
AGENDA - REGULAR MEETING OF COUNCIL
Monday, December 14, 2020 @ 2:00 PM
Via Video-Conference

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 www.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

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

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

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 9

1. Special Meeting held at 9:30 am on November 16, 2020, Special Meeting held at 10:30 am, Regular Council Meeting held at 2:00 pm on November 23, 2020 and Special Meeting held at 9:30 am on November 30, 2020.

C. PUBLIC INPUT PERIOD

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

D. DELEGATIONS

1. **25 Year Employee Recognition Awards**

Presentation of 25 Year Employee Recognition award to:
Randy Thoen, Port Alberni Fire Department

2. **Bill Collette, Alberni Valley Chamber of Commerce (AVCC) - Page 20**
Bill Collette to present the new AVCC website and provide an update on 2020 McLean Mill operations.
3. **Sri Sanatan Dharam Society - Page 21**
Ashok Sharma, President of the Sri Sanatan Dharam Society – Alberni Temple requesting Council provide a property tax exemption for their property at 4332 Scott Street.

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 [currently suspended due to COVID-19].

1. Accounts

THAT the certification of the Director of Finance dated December 14, 2020, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. Deputy City Clerk – 2021 Regular Council Meeting Schedule, Committee/Commission Meeting Schedules & Appointments - Page 24

Report dated December 7, 2020 from the Deputy City Clerk requesting Council's approval of the 2021 Council meeting schedules and the appointments to Committees and Commissions.

1. *THAT the 2021 Regular meeting schedule of City Council be approved as circulated and that staff be authorized to publish notice of availability of the schedule.*
2. *THAT the 2021 meeting schedules for the Committee of the Whole, Advisory Planning Commission, Advisory Traffic Committee, and Alberni Valley Heritage Commission be approved as circulated.*
3. *THAT the 2021 Acting Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved as circulated.*

3. Deputy City Clerk – LGLA Leadership Forum | BCEDA Workshop - Page 34

Report dated November 27, 2020 from the Deputy City Clerk requesting Council authorize Councillor Haggard's participation in the Annual Local Government Leadership Academy Forum and BC Economic Development Association Workshop series.

1. *THAT Council authorize Councillor Haggard to participate in the Annual Local Government Leadership Academy [LGLA] – ‘Leading in Unprecedented Times: Drafting a Blueprint for the New Normal’ Leadership Forum taking place via virtual platform February 3 – 4, 2021.*
2. *THAT Council authorize Councillor Haggard to participate in the BC Economic Development Association (BCEDA) – BRE: Building Strong Resilient Business Communities – Vancouver Island and Coast/Mainland Southwest four session workshop taking place virtually from January 11 – 21, 2021.*

4. Director of Parks, Recreation and Heritage – Bid for 2026 BC Summer Games -

Page 37

Report dated December 2, 2020 from the Director of Parks, Recreation and Heritage requesting a resolution in support of the bid package for the 2026 BC Summer Games.

1. *THAT Council for the City of Port Alberni bid to host the 2026 BC Summer Games and that an expenditure of \$55,000.00 cash and \$55,000.00 in-kind be committed if the Games are awarded.*
2. *THAT Council for the City of Port Alberni provide a letter of support for inclusion in the bid package for the 2026 BC Summer Games.*

5. Director of Parks, Recreation and Heritage – Community Investment Program – 2021 Recommendations - Page 39

Report dated December 7, 2020 from the Director of Parks, Recreation and Heritage providing the 2021 Community Investment Program recommendations.

THAT Council for the City of Port Alberni approve the 2021 Community Investment Program Committee recommendations as outlined in staff report dated December 7, 2020.

6. Director of Parks, Recreation and Heritage – Facilities Operation Update

Verbal report from the Director of Parks, Recreation and Heritage providing a facilities operation update.

THAT the verbal report from the Director of Parks, Recreation and Heritage providing a facilities operation update, be received.

7. Director of Corporate Services – Dr. Hasselback presentation to Council June 24, 2019 – McLean Mill - Page 43

Report dated December 4, 2020 from the Director of Corporate Services, in response to questions submitted to Council by Mr. John Adams at Council's Regular meeting held November 23, 2020.

THAT Council receive this report for information.

8. Director of Corporate Services – Agricultural Land Reserve | McLean Mill Exclusion Application Cost Estimates - Page 47

Report dated December 7, 2020 from the Director of Corporate Services providing Council with cost estimate associated with making an application for exclusion to the Agricultural Land Commission for property located/designated ALR [McLean Mill].

THAT Council receive this report for information.

9. Director of Corporate Services – 3123 3rd Avenue & 4781 Margaret Street | Property Updates - Page 65

Report dated December 7, 2020 from the Director of Corporate Services providing an update to Council as it relates to buildings located at 3123 3rd Avenue & 4781 Margaret Street.

THAT Council receive this report for information.

10. Director of Finance – Total Debt Summary - Page 67

Report dated December 8, 2020 from the Director of Finance outlining the City of Port Alberni's debt from borrowing.

THAT Council receive this report for information.

11. Chief Administrative Officer – McLean Mill – Update Regarding Response to Oil Spill - Page 69

Report dated December 7, 2020 from the Chief Administrative Officer providing an update regarding progress on the mitigation of damage caused by a release of bunker oil at McLean Mill.

THAT Council receive this report for information.

12. Economic Development Manager - Status Update on Small Business COVID-19 Support Measures - Page 73

Report dated December 7, 2020 from the Economic Development Manager providing a status update on small business COVID-19 support measures and other economic development initiatives.

THAT Council receive this report for information.

13. Manager of Community Safety – 3118 3rd Avenue [Harbourview Apartments] – Progress Report - Page 79

Report dated December 7, 2020 from the Manager of Community Safety providing an update on the works being carried out at 3118 3rd Avenue in relation to Council's Remedial Action Order.

THAT Council direct staff to refrain from considering additional enforcement measures so long as significant and appropriate progress continues to be made on the part of the property owner/managers on completing the outstanding Remedial Action Requirements as ordered by Council at its meeting held September 14, 2020. Further, that Council will revisit this matter at its Regular meeting on January 11, 2020 to ensure remedial action requirements are continuing to be met.

G. BYLAWS

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

1. Director of Finance – Amendment – “Five Year Financial Plan 2020-2024, Bylaw 5003-1” - Page 104

Report dated December 8, 2020 from the Director of Finance requesting Council's consideration of the “Five Year Financial Plan 2020 – 2024, Amendment Bylaw No. 5003-01”.

- 1. THAT “Five Year Financial Plan 2020 – 2024, Amendment Bylaw No. 5003-01” be introduced and read a first time.*
- 2. THAT “Five Year Financial Plan 2020 – 2024, Amendment Bylaw No. 5003-01” be read a second time.*
- 3. THAT “Five Year Financial Plan 2020 – 2024, Amendment Bylaw No. 5003-01” be read a third time.*
- 4. THAT “Five Year Financial Plan 2020 – 2024, Amendment Bylaw No. 5003-01”, be now finally adopted, signed by the Mayor and the Corporate Officer and numbered 5003-01.*

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.

1. City of Port Moody - Page 109

Letter dated November 4, 2020 requesting Council support the need for flood risk mitigation by advocating for provincial government grants and funding.

THAT the letter dated November 4, 2020 requesting Council support the need for flood risk mitigation by writing to the Minister of Environment & Climate Change Strategy, the Minister of Municipal Affairs and Housing, the Minister of Agriculture, and the Premier of British Columbia requesting support through grants and funding for a green economic recovery, be received.

2. Randy Reiffer - Page 113

Letter dated December 2, 2020 from Randy Reiffer requesting Council provide information related to the oil spill at the McLean Mill National Historic Site.

THAT the letter dated December 2, 2020 from Randy Reiffer requesting Council provide information related to the oil spill at the McLean Mill National Historic Site, be received.

3. Chris Alemany - Page 114

Email dated November 18, 2020 urging Council to submit a resolution to the upcoming 2021 Association of Vancouver Island and Coastal Communities conference requesting the province implement a 'Guaranteed Liveable Universal Basic Income' for all British Columbians.

THAT the email dated November 18, 2020 urging Council to submit a resolution to the upcoming 2021 Association of Vancouver Island and Coastal Communities conference requesting the Province implement a 'Guaranteed Liveable Universal Basic Income' for all British Columbians, be received.

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

Correspondence found here provides information to Council and does not make a specific request. It may also include correspondence that may not be relevant to City services and responsibilities.

1. The Corporation of the District of Saanich - Page 115

Copy of a letter dated November 24, 2020 from Mayor Fred Haynes to the Honourable Marc Miller, Minister of Indigenous Services requesting royal assent of Bill C-5 for recognition of September 30 as a statutory national holiday for Truth and Reconciliation.

2. Vancouver Island Regional Library - Page 118

Letter dated November 26, 2020 advising that all Vancouver Island Regional Library branches are open and ready to serve customers safely having adjusted their services in accordance with public health measures.

3. Municipality of North Cowichan - Page 121

Copy of a letter dated November 20, 2020 to Premier John Horgan encouraging the government to implement a mandatory 14-day quarantine for those arriving on Vancouver Island.

4. Alberni Valley Museum and Heritage Commission - Page 123

Minutes provided for the Alberni Valley Museum and Heritage Commission meeting held November 4, 2020.

5. The Corporation of the City of Vernon - Page 132

Copy of a letter dated November 30, 2020 addressed to the Premier, Minister of Health, Minister of Finance and MLA Harwinder Sandhu expressing their support for a universal no-cost access to all prescription contraception available in BC.

6. Randy Fraser - Page 133

Email dated December 8, 2020 expressing concern regarding infrastructure and encouraging Council to allocate \$2M dividend from the AVCF to pool replacement.

7. Alberni Valley Museum and Heritage Commission - Page 140

Letter dated December 7, 2020 providing a letter of support for the exclusion of McLean Mill National Historic Site from the Agriculture Land Reserve.

8. Roland Smith - Page 141

Letter dated December 9, 2020 from Roland Smith expressing concern regarding the McLean Mill National Historic Site.

9. Canadian Mental Health Association of Port Alberni [CMHA-PA] – Affordable Rental Housing Proposal - Page 143

Copy of a letter of support dated November 30, 2020 from Mayor Minions to CMHA-PA in support of their proposal to the BC Housing Request for Proposals #1070-2021/28 for new rental housing units.

K. REPORT FROM IN-CAMERA

1. CIP Committee Applicants

Verbal report from the Director of Corporate Services regarding Council Committee/Commission appointments.

L. COUNCIL REPORTS

1. Council and Regional District Reports – Page 145

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

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.

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 16, 2020 @ 9:30 AM
In City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC**

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

Staff: T. Pley, CAO
A. McGifford, Director of Finance
T. Slonski, Director of Corporate Services

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, and specifically outlined as follows.

Section 90(1)(I) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports.

CARRIED

The meeting was terminated at 2:12 pm

CERTIFIED CORRECT

Mayor

Corporate Officer

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, NOVEMBER 23, 2020 @ 10:30 AM
Via Video Conference – Zoom Platform**

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

Absent: Councillor H. Poon

Staff: T. Pley, CAO
A. McGifford, Director of Finance
T. Slonski, Director of Corporate Services
K. McDougall, Manager of Planning

Call to Order: @ 10:30 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, and specifically outlined as follows.

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

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

CARRIED

The meeting was terminated at 12:31 pm

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, November 23, 2020 @ 2:00 PM
Via Video-Conference

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 Council approve Heidi Hartman, Regional Director, BC Housing as a delegation to Council and that the order of delegations as outlined on Council's agenda be re-ordered to permit Ms. Hartman as the first delegation to Council. The agenda was then approved as amended.

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 9, 2020 be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

1. BC Housing

Heidi Hartman, Regional Director for BC Housing discussed current shelter options in Port Alberni, particularly with respect to low-barrier emergency lodging.

2. Cascadia Seaweed

Erin Bremner-Mitchell, Manager of Communications and Engagement presented the story of Cascadia Seaweed and expressed their appreciation to the City of Port Alberni for recognizing the opportunity and welcoming Cascadia as an anchor tenant of the Port Alberni Food Hub.

3. Alberni Aquarium Association

Amira Strain on behalf of the Alberni Aquarium Association requested Council's financial support in the way of rent reduction due to the ongoing impact of COVID-19 on operations.

R20-284 *MOVED AND SECONDED, THAT Council, in response to the request for a rent reduction as it relates to the lease agreement for Unit 7-5440 Argyle Street, recommend that the Alberni Aquarium Association first apply for the Canada Emergency Rent Subsidy.*

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated November 23, 2020 be received and the cheques numbered 147482 to 147568 inclusive, in payment of accounts totalling \$837,446.37, be approved.

CARRIED

2. Manager of Community Safety – 5170 Argyle Street [Port Pub]

R20-285

MOVED AND SECONDED, THAT Council receive the report dated November 12, 2020 from the Manager of Community Safety providing an update regarding the property at 5170 Argyle Street in response to Council's Remedial Action Order. Further, that staff provide a property update to Council in six months' time.

CARRIED

3. Manager of Community Safety - 3118 3rd Avenue [Harbourview Apartments]

R20-286

MOVED AND SECONDED, THAT Council, in the absence of progress being made on the part of the property owner to address the Remedial Action Requirements as ordered by Council, return to an in-camera meeting to consider Council's next steps in addressing property located at 3118 3rd Avenue, noting that further considerations of this item in an in-camera meeting meets Section 90(1)(e) of the Community Charter.

CARRIED

4. Manager of Community Safety – 3629, 3633, and 3655 4th Avenue Remedial Action

R20-287

1. MOVED AND SECONDED, THAT Council, pursuant to Sections 72 and 73 of the Community Charter, considers that the properties at 3629 4th Avenue, 3633 4th Avenue and 3655 4th Avenue and having legal descriptions of: LT 20 BLK 46 DL 1 ALD PL VIP197B; LT 21 BLK 46 DL1 ALD PL VIP197B; & LT 22 BLK 46 DL 1 ALD PL VIP197B (the "Properties") are in an unsafe condition and that the structure on the Properties (the "Structure") contravene the BC Building Code and the 'Port Alberni Building Standards Bylaw No. 4975, 2018';

CARRIED

R20-288

2. MOVED AND SECONDED THAT Council, pursuant to Sections 72 and 74 of the Community Charter, declares that the Structure and the discarded materials and refuse about the Structure on the Properties are a nuisance and are so dilapidated and unclean as to be offensive to the community;

CARRIED

R20-289

3. MOVED AND SECONDED, THAT Council, pursuant to Section 72, 73 and 74 of the Community Charter, resolves that:

a. Folded Hills Farms and Randall Brown, being the registered owner of the Properties (the "Owner"), is hereby required to:

-
- i. carry out the following work within 30 days of the date that notice of this Resolution is sent to the Owner:*
 - 1. Repair the exterior walls of the Structure, including coping and flashing, to restore the integrity of the building envelope to a condition sufficient to protect the Structure from the weather and from infestations of insects, rodents and other pests, including without limitation by:*
 - a. remediating any holes, breaks, loose or rotting boards or timbers and any other condition which might permit the entry of insects, rodents or other pests to the interior of the walls or the interior of the Structure;*
 - b. Applying paint, stain or other protective coating to the exterior walls so as to adequately protect them against deterioration;*
 - 2. Repair downspouts in such a manner as to control drainage so that runoff to neighbouring properties and access ways is eliminated;*
 - 3. Replace and repair all broken or missing handrailings on staircases, add a minimum three-foot landing at the bottom of each staircase and each staircase is to be inspected by certified building inspector to be built to code;*
 - 4. Replace all broken, cracked or otherwise compromised exterior windows to a weathertight condition which operates to provide light and ventilation;*
 - 5. Replace and repair light fixtures in units;*
 - 6. Replace or repair all damaged, decayed or deteriorated window sashes, window frames and casings;*
 - 7. Replace or repair all exterior doors of the Structure so that they are weathertight, operational, fit tightly within their frames when closed, and locked so as to prevent entry, with at least one entrance door capable of being locked from both inside and outside;*
 - 8. Replace or repair the ceiling where mold has occurred and ensure the roof of the Structure is in a watertight condition with no leaks;*
 - 9. Replace or repair balconies and porches to a safe and clean condition free from rot, holes, cracks, excessive wear and warping, or hazardous obstructions; and*
 - 10. Replace or repair all fire protections systems, heat detections, smoke detections, fire alarms, fire extinguishers, fire caulking, sprinkler systems, exit signs, emergency lighting, fire separations and means of egress required by the BC Building Code and BC Fire Code to a functional and unobstructed condition;*

11. *Remove and properly dispose of all refuse from the interior and exterior common spaces of the Property, including food waste, combustibles, non-combustibles, furniture, appliances, tires, construction waste, stripped or wrecked automobiles, trucks, trailers, boats, vessels or machinery; parts or components of any of the aforementioned, to an appropriate disposal site;*
12. *Empty, clean and repair the garbage disposal bins on the Property;*
13. *Permanently remove all objects placed, stored, or maintained upon any balcony, hallways, or entrance way which may interfere with access or egress to or from the Building in case of fire or other emergency;*
14. *Remove all trailers and recreational vehicles on property;*
15. *Ensuring all apartment units install working stove hood fans, with proper ventilation;*
16. *Replace or repair all heat registers and covers;*
17. *Cease all renovations, and obtain proper permits and building inspections for renovations;*
18. *Prepare a Fire Safety Plan in cooperation with Port Alberni Fire Department.*

CARRIED

Compliance & Reconsideration Notice Time Limit Recommendations:

R20-290

4. *MOVED AND SECONDED, THAT Council, pursuant to Section 78 of the Community Charter, direct staff to advise the Owner that the Owner may request that Council reconsider this Resolution by providing written notice within 14 days of the date on which notice of the Remedial Action Requirement was sent to the Owner.*

CARRIED

Municipal Action at Defaulter's Expense:

R20-291

5. *MOVED AND SECONDED, THAT Council, pursuant to Section 17 of the Community Charter, authorizes City staff to carry out any requirement set out in Paragraph 3 of this Resolution which the Owner fails to complete within the time permitted by this Resolution, and to recover the cost of carrying out such requirement from the Owner as a debt.*

CARRIED

- 5. Manager of Planning – Development Application No. 20-08 - 3483 3rd Avenue**
R20-292 *MOVED AND SECONDED, THAT City Council authorize the issuance of Development Permit No. 20-08, and that the Corporate Officer be authorized to sign the permit including the following development plans prepared by McGill & Associates Engineering LTD. titled '3483 3rd Ave Renovations' and dated October 2020:*

- a) McGill & Associates Engineering Ltd. – Legal Plan*
- b) McGill & Associates Engineering Ltd. – Existing Site Plan*
- c) McGill & Associates Engineering Ltd. – Proposed Site Plan*
- d) McGill & Associates Engineering Ltd. – Elevation Views*
- e) McGill & Associates Engineering Ltd. – Proposed Renovations*
- f) McGill & Associates Engineering Ltd. – Proposed Floor Plan*
- g) McGill & Associates Engineering Ltd. – Proposed Landscaping Plan*
- h) McGill & Associates Engineering Ltd. – Concrete Fence Structural Details*
- i) McGill & Associates Engineering Ltd. – Sign Plan*

CARRIED

- 2) *MOVED AND SECONDED, THAT City Council direct staff to provide a report summarizing the Development Permit Area guidelines with visual images that help explain the criteria, as well as information about how to simplify the Development Permit process with a minor and major Development Permit distinction.***

CARRIED

G. BYLAWS

- 1. Manager of Planning - Development Application: Official Community Plan Bylaw and Zoning Bylaw Amendments - 4305 Kendall Avenue**
- R20-293** *a. MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 32 (4305 Kendall Avenue - BC Housing Oomiiqsu), Bylaw No. 5015" be now introduced and read a first time.*
CARRIED
- R20-294** *b. MOVED AND SECONDED, THAT "Zoning Map Amendment No. 42 (4305 Kendall Avenue- BC Housing Oomiiqsu), Bylaw No. 5016" be now introduced and read a first time.*
CARRIED
- R20-295** *c. MOVED AND SECONDED, THAT "Zoning Bylaw Text Amendment No. T26 (Site Specific Use – P1 Institutional), Bylaw No. 5017" be now introduced and read a first time.*
CARRIED

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- 2. Manager of Planning – Building Bylaw Amendments: Relocation/Recycled Homes**
R20-296 **MOVED AND SECONDED, THAT City Council direct staff to proceed with amendments to the City's Building Bylaw No. 4577 as outlined in the report dated November 16, 2020 from the Manager of Planning. Further, that prior to Council considering final adoption of the Bylaw, that staff consult with the Alberni-Clayoquot Regional District and local building and development stakeholders on the proposed changes.**
CARRIED

H. CORRESPONDENCE FOR ACTION

- 1. Rosemary Bonanno, Executive Director, Vancouver Island Regional Library Board**
R20-297 **MOVED AND SECONDED, THAT Councillor Haggard be appointed to the Vancouver Island Regional Library Board for a term of one year commencing January 1 to December 31, 2021 and that Mayor Minions be appointed as alternate.**
CARRIED
- 2. Alberni Community & Women's Services – Coldest Night of the Year 2021**
MOVED AND SECONDED, THAT Council receive the email dated November 17, 2020 from Ellen Frood, Executive Director for Alberni Community & Women's Services providing information regarding the annual Coldest Night of the Year fundraiser event and challenging the City to enter a team.
CARRIED

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

- 1. Letter to BC Housing**
Copy of a letter dated November 17, 2020 from the City of Port Alberni to BC Housing calling for additional emergency low-barrier housing in the community.
- 2. Port Alberni Port Authority**
Letter dated October 21, 2020 providing a summary/update of Port Alberni Port Authority activities.
- 3. Vancouver Island Economic Alliance**
Report dated October 2, 2019 introducing the '2019 State of the Island Economic Report'.

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4. **John Allan, Deputy Minister of Forests, Lands, Natural Resource Operations and Rural Development**
Letter dated November 4, 2020 thanking Mayor and Council for meeting with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development during this year's virtual Union of British Columbia Municipalities (UBCM) Annual Convention.
 5. **Kevin Richter, Acting Deputy Minister of Transportation and Infrastructure**
Letter dated November 10, 2020 thanking Mayor Minions for meeting with both the former Minister and the Acting Deputy Minister of Transportation and Infrastructure during this year's virtual UBCM Annual Convention.
 6. **Sunny Dhaliwal, Assistant Deputy Minister of Real Property Division Ministry of Citizens' Services**
Letter dated November 10, 2020 advising Council of the 2020 Grant-In-Lieu of Property Tax payment to be issued to the City in the amount of \$50,286.05.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

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

M. NEW BUSINESS

N. QUESTION PERIOD

The Director of Corporate Services read the following submission.

- Q: John Adams wrote "On June 24, 2019 Dr. Paul Hassleback appeared before Council to comment on studies done on septic and environment issues at Mclean Mill. Dr. Hassleback said during his presentation "I do think those areas of environmental concern need to be looked at". After Dr. Hassleback spoke, the CAO commented on the environment aspect as follows

"That the Terrawest report be forwarded to Worksafe BC". Was this done?

"That the City continue to work with Dr. Hassleback to identify prudent next steps". Was this done?

"That VIHA and other stakeholder agencies be consulted in the future prior to any changes of use at Mclean Mill". Has or is this being done?

"That the City seek comment on this matter from Ministry of Environment". Where there any recommendations; suggestions or Orders given to the City? Was there further communication?

"That staff prepare a report recommending potential local professional participants who might sit on a City advisory group, as Dr Hassleback has recommended". Has such a group been implemented?

A: The CAO noted that staff will provide a report to Council in response to Mr. Adam's questions at Council's Regular meeting December 14, 2020.

O. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 4:31 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 30, 2020 @ 9:30 AM
Via Video Conference – Zoom Platform**

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

Staff: T. Pley, CAO
A. McGifford, Director of Finance
T. Slonski, Director of Corporate Services
K. McDougall, Manager of Planning

Other: Allan Neilson, Neilson Strategies

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, and 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) (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports.

CARRIED

The meeting was terminated at 3:30 pm

CERTIFIED CORRECT

Mayor

Corporate Officer



CONTACT INFORMATION: (please print)

Full Name: Bill Collette Organization (if applicable): Chamber of Commerce
Street Address: 2533 Port Alberni Highway Phone: 250.724.6535
Mailing Address: as above Email: bill@albernichamber.ca

MEETING DATE REQUESTED: Dec 14

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:
Update on McLean Mill activities over the course of 2020. Include update on finances to the end of November and take some time
to show the new website

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.


Signature:

December 1/20

Date:

OFFICE USE ONLY:

Approved: (Deputy City Clerk)



Scheduled Meeting Date: Dec. 14, 2020

Date Approved: Dec 7, 2020

Applicant Advised: Dec. 7, 2020

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.

ENTERED

D.2



DELEGATION APPLICATION

CONTACT INFORMATION: (please print)

Full Name: Ashok Sharma Organization (if applicable): Sri Sanatan Dharma Society
Street Address: 4332 Scott St Phone: _____
Mailing Address: 4332 Scott St. Email: _____

MEETING DATE REQUESTED: ASAP

PURPOSE OF PRESENTATION: (please be specific)

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

See attachment.

Requested Action by Council (if applicable):

Exemption Permissive Taxation, Hindu Temple

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.

Ashok Sharma
Signature:

November 30/2020
Date:

OFFICE USE ONLY:

Approved: (Deputy City Clerk)

Scheduled Meeting Date: Dec 14, 2020

Date Approved: Dec 7, 2020

Applicant Advised: Dec 7, 2020

S. Donahue

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.

ENTERED

D.3.



SRI SANATAN DHARAM SOCIETY ALBERNI TEMPLE

4332 SCOTT STREET, PORT ALBERNI, BC, V9Y 7M8

November 10, 2020

The City Council
City of Port Alberni
4850 Argyle Street
Port Alberni, BC

Honorable Council Members:

☒ Council	☐ Eng. & PW
☒ Mayor	☐ Parks, Rec. & Heritage
☒ CAO	☐ Planning
☒ Finance	☐ Bylaw
☒ Clerk's	☐ Other _____
☒ Agenda	
File # _____	

RECEIVED

NOV 23 2020

CITY OF PORT ALBERNI

Rcm - Dec. 14, 2020
1970-03

With due respect, we would like to request exemption of tax against the property of our Temple located at 4332 Scott Street as per our previous application.

The Society's property is divided into two adjoining parts. The Temple building is situated on one part while the other part is used as parking for our members. We also use this part for picnics, children's games and other outdoor religious functions. We would like to attest to you that this is not a vacant lot and is not being used for any other commercial purpose. This property is used exclusively for our Temple's activities. You are invited to come for a visit at any time. A letter of invitation for the upcoming Diwali function is attached, we will be so honored to receive the Council and management for the visit.

We are a very small Hindu community in town with trivial membership trying our best to keep our culture and heritage alive by congregating at this Temple 6 times per year to celebrate our major functions, to meditate and to worship so that our seniors may pass on the culture and heritage roots to the new generation. With the donation income, we can barely pay for the Temple's expenses. Our community begs you to exempt us from paying the property tax to help us keep our place of worship going.

Thank you, may God bless you.

