

# **A G E N D A**

## **REGULAR MEETING OF COUNCIL**

**MONDAY, AUGUST 12, 2019 AT 2:00 PM  
IN THE CITY HALL COUNCIL CHAMBERS**

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

### **PRESENT:**

#### **A. CALL TO ORDER AND APPROVAL OF AGENDA (including introduction of late items)**

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

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

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

#### **B. ADOPTION OF MINUTES - Page 10**

1. Special Meeting held at 12:30 pm and Regular Council Meeting held at 2:00 pm on July 22, 2019.

#### **C. PUBLIC INPUT PERIOD**

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

**D. DELEGATIONS**

**1. John Bowman, President, North Island College**

In attendance to discuss NIC planning priorities and opportunities for community input.

**2. John Douglas, Port Alberni Shelter Society - Page 21**

In attendance to present a report he has prepared entitled “Working Towards a Solution” highlighting his personal experiences and personal growth within the field of social housing, mental health, poverty and addictions.

**3. Keith Ambrose - Page 45**

In attendance to discuss his concerns regarding operating a business in Port Alberni.

**E. UNFINISHED BUSINESS**

*Includes items carried forward from previous Council meetings.*

**F. STAFF REPORTS**

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

**1. Accounts**

*That the certification of the Director of Finance dated August 12, 2019, be received and the cheques numbered \_\_\_\_\_ to \_\_\_\_\_ inclusive, in payment of accounts totalling \$\_\_\_\_\_, be approved.*

**2. Presentation of the Annual Report - Page 46**

Report from the Chief Administrative Officer dated August 6, 2019 providing the 2018 Annual Report in accordance with *Community Charter* legislation.

Report is available to the public via [www.portalberni.ca](http://www.portalberni.ca) and from the City Clerk's Department. <https://www.portalberni.ca/sites/default/files/Print%20version%20for%20web.pdf>

- 1) Questions and Comments from the Public
- 2) Questions and Comments from the Council

*That the report from the CAO dated August 6, 2019 providing the 2018 Annual Report in accordance with Community Charter legislation, be received.*

*That council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2018 as presented.*

**3. Mayor Minions – Corporate Strategic Plan**

*That Council's Corporate Strategic Plan be adopted as presented.*

**4. Director of Finance – Coastal Communities Social Procurement Initiative - Page 92**

Report dated August 6, 2019 from the Director of Finance requesting Council appointment of a Council member to the Steering Committee of the Coastal Communities Social Procurement Initiative.

*That the report from the Director of Finance dated August 6, 2019, be received and Council for the City of Port Alberni appoint \_\_\_\_\_ to the Steering Committee of the Coastal Communities Social Procurement Initiative.*

**5. City Clerk – Agreement Extension for 1207655 B.C. Ltd (Alberni Valley Bulldogs) - Page 94**

*That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into the agreement extension for a Junior "A" hockey franchise with 1207655 BC Ltd. to occupy the Alberni Valley Multiplex for a further four year term to July 31, 2024.*

**6. City Clerk – Pedestrian and Traffic Management during Events - Page 96**

Report from the City Clerk dated July 31, 2019 responding to a letter from Harbour Quay businesses requesting City resources to manage pedestrian and vehicle traffic during events.

*That the report from the City Clerk dated July 31, 2019 and letter from Harbour Quay businesses regarding pedestrian and traffic management during events be received, and Council for the City of Port Alberni direct staff to prepare guidelines for community event organizers to ensure public safety.*

**7. City Clerk – Residential Parking – 16<sup>th</sup> Avenue - Page 99**

Report from the City Clerk dated July 31, 2019 responding to 16<sup>th</sup> Avenue homeowners requesting Council adopt a residential only parking bylaw in the City, particularly on 16<sup>th</sup> Avenue.

*The that the report from the City Clerk dated July 31, 2019, letter from Shannon Ham received June 17, 2019 and letter dated May 31, 2019 signed by various 16<sup>th</sup> Avenue homeowners be received, and Council for the City of Port Alberni direct staff to monitor the parking situation on 16<sup>th</sup> Avenue and provide recommendations if deemed necessary.*

**8. Manager of Planning – Advisory Planning Commission - Page 106**

The summary report of the July 18, 2019 meeting of the Advisory Planning Commission is provided for Council's consideration of the following recommendations:

**Development Application: Development Variance Permit – 3978 8<sup>th</sup> Avenue**  
Applicant: Wes Hewitt as agent for the Port Alberni Shelter Society

*That Council for the City of Port Alberni require the applicant to consolidate Lots 2 & 3, Block 178, District Lot 1, Alberni District, Plan VIP1603 (PID's: 007-123-434, 007-123-418) (3978 8<sup>th</sup> Avenue) into one legal parcel prior to consideration of a Development Variance for the property and that the recommended variances be applied to the resulting legal parcel.*

*Upon confirmation of registration of the newly consolidated legal parcel, Council for the City of Port Alberni direct staff to provide notice of intent to consider the issuance of Development Variance Permit No. 96 to vary Zoning Bylaw 4832 for 3978 8<sup>th</sup> Avenue as follows:*



- a) *Vary Section 5.31.2 P1 - Institutional Minimum Setbacks, Front Yard, from 7.5 m to 4.8 m, a variance of 2.7 m*
- b) *Vary Section 5.31.2 P1 - Institutional Minimum Setbacks, Rear Yard, from 9.0 m to 0.5 m, a variance of 8.5 m*
- c) *Vary Section 5.31.2 P1 – Institutional Maximum Lot Coverage, from 40% to 45%, a variance of 5%*
- d) *Vary the number of parking spaces, required by Section 7.9 Required Parking for “Community care facility; Seniors housing”, from 10 spaces to 6 spaces, a variance of four (4) spaces.*

**Development Application: Development Variance Permit – 4917 Margaret Street**

Applicant: Michael Redman as agent for Robin Redman dba Redmark Ventures Ltd. Inc. No. BC0681816

*That Council for the City of Port Alberni direct staff to provide notice of intent to consider the issuance of Development Variance Permit No. 95 for 4917 Margaret Street as follows:*

*Vary Section 5.12.2 R2 - One and Two Family Residential Minimum Setbacks, Front Yard, from 7.5 m to 7.1 m, a variance of 0.4 m (1.3 ft).*

**9. Director of Finance – Requests for Proposals - Page 124**

Report from the Director of Finance dated August 6, 2019 providing an update on the status of Requests for Proposals for Audit Services and Investment Management Services.

*That the report from the Director of Finance dated August 6, 2019 be received.*

**10. Director of Finance – Wastewater Treatment Facility – Effluent Pumps Supply Contract Award - Page 129**

Report from the Director of Finance dated August 7, 2019 requesting award of the supply contract for the effluent pumps for the effluent pump station for the City of Port Alberni Wastewater Treatment Facility project.

*That the report dated August 7, 2019 from the Director of Finance be received and that Council for the City of Port Alberni award the Effluent Pumps supply contract RFP 026-18 Wastewater Treatment Facility to Precision Service and Pumps Inc. for \$331,700.38 (excluding GST).*

## **G. BYLAWS**

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

### **1. City Clerk – July 22, 2019 Public Hearing - Page 132**

*That the report of the Public Hearing held July 22, 2019 regarding Bylaw No. 4992 be received.*

### **2. “Zoning Text Amendment No. T21 (Fence and Hedge Height), Bylaw No. 4992” - Page 135**

*That “Zoning Text Amendment No. T21 (Fence and Hedge Height), Bylaw No. 4992”, be read a third time.*

*That “Zoning Text Amendment No. T21 (Fence and Hedge Height), Bylaw No. 4992”, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4992.*

## **H. CORRESPONDENCE FOR ACTION**

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

### **1. Roland Smith - McLean Mill National Historic Site Compliance with ALC - Page 137**

Letter dated July 26, 2019 from Roland Smith requesting information in regard to applications to the Agricultural Land Commission (ALC) for permission to change, add to, or subtract from authorized uses on the land at McLean Mill as per those indicated in the 1992 ALC resolutions.

*That the letter dated July 26, 2019 from Roland Smith requesting information in regard to applications to the Agricultural Land Commission for permission to change, add to, or subtract from authorized uses on the land at McLean Mill as per those indicated in the 1992 ALC resolutions, be received.*

**2. Alberni Valley Lions Club - Page 151**

Letter dated August 1, 2019 inviting the Mayor and Council members to assist with the Children's Bullhead Derby on Saturday, August 24, 2019 at the Maritime Heritage Discovery Centre from 10:00 am to 2:00 pm.

*That the letter dated August 1, 2019 from the Alberni Valley Lions Club inviting the Mayor and Council members to assist with the Children's Bullhead Derby on Saturday, August 24, 2019 at the Maritime Heritage Discovery Centre from 10:00 am to 2:00 pm, be received and all available Councillors participate in the event.*

**I. PROCLAMATIONS**

**1. Port Alberni Toy Run - Page 152**

Letter dated July 9, 2019 requesting that the week of September 9<sup>th</sup> to 15<sup>th</sup>, 2019 be proclaimed as "Toy Run Week" in Port Alberni.

*That the letter dated July 9, 2019 from the Port Alberni Toy Run requesting that the week of September 9<sup>th</sup> to 15<sup>th</sup>, 2019 be proclaimed as "Toy Run Week" in Port Alberni, be received and the week proclaimed as requested.*

**J. INFORMATIONAL CORRESPONDENCE**

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

**1. Ministry of Finance, Gaming Policy and Enforcement Branch - Page 153**

Letter dated July 19, 2019 advising of the \$131,627.61 payment to the City representing casino revenue for the period April 1, 2019 to June 30, 2019. (See attached report dated July 29, 2019 from the Director of Finance providing further information).

**2. RCMP – Municipal Policing Agreement - Page 155**

Letter dated July 18, 2019 providing expenditures to June 30, 2019.

**3. Hugh Grist - Page 159**

Letter from Hugh Grist providing additional information in regards to the history of the Port Alberni Train Station.

**4. Dr. Paul Hasselback, Medical Health Officer, Island Health - Page 160**

Letter dated July 17, 2019 providing information in regard to Island Health promotion of heat advisories to the public and information to the public on how to respond.

**5. Chris Alemany - Page 162**

Email dated July 25, 2019 expressing concern in regard to recent elevated levels of enterococci that were detected at Canal Beach and suggesting the City work with Island Health and Port Authority to investigate possible sources.

*That Informational Correspondence items numbered 1 through 5 be received and filed.*

**K. REPORT FROM IN-CAMERA**

**L. COUNCIL REPORTS**

**1. Council and Regional District Reports - Page 163**

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

**M. NEW BUSINESS**

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

**N. QUESTION PERIOD**

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

**O. ADJOURNMENT**

*That the meeting adjourn at      pm.*

**MINUTES OF THE SPECIAL MEETING OF COUNCIL  
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING  
MONDAY, JULY 22, 2019 AT 12:30 PM  
IN THE CITY HALL COMMITTEE ROOM**

**PRESENT:** Mayor Minions, Councillors Corbeil, Haggard, Paulson, Poon, Solda and Washington

**STAFF:** Tim Pley, CAO  
Davina Hartwell, City Clerk  
Rosalyn Macauley, Deputy Director of Finance  
Katelyn McDougall, Manager of Planning  
Willa Thorpe, Director of Parks, Recreation & Heritage

*It was moved and seconded:*

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

- |                         |   |
|-------------------------|---|
| <b>Section 90(1)(e)</b> | 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  |
| <b>Section 90(2)(b)</b> | the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party    |
| <b>Section 90(1)(k)</b> | negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public |

**CARRIED**

The meeting was adjourned at 1:56 p.m. until immediately following the Regular Meeting at 2:00 p.m. Reconvened at 4:55 p.m. and terminated at 5:35 p.m.

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor Sharie Minions

  
\_\_\_\_\_  
Davina Hartwell, City Clerk

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
HELD MONDAY, JULY 22, 2019 AT 2:00 PM  
IN THE CITY HALL COUNCIL CHAMBERS**

**PRESENT:** Mayor Minions, Councillors Corbeil, Haggard, Poon, Paulson, Solda and Washington

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

*It was moved and seconded:*

***That the agenda be approved with the addition of New Business M.1 UBCM Nomination.***

CARRIED

**B. ADOPTION OF MINUTES**

*It was moved and seconded:*

***That the minutes of the Special Meeting held at 12:30 pm and Regular Council Meeting held at 2:00 pm on July 8, 2019 and Special Meeting held at 2:00 pm on July 15, 2019, be adopted.***

CARRIED

**C. PUBLIC INPUT PERIOD**

**Keith Ambrose** expressed concern about how complaints are handled and presented a series of questions he would like responses to.

**D. DELEGATIONS    NIL**

**E. UNFINISHED BUSINESS**

**1. Committee of the Whole  
Revitalizing Uptown: The Future of the Port Alberni Train Station**

Review of July 15, 2019 Committee of the Whole – minutes; copy of presentation provided by Will King, Waymark Architecture providing input regarding what it might take to update the train station and make it suitable for potential new occupancies and correspondence received from:

Lyman Jardin: email dated July 15, 2019

Bill Collette: email dated July 16, 2019

Ian Thomas: email dated July 17, 2019

Gerry & Leslie Walerius: letter dated July 18, 2019

*It was moved and seconded:*

***That Council for the City of Port Alberni direct staff to review and strengthen the City's Heritage Bylaw in conjunction with heritage stakeholders and the community.***

CARRIED

*It was moved and seconded:*

***That Council for the City of Port Alberni direct staff to develop an RFP for sale of the Train Station.***

*It was moved and seconded:*

***That the motion be amended to include sale "or lease".***

CARRIED

*It was moved and seconded:*

***That the main motion as amended be adopted.***

CARRIED

**2. Chief Administrative Officer – Log Pond Dam Project**

*It was moved and seconded:*

***That the report from the CAO dated July 17, 2019, be received, and that the full scope of the McLean Mill dam remediation project proceed in 2019 as identified in the City's Five Year Financial Plan.***

CARRIED



**3. City Clerk – Remedial Action Requirement – Demolition of 5109 Athol Street**

*It was moved and seconded:*

***That the report from the City Clerk dated July 16, 2019, be received.***

CARRIED

*It was moved and seconded:*

***That Council for the City of Port Alberni award contract ITT No. BYL 19-01 Demolition of 5109 Athol Street to Bowerman Excavating Ltd. for \$435,225.00 plus GST, for a total of \$456,986.25, with funds provided from the Land Sale Reserve Fund.***

CARRIED

**F. STAFF REPORTS**

**1. Accounts**

*It was moved and seconded:*

***That the certification of the Director of Finance dated July 22, 2019, be received and the cheques numbered 144141 to 144232 inclusive, in payment of accounts totalling \$2,120,447.06, be approved.***

CARRIED

**2. Director of Parks, Recreation and Heritage - McLean Mill Contingency Fund**

*It was moved and seconded:*

***That the report from the Director of Parks, Recreation and Heritage dated July 16, 2019, be received and Council approve a budget contingency amount of \$45,405 for McLean Mill costs to be paid from the contingency fund.***

*Recorded Vote:*

*For the motion: Councillors Washington, Haggard, Paulson, Corbeil and Poon;*

*Mayor Minions*

*Against the motion: Councillor Solda*

CARRIED

**3. McLean Mill Management – 2020 and Beyond**

*It was moved and seconded:*

***That the letter from the McLean Mill Society dated July 16, 2019 advising the Board is working on a detailed management/business plan to present to Council in September, 2019, be received.***

CARRIED

*It was moved and seconded:*

***That the report from the Director of Parks, Recreation and Heritage dated July 3, 2019, be received and Council direct staff to issue an RFP for event management, operation of the Visitor Centre, Gift Shop and Food Services at McLean Mill.***

CARRIED

**4. City Clerk - Cainan Cannabis Corp.**

*It was moved and seconded:*

***That the report from the City Clerk dated July 12, 2019, be received.***

CARRIED

*It was moved and seconded:*

***That Council for the City of Port Alberni supports the approval and authorization of Cainan Cannabis Corp., located at 3030A 3<sup>rd</sup> Avenue, and endorses the comments as provided in the report from the City Clerk dated July 12, 2019.***

CARRIED

**5. City Clerk – Bogart Cannabis Investments Ltd.**

*It was moved and seconded:*

***That the report from the City Clerk dated July 12, 2019, be received.***

CARRIED

*It was moved and seconded:*

***That Council for the City of Port Alberni supports the approval and authorization of the Bogart Cannabis Investments Ltd., located at 3755 10<sup>th</sup> Avenue, and endorses the comments as provided in the report from the City Clerk dated July 12, 2019.***

CARRIED

**6. Manager of Planning – Temporary Use Permit – 5119 Athol Street**

*It was moved and seconded:*

***That the report dated July 16, 2019 from the Manager of Planning regarding proposed Temporary Use Permit, be received.***

CARRIED

There was no late correspondence regarding the matter.

There was no input from the public.

*It was moved and seconded:*

***That the Council for the City of Port Alberni approve Temporary Use Permit 19-01 and the Mayor and City Clerk be authorized to sign the permit.***

CARRIED

**7. Manager of Communications – Reconciliation Committee's Final Report**

*It was moved and seconded:*

***That the report from the Manager of Communications dated July 16, 2019, be received.***

CARRIED

*It was moved and seconded:*

***That Council for the City of Port Alberni receive the report dated July 2019 from the Reconciliation Committee and direct City staff to provide a report(s) on implementation of the recommendations in conjunction with the City's upcoming Strategic Plan.***

CARRIED

**8. City Clerk - Liquor License Application – Cypress Rim Rock Gaming Centre (4890 Cherry Creek Road)**

*It was moved and seconded:*

***That the report from the City Clerk dated July 12, 2019 be received, and Council for the City of Port Alberni not provide comment on the application from Cypress Rim Rock Gaming Centre to the Liquor & Cannabis Regulation Branch regarding the application for a permanent change to their Food Primary Licence for Patron Participation Entertainment Endorsement.***

CARRIED

**9. City Clerk – Harbour Quay Lease Unit #14**

*It was moved and seconded:*

***That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease for Unit #14 at the Alberni Harbour Quay with the Tseshaht First Nation for a two year term commencing August 1, 2019 at the current monthly rent of \$299.22 per month plus GST.***

CARRIED

**10. City Clerk - Federal Lease 169 - Effluent Pipeline and Diffusers**

*It was moved and seconded:*

***That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease with the Port Alberni Port Authority for a new effluent pipeline and diffusers in the Somass River for a forty year term commencing January 1, 2019.***

CARRIED

**11. CAO - Rural Dividend Fund**

*It was moved and seconded:*

***That Council for the City of Port Alberni support an application to the Rural Dividend Fund Program (Project Development) stream for the Uptown Streetscape Design project.***

CARRIED

*It was moved and seconded:*

***That Council for the City of Port Alberni support an application to the Rural Dividend Fund Program (Single Applicant – community driven) stream for the Connect the Quays Pathway project.***

CARRIED

*It was moved and seconded:*

***That Council for the City of Port Alberni support an application to the Rural Dividend Fund Program (Partnerships) stream for the Community Forest Expansion project.***

CARRIED

The meeting was recessed at 3:55 p.m.

The meeting reconvened at 4:05 p.m.

## **12. Managers' Reports**

### **Director of Parks, Recreation and Heritage**

*It was moved and seconded:*

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

CARRIED

### **RCMP Department**

*It was moved and seconded:*

***That the quarterly report from the RCMP providing information about current department operations, be received.***

CARRIED

**G. BYLAWS**

1. **“Zoning Bylaw Map Amendment No. 34 (5189 Compton Road – Potter), Bylaw No. 4989”**

*It was moved and seconded:*

***That “Zoning Bylaw Map Amendment No. 34 (5189 Compton Road – Potter), Bylaw No. 4989”, be read a third time.***

**CARRIED**

**H. CORRESPONDENCE FOR ACTION**

1. **Alberni District Fall Fair Association**

*It was moved and seconded:*

***That the letter dated July 4, 2019 requesting to close City streets from the corner of Burde Street along 10<sup>th</sup> Avenue to Alderwood Street from 11:00 am to the conclusion of the parade on Saturday, September 7<sup>th</sup>, 2019, be received and Council concur with the request subject to the City’s stated road closure conditions.***

**CARRIED**

**I. PROCLAMATIONS      NIL**

**J. INFORMATIONAL CORRESPONDENCE**

1. **Rebecca Terepocki – Demolition of Arrowview Hotel**  
Email dated July 12, 2019 regarding demolition of the Arrowview Hotel.
2. **E-Comm 911 Annual Report**  
Letter dated July 12, 2019 from E-Comm 911 providing the 2018 Annual Report.
3. **Port Alberni Shelter Society**  
Letter dated June 10, 2019 from the Port Alberni Shelter Society advising of their decision not to apply for a permissive tax exemption.

*It was moved and seconded:*

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

CARRIED

**K. REPORT FROM IN-CAMERA**

**1. June 24, 2019 meeting - Museum Manager**

The Mayor provided a report from the June 24<sup>th</sup>, 2019 in-camera meeting advising of Council's resolution not to fill the currently vacant Manager of Museum, Heritage & Culture position. Instead, the Department will move forward with shifting its resources to support the increased load of maintaining the City's various heritage assets. The Mayor extended thanks and appreciation to museum staff and volunteers for the work they do to protect, preserve and promote our heritage.

**L. COUNCIL REPORTS**

**1. Council and Regional District Reports**

*It was moved and seconded:*

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

CARRIED

**M. NEW BUSINESS**

**1. UBCM Nomination**

*It was moved and seconded:*

***That Council for the City of Port Alberni support the nomination of Councillor Poon as a Director at Large on the Union of British Columbia Municipalities (UBCM) Executive.***

CARRIED

**N. QUESTION PERIOD**

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

Jim del Rio commented on staffing and inefficiencies at McLean Mill.

**O. ADJOURNMENT**

*It was moved and seconded:*

*That the meeting adjourn at 4:45 pm.*

CARRIED

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

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"Everyone  
deserves a  
home"

Port Alberni Shelter Society  
3939 Eighth Ave., Port Alberni, BC, V9Y 4S2

ph: 250-723-6511  
e: [pashelter@shaw.ca](mailto:pashelter@shaw.ca) • w: [pashelter.org](http://pashelter.org)

# **"Working Towards a Solution"**

## **(Resolving the Case between Crime and Addiction)**

By John Douglas, former Mayor of the City of Port Alberni

# **“Working Towards a Solution”**

(Resolving the Case between Crime and Addiction)

By John Douglas, former Mayor of the City of Port Alberni

## **Introduction**

This paper is about my personal experiences, and about my personal growth within the field of social housing, mental health, poverty and addictions. This is a commentary on what I have come to believe as true, and is a statement of how I believe we should move forward as a society in terms of dealing with addictive substances. I hope, through this writing, to show how I have arrived at what are my three key messages, and why I feel that we should move our social approach and treatment of addictions out of the field of criminal justice, and into the field of health care.

☞ The first key message here is that addiction needs to be dealt with as a health issue, not as a criminal activity. We as a society, as Canadians, as British Columbians, need to invest in the health and future of our citizens, many of whom are either dying at an alarming rate (approximately four per day in BC last year), or getting very ill, or imprisoned, and not contributing to society in any positive meaningful way.

☞ The second key message is that this isn't simply a humanitarian issue. It is also in a large part about money, budgets and the economic impact of a system that isn't working, and an alternative system that could work much more effectively. Our society, and western society in general, has tended over the last century to outlaw substances and practices as if that simple act will make them go away (alcohol, prostitution, abortion, cannabis for example). This attempt at a magician's vanishing act just doesn't work. In fact it causes a great deal of harm, does nothing in terms of helping, perpetuates crime, and costs a great deal of money. In other words, the taxpayer gets an increasing invoice come tax time for an extremely ineffective social approach and an increasingly damaging law enforcement practice. We can save lives and save taxpayer dollars through a decriminalization program.

☞ The third key message is that we don't need to go to the federal government in order to move ahead on decriminalization in BC. The current crisis in BC warrants that we should move forward by making decriminalization a Provincial initiative. If you haven't seen them already, you will be shown here some dramatic statistics which make decriminalization the most appropriate action. For those who feel hamstrung by federal regulations, don't forget that the previous conservative federal government tried (unsuccessfully) to prevent overdose prevention sites from getting established in our province. We in British Columbia do have the mandate to look after the health of our citizens. Our next best step in BC is to engage with our health professionals, our law enforcement professionals and with our citizens over the next year in order to determine the most effective model to pursue. What I suggest in this paper - somewhat repetitively and effectively I hope - is that we put "People before Politics" as our mandate.

This is intended to be more of a layperson's paper than a scientific treatise; the view of the 'common sense' person on the street; for the person who has been touched by the challenging and often tragic experiences of addictions; for the person who is concerned about the massive taxpayer cost of incarceration, and the huge waste of taxpayer dollars under the current system; for the First Responders and Emergency room staff who rush from patient to patient trying to save an endless stream of opioid users from self annihilation; for the victims of crime who are so rightly outraged by the escalating costs associated with keeping addiction illegal; for the people who are increasingly frustrated by the revolving doors of our courtrooms and the inappropriately overburdened system of justice; it is a dialogue stimulant if you wish for the people who vote and show through their votes and their public participation how they wish our Community, and our Country, to change and move forward as opportunities arise.

**The opinions expressed in this paper are solely my own**

## Acknowledgements

I would like to acknowledge the assistance of the Port Alberni Shelter Society, and of SPARC BC, who kindly contributed to many of my costs related to research and travel.

On the International side, my understanding of the Portuguese model, its history and its current status, was helped tremendously by Marta Borges, José Queiroz, Joaquim Fonseca, João Goulão, Pedro Oliveira, and Rui Coimbra Morais. This only touches the surface of the many unnamed citizens of Portugal, in Lisbon and Porto, who were kind enough (and patient enough) to help me understand the successes and challenges of a system where possession of addictive substances are under the Ministry of Health, rather than under the Ministry of Justice.

On the Canadian political side, thanks are due to Federal MP Gord Johns, Provincial MLA Scott Fraser, and Port Alberni Mayor Sharie Minions for helping open doors with their kind letters of introduction.





This work will hopefully serve as one more nail in the coffin of our criminalization of addiction. It is a result of numerous Community engagement pieces, everything from formal town hall events to conversations on the street; of my experiences as a paramedic in the urban core of Vancouver; of my experiences as a City Councillor and as a Mayor; and of my experiences and engagements with other communities, in particular the Communities of Vancouver, Victoria and Vancouver Island. It is also the result of two trips overseas to Europe, in particular to Portugal, where I was fortunate enough to engage with representatives of that country, and staff working within their health care system.

Due to the help of these folks I have been able to attend functions, network with government and ministry representatives, visit site operations, and conduct my own particular research into what has become a passion of mine: finding solutions to our society's continued criminalization of addictive substances.

John Douglas, June 2019.







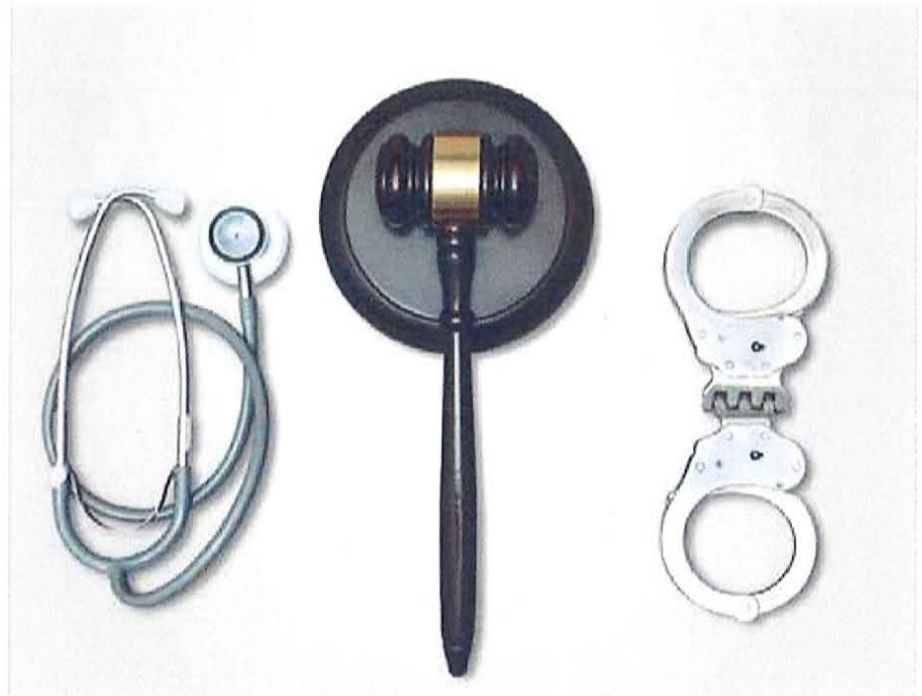
After a career as a Paramedic practitioner and facilitator, after serving as a Councillor, then subsequently Mayor in the community of Port Alberni, BC, I began working in 2015 with a local non profit organization, which was at that time managing several housing facilities, and seeking assistance to acquire a new housing facility (since acquired). It was through this work that I began to learn, in much greater detail than ever before, about the challenges of homelessness and all of the different

sectors of our society which that issue intersects with, such as poverty, affordable housing, mental health and addictions.





Increasingly over the past few years, one of the tragically huge growth curves which has occurred in BC is in the area of addictions, and the subsequent spread of diseases, and in particular a dramatic and unforgivable increase in overdose fatalities. Several initiatives have been undertaken to address this, many of which I became directly involved in, including the



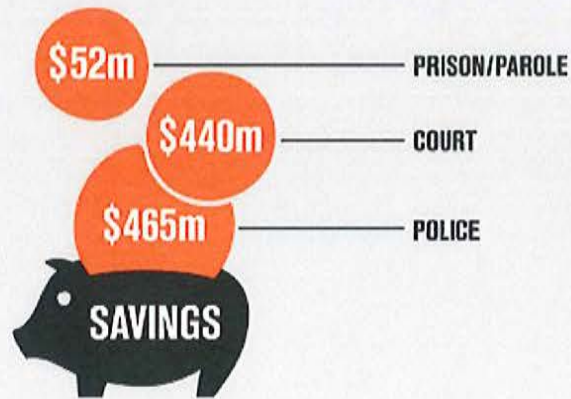
establishment of a Sobering Site, an Overdose Prevention Site, Harm Reduction distribution programs, and Community Opioid Dialogue initiatives.

Like any new issue, additional layers of complexity become apparent upon the closer examination which involvement in an activity often brings with it. One realization which I began to embrace fairly quickly was that with many of the above well meaning and indeed appropriate initiatives we are simply applying band-aids (to use a paramedic analogy) rather than doing the necessary surgery by which we can stem the bleeding and actually solve the problem.

It might be useful here to relate a variation on what is fairly well known as the Ogre/Baby Story, and this refers to what some folks call Upstream Interventions. In this analogical story there are people floating down a nearby river in distress. Understandably, frantic rescuers are pulling them out, saving some, but not all. The entire citizenry is totally absorbed in this rescue mission (in our case Harm Reduction programs, Overdose Prevention Sites, Narcan kits, needle exchanges and so on). What the citizens are not understanding is that upstream something is causing these people to fall in the river. That something is what we need to fix. We need an upstream intervention.

## #DECRIMINALIZATION SAVES MONEY

**CALIFORNIA SAVED  
NEARLY \$1BILLION  
IN THE FIRST 10 YEARS  
OF CANNABIS  
DECRIMINALIZATION**



*\* A Quiet Revolution: Drug Decriminalization across the Globe \**

**Two main factors became apparent to me.** One factor concerns crime, and one factor concerns treatment.

**1. Crime:** If a person is addicted to an illegal substance, they commit illegal acts to meet that need. This is a no brainer. Of course through this they acquire and generate criminal records which as a rule become self perpetuating (such as theft, possession of stolen goods, assault, not showing up for court appearances) which in turn generate a massive cost to the taxpayer, and a diversion of focus on the part of law enforcement from much more serious criminal acts.

**2. Treatment:** The status of treatment facilities in BC is shameful. For an addict, wishing to undergo treatment, to be informed that they need to wait for 4-6 weeks for a room in a facility...we may as well be saying no. This doesn't even touch the fact that treatment of full blown addictions requires programs of at least one to two years in duration, whereas our treatment programs, while expensive, are often only 60 days or less, and therefore frequently doomed to failure. Unfortunately one of the only 'successful' effects of the current treatment programs is their ability to bankrupt desperate parents rightly concerned about their addicted family members.

Without addressing these two elements, we will still only be applying band-aids (extremely costly band-aids) to an issue which requires a much more definitive intervention.



