
AGENDA - REGULAR MEETING OF COUNCIL

Monday, April 26, 2021 @ 2:00 PM

Via Video-Conference

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports please refer to the City's website portalberni.ca or contact the Director of Corporate Services at 250.720.2823 or by email twyla_slonski@portalberni.ca or the Deputy City Clerk at 250.720.2822 or by email sara_darling@portalberni.ca

Members of the public who wish to provide input regarding agenda items may continue to submit written comments and questions by email to council@portalberni.ca, mail, or drop off at City Hall before 12:00 noon on the meeting day. Please include your name and address on public input/questions for identification purposes.

Those who wish to provide public input/questions in real time [by joining Council's virtual meeting], you must contact the Corporate Services Department no later than 9:00 am on the day of the meeting to register.

A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. Recognition of unceded Traditional Territories.
2. Late items identified by Councillors.
3. Late items identified by the Corporate Officer.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube)

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 5

1. Special meeting held at 10:30 am and Regular Council meeting held at 2:00 pm on April 12, 2021.

C. PUBLIC INPUT PERIOD

An opportunity for the public to submit input on topics relevant to City Council. A maximum of four [4] submissions will be accommodated and read-out by the Director of Corporate Services.

D. DELEGATIONS

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

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 [currently suspended due to COVID-19].

1. Accounts

THAT the certification of the Director of Finance dated April 26, 2021, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. RCMP Department - Page 10

Report from the Officer in Charge, Inspector Eric Rochette reporting on the 1st Quarter of 2021 [January to March].

3. Development Planner – Development Permit No. 21-01 – 3075 3rd Avenue - Page 13

Report dated April 19, 2021 from the Development Planner requesting Council issue Development Permit No. 21-01 for proposed renovations to the existing building for the creation of the Port Alberni Community Safety Centre.

THAT City Council authorize the issuance of Development Permit No. 21-01, and that the Director of Corporate Services be authorized to sign the permit including the following development plans prepared by Phi Architecture Inc. titled 'Port Alberni Community Safety Centre' and dated April 14, 2021.

4. Development Planner – Development Permit No. 21-02 – 4637 Victoria Quay – Page 26

Report dated April 18, 2021 from the Development Planner requesting Council issue Development Permit No. 21-02 for proposed renovations to the existing building, including the addition of a second storey residential apartment.

That City Council authorize the issuance of Development Permit No. 21-02, and that the Corporate Officer be authorized to sign the permit including the following development plans prepared by McGill Engineering & Associates titled '4637 Victoria Quay' and dated March 31, 2021.

5. Director of Corporate Services – Community Forest Dividends - Page 39

Report dated April 20, 2021 from the Director of Corporate Services requesting Council's direction to authorize the Alberni Valley Community Forest Corporation Board to directly allocate \$10,000 annually to special community projects that benefit the community as a whole.

Council direction is being requested.

6. Chief Administrative Officer – McLean Mill Dam Reconstruction Project – Page 54

Report dated April 22, 2021 from the Chief Administrative Officer in response to a public inquiry regarding the McLean Mill Dam Reconstruction Project.

7. Chief Administrative Officer – UBCM Local Government Development Approvals Program – Page 59

Report dated April 22, 2021 from the Chief Administrative Officer requesting Council's authorization to submit a funding application to the UBCM Local Government Development Approvals Program.

THAT Council for the City of Port Alberni direct staff to prepare and apply to the UBCM Local Government Development Approvals Program for funding to engage an employee and/or contractor to undertake the works identified in Schedule 'A' attached to this report.

8. Quarterly Departmental Reports

a. Community Policing - Page 62

Manager of Community Policing to provide Council with an overview of departmental operations.

b. Economic Development - Page 65

Economic Development Manager to provide Council with an overview of departmental operations.

G. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing.

1. Director of Corporate Services – “City of Port Alberni Lane, Road Closures and Removal of Dedication Bylaw No. 5026, 2021” - Page 67

Report dated April 19, 2021 from the Director of Corporate Services requesting Council's consideration to provide three readings to the Lane, Road Closures and Removal of Dedication Bylaw.

a. THAT “City of Port Alberni Lane, Road Closures and Removal of Dedication Bylaw No. 5026, 2021” be now introduced and read a first time.

b. THAT “City of Port Alberni Lane, Road Closures and Removal of Dedication Bylaw No. 5026, 2021” be read a second time.

c. THAT “City of Port Alberni Lane, Road Closures and Removal of Dedication Bylaw No. 5026, 2021” be read a third time.

H. CORRESPONDENCE FOR ACTION

Correspondence addressed to the Mayor and Council by an identifiable citizen included on an agenda is correspondence asking for a specific request of Council and the letter writers will be provided a response. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included.

I. PROCLAMATIONS

1. Alberni-Clayoquot Regional District - Page 72

Letter dated April 19, 2021 from Protective Services Manager, Heather Zenner, requesting Council proclaim May 3-8, 2021 as 'Emergency Preparedness Week' in Port Alberni.

THAT the letter dated April 19, 2021 from ACRD requesting Council proclaim May 3-8, 2021 as 'Emergency Preparedness Week' be proclaimed as requested.

J. CORRESPONDENCE FOR INFORMATION

Correspondence found here provides information to Council and does not make a specific request. It may also include correspondence that may not be relevant to City services and responsibilities.

Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included.

1. Correspondence Summary dated April 26, 2021. - Page 73

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Council and Regional District Reports - Page 95

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

M. NEW BUSINESS

An opportunity for Council to raise issues as a result of the business of the meeting or to identify new items for subsequent meetings by way of a 'Notice of Motion'.

1. 10th Avenue & Dunbar Street [Notice of Motion provided April 12, 2021]

THAT Council direct the Director of Engineering and Public Works to prepare a report regarding safety improvement options for the intersection of 10th Avenue and Dunbar Street.

N. QUESTION PERIOD

An opportunity for the public to ask questions of 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
MONDAY, APRIL 12, 2021 @ 10:30 AM
Via Video Conference – Zoom Platform**

PRESENT: Mayor Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon
Councillor C. Solda @ 10:33 am
Councillor D. Washington

Staff: T. Pley, CAO
S. Smith, Director of Development Services/Deputy CAO
A. McGifford, Director of Finance
T. Slonski, Director of Corporate Services

Call to Order: @ 10:30 am

MOVED and SECONDED, THAT Council conduct a Special Council meeting closed to the public on the basis that one or more matters covered under Section 90 of the Community Charter will be considered, specifically outlined as follows:

- Section 90 (1)(a)** *personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- Section 90 (1)(e)** *the acquisition, disposition or expropriation of land or improvements and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and*
- Section 90 (1)(i)** *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

The meeting was terminated at 12:07 pm

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, April 12, 2021 @ 2:00 PM
Via Video-Conference

PRESENT: Mayor S. Minions
Councillor R. Corbeil @2:01 pm
Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon
Councillor C. Solda
Councillor D. Washington

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 2:00 PM.

MOVED and SECONDED, THAT the agenda be approved as printed and circulated.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Special Meeting held at 10:30 am, Regular Council Meeting held at 2:00 pm on March 22, 2021 and Special meeting held at 2:00 pm on March 29, 2021, be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

1. Introduction of Parks Operations Supervisor

Willa Thorpe, Director of Parks, Recreation & Heritage introduced Amy Needham, the City's new Parks Operations Supervisor.

2. Alberni Valley Curling Club

MOVED AND SECONDED, THAT Council direct staff to provide a letter in support of the Alberni Valley Curling Club's grant application for the replacement of the ice plant including confirmation of the City's prior commitment of 40,000 in funding subject to grant approval, and verification regarding equipment ownership and lease extension.

CARRIED | Res. No. 21-83

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated April 12, 2021, be received and the cheques numbered 148260 to 148342 inclusive, in payment of accounts totalling \$ 2,260,656.69, be approved.

CARRIED

2. Deputy City Clerk – FCM | 2021 Annual Conference and Trade Show | Authorize Council Registration

MOVED AND SECONDED, THAT Council authorize Mayor Minions and any additional Councillors who are interested to participate in the Federation of Canadian Municipalities 2021 Annual Conference and Trade Show taking place via virtual platform May 31-June 4, 2021.

CARRIED | Res. No. 21-84

3. Economic Development Manager – UBCM Strengthening Communities' Services Grant Application

MOVED AND SECONDED, THAT Council for the City of Port Alberni direct staff to prepare and apply for funding to the UBCM Strengthening Communities' Services COVID-19 Restart Funding for Local Governments in the amount of \$450,000 and by the application deadline date of April 16, 2021 for projects that will improve the overall health and safety of the City's unsheltered homeless population and that are in alignment with the programs intended outcomes as follows:

- *the improved health and safety of unsheltered homeless people living in public or private spaces;*
- *reduced community concerns about public health and safety in neighbourhoods where unsheltered homeless populations are seeking temporary shelter and services;*
- *improved coordination among eligible applicants and health/social service providers; and*
- *increased capacity of eligible applicants to work with homeless persons and Indigenous organizations towards culturally safe and trauma-informed responses.*

CARRIED | Res. No. 21-85

G. BYLAWS

1. Director of Finance – "City of Port Alberni 2021 – 2025 Financial Plan Bylaw No. 5023"

MOVED AND SECONDED, THAT the "City of Port Alberni 2021 – 2025 Financial Plan Bylaw No. 5023" be now finally adopted, signed by the Mayor and the Corporate Officer and numbered 5023.

CARRIED | Res. No. 21-86

Councillor Haggard declared a conflict of interest due to an immediate family member potentially benefiting from future employment or contract work with a Class 5 [five] property owner, and left the meeting at 2:41 pm.

2. Director of Finance – "Tax Rates 2021, Bylaw No. 5025"

MOVED AND SECONDED, THAT Council set the tax rates for Major and Light Industrial classes [Class 4 and 5] as outlined in the "Tax Rates 2021, Bylaw No. 5025" with Class 4 assigned a 21.19% burden of overall taxation and Class 5 assigned a 1.31%.

CARRIED | Res. No. 21-87

MOVED AND SECONDED, THAT "Tax Rates 2021, Bylaw No. 5025" be now introduced and read a first time.

CARRIED | Res. No. 21-88

MOVED AND SECONDED, THAT "Tax Rates 2021, Bylaw No. 5025" be read a second time.

CARRIED | Res. No. 21-89

MOVED AND SECONDED, THAT "Tax Rates 2021, Bylaw No. 5025" be read a third time.

CARRIED | Res. No. 21-90

MOVED AND SECONDED, THAT "Tax Rates 2021, Bylaw No. 5025" be now finally adopted, signed by the Mayor and Corporate Officer and number 5025.

CARRIED | Res. No. 21-91

Councillor Haggard returned to the meeting at 2:58 pm.

3. Director of Development Services/Deputy CAO – Official Community Plan Bylaw & Zoning Bylaw Amendments – 4305 Kendall Avenue

MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 32 (4305 Kendall Avenue -BC Housing Oomiiqsu), Bylaw No. 5015" be read a second time.

CARRIED | Res. No. 21-92

MOVED AND SECONDED, THAT "Zoning Map Amendment No. 42 (4305 Kendall Avenue – BC Housing Oomiiqsu), Bylaw No. 5016" be read a second time.

CARRIED | Res. No. 21-93

MOVED AND SECONDED, THAT "Zoning Bylaw Text Amendment No. T26 (Site Specific Use – P1 Institutional), Bylaw No. 5017" be read a second time as amended.

CARRIED | Res. No. 21-94

MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 32 (4305 Kendall Avenue– BC Housing Oomiiqsu), Bylaw No. 5015", "Zoning Map Amendment No. 42 (4305 Kendall Avenue - BC Housing Oomiiqsu), Bylaw No. 5016" and "Zoning Bylaw Text Amendment No. T26 (Site Specific Use - P1 Institutional), Bylaw No. 5017" be advanced to a Public Hearing on Thursday, May 13, 2021 at 6:00 pm by web conferencing [Zoom platform].

CARRIED | Res. No. 21-95

H. CORRESPONDENCE FOR ACTION

I. PROCLAMATIONS

1. Khalsa Aid Canada

MOVED AND SECONDED, THAT the email dated March 25, 2021 from Khalsa Aid Canada requesting Council proclaim April 'Sikh Heritage Month' and that the Sikh flag be flown at City Hall on April 20, 2021 be proclaimed as requested.

CARRIED | Res. No. 21-96

2. Walk for Values

MOVED AND SECONDED, THAT the email dated April 4, 2021 from Walk for Values on behalf of the Steering Committee requesting that Council proclaim April 24, 2021 as 'Human Values Day' be proclaimed as requested.

CARRIED | Res. No. 21-97

3. Falun Dafa Association of Vancouver

MOVED AND SECONDED, THAT the email dated April 2, 2021 from Sue Zhang on behalf of Falun Dafa Association of Vancouver requesting that Council proclaim May 13, 2021 as 'Falun Dafa Day' be proclaimed as requested.

CARRIED | Res. No. 21-98

J. CORRESPONDENCE FOR INFORMATION

1. *The Director of Corporate Services summarized correspondence to Council as reflected in the Correspondence Summary dated April 12, 2021.*

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Council and Regional District Reports

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

CARRIED

M. NEW BUSINESS

1. **Notice of Motion to be considered at the Regular meeting of Council April 26, 2021**
 - That Council direct the Director of Engineering and Public Works to prepare a report regarding safety improvement options for the intersection of 10th Avenue and Dunbar Street.

N. QUESTION PERIOD

O. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 3:16 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



PORT ALBERNI RCMP DETACHMENT QUARTERLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during the first quarter of 2021 (January to March). Included in this report is a comparator to the same time frame during the previous four years.

The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during the quarter.

- Officers received and responded to a total of 2,779 calls for service, 2,433 of these calls occurred in the City of Port Alberni.
- The number of Criminal Offences are down by 31% for the quarter compared to 2020.
- The number of Break & Enters are down by 52% for the quarter compared to 2020. Theft from Vehicle are down by 72% for the quarter compared to last year.
- The number of Violent Offences are down by 17% for the quarter compared to 2020.

Port Alberni RCMP's 2020/21 Annual Performance Plan Priorities:

- **Traffic- Road Safety:** Increased enforcement, both tickets and warnings. Reduction of Impaired drivers on the roads through criminal code charges and Immediate Roadside Prohibitions. Joint operations with Island District Traffic Units and Speedwatch.
- **Family Violence:** Focus on education, awareness and community support to foster a "wrap around" approach of harm reduction. Creating a supportive environment for victims of family violence to come forward.
- **Crime Reduction (Property Crimes and Drugs):** Identifying and managing prolific offenders through enhanced enforcement and partnerships with community agencies. The focus will be on drug and property crime offenders.
- **Aboriginal Policing:** This includes traffic safety and enforcement on the First Nations, greater visibility at community events and meetings and a focus on First Nation Youth through prevention programs and involvement in schools and at youth events.
- **Youth:** Positive interactions with youth through school and sporting events. Increased,

proactive engagement with the youth in our community.

Respectfully submitted,

Inspector Eric Rochette
Officer in Charge
Port Alberni RCMP



Mayor and Council Report

Port Alberni Municipal

Q1 2021 (January to March)

<i>Calls for Service</i>	Q1 2017	Q1 2018	Q1 2019	Q1 2020	Q1 2021
Total Calls for Service	1880	2285	2455	2667	2779

<i>Occurrences by Crime Type</i>	Q1 2017	Q1 2018	Q1 2019	Q1 2020	Q1 2021
Violent Crime	76	80	132	143	119
Property Crime	215	331	382	499	298
Other Criminal Code	138	150	153	202	157
Drug Offences	20	31	25	18	18
Total Criminal Code	443	592	692	862	592
Criminal Traffic	22	43	36	30	11

<i>Violent Crime</i>	Q1 2017	Q1 2018	Q1 2019	Q1 2020	Q1 2021
Assaults	39	39	81	69	52
Assault weapon/bod harm	8	14	8	14	8
Harassment	11	4	9	11	15
Robbery	3	1	2	2	2
Sex Offences	4	6	6	12	11
Uttering Threats	6	9	16	27	22

Domestic Violence	31	20	30	43	37
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<i>Property Crime</i>	Q1 2017	Q1 2018	Q1 2019	Q1 2020	Q1 2021
Auto Theft	3	6	3	7	4
Bike Theft	2	8	5	2	7
Break and Enter - Business	11	9	19	17	7
Break and Enter - Residence	12	15	16	15	6
Break and Enter - Other	4	21	7	14	9
Mischief to Property	51	77	64	139	86
Theft	37	52	65	76	54
Possess Stolen Property	5	4	7	13	5
Shoplifting	22	29	41	65	20
Theft From Vehicle	40	49	42	112	31
Fraud	9	21	41	22	18

<i>Other Criminal Code</i>	Q1 2017	Q1 2018	Q1 2019	Q1 2020	Q1 2021
Cause Disturbance	58	59	70	93	69
Breach of Probation	30	32	36	45	19
Breach of Bail	25	34	30	56	47

<i>Provincial Statutes</i>	Q1 2017	Q1 2018	Q1 2019	Q1 2020	Q1 2021
Intoxicated in Public	51	42	50	46	14

Date: April 19, 2021
File No: 3060-20-21-01
To: Mayor & Council
From: T. Pley, CAO
Subject: **DEVELOPMENT APPLICATION – Development Permit No. 21-01**
LOT 19, BLOCK 55, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197B (PID: 009-268-162)
3075 3rd Avenue
Applicant: City of Port Alberni

Prepared by:  Brian McLoughlin, Development Planner	Supervisor:  Scott Smith, Director of Development Services / Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

That City Council authorize the issuance of Development Permit No. 21-01, and that the Director of Corporate Services be authorized to sign the permit including the following development plans prepared by Phi Architecture Inc. titled 'Port Alberni Community Safety Centre' and dated April 14, 2021.

PURPOSE

To consider an application for Development Permit No. 21-01 with regards to the form and character of the commercial building at 3075 3rd Avenue.

BACKGROUND

In 2020, City Council approved the purchase of the property at 3075 3rd Avenue, including the existing building. The proposed renovation of the building and property aligns with City Council's objective of improving safety in the Uptown neighbourhood. Once renovations are completed, the City's Bylaw Services Department and Community Policing staff will relocate from their current offices in City Hall to the new location.

The subject property is zoned C7 – Core Business, and is included in Development Permit Area No. 2, which regulates the form and character of commercial development. The City of Port Alberni, as the applicant, has submitted plans and building renderings to support a review of the proposed development.

ALTERNATIVES/OPTIONS

- Option 1 – *Proceed with issuing Development Permit No. 21-01.*
- Option 2 – *Do not proceed with issuing the Development Permit, and request further revisions from the applicant.*
- Option 3 – *Provide alternative direction.*

ANALYSIS

In support of Option 1 an analysis of the proposed development (site plan, building, parking) is detailed below.

