
AGENDA - REGULAR MEETING OF COUNCIL
Monday, December 11, 2023 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports please refer to the City's website portalberni.ca or contact Corporate Services at 250.723.2146 or by email corp_serv@portalberni.ca

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A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. Council for the City of Port Alberni would like to acknowledge and recognize that we work, live and play in the City of Port Alberni which is situated on the unceded territories of the Tseshah̓t [č̓iśaaʔath̓] and Hupačasath First Nations.
2. Late items identified by Councillors.
3. Late items identified by the Corporate Officer.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube)

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 6

1. Minutes of the Special meeting held at 11:30 am and Regular Council meeting held at 2:00 pm on November 27, 2023, as presented.

C. DELEGATIONS

1. 25-Year Employee Recognition Awards

25-Year Employee Recognition awards presented to Amar Giri, Waterworks Chargehand, Rod Jungenkrueger, Solid Waste Collector and Roman Wiatr, Water System Technician.

Recognition of fellow 25-year employees not in attendance:

- Louisa McMeekin, Watch Clerk R.C.M.P.
- Dawn McMurtrie, Aquatic Centre Receptionist

2. N. Wynne - Page 13

Applicant, N. Wynne in attendance to speak to Development Variance Permit No. 117 for 4735 and 4715 Dunbar Street.

3. D. Wallace - Page 14

D. Wallace, M. Ramadan, O. Othman and N. Othman in attendance to call for ceasefire in Gaza.

D. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

E. 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 December 11, 2023, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

F. 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 [2] Council meetings. Each reading enables Council to reflect on the bylaw before proceeding further.

1. City of Port Alberni 2023 – 2027 Financial Plan Amendment Bylaw No. 5075-1, 2023 - Page 16

THAT the “City of Port Alberni 2023 – 2027 Financial Plan Amendment Bylaw No. 5075-1, 2023” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5075-1.

2. Zoning Bylaw Amendments | 3045, 3053, 3063 Kingsway Avenue - Page 18

Report dated December 1, 2023 from the Manager of Planning requesting Council consider introduction and first reading of the proposed bylaw.

THAT “Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096” be now introduced and read a first time.

G. CORRESPONDENCE FOR ACTION

Correspondence addressed to the Mayor and Council where there is a specific request may be included on an agenda. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included. Correspondence addressed to Council that is administrative or operational in nature will be circulated to Council weekly and referred to the appropriate department for review and follow-up where necessary.

1. Local Government Leadership Academy - Page 43

Information related to the Local Government Leadership Academy Forum taking place January 31 – February 2, 2024 in Vancouver, BC.

THAT Council authorize [insert names] to attend the Local Government Leadership Academy Forum "Empowering Communities: Leading Change Together" taking place January 31 – February 2, 2024 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.

H. PROCLAMATIONS

I. CORRESPONDENCE FOR INFORMATION

Correspondence found here provides information to Council. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included. Correspondence addressed to Council that is administrative or operational in nature will be circulated to Council weekly and referred to the appropriate department for review and follow-up where necessary.

1. **Correspondence Summary - Page 44**
 - a. The City of Victoria | Installation of Speed and Red-Light Cameras
 - b. National Police Federation | Clarifying Misconceptions Regarding Surrey Transition and Policing in BC
 - c. Letters from Various Ministries in Follow-up to UBCM Meetings
 - d. City of Fort St. John | Request to Enact the *Community Safety Act* or the *Community Safety Amendment Act*
 - e. Vancouver Island Regional Library | VIRL 2024 Budget and Levies
 - f. Ministry of Environment and Climate Change Strategy | Provincial Phase Out of Single-Use and Plastic Items
 - g. Alberni Valley Museum and Heritage Commission | Minutes of November 1, 2023

J. REPORT FROM IN-CAMERA

1. **Committee/Commission Appointments**

Council releases for public consumption the following Committee/Commission appointments:

 - Reappointment of Stephanie Weber and Callan Noye to the Advisory Planning Commission for a two-year term commencing January 1, 2024 – December 31, 2025.
 - Reappointment of Joshua Dahling, Callan Noye and Colin Schult to the Community Investment Program for a one-year term commencing January 1, 2024 - December 31, 2024.
 - Reappointment of Colin Schult to the Alberni Valley Heritage Commission for a two-year term commencing January 1, 2024 – December 31, 2025.

K. COUNCIL REPORTS

1. **Council and Regional District Reports - Page 72**

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

L. NEW BUSINESS

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

1. Community Investment Program | 2024 Recommendations - Page 74

Report dated December 4, 2023 from the Director of Parks, Recreation and Culture requesting Council consideration of the Community Investment Program Committee 2024 recommendations.

THAT Council for the City of Port Alberni approve the 2024 Community Investment Program Committee recommendations as outlined in the staff report dated December 4, 2023.

2. Development Variance Permit [DVP 117] | 4735 and 4715 Dunbar Street - Page 79

Report dated December 4, 2023 from the Development Services Planner requesting Council consideration for issuance of Development Permit No. 117.

THAT Council authorize the issuance of Development Variance Permit No. 117 and that the Director of Corporate Services be authorized to sign the permit granting the following variance to the Zoning Bylaw at 4735 and 4715 Dunbar Street:

- i. Vary Section 6.7.3 Fences and Hedges to permit an increase to the maximum height of a fence within a required front yard from 1.25 m (4.1 ft) to 1.83 m (6 ft) for a variance of 0.58 m (1.9 ft) at 4735 and 4715 Dunbar Street.*

3. 2024 Meeting Schedules and Council Appointments - Page 91

Report dated November 6, 2023 from the Deputy Director of Corporate Services requesting Council approval of the 2024 meeting schedules and appointments.

- 1. THAT City of Port Alberni Council approve the 2024 regular meeting schedule attached to this report and further, that staff be authorized to publish notice of availability of the schedule.*
- 2. THAT City of Port Alberni Council approve the 2024 meeting schedules attached to this report for the Committee of the Whole, Audit Committee, Advisory Planning Commission, Advisory Traffic Committee, and Alberni Valley Heritage Commission.*
- 3. THAT Council dissolve the Personnel Standing Committee and further, that Council rescind the 'Personnel Standing Committee Duties' policy dated August 14, 2017.*
- 4. THAT the 2024 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved as circulated.*

4. **Community to Community Grant Application - Page 106**

Report dated December 6, 2023 from the Economic Development Manager requesting Council consideration of the UBCM Community to Community Program grant application.

THAT Council for the City of Port Alberni approve the City as an applicant to the Union of BC Municipalities 2023-24 Community to Community Grant Program and direct staff to provide overall grant management.

M. QUESTION PERIOD

An opportunity for the public to ask questions of Council on decisions or recommendations made during the course of the meeting. A maximum of three [3] questions will be permitted per speaker.

N. ADJOURNMENT

That the meeting adjourn at PM

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
MONDAY, November 27, 2023 @ 11:30 AM
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT: Mayor S. Minions
Councillor D. Dame
Councillor J. Douglas
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda

Regrets: Councillor D. Haggard

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
A. McGifford, Director of Finance
W. Thorpe, Director of Parks, Recreation, and Culture
D. Monteith, Director of Corporate Services

Call to order: @ 11:30 a.m.

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

- Section 90 (1)(a)** personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- Section 90 (2)(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;
- Section 90 (1)(c)** labour relations or other employee relations;
- Section 90 (1)(e)** the acquisition, disposition or expropriation of land or improvements and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED

The meeting was adjourned at 4:04 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, November 27, 2023 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

Present: Mayor S. Minions
Councillor D. Dame
Councillor J. Douglas
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda

Absent: Councillor D. Haggard

Staff: M. Fox, Chief Administrative Officer
D. Monteith, Director of Corporate Services
A. McGifford, Director of Finance
H. Stevenson, Development Services Planner
S. Darling, Deputy Director of Corporate Services | Recording Secretary
J. Pelech, Manager of Information Services

Gallery: 6

Introductory Remarks from Mayor Minions

Mayor Minions noted that the Special In-Camera meeting was in recess, due to resume following the adjournment of the Regular meeting.

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

MOVED AND SECONDED, THAT the agenda be amended to include items under 'New Business' L.6 | Crosswalks - Pedestrian Safety, L.7 | Christmas Lights, L.8 | Commercial Cost Recovery, L.9 | Stamp Avenue – Traffic Safety and that L.5 | McLean Mill National Historic Site be referred to an In-Camera meeting. The agenda was then adopted as amended.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Minutes of the Special meeting held at 11:00 am and Regular Council meeting held at 2:00 pm on November 13, 2023 be adopted, as presented.

CARRIED

C. DELEGATIONS

1. Alberni Valley Community Forest Corporation

Chairman, Jim Sears, board member R. Corbeil and Manager, Chris Law presented a dividend cheque in the amount of \$300,000 to the City from the Alberni Valley Community Forest Corporation.

D. UNFINISHED BUSINESS

E. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated November 27, 2023, be received and the cheques numbered 153918 to 153985 inclusive, in payment of accounts totalling \$2,144,120.48, be approved.

CARRIED | Res. No. 23-333

F. BYLAWS

1. **City of Port Alberni 2023 – 2027 Financial Plan Amendment Bylaw No. 5075-1, 2023**
MOVED AND SECONDED, THAT the “City of Port Alberni 2023 – 2027 Financial Plan Amendment Bylaw No. 5075-1, 2023” be now introduced and read a first time.
CARRIED | Res. No. 23-334

MOVED AND SECONDED, THAT “City of Port Alberni 2023 – 2027 Financial Plan Amendment Bylaw No. 5075-1, 2023” be read a second time.
CARRIED | Res. No. 23-335

MOVED AND SECONDED, THAT “City of Port Alberni 2023 – 2027 Financial Plan Amendment Bylaw No. 5075-1, 2023” be read a third time.
CARRIED | Res. No. 23-336
2. **OCP and Zoning Bylaw Amendments | 2780 Burde Street**
MOVED AND SECONDED, THAT “Official Community Plan Amendment (2780 Burde Street) Bylaw No. 5084” be read a third time.
CARRIED | Res. No. 23-337

MOVED AND SECONDED, THAT “Zoning Amendment (2780 Burde Street) Bylaw No. 5085” be read a third time.
CARRIED | Res. No. 23-338

MOVED AND SECONDED, THAT prior to adoption of Bylaws No. 5084 and No. 5085, a covenant be registered on title requiring the property [2780 Burde Street] be connected to municipal sanitary sewer upon future extension of the service.
CARRIED | Res. No. 23-339
3. **OCP and Zoning Bylaw Amendments | 3690 Loewen Road and 2791 Burde Street**
MOVED AND SECONDED, THAT “Official Community Plan Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5092” be read a third time.
CARRIED | Res. No. 23-340

MOVED AND SECONDED, THAT “Zoning Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5093” be read a third time.
CARRIED | Res. No. 23-341

MOVED AND SECONDED, THAT “Official Community Plan Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5092” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5092.
CARRIED | Res. No. 23-342

MOVED AND SECONDED, THAT “Zoning Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5093” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5093.
CARRIED | Res. No. 23-343

G. CORRESPONDENCE FOR ACTION

1. Western Vancouver Island Industrial Heritage Society

MOVED AND SECONDED, THAT Council defer the letter dated November 10, 2023 from the Western Vancouver Island Industrial Heritage Society to the January 2024 Committee of the Whole meeting for further discussion and consideration.

Council approved WVIIHS President, R. Corbeil, in attendance, to provide comment.

Motion to Amend

MOVED AND SECONDED, THAT Council amend the motion to include the wording 'direct staff to prepare a letter of support, in principle, of the Society's continued efforts in the restoration, maintenance, display, and operation of the Alberni Pacific Railway'.

CARRIED | Res. No. 23-344

Main Motion as Amended

MOVED AND SECONDED, THAT Council direct staff to prepare a letter of support, in principle, of the Society's continued efforts in the restoration, maintenance, display, and operation of the Alberni Pacific Railway.

AND FURTHER, THAT Council defer the letter dated November 10, 2023 from the Western Vancouver Island Industrial Heritage Society to the January 2024 Committee of the Whole meeting for further discussion and consideration.

CARRIED | Res. No. 23-345

2. Alberni-Clayoquot Regional District | Grant Opportunities

MOVED AND SECONDED, THAT Council for the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Emergency Support Services and therefore, authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.

CARRIED | Res. No. 23-346

MOVED AND SECONDED, THAT Council for the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Emergency Operations Centres & Training and therefore, authorizes the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.

CARRIED | Res. No. 23-347

3. Wholesome Meals on Wheels Association

MOVED AND SECONDED, THAT Council direct staff to prepare a letter of support for the Wholesome Meals on Wheels Association to accompany their grant application to BC Gaming in advance of the November 30th deadline.

CARRIED | Res. No. 23-348

H. PROCLAMATIONS

1. All Nations Outreach | Indigenous Survivors' Day

MOVED AND SECONDED, THAT Council, on behalf of All Nations Outreach, proclaim June 30, 2024 as Indigenous Survivors' Day.

CARRIED | Res. No. 23-349

I. CORRESPONDENCE FOR INFORMATION

The Director of Corporate Services summarized correspondence to Council as follows:

- a. Ministry of Housing | New Legislation to Support Housing Initiatives
- b. Ministry of Emergency Management and Climate Readiness | *Emergency and Disaster Management Act*
- c. BC United Official Opposition | Bill 45, *Miscellaneous Statutes Amendment Act*
- d. R.C.M.P. | Commissioner Mike Duheme's Visit to BC and Recruitment Actions
- e. Ministry of Citizen's Services | Grant-in-Lieu of Property Tax Payment and Report

J. REPORT FROM IN-CAMERA

1. Alberni Harbour Quay | Unit 13

Council released for public consumption Notice of its Intent to lease Unit 13 to A. Findlay for the operation of good/kind for a three-year term, at the Alberni Harbour Quay.

K. COUNCIL REPORTS

1. Council and Regional District Reports

Council received a report outlining recent meetings and events related to the City's business.

L. NEW BUSINESS

1. Public Use of Municipal Venues

MOVED AND SECONDED, THAT Council direct staff to prepare an administrative policy regarding appropriate conduct at municipal venues that includes the following language:

- *We understand that this venue includes children, youth, adults and seniors of all races, all religions, all cultures, all abilities, all economic levels, all gender identities and all sexual orientations, and we will conduct ourselves in a manner that is respectful of this diverse community.*
- *We will comply with all applicable City of Port Alberni bylaws and federal and provincial legislation, including the British Columbia Human Rights Code and Canadian Human Rights Act, which prohibit discriminatory conduct including conduct that would expose persons or groups to hatred or contempt.*
- *We understand that City staff and their representatives have the authority to ask an individual or group to leave a City-owned or City-managed venue when that person or group is displaying inappropriate, disruptive, or aggressive behavior that threatens the security and safety of staff, guests, residents, themselves and/or property. Depending on the seriousness of the circumstances and behaviour, the City representative may choose to suspend, ban, or issue a Trespass Notice to the corresponding individual or group.*

CARRIED | Res. No. 23-350

2. Firefighter Resource Planning and Succession

MOVED AND SECONDED, THAT Council authorize early budget approval in the 2024-2028 Financial Plan in the amount of \$37,854 [Line 24421] to hire a probationary firefighter for a period of three months to facilitate orientation and training.

CARRIED | Res. No. 23-351

3. **Canal Beach Pier Resurfacing**

MOVED AND SECONDED, THAT Council direct staff to review previous assessments and plans related to resurfacing the existing Canal Beach Pier for the purpose of including funding to proceed with this project within the 2024 financial plan.

Motion to Amend

MOVED AND SECONDED, THAT Council amend the motion by removing 'for the purpose of including funding to proceed with this project within the 2024 financial plan' and inserting 'in order to gather information and costing for inclusion in the 2024-2028 Financial Plan process and Parks Master Plan'.

CARRIED | Res. No. 23-352

Main Motion as Amended

MOVED AND SECONDED, THAT Council direct staff to review previous assessments and plans related to resurfacing the existing Canal Beach Pier in order to gather information and costing for inclusion in the 2024-2028 Financial Plan process and Parks Master Plan

CARRIED | Res. No. 23-353

Councillor Mealey left the meeting at 2:46 pm and returned at 2:48 pm.

4. **Port Alberni Skate Park**

WHEREAS, the Port Alberni Skate Park was opened approximately 30 years ago; and

WHEREAS, the Port Alberni Skate Park may be the oldest park in BC; and

WHEREAS, the International Olympic Committee (IOC) has recognized the sporting aspects of Skateboard Competition; and

WHEREAS, Port Alberni Council has received representations from a delegation of Skate Park Activists; and

WHEREAS, the youth of Port Alberni benefit from diversity in healthy recreational activities;

THEREFORE, BE IT RESOLVED THAT Council direct staff to include in the Parks, Recreation and Culture master plan, the redevelopment of the Skate Park / multi-use adventure facility including:

- i. Potential locations including the current location, expansion of the current location and alternate locations;*
- ii. The individualized costs of different levels of skate parks and associated features such as pump tracks, jump tracks and any other relevant adventure activity features;*
- iii. Identifying potential sources of grant funding available for the construction of such a facility;*
- iv. Identifying the level of interest of, and potential contribution from, local and superior intergovernmental partnerships;*
- v. Identifying the level of interest of, and potential contribution from, community partners including but not limited to corporate sponsors, service groups and interest groups; and*
- vi. Effects on the ongoing 5 year operating and capital plans.*

CARRIED | Res. No. 23-354

5. **McLean Mill National Historic Site**

Item referred to an In-Camera meeting of Council.

6. **Crosswalks | Pedestrian Safety**

MOVED AND SECONDED, THAT Council for the City of Port Alberni direct staff to investigate costs and cost sharing opportunities to provide pedestrian controlled crosswalks and/or upgraded electronic lights/signs at existing crosswalks at the following intersections:

- *Redford Street and Wood/16th Avenue*
- *Redford Street and 15th Avenue*
- *Redford Street and 14th Avenue*
- *Redford Street and Anderson Avenue*
- *Johnston Road and Adelaide Street*
- *Johnston Road and Elizabeth Street*
- *Johnston Road and Margaret Street*

CARRIED | Res. No. 23-355

MOVED AND SECONDED, THAT Council direct staff to coordinate a meeting with the Ministry of Transportation to discuss pedestrian safety as it relates to roadways within the municipality under the Ministry's jurisdiction.

CARRIED | Res. No. 23-356

7. **Christmas Lights on Johnston Road**

The Chief Administrative Officer provided information regarding a change in the practice of Christmas light installation on Johnston Road [Hwy 4], noting that the Ministry of Transportation informed the City that the lights are in contravention of Ministry policy. Plans for an alternate location will be undertaken in advance of the 2024 season.

8. **Commercial Cost Recovery**

Council inquired regarding cost recovery measures for small businesses that experience challenges related to mischief or social issues.

9. **Stamp Avenue | Traffic Safety**

MOVED AND SECONDED, THAT Council direct staff to install speed limit signage on Stamp Avenue and further, that solutions for improved safety measures be brought forward to a future Traffic Advisory Committee meeting.

CARRIED | Res. No. 23-357

M. QUESTION PERIOD

R. Smith

Inquired regarding the operator certificate and permit holder for the Alberni Pacific Railway.

N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 3:25 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



CONTACT INFORMATION: (please print)

Full Name: N. Wynne Organization (if applicable):
 Street Address: Phone:
 Mailing Address: Same as above Email:
 No. of Additional Participants:
 [Name/Contact Information]

MEETING DATE REQUESTED: December 11/2023

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

Variance permit for fence height - application submitted in February 2023

Requested Action by Council (if applicable):

Supporting Materials/PowerPoint Presentation: ☐ No ☐ Yes

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

SIGNATURE(S):

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

December 6 2023

Signature:

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: Dec 11/23

Date Approved: Dec 7/23

Applicant Advised: Dec 7/23

Approved: (Deputy Director of Corporate Services)

[Signature]

☒ Council ☐ Economic Development
☒ Mayor ☐ Engineering/PW
☒ CAO ☐ Parks, Rec. & Heritage
☐ Finance ☒ Development Services
☒ Corporate Services ☐ Community Safety
☐ Agenda ☐ Other
 File # 0550-30

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

Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*.



CITY OF
PORT ALBERNI

RECEIVED

DEC 07 2023

CITY OF PORT ALBERNI

DELEGATION APPLICATION

CONTACT INFORMATION: (please print)

Full Name: D [REDACTED] Wallace Organization (if applicable):
 Street Address: [REDACTED] Phone: [REDACTED]
 Mailing Address: [REDACTED] Email: [REDACTED]
 No. of Additional Participants:
 [Name/Contact Information] M [REDACTED] Ramadan [REDACTED] O [REDACTED] Othman [REDACTED] N [REDACTED] Othman [REDACTED]

MEETING DATE REQUESTED: December 11, 2023

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

See attached one-pager

Requested Action by Council (if applicable):

See attached one-pager

Supporting Materials/PowerPoint Presentation: ☐ No ☐ Yes

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

SIGNATURE(S):

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

[REDACTED]

Signature:

December 6, 2023

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: Dec 11/23

Date Approved: Dec 7/23

Applicant Advised: Dec 7/23

Approved: (Deputy Director of Corporate Services)

[Signature]

☒ Council ☐ Economic Development
☒ Mayor ☐ Engineering/PW
☒ CAO ☐ Parks, Rec. & Heritage
☐ Finance ☐ Development Services
☒ Corporate Services ☐ Community Safety
☒ Agenda ☐ Other
 File # 0550-30 RCM Dec 11/23

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Delegation Application for December 11, 2023 | Desiree Wallace

The ongoing genocide and collective punishment in Gaza is widely understood to be a violation of international law and it is worsening by the day. Given the utmost urgency and dire nature of this matter, we are pleading to have a delegation on December 11 as the last meeting of 2023.

Humanitarian organisations, including Save the Children, Doctors Without Borders and the United Nations, have cited growing atrocities in the region. As of December 6, horrific tragedies include the death of at least 16, 248 Palestinians, including 7,112 children and 4,885 women – over 70% of the deaths, the bombing by Israel of refugee camps, hospitals, schools, mosques, and vital local infrastructure such as water and electrical utilities. 43,616 are wounded and deadly infections are spreading without adequate aid due to the conditions created by Israel. 1.9 million people in Gaza are displaced from their homes with uncertainty of “safe zones” given that Israel is now bombing the south after telling hundreds of thousands to move there from the north.

M■■■■■■, Palestinian resident of Port Alberni, who will be accompanied by her family members listed above and community members in support of this requested action by council, will be speaking to this genocide from a personal place. M■■■■■■'s parents were displaced from Palestine into Jordan in 1967 alongside hundreds of thousands of Palestinians after the “Six Day War”. This genocide must be understood with historical context of the 75 yearlong occupation of Palestine that has ensued many mass displacements, massacres, wars and an unlawful 16-year blockade on Gaza that has the city now referred to as “the world’s largest open-air prison.”

D■■■■■■ Wallace, Port Alberni resident, will be accompanying M■■■■■■ and the family to deliver the urgent requested action by council. We support both Palestinian and Jewish safety and believe that a permanent ceasefire is a just call for peace – protecting the sanctity of all civilian life. We have been inspired by Palestinian and Jewish people worldwide calling for a ceasefire; as anti-Palestinian racism, Islamophobia and anti-semitism rises, it is critical that we collectively rise up to amplify this call.

We have been heartened to see that 80 other Mayors and Councilors from BC, including Port Alberni Councilor Dustin Dame, have sent an open letter to the Prime Minister’s Office, uplifting the same demands we are bringing to Port Alberni Council with the notion that they “have a moral obligation to speak up, represent our communities, and collectively call for urgent action from the Canadian government.” Additionally, the following municipalities have passed a motion calling for a ceasefire: Burnaby, BC; Victoria, BC; Pickering, Ontario; Mississauga, Ontario; Hamilton, Ontario; London, Ontario; Toronto, Ontario; Brampton, Ontario; Saskatoon, Saskatchewan; Edmonton, Alberta.

Requested Action by Council

THAT the Mayor and Council of the City of Port Alberni write a letter to Prime Minister Justin Trudeau to request that the federal government call for an immediate and permanent ceasefire in Gaza.

THAT Mayor and Council of the City of Port Alberni condemn all acts of anti-Palestinian racism, Islamophobia and anti-semitism in our communities, which have risen since the escalation of violence this past month, and commit to working to ensure our communities are just, safe and welcoming for all; and,

THAT MP Gord Johns receive a copy of the letter.

**CITY OF PORT ALBERNI
BYLAW NO. 5075-1**

**A BYLAW TO AMEND THE
CITY OF PORT ALBERNI 2023-2027 FINANCIAL PLAN BYLAW No. 5075, 2023**

WHEREAS section 165 of the *Community Charter* stipulates that a municipality must have a financial plan that is adopted on an annual basis;

AND WHEREAS section 165 (2) of the *Community Charter* stipulates that for certainty, the financial plan may be amended by bylaw at any time;

NOW THEREFORE the Municipal Council of the City of Port Alberni in open meeting assembled hereby enacts as follows:

1. That "City of Port Alberni 2023 - 2027 Financial Plan Bylaw No. 5075, 2023" is hereby amended by deleting Schedule 'A' in its entirety and substituting Schedule 'A' as attached hereto and forming part of this Bylaw.
2. This Bylaw may be known and cited for all purposes as "City of Port Alberni 2023-2027 Financial Plan Amendment Bylaw No.5075-1, 2023" and shall become effective upon adoption.

READ A FIRST TIME this 27th day of November, 2023.

READ A SECOND TIME this 27th day of November, 2023.

READ A THIRD TIME this 27th day of November, 2023.

FINALLY ADOPTED this day of, 2023.

