

Following the return to in-person Council meetings, the City continues to be committed to following the direction of the Provincial Health Officer and the Province of BC to ensure the health and safety of members of Council, staff and the public. Members of the public who wish to attend meetings of Council are required to wear a mask.

AGENDA - REGULAR MEETING OF COUNCIL

Monday, December 13, 2021 @ 2:00 PM

In the City Hall Council Chambers – 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 the Director of Corporate Services at 250.720.2823 or by email twyla_slonski@portalberni.ca or the Deputy City Clerk at 250.720.2822 or by email sara_darling@portalberni.ca

*Given the opportunity for the public to once again participate in-person at Council meetings, Council will no longer be receiving submissions electronically for the **public input or question period** of the Council meeting.*

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

That the agenda be approved as circulated.

MAYOR – ANNUAL ADDRESS

City Council Annual Address presented by Mayor Minions.

B. ADOPTION OF MINUTES - Page 7

1. Special meeting held at 9:30 am and Regular Council meeting held at 2:00 pm on November 22, 2021, Special meeting held at 11:00 am on November 29, 2021, and Special meeting held at 2:00 pm on December 6, 2021.

C. PUBLIC INPUT PERIOD

An opportunity for the public to address Council on topics relevant to City Council. A maximum of four [4] speakers for no more than three [3] minutes each will be accommodated.

D. DELEGATIONS

1. **Alberni Drug & Alcohol Prevention Services (ADAPS)** - Page 16
Maja Langrish, Policy Analyst, Ministry of Public Safety/Solicitor General and Debra Hamilton, Executive Director, ADAPS in attendance to present on the “Situation Table” framework.
2. **BC Conservation Foundation** - Page 18
Duncan Booth, Wildsafe Coordinator in attendance to provide an overview of the 2021 Alberni Valley WildSafeBC Program.
3. **Alberni Valley Transition Town Society** - Page 19
Member, Chris Alemany in attendance to present a proposal for the restoration of Dry Creek Estuary.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

F. STAFF REPORTS

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

1. **Accounts**
THAT the certification of the Director of Finance dated December 13, 2021, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.
2. **Director of Corporate Services – 2022 Regular Council Meeting Schedule, Committee/Commission Meeting Schedules & Appointments** - Page 20
Report dated December 7, 2021 from the Director of Corporate Services requesting Council’s approval of the 2022 Council meeting schedules and the appointments to Committees and Commissions.
 - a. *THAT the 2022 Regular meeting schedule of City Council be approved as shown on Schedule ‘A’ and that staff be authorized to publish notice of availability of the schedule.*
 - b. *THAT the 2022 meeting schedules for the Committee of the Whole, Audit Committee, Advisory Planning Commission, Advisory Traffic Committee, and Alberni Valley Heritage Commission be approved as circulated.*
 - c. *THAT the 2022 Acting Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved as circulated.*

-
- 3. Director of Corporate Services - 2022 AGM and Convention | Association of Vancouver Island and Coastal Communities Resolution Notice & Submission Process - Page 31**

THAT Council identify/contemplate resolution[s] for submission to the 2022 AVICC convention in advance of the deadline date of January 28, 2021 at noon.

- 4. Director of Parks, Recreation and Heritage – Community Investment Program | 2022 Recommendations - Page 32**

Report dated November 30, 2021 from the Director of Parks, Recreation and Heritage providing the 2022 Community Investment Program recommendations.

That Council for the City of Port Alberni approve the 2022 Community Investment Program Committee recommendations as outlined in staff report dated November 30, 2021.

- 5. Director of Engineering and Public Works – LWMP | Plan Monitoring Committee - Page 36**

Report dated December 5, 2021 from the Director of Engineering and Public Works to provide Council with an update relating to the City's Liquid Waste Management Plan Monitoring Committee.

This report is being provided for Council's information.

- 6. Director of Engineering and Public Works – Connect the Quays Next Steps - Page 45**
Report dated December 5, 2021 from the Director of Engineering and Public Works seeking Council's direction with regard to next steps in the Connect the Quays Pathway Project.

a. THAT Council direct staff to design and construct two segments of the Connect the Quays Pathway in 2022 as follows:

- i. Approximately 1100 metres of path between Harbour Quay and Tyee Landing complete with a view point into the Somass lands; and*
- ii. Approximately 850 metres of path from Gertrude Street through Roger Creek Park to the bridge across Roger Creek.*

b. THAT Council authorize staff to award the detailed design work for the 2022 Connect the Quays Pathway project to PWL Partnership Landscape Architects Inc. in the amount of \$90,000.

7. Director of Development Services | Deputy CAO – Preliminary Development Application | Pacific Mayfair Estates – Burde St. - Page 49

Report dated December 8, 2021 from the Director of Development Services | Deputy CAO to provide Council with information regarding a preliminary development application by Pacific Mayfair Estates for properties on Burde Street.

This report is being provided for Council's information.

8. Development Planner –Development Variance Permit No. 108 & Development Permit No. 21-14 - Page 51

Report dated December 2, 2021 from the Development Planner requesting Council's authorization to issue both Development Variance Permit No. 108 to provide relief from parking and building height requirements of the Zoning Bylaw and Development Permit No. 21-14 to enable an expansion of the existing commercial building for properties located at 3170, 3146, 3134 1st Avenue & 3197 Kingsway Avenue.

- i. THAT Council authorize the issuance of Development Variance Permit No. 108, and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 3170, 3146, 3134 1st Avenue and 3197 Kingsway Avenue:*
 - a) Vary section 7.9 Required Amount of Parking to permit a reduction from 43 spaces to 33 spaces for a total reduction of 10 spaces.*
 - b) Vary section 5.20.2 Site Development Regulations to permit an increase to the maximum height of a principal building from 10 metres to 11.2 metres for an increase of 1.2 metres.*
- ii. THAT Council authorize the issuance of Development Permit No. 21-14, and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B' [a through h], prepared by OCA Architecture Inc. issued for 'Alberni Power & Marine' and dated November 2, 2021, subject to the City of Port Alberni receiving the required landscaping security.*

G. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing. A bylaw requires four separate resolutions to be adopted and must be considered over a minimum of two [2] Council meetings. Each reading enables Council to reflect on the bylaw before proceeding further.

1. Development Planner – Development Application | Proposed Official Community Plan Bylaw & Zoning Bylaw Amendments – 4440 Vimy Street - Page 77

Report dated December 6, 2021 from the Development Planner requesting Council consider first and second reading of the proposed bylaws and the scheduling of a Public Hearing which, once adopted, would facilitate the development of Transition Housing.

- a. *THAT "Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036" be now introduced and read a first time.*
- b. *THAT "Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5037" be now introduced and read a first time.*
- c. *THAT "Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036" be read a second time.*
- d. *THAT "Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5037" be read a second time.*
- e. *THAT "Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036", and "Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5037" be advanced to a Public Hearing on Tuesday, January 25, 2022 at 6:00 pm in Council Chambers.*

2. Development Planner – Development Application – Proposed Zoning Bylaw Amendment – 5405 Argyle Street - Page 110

Report dated December 2, 2021 requesting Council's consideration of a development application proposing a text amendment to the Zoning Bylaw for 5405 Argyle Street.

- a. *THAT "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039", be now introduced and read a first time.*

OR

- b. *THAT City Council request the applicant revise the development application, proposed Zoning Bylaw Amendment for 5405 Argyle Street according to the recommendation of staff, and direct staff to bring forward the application for Council's consideration once revised.*

3. Director of Finance – "City of Port Alberni Financial Plan Amendment Bylaw No. 5023-1" - Page 136

THAT "City of Port Alberni Financial Plan Amendment Bylaw No. 5023-1" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5023-1.

H. CORRESPONDENCE FOR ACTION

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

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

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

1. Correspondence Summary - Page 138

- a. Leslie Walerius | Connect the Quays & Somass Lands
- b. City of Pitt Meadows | Unfair Taxation Benefitting Railway and Industrial Operations
- c. UBCM 2021 Resolution Response | CPA Extending the Life of Fire Apparatus
- d. Advisory Traffic Committee | Minutes dated Oct. 20, 2021
- e. Forest Enhancement Society of BC | Winter 2021 Accomplishments Report
- f. Vancouver Island Crisis Society | BC Crisis Line Network
- g. Randy Fraser | City Trail/Path Maintenance
- h. Alberni Valley Museum & Heritage Commission | Minutes dated Nov. 3, 2021

K. REPORT FROM IN-CAMERA

1. Director of Corporate Services – Supportive Housing Task Force - Page 174

Verbal report from the Director of Corporate Services regarding the establishment of a Task Force for the purpose of determining short and long-term supportive housing options in the Alberni Valley.

L. COUNCIL REPORTS

1. Council and Regional District Reports - Page 182

M. NEW BUSINESS

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

N. QUESTION PERIOD

An opportunity for the public to ask questions of Council.

O. ADJOURNMENT

That the meeting adjourn at PM

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, NOVEMBER 22, 2021 @ 9:30 AM
In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC**

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

Absent: Councillor H. Poon

Staff: T. Pley, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
A. McGifford, Director of Finance
T. Slonski, Director of Corporate Services
W. Thorpe, Director of Parks, Recreation & Heritage @ 4:28 pm
K. Bodin, Manager of Human Resources
P. Deakin, Manager of Economic Development

Call to Order: @ 9:30 am

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

Section 90 (1)(a) *personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*

Section 90 (1)(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; and*

Section 90 (1)(k) *negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.*

CARRIED

Council recessed the meeting at 1:08 pm

MOVED and SECONDED, THAT Council reconvene its Special In-Camera meeting at 4:28 pm with all members of Council in attendance except Councillor Poon. Also in attendance were the Chief Administrative Officer, the Director of Development Services | Deputy CAO, the Director of Finance, the Director of Corporate Services, the Director of Parks, Recreation & Heritage and the Manager of Human Resources.

CARRIED

The meeting was terminated at 5:35 pm

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, November 22, 2021 @ 2:00 PM
City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC

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

ABSENT: Councillor H. Poon

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

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

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Special meeting held at 9:30 am and Regular Council meeting held at 2:00 pm on November 8, 2021 be adopted.
CARRIED

C. PUBLIC INPUT PERIOD

Kat Stolth

Commented on media censorship and COVID-19 mandates.

Marie Lacroix

Commented on COVID-19 mandates and the related affects on businesses and tax payers.

Fran Dol

Commented on Vaccine Passport requirements.

Cheryl McLean

Commented on COVID-19 mandates and presented a framed copy of the Charter of Rights.

D. DELEGATIONS

1. PWL Partnership Landscape Architects Inc.

City consultants from PWL Partnership Landscape Architects Inc. provided Council with the outcomes of the Connect the Quays Pathway public engagement sessions.

MOVED AND SECONDED, THAT Council direct the Director of Engineering and Public Works to prepare a report outlining a timeline and next steps for the Connect the Quays Pathway project for Council's consideration.

CARRIED | Res. No. 21-266

2. Alberni Valley Chamber of Commerce | McLean Mill

President, Bill Collette and Director of Operations, Anita Sutherland provided a summary of 2021 activities at McLean Mill including information on upcoming holiday events.

B1 b

3. Twinning Society

Representatives Dave Grant and Laurie Money from the Twinning Society discussed the 35th Commemoration of Port Alberni and Abashiri Sister Cities and presented historical documents to Mayor and Council claiming the sistership back to the City. Council will continue to work with the Twinning Society on a number of proposals to commemorate this significant anniversary.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated November 22, 2021 be received and the cheques numbered 149469 to 149529 inclusive, in payment of accounts totalling \$ 864,937.32, be approved.

CARRIED

2. Director of Parks, Recreation and Heritage – Award of RFP #020-21 | Construction Manager: Train Station

MOVED AND SECONDED, THAT Council for the City of Port Alberni award proposal #020-21 | Construction Manager: Port Alberni Train Station, to MKM Projects Ltd., in the amount of \$27,500 plus GST and 7% of the Construction Costs (estimated at \$23,000), with funds coming from the 2021|2022 Capital Plan – Train Station project.

CARRIED | Res. No. 21-267

3. Director of Finance – Three Stream Waste Collection Agreements | ACRD & Recycle BC

MOVED AND SECONDED, THAT Council authorize the Mayor and the Corporate Officer to enter into a 'Three-Stream Waste Collection Service' agreement with the Alberni-Clayoquot Regional District, for a two-year term beginning January 1, 2022 and expiring December 31, 2023 for the purpose of collecting curbside recycling materials within the City.

CARRIED | Res. No. 21-268

MOVED AND SECONDED, THAT Council authorize the Mayor and the Corporate Officer to enter into the Master Services Agreement with Recycle BC, for a two-year term beginning January 1, 2022 and expiring December 31, 2023 for the purpose of collecting curbside recycling materials within the City.

CARRIED | Res. No. 21-269

4. Deputy City Clerk – BC Economic Summit | Authorize Councillor Registration

MOVED AND SECONDED, THAT Council authorize Mayor Minions and Councillors Haggard, Paulson and Poon to participate in the annual BC Economic Development Association's [BCEDA] '2022 BC Economic Summit: Reconciliation and Resiliency - A Future for BC.' taking place as a hybrid event April 3-5, 2022 with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.

CARRIED | Res. No. 21-270

5. **Deputy City Clerk – Truck Loggers Convention | Authorize Council Registration**
MOVED AND SECONDED, THAT Council authorize Mayor Minions and Councillors Corbeil and Haggard to attend the Truck Loggers Association Convention & Trade Show taking place on January 12, 13 & 14, 2022 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.
CARRIED | Res. No. 21-271

G. BYLAWS

1. **Director of Finance – City of Port Alberni Wastewater Treatment Facility Upgrade Loan Authorization Bylaw No. 5038, 2021**
MOVED AND SECONDED, THAT “City of Port Alberni Wastewater Treatment Facility Upgrade Loan Authorization Bylaw No. 5038, 2021”, be now introduced and read a first time.
CARRIED | Res. No. 21-272
MOVED AND SECONDED, THAT “City of Port Alberni Wastewater Treatment Facility Upgrade Loan Authorization Bylaw No. 5038, 2021”, be read a second time.
CARRIED | Res. No. 21-273
MOVED AND SECONDED, THAT “City of Port Alberni Wastewater Treatment Facility Upgrade Loan Authorization Bylaw No. 5038, 2021”, be read a third time.
CARRIED | Res. No. 21-274
2. **Director of Finance – “City of Port Alberni Financial Plan Amendment Bylaw No. 5023-1”**
MOVED AND SECONDED, THAT Council authorize staff to amend “City of Port Alberni 2021-2025 Financial Plan Bylaw No. 5023,” by allocating \$30,000 to the Alberni Clayoquot Regional District’s Alberni Valley Aquatics Facility – Funding of Feasibility Study in 2021 with monies to be taken from the City’s Parks and Recreation Reserve Fund.
CARRIED | Res. No. 21-275
MOVED AND SECONDED, THAT the “City of Port Alberni 2021-2025 Financial Plan Amendment Bylaw No. 5023-1” be introduced and read a first time.
CARRIED | Res. No. 21-276
MOVED AND SECONDED, THAT the “City of Port Alberni 2021-2025 Financial Plan Amendment Bylaw No. 5023-1” be read a second time.
CARRIED | Res. No. 21-277
MOVED AND SECONDED, THAT the “City of Port Alberni 2021-2025 Financial Plan Amendment Bylaw No. 5023-1” be read a third time.
CARRIED | Res. No. 21-278

H. CORRESPONDENCE FOR ACTION

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

1. *The Director of Corporate Services summarized correspondence to Council as follows:*
 - a. BC Crisis Line Network | Save BC's Crisis Lines
 - b. Wendy Kerr | Support for Health Care Workers
 - c. Alberni Valley Museum and Heritage Commission | Minutes from October 6, 2021
 - d. Kathryn Langmead | Burde Street Ponds
 - e. Ministry of Citizens' Services | 2021 Grant-in-Lieu of Property Tax Payment
 - f. Ernest Burnett | Council Direction and Decisions

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

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

M. NEW BUSINESS

N. QUESTION PERIOD

Neil Anderson

Q1: Does Council feel that the concerns previously made [by Mr. Anderson] related to Kingsway Hotel renovations were relevant and justified?

A: Yes

Q2: Queried confirmation of the intent of a meeting held on February 28, 2021 with Mayor Minions and CAO Pley regarding concerns over the Kingsway Hotel renovations.

Gail Sheeler

Q: How can we stand by and watch children get vaccinations in our City?

Kat Stolth

Q: Can you tell me what is in COVID-19 injections and do you know the long-term effects?

A: *Council does not regulate vaccines or the content of vaccines.*

Fran Dol

Q: Will Council stand for individuals who have not received a vaccine but are considered immune by having recovered from COVID-19.

A: *Staff are inquiring regarding if there are provisions available for individuals who have been documented as having recovered from COVID-19 to receive Vaccine Passport status.*

Marie Lacroix

Q: How can Council impose the Vaccine Passport mandate when it is not in the best interest of Port Alberni businesses?

A: *Council for the City of Port Alberni follows Provincial Health Orders.*

Cheryl MacLean

Q: Is there an opportunity to not scan the vaccine passports?

A: *Staff will inquire.*

Additional Questions from Participants

Q1: Does Council recognize that these public health measures can be abused for reasons other than public health and safety?

Q2: If abuse occurs is Council prepared to explore its capacity to protect the residents of Port Alberni from that abuse.

A: *Council will not override a Provincial Health Order.*

Q: Will you reimburse/compensate people who are unable to be vaccinated due to health reasons?

A: *There is not a mechanism to reimburse a portion of taxation under the Community Charter.*

MOVED AND SECONDED, THAT Council reconvene its Special In-Camera meeting at 4:14 PM.

CARRIED

O. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 4:15 PM.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, NOVEMBER 29, 2021 @ 11:00 AM
Via Video Conferencing**

PRESENT: Mayor Minions
Councillor D. Haggard
Councillor H. Poon
Councillor C. Solda

Absent: Councillor R. Corbeil
Councillor R. Paulson
Councillor D. Washington

Staff: T. Pley, Chief Administrative Officer
T. Slonski, Director of Corporate Services
K. Bodin, Manager of Human Resources

Call to Order: @ 11:00 am

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

Section 90 (1)(c) *labour relations or other employee relations;*

CARRIED

The meeting was terminated at 11:40 am

CERTIFIED CORRECT

Mayor

Corporate Officer

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, DECEMBER 6, 2021 @ 2:00 PM
In City Hall Council Chambers | 4850 Argyle Street, Port Alberni**

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

Absent: Councillor R. Corbeil

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

Call to Order: @ 2:00 pm

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

Section 90 (1)(c) labour relations or other employee relations;

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

Section 90 (1)(g) litigations or potential litigation affecting the municipality; and

Section 90 (1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED

The meeting was terminated at 6:22 pm

CERTIFIED CORRECT

Mayor

Corporate Officer

Page 1 | 1 B1d



CITY OF
PORT ALBERNI

RECEIVED

DEC 06 2021

CITY OF PORT ALBERNI

DELEGATION APPLICATION

CONTACT INFORMATION: (please print)

Full Name: Debra Hamilton

Organization (if applicable): ADAPS

Street Address: 4260 10th Ave

Phone: 250.724.6166

Mailing Address:

Email: debra@adaps.org

No. of Additional Participants:

[Name/Contact Information] 2

MEETING DATE REQUESTED: next available

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

Requested Action by Council (if applicable):

Requesting that City support the Situation Table framework and host the funding of 30,000.00 grant from MPSSG for training and implementation

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.

Debra Hamilton

Signature:

2021 NOV 23

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: DEC 13, 2021

Date Approved: DEC 6, 2021

Applicant Advised: DEC 6, 2021

Approved: (Deputy City Clerk)

[Signature]

☒ Council

☒ Mayor

☒ CAO

☐ Finance

☒ Corporate Services

☒ Agenda

☐ Economic Development

☐ Engineering/PW

☐ Parks, Rec. & Heritage

☐ Development Services

☐ Community Safety

☐ Other

File #

Rem Dec 13, 2021
250-20-DEC 13

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

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

2021Nov23

Delegation Request: Presentation of the “Situation Table” Framework

Maja Langrish, policy analyst from the Ministry of Public Safety/SG, will present on the “Situation Table” framework. The “Situation Table” is a community based approach to identifying and auctioning the support needs of vulnerable people in the community.

Debra Hamilton, Executive Director at ADAPS, will briefly discuss the origins of community interest in the project, how it may enhance collaborative and integrated efforts, and who current committed partners are.



CITY OF PORT ALBERNI

RECEIVED

DEC 01 2021

CITY OF PORT ALBERNI DELEGATION APPLICATION

CONTACT INFORMATION: (please print)

Full Name: Duncan Booth Organization (if applicable): BC Conservation FOundation
 Street Address: 4156 Ravenhill Ave. Phone: 250-886-9907
 Mailing Address: V9Y 1B9, Port Alberni Email: booth.duncan@gmail.com
 No. of Additional Participants: _____
 [Name/Contact Information] _____

MEETING DATE REQUESTED: 12/13/2021

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:
 Overview of the Alberni Valley WildSafeBC program, and its accomplishments and considerations from the
 2021 season.

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.

D. Booth
 Signature: _____

12/1/2021

Date: _____

OFFICE USE ONLY:

Approved: (Deputy City Clerk)

Scheduled Meeting Date: December 13, 2021 Rcm

Date Approved: Dec. 1, 2021

Applicant Advised: Dec. 1, 2021

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

Rcm Dec 13, 2021
2550-20-DEC 13

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

D2



CONTACT INFORMATION: (please print)

Full Name: Chris Alemany

Organization (if applicable): Alberni Valley Transition Town Society

Street Address: 3854 6th Ave

Phone: 250 723 0889

Mailing Address:

Email: chrisale@gmail.com

No. of Additional Participants: Amber Stroeder, Jim Wright, Gail Morton, Dave Morton

[Name/Contact Information]

MEETING DATE REQUESTED: December 13, 2021

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:
A presentation detailing the possibility of complete restoration of the Dry Creek Estuary
including the restoration of the original harbour shoreline and riverbed and the resulting, commercial, residential,
residential, environmental, and recreational development potential for the City of Port Alberni in partnership with
with Tseshaht and Hupacasath First Nations.

Requested Action by Council (if applicable):

To include in their planning for the lower 3rd Avenue and Somass waterfront area, the complete
restoration of the Dry Creek Estuary.

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.

Signature:

Nov 4 2021

Date:

OFFICE USE ONLY:

Approved: (Deputy City Clerk)

Scheduled Meeting Date: Dec 13, 2021

Date Approved: Nov. 4, 2021

Applicant Advised: Nov. 4, 2021

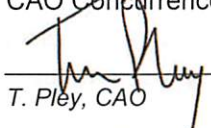
☒ Council ☐ Economic Development
☒ Mayor ☐ Engineering/PW
☒ CAO ☐ Parks, Rec. & Heritage
☐ Finance ☒ Development Services
☐ Corporate Services ☐ Community Safety
☒ Agenda ☐ Other
File # 0550-20-12-13

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*.

D3

Date: December 7, 2021
File No: 0540-01 & 0550-01
To: Mayor & Council
From: T. Pley, CAO
Subject: 2022 Regular Council Meeting | Committee/Commission Meeting Schedules | Committee & Acting Mayor Appointments

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

RECOMMENDATION[S]

1. THAT the 2022 Regular meeting schedule of City Council be approved as shown on 'Schedule A' and that staff be authorized to publish notice of availability of the schedule.
2. THAT the 2022 meeting schedules for the Committee of the Whole, Audit Committee, Advisory Planning Commission, Advisory Traffic Committee, and Alberni Valley Heritage Commission be approved as circulated.
3. THAT the Acting 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 2022. Further, to formalize Acting Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees.

BACKGROUND

2022 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 Procedure Bylaw also states that meeting schedules 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.
- Following a general local election, the inaugural meeting of Council will be held the first Monday in November in the year of the election. The next general local election will be held Saturday, October 15, 2022 and the inaugural Council meeting will be held Monday, November 7, 2022.

Council is also being asked to consider Acting Mayor appointments as well as appointments to Committees and Council representatives to public bodies, commissions and select committees as guided by the respective processes.

ALTERNATIVES/OPTIONS

1. That the 2022 Regular meeting schedule of City Council be approved as circulated and that staff be authorized to publish notice of availability of the schedule. Further, that the 2022 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. And further, that the Acting 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 a specific schedule and/or schedules and appointments.
3. That Council provide alternate direction.

ANALYSIS

Option 1 – The 2022 Council regular meeting and Committee of the Whole schedules have been prepared in accordance with “*Council Procedures Bylaw, 2013, Bylaw No. 4830*” with the following exceptions:

- January 17th & 31st
- June 20th
- July & August
- September 6th

January 17th & 31st are the 3rd and 5th Monday of the month. Given the 2021 holiday schedule, adjusting Council’s regular meeting schedule will allow staff adequate time to prepare for Council’s first meeting in the New Year. This adjustment still permits two regular meetings as well as a meeting of the Committee of the whole within the month of January.

Staff are proposing that Council conduct a regular meeting of Council on June 20th versus the 27th. This adjustment would permit staffs attendance at the annual Local Government Management Association conference being held in-person for the first time since the on-set of the COVID-19 pandemic. The annual LGMA Conference is an opportunity for local government professionals to participate in valuable professional development, including but not limited to one day workshops for approving officers, communication specialists and election training.

Staff are proposing that Council conduct one regular meeting in the months of July and August with both regular meetings being held on the 2nd Monday of each month.

The regular meeting schedule has been adjusted for the month of September, this to permit Council's attendance at the Union of British Columbia Municipalities Conference being held in-person, in Whistler, BC the week of September 12th.

Lastly, the regular meeting schedule in the month of October has been adjusted to reflect one regular meeting on October 24th as a result of the 2022 general local election. [Advance Poll – October 5th and general voting day October 15th].

The 2022 Committee/Commission meetings have been scheduled and members appointed according to process. To avoid any disruption to City business, meet legislative requirements and adhere to Council policies, staff are recommending that Council approve the meeting schedules and appointments as attached.

Option 2 - While Council is being asked to approve the meeting schedules and appointments to Committees/Commissions for 2022, it is always within Council's authority to amend meeting dates or provide alternate direction with respect to appointments.

IMPLICATIONS

There are no significant costs associated with Council meeting and/or Committee/Commission meeting schedules or appointments. Costs associated with publishing a statutory notice in the newspaper, in this case, notice of the availability of Council's 2022 meeting schedule, is captured in the current operating budget.

COMMUNICATIONS

As per legislative requirements, the regular Council meeting schedule will be published in the Alberni Valley Times for two consecutive weeks. Regular Council and Committee/Commission meeting schedules will also be posted to Public Notice Posting Places, which include the City Website and facility bulletin board, and copies of schedules and appointments 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" with some exceptions [and as outlined in the Analysis | Option section of this report.

SUMMARY

This report has been provided to allow Council to establish Council's regular meeting and Committee/Commission meeting schedules and appointments for the 2022 calendar year. It is being recommended that Council approve schedules and appointments as attached to this report noting that it remains within Council's authority to propose additional meetings dates and/or to cancel meetings when required.

ATTACHMENTS/REFERENCE MATERIALS

- *2022 Regular Council meeting schedule*
- *2022 Committee of the Whole meeting schedule*
- *Audit Committee meeting schedule*
- *2022 Advisory Planning Commission meeting schedule*
- *2022 Advisory Traffic Committee meeting schedule*
- *2022 Alberni Valley Heritage Commission meeting Schedule*
- *2022 Acting Mayor Appointments & Council Committee/Commission Appointments*

SCHEDULE A



CITY OF PORT ALBERNI 2022 ANNUAL REGULAR MEETING SCHEDULE REGULAR COUNCIL MEETINGS

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

* Monday, January 17
* Monday, January 31
Monday, February 14
Monday, February 28
Monday, March 14
Monday, March 28
Monday, April 11
Monday, April 25
Monday, May 9
Tuesday, May 24
Monday, June 13
* Monday, June 20
Monday, July 11
Monday, August 8
* Tuesday, September 6
Monday, September 26
Monday, October 24
Monday, November 7 <i>Inaugural Meeting</i>
Monday, November 14
Monday, November 28
Monday, December 12

* Meeting dates scheduled outside of Council Procedure's Bylaw

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publisher@albernivalleynews.com
elena.rardon@albernivalleynews.com

Distribution: Council Member Trays in Committee Room, Director of Corporate Services, Front Desk Book,
Michelle Gagnon, RCMP
Chris Baker, Manager of Community Safety
PNPP (Web & Bulletin)

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CITY OF PORT ALBERNI 2022 COMMITTEE OF THE WHOLE MEETING SCHEDULE

(All COTW meetings held at 4:00 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 24 **
Tuesday, February 22 **
Monday, March 7 **
Tuesday, April 19
Monday, May 16
Monday, July 18
Monday, November 21

* Meeting date scheduled outside of Council Procedure's Bylaw

** Financial Plan Meeting

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CITY OF PORT ALBERNI 2022 MEETING SCHEDULE AUDIT COMMITTEE

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

These meetings are open to the public.

Monday, February 28
Tuesday, May 24
Monday, August 8
Monday, November 28

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CITY OF PORT ALBERNI 2022 MEETING SCHEDULE ADVISORY PLANNING COMMISSION

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

These meetings are open to the public.

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

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Distribution: Council Member Trays in Committee Room, Director of Corporate Services, Front desk book
PNPP (Web & Bulletin)

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CITY OF PORT ALBERNI 2022 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 19
Wednesday, April 20
Wednesday, July 20
Wednesday, October 19

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elena.rardon@albernivalleynews.com

Distribution: Council Member Trays in Committee Room, Director of Corporate Services, Front desk book
PNPP (Web & Bulletin)

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**CITY OF PORT ALBERNI
2022 MEETING SCHEDULE
ALBERNI VALLEY HERITAGE COMMISSION**

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

Wednesday, January 5	Location TBD
Wednesday, February 2	Location TBD
Wednesday, March 2	Location TBD
Wednesday, April 6	Location TBD
Wednesday, May 4	Location TBD
Wednesday, June 1	Location TBD
<i>There are no meetings in July and August</i>	
Wednesday, September 7	Location TBD
Wednesday, October 5	Location TBD
Wednesday, November 2	Location TBD
Wednesday, December 7	Location TBD

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Distribution: Council Member Trays in Committee Room, Director of Corporate Services, Front desk book
PNPP (Web & Bulletin)

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**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:

- Director, Alberni-Clayoquot Regional District
- Member, North Island-Sunshine Coast Regional Advisory Committee (NISCRAC)
- Court of Revision
- Member, Personnel Committee

2. Councillor Ron Corbeil

- Director, Alberni-Clayoquot Regional District
- Liaison, AV Community Forest Corporation
- Liaison, Port Alberni Port Authority Dry Dock Committee
- Member, Personnel Committee
- Member, Community Investment Program

3. Councillor Debbie Haggard

- Liaison, Community Action Team
- Liaison, Port Alberni Port Authority Dry Dock Committee
- Liaison, Alberni Valley Chamber of Commerce
- Liaison, Advisory Planning Commission (*Alternate: Councillor Poon*)
- Trustee, Vancouver Island Regional Library Board (VIRL) (*Alternate: Councillor Paulson*)

4. Councillor Ron Paulson

- Alberni Valley Regional Airport Advisory Committee
- Liaison, Alberni Clayoquot Continuing Care Society
- Liaison, School District #70
- Liaison, Learning Council/NIC
- Liaison, Advisory Traffic Committee
- Member, Audit Committee
- Liaison, Alberni Valley Regional Airport Advisory Committee

5. Councillor Helen Poon

- Liaison, Uptown Merchants Association
- Court of Revision
- Member, Air Quality Council
- Liaison, AV Transition Town Society

6. Councillor Cindy Solda

- Liaison, West Coast Native Healthcare Society
- Member, Audit Committee
- Court of Revision
- Member, Emergency Planning Committee

7. Councillor Dan Washington

- Chair, Audit Committee
- Liaison, Alberni Valley Heritage Commission
- Liaison, West Island Woodlands Advisory Group
- Member, Personnel Committee
- Member, Emergency Planning Committee

SCHEDULE OF APPOINTMENTS FOR THE ALTERNATE MAYOR

January & July	Cindy Solda	April & October	Debbie Haggard
February & September	Helen Poon	May & November	Ron Paulson
March & August	Ron Corbeil	June & December	Dan Washington

**CITY OF PORT ALBERNI
COUNCIL APPOINTMENTS**

**Regional District of Alberni Clayoquot Representatives
Mayor Minions (allocated 5 votes), Councillor Corbeil (allocated 4 votes)
Alternates (in order)**

Councillors Haggard, Solda, Paulson, Poon & Washington

Note: Where one alternate attends a meeting, they are allocated the voting strength of the Director they replace. Where two alternates attend as Directors, the larger voting share shall be assigned to the Councillor appearing first on the above list.

Personnel Committee

Mayor Minions, Councillors Corbeil, & Washington

Audit Committee

Councillors Paulson, Solda & Washington

Community Investment Program

Ron Corbeil (Councillor), Colleen May (City), Craig Summers (AV Social Planning), Willa Thorpe (City)
Community Members: Colin Schult

Court of Revision

Mayor Minions, Councillors Poon & Solda

Board of Variance

Gerry Hickey, Boris Lehner, Danese McDonald

Advisory Planning Commission

Deb Haggard (Councillor), Jolleen Dick (Hupacasath), Sgt. Peter Dionne (RCMP), Andre Guerin (Fire),
Amy Needham (City), Chris Washington (SD70), Ken Watts (Tseshahat)
Community Members: Amy Anaka, Ed Francoeur, Joe McQuaid, Ken McRae, Callan Noye, Stefanie Weber

Alberni Valley Heritage Commission

Dan Washington (Councillor), Nancy Blair (AVCAC), Bill Collette (AVCC & MM), Penny Cote (ACRD),
Pam Craig (SD70), Gareth Flostrand (ADHS), Shelley Harding (City), Ed Ross (Tseshahat),
Bert Simpson (WVHHS), Willa Thorpe (City), Ken Watson (PAMHS), Vacant (YPAV), Vacant (Hupacasath)
Community Member: Colin Schult

Advisory Traffic Committee

Ron Paulson (Councillor), Kathy Deschamps (Diversified Transportation), Rob Dickinson (City),
Peter Dionne (RCMP), Jessica Learn (MOTI), Wes Patterson (Fire), Larry Ransom (SD70),
Caroline Robinson (ICBC), John Stephen (City)

Port Alberni Port Authority

Arne Elias (July 1, 2021 - June 30, 2024)

Air Quality Council

Helen Poon (Councillor) & Mike Owens (Fire)

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

Updated: December, 2021

RECEIVED

OCT 19 2021



CITY OF PORT ALBERNI

2022 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2022 AGM and Convention that, subject to public health order restrictions, will be held at the Victoria Conference Centre as an in-person event from April 1-3, 2022.

Members are now asked to submit resolutions for consideration at the 2022 Convention. The requirements for the resolutions are outlined below and in the following pages.

DEADLINE FOR RESOLUTIONS

AVICC must receive all resolutions by:

noon, Friday, January 28, 2022

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to avicc@ubcm.ca by the deadline; AND
2. One copy of the resolution by regular mail that may be received after the deadline to: AVICC, 525 Government Street, Victoria, BC V8V 0A8

AVICC's goal is to have resolutions that can be clearly understood, and that have specific actions. If a resolution is endorsed, it's "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution are on the next pages, but the basic requirements are:

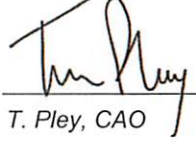
- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. Please contact AVICC & UBCM for assistance in drafting the resolution.
- Each resolution **must include a separate background** that is a maximum of 3 pages and specific to a **single** resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

AVICC AGM & Convention – 2022 April 1-3

REGULAR COUNCIL AGENDA - DECEMBER 13, 2021

F3
☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other
ACM - Oct. 31
0390-20-AVICC
File #

Date: November 30, 2021
File No: 0230-20-CIP
To: Mayor & Council
From: T. Pley, CAO
Subject: Community Investment Program – 2022 Recommendations

Prepared by:  W. Thorpe Director of Parks, Recreation and Heritage	Supervisor: T. PLEY T. Pley, Chief Administrative Officer	CAO Concurrence:  T. Pley, CAO
---	--	---

RECOMMENDATION

That Council for the City of Port Alberni approve the 2022 Community Investment Program Committee recommendations as outlined in staff report dated November 30, 2021.

PURPOSE

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

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 Heritage operating budget.

Similar to 2020, due to COVID-19, many of the 2021 grants went underutilized. As such, unspent grants from 2020 and 2021 have been rolled over to 2022. For 2022, \$32,500 was included in the CIP budget for distribution. Incorporating available budget and rolled over amounts, the total funds available for 2022 are \$69,096.03.

At the application deadline (November 5, 2021), the Committee received 20 grant applications; this increase from 6 requests in 2020 indicates that local events are starting to resume among the current COVID-19 pandemic guidelines. Traditionally, 30+ applications are submitted for each CIP cycle.

2022 CIP Requests:

In-Kind Requests	Facility Rentals	\$7,167.00	
	Utilities	\$4,700.00	
	Recreation Passes	\$280.00	
	Staff Time	\$1,450.00	
	Tents	\$6,300	
	Bus Tickets	\$1,062.00	\$20,959.00
Cash Requests			\$32,435.00
Total 2022 Requests			\$53,394.00
CIP Recommendation			\$41,445.00

Notes:

- The CIP recommended distribution amount considers current credits on account of \$9,989.45.
- The committee recommends the surplus funds (\$27,651.03) be retained for late requests in 2022.

ALTERNATIVES/OPTIONS

1. That Council approves the 2022 applications as outlined in this report.
2. That Council approves an alternate fund amount.
3. That Council provides staff with alternate direction.

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 requested in their applications.

COMMUNICATIONS

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

BYLAWS/PLANS/POLICIES

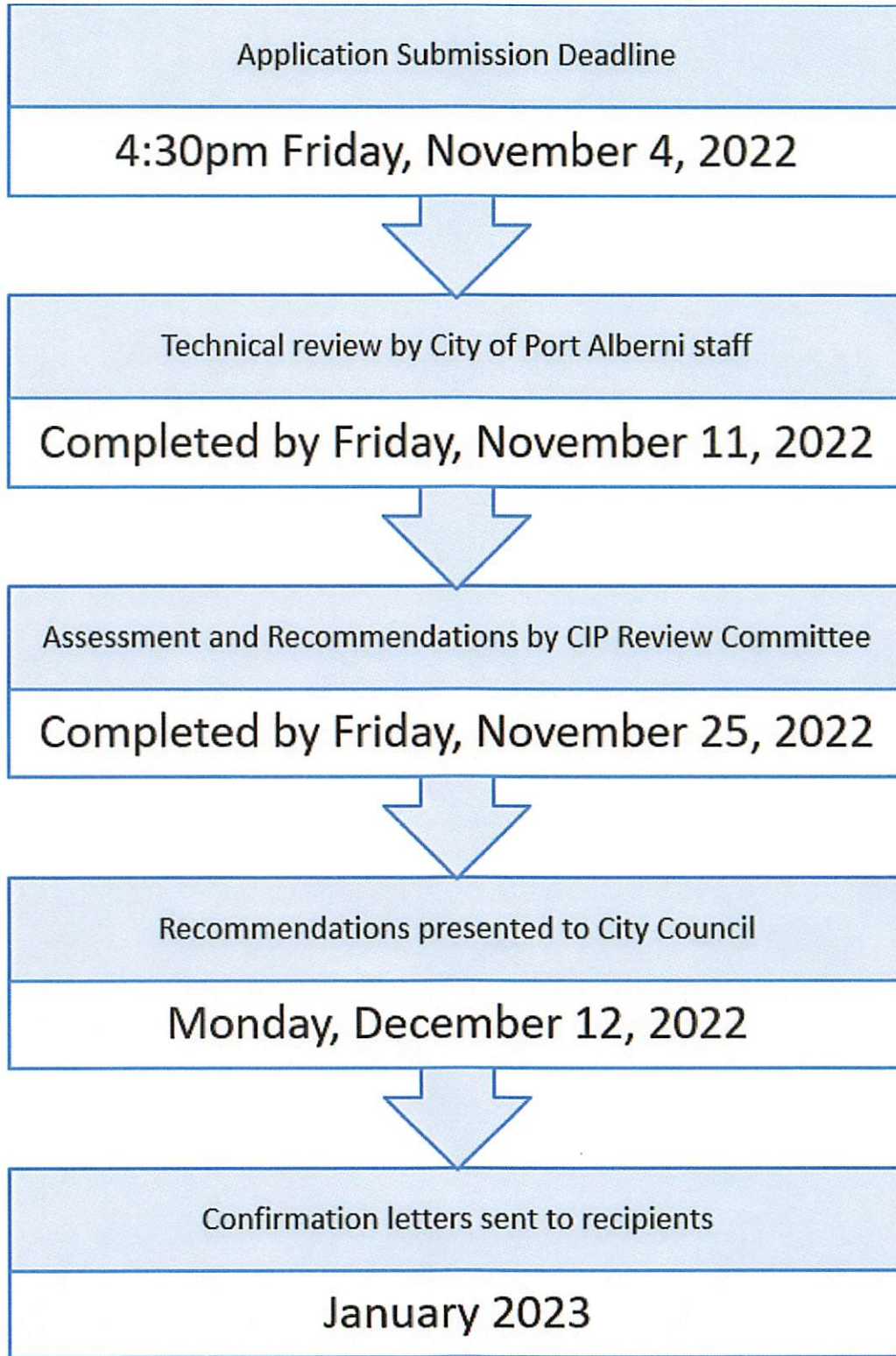
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SUMMARY

In 2022, the Committee received 20 grant applications. Staff recommend that Council for the City of Port Alberni approve the 2022 Community Investment Program recommendations provided by the Community Investment Program Committee.