\*There is a third element which became apparent to me as being essential for success:

**3. A safer, non criminal supply:** Street manufactured drugs, just as street manufactured alcohol did during prohibition, cause great harm. As we have seen so dramatically in BC with the introduction of Fentanyl, street drugs cause frequent overdoses and frequent fatalities. Providing a safer supply is the essential third factor in working towards a solution, in working towards resolving the case between crime and addictions in BC. Building a model which will provide addicts with a safer supply does three things:

1. It prevents the spread of disease
2. It reduces the incidence of fatalities
3. In one fell swoop it wipes out the criminal aspect of drug addiction, thus saving both tax payer dollars, and saving people.

#### To continue:

As I networked within people involved in the issue of addictions, one of the areas I kept hearing consistently positive comments about was Portugal, where apparently they have developed a much more humanistic, more economic, and more sensible model than what we have in BC. Through relationships in my work with local health organizations, I was able to reach out and connect.



*Harm Reduction Conference 2019*



*Presentation by João Goulão, General Director, SICAD, April 2019*

## Portugal

I first travelled to Portugal in April of 2018. Having heard only briefly about their approach, I was able to connect with some of their personnel, tour some of their programs, and begin learning about the methodology used.

Due to the connections established that year, I was able to follow up in late April and May of 2019 with a much more in depth visit, which consisted of site visits, workshops, forums and, perhaps even more importantly, personal interviews with managers, employees and volunteers. What follows is a “thumbnail” sketch, a generalization of what is by necessity a very flexible and complex working model developed in Portugal over the past twenty years.

### A Brief History:

Portugal emerged from the fascist Salazar dictatorship into a new democracy in 1974. For reasons perhaps partially explained by that transition of governance, from isolation to openness, perhaps resulting lack of social infrastructure, or the social changes going on globally at the time, and /or its geographical position in



terms of the international drug trade of the day, Portugal became in the 1980-90's a hotbed of IV drug use, primarily heroin. During this period some responses were developed, such as needle exchange and methadone programs. Some shelters for heroin users were also put in place, but the criminalization laws meant that some users would not approach the treatment structures.

As I have had it described to me, to be in Portugal at that time, one would have been hard pressed to find any family which was not somehow 'touched' by a disease fatality, a fatal overdose or a drug addiction related suicide. As presented by João Goulão, the General Director of SICAD (an overseeing body of the programs related to decriminalization) Portuguese leaders "determined that people who use drugs deserve the investment of the state to give value and health to their lives".



LISBON  
90<sup>thies</sup>



  
SICAD

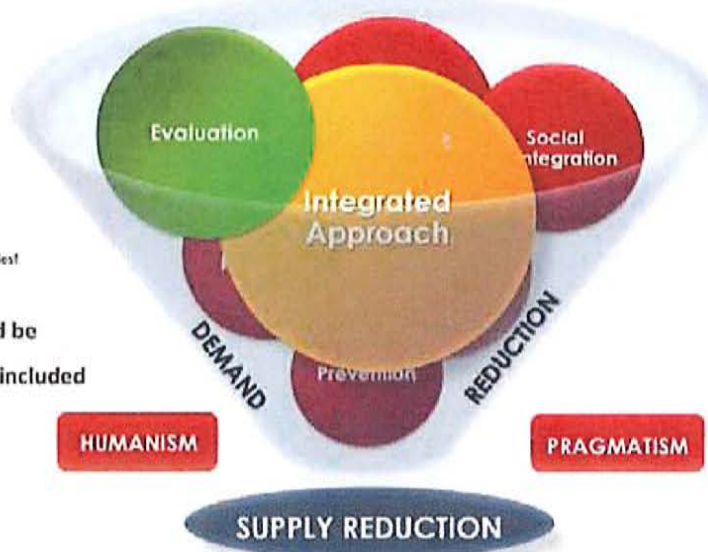
Acting on this, the Government of Portugal commissioned a Committee to come up with a path to a solution. After conducting community forums throughout the country, of hearing from those people brought before them, the Committee brought forward a plan, which was very quickly put into practice in 1999, and written into law in the year 2000. In order to carry out the recommendations, Drug Addiction Deterrence Committees were set up and have been maintained to this day. As part of that plan the government essentially (and of course it was much more complex than this) moved possession of drugs from the Ministry of Justice into the Ministry of Health.

# 1999

## 1<sup>st</sup> Portuguese National Strategy on Drugs

(with António Guterres, current UN SG) Warning: UN treaties!

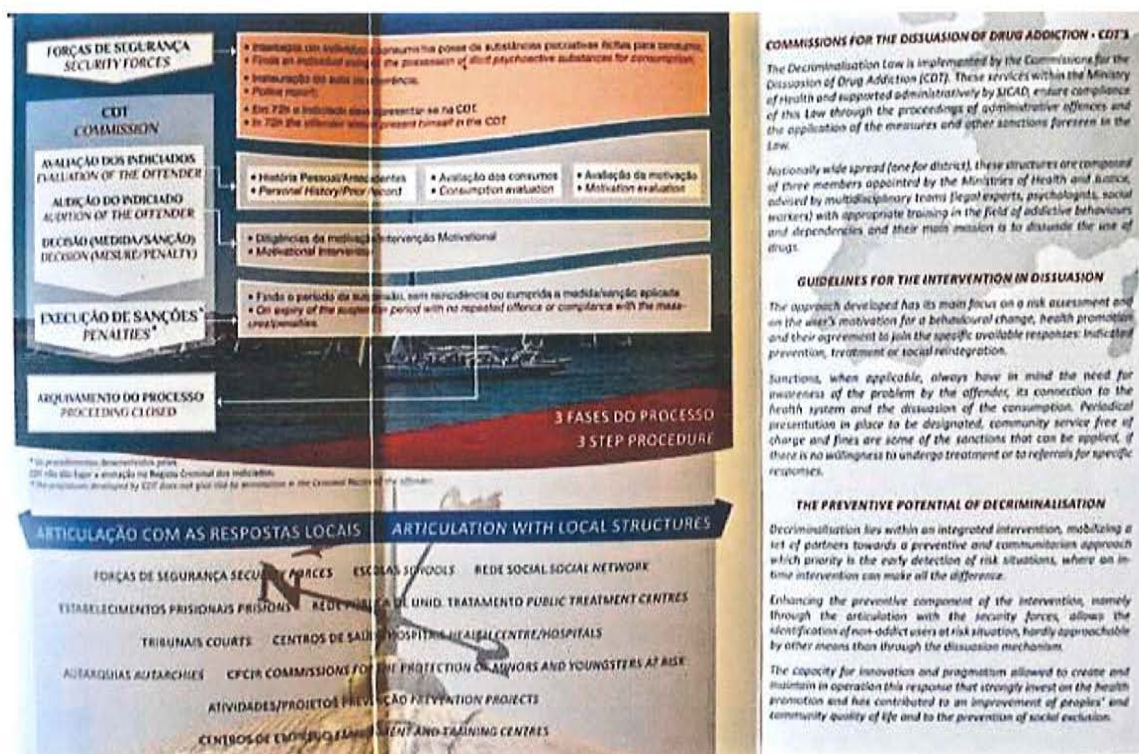
Decriminalization of drug use should be understood as one of the measures included in the comprehensive drug policy.



*\*Decriminalization is just one of the elements in a comprehensive drug policy\**

Punishment in terms of incarceration was no longer associated with addiction. Ultimately, the government made a conscious decision to treat addiction as a ‘health’ issue, not as a ‘criminal’ issue. Financially, they took the sector away from the Law Enforcement budget, and moved it into the Health Ministry budget. Through this they made not only a humanitarian savings, in terms of helping to stop the spread of disease and harm, but ultimately they made a significant tax dollar savings from the sector not only in terms of law enforcement and incarceration, but also from the cost of criminal victims and criminal acts.



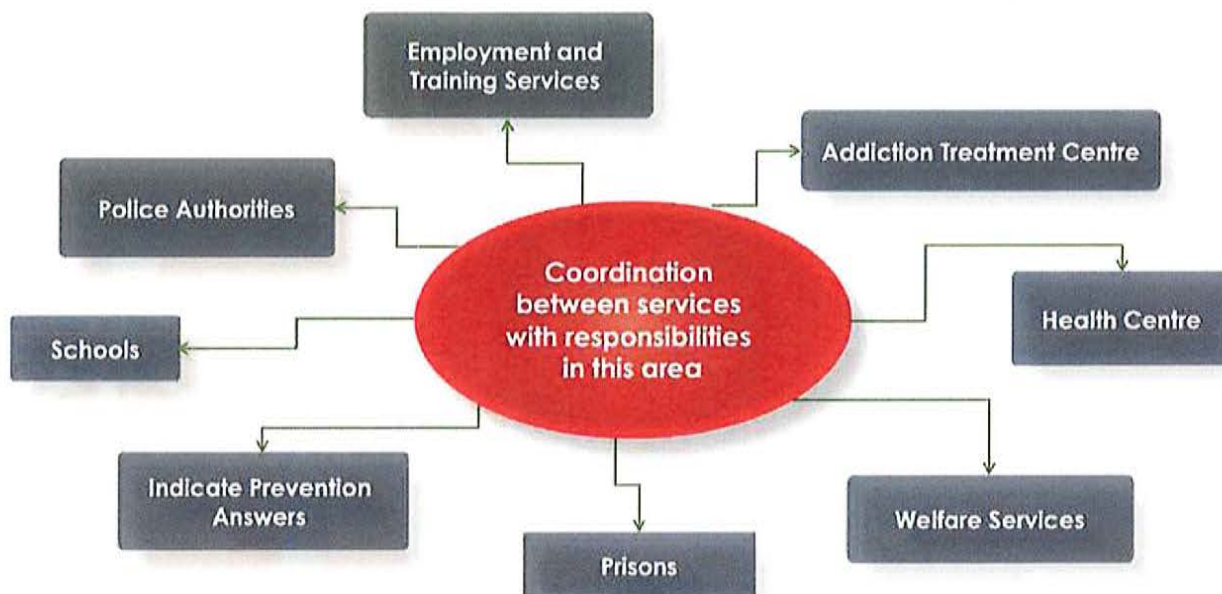


## How it Works:

Possession was decriminalized, specifically the consumption of narcotics and psychotropic substances. Trafficking in drugs is still a criminal offence. A threshold was determined regarding what is a personal possession amount. Anyone found with more than this amount is dealt with criminally, just as someone in Canada might be charged criminally for manufacturing or selling alcohol or marijuana without appropriate licensing. Anyone found to be in possession below the possession threshold receives a citation and is required to appear before the Drug Addiction Deterrence Committee, usually within seventy two hours. This Committee in general consists of a medical representative, a legal representative, and a social worker representative. They are supported by technical decision support teams. An assessment of the client's relationship to the substance is performed and a penalty or suspension applied to enable treatment if appropriate. By working with the individual cited, a path of options and/or treatment is determined. This could be, for example, a fine for a one off event, or a period of Community Service, or a long term treatment of varying lengths in one of 79 Therapeutic Communities in the country.



## NETWORK

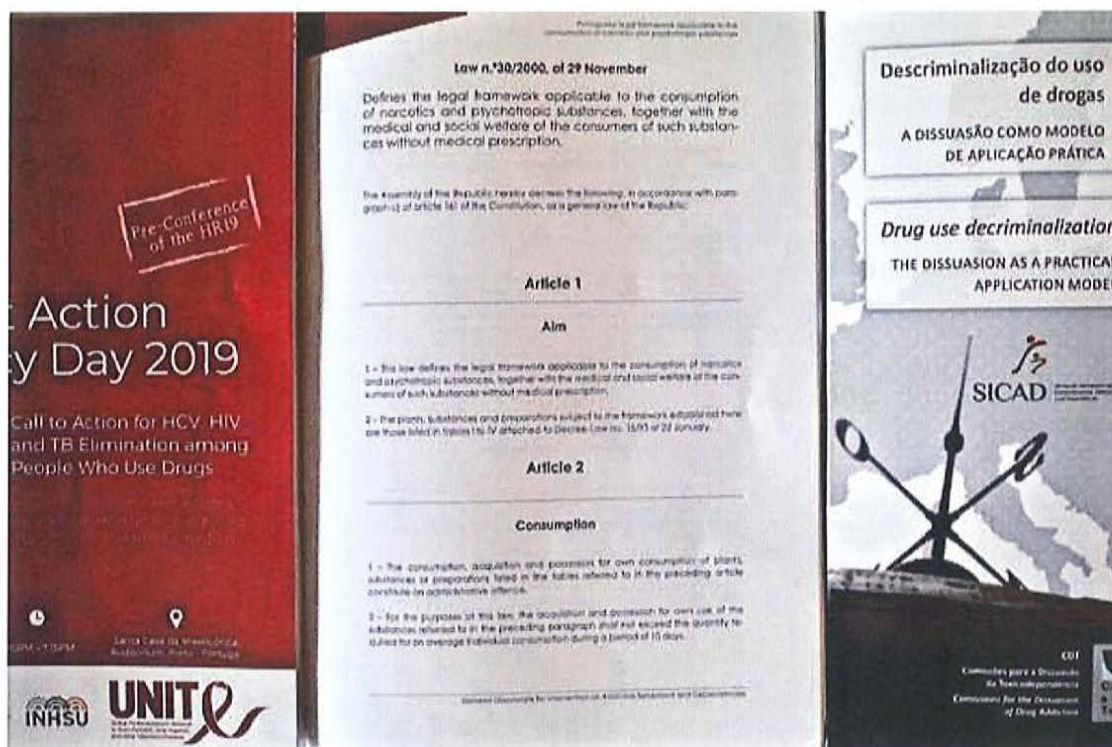


*\* the network of alternative partnerships in Portugal \**

**Placement in a treatment is almost immediate.**

As with any large public endeavours, there are many complexities and adaptations which have made themselves known and which have evolved throughout the past twenty years. In 2003 the Institute of Drugs and Drug Addictions was created within the Portuguese Ministry of Health; in 2007, it also assumed the response to problems related to alcohol; in 2012, the Institute was dissolved and replaced by SICAD (General Directorate for Intervention on Addictive Behaviours and Dependencies), transferring regional delegations to Regional Health Administrations. The Regional Health Authorities have multi disciplinary teams composed of Doctors, Nurses, Psychologists and Social workers. Treatment periods vary from six months to three years, depending on the situations.

Over the years flexibility has been built in for multiple scenarios, such as pregnancies, minors, old age pensioners, long term care, mental health issues, alcohol versus other drug addiction detox treatments, and other complex care health issues. There are approximately 14 teams in the Lisbon and Tagus Valley areas alone (consisting of a doctor, nurse, psychiatrist and social worker), and of course additional teams that deal with this throughout the entire country.



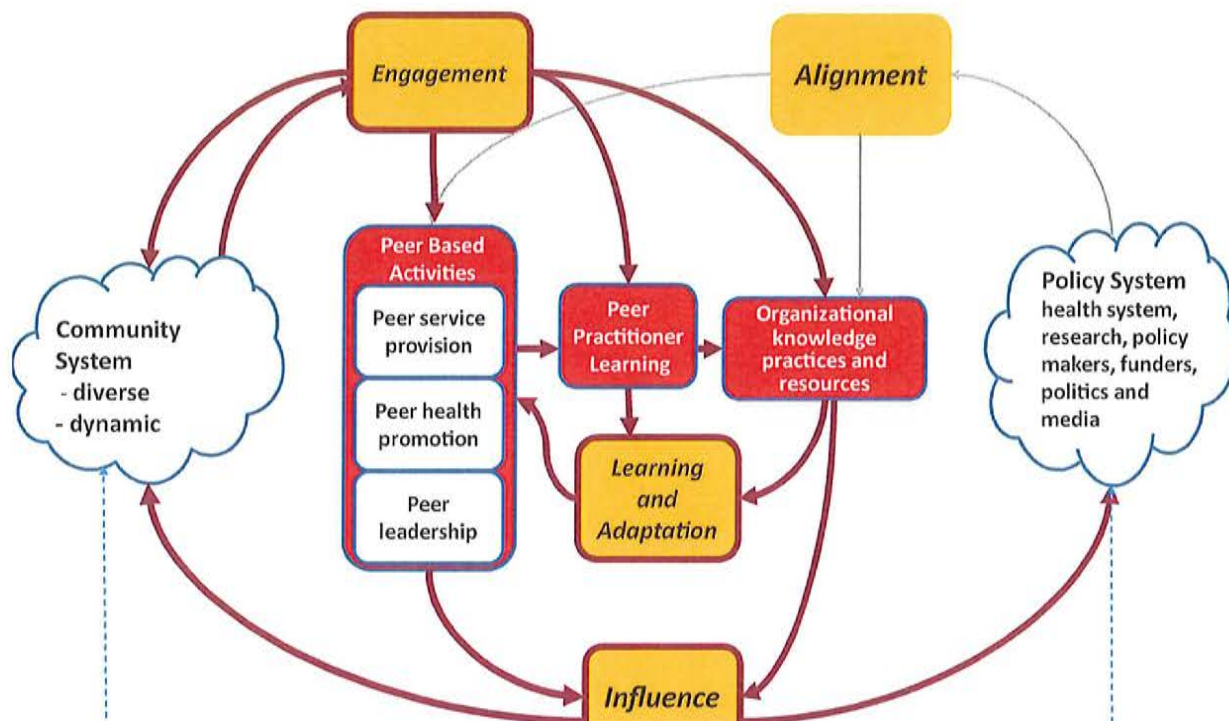
There are 79 Therapeutic Communities, 3 operated by the government, and 76 are private, but operated under the guidelines and programming developed by the Ministry of Health.

The current (May 2019) cost for each client in a Therapeutic Community is approximately \$1100 CAD per month, of which 20% is paid by the client, the family, or social services (case dependent) and the remaining 80% is covered by the Ministry of Health.

There are several additional projects in the area of harm reduction, such as a reception centre in Lisbon with a capacity to house 50 clients for up to six months, two mobile Overdose Prevention Units (in Porto and Lisbon), and also a methadone program that responds to 1300 people in Lisbon.

An additional aspect of the model in Portugal is the integration of peers as employees and volunteers. These workers are often referred to as PWLE (people with lived experience) in BC, or PWUD (people who use drugs) in Europe. Peers bring more street credibility, less stigma, and more realistic programming into the health practices. Peer programs are growing in stature and becoming standard practice throughout the global community.





*Courtesy G. Brown, La Trobe University*

Portugal also has a parallel program under the UNITE banner with global affiliates to reduce the incidence of diseases associated with drug use, such as HIV and Hep C. Incidences of HIV diagnoses attributed to drug use in Portugal have declined from an already low number of 61 in 2015 to an even lower number of 18 in 2017.

The program in Portugal is successful due to being flexible and evolving. As former President Jorge Fernando Branco de Sampaio stated at an address of which I was fortunate to be a part of:

“Successes are not timeless, they always need scrutiny and review”.



*(Former) President of Portugal Jorge Fernando Branco de Sampaio, member of the Global Commission on Drug Policy*



## The Main Measure of Success of the Portuguese Model

There are many measures of success, many of which are documented more scientifically in papers other than this one. These measures often indicate savings in the courts and law enforcement, savings in the treatment of communicable diseases, significant decreases in the number of fatalities, and a counter balanced improvement in the health and safety of citizens.

The key measure, the very simple measure of success from my findings are related to fatalities:

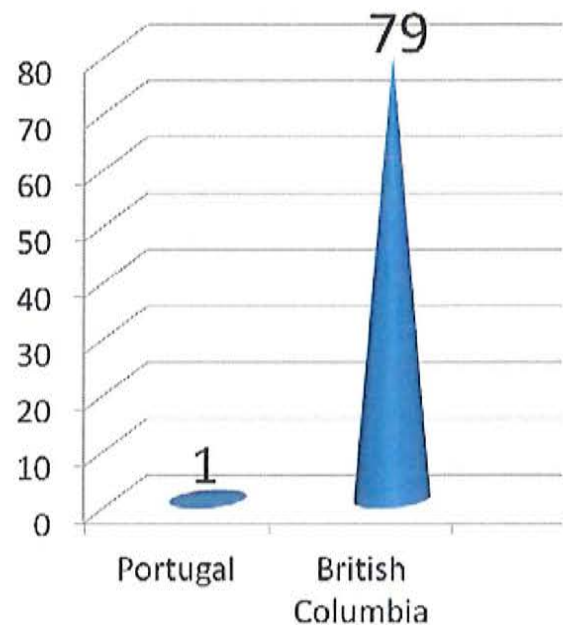
In a population of roughly 10 million, over the past ten years, the number of overdose deaths in Portugal has ranged between 20 – 40 annually.

In BC alone, in our comparatively smaller population of roughly 3 million, approximately 1200 people died in the year one year of 2018.

In other more specific, and a more comparable grouping, numbers provided by our Provincial health office indicate that Portugal had a fatality rate of 0.39 per 100,000 people; in 2018 BC soared to 30.8 per 100,000.

### 2018 BC Drug Overdose Deaths

For every single  
overdose death  
in Portugal



Or put it this way: every day in BC an average of four people die of an illegal drug overdose.

## Learning to Look Elsewhere

One of the many “eureka” moments which came to me when I was fortunate enough to act as a leader in our community was that you should always look elsewhere for alternative practices before reinventing the wheel. We have the opportunity to look elsewhere, and in Portugal there are models in practice or underway that we can put into our own best practices.

As well there are aspects of Portugal's practices that have been lacking. For example, they didn't anticipate the need for a safer supply of narcotics. Now ironically, they have been so utterly successful at reducing



the numbers of addicts, diseases and fatalities, there is very little political support for further measures to be taken. Hence they are still left with a remnant of the problem, that being the criminal aspect.

Our human society has a pattern of not fixing issues until they get to a particularly bad state. We didn't put the big push into finding solutions to the AIDS epidemic until it moved into the mainstream of society. We traditionally allow issues between countries to escalate until we finally decide to go to war. We don't allow women to vote until enough of them stand up and demand that right. We don't accept a woman's right of choice when it comes to abortion until a large number of women die at the hands of back alley practitioners. Have enough people in BC died for us now to consider adapting what is now known the world over as the “Portuguese Model”?

We have the opportunity to install a new approach in BC with more effective solutions. We do not have to change federal laws in order to adopt a Portuguese

model, where addiction is treated as a health issue. In fact, with BC suffering the most extreme results of the Opioid epidemic, it makes ultimate sense to enact those changes here, with the rest of Canada following after close study. This would allow for the federal bodies to identify pros and cons and to make appropriate adjustments. Tools exist within our provincial mandates to embark on these changes for humanitarian and economic savings.

**When Portugal embarked on their path to an alternative model, they were told, in fact warned, and in fact threatened by International partners that they were not “allowed” to decriminalize possession of addictive substances. Within two years of their Committee’s proposal, they signed it all into practice.**

We have been warned, by our own provincial government, that they will not endorse the recommendations of our Provincial Health officer to decriminalize; they will not do this because of federal regulations. Since when have we allowed ourselves to be held back by federal regulations? How many millions of dollars has our province already spent to fight the federal government over pipelines from another province, all because of a fragile political alliance, which allows them to keep the “confidence” of their legislative assembly. Are we willing to allow outdated regulations to kill four of our people every day, and – ironically enough – pay higher taxes in order to do that?

### **Where there is a Will, There is a Way**

Which brings us to “the will”. The main and most obvious reason Portugal had the political stamina to change their model, to change their path to one of solutions rather than punishment, was because their leaders, as well as their citizens, were all being touched directly by the deaths and tragedies of the culture of addiction current in their country at that time. The economic savings in terms of incarceration and crime reduction came more as a result, not a planned achievement. The current Mayor of the city of Porto, Rui Moreira, stated that 25% of his colleagues died during that country’s drug epidemic.

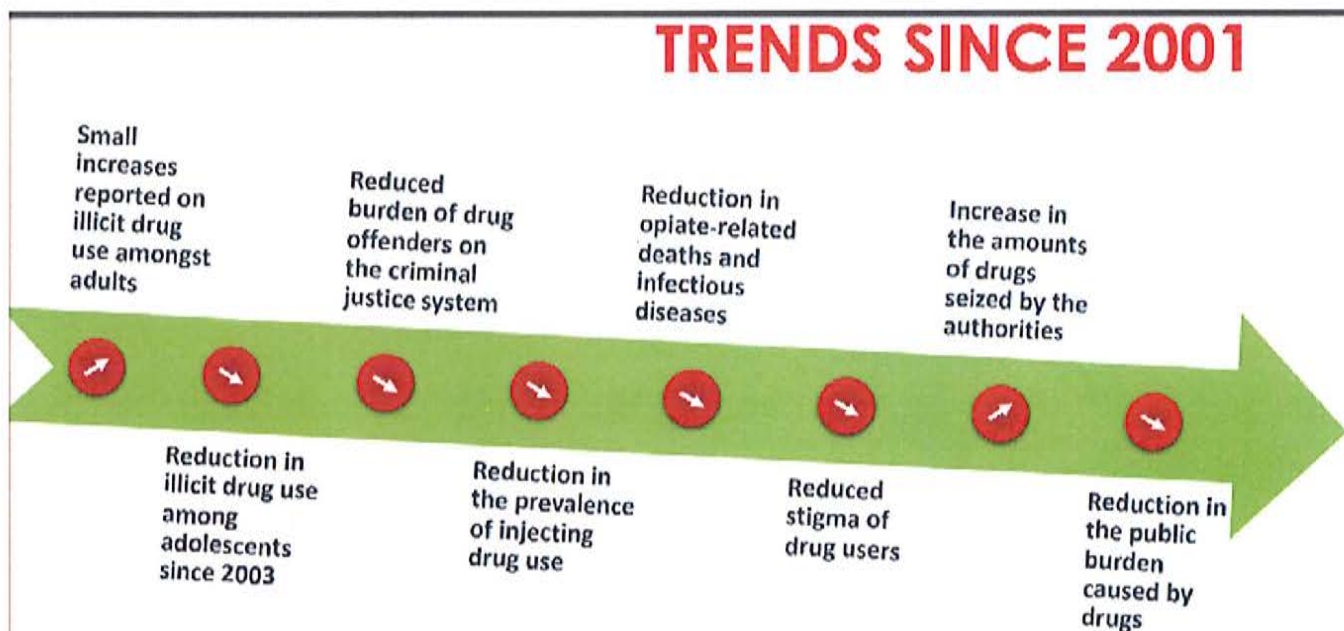
You have seen the numbers for BC. Now we do have the ability to install this “Portuguese” alternative, this time tested model; we just need the political will.



Perhaps we don't have the political will because not enough people have died ...yet; perhaps not enough political leaders have had their own families touched by addiction related deaths....yet; perhaps not enough politicians have had to sink their entire lifetimes into debt in order to get private treatment for their family members...yet; expensive and yet inadequate private treatment which allows their loved ones to relapse and, often, fatally overdose.

In addition, the truth about the taxpayer dollar savings involved in changing our approach has not yet percolated through to our political leaders or to society in general. The simple economics of having a large number of our society sitting idle, not working and not looking for work (let alone not able to work due to their illegal addictions) was touched on recently by none other than the Chair of the United States Federal Reserve, Jerome Powell. In a recent interview on the TV program Sixty Minutes, Mr. Powell stated that the Opioid Crisis plays a very significant role in the stagnant growth of a country, due to the people affected not taking part in the economy, by not producing, by being addicted and/or by being in prison.

Many of our taxpayers don't even know about how much money is wasted, let alone how much money could be saved. I have been fortunate enough to see much of it first hand working on the streets of Vancouver and witnessing all of the drug related multiple responses by police, fire and ambulance, and hospital staff; or more recently



*\* Trends in Portugal since decriminalization of possession \**

while in the field of homelessness and addictions and witnessing how much can be saved by simply giving a person a place to live. It doesn't take much of a microscope to see the vast costs that are wasted are due to addiction generated incidents.

For just a few examples, there is the often futile enforcement time and policing cost; endless, revolving-door courtroom appearances; criminal acts generated solely because of the illegality of addiction; the very expensive costs incurred (upwards of \$60,000 annually) for incarcerating someone when they are actually convicted. Interestingly enough, in Portugal it was found that after decriminalization of possession, law enforcement was able to focus much more effectively with other nations on international drug smuggling operations. Then there are the huge costs generated to the victims of crimes... whether it be retailers enduring the never ending cost of shoplifting; the owners of businesses being broken into, residential homes and apartments being broken into, despite expensive and elaborate security procedures. All of this so that people with addictions can sell goods to purchase illegal street drugs.

The diseases that run rampant amongst illegal addictions is another matter altogether, and yet we still often don't understand that simply preventing the spread of one case of HIV or Hep C can save hundred's of thousands of taxpayers' dollars over the duration of a patient's course of illness. We also quite often fail to recognize that savings in the field of harm reduction and addictions allows for improvements in other medical fields, whether that be for better Dialysis programs, larger and more efficient emergency rooms, improved Diabetic treatments, better Cardiac or Respiratory Care, easier access to MRI or CT scans, more funding for hip and knee replacements, or simply more staff or more acute care beds in our hospitals for complex and challenging medical cases.

## Summary

To sum up, my experiences and a growing segment of our social, health and law enforcement networks, suggest that we should:

1. Engage with our health professionals, our law and legal professionals and our citizens to make addiction and possession of addictive substances solely a health issue, under the Ministry of Health, thereby eliminating all criminality associated with addiction
2. Develop a supply model for addictive drugs, thereby eliminating the criminal and disease element of purchasing contaminated street drugs
3. Develop long term, affordable, yet flexible Treatment Communities and Health Teams to provide the needed services within this model
4. Inform our federal counterparts, politely and firmly, of our intentions to move forward on this initiative as a provincial pilot program, which they will be welcome to participate when they are prepared to step in.

Now of course there are many additional elements that need to be addressed. Poverty, mental illness, homelessness, economics...these all play a connecting role in addictions. But decriminalization, a safer supply and treatment models, are the three main roads to a sensible solution. To follow up on this topic in regards to next steps, I am engaging in research on the treatment end of the decriminalization strategy, particularly focusing on Therapeutic Communities. A very appealing aspect is that these can be made sustainable through Social Enterprise business ventures, so that there is no negative impact on the taxpayer dollar; also the role of Peer development plays a significant part in the training and programming, providing a path to employment, reducing stigma, and improving success rates. I hope to explore this critical field over the next few months in a subsequent paper. Working in conjunction with the Port Alberni Shelter Society, we have already engaged with several operators in the United States and Canada and shortly plan on looking at some European models.



I would like to leave you with the following thought:

Opportunities occasionally arise for a Community, for a Province, and for a Country to move forward in a dramatic manner. An opportunity to help prevent the deaths of our fellow citizens. An opportunity to help prevent the spread of disease. An opportunity to help save tax payer's dollars. An opportunity to do the right thing, whether it be for humanitarian or economic goals (in this case both). An opportunity is here now to achieve all of those goals.

Politics serve a large purpose and a large part of that purpose should be to recognize errors and to implement change, not to resist. Let's listen to the people, let's listen to the professionals. Politicians have no more right to determine that addiction is criminal than they do to determine whether a woman has control over her own body. Politics should serve the People. This crisis crosses all political boundaries and requires a non-partisan approach. If you want to go fast, go alone. If you want to go far, go together. Let's go together and put People before Politics.

A statement I heard while in Portugal resonates here:

"We had an opportunity to put People before Politics. We put People first. We got the criminal justice system out of the way so that the public health system could step in. We invested in our culture. We invested in our Citizens".



### Further Reading:

“Stop the Harm” by Dr. Bonnie Henry, Office of the Provincial Health Officer April, 2019  
<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/reports-publications/special-reports/stopping-the-harm-report.pdf>

Free Heroin, unusual clinic offers chance to be human  
<https://www.cbc.ca/news/health/national-heroin-treatment-program-crosstown-clinic-1.5137551>

Fighting for Space...Travis Lupick  
<https://www.fightingforspace.com/>

An Overdue Debate on Decriminalization...Travis Lubick,Globe and mail June 8, 2019  
<https://www.theglobeandmail.com/opinion/article-decriminalization-is-the-overdue-debate-canada-needs-to-have-around/>

W3 Peer Research, Understanding what works and why in Peer - Based and Peer-led Programs:  
Graham Brown, La Trobe University, Australia  
<http://www.w3project.org.au/>

A Quiet Revolution: Drug Decriminalization across the Globe (Eastwood, Fox, Rosman)  
<https://www.release.org.uk/publications/drug-decriminalisation-2016>

The Paradox of Prohibition... Marks, J.  
[https://www.researchgate.net/figure/The-paradox-of-prohibition-Adapted-from-Marks-J-1993-The-paradox-of-prohibition\\_fig3\\_323101985](https://www.researchgate.net/figure/The-paradox-of-prohibition-Adapted-from-Marks-J-1993-The-paradox-of-prohibition_fig3_323101985)

For follow up, please feel free to contact me: John Douglas  
jmdouglas56@shaw.ca  
250-735-7177



I Keith Ambrose  
request to speak before  
council at the next  
city council meeting

My subject matter  
concerns my difficulty  
doing business in  
Port Alberni. I left  
15 questions for council  
to consider ~~250 questions~~

Thanks Keith Ambrose

ENTERED



## CITY OF PORT ALBERNI

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### CLERK'S DEPARTMENT REPORT TO COUNCIL

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TO: Mayor & Council

FROM: Tim Pley, CAO

COPIES TO: Mayor and Council  
Davina Hartwell, City Clerk  
Alicia Puusepp, Manager of Communications

DATE: August 6, 2019

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**SUBJECT: 2018 Annual Report**

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**Issue:**

Council's receipt of the 2018 Annual Report at the Annual Meeting to be held in conjunction with the regular meeting of Council on August 12, 2019 at 2:00 p.m.