Sincerely,

Ashok Sharma

President

250



ALBERNI TEMPLE

DIWALI CELEBRATION **Saturday, November 14, 2020** **4pm – 5:30pm**

Namaskar:

Diwali the festival of lights and an occasion for Jubilation and Joyousness will be celebrated at the Alberní Temple with Vedic traditions and rituals. Your presence and participation in the celebration is a matter of great delight and extreme importance. Please come and join to ward off darkness and welcome the glimmer of light so essential for inner peace.

May Laxmi Mata shower you with the choicest of blessings on this Diwali.

To avoid mass gathering of devotees, Temple will stay open all day from 8am – 8pm so that devotees may perform Pooja & Devi Darshan at any time during the day.

We request you to follow the Public Safety Guidelines as following;

- Please maintain 6' of distance from fellow devotees.**
- Kindly bring your mask along or ask for one.**
- Please wipe surfaces with Lysol wipes provided.**
- Please refrain from visiting Temple if you feel sick or have travelled.**

Many thanks

Info: Ashok Sharma

Temple Committee

Phone: 250-

Date: December 7, 2020
File No: 0540-01 & 0550-01
To: Mayor & Council
From: T. Pley, CAO
Subject: 2021 Regular Council Meeting, Committee/Commission Meeting Schedules
Committee & Acting Mayor Appointments

Prepared by: <i>S. DARLING</i> Deputy City Clerk	Supervisor: <i>T. SLONSKI</i> DIRECTOR OF CORPORATE SERVICES	CAO Concurrence: <i>T. Pley</i> T. Pley, CAO
--	---	--

RECOMMENDATION[S]

1. THAT the 2021 Regular meeting schedule of City Council be approved as circulated and that staff be authorized to publish notice of availability of the schedule.
2. THAT the 2021 meeting schedules for the Committee of the Whole, 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 2021. Further, to formalize Acting Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees.

BACKGROUND

2021 Council Meeting Schedule – Section 125 of the *Community Charter* requires that a Council must meet regularly in accordance with their procedure 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. Schedules to be approved include:

- Committee of the Whole
- Advisory Planning Commission
- Advisory Traffic Committee
- Alberni Valley Heritage Commission

Consideration from Council is required with respect to 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 2021 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 2021 meeting schedules for the Committee of the Whole, Advisory Planning Commission, Alberni Valley Heritage Commission, and Advisory Traffic Committee be approved as circulated. Lastly, that 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 schedules and/or appointments as per Council direction.

ANALYSIS

Option 1 – The 2021 Council Regular meeting and Committee of the Whole schedules have been prepared in accordance with “*Council Procedures Bylaw, 2013, Bylaw No. 4830*”. 2021 Committee/Commission meetings have been scheduled and members appointed according to individual 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 2021, it is always within Council’s authority to propose additional meeting dates and/or to cancel meetings 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 2021 meeting schedule, is captured in the current operating budget.

COMMUNICATIONS

The Regular Council meeting schedule will be published in the Alberni Valley News for two consecutive weeks. Regular Council and Committee/Commission meeting schedules will be posted to Public Notice Posting Places, which includes the City Website and facility bulletin board, and copies of schedules and appointments will be provided to associated members.

BYLAWS/PLANS/POLICIES

"Council Procedures Bylaw 2013, Bylaw No. 4830"

SUMMARY

This report has been provided to allow Council to establish Council's Regular meeting and Committee/Commission meeting schedules and appointments for 2021 as it relates to the *Community Charter*, *"Council Procedures Bylaw 2013, Bylaw No. 4830"* and as guided by the respective processes. It is being recommended that Council approve schedules and appointments as distributed so as to avoid any disruption to City business as well as meet legislative requirements and adhere to Council policies.

ATTACHMENTS/REFERENCE MATERIALS

- *2021 Regular Council meeting schedule*
- *2021 Committee of the Whole meeting schedule*
- *2021 Advisory Planning Commission meeting schedule*
- *2021 Advisory Traffic Committee meeting schedule*
- *2021 Alberni Valley Heritage Commission meeting Schedule*
- *2021 Acting Mayor Appointments & Council Committee/Commission Appointments*



CITY OF PORT ALBERNI 2021 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 11
Monday, January 25
Monday, February 8
Monday, February 22
Monday, March 8
Monday, March 22
Monday, April 12
Monday, April 26
Monday, May 10
Tuesday, May 25
Monday, June 14
Monday, June 28
Monday, July 12
Monday, July 26
Monday, August 9
Tuesday, September 7
Monday, September 27
Tuesday, October 12
Monday, October 25
Monday, November 8
Monday, November 22
Monday, December 6 – 7:00 pm <i>Organizational Meeting</i>
Monday, December 13

e-mail: david.wiwchar@jpbj.ca
portalbernitv@shaw.ca
editor@albernivalleynews.com
publisher@albernivalleynews.com
elena.rardon@albernivalleynews.com

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

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CITY OF PORT ALBERNI 2021 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 18
Tuesday, February 16
Monday, March 15
Monday, April 19
Monday, May 17
Monday, June 21
Monday, July 19
Monday, August 16
Monday, October 18
Monday, November 15

e-mail: david.wiwchar@jpbpg.ca
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CITY OF PORT ALBERNI 2021 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 21
Thursday, February 18
Thursday, March 18
Thursday, April 15
Thursday, May 20
Thursday, June 17
Thursday, July 15
Thursday, August 19
Thursday, September 16
Thursday, October 21
Thursday, November 18
Thursday, December 16

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CITY OF PORT ALBERNI 2021 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 20
Wednesday, April 21
Wednesday, October 20

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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
2021 MEETING SCHEDULE
ALBERNI VALLEY HERITAGE COMMISSION**

*(Held in the Alberni Valley Museum, 4255 Wallace Street, Port Alberni BC at 7:00 pm)
These meetings are open to the public.*

Wednesday, January 6
Wednesday, February 3
Wednesday, March 3
Wednesday, April 7
Wednesday, May 5
Wednesday, June 2
<i>There are no meetings in July and August</i>
Wednesday, September 1
Wednesday, October 6
Wednesday, November 3
Wednesday, December 1

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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
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
- Director of Upnit Power Corporation

2. Councillor Ron Corbeil

- Liaison, AV Community Forest Corporation
- Liaison, Port Alberni Port Authority Dry Dock Committee
- Member, Personnel Committee
- Member, Audit 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
- Trustee, Vancouver Island Regional Library Board (VIRL) (*Alternate: Mayor Minions*)

4. Councillor Ron Paulson

- Director, Alberni Clayoquot Regional District
- Liaison, Continuing Care Society
- Liaison, School District #70
- Liaison, Learning Council/NIC
- Liaison, Advisory Traffic 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
- Liaison, AV Community Stakeholders Initiative
- Member, ACRD Transportation 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	Helen Poon	April & October	Debbie Haggard
February & September	Cindy Solda	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, Councillor Paulson
Alternates (in order):
 Councillors Haggard, Solda, Corbeil, Poon & Washington

Personnel Committee
 Mayor Minions, Councillors Corbeil, & Washington

Audit Committee
 Councillors Corbeil, Solda & Washington

Community Investment Program
 Councillor Corbeil
 *TBD

Court of Revision
 Mayor Minions, Councillors Poon & Solda

Board of Variance
 Boris Lehner, Gerry Hickey, Danese McDonald
 (3 year term to December 2021)

Advisory Planning Commission
 Chris Washington, RCMP Member, Rick Newberry,
 Jim Tatoosh (Hupacasath), TBC (Tseshah), Councillor Haggard
 Amy Anaka, Ken McRae, John Douglas, Callan Noye, Ed Francoeur, Stefanie Weber

Alberni Valley Heritage Commission
 Judy Carlson, Bert Simpson, Ken Watson, Pam Craig, Nancy Blair, Colin Schult,
 Bill Collette, Sheena Falconer, Councillor Washington

Advisory Traffic Committee
 Planner, Director of Engineering & Public Works, Wes Patterson, RCMP Member, Brian Mousley
 Larry Ransom, Caroline Robinson, Cameron McKinnon/Phil Atkinson, Councillor Paulson

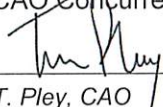
Port Alberni Port Authority
 Ken McRae (July 1, 2018 - June 30, 2021)

Air Quality Council
 Councillor Poon & Fire Chief

Distribution: PACMA, Tanis Feltrin/Dawne McMurtire - via email
 File Drawer in Reception Area, Council Members

Updated: December, 2020

Date: November 27, 2020
File No: 0390-01
To: Mayor & Council
From: T. Pley, CAO
Subject: LGLA Leadership Forum | BCEDA - Building Strong Resilient Business Communities Workshop
Authorize Councillor Registration

Prepared by: <i>SARA DARLING</i> Deputy City Clerk	Supervisor: <i>T. SLONSKI</i> DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  T. Pley, CAO
--	---	---

RECOMMENDATION[S]

1. THAT Council authorize Councillor Haggard to participate in the Annual Local Government Leadership Academy [LGLA] – ‘Leading in Unprecedented Times: Drafting a Blueprint for the New Normal’ Leadership Forum taking place via virtual platform February 3-4, 2021.
2. THAT Council authorize Councillor Haggard to participate in the BC Economic Development Association (BCEDA) – BRE: Building Strong Resilient Business Communities -Vancouver Island and Coast/Mainland Southwest four session workshop taking place virtually from January 11-21, 2021.

PURPOSE

For Council to authorize the registration of Councillor Haggard to participate in the Annual Local Government Leadership Academy Forum and BC Economic Development Association Workshop series.

BACKGROUND

Held on an annual basis, the LGLA Leadership Forum provides relevant and timely leadership development opportunities to elected officials and senior administrators in the interest of improving governance at a municipal level.

The BRE: Building Strong and Resilient Communities workshop is a four-part series presenting the core components of the Business Retention and Expansion (BRE) program, including how to understand and address business needs, and how to build and manage a BRE program. Participants will learn how to engage with local businesses to gather solid business and worker impact data to inform local leadership’s response and create resiliency in communities.

Councillor Haggard expressed interest in participating in the Forum and Workshop and while the City’s Travel Expense Policy authorizes members of Council to attend AVICC and UBCM, members of Council wishing to participate in additional conferences requires authorization on the part of Council.

ALTERNATIVES/OPTIONS

1. That Council authorize Councillor Haggard's participation in the Annual Local Government Leadership Academy Forum and BC Economic Development Association Workshop.
2. In addition to Councillor Haggard, Council may wish to authorize other members of Council to participate virtually.
3. That Council not authorize Councillor Haggard to participate in the LGLA Forum or BCEDA Workshop.

ANALYSIS

Option 1 - The City's 2020-2024 Five-Year Financial Plan currently identifies \$50,000 to fund 2020 Council Travel and Development. Cost to register Councillor Haggard to participate in the Forum is \$200 plus GST and \$300 plus GST for the Workshop series. Due to COVID-19 and the associated restrictions on public gatherings resulting in a shift to 'virtual' conference platforms, travel costs on the part of Council members to attend conferences/development opportunities has been significantly reduced. At the writing of this report [approximately \$41,000.00] remains in Council's Travel and Development fund. As the Forum and Workshop is being held virtually, no additional expenses outside of registration fees are anticipated.

Option 2 – Council may wish to authorize additional members of Council to participate in the Forum and/or Workshop given the affordable registration fees and no additional expenses being associated with participating.

Option 3 – It is Council's prerogative to either support and/or deny the attendance of Council members at a particular conference/convention outside of those identified in the City's *Travel Expense Policy No. P6*. When considering an item based on policy, Council is encouraged to consider the merits of the conference and development being offered and how City representation will contribute to the betterment of the City.

IMPLICATIONS

Financial implications associated with Councillor Haggard's virtual participation in the LGLA Leadership Forum is \$200 plus GST and \$300 plus GST for BCEDA Workshop. The balance of Council's 2020 Travel and Development fund at the writing of this report is \$41,035.58.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

In accordance with City policy [*P6 – Travel Expense Policy*], Council attendance/participation outside of AVICC and UBCM requires a resolution of Council. In this instance, the Forum and Workshop are being held virtually and therefore, with the exception of registration fees, no other expenses are anticipated.

The request also aligns with Council's Strategic Priorities, in particular, No. 2 | Enable the new economy, Goal 2.4 "the community has a strategy that effectively encourages investment and sustainable growth". Council's representation at this Forum and participation in the Workshop series will assist in identifying current and future implications in local government as the community navigates the pandemic and positions for long-term success.

SUMMARY

Councillor Haggard has expressed interest in participating [virtually] in the LGLA Leadership Forum being held February 3-4, 2021 and the BCEDA Workshop series held over four sessions from January 11-21, 2021. Costs associated with participating are minimal due to the virtual platform format. Participants will benefit from relevant and timely leadership development strategies to encourage economic recovery and sustainability within the City of Port Alberni.

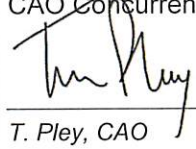
ATTACHMENTS/REFERENCE MATERIALS

1. *P6 – Travel Expense Policy [ref.]*
2. *2019-2023 Corporate Strategic Plan [ref.]*

C: *A. McGifford, Director of Finance*

J:\EFS\0100_0699 Administration\0390 Conferences_Seminars_Symposia\0390_01

Date: December 2, 2020
File No: 8100-20-BCG
To: Mayor & Council
From: T. Pley, CAO
Subject: Bid for 2026 BC Summer Games

Prepared by:  W. Thorpe, Director of Parks, Recreation and Heritage	CAO Concurrence:  T. Pley, CAO
--	---

RECOMMENDATION

1. *THAT Council for the City of Port Alberni bid to host the 2026 BC Summer Games and that an expenditure of \$55,000.00 cash and \$55,000.00 in-kind be committed if the Games are awarded.*
2. *THAT Council for the City of Port Alberni provide a letter of support for inclusion in the bid package for the 2026 BC Summer Games.*

PURPOSE

A resolution from Council and financial commitment of \$110,000 is required for inclusion in any BC Games bid application.

BACKGROUND

On July 27, 2020, Council directed staff to strike a bid committee to develop an application for the 2024 or 2026 BC Games, and appointed Councillor Paulson to participate as a member of the bid committee. The bid committee includes members from a variety of local organizations and will be submitting a bid in February 2021 to host the 2026 BC Summer Games (July 23 – 26).

ALTERNATIVES/OPTIONS

1. That Council for the City of Port Alberni bid to host the 2026 BC Summer Games, commit an expenditure of \$110,000 if the Games are awarded, and provide a letter of support for inclusion in the bid package.
2. That Council for the City of Port Alberni provide staff with alternate direction.

ANALYSIS

Should the bid to host the 2026 BC Summer Games be successful, the legacy and economic impact to the Alberni Valley would be significant.

IMPLICATIONS

Financial: the direct City investment in hosting the 2026 BC Summer Games is \$55,000 in cash, and \$55,000 in-kind (in-kind representing use of City-owned facilities). Should the bid be successful, staff recommends the \$110,000 investment be reflected in the City of Port Alberni's Five-year financial plan in the year 2026.

COMMUNICATIONS

Staff will keep Council apprised to developments throughout the bid process.

BYLAWS/PLANS/POLICIES

Exploring hosting major events aligns with Council's Strategic Plan and the priority of "Fostering a complete community".

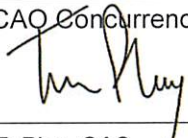
SUMMARY

That Council for the City of Port Alberni bid to host the 2026 BC Summer Games, that an expenditure of \$55,000.00 cash and \$55,000.00 in-kind be committed if the Games are awarded, and that Council provide a letter of support for inclusion in the bid package for the 2026 BC Summer Games.

ATTACHMENTS/REFERENCE MATERIALS

N/A

Date: December 7, 2020
File No: 0360-20-CIP
To: Mayor & Council
From: T. Pley, CAO
Subject: Community Investment Program – 2021 Recommendations

Prepared by:  W. Thorpe Director of Parks, Recreation and Heritage	CAO Concurrence:  T. Pley, CAO
---	---

RECOMMENDATION

That Council for the City of Port Alberni approve the 2021 Community Investment Program Committee recommendations as outlined in staff's report dated December 7, 2020.

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.

For 2020, \$39,800 in cash and in-kind grants were available for distribution. Due to COVID-19, many of these grants went underutilized. As such, any unspent grants from 2020 will be rolled over to 2021.

For 2021, \$32,500 was included in the CIP budget for distribution. At the application deadline (November 6, 2020), the Committee received 6 grant applications; this decrease from 30+ requests each year is likely due to the current COVID-19 pandemic.

In-Kind Requests	Facility Rentals	\$2,375.71	
	Utilities	\$4,300.00	
	Recreation Passes	\$0.00	
	Staff Time	\$400.00	
	Tents	\$945.00	
	Bus Tickets	\$0.00	\$8,020.71
Cash Requests			\$6,941.00
Total 2021 Requests			\$14,961.71

ALTERNATIVES/OPTIONS

1. That Council approves the 2021 applications as submitted.
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

N/A

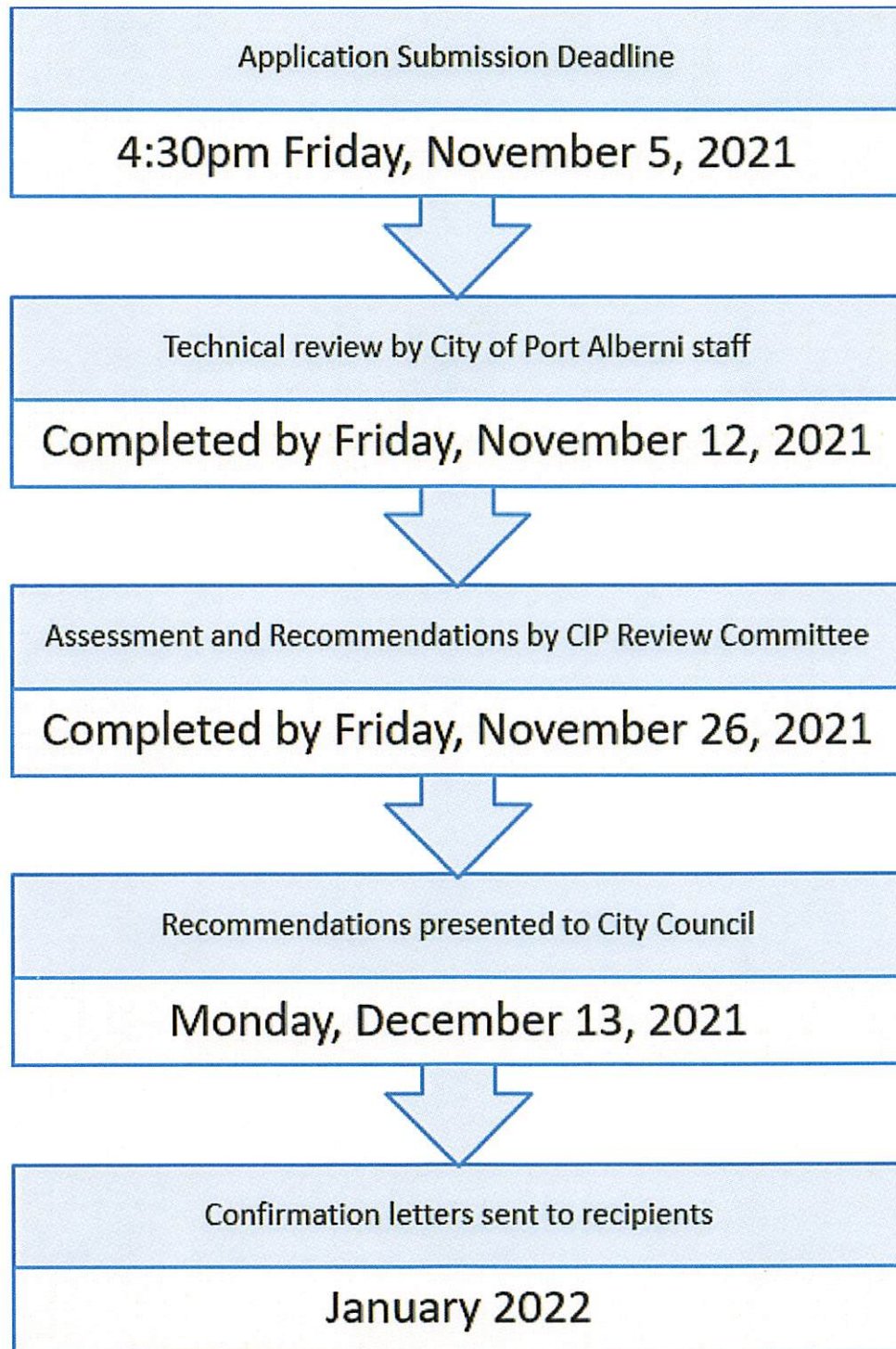
SUMMARY

In September 2011, Council approved the implementation of the Community Investment Program (CIP). For 2021, the Committee received 6 grant applications. Staff recommend that Council for the City of Port Alberni approve the 2021 Community Investment Program recommendations made by the Community Investment Program Committee.

ATTACHMENTS/REFERENCE MATERIALS

1. 2022 Community Investment Program Timeline
2. 2021 Community Investment Program Application Details

Attachment 1: 2022 Community Investment Program Timeline

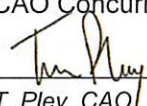


Attachment 2: 2021 Community Investment Program Application Details

Organization	Program/Event	2021 Request								Total Requested
		Facilities	Utilities	Recreation Passes	Staff Time	Tents	Bus Tickets	Total In-Kind	Cash	
Alberni Valley Transition Town Society	Garden Starter Pack Program								\$1,000.00	\$1,000.00
Community Arts Council	Matching Grant		\$2,500.00					\$2,500.00	\$5,000.00	\$7,500.00
Port Alberni Orchestra and Chorus Society	Liability Insurance and Cedar Room-Echo Recitals	\$700.00						\$700.00	\$941.00	\$1,641.00
Port Alberni Toy Run	Toy Run	\$775.71			\$400.00	\$945.00		\$2,120.71		\$2,120.71
Portal Players Dramatic Society	Operating Expenses		\$1,800.00					\$1,800.00		\$1,800.00
Volunteer Income Tax	Income Tax Preparation	\$900.00						\$900.00		\$900.00
Totals		\$2,375.71	\$4,300.00	\$0.00	\$400.00	\$945.00	\$0.00	\$8,020.71	\$6,941.00	\$14,961.71

Available Grants	
Budget	\$32,500.00
2021 Recommendation	\$14,961.71
Available	\$17,538.29

Date: December 4, 2020
File No: 0890-20-MM
To: Mayor & Council
From: T. Pley, CAO
Subject: Dr. Hasselback presentation to Council June 24, 2019 | Mclean Mill

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

This report is being provided for Council's information.

PURPOSE

To provide Council with information in response to questions submitted by Mr. John Adams to Council at its Regular meeting held November 23, 2020. Mr. Adams' questions stem from a presentation to Council on June 24, 2019 by Dr. Paul Hasselback regarding environmental issues/septic at Mclean Mill.

BACKGROUND

Council, at its Regular meeting held June 24th, 2019 resolved as follows:

That Council for the City of Port Alberni direct staff to provide a report containing recommendations on septic system operations and infrastructure renewal;

That Council for the City of Port Alberni direct staff to forward the TerraWest Environmental report to WorkSafe BC for information;

That Council for the City of Port Alberni direct staff to continue to work with Dr. Hasselback to identify next steps;

That Council for the City of Port Alberni direct staff to consult with Vancouver Island Health and other stakeholder agencies prior to any changes of use at McLean Mill;

That Council for the City of Port Alberni direct staff to seek comment on next steps from the Ministry of Environment;

That Council for the City of Port Alberni direct staff to prepare a report recommending potential local and professional participants who might sit on a City advisory group;

That Council for the City of Port Alberni direct staff to send a letter of thanks to Dr. Hasselback.

CARRIED

At Council's Regular meeting held November 23, 2020, Mr. John Adams, who resides on Batty Road, Port Alberni, submitted the following questions which were read out by the Director of Corporate Services during Council's Question period.

1. That the Terrawest report be forwarded to WorkSafeBC – was this done?
2. That the City continue to work with Dr. Hasselback to identify prudent next steps – was this done?
3. That Island Health and other stakeholder agencies be consulted in the future prior to any changes of use at Mclean Mill – has or is this being done?
4. That the City seek comment on this matter from Ministry of Environment – where there any recommendations, suggestions or Orders given to the City – was there further communication?
5. That staff prepare a report recommending potential local professional participants who might sit on a city advisory group, as Dr. Hasselback has recommended" – has such a group been implemented?

Council requested that the CAO comment. The CAO advised that actions had been taken and noted that a report would be presented to Council at its next meeting.

ALTERNATIVES/OPTIONS

n/a

ANALYSIS

Following Dr. Hasselback's presentation in 2019, the CAO shortly thereafter, instructed staff as follows:

NOTE: action taken is noted in italics.

1. Staff provide a report on recommendations for septic system operations and infrastructure renewal. Staff to collaborate on a report that outlines a five-year work plan and budget projections. Once approved by Council the information can be inserted into the 2020-2024 budget.

A - 2020 Museum operating budget included \$2K for pumping septic; and 2021 capital plan identified \$249,500 for septic remediation.

2. Forward Terrawest report to WorksafeBC. Staff, please package up the documentation identified below and forward it to the WorksafeBC officer who last investigated the MM site. It is important to provide some context as well as the report to prevent WorksafeBC from covering ground already covered in terms of investigating. Copy Dr. Hasselback on the message to WorksafeBC:
 - a. Terrawest report (link to the 900+ page report)
 - b. Dr. Hasselback's presentation
 - c. the septic system report
 - d. a list of Council's resulting motions

A – no immediate action was taken however, at the writing of this report, staff are compiling the information identified and will forward to WorkSafeBC.

-
3. Going forward the City work with Island Health and other stakeholders PRIOR to changes of use at MM.

A – no immediate action was taken however, the operations and maintenance agreement with the new service provider, the Alberni Valley Chamber of Commerce speaks to how operators of Mclean Mill are expected to maintain and operate the site.

4. Seek comment from MoE. Staff to reach out to MoE.

A – Staff did communicate with staff at both the federal/provincial level. Response received by provincial staff note that they can only provide advice with respect to legislation around management of contaminated sites. They do have a record of the site and were notified of remediation activities that took place in the early 1990s. Further involvement on the part of the province would be triggered by a submission of a site profile associated with the need for local government permits. As for septic systems, they do not typically comment [Health Authority is the area of responsibility].

5. Staff report recommending potential local professional participants to sit on an advisory group.

A – no action taken to date as requested by the CAO.

6. Send a letter of thanks to Dr. Hasselback.

A – Letter sent

IMPLICATIONS

n/a

COMMUNICATIONS

BYLAWS/PLANS/POLICIES

SUMMARY

Responding to questions submitted by Mr. John Adams stemming from a presentation by Dr. Paul Hasselback in June of 2019 this report provides Council with information as to what actions have taken place as well as those which remain outstanding.