ATTACHMENTS/REFERENCE MATERIALS

1. 2023 Community Investment Program Timeline
2. 2022 Community Investment Program Application Details



Attachment 2: 2022 Community Investment Program Application Details

Organization	Program/Event	2022 Request									2022 Recommendation									
		Facilities	Utilities	Rec. Passes	Staff Time	Tents	Bus Tickets	Total In-Kind	Cash	Total Requested	Facilities	Utilities	Rec. Passes	Staff Time	Tents	Bus Tickets	Total In-Kind	Cash	Total Distributed	Current Credit
The Community Arts Council of the Alberni Valley	Basic Assistance / Matching Program		\$2,500.00			\$630.00		\$3,130.00	\$5,000.00	\$8,130.00		\$1,000.00			\$630.00		\$1,630.00	\$5,000.00	\$6,630.00	\$714.00
Alberni Community and Women's Services Society	Transition House and Resource Center		\$2,200.00	\$240.00			\$144.00	\$2,584.00		\$2,584.00			\$240.00			\$144.00	\$384.00		\$384.00	\$0.00
Alberni Valley Community School Society	Bus Tickets						\$900.00	\$900.00		\$900.00						\$900.00	\$900.00		\$900.00	\$0.00
Port Alberni Family Guidance Association	Self Compassion/Mindfulness and Anxiety support groups							\$0.00	\$2,738.00	\$2,738.00							\$0.00	\$2,738.00	\$2,738.00	\$578.03
Port Alberni Friendship Center	Connecting Community – a path forward							\$0.00	\$3,500.00	\$3,500.00							\$0.00	\$3,230.00	\$3,230.00	\$0.00
Alberni Classical Concerts Society	2022 Classical Concert Series							\$0.00	\$600.00	\$600.00							\$0.00	\$600.00	\$600.00	\$0.00
Abbeyfield, Port Alberni	20th Anniversary Celebration					\$630.00		\$630.00	\$1,400.00	\$2,030.00					\$630.00		\$630.00		\$630.00	\$0.00
Port Alberni Toy Run	Port Alberni Toy Run	\$1,292.00				\$1,260.00		\$2,552.00		\$2,552.00	\$1,292.00				\$1,260.00		\$2,552.00		\$2,552.00	\$314.26
Special Olympics Port Alberni	Swimming and Floor Hockey	\$1,800.00						\$1,800.00		\$1,800.00	\$1,800.00						\$1,800.00		\$1,800.00	\$1,014.60
Port Alberni Shelter Society	Shelter Farm - Incubator Farm Program							\$0.00	\$5,000.00	\$5,000.00							\$0.00	\$3,000.00	\$3,000.00	\$0.00
Royal Canadian Legion Branch 293	Remembrance Day Ceremony	\$500.00			\$600.00			\$1,100.00		\$1,100.00	\$500.00			\$600.00			\$1,100.00		\$1,100.00	\$1,800.00
Port Alberni Orchestra and Chorus Society	Liability Insurance and Youth Recitals	\$745.00						\$745.00	\$1,191.00	\$1,936.00	\$745.00						\$745.00	\$1,191.00	\$1,936.00	\$1,342.83
Port Alberni Highland Dancers Association	Annual Robbie Burns Supper	\$600.00			\$250.00			\$850.00		\$850.00	\$600.00			\$250.00			\$850.00		\$850.00	\$0.00
Rotary Club of Port Alberni-Arrowsmith	Distribution of Rain Ponchos							\$0.00	\$4,206.00	\$4,206.00							\$0.00	\$0.00	\$0.00	\$0.00
Port Alberni Folkfest Multicultural Society	Canada Day Parade and Celebration	\$30.00				\$945.00		\$975.00		\$975.00	\$30.00				\$945.00		\$975.00		\$975.00	\$1,945.85
CMHA - Port Alberni	Oktoberfest	\$500.00			\$600.00			\$1,100.00	\$5,000.00	\$6,100.00	\$500.00			\$600.00			\$1,100.00		\$1,100.00	\$0.00
Alberni District Fall Fair Association	ALBERNI DISTRICT FALL FAIR/ FAMILY FOOD FEST					\$1,890.00		\$1,890.00		\$1,890.00					\$1,890.00		\$1,890.00		\$1,890.00	\$0.00
Grass Root Homelessness Coalition Society	Pop up Warming Centers			\$40.00		\$315.00	\$18.00	\$373.00	\$3,000.00	\$3,373.00			\$250.00			\$250.00	\$500.00	\$7,500.00	\$8,000.00	\$0.00
Alberni Valley Nature Club	Planting Trees within the city							\$0.00	\$800.00	\$800.00							\$0.00	\$800.00	\$800.00	\$0.00
Alberni Valley Pride Society	Pride 2022 Events	\$1,700.00				\$630.00		\$2,330.00		\$2,330.00	\$1,700.00				\$630.00		\$2,330.00		\$2,330.00	\$2,279.88
Totals		\$7,167.00	\$4,700.00	\$280.00	\$1,450.00	\$6,300.00	\$1,062.00	\$20,959.00	\$32,435.00	\$53,394.00	\$7,167.00	\$1,000.00	\$490.00	\$1,450.00	\$5,985.00	\$1,294.00	\$17,386.00	\$24,059.00	\$41,445.00	

Date: December 5, 2021
File No: 5330-20-WTTP
To: Mayor & Council
From: T. Pley, Chief Administrative Officer
Subject: Liquid Waste Management Plan | Plan Monitoring Committee

Prepared by: <i>R. DICKINSON</i> Director of Engineering & Public Works	Supervisor: <i>T. PLEY</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley, Chief Administrative Officer
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RECOMMENDATION[S]

THAT Council receive this report for information.

PURPOSE

To provide Council with an update relating to the City's Liquid Waste Management Plan Monitoring Committee and related Committee Terms of Reference.

BACKGROUND

The Plan Monitoring Committee established in 2013 as a means to provide input and support into the City's commitment as part of the LWMP process last met in June of 2020. Since that time, a draft Operating Certificate (OC) was issued for the WWTP and the Liquid Waste Management Plan (LWMP) approved. As part of this conditional approval, the Ministry of Environment and Climate Change Strategy (MoE) requires a Plan Monitoring Committee (PMC) be established and maintained. The scope of the Plan Monitoring Committee (PMC) is defined in the Operational Certificate (OC) issued to the City of Port Alberni for the Wastewater Treatment Facility (WWTF) and by further requirements of the LWMP. A draft Terms of Reference (ToR) for the Committee outlining these conditions is attached for reference.

ALTERNATIVES/OPTIONS

The report is for information only.

ANALYSIS

The LWMP and WWTF both require that a Committee be established and maintained to support the implementation of the LWMP and the operation of the WWTF. Responsibilities of the Committee are outlined in Sections 5 and 6 of the ToR and are supported by Provincial legislation and best practices.

The WWTF became operational on November 15, 2021. With the facility operating it is imperative that the Plan Monitoring Committee resume regular meetings as soon as possible. Engagement for the restoration of the old lagoon must also commence soon to enable construction next year, this engagement includes input from the Committee.

In 2013, a Committee was formed to support the work of the City's LWMP. The Committee referenced in this report is the same committee, however their focus and goals have changed from supporting the creation of a LWMP to implementing the LWMP and monitoring the operation of the WWTF.

IMPLICATIONS

With the reinstatement of a PMC the City of Port Alberni Engineering & Public Works departments with the support of the Corporate Services department will be responsible to maintain and manage Committee meetings, share minutes and related studies with Committee members, any other interested parties and well as the general public.

COMMUNICATIONS

The members outlined in Section 1 of the ToR will be contacted to identify representatives for the PMC and schedule the initial meeting. Meeting agendas and subsequent minutes, reports and studies will be available to the public.

BYLAWS/PLANS/POLICIES

This initiative supports the LWMP, the OC for the Waste Water Treatment Facility and thereby maintains City compliance with the Municipal Wastewater Regulation and supports regional partnerships.

SUMMARY

The City is reinstating the Plan Monitoring Committee to support the implementation of the Liquid Waste Management Plan and monitoring of the Waste Water Treatment Facility operation.

ATTACHMENTS/REFERENCE MATERIALS

- *Receiving Environment Monitoring Committee Terms of Reference*

DRAFT

TERMS OF REFERENCE

FOR THE

Monitoring Committee

WITH RESPECT TO THE

City of Port Alberni

Liquid Waste Management Plan

(LWMP)

Dec 5, 2021

1	KEY CONTACTS	Error! Bookmark not defined.
2	BACKGROUND	2
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TERMS OF REFERENCE FOR LWMP

1 MEMBER AGENCY REPRESENTATIVES

- Alberni Clayoquot Regional District (ACRD)
- Tseshaht First Nation (TFN)
- Hupacasath First Nation (HFN)
- Catalyst Paper (Catalyst)
- Port Alberni Port Authority (PAPA)
- Fisheries and Oceans Canada (DFO)
- BC Ministry of Environment and Climate Change Strategy (MOE)
- River Forecast Centre, BC Ministry of Forests, Lands & Natural Resources Operations (RFC)
- Alberni Valley Enhancement Association (AVEA)
- Ducks Unlimited
- Somass Estuary Management Plan Committee (SEMP)
- City of Port Alberni (City)

2 BACKGROUND

Over the past several years, the City of Port Alberni has been actively working to establish a technically feasible and affordable solution for upgrades to the City's wastewater treatment facilities, which are needed to comply with provincial and federal wastewater regulations. The City's Stage 1 Liquid Waste Management Plan (LWMP) was approved by the BC Ministry of Environment in 2001. The Stage 2 LWMP was initiated in 2003; however, the options identified were financially prohibitive for the City and were not shared with the public. The Stage 2 LWMP was reinitiated in 2013, extensive work was undertaken, and a draft report completed in 2017. At that time, the City decided to pursue registration under the Municipal Wastewater Regulation (MWR), in conjunction with design progression and construction of the upgrades to the City's wastewater treatment facility [WWTF] upgrades. The City elected to also continue with the LWMP and benefit from the holistic framework embedded in the LWMP process for ongoing management of municipal wastewater and stormwater. The combined Stage 2/3 LWMP was approved July 30, 2021 by MOE. In conjunction with the LWMP approval the MOE has provided a draft Operational Certificate (OC) for the WWTF which became operational November 15, 2021.

Requirements of the new LWMP and OC include re-establishing the Wastewater Advisory Committee (WAC), first established in 2013, as the Plan Monitoring Committee (PMC) to obtain First Nations, technical, regulatory, and public input into the City's Implementation of the LWMP.

3 SCOPE

The scope of the Plan Monitoring Committee (PMC) is defined in the Operational Certificate (OC) issued to the City of Port Alberni for the Wastewater Treatment Facility (WWTF) and by further requirements of the LWMP.

Section 2.8 of the OC requires that the City must maintain a Liquid Waste Management Plan Monitoring Committee (PMC) to provide advice to the City on Liquid Waste Management Plan commitments including managed release of effluent, receiving environment monitoring and LWMP commitments. The PMC must include at least one member of the Hupačasath First Nation and one member of the Tseshah First Nation (*čišaaʔath*). The PMC must meet at least once per year to review the results of the effluent and receiving environment monitoring program prior to submitting the annual report to the director.

The PMC is a forum to share technical information and Traditional Knowledge, for problem-solving, and to develop recommendations related to environmental matters, monitoring and reporting activities of the City.

The PMC will be active throughout operations of the wastewater treatment facility as required by the authorization. The area to be considered by the PMC are the [GEOGRAPHIC SCOPE TBD].

The PMC is a non-regulatory body.

4 PMC MEMBERSHIP

Notwithstanding the regulatory obligations of the BC Ministry of Environment and Climate Change Strategy and City of Port Alberni, it is the responsibility of all member agencies to appoint personnel to sit on the PMC and to determine their level of participation.

Members:

Each member agency/organization is expected to appoint one representative and one alternate participant, except for First Nations which will have two representatives: one technical representative and one traditional knowledge representative. The function of the alternate is to attend meetings when the member is unavailable, to ensure, as much as possible, that each member organization/agency is represented at all PMC meetings.

The Traditional Knowledge (TK) representatives will be appointed by the First Nations in order to ensure that the First Nation's worldview and traditional knowledge is meaningfully considered within the preparation of advice. Additional groups and individuals are welcome to attend the annual public meetings offered by the PMC.

The PMC may be supported from time to time by technical working groups to provide specific technical advice. Technical working groups will be decided by the PMC depending on the topic being discussed. In addition, technical specialists can be invited to PMC meetings to provide advice as needed.

4.1 Term of Appointment for PMC members

To ensure transfer of knowledge and continuity within the PMC, PMC member appointments are expected to be for three (3) years with the opportunity for re-appointment based upon the decision of each member agency. A staged rotation of members is desirable to ensure continuity within the committee.

4.2 Chair of PMC – The chair of the PMC shall be the City Director of Engineering and Public Works. The Chair shall be responsible for undertaking notification to Committee members regarding meeting times, locations, and for ensuring that accurate minutes of meetings are taken and distributed.

(see attached draft committee membership listing as Appendix 1)

5 GOALS AND OBJECTIVES OF THE PMC

The Objectives of the PMC as outlined in the Wastewater Treatment Facility Operational Certificate are as follows:

1. Provide science-based and/or traditional knowledge-based advice to the City of Port Alberni and the Director on issues related to:
 - Recommended revisions to the water quality targets specified in the [AUTHORIZATION], based on the review of monitoring results and annual reports;
 - The triggering mechanisms regarding retention and managed release of effluent during fisheries critical time periods.
 - Environmental monitoring program and data assessments associated with implementation of the Wastewater Treatment Facility Operational Certificate;
 - Maximizing effectiveness and coordination of environmental monitoring activities; and
 - Facilitate integration of traditional knowledge into environmental monitoring and activities conducted under the Wastewater Treatment Facility Operational Certificate.
2. Provide a forum for sharing information on the monitoring and research activities taking place in the Somass Estuary, including but not limited to studies related to environment, fisheries, archaeology, traditional use, climate change, and natural hazards (floods, tsunamis).
3. Support communication of environmental monitoring results collected under the Wastewater Treatment Facility Operational Certificate to First Nation members and the public by:
 - Compiling and analyzing relevant environmental data and information; and
 - Providing information in a plain language format.

4. Provide advice to support continual improvement in monitoring activities conducted under the Wastewater Treatment Facility Operational Certificate.
5. Promote collaboration among the organizations active in the Somass Estuary.

The committee reviews submissions and associated supporting studies required in the Wastewater Treatment Facility Operational Certificate. Specifically, the PMC will review submissions and provide technical advice to the City of Port Alberni and to the Director regarding monitoring submissions in sections 1 to 3 of the OC.

The PMC will also provide input to the City of Port Alberni regarding reports which are required under sections: 2.1, 2.5, 2.11, 2.13, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6.

The PMC may also review other pertinent monitoring data relevant to water quality and fish in the receiving environment.

The PMC must recognize the extent and limitations of its mandate.

6 LIMITATIONS

1. The PMC cannot direct Statutory Decisions. The PMC may advise the Province in matters pertaining to the Director's regulatory role.
2. The PMC does not prevent/restrict the First Nations and the City of Port Alberni from interacting directly with the Province and City of Port Alberni on matters within the scope of the PMC.
3. The PMC cannot stop or interrupt the City of Port Alberni from carrying on its operations or making decisions regarding amendments to the Wastewater Treatment Facility Operational Certificate, subject to regulatory requirements.
4. The PMC is not a replacement for direct Government-to-Government agreements or discussions, direct City of Port Alberni to-First Nation agreements or discussions, or direct City of Port Alberni-to-BC Government discussions; rather it is supplemental.
5. The PMC does not deal with Health and Safety considerations.

7 MEETINGS

The PMC will hold a minimum of 4 meetings per year, plus one or more annual public meeting(s) for the first two years. Thereafter, the frequency of meetings will be determined by the committee.

Special meetings may be called at any time by the chair with agreement of committee members to address issues as they arise. For example, a special meeting could be called to formulate a recommended response to low dissolved oxygen levels in the Somass Estuary.

8 DELIVERABLES

- Committee meeting minutes distributed to PMC members;
- PMC technical recommendations based upon reviews of monitoring information provided to the Director, First Nations and the City of Port Alberni and recorded in meeting minutes or PMC approved memorandum;

9 ISSUE MANAGEMENT AND DISPUTE RESOLUTION

The PMC will strive for consensus when making recommendations and decisions. There may be situations when consensus is not achieved. The minutes shall document the issues and opinions along with the views and conclusions of PMC members. The minutes of the PMC will be reviewed by the City of Port Alberni and the Director to inform actions and decisions relating to the Wastewater Treatment Facility Operational Certificate.

Consultation by the Ministry of Environment and Climate Change Strategy may be undertaken with specific members to fully understand the differing opinion. Where a decision is before the Director, the Director may seek a resolution prior to making the decision.

For EMA related decisions by the Director, once a decision is made, should a person feel aggrieved by the decision, there is an appeal mechanism available to the Environmental Appeal Board.

10 LIMITS OF THESE TERMS OF REFERENCE

Nothing in these Terms of Reference limits or abrogates the responsibilities or duties assigned to individual agencies under their own legislation.

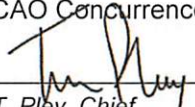
11 AMENDMENT

These TOR may be revised at any time upon request of a committee member. These TOR will be reviewed 1 year after the acceptance date. Consensus of all committee members must be obtained on any amendment to the TOR.

12 SUPPORT

The City of Port Alberni will consult with the FIRST NATIONS on a funding mechanism for the participation of the First Nations representatives on the committee.

Date: December 5, 2021
File No: 6240-20-QUAYS
To: Mayor & Council
From: T. Pley, Chief Administrative Officer
Subject: Connect the Quays Pathway Project | Next Steps

Prepared by: <i>R. DICKINSON</i> Director of Engineering & Public Works	Supervisor: <i>T. PLEY</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley, Chief Administrative Officer
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RECOMMENDATION[S]

- a. THAT Council direct staff to design and construct two segments of the Connect the Quays Pathway in 2022 as follows:
 - i. Approximately 1100 metres of path between Harbour Quay and Tyee Landing complete with a view point into the Somass lands; and
 - ii. Approximately 850 metres of path from Gertrude Street through Roger Creek Park to the bridge across Roger Creek.
- b. THAT Council authorize staff to award the detailed design work for the 2022 Connect the Quays Pathway project to PWL Partnership Landscape Architects Inc. in the amount of \$90,000.

PURPOSE

To seek Council authorization to proceed with design and construction of two segments of the Connect the Quays Pathway project and to award detailed design work to PWL Partnership Landscape Architects Inc.

BACKGROUND

The City recently concluded a public engagement process for the Connect the Quays Pathway project. PWL Partnership Landscape Architects Inc. (PWL) was retained by the City to lead the public engagement phase of the project. At a regular meeting of Council on November 22, 2021 PWL presented the results of the public engagement process. The engagement process identified the following phasing preferences:

- Stage 4 (Redford Street to Harbour Quay)
- Stage 3 (Roger Street to Redford Street)
- Stage 1 (Victoria Quay to Roger Creek Park)
- Stage 2 (Roger Creek Park to Roger Street)

Following PWLs presentation to Council, Council resolved as follows:

THAT Council for the City of Port Alberni direct the Director of Engineering and Public Works to prepare a report outlining a timeline and next steps for the Connect the Quays Pathway project for Council's consideration.

CARRIED | Res. No. R21-266

F6

ALTERNATIVES/OPTIONS

Option One: That Council direct staff to design and construct 2 sections of the Connect the Quays Pathway as follows:

- i) Approximately 1100 meters of path between Harbour Quay and Tyee Landing, complete with a view point located on the Somass lands; and
- ii) Approximately 850 meters of path from Gertrude Street through Roger Creek Park to the pedestrian bridge across the creek and from that point to Roger Street along the ICF rail corridor.

AND FURTHER, THAT Council authorize staff to award the detailed design work for the 2022 Connect the Quays Pathway project to PWL Partnership Landscape Architects Inc. in the amount of \$90,000.

Option Two: THAT Council provide alternate direction.

Option Three: THAT Council take no action.

ANALYSIS

Public preferences notwithstanding, some portions of the preferred pathway route are more readily developed than others. Taking into consideration public priority preferences and the readiness for development of some portions relative to others, staff recommend that design work leading to construction begin on two portions of the pathway route.

The City can commence design and construction of a portion of Segment 4 from Harbour Quay to Tyee landing with limited access enabled on the waterfront of the Somass lands. The specific details of the alignment and amenities along the proposed path will be discussed with adjacent property owners and brought back to Council prior to construction. This section of path is approximately 900 metres long with a possible 200 metres of view point path built into the Somass lands depending on how readily that land can be accessed during demolition and remediation. The preliminary cost estimate for the 1100 metres of path and amenities is approximately \$900,000. An updated cost estimate will be brought to Council prior to construction. The proposed works would be built in the summer of 2022.

Staff are also recommending the completion of the design and construction of approximately 850 metres of path through Roger Creek Park from Gertrude Street to the Roger Creek bridge, and from Roger Creek bridge to Roger Street. Though this is priority 4 based on the public engagement process, it is being proposed for the following reasons:

- design work commenced in 2021, so construction is possible in 2022
- the City is the property owner of a significant portion, and a license to occupy Island Corridor Foundation rail corridor is pending
- the location is already frequently used by pedestrians/cyclists
- the addition of a path, lighting and amenities will make the park and pathway safer for all users
- a portion of path will be a park amenity improving one of the busiest parks in the City
- an improved pedestrian crossing at Gertrude Street with activated controls will make the current situation safer

This section of path is expected to cost approximately \$1.2 million. The specific details of the alignment and amenities along the proposed path will be discussed with adjacent property owners and brought back to Council with an updated cost estimate prior to construction. The proposed works would be built in the summer of 2022.

The environmental approvals and property discussions for the other sections of the path are expected to commence concurrently with construction of the first two stages of construction. Future year staging of design and construction will be proposed through the 2022-2026 Five Year Financial Plan based on expected grants and available funding.

IMPLICATIONS

The City's Five-Year Financial Plan identifies funding adequate to complete the detailed design work identified in this report. A grant application for \$2.5 million remains pending. Construction of both portions of pathway identified in this report is contingent on grant funding. Should the City's grant application not be successful, a lesser amount of construction will be undertaken in 2022.

Ongoing operation and maintenance costs related to the new pathway will be incorporated into the Five-Year Financial Plan as an increase to the Parks and Roads and Drainage departments. The value of those maintenance costs will be determined when the update construction cost estimate is brought to Council.

COMMUNICATIONS

The public engagement phase of the project has been completed. Detailed alignment revisions and amenities will be brought forward to impacted properties, Council and the public as decisions are made. Staff will continue to release project updates as milestones are achieved through the media, the City's social media outlets and Council's regular meeting agendas.

BYLAWS/PLANS/POLICIES

This initiative supports the following Strategic Priorities:

- 1.1 Be a community that is connected by safe, walkable, green streets and accessible by multi-modal pathways.
- 5.3 The community is connected with safe pathways and trails that are multi-modal. Pedestrians and cyclists are safe and feel welcome.

SUMMARY

Public engagement for the Connect the Quays Pathway has been completed, the results of which indicate public preference for alignment and staging. Based on those preferences and practicalities of some segments over others, it is recommended that in 2022 detailed design and construction work commence for the path along two sections that do not require extensive environmental approvals or completion of property negotiations which are ongoing.

The environmental approvals and property discussions for the other sections are expected to commence concurrently with construction of the two first stages of construction. Future year staging of design and construction will be proposed through the 2022-2026 Five Year Financial Plan based on expected grants and available funding.

It is recommended that the City commence construction of two sections of the Connect the Quays pathway in 2022 and continue discussions and subsequent approvals to complete the remaining sections of the pathway as grants and budgets are made available.

ATTACHMENTS/REFERENCE MATERIALS

- *Connect the Quays Public Priorities of 4 Stages*

c: A. McGifford, Director of Finance
W. Thorpe, Director of Parks, Recreation and Heritage

Survey Results

WHAT WE HEARD

1 The pathway will be constructed in phases over several years and has been divided into 4 “segments.” Which segments should receive priority for construction? Rank each segment from:

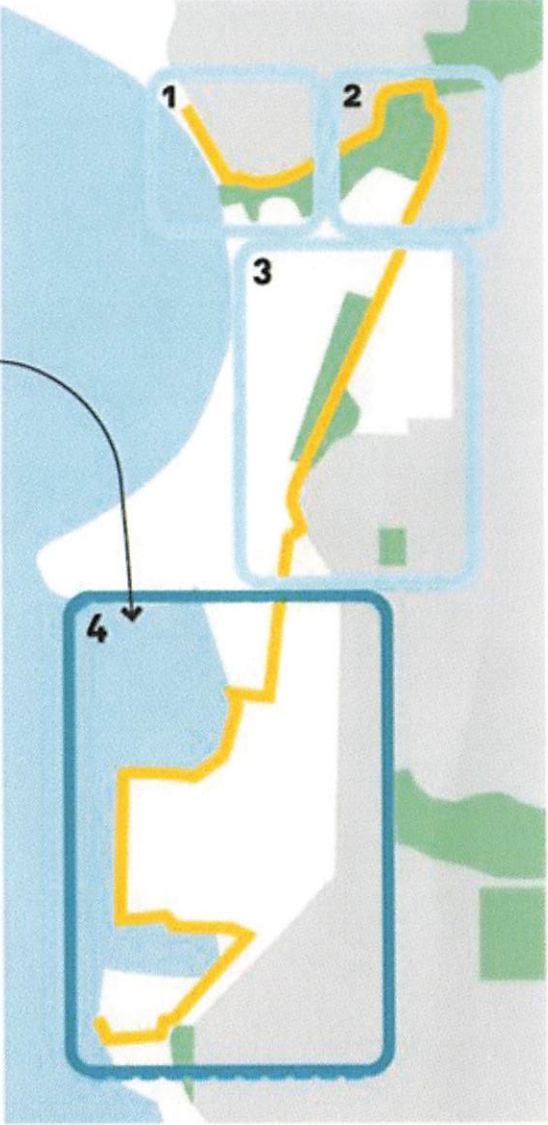
1 (highest priority) to 4 (lowest priority)

HIGHEST PRIORITY Segment 4: Redford Street to Harbour Quay 1.77

Segment 3: Roger Street to Redford Street
AVERAGE RANK: 2.67

Segment 1: Victoria Quay to Roger Creek Park
AVERAGE RANK: 2.69

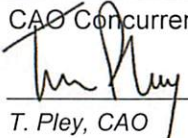
Segment 2: Roger Creek Park to Roger Street
AVERAGE RANK: 2.76



Proposed Pathway Route
Route Segment
Existing Green Space



Date: December 8, 2021
File No: 3030-01
To: Mayor & Council
From: T. Pley, CAO
Subject: Preliminary Development Application | Pacific Mayfair Estates – Burde Street

Prepared by:  Scott Smith, MCIP, RPP Director of Development Services/Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

This report is being provided for informational purposes only.

PURPOSE

The provide preliminary information to City Council regarding the status of an application to amend the Official Community Plan and Zoning Bylaw by Pacific Mayfair Estates for properties on Burde Street.

BACKGROUND

The City of Port Alberni received an application to amend the Official Community Plan and Zoning Bylaw by Pacific Mayfair Estates over three legal properties on upper Burde Street. A paper copy of the application was received in September 2021 with an electronic application, including several background documents received in October 2021. The current application proposes approximately 2,300 residential dwelling units and some commercial space.

ANALYSIS

Although a preliminary review of the application has been carried out by staff, at the writing of this report a full staff analysis has not been completed nor has the application proceeded to the Advisory Planning Commission or City Council.

Since submission of the application this past fall, the applicant's representative has verbally indicated to staff that they intend to make substantial changes to the project. Once the changes have been submitted to the City by the applicant, staff will review the revised submission and determine the process to move the application forward.

IMPLICATIONS

N/A

F7

COMMUNICATIONS

Once the details of the application have been received and reviewed by the City, the City will require that the proponents conduct a preliminary public engagement session with results from the session being shared with the City. Noting that the development proposal will require amendments to the City's OCP and Zoning Bylaws, a formal public hearing will be required and held accordingly.

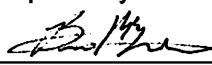
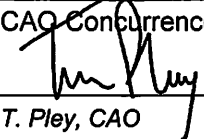
BYLAWS/PLANS/POLICIES

Amendments to the Official Community Plan and Zoning bylaws will be required. As a result, a formal public hearing will be required and held accordingly.

SUMMARY

The City of Port Alberni received an application to amend the Official Community Plan and Zoning bylaws by Pacific Mayfair Estates on three legal properties located on upper Burde Street. The applicant's representative has since indicated that they intend to make substantial changes to their application/project. Once an amended application has been received the proponents will be required to hold a pre-public engagement session to share aspects of their development proposal with the general public and provide City staff with the results of the public engagement session. As the development proposal requires amendments to the City's OCP and Zoning bylaws, a formal public hearing is required and will be held should the amendment bylaws be advanced.

Date: December 2, 2021
File No: 3090-20-DVP 108 & 3060-20-DP 21-14
To: Mayor & Council
From: T. Pley, Chief Administrative Officer
Subject: **DEVELOPMENT APPLICATION – Development Variance Permit No. 108 & Development Permit No. 21-14**
3170, 3146, 3134 1st Avenue & 3197 Kingsway Avenue
 Lot 1, Block 104, District Lot 1, Alberni District, Plan 197D (PID: 009-231-269)
 Lot 2, Block 104, District Lot 1, Alberni District, Plan 197D (PID: 009-231-285)
 Lot A, District Lot 1, Alberni District, Plan VIP86551 (PID: 027-882-411)
 Lot 7, Block 104, District Lot 1, Alberni District, Plan 197D (PID: 009-231-609)
 Lot 8, block 104, District Lot 1, Alberni District, Plan 197D (PID: 009-231-617)
Applicant: R.W. Wall Contracting dba. Stephan Zilliken, Rose Zilliken.

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

- 1) That Council authorize the issuance of Development Variance Permit No. 108, and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 3170, 3146, 3134 1st Avenue and 3197 Kingsway Avenue:
 - a) Vary section 7.9 Required Amount of Parking to permit a reduction from 43 spaces to 33 spaces for a total reduction of 10 spaces.
 - b) Vary section 5.20.2 Site Development Regulations to permit an increase to the maximum height of a principal building from 10 metres to 11.2 metres for an increase of 1.2 metres.
- 2) That Council authorize the issuance of Development Permit No. 21-14, and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B' [a through h], prepared by OCA Architecture Inc. issued for 'Alberni Power & Marine' and dated November 2, 2021 subject to the City of Port Alberni receiving the required landscaping security.

ALTERNATIVES/OPTIONS

The Development Services Department supports Option #1.

1. Approve Development Permit 21-14 along with Development Variance Permit No. 108.
2. Not approve Development Variance Permit No. 108, and request that the applicant revise their plans.
3. Request further information from staff.

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PURPOSE

For Council to consider approving a development variance requesting relief from parking and building height requirements of the Zoning Bylaw for a proposal at 3170, 3146, 3134 1st Avenue & 3197 Kingsway Avenue.

BACKGROUND

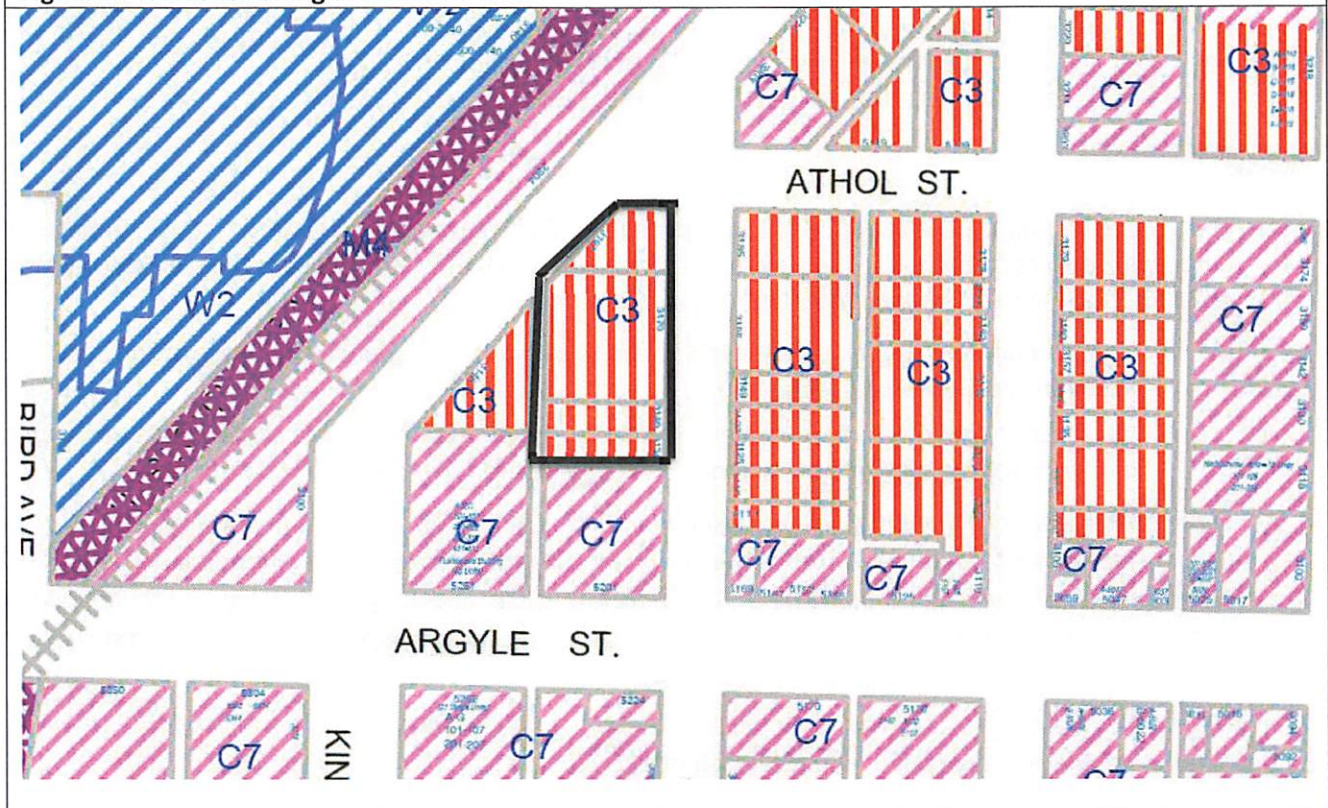
The applicant has applied for a Development Permit to enable an expansion of the existing commercial building. Their business includes the service, repair, and sale of boats. The applicant has purchased two properties to the south of 3170 1st Avenue (3134 & 3146) with the intent of consolidating all lots into one parcel. The new building addition will occupy these currently vacant lots, and more than double the floor space of the existing building. The new addition will contain five new service bays, offices, storage, and a large showroom area.

A Development Permit was issued for the existing building in 2010, along with Development Variance Permit No. 74, which allowed for a reduction in parking and an increase to the maximum building height. The applicant has submitted development plans for the proposed addition, and is once again requesting relief from the parking and building height requirements of the Zoning Bylaw.

Status of the application

The Advisory Planning Commission reviewed the requested variances at the November 18th meeting, and passed a motion recommending to City Council that the application be approved. Meeting minutes are attached.

Figure 1 – Current Zoning at 3170 1st Avenue



ANALYSIS

1. Development Variance Permit No. 108

The applicant is requesting the following variances to the Zoning Bylaw:

- Vary section 7.9 *Required Amount of Parking* to permit a reduction of 10 on-site parking spaces from a total of 43 spaces to a total of 33 spaces.
- Vary section 5.20.2 *Site Development Regulations* to permit an increase to the maximum height of a principal building from 10 metres to 11.2 metres for an increase of 1.2 metres.

2. Development Permit 21-14

Staff have reviewed the proposal in terms of how it meets the Commercial Development Permit Area guidelines of the Official Community Plan (OCP), and the requirements of the Zoning Bylaw. Key points are provided below.

- The addition will double the floor space from 13398 ft², to 27572 ft².
- The height of the addition will be slightly greater than the existing building though they will appear the same height at street level. This is due to the topography of the site.
- Exterior materials will match the existing building.
- The exterior of the addition will be fully illuminated along both 1st Avenue and the rear laneway. Light fixtures in the laneway will be shielded to prevent glare/light spill.
- Main vehicle access will remain off Kingsway Avenue, but there are additional garage door accesses off 1st Avenue and the rear laneway.
- Parking area/service area off Kingsway Avenue will be screened with landscaping and fencing.
- The owners will consolidate all properties prior to the Building Permit being issued.

Parking

The Zoning Bylaw requires 43 parking spaces be provided, but the applicant is proposing to provide 33 spaces for a reduction of 10 spaces total. Most of these spaces will be provided on the lower portion of the property accessed from Kingsway Avenue with an additional four stalls off the laneway.

Under the City's Zoning Bylaw, redevelopment of a property triggers a re-calculation of the parking requirement. Staff have applied the 'Automobile Sales and Service' parking requirement as it is the nearest comparable use in the bylaw. This calculation considers the floorspace of the business, the number of service bays and the anticipated number of employees. In this case, the floorspace of the large indoor boat showroom increases the required amount of parking by 14 spaces.

While showroom floorspace adds to the technical parking requirement, staff believe that this particular use will not generate a comparable demand for parking. Instead, staff prioritize the availability of on-site parking for employees. The 33 spaces on the proposed site plan is more than adequate for their 10 employees, customers, and any future growth of their business operation. Additional street parking is also available along the west side of 1st Avenue. *Table 1* shows the requested parking variance.

Table 1 – Section 7.9 Required Amount of Parking		
	Required Spaces	Proposed Spaces
<i>Automobile Sales and Service & Office</i>	43 spaces	33 spaces
Variance Required	10 spaces	

Maximum Building Height

The applicant is requesting a variance to increase the maximum height of a principal building from 10 metres to 11.2 metres for difference of 1.2 metres. The existing building was also constructed over-height, and the proposed addition is designed to match. The need for a variance is primarily caused by the steep terrain, and the design of the building that allows access from the bottom of the site at Kingsway Avenue, and also from the top of the site at 1st Avenue. However, once constructed the facade at 1st Avenue will appear as a 1-storey building. Accordingly, the requested variance will have minimal impact on views in the neighbourhood. The requested height variance is outlined in *Table 2*.

Table 2 – 5.20.2 Site Development Regulations		
	Required	Proposed
Maximum Height, Principal Building	10 m	11.2 m
Variance Required	1.2 m	

IMPLICATIONS

The property owner at 3170, 3146, 3134 1st Avenue & 3197 Kingsway Avenue is proposing a development which will expand existing commercial business operations. Below is a list of key items that require consideration by the Council:

1. Development Permit and Development Variance Permit

Approving the Development Permit will allow the applicant to proceed to the Building Permit stage. The Development Permit can only be approved concurrently with the Development Variance Permit. If Council does not approve the Development Variance Permit the applicant will need to revise their plans to comply with the Zoning Bylaw.

2. Development Variance (Reduced On-Site Parking)

Council should consider if reducing on-site parking will impact the surrounding neighbourhood by encouraging employees and customers to park in areas meant for public use. Staff have determined that the amount of parking spaces on-site will be sufficient given the nature of the business.

3. Development Variance (Increased Building Height)

Council should consider if permitting an increase to the maximum building height will complement the surrounding neighbourhood, and how it might impact surrounding properties. Council should also consider that the height of the addition will be similar to the existing building. Staff do not anticipate the development will have a negative impact on neighborhood views.

COMMUNICATIONS

As per the City's *Development Application Notice Bylaw 4614*, all occupants and owners of property within 75 metres of the subject property were mailed a notice outlining the intent to vary the Zoning Bylaw. The notice included instructions on how to provide input for City Council's consideration.

BYLAWS/PLANS/POLICIES

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

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

The purpose of the Commercial Development Permit Area in the OCP is to ensure high quality development in highly visible areas of the City that have an impact on the community's image. This is implemented by the City through guidelines in the OCP that provide direction on building design, screening, parking, and other aspects of the development.

2. Zoning Bylaw 2014, No. 4832

The building and site are designed in a way that meets most of the requirements of the *C3-Service Commercial Zone* including the *Site Development Regulations* pertaining to setbacks, density and lot coverage. However, a Development Variance Permit is required to permit a greater maximum building height, and a reduction of on-site parking spaces.

SUMMARY

The City has received a Development Permit application for the commercial properties located at 3170, 3146, 3134 1st Avenue & 3197 Kingsway Avenue. The applicant is proposing to construct an addition to the existing Alberni Power & Marine building in order to expand their operations. The applicant has also applied for a Development Variance Permit seeking relief from building height and on-site parking requirements.

Staff have reviewed the application and are satisfied that the requested variances to the Zoning Bylaw are not likely to have a negative impact on the surrounding neighbourhood. If the variances are approved, the proposed development will meet the requirements of the Zoning Bylaw and Official Community Plan.

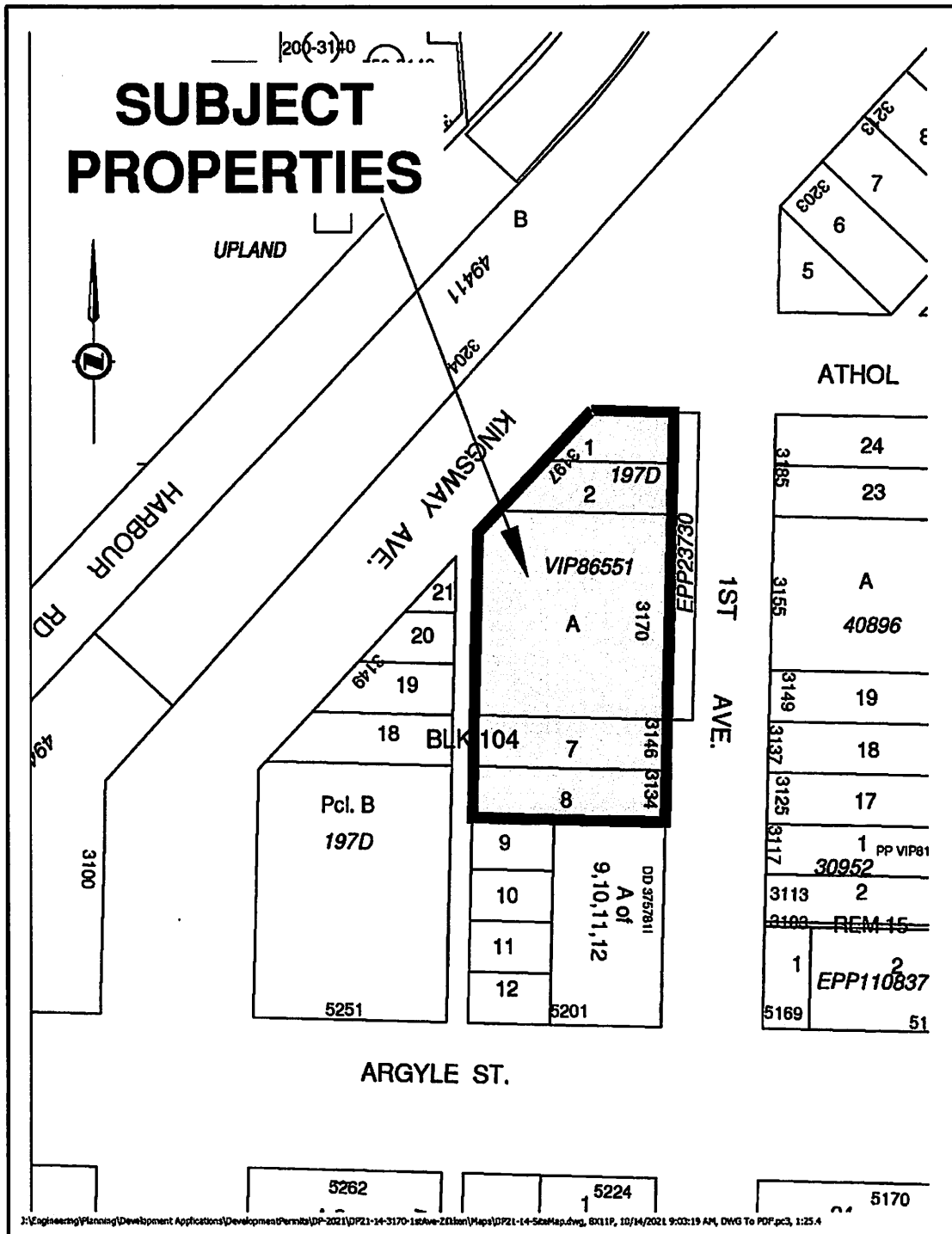
The Planning Department supports the issuance of Development Variance Permit No. 108, and Development Permit No. 21-14 with the conditions outlined in the attached permits.

