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**AGENDA - REGULAR MEETING OF COUNCIL**  
**Monday, August 9, 2021 @ 2:00 PM**  
**Via Video-Conference**

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

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

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

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**A. CALL TO ORDER & APPROVAL OF THE AGENDA**

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

*That the agenda be approved as circulated.*

**B. ADOPTION OF MINUTES - Page 7**

1. Special meeting held at 9:30 am and Regular Council meeting held at 2:00 pm on July 26, 2021.

**C. PUBLIC INPUT PERIOD**

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

**D. DELEGATIONS**

1. **Alberni Clayoquot Regional District – Organics Collection** - Page 13  
Jodie Frank, Organics Diversion Coordinator in attendance to provide Council with an overview of the roadside organics and three stream cart collection program.

**E. UNFINISHED BUSINESS**

*Includes items carried forward from previous Council meetings.*

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**F. STAFF REPORTS**

*Members of the public may be recognized by Council to speak to a report if the report is a response to their correspondence or an application [currently suspended due to COVID-19].*

**1. Accounts**

*THAT the certification of the Director of Finance dated August 9, 2021, be received and the cheques numbered \_\_\_\_\_ to \_\_\_\_\_ inclusive, in payment of accounts totalling \$ \_\_\_\_\_, be approved.*

**2. RCMP Department - Page 14**

*Report from the Officer in Charge, Inspector Eric Rochette reporting on the 2<sup>nd</sup> Quarter of 2021 [April to June].*

**3. Director of Engineering & Public Works – BC Active Transportation Infrastructure Grant | City of PA Funding Application – Beaver Creek Path Project - Page 17**

*Report dated July 30, 2021 from the Director of Corporate Services, prepared on behalf of the Director of Engineering & Public Works, requesting Council formally authorize the City's funding application through the BC Active Transportation Infrastructure Grant Program for the Beaver Creek Path Project.*

*THAT City of Port Alberni Council authorize staff to apply for funding through the BC Active Transportation Infrastructure Grant Program for the Beaver Creek Path Project, a joint project between the City of Port Alberni and Hupacasath First Nations, at a total estimated project cost of \$192,800. AND FURTHER THAT, Council also confirms the following:*

- funding for the Beaver Creek Path Project is available and supported by Council;*
- the project is a municipal priority and therefore, shovel ready; and*
- the City will complete the project by the stipulated deadline of March 2023.*

**4. Director of Corporate Services – Voting Delegate & Alternates | Municipal Insurance Association of British Columbia [MIABC] - Page 24**

*Report dated July 30, 2021 from the Director of Corporate Services requesting Council appoint a Voting Delegate and alternates as per the Reciprocal Agreement between the City of Port Alberni and the MIABC.*

*THAT Council appoints [Council name to be inserted] as the City of Port Alberni Voting Delegate to the Municipal Insurance Association of British Columbia [MIABC] meetings of Subscribers in order to meet the requirements of Article 6.13 of the Reciprocal Agreement between the City of Port Alberni and the MIABC; AND FURTHER, THAT Council appoints, [Council name to be inserted] as the first alternate voting delegate and [Council name to be inserted] as the second alternate voting delegate to attend meetings and vote in the absence of the Voting Delegate.*

- 5. Director of Finance – BC Transit Annual Operating Agreement | 2021-2022 | Amendment – Children 12 and Under - Page 27**  
Report dated July 29, 2021 from the Director of Finance seeking Council’s authorization to execute the amended BC Transit Annual Operating Agreement [AOA] – 2021-2022, covering the period from April 1, 2021 to March 31, 2022.

*THAT the Director of Corporate Services be authorized to execute the BC Transit | 2021 - 2022 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to this report and in effect from April 1, 2021 to March 31, 2022 [for the change to fee structure for Children 12 and under].*

- 6. Director of Finance – Audit Committee Terms of Reference Amendment | Meeting Frequency - Page 32**  
Report dated July 28, 2021 from the Director of Finance requesting Council’s review and approval of the amended Terms of Reference for the Audit Committee re: increased meeting frequency.

*THAT Council review and approve the Audit Committee Terms of Reference as amended with said amendment increasing meeting frequency to once every quarter.*

- 7. Development Planner – Development Permit No. 21-09 - Page 36**  
Report dated July 19, 2021 from the Development Planner requesting Council’s authorization to issue Development Permit No. 21-09 for the proposed construction of 3 single storey storage buildings at 4924 Broughton Street, including a two-storey administration office and caretaker’s residence.

*THAT Council authorize the issuance of Development Permit No. 21-09, and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule ‘B’, prepared by Bowerman Excavating Ltd. issued for ‘4924 Broughton Street’ and dated July 20, 2021, subject to the City of Port Alberni receiving the required landscaping security in the amount of \$19,860.*

- 8. Director of Engineering & Public Works – Connect the Quays – update and resource requirements - Page 50**  
Report dated July 27, 2021 from the Director of Engineering and Public Works providing Council with an update regarding the progress and expenditures to date related to the Connect the Quays Pathway Project, and seeking Council’s direction regarding engagement of third-party resources to support the public engagement phase of the project.

*THAT Council direct that the professional services of John S. Manson P. Eng., and PWL Partnership Landscaping be secured to assist in completion of the public engagement phase of the Connect the Quays Pathway Project.*

9. **Director of Corporate Services – Return to In-Person Meetings of Council** - Page 70  
Report dated August 3, 2021 from the Director of Corporate Services providing information in regards to returning to in-person meetings of Council including public attendance.

This report is being provided for Council's information.

## **G. BYLAWS**

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

1. **Solid Waste Collection and Disposal Bylaw 5030, 2021** - Page 92

*THAT "Solid Waste Collection & Disposal Bylaw 5030, 2021" be read a third time.*

2. **Sewer Connection and Regulation Bylaw and Waterworks Bylaw Amendments** - Page 110

a. *THAT "Sewer Connection and Regulation Bylaw, Amendment No. 14, Bylaw No. 5034" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5034".*

b. *THAT "Waterworks Bylaw, Amendment No. 12, Rate Changes, Bylaw No. 5035" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5035".*

3. **Director of Development Services|Deputy CAO – Proposed Official Community Plan Bylaw and Zoning Bylaw Amendments** - Page 118

Report dated July 30, 2021 from the Director of Development Services|Deputy CAO requesting Council consider first and second reading of the proposed bylaws, and to schedule a Public Hearing.

a. *THAT "Official Community Plan Amendment No. 34 (4905 Cherry Creek Road - Evans), Bylaw No. 5031" be now introduced and read a first time.*

b. *THAT "Zoning Map Amendment No. 45 (4905 Cherry Creek Road - Evans), Bylaw No. 5032" be now introduced and read a first time.*

c. *THAT "Zoning Text Amendment No. T28 (Definition - Micro-Brewery/Micro-Distillery), Bylaw No. 5033" be now introduced and read a first time.*

d. *THAT "Official Community Plan Amendment No. 34 (4905 Cherry Creek Road - Evans), Bylaw No. 5031" be read a second time.*

e. *THAT "Zoning Map Amendment No. 45 (4905 Cherry Creek Road - Evans), Bylaw No. 5032" be read a second time.*

- f. *THAT "Zoning Text Amendment No. T28 (Definition - Micro-Brewery/Micro-Distillery), Bylaw No. 5033" be read a second time.*
- g. *THAT "Official Community Plan Amendment No. 34 (4905 Cherry Creek Road - Evans), Bylaw No. 5031", "Zoning Map Amendment No. 45 (4905 Cherry Creek Road - Evans), Bylaw No. 5032 and "Zoning Text Amendment No. T28 (Definition - Micro-Brewery/Micro-Distillery), Bylaw No. 5033" be advanced to a Public Hearing on Monday, August 30, 2021 at 6:00 pm by videoconferencing.*

## **H. CORRESPONDENCE FOR ACTION**

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

- 1. Port Alberni Community Action Team [CAT] - Page 145**  
CAT resubmitted correspondence previously received by Council April 12<sup>th</sup> requesting Council's support by way of a resolution supporting the "Mom's Stop The Harm" petition [proposed resolution is attached for Council's consideration/reference].

Council direction is being sought.

- 2. Western Vancouver Island Industrial Heritage Society - Page 149**  
Letter dated August 2, 2021 from the Western Vancouver Island Industrial Heritage Society requesting temporary road closures for the purpose of holding the annual "Antique Trucks & Machinery Show".

*THAT Council authorize the temporary road closures of Dunbar Street, between Seventh & Ninth Avenues as requested by the Western Vancouver Island Industrial Heritage Society for the purpose of holding the annual "Antique Trucks & Machinery Show on Friday, September 4, 2021 at 6 pm to Sunday, September 6, 2021 at 5 pm subject to:*

- the notification of emergency services and BC Transit*
- consultation with all affected businesses/residents*
- implementation of a Traffic Plan*
- provision of standard liability insurance*
- COVID-19 Safety Plan or Communicable Disease Plan in accordance with Provincial Health orders and guidelines in effect at the time of the event*
- Capacity/attendees to align with 'BC Restart Plan' guidelines, if applicable*

## **I. PROCLAMATIONS**

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**J. CORRESPONDENCE FOR INFORMATION**

*Correspondence found here provides information to Council and does not make a specific request. It may also include correspondence that may not be relevant to City services and responsibilities. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included.*

- 1. Correspondence Summary - Page 151**  
Correspondence Summary dated August 9, 2021.

**K. REPORT FROM IN-CAMERA**

**L. COUNCIL REPORTS**

- 1. Council and Regional District Reports - Page 178**

**M. NEW BUSINESS**

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

**N. QUESTION PERIOD**

*An opportunity for the public to ask questions of Council.*

**O. ADJOURNMENT**

*That the meeting adjourn at      PM*

**MINUTES OF THE SPECIAL MEETING OF COUNCIL  
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING  
MONDAY, JULY 26, 2021 @ 9:30 AM  
Via Video Conference – Zoom Platform**

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**PRESENT:** Mayor Minions  
Councillor R. Corbeil  
Councillor D. Haggard  
Councillor R. Paulson  
Councillor H. Poon  
Councillor C. Solda  
Councillor D. Washington

**Staff:** T. Pley, Chief Administrative Officer  
S. Smith, Director of Development Services | Deputy CAO  
A. McGifford, Director of Finance  
T. Slonski, Director of Corporate Services

**Other:** S. Manhas, Legal Counsel | Young Anderson

Call to Order: @ 9:30 am

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

**Section 90 (1)(e)** *the acquisition, disposition or expropriation of land or improvements and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and*

**Section 90 (1)(i)** *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

**CARRIED**

The meeting was terminated at 10:36 am

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, July 26, 2021 @ 2:00 PM**  
**Via Video-Conference**

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**PRESENT:** Mayor S. Minions  
Councillor R. Corbeil  
Councillor D. Haggard  
Councillor R. Paulson  
Councillor H. Poon  
Councillor C. Solda  
Councillor D. Washington

**Absent:** Councillor C. Solda

**A. CALL TO ORDER & APPROVAL OF THE AGENDA**

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

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

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the minutes of the Regular Council meeting held at 2:00 pm on July 12, 2021 and Special meeting held at 5:00 pm on July 19, 2021 be adopted.*

**CARRIED**

**C. PUBLIC INPUT PERIOD - NIL**

**D. DELEGATIONS**

**1. Lookout Housing and Health Society & Bread of Life Centre**

Chuck Puchmayr and Mary Campbell of the Lookout Housing and Health Society and John Edmondson of the Bread of Life Centre informed Council of their endeavour of purchasing the Beaufort Hotel with the intent of creating new affordable housing for people and populations who are vulnerable. Part of the project includes submitting a funding application through the National Housing Strategy Rapid Housing Initiative/CMHC and requested that Council consider providing them with a letter of support to supplement their application.

*MOVED AND SECONDED, THAT Council provide Lookout Housing and Health Society [Lookout] and the Bread of Life Centre with a letter of support as it relates to their funding application through the National Housing Strategy Rapid Housing Initiative – CMHC.*

**CARRIED | Res. No. 21-170**

**E. UNFINISHED BUSINESS**

**1. Alberni Valley Drag Racing Association [AVDRA]**

*MOVED AND SECONDED, THAT Council authorize the Alberni Valley Drag Racing Association to conduct a Charity Cruise from 7:00 pm to 8:00 pm on Friday, August 6, 2021 beginning at the Alberni Athletic Hall and ending at Boston Pizza subject to:*

- *the notification of emergency services and BC transit*
- *consultation with all affected businesses/residents*
- *implementation of a Traffic Plan*
- *provision of standard liability insurance*
- *COVID-19 Safety Plan or Communicable Disease Plan in accordance with Provincial Health orders and guidelines in effect at the time of the event, if applicable*
- *capacity/attendees to align with 'BC Restart Plan' guidelines, if applicable*

**CARRIED | Res. No. 21-171**

**F. STAFF REPORTS**

**1. Accounts**

*MOVED AND SECONDED, THAT the certification of the Director of Finance dated July 26, 2021, be received and the cheques numbered 148785 to 148868 inclusive, in payment of accounts totalling \$ 1,065,510.83, be approved.*

**CARRIED**

**2. Harbour Quay Clocktower Remediation | Award of Project [Transform the Clock Tower at Harbour Quay in Port Alberni into an Indigenous Story Tower]**

*MOVED AND SECONDED, THAT Council authorize staff to amend the City's "Five Year Financial Plan 2021-2025, Bylaw No.5023", by allocating monies from the General Operating Reserve in the amount of \$51,922 for the purpose of funding the Harbour Quay Clock Tower Remediation project.*

**CARRIED | Res. No. 21-172**

*MOVED AND SECONDED, THAT Council award the contract for "Harbour Quay Clocktower Remediation" to Bowerman Excavating Ltd. for the contract price of \$375,000.*

**CARRIED | Res. No. 21-173**

**3. Development Permit No. 21-11**

*MOVED AND SECONDED, THAT Council authorize the issuance of Development Permit No. 21-11, and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B', prepared by Collabor8 Architecture + Design Inc. issued for 'Unit 118-3550 Johnston Road' and dated April 2021.*

**CARRIED | Res. No. 21-174**

**4. Provincial Nominee Program | Entrepreneur Immigration Regional Pilot Project Extension**

*MOVED AND SECONDED, THAT Council authorize the City's continued participation in the Provincial Nominee Program | Entrepreneur Immigration Regional Pilot [Phase 2] extended to March 31, 2023 in advance of the July 30, 2021 deadline.*

**CARRIED | Res. No. 21-175**

**G. BYLAWS**

**1. Zoning Bylaw Text Amendment No. T27 (Site Specific Use – C2 General Commercial), Bylaw No. 5022 | Quality Foods**

*MOVED AND SECONDED, THAT "Zoning Bylaw Text Amendment No. T27 (Site Specific Use – C2 General Commercial), Bylaw No. 5022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5022.*

**CARRIED | Res. No. 21-176**

**2. Solid Waste Collection & Disposal Bylaw No. 5030, 2021**

*MOVED AND SECONDED, THAT "Solid Waste Collection & Disposal Bylaw 5030, 2021" be now introduced and read a first time.*

**CARRIED | Res. No. 21-177**

*MOVED AND SECONDED, THAT "Solid Waste Collection & Disposal Bylaw 5030, 2021" be read a second time.*

**CARRIED | Res. No. 21-178**

**3. Sewer Connection & Regulation Bylaw, Amendment No. 14, Bylaw No. 5034 & Waterworks Bylaw, Amendment No. 12, Rate Changes, Bylaw No. 5035.**

*MOVED AND SECONDED, THAT "Sewer Connection and Regulation Bylaw, Amendment No. 14, Bylaw No. 5034" be now introduced and read a first time.*

**CARRIED | Res. No. 21-179**

*MOVED AND SECONDED, THAT "Sewer Connection and Regulation Bylaw, Amendment No. 14, Bylaw No. 5034" be read a second time.*

**CARRIED | Res. No. 21-180**

*MOVED AND SECONDED, THAT "Sewer Connection and Regulation Bylaw, Amendment No. 14, Bylaw No. 5034" be read a third time.*

**CARRIED | Res. No. 21-181**

*MOVED AND SECONDED, THAT "Waterworks Bylaw, Amendment No. 12 Rate Changes, Bylaw No. 5035" be now introduced and read a first time.*

**CARRIED | Res. No. 21-182**

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*MOVED AND SECONDED, THAT "Waterworks Bylaw, Amendment No. 12, Rate Changes, Bylaw No. 5035" be read a second time.*

**CARRIED | Res. No. 21-183**

*MOVED AND SECONDED, THAT "Waterworks Bylaw, Amendment No. 12, Rate Changes, Bylaw No. 5035" be read a third time.*

**CARRIED | Res. No. 21-184**

**H. CORRESPONDENCE FOR ACTION- NIL**

**I. PROCLAMATIONS**

**1. Port Alberni Community Action Team | International Overdose Awareness Day**

*MOVED AND SECONDED, THAT the email dated July 16, 2021 from Ron Merk on behalf of the Port Alberni Community Action Team requesting that Council proclaim August 31, 2021 as 'International Overdose Awareness Day' be proclaimed as requested.*

**CARRIED | Res. No. 21-185**

**J. CORRESPONDENCE FOR INFORMATION**

- 1. The Director of Corporate Services summarized correspondence to Council as reflected in the Correspondence Summary dated July 26, 2021.**

**K. REPORT FROM IN-CAMERA**

**L. COUNCIL REPORTS**

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

**CARRIED**

**M. NEW BUSINESS**

**N. QUESTION PERIOD**

*The Director of Corporate Services read the following questions submitted via email*

**Randy Fraser | Connect the Quays & In-Person Council Meetings**

- Q1. Can Council give an update on the application for funding for the Quay to Quay path?**  
**Q2. Being unsuccessful in obtaining funding for the path will the City still be moving forward on the path in phases over the next 3 years as budgeted in the 5-year plan?**  
**Q3. With most COVID restrictions now lifted, when will the City be resuming in person Council meetings?**  
**Q4. How much has the City spent on the consulting engineer working on the Quay to Quay?**

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A: The CAO noted that the funding program was heavily subscribed and the City has yet to be advised of our application outcome. If the City is unsuccessful, proceeding with the path will require direction/decision from Council. A staff report will be provided to Council at a future meeting regarding costs associated with engaging a consulting engineer as it relates to this project.

A: The Director of Corporate Services noted that efforts are being made to return to in-person meetings of Council in September 2021.

**O. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 3:40 PM.*

**CARRIED**

CERTIFIED CORRECT

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Mayor

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Corporate Officer



CONTACT INFORMATION: (please print)

Full Name: Jodie Frank Organization: Alberni Clayoquot RD
Street Address: 3008 5th ave Phone: 250-35-5555
Mailing Address: Email: jfrank@acrd.bc.ca
No. of Additional Participants: [Name/Contact Information]

MEETING DATE REQUESTED: Monday Aug 9th, 2021

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation: To provide information and an overview to council on the roadside organics and three stream cart collection program.

Requested Action by Council (if applicable):

Supporting Materials/PowerPoint Presentation: [ ] No [x] Yes

Note: If yes, must be submitted by 12:00 noon on the Wednesday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

[Signature]
Signature:

August 4th 2021
Date:

OFFICE USE ONLY:

Approved: (Deputy City Clerk)

Scheduled Meeting Date: Aug. 9 '21

Date Approved: July 29 '21

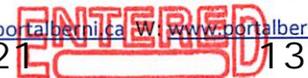
Applicant Advised: Yes

[Signature: J. Slonksi]

Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act [FOIPPA] and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with FOIPPA.

- Council [x] Mayor [x] CAO [x] Finance [x] Corporate Services [x] Agenda [x] Economic Development [x] Engineering/PW [x] Parks, Rec. & Heritage [x] Development Services [x] Community Safety [x] Other [x]
File # 5360-01



D.1



## PORT ALBERNI RCMP DETACHMENT QUARTERLY REPORT



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

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

- Officers received and responded to a total of 3,233 calls for service, 2,721 of these calls occurred in the City of Port Alberni.
- The number of Criminal Offences are up by 9% for the quarter compared to 2020.
- The number of Property Offences are up by 8% for the quarter compared to 2020. The number of Violent Offences are up by 24% for the quarter compared to last year.
- The number of Domestic Violence reports are up by 43% for the quarter compared to 2020.

### **Port Alberni RCMP's 2021/2022 Annual Performance Plan Priorities:**

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

- **Youth:** Positive interactions with youth through school and sporting events. Increased, proactive engagement with the youth in our community.

Respectfully submitted,

Inspector Eric Rochette  
Officer in Charge  
Port Alberni RCMP



## Mayor and Council Report

Port Alberni Municipal

Q2 2021 (April to June)

<i>Calls for Service</i>	Q2 2017	Q2 2018	Q2 2019	Q2 2020	Q 2021
Total Calls for Service	2262	2586	3010	2598	2721

<i>Occurrences by Crime Type</i>	Q2 2017	Q2 2018	Q2 2019	Q2 2020	Q2 2021
Violent Crime	83	77	127	103	135
Property Crime	262	337	465	349	374
Other Criminal Code	173	173	160	178	179
Drug Offences	37	33	19	22	20
Total Criminal Code	555	620	771	652	708
Criminal Traffic	36	63	29	30	29

<i>Violent Crime</i>	Q2 2017	Q2 2018	Q2 2019	Q2 2020	Q2 2021
Assaults	38	33	58	39	58
Assault weapon/bod harm	5	9	7	12	12
Harassment	4	6	10	7	13
Robbery	3	3	3	1	5
Sex Offences	8	3	14	3	6

Uttering Threats	17	14	29	24	32
Domestic Violence	22	17	14	28	40

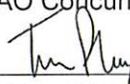


<i>Property Crime</i>	Q2 2017	Q2 2018	Q2 2019	Q2 2020	Q2 2021
Auto Theft	9	11	6	2	12
Bike Theft	11	15	19	8	11
Break and Enter - Business	20	15	16	7	7
Break and Enter - Residence	15	7	21	6	13
Break and Enter - Other	4	10	13	4	4
Mischief to Property	66	54	88	101	87
Theft	47	59	95	61	88
Possess Stolen Property	7	6	10	3	7
Shoplifting	20	48	48	41	29
Theft From Vehicle	27	34	77	75	58
Fraud	17	22	38	17	9

<i>Other Criminal Code</i>	Q2 2017	Q2 2018	Q2 2019	Q2 2020	Q2 2021
Cause Disturbance	86	98	68	91	83
Breach of Probation	21	31	25	20	14
Breach of Bail	35	20	39	50	55

<i>Provincial Statutes</i>	Q2 2017	Q2 2018	Q2 2019	Q2 2020	Q2 2021
Intoxicated in Public	54	60	66	39	37

Date: July 30, 2021  
 File No: 1855-20-BCPP  
 To: Mayor & Council  
 From: T. Pley, CAO  
 Subject: BC Active Transportation Infrastructure Grant | City of PA Funding Application  
 Beaver Creek Path Project

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

THAT City of Port Alberni Council authorize staff to apply for funding through the BC Active Transportation Infrastructure Grant Program for the Beaver Creek Path Project, a joint project between the City of Port Alberni and Hupacasath First Nations, at a total estimated project cost of \$192,800. AND FURTHER THAT, Council also confirms the following:

- funding for the Beaver Creek Path Project is available and supported by Council;
- the project is a municipal priority and therefore, shovel ready; and
- the City will complete the project by the stipulated deadline of March 2023.

**PURPOSE**

For Council to formally authorize an application for funding through the BC Active Transportation Infrastructure Grant Program for the Beaver Creek Path Project.

**BACKGROUND**

Through the Ministry of Transportation and Infrastructure, a funding program titled 'BC Active Transportation Infrastructure Grant' is available to eligible governments subject to satisfying criteria stipulated by the province. The funding program supports projects that align with the provincial government's Active Transportation Strategy, Move. Commute. Connect. Further eligibility requirements are for projects that are part of an active transportation network plan, construction of the project will begin once provincial funding is announced, if total project costs are less than \$1M, construction would be complete by March 2023 and most importantly, the project following construction completion will be open to the public.

The program provides cost-share funding of up to \$500,000 per project to eligible governments. Projects that span Indigenous and municipal properties are eligible for up to 80% of total eligible project costs.

Deadline date to submit funding applications is July 30, 2021.

The City has a shovel ready project identified as the Beaver Creek Path project and are positioned to commence construction should the City be successful in its application.

#### **ALTERNATIVES/OPTIONS**

1. That Council authorize staff to apply for funding through the BC Active Transportation Infrastructure Grant Program for the Beaver Creek Path project, a joint project between the City of Port Alberni and Hupacasath First Nations.
2. That Council direct staff to withdraw the City's application to the BC Active Transportation Infrastructure Grant Program for the Beaver Creek Path project.
3. That Council provide alternate direction.

#### **ANALYSIS**

The Beaver Creek Path project is the first stage of a two-stage project, is shovel ready and consists of the construction of a 1.5m paved path separated from the existing road. Currently, the existing Beaver Creek Road right-of-way between Compton and Ahahswinis Drive, bisects the Ahahswinis reserve. The legal right-of-way creates constraints in the ability to build facilities. In partnership with the Hupacasath First Nations, the Beaver Creek Path project would see the construction of a separated 1.5m path [approx. 580m in length] that would provide connectivity between communities, elementary school, commercial areas and regional paths. Construction of the path will be consistent with best practices for active transportation design and will provide for an active transportation corridor that is safe for both pedestrians and cyclists.

In order to meet the application deadline of July 30, 2021, and in light of Council meeting schedules, municipal staff did confirm with ministry representatives that a letter outlining support of the project application in advance of obtaining a formal resolution of Council would need to accompany the application. The letter signed by Mayor Minions on behalf of the City of Port Alberni Council is attached for reference. Hupacasath First Nations as co-applicant also provided a letter of support which was included with the City's application.

#### **IMPLICATIONS**

The subject area is an extremely busy entrance to the City of Port Alberni with a high level of truck traffic. A lack of pedestrians and cyclists utilize this area given significant safety concerns. Creating a pathway will contribute to improving safety for individuals choosing to walk and/or cycle as opposed to relying on vehicles as the preferred mode of transportation. This pathway will also provide a connection to two transit routes.

#### **COMMUNICATIONS**

The City is required to adhere to provincial communications protocol and signage guidelines. Staff will follow communication protocol and said guidelines if our funding application is successful. In addition, and subject grant award, an engagement plan will be implemented to finalize the design and address opportunities and/or concerns raised by affected property owners, facility users and the general public.

### **BYLAWS/PLANS/POLICIES**

Pursuing funding opportunities to facilitate improvements to City infrastructure meets Council's Strategic Priority to 1 | Respond to demographic change/improve quality of life and 5 | Fostering a complete community [safe, healthy and inclusive]. In particular, this project achieves Council's Goals | Strategies by creating a community that is connected by safe, walkable, green streets and accessible multi-modal pathways where pedestrians and cyclists are safe and feel welcome.

### **SUMMARY**

Through the Ministry of Transportation and Infrastructure, a funding program titled 'BC Active Transportation Infrastructure Grant' became available to eligible governments. The City, in partnership with the Hupacasath First Nations, has submitted the City's application for the Beaver Creek Path project, a project that will see the construction of approximately 580m of pathway to improve pedestrian and cyclist safety at a key entrance to the City. The application deadline date of July 30, 2021 prevented City staff from obtaining formal Council support in advance of submitting the application and therefore, staff are now asking Council to consider the recommendation as outlined in this report.

### **ATTACHMENTS/REFERENCE MATERIALS**

- Letter signed by Mayor Minions and dated July 30, 2021 | Beaver Creek Path Project
- Location Map | Design & Cost Estimate

*J:\Clerks\Reports\TLS\2021\2021\_70\_30\_Beaver\_Creek\_Path\_Project\_Funding\_Application\_Council\_Support*



# CITY OF PORT ALBERNI

City Hall  
4850 Argyle Street,  
Port Alberni, BC V9Y 1V8  
Telephone: 250-723-2146 Fax: 250-723-1003  
www.portalberni.ca

Our File No. 1855-20-BCPP

July 30, 2021

BC Active Transportation Infrastructure  
Grant Program

Dear Sirs/Madams

**Re: City of Port Alberni Funding Application | Beaver Creek Path Project  
BC Active Transportation Infrastructure Grant**

On behalf of Council of the City of Port Alberni, I, Mayor Minions, hereby authorize the City of Port Alberni to apply for funding through the BC Active Transportation Infrastructure Grant Program for the 'Beaver Creek Path Project' a joint initiative between the City of Port Alberni and Hupacasath First Nations [total project cost \$192,800] and in advance of the deadline date of July 30, 2021. Further, I also confirm the following:

- funding for the Beaver Creek Path Project is available and supported by Council;
- the project is a municipal priority and therefore, shovel ready; and
- the City will complete the project by the stipulated deadline of March 2023.

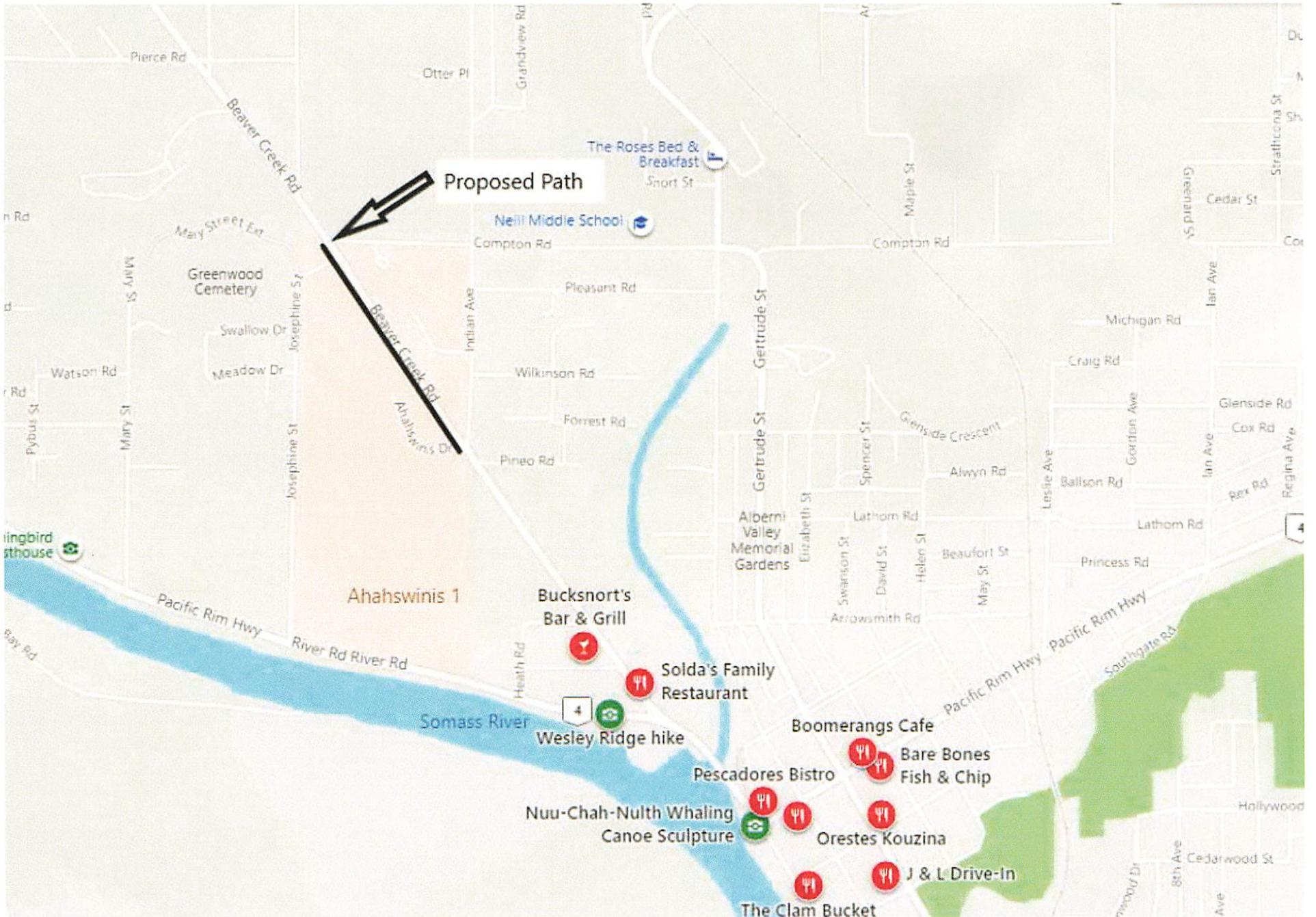
We further advise that City Council, at its regular meeting to be held on Monday, August 9, 2021 will be asked to formally consider the direction identified above.

Yours truly  
**CITY OF PORT ALBERNI**

**Sharie Minions**  
Mayor

Copies: City Council  
T. Pley, Chief Administrative Officer  
A. McGifford, Director of Finance  
T. Slonski, Director of Corporate Services  
R. Dickinson, Director of Engineering & Public Works

J://Clerks/Letters/TLS/2021\2021\_07\_30\_Cncl\_Resolution\_FundingApp\_BCPP





J:\Engineering\Projects\PROJECT\_CATALOGUE\DF-2220\_Beaver\_Creek\_Road\_Walking\_Trail\_Construction\Drawings\DF-2220\_2021.dwg

DATA REFERENCE NAD 83 (CSRS) INTEGRATED SURVEY MEASUREMENT LOCATION DESCRIPTION ELEVATION SURVEYED IN FIELD BOOK NUMBER PMS REFERENCE NUMBER	STAMP  	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>BY</th> <th>REVISIONS</th> <th>INITIALS</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	NO.	DATE	BY	REVISIONS	INITIALS																						DESIGN BY DATE EJS JULY 29 2021 DRAWN BY DATE EJS JULY 29 2021 CHECKED BY DATE EJS JULY 29 2021 APPROVED BY DATE BC JULY 29 2021	<b>CITY OF PORT ALBERTA</b> ENGINEERING DEPARTMENT	SCALE HORIZ. 1:1000 SCALE VERT. N/A SHEET 1 OF 5 DRAWING NUMBER DF-2220	PROJECT <b>BEAVER CREEK ROAD TRAIL</b> TITLE <b>OVERALL PLAN</b>
NO.	DATE	BY	REVISIONS	INITIALS																												



COST ESTIMATE

Applicant Name: City of Port Alberni

Project Title: Beaver Creek Path

Cost Estimate Prepared By: Rob Dickinson

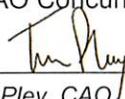
Date of Cost Estimate (dd-mm-yyy): 28-07-2021

Cost Estimate Class (select one, guidance below): Class A

ELIGIBLE COSTS				
Please see list at end of document or Program Guidelines for details on eligible/ineligible costs.				
* Insert rows as necessary	Description	Quantity	Per Unit Amount	Total Cost
<b>Design / Engineering</b>				
	Civil Design	60.00	140.00	8,400
	Construction Management / Project Management	40	110	4,400
	Geotechnical Engineer	15	160	2,400
	Historical Resources Assessment / Construction Support			6,000
<b>Design / Engineering Sub-Total:</b>				<b>\$21,200</b>
<b>Construction / Materials</b>				
Items should reflect the components in your project.	Site Preparation			22,000
	Stormwater (ditch mitigation and 4 crossings)			53,000
	Pathway base and asphalt			56,000
	Restorative Landscaping (tree removal and replacement, path shoulder seeding)			25,000
				0
<b>Construction / Materials Sub-Total:</b>				<b>\$156,000</b>
<b>Other Eligible Costs</b>				
				0
				0
<b>Other Eligible Costs Sub-Total:</b>				<b>\$0</b>

* Insert rows as necessary	Description	Quantity	Per Unit Amount	Total Cost
<b>Contingency</b>				
No greater than 20% of total eligible costs				15,600
				0
				0
				0
<b>Contingency Sub-Total:</b>				<b>\$15,600</b>
<b>TOTAL ELIGIBLE COSTS*:</b>				<b>\$192,800</b>

Date: July 30, 2021  
 File No: 2470-20-MIA  
 To: Mayor & Council  
 From: T. Pley, CAO  
 Subject: Voting Delegate & Alternates | Municipal Insurance Association of British Columbia [MIABC]

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

*THAT Council appoints [Council name to be inserted] as the City of Port Alberni Voting Delegate to the Municipal Insurance Association of British Columbia [MIABC] meetings of Subscribers in order to meet the requirements of Article 6.13 of the Reciprocal Agreement between the City of Port Alberni and the MIABC; AND FURTHER, THAT Council appoints, [Council name to be inserted] as the first alternate voting delegate and [Council name to be inserted] as the second alternate voting delegate to attend meetings and vote in the absence of the Voting Delegate.*

**PURPOSE**

To appoint City of Port Alberni Voting Delegate and alternates as per the Reciprocal Agreement between the City of Port Alberni and the MIABC.

**BACKGROUND**

The City of Port Alberni became a member of the Municipal Insurance Association in January of this year. MIABC is member-owned and operated, and contributes to the financial security of local governments in BC by providing liability insurance at stable costs. MIABC by way of our agreement also provides the City with risk management education and resources relevant to municipal operations.

**ALTERNATIVES/OPTIONS**

1. That Council appoint the City’s Voting Delegate including a first and second alternate voting delegate to the MIABC.
2. That Council provide alternate direction.

**ANALYSIS**

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement [attached for reference], each subscriber shall appoint by resolution of Council, a representative and two alternates to represent and vote the interest of the subscriber at any meeting of the subscribers. We are also required to send a certified copy of Council’s resolution to the MIABC Board. Appointments made by City Council remain in place until MIABC is provided with a new resolution of Council.

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To ensure that the City is represented and participates in the election of directors to the MIABC Board and any other relevant business, including any special meetings that are called, Council must have appointments in place. [NOTE: MIABC conducts their Annual General Meeting during the Union of British Columbia Municipalities [UBCM] annual convention.]

**IMPLICATIONS**

Failure to appoint Voting Delegates would result in the City not being represented.

**COMMUNICATIONS**

As noted in in Article 6.13, City staff will forward a certified copy of Council’s resolution to the Board of the MIABC. No other communications are required or are being proposed by staff.

**BYLAWS/PLANS/POLICIES**

n/a

**SUMMARY**

The City of Port Alberni became a member of the MIABC in January of this year. The Reciprocal Agreement between the City and the MIABC requires that each subscriber shall appoint, by resolution of council, a representative and two alternates to represent and vote the interests of the City. Therefore, staff are recommending that Council appoint a voting delegate and two alternates.

**ATTACHMENTS/REFERENCE MATERIALS**

- Excerpt | Article 6.13 of the Reciprocal Insurance Exchange Agreement MIABC

*J:\Clerks\Reports\TLS\2021\2021\_07\_30\_Voting\_Delegate[s]*

**6.10 Location of Meeting**

Meetings of the Subscribers shall be held at such place as the Subscribers may agree upon from time to time, or, in default of such agreement, at such place as the Board may determine.

**6.11 Quorum**

The quorum for a meeting of the Subscribers shall be 50% of the Subscribers. If 50% of the Subscribers are not present in person through their duly authorized representatives at the meeting of the Subscribers, accommodation will be made for electronic casting of ballots to be cast before the next meeting of the Subscribers.

**6.12 Agreement without Voting**

Any matter within the competence of the Subscribers that is agreed or consented to in writing by at least 75% of the subscribers shall be binding on the Subscribers as if a duly passed resolution thereof.

**6.13 Representatives**

Each Subscriber shall appoint by resolution of its council, trustees, directors, or other elected officials, a representative and two alternates to represent and vote the interests of the Subscriber at any meeting of the Subscriber and shall deliver a certified copy of such resolution to the Board.

**ARTICLE 7.00 - MEMBERSHIP IN EXCHANGE**

**7.01 Eligibility for Membership**

Membership in the Exchange shall be restricted to municipal corporations, cities, towns, villages, district municipalities, regional districts, regional hospital districts; and such other public bodies and instruments of local or regional government as the Subscribers may from time to time authorize by Special Resolution.

**7.02 Application for Membership**

- (a) Any person wishing to become a Subscriber shall make application to the Board, which application shall contain such information as the Board shall determine from time to time.
- (b) The Board, upon receiving an application for membership, shall consider such application, may request such additional information as it considers necessary, and shall thereafter notify the applicant whether its application has been accepted or rejected.
- (c) Membership of an applicant shall commence upon the Board notifying it in writing and upon the applicant executing a counterpart of this agreement and paying any assessments and fees payable upon acceptance for membership.
- (d) The Board shall not be bound to accept an application for membership in the Exchange and may reject any application on such grounds and for such reasons as it considers prudent, or may accept an application for membership on such terms as the Board considers necessary or desirable.

**7.03 Termination of Membership of any Subscriber**

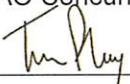
The Board is empowered to remove a Subscriber by providing such Subscriber with a notice in writing to that effect, in the event that:

- (a) the Subscriber fails to remedy any breach of this Agreement, or of any Liability Protection Agreement issued to it by the Exchange, after having been given thirty (30) days' written notice by the Board of the details of its breach; or
- (b) the Subscriber ceases to be eligible for membership in accordance with the provisions of Section 7.01; and in any event, without cause if approved by a Special Resolution of the Subscribers.

