
AGENDA - REGULAR MEETING OF COUNCIL
Monday, February 10, 2020 @ 2 PM
In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports please refer to the City's website www.portalberni.ca or contact the City Clerk at 250.720.2810 or by email davina_hartwell@portalberni.ca or the Deputy City Clerk at 250.720.2823 or by email twyla_slonski@portalberni.ca

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 City Clerk.

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

B. ADOPTION OF MINUTES - Page 8

1. Special Meeting held at 12:30 pm, and Regular Council Meeting held at 2:00 pm on January 27, 2020; Special Meetings held on January 29, 2020 at 11:00 am and February 3, 2020 at 5:00 pm.

C. PUBLIC INPUT PERIOD

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

D. DELEGATIONS

Introduction of Manager of Recreation Services

Willa Thorpe, Director of Parks, Recreation and Heritage to introduce Shawn Bourgojn, the City's new Manager of Recreation Services.

1. **Rory Warnock - Heart and Stroke Foundation** - Page 17
Rory Warnock in attendance to present on the Big Bike event taking place on May 25, 2020 in Port Alberni and inviting Council to participate.

2. **Joanne Sales - Broombusters** - Page 18
Joanne Sales in attendance to speak to Broombusters volunteer work in 2019 and requesting Council's support as they continue their efforts throughout 2020.
3. **Jim Connelly & Cassidy vander Ros, Manager Communications & Marketing, Nickel Bros.** - Page 19
In attendance to present to Council information on relocation of buildings.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **Chief Administrative Officer – Thunder in the Valley 2020 & 2021** - Page 20
Report dated February 5, 2020 from the Chief Administrative Officer requesting Council's consideration of a request from the Alberni Valley Drag Racing Association to permit a temporary closure of Stamp Avenue for the purpose of hosting Thunder in the Valley.

That Council for the City of Port Alberni grant permission for the temporary street closure of that portion of Stamp Avenue [from Roger Street to Redford Street] for use by the Alberni Valley Drag Racing Association [AVDRA] to host Thunder in the Valley [a drag racing event] from 2:00 pm Friday, August 7th until 10:00 pm Saturday, August 9, 2020 subject to Alberni Valley Drag Racing Association meeting all terms and conditions as outlined in the CAO's report dated February 5, 2020;

AND FURTHER, that Council grant permission for a temporary street closure under similar terms and conditions in the year 2021 [August 6th to 8th], and that Council retain the right to withdraw its permission for a temporary street closure in any or all years in the event that AVDRA defaults on any terms and conditions, or for any other reason at the sole discretion of Council.

F. STAFF REPORTS

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

1. **Accounts**
That the certification of the Acting Director of Finance dated February 10, 2020, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. Director of Parks, Recreation & Heritage – UBCM Community Emergency Preparedness Fund 2020 ESS Grant - Page 25

Report dated February 3, 2020 from the Director of Parks, Recreation & Heritage advising that the Union of British Columbia Municipalities' Community Emergency Preparedness Fund has grant funding available in 2020 for up to \$25,000.

That Council for the City of Port Alberni authorize staff to submit a 2020 grant funding application for \$25,000 through the UBCM's Community Emergency Preparedness Fund for Emergency Support Services and further, that the City is willing to provide overall grant management should funding be received.

3. Director of Parks, Recreation & Heritage – Award of Proposal #27-19 for McLean Mill Visitor Services - Page 27

Report dated January 31, 2020 from the Director of Parks, Recreation & Heritage providing information in regard to the Request for Proposal (RFP #27-19) for Visitor Services at McLean Mill.

That Council for the City of Port Alberni receive the report from the Director of Parks, Recreation and Heritage regarding the response to proposals for the provision of McLean Mill Visitor Services.

4. Economic Development Manager – Business Licence Renewals - Page 29

Report dated February 3, 2020 from the Economic Development Manager regarding 2020 Business Licence Renewals

That the report from the Economic Development Manager dated February 3, 2020 providing an update on measures the City has taken to ensure business owners were given ample notice and additional time to comply with the City's Business Licence Bylaw, be received.

5. Acting Director of Finance – Cancellation of Tax Sale 18-4837 Roger Street - Page 31

Report dated February 5, 2020 from the Acting Director of Finance recommending that Council approve the cancellation of tax sale for 18 – 4837 Roger Street due to manifest error.

That Council for the City of Port Alberni receive the report from the Acting Director of Finance, and as per the Local Government Act, Section 668, approve the cancellation of tax sale for 18-4837 Roger Street due to manifest error and that Council approve the purchase price of \$3,000 be returned to the purchaser together with the prescribed interest of \$60.53 and write off the outstanding property taxes owed of \$369.10.

6. CAO – Early Budget Approval – 2020 – 2024 Five Year Financial Plan

That Council for the City of Port Alberni provide early budget approval for the purchase of Self-Contained Breathing Apparatus in the amount of \$264,655.00, funded as follows: [\$69,857 from Capital Operating, \$128,143 from Operating Reserves and \$66,655 from ERRF]; to replace the self-contained breathing apparatus currently in use by the Port Alberni Fire Department.

G. BYLAWS

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

1. Manager of Planning – Advisory Planning Commission - Page 33

That the summary report of the Advisory Planning Commission meeting held November 21, 2019 is provided for Council’s consideration of the following recommendations:

**Development Application: Official Community Plan and Zoning Bylaw Amendments
4450 Maitland Street**

Lot A, District Lot 1, Alberni District, Plan VIP26237 (PID: 003-551-814)

Applicant: Mike Ruttan dba Alberni Low Energy Housing

“Official Community Plan Amendment No. 29 (4450 Maitland St. – Alberni Low Energy Housing), Bylaw No. 5000” - Page 36

- a. *That “Official Community Plan Amendment No. 29 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5000”, be now introduced and read a first time.*
- b. *That “Official Community Plan Amendment No. 29 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5000”, be read a second time.*

“Zoning Bylaw Amendment No. 37 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5001” - Page 38

- c. *That “Zoning Bylaw Amendment No. 37 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5001”, be now introduced and read a first time.*
- d. *That “Zoning Bylaw Amendment No. 37 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5001”, be read a second time.*

Schedule Public Hearing

- e. *That “Official Community Plan Amendment No. 29 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5000” and “Zoning Amendment No. 37 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5001” be advanced to a Public Hearing on Monday, March 9, 2020 at 6:00 pm in the City Hall Council Chambers.*

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. Evergreen Exhibitions - Page 61

Letter dated January 27, 2020 requesting permission to suspend a banner across 10th Avenue near Echo Center promoting the annual Spring Home Show at Glenwood Sports Centre.

That the letter dated January 27, 2020 requesting permission to suspend a banner across 10th Avenue near Echo Center from March 2 to 9, 2020 to promote the annual Spring Home Show at Glenwood Sports Centre on March 7 & 8, be received and the request approved.

2. Transport Canada - Page 62

Letter dated January 23, 2020 advising that Transport Canada is the lead agency for several important initiatives under the Government of Canada’s Oceans Protective Plan and inviting Council to collaborate in identifying potential Places of Refuge (POR) sites along the west coast of Vancouver Island.

That the letter dated January 23, 2020 advising that Transport Canada is inviting Council to collaborate in identify potential Places of Refuge (POR) sites along the west coast of Vancouver Island be received, and further that staff respond to the letter writer indicating that the City would like to participate in the planning process and that the CAO will determine the appropriate staff contact.

3. Avalon Kujala - Page 66

Email dated February 2, 2020 expressing concern regarding truck traffic, garbage collection and residential parking.

That the email dated February 2, 2020 from Avalon Kujala expressing concern regarding truck traffic, garbage collection and residential parking and requesting Council consider changes to the appropriate bylaws, be received.

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4. **Gary Lajeunesse** - Page 67
Email dated February 3, 2020 requesting Council fly the Colony of Vancouver Island flag at City Hall, Chamber of Commerce and McLean Mill site.

That the email dated February 3, 2020 from Gary Lajeunesse requesting Council fly the Colony of Vancouver Island flag at City Hall, Chamber of Commerce and McLean Mill site, be received.

I. **PROCLAMATIONS**

J. **CORRESPONDENCE FOR INFORMATION**

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

1. **City of Langley** - Page 68
Copy of a letter dated January 31, 2020 from the City of Langley to Premier John Horgan expressing their disappointment that the Ministry of Transportation and Infrastructure will not be moving forward with UBCM Resolution 2019 – B7 pertaining to default speed limits in residential areas.
2. **Bill Stanton** - Page 69
Email dated February 2, 2020 expressing opposition to the proposed 3rd Avenue Beautification project.
3. **Ron Merk** - Page 70
Email dated February 2, 2020 expressing opposition to the proposed 3rd Avenue Beautification project.
4. **Port Alberni Port Authority** - Page 71
Letter dated January 20, 2020 providing a summary of Port Alberni Port Authority activities.
5. **City of Vernon** - Page 73
Copy of a letter dated January 24, 2020 from the City of Vernon to Emergency Management BC providing feedback on the proposed modernization of emergency management legislation.
6. **Jean Kanngiesser, President, AV Chapter, Canadian Council of the Blind** - Page 75
Letter dated January 21, 2020 announcing that the Alberni Valley Chapter of the Canadian Council of the Blind is hosting the Greater Victoria Police Chorus on March 22, 2020 at the ADSS Auditorium, tickets are available at the Rollin Art Center for \$15.00 each.

