#### AGENDA

#### REGULAR MEETING OF COUNCIL

# MONDAY, APRIL 8, 2019 AT 2:00 PM IN THE CITY HALL COUNCIL CHAMBERS

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

#### PRESENT:

## A. CALL TO ORDER AND APPROVAL OF AGENDA

(including introduction of late items)

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

- 1. Recognition of unceded Traditional Territories.
- **2.** Late items identified by Councillors.
- **3.** Late items identified by the City Clerk.

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

## B. ADOPTION OF MINUTES - Page 9

1. Special In-Camera Meeting held at 4:00 pm on March 20, 2019, Special In-Camera Meeting held at 12:15 pm and Regular Council Meeting held at 2:00 pm on March 25, 2019.

## C. PUBLIC INPUT PERIOD

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

## D. DELEGATIONS

## 1. AV Community Stakeholders Initiative to End Homelessness Committee

Patty Edwards and Terry Deakin are in attendance to update Council on the progress of the Alberni Valley Community Stakeholders Initiative to End Homelessness Committee.

### 2. Tessa Hall - Ecolibrium Energy Solutions Inc.

In attendance to present information regarding the BC Step Code and how its implementation has been achieved in other communities across BC.

## E. <u>UNFINISHED BUSINESS</u>

Includes items carried forward from previous Council meetings.

### 1. Permissive Tax Exemption Committee

Council to appoint its members for the Permissive Tax Exemption Committee	∋.
That Council for the City of Port Alberni appoints,	
,, as members of the Permissive Tax Exemp	otion
Committee to review policy and make recommendations to Council.	

## F. STAFF REPORTS

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

#### 1. Accounts

That the certification of the Director of Finan	nce dated /	April 8, 2019, be
received and the cheques numbered	to	
inclusive, in payment of accounts totalling \$_		_, be approved.

#### 2. Manager of Bylaw Services – Port Pot Shop Application - Page 23

Report dated April 2, 2019 from the Manager of Bylaw Services requesting Council's consideration of a Retail Cannabis Store application.

That the report from the Manager of Bylaw Services dated April 2, 2019, be received.

That Council for the City of Port Alberni supports the approval and authorization of the Port Pot Shop, located at #3-3473 3<sup>rd</sup> Avenue, and endorses the comments as provided in the report from the Manager of Bylaw Services dated April 2, 2019.

## 3. Manager of Bylaw Services – Hive Cannabis Application - Page 31

Report dated April 2, 2019 from the Manager of Bylaw Services requesting Council's consideration of a Retail Cannabis Store application.

That the report from the Manager of Bylaw Services dated April 2, 2019, be received.

That Council for the City of Port Alberni supports the approval and authorization of Hive Cannabis, located at 4152 Redford Street, and endorses the comments as provided in the report from the Manager of Bylaw Services dated April 2, 2019.

4. Manager of Planning – Development Variance Permit - 3541 10<sup>th</sup> Avenue - Page 52

**Development Application: Development Variance Permit - 3541 10<sup>th</sup> Avenue** (Lot 8, District Lot 1, Alberni District, Plan 5750)
Applicant: C. Adams

Report dated April 3, 2019 from the Manager of Planning requesting Council's consideration to rescind the motion relating to a Development Variance Permit for 3541 10<sup>th</sup> Avenue.

That the report dated April 3, 2019 from the Manager of Planning, be received.

That Council for the City of Port Alberni rescinds the motion relating to a Development Variance Permit for 3541 – 10<sup>th</sup> Avenue which was adopted at the March 25, 2019 regular meeting of Council.

That Council for the City of Port Alberni directs staff to proceed with the necessary Development Variance Permit to vary Zoning Bylaw #4832 as follows:

To permit the addition of a standard dimension strip of lattice, having a maximum width of 0.6 m (2 ft), to the top of a 1.25 metres (4.1 ft) fence by varying Fences and Hedges Section 6.7.3, the height permitted within a required Front Yard, from 1.25 metres (4.1 ft) to 1.8 metres (6 ft), a Variance of 0.55 metres (1.8 ft), on Lot 8, District Lot 1, Alberni District, Plan 5750, PID: 005-926-513 (3541 10<sup>th</sup> Avenue).

## G. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing. A bylaw requires four separate resolutions to be adopted and must be considered over a minimum of two Council meetings. Each reading enables council to reflect on the bylaw before proceeding further.

## 1. Manager of Planning – Advisory Planning Commission - Page 55

The summary report of the March 20, 2019 meeting of the Advisory Planning Commission is provided for Council's consideration.

That the summary report of the March 20, 2019 meeting of the Advisory Planning Commission, be received.

(a) Development Application: Official Community Plan Amendment No. 27 – 2940 Bellshill Road

**Applicant:** D. Carriere

"Official Community Plan Amendment No. 27 (2940 Bellshill Road – Carriere), Bylaw No. 4985" - Page 78

That "Official Community Plan Amendment No. 27 (2940 Bellshill Road – Carriere), Bylaw No. 4985", be now introduced and read a first time.

That "Official Community Plan Amendment No. 27 (2940 Bellshill Road – Carriere), Bylaw No. 4985", be read a second time.

"Zoning Bylaw Map Amendment No. 32 (2940 Bellshill Road – Carriere), Bylaw No. 4986" - Page 80

That "Zoning Bylaw Map Amendment No. 32 (2940 Bellshill Road – Carriere), Bylaw No. 4986", be now introduced and read a first time.

That "Zoning Bylaw Map Amendment No. 32 (2940 Bellshill Road – Carriere), Bylaw No. 4986", be read a second time.

**(b) Development Application:** Zoning Bylaw Map Amendment No. 33 – 3512 Gagne Road

Applicant: N. Bourelle

"Zoning Bylaw Map Amendment No. 33 (3512 Gagne Road – Bourelle), Bylaw No. 4987" - Page 82

That "Zoning Bylaw Map Amendment No. 33 (3512 Gagne Road - Bourelle), Bylaw No. 4987", be now introduced and read a first time.

That "Zoning Bylaw Map Amendment No. 33 (3512 Gagne Road - Bourelle), Bylaw No. 4987", be read a second time.

#### Setting Public Hearing for Bylaw Numbers 4985, 4986 and 4987

That "Official Community Plan Amendment No. 27 (2940 Bellshill Road – Carriere), Bylaw No. 4985", "Zoning Bylaw Map Amendment No. 32 (2940 Bellshill Road – Carriere), Bylaw No. 4986" and "Zoning Bylaw Map Amendment No. 33 (3512 Gagne Road - Bourelle), Bylaw No. 4987" be advanced to a Public Hearing on May 13, 2019 at 6:30 pm in the City Hall Council Chambers.

## 2. Director of Finance - "Tax Rates 2019, Bylaw No. 4988" - Page 84

Report from the Director of Finance dated April 2, 2019 advising the *Community Charter* requires that Council must, by Bylaw, impose property value taxes for the year by establishing tax rates prior to May 15<sup>th</sup> of each year.

That the report dated April 2, 2019 from the Director of Finance, be received.

That "Tax Rates 2019, Bylaw No. 4988", be now introduced and read a first time.

That "Tax Rates 2019, Bylaw No. 4988", be read a second time.

That "Tax Rates 2019, Bylaw No. 4988", be read a third time.

## H. CORRESPONDENCE FOR ACTION

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

## 1. **District of Kitimat** - Page 89

Letter dated March 25, 2019 requesting a letter of support to be written to the Province regarding the Graduated Licensing Program for Motorcycles (GLP-M).

That the letter dated March 25, 2019 requesting a letter of support to be written to the Province regarding the Graduated Licensing Program for Motorcycles (GLP-M), be received and that Council directs staff to provide a letter of support.

## 2. AV Social Planning Council - Page 91

Letter dated April 2, 2019 requesting Council provide an update on their request to create a Social Planning Commission.

That the letter dated April 2, 2019 requesting Council provide an update on their request to create a Social Planning Commission, be received.

## I. PROCLAMATIONS

## 1. Seniors' Week Organizing Committee - Page 92

Letter dated March 25, 2019 requesting that Council declare June 2 – 8, 2019 as "Seniors' Week" in Port Alberni.

That the letter dated March 25, 2019 from the Seniors' Week Organizing Committee requesting that June 2 to 8, 2019 be proclaimed as "Seniors' Week" in Port Alberni, be received and the week proclaimed as requested.

## J. <u>INFORMATIONAL CORRESPONDENCE</u>

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

#### 1. Sherry Ridout - Page 93

Email dated March 23, 2019 providing information on rural internet solutions.

## 2. Union of British Columbia Municipalities - Page 95

Letter dated March 25, 2019 from the Union of British Columbia Municipalities (UBCM) providing the federal response to Council's resolution from 2018 regarding west coast marine spill response guarantee.

#### 3. Island Health - Page 97

Letter dated March 25, 2019 providing a copy of their 2017 – 2018 Annual Report. (Note: Annual Report in the 'Reading File')

That Informational Correspondence items numbered 1 through 3 be received and filed.

## K. REPORT FROM IN-CAMERA

## L. <u>COUNCIL REPORTS</u>

### 1. Council and Regional District Reports - Page 99

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

## M. <u>NEW BUSINESS</u>

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

## N. **QUESTION PERIOD**

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

## O. <u>ADJOURNMENT</u>

That the meeting adjourn at pm.

## MINUTES OF THE SPECIAL MEETING OF COUNCIL FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING WEDNESDAY, MARCH 20, 2019 AT 4:00 PM AT CEDARWOOD LODGE, RIVER ROAD, PORT ALBERNI

PRESENT:

Mayor Minions, Councillors Corbeil, Haggard, Paulson, Poon, Solda and

Washington

STAFF:

Tim Pley, CAO

Davina Hartwell, City Clerk

**GUESTS:** 

Jerry Berry, JB Consultants

Allan Neilson, Neilson Strategies

It was moved and seconded:

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

Section 90(1)(c)

labour relations or other employee relations;

Section 90(1)(e)

the acquisition, disposition or expropriation of land or improvements, and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

Section 90(1)(k)

negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

Section 90(1)(I)

discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

CARRIED

The meeting was recessed at 8:20 p.m. and reconvened at 9:00 a.m. on March 21, 2019. The meeting terminated at 2:40 p.m.

CERTIFIED CORRECT

Mayor Sharie Minions

Davina Hartwell, City Clerk

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## MINUTES OF THE SPECIAL MEETING OF COUNCIL FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING MONDAY, MARCH 25, 2019 AT 12:15 PM IN THE CITY HALL COMMITTEE ROOM

PRESENT: Mayor Minions, Councillors Corbeil, Paulson, Poon, Solda and

Washington

**REGRETS:** Councillor Haggard

STAFF:

Tim Pley, CAO

Davina Hartwell, City Clerk

Willa Thorpe, Director of Parks, Recreation & Heritage

Pat Deakin, Economic Delegation Manager Flynn Scott, Bylaw Services Manager

Krista Tremblay, Manager of Human Resources

It was moved and seconded:

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

Section 90(1)(c)

labour relations or other employee relations

Section 90(1)(k)

negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

CARRIED

The meeting was adjourned at 1:57 p.m. until immediately following the regular meeting at 2:00 p.m. Reconvened at 4:35 p.m. and terminated at 5:05 p.m.

CERTIFIED CORRECT

Mayor Sharie Minions

Davina Hartwell, City C

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## MINUTES OF THE REGULAR MEETING OF COUNCIL HELD MONDAY, MARCH 25, 2019 AT 2:00 PM IN THE CITY HALL COUNCIL CHAMBERS

**PRESENT:** Mayor Minions, Councillors Corbeil, Haggard (Via Phone) Paulson, Poon, Solda and Washington

#### A. CALL TO ORDER AND APPROVAL OF AGENDA

It was moved and seconded:

That the agenda be approved as circulated with the addition of late items H.1 (c) Judy Carlson support for Food Security & Climate Disruption Committee and I.1 Port Alberni Parkinson Support Group re Parkinson Awareness Month.

**CARRIED** 

## B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Special Meeting held at 12:45 pm and Regular Council Meeting held at 2:00 pm on March 11, 2019, be adopted.

**CARRIED** 

## C. PUBLIC INPUT PERIOD

## 1. John Mayba – Climate Change

Discussed climate change and recommended Council acknowledge a climate emergency.

## 2. Dusty Miller – Dangerous Driving

Discussed concerns for speeding and dangerous driving in the community and requested the RCMP take more action to enforce. A letter dated June 8<sup>th</sup>, 2017 was provided to City Staff and will be forwarded to the Advisory Traffic Committee.

#### 3. Calum Adams – Fence Variance

Informed Council that he is seeking a development variance permit to vary the height of his frontyard fence due to safety concerns pertaining to his property.

## 4. Kevin Forsythe – Proposed Business at Esso Beach

Provided Council with information regarding his interest in starting a watersports business at Esso Beach for wind kite surfing and kayaking.

#### D. DELEGATIONS

#### 1. Shaila Somaia - Age Friendly Grant

Provided an update on progress in relation to the Age Friendly Grant which she was successful in achieving with assistance from the City of Port Alberni and outlined next steps including the formation of an Age-Friendly Steering Committee.

It was moved and seconded:

That Council for the City of Port Alberni appoint Councillor Corbeil to the Age-Friendly Steering Committee.

**CARRIED** 

## 2. Kin Canada Kinsmen - Little Lightning Soap Box Derby

Mike Hadley of the Port Alberni Kinsmen Club presented information about this year's "Little Lightning Soapbox Derby" event scheduled for July 20, 2019. Mr. Hadley also requested a road closure for the event.

It was moved and seconded:

That Council for the City of Port Alberni authorize a street closure between 3<sup>rd</sup> Avenue and the tracks on lower Argyle Street to accommodate the Kinsmen's Soap Box Derby event on July 20<sup>th</sup>, 2019 from 10:00 a.m. to 4:30 p.m. subject to early notification of emergency services, consultation with affected businesses and residents and provision of standard liability insurance.

CARRIED

## E. <u>UNFINISHED BUSINESS</u> NIL

## F. STAFF REPORTS

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

#### 1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated March 25, 2019, be received and the cheques numbered 143383 to 143427 inclusive, in payment of accounts totalling \$2,080,802.77, be approved.

**CARRIED** 

## 2. Manager of Human Resources - Smoke Free Workplace Policy

It was moved and seconded:

That the report from the Manager of Human Resources dated March 19, 2019 be received, and Council for the City of Port Alberni adopt the policy entitled 'Smoke Free Workplace' as presented.

**CARRIED** 

## 3. City Clerk - Permissive Tax Exemptions

It was moved and seconded:

That the report from the City Clerk dated March 18, 2019 providing information and requesting direction regarding the City's Permissive Tax Exemption Policy, be received and Council for the City of Port Alberni appoint a select committee of Council to review policy and make recommendations to Council.

CARRIED

## 4. Chief Administrative Officer - Alberni Paving - Background Information

It was moved and seconded:

That the report dated March 13, 2019 from the Chief Administrative Officer providing background regarding the issue of Alberni Paving occupation of City owned lands adjacent to the Fall Fair Grounds, be received.

## 5. Manager of Bylaw Services - Alberni Cannabis Store Application

It was moved and seconded:

That the report from the Manager of Bylaw Services dated March 19, 2019, be received.

**CARRIED** 

It was moved and seconded:

That Council for the City of Port Alberni supports the approval and authorization of the Alberni Cannabis Store, located at #51-3805 Redford Street, and endorses the comments as provided in the report from the Manager of Bylaw services dated March 19, 2019.

**CARRIED** 

6. Manager of Bylaw Services - Platinum Cannabis

It was moved and seconded:

That the report from the Manager of Bylaw Services dated March 19<sup>th</sup>, 2019, be received.