**7.04 Withdrawal of Subscriber**

A Subscriber may withdraw from membership in the Exchange after the third anniversary of its becoming a Subscriber, such withdrawal to be effective as and from the next renewal date of the Liability Protection Agreement issued to such Subscriber by the Exchange, by giving to the Board not less than 6 months' notice thereof, and not more than 12 months' notice thereof. A Subscriber may not withdraw from membership in the Exchange prior to the third anniversary date of its becoming a Subscriber and thereafter only in accordance with the preceding provisions

Date: July 29, 2021  
 File No: Legal Agreement File No. 757 | 2240-20  
 To: Mayor & Council  
 From: T. Pley, CAO  
 Subject: BC Transit Annual Operating Agreement | 2021-2022 | Amendment – Children 12 and Under

Prepared by:  Director of Finance	Supervisor: T. PLEY CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley, CAO
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**RECOMMENDATION**

*THAT the Director of Corporate Services be authorized to execute the BC Transit| 2021 - 2022 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to this report and in effect from April 1, 2021 to March 31, 2022 [for the change to fee structure for Children 12 and under].*

**PURPOSE**

To receive Council's authorization to execute the amended BC Transit Annual Operating Agreement [AOA] – 2021-2022, covering the period from April 1, 2021 to March 31, 2022.

**BACKGROUND**

The City of Port Alberni has entered into an annual Operating Agreement with BC Transit to provide transit service within the City. The AOA provides a shared service funding model with the province. BC Transit assumptions for revenues related to farebox cash, tickets and passes are based on our most current information and trends, including pandemic implications.

From time to time there are program changes based on system needs and senior government program initiatives. At this time a program change is provided to Council for consideration to allow children 12 and under to ride transit without fare charges effective September 1, 2021. The intended purpose is to build a culture of transit ridership and there by reducing greenhouse gas emissions. The Province has committed to provide funding to BC Transit for the benefit of Local Government Partners for foregone fare revenue in conjunction with fares being lowered to zero for children age 12 and under.

**ALTERNATIVES/OPTIONS**

1. That Council proceed with authorizing execution of the amended BC Transit 2021-2022 Annual Operating Agreement.
2. That Council decline authorizing execution of the amended BC Transit 2021-2022 Annual Operating Agreement.
3. That Council provide alternate direction.

**ANALYSIS**

The amended AOA will take the impact of the change to fee structure for children 12 and under into consideration, anticipating no impact to the overall revenue for the BC Transit service.

**IMPLICATIONS**

The *City of Port Alberni's 2021-2025 Financial Plan* includes provisions for the BC Transit AOA for 2021-2022, therefore there are no financial implications related to execution of the amended AOA.

**COMMUNICATIONS**

Following Council authorization, the amended agreement letter will be signed and forwarded to BC Transit.

**BYLAWS/PLANS/POLICIES**

n/a

**SUMMARY**

- The AOA is an annual agreement with BC Transit and has been in place for many years to deliver transit service in the City of Port Alberni.
- The *2021-2025 Financial Plan* includes provisions to operate the transit service, the estimated financial implications associated with the Pandemic, and senior government funding support.
- An amendment to provide children 12 and under free fares effective September 1, 2021 and will increase provincial funding contribution to offset the estimated transit fares foregone.

**ATTACHMENTS/REFERENCE MATERIALS**

- BC Transit amended 2021-2022 Annual Operating Agreement – “Free Transit for Children 12 and Under Program Details – Port Alberni Conventional” letter
- 2021-22 Port Alberni AOA - Tariff Schedule Amendment

J:\Common\A\_Items\_for\_Agenda\Reports for Approval\BC\_Transit\_AOA\_2021-22\_amendment\_Children\_under\_12.docx



June 30, 2021

**BY EMAIL:** andrew\_mcgifford@portalberni.ca

Andrew McGifford  
Director of Finance  
City of Port Alberni  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8

Dear Andrew,

**Re: Free Transit for Children 12 and Under Program Details – Port Alberni Conventional**

As a follow up to the letter sent to you on June 16, 2021, BC Transit would like to outline the next steps in finalizing the Free Transit for Children 12 and Under program.

The Province, BC Transit and our Local Government Partners all share an interest in building a culture of transit ridership and reducing greenhouse gas emissions. Providing free transit to children age 12 and under is expected to advance progress towards these objectives.

As outlined in the contribution agreement with the Province, BC Transit will work with Local Government Partners to ensure that fares for children age 12 and under are set to zero in all 86 BC Transit systems across British Columbia by September 1, 2021.

The Province has committed to provide funding to BC Transit for the benefit of Local Government Partners for foregone fare revenue in conjunction with fares being lowered to zero for children age 12 and under. This letter outlines the provincial contribution(s) to your transit system(s) and your adjusted tariff schedule as a result of this program and confirms the applicable amendment to your 2021/22 Annual Operating Agreement with BC Transit.

BC Transit has developed a model to determine the fare revenue compensation for each Local Government Partner for the implementation of the Free Transit for Children 12 and Under program. To achieve this, BC Transit created an “indexed mode share” percentage for each community. The “indexed mode share” was created through the methodology below:

- BC Transit identified the Capital Regional District 2017 Household Travel Survey as an applicable base line data source to provide ridership levels of the targeted age group of the program. The survey indicated that 5.3% of transit rides are made by children age 5-12.
- As a percentage of the total population, children age 5-12 make up 6.89% in the Capital Regional District. Source: BC Stats 2019.
- From the above two points, children’s transit use in the Capital Regional District is under-represented by a factor of 0.7685. This factor was then used to estimate the number of transit rides made by children age 5-12 in all other communities with BC Transit service by multiplying the factor by the children’s share of population in each community. This is the “indexed mode share.”

The "indexed mode share" was then applied to the total annual fare revenue from cash, tickets, and day-passes in 2019 from each Public Passenger Transportation System, which resulted in an estimated impact to fare revenue for each Local Government Partner. An additional indexed allocation was made to compensate for possible fare evasion as a result of a fare product not being implemented until Phase 2 of this program.

For your applicable transit system(s), the revenue allocation for the period September 1, 2021, to March 31, 2022, is presented below:

	Revenue Impact (September 1, 2021 – March 31, 2022)	Monthly Amount
Port Alberni Conventional	\$4,388.22	\$626.89

Effective September 2021, the monthly amount will be credited on your monthly BC Transit municipal invoice and will reduce your total amount owing.

In addition, BC Transit has adjusted the **Schedule "A": Tariff and Fares** section of your 2021/22 Annual Operating Agreement to formally reduce the fares of children 12 and under to zero. A copy of this revised Schedule "A" is included with this letter for your review and approval.

**By signing below, your local government is agreeing to an amendment of your 2021/22 Annual Operating Agreement including fare structures, by September 1, 2021. This amendment includes:**

- a) adjusting the Schedule "A" tariff schedule to ensure fares for children age 12 and under are set to zero;
- b) agreeing to receive the aforementioned provincial contribution towards estimated foregone fare revenue compensation

**IN WITNESS WHEREOF, the parties have hereunto set their hand this \_\_\_\_ day of \_\_\_\_\_, 2021.**

x \_\_\_\_\_  
 Twyla Slonski  
 Director of Corporate Services  
 City of Port Alberni

x   
 Myrna Moore  
 Senior Manager, Government Relations  
 BC Transit

This signed letter must be returned to BC Transit before September 1, 2021, in order for BC Transit to be able to facilitate your payments under this program. If you have any additional questions regarding the Free Transit for Children 12 and Under program, please feel free to contact me directly.

Regards,  


Myrna Moore  
 Senior Manager, Government Relations

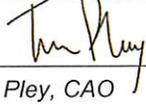
MH:kr  
 Attached: Schedule "A": Tariffs and Fares Schedule from 2021/22 Annual Operating Agreement

SCHEDULE "A": TARIFF AND FARES

**Port Alberni Conventional – Effective as of September 1, 2021**

<b>PRODUCT</b>	<b>AUDIENCE</b>	<b>PRICE</b>
CASH	ALL	\$2.00
TICKETS (10)	ALL	\$18.00
DAYPASS	ALL	\$4.00
MONTHLY PASS	ADULT	\$48.00
MONTHLY PASS	STUDENT/SENIOR	\$25.00
SEMESTER PASS	COLLEGE	\$100.00
	CHILD 12 and under	FREE

Date: July 28, 2021  
 File No: 0360-20-AC  
 To: Mayor & Council  
 From: T. Pley, CAO  
 Subject: **Audit Committee Terms of Reference Amendment | Meeting Frequency**

Prepared by: <i>A. MCGIFFORD</i>	Supervisor: <i>T. PLEY</i>	CAO Concurrence: 
Director of Finance	CHIEF ADMINISTRATIVE OFFICER	T. Pley, CAO

**RECOMMENDATION**

*THAT Council review and approve the Audit Committee Terms of Reference as amended with said amendment increasing meeting frequency to once every quarter.*

**PURPOSE**

To amend the Terms of Reference [ToR] for the Audit Committee [the Committee].

**BACKGROUND**

The Committee has been a long-standing committee of the Council for the City of Port Alberni. Historically, the Committee is comprised of three members of Council [appointed by Council] and had met on a quarterly basis for the purpose of reviewing the City's financial operations. A Terms of Reference for the Audit Committee was established and adopted by Council in the 2020 calendar year. Amongst other things, the adopted Terms of Reference resulted in a change to Committee meeting frequency reducing meetings from four [4] per calendar year to two [2].

Under the new meeting frequency structure, members of the Audit Committee expressed concern with the lack of meeting frequency. This led to Council, at its regular meeting on July 12, 2021 resolving as follows:

*THAT Council direct staff to prepare a report in regards to increasing the frequency of Audit Committee meetings. **Resolution No. 21-169***

**ALTERNATIVES/OPTIONS**

- Option 1: THAT Council approve the amended Terms of Reference.
- Option 2: THAT Council direct staff to make further amendments to the Terms of Reference.
- Option 3: THAT Council provide alternate direction.

**ANALYSIS**

Not applicable.

**IMPLICATIONS**

Not applicable.

**COMMUNICATIONS**

While no formal communications are required, subject to Council direction, an amended Terms of Reference will be circulated to members of the Committee and changes made to the City's website were appropriate.

**BYLAWS/PLANS/POLICIES**

Council established a Terms of Reference for the City's Audit Committee in the 2020 calendar year. City Council, has now directed staff to amend the Terms of Reference for the purpose of increasing meeting frequency. A amended Terms of Reference reflecting this change is before Council for consideration.

**SUMMARY**

Historically, the City's Audit Committee operated in the absence of a Terms of Reference. In 2020, staff developed a Terms of Reference for members of the Committee which identified the role and responsibilities of its members. The then Terms of Reference reduced meeting frequency from quarterly to two meetings per year [spring and fall]. Members of the Audit Committee have expressed concern with the reduced number of meetings and requested that staff amend the Terms of Reference to return to a quarterly meeting schedule. Staff have made the appropriate amendments to reflect this request and the amended Terms of Reference are attached to this report for Council's consideration.

**ATTACHMENTS/REFERENCE MATERIALS**

- Audit Committee Terms of Reference | Amended

*J:\Finance\Director\Agenda Reports & Procedures\Dir Finance Council Memos\2021\Drafts\2021\_07\_28\_Audit\_Committee\_TOR\_amndment\_report.docx*

# Audit Committee

## Terms of Reference

### 1. PURPOSE

The primary function of the Audit Committee is to assist Council in fulfilling its oversight responsibilities by reviewing the audited annual financial statements and other financial information, and the City staff's governance of internal controls and auditing processes.

### 2. COMPOSITION

- a) The Audit Committee shall be composed of a maximum of three Council members to be appointed annually by Council.
- b) The Chair will be determined yearly by Council.
- c) A quorum shall be two members of the Committee.

### 3. MEETINGS

The Audit Committee shall meet at least ~~twice annually in the spring and in the fall~~ once every quarter. Additional meetings shall be held as deemed necessary by the Chair. The CAO and Director Finance, or their designate shall attend all meetings to provide input and answer questions.

### 4. AUTHORITY

The Audit Committee is established in accordance with Section 170 of the Community Charter, whereby a council may only delegate its audit powers, duties and functions to a committee comprised of council members. The Audit Committee has the authority to request a review and/or investigate any activity of the City, and the Committee shall ensure internal and external auditors receive the co-operation of all City employees and have unrestricted access to records.

### 5. COMMUNICATIONS

- a) Minutes of Audit Committee meetings and any recommendations shall be forwarded to and approved by City Council prior to implementation.
- b) Supporting information and schedules reviewed by the Audit Committee shall be made available for review by any Council member upon request.
- c) The Audit Committee shall receive a copy of all reports issued to the City by the independent external auditor.
- d) The Audit Committee shall receive a copy of all internal audit reports issued by Finance Department and addressed to the CAO, and further any other reports as selected by the Director of Finance.

### 6. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Audit Committee include the following:

- a) Documents and Reports Review
  - i. To review and periodically update the Audit Committee's Terms of Reference and propose amendments/updates the ToR, for review/approval by Council;

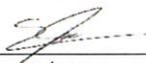
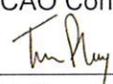
- ii. To review and accept the City's annual audited financial statements;
  - iii. To approve the date and format for the Council or public meeting (prior to June 30th) to present the audited financial statements and Council remuneration reports;
  - iv. To review internal audit and management reports submitted to the Committee.
- b) Independent External Auditors
- i. To recommend to Council the appointment or termination of the external auditor;
  - ii. To consult with the external auditor concerning internal controls and risk management.
- c) Financial Reporting Principles and Processes
- i. To review the integrity of the City's internal and external financial reporting processes;
  - ii. To review the appropriateness of the City's accounting principles and reasonableness of its estimates;
  - iii. To consider significant changes to auditing and accounting principles and practices.
- d) Process Improvement
- i. To review any significant issues identified during the course of audits;
  - ii. To resolve restrictions limiting the scope of an audit or access to City records;
  - iii. To review internal control and risk management improvements, as appropriate;
  - iv. To review the extent to which recommendations have subsequently been implemented;
  - v. To deal with matters referred to the Audit Committee by City Council.
- e) Risk Management
- i. To satisfy itself that the City has implemented appropriate systems to identify, monitor and mitigate significant business risks.
- f) Investment portfolio
- i. The Audit Committee will ensure the adherence to the Investment policy and review semi annual reporting;

## 7. REPORTING REQUIRED

*The committee considered changes and recommended that reporting includes:*

- i. *Semi-annually/Quarterly-summary report prepared by the Director or designate:*
  - a. *Year to date report versus budget that is in the same format as the five-year Financial Plan, highlight variances within the Financial Plan;*
  - b. *Any other information that requires additional details to be shared within the scope of the committee;*
  - c. *Summary report by department and project with variances reporting and areas of importance.*
- ii. *Quarterly Mayor and Council expense report;*
- iii. *Cheque register details with improved detail (where possible);*
- iv. *Investment report;*
- v. *Risks, process improvements and controls reporting.*

Date: July 19, 2021  
 File No: 3060-20-DP2109  
 To: Mayor & Council  
 From: T. Pley, Chief Administrative Officer  
 Subject: **DEVELOPMENT APPLICATION – Development Permit No. 21-09**  
**4924 Broughton Street**  
 Lot 2, District Lot 14, Alberni District Plan EPP85811  
 030-749-697  
**Applicant:** Bowerman Excavating Ltd.

Prepared by:  <hr/> <i>Price Leurebourg,</i> <i>Development Planner</i>	Supervisor:  <hr/> <i>Scott Smith, Director of</i> <i>Development Services / Deputy</i> <i>CAO</i>	CAO Concurrence:  <hr/> <i>T. Pley, CAO</i>
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**RECOMMENDATION[S]**

*That Council authorize the issuance of Development Permit No. 21-09, and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B', prepared by Bowerman Excavating Ltd. issued for '4924 Broughton Street' and dated July 20, 2021, subject to the City of Port Alberni receiving the required landscaping security in the amount of \$19,860.*

**PURPOSE**

To consider Development Permit No. 21-09 with regards to an application to construct 3 single-storey storage buildings totaling 158 units at 4924 Broughton Street. Additionally, a two-storey administration office and caretaker's residence will also be built.

**BACKGROUND**

The subject property is zoned M1 – Light Industry, and is within the Industrial Development Permit Area in the Official Community Plan (OCP). The Industrial Development Permit Area regulates the form and character of industrial development.

The applicant is proposing to locate a mini-storage facility with a caretaker's residence on the property south of the Alberni Mall. The facility will include 158 units. Plans have been submitted by the applicant to support a review of the proposed development.

**ALTERNATIVES/OPTIONS**

- Option 1 – *Proceed with issuing Development Permit No. 21-09.*
- Option 2 – *Do not proceed with issuing the Development Permit, and request further revisions from the applicant.*
- Option 3 – *Provide alternative direction.*

**ENTERED**

**ANALYSIS**

Staff have reviewed the proposal and are in support of Option 1.

The subject property is south of the Alberni Mall, with a private service alley separating it from the rear of the mall businesses. The proposed development will include 3 single-storey buildings, accommodating 158 mini-storage units. A two-storey administration office and caretaker’s residence will also be constructed.

Building A includes the two-storey administration office and caretaker’s residence. It will also accommodate a 38-unit, one-storey storage building. Building B is proposed to be a one-storey, 69-unit storage building. Building C is proposed to be a one-storey, 51-unit storage building. Collectively, the building footprint will be 3038 m<sup>2</sup> (32,700.76 ft<sup>2</sup>) and cover 39 percent of the site, far below the maximum permitted coverage of 50 percent.

With regards to lighting, the applicant has confirmed that all on-site lighting will be facing downward to minimize spillage onto adjacent properties.

Vehicular access to the site currently exists from Broughton Street and the on-site circulation has been designed with heavy single unit trucks in mind (Schedule B - Turning Movement Plan Fig 4). The development will have a total of 17 parking stalls which complies with the requirements of the zoning bylaw.

<b>Table 1 – Section 7.9 Required Amount of Parking</b>		
<i>Zoning Bylaw - Section 7.9 Required Amount of Parking</i>	<b>Required</b>	<b>Proposed</b>
Office - 1 per 35m <sup>2</sup> GFA	1	1
Mini-storage facility – 1 per 200 m <sup>2</sup> GFA: 2902 m <sup>2</sup>	15	15
Caretaker’s residence	1	1

The areas visible from the road, namely the front and rear of the property, along with the entrance of the site are proposed to be screened with cedars. The applicant has submitted an estimate for soft landscaping totaling \$19,860. If Council approves this development application, a Landscape Security in the amount of the estimate will be accepted by staff prior to the Director of Corporate Services signing the permit.

**IMPLICATIONS**

Issuing Development Permit No. 21-09 will allow the proposed development to proceed at 4924 Broughton Street. Staff have reviewed the design and are satisfied that it meets the intent of the Industrial Development Permit Area guidelines in the OCP.

The OCP states that the intent of the Industrial Development Permit Area is to ensure a high quality of development and buffer adjacent land uses. This is regulated by the use of Design Guidelines in the OCP which provide direction on landscape buffering, lighting and parking.

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## COMMUNICATIONS

Not applicable.

## BYLAWS/PLANS/POLICIES

### 1. Official Community Plan Policy – Development Permit Areas (Section E: Implementation)

This application has been reviewed according to the Industrial Design Guidelines listed in Section E – Implementation, 1.0 Development Permit Areas of the City of Port Alberni’s OCP.

The intent of the Industrial Development Permit Area in the OCP is to ensure high quality development and buffer adjacent land uses. This is implemented by the City through Design Guidelines in the OCP that provide direction on lighting, landscaping, vehicular access, and other aspects of the development.

### 2. Zoning Bylaw No. 4832:

The application has been reviewed for compliance with the Zoning Bylaw. The purpose of M1 Light Industry zone is to establish and maintain areas containing light industrial uses, such as wholesale, warehouse and light manufacturing operations. The subject property and the proposed development meet the Site Development Regulations of the M1 zone and no variances are required.

## SUMMARY

The City has received an application for a Development Permit at 4924 Broughton Street. The proposed development will result in the construction of a mini-storage facility with caretaker’s residence on the property. The applicant has submitted a design proposal that meets the Development Permit Area guidelines in the Official Community Plan. The Planning Department supports the issuance of Development Permit No. 21-09 for 4924 Broughton Street with the conditions outlined in the attached Development Permit.

## ATTACHMENTS/REFERENCE MATERIALS

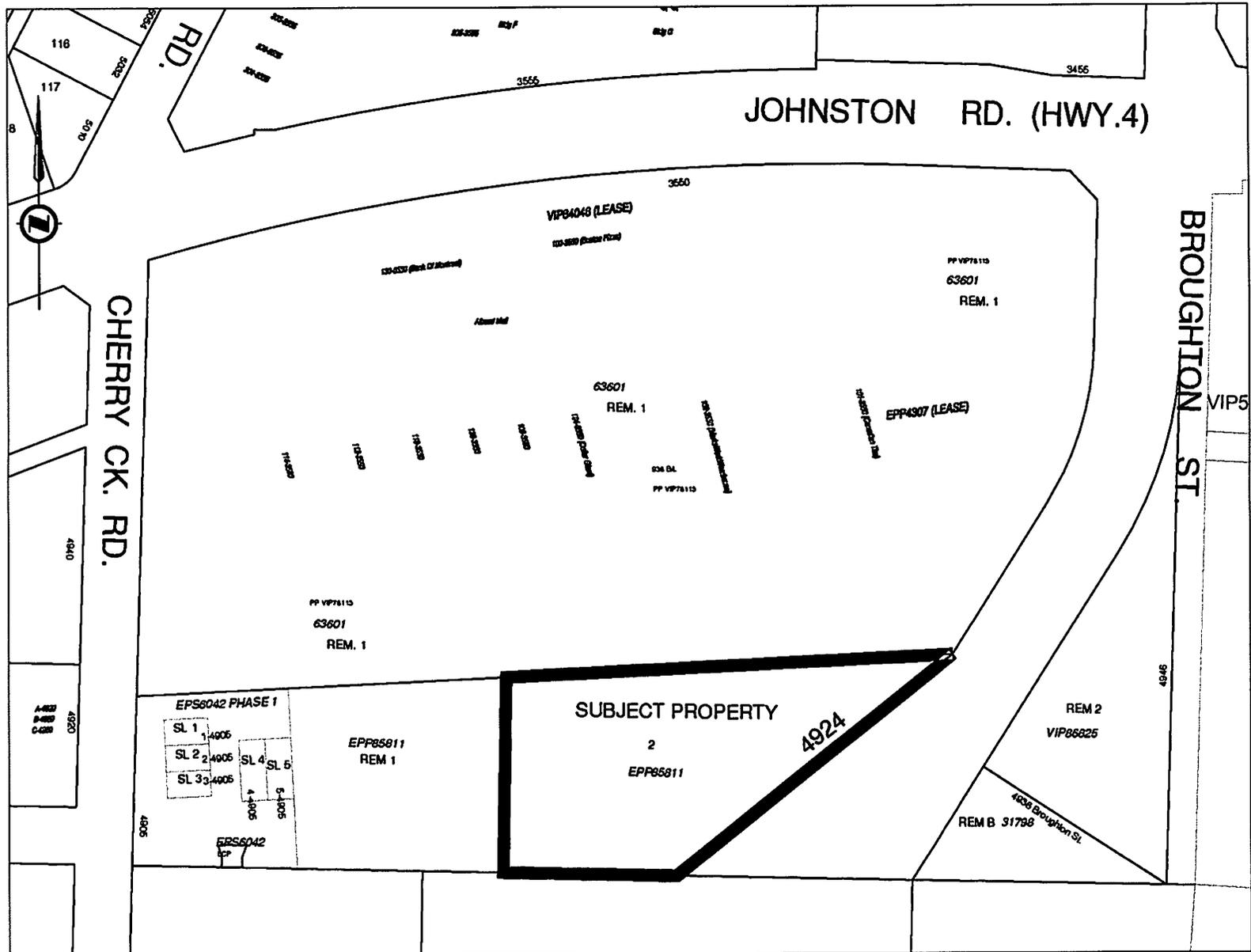
### 1. Development Permit

- Schedule A – Subject Property Map
- Schedule B – Drawings
  - a) *Bowerman Excavating Ltd. – Broughton Storage Location Plan (Fig 1)*
  - b) *Bowerman Excavating Ltd. – Broughton Storage Existing Site Plan (Fig 2)*
  - c) *Bowerman Excavating Ltd. – Broughton Storage Proposed Site Plan (Fig 3)*
  - d) *Bowerman Excavating Ltd. – Broughton Storage Turning Movement Plan (Fig 4)*
  - e) *Bowerman Excavating Ltd. – Broughton Storage Landscape Plan (Fig 5)*
  - f) *Bowerman Excavating Ltd. – Broughton Storage Proposed Building ‘A’ (Fig 6)*
  - g) *Bowerman Excavating Ltd. – Broughton Storage Proposed Building ‘B’ (Fig 7)*
  - h) *Bowerman Excavating Ltd. – Broughton Storage Proposed Building ‘C’ (Fig 8)*
  - i) *Bowerman Excavating Ltd. – Broughton Storage Sign Plan (Fig 9)*

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



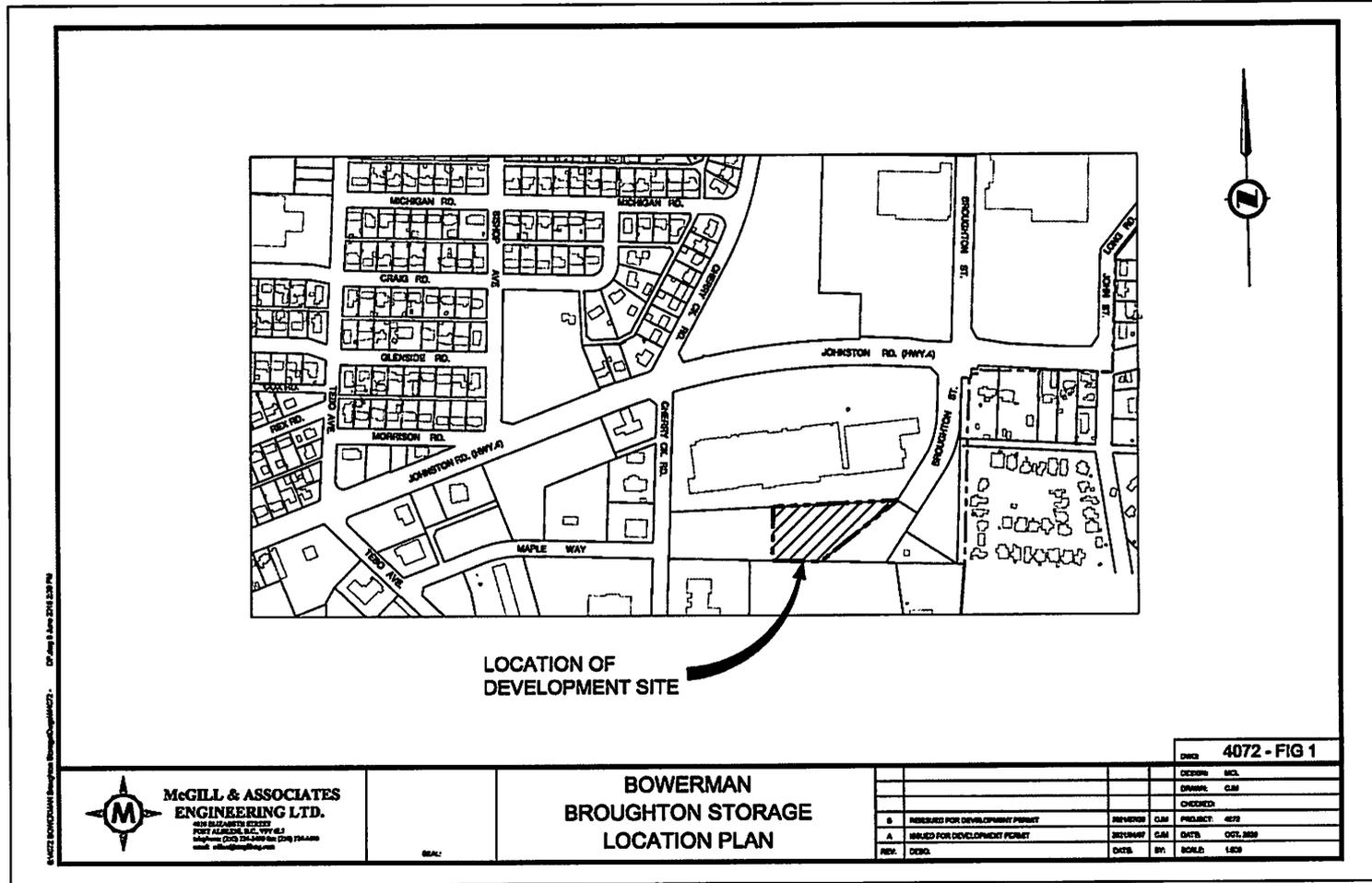
SCHEDULE A  
TO DEVELOPMENT PERMIT 21-09



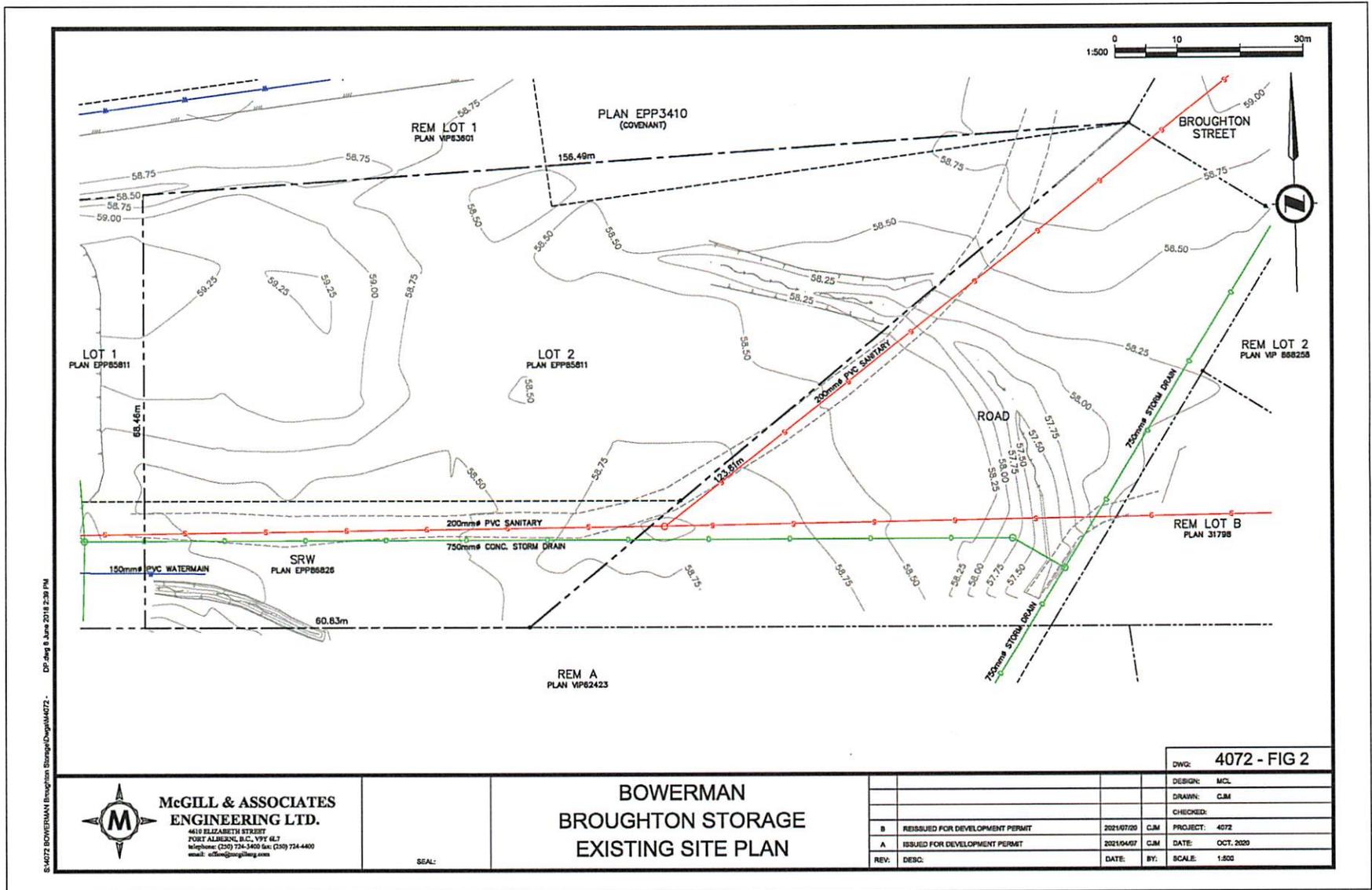
J:\Engineering\Planning\Development Applications\Development Permits\DP-2021\DP21-09-4924-Broughton-Bowman\DP21-09-Maps\DP21-09-4924-Broughton-St-SiteMap.dwg, 5/5/2021 12:31:50 PM

**SCHEDULE B  
TO DEVELOPMENT PERMIT 21-09**

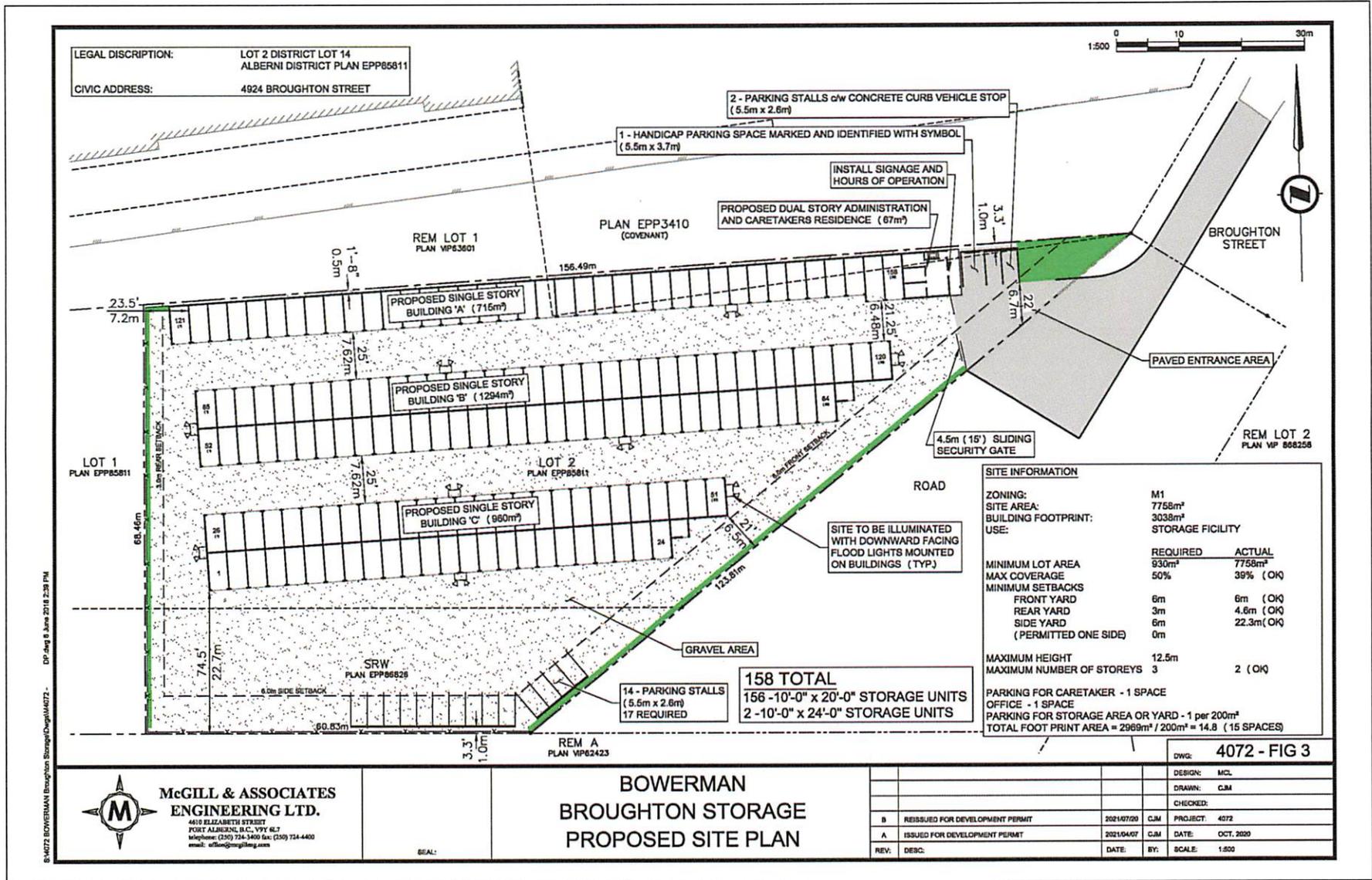
a) Bowerman Excavating Ltd. – Broughton Storage Location Plan (Figure 1)



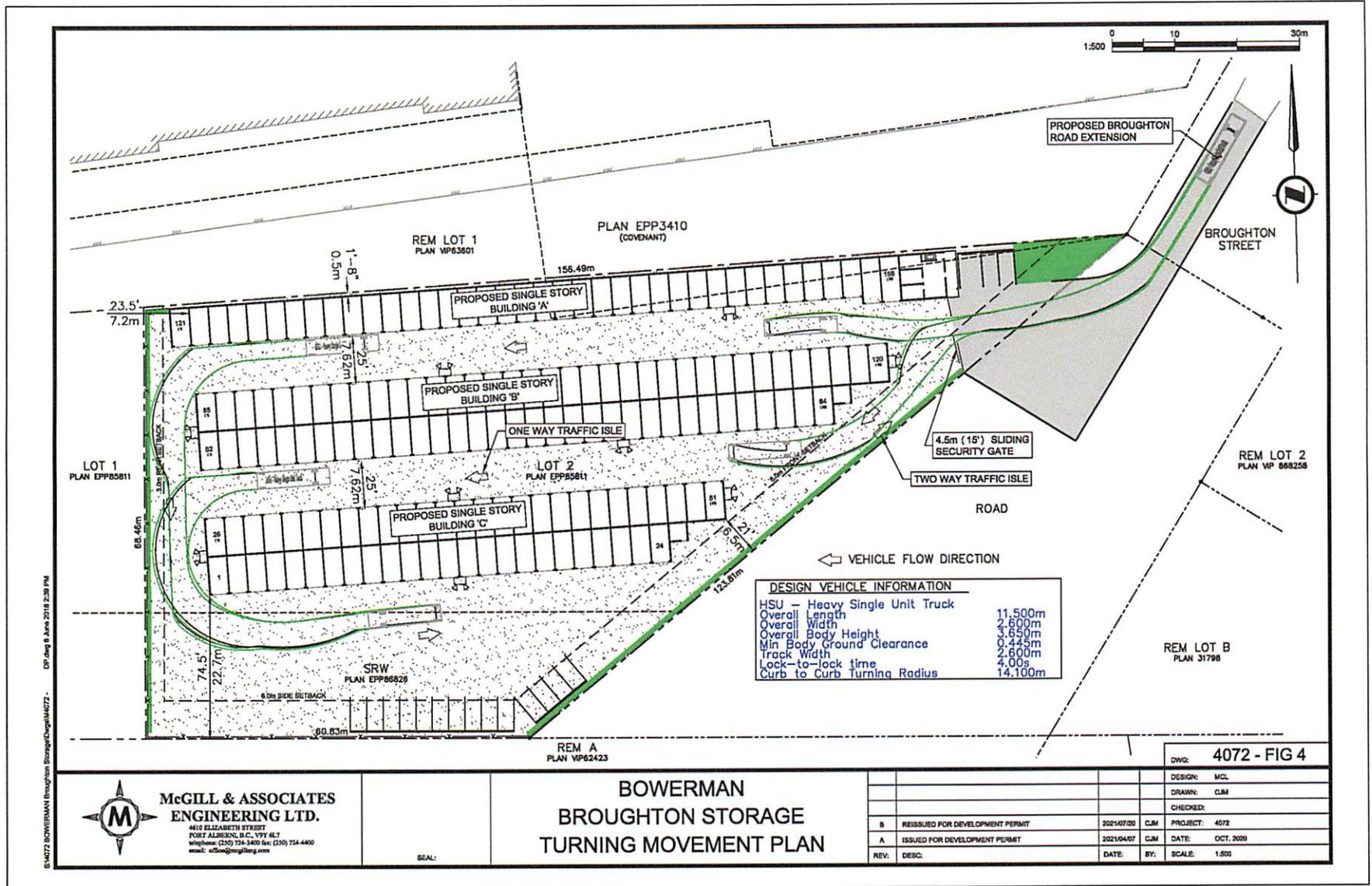
b) Bowerman Excavating Ltd. – Broughton Storage Existing Site Plan (Figure 2)