Mayor

Corporate Officer

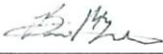
SCHEDULE A TO BYLAW NO. 5075



CITY OF PORT ALBERNI CONSOLIDATED FINANCIAL PLAN 2023-2027

	2023	2024	2025	2026	2027
Revenue					
Taxes					
Property Taxes	27,758,805	29,892,921	32,347,103	34,756,937	36,821,484
Other Taxes	804,028	822,077	840,667	859,816	879,538
Grants in Lieu of Taxes	229,245	229,245	229,245	229,245	229,245
Fees and Charges					
Sales of Service	4,341,991	4,535,835	4,620,129	4,742,742	4,831,717
Sales of Service/Utilities	7,220,988	7,563,559	7,858,375	8,300,580	8,696,772
Service to other Government	50,000	53,045	53,045	54,636	56,275
User Fees/Fines	602,000	613,535	625,299	637,297	649,534
Rentals	186,090	191,673	197,423	203,346	209,446
Interest/Penalties/Miscellaneous	973,100	979,340	985,716	992,231	998,887
Grants/Other Governments	1,190,000	1,195,100	1,200,302	1,205,608	1,211,020
Other Contributions	4,670,867	89,900	89,900	89,900	89,900
	48,027,114	46,166,230	49,047,204	52,072,338	54,673,818
Expenses					
Debt Interest	580,082	580,082	580,082	580,082	580,082
Capital Expenses	18,393,266	9,677,510	5,716,011	5,687,756	5,054,274
Other Municipal Purposes					
General Municipal	5,099,377	5,320,490	5,401,468	5,540,768	5,653,432
Police Services	8,823,414	9,205,661	9,459,677	9,722,586	10,001,032
Fire Services	4,394,298	4,851,944	4,991,248	5,130,532	5,273,873
Other Protective Services	469,126	456,147	467,384	478,930	520,789
Transportation Services	4,930,933	5,644,672	5,825,927	6,009,683	6,208,309
Environmental Health and Development	3,394,219	3,483,010	3,485,303	3,491,569	3,612,604
Parks and Recreation	6,426,140	6,812,709	6,990,396	7,156,467	7,339,762
Cultural	1,611,876	1,654,051	1,674,031	1,705,147	1,737,610
Water	1,937,328	1,989,928	2,044,037	2,099,666	2,156,870
Sewer	1,673,974	1,713,007	1,753,333	1,794,372	1,841,024
Contingency	71,223	300,000	300,000	300,000	300,000
	57,805,256	51,689,211	48,688,897	49,697,558	50,279,661
Revenue Over (Under) Expenses Before Other	(9,778,142)	(5,522,981)	358,307	2,374,780	4,394,157
Other					
Debt Proceeds	-	-	-	-	-
Debt Principal	(371,426)	(572,870)	(572,870)	(572,870)	(572,870)
Transfer from Equipment Replacement Reserve	4,098,419	2,250,404	919,521	1,206,674	520,192
Transfer from Land Sale Reserve	1,200,000	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Reserves	4,849,149	3,843,447	(706,958)	(3,010,584)	(4,343,479)
	9,778,142	5,522,981	(358,307)	(2,374,780)	(4,394,157)
Balanced Budget	-	-	-	-	-

Date: December 1, 2023
File No: 3360-20-3045_3053_3063 Kingsway
To: Mayor and Council
From: M. Fox, CAO
Subject: **DEVELOPMENT APPLICATION – Zoning Bylaw Amendments at 3045, 3053, 3063 Kingsway Avenue, Port Alberni**
LOT 17 BLOCK 103 DISTRICT LOT 1 ALBERNI DISTRICT PLAN 197 (009-272-925)
LOT 18 BLOCK 103 DISTRICT LOT 1 ALBERNI DISTRICT PLAN 197 (009-272-968)
LOT 19 BLOCK 103 DISTRICT LOT 1 ALBERNI DISTRICT PLAN 197 (009-273-000)
Applicant: Streamside Homes Inc.

Prepared by:  B. McLoughlin Manager of Planning	Supervisor:  Dir. of Development Services Deputy CAO	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

THAT "Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096" be now introduced and read a first time.

PURPOSE

To consider zoning amendment Bylaw No. 5096 that would enable a multi-residential development at 3045, 3053 and 3063 Kingsway Avenue. A new Comprehensive Development (CD) zone is proposed for the development.

BACKGROUND

The applicant is proposing a 25-unit multi-residential building at 3045, 3053 and 3063 Kingsway Avenue in the Uptown commercial area of the South Port Neighbourhood. The condominium units are intended for market sale.

Multi-residential infill development is complex and requires flexible development regulations to produce an achievable design. One approach to supporting infill of vacant properties is to draft a new zone for a specific development, and apply to have this adopted through a public bylaw amendment process. The new CD zone proposed by the applicant is based on designs by a registered professional architect.

Subject Property and Site Context

Location	On the east side of Kingsway Avenue approximately 70 metres south of Argyle Street.
Current OCP Land Use	Multi-Family Residential (MFR)
Total Area	1151.9 m2 (0.285 acres)

Table 1 - Subject Properties and Zoning			
Civic Address	Lot #	Current Zoning	Proposed Zoning
3045 Kingsway Ave.	17	RM2 Medium Density Multi-Residential	Comprehensive Development
3053 Kingsway Ave.	18	RM2 Medium Density Multi-Residential	Comprehensive Development
3063 Kingsway Ave.	19	C7 Core Business	Comprehensive Development

Figure 1 – Subject Property Map



Figure 2 – Subject Property Map



ALTERNATIVES/OPTIONS

1. THAT “Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096” be now introduced and read a first time.
2. Council may decline to give first reading which means the application does not proceed.
3. Council may direct staff to provide additional information.

ANALYSIS

Official Community Plan

The subject properties are designated *Multi-Family Residential* (MFR) in the OCP. The multi-residential CD zone proposed by the applicant aligns with the MFR land use designation. See the summary of relevant OCP policy statements attached to this report for more information. The subject properties are also within *Development Permit Area No. 1 Multiple Family Residential* meaning that guidelines will be applied during permitting that are intended to help mitigate impacts to neighbouring properties.

Zoning Bylaw No. 5074, 2023

Under the proposed bylaw amendment, Lot 19 would change from commercial to multi-residential use, and the remaining lots 17 and 18 would stay multi-residential but gain higher density. Generally, the scale of the development is greater than what exists on neighbouring properties. The applicant has provided cross-sections and a shadow analysis to show how the development would interact with adjacent lands (see attached plans).

The CD zone has been drafted according to the applicant’s development proposal. A comparison of zones is detailed in the attached supplemental zoning information. The CD zone has reduced setbacks, and greater height, density (Floor Area Ratio), and coverage than existing multi-residential zones. However, this is a suitable scale of development for a commercial neighbourhood and is comparable to the C7 Core Business zone. Appropriately, the subject properties are located where zoning transitions from C7 to the RM2 multi-residential zone. The properties are ideal for high-density development as they are within walking distance to services, parks, public transportation, businesses, and local destinations such as Harbour Quay.

Uptown District Revitalization Strategy (UDRS)

The addition of a multi-residential development would bring 25 households to the Uptown neighbourhood within walking distance of businesses. This aligns with objectives in the *UDRS* which aim to increase investment in the neighbourhood and promote revitalization. Locating multi-family development at the edge of a commercial area is a best practice of urban planning as it contributes to more vibrant neighbourhoods. However, the direct benefit to the local economy can be challenging to measure or quantify.

Development Details

The applicant is proposing a 25-unit strata (condominium) building with a mix of one and two bedroom units. Table 2 contains a breakdown of unit types:

Table 2 – Dwelling Units				
	Studio Units	One Bedroom	Two Bedrooms	Three Bedrooms
Number of Units	0	14	11	0

Parking and Access

Parking would be provided at a ratio of 1.0 space per dwelling unit, which is lower than the Zoning Bylaw's multi-residential standard of 1.25 per dwelling unit. Most parking will be located in an underground parkade with access from Kingsway Avenue. Additional surface parking is provided from the rear lane. Twenty-eight spaces for bicycle parking are also provide in a secure storage room with additional end-of-trip facilities for riders.

Table 3 – Vehicle and Bicycle Parking	
On-Site Parking Spaces	25
Bicycle Parking (Secure Storage)	28

Usable Open Space

The proposal provides 395 m² of Usable Open Space (UOS) at 15.8 m² per dwelling unit. This is below the Zoning Bylaw standard of 18 m² per dwelling unit (for units with 2 bedrooms or less). Private open space makes up 57% of all UOS provided on the property, which is higher than the 50% standard of the Zoning Bylaw – meaning most open space is provided via private balconies/patios. Common areas include a rooftop patio and ground-level “bike patio” adjacent to storage lockers.

Infrastructure

The applicant has engaged a civil engineer to review existing infrastructure and identify required upgrades. Staff are awaiting reports on underground services and site access to support development review. The application may proceed at this time, but this information will be required by staff during the rezoning process. If infrastructure improvements are required this cost will be paid by the developer.

Summary of Potential Impacts and Benefits

- Neighbouring properties to the north (3071 Kingsway Avenue) and east (3048, 3040, 3032 1st Avenue) may receive increased shadows from the development – particularly during winter months.
- Use of street parking by residents and visitors should be anticipated. This is common of multi-residential development.
- Twenty-five condominium apartment units means more housing options in Port Alberni, which is a key element in creating a more livable community.
- An additional 25 households will help to make the neighbourhood more vibrant.
- More people living within walking distance of businesses will help with neighbourhood economic development.
- Close proximity to services, parks, and business, plus substantial bicycle parking/storage means future residents will be less dependent on vehicles for daily needs. The neighbourhood has high walkability.
- Infill of vacant lots means more investment in the Uptown neighbourhood.
- Infill development in core neighbourhoods is more efficient to service compared to new neighbourhoods at the community boundary.

IMPLICATIONS

The proposed Bylaw No. 5096 would create a new Comprehensive Development (CD) zone to enable a high-density apartment building at 3045, 3053, and 3063 Kingsway Avenue in the Uptown neighbourhood. If adopted by Council, the new CD zone would be added to the Zoning Bylaw, but would only apply to this development. The properties are located in a walkable area with access to services, parks, public transportation, and businesses.

If Council supports 1st Reading of the amending bylaw, staff will bring the bylaw for consideration of 2nd Reading once additional engineering information has been received from the applicant.

COMMUNICATIONS

The development application was referred to the Advisory Planning Commission at their meeting on October 19, 2023. The Commission passed a motion recommending Council support the application and waive the Public Hearing. Section 464 of the *Local Government Act (LGA)* allows Council to waive public hearings for proposals that align with OCP.

BYLAWS/PLANS/POLICIES

1. Zoning Bylaw No. 5074, 2023:

Below is a summary of amending Bylaw No. 5096:

- a) Add new Comprehensive Development (CD) zone for 3045, 3053 and 3063 Kingsway Avenue to the Zoning Bylaw.
- b) Change the classification of 3045, 3053 and 3063 Kingsway Avenue to the new CD zone on the Zoning Bylaw map.

2. Uptown District Revitalization Strategy (2021):

The proposed development aligns with the following policies:

Economic Development Strategy	Objective
1.12 Prioritize density in new housing developments to promote walkability and local shopping.	• Increase the number of people living in proximity to the commercial areas in Uptown.
1.13 Market the Uptown neighbourhood to potential property developers, while taking steps to reduce uncertainty in the development applications process.	• Increased investment in the Uptown District.

3. Council's 2023 – 2027 Corporate Strategic Plan

The proposed development aligns with the following goals:

- 5.1.2 Encourage the infilling of vacant lots and buildings to enable those sites to contribute to vibrancy

SUMMARY

Staff recommend that Council give first reading to amending Bylaw No. 5096 as preliminary support for the proposed multi-residential infill development at 3045, 3053 and 3063 Kingsway Avenue. The amendment would create a new Comprehensive Development zone for these properties.

ATTACHMENTS/REFERENCE MATERIALS

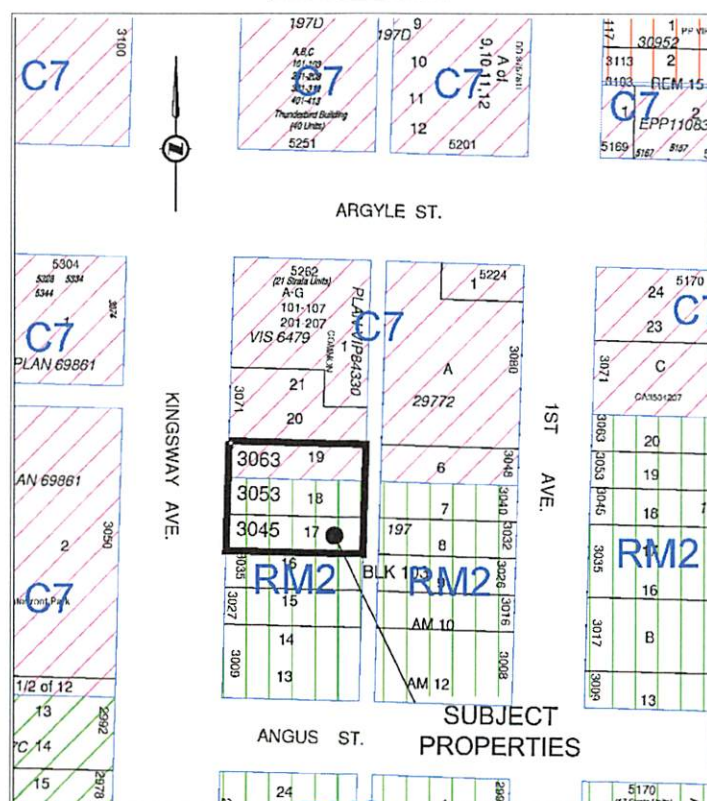
- Supplemental Zoning Information
- Multi-Family Residential - OCP Policy Statements
- Development Plans -3045, 3053, 3063 Kingsway Avenue
- Draft “Zoning Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096”
- Draft Advisory Planning Commission October 19, 2023 Meeting Minutes

C: *D. Monteith, Director of Corporate Services*
 A. McGifford, Director of Finance
 J. MacDonald, Director of Infrastructure Services

*J:\Engineering\Planning\Development Applications\ZoningAmend\ZON-2023\ZON_2023_03 -
3045_3053_3063_Kingsway Ave\Council*

SUPPLEMENTARY ZONING INFORMATION

ZONING MAP



COMPARISON OF SITE DEVELOPMENT REGULATIONS

Site Regulations	CD Zone (proposed)	RM3	Current: RM2 (Lot 17, 18)	Current: C7 (Lot 19)
Min. Lot Area	1151.9 m ²	1120 m ²	840 m ²	540 m ²
Min. Frontage	-	30 m	25 m	15 m
Min. Front Setback	1.8 m	6.0 m	6.0 m	0 m
Min. Rear Setback	5.9 m	9.0 m	9.0 m	3 m
Min. Side Setback (North)	3.4 m	5.0 m	5.0 m	0 m
Min. Side Setback (South)	2.8 m **			
Max. Building Height	17.9 m	14 m	12.5 m	16 m
Max. Floor Area Ratio	1.62	1.2	0.8	3.0
Max. Lot Coverage	54.3%	50%	50%	90%

** Setbacks listed in table pertain to the building only, the CD zone would permit the underground parkade box to be located within 1.15 m of the property line up to a height of 3.5 m.

Table 3 – Multi-Family Residential - OCP Policy Statements

The following table contains relevant policy statements on housing found in the Official Community Plan Bylaw

<i>Section</i>	<i>Relevant OCP Policy Text</i>
Section C - 1.1 Growth	• To encourage the efficient use of land and infrastructure, and development of compact built form by encouraging sensitive in-fill and intensive forms of development in key locations of the City.
Section C - 1.5 Community	Residential • To ensure that a range of housing choice is provided in order to meet the needs of current and future residents.
Section C - Table 3 – Multi-Family Residential	• This type of residential should be located in proximity to community services or major amenities.
Plan Policies - 4.0 Residential	• A wider choice of housing options translates into greater access to housing and a more livable community for a greater range of age groups. This is a fundamental objective in creating complete and inclusive communities.
Plan Policies - 4.0 Residential – Multi-Family Housing	Typically, this form of housing is within or adjacent to established single-family residential neighbourhoods. • They are also typically situated near strategic amenity or service locations such as commercial nodes, parks, schools, community facilities, or in relation to significant transportation corridors. • The objective is to facilitate compact urban form which reduces vehicle trips, increases the likelihood of social interaction, increases the economic viability of commercial nodes, and leads to a more sustainable lifestyle.
Plan Policies - 4.0 Residential – Affordable Housing	... A range of affordable housing options should be provided to accommodate a wide range of lifestyles and economic profiles such as young families, seniors, singles, those on a fixed income or are low-income households. Such housing can consist of a range of forms including multi-family, high density detached single-family residential, or secondary suites within or associated with single-family dwellings in single-family neighbourhoods. [The OCP] promotes integration of such housing throughout the community in order to provide greater housing diversity.

**4.1 General
Provisions**

Council Policy

...

2. The provision of a wide-range of housing choice for the benefit of all demographic and socioeconomic segments is encouraged.

...

4. The City will encourage greater residential density in locations near commercial nodes and near transit routes.

**4.3 Multi-Family
Residential (MFR)**

Council Policy

...

3. Land designated Multi-Family Residential (MFR) on Schedule "A" (Land Use Map) shall be designated as a Development Permit Area to control the form and character of development in order to ensure an appropriate fit with the adjacent neighbourhood.



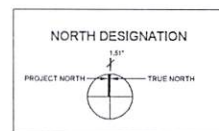
SHEET LIST

Architectural

A000	Cover
A050	Code Data
A100	Site Survey
A120	Ground Floor Plan
A121	Second Floor Plan
A122	Third and Fourth Floor Plan
A123	Fifth Floor Plan
A124	Sixth Floor Plan
A200	North & East Elevations
A201	South & West Elevations
A300	Building Sections
A900	Renderings / 3D Drawings
A901	Sun Study

PROJECT LOCATION PLAN

N.T.S.



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Streamside Homes
3045, 3053, 3063 Kingsway Ave, Port Alberni, BC
Kingsway Residences
Aug. 22, 2023

Draw #	2221
Rev	Aug 22, 2023
Revision	Aug 22, 2023
Sheet #	A000

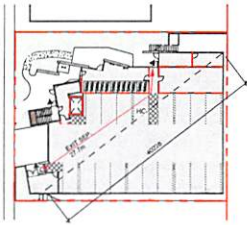


2023-08-24

CASCADIA ARCHITECTS INC.
1000 Kingsway Ave.
Victoria, BC V8V 1E4 Canada
250.596.3223
cascadiaarchitects.ca



CODE PLANS



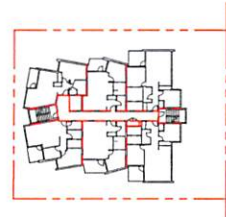
GROUND FLOOR
Min. Separation of Exits: 20.1m
Min. Travel: 40m
Occupancy: F, Du, 3+ Storage Garage
Occupant Load
Net Area: 719 m²
Storage Garage: 10m/Person
719m/Person = 10 people
Min. Exit Width
Ramps, Corridors, Passageways
L: 1000mm x 16 = 1600mm
Stairs
Stairs: 1000mm x 16 = 1200mm



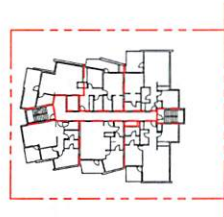
SECOND FLOOR
Occupancy: Group C
Occupant Load
8 Bedrooms x 2 people/bedroom
= 16 people
Min. Exit Width
Ramps, Corridors, Passageways
L: 1000mm x 16 = 1600mm
Stairs
Stairs: 1000mm x 16 = 1200mm



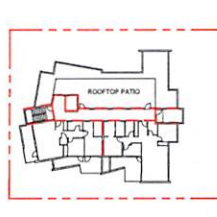
THIRD FLOOR
Occupancy: Group C
Occupant Load
8 Bedrooms x 2 people/bedroom
= 16 people
Min. Exit Width
Ramps, Corridors, Passageways
L: 1000mm x 16 = 1600mm
Stairs
Stairs: 1000mm x 16 = 1200mm



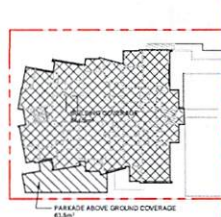
FOURTH FLOOR
Occupancy: Group C
Occupant Load
8 Bedrooms x 2 people/bedroom
= 16 people
Min. Exit Width
Ramps, Corridors, Passageways
L: 1000mm x 16 = 1600mm
Stairs
Stairs: 1000mm x 16 = 1200mm



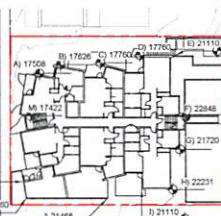
FIFTH FLOOR
Occupancy: Group C
Occupant Load
8 Bedrooms x 2 people/bedroom
= 16 people
Min. Exit Width
Ramps, Corridors, Passageways
L: 1000mm x 16 = 1600mm
Stairs
Stairs: 1000mm x 16 = 1200mm



SIXTH FLOOR
Occupancy: Group C
Occupant Load
8 Bedrooms x 2 people/bedroom
= 16 people
Min. Exit Width
Ramps, Corridors, Passageways
L: 1000mm x 16 = 1600mm
Stairs
Stairs: 1000mm x 16 = 1200mm



Lot Coverage



Average Grade

FAR AREAS

Number	Name	Area	Area SF
Level 2			
100	Corridor	53.83 m ²	582.81
201	1 Bed + Type 1	62.89 m ²	677.81
202	1 Bed + Type 2	56.53 m ²	609.81
203	1 Bed + Type 3	57.27 m ²	614.81
204	1 Bed + Type 4	53.83 m ²	579.81
205	1 Bed + Type 5	56.53 m ²	609.81
206	2 Bed + Type 1	78.73 m ²	847.81
Level 3			
300	Corridor	53.83 m ²	582.81
301	1 Bed + Type 1	62.89 m ²	677.81
302	1 Bed + Type 2	56.53 m ²	609.81
303	1 Bed + Type 3	57.27 m ²	614.81
304	1 Bed + Type 4	53.83 m ²	579.81
305	1 Bed + Type 5	56.53 m ²	609.81
306	2 Bed + Type 1	78.73 m ²	847.81
Level 4			
400	Corridor	53.83 m ²	582.81
401	1 Bed + Type 1	62.89 m ²	677.81
402	1 Bed + Type 2	56.53 m ²	609.81
403	1 Bed + Type 3	57.27 m ²	614.81
404	1 Bed + Type 4	53.83 m ²	579.81
405	2 Bed + Type 1	78.73 m ²	847.81
406	2 Bed + Type 2	78.73 m ²	847.81
Level 5			
500	Corridor	53.83 m ²	582.81
501	1 Bed + Type 1	62.89 m ²	677.81
502	1 Bed + Type 2	56.53 m ²	609.81
503	1 Bed + Type 3	57.27 m ²	614.81
504	1 Bed + Type 4	53.83 m ²	579.81
505	2 Bed + Type 1	78.73 m ²	847.81
506	2 Bed + Type 2	78.73 m ²	847.81
Level 6			
600	Corridor	53.83 m ²	582.81
601	2 BED	74.74 m ²	804.81
602	2+ BED	20.30 m ²	217.81
Grand Total: 30			
		1868.78 m ²	20115.81

USABLE OPEN SPACE

Number	Name	Area	Area SF
Level 1			
101b	Common like Patio	30.31 m ²	326.81
Level 2			
201b	Roof	5.50 m ²	59.01
202b	Roof	5.50 m ²	59.01
203b	Patio	36.36 m ²	392.81
204b	Roof	5.50 m ²	59.01
205b	Patio	19.21 m ²	207.81
206b	Roof	5.12 m ²	54.71
Level 3			
301b	Roof	5.50 m ²	59.01
302b	Roof	5.50 m ²	59.01
303b	Roof	5.50 m ²	59.01
304b	Roof	5.50 m ²	59.01
305b	Roof	5.50 m ²	59.01
306b	Roof	43.89 m ²	472.81
Level 4			
401b	Roof	5.50 m ²	59.01
402b	Roof	5.50 m ²	59.01
403b	Roof	5.50 m ²	59.01
404b	Roof	5.50 m ²	59.01
405b	Roof	5.50 m ²	59.01
406b	Roof	5.16 m ²	55.41
Level 5			
501b	Roof	5.50 m ²	59.01
502b	Roof	5.50 m ²	59.01
503b	Roof	5.50 m ²	59.01
504b	Roof	5.50 m ²	59.01
505b	Roof	5.50 m ²	59.01
506b	Roof	5.50 m ²	59.01
Level 6			
601b	Roof	13.48 m ²	145.81
602b	Roof	17.46 m ²	186.81
603b	Roof	17.53 m ²	186.81
604b	Common Rooftop Pools	84.57 m ²	911.81
Grand Total: 29			
		365.67 m ²	4259.81

BUILDING CODE ANALYSIS

PROJECT TYPE	NEW CONSTRUCTION ☒ RENEWAL ☐ ADDITION ☐	
GOVERNING BUILDING CODE	2018 BC BUILDING CODE PART 3	REFER TO NOTES *
MAJOR OCCUPANCIES	A1 A2 A3 A4 B1 B2 C D E F1 F2 F3	3.1.2.1.
BUILDING AREA	527 m ² (Outside face of Exterior Walls)	3.1.2.2.
GRADE	17.71 m	3.1.2.3.
BUILDING HEIGHT (STOREYS, m)	5 STOREYS ABOVE GRADE 13.1 m	3.1.2.4.
	5 STOREYS BELOW GRADE	

BUILDING FIRE SAFETY & CONSTRUCTION CLASSIFICATION

CLASSIFICATION	GROUP C, UP TO 6 STOREYS, SPRINKLERED	3.2.2.50
MAXIMUM BUILDING AREA	1800 m ²	3.2.2.50 (a)(ii)
NUMBER OF STREETS FACING	1	3.2.2.50
CONSTRUCTION TYPES PERMITTED	COMBUSTIBLE ☒ NON-COMBUSTIBLE ☐	3.2.2.50 (2)
INTERCONNECTED FLOOR SPACE	YES ☐ NO ☒	3.2.8.

EXITS FROM FLOOR AREAS

NUMBER OF EXITS REQUIRED	2	3.4.2.1.
SEPARATION OF EXITS (MIN.)	ONE HALF MAXIMUM FLOOR AREA DIAGONAL, OR 8 m, WHICHEVER IS GREATER	3.4.2.3.
MAX. TRAVEL DISTANCE ALLOWED	GROUP C 33 m	3.4.2.5.
MEZZANINE	YES ☐ NO ☒	3.2.8.

FIRE RESISTANCE RATINGS

HORIZONTAL SEPARATIONS	1 hr FLOORS 1 hr MEZZANINE 1 hr ROOF	3.2.2.50
EXITS	3 hr	3.2.2.50

NOTES

*

ZONING DATA

ZONE	RMG / CF *	
USE	ALLOWABLE DOWELLING UNITS	
REGULATORY CONDITIONS	CF (MAX) RMG PROVIDED	
DEVELOPMENT AREA	1120 m ² 840 m ² 1111.9 m ²	
GROSS FLOOR AREA	3467.7 m ² 1229.5 m ² 1888.79 m ²	
BUILDING HEIGHT (From Natural Grade)	14 m 11.5 m 13.9 m	
RETRACTS	NORTH (SIDE) 5 m 5 m 5.9 m	
	EAST (REAR) 9 m 9 m 5.9 m	
	SOUTH (SIDE) 5 m 5 m 2.8 m	
	WEST (FRONT) 8 m 8 m 1.8 m	
USABLE OPEN SPACE	18 m ² 404 m ² 450 m ²	315 m ²
FLOOR AREA RATIO (FAR)	1.4 1.05 1.62	
LOT COVERAGE	50% 50% 54% %	
UNIT COUNT		25
PARKING	REQUIRED PROVIDED	
VEHICLES		25
BIKES		
CLASS 1		22
CLASS 2		3

* THE ZONE IS STILL WITHIN MUNICIPAL PROCESS AND HAS NOT YET BEEN FINALIZED.
* REFER TO USABLE OPEN SPACE TABLE TO THE LEFT FOR AREAS.
* AREA USED IS INCLUSIVE OF AT GRADE PARKING WHERE IT IS ABOVE GRADE. SEE COVERAGE PLAN ON THIS SHEET TO THE LEFT.