Site Plan

The subject property is located in an Uptown neighbourhood on the east side of 3rd Avenue approximately 25 metres south of Argyle Street. The property fronts onto an arterial roadway, and prominent shopping street, while backing onto a dedicated laneway. The lot is approximately 382 m² (0.094 acres) and the existing building covers 55% of the site. Public access is provided at the front of the building with staff access and parking to the rear. The proposed development will not significantly change the layout of the property or the landscaping.

Building

The proposed renovation will consist of extensive interior and exterior alterations. The exterior façade will be updated with a modern design that reflects the character of the commercial Uptown neighbourhood. Exterior building materials will be high-quality and include a combination of stucco, cedar siding, cedar soffits, and aluminium flashing and window frames.

The rooftop mechanical equipment will also be screened, and a canopy will be installed along the front of the building to provide weather protection. The attached elevation plans illustrate the exterior appearance of the building with the proposed alterations.

In the interior, the applicant proposes to build a foyer and reception area at the front of the building, with offices, storage, washrooms, and a meeting room in the remaining floor space. The gross floor area of the building will remain unchanged at 210 m² (2,263 ft²).

Parking

The applicant is proposing to locate off-street parking within the 16-metre rear yard behind the existing building. This area will be dedicated for employee parking and loading. Two additional on-street parking stalls are provided on 3rd Avenue for the public.

IMPLICATIONS

Staff have reviewed the proposed development, and after working with the applicant on revisions, are satisfied it meets the commercial Development Permit Area Design Guidelines. Issuing Development Permit No. 21-01 will authorize the commercial renovation at 3075 3rd Avenue.

Part 14, Division 7, of the *Local Government Act* outlines a local government's general authority to regulate land use through Development Permits and the designation of Development Permit Areas (DPA). In accordance with the guiding legislation, the City's OCP has designated 3075 3rd Avenue as *Development Permit Area No. 2 – Commercial Development*. The OCP states that the intent of this permit area is to ensure that development complements the character of adjacent land uses, and helps to create compact and vibrant shopping neighbourhoods. This is implemented by the City through Design Guidelines in the OCP that provide direction on siting, massing, and form which apply to the building, as well as landscaping, parking, and common areas.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES**Official Community Plan Policy – Development Permit Areas (Section E – Implementation – 1.0)**

This application has been reviewed according to the commercial Design Guidelines listed in *Section E – Implementation, 1.0 Development Permit Areas* of the City of Port Alberni's OCP. The following tables summarize how the proposed development meets the applicable guidelines:

Table 2 – DPA No. 2 Guidelines – Section 1 - Scale, Form and Character

Description	Notes re: Application	Yes	No	N/A
<i>A “box-like” appearance or a horizontal emphasis in building design shall be avoided. Building massing, walls, facades and roof lines shall be varied, articulated, stepped or indented. Except for Highway Commercial (HCO), building massing should be close to the street to unify the street elevation as a whole, and architectural detailing shall reflect appropriate scale, proportion and arrangement to enhance the pedestrian quality of the streetscape.</i>	<p>Good architectural detail is provided on the front, with windows and other features designed in proportion to the rest of the building.</p> <p>The façade parapet has also been raised by 3 feet which improves the proportions of the façade in relation to the width of the building and the street. This enhances the pedestrian quality of the streetscape.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Buildings at road intersections should reinforce the corner definition and highlight entrance ways. Buildings should front both roads.</i>	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Building materials shall be of a high standard to convey quality and permanence.</i>	<p>Development uses high-quality materials:</p> <ul style="list-style-type: none"> • Stucco • Aluminum windows and flashing • Cedar soffits and siding 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Table 2 – DPA No. 2 Guidelines – Section 1 - Scale, Form and Character

Description	Notes re: Application	Yes	No	N/A
<i>Variations in the use of facade finishes shall be used to create a varied and attractive appearance. The use of wood as an architectural feature is encouraged.</i>	The design includes a variety of façade finishes. A significant portion of the lower façade is clad in cedar wood horizontal siding. The soffits will also be cedar. The remainder of the façade is clad in stucco. The roofline will be capped with aluminum flashing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Entrances and windows should be highlighted through vertical façade articulation including roof line or cornice accents or other architectural features</i>	Opportunities for vertical façade articulation are limited with the existing building, however the windows and cedar siding with aluminum trim contribute to this on the lower portion of the façade.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Continuous weather protection shall be provided over pedestrian focal points on exterior building walls.</i>	Louvre-style hanging canopy made of spaced wooden slats and a corrugated metal sheet is proposed along the length of the façade. This will provide weather protection for pedestrians and visitors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>All roof top mechanical equipment shall be screened from view and should blend in with the roof line.</i>	An existing roof top mechanical unit will be screened as part of the renovation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Loading areas, garbage and recycling bins shall be completely screened.</i>	No external garbage facilities proposed. Small bins will be stored inside the building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>The design of buildings, parking lots, lighting and open space shall take into consideration the principles of CPTED (Crime Prevention through Environmental Design).</i>	Façade will be illuminated by light fixtures installed along the upper portion of the façade. Lights will also be installed at the rear entrances near the parking area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Table 3 – DPA No. 2 Guidelines – Section 2 – Signage, Landscaping, and Parking

Description	Notes re: Application	Yes	No	N/A
<i>The size, location and design of signage shall be architecturally integrated with the overall design of the buildings and landscaping and should be at a pedestrian scale. Signs shall comply with the City of Port Alberni Sign Bylaw.</i>	Signage is integrated with the building façade. Signage will comply with the Sign Bylaw.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>On-site lighting shall be designed to minimize light spillage onto adjacent properties.</i>	Façade lighting is angled downwards to illuminate the entrance and signage. The fixtures will minimize light spillage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Parking areas that are visible from the street shall be screened through the use of landscaping.</i>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Landscaping shall be used to define public space and to create an enhanced streetscape image, and to soften a land use transition.</i>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1. Zoning Bylaw 2014 4832:

The proposed development has been reviewed in terms of how it complies with the requirements of the Zoning Bylaw. While all provisions of the Zoning Bylaw were reviewed, only the most pertinent are specified in this report.

C7 Site Development Regulations

The purpose of the C7 – Core Business zone is to provide for downtown ‘main street’ style commercial development with options for second storey residential living. Accordingly, the density, the size of the lots, and the setbacks are intended to reflect this use. This includes establishing and maintaining vibrant *mixed-use* commercial core areas that provide goods and services to residents, the public and tourists.

The subject property and proposed development are considered to meet the *Site Development Regulations* of the C7 Zone, despite the total lot area being less than the minimum. This is because the lot and building pre-date the 2014 Zoning Bylaw. The following table provides a breakdown of the proposed development in comparison to the C7 *Site Development Regulations*:

Table 1 - Section 5.24.2 C7 Site Development Regulations			
	Required		Proposed
<i>Minimum Lot area</i>	540 m ²	(5812.7 ft ²)	382 m ²
<i>Minimum Frontage</i>	30 m	(98.4 ft)	15 m
<i>Maximum Coverage</i>	90%	-	55% (unchanged)
<i>Minimum Setbacks</i>			
<i>Front yard</i>	0.0 m	(0.0 ft)	0.13 m
<i>Side yard</i>	0.0 m	(0.0 ft)	0 m
<i>Rear yard</i>	3.0 m	(9.8 ft)	16 m
<i>Maximum Height, Principal Building</i>	14 m	(45.9 ft)	5.18 m
<i>Maximum Number of Principal Building Storeys</i>	4	-	1

Zoning Bylaw 2014 4832: Parking

The proposed development will provide more on-site parking than is required by the Zoning Bylaw. Section 7.1.4 of the *Parking and Loading Regulations* exempts commercial uses in the C7 zone from the normal off-street parking requirements. As a result, no off-street parking is required for this development. However, the applicant is proposing two stalls at the rear of the building for staff, and an additional stall as a loading space. The following tables detail how the proposal meets the parking requirements of the Zoning Bylaw.

Table 4 - Section 7.8 Location and Siting of Loading Facilities		
	Required	Proposed
Retail: 1 per 3000 m ² Gross Floor Area (GFA)	1 Loading Space (210 m ² GFA)	1 Loading Space

Table 5 - Section 7.9 Required Amount of Parking		
	Required	Proposed
Office - C7 Zone	0	2

SUMMARY

The Planning Department has received an application for a Development Permit at 3075 3rd Avenue. The proposed development will result in significant improvements to the façade and interior of the existing commercial building, and allow the City to implement plans for a Public Safety Building.

Staff have reviewed the design and are satisfied that the proposal meets the Development Permit Area guidelines in the Official Community Plan. The proposal also meets the requirements of the Zoning Bylaw.

The Planning Department supports the issuance of Development Permit No. 21-01 for 3075 3rd Avenue with the conditions outlined in the attached Development Permit.

ATTACHMENTS/REFERENCE MATERIALS

1. Development Permit

- Schedule A – Subject Property Map
- Schedule B – Drawings
 - a) *Phi Architecture – A1 – Site Plan, Building Code and Project Data*
 - b) *Phi Architecture – A2 – Front (west) Elevation, North Elevation, Exterior Finish Schedule*
 - c) *Phi Architecture – A3 – East Elevation, South Elevation*
 - d) *Phi Architecture – A4 – Floor Plan, Exterior Views*

C: *T. Slonski, Director of Corporate Services*
 A. McGifford, Director of Finance
 R. Gaudreault, Building Inspector

CITY OF PORT ALBERNI
DEVELOPMENT PERMIT NO. 21-01

Development Permit Issued to: **City of Port Alberni**
4850 Argyle St., Port Alberni, BC V9Y 1V8

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 19, Block 55, District Lot 1, Alberni District, Plan 197B
(PID:009-268-162)
located at
3075 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. 21-01.
3. The owner of the land shall provide the general contractor and all professionals associated with the development with copies of this permit.
4. The owner of the land shall maintain any undeveloped land in a neat and tidy condition at all times.
5. 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. 21-01.

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 _____, 2021.

Date

Corporate Officer

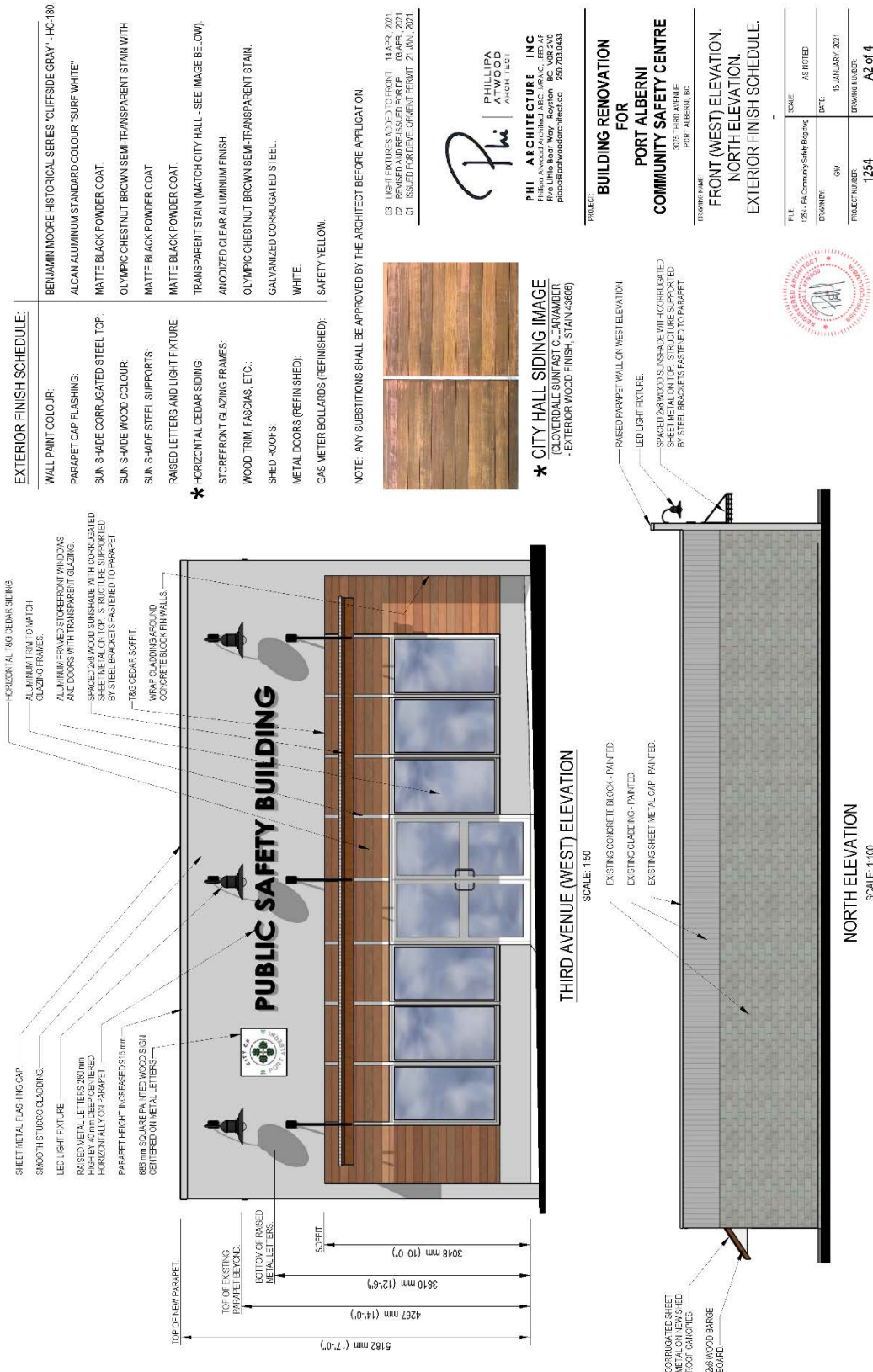
THIS IS NOT A BUILDING PERMIT

a) *Phi Architecture – A1 – Site Plan, Building Code and Project Data*



SCHEDULE B TO DEVELOPMENT PERMIT 21-01

b) Phi Architecture – A2 – Front (west) Elevation, North Elevation, Exterior Finish Schedule



d) *Phi Architecture – A4 – Floor Plan, Exterior Views*



03	REVISED SOUTHWEST VIEW	14 APR. 2021
02	REVISED AND RE-ISSUED FOR DP	03 APR. 2021
01	ISSUED FOR DEVELOPMENT PERMIT	21 JAN. 2021

**BUILDING RENOVATION
FOR
PORT ALBERNI
COMMUNITY SAFETY CENTRE**

Phi

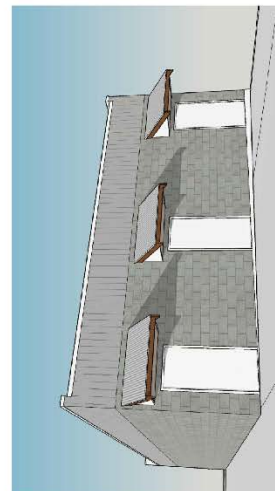
PHI ARCHITECTURE INC
Phillipa Atwood Architect AIBC, MRAIC, LEED AP
Five Little Bear Way Royston BC V0R 2V0
piipa@patwoodarchitect.ca 250.703.0433

305 THIRD AVENUE PORT ALBERTA, BC	FLOOR PLAN: EXTERIOR VIEWS.	FILE C 1554 - P/L Community Safety Aug 20200717	SCALE DATE	AS NOTED 16 JANUARY, 2021
PROJECT: PP&A	-	PROJECT NUMBER: 1254	DRAWING NUMBER: A4 of 4	



SOUTHWEST VIEW

NO SCALE



SOUTHEAST VIEW

Date: April 18, 2021
File No: 3060-20-21-02

To: Mayor & Council
From: T. Pley, CAO
Subject: **DEVELOPMENT APPLICATION – Development Permit No. 21-02**
THE SOUTH HALF OF LOT 3, BLOCK 1, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197
(PID: 009-281-975)
4637 Victoria Quay
Applicant(s): David Faith, Carol Ann Faith

Prepared by:  Brian McLoughlin, Development Planner	Supervisor:  Scott Smith, Director of Development Services / Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

That City Council authorize the issuance of Development Permit No. 21-02, and that the Corporate Officer be authorized to sign the permit including the following development plans prepared by McGill Engineering & Associates titled '4637 Victoria Quay' and dated March 31, 2021.

PURPOSE

To consider an application for Development Permit No. 21-02 with regards to the form and character of the commercial building at 4637 Victoria Quay. Issuing the Development Permit will enable the applicant to undertake renovations to the existing building, including the addition of a second storey residential apartment. Staff have reviewed the proposal in terms of how it meets the Development Permit Area Guidelines and the requirements of the Zoning Bylaw.

BACKGROUND

The subject property was formerly the site of an auto service garage. The applicant recently purchased the property and intends to renovate the existing building for a business specializing in the refurbishment and restoration of wooden recreational motor boats. Additionally, the applicant is proposing to add a second storey to the existing building in order to accommodate a residential apartment. Residential dwellings are permitted in the C7 zone if located above the first floor of a building. However, "residential above commercial" is only an accessory use, and a permitted principal use must be active on the first floor. The principal uses of the C7 zone are mainly commercial.

Additionally, the property is included in Development Permit Area No. 2, which regulates the form and character of commercial development. The applicant has submitted plans to support a review of the proposed development.

ALTERNATIVES/OPTIONS

- Option 1 – *Proceed with issuing Development Permit No. 21-02.*
- Option 2 – *Do not proceed with issuing the Development Permit, and request further revisions from the applicant.*
- Option 3 – *Provide alternative direction.*

ANALYSIS

In support of Option 1 an analysis of the proposed development is detailed below.

Site Plan

The subject property is located in the North Port neighbourhood on the east side of Victoria Quay Road. The lot is approximately 298 m² (3,208 sq ft) and the existing building covers 57% of the site. The current layout of the site will not change, as the proposed development is focused on alterations to the building.

Access is provided entirely from the front of the property off of Victoria Quay as there is no laneway at the rear of the property. Accordingly, all parking spaces will be located in front of the building, though this area is already used in this way.

Building

The applicant is proposing extensive interior and exterior renovations to the building. The proposed second storey addition will accommodate a two-bedroom apartment of approximately 1,300 square feet with balconies facing west and east. This will increase the height of the building from 5.8 metres to 9.2 metres, staying well within the permitted 14 metre building height of the C7 zone. Following construction, the gross floor area of the building will be 295 m² (3,175 sq ft).

The applicant has selected high quality materials for exterior of the building. The second storey will be covered entirely with metal corrugated siding, though this is provided in multiple shades and colours to add variation. A new timber frame canopy will also be installed over the main ground floor entry. The attached elevation plans illustrate the exterior appearance of the building with the proposed alterations.