**CARRIED** 

It was moved and seconded:

That Council for the City of Port Alberni supports the approval and authorization of Platinum Cannabis located at 5069 Johnston Rd, and endorses the comments as provided in the report from the Manager of Bylaw Services dated March 19, 2019.

CARRIED

7. Utilities Superintendent - Water Levels

It was moved and seconded:

That the report from the Utilities Superintendent dated March 19, 2019 regarding current water levels, be received.

#### 8. Managers' Reports

Director of Parks, Recreation and Heritage

It was moved and seconded:

That the monthly report from the Director of Parks, Recreation and Heritage providing information about current departmental operations, be received.

<u>CARRIED</u>

#### G. BYLAWS

1. City Clerk - "Alberni Valley Community Forest Reserve Fund, Amendment No. 1, Bylaw No. 4854-1"

It was moved and seconded:

That "Alberni Valley Community Forest Reserve Fund, Amendment No. 1, Bylaw No. 4854-1", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4854-1.

CARRIED

2. Director of Finance - "Five Year Financial Plan Bylaw 2019 - 2023, Bylaw No. 4984"

It was moved and seconded:

That the report dated March 14, 2019 from the Director of Finance, be received.

CARRIED

It was moved and seconded:

That "Five Year Financial Plan Bylaw 2019 - 2023, Bylaw No. 4984", be be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4984.

3. Manager of Bylaw Services - "City of Port Alberni Building Standards, Amendment No. 1, Bylaw No. 4975-1, 2019"

It was moved and seconded:

That "City of Port Alberni Building Standards, Amendment No. 1, Bylaw No. 4975-1, 2019", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4975-1.

**CARRIED** 

4. Manager of Bylaw Services - "Business Licence Regulation Bylaw, City of Port Alberni, Bylaw No. 4951-1"

It was moved and seconded:

That "Business Licence Regulation Bylaw, City of Port Alberni, Bylaw No. 4951-1", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4951-1.

**CARRIED** 

5. Manager of Bylaw Services - "Bylaw Offence Notice Enforcement Bylaw No. 4929-4, 2019"

It was moved and seconded:

That "Bylaw Offence Notice Enforcement Bylaw No. 4929-4, 2019", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4929-4.

**CARRIED** 

6. Manager of Planning - Advisory Planning Commission

It was moved and seconded:

That the summary report of the February 21, 2019 meeting of the Advisory Planning Commission, be received.

**Development Application: Development Variance Permit - 3541 10<sup>th</sup> Avenue** (Lot 8, District Lot 1, Alberni District, Plan 5750) Applicant: C. Adams

Councillor Haggard left the meeting.

It was moved and seconded:

That Council for the City of Port Alberni direct staff to proceed with the necessary Development Variance Permit to vary Zoning Bylaw #4832 as follows:

Vary Fences and Hedges Section 6.7.3, by varying the height permitted within a required Front Yard from 1.25 metres (4.1 ft) to 1.8 metres (6 ft), a Variance of 0.55 metres (1.8 ft), on Lot 8, District Lot 1, Alberni District, Plan 5750, PID: 005-926-513 (3541 10th Avenue).

<u>CARRIED</u>

Councillor Haggard returned to the meeting via phone.

"Zoning Text Amendment No.T18 (Hedges), Bylaw No. 4981"

It was moved and seconded:

That Zoning Text Amendment No.T18 (Hedges), Bylaw No. 4981, be introduced and read a first time.

**CARRIED** 

It was moved and seconded:

That Zoning Text Amendment No.T18 (Hedges), Bylaw No. 4981, be read a second time.

**CARRIED** 

It was moved and seconded:

That Zoning Text Amendment No.T18 (Hedges), Bylaw No. 4981, be advanced to a Public Hearing on April 8<sup>th</sup>, 2019 at 6:30 pm in City Hall Council Chambers.

<u>CARRIED</u>

"Zoning Text Amendment No. T19 (Family Dwelling Unit, Parking), Bylaw No. 4982"

It was moved and seconded:

That Council for the City of Port Alberni not support the recommendation of the Advisory Planning Commission and proceed with the proposed text amendment to Zoning Bylaw 2014, Bylaw No. 4832 as presented in the attached draft bylaw "Zoning Text Amendment No. T19 (Family, Dwelling Unit, Parking), Bylaw No. 4982".

DEFEATED

It was moved and seconded:

That Council for the City of Port Alberni supports the recommendation of the Advisory Planning Commission not to proceed with the proposed text amendment to Zoning Bylaw 2014, Bylaw No. 4832 as presented in the attached draft bylaw "Zoning Text Amendment No. T19 (Family, Dwelling Unit, Parking), Bylaw No. 4982" and directs staff to review and propose additional information for consideration.

**CARRIED** 

#### H. CORRESPONDENCE FOR ACTION

1. Food Security and Climate Disruption Committee

It was moved and seconded:

That the letters dated February 26, 2019 and March 9, 2019 from the Alberni Valley Transition Town Society and Food Security and Climate Disruption Committee; and email from Judy Calson dated March 24, 2019, be received.

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni direct staff to provide a report including the Committee's terms of reference and recommendations to help inform the future direction of the Committee.

## 2. Alberni Valley Drag Racing Association

It was moved and seconded:

That the letter dated March 13, 2019 from the Alberni Valley Drag Racing Association be received, and Council for the City of Port Alberni allow the Alberni Valley Drag Racing Association to use Stamp Avenue from Roger Street to Redford Street from 2pm on August 8<sup>th</sup> until 10pm on August 11<sup>th</sup> for Thunder in the Valley 2019, and that they be requested to work with City staff to ensure all safety, liability and insurance requirements are in place.

<u>CARRIED</u>

3. Western Vancouver Island Industrial Heritage Society (WVIIHS)

It was moved and seconded:

That the letter dated March 11, 2019 from the Western Vancouver Island Industrial Heritage Society, be received and Council for the City of Port Alberni endorse the closure of Dunbar Street from the corner of 7<sup>th</sup> Avenue and 9<sup>th</sup> Avenue from 7pm on August 30<sup>th</sup> until 5pm on September 1<sup>st</sup> for the Antique Truck and Steam Show.

<u>CARRIED</u>

4. First Nations Education Foundation - First Nations Language Revitalization Pole Project

It was moved and seconded:

That the letter from the First Nations Education Foundation providing information regarding the First Nations Language Revitalization Pole project and requesting sponsorship, be received and they be encouraged to submit an application to the Community Investment Program for consideration.

### I. PROCLAMATIONS

## 1. Parkinson Society British Columbia

It was moved and seconded:

That the letter dated March 22, 2019 requesting that the month of April 2019 be proclaimed as "Parkinson's Awareness Month" in Port Alberni, be received and the month proclaimed as requested.

CARRIED

#### J. <u>INFORMATIONAL CORRESPONDENCE</u>

1. R. Terepocki - Bike Lanes

Letter dated March 7, 2019 from R. Terepocki expressing concern over the safety of bike lanes on City streets.

2. City of Victoria - Council Resolutions

Email dated March 11, 2019 from the City of Victoria providing copies of resolutions endorsed by Victoria City Council and forwarded to the Association of Vancouver Island Coastal Communities (AVICC) for endorsement at the Union of British Columbia Municipalities convention.

- 3. Union of BC Municipalities Provincial Response to 2018 Resolutions
  Letter dated March 7, 2019 from the Union of BC Municipalities (UBCM) providing the Province's response to Council's resolution from 2018 regarding West Coast Marine Spill Response.
- 4. RCMP Municipal Policing Agreement

Letter dated March 18, 2019 providing expenditures to February 28, 2019.

It was moved and seconded:

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

## K. REPORT FROM IN-CAMERA

1. City Clerk - Report from January 28, 2019 In-Camera Meeting

It was moved and seconded:

That the report from the City Clerk dated March 14, 2019 in regards to transfer of ownership of property at 4210 Cedarwood Street from the Port Alberni Youth Centre Society to the City of Port Alberni, be received.

**CARRIED** 

## L. COUNCIL REPORTS

1. Council and Regional District Reports

It was moved and seconded:

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

**CARRIED** 

## M. NEW BUSINESS NIL

## N. QUESTION PERIOD

The public and press were afforded an opportunity to ask questions of the Mayor and Council.

1. John Mayba – Food Security & Climate Disruption Committee
Thanked Council for discussion regarding the Committee and enquired about next steps on who to engage with from the City. The CAO confirmed he is the appropriate contact.

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It was moved and seconded:

That the meeting adjourn at 4:26pm.

**CARRIED** 

**CERTIFIED CORRECT** 

	Davine Hartwell
Mayor	Clerk

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## CITY OF PORT ALBERNI

#### **BYLAW SERVICES**

TO:

Tim Pley, CAO

FROM:

Flynn Scott

Manager of Bylaw Services

DATE:

April 2<sup>nd</sup>, 2019

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

Tim Pley, CÁO

SUBJECT: Port Pot Shop Application

#### Issue:

To request Council's consideration on a Retail Cannabis Store application.

## Background:

On February 11<sup>th</sup>, 2019, Council for the City of Port Alberni adopted *Zoning Amendment T17, Bylaw No. 4979* to permit Retail Cannabis Stores within the City's four commercial zones and to regulate setback requirements in relation to schools.

On March 25<sup>th</sup>, 2019, Council adopted the City of Port Alberni *Business Licence Bylaw No. 4951-1*, amending regulations for Retail Cannabis Stores, while repealing provisions for Medical Marijuana Dispensaries.

Private Retail Cannabis Stores are regulated under the *Cannabis Control & Licensing Act*. Applicants must submit their applications to the Liquor & Cannabis Regulation Branch ("LCRB") for consideration. A representative from the LCRB reviews the application for compliance with provincial legislation and then forwards the application to the applicable local government for consideration, comments, and recommendations on how to proceed. The LCRB has advised that a provincial application will not proceed further without support (via a positive recommendation) from the local government.

#### Discussion:

#### Location

The proposed site for this business is #3-3473 3<sup>rd</sup> Avenue. This location is within City limits and is zoned C3 – Service Commercial. *Zoning Amendment T17, Bylaw No. 4979* was adopted on February 11<sup>th</sup>, 2019 and specifies Retail Cannabis Stores as a permitted use in the C3 zone.



### **Impact on Community**

Notice for public comment was posted to the local newspaper, as well as distributed to any properties located within a 75m radius of the proposed site. One (1) response has been received and is attached for review and reference.

As part of this application process, Fire, Building, and the RCMP were all contacted to provide comment. The Fire Department did not communicate any concerns with this application. The Building Department did not communicate any concerns at this time, but will need to inspect the premises and ensure proper permits for renovations have been obtained during the business licensing phase of the City's application process. Finally, RCMP stated to take no position on this application.

#### **Store Operations**

The proposed location will be in compliance with all regulatory requirements identified by the province. In addition to these requirements, the applicant will be required to ensure the following:

- Storefronts will have frosted windows to align with Health Canada's requirements that cannabis not be visible to minors:
- All cannabis products are sourced from federally licensed cannabis producers that are required to meet Health Canada's guidelines;
- All employees will go through a criminal background check; and
- All employees will be fully trained and obtain a Keep It Safe certification that covers best practices for dealing with problematic situations.

#### Security Plan

Security plans are reviewed in full by the LCRB to ensure compliance with provincial regulations. The applicant is responsible for ensuring safe practices are implemented, such as security hardware and customer/employee safety protocols. Compliance of regulatory requirements is outlined, reviewed, and managed by the province directly.

#### Zoning Requirements

The proposed site meets the zoning requirements of a commercially zoned lot within the C3 zone. In addition to this requirement, the proposed site is also in compliance with setback restrictions of 300m from any school within City limits.

#### Hours of Operation

The hours of operation proposed are Monday to Sunday from 9am until 11pm but may be subject to change. The hours proposed are in compliance with both provincial and City permissions for hours of operation.

#### **Conclusion:**

Next steps in this process are as follows:

**Option 1)** Council provides a positive recommendation to endorse the application without further comment.

A formal letter will be sent to the LCRB to confirm Council's approval.

The applicant will be contacted by the LCRB if their application is permitted to progress forward in the provincial process.

If successful in proceeding, the LCRB will schedule an onsite inspection of the premises to confirm compliance.

The City will be notified if a provincial licence is approved.

The applicant will submit the LCRB licence number to the City with a business licence application for a Port Alberni business licence.

The applicant will obtain a Port Alberni business licence prior to any operations being conducted.

- **Option 2)** Same process as specified in Option 1), however, Council provides a positive recommendation <u>with additional comments</u>.
- Option 3) Council provides a negative recommendation to deny the application and a formal letter of denial will be sent to the LCRB directly.

  It is recommended that Council provides comments and rationale for not supporting the application.
- **Option 4)** Council provides no comment on the application. In this instance, the LCRB has advised that the application will not be processed further.

#### Recommendation:

That the report from the Manager of Bylaw Services dated April 2<sup>nd</sup>, 2019 be received.

That Council for the City of Port Alberni supports the approval and authorization of Port Pot Shop, located at #3-3473 3<sup>rd</sup> Avenue, and endorses the comments as provided in the report from the Manager of Bylaw Services dated April 2<sup>nd</sup>, 2019.

Respectfully submitted,

Flynn Gray Scott Manager of Bylaw Services



## CITY OF PORT ALBERNI NOTICE FOR PUBLIC COMMENT

**Port Pot Shop** has applied to the Liquor and Cannabis Regulation Branch for a Retail Cannabis Store located at **3-3473** 3<sup>rd</sup> **Avenue**, Port Alberni.

\*Hours of Operation: 9:00am – 11:00pm Seven days a week

\*Hours of operation are consistent for all applications, set by provincial legislation and reflected in City Bylaws.

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

Flynn Scott, Manager of Bylaw Services 4850 Argyle Street Port Alberni BC V9Y 1V8 Email: flynn\_scott@portalberni.ca

Written submissions must be received by **12:00 pm on Wednesday, April 3<sup>rd</sup>, 2019.** For further information please contact Flynn Scott, Manager of Bylaw Services (250.720.2870).

Distribution:

Display Ad AV News - April 3rd, 2019

Post to PNPP



March 22, 2019

Job 002149

Flynn Scott
City of Port Alberni
Manager of Bylaw Services
Via email: Flynn scott@portalberni.ca

Dear Flynn Scott:

Re:

Application for a Non-Medical Cannabis Retail Store Licence

Applicant: Port Pot Shop Inc.

Proposed Establishment Name: Port Pot Shop

Proposed Establishment Location: 3-3473 3<sup>rd</sup> Ave., Port Alberni V9Y 4E4

The Applicant, Port Pot Shop Inc. has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence proposed to be located at the above-noted address. The applicant is requesting operating hours from 9:00am to 11:00pm, daily. The applicant contact is Al Frank at 250-720-4752 or by email at <a href="https://www.westcoasthemp@hotmail.com">westcoasthemp@hotmail.com</a>

Local governments and Indigenous nations are a crucial part of the licensing process. Section 33(1) of the <u>Camnabis Control and Licensing Act</u> prevents the LCRB from issuing a CRS licence without a positive recommendation regarding the CRS licence application from the local government or Indigenous nation.

The LCRB is requesting The City of Port Alberni to consider the application and provide the LCRB with a written recommendation with respect to the application. To assist with your assessment of the application, a site map of the proposed cannabis retail store is attached. The following link opens a document which provides specific and important information and instructions on your role in the CRS licensing process, including requirements for gathering the views of residents.

## Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores OR

Indigenous Nations' Role in Licensing Non-Medical Cannabis Retail Stores

The LCRB will initiate an applicant suitability assessment regarding this CRS application, also known as a "fit and proper" assessment, which is comprised of financial integrity checks and security screenings of the applicant and persons associated with the applicant. Once the

Liquor and Cannabis

Mailing Address:

Location:

Website:

Regulation Branch

PO Box 9292 Stn Prov Govt Victoria BC V8W 9J8 645 Tyee Road Victoria BC V9A 6X5 www.gov.bc.ca/cannabisregulation andlicensing

Phone: 250 952-5787 Facsimile: 250 952-7066 assessment is complete, you will be notified of the LCRB's determination. You may choose to withhold your recommendation until the LCRB has made a final decision regarding the applicant's suitability.

If you choose not to make any recommendation regarding this application, please contact the LCRB at the earliest convenience. Please note that a Cannabis Retail Store Licence cannot be issued unless the LCRB receives a positive recommendation from the local government or Indigenous nation. Similarly, if a local government or Indigenous nation decides not to make any recommendation, the LCRB will not consider the application any further.

If you have any questions regarding this application please contact me at 778-974-2346 or by email at gail.hudspeth@gov.bc.ca

Sincerely,

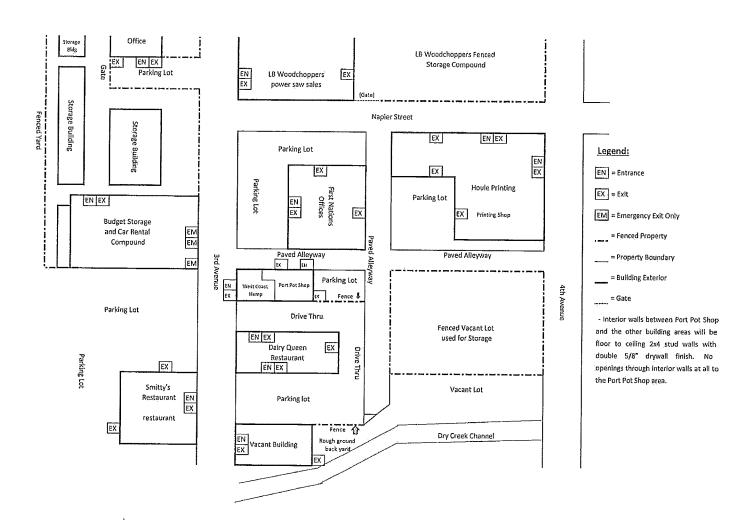
Gail Hudspeth

Senior Licensing Analyst

Attachment: Site Plan

A Shedgette

Copy: Port Pot Shop Inc. (via email)





City of Port Alberni Notice for Public Comment

RE: PORT POT SHOP 3-3473 3rd Ave. Port Alberni

Attention: Flynn Scott, Manager of Bylaw Services

#### Our Concern regarding Port Pot Shop:

We are concerned that the Pot Shop customers will be using our back area. (The Press Room access area), for parking. This is a potential problem due to the fact we have delivery trucks picking up and dropping of freight, as well as customers picking up product.

Another big concern is SAFETY. Toosha (owner) often works in the evening. It is scary enough exiting the building in the evening especially in the winter when it is dark. Having people you don't know, parked at the back exit, coming and going adds to the safety concern.

Thank you for the opportunity to address our concerns.

Best regards,

Denis & Toosha Houle



## CITY OF PORT ALBERNI

#### BYLAW SERVICES

TO:

Tim Pley, CAO

FROM:

Flynn Scott

Manager of Bylaw Services

DATE:

April 2<sup>nd</sup>, 2019

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

Tim Pley, CAO

SUBJECT: Hive Cannabis Application

#### Issue:

To request Council's consideration on a Retail Cannabis Store application.

#### Background:

On February 11<sup>th</sup>, 2019, Council for the City of Port Alberni adopted Zoning Amendment T17, Bylaw No. 4979 to permit Retail Cannabis Stores within the City's four commercial zones and to regulate setback requirements in relation to schools.

On March 25th, 2019, Council adopted the City of Port Alberni Business Licence Bylaw No. 4951-1, amending regulations for Retail Cannabis Stores, while repealing provisions for Medical Marijuana Dispensaries.

Private Retail Cannabis Stores are regulated under the Cannabis Control & Licensing Act. Applicants must submit their applications to the Liquor & Cannabis Regulation Branch ("LCRB") for consideration. A representative from the LCRB reviews the application for compliance with provincial legislation and then forwards the application to the applicable local government for consideration, comments, and recommendations on how to proceed. The LCRB has advised that a provincial application will not proceed further without support (via a positive recommendation) from the local government.

#### Discussion:

## Location

The proposed site for this business is 4152 Redford Street. This location is within City limits and is zoned C2 - General Commercial. Zoning Amendment T17, Bylaw No. 4979 was adopted on February 11th, 2019 and specifies Retail Cannabis Stores as a permitted use in the C2 zone.

#### Impact on Community

Notice for public comment was posted to the local newspaper, as well as distributed to any properties located within a 75m radius of the proposed site. A breakdown of sent notices is as follows:

- 212 notices were sent out via mail;
- 64 notices were returned "undeliverable"; and
- A total of 148 notices were received.

**Three (3)** negative comments expressing concerns have been received and attached for reference and review.

A representative on behalf of the applicant has submitted **five (5)** letters of support gathered from businesses within the area which have been attached for reference and review.

As part of this application process, Fire, Building, and the RCMP were all contacted to provide comment. The Fire Department stated to have no concerns with this application. The Building Department has no concerns at this time, but will need to inspect the premises and ensure proper permits for renovations have been obtained during the business licensing phase of the City's application process. Finally, RCMP provided no comment on this application.

#### **Store Operations**

The proposed location will be in compliance with all regulatory requirements identified by the province. In addition to these requirements, the applicant will be required to ensure the following:

- Storefronts will have frosted windows to align with Health Canada's requirements that cannabis not be visible to minors;
- All cannabis products are sourced from federally licensed cannabis producers that are required to meet Health Canada's guidelines;
- All employees will go through a criminal background check; and
- All employees will be fully trained and obtain a Keep It Safe certification that covers best practices for dealing with problematic situations.

#### Security Plan

Security plans are reviewed in full by the LCRB to ensure compliance with provincial regulations. The applicant is responsible for ensuring safe practices are implemented, such as security hardware and customer/employee safety protocols. Compliance of regulatory requirements is outlined, reviewed, and managed by the province directly.

#### **Zoning Requirements**

The proposed site meets the zoning requirements of a commercially zoned lot within the C2 zone. In addition to this requirement, the proposed site is also in compliance with setback restrictions of 300m from any school within City limits.

#### **Hours of Operation**

The hours of operation proposed are Monday to Sunday from 9am until 11pm but may be subject to change. The hours proposed are in compliance with both provincial and City permissions for hours of operation.

#### Conclusion:

Next steps in this process are as follows:

**Option 1)** Council provides a positive recommendation to endorse the application without further comment.

A formal letter will be sent to the LCRB to confirm Council's approval.

The applicant will be contacted by the LCRB if their application is permitted to progress forward in the provincial process.

If successful in proceeding, the LCRB will schedule an onsite inspection of the premises to confirm compliance.

The City will be notified if a provincial licence is approved.

The applicant will submit the LCRB licence number to the City with a business licence application for a Port Alberni business licence.

The applicant will obtain a Port Alberni business licence prior to any operations being conducted.

- **Option 2)** Same process as specified in Option 1), however, Council provides a positive recommendation <u>with additional comments</u>.
- Option 3) Council provides a negative recommendation to deny the application and a formal letter of denial will be sent to the LCRB directly.

  It is recommended that Council provides comments and rationale for not supporting the application.
- **Option 4)** Council provides no comment on the application. In this instance, the LCRB has advised that the application will not be processed further.

#### Recommendation:

That the report from the Manager of Bylaw Services dated April 2<sup>nd</sup>, 2019 be received.

That Council for the City of Port Alberni supports the approval and authorization of Hive Cannabis, located at 4152 Redford Street, and endorses the comments as provided in the report from the Manager of Bylaw Services dated April 2<sup>nd</sup>, 2019.

Respectfully submitted,

Flynn Gray Scott Manager of Bylaw Services



## CITY OF PORT ALBERNI NOTICE FOR PUBLIC COMMENT

Hive Cannabis has applied to the Liquor and Cannabis Regulation Branch for a Retail Cannabis Store located at 4152 Redford Street, Port Alberni.

\*Hours of Operation: 9:00am - 11:00pm Seven days a week

\*Hours of operation are consistent for all applications, set by provincial legislation and reiterated in City Bylaws.

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

> Flynn Scott, Manager of Bylaw Services 4850 Argyle Street Port Alberni BC V9Y 1V8 Email: flynn\_scott@portalberni.ca

Written submissions must be received by 12:00 pm on Wednesday, March 20th, 2019. For further information please contact Flynn Scott, Manager of Bylaw Services (250.720.2870).

Distribution: Display Ad AV News - March 20, 2019

Post to PNPP



Job #002044

January 16, 2019

Flynn Scott Manager of Bylaw Services Port Alberni BC

Via Email: Flynn Scott@portalberni.ca

Dear Flynn Scott:

Re: Application for a Non-Medical Cannabis Retail Store Licence

Applicant: Hive Cannabis Inc.

Proposed Establishment Name: Hive Cannabis

Proposed Establishment Location: 4152 Redford St., Port Alberni BC V9Y 3R5

The Applicant, Hive Cannabis Inc., has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence proposed to be located at the above-noted address. The applicant is requesting operating hours from 9:00am to 11:00pm, seven days a week. The applicant contact is Neil Rockerbie and his number is 250-514-0733 or by email at nrockerbie@hotmail.com.

Local governments and Indigenous nations are a crucial part of the licensing process. Section 33(1) of the Cannabis Control and Licensing Act prevents the LCRB from issuing a CRS licence without a positive recommendation regarding the CRS licence application from the local government or Indigenous nation.

The LCRB is requesting the City of Port Alberni to consider the application and provide the LCRB with a written recommendation with respect to the application. To assist with your assessment of the application, a site map of the proposed cannabis retail store is attached. The following link opens a document which provides specific and important information and instructions on your role in the CRS licensing process, including requirements for gathering the views of residents.

Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores

Indigenous Nations' Role in Licensing Non-Medical Cannabis Retail Stores

The LCRB will initiate an applicant suitability assessment regarding this CRS application, also known as a "fit and proper" assessment, which is comprised of financial integrity checks and

Location:

Liquor and Cannabis Regulation Branch

Mailing Address: PO Box 9292 Stn Prov Govt

645 Tyee Road Victoria BC V9A 6X5 Phone: 250 952-5787

Website:

www.gov.bc.ca/cannabisregulation andlicensing

Facsimile: 250 952-7066

Victoria BC V8W 9J8

security screenings of the applicant and persons associated with the applicant. Once the assessment is complete, you will be notified of the LCRB's determination. You may choose to withhold your recommendation until the LCRB has made a final decision regarding the applicant's suitability.

If you choose not to make any recommendation regarding this application, please contact the LCRB at the earliest convenience. Please note that a Cannabis Retail Store Licence cannot be issued unless the LCRB receives a positive recommendation from the local government or Indigenous nation. Similarly, if a local government or Indigenous nation decides not to make any recommendation, the LCRB will not consider the application any further.

If you have any questions regarding this application please contact me at 778-698-9037 or by email at Fiona.Goudy@gov.bc.ca.

Sincerely,

Fiona Goudy

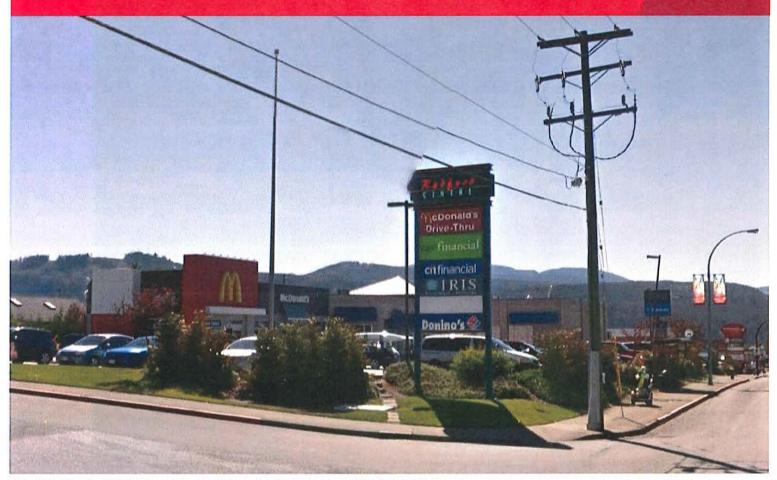
Senior Licensing Analyst

Attachment

copy: Hive Cannabis Inc.



# FOR LEASE REDFORD CENTRE 4152 REDFORD STREET PORT ALBERNI, BC







#### Eric Walker Retail Solutions 604 608 5998

eric.walker@ca.cushwake.com

# Jeff Lougheed

Sales Associate Commercial Sales & Leasing 250 410 3008 jeff.lougheed@ca.cushwake.com



# FOR LEASE REDFORD CENTRE 4152 REDFORD STREET PORT ALBERNI, BC

# ZONING

C2 - Community Shopping District

# **BUILDING AREA**

19,932 sf

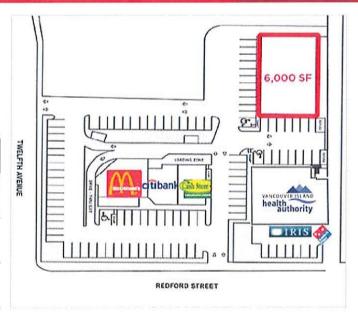
# PARKING

SITE SIZE

72,331 sf

89 vehicles

AVAILABILITIES					
	RENT	ADDITIONAL RENT	GROSS MONTHLY OCC COSTS (BEFORE UTILITIES & GST)		
6,000 SF FREESTANDING	\$8.75	\$8.25	ONLY \$8,500.00		
1,580 SF FULLY FIXTURED	\$16.25	\$8.25	ONLY \$3,225.83		





# WITHIN 5 KMS

963 BUSINESSES

DAYTIME WORKING POPULATION: 10,415

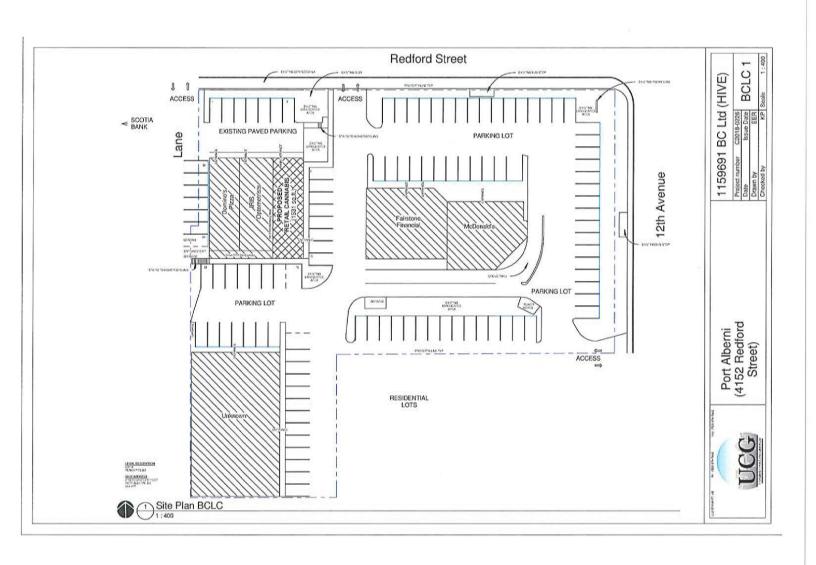
TOTAL POPULATION: 20,875

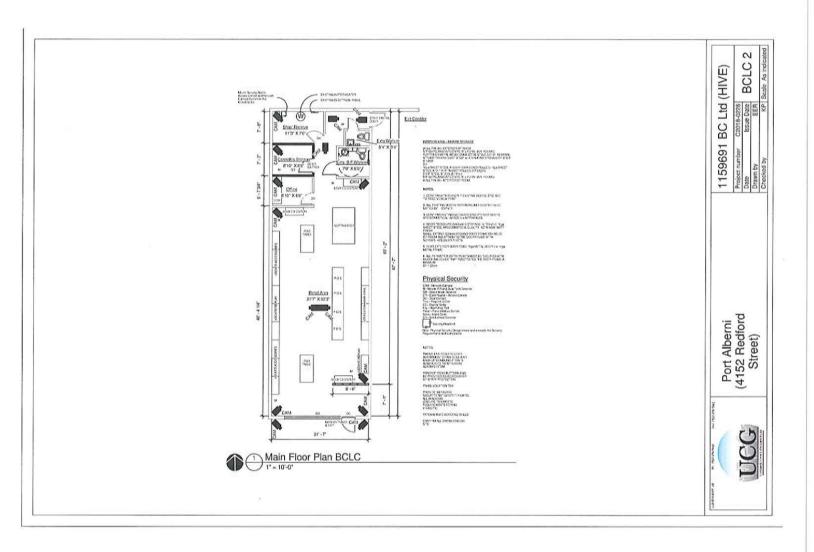
MEDIAN AGE: 47.5

AVERAGE HOUSEHOLD INCOME: \$65,006

Eric Walker Retail Solutions 604 608 5998 eric.walker@ca.cushwake.com Jeff Lougheed

Sales Associate Commercial Sales & Leasing 250 410 3008 jeff.lougheed@ca.cushwake.com





From: To: Subject: Barb Van Zoeren Flynn Scott Cannabis store

Date:

Tuesday, March 19, 2019 6:59:18 PM

Dear Sir

I would like to let you know I am against a cannabis store being opened on 4152 Redford st. I live in the neighbour and this makes me very uncomfortable.