ATTACHMENTS/REFERENCE MATERIALS

1. *Email dated July 11, 2019 from T. Pley, CAO to Management Staff*

Twyla Slonski

From: Twyla Slonski
Sent: Wednesday, December 9, 2020 10:22 AM
To: Twyla Slonski
Subject: FW: McLean Mill - Dr Hasselback

From: Timothy Pley
Sent: Thursday, July 11, 2019 8:41 AM
To: Willa Thorpe <willa_thorpe@portalberni.ca>
Cc: Davina Hartwell <davina_hartwell@portalberni.ca>; Krista Tremblay <krista_tremblay@portalberni.ca>
Subject: McLean Mill - Dr Hasselback

Hi Willa,

I am following up on the June 24th Council meeting where Dr. Hasselback presented on McLean Mill matters. Council directed that several actions be taken. I am not sure where Davina et al are at in terms of following through on those actions, so I will weigh in here, and Davina can correct me as needed.

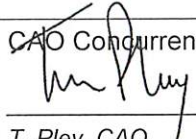
1. *Staff provide a report on recommendations for septic system operations and infrastructure renewal.* **Willa**, please collaborate with **Rob K** on a report that outlines a five year work plan and budget projections. Once approved by Council the info can be inserted into the 2020-2024 budget.
2. *Forward Terrawest report to Worksafe BC.* **Davina**, please package up the documentation identified below and have **Rondi** forward it to the Worksafe BC officer who last investigated the MM site. It is important to provide some context as well as the report to prevent Worksafe from covering ground already covered in terms of investigating. Copy Dr. Hasselback on the message to Worksafe BC:
 - a. Terrawest report (link to the 900+ page report)
 - b. Dr. Hasselback's presentation
 - c. the septic system report
 - d. a list of Council's resulting motions
3. *Going forward the City work with VIHA and other stakeholders PRIOR to changes of use at MM.* Lesson learned. Let's use this direction to take more control over actions by MMS and other users.
4. *Seek comment from MoE.* **Davina**, same as above except have **Willa** reach out to MoE. Willa, check in with Ken Watson to get the name of the MoE staffer carrying the MM file. Copy Dr. Hasselback.
5. *Staff report recommending potential local professional participants to sit on an advisory group.* This one is problematic. **Willa, Davina** and **Tim** collaborate on a response. **Willa** please lead.
6. *Send a letter of thanks to Dr. Hasselback.* **Davina** please.

If I've gotten any of this wrong or if some of it has already been done please let me know.

T

Timothy Pley
CAO
City of Port Alberni
(250) 720-2824

Date: December 7, 2020
File No: 3015-20-MM Exclusion
To: Mayor & Council
From: T. Pley, CAO
Subject: Agricultural Land Reserve | Mclean Mill Exclusion Application Cost Estimates

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

This report is being provided for Council's information.

PURPOSE

To provide Council with approximate cost estimates associated with making an application for exclusion to the Agricultural Land Commission for property located/designated ALR [Mclean Mill].

BACKGROUND

The McLean Mill National Historic Site [MMNHS] is owned by the City. The City has entered into an agreement with the Alberni Valley Chamber of Commerce to maintain and operate the Mill on the City's behalf. The City recently made a Non-Farm Use Application to the ALC in an effort to come into compliance with ALR regulations while maintaining current services at McLean Mill. While the City's application was denied, a statement contained in the response from ALC indicated that the ALC [the Panel] would accept a submission of an exclusion application for the Property for the Commission's consideration noting that any such application would be considered by the Commission based on the merits of the application and in the context of the Commission's mandate.

At Council's Regular meeting held November 9, 2020, Council considered a recommendation that staff be directed to prepare and submit an application to the Agricultural Land Commission to have the MMNHS removed from the Agricultural Land Reserve. Prior to Council deciding on the matter, staff clarified that the City would be engaging the services of third-party consultants to assist the City with making an exclusion application [e.g., engineer/agrologist.] Council then resolved as follows:

MOVED and SECONDED, THAT Council direct staff to bring forward a report outlining associated costs involved with preparing and submitting an application to the Agricultural Land Commission to have the MMNHS removed from the Agricultural Land Reserve. CARRIED | Res. No. R20-280

ALTERNATIVES/OPTIONS

This report is being provided for Council's information and as such, no alternatives/options are being provided.

ANALYSIS

Effective September 30, 2020, the ALC has prepared an Exclusion Application Guide for local governments to follow should they wish to initiate an exclusion application. Steps include completing a prescribed application form, signage, notices [for required public hearing], confirmation the public hearing has been held, resolution of Council to forward or not forward the application and documentation that confirms the local government has followed the steps noted in the guide. An application fee of \$750 must be included with the completed application at which time ALC will begin processing the application. [Sample application is attached].

Upon review of the application, item 4 – *Land Use* may be seen as labour intensive as well as preparing for, and holding the required public hearing.

The following are an estimate of costs should the City move forward with an exclusion application:

Prescribed Application Form	\$750.00
Sign Costs [includes materials]	500.00
Advertising/Notification Requirements	1,500.00
Retain consultant to compile/conduct PH on City's behalf	8,750.00 pr/hr [35 hrs]
Retain a professional agrologist to assist the City with ALC app	<u>3,000.00 pr/hr [20 hrs]</u>
Total Estimate	\$14,500.00

IMPLICATIONS

Should Council proceed with an application for exclusion as outlined in this report, \$15,000 would be included in the City's 2021 – 2025 Five-Year Financial Plan.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

n/a

SUMMARY

In response to the City receiving correspondence from the ALC indicating that it had come to their attention that the City is conducting commercial operations on the subject property, the City was required to submit a non-farm use application. The City made an application to the ALC for non-farm use in May of this year. On November 2, 2020, the City was advised that its application for non-farm use was denied, however, the City was advised that the ALC would consider an exclusion application. In advance of preparing an exclusion application for the ALCs consideration, Council has requested a summary of costs anticipated to prepare and submit an application to the ALC for exclusion.

ATTACHMENTS/REFERENCE MATERIALS

- *Sample Exclusion Application*
- *Exclusion Application Guide*

C: *A. McGifford, Director of Finance*
W. Thorpe, Director of Parks, Recreation and Heritage
K. McDougall, Manager of Planning



Sample Applications

Select an application type below to view example questions and mandatory attachments.

1. Select Application Type

- ☒ Exclude land from the ALR *(Example of a single land owner)*
- ☐ Include land into the ALR *(Example of a single land owner and agent)*
- ☐ Subdivide land in the ALR *(Example of a single land owner with multiple parcels)*
- ☐ Conduct a Non-Farm Use activity within the ALR *(Example of multiple land owners and agent)*
- ☐ Transportation, Utility, or Recreational Trail Uses within the ALR
- ☐ Placement of fill on ALR land for a non-farm use activity
- ☐ Removal of soil from ALR land for a non-farm use activity
- ☐ Removal of soil and placement of fill on ALR land for a non-farm use activity

2. Primary Contact

Single Owner/Agent
Single Owner

Mailing Address
1001 Barlow Road
Cobble Hill, BC

Phone Number
(777) 777-7777

Name Lindsay Lambert	Canada V2R 1G0	Mobile Number (optional)
Organization (Optional)		
Email: your.email@subscriber.com		

3. Parcel(s) under Application

Parcel #1		
Ownership Type Fee Simple	Parcel ID (PID) 000-111-222	
Legal Description LOT 1, SECTION 2, RANGE 3, SHAWNIGAN DISTRICT, PLAN 12345	Area 10 ha	
	Purchase Date (mm/dd/yyyy) 01/07/1979	
	Farm Classification No	
Owner #1		
Name Lindsay Lambert	Mailing Address 1001 Barlow Road Cobble Hill, BC Canada V2R 1G0	Phone Number Mobile Number (optional)
Email: your.email@subscriber.com		

4. Land Use

Land Use of Parcel(s) under Application

Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

You may describe multiple parcels collectively or individually. Example 1. PID 001-002-003: 60 ha hay crop, 40 ha gr
Parcel 1: 10% blueberry crop, 30% vegetables, 60% hay. Parcel 2: 100% hay. If there is currently no agriculture activ
specify "No agriculture".

Quantify and describe in detail all agricultural improvements made to the parcel(s).

Describe any irrigation, drainage, fencing, material enhancement, clearing, etc undertaken on the parcel(s). Examp
fenced in 2010. If there have been no agricultural improvements on the parcel(s), please specify "No Agricultural Im

Quantify and describe all non-agricultural uses that currently takes place on the parcel(s).

Describe any non-agricultural uses such as home-based businesses, commercial, recreational, institutional, indust
100 square metre detached auto repair shop. If all activity is agricultural, please specify "No non-agricultural activit

Land Use of Adjacent Parcel(s)

	Primary Land Use Type	Specific Activity
North	Agricultural/Farm	cattle ranching
East	Agricultural/Farm	blueberry farms
South	Residential	single-family dwelling subdivision
West	Commercial / Retail	industrial park

5. Other Parcel(s) of Interest

Parcel #1

Ownership Type

Fee Simple

Owner of Parcel

Lindsay Lambert

Parcel ID (PID)

111-222-333

Land Use Type

Agricultural/Farm

Area

5 ha

Interest Type

Partial Ownership

6. Local Government

Cowichan Valley EA

7. Proposal

How many hectares are you proposing to exclude?

10 ha

What is the purpose of the proposal?

Be clear and concise in describing the proposal. Include why you are applying for exclusion and what the proposal

Explain why you believe that the parcel(s) should be excluded from the ALR.

Explain why you believe that the parcel(s) should be excluded from the ALR.

8. Attachments

Mandatory Attachments (pdf or jpeg)

Proposal Sketch	53224	proposal_sketch_example.pdf	View
Certificate of Title	000-111-222	certificate_of_title_example.pdf	View
Proof of Advertising	53224	notice_of_exclusion_application.pdf	View
Proof of Serving Notice	53224	exclusion_proof_of_serving_notice.pdf	View
Proof of Signage	53224	exclusion_post_sign.pdf	View

Optional Attachments (pdf or jpeg)

Site Photo	Site Photographs	site_photograph_example.pdf	View
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EXCLUSION APPLICATION GUIDE

EFFECTIVE SEPTEMBER 30, 2020

Published August 6, 2020

Purpose: this guide is intended to outline the process for submitting a local or First Nation government initiated or prescribed body initiated exclusion application to the Agricultural Land Commission as of September 30, 2020.

Table of Contents:

1. Local or First Nation Government Initiated Exclusion Applications
2. Prescribed Body Initiated Exclusion Applications

Attachment A: Applicable Act and Regulation Sections for Local or First Nation Government Initiated Exclusion Applications

Attachment B: Applicable Act and Regulation Sections for Prescribed Body Initiated Exclusion Applications

LOCAL OR FIRST NATION GOVERNMENT INITIATED EXCLUSION APPLICATIONS

STEP 1: Local or First Nation Government Fills out the Application

- Log into the ALC Application Portal using your local or First Nation government's BCeID Business account, found here: <http://a100.gov.bc.ca/pub/oatasp/list?execution=e1s1>
 - Please contact the ALC if your local or First Nation government does not currently have an account registered with the Portal
 - The ALC must also assign a local or First Nation government 'role' to every local or First Nation government staff BCeID used to submit a local or First Nation government initiated application
- Create the exclusion application
- Complete the application up to Step 7 and save (do not submit the application). You can move between the steps, save and exit the application multiple times
- Download a copy of the application

STEP 2: Local or First Nation Government Gives Notice of the Application

❖ Sign:

- Post a sign on the affected parcel(s) advising of the exclusion application
 - Contact the ALC to confirm where to place signs if multiple parcels are involved
- The Sign must be:
 - at least 60 cm x 120 cm in size
 - located at the midpoint boundary of the parcel fronting a roadway
- Provide a summary of the application and a map showing the subject parcel(s)

Figure 1: Sample Sign

NOTICE TO MAKE APPLICATION TO EXCLUDE LAND FROM THE AGRICULTURAL LAND RESERVE	
EXCLUSION APPLICATION INFORMATION:	
Application ID: 68513	
Applicant: City of Smithton	
Posting Date: Sept 12, 2017	
Proposal: To exclude 11 hectares from 4 properties on Carbunkle Road for industrial needs as identified in ABC planning report.	
Civic Address: 4512, 4518, 4568 & 4620 Carbunkle Road	
PID: 123-456-789, 123-123-321, 456-789-123 & 987-654-321	
TO SUBMIT COMMENTS:	
Local Government: City of Smithton	Insert Map Here
Phone: 1-800-555-1234	
Email: planning@smithton.ca	
Local Government File Number: 88D-2017	
NOTE: ALL CORRESPONDENCE RECEIVED WITH RESPECT TO THIS APPLICATION REMAINS PART OF THE PUBLIC RECORDS AND IS DISCLOSED TO ALL PARTIES, INCLUDING THE APPLICANT	

❖ Notice of Public Hearing:

- Provide notice of the public hearing in at least two issues of a local newspaper, with the last notice appearing not less than 3 days and not more than 10 days before the public hearing. Should your area not have a local newspaper, please contact the ALC to discuss alternative notice options
- Notice must identify:

- Time and place of the public hearing
- Parcel(s) affected
- Intent of the application
- When and where application will be reviewed

❖ **Notice of Application:**

- Provide a copy of the application to adjacent or affected local or First Nation governments, where applicable

STEP 3: Local or First Nation Government Holds the Public Hearing

- Hold the public hearing in accordance with s. 465 of the *Local Government Act*
 - At the public hearing:
 - All persons must be afforded an opportunity to speak
 - Public hearing may be adjourned from time to time
 - A Council/Board member who did not attend public hearing may vote on the application if provided with a written or oral report of public hearing

STEP 4: Local or First Nation Government Passes a Resolution on the Application

- Council/Board passes a resolution to forward or not forward the application to the ALC
 - If forwarded, the application proceeds to the ALC for consideration (see Step 5 below)
 - If not forwarded, the application is refused.
- Local or First Nation government will update the application status in the ALC Application Portal to reflect the outcome of the Council/Board's resolution

STEP 5: Local or First Nation Government Submits the Application

- Proof of notice must be submitted with your application including a copy of the newspaper advertisement and photographs of the sign showing the location of posting in relation to the road or other public access
- Upload public hearing report and any other public comments received
- Upload a copy of the local or First Nation government Council/Board resolution
- Include any other application materials

STEP 6: Local or First Nation Government Pays the Application Fee

- Submit the \$750 application fee to the ALC
 - Fees can be paid by cheque (made out to the Minister of Finance) or by credit card over the phone or in person

STEP 7: ALC Holds the Exclusion Meeting

- Once a completed application and prescribed fee is received, ALC processing of the application will begin

- The ALC must offer an exclusion meeting with written notice to the local or First Nation government not more than 30 days before the meeting
- If the ALC considers it advisable, the ALC may notify adjacent or affected landowners of the parcel(s) subject to the application
- In advance of the exclusion meeting, the ALC must give notice of the materials that will be considered at the meeting, and any new information received
- At the exclusion there may be:
 - representations from the local or First Nation government (e.g. a presentation)
 - written submissions and other forms of evidence to be considered by ALC
 - representations, evidence, opinions of any person present at meeting
- Following the exclusion meeting, the ALC will provide a draft summary of the exclusion meeting proceedings (the "exclusion meeting report") for verification and sign-off by the local or First Nation government

STEP 8: ALC Makes a Decision on the Application

- The ALC must make a decision on the application taking in consideration its mandate under s. 6(1) and the priorities it must consider in doing so under s. 6(2) of the ALC Act. More information about what the ALC generally considers when making a decision on applications can be found here: <https://www.alc.gov.bc.ca/alc/content/applications-and-decisions/what-the-commission-considers>
- The ALC must provide a decision in writing, whether to refuse, approve (with or without conditions), or approve as an alternate use, such as a non-farm use
- The ALC strives to communicate most of its decisions, in writing (electronic or mail), within 60 business days of an application being received and the majority of its decisions in 90 business days. Please be advised that the 60 and 90 business day application process timeline may not be consecutive given the specifics of an application; the ALC may "pause" the business day timelines should any of the following be required:
 - The exclusion meeting
 - A site visit
 - A request for additional information (from the local government or any other person considered appropriate)

ATTACHMENT A:

**APPLICABLE ACT AND REGULATION SECTIONS FOR LOCAL OR FIRST NATION
GOVERNMENT INITIATED EXCLUSION APPLICATIONS**

ALC Act

Note: These sections of the ALC Act come into force and effect September 30, 2020. See [Bill 15-2019](#) for text until BC Laws is updated.

s. 29 (1) A person may apply to the commission to have land excluded from the agricultural land reserve if the person is

(a) the owner of the land and is

(i) the Province, a first nation government or a local government, or

(ii) a prescribed public body,

(b) a local government, and the land is within the local government's jurisdiction, or

(c) a first nation government, and the land is within the first nation's settlement lands.

(2) Subject to subsection (3),

(a) an applicant must give notice, in the prescribed form and manner and before making the application, of the application and of a public hearing respecting that application, and

(b) the public hearing must be held in the prescribed manner.

(3) On request of an applicant described in subsection (1) (a), the commission may waive one or more of the requirements of subsection (2).

(4) An application made by an applicant described in subsection (1) (a) may not proceed unless authorized as follows:

(a) by a resolution of a local government if the application is made by a person other than a first nation government and, on the date the application is made, the application

(i) applies to land within the local government's jurisdiction that is zoned by bylaw to permit farm use, or

(ii) requires, in order to proceed, an amendment to an official settlement plan, official community plan, official development plan or zoning bylaw of the local government;

(b) by a law of a first nation government if the application applies to settlement lands over which the first nation has legislative authority.

s. 29.1 (1) In this section, "**decision respecting proposed settlement lands**" means a decision of the commission made under subsection (2) (b) or (c) of this section on receiving an application under section 29

(a) by an applicant described in subsection (1) (a) of that section, and

(b) in relation to proposed settlement lands.

(2) On receiving an application under section 29, the commission may do one of the following:

(a) refuse permission to have land excluded from the agricultural land reserve;

(b) grant permission, with or without limits or conditions, to have land excluded from the agricultural land reserve;

(c) permit, with or without limits or conditions, a non-farm use, non-adhering residential use, soil or fill use or subdivision of land.

(3) A decision respecting proposed settlement lands is not effective unless and until

(a) those lands are established, in whole or in part, as settlement lands, and

(b) the first nation government that has jurisdiction over those settlement lands enacts a law approving the commission's decision and provides a certified copy of the law to the commission.

(4) Unless a decision respecting proposed settlement lands first becomes effective under subsection (3), the decision expires on the earlier of the following dates:

(a) the date the decision expires according to its terms;

(b) the date a notice to suspend negotiations takes effect.

(5) The commission must deliver its written decision to the applicant.

s. 34 (1) This section applies to the following types of applications:

- (a) an application made by a first nation government as the owner of proposed settlement lands, other than an inclusion application under section 17;
 - (b) an exclusion application made by a person referred to in section 29 (1) (b) or (c);
 - (c) an application for which review would be required under section 34.1, but the application is made by the local government or first nation government that would be responsible for the review;
 - (d) an application for a specific type of use prescribed by regulation as an application that must be filed directly with the commission;
 - (e) an application made under section 58.3 (1) (e), unless a regulation made under that section provides otherwise.
- (2) A person may make an application described in subsection (1) by submitting the application and paying the prescribed application fee to the commission.
- (3) In respect of an application described in subsection (1) (d), the commission
- (a) may request comments and information from the local government or first nation government for the area in which the land described in the application is located, and
 - (b) if a request is made under paragraph (a) of this subsection, pay a prescribed portion of the fee received under subsection (2) to the local government or first nation government.
- (4) A local government or first nation government that is paid a fee under subsection (3) (b) may retain the fee, and the *Financial Administration Act* does not apply in relation to that fee.
- s. 34.1** (1) A person may make an application to which section 34 does not apply by submitting the application and paying the prescribed application fee, if any, to the following, as applicable:
- (a) the municipality, if the land described in the application is in a municipality;
 - (b) the regional district, if the land described in the application is in a regional district but not in a municipality or a local trust area;

- (c) the Islands Trust, if the land described in the application is within a local trust area under the *Islands Trust Act*;
 - (d) the first nation government, if the land described in the application is in the settlement lands of a first nation.
- (2) A local government or first nation government that receives an application must review the application and do one of the following:
- (a) forward to the commission
 - (i) the application, and
 - (ii) the comments and recommendations of the local government or first nation government respecting the application;
 - (b) notify the applicant that the application will not be forwarded to the commission if
 - (i) the application is refused, or
 - (ii) the application may not, under this Act, proceed unless authorized by a resolution of the local government or a law of the first nation government and the required resolution or law is refused.
- (3) If a local government or first nation government forwards an application under subsection (2) (a) to the commission, the applicant must pay the prescribed application fee, if any, to the commission.
- (4) The application fee that must be paid under subsection (3) is in addition to the application fee, if any, paid under subsection (1).
- (5) A local government or first nation government that collects a fee under subsection (1) may retain the fee, and the *Financial Administration Act* does not apply in relation to that fee.

ALR General Regulation – Effective September 30, 2020

Note: These sections of the ALR General Regulation (BC Reg. 57/2020) come into force and effect September 30, 2020. See [OIC 131/2020](#) for text until BC Laws is updated.

Procedures at meetings and public hearings

- s. 9 (1)** a local government or a first nation government that holds a public hearing with respect to an application may, without limiting any other powers of the commission, local government, first nation government or public body applicant,
- (a) designate the date, time and place for the meeting or public hearing, and
 - (b) adjourn the meeting or public hearing
- (2) a local government or a first nation government holding a public hearing
- (a) must give all persons present an opportunity to be heard on matters related to the proposal or application that is the subject of the public hearing, and
 - (b) may, without further notice, allow a proposal or application that is the subject of the public hearing to be amended to accommodate representations made at that public hearing
- (3) a local government or a first nation government who was not present at a public hearing may vote on the proposal or application that was the subject of the public hearing if an oral or written report of the public hearing has been given to the member

Applications by local or First Nation government applicants

- s. 14 (1)** If a local or first nation government applicant is applying to include land in, or exclude agricultural land from, the agricultural land reserve, the applicant must do all of the following:
- (a) give notice of the application not less than 3 days and not more than 10 days before the date of the public hearing;
 - (b) give a copy of the application to the following:
 - (i) if the land that is the subject of the application is adjacent to an area over which a different local government or first nation government has jurisdiction, that different local government or first nation government;
 - (ii) each local government or first nation government whose interests, the local or first nation government applicant believes, will be affected by the application;
 - (c) include with the application
 - (i) a report of the public hearing and any additional public comments,

and

(ii) any other supporting material the commission may require;

(d) post a sign, in a form and manner acceptable to the commission, on the land that is the subject of the application.

(2) Despite subsection (1) (b), a local or first nation government applicant is not required to give a copy of an application to a first nation government referred to in paragraph (b) of the definition of "first nation government" in section 1 of the Act.

Notice of public hearing

s. 15 (1) A notice of a public hearing must be given in accordance with this section by

(a) the commission, in respect of a proposal on the commissions' own initiative to include land in, or exclude agricultural land from, the agricultural land reserve, and

(b) a local or first nation government applicant, in respect of an application by the applicant to include land in, or exclude agricultural land from, the agricultural land reserve.

(2) The notice must do all of the following:

(a) state the general intent of the proposal or application;

(b) identify the land affected, whether by using the legal description or by describing the land generally;

(c) state the date, time and place of the public hearing;

(d) state when and where a copy of the proposal or application may be inspected.

(3) The notice must be published as follows:

(a) publication must be in at least 2 issues of a newspaper within the meaning of the *Community Charter*;

(b) the newspaper must be circulated in the municipality, regional district or settlement lands within which the land that is the subject of the proposal or application is located;

(c) the last publication must be circulated not less than 3 days and not more than 10 days before the date of the public hearing.

(4) Despite subsection (3) of this section, if the requirements of that subsection are not practical, the commission or local or first nation government applicant, as applicable, may give notice in the same manner as a council may give notice under section 94 (4) and (5) of the *Community Charter*.

Commission meeting

s. 20 (1) The commission must do all of the following:

(a) hold a meeting to determine an exclusion application;

(b) not more than 30 days before the meeting, give written notice of the meeting to

(i) the applicant,

(ii) the local government or first nation government that has jurisdiction over the agricultural land that is the subject of the application, and

(iii) if the commission considers it advisable, each owner of agricultural land that shares a common boundary with, or is separated by a public road right of way from, the agricultural land that is the subject of the application;

(c) before the meeting, give notice to the applicant of the following:

(i) the information, if any, related to the application that will be considered at the meeting;

(ii) any new information that becomes available.

(2) At the meeting, the commission may do one or more of the following:

(a) hear representations from the applicant;

(b) accept written submissions or any other form of evidence, whether or not it would be admissible as evidence in a court of law;

(c) hear representations, evidence and opinions the commission considers

relevant of

- (i) any person present or represented at the meeting, and
- (ii) the local government or first nation government that has jurisdiction over the agricultural land that is the subject of the application.

Evidence presented at meeting

s. 21 (1) This section applies if

- (a) evidence is presented at a meeting of the commission held to determine an exclusion application, and
- (b) a statement or summary of that evidence has not been given to the applicant before the meeting.

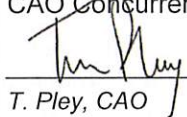
(2) If the applicant is present at the meeting, the commission may

- (a) hear further representations in respect of the evidence, or
- (b) adjourn the meeting to enable the applicant to answer the evidence.

(3) If the applicant is not present at the meeting, the commission must notify the applicant personally or by registered or electronic mail of

- (a) the evidence, and
- (b) the date by which the additional evidence may be answered.

Date: December 7, 2020
File No: 4020-20-UP
To: Mayor & Council
From: T. Pley, CAO
Subject: 3123 3rd Avenue & 4781 Margaret Street | Property Updates

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

That Council receive this report for information.

PURPOSE

To provide an update to Council as it relates to buildings located at 3123 3rd Avenue & 4781 Margaret Street.

BACKGROUND

At Council's Regular meeting August 10, 2020 Council resolved as follows:

MOVED and SECONDED, THAT Council direct staff to prepare a report providing an update as it relates to properties located at 3123 3rd Avenue and 4781 Margaret Street for Council's information at its next Regular meeting. CARRIED | Res. No. R20-204

While staff had intended to provide this information to Council at its Regular meeting in September, staff were addressing a number of other higher priority properties requiring the City's attention at the time.

ALTERNATIVES/OPTIONS

This report is being provided to Council for information purposes only and therefore, no alternatives/options are identified.

ANALYSIS

3123 3rd Avenue - The property at 3123 3rd Avenue is owned by 568165 BC Ltd. A previous application under the Façade Improvement Program was approved with a deadline for completion of the work extended to March 20, 2020. Given that no work had been undertaken by the extended deadline date, the Program Administrator of Community Futures Alberni-Clayoquot advised the property owner that his previously approved application had been closed and that the owner was no longer eligible for funding due to failure to meet program requirements.

ENTERED

In mid 2020, the owner subsequently began to undertake improvements to the building façade including applying for a building permit to address the window retrofit. When renovations began, it was noted that the structural integrity of the building may be compromised and led to the requirement of a second building permit application engaging a professional engineer to speak to the structural integrity of the building. At the writing of this report, the two building permit applications have not been issued due to outstanding requirements on the part of the property owner. In addition, the property owner is also required to apply for a Development Permit given changes proposed for the upper floor and in keeping with the City's guidelines.