Landscaping

No changes to the landscaping of the site are proposed. While the applicant is proposing to increase the density of development on the property, no significant changes are proposed for first floor where landscape screening is typically required. Furthermore, the small size of the lot and how it interfaces with neighbouring properties limits the applicant's ability to add landscaping.

IMPLICATIONS

Part 14, Division 7, of the *Local Government Act* outlines a local government's general authority to regulate land use through Development Permits and the designation of Development Permit Areas (DPA). The City's OCP has designated 4637 Victoria Quay as *Development Permit Area No. 2 – Commercial Development*.

The OCP states that the intent of this permit area is to ensure that development complements the character of adjacent land uses, and helps to create compact and vibrant shopping neighbourhoods. This is implemented by the City through Design Guidelines in the OCP that provide direction on siting, massing, and form which apply to the building, as well as landscaping, parking, and common areas. The justification for the commercial design guidelines in the OCP is that these are highly visible areas that have an impact on the community's image, and it's important to ensure a high quality of development.

Staff have reviewed the proposed development, and after working with the applicant on revisions, are satisfied it meets the intent of the commercial Development Permit Area Design Guidelines. Issuing Development Permit No. 21-02 will authorize the commercial renovation at 4637 Victoria Quay.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

Official Community Plan Policy – Development Permit Areas (Section E – Implementation – 1.0)

This application has been reviewed according to the commercial Design Guidelines listed in *Section E – Implementation, 1.0 Development Permit Areas* of the City of Port Alberni's OCP. The following tables summarize how the proposed development meets, or does not meet, the applicable guidelines:

Table 2 – DPA No. 2 Guidelines – Section 1 - Scale, Form and Character				
Description	Notes re: Application	Yes	No	N/A
<i>A "box-like" appearance or a horizontal emphasis in building design shall be avoided. Building massing, walls, facades and roof lines shall be varied, articulated, stepped or indented. Except for Highway Commercial (HCO), building massing should be close to the street to unify the street elevation as a whole, and architectural detailing shall reflect appropriate scale, proportion and arrangement to enhance the pedestrian quality of the streetscape.</i>	<p>The existing building has a box-like appearance. This is consistent with it's original use as a commercial service building.</p> <p>The second storey addition will also be box-like, however the applicant has stepped or indented the second storey in a way that breaks up the massing, and makes it appear as a distinct upper level structure.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Table 2 – DPA No. 2 Guidelines – Section 1 - Scale, Form and Character

Description	Notes re: Application	Yes	No	N/A
<i>Buildings at road intersections should reinforce the corner definition and highlight entrance ways. Buildings should front both roads.</i>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Building materials shall be of a high standard to convey quality and permanence.</i>	Development uses high-quality materials: <ul style="list-style-type: none"> • Metal corrugated siding • Aluminum windows and flashing • Aluminum roof flashing • Natural wood (timber frame canopy) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Variations in the use of facade finishes shall be used to create a varied and attractive appearance. The use of wood as an architectural feature is encouraged.</i>	The second storey uses two-tone metal corrugated siding to contrast the exposed grey block of the existing building. This variation of materials greatly enhances the appearance of the building – especially on the windowless north wall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Entrances and windows should be highlighted through vertical façade articulation including roof line or cornice accents or other architectural features</i>	A timber frame canopy is proposed above the first storey entrance. Also, the pattern of the corrugated metal siding adds to the vertical emphasis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Continuous weather protection shall be provided over pedestrian focal points on exterior building walls.</i>	The timber frame canopy will provide rain protection over the customer entrance on the first storey.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>All roof top mechanical equipment shall be screened from view and should blend in with the roof line.</i>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Table 2 – DPA No. 2 Guidelines – Section 1 - Scale, Form and Character

Description	Notes re: Application	Yes	No	N/A
<i>Loading areas, garbage and recycling bins shall be completely screened.</i>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>The design of buildings, parking lots, lighting and open space shall take into consideration the principles of CPTED (Crime Prevention through Environmental Design).</i>	<p>Facade will be illuminated by light fixtures installed on the second storey patio areas, and over the first storey entrances.</p> <p>Windows on the front of the building allow for passive surveillance of the street.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Table 3 – DPA No. 2 Guidelines – Section 2 – Signage, Landscaping, and Parking

Description	Notes re: Application	Yes	No	N/A
<i>The size, location and design of signage shall be architecturally integrated with the overall design of the buildings and landscaping and should be at a pedestrian scale. Signs shall comply with the City of Port Alberni Sign Bylaw.</i>	No signage is proposed at this time. In the future, the applicant will be required to apply for a sign permit before installing commercial signage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>On-site lighting shall be designed to minimize light spillage onto adjacent properties.</i>	New fixtures will be angled downwards to illuminate the façade and will not cause light spill onto adjacent properties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Parking areas that are visible from the street shall be screened through the use of landscaping.</i>	The property is small and pre-dates the OCP and Zoning Bylaws. There is insufficient space for screening of the proposed parking stalls. Staff consider this guideline non-applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Table 3 – DPA No. 2 Guidelines – Section 2 – Signage, Landscaping, and Parking

Description	Notes re: Application	Yes	No	N/A
<i>Landscaping shall be used to define public space and to create an enhanced streetscape image, and to soften a land use transition.</i>	There is no area on the property suitable for landscaping. Staff consider this guideline as out-of-scope for this development.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1. Zoning Bylaw 2014 4832:

The proposed development has been reviewed in terms of how it complies with the requirements of the Zoning Bylaw. While all provisions of the Zoning Bylaw were reviewed, only the most pertinent are specified in this report.

C7 - Core Business Zone – 5.24.1 Permitted Uses

The applicant is proposing the following uses on the property: *Boat sales and repair, Retail, Residential above commercial*. More specifically, the applicant is proposing to refurbish wooden motor boats (including engines), and to sell do-it-yourself kits for customers to assemble their own boats at home. They are also proposing to sell small parts and equipment related to these boats. These are permitted uses within the C7 zone; however, staff have confirmed with the applicant that no fabrication of boats or parts, woodworking, or outdoor storage may occur on the property under the current Zoning Bylaw. While boat repair is a permitted use, it is important that related activities specifically permitted in the Light Industrial and Service Commercial zones be restricted to properties within those zones.

C7 - Core Business Zone – 5.24.2 Site Development Regulations

The purpose of the *C7 – Core Business* zone is to provide for downtown ‘main street’ style commercial development with options for second storey residential living. Accordingly, the density, the size of the lots, and the setbacks are intended to reflect this use. This includes establishing and maintaining vibrant *mixed-use* commercial core areas that provide goods and services to residents, the public, and tourists.

The subject property and proposed development are considered to meet the *Site Development Regulations* of the C7 zone, despite the frontage and total lot area being less than the minimum. This is because the lot and building pre-date the creation of the 2014 Zoning Bylaw. The following table provides a breakdown of the proposed development compared to the *C7 Site Development Regulations*:

Table 1 - Section 5.24.2 C7 Site Development Regulations			
	Required		Proposed
<i>Minimum Lot area</i>	540 m ²	(5812.7 ft ²)	298.19 m ²
<i>Minimum Frontage</i>	30 m	(98.4 ft)	11 m

<i>Maximum Coverage</i>	90%	-	57% (unchanged)
<i>Minimum Setbacks</i>			
<i>Front yard</i>	0.0 m	(0.0 ft)	4.66 m
<i>Side yard</i>	0.0 m	(0.0 ft)	1.20 m (south)
<i>Side yard</i>	0.0 m	(0.0 ft)	0.0 m (north)
<i>Rear yard</i>	3.0 m	(9.8 ft)	3.35 m
<i>Maximum Height, Principal Building</i>	14 m	(45.9 ft)	9.41 m
<i>Maximum Number of Principal Building Storeys</i>	4	-	2

Zoning Bylaw 2014 4832: Parking

The proposed development will provide more on-site parking than is required by the Zoning Bylaw. Section 7.1.4 of the *Parking and Loading Regulations* exempts commercial uses in the C7 zone from the normal off-street parking requirements. As a result, no off-street parking is required for this development. However, the applicant is proposing to provide two stalls for customer and resident use. Staff are not requiring that an off-street loading space be provided as the proposed retail use will be small scale, and is not comparable to larger retail formats that depend on these facilities.

Table 5 - Section 7.9 Required Amount of Parking		
	Required	Proposed
Office - C7 Zone	0	2

SUMMARY

The Planning Department has received an application for a Development Permit at 4637 Victoria Quay. Issuing the permit will allow a second storey to be added to the existing building for a residential apartment.

Staff have reviewed the design, and the applicant has worked with staff on revisions to ensure that the proposal meets the intent of the Development Permit Area guidelines in the Official Community Plan. The proposal also meets the requirements of the Zoning Bylaw including the *Site Development Regulations* of the C7 zone.

The Planning Department supports the issuance of Development Permit No. 21-02 for 4637 Victoria Quay with the conditions outlined in the attached Development Permit.

ATTACHMENTS/REFERENCE MATERIALS

1. Development Permit

- Schedule A – Subject Property Map
- Schedule B – Drawings
 - a) *McGill & Associates Engineering Ltd – 3869-S00 – Site Plan*
 - b) *McGill & Associates Engineering Ltd – 3869-S01 – Floor Plans and Section*
 - c) *McGill & Associates Engineering Ltd – 3869-S02 – Elevations*

C: *T. Slonski, Director of Corporate Services*
A. McGifford, Director of Finance
R. Gaudreault, Building Inspector

CITY OF PORT ALBERNI
DEVELOPMENT PERMIT NO. 21-02

Development Permit Issued to: **David Faith & Carol Ann Faith**
4637 Victoria Quay, Port Alberni, BC V9Y 6G4

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:

The South 1/2 Lot 3, Block 1, District Lot 1, Alberni District, Plan 197 P197
(PID: 009-281-975)
located at
4637 Victoria Quay

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. 21-02.
3. The owner of the land shall provide the general contractor and all professionals associated with the development with copies of this permit.
4. The owner of the land shall maintain any undeveloped land in a neat and tidy condition at all times.
5. 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. 21-02.

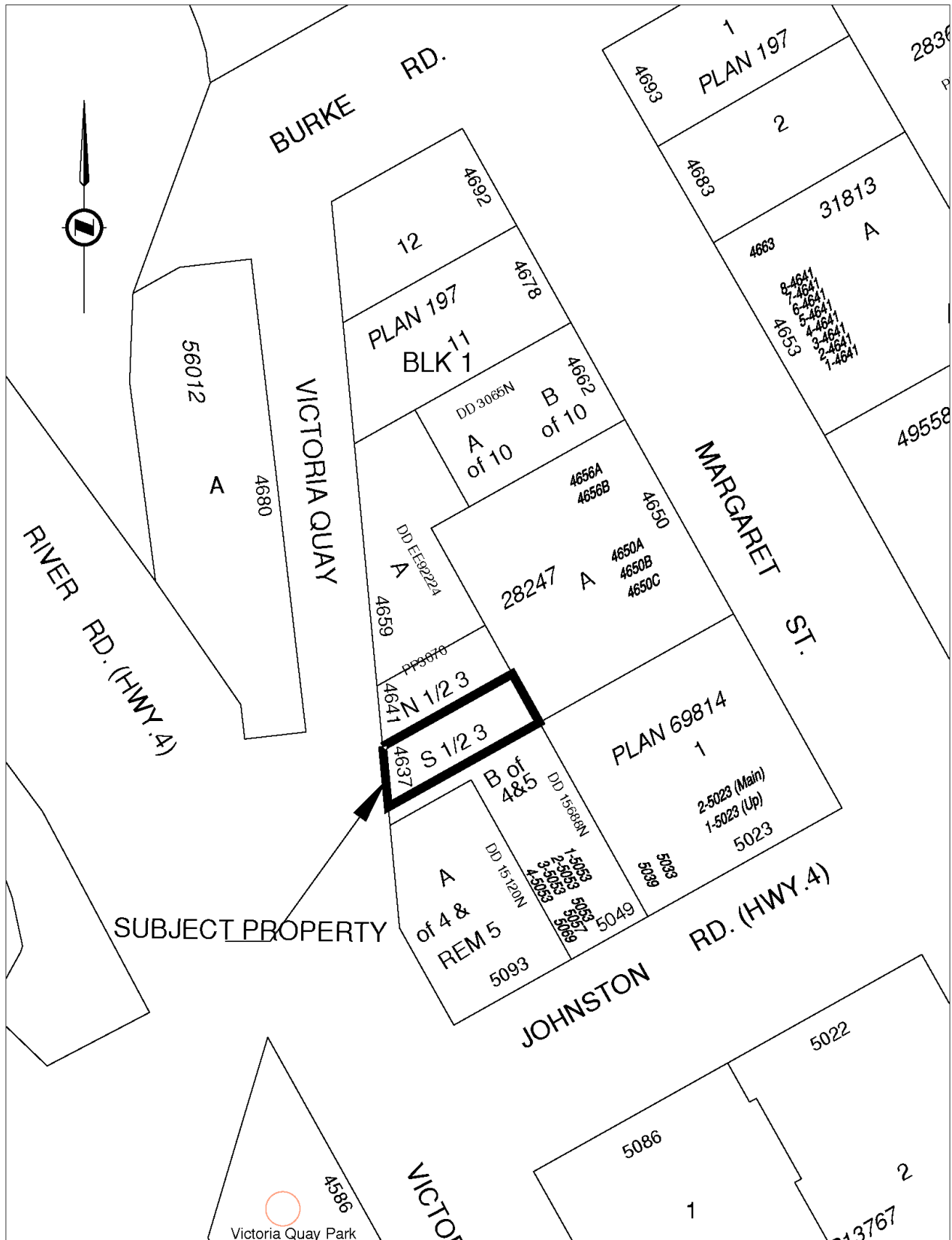
In accordance with the provisions of Section 489 of the *Local Government Act RSBC 2015*, approval of this Permit was granted by resolution of the City Council on _____, 2021.

Date

Corporate Officer

THIS IS NOT A BUILDING PERMIT

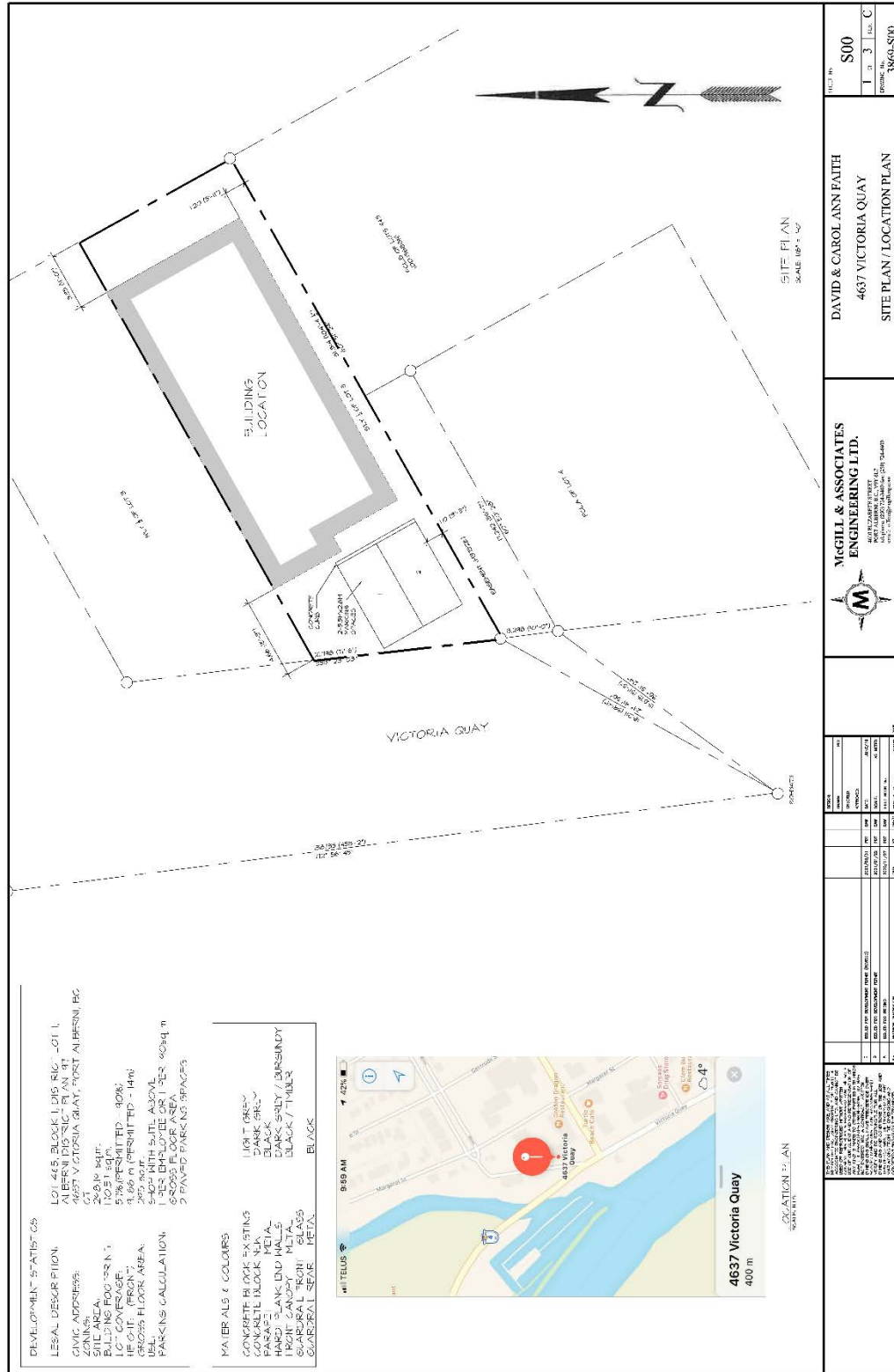
SCHEDULE A TO DEVELOPMENT PERMIT 21-02



J:\Engineering\Planning\Development Applications\DevelopmentPermits\DP-2021\DP21-02-4637-VictoriaQuay-Faith\Permit and FinalDrawings\SubjectPropertySiteMap.dwg, 2/8/2021 10:40:37 AM

