

## CITY COUNCIL MEETING SUMMARY

*An information report summarizing the Regular Meeting of Council held April 14, 2020.  
This is not the official minutes. For more information, please contact the City Clerk at  
250-720-2810 or e-mail: [davina.hartwell@portalberni.ca](mailto:davina.hartwell@portalberni.ca)*

### ■ DELEGATIONS

#### **Colton Nelson, from the Alberni Aquarium and Stewardship Centre**

At Council's March 9<sup>th</sup> Regular meeting, Council received a delegation from the Manager/Curator of the Alberni Aquarium and Stewardship Centre advising that they were looking to establish themselves as a non-profit organization given the decision by the WestCoast Aquatic Board to close the Aquarium due to financial challenges. It was also at this time that representatives of the Aquarium requested that Council consider providing the Aquarium rental relief during this transition. Council agreed to provide rental relief to the Aquarium for a period of three-months subject to receipt of a viable business plan. At Council's Regular [virtual] meeting today, Colton proceeded to present to Council the Aquarium's business plan in addition to requesting rental relief for a period of 6 months due to the COVID-19 pandemic. Following Colton's presentation, Council verbally acknowledged that they wish to see the Aquarium succeed and noted that the City's Financial Plan reflects waiving the rent payable by the Alberni Aquarium for a three-month period [effective April 1]. Prior to considering additional rental relief, Council directed staff to prepare a report speaking to the feasibility of splitting the current space which would result in a reduced leased area for the Aquarium as well as create a separate space for other potential leasees.

#### **Western Vancouver Island Industrial Heritage Society [late delegation]**

Mr. Paul Blake, WVIIHS Director, appeared before Council to provide an overview of the Society's revised budget requirements in order to prepare the Society to operate the Alberni Pacific Railway in 2021.

#### **Alberni Valley Chamber of Commerce**

Bill Collette, President of the Alberni Valley Chamber of Commerce addressed Council, outlining the Chamber's path forward in operating the non-historical site of the McLean Mill given COVID-19.

### ■ STAFF REPORTS

#### **Tar's Auto Sales – Lease Agreement**

Council authorized the Mayor and City Clerk to enter into a lease agreement with Tar's Auto Sales for a two-year term commencing April 1, 2020.

#### **Asker Naesgaard – Lease Agreement**

Council authorized the Mayor and City Clerk to enter into a lease agreement with Asker Naesgaard for a portion of Lot 3, Plan 65347, District Lot 10, Alberni District, for the purpose of planting and harvesting crops for a term of five years commencing February 1, 2020.

#### **Financial Timelines**

The Director of Finance provided a report to Council highlighting the statutory deadlines relating to municipal budgeting, taxation and financial reporting for the 2020 calendar year.

### **Property and Liability Insurance**

Council directed staff to proceed with a request for proposals [RFP] prior to renewing the City's annual liability and property insurance policies to ensure the City of Port Alberni secures the appropriate insurance coverage based on the City's risk profile.

### **Utility Accounts – Interest Relief and Rate Freeze**

In light of COVID-19, Council authorized staff to:

- reverse interest charges applied to utility accounts due on February 28, 2020;
- set the due date for the next utility billing to September 15, 2020;
- establish the due date for the final utility billing in 2020 to reflect a due date of December 15<sup>th</sup>; and

that no interest be charged in 2020.

In addition, Council also authorized staff to defer the rate increase to utility fees until 2021.

### **Waiving of Interest Payments – City Leases & Other Accounts**

In response to COVID-19, Council authorized staff to waive the interest provision within all lease agreements [for a period of four-months, at which time this item is to be reviewed and reassessed], and that following the COVID-19 pandemic, that staff work with each account holder to establish a reasonable payment schedule.

Council also authorized staff to cease all transfers of outstanding amounts to collections for the remainder of 2020, excluding property taxes and utilities.

### **Regulating Use of Single-Use Plastics**

The Deputy City Clerk provided Council with a report outlining single-use plastic ban strategies other municipalities have implemented as well as how the Alberni Valley currently handles its recycled plastics. The report also speaks to both the federal and provincial governments committing to taking actions, however, given the COVID-19 pandemic, Council requested that this item be brought back to their attention in six months.