4781 Margaret Street - On March 11, 2019 Council unanimously passed a resolution declaring the property at 4781 Margaret Street a nuisance and imposed remedial action requirements to:

- a) demolish the damaged building;
- b) remove all debris from the demolition to an appropriate disposal site; and
- c) level the site

At the writing of this report, the property is currently in foreclosure and demolition has not occurred. There is an offer to purchase the subject property and the sale is pending court approval with courts scheduled to hear the application on December 16th. Should the sale of the property be approved at court, the contract of purchase and sale is scheduled to complete December 30, 2020. The potential purchaser is aware of the requirements outlined above and if the sale is finalized, a date for completion of the works will be determined in consultation with the new owner.

IMPLICATIONS

This report is being provided for information only.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

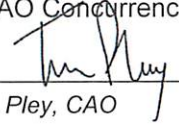
n/a

SUMMARY

An update in relating to outstanding works associated with properties at 3123 3rd Avenue and 4781 Margaret Street is being provided for information at the request of Council. There is a sale pending court approval on December 16th. If the sale is approved at court, the contract of purchase and sale is expected to complete December 30, 2020.

ATTACHMENTS/REFERENCE MATERIALS

Date: December 8, 2020
File No: 1760-01
To: Mayor & Council
From: T. Pley, CAO
Subject: Total Debt Summary

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

This report is being provided for Council's information.

PURPOSE

To fulfill Council's request for a report that outlines the City of Port Alberni's debt from borrowing and identifies each project with which the debt is associated.

BACKGROUND

At Council's February 10, 2020 Regular meeting, Council resolved as follows:

MOVED and SECONDED, THAT staff prepare a report that outline the City's total debt from borrowing and to which project the debt was incurred. The report should also outline the methods that the debt is to be repaid including but not limited to [payments by property owners, user fees, etc., and also include the debt per capita/per household] and the dates when the debt is scheduled to mature.

CARRIED / Res. No. R20-43

ALTERNATIVES/OPTIONS

As this report is being provided for information purposes no alternatives/options are identified.

ANALYSIS

The current debt held by the City is as follows:

Source of Debt	Amount as of December 31, 2019	Source of recovery	Project
General	3,191,980	Taxation	RCMP Building - other
Water	1,836,702	Fees and Charges	Bainbridge Intake
Waste Water	9,256,386	Fees and Charges	New Sewer Lagoon
Total	14,285,068		

The City's "Five Year Financial Plan 2020 – 2024, Bylaw No. 5003", identifies \$5.68M of planned borrowing as it relates to the new sewer lagoon. This item has yet to be actioned. When it is, it will bring total debt to just under \$20M.

The Debt Maturity is as follows:

Security Issuing bylaw	Maturity Date
4575	April 2031
4807	October 2044
4846	April 2035
4848	April 2045
4939	April 2050

Debt per capita at the year ending December 31, 2019 was:

- \$808.07 overall
- \$180.56 covered by taxation
- \$627.51 covered by fees and charges

IMPLICATIONS

A local government's capacity to borrow is regulated by provisions within the *Community Charter*. Debts noted in this report are funded (or will be funded) by the Municipal Finance Authority [MFA] of BC.

COMMUNICATIONS

Not applicable.

BYLAWS/PLANS/POLICIES

Not applicable.

SUMMARY

Not applicable.

ATTACHMENTS/REFERENCE MATERIALS

Date: December 7, 2020
File No: 0890-20-MM
To: Mayor & Council
Subject: McLean Mill – Update Regarding Response to Oil Spill
From: Timothy Pley, CAO

RECOMMENDATION[S]

PURPOSE

This report is provided to update Council regarding progress on the mitigation of damage caused by a release of bunker oil at McLean Mill.

BACKGROUND

On November 3, 2020 the CAO reported to Council that sometime prior to October 26th a locked valve was opened on a rail tank car at McLean Mill National Historic Site releasing bunker oil onto the ground. The volume of oil released has been estimated at 6,000 liters. Bunker Oil was stored on site as fuel for the Alberni Pacific Railway's steam locomotive. The tank car has now been removed from the site.

The City engaged TerraWest Environmental as prime contractor to manage the spill mitigation and clean up. Subcontractors included:

- Coastal Bridge & Construction Ltd – excavation and backfilling
- D.R. Clough Consulting – biological investigation
- Element Materials Tech. Canada Inc. – laboratory sample testing and reporting
- TerraPure Environmental - hydrovac, haul & dispose contaminated water and soil
- Walco Industries Ltd. - hydrovac contaminated water
- Drillwell Enterprises Ltd. – install monitoring wells

The release of oil was reported to Ministry of Environment, Department of Fisheries, and Alberni Clayoquot Regional District. The City has also engaged with other regulatory agencies regarding this incident.

Released oil and contaminated water have been recovered and transported to a licensed disposal facility on southern Vancouver Island. Contaminated soil was removed and transported to Summit Earthworks' licensed disposal facility located in Mission BC. The resulting excavation has been backfilled with clean aggregate material. There is no evidence that bunker oil entered any stream.

There will be an ongoing requirement that the spill site be monitored for evidence of residual contamination. Several monitoring wells have been installed for that purpose.

The City's full costs related to mitigation and clean up of the oil release have not yet been determine as the City has not yet been invoiced for several elements of the response efforts. A claim has been filed with the City's

insurer. The City holds a Land and Water Pollution Cleanup insurance policy with an aggregate maximum of \$100,000 (\$10,000 deductible). The costs incurred in responding to the oil release will significantly exceed the insurance policy limit. It is anticipated that a full costing for the City's response to the incident will be provided to Council early in 2021.

ALTERNATIVES/OPTIONS

This report is provided for information.

ANALYSIS

The magnitude and timeliness of the response required to prevent the released oil from causing environmental damage will result in significant costs not included in the City's Financial Plan. Limitations of the City's insurance coverage for environmental matters mean that, unless the person responsible for releasing the oil can be identified and the costs recovered from that person, the City will bear the cost resulting from this incident.

IMPLICATIONS

At a future meeting Council will need to allocate funds to pay the costs of remediation. This will impact the City's ability to provide other services and/or achieve strategic goals.

COMMUNICATIONS

The City issued a press release regarding this issue on November 2, 2020. (attached)

BYLAWS/PLANS/POLICIES

N/A

SUMMARY

Sometime prior to November 26, 2020 an unknown person opened a locked valve on a rail tank car at McLean Mill National Historic Site, releasing an estimated 6,000 liters of bunker oil. The City responded to that incident with considerable effort, engaging a number of professionals and contractors. The oil has been recovered and disposed of. Contaminated soil has been removed and disposed of.

Costs for the response to this incident, while not yet finalized, are anticipated to be impactful to the City. There will also be a requirement that the City conduct ongoing monitoring of the site.

ATTACHMENTS/REFERENCE MATERIALS

- November 2, 2020 News Release

NEWS RELEASE

Monday, November 2, 2020

CITY OF
PORT ALBERNI 

MCLEAN MILL NATIONAL HISTORIC SITE OIL RELEASE

Port Alberni, BC – During the week of October 26th, the City responded to the report of a potential oil spill at McLean Mill National Historic Site. City personnel found that an undetermined amount of Bunker C oil had been released from a rail tank car on site. Early investigation into the cause of this incident indicated that the oil was released through a previously locked valve that was found to be in the 'open' position. How that valve came to be opened is currently being investigated by the R.C.M.P. The incident has been reported to the Ministry of Environment, Department of Fisheries and Oceans, and the Alberni Clayoquot Regional District.

The rail tank car had been located on a rail siding near the eastern property boundary. It had been used to store fuel for the #7 steam engine that operated between the City and McLean Mill.

Bunker C oil is the residual oil left over after the lighter, more volatile products such as gasoline, diesel and natural gas are distilled out of crude oil. Bunker C is a heavy oil commonly used by freighters. The oil that was released from the rail tank car at McLean Mill was approximately 93 percent Bunker C oil and 7 percent diesel fuel.

The City has mobilized several contractors and professional consultant firms in order to mitigate the environmental impact. Based on preliminary inspection reports from David Clough of D.R. Clough Consulting "it would appear that fuel spill and environmental damage was limited to the railway corridor and dip tank area. At this stage of the investigation based on the visual observations by on-site professionals, there appears to be no escape into surface waters."

The rail tank car has since been removed from the McLean Mill site and contractors are currently working to remove the contaminated rail ties and ballast. Consultants are working to determine an estimate of the volume released. At present, the site is stable and contained.

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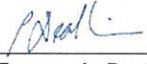
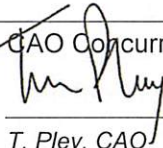
FOR MORE INFORMATION

Tim Pley, CAO
City of Port Alberni
250-720-2824
timothy_pley@portalberni.ca

Sara Darling, Deputy City Clerk
City of Port Alberni
250-720-2822
sara_darling@portalberni.ca



Date: December 7, 2020
File No: 6750-20-COVID-19
To: Mayor & Council
From: T. Pley, CAO
Subject: Status Update on Small Business COVID-19 Support Measures and other Economic Development Initiatives

Prepared by:  Economic Dev. Manager	Supervisor: T. PLEY CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

This report is being provided for Council's information.

PURPOSE

To advise Council of:

- the progress and investments that have been made in support of the small business community in Port Alberni since the COVID-19 pandemic was declared.
- progress and investments in other economic development initiatives.

BACKGROUND

At the Regular meeting of Council on May 13, 2020 Council approved a recommendation to invest \$140,000 of the economic development allocation in support of a number of measures proposed to assist the small business community through the COVID-19 pandemic.

The measures were proposed in part by the joint ACRD-CPA Emergency Operations Centre and in part by an ad-hoc small business task force consisting of representatives from Community Futures Alberni-Clayoquot, the Alberni Valley Chamber of Commerce, the Port Alberni Port Authority, the Alberni Valley Employment Centre, and the City of Port Alberni.

Council approved the measures while recommending that they be adjusted if necessary to respond to changing circumstances. The measures are consolidated in a table attached as an Appendix to this report. The table lists the proposed measure, its current status, the cost of the initiative, and the source of funds.

Other economic development initiatives that are in motion include progress on the Municipal Regional District Tax and a pre-feasibility study for a seaweed research centre.

ALTERNATIVES/OPTIONS

Given the nature of this report, no alternatives are considered necessary.

ANALYSIS

1. Approximately \$1.28 million has been invested in these measures thus far with 85 per cent of that coming from Community Futures.
2. \$178,697 has been invested by the City thus far.
3. Our new Investment Attraction/Digital Marketing website chooseportalberni.ca was soft launched in October 2020. Following the completion of required modifications, a formal launch will be announced.
4. Following a Façade Improvement Programs survey completed across Canada, it was recommended to the City of Trail that they adopt the model implemented in Port Alberni.

IMPLICATIONS

A survey of businesses conducted in the latter half of October 2020 indicates the vast majority of those who responded believed they could survive COVID-19 Provincial Health Officer measures designed to reduce the spread of the virus. That was prior to the announcement of increasing restrictions on gatherings and prior to the revelations of positive tests for COVID-19 in Port Alberni, so it is anticipated the optimism of the business community may be strained.

COMMUNICATIONS

Radio ads, newspaper ads, phone calls, Chamber newsletters and social media have been used to convey support measures available to the business community.

BYLAWS/PLANS/POLICIES

The initiatives support Council's Strategic Plan Goal 2.3 | 'The economy grows with an emphasis on small business.'

The Harbour Quay initiative and other public space offerings support Council's Strategic Plan Goal 3.1 | 'The highest and best use is made of City-owned assets.'

SUMMARY

This is a report for information only.

ATTACHMENTS/REFERENCE MATERIALS

- *Appendix – SME COVID-19 Initiatives Status*
- *City of Port Alberni Corporate Strategic Plan 2019-2023*

C: *Director of Finance, Andrew McGifford*

Initiative Proposed at Outset of COVID-19 Pandemic	Status	CPA Investment
Compile government financial recovery resources available to businesses and communicate within the region.	• AVCOC published 28 newsletters w/ click open rates between 29 per cent and 57 per cent between March 15 and November 15, 2020 • ACRD and CPA used social media • AV News ad reporting results of 1st survey listed resources • CFAC and CPA paid for 8 display ads and 10 insertions	\$4,480.
Develop capacity to assist businesses with filling out forms and applying for financial recovery assistance.	• CFAC created Consulting Hive to assist • 260 consultations provided • Innovation Island and Tourism Vancouver Island also did this for their respective tech and tourism clients	
Advocate for measures to assist businesses/entrepreneurs that do not meet criteria for existing federal and provincial support programs.	Advocacy for local businesses done by: • AVCOC via BC and Canadian Chambers • PAPA via Transport Canada & other federal agencies • CPA via BC Economic Development Association	
Coordinate <i>Economic Recovery Working Group</i> within the Community Recovery Team to include key stakeholders from the local business community and government.	Met on an occasional basis	
Develop "Shop Local" campaign to promote local retail businesses.	Numerous ads published on an ongoing basis	\$4,478
Develop City of Port Alberni payment deferral and extension options for property taxes and user fees for commercial and industrial property owners in the City.	Done	Opportunity Cost

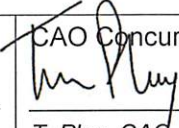
Develop ACRD payment deferral and extension options for user fees for commercial and industrial property owners in the region.	Done	
Prepare (and provide) resources to assist businesses to plan (and implement) for physical distancing: web presence, social media, remote ordering system, remote payment options, product delivery.	• CFAC provided loans and consulting assistance • CPA initiated outreach via emails and provided in-kind assistance via approvals for use of public space • PAPA developed & shared protocols w/ its network • 30 plus businesses given e-commerce functionality through Better Buy Port Alberni website; Innovation Island's DER3 program (Digital Economy Restart, Recover & Reimagine) and Tourism Vancouver Island's Digital Readiness Program • Harbour Quay Small Capital Restart Project	\$18,326 \$28,990
Engage with agricultural producers to determine industry needs and identify measures that can be achieved locally to support farmers.	Food Hub spawning/germinating direct & indirect opportunities to encourage/support local producers	
Identify shovel-ready projects in anticipation of infrastructure grant opportunities from federal and provincial governments.	Applications/Business Cases prepared for • Floating Drydock • Connect the Quays multi-modal pathway • Train Station • AV Drag Racing Association • Upgrading rail corridor between Train Station and McLean Mill	\$29,467 \$2,380
Support for businesses looking to shift business model	• CFAC provided support to 26 businesses • CPA provided access to public spaces	
Review supply chains and labour markets for key local industries to identify possible alternatives.	PAPA and CPA working with private sector proponent to establish (primarily food) distribution centre	

Attract new investment into the community and promote opportunities for economic diversification.	• CPA contracted CFAC to create Choose Port Alberni investment attraction & digital marketing website • PAPA working w/ Transport Canada plus Association of Canadian Ports at macro level • CPA working w Cascadia Seaweed and Pacific Seaweed Growers Assoc to establish Canadian Centre for Seaweed Research in Port Alberni	\$18,000
Two Surveys conducted with local entrepreneurs to gather data on business health in various stages of COVID-19, individual/industry need & stability/interest in potential succession.	One survey done in April and one in mid-October	\$4,000
Survey conducted with residents to gather data on local target market – the market that will be first to support businesses post COVID-19.	Survey done in mid-October in conjunction with survey of business community	
50 CF Loans at \$20K administered to provide financing to support local businesses during emergency/transition or succession.	36 loans provided totalling in excess of \$1 million	
3 to 6 Focus Groups conducted to gather data on profiles and strategies for buyer and business attraction markets.	Beginning stages	
Creation of 1 Business Continuity Short Form PDF Fillable document for SME's to prepare for a future emergency.	Completed by CFAC in September 2020 and shared throughout 4 western provinces	
3 matches of graduating students into entrepreneurship.	Scheduled for 2021	
Provide support in closing a sales/transition.	1 business owner provided with support	
Labour Market Adjustments: work with employers and employees to ensure right skillsets in place.	• CME and NIC to provide 55 Indigenous apprenticeships if project receives required investment to commence • CPA partners w/ NIC to submit Food Production & Processing program application	

Market Empty Storefronts.	• Has not yet been done in context of COVID-19 • Would be best supported by a very generous Tax Revitalization Bylaw	
Prepare document proposing adoption and implementation of goals, principles and activities to evolve the economy	Not yet developed	

Initiatives Implemented Though Not Proposed at Outset of Pandemic	Status	Cost
Expanded Façade Improvement Program.	After the original \$50,000 allocated for this program was over-subscribed by qualified applicants, Council approved an additional \$54,000 for the Façade Improvement Program Total includes CFAC admin fee	\$57,000
Food Pod at CHM.	Site Investments PAPA \$20,000; CPA \$2,500; TFN \$2,500 3 tenants on site and interest growing	\$3,029
Marketing to prospective new residents leaving larger cities.		\$8,637
Total City Investment to Date		\$178,697

Date: December 7, 2020
File No: 4020-30-NR_3118 3rd Ave
To: Mayor & Council
From: T. Pley, CAO
Subject: 3118 3rd Avenue [Harbourview Apartments] – Progress Report

Prepared by: <i>G. THOROGOOD</i> MANAGER OF COMMUNITY SAFETY	Supervisor: <i>T. SLONSKI</i> DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

THAT Council direct staff to refrain from considering additional enforcement measures so long as significant and appropriate progress continues to be made on the part of the property owner/managers on completing the outstanding Remedial Action Requirements as ordered by Council at its meeting held September 14, 2020. Further, that Council will revisit this matter at its Regular meeting on January 11, 2020 to ensure remedial action requirements are continuing to be met.

PURPOSE

This report is to provide Council with an update regarding the works being carried out at property located at 3118 3rd Avenue in relation to Council's Remedial Action Order and to obtain Council's support in forgoing further enforcement considerations at this time.

BACKGROUND

On September 14, 2020, Council resolved Remedial Action Requirements for property located at 3118 3rd Avenue and owned by Folded Hills Farms. On October 14, 2020 Council passed a resolution to extend the time to the property owner to address the requirements by an additional 30 days.

The City's Community Safety Manger, Building Inspector, Bylaw Enforcement Officer and Fire Prevention Officer did a walk through on November 5, 2020 and observed that the remedial action order had not been acted upon, as such, Council, at its Regular meeting held November 23, 2020 resolved as follows:

MOVED and SECONDED, THAT Council, in the absence of progress being made on the part of the property owner to address the Remedial Action Requirements as ordered by Council, return to an in-camera meeting to consider Council's next steps in addressing property located at 3118 3rd Avenue, noting that further considerations of this item in an in-camera meeting meets Section 90(1)(e) of the Community Charter.

CARRIED | R20-286

At this same meeting, and during the question period, the Corporate Officer advised Council of receipt of an email [at 1:45 pm] from the property owner outlining works that had been carried out. Given the timing of receipt of this information, staff were not in a position to confirm actions taken.

On Wednesday, December 9, 2020 staff were on-site to review and inspect the actions that have taken place since Council's order of September 14th.

ALTERNATIVES/OPTIONS

1. That Council direct staff to refrain from enforcement action subject to significant and appropriate progress continuing to be made to address outstanding Remedial Action Requirements.
2. That Council provide staff with alternate direction.

ANALYSIS

The following analysis contains the remedial orders as described by Council at its September 14, 2020 Regular meeting. Staff comments are noted in blue and reflect/confirm work that has been done as of December 9th, 2020.

1. Most repairs to the exterior walls of the Structure have been done, including coping and flashing, to restore the integrity of the building envelope to a condition sufficient to protect the Structure from the weather and from infestations of insects, rodents and other pests, including without limitation by:
 - a. remediating any holes, breaks, loose or rotting boards or timbers and any other condition which might permit the entry of insects, rodents or other pests to the interior of the walls or the interior of the Structure;
 - b. Applying paint, stain or other protective coating to the exterior walls so as to adequately protect them against deterioration;

Exterior cladding, fascia boards and paint has been adequately applied to the building.

2. Repair was done on downspouts in such a manner as to control drainage so that runoff to neighbouring properties and access ways is eliminated;
It appears repairs were made but then sustained damaged. Protective guards will need to be installed.

3. Replace all broken or missing handrailing's on staircases;
Handrailing's on staircases have been replaced.

4. Remove or permanently cover all graffiti from the exterior of the Structure;
All graffiti has been covered. Manager to repaint as necessary.

-
5. Replace all broken, cracked or otherwise compromised exterior windows to a weathertight condition which operates to provide light and ventilation;
All windows with the exception of unit 103 and 101 have been replaced.
 6. Replace or repair all damaged, decayed or deteriorated window sashes, window frames and casings;
Unable to confirm at time of inspection.
 7. Replace or repair all exterior doors of the Structure so that they are weathertight, operational, fit tightly within their frames when closed, and locked so as to prevent entry, with at least one entrance door capable of being locked from both inside and outside;
Property owner has repaired the doors so that they lock to prevent entry. Property owner continues to work on doors to ensure doors are weather tight and fit in frames properly.
 8. Replace or repair all interior entrance doors and door frames for each unit and provide locking door knobs.
All have been repaired with the exception of Unit 106.
 9. Replace or repair the roof of the Structure to a watertight condition with no leaks;
Unable to access units at time of inspection however, the balconies do appear to have had repair and maintenance work done.
 10. Replace or repair all fire escapes, stairs, balconies and porches to a safe and clean condition free from rot, holes, cracks, excessive wear and warping, or hazardous obstructions; and
Repairs on all fire escapes and stairs are safe and in clean condition and no hazardous obstructions [includes new lighting and windows]. Direct access to the balconies was not available at time of inspection however, it appears the balconies and porches have been cleared of heavy objects, and hazardous obstructions. Repairs have been done to the fascia boards. A few minor repairs to upper balcony spindles are still required.
 11. Replace or repair all fire protections systems, heat detections, smoke detections, fire alarms, fire extinguishers, sprinkler systems, exit signs, emergency lighting, fire separations and means of egress required by the BC Building Code and BC Fire Code to a functional and unobstructed condition;

Repairs to emergency pulls for fire alarms have been made, exit signs and emergency lighting has been replaced and means of egress are functional and no obstructions are present.

12. Remove and properly dispose of all refuse from the interior and exterior common spaces of the Property, including food waste, combustibles, non-combustibles, furniture, appliances, tires, construction waste, stripped or wrecked automobiles, trucks, trailers, boats, vessels or machinery; parts or components of any of the aforementioned, to an appropriate disposal site;

All refuse from interior and exterior common spaces has been removed.

13. Empty, clean and repair the garbage disposal bins on the Property;

Bins have and are being emptied on a regular basis.

14. Eliminate all rodents, vermin and insects from the Structure;

While unable to access all units at the time of inspection, no rodents, vermin or insects were observed in common areas.

15. Permanently remove all objects placed, stored, or maintained upon any balcony, hallways, or entrance way which may interfere with access or egress to or from the Building in case of fire or other emergency; and

All objects on balconies, hallways and entrance have been removed.

16. Prepare a Fire Safety Plan in cooperation with Port Alberni Fire Department.

Manager currently working on plan.

Without displacing current tenants, the owner and property managers have been able to make progress on fulfilling the list of requirements as outlined in Council's Remedial Action Order. Further, the owner and managers as of late, have engaged proactively with the RCMP to assist with managing undesired persons and unwelcome guests.

IMPLICATIONS

While remedial work remains outstanding, the property owner continues to work toward bringing the subject property into compliance, including their cooperation in working with City staff, RCMP and Fire. Overall, the work that has recently taken place has improved the building and the safety of its occupants.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

n/a

SUMMARY

On September 14, 2020 a Remedial Action Order was issued by Council requiring the property owner of 3118 3rd Avenue to carry out a variety of works to bring the building into compliance and to address public health/safety requirements for property located at 3118 3rd Avenue. The property owner did ask Council for a reconsideration of the matter at which time Council granted the property owner an extension to complete the works. At Council's Regular meeting held November 23, 2020 Council resolved to consider its next steps in an in-camera meeting given the inactions of the property owner to comply with Council's Order. At that same meeting, the property owner submitted a late email to Council outlining the work that had taken place. Staff conducted an on-site visit on Wednesday, December 9th which confirms significant progress being made on the part of the property owner to comply with Council's Order.

In light of the work that has been done and given the recent cooperation and commitment on the part of the property owner and managers to continue their efforts in bringing this property into full compliance, Council is being asked to consider the recommendation identified in this report.