**Background:**

In accordance with the provisions of S. 98 of the *Community Charter*, a council must before June 30 each year: prepare an annual report; make the report available for public inspection; and have the report available for public inspection at the meeting required under S. 99.

Annual Report

The annual report must include the following:

- (a) the audited annual financial statements for the previous year;
- (b) for each tax exemption provided by a council under Division 7 [*Permissive Tax Exemptions*] of Part 7 [*Municipal Revenue*], the amount of property taxes that would have been imposed on the property in the previous year if it were not exempt for that year;
- (c) a report respecting municipal services and operations for the previous year;
- (d) a progress report respecting the previous year in relation to the objectives and measures established for that year under paragraph (f);
- (e) any declarations of disqualification made under section 111 [*application to court for declaration of disqualification*] in the previous year, including identification of the council member or former council member involved and the nature of the disqualification;

ENTERED

- (f) a statement of municipal objectives, and the measures that will be used to determine progress respecting those objectives, for the current and next year;
- (g) any other information the council considers advisable.

### Annual Meeting on Report

The council must annually consider, at a council meeting or other public meeting, the annual report prepared under section 98, and submissions and questions from the public. The annual meeting must occur at least 14 days after the annual report is made available for public inspection under section 97. The council must give notice of the date, time and place of the annual meeting in accordance with section 94 *[public notice]*.

The Annual Report was made available to the public during the last week of June, 2019 in accordance with legislation, and notice of the date, time and place of the annual meeting was provided in the Alberni Valley News on July 24<sup>th</sup> and 31<sup>st</sup>, 2019. The Report has been available on the City's website and from the Clerk's Department at City Hall.

### **Recommendation:**

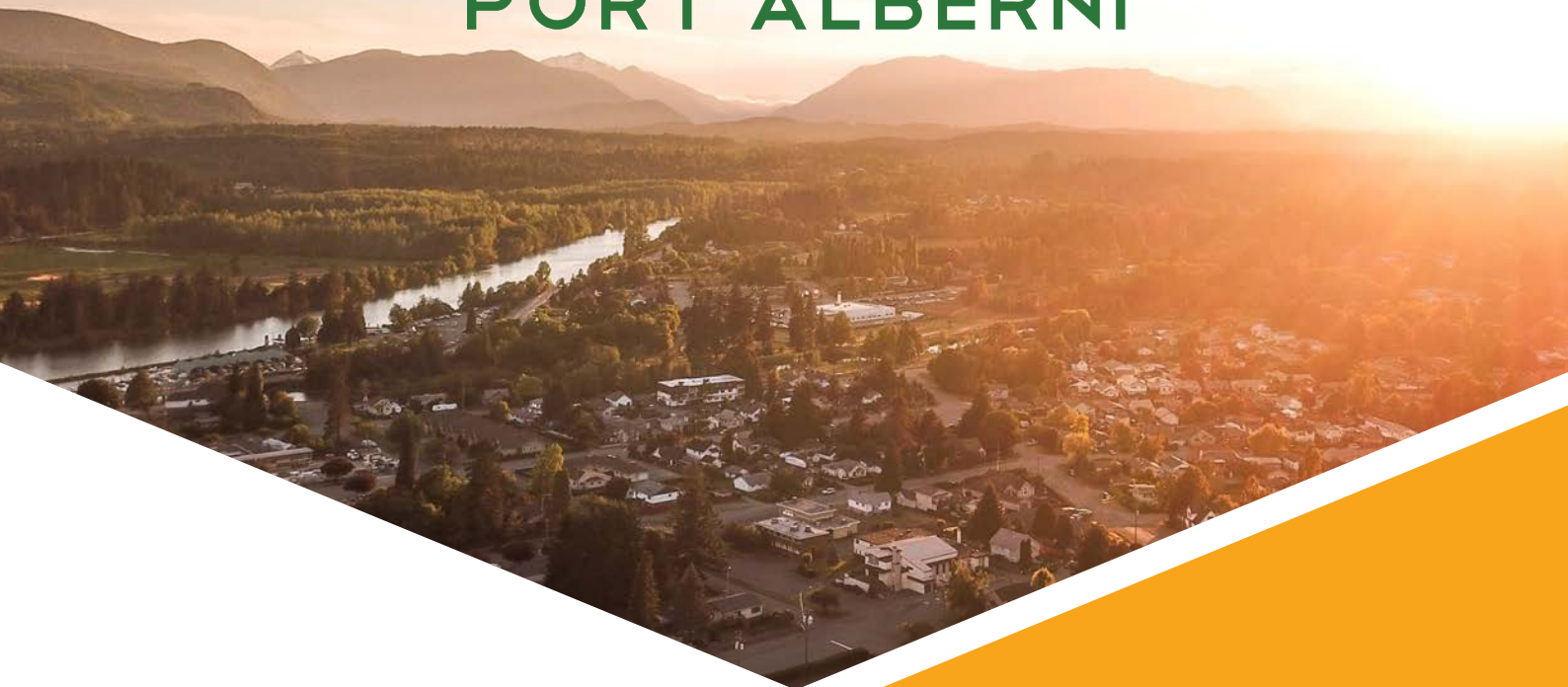
*That the report from the CAO dated August 6, 2019 providing the 2018 Annual Report in accordance with Community Charter legislation, be received.*

Respectfully submitted,

Tim Pley, CAO



CITY OF  
**PORT ALBERNI**



**ANNUAL REPORT**  
**2018**





## PORT ALBERNI AT A GLANCE

In the heart of Vancouver Island, connected by the sea, wrapped in a blanket of emerald moss and cloaked in ancient history sits Port Alberni, a vibrant waterfront community with over 17,000 residents. Located within the traditional unceded territories of Tseshaht and Hupacasath First Nations, Port Alberni provides stunning nature views featuring the majestic Beaufort Mountain Range, the 48-kilometer long Alberni Inlet and the protected wetlands of the Somass River Estuary. It boasts terrific outdoor recreational opportunities and provides an excellent quality of life for residents and visitors alike.

Port Alberni has a deep sea port, state-of-the-art secondary school, hospital, a well-developed array of recreational facilities, significant tourism attractions and an upgraded airport, not to mention it has some of the lowest property costs in British Columbia. While forestry and related manufacturing have long been the main-stay of the Port Alberni economy, diversification efforts are being directed into tourism, marine industry, aerospace, the arts and clean technologies.



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## ABOUT **YOUR** LOCAL GOVERNMENT

The City of Port Alberni local government is committed to providing local services, facilities, safety and infrastructure for the community. Through a sensible approach to municipal government, the City recognizes the need to balance social, environmental, economic and cultural perspectives in all aspects of its operations and services. The City also places special emphasis on 'sustainability,' ensuring that the needs of today's citizens are met while also planning strategically for the needs of future generations.

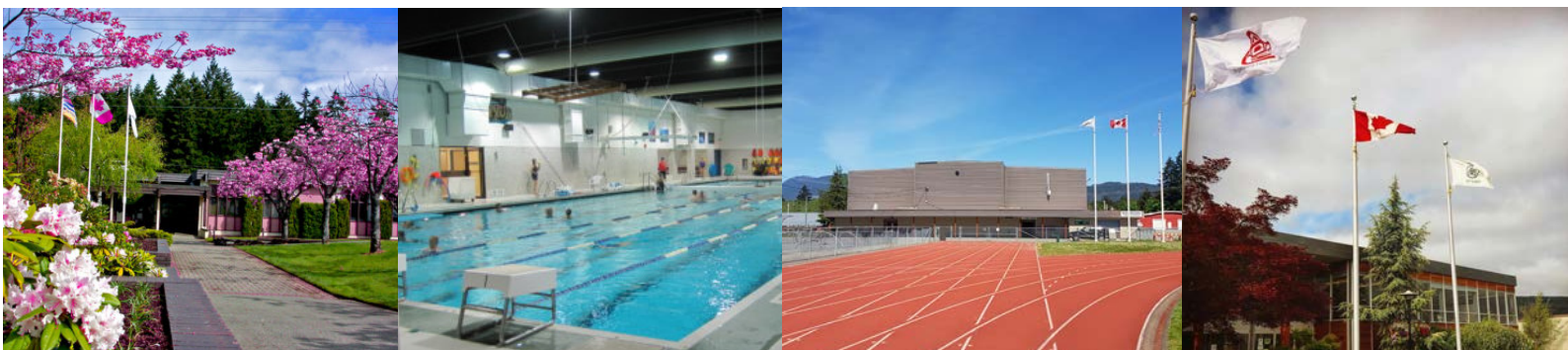
The City of Port Alberni is made up of nine internal departments and one external department, the RCMP, and employs over 200 people. Of that, approximately 140 are full-time positions with the remainder being either part-time or casual. These employees are dedicated to serving the public by helping manage City-led programs and operating City-owned facilities. Each department reports to the Chief Administrative Officer (CAO) who undertakes the management and administration of City operations.

At the close of each year, departments conduct performance reviews to gain insight into the achievements of staff, analyze departmental spending in relation to the annual budget and forecast the allocation of staff resources based on the Five-Year Financial Plan. This information is then compiled into an annual report for the public's consideration.

# PUBLIC CITY FACILITIES

The City of Port Alberni maintains a complete program of essential services and manages a number of public facilities that bring life and energy to the community. These facilities are:

- |   |   |
|---|---|
| ✓ City Hall<br>4850 Argyle Street                               | ✓ Echo 67' Community Centre<br>4255 Wallace Street      |
| ✓ Public Works and Parks Yard<br>4150 6th Avenue                | ✓ Alberni Valley Multiplex<br>3737 Roger Street         |
| ✓ Alberni Valley Museum<br>4255 Wallace Street                  | ✓ Glenwood Centre<br>4480 Vimy Street                   |
| ✓ Alberni Pacific Railway, Train Station<br>3100 Kinsway Avenue | ✓ McLean Mill National Historic Site<br>5633 Smith Road |
| ✓ Bob Dailey Stadium and Track<br>4480 Vimy Street              | ✓ Echo Park Field House<br>4200 Wood Avenue             |
| ✓ Echo Aquatic Centre<br>4255 Wallace Street                    | ✓ Gyro Youth Centre<br>3245 7th Avenue                  |





## YOUR CITY CAO



On behalf of City staff I am pleased to support Council in the presentation of the 2018 Annual Report.

2018 was a year of transition for the City of Port Alberni. In the early part of the year Council for the City of Port Alberni acted on input received from the public regarding emerging “Big City Problems” particularly in the Uptown District. Council allocated funding for a significant expansion of the City’s Bylaw Services Department, established a building security incentive grant program, and renovated City Hall to accommodate the expanded department. By the third quarter of 2018 the Bylaw Services Department was fully staffed and the City had embarked on a proactive bylaw enforcement program. Coupled with the already well-functioning Nuisance Abatement Working Group, the newly formed Bylaw Services Department led in making noticeable improvements in the City’s Uptown District. The tide had begun to turn.

A significant transition event occurred in the fall of 2018. A civic election resulted in some new faces at the Council table, most notably in the Mayor’s chair. Former Councillor Sharie Minions was elected to the position of Mayor.

As we begin the term of current City Council I express my gratitude to the members of the most recent Council. They demonstrated courage leading the City in responding to challenges and in adjusting to changes faced during their term. I wish all the best to those who are no longer on Council.

As we enter 2019, City Council has already formed into a team, which has resulted in a soon-to-be-released Strategic Plan. That Strategic Plan forms a road map that City staff will follow with vigor. The path forward for Port Alberni is exciting as we continue to grow into the most livable city in the region.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Pley". The signature is fluid and cursive.

Tim Pley

Chief Administrative Officer



## YOUR CITY MAYOR

On behalf of Council, I am thrilled to present the 2018 annual report. It has been a busy first six months, but I say with confidence that each member of council has enjoyed every minute.

Shortly after our new council was elected we began work on the 2019-2023 financial plan and budget. It was a great learning experience for our new councillors, and it gave us a chance to determine several high-level priorities as we became comfortable in our new roles. Having not yet created our strategic plan, we set public safety and infrastructure renewal as our year one priorities.

I am pleased that the 2019 Financial Plan reflects only a 2.2 per cent taxation increase to the average homeowner, much lower than many other communities in BC. We would not have been able to accomplish this without the hard work of City staff, so we would like to take this opportunity to extend our appreciation to every member of the team. We are proud to represent an organization in which people take such pride in their work every single day.

Council will continue its work on a strategic plan that will guide good decision-making and provide clear direction over the next three and a half years. In the plan, people can expect to see a high focus on beautification, improved walkability and vibrancy in our commercial areas, improvements to the waterfront, and an emphasis on finding the highest and best use for City assets.

The City is a continuous body. This report celebrates the good work completed by the City in 2018, the bulk of which was completed under the guidance of the previous City Council. We would like to extend our most sincere appreciation and thanks to Mayor Ruttan and previous council for their hard work and dedication serving this community over the past four years.

We look forward to working with you and engaging with you over the coming years.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sharie Minions'.

Sharie Minions  
Mayor

# YOUR CITY COUNCIL

The City is governed by a council of seven who are responsible for municipal leadership and decision making. Council establishes policies and set priorities to ensure their decisions consider the interests and well-being of the public and that of the land we live on.

The year 2018 was a transitional one for the City of Port Alberni. With an October 2018 election, the City gave thanks to its current Council for their service from 2014 - 2018, and welcomed a new Council with three returning faces.



In accordance with Section 98(2)(e) of the Community Charter, there were no declarations of disqualification made under Section III of the Community Charter in the year 2018.

## ELECTED OFFICIALS 2014 - 2018

- BACK ROW (L-R) COUNCILLOR JACK MCLEMAN, MAYOR MIKE RUTTAN, COUNCILLORS DAN WASHINGTON AND RON PAULSON
- FRONT ROW (L-R): COUNCILLORS CHRIS ALEMANY, SHARIE MINIONS AND DENIS SAUVÉ



## ELECTED OFFICIALS 2018 - 2022

- BACK ROW (L-R) COUNCILLOR CINDY N. SOLDA, MAYOR SHARIE MINIONS, COUNCILLORS HELLEN POON AND DEBBIE HAGGARD
- FRONT ROW (L-R): COUNCILLORS RON CORBEIL, DAN WASHINGTON AND RON PAULSON





**Sharie Minions**  
**Mayor**



**Debbie Haggard**  
Councillor



**Cindy N. Solda**  
Councillor



**Dan Washington**  
Councillor



**Helen Poon**  
Councillor



**Ron Corbeil**  
Councillor



**Ron Paulson**  
Councillor





## OUR MISSION

**To enhance the quality of life  
for residents and taxpayers by  
creating a vibrant waterfront  
community.**

# OUR VISION

Port Alberni is a vibrant waterfront community at the heart of Vancouver Island that recognizes the waterfront as its greatest natural asset and works to ensure it integrates residents, tourists, arts, culture, industry and innovation.

## **SUSTAINABLE & ENVIRONMENTALLY RESPONSIBLE**

We are committed to principles of economic, social and environmental sustainability.

The City provides environmentally responsible services and infrastructure that meet our current and future needs.

## **WELCOMING, ACCESSIBLE & ATTRACTIVE**

We are an attractive and livable city that embraces and celebrates its natural, historical and cultural resources.

Residents and visitors are welcomed and included in all aspects of service delivery. We are recognized for service excellence through staff consistently delivering high-quality services and meeting the needs of the public.



## **ACTIVELY CREATING OUR FUTURE**

Mayor and Council provide strong leadership based on a long-term vision and ensure public participation in setting priorities.

Citizens have access to all public information and participate in decisions that affect their well-being. The City includes economic, social and environmental factors in their decision-making processes.

The City is fiscally responsible and creates a climate for investment and involvement by its citizens.

## **SAFE, CARING & HEALTHY**

We are committed to creating a safe and healthy community that provides safe and accessible facilities, parks and open spaces for the enjoyment and well-being of its citizens.

We are proud of our innovative and inclusive parks, recreation and cultural services. Our greatest asset is the "social capital" created by the active involvement of staff and volunteers in all aspects of service delivery.

## **ECONOMICALLY ROBUST & DIVERSE**

The City encourages and supports economic development and the creation of a diversified economy, through active promotion of the City and partnering with a wide range of stakeholders.

The City is business friendly and ensures policies and bylaws support a diversified economy including entrepreneurial activity, industry, small business, agriculture and tourism.



# OUR GOALS

The City's five strategic goals represent the framework for achieving its vision of being a vibrant waterfront community. Each year the City undergoes a budget process that helps align the City's goals with its municipal projects and spending. The goals, coupled with the mission and vision, bridge where the City has been and where it wants to go - it sets out a clear sense of purpose for its staff and citizens.



## LIVING WITHIN OUR MEANS

The City of Port Alberni is dedicated to minimizing tax increases, utilizing tax dollars wisely and increasing non-tax revenue sources.



## A CONNECTED COMMUNITY

The City of Port Alberni is committed to maintaining and renewing its infrastructure and developing active transportation networks.



## REVITALIZATION

Revitalizing the economy and ensuring the city is a vibrant livable location is essential to Port Alberni's growth and development.



## PROTECTING THE ENVIRONMENT

The City of Port Alberni has a rich natural environment, including an ocean inlet, rivers, wildlife corridors and significant wetlands. Investing in the protection of our land, air and water quality is vital to the City's success.



## BEING RESPONSIVE

The City of Port Alberni greatly values being responsive to the needs and desires of those it serves, and is committed to being open and transparent.





# FINANCIAL STATEMENTS

CONSOLIDATED STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED DECEMBER 31, 2018

	2018	2017
<b>FINANCIAL ASSETS</b>		
Cash	\$36,691,336	\$33,830,155
Accounts receivable	\$4,600,470	\$4,352,361
Inventory for resale	\$53,268	\$61,746
Long-term Investments	<b>\$2,171,135</b>	<b>\$2,543,023</b>
	<b>\$43,516,209</b>	<b>\$40,787,285</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	\$6,488,610	\$5,038,870
Deferred revenue	\$3,830,068	\$3,574,387
Refundable deposits	\$351,227	\$357,402
Debenture debt	<b>\$10,163,466</b>	<b>\$10,479,600</b>
	<b>\$20,833,371</b>	<b>\$19,450,259</b>
<b>NET FINANCIAL ASSETS</b>	<b>\$22,682,838</b>	<b>\$21,337,026</b>
<b>NON-FINANCIAL ASSETS</b>		
Inventory of supplies	\$488,077	\$442,651
Prepaid expenses	\$201,989	\$154,938
Tangible Capital Assets	\$107,905,268	\$105,513,395
Intangible assets	<b>\$86,111</b>	<b>\$103,333</b>
	<b>\$108,681,445</b>	<b>\$106,214,317</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$131,364,283</b>	<b>\$127,551,343</b>

CONSOLIDATED STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2018

	2018 Budget	2018 Actual	2017 Actual
REVENUES			
Taxes	\$23,315,874	\$23,450,919	\$22,772,563
Sale of services	\$9,971,594	\$9,870,774	\$9,784,198
Other revenue from own sources	\$831,040	\$858,339	\$227,518
Investment income	\$282,350	\$577,082	\$415,873
Grants	\$1,249,670	\$2,905,256	\$5,562,709
Developer contributions	-	\$671,379	\$55,938
Sale of property and equipment	-	\$117,139	\$386,325
Gain (loss) on disposal of assets	-	<b>(\$23,830)</b>	<b>\$274,563</b>
	<b>\$35,650,528</b>	<b>\$38,427,058</b>	<b>\$39,479,687</b>
EXPENSES			
General government	\$3,659,331	\$3,914,038	\$3,786,648
Protective services	\$11,006,417	\$10,460,475	\$11,232,258
Transportation services	\$4,261,679	\$5,863,040	\$6,257,913
Environmental health services	\$793,647	\$1,010,443	\$938,582
Environmental development	\$1,031,450	\$1,052,644	\$1,156,764
Recreation and cultural services	\$6,936,817	\$7,769,510	\$7,613,040
Interest	\$743,271	\$193,024	\$186,283
Debt reserve	\$20,300	\$3,114	\$2,738
Water utility	\$1,483,330	\$2,331,793	\$2,108,088
Sewer utility	\$1,212,850	\$1,886,037	\$1,798,156
Cost of sales and service	-	\$130,000	\$17,367
	<b>\$31,149,092</b>	<b>\$34,614,118</b>	<b>\$35,097,837</b>
ANNUAL SURPLUS	\$4,501,436	\$3,812,940	\$4,381,850
Accumulated surplus - beginning of year	<b>\$127,551,343</b>	<b>\$127,551,343</b>	<b>\$123,169,493</b>
<b>ACCUMULATED SURPLUS - END OF YEAR</b>	<b>\$132,052,779</b>	<b>\$131,364,283</b>	<b>\$127,551,343</b>

# FINANCIAL STATEMENTS

Service levels in Port Alberni were generally maintained, and residential taxes continued as projected with a three per cent increase to cover the rising costs associated with providing core municipal services.

The 2018 - 2022 Five-Year Financial Plan adopted by Council reflects increases in revenues and expenses with some reductions in services, making future provisions for necessary infrastructure improvements possible.

The City completed the 2018 fiscal year with an increase of \$3,812,939 to its accumulated surplus. A summary of the accumulated surplus balance is as follows:

Operating funds	(\$19,103,345)
Capital funds	\$125,520,751
Reserve funds - statutory	\$3,082,967
Reserve accounts - internally restricted	<u>\$21,863,910</u>

**Total:** **\$131,364,283**

The City's capital program included street and drainage upgrades of \$105,873; facility upgrades of \$1,279,005; water upgrades of \$247,594; sewer upgrades of \$906,638 and equipment replacement of \$1,199,771.

Funding of the capital program was comprised of government grants and donations of \$1,811,073 transfers from reserve funds of \$1,208,900; and operating revenues of \$1,581,535.

# COMMITTEES, COMMISSIONS & BOARDS

Committees, Commissions & Boards	Appointments
Advisory Planning Commission	Larry Ransom, Staff Sgt. Terry Smith, Rick Newberry, Jim Tatoosh (Hupacasath), TBC (Tseshaht), Councillor Sauvé, Amy Anaka, Ken McRae, John Douglas, Jeanette Nichols, Don Ferster, Sandy McRuer
Advisory Traffic Committee	Scott Smith, Wilf Taekema, Wes Patterson, Staff Sgt. Terry Smith, Pat Dahlquist, Caroline Robinson, Cameron McKinnon/ Phil Atkinson, Councillor Alemany
Air Quality Council	Councillor Chris Alemany; Kelly Gilday, Fire Chief
Alberni Valley Heritage Commission	Gareth Flostrand, Judy Carlson, Bert Simpson, John Douglas, Pam Craig, Jolleen Dick, Libby Manson, Penny Cote, Nancy Blair, Bill Collette, Deanna Beaudoin, Councillor Washington
Audit Committee	Councillors Dan Washington, Ron Paulson, Denis Sauvé
AV Community Forest Legacy Committee	Councillor McLeman, Councillor Paulson, TBC (ACRD Members) Chris Duncan, Gary Swann (AVCF); Ken McRae
Board of Variance	Boris Lehner, Gerry Hickey, Danese McDonald (3 year term to December 2018)
Community Investment Program/ Permissive Tax Exemptions	Councillor Paulson, Frances Ketteringham, Ron Jorgenson, Diane Mayba, Teresa Ludvigson
Court of Revision	Mayor Ruttan, Councillor Minions, Councillor Sauvé
Food Security & Climate Disruption Committee	Councillor Alemany, Sam Brownlee (AV Transition Town), Gary Swann, John Mayba, Guy Langlois, Sandra Gentleman, Branden Chase, Rosalind Chapman
Personnel Committee	Mike Ruttan (Chair), Councillors McLeman, Sauvé
Port Alberni Port Authority	Ken McRae (July 1, 2015 - June 30, 2018)
Reconciliation Committee	Councillor Minions, Sheena Falconer, Ian Benoit, Wally Samuel, Jim Tatoosh, Brandy Lauder (Hupacasath), Cynthia Dick, Ann Robinson (Tseshaht)
Regional District of Alberni Clayoquot Representatives	Mayor Ruttan, Councillor McLeman Alternates (in order): Councillors Paulson, Minions, Alemany, Sauvé, and Washington
Seniors Advisory Committee	Councillor Sauvé, TBC (Sunshine Club), Jan Cole, Ian Staton, Margaret Vatamaniuck



# PERMISSIVE TAX EXEMPTIONS

Under the provisions of Section 224 of the Community Charter, Council may, on or before October 31, exempt land and/or improvements from municipal property taxes for the next calendar year, subject to meeting certain requirements which in general, restrict exemption to non-profit organizations using the lands for specific non-profit purposes.

The Community Charter also provides for statutory (automatic) tax exemptions for a range of properties held or used by governments and public agencies, including places for public worship. These exemptions do not require Council authorization.

In 2018, Property Taxes foregone through Permissive Tax Exemptions equaled \$232,375.64.

Registered Owner	Exemption
666082 Bc Ltd	\$1,012.66
Alberni Athletic Association	\$17,790.13
Alberni Clayoquot Continuing Care Society	\$632.28
Alberni Community and Women's Service Society	\$2,288.00
Alberni Community and Women's Service Society	\$2,411.35
Alberni District Fall Fair	\$128.25
Alberni District Fall Fair	\$4,133.60
Alberni District Fall Fair	\$4,564.40
Alberni District Fall Fair	\$156.55
Alberni District Fall Fair	\$506.97
Alberni Valley Curling Club	\$5,724.96
Alberni Valley Gurdwara Society	\$270.54
Alberni Valley Hospice Society	\$2,463.24
Alberni Valley Junior Baseball Association	\$157.29
Alberni Valley Minor Hockey Association	\$379.21
Alberni Valley Senior Citizens Home	\$878.49
Alberni Valley Softball Association	\$588.49

Registered Owner	Exemption
Alberni Valley Rescue Squad	\$6,694.11
Alberni Valley Youth Soccer Association	\$2,651.78
Anglican Synod Diocese of BC	\$1,220.67
Arrowsmith Baptist Church	\$2,671.56
Bc Assn Of The Seventh-Day Adventists	\$720.71
BC Society for the Prevention of Cruelty to Animals	\$9,081.86
Bethel Christian Fellowship Society	\$742.22
Bishop of Victoria	\$5,345.73
Bishop of Victoria	\$1,564.47
Bread of Life Centre Inc. (No S36591)	\$1,702.30
CTH Management Association	\$738.77
CTH Management Association	\$2,742.90
CTH Management Association	\$19,461.56
Canadian Mental Health Association	\$2,025.22
Canadian Mental Health Association	\$7,637.29
Church Of The Nazarene (Canada)	\$1,707.26
Church Of The Nazarene (Canada)	\$3,257.97

Registered Owner	Exemption
Community Arts Council	\$1,188.23
Community Arts Council	\$601.13
Community Arts Council	\$601.13
Echo Sunshine Club	\$132.00
First Christian Reformed Church	\$1,862.06
Glenwood Gospel Assembly	\$541.44
Grace Lutheran Church	\$245.84
Grace Lutheran Church	\$326.31
Island Corridor Foundation	\$4,396.13
Island Corridor Foundation	\$2,073.12
Island Corridor Foundation	\$888.47
Island Corridor Foundation	\$33.34
Island Corridor Foundation	\$2,664.09
Jericho Road Church	\$460.15
Jericho Road Church	\$998.38
Khalsa Diwan Society	\$307.19
Khalsa Diwan Society	\$3,183.48
McLean Mill Society	\$3,774.03
Mennonite Brethren Church	\$569.32
Mount Arrowsmith Skating Club	\$351.12
Ocean Canal Clubhouse Inc.	\$599.72
Ooh-Ah-Tluk-Kuu-Wil Society	\$8,267.22
Pentecostal Assemblies Of Canada	\$1,636.18
Port Alberni Association for Community Living	\$5,491.81
Port Alberni Association for CommunityLiving	\$325.02

Registered Owner	Exemption
Port Alberni Association for Community Living	\$2,671.45
Port Alberni Association for Community Living	\$4,109.72
Port Alberni Association for Community Living	\$1,929.53
Port Alberni Black Sheep RUFC	\$9,264.45
Port Alberni Black Sheep RUFC	\$1,255.65
Port Alberni Gymnasium Association	\$12,916.31
Port Alberni Lawn Bowling	\$3,000.12
Port Alberni Lawn Bowling	\$979.36
Port Alberni Maritime Heritage Society	\$7,670.28
Port Alberni Men's Slowpitch League	\$72.47
Port Alberni Shelter Society	\$1,014.40
Port Alberni Shelter Society	\$1,401.21
Port Alberni Shelter Society	\$1,843.95
Port Alberni Shelter Society	\$2,888.46
Portal Players Dramatic Society	\$4,439.79
Pot Luck Ceramics	\$2,045.02
Somass Ware Memorial Building (Societyrcl#293)	\$1,325.73
Sri Sanatan Dharam Society of BC	\$932.24
Stepping Stones Daycare	\$3,040.85
The Falls Road Eagles Hall Society	\$1,532.35
Trustees of the Congregation of Lathom Road Gospel Hall	\$402.00
Trustees of the Congregation of the First United Church	\$90.87
Trustees of the Congregation of the First United Church	\$2,397.88
Tsunami Swim Club	\$219.09
Western Vancouver Island Industrial Heritage Society	\$9,362.77

# ABOUT PORT ALBERNI

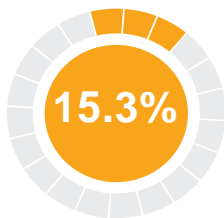


## DID YOU KNOW?

The name "Alberni" was derived from Captain Don Pedro de Alberni, a Spanish officer who commanded Fort San Miguel at Nootka Sound on the west coast of Vancouver Island between 1790 and 1792.

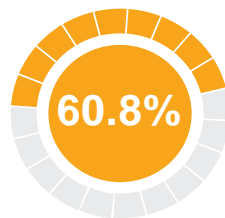
Population: 17,678

Land area: 19.76 km<sup>2</sup>



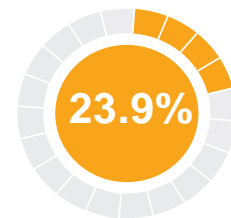
RESIDENTS AGES 0 - 14

An increase of 11.7 per cent from the 2011 Census



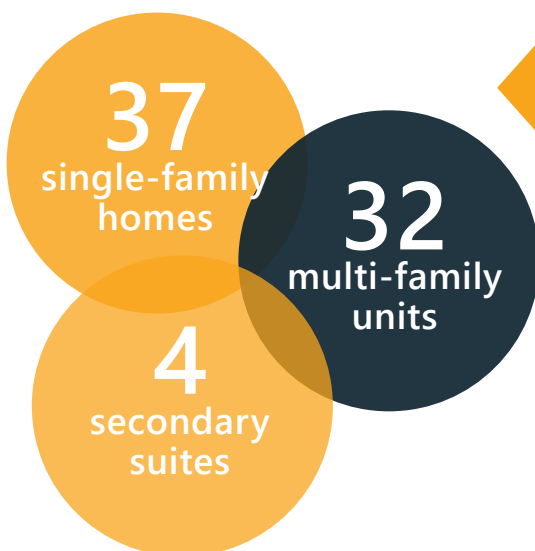
RESIDENTS AGES 15 - 64

An increase 2.2 per cent from the 2011 Census



RESIDENTS 65+

An increase of 34.8 per cent from the 2011 Census



2018 New Construction

154  
building permits  
issued in 2018

Median Household Income (after tax): \$49,609  
Median Age: 49.6  
Average detached home value: \$355,816



Residential and Commercial taxes increased by three per cent in 2018. That's an additional \$4.25 per month for the average residential property.



### DID YOU KNOW?

Port Alberni is located within the traditional unceded territories of Tseshaht and Hupačasath First Nations. Both nations are members of the Nuuchahnulth Tribal Council, which consists of 14 nations located on western Vancouver Island.

**46**  
parks for your  
enjoyment

**652**  
recreation  
programs  
offered

**16,631**  
visitors to the  
Alberni Valley  
Museum

This is How We #PlayinPA



**\$2.9 million**  
awarded in  
grants

**1000+**  
business licences  
issued in 2018

### SOCIAL MEDIA STATISTICS 2018



+ 667 new Followers  
+ 604 page likes  
Total reach: 139,745



600+ Followers  
639 #playinpa posts  
73,803 #portalberni posts



1000 + Followers  
131,851 Impressions  
295 tweets posted

Port Alberni is the largest city and commercial hub of the region. Situated in the Alberni-Clayoquot Regional District, an area of approximately 6,600 square kilometers, the city is surrounded by forest, trails, lakes and rivers, and offers all the amenities of a big city-centre.