ATTACHMENTS/REFERENCE MATERIALS

1. Subject Property Map
2. Development Variance Permit
 - Schedule A – Subject Property Map
3. Development Permit
 - Schedule A – Subject Property Map
 - Schedule B – Drawings
 - a) OCA Architecture – A01.1 – Site Plan & Site Data
 - b) OCA Architecture – A01.2 – Site Details
 - c) OCA Architecture – A02.1 – Lower Level Floor Plan
 - d) OCA Architecture – A02.2 – Ground Floor Plan
 - e) OCA Architecture – A03.1 – Elevations
 - f) OCA Architecture – A03.2 – Elevations
 - g) OCA Architecture Elevations – A04.1 – Building Sections
 - h) Victoria Drakeford Landscape Architect – L1 – Landscape Plan
4. Advisory Planning Commission Meeting Minutes Summary dated November 18, 2021
5. Report to Advisory Planning Commission | 3170 1st Ave

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

SUBJECT PROPERTY MAP – 3170, 3146, 3134 1ST Ave & 3197 Kingsway Ave





CITY OF PORT ALBERNI

DEVELOPMENT VARIANCE PERMIT NO. 108

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:

**Rose Zilliken and Stephan Zilliken dba 0963231 BC Ltd.
3170 - 1st Avenue, Port Alberni, BC V9Y 4C2**

to:

- a) Vary section 7.9 Required Amount of Parking to permit a reduction from 43 spaces to 33 spaces for a total reduction of 10 spaces.
- b) Vary section 5.20.2 Site Development Regulations to permit an increase to the maximum height of a principal building from 10 metres to 11.2 metres for an increase of 1.2 metres.

for development on lands legally described as:

- Lot 1, Block 104, District Lot 1, Alberni District, Plan 197D (PID: 009-231-269); and
- Lot 2, Block 104, District Lot 1, Alberni District, Plan 197D (PID: 009-231-285); and
- Lot A, District Lot 1, Alberni District, Plan VIP86551 (PID: 027-882-411); and
- Lot 7, Block 104, District Lot 1, Alberni District, Plan 197D (PID: 009-231-609); and
- Lot 8, block 104, District Lot 1, Alberni District, Plan 197D (PID: 009-231-617); and

located at **3170, 3146, 3134 1st Avenue & 3197 Kingsway Avenue** as shown on the Schedule A map attached.

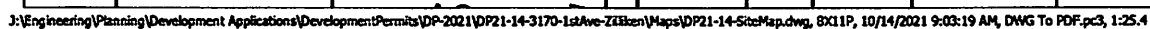
In accordance with the provisions of Section 498 of the *Local Government Act RSBC 2015*, approval of this Permit was granted by resolution of the City Council on Month, Day, Year.

This Permit is issued under the Seal of the City of Port Alberni on Month, Day, Year.

Mayor

Corporate Officer

SUBJECT PROPERTIES



CITY OF PORT ALBERNI
DEVELOPMENT PERMIT NO. 21-14

Development Permit Issued to: **Stephan Zilliken & Rose Zilliken**
3170 1st Avenue, Port Alberni, BC

The land affected by this permit is shown on Schedule A attached hereto and forming part of this Permit and is legally described as the whole or/a portion of:

Lot 1, Block 104, District Lot 1, Alberni District, Plan 197D (PID: 009-231-269)
Lot 2, Block 104, District Lot 1, Alberni District, Plan 197D (PID: 009-231-285)
Lot A, District Lot 1, Alberni District, Plan VIP86551 (PID: 027-882-411)
Lot 7, Block 104, District Lot 1, Alberni District, Plan 197D (PID: 009-231-609)
Lot 8, block 104, District Lot 1, Alberni District, Plan 197D (PID: 009-231-617)

located at **3170, 3146 & 3134 1st Avenue, 3197 Kingsway Avenue**

CONDITIONS OF PERMIT

1. Development of the land to be undertaken shall be limited to the area shown on Schedule A.
2. Development of the land to be undertaken shall be in accordance with the development plans shown on Schedule B attached hereto and forming part of Development Permit No. 21-14.
3. The owner of the land shall provide the general contractor and all professionals associated with the development with copies of this permit.
4. An Irrevocable Letter of Credit or other security is required in the amount of \$1980.50 for landscaping.
5. The owner of the land shall maintain any undeveloped land in a neat and tidy condition at all times.
6. If there has not been any substantial commencement of construction with respect to which the permit was issued within two years after the date it was issued, the permit lapses.

The City of Port Alberni shall file notice of this permit in the Land Title Office stating the land is subject to Development Permit No. 21-14.

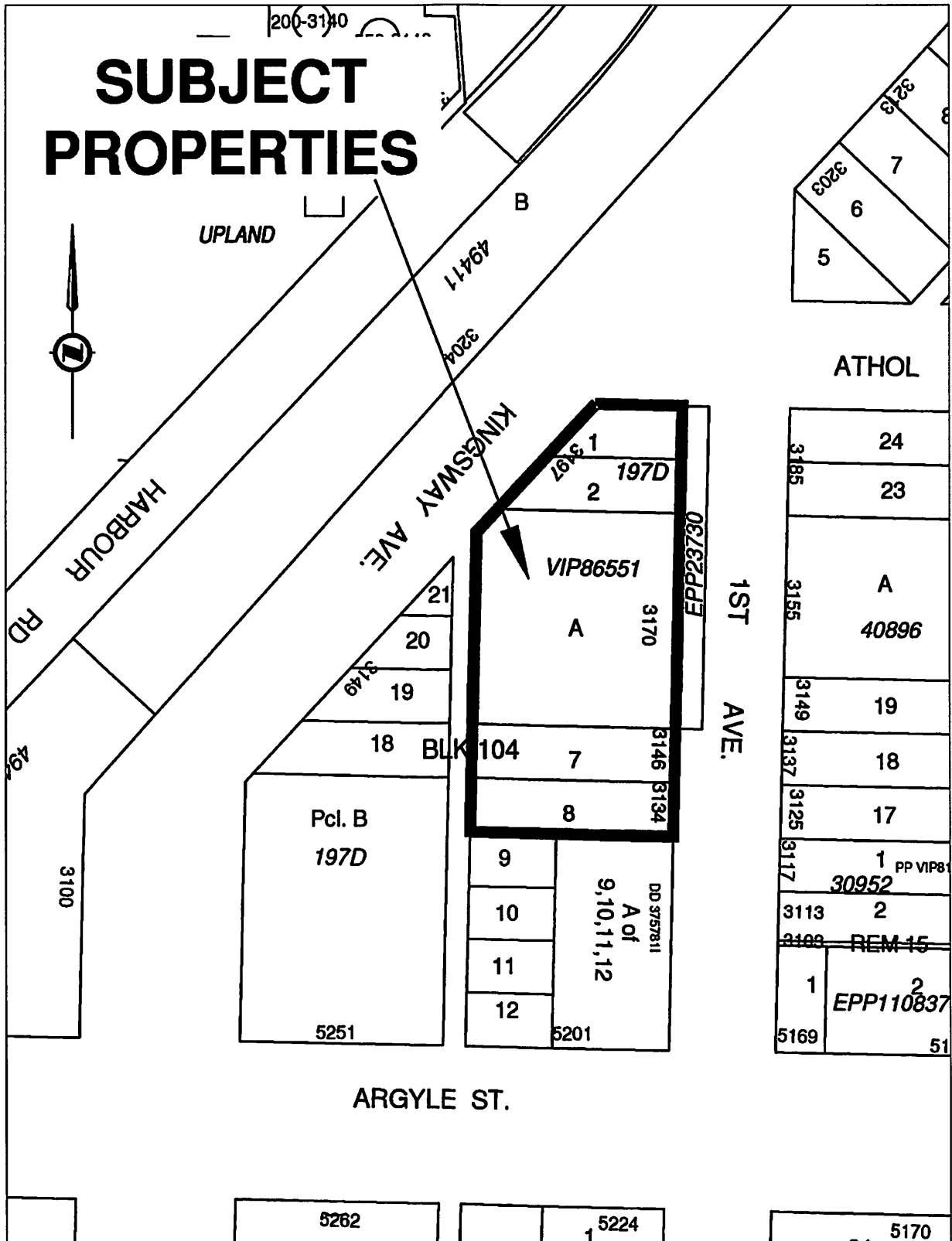
In accordance with the provisions of Section 489 of the *Local Government Act RSBC 2015*, approval of this Permit was granted by resolution of the City Council on Month, Date, Year.

Date

Corporate Officer

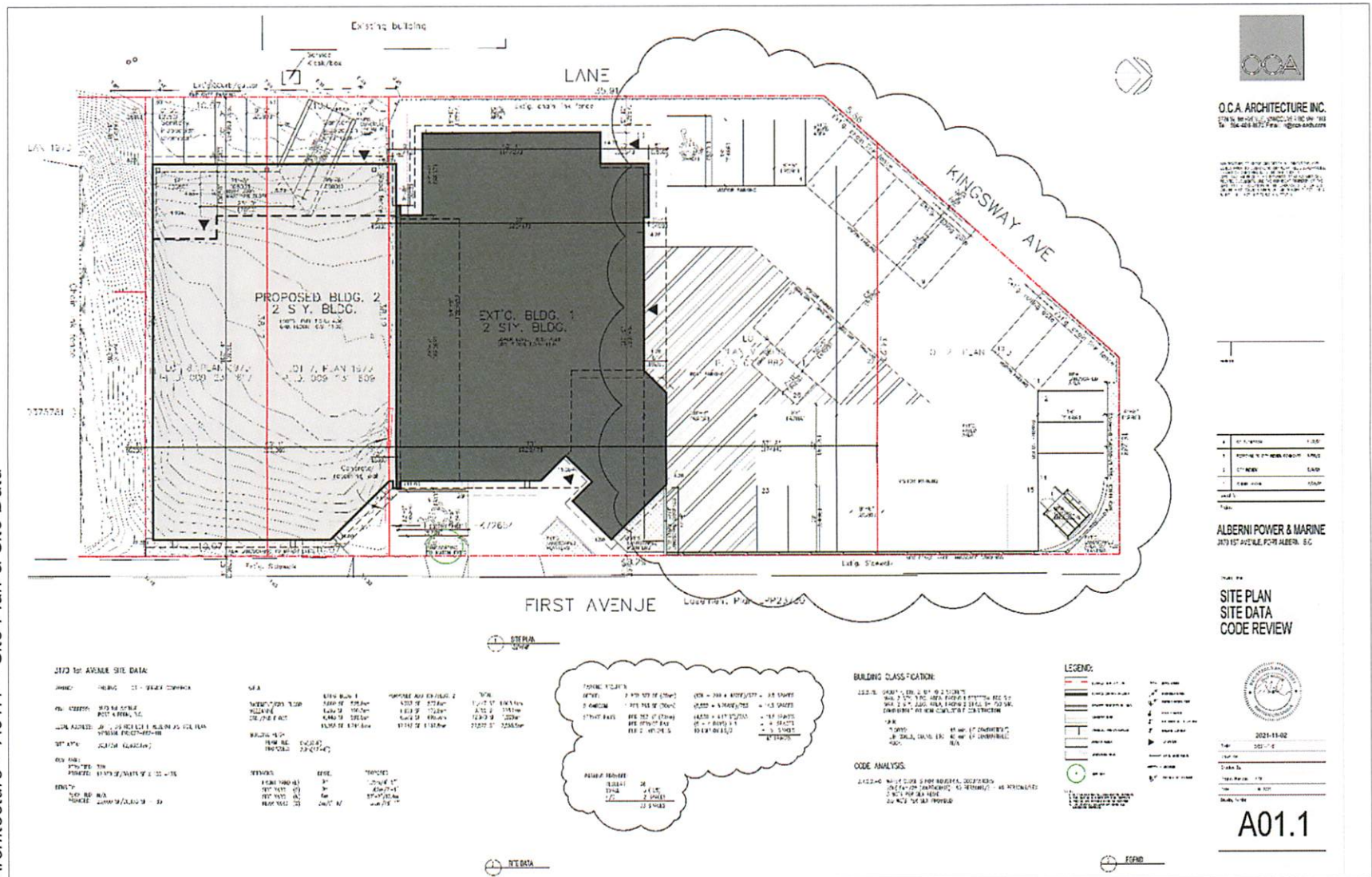
THIS IS NOT A BUILDING PERMIT

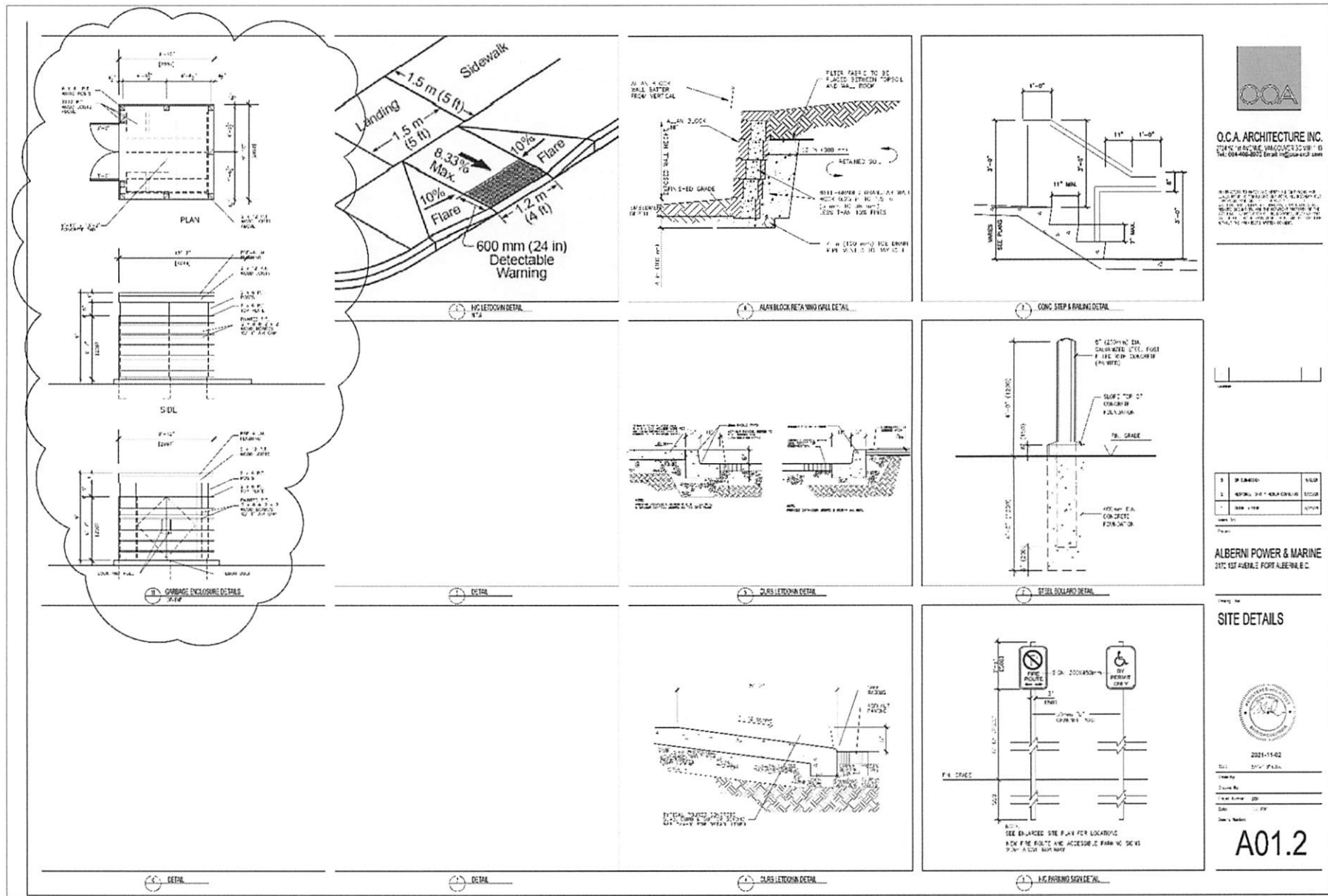
SUBJECT PROPERTIES

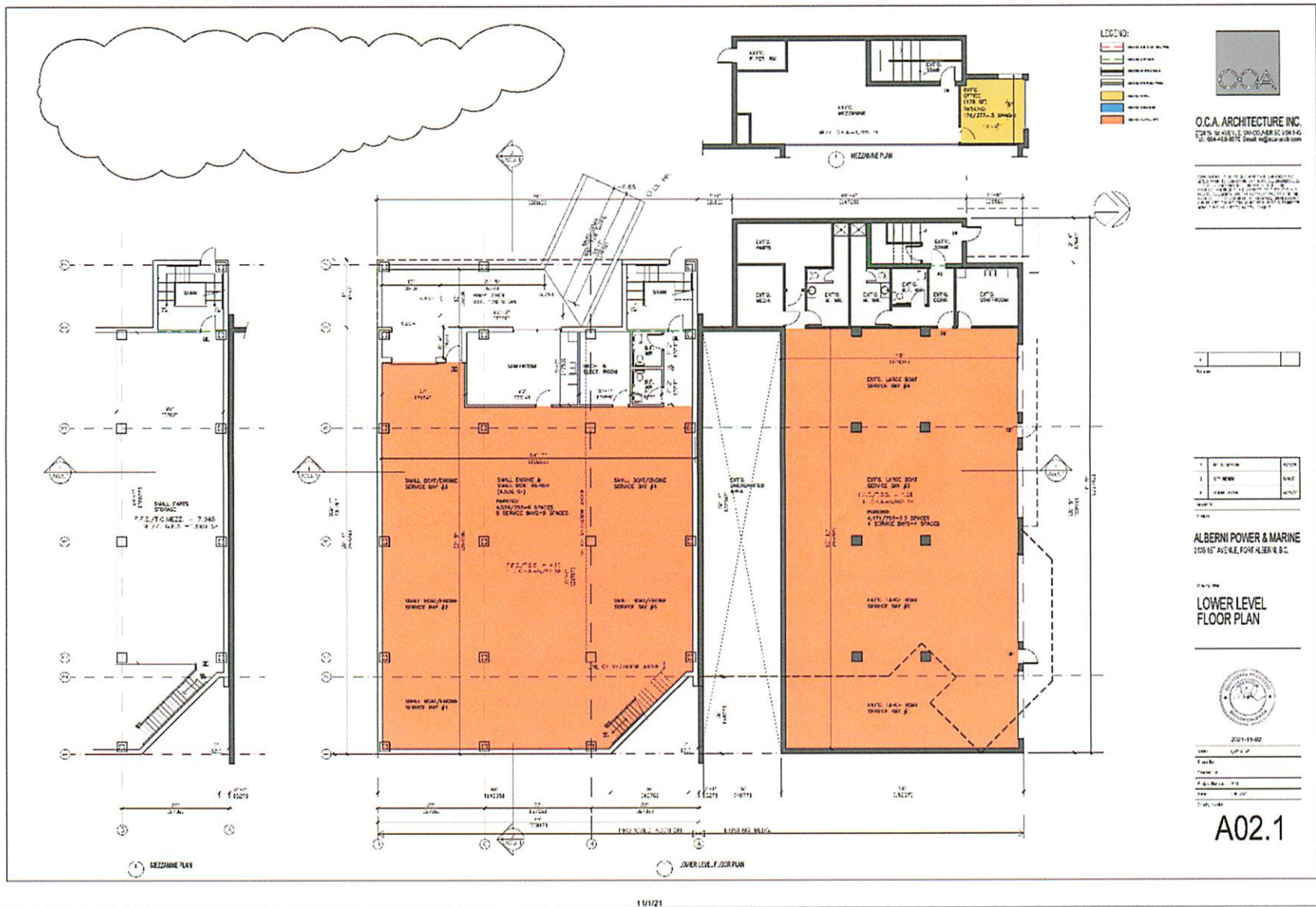


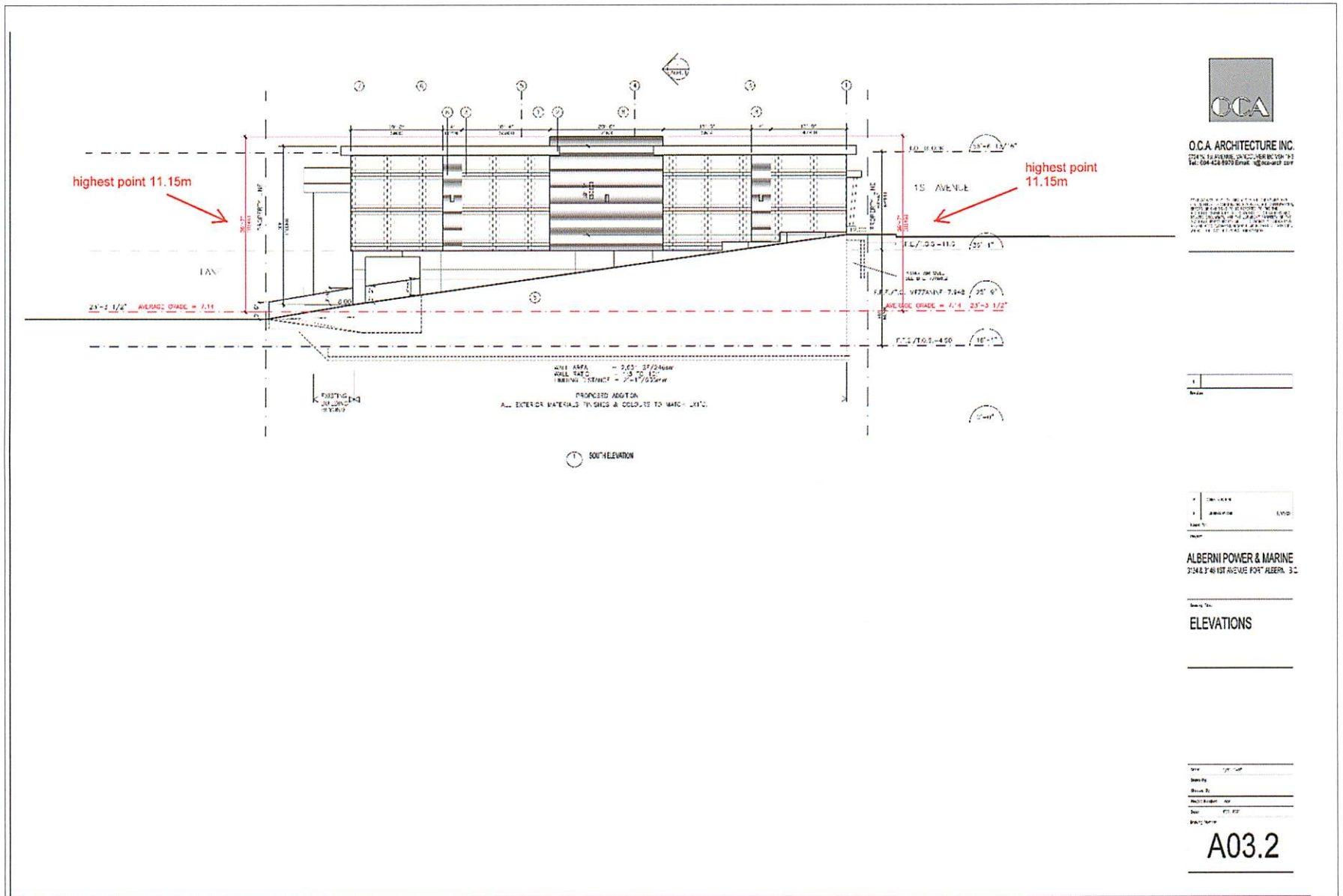
SCHEDULE B TO DEVELOPMENT PERMIT 21-14

a) OCA Architecture – A01.1 – Site Plan & Site Data

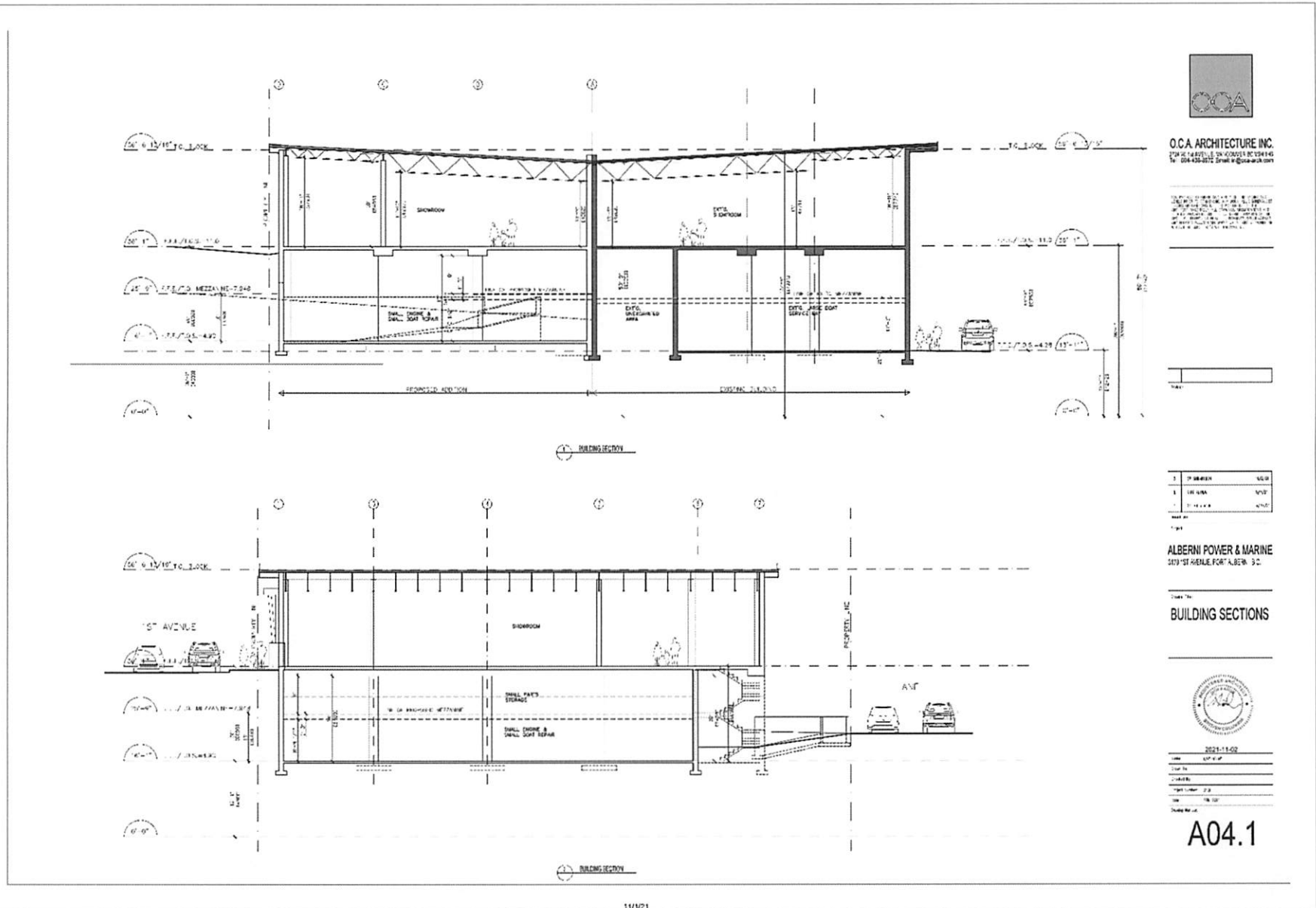


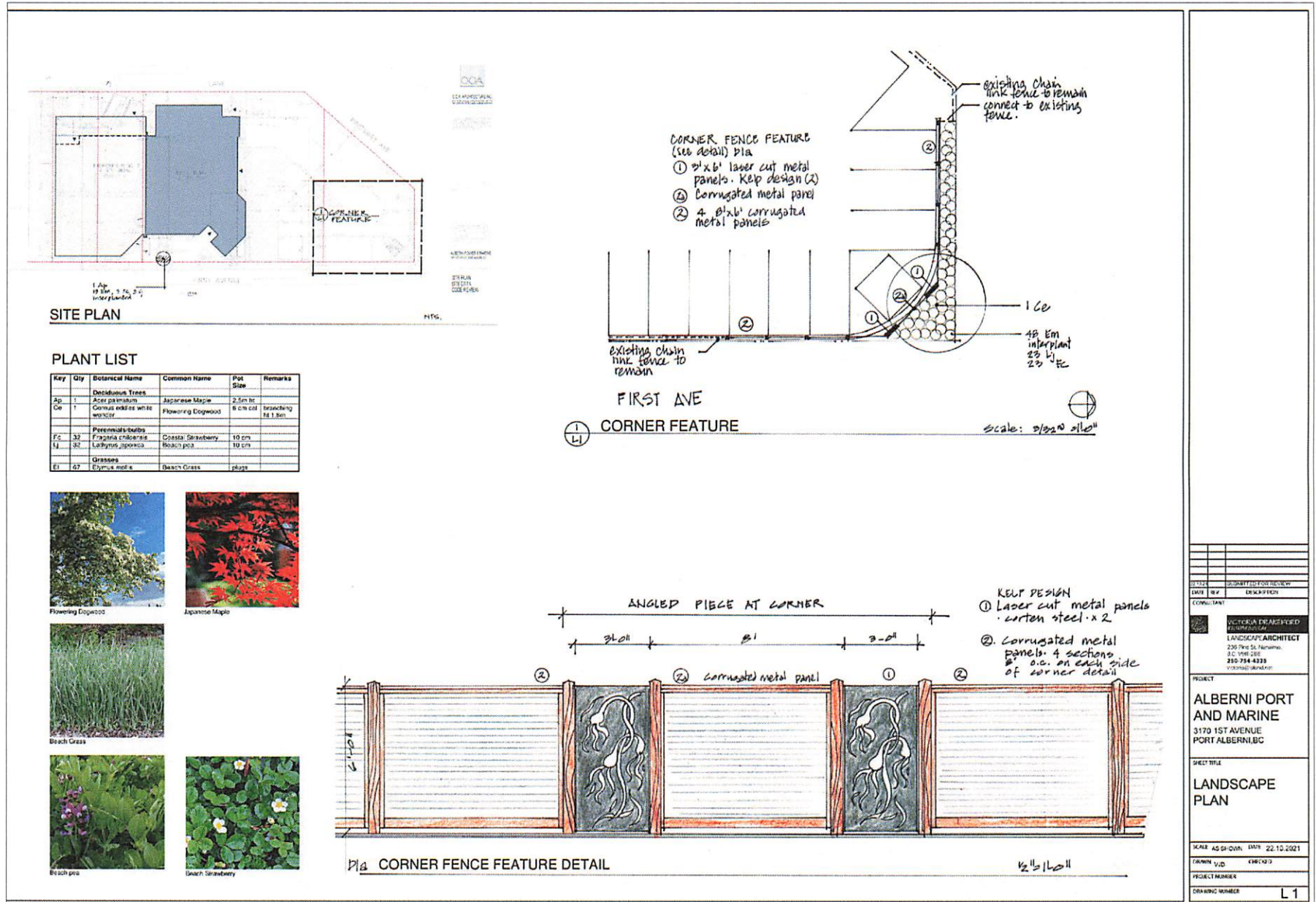






g) OCA Architecture Elevations – A04.1 – Building Sections







**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on November 18, 2021 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Ken McRae (Chair)
Amy Anaka
Jolleen Dick, Councillor, Hupačasath F.N.
Callan Noye
Ken Watts, (CEO Tseshah (č išaa?ath) F.N)
Ed Francoeur (Vice-Chair)
Stefanie Weber
Joe McQuaid
Andre Guerin, P.A.F.D. Liaison
Councillor Deb Haggard, Council Liaison

Staff

Scott Smith, Dir. of Dev. Services/Deputy CAO
Brian McLoughlin, Development Planner
Price Leurebourg, Development Planner
Cara Foden, Planning Technician

Guests

Members of the Public: None
Applicants: D. Hais (APM)

Regrets

Amy Needham, Parks Operations Liaison
Chris Washington, S.D.70 Liaison
Peter Dionne, R.C.M.P. Liaison

Alternates (not in attendance)

Larry Ransom (Alt.- S.D.70)
Councillor Helen Poon (Alt.- Council)
L. Sam, (Alt. - Tseshah (č išaa?ath) F.N)
Roger Nopper CEO, (Alt. - Hupačasath F.N.)



1. Acknowledgements and Introductions –

- Acknowledgement, by the Chair, that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (č išaa?ath) First Nations.
- Welcome and introductions.

2. Minutes - Adoption of October 12, 2021 Minutes

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the October 21, 2021 regular meeting.

(Anaka / Francoeur) CARRIED

3. DEVELOPMENT APPLICATION – Development Variance Permit

3170 1st Avenue (Alberni Power and Marine)

Lot A, District Lot 1, Alberni District Plan VIP86551

Lot 1, Block 104, District Lot 1, Alberni District, Plan 197D

Lot 2, Block 104, District Lot 1, Alberni District, Plan 197D

Lot 7, Block 104, District Lot 1, Alberni District, Plan 197D

Lot 8, Block 104, District Lot 1, Alberni District, Plan 197D

Applicant: D. Hais for owners R. Zilliken and S. Zilliken dba 0963231 BC Ltd.

- City Development Planner (B.M.) summarized his report dated November 2, 2021. He noted that the Variance for height had been amended since the report to APC was completed. The amended Variance requested provides for an increase to the permitted maximum height of a principal building from 10 metres to 12.9 metres, an increase/variance of 2.9 metres for the site.
- APC discussed the proposed amendments and report.
 - The APC members indicated support for the requested Variances as amended.
 - It was noted that the provision of on-site parking for employees was important especially as future growth and development would further test parking capacity in core business areas.

Motions:

1. *THAT the Advisory Planning Commission recommends to City Council they approve the Development Variance Permit requested for 3170 1st Avenue to:*
 - a) *Vary section 7.9 Required Amount of Parking to permit a reduction from 43 spaces to 33 spaces for a total reduction of 10 spaces.*
 - b) *Vary section 5.20.2 Site Development Regulations to permit an increase to the maximum height of a principal building from 10 metres to 12.9 metres for an increase of 2.9 metres.*

(Anaka / Francoeur) CARRIED

**4. DEVELOPMENT APPLICATION – Development Variance Permit
5535 Woodland Crescent East
Lot 40, Section 9, Alberni District, Plan VIP62208 (PID:023-235-748)
Applicant: Carey Conover dba Dycon Construction Ltd.**

- City Development Planner (P.L.) summarized his report dated November 18, 2021.
- APC discussed the proposed amendments and report.
 - Potential impact for adjacent single family homes. Footpath on the west side of the property would mitigate the impact for the adjacent house to the west.
 - APC asked if access from Georgia Road was considered. The City Planner indicated access to the site off Georgia Rd. was not encouraged or supported at this time for a variety of reasons.
 - The challenges of developing the site for multi-family residential use required a creative approach to the design.
 - The requested Variances would accommodate the required fire separations.

Motions:

1. *THAT the Advisory Planning Commission recommends to City Council that they approve the Development Variance Permit requested for property legally described as Lot 40, Section 9, Alberni District, Plan VIP62208 (PID:023-235-748) and located at 5535 Woodland Crescent as follows:*

- a) *Vary section 5.14.2 Site Development Regulations to permit a reduction of the required frontage from 30 metres to 27.192 metres, a variance of 2.8 metres.*
- b) *Vary section 5.14.2 Site Development Regulations to permit a reduction of the required rear yard setback from 9 metres to 7.5 metres, a variance of 1.5 metres.*

(Francoeur / Weber) CARRIED

5. STATUS UPDATE:

The Director of Development Services updated the APC with respect to the following:

- OCP Project – The consultants (McElhanney Ltd) and City Staff sent out an invitation to APC to meet and discuss the project on November 25/21 at 2:30 pm. It will not be the only opportunity available for the APC members to provide their perspectives for consideration
- Vimy Street – The bylaws will go to Council once the approved subdivision has been registered by Land Titles.
- Projects that have been approved by Council but have not yet submitted applications for a Building Permit include Quality Foods (Cascadia Liquor) and the 4305 Kendall Avenue (Oomiqusu / Mother's Centre).

6. OTHER BUSINESS

7. **ADJOURNMENT** – The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on **December 16, 2021.**

(McRae / Francoeur) CARRIED

Ken McRae (Chair)



APC-SummaryMinutes-Nov18-2021.docx



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Brian McLoughlin, Development Planner

DATE: November 2, 2021

**SUBJECT: DEVELOPMENT APPLICATION – Requested Variance to Parking and
Maximum Building Height Requirements**

3170 1st Ave.

LOT A DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP86551

LOT 8, BLOCK 104, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197D

LOT 7, BLOCK 104, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197D

LOT 1, BLOCK 104, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197D

LOT 2, BLOCK 104, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197D

Applicants: R.W. Wall Contracting LTD. dba 0963231 BC LTD, Stephen Zilliken, Rose Zilliken

RECOMMENDATION

THAT the Advisory Planning Commission recommends to City Council they approve the Development Variance Permit requested for 3170 1st Avenue to:

- a) Vary section 7.9 Required Amount of Parking to permit a reduction from 43 spaces to 33 spaces for a total reduction of 10 spaces at 3170 1st Avenue.*
- b) Vary section 5.20.2 Site Development Regulations to permit an increase to the maximum height of a principal building from 10 metres to 11.2 metres for an increase of 1.2 metres at 3170 1st Avenue.*

ALTERNATIVES/OPTIONS

The Development Services Department supports Option #1.

- 1. Recommend to Council that the requested variances be approved.
- 2. Recommend to Council that the requested variances not be approved, and that the applicant be asked to revise their Development Permit application.

ISSUE

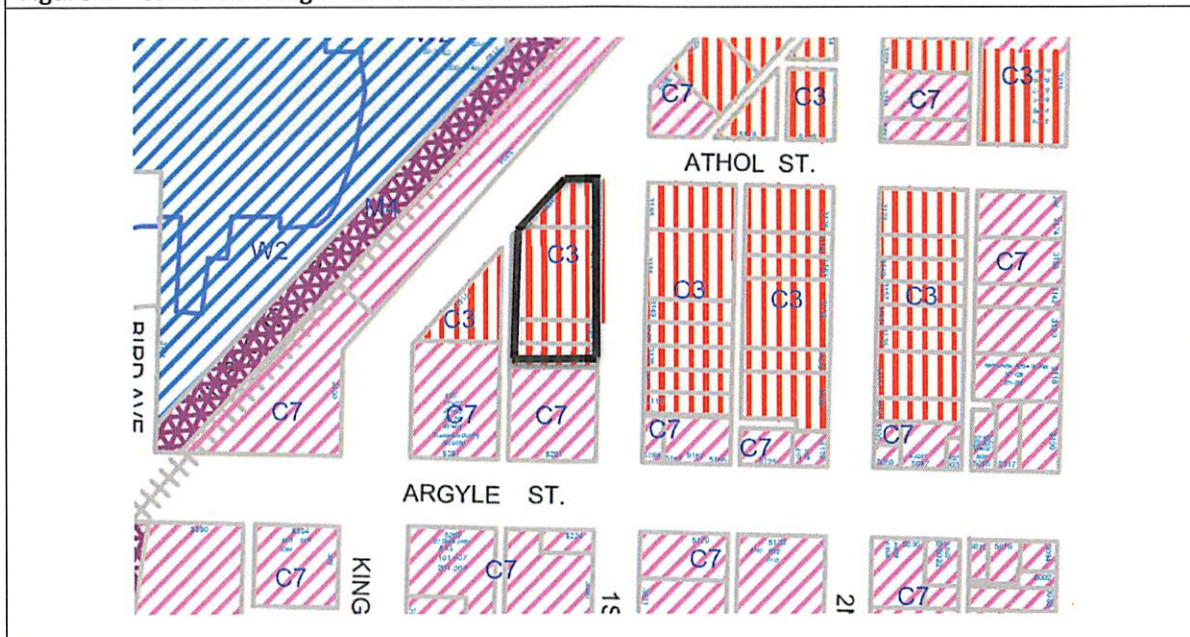
The issue for consideration is a development variance requesting relief from parking and building height requirements of the Zoning Bylaw with regard to a proposal at 3170 1st Avenue.

BACKGROUND

The applicant has applied for a Development Permit at 3170 1st Avenue to enable an expansion of the existing commercial building. The applicant has purchased two properties to the south of 3170 1st Avenue (lots 7 and 8) with the intent of consolidating all lots into one parcel. The new building addition will occupy these currently vacant lots, and more than double the floor space of the existing building. The new addition will contain five new service bays, offices, storage, and a large showroom area.

A Development Permit was issued for the existing building in 2010, along with Development Variance Permit No. 74, which allowed for a reduction in parking from 15 to 11 spaces, and an increase to the maximum building height from 10 metres to 15.4 metres. The applicant has submitted development plans for the proposed addition, and is once again requesting relief from the parking and building height requirements of the Zoning Bylaw.

Figure 1 – Current Zoning at 3170 1st Avenue



ANALYSIS

This analysis contains only information related to the requested variances, though staff have undertaken a detailed review of the entire Development Permit application. In terms of the variance, the applicant is requesting to:

- Vary section 7.9 *Required Amount of Parking* to permit a reduction of 10 on-site parking spaces from a total of 43 spaces to a total of 33 spaces.

- Vary section 5.20.2 *Site Development Regulations* to permit an increase to the maximum height of a principal building from 10 metres to 11.2 metres for an increase of 1.2 metres.

Requested Variance - Parking

The proposed site layout includes a total of 33 parking spaces. The Zoning Bylaw requires 43 parking spaces be provided. The applicant is requesting a reduction of 10 spaces. On the proposed site plan, most of these spaces will be provided on the lower portion of the property accessed from Kingsway Avenue with an additional four stalls off the laneway.

Under the City's Zoning Bylaw, redevelopment of a property triggers a re-calculation of the parking requirement. Staff have applied the 'Automobile Sales and Service' parking requirement as it is the nearest comparable use in the bylaw. This calculation considers the floorspace of the business, the number of service bays and the anticipated number of employees. In this case, the floorspace of the large indoor boat showroom increases the required amount of parking by 14 spaces.

While showroom floorspace adds to the technical parking requirement, staff believe that this particular use will not generate a comparable demand for parking. Instead, staff prioritize the availability of on-site parking for employees. The 33 spaces on the proposed site plan is more than adequate for their 10 employees, customers, and any future growth of their business operation. Additional street parking is also available along the west side of 1st Avenue. Table 1 shows the parking calculation along with the requested variance.