Yours sincerely Fenna Van Zoeren

Sent from my iPad

From:

Dr. Gerald Trees, Optometrist

To:

Flynn Scott

Cc:

Karen Maschek, Optician; Scott Kling, Optician; Houtan Jafarzadeh, Optician

Subject:

Hive Cannabis application

Date:

Tuesday, March 19, 2019 9:06:49 PM

Attachments:

IRIS 3d73bd7d-232b-4322-bea2-5ec2079181e6.png

March 19, 2019

To: Mr. Flynn Scott

Manager of Bylaw Services

City of Port Alberni

RE: Hive Cannabis application at 4152 Redford Street, Port Alberni.

Dear Mr. Scott,

I'm writing in regards to the above application from Hive Cannabis to locate a retail cannabis store at 4152 Redford St.

My name is Gerald Trees and I'm the optometrist and managing partner of the IRIS, The Visual Group location in Port Alberni that is located at #102-4152 Redford St. I'm making the assumption that the Hive Cannabis store will be located in one of the spaces on either side of our office.

I have 3 primary concerns about a retail cannabis store being located next to my office.

# First:

An optometry office is a combination of retail and medical and we service people of all ages, including a significant number of children. My concern is that a retail cannabis store located next to the office will discourage parents from bringing their children in for care. While the regulations will not allow the sale of cannabis products to individuals under the age of 19, the perception that this type of business could have a negative influence of their children is a concern that I have.

#### Second:

Security both during and after store hours. I see that the province has a minimum level of security that's required inside the location. If I'm reading the regulations correctly, the product at the store will remain in the location. Will the retailer have enhanced security above what the province requires? Along with this is the outside space and the security of that space. In reading the Cannabis Retail Store License Terms and Conditions document, there is a section that describes the responsibility of the licensee and employees for controlling the behaviour of their patrons.

"Controlling the Store A licensee and their employees are responsible for controlling the behaviour of their patrons. If security has been hired for a retail store, a licensee must ensure that the individual is licensed under the Security Services Act. Please visit http://www2.gov.bc.ca/gov/content/employment-business/business/security-services/security-industrylicensing for more information. Cannabis use must not be permitted in-store. A licensee

must ensure that no weapons are brought into the store without lawful excuse (lawful excuse does not include having personal possession of a weapon for self-protection), and that no criminal activity takes place in the store. If employees, patrons or members of the community have reason to be concerned that there is a threat to their safety, a licensee must act on these concerns, Cannabis Retail Store 8 Terms & Conditions Revised Oct. 2018 If there is an imminent threat to people's safety, the general manager can suspend a cannabis licence for 24 hours and order the immediate removal of patrons. In this situation, a licensee is required to take all reasonable steps to ensure that patrons vacate the premises and the store is closed immediately. In extraordinary circumstances, the general manager may suspend a licence or impose terms and conditions for up to 14 days without a hearing. A licensee must ensure that any person who works on a temporary basis to repair, inspect or construct something in the establishment is supervised by a manager or supervisor. Preventing Disturbances in the Vicinity of the Store Licensees and employees must take reasonable measures to prevent disturbances. This means performing actions that are appropriate in the circumstances and within their capacity to do. Examples of reasonable measures include: • Installing adequate lighting outside the store and in the parking lot • Supervising parking areas • Posting signs asking patrons not to disturb the neighbours Intoxicated Patrons Licensees and employees must not let a person who is intoxicated (liquor, cannabis or other drugs), or exhibiting signs of intoxication, enter or remain in the store. Licensees and employees must refuse the intoxicated person service, request that they leave the store and ensure they depart safely. Violent or Disorderly Conduct Licensees and employees must not allow violent or disorderly conduct or unlawful activities to take place in the store. This includes behaviour that might cause a reasonable person to believe their safety is threatened. If a licensee or employee knows or suspects this kind of behaviour has taken place, is currently taking place, or may take place, they must notify a peace officer immediately. A person who has been asked to leave or has been barred from entering the store must not return for at least 24 hours. If they return within 24 hours, notify a peace officer; they are committing an offence and may be arrested. Incident Log When an incident occurs in or adjacent to a retail store, the details must be recorded in an incident log. All incidents that adversely affect patrons, staff, people who live or work in adjacent buildings, or that affect the operation of the store must be recorded in the log and be available to an inspectors or peace officers. Examples of these incidents include: • Refusing entry at the door to a potentially troublesome person or anyone who is causing a disturbance • Refusing entry of an intoxicated person • Removing an intoxicated person • An injury or accident on the premises, including a fight • Any incidents where emergency personnel were called (police, fire, or ambulance) • Any illegal acts An incident report should include key details such as the date, time and description of events, the parties involved, any action taken, and any relevant sales records. Other details such as the names of the employees on shift and witness accounts are also important."

The fact that this much detail has been put into this document is an indication that this is likely to occur. My patients and clients range in have from young children to elderly and their safety is very important. Even more is the safety of my employees and the concern that any issues mentioned above could spill into our office space.

Third:

I also have a concern about the use of the product in the parking area and the odor of the product that can't be sold during the disposal process. I know there are regulations to help

control the odor in the disposal of the unsellable product, however I understand that it's not perfect. As for the parking area, I know the province has bylaws that are specific to smoking and vaping near doorways, windows and air intakes, however it's up to the store managers or owner to police this.

While I agree with the legalization and regulation of selling cannabis related products, I do not believe having a retail store next to a business that provides medical and health related services is a good idea.

Regards,

Dr. Gerald Trees, Optometrist

# **Dr. Gerald Trees, Optometrist**

IRIS - Port Alberni, 634 102 - 4152 Redford Street Port Alberni, BC, V9Y 3R5 T: 250.723.2821 F: 1.866.706.0955



From: To: Major Rai Flynn Scott

Subject:

Re: Retail Cannabis Application

Date:

Wednesday, March 20, 2019 11:41:23 AM

# Hi Flynn,

Thanks for the update, I did also receive notice for another store application that is going in down the street from me on Redford.

I believe that is very close proximity for 2 licensed locations. I understand the city did not set any bylaw restrictions on proximity but considering all the empty commercial space available around town, I hope council rejects this proposal before the applicant begins any renovations.

Thanks

Major Rai

To: Mayor Minions and Members of Council

Re: HIVE Cannabis Inc. - Retail Cannabis Store Application

Please accept this letter as confirmation that we do not foresee any reason why the City of Port Alberni would not approve HIVE Cannabis' retail cannabis licence application to open up a recreational retail cannabis store at the proposed location of 4152 Redford Street.

Sincerely,

Signature:

Business Name:

CROWNING GLORY

250 724-3531

3781 10TH AVE V9Y 4W5 PORT ALBERNI BC

To: Mayor Minions and Members of Council

Re: **HIVE Cannabis Inc. - Retail Cannabis Store Application** 

Please accept this letter as confirmation that we do not foresee any reason why the City of Port Alberni would not approve HIVE Cannabis' retail cannabis licence application to open up a recreational retail cannabis store at the proposed location of 4152 Redford Street.

= managerlowner

Sincerely,

Signature:

Business Name: Sub Way
3753 10th Ave.

Mayor Minions and Members of Council To:

HIVE Cannabis Inc. - Retail Cannabis Store Application Re:

Please accept this letter as confirmation that we do not foresee any reason why the City of Port Alberni would not approve HIVE Cannabis' retail cannabis licence application to open up a recreational retail cannabis store at the proposed location of 4152 Redford Street.

Sincerely,

Elizabeth Janssen
Signature:

Business Name: The treasure chest

To:

Mayor Minions and Members of Council

Re:

**HIVE Cannabis Inc. – Retail Cannabis Store Application** 

Please accept this letter as confirmation that we do not foresee any reason why the City of Port Alberni would not approve HIVE Cannabis' retail cannabis licence application to open up a recreational retail cannabis store at the proposed location of 4152 Redford Street.

Sincerely,

Debbie Chartean)

Business Name: Tyer Village Motel

To: Mayor Minions and Members of Council

Re: HIVE Cannabis Inc. – Retail Cannabis Store Application

Please accept this letter as confirmation that we do not foresee any reason why the City of Port Alberni would not approve HIVE Cannabis' retail cannabis licence application to open up a recreational retail cannabis store at the proposed location of 4152 Redford Street.

Sincerely,

Signature:

Business Name: Easy Financial

To: Mayor Minions and Members of Council

Re: HIVE Cannabis Inc. – Retail Cannabis Store Application

Please accept this letter as confirmation that we do not foresee any reason why the City of Port Alberni would not approve HIVE Cannabis' retail cannabis licence application to open up a recreational retail cannabis store at the proposed location of 4152 Redford Street.

Sincerely

Business Name: Marco Investments Ltd



# CITY OF PORT ALBERNI

# PLANNING DEPARTMENT

TO:

Tim Pley, CAO

FROM:

Katelyn McDougall, Manager of Planning

DATE:

April 3, 2019

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

Tim Pley, CAO

SUBJECT: Development Variance Permit:

3541 10th Avenue

Lot 8, District Lot 1, Alberni District, Plan 5750, PID: 005-926-513

Applicant: C. Adams

# Issue

To consider an application for a Development Variance Permit to vary the Zoning Bylaw regulations to permit an increase in the height of a fence, in the front yard, at 3541 10<sup>th</sup> Avenue.

# Background

The applicant wishes to install a fence that is 1.8 m (6ft.) in height within the front yard setback. The applicant has submitted an application to vary the Fences and Hedges regulations under Section 6.7 (Fences and Hedges) to allow a 1.8 m (6ft.) fence in the front yard, a variance of .55 m (1.8 ft). The current regulation 6.7.3 states:

"Fences, hedges or walls not greater than 1.25 m (4.1 ft.) in height are permitted within a required front yard."

The reason for the variance is to help mitigate the applicant's safety concerns and to create a more private front yard for their personal use. In summary, the applicant listed the following reasons in support of permitting a higher front yard fence:

- Security in the form of a barrier to unwanted visitors/criminals.
- Security in the form of a barrier to large dogs that belong to neighbours.
- · Safety for the family and roommate
- Food production and protection of garden from deer.
- Privacy on busy street.

# Motion for Consideration

Staff brought a recommendation to support the applicant to the Advisory Planning Commission on February 21, 2019. At that meeting of the Advisory Planning Commission the following motion was carried after considerable discussion about the proposed variance:

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

To permit the addition of a standard dimension strip of lattice, having a maximum width of 0.6 m (2 ft), to the top of a 1.25 metres (4.1 ft) fence by varying Fences and Hedges Section 6.7.3, the height permitted within a required Front Yard, from 1.25 metres (4.1 ft) to 1.8 metres (6 ft), a Variance of 0.55 metres (1.8 ft), on Lot 8, District Lot 1, Alberni District, Plan 5750, PID: 005-926-513 (3541 10<sup>th</sup> Avenue).

However, due to a miscommunication between staff, at the March 25, 2019 regular Council meeting City Council received staff's recommendations original recommendation to the Advisory Planning Commission instead of the revised motion. The incorrect motion that was read by Council was:

2. That Council for the City of Port Alberni direct staff to proceed with the necessary Development Variance Permit to vary Zoning Bylaw #4832 as follows:

Vary Fences and Hedges Section 6.7.3, by varying the height permitted within a required Front Yard from 1.25 metres (4.1 ft) to 1.8 metres (6 ft), a Variance of 0.55 metres (1.8 ft), on Lot 8, District Lot 1, Alberni District, Plan 5750, PID: 005-926-513 (3541 10th Avenue).

Staff intended to provide Council with the motion that had been revised and recommended by the Advisory Planning Commission. Public notice was sent out, as required by the Local Government Act, with the information contained in motion #1 as recommended by the Advisory Planning Commission. To date the public has only received public notice with this information, which is different from what Council read and proceeded with at its last meeting.

In order to proceed, Council has two options to consider from:

- Rescind the March 25, 2019 motion and proceed with the Advisory Planning Commission recommended motion (motion #1), which would vary the permitted height of a front yard fence from 1.25 metres (4.1 ft) to 1.8 metres (6 ft) but with the additional height being comprised of a strip of lattice. Note, that even though public notice has been given additional public notice would be required in accordance with the Local Government Act. A report would be brought back to the regular Council meeting scheduled for April 23, 2019.
- Alternatively, Council may proceed with the motion from March 25, 2019 (motion #2) which would vary the permitted height of a front yard fence from 1.25 metres (4.1 ft) to 1.8 metres (6 ft). Note, that this would also require additional public notice to be sent with the proper information. A report would be brought back to Council on April 23, 2019 for final consideration.

# Conclusion

The variance in height to a front yard fence is not unreasonable for this specific site due to the proximity of an arterial road. If permitted, the variance would have no impact on sightlines at a corner intersection. The recommendation proposed by the Advisory Planning Commission

should meet some of the needs of the applicant while also mitigating challenges that would limit visibility of the property.

The Planning Department recommends rescinding the motion made at the March 25, 2019 meeting and supports the recommendation made by the Advisory Planning Commission.

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

To permit the addition of a standard dimension strip of lattice, having a maximum width of 0.6 m (2 ft), to the top of a 1.25 metres (4.1 ft) fence by varying Fences and Hedges Section 6.7.3, the height permitted within a required Front Yard, from 1.25 metres (4.1 ft) to 1.8 metres (6 ft), a Variance of 0.55 metres (1.8 ft), on Lot 8, District Lot 1, Alberni District, Plan 5750, PID: 005-926-513 (3541 10<sup>th</sup> Avenue).

Respectfully submitted,

Katelyn McDougall

Katelyn McDougall, M.Urb

Manager of Planning



# Summary Report / Minutes of the Advisory Planning Commission Meeting (Held on March 20, 2019, in the Committee Room at City Hall, at 12:00 p.m.)