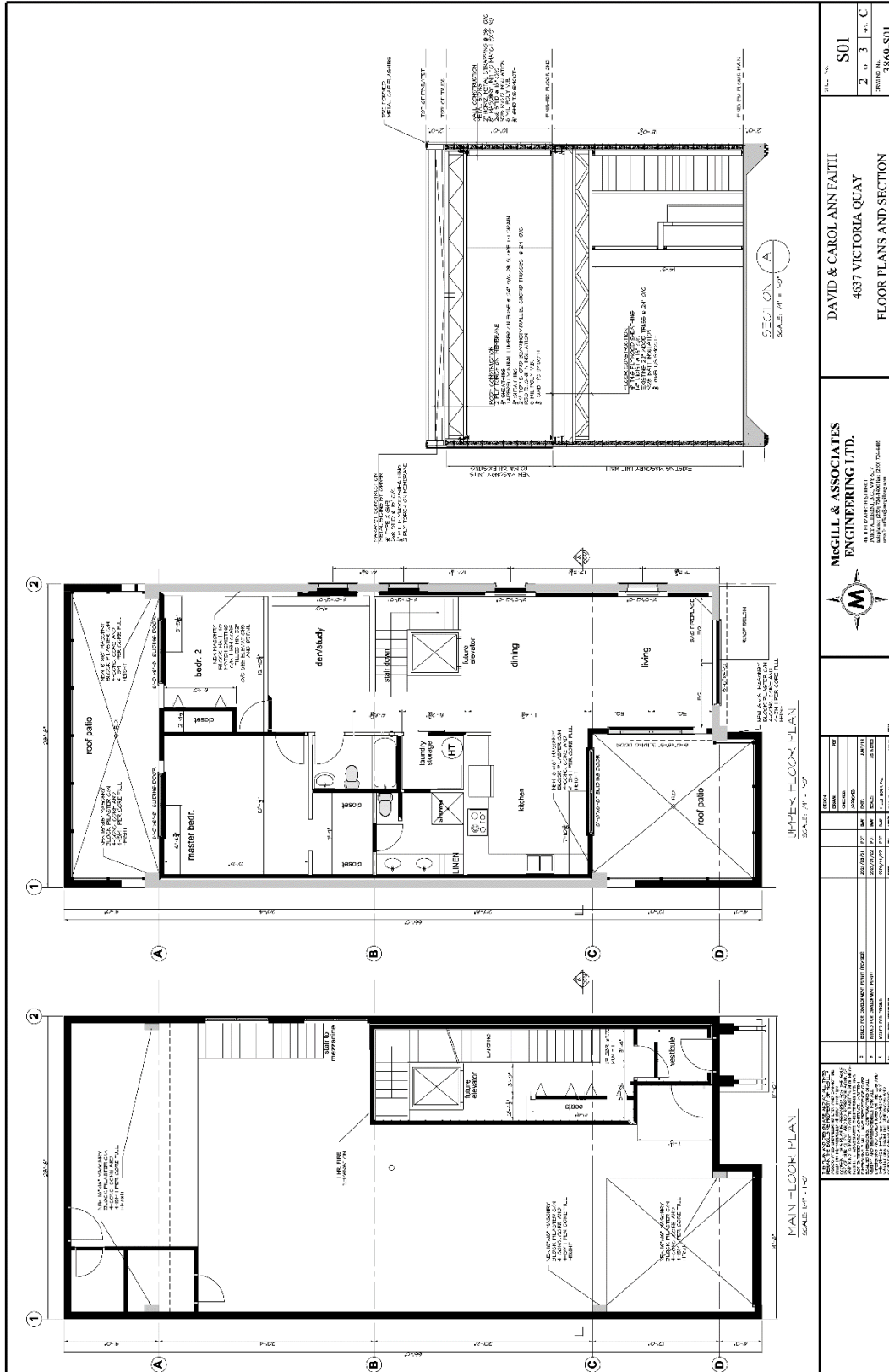
SCHEDULE B TO DEVELOPMENT PERMIT 21-02

a) McGill & Associates Engineering Ltd – 3869-S00 – Site Plan / Location Plan



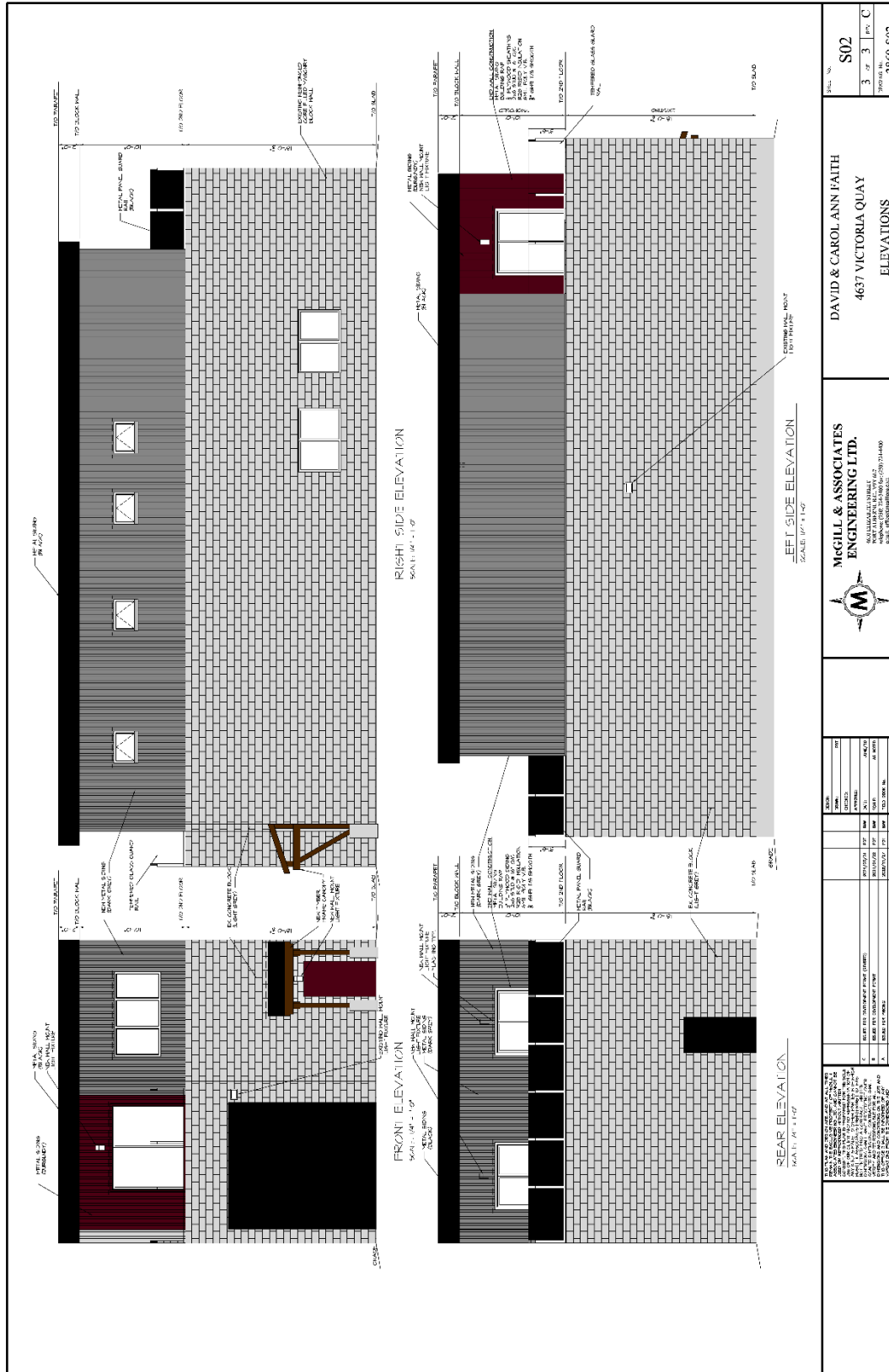
SCHEDULE B TO DEVELOPMENT PERMIT 21-02

b) McGill & Associates Engineering Ltd – 3869-S01 – Floor Plans and Section

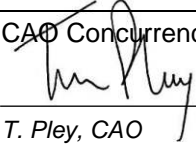


SCHEDULE B TO DEVELOPMENT PERMIT 21-02

c) McGill & Associates Engineering Ltd – 3869-S02 – Elevations



Date: April 20, 2021
File No: 0230-20-AVCF
To: Mayor & Council
From: T. Pley, CAO
Subject: Alberni Valley Community Forest | Request re: Small Donation [\$10,000]

Prepared by: <i>T. SLONSKI</i> Director of Corporate Services	Supervisor: <i>T. PLEY</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

Council direction is being requested.

PURPOSE

For Council to consider granting authorization to the Alberni Valley Community Forest Corporation Board to directly allocate \$10,000 on an annual basis to special community projects benefiting the community as a whole.

BACKGROUND

At Council's Regular meeting held February 25, 2019, Council received a report from staff providing a history of the Alberni Valley Community Forest Foundation and Legacy Committee [attached for reference]. At that same meeting, Council resolved as follows:

"MOVED and SECONDED, THAT Council for the City of Port Alberni consider the work of the Community Forest Legacy Committee complete and provide letters of thanks to its members; and THAT Council for the City of Port Alberni direct staff to amend the AV Community Forest Reserve Fund Bylaw to include a provision that the AVCFC Board be consulted prior to any expenditure of funds."

CARRIED

Further to the above, the City, in 2014 formally established, by bylaw, a Community Forest Reserve Fund and in 2019, following the above direction by Council, amended the bylaw accordingly.

At that same meeting, Council also received a report from the CAO [attached for reference] addressing the AVCF desire to enhance public awareness via the use of a small donations program. Council proceeded to resolve as follows:

"MOVED and SECONDED, THAT the report from the CAO dated February 20, 2019 be received and that \$10,000.00 be distributed annually via the Community Investment Program - Alberni Valley Community Forest Stream from the City's Community Forest Reserve Fund to eligible applicants; and that eligible applicants meet all criteria established by the Community Investment Program, and provide benefit within the Alberni Valley; and further, that donations made under the Community Investment Program - Alberni Valley Community Forest Stream be acknowledged as being funded by the Alberni Valley Community Forest Corporation."

CARRIED

At the last meeting of the CIP Committee [latter part of 2020], representatives of the AVCF were in attendance to consider applications and participate in the disbursement of funds. It was during this participation that AVCF members expressed that their intent with the disbursement of these funds was to projects that are capital in nature, versus the CIP mandate of funding non-capital items.

The City has now received a request from Jim Sears, Board Chair of the Alberni Valley Community Forest Corporation asking Council to revisit the donation of these funds through the Community Investment Program [CIP] and alternately, authorize the board to directly donate \$10,000 of its dividend funds on an annual basis to a special community project of their choosing and that would benefit the community as a whole.

ALTERNATIVES/OPTIONS

Council direction is being requested.

ANALYSIS

n/a

IMPLICATIONS

Implications are subject to Council direction being received.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

Subject to Council direction received, existing bylaws, Articles of the Corporation and/or committee structures may require amendments.

SUMMARY

The Alberni Valley Community Forest Corporation are subject to Articles under incorporation number: BC0862820. The Articles speak to the payment of Dividends which are payable to the City of Port Alberni as the shareholder of the Company. While disbursement of funds was previously considered and carried out by the Legacy Committee, Council dissolved this Committee in 2019 given the Committee had concluded its mandate. At this same time, members of the AVCF expressed a desire to enhance public awareness of the AVCF and sought an opportunity to make an annual, albeit, small financial contribution to a project that would benefit the community. With the existence of the City's Community Investment Program, it was recommended that this small contribution [\$10,000] be authorized and managed through the City's Community Investment Program.

Members of the AVCF joined CIP members the latter part of 2020 to consider disbursement of funds. It was at this time that the parties become aware that the present structure of the CIP is to consider disbursing monies to projects non-capital in nature whereas members of the AVCF would prefer to disburse funds to projects of a capital nature subject to directly benefitting the community.

The Board chair has written to Council requesting that Council reconsider its previous direction and authorize members of the AVCF board to directly donate \$10,000 of its dividend funds annually to a special community project[s].

The City of Port Alberni has established, by bylaw, how dividends of the AVCF will be received and disbursed. At the request of the AVCF, Council is being asked to reconsider this direction and direct staff accordingly. Subject to Council direction being received it may lend itself to further bylaw amendments and/or Articles of the Corporation or the Community Investment Program.

ATTACHMENTS/REFERENCE MATERIALS

1. Letter from J. Sears, Board Chair, Alberni Valley Community Forest Corporation
2. Staff Report to Council at RCM dated February 12, 2019 | AV Community Forest Corporation/Legacy Committee – History
3. Staff report to Council at RCM dated February 20, 2019 | Community Forest – Request for a Small Donations Program
4. Alberni Valley Community Forest Reserve Fund Bylaw Nos. 4854 & 4854.1

C: *S. Smith, Director of Development Services/Deputy CAO*
 A. McGifford, Director of Finance



RECEIVED

APR 14 2021

CITY OF PORT ALBERNI

To Mayor and Council:

C/O Twyla Slonski

Twyla_slonski@portalberni.ca

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <u>Com</u>
File #	<u>0230-20-AVCF</u>

Re: AVCF Donation Program

The Alberni Valley Community Forest board of directors is writing you today to request that you revisit the donation program that has been set up through the Community Investment Program (CIP).

We are requesting authorization to directly donate \$10,000 annually to special community projects that will benefit the community as a whole as well as give the AVCF recognition for the good work it does.

Sincerely,

Jim Sears
Alberni Valley Community forest Corp.
Board Chair

**CLERK'S DEPARTMENT
REPORT TO COUNCIL**

TO: Tim Pley, CAO
FROM: Davina Hartwell, City Clerk
COPIES TO: Mayor and Council
DATE: February 12, 2019

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



Tim Pley, CAO

SUBJECT: AV Community Forest Corporation/Legacy Committee - History

Issue:

At the January 14th, 2019 regular meeting of Council, a report was requested providing details regarding the history of the development of the AV Community Forest Legacy Committee and its Terms of Reference.

Background:

Alberni Valley Community Forest Corporation:

The Alberni Valley Community Forest Corporation (AVCFC) was established in 2009 and is the holder of a Community Forest Agreement issued by the Ministry of Forests granting rights to harvest an AAC of approximately 18,000 m³ of timber on 6400 Ha of crown lands located in the Sproat Lake watershed. The AVCFC is entirely owned by the City of Port Alberni. Its Board of Directors includes representatives from the City, Sproat Lake Electoral Area, Tseshah and Hupacasath First Nations.

In 2010 the City provided the AVCFC with operational start-up funds of \$250,000 through an additional share purchase arrangement. Since then the AVCFC has successfully undertaken annual harvesting operations that were environmentally sustainable and profitable.

In late 2013 the AVCF Board approached the shareholders (the City) for approval of a onetime donation of \$50,000 to SD70's Forestry and Project Based Learning Program from AVCF profits. This was approved.

At the time of creation of the Community Forest it was envisaged that a reserve would be established to hold the profits arising from the Corporation in trust for use on a project benefiting the whole Alberni Valley. At the time this project was tentatively identified as a new Aquatic Centre although no commitments were made to that initiative.

In July, 2014, the AVCFC presented the final cheque representing full repayment of the \$250,000 loan provided by the City at start-up of the Corporation, and in addition presented a dividend cheque from the Corporation in the amount of \$350,000.

AV Community Forest Legacy Committee

In February, 2014 Council directed that a Select Committee be formed to recommend a project to which profits be directed, comprised of two Council members; two members appointed by the AVCFC Board; two members appointed the ACRD and one selected at large from the community.

The Committee members were subsequently confirmed as follows:

City Council	Councillors McLeman and Cole
ACRD	Directors Penny Cote and Lucas Banton
AVCFC	Gary Swann and Chris Duncan
Member at Large	Ken McRae

The following provides additional information and resolutions of Council:

Feb 11/14 Regular Meeting	<p>Following resolutions endorsed by Council:</p> <p><i>Whereas the Alberni Valley Community Forest was formed to provide benefit to all of the Alberni Valley and has been in operation for just over three years and has made a profit in each of those years, therefore be it resolved that Council for the City of Port Alberni form a select committee to recommend a project for the profits to be directed to.</i></p> <p><i>That such a committee be comprised of two Council members; two members appointed by the AVCF Board, two members appointed by the Alberni-Clayoquot Regional District and one selected at large from the community.</i></p>
May 12/14 Regular Meeting	<p>Following resolution endorsed by Council:</p> <p><i>That Council for the City of Port Alberni establish a Select Committee known as the Community Forest Legacy Committee with the purpose of recommending to Council a project of benefit to Alberni Valley residents that funds arising to the City from the Alberni Valley Community Forest Corporation (AVCF) will be reserved for; that the Terms of Reference for the Committee be endorsed as presented; and that Councillor McLeman (as liaison to AVCF) and Councillor Cole be appointed to the Committee.</i></p> <p>The Terms of Reference adopted at this meeting envisaged a Select Committee of Council appointed for the purpose of recommending to Council a project of benefit to Alberni Valley residents that funds arising to the City from the AVCFC will be reserved for and expended on.</p>
July 16, 2014	First meeting of the Legacy Committee – Chris Duncan elected Chair
July 28/14 Regular Meeting	Council received and endorsed a request from the Committee to extend the Terms of Reference to January, 2016 and change the format of the Committee from a Select Committee to a Standing Committee.

Sept 8/14 Regular Meeting	Council received and endorsed a request from the Committee for a further amendment to the Terms of Reference to reflect the ability for the AVCFC to recommend to Council projects of benefit to Alberni Valley residents that funds arising to the City from the AVCFC will be reserved for and expended on. The Terms of Reference finally adopted by Council Sept 8/14 are attached.		
Sept 8/14 Regular Meeting	AV Community Forest Reserve Fund Bylaw was introduced and given three readings.		
Oct 14/14	AV Community Forest Reserve Fund Bylaw adopted. (Copy attached)		
Mar 9/15	Council received a report from the Chair of the AV Community Forest Legacy Committee outlining the Legacy Committee application process and evaluation criteria and endorsed the Committee's recommendations. Projects approved (totalling \$350,000) were as follows:		
	ACRD	Alberni Valley Regional Airport GPS and Runway Extension	\$185,700
	Alberni District Historical Society	Alberni Inlet Trail Interpretive Signs Project	\$5,000
	Kiwanis Hilton Children's Centre	Energy Conservation, Heat Savings & Safety Upgrades	\$53,000
	Literacy Alberni	Little Libraries	\$11,250
	Port Alberni Junior Hockey Society	Alberni Valley Multiplex Bulldogs Office Addition	\$80,000
	West Coast Aquatic	West Coast Aquatic Stewardship Centre	\$15,000
Sept 12/16	\$100,000 dividend cheque presented to the City by the AVCFC and deposited to Reserve Fund.		
Sept 5/17	Council approval for AVCFC retention of earnings for 2017 to be held for the specific purpose of pursuing the acquisition of increased tenure and/or cut for the Alberni Valley Community Forest.		
Feb 11/19	\$150,000 dividend cheque presented to the City by the AVCFC Board and deposited to Reserve Fund.		

Discussion:

The Community Forest Legacy Committee last met in May 2017 and received a summary of the grants issued in 2016 from the Legacy Fund. The Terms of Reference as written suggest that this Committee has fulfilled its current mandate.