Table 1 - Section 7.9 Required Amount of Parking			
Land Use	Calculation	Required Spaces	Proposed Spaces
Office	2 per 35 m ² (377 ft ²)	3	-
Automobile Sales and Service	1 per 70 m ² (753 ft ²) of gross floor area • plus 1 per service bay • plus 1 per 2 employees	40	-
Total Parking Spaces		43	33
Variance Required		10 Parking Spaces	

Requested Variance - Maximum Building Height

The applicant is requesting a variance to increase the maximum height of the addition due to the steep terrain of the site. The building is designed to allow access from the bottom of the site at Kingsway Avenue, and also from the top of the site at 1st Avenue. To allow this access the applicant has proposed a building height of 11.2 m. This is 1.2 m above the permitted maximum of 10 m. The additional height is required to bridge the difference in site elevation in a way that provides access from 1st avenue, and creates a commercial façade to match the existing building. The façade at 1st Avenue will be a maximum of 5.65 m and will appear as a 1-storey building from the street. Accordingly, the requested variance will have minimal impact on views in the neighbourhood.

On the lower section of the site adjacent to the laneway, the height of the façade is two-storeys. This can be seen on the attached building elevations. Details of the requested variance are outlined in Table 2.

Table 2 – 5.20.2 Site Development Regulations		
	Required	Proposed
Maximum Height, Principal Building	10 m	11.2 m
Variance Required	1.2 m	

IMPLICATIONS

The property owner at 3171 1st Avenue is proposing a development which will expand and double their existing commercial business operations. Below is a list of key items that require consideration by the APC:

1. **Reduced On-Site Parking**

The APC should consider if reducing on-site parking will impact the surrounding neighbourhood by encouraging employees and customers to park in areas meant for public use. Since side streets serve as overflow parking for core commercial areas, it is important to the long-term success of the neighbourhood that an appropriate amount of business parking be provided on-site. Staff have determined that the amount of parking spaces on-site will be sufficient given the nature of the business. APC should also consider that some street parking would be available for overflow parking along the west side of 1st Avenue adjacent to the building.

2. **Increased Building Height**

The APC should consider if permitting an increase to the maximum building height will complement the surrounding neighbourhood, and how it might impact surrounding properties. APC should also consider that the height of the addition will match the existing building, and that from street level at 1st Avenue the façade will appear as a one storey building. Staff do not anticipate the development will have a negative impact on neighborhood views.

CONCLUSIONS

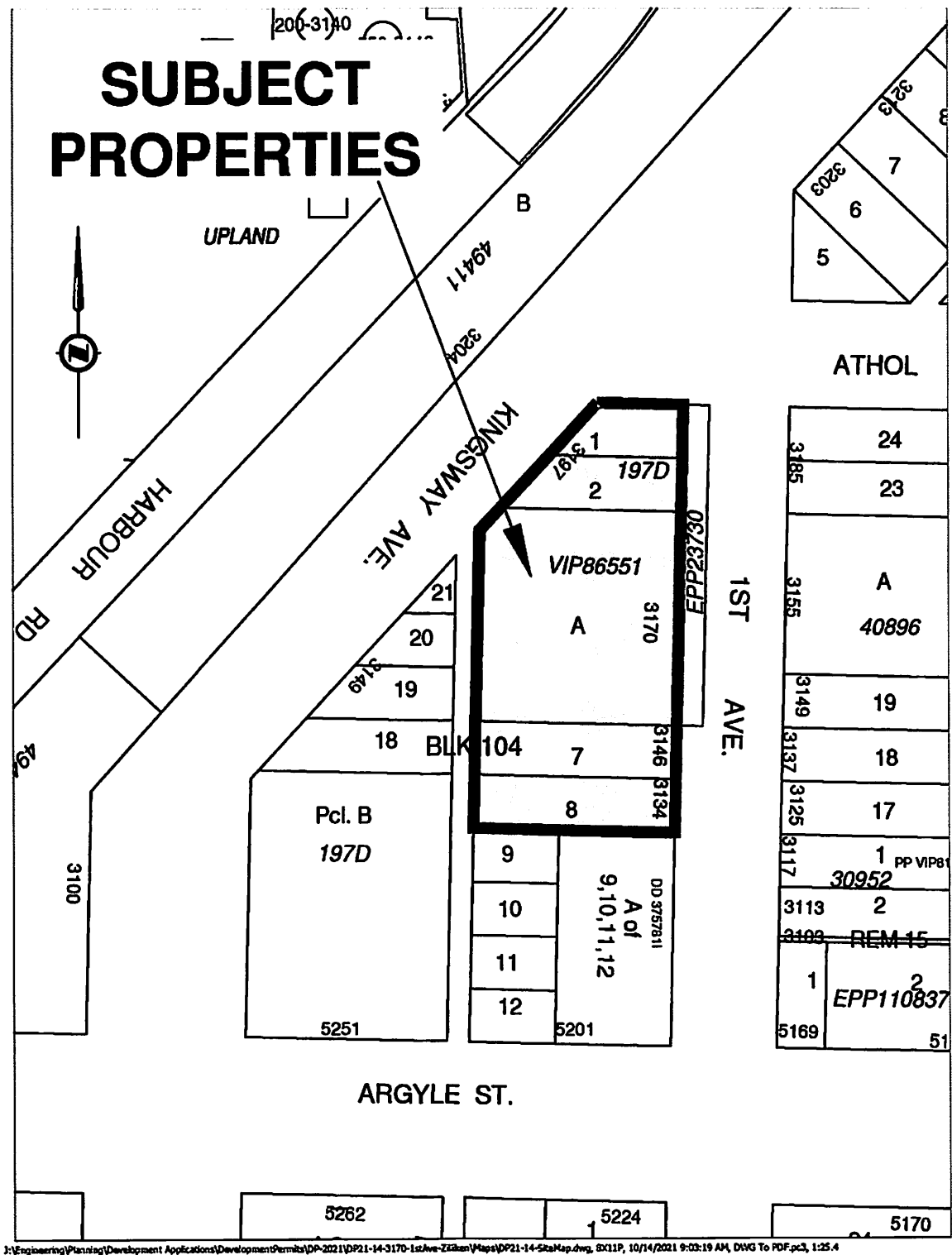
The issue for consideration is a variance application requesting relief from parking and building height requirements of the Zoning Bylaw. The variance request is associated with a Development Permit application received for 3170 1st Avenue, wherein the owners are proposing an expansion of the existing commercial building for their boat repair and sales business. Staff have reviewed the application and are satisfied that the requested variances to the Zoning Bylaw are not likely to have a negative impact on the surrounding neighbourhood. The planning department supports approval and issuance of the Development Variance Permit.

Respectfully submitted,

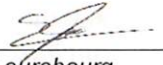
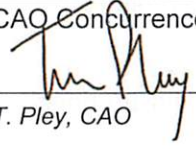


Brian McLoughlin, MCP

SUBJECT PROPERTY – 3170 1st AVENUE



Date: December 6, 2021
File No: 3360-20-4440 Vimy
To: Mayor & Council
From: T. Pley, CAO
Subject: **DEVELOPMENT APPLICATION – Proposed Official Community Plan Bylaw & Zoning Bylaw Amendments | 4440 Vimy Street**
Lot A, District Lots 1 and 92, Alberni District, Plan EPP110782
031-567-169
Applicant: Nicola Sharp dba BC Housing Management Commission

Prepared by:  Price Leurebourg, Development Planner	Supervisor:  Scott Smith, Director of Development Services / Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATIONS

- THAT "Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036" be now introduced and read a first time.
- THAT "Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5037" be now introduced and read a first time.
- THAT "Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036" be read a second time.
- THAT "Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5037" be read a second time.
- THAT "Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036", and "Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5037" be advanced to a Public Hearing on Tuesday, January 25, 2022 at 6:00 pm in Council Chambers.

PURPOSE

To consider a development application to amend the Official Community Plan and Zoning Bylaw for 4440 Vimy Street. The applicant is proposing the institutional zoning in order to facilitate the development of transition housing.

BACKGROUND

The City of Port Alberni has received a development application for 4440 Vimy Street requesting amendments to the Official Community Plan and Zoning Bylaws. The applicant proposes to re-zone the property in order to

facilitate the construction of a 2-storey residential building under the use defined as Transition house. The development will provide 22 dwelling units, ranging from studios to three-bedroom units.

BC Housing and its Operator, Alberni Community and Women's Society (ACAWS), propose to develop second stage housing for women and children at risk of violence, or who have experienced violence. The Vimy Street development is to be safe and affordable short-term housing with support services. Assisting women and families to transition to independent living, the proposed second stage housing will include supportive educational programs such as financial literacy, building self-esteem, and referral services. The typical length of stay is expected to be no longer than 18 months.

The site is owned by the City of Port Alberni. In December 2019, the City of Port Alberni and BC Housing entered into a Letter of Intent (LOI) with the objective of working together to address the need for second stage housing in the community. The LOI outlines the intention to allow BC Housing to lease the land at 4440 Vimy Street for the purpose of building second stage housing, pending OCP amendment, Zoning Bylaw amendment and building permit approvals.

The applicant is requesting to amend the OCP designation of a portion of the property from 'Parks and Open Space' to 'Institutional', and to rezone the property from 'P2 – Parks and Recreation' to 'P1 – Institutional'.

Status of the Application

The development application to rezone 4440 Vimy Street was circulated to relevant agencies for comment. No major issues with the proposed change in land use were raised. Site servicing details will need to be confirmed with the Director of the Engineering department.

The Advisory Planning Commission reviewed the development application at the September 23, 2021 meeting. Summary meeting minutes are attached. The APC recommended that City Council proceed with the OCP and Zoning Bylaw amendments.

ALTERNATIVES/OPTIONS

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

ANALYSIS

Official Community Plan and Zoning Bylaw

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

The proposed development is compatible with the institutional use designation, and there are numerous provisions for this type of housing facility in the OCP. The Institutional land use designation is also consistent with the surrounding neighbourhood, which features a high concentration of lands designated institutional.

The subject property is currently zoned *P2 – Parks and Recreation*. The applicant is proposing to rezone the property to *P1 – Institutional* to allow the construction and operation of a facility that will deliver housing and support services. Defined as a *Transition House*, the development is permitted in and aligns with the intent of the Institutional zone.

Development Permit Area

The subject property is not currently within, nor is it proposed to be included in, a Development Permit Area.

IMPLICATIONS

The proposed application would amend the Official Community Plan Bylaw to change the designation of a portion of the property from **'Parks and Open Space'** to **'Institutional'**. The proposed application would also amend the Zoning Bylaw to rezone the property from **'P2 Parks and Recreation'** zone to **'P1 Institutional'** zone.

The proposed amendments to the OCP and Zoning Bylaw would permit the development of a two-storey multi-family residential building providing second stage housing for women and children at risk of violence, or who have experienced violence. The 22-unit development would assist women and family transition to independent living, and include supportive educational programs.

COMMUNICATIONS

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

BYLAWS/PLANS/POLICIES

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

1. The subject property is designated **'Parks and Open Space'** on the Official Community Plan Schedule A – Land Use Map. An amendment is requested to change the designation to **'Institutional'**
2. The subject properties are currently zoned **'P2 Parks and Recreation'** on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to change the zoning to **'P1 Institutional'**.

SUMMARY

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

The proposed change in OCP land use designation from 'Parks and Open Space' to 'Institutional' is consistent with adjacent land uses. Additionally, the overall development along with the OCP and the Zoning Bylaw amendments align with OCP policy objectives. The Planning Department supports amending the Official Community Plan Bylaw and Zoning Bylaw for 4440 Vimy Street to facilitate the proposed use and future development.

ATTACHMENTS/REFERENCE MATERIALS

- *Advisory Planning Commission September 29, 2021 Meeting Minutes*
- *Staff Report to the Advisory Planning Commission dated September 23, 2021*
- *"Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036"*
- *"Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS) Bylaw No. 5037"*

Copy: T. Slonski, Director of Corporate Services



**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on September 29, 2021 at 12:00 p.m.
(Via remote access through Zoom software platform)**

Commission Members Present

Ken McRae (Chair)
Stefanie Weber
Amy Anaka
Jolleen Dick, Councillor, Hupačasath F.N.
Chris Washington, S.D.70 Liaison
Callan Noye
Joe McQuaid
Ken Watts, CEO Tseshah (č išaa?ath) F. N.
N. Marshall (Alt. – Tseshah (č išaa?ath) F.N)

Staff

Scott Smith, Dir. of Dev. Services/Deputy CAO
Brian McLoughlin, Development Planner
Price Leurebourg, Development Planner
Cara Foden, Planning Technician

Guests

Members of the Public: None
E. Frood, ACAWS (Applicant)
N. Sharp, BC Housing (Applicant)
F. Dow, Architect (Applicant)

Regrets

Andre Guerin, P.A.F.D. Liaison
Amy Needham, Parks Operations Liaison
Councillor Deb Haggard, Council Liaison
Peter Dionne, R.C.M.P. Liaison
Ed Francoeur (Vice-Chair)

Alternates (not in attendance)

Larry Ransom (Alt.– S.D.70)
Councillor Helen Poon (Alt.– Council)
L. Sam, (Alt. – Tseshah (č išaa?ath) F.N)
Roger Nopper CEO, (Alt. - Hupačasath F.N.)



1. Acknowledgements and Introductions –

- Acknowledgement, by the Chair, that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (č išaa?ath) First Nations.
- Welcome and introductions.

2. Minutes - Adoption of July 15, 2021 Minutes

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the July 15, 2021 regular meeting.

(Washington / McQuaid) CARRIED

**3. DEVELOPMENT APPLICATION: Proposed Zoning Bylaw Amendments
5405 Argyle St.**

Lot A, District Lots 1 and 118, Alberni District, Plan VIP13074. PID: 003-925-536

Applicants: Parmtronics Marine Ltd. Inc. No. BC 0419343

- The City Development Planner (B.M.) summarized his report dated August 19, 2021.
- APC discussed the proposed amendments and report.
 - Broad discussion of the following significant topics:
 - ♦ Residential above Commercial uses on this site
 - ♦ Changes of use in the Harbour Quay area and impacts of OCP update process
 - ♦ Parking challenges

- The APC was generally supportive in principal of recommending that the City support the development of one or two suites above commercial space for this specific site. The need for housing in the community was cited and it was noted that this building is the only one at Harbour Quay, at this time, where residential above commercial is an option so the impact on Harbour Quay would not be a major change to the site that already has one suite above the commercial space. The upcoming review and development of a new Official Community Plan (OCP) may impact Harbour Quay more significantly and APC felt that the OCP review should be used to help to determine any future policy and direction changes for the Harbour Quay area.
- The APC considered the impact of a zoning change versus the recommended amendment to the W1 Waterfront Commercial zone. The recommended site specific amendment would allow the OCP review to proceed without prematurely impacting the current vision for the Harbour Quay area. It was noted that there are many empty commercial spaces within the community that would be more suitable for office use than the Harbour Quay.
- It was agreed that 'Office' as a principal use was not a desirable objective for the Harbour Quay. The recommendation to allow several very specific types of personal service uses rather than incorporating all of the uses permitted in the definition of 'personal services' was discussed and supported. It was noted that the recommended services permitted did not include a review of marine traveler service needs and that integration with Port Authority boat traffic services could be examined in future. Overall the APC was supportive of limiting the types of permitted personal services to those contained in the staff recommendation.
- The limited parking available at Harbour Quay, and the resulting challenges, were discussed. The APC voiced concerns regarding the designation of parking for residences above the commercial space. The APC supported the recommendation that the applicant be required to enter into an agreement with the City for management of residential street parking. Creativity may be required to satisfy parking needs and the neighbouring Train Station property was noted as a possible avenue to explore for off-site parking. Permitting of the tenants' vehicles to allow for street parking in undesignated/unguaranteed spots within a specific area was also mentioned as a possible solution that has been used successfully in Nanaimo. From a parking perspective the negative impact of allowing for "Offices" as a permitted use at Harbour Quay would be high.
- General discussion about the nature of the recently expired Temporary Use Permit (TUP) and the Planner noted that applying for an extension of the TUP was not the applicant's preference.

Motions:

1. *That the Advisory Planning Commission recommend to City Council that:*
 - a) *The following site-specific 'Personal Service' uses be added to the W1-Waterfront Commercial zone for the property at 5405 Argyle Street: Barber, Beauty Shop, Salon, Spa;*
 - b) *That 'Residential Above Commercial' be added to the W1-Waterfront Commercial zone as a site-specific use for the property at 5405 Argyle Street;*
 - c) *Prior to Final Adoption of the amending Bylaw the owner of 5405 Argyle Street be required to enter an agreement with the City for management of residential street parking.*

(Anaka / Washington) CARRIED

4. DEVELOPMENT APPLICATION – Proposed Official Community Plan Bylaw and Zoning Bylaw Amendments

4440 Vimy Street

Lot A, EPP110782

Applicant: Nicola Sharp dba BC Housing Management Commission

- The City Development Planner (P.L.) summarized his report dated September 23, 2021.
- APC discussed the proposed amendments and report as follows:
 - The diversity of commercial, residential, recreational and light industrial uses in the area was noted.
 - The applicants have presented a design that is very compatible with residential development.
 - The applicant clarified the intended staffing for the facility indicating that it would be staffed seven (7) days a week but would not be staffed 24 hours a day.
 - The applicants were commended and thanked for proposing a much needed facility into the community.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with the following bylaw amendments, with respect to Lot A, EPP110782 located at 4440 Vimy Street:*
 - a) *Amend the Official Community Plan (Schedule A - Future Land Use Map) to change the designation on a portion of 4440 Vimy Street from 'Parks and Open Space' to 'Institutional'.*
 - b) *Amend the Zoning Bylaw (Schedule A – Zoning Map) to change the zoning on 4440 Vimy Street from 'P2 Parks and Recreation' to 'P1 Institutional'.*

(Anaka / Washington) CARRIED

5. STATUS UPDATE:

The Director of Development Services updated the APC with respect to the following:

- OCP RFP – six submissions received are in review.
- Colin Evans – OCP/ZON amends for 4905 Cherry Ck Rd received 3rd reading on Sep. 27 and will go to an upcoming Council meeting for Final Adoption.
- City owned land RFP's – Director of Development Services/Deputy CAO has been directed by Council to take appropriate next steps with submissions that Council would like to focus on.

6. OTHER BUSINESS - None

7. ADJOURNMENT – The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on **October 21, 2021**.

(McRae / Anaka) CARRIED

Ken McRae (Chair)



APC-SummaryMinutes-Sep29-2021.docx



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Price Leurebourg, Development Planner

DATE: September 23, 2021

**SUBJECT: DEVELOPMENT APPLICATION – Proposed Official Community Plan bylaw
and Zoning Bylaw Amendments
4440 Vimy Street
Lot A, EPP110782
Applicant: Nicola Sharp dba BC Housing Management Commission**

ISSUE

For consideration is a joint application for map amendments to the Official Community Plan (OCP) and the Zoning Bylaw. The subject property is located at 4440 Vimy Street. The applicant is proposing to re-designate a portion of the property and rezone the full lot to allow *institutional* housing to be built.

BACKGROUND

The City of Port Alberni has received a development application for 4440 Vimy Street requesting amendments to the Official Community Plan and Zoning Bylaws. The applicant proposes to re-zone the property in order to facilitate the construction of a 2-storey residential building under the use defined as *Transition house*. The development will provide 22 dwelling units, ranging from studios to three-bedroom units.

BC Housing and its Operator, Alberni Community and Women's Society (ACAWS), propose to develop second stage housing for women and children at risk of violence, or who have experienced violence. The Vimy Street development is to be safe and affordable short-term housing with support services. Assisting women and families to transition to independent living, the proposed second stage housing will include supportive educational programs such as financial literacy, building self-esteem, and referral services. The typical length of stay is expected to be no longer than 18 months.

The site is owned by the City of Port Alberni. In December 2019, the City of Port Alberni and BC Housing entered into a Letter of Intent (LOI) with the objective of working together to address the need for second stage housing in the community. The LOI outlines the intention to allow BC Housing to lease the land at 4440 Vimy Street for the purpose of building second stage housing, pending OCP amendment, Zoning Bylaw amendment and building permit approvals.

Figure 1 – Portion of Property Subject to Proposed OCP Amendment

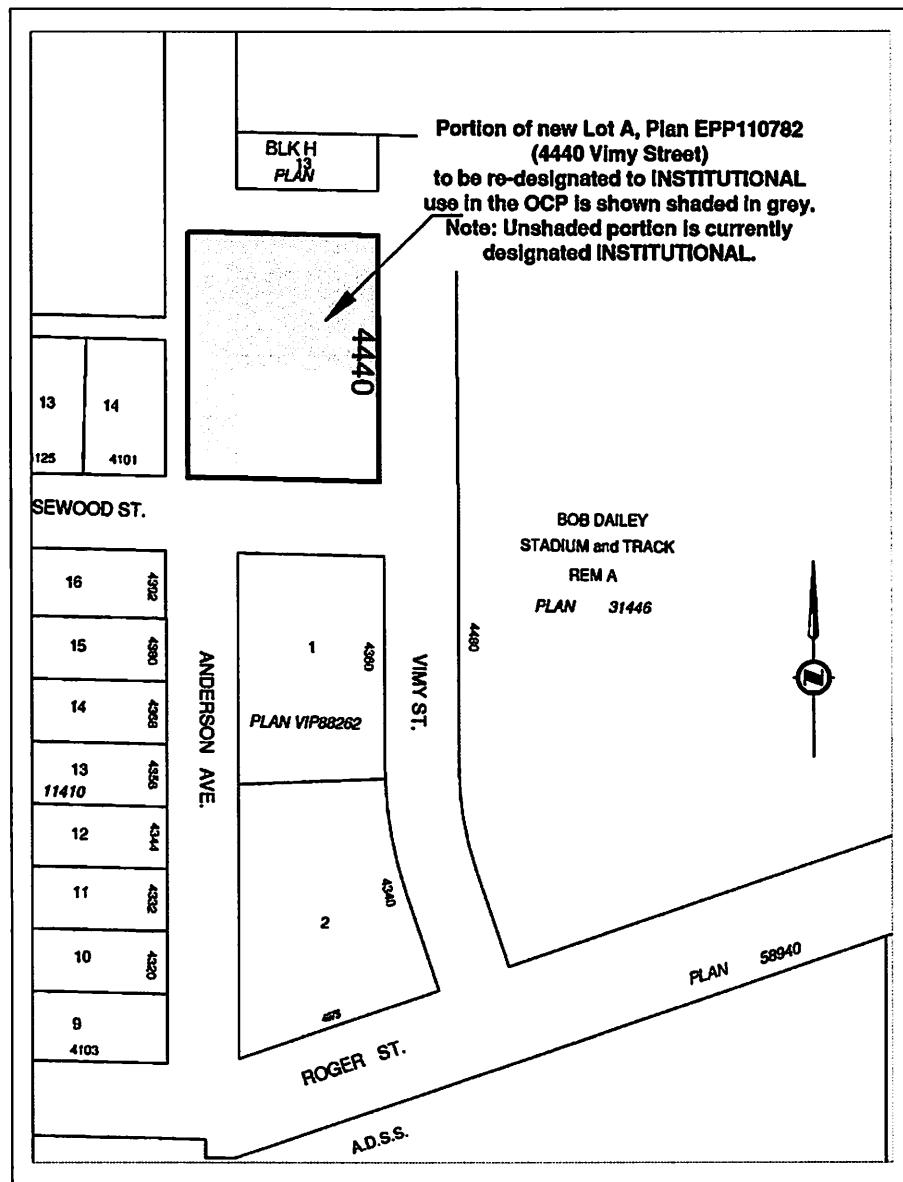
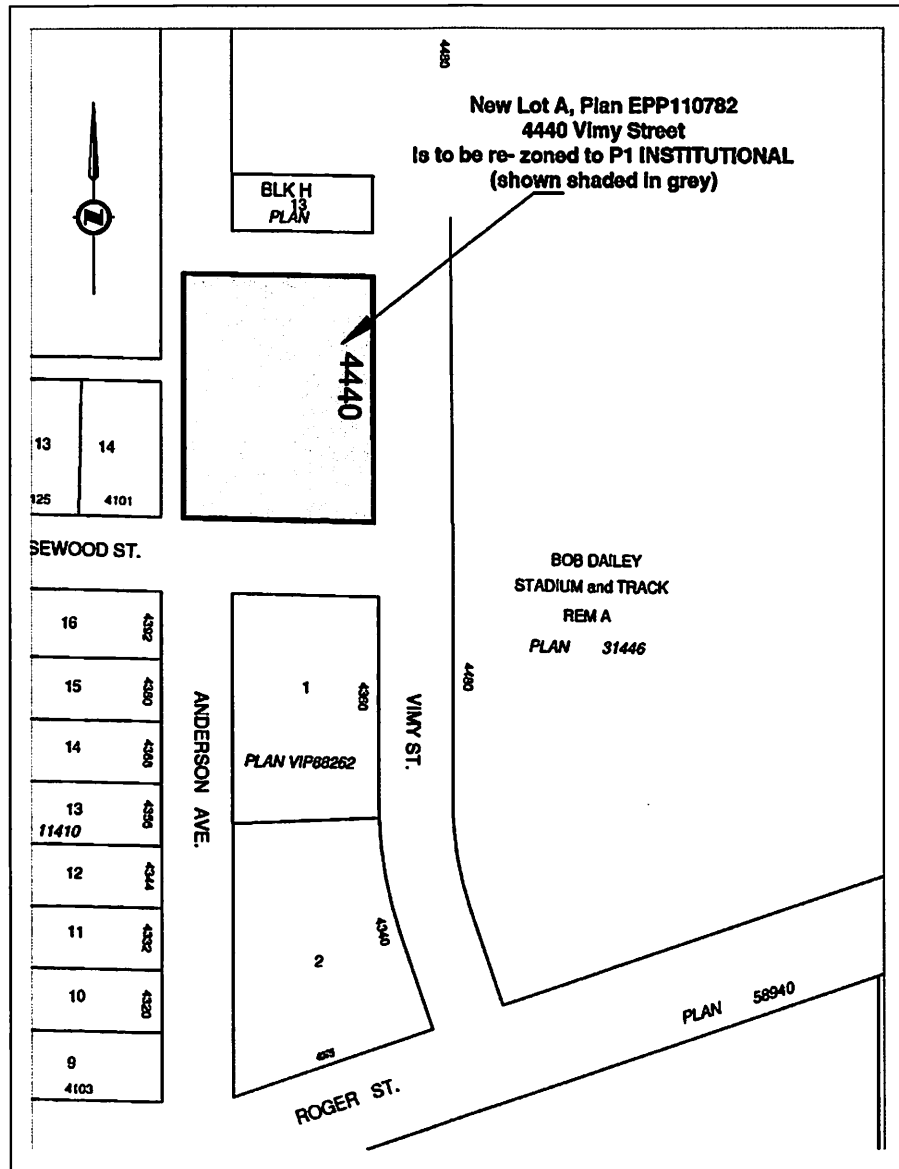


Figure 2 – Portion of Property Subject to Proposed Zoning Bylaw Amendment



The following OCP and Zoning Bylaw amendments are proposed:

1. The subject property, is currently designated '**Parks and Open Space**' on the Official Community Plan Schedule A – Land Use Map. An amendment is requested to change the designation of a portion of the property to '**Institutional**'.
2. The subject property is currently zoned '**P2 Parks and Recreation**' on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to rezone the subject property to '**P1 Institutional**' zone.

DISCUSSION

Official Community Plan Policy

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

In Section C - Plan Goals and Land Use Objectives, item 1.5 *Community* lists the following goals:

- *To ensure that a range of housing choice is provided in order to meet the needs of current and future residents*
- *To ensure services are accessible and promote a vibrant, healthy, united, safe and livable community*

These policy objectives are generally supportive of institutional uses within the community. The purpose of the Institutional land use designation under section 2.0 also includes public care facilities which aligns closely with the proposed use of the property:

- *Identifies areas that accommodate community facilities such as schools, recreation facilities, government buildings, hospital, assembly facilities etc., and public care facilities*

Additionally, General Provisions within the OCP establish broad housing objectives that align with institutional housing as a use within the community:

- *The City supports efforts to provide integrated special needs, affordable, and rental housing within the community*
- *The provision of a wide range of housing choice for the benefit of all demographic and socioeconomic segments is encouraged*

The proposed development is compatible with the institutional use designation, and there are numerous provisions for this type of housing facility in the OCP. The Institutional land use designation is also consistent with the surrounding neighbourhood, which features a high concentration of lands designated institutional.

Development Permit Area

The subject property is not currently within a Development Permit Area.

Zoning

The subject property is currently zoned *P2 – Parks and Recreation*. The applicant is proposing to rezone the property to *P1 – Institutional* to allow the construction and operation of a facility that will deliver housing and support services. Defined as a *Transition House*, the development is permitted in and aligns with the intent of the Institutional zone.

Surrounding Area

An institutional use at 4440 Vimy Street is consistent with the surrounding neighbourhood, which is composed largely of properties zoned for institutional, parks and recreation, multifamily and single-family residential use. A direction-based summary of neighbourhood composition is provided below:

Table 1 – Neighbourhood Land Use Mix	
North	P2 – Parks and Open Space.
South	Immediately to the south are two vacant lots zoned P2 Parks and Recreation and R1 Single Family Residential on the west side of Anderson Ave. Beyond that is the Alberni District Secondary School which is zoned P1 Institutional.
East	P2 – Parks and Recreation. North Island college, Alberni Multiplex, and the Alberni Athletic Hall.
West	R1 – Single Family Residential and P2 – Parks and Recreation.

Site Plan

The applicant has submitted a full development proposal as part of their application (attached). A two-storey building is proposed to be located along the west property line. The building dimensions are approximately 39.3 metres in length, 16.7 metres in width, and 9.2 metres in height. The driveway is located along the north property line. Parking is provided off the main driveway where it meets the front of the building and serves as a drop-off and pick-up area.

A review of the proposed development confirms that it will meet the requirements of the Zoning Bylaw including parking, and the *Site Development Regulations* of the *P1 – Institutional* Zone.

Table 2 - 5.31 P1 Site Development Regulations				
	Required		Proposed	
Minimum Lot area	540 m ²	(5,813 ft ²)	3834 m ²	(41,268 ft ²)
Minimum Frontage	15 m	(49.2 ft)	66.1 m	(216.9 ft)
Maximum Coverage	40%		17.3%	

<i>Minimum Setbacks</i>				
<i>Front yard</i>	7.5 m	(24.6 ft)	28.1 m	(92.9 ft)
<i>Rear yard</i>	9.0 m	(29.5 ft)	9.1 m	(29.8 ft)
<i>Side yard</i>	1.5 m	(4.9 ft)	7.5 m	(24.6 ft)
<i>Side yard</i>	1.5 m	(4.9 ft)	17.9 m	(58.7 ft)
<i>Maximum Height, Principal Building</i>	12.5 m	(32.8 ft)	9.2 m	(30.2 ft)
<i>Maximum Number of Principal Building Storeys</i>	3		2	

Table 3 - 7.9 Required Amount of Parking		
	Required	Proposed
Stalls Required – Community Care Facility 1 space per 3 resident rooms or dwelling units, plus 15% of total number of rooms designated as visitor and staff parking	11	11

Table 4 - 7.5 Accessible Parking Requirements		
	Required	Proposed
Accessible Stalls – 1 per accessible unit	2	2 provided (included in 11 total)

Transportation and Access to Services

Subject property is within walking distance of limited commercial services as well as a variety of indoor and outdoor public recreational facilities. Residents of the proposed facility will also have convenient access to public transportation as the property is located on Route 2, west of the North Island College exchange.

Infrastructure and Site Servicing

Municipal services are located in close proximity, but connections are currently not available at the property. Connections will be made to nearby water, sewer, and storm mains as per City requirements. The location of these connections, and the capacity of existing infrastructure must be assessed by the developer's engineer, and approved by the City's Engineering Department. All matters related to servicing and security for the required works shall be addressed in the lease agreement between the applicants and the City.

Table 5 – Infrastructure and Site Servicing	
Water	There is currently a water main to the east and south of the subject property, along Vimy Street and Rosewood Street.

Sewer	The 200 mm sewer main exists to the east of the subject property, along Vimy Street.
Storm	Storm main exist to the east of the subject property, along Vimy Street.
Sidewalks	Sidewalks are present on the south side of the subject property, along Rosewood Street.
Utilities	Utilities will be addressed in the lease agreement between the applicants and the City.

REFERRALS

In reviewing land use OCP and Zoning Bylaw amendments staff request referral comments from various City departments and external agencies. The following table summarizes the feedback received for this development application.

Table 6 – Referral Comments		
Comment	Name	Date (mm/dd/yy)
<i>BC Hydro has three phase power on the south and east side of the property.</i>	BC Hydro	6/28/2021
<i>Parks Operations – No Comment.</i>	Parks, Recreation, Heritage	6/24/2021

CONCLUSIONS

The proposal for 4440 Vimy Street is being brought forward to the Advisory Planning Commission for review, and the APC will provide Council with a recommendation on how to proceed with the application. In considering the proposed OCP and Zoning Bylaw amendments the Advisory Planning Commission and City Council should consider whether it is appropriate for the site and for the community. The APC's recommendation on the proposal will be included in a future Council report to assist in their decision on the matter.

Staff have identified the following rationale in support of the proposed OCP and Zoning amendments:

OCP Amendments

- A change in OCP land use designation for a portion of the property from *Parks and Open Space* to *Institutional* is consistent with adjacent land uses
- The proposed development aligns with objectives for community and housing in the OCP

Zoning Amendments

- A change of zone from P2 – *Parks and Recreation* to P1 – *Institutional* to allow a housing and support services facility is consistent with the surrounding neighbourhood
- The proposed development meets the parking requirements of the Zoning Bylaw
- The proposed development meets the *Site Development Regulations* of the P1 – *Institutional* zone, including minimum lot size and setbacks

The Planning Department supports proceeding with the proposed amendments.

OPTIONS

1. Recommend to Council that staff proceed with the proposed amendments to the Official Community Plan Bylaw and Zoning Bylaw, with conditions outlined below.
2. Recommend to Council that staff do not proceed with the proposed amendments to the Official Community Plan Bylaw and Zoning Bylaw.
3. Request that staff gather additional information before proceeding with a recommendation for Council to consider.

RECOMMENDATIONS

The Planning Department recommends Option #1, with additional conditions outlined below. Neighboring residents will be invited to provide their input at the public hearing.

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with the following bylaw amendments, with respect to Lot A, EPP110782 located at 4440 Vimy Street:*
 - a) *Amend the Official Community Plan (Schedule A - Future Land Use Map) to change the designation on a portion of 4440 Vimy Street from 'Parks and Open Space' to 'Institutional'.*
 - b) *Amend the Zoning Bylaw (Schedule A – Zoning Map) to change the zoning on 4440 Vimy Street from 'P2 Parks and Recreation' to 'P1 Institutional'.*

Respectfully submitted,



Price Leurebourg,
Development Planner

Reviewed by,



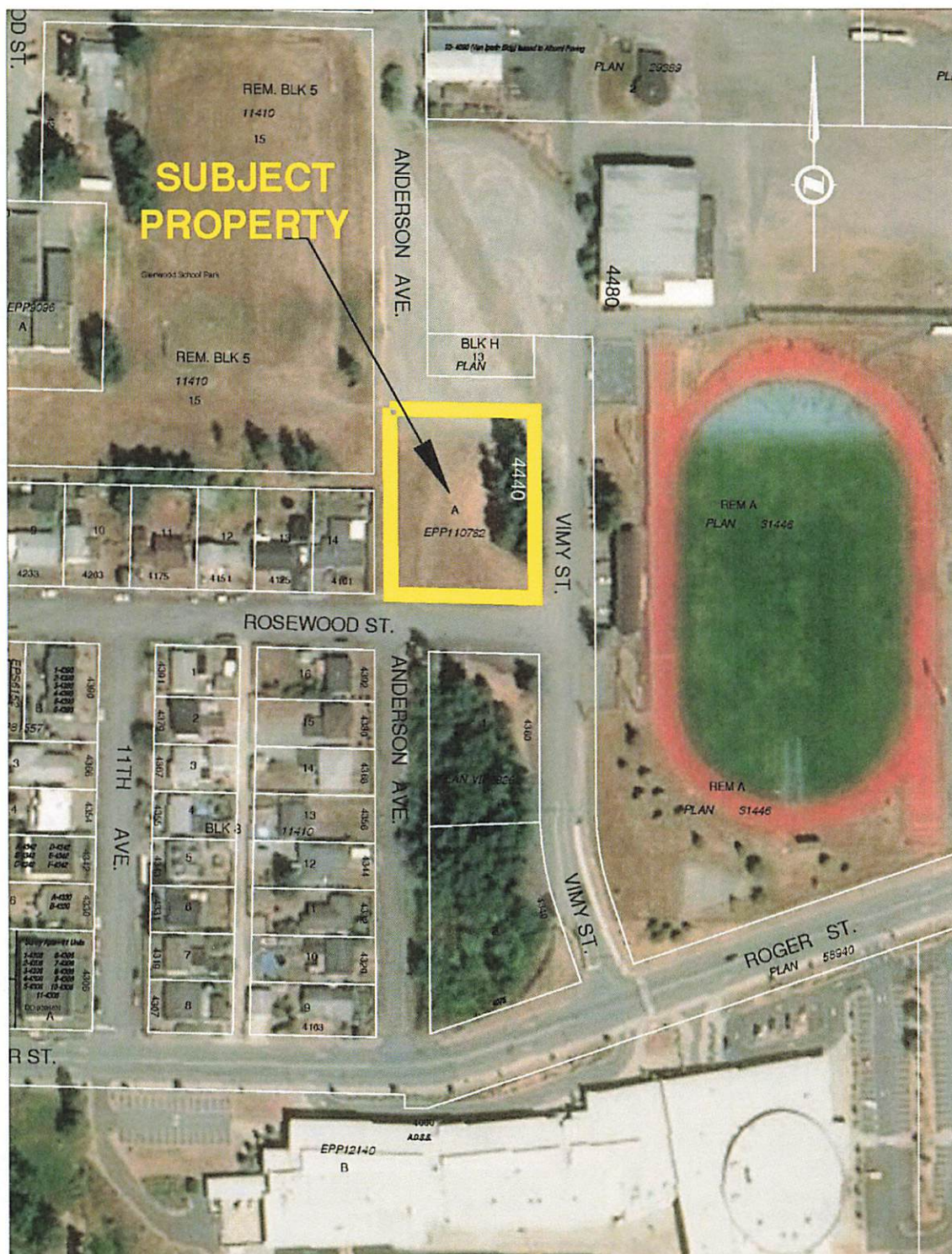
Scott Smith, MCIP, RPP
Director of Development Services

ATTACHMENTS/REFERENCE MATERIALS

- a) Subject Property Map – 4440 Vimy Street

- b) OCP Land Use Map
- c) Zoning Bylaw Map – Schedule 4
- d) Description of Current Zone
- e) Description of Proposed Zone
- f) Development Proposal Drawings
 - 1. *Cover/Exterior View from Rosewood St. – A100*
 - 2. *Exterior View from Entry Drive – A101*
 - 3. *Site Plan – A200*
 - 4. *Landscape Plan*
 - 5. *Floor Plans – A300*

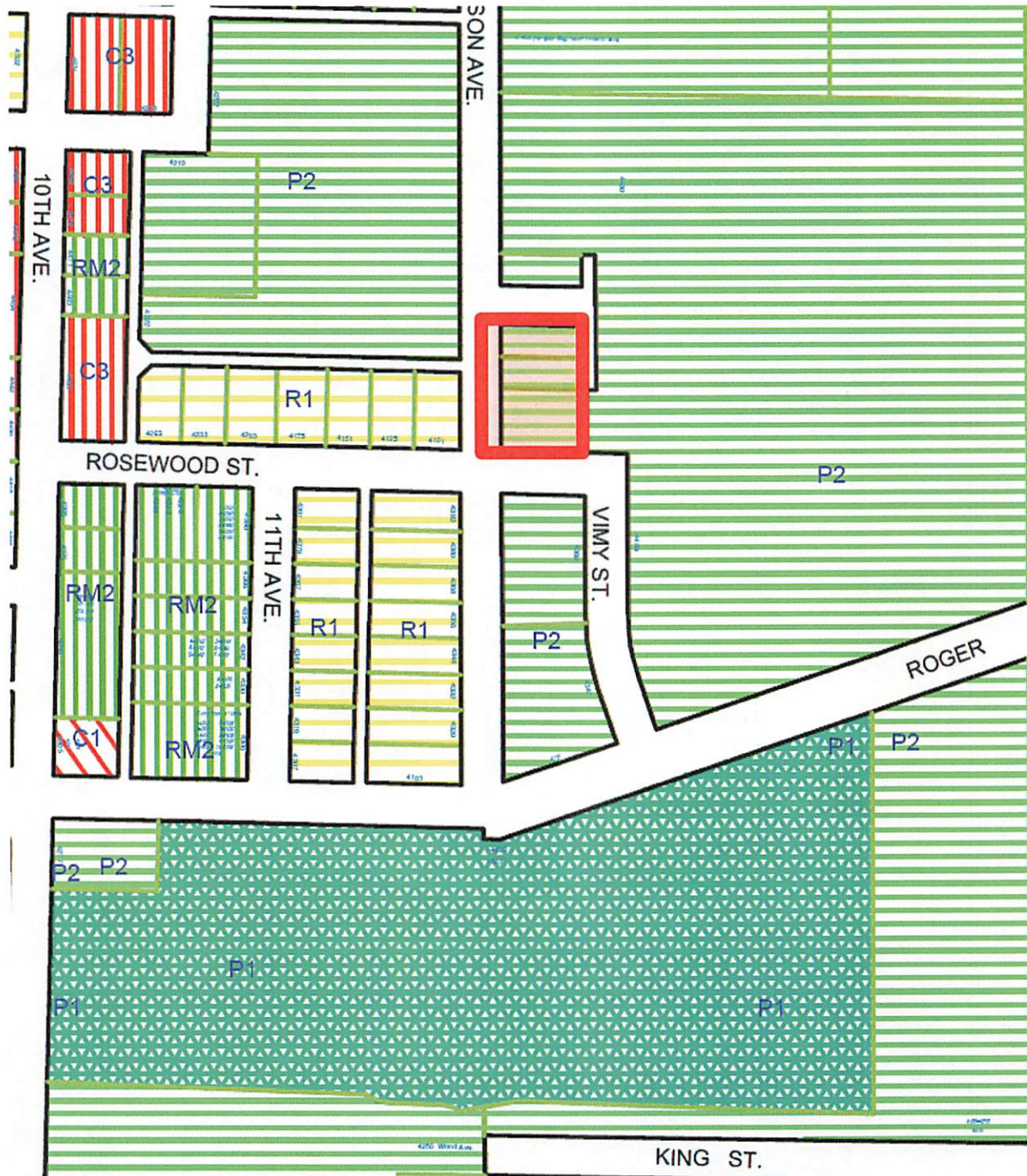
a) SUBJECT PROPERTY – 4440 VIMY STREET



b) OCP LAND USE MAP:



c) ZONING BYLAW MAP – SCHDEULE 4:



d) DESCRIPTION OF CURRENT ZONE:

Bylaw 4832

P2 – PARKS AND RECREATION

5.32 The purpose of this zone is to preserve natural ravine areas, green belts and other areas deemed environmentally sensitive, to provide protection of the natural setting, ecological systems and aesthetic beauty of the City, and to establish and maintain areas for parks, recreation and community open spaces uses.