7. **Al Mooney, President, Branch 293 Alberni Valley Royal Canadian Legion** - Page 77
Letter dated February 4, 2020 announcing the 7th Annual Wounded Warrior Run will be coming to the Alberni Valley on February 27th and inviting Council to attend their welcoming event including a fundraising dinner at the Royal Canadian Legion.
8. **Alberni Valley Museum and Heritage Commission** - Page 79
Minutes provided for the Alberni Valley Museum and Heritage Commission meeting, held January 8, 2020.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. **Council and Regional District Reports** - Page 83
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.

1. *Recommendations from the Committee of the Whole Meeting held February 3, 2020 for Council's consideration: [NOTE – Minutes are attached for Council's reference] - Page 85*
 - a. *That Council instruct staff to explore the City's options in obtaining insurance from the Municipal Insurance Association [MIA] and costs associated with same.*
 - b. *That Council instruct staff to remove the City Works Facility Relocation Plan from the City's Five-Year Financial Plan 2020 - 2024 in the amount of \$50,000 from the year 2020 and reallocate to the 2021 calendar year.*
 - c. *That Council instruct staff to prepare a report that outlines 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.*

N. QUESTION PERIOD

An opportunity for the public and the press 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, JANUARY 27, 2020 @ 12:30 PM
IN THE CITY HALL COMMITTEE ROOM**

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
T. Slonski, Deputy City Clerk
K. Tremblay, Manager Human Resources
K. McDougall, Manager of Planning

Call to Order: @ 12:30 pm

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

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

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

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

CARRIED

The meeting was terminated at 5:45 p.m.

CERTIFIED CORRECT

Mayor

Dawn Hartwell

City Clerk

ENTERED

MINUTES of the REGULAR MEETING OF COUNCIL
held Monday, January 27, 2020 @ 2 PM
In the 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

Gallery: Approx. 15

A. CALL TO ORDER & APPROVAL OF THE AGENDA

MOVED and SECONDED, THAT the agenda be adopted as amended by adding items F. 2 (a) and (b) correspondence relating to McLean Mill National Historic Site and item M. 1 – AVICC resolution endorsement.

CARRIED

B. ADOPTION OF MINUTES

MOVED and SECONDED, THAT the minutes of the Special Meeting held at 10:30 am and Regular Council Meeting held at 2:00 pm on January 13, 2020, be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

E. UNFINISHED BUSINESS

1. City Clerk – Notice of Motion - Select Committee to Review Bylaws

R20-10 *MOVED and SECONDED, THAT Council direct staff to establish a meeting to prioritize a review and update of the City's Bylaws.*

CARRIED

F. STAFF REPORTS

1. Accounts

R20-11 *MOVED and SECONDED, THAT the certification of the Acting Director of Finance dated January 27, 2020, be received and the cheques numbered 145359 to 145494 inclusive, in payment of accounts totalling \$ 1,986,569.47, be approved.*

CARRIED

-
- 2. Director of Parks, Recreation & Heritage – McLean Mill Visitor Services**
- R20-12** *MOVED and SECONDED, THAT Council for the City of Port Alberni authorize the Mayor and the City Clerk to execute the three-year agreement between the City of Port Alberni and the Alberni Valley Chamber of Commerce to operate the non-historic zone of the McLean Mill National Historic Site.*
CARRIED
- R20-13** *MOVED and SECONDED, THAT Council direct staff to seek clarification from the Agricultural Land Commission on uses permitted at the McLean Mill National Historic Site given the property is located in the Agricultural Land Reserve and that staff advise Council of these uses once confirmed.*
CARRIED
- 3. Director of Engineering & Public Works and Acting Director of Finance – Update Regarding Wastewater Treatment Facility Upgrade Budget**
- R20-14** *MOVED and SECONDED, THAT Council for the City of Port Alberni approve the allocation of \$9.98 million dollars for construction of the Wastewater Treatment Plant (WWTP) upgrade, and that the funds be provided from the following sources:*
- | | |
|--|------------------------------|
| <i>Sewer Infrastructure Reserve Fund:</i> | <i>\$4.30 million</i> |
| <i>Additional Borrowing via the Municipal Finance Authority:</i> | <i><u>\$5.68 million</u></i> |
| | <i>\$9.98 million</i> |
- CARRIED**
- 4. Manager of Planning - 3rd Avenue Beautification Project**
- R20-15** *MOVED and SECONDED, THAT City Council select design Option #1 – entitled Balanced Mobility/Place-Making improvements for the 3rd Avenue Beautification project as identified in the report prepared by Watt Consulting Group dated for reference January 20, 2020.*
CARRIED
- MOVED and SECONDED, THAT City Council authorize staff to apply for the BC Active Transportation Grant as it relates to the 3rd Avenue beautification project.*
CARRIED
- 5. Manager of Planning – Advisory Planning Commission**
Development Application: Development Variance Permit – 6151 Russell Place - Lot 1, Plan VIP15459, Section 9, Alberni Land District PID: 001-868-128
Applicant: Daryoush Firouzli, Architect/Agent for the Westcoast Native Health Care Society

- R20-16** *MOVED and SECONDED, THAT City Council proceed with the necessary Development Variance Permit to vary Zoning Bylaw #4832 as follows:
Vary the maximum height from the required 12.5 m (41 ft) to 17.71 m (58.1 ft) and to vary the maximum number of principal building storeys permitted from three (3) to five (5) at 6151 Russell Place.*
CARRIED
- 6. Director of Parks, Recreation & Heritage – Community Investment Program – Late Applications**
- R20-17** *MOVED and SECONDED, THAT Council for the City of Port Alberni support late applications to the Community Investment Program 2020 cycle with an additional \$10,000 being allocated to the program from the City’s 2019 contingency fund.*
CARRIED
- 7. Acting Director of Finance – Computerized Asset Management Maintenance System RFP 020-19**
- R20-18** *MOVED and SECONDED, THAT Council for the City of Port Alberni receive the report from the Acting Director of Finance, and award RFP 020-19, to the proponent, AssetFinda, for the provision of a Computerized Asset Management Maintenance System in the amount of \$240,619.00 with funding from grant monies received in 2018 [gas tax funding].*
CARRIED
- 8. Deputy City Clerk – Authorize Mayor Minions/Councillor Corbeil Attendance at the BC Council of Forest Industries (COFI) April 1 – 3, 2020 – Prince George, BC - Page 170**
- R20-19** *MOVED and SECONDED, THAT Council authorize Mayor Minions and Councillor Corbeil to attend the BC Council of Forest Industries (COFI) 2020 Convention taking place April 1 – 3, 2020 in Prince George, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense.*
CARRIED
- 9. Deputy City Clerk – Authorize Councillor Poon to attend – Local Government Leadership Academy’s (LGLA) 2020 Leadership Forum**
- R20-20** *MOVED and SECONDED, THAT Council authorize Councillor Poon to attend the Local Government Leadership Academy’s (LGLA) 2020 Leadership Forum taking place on February 5 – 7, 2020 in Richmond, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense.*
CARRIED

**10. Managers' Reports
RCMP Department**

MOVED and SECONDED, THAT the 4th Quarter report from Acting Officer in Charge, Sgt. Peter Dionne, RCMP dated January 20, 2020 providing information about current department operations, be received.

CARRIED

Director of Parks, Recreation and Heritage

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

CARRIED

11. CAO – Early Budget Approval – 2020-2024 Five Year Financial Plan

R20-21 MOVED and SECONDED, THAT Council for the City of Port Alberni provide early approval of \$97,500 for the 2020 calendar year and \$130,000 ongoing from General Revenue for the creation and filling of a new Development Planner position.

CARRIED

G. BYLAWS

1. Manager of Planning – Official Community Plan Bylaw and Zoning Bylaw Amendments

R20-22 MOVED and SECONDED, THAT “Official Community Plan Amendment No. 27 (2940 Bellshill Road – Carriere), Bylaw No. 4985”, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4985.

CARRIED

R20-23 MOVED and SECONDED, THAT “Zoning Bylaw Map Amendment No. 32 (2940 Bellshill Road – Carriere), Bylaw No. 4986”, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4986.

CARRIED

H. CORRESPONDENCE FOR ACTION

1. Alberni-Clayoquot Regional District

MOVED and SECONDED, THAT the letter dated January 16, 2020 from the Alberni-Clayoquot Regional District advising that the Board of Directors passed a resolution to cost share with the City of Port Alberni to send Mayor Minions to the Federation of Canadian Municipalities Conference in Toronto, Ontario, June 4 – 7, 2020, be received.