**#EXPLORE  
PORTALBERNI**



# CORPORATE STRUCTURE

THE CO

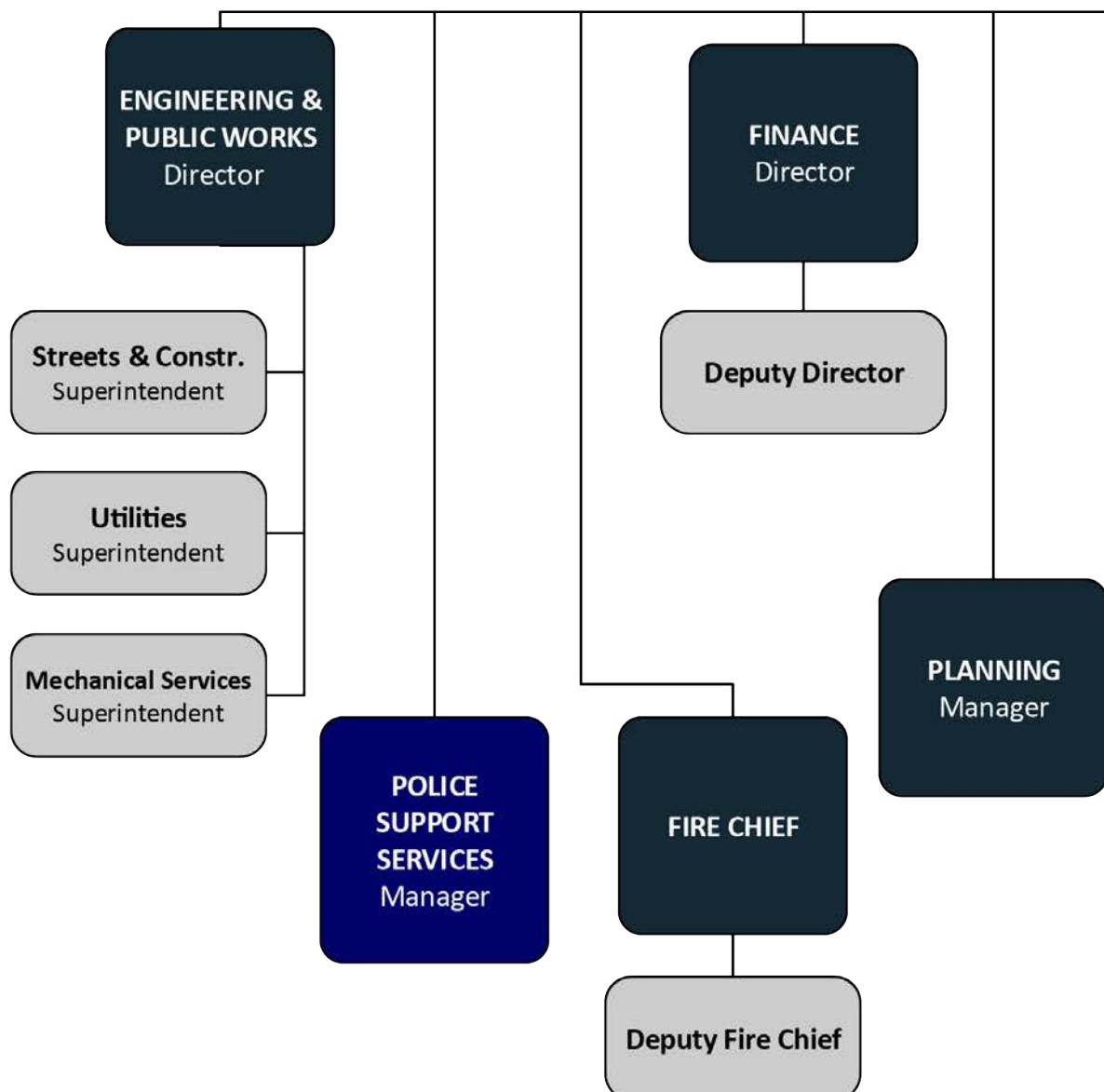
The City of Port Alberni is dedicated to building a workforce that is qualified, motivated and delivers high-quality programs and services to the residents and taxpayers of Port Alberni.

Shown here is the high-level organizational chart outlining the nine internal departments and one external department that make up the City of Port Alberni.

MAYOR

CHIEF ADMIN

## DEPARTMENTS



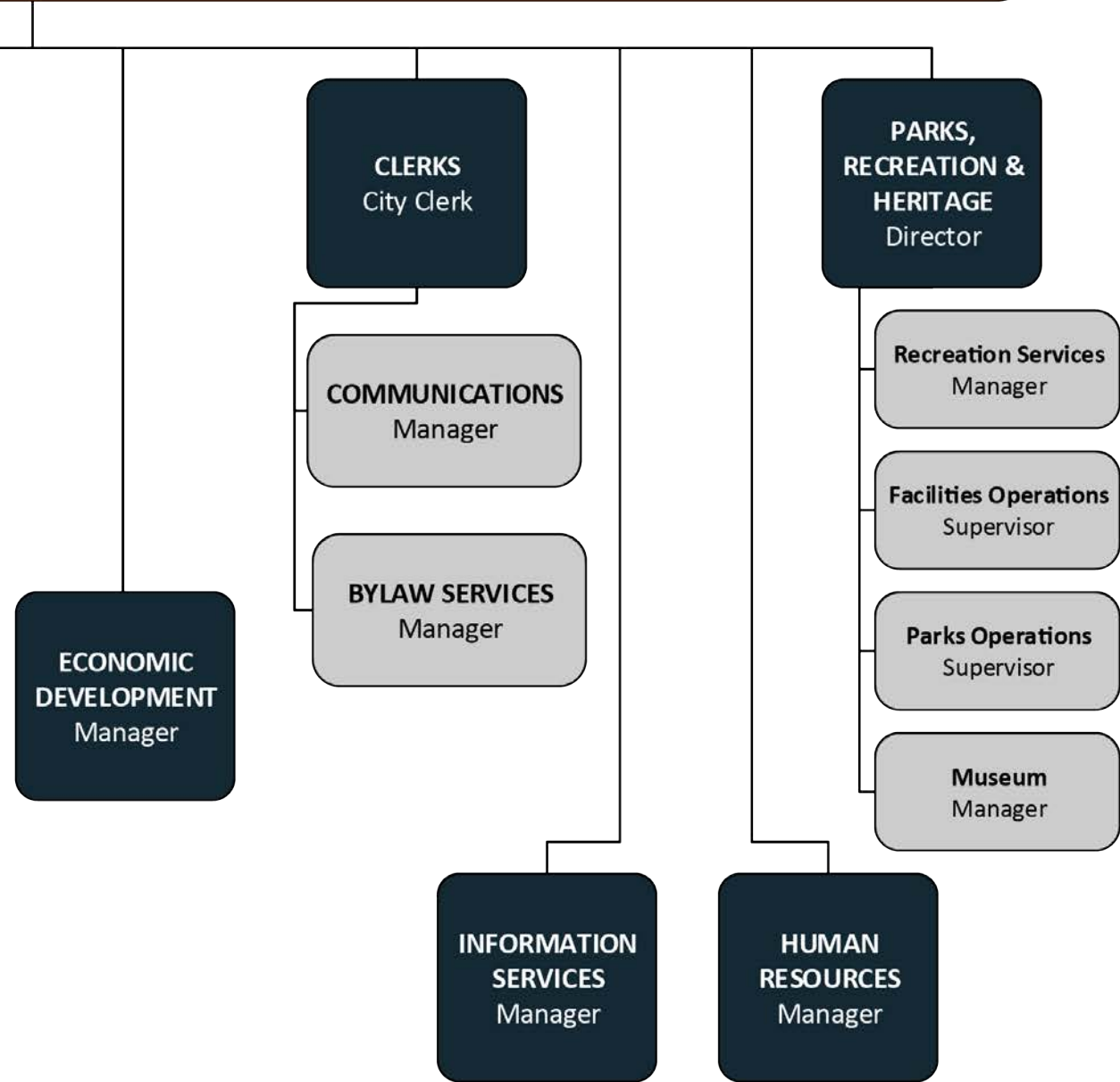
# COMMUNITY

& COUNCIL

ADMINISTRATIVE OFFICER

RCMP – OFFICER IN CHARGE

# AND OPERATIONS



# YOUR RCMP

The RCMP is Canada's national police service and is contracted by the City to provide policing in Port Alberni. Proud of their traditions and confident in meeting future challenges, they are committed to preserving the peace, upholding the law and providing a quality of service in partnership with the community.

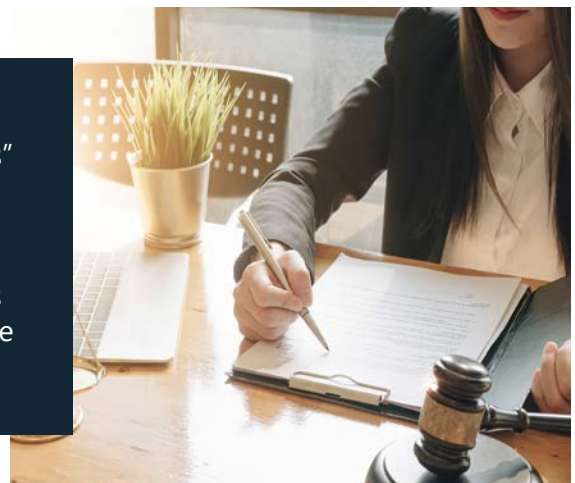


## CRIME REDUCTION UNIT

Port Alberni detachment continues to deliver an enhanced Crime Reduction Strategy that looks to apprehend serious prolific offenders, guide special operations and gathering criminal intelligence. Two officers are assigned to the Crime Reduction Unit where their mandate is to focus their policing efforts on the community's chronic offenders.

## WATCH CLERKS

2018 saw the implementation of "Watch Clerks" at the detachment. The municipal employee's responsibilities were reorganized, whereby the detachment now has one municipal employee embedded with each of the four watches. This new structure allows a civilian employee to take on some non-emergent police duties.



## COMMUNITY POLICING

Port Alberni RCMP Community Policing initiatives target crime prevention as well as traffic safety and now includes the addition of two new crime prevention programs: Project 529 and Safe Place, which is in the development stage with planned implementation for summer 2019.



## SAFETY IN NUMBERS

Committed to creating a safe and healthy community, the Port Alberni RCMP detachment employs 20 municipal employees in support of police operations. There are 15.5 full-time employee positions and several casual municipal employees. In addition, the RCMP work with 31 active volunteers who participated in various community policing initiatives.

For 2019, the primary goal of the detachment is to build and foster stronger relationships with local partners and island agencies. To support this goal, the RCMP will partner with Central Island Traffic Services and the Integrated Road Safety Unit to deliver enhanced traffic enforcement and road safety, work with Mental Health and Alberni Community Woman's Services Society, as well as Victim Services to deliver education programs on family violence, and partner with Indigenous Policing Services to provide protective services that align with community needs.

The detachment is also dedicated to the well-being of staff and will form a Wellness Committee to plan and deliver wellness activities and education programs for all employees, helping ensure a strong and resilient workforce that supports the City's vision of being a safe, caring and healthy community.

### INTERESTING FACT.

Total calls for service increased by 11 per cent in 2018. Total crime increased by 17 per cent.

### DID YOU KNOW?

Port Alberni RCMP service 3,957 square kilometers of west central Vancouver Island.



# YOUR PLANNING DEPARTMENT

The City's Planning Department works proactively with stakeholders and the community to create a complete, balanced, and livable community. This is achieved by developing regulatory strategies for city-wide planning, facilitating zoning and subdivision applications, administering building permits and inspections, and completing other projects that involve land use and community development.

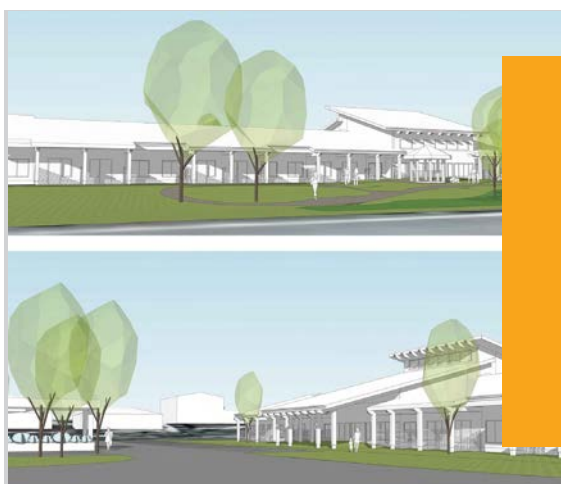


## BUILDING UP

The maximum height and number of storeys permitted was increased for a commercial development at 10th Avenue. The approved height increase sets a new standard for commercial developments in Port Alberni and will attract more interest among potential investors and developers looking to build in the community.

## BUILDING OUT

The Official Community Plan and Zoning Amendments for the former high school site (4000 Burde Street) were completed and approved, allowing for construction to proceed on Anderson Hill, Port Alberni's first master planned community consisting of a four-storey apartment building and 15 single-family home lots.



## BUILDING A BRIGHTER FUTURE

In 2018, construction began on the Rainbow Gardens care facility which offers 13 beds and 20 units of seniors supportive housing. In addition, the Port Alberni Shelter Society's modular housing complex was completed. This new supportive housing shelter consists of 30 self-contained housing units and five shelter spaces.



## PLANNING FOR TOMORROW

In 2018, the City welcomed its new Planner, Katelyn McDougall (right). Along with Planning Technician, Cara Foden (left), the Planning Department works tirelessly to support the revitalization and redevelopment of Port Alberni.

Goals for 2019 include the development of new affordable housing construction, increasing the total number of units available in the community, collaborating around the development of a Public Space Improvement Program for Harbour Quay and initiating a review and update of the Official Community Plan (OCP) in order to provide a new vision for Port Alberni.

Planning also aims to complete an internal department review to determine how to enhance service delivery and implement new regulatory strategies and tools to encourage builders to achieve high energy efficiency with new construction.

We look forward to celebrating many successes with Port Alberni's new Planning Department as they continue to build on the City's vision of actively creating our future.

### INTERESTING FACT.

The total value of permits issued for building in Port Alberni in 2018 was \$31,152,726.00.

### DID YOU KNOW?

The City's OCP was last adopted in 2005. A new OCP will be developed in 2020.

# YOUR BYLAW DEPARTMENT

Bylaws Services strives to serve the community by providing public education and maintaining community relations to achieve compliance. Municipal bylaws, policies and regulations are enforced through several means including dispute resolution, mediation and enforcement-related activities. Bylaw Services also researches and develops new bylaws and policies for Council's consideration.



## NEW BYLAW COMPLAINT PROCESS

To improve customer service and streamline the complaints process, Bylaw Services introduced new policies and procedures for bylaw complaints and ticket disputes. This process allows for customers to submit complaints online 24/7, in-person at City Hall or over the phone.

## NUISANCE ABATEMENT

In 2018, the City of Port Alberni formed a working group to identify nuisance properties around town. The group, consisting of the City's bylaw department, fire department and building inspector, as well as a representative from the RCMP, bring non-compliant properties to Council for consideration under the Nuisance Abatement Bylaw.



**CITY OF PORT ALBERNI**  
**BYLAW OFFENCE NOTICE**  
BN 001734

THE ISSUING OFFICER ADVISES THAT YOU ARE IN BREACH OF A CITY OF PORT ALBERNI BYLAW AS FOLLOWS:

DATE OF OFFENCE (YY/MM/DD): 19/06/19 TIME: 11:07  
LOCATION OF OFFENCE: 123 Main Street  
NAME (SURNAME, GIVEN, OR CORPORATE): Doe, John  
MAILING ADDRESS: 123 Main Street, Port Alberni, BC V1A 1A1  
VEHICLE INFORMATION (IF APPLICABLE):  
MAKE: COLOUR: LICENCE NO.: PINV:  
☐ BUILDING STANDARDS BYLAW NO. 4875, AS AMENDED  
☐ 70% Fail to maintain  
☐ 80% Fail to obtain permit  
SECTION NO.: DESCRIPTION:  
☒ 401 Accumulator refuse  
☐ 402 Stove direct vehicle  
☐ 403 Nuisance animals  
☐ 404 Unsanitary growth  
☐ 405 Permits (Graffiti)  
SECTION NO.: DESCRIPTION:  
☐ OTHER BYLAW: SECTION NO.: DESCRIPTION:  
EARLY PAYMENT AMOUNT: \$150-  
LATE PAYMENT AMOUNT: \$250-  
DATE OF OFFENCE (YY/MM/DD): 19/06/19 ISSUING OFFICER: 1004

IF THE PENALTY IS NOT PAID, OR AN ADJUDICATION REQUEST IS NOT SUBMITTED WITHIN 14 DAYS OF RECEIVING THIS NOTICE, THE PENALTY INDICATED WILL BECOME DUE AND PAYABLE.

BYLAW ADJUDICATION REGISTRY COPY

## BUILDING UP BYLAW

The City's Bylaw Department grew in 2018 with the creation of the new Bylaw Services Manager position and the addition of a second Bylaw Officer. With the help of their part-time administration clerk, the department processed 664 complaints, resolved 433 of those complaints and issued 538 fines which equates to over \$31,000 in projected revenue.





## RAISING THE BAR IN BYLAW

Together, Bylaw Services is raising the bar for 2019. Focusing on education and voluntary compliance, Bylaw Services' goals for 2019 are to improve the aesthetic look of Port Alberni and enhance safety and security within the community.

Tools to achieve their departmental goals include: the implementation of a Graffiti Removal Program, an initiative that assists property owners affected by vandalism; the introduction of the Enhanced Security Program, an initiative that financially supports security improvements for commercial buildings; and build strong partnerships with the RCMP and other key agencies to foster the continued development of a safe, welcoming and inclusive community.

Bylaw will also focus on Remedial Action Requirements by pursuing compliance on building demolitions/orders to further improve the look and feel of the community.

Coupled with proactive education on the street and online, these and other bylaw initiatives will help ensure that Port Alberni continues toward its vision of being a safe, caring and healthy community.

### INTERESTING FACT.

Council declared four properties as "nuisance properties" under the Nuisance Abatement Bylaw in 2018.

### DID YOU KNOW?

In 2018, a total of 26 bylaws were either introduced or amended by City Council.



# YOUR FIRE DEPARTMENT

The Port Alberni Fire Department (PAFD) is committed to the health and well-being of its staff and the community, and aims to enhance awareness through education and public participation while providing premier fire and rescue services. In addition to fire suppression and prevention services, the PAFD also provides medical, vehicle rescue, technical rescue, hazardous material response and fire investigation.



## 24/7, 365

The PAFD is staffed with a four person crew and one Captain 24/7, 365 days a year. In 2018, the department responded to 1605 incidents, up 7.6 per cent from last year. These calls ranged from structural fires (34) to public assistance requests.

Medical calls were up by 12.6 per cent from the previous year.

## CONNECTING WITH THE COMMUNITY

Dedicated to serving the community, the PAFD educated its citizens on how to protect their homes from wildfire through the FireSmart Program, taught elementary school students about fire prevention during Fire Prevention Week, hosted two Grade 3 students as Chief for a Day and offered hall tours and infant and child car seat installation upon request.



## TRAINING FOR DISASTERS

The PAFD participated in over 2,220 hours of training including daily skills maintenance, officer development and coordinated exercises in support of partner agencies such as the Ministry of Forest and BC Ambulance. Training with the valley's Automatic Mutual Aid Partners continued with courses on Incident Command, Asbestos Awareness and a large scale practice on relay water pumping.



## PROTECTING PORT

In 2018, Fire Chief Kelly Gilday left PAFD to join the Alberni-Clayoquot Regional District (ACRD) as the Protective Services Manager. In late 2018 the City announced the appointment of Mike Owens as Fire Chief.

Looking ahead to 2019, the PAFD is renewing their focus on its employees. A new Mental Health Committee will be struck and will work to enhance resiliency in firefighters by providing training to help identify signs and symptoms of operational stress injuries. The goal is to arm each firefighter with the tools they need to identify signs and symptoms in themselves and their colleagues. The PAFD is also looking to further build relationships with external partners such as Tseshaht First Nation, Hupacasath First Nation and the ACRD.

The department will also continue to strengthen their relationships with the three Automatic Aid Agreement partners: Beaver Creek, Cherry Creek and Sproat Lake; helping ensure the collective delivery of outstanding service to the residents of the Alberni Valley.

### INTERESTING FACT.

PAFD firefighters train as a crew every shift to meet quarterly objectives as set out by their training department.

### DID YOU KNOW?

Every shift firefighters perform routine inspection and maintenance of equipment to ensure operational readiness and reliability.



# YOUR PARKS, RECREATION & HERITAGE

The City's Parks, Recreation & Heritage Department is responsible for developing, maintaining and operating Port Alberni's parks and recreational facilities, ensuring full and equitable access to a wide range of leisure opportunities, and promoting an appreciation for the environment and local heritage.



## A CITY HALL FOR ALL

To ensure individuals have barrier-free access to City resources and services, an elevator with Braille and new electronic sliding doors were installed at City Hall in 2018. The City received \$50,000 from the Government of Canada's Enabling Accessibility Fund for the project with the remaining \$100,000 coming from the City's Land Sale Reserve Fund.

## HISTORY ON DISPLAY

A popular in-house exhibit called "Dressing Alberni – Clothes for work, sport and special occasions." was on display in 2018 showing locally significant items from the museum's textile collection. The exhibit displayed apparel that Port Alberni residents wore over the last 200 years and was changed out part way through to show visitors more of the collection.



## RECREATING RECREATION

In 2018, Gyro Recreation Park received a number of upgrades under the Canada 150 Infrastructure Grant. The existing youth centre, lacrosse box, basketball court and grandstand underwent extensive renovations to improve safety, and create inclusivity. Much needed external washrooms were also added and an accessibility ramp was installed.



## PLAYING IN PA

2018 was a banner year for Parks, Recreation and Heritage with increased participation in multiple programs, implementation of the PerfectMind online registration service and upgrades to many of the City's key facilities including the tots pool and a number of neighbourhood parks.

For 2019, Parks, Recreation and Heritage will focus on education, service delivery and safety. Expanding our understanding of Canadian history, the Alberni Valley Museum will host the blockbuster exhibit "Echoes in the Ice: Finding Franklin's Ship" and "Our Living Languages" a display that celebrates Indigenous languages.

In recreation, the department will replace the 19 year old Chiller at the Multiplex with a new Titanium Plate Chiller, making Port Alberni home to the safest ammonia system on Vancouver Island, proceed with additional upgrades at Gyro Recreation Park and Canal Waterfront Park and continue to improve programming for the public.

To ensure the City provides uninterrupted service to its customers, City Hall will receive a new permanently stationed generator that will add full backup power for City facilities.

### INTERESTING FACT.

A new ice skating lesson format was introduced which increased participation by over 60 per cent.

### DID YOU KNOW?

In 2018, two World Junior exhibition hockey games were played at the Multiplex in front of sold out crowds.



# YOUR FINANCE DEPARTMENT

The Finance Department maintains the City's high standard of financial management by providing citizens, elected officials, staff, and vendors with professional service through the collection and disbursement of funds, financial reporting, and management of assets. The department also oversees the City's expenditures through the annual budget process and expenditure policies.



## FUNDING THE FUTURE

In 2018, a \$550,000 grant was awarded from the General Strategic Priorities Fund for the design and implementation of a Strategic Asset Management Plan. The 'Plan' will outline why new assets, or upgrades to existing assets, are required, provide detail on how the City intends on continuing to deliver services by relying on safe and reliable assets, and outline how the required investments will be funded so as to remain financially sustainable.

## SMART, SECURE INVESTMENTS

In 2018, the department revised its Investment Policy to expand reserve fund investments so as to include fully insured credit unions. This approach allows the City to take advantage of attractive rates of return without increasing risk to capital. Revenue gained through this smart investment strategy is rolled back into the Reserve Fund - which houses 11 key reserves - and held for future projects and initiatives.



## BRINGING THE CITY HOME

The Finance Department in coordination with IT continues to enhance customer service with upgrades to the City's online services. Providing customers with the ability to claim home owner grants, apply for business licences, pay for tickets, sign-up for electronic billing or review their accounts from the comfort of their own home.



## NURTURING OUR ASSETS

2018 was a year of change for the Finance department. There were two key retirements, Deputy Director of Finance and the Purchasing Clerk, followed by the hiring of a new Deputy Director of Finance and shuffling of positions within the department. These and other changes have helped create efficiency with the City and improved customer service delivery for the citizens of Port Alberni.

In 2019, the department will look to continue its work revising and enhancing the Five-Year Financial Plan reporting process to further encourage transparency and build understanding among citizens. They will also work to improve and promote the City's online service software making financial exchanges between the City and its citizens less cumbersome and continue with the sustainability billing model for water and sewer.

The department will also lead implementation of the new Strategic Asset Management Plan. The 'Plan' will align with the organizational objectives set in the Strategic Plan and be consistent with the condition, performance and capability of both the asset portfolio (the city-owned infrastructure) and the systems by which the City manages the portfolio.

### INTERESTING FACT.

The City's Finance Department has won the Canadian Award for Financial Reporting for 25 consecutive years!

### DID YOU KNOW?

The City is required by the Province to collect taxes on behalf of other taxing authorities.

# YOUR ECONOMIC DEVELOPMENT DEPARTMENT

The primary function of the Economic Development Department is to identify and promote measures that will increase the City's tax base and non-tax revenue sources, retain existing businesses and attract new business ventures to stimulate and diversify the local economy.



## GRANTS TO GUIDE GROWTH

In 2018, the Economic Development Department secured funding for five key projects:

- \$30,000 for an Industrial Land Inventory & Action Plan
- \$22,500 for an Investment Attraction website
- \$28,800 to implement a 'Volunteer Engagement Initiative'
- \$25,000 for an 'Age-Friendly Needs Assessment'
- \$12,100 for a cooperative marketing program

## #EXPLOREPORTALBERI

Promoting the weird, the wonderful, the active and the adventurous, #ExplorePortAlberni united Destination BC, Alberni Valley Tourism, Alberni Valley Chamber of Commerce, Bamfield and the City in showcasing the Alberni Valley and its surrounding areas through digital, print and video campaigns that entice visitors and locals alike.



## BETTER BUSINESS

Dedicated to improving the customer service experience, the department continued streamlining its business licencing process by assigning a dedicated staff person to process requests, creating educational pamphlets to help guide businesses through the steps, strengthening enforcement to improve the annual renewal process and adding an online business directory that is updated monthly.





## GROWING WITH GRACE

In 2018, the department saw an increase in interest among investors and developers. Looking to capitalize on the momentum, the department set its sights on resident and worker attraction initiatives and continuing its work in the beautification of the community and diversification of the economy.

In 2019, the City became part of the Provincial Nominee Program for the Entrepreneur Immigration Regional Pilot project, a provincial initiative that invites entrepreneurs from around the world to establish businesses in regional communities. The project launched in mid-March and the City has since received an average of one application per day, with many more expected over the two-year pilot period.

The department is of course dedicated to local efforts and once again partnered with Community Futures Alberni-Clayoquot in 2019 on the Façade Improvement Program. The program looks to make significant improvements to the appearance of Port Alberni's streetscapes by providing monetary assistance and design services as an incentive to building/business owners. This program has had and will continue to have an impact on Port Alberni's image.

These and the many other initiatives being brought forward by the Economic Development Department support the City's vision of being economically robust and diverse.

### INTERESTING FACT.

In 2019, Port Alberni will host three Holland America cruise ships bringing over 5000 visitors to the community.

### DID YOU KNOW?

The Façade Improvement Program leveraged more than \$2 million in commercial storefront investments.

# YOUR ENGINEERING & PUBLIC WORKS

The City's Engineering and Public Works Department designs and manages work on municipal infrastructure including streets, bridges, sewer systems, storm drainage, water works and solid waste/garbage collection. The department also manages cemetery administration and oversees streets maintenance including snow and ice removal, street sweeping, sidewalk maintenance, street lighting, traffic control signals, signage and road construction.



## WASTEWATER MANAGEMENT

In 2018, the City awarded its largest ever infrastructure contract for upgrades to the existing wastewater treatment plant. The project will be carried out over three years and when complete will improve effluent quality (treated wastewater for discharge), enhance environmental protection, increase operational capacity and meet the current federal and provincial wastewater treatment standards.

## SYSTEM IMPROVEMENTS

To address aging infrastructure and improve sewer and stormwater collection services, the City of Port Alberni upgraded sanitary sewer infrastructure on Melrose Street, Montrose Street, North Park Drive and a number of connected side streets. These upgrades help protect the environment from unnecessary combined sewer overflows and create much needed redundancies in the collection system.



## UPGRADING THE FLEET

In 2018, the City received three new split-body automated garbage trucks in preparation for dual stream pickup - meaning the City can collect garbage as well as kitchen waste with one vehicle. Each truck is equipped with a mechanical arm for collection which protects workers from harm/injury, is more efficient than manual pickup and helps create a cleaner community.





## ENGINEERING THE FUTURE

In 2018, Engineering and Public Works continued to focus on infrastructure renewal, improving pedestrian safety and protecting the environment through storm and sewer infrastructure upgrades. Looking forward to 2019, the department will see a 20 per cent increase in the annual budget to continue making progress on these areas of focus.

For environmental protect and reliable service delivery, sewer, water and storm drain improvements are planned in the Coal Creek catchment along Montrose Street from 6th Avenue to 9th Avenue and on 6th Avenue from Montrose Street to Angus Street, as well as in the 3500 Block of Burde Street on 16th Avenue.

Major water projects planned for 2019 include the replacement of a water supply main on Argyle Street and main upgrades on 21st Avenue. The City will also look to upgrade its water supply intake on China Creek.

For safety improvements, the City is planning to construct a paved shoulder along Grandview Road from Otter Place to Compton Road.

These and other projects will help the City provide environmentally responsible services and infrastructure to meet the community's current and future needs.

### INTERESTING FACT.

The City manages two electric vehicle charging station in town that you can use for free.

### DID YOU KNOW?

You can get schedule reminders for garbage day through the City's online service.



# YOUR ADMINISTRATION TEAM

The City's Administration team consists of the Chief Administrative Officer, City Clerk, Communications, Human Resources, and support staff. The department provides services to Council, staff and the public that support an informed, responsive, transparent and effective government body.



## A CHANGE IN OFFICE

The municipal election was the main focus for the City Clerk's office in 2018. Six people ran for Mayor and 20 for Council. A total of 6,240 ballots were cast (out of an eligible 13,678 voters) resulting in a 45.6 per cent voter turnout.

Former City Councillor Sharie Minions was elected Mayor and Councillors Dan Washington and Ron Paulson held their seats in office.

## ADVANCING RECONCILIATION

Committed to the journey of reconciliation with local First Nations, the City formed a Reconciliation Committee in 2017. Tasked with investigating practical actions to help foster reconciliation the Committee held a community forum in 2018 that focused on furthering reconciliation efforts and cultivating cross-cultural awareness in Port Alberni. The event attracted over 100 people and helped inform the Committee on how to proceed.



## BUILDING A STRONG WORKFORCE

Human Resources had a busy year with recruiting. In 2018, several key leadership roles were filled including Manager of Bylaw Services, Deputy Director of Finance and Facility Operations Supervisor. In total, the department filled the abovementioned exempt positions as well as welcomed 30 new employees into full-time, part-time and casual unionized positions.



## SUCCESS IN THE CITY

Dedicated to supporting the basic functions of local government, the City's Administration team was busy ushering the organization through staff and leadership changes. In 2018, the team helped bolster staff resources, guide Council in good decision-making and encourage bold new approaches to standard City practices. Now in 2019, the administration is working hard to keep the momentum going in order to better serve Port Alberni.

Key projects in 2019 include negotiating a new Collective Agreement, enhancing the New Employee Orientation process, implementing Council's strategic plan, advancing 27 reconciliation recommendations, and introducing new corporate standards.

Staff will also work to increase Council viewership by 20 per cent, boost online registration for MyCity and PerfectMind by 30 per cent and surpass 3000 Followers on Facebook.

Supporting these and all other staff efforts is the CAO. For 2019, the CAO will continue to encourage his team to achieve excellence, support Council in the roll-out of the new strategic plan and ensure the organization's strategic priorities align with Council's vision while staying within the City's annual budget.

### INTERESTING FACT.

The City achieved a rating of 94 per cent in the WorkSafe BC Certificate of Recognition Audit, recognizing the City's Occupational Health and Safety Management system as exceeding regulatory requirements.

### DID YOU KNOW?

In 2018, the Clerks department planned 20 Regular meetings of Council, 23 Special Meetings of Council, six Public Hearings and three Committee of the Whole meetings.