# **Advisory Planning Commission Present**

Ken McRae (Chair)
John Douglas (Vice-Chair)
Jeannette Nichols
Amy Anaka
Chris Washington, S.D.70 Liaison
Rob Gaudreault, Parks Liaison
Councillor Deb Haggard, Council Liaison
Rick Newberry, P.A.F.D. Liaison

#### Staff

Katelyn McDougall, Manager of Planning Cara Foden, Dev. Services Technician

#### Guests

Members of the Public – none present Don Carriere - Applicant Nathan Bourelle - Applicant

# Regrets

Jim Tatoosh, Hupačasath F. N. Cynthia Dick, Tseshaht (ċ išaaʔatḥ) F. N. Sandy McRuer Don Ferster S. Sgt. Terry Smith, R.C.M.P. Liaison

# Alternates (not in attendance)

Councillor Helen Poon (Alternate–Council)
Peter Dione (Alternate–R.C.M.P.)
Larry Ransom (Alternate S.D.70)
Steve Tatoosh (Alternate Hupačasath F. N.)
Darren Mead-Miller (Alternate – Tseshaht F.N.)



# 1. Adoption of February 21, 2019 Minutes

- The Chair acknowledged that this meeting is taking place within the un-ceded traditional territories of the Hupačasath and the Tseshaht (c išaa?ath) First Nations. The applicants were welcomed by the Chair.
- The minutes of the February 21, 2019 meeting of the Advisory Planning Commission were adopted.

( McRae / Douglas ) CARRIED

DEVELOPMENT APPLICATION – Proposed Official Community Plan bylaw and Zoning Bylaw Amendments

2940 Bellshill Road - Lot E, District Lot 139, Alberni District, Plan VIP38023 (PID: 001-011-090)
Applicant: D. Carriere

- The Manager of Planning summarized her report to the APC dated March 13, 2019.
- · The APC discussed the application as follows:
  - Sanitary sewer there was general agreement that new subdivisions in the upper Burde St. area should be required to hook up to City Sanitary sewer. The Manager of Planning informed the APC that the Director of Public Works had indicated that the Sanitary sewer main for the Uplands Phase 2 development had been extended to the Carriere Rd. vicinity in anticipation of future subdivision in that area.
  - Water supply The P.A.F.D. liaison indicated that the water system needs to be evaluated for capacity to service new subdivision in the upper Burde St. area.

Page 1 of 3



- The applicant commented that Septic systems have improved in recent years and that the cost of hooking up to the City's sanitary sewer system may not be cost effective when the subdivision involves only a few lots versus larger subdivisions such as Uplands Phase 1 and 2.
- It was noted that properties that are not connected to the City's sanitary sewer are not taxed the same amount as those that are connected.

# **MOTIONS:**

- 1. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lot E, District Lot 139, Alberni District, Plan VIP38023 (PID: 001-011-090) located at 2940 Bellshill Road from 'Future Residential' to 'Residential' use.
- 2. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A Zoning Map) to change the designation of Lot E, District Lot 139, Alberni District, Plan VIP38023 (PID: 001-011-090) located at 2940 Bellshill Road from 'FD Future Development' to 'RR2 Semi Rural Residential'.
- 3. That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:
  - **a.** Receive a Preliminary Layout Approval letter for subdivision from the City of Port Alberni's Approving Officer.
- **4.** That the Advisory Planning Commission recommends to City Council that as part of the subdivision development process the applicant be required to connect to the City Sanitary sewer system and to work with City staff to determine costing options.

( Douglas / Washington ) CARRIED

3. DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment 3512 Gagne Road - Lot A (DD EE1959), Block 30, District Lot 139, Alberni District, Plan 1562 (PID: 017-028-591)

Applicant: N. Bourelle

- The Manager of Planning summarized her report to the APC dated March 13, 2019.
- The APC discussed the application as follows:
  - The applicant advised the APC that the purpose for the subdivision was to sell a portion of his lot to fund improvements to his existing residence. He noted that the storm drainage ditch crossing the proposed lot would have to be addressed and the storm water managed/diverted in a manner acceptable to the Director of Public Works.
  - The Manager of Planning indicated that there had not been any discussion with Mr. Carriere or Mr. Bourelle regarding the results of the '4000 Burde Street Development, Port Alberni Traffic Impact Assessment' (Watt Consulting Group, October 2 2018)

Page 2 of 3

# MOTIONS:

- That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A – Zoning Map) to change the designation of Lot A (DD EE1959), Block 30, District Lot 139, Alberni District, Plan 1562 (PID: 017-028-591) located at 3512 Gagne Road from 'RR1 Rural Residential' to 'R1 Single Family Residential'.
- 2. That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:
  - a. Receive a Preliminary Layout Approval (PLA) letter for subdivision from the City of Port Alberni's Approving Officer.

(Washington / Nichols) CARRIED

- 4. Other business The Manager of Planning updated the APC regarding the following:
  - Public consultation program for the "Harbourview" lands located at 5350 Argyle Street and 3050 Kingsway Avenue resulted in a report that went to Council on March 11. The feedback received from the community was very mixed. Council directed staff to prepare an RFP that should include caveats respecting the mature trees on the site, the eagle trees and First Nations consultations.
  - C. Washington reported that a recent presentation and site tour of 5119 Athol St. had resulted
    in positive comments from some uptown merchants and that she would submit written
    comments to the Planning Technician to be included in the referral responses for a recent
    zoning amendment application submitted respecting Micro-cultivation and Micro-processing of
    cannabis. Ms. Washington also commented that current rental rates for older commercial
    building in Southport were reasonable.
  - "Zoning Bylaw Map Amendment No. 30 (4000 Burde Street Anderson Hill), Bylaw No. 4977" was adopted by Council on Feb. 25/19. A new application has been received for a Development Permit for a portion of the site to be subdivided and developed with two, four storey apartment buildings.
  - The Manager of Planning will send the report titled 'The Next 1400 Days' and dated February 19, 2019 to the APC members. The document will be discussed by Council during their strategic plan review.
  - Building Permit applications are coming in for the single family subdivision on Parkview Cres. (Anderson Hill development). Comments from the APC included expression of a need in the community for smaller, more affordable lots and homes that would be attainable as starter homes.

<ol> <li>Adjournment – The meeting adjourned 1:45 Thursday, April 18, 2019.</li> </ol>	p.m. The next regular meeting is scheduled for (Douglas / Washington) CARRIED
Davina Hartwell - City Clerk	Ken McRae – Chair

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# CITY OF PORT ALBERNI

# PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Katelyn McDougall, Manager of Planning

DATE: March 13, 2019

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

Tim Pley, CÁO

SUBJECT: DEVELOPMENT APPLICATION – Proposed Official Community Plan bylaw

and Zoning Bylaw Amendments

2940 Bellshill Road - Lot E, District Lot 139, Alberni District, Plan VIP38023 (PID:

001-011-090)

Applicant: D. Carriere

# Issue

The purpose of this report is to consider an application for amendments to the Official Community Plan bylaw and to the Zoning bylaw for the property at 2940 Bellshill Road.

# Background

The subject property is a 1.47 ha (3.6 ac) parcel located in a semi-rural neighbourhood on the east side of the city, on the south side of Burde Street. The frontage on Carriere Road measures 182.977 metres (600.3') and is 40.466 metres (132.76') deep, fronting onto Bellshill Road. The property is currently vacant land.

An application has been made to amend the Official Community Plan bylaw and the Zoning bylaw in order to facilitate a subdivision application that would create six (6) semi-rural lots in an area of the city that is not currently serviced by city water, sanitary sewer or storm drains (see attached concept plan).

# Official Community Plan and Zoning Bylaw

- a) The Official Community Plan designation for Lot E, District Lot 139, Alberni District, Plan 38023 (PID: 001-011-090) located at 2940 Bellshill Road, is 'Future Residential' on the Official Community Plan Schedule A Land Use Map. An amendment is required to designate the property as 'Residential'.
- b) The property does not lie within a Development Permit Area on the Schedule B Development Permit Areas Map. No amendment is required.
- c) The property at **2940 Bellshill Road**, Lot E, District Lot 139, Alberni District, Plan 38023 (PID: 001-011-090), is currently zoned FD Future Development. A map amendment to the Zoning Bylaw Schedule A Zoning Map is required to designate the properties as **RR2 Semi Rural Residential**.

# Discussion

# Zoning:

The RR2 zone (see attached) allows for development of lots with a minimum frontage of 23 m and minimum lot size of 1160 m<sup>2</sup>.

The proposed lots on the concept plan would have frontages of over 23 m and lot sizes exceeding the requirements of the zoning (see attached conceptual layout/site plan). It should be possible to subdivide the property to create five (5) new smaller properties along the east side of the parcel, and one (1) larger property along the west side of the parcel.

# Surrounding Area and Lot Size

The subject property is located in a semi-rural neighborhood on the east side of the city, to the south of Burde Street. The surrounding area is primarily single family residential use in character and includes a variety of lot sizes. There are small acreages, mid-sized lots and several urban sized lots including small lots that were historically created when the area was originally surveyed. The proposed subdivision will be required to follow the best management practices laid out in the Develop with Care 2014: Environmental Guidelines for Urban and Rural Land Development in British Columbia, and also the Island Health 'Subdivision Standards, July 2013' document. Comments received from Island Health indicate a preference for a larger lot size than what has been proposed if the properties are not going to be connected to the municipal sewer system.

# <u>Infrastructure</u>

Road: There is an existing, but unconstructed, road right of way for Bellshill Road along the north property boundary. There is also an existing, but unconstructed, road right of way for Gagne Road along the east property boundary. As the majority of proposed lots are along Carriere Road (west property boundary), Carriere Road should be required to be constructed to the City of Port Alberni standard in order to provide the created lots with access and frontage on a constructed city road way. The portion of Bellshill Road required to provide access to the single large lot on the east side of the property also needs to be constructed to the City's standards, and should come in off of Carriere Road. The applicant will be responsible for all or a portion of the costs of road construction, which will be determined prior to subdivision approval

**Addressing:** The lots facing Carriere Road would be assigned off Carriere, whereas the large single lot on the east side could remain addressed off Bellshill Road.

**Water:** Servicing of water needs to allow for looping of the water main, ideally around the perimeter of whole property within the Carriere, Gagne, and Morris Rd rights of way. This will allow for future servicing of properties east and west of the subject property.

There is a City water main available along the unconstructed Bellshill Road ROW adjacent to the north property boundary. This water main may need to be relocated as part of the subdivision design. As part of the subdivision process the applicant will be required to submit engineering design drawings and specifications completed by a Professional Engineer registered in BC and qualified by training and experience to undertake the required design. Designs shall conform to the requirements of the Engineering Department Standards and Specification as approved by the Director of Public Works.

March 12, 2019 Page 3 of 11.

Sanitary Sewer: The sanitary sewer system does not currently extend to this section of the City of Port Alberni. As part of the engineering design work for the second phase of the nearby Uplands subdivision an engineering feasibility for a gravity sanitary sewer system further east along Burde Street was undertaken. The area has become the subject of several recent zoning applications to facilitate further subdivision. The feasibility of extending the City sanitary sewer was examined. During servicing for the Uplands Phase II development, extension of the sanitary sewer main (300 mm dia PVC) was provided in anticipation of future development up Burde Street. The feasibility and cost of extending this sanitary main up Burde St to service this subdivision should be considered by the developer's Engineer, prior to approval of any on-site septic systems.

In April of 2017 the Advisory Planning Commission recommended to City Council that subdivision approval of a nearby application be subject to connection to the City Sanitary sewer infrastructure. Council supported the recommendations and the Bylaw was moved forward through a Public Hearing and 3<sup>rd</sup> reading but did not proceed to final adoption as the applicant let the application lapse.

**Storm Drainage:** A Storm Water Management Plan will be required to be prepared by the developer's engineer as part of the subdivision process. The plans will be prepared by the developer's engineer and approved by the Director of Public Works.

**Private Utilities:** BC Hydro and other private utilities are available along Burde Street. BC Hydro has provided comments, with there being two options for servicing.

The detailed issues regarding sanitary and storm sewer, water service and private utilities will be addressed in the preliminary layout approval during the subdivision process. All engineering submissions will be reviewed and approved by the Director of Public Works, and must adhere to the City's engineering standards.

The detailed issues and costs regarding servicing requirements will be specified during the Subdivision process and included in a Preliminary Layout Approval letter to the applicant.

# Park, Trail and Wetland

A large portion of the property is treed and the property is located in area where wetland values may be impacted. An Environmental Assessment will be required as part of the subdivision process and details regarding the environmental areas will be required to be addressed in the Preliminary Layout approval.

Parkland dedication or payment in lieu will be a requirement of subdivision. As the property is located just north of Owatchet Creek and the Dry Creek Ravine there is access to the trail system in the ravine.

# Referrals

# **RCMP**

Interests unaffected by the proposal.

# **Building Inspector**

• The building department has no comments on this subdivision.

# BC Hydro

BC Hydro runs down the lane north of the subdivision. BC Hydro will continue the line to service the properties; however there are two ways to service the subdivision:

1. First is to continue the power line in a straight line through the subdivision. This option would require that a right of way (ROW) be created before subdivision. An advantage is that the amount of infrastructure needed to be installed will be less. Private property works will need to be installed by the contractor, not BC Hydro, which will result in construction savings. A disadvantage is the maintenance of the ROW in the future.

2. Second option is to come out of the lane onto Bellshill Rd., cut over to Carriere Rd., and then continue down Carriere Rd. The disadvantage with this option is more infrastructure will need to be installed by BC Hydro at higher cost. However, the advantage is no ROW will be required.

# **PARKS**

Interests unaffected by the proposal.

# VIHA

- The change from 'Future Residential' to 'Residential' OCP designation is approved.
- The approval for the Zoning change from 'FD Future Development' to 'RR2 Semi Rural Residential' is not recommended by VIHA See attached letter dated December 11, 2018 from the Environmental Health Officer. The letter also provides recommendations that would allow for approval if the applicant were to consider redesign for larger lot sizes (at minimum 0.5 acres per lot) or connection to municipal sewerage system.

# Conclusions

In considering the Official Community Plan and Zoning bylaw amendments, the Advisory Planning Commission and City Council should consider whether the proposed amendments are appropriate for the site and for the community.

The proposed subdivision is compatible with the character of the existing residential neighbourhood. The extension of the City of Port Alberni sanitary sewer system should be strongly considered, specifically due to the proposed lot sizes and the Island Health Subdivision Standards. The Planning Department supports the Official Community Plan and Zoning Bylaw amendments.

# Recommendations

- 1. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lot E, District Lot 139, Alberni District, Plan VIP38023 (PID: 001-011-090) located at 2940 Bellshill Road from 'Future Residential' to 'Residential' use.
- 2. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A Zoning Map) to change the designation of Lot E, District Lot 139, Alberni District, Plan VIP38023 (PID: 001-011-090) located at 2940 Bellshill Road from 'FD Future Development' to 'RR2 Semi Rural Residential'.

- **3.** That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:
  - a. Receive a Preliminary Layout Approval letter for subdivision from the City of Port Alberni's Approving Officer.