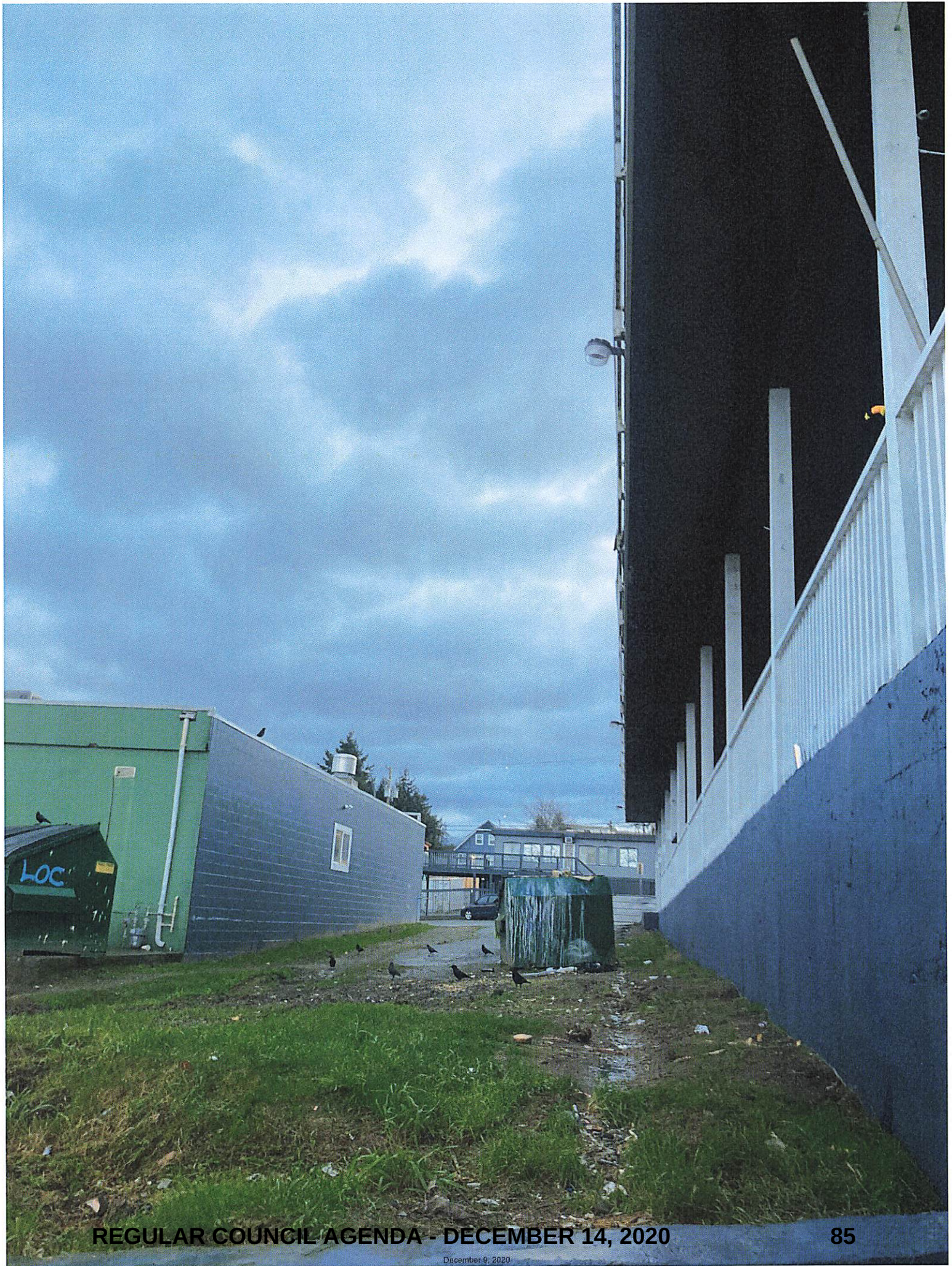
ATTACHMENTS/REFERENCE MATERIALS

- Appendix 1 – Photographs taken during December 9th site visit

C: T. Pley, CAO
T. Slonski, Director of Corporate Services

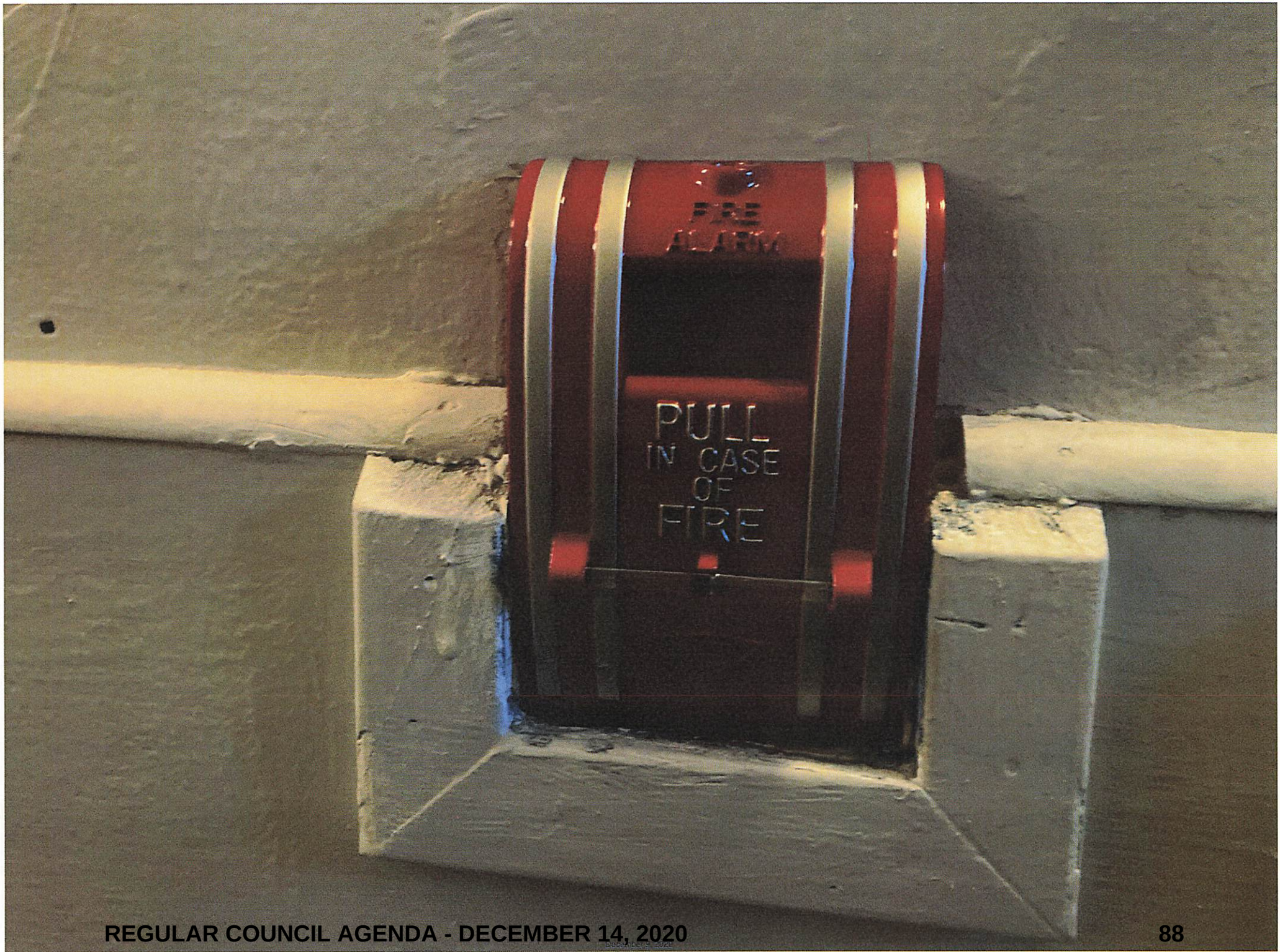
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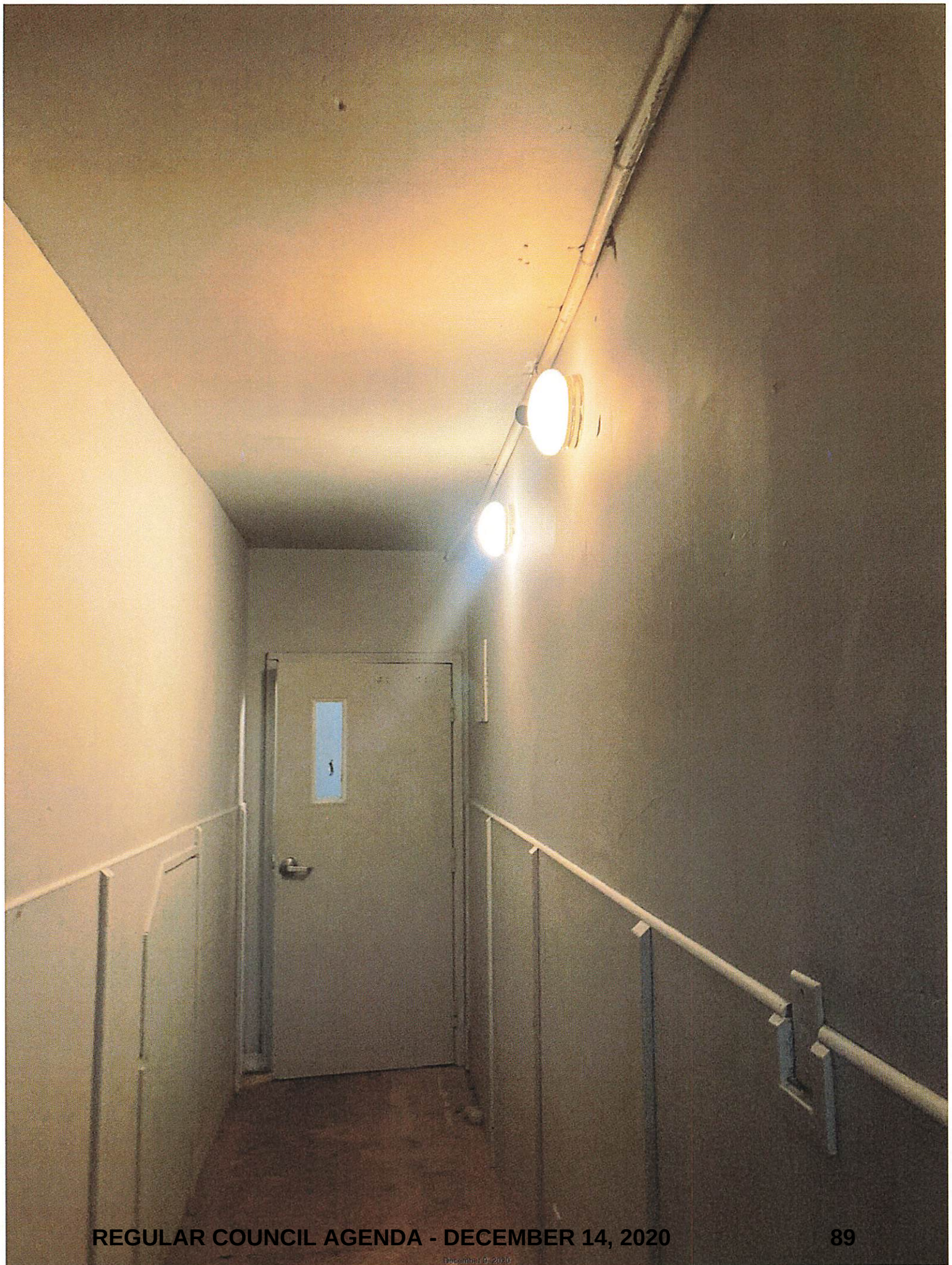






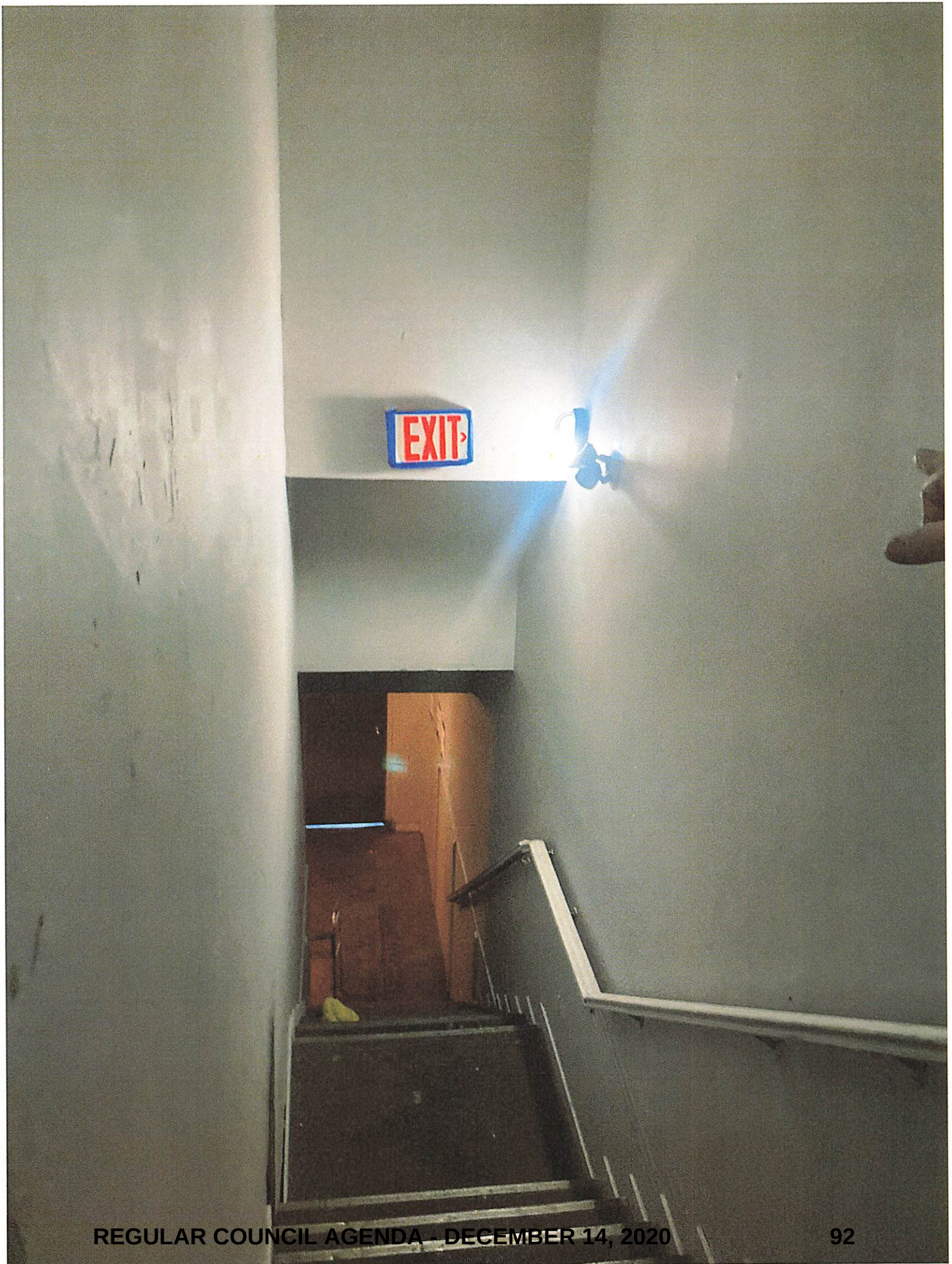










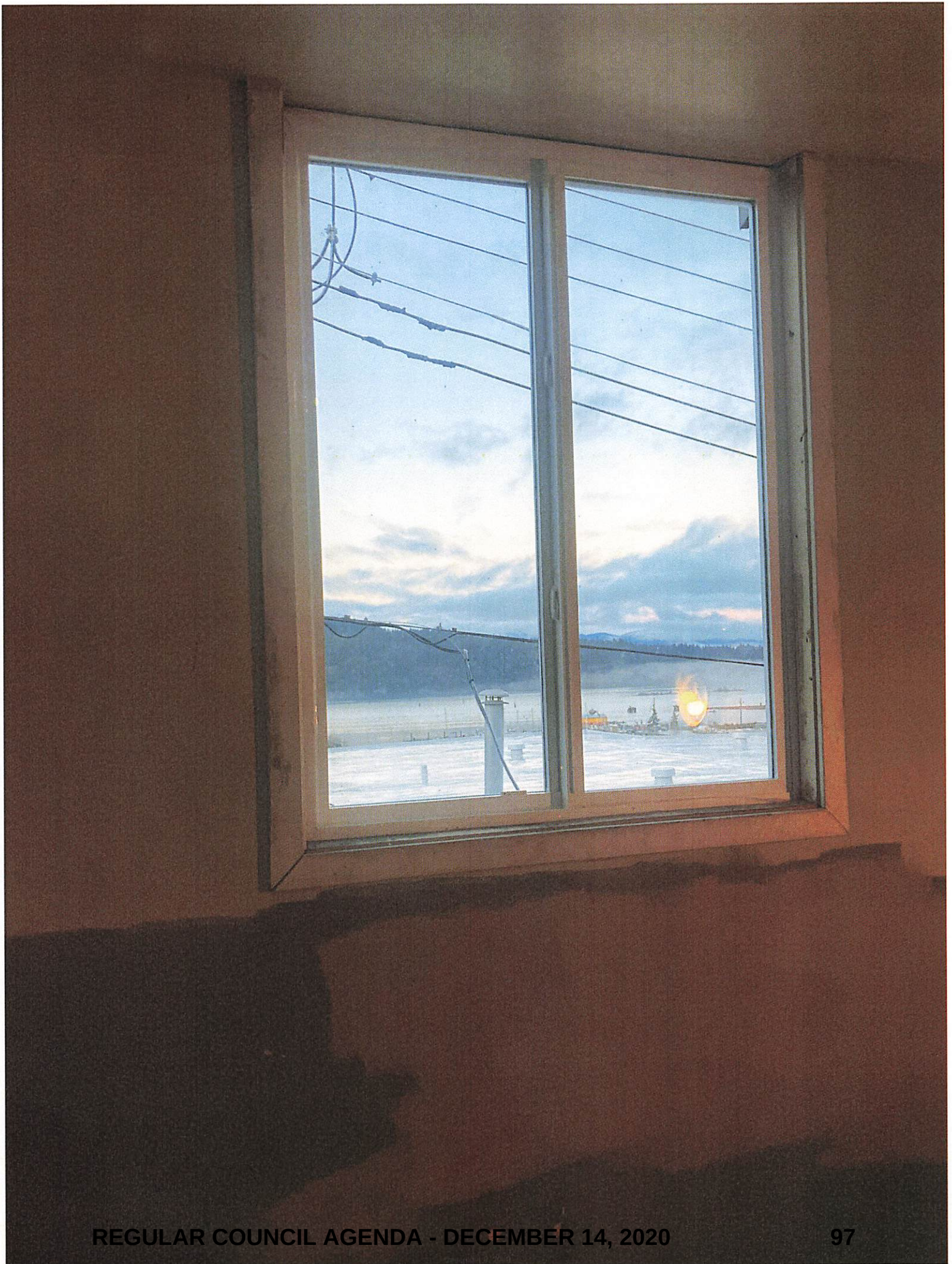






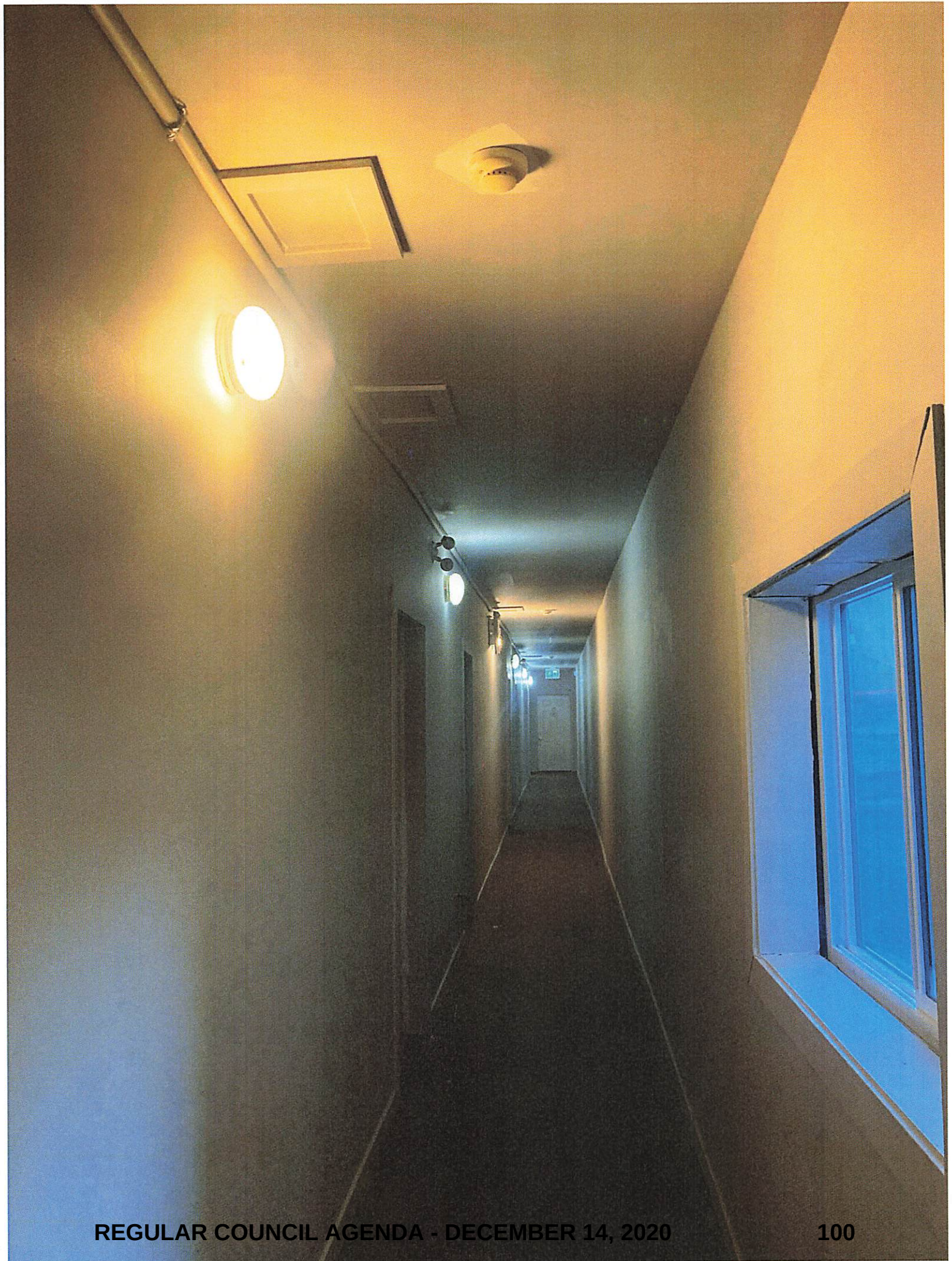






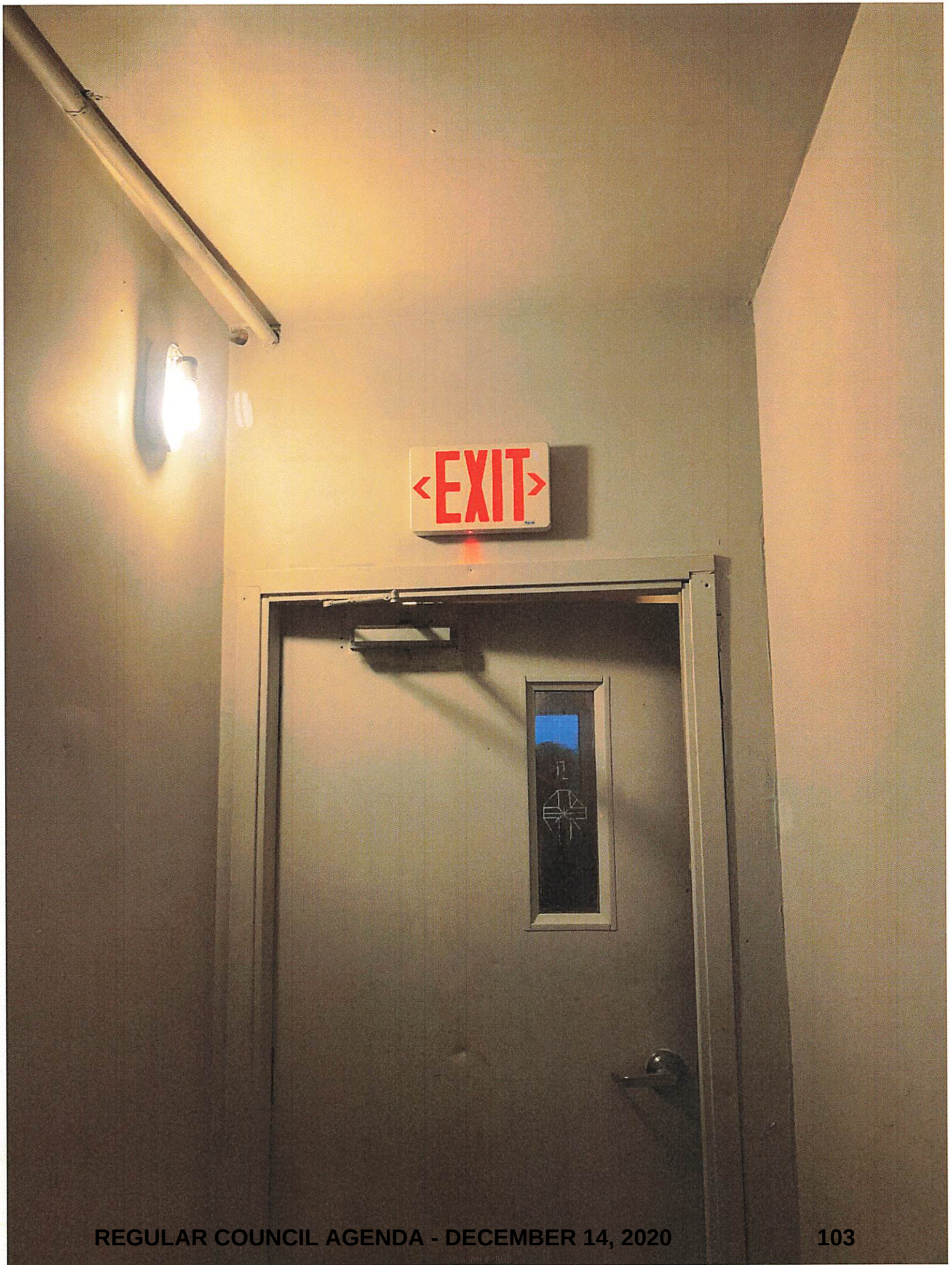




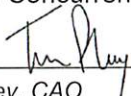








Date: December 8, 2020
File No: 3900-20-5003-01
To: Mayor & Council
From: T. Pley, CAO
Subject: Amendment - "Five Year Financial Plan 2020-2024, Bylaw 5003-1"

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

RECOMMENDATION

1. THAT "Five Year Financial Plan 2020 – 2024, Amendment Bylaw No. 5003-01" be introduced and read a first time.
2. THAT "Five Year Financial Plan 2020 – 2024, Amendment Bylaw No. 5003-01" be read a second time.
3. THAT "Five Year Financial Plan 2020 – 2024, Amendment Bylaw No. 5003-01" be read a third time.
4. That "Five Year Financial Plan 2020 – 2024, Amendment Bylaw No. 5003-01", be now finally adopted, signed by the Mayor and the Corporate Officer and numbered 5003-01.

PURPOSE

For Council to consider three readings and final adoption of the City's "Five Year Financial Plan 2020 – 2024, Bylaw No. 5003-1".

BACKGROUND

Section 165(1) of the *Community Charter* provides authority for the City's Five-Year Financial Plan. Section 165(2) allows the City to amend the Financial Plan, by bylaw, at any time in order to provide for changes that occur during the year. The City's practice, which is common among other municipalities, is to review budget to actual amounts for revenues and expenditures and/or capital project changes throughout the year and to amend the City's Five-Year Financial Plan towards the end of the year so the Plan reflects more accurate budget projections, for operations and capital. The following amendments have been approved by Council through Council resolutions in 2020.

At Council's May 11, 2020 Regular meeting, Council resolved as follows:

That Council authorize staff to redirect \$90,000 of the 2020 Economic Development allocation for marketing activities to be invested in initiatives to support the small business sector through the COVID-19 pandemic measures.

CARRIED | Res. No. R20-135

At Council's May 11, 2020 Regular meeting, Council resolved as follows:

That Council authorize staff to redirect \$50,000 of the 2020 Economic Development allocations for consulting service fees and contract services to be invested in initiatives to support the small business sector through the COVID-19 pandemic measures.

CARRIED | Res. No. R20-136

At Council's May 25, 2020 Regular meeting, Council resolved as follows:

THAT Council for the City of Port Alberni provide early approval to allocate \$737,643 in 2021 for the replacement of Engine #1 with \$609,500 from the Equipment Replacement Reserve Fund, and \$128,143 from General Operating.

CARRIED | Res. No. R20-144

At Council's June 22, 2020 Regular meeting, Council resolved as follows:

THAT Council authorize staff to amend the City's "Five-Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, for the purpose of increasing the funding available for the Burde Street Anderson to 17th Watermain Replacement 300mm capital project in the amount of \$105,000.00 with funding to be taken from the City's Water Infrastructure Capital Reserve fund.

AND FURTHER, that Council award the contract for the Burde Street Anderson to 17th Watermain Replacement 300mm Capital Project to Leuco Construction Inc. for the tender price of \$620,884.66 [including taxes].

CARRIED | Res. No. R20-163

At Council's July 13, 2020 Regular meeting, Council resolved as follows:

That \$55,000 of the 2020 Economic Development allocation set aside for investments in initiatives to support the small business sector through the COVID-19 pandemic measures be allocated to the Façade Improvement Program.

CARRIED | Res. No. R20-171

At Council's August 10, 2020 Regular meeting, Council resolved as follows:

THAT Council authorize staff to amend the City's "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, for the purpose of increasing the funding available for the replacement of the 1991 Pumper Truck #1 in the amount of \$215,347.15 with funding from the Equipment Replacement Reserve Fund.