# 2018 HEADLINES & HIGHLIGHTS

## CITY AWARDS LARGEST CONSTRUCTION CONTRACT IN MUNICIPAL HISTORY

SEPT. 5, 2018

### TSUNAMI WARNING PROMPTS EVACUATIONS IN PORT ALBERNI

JAN 23, 2018

### CITY HIRES NEW MANAGER OF PLANNING

NOV. 22, 2018

### CITY OF PORT ALBERNI PUTS MONEY INTO PARK IMPROVEMENTS

APR. 21, 2018

### CITY OF PORT ALBERNI STICKS TO THREE PERCENT TAX INCREASE

FEB 20, 2018

### PORT ALBERNI MOVES A STEP FORWARD TO ACCEPTING RETAIL CANNABIS STORES

NOV 27, 2018

### PORT ALBERNI CITY COUNCIL SHUTS DOWN NUISANCE BUILDING

MAY 27, 2018

### CITY OF PORT ALBERNI ACCEPTS SMART CITIES CHALLENGE

APR. 3, 2018

### CITY HIRES MANAGER OF BYLAW SERVICES

MAY 28, 2018

### CITY OF PORT ALBERNI UNVEILS NEW ELEVATOR AT CITY HALL

SEPT. 7, 2018

## SHARIE MINIONS NAMED PORT ALBERNI MAYOR

OCT. 20, 2018

### CITY TO IMPLEMENT STAGE ONE WATER RESTRICTIONS

JUNE 26, 2018

## CITY OF PORT ALBERNI TO PROCEED WITH ARROWVIEW HOTEL DEMOLITION

AUG. 14, 2018

### MUNICIPAL ELECTION KICKS OFF IN PORT ALBERNI

SEPT. 15, 2018



**PORT ALBERNI ISSUES  
BUILDING PERMIT FOR  
MARINE FABRICATION  
CENTRE**  
MAY 8, 2018

NEW CHIEF HIRED FOR CITY OF PORT  
ALBERNI FIRE DEPARTMENT  
DEC. 21, 2018

CITY HIRES NEW DEPUTY DIRECTOR OF FINANCE  
APR 18, 2018

**ELECTION SHIFTS  
COUNCIL GENDER  
BALANCE IN PORT  
ALBERNI**

OCT 29, 2018

**HARBOUR QUAY CLOCK  
TOWER POISED TO  
RECEIVE A FACELIFT**

AUG. 9, 2018

CITY OF PORT ALBERNI AGREES TO DEMOLISH  
NUISANCE HOUSE ON SECOND AVENUE  
NOV 29, 2018

CITY PROMOTES WILF TAEKEMA TO DIRECTOR  
OF ENGINEERING AND PUBLIC WORKS  
APR. 11, 2018

**PORT ALBERNI'S RECONCILIATION  
COMMITTEE HOSTS COMMUNITY FORUM**  
MAR 23 2018

CITY OF PORT ALBERNI TAKES OVER  
MCLEAN MILL POND PROJECT  
SEPT. 25, 2018

**FIRES CONTINUE TO BURN IN THE ALBERNI VALLEY**  
AUG 11, 2018

**CITY OF PORT ALBERNI FORMS NUISANCE  
PROPERTY WORKING GROUP**  
JAN 31, 2018

**UNIVERSITY OF BRITISH COLUMBIA  
RELEASES PRELIMINARY FINDINGS  
FROM 2018 TSUNAMI SURVEY**

JUNE 6, 2018



**HERE IS TO A FUTURE  
WITHOUT LIMITS**

## CONTACT US

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City Hall, 4850 Argyle Street,  
Port Alberni, BC, V9Y 1V8



250.723.2146



citypa@portalberni.ca  
portalberni.ca





## CITY OF PORT ALBERNI

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### FINANCE DEPARTMENT REPORT

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TO: Tim Pley, CAO  
FROM: Cathy Rothwell – Director of Finance  
COPIES TO: Mayor and Council  
Davina Hartwell – City Clerk  
DATE: August 6, 2019

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

Tim Pley, CAO

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**SUBJECT: Coastal Communities Social Procurement Initiative**

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#### Issue

Council's direction is required in the delegation of one member of Council to represent the City on the Coastal Communities Social Procurement Initiative (CCSPI) steering committee.

#### Background

In early February of 2019, the City joined the CCSPI at Council's direction, given at the January 28, 2019 Regular Council Meeting. The CCSPI engaged Scale Collaborative to provide the expertise and training to succeed with this initiative. Scale Collaborative is a consulting firm that provides consulting, coaching and facilitation to assist organizations to become stronger and more resilient through adding social value. CCSPI held three training sessions at various Vancouver Island locations. In mid-July there were 17 members in the group, including municipalities and regional districts from Port Hardy to Victoria, and the Sunshine Coast, and contract partners Vancouver Island Construction Association and Buy Social Canada.

#### Discussion

The City of Port Alberni has committed to hosting a "Social Procurement 101," training session for the Steering Committee on October 8, 2019. "Social Procurement 201" will follow at a date and location yet to be determined. There are 2 more meetings scheduled for 2019: Sept. 27 at UBCM; and Dec. 13 in Qualicum Beach. The CCSPI will assist coastal communities to advance local social procurement until October 2020.

All member organizations are represented on a Steering Committee. Local governments are represented on the Steering Committee by an elected official and at least one staff member. The City of Port Alberni staff member is Director of Finance Cathy Rothwell. Council's direction is required in appointing one member of Council to the Steering Committee.

#### Recommendation

The following resolution is proposed:

ENTERED



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*That the report from the Director of Finance dated August 6, 2019, be  
Received, and Council for the City of Port Alberni appoint [REDACTED]  
to the Steering Committee of the Coastal Communities Social Procurement Initiative.*

Respectfully submitted,



---

Cathy Rothwell  
Director of Finance

### Agreement Extension

This Agreement made as of the 29<sup>th</sup> day of July, 2019.

Between: City of Port Alberni (The "City")  
4850 Argyle Street,  
Port Alberni, BC, V9Y 1V8

And: 1207655 B.C. LTD (The "Team")  
3737 Roger Street  
Port Alberni, BC V9Y 8J4

Whereas by an Agreement dated for reference January 24, 2017 and commencing August 1, 2016, the City and the Team entered into an agreement for a Junior "A" hockey franchise owned by the Team to occupy the Alberni Valley Multiplex, located at 3737 Roger Street, Port Alberni V9Y 8J4 for a four (4) year term to July 31, 2020;

And whereas the City and Team have agreed to extend the Agreement on the following terms;

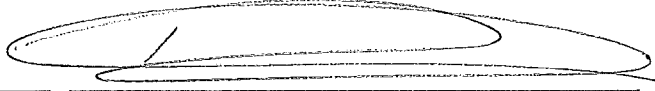
1. The City understands and acknowledges that ownership of the Team will change effective July 31, 2019 to 1207655 BC Ltd;
2. The City agrees to extend the term of the Agreement for a further four (4) years to July 31, 2024;
3. That Rent and Playoff Game Rates set out in the Agreement to the end of the 2020-21 season will increase in each of the years of the extension by 2% over the applicable rates from the previous year;
4. This renewal is subject to all other terms and conditions contained in the original Agreement between the Parties dated the 24<sup>th</sup> day of January, 2017.

IN WITNESS WHEREOF the parties herein have signed this Agreement as of the effective date.

CITY OF PORT ALBERNI

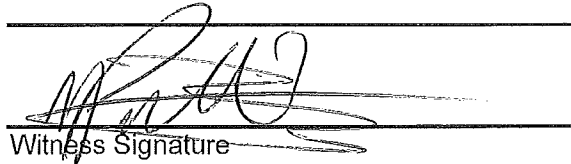
1207655 BC LTD

The Corporate Seal of the City of Port Alberni  
was hereunto affixed in the presence of:



\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

  
Witness Signature





## CITY OF PORT ALBERNI

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### CLERK'S DEPARTMENT REPORT TO COUNCIL

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TO: Tim Pley, CAO

FROM: Davina Hartwell, City Clerk

COPIES TO: Mayor and Council  
Wilf Taekema, Director of Engineering  
& Public Works  
Alicia Puusepp, Manager of Communications

DATE: July 31, 2019

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



Tim Pley, CAO

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**SUBJECT: Pedestrian and Traffic Management during Events**

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**Issue:**

Request from Harbour Quay businesses for City resources to manage pedestrian and vehicle traffic during events.

**Background:**

The attached letter signed by Harbour Quay owners indicates an issue with management of pedestrians and traffic during the recent Soapbox Racing event held on July 20<sup>th</sup> and requests City resources for managing pedestrian and vehicle traffic.

**Discussion:**

There have been an increasing number of requests to Council for road closures in order to hold various types of events/parades – all of which help to attract visitors and residents and help to highlight positive aspects of our community. Complaints have been received about how some recent events have been managed. In order to help mitigate pedestrian/traffic issues in the future, staff is currently working on a 'Temporary Road Closure and Event Manual' with an application form and check list which will be required to be submitted prior to consideration of a road closure for an event. It is expected that this will be ready before the end of this year and will be rolled out to event organizers prior to any events being authorized for 2020.

The City has no resources available to manage traffic during events which are usually outside of regular working hours. Barricades are available for pickup from Public Works and all groups are eligible to apply for funding through the City's Community Investment Program for assistance in managing their events.

**Summary:**

The City acknowledges some work is required to educate local event organizers in managing the safety aspect of their events and staff is committed to ensuring measures are in place for events to be hosted safely and with minimal impact for surrounding businesses/residents.

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**Recommendation:**

*That the report from the City Clerk dated July 31, 2019 and letter from Harbour Quay businesses regarding pedestrian and traffic management during events be received, and Council for the City of Port Alberni direct staff to prepare guidelines for community event organizers to ensure public safety.*

Respectfully submitted,

Davina Hartwell, City Clerk

J:\Clerks\Memos\D G H\2019\Council\_parking 16th Ave.doc

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## CITY OF PORT ALBERNI

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### CLERK'S DEPARTMENT REPORT TO COUNCIL

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TO: Tim Pley, CAO

FROM: Davina Hartwell, City Clerk

COPIES TO: Mayor and Council  
Tim Hautzinger, A/Bylaw Services  
Manager

DATE: July 31, 2019

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

Tim Pley, CAO

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**SUBJECT: Residential Parking – 16<sup>th</sup> Avenue**

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**Issue:**

Request from residents for residential only parking in the City of Port Alberni, specifically on 16<sup>th</sup> Avenue.

**Background:**

The attached letter requests Council adopt residential only parking bylaws in the City, particularly on 16<sup>th</sup> Avenue. The reason cited is due to employee vehicles coming and going from a business operating from an address on 16<sup>th</sup> Avenue. A list signed by neighbours on 16<sup>th</sup> Avenue is also provided supporting the request.

**Discussion:**

One of the City's Bylaw Enforcement Officers attended the business operating on 16<sup>th</sup> Avenue which is being used as a group home. The support worker in attendance indicated there are three staff members on site to deal with 2 clients and that there are usually no more than 3 cars on site, one of which is always parked on the driveway. However, for approximately 10 minutes when a shift change is occurring, there may be 6 vehicles on site so relief staff can be updated on action taken during the previous shift. The support worker also indicated that vehicles are moved when previous shift workers leave in order to mitigate neighbours concerns.

It was noted by Bylaw that there is ample parking on the street and clear unobstructed access to driveways in the alley for all houses on that side of the street.

There is no rationale for residential only parking in other areas of the City at this time.

**Summary:**

Bylaw has noted that cars come and go as intended on this street and that parking does not appear to be an issue.

Staff recommends that Bylaw Services continues to monitor the situation in the area.

ENTERED

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**Recommendation:**

*That the report from the City Clerk dated July 31, 2019, letter from Shannon Ham received June 17, 2019 and letter dated May 31, 2019 signed by various 16<sup>th</sup> Avenue homeowners be received, and Council for the City of Port Alberni direct staff to monitor the parking situation on 16<sup>th</sup> Avenue and provide recommendations if deemed necessary.*

Respectfully submitted,

Davina Hartwell, City Clerk

J:\Clerks\Memos\D G H\2019\Council\_parking 16th Ave.doc

RECEIVED

JUN 17 2019

CITY OF PORT ALBERNI

**City of Port Alberni**

**Bylaws Services Department**

4850 Argyle St.

Port Alberni, BC V9Y 1V8

Attn: Sheri Minion – Mayor and  
City Council

RE: Lack of residential only parking in the city of Port Alberni.

And specifically the situation at #3757 16<sup>th</sup> Ave.

I am writing to propose that the city of Port Alberni adopt residential only parking bylaws as is common in many other cities on the island large and small. In particular on the street on which I live; 16<sup>th</sup> Avenue.

Upon purchasing a home and moving to Port Alberni in July of 2018 I was surprised to learn that anyone could park on the street in front of my home. The lack of a driveway on my property a quaint relic of the past further complicates the situation.

Changing that however without the change of the bylaw will not entirely address the situation that I have become most unhappy about. Further to the bylaw I have learned the property across the street; # 3757 16<sup>th</sup> Ave is operating a business, and at any given time has upwards of seven vehicles visiting it. All of these vehicles are parked on the street in front my home and my neighbors; even blocking some neighbors driveways, while their driveway remains empty. As recorded on my neighbor's webcam today at 1:30 pm: for example. (May 24, 2019).

This particular business operates 24/7 and has regular shifts changing at all hours. This constant coming and going of vehicles; doors slamming, mufflers vibrating, loud music, conversations between staff, car locks



beeping and loud and sometimes violent interactions between staff and clients, etc. greatly negatively affects the quality of my life, my families and that of my neighbors. When I go to sleep is affected, when I wake up is affected and my son is frequently awakened through the night as a result. Quite frankly I have and do quite often consider moving as a result. But with the current bylaw the same all over the city where would I move? Reality is that could possibly mean leaving Port Alberni.

I feel that when strangers park in front of my home that my personal space is being disrespected and my boundaries crossed. In contrast it seems that all the other neighbors on the street park strictly in front of their own homes or their closest neighbor only if mutually agreed upon for short periods of times. In my opinion, a sign of respect and mutual consideration.

Being a first time home owner and taxpayer I find it strange that I cannot park in front of my home. Having lived in and visited many different cities across Canada: Halifax, Dartmouth, Bedford, Edmonton, St. Albert, Victoria, Saanichton, Brentwood Bay just to name a few I have yet to experience this constant inconvenience and irritation. Furthermore although I do not have a handicap parking permit I have been off work this past year due to medical issues and would have so appreciated being able to park in front of my home on a regular basis. However I do have family members who are disabled with permits and I cannot always promise convenient parking when visiting.

Previous attempts by neighbors to address the situation with staff and the owner (who is somewhat elusive as he does not reside at the residence) have been unsuccessful. I myself have had one conversation with a staff member (who has a vehicle with a loud muffler) was polite and although makes an effort to park at a distance to my home; I am still impacted by his the noise of his vehicle.

Please see the attached list and contact information of neighbors who support the idea of residential parking only on our street and are equally unhappy with the situation at # 3757 16<sup>th</sup> Ave.

Sincerely Shannon Dean  
# 3772 16<sup>th</sup> Ave  
1-250-507-5760.

May 31, 2019

To whom it may concern,

We, the home owners on the 3700 block of 16<sup>th</sup> Avenue, Port Alberni feel the need to make some changes to the parking difficulties created by the employees of 3757 16<sup>th</sup> Avenue. While we understand a need to park in front of our residences for 10-15 minutes during a shift change, leaving your vehicles parked in front of our houses for 4, 8, 10 hours or an extended period of time during the day or night is not acceptable. We feel as homeowners and tax payers of our neighborhood, we should be entitled to freely park in front of our own properties, without issue, or having to ask someone to move their vehicle to be able to do so.

3727 16<sup>th</sup> Ave. PA BC M408  
3736 16<sup>th</sup> Ave PA Alan C. Galt  
3726 16<sup>th</sup> Ave PA Jack Ebert  
3737 16<sup>th</sup> Ave P.A. Jackie Ebert  
3754 16<sup>th</sup> Ave. P.A. Ryan  
3662-16<sup>th</sup> Ave. Andrea Bailey  
We would appreciate you advising all employees  
of being considerate of the people in this neighbourhood.  
3744 16<sup>th</sup> Ave. Not used  
3788 16<sup>th</sup> Ave. Shane Bertolotto  
3790 16<sup>th</sup> Ave. [Signature]  
3767 16<sup>th</sup> Ave. Marie Binnie &  
3767 16<sup>th</sup> Ave. [Signature]  
3771-16<sup>th</sup> Ave. K. Harper  
3787 16<sup>th</sup> Ave. [Signature]  
3798 16<sup>th</sup> Ave. [Signature] Anna Smith

Jul. 12, 2019 4:09:35 p.m.  
3767 16th Avenue North  
Port Alberni  
Alberni-Clayoquot  
British Columbia





Jul. 12, 2019 4:10:13 p.m.  
3737 16th Avenue North  
Port Alberni  
Alberni-Clayoquot  
British Columbia





**Summary Report / Minutes of the Advisory Planning Commission Meeting  
(Held on July 18, 2019  
in the Committee Room at City Hall, at 12:00 p.m.)**

**Advisory Planning Commission Present**

Ken McRae (Chair)  
John Douglas (Vice-Chair)  
Sandy McRuer  
Cynthia Dick, Tseshah (č išaaʔath) F.N.  
Sandy McRuer  
Chris Washington, S.D.70 Liaison  
Amy Anaka  
Don Ferster  
Councillor Deb Haggard, Council Liaison

**Staff**

Katelyn McDougall, Manager of Planning  
Cara Foden, Planning Technician

**Guests**

Applicants: W. Hewitt, D. Brown (P.A.S.S.)  
Applicants: M. and R. Redman  
Members of the Public:0

**Regrets**

Jim Tatoosh, Hupačasath F.N.  
Sgt. Clive Seabrook, R.C.M.P. Liaison  
Rob Gaudreault, Parks Liaison  
Jeannette Nichols  
Rick Newberry, P.A.F.D. Liaison

**Alternates (not in attendance)**

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



**1. Adoption of June 27, 2019 Minutes**

- The Chair acknowledged that this meeting is taking place within the un-ceded traditional territories of the Hupačasath and the Tseshah (č išaaʔath) First Nations. The applicant present was welcomed by the Chair.
- Introductions and Minutes of the June 27, 2019 meeting of the Advisory Planning Commission were adopted.

**(McRuer / Washington) CARRIED**

**2. DEVELOPMENT APPLICATION - Development Variance Permit  
3978 8th Avenue**

Lots 2 and 3, Block 178, District Lot 1, Alberni District, Plan VIP1603  
(PID: 007-123-434, 007-123-418)

**Applicant:** Wes Hewitt as agent for Port Alberni Shelter Society  
Architect Inc.

- The Manager of Planning summarized her report to the APC dated July 11, 2019.
- The APC discussed the application as follows:
  - Rationale for requirement of Lot Consolidation was explained by the Manager of Planning.
  - The original building was constructed in the 1950's and purchased by P.A.S.S. in 1972.
  - Location of the site is within walking distance of many services and amenities and is also on a bus route

- The footprint of the building will not change drastically.
  - Access and parking were discussed and Fire access was discussed in conjunction with discussion regarding the lane to the rear of the existing building. Parking will be under the building taking advantage of the site grade.
  - Building shadow and impact of the project on the adjacent building were discussed. P.A.S.S. indicated that a decision had been made to renovate the existing building and keep it compatible with the scale of the neighbourhood rather than incorporate the adjacent lot and build a very large building with twice as many units.
  - The 21 units in the building will be rented to low income senior's who have undergone a means test to qualify. P.A.S.S. promised the neighbourhood, during the public consultation process, that the building would not be used to provide low-barrier housing. Low income seniors, who are able to live independently with minimal support staffing, will be able to rent the units. This use is guaranteed for the duration of the contract P.A.S.S. has signed with BC Housing.
  - An amenity room will be included on the lower floor. Outdoor space is limited on the site and P.A.S.S. indicated that the site will be landscaped and provide a positive aesthetic in the neighbourhood.
  - The look and feel of the building will be improved and a flat roof is part of the design.
- John Douglas excused himself from the vote due to perceived Conflict of Interest.

#### **MOTIONS:**

1. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the applicant be required to consolidated the subject properties into one legal parcel prior to approval of a Development Variance and that the recommended variances be applied to the resulting legal parcel.*
2. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the necessary Development Variance Permit to vary Zoning Bylaw 4832 as follows:*
  - a) *Vary Section 5.31.2 P1 - Institutional Minimum Setbacks, Front Yard, from 7.5 m to 4.8 m, a variance of 2.7 m for the property located at 3978 8th Avenue and legally described as Lots 2 & 3, Block 178, District Lot 1, Alberni District, Plan VIP1603 (PID's: 007-123-434, 007-123-418).*
  - b) *Vary Section 5.31.2 P1 - Institutional Minimum Setbacks, Rear Yard, from 9.0 m to 0.5 m, a variance of 8.5 m for the property located at 3978 8th Avenue and legally described as Lots 2 & 3, Block 178, District Lot 1, Alberni District, Plan (PID's: 007-123-434, 007-123-418).*
  - c) *Vary Section 5.31.2 P1 - Institutional Maximum Lot Coverage, from 40% to 45%, a variance of 5% for the property located at 3978 8th Avenue and legally described as Lots 2 & 3, Block 178, District Lot 1, Alberni District, Plan VIP1603 (PID's: 007-123-434, 007-123-418).*
  - d) *Vary the number of parking spaces, required by Section 7.9 Required Parking for "Community care facility; Seniors housing", from 10 spaces to 6 spaces, a variance of four (4) spaces, for the property located at 3978 8th Avenue and legally described as Lots 2 & 3, Block 178, District Lot 1, Alberni District, Plan VIP1603 (PID's: 007-123-434, 007-123-418).*



3. *That City Council direct staff to give notice of intent to consider the issuance of Development Variance Permit No. 96 for 3978 8<sup>th</sup> Avenue.*

**(McRuer / Washington) CARRIED**

**3. DEVELOPMENT APPLICATION - Development Variance Permit**

**4917 Margaret Street**

Lot 2, Block 1, District Lot 12, Alberni District, Plan VIP1010 (PID: 008-131-520)

**Applicant:** Michael Redman as agent for Robin Redman dba Redmark Ventures Ltd., INC.NO. BC0681816

- The Manager of Planning summarized her report to the APC dated July 11, 2019.
- The APC discussed the application as follows:
  - There were questions for the applicant with respect to the error that had been made in siting the home during the layout. A B.C. Land Surveyor was not used to layout the home and the construction team used a witness pin that had been placed offset from the property corner without consulting the legal plan.
  - The minor nature of the Variance was discussed with respect to its impact on the neighbouring properties and it was generally agreed that the impact was negligible and the home was a positive addition to the neighbourhood.

**MOTIONS:**

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

*Vary Section 5.12.2 R2 - One and Two Family Residential Minimum Setbacks, Front Yard, from 7.5 m to 7.1 m, a variance of 0.4 m (1.3 ft) for the property located at 4917 Margaret Street and legally described as Lot 2, Block 1, District Lot 12, Alberni District, Plan VIP1010 (PID: 008-131-520).*

2. *That City Council direct staff to give notice of intent to consider the issuance of Development Variance Permit No. 95 for 4917 Margaret Street.*

**(Washington / Anaka) CARRIED**

**4. Update:**

The Manager of Planning gave a status update on current projects.

- Public hearing for "Zoning Text Amendment No. T21 (Fence and Hedge Height), Bylaw No. 4992" is scheduled for July 22.
- Public hearing for the "Zoning Text Amendment No. T22 (Site Specific Uses - RM3 High Density Multiple Family Residential), Bylaw No. 4994" (4202 and 4238 8th Avenue) is scheduled for August 12.

- Upcoming zoning and variance applications will include:
  - 10<sup>th</sup> Avenue (Quality Foods - Zoning amendment)
  - Swallow Drive (OCP and Zoning amendments)
  - 4279 Ravenhill Avenue
- C.O.W. meeting took place on July 15<sup>th</sup>. City Council will consider the report at it's July 22<sup>nd</sup> meeting.

5. **Other business** – Reschedule next meeting to August 22  
No other business

6. **Adjournment** – The meeting adjourned at 1:00 p.m. The next regular meeting is rescheduled from Thursday, August 15, 2019 **to Thursday, August 22, 2019.**

(Anaka / Ferster) CARRIED




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Davina Hartwell - City Clerk

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Ken McRae – Chair



## CITY OF PORT ALBERNI

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### PLANNING DEPARTMENT REPORT TO ADVISORY PLANNING COMMISSION

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TO: Advisory Planning Commission  
FROM: Katelyn McDougall, Manager of Planning  
DATE: July 11, 2019

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**SUBJECT: DEVELOPMENT APPLICATION - Development Variance Permit**  
**3978 8<sup>th</sup> Avenue - Lots 2 & 3, Block 178, District Lot 1, Alberni District, Plan**  
**VIP1603 (PID: 007-123-434)**  
**Applicant: Wes Hewit as Agent for Port Alberni Shelter Society**

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#### ISSUE

At issue is the consideration of an application for a Development Variance Permit (DVP). The applicant is looking to vary the front and rear yard setbacks, the maximum lot coverage, and the parking requirements in order to redevelop the site with certain number of units, and to include an elevator for accessibility purposes.

#### BACKGROUND

The applicant wishes to redevelop the property at 3978 8<sup>th</sup> Avenue. The applicant is seeking relief from certain regulations of the Zoning Bylaw in order to permit the construction of an affordable housing facility targeted to fixed and low-income seniors. The proposed three-storey development will replace an existing two-storey building that was constructed in the 1970s. The existing building is outdated, inefficient, and ill-suited for the desired use. The variances will facilitate a greater use of the site, allowing for more units and an accessible elevator on site to be included in the development. The following variances have been requested on the assumption that **the variances will be granted only after consolidation of the site into one legal parcel:**

Zoning Requirements	Required	Proposed	Requested Variance
Front Yard Setback	7.5 m (24.6')	4.8 m (15.7')	2.7 m
Rear Yard Setback	9.0 m (29.5')	0.5 m (1.64')	8.5 m
Maximum Lot Coverage	40%	45%	5%
Parking Spaces (1 per 3 units) plus spaces totaling 15% of total units	10 spaces	6 spaces	4 spaces



The project has been designed with the intent of modular construction in order to shorten the project schedule, and positively impact construction costs. The project will adhere to BC Housing's Design Guidelines and Construction Standards, including the energy performance of Step Code 3. During the procurement phase, local contractors and construction materials will be pursued.

## **DISCUSSION**

### **The Property**

The property at 3978 8<sup>th</sup> Avenue is designated 'Institutional' in the OCP and zoned '*P1 - Institutional*' in the Zoning Bylaw. The property is approximately 38 m (124.5 ft) wide, and has a depth of 25.5 m (83.6 ft) giving it an area of roughly 987 m<sup>2</sup> (10625 ft<sup>2</sup>).

The new purpose-built development will replace, and expand upon, the Society's current operation of short-to-medium term beds, with extreme weather spaces. The existing building on the subject property was constructed in 1972, and does not conform to all aspects of the Zoning Bylaw requirements. The building was first developed as a convent, and even with multiple renovations over the years the building remains inefficient and ill-suited to community services or rental housing.

The proposed project includes twenty-one (21) one-bedroom units of approximately 520 ft<sup>2</sup>/48 m<sup>2</sup> each in a three-storey, modular construction building. An amenity area will be oriented toward the green space on the property, and will be served by the elevator.

### **Surrounding Area**

The subject property is located on the south side of Maitland St and the west side of 8<sup>th</sup> Ave. The surrounding neighborhood contains a mix of residential, commercial, and institutional uses, including the John Paul II Catholic School and the Royal Mounted Police Department which are both less than a block away.

The Alberni Valley Museum and the West Coast General Hospital are also nearby. A commercial center and transit hub are located within walking distance, and to the south of the subject property is Dry Creek Park and Gyro Recreation Park. The subject property is located across the street from a modular housing project that is also run by the Port Alberni Shelter Society.

The variances, as proposed, will not pose any adverse impact on the surrounding uses.

### **Site Plan**

The applicant has proposed to construct a new three-storey modular building with a total of 21 units. An outdoor amenity space will be provided at the south west corner of the property, which will be used for social and educational activities.

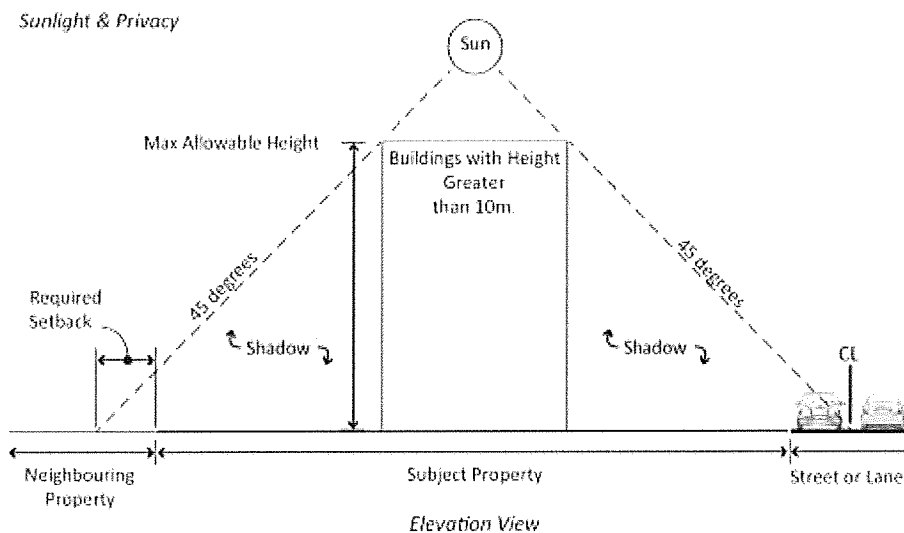
#### **Lot Consolidation:**

The subject property is currently made up of two land parcels, one being a corner lot, totaling 987 m<sup>2</sup> (10,625 sf). It is recommended that the applicant be required to consolidate the two lots into one legal parcel prior to the City granting a Development Variance.

#### Height:

The proposed development will be 11.8 m (38.7 ft), which is below the maximum building height requirement of 12.5 m (41 ft). The proposed building will be three-storeys tall, with a basement located in the localized depression on the west side of the property.

All buildings with a height greater than 10 m in A, R, GH, or P zones must comply with section 6.18 Sunlight Protection and Privacy of the Zoning Bylaw to ensure that no part of the building structure projects into the shadow plane (see image below). The applicant will submit a Shadow Study to demonstrate if the proposed development will project above the shadow plane and by how far. A neighboring property may be impacted by the proposed development. That property is also currently owned by the Port Alberni Shelter Society. A covenant will likely be need to be registered on the Title to exempt 3978 8<sup>th</sup> Avenue from the requirements of section 6.18.



#### Parking and Access:

The development of the 21 units requires ten (10) parking spaces based on the Zoning requirements for 1 space per 3 units plus an additional number of spaces based on 15% of the total units. The site slopes approximately 1.83 m (6 ft) from east to west, which will permit one row with six (6) stalls of open-air parking. Four (4) parking spaces will be designated for staff and visitors. A variance has been requested to reduce the total number of parking stalls required from 10 spaces to 6 spaces.

The drive isle will be accessed from Maitland Street, while the main entrance of the building will be accessed from 8th Avenue.

#### Setbacks:

The applicant has requested a variance to the front and rear yard setbacks. The proposed development requires the front yard (frontage on Maitland Street) to be varied from 7.5 m (24.6 ft) to 4.8 m (15.7 ft) a variance of 2.7 m. The required rear yard setback is 9.0 m (29.5 ft). The existing rear yard does not currently conform to the zoning bylaw. The proposed rear yard setback is .5 m (1.64 ft), a variance of 8.5 m.

**Lot Coverage:**

The allowable maximum lot coverage in the P1 zone is 40%. The applicant has requested to vary the maximum requirement to allow for 45% lot coverage, a variance of 5%. The variances requested will allow the development to be constructed with a greater number of units, and an accessible elevator.

**CONCLUSION**

The applicant is proposing to redevelop the property at 3978 8th Avenue. The applicant has requested minor variances to the front and rear yard building setbacks, maximum lot coverage, and to the parking requirements. If granted, the variances will facilitate a greater use of the site, allowing for more units and an accessible elevator to be included in the development. The variance will increase the allowable building space, mainly impacting the street, the sidewalks, and the neighboring property. The variance will not significantly impact the surrounding area.

The proposed housing is needed in the community and is compatible with the existing neighbourhood. A variance permit will maintain the general intent and purpose of the Zoning Bylaw, and will also meet the requirements to issue a Building Permit. As such, the Planning Department supports the variance application for 3978 8th Avenue.