5.32.1 Permitted usesPrincipal Uses

Assembly, cultural and recreational facility
Cemetery
Fairground
Fish hatchery
Forest management
Golf course
Natural Areas, Open Spaces and Parks
Public Parks and Playgrounds

Accessory Uses

Caretaker's dwelling unit, subject to
Section 6.16
Carnivals, Circuses, Exhibitions,
Horse, Dog and Pony Shows
Office
Picnic Area
Parking lot
Public Toilet

5.32.2 Site Development Regulations

Minimum Lot Area	1000 m ²	(10764 ft ²)
Minimum Frontage	30 m	(98.4 ft)
Maximum Coverage	40%	
Minimum Setbacks:		
Front yard	6 m	(19.7 ft)
Rear yard	9 m	(29.5 ft)
Side yard	1.5 m	(4.9 ft)
Maximum Height, Principal Building	8 m	(26.2 ft)

e) DESCRIPTION OF PROPOSED ZONE:

P1 – INSTITUTIONAL

- 5.31 The purpose of this *zone* is to establish and maintain areas in which institutional *uses* can be accommodated and located in a manner complementary with surrounding *uses*.

5.31.1 Permitted usesPrincipal Uses

Ambulance station	School
Arena	Supportive housing
Assembly, cultural or recreational facility	Transition house
Childcare centre	Tutoring service
Community care facility	
Dormitory	
Firehall	<u>Accessory Uses</u>
Hospital	Caretaker's dwelling unit, subject to Section 6.16
Hostel	
Medical service	
Office	Site Specific Accessory Uses as permitted under Section 5.31.4.
Parking lot	
Personal service	
Place of worship	
Police station	
Pound	

5.31.2 Site Development Regulations

Minimum Lot Area	540 m ²	(5813 ft ²)
Minimum Frontage	15 m	(49.2 ft)
Maximum Coverage	40%	
Minimum Setbacks:		
Front yard	7.5 m	(24.6 ft)
Rear yard	9 m	(29.5 ft)
Side yard	1.5 m	(4.9 ft)
Maximum Height, Principal Building	12.5 m	(41 ft)
Maximum Number of Principal Building Storeys	3	

5.31.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.31.2, the total of both *side yards* must be equal or greater than 20% of the *lot width*.

- (b) *Community care facilities for seniors* may include an accessory beauty shop or other provision of other *personal services*, limited to 16m² (172 ft²) in floor area and 2 service chairs, operating between the hours of 8:30 am to 5:00 pm, Monday to Friday and 9:00 am to 12:00 pm on Saturday.

5.31.4 Site Specific

A.

The following *Accessory Uses* are permitted on the property located at 5100 Tebo Avenue (Lot 1, District Lot 13, Alberni District, Plan VIP78180 (PID: 001-346-377)):

- Artist's studio
- Cabinet making
- Custom woodworking
- Furniture repair and upholstery
- Ornamental metal working
- Printing, publishing and allied industry
- Signs and displays industry
- Small repair shop

i. The following conditions apply to *Accessory Uses* listed in 5.31.4.A:

- a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
- b) The total area occupied shall not exceed 1077 m² (11,592 ft²).
- c) No retail activity is permitted as part of any business located on the property.

B.

Site - 4411 Wallace Street - Lot B, District Lot 1, Alberni District, Plan 32448 VIP78180 (PID: 000-154-130)

- i. Notwithstanding the maximum coverage provisions of Section 5.31.2, for the property known as Fir Park Village, a maximum coverage of 58% is permitted.

C. (Bylaw 4879)

Site - 4065 6th Avenue - Lot 16, District Lot 1, Alberni District, Plan 13685 lying to the North of a boundary parallel to and perpendicularly distant 150 feet from the Northerly boundary of said Lot 16 (PID: 004-625-919)

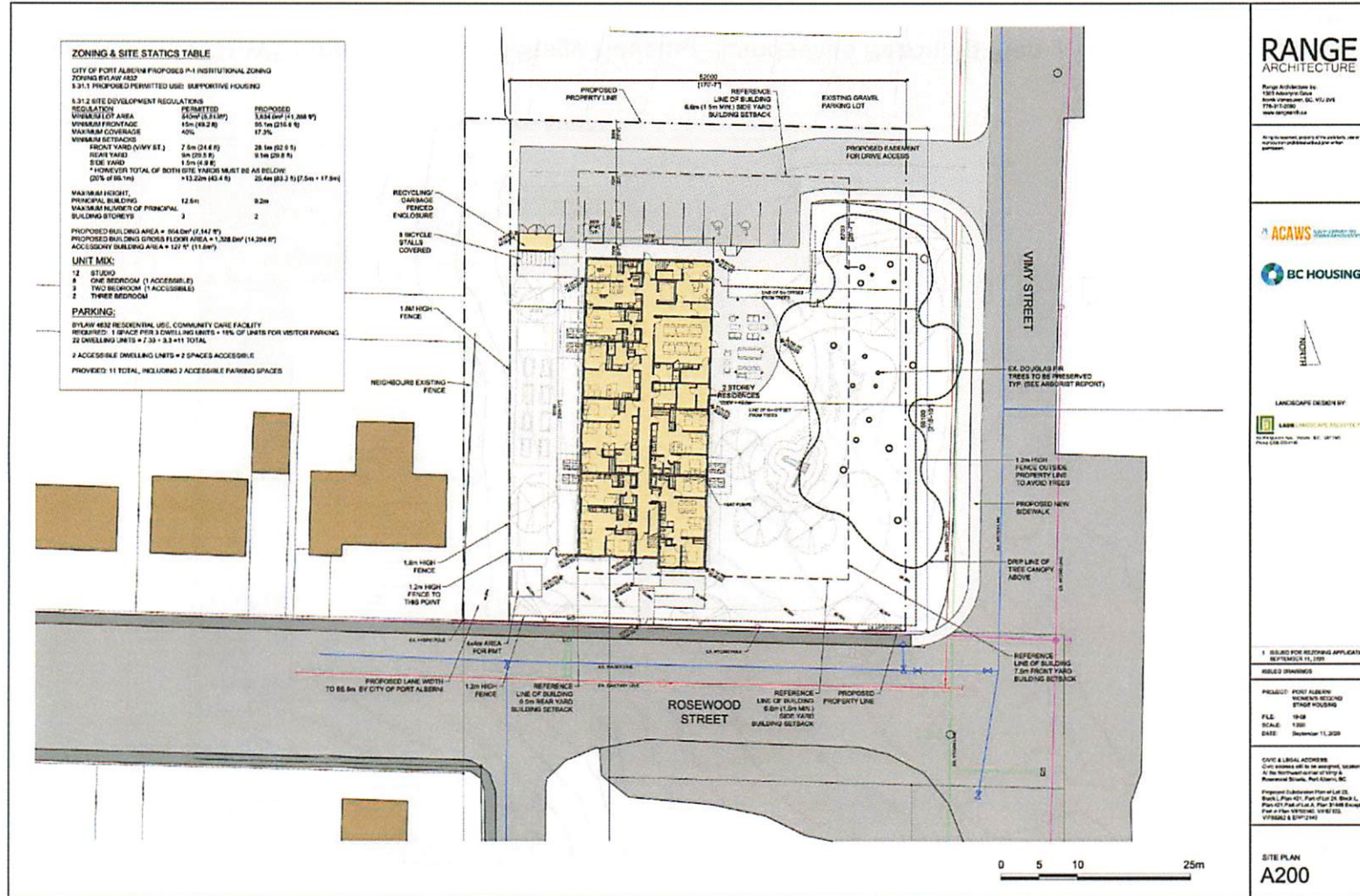
- i. The following accessory use is permitted:
 - Restaurant
- ii. The following conditions apply to *Accessory Uses* listed in 5.31.4.Ci:
 - a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
 - b) The total area occupied shall not exceed 481 m² (5180 ft²).

D.

Site – 2170 Mallory Drive – Lot 1, District Lot 1, Alberni District, Plan VIP77152
(PID: 025-965-409)

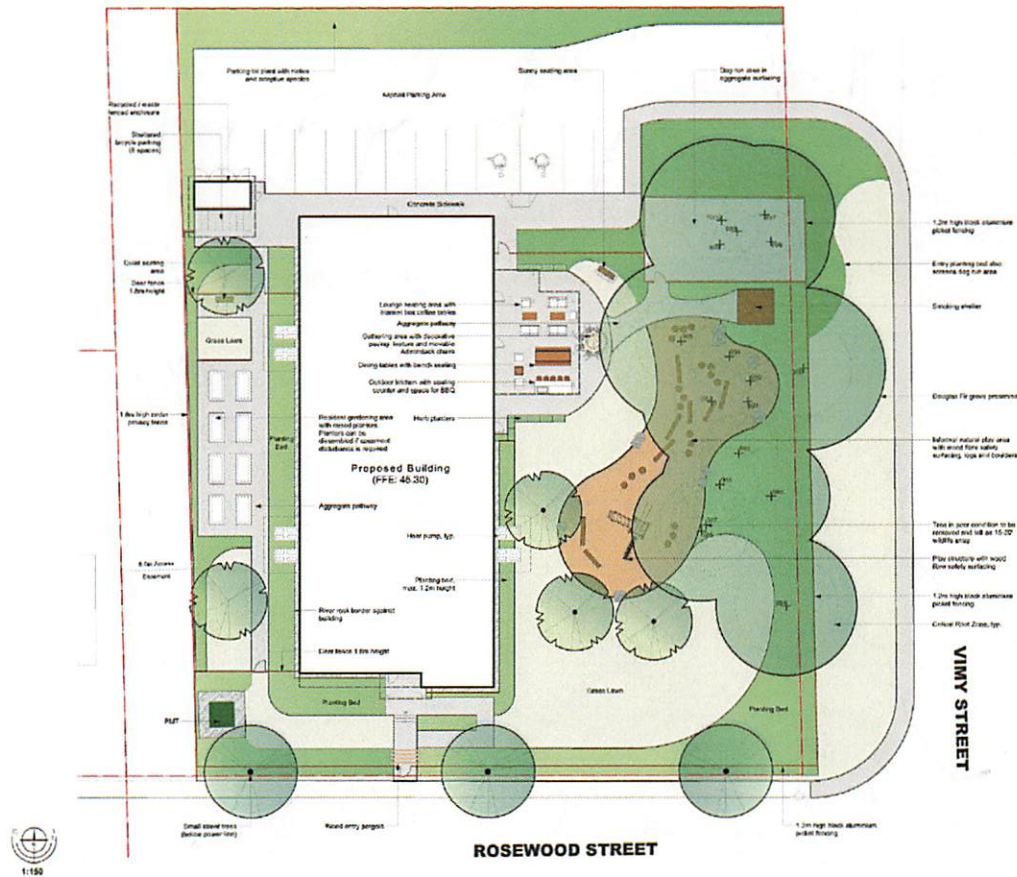
- i. Notwithstanding Section 5.31.1 the following Principle Uses are permitted on the site:
 - a) Small Engine Repair
 - b) Mechanic
 - c) Custom Woodworking
- ii. The following conditions apply to uses listed in 5.31.4 Di:
All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.

3. Site Plan – A200

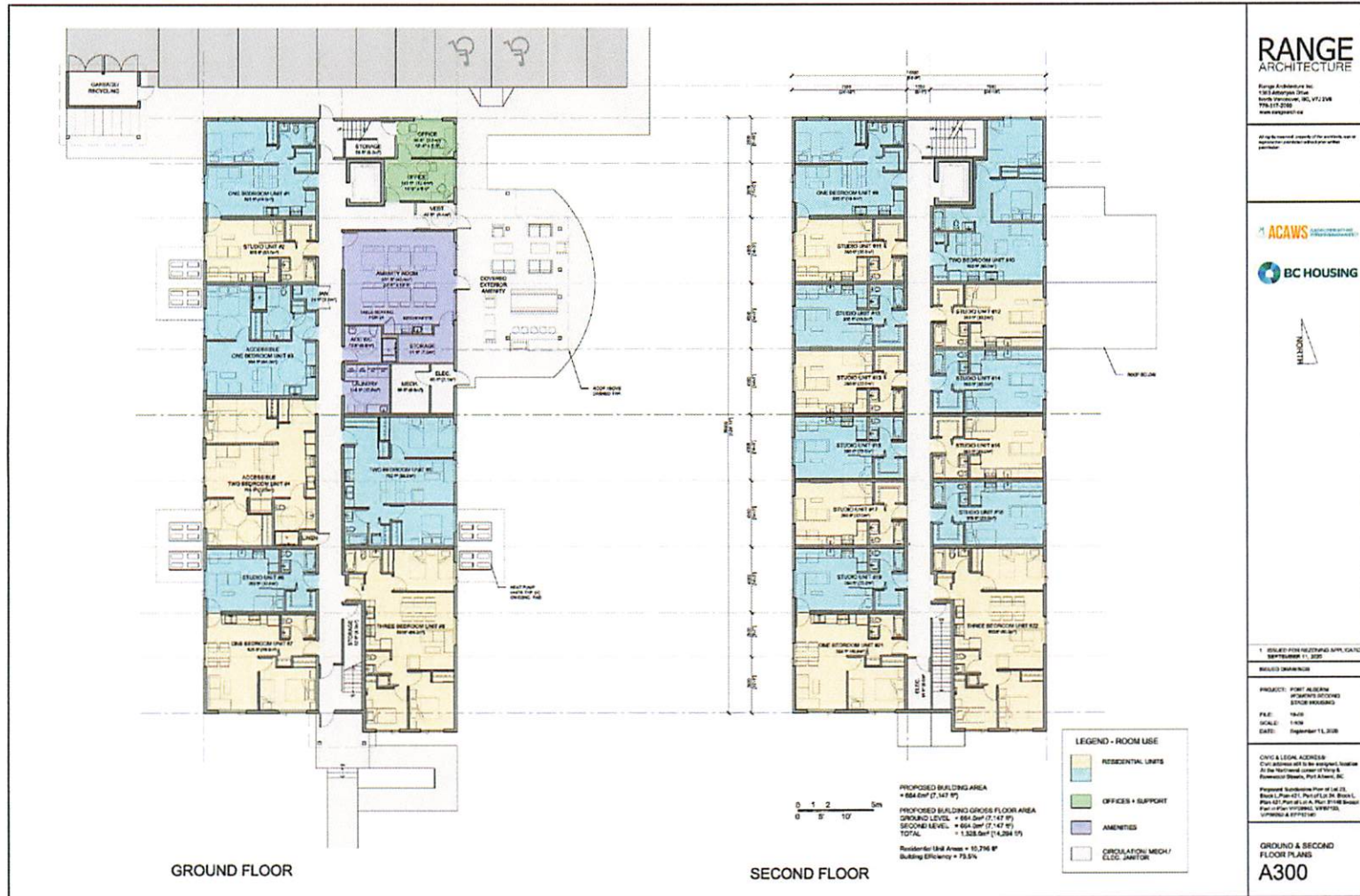


4. Landscape Plan

Port Alberni ACAWS Women's Second Stage Housing - Landscape Rezoning Plan



5. Floor Plans – A300



CITY OF PORT ALBERNI

BYLAW NO. 5036

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

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

1. Title

This Bylaw may be known and cited for all purposes as "**Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036**".

2. Official Community Plan Amendments

- 2.1 **Schedule A (Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation on a portion of Lot A, District Lots 1 and 92, Alberni District, Plan EPP110782 (PID: 031-567-169), located at **4440 Vimy Street**, from 'Parks and Open Space' use to '**Institutional**' use as shown outlined in bold and shaded grey on Schedule "A" attached hereto and forming part of this bylaw.

READ A FIRST TIME THIS DAY OF , 2021.

READ A SECOND TIME THIS DAY OF , 2021.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2022.

READ A THIRD TIME THIS DAY OF , 2022.

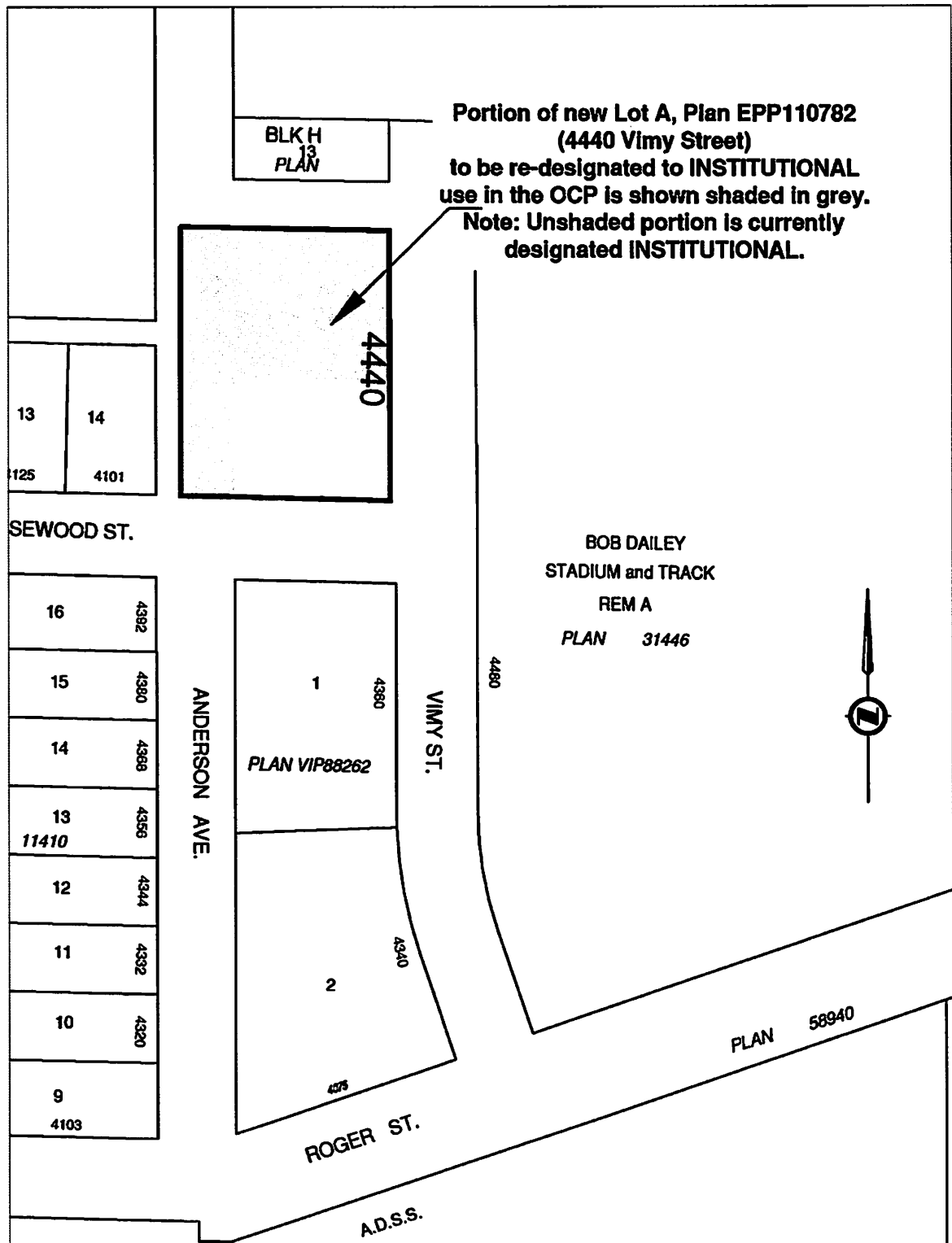
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS DAY OF ,
2022

FINALLY ADOPTED THIS DAY OF , 2022.

Mayor

Corporate Officer

Schedule "A" to Bylaw 5036



4440 VimySt-ACAWS-OCPAmendBylaw.docx

CITY OF PORT ALBERNI

BYLAW NO. 5037

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

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

1. Title

This Bylaw may be known and cited for all intents and purposes as "**Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS) Bylaw No. 5037**"

2. Zoning Map Amendment

- 2.1 *Lot A, District Lots 1 and 92, Alberni District, Plan EPP110782 (PID: 031-567-169), located at **4440 Vimy Street** as shown outlined in bold on Schedule "A" attached, is hereby rezoned from 'P2 Parks and Recreation' to '**P1 Institutional**'.*
- 2.2 Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2.1 above.

READ A FIRST TIME THIS DAY OF , 2021.

READ A SECOND TIME THIS DAY OF , 2021.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2022.

READ A THIRD TIME THIS DAY OF , 2022.

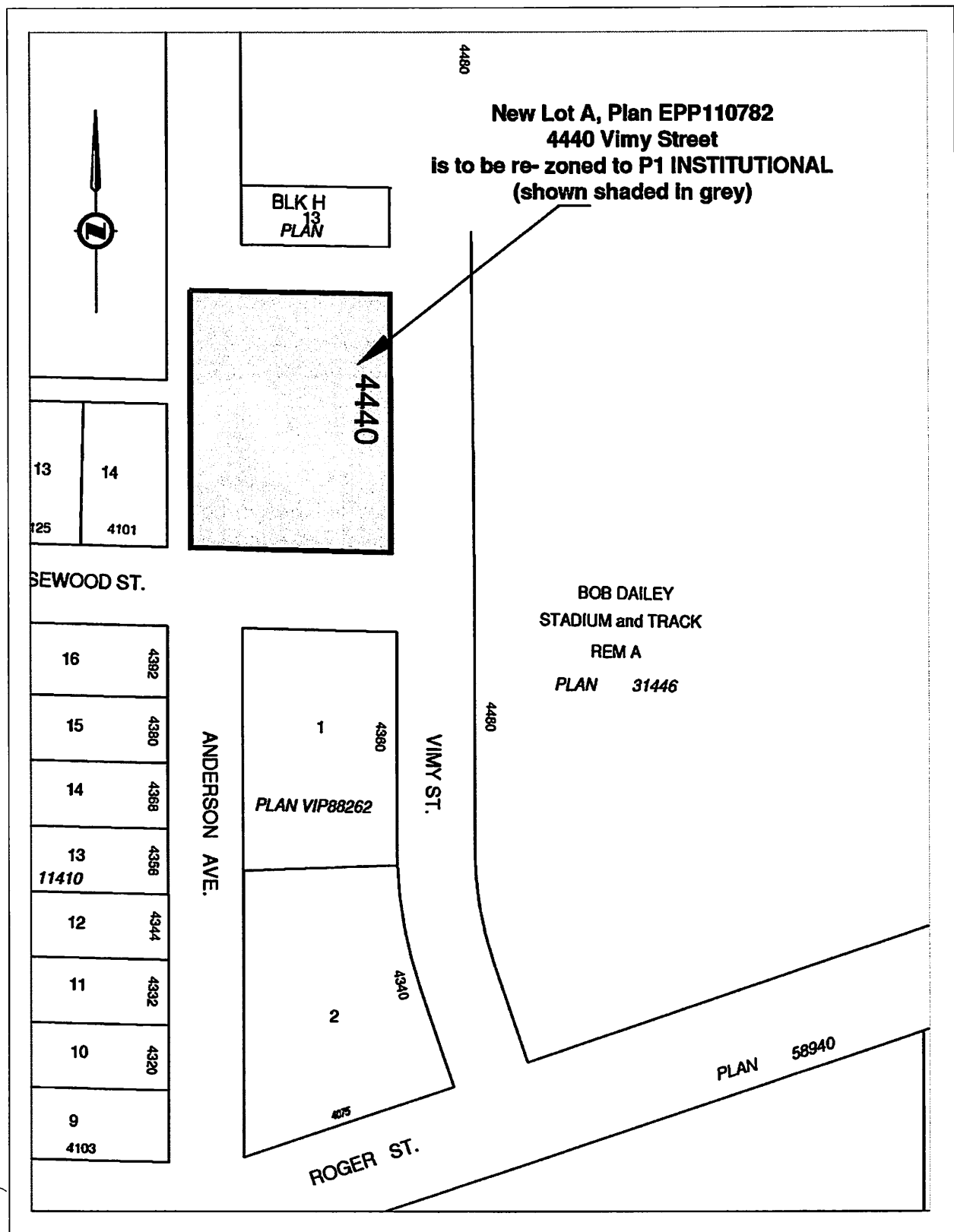
**APPROVED BY THE MINISTRY OF TRANSPORTATION THIS DAY OF
,2022.**

FINALLY ADOPTED THIS DAY OF , 2022.

Mayor

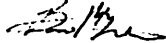
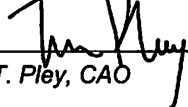
Corporate Officer

Schedule "A" to Bylaw No. 5037



Date: December 2, 2021
File No: 3360-20-5405 Argyle
To: Mayor & Council
From: T. Pley, CAO
SUBJECT: **DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment | 5405 Argyle Street**
Lot A, District Lots 1 and 118, Alberni District, Plan VIP13074. PID: 003-925-536

Applicant: Bobby Toor dba Parmtronics Marine Limited

Prepared by:  B. McLoughlin Development Planner	Supervisor:  S. Smith, Dir. of Development Services/Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATIONS

- a. THAT "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039", be now introduced and read a first time.

OR

- b. THAT City Council request the applicant revise the development application, proposed Zoning Bylaw Amendment for 5405 Argyle Street according to the recommendation of staff, and direct staff to bring forward the application for Council's consideration once revised.

PURPOSE

To consider a development application proposing a text amendment to the Zoning Bylaw for 5405 Argyle Street. The applicant is requesting that the following site-specific uses be added to the property under the *W1-Waterfront Commercial* zone: *Office, Residential Above Commercial, Barber, Beauty Shop, Salon, Spa*.

BACKGROUND

The subject property is located at the corner of Argyle Street and Bird Avenue at the entrance to Harbour Quay. In 2018, City Council approved a Temporary Use Permit (TUP) for the property to allow offices as a *principal use* within three units of the building. The TUP (No. 18-01) approved for this property expired on August 22, 2021.

The owner, Parmtronics Marine Limited, has not applied to the City to renew the TUP, but has instead applied to rezone the property with the intent of making the office use permanent. They are also applying for additional uses that would enable an existing residential suite along with specific personal services. While offices are already permitted on the property as an *accessory use*, the application is requesting that offices be permitted as a *principal use*. This would allow commercial units in the building to be leased exclusively as office space.

Current Zoning & Uses

The subject property is split-zoned *W1-Waterfront Commercial*, and *W2-Waterfront Industrial*. This application concerns only the portion of the property zoned *W1-Waterfront Commercial*. This is the portion with a

commercial building facing Argyle Street. The building contains several commercial units currently occupied by restaurant, office, and retail businesses. The second storey of the building also contains an unoccupied apartment/suite.

The *W1-Waterfront Commercial* zone exists only at Harbour Quay and Clutesi Haven Marina, and the purpose of the zone is to maintain areas for tourist, public, and marine-oriented activities. The *W1-Waterfront Commercial* zone is intentionally designed to permit a very limited set of land uses. These uses align with those identified for Harbour Quay in the *Port Alberni Shoreline Master Plan*: retail, restaurant, microbrewery, nightclub, cabaret, bar, pub, public market. The remaining uses permitted by the zone are related to marine-oriented commercial business.

Harbour Quay & the Shoreline Master Plan

Primarily, the Harbour Quay area was designed, built, and maintained by the City as a tourist attraction and as a community destination for residents. It was also intended to preserve land for important marine-based commercial businesses. According to the original *Feasibility and Design Study* produced by the City, the Harbour Quay project was “intended to harness Port Alberni’s potential for an exciting waterfront attraction” that would “stimulate tourism and benefit the community”.¹ The study strongly tied the success of the waterfront area to its ability to attract visitors.

The City’s *Shoreline Master Plan* also stresses the importance of Port Alberni’s waterfront as a community asset. It is described as a tourism generator, a public destination, a recreational asset, and as an economic opportunity. With regards to Harbour Quay, the Master Plan emphasizes the area as an important “public place” for community events and special occasions, and places priority on uses including restaurants, bars, art galleries, craft shops, adventure tourism charter offices, and markets.

Official Community Plan (OCP)

The subject property is designated *General Commercial (GCO)* in the OCP. *Section D – Part 5.2 Southport* outlines a vision for the neighbourhood as a destination for visitors and residents with a recognizably distinct character within the community. OCP policy also supports residential dwellings above commercial units in Southport as a means of creating a vibrant and attractive neighbourhood. Additionally, the OCP highlights the area at the entrance of Harbour Quay as a distinct social node.

Status of the Application

The Advisory Planning Commission (APC) reviewed the application to rezone 5405 Argyle Street at the September 29, 2021 meeting. Summary meeting minutes are attached to this report. As stated in the minutes, the Commission agreed that ‘Office’ as a *principal use* was not desirable at Harbour Quay, and that the current OCP review should be used to determine any future policy changes for the area. The APC also noted that there are many empty commercial spaces within the community that would be more suitable for an office use than Harbour Quay. Accordingly, the APC recommended against permitting ‘Office’ as a *principal use* at the property, but supported enabling specific personal service uses and the second storey apartment/suite.

¹ City of Port Alberni. *Harbourfront Feasibility and Design Study for a Tourism Project in Port Alberni* (1982). The Cumberland Group & Norman Hotson Architects.

Following the APC meeting, the applicant revised their application to align with the APC's recommendation to support specific personal service uses (*barber, beauty shop, salon, spa*), however, the applicant wished to proceed to Council with their request to make 'Office' a *principal use* on the property.

The application was also circulated to relevant agencies for comment. No major issues with the requested zoning changes were raised, however, the Building Department and RCMP emphasized the need for inspections and adequate emergency access if the second storey residential use is permitted.

ALTERNATIVES/OPTIONS

The Development Services Department supports Option #2.

1. Proceed with 1st Reading of the amending bylaw.
2. Do not proceed with 1st Reading of the amending bylaw and request the applicant revise the application according to staff's recommendation. Also, direct staff to bring forward the application once revised.
3. Do not proceed with 1st Reading and deny the application.
4. Provide alternative direction to staff.

ANALYSIS

The applicant has requested that *office, residential above commercial, barber, beauty shop, salon, and spa* be added to the *W1-Waterfront Commercial* zone as uses at 5405 Argyle Street. In reviewing this application, it was important to consider existing City plans and policies for the waterfront, including the purpose behind the development of Harbour Quay, and the function it was intended to serve within the community.

1. Offices at Harbour Quay

Enabling 'Office' as a *principal use* at 5405 Argyle Street, would allow the entire building to be leased as offices. However, this use of the property is not compatible with the intent of the *W1-Waterfront Commercial* zone, or the *Port Alberni Shoreline Master Plan* – specifically, policies that encourage waterfront lands to be used as a generator for tourism, as recreation space, or for diversifying the local economy. It also contradicts OCP policy goals that the neighbourhood be a primary tourist, cultural, and residential social node with a distinctive sense of place.

Offices do not typically attract visitors or residents in a way that contributes to a vibrant waterfront neighbourhood. They are often low-traffic, offer no or limited services to the public, and usually require a high level of privacy. Depending on the number of employees, offices can also place a higher demand on long-term parking during business hours.

2. Residential Above Commercial at Harbour Quay

A second storey dwelling unit above a commercial business is compatible with the OCP, and is currently permitted by the Zoning Bylaw along other portions of Argyle Street. It would also provide at least one much-needed dwelling unit for the community, and has the potential to increase safety in the area outside of business hours by providing additional 'eyes on the street'. However, existing street parking at Harbour

Quay would be impacted since there is no parking available for residents on the property. A parking agreement between the owner and the City may be required to manage on-street residential parking.

3. *Specific Personal Services at Harbour Quay (barber, beauty shop, salon, spa)*

Allowing specific personal services at 5405 Argyle Street has the potential to enhance Harbour Quay in ways that align with City policy goals for the waterfront. This is especially true for services that are sought by tourists and residents alike, or that otherwise create visible activity. For example, the proposed personal service uses could add vibrancy to the area if combined with retail in a way that allows customers, or tourists, to enter and browse freely.

In the Zoning Bylaw, these uses are included under the definition of 'Personal Service'. However, this definition in the Zoning Bylaw is too broad to be compatible with the waterfront. Therefore, the applicant is requesting to add only *barber, beauty shop, salon, and spa*, as these are uses which most align with City policy for land use at Harbour Quay.

IMPLICATIONS

The owner of 5405 Argyle Street is requesting that additional commercial uses be permitted at their property. In evaluating this application, it is important to consider that Harbour Quay is a unique community destination, and that the purpose of its special zoning is to maintain uses that will attract visitors to Port Alberni, to provide an amenity for residents, and to preserve important commercial space for marine-based businesses. However, it is equally important to consider how markets, neighbourhoods, and the needs of the community may have changed since the W1 zone was created in the 1990s, and that the City's land use regulations may need to be updated.

Below is a list of key items that require consideration:

1. *Offices as a Principal Use of the W1-Waterfront Commercial Zone*

Council should consider if enabling an office building at Harbour Quay would benefit the area in a way that aligns with City policy for the waterfront. Staff do not consider the 'Office' use to align with City policy that emphasizes Harbour Quay as an attraction for visitors or residents.

Furthermore, given the amount of vacant commercial space in Uptown where offices are fully permitted as a *principal use*, Council should consider if allowing an office building on the waterfront is a priority for the community. Also, the City has initiated a review of the Official Community Plan, and changes to land use policy at Harbour Quay may be best determined during that process.

If Council does not support the applicant's request, the existing office tenant will be required to find a new location. Staff would work with the building owner to determine a reasonable timeline for this transition.

2. *Residential Above Commercial in the W1-Waterfront Commercial Zone*

Council should consider if second storey residential would complement Harbour Quay if permitted at this property, and if an agreement would be required to manage street parking. The building currently has one fully constructed second storey suite.

3. Barber, Beauty Shop, Salon, Spa in the W1-Waterfront Commercial Zone

Council should consider if enabling specific personal services (*barber, beauty shop, salon, spa*) would benefit the community if located at Harbour Quay. Staff consider these uses to be compatible with City policy that supports Harbour Quay as a waterfront destination and attraction.

COMMUNICATIONS

At this stage of the process there are no required communications. If the application proceeds to 2nd reading, staff will request that City Council set a date for a Public Hearing, after which staff will carry out all Public Notice requirements.

BYLAWS/PLANS/POLICIES

The applicant is requesting additional uses at 5405 Argyle Street. This would require the following site-specific text amendment to the *W1-Waterfront Commercial* zone:

- a) Amend the text of the Zoning Bylaw by adding the following text to the W1-Waterfront Commercial Zone as section 5.33.4 *Site Specific Uses*.

5.33.4 Site Specific Uses

The following uses shall be permitted on a site-specific basis:

<u>Principal Use</u>	<u>Accessory Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
Office, Barber, Beauty Shop, Salon, Spa	Residential above commercial	5405 Argyle St.	Lot A, District Lots 1 and 118, Alberni District, Plan VIP13074.

SUMMARY

The applicant is requesting an amendment to the Zoning Bylaw that would add additional site-specific uses to the *W1-Waterfront Commercial* zone at 5405 Argyle Street. The Development Services Department does not support the current application as it does not align with City policy for Harbour Quay nor the intent of the Waterfront Commercial zone. Specifically, staff do not support 'Office' as a *principal use* at Harbour Quay, which would permit the entire building to be leased as offices.

In principle, staff support updating the permitted uses of the *W1-Waterfront Commercial* zone, and support the applicant's request for the following compatible uses:

- *Residential above commercial*
- *Barber*
- *Beauty shop*
- *Salon*
- *Spa*

However, changes to permitted land uses on the waterfront that deviate substantially from the intent of the current zone should be postponed until after City policies have been reviewed. The City's current OCP review process is expected to include the waterfront and the role of Harbour Quay in the community.

Accordingly, staff recommend that Council not proceed with 1st reading to the amending bylaw, and instead request the applicant revise their application as follows:

1. Remove the request for 'Office' as a *principal use* in the *W1-Waterfront Commercial* zone at 5405 Argyle Street.

Once revised, staff will again bring forward the application for Council's consideration.

ATTACHMENTS/REFERENCE MATERIALS

- *Subject Property Map - 5405 Argyle Street*
- *Advisory Planning Commission September 29, 2021 Meeting Minutes*
- *Staff Report to the Advisory Planning Commission*
- *Draft "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039"*

C: T. Slonski, Director of Corporate Services

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**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on September 29, 2021 at 12:00 p.m.
(Via remote access through Zoom software platform)**

Commission Members Present

Ken McRae (Chair)
Stefanie Weber
Amy Anaka
Jolleen Dick, Councillor, Hupačasath F.N.
Chris Washington, S.D.70 Liaison
Callan Noye
Joe McQuaid
Ken Watts, CEO Tseshah (č išaa?ath) F. N.
N. Marshall (Alt. – Tseshah (č išaa?ath) F.N)

Staff

Scott Smith, Dir. of Dev. Services/Deputy CAO
Brian McLoughlin, Development Planner
Price Leurebourg, Development Planner
Cara Foden, Planning Technician

Guests

Members of the Public: None
E. Frood, ACAWS (Applicant)
N. Sharp, BC Housing (Applicant)
F. Dow, Architect (Applicant)

Regrets

Andre Guerin, P.A.F.D. Liaison
Amy Needham, Parks Operations Liaison
Councillor Deb Haggard, Council Liaison
Peter Dionne, R.C.M.P. Liaison
Ed Francoeur (Vice-Chair)

Alternates (not in attendance)

Larry Ransom (Alt.– S.D.70)
Councillor Helen Poon (Alt.– Council)
L. Sam, (Alt. – Tseshah (č išaa?ath) F.N)
Roger Nopper CEO, (Alt. - Hupačasath F.N.)



1. Acknowledgements and Introductions –

- Acknowledgement, by the Chair, that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (č išaa?ath) First Nations.
- Welcome and introductions.

2. Minutes - Adoption of July 15, 2021 Minutes

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the July 15, 2021 regular meeting.

(Washington / McQuaid) CARRIED

**3. DEVELOPMENT APPLICATION: Proposed Zoning Bylaw Amendments
5405 Argyle St.**

Lot A, District Lots 1 and 118, Alberni District, Plan VIP13074. PID: 003-925-536

Applicants: Parmtronics Marine Ltd. Inc. No. BC 0419343

- The City Development Planner (B.M.) summarized his report dated August 19, 2021.
- APC discussed the proposed amendments and report.
 - Broad discussion of the following significant topics:
 - Residential above Commercial uses on this site
 - Changes of use in the Harbour Quay area and impacts of OCP update process
 - Parking challenges

- The APC was generally supportive in principal of recommending that the City support the development of one or two suites above commercial space for this specific site. The need for housing in the community was cited and it was noted that this building is the only one at Harbour Quay, at this time, where residential above commercial is an option so the impact on Harbour Quay would not be a major change to the site that already has one suite above the commercial space. The upcoming review and development of a new Official Community Plan (OCP) may impact Harbour Quay more significantly and APC felt that the OCP review should be used to help to determine any future policy and direction changes for the Harbour Quay area.
- The APC considered the impact of a zoning change versus the recommended amendment to the W1 Waterfront Commercial zone. The recommended site specific amendment would allow the OCP review to proceed without prematurely impacting the current vision for the Harbour Quay area. It was noted that there are many empty commercial spaces within the community that would be more suitable for office use than the Harbour Quay.
- It was agreed that 'Office' as a principal use was not a desirable objective for the Harbour Quay. The recommendation to allow several very specific types of personal service uses rather than incorporating all of the uses permitted in the definition of 'personal services' was discussed and supported. It was noted that the recommended services permitted did not include a review of marine traveler service needs and that integration with Port Authority boat traffic services could be examined in future. Overall the APC was supportive of limiting the types of permitted personal services to those contained in the staff recommendation.
- The limited parking available at Harbour Quay, and the resulting challenges, were discussed. The APC voiced concerns regarding the designation of parking for residences above the commercial space. The APC supported the recommendation that the applicant be required to enter into an agreement with the City for management of residential street parking. Creativity may be required to satisfy parking needs and the neighbouring Train Station property was noted as a possible avenue to explore for off-site parking. Permitting of the tenants' vehicles to allow for street parking in undesignated/unguaranteed spots within a specific area was also mentioned as a possible solution that has been used successfully in Nanaimo. From a parking perspective the negative impact of allowing for "Offices" as a permitted use at Harbour Quay would be high.
- General discussion about the nature of the recently expired Temporary Use Permit (TUP) and the Planner noted that applying for an extension of the TUP was not the applicant's preference.

Motions:

1. *That the Advisory Planning Commission recommend to City Council that:*
 - a) *The following site-specific 'Personal Service' uses be added to the W1-Waterfront Commercial zone for the property at 5405 Argyle Street: Barber, Beauty Shop, Salon, Spa;*
 - b) *That 'Residential Above Commercial' be added to the W1-Waterfront Commercial zone as a site-specific use for the property at 5405 Argyle Street;*
 - c) *Prior to Final Adoption of the amending Bylaw the owner of 5405 Argyle Street be required to enter an agreement with the City for management of residential street parking.*

(Anaka / Washington) CARRIED

4. DEVELOPMENT APPLICATION – Proposed Official Community Plan Bylaw and Zoning Bylaw Amendments

4440 Vimy Street

Lot A, EPP110782

Applicant: Nicola Sharp dba BC Housing Management Commission

- The City Development Planner (P.L.) summarized his report dated September 23, 2021.
- APC discussed the proposed amendments and report as follows:
 - The diversity of commercial, residential, recreational and light industrial uses in the area was noted.
 - The applicants have presented a design that is very compatible with residential development.
 - The applicant clarified the intended staffing for the facility indicating that it would be staffed seven (7) days a week but would not be staffed 24 hours a day.
 - The applicants were commended and thanked for proposing a much needed facility into the community.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with the following bylaw amendments, with respect to Lot A, EPP110782 located at 4440 Vimy Street:*
 - a) *Amend the Official Community Plan (Schedule A - Future Land Use Map) to change the designation on a portion of 4440 Vimy Street from 'Parks and Open Space' to 'Institutional'.*
 - b) *Amend the Zoning Bylaw (Schedule A – Zoning Map) to change the zoning on 4440 Vimy Street from 'P2 Parks and Recreation' to 'P1 Institutional'.*

(Anaka / Washington) CARRIED

5. STATUS UPDATE:

The Director of Development Services updated the APC with respect to the following:

- OCP RFP – six submissions received are in review.
- Colin Evans – OCP/ZON amends for 4905 Cherry Ck Rd received 3rd reading on Sep. 27 and will go to an upcoming Council meeting for Final Adoption.
- City owned land RFP's – Director of Development Services/Deputy CAO has been directed by Council to take appropriate next steps with submissions that Council would like to focus on.

6. OTHER BUSINESS - None

7. ADJOURNMENT – The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on **October 21, 2021.**

(McRae / Anaka) CARRIED

Ken McRae (Chair)



APC-SummaryMinutes-Sep29-2021.docx



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Brian McLoughlin, Development Planner

DATE: August 19, 2021

SUBJECT: DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment
5405 Argyle Street
(Lot A, District Lots 1 and 118, Alberni District, Plan VIP13074. PID: 003-925-536)
Applicant: Bobby Toor dba Parmtronics Marine Inc.