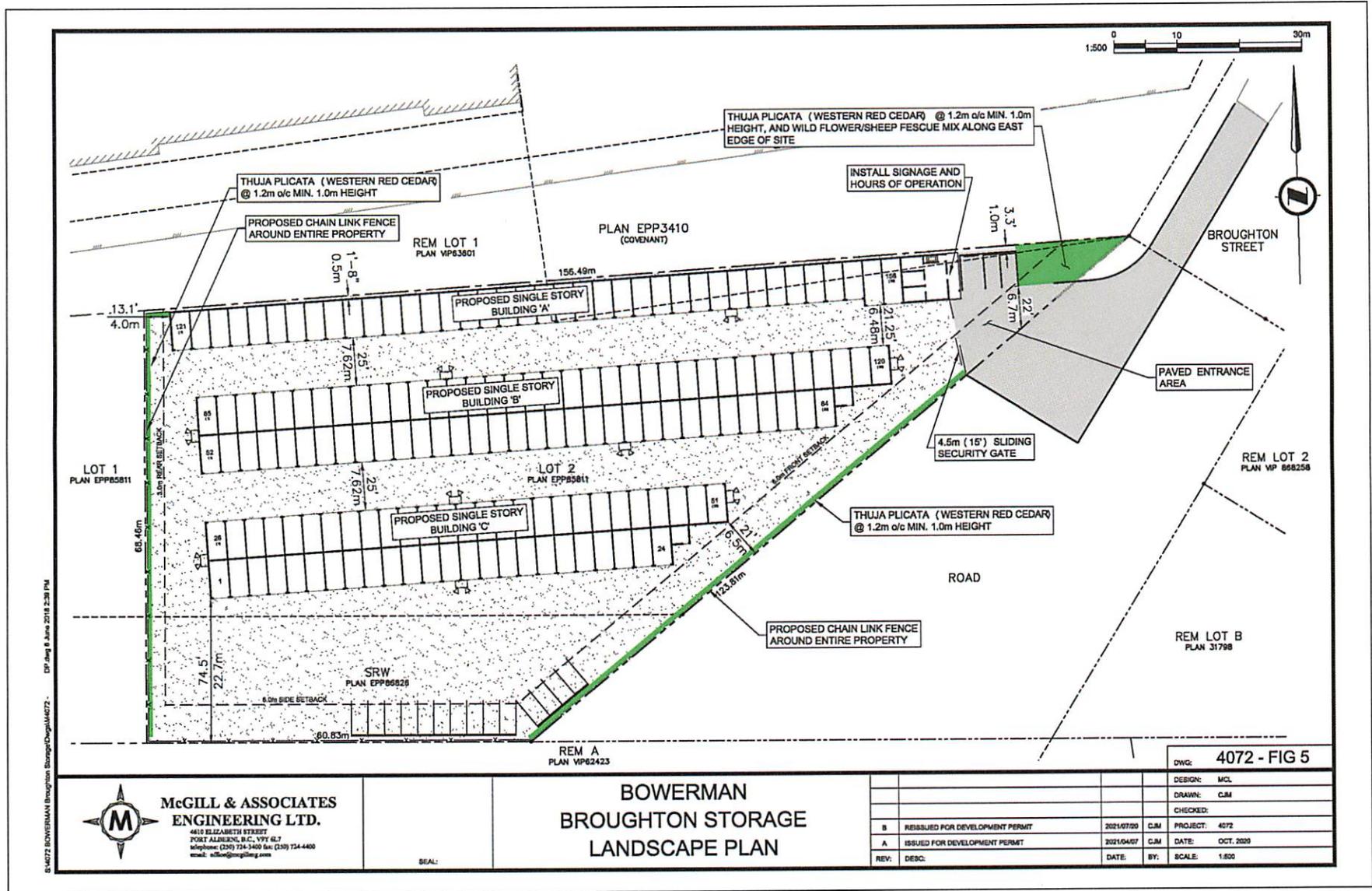
c) Bowerman Excavating Ltd. – Broughton Storage Proposed Site Plan (Figure 3)



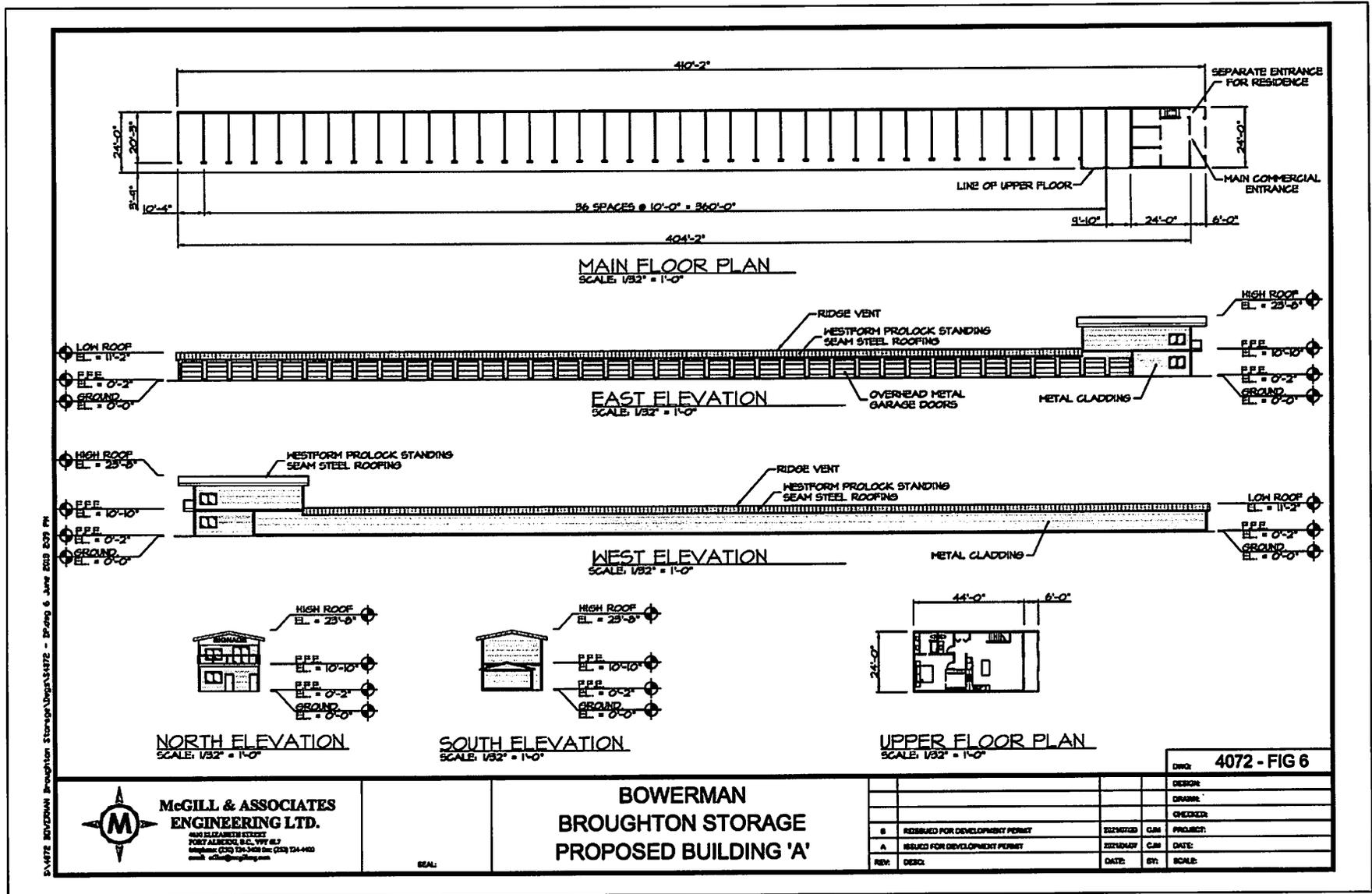
d) Bowerman Excavating Ltd. – Broughton Storage Turning Movement Plan (Figure 4)



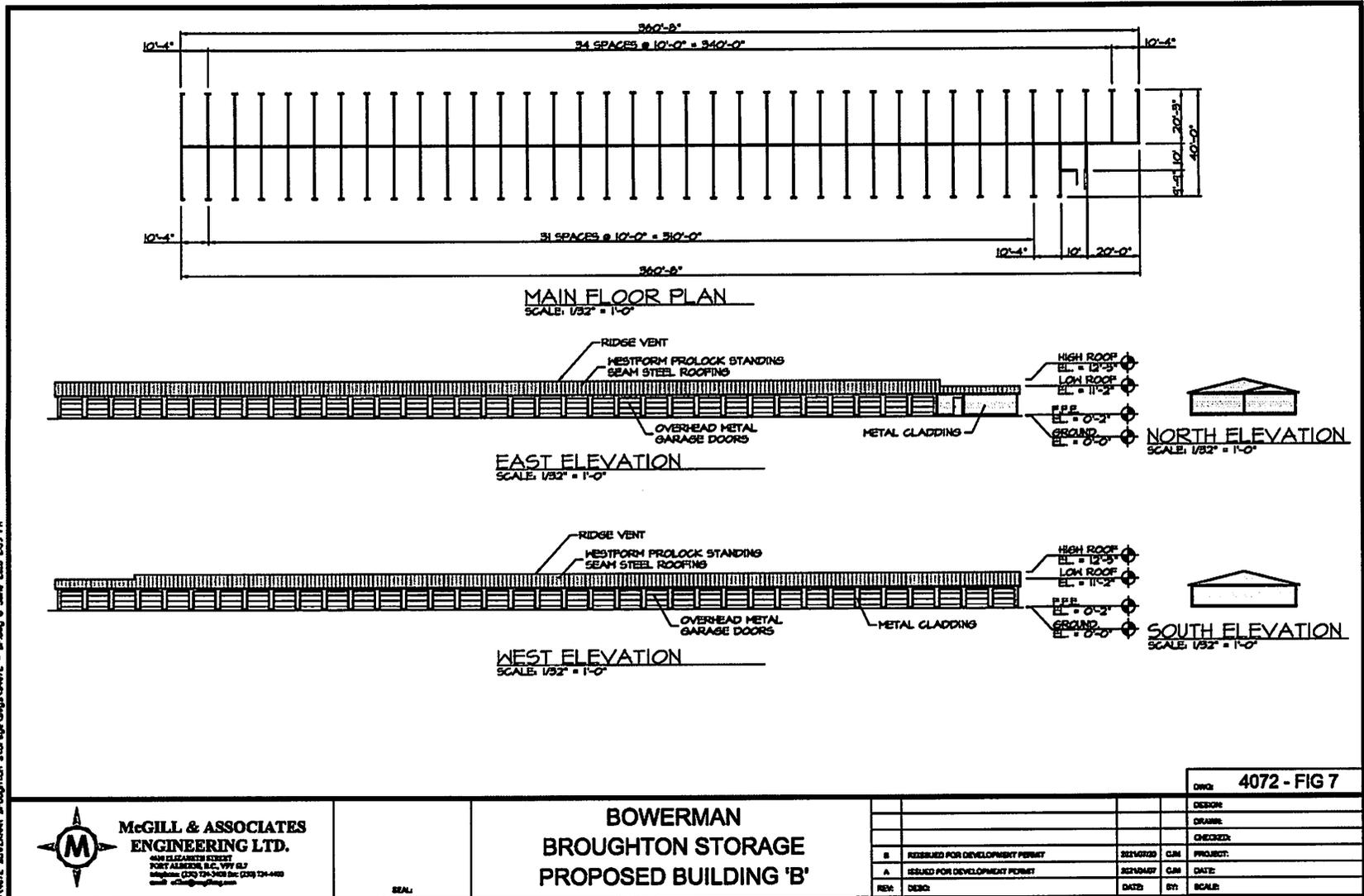
e) Bowerman Excavating Ltd. – Broughton Storage Landscape Plan (Figure 5)



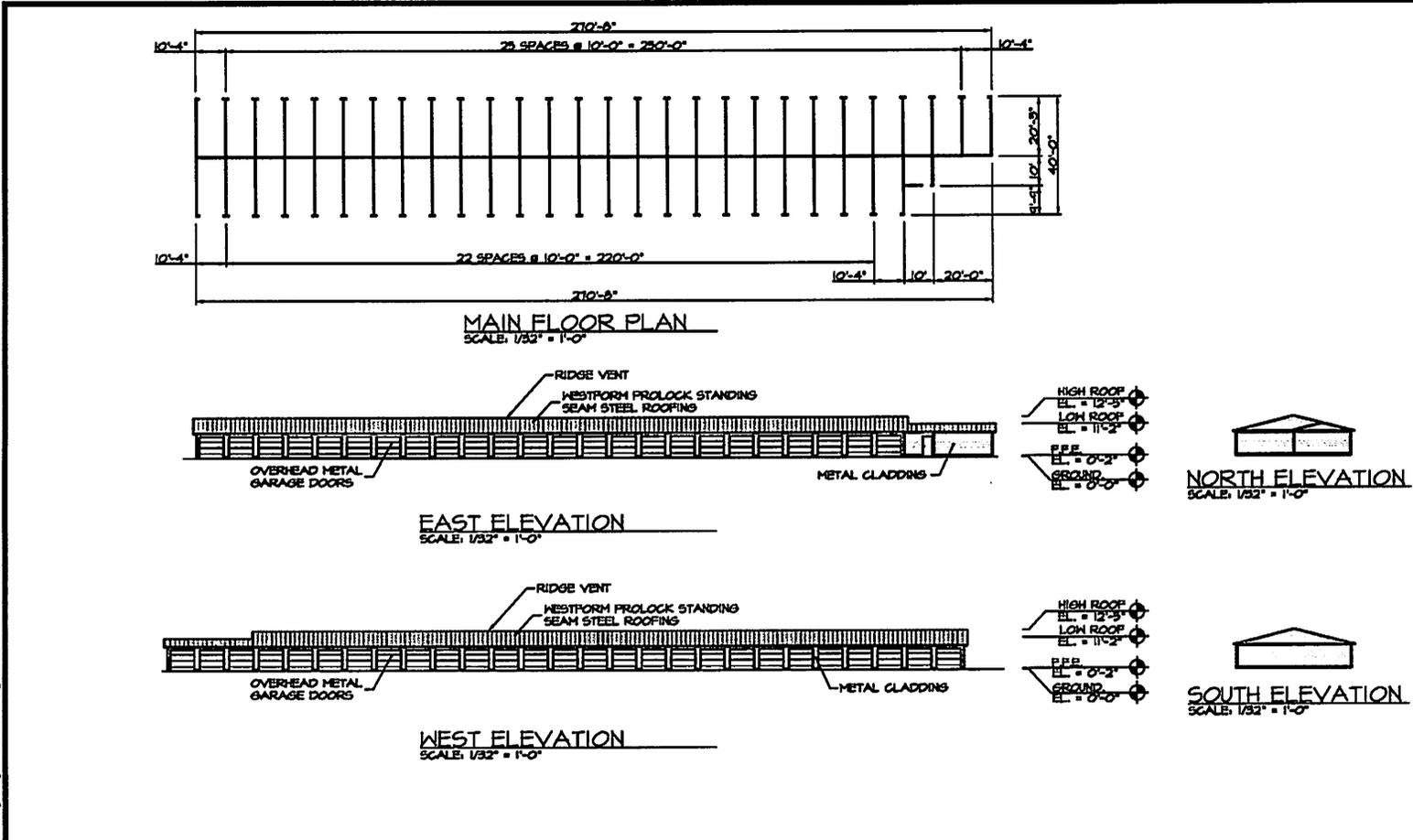
f) Bowerman Excavating Ltd. - Broughton Storage Proposed Building 'A' (Figure 6)



g) Bowerman Excavating Ltd. - Broughton Storage Proposed Building 'B' (Figure 7)



h) Bowerman Excavating Ltd. – Broughton Storage Proposed Building 'C' (Figure 8)



DRAWN BY: BOWERMAN Broughton Storage\Eng\4072 - 01.dwg 8 June 2018 2:05 PM



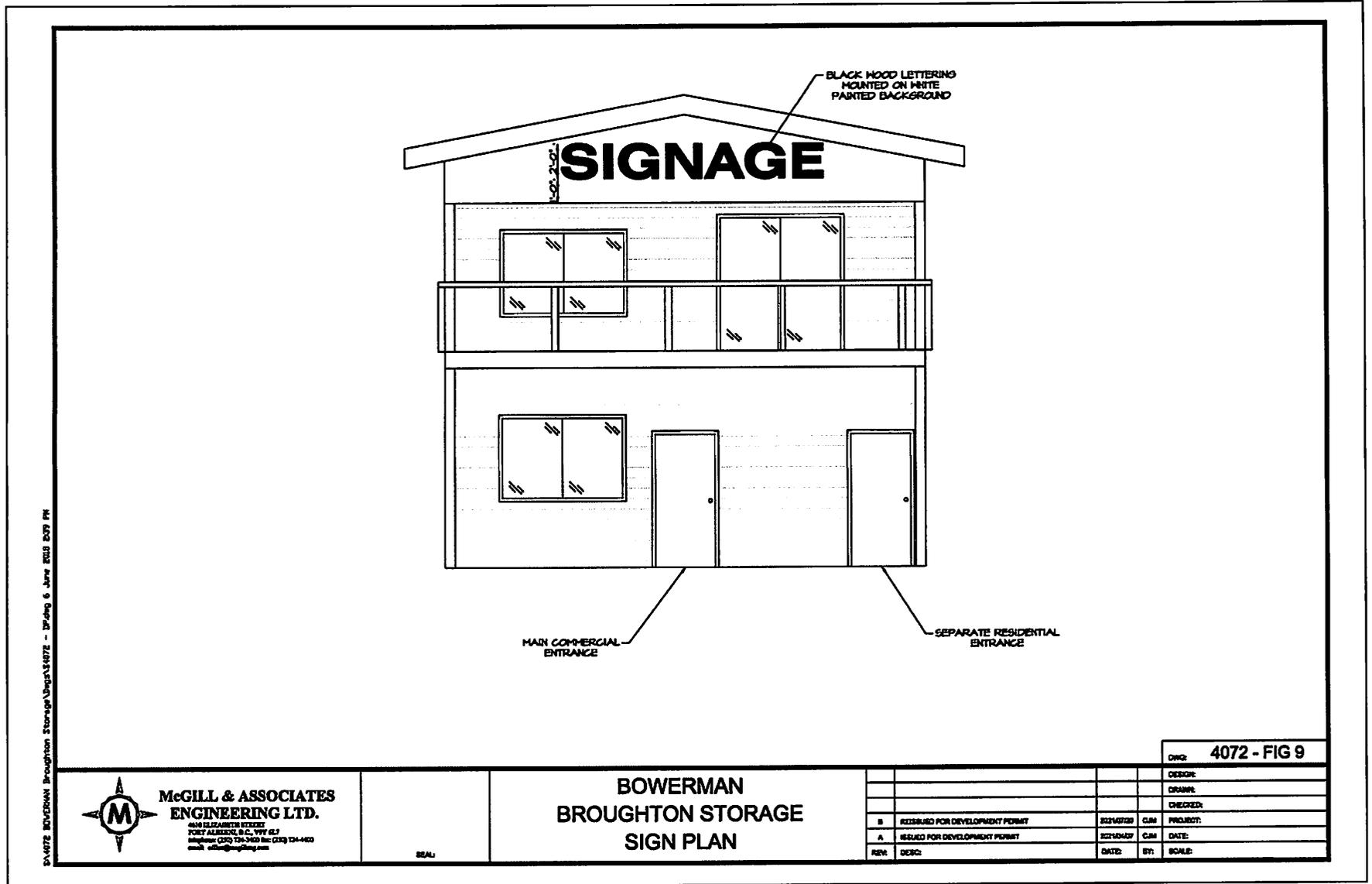
**McGILL & ASSOCIATES  
ENGINEERING LTD.**  
404 BELLEFLEUR STREET  
PORT ALBERTA, B.C. V9Y 6J7  
Telephone: (250) 734-3400 Fax: (250) 734-4100  
Email: info@mcgilleng.com

SEAL:

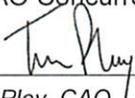
**BOWERMAN  
BROUGHTON STORAGE  
PROPOSED BUILDING 'C'**

		DWG: 4072 - FIG 8	
		DESIGN:	
		DRAWN:	
		CHECKED:	
B	ISSUED FOR DEVELOPMENT PERMIT	20210728	CJM PROJECT:
A	ISSUED FOR DEVELOPMENT PERMIT	20210607	CJM DATE:
REV:	DESC:	DATE:	BY: SCALE:

i) Bowerman Excavating Ltd. – Broughton Storage Sign Plan (Figure 9)



Date: July 27, 2021  
 File No: 6240-20-QUAY  
 To: Mayor & Council  
 From: T. Pley, CAO  
 Subject: **Connect the Quays – update and resource requirements**

Prepared by: <i>R. DICKINSON</i>	Supervisor: <i>T. PLEY</i>	CAO Concurrence: 
<i>Director of Engineering</i>	CHIEF ADMINISTRATIVE OFFICER	T. Pley, CAO

**RECOMMENDATION**

*THAT Council direct that the professional services of John S. Manson P. Eng and PWL Partnership Landscaping be secured to assist in completion of the public engagement phase of the Connect the Quays Pathway Project.*

**PURPOSE**

To update Council regarding progress and expenditures to date related to the Connect the Quays Pathway Project, and to seek Council direction regarding engagement of third-party resources to support in completion of the public engagement phase of the project.

**BACKGROUND**

The City's 2019 - 2023 Strategic Plan includes goals regarding:

- community connectivity via safe, multi-modal pathways, and
- improved public access to waterfront

Strategy 5.3.1 references development of a multi-modal path between Harbour Quay and Victoria Quay. This project has become known as the Connect the Quays Pathway Project.

On June 25, 2020 the Province announced intakes for the federal and provincial Infrastructure funding for the Community, Culture and Recreation (CCR) Program and the Rural and Northern Communities (RNC) Program.

At Council's Regular meeting on August 10, 2020 Council passed the following motion:

*THAT Council direct staff to prepare applications for infrastructure funding to the Community, Culture and Recreation [CCR] Program and the Rural and Northern Communities [RNC] Program in advance of the October 2020 deadlines for the purpose of developing a multi-modal pathway between the Victoria Quay and Harbour Quay.*

The City engaged external resources to support the submission of a grant application. The results of that grant application are not yet known.

At the time that Council directed a grant application be submitted Council also amended the 2020-24 Capital plan to include the City’s portion of funding to support the grant application. The 2021 – 25 Five Year Financial Plan includes \$7.2 million in spending for the Connect the Quays Pathway project coming from a combination of grants, reserves and taxation. The expenditures are in years 2021, 2022 and 2023.

Project work to date has spanned approximately twelve months, and includes four phases as outlined below.

**1. GRANT SUBMISSION PHASE- 2020**

The grant application phase involved a considerable amount of work being completed in a finite period of time. A considerable amount of City staff time was involved as well as the services of three consultant/suppliers. Preliminary design work was completed adequate for the development of cost estimates required to support the grant application. The grant submission phase of the project resulted in \$78,980 in costs for external resources. Those costs are summarized below:

Consultant/Supplier	Task	Amount
John S Manson, P. Eng.	Co-ordinating project engineering	\$18,616.20
PWL Partnership Landscaping	Landscape Architecture	\$34,746.00
McElhanney Consulting Services	Engineering/Cost estimation	\$25,617.41

**2. PROPERTY OWNER ENGAGEMENT PHASE – 2021**

In early 2021 work began in earnest to develop pathway route improvement options. Route improvements involved interacting with several land owners. External resources were engaged to lead/support that engagement and to prepare professional documents that would enable meaningful engagement with affected property owners. The property owner engagement phase of the project resulted in \$56,520.45 in costs for external resources. Those costs are summarized below:

Consultant/Supplier	Task	Amount
John S Manson, P. Eng.	Co-ordinating project engineering	\$20,824.20
PWL Partnership Landscaping	Landscape Architecture	\$34,612.25
Chartwell Consulting Ltd.	Road Engineering	\$1,084.00

**3. FIRST NATION ENGAGEMENT PHASE – 2021**

The City met with Hupacasath First Nation Chief and Council in August 2020 regarding the Connect the Quays Pathway project, and committed that engagement would continue. In September 2020 the City met with Tseshaht First Nation Chief and Council, and had a similar conversation. Both Nations provided letters of support for the City’s grant application.

After engagement with property owners had resulted in the identification of potential route improvements the City again had meetings with Hupacasath and Tseshaht First Nations to provide updated information and seek continued engagement on the project through the design phase. The First Nation engagement phase of the project resulted in no further costs for external resources.

Both Tseshaht and Hupacasath First Nations have agreed to provide representation on a Connect the Quays Pathway Advisory Working Group. That group will identify appropriate Nuu-chah-nulth language, place names, and matters of cultural significance, all of which may influence the pathway route, design and signage.

**4. PUBLIC ENGAGEMENT PHASE – 2021**

The next phase in the Connect the Quays Pathway project involves public engagement. During this phase input will be sought from members of the public on preferred routing options, design and construction of the pathway, and public amenities desired along the pathway.

City staff and existing communication platforms will be used during the public engagement phase of the project. The City will also require external resource support. Estimated costs for external resource support are summarized below:

Consultant/Supplier	Task	Estimated Amount
TBD	Co-ordinating project engineering	\$3,000
TBD	Landscape Architecture and Communications	\$48,500

A proposal and cost estimate for the public engagement phase has been provided by PWL Partnership Landscaping.

**ALTERNATIVES/OPTIONS**

**Options One:** Secure the services of PWL Partnership Landscaping to complete landscape architecture and communications work, and John S. Manson P. Eng. to complete project co-ordinating engineering during the public engagement phase of the Connect the Quays Walkway Project.

**Option Two:** Undertake a process to facilitate consideration of other proponents and proposals to undertake the work.

**Option Three:** Council provide alternate direction.

**ANALYSIS**

The City does not have internal resources adequate to undertake the work of landscape architecture, communications and project co-ordination during the public engagement phase of the Connect the Quays Pathway Project. External resources will need to be engaged to complete that work.

The City has committed to community members that public input into the project would be sought once routing options have been established. That work has been substantially completed during the property owner phase of the project. Prior to advancing to the concept design phase, it is recommended that public input first be taken, and that input be incorporated into the design and location of the pathway.

The City has been working with PWL Partnership Landscaping and John S. Manson P. Eng. on the pathway project since August 2020, and has found the work of both contractors to be professional, timely and cost effective. Re-engaging the same contractors that have been used to date will result in continuity of work,

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timely completion of the public engagement phase of the project, will draw the least amount on City staff resources, and may result in cost savings over retaining and educating different contractors.

If the public engagement phase is completed by fall 2021, concept design and engineering work can be conducted during the winter, and construction might begin in 2022.

#### **IMPLICATIONS**

- *Financial plan – included in plan \$7.2M total over 2021-23*
- *Strategic Plan – timely completion of key component*
- *Engagement – First Nations and public*

#### **COMMUNICATIONS**

The public engagement phase of the project will be well-advertised through various mediums. Results of the process will be presented to City at a regular meeting. A written report will be provided, which may support future applications for grant funding.

#### **BYLAWS/PLANS/POLICIES**

- Goals 1.1 and 5.3 in Council's 2019-2023 Corporate Strategic Plan.
- PURCHASING – PROFESSIONAL SERVICES (CONSULTANTS) policy

#### **SUMMARY**

After completing project work phases that included grant application, property owner engagement and initiation of First Nation engagement, work on the Connect the Quays Pathway Project has reached the public engagement phase. External resources must be engaged in order for work to proceed.

City Council is asked to consider whether contractors previously working on the project will be re-engaged for the next phase or if a process will be undertaken to select contractors for the public engagement phase of the project.

#### **ATTACHMENTS/REFERENCE MATERIALS**

Public engagement proposal – PWL Partnership Landscaping

Copy: S. Smith, Director of Development Services | Deputy CAO  
A. McGifford, Director of Finance  
T. Slonski, Director of Corporate Services

*J:\Finance\Director\Agenda Reports & Procedures\Dir Finance Council Memos\2021\Drafts\2021\_Water\_and Sewer\_Bylaw\_Amendments.docx*



# CONNECT THE QUAYS – PUBLIC ENGAGEMENT STRATEGY CITY OF PORT ALBERNI

Port Alberni, BC  
City of Port Alberni  
July 29, 2021

PWL Partnership Landscape Architects Inc.  
5<sup>th</sup> Floor, East Asiatic House  
1201 West Pender Street  
Vancouver, BC V6E 2V2

604.688.6111

[pwlpartnership.com](http://pwlpartnership.com)

**Contact:**

Derek Lee, Principal  
604.888.8888

[dlee@pwlpartnership.com](mailto:dlee@pwlpartnership.com)

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1201 West Pender Street  
Vancouver BC Canada V6E 2V2  
[www.pwlpartnership.com](http://www.pwlpartnership.com)

T 604.688.6111

F 604.688.6112

# INTRODUCTION

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PWL Partnership is a full-service landscape architecture, planning, and urban design firm with a forty-year history of creating award-winning projects across North America and Asia.

Since 1976 the firm has approached the challenges of landscape architecture and urban planning with innovation and a driven search for meaningful solutions that reflect the firm's vision of making places, engaging people, and being inspired by nature.

Founded on the belief that collaboration is key to every project's success, PWL strives to engage all participants in the design process. This inclusive approach has led to the construction of some of North America's most celebrated and iconic landscapes, including numerous projects that have won awards for design excellence in environmental and social sustainability.

PWL's practice is based in Vancouver, a city and region which has become one of the most livable and desired in North America. PWL takes pride in its contribution to the variety of public and private urban and natural places that residents and visitors today enjoy. From the planning of sustainable communities to the design of urban waterfronts, iconic city parks, pedestrian-friendly streets, and a kaleidoscope of human-scaled in-between places, our region's evolution is also PWL's legacy.

## PROJECT TEAM + ROLES

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PWL Partnership's team is comprised of over forty professional, technical and administrative staff, each able to support the work of the key project personnel through all critical phases of this project. Our team includes five Principals, four Associates, a Registered Urban Planner and four LEED® Accredited Professionals. We have the workforce capacity to commit to this project fully and its process.

The Connect the Quays Public Engagement project team will be comprised of Michele Cloghesy, D'Arcy Hutton and Chris Walker. They are very familiar with the Connect the Quays project, goals and the issues that the current planning and design processes have identified. Derek Lee, Principal will oversee the project. Both Michele and Derek are trained IAP2 professionals (International Assoc. of Public Practitioners).

**Derek Lee - Principal**  
BCSLA CSLA LEED® AP

Derek is a principal at PWL Partnership and a LEED® Accredited Landscape Architect with over 20 years of experience across North America, Asia, the United Kingdom, and the Middle East. Serving as one of the creative leads on design teams at PWL, Derek focuses on innovative placemaking and urban design to improve people's overall health and quality of life. Derek's infectious passion for innovation is grounded by his experience and ingenuity, evident in all scales of work, from large-scale master plans and urban waterfront developments to custom details that celebrate a site's unique character. Derek's ability to quickly translate conceptual ideas into graphic form effectively bring ideas to life.

Role: Principal in Charge

**Michele Cloghesy – Senior Urban Planner / Project Manager**  
BCSLA, MCIP, RPP, LEED AP, PMP

Michele holds registrations as a Landscape Architect, Urban Planner, LEED®AP and Professional Project Manager with demonstrated expertise and strengths in community and neighbourhood planning, consultation and communication, land use analysis, policy development and project management. She is IAP2 certified.

**Role:** Michele will be the project manager directing the preparation of materials and general engagement strategy. She will also have the capacity to handle the preparation of written and graphic material and will be responsible for the coordination of project deliverables. Michele will also take on the lead role of handling the day-to-day coordination with the client and consultant team.

D'Arcy Hutton and Chris Walker will continue to support the project team with graphic materials, written content and participation in the in-person and virtual open houses.

## RELEVANT EXPERIENCE IN ENGAGEMENT

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PWL Partnership is committed to this project and can complete the work to meet the schedule. Our office is recognized for completing challenging projects on tight schedules.

In today's climate of community building, most projects whether initiated by public institutions or private interests, benefit from a process of engagement and consultation with interested stakeholders and the general public.

- At PWL we have extensive experience consensus building with our community partners on a range of challenging initiatives. We are adept at presenting complex ideas in an accessible manner inviting valuable feedback to help guide the decision making process.
- We have numerous projects in progress involving public engagement and have developed a solid and positive reputation for engagement strategies.
- We have excellent hand drawing and 3d digital visualization expertise in sketch plan and perspective that is crucial to helping the public make an emotional connection in real time.

### ENGAGEMENT PRE-PLANNING

Community engagement activities undertaken by City Councils must endorse the core principles of integrity, inclusion, deliberation and influence. Careful attention must be paid during the planning, implementation and review phases of community engagement.

All materials created for stakeholder and public engagement should be reflective of the initial project issues, goals and objectives. Setting expectations for Public Engagement are critical. When formulating public survey questions or feedback forms it is important for the team to be clear on the following:

#### Potential Issues

- Are there any risks or challenges?

- What decisions are already made?
- Are there any genuinely non-negotiable issues?

### **Public Engagement Objectives**

- What are the objectives of the public engagement process?
- What are the limitations and constraints in the engagement process?
- Is consensus decision-making a goal?

### **Decision Making and Approval Process**

- Who are the decision makers?
- What is the relevant agency (Council) decision-making processes?
- What are the key decision-making milestones?
- How will the decision-makers and public be kept informed about the process?

### **Level of Engagement (IAP2 Public Participation Spectrum)**

- What level of engagement (inform, consult or active participation) is appropriate for this project?
- What level of engagement is appropriate for the public?

### **Choose the engagement methods and techniques**

- What methods should be used in the engagement process?
- Are the chosen methods appropriate to the objectives and the participants?
- Have non-traditional methods been considered?
- What information is required by engagement participants?
- What mechanisms are appropriate for conveying information to participants (e.g. pamphlets, letters, PowerPoint presentations, media stories or advertisements etc.)?
- Is the information relevant, comprehensive and appropriate?

### **Maximise the ability of stakeholders to participate**

- What are the possible barriers to participation and the means to overcome them?
- What are the most appropriate methods to invite participation?
- Have special interest groups been considered?
- Has support and advice been obtained from community leaders or organisations on relevant protocols for consulting with community members?

### **Formulate the timetable**

- Is the engagement process a one-off activity, or is it ongoing?
- Is the timetable realistic?
- Is the engagement timed to feed into decision making processes?

### **Estimate the resources**

- What resources and staff are required?
- Is there a need for staff training?
- Is there a need for external personnel (e.g. a facilitator or mediator)?
- Is there a need to hire a venue, organise catering etc

### **Outcomes and implementation**

- Are the engagement outcomes clearly defined?
- How will decisions reached through engagement feed into agency decision making processes?

### **Feedback to participants**

- How will engagement participants be provided feedback throughout the process?
- How will they be provided feedback on the final decision and how they contributed to that decision?
- How will the outcomes of the engagement process be conveyed to agency senior management, Councillors and other decision makers?

### **Evaluate the engagement process.**

- Has an engagement evaluation process been developed?
- How will a successful engagement process be defined and measured?
- How will the results of engagement be shared across Council, other relevant agencies and across government?
- How will the lessons feed into planning for future engagement strategies?

The following Proposed Scope of Work takes into consideration the issues identified above. We have made a suggested approach to community consultation based on our accrued knowledge of the project. Prior to initiating Public Consultation the team should reconsider these factors and modify the approach accordingly.

Most effective engagement strategies incorporate both broad public involvement and targeted stakeholder feedback. The former encourages open dialogue with all while the latter focuses participation from interest groups, marginalized folks and those with a vested interest in the project. We work with clients to assist in identifying these groups, help define their involvement and build community capacity to act as project champions to ensure a successful project outcome.

## PROJECT UNDERSTANDING

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We are currently working with the City of Port Alberni (CPA) on the Connect the Quays project. We understand that the City is now in a position to engage with the public since completing the earlier stages of grant applications, property owner engagement and First Nation engagement.

While these companion engagement processes will continue in parallel the project is entering the phase of broader public consultation, feedback and engagement. We understand further that this stage of the process will be a team approach including PWL, CPA staff and council direction. We have outlined our understanding of team member involvement in the 'Public Engagement Strategy' table following.

The CPA has invested a significant number of resources to the initial planning, alignment and design concepts for the Connect the Quays project. The goal for the trail network is to provide an accessible, safe, and attractive community pathway from Victoria Quay in the north of the community to Harbour Quay in the south, linking to neighbourhood amenities along the route. Several sections of the 4.0+ km alignment have alternative routings and connections. The CPA is interested in gaining feedback on the proposed trail alignments, design, amenities and alternative routings.

The City would like to obtain feedback from a variety of citizens and interest groups in order to ensure all segments of the community are engaged. The Engagement Plan should offer a range of opportunities for feedback. The Engagement process will start late summer and run into the fall of 2021.

## PROPOSED SCOPE OF WORK

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While public health authorities are reducing restrictions for community gathering we are suggesting a range of Public Engagement initiatives to ensure full inclusion. We have outlined our approach in the following table 'Public Engagement Strategy'. Specifically, we are recommending a range of virtual and in-person opportunities for engagement. They include the following:

- Web page with project history, current planning process and opportunities for engagement
- Project Backgrounder and Map Alternatives under consideration in both print and digital
- Feedback Survey – digital
- Social media and Community Bulletin releases to garner interest and invite public to events
- Events – Public Open House, Virtual Open House and Pop-Up Events
- Targeted Meetings – Stakeholder or Interest Group virtual meetings
- Signage – Communicating key information in key community locations

The following section and Public Engagement Strategy Table outline the engagement tool, the material needed (ie: questionnaire or mapping), the purpose of this engagement strategy and approximate timing. We are planning for a late summer and early fall timeline knowing numerous factors must be considered before dates can be confirmed.

In order for the process to be budget sensitive we have committed in-person hours to the most critical engagement events. All other activities can be effectively undertaken in a virtual environment. In person events will include:

- Public Open House (2)
- Pop-up Events (2)
- Council Presentation (2)

All other in -person approved events will be at our current hourly rates. CPA will provide venues and support for in-person events. The following phases of work may occur concurrently with other phases.

The following tasks recommend the establishment of a multi-channel (digital and in-person) strategy for public engagement in order to obtain meaningful feedback on trail routing, design, amenities, connections and priorities. While significant work has been developed to date on the project, the process ensures that the appropriate graphic materials are developed or adjusted from existing materials for use in the public realm. Timelines can be adjusted to meet CPA requirements.

## RECOMMENDED TASKS

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### PHASE 1: PRE-PLANNING – ISSUE AND STAKEHOLDER IDENTIFICATION

In reference to the considerations identified previously we have included time for a mini workshop with CPA staff and the project team to identify known issues, risks and challenges that may come to light during the public engagement process. These concerns may be incorporated within a FAQ section on the project website. Preplanning also includes the identification of any specific interest or stakeholder groups that may require independent meetings.

**Anticipated Schedule: 1 week**

**Meetings: 2 meetings**

#### Key Tasks:

1. Identify specific stakeholder or interest groups that require a targeting engagement approach. Work with CPA to determine most effective way to engage.
2. Identify potential objections, issues and risks associated with the community engagement.
3. Work with the client group team to prepare several approaches to responding to potential community feedback.
4. Create list of FAQs to communicate potential areas of interest and City responses. City to upload to website.
5. Develop draft schedule for engagement activities for public and stakeholder groups with client group.
6. Meet with team to review.
7. Finalize FAQs

#### Deliverables:

- List of stakeholder and special interest groups and approach to engagement

- List of potential areas of risk and responses.
- FAQs for webpage
- Schedule of Engagement activities

## **PHASE 2: ENGAGEMENT MATERIALS - CONCEPTUAL TRAIL DESIGN OPTIONS**

The preparation of engagement materials process involves the creation of mapping, alternatives, trail standards and specific design solutions for challenging areas. We anticipate re-purposing much of the existing graphic material for the public engagement process. Adjustments and modifications may be required for use in the public realm.

**Anticipated Schedule: 4 weeks**

**Meetings: 2 meetings**

### **Key Tasks:**

8. Meet with the client group, municipal staff, project team to verify main suggested route and options, design, amenities, connections and priorities.
9. Modify trail design and routing materials to populate website and print
10. Meeting with team and review
11. Finalize materials for Open House #1

### **Deliverables:**

- Plan of Suggested Route and Proposed Alternatives.
- Typical Trail Design Sections
- Typical Trail perspectives
- Companion Graphics

## **PHASE 3: PUBLIC MEETING #1 PREPARATION**

Prepare for public meeting #1 (in-person and virtual meeting). Prepare for City to host Let's Talk/Be Heard or equivalent on website.

**Anticipated Schedule: 3 weeks**

**Meetings: 2 meetings**

### **Key Tasks:**

12. Meet with the client group, municipal staff, project team to confirm Public Meeting #1 Invitation, Agenda and Schedule for both in-person and virtual open houses. City to send out Invitation.
13. Confirm draft schedule for engagement activities with client group in order to populate "Next Steps" on webpage.
14. Prepare Draft Meeting #1 Agenda, Invitation, staff/attendees and format
15. Create project draft Backgrounder.

16. Prepare Open House Materials and Engagement Activities.
17. Confirm Survey or feedback questions
18. Meeting with team and review
19. Finalize materials for Open House #1

**Deliverables:**

- Invitation, Agenda
- Open House #1 List of Display Materials and Engagement Activities
- Backgrounder
- Signage digital file for CPA to print and place in key community locations
- Questionnaire

**PHASE 4A: PUBLIC MEETING #1**

With CPA, facilitate Public Meeting #1 in person and virtually to share conceptual routings and options.

**Anticipated Schedule: 2 evenings**

**Meetings: 3 meetings (2 for public meeting, 1 for team)**

**Key Tasks:**

20. One presentation during Open House in-person and virtual forum
21. Facilitate feedback and dialogue during meetings
22. Meet with council virtually to share feedback
23. Report back for inclusion on web page

**Deliverables:**

- Comments and feedback

***PHASE 4B: STAKEHOLDER SESSIONS***

*With CPA, facilitate independent stakeholder sessions virtually to share conceptual routings, options and feedback.*

***Anticipated Schedule: up to 4 events but will occur concurrently with the larger engagement process***

***Meetings: 5 meetings (4 for stakeholders, 1 for team)***

***Key Tasks:***

- 1. One presentation during meeting in virtual forum*
- 2. Facilitate feedback and dialogue during meetings*

**Deliverables:**

- Comments and feedback

#### **PHASE 4C: POP UP EVENTS**

Facilitate up to 2 Pop-Up events in the community (Fall Fair and one other event) to share conceptual routings, options and feedback.

**Anticipated Schedule:** up to 2 events but will occur concurrently with the larger engagement process  
**Meetings:** 2 meetings

**Key Tasks:**

3. Onsite pop up meeting facilitation
4. Facilitate feedback and dialogue during meetings

**Deliverables:**

- Comments and feedback

#### **PHASE 5: PREFERRED TRAIL PLAN**

Review all the feedback from the online surveys, open house sessions and stakeholders to look for trends and general consensus.