1	Revising B1	Aug. 22, 2023
	Revised for Revising	June 28, 2023
	Revised for Pre-Application Review	May 11, 2023
NO.	DESCRIPTION	DATE

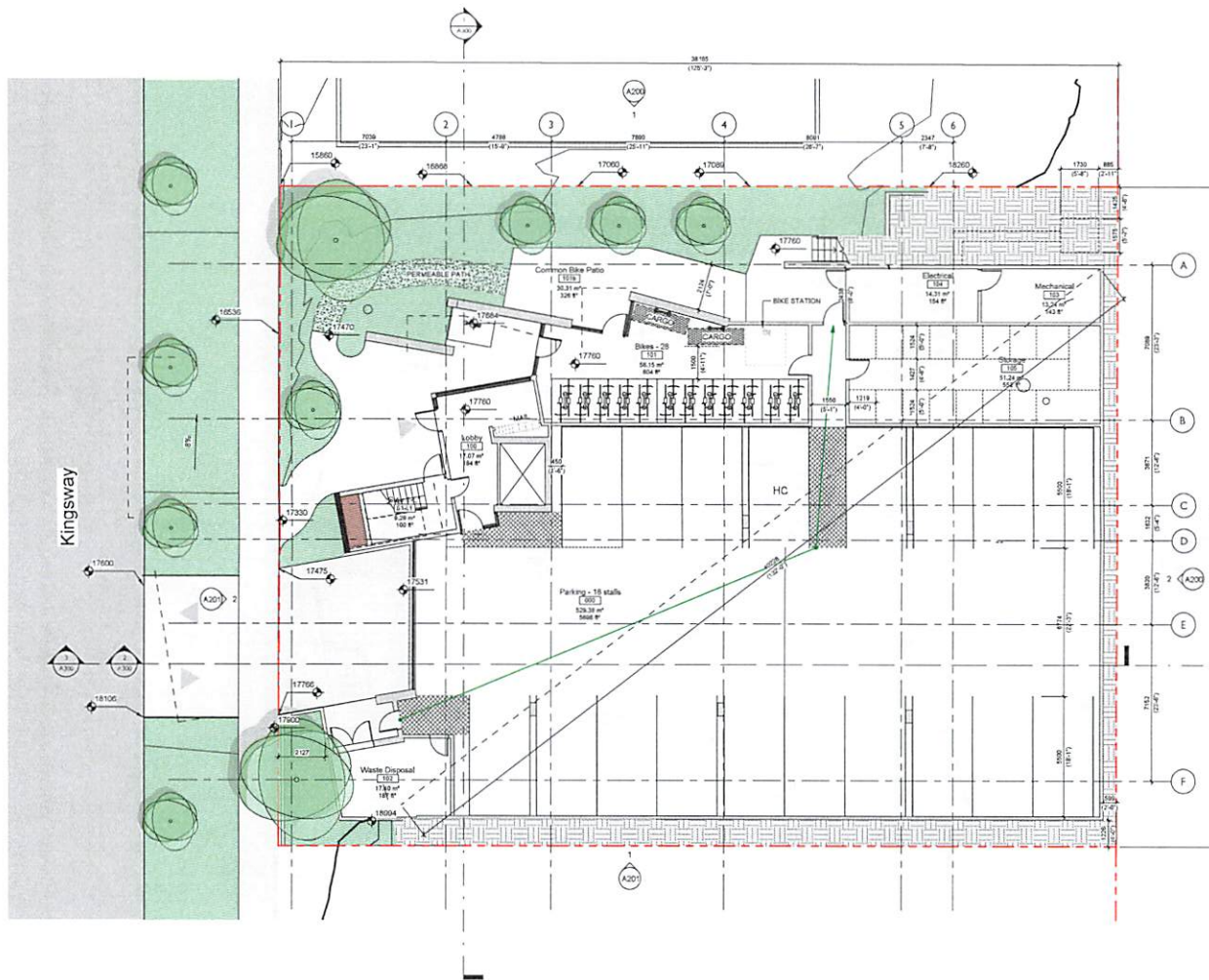


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Kingsway Residences
Streamside Homes
3045, 3053, 3063 Kingsway
Ave, Port Alberni, BC

Code Data

Date	Aug. 22, 2023
Scale	As Indicated
Project #	2221
Revision	Aug. 22, 2023
Sheet #	A050



Areas By Level			
Level	Number	Name	Area
Level 1			
Level 1	100	Lobby	183.8 sq'
Level 1	101-1	Star 1-1	103.9 sq'
Circulation	2		103.7 sq'
Level 1	300	Parking - 18 stalls	5688.2 sq'
Level 1	101	Bike - 28	604.4 sq'
Parking	2		103.7 sq'
Level 1	102	Waste Chopper	167.3 sq'
Level 1	103	Mechanical	142.5 sq'
Level 1	104	Electrical	104.1 sq'
Service	3		493.9 sq'
Level 1	105	Storage	111.6 sq'
Storage	1		551.8 sq'
Level 1	1010	Common Bike	126.3 sq'
Level 1	9		326.3 sq'
Unsite Open Space	1		7946.1 sq'
Level 2			
Level 2	200	Corridor	361.9 sq'
Level 2	201-2	Star 1-1.2	134.7 sq'
Level 2	202-2	Star 2-1.2	120.8 sq'
Circulation	3		117.2 sq'
Level 2	201	1 Bed - Type 1	677.0 sq'
Level 2	202	1 Bed - Type 2	608.5 sq'
Level 2	203	1 Bed - Type 3	614.3 sq'
Level 2	204	1 Bed - Type 4	179.1 sq'
Level 2	205	2 Bed - Type 1	1025.5 sq'
Level 2	206	2 Bed - Type 2	847.4 sq'
Residential Unit	6		1153.3 sq'
Level 2	210	Elm. Cl.	18.3 sq'
Service	1		75.3 sq'
Level 2	2010	Balcony	75.3 sq'
Level 2	2010	Balcony	61.0 sq'
Level 2	2010	Patio	88.9 sq'
Level 2	2040	Balcony	74.1 sq'
Level 2	2050	Patio	106.7 sq'
Level 2	2060	Balcony	67.4 sq'
Unsite Open Space	6		894.1 sq'
Level 2	16		5682.1 sq'
Level 3			
Level 3	300	Corridor	361.9 sq'
Level 3	301-3	Star 1-1.3	134.7 sq'
Level 3	302-3	Star 2-1.3	120.8 sq'
Circulation	3		117.2 sq'
Level 3	301	1 Bed - Type 1	677.0 sq'
Level 3	302	1 Bed - Type 2	608.5 sq'
Level 3	303	1 Bed - Type 3	614.3 sq'
Level 3	304	1 Bed - Type 4	179.1 sq'
Level 3	305	2 Bed - Type 1	1025.5 sq'
Level 3	306	2 Bed - Type 2	847.4 sq'
Residential Unit	6		1153.3 sq'
Level 3	310	Elm. Cl.	18.3 sq'
Service	1		75.3 sq'
Level 3	3010	Balcony	75.3 sq'
Level 3	3010	Balcony	61.0 sq'
Level 3	3010	Patio	88.9 sq'
Level 3	3040	Balcony	74.1 sq'
Level 3	3050	Patio	106.7 sq'
Level 3	3060	Balcony	67.4 sq'
Unsite Open Space	6		412.4 sq'
Level 3	16		5264.8 sq'
Level 4			
Level 4	400	Corridor	361.9 sq'
Level 4	401-4	Star 1-1.4	134.7 sq'
Level 4	402-4	Star 2-1.4	120.8 sq'
Circulation	3		117.2 sq'
Level 4	401	1 Bed - Type 1	677.0 sq'
Level 4	402	1 Bed - Type 2	608.5 sq'
Level 4	403	1 Bed - Type 3	614.3 sq'
Level 4	404	1 Bed - Type 4	179.1 sq'
Level 4	405	2 Bed - Type 1	1025.5 sq'
Level 4	406	2 Bed - Type 2	847.4 sq'
Residential Unit	6		1153.3 sq'
Level 4	410	Elm. Cl.	18.3 sq'
Service	1		75.3 sq'
Level 4	4010	Balcony	75.3 sq'
Level 4	4010	Balcony	61.0 sq'
Level 4	4010	Patio	88.9 sq'
Level 4	4040	Balcony	74.1 sq'
Level 4	4050	Patio	106.7 sq'
Level 4	4060	Balcony	67.4 sq'
Unsite Open Space	6		412.4 sq'
Level 4	16		5265.1 sq'
Level 5			
Level 5	500	Corridor	362.5 sq'
Level 5	501-5	Star 1-1.5	134.7 sq'
Level 5	502-5	Star 2-1.5	119.8 sq'
Circulation	3		118.8 sq'
Level 5	501	1 Bed - Type 1	677.8 sq'
Level 5	502	1 Bed - Type 2	609.1 sq'
Level 5	503	1 Bed - Type 3	614.3 sq'
Level 5	504	1 Bed - Type 4	179.1 sq'
Level 5	505	2 Bed - Type 1	1025.5 sq'
Level 5	506	2 Bed - Type 2	847.4 sq'
Residential Unit	6		1153.3 sq'
Level 5	5010	Balcony	72.5 sq'
Level 5	5010	Balcony	160.0 sq'
Level 5	5010	Balcony	86.2 sq'
Level 5	5010	Balcony	87.0 sq'
Level 5	5040	Balcony	118.5 sq'
Level 5	5050	Balcony	79.6 sq'
Unsite Open Space	6		853.7 sq'
Level 5	16		5221.5 sq'
Level 6			
Level 6	600	Corridor	425.7 sq'
Level 6	601-6	Star 1	130.6 sq'
Level 6	602-6	Star 2	118.0 sq'
Circulation	3		87.9 sq'
Level 6	601	2 BED	1025.0 sq'
Level 6	602	2+ BED	1023.0 sq'
Residential Unit	2		1627.2 sq'
Level 6	6010	Balcony	145.1 sq'
Level 6	6010	Balcony	195.8 sq'
Level 6	6010	Balcony	118.8 sq'
Level 6	6010	Balcony	110.3 sq'
Unsite Open Space	4		1439.7 sq'
Level 6	9		3946.1 sq'
Grand Total	80		33327.8 sq'

Residential Unit Types		
Number	Name	Area
1 Bed - Type 1	1 Bed - Type 1	677.0 sq'
1 Bed - Type 2	1 Bed - Type 2	608.5 sq'
1 Bed - Type 3	1 Bed - Type 3	614.3 sq'
1 Bed - Type 4	1 Bed - Type 4	179.1 sq'
2 Bed - Type 1	2 Bed - Type 1	1025.5 sq'
2 Bed - Type 2	2 Bed - Type 2	847.4 sq'
2 Bed - Type 3	2 Bed - Type 3	614.3 sq'
2 Bed - Type 4	2 Bed - Type 4	179.1 sq'
2+ BED	2+ BED	1023.0 sq'
Grand Total	Grand Total	18241.6 sq'

NO.	DESCRIPTION	DATE
1	Revised B1	Aug. 11, 2023
2	Revised B2	Aug. 20, 2023
3	Revised B3	May 30, 2023



Kingsway Residences

Streamside Homes
3045, 3053, 3063 Kingsway
Ave, Port Alberni, BC

Ground Floor Plan

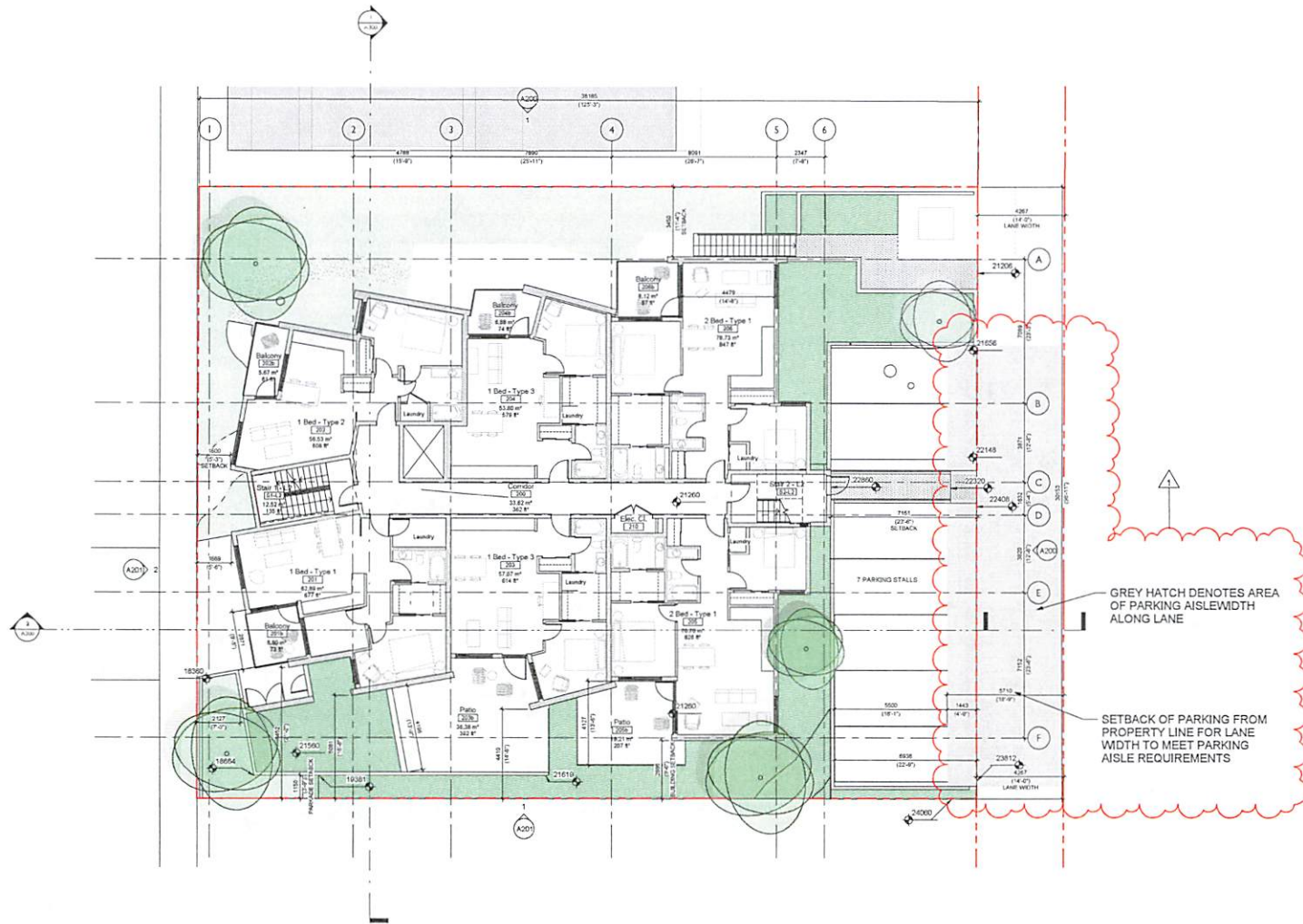
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Revision: Aug. 22, 2023 1

Sheet #: A120

2023-08-24



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100	Revising: S100	Aug. 22, 2023



Kingsway Residences

Streamside Homes
3045, 3053, 3063 Kingsway
Ave, Port Alberni, BC

Second Floor Plan

Date: Aug. 22, 2023

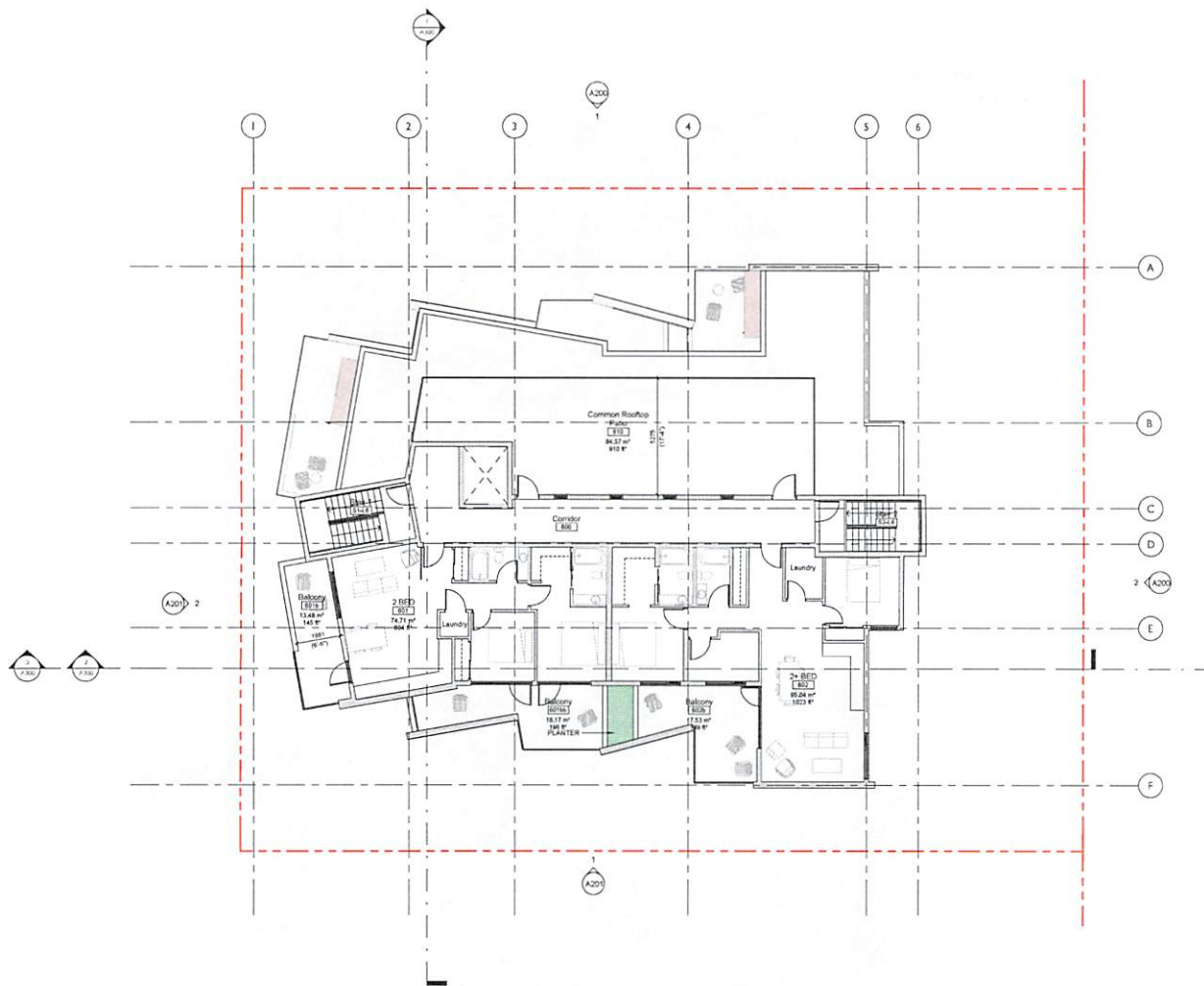
Scale: 1 : 100 Project #: 2221

Revision: Aug. 22, 2023

Sheet #: A121

2023-08-24

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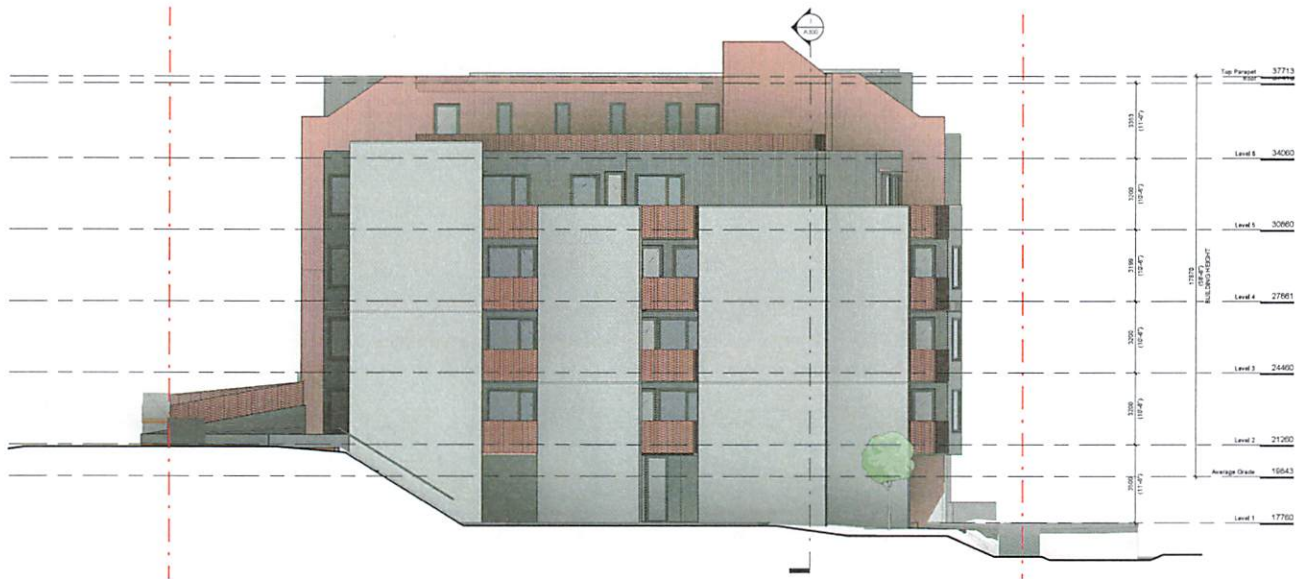
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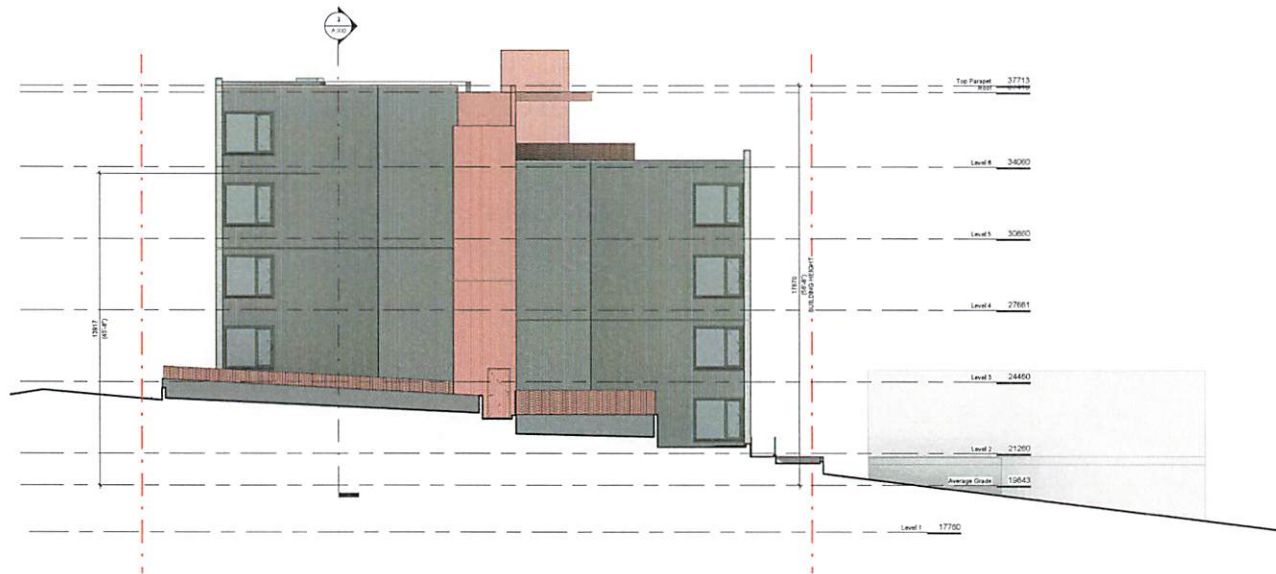
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Kingsway Residences	
Streamside Homes	
3045, 3053, 3063 Kingsway Ave., Port Alberni, BC	
Sheet Name: Sixth Floor Plan	
Date:	Aug. 22, 2023
Scale:	1 : 100
Project #:	2221
Revision:	Aug. 22, 2023
Sheet #:	A124
2023.08.24	



① North Elevation
SCALE = 1:100



② East Elevation
SCALE = 1:100

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2	Revised	BT	Aug. 22, 2023
3	Revised	BT	Aug. 22, 2023
4	Revised	BT	Aug. 22, 2023

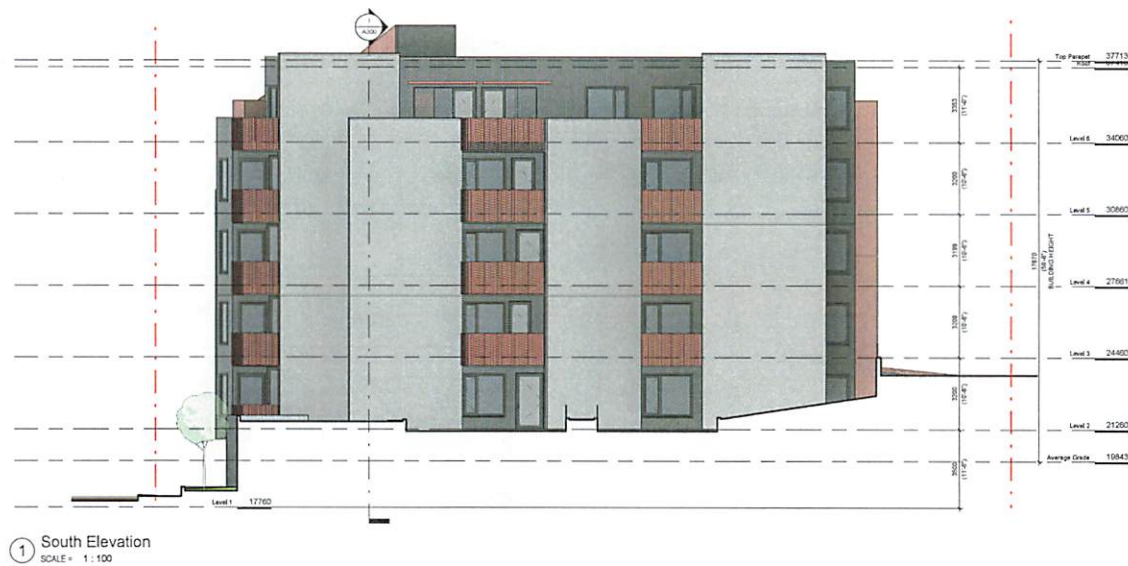


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Kingsway Residences	
Streamside Homes	
3045, 3053, 3063 Kingsway Ave, Port Alberni, BC	
Sheet Name	
North & East Elevations	
Date	Aug. 22, 2023
Scale	1:100
Project #	2221
Revision	Aug. 22, 2023
Sheet #	A200

