:

It is my pleasure to provide you with a copy of our recent guide, *Bylaw Enforcement: Best Practices Guide for Local Governments*.

Bylaw Enforcement sets out a number of best practices to promote administrative fairness at all stages of local government bylaw enforcement: establishing bylaws, responding to complaints, conducting investigations, making enforcement decisions and handling appeals.

Roughly one in four complaints to our office concerning local governments are about bylaw enforcement. We have designed this report to be a practical tool officials can use to review and revise local bylaw enforcement programs. In addition to the best practices, inside the guide you will find five checklists to allow local governments to conduct a self-assessment as to how their practices compare to the recommended best practices. In addition, the report contains a selection of case summaries that illustrate relevant Ombudsperson investigations into bylaw enforcement complaints made to our office.

We are pleased to put our 20 years of experience to use helping B.C.'s local governments strive for excellence by ensuring their citizens' bylaw enforcement processes and procedures are up-to-date, effective and administratively fair.

A PDF version of *Bylaw Enforcement* is also available on our website at www.bcombudsperson.ca. Please do not hesitate to contact us if you have any questions.

Yours sincerely,



Jay Chalke
Ombudsperson
Province of British Columbia