**Anticipated Schedule:** 1 week  
**Meetings:** 1 meeting

**Key Tasks:**

1. City to provide PWL with summary of online survey data. PWL to analyze and provide direction to team on Preferred Solution.
2. Develop Preferred Trail Plan from feedback with companion graphics
3. Circulate to team for comment
4. Finalize materials for Open House #2

**Deliverables:**

#### **PHASE 6: PUBLIC MEETING #2 & REPORT BACK SUMMARY**

With CPA, facilitate Public Meeting #2 in person and virtually to share Final Preferred Routing and Design.

**Anticipated Schedule:** 2 evenings  
**Meetings:** 3 meetings (2 for public meeting, 1 for team)

**Key Tasks:**

1. One presentation during Open House in-person and virtual forum
2. Facilitate feedback and dialogue during meetings
3. Report back via web page on engagement feedback and preferred option
4. Summary report of engagement process and preferred option

**Deliverables:**

- Comments and feedback

- Report to council on process with summary report

## PROJECT MANAGMENT

We have allocated time for weekly team meetings and project management. No formal minutes will be produced. A brief summary report of the Public Engagement Strategy will be produced and presented to Council during the process.

## FEE SUMMARY

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We will bill at our current hourly rates for the work outlined above. We are providing fees for Public Engagement and Targeted Stakeholder Engagement. The latter may be removed if CPA chooses to focus on the Public Engagement process only at this juncture.

All aspects of this proposal are flexible to ensure that the resultant product will be implementable and serve the Client's envisioned development, operational goals, and objectives.

PHASES		Phase Fee
1	Pre-planning – Issue and Stakeholder Identification	\$ 2500
2	Engagement Materials - Conceptual trail design options	\$10,000
3	Public Meeting #1 Preparation	\$ 5,000
4A	Public Meeting #1	\$10,000
4B	<i>Stakeholder Sessions (up to \$2500 per event/group)</i>	<i>Not Inc.</i>
4C	Pop-up Events	\$ 5,000
5	Preferred Trail Plan	\$5,000
6	Public Meeting #2 and Report Back Summary	\$10,000
Other Items	As requested at currently hourly rates.	\$
	<b>SUBTOTAL</b>	<b>47,000</b>
	An estimate of Disbursements Billed at Cost	\$ 1500
	<b>TOTAL:</b>	<b>Up to: \$ 48,500</b>

## SCHEDULE

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We are committed to a successful engagement strategy during the late summer and fall of 2021 with the City of Port Alberni. We would be please to provide a more detailed schedule during the pre-planning phase of the engagement process.

ENGAGEMENT TOOL	MATERIALS	PURPOSE	TIMING
<b>DIGITAL</b>			
PROJECT WEB PORTAL - OVERVIEW PAGE	<ul style="list-style-type: none"> <li>Trail Master Plan with Route Options</li> <li>Backgrounder</li> </ul>	<ul style="list-style-type: none"> <li>Communicate the purpose of the project; where it started and where we are now;</li> <li>Illustrate the study area;</li> <li>Outline the Scope of Work, infrastructure that is included</li> <li>Communicate the Project Schedule and further opportunities for engagement.</li> </ul>	AUG/SEPT
PROJECT WEB PORTAL - MAPPING PAGE	<ul style="list-style-type: none"> <li>Trail Master Plan with Route Options</li> <li>Trail Typical Design [X-sections]</li> <li>Trail Segments with sketches</li> </ul>	<ul style="list-style-type: none"> <li>Illustrate the study area;</li> <li>Locate the known issues and constraints and proposed solutions;</li> <li>Show routing options with opportunities/constraints</li> </ul>	AUG/SEPT
PROJECT WEB PORTAL - FAQs	TEXT CONTENT	<ul style="list-style-type: none"> <li>Communicate Budget and funding mechanism;</li> <li>Timing;</li> <li>Phasing and priorities</li> <li>Communicate the Project Schedule and further opportunities for engagement.</li> <li>Gain support for overall initiative</li> </ul>	AUG/SEPT
PROJECT WEB PORTAL - FEEDBACK FORM/SURVEY	<ul style="list-style-type: none"> <li>Trail Master Plan with Route Options</li> <li>QUESTIONS - Feedback Mechanism [software tool]</li> <li>CPA to summarize responses</li> </ul>	<ul style="list-style-type: none"> <li>Communicate the trail section options, advantages/ disadvantages</li> <li>Gain input into preferred routing options</li> <li>Gain input into priority sections</li> </ul>	AUG/SEPT
SOCIAL MEDIA CONTENT	FACEBOOK, TWITTER, INSTAGRAM, LET'S CONNECT - updates [CPA to undertake all social media updates]	<ul style="list-style-type: none"> <li>Timely updates on project</li> <li>Gain support for overall initiative</li> </ul>	ONGOING
MEDIA RELEASE	Local media - updates [CPA to undertake all social media updates]	<ul style="list-style-type: none"> <li>Timely updates on project</li> </ul>	ONGOING
<b>PRINT</b>			
PA Community Newsletter/Bulletin	<ul style="list-style-type: none"> <li>Trail Master Plan with Route Options</li> <li>Backgrounder</li> <li>[CPA to undertake all printing and reproduction of materials]</li> </ul>	<ul style="list-style-type: none"> <li>Communicate the purpose of the project;</li> <li>Illustrate the study area;</li> <li>Communicate funding mechanism</li> <li>Where to go for input into routing options, design and amenities</li> <li>Communicate the Project Schedule and further opportunities for engagement.</li> </ul>	AUG/SEPT
<b>PHYSICAL</b>			
VIRTUAL COMMUNITY EVENT and IN PERSON OPEN HOUSE	<ul style="list-style-type: none"> <li>Bang the Table, Zoom or equiv. AND Project Information Boards, Questionnaire (on roaming iPads), Project Backgrounder and presentation slides.</li> <li>CPA to summarize responses</li> </ul>	<ul style="list-style-type: none"> <li>Communicate the purpose of the project; where it started and where we are now;</li> <li>Illustrate the study area;</li> <li>Outline the Scope of Work, infrastructure that is included</li> <li>Communicate the Project Schedule and further opportunities for engagement.</li> <li>Locate the known issues and constraints and proposed solutions;</li> <li>Gain input into routing options, design and amenities</li> <li>Next Steps</li> </ul>	SEPT or OCT
PA Park Pop Ups	<ul style="list-style-type: none"> <li>Staff at Pop up events in Community</li> <li>Trail Master Plan with Route Options;</li> <li>Backgrounder Key Facts;</li> <li>Questionnaire (on roaming iPads)</li> <li>Contact website/email</li> <li>City Consultant or CPA staff to summarize responses</li> </ul>	<ul style="list-style-type: none"> <li>Communicate the purpose of the project;</li> <li>Illustrate the study area;</li> <li>Contact information;</li> <li>Communicate opportunities for engagement;</li> <li>Gain input into routing options, design and amenities</li> <li>Next Steps</li> </ul>	SEPT/OCT
PA Community Signage	<ul style="list-style-type: none"> <li>Signage at key municipal and proposed trail locations</li> <li>Trail Master Plan with Route Options;</li> <li>Backgrounder Key Facts;</li> <li>Contact website/email</li> </ul>	<ul style="list-style-type: none"> <li>Communicate the purpose of the project;</li> <li>Illustrate the study area;</li> <li>Contact information;</li> <li>Communicate opportunities for engagement.</li> </ul>	SEPT-
Stakeholder Sessions (as needed)	<ul style="list-style-type: none"> <li>Trail Master Plan with Route Options;</li> <li>Backgrounder Key Facts;</li> <li>Questionnaire online</li> <li>Contact website/email</li> <li>City Consultant or CPA staff to summarize responses</li> </ul>	<ul style="list-style-type: none"> <li>Communicate the purpose of the project;</li> <li>Illustrate the study area;</li> <li>Contact information;</li> <li>Communicate opportunities for engagement;</li> <li>Gain input into routing options, design and amenities</li> <li>Next Steps</li> </ul>	SEPT/OCT
<b>PROJECT CALL BACK LINE</b>			
DIRECT LINE TO PROJECT SPECIALIST	<ul style="list-style-type: none"> <li>Trail Master Plan with Route Options</li> <li>Backgrounder</li> </ul>	<ul style="list-style-type: none"> <li>Communicate the purpose of the project; where it started and where we are now;</li> <li>Outline the Scope of Work, infrastructure that is included</li> <li>Communicate the Project Schedule and further opportunities for engagement.</li> </ul>	SEPT-
PROJECT MGMT	Summary reports for staff and council, project management, team meetings	<ul style="list-style-type: none"> <li>Project Management</li> </ul>	AUG-
PRIORITY ACTIVITY			

PWL Partnership Landscape Architects

## TERMS OF ENGAGEMENT

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1. All documents prepared by PWL and connected with any resulting contract are instruments of service for executing the referenced project. PWL retains the property and copyright in the documents, regardless of project completion. Documents will not be used on any other project without prior written agreement.
2. To the fullest extent permitted by law, the Client shall indemnify and hold harmless PWL and its officers, directors, and employees from and against all damage, liability cost, including reasonable attorneys' fees, and defence costs, arising out of or in any way connected with the performance of the services under this agreement, expecting only those damages, liabilities, or costs attributable to the sole negligence or willful misconduct of PWL.
3. Either party may terminate this agreement without cause upon thirty days' notice in writing. If either party breaches this agreement, the non-defaulting party may terminate the agreement after giving seven days' notice to remedy the breach. On termination by either party, the Client shall pay PWL for the services performed to date, including all expenses reasonably incurred in providing the services.
4. This proposal has been submitted in good faith that it will be used for evaluation purposes by only those who need to know the information. The submitted material is proprietary information owned by PWL Partnership Landscape Architects Inc. and is subject to copyright and trade secret law.
5. In the event PWL's service delivery is interrupted due to any event of force majeure, PWL will inform the Client of any negative impact force majeure may have on the performance of the services as soon as reasonably possible and will fully collaborate to mitigate the effects of any delay that may occur as a result. In such an event, PWL shall also be entitled to an equitable adjustment of this agreement, which may include an increase in price, extension of time, or other equitable relief as is reasonable and appropriate, to the extent the Client provides such adjustments.
6. A topographic ground survey prepared by a Registered Surveyor licensed in the same jurisdiction as the project, will be available in CAD format when we start work. The survey will have been completed within the last year and shall include detailed topographic information on and around the site, tree locations, dripline extent, elevation and size of existing trees, all existing site features, property grades, and all rights-of-way and encumbrances.
7. The responsibility for understanding the encumbrances on the site remains with the Client.
8. PWL has not allowed for the provision of engineering services as part of this proposal. Engineering services may be required for PWL to complete the work outlined in the project scope. The Client will retain the services of all required engineers or speciality consultants required by PWL to complete the scope of work. Engineering services, such as structural, mechanical, civil, electrical, geotechnical, environmental or building envelope, will be conducted by Registered Professional Engineers and coordinated with PWL for the landscape architectural scope.
9. If required, the client will retain an environmental consultant to complete environmental analyses and report to satisfy relevant approving authorities' requirements. PWL will coordinate with specialized consultants as required.

10. If required, the client will retain an archeologist. The archeology consultant will be responsible for completing analyses and reports to satisfy relevant authorities' requirements. PWL will coordinate with specialized consultants as required.
11. The Client or client's consultants will provide PWL with the required background and base information about the site and proposed improvements necessary for our work. All information to be supplied in digital CAD format.

#### **Additional Services**

PWL can provide a full range of additional services if required. Should other services be required during our work, we will provide a fee proposal for client approval or bill at our hourly rates unless otherwise agreed.

The following shall be considered Additional Services for this project:

1. Increased or additional scope of work beyond that stated in the proposal;
2. Significant schedule changes;
3. Addition of project phases or changes in project phasing;
4. The proposal does not allow for one Municipal Rezoning and/or Development Permit submission with minor revisions to landscape plans resulting from staff comments regarding landscape works. Our proposal does not include re-submission of the Municipal review drawings resulting from significant Architectural, Engineering, Municipal, or Client directed design changes;
5. Revisions to previously approved programs, drawings, sketches, plans, and other matters provided to and approved by the Client, Architect, or the Architect on behalf of the Client;
6. Any work required to change construction documents in-progress due to Municipal, Client, Architectural or Engineering initiated design revisions;
7. Preparation of a three-dimensional computer model for all or a portion the project.
8. Preparation of perspective illustrations or visualizations of the project in either hand drawn format or as computer renderings based on three-dimensional computer models.
9. Preparation and participation in public engagement processes, information sessions or presentations other than noted in the scope of work.
10. Participation in a public art process;
11. Services for the design and detailing of signs or wayfinding systems;
12. Services for the design and coordination of decorative water features;
13. The services of a certified arborist;
14. Opinions of probable cost other than noted in scope of work and or value engineering studies after the permitting phase;
15. Additional effort required if the landscape construction occurs in more than one phase or mobilization.
16. Preparation of final design or record drawings;
17. End of Warranty Field Services, Review, and Report;

18. Preparation of a schedule of quantities form.
19. Meetings beyond those described in the scope of work;

#### **Suspension or Delay of Project**

If the project is delayed or suspended for more than three months, the Client shall pay for all services performed to date, including all expenses reasonably incurred in providing the services. If the project resumes, then the fee and scope shall be reviewed and adjusted to the mutual satisfaction of PWL and the Client to reflect any incremental costs incurred by PWL because of the suspension.

#### **Disbursements**

The Client will reimburse PWL for all project-related expenses. These shall include:

1. All reproduction such as plotting and printing costs when made from computer or photocopy, completed using PWL in-house equipment or at a third-party print shop,
2. Couriers,
3. Growing medium testing, if required,
4. Mileage calculated at \$0.59/km,
5. Other transportation costs such as taxi, transit, train,
6. And, Per Diem costs for out-of-town travel.

All disbursements shall be billed at cost unless otherwise noted or agreed.

#### **Insurance**

PWL maintains professional liability insurance. Professional liability insurance will be maintained three years after the project has been declared "Substantially Complete" provided coverage is available at commercially affordable terms and conditions. Proof of insurance shall be made available upon request.

In the event of a claim against PWL, any of its employees, directors, or officers, whether in contract or tort, is limited to the amount of the liability insurance cover in effect at the time of the claim or the amount agreed in the contract, whichever is less.

#### **Payment Responsibility**

PWL renders services to the Client. The acceptance of this proposal, or direction to start work, means that you, the "Client," are responsible for payment of the full amount of fees, disbursements, and applicable taxes. Work completed will be invoiced on a monthly progress basis. The Client shall pay the Consultant when invoiced for services. The account is due when presented. The Client's accounts 30 days after presentation shall bear interest of 2% per month (24% per annum, calculated and compounded monthly).

#### **Applicable Taxes**

Any applicable taxes shall be extra to all amounts. These taxes include any sales taxes or other special levies applied to the services provided by consulting firms.

**Hourly Rates**

Hourly rates will apply to any changes in scope that result in a request for additional fees. Hourly rates will be in effect until the end of the calendar year. PWL reviews and updates our hourly rates each calendar year and typically applies an increase of 2%.

Principal	\$210.00
Associate	\$148.00
Design Associate	\$148.00
Senior Urban Planner	\$148.00
Senior Landscape Architect	\$136.00
Registered Landscape Architect	\$132.00
Landscape Designer 2	\$115.00
Landscape Designer 1	\$105.00
Urban Designer	\$105.00
Graphic Designer	\$105.00
Landscape Technician	\$ 95.00
Horticulturist	\$ 95.00
Administrative Support	\$ 50.00

By signing below, both parties accept the terms and conditions of the contract and confirm they are authorized to sign on behalf of the company.

**PWL Partnership Landscape Architects Inc.**  
Derek Lee, BCSLA Leed AP, Principal

City of Port Alberni  
Tim Pley, Chief Administrative Officer

5<sup>th</sup> Floor, East Asiatic House  
1201 West Pender Street  
Vancouver, BC V6E 2V2

4850 Argyle Street,  
Port Alberni, BC. V9Y 1V8

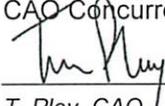
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SIGNATURE

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SIGNATURE

Date: August 3, 2021  
 File No: 0550-01  
 To: Mayor & Council  
 From: T. Pley, CAO  
 Subject: Return to In-Person Meetings of Council

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

This report is being provided for Council's information.

**PURPOSE**

The purpose of this report is to provide Council with general information as it pertains to returning to in-person meetings of Council including public attendance.

**BACKGROUND**

In response to the impacts of the COVID-19 Pandemic, a province-wide state of emergency was declared. During this time a number of public health/ministerial orders were issued. On June 17, 2020, Ministerial Order No. M192 was issued, granting local governments the ability to participate in meetings electronically and/or by other communication facilities. This order also spoke to no longer permitting public attendance at open meetings of Council.

On July 1, 2021, BC moved to Step 3 of its restart plan and the provincial Stage of Emergency [SOE] was lifted. Lifting of the SOE is lending itself to increasing in-person social interactions as well as reducing restrictions. The lifting of the SOE is also ending Ministerial Order No. M192 [expires 90 days after the end of the SOE]. With immunization rates increasing, it is anticipated that BC will move to step 4 of its restart plan on September 7, 2021 as outlined by the Province. Step 4 speaks to masks being a personal choice, normal social contact and fully re-opening of offices and workplaces. It is with this in mind that this report speaks to the return of in-person meetings of Council including attendance by members of the public.

**ALTERNATIVES/OPTIONS**

This report is being provided for informational purposes only, as such, alternatives/options are not identified at this time.

## **ANALYSIS**

In anticipation of BC moving to step 4 on September 7, 2021 the City is positioned to return to in-person meetings for Council's Regular meeting scheduled on Tuesday, September 7, 2021. In anticipation of a return to in-person meetings City staff have moved forward with minor equipment upgrades to improve audio and the addition of a display screen.

In addition to the above, and with the lifting of the SOE and the expiry of Ministerial Order No. M192 [September 28, 2021], Council may wish to consider the new authorities recently enacted through amendments to local government legislation [Bill 10 | *Municipal Affairs Statutes Amendments Act*, attached for reference]. Bill 10 creates the opportunity for Councils to hold regular and committee meetings, including public hearings electronically. Changes to the present model utilized by City of Port Alberni Council would require amendments to Council's Procedure Bylaw. In July, the Ministry of Municipal Affairs provided guidance to corporate officers about the new electronic meeting authorities, questions to consider and procedure bylaw best practices. Should Council wish to entertain a hybrid model moving forward, staff would invite this direction from Council and prepare a subsequent more detailed report to Council at its Regular meeting[s] in September keeping in mind that while electronic meetings have been and will likely continue to be a useful tool in some circumstances, best practices note that electronic meetings should not be a substitute for all in-person meetings.

## **IMPLICATIONS**

Returning to previous City of Port Alberni [pre-covid] meeting process and procedures does not require any specific actions on the part of Council. Should Council wish to consider electronic meeting participation opportunities and/or a hybrid model, Council would be required to amend its current practices [Procedures Bylaw]. Until such time as Council considers amendments, provides readings to an amendment bylaw including legislated advertising requirements, Council would be required to conduct its meetings as currently outlined in Council's Procedure Bylaw [which currently permits a member of Council, with the exception of the Chair to participate electronically, albeit limits the number of times in a given year]. There may also be costs associated with improving audio/visual equipment should the City move to a more robust electronic participation model.

## **COMMUNICATIONS**

With the anticipated return of in-person meetings including public attendance, staff will begin sharing this information with the general public via our social media outlets.

## **BYLAWS/PLANS/POLICIES**

There are no impacts to bylaws, plans and/or policies returning to in-person meetings of Council pre-covid. Should Council wish to consider other means of meeting participation as outlined in this report, an amendment to Council's Procedure Bylaw is required.

**SUMMARY**

With the lifting of the provincial SOE and the automatic expiry of Ministerial Order No. M192, City Council is able to return to in-person meetings of Council, including attendance by members of the public. Bill 10 was introduced to allow Councils the opportunity to continue conducting meetings electronically should a Council choose to do so. This report is to bring to the attention of Council and the general public that City of Port Alberni Council intends to conduct its next regular meeting on September 7, 2021 in person and open to public attendance. This report also invites Council to provide direction to staff if Council wishes to entertain expanding on electronic meeting options/participation going forward and in light of Bill 10.

**ATTACHMENTS/REFERENCE MATERIALS**

- Bill 10 | *Municipal Affairs Statutes Amendments Act*

J:\Clerks\Reports\TLS\2021\2021\_08\_09\_Return\_InPerson\_Meetings

**BILL 10 – 2021**

**MUNICIPAL AFFAIRS STATUTES  
AMENDMENT ACT, 2021**

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of British Columbia, enacts as follows:

*Community Charter*

**1** *Section 124 (2) of the Community Charter, S.B.C. 2003, c. 26, is amended by repealing paragraph (d) and substituting the following:*

- (d) provide for advance public notice respecting the time and date and, if applicable, the place of council committee meetings and establish the procedures for giving that notice; .

**2** *Section 128 is repealed and the following substituted:*

**Electronic regular council meetings**

- 128**
- (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, regular council meetings may be conducted by means of electronic or other communication facilities.
  - (2) The following rules apply in relation to a regular council meeting referred to in subsection (1):
    - (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
    - (b) in the procedure bylaw, a council must
      - (i) provide for advance public notice of the following:
        - (A) the way in which the meeting is to be conducted by means of electronic or other communication facilities;
        - (B) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public, and
      - (ii) establish the procedures for giving that notice;

(c) the facilities must

- (i) enable the meeting’s participants to hear, or watch and hear, the meeting,
  - (ii) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the meeting, and
  - (iii) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place.
- (3) Members of council who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.

**3     *The following sections are added:***

**Electronic special council meetings**

- 128.1** (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, special council meetings may be conducted by means of electronic or other communication facilities.
- (2) The following rules apply in relation to a special council meeting referred to in subsection (1):
- (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
  - (b) the notice under section 127 (2) must include notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities and the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public;
  - (c) the facilities must
    - (i) enable the meeting’s participants to hear, or watch and hear, the meeting, and
    - (ii) except for any part of the meeting that is closed to the public, enable the public to hear, or watch and hear, the meeting at the specified place, and a designated municipal officer must be in attendance at the specified place.
- (3) Members of council who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.

**Electronic council committee meetings**

- 128.2** (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, council committee meetings may be conducted by means of electronic or other communication facilities.
- (2) The following rules apply in relation to a council committee meeting referred to in subsection (1):
- (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
  - (b) in the procedure bylaw, a council must provide for advance public notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities and establish the procedures for giving that notice;
  - (c) the facilities must enable the meeting's participants to hear, or watch and hear, the meeting;
  - (d) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting.
- (3) Members of a council committee who are participating in a meeting conducted in accordance with this section are deemed to be present at the meeting.

**Electronic participation by members in council and council committee meetings**

- 128.3** (1) If authorized by a procedure bylaw and the requirements of subsection (2) are met, a member of council or a council committee who is unable to attend in person at a regular council meeting, a special council meeting or a council committee meeting may participate in the meeting by means of electronic or other communication facilities.
- (2) The following rules apply in relation to a meeting referred to in subsection (1):
- (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
  - (b) the facilities must enable the meeting's participants to hear, or watch and hear, the participation of the member;
  - (c) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member.
- (3) Members of council or a council committee who are participating under this section in a meeting conducted in accordance with this section are deemed to be present at the meeting.

**4 The following Division is added to Part 6:**

**Division 6 – Ministerial Regulations**

**Regulations respecting revenue anticipation borrowing  
in special circumstances**

- 191.1** (1) The minister may make regulations in accordance with this section if the minister considers that special circumstances exist that result in, or are anticipated to result in, a loss of revenue by or an expense for
- (a) a municipality, including the City of Vancouver,
  - (b) a regional district, or
  - (c) a greater board.
- (2) The minister may make regulations respecting delaying the payment of debt incurred as revenue anticipation borrowing, until the earlier of
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received, or
  - (b) December 31 of the year following the year in which the debt was incurred.
- (3) The minister may make a regulation under subsection (1) only if satisfied that
- (a) the benefit of making the regulation is proportionate to the benefit of the continued application of the enactment as it is before the making of the regulation, and
  - (b) the regulation is necessary to prevent, respond to or alleviate the effects of the special circumstances.
- (4) A regulation under subsection (1)
- (a) must specify the following:
    - (i) the municipality, regional district or greater board or class of municipalities, regional districts or greater boards, including, without limitation, a class that is all municipalities, all regional districts or all greater boards, for which the payment date is postponed;
    - (ii) the calendar year in relation to which the debt is incurred as revenue anticipation borrowing;
    - (iii) whether the amount of any outstanding debt that remains unpaid after the applicable date referred to in subsection (2) will or will not limit the maximum allowable amount of revenue anticipation borrowing that may be incurred in the subsequent year, and
  - (b) may specify additional terms and conditions respecting the payment of the debt.

- (5) A regulation under subsection (1) may provide that it applies despite any of the following:
- (a) section 177 [*revenue anticipation borrowing*];
  - (b) section 35 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Sewerage and Drainage District Act*;
  - (c) section 58 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Water District Act*;
  - (d) section 404 [*revenue anticipation borrowing*] of the *Local Government Act*;
  - (e) section 263 [*borrowing pending collection of real-property taxes*] of the *Vancouver Charter*.

**Regulations respecting borrowing from reserve funds in special circumstances**

- 191.2 (1) The minister may make regulations respecting borrowing from reserve funds to cover an operational shortfall in the year of borrowing if the minister considers that special circumstances exist that result in, or are anticipated to result in, an operational shortfall for
- (a) a municipality, including the City of Vancouver,
  - (b) a regional district,
  - (c) a greater board, or
  - (d) an improvement district.
- (2) The minister may make a regulation under subsection (1) only if satisfied that
- (a) the benefit of making the regulation is proportionate to the benefit of the continued application of the enactment as it is before the making of the regulation, and
  - (b) the regulation is necessary to prevent, respond to or alleviate the effects of the special circumstances.
- (3) A regulation under subsection (1)
- (a) must specify the following:
    - (i) the municipality, regional district, greater board or improvement district or class of municipalities, regional districts, greater boards or improvement districts, including, without limitation, a class that is all municipalities, all regional districts, all greater boards or all improvement districts, that may borrow from reserve funds;
    - (ii) the calendar year in relation to which borrowing is authorized;
    - (iii) the date by which the borrowed amount must be repaid to the reserve fund from which it was borrowed;
    - (iv) whether interest applies to the borrowed amount and, if so, the amount of the applicable interest;

- (v) whether a penalty of no more than 5% of the amount outstanding after the date specified under subparagraph (iii) applies to any amount outstanding after that specified date such that it must be paid to the reserve fund from which the amount was borrowed;
  - (vi) whether any amount outstanding after the date specified under subparagraph (iii) must be included as a cash transfer to reserves in the year following that date in the financial plan, annual estimates or budget, as applicable, and
- (b) may specify additional terms and conditions respecting the borrowing from reserve funds.
- (4) A regulation under subsection (1) may provide that it applies despite any of the following:
- (a) section 165 [*financial plan*];
  - (b) section 189 [*use of money in reserve funds*];
  - (c) section 34.1 [*reserve and special reserve funds*] of the *Greater Vancouver Sewerage and Drainage District Act*;
  - (d) section 53 [*annual estimate*] of the *Greater Vancouver Sewerage and Drainage District Act*;
  - (e) section 46 [*annual estimates and fixing of rates*] of the *Greater Vancouver Water District Act*;
  - (f) section 57.1 [*reserve funds*] of the *Greater Vancouver Water District Act*;
  - (g) section 374 [*annual financial plan*] of the *Local Government Act*;
  - (h) section 377 [*financial management: application of Community Charter*] of the *Local Government Act*;
  - (i) section 697 (2) (d) [*general powers of improvement district*] of the *Local Government Act*;
  - (j) section 706 [*renewal of works and related reserve funds*] of the *Local Government Act*;
  - (k) section 193D (5) (d) and (8) [*reserve fund for accommodation to replace converted or demolished single room accommodation*] of the *Vancouver Charter*;
  - (l) section 201A [*property acquisition fund*] of the *Vancouver Charter*;
  - (m) section 219 [*Director of Finance to report on revenue and expenditure*] of the *Vancouver Charter*;
  - (n) section 306 (7) to (9) [*reserve fund for off-street parking and transportation infrastructure*] of the *Vancouver Charter*;
  - (o) section 372 [*annual estimates*] of the *Vancouver Charter*;
  - (p) section 523D (16) to (17.1) [*development cost levy reserve funds*] of the *Vancouver Charter*.

*Local Government Act*

5 *Section 110 (2) and (3) of the Local Government Act, R.S.B.C. 2015, c. 1, is repealed.*

6 *The following section is added:*

**Regulations respecting elections in special circumstances**

- 167.1 (1) If the minister considers that special circumstances exist that affect, or are anticipated to affect, the administration or conduct of election proceedings or proceedings for assent voting, the minister may make regulations providing an exception to or modification of
- (a) one or more provisions of this Part or Part 4,
  - (b) a regulation under this Part or Part 4, or
  - (c) a bylaw under this Act.
- (2) The minister may make a regulation under subsection (1) only if satisfied that
- (a) the benefit of making the regulation is proportionate to the benefit of the continued application of the enactment as it is before the making of the regulation, and
  - (b) the regulation is necessary to prevent, respond to, or alleviate the effects of the special circumstances.
- (3) A regulation under subsection (1) must specify a date of repeal of the regulation that is no later than one year after the date the regulation is made.

7 *Section 175 (4) is amended*

*(a) in paragraph (a) by striking out “section 110 (3) (b)” and substituting “section 110”, and*

*(b) by repealing paragraph (b).*

8 *Section 221 (1) is amended by striking out “conducted by means of electronic or other communications facilities.” and substituting “conducted by means of electronic or other communication facilities.”*

9 *Section 465 is amended*

*(a) by adding the following subsections:*

- (1.1) Subject to subsection (1.2), a public hearing under section 464 (1) may be conducted by means of electronic or other communication facilities.
- (1.2) The facilities referred to in subsection (1.1) must enable the public hearing’s participants to hear, or watch and hear, each other. , *and*

**(b) by repealing subsection (7) and substituting the following:**

- (7) A public hearing may be adjourned and no further notice of the hearing is necessary if the following are stated to those in attendance at the time the hearing is adjourned:
- (a) the time and date of the resumption of the hearing;
  - (b) the place of the resumed hearing, if applicable;
  - (c) the way in which the hearing is to be conducted by means of electronic or other communication facilities, if applicable.

**10 Section 466 (2) is amended**

**(a) in paragraph (b) by adding “, if applicable” after “the place of the hearing”, and**

**(b) by adding the following paragraph:**

- (b.1) if the hearing is conducted by means of electronic or other communication facilities, the way in which the hearing is to be conducted by those means; .

**11 Section 494 (2) is amended**

**(a) by striking out “and” at the end of paragraph (c),**

**(b) by repealing paragraph (d) and substituting the following:**

- (d) the time and date when and, if applicable, the place where the resolution will be considered, and , **and**

**(c) by adding the following paragraph:**

- (e) if the meeting at which the resolution will be considered is conducted by means of electronic or other communication facilities, the way in which the meeting is to be conducted by those means.

**12 Section 541 (2) is repealed and the following substituted:**

- (2) A notice under subsection (1) must state the following:
- (a) the subject matter of the application;
  - (b) the time and date when and, if applicable, the place where the application will be heard;
  - (c) if the meeting at which the application is heard is conducted by means of electronic or other communication facilities, the way in which the meeting is to be conducted by those means.

**13 Section 543 (3) is repealed and the following substituted:**

- (3) A notice under subsection (2) must state the following:
- (a) the subject matter of the application;
  - (b) the time and date when and, if applicable, the place where the application will be heard;
  - (c) if the meeting at which the application is heard is conducted by means of electronic or other communication facilities, the way in which the meeting is to be conducted by those means.

**14 Section 683 (3) is amended by striking out “is 3 years” and substituting “continues until the date of the improvement district election that is held in the third calendar year following the calendar year in which the trustee was elected or appointed”.**

**15 Section 690 (1) is repealed and the following substituted:**

- (1) At least once in every calendar year, an improvement district board must call an annual general meeting of the owners of land in the improvement district at which it presents the audited financial statements for the preceding calendar year.

**16 Section 699 (1) is repealed and the following substituted:**

- (1) A bylaw of an improvement district must be signed by the corporate officer and the person presiding at the meeting at which the bylaw is passed.

***Municipalities Enabling and Validating Act (No. 4)***

**17 The following Part is added to the Municipalities Enabling and Validating Act (No. 4), S.B.C. 2011, c. 14:**

**PART 5 – 2021**

**Division 1 – Definitions**

**Definitions**

**31 In this Part:**

“**City of Vancouver**” means the city as defined in section 2 of the *Vancouver Charter*;

“**council**” means a council as defined in section 1 of the Schedule to the *Community Charter*;

**“Greater Vancouver Sewerage and Drainage District”** means the Corporation as defined in section 2 of the *Greater Vancouver Sewerage and Drainage District Act*;

**“Greater Vancouver Water District”** means the Corporation as defined in section 2 of the *Greater Vancouver Water District Act*;

**“improvement district”** means an improvement district as defined in section 1 of the Schedule to the *Local Government Act*;

**“item 16”** means item 16 of Schedule 2 to the *COVID-19 Related Measures Act* as the item read immediately before its repeal;

**“local authority”** means a local authority as defined in section 1 of the Schedule to the *Community Charter*;

**“municipality”** means a municipality as defined in section 1 of the Schedule to the *Community Charter*;

**“regional district”** means a regional district as defined in section 1 of the Schedule to the *Local Government Act*;

**“Vancouver council”** means the Council as defined in section 2 of the *Vancouver Charter*.

## **Division 2 – Reserve Fund Borrowing (COVID-19)**

### **Reserve fund borrowing – municipalities**

- 32 (1) This section applies to a municipality that, during the 2020 calendar year, borrowed from a reserve fund established under section 188 [*establishment of reserve funds*] of the *Community Charter* in accordance with section 3 (1) of item 16.
- (2) The money borrowed in accordance with subsection (1)
- (a) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
  - (b) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the municipality as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 189 [*use of money in reserve funds*] of the *Community Charter*.

**Reserve fund borrowing – regional districts**

- 33 (1) This section applies to a regional district that, during the 2020 calendar year, borrowed from a reserve fund established under section 377 [*financial management: application of Community Charter*] of the *Local Government Act* in accordance with section 4 (1) of item 16.
- (2) The money borrowed in accordance with subsection (1)
- (a) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
  - (b) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the regional district as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 377 of the *Local Government Act*.

**Reserve fund borrowing – improvement districts**

- 34 (1) This section applies to an improvement district that, during the 2020 calendar year, borrowed from a reserve fund established under section 706 [*renewal of works and related reserve funds*] of the *Local Government Act* in accordance with section 5 (1) of item 16.
- (2) The money borrowed in accordance with subsection (1)
- (a) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
  - (b) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the improvement district as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 706 of the *Local Government Act*.

**Reserve fund borrowing – City of Vancouver**

- 35 (1) This section applies to the City of Vancouver in respect of money that the city, during the 2020 calendar year, borrowed from a reserve fund established under the following sections of the *Vancouver Charter* in accordance with section 6 (1) of item 16:
- (a) section 193D (5) (d) and (8) [*single room accommodation permits*];
  - (b) section 201A [*property acquisition fund*];
  - (c) section 306 (7) to (9) [*reserve fund for off-street parking and other transportation infrastructure*];

- (d) section 523D (16) to (17.1) [*development cost levies*].
- (2) The money borrowed in accordance with subsection (1)
  - (a) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
  - (b) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the City of Vancouver as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite the following provisions of the *Vancouver Charter*:
  - (a) section 193D (5) (d) and (8);
  - (b) section 201A;
  - (c) section 306 (7) to (9);
  - (d) section 523D (16) to (17.1).

**Reserve fund borrowing – Greater Vancouver Sewerage and Drainage District**

- 36 (1) This section applies to the Greater Vancouver Sewerage and Drainage District in respect of money that the district, during the 2020 calendar year, borrowed from a reserve fund established under section 34.1 [*reserve and special reserve funds*] of the *Greater Vancouver Sewerage and Drainage District Act* in accordance with section 7 (1) of item 16.
- (2) The money borrowed in accordance with subsection (1)
  - (a) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
  - (b) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the Greater Vancouver Sewerage and Drainage District as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 34.1 of the *Greater Vancouver Sewerage and Drainage District Act*.

**Reserve fund borrowing – Greater Vancouver Water District**

- 37 (1) This section applies to the Greater Vancouver Water District in respect of money that the district, during the 2020 calendar year, borrowed from a reserve fund established under section 57.1 [*reserve funds*] of the *Greater Vancouver Water District Act* in accordance with section 8 (1) of item 16.
- (2) The money borrowed in accordance with subsection (1)
- (a) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
  - (b) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the Greater Vancouver Water District as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 57.1 of the *Greater Vancouver Water District Act*.

**Power to make regulations**

- 38 (1) For the purposes of this Division, the Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.
- (2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:
- (a) modifying the date specified in section 32 (2) (a), 33 (2) (a), 34 (2) (a), 35 (2) (a), 36 (2) (a) or 37 (2) (a) [*repayment deadline*];
  - (b) waiving the 5% penalty incurred under section 32 (3), 33 (3), 34 (3), 35 (3), 36 (3) or 37 (3) [*penalty for outstanding debt*].
- (3) Regulations under subsection (2) may be different for different local authorities or classes of local authorities.

**Division 3 – Revenue Anticipation Borrowing (COVID-19)**

**Extension of borrowing – municipalities**

- 39 (1) Debt incurred by a municipality borrowing money in anticipation of revenue in 2020 in accordance with section 177 [*revenue anticipation borrowing*] of the *Community Charter* must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue for which the borrowing was authorized is received;
  - (b) December 31, 2021.

- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit, and need not be included in the calculation of, the maximum allowable amount of borrowing in anticipation of revenue in 2021 in respect of the municipality.
- (3) This section applies despite section 177 of the *Community Charter*.

**Extension of borrowing – regional districts**

- 40 (1) Debt incurred by a regional district borrowing money in anticipation of revenue in 2020 in accordance with section 404 [*revenue anticipation borrowing*] of the *Local Government Act* must be repaid on or before the earlier of the following dates:
  - (a) the date when the anticipated revenue for which the borrowing was authorized is received;
  - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit the maximum allowable amount of borrowing in anticipation of revenue in 2021 in respect of the regional district.
- (3) This section applies despite section 404 of the *Local Government Act*.

**Extension of borrowing – City of Vancouver**

- 41 (1) Debt incurred by the City of Vancouver borrowing a sum of money in anticipation of revenue in 2020 in accordance with section 263 [*borrowing pending collection of real-property taxes*] of the *Vancouver Charter* must be repaid on or before the earlier of the following dates:
  - (a) the date when the anticipated revenue for which the borrowing was authorized is received;
  - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit, and need not be included in the calculation of, the maximum allowable amount of borrowing in anticipation of revenue in 2021.
- (3) This section applies despite section 263 of the *Vancouver Charter*.

**Extension of borrowing – Greater Vancouver Sewerage and Drainage District**

- 42 (1) Debt incurred by the Greater Vancouver Sewerage and Drainage District borrowing a sum of money in anticipation of revenue in 2020 in accordance with section 35 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Sewerage and Drainage District Act* must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue for which the borrowing was authorized is received;
  - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit the maximum allowable amount of borrowing in anticipation of revenue in 2021.
- (3) This section applies despite section 35 of the *Greater Vancouver Sewerage and Drainage District Act*.

**Extension of borrowing – Greater Vancouver Water District**

- 43 (1) Debt incurred by the Greater Vancouver Water District borrowing a sum of money in anticipation of revenue in 2020 in accordance with section 58 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Water District Act* must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue for which the borrowing was authorized is received;
  - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit the maximum allowable amount of borrowing in anticipation of revenue in 2021.
- (3) This section applies despite section 58 of the *Greater Vancouver Water District Act*.

**Power to make regulations**

- 44 (1) For the purposes of this Division, the Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.
- (2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations modifying the date specified in section 39 (1) (b), 40 (1) (b), 41 (1) (b), 42 (1) (b) or 43 (1) (b) [*repayment deadline*].
- (3) Regulations under subsection (2) may be different for different local authorities or classes of local authorities.

**Division 4 – Annual Tax Sales (COVID-19)**

**Deferral of tax sale – municipalities**

- 45 (1) If a council of a municipality adopted a bylaw in accordance with section 15 (1) of item 16 deferring the annual tax sale, provided for under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*, for 2020,
- (a) the annual tax sale for the municipality for 2020 is deferred to September 27, 2021, and
  - (b) for certainty, any taxes that are delinquent, as described in section 246 (1) of the *Community Charter*, remain delinquent for 2021, with interest charges that are carried under that Act.
- (2) This section applies despite Division 7 of Part 16 of the *Local Government Act*.

**Deferral of tax sale – City of Vancouver**

- 46 (1) The annual tax sale for the City of Vancouver for 2020 is deferred to November 10, 2021, in accordance with By-Law No. 12730, adopted by Vancouver council on July 7, 2020.
- (2) For certainty, any taxes that are delinquent, as described in section 407 [*further warning of tax sale*] of the *Vancouver Charter*, remain delinquent for 2021, with interest charges that are carried under that Act.
- (3) This section applies despite Part XX [*Real-Property Taxation*] of the *Vancouver Charter*.