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NO.	DESCRIPTION	DATE
1	Revised #1	Aug. 22, 2023
2	Revised #2	Aug. 22, 2023
3	Revised for Pre-Application Review	May 26, 2023



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Kingsway Residences

Streamside Homes
3045, 3053, 3063 Kingsway
Ave, Port Alberni, BC

Sheet Name
South & West Elevations

Date
Aug. 22, 2023

Scale
1:100

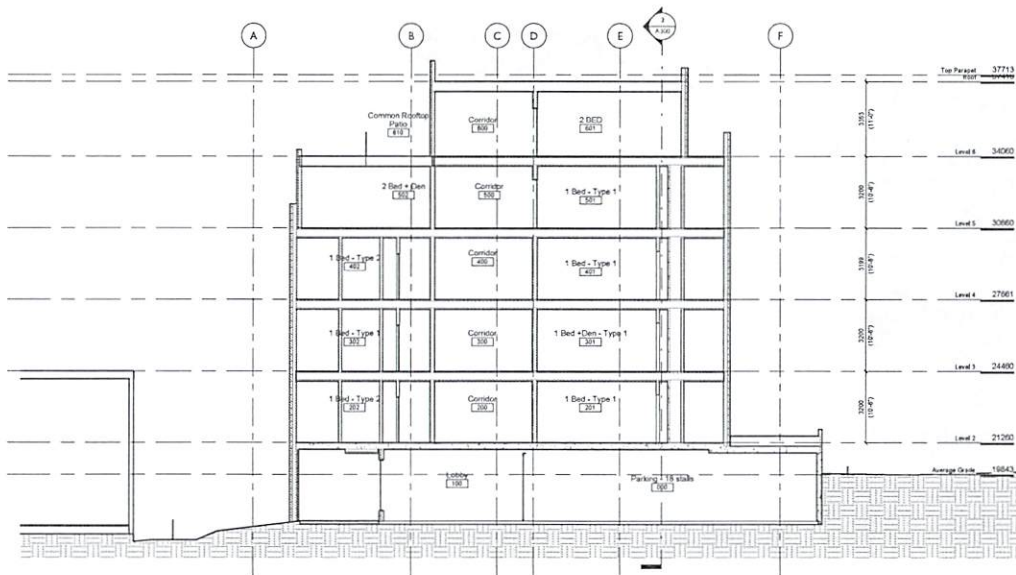
Project #
2221

Revision
Aug. 22, 2023

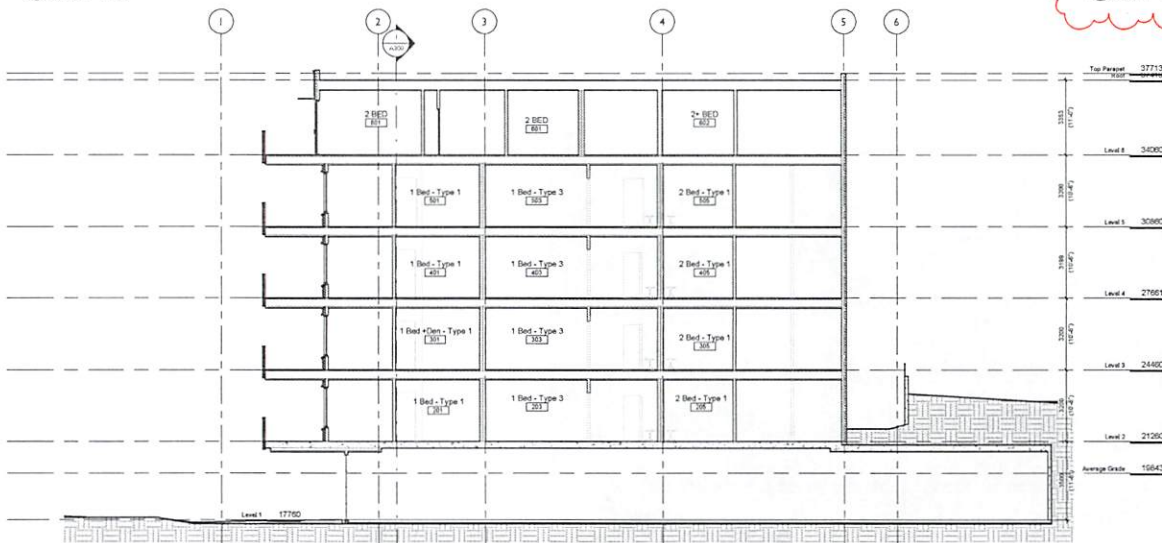
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2023-09-21

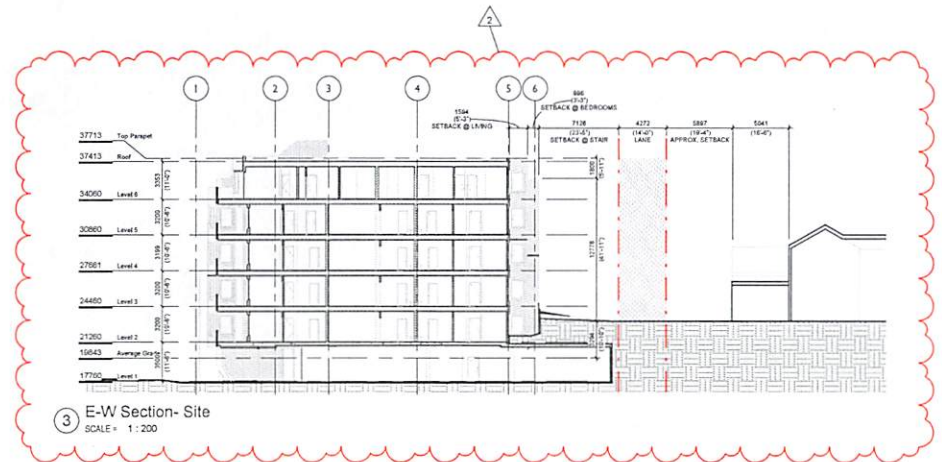
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1 N-S Section
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2 E-W Section
SCALE = 1:100



3 E-W Section-Site
SCALE = 1:200

NO.	DESCRIPTION	DATE
1	Revising #1	Aug. 22, 2023
2	Revising #2	June 20, 2023
3	Revising #3	May 30, 2023



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Kingsway Residences	
Streamside Homes	
3045, 3053, 3063 Kingsway Ave, Port Alberni, BC	
Sheet Name: Building Sections	
Date:	Aug. 22, 2023
Scale:	As Indicated
Revision:	2221
Date:	Aug. 22, 2023
Sheet #:	A300
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Kingsway Street View



Kingsway Street View



View from Let to the South



Laneway View



Kingsway Street Elevation

NO.	DESCRIPTION	DATE
1	Revising #1	Aug. 22, 2023
2	Revising #2	Aug. 22, 2023
3	Revising #3	Aug. 22, 2023
4	Revising #4	Aug. 22, 2023
5	Revising #5	Aug. 22, 2023

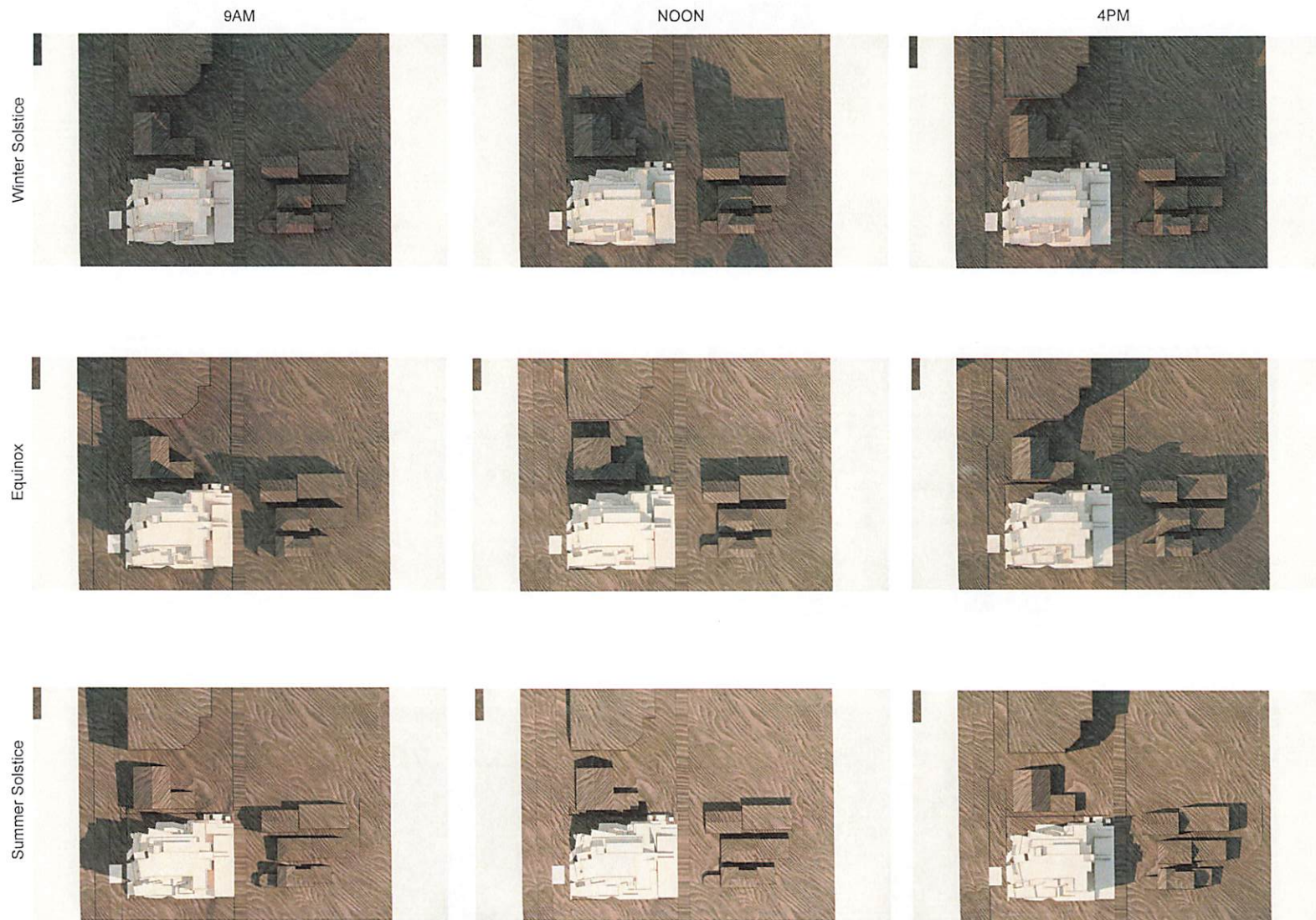


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Kingsway Residences	
Streamside Homes	
3045, 3053, 3063 Kingsway Ave, Port Alberni, BC	
Sheet Name	
Renderings / 3D Drawings	
Date	
Aug. 22, 2023	
Scale	Project #
	2221
Revision	Aug. 22, 2023
1	
Sheet #	A900

2023-08-24 8/22/2023 1:56:24 PM



1	Revising #1	Aug. 22, 2023
2	Revising #2	June 28, 2023
NO.	DESCRIPTION	DATE



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Kingsway Residences	
Streamside Homes 3045, 3053, 3063 Kingsway Ave, Port Alberni, BC	
Sheet Name	Sun Study
Date	Aug. 22, 2023
Scale	Project # 2221
Revision	Aug. 22, 2023 1
Sheet #	A901
2023-08-24 8:22:02 1:56:28 PM	

CITY OF PORT ALBERNI

BYLAW NO. 5096

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 5074

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 Amendment (3045, 3053, 3063 Kingsway Avenue) Bylaw No. 5096**”.

2. Zoning Text Amendments

2.1 Adding the following text to Establishment of Zones Section 5.1:

“CD5 – Comprehensive Development – 3045, 3053, 3063 Kingsway Avenue”

2.2 Port Alberni Zoning Bylaw 5074 is hereby amended by adding the following text under Section 5:

CD5 – COMPREHENSIVE DEVELOPMENT – 3045, 3053, 3063 Kingsway Avenue

11.1 The purpose of this zone is to provide for in-fill development of a multi-residential building.

11.1.1 Permitted uses

Principal Uses

Multiple family dwellings

Accessory Uses

Home occupation

11.1.2 Site Development Regulations

Minimum Lot Area	1151 m ²	(12,389 ft ²)
Maximum Coverage	55%	
Minimum Setbacks:		
Front yard	1.8 m	(5.91 ft)
Rear yard	5.9 m	(19.36 ft)
Side yard (north)	3.4 m	(11.15 ft)
Side yard (south)	2.8 m	(9.19 ft)
Maximum Floor Area Ratio	1.62	
Maximum Height, Principal Building	18 m	
Maximum number of dwelling units:	25	

11.2 Parking

11.2.1 Vehicle parking will be provided at the following minimum rates:

Type	Bed(s)	Spaces per Dwelling unit
Multi-family	Studio	0.75
Multi-family	1 bed	0.75
Multi-family	2 bed	1.25
Multi-family	3 bed	1.50

11.2.2 Secure bicycle storage will be provided at a rate of 0.96 spaces per dwelling unit.

11.3 Useable Open Space

A total of 395 m² of *Usable Open Space* will be provided at a rate of 15.8 m² per dwelling unit.

11.3.1 Notwithstanding section 6.27.2(c), required useable open space may consist exclusively of roof garden areas, private balconies, and private patios.

11.4 Landscaping

11.4.1 Landscape screening will be provided along the side and rear property lines except where vehicle access is provided.

11.5 Signage

11.5.1 All signage must meet the requirements for multi-family zones in Port Alberni Sign Bylaw No. 4843.

11.6 Conditions of Use

- (a) Limits to *Home Occupation* listed as section 6.15.6(f) apply to this zone.
- (b) Notwithstanding section 11.1.2, a minimum side yard setback of 1.15 m is permitted for an *underground parking* structure to a maximum height of 3.5 m above grade.

11.7 Schedule A to Zoning bylaw Amendment No. 5096 (Site Plan)

[site plan to be attached when finalized prior to 2nd Reading]

3. Zoning Map Amendments

3.1 The properties legally described as:

- a) Lot 17, Block 103, District Lot 1, Alberni District, Plan VIP197 PID: 009-272-925 located at 3045 Kingsway Avenue; and
- b) Lot 18, Block 103, District Lot 1, Alberni District, Plan VIP197 PID: 009-272-968 located

- at 3053 Kingsway Avenue; and
- c) Lot 19, Block 103, District Lot 1, Alberni District, Plan VIP197 PID: 009-273-000 located at 3063 Kingsway Avenue,

as shown outlined in heavy black line on Schedule A attached hereto and forming part of this bylaw, are hereby rezoned from a mix of 'RM2 Medium Density Multi-Residential' and 'C7 Core Business' zones to "CD5 Comprehensive Development - 3045, 3053, 3063 Kingsway Avenue'.

- 3.2 Schedule "A" (Zoning Map) which forms an integral part of Port Alberni Zoning Bylaw 5074 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME this day of , 2023.

READ A SECOND TIME this day of , 2024.

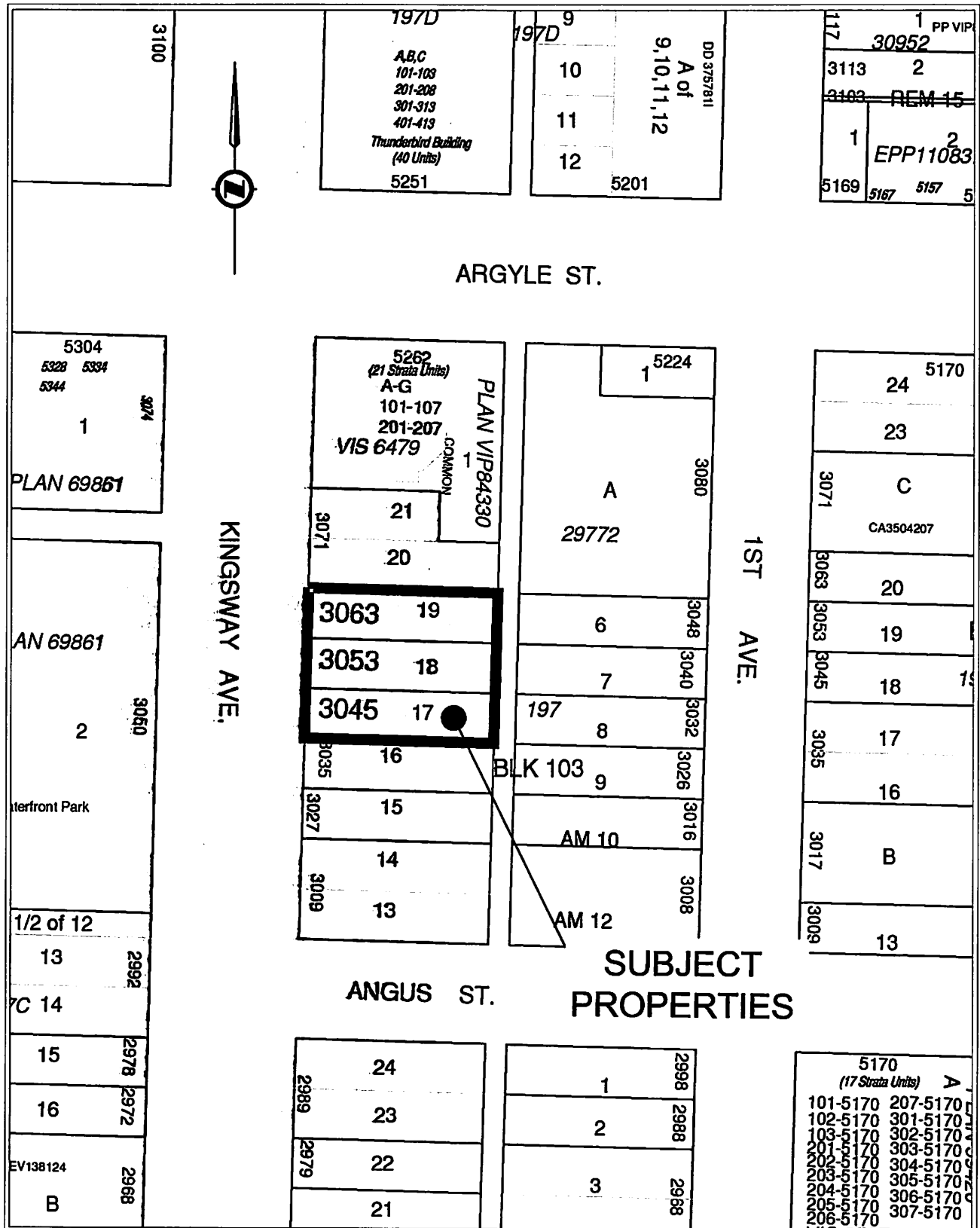
READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5096





**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on October 19, 2023 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Ed Francoeur (Chair)
Stefanie Weber (Vice-Chair)
Sandy McRuer
Dan Holder
Christine Washington, (SD70 Liaison)
Derrin Fines (P.A.F.D. Liaison)
Councillor Dustin Dame (Council Liaison)

Regrets

Haley Stevenson, Planner I
S./Sgt. Mike Thompson, (R.C.M.P. Liaison)
Wayne Mihalicz (Parks Liaison)
Councillor Serena Mayer, (Hupačasath F.N)
Ken Watts (ECC, Tseshah (č išaa?ath) F.N)
Callan Noye
Joe McQuaid

Staff

Brian McLoughlin, Manager of Planning
Cara Foden, Planning Technician
Scott Smith, Director of Dev. Services/Deputy CAO

Guests

Applicant/s: L. Shaver, A. Guiry, P. Johannknecht

Alternates (not in attendance)

Larry Ransom (Alt.- S.D.70)

TBD (Alt.- RCMP)
Councillor Deb Haggard (Alt. Council Liaison)
Harley Wylie (Alt. – Tseshah (č išaa?ath) F.N)



1. Acknowledgements and Introductions

- The Chair acknowledged that this meeting is being held within the un-ceded, traditional territories of the Hupačasath Nation and the Tseshah (č išaa?ath) First Nation.

2. Adoption of previous meeting minutes:

- Summary Report / Minutes from the APC Meetings held on September 21, 2023
(Weber / McRuer) CARRIED

3. DEVELOPMENT APPLICATION: Zoning bylaw

3045 Kingsway Ave. - Lot 17, Block 103, District Lot 1, Alberni District, Plan VIP197, PID: 009-272-925

3053 Kingsway Ave. - Lot 18, Block 103, District Lot 1, Alberni District, Plan VIP197, PID: 009-272-968

3063 Kingsway Ave. - Lot 19, Block 103, District Lot 1, Alberni District, Plan VIP197, PID: 009-273-000

APPLICANT: Streamside Homes Inc.

- The Manager of Planning presented a summary of the application. A full report dated October 19, 2023 was included in the Agenda package for this meeting.
- Attendees discussed the proposed Zoning Bylaw text and map amendments as follows:
 - APC expressed support for the application and indicated it was a positive development for the community.
 - Unit configuration (1 and 2-bedroom units) was noted.
 - It was expressed that parking seemed sufficient.

- There was discussion regarding Comprehensive Development zones (why and where they are often used, i.e. greater flexibility). The City has 3 CD zones in place and two more applications under review.
- APC asked for information on the proposed bike patio concept. The Planner explained it is an “end of trip” facility to support bicycle use and storage by residents.
- It was noted the applicant has not yet engaged a civil engineer. The Planner explained that the applicant will be required to engage an engineer to determine if infrastructure improvements are required. Staff recommend this be required prior to a Public Hearing.
- APC noted that the area likely contains aging infrastructure.
- APC asked about Density Bonusing. The Planner explained that density bonusing does not apply to this application, but typically it allows a developer to increase density by meeting conditions specified in the Zoning Bylaw.
- It was noted the proposed roof top patio will not be fully covered.
- The APC suggested that plugins for electric vehicles be provided.
- When asked about ground floor security / windows the applicant indicated that the design plans were not at that level of detail yet, but CPTED principles can be applied.
- The development will be strata / condominium and will be geared to market housing.
- The APC discussed a recommendation that Council waive the Public Hearing as the application aligns with the current OCP land use designation.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that Council support the application and waive a Public Hearing.*

(Washington / Weber) CARRIED

4. Updates from the Director of Development Services

- Zoning Bylaw 5074 was adopted by Council on October 10, 2023 and current applications that will now move forward include those located at 2780 Burde Street and at 3690 Loewen Rd / 2791 Burde St.
- OCP project – an update went to COW meeting on October 16. No deadline has been set for completion but staff hope to have a draft for Council in April, 2024.
- Sage Haven second stage housing project is almost complete and the Mother's Centre on Kendall Ave. is due to start building soon.

5. Other Business

6. **Adjournment** – The meeting adjourned at 12:50 pm. The next meeting is scheduled for 12:00 pm on **Thursday, November 16, 2023.**

(Chair)



LOCAL GOVERNMENT LEADERSHIP ACADEMY

Date:	Wednesday Jan 31st 2024, beginning at 12pm, and ending Friday February 2 2024, at 12pm
Description:	The "Empowering Communities: Leading Change Together" Forum theme aims to bring together elected officials from various local governments to explore innovative ways to collaborate with their communities and drive positive transformation. The Annual Forum will focus on strategies to strengthen citizen engagement, foster inclusive decision-making, and build resilient and sustainable local communities. By empowering elected officials with tools, knowledge, skills, and the opportunity to network, LGLA seeks to inspire delegates to take a more active role in fostering meaningful relationships with their constituents and to drive collective change.
Location:	Radisson Hotel Vancouver Airport 8181 Cambie Road, V6X 3X9 Richmond, BC
Cost:	\$495 + GST
Payment Methods:	Payments accepted by credit card only.
Registration Deadline:	January 26, 2024
Refund Policy:	Full refund up to and including January 15th 2024. No cancellation fees.
Hotel Information:	Special event rate is \$199 plus taxes for single/double occupancy. In order to book: 1. Call hotel reservation directly at (604) 279-8384, or 2. E-mail hotel reservations directly at reservations@radissonvancouver.com (mailto:reservations@radissonvancouver.com). Please ask for the LGLA Forum special rate specifically to receive the discounted rate. Room block is open either until full or until block deadline date of Thursday, December 28, 2023.

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DEC 01 2023

CITY OF PORT ALBERNI

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
File # _____ *Corres - Ecn Dec 11/23*

November 1, 2023

Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
Sent via email: PSSG.Minister@gov.bc.ca

Dear Minister Farnworth,

I am writing to you today on behalf of Victoria City Council to inform that the below motion was passed at the September 14, 2023 Council meeting:

MOTION:

That Council direct the Mayor to:

- write to the Provincial Government to request that it install speed and red light cameras at all locations in Victoria where there were over 20 casualty crashes during 2018-2022, or that it allow BC municipalities to install speed and red light cameras at their own cost and collect fines;*
- ask other municipalities in the Capital Region and elsewhere in BC to write similar letters*

A copy of the original Council Motion is attached for your information.

Thank you in advance for your time and consideration of this matter. I look forward to continued collaboration between our two offices to improve safety in Victoria.

Sincerely,

M [REDACTED] Alto
Victoria Mayor

Enclosed: Original Council Motion – Red Light and Speed Cameras
Cc: Union of British Columbia Municipalities

“The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work “Hay swx qa”

No.1 Centennial Square Victoria British Columbia Canada V8W 1P6
Telephone (250) 361-0200 Fax (250) 361-0348 Email mayor@victoria.ca



Council Member Motion
For the Committee of the Whole Meeting of September 7, 2023

To: Committee of the Whole **Date:** August 29, 2023
From: Councillor D. Thompson and Councillor M. Dell
Subject: Advocacy – red light cameras and speed cameras

BACKGROUND

ICBC data¹ shows that in Victoria during the period 2018 to 2022 there were 4,087 casualty crashes (crashes resulting in injury or fatality, as opposed to crashes involving just property damage).