Options for consideration:

1. Consider the work of the Committee complete in accordance with the current Terms of Reference, disband the Committee and thank the members for their work. This is recommended.
2. Revise the Terms of Reference and re-establish the Committee. This is not recommended as Council has not given direction in regards to expending funds in the Reserve Fund. This would establish a Committee that has no reason to meet.
3. Amend the Reserve Fund Bylaw to include a provision that the AVCFC be consulted prior to future expenditure of the funds. This is recommended. It eliminates the need for retaining a Committee that has no mandate to meet and provides the AVCFC with an opportunity to be consulted should Council consider expending funds from the Reserve Fund at any time in the future.

Recommendations:

Staff recommends both 1 and 3 above.

That the report from the City Clerk dated February 9, 2019 be received.

That Council for the City of Port Alberni consider the work of the Community Forest Legacy Committee complete and provide letters of thanks to its members.

That Council for the City of Port Alberni direct staff to amend the AV Community Reserve Fund Bylaw to include a provision that the AVCFC Board be consulted prior to any expenditure of funds.

Respectfully submitted,

Davina Hartwell
City Clerk

J:\Clerks\Memos\D G H\2015\Council_AVCFC_Legacy Committee History.doc



City of Port Alberni

Community Forest Legacy Committee

Terms of Reference

Purpose:

The Community Forest Legacy Committee is a Standing Committee of Council appointed for the purpose of recommending to Council **projects** of benefit to Alberni Valley residents that funds arising to the City from the Alberni Valley Community Forest Corporation (AVCF) will be reserved for and expended on.

Membership:

The Committee shall be comprised of seven members as follows:

- The City Councillor appointed as liaison to AVCF
- One Councillor appointed by resolution of Council
- Two members appointed by the Board of the Regional District of Alberni Clayoquot.
- Two members of the Board of the AVCF Corporation.
- One member of the community at large appointed by the Mayor.

Procedures:

- The Committee shall adopt a meeting schedule but will structure its activities to complete the required tasks within the reporting deadline.
- Meeting minutes will be forwarded to Council for information and action as required.
- The City Clerk or designated staff member will attend meetings to take minutes.
- The City's Procedures Bylaw applies to the conduct of the Committee's business

Term:

The Committee will serve until at least January 2016 at which time Council for the City of Port Alberni will evaluate the need for its continuance.

The Committee may:

- Network with the community at large, community stakeholder groups or other community agencies in reviewing potential projects for recommendation.
- Invite proposals from the community regarding projects to be considered.
- Request reports from City Staff regarding technical or financial matters in connection with any proposed project. Such requests for reports shall be made through the City Manager's Office.

Contents of the Report

- Final report shall contain a recommendation for projects to be funded by AVCF funds that benefits the citizens of the Alberni Valley.
- Rationale or the selected projects being chosen should be provided.
- A list of **projects** considered should be provided.

BYLAW NO. 4854

**"Alberni Valley Community Forest
Reserve Fund, Bylaw No. 4854"**

DATE ADOPTED – October 14, 2014

CITY OF PORT ALBERNI

BYLAW NO. 4854

A BYLAW TO ESTABLISH A COMMUNITY FOREST RESERVE FUND

WHEREAS, under Section 188 (1) of the Community Charter, Council may deposit into a reserve fund monies received from the Alberni Valley Community Forest Corporation.

NOW THEREFORE, the Council of Port Alberni, in open meeting assembled, enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Alberni Valley Community Forest Reserve Fund, Bylaw No. 4854**".

- 2.** Dividends received from the Alberni Valley Community Forest Corporation and interest earned on the fund balance shall be placed to the credit of the "Alberni Valley Community Forest Reserve Fund".
- 3.** Monies in the "Alberni Valley Community Forest Reserve Fund" will be used for projects benefitting the Alberni Valley as a whole. The money in the reserve fund will not be used for City operations. Disbursement of funds will be made upon the direction of Council.

READ A FIRST TIME THIS 8TH DAY OF SEPTEMBER, 2014.

READ A SECOND TIME THIS 8TH DAY OF SEPTEMBER, 2014.

READ A THIRD TIME THIS 8TH DAY OF SEPTEMBER, 2014.

FINALLY ADOPTED THIS 14TH DAY OF OCTOBER, 2014.

Mayor



Clerk



CHIEF ADMINISTRATION OFFICER'S REPORT

TO: City Council FILE

FROM: Tim Pley, CAO

COPIES TO: Davina Hartwell, City Clerk
Willa Thorpe, Director of Parks, Recreation and Heritage

DATE: February 20, 2019

SUBJECT: Community Forest – Request for a Small Donations Program

Issue:

At a regular meeting of Council, Council for the City of Port Alberni directed that staff meet with Alberni Valley Community Forest (AVCF) then provide a report to Council on the topic of the AVCF directly allocating funds to third party recipients via a small donations program.

Background:

At a regular meeting of City Council the AVCF expressed a desire to enhance the public's awareness of the AVCF via the use of a small donations program. The AVCF suggested that up to \$24,000 could be allocated annually to a small donations program.

Discussion:

The City Clerk and CAO met with the AVCF Board Chair, Manager and the City Council Liaison to the AVCF to discuss the potential for a small donations program. During that discussion potential challenges considered included;

- A small donations program administered by the AVCF could conflict or overlap with the City's Community Investment Program (CIP)
- A small donations program administered by the AVCF would require terms of reference established by City Council, there would need to be a reporting mechanism to inform Council and the public about donations, and a process would need to be developed to provide for public transparency in allocation of public funds.

It was discussed that one way to avoid the potential challenges noted above would be to utilize the City's existing CIP to allocate funds derived from the AVCF, and to clearly signify that those donations involved funds from the AVCF. The CIP is a proven, transparent and reliable method to allocate public funds to applicants meeting pre-set criteria.

Recommendation:

It is recommended that a Community Investment Program – Alberni Valley Community Forest Stream be established to be managed by the City's Community Investment Program.

That the report from the CAO dated February 20, 2019 be received and that \$_____ be distributed annually via the Community Investment Program – Alberni Valley Community Forest Stream from the City’s Community Forest Reserve Fund to eligible applicants;

That eligible applicants meet all criteria established by the Community Investment Program, and provide benefit within the Alberni Valley;

And that donations made under the Community Investment Program – Alberni Valley Community Forest Stream be acknowledged as being funded by the Alberni Valley Community Forest Corporation.

Timothy Pley
Chief Administrative Officer

CITY OF PORT ALBERNI

BYLAW NO. 4854

A BYLAW TO ESTABLISH A COMMUNITY FOREST RESERVE FUND

WHEREAS, under Section 188 (1) of the Community Charter, Council may deposit into a reserve fund monies received from the Alberni Valley Community Forest Corporation.

NOW THEREFORE, the Council of Port Alberni, in open meeting assembled, enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Alberni Valley Community Forest Reserve Fund, Bylaw No. 4854**".

- 2.** Dividends received from the Alberni Valley Community Forest Corporation and interest earned on the fund balance shall be placed to the credit of the "Alberni Valley Community Forest Reserve Fund".
- 3.** Monies in the "Alberni Valley Community Forest Reserve Fund" will be used for projects benefitting the Alberni Valley as a whole. The money in the reserve fund will not be used for City operations. Disbursement of funds will be made upon the direction of Council.

READ A FIRST TIME THIS 8TH DAY OF SEPTEMBER, 2014.

READ A SECOND TIME THIS 8TH DAY OF SEPTEMBER, 2014.

READ A THIRD TIME THIS 8TH DAY OF SEPTEMBER, 2014.

FINALLY ADOPTED THIS 14TH DAY OF OCTOBER, 2014.

Mayor



Clerk



CITY OF PORT ALBERNI

BYLAW NO. 4854-1

**A BYLAW TO AMEND "ALBERNI VALLEY COMMUNITY FOREST RESERVE FUND,
BYLAW NO. 4854"**

WHEREAS, under Section 188 (1) of the Community Charter, Council may deposit into a reserve fund monies received from the Alberni Valley Community Forest Corporation;

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

NOW THEREFORE, the Council of Port Alberni, in open meeting assembled, enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Alberni Valley Community Forest Reserve Fund, Amendment No. 1, Bylaw No. 4854-1**".

2. Text Amendments

"Alberni Valley Community Forest Reserve Fund, Bylaw No. 4854 is hereby amended as follows:

By deleting the last sentence of clause 3 and replacing it as follows:


Disbursement of funds will be made upon the direction of Council following consultation with the Alberni Valley Community Forest Corporation Board.

READ A FIRST TIME THIS 11TH DAY OF MARCH, 2019.


READ A SECOND TIME THIS 11TH DAY OF MARCH, 2019.

READ A THIRD TIME THIS 11TH DAY OF MARCH, 2019.

FINALLY ADOPTED THIS 25TH DAY OF MARCH, 2019.



Mayor



Clerk

Date: April 22, 2021
File No: 0890-20-MM
To: Mayor & Council
From: T. Pley, CAO
Subject: McLean Mill Dam Reconstruction Project | Response to Public Inquiry

RECOMMENDATION[S]

Report provided for Council's information.

PURPOSE

City Council received a public inquiry dated April 3, 2021 seeking information regarding the McLean Mill Dam Reconstruction project currently in progress. This report provides information in response to the letter.

BACKGROUND

A summary of the McLean Mill Dam Reconstruction project is provided below:

2014 - Remedial works to the McLean Mill Dam (MMD) Structure proposed to be undertaken as part of Kitsuksis Creek Relocation Project but work not undertaken due to concerns regarding budget.

September 2018 - Volunteer workers and contractor from the Alberni Valley Enhancement Association [AVEA] undertake part of the structural work required (without complete approvals in place) and stop work due to downstream water quality concerns related to draining the millpond.

September 2018 - City received Violation Ticket and fine from Provincial Dam Safety Officer regarding non-compliant operation of the MMD.

October 2018 - City retains Northwest Hydraulic Consultants (NHC) to assess dam structural needs and assist with preparation of documentation required by Provincial Dam Safety Authority.

November 2018 - Multi-stakeholder meeting (Echo Centre) including Medical Health Office and Provincial Dam Inspector - City commits to undertaking required dam safety documentation and stabilization works.

December 2018 - Report to Council from CAO regarding MMD. Council approves allocation of \$200,000 toward the project from 2018 Contingency to be carried forward to 2019 Capital.

May 2019 – City Council adopts 2019 Financial Plan that includes \$233,000 budget for MMD Repairs (2018 contingency funds & \$33,000 from the land reserve account).

May 2019 - NWH engaged to undertake detailed design and tendering of work required to upgrade the MMD.

July 22, 2019 - Report to Council from CAO regarding MMD project details. Council directed that the "full scope" of the MMD remediation project proceed in 2019.

August 2019 - MMD Upgrades Tender 022-19 Issued closing on August 15th. Only one tender received from Bowerman Excavating Ltd., total price of \$296,749.

September 2019 - Report to Council from CAO recommending award of contract to Bowerman Excavating with an additional \$120,500 in budget allocated from contingency. Council direction was to not award the contract, and to re-tender within 6 months.

September 2019 - City advised Provincial Dam Safety Officer that project delayed due to tender price over budget.

Winter 2019/2020 - City staff and NWH staff investigate potential grant funding from Province. Ultimately no grant funds are forthcoming.

Spring 2020 - City staff investigate potential for City forces and Western Vancouver Industrial Heritage Society (IHS) forces to jointly undertake this project or portions of the work, with one goal being potential cost savings. Ultimately IHS advised they were not in a position to undertake this project in whole or in part.

May 2020 - 2020 Capital Budget approved in Financial Plan adding additional \$140,000 from Gas Tax funding for MMD project. Total budget \$373,000.

August 2020 - City staff and NWH re-engage with Bowerman Excavating Project scope adjustments are made, and a revised tender price of \$255,678 negotiated. This price would allow project completion within the approved 2020 budget. Project scheduled to be undertaken in early 2021. CAO authorized Notice of Award be provided to Bowerman Excavating.

August 2020 - Enabling Order to undertake project based on submitted designs obtained from the Provincial Dam Inspector.

October 2020 - Budget submission to carry over to 2021 \$318,950.38 in project funding not yet expended.

March 2021 - Original Enabling Order from Dam Safety Officer timeframe extended from Dec 31, 2020 to May 15, 2021.

March 2021 - Project details posted on City Facebook page, forwarded to stakeholders and appropriate agencies. Project notice prepared and hand delivered to immediate downstream residents.

March 2021 - Contract between City and Bowerman Excavating executed with Tender Price of \$255,678. Notice to Proceed provided by City to Bowerman Excavating.

March 2021 - DR Clough Consulting engaged regarding biological removals and millpond dewatering. Terrawest Environmental engaged regarding chemical sampling of millpond water prior to and during discharge.

March 15, 2021 - Construction started.

April 6, 2021 - Project Site tour with Provincial Dam Safety Officer, David Skarbo indicates satisfactory progress on project.

ALTERNATIVES/OPTIONS

This report is provided for information only. No direction from Council is sought.

ANALYSIS

The McLean Mill Dam Reconstruction project was awarded to Bowerman Excavating under authorization from the CAO in August 2020. That authorization was not consistent with previous direction of Council and not in compliance with the City's Purchasing Policy. Specific questions asked in correspondence received April 3, 2021 and responses to those questions listed below:

Q1: The tender document ITT022-19 McLean Mill Dam Upgrades – was it created for the work that is currently happening at McLean Mill?

R1: Yes

Q2: When was the Invitation to Tender ITT022-19 document re-issued and what number was it given?

R2: The tender was not re-issued.

Q3: When was the contractor and funding for this current project of \$319,678 approved by City Council?

R3: The funding for the current project was approved in the 2020 Financial Plan. The project budget and award of contract were not approved by Council.

Q4: If Council did not approve the Project Budget of \$319,678 then who did and why?

R4: The project budget was approved by the CAO. That approval was out of compliance with the City's Purchasing Policy.

IMPLICATIONS

The McLean Mill Dam Reconstruction project is currently underway on schedule and within budget. Funding for the work was approved by Council in the 2020 Financial Plan.

Bowerman Excavating was awarded the McLean Mill Reconstruction Dam project contract in a manner not compliant with the City's approval process set out in the Purchasing Policy, and contradictory to Council's direction given in September 2019 that the project be re-tendered.

COMMUNICATIONS

No communications are anticipated as a result of this report.

SUMMARY

City Council received correspondence that included questions regarding the budget approval and contract award process undertaken regarding the McLean Mill Dam Reconstruction Project currently underway. This report includes an itemized timeline summary of the project. The project was awarded to Bowerman Excavating under the authorization of the City's CAO in a manner not compliant with the City's Purchasing Policy and contrary to previous direction from Council.

ATTACHMENTS/REFERENCE MATERIALS

- *Letter from L. Walerius dated April 3, 2021 | Construction Work McLean Mill Log Pond Dam*

Copy: A. McGifford, Director of Finance

RECEIVED

APR 06 2021

CITY OF PORT ALBERNI

April 3, 2021

Mayor Minions and Councilors

RE: AV News Article – March 31, 2021

Construction work begins on McLean Mill's log pond dam

Upon reading the AV New Article in the March 31, 2021 edition titled "Construction work begins on McLean Mill's log pond dam – Project has been on the books since 2018", I was curious as to when this tender was awarded as the article mentioned that this project has been on the books since 2018.

Many contractors submit a quote that is generally valid for less than a year.

On the City's website - BULLETIN BOARD, Opportunities, Requests for Proposals/Tenders/Bids I found the following Tender listed:

(ITT022-19 - Listed: July 30, 2019 Closed: August 15, 2019 Status: Closed (not awarded))

August 15, 2019 ITT022-19 July 30, 2019 McLean Mill Dam Upgrades Closed

Addendum #1

At the next Regular Meeting of City Council under: YOUR GOVERNMENT, Your Mayor & Council, Council Meetings for September 3, 2019, the following was recorded in the minutes:

Minutes of the Regular Meeting of Council
September 3, 2019 at 2PM

F. STAFF REPORTS

9. CAO – Award of Contract for McLean Mill Dam

It was moved and seconded:

That the report from the CAO dated August 8, 2019 be received.
CARRIED

It was moved and seconded:

That council for the City of Port Alberni direct staff to re-tender the McLean Mill Project upgrades within the next six months.
CARRIED

After reading the minutes, I returned to the Requests for Proposals/Tenders/Bids and discovered that the re-tendered document does not appear on the City Website (after August 15, 2019 to current).

AV News is reporting that the total project budget is \$319,678. Bowerman Excavating Ltd is undertaking the onsite work, while Northwest Hydraulic Consultants Ltd. are overseeing project engineering and D.R. Clough Consulting and TerraWest Environmental are providing environmental expertise and oversight.

As this is a substantial amount of funds, I went on to review all the Council Summaries and could not locate where Council approved this expenditure for the McLean Mill log pond dam.

REGULAR COUNCIL AGENDA - APRIL 26, 2021

57

☒ Council
☒ Mayor
☒ CAO
☒ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☒ Engineering/PW
☒ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
RCM - Apr. 12, 2021
File # 0890-20-mm

Questions:

1. Clarification:

The tender document ITT022-19 McLean Mill Dam Upgrades – was it created for the work that is currently happening at McLean Mill?

2. When was the Invitation to Tender ITT022-19 document re-issued and what number was it given?

3. When was the contractor and funding for this current project of \$319,678 approved by City Council?

4. If Council did not approve the Project Budget of \$319,678, then who did and why?

I look forward to hearing from you in regards to the above questions as it relates to the McLean Mill Long Pond Dam tender and approval prior to the completion of the project at the end of April 2021.

Best Regards,

Leslie Walerius
V9Y 8E4

Date: April 22, 2021
File No: 1855-03
To: Mayor & Council
From: T. Pley, CAO
Subject: UBCM Local Government Development Approvals Program | Grant Application

RECOMMENDATION[S]

THAT Council for the City of Port Alberni direct staff to prepare and apply to the UBCM Local Government Development Approvals Program for funding to engage an employee and/or contractor to undertake the works identified in Schedule 'A' attached to this report.

PURPOSE

This report is provided to seek Council direction regarding a City grant application to the Local Government Development Approvals Program administered by the Union of British Columbia Municipalities (UBCM).

BACKGROUND

Like many local governments, the City of Port Alberni is experiencing considerable development interest. While that level of interest is welcomed, it has resulted in increased turn-around timelines for subdivisions, Development Permits, Building Permits and other regulatory approvals. The City has increased staffing in the Development Services Department and is in the process of further increasing staffing resources. However, in order to best respond to development interests the City should also consider revising its documents, procedures and processes.

The Province of British Columbia has recognized the negative impact to economic growth resulting from increased processing times at the local government level, and has provided a grant funding opportunity to support local governments in revising and streamlining their processes.

Grant Details: Eligible Applicants: All local governments (municipalities, regional districts, and the Islands Trust) in BC are eligible to apply.

Grant Maximum: The Program can contribute a maximum of 100% of the cost of eligible activities to a suggested maximum of \$500,000.