RECOMMENDATION

THAT the Advisory Planning Commission recommends to City Council:

- a) The following site-specific 'Personal Service' uses be added to the W1-Waterfront Commercial zone for the property at 5405 Argyle Street: Barber, Beauty Shop, Salon, Spa;*
- b) 'Residential Above Commercial' be added to the W1-Waterfront Commercial zone as a site-specific use for the property at 5405 Argyle Street;*
- c) Prior to Final Adoption of the amending Bylaw the owner of 5405 Argyle Street be required to enter an agreement with the City for management of residential street parking.*

ALTERNATIVES/OPTIONS

The Development Services Department supports Option #2.

1. Recommend to Council that the City proceed with the bylaw amendment.
2. Recommend to Council that the City proceed with adding the following 'Personal Service' uses to the property: *Barber, Beauty Shop, Salon, Spa*. And that 'Residential Above Commercial' be added as an accessory use, subject to the property owner entering agreement with the City for management of residential street parking.
3. Recommend to Council that the City not proceed with the bylaw amendment as written, and request the applicant revise their application before proceeding.
4. Recommend that Council not proceed with the bylaw amendment.

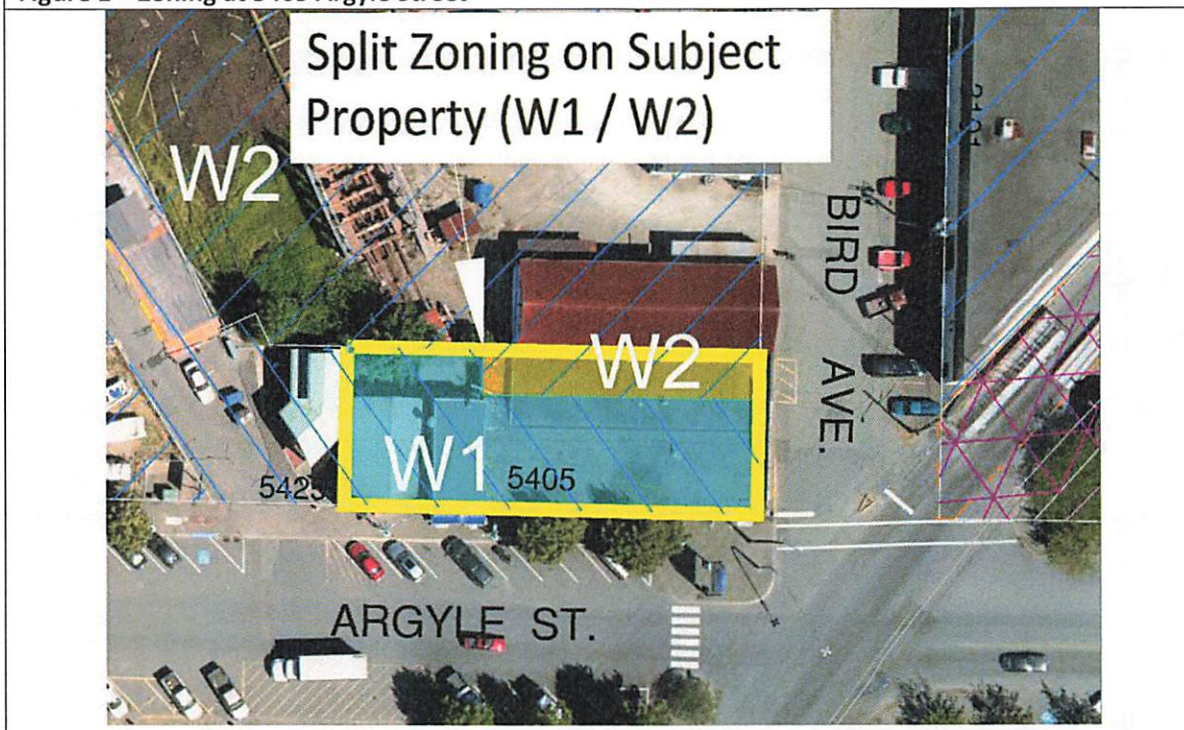
ISSUE

The City has received an application to amend the Zoning Bylaw to add additional commercial and residential uses to the *W1-Waterfront Commercial* zone at 5405 Argyle Street.

BACKGROUND

The subject property is located at the corner of Argyle Street and Bird Avenue at the entrance to Harbour Quay, and two commercial buildings are oriented east to west on the property. The parcel is split-zoned, meaning it has different zones on different areas of the property. The southern portion of the parcel facing Argyle Street is zoned *W1-Waterfront Commercial*, while the northern portion fronting onto Bird Avenue is zoned *W2-Waterfront Industrial*.

Figure 1 – Zoning at 5405 Argyle Street



The commercial building contains a variety of business uses including a restaurant, offices, and retail, though some of the units are currently vacant. The doors of the commercial building exit onto Argyle Street. The second storey of the building also contains an apartment/suite formerly used by the Longshoremen. City of Port Alberni records list the following Business Licenses active or pending at 5405 Argyle Street:

Table 1 – Business Licenses currently issued or pending at 5405 Argyle Street.		
Unit 102	Parmtronics Marine Limited (Marine Electronics Sales and Services)	Active Permit
Unit 104	Pinto Goods and Refillery (Retail)	Pending Permit
Unit 108	23 Hour Club (Retail)	Active Permit
Unit 112	No Information	No License Issued

Unit 116	No Information	No License Issued
Unit 120	Blue Door Café (Restaurant)	Active Permit
Unit 124	Trans-Pacific Trading Ltd (Office)	Active Permit <i>[subject to Temporary Use Permit]</i>

The portion of the property zoned *W2-Waterfront Industrial* is not included in the rezoning application. However, for context, the industrial portion of the property is occupied by a garage-like storage building for boats or other marine equipment, and a business license for Parmtronics Marine Ltd is registered to this space. There are no off-street parking spaces at the subject property. All parking is located on Argyle street in front of the commercial building. Angle parking on Argyle Street is the only parking available at this location.

Proposed Zoning Bylaw Text Amendment

The applicant is requesting that additional uses be permitted on the *W1-Waterfront Commercial* portion of the property at 5405 Argyle Street. This would be accomplished through a site-specific text amendment to the *W1 Waterfront Commercial* zone that would affect only this property. Table 2, lists the uses the applicant is requesting be added to the W1 zone at 5405 Argyle Street along with clarification on how these uses are defined in the Zoning Bylaw:

Table 2 – Requested Uses and Definitions		
Use	Type	Definition (Zoning Bylaw)
PERSONAL SERVICE	Principal	<i>"Personal Service means establishments primarily engaged in providing services involving the care of a person or his or her personal goods or apparel. Personal services usually include the following: dry cleaning, laundry, including cleaning and pressing service, linen supply, diaper service, beauty shops, barbershops, shoe repair, funeral home, steam baths, fitness centres, reducing salons and health clubs, clothing rental, locker rental, porter service, and domestic services. Can include animal grooming services".</i> <i>*Health clinics, including chiropractic, are not considered to be Personal Service. As primary health care providers they are regulated as Medical Service under the Zoning Bylaw.</i>
OFFICE	Principal	<i>"Office means the use of a room or group of rooms within a building to conduct the affairs of a business, profession, service, industry, or government".</i>
RESIDENTIAL ABOVE COMMERCIAL	Accessory	Is defined in the <i>Conditions of Use</i> in section 5.24.3 of the Zoning Bylaw. In mixed-use residential and commercial buildings, residential uses shall be located above the first storey. A separate entrance is required for the dwelling units, along with 0.5 parking spaces each.

Adding the above uses would require the following text amendment to the Zoning Bylaw:

- a) Amend the text of the Zoning Bylaw by adding the following text to the W1-Waterfront Commercial Zone as section 5.33.4 *Site Specific Uses*.

5.33.4 Site Specific Uses

The following uses shall be permitted on a site-specific basis:

<u>Principal Use</u>	<u>Accessory Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
Office, Personal Service	Residential above commercial	5405 Argyle St.	Lot A, District Lots 1 and 118, Alberni District, Plan VIP13074.

Temporary Use Permit for Offices at 5405 Argyle Street

In 2018, City Council approved a Temporary Use Permit for 5405 Argyle Street to allow offices as a *principal use* within three units of the building (Unit A, 116, and 124). Temporary Use Permits are granted to allow temporary relief from the requirements of the Zoning Bylaw, and are often used to provide owners an opportunity to transition away from non-compliant land uses on their property.

The Temporary Use Permit (TUP-18-01) approved for offices at 5054 Argyle Street will expire on August 22, 2021. Under the Local Government Act, Temporary Use Permits may only be renewed once, for up to an additional three years. The applicant has not applied to the City to renew the Temporary Use Permit, but has instead applied to rezone the property to make offices a permanent *principal use*, along with the other uses that have been requested.

Without the Temporary Use Permit, offices are not permitted as a *principal use* in the *W1-Waterfront Commercial* zone, though they are permitted as an *accessory use*. This means that under the Zoning Bylaw, an office may only exist in the W1 zone if it is used to conduct business of another use within the building. For example, if a retail store needed office space for managing their operations.

Official Community Plan (OCP) Policy

The OCP sets the policy direction for the City regarding the designation and regulation of commercial lands, including the Southport neighbourhood and the waterfront. Similar to all commercial properties at Harbour Quay, the parcel at 5405 Argyle Street is designated as *General Commercial (GCO)* on the OCP Schedule "A" Land Use map.

The following policy items from *Section D – Part 5.2 Southport (Within the General Commercial (GCO) Designation)* outline the vision for Southport and Harbour Quay as a destination for visitors and residents that has a recognizably distinctive character within the community.

(2) The role of Southport as a primary shopping, tourist, cultural, residential and social node with a distinctive sense of place is supported...

(4) Together with the restored E & N railway station at the entrance of the Harbour Quay, this area of the community has evolved as a major focal point. Adjacent development that capitalizes on this location by building on the distinctive character of this enclave is encouraged. This can include mixed used developments or niche development such as destination hotels.

OCP policy also supports residential dwellings above commercial units in Southport as a means of creating a vibrant and attractive neighbourhood:

(7) Densification of Southport with residential above ground floor commercial is supported in an effort to provide different forms of housing, increase vibrancy in the area, and enhance the area as a people place...

The OCP also states that the City should continue to support marine-based activity at Harbour Quay through a balanced mix of uses:

(8) The City supports the continued use of the harbour as a “working harbour” but will seek to achieve a balance between commercial/ industrial and public uses.

Zoning Regulations (Zoning Bylaw No. 4832, 2014)

The *W1-Waterfront Commercial* zone exists only at Harbour Quay and the Clutesi Haven Marina. The W1 zone currently permits the tourist, public, and marine-oriented activities listed in *Table 3*. The permitted uses of the *W1- Waterfront Commercial* zone match the uses identified for Harbour Quay in the *Port Alberni Shoreline Master Plan*. City records indicate the W1 zone has been in the Port Alberni Zoning Bylaw since at least 1996, though policies may have been in place as early as the 1993 Official Community Plan. *Table 3* lists the currently permitted uses of the *W1-Waterfront Commercial* zone.

Table 3 – Current Permitted Uses of W1- Waterfront Commercial Zone	
Principal Uses	
• Boat rental operations • Boat tour and charter operations • Commercial mooring facilities • Docks, wharves, and floats for the use of water taxis, ferries, float planes and amphibious vessels • Fish product industry • Marina • Marine fueling operations • Marine-oriented clubs such as yacht clubs • Microbrewery • Nightclub, Cabaret, Bar and Pub • Observation tower • Public Market • Restaurant, excluding drive-in or drive-through • Retail	
Accessory Uses	
• Loading facility • Office • Permanent residence on one boat or vessel for security and fire protection of another use • Private floats and wharves • Storage • Temporary boat storage • Temporary or seasonal residence on a boat or vessel for commercial fishing purposes	

Harbourfront Feasibility and Design Study for a Tourism Project in Port Alberni (1982)

Harbour Quay area was conceptualized, developed and maintained as means of attracting visitors to Port Alberni, and preserving land for important marine-based commercial businesses. It was developed as both a tourist attraction and a community asset. A feasibility study for the project was produced in 1982 by design consultants hired by the City's Waterfront Planning Committee. It was funded by the Province through the Travel Generators section of the *Canada-British Columbia Travel Industry Development Subsidiary Agreement*. The study includes a detailed design for the Harbour Quay area including properties that were both publicly and privately owned.

The study strongly tied the success of the waterfront area to its ability to attract visitors. According to the study, the project was *"intended to harness Port Alberni's potential for an exciting waterfront attraction" that would "stimulate tourism and benefit the community"*. The study argues that while 300,000 – 400,000 tourists were travelling to the Pacific Rim area per year they were not spending time, or money, in Port Alberni. Excerpt from the report below:

"[Visitors] are typically highly mobile; primarily interested in outdoor recreation; likely to spend relatively little on food, entertainment or retail goods; and mainly oriented to spending time at the Pacific Rim. These visitors make limited use of Port Alberni as a tourism destination."

The objectives behind developing Harbour Quay as a destination on the waterfront were as follows:

1. *"To appeal to the type of visitor now coming to the region and over time, encourage visitors to stay longer, spend more and regard Port Alberni as more of a destination."*
2. *"To provide an attraction to visitors and a resource for residents. "*

The marine-based commercial businesses or *"working waterfront"* was seen as an important element in attracting visitors to the Harbour and maintaining land for those industries. The working waterfront was recognized as adding interest, activity, and a strong sense of identity to the area.

Port Alberni Shoreline Master Plan (1991) & Shoreline Master Plan Review (2000)

In 1991, the City worked with the Port Authority (formerly the Harbour Commission) to produce the *Shoreline Master Plan*, which was a vision and land use strategy for Port Alberni's waterfront. The resulting policy was added to Port Alberni's 1993 Official Community Plan. In 2000, the *Shoreline Master Plan* was reviewed and updated. The resulting document re-affirmed the original goals and objectives for the waterfront, while also adding new items. To summarize, the Master Plan contains the following relevant objectives and policies:

- To ensure that development in the area contains a broad mix of year-round uses that are public oriented;
- To act as a tourism generator;
- To function as an amenity for local residents of all ages and incomes;
- To guide development so that the shoreline becomes a cohesive visual and recreational asset to the community and to visitors
- To be complimentary to planning and economic development aspirations of the City, particularly to contribute the economic diversification with emphasis on waterfront tourism wherever possible
- Tourist oriented development of the shoreline should offer enhanced opportunities for economic diversification.

- The Harbour Quay area is an important “public place” for community events and special occasions

With regard to specific land uses at Harbour Quay, the *Shoreline Master Plan* lists the following tourism uses as a priority: Restaurants, bars, art galleries, craft shops, adventure tourism charter offices, markets.

The plan also prioritizes the following maritime uses:

- Fish and seafood processing and sales
- Goods and supplies related to commercial and pleasure boats including sales and repairs.

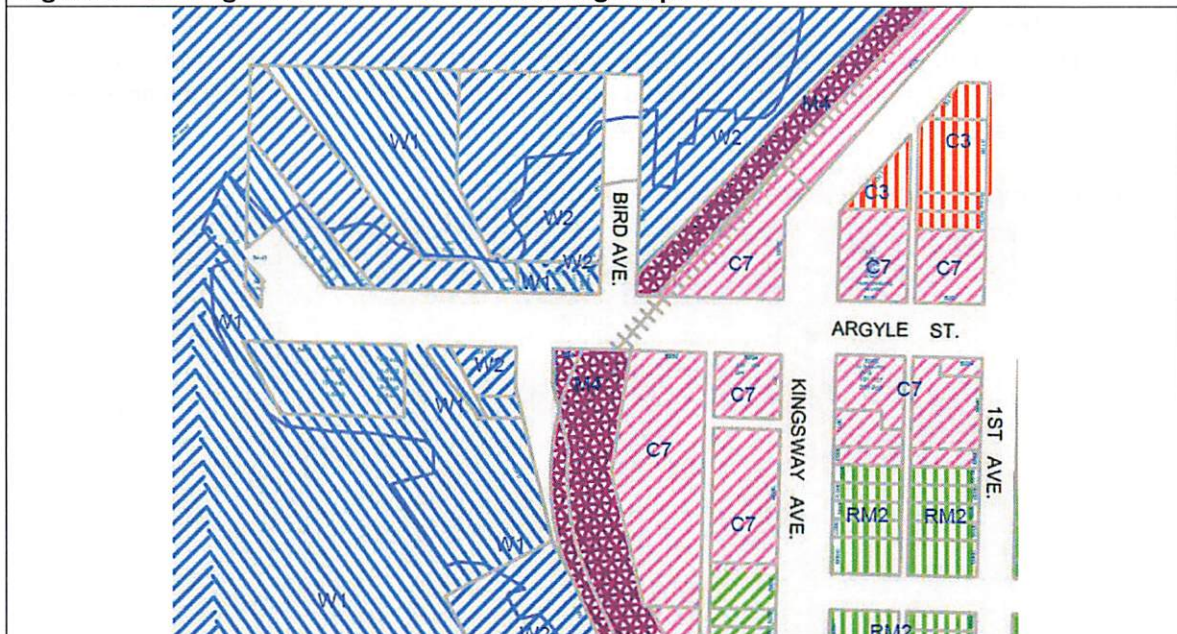
ANALYSIS

The following section contains a detailed analysis of land use at Harbour Quay as relates to the zoning changes requested by the applicant.

Surrounding Area and Land Use

All waterfront lands that form the Harbour Quay area are designated either *W1-Waterfront Commercial* or *W2-Waterfront Industrial* in the Zoning Bylaw. To the east, the Harbour Road corridor containing rail lines is designated *M4-Utilities*. The commercial properties beyond this are zoned *C7-Core Business*, including the train station, the mixed commercial/residential buildings at the intersection of Kingsway, and the undeveloped lands south of Argyle Street. The *C7-Core Business* zone east of Harbour Road permits the uses requested by the applicant, however, these uses are not permitted in the *W1-Waterfront Commercial* zone.

Figure 2 – Zoning Classification of Surrounding Properties



Harbour Quay consists of a number of publicly-owned and privately-owned properties. Generally, properties on the west side of Harbour Quay are owned by the City of Port Alberni, and properties on the east side are owned privately. However, the Port Alberni Port Authority also owns property on the east side of Harbour Quay, on the south side of Argyle Street. *Figure 3* shows City and non-City owned lands at Harbour Quay in relation to the subject property (green dashed line).

Commercial Uses of the W1 Zone at Harbour Quay

The tourist-oriented commercial uses of the W1 zone are intentionally *active uses*, because they create visible activity and contribute to a sense of 'vibrancy' at Harbour Quay. The W1 zone currently permits: retail, restaurant, microbrewery, nightclub, cabaret, bar, pub, public market. The remaining uses permitted by the zone are related to marine-oriented commercial business.

Active uses have a critical role in the design of Harbour Quay because they make the area an attractive destination for people. In urban design and planning, *active uses* have the following general characteristics:

- They are pedestrian-oriented with an emphasis on ground floor activity
- They attract pedestrians including non-customers and tourists
- They allow pedestrians to enter freely or browse or sit inside
- They allow pedestrians outside to see activity inside (ie. transparent windows, open façade)
- They generate activity around the business (ie. outdoor seating)
- They generate many visits over an extended period of the day (ie. morning, afternoon, and evening)

Accordingly, new uses added to the *W1-Waterfront Commercial* zone should also meet the intent of the zone, and align with policies established by the City for maintaining Harbour Quay as a tourism generator, and a community destination.

Non-Market Commercial Units and Land Use at Harbour Quay

The City of Port Alberni owns and leases 17 commercial units at Harbour Quay. These units were purposefully designed to host the tourist-oriented uses the *W1-Waterfront Commercial* zone permits. Current tenants include a variety of retail and food vendors, including a gift shop and full dining restaurant. There is also an aquarium.

Figure 3 – City and Non-City-owned lands at Harbour Quay



These publicly-owned commercial units have been a core component of Harbour Quay since its early design concept. These uses are vital to making Harbour Quay a destination for visitors and locals. In 2010, the City expanded the commercial capacity of Harbour Quay by adding additional lease units as part of the grant-funded Spirit Square upgrade. These units are primarily occupied by food vendors, though the City also maintains a unit for community policing, and leases another to Tseshaht First Nation.

The *W1-Waterfront Commercial* zone is intentionally restrictive in the land uses that are permitted. While the zone was created with the purpose of maintaining Harbour Quay as a tourist attraction with a commercial marine-based “working waterfront”, privately-owned properties, such as 5405 Argyle Street, are also subject to this same restrictive zoning.

Staff have toured the building at 5405 Argyle Street with the applicant, and have determined that the most viable uses permitted by the W1 zone would be tourist-oriented commercial such as retail, restaurant, or boat tour and charter operations. While the limitations of the W1 zone do not necessarily subject the owner to undue competition with the City, it is worth reviewing whether the viability of Harbour Quay requires restrictive zoning at 5405 Argyle Street.

Evaluation of Proposed Additional Uses at 5405 Argyle Street

The applicant has requested that ‘Residential Above Commercial’, ‘Office’, and ‘Personal Service’ be added to the *W1-Waterfront Commercial* zone as uses at 5405 Argyle. The following section evaluates the viability of permitting these uses at the subject property.

1. Residential Above Commercial at Harbour Quay

Second storey dwelling units above commercial businesses at 5405 Argyle Street is compatible with existing policy that envisions Harbour Quay as an attraction for visitors and tourists. Residents at Harbour Quay has the potential to add vibrancy to the area through increased activity – especially in the evenings. It also has the potential to improve safety in the area by providing additional ‘eyes on the street’ outside of business hours. Mixed-use commercial units are already permitted in the Uptown neighbourhood along other portions of Argyle Street, including east of Harbour Road near the subject property.

Residential units at this property would exist in close proximity to waterfront industrial land uses such as boat repair, and other mechanical services, but has the potential to benefit Harbour Quay and provided much needed dwelling units for the community. However, residential units at this property will impact existing street parking at Harbour Quay since there are no spaces available on-site.

2. Offices at Harbour Quay

Permitting offices as a *principal use* at 5405 Argyle Street, would allow the entire building to be converted to offices. This use of the property is not compatible with the intent of the *W1-Waterfront Commercial* zone, or the *Port Alberni Shoreline Master Plan* – specifically, policies that encourage waterfront lands to be used as a generator for tourism, as recreation space, or for diversifying the local economy. It also contradicts OCP policy goals that the Harbour Quay area remain a tourist, cultural, and residential social node with a distinctive sense of place.

Offices are not a use that attracts visitors or residents in a way that would contribute to a vibrant waterfront neighbourhood. They are typically low-traffic, offer none or limited services to the public, and often require a high level of privacy. Depending on the number of employees, offices can also place a higher demand on long-term parking during business hours.

3. *Personal Services at Harbour Quay*

Allowing specific personal services at the subject property has the potential to enhance Harbour Quay in ways that align with City policy goals for the waterfront. This is especially true for services that are sought by tourists and residents alike, or that otherwise create visible activity. For example, certain personal services can add vibrancy to an area when combined with retail in a way that allows customers or tourists to enter and browse freely. For example:

- Barber
- Beauty Shop
- Salon
- Spa

However, the current definition of 'Personal Service' in the Zoning Bylaw is too broad. Enabling 'Personal Service' at 5405 Argyle Street would permit uses that are not compatible with City policy objectives for Harbour Quay. Permitted uses would include *funeral home, linen supply, domestic services, and dry cleaning* in addition to other uses defined, and not defined, by the Zoning Bylaw. Even though the applicant may intend to allow only specific personal services at the property (ie. a nail salon), the City must approach the bylaw amendment as enabling all potential uses.

Given existing City policy, and how the land use at Harbour Quay is intentionally limited, the applicant should be encouraged to request a specific set of personal services. Furthermore, these uses should support the existing policy vision for Harbour Quay.

REFERRALS

In reviewing Zoning Bylaw amendments staff request referral comments from various City departments and external agencies. The following table summarized the feedback received for this development application.

AGENCY/DEPARTMENT	COMMENTS
RCMP	Concerns for emergency service access to residential location proposed at second story of building, in particular if the proposal is for multi-unit/family accommodations. Fire Code compliance and access for medical services personnel and equipment would result in no objection to proposal in principle.
PARKS OPERATIONS	No objections or concerns
PARKS RECREATION	No objections or concerns.
BUILDING	Owner/Business will have to meet all safety and building codes from BCBC 2018 and Fire Code.
ENGINEERING	No issues from Engineering perspective.
CHAMBER OF COMMERCE	No comments received.

CANADA POST

If approved we request the developer contact us in advance to plan mail delivery. A developer supplied Lock Box Assembly will be required and we will need access via our master lock in the intercom.

IMPLICATIONS

In this application, the property owner at 5405 Argyle Street is requesting that additional commercial uses be permitted at their property so that they may attract more viable tenants. In evaluating this application, it is important to consider that Harbour Quay is a unique community destination, and that the purpose of its special zoning is to maintain uses that will attract visitors to Port Alberni, to provide amenity for residents, and to provide important commercial space for marine-based businesses. However, it is equally important to consider how markets, neighbourhoods, and the needs of the community may have changed since the W1 zone was created in the 1990s, and that the City's land use regulations may need to be updated.

Below is a list of key items that require consideration by the APC:

1. *Residential Above Commercial in the W1-Waterfront Commercial Zone*

The APC should consider if second storey dwelling units would complement Harbour Quay, and if measures would need to be implemented to manage resident parking on Argyle Street.

2. *Offices as a Principal Use of the W1-Waterfront Commercial Zone*

The APC should consider if permitting an office building at Harbour Quay would benefit the area in a way that aligns with City policy for the waterfront. Offices are not an *active use* that would attract visitors or residents to Harbour Quay in a significant way.

Furthermore, given the amount of vacant commercial space in Uptown, where offices are fully permitted as a principal use, the APC should also consider if allowing an office building on the waterfront is important for the community. The City will be writing a new Official Community Plan starting late 2021 and into 2022, and changes to high-level land use policy at Harbour Quay may be best determined during that process.

3. *Personal Service in the W1-Waterfront Commercial Zone*

The APC should consider if allowing 'Personal Service', as defined in the Zoning Bylaw, would benefit the community if located at Harbour Quay. Currently this includes businesses such as *funeral home, linen supply, domestic services, and dry cleaning*.

The APC should also consider if it is more suitable to list the specific personal services that will be permitted at the property – in particular, services that are compatible with City policy that maintains Harbour Quay as a waterfront destination and attraction.

CONCLUSIONS

The applicant is requesting to amend the Zoning Bylaw to permit additional uses in the W1 zone at 5405 Argyle Street. The Development Services Department does not support the current application, as it proposes uses that do not align with City policy for Harbour Quay and the waterfront. Specifically, 'Office' as a *principal use*, and 'Personal Service' as a *principal use*. The rationale is summarized below:

- 'Office' is not a use that is compatible with City land use policies regarding Harbour Quay and the waterfront.

- The Zoning Bylaw definition of 'Personal Service' is too broad to support it being enabled in the W1 zone. The addition of 'Personal Service' as it is currently defined would enable uses on the property that are not compatible with City land use policies for Harbour Quay and the waterfront.

In principle, staff support updating the permitted uses of the *W1-Waterfront Commercial* zone, however, changes to permitted land uses on the waterfront that deviate from existing City policy should be postponed until after those policies have been reviewed.

The City of Port Alberni last reviewed its waterfront land use policies with the OCP in 2005, and the *Shoreline Master Plan Review* in 2000. Staff will bring forward a report to Council in September 2021 to request direction on future management of land use at Harbour Quay. The City will also be developing an updated Official Community Plan beginning in fall 2021 that is expected to include a review of waterfront land use and the role of Harbour Quay within the community.

Until staff receive further direction from Council, it is recommended that the following compatible uses be added to the *W1-Waterfront Commercial* zone at 5404 Argyle Street.

- *Barber*
- *Beauty Shop*
- *Salon*
- *Spa*
- *Residential Above Commercial (accessory)*

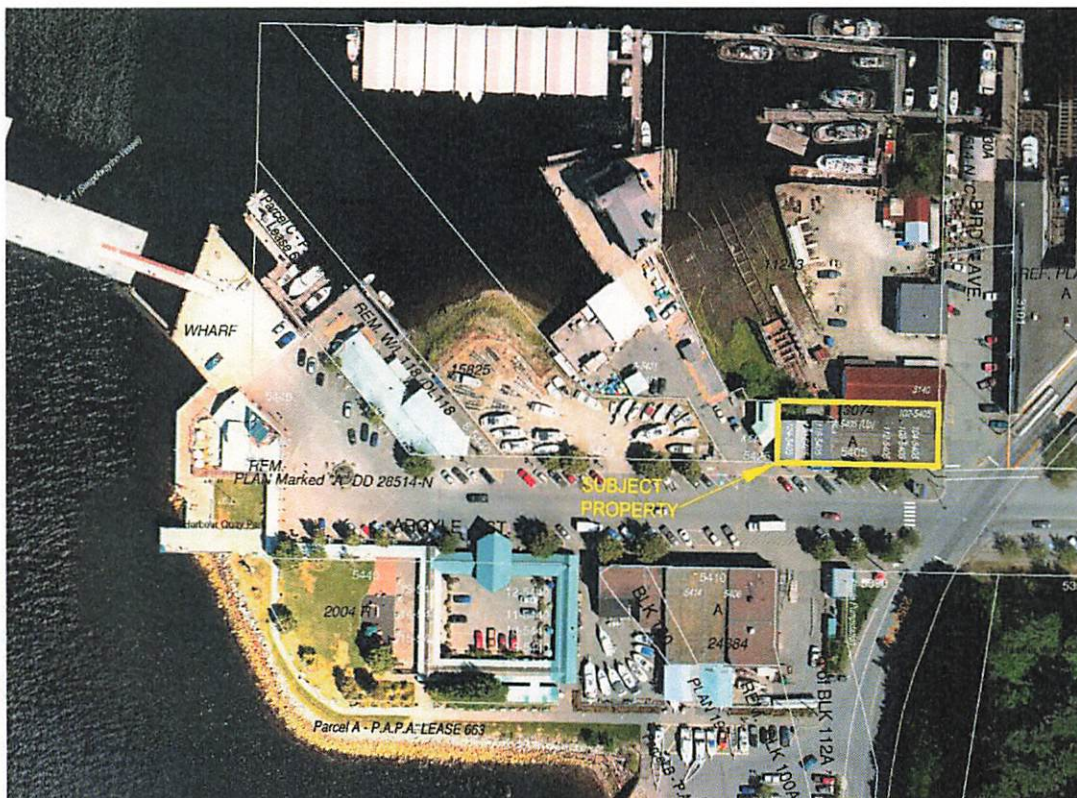
Furthermore, enabling 'Residential Above Commercial' should be conditional upon the property owner entering into an agreement with the City of Port Alberni for the management of on-street residential parking.

Respectfully submitted,



Brian McLoughlin, MCP
Development Planner

SUBJECT PROPERTY – 5405 ARGYLE STREET



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CITY OF PORT ALBERNI

BYLAW NO. 5039

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

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

1. Title

1. This Bylaw may be known and cited for all purposes as "**Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039**".

2. Zoning Text Amendment

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

- A. Adding the following text to Section 5.33.1:

"Site Specific Uses

Office

Barber

Beauty Shop

Salon

Spa"

- B. Adding the following Section 5.33.4 Site Specific Uses, in the form of a table:

"5.33.4 Site Specific Uses

The following uses shall be permitted on a site-specific basis:

<u>Principal Use</u>	<u>Accessory Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
Office, Barber, Beauty Shop, Salon, Spa	Residential above Commercial	5405 Argyle St.	For a <u>portion of Lot A</u> , District Lots 1 and 118, Alberni District, Plan VIP13074 zoned as W1 Waterfront Commercial and shown in Schedule A to this bylaw (Attached) ."

READ A FIRST TIME THIS DAY OF , 202__.

READ A SECOND TIME THIS DAY OF , 202__.

A PUBLIC HEARING WAS HELD THIS DAY OF , 20__.

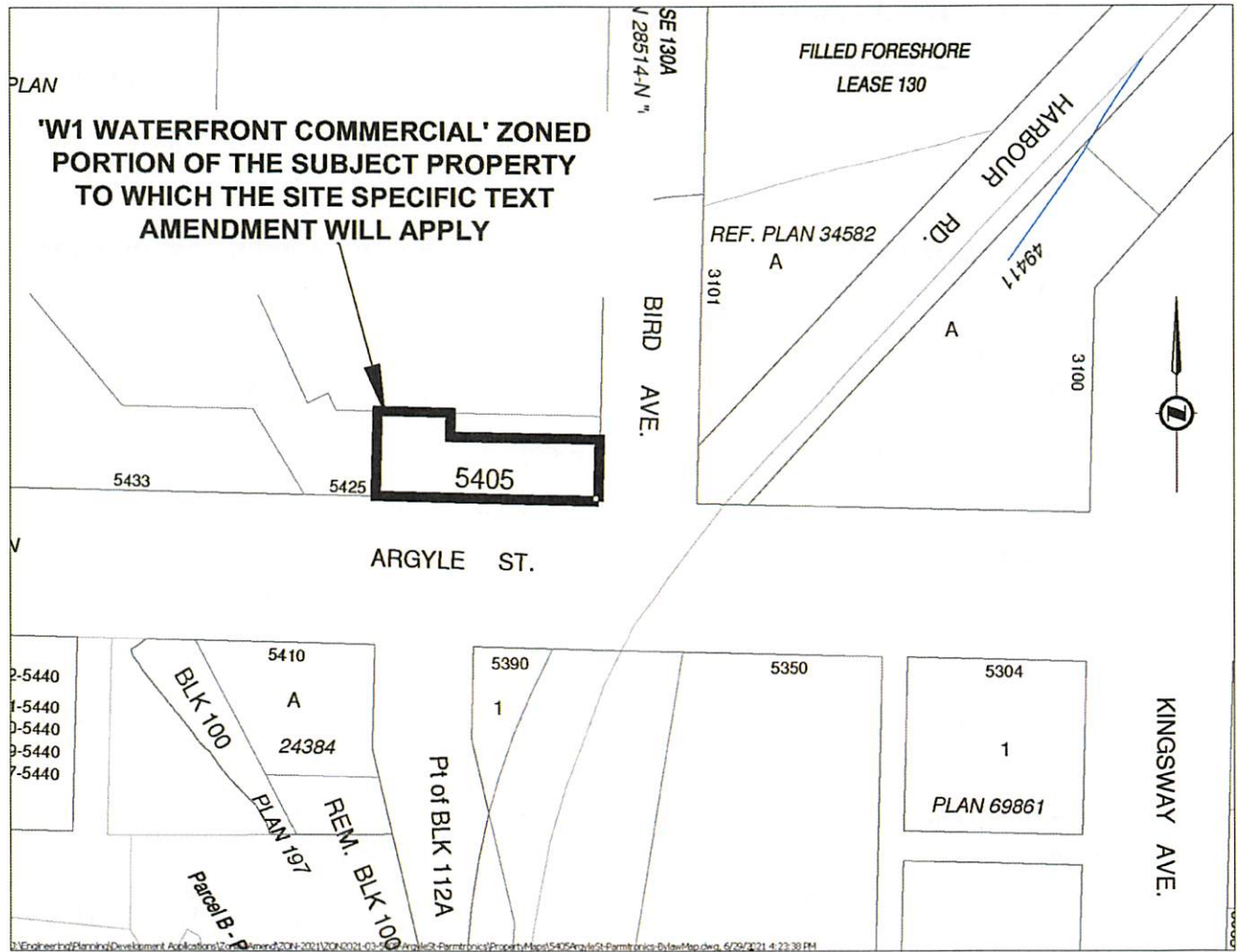
READ A THIRD TIME THIS DAY OF , 20__.

FINALLY ADOPTED THIS DAY OF , 20__.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5039



DRAFT BYLAW ZoneT ext Amend - 5405 Argyle St.docx

**CITY OF PORT ALBERNI
BYLAW NO. 5023-1**

**A BYLAW TO AMEND THE CITY OF PORT ALBERNI 2021-2025 FINANCIAL PLAN
BYLAW No. 5023**

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:

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

1. That "City of Port Alberni 2021 – 2025 Financial Plan Bylaw No. 5023" is hereby amended by deleting Schedule 'A' in its entirety and substituting the amended 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 2021-2025 Financial Plan Amendment Bylaw No. 5023-1" and shall become effective upon adoption.

READ A FIRST TIME THIS 22ND DAY OF NOVEMBER, 2021.

READ A SECOND TIME THIS 22ND DAY OF NOVEMBER, 2021.

READ A THIRD TIME THIS 22ND DAY OF NOVEMBER, 2021.

FINALLY ADOPTED THIS DAY OF, 2021.

Mayor

Corporate Officer

SCHEDULE A TO BYLAW NO. 5023

 CITY OF PORT ALBERNI CONSOLIDATED FINANCIAL PLAN 2021-2025					
	2021	2022	2023	2024	2025
Revenue					
Taxes					
Property Taxes	24,675,478	25,901,092	26,727,718	27,566,050	28,802,719
Other Taxes	742,700	747,850	752,950	754,850	765,000
Grants in Lieu of Taxes	219,980	219,980	219,980	219,980	219,980
Fees and Charges					
Sales of Service	4,266,355	4,028,250	4,111,346	4,229,077	4,295,481
Sales of Service/Utilities	7,194,710	7,455,151	7,734,215	7,959,070	8,145,087
Service to other Government	100,000	101,000	102,010	103,030	104,060
User Fees/Fines	264,280	266,380	268,522	270,707	272,935
Rentals	145,500	146,700	147,900	147,900	147,900
Interest/Penalties/Miscellaneous	736,775	736,775	736,775	736,775	736,775
Grants/Other Governments	3,826,291	1,107,340	1,107,340	1,107,340	1,107,340
Other Contributions	360,000	156,715	106,715	90,000	90,000
	42,532,069	40,866,973	42,015,471	43,184,779	44,687,277
Expenses					
Debt Interest	495,316	495,316	495,316	495,316	615,784
Capital Expenses	19,210,807	8,207,807	12,136,861	5,128,758	5,282,521
Other Municipal Purposes					
General Municipal	4,334,841	4,489,080	4,559,862	4,623,757	4,710,034
Police Services	7,755,495	7,888,797	8,132,695	8,285,470	8,531,993
Fire Services	3,905,782	4,008,050	4,105,032	4,206,972	4,310,587
Other Protective Services	265,516	268,082	270,645	273,085	274,878
Transportation Services	4,123,080	4,212,424	4,326,553	4,420,996	4,542,241
Environmental Health and Development	3,044,741	2,894,798	2,943,067	3,021,548	3,036,978
Parks and Recreation	5,224,206	6,062,174	6,232,629	6,478,544	6,433,590
Cultural	1,426,629	1,458,538	1,479,415	1,510,762	1,542,833
Water	1,760,669	1,821,331	1,814,697	1,876,512	1,888,819
Sewer	1,379,906	1,397,507	1,416,790	1,435,179	1,438,126
Contingency	2,536,000	200,000	200,000	200,000	200,000
	55,462,988	43,383,021	48,113,562	41,956,900	42,808,385
Revenue Over (Under) Expenses Before Other	(12,930,920)	(2,516,047)	(6,098,091)	1,227,879	1,878,893
Other					
Debt Proceeds	8,500,000	-	3,000,000	-	-
Debt Principal	(476,634)	(476,634)	(476,634)	(476,634)	(476,634)
Transfer from Equipment Replacement Reserve	2,058,385	2,173,804	589,674	1,307,654	1,820,050
Transfer from Land Sale Reserve	-	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Other Reserves	2,827,168	816,877	2,983,051	(2,060,900)	(3,224,309)
Transfer from (to) Surplus	20,000	-	-	-	-
	12,930,919	2,516,047	6,098,091	(1,227,880)	(1,878,893)
Balanced Budget	(0)	(0)	(0)	(0)	(0)

RECEIVED

NOV 04 2021

CITY OF PORT ALBERNI

To City of Port Alberni

Mayor Minions

Councilor Corbeil, Solda, Paulson, Washington, Haggard, Poon

November 4, 2021

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

File # *Rcm Nov. 22, 2021*
0220-01

RE: Q2Q Segment 4 and Somass Lands

On the City's website "Connect the Quays" it states the Project Vision through the City's 2019-2023 Corporate Strategic Plan. If constructed, the project will: Create nodes where the community can recognize and celebrate local Indigenous culture and history... and Highlight the City's waterfront and its many uses, past and present.

August 13, 2021 in the City News Release, "City of Port Alberni Redevelopment Plans – Somass Lands", it refers to the City's Corporate Strategic Plan, which identifies public access to waterfront and a thriving waterfront economy as key goals.

In 2018, two articles were published, one by the City in a New Release: "Harbour Quay Clock Tower poised to receive a Facelift" and in the Ha-Shilth-Sa an article by Mike Youds titled "Clock tower project to honour village at Wolf Ritual Beach".

Both articles spoke about the Historic Tseshah winter village of Tlukwatku-is (Wolf Ritual Beach) near Harbour Quay. In Mike Youds article, he mentions "While accounts differ on the nature of the confrontation over what would eventually become Port Alberni, the outcome was brutally clear for the Tseshah; Not just intrusion but outright displacement and dispossession. By the summer of 1860, English merchant and ship's master Edward Stamp laid claim to 2,000 acres at the head of Alberni Inlet while the Tseshah were dispossessed of Tlukwatquwis, a prominent winter village of spiritual, ceremonial and economic importance. Muskets and blankets were their only compensation. (Link to complete article below).

In the Times Colonist today, "RBCM closing 3rd floor in 'decolonization' that will drop Old Town, settler displays" Quote: "Daniel Muzyka, the Museum's acting CEO, said the process means the exhibits in the Becoming B.C. Gallery chronicling early European settler history – including the Old Town replica, displays on logging and fishery industries and Capt. George Vancouver's ship, Discovery – will disappear...The First Peoples gallery will undergo massive changes as well, he said, as artifacts and displays are curated by First Nations and presented with perspectives from "living history".

The Connect the Quays Pathway, Segment 4 is steeped in Indigenous Heritage that has been overshadowed by colonialism which features the City's only Heritage Building, the 1912 CPR Train Station (to be retrofitted) and where the 1929 Baldwin Steam Locomotive transports folks back in time to the McLean Mill National Historic Site (Canada's only Steam operated Sawmill and JJ Logging Shows- Steam Donkey), log manufacturing along the waterfront (APD, Paper Excellence & San Group) (Archived information: AV Museum-former sawmilling companies) and fishing.

In Conclusion:

I would like to suggest that our Mayor and Council consider exploring the idea of approaching and collaborating with the two Nuu-chah-nulth First Nations, the Tseshah and the Hupacasath, thus providing the two nations with an opportunity to develop and rebuild the Tseshah winter village, Tlukwatquwis, a village of spiritual, ceremonial and economic importance on the newly acquired waterfront portion of the Somass Lands along Segment 4 of Connect the Quays. It could be a village designed and built by Indigenous Peoples while encompassing the visions as outlined in the City's News Release: City of Port Alberni Redevelopment Plans-Somass Lands.

J1a

The development would bring our Past forward to the Present to reflect our rich First Nations and Colonial Heritage and build upon the "27 Recommendations" from the Reconciliation Committee.