As noted by the Government of BC:

- “Most crashes in British Columbia happen at intersections. To reduce injuries and save lives, B.C. installs intersection safety cameras—sometimes called red light cameras—at intersections where crashes occur frequently. Warning signs let drivers know the intersection has cameras. Stopping for red lights and observing the speed limits help to reduce collisions, injuries and fatalities.”²
- “There are intersection safety cameras at 140 high-crash intersections province-wide. 105 monitor red light violations, 35 monitor both red light and speed violations.”³
- “The cameras are proven to be effective at reducing side-impact, head-on and pedestrian crashes, and are located where red light running and high speed cause serious crashes.”⁴

There is only one red light camera in Victoria, and no speed cameras. That camera is at Lansdown and Shelbourne.⁵ More than 98% of casualty crashes in Victoria during 2018-2022 occurred at locations other than that intersection.⁶

RECOMMENDATION

That Council direct the Mayor to:

- write to the Provincial Government to request that it install speed and red light cameras at all locations in Victoria where there were over 20 casualty crashes during 2018-2022, or

¹ <https://public.tableau.com/app/profile/icbc/viz/VancouverIslandCrashes/VIDashboard>, accessible at ICBC, “Statistics” <https://www.icbc.com/about-icbc/newsroom/Pages/Statistics.aspx>

² <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc/intersection-safety-cameras>

³ <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc/intersection-safety-cameras/statistics>

⁴ <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc/intersection-safety-cameras/where-the-cameras-are>

⁵ <https://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc/intersection-safety-cameras/where-the-cameras-are/vancouver-island>

⁶ <https://public.tableau.com/app/profile/icbc/viz/VancouverIslandCrashes/VIDashboard>

that it allow BC municipalities to install speed and red light cameras at their own cost and collect fines;

- ask other municipalities in the Capital Region and elsewhere in BC to write similar letters.

Respectfully submitted,



Councillor Thompson

Respectfully submitted,



Councillor Dell



NATIONAL
POLICE
FEDERATION

FÉDÉRATION
DE LA POLICE
NATIONALE

TM

220 LAURIER AVENUE WEST, 8TH FLOOR
OTTAWA ON K2P 1P1
www.npf-fpn.com

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NOV 22 2023

CITY OF PORT ALBERNI

Mayor Minions and Council

City of Port Alberni

Delivered Via Email: sharie_minions@portalberni.ca

November 22, 2023

☒ Council	☐ Economic Development
☒ Mayor	☐ Engineering/PW
☒ CAO	☐ Parks, Rec. & Heritage
☐ Finance	☐ Development Services
☒ Corporate Services	☐ Community Safety
☒ Agenda	☒ Other RCMP
File # 7400-01	RCM Dec 11/23

Dear Mayor Minions & Port Alberni City Council,

RE: CLARIFYING MISCONCEPTIONS REGARDING SURREY TRANSITION AND POLICING IN B.C.

I am writing on behalf of the National Police Federation (NPF) and our ~6,700 dedicated Members across the province regarding the Surrey transition and policing in British Columbia. It has come to our attention that there may be some misunderstandings and misconceptions regarding the Surrey transition and the implications it may have on policing in B.C. It is crucial to address these misconceptions promptly, as they could prove detrimental to our collective efforts to address existing policing vacancies in the province.

During the recent UBCM Convention in Vancouver, we engaged in numerous discussions with mayors and councillors from across British Columbia. While many expressed support for the Royal Canadian Mounted Police (RCMP), a few also voiced their support for the transition of Surrey to a municipal police service. This support is primarily based on the belief that this transition will help alleviate policing vacancies across the province, including in your community. This is a misconception, and it does not align with the facts.

In the most optimistic scenario, the Surrey Police Service (SPS) transition is expected to take at least five more years, and, realistically, extend to a decade. The first SPS officer deployment took place in November 2021 as part of Phase 1 of the SPS-RCMP Human Resources Strategy and Plan. Phase 1 was the result of negotiations between the City, Province, Federal government, and the RCMP to ensure a transition that is both efficient and safe for the community. Phase 1 required several months of negotiation before it was initiated. Phase 2, which deals with the change of command, remains without a timeline or any substantive discussions to date. Such a substantial change of command has never been attempted before and will likely require many more months of meetings and deliberations before any significant progress can be made.

Leaving aside various other challenges that the SPS may encounter in completing the transition, it is imperative to be realistic about the recruitment hurdles the SPS, as well as all police services across Canada, are currently facing. The SPS has been vocal about receiving hundreds of applications, but applications are just that – applications. They are not job offers, nor are all applicants hired. As of October 2023, the SPS has 333 sworn police officers and requires a minimum of an additional 401 to meet the current agreed upon deployment numbers for effective policing in Surrey. In B.C., police applicants are all trained at the Justice Institute of BC (JIBC). Before the SPS hiring freeze, the SPS had planned to train 15 SPS cadets in each of the 3 training blocks at the JIBC. This would have resulted in 45 new police officers annually. While these recruits will help, they do not even keep pace with attrition through resignations or retirements. This means that new SPS recruits will

grow, leaving the S1

C. RCMP will be re

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NOV 29 2023

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File # 0400-20
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☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
ECM Dec 11/23 Corresp.

November 29, 2023

Her Worship
Mayor Shari Minions
City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8

Reference: 320719

Dear Mayor Minions:

Re: UBCM Meeting 2023

Thank you for taking the time to meet with me in Vancouver during the 2023 Union of British Columbia Municipalities (UBCM) Convention. I was also glad to receive your letter of November 20, 2023, following up on our meeting.

I appreciated the opportunity to discuss your support for improvements along Highway 4, including an emergency detour route, as well as your interest in safety improvements along the section of highway through MacMillan Park (Cathedral Grove).

Every year at UBCM I am reminded how fortunate British Columbia is to have local leaders who are dedicated, informed and passionate about the future of their communities. Our governments are most effective when we bring together our insights and resources, and my team and I were honoured to be part of this year's gathering to hear more about the ideas and priorities B.C.'s communities care about most.

I appreciate the City of Port Alberni's leadership in responding to the summer wildfires at Cameron Bluffs, and I was glad to receive your kind words regarding the hard work of staff and our maintenance contractors with respect to our efforts to reopen Highway 4 at this location.

As mentioned during our meeting, the ministry will be initiating an Emergency Detour Planning Study later this fall to look more closely at potential alternate access options for your community and those on the West Coast. Local ministry staff will reach out to your office directly to further discuss the details of the study, and to ensure we are working closely with the City to incorporate your input into this work. If you have any questions in the meantime, District Manager Michael Pearson can be reached at 250 713-2815 or Michael.Pearson@gov.bc.ca and would be pleased to assist you.

.../2

Ministry of Transportation
and Infrastructure

Office of the Minister

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

I have also asked ministry engineering staff to explore your interest in additional measures to improve safety along Highway 4 through Cathedral Grove.

With the help of leaders like you, my ministry is building a resilient transportation network that will continue to keep people safe and connected in a changing world. Our goal is a sustainable multimodal network that advances our climate and housing goals and that delivers the efficient supply chains and economic opportunities needed to keep life affordable for B.C. families.

Thank you again for taking the time to meet with me.

Sincerely,



Rob Fleming
Minister

Copy to: Kathryn Krishna, Deputy Minister

Kevin Richter, Associate Deputy Minister
Highways and Regional Services Division

Kevin Volk, Assistant Deputy Minister
Integrated Transportation and Infrastructure Services Division

Ashok Bhatti, Executive Director
South Coast Region

Michael Pearson, District Manager
Vancouver Island District

Kenedee Ludwar, Executive Director
Engineering Services Branch

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CITY OF PORT ALBERNI



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☒ CAO	☐ Parks, Rec. & Heritage
☐ Finance	☒ Development Services
☒ Corporate Services	☐ Community Safety
☒ Agenda	☐ Other

File # 0400-20 - LWRS RCM Dec 11/23

Reference: 31964

December 1, 2023

VIA EMAIL: citypa@portalberni.ca

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

Dear Mayor Minions:

I would like to thank you and your staff for taking the time to meet with me at this year's Union of British Columbia Municipalities (UBCM) Convention in Vancouver, and to recap the topics we discussed and commitments made at our meeting.

During our meeting we had the opportunity to discuss watersheds in the Port Alberni area. We heard your concerns regarding watersheds being located within privately managed forest lands (PMFL). The Ministry of Water, Land and Resource Stewardship (WLRS) acknowledges that concerns about PMFL have arisen previously. WLRS is currently co-developing a Watershed Security Strategy with the BC-First Nations Water Table. In support of this work, WLRS staff are working with colleagues from across government, including the Ministry of Forests, to review feedback received from local governments and other sectors and recommend potential actions related to forestry activities that may be included in the Strategy.

I am pleased that you were able to share the success the City of Port Alberni has had regarding the recent purchase of the Somass Sawmill lands. While you mentioned the current water license for diversion from Sproat Lake is shared with Catalyst for industrial uses, you are looking to update this from mixed use. For further information on the water licence change to a mixed-use site please refer to the Water Licence-Amendment information on the Front Counter BC website: <https://portal.nrs.gov.bc.ca/web/client/-/groundwater-licence-amendments>. For further questions, please contact Front Counter BC in Nanaimo at 250 751-7220.

Page 1 of 2

Ministry of Water, Land and
Resource Stewardship

Office of the Minister
Parliamentary Secretary

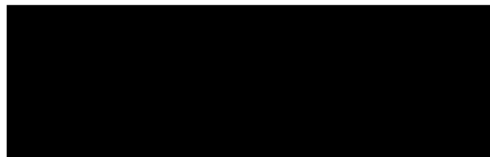
Mailing Address:
PO BOX 9012 Stn Prov Govt
Victoria, BC V8W 9L6

Tel: 778-405-3094
Website: www.gov.bc.ca/WLRS

Since meeting in September, the Ministry of Water, Land and Resource Stewardship has become responsible for additional water, land, fish, and wildlife authorities. The attached outlines those changes in detail. Engagement sessions will be held with local governments, First Nations and stakeholders in the coming months to review these changes and to continue our work together in these priority areas.

Again, thank you for your time. I am pleased we had the opportunity to meet about topics important to both provincial and local government.

Sincerely,



Fin Donnelly
Parliamentary Secretary
Ministry of Water, Land and Resource Stewardship

Attachment (1)

pc: Honourable Nathan Cullen, Minister of Water, Land and Resource Stewardship
Honourable Josie Osborne, Minister of Energy, Mines and Low Carbon Innovation,
MLA, Mid Island-Pacific Rim

Ministry of Water, Land and Resource Stewardship**Existing Functions and Responsibilities:**

- Provincial water leadership:
 - Watershed Security Strategy & Fund; Coastal Marine Strategy; Wild Salmon Strategy
 - Water sustainability planning
 - Lead coordination on government's strategy on source to tap, including drinking water
 - Water quality objective setting
 - Marine use policy and planning
- Integrated land management frameworks to guide land use decisions in B.C., modernized land use policy and planning and land base objective setting
- Provincial cumulative effects regime
- Strengthen partnerships, collaboration, and engagement with Indigenous Peoples on the management of natural resources and the land base (e.g., Collaborative Indigenous Stewardship Forums)
- Development of a co-management/shared decision-making regime with First Nations
- Consultation and accommodation policy, including the Area Based Approach & First Nations Consultation System
- Fish and wildlife leadership:
 - habitat/ecosystems; fisheries, aquaculture & wild salmon strategic policy
- BC/CAN Nature Agreement
- Integrated, science-based land, aquatic, terrestrial, resource data/information, and geographic/geospatial data, systems and analysis
- Strategic marine, land and resource management policies to support the effective operationalization of DRIPA in the natural resource sector
- Permitting Solutions Office
- Support for governance, organizational effectiveness, performance monitoring and reporting on progress
- Corporate Services for the Natural Resource ministries
- Natural Resource Information & Digital Services
- Crowns, Agencies, Board and Commissions:
 - Wildlife Advisory Council
 - Muskwa-Kechika Advisory Board
 - Skagit Environmental Endowment Commission
 - Mackenzie River Basin Board

NEW From FOR**Water Management Functions:**

- Full suite of authorities for managing water use, authorizations and orders for drought (e.g., Water Comptroller)
- River Forecast Centre & Flood Safety
- Flood strategy, policy and management
- Dams, Dam Safety and Utility Regulation (e.g., BC Hydro)
- Dikes, drainage and ditches
- Water allocation
- Source water protection

Fish and Wildlife Functions

- Fish and wildlife policy, research, allocations and authorizations
- Fisheries licensing
- Fish stock assessments
- Rivers and lakes management
- Data and reporting
- Wildlife and aquatic specialists
- Provincial wildlife veterinarian

Land Functions:

- Full suite of authorities and for lands authorizations (and related permitting support functions, including business transformation and First Nations engagement).
- FrontCounter BC
- Crown Land Opportunities and Restoration (including Contaminated Sites)
- Land programs
- Policy (Crown land and strategic)
- Land returns

NEW Crown Responsibilities (From FOR):

- Creston Valley Wildlife Management Authority
- Freshwater Fisheries Society of BC
- Habitat Conservation Trust Foundation
- Association of BC Land Surveyors
- Integrated Cadastral Information Society

*BC Land Title and Survey Authority to FIN

Ministry of Forests**Ongoing Functions and Responsibilities:**

- Modernize forest sector and support a sustainable and innovative forest economy:
 - Forest sector policy including, tenures, economics and trade, value-add, softwood lumber, pricing, competitiveness, compensation, forest worker safety, and private managed forest lands
 - BC Timber Sales
- Forest management:
 - Old Growth Strategic Review
 - Forest Landscape Planning
 - Office of the Chief Forester including, forest research, investment, practices, planning, inventory, and health, Allowable Annual Cut decisions and seed orchard/seed centre, bioeconomy and forest products innovation
- Strengthen partnerships, collaboration, and engagement with Indigenous Peoples on the management of forest resources
- Integrated authorizations, permitting for archeology, forestry & range
- Multi-disciplinary research support for natural resource management
- Provincial Engineering Program
- *Heritage Conservation Act* transformation
- Range
- BC Wildfire Service including all hazards response
- Natural resource compliance and enforcement

Crowns, Agencies, Board and Commissions:

- Coastal Logging Equipment Support Trust
- Forest Enhancement Society of BC
- Forest Practices Board
- Private Managed Forest Land Council
- Timber Export Advisory Committee

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☒ Agenda	☐ Other

File # **0400-20-MDF** **RCM Dec 11/23**

Reference: 32812

December 5, 2023

VIA EMAIL: sharie_minions@portalberni.ca

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

Dear Mayor Minions:

Thank you to your delegation for meeting with Minister Ralston and other Ministry of Forests representatives at the annual UBCM Convention held September 18-22 in Vancouver. I am sorry you could not be in attendance. The topics you discussed now fall under the purview of the Ministry of Water, Land and Resource Stewardship (WLRS). As such, I am writing to recap the conversations and commitments made at this meeting, which I hope you found as productive and beneficial as the staff in attendance. I have also attached an outline of the responsibilities that now fall to WLRS for your reference. Engagement sessions will be held with local governments, First Nations and stakeholders in the coming months to review these changes and to continue our work together in these priority areas.

During the meeting, topics discussed included water management and watershed planning, which is of the utmost importance given the overall drought level for the province. Your team also mentioned working more collaboratively with Mosaic. Given the positive relationship between the Ministry of Forests (FOR) and Mosaic, FOR staff will reach out to Mosaic on this topic.

Also discussed was the issue of hog fuel and its transportation. Minister Ralston mentioned the subsidy program, administered by the forest enhancement society, and I suggest that this program could be discussed with Regional Executive Director, Sharon Hadway who can be reached at sharon.hadway@gov.bc.ca.

Again, I appreciate you taking the time to meet with Minister Ralston and his team to connect about these important topics.

Ministry of Water, Land and
Resource Stewardship

Office of the Minister

Mailing Address:
PO BOX 9012 Stn Prov Govt
Victoria, BC V8W 9L6

Tel: 778-405-3094
Website: www.gov.bc.ca/WLRS

Mayor Sharie Minions

CBV120211

AMT-21-11-11-11

Sincerely,



Nathan Cullen
Minister

Attachment (1)

pc: Sharon Hadway, Regional Executive Director, West Coast, Ministry of Forests

Ministry of Water, Land and Resource Stewardship**Existing Functions and Responsibilities:**

- Provincial water leadership:
 - Watershed Security Strategy & Fund; Coastal Marine Strategy; Wild Salmon Strategy
 - Water sustainability planning
 - Lead coordination on government's strategy on source to tap, including drinking water
 - Water quality objective setting
 - Marine use policy and planning
- Integrated land management frameworks to guide land use decisions in B.C., modernized land use policy and planning and land base objective setting
- Provincial cumulative effects regime
- Strengthen partnerships, collaboration, and engagement with Indigenous Peoples on the management of natural resources and the land base (e.g., Collaborative Indigenous Stewardship Forums)
- Development of a co-management/shared decision-making regime with First Nations
- Consultation and accommodation policy, including the Area Based Approach & First Nations Consultation System
- Fish and wildlife leadership:
 - habitat/ecosystems; fisheries, aquaculture & wild salmon strategic policy
- BC/CAN Nature Agreement
- Integrated, science-based land, aquatic, terrestrial, resource data/information, and geographic/geospatial data, systems and analysis
- Strategic marine, land and resource management policies to support the effective operationalization of DRIPA in the natural resource sector
- Permitting Solutions Office
- Support for governance, organizational effectiveness, performance monitoring and reporting on progress
- Corporate Services for the Natural Resource ministries
- Natural Resource Information & Digital Services
- Crowns, Agencies, Board and Commissions:
 - Wildlife Advisory Council
 - Muskwa-Kechika Advisory Board
 - Skagit Environmental Endowment Commission
 - Mackenzie River Basin Board

NEW From FOR**Water Management Functions:**

- Full suite of authorities for managing water use, authorizations and orders for drought (e.g., Water Comptroller)
- River Forecast Centre & Flood Safety
- Flood strategy, policy and management
- Dams, Dam Safety and Utility Regulation (e.g., BC Hydro)
- Dikes, drainage and ditches
- Water allocation
- Source water protection

Fish and Wildlife Functions

- Fish and wildlife policy, research, allocations and authorizations
- Fisheries licensing
- Fish stock assessments
- Rivers and lakes management
- Data and reporting
- Wildlife and aquatic specialists
- Provincial wildlife veterinarian

Land Functions:

- Full suite of authorities and for lands authorizations (and related permitting support functions, including business transformation and First Nations engagement).
- FrontCounter BC
- Crown Land Opportunities and Restoration (including Contaminated Sites)
- Land programs
- Policy (Crown land and strategic)
- Land returns

NEW Crown Responsibilities (From FOR):

- Creston Valley Wildlife Management Authority
 - Freshwater Fisheries Society of BC
 - Habitat Conservation Trust Foundation
 - Association of BC Land Surveyors
 - Integrated Cadastral Information Society
- *BC Land Title and Survey Authority to FIN*

Ministry of Forests**Ongoing Functions and Responsibilities:**

- Modernize forest sector and support a sustainable and innovative forest economy:
 - Forest sector policy including, tenures, economics and trade, value-add, softwood lumber, pricing, competitiveness, compensation, forest worker safety, and private managed forest lands
 - BC Timber Sales
- Forest management:
 - Old Growth Strategic Review
 - Forest Landscape Planning
 - Office of the Chief Forester including, forest research, investment, practices, planning, inventory, and health, Allowable Annual Cut decisions and seed orchard/seed centre, bioeconomy and forest products innovation
- Strengthen partnerships, collaboration, and engagement with Indigenous Peoples on the management of forest resources
- Integrated authorizations, permitting for archeology, forestry & range
- Multi-disciplinary research support for natural resource management
- Provincial Engineering Program
- *Heritage Conservation Act* transformation
- Range
- BC Wildfire Service including all hazards response
- Natural resource compliance and enforcement

Crowns, Agencies, Board and Commissions:

- Coastal Logging Equipment Support Trust
- Forest Enhancement Society of BC
- Forest Practices Board
- Private Managed Forest Land Council
- Timber Export Advisory Committee



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CITY OF PORT ALBERNI

City of Fort St. John
10631 100 Street | Fort St. John, BC | V1J 3Z5
(250) 787 8150 City Hall
(250) 787 8181 Facsimile

Honourable Mike Farnworth
PO Box 9041 Stn Prov Govt
Victoria, BC V8W 9E1

☒ Council	☐ Economic Development
☒ Mayor	☐ Engineering/PW
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☐ Agenda	☐ Other
File #	

Rec'd Dec 11/23
0400-80

November 29, 2023
SWD.Minister@gov.bc.ca
Charlotte.Hunt@gov.bc.ca

Dear Minister Farnworth,

Over the last few years, Fort St. John and many other communities have experienced increases in criminal activity and social disorder. In part, this deterioration has related to drug addiction and mental illness. It has also related to the apparent inability of the justice system to hold anyone accountable in a meaningful way.

There are many consequences to this decay and one of them has been that more people are advocating for actions that could be described as vigilante, or extrajudicial. This reflects a growing lack of faith that the system is still viable and that the institutions of law and order are still effective. There is growing frustration at unchecked property crime and the experience of watching formerly safe neighborhoods decay. It is demoralizing to watch the revolving door of arrests and releases and overdose deaths. It seems to many in our community that the pendulum has swung far away from the rights of society. People have been communicating with us in increasingly desperate terms, expressing fear and a simple desire to return to the peaceful enjoyment of their homes and neighborhoods. They are asking for a system that holds criminals accountable for their actions in an effective way.

This letter is a reaction to a series of events that have caused fear and anger in several parts of our community. One recent example is the Triangle Park neighborhood on 112th Ave, in Fort St. John. It is an established street which boasts a small triangular park with a picnic table and a wonderful set of new playground equipment. It has been a place where many children would stop while walking home from school, or where parents would take their kids to play on a Saturday morning. This park was one thing that gave the Triangle Park neighborhood its identity and made it particularly desirable.

Over the last few years, one residence on this formerly quiet street has become the center of violent, frightening, dangerous and unsettling incidents. In the last year there have been two shootings in or at this home. Not long before that, an overdose death occurred on the front doorsteps of the residence. By all accounts this is a place that is obviously involved in the street level drug trade. Activity goes on there night and day. There are countless short duration stops by pedestrians and vehicles, disputes, fights, and assaults. Stolen property often finds its way to the residence and neighbors report being intimidated and frightened while simply getting their mail. No matter what efforts are made by the police, there is no change in the nature and experience of living beside this residence. In part, this is because those who are arrested in connection to this home and others like it are usually released.

The latest shooting at Triangle Park originated from within the offending residence. The neighboring home is occupied by a young family with small children. Recently, their home was pierced by a number of bullets in the middle of the night while they were sleeping. They have made the point repeatedly that their children could have been killed. They are right. Police have identified, and we are told, have charged those responsible for the previous shooting but this is scant comfort to anyone. Certainly, it made no difference in preventing the latest shooting.

Lately, Triangle Park is rarely used. Many parents have made the decision to stop spending time there because of the threat posed by those who attend the nearby residence to engage in the drug trade.

While trying to provide reassurance and an effective response to the residents of Triangle Park, we happened upon the Safer Communities Act. Within this Act were a suite of reasonable, and seemingly effective tools that would have been extraordinarily helpful and reassuring to our citizens. The Community Safety Act, might have provided our community with a way to hold the owners of this residence accountable. We might have been able to pursue a process through a Community Safety Order to require the residents of this property to vacate. We might have had the opportunity to go to court to articulate a common-sense solution which would have made it more difficult to be the owner of a residence such as this one. Unfortunately, this Act was never brought into force.

We have explored all options and continue to do so. Frankly though, nuisance and noise bylaws are no substitute for the meaningful support of the Provincial and Federal Government. It is frustrating and disheartening. Our bylaws were enacted to provide solutions to manage conventional municipal problems like un-mowed grass, or loud music. These laws were never designed or intended to manage the impacts of organized crime destroying neighborhoods with impunity.

Having provided this context, the purpose of my letter today is to inquire why the Community Safety Act and the Community Safety Amendment Act were never brought into force. It appears from our review that advocacy on the part of the BC Civil Liberties Association was effective at preventing the enactment of this legislation. Their objections to the proposed legislation seem incredibly indifferent and tone-deaf to the suffering occurring in communities throughout this province.

The BC Civil Liberties association said it believed the proposed law was unnecessary, unjust and would put people's housing security at risk. From our perspective the failure to enact this legislation has put people's housing security at risk. Further, it is both unfair and unjust that our residents should have to leave their homes and flee the violence that has destroyed the character and security of their neighborhoods.

I would implore you to consider where the balance should lie between the rights of our citizens to enjoy a peaceful existence and the rights of those who have destroyed that peace. There is an increasingly prevalent train of thought that there are no consequences for the very worst behavior. Our institutions are threatened by the loss of public faith in their effectiveness. It has become difficult to reassure our citizens that we have the tools to manage these situations. Please consider enacting the Community Safety Act or the Community Safety Amendment Act legislation.

Sincerely,

[REDACTED]

Mayor L [REDACTED] Hansen
On Behalf of Fort St. John Council

cc: MLA D [REDACTED] Davies

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☒ Agenda	☐ Other

File # 7960-01 **RCM Dec 11/23**

From: M. Patterson <MPatterson@virl.bc.ca>

Sent: November 30, 2023 11:02 AM

To: Sharie Minions <sharie_minions@portalberni.ca>; Mike Fox <mike_fox@portalberni.ca>;

'andrew.mcgifford@portalberni.ca' <andrew.mcgifford@portalberni.ca>; Todd Patola

<Todd_Patola@portalberni.ca>

Cc: B. Hyman <BHyman@virl.bc.ca>

Subject: VIRL 2024 Budget and Levies

Greetings Mayor Minions,

As you know, based on member local government feedback, the VIRL Board reconsidered Budget 2024 on November 25. Ultimately, a motion to adjust the budget failed by weighted vote.

The VIRL 2024 Budget addresses the financial legacy of the previous administration, and the complexity and impacts of post-pandemic intersecting crises on VIRL's operations. It commits to ongoing operating continuity and maintains major Capital commitments.

In FY22/23, VIRL management and Board have worked to identify and contain legacy financial issues. Through a public tender process, a new auditor has been appointed for 2023-2025, and a Board Finance and Audit Committee is being established.