CARRIED

R20-24 *MOVED and SECONDED, THAT Council authorize Mayor Minions and Councillor Paulsen to attend the 2020 FCM Conference taking place in Toronto, Ontario and that authorization includes reimbursement of expenses incurred as per the City's Travel Expense Policy.*

CARRIED

2. Ellen Flood, Executive Director, Alberni Community & Women's Services (ACAWS)

R20-25 *MOVED and SECONDED, THAT the email dated January 8, 2020 from Ellen Flood, Executive Director, ACAWS requesting the City enter a team for the Coldest Night of the Year, be received.*

CARRIED

3. Alberni Valley Drag Race Association

R20-26 *MOVED and SECONDED, THAT Council for the City of Port Alberni direct staff to research the feasibility of accommodating the request of the AVDRA and provide a subsequent report back to Council.*

CARRIED

I. PROCLAMATIONS

1. Mitch Gardner, Kinsmen Club of Port Alberni

R20-27 *MOVED and SECONDED, THAT the email dated December 18, 2019 from Mitch Gardner, Kinsmen Club of Port Alberni requesting that February 22, 2020 be proclaimed as "National Day of KINDness" in Port Alberni, be received and the day proclaimed as requested.*

CARRIED

2. Heritage BC

R20-28 *MOVED and SECONDED, THAT the email dated January 21, 2020 requesting that February 17 – 23, 2020 be proclaimed as "Heritage Week 2020: Bringing the Past into the Future" in Port Alberni, be received and the week be proclaimed as requested.*

CARRIED

J. CORRESPONDENCE FOR INFORMATION

1. Alberni Valley Museum and Heritage Commission

Minutes provided for the Alberni Valley Museum and Heritage Commission meeting, held December 4, 2019.

2. Minister Rob Fleming, Ministry of Education

Letter dated January 13, 2020 announcing the launch of the 2020 Premier's Awards for Excellence in Education. Deadline to submit nominations is April 30, 2020.

3. **Roland Smith**
Letter dated January 16, 2020 expressing his concerns regarding McLean Mill.

4. **Leslie Wright**
Email dated January 8, 2020 advising the Port Alberni Refugee Sponsorship Committee is launching a fundraiser – ‘A Leap Across the World’ taking place on February 29, 2020 at Echo Centre which will include a vegetarian Punjabi meal and Middle Eastern and North African appetizers, tickets will be available in late January.

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

1. **AVICC Resolution Submission**
R20-029 *MOVED and SECONDED, THAT Council endorse the resolution entitled “Working Forest Reserve” for submission and consideration by delegates at the 2020 AVICC Annual General Meeting and Convention taking place April 15 – 17, 2020 in Nanaimo, BC.*
CARRIED


N. QUESTION PERIOD

O. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 4:15 pm.
CARRIED

CERTIFIED CORRECT

Mayor



Clerk

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
WEDNESDAY, JANUARY 29, 2020 @ 11:00 AM
IN THE CITY HALL COMMITTEE ROOM**

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

Absent: Councillor H. Poon
Councillor C. Solda
Councillor D. Washington

Staff: T. Pley, CAO
D. Hartwell, City Clerk
T. Slonski, Deputy City Clerk

Call to Order: @ 11:07 AM

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

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

CARRIED

The meeting was terminated at 12:45 pm

CERTIFIED CORRECT

Mayor

Dawn Hartwell

City Clerk

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, FEBRUARY 3, 2020 @ 5:00 PM
IN THE CITY HALL COMMITTEE ROOM**

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
D. Hartwell, City Clerk
T. Slonski, Deputy City Clerk
G. Thorogood, Manager of Community Safety

Call to Order: @ 5:00 pm

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

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

CARRIED

The meeting was terminated at 6:30 p.m.

CERTIFIED CORRECT

Mayor

Dawn Hartwell

City Clerk

From: Rory Warnock [<mailto:Rory.Warnock@heartandstroke.ca>]
Sent: Tuesday, January 28, 2020 1:53 PM
To: Davina Hartwell
Subject: Application For Delegation To Council February 10, 2020

Good Afternoon Davina.

The heart & Stroke Foundation has brought the Big Bike event to Port Alberni for several years, but stopped this over the past couple of years. We are in the process of returning to a full presence across the island, and one municipality suggested that we initiate a Municipal Challenge. Teams from Victoria, Duncan and Nanaimo will be participating.

My request is to make a presentation on the Big Bike to Mayor Minions and Council at the meeting scheduled for February 10th .

The topic of discussion will be the Heart & Stroke presence in Island communities, and the actions taken with donor dollars.

Council will be asked to participate in the Big Bike event planned for May 25th in Port Alberni; municipal teams from Victoria, Duncan and Nanaimo have agreed to participate this year, and the Foundations goal is to make this an annual occurrence.

If allowed, I'd like to include the 2 minute video below as part of the 10 minute presentation. At present, we anticipate that there will be no handouts of printed matter.

<https://www.youtube.com/watch?v=ozCqPqDxA9Q>

Davina, please let me know if you require further information. I have joined the Chamber of Commerce, and will be in town for a meeting on Wednesday of that week. I'm scheduling meetings that week with past teams in order to arrange their participation.

Many thanks for your support.

Sincerely,
Rory Warnock

Rory Warnock
Coordinator, Community Fundraising, Vancouver Island
106 – 1001 Cloverdale Ave, Victoria, BC, V8X 4C9
T: 250-410-8093 // E: rory.warnock@heartandstroke.ca

Life. We don't want you to miss it.TM

That's why we lead the fight against heart disease and stroke. Our new logo is the face of our deeper transformation and bolder resolve to push even harder, lead greater change and save more lives.

See it at heartandstroke.ca

Connect with us: [Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

Tanis Feltrin

From: Twyla Slonski
Sent: Tuesday, January 28, 2020 12:46 PM
To: 'Joanne Sales'
Cc: Tanis Feltrin
Subject: RE: Broombusters Delegation on Feb 11

Good afternoon Joanne,

This email will confirm that you will be scheduled as a delegation to Council on February 10, 2020. Please note that Council meetings begin at 2:00 pm and delegations are one of the 1st items of business.

In advance of your delegation, and no later than Wednesday, February 5, 2020, we would ask that you submit any presentation materials you plan on using i.e., powerpoint, etc.,

Let me know if you have any further questions,

Twyla



Twyla Slonski
Deputy City Clerk

A City Hall, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
O 250.720.2823 **M** 250.735.3388 **W** portalberni.ca



From: Joanne Sales <joanne@glasswing.com>
Sent: January 23, 2020 4:09 PM
To: Twyla Slonski <Twyla_Slonski@portalberni.ca>; Davina Hartwell <davina_hartwell@portalberni.ca>
Subject: Re: Broombusters Delegation on Feb 11

Hello Twyla

I'm checking in for Broombusters. Would we be able to be a delegation on Feb 10? I will submit the information for requesting to be a delegation to Davina. Thanks!

joanne

On Mon, Jan 13, 2020 at 4:05 PM Davina Hartwell <davina_hartwell@portalberni.ca> wrote:

Hi Joanne

Thanks for your email – am copying our Deputy Clerk, Twyla Slonski, in order that she can confirm an appropriate meeting date for your delegation.

Regards

Davina

ENTERED

Twyla Slonski

From: Twyla Slonski
Sent: February 5, 2020 9:46 AM
To: Twyla Slonski
Subject: FW: follow-up to call - relocated buildings

From: Cassidy vander Ros <Cassidy.V@nickelbros.com>
Sent: January 21, 2020 2:59 PM
To:
Subject: RE: follow-up to call - relocated buildings

Hello Mayor Minions

Please let me know when would be most convenient for us to present to Council. We are eager to be able to discuss how we can best support the City in serving the financial and environmental best interests of the community ☺

Cassidy vander Ros
Manager of Communications and Marketing



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Nickel Bros Vancouver Island
1990 Balsam Road, Nanaimo, BC, V9X 1T5
Tel: 250.753.2268 Fax: 250.753.8215

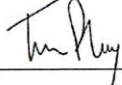
Nickel Bros USA
3304 156th St NE, Marysville, WA 98271
Tel: 425.257.2067 Fax: 425.257.2069

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From: Cassidy vander Ros
Sent: January 15, 2020 2:43 PM
To: 'sharie_minions@portalberni.ca' <sharie_minions@portalberni.ca>; 'ron_corbeil@portalberni.ca'

ENTERED

Date: February 5, 2020
 File No: 8100-20-TV
 To: Mayor & Council
 Subject: Thunder in the Valley 2020 & 2021

Prepared by:  _____	Supervisor: _____	CAO Concurrence: _____ T. Pley, CAO
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RECOMMENDATION[S]

THAT Council for the City of Port Alberni grant permission for the temporary street closure of that portion of Stamp Avenue [from Roger Street to Redford Street] for use by the Alberni Valley Drag Racing Association [AVDRA] to host Thunder in the Valley [a drag racing event] from 2:00 pm Friday, August 7th until 10:00 pm. Saturday, August 9, 2020 subject to Alberni Valley Drag Racing Association meeting all terms and conditions as outlined in the CAO's report dated February 5, 2020;

AND FURTHER THAT Council grant permission for a temporary street closure under similar terms and conditions in the year 2021 [August 6th to 8th], and that Council retain the right to withdraw its permission for a temporary street closure in any or all years in the event that AVDRA defaults on any terms and conditions, or for any other reason at the sole discretion of Council.