A. Education: Provide educational opportunities within the community on the history of local First Nations, the resources available and the purpose of UNDRIP and the TRC Calls to Action.

B. Partnerships: Compile report identifying obstacles that create inequality in the opportunities for First Nations employment in the workforce and identify a means to increase employment opportunities for First Nations people in the City and the community.

C. Languages: Educate on place names in Port Alberni using original First Nations names.
Example: rename Canal Beach to Tiipis Beach.

Since the "Orange Shirt Day Walk", I've come across articles about Dolly Watts' and Doug George-Kanantilo, who were residential school survivors. They have visions. If there were an opportunity to realize their visions in the Winter Village, (Longhouse with Indigenous Restaurant, Performance Stage, Art Gallery and a Museum) it would be appreciated. (Articles follow)

Best Regards,
Leslie Walerius, settler
V9Y 8E4



cc:
Dolly (Watts) McRae
Doug George-Kanantilo's
ACRD Chairperson – John Jack
Tseshaht First Nations
Hupacasath First Nations
MLA Josie Osborne
MP Gord Johns
Royal BC Museum – Daniel Muzyka, Acting CEO
Pat Deakin, City of Port Alberni Economic Development

City of Port Alberni

1. Corporate Strategic Plan (2019-2023)

https://www.portalberni.ca/sites/default/files/DIGITAL_City%20of%20Port%20Alberni%20Strat%20Plan.pdf

1. Respond to demographic change/improve quality of life 1

1.2 The Uptown District is revitalized and flourishing.

1.2.1 Attract new investment and encourage redevelopment and improvements. (Priority areas include upper 3rd Ave followed by Argyle between 3rd Ave and Harbour Quay)

1.4 The public has access to and the use of the City's waterfront while marine-based industries thrive and contribute to a strong economy.

1.4.1 Support the timely repurposing of waterfront lands as opportunities emerge

3 Provide and maintain quality services

3.1 The highest and best use is made of City-owned assets.

- 3.1.1 Identify the opportunities, establish priorities, engage the public and stakeholders, and move with purpose on the right projects.
- 3.3 The City's Heritage Network, assets and stakeholders are aligned and provide services desired by the community. Heritage services are authentic and inclusive of all eras, cultures and perspectives.
- 3.3.1 Determine the desired level of resources available for Heritage, and the best model for the City to utilize in delivering Heritage services.
- 3.3.2 Consider all aspects of Heritage that the City is currently funding and develop a plan accordingly.
- 3.3.3 Explore opportunities for Heritage assets to support Economic Development related priorities.

5. Foster a complete community (safe, healthy and inclusive)

5.5 The City continues on a thoughtful and sustainable path of reconciliation with First Nations and First Nations citizens.

5.5.1 Continue progress on reconciliation by acting on the Reconciliation Committee's 27 recommendations in a sustainable manner

2. Reconciliation Committee – Minutes – Jan. 26, 2019 – 27 Recommendations

https://www.portalberni.ca/sites/default/files/council_mtg/Jan16.pdf

3. News Release: Harbour Quay Clock Tower Poised to Receive a Facelift

<https://www.portalberni.ca/news/august-9-2018-1115am/harbour-quay-clock-tower-poised-receive-facelift>

4. News Release: City of Port Alberni Redevelopment Plans – Somass Lands

<https://www.portalberni.ca/news/august-13-2021-213pm/city-port-alberni-redevelopment-plans-somass-lands>

5. Connect the Quays Pathway Project

<https://www.portalberni.ca/C2Q>

<https://www.portalberni.ca/sites/default/files/users/darlings/Connect%20the%20Quays%20-%20Fact%20Sheet%20-%20Draft%203.pdf>

Additional Information:

1. **Dolly (Watts) McRae:** Dolly Watts is Git'ksan from the house of Ghu'sen, at Gitsegukela, BC and at the age of 10 she made the long trip to the Alberni Indian Residential School in Port Alberni. Dolly is married to the former Mayor of Port Alberni, Ken McRae.

Dolly (Watts) McRae: First Nations Drum: **Dolly Watts: Woman Warrior.**

www.firstnationsdrum.com/1999/12/dolly-watts-woman-warrior

In the 1999 First Nations Drums, by R. Stewarts, the article is titled: **Dolly Watts: Woman Warrior.**

R. Stevens wrote, "Yet she (Dolly Watts) is still full of dreams and ambition. Her next project is to build a longhouse beside Vancouver's Trade and Convention Centre. She has applied to the City for permission for a 300-seat structure that would include a restaurant, performance stage and art gallery."



Where People Feast: An Indigenous People's Cookbook,

By Dolly and Annie Watts. 2007, 192 pages

Many recipes are steeped in Native history

2. Doug George-Kanentiio: Residential school survivor and Akwesasne Mohawk, is the former editor of the news journal Akwesasne Notes. He is a co-founder of the Native American Journalists Association and a columnist with News From Indian Country.

Times Colonist, October 2, 2021 "Calls grow for indigenous museum as a needed step to reconciliation".

The article begins and ends with the following:

Residential school survivor Doug George-Kanentiio appealed to the federal government Thursday to help create a permanent museum in Canada to preserve the collective memories of Indigenous Peoples.

.....

The National Centre for Truth and Reconciliation is the archive for the documents and oral histories collected by the Truth and Reconciliation Commission. Currently housed at the University of Manitoba, the Liberals promised to fund construction of a "permanent home" for the centre, budgeting \$60 million in their platform for the 2022-23 fiscal year, and \$5 million in annual operating funds after that.

Exhibits on residential schools are also part of the offerings at multiple museums, including the Canadian Museum for Human Rights in Winnipeg and the Canadian Museum of History in Gatineau, Que.

But Canada does not have a national museum dedicated to and built by Indigenous Peoples.

3. Ha-Shilth-Sa, September 6, 2018 "Clock tower project to honour village at Wolf Ritual Beach

<https://hashilthsa.com/news/2018-09-06/clock-tower-project-honour-village-wolf-ritual-beach>

4. Times Colonist, November 4, 2021 "RBCM closing 3rd floor in "decolonization" that will drop Old Town, settler displays.

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NOV 19 2021

CITY OF PORT ALBERNI



City of Pitt Meadows
OFFICE OF THE MAYOR

☒ Council
☒ Mayor
☒ CAO
☒ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☒ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other *Low Summary*
File # *2021-DEC-13/21*
0400-60

November 17, 2021

File: 05-1900-01/21

Selina Robinson
Minister of Finance
PO Box 9048 Stn Prov Govt
Victoria, BC V8W 9E2
Sent via email: FIN.Minister@gov.bc.ca

Dear Minister Robinson:

Re: Unfair Taxation Benefitting Railway and Industrial Operations

Further to your November 4, 2021 letter advising the Province has no plans to explore reclassification with respect to Railway and Industrial Operations, we are writing to express our significant disappointment with this information.

Although your letter is in response to the September 10, 2021 UBCM meeting it does not appear to consider the overwhelming support of over 90% of UBCM members (90.4% for fair taxation from railway operations and 94.9% for fair taxation from industrial parks) requesting a review of the legislation. Given the high level of support from around the province, we were hopeful more due consideration would be given to our request.

Additionally, over 25 years has passed since the legislation was changed. However, over the last 25 years there have been significant changes in the environment, health and safety considerations as well as continued and increasing pressures on local services and infrastructure.

With regards to your comment on reviewing the assessment methodology of linear properties we would appreciate understanding the rationale, approach and expectation of this review.

For clarity, there were two separate requests for legislation review.

1. Railway Operations - Create fairer taxation by removing section 5(e) of the Assessment Act – Prescribed Classes of Property Regulation B.C. Reg. 438/81 endorsed by UBCM under NR23 Fair Taxation from Railway Operations.
2. Industrial Operations - Create fairer taxation by removing section 5(f) of the Assessment Act – Prescribed Classes of Property Regulation B.C. Reg. 438/81 endorsed by UBCM under NR25 Fair Taxation from Industrial Parks.

Your letter appears to address the railway operations fair taxation request by not wishing to reconsider the 1995/96 decision which is specific to railway operations. However, the review of fair taxation in industrial operations does not appear to have been addressed.

We look forward to a favourable response in regards to our concerns.

Yours Truly,



Mayor Bill Dingwall

BGS, LL.B., CPHR

cc: UBCM Executive
UBCM Member Municipalities

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DEC 02 2021

CITY OF PORT ALBERNI



November 30, 2021

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

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other Fire
File # 0390-20-UBCM

Dear Mayor Minions:

Re: 2021 Resolutions

Please find attached the response from the Insurance Bureau of Canada to resolution 2021-EB8 put forward by your local government and endorsed by the UBCM membership at Convention.

I trust this information will be of assistance to you. Please feel free to contact Jamee Justason, UBCM Resolutions and Policy Analyst with any questions. Phone: 604-270-8226 ext. 100
Email: jjustason@ubcm.ca

Sincerely,

Councillor Laurey-Anne Roodenburg
UBCM President

Enclosure

J1C

2021 EB8 Extending the Life of Fire Apparatus

Port Alberni

Whereas the Fire Underwriters Survey requires that in order to receive credit for fire insurance grading purposes, all first line fire apparatus in small and rural communities should be replaced after 20 years of service and may only be extended up to 25 years when fire apparatus is tested and proven to be in excellent mechanical condition;

And whereas small and rural local governments often are financially challenged to replace high cost and minimally used fire apparatus on a 20-25-year rotational basis:

Therefore be it resolved that UBCM petition the Province to advocate to the Insurance Bureau of Canada for the recognition and acceptance of an annual professional engineer certification of the mechanical condition of fire fighting apparatuses to extend service life beyond 20 years.

Convention Decision: Endorsed

Other Response

Insurance Bureau of Canada

My organization, the Insurance Bureau of Canada (IBC) is the industry association representing 90% of Canada's home, business and private auto insurers.

The insurance industry in Canada does not have an industry requirement for the 20 year lifespan of fire fighting equipment that was highlighted in the policy resolution. That said, some insurers do utilize a risk grading undertaken by the Fire Underwriters Survey (FUS), which does consider the fire apparatus used by local authorities in Canada and their lifespan. A conversation with respect to this would best be placed with the FUS directly and you can contact the FUS via email here: admin@fireunderwriters.ca

MINUTES OF THE ADVISORY TRAFFIC COMMITTEE MEETING
Wednesday, October 20, 2021 @ 10:00 AM
City Hall Committee Room

PRESENT: Chair, Rob Dickinson, Director of Engineering & Public Works
Councillor Ron Paulson
SD#70 Trustee, Larry Ransom
Ministry of Transportation & Infrastructure, Jessica Learn

REGRETS: Deputy Fire Chief, Wes Patterson
RCMP, Manager of Community Policing, Dave Cusson
RCMP, Sgt. Peter Dionne
ICBC, Peggy Gibbs
ICBC, Caroline Robinson
Diversified Transportation, Kathy Deschamps

DELEGATIONS

None

**Action
By**

UNFINISHED BUSINESS

1. Larry Ransom brought forward an email from Laurie Morphet at Alberni Elementary School on January 7, 2019 regarding traffic flow concerns at the school.
The City looked at various concerns adjacent to Alberni Elementary School such as drainage, parking, and improvements to the intersection of Helen St and Arrowsmith Rd and will coordinate works with SD#70 when onsite parking improvements occur.

RD

NEW BUSINESS

1. May 18, 2021 email request from Jean-Phillipe Harvey to discuss pick up and drop off traffic at John Howitt School, specifically the intersection of Grieve Rd and Bishop Cres.

RD

ICBC checked their database and there are no claims for the most recent 5 years of data (2016-2020). City assessment of the intersection identified possible traffic calming improvements such as a table top pedestrian crossing and bulb extensions to narrow the road and make the corner tighter. City also identified a sidewalk at the curb return on the SE corner would provide students a refuge. Further to these ICBC also suggested an in-street crosswalk (flexible sign in the middle of the street) and possible supervision of the crosswalk by the SD#70 when a pedestrian crossing is provided.



RD

J1d

2. July 22, 2021 email request from Mark McLaren to discuss Ship Creek Road traffic noise.

Concerns regarding any modified or malfunctioning exhaust systems resulting in excessive noise requires enforcement. Concerns related to speed requires enforcement. The city and ICBC will consider the use of signage related to engine brakes.

RD



I-65 PLEASE AVOID USE OF ENGINE BRAKES IN URBAN AREAS

The I-65 sign may be used on provincial highways where the use of engine retarding braking ("jake brakes") by commercial vehicle operators creates reoccurring noise and resulting in public complaints. The text "IN URBAN AREAS" may be deleted if the location is in a rural area or replaced with "FOR NEXT XX km"

3. Forwarded from City Council meeting held September 27, 2021 regarding email request from Randy Teichman to discuss Council's approval to remove the left turn lane at 10th Avenue and Dunbar Street intersection.

Residents requested/suggested a roundabout at 10th Ave and Argyle St before removal of left turn lanes. Consulting engineers hired by the city had suggested the correct process would be some improvements at 10th Ave and Dunbar St but defer the removal of the left turns until 10th Ave and Argyle St has been modified to accept the additional traffic. A review by the city and consulting engineers recommends the following steps:

RD

- a. A modified SW corner of Anderson/Argyle is required to improve safety and promote safe use of the corner by vehicles and pedestrians, especially when considering any increase in truck traffic
- b. Improvement of grades at Argyle/10th preferably timed with the construction of a roundabout at Argyle/10th.
- c. Prohibit left turn lanes at 10th/Dunbar.

RD

4. October 5, 2021 email request from Jeff Lorenzetti to add three new stop signs to the intersection at Angus St and 7th Ave (NE corner), and two at the intersection of 7th Ave and China Creek Rd.

ICBC checked their database and there are no claims for the most recent 5 years (2016-2020). The intersections also have relatively low traffic volumes compared to the 15 intersections identified as priorities for the city. Installation of stop signs that are not warranted may result in increased incidents with higher risk of severity. Regarding the 7th Ave and Angus St intersection, it is not a priority but when reconstructed, site lines can be improved and the corners curbed to reduce speeds as well as the crossing distance for pedestrians. The crosswalk could also be re-aligned to improve visibility.

5. Forwarded from City Council meeting held October 12, 2021 regarding email request from James Powsey to discuss traffic in the neighbourhood of 3rd Ave, Neill Street and Ship Creek Rd.

RD

Concerns related to illegal activities require enforcement. Regarding the crosswalk, SD#70 has confirmed the school bus picks up students on the west side of the road in the morning raising the crosswalk as a priority. The intersection will be considered long term for improvements after the Active Transportation Plan is updated to provide additional input on possible solutions such as narrowing the road to accommodate bike lanes, a multi-use path and/or a sidewalk on the west side if appropriate. The end of the two lanes occurring at an intersection without a taper lane is irregular and requires modification. It appears the curb lane on the west side was initially a dedicated access to the disused and blocked off parking lots below the road. A transportation assessment of the area would consider one of the two southbound lanes likely at South Street with consideration of a dedicated left turn at Ship Creek if warranted.

6. Forwarded from City Council meeting held October 12, 2021 regarding email request from Bob Kanngiesser to discuss suggestions to planned upgrades to intersections at Dunbar St and 10th Ave and 10th Ave and Redford St.

See #3 comments above.

Committee members had a general discussion about the proposed improvements to Beaver Creek Road and Highway 4 as well as other areas along the Highway corridor.

PROPOSED SCHEDULE OF NEXT MEETING DATES FOR 2022:

January 19, 2022	April 20, 2022
July 20, 2022	October 19, 2022

Meeting was adjourned at 11:20 a.m.

DISTRIBUTION

Council

Tim Pley – CAO

Twyla Slonski – Director of Corporate Services

Rob Dickinson – Director of Engineering & Public Works

Vacant - Streets Superintendent

Scott Smith – Director of Development Services/Deputy CAO

Chris Baker - Manager of Community Safety

Willa Thorpe, Director of Parks, Recreation and Heritage

Sgt. Peter Dionne – RCMP, email agenda to Peter.DIONNE@rcmp-grc.gc.ca

Wes Patterson, Deputy Fire Chief - Fire Department

Larry Ransom - Trustee, SD 70, email agenda to mlransom@shaw.ca

Caroline Robinson - Road Safety Coordinator, ICBC, email agenda to caroline.robinson@icbc.com

Peggy Gibbs, ICBC, email agenda to margaret.gibbs@icbc.com

Jessica Learn, Ministry of Transportation & Infrastructure, email agenda to jessica.learn@gov.bc.ca

Kathy Deschamps - Diversified Transportation Ltd., email agenda to kathyd@patransit.pwt.ca

David Wiwchar, The Peak, email agenda to dwiwchar@islandradio.bc.ca



Forest Enhancement
Society of British Columbia

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CITY OF PORT ALBERNI

☒ Council
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☐ Finance
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☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other *Comm. Info.*
Rcm Dec. 13, 2021
file # 0230-01

November 30, 2021

Dear Mayor Sharie Minions and Port Alberni (City) Council,

Two of the priorities identified in the BC government's April 6, 2021 mandate letter to the Forest Enhancement Society of BC (FESBC) were:

- To communicate how FESBC's projects successfully contribute to the Province's economic recovery, and
- To provide continued economic, social, and environmental benefits for British Columbia's forests, Indigenous peoples, and communities.

As of March 2021, FESBC has supported **269 forest enhancement projects** valued at \$237.6 million, generating **\$357 million in economic activity** in partnership with the Province of BC and the Government of Canada. Today, we share with you our Winter 2021 Accomplishments Update highlighting 62 of the FESBC-funded projects which are led by Indigenous peoples. We are also pleased to report that another 23 FESBC-funded projects involve Indigenous peoples working in partnership with forestry companies, community forests, municipalities, and industry. The collective value of these projects is approximately \$70 million.

These highlighted projects have facilitated the participation of Indigenous peoples in the forest economy and, through their leadership in these projects, they have a larger voice in the stewardship of the land for future generations. We are seeing Indigenous values and interests increasingly reflected in project outcomes. These projects are demonstrating approaches that **harmonize traditional and modern forestry practices** in community wildfire risk management, ensuring the wise utilization of wood fibre, increasing the opportunity to enhance the production of food sources from forests, and more.

We are very grateful to the many First Nations throughout British Columbia that have stepped forward to provide forest management leadership that has resulted in successfully delivering so many excellent projects.

Jim Snetsinger
Chair, FESBC

To connect with our team for more information, please contact FESBC Executive Director Steve Kozuki at 250.819.2888 (cell) or skozuki@fesbc.ca

(514) MC

J1e



Winter 2021 Accomplishments Report

FESBC-Funded Projects Led By First Nations Partners



(L to R) Dave Conly, FESBC Operations Manager with Aaron Higginbottom, Williams Lake First Nation Senior Manager Natural Resources, and John Walker, Williams Lake First Nation Stewardship Forester at an on-site tour of the Williams Lake Community Forest.

WILDFIRE RISK REDUCTION

- 1 Stswecem'c Xgat'tem First Nation (Canoe Creek Band)
Assessing and developing fuel management treatments
- 2 T'sideldel (Alexis Creek First Nation) and Tl'etinqox (Anaham)
Harvesting focused on low value stands to reduce wildfire risk
- 3 Shuswap Indian Band (Kenpesq't)
Removing and pruning trees to reduce wildfire risk
- 4 Lil'wat First Nation (Mount Currie Indian Band) and Squamish First Nation (Squamish)
Creating a fuel break southwest of the Resort Municipality of Whistler
- 5 Williams Lake First Nation (T'exelc)
Creating a fuel break along and adjacent to a large power line
- 6 Tsq'escenemc (Canim Lake Indian Band)
Planning, prescriptions and treatments of priority interface fuel management polygons
- 7 ?Esdilagh First Nation (Alexandria Indian Band)
Planning, layout and treatments for wildfire fuel breaks
- 8 Xaxli'p First Nation (Fountain Indian Band)
Reducing wildfire risk through treatment activities on priority areas
- 9 Whispering Pines/Clinton First Nation (Pelltiq't)
Reducing forest fuels to reduce the risk of wildfires to the community
- 10 ?Esdilagh First Nation (Alexandria Indian Band)
Conducting wildfire risk assessments and doing a landscape level primary fuel break
- 11 Esketemc First Nation (Esk'etemc)
Surveying areas to determine fuel management treatments
- 12 Syilx Okanagan Nation
Fuel treatments to reduce wildfire risk

Indigenous Peoples Sharing Perspectives

With a deep connection to the land and a multi-generational perspective on sustainability, it is natural that Indigenous peoples throughout British Columbia have stepped up to lead so many projects that **protect communities from wildfire, enhance wildlife habitat, reduce greenhouse gases**, and more. Indigenous peoples have shown a desire to more fully participate in B.C.'s forest economy and funding from the Forest Enhancement Society of BC (FESBC) has accelerated this transition. All of these highlighted projects produce an array of environmental, economic, and social benefits. However, as these projects get implemented and completed, there is one social benefit emerging that was perhaps unexpected: **Indigenous people are sharing their perspectives about the inter-connectedness of everything in our world.** Traditional cost/benefit analyses tend to emphasize things that can be measured such as job creation, economic activity, animal populations, etc. Although social benefits may be difficult to quantify, they may be just as important.



Forest Enhancement
Society of British Columbia

Learn how Indigenous peoples
are leading forest enhancement
projects throughout B.C.



"The people that arrived here in British Columbia, when they first looked at the forest, I tell people the forest was managed so well it looked untouched. Our people relied on that, and we want to get back to that."

Joe Alphonse | Chief, Tl'etinqox Government

—excerpt from the Climate Change Heroes video bit.ly/ClimateChangeHeroes

Innovation and Collaboration in Forestry Led by First Nations

Highlighting Central Chilcotin Rehabilitation

Central Chilcotin Rehabilitation (CCR) is a company created by Tšideldel and Tl'etinqox First Nations, two Indigenous communities who collaborated to specifically access funding from FESBC. CCR, which has since grown to be the second-largest recipient of FESBC funds, employs numerous band members to **enhance wildlife habitat**, **reduce wildfire risk** around their communities, and **rehabilitate and reforest** areas devastated by the 2017 mega-fires. CCR also utilizes waste wood that otherwise would have been slash-burned, thereby doing their part

to reduce greenhouse gases. More importantly, **CCR is a vehicle by which these Nations are leading collaborative forest management.**

While the Nations have provided contract services to the forest industry in the past and continue to do so today, they are now leading their own projects on the land and have a bigger voice in forest management decisions. When Nations are enabled to create forest companies and lead projects, the result is increased Indigenous participation in the forest economy.



Central Chilcotin Rehabilitation's Impact with FESBC Funding:



516,000 = 8,600

CUBIC METRES OF
FIBRE RECOVERED

LOGGING
TRUCKS



4,000

HECTARES OF LAND REPLANTED
WITH 4.5 MILLION TREES



FESBC-Funded Projects Led By First Nations Partners

WILDFIRE RISK REDUCTION, cont'd

- 13 Esketemc First Nation (Esk'etemc)**
Treatments to reduce wildfire risk and enhance wildlife habitat
- 14 Tsq'escenemc (Canim Lake Indian Band)**
Developing a landscape level plan for fuel breaks and fuel management
- 15 Esketemc First Nation (Esk'etemc)**
Creating an emergency wildfire escape route for the community
- 16 Stswecem'c Xgat'tem First Nation (Canoe Creek Band)**
Expanding funding for planning, prescription development, and wildfire risk reduction treatments
- 17 Akisqnuq First Nation (Columbia Lake Indian Band)**
Reducing forest fuels to reduce to the risk of wildfires to the Akisqnuq Reserve near Windermere and Fairmont Hot Springs
- 18 Xaxli'p First Nation (Fountain Indian Band)**
Planning, prescriptions, and groundwork to improve wildlife habitat and reduce wildfire risk
- 19 Lower Nicola Indian Band**
Developing prescriptions and carrying out wildfire risk reduction treatments
- 20 Nazko First Nation (Ndazkoh)**
Planning wildfire risk reduction prescription development and treatment activities

- 21 Nazko First Nation (Ndazkoh)**
Harvesting and removing beetle damaged trees to reduce wildfire risk and rehabilitate the land base
- 22 Lilwat First Nation (Mount Currie Indian Band) and Squamish First Nation (Squamish)**
Working on a wildfire fuel break and a fibre recovery study
- 23 Syilx Okanagan Nation**
Planning, prescriptions, and treatments for wildfire fuel reduction and fuel breaks
- 24 T'sideldel (Alexis Creek First Nation)**
Developing prescriptions for wildfire fuel treatments
- 25 First Nations Emergency Services Society**
First Nations Emergency Services Society assisting First Nations engage in wildfire risk reduction planning
- 26 Lilwat First Nation (Mount Currie Indian Band) and Squamish First Nation (Squamish)**
Removing trees and surface/ladder fuels with delivery of the vegetation to a composting site
- 27 Williams Lake First Nation (T'exelc)**
Treatments for a wildfire fuel break
- 28 Nazko First Nation (Ndazkoh)**
Wildfire risk reduction planning, prescription development, and treatment activities

FOREST CARBON

- 29 T'sideldel (Alexis Creek First Nation) and Tl'etinqox (Anaham)**
Transporting uneconomic wood for biomass
- 30 Ulkatcho First Nation (Ulhk'acho)**
Reducing greenhouse gas emissions from pile burning by utilizing uneconomic wood
- 31 Esketemc First Nation (Esk'etemc)**
Chipping of logging debris for biomass markets in Williams Lake
- 32 Ulkatcho First Nation (Ulhk'acho)**
Utilizing uneconomic wood to reduce greenhouse gas emissions from pile burning
- 33 Kitasoo / Xai'xais—First Nation**
Salvaging pulp logs from harvesting areas outside of the fibre recovery zone
- 34 Cheslatta Carrier Nation (Cheslatta T'En), Wet'suwet'en First Nation, Skin Tyee First Nation (Skin's Tyee), Burns Lake Band (Ts'il Kaz Koh), Lake Babine Nation (Nataotin, Nat'oot'en Nation), and Nee-Tahi-Buhn (Francois Lake)**
Grinding and transporting uneconomic residual fibre to reduce greenhouse gas emissions from pile burning
- 35 Cowichan Tribes (Quw'utsun)**
Restoring riparian ecosystem to capture carbon over the mid to long term
- 36 Takla Lake First Nation**
Transporting uneconomic wood/fibre to reduce greenhouse gas emissions from pile burning

FESBC has funded
62 projects led by
First Nations Partners
plus another
23 involving
First Nations.

FESBC-Funded Projects Led By First Nations Partners

FOREST CARBON, cont'd

- 37 Wuikinuxv Nation (Oweekeno)**
Delivering pulp logs historically left behind due to economic barriers
- 38 Haida Nation**
Applying fertilizer by hand as a part of an old growth acceleration rehabilitation project
- 39 Lax-kw'alaams Band (Lax?gu'alaams)**
Improving forest health and reducing greenhouse gas emissions by utilizing pulp fibre
- 40 Williams Lake First Nation (T'exelc)**
Grinding and transporting of uneconomic fibre to reduce greenhouse gas emissions from pile burning and improve fibre utilization
- 41 T'sideldel (Alexis Creek First Nation) and Tl'etinqox (Anaham Band)**
Transporting uneconomic residual wood to reduce greenhouse gas emissions from pile burning and improve fibre utilization
- 42 Esketemc First Nation (Esk'etemc)**
Transporting uneconomic residual wood to reduce greenhouse gas emissions from pile burning and improve fibre utilization
- 43 Haida Nation**
Transporting uneconomic wood to reduce greenhouse gas emissions and improve fibre utilization

STAND REHABILITATION

- 44 T'sideldel (Alexis Creek First Nation) and Tl'etinqox (Anaham)**
Planning, harvesting, and planting in high burn intensity interior Douglas-fir stands
- 45 Cheslatta Carrier Nation (Cheslatta T'En)**
Rehabilitating uneconomic, mature stands heavily damaged by wildfires
- 46 Toosey First Nation (Tl'esqox) and Yunesit'in Government (Stone, Stoney)**
Preparing sites for reforestation in uneconomic areas with low volume recovery
- 47 Skeetchestn Indian Band (Deadman's Creek)**
Restoring riparian areas in the Deadman River watershed
- 48 Nazko First Nation (Ndazkoh)**
Reducing greenhouse gas emissions from pile burning by using residual fibre
- 49 Westbank First Nation**
Planning for a multi-phase project to remove hazardous dead trees and restore mule deer winter range

- 50 Yunesit'in Government (Stone, Stoney)**
Utilizing residual fibre resulting from reforestation in uneconomic areas
- 51 Williams Lake First Nation (T'exelc)**
Removing low quality and diseased trees to maximize tree growth and make them more resilient
- 52 Wet'suwet'en First Nation**
Developing a strategic wildfire hazard mitigation plan for the Wetzin'kwa Community Forest
- 53 Nazko First Nation (Ndazkoh)**
Transporting of uneconomic residual fibre to reduce greenhouse gas emissions and improve fibre utilization

WILDLIFE HABITAT ENHANCEMENT

- 54 Esketemc First Nation (Esk'etemc)**
Restoring Mule Deer winter range habitat
- 55 Bonaparte Indian Band (St'uxwtews)**
Removing, piling, and burning woody debris to enhance critical deer winter range
- 56 Haida Nation**
Restore natural stream flow patterns and wildlife habitat
- 57 SnPink'tn (Penticton Indian Band)**
Re-establishing ecological diversity, resiliency, and ungulate habitat using prescribed fire equivalent to the natural fire regime
- 58 Esketemc First Nation (Esk'etemc)**
Surveying, planning, and prescriptions for mule deer winter range habitat improvement
- 59 Ts'il Kaz Koh First Nation, Wet'suwet'en First Nation, and the Office of the Wet'suwet'en Hereditary Chiefs**
Planning, layout and treatments to create a fire break in the Burns Lake Community Forest
- 60 SnPink'tn (Penticton Indian Band)**
Using prescribed fire equivalent to the natural fire regime to reduce overall wildfire risk
- 61 Haida Nation**
Spacing and pruning treatments to improve Haida Gwaii Goshawk forage territory

FIBRE RECOVERY

- 62 Kitselas First Nation (Gitselasu) and Kitsumkalum First Nation (Gitsmgeelm)**
Recovering uneconomic mill chips for the grinding of chips



A Message from FESBC Board Chair

JIM SNETSINGER

Thank you for reading the FESBC Winter 2021 Accomplishments Update which highlights Indigenous peoples' participation in numerous projects that have made a significant contribution to the provincial forest economy. The FESBC Board of Directors is thrilled by the incredible ability of these First Nations to **foster collaboration and innovation** across the forest sector, and on behalf of all British Columbians, we thank them for their hard work and collaboration.



Learn More

If you'd like to learn more about the Forest Enhancement Society of BC and how people in British Columbia's forests are helping create climate change solutions, reduce wildfire risk, and keep workers employed through our funded projects, connect with us!

Steve Kozuki, FESBC Executive Director
skozuki@fesbc.ca or 1.877.225.2010

Subscribe to our FESBC Newsletter:

www.fesbc.ca

Follow us on: [in](#) [t](#)

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DEC 07 2021

CITY OF PORT ALBERNI

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☒ Community Safety
☒ Other *Comm. Summary*
File # *Rcm Dec 13, 2021*
0230-01

Dear Mayor Minions and Council,

Please find attached a letter outlining our progress to date, that includes the attached letter sent to Minister Malcolmson respectfully requesting some confirmation of timelines and expectations as we focus our on our essential services.

We would like to receive from Minister Malcolmson:

1. Written confirmation from the Ministry of Mental Health & Addiction and the Provincial Health Services Authority that **no further movement will be made to announce a Request for Proposals for our sector until the new year.**
2. Written confirmation that any decision to move to a Request to Proposal will happen after **additional discussion with your existing providers and stakeholders.**

If there is intent to move forward with our Direct Award proposal, we would appreciate knowing as soon as possible. As the Notice to Vendors was public, our staff and volunteers are aware of the possibility their hard work and dedication may be put to bid, with predictable negative impacts on their morale and retention. If the Province has decided not to put their work at risk, we would like to let them know.

In light of this week's announcement that 911 operators will no longer be able to stay on the lines with distraught callers, we expect this situation will become more public in the coming days and weeks. It has already been difficult to keep our concerns about crisis line services out of the public eye in light of the number of organizations and individuals that are worried about the government's procurement processes in the social services space. We continue to act in good faith and will always remain a good partner to government.

Thank you for your time and thoughtfulness in keeping up to date on the response to our requests.

Elizabeth Newcombe (She/Her)
Executive Director

Vancouver Island Crisis Society
PO Box 1118, Nanaimo, BC V9R 6E7
V 250 753 2495 x114 Toll-Free 1 877 753 2495
F 250 753 2475



Office Hours: Monday to Thursday, 9 to 12 and 1 to 4

Vancouver Island Crisis Society -- Helping People Find Their Way
Crisis Lines, Crisis Chat and Crisis Text Services at www.vicrisis.ca

I acknowledge that I live, learn, work and play on the unceded and traditional territories of the Coast Salish, Nuu-chah-nulth, and Kwakiutl Peoples.

J15

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DEC 07 2021

CITY OF PORT ALBERNI



December 3, 2021

The Honorable Sheila Malcolmson
M.L.A. Minister of Mental Health & Addictions
PO BOX 9050, STN PROV GOVT.
Victoria BC, V8W 9E2

Dear Minister,

In September, the Provincial Health Authority posted a Notice to Vendors, announcing its intent to put crisis line services to bid. Since then the Crisis Line Network, your existing providers, have been bringing to your attention the risks involved in putting our heavily used, highly embedded, highly trained, and highly effective crisis-de-escalation, suicide prevention, and 911/police/hospital diversion service through a Request for Proposals on the open marketplace.

We have provided a clear path to Direct Award (attached) that is consistent with international and interprovincial trade agreements and your own BC procurement policy. We have pointed out the very real risk of seeing a key community-embedded health & social service move into corporate hands. We have shared with you the destabilizing effect this announcement has had on our staff and volunteers, and the clear desire of stakeholders in our sector to avoid transitioning our existing crisis line services and losing the years of relationships and trust painstakingly built over the last 50+ years.

We are incredibly thankful and proud of the government Ministers, MLAs, Mayors, city councillors, and countless organizations throughout BC who have taken the time to hear our concerns and come forward to support the Crisis Line Network.

Our PHSA leads informed us early this week they were cancelling a planned meeting for December 1, at which we believed we would hear details about a Request for Proposals. We are very glad to hear this. Still, we do not know what this means, and have no timeline to guide us.

In order to focus our efforts on our essential services, we request:

1. Written confirmation from the Ministry of Mental Health & Addiction and the Provincial Health Services Authority that **no further movement will be made to announce a Request for Proposals for our sector until the new year.**
2. Written confirmation that any decision to move to a Request to Proposal will happen after **additional discussion with your existing providers and stakeholders.**

...../2

If you are intending to move forward with our Direct Award proposal, we would appreciate knowing as soon as possible. As the Notice to Vendors was public, our staff and volunteers are aware of the possibility their hard work and dedication may be put to bid, with predictable negative impacts on their morale and retention. If the Province has decided not to put their work at risk, we would like to let them know.

We are working closely with Agriculture BC and PHSA's Health Emergency Management team to coordinate crisis line response to the current State of Emergency, continuing to deal with unrelenting call volumes, and preparing for a very busy holiday season. We found out yesterday that 911 operators will no longer be staying on the lines with distraught callers until help arrives, and expect to see these calls transferred to crisis lines, much as the BC Ambulance Service already transfers callers to us while they wait for ambulances to arrive.

We believe the most prudent approach is for the Ministry of Mental Health and Addictions, the Ministry of Health, and the PHSA to formalize a working group with the Crisis Line Network prepared to negotiate our future contractual relationship through a direct award. We welcome and have been asking for a centralized technology to allow us to provide our existing high quality, life-saving services to all those who reach out for help. We are eager to make the changes necessary to deliver service at this level.

We firmly believe you cannot buy robust, community-embedded, highly trained crisis service delivery on the open market. You can, however, **build** the services we have been working towards for years **with** us.

Please do not hesitate to reach out to us with any questions.

Sincerely,



Stacy Ashton
On behalf of the Crisis Line Network
sashton@crisiscentre.bc.ca / 604-340-9727

cc. Christine Massey, Deputy Minister, Ministry of Mental Health & Addictions
Ross Hayward, Executive Director, BCMHSUS, PHSA

/Attachment

Clear Path to Direct Award

Misconception	Reality
World and interprovincial trade agreements require governments to put social, health and education contracts to points-based, competitive, open bids	Trade agreements require services that directly benefit government (e.g. office cleaning, office supplies) to use competitive procurement methods. Services that benefit citizens are specifically excluded from all trade agreements.
BC Procurement Policy requires governments to put social, health and education contracts to points-based, competitive, open bids	Under Chapter 6:3:2:39.d.iv of the BC's Core Policy and Procedures Manual, Direct Awards are appropriate when a competitive process would interfere with a ministry's ability to maintain security or order or to protect human, animal or plant life or health.
Ministries have no control over contracting - Citizen's Services is in charge of all purchasing for the Province.	According to Minister Beare, Citizen's Services has no authority over PHSA, and that Citizen's Services is in charge of implementing purchasing decisions made by Ministers, not determining the form of purchasing.
There are too many crisis centres, so there is no clear provider to contract with in each health authority.	There is one clear lead agency in each regional health authority, sometimes working through multiple physical locations. Having multiple locations protects crisis line services from power outages, floods, wildfires, and large portions of highways collapsing.
RFPs should be used to renegotiate existing contracts with existing providers	When the intent is to renegotiate existing contracts with existing providers, fair and transparent business practice is to work directly with your existing providers.
It is possible to buy robust, community-embedded, flexible, skilled, expert social, health and education services on the open competitive market.	We invite you to build on your robust, community-embedded, flexible, skilled, expert network of Crisis Centres so that all British Columbians can access us when they need us.

DEC 07 2021

CITY OF PORT ALBERNI



BC CRISIS LINE NETWORK

Strengthening Communities, Saving Lives



December 7, 2021

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

Dear Mayor Minions and Council,

In September, the Provincial Health Services Authority posted a Notice to Vendors, announcing its intent to put crisis line services to bid. Since then the Crisis Line Network, your existing providers, have been bringing to your attention the risks involved in putting our heavily used, highly embedded, highly trained, and highly effective crisis-de-escalation, suicide prevention, and 911/police/ hospital diversion service through a Request for Proposals on the open marketplace. Our goal is to establish a sustainable relationship with the BC Government and the PHSA that will ensure high quality and consistent crisis services for the residents of BC.

We have provided Minister Malcolmson a clear path to Direct Award (attached) consistent with international and interprovincial trade agreements and BC's procurement policy. We have pointed out the very real risk of seeing a key community-embedded health & social service move into corporate hands. We have shared the destabilizing effect this announcement has had on our staff and volunteers, and the clear desire of stakeholders in our sector to avoid transitioning our existing crisis line services and losing relationships and trust painstakingly built over the last 50+ years.

We are incredibly thankful to you and the other Ministers, MLAs, Mayors, city councillors, and countless organizations throughout BC who have taken the time to hear our concerns and come forward to support the Crisis Line Network.

Our PHSA leads informed us early this week they were cancelling a planned meeting for December 1, at which we believed we would hear details about a Request for Proposals. We are very glad to hear this. Still, we do not know what this means, and have no timeline to guide us.

In order to focus our efforts on our essential services, we have asked Minister Malcolmson to provide some assurances in the form of:

1. Written confirmation from the Ministry of Mental Health & Addiction and the Provincial Health Services Authority that **no further movement will be made to announce a Request for Proposals for our sector until the new year.**

2. Written confirmation that any decision to move to a Request to Proposal will happen after **additional discussion with your existing providers and stakeholders.**

We have encouraged the Minister to let us know as soon as possible if we will be moving forward with a Direct Award strategy. As the Notice to Vendors was public, our staff and volunteers are aware of the possibility their hard work and dedication may be put to bid, with predictable negative impacts on their morale and retention. If the Province has decided not to put their work at risk, we would like to let them know.

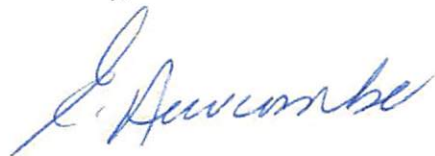
We believe the most prudent approach is for the Ministry of Mental Health and Addictions, the Ministry of Health, and the PHSA to formalize a working group with the Crisis Line Network prepared to negotiate our future contractual relationship through a direct award. We welcome and have been asking for a centralized technology to allow us to provide our existing high quality, life-saving services to all those who reach out for help. We are eager to make the changes necessary to deliver service at this level.

We firmly believe you cannot buy robust, community-embedded, highly trained crisis service delivery on the open market. You can, however, **build** the services we have been working towards for years **with** us.

In light of this week's announcement that 911 operators will no longer be able to stay on the lines with distraught callers, we expect this situation will become more public in the coming days and weeks. It has already been difficult to keep our concerns about crisis line services out of the public eye in light of the number of organizations and individuals that are worried about the government's procurement processes in the social services space. We continue to act in good faith and will always remain a good partner to government.

Please do not hesitate to reach out to us with any questions.

Sincerely,



Elizabeth Newcombe
Executive Director
Vancouver Island Crisis Society
250-753-2495 elizabeth@vicrisis.ca
On behalf of the Crisis Line Network

/Attachment

Clear Path to Direct Award

Misconception	Reality
World and interprovincial trade agreements require governments to put social, health and education contracts to points-based, competitive, open bids	Trade agreements require services that directly benefit government (e.g. office cleaning, office supplies) to use competitive procurement methods. Services that benefit citizens are specifically excluded from all trade agreements.
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Ministries have no control over contracting - Citizen's Services is in charge of all purchasing for the Province.	According to Minister Beare, Citizen's Services has no authority over PHSA, and that Citizen's Services is in charge of implementing purchasing decisions made by Ministers, not determining the form of purchasing.
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- It is possible to **buy** robust, community-embedded, flexible, skilled, expert social, health and education services on the open competitive market.

- We invite you to **build** on your robust, community-embedded, flexible, skilled, expert network of Crisis Centres so that all British Columbians can access us when they need us.

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DEC 08 2021

CITY OF PORT ALBERNI

Mayor and Council,

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

File # 0220-01 *RCM Dec 13, 2021* *Bar. Summary*

As the city moves forward with its multi-million-dollar path, I would like to remind you again, as I did earlier this year, that the city has other trails and paths that have been neglected and for which the city has failed to budget for improvements and regular maintenance.

The Kitsucksus dyke walkway is the most popular and well used path in the city and will continue to be even after your new path is built. Yet there are tripping hazards from roots lifting the walking surface, large cracks in sections of the path, and surface areas that have become sunken and uneven. These hazards have been there for years. So, who is responsible for inspection of the dyke and making repairs to avoid potential liability from people tripping or falling? Why have they not already been repaired?