**RECOMMENDATIONS**

The Planning Department recommends:

1. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the applicant be required to consolidated the subject properties into one legal parcel prior to approval of a Development Variance and that the recommended variances be applied to the resulting legal parcel.*
2. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the necessary Development Variance Permit to vary Zoning Bylaw 4832 as follows:*
  - a) *Vary Section 5.31.2 P1 - Institutional Minimum Setbacks, Front Yard, from 7.5 m to 4.8 m, a variance of 2.7 m for the property located at 3978 8th Avenue and legally described as Lots 2 & 3, Block 178, District Lot 1, Alberni District, Plan VIP1603 (PID's: 007-123-434, 007-123-418).*
  - b) *Vary Section 5.31.2 P1 - Institutional Minimum Setbacks, Rear Yard, from 9.0 m to 0.5 m, a variance of 8.5 m for the property located at 3978 8th Avenue and legally described as Lots 2 & 3, Block 178, District Lot 1, Alberni District, Plan (PID's: 007-123-434, 007-123-418).*
  - c) *Vary Section 5.31.2 P1 - Institutional Maximum Lot Coverage, from 40% to 45%, a variance of 5% for the property located at 3978 8th Avenue and legally described as Lots 2 & 3, Block 178, District Lot 1, Alberni District, Plan VIP1603 (PID's: 007-123-434, 007-123-418).*



- 
- d) *Vary the number of parking spaces, required by Section 7.9 Required Parking for "Community care facility; Seniors housing", from 10 spaces to 6 spaces for the property located at 3978 8th Avenue and legally described as Lots 2 & 3, Block 178, District Lot 1, Alberni District, Plan VIP1603 (PID's: 007-123-434, 007-123-418).*
3. *That City Council direct staff to give notice of intent to consider the issuance of Development Variance Permit No. 96 for 3978 8<sup>th</sup> Avenue.*

Respectfully submitted,



Katelyn McDougall, M.Urb  
Manager of Planning

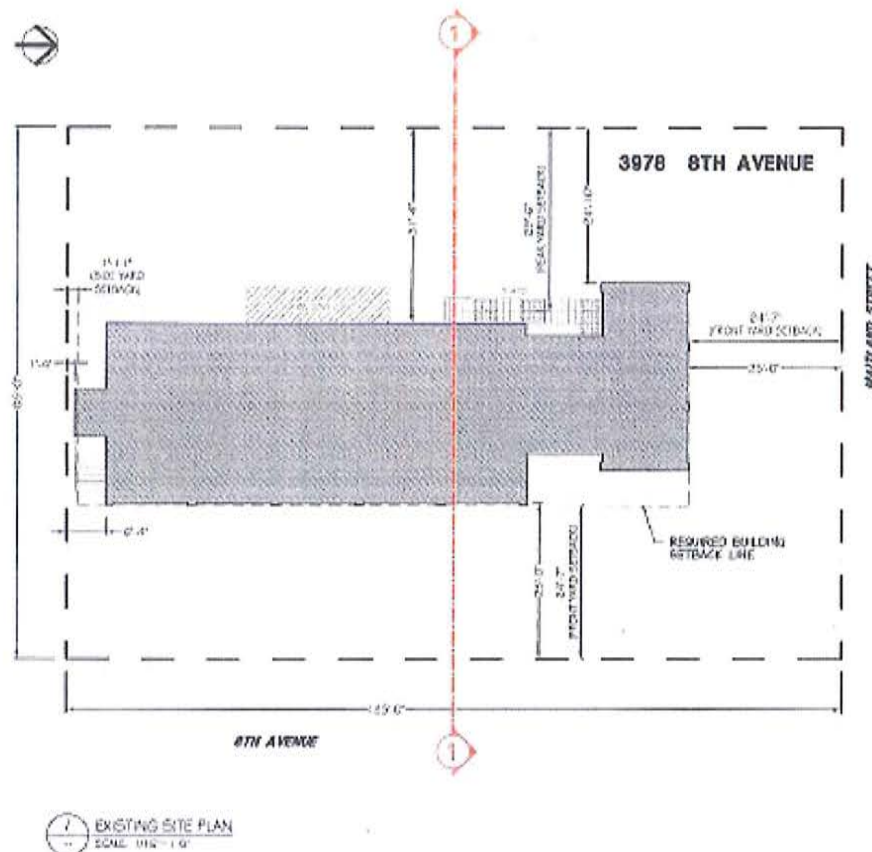
SITE MAP:



EXISTING STRUCTURE:

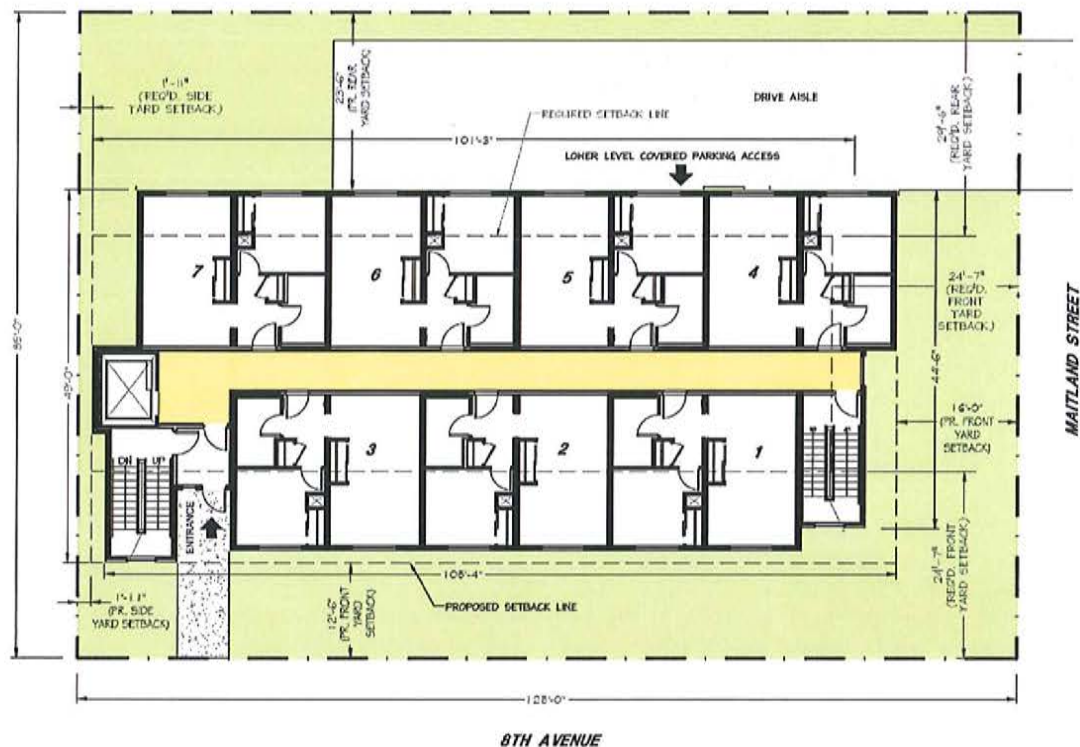


EXISTING SITE PLAN:





CONCEPTUAL SITE PLAN:



CONCEPTUAL BUILDING DESIGN:



**3978 8TH AVE, PORT ALBERNI, BC**  
JENSEN GROUP ARCHITECTS

CONCEPTUAL DESIGN: 8TH AVE ELEVATION

SCALE: 1:100 SHEET: A5





## CITY OF PORT ALBERNI

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### PLANNING DEPARTMENT REPORT TO ADVISORY PLANNING COMMISSION

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TO: Advisory Planning Commission  
FROM: Katelyn McDougall, Manager of Planning  
DATE: July 11, 2019

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**SUBJECT: DEVELOPMENT APPLICATION - Development Variance Permit**  
**4917 Margaret Street** - Lot 2, Block 1, District Lot 12, Alberni District, Plan  
VIP1010 (PID: 008-131-520)  
**Applicant:** Michael Redman as Agent for Robin Redman dba Redmark Ventures  
Ltd., INC.NO. BC0681816

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#### ISSUE

At issue is the consideration of an application for a Development Variance Permit (DVP). The applicant is seeking relief from the regulations of the Zoning Bylaw as it relates to front yard building setbacks.

#### BACKGROUND

The property at 4917 Margaret Street is zoned *R2 – One and Two Family Residential* and has a front yard setback requirement of 7.5 metres (24.6 ft). The property was previously occupied by a mobile home, and then sat vacant for a period of time. The property is currently in the process of being redeveloped with a single family home and detached garage.

Typically, housing pins are placed during the excavation by a B.C. Land Surveyor (B.C.L.S.) to ensure that new construction meets the required setbacks. The cost of this service is typically around \$500. While this is a standard practice, the contracted builder did the work himself and used the Iron Pins (IP) as found. The pin the builder used as the north west corner of the property was not the true property corner but an offset pin as denoted on the 2008 legal posting plan. As a result, the building has been constructed within the front yard setback. In order to place the home into compliance a Variance is requested.

#### DISCUSSION

##### The Property

The property is designated 'Residential' in the OCP and zoned '*R2 - One and Two Family Residential*' in the Zoning Bylaw. The intent of the '*R2 – One and Two Family Residential*' zoning designation is to establish or maintain quiet, low density neighborhoods featuring

single family and two family dwellings. The development Variance requested is minor, and will have no significant impact on the use of the property or surrounding properties.

#### Surrounding Area

The surrounding neighborhood is predominately designated residential to the north, east and south of the property, and is mostly zoned *R2 – One and Two Family Residential*. Further to the south of the property is Johnston Road, which is a highway and commercial node. To the west of the property is a large municipal park (Blair Park) that includes a children's spray park and the Kitsuksis Dyke walkway.

#### Site Plan

The applicant is in the process of constructing a single family home and detached garage on the subject property.

On the original legal plan the property is shown to be 13.4 m (44 ft) wide along the Margaret Street frontage, with a depth of 42 m (138 ft) and a total area of the lot is 564 m<sup>2</sup> (6072 ft<sup>2</sup>). An updated posting plan (VIP85617) was completed in 2008 (see attached), providing more accurate measurements for the lot, with a total area of ±567 m<sup>2</sup>. The legal property line measurements are:

Front Lot Line = 13.528 m  
Rear Lot Line = 13.509 m

North Lot Line = 41.965 m  
South Lot Line = 41.956 m

As seen in the attached posting plan, the 0.5 m offset pin at the north west property corner is labelled. Due to the use of the pin's physical location without cross referencing the 2008 posting plan a 0.4 meter (1.3 ft) Variance is require as the building has already been constructed in the improper location.

The 'Minimum Front Yard Setback' required by the Zoning Bylaw is 7.5 metres (24.6 ft). If the Variance is granted to reduce the minimum front yard setback, the new front yard setback will be 7.1 m (23.3 ft). The reduced front yard setback for this property would still be greater than the minimum required front yard setback in the '*R3 – Small Lot Single Family Residential*' zone, which is 5 m (16.4 ft).

#### CONCLUSION

The applicant has requested a Variance that would enable a slightly smaller front yard, but is primarily intended to correct a mistake made by the builder during the excavation process.

The builder's error could have been avoided using best practices and by checking the posting plan from 2008. While it is not preferred to grant variances after construction has begun, the requested variance to the front yard is minor. No significant impacts to the use of the property or surrounding properties are anticipated.

The Manager of Planning supports the issuing of a Development Variance Permit for 4917 Margaret Street.

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**RECOMMENDATIONS**

The Planning Department recommends:

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

*Vary Section 5.12.2 R2 - One and Two Family Residential Minimum Setbacks, Front Yard, from 7.5 m to 7.1 m, a variance of 0.4 m (1.3 ft) for the property located at 4917 Margaret Street and legally described as Lot 2, Block 1, District Lot 12, Alberni District, Plan VIP1010 (PID: 008-131-520).*

2. *That City Council direct staff to give notice of intent to consider the issuance of Development Variance Permit No. 95 for 4917 Margaret Street.*

Respectfully submitted,



Katelyn McDougall, M.Urb  
Manager of Planning

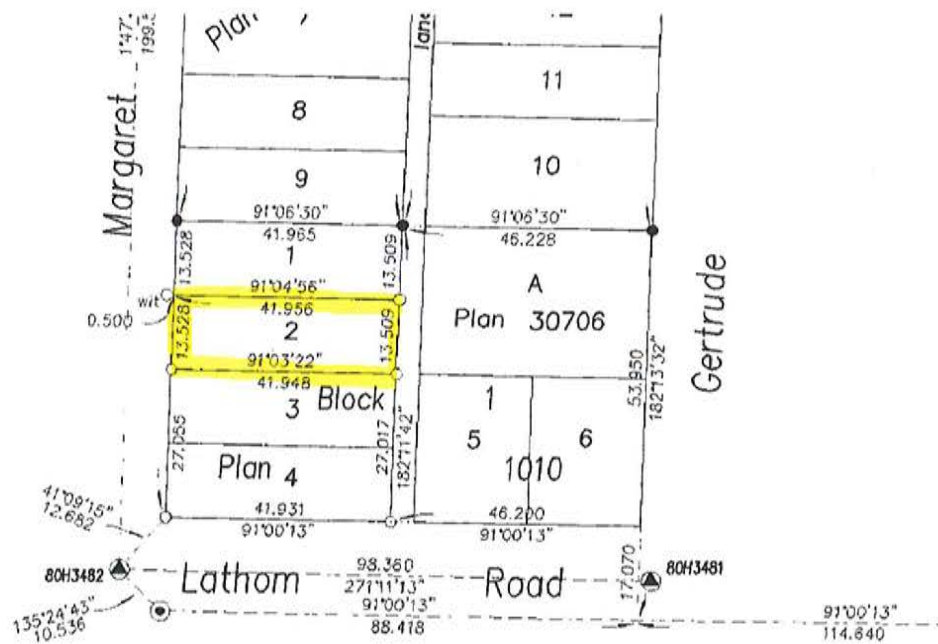


SITE MAP:





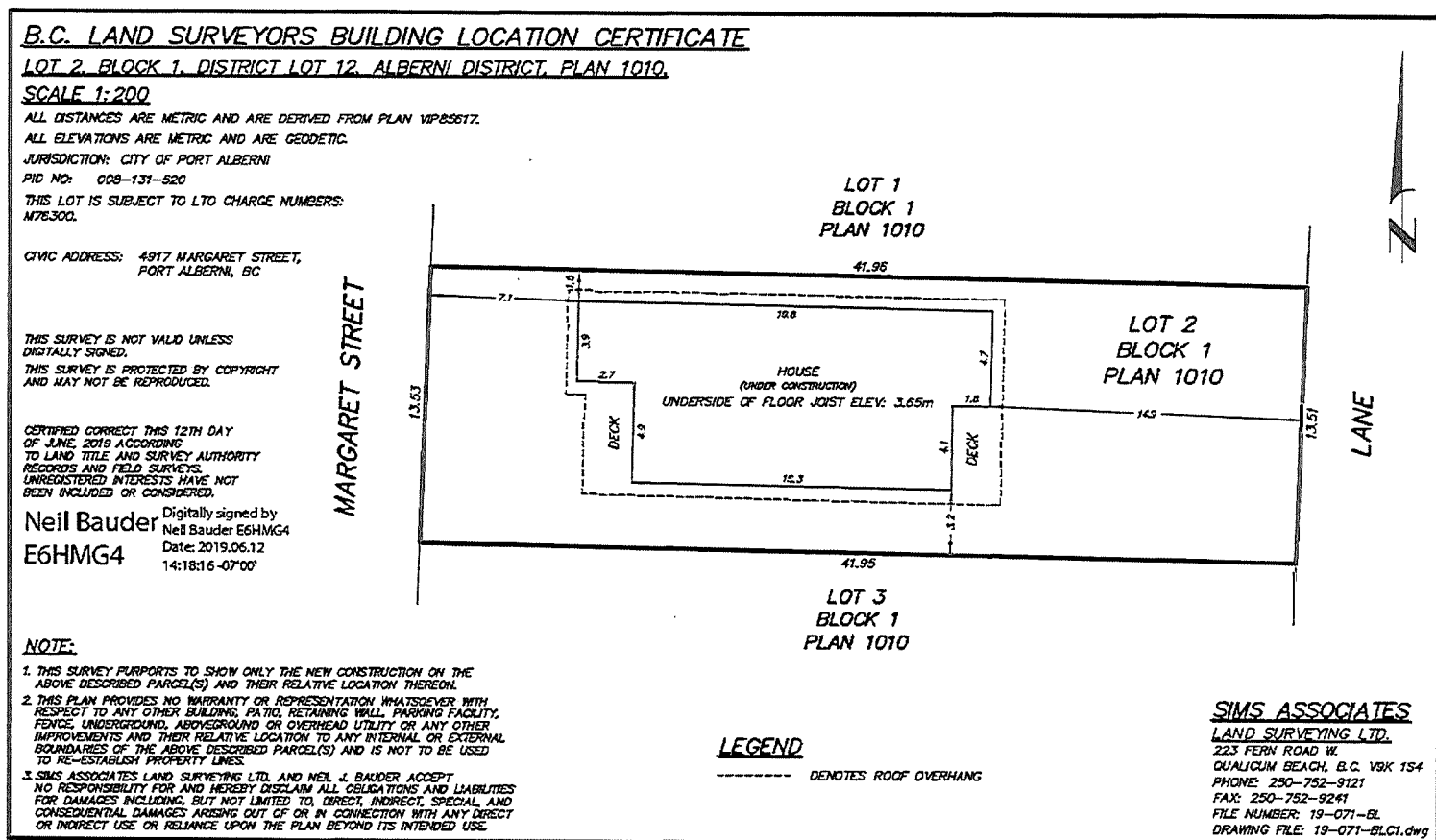
SURVEY SITE PLAN (POSTING PLAN):



STREET VIEW PRIOR TO CONSTRUCTION:



**BUILDING LOCATION:**





## CITY OF PORT ALBERNI

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### FINANCE DEPARTMENT REPORT

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TO: Tim Pley, CAO  
FROM: Cathy Rothwell – Director of Finance  
COPIES TO: Mayor and Council  
Davina Hartwell – City Clerk  
DATE: August 6, 2019

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

Tim Pley, CAO

---

**SUBJECT: Finance Department Requests for Proposals**

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#### Issue

Provide an update on the status of Requests for Proposals for Audit Services and Investment Management Services.

#### Discussion

The Request for Proposals (RFP) for the provision of Audit Services was issued July 3, 2019 and is scheduled to close August 28, 2019. The RFP is on the City website, BC Bid, and CivicInfo. The second of two local newspaper ads will be out this week. To date no inquiries have been received.

The RFP for the provision of Investment Management Services will be issued in early September and will include the current Investment Policy Statement. The Investment Policy Statement was updated at the December 10, 2018 Regular Council meeting, and is attached to this report for Council's convenience.

#### Recommendation

The following resolution is proposed:

*That the report from the Director of Finance dated August 6, 2019 be received.*

Respectfully submitted,

---

Cathy Rothwell  
Director of Finance

TITLE: FINANCE – INVESTMENT POLICY				
EFFECTIVE DATE: Dec. 10, 2018	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Oct. 27, 2014	PAGE 1 OF 4

### **Purpose**

This Investment Policy Statement (IPS) is to establish the criteria that the City of Port Alberni (the 'City') will follow when investing surplus funds and to provide for the appointment of an Investment Manager to invest funds in a manner consistent with the guidelines contained herein.

### **Objectives**

The primary investment objective is preservation of capital. However, the policy recognizes that the interest earned on short-term portfolio investments can represent a significant source of income for the City, and should therefore be maximized without compromising the primary objectives of capital preservation, risk management and liquidity. A secondary objective is to maintain an overall yield that is at least commensurate with that of the average Canadian money market mutual fund.

### **Investment Manager Appointment & Term**

Appointment of the Investment Manager will be made through a Request for Proposals process to be undertaken by the Director of Finance and overseen by the City Manager. Proposals will be accepted from selected firms meeting minimum guidelines set out in this policy. The evaluation of responses will be based on a number of factors, weighted according to the needs and judgment of the City of Port Alberni.

The successful proponent will enter into a formal Client Broker Agreement with the City of Port Alberni.

A Request for Proposals or Request for Quotes will be prepared at the outset of adoption of this policy, and in five year intervals thereafter.

### **Investment Guidelines**

#### **Counterparty Risk**

Financial institutions where investments are held or transacted, must have a short-term credit rating greater than or equal to 'A-1' by DBRS, Standard & Poor's, Moody's Investor Services, or Fitch Ratings.

#### **Permitted Investments**

- Government of Canada Bonds, T-Bills and federally guaranteed securities;
- Provincial Government Bonds and Bills and their guarantees;
- Municipal Finance Authority of BC;



- Securities issued or guaranteed by:
  - Bank of Montreal;
  - Bank of Nova Scotia;
  - Canadian Imperial Bank of Commerce;
  - Credit Unions (insured by CUDIC in the Province of B.C. or CUDGC in Alberta);
  - Manulife Bank;
  - National Bank;
  - Royal Bank of Canada;
  - Toronto-Dominion Bank.

The maximum term to maturity of any individual investment should correspond to a period no greater than twelve months from the date of purchase.

Certain of the funds are statutory reserve funds; and interest earned thereon must be retained in the fund according to the Bylaw pertinent to the fund.

Market positions should always be held until maturity unless an investment no longer meets the guidelines of this policy or the funds are required to fund City obligations.

All investments will be denominated in Canadian dollars only.

All debt securities will be rated "A" (R-1 for money-market securities or credit unions that are insured by CUDIC or CUDGC) or better by a recognized rating agency.

The City will have the ability to liquidate and receive the proceeds of disposition from any security within 3 days, except for fixed-term GICs or term deposits.

The principal amount of any one issuer will not exceed 33% of the total market value of the aggregate securities held by the City with any one Investment Manager, such determination being made at the time such security is purchased. However, such investment limitation will not apply where the security in question is a direct debt instrument of or an investment guaranteed by the Federal or Provincial Government or Municipal Finance Authority of BC investments.

### **Additional Guidelines**

These additional guidelines apply to:

- Any of Council;
- The Investment Manager; The Director of Finance;
- Any employee or agent retained by those listed above.

### **Conflict of Interest**

The persons in the positions above must disclose and direct or indirect association or material interest or involvement in aspects related to his/her role with regard to the investments that would result in a perceived, potential, or actual conflict of interest.

### **Valuation of Investments**

Investments shall be valued at cost.

## **Trading Authority**

Any purchase or sale transactions contemplated for a City investment account must be authorized by an individual specified in the Client Broker Agreement as authorized to do so. Such authorized individuals will be limited to the City's banking signatories: Mayor, and Director of Finance. A signature stamp will suffice in the absence of original signatures.

## **Duties of the Parties**

### **Duties of the Audit Committee**

- Review the Investment Policy Statement annually and amend as necessary;
- Select an Investment Manager;
- Review and report on the City's investments and their performance at the regularly scheduled quarterly Audit Committee meetings;

The City retains the right to replace the Investment Manager at any time. Reasons for replacement include:

- The Investment Manager's performance falling below expected performance levels, not reasonably explained by their investment style being out of favour temporarily, as measured rolling five year periods;
- Changes to the Investment Manager's style or process; and
- Changes to key investment personnel.

The Audit Committee is not responsible for decisions with respect to any specific investment or securities that are to be selected for the City's portfolio.

### **Duties of the Director of Finance**

The City's Director of Finance will be responsible for:

- monitoring investments and ensuring that cash flow requirements are fulfilled by staggering investment maturity dates throughout the year;
- reviewing the investment performance at least quarterly, and in conjunction with Audit Committee reporting.

### **Duties of the Investment Manager**

The Investment Manager will:

- have full investment discretion to manage the portfolio, subject to the constraints set out in this IPS;
- provide the Director of Finance (who will then provide to the Audit Committee) with quarterly written reports that include periodic rates of return for the portfolio; details of investments; and a statement of compliance with this IPS;
- provide the necessary information for the Director of Finance and Audit Committee to review the IPS and the Investment Manager's performance; and
- identify provisions in the IPS that may need revision due to changes in investment strategies or markets.

### **Standard of Care**

The Investment Manager is expected to adhere to the Code of Ethics and Standards of Professional Conduct of the CFA Institute.

The Investment Manager must apply the following criteria:

- general economic conditions;
- expected total return from income and the appreciation of capital; and
- requirements for liquidity, regularity of income, and preservation or appreciation of capital.

### **Review**

At each quarterly Audit Committee meeting, the Audit Committee of the City will be provided with a schedule detailing the following information regarding all investments outstanding at the end of the quarter:

- Description of each investment;
- Cost investment and market value of each security;
- Coupon rate and yield to maturity; and
- Investment date and maturity date.

### **Approval**

This policy has been approved by the Mayor and Council of the City.



## CITY OF PORT ALBERNI

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### FINANCE DEPARTMENT REPORT

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TO: Tim Pley, CAO

FROM: Cathy Rothwell – Director of Finance

COPIES TO: Mayor and Council  
Davina Hartwell – City Clerk  
Wilf Taekema – Director of Public Works and Engineering

DATE: August 7, 2019

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

Tim Pley, CAO

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**SUBJECT: Wastewater Treatment Facility – Effluent Pumps Supply Contract Award**

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#### **Issue**

City Council's approval is requested to award the supply contract for the effluent pumps for the effluent pump station for the City of Port Alberni Wastewater Treatment Facility project.

#### **Background**

The City's Wastewater Treatment Facility project is well underway with the main construction, UV equipment and aeration equipment. The effluent pump station is the next stage, and the City issued a request for proposals for the supply of the effluent pumps.

The City received 4 bids for supply of the pumps. Associated Engineering reviewed each of the bids (refer to attached letter) and is recommending the City award the contract to the low bid received from Precision Service and Pumps Inc.

#### **Recommendation**

The Director of Finance recommends:

*That the report dated August 7, 2019 from the Director of Finance be received and that Council for the City of Port Alberni award the Effluent Pumps supply contract RFP 026-18 Wastewater Treatment Facility to Precision Service and Pumps Inc. for \$331,700.38 (excluding GST).*

Respectfully submitted,

---

Cathy Rothwell  
Director of Finance





Associated  
Engineering

GLOBAL PERSPECTIVE.  
LOCAL FOCUS.

Associated Engineering (B.C.) Ltd.  
#500 - 2889 East 12th Avenue  
Vancouver, B.C., Canada, V5M 4T5

TEL: 604.293.1411  
FAX: 604.291.6163  
www.ae.ca

August 7, 2019  
File: 20172972.00.C.01.00

Wilf Taekema  
Director of Engineering & Public Works  
City of Port Alberni  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8

**Re: EFFLUENT PUMPS FOR EFFLUENT PUMP STATION  
RECOMMENDATION FOR AWARD OF CONTRACT**

Dear Mr. Taekema:

Proposals were received for the above project and opened at 4 p.m. on July 23, 2019 at City Hall in Port Alberni. A summary of proposals received follows in the table below. All tenders have been checked and the amounts shown in the summary have been found to be correct.

Proponent	Total Proposal Price (excluding GST)
Precision Service & Pumps Inc.	\$331,700.38
Chamco	\$383,462.00
Weir	\$398,496.00
Xylem	\$744,826.20

The lowest compliant proposal was submitted by Precision Service & Pump Inc. The total proposal price includes the cost of equipment pre-purchase for effluent pumps that will be installed in the effluent pump stations. This equipment was selected through a Request for Proposal (RFP) process earlier in the summer and the equipment will be stored by the City upon delivery to site, and installed by the General Contractor of the effluent pump stations.

Clarification questions were requested on several technical and commercial items from Precision Service & Pumps Inc. and Chamco. Responses were provided at 4 p.m. on August 2, 2019 and were acceptable.

We understand that the Notice to Award can be issued once the equipment award has been approved by City council.

A Carbon  
Neutral  
Company



\\S-VAN-FS-01\Projects\20172972\00\_Wstwr\_Trtmnt\_Upg\Construction\01.00\_Bidding\Ltr\_Palb\_Effluent\_Pumps\_Recomm\_20190807\_Cb.Docx

ENTERED



Associated  
Engineering

GLOBAL PERSPECTIVE.  
LOCAL FOCUS.

August 7, 2019

Wilf Taekema

Page 2

Based on our review, we would recommend awarding the pre-purchase of the effluent pumps to Precision Service & Pumps Inc.

If you are in agreement with our recommendation, in accordance with Article No. 1.21 of the Instructions and Information, it would be in order for you to issue a Notice of Award to the successful Proponent. Please provide a copy of that letter to us for our records.

Yours truly,

A handwritten signature in black ink, appearing to read 'Christian Brumpton'.

Christian Brumpton, M.Eng., P.Eng.  
Project Manager

CB/lp



**REPORT OF THE PUBLIC HEARING HELD ON MONDAY, JULY 22, 2019  
AT 6:30 PM IN COUNCIL CHAMBERS TO HEAR REPRESENTATION RELATIVE TO  
PROPOSED AMENDMENTS TO THE ZONING BYLAWS**

**PRESENT:**

<b>Council:</b>	Mayor Minions (Chair) Councillor Corbeil Councillor Haggard Councillor Paulson Councillor Solda Councillor Washington Councillor Poon
<b>City Staff:</b>	Tim Pley, Chief Administrative Officer Davina Hartwell, City Clerk Katelyn McDougall, Manager of Planning

**Members of the Public: 5**

The Chair explained the Public Hearing procedures for the meeting.

**Applicant: City of Port Alberni**

**1. Description of the Application**

The City Clerk provided a summary of the application:

The applicant is applying to amend the Zoning Bylaw to make changes to the definition of 'Fence and Hedge Height'.

The proposed bylaw is:

"Zoning Text Amendment No. T21 (Fence and Hedge Height), Bylaw No. 4992"

**2. Background Information from the City Planner**

The City Planner provided background information regarding the proposed amendment by way of summarizing the City Planner's Report of July 16, 2019, attached hereto and forming part of this report.

**3. Correspondence**

Letter dated July 11, 2019 from Dave Cappus opposing the changes to bylaw concerning fences and hedges.

**4. Late Correspondence Regarding the Matter**

None

**5. Input from the Public regarding the Bylaw**

Dan Rye, 4015 Steede Avenue commented regarding the hedge dispute he is currently involved in with his neighbour citing an aggressive fast growing hedge on the south side of his property which is now at approximately 25' and blocking sunlight. He stated that hedge height should be a consideration.

Cindy, 4677 Cathedral asked for clarification regarding the meaning of "not withstanding" and commented on issues regarding deer.

**6. Questions from Council:**

Council enquired about how complaints would be addressed.

The Planner noted the language in the draft bylaw is consistent with other communities.

**7. Calling for any Further Input:**

The Chair asked for any further input from the public. There was none.

The Chair called a second time for input. There was none.

The Chair asked for input for a third and final time. There was none.

**8. Closing Remarks by the Chair:**

The Chair made closing remarks on the matters of the public hearing.

*It was moved and seconded:*

***That the Public Hearing terminate at 6:45 p.m.***

**CARRIED**



Pursuant to Sections 464, 465 and 466 of the *Local Government Act*, I hereby certify the foregoing to be a fair and accurate summary of the representations made at the Public Hearing held July 22, 2019 regarding:

- “Zoning Text Amendment No. T21 (Fence and Hedge Height), Bylaw No. 4992”

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Davina Hartwell  
City Clerk

J:\Clerks\PublicHearing\2019\Zoning Text Amend T21 (Fence and Hedge Height)\Bylaw No. 4992\Report\_rl.doc

# CITY OF PORT ALBERNI

## BYLAW NO. 4992

### 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 Text Amendment No. T21 (Fence and Hedge Height), Bylaw No. 4992**"

#### 2. Zoning Bylaw Text Amendment

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

1) By **deleting** the following text under Section **6.7 Fences and Hedges**:

- a) *"6.7.2 Notwithstanding 6.7.1, the height of a fence, hedge or wall erected along a retaining wall shall be determined by measurement from the ground level at the average grade within 1 m (3.28 ft) of the side which is supported by the retaining wall."; and*
- b) *"6.7.4 Fences or walls not greater than 1.8 m (6 ft) in height are permitted from the rear of the required front yard setback to the rear of the property."*

2) By **adding** the following text under Section **6.7 Fences and Hedges**:

- a) *"6.7.1 The height of a fence, hedge or wall shall be determined by measurement from ground level at the average grade level within 1 m (3.28 ft) of both sides of such fence, **hedge**, or wall."*
- b) *"6.7.2 Notwithstanding 6.7.1, the height of a fence, hedge or wall erected along a retaining wall shall be determined by measurement from the ground level at the average grade within 1 m (3.28 ft) of the side which is supported by the retaining wall. **Where a fence is erected or placed above a retaining wall or within 1 m of a retaining wall, the maximum permissible height of a fence shall be reduced by half the height of the retaining wall.**"; and*
- c) *"6.7.4 Fences, **hedges**, or walls not greater than 1.8 m (6 ft) in height are permitted from the rear of the required front yard setback to the rear of the property **as determined by measurement from ground level at the average grade level within 1 m (3.28 ft) of both sides of such fence, hedge, or wall.**"*

READ A FIRST TIME THIS 24<sup>TH</sup> DAY OF JUNE, 2019.