PURPOSE

To support Council in considering a request from The Alberni Valley Drag Racing Association to permit a temporary closure of Stamp Avenue for the purposes of conducting a drag racing event.

BACKGROUND

At Council's Regular meeting on January 27, 2020 Council received a letter from AVDRA requesting that they be permitted to close Stamp Avenue for several days for the purpose of conducting a drag racing event. This event has taken place on Stamp Avenue several times in years past.

The City permits the temporary closing of streets for the purpose of hosting events, provided that certain conditions are met such as notice being provided to affected residents and businesses, and that emergency service providers are notified prior to the street being temporarily closed.

Past temporary closures of Stamp Avenue to accommodate the drag racing event have resulted in considerable disruption to the flow of traffic, and have resulted in expenses incurred by the City. City staff have engaged with AVDRA to discuss issues anticipated, and have reached an understanding of which issues AVDRA will assume responsibility for, and which issues AVDRA requests that the City address.

ISSUE	ESTIMATED COST	RESPONSIBLE PARTY
Removal of rubber after event	Undetermined	AVDRA
Repainting/restoring of street lines	Undetermined	AVDRA
Insurance (naming the City as insured) minimum amount \$15,000,000	Undetermined	AVDRA
Electrical contractor to reset timing of traffic control lights	Est. \$1,000	City
City staff time supporting street closure and re-opening	Est. \$5,000	City
Ensure that access to Catalyst and San Group via Victoria Quay is opened during event	Undetermined	AVDRA
Notify all affected residents and businesses, and emergency service providers	Undetermined	AVDRA
Develop a Traffic Management Plan acceptable to the City (required use of certified traffic flaggers)	Undetermined	AVDRA
Undertake permanent improvements (fencing, infilling) along Stamp Ave, subject to City approval	Undetermined	AVDRA
Ensure that food trucks at event have current CPA business licenses (public safety assurances)	Undetermined	AVDRA

ALTERNATIVES/OPTIONS

Option One:

THAT Council for the City of Port Alberni grant permission for the temporary street closure of that portion of Stamp Avenue [from Roger Street to Redford Street] for use by the Alberni Valley Drag Racing Association [AVDRA] to host Thunder in the Valley [a drag racing event] from 2:00 pm Friday, August 7th until 10:00 pm. Saturday, August 9, 2020 subject to Alberni Valley Drag Racing Association meeting all terms and conditions as outlined in the CAO's report dated February 5, 2020;

AND FURTHER THAT Council grant permission for a temporary street closure under similar terms and conditions in the year 2021 [August 6th to 8th], and that Council retain the right to withdraw its permission for a temporary street closure in any or all years in the event that AVDRA defaults on any terms and conditions, or for any other reason at the sole discretion of Council.

Option Two:

Council deny the request.

Option Three:

Council provide staff with an alternate direction.

ANALYSIS

Council for the City of Port Alberni has been consistent in their support of the Thunder in the Valley drag racing event hosted by AVDRA. In years past the event was hosted at the Alberni Valley Airport, but that site is no longer available. In recent years the event has been hosted on Stamp Avenue. While the event on Stamp Avenue has negatively impacted traffic and some neighbours, it is also regarded to have contributed to the local economy and to the City's reputation as an event host.

IMPLICATIONS

The City has consistently expressed support of the Thunder in the Valley event, and in recent years has permitted the event to take place on Stamp Avenue, on the basis of requiring similar conditions.

COMMUNICATIONS

If approved, the City would display traffic detour signage as required, and communicate through various methods to inform the public about the street closure.

The City would ensure that emergency service providers are informed of the event and temporary street closure. All city departments would be advised.

BYLAWS/PLANS/POLICIES

The celebration of “Car Culture” and the City’s “can do” approach reflected by hosting a drag racing event on a City street both align well with the City’s strategic goal of celebrating authenticity. The proposal can be accommodated within the City’s temporary street closure permit process.

SUMMARY

The AVDRA has hosted the Thunder in the Valley drag racing event for many years in the Alberni Valley, and in recent years on Stamp Avenue. AVDRA has requested a temporary street closure in order to once again host the event on Stamp Avenue, and has agreed to be responsible for a majority of the costs that the City would otherwise be exposed to.

While the drag racing event and temporary street closure will result in considerable redirection of staff resources, the direct associated costs are relatively low (est. \$6,000), those costs are regarded as being well compensated for in terms of generation of economic activity in the community.

ATTACHMENTS/REFERENCE MATERIALS

AVDRA Letter of Request dated January 22, 2020

Letter of support from Tseshah First Nation dated January 27, 2020

Copies: W. Taekema, Director of Engineering and Public Works

D. Hartwell, City Clerk

R. Macauley, Acting Director of Finance

RECEIVED

JAN 22 2020

CITY OF PORT ALBERNI

- Council
 - Mayor
 - CAO
 - Finance
 - Clerk's
 - Agenda
 - Eng. & PW
 - Parks, Rec. & Heritage
 - Planning
 - Bylaw
 - Other
- File # RCM - Jan. 27th '20
8100-20 - TV

January 22, 2020

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

We would like to request the use of Stamp Avenue for 2020 and 2021. With your support Thunder in the Valley 2020 would take place on August 8th and 9th of this year. This would involve the closure of Stamp Avenue from Roger Street to Redford Street from 2 pm Thursday, August 7th until 10 pm Sunday, August 9th. The dates for 2021 would be August 6 – 8th.

The merging lane from Roger Street onto Stamp Avenue would also need to be closed at the same time as Stamp Avenue.


We would also request that the right lane from Southgate Street to Stamp and Roger be closed on Saturday and Sunday until after the race. Ideally, signs advising motorists of these closures would be in place a week before the event.

We will be placing fencing along the railway tracks and along the Stamp Avenue sidewalk as we have done in the past to prevent anyone from wandering onto Stamp Avenue during the race.

Cement blocks will be placed in front of the hydro tower on Stamp Avenue and no post barriers will be placed on the Catalyst side of Stamp Avenue after the road closure on Thursday. We would be able to supply a flagger when we are removing the no post barriers on Monday morning, this would allow Stamp Avenue to be opened on Sunday evening. We can work with City Works regarding the time of opening Stamp Avenue. Catalyst is once again lending their support to this event.

We hope this will satisfy the City of Port Alberni on all aspects of our event. If you have any questions I can be reached at 250-735-1102.

Yours truly,


Ben Veencamp, President AVDRA

RECEIVED

JAN 27 2020

CITY OF PORT ALBERNI



Tseshahat First Nation

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

File # 8100-20-TV (AF)
attach to City Staff report n put forward.

January 27, 2020

RE: Support Alberni Valley Drag Association for "Thunder in the Valley"

To whom it may concern,

On behalf of the Tseshahat First Nation please consider this a letter of support for the Alberni Valley Drag Association (AVDA) to host their annual "Thunder in the Valley" with Tseshahat hahoulthee (territory) in 2020, specifically along Stamp Avenue. Tseshahat had pleasure of meeting with representatives of the AVDA on January 20th, 2020 and are happy the organization has reached out in the spirit of collaboration.

Tseshahat is committed to exploring ways that AVDA and Tseshahat can work together. Thunder in the Valley operated previously at the Alberni Valley Regional Airport and provided great economic benefits to Tseshahat, the Tseshahat Market, the City of Port Alberni and many local businesses. Our community does not want to get in the way of progress within the Alberni Valley, but rather find ways we can support local development and become potential partners for the betterment of all people living within our territory and the Alberni Valley. Tseshahat has a local Economic Opportunity fishery that brings in over \$1 million into the local economy every year, we hope that we can support other local events that do the same.

While economics are important, safety is a priority and we want to ensure that all safety matters are addressed regardless of where the event occurs this year and in the future. Tseshahat also wants to ensure there is proper recognition and respect of our Title and Rights.

While AVDA may be provided land in the future for long term lease or access through the City of Port Alberni, Alberni-Clayoquot Regional District (ACRD) or through the Province of British Columbia (BC), this letter is without prejudice to other legal requirements of consultation, accommodation and consent with respect to Tseshahat Aboriginal Title and Rights.

If you require more information please contact Tseshahat First Nation, Council lead on this initiative, Ken Watts (kwatts@tseshahat.com or 250-724-1225).