Eligible Projects: To be eligible for funding, applications must demonstrate that proposed activities will meet the intent of the program and:

- Include new activities or represent a new phase of an existing project (retroactive funding is not available).
- Be capable of completion by the applicant within two years of the date of grant approval.
- For projects that are dependent on external partnerships, provide evidence that external partners (e.g. development community, provincial Ministry, other local governments) are willing to participate

Application Deadline: May 7, 2021

ALTERNATIVES/OPTIONS

1. *That Council support the recommendation*
2. *That Council not support the recommendation.*
3. *That Council support an amended recommendation*

ANALYSIS

Given that staff resources have already been committed to this matter, there appears to be no value in Option Two (not submitting a funding application). A limited further amount of staff time would be required to submit a funding application.

Staff are developing budget projections to support a grant application. The recommended motion (Option One) is worded in a manner that is intended to enable flexibility for staff in developing and submitting the application prior to the deadline, while being consistent with Council's direction. Council may desire to delete items from the recommended motion and outlined on Schedule 'A' or add to it (Option Three).

IMPLICATIONS

The funding program is intended to provide 100% funding for eligible work. At this point in time there are no financial implications for the City.

COMMUNICATIONS

No communication is required.

BYLAWS/PLANS/POLICIES

Should the grant application be successful, several City bylaws and procedures may be subject to revision.

SUMMARY

The Provincial government has offered a Local Government Development Approvals Program through which local governments can receive funding for eligible work that is directed at improving development approval processes. The deadline for grant applications is May 7, 2021. City Council is being asked to provide a resolution supporting the City submitting an application for funding.

ATTACHMENTS/REFERENCE MATERIALS

Local Government Development Approvals Program – 2021 Program and Application Guide

<https://www.ubcm.ca/assets/Funding~Programs/LGPS/LGDAP/lgdap-2021-program-guide.pdf>

Copy: *S. Smith, Director of Development Services /Deputy CAO*
T. Slonski, Director of Corporate Services
P. Deakin, Manager of Economic Development

Schedule 'A'
Local Government Development Approvals Program
Schedule of Works

1. *Conduct an internal review of current development approvals processes to identify opportunities for greater efficiency and effectiveness.*
2. *Make City mapping available on line.*
3. *Update or create specific internal approvals procedures that will result in more effective and efficient development approvals processes, including:*
 - *create a development approvals process guide for use by staff*
 - *update the development approval procedures bylaw to clarify or improve the process for applicants to apply for amendments to a bylaw or request the issuance of a permit.*
4. *Support efficient and effective planning and development decision-making by updating policies to specify clear decision-making parameters to support Council's delegation of such decisions to staff.*
5. *Facilitate collaboration or coordination with external partners by:*
 - *developing guidelines that clarify to applicants the requirements that an application must meet to be accepted by staff and expectations of local government-applicant interaction throughout the application process*
 - *establish a pre-application process*
 - *develop enhanced communication materials/training/videos for subdivision, development permits, building permits and other City development processes.*
6. *Improve information technology to facilitate development application processing, including:*
 - *undertake assessments to support future implementation of digital application platform or digital permitting software*
 - *purchase and implement and train staff on new or upgraded digital platforms or software.*

COMMUNITY POLICING

PURPOSE

This report is to update Council regarding the activities performed by the Port Alberni Community Policing program for 2020.

In 2019, Council developed a new corporate structure to include Community Policing in an effort to bolster the City's approach to community safety, moving it from an RCMP officer-run program to a City-lead model. Mr. Dave Cusson was appointed to the Community Policing Manager position and started in March 2020. Shortly after starting, the COVID-19 Pandemic suspended volunteer activities.

With the suspension of volunteer activities due to COVID-19, the program manager was able to complete an analysis and audit of the existing program comparing it to the provincial program standard. This analysis produced multiple areas of risk and deficiencies in immediate need of attention before the program could resume. In essence the program had not been updated in over 10 years.

A complete review and update was completed on all programs under the Community Policing umbrella. This was important with the approach the City is taking towards community safety. Moving to a civilian model in 2020 was very timely for Port Alberni.

A number of vital program updates were required to bring the program into alignment with provincial policy such as, Crime Watch, using City marked vehicles to perform patrols, a more stringent and structured training program and the creation of a new Community Policing website.

In addition to a program revitalization, recruitment was carried out due to a significant decline in volunteers. Current volunteer numbers are 27 with recruitment ongoing. Community Policing volunteers come from a wide variety of backgrounds and demographics. Each volunteer has a different reason, or combination of reasons, supporting their desire to volunteer their time, talent and energy with the RCMP.

The program recommenced in mid July 2020 at 50% capacity, taking all precautions to ensure the safety of volunteers in relation to the Pandemic. Of the 8 core programs delivered by volunteers, only 4 would be performed in line with COVID-19 protocols after the initial lock down was lifted. Speed Watch and Cell Watch recommenced July 15, 2020, Crime Watch recommenced October 30, 2020 and Lock Out Auto Crime recommenced November 1, 2020. . [Appendix 1]

With active community-based crime prevention programs in place, public safety is enhanced through the 'observe, report and deter' mission to promote public safety and reduce crime.



Figure 1: Crime Watch Volunteers
REGULAR COUNCIL AGENDA - APRIL 26, 2021



Figure 2: Logo

COMMUNICATIONS

With the creation of the Community Policing website, there is now a centralized location for the community to visit and learn about the program and services offered. Additionally, several videos have been recorded as safety concerns arise including pedestrian and cross walk safety and traffic controls. These videos have been promoted amongst the City and RCMP social media platforms. Additional segments have also been filmed with Shaw Spotlight.

Recruitment of volunteers is ongoing and promotions are carried out through online advertisements, the City Healthy Living Activity Guide, 93.3 The Peak and the use of signage at Community Policing deployment areas.

LINKAGE TO CORPORATE STRATEGIC PLAN

This program aligns with Council's Strategic Plan and the principal 'Fostering a complete community safe, healthy and inclusive', and more specifically 'utilize community-based crime prevention strategies to promote public safety and reduce crime'.

Given the increasing calls for policing services and the finite uniformed officer resources available to the City, Council has taken several specific strategic steps toward supporting and leveraging RCMP staff resources. In recent years those steps have included:

- Creating a civilian Community Policing Manager position which freed up the RCMP officer position previously assigned to that role, enabling the officer position to be redeployed to other policing work.
- Creating a Manager of Community Safety position which is responsible for directly managing City Bylaw Services staff, and supervising the Community Policing Manager and the Manager of Police Support Services position. This role is critical to aligning the resources of these three distinct areas in a coordinated manner to address City community safety priorities.
- Creating a new Public Safety Building in the Uptown District. This facility will open in 2021, and will contribute to the safety of citizens in the Uptown District and across the City.

The purpose of the Port Alberni RCMP Community Policing volunteer program is to strengthen community and police partnerships by educating, engaging and empowering volunteers to support and assist the Port Alberni RCMP in the safe and effective delivery of authorized crime reduction and prevention activities.

The Port Alberni RCMP Volunteer Program and activities endeavour to:

- contribute to the policing priorities set out by the Port Alberni RCMP Detachment.
- provide a safe work environment so all volunteers can carry out their assigned tasks competently and safely.
- be progressive, proactive, and innovative in the delivery of the program and volunteer activities.
- offer effective services and activities that appeal to a wide range of volunteers.
- recognize volunteers for their time and commitment.
- promote the volunteer program within the community in order to maintain a well resourced program.
- empower volunteers with the knowledge and insight into policing activities and challenges so they become ambassadors for the Port Alberni RCMP Detachment and its members.



Figure 3: Speedwatch



Figure 4: Marked Vehicle

SUMMARY

Following the corporate restructure completed in 2019, the Community Policing program has undertaken a complete review with a number of programs updated and new initiatives developed in order to bring the program in alignment with both Councils *2019-2023 Corporate Strategic Plan* and provincial standards.

Despite significant changes and the added complications related to the COVID-19 Pandemic the volunteers dedicated 1,111 hours to the program and community. While many programs around the province suspended participation, Port Alberni remained on-line and dedicated to community safety. This in itself is nothing short of outstanding.

Attached: Appendix 1/Volunteer Stats

ECONOMIC DEVELOPMENT

PURPOSE

This report provides Council with an overview of Economic Development departmental operations for the period of January 1 to March 31, 2021. While department activity has been brisk and varied as is usual, those activities are presented below in three broad categories.

Supporting Small Market Employers (SMEs)

Small business operators have been heavily affected by restrictions imposed in response to the COVID-19 Pandemic. In 2020 City Council adopted a business recovery plan. The City has been implementing that plan, modifying as required, since its adoption. Specific actions undertaken in the first quarter of 2021 in support of SMEs include:

- Relocation assistance to four SMEs
- Sourced funding for and assisted in engaging two dedicated small business support specialists (BC, ICET and AVCOC)
- Supported and continue to support SMEs in renewing business licences
- Pivoted to enable home-based business licences, some of which are driven SME response to COVID-19 restrictions
- Supported enhancement of the Clutesi Haven Marina Food Truck Pod



Figure 1: Food Truck Pod | Alberni Valley News

Writing Funding Grant Applications

Prior to the COVID-19 Pandemic there may have been an increased tendency by senior governments to provide funding to local governments through grant funding opportunities, with funding criteria set to fulfill the goals of senior government. Since the onset of the Pandemic senior governments have increased funding opportunities significantly, and it is common for the time between grant announcements and closing deadlines to be short. Further, senior governments are seeking grant applications for projects that are 'shovel-ready'. Two results of this are grant application fatigue and diversion of focus away from strategic initiatives.

The Manager of Economic Development has been the lead for the City in engaging with grant fund managers and in writing the applications for those grants. In that way it is hoped that the work of other City staff will not be unduly diverted from other work.

Grant applications have been managed, submitted or are in process for:

- Developing a linking trail between Roger Creek Park & Scott Kenny Trail
- Improvements to Harbour Quay
- The Food Production & Processing Program
- Small business support specialists
- Trail signage
- Train Station renovations
- Industrial lands inventory
- Food Hub
- Local government services for unsheltered homeless

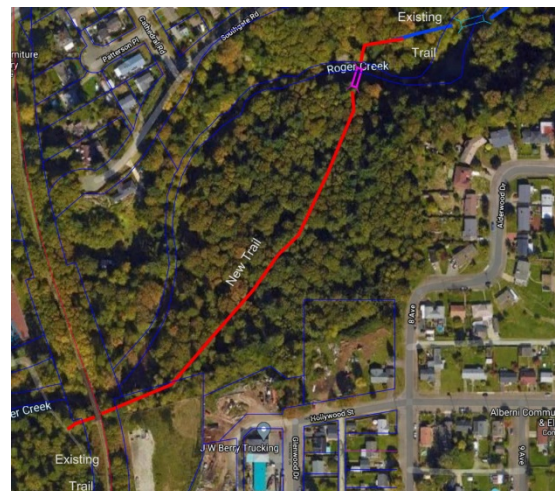


Figure 3: Proposed Trail Linkage

Marine Sector

The City's Corporate Strategic Plan addresses supporting marine-based industries on the City's waterfront. In this category a number of exciting projects are underway or in the planning stage of development.

BC Food Hub

- Funding agreement completed
- Voluntary extension of metrics and cooperation
- Removing barriers for commercial kitchen users
- Purchase of Island Good licences
- Agriculture Development Committee



Figure 2: Food Hub Logo

Seaweed: Supporting establishment of a Port Alberni-based seaweed research/development, harvesting and processing sector

- Canadian Centre for Seaweed Research
- Canada's Ocean Supercluster membership
- Bronze Sponsorship of Seaweed Days
- Casacadia Seaweed operational requirements (drying, processing)

Floating Dry Dock: Working with Port Alberni Port Authority and other stakeholders in pursuing a floating dry dock that would further establish the marine construction and repair sector in Port Alberni.

COMMUNICATIONS

1. Advertisements were purchased on The PEAK Radio and in the Alberni Valley News for business licence renewals and encouraging support of small business community. Social media stories were also placed for these initiatives.
2. Neighborhood Welcome Packages were paid for.

LINKAGE TO CORPORATE STRATEGIC PLAN


The linkages of the above-noted work to the Corporate Strategic Plan are extensive.

SUMMARY

The work noted above leads to the following initiatives that will be the focus of Second Quarter efforts. Those include:

- Progress on the MRDT marketing plan and assembly of support from accommodations sector
- Façade Improvement Program: proposed May 7, 2021 application deadline and approval May 21, 2021
- Extend BC Povincial Nominee Program in Port Alberni for 3 years with different NAICS codes
- Work of the Small Business Support Specialists
- Virtual Conference with US Trade & Investment Reps

Date: April 19, 2021
File No: 3900-20-Athol
To: Mayor & Council
From: T. Pley, CAO
Subject: "City of Port Alberni Lane, Road Closures and Removal of Dedication Bylaw No. 5026, 2021"
[Road Closure fronting 5119 Athol Street & Lane Closure immediately adjacent to the east of 5119 Athol St]

Prepared by: <i>T. SLONSKI</i> Director of Corporate Services	Supervisor: <i>T. PLEY</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

1. THAT "City of Port Alberni Lane, Road Closures and Removal of Dedication Bylaw No. 5026, 2021" be introduced and read a first time.
2. THAT "City of Port Alberni Lane, Road Closures and Removal of Dedication Bylaw No. 5026, 2021" be read a second time.
3. THAT "City of Port Alberni Lane, Road Closures and Removal of Dedication Bylaw No. 5026, 2021" be read a third time.

PURPOSE

For Council to consider three readings to "City of Port Alberni Lane, Road Closures and Removal of Dedication Bylaw No. 5026, 2021" authorizing the closure of portions of highway dedication.

BACKGROUND

With the enactment of the *Community Charter*, municipalities gained ownership [subject to the Provincial right of resumption] of municipal highways [with some exceptions]. Further, Section 40 of the *Community Charter* permits a Council, by bylaw, to close all or part of a highway to traffic and remove the dedication as highway. Prior to adopting a highway closure bylaw and disposing of land, municipalities must publish notice and provide an opportunity for persons affected by the closure to make representations to Council.

In addition to the above, BC Reg 245/2004 Resumption of Highways Regulations provides that the Corporate Officer may file to have the Provincial government's right of resumption cancelled if the land to be disposed of:

- resulted from highway closure and dedication removal by bylaw, is not adjacent to park, conservancy, recreation area or ecological reserve established by the Province and is not subject to an order under s.7 of the *Environment and Land Use Act*;

- is in exchange for land necessary for improving, widening, straightening, relocating or diverting a highway OR is sold to one or more adjacent landowners for the purpose of consolidating it with the landowners' existing adjacent parcel or parcels of land.

On a number of occasions, Council has been solicited by the property owner and the property owner's agent [of 5119 Athol Street] and other neighbouring property owners expressing an interest in purchasing the subject laneway. Council has denied these requests given the uncertainty around future uses on the part of the City and/or other future development needs.

ALTERNATIVES/OPTIONS

1. That Council proceed with 3 readings to the proposed Bylaw.
2. That Council direct staff to make further amendments to the Bylaw.
3. That Council provide other direction.

ANALYSIS

Overtime the City has received a number of requests from the property owner and the property owner's agent of 5119 Athol Street to purchase a portion of City owned road/laneway in order to design a building that would meet the owners needs to use the property for the purpose of providing for Cannabis Micro-Cultivation and Cannabis Micro-Processing. As planning progressed the proposed building design in conjunction with lot limitations identified very minor encroachments. As an alternative to selling City owned land, and in an effort to give assurances to the property owner to address these minor encroachments, Council authorized staff to provide the owner of the property with a comfort letter confirming the City would not take any actions or enforcement in regards to the encroachments given they were so minor in nature and of no danger to the public.

In fall of 2020, and following a subsequent request from the property owner, Council reconsidered the sale of the laneway to the property owner as the property owner advised that the comfort letter did not satisfy federal regulation requirements. It was at this time that Council resolved to 'sell the minimum required portion of laneway/road frontage to the owner of property located at 5119 Athol Street subject to the property owner being responsible for all costs associated with the sale and transfer of land.

In advance of selling the lands and the property owner being in a position to consolidate the lots, Council must first consider the attached lane/road closure bylaw.

IMPLICATIONS

While Council has yet to formalize a written policy to address requests from property owners to purchase City owned lands [laneways], Council has elected to not entertain individual requests to purchase City owned laneways until such time as Council has carried out its review of the City's Official Community Plan [OCP], scheduled to begin in 2021. The decision to not entertain requests from property owners to purchase City laneways is to ensure that the City has lands available to allow for future trail connectivity, linkages and other infrastructure needs that have yet to be considered and/or identified.

In the case of 5119 Athol Street., this request has been in process for a few years, and was authorized to proceed by Council in advance of Council electing to pause on entertaining individual requests to purchase City owned laneways.

COMMUNICATIONS

In advance of Council considering final adoption of the bylaw, Council must give notice of its intention to close highways in accordance with section 94 [public notice] of the *Community Charter*. Legislation further requires that Council must also provide an opportunity for persons who consider they are affected by the bylaw to make representations to Council. Notice will be placed in the AV News on April 28th and again on May 5th, 2021. The notice will invite those persons who consider they are affected by the bylaw to make representations to Council at its Regular meeting on May 10, 2021 and in advance of Council considering final adoption of the bylaw.

BYLAWS/PLANS/POLICIES

n/a

SUMMARY

Council may, by bylaw, permanently close and remove highway dedications to all traffic. This is the first step in moving forward with the sale of city owned lands to the property owner of 5119 Athol Street. When considering bylaws of this nature, Councils are required to provide notice to the public and permit an opportunity to hear representations from persons who feel their interests may be affected by the proposed bylaw. Council has authorized City staff to move forward with the sale of lands to the property owner and the property owner has provided an acceptable survey plan to staff. The next step in the process is for Council to consider giving three readings to the attached bylaw.