CARRIED | Res. No. R20-190

At Council's August 10, 2020 Regular meeting, Council resolved as follows:

THAT the letter dated July 30, 2020 from Terry Deakin, Mural Project Chair, requesting that the City allow funds that were previously allocated for the Crosswalk Project be re-allocated to the Rotary Community Mural Project, be received and further, that Council approves the reallocation of funds as requested.

CARRIED | Res. No. R20-202

At Council's September 14, 2020 Regular meeting, Council resolved as follows:

THAT Council authorize staff to amend the City's "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003" for the purpose of identifying funds for the replacement of the lighting systems at both rinks within the Multiplex at an estimated cost of \$330,000 in the 2021 calendar year with \$100,000 coming from Carbon Trust, and \$230,000 coming from the Parks and Recreation Reserve Fund.

CARRIED | Res. No. R20-223

At Council's September 28, 2020 Regular meeting, Council resolved as follows:

THAT Council authorize staff to amend the City's "Five Year Financial Plan Bylaw 2020 - 2024, Bylaw No. 5003" to include \$4,511,821 in City funding in 2021 for the Connect the Quays Pathway project.

CARRIED | Res. No. R20-242

At Council's October 26, 2020 Regular meeting, Council resolved as follows:

THAT Council direct staff to amend the City's "Five-Year Financial Plan Bylaw 2020-2024, Bylaw 5003" by allocating \$101,932 in the year 2020 for the completion of the Clock Tower Project with \$60,000 being taken from the Strategic Initiatives Operating Reserve and \$41,932 being taken from the Reconciliation Reserve Fund.

CARRIED | Res. No. R20-272

ALTERNATIVES/OPTIONS

Not applicable.

ANALYSIS

Not applicable.

IMPLICATIONS

The financial impact of the changes to general operating expenses nets to zero for 2020. There is no tax impact for any of these amendments within the 2020 year.

COMMUNICATIONS

Not applicable.

BYLAWS/PLANS/POLICIES

- Five Year Financial Plan 2020-2024, Bylaw No. 5003
- Amendment - "Five Year Financial Plan 2020-2024, Bylaw 5003-1"

SUMMARY

The amendment is provided to consolidate all changes made through Council resolution in 2020 within the 2020-2024 Five Year Financial Plan.

ATTACHMENTS/REFERENCE MATERIALS

Amendment - "Five Year Financial Plan 2020-2024, Bylaw 5003-1"

<\\portalberni.local\files\Data\Finance\Director\Agenda Reports & Procedures>

**CITY OF PORT ALBERNI
BYLAW NO. 5003-1**

**A BYLAW TO AMEND CITY OF PORT ALBERNI 2020 – 2024 FINANCIAL PLAN
Bylaw No. 5003**

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

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

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

1. That City of Port Alberni "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003" 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 "Five Year Financial Plan Bylaw 2020-2024, Amendment Bylaw No. 5003-1" and shall become effective upon adoption.

READ A FIRST TIME THIS DAY OF , 2020.

READ A SECOND TIME THIS DAY OF , 2020.

READ A THIRD TIME THIS DAY OF , 2020.

FINALLY ADOPTED THIS DAY OF , 2020

Mayor

Corporate Officer



CITY OF PORT ALBERNI
Schedule "A" TO BYLAW NO. 5003-1
AMENDED FINANCIAL PLAN 2020-2024

	2020	2021	2022	2023	2024
Revenue					
Taxes					
Property Taxes	23,602,610	25,987,007	27,016,020	28,598,622	28,648,527
Other Taxes	710,200	710,200	710,200	710,200	707,000
Grants in Lieu of Taxes	219,500	219,500	219,500	219,500	219,500
Fees and Charges					
Sales of Service	3,636,504	3,524,542	3,491,883	3,537,650	3,590,971
Sales of Service/Utilities	6,888,741	7,392,302	7,536,449	7,690,879	7,848,581
Service to other Government	187,000	187,000	187,000	187,000	187,000
User Fees/Fines	237,140	238,140	240,140	242,140	242,140
Rentals	144,300	145,500	146,700	147,900	147,900
Interest/Penalties/Miscellaneous	555,275	736,775	736,775	736,775	736,775
Grants/Other Governments	1,895,880	1,107,340	1,107,340	1,107,340	1,107,340
Other Contributions	395,000	480,000	162,600	80,000	80,000
	38,452,150	40,688,305	41,534,607	43,248,008	43,505,734
Expenses					
Debt Interest	487,816	487,816	487,816	487,816	487,816
Capital Expenses	14,803,195	9,156,650	7,511,682	13,838,213	6,225,076
Other Municipal Purposes					
General Municipal	4,183,800	4,310,001	4,472,617	4,471,229	4,613,354
Police Services	7,493,161	7,649,642	7,847,848	8,053,087	8,260,107
Fire Services	3,657,489	3,750,092	3,872,436	3,964,686	4,059,461
Other Protective Services	262,689	264,886	267,074	269,567	271,976
Transportation Services	4,134,868	4,317,829	4,464,622	4,520,702	4,572,310
Environmental Health and Development	2,669,546	2,230,842	2,121,772	2,158,613	2,245,650
Parks and Recreation	5,336,908	6,271,288	6,476,455	6,612,515	6,941,763
Cultural	1,369,031	1,442,847	1,476,477	1,506,096	1,531,180
Water	1,670,544	1,680,669	1,721,331	1,714,897	1,776,512
Sewer	1,362,676	1,379,906	1,397,507	1,416,780	1,435,179
Contingency	500,000	200,000	200,000	200,000	200,000
	47,931,733	43,122,478	42,317,637	49,214,011	42,620,414
Revenue Over (Under) Expenses Before Other	(9,479,583)	(2,434,173)	(783,030)	(5,966,006)	885,320
Other					
Debt Proceeds	5,680,000	-	-	3,000,000	-
Debt Principal	(476,634)	(476,634)	(476,634)	(476,634)	(476,634)
Transfer from Equipment Replacement Reserve	254,955	2,887,972	2,358,085	814,253	1,639,725
Transfer from Land Sale Reserve	-	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Other Reserves	4,019,262	40,834	(1,100,421)	2,626,387	(2,050,411)
Transfer from (to) Surplus	-	-	-	-	-
	9,479,583	2,434,172	783,030	5,966,006	(885,320)
Balanced Budget	-	-	-	-	-

☒ Council ☒ Eng. & PW
☒ Mayor ☐ Parks, Rec. & Heritage
☒ CAO ☐ Planning 100 Newport Drive, Port Moody, B.C., V3H 5C3, Canada
☐ Finance ☐ Bylaw Tel 604.469.4500 Fax 604.469.4550
☒ Clerk's ☐ Other _____ www.portmoody.ca
☒ Agenda Rem - Dec 14 '20 for info November 4, 2020
File # 0400-60

To All British Columbia Municipalities,

On November 3, 2020 Council passed the attached resolution regarding Flood Risk Mitigation through Green Infrastructure and Natural Assets.

Port Moody City Council is requesting that your Council consider supporting the need for flood risk mitigation and reach out to the Minister of Environment & Climate Change Strategy, the Minister of Municipal Affairs and Housing, the Minister of Agriculture, and the Premier of British Columbia.

In the 2020 UBCM convention, a resolution regarding Flood Risk Mitigation through Green Infrastructure and Natural Assets was slated to be NR16. However, because of a new format and timing constraints, members did not get to vote on this critical environmental protection piece, which was sponsored by the LMLGA executive. As BC faces the challenges of a climate crisis and rebuilding the economy in a more resilient manner, the creation of fish-friendly flood infrastructure is a critical part of a just recovery.

Our current flood protections drastically impact the lives of fish and other species and rarely take into account diffusing polluted water runoff before it ends up in our watersheds. And of course, protecting our fish protects ecosystems as a whole, which in turn protects food webs and keystone species, food security and food sovereignty, and protect fisheries jobs. Nature-based flood-control solutions that provide both flood protection and fish passage are currently not required by regulators or by funding programs for upgrades of existing structures, even though they are well proven to be effective. In fact these win-win solutions provide excellent return on investment and can make our communities even safer from flooding, but are severely underfunded here in BC.

A major flood with our current infrastructure would be catastrophic, upgrading flood infrastructure needs to be a high priority for capital spending. The solution can be one that provides multiple benefits that creates green jobs, helps us adapt to climate change, advances reconciliation and UNDRIP commitments, while also improving recreational and aesthetic values and of course, is economically smart.

Expanding on this last point:

- Existing flood mitigation funding can be leveraged for multiple benefits: studies have found that investment in ecosystem services generates significant economic value and helps communities avoid millions of dollars in future costs.
- In addition, investing in natural flood control is often cheaper and more efficient than investing in "grey" infrastructure not just in Canada but across the world.
- And finally, data from the United States show that short-term economic benefits – jobs and other economic spinoffs – from watershed restoration projects are

equivalent to other kinds of public infrastructure works. For example, a \$1M investment in watershed restoration creates between 13 and 22 jobs, and \$2M to \$3.4M in economic activity.

Reducing storm water-related impacts also reduces our communities' exposure to water pollution and flooding-related health hazards and their associated health outcomes, such as waterborne illness, respiratory disease and asthma associated with mold and bacteria, vectorborne disease, stress, injury, and death. Trees, bushes, and greenery have the ability to absorb air pollutants and trap airborne particulates on their leaves, reduce surface and air temperatures. And because it more resilient to climate related impacts it reduces the need to fix grey infrastructure, which saves money for our residents.

Green infrastructure, such as fish-friendly flood infrastructure, also provides a plethora of co-benefits. Such projects increase exposure to the natural environment, reduce exposure to harmful substances and conditions, provide opportunity for recreation and physical activity, promote community identity and a sense of well-being, and provides economic benefits at both the community and household level. These benefits are all known to directly or indirectly benefit public health. The degree to which the environmental, social, economic, and public health benefits of green infrastructure are realized is dependent on a number of factors, including the design, installation, and maintenance of the green infrastructure features.

Evidence is clear that holistic innovative solutions seem more expensive in the short-term, but provincial political will is needed to reap a myriad of co-benefits that far outweigh the upfront costs. Local governments are dedicated to climate solutions; however, with our only means of funding being property taxes, the province needs to come to the table as a funding partner.

We strongly encourage all BC Local Governments to consider the benefits healthier, reconnected ecosystems can have not just in the next year or two, but into the future as we work to build back a better BC. We hope you join us to advocacy to the Provincial Government to support this initiative through grants and funding as part of a just and green economic recovery.

Sincerely,



Mayor Rob Vagramov
City of Port Moody



City of Port Moody
Council Resolution
November 3, 2020

THAT the following resolution regarding Flood Risk Mitigation Through Green Infrastructure and Natural Assets be endorsed by the City of Port Moody and forwarded for consideration at the 2021 Lower Mainland Local Government Association and subsequent Union of British Columbia Municipalities convention as recommended in the report dated October 12, 2020 from Councillor Amy Lubik regarding Flood Risk Mitigation Through Green Infrastructure and Natural Assets Lower Mainland Local Government Association and Union of British Columbia Municipalities Consideration:

Whereas the side channels, tributaries and sloughs of the Fraser and other large rivers have deep value to First Nations as historic transportation corridors, sites of food cultivation and harvest, refuge and gathering places; many of these same waterways are or were valuable recreational fishing, boating and swimming sites but are no longer safe and accessible for these activities;

And whereas these waterways provide moderating effects for localized and riverine flooding and valuable habitat for wild salmon and other important species; And whereas there is no current requirement or standard practice for treating these natural and manmade waterways as valuable natural assets for their provision of the aforementioned ecosystem services:

Therefore be it resolved that Union of British Columbia Municipalities request that the federal and provincial governments remove constraints and implement requirements for incorporating green infrastructure and nature-based solutions in flood management to ensure effective flood risk mitigation while maintaining or restoring social, cultural and ecological co-benefits for these systems;

And be it further resolved that Union of British Columbia Municipalities request that the federal and provincial governments promote natural assets as a viable emergency planning solution and provide appropriate funding through the Disaster Mitigation Adaptation Fund,



Investing in Canada Infrastructure Program, Community Emergency Preparedness Fund, Emergency Management BC and other similar emergency planning and mitigation funds.

AND THAT a letter advocating for Flood Risk Mitigation Through Green Infrastructure and Natural Assets as part of a provincial climate resilience strategy, as well as economic green stimulus package, be sent to the Minister of Environment, the Minister of Municipal Affairs and Housing, the Minister of Agriculture, and the Premier of BC;

AND THAT Port Moody write to all other municipalities in BC asking them to write letters of support to the aforementioned ministries.

3521 Haslam Lane
Port Alberni, British Columbia V9Y 7Z5
Wednesday, December 2nd, 2020

VIA E-Mail to: council@portalberni.ca
Mayor and Council
City of Port Alberni
4850 Argyle Street
Port Alberni, British Columbia V9Y 1V8

RECEIVED

DEC 02 2020

CITY OF PORT ALBERNI

Dear Mayor Minions and Councilors:

Re: McLean Mill - Oil Spill - (Question Period at Next Council Meeting)

I reside at the address noted in the top right corner above and I have 4 questions relating to the recent oil spill at the McLean Mill. I refer to the oil spill that occurred during the week of October 26th, 2020 at the McLean Mill National Historic Site.

1. Environmental Consulting and Reporting

It was reported that David Clough of D.R. Clough Consulting completed a preliminary inspection (Alberni Valley News, November 2nd, 2020). Is there any follow-up environmental inspection and if so, what are the results and when will they be published?

2. Cost of Clean-up

It was reported that the cost of clean-up is "...\$20,000 to \$30,000 a day..." and is "...expected to be in excess of \$100,000." (Alberni Valley News, November 10th, 2020). What is the total expected cost of clean-up of the oil spill and how much has been spent so far?

3. Cost of Removal of another Oil Tank

It was reported that the City is "...undertaking prices to see what it would cost..." to remove another oil tank (Alberni Valley News, November 10th, 2020). What might it cost to remove the other oil tank?

4. Insurance Claim

It was reported that the City has undertaken an insurance claim (Alberni Valley News, November 10th, 2020). Are all the costs incurred by the City going to be covered by insurance?

Thank you for your consideration about this significant environmental and economic disaster.

Yours truly,

Randy Reiffer
City-Dec-2-2020



☒ Council

☒ Mayor

☒ CAO

☒ Finance

☒ Clerk's

☒ Agenda

File #

☒ Eng. & PW

☐ Parks, Rec. & Heritage

☐ Planning

☐ Bylaw

☐ Other

RCM - Dec. 14 '2020

0890-20-MM

REGULAR COUNCIL AGENDA - DECEMBER 14, 2020

ENTERED
113

H.2

Sent: Wednesday, November 18, 2020 12:00 PM
To: Twyla Slonski <Twyla_Slonski@portalberni.ca>
Subject: Letter to Council - A Motion to the AVICC on UBI

Dear Mayor and Council,

I send this letter to urge you in the upcoming 2021 Association of Vancouver Island and Coastal Communities conference to submit a resolution requesting the Province implement a Guaranteed Liveable Universal Basic Income for all British Columbians.

I would be happy to speak to the issue in full at your convenience. I have included below a sample resolution that you could submit to the AVICC for consideration.

Thank you for your time and consideration and your work advocating for all citizens in this community.

Sincerely,

Chris Alemany
3854 6th Ave
Port Alberni BC

WHEREAS The COVID-19 Pandemic has exposed the lack of comprehensive, universal financial support ready in times of need for all citizens without condition,

AND WHEREAS Vancouver Island and Coastal communities have been hit numerous times with economic and social shocks where working people, business owners and all citizens have been thrown into poverty leading to huge burdens on local support societies and the community at large and often leading to them or their children leaving our communities for brighter prospects elsewhere,

AND WHEREAS recent and historical Universal Basic Income pilot programs in BC and across Canada and the world have shown the policy to be effective at enabling people to be successful contributing members of society, shielding people from economic and social shocks, and lifting people out of poverty, homelessness and addiction at a much lower cost and complexity than traditional service programs,

THEREFORE BE IT RESOLVED that the Province of British Columbia work with all communities as well as the Federal government to reform our support systems and implement a Guaranteed Liveable Universal Basic Income for all British Columbians.

ENTERED

RECEIVED

NOV 25 2020

CITY OF PORT ALBERNI



☒ Council ☐ Eng. & PW
☒ Mayor ☐ Parks, Rec. & Heritage
☒ CAO ☐ Planning
☐ Finance ☐ Bylaw
☐ Clerk's ☐ Other _____
☒ Agenda Rem - Dec. 14' 20 - for info
File # 0400-40

The Corporation of the District of Saanich | Mayor's Office
770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | F 250-475-5440 | www.saanich.ca

November 24, 2020

VIA EMAIL: Marc.Miller@parl.gc.ca

The Honourable Marc Miller
Minister of Indigenous Services
House of Commons
Ottawa, ON K1A 0A6

Dear Minister Miller:

Re: Support for Recognizing September 30 as National Day of Truth and Reconciliation

On November 23, 2020, Saanich Council considered a Report to Council from Mayor Haynes dated November 6, 2020 and resolved:

1. *"That Council endorse the letter of support addressed to the Federal Minister of Indigenous Services, copying the British Columbia Ministry of Indigenous Relations and Reconciliation, to encourage making September 30 a statutory holiday marking a national day of remembrance of residential school Survivors of Canada; and*
2. *That Council provide the report to other local governments within British Columbia."*

On behalf of Saanich Council, I write to you to encourage royal assent of Bill C-5 for recognition of September 30 as a statutory national holiday for Truth and Reconciliation. This national holiday would acknowledge residential school survivors and recognize the harms that 150,000 children experienced in 139 residential schools across Canada. The last residential school in our country did not close its doors until 1996.

In the words of residential school survivor, Eddy Charlie, "This Bill will help increase the rights of Canada's Indigenous peoples, including rights to self, determination, lands and languages, and by having this Bill passed it will create an opportunity for all Canadians to celebrate equality."

We encourage the federal government to pass Bill C-5 to show that our nation is serious about recognizing the harms experienced by Indigenous peoples of Canada. The Bill emphasizes the rights of Indigenous peoples to maintain and strengthen their own institutions, cultures, and traditions, and to pursue their development in keeping with their own needs and aspirations.

Thank you for the opportunity to comment and hope that you will support Saanich Council's resolution. Please do not hesitate to contact me if you require further information.

Sincerely,

Fred Haynes
Mayor

Atta.

c. Saanich Council
BC Ministry of Indigenous Relations and Reconciliation
Cristina Caravaca, Senior Manager of Community Services, Parks, & Recreation
Eddy Charlie

REGULAR COUNCIL AGENDA - DECEMBER 14, 2020

ENTERED

115

J.1



The Corporation of the District of Saanich

Report

To: Mayor and Council
From: Fred Haynes, Mayor
Date: November 6, 2020
Subject: Recommendation of Support – September 30 as National Day for Truth and Reconciliation

RECOMMENDATION

That Council:

1. Endorse the attached draft letter of support addressed to the Federal Minister of Indigenous Services, copying the British Columbia Ministry of Indigenous Relations and Reconciliation, to encourage making September 30 a statutory holiday marking a national day of remembrance of residential school Survivors of Canada; and
2. share this report with other local governments within British Columbia.

BACKGROUND

On September 28, 2020, Saanich Council presented a proclamation to residential school Survivor Eddy Charlie and Kristin Spray declaring September 30, 2020 Orange Shirt Day in Saanich. Eddie Charlie has since approached Saanich Council requesting a letter of support to encourage the federal government to establish September 30 as National Day for Truth and Reconciliation.

September 30 is symbolically named for the orange shirt Phyllis Webstad's grandmother gave to her on her first day of residential school. The shirt was immediately taken from her upon arrival at the school and never returned.

Approximately 150,000 Métis, Inuit and First Nations children were sent to residential schools between the 1860s and the 1990s, with the last residential school operating until 1996.

Assembly of First Nations National Chief Perry Bellegarde said, "Canada's Residential Schools were an attempt at genocide, they had a severe negative impact on our cultures, our nations, our languages, and for reconciliation to occur, Canada must right this wrong and help the former students and our nations recover and heal from this tragic history."

On September 29, Minister of Canadian Heritage Steven Guilbeault introduced House Government Bill C-5, seeking to establish a National Day for Truth and Reconciliation.

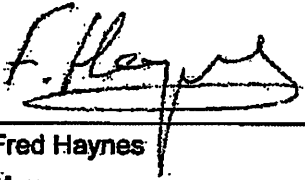
"An Act to amend the Bills of Exchange Act, the Interpretation Act and the Canada Labour Code (National Day for Truth and Reconciliation)."

Bill C-5 would amend certain Acts to make a National Day for Truth and Reconciliation, observed on September 30. This national holiday would seek to honour Survivors, their families, and communities, and ensure public recognition of the disturbing history and legacy of residential schools. The reconciliation process requires this recognition of the harms committed against First Nation, Inuit and Métis people.

CONCLUSION

Endorsement of the above-noted recommendations acknowledges the past and ongoing harm residential schools inflicted on Canada's Indigenous people, and the necessity of reconciliation to build a more inclusive Canada.

Prepared by


Fred Haynes
Mayor

FH/m

Attachment



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

November 26, 2020

RECEIVED

NOV 26 2020

The Honourable Jennifer Whiteside, MLA
Minister of Education
PO Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2
Original sent via email: educ.minister@gov.bc.ca

CITY OF PORT ALBERNI
☒ Council ☐ Eng. & PW
☒ Mayor ☐ Parks, Rec. & Heritage
☒ CAO ☐ Planning
☒ Finance ☐ Bylaw
☒ Clerk's ☐ Other _____
☒ Agenda RCM - Dec. 14 '2020
File # 7960-01

Dear Minister,

Re: Libraries are Essential Services in BC

The ongoing COVID-19 pandemic has challenged us in ways we previously thought unimaginable. In the process, the pandemic has laid bare large portions of our society who were not equipped with the resources, technology, or ability to adapt to a world with fewer physical connections, and an ever increasing reliance on digital tools and skills. These inequities are not the result of COVID-19, but the pandemic has cast them under a stark spotlight.

BC's libraries are ideally positioned to confront these challenges. We are able to remove barriers that lead to social isolation by providing the technology, resources and expertise needed to facilitate access to government and community services, while bringing people together to build community connections.

The services and spaces Vancouver Island Regional Library (VIRL) offers are of vital importance to the 38 communities we serve. VIRL has the means and the strategies to serve our customers safely, and to adjust our services in accordance with public health measures. We have implemented a phased Recovery Plan purposefully designed to be responsive and quick to pivot.

All VIRL service locations are open. In almost every branch, this means the doors are open, the collections are browsed in person and online, and in many cases, public computers are available. We can very quickly adjust our Recovery Plan to meet local circumstances.

Libraries also play a crucial role in providing access to important resources. Through public funds, we allow people to get lost in a book, learn a new skill, stream a thought-provoking film, and so much more. During the pandemic, these escapes and opportunities are so important for the ongoing mental health and wellbeing of British Columbians.

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wallington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Soointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay West

REGULAR COUNCIL AGENDA - DECEMBER 14, 2020

ENTERED
118
J.2

For so many in our province, libraries are an essential service. We heard this time and time again during the first wave and subsequent shutdowns. Over the past few months, we have learned so much and we are well equipped to continue to safely offer our services to our Island communities.

As the province continues to assess the ongoing risks presented by COVID's second wave, we ask you to consider libraries as essential during the pandemic and that you preserve our ability to operate during any further COVID-19 restrictions. Similar to other service providers listed in BC's List of COVID-19 Essential Services, libraries provide daily services essential to economically disadvantaged and otherwise vulnerable individuals including seniors, children, and individuals with disabilities.

We are a vital community service and we can help ensure even the most vulnerable needs will be met as your government strives to "build back better". We know we can continue to safely reduce barriers, keep people entertained, and play an important role in combatting some of the pandemic's most pressing social challenges, including the ongoing and pervasive mental health challenges impacting our communities and community members.

The Vancouver Island Regional Library Board of Trustees, encourages you to consider libraries an essential part of the community ecosystem — one which can assist in every phase of our province's reopening and recovery. In closing, we invite you to watch these two short videos — [the first](#) illustrates the value and importance of libraries to community members during COVID-19, [and the second](#) showcases our staff and spaces as dynamic, vital, and safe.

Thank you for considering our request. If you have any questions or require additional information, please reach out at any time.

Yours sincerely,



Brenda Leigh
Chair, VIRL Board of Trustees



Gaby Wickstrom
Vice Chair, VIRL Board of Trustees

cc: The Honourable Adrian Dix, MLA, Minister of Health
 Andy Adams, Mayor, City of Campbell River
 Russ John Arnott, Mayor, Town of Comox
 Bob Wells, Mayor, City of Courtenay
 Leslie Baird, Mayor, Village of Cumberland
 Michelle Staples, Mayor, City of Duncan
 Brad Unger, Mayor, Village of Gold River
 Aaron Stone, Mayor, Town of Ladysmith
 Rod Peters, Mayor, Town of Lake Cowichan
 Mark Swain, Mayor, District of Lantzville
 Barry Pages, Mayor, Village of Masset
 Leonard Krog, Mayor, City of Nanaimo
 Al Siebring, Mayor, Municipality of North Cowichan
 Geoff Orr, Mayor, District of North Saanich
 Ed Mayne, Mayor, City of Parksville
 Sharie Minions, Mayor, City of Port Alberni
 Kevin Cameron, Mayor, Village of Port Alice

Douglas Daugert, Mayor, Village of Port Clements
Dennis Dugas, Mayor, District of Port Hardy
Gaby Wickstrom, Mayor, Town of Port McNeill
Brian Wiese, Mayor, Town of Qualicum Beach
Kris Olsen, Mayor, Village of Queen Charlotte
Mark Baker, Mayor, Village of Sayward
Cliff McNeil-Smith, Mayor, Town of Sidney
Maja Tait, Mayor, District of Sooke
Martin Davis, Mayor, Village of Tahsis
Britt Chalmers, Acting Mayor, District of Tofino
Mayco Noel, Mayor, District of Ucluelet
Julie Colborne, Mayor, Village of Zeballos
John Jack, Chair, Alberni/Clayoquot Regional District
Colin Plant, Chair, Capital Regional District
Samuel Schooner, Chair, Central Coast Regional District
Jesse Ketler, Chair, Comox Valley Regional District
Aaron Stone, Chair, Cowichan Valley Regional District
Andrew Hory, Chair, Mt. Waddington Regional District
Ian Thorpe, Chair, Regional District of Nanaimo
Barry Pages, Chair, North Coast Regional District
Patrick Brabazon, Chair, qathet Regional District
Michele Babchuk, Chair, Strathcona Regional District
Rosemary Bonanno, Executive Director, VIRL
VIRL Executive Leadership Group

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NOV 25 2020

CITY OF PORT ALBERNI



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Duncan, BC V9L 6A1 Canada
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T 250.746.3100
F 250.746.3133

November 20, 2020

The Honourable John Horgan, M.L.A.
Premier of British Columbia
PO Box 9041 Stn Prov Govt
Victoria BC V8W 9E1

via email premier@gov.bc.ca

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Clerk's
☒ Agenda
☐ Eng. & PW
☐ Parks, Rec. & Heritage
☐ Planning
☐ Bylaw
☐ Other _____
File # _____

REM - Dec 14th - Corr for info
0400-40

Mr. Premier:

My Council has directed me to write this letter to you to emphasize our growing alarm at the rapid increase in the rates of COVID-19 on Vancouver Island.