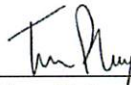
Kleco, Kleco

Ken Watts
Elected Councillor

cc. City of Port Alberni
 Alberni-Clayoquot Regional District
 Tseshahat First Nation Elected Council

Tseshahat First Nation
 5091 Tsuma-as Drive
 Port Alberni, BC, V9Y 8X9
 Phone: (250) 724-1225
 Fax: (250) 724-4385
 Tseshahat.com

Date: February 3, 2020
 File No: 1855-03-ESS
 To: Mayor & Council
 Subject: UBCM Community Emergency Preparedness Fund 2020 ESS Grant

Prepared by:  W. Thorpe, Director of Parks, Recreation and Heritage	Supervisor: N/A	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

That Council for the City of Port Alberni authorize staff to submit a 2020 grant funding application for \$25,000 through the UBCM's Community Emergency Preparedness Fund for Emergency Support Services and further, that the City is willing to provide overall grant management should funding be received.

PURPOSE

A resolution from Council is required to accompany the grant application.

BACKGROUND

The Alberni-Clayoquot Regional District (ACRD) develops and maintains the emergency preparedness program for the Alberni Valley. The City of Port Alberni continues to support the ACRD in their emergency preparedness efforts by erecting Reception Centres at City-owned facilities (typically Echo Centre) when response is required.

The Union British Columbia Municipalities' Community Emergency Preparedness Fund has grant funding available in 2020 for up to \$25,000. The City will apply for the 2020 intake, with a focus on a mobile trailer equipped with Reception Centre equipment City staff can use to erect a Reception Centre at various locations, should Echo Centre not be a viable facility.

ALTERNATIVES/OPTIONS

1. That Council for the City of Port Alberni support the grant application.
2. That Council for the City of Port Alberni deny support for the grant application.

ANALYSIS

Should Council elect to support this grant application, up to \$25,000 may be available to progress the City's Reception Centre supplies.

IMPLICATIONS

N/A

ENTERED

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

This grant application aligns with Council’s Strategic Plan and the priority of “Foster a complete community (safe, healthy and inclusive)”.


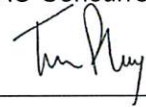
SUMMARY

The Union British Columbia Municipalities’ Community Emergency Preparedness Fund has grant funding available in 2020 for up to \$25,000. Staff recommend that Council supports a 2020 grant funding application for up to \$25,000 and is willing to provide overall grant management.

ATTACHMENTS/REFERENCE MATERIALS

N/A

Date: January 31, 2020
 File No: 0230-20-MM
 To: Mayor & Council
 Subject: Award of Proposal #27-19 for McLean Mill Visitor Services

Prepared by:  W. Thorpe, Director of Parks, Recreation and Heritage	Supervisor: N/A	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

That Council for the City of Port Alberni receive the report from the Director of Parks, Recreation and Heritage regarding the response to proposals for the provision of McLean Mill Visitor Services.

PURPOSE

This report is for informational purposes to Council.

BACKGROUND

At their January 27, 2020 Regular Meeting, Council for the City of Port Alberni entered into a three-year agreement with the Alberni Valley Chamber of Commerce for the provision of Visitor Services at the McLean Mill National Historic Site, including an operating subsidy of \$150,000. At that time Council requested that more details be provided regarding other proposals received by the City for the same operating agreement. That information is outlined in this report.

A Request for Proposal (RFP #27-19) for Visitor Services was issued in September 2019 through the City's regular processes: advertised online and in the local newspaper.

Proposals were received from Melody Francoeur, Sociellie Events, and the Alberni Valley Chamber of Commerce. The three proposals were evaluated according to the terms of the Request for Proposal:

- Extent to which the proposal demonstrates support for preservation of the McLean Mill National Historic Site
- Demonstrated ability to maximize the number of people experiencing the historic site and the quality of visitor experiences
- Comprehensiveness of the proposal
- Evidence of the proponent's ability to succeed, based on completion of similar projects

ENTERED

Summarized results of the evaluation from each proponent are listed below:

Melody Francoeur	Proposed an employee/employer relationship
Sociellie Events	Proposed an operating loss of \$241,475 in 2020
Alberni Valley Chamber of Commerce	Proposed an operating subsidy of \$160,000 in 2020

Based on evaluation of the proposals Council for the City of Port Alberni directed that staff negotiate terms of an operating agreement with the preferred proponent, the Chamber of Commerce. The resulting draft operating agreement that was approved by Council on January 27, 2020 included an operating subsidy of \$150,000 (\$10,000 less than what was proposed), and an expanded scope of services that would be provided by the proponent.

ALTERNATIVES/OPTIONS

N/A. This report is for informational purposes only.

ANALYSIS

N/A. This report is for informational purposes only.

IMPLICATIONS

N/A. This report is for informational purposes only.

COMMUNICATIONS

N/A. This report is for informational purposes only.

BYLAWS/PLANS/POLICIES

This Request for Proposals process aligned with Council’s Strategic Plan and the priority of “Provide and maintain quality services”.

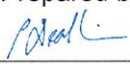
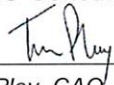
SUMMARY

In September 2019, Council for the City of Port Alberni directed staff to complete a Request for Proposal process to support selection of an operator for the non-historic zone of McLean Mill National Historic Site. At their January 27, 2020 Regular Meeting, Council for the City of Port Alberni entered into a three-year agreement with the Alberni Valley Chamber of Commerce for the provision of Visitor Services at the McLean Mill National Historic Site, including an operating subsidy of \$150,000.

ATTACHMENTS/REFERENCE MATERIALS

N/A. This report is for informational purposes only.

Date: February 3, 2020
File No: 4320-01
To: Mayor & Council
Subject: Business Licence Renewals

Prepared by:  P. DEAKIN, EDM	Supervisor: _____	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

This report is for information purposes only.

PURPOSE

To give Council an update on current business license fee payments, and outline measures that have been taken to assist business owners in complying with the City's Business Licence Bylaw.

BACKGROUND

The Business Licence Regulation Bylaw (No. 4951, 2017) requires businesses to renew their licences each year. In November, invoices are sent with a reminder to businesses that their licence expires December 31st, that a penalty of 25% will be added to each unpaid business licence effective January 31st, and that if the licence fee is not paid by January 31st, the licence will be revoked.

As at January 6th, 2020, 395 (almost 40%) of 996 business licence fees were unpaid. In response to that situation the City undertook an extensive radio, newspaper and digital media campaign to remind business owners that their licence fees were due.

By January 24th, 236 licences remained unpaid. A letter of reminder was mailed to those businesses. The letter indicated that the City was extending the deadline for payment of fees to Friday February 14th. The City also telephoned each business owner for which business license fees remained overdue. If direct contact was not made, a voice message was left. All but two of the people reached by telephone expressed gratitude for the reminder.

As of 12:30 PM on Monday February 3rd, the fees for 95 business licences remain unpaid.

Being mindful of the effects on local businesses from the prolonged forestry sector labour dispute and curtailment, City staff contacted municipal offices in four communities on Vancouver Island also considered to be affected by the forest industry situation (Port Hardy, Port McNeill, Campbell River and Duncan) to ask if any business licence extensions had been given by them or were being contemplated as a result of the forest

industry dispute. No extensions had been given by any of the communities and none were being contemplated.

In previous consultations about business licence matters with other municipal offices we have learned that Port Alberni is unique in extending licence deadlines and 'overly respectful' in enforcing this Bylaw.

ALTERNATIVES/OPTIONS

Given that this is a report for information only, no alternatives are considered necessary.

ANALYSIS

Given that no options are provided, no analysis is required.

IMPLICATIONS

We have contravened our own Bylaw by extending the date at which licences will be revoked. Further contravention is not recommended.

COMMUNICATIONS

As identified previously, communications have consisted of two mailouts, daily radio ads from January 9th to 31st, weekly hard copy newspaper and daily digital ads during that same time, social media outreach and phone calls to businesses.

BYLAWS/PLANS/POLICIES

As mentioned previously, this is a report about matters pertaining to Business Licence Regulation Bylaw (No. 4951, 2017).

The investment of a few thousand dollars in advertising and communications to remind and alert business owners about this matter reflects support for Council's Goal 2.3 'The economy grows with an emphasis on small business'.


SUMMARY

This report is for information only.

ATTACHMENTS/REFERENCE MATERIALS

As mentioned previously, municipal staff in Port Hardy, Port McNeill, Campbell River and Duncan were contacted about this issue.

Date: February 5, 2020
 File No: 1980-50
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: Cancellation of Tax Sale 18-4837 Roger Street

Prepared by:  Rosalyn Macauley CPA, CGA, Acting Director of Finance	Supervisor: 	CAO Concurrence: T. Pley, CAO
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RECOMMENDATION

It is recommended that Council for the City of Port Alberni receive the report from the Acting Director of Finance, and as per the *Local Government Act*, Section 668, approve the cancellation of tax sale for 18-4837 Roger Street due to manifest error. It is further recommended that Council approve that the purchase price of \$3,000 be returned to the purchaser together with the prescribed interest of \$60.53 and write off the outstanding property taxes owed of \$369.10.

PURPOSE

To cancel the tax sale on 18-4837 Roger Street and refund the purchase price, with interest to the purchaser.