**Deferral of tax sale – improvement districts**

- 47 (1) In this section, “deferral date” means, as applicable,
- (a) a date specified for the annual tax sale by a bylaw made under section 17 (2) of item 16, or
  - (b) September 27, 2021, if no date is specified in a bylaw referred to in paragraph (a).
- (2) If an improvement district board adopted a bylaw in accordance with section 17 (2) of item 16 deferring the annual tax sale for 2020 until the deferral date,
- (a) the annual tax sale for the improvement district for 2020 is deferred to the deferral date, and
  - (b) for certainty, any taxes that remain owing, as described in section 718 (1) (a) [*tax sale for recovery of taxes*] of the *Local Government Act*, continue to remain owing for 2021, with interest charges that are carried under that Act.

- (3) This section applies despite Division 6 [Tax Sales] of Part 17 [Improvement Districts] of the *Local Government Act*.

### **Division 5 – Tax Sale Redemption Periods (COVID-19)**

#### **Extension of redemption period – municipalities**

- 48 (1) If a council of a municipality adopted a bylaw in accordance with section 18 (1) of item 16 extending the expiration of the redemption period for all properties that have a redemption period ending in 2020, the expiration of the redemption period for the municipality is extended to September 27, 2021.
- (2) This section applies despite Division 7 [Annual Municipal Tax Sale] of Part 16 [Municipal Provisions] of the *Local Government Act*.

#### ***Vancouver Charter***

**18 Section 2.1 of the Vancouver Charter, S.B.C. 1953, c. 55, is amended**

**(a) by repealing subsection (2) and substituting the following:**

- (2) The following provisions of the *Community Charter* apply to the city:
- (a) Division 6 [Ministerial Regulations] of Part 6 [Financial Management];
  - (b) section 193.1 [interest calculation];
  - (c) section 223 [exemptions under regulations];
  - (d) Division 3 [Dispute Resolution] of Part 9 [Governmental Relations]., and

**(b) in subsection (4) by adding the following:**

- (d) the *Municipalities Enabling and Validating Act (No. 4)*, S.B.C. 2011, c. 14.

**19 Section 72 (2) is repealed.**

**20 Section 164.1 (3) is amended by striking out “conducted by means of electronic or other communications facilities.” and substituting “conducted by means of electronic or other communication facilities.”**

**21 The following section is added:**

#### **Electronic meetings of the Board**

- 495A. (1) If permitted under subsection (2), a meeting or special meeting of the Board may be conducted by means of electronic or other communication facilities.

(2) The Lieutenant Governor in Council may make regulations permitting meetings under subsection (1) and prescribing conditions, limits and requirements respecting such meetings.

**22** *Section 562 (4) is amended by striking out “Section 566 (3) to (5.1)” and substituting “Section 566 (1.1), (1.2) and (3) to (5.1)”.*

**23** *Section 566 is amended*

*(a) by adding the following subsections:*

(1.1) Subject to subsection (1.2), a public hearing under subsection (1) may be conducted by means of electronic or other communication facilities.

(1.2) The facilities referred to in subsection (1.1) must enable the public hearing’s participants to hear, or watch and hear, each other. , *and*

*(b) by repealing subsection (3) and substituting the following:*

(3) Notice of the hearing that states the following must be published in accordance with section 3, with the last publication appearing at least 7 days and not more than 14 days before the date of the hearing:

(a) the time and date of the hearing;

(b) the place of the hearing, if applicable;

(c) the way in which the hearing is to be conducted by means of electronic or other communication facilities, if applicable;

(d) the place where and the times when a copy of the proposed by-law may be inspected.

**24** *Section 594 (2) is amended by striking out “Section 566 (3), (5) and (5.1)” and substituting “Section 566 (1.1), (1.2), (3), (5) and (5.1)”.*

### **Transitional Provisions**

#### **Transition – notice**

**25** If, before this section comes into force, a local authority, as defined in section 1 of the Schedule to the *Community Charter*, provides notice of a meeting or a hearing to be held on or after the date this section comes into force and provides the notice in accordance with item 21 [*Local Government Meetings and Bylaw Process (COVID-19) Order No. 3*] of Schedule 2 to the *COVID-19 Related Measures Act* as the item read immediately before its repeal, that notice is deemed to be provided in accordance with the *Community Charter*, the *Local Government Act* or the *Vancouver Charter*, as applicable and as amended by this Act.

**Consequential Amendments**

*Hospital District Act*

**26** *Section 17.1 (5) of the Hospital District Act, R.S.B.C. 1996, c. 202, is amended by repealing paragraph (f) and substituting the following:*

(f) sections 128 to 128.3 [*electronic meetings and electronic participation*]; .

**Commencement**

**27** The provisions of this Act referred to in column 1 of the following table come into force as set out in column 2 of the table:

Item	Column 1 Provisions of Act	Column 2 Commencement
1	Anything not elsewhere covered by this table	The date of Royal Assent
2	Sections 1 to 3	By regulation of the Lieutenant Governor in Council
3	Section 4	July 11, 2021
4	Sections 9 to 13	By regulation of the Lieutenant Governor in Council
5	Sections 14 to 18	July 11, 2021
6	Sections 21 to 26	By regulation of the Lieutenant Governor in Council

CITY OF PORT ALBERNI

BYLAW NO. 5030

**A BYLAW TO PROVIDE FOR THE ESTABLISHMENT, MAINTENANCE AND OPERATION OF A SYSTEM FOR CURBSIDE COLLECTION SERVICES AND DISPOSAL OF MUNICIPAL SOLID WASTE PRODUCTS AND FOR ESTABLISHING A SCALE OF CHARGES**

---

**WHEREAS** the City of Port Alberni is cooperating with the Alberni-Clayoquot Regional District to achieve the objectives within their *Solid Waste Management Plan* for a solid waste collection program that contemplates Curbside Collection Services; and

**AND WHEREAS**, Council may, in accordance with the Community Charter, exercise its authority in relation to the use of waste disposal, recycling services including establishing fees and charges thereto;

**NOW THEREFORE, THE COUNCIL OF THE CITY OF PORT ALBERNI, IN OPEN MEETING ASSEMBLED, ENACTS AS FOLLOWS:**

**TITLE**

- 1.1 This Bylaw may be cited as the “**Solid Waste Collection and Disposal Bylaw No. 5030, 2021**”.

**REPEAL**

- 2.1 “Solid Waste Collection and Disposal 2015, Bylaw No. 4885” and any amendments thereto are hereby repealed.

**METRIC UNITS**

- 3.1 Metric units are used for all measurements in this Bylaw. The approximate equivalent of those units in Imperial measure (feet, inches, etc.) are shown in brackets following each metric measurement and such bracketed figures are included for convenience only and do not form part of this Bylaw.

**APPLICATION**

- 4.1 This Bylaw shall be applicable to all owners of Eligible Residences dwelling units and subscribed multi-family residential dwelling units within the Curbside Collection Area as defined by this Bylaw.

**ENTERED**

**DEFINITIONS**

5.1 In this Bylaw,

**“automated collection”** means the collection of garbage using a specially designed vehicle with mechanical apparatus which empties a collection cart directly into the vehicle without requiring manual labour to empty the cart;

**“animal attractant”** means any substance or material with or without an odour, which attracts or is likely to attract animals; and without limitation includes food or other edible products, whether intended for humans, animals, or birds, grease, oil, antifreeze, paint, petroleum products and compost other than grass clippings, leaves or branches;

**“animal resistant hardware”** means a locking device installed on collection carts to protect carts and their contents from wildlife;

**“biomedical waste”** means material that is prescribed as biomedical waste by the *Environmental Management Act of the Province of British Columbia*;

**“bylaw enforcement officer”** means a person appointed by the Municipal Council as a Bylaw Enforcement Officer; the Manager of Community Safety and/or a member of the Royal Canadian Mounted Police;

**“City”** means the City of Port Alberni;

**“collector”** means City waste collection crews and any person authorized by the Manager of Operations to remove waste;

**“commercial premises”** means a building or structure or portion thereof containing commercial, industrial, or business units, and includes a school, church, hospital, kindergarten, rest home, hotel, motel or mobile home park;

**“commercial unit”** means a self-contained set of premises used for the purpose of a business, commercial, industrial or institutional undertaking;

**“construction refuse”** means all debris, abandoned or discarded material resulting from the construction or demolition of a building or structure, including without limitation, earth, rocks, trees and stumps resulting from an excavation;

**“contractor”** means a person under contract to the City to provide a service;

**“Council”** means the Council of the City;

**“Curbside Collection Schedule”** means the days on which the Curbside Collection Services are provided to Eligible Residences in the Garbage Collection Area;

**“Curbside Collection Services”** means the removal of garbage, recyclable material, organics or all three by the City or its contractor under this Bylaw;

**"dwelling unit"** means a self-contained set of habitable rooms containing not more than one set of cooking facilities, or such a set of rooms registered as a condominium under a strata plan in conformance with the *Condominium Act* of British Columbia;

**"Eligible Residences"** means a residential premise within the City, but does not include a multi-family residential premise;

**"garbage"** means any refuse, discarded materials or rubbish that is not construction refuse, obnoxious matter, recyclable materials or organics;

**"Garbage Collection Area"** means the area in the City of Port Alberni receiving Curbside Collection Services;

**"Inspector"** means the Medical Health Officer, Health Inspector, Fire Prevention Officer, Building Inspector or any official appointed for the purpose of enforcing the provisions of this Bylaw;

**"land clearing waste"** means debris resulting from the clearing of land, including without limitation, earth, rocks, trees and stumps, but does not include earth, rocks, trees and stumps resulting from excavation;

**"Manager of Operations"** means the City's Manager of Operations or delegate;

**"Multi-family residential premises"** means a building containing three or more dwelling units including an apartment building, a boarding or rooming house, or a residential condominium;

**"obnoxious matter"** means any noxious, offensive, unwholesome or dangerous matter, or any such matter that may be:

- (a) germ or vermin infested;
- (b) have an offensive odour;
- (c) be explosive in itself or when mixed with other substances; or
- (d) be injurious to the health of a person handling it, and, without limiting the generality of the foregoing, includes acids, combustible material, paints and solvents and similar matter.

**"organics"** means any kitchen waste or yard waste that is accepted by the Regional District for processing at an organics waste processing facility;

**"owner"** means the registered owner of any dwelling unit within the Garbage Collection Area and shall include, where applicable, the agent, heir, executor or administrator of such owner or the person occupying the dwelling unit including without limitation the renter or lessee of such premises, but shall not include any person who is a boarder, roomer, or lodger therein;

**"recyclable material"** means any used items, materials and substances that are accepted by the Regional District for recycling;

**"Regional District"** means the Alberni-Clayoquot Regional District;

**"Regional District Bylaw"** means the Alberni-Clayoquot Regional District, Bylaw No. R1021, A Bylaw to Provide for the Collection of Garbage and Recyclable Materials within the Regional District of Alberni-Clayoquot which may be amended from time to time.

**"residential condominium"** means a building containing three or more dwelling units registered as strata lots under a strata plan in conformance with the *Strata Property Act*;

**"residential premises"** means a building containing not more than three dwelling units;

**"special waste"** means hazardous, flammable, radioactive and toxic materials as defined in the *Waste Management Act* of British Columbia;

**"standard container"** means the receptacles provided by the City that are required for Curbside Collections pursuant to this Bylaw, as may be further defined in Schedule "E";

**"Set Out/Set Back Services"** means the carrying out and returning of standard containers to the curb for Curbside Collection Services from a location on a property;

**"unserviceable property"** means any Eligible Residence:

- (a) to which access from a street is inadequate for the Curbside Collection Services as determined by the Manager of Operations; or
- (b) which by its lack of proximity to other Eligible Residences being provided Curbside Collection Services would result in excessively high costs or time being allocated to service as determined by the Manager of Operations; or
- (c) which the Manager of Operations determines is unsafe for the provision of the Curbside Collection Services.

**"waste product"** means garbage, recyclable materials, organics, construction refuse and obnoxious matter.

## COLLECTION AND DISPOSAL SYSTEM

6.1 The City may establish, maintain and operate a system to collect, remove and dispose of waste products or may enter into a contract with a contractor who shall operate such a system.

6.2 The City may establish, maintain and operate Curbside Collection Services. Participation in the Curbside Collection Services is mandatory for all Eligible Residences.

6.3 The Curbside Collection Services type and frequency will be:

- (a) Organics – kitchen and yard waste – weekly;
- (b) Recyclable materials – acceptable materials – every second week;
- (c) Garbage – residual waste materials not acceptable in organics or recyclable materials service – every second week.

6.4 The City may establish, maintain and operate a system of collecting and processing recyclable materials or may enter into a contract with a contractor who shall operate such a system.

6.5 The City may establish, maintain and operate grounds for disposal of waste products.

6.6 The City may provide Curbside Collection Services at the intervals set out in the Curbside Collection Schedule.

6.7 The frequency of the provision of collection services is subject to change from time to time due to statutory holidays, operational issues and extreme weather conditions.

6.8 An owner may apply to change the size of the standard container by submitting a written request to the Public Works Department. The requests will be subject to an exchange fee as outlined in Schedule "A".

6.9 Where an occupier of any Eligible Residence receiving Curbside Collection Services requires extensive assistance, support and care in order to perform the functions of daily living, the Manager of Operations may approve additional Set Out/Set Back Services of standard containers in order to allow the occupier to participate in the Curbside Collection Services:

(a) in order to receive the Set Out/Set Back Services contemplated by this Section, the occupier must:

(i) apply using application to the Manager of Operations as set out in Schedule "B" or as may be updated or amended by the Manager of Operations from time to time;

(ii) provide the information required by the Manager of Operations to verify that the occupant is eligible for the Set Out/Set Back Services and to verify there are no alternative methods for the occupant to comply with the requirements of this Bylaw in order to receive the Curbside Collection Services; and

(iii) abide by any terms and conditions imposed by the Manager of Operations on the approval of the Set Out/Set Back Services.

(b) in authorizing the Set Out/Set Back Services contemplated by this Section, the Manager of Operations may:

(i) terminate the availability of Set Out/Set Back Services due to budgetary or operational costs;

- (ii) determine the eligibility requirements for the Set Out/Set Back Services;
- (iii) impose any terms and conditions on the Set Out/Set Back Services, including the location from which the Set Out/Set Back Services will be performed, the containers in which the waste products must be stored in order to be carried out, the schedule by which the waste products must be placed at the location from which the Set Out/Set Back Services will be performed, or any other term or condition which the Manager of Operations determines may be required; and
- (iv) suspend or terminate the Set Out/Set Back Services in the Manager of Operations' sole discretion or where the occupants are no longer eligible to receive the Set Out/Set Back Services.

6.10 In addition to any other power, duty or function prescribed by this Bylaw, the Manager of Operations may:

- (a) create, update and amend guidelines and directives for the orderly and economical operation of Curbside Collection Services and the Set Out/Set Back Services;
- (b) create, update and amend the forms associated with any applications, permits, permissions, or approvals contemplated by this Bylaw;
- (c) approve the Curbside Collection Schedule;
- (d) grant permits, approvals and permissions described in this Bylaw;
- (e) establish systems for billing and collecting the fees imposed in Section 14 of this Bylaw;
- (f) suspend or terminate Curbside Collection Services to any property; .
- (g) enter on any property to inspect waste products, set out locations, standard containers or for any other reason connected to the administration of this Bylaw; and
- (h) delegate any powers, duties or functions under this Bylaw to an employee or agent of the City.

6.11 The City provides Curbside Collection Services to commercial premises and Multi-family residential properties and will continue to provide services until August 31, 2022. At which time:

- (a) Commercial premises collection will transition to private collectors on or before August 31, 2022;
- (b) The Manager of Operations will assess multi-family Curbside Collection Services to confirm Curbside Collection Services that are in place before July 26, 2021 and is deemed an unserviceable property on or before August 31, 2022.

**PRIVATE COLLECTORS**

- 7.1 Any person who contracts to collect waste products from any premises within the Garbage Collection Area, other than a person performing the Curbside Collection Services, shall obtain a private collector permit from the Manager of Operations. A private collector permit, as may be updated or amended by the Manager of Operations from time to time, is as set out in Schedule "C".
- 7.2 The City shall not be obligated to perform Curbside Collection Services for any of the following types of property:
- (a) Multi-family residential premises not in the Curbside Collection Services before July 26, 2021;
  - (b) Commercial premises not in the Curbside Collection Services before July 26, 2021; or
  - (c) an unserviceable property.
- 7.3 Owners or operators of any of the types of properties listed in Section 7.2 may apply in writing to the Manager of Operations to receive Curbside Collection Services.
- 7.4 Approval of any application under Section 7.3 and revocation of any such approval is in the sole discretion of the Manager of Operations considering such things as, but not limited to, operational efficiencies, location of premises, ease of access, and the quantity of the waste products to be collected.
- 7.5 Any type of property listed in Section 7.2 and not otherwise approved for Curbside Collection Services under Section 7.3, shall arrange to have its waste products collected and disposed of by a private collector approved by the Manager of Operations under Section 7.1.
- 7.6 Private collectors applying for approval by the Manager of Operations under Section 7.1 may be required to provide proof that they will:
- (a) separate garbage, recyclable material and organics for disposal at the appropriate facility; and
  - (b) only collect waste products in compliance with this Bylaw.

**ACCESS TO PROPERTY AND STANDARD CONTAINERS**

- 8.1 No person other than the owner, occupier or collector shall lift a lid from a standard container or remove or disturb the contents thereof or remove or disturb any recyclable material or garbage.
- 8.2 No person other than those authorized by the owner shall place waste material in the owner's standard container or place waste material out for collection on or adjacent to an owner's property.

- 8.3 No person shall deposit residential garbage into a City-owned container placed out for the collection of street litter.
- 8.4 An officer or employee of the City may enter onto any property in accordance with section 16 of the *Community Charter*, S.B.C. c.26 to inspect and determine whether this Bylaw is being met.

**TYPE OF CONTAINER**

- 9.1 Every owner or occupier of dwelling unit within Eligible Residence shall use a standard container issued by the City for the Curbside Collection Services.
- 9.2 The standard containers that are assigned to each dwelling unit are the property of the City. The standard container remains with the property if ownership changes.
- 9.3 Multi-family residences will be provided a suitable cart for each dwelling unit with approval for Curbside Collection Service from the Manager of Operations.

**VOLUME AND WEIGHT RESTRICTIONS**

- 10.1 The owner or occupant of the dwelling unit within residential premises shall not place out a volume of waste product of more than can be contained in the closed lid standard container.
- 10.2 No person shall place out for collection a standard container that weighs more than the maximum approved weights for a standard container set out in Schedule "E".

**TERMS AND CONDITIONS OF SERVICE**

- 11.1 Every owner and occupier of a premise that receives solid waste services shall do, or cause to be done, the following:
- (a) all garbage, recyclable material and organics must be deposited in the appropriate standard container, which will be securely stored within principal building, an animal resistant accessory building or in an animal resistance container;
  - (b) notify the City if a collection cart is damaged or a cart is stolen;
  - (c) take steps to secure their standard container against theft or damage. If a container is stolen or damaged due to the neglect of an owner or occupier, the owner must reimburse the collector for its costs of replacing or repairing the cart within 30 days of receiving an invoice;
  - (d) maintain all standard containers supplied to the premise in a clean and sanitary condition at all times and remove from the street after collection and store in a safe place;
  - (e) maintain all standard containers as received without modifying the containers or their components;

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- (f) ensure that all assigned standard containers are accessible for inspection by the City;
- (g) keep the container that is supplied with animal resistant hardware locked, except to deposit waste or allow for collection and disposal;
- (h) every owner shall set out standard containers on the day of collection and ensure that they are readily accessible for emptying by collectors between the hours of 7:00 a.m. and 7:00 p.m. on the specified day of collection. No standard container can be put out for collection prior to 7:00 a.m. on the specified day of collection;
- (i) if the container is equipped with animal resistant hardware, ensure that it is unlatched by 7:00 a.m. on day of collection and re-latched by 11:59 p.m. on day of collection.
- (j) every owner shall remove all standard containers from the shoulder or boulevard of the street or lane from which collection service is provided by 11:59 p.m. on day of collection;
- (k) for the purposes of collection, every owner shall place all standard containers at the curb, or where there is no curb a point on the shoulder or boulevard of the street or lane from which collection service is provided as directed by the Manager of Operations. Placing carts at least one metre away from all other objects;
- (l) ensure that solid waste has been drained of all liquid and that waste such as ashes, sawdust and other such items are separately contained within the cart;
- (m) ensure that only acceptable recyclable materials are deposited in the standard recycling containers;
- (n) ensure that only acceptable organics are deposited into the organic's standard container;
- (o) set out only the amount of waste that will fit into a standard container with the lid closed and so as not to exceed the weight limit;
- (p) dispose of excessive solid waste to the appropriate waste facility;
- (q) clean up spillage originating from containers;
- (r) no owner, occupier, or other person shall keep any attractant on their premises in such a manner as to be accessible to wildlife, and without limiting the generality of the foregoing, every owner, occupier, or other person shall ensure that:
  - (i) all fruit is removed from trees immediately upon ripening;
  - (ii) bee hives and bird feeders are inaccessible to wildlife;
  - (iii) petroleum products including grease and motor oil are inaccessible to wildlife;

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- (iv) outdoor refrigerators or freezers are either inaccessible to wildlife or securely locked to prevent access by wildlife;
- (v) wildlife attractants, including but not limited to meat, bones, dairy, and oil, are not put into compost piles;
- (vi) Antifreeze and paint are stored in such a manner that it is inaccessible to animals;
- (vii) Fish offal is disposed of in an animal resistant container.

11.2 Every premise is responsible to prevent animals from accessing the garbage or organics through proper management of garbage and/or organics and the standard containers. The City provides animal resistant hardware for standard containers where requested by the residents for situations where animals are a nuisance. Each resident must ensure their can is not an attractant to animals.

### **GENERAL PROHIBITIONS**

12.1 No person shall:

- (a) deposit or allow to accumulate any liquids or semi-liquids in any standard container;
- (b) deposit within any standard container any putrescible garbage, including without limitation table, kitchen or wet garbage or grease without first enclosing such garbage in a plastic bag or other sealed container and where such table, kitchen or wet garbage is organics that may be deposited in an organic's standard container, the organics will only be deposited in a bag or container that is acceptable for processing at an organics processing facility in accordance with the City's directions;
- (c) deposit in any standard container any solid garbage which might adhere to such container without first separately wrapping such garbage;
- (d) deposit any ashes in any standard container other than in non-combustible standard containers (excluding plastic bags) in which case such ashes must be kept separate from other garbage or flammable material;
- (e) place or mix with any garbage any obnoxious matter, including without limitation any explosive, volatile, corrosive or dangerous chemicals or materials, or any materials dangerous to the health and/or safety of the collectors;
- (f) deposit in any standard container any waste product other than garbage, and without limiting the foregoing, no person shall deposit in any standard container any:
  - (i) obnoxious matter;
  - (ii) construction refuse;
  - (iii) liquids or semi liquids;

- (iv) special waste;
  - (v) biomedical waste;
  - (vi) car parts;
  - (vii) furniture;
  - (viii) items prohibited by the Regional District;
  - (ix) dead animals;
  - (x) hazardous waste;
  - (xi) lead acid batteries;
  - (xii) electronics and appliances;
  - (xiii) pesticides and herbicides;
  - (xiv) paint;
  - (xv) oil.
- (g) place out for collection any plastic bag or any other container that is not a standard container;
- (h) place out for collection any standard container that is not kept covered with a water tight lid;
- (i) contravene any guidelines or directives that may be established by the Manager of Operations from time to time;
- (j) place a standard container for collection in any location other than as described in Section 11.1 (k) of this Bylaw; and
- (k) cause or allow to be deposited materials other than those permitted by Section 11.1 (m) of this Bylaw in the recyclable material standard container and those permitted by Section 11.1 (n) of this Bylaw in the organic's standard container.

#### **EXTRA SERVICE**

- 13.1 Where an owner requires extra pickup of a standard container such extra pickup can be arranged by provision of 48 hours notice to the City and payment of the appropriate pickup fee in Schedule "A".

#### **CHARGES**

- 14.1 The fees imposed for the Curbside Collection Services under the terms of this Bylaw shall be those set out in Schedule "A" attached to and forming part of this Bylaw. Under special circumstances Council may by resolution apply special charges for specific premises. Special charges may be in excess of or a reduction to those listed in Schedule "A".

- 14.2 Upon issuance of Final Occupancy of an Eligible Residence, the standard containers will be delivered and billing will begin.
- 14.3 A service may commence Curbside Collection Services partway through the year, in which case charges for services are determined on a proportional basis in relation to the period services are provided.

**SUSPENSION OF SERVICE**

- 15.1 The City may suspend or order suspended the Curbside Collection Services from properties where the standard containers, or the location or design or accessibility for pick up facilities, are contrary to the provisions of this Bylaw. Such suspension shall not waive any requirement or abate or waive any charges or rates under the provisions of this Bylaw.

**OFFENCE**

- 16.1 The Bylaw Enforcement Officer is authorized and empowered to inspect, compel, and require that all the regulations and provisions prescribed in this bylaw are carried out.
- 16.2 Every person who contravenes a provision of this Bylaw, or who suffers, allows or permits any act or thing to be done in contravention of any provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, is guilty of an offence against this Bylaw.
- 16.3 Every violation shall be deemed to be a continuing, new and separate offence for each day during which the offence continues.
- 16.4 Any person guilty of an offence under this Bylaw shall be liable, upon summary conviction, to a fine not exceeding \$5,000 and costs.
- 16.5 This Bylaw is designated, pursuant to section 264 of the *Community Charter*, S.B.C 2003, c.26, as a Bylaw that may be enforced by means of a ticket in the prescribed form;
- 16.6 The words or expressions listed in Schedule "D" of this Bylaw in the "Designated Expression" column is authorized to be used on a ticket pursuant to section 264(1)(c) of the *Community Charter* to designate an offence against the respective section of this Bylaw appearing opposite in the "Section" column. The amounts appearing in the "Fine" column are the fines set pursuant to section 265 of the *Community Charter* for contravention of the respective section of this Bylaw appearing opposite in the "Section" column.

**SEVERABILITY**

If any section, subsection or clause of this Bylaw is declared or held to be invalid by a court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the invalid and severed section, subsection or clause.

**EFFECTIVE DATE**

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The effective date of this Bylaw is September 13, 2021.

**READ A FIRST TIME THIS 26<sup>TH</sup> DAY OF JULY, 2021.**

**READ A SECOND TIME THIS 26<sup>TH</sup> DAY OF JULY, 2021.**

**READ A THIRD TIME THIS DAY OF , 2021.**

**FINALLY ADOPTED THIS DAY OF , 2021.**

---

Mayor

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Corporate Officer

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**SCHEDULE "A"**  
**Garbage / Solid Waste Disposal**  
**Charges**

**1. Eligible Residence – Curbside Collection Annual Fee**

Cart Size (litres)	Equivalent Standard 80 litre can (approx.)	Annual Fee for 2021	Annual Fee Effective as of January 1, 2022
80 L	1	\$170.00	\$170.00
120 L	1.5	\$180.00	\$180.00
240 L	3	\$200.00	\$400.00
360 L	4.5	\$600.00	\$600.00

Waste collection fees are included 3 times per year on your City of Port Alberni utility bill. A pricing structure based on the size of your garbage can is used.

**2. Requested additional curbside pick-up**

Cart Size (litres)	Garbage	Recycling	Service Fee
80 L	Request by Owner	Not Available	\$7.00
120 L	Request by Owner	Not Available	\$7.00
240 L	Request by Owner	Not Available	16.00

**3. Standard Container Exchange Fee**

Request to change garbage cart size by owner	\$50.00 per request
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**4. City Assisted Set Out/Set Back Service Fee**

Properties approved by Manager of Operations will approve and then apply the set out and set back fee for all City carts in this program.	\$52.00 Annual fee
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**5. Replacement Fee for Cart**

Request for replacement of Lost/Stolen/Damaged* cart by owner	Actual cost of replacement of a cart
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\*Damaged carts will first have in-house repairs attempted to fix damage if found cart is damaged beyond repair, replacement charges will occur and replacement cart will be delivered to property.

**SCHEDULE "B"**

**APPLICATION FOR SET OUT/SET BACK SERVICES**

*Note: This application form may be replaced, amended or updated by the Manager of Operations from time to time. Please contact the City to ensure that you have the most current version of the application for Set Out/Set Back Services.*

M/C



**APPLICATION FOR SET OUT/SET BACK SERVICE**

The purpose of this form is to obtain information about the occupant's physical and/or cognitive functional ability to verify eligibility for the City of Port Alberni's set out/set back service. This application may be replaced, amended or updated by the Manager or Operations as required.

**Applicant Information**

Name:	
Phone Number:	
Email Address:	
Civic Address:	
Reason for joining program:	

**Eligibility Requirement (All must be checked)**

- Resident lives alone (no other tenants on the property)
- Resident does not have a close neighbour or family member who is willing to put cart at curb for them
- Resident's mobility is impaired such that they are not able to wheel the new automated carts to the curb
- Resident has a medical note to prove their eligibility for the service

The pre-agreed cart collection location is: \_\_\_\_\_

- I certify that I have verified the above requirements and further, that if personal circumstances change rendering myself no longer eligible or should an able-bodied person become available to assist in cart transfer, I am required to notify the City and this service will no longer be provided. I understand this authorizes collection crew to enter my property to move standard carts to the curb for collection and return them to the property and I agree to the additional annual charge for this service. I understand the City is not responsible for any damage to private property resulting from the undertaking of this service.

\_\_\_\_\_  
Signature (Applicant)

\_\_\_\_\_  
Signature (City Staff)

\_\_\_\_\_  
Print Name (Applicant)

\_\_\_\_\_  
Print Name (City Staff)

This form is to be filled out by Operations staff at the applicant's home during onsite visit. The onsite visit will help staff understand whether the occupant meets the program eligibility requirements and allows staff to identify an agreed upon cart collection location. This form must be completed in full and returned to the Manager of Operations.

<b>OFFICE USE ONLY</b>	
<input type="checkbox"/> Application is approved	or <input type="checkbox"/> Application is denied
_____ Date Received	_____ Signature (Streets Superintendent)

C/C

SCHEDULE "C"

APPLICATION FOR PRIVATE COLLECTORS

Note: This permit may be replaced, amended or updated by the Manager of Operations from time to time.

NO



CITY OF  
PORT ALBERNI

APPLICATION FOR PRIVATE COLLECTOR PERMIT

Note: This permit may be replaced, amended or updated by the Manager of Operations as required.

**Applicant Information**

Company Name:	
Contact Name:	
Phone Number:	
Email Address:	
Mailing Address:	

**Type Waste Collection Services to Provide:**

- Garbage
- Organics
- Recyclable Materials

This permit authorizes \_\_\_\_\_ to collect solid waste within the City limits of Port Alberni for multi-family residential premises and/or commercial premises under the Solid Waste Collection and Disposal Bylaw. The permit hauler hereby agrees to haul and deposit the solid waste as directed by the Alberni Clayoquot Regional District Solid Waste Manager.

\_\_\_\_\_  
Signature (Applicant)

\_\_\_\_\_  
Print Name (Applicant)

This permit authorizes the company mentioned above to collect solid waste products, garbage, organics and/or recyclable materials as described in the Solid Waste Collection and Disposal Bylaw within the Garbage Collection Area provided they conform to the Bylaw S. 7 and regulations set by the Alberni Clayoquot Regional District.

<b>OFFICE USE ONLY</b>	
Permit: <input type="checkbox"/> Approved or <input type="checkbox"/> Denied	
_____ Date Received	_____ Signature (Manager of Operations)

CS

**SCHEDULE "D"**  
**FINE SCHEDULE**

<b>Designated Expression</b>	<b>Section</b>	<b>Fine Amount</b>
Excess Waste	10.2	\$150
Failure to Maintain Container	11.1(d) (e)	\$150
Failure to Use Animal Resistant Hardware	11.2	\$150
Accumulation of Liquids in Container	12.1(a)	\$150
Wet Garbage Not Enclosed in Bag or Sealed Container	12.1(b)	\$150
Ashes in Combustible Container	12.1(d)	\$150
Obnoxious Matter in Garbage	12.1(e)	\$150
Non-Permitted Materials in Garbage Container	12.1(f)	\$150
Non-Permitted Container	12.1(g)	\$150
Uncovered Container	12.1(h)	\$150
Contravention of Guideline or Directive	12.1(i)	\$150
Improper Set Out Location of Container	12.1(j)	\$150
Non-Permitted Materials in Recyclable Materials Container or Organics Container	12.1(k)	\$150

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**SCHEDULE "E"**

**DESCRIPTION OF STANDARD CONTAINERS**

The following standard containers will be supplied by the City to Eligible Residences. Only standard containers supplied by the City, weighing less than the maximum weight, and containing permitted waste products deposited in the correct standard container will be collected by the City as part of its Curbside Collection Services.

**1.1 Organics Standard Containers**

Capacity	Colour	Maximum Weight	Animal Resistant Hardware	Available
120L	Green	45 Kilograms (99 lbs)	Installed	Residential Only
240L	Green	90 Kilograms (198 lbs)	Installed	Residential Only

**1.2 Recyclable Material Standard Containers**

Capacity	Colour	Maximum Weight	Animal Resistant Hardware	Available
240L	Blue	90 Kilograms (198 lbs)	Not available	Residential Only

**1.3 Garbage Standard Containers**

Capacity	Colour	Maximum Weight	Animal Resistant Hardware	Available
80L	Black	30 Kilograms (66 lbs)	Available upon request	Residential
120L	Black	45 Kilograms (99 lbs)	Available upon request	Residential
240L	Black	90 Kilograms (198 lbs)	Available upon request	Residential
360L	Black	135 Kilograms (298 lbs)	Available upon request	Commercial Only

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**CITY OF PORT ALBERNI**  
**BYLAW NO. 5034**  
**A BYLAW TO AMEND**  
**SEWER CONNECTION AND REGULATION BYLAW NO. 3224**

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 "**Sewer Connection and Regulation Bylaw, Amendment No. 14 (Sewer Rates and Septage Dump Fee) 2021, Bylaw No. 5034**".

**2. Amendments**

Sewer Connection and Regulation Bylaw, Bylaw No. 3224 is hereby amended by:

(a) Deleting Schedule 'A' and substituting it with Schedule 'A' attached hereto and forming part of this bylaw.

(b) Amending Schedule 'B' Customer Service Charges as follows:

**1. Septage Dump Fee**

A charge of \$160.00 per load shall be charged for dumping of septage by tanker trucks.

(c) Deleting Section 7A02 and replacing it with the following:

**7A. Fish Processing Facilities**

7A02 Liquid Industrial Wastes discharged from fish processing facilities into the City's Sewerage System will be subject to user charges set out in Table 1 below. These charges are in addition to the usual charges associated with any connection to and use of the City's Sewerage System:

<b>Table 1</b>		
<b>Special User Charges for Fish Processing Facilities</b>		
<b>Quality Indicator</b>	<b>Concentration</b>	<b>Fee</b>
a) Biochemical Oxygen Demand (BOD5)	0 - 0.69 tonne per day	No Charge
	0.7 - 1.6 tonne per day	\$375 per tonne
	over 1.6 tonne per day	Not Permitted
(b) Total Suspended Solids (TSS)	0 - 1.1 tonne per day	No Charge
	1.2 - 2.6 tonne per day	\$200 per tonne
	Over 2.6 tonne per day	Not Permitted

**3. Repeal**

Upon effect of Bylaw No. 5034, "Sewer Connection and Regulation Bylaw, Amendment No.13 (Sewer Rates and Septage Dump Fee), Bylaw No. 4990", shall be hereby repealed.

**READ A FIRST TIME THIS 26<sup>TH</sup> DAY OF JULY, 2021.**

**READ A SECOND TIME THIS 26<sup>TH</sup> DAY OF JULY, 2021.**

**READ A THIRD TIME THIS 26<sup>TH</sup> DAY OF JULY, 2021.**

**FINALLY ADOPTED BY COUNCIL THIS            DAY OF            , 2021.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

COPY AVAILABLE FOR PUBLIC INSPECTION

**CITY OF PORT ALBERNI  
SEWER CONNECTION AND REGULATION BYLAW  
SCHEDULE "A"  
METERED CONSUMPTION RATES AND BILLING**

**1. Rates for City Sewerage System**

**1.1. Rates for Sewer User Consumption**

Rates for connection to the City Sewerage System for all users are based on water consumption in of cubic metres (m<sup>3</sup>). One cubic metre is 1,000 litres. Sewer user consumption rates are as follows:

Customer Category	Description	Volume Rate
Residential	Service to a single family dwelling unit is billed at the residential unit rate	\$0.43 per m <sup>3</sup>
Non-Residential (low volume)	Service that is not to a single family dwelling and that is consuming less than 35,000 cubic meters of water per year is billed for sewer at the non-residential low use rate	\$0.60 per m <sup>3</sup>
Non-Residential (high volume)	Service that is not to a single family dwelling and that is consuming more than 35,000 cubic meters of water per year is billed for sewer at the non-residential high rate	\$0.53 per m <sup>3</sup>

**1.2. Fixed System Charge**

Fixed System Charges are calculated monthly based on the size of water meter.

Meter Size (millimetres)	Meter Size (inches)	Monthly Charge
16	5/8	\$ 20.27
19	3/4	\$ 20.27
25	1	\$ 20.27
38	1 1/2	\$ 42.23
50	2	\$ 42.23
75	3	\$118.24
100	4	\$118.24
150	6	\$118.24
200	8	\$118.24
250	10	\$253.38

## 2. Billing Period

Unless otherwise determined by resolution of Council, meters shall be read and the Water Consumption and Fixed System Charge determined at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

COPY AVAILABLE FOR PUBLIC INSPECTION

CITY OF PORT ALBERNI

BYLAW NO. 5035

A BYLAW TO AMEND WATERWORKS BYLAW NO. 4494

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 "**Waterworks Bylaw, Amendment No. 12 Rate Changes, Bylaw No. 5035**".

2. Amendments

Waterworks Bylaw No. 4494 is hereby amended as follows:

Schedules "A" and "B" attached to Waterworks Bylaw No. 4494 are hereby deleted and Schedules "A" and "B" attached hereto are substituted and shall become effective for the third billing period of 2021 [September 1, 2021].

3. Repeal

Upon effect of Bylaw No. 5035, "Waterworks Bylaw, Amendment No. 11 Rate Changes, Bylaw No. 4991" shall be hereby repealed.

READ A FIRST TIME THIS 26<sup>TH</sup> DAY OF JULY, 2021.

READ A SECOND TIME THIS 26<sup>TH</sup> DAY OF JULY, 2021.

READ A THIRD TIME THIS 26<sup>TH</sup> DAY OF JULY, 2021.

FINALLY ADOPTED BY COUNCIL THIS DAY OF , 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

ENTERED

G. 2 (b)

**SCHEDULE "A" TO WATERWORKS BYLAW, NO. 5035**

**METERED CONSUMPTION RATES AND BILLING**

**1. Rates for Water Consumption**

Rates for Water Consumption are calculated on the basis of cubic metre (m<sup>3</sup>).  
One m<sup>3</sup> equals 1,000 litres.

<b>Customer Category</b>	<b>Description</b>	<b>Volume Rate</b>
Single Family Residential	Service to a single-family dwelling unit is billed at the residential unit rate	First 60 m <sup>3</sup> : \$0.64 per m <sup>3</sup> Over 60 m <sup>3</sup> : \$0.85 per m <sup>3</sup>
Multifamily Residential	Service that is shared by two or more single family dwelling units, including duplexes, apartments, and condominiums, is billed at the multifamily rate	\$0.64 per m <sup>3</sup>
Commercial	Service to commercial and light industrial units	\$0.56 per m <sup>3</sup>
Industrial	Service to specific high-volume customers	\$0.38 per m <sup>3</sup>
Outside Residential	Single family residential outside City boundaries	First 60 m <sup>3</sup> : \$0.87 per m <sup>3</sup> Over 60 m <sup>3</sup> : \$1.16 per m <sup>3</sup>
Special Service Agreement	Bulk provision to Hupacasath First Nation; Tseshah First Nation; Beaver Creek	\$0.48 per m <sup>3</sup>

## 2. Fixed System Charge

Fixed System Charges are calculated monthly, based on the size of Meter in metric (millimetre or mm) measure.

Meter Size millimetres	Meter Size inches	Inside City Boundaries Monthly Charge	Outside City Boundaries Monthly Charge
16	5/8	\$ 19.53	\$ 26.39
19	3/4	\$ 19.53	\$ 26.39
25	1	\$ 40.59	\$ 54.80
38	1 1/2	\$ 52.41	\$ 70.74
50	2	\$ 68.52	\$ 92.48
75	3	\$ 108.47	\$ 146.44
100	4	\$ 153.64	\$ 207.40
150	6	\$ 260.04	\$ 351.09
200	8	\$ 380.77	\$ 514.04
250	10	\$ 515.82	\$ 696.37

## 3. Billing Period

Unless otherwise determined by resolution of Council, Meters shall be read and the Water Consumption determined of at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

**SCHEDULE "B" TO WATERWORKS BYLAW, NO. 5035**

**UNMETERED CONSUMPTION RATES AND BILLING**

**1. Rates for Water Consumption**

<b>Category of Single Family Residential or Commercial Premises</b>	<b>Monthly Rate</b>
(a) Unmetered (refusals)	\$ 159.11
(b) Inside City Boundaries - awaiting Meter installation	\$ 39.78
(c) Outside City Boundaries - awaiting Meter installation	\$ 53.67

The establishment of a rate for unmetered (refusals) Premises in (a) above does not interfere with or relieve an Owner from the obligation under Section 34 of this Bylaw to have a Meter installed on their Premises.