ATTACHMENTS/REFERENCE MATERIALS

1. Bylaw No. 5026, 2021

C: S. Smith, Director of Development Services/Deputy CAO
R. Dickinson, Director of Engineering & Public Works

CITY OF PORT ALBERNI
BYLAW NO. 5026, 2021

A BYLAW TO CLOSE AND CANCEL THE DEDICATION OF PART OF A HIGHWAY

WHEREAS, under Section 40 of the *Community Charter*, the Council of the City of Port Alberni may close all or part of a highway to traffic and remove the dedication of a highway; and

WHEREAS, as required by the *Communtiy Charter*, the Council has posted and published notice of its intention to close the highway referred to in this Bylaw and to remove its dedication as a highway, and has provided an opportunity for persons who consider they are affected by such closure and removal to make representations to Council; and

WHEREAS, the Council does not consider that the closure will affect the transmission or distribution facilities or works of utility operators;

NOW THEREFORE BE IT RESOLVED, the Council of the City of Port Alberni, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as “City of Port Alberni Lane and Road Closures [Portion of Lane immediately adjacent to the east of 5119 Athol Street and Portion of Road fronting 5119 Athol Street] and Removal of Dedication Bylaw No. 5026, 2021”.
2. Attached to this Bylaw as Schedule “A” and forming part of this Bylaw is a reduced copy of Reference Plan EPP110154, prepared by James Bruce, BCLS and dated the 18th day of March 2021 [the “Reference Plan”].
3. The approximately .250 portion of lane immediately adjacent to the east of 5119 Athol Street [the “Closed Lane”] and the approximately 1.2m portion of road fronting 5119 Athol Street [the “Closed Road”] dedicated by Plan 197D, and Lying adjacent to Lot 4, Block 84, DL 1, Alberni District Plan 197D marked with a heavy outline and labelled “Lane to be Closed” and “Road to be Closed” on the Reference Plan, is closed to all types of traffic.
4. The dedication as a highway of the Closed Lane and Closed Road is removed and cancelled, effective upon filing of this Bylaw in the appropriate land title office.
5. The Mayor and the Corporate Officer are authorized to execute the necessary documents required to give effect to the intent of this Bylaw.

READ A FIRST TIME THIS DAY OF APRIL, 2021

READ A SECOND TIME THIS DAY OF APRIL, 2021

READ A THIRD TIME THIS DAY OF APRIL, 2021

NOTICE given under Section 91 of the *Community Charter* this day of , 2021 and this day of , 2021.

FINALLY ADOPTED THIS DAY OF , 2021

Mayor

Corporate Officer

SCHEDULE "A" Reference Plan

REFERENCE PLAN TO ACCOMPANY BYLAW NO. 5026 OF THE CITY OF PORT ALBERNI,
TO CLOSE A PORTION OF LANE AND ROAD DEDICATED BY PLAN 197D, AND LYING
ADJACENT TO LOT 4, BLOCK 84, DL 1, ALBERNI DISTRICT, PLAN 197D.

PLAN EPP110154

PURSUANT TO SECTION 120 OF THE LAND TITLE ACT AND SECTION 40 OF THE COMMUNITY CHARTER

BCGS 92F.028



THE INTENDED PLOT SIZE IS 400m IN WIDTH AND 500m IN HEIGHT
(C-NOTE) WHEN PLOTTED AT A SCALE OF 1:400.

LEGEND

- DENOTES STANDARD BORN POST FOUND
- DENOTES STANCHION BORN POST SET
- DENOTES LEAD PLUM FOUND
- ⊙ DENOTES INTEGRATED CONTROL MONUMENT FOUND
- ⊕ DENOTES NON-STANDARD POST FOUND
- ⋄ DENOTES AN UNMARKED MEASURED POINT
- UTP DENOTES UNPRACTICAL TO POST
- SP DENOTES SHOOT FROM HERE
- MM DENOTES NO RECOVERED MARKER PLACED

THIS PLAN LIES WITHIN INTEGRATED SURVEY AREA NO. 37,
(CITY OF PORT ALBERNI) AND IS (CROSS)ED BY (CITY OF PORT ALBERNI).

GRID COORDINATES ARE DERIVED FROM OBSERVATIONS BETWEEN
GEODETIC CONTROL MONUMENTS BM43377 AND BM43380 AND
ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18.

THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY
DERIVED ARE DERIVED FROM HARVEST PLUMMER VALLEY
FOR GEODETIC CONTROL MONUMENTS BM43377 AND BM43380.

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES (UNLESS
OTHERWISE INDICATED) TO CORNER AND DISTANCES ALONG
GROUND-LEVEL DISTANCES BY THE AVERAGE CORNER FACTOR
OF 0.999999. THE AVERAGE CORNER FACTOR HAS BEEN DETERMINED
FROM GEODETIC CONTROL MONUMENTS BM43377 AND BM43380.

MARKER	UTM NORTHING	UTM EASTING	ABSOLUTE ACCURACY
BM43380	5489154.165	380218.481	0.014 METRES
BM43377	5489450.610	380384.770	0.014 METRES



ROAD/LANE CLOSURE AREAS	ROAD	LANE	ROAD/LANE TOTAL
ROAD	33.6 m²		
LANE		7.7 m²	
ROAD/LANE TOTAL			41.3 m²

THIS PLAN LIES WITHIN THE JURISDICTION OF THE APPROVING
OFFICER FOR THE CITY OF PORT ALBERNI.

THIS PLAN LIES WITHIN THE ALBERNI CLAYOQUET REGIONAL DISTRICT.

THE FIELD SURVEY INDICATED BY THIS PLAN WAS
COMPLETED THE 16TH DAY OF MARCH 2021.

JAMES E. BRUCE, BSC, P.Eng.

PACIFIC NW
LAND SURVEYING LTD.
PHONE: 250-248-1256
EMAIL: JAMES@PACIFICNWSURV.COM
P.L.D. 1985 BC L.A.S. 1106



Telephone (250) 720-2700 FAX: (250) 723-1327

☒ Council
☒ Mayor
☐ CAO
☐ Finance
☒ Corporate Services
☒ Agenda

☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other _____

File # 0630-01 **RCM - Apr. 26, 2021**

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COUNCIL CORRESPONDENCE SUMMARY - APRIL 26, 2021

No.	Date Received	From	Subject	File No.
1	April 8, 2021	Alberni Valley Museum and Heritage Commission	Minutes from the March 3, 2021 meeting.	0360-20-AVMHC
2	April 14, 2021	Union of BC Municipalities	Letter thanking Council for providing a final report and financial summary for the 2019 Housing Needs Assessment and confirming final payment of the grant.	1855-01
3	April 14, 2021	Randy Fraser	Email and photos regarding the maintenance of existing City infrastructure, particularly trail maintenance.	0220-01
4	April 15, 2021	Owen Enright	Email requesting Council put forward a resolution calling for an end to the provincial wolf hunt.	0220-01

No.	Date Received	From	Subject	File No.
5	April 16, 2021	Ministry of Mental Health and Addictions	Letter in response to Council's correspondence welcoming Sheila Malcolmson in her new appointment and providing information on mental health and addictions programs and initiatives.	0400-20
6	April 22, 2021	Melody Charlton	Email regarding bylaw enforcement for individuals residing in their vehicles outside of the 8th Avenue Shelter	4020-01

RECEIVED

APR 08 2021

CITY OF PORT ALBERNI

Alberni Valley Museum
and Heritage Commission



Wednesday, March 3, 2021

7:00pm → Conference Call

Minutes

Attending:
Bert Simpson
Colin Schult
Dan Washington
Gareth Flostrand
Ken Watson
Nancy Blair
Pam Craig
Penny Cote
Shelley Harding
Willa Thorpe

Regrets:
Bill Collette

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☒ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other *Comm. Summary*
File # *0360-20-ALMHC*

1. Called to order: 7:02pm
2. Moved by Colin, seconded by Pam, that the agenda of the March 3, 2021 meeting be approved as circulated.
3. Moved by Pam, seconded by Ken, that the minutes of the February 3, 2021 meeting be approved as circulated.
4. Old Business
 - a. Letter drafted to Tseshaht congratulating their Elected Chief and Council on their recent election and invite a member from both Tseshaht and Hupacasath to attend future Heritage Commission meetings, and will be distributed shortly. (Gareth)
5. Correspondence
 - a. BC Arts Council – Arts & Culture Resiliency Supplement (Willa)
 - i. We have received a \$30,000 supplement, and staff are currently determining a suitable project for these funds.
 - b. CERIP Announcement – Unique Heritage Infrastructure (Ken)
 - i. \$390,000 successful grant application for structural upgrade of the train station; Ken will lead this project on behalf of the City.
6. New Business
 - a. De-accessioning McLean Mill Tank Cars (Shelley)
 - i. Discussion of de-accessioning the tank car that was involved with the bunker C fuel spill and removing a tank car that is undocumented



Wednesday, March 3, 2021

7:00pm → Conference Call

Minutes

- ii. Motion: to write a letter of support to the AV Museum in deaccessioning the tank car. (Ken/Pam, carried)

7. Reports

a. Maritime Heritage Society

- i. Language Revitalization Pole- Work is almost complete on the huge cedar log being carved by Tim Paul, Gordon Dick and Cecil Dawson of Port Alberni in recognition of the UN 2019 International Year of Indigenous Languages. We are still unsure of the pole's final installation location. Last Saturday members of the First Nation Education Foundation and the PAMHS undertook a major clean-up of the pole carving area including removal of accumulated cedar pieces, chips and sawdust. Looks a lot better now!
- ii. 1954 Tsunami Exhibit – The update to this permanent exhibit is nearing completion and it will be a great improvement to the original. Thanks to the AV Museum staff for their help with this exhibit's development
- iii. Maritime Heritage Night Presentations – These have been on hold due to COVID-19 issues since March of last year. We are currently exploring the concept of a virtual (zoom) event to resume with a Maritime Heritage Night with presenter Frank Holm talking about the 1964 Tsunami.
- iv. Vanlene Exhibit – This temporary exhibit will remain at the gallery until fall 2021. The Stanhope family have loaned many of the artefacts for this exhibit and we will be hosting a private reception (COVID-19 compliant) for them to be able to see the exhibit.
- v. Nahanni Project - A team of PAMHS members are gearing up to resume work on this project as the weather improves.
- vi. AV Museum Adopt an Artefact- PAMHS is in discussions with Shelley Harding regarding our potential adoption of one or more "maritime" artefacts that are in the Museum's collection
- vii. Signage Upgrades - New signs will be mounted on the fence near the Gallery, on the buoy at Harbour Road/Argyle Street and a replacement sign on the lighthouse
- viii. Gallery Hours – The Gallery is open 10am to 4pm on Saturdays, Sundays and Mondays with admissions (by donation) limited to 5 people at a time.

b. Chamber of Commerce

- i. Over the past month most of my time has been spent working with our Book-keeper and accountants for our annual Audit. The Chamber of Commerce is Federally Registered with the Board of Trade Act which in turn mandates a full Audit on an annual basis. Yes, it's costly...



Wednesday, March 3, 2021

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- ii. The Chamber hosted Hon. Josie Osborne to a recent Board Meeting discussing several key issues affecting the Business Community.
 - iii. We were a delegation to Council on two topics this past month including the McLean Mill Annual Report and an update on the Community Sign Project. On the latter we are in a holding position as we await direction from Council. Since the presentation we have received two more Sign designs both of which are creative and worth considering (in our opinion).
 - iv. We were also a delegation to the Regional District with focus on our Grant in Aid application.
 - v. Our Visitor Website is coming along and at this time it's fairly safe to suggest that several pages are up to date and ready for display. That said, the site is still in trial mode as we have other pages to update. Should you wish to review (and feel free to comment) please visit: www.PortAlberniVisitorCentre.ca paying attention to: Home Page, Things to Do, Blog, Getting here. The other pages are nowhere near complete.
 - vi. The Chamber has suggested to our partners in the COVID recovery plan that we initiate a one-year follow-up phoning campaign to as many businesses as possible in the area. We expect to get rolling on this project by Mid-March with it taking upwards of 4 weeks to complete.
- c. McLean Mill
- i. Operations and planning continue at the McLean Mill. While we aren't actively promoting the site (due to the ALR matter) we are still fielding many calls. At present we are working with some large groups who wish to book the site, in a COVID compliant way.
 - ii. We are seeing a fair bit of activity on this front as more and more people realize that we offer a way for them to meet in a safe manner.
 - iii. At this point we are planning to open the Gift Shop over Spring Break and then we'll determine how we move forward with it. We've also set up the Grand Hall to be ready for any Food Service plans that we can put together in the coming weeks. Our 'historian' who is mandated to assist in the development of Tours continues to put plans together for an eventual return to normalcy along with the option to market tours for the wider community.
 - iv. We have installed Security Cameras in the Non-Historic area and should be live with that fairly soon. The City will be placing signage in the area confirming that Video Monitoring is in place. This system is available to us for viewing from anywhere.
 - v. We have reminded Superior Propane of the desire to place a new 'smart-tank' on the site replacing to older one that has far more capacity than is required. We've also finally received access to the monitoring system and can confirm as of this writing that we have about 58% remaining in our tank. We've used



Wednesday, March 3, 2021

7:00pm → Conference Call

Minutes

far less propane over the past 12 months than recent years. This is likely due to the fact that we did not open the Grand Hall at all since about October. That building is difficult, and very costly to heat.

- vi. Our Manager – Anita has also toured the site with Shelley Harding and together they plan to meet frequently. We are keen to operate fully within the scope of the Museum.
- vii. We were successful with the New Horizons for Seniors Grant that we applied for. The grant allows us to purchase 5 E-Bikes that we will buy for use primarily at McLean Mill through the publicly accessed trails – such as the Log Train Trail. The concept used this acronym. The bike SEAT with SEAT meaning: Socialize, Exercise, Adventure, Technology. The tours will either be self-guided or guided by us with time dedicated to tech training either at MM or if internet challenges us then at the Visitor Centre.

d. Community Arts Council

- i. Rollin Art Centre hours are Tuesday through Saturday 11 a.m. to 4 p.m.
- ii. CURRENT EXHIBIT - Permanent Art Collection
February 2 – March 27 (extended from February 27)
Showcasing works by Robert Aller and some from his collection of well-known Canadian artists.
- iii. NEXT ART EXHIBIT - Jim Sears
April 1 – 30, 2021
Coastal influences -Pen & Ink w/watercolours
Tentative meet and greet – Saturday March 6th, 1-3 pm (Covid-19 permitting)
- iv. FUTURE EXHIBITS
We have opened an invitation for artists to submit works completed during or inspired by the COVID-19 pandemic and the resulting societal restrictions and fallout. The exhibit is planned for October 2021.
- v. GRANTS
We are applying for grants to fund a much-needed new website.
- vi. “MYSTERY BAGS OF BOOKS”
The March theme is St. Patrick’s and will include a treat from Coombs Country Candy. The Special price is 20 books for \$25. Regular bags of books are still 10 books for \$20.
- vii. SOLSTICE ARTS FESTIVAL
We cannot hold a large festival as in previous years but feel we can aim for a creative presence on FB and possibly have a small artisan “paint out” on the Rollin grounds.
- viii. TEAS ON THE TERRACE



Wednesday, March 3, 2021

7:00pm → Conference Call

Minutes

Looking for ways to downsize and refresh this event while staying within Covid-19 guidelines. Must decide by end of May in order to be ready for the summer.

ix. **BOOK SALES**

We have received permission to hold a drive-through book sale at Gill School, but need to figure out timing, volunteers and many other logistics first. Any large in-person sale as in previous years likely won't happen until the fall, but we are keeping an eye on the health restrictions and hoping they might ease up sooner.

x. **GARDEN**

It does not look like North Island College can partner with us on garden upkeep in any meaningful way, so we will have to pay for at least lawn cutting and rely on volunteer work bees to keep up with the clean-up, pruning and deadheading.

e. **School District 70**

- i. Ministry of Education recently released updated COVID-19 Health & Safety Guidelines for schools. The changes show better alignment between BCCDC guidelines and school guidelines and reflect 5 months of experience. The changes are actually subtle and more refining of protocols – like additional requirements for masks for staff and secondary students. Mask usage in K-7 remains the same. There are also new guidelines for cleaning of touch surfaces like toys, manipulatives & PE equipment. Schools consider if these items are required and then clean accordingly.
- ii. 2021/22 School Registrations are underway. Ministry of Education expects schools will return to normal operations in September 2021 which means full-time in-person learning in schools. The School Board strongly recommends parents ensure their children are registered at their neighbourhood school.
- iii. There is a significant difference in curricular learning experience in Distributed Learning (DL). Success rates confirm the DL works for some students but not all students. We do have DL and have had this program for many years through the Choices DL program at Eighth Ave Learning Centre. We know students, particularly young students, are best served in regular classrooms with their peers and teachers.
- iv. The SD70 Board of Education passed the 2020/21 Amended Budget at the Feb 9 Board Meeting. We are now reviewing the proposed Budget for 2021/22. The next couple of Board Meetings are available for groups to provide input into the budget process. We must submit our 2021/22 proposed budget in June.



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- v. The Board has also begun the Committee of the Whole process. We have had a Policy and Finance CoW meetings.
 - vi. The Education CoW committee will meet after Spring Break. Spring Break March 8 – 19.
- f. Regional District
- i. In the midst of budget discussions
 - ii. Continuing with digital meetings
 - iii. Salvation Army assisting with emergency social services
 - iv. Grant applications in progress
 - v. Discussing unauthorized camping
 - vi. Sproat Lake community hall receiving three more grants
- g. City Council
- i. Join us on Monday, March 1 at 7PM for an e-Town Hall meeting and learn more about the City's draft 2021-2025 Five Year Financial Plan. We encourage you to take advantage of this opportunity to provide your input, participate in budget discussions with Council or simply watch the webinar meeting to stay informed. This is your chance to voice your opinion, suggest new ideas, ask questions and have a meaningful discussion about how your tax dollars are spent. To view the meeting agenda, visit <https://bit.ly/3aYUIQU>
 - ii. Roadside Organics Collection is coming to Port Alberni Learn more and watch for updates at letsconnectacrd.ca The City has partnered with the Alberni-Clayoquot Regional District to launch the organics program. In Spring 2021, yard waste. Did you know that almost half of what we throw away isn't garbage at all? Organic waste (food and yard waste) can be better used to create valuable compost. residents will receive a new green cart to collect organic waste, such as food scraps (including meat and bones) and yard waste.
 - iii. Committee Members Suzanne Dube and Gavin Purewal presented the BC Summer Games bid application to host the games in Port Alberni July 23-26, 2026
 - iv. March 23 – Zoom call regarding McLean Mill
- h. Industrial Heritage Society
- i. still curtailed due to COVID-19
 - ii. waiting on contractor to do barn roof at McLean mill
 - iii. Les Stevens has parts to carry on with Farquhar steam tractor repairs
 - iv. Frank Holm continues work on the CN caboose
 - v. volunteers working on clean up at the roundhouse



Wednesday, March 3, 2021

7:00pm → Conference Call

Minutes

- vi. ongoing discussions on where to put artefacts from train station and city works yard.
- i. Historical Society
 - i. Volunteers are still busy undertaking research for many clients and working on their individual projects. It's a lot quieter with no in-person requests.
 - ii. Unfortunately, one of our members, Diane Dobson, had a stroke in early February. She is now doing rehab in Nanaimo – for at least the next 6 weeks. We are remaining positive that she will make a full recovery & be back in the Archives soon.
 - iii. We are looking forward to the time (soon we hope) when we can have our “Social Evenings” with wonderful programs.
 - iv. Volunteers are in the Archives Tue – Fri, 10am – 3:30 pm. If you have a research request, please send us an email at: aadhs1@gmail.com.
- j. Museum
 - i. Chief Dan George is on display through to March 30, 2021.
 - ii. Have confirmed next exhibit: Body Language: Reawakening Cultural Tattooing of Northwest Coast – circulated by the Bill Reid Gallery will open early June and run through to December.
 - iii. Heritage Week February 15 to 21 – we had Adopt an Artefact article in AV News as well as a heritage quiz and a CBC All Points West interview on the Adopt an Artefact program. We have 14 adoptions to date.
 - iv. We launched our new virtual school program information on the Virtual Museum Discovery Program went out to all elementary schools in our District a high school version will be launched next week.
 - v. Our Museum Kits are almost ready to go – these will be available for loan to schools and home school families the first one focuses on Transportation History in the Valley and geared to elementary level. A Port Alberni Then and Now kit is also almost ready to go and aimed older age groups and will be targeted to the public: senior centres and other outreach opportunities.
 - vi. Textile Project – While the Temporary Exhibit Gallery is empty between exhibits – The textile collection drawers will be all brought down and opened. The artefacts will be assessed and new acquisitions will be added. This is a huge project for Kirsten and our Collections Assistant.
 - vii. Loan forms have been signed with Ladysmith Historical Society for the small Plymouth Locomotive for a multiyear loan – discussion for the moving and transport have yet to happen and will include members of the IHS.
 - viii. Heritage Fair – the 2021 2nd Annual Virtual Heritage Fair the date has change to June 16th. At this point there are 48 students registered.