To be clear, we are in full support of the measures announced by Dr. Bonnie Henry earlier this week with respect to masking, restrictions on gatherings, and the ongoing emphasis on keeping travel as "local" as possible. While there are no explicit travel bans in place, it's good to see that the Province has articulated an expectation that British Columbians will limit their excursions, as much as possible, to "local" or "essential" travel only.

However, experience has shown that an "expectation" to follow a directive is not the same as a formal "Order"; "expectations" have historically proven to be less than fully effective.

As you know, in April of this year, I wrote a letter to you, Dr. Bonnie Henry, and others, a letter that was co-signed by more than 40 other Mayors and Regional District Chairs from the AVICC Region. At that time, we asked for a ban on all non-essential long weekend travel on BC Ferries in an effort to prevent the spread of COVID to Vancouver Island. That mandate was never implemented. However, given the recent spike in cases, my Council believes that the time has come for more forceful action. If mandating "essential travel only" on the ferry system is too complex from a logistical or enforcement perspective, we would request - as an alternative - that your government implement a suggestion made by the Chief Medical Health Officer for Island Health, Dr. Richard Stanwick, for the implementation of a mandatory 14 day quarantine for those arriving on the Island. Particularly those from the "vortex" of the pandemic infections in the Vancouver Coastal and Fraser Health regions.

While this may be somewhat logistically challenging, this process has already been put in place on a national basis for international travellers, so the precedent, experience, and enforcement mechanisms for this are already in place.

Mr. Premier, as a long-time resident of Vancouver Island yourself, you understand full well the unique geographical advantages inherent in our location with respect to controlling the spread of this virus. But the reality is that our first responders have spent the last eight months giving their all to prevent exactly what we are now experiencing. We owe them, our residents and all those who have perished from this disease every reasonable effort in preventing the spread of this virus in our communities. We believe the suggestion from Dr. Stanwick is not only a "reasonable effort", but also very achievable.

To quote Dr. Henry's mantra, it is indeed time to "be kind, be calm, and be safe," and we believe Dr. Stanwick's idea should be implemented to limit the spread of COVID-19 and to beat it once and for all.

Sincerely



Al Siebring
Mayor

mayor@northcowichan.ca

cc: Honourable Adrian Dix, BC Minister of Health (HLTH.Minister@gov.bc.ca)
Honourable Selina Robinson, BC Minister of Municipal Affairs & Housing (MAH.Minister@gov.bc.ca)
Sonia Furstenu, MLA, Cowichan Valley (sonia.furstenu.MLA@leg.bc.ca)
Doug Routley, MLA, Nanaimo-North Cowichan (Douglas.Routley.MLA@leg.bc.ca)
Alistair MacGregor, MP, Cowichan-Malahat-Langford (Alistair.MacGregor.C1D@parl.gc.ca)
Dr. Bonnie Henry, Chief Medical Health Officer, Province of British Columbia (bonnie.henry@gov.bc.ca)
Dr. Richard Stanwick, Chief Medical Health Officer, Island Health. richard.stanwick@viha.ca
Dr. Shannon Waters, Medical Health Officer, Cowichan Region. shannon.waters@viha.ca
Mark Collins, CEO, BC Ferries (mark.collins@bcferries.com)
Mayors and Regional District Chairs, AVICC (avicc@ubcm.ca)
North Cowichan Council (council@northcowichan.ca)
Ted Swabey, Municipality of North Cowichan (ted.swabey@northcowichan.ca)



Wednesday, November 4, 2020
7:00pm → Alberni Valley Museum
Minutes

Attending:

Bert Simpson
Colin Schult
Dan Washington
Gareth Flostrand
Ken Watson
Nancy Blair
Pam Craig
Penny Cote
Shelley Harding (Guest)
Willa Thorpe

Regrets:

Bill Collette
Jolleen Dick

Called to order: 7:01pm

1. Moved by Pam Craig, seconded by Penny Cote that the agenda of the November 4, 2020 meeting be approved as circulated.
2. Moved by Nancy Blair, seconded by Pam Craig that the minutes of the October 7, 2020 meeting be approved as circulated.
3. Old Business
 - a. Train Station Expression of Interest → CERIP Grant Application
 - i. The scope of work includes:
 1. Structural upgrades to meet the BC Building Code for improved seismic performance and fire safety
 2. Increased energy performance from the installation of new insulation, windows, and doors
 3. Installation of new roofing and moisture control to eliminate leaking and water damage
 4. Electrical and mechanical upgrades, including a high-performance heat recovery ventilation equipment and heat pump
 - ii. The project will follow the Standards and Guidelines for the Conservation of Historic Places in Canada, as well as local heritage requirements
 - iii. Successful applicants will be notified in winter 2021; projects must be complete by March 31, 2023



Wednesday, November 4, 2020
7:00pm → Alberni Valley Museum
Minutes

4. Correspondence
b. City of Port Alberni → Bunker C Fuel Spill Press Release

NEWS RELEASE

Monday, November 2, 2020

CITY OF
PORT ALBERNI

MCLEAN MILL NATIONAL HISTORIC SITE OIL RELEASE

Port Alberni, BC – During the week of October 26th, the City responded to the report of a potential oil spill at McLean Mill National Historic Site. City personnel found that an undetermined amount of Bunker C oil had been released from a rail tank car on site. Early investigation into the cause of this incident indicated that the oil was released through a previously locked valve that was found to be in the 'open' position. How that valve came to be opened is currently being investigated by the R.C.M.P. The incident has been reported to the Ministry of Environment, Department of Fisheries and Oceans, and the Alberni Clayoquot Regional District.

The rail tank car had been located on a rail siding near the eastern property boundary. It had been used to store fuel for the #7 steam engine that operated between the City and McLean Mill.

Bunker C oil is the residual oil left over after the lighter, more volatile products such as gasoline, diesel and natural gas are distilled out of crude oil. Bunker C is a heavy oil commonly used by freighters. The oil that was released from the rail tank car at McLean Mill was approximately 93 percent Bunker C oil and 7 percent diesel fuel.

The City has mobilized several contractors and professional consultant firms in order to mitigate the environmental impact. Based on preliminary inspection reports from David Clough of D.R. Clough Consulting "it would appear that fuel spill and environmental damage was limited to the railway corridor and dip tank area. At this stage of the investigation based on the visual observations by on-site professionals, there appears to be no escape into surface waters."

The rail tank car has since been removed from the McLean Mill site and contractors are currently working to remove the contaminated rail ties and ballast. Consultants are working to determine an estimate of the volume released. At present, the site is stable and contained.

##

FOR MORE INFORMATION

Tim Pley, CAO City of Port Alberni 250-720-2824 timothy_pley@portalberni.ca	Sara Darling, Deputy City Clerk City of Port Alberni 250-720-2822 sara_darling@portalberni.ca
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Wednesday, November 4, 2020
7:00pm → Alberni Valley Museum
Minutes

5. New Business – none

6. Reports

a. Chamber of Commerce

- i. Our major focus right now is the Better Buy Port Alberni website - see it here with some updates: (more to come). www.BetterBuyPortAlberni.ca
- ii. The plan is to heavily promote Gift Card purchases through the site so that people from afar who might be unlikely to travel to PA over the holiday season will have a means of providing gifts for friends and family
- iii. The Chamber is also working with the site developer to REDUCE fees for the site from 2021 and beyond. Currently it's FREE. Initial understanding was a monthly fee of \$49.95 inclusive of the Gift Card platform and up to 500 items held on an online store. Note that Shopify charges \$39.95 for a basic site without Gift Cards. Their fees are in US \$ (They are a CDN Co. so go figure....) We have successfully reduced fees to \$29.95 CDN for everything
- iv. Over the past month actually since Sept long weekend we have managed two Gift Card promotions through the site where we have helped support more than 35 gift card purchases ranging from \$25.00 to \$100.00. All purchases made locally some in person (businesses not on the site) and others electronically.
- v. Our own Gift Shop is doing fairly well. This time last year we were averaging ZERO sales per day with 3 X the number of visitors to the building. This year we are running at an average of \$150 per day.
- vi. Our Membership appears stable at least for 2020. Not sure what 2021 will look like.

b. Community Arts Council

- i. Rollin Art Centre Hours are Tuesday through Saturday 11 a.m. to 4 p.m.
- ii. NEXT ART EXHIBIT – November 4-28
Dual exhibit, Cynthia Bonesky and Jan Vriesen "Landscapes and Florals". Artists' meet and greet Saturday Nov 7 1-3pm. Following this exhibit November 28 we'll be setting up for Mistletoe Market, which runs December 1-28.
- iii. BOOK SALE
We cancelled our big book sale but are doing very well with our "mystery" book bags in various genres – 10 books for \$20. They make a great Christmas gift! You can pick up a bag at Rollin or place a custom order (genres only, not specific titles). Buy Low Foods generously gave us 100 paper grocery bags.
- iv. SHOPIFY



Wednesday, November 4, 2020
7:00pm → Alberni Valley Museum
Minutes

We are getting set up with this so people can purchase directly from our website.

v. CHILD CARE CENTRE

The grant application has been submitted. We expect to be successful!

vi. GRANTS

We are busy sourcing various grants that will help us over the next year.

vii. BOTTLE DEPOT

People can now deposit their bottle returns to our account at the bottle express, which is at the back of the depot. Just key in our phone number 250 724-3412 and print one label for each bag of returns (returns do not have to be sorted).

viii. CAC MEMBERSHIP DAYS – Friday Dec 4 and Saturday December 5

Members receive 20% off in the gift shop (excluding tickets).

Please renew your membership!

c. Industrial Heritage Society

- i. on a very sad note Life time IHS member and local logging legend Jack James has passed away
- ii. new IHS director Barry Dubrinsky was welcomed aboard. Barry is one of the dedicated boilermakers working on # 7
- iii. our collection policy is nearing completion
- iv. a few members were on site to assist where possible with the oil spill
- v. some antique trucks paraded and displayed at the CO OP store on beaver creek road
- vi. discussion started on collection stored at city works yard
- vii. on the train side
 1. the first steam trial on #7
 2. tie changing in the yard
 3. coach windows complete
 4. refurbishing interiors progressing

d. McLean Mill

- i. We continue to be open for business (Gift Shop) on weekends 10am to 4pm.
- ii. Sales in the GC even at this time of year are running at about \$200. per day - each of Sat/Sun
- iii. Note that we are LOSING money by doing this due to the obvious wage costs. We put TWO people per shift onsite for security and safety reasons
- iv. We are offering tours and potentially camping on a restricted basis booked only via phone.



Wednesday, November 4, 2020
7:00pm → Alberni Valley Museum
Minutes

- v. We started with a work-bee last Saturday going through the many Christmas light strings that we have. We got some lights installed and will be continuing with this project through November. The goal is to have the non-historic site nicely lit up with the old Santa House installed on the deck. The historic site will be lit up to reflect how it might have looked in 1950. String of lights along front roof line only. Use only old-style lights, be fine with the odd one not working. Mix of colours only.
- vi. I met with Steve/Barb Kalugin this past Sunday to discuss the potential use of their Xmas trees which have not been used since 2014. Prior to that they were on display at the Barclay used as a fundraiser for the BC Children's Hospital Foundation. Steve and Barb are excited to offer us the use of as many as we like so long as they are placed indoors. I will be arranging to get these trees in the coming days and we'll install in the historic buildings (and non-historic) ASAP. Trees will be placed by the windows for viewing from the outside only. We will be approaching businesses for support similar to what Barb/Steve did in the past. We are also planning to approach the schools to see if the children in the younger grades might take on the project for decorating some of the trees.
- vii. We plan to open up as of Dec 1 through Dec 24 at least. Open hours daily 6pm to 9pm for outside tours. Gift shop will be open, hot chocolate available etc., etc. We are planning to have a pre-registration process in place so that we can properly manage contact tracing etc. There are many other benefits to getting the registrations done online in advance.
- viii. Our challenges for this are:
 - 1. Financial. We have cost projections of \$10k plus to put this on. Mostly in terms of wages
 - 2. Staffing. We expect to need upwards of 5 people per night to safely conduct the 'event' in a safe COVID compliant format
 - 3. PHO Orders. We obviously don't know what's coming down the pipe so we're hoping that our plans don't get derailed
 - 4. Note that we are working hard on our online store and overall presence.
- ix. All in all we (Anita and myself) are excited with the opportunities for this. We know that there will be little if anything for people to do over the month of December. If we can develop a nice 'walk in the park, walk in the dark' and offer opportunity to smile then we'll be happy. If anyone has EXTENSION CORDS we could sure use some. We have lights but likely not near enough cords. If anyone is available to assist in setup over the next four weeks please contact me. If anyone might be willing to assist during December on various nights - shift would be 5pm to 9pm.



Wednesday, November 4, 2020
7:00pm → Alberni Valley Museum
Minutes

e. Historical Society

- i. The volunteers at the Archives are so happy to be back “working”. We are in the Archives Tues – Thurs, 10am – 3:30 pm & Fri 1-3:30 pm. The Archives, unfortunately, will not be open to the public. If you have a research request, please send us an email at: aadhs1@gmail.com
- ii. We are in the process of investigating republishing our book Alberni Valley Place Names as we have sold out our stock. We have updated some of our streets. Hopefully we can order in small numbers.
- iii. The Archives will be closed Dec. 18 – Jan. 5th.

f. Maritime Heritage Society

- i. Kenn Whiteman - On Sunday November 1, 2020 a reception was held at the PAMHS Gallery to recognize the enormous contributions to PAMHS made by Kenn Whiteman our retired Past President. Kenn was surprised and we all had an enjoyable afternoon reminiscing.
- ii. Language Revitalization Pole – Work continues by Tim Paul, Cecil Dawson and other carvers on this amazing project. It is anticipated to be complete by the end of November. Its final display location is still undecided.
- iii. Tsunami Exhibit – this permanent exhibit is currently under construction at the Gallery. Assistance from the AV Museum staff in putting this together is greatly appreciated.
- iv. Nahanni Project – New Board member Lawrence Charnell will be taking on a lead role in our ongoing restoration of this former WW II RCAF crash boat. Some hardware from a similar vessel has been volunteered for donation and we will be organizing its collection and installation. Interior space is being sought for the construction of the new cabin for this vessel.
- v. Membership Renewal Drive – watch for an email notice or card coming soon as a reminder to renew your annual membership in the Port Alberni Maritime Heritage Society. New members welcome as well of course, still only \$20/year!

g. Hupacasath First Nation – no report

h. City Council

- i. Officer in Charge, Inspector Eric Rochette presented policing activities undertaken during the months of July to September 2020, noting that overall, criminal offences are down by 9% compared to this same timeframe last year.
- ii. 5170 Argyle Street [Port Pub] – Remedial Action Requirement Progress Report Council received a status update from the Manager of Community Safety



Wednesday, November 4, 2020
7:00pm → Alberni Valley Museum
Minutes

regarding the works being carried out at 5170 Argyle Street [Port Pub] in relation to the Remedial Action Order and elected to refrain from considering enforcement measures as long as significant and appropriate progress continues to be made on this property. Council will revisit this matter at its Regular Council meeting on November 23, 2020 to ensure remedial action requirements have been or are continuing to be met.

- iii. Alberni Valley Drug and Alcohol Prevention Service (ADAPS – Youth Services) Debra Hamilton of ADAPS, Carrie Thorpe of the Youth Wellness and Safety Project, and Mark Lacroix of the Community Action Team provided Council with an overview of collaborative projects and initiatives in the areas of overdose prevention, harm reduction and wellness and requested Council's support in developing a community-wide harm reduction agreement.
 - iv. Alberni Valley Multiplex Naming Rights In response to receiving a report from the Director of Parks, Recreation and Heritage indicating that the RFP for the 'Alberni Valley Multiplex Naming Rights' process resulted in one submission that did not meet criteria, Council elected to direct staff to re-issue the RFP at a future date.
 - v. Temporary Sidewalk Patios & Licence of Occupation Agreements | Extensions To continue supporting local business owners/operators in the operation of their establishments in response to the ongoing COVID-19 pandemic, Council extended its endorsement of the City's 'Guidelines for Temporary Sidewalk Patios' as well as the Licence of Occupation Agreement with an expiry date of October 31, 2021.
 - vi. Clock Tower Project Council direct staff to amend the City's "Five-Year Financial Plan Bylaw 2020-2024, Bylaw 5003" by allocating \$101,932 in the year 2020 for the completion of the Clock Tower Project with \$60,000 being taken from the Strategic Initiatives Operating Reserve and \$41,932 being taken from the Reconciliation Reserve Fund.
- i. Museum
- i. Museum re-opened October 3 – we have had ok attendance with 85 visitors – our reduced hours remain – Wednesday to Saturday 12-4pm.
 - ii. Chief Dan George we have had good comments and response to the exhibit so far – it is on display through to March 30, 2021.
 - iii. We will be hosting a virtual Christmas Social on Wednesday Dec 2, at 7:30pm– Sample invite - "Yep, there's a pandemic – let's get dressed up anyway! Join us on Zoom for the virtual version of the Annual Museum Social – the Zocial! We've planned an evening to catch up on what's happening at the Museum and a talk showcasing the images on our Christmas cards. The evening will be interspersed with prize draws, trivia and a peek at the Museum Shop, all



Wednesday, November 4, 2020
7:00pm → Alberni Valley Museum
Minutes

accompanied by some Christmas nibbles. Social Party Packs will be available with everything you need to make it a festive event at home! RSVP if you'd like a Party Pack"

There will not be any heritage awards at this time but will be a fun social evening.

- iv. We are working now on some virtual programs for schools we will be presenting two school virtual school programs starting in January – Alberni Valley -Now and Then a revision of our Travel Ways and Pioneer programs that will have two versions one for K-3 and one for 4-7 using our virtual tour, zoom and our historic videos. The other school program is on Chief Dan George and will include zoom, an on-line video and museum kit.
 - v. We are developing museum kits that can be loaned to schools and home school families that will in essence send our Museum Discovery Program on the road although we will start with one kit on one theme we hope to have five themes and kits that will feature different aspects of the collection and video resources. Kits will also have the potential for use with senior centres and other outreach opportunities.
 - vi. Heritage Fair – the 2021 2nd Annual Virtual Heritage Fair will be held June 9th We will not be hosting a face to face fair this year. I have classes and schools from Ahousat and Courtenay registered for the virtual fair already.
 - vii. Museum Coordinator presented Virtual Heritage Fair information zoom presentations to teachers from Ahousat and Courtenay and have scheduled workshops for students from these schools for January.
 - viii. Working with Ladysmith Historical Society to facilitate our loaning the small Plymouth Locomotive to them for a multiyear loan.
 - ix. Remember the Museum Shop has been re-stocked with new items so make sure you come and check that out.
 - x. On-going – working on the development of an Adopt an Artefact program that will be ready to promote by late November.
- j. Community at Large – no report
- i. Blood Donor Clinic: Italian Hall, Dec. 15 – 17
 - ii. Christmas Market: Legion, Nov. 21
- k. Regional District
- i. UBCM and AVICC were both held virtually
 - ii. Somass Watershed Flood Management Plan revealed this morning
 - iii. Sproat Lake Community Hall – would like the Heritage Commission to hold a monthly meeting in spring 2021
 - iv. Recycling conversation has started again



Wednesday, November 4, 2020
7:00pm → Alberni Valley Museum
Minutes

I. School Board

- i. The SD70 Indigenous Education department has produced their initial newsletter

- m. Tseshaht First Nation – no report

7. Next Meeting

- c. Wednesday, December 2 → 6:30pm (Zoom)

Pam Craig moved to adjourn at 8:18pm

RECEIVED

DEC 02 2020

CITY OF PORT ALBERNI

File: 0410-31



November 30, 2020

THE CORPORATION OF THE CITY OF VERNON

3400 - 30TH STREET VERNON, BRITISH COLUMBIA V1T 5E6
TELEPHONE (250) 545-1361 FAX (250) 545-4048

OFFICE OF THE MAYOR

Premier John Horgan
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Victoria, BC V8W 9E1

Selina Robinson, Minister of Finance
email: Fin.Minister@gov.bc.ca

Adrian Dix, Minister of Health
PO Box 9050 ST PROV GOVT
Victoria, BC V8W 9E2

Harwinder Sandhu, MLA Vernon-Monashee
email: harwinder.sandhu@bcndp.ca

Council, at their Regular meeting held on Tuesday, October 13, 2020, passed the following resolution:

"WHEREAS cost is a significant barrier to people accessing contraception, particularly to people with low incomes, youth, and people from marginalized communities; and

WHEREAS providing free prescription contraception has been shown to improve health outcomes for parents and infants by reducing the risks associated with unintended pregnancy, and is likely to reduce direct medical costs on the provincial health system; and

WHEREAS contraceptive methods such as condoms or vasectomies are available at low cost, no cost, or are covered by BC's Medical Services Plan, whereas all contraceptive methods for people with uteruses (such as birth control pills, intrauterine devices, or hormone injections) have high up-front costs, making access to contraception unequal and gendered;

THEREFORE BE IT RESOLVED

THAT the City of Vernon write to the Provincial Minister of Finance, the Provincial Minister of Health, the Premier of BC, and the local MLA supporting universal no-cost access to all prescription contraception available in BC under the Medical Services Plan; and

THAT this letter be forwarded to all BC municipalities asking to write their support as well

CARRIED."

Thank you for your consideration.

Yours truly,

Victor I. Cumming
Mayor

Copy: Mayor & Council
W. Pearce, CAO
BC Municipalities

☒ Council	☐ Eng. & PW
☒ Mayor	☐ Parks, Rec. & Heritage
☒ CAO	☐ Planning
☐ Finance	☐ Bylaw
☒ Clerk's	☐ Other _____
☒ Agenda	RCM - Dec. 14 '2020
File #	04100-60

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DEC 08 2020

CITY OF PORT ALBERNI

From: randy fraser [REDACTED]
Sent: Tuesday, December 8, 2020 2:39 PM
To: Twyla Slonski <Twyla_Slonski@portalberni.ca>
Cc: Sara Darling <sara_darling@portalberni.ca>
Subject: Up coming budget / Echo pool

☒ Council	☐ Eng. & PW
☒ Mayor	☒ Parks, Rec. & Heritage
☒ CAO	☐ Planning
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☒ Agenda	
File #	

December 8th, 2020

Good Day Twyla

RCM - Dec 14, 2020 - Corr. for info
1700-20-2021

Could you please place my letter to Mayor and Council on the up coming agenda for next weeks council meeting, also please confirm your recipe of this by email , thank you.

Mayor and Council,

Thank you for the opportunity to bring my concern to you.

As we approach the upcoming time to budget for next year, I know there is always pressure on Council to prioritize what and where to spend and whether or not to raise taxes.

We all know it takes a lot to run a city and to provide the services we have become accustomed to. The replacing and renewing of City infrastructure, keeping up with new regulations and standards, and the rising costs of daily operations all combine to create a tough balancing act.

No one wants their taxes raised or their services cut. In fact, there is never a shortage of those wanting more, especially during tough economic times.

Since the decline of the forest industry in the valley, Councils have made it a priority to reinvent our City in order to encourage investment and attract people to the community whether to live or to visit.

That priority has taken on many directions while entertaining several ideas and costing a lot of money. Unfortunately, I think that approach has caused us to lose sight of the things that are most important for the community while we go in various directions searching for the one shiny project that will turn Port around and bring us back to "the good old days".

Previous possibilities considered were a smelter, a bio fuel burning plant, the link road, ring road, truck route, Johnston Road and Argyle Street upgrades, to name a few. And while we did take over the old plywood plant site and invested in the airport expansion, those two investments have so far only contributed a small portion to the reinvention.

Recently, Council decided to commit to spending \$1.5 million on 2 blocks of uptown 3rd Avenue, and to consider spending \$7-8 million to build a quay to quay walkway along industrial land the City doesn't own. I am taking a guess that committing to a \$7-8 million path project may qualify the city for a \$2.5 million grant towards the cost of the project. Regardless, it is a lot of money for a project that appears to have no plan or a serious cost estimate. In the short term, the CAO says the path would use the existing rail grade. Really? I would like to remind Council that when the Dry Creek flood mitigation project was done, a path was built on the east side of Dry Creek from Smitty's Restaurant to the Mohawk gas station. The city planted trees along the path and installed irrigation. Currently, the irrigation pipe is broken, the trees are dying, the path is over grown with foliage and nothing has been done about it. The city had an agreement with WFP and ITL to do the work and for maintenance of the creek but that agreement expired in January of this year. To my knowledge nothing has been done to

REGULAR COUNCIL AGENDA - DECEMBER 14, 2020

ENTERED
133
J.b

renew it to date. And it's typical that we have not been taking care of the things we already have. Did anyone think of incorporating this existing section of path into the new plan?

I know nothing has been budgeted and no final decisions have been made, but Council has started down the road of having these projects move forward. Council has already paid a consultant for the 3rd Avenue design, an engineering company to provide an estimate for the quay to quay project, and are applying for a grant for that project. I see this Council continuing down the same path as past Councils as one of our most important assets, the Echo aquatic center, gets older and older with no replacement plan in sight...other than being a line item in the budget.

In fact the pool upgrade / replacement is not even on your Strategic Priority list, but lots of other costly projects are that are far less important to the community. I think the pool fits into the "Quality of Life" and "Quality of Services" priorities and, in my opinion, having the pool fit into two categories makes it a top priority. Maybe Council should be asking the community what they think is a priority?

With every major project, the City borrows money and more tax money is spent to service that debt leaving little room to take on more debt if needed for the pool. Projects like the ones mentioned earlier would be great if the City had the money and all core facilities were not needing replacement or upgrading. There is still the major sewer lagoon upgrade under construction and the final costs are still unknown. Once known this could possibly result in more borrowing.

The one bright spot is that the City has \$2 million dollars from the community forest fund. I would like to encourage Council to take that money and make a serious commitment to budgeting for the pool upgrade or replacement instead of following the temptation to spend it on some wishful project. Also the City received \$3.5 million from Senior Governments under the Covid-19 Safe Restart Grant. That money can't be used for the pool, but if Council used it for projects that would normally use taxation money, that taxation money could be added into the pool fund.

10 years have passed since the Aquatic Replacement study and report was done on the pool which gave the City options on the pool's future. It is attached for those of you who have not read it. Over the years since the study was released it is only on occasion that talk of its replacement comes up, but then fades away again. It has been so long since the study was completed that Council will have to start all over again and at additional cost.

Long ago, a program was set up which called for putting a percentage of parks revenue into the parks reserve fund. This money was to be used for repairs or replacement of major parks and rec facilities such as the pool not for things like the clock tower which is a city facility. All too often reserve funds are raided to pay for shiny projects.

In 2016 the newly appointed and current CAO did a budget presentation on how the City was going to take 3% of heavy industrial tax and put it into the capital project reserve fund. His data showed that the City would have millions of dollars to spend over the next 10 years. Mayor Ruttan also said that year that the 3% tax money would go for a new pool but that didn't happen. This year, the City should have had \$2.8 million accrued in that fund. Instead, the reserve fund has only \$277 thousand dollars allocated for use in 2021. It looked good on paper I guess.