Expertise was brought in to develop Budget 2024 in consultation with the Board's Executive Committee and senior leadership in May, June and July, and the Budget was unanimously approved by the Board in September.

Provincial funding for VIRL in 2024 is projected at 4% of budget (\$1.4M). The base Per Capita funding formulas have been unchanged for decades, despite rising costs, population growth and complex service demands. In this context, the BC Public Library Partners are requesting an increase in annual sectoral funding, and met recently with Minister Kang. In support of this request, please know that VIRL has corresponded with the 11 MLA's in its service area, and met last week with Sheila Malcomson, Minister of Social Development and Poverty Reduction.

A recent report by the Canadian Urban Institute (CUI) and the Canadian Urban Libraries Council (CULC) makes the case for why investment in public libraries is essential to Canada's post-pandemic recovery, competitiveness, and resilience. The findings of the report's three-year analysis are a compelling read: Canada's public libraries play a crucial role in enabling all levels of government to meet their obligations and strengthen the common good. Here is a link to the report:

<https://canurb.org/publications/overdue/>

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Rest assured, this is an atypical budget for VIRL. Thank you for your continuing support.

E■■ Hemmens
VIRL Board Chair

Sent on behalf of E■■ Hemmens, Chair, Vancouver Island Regional Library Board of Trustees

Original JYFI sent Nov. 7, 2023

Greetings Mayor Minions,

With budget deliberations getting underway across the region, concerns have been shared about VIRL's 2024 levy. In consultation with the VIRL Chair and Vice Chair, staff have reopened the budget for review, and the VIRL Executive Committee will convene soon. The discussion will focus on options for a possible budget amendment to be considered at the November 25 VIRL board meeting.

Please standby for an update during the week of November 27.

B■■

Sent on behalf of B■■ Hyman, Executive Director, Vancouver Island Regional Library



M■■ Patterson
Executive Assistant
Vancouver Island Regional Library
Phone: 250-729-2310
Email: mpatterson@virl.bc.ca
Web: virl.bc.ca

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☐ Development Services
☐ Community Safety
☐ Other
File # 0400-20-ENV

From: Plastics ENV:EX <Plastics@gov.bc.ca>

Sent: Friday, December 1, 2023 3:02 PM

To: Plastics ENV:EX <Plastics@gov.bc.ca>

Subject: UPDATE - Single-Use and Plastic Waste Prevention Regulation

Good afternoon,

As you may recall, the Single-Use and Plastic Waste Prevention Regulation was announced on July 14, 2023, representing a significant step towards implementing the CleanBC Plastics Action Plan. In response to significant feedback, we will be shifting to a phased implementation of this regulation.

Starting December 20, 2023, some requirements and prohibitions will take effect, while the timeline for others will be extended to July 15, 2024, and in the case of PVC film wrap, July 1, 2028. This approach will allow businesses to use up existing stock and select better options; give people more time to learn about the changes; and allow additional time to develop and implement sustainable acceptable alternatives to more challenging items such as PVC film wrap.

The phased implementation will proceed as follows:

BRITISH COLUMBIA SINGLE-USE & PLASTIC WASTE PREVENTION REGULATION

Provincial Phase Out of Single-Use and Plastic Items

December 20, 2023

PROHIBITED



Plastic utensils*

AVAILABLE BY REQUEST



Wooden utensils



Drink cup lids and sleeves



Straws



Condiments



Napkins and wet wipes



Garnishes (e.g., plastic sushi grass, drink umbrellas)

July 15, 2024

PROHIBITED



Plastic shopping bags (new reusable and paper bags have minimum fees)



Food service ware (excludes polystyrene foam trays for raw proteins only)**



Biodegradable plastic / PVDC film wrap

RESTRICTED USE



Compostable plastic food service ware and film wrap

July 1, 2028

PROHIBITED



PVC film wrap

July 1, 2030

PROHIBITED



Polystyrene foam trays (used for raw proteins)

* Utensils include spoons, forks, knives, chopsticks, stir sticks and drink splash plugs.

** Made of biodegradable plastic, polystyrene foam, PVC or PVDC including bowls, boxes or cartons, cups, containers, plates, platters and trays (excludes polystyrene foam for raw proteins)

Additional information and resources

For more information and resources on BC's Single-Use and Plastic Waste Regulation: www2.gov.bc.ca/reuse

Review the [Government of Canada's Single-Use Plastic Prohibition Regulation](#) for more restrictions.

The regulation supports BC's efforts to prevent single-use and plastic waste, divert more waste from landfills and keep what we do use working for us longer – creating a cleaner, better future for everyone.



Ministry of Environment and Climate Change Strategy

We have also added an exemption to enable correctional facilities in the province to continue providing single-use plastic utensils to those held in custody, for the specific circumstance where their safety or the safety of others is a concern.

The current Single-Use and Plastic Waste Prevention Regulation is available on BC Laws at https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic_cur/0461_2023 and will be updated shortly. A link will be available on our website at: gov.bc.ca/reuse.

To support businesses and local governments, guidance documents, including a timeline overview and fact sheets providing more information on the Regulation, are available on the [plastics webpage](#). We will continue to add more resources over the coming weeks.

For those interested, we will be presenting at a webinar on December 5th, 2023 via Coast Waste Management Association and providing an update on the Single-Use Plastic and Waste Prevention Regulation. More information is available here: <https://cwma.ca/event/single-use-and-plastic-waste-prevention-regulation-an-update-with-the-moeccs/>

If you have further questions, please email plastics@gov.bc.ca.

Sincerely,

G [REDACTED] Lohbrunner
Director, Clean Communities

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CITY OF PORT ALBERNI

Alberni Valley Museum
and Heritage Commission



Heritage Commission Meeting
November 1, 2023
Minutes

Location:
AV Museum

Attendees:

ACRD
City Council
Community Arts Council
Historical Society
Industrial Heritage
Maritime Heritage
McLean Mill
School District 70
Staff

Penny Cote
Charles Mealey
Nancy Blair
Gareth Flostrand
Richard Spencer
Don Jones
Elliot Drew
Janis Joseph
Willa Thorpe

☒ Council	☐ Economic Development
☒ Mayor	☐ Engineering/PW
☒ CAO	☒ Parks, Rec. & Heritage
☐ Finance	☐ Development Services
☒ Corporate Services	☐ Community Safety
☒ Agenda	☐ Other

File # 0540-20-AVMHC

Regrets:

Chamber of Commerce
Community at Large
Hupačasath First Nation
čišaaʔath (Tseshah) First Nation

Called to order: 7:02pm

1. Moved by Nancy that the agenda of the November 1, 2023 meeting be approved as circulated.
2. Moved by Penny that the minutes of the October 4, 2023 meeting be approved as amended.
3. Old Business
 - a. Train Station
 - i. As the wainscoting inside the Train Station was glued and nailed to the interior walls, it was unable to be salvaged for future use (the wainscoting was not a heritage component)
 - ii. Concealment options for roof – the Commission prefers option one (no concealment)
4. Correspondence
 - a. The 2024 Parks Canada Cost-Sharing grant is now live; staff will be submitting an application for the McLean Mill National Historic Site, same as in previous years



Heritage Commission Meeting
November 1, 2023
Minutes

5. New Business

- a. Shifting from Parks, Recreation and Heritage to Parks, Recreation and Culture
 - i. No further questions about this change in the department
- b. Two Spot Locomotive Display
 - i. Council meeting discussion (starting at 7:23 at <https://www.youtube.com/live/eFMOKhMpEw4?si=U7cGzandtGBbaxZm>)
 - ii. Carried motion from Council:
THAT Council direct staff to invite comment from the Alberni Valley Museum and Heritage Commission and prepare a report outlining alternate locations to display the Two Spot Locomotive within the proximity of the train station.
Resolution No. No. 23-288
 - 1. The Commission will forward staff feedback by November 8 for inclusion in the staff report

6. Reports

- a. Historical Society
 - i. October volunteer hours were 200.5. Thank you to all our very dedicated volunteers!
 - ii. We are looking for the following year telephone books: 1969; 1983 & 2007. If you have a copy that you would care to donate to the Archives, we would appreciate it very much.
 - iii. The index of businesses in the Alberni Valley has been updated. We now have 1890-1990. Still a long way to go.
 - iv. The Archives are open Tues-Thurs., 11am to 3 pm.



Heritage Commission Meeting
November 1, 2023
Minutes

b. Chamber of Commerce



2533 Port Alberni Highway
Port Alberni, BC V9Y 8P2
T: 250-724-6535
office@albernichamber.ca

November 1, 2023

Chamber Report to Heritage Commission
Submitted by Jolleen Dick, Chief Executive Officer

Fall Activities & Highlights

Regional Alberni-Clayoquot Economic Recovery and Resiliency Initiative

- We had our kick-off meeting on Tues Oct 31, 10-12 to make sure we are on the right track with stakeholders and rightsholders to provide a report on the impacts of the Highway 4 road closures due to the Cameron Bluff's Wildfire.

Events - Business Leaders Breakfast

- Our first event of this style was a great success with 40 attendees at the Hospitality Inn with MLA Josie Osborne. We're pleased with the sponsorship from the Port Alberni Port Authority. We welcome future sponsorships to continue providing these events.

Small Business Week – October 16 – 20th

- MP Gord Johns and I went on a business walk to hear from local businesses on what their challenges were. We heard an increase in vandalism, social issues, staffing, and CEBA loans being some of the main issues.

Highlights

- Travelled on the new chip-sealed road to Bamfield and Anacla to celebrate the Huu-ay-aht Road Reconciliation project.
- Attended the Vancouver Island Economic Summit in Nanaimo, it was great to reconnect with Island Leaders and businesses and learn about trends and insights on the island.

albernichamber.ca

Respectfully conducting our business on the unceded traditional territory of the Hupacasath and Tseshaht [cišac̓at̓:] First Nations.



Heritage Commission Meeting
November 1, 2023
Minutes

c. McLean Mill

- i. October has brought a very busy end to our regular 2023 season at McLean Mill. We have continued our shoulder season hours of Thursday thru Sunday 10 am to 4 pm but regular staffed hours have finished with the end of the month. Attendance has become very weather dependant and Camping and e-Bike rentals have trickled to a halt. Guided Tours are available by appointment but self-guided tours are, as always, available at all times by donation. The Giftshop remained open during staffed hours and has now closed with remaining stock heading to the AVCOC Visitor Center for the holiday season.
- ii. We hosted our final wedding of the season on Friday, Oct 13th bringing our 2024 total to 10. The Community Arts Council partnered with us on Oct 21 to host a Pre-Christmas Craft Market that was a great success with 308 attendees and 21 vendors, making for a very busy and profitable day for all involved. The ADAPS Haunted Mill fundraiser returned to the Mill on the 28th with resounding results. 2325 visitors dared to face the spooky fun. We are still awaiting final accounting, but I am sure that we will well surpass the \$6000 raised last year.
- iii. As always it is a thrill to welcome young people to the site and have opportunities to share the importance of heritage with the next generation. In October we hosted a group of 20 from St. Michaels University School in Victoria. On Oct 17, Richard and I visited ADSS to share the heritage and business of McLean Mill with the Tourism 12 class. This was a wonderful experience to share not only the importance of having our national historic site but also the how's and why's of its economic impact on our community.
- iv. As we enter of Winter season, we have a lot of work to do on site packing up artefacts and preparing for the return of harsh weather. We do continue to have events and usage of the hall and courtyard through the upcoming months but now we turn to reflecting on our operational wins and challenges from this season and making plans to make 2024 our best year yet.
- v. The Mill was open 17 days in October and welcomed 403 guests during Office hours outside of events.
- vi. Upcoming Fall events
Nov 5 – Alberni Bowmen One Day Shoot
Dec 8 – Christmas Party
Dec 16 – Christmas Party



**Heritage Commission Meeting
November 1, 2023
Minutes**

- d. Heritage Week
 - i. Elliot has started initial outreach
- e. City Council – no report
- f. Industrial Heritage Society



**Western Vancouver Island
Industrial Heritage Society**

November 1st, 2023 Report to the Heritage Commission

1. On October 5 Noon Rotary Club Members had a Guided Tour of the Alberni Pacific Rail Roundhouse, to see the "Two Spot", the "No. 7" locomotive and the restored 1909 Caboose.
2. On October 16th, President Ron Corbeil and Vice-President Richard Spencer made a presentation to City Council providing information on what the WVIHS has been up to this year and our future plans with the Alberni Pacific Railway.
3. The WVIHS sadly lost one of our directors on October 21st, Barry Dobrensky, who was one of the leaders and head boilermaker in multiple boiler rebuild projects, including the latest rebuild of the 1929 Baldwin #7 Steam Locomotive. Barry and the Boilermakers worked on all three of the City-owned steam engines and got them re-certified over the last ten years. No. 7, the Farquhar steam tractor and the Steam Donkey. Barry had been trying to plan a public steam up event at the APR Roundhouse this past summer, but had been put on hold due to regulation requirements.
4. On October 27th, members attended the retirement party for Shelley Harding. She was presented with a framed painting and a card. The society wishes Shelley the best on her retirement and future endeavours, and would like to thank her for all the support she's given us over the years.
5. On October 28th, five volunteers participated in "The Haunting" Haunted Mill hosted by ADAPS at McLean Mill. We provided a candy donation that volunteers handed out to children in the haunted village, and brought three historic trucks up for the occasion.
6. The Alberni Pacific Railway Business Plan, Budget and supporting documents has been posted to the public via our new website, www.albernipacificrailway.ca. We want to be as public as possible with our plan going forward. APR Manager Richard Spencer is always willing to answer questions, and hear comments and concerns about the plan. He can be reached at info@albernipacificrailway.ca or by phone at (250) 735-5440.
7. October 31 marked the 40th Anniversary of the incorporation of the Industrial Heritage Society. There is a Special Edition of the "Spot Newsletter" in honour of the occasion. On November 29, there will be an Anniversary Dinner, followed by a Presentation on "Rail Logging on Vancouver Island" by Doug Harrison.
8. Christmas Art Show & Market at the Industrial Heritage Centre. Saturday, December 2nd.

Submitted by
Richard Spencer, Vice-President
Western Vancouver Island Industrial Heritage Society

ihsportalberni@gmail.com ihsportalberni.ca (250) 723-4285

- g. Regional District



Heritage Commission Meeting
November 1, 2023
Minutes

- i. Grant in Aid process open until January 31
- h. Community Arts Council
 - i. Art Exhibits
 - 1. We are just finishing a very successful exhibit, "Back in Time" in partnership with the Alberni Valley Museum.
 - 2. Beginning October 31 and finishing on November 9th, we are having an art fundraiser in partnership with the Rotary Club. Most of the donated pieces of art will be part of a silent auction and on Thursday, November 9th, 7-9 pm there will be a live auction with Councillor Charles Mealy as the auctioneer. This is a ticketed event, \$40 a ticket. There will be food, drink, and music. Food catered by Grass Roots, music by Dennis & Guy.
 - 3. November 14th - December 23rd will be our annual Mistletoe Market.
 - ii. Workshops
 - 1. November 25th - dying with weaving and spinning presented by Janet Finch
 - 2. Kids Crafts - November and December
 - iii. Fundraising
 - 1. On October 21, 10 - 4, we had our first (for many years) Christmas at the Mill. Over 300 attended, including a food truck. The weather cooperated. We are hoping this will become an annual event.
 - 2. Poinsettia/wreath - must be ordered by November 6
 - 3. Christmas Raffle basket, November 1 to December 20
 - iv. Harbour Quay Light up

December 1, 530 pm. The CAC is organizing this event again this year. We are hoping for the ADSS band, and Timbre Choir to perform, and, also hoping for good weather.
- i. School District
 - i. The Pacific Rim School District's next Public meeting is Nov 28 at 5pm at John Howitt Elementary School.
 - ii. The Board of Education's October 24, 2023 Regular Public meeting was held at Ucluelet Elementary in Ucluelet. The Board had a special presentation from Kaamat (Levi Martin) of the Tla-o-qui-aht First Nation. Kaamat presented a moving lesson for Trustees with story, humour and in the language of his Nation which illustrated the deep meaning of the new goals set in the District's strategic Plan. Kaamat is a fluent speaker from his Nation.



Heritage Commission Meeting
November 1, 2023
Minutes

- iii. The BC Government introduced legislation on Oct 26 in regards to systemic changes in the School Act. The changes are aimed at improving First Nation student learning outcomes. The changes will involve Local Education Agreements with Boards of Education (Pacific Rim has LEA's with all the Nations of the region). All Boards will be required to have local Indigenous Education Councils (Pacific Rim has had an IEAC for many years). Districts will also be required to offer 'school-of-choice' for students who live on reserve, self-governing or Treaty Lands will attend.
- iv. Pacific Rim Trustees attended the VISTA Fall Conference in Nanaimo Oct 13 & 14. All 12 Vancouver Island Boards were represented at the conference. The VISTA Branch is the largest branch in the province. The professional development for Trustees at the conference was an exceptional presentation from the Snunymuxw First Nation CAO, Chief Joan Brown, on the teachings from the Nation on protecting the climate. The Trustees also discussed Motions that will be brought forward at the Provincial Trustees AGM in April. – final details to come. The provincial association for Trustees will meet for Pro-D Nov 23 to 25 for the Fall Academy in Vancouver.
- v. Pacific Rim Students will all attend Remembrance Day services at their individual Schools. Trustees have received the schedule and will be in attendance depending on their personal schedules.



**Heritage Commission Meeting
November 1, 2023
Minutes**

j. Maritime Heritage Society

The logo for the Port Alberni Maritime Heritage Society, featuring a lighthouse inside a circular frame.

**Port Alberni Maritime Heritage Society
November 1, 2023 Report to the Heritage Commission**

Visitor Totals
October saw 100 visitors to our facilities, which is down significantly from the prior month.

Gift Shop Consignment
We are now including, on a consignment basis, local art and craft items in our Gallery Gift Shop. Local artist Guy Langlois has three paintings hanging in the Gallery. Please contact our Facilities Coordinator, Chris Johnson, if you are interested in viewing his paintings.

Maritime Mondays
We had one Maritime Monday in October. Attendance was low but the children had a lot of fun.

Space Rentals Available
Both the Lighthouse and the Gallery are available for special event rentals on a very affordable basis. We welcome bookings for weddings, birthday parties and other family events. Check our Facebook page or contact our Facility Coordinator for rates and availability.

Lighthouse Upgrades
We are fundraising towards our goal of \$70,000 to undertake exterior upgrades to our iconic waterfront lighthouse structure. So far, we have received grants totaling \$10,000 for this project. Many thanks are extended to the Alberni District Co-operative Association Community Investment Fund and the Alberni Valley Community Foundation for their support towards this project.

Historical Society Joint Meeting
Scheduled for April 17, 2024 is a joint meeting between the Alberni District Historical Society and the Port Alberni Maritime Heritage Society which will be held at 7:00 pm. in our Gallery.

New Sign Case
Our glass picture frame "open hours" sign broke and has been replaced by a lockable display case on the Gallery's exterior wall. This will be used to post open days/hours and information about the space and up-coming events. Many thanks go to Geo Monruffet for this beautiful display case.

Annual General Meeting
Our annual general meeting is scheduled for November 28, 2023 at 7:00 pm. in the Gallery.

Open Hours
Currently, we do not have scheduled open hours for the public until January 1, 2024. Groups can make bookings to view the Gallery and/or the Lighthouse by contacting our Facilities Coordinator, Chris Johnson, by telephone, email or on our Facebook page.
Contact information as follows:
Telephone 250-723-6164
Website portalbernimaritimeheritage.ca
Facebook maritimediscoverycentre

k. Community at Large – no report

l. Museum

- i. Congratulations to Shelley Harding on her retirement after 33 years with our Museum!
- ii. The barn at the McLean Mill is almost completely empty; the remaining artefacts will be stored on-site
- iii. The winter series of the Film Fest starts on January 21; tickets go on sale on November 15



Heritage Commission Meeting
November 1, 2023
Minutes

- iv. Plans for the 2024 Art Show are ongoing
- v. The Heritage Fair will be re-imagined for 2025 (no Fair in 2024)
- m. Hupačasath First Nation – no report
- n. čišaaʔath (Tseshaht) First Nation – no report
- 7. Next Meeting
 - a. December 6 → 7pm (AV Museum)
- 8. Moved by Elliot to adjourn at 8:32pm.

On November 16 I began attending a four-session online webinar on the topic of reconciliation and decolonization. The last session of this course is December 7 so I shall include a complete summary in my next council report. So far it has been a useful experience to learn more about the steps and concepts of reconciliation. Of particular note is the varying points of view of the individuals involved.

I was unable to attend the COW meeting on November 20 as I was attending the BCNPHA (BC not for profit housing association) conference in Vancouver over three days. This is the largest housing conference in BC, and I believe in Canada. There were over 120 sessions covering topics from how to build relationships with senior governments to adapting unused space for temporary and immediate housing. And of course, everything in between.

My primary take away was the message of Keynote speaker Derenda Schubert who encouraged housing providers to build Community not Housing. While that objective clearly implies involvement from all levels of government and multiple ministries, it is a reminder that the city can play an active role through planning and the OCP to design spaces that build community and not divide it.

The sessions I attended in addition to the keynote speakers were:

Economic Benefit of Community Housing

Ask A Lawyer

Ask A Mediator

Building Successful Partnerships with Provincial Health Authorities

Elevating Efficiency: Electrification Retrofits for Resiliency

Transforming Housing Policy (Housing Needs Assessment Tools)

Designing Low Carbon Buildings

Tenant Relocation: Practical Tips

Finally, I again found the Trade Show to be full of nuggets of knowledge. I was particularly intrigued by a project of SFU and the BCLI to develop an improved public hearing process. Although focused on bylaw zoning hearings, the study has application to all public hearings which is a topic that I feel council should continue pursuing and produce a better forum for active engagement with the citizens of Port Alberni.

The conference concluded with keynote speaker Vu Le, who presented a rousing, humorous and empowering talk to buoy the spirits of those who work in the nonprofit sector with little in the way of thanks or remuneration. As a community, Port Alberni benefits from many nonprofit services that touch every corner of our city. His talk was titled Reimagining nonprofits and philanthropy, with a tongue in cheek sub nom of “Nothing is going to change, it’s just hopeless, hopeless, hopeless”. That line produced a good laugh, although it sadly represents feelings shared by many in our community. City Councilors who want to improve their community, city staff who strive to get the most out of a limited

budget, taxpayers who are ever hopeful that things will get back to the way they remember, and nonprofits that continue to push on Sisyphus's boulder.

The positive take away was confirmation that "Helping People **IS** enough" and a takeaway tool was to press funders so that all program funding (including that received by the city) should be "Multi Year General Operating Dollars" – **MYGOD**.

This conference is vital instrument in understanding housing and making effective change to benefit all members of a community. I truly hope that council will consider sending a larger group of councilors and staff next year and put our city on the foremost edge of healthy housing.

With Gratitude,

Todd Patola

Date: December 4, 2023
File No: 0540-20-CIP
To: Mayor & Council
From: M. Fox, CAO
Subject: Community Investment Program | 2024 Recommendations

Prepared by:  W. Thorpe Director of Parks, Recreation and Culture	Supervisor: M. Fox M. Fox, Chief Administrative Officer	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

THAT Council for the City of Port Alberni approve the 2024 Community Investment Program Committee recommendations as outlined in the staff report dated December 4, 2023.

PURPOSE

Council consideration is requested for the distribution of budgeted funds for the Community Investment Program.

BACKGROUND

In September 2011, Council approved the implementation of the Community Investment Program (CIP); the program combined the former Grants-in-Aid Program with the funds allocated from gaming revenues. The CIP grants are included in the Parks, Recreation and Culture operating budget.

The CIP is a mechanism where requests from local non-profit organizations can be considered for grant funding once annually, rather than each organization approaching Council separately throughout the year with requests for funds. The CIP typically assists with funding events or programs that would struggle without this support, rather than an organization's day to day operating expenses or capital projects.

Since the COVID-19 pandemic in 2020, grants have been underutilized. As such, unspent grants from previous years have been rolled over to the next year. For 2024, \$33,200 was included in the CIP budget for distribution. Combining available budget and rolled over amounts, the total funds available for 2024 are \$62,681.85. Approximately \$10,000 of this amount will be utilized to fabricate and stock a structure at Echo Centre for storage of CIP equipment such as pylons and barricades. Any unspent funds from the 2024 budget will be moved into surplus; staff will approach Council to allocate any surplus funds into the CIP budget for 2025.

At the application deadline (November 3, 2023), the Committee received 15 grant applications:

Year	Applications Received
2024	15
2023	21
2022	20
2021	12
2020	32
2019	41
2018	47

2024 CIP Requests:

In-Kind Requests	Facility Rentals	\$24,617.86	\$34,393.81
	Utilities	\$8,000.00	
	Recreation Passes	\$0.00	
	Staff Time	\$1,145.95	
	Tents	\$630.00	
	Bus Tickets	\$0.00	
Cash Requests	Event Supplies (Labour, equipment)	\$2,000.00	\$57,056.00
	Operational Expenses	\$48,050.00	
	Insurance	\$2,006.00	
	Matching Grant	\$5,000.00	
Total Requests			\$91,449.81
Recommendation			\$13,449.42

Notes:

- The committee will retain the surplus funds for late requests in 2024.
- In the spirit of organizations becoming sustainable, the committee will explore reducing grants in 2025 and beyond for organizations who are replicating the same application over numerous years.

ALTERNATIVES/OPTIONS

That Council for the City of Port Alberni approve the 2024 Community Investment Program Committee recommendations as outlined in the staff report dated December 4, 2023.

ANALYSIS

The Community Investment Program aligns with Council's *Strategic Plan* and the goal of "The City's citizens receive the best value from its service providers."

IMPLICATIONS

Should Council approve the funds as recommended, Community Investment Program applicants will receive the funds as outlined in this report.

COMMUNICATIONS

Staff will communicate with all applicants regarding the status of their submitted applications.

BYLAWS/PLANS/POLICIES

N/A

SUMMARY

In September 2011, Council approved the implementation of the Community Investment Program (CIP). For 2024, the Committee received 15 applications. Staff recommend that Council approve the 2024 Community Investment Program recommendations provided by the Community Investment Program Committee.