**2. Fire Line Rates**

The monthly rate for all Fire Lines shall be \$26.54.

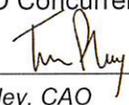
**3. Billing Period**

Unless otherwise determined by resolution of Council, accounts for the above shall be billed every four months in advance and shall be due and payable on the date stated on the invoice. No prepayment for any service shall prevent the amount of any increase being charged to and collected from any Owner.

Date: July 30, 2021  
 File No: 3360-20-CCR [4905 Cherry Creek Road]  
 To: Mayor & Council  
 From: T. Pley, Chief Administrative Officer  
 SUBJECT: **DEVELOPMENT APPLICATION – Proposed Official Community Plan bylaw and Zoning Bylaw Amendments**  
**4905 Cherry Creek Rd.**

*Strata Lots 1-5, District Lot 14, Alberni District, Strata Plan EPS6042 Together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form V (PID's: Strata Lot:1 - 031-008-925, Strata Lot 2 - 031-008-933, Strata Lot 3 - 031-008-941, Strata Lot 4 - 031-008-950, Strata Lot 5 - 031-008-968); and Lot 1, District Lot 14, Alberni District, Plan EPP85811 Except Plan EPS6042 (Phase 1)*

**Applicants:** *Colin Evans and Christine Evans dba Coastal Porting Enterprises Ltd., and Kristi Wolff dba Wolff Holdings Ltd. BC1139118*

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

- a. THAT "Official Community Plan Amendment No. 34 (4905 Cherry Creek Road - Evans), Bylaw No. 5031" be now introduced and read a first time.
- b. THAT "Zoning Map Amendment No. 45 (4905 Cherry Creek Road - Complete Contracting), Bylaw No. 5032" be now introduced and read a first time.
- c. THAT "Zoning Text Amendment No. T28 (Definition - Micro-Brewery/Micro-Distillery), Bylaw No. 5033" be now introduced and read a first time.
- d. THAT "Official Community Plan Amendment No. 34 (4905 Cherry Creek Road - Evans), Bylaw No. 5031" be read a second time.
- e. THAT "Zoning Map Amendment No. 45 (4905 Cherry Creek Road - Complete Contracting), Bylaw No. 5032" be read a second time.
- f. THAT "Zoning Text Amendment No. T28 (Definition - Micro-Brewery/Micro-Distillery), Bylaw No. 5033" be read a second time.
- g. THAT "Official Community Plan Amendment No. 34 (4905 Cherry Creek Road - Evans), Bylaw No. 5031", "Zoning Map Amendment No. 45 (4905 Cherry Creek Road - Complete Contracting), Bylaw No. 5032 and "Zoning Text Amendment No. T28 (Definition - Micro-Brewery/Micro-Distillery), Bylaw No. 5033" be advanced to a Public Hearing on Monday, August 30, 2021 at 6:00 pm by videoconferencing.

## **PURPOSE**

To consider a development application to amend the Official Community Plan and Zoning Bylaw for 4905 Cherry Creek Road. The applicant is proposing the commercial zoning in order to expand the commercial potential on the site and to facilitate the operation of a micro-distillery.

## **BACKGROUND**

The City of Port Alberni has received a development application for 4905 Cherry Creek Road requesting amendments to the Official Community Plan and Zoning Bylaws. The applicant has constructed the first phase of the development, including five building strata units in two separate buildings. The property owner is receiving a significant amount of interest from potential tenants or purchaser's; however, the interest is commercially oriented rather than industrial. The owner is seeking to increase the commercial potential of the existing units and the future units to be constructed on the site, while still maintaining some light industrial options. The proposal is to amend the OCP designation from 'Industrial' to 'General Commercial' and to include the properties in 'Development Permit Area No. 2 Commercial' and; to rezone from 'M1 – Light Industry' to 'C3 – Service Commercial'. Text amendments to the Zoning bylaw are being requested to provide for the production of spirits and ciders in the zoning bylaw and to include 'Micro-Brewery/Micro-Distillery' in the list of permitted uses in the C3 zone.

The subject properties are located on Cherry Creek Road immediately south of the Alberni Mall. The properties are currently designated as Industrial in the OCP and included in Development Permit Area No. 3 -Industrial. They are zoned M1 – Light Industrial in the Zoning Bylaw.

### Status of the Application

The development application to rezone 4905 Cherry Creek Road was circulated to relevant agencies for comment. No major issues with the proposed change in land use were raised. Site servicing details will need to be confirmed with the Director of the Engineering department.

The Advisory Planning Commission reviewed the development application at the July 15, 2021 meeting. Summary meeting minutes are attached. The APC recommended that City Council proceed with the OCP and Zoning Bylaw amendments.

## **ALTERNATIVES/OPTIONS**

1. That Council proceed with first and second reading of the bylaw amendments and schedule a public hearing.
2. That Council provide alternative direction.

## **ANALYSIS**

### Official Community Plan and Zoning Bylaw

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The OCP sets the policy direction for the City regarding the designation and regulation of industrial lands. The land use categories established in the OCP are intended to guide community development; however, the OCP is also considered to be a “living document” and Council may consider amendments that respond to changing circumstances within the City.

The proposal to amend the OCP from Industrial to General Commercial and rezone from M1 to C3 would reduce the amount of land available for some light industrial uses. The C3 zone does allow for some of the same uses in the M1 zone, that would be considered light industrial uses and also allows for more commercial related uses.

If the OCP and Zoning amendments are approved by Council, the subject property will be moved from the Development Permit Area No. 3 – Industrial into Development Permit Area No. 2 – Commercial.

A micro-distillery is planned for one of the existing building units. The current M1 zone permits ‘food and beverage processing’ which would allow for micro-distillery production, but would have some limitation for the business. The City of Port Alberni permits ‘Micro-brewery’ in the C3, C7 and W1 zone and as an accessory use in the C6 zone.

‘Micro-brewery’, in the Zoning Bylaw, means ‘a facility for the manufacturing of beer, that produces less than 10,000 hectolitres per year and is licenced under a Manufacturing License by the Province of British Columbia and may include the following accessory uses: wholesaling of, tours of, retail sales of and tasting of beer produced on-site’.

A micro-brewery and micro-distillery are very similar land uses and staff recommend that a text amendment to include the manufacturing of spirits and ciders be made to the definition of ‘Micro-brewery’ in the Zoning Bylaw. This would allow micro-distilleries to locate in the same zones that currently allow for the micro-brewing of beer. If the text amendment to the Zoning Bylaw is approved by City Council any micro-distillery will also be required to receive approval by the Province.

#### Development Permit Area

The subject properties are currently within the Development Permit Area No. 3 Industrial. If the properties are rezoned and designated as commercial, then they would be removed from the current Development Permit Area and included in the Development Permit Area No. 2 Commercial area to ensure that the form and character of the development meets the commercial guidelines.

#### **IMPLICATIONS**

The proposed application would amend the Official Community Plan Bylaw to change the designation of the properties from ‘Industrial’ to ‘General Commercial’ and to include the properties in Development Permit Area No. 2 Commercial. The proposed application would also amend the Zoning Bylaw to rezone a portion of the property from ‘M1 – Light Industrial’ zone to ‘C3 Service Commercial’ zone. Finally, the application would also introduce a definition for ‘Micro-Brewery/Micro-Distillery’ that would provide for the production of and distribution of spirits and ciders in the same zones where ‘Micro-Brewery’ is currently permitted and including the C3 Service Commercial zone.

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## COMMUNICATIONS

A public hearing must be held sometime after the first reading of the bylaw amendments, and before third reading of the bylaw. Before the public hearing, public notice would be given in two consecutive issues of the local newspaper, not less than 3 days and not more than 10 days before the public hearing. Public notice would also be mailed/delivered to all parcels within 75m of the subject property, at least 10 days prior to the public hearing. City Council is not able to waive the public hearing for the proposed development application because amendments to the Official Community Plan are required.

## BYLAWS/PLANS/POLICIES

The proposed application is to amend the Official Community Plan Bylaw No. 4602 and Zoning Bylaw No. 4832. The following OCP and Zoning Bylaw amendments are proposed:

1. The subject properties are designated '**Industrial**' on the Official Community Plan Schedule A – Land Use Map. An amendment is requested to change the designation to '**General Commercial**'
2. The subject properties are within the Development Permit Area No 3 Industrial on the Schedule B – Development Permit Areas Map. An amendment is required to remove the properties from this Development Permit Area and to include them in **Development Permit Area No. 2 Commercial**.
3. The subject properties are currently zoned '**M1 Light Industry**' on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to change the zoning to '**C3 Service Commercial**'.
4. A text amendment to the Zoning Bylaw is requested to provide for the production of spirits and cider within the definition of a 'Micro-brewery/Micro-distillery' in the list of definitions in Section 4 – Definitions and to add 'Micro-brewery/Micro-distillery' to the list of permitted uses in the zones, including the C3 Service Commercial zone, where a 'Micro-Brewery' is currently permitted. The proposed text is below:

*"MICRO-BREWERY/MICRO-DISTILLERY means a facility, for the manufacturing of beer, cider or spirits, that produces less than 10, 000 hectolitres per year and is licenced under a Manufacturing Licence by the Province of British Columbia and may include the following accessory uses: wholesaling of, tours of, retail sales of, and tasting of beer, cider or spirits produced on-site."*

5. A text amendment to the Zoning Bylaw is required to remove the text "Micro-Brewery" from, and add the text "**Micro-Brewery/Micro-Distillery**" to, the Principal Permitted Uses in the C3 Service Commercial, C7 Core Business and the W1 Waterfront Commercial zones; and to similarly replace 'the text "Micro-Brewery" with "**Micro-Brewery/Micro-Distillery**" in the list of Permitted Accessory Uses in the C6 Gaming Centre zone.

## **SUMMARY**

In considering the application to rezone the subject properties, City Council should consider if and how the proposed changes in use align with the Official Community Plan objectives. City Council should also consider whether the proposed amendments are appropriate for the impacted site and other impacted zones where the proposed use is permitted. The impact of the changes to the immediate neighborhoods should be considered.

The proposed change in OCP land use designation from '*Industrial*' to '*General Commercial*' is consistent with adjacent land uses, and changing the properties from the Industrial to a Commercial Development Permit Area corresponds with the change in land use designation. The definition of '*Micro-Brewery/Micro-Distillery*' aligns closely with the intent of the C3 – Service Commercial zone and with existing permitted uses. Overall the proposed development aligns with OCP policy objectives.

The Planning Department supports amending the Official Community Plan Bylaw and Zoning Bylaw for 4905 Cherry Creek Road to facilitate the proposed use and future development.

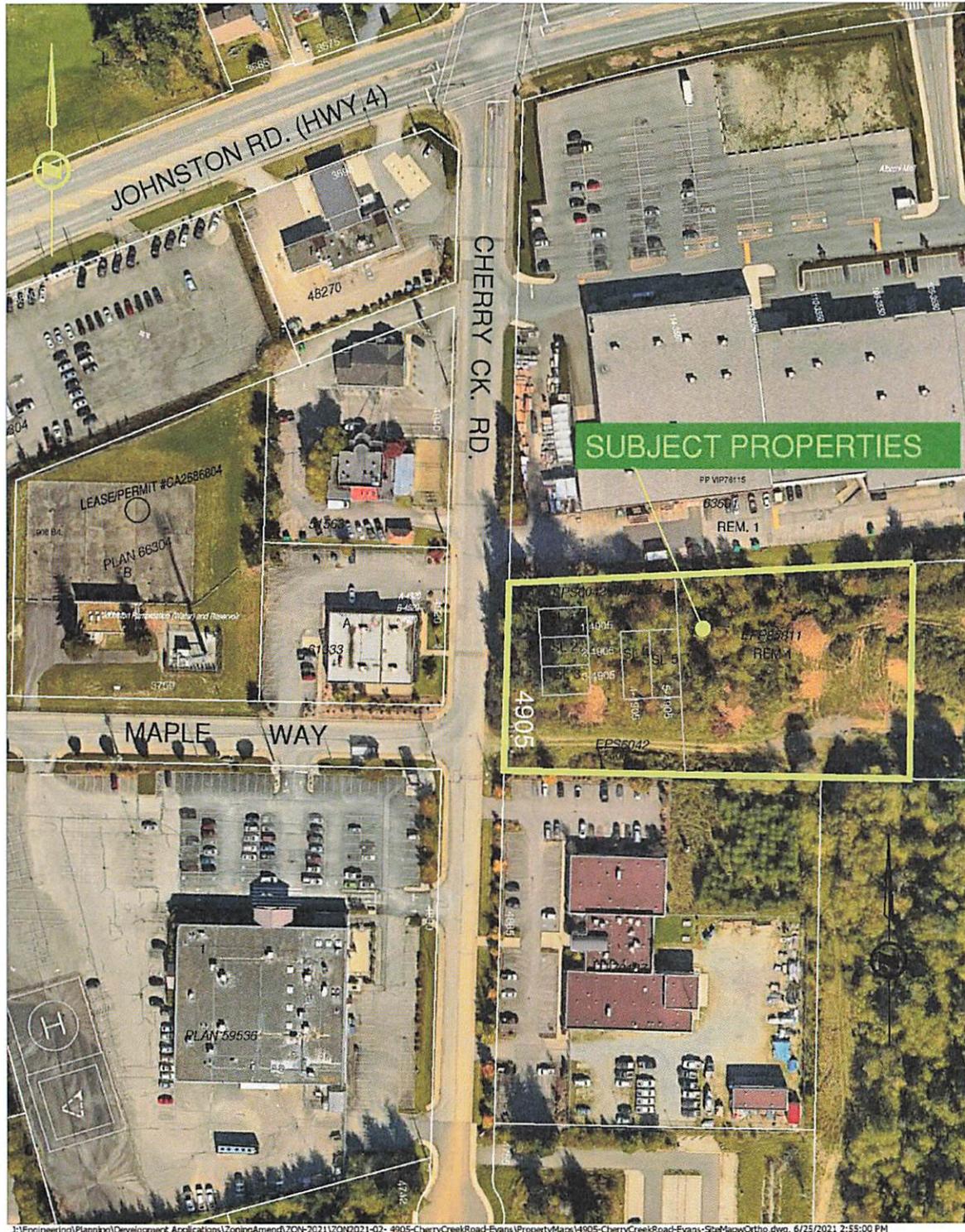
## **ATTACHMENTS/REFERENCE MATERIALS**

- *Amending Bylaws*
- *Advisory Planning Commission July 15, 2021 Meeting Minutes*
- *Staff Report to the Advisory Planning Commission*

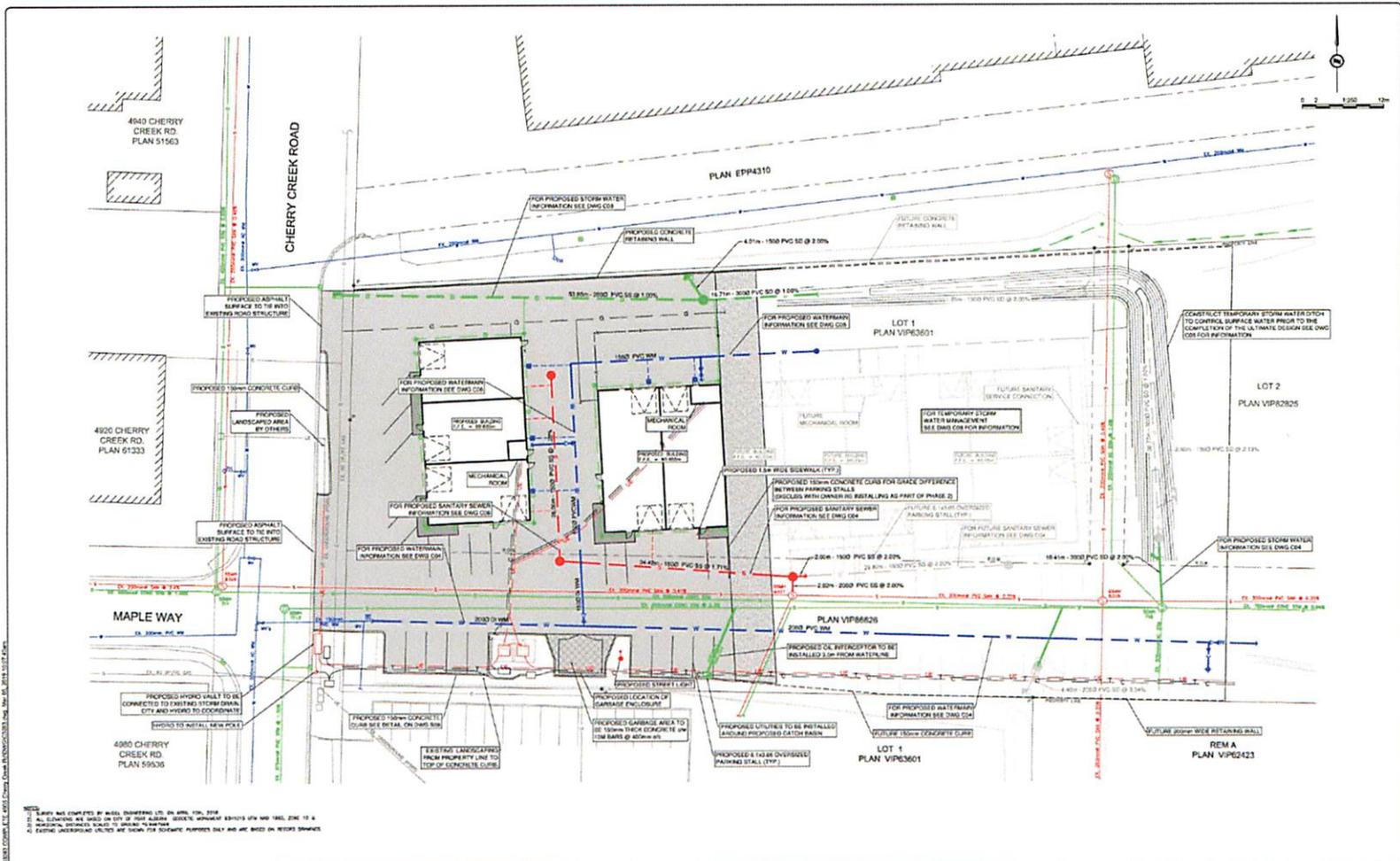
C: *T. Slonski, Director of Corporate Services*

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SUBJECT PROPERTY – 4905 CHERRY CREEK ROAD



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1. DRAWING NOT COMPLETED BY ALLIED ENGINEERING LTD. ON APRIL 17th, 2018  
 2. ALL DIMENSIONS ARE UNLESS OTHERWISE NOTED IN THIS DRAWING. DIMENSIONS SHOWN ON THIS DRAWING ARE TO FACE UNLESS OTHERWISE NOTED.  
 3. EXISTING UNDERGROUND UTILITIES ARE SHOWN FOR INFORMATION PURPOSES ONLY AND ARE BASED ON RECORD DRAWINGS.

<p>REFERENCE DRAWINGS</p> <ul style="list-style-type: none"> <li>1. 4905 CHERRY CREEK RD. DEVELOPMENT ON PHASE 1</li> <li>2. 4905 CHERRY CREEK RD. DEVELOPMENT ON PHASE 2</li> <li>3. 4905 CHERRY CREEK RD. DEVELOPMENT ON PHASE 3</li> <li>4. 4905 CHERRY CREEK RD. DEVELOPMENT ON PHASE 4</li> <li>5. 4905 CHERRY CREEK RD. DEVELOPMENT ON PHASE 5</li> <li>6. 4905 CHERRY CREEK RD. DEVELOPMENT ON PHASE 6</li> <li>7. 4905 CHERRY CREEK RD. DEVELOPMENT ON PHASE 7</li> <li>8. 4905 CHERRY CREEK RD. DEVELOPMENT ON PHASE 8</li> <li>9. 4905 CHERRY CREEK RD. DEVELOPMENT ON PHASE 9</li> <li>10. 4905 CHERRY CREEK RD. DEVELOPMENT ON PHASE 10</li> </ul>	<p><b>McGILL &amp; ASSOCIATES ENGINEERING LTD.</b>          4010 CANTON STREET          PORT ALBERTA, ALBERTA T9T 6T7          TEL: 780-962-2222 FAX: 780-962-2223          Email: info@mcgill-eng.com</p>	<p>STAMP</p>	<table border="1"> <tr> <th>NO.</th> <th>DATE</th> <th>BY</th> <th>REVISIONS</th> </tr> <tr> <td>1</td> <td>2018/06/14</td> <td>DAVID J. MCGILL</td> <td>FOR CONSTRUCTION</td> </tr> <tr> <td>2</td> <td>2018/06/14</td> <td>DAVID J. MCGILL</td> <td>FOR PRELIMINARY APPROVAL</td> </tr> <tr> <td>3</td> <td>2018/06/14</td> <td>DAVID J. MCGILL</td> <td>FOR PRELIMINARY APPROVAL</td> </tr> <tr> <td>4</td> <td>2018/06/14</td> <td>DAVID J. MCGILL</td> <td>FOR PRELIMINARY APPROVAL</td> </tr> <tr> <td>5</td> <td>2018/06/14</td> <td>DAVID J. MCGILL</td> <td>FOR PRELIMINARY APPROVAL</td> </tr> </table>	NO.	DATE	BY	REVISIONS	1	2018/06/14	DAVID J. MCGILL	FOR CONSTRUCTION	2	2018/06/14	DAVID J. MCGILL	FOR PRELIMINARY APPROVAL	3	2018/06/14	DAVID J. MCGILL	FOR PRELIMINARY APPROVAL	4	2018/06/14	DAVID J. MCGILL	FOR PRELIMINARY APPROVAL	5	2018/06/14	DAVID J. MCGILL	FOR PRELIMINARY APPROVAL	<p>DESIGN BY: DAVID J. MCGILL          DATE: JUNE 2018          CHECKED BY: DAVID J. MCGILL          DATE: JUNE 2018          APPROVED BY: DAVID J. MCGILL          DATE: JUNE 2018</p>	<p><b>CITY OF PORT ALBERTA</b>          ENGINEERING DEPARTMENT</p>	<p>SCALE: 1:250          SCALE: 1:500          SHEET: 3 OF 11          DRAWN: DAVID J. MCGILL          NUMBER: 2283 - 003</p>	<p>PROJECT: COMPLETE CONTRACTING          4905 CHERRY CREEK RD.          TITLE: PROPOSED DEVELOPMENT          SITE PLAN</p>
NO.	DATE	BY	REVISIONS																												
1	2018/06/14	DAVID J. MCGILL	FOR CONSTRUCTION																												
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5	2018/06/14	DAVID J. MCGILL	FOR PRELIMINARY APPROVAL																												

**CITY OF PORT ALBERNI**

**BYLAW NO. 5031**

**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. 34 (4905 Cherry Creek Road - Evans), Bylaw No. 5031**".

Respecting Strata Lots 1-5, District Lot 14, Alberni District, Strata Plan EPS6042 Together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form V (PID's: Strata Lot:1 - 031-008-925, Strata Lot 2 - 031-008-933, Strata Lot 3 - 031-008-941, Strata Lot 4 - 031-008-950, Strata Lot 5 - 031-008-968); and Lot 1, District Lot 14, Alberni District, Plan EPP85811 Except Plan EPS6042 (Phase 1), all located at **4905 Cherry Creek Road** shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw, the following amendments apply:

2. Official Community Plan Amendments

- 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 on the properties from 'Industrial' use to '**General Commercial**' use.
- 2.2 **Schedule B (Development Permit Areas Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended by removing the properties from 'Development Permit Area No. 3 (Industrial)'.
- 2.3 **Schedule B (Development Permit Areas Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended by adding the properties to '**Development Permit Area No. 2 (Commercial)**'.

**READ A FIRST TIME THIS DAY OF , 2021.**

**READ A SECOND TIME THIS DAY OF , 2021.**

**A PUBLIC HEARING WAS HELD THIS DAY OF , 2021.**

**READ A THIRD TIME THIS DAY OF , 2021.**

**APPROVED BY THE MINISTRY OF TRANSPORTATION THIS DAY OF , 2021**

**FINALLY ADOPTED THIS DAY OF , 2021.**

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Mayor

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Corporate Officer



# CITY OF PORT ALBERNI

## BYLAW NO. 5032

### 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. Title

This Bylaw may be known and cited for all purposes as "**Zoning Map Amendment No. 45 (4905 Cherry Creek Road - Evans), Bylaw No. 5032**"

2. Zoning Map Amendment

- 2.1 *Strata Lots 1-5, District Lot 14, Alberni District, Strata Plan EPS6042 Together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form V (PID's: Strata **Lot:1** - 031-008-925, Strata **Lot 2** - 031-008-933, Strata **Lot 3** - 031-008-941, Strata **Lot 4** - 031-008-950, Strata **Lot 5** - 031-008-968); and Lot 1, District Lot 14, Alberni District, Plan EPP85811 Except Plan EPS6042 (Phase 1), all located at **4905 Cherry Creek Road** as shown outlined in bold on Schedule "A" attached, are hereby rezoned from 'M1 Light Industrial' to '**C3 Service Commercial**'.*
- 2.2 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 2.1 above.

**READ A FIRST TIME THIS    DAY OF    , 2021.**

**READ A SECOND TIME THIS    DAY OF    , 2021.**

**A PUBLIC HEARING WAS HELD THIS    DAY OF    , 2021.**

**READ A THIRD TIME THIS    DAY OF    , 2021.**

**APPROVED BY THE MINISTRY OF TRANSPORTATION THIS    DAY OF    ,  
2021.**

**FINALLY ADOPTED THIS    DAY OF    , 2021.**

\_\_\_\_\_  
Mayor

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Corporate Officer



# CITY OF PORT ALBERNI

## BYLAW NO. 5033

### 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. Title

1. This Bylaw may be known and cited for all purposes as "**Zoning Text Amendment No. T28 (Definition - Micro-Brewery/Micro-Distillery), Bylaw No. 5033**".

2. Zoning Text Amendment

Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended by:

A. Deleting the following text from Section 4 – Definitions:

*"MICROBREWERY means a facility, for the manufacturing of beer, that produces less than 10, 000 hectolitres per year and is licenced under a Manufacturing Licence by the Province of British Columbia and may include the following accessory uses: wholesaling of, tours of, retail sales of, and tasting of beer produced on-site."*

B. Adding the following text to Section 4 – Definitions:

*"MICRO-BREWERY/MICRO-DISTILLERY means a facility, for the manufacturing of beer, cider or spirits, that produces less than 10, 000 hectolitres per year and is licenced under a Manufacturing Licence by the Province of British Columbia and may include the following accessory uses: wholesaling of, tours of, retail sales of, and tasting of beer, cider or spirits produced on-site."*

C. Delete the text "*Micro-Brewery*" from Permitted Uses as follows:

- from Section 5.20.1 Principal Permitted Uses in the C3 Service Commercial zone; and
- from Section 5.24.1 Principal Permitted Uses in the C7 Core Business zone; and
- from Section 5.33.1 Principal Permitted Uses in the W1 Waterfront Commercial zone; and
- from Section 5.23.1 Accessory Permitted Uses in the C6 Gaming Centre zone.

D. Add the text "*Micro-Brewery/Micro-Distillery*" to Permitted Uses as follows:

- to Section 5.20.1 Principal Permitted Uses in the C3 Service Commercial zone; and
- to Section 5.24.1 Principal Permitted Uses in the C7 Core Business zone; and

- to Section 5.33.1 Principal Permitted Uses in the W1 Waterfront Commercial zone; and
- to Section 5.23.1 Accessory Permitted Uses in the C6 Gaming Centre zone.

**READ A FIRST TIME THIS DAY OF , 2021.**

**READ A SECOND TIME THIS DAY OF , 2021.**

**A PUBLIC HEARING WAS HELD THIS DAY OF , 2021.**

**READ A THIRD TIME THIS DAY OF , 2021.**

**FINALLY ADOPTED THIS DAY OF , 2021.**

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Mayor

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Corporate Officer



**Summary Report / Minutes of the Advisory Planning Commission Meeting  
(Held on July 15, 2021  
Via remote access through Zoom software platform, at 12:00 p.m.)**

**Commission Members Present**

Ken McRae (Chair)  
Stefanie Weber  
Amy Anaka  
Joe McQuaid  
Ken Watts, CEO Tseshaht (č̓ išaaʔath) F. N.  
Jolleen Dick, Councillor, Hupačasath F.N.  
Chris Washington, S.D.70 Liaison

Councillor Deb Haggard, Council Liaison  
Peter Dionne, R.C.M.P. Liaison  
Andre Guerin, P.A.F.D. Liaison  
Amy Needham, Parks Operations Liaison

**Regrets**

Callan Noye  
Ed Francoeur (Vice-Chair)

**Staff**

Scott Smith, Dir. of Dev. Services/Deputy CAO  
Brian McLoughlin, Development Planner  
Price Leurebourg, Development Planner  
Cara Foden, Planning Technician

**Guests**

Members of the Public: None  
Applicant: Colin Evans

**Alternates (not in attendance)**

Larry Ransom (Alt.- S.D.70)  
Councillor Helen Poon (Alt.- Council)  
C. Anderson/M. Bigmore, (Alt. – Tseshaht (č̓ išaaʔath) F.N)  
Roger Nopper CEO, (Alt. - Hupačasath F.N.)



**1. Acknowledgements and Introductions –**

- Acknowledgement, by the Chair, that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshaht (č̓ išaaʔath) First Nations.
- Welcome to new members and introductions. Scott introduced the City's new Development Planner Price Leurebourg

**2. Minutes - Adoption of April 15, 2021 Minutes**

**Motion:**

*That the City of Port Alberni Advisory Planning Commission adopt the minutes of the April 15, 2021 regular meeting.*

**( McRae ) CARRIED**

**3. DEVELOPMENT APPLICATION: Proposed Official Community Plan bylaw and Zoning Bylaw Amendments**

**4905 Cherry Creek Rd.**

*Strata Lots 1-5, District Lot 14, Alberni District, Strata Plan EPS6042 Together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form V (PID's: Strata Lot:1 - 031-008-925, Strata Lot 2 - 031-008-933, Strata Lot 3 - 031-008-941, Strata Lot 4 - 031-008-950, Strata Lot 5 - 031-008-968); and Lot 1, District Lot 14, Alberni District, Plan EPP85811 Except Plan EPS6042 (Phase 1)*

**Applicants:** Colin Evans and Christine Evans dba Coastal Porting Enterprises Ltd., and Kristi Wolff dba Wolff Holdings Ltd. BC1139118

- The Director of Development Services summarized his report dated July 7, 2021.
- APC discussed the proposed amendments and report as follows:
  - The applicant gave a statement indicating that the demand for commercial space was exceeding the demand for Industrial space on his property and also indicated that the ability for a Micro-Brewery/Distillery to provide for on-site consumption was a factor that the C3 zone would support.
  - It was noted that the OCP is a fluid document and support for the change was indicated. The market is dictating that the applicant pursue commercial zoning.
  - Concern about reducing land for industrial uses was noted however current commercial buildings would not suffice for the intended purposes and interests. Don't want to discourage investment.
  - The C3 zone does maintain some light industrial options and the change of zone on the existing buildings will not impact any of the current tenants. All existing tenants are already compliant with the permitted uses in the C3 zone.
  - Provincial licensing process and requirements were discussed. Applicant advised the tenant had already applied for their license.
  - The current development is a credit to the developer and has been done well. It is good to see the site being developed.

**Motions:**

1. *That the Advisory Planning Commission recommend to City Council that the City proceed with the following bylaw amendments for Strata Lots 1-5, District Lot 14, Alberni District, Strata Plan EPS6042 Together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form V (PID's: Strata Lot:1 - 031-008-925, Strata Lot 2 - 031-008-933, Strata Lot 3 - 031-008-941 Strata Lot 4 - 031-008-950, Strata Lot 5 - 031-008-968); and Lot 1, District Lot 14, Alberni District, Plan EPP85811 Except Plan EPS6042 (Phase 1) all located at 4905 Cherry Creek Road:*
  - a) *Amend the Official Community Plan Schedule A Land Use Map from Industrial to **General Commercial**.*
  - b) *Amend the Official Community Plan Schedule B Development Permit Area Map from Development Permit Area No. 3 (Industrial) to **Development Permit Areas No. 2 (Commercial)**.*
  - c) *Amend Schedule A Zoning Bylaw Map from M1 – Light Industrial to **C3 – Service Commercial**.*
  - d) *Amend the text of Zoning Bylaw 4832, Section 4 Definitions to provide for the production of spirits and cider within the definition of a 'Microbrewery'.*  
**(Washington / Anaka) CARRIED**

**4. STATUS UPDATE:**

The Director of Development Services updated the APC with respect to the following:

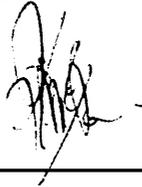
- OCP/ZON amendments adopted - Kendall St, BC Housing/Huu-ay-aht F.N.
- OCP/ ZON amendments adopted - Ravenhill (Jaenicke). PLR Subdivision issued.
- ZON amendment – Quality Foods – Council considering adoption on July 26/21
- 8<sup>th</sup> Avenue Childcare Centre update.
- OCP Review - RFP in progress and hope to issue in August.
- Carriage Homes, Short Term Rentals, Secondary Suites – Consultant will be hired.
- RFP for city owned land at 15<sup>th</sup> Avenue and Montrose Street – OCP/ZON amendments will be needed. (APC asked questions about the timber values, bylaw amendments, social and environmental interests)
- RFP for city owned land on 10<sup>th</sup> Avenue– OCP/ZON amendments will be needed
- City has given notice of expropriation on the Somass Mill, and adjacent parking lot, owned by Western Forest Products.
- A Level 2 Building Inspector has been hired by the City and will start in August.

**5. OTHER BUSINESS - None**

**6. ADJOURNMENT** – The meeting adjourned at 12:30 pm. The next meeting is scheduled for 12:00 pm on **August 19, 2021**.

**(Weber / McQuaid) CARRIED**

Ken McRae (Chair)



APC-SummaryMinutes-Jul15-2021.docx



# CITY OF PORT ALBERNI

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## PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

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TO: Advisory Planning Commission

FROM: Scott Smith, Director of Development Services / Deputy CAO

DATE: July 7, 2021

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

**4905 Cherry Creek Rd.**

*Strata Lots 1-5, District Lot 14, Alberni District, Strata Plan EPS6042 Together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form V (PID's: Strata **Lot 1** - 031-008-925, Strata **Lot 2** - 031-008-933, Strata **Lot 3** - 031-008-941, Strata **Lot 4** - 031-008-950, Strata **Lot 5** - 031-008-968); and Lot 1, District Lot 14, Alberni District, Plan EPP85811 Except Plan EPS6042 (Phase 1)*

**Applicants:** Colin Evans and Christine Evans dba Coastal Porting Enterprises Ltd., and Kristi Wolff dba Wolff Holdings Ltd. BC1139118

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### ISSUE

The issue for consideration is an application for map amendments to the Official Community Plan (OCP) bylaw and to the Zoning Bylaw for the properties located at 4905 Cherry Creek Rd. A text amendment to the Zoning Bylaw is also proposed.

### BACKGROUND

The site at 4905 Cherry Creek Road is located immediately south of the Alberni Mall and the property owner has constructed the first phase of the development, including five building strata units in two separate buildings. The property owner is receiving a significant amount of interest from potential tenants or purchaser's; however the interest is commercially oriented rather than industrial. The owner is seeking to increase the commercial potential of the existing units and the future units to be constructed on the site, while still maintaining some light industrial options. The proposal is to amend the OCP designation from 'Industrial' to 'General Commercial' and to include the site in 'Development Permit Area No. 2 Commercial' and; to rezone from 'M1 – Light Industry' to 'C3 – Service Commercial'. A text amendment to the Zoning bylaw is also being requested to permit a micro-distillery.

The land uses in the area around 4905 Cherry Creek Road are primarily commercial and light industrial. The Alberni Mall is to the north and the Ministry of Forest Office is directly to the south.

To the west are a multi-unit commercial building, Gaming Centre, Pacific Coast University, Mini-storage, City water reservoir and the SPCA in the immediate area.

#### Official Community Plan (OCP) and Zoning Bylaw designations

Designations	Current	Proposed
OCP Designation	Industrial	General Commercial
Development Permit Area	Development Permit Area No. 3 Industrial	Development Permit Area No. 2 Commercial
Zoning	M1 Light Industry	C3 Service Commercial
Text		Allow for Micro-Distillery

### **DISCUSSION**

#### Official Community Plan and Zoning Bylaw

The OCP sets the policy direction for the City regarding the designation and regulation of industrial lands. The land use categories established in the OCP are intended to guide community development; however, the OCP is also considered to be a “living document” and Council may consider OCP amendments that respond to changing circumstances within the City.

The proposal to amend the OCP from Industrial to General Commercial and rezone from M1 to C3 would reduce the amount of land available for some light industrial uses. The C3 zone does allow for some of the same uses in the M1 zone, that would be considered light industrial uses and also allows for more commercial related uses.

If the OCP and Zoning amendments are approved by Council, the property will move from the Development Permit Area No. 3 – Industrial to Development Permit Area No. 2 – Commercial.

A micro-distillery is planned for one of the existing building units. The current M1 zone permits ‘food and beverage processing’ which would allow for micro-distillery production, but would have some limitation for the business. The City of Port Alberni permits ‘Micro-brewery’ in the C3, C7 and W1 zone and as an accessory use in the C6 zone.

‘Micro-brewery’, in the Zoning Bylaw, means ‘a facility for the manufacturing of beer, that produces less than 10,000 hectolitres per year and is licenced under a Manufacturing License by the Province of British Columbia and may include the following accessory uses: wholesaling of, tours of, retail sales of and tasting of beer produced on-site’.

A micro-brewery and micro-distillery are very similar land uses and staff recommend that a text amendment to include the manufacturing of spirits and ciders be made to the definition of ‘Micro-brewery’ in the Zoning Bylaw. This would allow micro-distilleries to locate in the same zones that currently allow for the micro-brewing of beer. If the text amendment to the Zoning Bylaw is approved by City Council any micro-distillery will also be required to receive approval by the Province.

#### Site Plan

The attached plans show the first two buildings that have been constructed and possible future buildings on the property. As part of the bylaw amendment process the property will be included

in Development Permit Area No. 2 – Commercial. Massing, siting, and form, parking, landscaping, and other factors will be considered to ensure that the development appears to be cohesive and compatible with the proposed OCP and zoning designations and that it will integrate well into existing neighborhood.

#### Infrastructure and Site Servicing

There are major sanitary and storm sewer mains, under a 20 metre right-of-way along the south side of the property. There is also a smaller right-of-way that provides service to the Alberni Mall. These rights-of-way limit where buildings can be constructed, however they can be used for access, parking and non-permanent storage.

The Ministry of Transportation and Infrastructure has no objection to the proposed OCP and Zoning amendments. From a traffic management perspective this property is a good location for the potential commercial and light industrial uses permitted in the C3 zone. It has good access to the community and there are signalized intersections nearby.

#### REFERRALS

In reviewing land use OCP and Zoning Bylaw amendments staff request referral comments from various City departments and external agencies. The following table summarized the feedback received for this development application.

<b>Agency/department</b>	<b>Comments</b>
RCMP	No objections.
PARKS Operations	No comments
BUILDING	Approval recommended subject to required parking.
ENGINEERING	No objections.
FORTIS	No objection.
BC Hydro	There are 2 buildings at this property. The front building is serviced with 120/208 volt and the back building is a large 347/600 volt service. BC Hydro had no issues with this application. Approved
Chamber of Commerce	In full support of the proposal.
M.O.T.I. (Transp. & Infrastructure)	No objections.
Chamber of Commerce	In full support of the proposal
VIHA	Island Health has a regulatory role in food premises; a distillery is considered a food premises. Construction of a new food premises must be undertaken with the appropriate construction and operating approvals issued under the Food Premises Regulation.

Tseshahat First Nation

Tseshahat has reviewed the development application for rezoning amendment for Micro-Distillery. At this time, with this application, Tseshahat has no objections to the work proposed.

## **CONCLUSIONS**

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

The area is primarily used for commercial and light industrial purposes. The proposal would reduce the amount of land available for some light industrial uses. The C3 zone does allow for some of the same uses in the M1 zone, that would be considered light industrial uses, however given the interest most of the development is likely to be more commercial related uses.

## **OPTIONS**

1. Recommend to Council that staff proceed with the proposed amendments to the OCP and Zoning Bylaws as outlined below.
2. Recommend to Council that the application to amend the OCP and Zoning bylaws be denied.
3. Request that staff gather additional information before proceeding with a recommendation to Council.