READ A SECOND TIME THIS 24<sup>TH</sup> DAY OF JUNE, 2019.

A PUBLIC HEARING WAS HELD THIS 22<sup>ND</sup> DAY OF JULY, 2019.

READ A THIRD TIME THIS      DAY OF      , 2019.

FINALLY ADOPTED THIS      DAY OF      , 2019.

---

Mayor

---

Clerk

July 26, 2019

**RE: McLean Mill National Historic Site compliance with Agricultural Land Commission resolution #1323/92 – November 19, 1992, and related ALC decisions**

Attention Mayor Minions and Council for the City of Port Alberni:

In November 1988, the Historic Sites and Monuments Board of Canada (HSMBC) recommended that, *“The McLean Mill site, at Port Alberni, British Columbia, with its collection of extant resources relating to logging, sawmilling, transportation and labour in the British Columbia Forest Industry and with its close association to significant aspects of that Industry, should be declared to be of national significance.”*

The Board further recommended that, *“without delay, the Program contact the Province of British Columbia, MacMillan Bloedel, the City of Port Alberni (CPA) and the Alberni Valley Museum in order to determine their interest in co-operating with it in the immediate stabilization of the surviving in situ resources at the McLean Mill site and in the future restoration, presentation and interpretation of those resources as a major commemoration of the national significance of the British Columbia Forest Industry.”*

On November 19, 1992, the Agricultural Land Commission (ALC) rendered a decision by Resolution 1323-92 that allowed for a 12.8 hectare parcel of land be subdivided within the Agricultural Land Reserve (ALR) following an application by the City of Port Alberni to do so. The ALC decision to allow the land be subdivided within the ALR was done, *“on the basis of the historic debilitation of the site and the community’s desire to create the historic site.”*

The proposal made to the ALC by the CPA was, *“to develop the site as an historic sawmilling complex for educational and interpretive use,”* and that *“facilities would include a sawmill, support buildings such as repair shops, residences, cookhouse and bunkhouse as well as display and operation as a forestry and milling interpretation centre for tourism.”*

The ALC further advised the CPA that the land would continue to be subject to the provisions of the Agricultural Land Act, except as noted in Resolutions 1323-92 and 734-92, and to obtain confirmation from the ALC for any substantial changes.

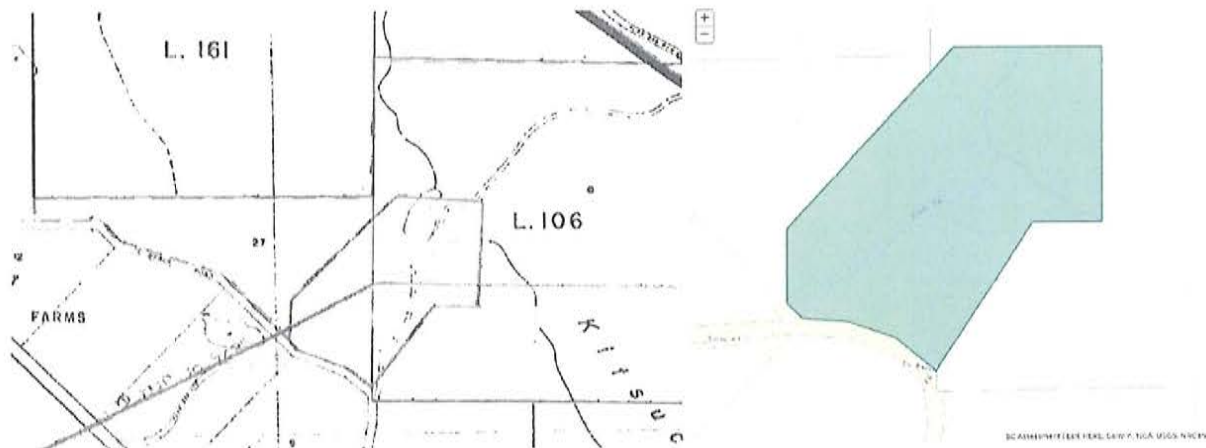
On July 23, 1996, the CPA entered into an Agreement with Canada to bring the Mclean Mill project to fruition with many conditions to be met:

- responsibility for assuming the conservation and heritage presentation of McLean Mill to ensure its commemorative integrity;
- that construction, repair or provision of modern services is not conservation;
- development of a communications strategy that will have determined the manner in which the site’s themes and resources are presented to the public, in connection with other visitor attractions in the Port Alberni Heritage Network.



Fast forward two decades and the primary activities taking place currently on the land; corporate retreats, weddings, large outdoor music festivals, yoga in the park, and RV and tent camping, have deviated almost completely away from the stated activities that were to take place on the land. Stated uses for the development of the McLean Mill site by the CPA in the first place, are set out by the HSMBC, ALC, and the Contract with Canada that required on site activities be towards the presentation and conservation of a sawmilling community, and a nod to the history of the forestry industry in BC.

Upon review of the attached documents, and of other related material, it would appear that the CPA may be in contravention of some of the conditions set out in writing and agreed to between the CPA and various parties. Those agreements specified how the land that was subdivided within the ALR, was to be used by the CPA. Such use was expected to be activities related to the operation of the McLean Mill National Historic Site as a historic, sawmilling community.



The map image on the above left is from the ALC decision; on the above right is from the BC Assessment Authority web site. Both maps demarcate the McLean Mill property.

All activities at the McLean Mill site are conducted on subdivided land that is within the ALR, but nonetheless are activities conducted on land that has not been removed from the ALR. There were specific stipulations set out by the ALC, regarding activities on this land. It appears that the CPA, under the guidance of successive council administrations, has allowed for the slow departure over time from compliance of those stipulations.

All of the current activities on the land, including music festivals, weddings and camping can occur, as long as those activities can be shown to be in compliance with current regulations, resolutions or contracts. In the spirit of compliance then, I would expect for the City to be in possession of documentation that shows current uses on the land are compliant with other agencies who may have governance over the McLean Mill property, that those documents are available for inspection by the peers of our community who we elect to form a council to govern on our behalf, and that they are available for review by the public.

This raises a question. At any point since 1992, when the ALC first granted the CPA a subdivision of land within the ALR that ultimately allowed for the McLean Mill project to proceed, has the CPA ever filed a subsequent application(s) to the ALC for permission to change, add to, or subtract from certain of the authorised uses on the land as per those indicated in the 1992 ALC resolutions?

If yes, I would like to obtain from the City copies of such application(s) to the ALC, and copies of any documents showing a response from the ALC that detail the allowable uses of the land currently, as activities now happening, or planned for in the future at the site, appear to significantly deviate from the allowable uses as outlined in ALC Resolution 1323-92.

And if available, I would expect that important documents such as these should be easily obtainable for review from the City's files. Thus, if the City would kindly forward copies to me in the next two weeks, I would appreciate that.

If in the event the answer to the above question is no, then this should raise more questions.

I appreciate your consideration of this letter, and I look forward to your hearing from you soon.

Respectfully submitted,  
Roland Smith

**MINUTES OF THE PROVINCIAL AGRICULTURAL LAND COMMISSION**

Meeting held at the B.C. Agricultural Land Commission Office, 4940 Canada Way, Burnaby, B.C. on the 19th day of June 1992.

<b>Present:</b>	K. Miller	Chairperson
	J. Collins	Commissioner
	P. Gambell	Commissioner
	J. Glover	Commissioner
	N. Holbek	Commissioner

**APPLICATION #** 21-A-26491

**APPLICANT:** City of Port Alberni

**OWNER:** MacMillan Bloedel Ltd.

**PROPERTY LOCATION:** North of Port Alberni

**LOCAL GOVERNMENT:** Regional District of Alberni-Clayoquot

**PROPOSAL:** To develop the site as an historic sawmilling complex for educational and interpretive use of the public in partnership with the Province of British Columbia (Heritage Conservation Branch) and with Environment Canada (Canadian Parks Service).

National historic site. Facilities would include a sawmill, support buildings such as repair shops, residences, cookhouse and bunkhouse as well as display and operation as a forestry and milling interpretation centre for tourism.

It is proposed that the historic site be sited on a 12.8 ha parcel that would be subdivided from the 80.2 ha total area of the two (2) subject properties.

The entire subject area, except for an approximately 1.0 ha portion of District Lot 106, is within the ALR.

**TYPE OF APPLICATION:** Section 20(1) of the Agricultural Land Commission Act.

**DATE OF PURCHASE:** N/A

**DATE APPLICATION RECEIVED:** December 23, 1991

**PRESENT USE:** Property and buildings have not been used since 1965. Steam operated sawmill, various support buildings and equipment on site.

...2

**AGRICULTURAL CAPABILITY:** As taken from Vancouver Island Agricultural Capability Map #92F036 for the area within the ALR:

<u>Unimproved Ratings</u>	<u>Improved Ratings</u>	<u>Total Area</u>	<u>Proposed Lot</u>
8:3PA 2:4TP	(8:3TP 2:4T)	30	64
8:4TP 2:3PT	(8:4TP 2:3TP)	20	
7:4AP 3:05W	(7:3TP 3:03W)	20	10
7:3W 3:3AW	(2AC)	10	
6:3PT 4:05W	(6:3TP 4:05W)	10	20
5:3WI 3:2WI 2:2AI	(5:2DC 5:2C)	9	5
Lake		<u>1</u>	<u>1</u>
		<u>100</u>	<u>100</u>

**SURROUNDING LAND USES:**

NORTH - Forested land  
 EAST - Forested land  
 SOUTH - Forested land  
 WEST - Forested land

**COMMUNITY PLAN DESIGNATION:** Forest Related Industry/Existing Farm/Acreage Residential

**ZONING:** Heavy Industrial (M-3) and Forest Rural (A-3)

**LOCAL GOVERNMENT RECOMMENDATION:** In support of the proposal.

**BACKGROUND INFORMATION:**

- 1) There has been a previous application involving the subject properties, more specifically #01/10-85-19143 (Alberni Fine-Tuning Review).

As a result of the fine-tuning review portions of the subject properties were included into the ALR. It is estimated that approximately 60% of the proposed lot was included into the ALR.

The inclusion was authorized by Order-in-Council No. 1631, approved and ordered October 26, 1990.

**STAFF COMMENT/RECOMMENDATION:**

- 1) Given that the land has received a National Heritage Site designation and the area has been substantially altered for past sawmill use, it is recommended the application be allowed.

...3



BASE MAP NUMBER: 92F/7

CONSTITUENT MAP NUMBER: 13

AIR PHOTO FLIGHTLINE/NUMBER: BC 84028 / #'s 52 & 53

**LEGAL DESCRIPTION:**

Property No. 1 - Lot 27, Loop Farms, Alberni District, Plan 1297.  
(Certificate of Title No. EB78557)

Property No. 2 - District Lot 106, Alberni District, Except Part  
in Plan 277 RW.  
(Certificate of Title No. EB78560)

**PARCEL SIZE:**

Property No. 1 - 15.5 ha

Property No. 2 - 64.7 ha

Total 80.2 ha

**DISCUSSION:** Consolidation with D.L. 161 would be desired if  
owned by MacMillan Bloedel Ltd.

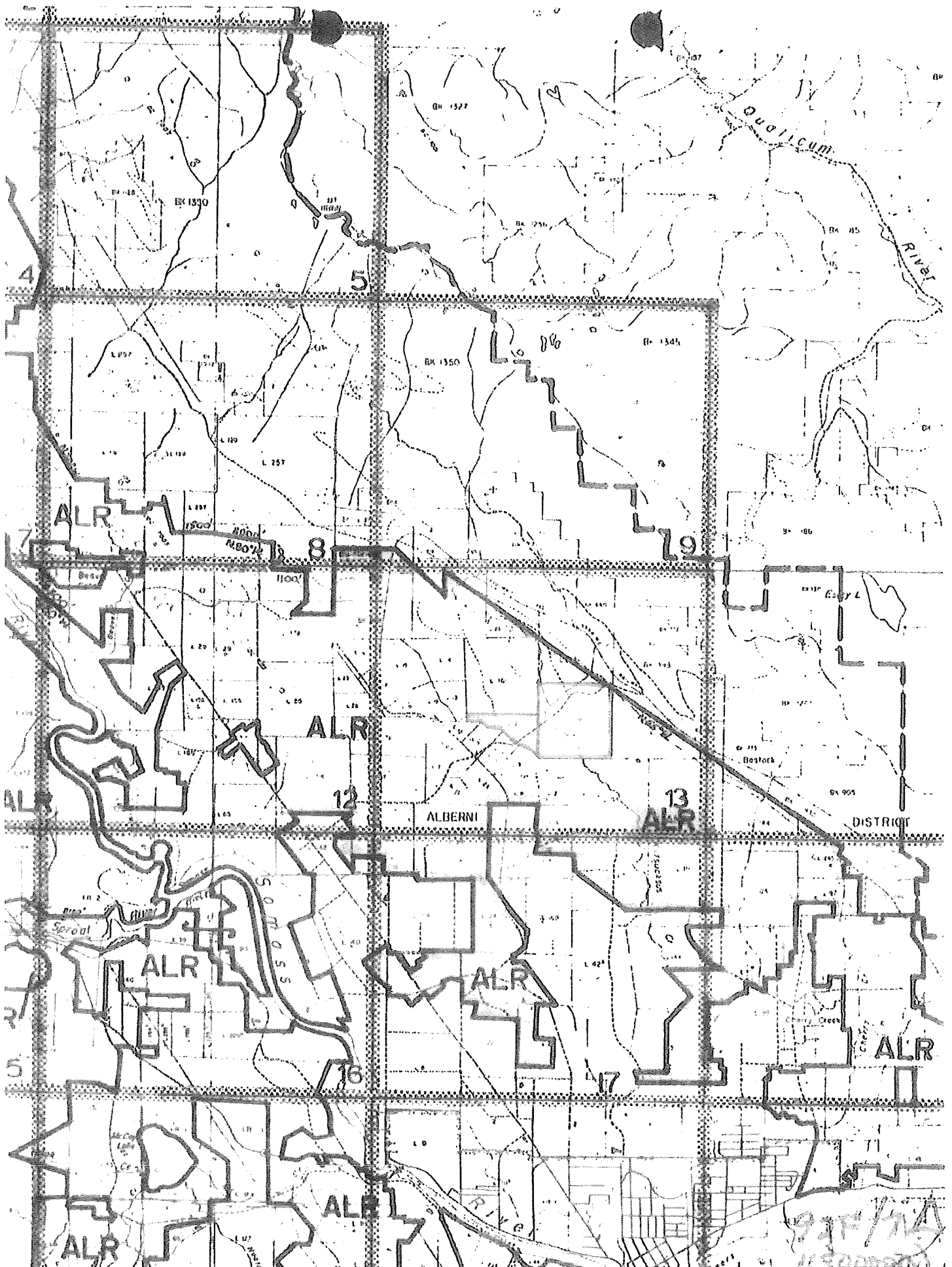
**IT WAS**

**MOVED BY:** COMMISSIONER J. Collins

**SECONDED BY:** COMMISSIONER J. Glover

That the application be allowed subject to consolidation with D.L.  
161.

Carried.





February 2, 1993

Reply to the attention of  
Gordon Bednard

City of Port Alberni  
4850 Argyle Street  
Port Alberni, B.C.  
V9Y 1V8

Attention: G.W. Wiley

Dear Sir:

Re: Application #21-A-91-26491

The Agricultural Land Commission has, at your request as detailed in your letter of October 5, 1992, reconsidered your application regarding land described as: 1) Lot 27, Loop Farms, Alberni District, Plan 1297; and 2) District Lot 106, Alberni District, Except Part in Plan 277 RW.

After carefully considering the points in your letter, and reviewing the file material, the Commission, acting under Section 20(1) of the Agricultural Land Commission Act, by Resolution #1323/92, has resolved to allow the creation of the proposed 12.8 ha parcel for the Historic Site without the necessity of the consolidations of the remainders of the lots in question and DL 161, as was required by Commission Resolution #734/92.

This approval is granted provided that your subdivision is in substantial compliance with the plan attached hereto.

The land referred to in the application continues to be subject to the provisions of the Act and regulations except as provided by this approval.

This approval in no way relieves the owner or occupier of the responsibility of adhering to all other legislation which may apply to the land. This includes zoning, subdivision, or other land use bylaws, and decisions of any authorities which have jurisdiction.

Before your development can proceed, other approvals may be necessary and we urge you to check with the Regional District of Alberni-Clayoquot.

Please obtain the confirmation of the Commission, if any substantial changes are required to the proposal as approved by this office.

...2



February 2, 1993  
Page 2

When the final survey plans or documents as required for Land Title purposes have been prepared, please send two paper prints to this office, well in advance of commencing registration procedures at the Land Title Office. The Commission will then authorize the Registrar of Land Titles to accept the application for deposit of the subdivision plan.

Please quote Application # 21-A-91-26491 in any future correspondence.

Yours truly,

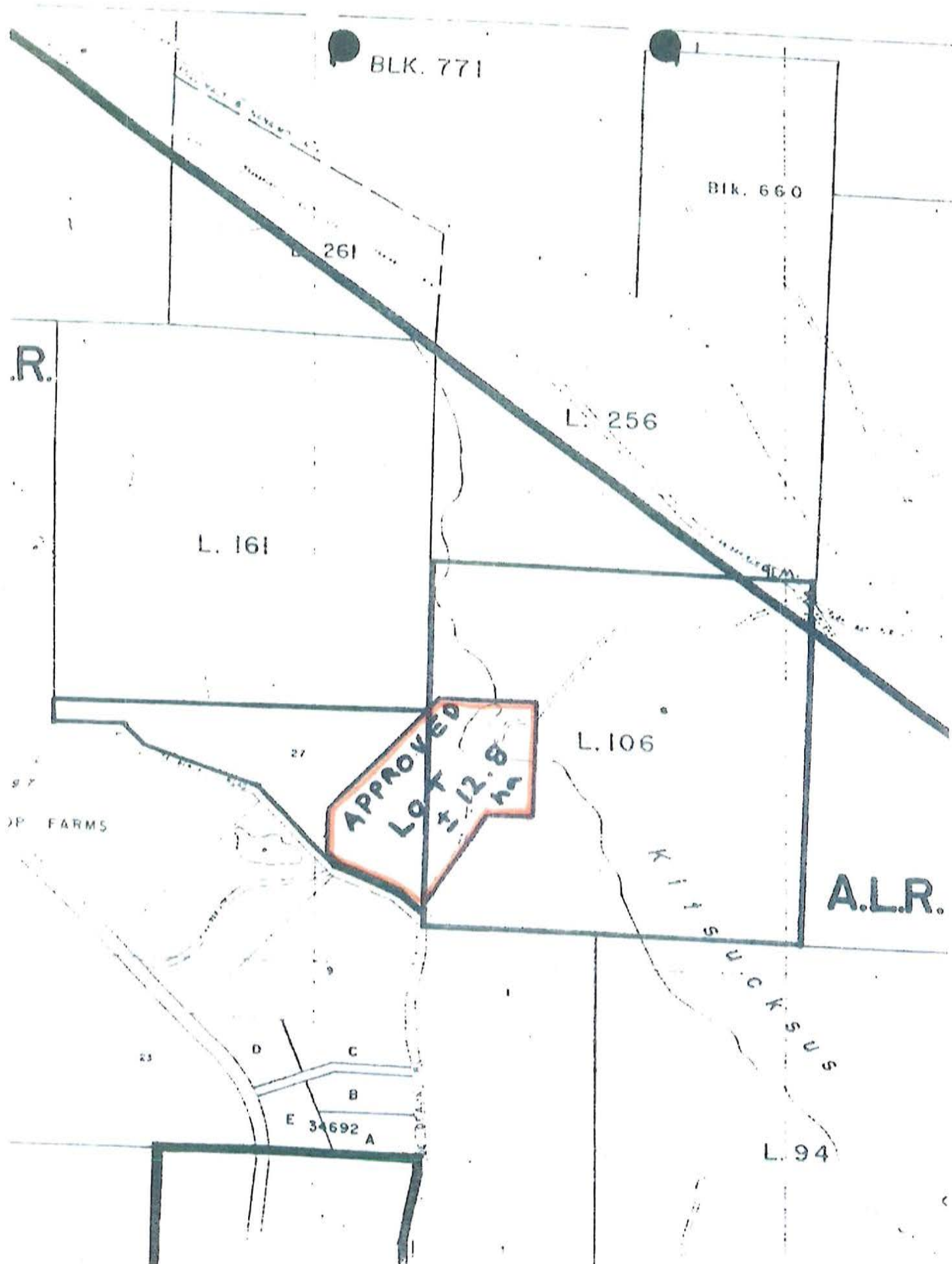
AGRICULTURAL LAND COMMISSION

Per: 

K. B. Miller, General Manager

GB/lv  
Encl.

cc: Regional District - Alberni Clayoquot (#AB91007)  
Approving Officer, Hwys - Pt. Alberni  
B.C. Assessment Authority - Pt. Alberni  
MacMillan-Bloedel Ltd., Attn: Len Hayley, 925 W. Georgia St.  
Vancouver, B.C. V6C 3L2 (File #P-0344-32)



March 26, 1993

Reply to the attention of  
Gordon Bednard

Registrar of Land Titles  
Land Title Office  
850 Burdett Street  
Victoria, B.C.  
V8W 1B4

Dear Sir:

Re: Reference Plan of Parts of D.L. 106 and Lot 27,  
Loop Farms, Plan 1297, Both in Alberni District,  
Pursuant to Sec. 99(1)(h) L.T.A.

Please find enclosed a Certificate of Order #1323/92 authorizing  
the deposit of the subdivision plan attached hereto marked  
Schedule "A".

It would be appreciated if a copy of the registered plan could be  
forwarded to our office for our records. If this is not possible,  
please note the following information and return a copy of this  
letter to our office.

Date of Registration \_\_\_\_\_

Plan Number \_\_\_\_\_

Thank you for your attention to this matter.

Please quote Application #21-A-91-26491 in any future  
correspondence.

Yours truly,

AGRICULTURAL LAND COMMISSION

Per: *KBM*

K. B. Miller, General Manager

GB/lv/Encl.

cc: City of Port Alberni  
D.M. Pollock, Acres & Pollock, 4710 Rogert St.  
Port Alberni, B.C. V9Y 3Z2 (File #10684)  
MacMillan-Bloedel Ltd., Attn: Len Hayley, (File P-0344-32)  
925 W. Georgia St., Vancouver, B.C. V6C 3L2  
Regional District - Alberni Clayoquot (#AB91007)

#1323/92

**CERTIFICATE OF ORDER OF THE  
PROVINCIAL AGRICULTURAL LAND COMMISSION  
PURSUANT TO THE AGRICULTURAL LAND COMMISSION ACT**

Re: Reference Plan of Parts of D.L. 106 and Lot 27,  
Loop Farms, Plan 1297, Both in Alberni District,  
Pursuant to Sec. 99(1)(h) L.T.A.

hereinafter referred to as the "land" and shown more particularly on a proposed plan of subdivision prepared by David Michael Pollock, B.C. Land Surveyor, with the survey being completed on the 15th day of April 1991; a print of the plan being annexed hereto and marked Schedule "A";


WHEREAS all or part of the land is included within the Agricultural Land Reserve of the Alberni Clayoquot Regional District;

AND WHEREAS Section 18 of the Agricultural Land Commission Act prohibits a Registrar of Land Titles from accepting an application for deposit of a plan of subdivision under the Land Title Act, Condominium Act, or Real Estate Act, all or part of which consists of land in an Agricultural Land Reserve, except as permitted by the Agricultural Land Commission Act, the Regulations thereto, or an Order of the Commission;

AND WHEREAS the owner of the land has applied for such an Order;

NOW THEREFORE, I hereby certify that the Provincial Agricultural Land Commission by Resolution #1323/92 dated the 19th day of November 1992 approved an Order authorizing the Registrar of Land Titles to accept an application for the deposit of the attached plan, subject to compliance with all other legislation.

Dated at Burnaby, British Columbia this 26th day of March 1993.

  
\_\_\_\_\_  
K. B. Miller, General Manager  
PROVINCIAL AGRICULTURAL LAND COMMISSION

All of the lots resulting from this subdivision are wholly or partially in the Agricultural Land Reserve.



RECONSIDERATION MINUTES  
Resolution #1323/92  
Application #21-A-91-26491

MINUTES OF THE PROVINCIAL AGRICULTURAL LAND COMMISSION

Meeting held at the B.C. Agricultural Land Commission Office, 4940 Canada Way, Burnaby, B.C. on the 19th day of November, 1992.

Present:	J. Collins	Acting Chairperson
	P. Gambell	Commissioner
	N. Holbek	Commissioner
	J. Glover	Commissioner

A request from G. W. Wiley representing the City of Port Alberni, dated October 13, 1992 to reconsider an application under Section 20(1) of the Agricultural Land Commission Act was considered for the properties described as: 1) Lot 27, Loop Farms, Alberni District, Plan 1297; and 2) District Lot 106, Alberni District, Except Part in Plan 277 RW; shown in detail on plans submitted with the application.

The original application requested the creation of a 12.8 ha National Heritage Sawmill historic site from a portion of each of the above lots which total 80.2 ha. The Commission allowed the application on the basis of the historic debilitation of the site and the community's desire to create the historic site. The Commission's approval was conditional on the consolidation of the remainder of the two lots with Lot 161 to the north which is also owned by MacMillan-Bloedel and is of similar agricultural quality.

The request for reconsideration is based on the outright refusal of MacMillan-Bloedel to consider any consolidations stating that they see little benefit in doing so. The City has therefore asked the Commission to reconsider the conditions of its approval.

IT WAS

MOVED BY: Commissioner J. Glover  
SECONDED BY: Commissioner P. Gambell

THAT the application be approved without the previously imposed conditions of consolidation. The approval is still, however, subject to compliance with all other legislation.

The Commission removes these conditions reluctantly and in the interest of the community's desire to acquire the site only.

Carried.

Commissioner Holbek opposed.



## Alberni Valley Lions Club

Box 44  
Port Alberni, BC  
V9Y 7M6



Mayor Sharie Minions and Council  
4850 Argyle St.  
Port Alberni, BC  
V9Y 1V8

Aug. 1, 2019

Dear Mayor and Council

The Alberni Valley Lions and Maritime Heritage Discovery Centre invite you to help out at our Children's Bullhead Derby. This year's Derby will take place on Saturday, August 24<sup>th</sup>. It begins at 10:00 am and we will have our prize ceremony at 2:00.

We now hold the Derby at the Maritime Heritage Discovery Centre (the Lighthouse). Last year, our first year at the new location, 125 children registered and the weather was great. We hope it will be even bigger and better this year.

The kids and their families always enjoy seeing some of the local community leaders at the Derby trying to hold onto fish so the measurement can be accurate. If you are able to be there for all or part of the Derby, we would be most appreciative. If you assist with bullhead measuring, we will provide the gloves so you will be somewhat protected from the barbs and slime!

Yours truly

Art Halsall

co-chair 2019 Children's Bullhead Derby.  
250-723-6113



## Port Alberni Toy Run

PO Box 1352, Port Alberni BC, V9Y 7M2

July 9<sup>th</sup>, 2019

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

Dear Port Alberni City Council, Managers and staff;

The 35<sup>th</sup> Annual Port Alberni Toy Run is on September 14<sup>th</sup> and 15<sup>th</sup>, 2019.

As in previous years, we are hoping for the use of Glenwood Center, as well as the use of your large tents, snow fencing, steel barriers, and tables & chairs.

We greatly appreciate the support of the Community Investment Fund in allowing use of the facilities and equipment at no cost. We would also ask City Council if they would again this year, declare the week of September 9th to 15th as Toy Run week in the City of Port Alberni.

In the past 34 years we have raised more than \$1.5 million in toys and money for the children and families of the Alberni Valley and surrounding area.

With your help, we have become the largest children's charities fundraising event in the Alberni Valley and the largest motorcycle event on Vancouver Island, attracting more than 1400 motorcycles each Toy Run Weekend.

We sincerely appreciate the support of the City of Port Alberni over the past many years, and look forward to a continued relationship, for the benefit of our Alberni Valley.

Please contact me if you have any questions, comments, or concerns.

Sincerely;

David Wiwchar, Chair  
Port Alberni Toy Run  
(250) 731-4728



*Know your limit, play within it.*

July 19, 2019

File No: 65320/20  
562284

Ms. Cathy Rothwell  
Director of Finance  
City of Port Alberni  
4850 Argyle Street  
Port Alberni BC V9Y 1V8  
E-mail: cathy\_rothwell@portalberni.ca

Dear Ms. Rothwell:

On behalf of the Attorney General, I am writing to inform you that \$131,627.61 will be transferred electronically to the City of Port Alberni the week of July 15 - 19, 2019. This represents your share of casino revenue for the period April 1 – June 30, 2019.

Detailed calculations are attached for your information. If you have any questions regarding the figures, or the method of calculation, please don't hesitate to contact me directly.

Sincerely,

My Anh Truong  
Executive Director, Operations  
Gaming Policy and Enforcement Branch

Attachment

pc: Tom Powell  
Director Corporate Services  
BC Lottery Corporation

---

Ministry of Attorney  
General

Gaming Policy and  
Enforcement Branch  
Operations Division

Mailing Address:  
PO BOX 9311 STN PROV GOVT  
VICTORIA BC V8W 9N1  
Telephone: 778-6983079

Location:  
Third Floor, 910 Government Street  
Victoria, BC

Web: [www.gaming.gov.bc](http://www.gaming.gov.bc)





**CITY OF PORT ALBERNI  
M E M O R A N D U M**

To: Tim Pley, CAO  
From: Cathy Rothwell, Director of Finance  
Copy: Mayor and Council  
Davina Hartwell, City Clerk  
Date: July 29, 2019

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

  
Tim Pley, CAO

Subject: City Share of Gaming Revenue April 1 – June 30, 2019

The City received \$131,627.61 as its 10% share of Chances RimRock slot machine revenue for the quarter April 1 through June 30, 2019. The annual casino revenue funds the McLean Mill operating contract, the Chamber of Commerce Visitor Centre operating contract, Community Investment Plan, and the remainder offsets Economic Development operating expenses.

The amount in this quarter is approximately \$12,000 more than the same period in 2018. The 2019 budget of \$445,840 averages \$111,460 per quarter, and actual funds received to date total \$346,924.89.

Respectfully submitted,



Cathy Rothwell  
Director of Finance



Royal  
Canadian  
Mounted  
Police

Gendarmerie  
royale  
du  
Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Unclassified

July 18, 2019

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

Your File    Votre référence  
100-157

Our File    Notre référence  
E753-28-5

Municipal Policing Agreement  
April 1, 2019 to March 31, 2020 Fiscal Year

In compliance with article 17.3.a) of the Municipal Policing Agreement, please find attached our monthly Financial Statement. The statement provides a year end forecast of expenditures as of **June 30, 2019**.

This Statement lists all the direct expenditures incurred to provide police services to your municipality from April 1, 2019 to **June 30, 2019**. This statement also contains reference to indirect costs which are included in the year end forecast.

Should you have any questions regarding this material, please contact Paul Richardson, Financial Manager Municipal Policing at 778-290-2490.