Since that time, no money and no serious commitment for the replacement of the pool had been discussed until last year when the City tried to shift the pool replacement onto the ACRD. We are still waiting on a staff report from that conversation. If Council started today, it could take 3 maybe up to 4 years to go through the assessment process and have a new pool built, and we are years away from even that. In the meantime, Echo pool gets older and before we know it, we will have a 60 year old pool. Have any of you ever wondered how many families have gone to Nanaimo to use their pool over the years? Or wondered if the City does find itself without a pool, what impact would that have on our

community? Or considered the positive impacts on the quality of life for people living in the valley that could result from a new pool?

-

There is no doubt in today's economic times that the entire Alberni Valley region should be involved in the cost of a replacement pool as it is used by people from all regions of the Valley. It would be an asset for the City and the whole region and would attract people here no matter where they live. But it is unrealistic to think the City can do it alone. We (the entire Valley) are a community, and we should all be working to make our community the best one we can because it would benefit us all. Take the Multiplex for example. Now 20 years old it is a community success—even with one region opting out of its construction—and it has brought so many opportunities for the community.

While a new pool would benefit the entire Valley, the City would be its biggest customer and therefore should be the one leading the project instead of handing it off to the ACRD. A project this size is a huge undertaking and needs a driving force, someone to promote it and work with all the Regions, First Nations and parties of the community. I could not see a bigger success for the valley than getting a replacement pool moving to reality.

There has been recent consideration of again hosting the BC Summer Games. What would happen if the pool were to fail prior to hosting that event? How much will be spent on repairs if there is a major failure? Remember that the diving board was removed years ago because it was worn out and has never been replaced. Today, the replacement of the pool should be a priority for all the regions of the Valley.

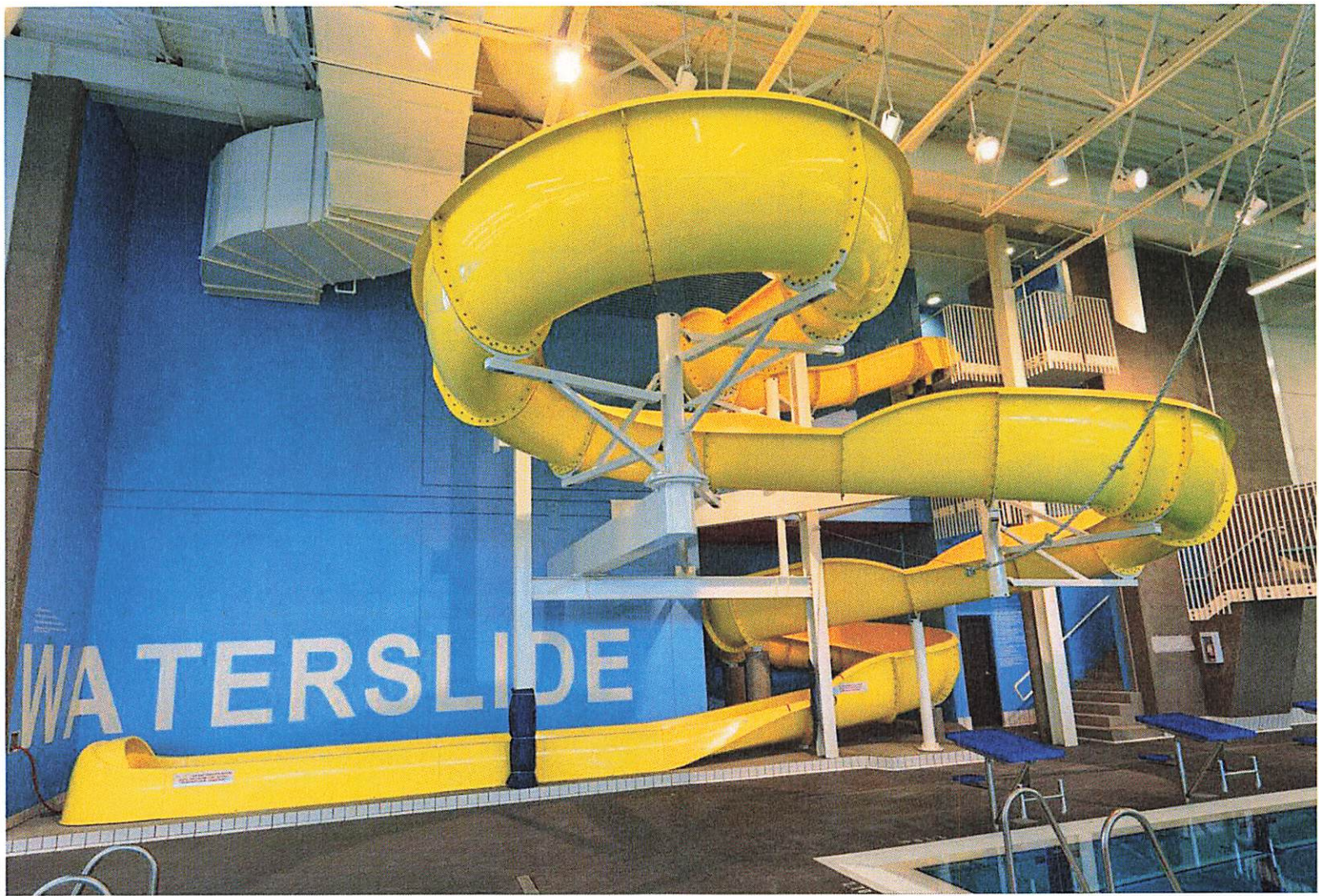
In order to accomplish a new pool project, the City would need to have at least 1/3 of the cost, \$7-8 million depending on what option is selected, as well as completed the consultation and design phases, and have advanced plans ready to even possibly qualify for any government funding. And the more a project is "shovel ready" the more it will be successful in securing funding. Currently the City only has \$1.7 million in parks reserve funds, basically nothing in the capital project reserve fund, and after doing a little research i think some of the gas tax and DCC money could be used. If the City cannot use those funds it is in a much deeper hole than ever. Council should start now and seriously be looking at having the money for this project.

Again, as a first step I encourage council to put the \$2 million from the community forest fund aside and focus on the replacement of the pool as it's Number 1 priority, not just in words but in action.

Thank you

Randy Fraser
Port Alberni, B.C.

Sent from my iPad



CITY OF PORT ALBERNI
PARKS + RECREATION DEPARTMENT

ECHO AQUATIC CENTRE FEASIBILITY STUDY

FINAL REPORT
4 NOVEMBER 2011

Venture Pacific Construction Management Ltd
bruce carscadden ARCHITECT inc
Professional Environmental Recreation Consultants Ltd.

TABLE OF CONTENTS

Executive Summary	PAGE 3
1. INTRODUCTION	PAGE 5
2. METHODOLOGY	PAGE 6
3. DEMOGRAPHICS INFORMATION	PAGE 8
4. TRENDS IN AQUATIC FACILITY DESIGN + OPERATION	PAGE 10
5. COMPARABLE COMMUNITIES	PAGE 13
6. COMMUNITY INPUT	PAGE 18
7. PARTICIPATION STATISTICS	PAGE 22
8. REVIEW, ANALYSIS + CONCEPT DESIGN	PAGE 24
9. CAPITAL COSTS	PAGE 29
10. OPERATING COSTS	PAGE 30
11. RECOMMENDATIONS	PAGE 31
APPENDICES	PAGE 32
A. VANCOUVER ISLAND FEES + CHARGES 2011 SURVEY	
B. COMMUNITY INPUT NOTES	
C. SURVEY + QUESTIONNAIRE RESULTS	
D. OPEN HOUSE PRESENTATION RESULTS	
E. MEETING NOTES	

EXECUTIVE SUMMARY

In the spring of 2011, the City of Port Alberni retained the services of Venture Pacific Construction Management, along with Bruce Carscadden Architect Inc. and Professional Environmental Recreation Consultants Ltd. (PERC) to prepare a Facility Feasibility Study related to the possible renovation or replacement of the Echo Aquatic Centre.

The study was completed over a six month period and involved a number of key steps including:

- Meetings with City, Regional District, Recreation Department staff, local organizations and the general public;
- A review of background information including previous studies and reports;
- A review of demographic information;
- A review of the current condition of the aquatic centre;
- Research related to trends in aquatic facility design and use;
- The development of information related to capital and operating costs and their impact on local taxpayers;
- The preparation and presentation of a draft and final report.

The consultants developed three Concept Options for presentation at the first of two public meetings.

Option One retained the existing pool and added a leisure pool with new change rooms. The leisure pool would include two swimming lanes, and would have water depth appropriate for instruction, play and rehabilitation programs. The cost for this option was estimated at \$12 million. This option would require closure of the pool for several months.

Option Two retained and renovated the existing pools and added new leisure pool components as well as fitness and multipurpose space. The leisure pool would include two swimming lanes and appropriate water depth. This option would also include an outdoor patio with a winter hot tub and spray pool. The cost of this option was estimated at \$15 million. This option would also require the pool to be closed for a period of time.

Option Three would involve the construction of a new six lane 25 meter pool with new change rooms and staff areas, and a leisure pool that would include three swimming lanes. An outdoor patio with a winter hot tub and spray pool would also be included. The existing pool area would be renovated for fitness and multipurpose space. The estimated cost was \$18 million. The existing aquatic center would be able to continue operation during the construction of the new facility with this option.

Following the first public meeting on June 27, 2011 the consultants reviewed the comments on each of the three options and developed additional options (four and five) based on additional public input.

EXECUTIVE SUMMARY

Option Four included a new aquatic facility to the north of the existing community centre, and improvements to the existing pool for fitness and multipurpose space, and included a "Surf Rider", which simulates surfing in a confined indoor space. A leisure pool with three swimming lanes and related features would be included along with a large hot tub, steam room and sauna. This option would include new accessible change rooms for men, women and families. The cost was estimated at \$15.8 million and would not require the existing pool to be closed during construction.

Option Five included a new aquatic facility to the north and renovation to the existing aquatic centre for fitness and multipurpose space, as well as water slide. A leisure pool with three swimming lanes and related features would be included along with a large hot tub, steam room and sauna. This option would include new fully accessible change rooms for men, women and families. In Option Five, a new entrance would be developed providing enclosed lobby space with entry to the aquatic centre and the community centre. The cost of this option was estimated at \$17 million and would not require closing the existing pool during construction.

Option Six is the **Preferred Option**. This plan builds a new aquatic facility to the north, and renovates the existing natatorium for fitness and multipurpose spaces, and includes a waterslide.

The new pool would significantly enhance the services provided to the community as a whole. The leisure pool offers swimming lessons, play for all ages, rehabilitation opportunities and frees up the 25 meter pool for length swimming and advanced lessons. The separate pools allow for different water temperatures to be provided ensuring all age groups can enjoy their aquatic experience.

In terms of operating costs, a pool with the features described above generally draws more participants resulting in increased revenue opportunities. Other communities that have added leisure components to their aquatic facilities have experienced up to a 40% increase in general swim participation. On the expenditure side, a larger aquatic centre requires more staff and additional maintenance; however, facilities have found that the increase in revenues offsets the increase in expenditures.

From an attendance point of view, most renovated or replaced aquatic facilities have experienced increased participation in lessons and other programs as well as at general swimming sessions. Pool staff has found in many cases that other program areas have experienced increased participation as well.

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DEC 08 2020

CITY OF PORT ALBERNI

City of Port Alberni
4850 Argyle Street
Port Alberni V9Y 1V8
Attn: Mayor & Council

Alberni Valley Museum
and Heritage Commission



December 7, 2020

Dear Mayor Minions and City Councillors,

RE: Application for Exclusion of the McLean Mill from the Agricultural Land Reserve

This letter is to provide support from the Alberni Valley Heritage Commission for the exclusion of the McLean Mill National Historic Site from the Agriculture Land Reserve.

In 1996 the McLean Mill was selected for commemoration as a National Historic Site by Canada because, of all applicants, it best combined associative and physical attributes related to the British Columbia forest industry. At that time the City entered into agreements with the Government of Canada and the Government of British Columbia agreeing to maintain, conserve and present the McLean Mill National Historic Site to visitors and promote understanding of the national significance of the site with respect to the British Columbia Forest Industry. Since that time the City, in conjunction with heritage stakeholders in the community, has committed considerable resources and, in our view, done an amazing job promoting and interpreting this nationally significant site.

Recently it has become clear that some of the activities that support the City's goal of making the McLean Mill a commercially viable tourist and public education attraction are inconsistent with the site's inclusion in the Agricultural Land Reserve. We understand that the Agricultural Land Commission has suggested that, to rectify this, the City make application for the site's removal from the ALR.

The Heritage Commission strongly supports such an application being made as soon as possible to ensure that the McLean Mill can continue to offer active interpretation events, and promote tourism and local vitality through commercial events and sales.

Yours Truly,

Gareth Flostrand

Chairperson – Alberni Valley Heritage Society and Historical Society Rep.

Nancy Blair – Community Arts Council Rep.
Bill Collette – Chamber of Commerce Rep.
Penny Cote – Alberni Clayoquot Regional District Rep
Pam Craig – School District #70 Rep.
Colin Schult – Community at Large Rep.
Bert Simpson – Western Vancouver Industrial Heritage Society Rep
Dan Washington – City Council Rep.
Ken Watson – Port Alberni Maritime Heritage Society

☒ Council	☐ Eng. & PW
☒ Mayor	☒ Parks, Rec. & Heritage
☒ CAO	☐ Planning
☐ Finance	☐ Bylaw
☒ Clerk's	☐ Other _____
☒ Agenda	RCM - Dec. 14, 2020
File #	3015-20-MM

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DEC 09 2020

CITY OF PORT ALBERNI

December 9, 2020

☒ Council	☐ Eng. & PW
☒ Mayor	☒ Parks, Rec. & Heritage
☒ CAO	☐ Planning
☒ Finance	☐ Bylaw
☒ Clerk's	☐ Other <i>Corr for info</i>
☒ Agenda	<i>Recm - Dec. 14, 2020</i>
File #	<i>0890-20 - M.M.</i>

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

On January 14th this year, drag races at the Alberni Valley Regional Airport were ordered to stop by a Provincial Authorization Officer. A statement from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development said, in part, "The ACRD were granted these lands in perpetuity at far less than fair market value because the development of an airport was deemed beneficial to the entire region, including the City of Port Alberni." Also, there is a reversionary clause that was included in the Crown Grant, which states that the land is to be "used for an airport including associated aircraft related commercial enterprises, subject to reversion if not so used." If the ACRD wanted to use the airport for short-term commercial events, it would either have to cancel the Crown Grant and apply for a Crown land tenure or it must apply to purchase the lands outright at fair market value.

The 12.8-hectare McLean Mill property was created by subdividing the land out of two existing larger properties, both of which are located in the Agricultural Land Reserve. The McLean Mill property remains in the ALR, and is subject to all of the land use provisions as captured in ALC and ALR regulations. At the time the lot was created, special dispensation, with respect to ALC regulations, was extended to this property for the express purpose of the City, "To develop the site as an historic sawmilling complex for educational and interpretive use of the public in partnership with the Province of British Columbia (Heritage Conservation Branch) and with Environment Canada (Canadian Parks Service)." The city then entered into a contract with Canada to preserve and present the historic sawmilling complex to the public. The land was obtained by the city for one dollar. This transaction happened because at the time, local public and elected officials deemed the development of McLean Mill into an historic sawmilling complex to be of economic benefit to the entire region, including the City of Port Alberni.

A recent Agricultural Land Commission decision delivered to the City, upheld two 1992 Resolutions rendered by the ALC of the day that confirm commercial enterprises in the entertainment, convention, wedding and special events category on the McLean Mill land are not permitted uses, as the land is currently classified.

Similar to the ACRD's acquisition of the airport lands, the City acquired the McLean Mill land at far less than fair market value. And, similar to restrictions for what types of commercial activities are permitted on the airport lands, use of the McLean Mill land is also restricted. Two such documents with effect are Restrictive Covenants, EH1630 and EH1631. Both are registered as a charge against the title for the McLean Mill property, and are on file at the Land Registry and Survey Authority of BC.

Existing documentation permits the city to operate the historic sawmilling complex on the McLean Mill land, along with associated forestry related commercial activities. However, council recently discussed the feasibility of having the property removed from the ALR as a possible solution that would instead, allow council to use the land for weddings, corporate events and music festivals, which are commercial activities unrelated to the presentation of an historic sawmilling complex, and would therefore be non-compliant with existing documentation. The discussion to consider the removal of this property from the ALR, confirms that council has shifted focus away from presenting sawmilling and logging history to the public, the original intended and permitted use of the McLean Mill property, and to instead, move into the wedding, music festival and corporate events market – a focus they denied they were heading towards 4 years ago.

Perhaps there will be no objection by the successor holder and beneficiary of Covenants EH1630 and EH1631 should the city decide to petition the ALC to break the terms that govern how the McLean Mill land is to be used by the city, despite the city obtaining the 12.8 hectares of land from the beneficiary of those Covenants for one dollar. But the spirit of the language in Covenant EH1630 is similar to the spirit of the language of the 1992 ALC Resolutions that were just upheld by the current ALC, in that commercial activity unrelated to the presentation of sawmilling history on the McLean Mill land is not permitted. If there is an objection by the beneficial holders of EH1630 and EH1631, council's response to any objection could reveal how little or how much effort council is willing to extend in order to gain the ability to get into the wedding, music festival and corporate events business at McLean Mill.

We might ask if a municipality's mandate to its citizens also includes spending public funds to pay a contractor to operate in segments of the economy that should be the domain of the private sector. But this is clearly where council is headed on the McLean Mill file, since buying an old industrial property 30 years ago for one dollar, complete with restrictive covenants and resolutions attached, that was supposed to generate hundreds of thousands of dollars of annual economic activity from the projected 100,000 plus annual visitors possessing an interest in old sawmills, hasn't panned out, great expectations notwithstanding.

The public has been told by council for years that we have to keep going with McLean Mill because we "have this contract to operate the mill", and we can't break it. We've also been told that it would cost at least \$100k per year to maintain the historic zone as a static site. So, the current proposition by council is to commit to a minimum historical average of at least \$300k per year to support a contractor's attempt to generate \$1 million in sales at the McLean Mill property, upon which a 10% commission of \$100k can be levied, which in turn will be used to pay the \$100k expense to keep the historic zone maintained each year. But a review of the financial performance of the venture over the last two decades suggests the likelihood of a contractor generating \$1 million in annual sales is highly improbable. What is probable is that if the public were asked, council may find that most want spending at the mill to end. Having thus far expended at least \$14 million of municipal support, and \$8 million of other agency support over close to three decades on the McLean Mill venture, suggests that giving it the old college try has run its course.

Once brought to their attention, local elected and unelected officials soon learned that three-decade old clauses and covenants carry weight, as they had to acknowledge when informed of a clause that outlined incompatible commercial activities on the airport land. Meanwhile, council's endorsement and support of incompatible commercial activities on the McLean Mill land is why the city has recently come under scrutiny by outside agencies. Perhaps the covenants attached to the McLean Mill property can be easily negotiated away. However, if it was an easy task, the city should have negotiated the restrictive covenant off the former plywood plant property years ago. But the restrictive covenant on that land remains, as restrictive covenants remain and continue to have affect on the McLean Mill land, and a restrictive clause affecting permitted use on the airport land, remains.

Instead of negotiating with regulators and covenant holders with the end goal for the city being able to pay public funds to a contractor to promote and host weddings, corporate events, and music festivals at the historic sawmilling site, the city should make this the time to negotiate a permanent exit from this venture.

Respectfully submitted,
Roland Smith



Office of the Mayor

CITY OF PORT ALBERNI

City Hall
4850 Argyle Street,
Port Alberni, B.C. V9Y 1V8
Telephone: (250) 723-2146

Fax: (250) 723-1003

Our File No. 0230-20-CMHA-PA

November 30, 2020

BC Housing
Suite 1701-4555 Kingsway
Burnaby, BC V5H 4V8

Dear Sirs/Madams

RE: Letter of Support – CMHA-PA Affordable Rental Housing Proposal

The City of Port Alberni is pleased to provide a letter supporting the Canadian Mental Health Association (CMHA) of Port Alberni's proposal to the BC Housing Request for Proposals #1070-2021/28 for New Rental Housing Units Under the Building BC: Community Housing Fund program to develop affordable rental housing at 3027-3037 2nd Avenue in Port Alberni, BC. The property is municipally owned and centrally located in the Uptown District close to public transit, parks, recreation, services, and neighbourhood amenities.

The proposed project will include a mix of unit sizes to address the needs of target occupant groups in Port Alberni. A minimum of 70% of the units are below-market, with the remaining 30% aligning with BC Housing's Affordable Market rents to help subsidize the below-market units. This mixed-income model fits with the programmatic goals of the Community Housing Fund and reflects sound practices in providing affordable housing.

If funded, the City will be contributing the land at a nominal cost to CMHA-PA (either through Agreement of Purchase and Sale or a long-term lease), with the requisite legal agreements to ensure that the long-term affordability of the rental housing remains protected.

CMHA-PA is a well-respected, locally based housing and social service provider. CMHA-PA currently operates a range of housing across the housing continuum, including transition housing, supported housing, and affordable housing for persons living independently. CMHA-PA is an experienced housing provider and offers a wide variety of social services and programs that help meet the needs of vulnerable populations in Port Alberni.

We note that the City of Port Alberni has supported CMHA-PA's work on this proposed rental housing project to date, and planning staff at the City are currently working with CMHA-PA on the planning process. We expect this project will help address critical housing needs in Port Alberni, and strongly encourage BC Housing to considering investing in this project.

Sincerely



Sharie Minions
Mayor

C: City Council
T. Pley, Chief Administrative Officer
T. Slonski, Director of Corporate Services
K. McDougall, Manager of Planning
K. Keifer, Executive Director, CMHA-PA

Councillor Report

For December 14, 2020

Councillor Debbie Haggard

November 19, 2020 – Advisory Planning Commission – A development application was received for the property located at 4279 Ravenhill Ave. The applicant is proposing to rezone the property to enable a future subdivision of the property and will also be partially rezoned for parks and open space.

November 19, 2020 – Bread of Life AGM – The Bread of Life held its annual general meeting. A report was given on the challenges of the past year and also its successes. It was reported that they are currently doing renovations and hiring staff to open a warming centre for those needing a place to come.

November 24, 2020 – Coastal Communities Social Procurement Initiative – The Director of Finance and I attended a meeting with the CCSPI for a check in to our progress on this initiative. Due to the hiring of a new Director of Finance and the many challenges of the last few months, little progress has been made in the development of a social procurement policy for the City. However, a plan was developed to move this initiative forward.

November 24, 2020 – Third Avenue Merchants Association – I attended a meeting of the 3rd Avenue Merchants Association. A Customer Appreciation Event was planned for the evening of December 11th. A roundtable of those in attendance gave an update on how their business was doing. Several reported an issue with supply chains. Most felt a loss of connectivity with the other business owners. The Manager of Planning gave an update on the 3rd Avenue Revitalization project. The 3rd Avenue Merchants will now consider what their wants and needs are, keeping costs as a primary factor.

November 24, 2020 – Meeting with Business Development Officer, Community Futures – I relayed the need of the Third Avenue Merchants for connectivity with other business owners. As a result of this conversation, Tara agreed to facilitate a regular zoom meeting to share issues, challenges and successes. Tara has proposing to start this in January.

November 25, 2020 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- Presentation from Wildsafe BC reporting on encounters with people and wildlife in the area
- Amend Housing Needs Report application to include Toquaht Nation
- There is a one million dollar renovation in the planning stages for our local library

November 26, 2020 – Alberni Valley Chamber of Commerce Board meeting – Highlights include:

- Update received on the Better Buy Port Alberni. Local businesses have been slow to participate in the initiative. Many thought that it could be because of the fear of the technical process involved. The Chamber will continue to advertise and support the project.
- Heritage Light Up at McLean Mill – Due to the cancellation of all events, this has morphed into a much smaller and quieter light up than originally planned. However, the light display will continue during the holiday season for everyone to walk through McLean Mill and enjoy.

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November 27, 2020 – Emergency Operations Centre meeting – Directors, members of Council and staff met to receive an update from the Protective Services Manager on the current pandemic. Numbers are on the increase on Vancouver Island and particularly in the Central Island region.

December 2, 2020 – Alberni Valley Regional Airport meeting – The AVRA committee is in the process of developing a strategic plan for the local airport. A survey has been developed and we ask that as many people as possible complete the survey and share your vision for the airport. Please find below a link to the survey, or check the web page of the Alberni Clayoquot Regional District.

<https://ca1se.voxco.com/SE/111/AVRACommunitySurvey/>

COUNCILLOR ACTIVITY REPORT
PREPARED BY COUNCILLOR RON PAULSON
December 9, 2020

- 1. November 25/20 – Attended BC Games Bid Committee Planning Meeting via ZOOM. The Bic Committee is continuing to gather and collate information for the bid document**
- 2. December 1/20 – Attended the Alberni Clayoquot Continuing Care Society Director’s Meeting via ZOOM.**
 - a. Executive Director’s Report – Under COVID conditions many managers and staff are becoming “disenfranchised” by the major compression/inversion exacerbated in some cases by the pandemic pay and inability to access overtime. Ultimately, low morale and general turnover in key positions is being experienced in our health care system. The funding flow through Health Authorities has been too slow, inconsistent and bureaucratic (i.e. – “hero pay” has not yet been forwarded from the Health Authority to the front line workers). A letter of concern will be sent to our new MLA, Josie Osborne.**
 - b. Financial Report –**
 - c. COVID 19 Update – no cases identified at either Fir Park or Echo Village.**
 - d. Single Site Order – the single site order has continued to create some staff scheduling issues but the facilities continue to function on a very high level through this Order.**
 - e. A new Employee Relations Manager has been hired and is currently on the job.**
- 3. December 2/20 – Attended BC Games Bid Committee Planning Meeting via ZOOM**
- 4. December 9 – BC Games Bid Committee (sub-committee meeting), Facilities, accommodation and transportation sub-committee.**

Council report

18,19,20,21,22 November: attended Alberni Valley Transition Town Society meeting. Reviewed various reports.

CivX 2020 hosted by Lower Mainland Local Government Association and CivicInfo. Attended the Civicinfo local government forum sessions:

24 November: session on covid19 recovery by George Duncan, CAO, City of Richmond

25 November: session on covid19 community recovery plans with elected officials from Nanaimo, Nelson, Pemberton, City of Langley.

27 November: attended joint ACRD and City of Port Alberni emergency operation centre update session.

3 December: attended air quality council meeting. Environment Canada has agreed to send two additional air quality sensors to the Alberni Valley for a total of four new, and two existing. Discussions on locations were had - including one to be sited at Cameron Heights, and the other to be sited at Cherry Creek. Preliminary discussions with Hupacasath and Tseshaht First Nations to place two air quality sensors on each nations reserve. Brief discussion on the Uptown Revitalization Survey, and a call for stakeholders to provide input.

7 December: uptown merchants meeting. The group is organizing a friday night customer appreciation Christmas sale in uptown. The group continues to be excited about the potential uptown revitalization projects. The group wants council to know that they are working hard to promote Uptown. The merchants are excited to hear about the public safety building, and the washroom that will be available for public use.

Helen Poon
Councillor, City of Port Alberni