Wednesday, March 3, 2021

7:00pm → Conference Call

Minutes

- ix. The museum was selected as one of six BC museums to be featured in a Children's book that focuses on the Stories Museum's Tell – Suzanne Harper is the author and the book will be published in the summer. I have been working with her on which artefacts and stories to feature.
- x. January and February attendance (reduced hours still) 59 -52
- xi. Programming – outreach Winter Museum Craft, Valentine's Day Craft, on-line Heritage Week Quiz – 141. On-line programs – two heritage fair workshops for teachers and students 36 attended, one workshop for Regional Fair Coordinators – 10 attended

- k. Community at Large – no report

- l. Hupacasath First Nation – no report

- m. Tseshaht First Nation – no report

- 8. Next Meeting
 - a. Wednesday, April 7 → 7pm (Zoom call)

- 9. Adjourn
 - a. Moved by Pam to adjourn the meeting at 8:23pm.

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APR 14 2021

CITY OF PORT ALBERNI



April 14, 2021

Mayor Sharie Minions and Council
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8
via email sharie_minions@portalberni.ca

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input checked="" type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <i>Comm Summary</i>
File # <u>1855-01</u>	

RE: 2019 Housing Needs Report program (Port Alberni Collaborative Housing Need Assessment 2019)

Dear Mayor Minions and Council,

Thank you for providing a final report and financial summary for the above-noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total actual project expenditure of \$25,493.63. Based on this, a payment in the amount of \$10,493.63 will follow shortly by electronic funds transfer. This transfer represents final payment of the grant and is based on 50% of the total reported expenditure (to a maximum of the approved grant of \$30,000) minus the initial payment of \$15,000 made in September 2019.

I would like to congratulate the City of Port Alberni for undertaking this project and responding to the opportunity to understand what kinds of housing are most needed in your community, and help inform local plans, policies, and development decisions.

If you have any questions, please contact Local Government Program Services at 250.952.9177 or sprynn@ubcm.ca.

Sincerely,

Sasha Prynn
Program Officer

cc: Scott Smith, Director of Development Services, City of Port Alberni

The Housing Needs Report program is funded by the Province of BC

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APR 14 2021

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input checked="" type="checkbox"/> Parks, Rec. & Heritage
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<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <u>Corr.</u>
File # <u>0220-01</u>	

From: randy fraser [REDACTED]
Sent: April 14, 2021 8:24 AM
To: Twyla Slonski <Twyla_Slonski@portalberni.ca>; Sara Darling <sara_darling@portalberni.ca>
Subject: Fwd: How well are we maintaining our assets ?

Good morning

Trying again to send this to you for the next agenda.
Please let me know if you receive this.

Thanks again

Randy

Sent from my iPad

Begin forwarded message:

From: randy fraser [REDACTED]
Date: April 7, 2021 at 10:45:33 AM PDT
To: Twyla Slonski <Twyla_Slonski@portalberni.ca>, Sara Darling <sara_darling@portalberni.ca>
Subject: How well are we maintaining our assets ?

Good morning

Please find a letter and 6 photos to council i would like added to the agenda for the upcoming council meeting.

Have a great day
Randy

Madame Mayor,

I see that the City is applying for funding to build a new trail along Roger Creek to connect to the existing Scott Kenny trail, and is planning to commit an annual amount for trail maintenance for that section if it is funded.

That's a good start, but I'm concerned about the actual follow through of that plan. I would like to point out that since our existing city trails were built there has not been any regular maintenance to support them. Some trails have had zero maintenance, others have had very little. Any maintenance work that has been done is usually on a complaint bases because, historically, the City is always reactive rather than proactive.

As an example (there are many more) I have included pictures of the Dry Creek path (newly

constructed and today) that was developed just over 5 years ago as part of the Dry Creek Flood Mitigation work of 2015, the same path that I talked about in one of my earlier letters. The path was created to allow people to bypass 3rd Ave, providing the public a way to walk along Dry Creek and enjoy being near the water. The city invested significantly in this project as well as into the cost of installing a watering system for the shrubs and trees that were planted. As you see it is totally overgrown and the irrigation system is now destroyed.

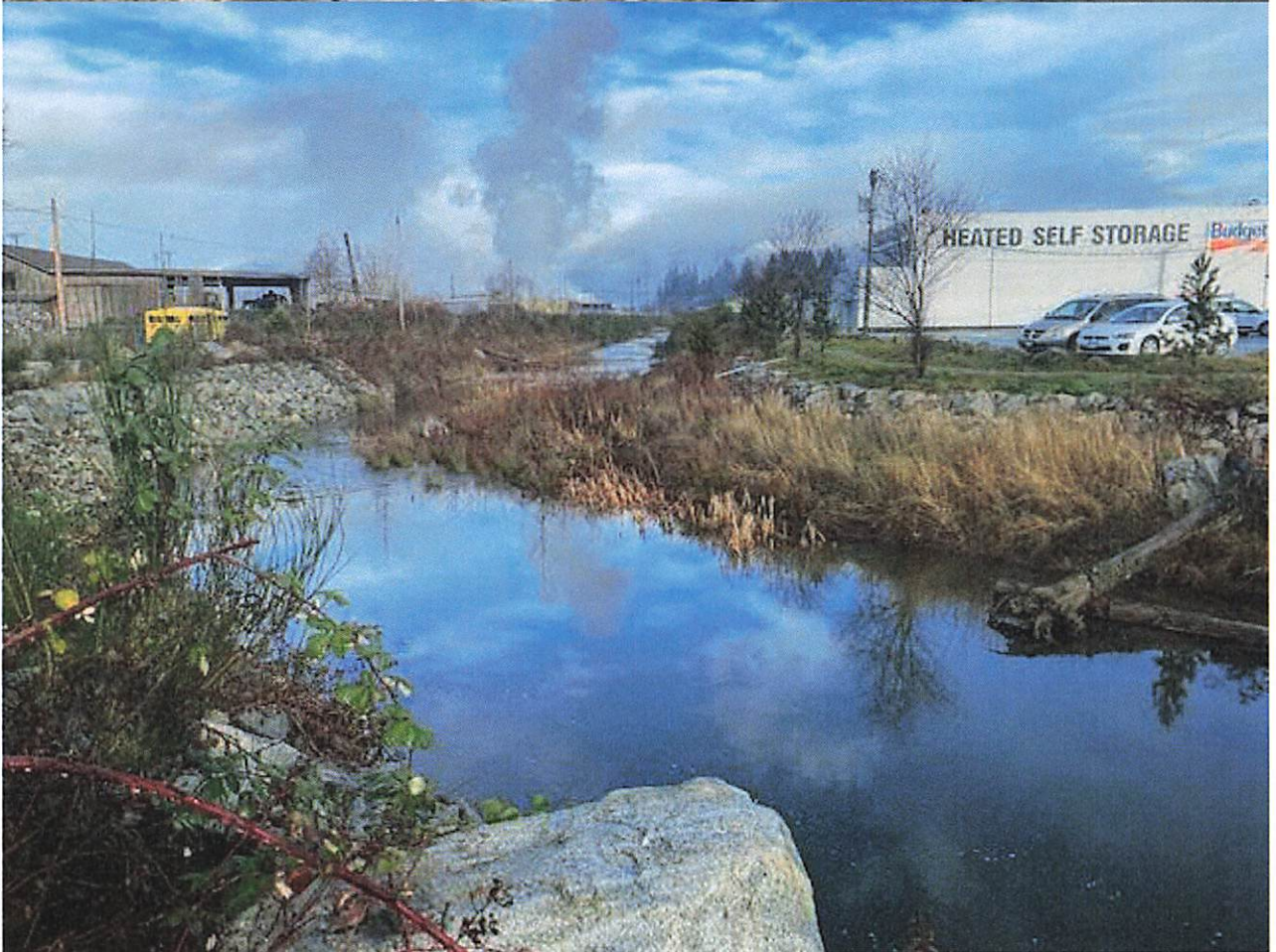
It is really inexcusable that a brand-new project that had such promise was so neglected and left to rot. Now, in order to restore the path, it will require so much work and money...will it get cleaned up? This is a perfect example of how the City wastes taxpayer's money and is neither able or willing to follow through with commitments to maintain our existing infrastructure.

It should raise questions of how well City assets are being maintained and whether the City is capable of maintaining future outdoor infrastructure.

Thank you

Randy Fraser











☒ Council
☒ Mayor
☐ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other: Corr.
Apr. 26, 2021 RCM
0226-01

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APR 15 2021

CITY OF PORT ALBERNI

From: Owen Enright <[REDACTED]>

Sent: April 14, 2021 5:01 PM

To: Sharie Minions <sharie_minions@portalberni.ca>; Cindy Solda <cindy_solda@portalberni.ca>; Dan Washington <dan_washington@portalberni.ca>; Debbie Haggard <debbie_haggard@portalberni.ca>; Helen Poon <helen_poon@portalberni.ca>; Ron Corbeil <ron_corbeil@portalberni.ca>; Ron Paulson <ron_paulson@portalberni.ca>

Subject: Wolf Hunt

Hello,

My name is Owen Enright and I am a concerned local resident. Recently we saw that an entire wolf pack was destroyed by a single hunter on southern Vancouver Island. This is both legal and disgusting. These wolves and most wolves on our island live in simple and peaceful harmony with urban residents and give us no reason to harm them. I am emailing you as the councils of both Sooke and Metchosin have pushed forth a resolution to call for an end to the provincial wolf hunt, which will be brought up in the Association of Vancouver Island and Coastal Communities (AVICC) meeting on May 28. If we can get it supported there, on to the Union of BC Municipalities to create change at the provincial level.

I am asking your council to discuss these matters as they are both important and pertinent in terms of the future of our island and province. If we wish to preserve a small sliver of what exists around us and want to continue to enjoy the benefits the natural world provides, then we need to do our part as responsible citizens and governments to protect these sensitive ecosystems and the animals within in them. I hope you consider my words and push forth a resolution in agreeance with Sooke and Metchosin.

We ended the Grizzly hunt, let's end the war on wolves.

Warm regards,

Owen Enright
[REDACTED]
[REDACTED]

RECEIVED

APR 16 2021

CITY OF PORT ALBERNI



<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
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<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <u>Corr.</u>
File #	<u>0460-26</u>

1184594

April 16, 2021

Via email: c/o Sara Darling, Deputy City Clerk sara_darling@portalberni.ca

Her Worship Sharie Minions
Mayor of the City of Port Alberni
4850 Argyle St
Port Alberni BC V9Y 1V8

Dear Mayor Minions:

Thank you for your letter of November 30, 2020, regarding my appointment as the new Minister of Mental Health and Addictions.

I am humbled by the warm response I have received from the residents of British Columbia and hope to serve our province and its people with the same dignity and respect as my predecessor, the Honourable Judy Darcy. It is with great humility and gratitude that I move into this role and continue the important work that began under her leadership.

Together with our partners, this ministry remains committed to creating a seamless, accessible, and culturally safe system of care for mental health and addictions in British Columbia, while accelerating our response to the provincial overdose public health emergency and continuing the work we are doing to implement the programs and initiatives outlined in [*A Pathway to Hope*](#).

This includes expanding access to low and no cost counselling through the use of new technologies and e-health resources, exploring new ways to help prescribers connect more people to safe prescription alternatives to the toxic illicit drug supply, transferring oversight of supportive recovery homes and private treatment providers to ensure accountability and quality of care, and expanding availability of substance use treatment beds across the province.

We will also collaborate with and support the work of our government partners. This includes pursuing the decriminalization of simple possession of small amounts of illicit drugs for personal use with the federal government, developing complex care housing for British Columbians who require more care than supportive housing can provide, investing in more community-based mental health and social services to free up police to focus on more serious crimes, and better addressing the needs of people experiencing homelessness, including those living in encampments.

...2

I want to acknowledge the toll the overdose emergency has taken on your community in particular. The simple truth is that while we are taking bold and innovative action to escalate our response to the province's overdose emergency and effectively address the ongoing challenges associated with providing mental health care and supports to all British Columbians, some areas of the province have been hit harder and see more of the devastating consequences of this health emergency than others. With an overdose death rate of 32 people per 100,000 residents in 2020, Port Alberni is, unfortunately, one of those areas.

I understand Port Alberni has responded to the impacts of the overdose emergency in your community with strong action through opening an overdose prevention service with inhalation supports and through your Community Action Table. We know that these initiatives save lives and provide support when people most need it. I look forward to continuing to work with you to save lives in your community.

More information on our ministry's mandate for the next four years can be found here:
<https://news.gov.bc.ca/files/MMHA-Malcolmson-mandate.pdf>.

The COVID-19 pandemic has taken an extraordinary toll on this province, but we have proven our resiliency time and time again. To quote our Premier, the Honourable John Horgan, "we're strongest when we work together." This is a fundamental belief shared by this government, this ministry, and me. There truly is strength in numbers, and I know that together we will find our way through the pandemic to a better, stronger British Columbia.

Thank you again for your kind words and for including a copy of the *Indigenous Safety Team Report*. This is an innovative, community-driven approach, and I appreciate you taking the time to share it with me.

Best wishes,

A handwritten signature in blue ink, appearing to read 'SM', followed by a long horizontal flourish.

Sheila Malcolmson
Minister

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APR 22 2021

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
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<input type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <u>Corr.</u>
File # <u>4020-01</u>	<u>Rcm-Apr 26, 2021</u>

From: Dea Charlton [REDACTED]
Date: Wed, 21 Apr 2021
Subject: Letter to Mayor and Council
To: <sara_darling@portalberni.ca>

Dear Sir and Madam

I live at 3953 9th Ave directly across from the back of the 8th St Shelter. For over a month now myself and my neighbours have been trying to have the car that is permanently parked on the side of the road in front of my house removed. The person living in the car is being fed by the shelter, takes showers at the shelter, powers her phone at the shelter, but sleeps in her car. Since she has gotten away with living in her car, now another vehicle has shown up and is living in his van, using the same routine. There is a bylaw against living in your car on the side of the road but the bylaw officer says that he can't do anything because of Covid.

Covid has nothing to do with breaking the law.

If the Shelter insists on facilitating these people, then the shelter should accommodate their vehicles in their parking lot, not leave them on the side of the road thus downgrading the neighbourhood. The city managed to move the tent city that was here, - the same should be done in this instance.

We all pay our taxes, abide by your bylaws, take pride in our homes. To ignore your own bylaw is not right, or fair to myself and my neighbours.

I trust that the council will rectify this horrible situation in the near future.

Yours truly,
Melody Charlton

Ron Corbeil: Report to City Council April 26, 2021

On behalf of the Port Alberni City Council I attended:

1. March 29, 2021, along with most of Council we toured the new San Group remanufacturing site. The mill is getting closer to be in full operation and is producing beautiful products and is a real asset for the City of Port Alberni.
2. March 29, 2021, I attended a special Council meeting discussing the removal of McLean Mill from the ALR.
3. April 8, 2021, I attended the virtual Council of Forest Industry (COFI) convention. There was a very interesting panel discussion with USW Local 1-1937 president Brian Butler, Huu-ay-aht First Nation Chief Councillor Robert Dennis and WFP CEO Don Demens discussing the recent purchase of part of TFL 44 by the Huu-ay-aht First Nation.
4. April 8, 2021, I attended along with the rest of Council a meeting with the recently elected Tseshaht First Nation Council.
5. April 15, 2021, I attended the Dry Dock Committee meeting. We heard a very interesting presentation by Global Public Affairs who will assist the committee in moving the project forward.
6. April 19, 2021, I attended the Audit Committee meeting. It was the first meeting in many months and the committee is recommending going back to quarterly meetings.

COUNCILLOR ACTIVITU REPORT
PREPARED BY COUNCILLOR RON PAULSON
April 21, 2021

1. **April 8/21 – Participated in a Council to Council introductory meeting with the new Tseshaht Elected Council.**
 - a. **The new Tseshaht Executive Director is Vicki White.**
2. **April 14/21 – Alberni Clayoquot Regional District Meeting via ZOOM**
 - a. **Introduction of new staff members: Eddie Kunderman, Operations Manager and Karen Freethy, Protective Services Coordinator.**
 - b. **The audit finding for the year ended December 31, 2020 were presented by the Auditors, KPMG and Associates.**
 - c. **The Alberni Valley Regional Airport Visioning and Strategic Plan was presented by Aeroedge and Urban Systems Consultants.**
 - d. **The ACRD Financial Statements for 2020 were approved.**
 - e. **Several Airport lease lot lease renewals were presented and passed. There are now 15 Airport leases in place and more will be forthcoming in the near future.**
3. **April 14/21 – Alberni Clayoquot Regional Hospital District Meeting.**
 - a. **The Board of Directors approved the Hospital district 2020 financial Statements.**
4. **April 15/21 – Attended the Maritime Heritage Society historical presentation on the 1964 Alberni Valley Tsunami. A very impressive and sobering presentation by MHS member Frank Holm. Many photos and accompanying documents presented which remind us all of the clear danger of the potential effects of a tsunami on our community.**
5. **April 21/21 – Advisory Traffic committee Meeting via ZOOM.**
 - a. **Discussions continue on various community road safety and improvement concerns.**
 - b. **Johnston Road corridor discussions and safety concerns were discussed.**
 - c. **Intersection of 6th and Morton was highlighted for follow up by staff.**
 - d. **Aaron Brevick was present as a delegation to discuss ongoing concerns over crosswalk safety and design.**
 - i. **City staff will be identifying 15 intersection and crosswalk areas of concern and will develop costs and timelines to make improvements as finances become available in City budgets.**