BACKGROUND

On September 30, 2019 property, with the civic address of 18-4837 was sold at tax sale for the purchase price of \$3,000. It was later discovered this property does not meet the criteria set out in the *Community Charter*, [section 250 (1)]. The CC states a municipality is not permitted to sell improvements on a property where no land is owed by the tax payer. As 18-4837 Roger Street is a mobile home located in a mobile home park the land is not owned by the tax payer and therefore needs to be removed from the tax sale process.

As a part of the City's processes prior to moving forward with a possible tax sale, the Finance department did research the property in attempt to recover the delinquent taxes. During this process it was discovered the homeowner is deceased with no next of kin. In addition, the mobile home is in poor condition and staff have notified BC Assessment to conduct a site-visit for the purpose of determining 2020 assessed property values. Given the condition of the mobile home, the owner deceased and no next of kin, staff are recommending that the City also write off the outstanding tax balance of \$369.10 when carrying out the cancellation of the Tax Sale.

ALTERNATIVES/OPTIONS

Option 1. As recommended by the Acting Finance Director, cancel the Tax Sale on property 18-4837 Roger Street due to manifest error, returning the purchase price of \$3,000 with prescribed interest of \$60.53 to the purchaser and write off the outstanding taxes owed of \$369.10 on the property.

Option 2. Council directs staff to not cancel the Tax Sale and request further information on the issue.

Option 3. Council gives no direction at this time.

ANALYSIS

Staff recommend cancelling the tax sale and refunding amounts to the purchaser at the upset price with prescribed interest earned to the date of cancellation; upholding the City's agreement with the purchaser. Further to this, writing off the outstanding taxes owed and working with BC assessment on the 2020 property assessment will ensure the property does not show as delinquent and end up back in the tax sale process in future years.

IMPLICATIONS

If the tax sale is not cancelled it would mean the City is not abiding by the Tax Sale criteria set out in the Community Charter. Also, the City could face further financial burden by not writing off the delinquent taxes owed allowing the property to incur more outstanding taxes year over year.

COMMUNICATIONS

The purchaser and any stakeholders involved with the property located at 18-4837 Roger Street will be informed of the cancellation of the tax sale. Changes to assessment values or property taxes outstanding will be communicated to all parties who have interest in the property.

BYLAWS/PLANS/POLICIES

N/A


SUMMARY

The mobile home located at 18-4837 Roger Street was included on the City's tax sale manifest in error, and resulting in the mobile home [property] being sold on September 30, 2019 during the City's Tax Sale. To correct this error, the sale of property needs to be cancelled as the property does not meet tax sale requirements as outlined in the *LGA & CC*. In addition, it is recommended the City uphold the purchase agreement and refund the purchase price, including interest to the purchaser as well as write off the delinquent taxes owed given that the City can no longer recover these monies given the property owner is deceased.

ATTACHMENTS/REFERENCE MATERIALS

Section 645 (1) & Section 686 of the *Local Government Act*
Community Charter, Section 250(1) taxes are a special charge on land

Date: February 4, 2020
 File No: 3360-20
 To: Mayor & Council
 Subject: 4450 Maitland Street Rezoning Application

Prepared by: <i>K. MCDOUGALL</i>	Supervisor:	CAO Concurrence:
<hr/> <i>MANAGER OF PLANNING</i>	<hr/>	 <hr/> <i>T. Pley, CAO</i>

RECOMMENDATION[S]

That City Council direct staff to proceed with the following bylaw amendments, with respect to the property legally described as Lot A, District Lot 1, Alberni District, Plan VIP26237 (PID:003-551-814) and located at 4450 Maitland Street:

- a. That "Official Community Plan Amendment No. 29 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5000", be now introduced and read a first time.*
- b. That "Official Community Plan Amendment No. 29 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5000", be read a second time.*
- c. That "Zoning Bylaw Amendment No. 37 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5001", be now introduced and read a first time.*
- d. That "Zoning Bylaw Amendment No. 37 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5001", be read a second time.*
- e. That "Official Community Plan Amendment No. 29 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5000" and "Zoning Amendment No. 37 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5001" be advanced to a Public Hearing on Monday, March 9, 2020 at 6:00 pm in the City Hall Council Chambers.*

PURPOSE

The purpose of this report is to consider an application for amendments to the Official Community Plan (OCP) bylaw and the Zoning bylaw for 4450 Maitland Street. The properties will also be included in Development Permit Area No. 1 – Multiple Family, in accordance with the OCP’s policy for Multi-Family Residential.

ENTERED

BACKGROUND

The applicant (Alberni Low Energy Housing Society) has requested a change to the OCP and Zoning Bylaw designations for the subject property. The purpose of changing the land use designation is to facilitate a new affordable housing development that would provide a total of 47 units for individuals, families and seniors. The project is titled the “Maitland Family Housing Project” and would be a high quality and energy efficient building.

The Advisory Planning Commission reviewed the rezoning application at the November 2019 meeting. The APC recommended that additional information be provided by the applicant prior to a public hearing being scheduled. The developer has provided the information that was requested by APC, and staff are recommending that Council proceed with scheduling a public hearing date.

ALTERNATIVES/OPTIONS

N/A

ANALYSIS

See attached report for further details.

IMPLICATIONS

See attached report for further details.

COMMUNICATIONS

As per the legislative requirements the City will schedule a public hearing to occur after the first reading of the bylaw, and before the third reading of the bylaw. With regards to the public hearing, notice will be given in 2 consecutive issues of the local newspaper, not less than 3 days and not more than 10 days before the public hearing. Public notice will also be mailed/delivered to all parcels within 75m of the subject property, at least 10 days prior to the public hearing. City staff will also provide information about the public hearing on the City’s social media pages and website.

BYLAWS/PLANS/POLICIES

Official Community Plan

- Section 4.3 Multi-Family Residential (MFR)
- Section 4.1 General Provisions for residential housing
- Section 4.0 Residential Policy
- Development Permit Area No.1 – Multiple Family

Zoning Bylaw

- *RM3 – High Density Multiple Family Residential Zone*

SUMMARY

The proposed land use meets the strategic objectives of the OCP. The proposed development would provide affordable housing and increased density in a central area of the city that is within close proximity to recreational facilities, commercial services and public transportation. The Development Permit process will ensure that the style of development is compatible with the neighbourhood form and character. The Planning Department and Advisory Planning Commission support amending the Official Community Plan bylaw and the Zoning bylaw.

ATTACHMENTS/REFERENCE MATERIALS

Advisory Planning Commission Report, dated November 12, 2019
Advisory Planning Commission November Meeting Minutes

J:\Engineering\Planning\Development Applications\ZoningAmend\ZON-2019\4450_MaitlandSt-LowEnergyHousing\4450 Maitland St.docx

CITY OF PORT ALBERNI

BYLAW NO. 5000

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

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

1. Title

This Bylaw may be known and cited for all purposes as "**Official Community Plan Amendment No. 29 (4450 Maitland Street - Alberni Low Energy Housing), Bylaw No. 5000**"

2. Official Community Plan Map Amendment

2.1 **Schedule A (Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation of Lot A, District Lot 1, Alberni District, Plan VIP26237 (PID:003-551-814), located at **4450 Maitland Street**, from 'Residential' to '**Multi-Family Residential**' as shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw.

2.2 **Schedule B (Development Permit Areas Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to include Lot A, District Lot 1, Alberni District, Plan VIP26237 (PID:003-551-814), located at **4450 Maitland Street**, in **Development Permit Area No. 1 Multiple Family Residential**.

READ A FIRST TIME THIS _____ DAY OF _____, 2020.

READ A SECOND TIME THIS _____ DAY OF _____, 2020.

A PUBLIC HEARING WAS HELD THIS _____ DAY OF _____, 2020.