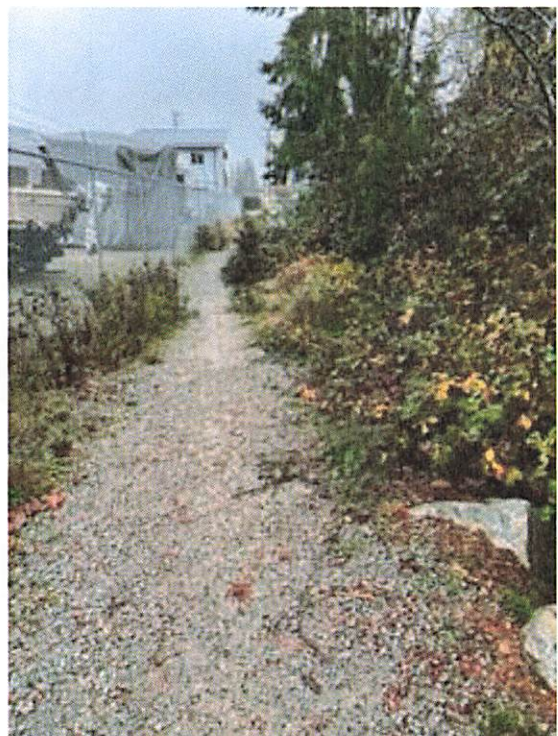
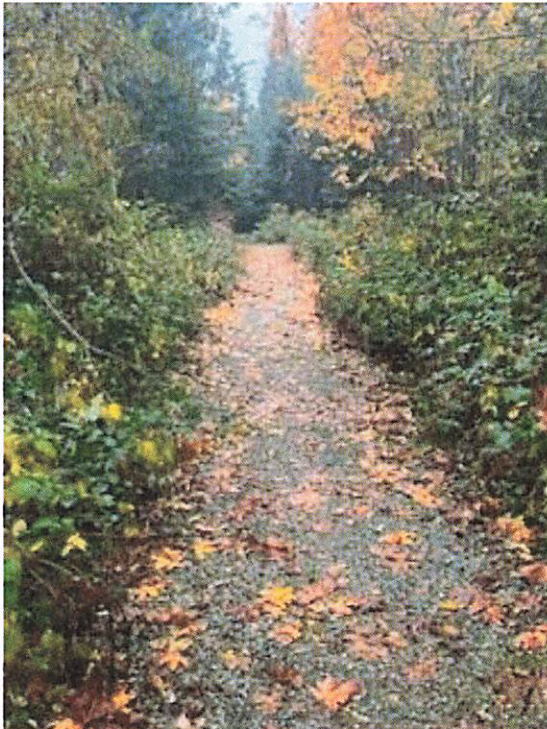
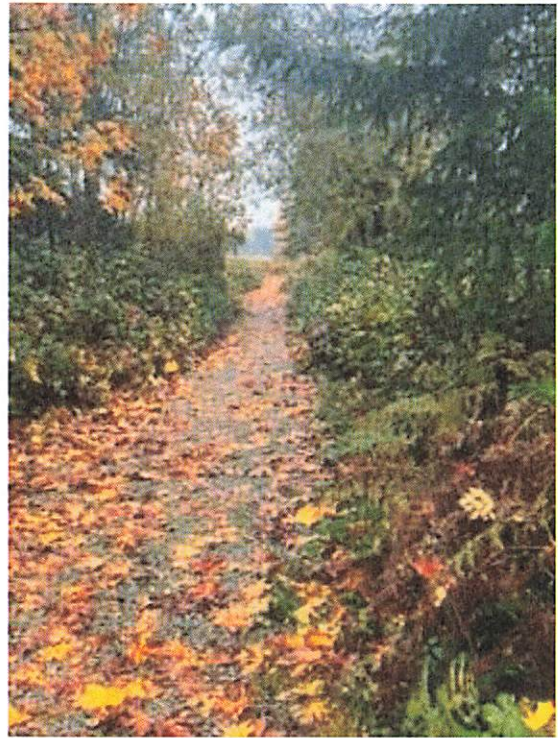
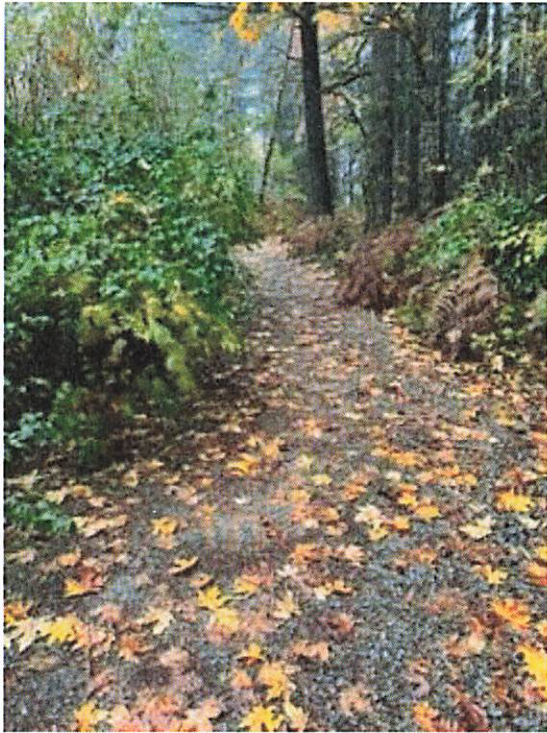
Also, earlier this year I wrote you and provided pictures of the Dry Creek trail as well as the creek itself showing the neglect and lack of maintenance given by the city. Since then, nothing significant has been done to clean up the area and it remains overgrown.

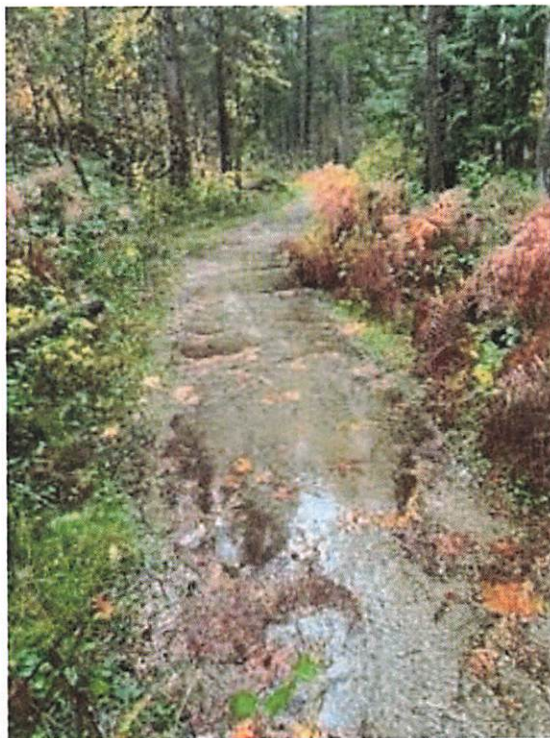
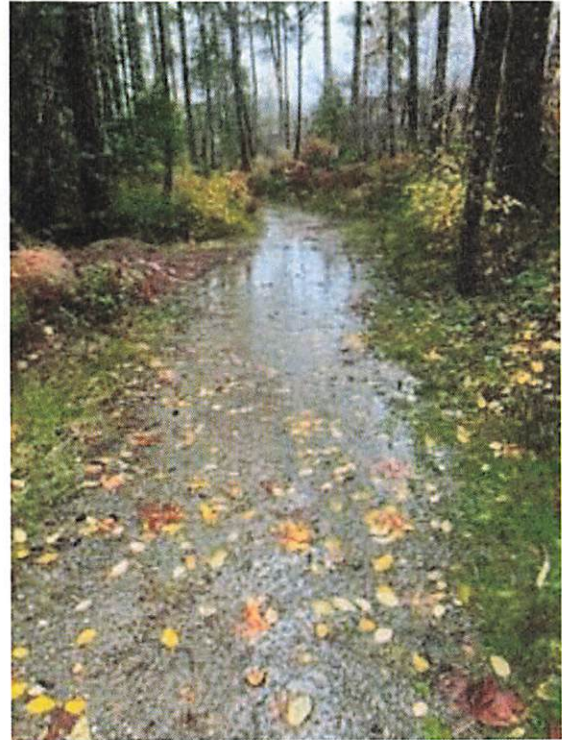
As far as other trails, they also have had no maintenance. For example, below are pictures taken October 29, 2021 of a short section of trail that connects the end of Tebo St to the SPCA. As you see it is mostly flooded during the winter time. No one has bothered to improve the drainage; the brush is over grown, and if not for those who walk the path cutting back the blackberry brambles it would be impassable.

Before spending millions of taxpayer dollars on a new path that really adds nothing new or unique except for potentially, one day, a section along the waterfront at the newly purchased Somass mill, the city should be investing in improving and maintaining its existing walking infrastructure which includes sidewalks as well as trails.

Thank you,
Randy Fraser

J19







Wednesday, November 3, 2021

7:00pm → Rollin Art Centre

Minutes

Attending:

Bert Simpson
Bill Collette
Colin Schult
Dan Washington
Gareth Flostrand
Ken Watson
Nancy Blair
Pam Craig
Penny Cote
Willa Thorpe (staff)

Regrets:

Ed Ross

Called to order: 7:03pm

1. Moved by Pam that the agenda of the November 3, 2021 meeting be approved as circulated.
2. Moved by Ken that the minutes of the October 6, 2021 meeting be approved as circulated.
3. Old Business
 - a. Train Station
 - i. Awaiting class B cost estimate for the construction work
 - ii. RFP for a Construction Manager is live
 1. Closes on November 5
 2. Awarding contract on November 12
 - iii. RFP for prospective tenants is being drafted by the Economic Development department; no timeline yet on distribution/closing dates
4. Correspondence – none
5. New Business – none
6. Reports
 - a. Museum
 - i. Exhibits:
 1. Body Language: Reawakening Cultural Tattooing of Northwest Coast – circulated by the Bill Reid Gallery – offering school programs starting October 8; exhibit closes December 11.
 2. Our next exhibit is Snapshots of Canada an exhibit from the Canadian Museum of History. Paul Henderson scores the winning



Wednesday, November 3, 2021

7:00pm → Rollin Art Centre

Minutes

goal in the 1972 Summit Series. A little boy runs after his father marching off to war. Terry Fox is silhouetted by headlights of a police cruiser on his Marathon of Hope. Exploring unforgettable moments in our history, the travelling exhibition Snapshots of Canada pairs compelling images with texts by well-known authors, journalists and historians. Images ranging from high drama to simple joy are tangible reminders of the triumphs, failures and sacrifices that have shaped our country. This exhibit runs January to April, 2022.

- ii. Christmas Zocial – our second virtual Christmas Social will be held virtually on Wednesday December 8, using a similar format to last year. We are planning on adding Heritage Awards this year.
- iii. Plymouth Locomotive – the locomotive was moved to Ladysmith on Saturday, October 30th – thank you so much to IHS members in working hard to make the go smoothly. This is a five-year loan with an option to renew.
- iv. Museum Upper Gallery re-opens Tuesday, November 2 – all of the catalogue books have been re-installed throughout the museum.
- v. The first working meeting with the team developing the Alberni Residential School Survivor Memories of George Clutesi project was held October 15th with representatives of the Clutesi family, local residential school survivors' group, University of Victoria, Royal BC Museum, the Bateman Gallery and AV Museum staff. The exhibit will open in June 2022 at the Bateman Gallery and in Port Alberni the following spring.
- vi. Museum staff have all been attending the virtual BC Museums Association conference – virtual sessions have been held every Thursday in October.
- vii. Staff will be attending a virtual conference with the Toronto Film Circuit to re-start Film Fest and we are still targeting a January or Winter 2022 start
- viii. Programs: tours for the Body Language Exhibit and our Pioneer Christmas school program will be offered and some public programming and will look to having more in place in the new year.
- ix. Continuing to work with the Nanaimo Museum and Darrell Ross in repatriating the artefact back to this community.
- x. Promotional Material for Museum programs and 2022 Heritage Fair going out soon.



Wednesday, November 3, 2021
7:00pm→ Rollin Art Centre
Minutes

b. School District

- i. The K-12 Sector Guidelines for Vaccination Policy has been received in SD70 Pacific Rim from the B.C. Public Sector Employers Association. The Board will be discussing it at our next Board meeting on Nov 9 at the in-camera meeting. A vaccine policy is a workplace health and safety measure and must allow time for consultation with all partner groups. This is a very complex matter to consider and it will take time.
- ii. The seismic upgrades at UES and USS in Ucluelet are on time and on budget. There have been minor issues with getting supplies out to the coast given the road construction as well as shortages of steel. The changes are very impactful to see as the new school is taking shape visually.
- iii. The new day care at Tsuma-as Elementary is about half done with opening still scheduled for January 2022.
- iv. A new Outdoor Play Space was opened Oct 26th at EJ Dunn. A \$50,000.00 MCFD Rapid Renovation Grant was received by AV Learning Lab Preschool at EJ Dunn Elementary. Students will be spending lots of time outside which has a huge effect on everyone's Mental Health and especially young students.

c. Community Arts Council

- i. Rollin Art Centre hours are Tuesday through Saturday 11 a.m. to 4 p.m.
- ii. CURRENT EXHIBIT
October 5 – November 6, 21: CAC Invitation exhibit – various local submissions showcasing works created during the Pandemic time in 2020.
- iii. UPCOMING EXHIBIT
November 13 – December 24 – ARTisan/Mistletoe Market – assorted artists and crafters.
- iv. FINANCES
The federal government has halted the Canada Emergency Wage Subsidy that kept us going this past year. We continue to search for new grants.
- v. RAFFLES
Draw for the travelling quilt raffle is November 15. Tickets for our Christmas raffle basket will go on sale soon. Christmas baskets for raffle will be available soon.
- vi. RAC GARDEN
We no longer have our certified professional landscaper/horticulturalist. We are on the lookout for new help in the new year.
- vii. CHILDCARE CENTRE
We've met a couple times with the architect to discuss how to reconfigure our upper floor to accommodate the required new entrance and the new



Wednesday, November 3, 2021

7:00pm→ Rollin Art Centre

Minutes

sprinkler systems. Building permit will be applied for next week. It is hoped ground can be broken in January. We are hoping the City will agree to proceed with a grant application through Canada Cultural Spaces that will provide funds so we can renovate the ground floor of Rollin which is currently unsuitable for programming.

viii. **NEW WEBSITE**

New website funded through Launch Online is up and running but still a work in progress. We are very pleased with the site map and visuals but still have lots of content photos to add/update. We now have Shopify and members should be able to automatically renew their memberships from year to year.

ix. **2022**

Planning now for new year closure and strategic planning, inventory, etc.; will close December 23 and reopen to public February 1.

d. **Maritime Heritage Society**

- i. 1964 Tsunami Exhibit – The update to this permanent exhibit is still underway and nearing completion. It will be a great improvement to the original. Thanks again to the AV Museum staff for their help.
- ii. Nahanni/Pelican Project – Weekly work sessions have re-commenced on Wednesdays 10am to 2pm on this vessel's restoration. Interpretive signage regarding this project has now been installed. Come on out to help if you would like to work on this historic WWII boat.
- iii. Teak Lady – This heritage vessel which has a colourful history both in the far east and the Alberni Valley is now in our compound. We are pursuing a permanent shelter for this vessel.
- iv. Lighthouse Siding Repairs – this iconic facility is now over 20 years old and a combination of weather and vandalism has caused considerable damage to the building's "shingle" siding. Particularly on the water side. We have preliminary quotes of approximately \$75,000 to undertake this work. We are investigating repair options and potential fundraising sources to undertake this needed work.
- v. AGM – The date for our Annual General Meeting is Tuesday, November 30, 2021 at 7 pm at the Gallery. Everyone welcome. We are looking for one more Board Member so if you are interested please let me know.
- vi. Facility Hours – The Gallery and Lighthouse are currently open Thursday – Sunday, 11 am – 4 pm. Vaccination passport protocol & masks are mandatory.



Wednesday, November 3, 2021
7:00pm → Rollin Art Centre
Minutes

e. Regional District



Around our Region

Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors' Meetings - October 2021

OCTOBER 13TH MEETING

ACRD & TSESHAHT FIRST NATION GOVERNMENT ANNOUNCE SIGNING GOVERNMENT TO GOVERNMENT ACCORD

A joint press release was issued announcing the formal arrangement between the Tseshaht First Nation and the ACRD. The purpose of this Accord is to enter into a formal arrangement with respect to establishing and maintaining a long-term cooperative and collaborative government to government relationship through effective communications.

ROGERS COMMUNICATIONS – CELLULAR TOWER AT WEST COAST LANDFILL

The Board authorized an agreement with Rogers Communications to permit the construction of a cellular tower at the West Coast Landfill and improve cellular reception for the west coast area. Roger's may now proceed with the consultation process as outlined by the Industry Canada's Default Public Consultation Process, including public consultation, prior to construction.

BURNING REGULATION BYLAWS

The Board adopted Bylaw R1030, Solid-fuel Burning Appliance Emission Regulation to regulate wood burning appliances and Bylaw R1032, Outdoor Burning Smoke Control Regulation to regulate open burning in the six Electoral Areas of the ACRD. Both bylaws will take effect November 1, 2021. For more information visit www.acrd.bc.ca/burning; bylaw-review

OCTOBER 27TH MEETING

LETTER OF SUPPORT – DISTRICT OF TOFINO
The Board will provide a letter of support to the District of Tofino for their application to the Province of BC for a five-year renewal of the Municipal and Regional District Tax (MRDT) at a rate of three percent. The MRDT program is intended to primarily fund tourism marketing, programs and projects, and affordable housing.

MOU BETWEEN ACRD & ALBERNI DISTRICT FALL FAIR, SUPPORTING EVACUEES WITH HOBBY FARM ANIMALS

The Board will sign an MOU with the Alberni District Fall Fair to support evacuees with hobby farm animals during an emergency or disaster. This MOU with the Alberni District Fall Fair formalizes their involvement and long-standing support of the emergency program and recognizes their contribution.

ACRD HIRES NEW CHIEF ADMINISTRATIVE OFFICER

Mr. Daniel Sailland will join the ACRD on November 22, 2021 as the new CAO. Mr. Sailland comes to the Region with over 15 years' experience as a CAO with senior management experience with Local Governments, First Nations as well as the private sector. His experience includes the implementation of a wide range of initiatives, capital projects, policies and programs in the areas of housing, economic development, strategic planning, health, procurement and social development.

UPCOMING MEETINGS – input on upcoming meetings may be emailed to: responses@acrd.bc.ca

Electoral Area Directors Committee – November 3rd, 1:30 pm; ACRD Boardroom/Zoom
Board of Directors – November 10th, 1:30 pm, followed by the **Regional Hospital District**; ACRD Boardroom/Zoom
AVRA Advisory Committee Meeting – November 16th, 1:30 pm; AVRA, 7400 Airport Rd.
West Coast Committee Meeting – November 17th, 1:30 pm; ACRD Boardroom/Zoom
Board of Directors – October 27th, 1:30 pm; ACRD Boardroom/Zoom

This is not the official minutes, but an information report summarizing the Regular Board of Directors Meeting. For more information visit the ACRD Website at www.acrd.bc.ca or contact the General Manager of Administrative Services at 250-720-2706 or e-mail whompson@acrd.bc.ca.

Board of Directors

Chair: John Jack
(Hwuy-ant First Nation)

Vice-Chair: John McNabb
(Electoral Area "E"
Beaver Creek)

Director: Bob Beckett
(Electoral Area "A"
Bamfield)

Director: Tanya Shannon
(Electoral Area "B"
Beaufort)

Director: Kel Roberts
(Electoral Area "C"
Long Beach)

Director: Penny Cote
(Electoral Area "D"
Sprat Lake)

Director: Dianne Bodnar
(Electoral Area "F"
Cherry Creek)

Mayor: Sharie Minions
(City of Port Alberni)

Councillor: Ron Paulson
(City of Port Alberni)

Councillor: Tom Store
(District of Tofino)

Councillor: Rachelle Cole
(District of Ucluelet)

Councillor: Kirsten Johnson
(Taqwilt Nation)

Councillor: Wilfred Coates
(Uchucklesht Tribe
Government)

Councillor: Alan McCarthy
(Yuslu?stath Government)

2021 Wood Stove Exchange Program

There is still time to
receive up to \$1300 in
savings and rebates.

Visit www.acrd.bc.ca
for more information.





Wednesday, November 3, 2021

7:00pm → Rollin Art Centre

Minutes

f. Chamber of Commerce

- i. The Chamber is leading a Shop Local program for the West Coast. We are applying for a grant that will offset all costs and enable us to really elevate the Shop Local concept including professional video and more. By the time of the meeting the grant should have been submitted.
- ii. The Chamber continues to push for the MRDT program, and we are seeing progress.
- iii. The Better Buy Port Alberni site continues to grow now showing 56 businesses on the site.
- iv. The Chamber has opted out of the Paper Chase 15k run for 2022. This is because of continued uncertainties surrounding the rules in place for events and activities.
- v. Community Excellence Awards: June 17/22. This past week we secured a Title Sponsor for the event – Robbins and Co.

g. McLean Mill

- i. We have initiated plans to remove the Superior Propane tanks from the property and replace with smaller tanks from Federated Co-Op.
- ii. We are looking at some electrical upgrades and consulting with the City on these plans.
- iii. The Heritage Christmas Village is coming together nicely. We are still looking for Tree Sponsors for the Festival of Trees portion of the event. The event is scheduled to run 9 nights in December including the first three Fridays, Saturdays and Sundays. We are currently planning to place Christmas Lights through the site once again. The light-up will be part of the Heritage Christmas Village experience.

h. City Council

- i. Chairman, Jim Sears, Directors Bob Cole, Chris Duncan, Gary Swann and Manager Chris Law presented a dividend cheque from the Alberni Valley Community Forest Corporation in the amount of \$300,000. Council expressed their sincere thanks for the Corporations work, and continued support. These contributions have assisted in numerous City initiatives including the \$2 million contribution that was utilized in the recent purchase of the Somass lands.
- ii. Council appointed Mayor Minions and CAO Pley as City representatives to the Connect the Quays Pathway Advisory Working Group. The Group, which also includes two representatives each from the Tseshaht and Hupacasath Nation, will provide project input and assist in identifying opportunities to



Wednesday, November 3, 2021

7:00pm → Rollin Art Centre

Minutes

celebrate and educate with regards to First Nation language, culture and history.

- iii. Following the return to in-person Council meetings, the City continues to be committed to following the direction of the Provincial Health Officer and the Province of BC to ensure the health and safety of members of Council, staff and the public. Members of the public who wish to attend meetings of Council are required to wear a mask.
- iv. Council authorized the request from the Alberni Clayoquot Metis Society to fly the Metis flag at City Hall on Monday, November 15, 2021 in recognition of Louis Riel Day.
- v. The City is inviting applications from interested individuals for the following:

- 1. Alberni Valley Heritage Commission

The Heritage Commission advises City Council on matters related to heritage issues in the region, as well as provides community input to the staff of the Museum and the Heritage Network; acts in a coordinating role to integrate community priorities with volunteers and staff; and provides a forum for the exchange of information between the various community heritage organizations. Composition of the Commission includes representation of organizations from throughout the Alberni Valley and includes that of a youth representative.

- 2. Advisory Planning Commission

The Advisory Planning Commission (APC) is an advisory committee that makes recommendations to City Council respecting land use issues in the City and is empowered by the Advisory Planning Commission Bylaw and the Provincial Local Government Act.

- 3. Board of Variance

The Board of Variance is an autonomous body with the power to vary Zoning Bylaw regulations in situations where compliance with respect to the siting, dimension or size of a building or structure would cause a person undue hardship.

- 4. Community Investment Program

This Committee reviews the grant applications from not-for-profit community service, multicultural, and recreation/amateur sport organizations, based on the priorities established by City Council.

- a. Detailed information about each of the above Commissions/Committees/Boards and their specific roles can be found on the City's website at portalberni.ca
- b. Residents interested in volunteering their time to sit on any of the above-noted Committees, Commissions or Board are



Wednesday, November 3, 2021

7:00pm → Rollin Art Centre

Minutes

invited to submit a letter of application outlining your occupation, community involvement, relevant history, technical or special expertise. Please submit your application by 12:00 pm on Wednesday, November 10, 2021 to the attention of:

Director of Corporate Services City of Port Alberni, 4850
Argyle Street, Port Alberni BC V9Y 1V8
Email: twyla_slonski@portalberni.ca

- i. Historical Society
 - i. Research requests are coming through weekly. Some of the answers are easy to find, therefore the replies are quick. Others take a bit more time. We get there eventually! A request a few weeks ago was "Where & what year(s) was the Red Caboose Drive-In?" Do you remember?
 - ii. A couple of members are being trained for new jobs. Marta is learning how to classify items, how to enter in "In-Magic", give the item(s) tag names & where to store them. Gareth is learning the Treasurer's job.
 - iii. Archive hours are Tues-Thurs, 10 am – 3 pm for volunteers only. No public researchers as yet. Masks are mandatory!
- j. Industrial Heritage Society
 - i. Outdoor compound at IHC is complete
 - ii. Equipment at all sites is being winterized
 - iii. Plymouth locomotive has been sent to Ladysmith heritage group
 - iv. Lucas Banton has been retained to assist the railroad group to get running.
 - v. David Hooper has the newsletter completed.
- k. Community at Large
 - i. November Activities Around Town
 - 2nd Bread of Life AGM 7pm
 - 3rd Connect the Quays – Open House #2 – Echo Community Centre 4-730pm
 - 6th Knit your first pair of socks – Coastal Flow Creative – 4-week class – Elizabeth St
 - 6/7th Holiday Winter Market – Glenwood Centre 10-5 & 10-4, Santa on Saturday 1-3
 - 12/13/14th Christmas in the Valley 49th Annual – 3-7; 9-5; 10-3 Alberni Athletic Hall
 - 16th Canadian Blood Services – Best Western Barclay Hotel – 2-645pm



Wednesday, November 3, 2021

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Minutes

20th Christmas in the Country Craft Fair – Cherry Creek Community Hall –
10-4pm
27th CWL Craft Fair – Holy Family Notre Dame Parish Hall Burke Rd – 10-
3pm

l. Hupacasath First Nation – no report

m. Tseshaht First Nation – no report

7. Next Meeting

a. Wednesday, December 1 → 7pm (McLean Mill)

8. Adjourn

a. Moved by Colin to adjourn the meeting at 8:08pm.



CITY OF PORT ALBERNI

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

Our File No. 0400-70

November 10, 2021

Hupacasath First Nation
5500 Ahahswinis Drive
Port Alberni, BC V9Y 8J9
by email: brandy@hupacasath.ca and info@hupacasath.ca

Attn: Chief Councillor Brandy Lauder and Council

Dear Chief Councillor Lauder and Council

Re: Supportive Housing

On behalf of Council for the City of Port Alberni I write to you inviting Hupacasath First Nation to join the City in exploring solutions to a substandard and unsafe housing situation within the City and which the City has to date, not been able to resolve on our own.

Just over a year ago recreational vehicle trailers began appearing on private property located on 4th Avenue in Port Alberni [see attached map]. Those trailers are now occupied by some of the most at-risk citizens in our community, and the conditions of their occupancy further endanger those citizens. The City has engaged directly with the property owners, the RCMP, the provincial government and multiple support and enforcement agencies of the Province, as well as BC Housing seeking a resolution to this issue. To date, we have not been successful. Local government powers to address an issue like this are limited, and the City also recognizes that before people are displaced from the trailers, there needs to be safer alternate housing available to them. It is for that reason that I reach out to you today.

The City is looking to create a task force for the purpose of establishing short and long-term supportive housing options in the Alberni Valley, with the highest priority being relocation of citizens currently living in the trailers at 4th Avenue. The City is extending invitations to the following organizations to take part in this task force:

- Tseshah First Nation
- Hupacasath First Nation
- Nuuchah-nulth Tribal Council
- Port Alberni Friendship Center
- City of Port Alberni

We propose that each organization listed above be represented by one elected official and one staff member, and at the first meeting of the task force that terms of reference be established to guide our work.

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As safe housing is a priority for all of us, I ask that you reply at your earliest opportunity, and that the task force seek to hold our first meeting before the end of November.

I look forward to your responses, and on behalf of City Council I thank you for your consideration of this invitation.

Yours truly,
CITY OF PORT ALBERNI

A handwritten signature in blue ink, appearing to read 'Sharie Minions', with a long horizontal stroke extending to the right.

Sharie Minions
Mayor

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CITY OF PORT ALBERNI

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

Our File No. 0400-70

November 10, 2021

Nuu-chah-nulth Tribal Council
5001 Mission Road
P.O. Box 1383
Port Alberni, BC V9Y 7M2
by email: judith.sayers@nuuchahnulth.org

Attn: Judith Sayers, President

Dear Ms. Sayers

Re: Supportive Housing

On behalf of Council for the City of Port Alberni I write to you inviting Nuuchahnulth Tribal Council to join the City in exploring solutions to a substandard and unsafe housing situation within the City and which the City has to date, not been able to resolve on our own.

Just over a year ago recreational vehicle trailers began appearing on private property located on 4th Avenue in Port Alberni [see attached map]. Those trailers are now occupied by some of the most at-risk citizens in our community, and the conditions of their occupancy further endanger those citizens. The City has engaged directly with the property owners, the RCMP, the provincial government and multiple support and enforcement agencies of the Province, as well as BC Housing seeking a resolution to this issue. To date, we have not been successful. Local government powers to address an issue like this are limited, and the City also recognizes that before people are displaced from the trailers, there needs to be safer alternate housing available to them. It is for that reason that I reach out to you today.

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- Tseshah First Nation
- Hupacasath First Nation
- Nuuchahnulth Tribal Council
- Port Alberni Friendship Center
- City of Port Alberni

We propose that each organization listed above be represented by one elected official and one staff member, and at the first meeting of the task force that terms of reference be established to guide our work.

As safe housing is a priority for all of us, I ask that you reply at your earliest opportunity, and that the task force seek to hold our first meeting before the end of November.

I look forward to your responses, and on behalf of City Council I thank you for your consideration of this invitation.

Yours truly,
CITY OF PORT ALBERNI

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Sharie Minions
Mayor

c: Mariah Charleson, Vice President

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CITY OF PORT ALBERNI

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Telephone: 250-723-2146 Fax: 250-723-1003
www.portalberni.ca

Our File No. 0400-70

November 10, 2021

Port Alberni Friendship Center
3555 4th Avenue
Port Alberni, BC V9Y 4H3
by email: cstevens@pafriendshipcenter.com

Attn: Cyndi Stevens, Executive Director

Dear Ms. Stevens

Re: Supportive Housing

On behalf of Council for the City of Port Alberni I write to you inviting the Port Alberni Friendship Center to join the City in exploring solutions to a substandard and unsafe housing situation within the City and which the City has to date, not been able to resolve on our own.

Just over a year ago recreational vehicle trailers began appearing on private property located on 4th Avenue in Port Alberni [see attached map]. Those trailers are now occupied by some of the most at-risk citizens in our community, and the conditions of their occupancy further endanger those citizens. The City has engaged directly with the property owners, the RCMP, the provincial government and multiple support and enforcement agencies of the Province, as well as BC Housing seeking a resolution to this issue. To date, we have not been successful. Local government powers to address an issue like this are limited, and the City also recognizes that before people are displaced from the trailers, there needs to be safer alternate housing available to them. It is for that reason that I reach out to you today.

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- Tseshah First Nation
- Hupacasath First Nation
- Nuuchahnulth Tribal Council
- Port Alberni Friendship Center
- City of Port Alberni

We propose that each organization listed above be represented by one elected official and one staff member, and at the first meeting of the task force that terms of reference be established to guide our work.

As safe housing is a priority for all of us, I ask that you reply at your earliest opportunity, and that the task force seek to hold our first meeting before the end of November.

I look forward to your responses, and on behalf of City Council I thank you for your consideration of this invitation.

Yours truly,
CITY OF PORT ALBERNI

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Sharie Minions
Mayor

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CITY OF PORT ALBERNI

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Telephone: 250-723-2146 Fax: 250-723-1003
www.portalberni.ca

Our File No. 0400-70

November 10, 2021

Tseshaht First Nation
5091 Tsuma-as Drive
Port Alberni, BC V9Y 8X9
by email: kenwatts@tseshaht.com

Attn: Chief Councillor Ken Watts and Council

Dear Chief Councillor Watts and Council

Re: Supportive Housing

On behalf of Council for the City of Port Alberni I write to you inviting Tseshaht First Nation to join the City in exploring solutions to a substandard and unsafe housing situation within the City and which the City has to date, not been able to resolve on our own.

Just over a year ago recreational vehicle trailers began appearing on private property located on 4th Avenue in Port Alberni [see attached map]. Those trailers are now occupied by some of the most at-risk citizens in our community, and the conditions of their occupancy further endanger those citizens. The City has engaged directly with the property owners, the RCMP, the provincial government and multiple support and enforcement agencies of the Province, as well as BC Housing seeking a resolution to this issue. To date, we have not been successful. Local government powers to address an issue like this are limited, and the City also recognizes that before people are displaced from the trailers, there needs to be safer alternate housing available to them. It is for that reason that I reach out to you today.

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- Hupacasath First Nation
- Nuu-chah-nulth Tribal Council
- Port Alberni Friendship Center
- City of Port Alberni

We propose that each organization listed above be represented by one elected official and one staff member, and at the first meeting of the task force that terms of reference be established to guide our work.

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I look forward to your responses, and on behalf of City Council I thank you for your consideration of this invitation.

Yours truly,
CITY OF PORT ALBERNI



Sharie Minions
Mayor

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Ron Corbeil: Report to City Council December 13, 2021`

On behalf of the Port Alberni City Council I attended:

1. November 1, 2021, I toured the AV Community Forest with the manager. While there was no active harvesting, we witnessed crews planting trees and grade crew working on built roads such as installing culverts and putting water bars. We toured a second growth block that will be in next year's logging plans.
2. November 2, 2021, along with the rest of Council, we toured the Somass Mill site. The opportunities for this land is endless and I look forward to the future plans for this land.
3. November 3, 2021, I participated in the Emergency Planning session. The Alberni Clayoquot Regional District and City contracted a company to help with planning for an evacuation route and how the evacuation route plans may be impacted by different emergencies and alternative evacuation plans.
4. November 3, 2021, Along with the Mayor, I participated in a virtual session regarding modernizing forest policy. Issues discussed were; slash burning/fibre recovery, tenure pricing, timber sales programs and compliance and enforcement.
5. November 8, 2021, Along with Councillors Solda and Washington, I participated in the Audit Committee meeting.
6. November 15, 2021, I attended the Community Investment Program (CIP) meeting. This is the first of several meetings to review applications.
7. November 16, 2021, I attended the monthly meeting with the Mayor to discuss issues/concerns of the day and to get an update on issues that she is working on.
8. November 19, 2021, I attended Emergency Operations Centre Training. We did a mock disaster exercise which emphasised the need to be ready for whatever emergency we may face in the future.
9. December 1, 2021, I attended a meeting regarding the potential for a dry dock for the harbour. There were reports back from meetings with provincial and federal governments and the feeling from those in attendance felt it was a very good meeting.
10. December 3, 2021, along with representatives from the AV Community Forest, City staff and the Mayor we met with Minister Osborne to identify potential ways of growing the community forest. Minister Osborne was very helpful in helping us to identify possible avenues and we hope to meet again in the near future to put a plan in place.

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Councillor Report

December 13, 2021

Councillor Debbie Haggard

November 3, 2021 – I attended the **Connect the Quays** open house. I was very appreciative of the number of the people in the community that were engaged in this proposed project. All of the comments from the public were very much appreciated.

November 4, 2021 – Mayor Minions and I met with Bill Collette, CEO of the Alberni Valley Chamber of Commerce, in order to discuss the Municipal and Regional District Tax (MRDT). We discussed progress to date, next steps to be taken and how the City can further support this initiative.

November 10, 2021 –Community Action Team – Highlights from the meeting include:

- Discussion on recent developments from the province regarding the establishment of drug checking, sample collection and processing sites
- Update from Island Health, Public Health Overdose Response and the Harm Reduction Teams

November 17, 2021 – Alberni Clayoquot Health Network – Highlights from the meeting include:

- RFP is being issued for the ACHN Coordinator contract
- Review of the Communications and Engagement Plan
- 2022 ACHN call for new members
- ACHN wrote a Letter of Interest for Communities Building Youth Futures project

November 18, 2021 – Advisory Planning Commission – Highlights from the meeting include:

- Development Variance Permit for 3170 1st Avenue (Alberni Power and Marine)
- Development Variance Permit for 5535 Woodland Crescent East

November 19, 2021 – Elected Officials Emergency Training - Elected officials from the City and the Alberni-Clayoquot Regional District attended this emergency training. This was very relevant because the extensive flooding had just occurred in the Lower Mainland and there will be lessons learned from this catastrophic event.

November 20, 2021 – I was so pleased to attend the **Salvation Army Kick Off Dinner**. There was highland dancing for our pre-dinner entertainment and a delicious turkey dinner that was served by the Alberni Valley Bulldogs players.

November 25, 2021 – Alberni Valley Chamber of Commerce Board – Highlights from this meeting include:

- The AVCOC has hired a contractor to assist in the development of a strategic plan. This initiative will start in January 2022.
- Bill gave an overview of the Shop the West Coast campaign

- Bill gave an update on the Heritage Christmas Village at McLean Mill

November 27, 2021 – Vancouver Island Regional Library Board – Highlights from this meeting include:

- A revised policy in fees and charges
- Planning for VIRL's future
- VIRL and how to better work with Indigenous Populations moving forward

November 27, 2021 – The Salvation Army held their first annual “Stuff the Bus” campaign. It never ceases to amaze me how generous people in this community are. Thank you to all of those who donated food and toys to help those in need.

December 1, 2021 – Dry Dock Committee – Highlights from this meeting include:

- A summary of the meeting between MLA Josie Osborne, MP Gord Johns and PAPA
- The Chambers on Vancouver Island have formed an association and have agreed to take on an advocacy role in support of the Dry Dock
- An overview of the CME business case

December 2, 2021 – Advisory Planning Commission – Member of the APC were given a presentation on the Official Community Plan process. We were given an introduction to the project, an overview of the Communication and Engagement Plan, Project Expectations and Opportunities and a proposed schedule.

December 3, 2021 – I met with Mayor Minions for our regular scheduled monthly meeting. We updated each other on the MRDT and the proposed Dry Dock and discussed next steps to be taken for both initiatives.

December 4, 2021 – I brought my grandsons to the 2021 Heritage Light Up and the BC Children's Hospital Foundation Festival of Trees event held at McLean Mill. If you want to experience an old-fashioned Christmas, I would encourage you to attend! It is a great family event and you can even visit Santa Clause and his workshop!

December 6, 2021 – Mayor Minions and I supported the Salvation Army Kettle Campaign. It is so important to support this organization because of all of the good it does in our community, but it is also great fun!

COUNCILLOR ACTIVITY REPORT
PRESENTED BY COUNCILLOR RON PAULSON
December 7, 2021

1. **November 18/21 - Attended the Community Policing Volunteer Recognition night and Christmas Celebration**
 - a. A wonderful evening of celebration with many volunteers recognized for their service and training. The group is still needing volunteers to complement the existing volunteers in their many community initiatives.
2. **November 19/21 – Participated in the Elected Officials Emergency Operations Training session.**
 - a. A Memorandum of Understanding has been signed with the Alberni District Fall Fair to provide temporary shelter for small animal relief during an emergency.
 - b. The Alberni Evacuation Route plan is underway.
 - i. Evaluation of data compiled will be presented sometime in February/22.
3. **November 24/21 – Attended the Alberni Clayoquot Regional District Meeting via ZOOM.**
 - a. Delegation – Lieutenant Colonel Dan Shaver presented basic plans for the Canadian Armed Forces “Exercise Ready Renaissance 22” emergency exercise scheduled for spring of 2022. There will be little if any community presence or disruption during the exercise.
 - b. Contract was awarded to the Bamfield Mini-Pumper Fire Apparatus in the amount of \$328,090.00.
 - c. A new Bylaw Enforcement Policy was adopted and Jason Kevis and Charity Holberg Dodds were designated as Bylaw Enforcement Officers.
 - d. The new policy affords the opportunity for a bit more proactive bylaw business rather than a totally complaint driven, reactive process.
4. **November 30/21 – Attended the Alberni Clayoquot Continuing Care Society Director’s Meeting at Echo Village.**
 - a. Reports presented:
 - i. Executive Director’s Report
 - ii. Departmental Reports
 - iii. OH&S Minutes
 - iv. Financial Report (for both Echo and Fir Park Villages)
 - v. Preliminary 2022 Budget
 - vi. HR Consultant Update
 - b. Discussion around the pros and cons of Moving Echo Village from the Hospital Act to Provincial Licensing.
5. **December 1/21 – Attended the Alberni Chapter of the Canadian Council of the Blind on behalf of Mayor Minions.**
 - a. I gave an overview of recent and future City of Port Alberni initiatives (Somass Lands purchase, Connect the Quays, Upper Burde Street potential development etc.)

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- 6. December 1/21 – Attended the Alberni Valley and Bamfield Committee Meeting via ZOOM.**

Council report, submitted 7 Dec 2021:

19 Nov 2021 - I attended the Emergency Operations Centre training session along with the rest of Council, ACRD directors, Council members of our local First Nations, and staff.

2 Dec 2021 - Unfortunately I was unable to attend the Air Quality Council meeting due to an emergency, however, I can confirm that the cannabis odour issue has been placed on the agenda for the next meeting.

4 Dec 2021 - I visited the Christmas Market at Alberni Athletic Hall. This event was organized by Ed Ross, Councillor, Tseshaht First Nations. A wide variety of holiday gifts and food were available for purchase from a number of vendors. It was great to see so many members of our community attending this event, and sharing in the cultural exchange.

7 Dec 2021 - I had a very nice visit with Travis Hall - Director at Large, Association of Vancouver Island Coastal Communities, and Director for Area B, Central Coast Regional District. We had a great discussion on the state of Indigenous relations in BC. Travis and I used to serve on the board of the Union of BC Municipalities, where we first got to know each other.

Helen Poon
Councillor, City of Port Alberni

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Nov.-Dec.

Council Report Dan Washington

Nov. 18- West Island Woodlands Advisory Group –TFL 44 LP Held on Microsoft Teams

Thank to Heather Zenner for setting this meeting up. Presentations from Dave Poillievre (TFL44P Operational Update). Marina Rayner and Duane Nookemus (Huu-ay-aht Integrated Resource Management Plan) . Marie-Eve Leclec (CSA Carbon Indicator). Marissa Hallaway (TFL44LP Website) Heather Zenner (Public Advisory Group-Satisfaction Survey). Next meeting – TBD February 2022

Dec. 01-Alberni Valley Museum and Heritage Commission Meeting: Thanks to Bill Collette for hosting us at McLean Mill. Reports were received from all members. Highlights include the Festival of Trees at the Mill, please check out the website for more details. Museum is open Tues. to Sat. 11-4. Gift shop in the Museum has lots of Xmas gift ideas. There will be a Film Fest in 2022, details to follow. After the meeting we were invited to a tour of the Mill's Gift shop. Lots there and available on line. A full report to follow at a later date in Councils Regular agenda in January.

Merry Christmas and Happy New Year to you All!