## **RECOMMENDATIONS**

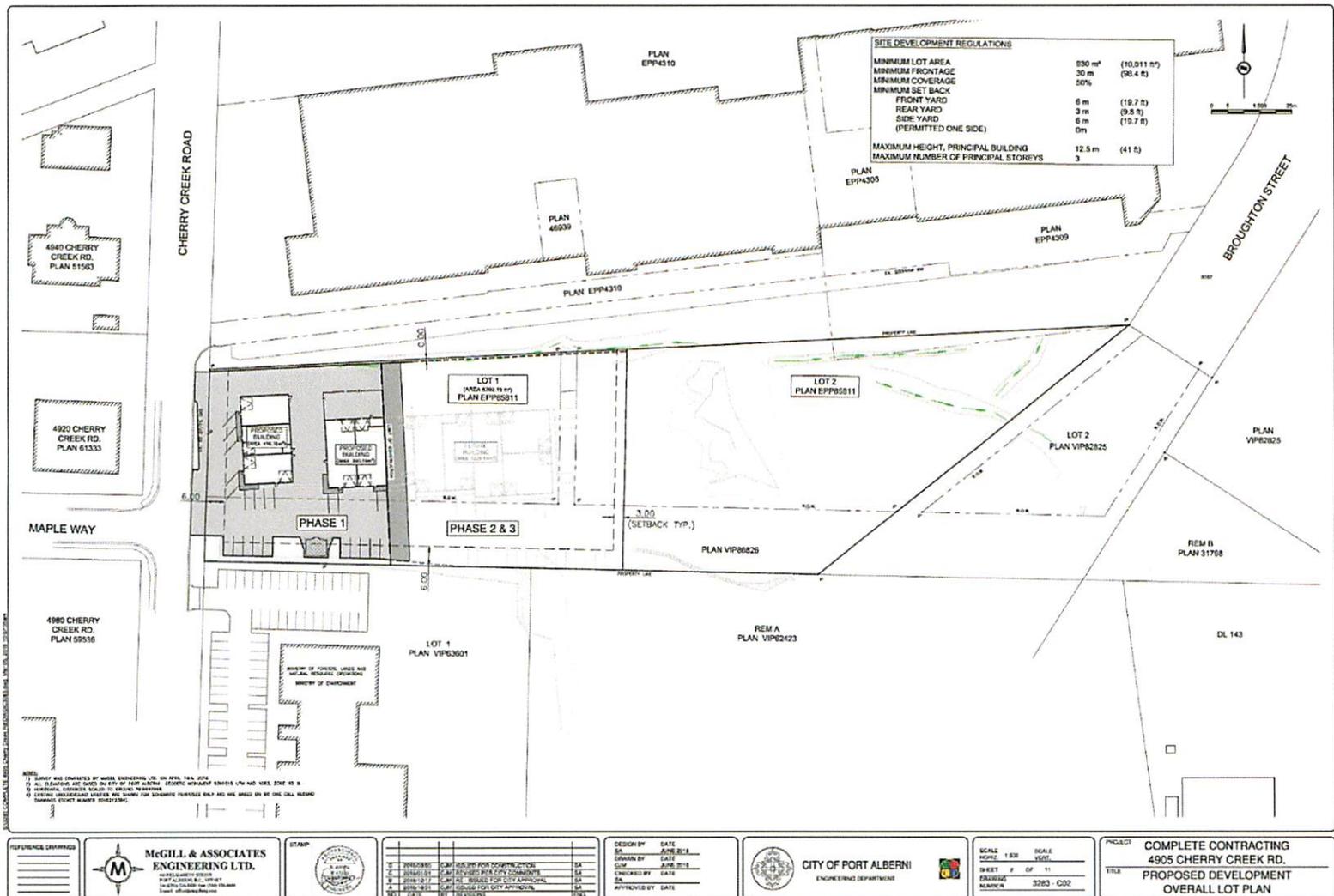
*The Development Services department recommends Option 1:*

1. *That the Advisory Planning Commission recommend to City Council that the City proceed with the following bylaw amendments for Strata Lots 1-5, District Lot 14, Alberni District, Strata Plan EPS6042 Together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form V (PID's: Strata Lot:1 - 031-008-925, Strata Lot 2 - 031-008-933, Strata Lot 3 - 031-008-941 Strata Lot 4 - 031-008-950, Strata Lot 5 - 031-008-968); and Lot 1, District Lot 14, Alberni District, Plan EPP85811 Except Plan EPS6042 (Phase 1) all located at **4905 Cherry Creek Road**:*
  - a) *Amend the Official Community Plan Schedule A Land Use Map from Industrial to **General Commercial**.*
  - b) *Amend the Official Community Plan Schedule B Development Permit Area Map from Development Permit Area No. 3 (Industrial) to **Development Permit Areas No. 2 (Commercial)**.*
  - c) *Amend Schedule A Zoning Bylaw Map from M1 – Light Industrial to **C3 – Service Commercial**.*
  - d) *Amend the text of Zoning Bylaw 4832, Section 4 Definitions to provide for the production of spirits and cider within the definition of a 'Microbrewery'.*

Respectfully submitted,  
 Scott Smith, MCIP, RPP  
 Director of Development Services/Deputy CAO

SUBJECT PROPERTY – 4905 CHERRY CREEK ROAD







**M1 – LIGHT INDUSTRY**

5.27 The purpose of this *zone* is to establish and maintain areas containing light industrial *uses*, such as wholesale, warehouse and light *manufacturing* operations.

5.27.1 Permitted uses

Principal Uses

- Automotive sales, repair and servicing*
- Boat or *recreational vehicle* sales and repair
- Building* supply
- Cartage and delivery* service
- Contractor's shop*
- Custom workshop
- Electronics repair
- Enclosed storage and warehousing, including mini storage
- Exterminating service
- Food and beverage processing (excluding the fish, meat and *poultry* products industries)
- Furniture and fixture *manufacturing*
- Garden shop, nursery and *landscape* supplies
- Gasoline service station
- Glass shop
- Health and fitness centre
- Machine shop
- Machinery and equipment sales, rental and repair
- Other light *manufacturing* industry
- Petroleum products, wholesale
- Prefabricated *buildings* sales
- Printing, publishing and allied industry
- Recycling depot

Principal Uses (continued)

- Signs and displays industry
- Storage yard*
- Transportation dispatch and depot*
- Veterinary clinic
- Wholesale (excluding wholesalers of scrap and waste materials)
- Works yard

Accessory Uses

- Caretaker's *dwelling* unit, subject to Section 6.16
- Display, storage, and *retail* sales of goods produced on the premises
- Office*

Site-Specific Uses

- Medical Marijuana Facility*

5.27.2 Site Development Regulations

Minimum <i>Lot Area</i>	930 m <sup>2</sup>	(10,011 ft <sup>2</sup> )
Minimum <i>Frontage</i>	30 m	(98.4 ft)
Maximum <i>Coverage</i>	50%	

Minimum *Setbacks*:

<i>Front yard</i>	6 m	(19.7 ft)
<i>Rear yard</i>	3 m	(9.8 ft)
<i>Side yard</i> (total)	6 m	(19.7 ft)
(Permitted on one side)	0 m	
Maximum Height, Principal <i>Building</i>	12.5 m	(41 ft)
Maximum Number of Principal <i>Building Storeys</i>	3	

5.27.3 Conditions of Use

- (a) Nothing shall be done which is or will become an annoyance or nuisance to the surrounding areas by reason of unsightliness, the emission of odours, liquid effluent, dust, fumes, smoke, vibration, noise or glare; nor shall anything be done which creates or causes a health, fire or explosion hazard, electrical interference or undue traffic congestion.
- (b) All portions of a required *front yard* not *used* for permitted parking or display areas shall be fully and suitably *landscaped* and properly maintained.
- (c) Outdoor storage areas shall be screened or *fenced* on all sides not facing the principal *building* and no material shall be piled so as to be higher than such *screening*. Required front *screening* shall be situated so as to conform with the *front yard setback* provisions.
- (d) All activities and *uses* shall be conducted within a completely enclosed *building* except for parking, loading, outside storage and product display *uses*.
- (e) Along any *lot* line adjacent to an R, RR, or RM *zone*, a continuous *landscape buffer*, excluding any areas *used* for access, shall be provided and shall be not less than 1.8 m (5.9 ft) in height.

5.27.4 Site Specific Uses

The following *uses* shall be permitted on a site specific basis:

<u>Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
Medical	4921 Bute St.	<i>Lot A</i> , District <i>Lot 1</i> ,
Marihuana		Alberni District, Plan
Facility		VIP31847

**C3 – SERVICE COMMERCIAL**

5.20 The purpose of this *zone* is to establish and maintain areas for *retail* and service operations that are vehicle-oriented or require large storage areas.

5.20.1 Permitted uses

Principal Uses

- Ambulance station
- Amusement establishment
- Appliances and electronics, sales and repair
- Artist’s studio
- Automotive sales, repair and servicing
- Bakery
- Bank or other financial institution
- Boat or *recreational vehicle* sales and repair
- Building supply
- Cannabis Retail Store*, subject to 6.26
- Cannabis Micro-Cultivation*
- Cannabis Micro-Processing*
- Cannabis Nursery*
- Cartage and delivery services
- Catering establishment
- Club or lodge
- Contractor’s shop
- Custom woodworking
- Enclosed storage and warehousing, including mini storage
- Garden shop, nursery and *landscape* supplies
- Gasoline service station
- Glass shop

(Bylaw 4979)  
(Bylaw 5013)

(Bylaw No. 4873)

Principal Uses (continued)

- Pawn shop
- Personal service
- Petroleum products, wholesale
- Prefabricated *buildings* sales
- Printing, publishing and allied industry  
(Bylaw 4979) *Public Market*
- Recycling depot
- Restaurant, including drive-through
- Retail
- Signs and displays industry
- Transportation dispatch and depot
- Veterinary clinic
- Wholesale
- (Bylaw 4979) ~~(Bylaw No. 4893) Medical Marijuana Dispensary (Subject to 6.26)~~

Accessory Uses

- Caretaker's *dwelling* unit, subject to Section 6.16
- Outdoor storage

Site Specific Uses:

- Liquor, wine and beer store  
(Bylaw 4930) *Dwelling unit(s) behind street facing commercial units and dwelling unit(s) on the second storey*

5.20.2 Site Development Regulations

Minimum <i>Lot Area</i>	930 m <sup>2</sup>	(10,011 ft <sup>2</sup> )
Minimum <i>Frontage</i>	30 m	(98.4 ft)

Maximum Coverage	75%	
Minimum Setbacks:		
<i>Front yard</i>	0 m	
<i>Rear yard</i>	3 m	(9.84 ft)
<i>Side yard</i>	0 m	
Maximum Height, Principal <i>Building</i>	10 m	(32.8 ft)
Maximum Number of Principal <i>Building Storeys</i>	2	

5.20.3 Conditions of Use

- (a) Outdoor storage areas shall be screened or *fenced* on all sides not facing the principal *building* and no material shall be piled so as to be higher than such *screening*.
- (b) All industrial, business, repair or servicing *uses* shall be conducted within a completely enclosed *building* except for outdoor display, rental, sales or outdoor storage areas, activities that are normally done at gasoline service pumps, parking and loading, and activities related to the operation of a *drive-through* or *drive-in* facility, *(Bylaw 4979 Public Market)*.
- (c) No *club or lodge* shall have more than three machines on which mechanical, electrical automatic, digital or computerized games are played for amusement, recreation, competition or entertainment and for which a fee is charged for *use* or for which a coin or token must be inserted.
- (Bylaw No. 4930) (d) Notwithstanding any other provision of this Bylaw, in addition to any required commercial parking, only one-half (0.5) parking space for each residential dwelling unit is required at 3575 3rd Avenue (Lots 24-25, Block 50, District Lot 1, Alberni District, Plan197B, (PID's: 000-171-891, 000-171-905))

5.20.4 Site Specific Uses

The following *uses* shall be permitted on a site specific basis:

<u>Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
Liquor, Wine and Beer Store	3684 3rd Avenue	<i>Lot 1, District Lot 1, Alberni District, Plan EPP30558</i>
(Bylaw No. 4930) Dwelling unit(s) behind street facing commercial units and dwelling unit(s) on the second story	3575 3rd Avenue	<i>Parcel B, Block 50, Alberni District, Plan 197B (PID: 030-520-347)</i>

J:\Engineering\Planning\Development Applications\ZoningAmend\ZON-2021\ZON2021-02- 4905-CherryCreekRoad-Evans\4905-CherryCreekRoad-Evans-APC\_report.docx

March 19, 2021

Port Alberni Community Action Team  
C/O City of Port Alberni  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8

Council  
 Mayor  
 CAO  
 Finance  
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 Agenda

Economic Development  
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 Development Services  
 Community Safety  
 Other *Com for Action*

File # 0230-20-CAT *RCM - Aug 9, 2021*

To: Mr. Gord Johns  
Member of  
Parliament  
House of Commons  
Ottawa, Ontario  
K1A 0A6

MLA: Hon. Josie Osborne  
Room 310 Parliament  
Buildings  
Victoria, BC  
V8V 1X4

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

**Subject: Port Alberni Community Action Team (CAT) Blueprint for Social Stabilization - Overdose Crisis**

Dear Government Leaders:

At the Port Alberni CAT meeting held on February 11, 2021, MP Gord Johns asked a very important question, "I've got Safe Drug Supply and Decriminalization for Personal Use on my radar - What else can I do to help CAT Teams?".

We start with the assertion that although a specific level of government may hold the majority of responsibility for an action, all levels of Government have influence and must therefore actively support all actions to resolve the overdose crisis in British Columbia (BC) and throughout the rest of Canada.

Therefore, the Port Alberni CAT has compiled a list of nine (9) social stabilization initiatives, and the appropriate level of government, to make significant policy change(s) to eradicate the overdose crisis:

- (1) Federal/Provincial – <sup>(a)</sup> Safe drug supply
- (2) Federal/Provincial – <sup>(8)</sup> Decriminalization of drugs for personal use
- (3) Federal/Provincial – <sup>(b)</sup> <sup>(9)</sup> National Housing strategy – marginalized, poverty no/low barrier focused. Return to at least 1960's/70's Government Housing support level of ten per cent of total housing production being non-profit, public, or co-operative
- (4) City – support "Mom's Stop The Harm" Resolution (sent to the city of Port Alberni Nov 2020) – 26 cities have so far passed resolutions supporting this initiative.  
<https://www.momsstoptheharm.com/actions/2020/11/9/petition-for-urgent-action-on-the-overdose-crisis>

March 19, 2021

REGULAR COUNCIL AGENDA - AUGUST 9, 2021

Page 1 of 3  
**ENTERED**  
145  
H.I.

- (5) Prov/Federal – (j) Significantly Increase access and reduce barriers to DETOX facilities
- (6) Prov – (j) Authorize all Physicians in BC to prescribe opioid agonist therapy. (all prescribers should receive training on prescribing Safe Supply and Pain Management medications.)
- (7) Federal/Prov – (d)(e)(f)(i) Children (two-part)
  - o Increase parent and family support for children during the 1<sup>st</sup> six years of life through the home/community health nurses' model. (reduce childhood trauma, increase support for parents)
  - o Every Canadian child under six should have access to quality early childhood education and care at a cost that the parents can afford – this is directed at creating an early learning and care model especially for families living at or close to poverty
- (8) Federal/Provincial/Municipal – (c)(d)(e) Increase educational initiatives to reduce stigma, increase drug literacy and human rights literacy associated with substance illness and mental health
- (9) Federal/Prov – (k) Implement a just and fair living income for all Canadians set to cost of living

The Port Alberni Community Action Team believes these policies will significantly impact the social stabilization of contributing factors driving the overdose crisis in Canada. We ask that you support and implement these stratagems as soon as possible.

Yours truly,



Ron Merk  
Co-Chair  
Port Alberni Community Action Team  
250-731-8627  
[ron.merk@telus.net](mailto:ron.merk@telus.net)

## REFERENCES:

(a) Safe Drug Supply - <https://www.catie.ca/en/pif/spring-2021/safe-supply-what-it-and-what-happening-canada>

(b) Slowing the Revolving Door: - <https://www.sciencedirect.com/science/article/abs/pii/S0740547203000266>

(c) Psychosocial-Intervention for Long Term Management of Patients with Mental Illness and Substance Use Disorder - [https://www.psychiatrist.com/wp-content/uploads/2021/02/16602\\_psychosocial-interventions-long-term-management-patients.pdf](https://www.psychiatrist.com/wp-content/uploads/2021/02/16602_psychosocial-interventions-long-term-management-patients.pdf)

(d) The Influence of Social Factors in Drug Addiction - <https://www.longdom.org/open-access/the-influence-of-social-factors-in-drug-addiction-a-mini-review-of-work-by-miller-carroll-2006-2329-6488-1000272.pdf>

(e) Family and social aspects of substance use disorders and treatment - <https://www.sciencedirect.com/science/article/pii/S1021949813001026>

(f) Review of "*The Globalisation Of Addiction: A Study In Poverty Of The Spirit*" by Bruce K. Alexander - <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2717062/>

(g) National Housing Strategy - <https://policyoptions.irpp.org/magazines/march-2017/lessons-from-the-past-on-a-national-housing-strategy/>

(h) Decriminalization of Drugs - [https://papers.ssrn.com/sol3/papers.cfm?abstract\\_id=1464837](https://papers.ssrn.com/sol3/papers.cfm?abstract_id=1464837)

(i) ACE - Adverse Childhood Experience Study - <https://www.cdc.gov/violenceprevention/aces/index.html>

(j) Eliminate Treatment Barriers Substance Illness - <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1986793/>

(k) Universal Income - [https://link.springer.com/chapter/10.1057/9781137265227\\_5](https://link.springer.com/chapter/10.1057/9781137265227_5)

## Overdose Crisis

**Whereas** the opioid crisis is one of the largest public health emergencies of our lifetime, with a death on average every two hours and a death toll of 21,174 in the past five years alone (January 2016 to December 2020).

**Whereas** other countries have significantly reduced drug-related fatalities with reforms such as legal regulation of illicit drugs to ensure safe supply and decriminalization for personal use.

**Whereas** the federal government has indicated it is premature to discuss these measures until there are comprehensive supports for people to get well.

**Whereas** supports are needed, but measures that save lives are essential if people are to survive and access supports.

**Whereas** the Canadian Association of Chiefs of Police has stated that they agree the evidence suggests “decriminalization for simple possession as an effective way to reduce the public health and public safety harms associated with substance use”, causing the government to indicate that it is now “deliberating” over decriminalization.

**Whereas** the overdose crisis rages, showing few signs of abating.

**Be it resolved** that the Government of Canada declare the overdose crisis a national public health emergency so that it is taken seriously and funded appropriately.

**Be it also resolved** that the Government of Canada immediately seek input from the people most affected by this crisis and meet with provinces and territories to develop a comprehensive, pan-Canadian overdose action plan, which includes comprehensive supports and full consideration of reforms that other countries have used to significantly reduce drug-related fatalities and stigma, such as legal regulation of illicit drugs to ensure safe supply of pharmaceutical alternatives to toxic street drugs, and decriminalization for personal use.

### MAILING INFORMATION

Please send your resolution to Patty Hajdu, Minister of Health, Health Canada, Address Locator 0900C2, Ottawa, Ontario, K1A 0K9

Please send a copy of your resolution to:

- 1) Moms Stop the Harm at [info@momsstoptheharm.com](mailto:info@momsstoptheharm.com) or 5-6038 Willow Street, Vancouver, British Columbia, V5Z 3S6
- 2) Your local member of Parliament (MP). You can get your MP's contact information information by calling 1-800-463-6868 or going to <https://www.ourcommons.ca/en>



WESTERN VANCOUVER ISLAND INDUSTRIAL HERITAGE SOCIETY

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  - CAO
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  - Parks, Rec. & Heritage
  - Development Services
  - Community Safety
  - Other
- File # 0230-20-1HS

RECEIVED  
AUG 03 2021  
CITY OF PORT ALBERNI

August 2, 2021

City of Port Alberni

Attention: Twyla Slonski  
Director of Corporate Relations, etc.

Re. Road Closure of Dunbar Street for Truck Show

Dear Ms. Slonski,

I would like to request Authorization from the City to close Dunbar Street, between Seventh & Ninth Avenues, from 6 p.m. Friday, **September 4**, to 5 p.m., Sunday, **September 6**, to through traffic. This is to permit the safe set-up and operation of our annual "Antique Trucks & Machinery Show".

We have received this Authorization (and the use of City plastic barrier cross-bucks) for the five years that we have held this Show at the "Industrial Heritage Centre" and hope that the City will continue to support this year's Event in the same manner.

We will be informing the Emergency Services of this Road Closure – which we will certainly be able to clear for the passage of Emergency vehicles.

Thank you for your attention to this matter.

Yours sincerely,

David Hooper  
Event Organizer,  
Western Vancouver Island Industrial Heritage Society

Tel. 724-5509  
E-mail: dshooper@telus.net

*p.s. We will be inviting the Mayor to select the "Mayor's choice" + to present the plaque to the winner. There will also be a "Challenge" plaque for the "Best R/C Boat Operator", for members of Council. The Mayor won it last time.*

ENTERED

# ANTIQUUE TRUCKS & MACHINERY SHOW

September 4-5  
2021  
PORT ALBERNI,  
BC

Sat. 10 a.m. to  
5 p.m.  
Sun. 10 a.m. to  
3 p.m.

\*COVID  
PERMITTING



\*COVID  
PERMITTING

1938 "Mack"

*Photos: D.Hooper*

VINTAGE TRUCKS, ANTIQUE MACHINES & LOGGING EQUIPMENT  
INDUSTRIAL HERITAGE CENTRE—9th Ave. & Dunbar St.

Radio-controlled  
Models & Boats.  
Model logging and road  
building demos.

**Information / Registration:** Dave Hooper  
250-724-5509  
E-mail: [dshooper@telus.net](mailto:dshooper@telus.net)  
**Everyone Welcome / Free Admission**  
Donations welcome

Miniature  
Steam Train  
Rides for Kids



## COUNCIL CORRESPONDENCE SUMMARY - AUGUST 9, 2021

No.	Date Received	From	Subject	File No.
1	July 21, 2021	Kathleen Burkart	Email providing information on the use of rodenticides and would like to see the City work towards banning their use.	5280-05
2	July 21, 2021	Ministry of Environment and Climate Change Strategy	Email advising that Ministry staff have developed a plan to improve how rodenticides are regulated in BC to mitigate unintended wildlife poisonings, beginning with a ban on second-generation anticoagulant rodenticides [SGARs] for the next 18 months effective July 21, 2021	0400-20
3	July 22, 2021	Peter Julian, MP [New Westminster-Burnaby]	Email seeking endorsement of legislative initiatives - Motion M-1 for a Green New Deal and Motion M-94 to stop the Trans Mountain pipeline project.	0400-20
4	July 22, 2021	Chris Alemany	Email expressing concern regarding the City's Request for Proposals of City owned property at 15th Avenue/Montrose and 11th Avenue Park, as well as issuing a stop work order on the work taking place on Burde Street [Redford Ponds].	0890-20
5	July 26, 2021	Kim Dewey	Email expressing concern regarding the City's Request for Proposals of City owned property at 15th Avenue/Montrose Street.	0890-20
6	July 26, 2021	Jean Cruickshank	Letter providing questions in regard to wildlife on the property at 15th Avenue/Montrose.	0890-20

No.	Date Received	From	Subject	File No.
7	July 26, 2021	Mark McLaren	Email expressing concern regarding vehicle noise on Ship Creek Road.	4020-20-Noise
8	July 27, 2021	Ministry of Environment and Climate Change Strategy	Letter advising that an air quality report will be released on August 3, 2021 as part of the Province's commitment under the Canada-wide Air Quality Management System.	5280-01
9	July 28, 2021	Forest Enhancement Society of British Columbia [FESBC]	Letter and pamphlet highlighting the 39 FESBC funded projects that have been accomplished throughout British Columbia.	0230-01
10	August 3, 2021	Minister of Jobs, Economic Recovery and Innovation	Email advising that the Office of Mass Timber Implementation is conducting a second intake of the Mass Timber Demonstration Program [MTDP] which is now open to applicants.	0400-20-JER
11	July 29, 2021	City of Langley	Requesting the Provincial government make improvements to the pre-hospital care system.	0400-60

JUL 21 2021

CITY OF PORT ALBERNI

- Council
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  - Engineering/PW
  - Parks, Rec. & Heritage
  - Development Services
  - Community Safety
  - Other *Corp. Summary*
- File # 5280-05 *Rem - Aug. 9, 2021*

From: Kathleen Burkart <[REDACTED]>

Sent: July 21, 2021 1:46 PM

To: Sharie Minions <sharie\_minions@portalberni.ca>; Ron Corbeil <ron\_corbeil@portalberni.ca>; Debbie Haggard <debbie\_haggard@portalberni.ca>; Ron Paulson <ron\_paulson@portalberni.ca>; Cindy Solda <cindy\_solda@portalberni.ca>; Dan Washington <dan\_washington@portalberni.ca>; Helen Poon <helen\_poon@portalberni.ca>

Cc: Willa Thorpe <willa\_thorpe@portalberni.ca>; Twyla Slonski <Twyla\_Slonski@portalberni.ca>; Sara Darling <sara\_darling@portalberni.ca>

Subject: Province protects wildlife by restricting rodenticides

Importance: High

Dear Mayor and Council:

FYI: <https://news.gov.bc.ca/releases/2021ENV0045-001407> Statement copied below for your convenience:

"A temporary ban on the widespread sale and use of second-generation rodenticides will help protect owls and other wildlife from secondary poisoning while government conducts a science review and steps up the promotion of alternatives.

Effective July 21, 2021, the sale and use of second-generation anticoagulant rodenticides (SGARS) is prohibited for 18 months. SGARS are more powerful than the previous generation of rodenticides and increase the risk of the secondary poisoning of other animals who consume poisoned rodents.

"We share the concerns of many British Columbians that rodenticide use is harming, and too often killing, birds, pets and other wildlife," said George Heyman, Minister of Environment and Climate Change Strategy. "That is why we are taking action to reduce risks, conduct a review and step up our efforts to reduce unnecessary pesticide use, rather than safer alternatives."

The ministry's Rodenticide Action Plan also includes increased public information activities to raise awareness of the risks of SGARS, the benefits of alternatives and the promotion of the integrated pest management system to reduce unnecessary pesticide use.

"I have been able to meet with some of the British Columbians who are concerned about the effects of rodenticides on wildlife," said Susie Chant, MLA for North Vancouver-Seymour. "Our government is taking steps to address the dangers rodenticides pose to owls and other wildlife across B.C. This temporary ban will allow us to collaborate with experts in the field of rodent control and wildlife protection and work together on public education and the prevention of further harm to wildlife our province."

Exemptions to the temporary ban include when use supports agricultural production and food safety. Health services, such as hospitals, food processing and storage facilities, restaurants and grocery stores, are also exempt. Agricultural operators may still use SGARs with proof of qualifying agricultural status and while following the integrated pest management principles, including prevention and full consideration of alternatives, with use of pesticides as a last resort when other measures are not effective.

"The Union of British Columbia Municipalities (UBCM) welcomes this temporary ban on the sale and use of SGARS," said Brian Frenkel, president, UBCM. "It is something the UBCM has been advocating for, as we recognize the threat these products pose to wildlife and the environment. The UBCM is pleased to see the Province taking action on the issue."

The ministry will also be undertaking a science review to better understand the root causes of secondary poisoning. It will review practices in other jurisdictions as it develops recommendations for future policy.

"Thousands of British Columbians have voiced their concerns over the use of rodenticides and the harmful impacts they have on owls and other animals," said Deanna Pfeifer, an organizer with the Rodenticide Free B.C. campaign. "I am pleased to know the minister is acknowledging the detrimental effects rodenticides can have on our ecosystem and look forward to an increased awareness of alternative pest management approaches that are safer, more humane and more effective in the long term."

The ministry will be updating pesticide applicator certification material to ensure applicators are aware of the potential harm of SGARs to wildlife. Applicators will be educated on methods to minimize harm if pesticide use is required as the last line of defence in an integrated pest management approach."

RECEIVED

JUL 14 2021  
CITY OF PORTLAND

I hope you consider being pro-active to work toward alternative solutions to the use of rodenticides.

By the way, the City of [Coquitlam](#) is the latest city to ban rodenticides.

Thank you for your time. Take care.

Kind regards,  
Kathleen Burkart

RECEIVED

JUL 21 2021

CITY OF PORT ALBERNI

From: ENVMail ENV:EX <env.mail@gov.bc.ca>  
Sent: July 21, 2021 3:07 PM  
To: Sharie Minions <sharie\_minions@portalberni.ca>  
Subject: Rodenticide Ban

- Council
  - Mayor
  - CAO
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  - Agenda
  - Economic Development
  - Engineering/PW
  - Parks, Rec. & Heritage
  - Development Services
  - Community Safety
  - Other *Comm. Summary*
- File # 0400-20-ENV

Reference: 379777

July 21, 2021

Her Worship Mayor Sharie Minions  
and Councillors  
City of Port Alberni  
Email: [sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)

Dear Mayor Minions and Council:

I am writing to provide you with some important information on the use and regulation of anticoagulant rodenticides in B.C. Ministry of Environment and Climate Change Strategy staff have worked to develop a plan to improve how rodenticides are regulated in B.C. to mitigate unintended wildlife poisonings.

As you may know, rodenticides are evaluated and registered for use by Health Canada. In B.C., they are further regulated under the *Integrated Pest Management Act* (IPMA) and Regulation (IPMR), administered by the ministry. I am pleased to announce Minister Heyman has signed a Minister’s Order, created under Section 8 of the IPMA, which bans the use of certain rodenticides to prevent wildlife poisonings.

The Minister’s Order, effective July 21, 2021, bans the sale and use in B.C. of second-generation anticoagulant rodenticides (SGARs) that contain brodifacoum, bromadiolone or difethialone as the active ingredient. The Minister’s Order will be in place for 18 months while ministry staff undertake a science review to better understand the risks of SGARs to wildlife and determine mitigation methods. Recommendations based on the outcome of the science review will be used to inform future policy options. Exemptions to the ban are being provided for “essential services” and agricultural operators.

Essential services have been identified to avoid disruption to critical safety and food supply functions in the province and were based on the COVID-19 essential services provincial list. Essential services include businesses and services for public health and safety, critical infrastructure, food supply, transportation, sanitation, communications and information technology and mortuary related services. Please visit [www.gov.bc.ca/RodentIPM](http://www.gov.bc.ca/RodentIPM) for the complete list of essential services identified in the order. Other uses of SGARs not identified as essential are banned. For example, SGARs cannot be used in or around most residential buildings, office buildings, parks, schools or non-food retail shops.

In addition to imposing a temporary ban on the use of SGARs, ministry staff are taking action to address risks associated with the use of rodenticides, including:

- Conducting compliance inspections of vendors and users to ensure the products are only being used by certified operators for essential services, and that an integrated pest management approach is being utilized prior to pesticide use;
- Raising awareness with rodenticide users on the impacts of misusing rodenticides with an emphasis that prevention is the best long-term strategy;
- Coordinating with Indigenous Peoples, local government, and provincial and national wildlife experts;
- Developing education materials for the public and agricultural operators to better manage rodents as part of an integrated pest management program; and
- Updating materials used by individuals intending to become certified to apply or sell rodenticides.

Details of the ban, including a recorded presentation, are available at [www.gov.bc.ca/RodentIPM](http://www.gov.bc.ca/RodentIPM). We will also be offering a series of webinars between August 3 to August 10 on the Minister's Order which are tailored for specific audiences. Please visit [www.gov.bc.ca/RodentIPM](http://www.gov.bc.ca/RodentIPM) for registration instructions.

If you have any questions about the Minister's Order temporarily banning the sale and use of SGARs, please direct them to [BC.IPM@gov.bc.ca](mailto:BC.IPM@gov.bc.ca).

Thank you.

Sincerely,

*Sonya Sundberg for*

Laurel Nash  
Assistant Deputy Minister  
Environmental Protection Division

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JUL 22 2021

CITY OF PORT ALBERNI

From: Julian, Peter - M.P. <peter.julian@parl.gc.ca>  
Sent: July 20, 2021 11:49 AM  
To: Sharie Minions <sharie\_minions@portalberni.ca>  
Subject: It's time for a made-in-Canada Green New Deal - Nouveau pacte vert

- Council
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  - Community Safety
  - Other *Corr. Summary*
- File # 0400-20 *Rcm Aug 9, 2021*

Dear Mayor MINIONS,

PORT ALBERNI

Climate change is here.

The dangerously high temperatures we saw in B.C. recently claimed the lives of more than 700 people, who died during the extreme heatwave. That same week, the B.C. community of Lytton, and people living on surrounding Nlaka’pamux First Nation territory and rural areas, became one of the hottest places on Earth, with a killing temperature of 49.5 C on June 29, 2021. The catastrophic fire that came subsequently burned down this B.C. village.

The climate emergency is the most pressing challenge of our time – Indigenous people and other impacted front-line communities are experiencing the impacts of the climate crisis often far more profoundly than other communities.

As the planet warms, the pathway to net zero by 2050 is narrow but clear. We must raise our ambitions and spend more time working to solve the climate emergency by curbing the drivers of climate change and putting forward proposals for a clear path to resolving the climate crisis. Science and indigenous knowledge provide a complex understanding about how to address the climate crisis and it is critical for developing a climate emergency action framework.

We need to supercharge our climate action ambitions now to reduce emissions, close the socio-economic gaps and ramp up the shift toward a clean energy low-carbon economy. I need your help to make a greater impact for this change on the federal government, as we continue to impress upon them the need for Canada to act with urgency to address the climate crisis and the growing socio-economic inequalities at the same time.

Here are two legislative tools that I’ve proposed in Parliament to get us to where we need to go in helping us to resolve these intersectional crises with the urgency with which we must act: [Motion M-1 for a Green New Deal](#) and [Motion M-94](#) to stop the Trans Mountain pipeline project.

I am seeking your endorsement of these legislative initiatives.

We know the next 10 years are the most critical to fighting the climate crisis. The world's top scientists are telling us we must dramatically reduce our emissions if we want to avoid the worst consequences of severe climate change. Canada, and other industrialized countries, must plan to drastically scale back fossil fuels and not build any new oil, gas or coal infrastructure.

Recently, an unprecedented decision by the International Energy Agency (IEA) recommended no new fossil fuel infrastructure if we're to avoid catastrophic climate change.

We need to examine what that means now for Canada's climate and energy policies going forward, including plans for the Trans Mountain pipeline expansion project, which contradict the Trudeau government's own climate plans. Canada must immediately stop the construction of the TMX pipeline as outlined in M-94 and instead invest in a Green New Deal.

According to the Intergovernmental Panel on Climate Change (IPCC), building a world that can thrive will require "rapid, far-reaching and unprecedented changes in all aspects of society." The IPCC estimates that for the global economy to move onto a viable climate stabilization path, global emissions of carbon dioxide (CO<sub>2</sub>) will have to fall by 45 percent as of 2030 and be at zero emissions by 2050.

M-1 would promote a reorientation of our economy to consider the needs of the climate emergency we are facing. The investments required in the Green New Deal framework would, by necessity, require every level of governments to adopt a range of socio-economic and energy-efficiency policies. The Green New Deal advocates that the issues related to the climate crisis are also social, referring to economic inequalities, lack of job security and the rise of racism and xenophobia. A fair and just made-in-Canada Green New Deal, includes required public investments in key sectors such as clean and renewable energy, energy retrofit buildings, sustainable public transit, sustainable agriculture and water systems, health care, affordable housing, education, childcare and more.

Our ultimate goal is to move quickly and actively address the issues addressed in these motions by growing our national campaign to get M-1 and M-94 adopted in Canada's Parliament. This would lead to the production of a number of Bills to enact those measures and as a result real transformational change where no one is left behind, as we turn our focus away from fossil fuels and on investing in clean renewable energy and a more just economy to avert climate catastrophe, where no one is left behind.

It is still achievable if governments act now and fast as extreme weather events become increasingly common. We are in a climate emergency. Canada's climate is warming twice as fast as the global average. The Arctic is currently warming two to three times faster than the rest of the globe. It's clear there's no time to waste. We are on perilous ground and have a duty to act to address climate change.

Thank you for your careful consideration of this matter. I urge you to join the call of the many who have endorsed these important legislative initiatives. Please let me know if you have questions at all. I hope to receive your endorsement.

I look forward to hearing from you soon.

Stay healthy and safe in these challenging times.

Sincerely,  
Peter Julian, MP (New Westminster-Burnaby)

NDP House Leader

NDP Finance Critic

New Democratic Party | Nouveau Parti démocratique

I acknowledge that I work on the unceded traditional territory of the Algonquin, Haudenosaunee and Anishinabek peoples.

Je reconnais que je travaille sur le territoire non-cédé des nations Algonquines, Haudenosaunee et Anishinabek.

---

(TEL) 613.992.4214 | (CELL) 613.222.4074 | FAX) 613.947.9500

UFCW | TUAC

 **Help save paper - do you need to print this email?**

 **Économisons le papier – est-il vraiment nécessaire d'imprimer ce courriel?**

*"My friends, love is better than anger. Hope is better than fear.*

*Optimism is better than despair. So let us be loving, hopeful and optimistic. And we'll change the world."*

*-Jack Layton, 1950-2011*

*« Mes amis, l'amour est cent fois meilleur que la haine. L'espoir est meilleur que la peur.*

*L'optimisme est meilleur que le désespoir. Alors aimons, gardons espoir et restons optimistes.*

*Et nous changerons le monde. »*

*-Jack Layton, 1950-2011*

- Council
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- Parks, Rec. & Heritage
- Development Services
- Community Safety
- Other *Com Summary*

**RECEIVED**

JUL 22 2021

*Rcm Aug 9, 2021*

**From:** Chris Alemany <[redacted]>

**Sent:** July 22, 2021 3:24 PM

**To:** Twyla Slonski <[Twyla\\_Slonski@portalberni.ca](mailto:Twyla_Slonski@portalberni.ca)>

*0890-20*

**Cc:** Sara Darling <[sara\\_darling@portalberni.ca](mailto:sara_darling@portalberni.ca)>

CITY OF PORT ALBERNI

**Subject:** Fwd: Concerns on Development of Environmentally Sensitive Habitat and Park space.

My apologies for the tardiness of this email. Please include on the upcoming agenda.

Begin forwarded message:

**From:** Chris Alemany <[chrisale@gmail.com](mailto:chrisale@gmail.com)>

**Subject:** Concerns on Development of Environmentally Sensitive Habitat and Park space.

**Date:** July 22, 2021 at 15:20:48 PDT

**To:** Ron Corbeil <[ron\\_corbeil@portalberni.ca](mailto:ron_corbeil@portalberni.ca)>, Deb Haggard <[deb\\_haggard@portalberni.ca](mailto:deb_haggard@portalberni.ca)>, Mayor Minions <[sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)>, Ron Paulson <[ron\\_paulson@portalberni.ca](mailto:ron_paulson@portalberni.ca)>, Helen Poon <[helen\\_poon@portalberni.ca](mailto:helen_poon@portalberni.ca)>, Cindy Solda <[cindy\\_solda@portalberni.ca](mailto:cindy_solda@portalberni.ca)>, Dan Washington <[dan\\_washington@portalberni.ca](mailto:dan_washington@portalberni.ca)>, [citypa@portalberni.ca](mailto:citypa@portalberni.ca)

**Cc:** Scott Smith <[scott\\_smith@portalberni.ca](mailto:scott_smith@portalberni.ca)>, Susan Quinn <[editor@albernivalleynews.com](mailto:editor@albernivalleynews.com)>, David Wiwchar <[dwiwchar@islandradio.bc.ca](mailto:dwiwchar@islandradio.bc.ca)>

Dear Council,

Please include this in the July 26th Agenda under Correspondence for Action. I expect to receive a detailed response to the points below.

I am very concerned that due process has not been followed on the development of land both on 15th and Montrose and with other properties. The waiving of public hearings for the Anderson properties was a dangerous precedent and I wish for Council to avoid further alienating neighbourhoods when they are proposing development.

I urge you to rescind the RFPs that have been issued for both the 11th Avenue Park and 15th and Montrose and to stop work in the area of the Burde Street ("Redford Ponds") ponds.

In addition I urge you to take the following steps to bring the City in line with its own bylaws, the Official Community Plan, and the Community Charter.

#1: The OCP states that all Future Residential designated land in the OCP "will require as a condition of development, the preparation of a neighbourhood plan that identifies how development will occur in a planned and sustainable manner." The City must complete this plan before re-issuing any RFP for Maitland and 15th.

#2: The City should complete an environmental report as suggested in Policy 2 for Watercourses in the OCP on the Maitland and 15th area, including the watercourse that forms its eastern boundary and the marsh and bog that is immediately adjacent to the northeast corner of the property. These marshlands would fall into the category "environmentally sensitive areas" under Policy 5.

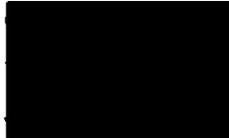
#3: I remind Council of Policy 5 under Watercourses in the OCP which states: "Redford Ponds and tributaries and similar environmentally sensitive areas comprise significant wildlife habitat and shall be subject to habitat protection policies as determined through detailed environmental analysis." I ask the City to produce the environmental analysis that has been done for Redford Ponds, or complete one if it has not.

#4: Before any development of the Redford Ponds is done, a neighbourhood plan must be completed to follow the Official Community Plan as noted in point 1.

#5: Under the Community Charter, the City must rescind the RFP for Eleventh Avenue Park and start an Elector approval process to approve the subdivision and sale of a portion of it.

Thank you for your time and attention to these important matters.

Sincerely,  
Chris Alemany



Unceded Traditional Territory of the Tseshaht and Hupacasath.