Respectfully submitted,

Katelyn McDougall

Katelyn McDougall, M.Urb Manager of Planning

# SUBJECT PROPERTY - 2940 Bellshill Road



3:\Engineering\Planning\Development Applications\ZoningAmend\ZON-2018\Z940-BellshilRd-Carriere\2940-BellshilRd-Carriere-SiteMap\WOrtho.dwg, 11/29/2018 4:13:22 PM

# Conceptual Layout - 6 Lots





# RR2 - SEMI RURAL RESIDENTIAL

5.10 The purpose of this *zone* is to provide for low density development of a semi-rural character.

# 5.10.1 Permitted uses

Principal Uses
Single family dwelling
Bed and breakfast
Home occupation
Secondary Suite
Supportive housing

# 5.10.2 <u>Site Development Regulations</u>

Minimum Lot Area	1160 m²	(12,487 ft <sup>2</sup> )
Minimum Frontage	23 m	(75.5 ft)
Maximum Coverage	33%	
Minimum Setbacks:		
Front yard	7.5 m	(24.6 ft)
Rear yard	9 m	(29.5 ft)
Side yard	1.5 m	(4.9 ft)
Maximum Floor Area Ratio	0.4	
Maximum Height, Principal Building	10 m	(32.8 ft)
Maximum Number of Principal Building Storeys	2.5	
Maximum number of residential units per lot	2	

# 5.10.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.10.2:
  - (i) The sum of the width of both *side yards* must be equal to or greater than 20% of the *lot width*.
  - (ii) On a *corner lot*, the *side yard* by the flanking *street* must be not less than 3.5 metres (11.5 ft) wide.
  - (iii) For single *family* dwellings having no carport or attached garage and with no access to the rear or the side of the *lot* from a *street* or *lane*, the minimum *side* yard requirement shall be increased to 3 m (9.8 ft) for one *side* yard.
- (b) For *supportive housing*, the maximum number of persons in care shall not exceed four (4).
- (c) Only one of the three (3) following accessory uses is permitted on any lot: bed and breakfast OR secondary suite OR supportive housing.

Excellent health and care, for everyone, everywhere, every time.



December 11, 2018

Cara Foden
City of Port Alberni
Development Services Dept.
4850 Argyle Street,
Port Alberni, BC V9Y IV8

Dear Ms. Foden:

RE: Development Application - Proposed Official Community Plan Bylaw and Zoning

Bylaw Amendments 2940 Bellshill Road

Lot E, District Lot 139, Alberni District, Plan 38023 (PID: 001-011-090)

Thank you for the opportunity to provide comments for the above development application.

# A. Official Community Plan Map Amendments:

Approval of 'Future Residential' to 'Residential' is recommended subject to appropriate zoning designation.

# B. Zoning Bylaw Map Amendment:

Approval is not recommended for the zoning designation from 'FD Future Development' to 'RR2 Semi Rural Residential' for the following reasons:

In consideration of section 9.2 of the City of Port Alberni Official Community Plan, it is presumed that the six proposed subdivided lots for this development application will each have its own on-site sewerage system or will share a community/strata sewerage system. Please be aware that the Island Health Subdivision Standards require lot sizes to be a minimum of 0.5 acres under ideal mineral native soil depth and overall lot slope conditions. Note that these standards are higher than the ones outlined in the BC Sewerage System Standard Practice Manual, which states that the manual is not intended for subdivisions. This is because the Subdivision Standards account for the cumulative impact with increased density using onsite sewerage systems over time.

Recommendations to allow for approval include:

Redesigning the lot sizes in consideration of the Island Health Subdivision Standards, or considering connection to the municipal sewerage system should this area be an urban density development.

Health Protection And Environmental Services 4201 6<sup>th</sup> Avenue Port Alberni, BC V9Y 4N1 Canada

Tel: 250-731-1315| Fax: 250-731-1316

viha.ca

Development Application for 2940 Bellshill Rd December 11, 2018

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# Comments:

Please be reminded that any construction, installation, alteration or extension of the water supply system must be issued a construction permit by the Public Health Engineer as per the BC *Drinking Water Protection Act and Regulation*.

Please contact the undersigned for any questions.

Yours sincerely,

Jackie Chiu, CPHI(C)

**Environmental Health Officer** 

JC/bas



# CITY OF PORT ALBERNI

# PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO:

Advisory Planning Commission

FROM: Katelyn McDougall, Manager of Planning

DATE: March 13, 2019

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

SUBJECT: DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment

3512 Gagne Road - Lot A (DD EE1959), Block 30, District Lot 139, Alberni District,

Plan 1562 (PID: 017-028-591)

Applicant: N. Bourelle

# Issue

The purpose of this report is to consider a map amendment to the Zoning bylaw for the property at 3512 Gagne Road.

# Background

An application has been made to amend the Zoning bylaw to rezone 3512 Gagne Road from 'RR1 - Rural Residential' to designate the property as 'R1 - Single Family Residential' in order to facilitate a subdivision application. The property currently consists of one residential lot occupied by a single family dwelling, a legal suite and a detached garage located on the south end of the property. The intent of subdivision would be to create one (1) new lot at the north end of the property.

# Official Community Plan and Zoning Bylaw

- a) The Official Community Plan designation for Lot A (DD EE1959), Block 30, District Lot 139, Alberni District, Plan 1562 (PID: 017-028-591) located at 3512 Gagne Road, is 'Residential' on the Official Community Plan Schedule A - Land Use Map. No amendment is proposed or required.
- b) The property does not lie within a Development Permit Area on the Schedule B -Development Permit Areas Map. No amendment is required.
- c) The property at 3512 Gagne Road, Lot A (DD EE1959), Block 30, District Lot 139, Alberni District, Plan 1562 (PID: 017-028-591), is currently zoned 'RR1 Rural Residential'. A map amendment to the Zoning Bylaw Schedule A - Zoning Map is proposed to designate the property as R1 - Single Family Residential.

# **Discussion**

# Zoning:

The subject property is located in a semi-rural neighborhood on the east side of the city, to the south of Burde Street, along Gagne Road. The frontage on Gagne Road measures 60.4 metres (198') and is 37.2 metres (122') deep. The total area of the site is 2,244.1 m<sup>2</sup> (24,156 ft<sup>2</sup>), which does not meet the lot size requirements in the existing RR1 Rural Residential zone.

The R1 zone (see attached) has a minimum frontage requirement of 15 m (49.2 ft.) and a minimum lot area requirement of 600 m $^2$  (6458 ft $^2$ ). With the total site area being  $\pm 2,244.1$  m $^2$  (24,156 ft $^2$ ) it should be possible to subdivide the property to meet these requirements and create one slightly larger lot to accommodate the existing building structures, and one new, slightly smaller, lot.

Based on the conceptual plan for the proposed subdivision (see attached) the larger lot with the existing building structures would have a frontage of  $\pm 39.9$  m ( $\pm 131.2$  ft.) along Gagne Road and a total area of  $\pm 1,487$  m² ( $\pm 16,006$  ft²). In addition one smaller vacant lot would be created on the north portion of the site. The smaller of the two proposed lots would have frontage of  $\pm 20.4$  m ( $\pm 67$  ft.) along Gagne Road and a total area of  $\pm 757$  m² ( $\pm 8,149$  ft²). Both lots would exceed the minimum lot size requirement of 600 m² and the minimum frontage requirements of 15 m in the R1 zone. The maximum site coverage permitted in the R1 zone is 40% which should be adequate to allow future development on the smaller lot.

# Surrounding Area

The subject property is located in a semi-rural neighborhood on the east side of the city, to the south of Burde Street, along Gagne Road. The surrounding area is primarily zoned FD, RR1 or RR2. The neighborhood consists of mainly single family residential uses in character and includes a variety of lot sizes. There are small acreages, mid-sized lots and several urban sized lots including small lots that were historically created when the area was originally surveyed.

This area was brought into the City boundaries in December 1996 and there has been subdivision and development activity in recent years. To the west of the property, further down along Burde Street, new development and subdivision is in the process of being enabled including the Uplands II and Anderson Hill developments. Future development is currently being considered at the end of Carriere Road as well. The rezoning and future subdivision of this property reflects the nature of change already occurring in the area, and provides an opportunity for gentle densification that is not out of character with the surrounding neighborhood.

# Infrastructure

**Road:** Gagne Road provides access along the east property boundary. There is a lane to the rear of the property that is used by the applicant to provide parking for a tenant. The storm drainage ditch also crosses the lane to the rear of the proposed new lot.

**Addressing:** The addressing of the new parcel will be determined as part of the subdivision process.

Water: There is a City water main available along Gagne Road right of way (ROW) which allows for servicing development on both sides of the constructed portion of Gagne Road. As part of the subdivision process the applicant will be required to submit engineering design drawings and specifications completed by a Professional Engineer registered in BC and qualified by training and experience to undertake the required design. Designs shall conform to the requirements of the Engineering Department Standards and Specifications as approved by the Director of Public Works.

Sanitary Sewer: The sanitary sewer system does not currently extend to this section of the City of Port Alberni. As part of the engineering design work for the second phase of the nearby Uplands subdivision an engineering feasibility for a gravity sanitary sewer system further east along Burde Street was undertaken. The area has become the subject of several recent zoning applications to facilitate further subdivision. The feasibility of extending the City sanitary sewer was examined, and during servicing for the Uplands Phase II development extension of the sanitary sewer main (300 mm dia PVC) was provided in anticipation of future development up Burde Street. The feasibility and cost of extending this sanitary main up Burde St to service this subdivision should be considered by the developer's Engineer, prior to approval of any on-site septic systems.

In April of 2017 the Advisory Planning Commission recommended to City Council that subdivision approval of a nearby application be subject to connection to the City Sanitary sewer infrastructure. Council supported the recommendations and the Bylaw was moved forward through a Public Hearing and 3<sup>rd</sup> reading but did not proceed to final adoption as the applicant let the application lapse.

**Storm Drainage:** Storm water is currently handled through an open ditch which lies within the area proposed for subdivision. A Storm Water Management Plan will be required to be prepared by the applicant's engineer as part of the subdivision process. The plans will be prepared by the developer's engineer and approved by the Director of Public Works.

Private Utilities: BC Hydro and other private utilities are available along Burde Street.

The detailed issues regarding sanitary and storm sewer, water service and private utilities will be addressed in the preliminary layout approval during the subdivision process. All engineering submissions will be reviewed and approved by the Director of Public Works, and must meet the City's engineering standards.

The detailed issues and costs regarding servicing requirements will be specified during the Subdivision process and included in a Preliminary Layout Approval letter to the applicant.

# Park, Trail and Wetland

An assessment will be required as part of the subdivision process to determine the nature of the watercourse that runs along the north side of the property. Details regarding the wetland and environmental areas will be required to be addressed in the Preliminary Layout approval.

Parkland dedication or payment in lieu is not a requirement for this subdivision as only one lot will be created.

# Referrals

# **RCMP**

• Interests unaffected by the proposal.

# **FORTIS**

• FortisBC Energy Inc. has no objections or concerns.

# MFLNRORD (Ecosystems Section)

• Few concerns with the proposed rezoning. There appears to be a ditch on the proposed child lot (north of the current dwelling). If the ditch is a natural watercourse, any alteration of the ditch for the purpose of development, such as re-routing, infilling, or culverting, will require an authorization under the Water Sustainability Act.

# BC Hydro

• BC Hydro has single phase power in the lane. However there will be no poles in front of the property to connect to. A ROW across the larger lot may be required.

# Telus

Telus has no objections to the proposed site.

# VIHA

No comments received, and we assume the agency has no concerns.

# Shaw (Communications)

No comments received, and we assume the agency has no concerns.

#### Canada Post

• No comments received, and we assume the agency has no concerns.

# City - Building Inspector

No comments on the zoning itself. It was noted that it appears that the city storm water
via the ditch system on Gagne Road comes through the property somewhat diagonally.
Should a ROW be used to facilitate the storm water, it would need to be on either side
of the lot (N or S) and not follow any other path so a building site is not impeded.

# City - Parks Operations Superintendent

No comments received, and we assume no concerns.

# City - Director of Engineering and Public Works

 An existing drainage course (ditch) will need to be maintained across the subject property, by relocating said drainage to the north or south (open ditch or piped). The ditch or drainage system needs to be protected via a drainage easement in favour of the City.

# City - Fire Department

No comments received, and we assume no concerns.

#### Conclusions

In considering the Zoning bylaw amendment, the Advisory Planning Commission and City Council should consider whether the proposed amendments are appropriate for the site and for the community. The Official Community Plan is supportive of encouraging development within existing developed areas through infill and redevelopment. The proposed subdivision is compatible with the character of the existing residential neighbourhood. Extension of the City of Port Alberni sanitary sewer system should be considered. The Planning Department supports the Zoning Bylaw amendments.

# Recommendations

- 1. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A Zoning Map) to change the designation of Lot A (DD EE1959), Block 30, District Lot 139, Alberni District, Plan 1562 (PID: 017-028-591) located at 3512 Gagne Road from 'RR1 Rural Residential' to 'R1 Single Family Residential'.
- 2. That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:
  - a. Receive a Preliminary Layout Approval (PLA) letter for subdivision from the City of Port Alberni's Approving Officer.

Respectfully submitted,

Katelyn McDougall, M.Urb.,

Katelyn McDougall

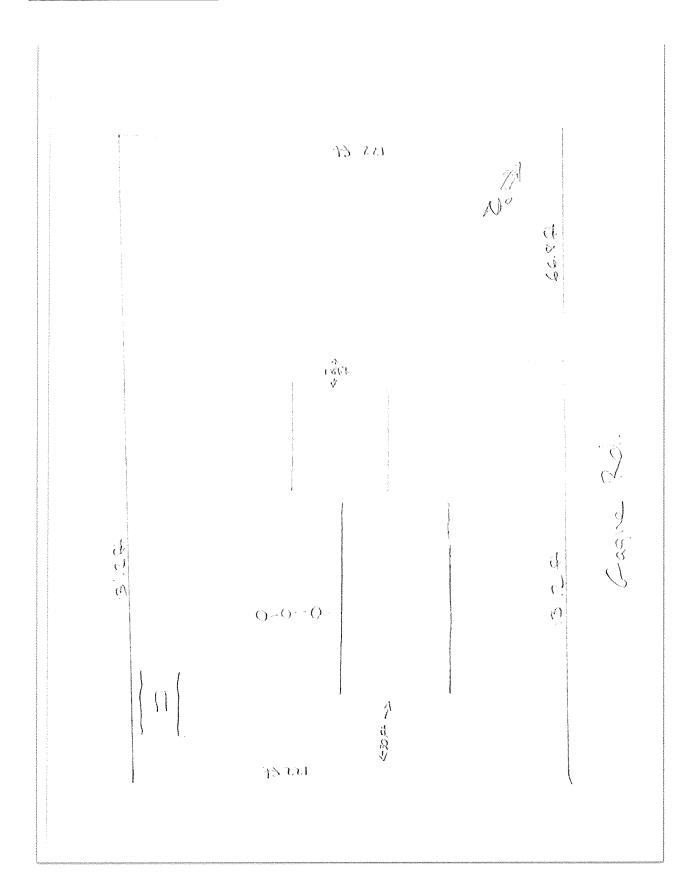
Manager of Planning

# SUBJECT PROPERTY - 3512 Gagne Road



J:\Engineering\Planning\Development Applications\Zoning\mend\ZON-2019\3512-GagneRd-Bourelle\3512-GagneRd-Bourelle\5112-GagneRd-Bourelle\3512-GagneRd-Boure

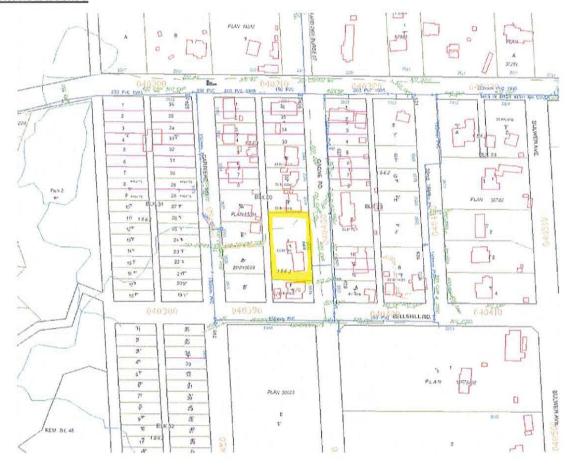
# Conceptual Layout – 2 Lots



March 13, 2019 Page 8 of 9.