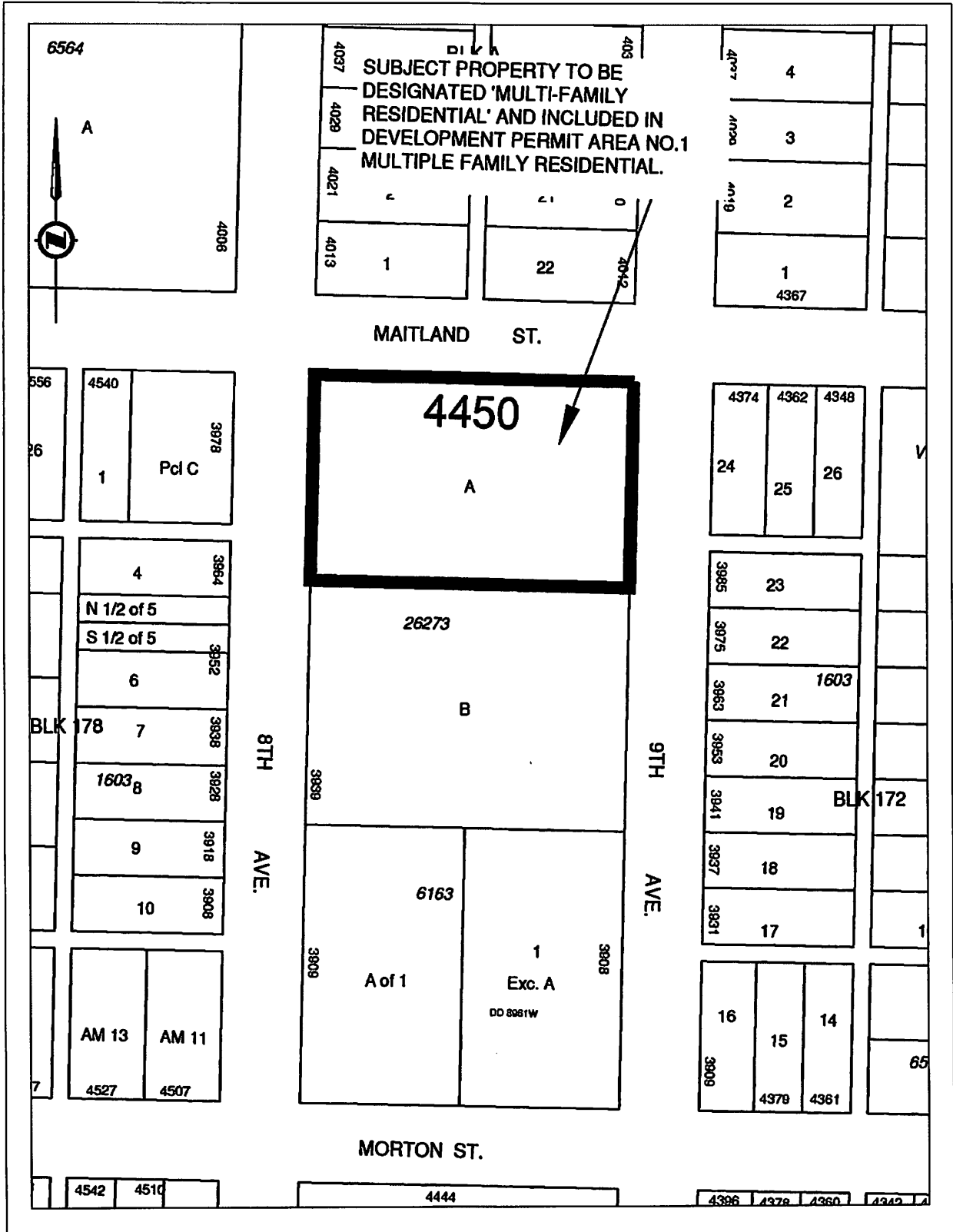
READ A THIRD TIME THIS _____ DAY OF _____, 2020.

FINALLY ADOPTED THIS _____ DAY OF _____, 2020.

Mayor

Clerk

Schedule "A" to Bylaw 5000



4450_MaitlandSt-LowEnergyHousing-OCPAmendBylaw

CITY OF PORT ALBERNI

BYLAW NO. 5001

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

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

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Bylaw Amendment No.37 (4450 Maitland Street - Alberni Low Energy Housing), Bylaw No. 5001**".

2. Zoning Amendment

2.1 That Lot A, District Lot 1, Alberni District, Plan VIP26237 (PID:003-551-814), located at **4450 Maitland Street**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'P1 Institutional' to '**RM3 High Density Multiple Family Residential**'.

3. Map Amendment

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME THIS _____ DAY OF _____, 2020.

READ A SECOND TIME THIS _____ DAY OF _____, 2020.

A PUBLIC HEARING WAS HELD THIS _____ DAY OF _____, 2020.

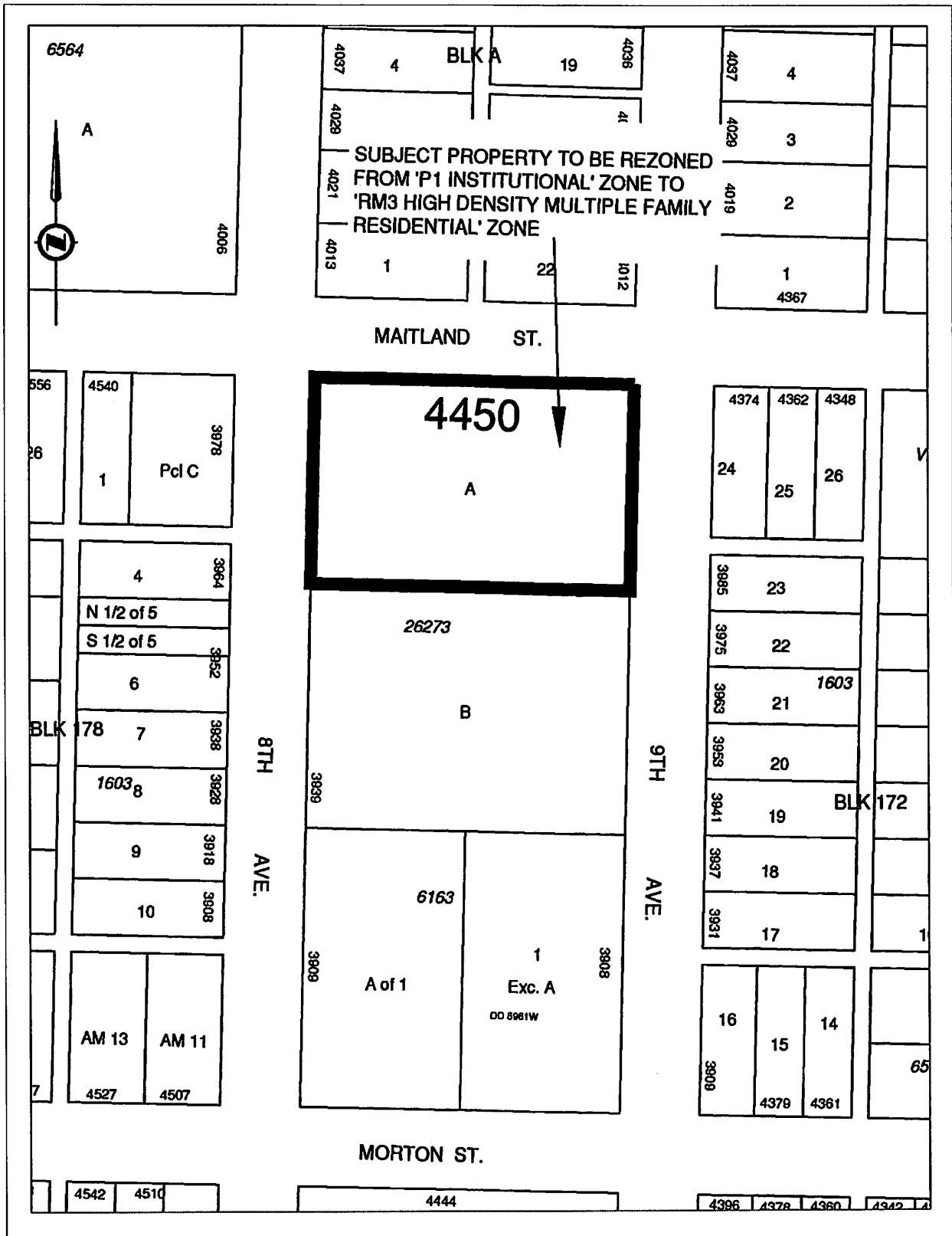
READ A THIRD TIME THIS _____ DAY OF _____, 2020.

FINALLY ADOPTED THIS _____ DAY OF _____, 2020.

Mayor

Clerk

Schedule "A" to Bylaw No. 5001



4450_MaitlandSt-LowEnergyHousing-ZonMapAmendBylaw



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission
FROM: Katelyn McDougall, Manager of Planning
DATE: November 12, 2019

**SUBJECT: DEVELOPMENT APPLICATION - Proposed Official Community Plan
Bylaw and Zoning Bylaw Amendments
4450 Maitland Street
Lot A, District Lot 1, Alberni District, Plan VIP26237 (PID:003-551-814)**

ISSUE

The purpose of this report is to consider an application for amendments to the Official Community Plan (OCP) bylaw and the Zoning bylaw for 4450 Maitland Street. The properties will also need to be included in Development Permit Area No. 1 – Multiple Family, in accordance with the OCP's policy for Multi-Family Residential.

BACKGROUND

The applicant (Alberni Low Energy Housing Society) has requested a change to the OCP and Zoning Bylaw designations for the subject property. The purpose of changing the land use designation is to facilitate a new affordable housing development that would provide a total of 47 units for individuals, families and seniors.

The project is titled the "Maitland Family Housing Project" and would be a high quality and energy efficient building. The property is owned by the Catholic Diocese and sits adjacent to a site recently developed on 8th Avenue by the Port Alberni Shelter Society in conjunction with BC Housing. In November 2018, the provincial government announced \$4.7 million dollars in funding to the project.