ATTACHMENTS/REFERENCE MATERIALS

1. 2025 Community Investment Program Timeline
2. 2024 Community Investment Program Application Details

2025 Community Investment Program Timeline

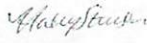
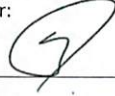


2024 Community Investment Program Application Details

Organization	Program/Event	2024 Request							2024 Recommendation							Rationale
		Facilities	Utilities	Staff Time	Tents	Total In-Kind	Cash	Total Requested	Facilities	Staff Time	Tents	Total In-Kind	Cash	Current Credit	Total Recommendation	
Abbeyfield	Cost of water and sewage		\$8,000.00			\$8,000.00		\$8,000.00				\$0.00		\$315.00	\$0.00	Ineligible cost
Alberni Classical Concerts Society	Insurance for concert series					\$0.00	\$600.00	\$600.00				\$0.00	\$600.00		\$600.00	
Alberni Valley Disc Golf Club	Dry Creek course improvements					\$0.00	\$2,000.00	\$2,000.00				\$0.00	\$2,000.00		\$2,000.00	
Alberni Valley Restorative Justice Society	Amplifying restorative justice					\$0.00	\$42,550.00	\$42,550.00				\$0.00	\$351.75	\$648.25	\$351.75	Support a total of \$1,000
Barkley Sounds Community Choir	Shortfall from previous years					\$0.00	\$5,500.00	\$5,500.00				\$0.00			\$0.00	Budget is in state of surplus
Community Arts Council of the Alberni Valley	Grant matching					\$0.00	\$5,000.00	\$5,000.00			\$630.00	\$630.00	\$5,000.00	\$684.00	\$5,000.00	Credit to pay for tents
Kinsmen Club	Heritage dinner	\$290.55		\$120.00		\$410.55		\$410.55	\$290.55	\$120.00		\$410.55			\$410.55	
PA Association for Community Living	Community Living Month Family Fun Fair	\$199.00		\$269.95		\$468.95		\$468.95	\$199.00	\$269.95		\$468.95		\$347.05	\$121.90	
PA Highland Dancers Association	41st Annual Robbie Burns Supper	\$605.46				\$605.46		\$605.46	605.46			\$605.46		\$244.54	\$360.92	
PA Orchestra and Chorus Society	Insurance and recitals	\$326.55				\$326.55	\$1,406.00	\$1,732.55	\$326.55			\$326.55	\$1,406.00	\$1,565.31	\$1,406.00	
PA Shelter Society (PASS)	Support for housing					\$0.00		\$0.00							\$0.00	Recommend exploring a tax exemption
Royal Cdn Legion AV #293	Remembrance Day ceremony	\$501.90		\$756.00		\$1,257.90		\$1,257.90	\$501.90	\$756.00		\$1,257.90		\$384.00	\$873.90	
Special Olympics BC Port Alberni	Swimming	\$1,953.00				\$1,953.00		\$1,953.00	\$1,953.00			\$1,953.00			\$1,953.00	
Wesco Food Soceity	Friday Night Market	\$20,370.00			\$630.00	\$21,000.00		\$21,000.00	\$20,370.00		\$630.00			\$50.00	\$0.00	Refer projects to City PRC dept. budget
Western VI Industrial Heritage Society	Monthly meetings	\$371.40				\$371.40		\$371.40	\$371.40			\$371.40			\$371.40	
Totals		\$24,617.86	\$8,000.00	\$1,145.95	\$630.00	\$34,393.81	\$57,056.00	\$91,449.81	\$24,617.86	\$1,145.95	\$1,260.00	\$6,023.81	\$9,357.75	\$4,238.15	\$13,449.42	

Available Grants	
2024 Budget	\$33,200.00
2023 Rollover	\$29,481.85
2024 Recommendation	\$13,449.42
Available	\$49,232.43

Date: December 4, 2023
File No: 3090-20-DVP117
To: Mayor & Council
From: M. Fox, CAO
Subject: **DEVELOPMENT APPLICATION – Development Variance Permit (DVP 117)**
4735 and 4715 Dunbar Street, Port Alberni
LOT 22, BLOCK 43A, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197B (PID: 009-251-812)
LOT 23, BLOCK 43A, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197B (PID: 009-251-855)
Applicant: N. Wynne

Prepared by:  H. Stevenson Planner I	Supervisor:  B. McLoughlin Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  M. Fox, CAO
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RECOMMENDATION

THAT Council authorize the issuance of Development Variance Permit No. 117 and that the Director of Corporate Services be authorized to sign the permit granting the following variance to the Zoning Bylaw at 4735 and 4715 Dunbar Street:

- i. Vary Section 6.7.3 Fences and Hedges to permit an increase to the maximum height of a fence within a required front yard from 1.25 m (4.1 ft) to 1.83 m (6 ft) for a variance of 0.58 m (1.9 ft) at 4735 and 4715 Dunbar Street.

PURPOSE

To consider a Development Variance Permit application (DVP117) requesting an increase to the maximum permitted height of a fence in a required front yard at 4735 and 4715 Dunbar Street. The intent is to bring a recently constructed fence into conformance with the Zoning Bylaw.

BACKGROUND

Subject Property and Site Context

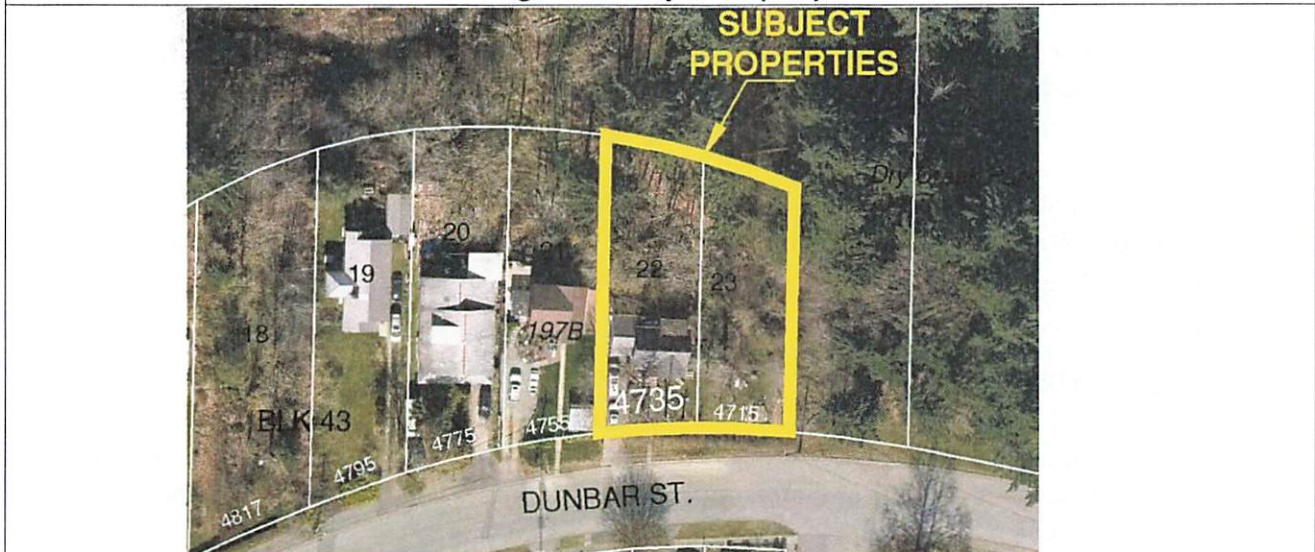
The subject properties are zoned R2 One and Two Family Residential in Zoning Bylaw No. 5074 and are currently occupied by one single-detached dwelling. The properties front onto Dunbar Street, and back onto the Dry Creek Park area. The rear of the property includes the Dry Creek ravine and is not useable as open space due to its steep slope.

Location	North side of Dunbar Street between 5 th and 6 th Avenue, abutting Dry Creek Park area.
Current Zoning	<i>R2 One and Two Family Residential</i>
Total Area	1461.5 m ² (0.36 acres)
Official Community Plan (OCP)	<i>Schedule A: Land Use Map: Residential (RES)</i>

Figure 1 – Front Yard Fence



Figure 2 – Subject Property



The subject of the variance request is a handmade, wooden front-yard fence. Fence panels along Dunbar Street have an average height of approximately 2.4 m (8 ft), while panels paralleling the driveway have an average height of 2.2 m (7.2 ft). The fence posts range from 2.7 m to 3 m in height (9 ft to 10 ft).

In February 2023, the owner of the property applied for a Development Variance Permit to increase the maximum height of a front yard fence from 1.25m (4.1 ft) to 2.44 m (8 ft). The application was made after the property owner received notice from the City’s Community Safety and Social Development Department that the recently constructed fence was in contravention of the Zoning Bylaw. The applicant has since amended their application to request a maximum fence height of 1.83 m (6 ft).

Crime Prevention Through Environmental Design (CPTED)

CPTED guidelines are a set of recognized strategies used in community planning to improve safety and reduce criminal or nuisance activity. CPTED strategies acknowledge the relationship between the built environment and people’s behaviours, and that undesirable activity can be discouraged through design choices.

The City of Port Alberni recognizes the importance of CPTED, and has included consideration for the principles in the City’s Official Community Plan as development design guidelines. Key CPTED principles for residential areas promote natural surveillance through line of sight and minimizing opportunities for intruders to hide.

ALTERNATIVES/OPTIONS

1. *THAT Council authorize the issuance of Development Variance Permit No. 117 and that the Director of Corporate Services be authorized to sign the permit granting the following variance to the Zoning Bylaw at 4735 and 4715 Dunbar Street:*
 - i. *Vary Section 6.7.3 Fences and Hedges to permit an increase to the maximum height of a fence within a required front yard from 1.25 m (4.1 ft) to 1.83 m (6 ft) for a variance of 0.58 m (1.9 ft) at 4735 and 4715 Dunbar Street.*
2. *Council may pass a resolution to decline issuance of Development Variance Permit No. 117.*
3. *Council may direct staff to provide additional information.*

ANALYSIS

The applicant is seeking to vary Zoning Bylaw section 6.7.3 which specifies maximum height of fences, hedges, and walls within a front yard. The applicant has cited a need for secure and private open space as a rationale for the variance request. Table 1 summarizes the requested variance along with existing fence height regulation under section 6.7.3.

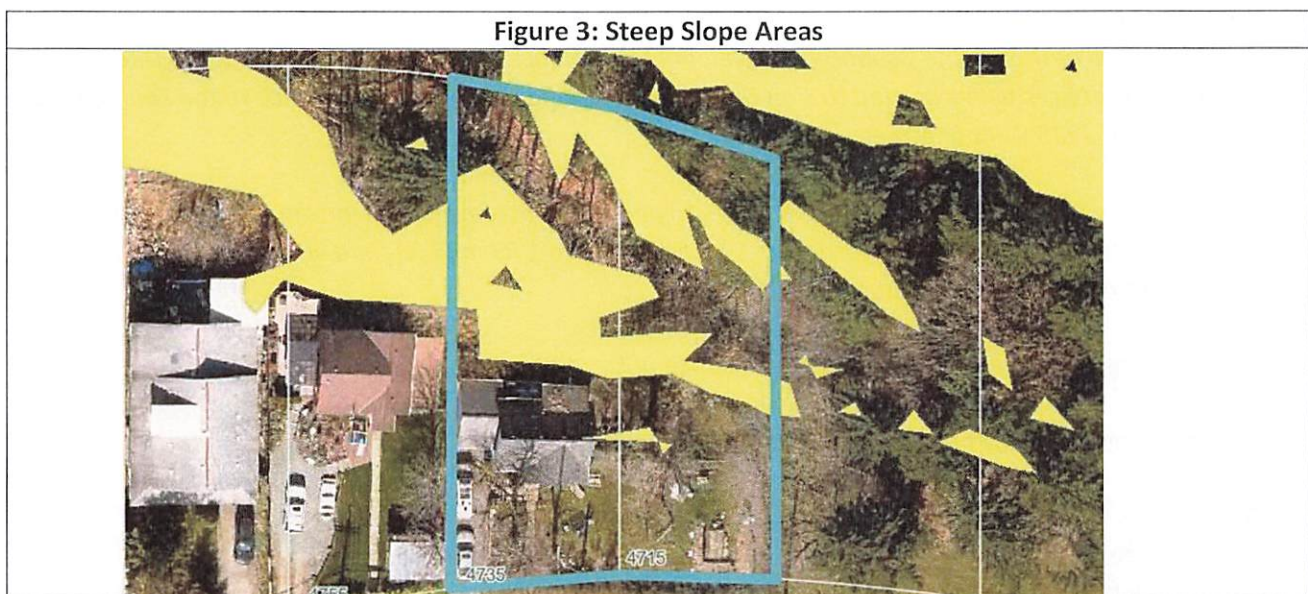
Table 2 – Proposed Variance				
6.7.3 Fences and Hedges	Increase the maximum permitted height of a fence within a required front yard from 1.25 m (4.1 ft) to 1.83 m (6 ft) for a variance of 0.58 m (1.9 ft).			
Maximum Fence, Hedge and Wall Height (within required front yard)	Permitted		Proposed	
	1.25 m	(4.1 ft)	1.83 m	(6 ft)

Regulation of Fences in Zoning Bylaw No. 5074, 2023

Current Zoning Bylaw regulations allow higher fencing (6 ft) in a rear yard for privacy and security, and lower fencing (4 ft) in the front yard to enhance natural surveillance of the neighbourhood. The existing requirement that front yard fences be lower in height (4 ft) aligns with CPTED best practices.

However, the subject properties and the house upon it pre-date Port Alberni's Zoning Bylaw, and the current fencing regulations cannot be easily applied in a way that functions as intended. This is because the house was constructed at the edge of Dry Creek ravine leaving limited yard that can be fenced for private and secure open space.

The rear yard contains significant steep slopes that can be seen in Figure 3. As a result, the owners are more reliant on the front yard for usable open space. Allowing a higher front yard fence would enable greater privacy and security typically provided by a rear yard.



While a 6 ft fence may reduce natural surveillance of the front yard and street, staff consider the additional height to be a supportable compromise since the site layout and topography reduce the owner's ability to construct private and secure open space under existing regulations.

Internal Department Referrals:

The initial application requesting an 8 ft fence height was referred to the City's internal departments. The Community Safety and Social Development Department recommended that the application not be granted as a high fence may pose safety and security issues for the subject property, members of the public, and civil servants. The amended application (6 ft height) was not referred back to City departments.

Figure 4: Required Fence Alteration if Approved (approx.)



IMPLICATIONS

Approving Development Variance Permit No. 117 allow a front yard fence with a height of 6 ft at 4735 and 4715 Dunbar Street. The owner of the property would be required to lower the height of the existing fence by 2 ft. Staff recommend that a timeline for this work be determined by the Community Safety and Social Development Department as it is matter of bylaw compliance.

COMMUNICATIONS

The initial application was referred to the Advisory Planning Commission (APC) at their meeting on August 17, 2023. The APC passed a motion recommending that Council support the application with a condition that the top 2 ft of the 8 ft fence provide an element of transparency to maintain sightlines. The APC also recommended that Council work with the applicant to establish a reasonable timeline for compliance. A copy of the APC Meeting Minutes is attached to this report. The amended application was not referred back to the APC.

Public Notice

Staff completed all required notifications in accordance with *Local Government Act* section 499. Notices were mailed to all owners and occupants of property within 100 metres of 4735 and 4715 Dunbar Street, and notice was also posted on the City of Port Alberni website. A total of 37 letters were mailed, and 1 item of correspondence in support of the application was received by the date of this report.

BYLAWS/PLANS/POLICIES

Zoning Bylaw No. 5074, 2023:

The application proposes to vary *Section 6.7.3 Fences and Hedges of Zoning Bylaw No. 5074, 2023:*

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

SUMMARY

The City has received an application to vary *Section 6.7.3* of the Zoning Bylaw to increase the maximum permitted height of a fence in a front yard from 4 ft (1.25 m) to 6 ft (1.83 m) at 4735 and 4715 Dunbar Street.

Staff support the proposed variance as it would allow the owners private and secure outdoor space on the property made difficult by the site layout and topography. Staff will work with the applicant on a timeline for lowering the height of the existing fence from 8 ft to 6 ft.

ATTACHMENTS/REFERENCE MATERIALS

- *Advisory Planning Commission August 17, 2023 Summary Meeting Minutes*
- *Development Variance Permit No. 117*
- *Item(s) of Correspondence re: Public Notice*

C: *D. Monteith, Director of Corporate Services*
 M. Massicotte-Adams, Manager of Community Safety and Social Development
 R. Gaudreault, Building and Plumbing Inspector
 N. Bourelle, Bylaw Enforcement Officer

J:\Engineering\Planning\Development Applications\Variance\VAR-2023\DVP-117-4735-DunbarSt_Wynne\Council



**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on August 17, 2023 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Ed Francoeur (Chair)
Stefanie Weber (Vice-Chair)
Harley Wylie (Alt. – Tseshahṭ (č̓ išaaʔath) F.N)
Callan Noye
Sandy McRuer
Councillor Dustin Dame (Council Liaison)

Regrets

Christine Washington, (SD70 Liaison)
Dan Holder
Joe McQuaid
Ken Walts (ECC, Tseshahṭ (č̓ išaaʔath) F.N)
Susan Wale, (Hupačasath F.N)
S./Sgt. Mike Thompson, R.C.M.P. Liaison
Derrin Fines (P.A.F.D. Liaison)
Wayne Mihalicz (Parks Liaison)

Staff

Brian McLoughlin, Manager of Planning
Haley Stevenson, Planner I
Cara Foden, Planning Technician
Scott Smith, Director of Dev. Services/Deputy CAO

Guests

Members of the Public: 2
Applicant/s: N. Wynne

Alternates (not in attendance)

Larry Ransom (Alt.– S.D.70)
TBD (Alt.– RCMP)
Councilor Deb Haggard (Alt. Council Liaison)



1. Acknowledgements and Introductions

- The Chair acknowledged that this meeting is being held within the un-ceded, traditional territories of the Hupačasath Nation and the Tseshahṭ (č̓ išaaʔath) First Nation.
- The Planner I welcomed the members of the public in attendance and when the applicant, N. Wynne, arrived she was introduced to the APC.

2. Adoption of previous meeting minutes

- Summary Report / Minutes from the APC Meetings held on July 20, 2023
(Noye /Weber) CARRIED

3. DEVELOPMENT APPLICATION – Development Variance Permit (DVP)

4735 Dunbar Street

Lot 22, Block 43A, District Lot 1, Alberni District, Plan 197B PID 009-251-812; and

4715 Dunbar Street

Lot 23, Block 43A, District Lot 1, Alberni District, Plan 197B PID: 009-251-855

APPLICANT: N. Wynne

- The Planner I presented a summary of the application. A full report dated August 10, 2023 was included in the Agenda package for the meeting.
- Attendees discussed the proposed DVP (to vary permitted fence height) giving opportunity to the applicant to provide rationale for the variance request. The applicant explained the reasons for requesting the height variance and included the following issues:
 - Food security and theft deterrent.
 - Safety (deterrent to intruders from entering the yard).
 - The non-conforming fence has reduced crime on her property.

- It was noted that the application for a DVP arose after a bylaw complaint was made about the fence and was received by the City in early 2023. The applicant confirmed that the bylaw complaint pre-dated and subsequently triggered her application for a DVP. The fence height exceeded the permitted height when the applicant had it constructed.
- The applicant confirmed that the non-conforming fence does not currently encompass the entire property. House numbers on the property are visible as per recommendations from the Fire Department.
- APC asked if the 'CAP Index Scoring System' (crime rating) is used by the City of Port Alberni with respect to residential property. The Director clarified that CAP is created and used by policing agencies. Crime Prevention Through Environmental Design (CPTED) principles are endorsed by the RCMP and are supported and used by the City, and many local governments, when evaluating development applications.
- The applicant indicated that other measures taken to deter property crime included signage and cameras. She claimed signs ('No Trespassing', 'Beware of Dog') and cameras installed on the property had been ineffective as crime deterrents. The applicant expressed that the fence had been a somewhat better deterrent.
- The applicant indicated there are many fences and hedges in the community that exceed the permissible height and stated that enforcement of the regulations appeared selective. Staff agreed that Port Alberni contains various examples of non-conformity with respect to fences and hedges while noting that many were established prior to the existence of regulations. Council has recently adopted a new policy for bylaw enforcement.
- The APC asked the applicant to comment on the options presented in the report. The applicant expressed a desire for full support of the proposed variance without conditions.
- When asked, the Planner provided information from their report regarding CPTED principles that were directly relevant to the application. The Planner noted that visibility promoted safety for the home occupant as well as for any persons who had reason to enter the property for legitimate reasons (ie guests, delivery staff, Can. Post etc).
- There was discussion regarding reviewing bylaws with balanced attention to social change along with respecting regulations that promote an attractive, healthy, safe community. The Director of Development Services clarified that every DVP must be considered on its' own merit but cautioned the APC to thoughtfully consider the community in terms of the potential to create "a walled front" community. Precedence and enforcement should be taken into consideration.
- Potential fencing solutions were discussed with attention to the CPTED guidelines. Visibility and clear site lines are proven to discourage criminal activity. The APC discussed examples from various communities where municipal staff had worked with applicants to arrive at fencing solutions that would align with CPTED principles. Clear, versus solid, fencing materials such as wrought iron and lattice were discussed as options. Solid fencing to the maximum permitted height was not problematic but some APC members suggested that anything over the maximum permitted height should promote visibility.
- The applicant indicated it was not physically or financially possible for her to make alterations to the non-conforming fence. APC members were supportive of recommending that the applicant work with the City to establish a reasonable timeline for completion of fence alterations that would improve visibility if the variance was supported.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that Council support the application with a condition that the top two (2) feet of the eight (8) foot fence provides an acceptable degree of transparency.*

(McRuer / Wylie) CARRIED

2. *That the Advisory Planning Commission recommends to City Council that Council work with the applicant to establish a timeline, agreeable to both the applicant and the City, to allow enough time for applicant's partner to make the recommended change to the fence.*

(McRuer / Noye) CARRIED

4. Updates from the Director of Development Services

- Zoning modernization Bylaw – a Public Hearing was held on July 31, 2023.
- 3325 Johnston Road – status of Development Permit and Development Variance Permit.
- Update regarding Council's endorsement of an alternate review process for the Pacific Mayfair Estates OCP amendment.
- Development proposals for multi-family housing make up a significant portion of current applications.

5. Other Business

6. **Adjournment** – The meeting adjourned at 1:30 pm. The next meeting is scheduled for 12:00 pm on Thursday, September 21, 2023.



(Chair)

APC-SummaryMinutes-Aug17-2023



4850 Argyle Street | Port Alberni BC
V9Y 1V8 Canada
www.portalberni.ca
T. 250-723-2830
F. 250-723-3402

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit No: 117

Registered Owner(s): Nina Wynne, Henrik Wynne
Applicant: Nina Wynne
Subject Property: 4735 and 4715 Dunbar Street, Port Alberni BC
Parcel Identifier: 009-251-812
009-251-855
Legal Description: Lot 22, Block 43A, District Lot 1, Alberni District, Plan 197B
Lot 23, Block 43A, District Lot 1, Alberni District, Plan 197B
Purpose: To vary the maximum fence height in a required front yard.

WHEREAS, pursuant to Section 498 of the *Local Government Act, RSBC 2015*, on application of an owner of land, a local government may, by resolution, issue a Development Variance Permit that varies, in respect to the land covered in the Permit, the provisions of a Zoning Bylaw adopted under Part 14 of the *Local Government Act*. Authorization is hereby granted to:

Nina Wynne, Henrik Wynne
4735 Dunbar Street, Port Alberni, BC, V9Y 3G8

Henrik Wynne
5403 41st Street, Beaumont, AB, T4X 1L8

to:

- a) *Vary Section 6.7.3 Fences and Hedges to permit an increase to the maximum height of a fence within a required front yard from 1.25 m (4.1 ft) to 1.83 m (6 ft) for a variance of 0.58 m (1.9 ft) at 4735 and 4715 Dunbar Street.*

for development on the lands legally described as Lot 22, Block 43A, District Lot 1, Alberni District, Plan 197B (PID: 009-251-812) and Lot 23, Block 43A, District Lot 1, Alberni District, Plan 197B (PID: 009-251-855) and located at **4735 and 4715 Dunbar Street**, as shown on the Schedule A map attached.

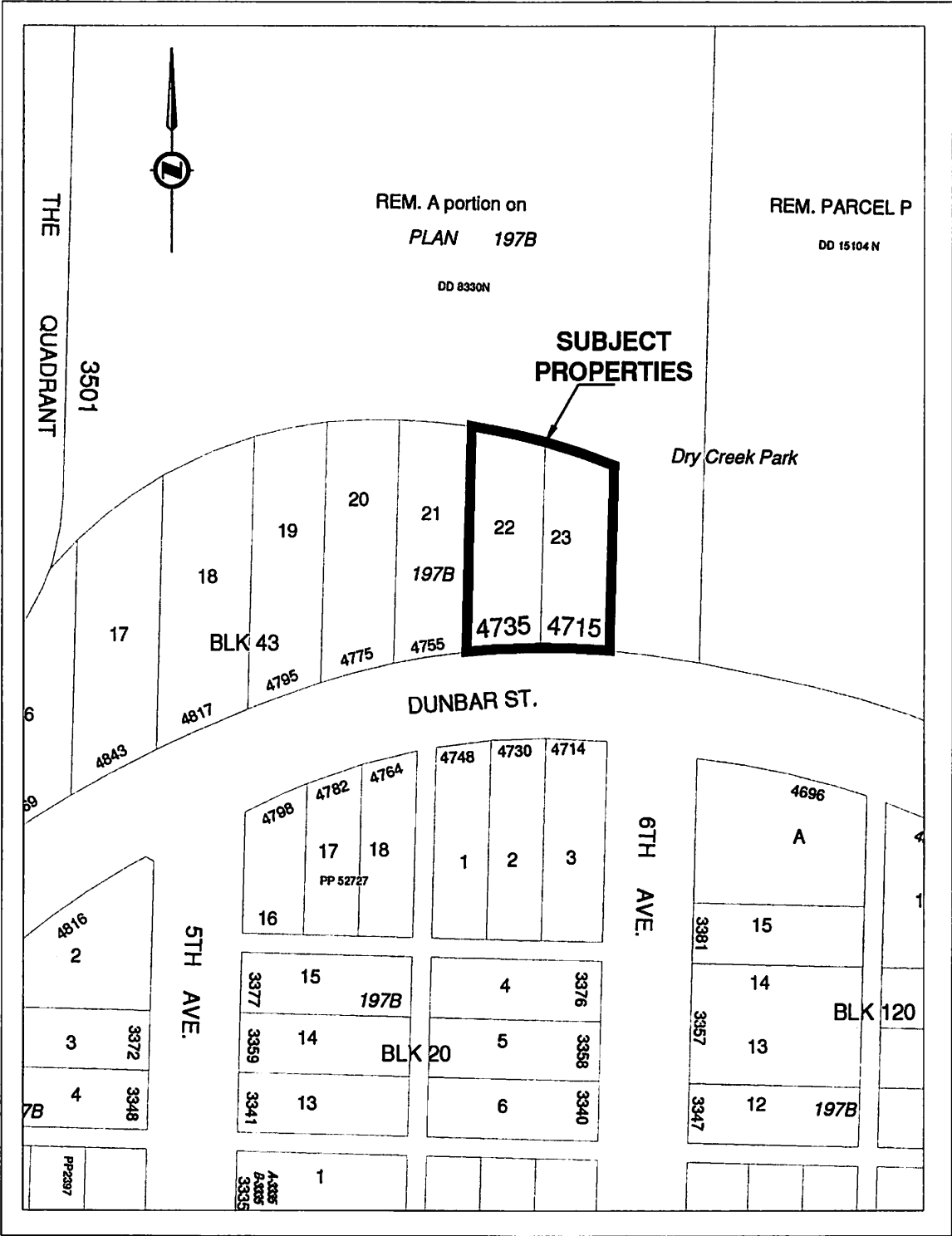
In accordance with the provisions of Section 498 of the *Local Government Act RSBC 2015*, approval of this Permit was granted by resolution of the City Council on _____, __, 2023.