### **Audit Committee**

Council received the Minutes of the February 24, 2020 Audit Committee which also included the quarterly analysis of Mayor & Council Travel & Convention expenses for the period ending December 31, 2019.

### **3203 Kingsway Ave – Building Permit/Renovations**

Council received a report from the Manager of Planning providing information on the status of work carried out to property located at 3203 Kingsway Avenue.

### **Uptown District Revitalization Strategy**

Council received a report from the Manager of Planning providing Council with an update of the work and next steps relating to the City's Uptown District Revitalization Strategy. Council requested that staff amend the area identified as the 'Uptown District' to include 3<sup>rd</sup> Avenue & Mar, the waterfront and Harbour Quay.

### **Enforcement of Public Health Orders**

Council received a report from the Manager of Community Safety highlighting the role of Bylaw Officers' with respect to the implementation of COVID-19 public health orders. Individuals who have questions that are not health related may call 1-888-COVID19. The City has also made this provincial guiding document available on the City's website [www.portalberni.ca](http://www.portalberni.ca)

## **■ BYLAWS**

### **2020 - 2024 Five-Year Financial Plan Bylaw**

In response to COVID-19, Council proceeded to make a number of amendments to its "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003" since giving the bylaw 1<sup>st</sup> reading in January of this year. Overall, amendments to the plan will result in a 1.07% tax increase to the average residential home. Council then proceeded to give second reading to the City's Five Year Financial Plan 2020 – 2024, Bylaw No. 5003 as amended.

### **"Zoning Bylaw Amendment No. 38 (5859 River Road – Allen), Bylaw No. 5004"**

was introduced and read a first and second time. In addition, and prior to the scheduling of a public hearing, City staff will be working with the property owner in an effort to secure public access to the waterfront portion of the subject property for the purpose of a multi-use trail.

## ■ CORRESPONDENCE

### **Alberni-Clayoquot Regional District**

Council provided its consent, on behalf of the electors of the City of Port Alberni to the adoption of Bylaw 791-3, "Port Alberni Airport Extended Service Area Establishment Amendment, 2020" to expand the boundaries of the service area to include the Uchucklesaht Tribe Government.

### **Dan Edwards**

Council received an email from Dan Edwards, a member of the Fisheries for Communities Gathering Action Committee requesting Council consider supporting the 20 recommendations set out in the "West Coast Fisheries: Sharing the Risks and Benefits".

### **Council Meetings/Public Engagement**

Council formally received a copy of the City's Public Notice regarding Meetings of Council Procedures/Public Engagement in response to COVID-19 pandemic. This document provides additional information on how the City will accommodate public engagement at various City meetings during the COVID-19 pandemic. Please visit the City's website to view the "Public Notice" and questions may be directed to the City Clerks department.

## ■ PROCLAMATIONS

**Sons of Norway** – Council proclaimed **September 27 to October 4, 2020** as **Sons of Norway Heritage Week** in Port Alberni.

## ■ REPORT FROM IN-CAMERA

### **3027 – 3037 2<sup>nd</sup> Avenue – Housing Development Proposal**

Council received a report from the Manager of Planning providing information as it relates to CMHA-PA's interest in City owned property located at 3027 – 3037 2<sup>nd</sup> Avenue, and in partnership with New Commons Development, to provide affordable community housing.

### **Council Summary**

*is prepared following each Regular Council meeting. It is posted on the City's website at [www.portalberni.ca](http://www.portalberni.ca) and distributed by e-mail. To be placed on the distribution list, please contact: [davina\\_hartwell@portalberni.ca](mailto:davina_hartwell@portalberni.ca)*

### **Complete Council agendas**

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

## MEETINGS AT A GLANCE

### **Mon., April 27<sup>th</sup>**

2:00 pm – Regular Meeting of Council

### **Wed., May 6<sup>th</sup>**

7:00 pm – Alberni Valley Museum