"You can't promote principled anti-corruption action without pissing off corrupt people."  
Deputy Assistant US Secretary of State George Kent

RECEIVED

JUL 26 2021

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other

File # 0890-20 *Corr. Summary Aug. 9'21*

From: Kim D <[REDACTED]>

Sent: Friday, July 23, 2021 12:15 PM

To: Ron Corbeil <[ron\\_corbeil@portalberni.ca](mailto:ron_corbeil@portalberni.ca)>; Deb Haggard <[deb\\_haggard@portalberni.ca](mailto:deb_haggard@portalberni.ca)>; Sharie Minions <[sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)>; Ron Paulson <[ron\\_paulson@portalberni.ca](mailto:ron_paulson@portalberni.ca)>; Helen Poon <[helen\\_poon@portalberni.ca](mailto:helen_poon@portalberni.ca)>; Cindy Solda <[cindy\\_solda@portalberni.ca](mailto:cindy_solda@portalberni.ca)>; Dan Washington <[dan\\_washington@portalberni.ca](mailto:dan_washington@portalberni.ca)>; CityPa <[citypa@portalberni.ca](mailto:citypa@portalberni.ca)>

Cc: Scott Smith <[scott\\_smith@portalberni.ca](mailto:scott_smith@portalberni.ca)>; Susan Quinn <[editor@albernivalleynews.com](mailto:editor@albernivalleynews.com)>; David Wiwchar <[dwiwchar@islandradio.bc.ca](mailto:dwiwchar@islandradio.bc.ca)>

Subject: EXTEME CONCERN WRT SALE OF LAND 15TH AND MONTROSE

Dear Council,

**RE: CITY-OWNED LANDS FOR SALE 15<sup>TH</sup> AVENUE/MONTROSE AND RFP013-21**

Please include this in the July 26<sup>th</sup> Agenda under Correspondence for Action.

I am seriously concerned about this sale and potential development and the impact it is going to have on myself and my neighbourhood. I request that the Request For Proposals for the Maquinna/15<sup>th</sup> Ave/Montrose development be withdrawn until further research, investigation and discussion between interested parties can take place. My reasons are as follows:

1. Bad timing? I am very upset that the only information I received about this potential development was a letter in the mail 12 Jul 21. Two days later the RFP opened for bids. Council had time to prepare these letters and the RFP, but I, as a concerned citizen, have minimal time to prepare a defence or a solid argument against this development. I have no time to consult with my lawyer or consult other subject matter experts. Is there not a process in place whereby property owners and PA citizens have input into what happens with land before council decides to sell it?
2. Bad planning? Where is the neighbourhood plan the OCP refers to? Where are the environmental studies to ensure our flora and fauna are protected? Where are the engineer reports that ensure there is sufficient infrastructure to accommodate development? Does the purpose of the sale of this property align with the recommendations made in the housing report council requested?
3. Southside downtown core? Things may be improving, but the south side downtown is still unattractive. The space is a social services corridor and the people accessing these services deter others from lingering in this area. The one time I visited the beautiful garden on the corner of Angus and 3rd, people using drugs there tried to intimidate me into leaving the area. The Bank of Montreal had a security guard for months before they moved. The 7-11 had to close due to too many thefts. My son is afraid to take his bike anywhere in that area because he thinks that even with a bike lock, it could get stolen. Shouldn't this area be improved before housing developments are initiated?
4. Green spaces? Council says the trees are worth \$30G. Is that money going to replace my view? Or my peace and tranquility? Or my privacy? Will the trees be

replaced? Are we getting any green space? Because this side of town is short on parks, in case you didn't know. We use the school yards for recreation but obviously there are serious restrictions there and it can adversely affect the school itself. Besides which, it's not the school board's responsibility to provide us with park space. It's not their responsibility to clean up after people that do use school grounds for recreational use. There have been issues with graffiti at Maquinna.

5. Pandemic. Surely council is not taking advantage of a pandemic to push through by-law amendments and proposed developments? Council must be aware of COVID fatigue and how it is affecting the well-being of PA citizens. COVID fatigue is real as are the serious effects of living in isolation for several months. People are apathetic and depressed. In other words, it's not a good time for us to have to deal with a potential development across the street from our home. Or draft letters to council.
6. Quality of Life. Over six years ago, I used my final move with my employers to come here. I could have chosen anywhere in Canada to go, but I chose Port Alberni. It's a beautiful little town nestled in a picturesque valley with ranges of mountains in the background. I chose my home based on the quiet area, privacy and access to nature and hiking/biking trails. Now council proposes making the forest a construction zone. A project that could take months - perhaps years - to complete, while the citizens that live here endure the noise, commotion and clamour that surrounds a development site. It will have a huge impact to physical, emotional and mental health.

I don't have to leave my house to enjoy nature. I can take a break from my work by simply looking out my window. I can see all the evergreens waving gently in the breeze, hear the crows calling to each other, robins hunting for food, woodpeckers searching for bugs in the deadwood. I walk the trail around my house almost every day and every single time I see something different. It could be garter snakes sunning themselves in the gravel, or squirrels scolding my dogs, or slugs slithering across the path, it doesn't matter. Every day, every walk brings something new. I saw a Western Tanager the other day. One of the most beautiful birds I have ever seen. Will I ever see one again? Will that doe still drop by to snack on my grass? What will happen to the snakes that call this area home? This may seem like a small parcel of land to some people, but it is home to a multitude of animals, big and small. An on-going live action show I have come to especially enjoy during the pandemic.

I'm not going to apologize for wanting to keep this little piece of paradise intact. It is extremely important to me and the well-being of my family. Now the question is, will council give careful consideration to my input? A property owner and a tax-payer? A person who is going to be directly impacted by the sale of this property and any future development? How much do my words matter here? Council may be following established procedures but are they doing all they can to ensure they retain faith with

the community? Are they being as transparent as possible? Just because you CAN do something, doesn't mean you SHOULD do it.

Sincerely,

K.A. Dewey

RECEIVED

JUL 26 2021

CITY OF PORT ALBERNI

Dear Council:

RE: CITY-OWNED LANDS FOR SALE 15<sup>TH</sup> AVENUE/MONTROSE AND RFP013-21

Thank you for your letter informing us of the above project. I have a few questions.

First, I would like you to confirm an animal survey has been done? Or will be done before development is considered or approved. I have observed Pygmy owl, Barred owl, many species of song birds, bear, deer and many other animals, including weasels living in the forest which you propose to sell. I am wondering how these animals' will be protected.

Second, there are Calypso Orchids (Calypso bulbosa) on the subject site, and Gnome plant (Hemitomes congestum) growing in the area. Calypso orchid is a yellow listed species which means it requires protective measures according to the BC Conservation data base. Gnome plant, a rare parasitic plant (also yellow listed) has been observed very close to the planned development. A search for this plant in the proposed development has not been conducted by me. What accommodations does the plan have for these special species?

Third, reptiles. Tree frogs and Red Legged frogs, and Newts make homes in the development area. How will their homes and lives be protected?

These plants and creatures deserve to have places to live. Several are worthy or require protection.

Many years ago, a city planner came and observed the orchids. There should be notes about his finding in earlier 10-year plans. At one point the trail was to have a wide triangular opening to protect the fauna. Why has this plan been changed?

Having walked the "wildlife corridor" on the new development on Anderson Avenue I suggest it is far too narrow to accommodate bears and cougars. As you walk it, please ask yourselves if you would feel comfortable sharing that space with a large predator. I mention Anderson wildlife corridor because if something similar is suggested for the 15<sup>th</sup> Avenue development the space should be wide enough to keep animals and people safe from each other.

Finally, I would like to know where park development for the Maquinna area will be developed. Will there be a new park and/playground required on the site?

Thank you for answering these questions.

Sincerely,

Jean Cruickshank



- Council
  - Mayor
  - CAO
  - Finance
  - Corporate Services
  - Agenda
  - Economic Development
  - Engineering/PW
  - Parks, Rec. & Heritage
  - Development Services
  - Community Safety
  - Other
- REM - Aug. 9<sup>th</sup> '21  
File # 0890-20 U

JUL 26 2021

CITY OF PORT ALBERNI

From: DARYL HALL <[redacted]>
Sent: Saturday, July 24, 2021 7:30 AM
To: Mark McLaren <[redacted]>
Cc: Timothy Pley <timothy\_pley@portalberni.ca>; Chris Baker <Chris\_Baker@portalberni.ca>; Scott Smith <scott\_smith@portalberni.ca>; Rob Dickinson <rob\_dickinson@portalberni.ca>; eric.rochette@rcmp-grc.gc.ca; Sharie Minions <sharie\_minions@portalberni.ca>
Subject: Re: Ship Creek Road Noise

I agree with Mark and hopefully something can be done to alleviate this problem.

sincerely,

Daryl Hall
2233 Hamilton Drive

- Checked boxes: Council, Mayor, CAO, Finance, Corporate Services, Agenda, Other.
Other options: Economic Development, Engineering/PW, Parks, Rec. & Heritage, Development Services, Community Safety.
Handwritten notes: Aug. 9 '21, 4020-20-Noise, Bylaw / REMP, Corr. Summary

From: "Mark McLaren" <mr.mclaren@me.com>
To: "Mark McLaren" <mr.mclaren@me.com>
Sent: Friday, July 23, 2021 2:02:09 PM
Subject: Fwd: Ship Creek Road Noise

Hi Neighbours,

I'm sending this to you in case you find the noise on Ship Creek irritating, especially the speeders, engine brake users and poorly maintained trucks. I sent the following e-mail to the city yesterday and I am just sending it to you as an FYI. If you happen to have similar feelings, perhaps you could take a couple of minutes and also send an e-mail of concern.

I'm not making any assumptions however, so if the noise is not a big deal to you, just let me know and I won't bother you again. On the other hand, if you are interested, I can copy to you any correspondence that I send or receive from the city.

I just got a few e-mails from Steve T., so if you know someone else on Hamilton that might also be concerned, feel free to forward this e-mail to them. I haven't shown the e-mail addresses to protect your privacy.

Thanks and all the best,

Mark McLaren
[redacted]

Begin forwarded message:

From: Mark McLaren <[redacted]>
Subject: Ship Creek Road Noise
Date: July 22, 2021 at 12:59:15 PM PDT
To: Timothy Pley@portalberni.ca, chris\_baker@portalberni.ca, scott\_smith@portalberni.ca, rob\_dickinson@portalberni.ca, eric.rochette@rcmp-grc.gc.ca, sharie\_minions@portalberni.ca

Dear Tim and all...

I'm writing to you as a resident of Hamilton Drive whose house backs onto Ship Creek Road. Over the years, the noise on Ship Creek has been getting worse and worse (we have had this house for 11 years). Heavy traffic begins at 5:00 AM each weekday and includes all manner of vehicles including poorly maintained logging trucks, trucks using engine brakes, vehicles speeding and people testing out their motorcycles at high speed with limited muffling. Part of the problem is that the residences are not very obvious from Ship Creek and drivers may not even realize how close the houses are.

Although this is not a big deal for most of Ship Creek Road, it is a significant issue regarding quality of life for residents living near the road from 3rd Ave to Cameron Dr. Most normal traffic is not an issue, however the poorly maintained industrial trucks, trucks using engine brakes and speeders are excessively noisy and make it difficult to simply enjoy one's back yard during weekdays. It also makes it difficult to sleep past 5:00 AM without wearing ear plugs.

I have recently installed temporary signs as you can see below at each end of our section of Ship Creek. One set was knocked down by a driver (which I repaired) and I moved both sets for city grass cutting.

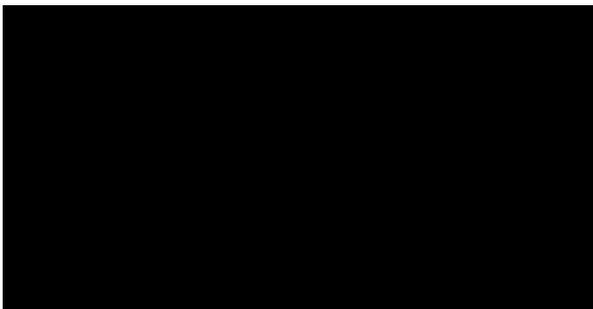
I would like to know if there is anything that can be done to help limit the noise and improve the quality of our lives. At the very least, I am requesting that the city install permanent signs that have high visibility and don't have to be moved for grass cutting. It would also be nice if some bylaws regarding engine brakes and/or poorly maintained vehicles were enforced. A few speeding tickets might also help.



Thanks for your time, I would really appreciate you looking into this matter as soon as possible,

sincerely,

Mark





RECEIVED  
JUL 27 2021  
CITY OF PORT ALBERNI

Reference: 379303

Her Worship Mayor Sharie Minions  
and Councillors  
City of Port Alberni  
4850 Argyle Street  
Port Alberni, BC, V9Y 1V8

- Council
  - Mayor
  - CAO
  - Finance
  - Corporate Services
  - Agenda
  - Economic Development
  - Engineering/PW
  - Parks, Rec. & Heritage
  - Development Services
  - Community Safety
  - Other *Encl. Summary*
- File # RCM - Aug. 9 '21  
5280.01

Dear Mayor Minions and Council:

I am writing to inform you that an air quality report will be released on August 3, 2021 as part of the Province’s commitment under the Canada-wide Air Quality Management System (AQMS). The report for the Georgia Strait Air Zone will show that the levels of both ozone and fine particulate matter (PM<sub>2.5</sub>) in the City of Port Alberni have achieved the Canadian Ambient Air Quality Standards (CAAQS) based on data from 2017 to 2019. The data considered in this evaluation have been adjusted to account for wildfire and external influence, which means both elevated levels and improvements are from local activities. I would like to assure you that the Ministry will continue to work with the City of Port Alberni and the Alberni-Clayoquot Regional District to further collaborate on actions to improve air quality.

In the last two air zone reports based on data from 2015 to 2018, Port Alberni achieved both annual and 24-hour CAAQS for PM<sub>2.5</sub>. Before that, Port Alberni exceeded the 24-hour CAAQS in two air zone reports that were based on data from 2013 to 2016. As a result of past elevated PM<sub>2.5</sub> levels, the Georgia Strait Air Zone had been assigned a “red” management level for PM<sub>2.5</sub>. A “red” management level means management actions are recommended to achieve the CAAQS for PM<sub>2.5</sub>. Since the release of these reports the Ministry has: provided presentations to Council on the findings of the air zone report, continued to support studies, and air quality improvement initiatives undertaken by the Alberni Air Quality Society, and provided funding for woodstove change-out through the Provincial Woodstove Exchange Program.

The upcoming air zone report, based on data from 2017 to 2019, will show that PM<sub>2.5</sub> annual metric of 9.3 micrograms per cubic metre (µg/m<sup>3</sup>) is just below the CAAQS value of 10 µg/m<sup>3</sup> while the 24-hour metric of 27 µg/m<sup>3</sup> is also just below the CAAQS value of 28 µg/m<sup>3</sup>. As a result, Port Alberni will continue to be assigned an “orange” management level for PM<sub>2.5</sub>. This year the entire Georgia Strait Air Zone will also be assigned an “orange” management level for PM<sub>2.5</sub> – an improvement over the “red” management levels assigned in all previous reports. An “orange” management level for PM<sub>2.5</sub> indicates the need for continuing air quality improvements to prevent future CAAQS exceedances.

....2

Ministry of Environment and  
Climate Change Strategy

Office of the  
Assistant Deputy Minister  
Environmental Protection Division

Mailing Address:  
PO Box 9339  
Stn Prov Govt  
Victoria BC V8W 9M1

Telephone: 778 698-4908  
Facsimile: 250 387-6003  
Website: [www.gov.bc.ca/env](http://www.gov.bc.ca/env)

Improvement in reported air quality highlights the collaborative efforts between the Ministry and the City of Port Alberni. Please contact Christa Zacharias-Homer, Director of Clean Air Team at 778 698-4911 or [Christa.ZachariasHomer@gov.bc.ca](mailto:Christa.ZachariasHomer@gov.bc.ca) for further information. I look forward to our continued, collaborative efforts to improve air quality in Port Alberni.

Sincerely,

A handwritten signature in black ink, appearing to read 'Laurel Nash', written in a cursive style.

Laurel Nash  
Assistant Deputy Minister  
Environmental Protection Division

cc: Timothy Pley, CAO, City of Port Alberni  
Douglas Holmes, CAO, Alberni-Clayoquot Regional District  
Christa Zacharias-Homer, Director, Environmental Standards Branch, Environmental Protection Division, Ministry of Environment and Climate Change Strategy  
Robyn Roome, Director, Monitoring Assessment and Stewardship, Regional Operations Branch, Environmental Protection Division, Ministry of Environment and Climate Change Strategy



Forest Enhancement  
Society of British Columbia

RECEIVED

JUL 28 2021

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <i>Calc Summary</i>
File # <u>0230-01</u>	<i>Aug 9, 21</i>

July 20, 2021

Re: Forest Enhancement Society of BC Accomplishments Update Summer 2021

Dear Mayor Sharie Minions and Port Alberni (City) Council,

The Forest Enhancement Society of BC (FESBC) delivered projects worth \$77 million dollars in the fiscal year ended March 31, 2021. This was a significant increase to our expenditure target and included \$3 million dollars as part of the B.C. government’s economic response to COVID-19. This work was achieved while keeping **forest worker safety paramount**.

We are working together to achieve B.C. government priorities established for FESBC related to the health of our forests, including:

- Increasing participation of Indigenous communities in the forest economy,
- Assisting with wildfire recovery efforts and risk reduction,
- Contributing to the achievement of greenhouse gas emission reduction targets,
- Improving habitat for wildlife,
- Improving the recovery of fibre, and
- Adding to the environmental sustainability of B.C.’s natural resources.

Since inception, we have always strived to fund projects that deliver multiple benefits for British Columbians. In most cases, each dollar granted achieves more than one objective. For example, a project with a primary objective of reducing wildfire risk to protect a community might also have a secondary benefit of **protecting and enhancing important recreational values**.

We have highlighted 39 FESBC funded projects in the enclosed Accomplishments Update Summer 2021 that protect and enhance these recreational assets. From campsites and hiking/biking trails to heritage sites and ski resorts, we hope you enjoy reading about projects taking place throughout our province.

If you are interested in further information, please visit our website [www.fesbc.ca](http://www.fesbc.ca) and connect with our Executive Director Steve Kozuki at [skozuki@fesbc.ca](mailto:skozuki@fesbc.ca) or 1.250.819.2888.

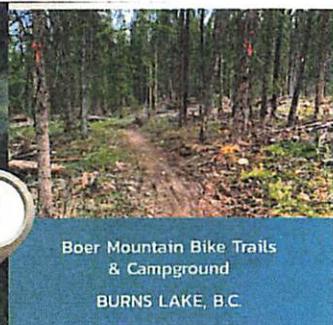
Jim Snetsinger, RPF  
Board Chair, Forest Enhancement Society of BC

(120) MC-21125



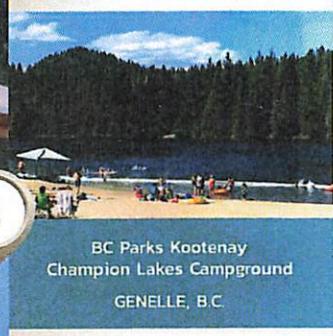
Vince Preap from Vancouver on his first camping trip to Agur Lake Camp in Summerland B.C. with the first fish he ever caught!

1



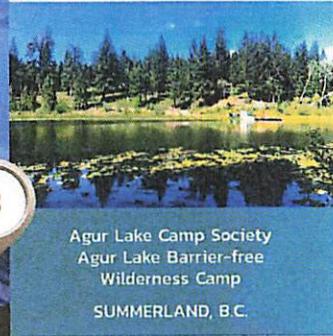
Boer Mountain Bike Trails & Campground  
BURNS LAKE, B.C.

2



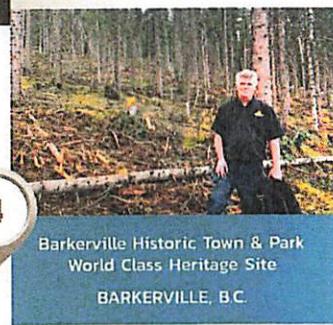
BC Parks Kootenay  
Champion Lakes Campground  
GENELLE, B.C.

3



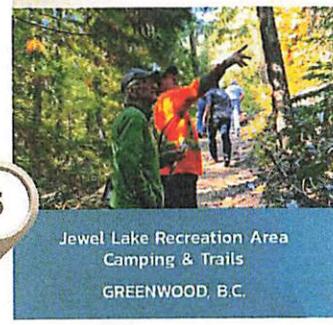
Agur Lake Camp Society  
Agur Lake Barrier-free  
Wilderness Camp  
SUMMERLAND, B.C.

4



Barkerville Historic Town & Park  
World Class Heritage Site  
BARKERVILLE, B.C.

5



Jewel Lake Recreation Area  
Camping & Trails  
GREENWOOD, B.C.

# FORESTRY ENHANCES RECREATIONAL VALUES THROUGHOUT B.C.

FESBC has always striven to fund projects that deliver multiple benefits for British Columbians. This optimization approach results in FESBC projects generating very high value-for-money. In most cases, each dollar granted works hard to achieve more than one objective. A common example is a project with a primary objective of reducing wildfire risk to protect a community also has a secondary benefit of protecting important recreational values such as campsites and hiking trails. Since the FESBC project evaluation process encourages applicants to also manage for other secondary objectives, proponents endeavor to **improve wildlife habitat, utilize woody fibre residuals to reduce greenhouse gases, maintain visual aesthetics, and improve recreational values**—all in the same project. FESBC is proud to have worked with local people on so many win-win projects and we invite you to learn more!



Forest Enhancement  
Society of British Columbia

Read about 34 more FESBC-funded projects which enhance trails, campsites, and other recreational areas!



## About FESBC

The B.C. government has invested \$238 million in FESBC, of which \$237.6 million has been allocated for 269 forest enhancement projects as of March 2021. FESBC has empowered local people who want to do local projects that contribute to the achievement of our climate change goals and enhance B.C.'s forests through: wildfire risk mitigation; accelerated ecological recovery after wildfires; wildlife habitat enhancement; and increased utilization of forest fibre. Visit our website to learn about the newly funded projects and read about all 269 FESBC-funded projects: [www.fesbc.ca](http://www.fesbc.ca)



6 Silverton, B.C.

**PROJECT PARTNER:** Slocan Integral Forestry Cooperative (SIFCO)

**FESBC GRANT:** \$1,725,447

**RECREATIONAL VALUE PROTECTED:** Bannock Point Recreation Site

**PROJECT WORK:** Wildfire fuel break implementation was implemented as identified in the Slocan Valley Landscape Level Wildfire Protection Plan.



7 Quesnel, B.C.

**PROJECT PARTNER:** City of Quesnel

**FESBC GRANT:** \$1,000,000

**RECREATIONAL VALUE PROTECTED:** Trails & Provincial Park Campground

**PROJECT WORK:** Wildfire risk reduction planning, prescription, and treatment work was implemented to help protect the area.



8 Big White, B.C.

**PROJECT PARTNER:** Davies Wildfire Management

**FESBC GRANT:** \$515,760

**RECREATIONAL VALUE PROTECTED:** Ski Resort

**PROJECT WORK:** Development and implementation of fuel management prescriptions created two landscape level fuel breaks within the proximity of the Resort.



9 Barkerville, B.C.

**PROJECT PARTNER:** Barkerville Historic Town & Park

**FESBC GRANT:** \$168,000

**RECREATIONAL VALUE PROTECTED:** World Class Heritage Site

**PROJECT WORK:** Construction of a wildfire fuel break aligned with the Barkerville Community Wildfire Protection Plan and helped protect the world class heritage site.



10 Nelson, B.C.

**PROJECT PARTNER:** BC Parks—Kootenay

**FESBC GRANT:** \$85,156

**RECREATIONAL VALUE PROTECTED:** West Arm Provincial Park, Nelson Watershed, plus Hiking/Biking Trails

**PROJECT WORK:** Wildfire fuel management treatments created a landscape level fuel break and reduced fuel loads.



11 Summerland, B.C.

**PROJECT PARTNER:** Agur Lake Camp Society

**FESBC GRANT:** \$51,853

**RECREATIONAL VALUE PROTECTED:** B.C.'s only Barrier-Free Campground

**PROJECT WORK:** Spacing, pruning, piling, and disposal of vegetation reduced overall fuel loading near the Agur Lake Camp.



12 Peachland, B.C.

**PROJECT PARTNER:** Ntityix Resources LP

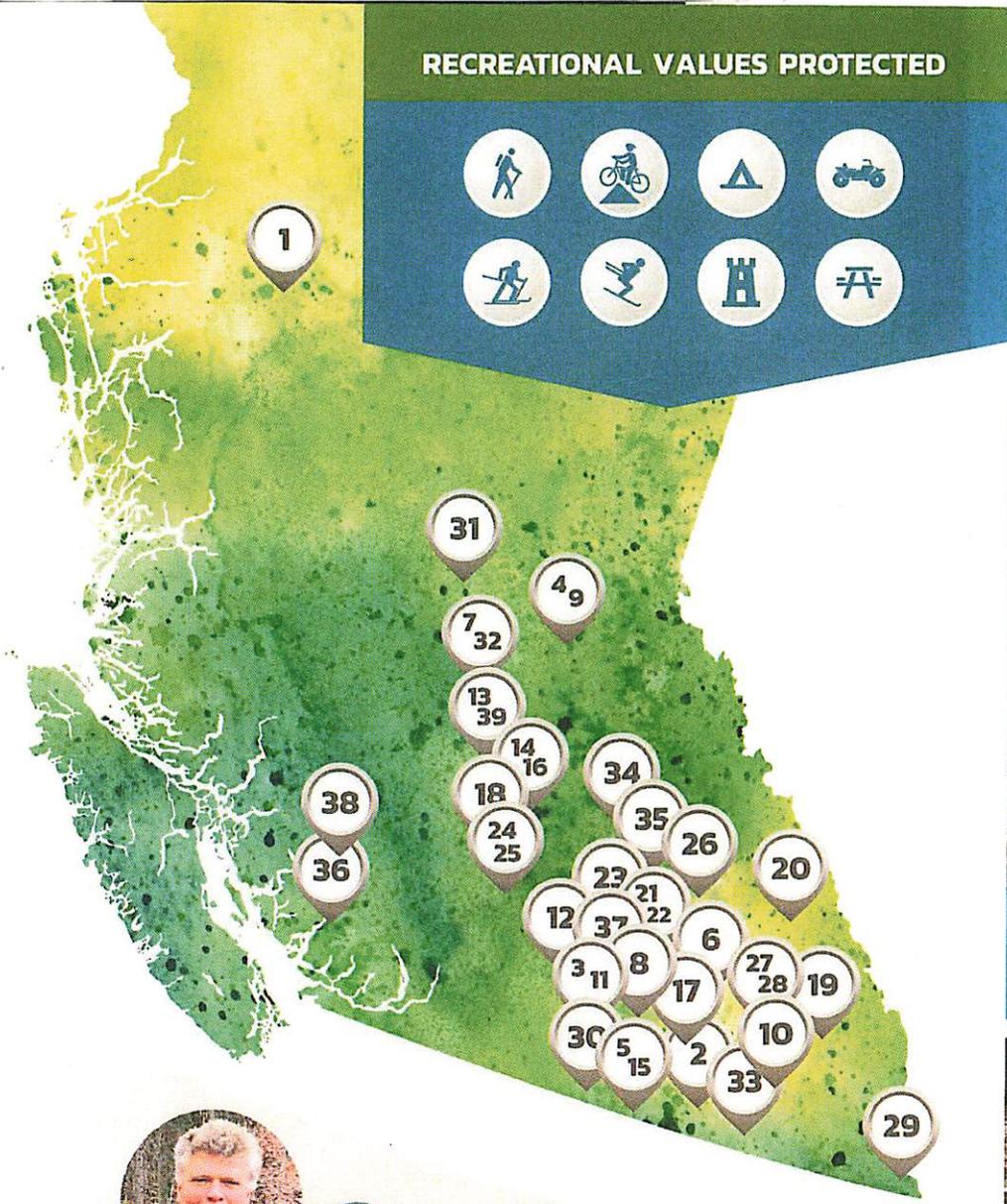
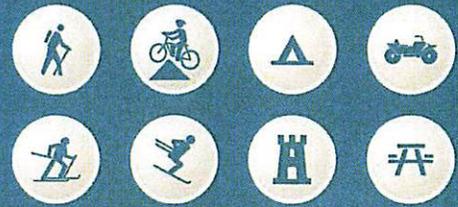
**FIRST NATIONS PARTNERS:** Sylix nation: Okanagan Indian Band, Osoyoos Indian Band, Penticton Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, and Westbank First Nation

**FESBC GRANT:** \$97,238

**RECREATIONAL VALUE PROTECTED:** Recreation Campsite

**PROJECT WORK:** A wildfire fuel reduction project was implemented adjacent to Silver Lake Camp.

**RECREATIONAL VALUES PROTECTED**



**13 Williams Lake, B.C.**

**PROJECT PARTNER:**  
Celtic Engineering Ltd.

**FESBC GRANT:** \$242,724

**RECREATIONAL VALUE PROTECTED:**  
Mountain Bike Trails

**PROJECT WORK:** Wildfire risk reduction prescriptions and treatments done on high priority areas adjacent to Williams Lake,



**14 100 Mile House, B.C.**

**PROJECT PARTNER:**  
Zanzibar Holdings Ltd.

**FIRST NATIONS PARTNER:**  
Canoe Creek Indian Band

**FESBC GRANT:** \$227,778

**RECREATIONAL VALUE PROTECTED:**  
Provincial Park Campground

**PROJECT WORK:** Wildfire risk reduction treatments adjacent to Lac La Hache Provincial Park campground.



**15 Midway, B.C.**

**PROJECT PARTNER:**  
West Boundary Community Forest

**FESBC GRANT:** \$94,200

**RECREATIONAL VALUE PROTECTED:**  
Hiking & Biking Trails

**PROJECT WORK:** Removed forest fuels to reduce the risk of wildfires.



"We look forward to the future as we care for the past. One where the historic town and park are safe from damaging wildfires so we can continue to welcome thousands of tourists each year and provide both employment and enjoyment because of the proactive work we did now."

—Ed Coleman • Former CEO | Barkerville Historic Town & Park



"When you live in a community where there's only one road in and out, you can see the devastation a fire can have on a community, it's nerve racking. We are proud of the work that was done, the results, and the safety assurances it brings. This action speaks for itself. We feel protected."

—Michael J. Ballingall • Senior Vice President | Big White Ski Resort Ltd.



## FESBC by the numbers\*

**269**

projects approved throughout B.C.

**\$357 MILLION DOLLARS**

in economic activity created by 269 projects

**5.3 MILLION TONNES**

of CO2e sequestered or avoided = 1.1 million cars off the road for a year

**2,214**

full time equivalent jobs created

**63**

projects led by First Nations and 23 additional projects have significant First Nations involvement

\*All numbers current as of March 2021

COMMUNITY	PARTNERS	FESBC FUNDING	RECREATIONAL VALUE PROTECTED
16	100 Mile House District of 100 Mile House	\$25,589	
17	Castlegar Mercer Celgar Limited Partnership	\$3,000,000	
18	Clinton Zanzibar Holdings Ltd. & Canoe Creek Indian Band	\$423,478	
19	Cranbrook Rocky Mountain Trench Natural Resources Society	\$78,078	
20	Invermere Wildlands Eco-Forestry Inc. & Shuswap Indian Band	\$589,801	
21	Kelowna FLNRORD, Okanagan Shuswap District	\$1,930,768	
22	Kelowna Tolko Industries Ltd. & Westbank First Nation	\$1,029,370	
23	Lake Country Davies Wildfire Management Inc.	\$154,052	
24	Logan Lake Logan Lake Community Forest Corporation	\$945,000	
25	Logan Lake Logan Lake Community Forest Corporation	\$325,000	
26	Nakusp Nakusp and Area Community Forest	\$305,835	
27	Nelson Harrop-Procter Community Co-operative	\$234,600	
28	Nelson Area Regional District of Central Kootenay	\$602,762	
29	Newgate Rocky Mountain Trench Natural Resources Society	\$215,232	
30	Oliver Baldy Mountain Resort	\$257,957	
31	Prince George Tabor Mountain Recreational Society	\$25,000	
32	Quesnel The City of Quesnel	\$700,000	
33	Rossland Red Mountain Resort	\$33,468	
34	Sicamous Landmark Solutions	\$1,000,000	
35	Silver Star Mountain Silver Star Mountain Resort Ltd.	\$16,222	
36	Squamish FLNRORD—Sea to Sky District, Li'l'wat First Nation & Squamish Nation	\$421,740	
37	Westbank Ntityix Resources LP & Westbank First Nation	\$115,532	
38	Whistler Cheakamus Community Forest	\$1,281,248	
39	Williams Lake Williams Lake Community Forest LP & Williams Lake First Nation	\$2,301,731	

These projects are funded in part by the Government of Canada and the Province of B.C. All numbers current as of March 31, 2021



## Milestone Achievements with FESBC Partners

The fiscal year ending March 2021 was a record for FESBC with \$77 million of projects delivered. This included a significant increase to our expenditure target and another \$3 million allocation increase as part of the B.C. government's economic response to COVID-19. This work was achieved while keeping forest worker safety as a paramount priority.

**We are working together to achieve B.C. government priorities established for FESBC related to the health of our forests.**

Now that FESBC funds are all but fully allocated, the focus for FESBC is to work with our partners and approved project holders to ensure the effective delivery of the projects in a manner consistent with the approved project timelines.

### Learn More

If you'd like to learn more about the Forest Enhancement Society of BC and how people in British Columbia's forests are helping create climate change solutions, reduce wildfire risk, and keep workers employed through our funded projects, connect with us!

Steve Kozuki, FESBC Executive Director  
skozuki@fesbc.ca or 1.877.225.2010

Subscribe to our FESBC Newsletter: [www.fesbc.ca](http://www.fesbc.ca)

Follow us on:

RECEIVED

AUG 03 2021

CITY OF PORT ALBERNI

From: Minister, JERI JERI:EX <JERI.Minister@gov.bc.ca>

Sent: Tuesday, August 3, 2021 9:56 AM

Cc: Minister, TRD JERI:EX <trd.minister@gov.bc.ca>

Subject: Second intake open for British Columbia's Mass Timber Demonstration Program

Ref: 155358

Dear Mayors:

As the Minister of Jobs, Economic Recovery and Innovation, I am pleased to be writing to you to share some important work being done by the Government of British Columbia. In this ministry, the Office of Mass Timber Implementation is leading the provincial action plan to expand the use of mass timber in British Columbia (BC). I am working closely with my colleague, the Honourable George Chow, Minister of State for Trade, who chairs the Mass Timber Advisory Council. By encouraging greater use of mass timber, we are supporting jobs in research, design, engineering, construction, and forestry using BC expertise and materials. I am pleased to share the latest exciting funding opportunity for mass timber projects.

Building on the success of the first intake of the Mass Timber Demonstration Program (MTDP), the BC Government is investing an additional \$2 M to create a second intake, which is now open to applicants. Successful applicants may be eligible to receive up to \$500,000 towards the incremental costs in the design and construction of buildings that showcase emerging or new mass timber or mass timber hybrid building systems and construction processes. The second intake follows a successful first intake that contributed \$4.2 M to support eight mass timber demonstration projects and four research projects in BC. The MTDP is delivered by Forestry Innovation Investment (FII) on behalf of the Province. Expressions of interest will be accepted between July 16, 2021 and October 8, 2021. Successful applicants will be notified by December 2021. See the following News Release for more information: <https://news.gov.bc.ca/releases/2021JERI0044-001383>.

BC has the opportunity to become a world leader in mass timber, and this program builds on the innovative work that local Governments across BC have undertaken. For more information, please contact Opreet Kang, Director, Industry Innovation by visiting: [www.masstimberbc.ca/contact](http://www.masstimberbc.ca/contact).

Sincerely,

Ravi Kahlon  
Minister of Jobs, Economic Recovery  
and Innovation

cc: Honourable George Chow  
Minister of State for Trade

- Council
- Mayor
- CAO
- Finance
- Corporate Services
- Agenda
- File #
- Economic Development
- Engineering/PW
- Parks, Rec. & Heritage
- Development Services
- Community Safety
- Other

*incl. Corr Summary - Aug. 9 '21*  
*0400-20-JER (MF)*

**RECEIVED**

JUL 29 2021

CITY OF PORT ALBERNI

July 29, 2021

Honourable Premier John Horgan  
Province of British Columbia  
PO Box 9422 Stn Prov Govt  
Victoria, BC V8W 9V1

Email: [premier@gov.bc.ca](mailto:premier@gov.bc.ca)

Council  
 Mayor  
 CAO  
 Finance  
 Corporate Services  
 Agenda  
 Economic Development  
 Engineering/PW  
 Parks, Rec. & Heritage  
 Development Services  
 Community Safety  
 Other *Fire Dept*  
 T 604.514.2800 F 604.530.4371 [langleycity.ca](http://langleycity.ca)  
 File: 0110.00  
*Incl. Corr. Summary - Aug. 9 Rcm*  
 File # 0400-10

The Honourable Adrian Dix, M.L.A.  
Minister of Health  
PO Box 9050, Stn Prov Govt  
Victoria, BC V8W 9E2

Email: [HLTH.Minister@gov.bc.ca](mailto:HLTH.Minister@gov.bc.ca)

Dear Premier Horgan and Minister Dix:

**Re: Improvement to Pre-Hospital Care System**

At its July 26, 2021 Regular Council meeting, the Council for the City of Langley adopted the following resolution regarding the above-referenced subject.

**WHEREAS** local governments have been raising concerns of long delays with ambulance response time and First Responders responding to increasing number of Medical Emergency Service Alarm (MESA) calls due to lack of inadequate number of ambulances being available.

**WHEREAS** the recent heat wave exacerbated the shortcoming of the pre-hospital care system which created unacceptable delays in ambulance response time.

**WHEREAS** First Responders had to respond to extraordinary number of Medical Emergency Service Alarm (MESA) calls during the recent heat wave and endured unreasonable delays in response time by the ambulance to release them from the calls.

**WHEREAS** First Responders play an essential role in the pre-hospital care system and in supporting BC Emergency Health Services (BCEHS) with the delivery of the quickest possible response to patients requiring time-critical care.

**WHEREAS** the Auditor General of British Columbia's report, published in February 2019, on Access to Emergency Health Services provided recommendations to make transformational changes to the pre-hospital care system.

**WHEREAS** Health Minister Adrian Dix announced on July 14, 2021 to improve ambulance response time by providing funding for 85 new full-time paramedics, 30 fulltime dispatchers, 22 new ambulances, and converting 22 rural ambulance stations to 24/7 ALPHA stations.

**THEREFORE, BE IT RESOLVED** that the Province of BC and BC Emergency Health Services (BCEHS) immediately allocate the funding to improve ambulance response

time; and to improve coordination with fire departments to support consistent application of medical standards, information sharing, an integrated dispatch system, and improvements to patient care as recommended in the Auditor General report.

**BE IT FURTHER RESOLVED** that Minister Dix take concrete actions to treat First Responders as an equal and an integral partner of the pre-hospital care system with adequate support (e.g. training) and resources (e.g. cost recovery) in order to achieve this goal; and that this motion be forward to Premier John Horgan; Minister Adrian Dix, Minister of Health; Andrew Mercier, MLA Langley, Susan Wannamaker, Executive Vice President, Clinical Service Delivery, Provincial Health Services Authority; and All municipalities in BC.

Yours truly,  
CITY OF LANGLEY



Paula Kusack  
Deputy Corporate Officer

cc: Andrew Mercier, MLA Langley  
Susan Wannamaker, Executive Vice President, Clinical Service Delivery,  
Provincial Health Services Authority  
All municipalities in BC.

**COUNCILLOR ACTIVITY REPORT**  
**PREPARED BY COUNCILLOR RON PAULSON**  
**August 4, 2021**

1. June 29/21 – Alberni Clayoquot Continuing Care Society – Attended the Annual General Meeting via ZOOM.
  - a. Year-end reports and financial statements were presented.
2. July 13/21 - Alberni Valley Regional Airport Advisory Committee via ZOOM.
  - a. Motion to adopt the short term Implementation of the Strategic Plan items.
  - b. Motion to adopt Parking Fees (aircraft) and Airport Maintenance Charges. This motion is set up to start forms of cash flow to support ongoing airport operations.
  - c. A report was received to explore AVRA Lease Lot expansion plans for the future. Current lease agreements are virtually maxed out.
  - d. Discussion with regard to an official Opening Ceremony set for 2022.
  - e. Discussion around planning for the inception of an annual Airport Day.
3. July 21/21 – Alberni Valley and Bamfield Committee Meeting via ZOOM.
  - a. Agenda item was around moving forward with planning for a new Alberni Valley Aquatic Centre.
  - b. Motion supporting the search and engagement of a consultant to further the design options and facilitate public engagement on the project.
  - c. Search the Canada infrastructure Grant fund for possible grant possibilities.
4. July 28/21 – Attended the Alberni Clayoquot Regional District Directors Meeting via ZOOM/
  - a. A moment of silence was observed in recognition of the passing of Captain Rob Favel, 28 year volunteer firefighter with the Beaver Creek Fire Department. Rob sadly passed on July 1/21.
  - b. The RCMO quarterly report for the Regional District was received.
  - c. Tawney Lem, Executive Director, West Coast Aquatic.
    - i. Presentation on the Coastal Strategy on fishing and aquaculture and the Blue Economy. “Blue Economy” – Create jobs in coastal communities while ensuring our oceans remain healthy and productive.
  - d. The motions to move forward with the search for a consultant to take on the pool project and to carry out public consultation were passed.
5. July 28/21 – Alberni Clayoquot regional Hospital District meeting via ZOOM.
  - a. Committee reports were received.
6. August 4/21 – Attended the open House for the Citapi Mahtii Family Housing Society Project.
  - a. This is a very exciting project scheduled for construction at the old Cedarwood School site.
  - b. The project will have 35 units housed in a four story apartment building.
  - c. The project will be in partnership with BC Housing and the City of Port Alberni.

## **Council report**

21 July 2021 - I visited the City of Merritt. I particularly appreciated the way-finding signage installed recently, and a wide array of murals in their revitalized downtown core. Plenty of seating, a stage for musical performances, and lush greenery are just some of the items to note.

27 July 2021 - I had a meeting with Mayor Minions.

Helen Poon  
Councillor, City of Port Alberni