Authorized by

Corporate Officer

This Permit is issued under the Seal of the City of Port Alberni on _____, __, 2023.

Schedule A – Location Map



RECEIVED

DEC 05 2023

CITY OF PORT ALBERNI

☒ Council	☐ Economic Development
☒ Mayor	☐ Engineering/PW
☒ CAO	☐ Parks, Rec. & Heritage
☐ Finance	☒ Development Services
☒ Corporate Services	☐ Community Safety
☒ Agenda	☐ Other

File # 3090-20-DVP117 **RCM Dec. 11/23**

From: A [REDACTED] Clouthier [REDACTED]
Sent: December 5, 2023 2:25 PM
To: Corporate Services Department <corp_serv@portalberni.ca>; Council <council@portalberni.ca>
Subject: Application No. DVP 117

To the Mayor and the Council,

We, J [REDACTED] Clouthier and A [REDACTED] Clouthier, are the residents of [REDACTED]. We agree on behalf of the applicant. They should be allowed to have high fences. They came to us before they built their fence and asked if it bothered us and we thought it was a great idea to install it at the height it is.

This neighborhood has gone downhill significantly since that needle exchange program down on 3rd Street. We have had our short fences vandalized this summer, an addict with scoliosis took a pry bar to our fence and pried off three wooden planks to get into our garden. He left evidence of who it was and a pile of hypodermic syringe needles. He also vandalized the wooden fence on [REDACTED].

We had to install a metal sheeting fence as it would be hard for him to break into at a large expense to us. We also had to install security cameras at every entrance to this home.

We have caught other addicts in our yards looking for things to steal on at least 4 occasions. My grandmother is 96 years old and has lived in this neighborhood since 1945. I don't feel this area is safe for her and I would honestly love a fortress built around her.

We believe that you should be able to build your walls to protect your family and your property. Anything that deters crime is a benefit. Anyone arrested will probably be out the same day.

No one even comes to trick or treat in this area anymore because they know it's unsafe here. We want to improve the quality of life in this neighborhood. We have seen a lot of people move out of this area. It is unfortunate.

Please allow people to choose the heights for their own fences. It is absurd to have low fences so that people can peer into yards and steal equipment. It is no longer the glorious Port Alberni of the 1960's and 1970's. Face it.

Date: November 6, 2023
File No: 0550-01, 0540-01
To: Mayor & Council
From: M. Fox, CAO
Subject: **2024 Regular Council Meeting | Committee/Commission Meeting Schedules, Dissolving of Personnel Standing Committee, Council Committee and Deputy Mayor Appointments**

Prepared by: <i>S. DARLING</i>	Supervisor <i>D. MONTEITH</i>	CAO Concurrence:
<i>Deputy Director of Corporate Services</i>	<i>Director of Corporate Services</i>	 M. Fox, CAO

RECOMMENDATION[S]

1. THAT City of Port Alberni Council approve the 2024 regular meeting schedule attached to this report and further, that staff be authorized to publish notice of availability of the schedule.
2. THAT City of Port Alberni Council approve the 2024 meeting schedules attached to this report for the Committee of the Whole, Audit Committee, Advisory Planning Commission, Advisory Traffic Committee, and Alberni Valley Heritage Commission.
3. THAT Council dissolve the Personnel Standing Committee and further, that Council rescind the 'Personnel Standing Committee Duties' policy dated August 14, 2017.
4. THAT the 2024 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved as circulated.

PURPOSE

For Council to establish Council's Regular meeting and Committee/Commission meeting schedules for 2024, formally dissolve the Personnel Standing Committee, and formalize 2024 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees.

BACKGROUND

2024 Council Meeting Schedule - Section 125 of the [Community Charter](#) requires that a Council must meet regularly in accordance with their procedures bylaw.

Further, Section 127 of the [Community Charter](#) requires that a schedule of the date, time and place of all Regular Council meetings to be held during the year, be prepared and made available to the public. The *Community Charter* also requires publishing a statutory notice on or before January 31st of the availability of the schedule.

"Council Procedures Bylaw, 2013, Bylaw No. 4830" provides that Regular Council meetings must be held on the second and/or fourth Monday of each month as scheduled except when such meeting falls on a statutory holiday, be held on the next day City Hall is open following which is not a statutory holiday.

The Procedures Bylaw also states that the meeting schedule be posted at the Public Notice Posting Places and that copies be provided to associated members. Additional schedules for Council's approval include the Committee of the Whole, Audit Committee, Advisory Planning Commission, Advisory Traffic Committee and the Alberni Valley Heritage Commission.

Additional requirements as per Council Procedures Bylaw are:

- meetings must take place at the Council Chambers within City Hall except when Council resolves to hold meetings elsewhere.
- begin at 2:00 pm **OR** 7:00 pm.
- be cancelled by Council, provided that two consecutive meetings are not cancelled; and
- be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.

Consideration from Council is required with respect to Deputy Mayor appointments as well as appointments to Committees and Council representatives to public bodies, commissions and select committees as guided by the respective processes. Within this process, staff are recommending that the Personnel Standing Committee be dissolved and associated policy rescinded.

ALTERNATIVES/OPTIONS

1. That the 2024 Regular meeting schedule of City Council be approved as circulated and that staff be authorized to publish notice of availability of the schedule.
That the 2024 meeting schedules for the Committee of the Whole, Audit Committee, Advisory Planning Commission, Alberni Valley Heritage Commission, and Advisory Traffic Committee be approved as circulated.
That Council dissolve the Personnel Standing Committee and further, that Council rescind 'Personnel Standing Committee Duties' policy dated August 14, 2017.
That the 2024 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved as circulated.
2. That Council direct staff to amend the schedules to include Committee of the Whole meetings in the months of August, September and December.

ANALYSIS

Option 1

The 2024 Council regular meeting schedule has been prepared in accordance with *"Council Procedures Bylaw, 2013, Bylaw No. 4830"* with the exception that staff are proposing that Council conduct only one regular meeting in the months of July and August and be held on the 2nd Monday of each month.

Council's Procedures Bylaw allows Council to go into a CoW meeting at any time during a Council meeting, subject to a resolution of Council or scheduled at anytime so long as a notice of the day, hour and place of the CoW meeting is given at least 24 hours before the time of the meeting. In order to establish consistently and

for general public awareness, CoW meetings have been held the 3rd Monday of each month except the months of August, September and December and start at 6:00 pm.

For the 2024 CoW meeting schedule, one additional meeting has been added for January 29th, to accommodate the volume of items needing to come before the Committee and following the absence of a meeting scheduled in December 2023. Further, two additional meeting times of February 5th and March 4th have been added to accommodate the Financial Planning process.

The 2024 Committee/Commission meetings have been scheduled according to past practice. To avoid any disruption to City business and adhere to Council policies, staff are recommending that Council approve the meeting schedules as attached.

As authorized by provincial legislation, Council may delegate certain responsibilities and authorities to the Chief Administrative Officer, in the spirit of maintaining Council's ability to govern the municipality and maximizing the Chief Administrative Officer's ability to administer the municipality effectively and efficiently.

The "[*City of Port Alberni Officers and Indemnification Bylaw No. 5061, 2023*](#)" establishes the powers, duties and responsibilities of the Chief Administrative Officer as set out in section 147 of the [*Community Charter*](#) to include:

- (a) overall management of the operations of the municipality;
- (b) ensuring that the policies, programs and other directions of the council are implemented;
- (c) advising and informing the council on the operation and affairs of the municipality.

While the CAO is responsible for the overall management of the operations of the municipality, the CAO is also responsible for advising and informing Council on the operations of the municipality and this would include human resources policies and processes such as those captured under the Personnel Standing Committee.

Dissolving the Personnel Standing Committee and rescinding of the 'Personnel Standing Committee Duties' policy aligns with legislation and best practice as an administrative function. Administration will evaluate and determine process for moving forward in alignment with the collective agreement.

Option 2

As part of discussions around good governance, the need to strike the appropriate balance between democratic accountability and efficient decision making, as well as public input and decision making, in June of 2023 the Council Procedures Bylaw was amended in support of Regular Council meetings structured on Council making decisions and Committee of the Whole meetings structured for public input opportunities and for introducing new items for discussion and debate. Given the change in meeting formats, Council may wish to change past practice and schedule meetings in the months of August, September and December.

IMPLICATIONS

Costs associated with publishing a statutory notice in the newspaper, in this case, notice of the availability of Council's 2024 meeting schedule, is captured in the current operating budget.

These changes align with legislation related to CAO authority and permit administration to develop or make changes to administrative human resources policies that effect the employees of the City. This will allow Council to focus on higher level policy development related to governing the City. This would not affect Council's involvement in the hiring of the Chief Administrative Office.

COMMUNICATIONS

As per legislative requirements, the Regular Council meeting schedule will be published in the Alberni Valley News for two consecutive weeks. Regular Council and Committee/Commission meeting schedules will also be posted to the City's Public Notice Posting Places, which include the City Website and facility bulletin board, and copies of schedules will be provided to associated members.

BYLAWS/PLANS/POLICIES

The proposed meeting schedules have been prepared in accordance with the "*Council Procedures Bylaw 2013, Bylaw No. 4830*" including amendments to June 2023.

SUMMARY

This report has been provided to allow Council to establish Council's Regular meeting and Committee/Commission meeting schedules and appointments for 2024 as it relates to the *Community Charter*, "*Council Procedures Bylaw 2013, Bylaw No. 4830*" and as guided by the respective processes, to include the dissolving of the Personnel Standing Committee and rescinding of associated policy.

It is being recommended that Council approve schedules and appointments as distributed so as to avoid any disruption to City business as well as meet legislative requirements and adhere to Council policies, noting that it remains within Council's authority to propose additional meetings dates and/or to cancel meetings as required.

ATTACHMENTS

- 2024 Meeting Schedules
 - a. *Regular Council meeting*
 - b. *Committee of the Whole*
 - c. *Audit Committee*
 - d. *Advisory Planning Commission*
 - e. *Advisory Traffic Committee*
 - f. *Alberni Valley Heritage Commission*
- Personnel Standing Committee Duties policy dated August 14, 2017
- Council Appointments and Deputy Mayor Schedule

Copy: S, Smith, Director of Development Services/Deputy CAO
D. Monteith, Director of Corporate Services
A. McGifford, Director of Finance
W. Thorpe, Director of Parks
J. MacDonald, Director of Infrastructure Services



CITY OF PORT ALBERNI 2024 ANNUAL REGULAR MEETING SCHEDULE REGULAR COUNCIL MEETINGS

*(All Council meetings held 2:00 pm in the Council Chambers
at City Hall, 4850 Argyle Street, Port Alberni BC unless otherwise noted)*

Monday, January 8
Monday, January 22
Monday, February 12
Monday, February 26
Monday, March 11
Monday, March 25
Monday, April 8
Monday, April 22
Monday, May 13
Monday, May 27
Monday, June 10
Monday, June 24
Monday, July 8
Monday, August 12
Monday, September 9
Monday, September 23
Tuesday, October 15
Monday, October 28
Tuesday, November 12
Monday, November 25
Monday, December 9 *

* Organizational Meeting

Distribution: Council
PACMA
PNPP (Web & Bulletin)

Media
david.wiwchar@jpbhg.ca
portalbernitv@shaw.ca
editor@albernivalleynews.com
publisher@albernivalleynews.com
elena.rardon@albernivalleynews.com

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CITY OF PORT ALBERNI 2024 COMMITTEE OF THE WHOLE MEETING SCHEDULE

(All CoW meetings held at 6:00 pm in the Council Chambers at City Hall, 4850 Argyle Street, Port Alberni BC unless otherwise noted and are open to the public)

Monday, January 15
Monday, January 29 *
Monday, February 5 **
Tuesday, February 20
Monday, March 4 **
Monday, March 18
Monday, April 15
Tuesday, May 21
Monday, June 17
Monday, July 15
Monday, October 21
Monday, November 18

* Extra Meeting

** Financial Plan Meetings

Distribution: Council
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CITY OF PORT ALBERNI 2024 MEETING SCHEDULE AUDIT COMMITTEE

(Held in the Council Chambers of City Hall, 4850 Argyle Street, Port Alberni BC at 9:30 a.m.)

These meetings are open to the public.

Tuesday, February 27
Tuesday, May 28
Tuesday, September 24
Tuesday, November 26

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CITY OF PORT ALBERNI 2024 MEETING SCHEDULE ADVISORY PLANNING COMMISSION

(Held in the Council Chambers of City Hall, 4850 Argyle Street, Port Alberni BC at 12:00 pm)

These meetings are open to the public.

Thursday, January 18
Thursday, February 15
Thursday, March 21
Thursday, April 18
Thursday, May 16
Thursday, June 20
Thursday, July 18
Thursday, August 15
Thursday, September 19
Thursday, October 17
Thursday, November 21
Thursday, December 19

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CITY OF PORT ALBERNI 2024 MEETING SCHEDULE ADVISORY TRAFFIC COMMITTEE

(Held in the Committee Room of City Hall, 4850 Argyle Street, Port Alberni BC at 10:00 am)

These meetings are open to the public.

Wednesday, January 17
Wednesday, April 17
Wednesday, July 17
Wednesday, October 16

Distribution:

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**CITY OF PORT ALBERNI
2024 MEETING SCHEDULE
ALBERNI VALLEY HERITAGE COMMISSION**

*(Wednesday's at 7:00 p.m.)
These meetings are open to the public.*

Wednesday, January 3	Alberni Valley Museum
Wednesday, February 7	Alberni Valley Museum
Wednesday, March 6	Alberni Valley Museum
Wednesday, April 3	McLean Mill
Wednesday, May 1	Sproat Lake Community Hall
Wednesday, June 5	Maritime Heritage Centre
<i>There are no meetings in July and August</i>	
Wednesday, September 4	Alberni Valley Museum
Wednesday, October 2	Alberni Valley Museum
Wednesday, November 6	Alberni Valley Museum
Wednesday, December 4	Alberni Valley Museum

Distribution: Council
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	CITY OF PORT ALBERNI	POLICY AND PROCEDURE MANUAL	
Title: Personnel Standing Committee Duties			
Department Responsible: Administration			
Date Adopted by Council: August 14, 2017			
New ☐		Policy ☐	Pages:
Amended ☐		Procedure ☐	

The Personnel Standing Committee is established in accordance with Section 141 of the Community Charter to provide oversight of select personnel matters as set out below.

Policy Objective:

To set out the duties and responsibilities of the City's Personnel Committee.

Committee Membership:

The Personnel Standing Committee shall be made up of the Mayor and two other members of Council appointed by the Mayor. The Mayor will serve as Chair of the Committee.

Duties and Responsibilities:

The duties and responsibilities of the Personnel Standing Committee shall be:

- Act for the City at Step Four of the Grievance Procedure as set out in the Collective Agreement between the City and the Canadian Union of Public Employees (CUPE) Local 118.
- Act for the City at the Third Stage of Grievance Procedure as set out in the Collective Agreement between the City and the Port Alberni Professional Fire Fighters Association (PAPFFA) Local 1667.
- Provide support and input through the interview process to the CAO in hiring for Director-level exempt staff positions.
- Consider and provide recommendations to Council on personnel matters from time to time as directed by Council.

Meetings:

The Personnel Standing Committee will not have set meetings but rather will meet as required and will be required to follow the provisions of Council's Procedures Bylaw.

TITLE: P1 – Personnel Policies – Table of Contents				
EFFECTIVE DATE:	DEPARTMENT: Corporate Services	AUTHORIZED BY: Council	REPLACES New	PAGE 1 OF 2

Section 1	Overview	• Table of contents
Section 2	Recruitment/Hiring	• Employment Fitness Evaluation • Employment of Relatives • Interview Expenses • Moving Costs • Probationary/Trial Periods
Section 3	Termination	• Reference Requests
Section 4	Conduct	• Alcohol in the Workplace • Attendance • Attendance Management • Vulnerable Persons Policy • Communication Systems • Drug Use • Progressive Discipline • Standards of Conduct • Vehicle Use • Workplace Harassment
Section 5	Benefits	• Apprenticeship Training • EFAP • Employee Computer Purchase Plan • Employee Fitness Program • General Leave of Absence without Pay • Job Improvement Courses • Leave of Absence with Pay • Leave to Vote in Elections • Memorial Plaques • Municipal Pension • Personal Vehicle Use • Recognition of Service • Sick Leave (Detoxification Program) • Workplace Accommodation
Section 6	Payroll/Benefits Administration	• Acting Pay – Schedule B employees • Benefits for Sick/Disabled Employees • Benefits – Exempt Staff • Conversion of Vacation to Sick Leave (Union Members) • Supervisory Management Executive Group Plan (MEG)

		• Salary Administration – Exempt Staff • Special Superannuation Agreement – Exempt Staff • Standby Compensation – Exempt Staff • Supervisory Benefits – Exempt Staff • Travel Expense Policy • Union Member Temporarily Filling a Management Position
Section 7	Occupational Health and Safety	• Occupational Health and Safety Policy • Critical Incident Stress Management Program • Incident/Accident Reports – Worksafe BC • Joint Occupational Health and Safety Committees • Prevention of Workplace Violence • Personal Protective Equipment • Worker's Compensation Act & Regulations (copies) • Working Alone

**CITY OF PORT ALBERNI
COUNCIL APPOINTMENTS**

1. Mayor Sharie Minions

The Mayor is the head and chief executive officer of the City with duties prescribed by the Community Charter. Further to these duties the Mayor will participate in the following:

- Court of Revision
- Director, Alberni-Clayoquot Regional District
- Member, Alberni-Clayoquot Regional District Emergency Program Executive Committee
- Member, Forestry Worker Supports and Community Resilience Council [Provincial]
- Member, North Island-Sunshine Coast Regional Advisory Committee (NISCRAC)
- Member, Tsawak-qin Public Advisory Group

2. Councillor Dustin Dame

- Liaison, Advisory Planning Commission (*Alternate: Councillor Haggard*)
- Liaison, AV Transition Town Society
- Liaison, Uptown Merchants Association
- Member, Audit Committee

3. Councillor John Douglas

- Liaison, AV Community Forest Corporation
- Liaison, Learning Council/North Island College
- Liaison, Port Alberni Port Authority Dry Dock Committee
- Liaison, School District #70
- Liaison, Community Investment Program

4. Councillor Debbie Haggard

- Director, Alberni-Clayoquot Regional District
- Liaison, Port Alberni Port Authority Dry Dock Committee
- Member, Alberni Clayoquot Health Network
- Member, Alberni-Clayoquot Regional District Alberni Valley Aquatic Centre Advisory Committee
- Member, Community Action Team

5. Councillor Charles Mealey

- Member, Advisory Traffic Committee
- Member, Alberni Clayoquot Continuing Care Society
- Member, Alberni Valley Heritage Commission

6. Councillor Todd Patola

- Court of Revision
- Member, Air Quality Council
- Member, Audit Committee
- Trustee, Vancouver Island Regional Library Board (VIRL) (*Alternate: Councillor Haggard*)

7. Councillor Cindy Solda

- Court of Revision
- Liaison, Alberni Valley Chamber of Commerce
- Liaison, Alberni Valley Regional Airport Advisory Committee
- Liaison, West Coast Native Healthcare Society
- Member, Alberni-Clayoquot Regional District Accessibility Committee (*Alternate: Councillor Dame*)
- Member, Alberni-Clayoquot Regional District Emergency Program Executive Committee
- Member, Audit Committee
- Member, Alberni-Clayoquot Regional District Transportation Advisory Committee (*Alternate: Councillor Mealey*)

**SCHEDULE OF APPOINTMENTS FOR THE DEPUTY MAYOR FOR
REGULAR AND COMMITTEE OF THE WHOLE MEETINGS**

January & July	Cindy Solda	April & October	Debbie Haggard
February and September	Todd Patola	May and November	Charles Mealey
March & August	John Douglas	June and December	Dustin Dame

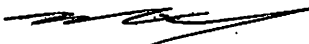
Deputy Mayor outside of formal meetings will be determined based on Council liaison appointments

CITY OF PORT ALBERNI COUNCIL APPOINTMENTS	
Regional District of Alberni Clayoquot Representatives Mayor Minions (allocated 5 votes), Councillor Haggard (allocated 5 votes) Alternates (in order) Councillors Patola, Solda, Mealey, Douglas & Dame	
Audit Committee Councillors Dame, Patola & Solda	
Community Investment Program John Douglas (Councillor), Colleen May (City), Willa Thorpe (City) Community Members: Joshua Dahling, Callan Noye, Colin Schult	
Court of Revision Mayor Minions, Councillors Patola & Solda	
Board of Variance Gerry Hickey, Boris Lehner, Danese McDonald	
Advisory Planning Commission Dustin Dame (Councillor), Serena Mayer (Hupacasath), Sgt. Mike Thompson (RCMP), Derrin Fines (Fire), Manager of Parks [Wayne Mihalicz] (City), Chris Washington (SD70), Ken Watts (Tseshahat) Community Members: [Vacant], Daniel Holder, Joe McQuaid, Sandy McRuer, Callan Noye, Stefanie Weber	
Alberni Valley Heritage Commission Charles Mealey (Councillor), Claudia Romaniuk (AVCAC), Jolleen Dick (AVCC) Elliot Drew (McLean Mill), Penny Cote (ACRD), Pam Craig (SD70), Gareth Flostrand (ADHS), Ed Ross (Tseshahat), Richard Spencer (WVHHS), Willa Thorpe (City), Ken Watson (PAMHS), Vacant (YPAV), Vacant (Hupacasath) Community Member: Colin Schult	
Advisory Traffic Committee Charles Mealey (Councillor), Kathy Deschamps (Diversified Transportation), Jim MacDonald (City), A/Sgt. Jordan Hamlyn (RCMP), Jessica Learn (MOTI), Travis Cross (Fire), Larry Ransom (SD70), Caroline Robinson (ICBC)	
Port Alberni Port Authority Arne Elias (July 1, 2021 - June 30, 2024)	
Air Quality Council Todd Patola (Councillor) & Mike Owens (Fire)	

Distribution: PACMA, Tanis Feltrin/Annie O'Connor - via email
 File Drawer in Reception Area, Council Members

Updated: December 5, 2023

Date: December 6, 2023
File No: 1855-01
To: Mayor and Council
From: M. Fox, CAO
Subject: UBCM | Community to Community Program Grant Application

Prepared by: <i>P. DEAKIN</i> _____ Manager of Economic Development	Supervisor: <i>M. FOX</i> _____ M. Fox, Chief Administrative Officer	CAO Concurrence:  _____ M. Fox, CAO
---	--	---

RECOMMENDATION[S]

THAT Council for the City of Port Alberni approve the City as an applicant to the Union of BC Municipalities 2023-24 Community to Community Program and direct staff to provide overall grant management.

PURPOSE

To provide Council with an update on a Community to Community Program grant application that was submitted to UBCM November 30, 2023 and to secure a Council resolution as per the application requirements.

BACKGROUND

The Union of BC Municipalities administers a 'Community to Community' (C2C) Program funded by the provincial Ministry of Municipal Affairs and Indigenous Services Canada. The Program is designed to assist local governments and First Nations focus efforts for reconciliation.

City administration saw the Program as way to significantly advance Council's October 10, 2023 resolution:

THAT Council direct staff to engage with Hupacasath and Tseshaht First Nation regarding their willingness to provide representatives to attend Council meetings for the purpose of providing input to Council and, based on those discussions, prepare a report outlining options.

CARRIED | Res. No. R23-292

An application was submitted to the program for funding to cover the costs of 5 meetings in 2024 between the City and the Nations to understand their different approaches to governance, explore options for non-Treaty First Nations participation and input in Council meetings, to review a legal opinion on an option (or options) selected by the three governments and adopt an approach. The budget for the meetings and legal opinion is estimated at \$25,810.

The application requests the maximum of \$20,000 in funding from the C2C Program and proposes that the remaining \$5,810 will come from the City's Reconciliation Reserve Fund.

OPTIONS

1. That Council for the City of Port Alberni approve the City as an applicant to the Union of BC Municipalities 2023-24 Community to Community Program and direct staff to provide overall grant management. Direct staff to take another approach to the October 10, 2023 Council Resolution.

ANALYSIS

Option 1: Support the C2C grant application made November 30, 2023

Pro: this will significantly advance the spirit and intent of Council's October 10, 2023 resolution

Pro: the majority of the costs involved will be paid for the C2C Program Fund

Pro: the initiative may advance reconciliation in a meaningful way

Con: none are contemplated

Option 2: Direct staff to take another approach to the October 10, 2023 Council Resolution

Pro: Council may see another approach as having more merit

Con: another approach will consume more time and may be costlier

IMPLICATIONS

A Resolution from Council supporting the activities proposed in the C2C Program application and affirming a commitment to provide overall grant management is required. If the application is approved, the City will be following through on Council's directive to explore having First Nation Representatives at Council meetings and will have the majority of the costs covered by the C2C Program Fund. If the initiative ends up resulting in First Nation participation and input into Council meetings, a significant step towards reconciliation will be taken.

COMMUNICATIONS

None are required at present.

SUMMARY

The Community to Community Program represents an opportunity to significantly move an October 10, 2023 Council Resolution forward and a Council Resolution in support of the grant application is required.

ATTACHMENTS/REFERENCE MATERIALS

https://www.ubcm.ca/sites/default/files/2023-08/LGPS_C2C-2023-24%20ProgGuide_2023-08.pdf

Copies:

- D. Monteith, Director of Corporate Services
- A. McGifford, Director of Finance
- S. Smith, Director of Development Services/Deputy CAO