# Infrastructure



# R1 - SINGLE FAMILY RESIDENTIAL

5.11 The purpose of this *zone* is to establish and maintain quiet, low density neighbourhoods.

#### 5.11.1 Permitted uses

<u>Principal Uses</u>	<u>Accessory Uses</u>
Single family dwelling	Bed and breakfast
	Home occupation
	Secondary suite
	Supportive housing

#### 5.11.2 Site Development Regulations

Minimum Lot Area	600 m²	6458 ft <sup>2</sup>
Minimum Frontage	15 m	49.2 ft
Maximum Coverage	40%	
Minimum Setbacks:		
Front yard	7.5 m	(24.6 ft)
Rear yard	9 m	(29.5 ft)
Side yard	1.5 m	(4.9 ft)
Maximum <i>Floor Area Ratio</i>	0.5	
Maximum Height, Principal Building	10 m	(32.8 ft)
Maximum Number of Principal Building Storeys	2.5	
Maximum number of dwelling units per lot	2	

### 5.11.3 Conditions of *Use*

- (a) Notwithstanding the provisions of 5.11.2:
  - (i) On a *corner lot*, the *side yard* by the flanking *street* must be not less than 3.5 metres (11.5 ft) wide.
  - (ii) For single *family* dwellings having no carport or attached garage and with no access to the rear or the side of the *lot* from a *street* or *lane*, the minimum *side yard* requirement shall be increased to 3 m (9.8 ft) for one *side yard*.
- (b) For *supportive housing*, the maximum number of persons in care shall not exceed four (4).
- (c) Only one of the three (3) following *accessory uses* is permitted on any *lot*: *bed* and *breakfast* OR *secondary suite* OR *supportive housing*.

# CITY OF PORT ALBERNI

# **BYLAW NO. 4985**

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

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

1. Title

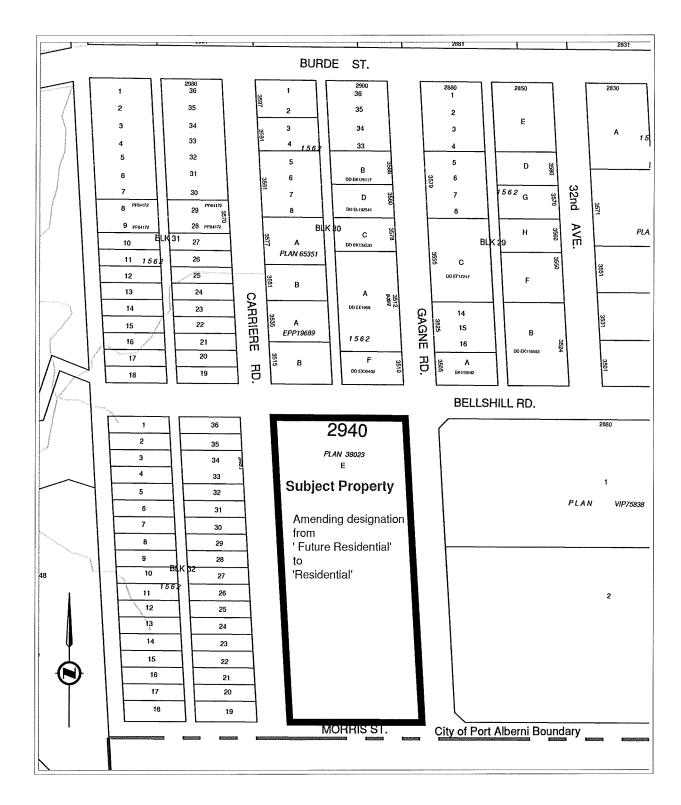
This Bylaw may be known and cited for all purposes as "Official Community Plan Amendment No. 27 (2940 Bellshill Road – Carriere), Bylaw No. 4985".

- 2. Official Community Plan Map Amendment
  - 2.1 **Schedule A (Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation of Lot E, District Lot 139, Alberni District, Plan 38023 (PID: 001-011-090), located at **2940 Bellshill Road**, from 'Future Residential' use to 'Residential' use as shown on Schedule "A" attached hereto and forming part of this bylaw.

FINALLY ADOPTED THISDAY OF,	2019.
READ A THIRD TIME THISDAY OF,	2019.
A PUBLIC HEARING WAS HELD THISDAY	OF, 2019.
READ A SECOND TIME THISDAY OF	, 2019.
READ A FIRST TIME THISDAT OF,	2019.

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# Schedule "A" to Bylaw 4985



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# CITY OF PORT ALBERNI

# **BYLAW NO. 4986**

# A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

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

1	T	it	le

This Bylaw may be known and cited for all purposes as "Zoning Bylaw Map Amendment No. 32 (2940 Bellshill Road - Carriere), Bylaw No. 4986".

# 2. Zoning Amendment

2.1 That Lot E, District Lot 139, Alberni District, Plan 38023 (PID: 001-011-090), located at 2940 Bellshill Road, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'FD Future Development' zone to 'RR2 Semi Rural Residential' zone.

# 3. Map Amendment

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2 above.

Mayor	Clerk
FINALLY ADOPTED THIS DAY OF	, 2019.
READ A THIRD TIME THIS DAY OF	=, 2019.
A PUBLIC HEARING WAS HELD THIS	DAY OF, 2019.
READ A SECOND TIME THIS DAY	OF, 2019.
READ A FIRST TIME THIS DAY OF	, 2019.

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# Schedule "A" to Bylaw No. 4986

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# CITY OF PORT ALBERNI

# **BYLAW NO. 4987**

# A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal	Council	of the (	City of I	Port A	lberni in	Open	Meeting	Assembled	Enacts	as
follows:			•			•				

# 1. Title

This Bylaw may be known and cited for all purposes as "Zoning Bylaw Map Amendment No. 33 (3512 Gagne Road – Bourelle), Bylaw No. 4987".

# 2. Zoning Amendment

2.1 That Lot A (DD EE1959), Block 30, District Lot 139, Alberni District, Plan 1562 (PID: 017-028-591)), located at **3512 Gagne Rd.**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'RR1 – Rural Residential' to 'R1 Single Family Residential'.

# 3. Map Amendment

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME THISDAY OF, 2019.
READ A SECOND TIME THISDAY OF, 2019.
A PUBLIC HEARING WAS HELD THIS DAY OF, 2019.
READ A THIRD TIME THISDAY OF, 2019.
FINALLY ADOPTED THIS DAY OF, 2019.
No.
Mavor Clerk

# Schedule "A" to Bylaw No. 4987

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# CITY OF PORT ALBERNI

I concur, forward to next Regular

Tim Pley, CAO

Council Meeting for Consideration:

#### FINANCE DEPARTMENT REPORT

TO:

Tim Pley, CAO

FROM:

Cathy Rothwell - Director of Finance

COPIES TO:

Mayor and Council

Davina Hartwell - City Clerk

DATE:

April 2, 2019

SUBJECT:

2019 Property Tax Rate Bylaw

Issue

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

### Background

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

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

Council does not have authority to make adjustments on individual properties. The tax rates are applied to each class of property, and are consistent for each property in each class. For example, if the tax rate for Class 1 Residential is \$7.45, then all Class 1 Residential properties will be subject to this rate.

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

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

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

Property taxes cover the calendar year and are due on the first business day in July. For 2019, taxes are due July 2, 2019. A municipality is obliged, under the Community Charter, to charge a 10% penalty on taxes outstanding after the due date. The City of Port Alberni chooses to assess the penalty in two stages: 5% immediately after the due date, and 5% on October 1<sup>st</sup>.

### Discussion

For 2019, Council approved taxation requirements for municipal (general and debt) purposes of \$23,153,214. This is an overall increase of 3% from 2018, per Council's objectives in the 2019 – 2023 financial planning process.

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

Estimated property tax changes, based on the Completed Roll, showed an increase of 2.2% to the average single family residential property. The Revised Roll value on single family residential property was lower than the Completed Roll value by \$2,908,600, resulting in a 2.3% increase. Total revised residential roll assessments were down \$4M; and business roll assessments were down \$1M.

The 2019 Revised Roll assessments show an increase of \$326.5M over 2018, mostly due to increases of \$324M in the residential class and \$19M in the business class. The industry classes assessments changed slightly. Non market changes accounted for approximately \$28M of the increase in assessments.

The <u>average</u> single family residential property is assessed at \$291,407 for 2019. This is an increase of 18% over 2018 (average single family residential assessment \$247,138). The 2019 residential tax rate for municipal purposes is \$6.739 per thousand dollars of assessed value. This is a decrease of 1.032 from the 2018 rate of \$7.771 per thousand.

#### Recommendation

That the report dated April 2, 2019 from the Director of Finance, be received.

That "Tax Rates 2019, Bylaw No. 4988", be now introduced and read a first time.

That "Tax Rates 2019, Bylaw No. 4988", be read a second time.

That "Tax Rates 2019, Bylaw No. 4988", be read a third time.

Respectfully submitted,

OKSHMAUL-

Cathy Rothwell

Director of Finance

#### CITY OF PORT ALBERNI

#### **BYLAW NO. 4988**

# A BYLAW FOR THE LEVYING OF TAX RATES FOR MUNICIPAL, REGIONAL HOSPITAL DISTRICT, REGIONAL DISTRICT AND OFF-STREET PARKING PURPOSES FOR THE YEAR 2019

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

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

#### 1. Title

This Bylaw may be cited for all purposes as "Tax Rates 2019, Bylaw No. 4988".

#### 2. Tax Rates

The following rates are hereby imposed and levied for the year 2019:

### (a) General Municipal Purposes Rate

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

#### (b) General Municipal Debt Rate

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

#### (c) General Municipal Vancouver Island Regional Library Rate

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

# (d) Regional Hospital District Rate

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

# (e) Regional District of Alberni-Clayoquot Rate

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

# (f) Special Rate - Off-Street Parking

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

#### 3. Effective Date

The aforementioned rates and taxes shall be considered to have been imposed on and from the first day of January, 2019.

#### 4. Payment

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

#### 5. Repeal

That "Tax Rates 2018, Bylaw No. 4962" is hereby repealed.

Mayor		Clerk	
FINALLY ADOPTED THIS	DAY OF	, 2019.	
READ A THIRD TIME THIS	DAY OF	, 2019.	
READ A SECOND TIME THI	S DAY OF	, 2019.	
READ A FIRST TIME THIS	DAY OF	, 2019.	

# SCHEDULE "A" TO BYLAW #4988

# 2019 TAX RATES (DOLLARS OF TAX PER \$1,000 TAXABLE VALUE)

			Ш	IV	V	VI
Property Class	General Municipal	Debt	Alberni Clayoquot Regional Hospital	Alberni Clayoquot Regional District	Off Street Parking	Vancouver Island Regional Library
Residential	6.4725	0.0616	0.2210	0.4245	0.4281	0.2047
Utilities	26.1579	0.2486	0.7736	1.4859		0.8269
Supportive Housing	6.4725	0.0616	0.2210	0.4245		0.2047
Major Industry	53.7022	0.5112	0.7515	1.4434		1.6982
Light Industry	53.8818	0.5126	0.7515	1.4434		1.7039
Business	13.4906	0.1284	0.5416	1.0401	0.8922	0.4266
Managed Forest Land	19.4175	0.1848	0.6631	1.2736		0.6140
Non-Profit	6.4725	0.0616	0.2210	0.4245	0.4281	0.2047
Farm	6.4725	0.0616	0.2210	0.4245		0.2047

March 25, 2019

Dear Mayor and Council

VIA EMAIL



Phone 250.632.8900 Fax 250.632.4995

On March 3, 2005, a motorcycle accident occurred that would forever change the life of Ms. Denise Lodge. Her 21-year old son Corey bought his first motorcycle, a high speed 1000cc racing sport bike. He wrote his learners license on the same day. In less than 24 hours he was involved in a fatal accident on the Malahat Highway. Unable to navigate the turn, the worst possible outcome was realized.

From this fateful event grew a movement affectionately known as The Coalition of Riders Educating Youth (C.O.R.E.Y). This alliance was organized by a mother who vowed to change an outdated system of motorcycle laws in an effort to advance motorcycle safety initiatives. Over the past 14 years C.O.R.E.Y has been working with the Government asking for them to give New Riders the Skills to have a safe ride.

In 2016, C.O.R.E.Y started working with the RCMP and RoadSafetyBC, presenting to over 7,900 Grade 9 – 12 high school students in Northern and Central BC. The interactive discussion brings full awareness of motorcycles to the new drivers as half of the deaths occur because the driver of the other vehicle does not see the motorcyclist. To further highlight the need of this program a recent statistic from the coroner indicates that there were thirty (30) motorcyclist deaths from January to July 2018. This is a 114% increase over the number of motorcyclist deaths occurring from January to July 2017.

At the 2016 UBCM Conference the following resolution was submitted by the District, and adopted by the North Central Local Government Association at the conference in Dawson Creek. Due to time constraints the resolution was not considered by the UBCM membership; however, it was endorsed post-conference by the UBCM Community Safety Committee:

#### **Graduated Licensing for Motorcycles**

#### DISTRICT OF KITIMAT

WHEREAS many changes and improvements have occurred regarding the operation of motorcycles including: increased fines for dangerous behavior while riding, mandatory approved helmet laws, and new seating regulations which require that the passenger's feet must remain on the foot pegs to prevent children who are too small from riding as passengers;

**AND WHEREAS** motorcycles make up three per cent of BC's insured vehicles, yet they are involved in approximately eleven per cent of all road fatalities:

**THEREFORE BE IT RESOLVED** that the Provincial Government implement the final phase of the graduated licensing program for motorcycles including power restrictions and mandatory training.

As the program has not yet been implemented, The District of Kitimat Mayor and Council are requesting letters of support be written to the Province to finalize and implement the Graduated Licensing Program for Motorcycles (GLP-M), including Power Restrictions and Mandatory Training.

We ask that letters of support be forwarded to:

Honourable Mike Farnworth, MLA pssg.minister@gov.bc.ca

CoreySafe Society coreysafe@outlook.com

Sincerely,

Mayor Phillip Germuth District of Kitimat



April 2, 2019

City of Port Alberni
4850 Argyle Street
Port Alberni, BC

Dear Mayor and Council:

Re: Staff Review and Recommendations on the Social Planning Council

At your regular November Council meeting a motion was passed to refer the issue of the creation of a Social Planning Commission to staff for report and recommendation once the new planner was in place in January.

Could you please provide an update on progress with this item.

The AV Social Planning Council has waited patiently for the new planner to get up to speed and is expecting some communication from you. We assume all the past correspondence has been given to the new city planner.

We would be happy to meet with the planner and representatives from council to discuss how to move this forward.

Sincerely,

Janis Nairne

On behalf of the AV Social Planning Council





# TY OF PORT ALBERNI

Parks and Recreation Department 4255 Wallace Street, Port Alberni, B.C. V9Y 3Y6

Telephone: (250) 723-2181 Fax: (250) 723-1035

www.portalberni.ca

RECEIVED

MAR 2 5 2019

CITY OF PORT ALBERNI

March 25, 2019

Mayor Minions and City Council City Hall 4850 Argyle Street Port Alberni, BC V9Y 1V8

Dear Mayor Minions and City Council,

We are writing to ask for Council's support by proclaiming June 2 – 8, 2019 as of Port Alberni's 34th annual "Seniors' Week". Seniors' Week is a wonderful opportunity to honour our seniors, value their importance and acknowledge their contributions in our community.