Maricar Bains, B. Comm., MBA  
Regional Director  
Finance Section, E & M Division  
Corporate Management & Comptrollership Branch

c.c. OIC Port Alberni Detachment

RCMP E Division HQ  
Finance Section, Mailstop #908  
14200 Green Timbers Way  
Surrey, BC Canada V3T 6P3

# PORT ALBERNI

18-Jul-19

Expenditures to 2019/06/30

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) / DEFICIT(-)
<b>STANDARD OBJ. 01 - PERSONNEL</b>					
CEG 30 - PAY - MEMBERS:					
CE 500110 - REGULAR PAY	3,268,603	175,424	618,134	2,495,487	773,116
CE 500112 - RETROACTIVE PAY		0	0	0	0
CE 500113 - ACTING PAY	18,270	317	11	18,270	0
CE 500114 - SERVICE PAY	83,360	3,752	15,871	64,723	18,637
CE 500117 - SHIFT DIFFERENTIAL	53,346	3,415	6,485	25,940	27,406
CE 500164 - SENIOR CST ALLOWANCE	44,075	2,603	8,467	34,528	9,547
CE 501127 - RETRO PAY - PRIOR YEAR		0	0	0	0
CE 501194 - REGULAR TIME - RESERVISTS	10,250	0	0	10,250	0
CE 502103 - OPERATIONAL CLOTHING ALLOWANCE	6,970	-133	643	6,970	0
MISC. CE's INCLUDED UNDER CEG 30	5,385	-2,094	128	7,609	-2,224
CEG 30 - PAY - MEMBERS - TOTAL	3,490,259	183,284	649,738	2,663,777	826,482
CE 500111 - OVERTIME		21,788	37,071	263,494	-263,494
CE 501110 - OPERATIONAL AVAILABILITY		4,569	10,159	60,956	-60,956
CE 501128 - RETROACTIVE OVERTIME		0	0	0	0
<b>CEG 31 - OVERTIME - MEMBERS - TOTAL</b>	<b>324,450</b>	<b>26,357</b>	<b>47,230</b>	<b>324,450</b>	<b>0</b>
CEG 32 - PAY - MEMBERS (POLICY CENTRE) Credit Item	0	81,697	81,697	0	0
CEG 40 - TRANSFER ALLOWANCES - INTRA-RCMP (Credit Item)	0	7,176	15,034	0	0
CEG 45 - PERSONNEL - PAY RAISE CONTINGENCY	0	0	0	0	0
<b>TOTAL STANDARD OBJ. 01 - PERSONNEL</b>	<b>3,814,709</b>	<b>298,514</b>	<b>793,698</b>	<b>2,988,227</b>	<b>826,482</b>
<b>STANDARD OBJ. 02 - TRANSPORTATION &amp; TELECOMMUNICATION</b>					
<b>CEG 50 - TRAVEL</b>	<b>32,084</b>	<b>2,961</b>	<b>8,245</b>	<b>32,084</b>	<b>0</b>
CEG 51 - TRAVEL ADVANCES (Credit Item)	0	3,780	31,121		0
CEG 52 - TRAINING TRAVEL (DCCEG)	37,114	0	4,533	37,114	0
<b>CEG 53 - TRAINING TRAVEL (POST)</b>	<b>6,180</b>	<b>632</b>	<b>2,850</b>	<b>6,180</b>	<b>0</b>
CEG's 60-66 - TRANSFER COSTS (Credit Item)	0	10,236	48,894	0	0
<b>CEG 70 - FREIGHT, POSTAGE, ETC.</b>	<b>4,841</b>	<b>224</b>	<b>1,167</b>	<b>4,841</b>	<b>0</b>
CEG 100 - TELECOMMUNICATIONS SERVICES (DCCEG)	250	0	0	250	0
<b>CEG 101 - TELEPHONE SERVICES (POST)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CEG 140 - COMPUTER COMM SERVICES (SSC)	0	0	0	0	0
<b>TOTAL STANDARD OBJ. 02 - TRANSPORTATION &amp; TELECOM</b>	<b>80,469</b>	<b>17,833</b>	<b>96,810</b>	<b>80,469</b>	<b>0</b>
<b>STANDARD OBJ. 03 - INFORMATION</b>					
<b>CEG 120 - ADVERTISING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CEG 130 - PUBLICATION SERVICES</b>	<b>0</b>	<b>16</b>	<b>27</b>	<b>108</b>	<b>-108</b>
<b>TOTAL STANDARD OBJ. 03 - INFORMATION</b>	<b>0</b>	<b>16</b>	<b>27</b>	<b>108</b>	<b>-108</b>
<b>STANDARD OBJ. 04 - PROFESSIONAL &amp; SPEC. SVCS</b>					
CEG 160 - LEGAL SERVICES (Credit Item)	0	837	3,425	0	0
CEG 170 - CONTRACTED SERVICES (DCCEG)	0	0	0	0	0
CEG 190 - TRAINING & SEMINARS (DCCEG)	88,325	0	0	88,325	0
<b>CEG 191 - TRAINING &amp; SEMINARS (POST)</b>	<b>3,914</b>	<b>1,018</b>	<b>1,018</b>	<b>3,914</b>	<b>0</b>
CEG 192 - OFFICIAL LANGUAGE TRAINING (Credit Item)	0	0	0	0	0
<b>CEG 219 - PROFESSIONAL SERVICES</b>	<b>44,084</b>	<b>1,941</b>	<b>6,006</b>	<b>44,084</b>	<b>0</b>
<b>CEG 220 - OTHER SERVICES</b>	<b>5,871</b>	<b>340</b>	<b>897</b>	<b>5,871</b>	<b>0</b>
CEG 221 - IM/IT SERVICES	52,560	0	0	52,560	0
CEG 223 - RADIO COMMUNICATIONS SYSTEMS	18,730	0	0	18,730	0
<b>TOTAL STANDARD OBJ. 04 - PROFESSIONAL &amp; SPEC. SVCS</b>	<b>213,484</b>	<b>4,137</b>	<b>11,346</b>	<b>213,484</b>	<b>0</b>
<b>STANDARD OBJ. 05 - RENTALS</b>					
<b>CEG 241 - RENTAL-LAND,BLDG &amp; WORKS (POST)</b>	<b>515</b>	<b>0</b>	<b>0</b>	<b>515</b>	<b>0</b>
CEG 250 - RENTAL - COMMUNICATION EQUIP (DCCEG)	0	0	0	0	0
CEG 280 - INFORMATION TECHNOLOGY RENTALS	4,230	0	0	4,230	0
<b>CEG 290 - RENTAL - OTHERS</b>	<b>4,326</b>	<b>136</b>	<b>273</b>	<b>4,326</b>	<b>0</b>
<b>TOTAL STANDARD OBJ. 05 - RENTALS</b>	<b>9,071</b>	<b>136</b>	<b>273</b>	<b>9,071</b>	<b>0</b>
<b>STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINTENANCE</b>					
<b>CEG 311 - REPAIR OF BUILDINGS &amp; WORKS (POST)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CEG 350 - REPAIR SHIPS & BOATS	0	0	0	0	0
CEG 360 - REPAIR OF AIRCRAFT	0	0	0	0	0
<b>CEG 370 - REPAIR OF VEHICLES</b>	<b>32,530</b>	<b>127</b>	<b>6,319</b>	<b>32,530</b>	<b>0</b>
<b>CEG 380 - REPAIR OF OFFICE &amp; LAB EQUIPMENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CEG 390 - REPAIR OF MISC. EQUIPMENT</b>	<b>1,648</b>	<b>176</b>	<b>190</b>	<b>1,648</b>	<b>0</b>
CEG 392 - REPAIR OF AFIS EQUIP	0	0	0	0	0
CEG 393 - IT REPAIR AND MAINTENANCE	860	0	0	860	0
<b>TOTAL STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINT</b>	<b>35,038</b>	<b>303</b>	<b>6,508</b>	<b>35,038</b>	<b>0</b>



# PORT ALBERNI

Expenditures to 2019/06/30

18-Jul-19

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
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## STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPPLIES

CEG 430 - FUEL	68,289	7,214	21,211	68,289	0
CEG 470 - PHOTOGRAPHIC GOODS	788	167	370	788	0
CEG 500 - STATIONERY	18,540	1,800	2,264	18,540	0
CEG 510 - CLOTHING & KIT	16,274	1,119	1,762	16,274	0
CEG 530 - LABORATORY SUPPLIES	0	0	0	0	0
CEG 540 - SUPPLY & SUNDRY EQUIPMENT	14,617	480	2,560	14,617	0
CEG 541 - ACQUISITION CREDIT CARDS	0	0	0	0	0
CEG 550 - HOUSE FURNISHINGS	0	0	0	0	0
TOTAL STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPP	118,508	10,779	28,167	118,508	0

## STANDARD OBJ. 09 - CONSTR. OR ACQUIS. OF MACHINES & EQUIPMENT<\$10,000 OR ASSETS UNDER CONSTR.

CEG 440 - TRANSPORT SUPPLIES	4,429	366	2,271	4,429	0
CEG 441 - VEHICLE CHANGEOVERS	20,000	0	0	20,000	0
CEG 450 - COMMS PARTS & CONSUMABLES	2,090	0	0	2,090	0
CEG 480 - FIREARMS & AMMUNITION	13,056	-431	3,003	13,056	0
CEG 770 - RADIO COMMUN. EQUIPMENT- SYSTEM AND USER	18,447	0	0	18,447	0
CEG 771 - COMMS. EQUIPMENT	453	0	0	453	0
CEG 810 - LABORATORY EQUIPMENT	0	0	0	0	0
CEG 811 - PROJECT DEVELOPMENT - NON SALARY	0	0	0	0	0
CEG 812 - PROJECT DEVELOPMENT - SALARY	0	0	0	0	0
CEG 820 - PHOTOGRAPHIC EQUIPMENT	0	0	0	0	0
CEG 821 - AFIS EQUIP	0	0	0	0	0
CEG 822 - IDENT EQUIPMENT	0	0	0	0	0
CEG 830 - FURNITURE AND FIXTURES	0	0	0	0	0
CEG 840 - COMPUTER EQUIPMENT AND SOFTWARE	0	0	0	0	0
CEG 841 - ACQUISITION OF COMPUTER EQUIPMENT	10,930	0	0	10,930	0
CEG 842 - ACQUISITION OF SOFTWARE	240	0	0	240	0
CEG 850 - AUDIO VISUAL AIDS	0	0	0	0	0
CEG 860 - INVESTIGATIONAL EQUIPMENT	5,459	0	0	5,459	0
CEG 870 - SHIPS AND BOATS (CAPITAL)	0	0	0	0	0
CEG 871 - MISC. BOATS	0	0	0	0	0
CEG 880 - AIRCRAFT (CAPITAL)	0	0	0	0	0
CEG 890 - VEHICLES (CAPITAL)	120,000	0	0	120,000	0
CEG 891 - MISC. VEHICLES	0	0	0	0	0
CEG 900 - OTHER EQUIPMENT	0	0	0	0	0
CEG 910 - OFFICE MACHINES	4,429	-5	55	4,429	0
CEG 920 - SECURITY EQUIPMENT	2,127	0	0	2,127	0
TOTAL STANDARD OBJ. 09 - MACHINERY & EQUIPMENT	201,660	-70	5,329	201,660	0

## STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS

CEG 570 - PRISONER EXPENSES	0	0	0	0	0
CEG 580 - SECRET EXPENSES	5,047	0	0	5,047	0
CEG 581 - SPECIAL "I" EXPENDITURES	0	0	0	0	0
CEG 590 - MISC. EXPENDITURES	0	0	0	0	0
CEG 620 - CLAIMS and COMP.SETTLEMENTS (Credit Item)	0	410	410	0	0
CEG 650 - WRITE-OFF	0	0	0	0	0
TOTAL STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS	5,047	410	410	5,047	0

TOTAL DIRECT COSTS	4,477,986	332,057	942,567	3,651,612	826,374
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YEAR TO DATE CREDITS					
MEDICAL LEAVE / SUSPENSION > 30 DAYS - CEG 32		81,697	81,697		
TRANSFER ALLOWANCES - CEG 40 & 41		7,176	15,034		
TRANSFER COSTS - CEG's 60 - 66		10,236	48,894		
TRAVEL ADVANCE CEG 51 & SALARY OVERPAYMENT PSE CE 1080		3,780	31,121		
LEGAL FEES CEG 160, OFF.LANG.TRNG CEG 192		837	3,425		
HEALTH SERVICES CEG 200-202, PROTECT. SVCS CEG 210		-	-		
COMP. CLAIMS & EX-GRATIAS - CEG 620		410	410		
TOTAL CREDITS		104,135	180,579	-	

TOTAL DIRECT COST AFTER CREDITS	4,477,986	227,923	761,988	3,651,612	826,374
ADJUSTMENTS TO DIRECT COSTS ( See 'A' below)			-	-	-
TOTAL DIRECT COSTS	4,477,986	332,057	761,988	3,651,612	826,374



# PORT ALBERNI

18-Jul-19

Expenditures to 2019/06/30

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
<b>INDIRECT COST (Summary)</b>					
1) RM Pensions	647,625			494,817	152,808
2) RM CPP	91,858			80,175	11,683
3) Employer's Contr. to E.I. for R/M's	35,509			30,170	5,339
4) Division Administration (per cap x avg.# RM's)	980,900			788,432	192,468
5) Recruitment & Training	224,672			180,818	43,854
6) National Programs, Other Indirect Costs & Consolidated Svcs.	85,959			43,660	42,299
7) Police Dog Service Training	28,320			13,030	15,290
8) Amortization of Equipment > \$150,000 @ 10%	-			-	-
9) CPP & EI for Reservists	433			-	433
10) Cost of ERC/PCC as a Per Capita of...(PCC Incl. under Nat. Prog	-			-	-
<b>TOTAL INDIRECT COSTS</b>	<b>2,095,275</b>			<b>1,631,101</b>	<b>464,174</b>
<b>TOTAL COSTS (Direct + Indirect ) @ 100%</b>	<b>6,573,261</b>			<b>5,282,712</b>	<b>1,290,548</b>
<b>FEDERAL COST 10 %</b>	<b>657,326</b>			<b>528,271</b>	<b>129,055</b>
<b>TOTAL MUNICIPAL POLICING COSTS 90%</b>	<b>5,915,935</b>			<b>4,754,441</b>	<b>1,161,494</b>
<b>FTE - FULL TIME EQUIVALENTS</b>					
<b>ESTABLISHED STRENGTH</b>				<b>CURRENT UTILIZATION</b>	
RM / CM - ESTABLISHED	34.00				
RM / CM - FUNDED	34.00			28.99	5.01
RESERVISTS	-			0.12	(0.12)
PDSTC				0.42	
<b>INDIRECT COSTS - DETAILS</b>					
<b>REGULAR &amp; CIVILIAN MEMBERS</b>					
1) Pensions (Total Pensionable Earnings)	3,396,038			2,594,738	
Pension Rate	19.07%			19.07%	
Total Cost of RM/CM Pension.....	647,625			494,817	152,808
2) CPP (Pensionable Items) based on a Per Capita Cost of...	2,702			2,765.95	
Total Cost CPP (per Cap x FTE)	91,858			80,175.13	11,683
3) Employer's Contributions to EI based on a Per Capita Cost of...	1,044			1,040.82	
Total Cost of E.I. Contributions (per Capita x FTE)	35,509			30,170	5,339
4) Division Administration based on a Per Capita Cost of...	28,850			27,200	
Total Cost of Div. Administration (Per Capita x FTE)	980,900			788,432	192,468
5) Recruitment & Training					
Per Capita Cost of Training.....(effective 2015/16)...	1,516			4,873	
Per Capita Cost of Recruiting....	5,092			1,355	
Total Cost of Recruitment & Trng (Per Capita X FTE Utili	224,672			180,818	43,854
6) National Programs, Other Indirect Costs & Consolidated Servi	2,528			1,506	
Total Cost of National Programs (See Below)	85,959			43,660	42,299
7) Police Dog Svc. Trng. based on a Per Cap. cost of (eff. F/Yr. 20	28,320			30,903	
Total Cost of PDS.Trng (Per cap. X # of PD Teams)	28,320.24			13,030.25	15,290
<b>TOTAL INDIRECT COSTS - RM's &amp; CM's</b>	<b>2,094,843</b>			<b>1,631,101</b>	<b>463,742</b>
<b>INDIRECT COSTS - ( Reservists / PSEs)</b>					
a) CPP for Reservists Per Capita Cost	2,701.71			2,765.95	
Total Cost of Reservists CPP (Per Capita x FTE)	297			329	(32)
b) EI for Reservists Per Capita Cost	1,238.04			1,232.27	
Total Cost of Reservists' E.I. Contributions (Per Capita x FTE)	136			147	(11)
<b>TOTAL INDIRECT COSTS - RESERVISTS / PSE's</b>	<b>433</b>			<b>476</b>	<b>(43)</b>
<b>TOTAL INDIRECT COSTS</b>	<b>2,095,275</b>			<b>1,631,577</b>	<b>463,698</b>

## ***Port Alberni Station***

Following the report by Will King on the status and possible future of the Port Alberni Train Station, I would like to enlighten and correct some misconceptions that he and members of Council seemed to hold with regard to the history and condition of the Station.

The Station was built in 1911 with the south bonded warehouse addition added later, as were the truck bays in the 1950's. Between the 1950's and 1990 the upper floor was removed and the outside was covered with green plywood and stucco. In 1990, with recommendation from the Industrial Heritage Society, the City purchased the property from CPRail with the understanding that the Society would spearhead the restoration. That restoration was funded by a B.C. Heritage Trust Grant, a Bank donation, MacMillan Bloedel and numerous other private donations with very little from the City. This exterior restoration was completed in one three day weekend by 85 volunteers working around the clock with food supplied by more volunteers and Mayor Trumper's bowls of chilli. The upper floor, telegrapher's booth, roof, eave brackets, thermo-pane windows, solid doors and siding were all new. In the year following the Society restored the interior to much as you see it today with the addition of washrooms, a natural gas furnace and water heater, sprinkler system, planing and replacing the wooden panelling, rewiring, light fixtures and City carpenters building some interior furnishings. It was then designated the City's first Heritage Building and as such seismic upgrades are less stringent. The building was re-roofed again in 2006 and following a thorough inspection may only need repair rather than complete replacement.

Mr. King's report indicated that he believed that the building had remained as original from his "100 years of leaking" remarks. Consultation with members of the Industrial Heritage Society and a more thorough inspection would have revealed much of the new construction.

With regard to the overall concept, the area around Harbour Quay was in fact started soon after the Granville Island makeover and the basis for the City's decision. We already have many of the features that Mr. King recommended: children's play area, farmers market, restaurants, a marine dealer, boat building companies and machine shop, an aquarium, the clock tower, marine pier access and what makes Port Alberni unique was (and hopefully is) an operating steam train with a beautiful restored station and water tower.

I am not averse to a business operating out of the Station, providing the City continues ownership and the tenant is supportive of the rail operation. I was in fact quite excited by Aaron Colyn's tentative proposal as he indicated his sense of history.

I spent 33 years in engineering and my original training was civil/structural, so I do have some knowledge in this field. I have also been involved with the Industrial Heritage Society from the original 2-Spot locomotive rebuild in 1980 and as you may have gathered I have a great affinity for the Station.

Sincerely,

***Hugh Grist***

***July 2019***



Excellent care, for everyone,  
everywhere, every time.



July 17, 2019

Tim Pley, Chief Administrative Officer  
4850 Argyle St.  
Port Alberni, BC V9Y 1V8  
Email: [Timothy.Pley@portalberni.ca](mailto:Timothy.Pley@portalberni.ca)

Dear Colleague:

For several years, Health Canada and Environment Canada have jointly issued heat advisories for various parts of the country. In major Canadian cities, advisories have been in place for more than a decade. Heat advisories are based on a measurable increase in mortality and an increase in ambulance calls for specific conditions that are correlated with heat exposure.

In 2018, heat advisories were extended to include Vancouver Island for the first time. There were three separate heat advisory events and Island Health communities were under an advisory for 17 days. However, the issuance of heat advisories last summer was overshadowed by the many impacts of climate change, including considerable smoke from wildfires.

This year, Island Health will promote heat advisories more actively and provide information to the public on how to respond. The First Nations Health Authority is aware that Island Health is reaching out to all communities, including First Nations. Many residents have been exposed to heat advisory messages from media centres such as Vancouver, which has issued advisories in the past. In a new development, specific areas of Vancouver Island that are predicted to have heat events will now be identified.

The criteria for heat advisories are different across the country and based on known local conditions. For the south and central Island (including the east coast, interior and west coast areas), the threshold is a predicted maximum exceeding 29 C for at least two days with a minimum greater than 16 C. For the Mount Waddington Regional District, the criteria are a maximum of 28 C for at least two days with a minimum greater than 13 C.

As hotter, drier summers are predicted by most climate change models, we encourage communities to incorporate heat-event strategies into their emergency response and climate change adaptation plans. Larger cities have identified the need for designated cooling areas (recreation centres/arenas), water distribution locations and emergency shelters, among other responses. Longer-term planning uses built environments to reduce heat effects for higher-population communities. Such approaches may need to be adapted in smaller communities and rural areas where vegetation and shade may already be more available. Health Canada has prepared a better practices guidebook that can be considered in planning efforts: <https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/climate-change-health/heat-alert-response-systems-protect-health-best-practices-guidebook.html>

Island Health has updated heat-related information on its Web site, and we invite local communities to link to this resource. <https://www.islandhealth.ca/learn-about-health/heat-safety>

**Medical Health Officer**

Located at: 3<sup>rd</sup> Floor 6475 Metral Drive | Nanaimo, BC V9T 2L9

Tel: 250.739.6304 | Fax: 250.755.3372

If you would like to discuss further, please contact our office or an Environmental Health Officer.

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Hasselback', written in a cursive style.

Paul Hasselback, MD, MSc, FRCPC  
Medical Health Officer

PH/js



**From:** Christopher Joseph Alemany [<mailto:chrisale@gmail.com>]  
**Sent:** Thursday, July 25, 2019 9:00 AM  
**To:** Sharie Minions; Timothy Pley; Davina Hartwell; Willa Thorpe  
**Subject:** Source of Canal Beach contamination should be investigated

Dear Mayor and Council,

Given the recent closure of Canal Beach to swimming by Island Health after elevated levels of enterococci were detected on July 9th, I would strongly suggest that the City work with Island Health and the Port Alberni Port Authority to investigate what sources could have caused this sudden spike. Birds, other animals, city sewage, or cruise ships are all possibilities. The levels detected are very high (as described below) and so deserve attention.

Unfortunately there is a chance that the cruise ship, which visited on May 25, June 15, and July 6 was a source. Cruise companies have a history of discharging effluent while in ports of call and have faced legal and other actions due to it.

<https://www.miamiherald.com/news/business/tourism-cruises/article229285319.html>  
<https://thetyee.ca/News/2010/08/17/CruiseShipsDodgeRules/>

A 2008 EPA document titled "Cruise Ship Discharge Assessment Report" has the following quote:

<https://nepis.epa.gov/Exec/ZipPDF.cgi/P1002SVS.PDF?Dockkey=P1002SVS.PDF>

"The initial dilution estimated by ACSI and ADEC for a vessel at rest would not likely be great enough for untreated graywater to meet all National Recommended Water Quality Criteria, in particular fecal coliform and enterococci."

Island Health's regular testing was done on June 12 and June 26 around two weeks after the Maasdam's first visits and found no significant enterococci levels.

The test on July 9 was just 3 days after the last visit and found very high levels.  
Swimming is not recommend if levels over 70 are detected in a single test.  
July 9's test was 950.

If a citizen of Port Alberni was made ill by exposure to the water at the beach, the City of Port Alberni could be liable. The City has an ethical and governance responsibility to ensure all of its facilities are safe. If it is found that the cruise ship Maasdam did discharge while in Port Alberni, I would suggest the City ensure that testing at Canal Beach is done immediately before and after future visits.

Finally, the City currently has very little capacity of its own to deal with the regulatory, health, and liability aspects that are so often raised by environmental considerations in this era of governance. Relying on outside parties on an as needed basis is not always going to be sufficient to deal with the ongoing day to day issues that now arise.

This is another case where an Environmental Manager position supported by a Environmental Sustainability Commission, as the Food Security and Climate Disruption Committee has previously recommended to be formed, would greatly assist the City and Council in dealing with these types of concerns.

Thank you for your time and consideration to this important matter.

Sincerely,  
Chris Alemany  
3854 6th Ave  
Port Alberni, BC  
V9Y4M2  
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w: 250-753-3245 x2106  
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w: [www.alberniweather.ca](http://www.alberniweather.ca)

**Mayor's Report**  
**Sharie Minions**  
**August 8 2019**

**Campbell River Downtown Safety Office Visit**

Councillors Haggard, Corbeil and I visited the Campbell River Downtown Safety Office. The downtown safety office was established about a year ago in response to concerns from businesses and residents about a feeling of not being safe in the downtown. There was increasing property crime in the area, poverty and housing challenges, etc.

The office is located right in the core of the downtown area. It ultimately functions as a bylaw office, but provides eyes in the area and a space for people to come in and report concerns. They also provide meeting space for RCMP and Citizens on Patrol.

The office is staffed with a full time support position and 3 bylaw officers. The officers do foot patrols of the downtown area regularly. The office has cameras that feed live to tv screens so that from the office, they are able to see if there are issues happening downtown before they're even reported.

The office has become a place where people from all walks of life stop in to ask questions, report concerns, meet with bylaw or RCMP etc. It really seems like a positive hub in their core area.

We asked if that building could function as the public washroom as well and the feeling was that that would not be a good fit. They felt it was incredibly important for downtowns to have a 24 hour per day public washroom and this building would not be open 24 hours per day of course. They suggested looking into the Portland Loo washroom model that other communities have had success with in recent history. The Mayor of Smithers also mentioned that model at Mayor's Caucus last year. They recently installed one and are very happy with it.

The initial budget for the downtown safety office was 180K which included renovations and equipment set up, as well as the receptionist position that they added. Ongoing costs other than staffing (which we largely have in place already) are just the lease and maintenance of the building.

Overall, I think this is a very positive addition to their community that could be easily replicated in Port Alberni. Looking forward to exploring the option.

**Meeting with Minister Scott Fraser**

I met with Scott Fraser just as an opportunity to update on what our needs and opportunities are as a community. We had a thorough discussion about the issue our community is seeing with property crime and the need for more RCMP resources. The City is pushing for more Provincially funded RCMP members and I asked him to support us in that request.

We discussed meetings with Ministers and how MLA Fraser could assist the City in setting up meetings with other ministers. I requested help setting up meetings with Minister Judy Darcy (Mental Health and Addictions) as well as Minister Farnworth (Public Safety) and requested that we try to coordinate a time to have them come to Port Alberni as well.

We discussed the changes happening with some of the mental health service providers and what the intent of those changes are. There has been some concern from ACAWS and Family

Guidance expressed to the City that their contracts may change. I expressed the need to keep those services provided locally and not resource them to Parksville or elsewhere. We also talked about youth mental health services and the opportunity to take a real look at what is available and where the possible gaps are.

We discussed setting up a meeting with all levels of government and RCMP to discuss opportunities and resource needs so we can all be on the same page.

Minister Fraser was aware and very engaged on these issues and I look forward to following up soon.

**Other Meetings**

- Attended a non-profit housing planning meeting to discuss preliminary ideas around a BC Housing project in the community
- Attended opening ceremony of NTC Tlu-Pitch Games. Great event in our community celebrating young athletes
- City Infrastructure Tour to learn more about city assets and systems
- Met with IHS representatives to discuss approach to getting the train running again and talk about what the City would need to see in a business plan

## **Ron Corbeil: Report to City Council – August 12, 2019**

On behalf of the Port Alberni City Council I attended:

1. July 23, 2019, I attended as a celebrity cook along with Councillor Haggard a BBQ at Echo village. It was great opportunity to talk to some of the staff and residents.
2. July 29, 2019, I attended along with most of Council a tour of the city's water infrastructure concentrating on our drinking water in the morning, looking at our water intakes at China Creek and Bainbridge lake and the reservoirs and pumping stations through out the City of Port Alberni that delivers the water. In the afternoon we finished off the tour looking at the progress being made at the new sewer lagoon.
3. July 30, 2019, I attended a tour of the Campbell River Safety office along with Mayor Minions and Councillor Haggard. The office is located in the heart of the downtown core. The office houses the three bylaw enforcement officers and an administrative assistant. They answer to the Director of Planning. The RCMP has a area they can use for interviewing. The office is leased and the initial year budget was \$180,000, which included the addition of a third bylaw officer. The office works closely with the Downtown Safety Working Group that is comprised of many stakeholder groups.
4. August 7, 2019, I attended the Alberni Valley Community Forest Corporation Board of Directors meeting. We reviewed among other things the finances, expanding the community forest, logging plan, fire prevention and the Goshawk study.



## **Councillor Report**

For August 12, 2019

### **Councillor Debbie Haggard**

**July 18, 2019 – Advisory Planning Commission meeting** – An application was presented for a Development Variance Permit on the location of the former Port Alberni shelter site. The Port Alberni Shelter Society is proposing to construct an affordable housing facility targeted to fixed and low-income seniors.

**July 23, 2019** – Councillor Corbeil and I barbequed hot dogs and hamburgers and had lunch with the residents of Echo Village. It was a pleasure to meet and talk with some of the residents. I also enjoyed meeting some of the caring staff who work at the facility.

**July 24, 2019** – I attended a Public Information meeting on the proposed development on 8<sup>th</sup> Avenue. I conversed with the current property manager and discussed some of the issues regarding the development.

**July 24, 2019** – Councillor Poon and I attended a presentation from Lance Goddard on the 5 Acre Shaker. He also gave us a tour and discussed proposed plans for the upcoming event.

**July 25, 2019** – I met with a local community advocate and we discussed climate change and things that the city could do to help mitigate these changes.

**July 25, 2019** – Councillor Poon and I met with the President of the McLean Mill Society and discussed budgetary concerns, appropriate recognition for work done by the MMS and possible future development and events.

**July 29, 2019** – Council went on an infrastructure tour in order to gain a better understanding of the City's sewer and water systems. The number one priority for the city is to provide safe drinking water to its residents. I did not realize the technology and the intricate systems that are required in order to provide this service. I would like to recognize and thank the City workers who are very passionate and knowledgeable about these systems and who work hard to maintain them.

**July 30, 2019** – Mayor Minions, Councillor Corbeil and I visited the Downtown Safety Office in Campbell River. We took a tour of the office and spoke with the Director of Planning and the bylaw staff about the office. We now have a much better understanding of the directives of the office and came away with some ideas on how this model may be adopted in our community.

**COUNCILLOR ACTIVITY REPORT  
RON PAULSON, CITY COUNCILLOR**

1. June 21/19 – Attended “National Indigenous Day” celebrations at the Port Alberni Friendship Centre
2. June 25/19 – Attended the Alberni Clayoquot Continuing Care Society Annual General Meeting. Financial Reports, Presidents Report and the Chief Administrator reports were presented and passed.
3. June 26/19 – Attended and tour of the newly renovated Paramount Theatre with a number of other Councilors.
4. July 3/19 – Attended the Alberni Valley Minor Lacrosse Association awards banquet. It is encouraging to hear that registration increased for this past season.
5. August 2/19 – I visited the AV Multiplex to meet with the West Coast Prep Camp owners (Ron Patterson) to see how their business is doing this year. Enrollment is up again this year. They now have more employees (230) than they had students in their first year 10 years ago. They also expressed how great our staff has been to deal with this year (as always!).

## **Councillor Report**

For August 12, 2019

### **Councillor Helen Poon**

10am, 22 July 2019 - Met with Mayor Minions and Councillor Corbeil and discussed current issues.

6pm, 24 July 2019 - Attended along with Councillors Haggard and Corbeil the open house for the re-zoning of the 8th avenue project.

7pm, 24 July 2019 - Attended along with CAO Pley and Councillor Haggard, a meeting with Five Acre Shaker volunteers, and McLean Mill Society onsite at McLean Mill. Discussion on how best to prepare the site for events.

10am, 25 July 2019 - Attended along with Councillor Haggard, a meeting with Sheena Falconer from McLean Mill Society.

1pm, 27 July 2019 - Met with Councillor Bissinger of the Town of Comox. Toured Downtown Comox and studied the various revitalization schemes used to encourage more small businesses and bring more people to shop locally.

3pm, 27 July 2019 - Attended Comox Valley Pride where I met and had conversations with MP Gord Johns of Courtenay-Alberni, Councillor Cole-Hamilton of the City of Courtenay, and Director Arzeena Hamir of the Comox Valley Regional District.

9am-3pm, 29 July 2019 - Attended along with the rest of council, a tour of the City's water and sewage infrastructure including stops at Bainbridge Lake, China Creek intake, Cowichan reservoir, Burde St reservoir, Johnston reservoir, Argyle St sewage pump house, and Catalyst sewage lagoon.

3pm, 7 July 2019 - Attended the Community Action Team, interactive art exhibition with the theme 'Stigmatized' to better understand the current opioid crisis.

## **Councillor Report**

For August 12, 2019

**Councillor Cindy Solda**

Since our last meeting and being summer not alot to report.

What I would like to highlight is the Infrastructure Tour council went on to the Cities -China Creek intake, Bainbridge Lake intake, our Water treatment facility, reservoir sites and the sewer lagoon.

I would like to thank Tim Pley (CAO), Wilf Taekema (Director of Engineering and Public Works) and Amar Giri (Utilities Superintendent) for conducting the tour. These sites are critical to our community and they need to be maintained.

I am looking forward to taking another tour when our new sewer lagoon is completed next year.

The location of all the sites are visually amazing.

Respectfully Submitted



Councillor Report- Dan Washington

July 08- Attended the Strategic Planning Meeting

July 09- Was the first “Our Town” event for 2019. It was held at Glenwood due to weather. Still about 600 showed up to celebrate. This is the 34<sup>th</sup> year the Our Town program has been running in Port Alberni

July 15- Committee of the Whole meeting

July 23- second “Our Town” event held at Gyro-Rec Park. It was very well attended. Kiwanis served up over 600 Sno-cones while the Gyro Club lost count at 500 hotdogs.

July 29- Went on the Infrastructure Tour with fellow councillors. Thanks to City Staff for enlightening us on all we have and need to take care of.