We would also like to provide an opportunity for the Mayor to write a message that will be printed on the front page of the Seniors' Week Flyer. For several years, the Mayor has written a message and we would like to extend this offer once again this year. If she would like to do so, please submit a message by Wednesday, April 24 to Karen Freethy at karen\_freethy@portalberni.ca.

We are fortunate our community has been incredibly supportive of this initiative for 34 years! It is a wonderful tribute to our seniors! Local businesses, organizations and service groups have been dedicated to Seniors' Week for many years and the organizing committee is planning another great celebration this year. Thank you very much for your consideration of these requests. We are excited to celebrate and honour seniors in our community and look forward to hearing from you.

Sincerely,

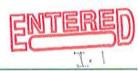
PORT ALBERNI PARKS, RECREATION & HERITAGE DEPARTMENT

Karen Freethy,

Recreation Programmer City of Port Alberni, BC

On behalf of the Seniors' Week Organizing Committee

J:\Echo Activity Centre\Karen Freethy\SENIORS WEEK\SENIORS WEEK 2019\Letter to Council 2019.docx





From: s.ridout@shaw.ca [mailto:s.ridout@shaw.ca]

**Sent:** Saturday, March 23, 2019 12:06 PM **To:** connected.communities.ca@gmail.com

Subject: Fiber SMARTER than 5G ~ Wired to Deliver Community Fiber Website

Dear Mayor and Councillors,

This week, BC Minister of Citizens' Services Jinny Sims called rural internet the 'railroad of the 21st century.' Unfortunately, in this article she promoted wireless 5G as a viable and more economical alternative to fiber-to-the-premises. 5G is not a viable rural solution due to the short distances and the way millimeter waves travel. Wireless 5G requires fiber optic cable to be connected to every transmitter. These transmitters need to be replaced every few years, adding to the cost of deployment. Extending the fiber and connecting it directly to every premise is the truly smart way to build a telecommunications infrastructure. As well as the financial concerns cyber security (the recent Huawei scandal) and health issues need to be considered. The safety of 5G has not been established. 5G resonates on the same wavelengths as all living things. If 5G is found to distort these living frequencies there will be physical and mental health issues arising in the future.

Wired fiber is the fastest, safest and most energy-efficient and reliable rural connectivity option. With the <u>Connected Coast</u> project bringing a sub-sea fiber optic cable to 154 rural BC communities over the next 2 years, investing in a fiber-to-the-premises last mile is the best way for BC's rural communities to build a 21st century information highway.

Connected Communities - a site that provides local governments with tools for building community-owned wired fiber networks is here! <u>Connected</u> Communities ~ Wired fiber for Sustainable Last-Mile Solutions

Rural broadband is now a provincial and federal funding priority. The time is ripe to bring the many benefits of wired fiber to your community. Wiring fiber to every premise is the smart way to build a telecommunications infrastructure, and it is the fastest, safest and most energy-efficient and reliable rural connectivity option.

To learn more and get started I would ask that you please read the press release below or attached. Thank you for all you do for your communities.

Sherry Ridout Victoria, B.C.



# WIRED TO DELIVER:

# New Site Promotes Community Fiber not Industry-Driven 5G

FOR IMMEDIATE RELEASE – March 23, 2019

CONTACT: connected.communities.ca@gmail.com

While last week's launch of the federal spectrum auction gave the green light to 5G in Canada, many communities across North America are choosing to build and operate their own fiber-to-the-premises networks. An innovative new Canadian website – <u>Connected Communities</u> – explains the many benefits of community-owned fiber, and provides a blueprint for how towns and cities can make it happen.

# Why Community-owned Wired Fiber?

- Wired fiber is faster, safer, cheaper, greener, more reliable, and more data secure than wireless 5G the 5<sup>th</sup> generation of cellular technology. <u>This in-depth report</u> explains why.
- Community owned fiber keeps telecommunications infrastructure in local hands and keeps it
  responsive to local needs. From improved emergency services and economic opportunities to resource
  monitoring and distributing locally generated renewable energy the manifold benefits of communityowned fiber make it the truly smart choice.

#### A Smarter Choice than Wireless 5G

As Senator Blumenthal uncovered in this Senate hearing, 5G is being unleashed with no pre-market safety testing. Wired fiber can essentially fill the same functions as wireless 5G, without the risks.

- o The Globe and Mail's European Bureau Chief Eric Reguly discusses the health risks of 5G here.
- In the wake of the Huawei scandal, <u>this article</u> reveals the sinister cyber and national security risks of 5G.

Beneath the marketing hype, it is unlikely wireless 5G will fulfill its promises. (Learn more <u>here</u>.) Rather than heralding the future, 5G is shaping it to telecom's advantage.

#### **Success Stories**

Cities like <u>Chattanooga</u> Tennessee, <u>Portland</u> Oregon, <u>Olds</u> Alberta, <u>San Francisco</u> and <u>Seattle</u> - cities that value data privacy, autonomy, local prosperity and wellbeing - have chosen or are choosing community-owned fiber. The telecommunications highway today fulfills the same function that roads and railways once filled for trade and commerce. It is essential that this infrastructure be not for meeting corporate interests, but for the public good.

To learn more, visit <u>Connected Communities</u> and spread the word – wired networks offer safe, net neutral, fast and reliable connectivity for years to come.



March 25, 2019

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

Dear Mayor Minions:

Re: 2018 Resolutions

Please find attached a federal response to resolution 2018-B122 put forward by your local government and endorsed by the UBCM membership at Convention.

I trust this information will be of assistance to you. Please feel free to contact Jamee Justason, UBCM Resolutions and Policy Analyst with any questions.

Tel: 604-270-8226 ext. 100 Email: jjustason@ubcm.ca

Very best wishes,

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Arjun Singh President

Enclosure



# 2018 B122 West Coast Marine Spill Response Guarantee

Port Alberni

Whereas Kinder Morgan has announced they may cancel their expansion project as soon as May 31st, 2018 and the West Coast Marine Spill Response Corporation has suspended activities at facilities they are building across our region which are tied to the completion of the Kinder Morgan project;

And whereas there is an existing and continued need for world class spill response and the jobs that are tied to that response on the West Coast of British Columbia:

Therefore be it resolved that UBCM ask the provincial and federal governments to guarantee funding for the construction and operation of the marine response facilities including those steered by First Nations, so that those jobs and the world class ocean protection they provide are guaranteed.

Convention Decision: Endorsed

# Provincial Response

# Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Responsibility for regulating and managing spill prevention and preparedness in the marine environment rests with the federal government. Marine spill prevention and preparedness is of critical importance to the provincial government because a spill in the marine environment inevitably impacts our coastline, marine economy, the culture and quality of life of Indigenous and local coastal communities, the environment, and other provincial resources.

The Provincial Government encourages its federal partners to continue to work collaboratively with Indigenous peoples, local coastal communities and provincial ministries to ensure there are adequate resources in place to respond effectively should a spill occur. Working with coastal First Nations to establish a network of marine response facilities represents an excellent opportunity to strengthen preparedness up and down the coast. Should any new products be proposed that increase the risk of a marine spill, it is incumbent on the federal government to ensure adequate resources are in place.

While the Province cannot regulate marine spill prevention and preparedness, provincial requirements for spill response and environmental recovery must be addressed following a marine spill when provincial resources are impacted or could be impacted, including timely and effective response actions, spill reporting, restoring damage done to the environment and ensuring polluters pay for government costs associated with the spill.

#### Federal Response

#### Minister of Fisheries and Oceans

The Government of Canada continues to implement the Oceans Protection Plan, which is enhancing marine safety and the protection of Canada's marine environment. In particular, it includes several initiatives that are strengthening Canada's environmental response regime. We encourage the members of the Union of BC Municipalities to share their views via the Let's Talk OPP Forum. The Forum is available online at the following website:

https://letstalktransportation.ca/OPP

Regarding funding for marine response facilities, it should be noted that the Western Canada Marine Response Corporation is an industry-funded organization. The federal government does not direct these investments.

Excellent health and care, for everyone, everywhere, every time.



March 25, 2019

Cliff 20048

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

Dear Mayor Minions,

On behalf of the Board of Directors and senior leadership of Island Health, we write to extend our sincerest congratulations on your recent election as Mayor of Port Alberni and the swearing-in of your council.

We are pleased to provide you with a copy of our Annual Report 2017/2018. The results and stories shared in our Annual Report showcase the health and care impact on people and communities while highlighting the strength and compassion of Island Health's care teams.

As we move through 2019, we will continue to work in partnership with you and your colleagues to improve the health and care needs of our population.

We will focus on continuous improvement in acute and long-term care service delivery, ensuring our patient and care team experiences are better than they were last year, and we will further build upon the quality and safety successes of the past.

A critical focus for Island Health this year, and in coming years, will be on further development of integrated team-based primary and community care in line with Ministry of Health direction. The evidence is clear this is where we need to go; and other jurisdictions have shown us the way forward. Working together we are confident the residents and communities of Island Health will receive better, more appropriate care through this direction.

We also know that much of what contributes to positive health outcomes arises as a result of the work of organizations outside of Island Health. Social determinants of health have a significant impact on positive health outcomes, and we are excited to be working with many organizations, including yourself in local government, along with the Provincial Government on improving these critical conditions of success.

We would be happy to provide you with an overview of Island Health and ensure that you have the information you need in order to serve your community. If at any time you need assistance or

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information, please feel free to contact Island Health's Executive Director for your area Sheila Leadbetter at Sheila.Leadbetter@viha.ca.

Don't hesitate to reach out to us directly through Island Health's corporate office at 250-370-8692 or by email at <a href="mailto:leah.hollins@shaw.ca">leah.hollins@shaw.ca</a> or <a href="mailto:Kathryn.Macneil@viha.ca">Kathryn.Macneil@viha.ca</a>.

Once again, congratulations on your election. Best wishes for a happy, healthy and prosperous new year.

Sincerely,

Leah Hollins

Touch Willing

**Board Chair** 

Kathy MacNeil President & CEO

Kany Machiel



#### **Mayor Sharie Minions Report**

April 2, 2019

#### **Mayors Caucus**

3 days in Prince George at Mayor's Caucus with other BC Mayors. Main panel discussions included Emergency Management, Balancing Social and Economic Development, and Clean BC Plan. Great opportunity for networking with other leaders and hearing how their communities are addressing common issues. Lots of discussion around using a united voice to push the provincial government to implement the UBCM Strong Fiscal Futures report recommendations.

#### **Maker Space Meeting**

Met with a group of community members and Economic Development Manager working to create a Maker Space in Port Alberni. The maker space would host classes and look to find innovative ways to solve problems. They would also potentially rent office space in a coworking-type environment. Maker spaces around the country have been very successful and this is an exciting initiative to see coming forward in the City. I heard many examples of other successful coworking and maker spaces at Mayor's Caucus this week.

#### **Tseshaht Meeting**

Met with Chief Councillor and Executive Director of Tseshaht First Nation to discuss current issues and opportunities.

#### Ellen Frood - ACAWS

Met with Ellen from ACAWS to discuss concerns regarding possible program funding loss. ACAWS will be working with other service providers to talk about how to move forward, but are very concerned about potentially losing an important program for our community.

#### Uchuklesaht

Stopped in to Uchuklesaht's office in the Thunderbird Building and met a few of their staff members and community members. I have asked staff to arrange an initial meeting with Chief Councillor to begin building more of a relationship with Uchuklesaht and hear about their priorities. I look forward to connecting with them.

#### Minister Murray

Met with Federal Minister Joyce Murray to discuss challenges and opportunities for our area. We discussed RCMP funding formula that has us pay 90% of our policing costs because we're just over the population limit and asked for discussions around more of a scaled approach to that or an alternative model for communities with higher than average policing costs. Conversations around McLean Mill funding potential. Discussion around Reconciliation work we're doing and possible funding. Discussed housing availability and affordability and federal funding for it. As well as the positive potential of off-reserve housing funding for our community, given that we have a high percentage of urban first nations who could benefit from stable, affordable, quality housing.



#### **ACRD Board Meeting**

Attended ACRD board meeting where we passed the final reading of our financial plan. The City's portion/ACRD contribution will increase by 3.66% this year. The board has struggled with higher than average increases in a number of areas this year including ~19% increase in Beaufort, ~10% in Bamfield, ~5% at Sproat Lake, and ~4.5% in Beaver Creek.

#### **Reconciliation Council Meeting**

The Committee hosted a joint meeting with councils from CPA, Hupacasath, and Tseshaht to present the final report recommendations. We presented the recommendations and then had discussion and questions about them with all of the council and committee members. On behalf of our Committee I would like to thank all participants in this meeting for attending and engaging in such an important conversation. Our committee has worked very hard on this report and look forward to releasing it to the public. Thank you to all of our committee members for their commitment to this process over the past year and a half.

# **Mosaic Forest Management**

Met with Mosaic to discuss logging truck safety concerns following the release of the dash cam footage of the logging truck accident that happened. They shared with us that they are working on installing telemetrics in their trucks that will allow them to give their drivers a report card and monitor when they are going to fast around corners, etc. They plan to have all of their trucks done by April but that only includes their owned trucks. On the east side of the Island they do their own hauling whereas in our area they use mostly contractors which doesn't allow as much direct control. They are working toward telemetrics on their contractor fleet as well. We stressed the importance of safe driving practices in our community and discussed possible truck routes. They also talked about working to increase the amount of logs they put in the water at Shoemaker Bay which would stop those trucks from coming through the community. We will continue to discuss this issue with them.

# **Strategic Planning**

I can't in a report how much I enjoyed our council's strategic planning session. I would like to extend a huge thank you to Council and Staff who attended and participated in the session. I am looking forward to continuing the process and feel incredibly positive about the plan we're going to come through this with.

# **Councillor Report**

For April 8, 2019

### **Councillor Ron Corbeil**

On behalf of the Port Alberni City Council I attended:

**April 2, 2019** – I attended the Truck Loggers Association (TLA) dinner. Great opportunity to network. Three key notes presentations:

- San group: The plan for Port Alberni
- Update of BC Timber Sales big tree policy and Nahmint
- Coast Revitalization Initiative and what to expect.

April 3-5, 2019 – I attended the Council of Forest Industries (COFI) convention in Vancouver. The convention brings together forest industry, various levels of governments, First Nations and others to discuss the future of BC's forest industry.

# **Councillor Report**

For April 8, 2019

#### **Councillor Debbie Haggard**

March 20, 2019 – Mr. John Douglas graciously provided me a tour of the Port Alberni Shelter, which provides temporary accommodation and essential services to meet the needs of the homeless. I was fortunate to meet some of the residents who shared their life experience with me.

March 20, 2019 – I attended the monthly Advisory Planning Commission meeting. Two different small sub-divisions were proposed, both in close proximity of each other.

March 20 - 21, 2019 -Council and staff participated in a two day Strategic Planning Session. We were given the opportunity to share our ideas and goals for the next four years and now we will work towards putting those goals into a cohesive and workable plan.

March 22, 2019 – I met with Bill Collette, Executive Director of the Alberni Valley Chamber of Commerce so he could update me on the results of the Business Skills Training program. I have also been in discussion with Reanna Miller, employee of the Chamber in charge of Special Projects, regarding the initial planning of a Women's Business Forum.

Council Report Submitted 3 Apr 2019 Councillor Helen Poon

**21-22 March 2019** – Attended the strategic planning sessions. Very excited to work on this plan that will lead to great things for Port Alberni. Staff, council and consultants all offered great input.

**27** March **2019** – Attended tri council meeting on reconciliation. Reviewed the recommendations of the reconciliation committee. It was a good positive session, and I enjoyed getting to know members of the other councils better.

**28 March 2019** – Attended Alzheimer's fundraiser in Uptown. Met with various Uptown merchants.