DISCUSSION

Official Community Plan and Zoning Bylaw Designations

- a) The property is designated as 'Residential'. A map amendment to the Schedule A Land Use Map, is requested to change the designation from 'Residential' use to '**Multi-Family Residential**' use.
- b) The property is not included in a Development Permit Area (DPA) on the Schedule B – Development Permit Areas Map. A map amendment to the Schedule B Development Permit Areas Map, is requested to include the property in **Development Permit Area No. 1 Multi-Family Residential**'.

- c) The property is currently zoned 'P1 Institutional'. A map amendment to the Zoning Bylaw Schedule A - Zoning Map is requested to rezone the property from 'P1 Institutional' to '**RM3 High Density Multiple Family Residential**'.

Official Community Plan Policy:

The proposed development meets the City's Official Community Plan (OCP) policy criteria, section 4.3 Multi-Family Residential (MFR), for considering new multi-family development, which states that development should:

1. *Be located within walking distance (approx. 800 m) of commercial, recreational, public/institutional nodes, or community scale parks;*
2. *Be located on or in proximity to major collectors or arterial roads in order to reduce traffic impacts on local roads; and that*
3. *Provide an adequate transition between lower density housing and compatibility with adjacent land uses must be provided.*

The proposed development also meets the OCP's policy criteria under section 4.1 General Provisions for residential housing, which states:

1. *With the projected increase in the senior's population, the provision of appropriate housing choice and range of care options shall be supported.*
2. *The provision of a wide-range of housing choice for the benefit of all demographic and socio-economic segments is encouraged.*
3. *The City supports efforts to provide integrated special needs, affordable, and rental housing within the community.*
4. *The City will encourage greater residential density in locations near commercial nodes and near transit routes.*
5. *The City will support increased residential density along Johnston Road on lands designated Residential (RES) on Schedule "A" (Land Use Map), in support of nearby commercial land use.*

Under the OCP Plan Policies, the section 4.0 Residential policy states that

"The Plan does not support concentration of specialty housing such as specialty senior's housing in a single location. Rather, it promotes integration of such housing throughout the community in order to provide greater housing diversity."

The purpose of this statement is to ensure that "specialty housing" (such as affordable housing, supportive housing, group homes, and senior's housing) aren't concentrated in one single location of the city – and only that location of the city. The City does not have a policy in place that directs certain types of specialty housing to one part of the city. In fact, the distribution of specialty housing appears to be well distributed from one end of the city to the other. The above policy statement should not be used to prohibit the clustering of similar types of housing, even though several other specialty housing developments are located (or are planned to be located) nearby

the proposed development. Overall, the spirit of the OCP encourages a wider choice of housing options to increase access to housing and enhance the liveability of the community.

Development Permit Area No.1 – Multiple Family

OCP Section 4.3 – Multi-Family Residential (MFR) states that:

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

As part of the bylaw amendment process the properties will need to be included in Development Permit Area No. 1 – Multiple Family Residential. A Development Permit (DP) will need to be acquired before a Building Permit can be issued. As a result the building design (such as massing, siting, and form), landscaping, and other factors will be considered during the DP process to ensure that the development appears to be cohesive and compatible with the existing neighbourhood.

The conceptual plans included with this report have been submitted by the applicant however they are subject to change and details of the development will be determined through the DP process. For example, the staff anticipates that the “box-like” appearance of the building will need to be refined, as the Development Permit guidelines discourage that style of building design.

Zoning Bylaw:

The development regulations for the current *P1 – Institutional Zone* and the proposed *RM3 – High Density Multiple Family Residential Zone* are provided in detail below:

Development Regulation	P1 Zone	RM3 Zone
# of Storeys (Principal Building)	3	4
Max Height (Principal Building)	12.5 m (41 ft)	14 m (45.9 ft)
Max Coverage	40%	50%
Max Floor Area Ratio	N/A	1.2

The proposed development should conform to the regulations specified in the RM3 zone, which will be confirmed by staff during the DP process. Minor variances may be considered as part of the DP process.

Surrounding Area

The subject property is located adjacent to the newly constructed Port Alberni Shelter. The surrounding area is a central, residential area of the city that is in close proximity to shopping facilities, the Echo Community Centre, the R.C.M.P. detachment, medical offices and BC Government offices. There is a mix of single family and multi-family residential housing nearby. Two nearby public transportation routes can be easily accessed along Maitland Street.

North: Port Alberni Christian School, BC Government offices, and single family residential buildings are located to the immediate north. There is also a mix of multi-family residential, senior’s facilities, and medical offices a block further north.

South: The Port Alberni Shelter is located immediately to the south. A block further south are the R.C.M.P. detachment and the Abbeyfield senior’s residential facility.

East: Land use is primarily single family residential with some multi-family residential. Russell Fields softball diamonds and soccer pitch, as well as Echo Centre recreational facilities, are located slightly further to the east of the subject property.

West: Land use is primarily single family residential with some multi-family residential.

Infrastructure

There is a water main located along Maitland Street. The sanitary sewer main is located along Maitland Street and is a combined storm and sewer line. As a condition of development, the Manager of Planning recommends that prior to the scheduling of a Public Hearing the applicant be required to submit a technical memo from a qualified Engineer, identifying the capacity for the combined stormwater and sewer mains to service the proposed development and providing recommendations for the consideration and approval of the Director of Engineering and Public Works.

Referrals

Agency	Comment
Parks Op.	No objections.
Parks Rec.	Interests unaffected.
Engineering	No comment.
Building	No objections.
Fire	No comment.
RCMP	No comment.
Fortis	No conflict with gas.
Hydro	BC Hydro has both single phase and three phase power available to this site. Without knowing the power requirements there may need to be BC Hydro infrastructure upgrades. Approval recommended.
Shaw	No comment.
Telus	No comment.
Canada Post	No comment.
HFN	No comment.
TFN	No comment.
Div. Transport	No comment.
SD 70	No comment.

Agency	Comment
VIHA	<p>Highlights</p> <ul style="list-style-type: none"> • The applicant notes a higher proportion of low-income households in the local region and the lack of affordable housing. Health evidence shows that access to affordable and good quality housing is strongly related to improved general and mental health, social well-being and quality of life. In addition, the reduction of crime, unintentional injury and mortality is observed when there is access to affordable housing. • The proposed development for denser and mixed housing provides the opportunity for social engagement on a regular basis. Furthermore, densification can increase proximity to work, schools and recreational opportunities; therefore increasing walking, cycling and physical activity. • The incorporation of green spaces and natural elements in our living environment helps reduce stress, chronic disease, depression, air pollutants, and urban heat island effects. Well-designed green spaces can provide social cohesion for community members of various ages, physical abilities and cultural groups. • In addition to the benefits of increased fruit and vegetable consumption by having a community garden, community gardens improve social well-being by connecting people and by building a sense of community. <p>Recommendations</p> <ul style="list-style-type: none"> • Pedestrian walkways should be designed and installed for people of all mobility abilities. Differentiation in materials from driveway/parking lot to delineate it as pedestrian use will improve safety and comfort.¹ • Landscaping (garden areas, benches, lighting) that provides welcoming gathering places increases access to natural environments. Exposure to natural environments is strongly linked with improved concentration and cognitive functioning, and reduced levels of chronic disease.¹ • The adoption of idle free policies, as well as placement of tree screening for parking lots can help reduce noise and lessen air quality impacts of a denser development. A decrease in vehicle emissions will decrease exposure to air pollutants and reduce risk of respiratory and cardiovascular disease. Muffling levels of noise can help reduce stress, sleep disturbance, fatigue and other health problems.¹ • Providing safe and easily accessible bike storage will encourage more physical exercise and active transportation. Some outcomes of active transportation include reduced cardiovascular mortality and healthcare costs, and increased general health and quality of life.¹ <p>¹BC Centre for Disease Control. <i>Healthy Built Environment Linkages Toolkit: making the links between design, planning and health</i>, Version 2.0. Vancouver, B.C. Provincial Health Services Authority, 2018 http://www.bccdc.ca/pop-public-health/Documents/HBE_linkages_toolkit_2018.pdf</p>

In consideration of comments provided by VIHA the APC and Council may feel it appropriate to recommend that, prior to the scheduling of a Public Hearing, the applicant be required to apply for a Development Permit that meets the DP guidelines for Multi-Family Residential and is acceptable to the Manager of Planning, and addresses the following:

- Frontage improvements (including curb, gutter, sidewalk, and street trees) on Maitland St, 8th Ave and 9th Ave, as approved by the Director of Engineering and Public Works
- Trees and landscaping for screening on-site parking areas
- Safe, secure, and easily accessible bike storage for building tenants and building visitors

Conclusions

In considering the proposed amendments, the APC and City Council should consider how the proposed amendments may impact long term visions and goals expressed by the community in the OCP. Likewise, when considering the zoning amendment, the APC and City Council should consider whether the proposed amendment is appropriate for the site and how a change may impact the immediate neighbourhood.

The proposed land use meets the strategic objectives of the OCP. The proposed development would provide affordable housing and increased density in a central area of the city that is within close proximity to recreational facilities, commercial services and public transportation. The Development Permit process will ensure that the style of development is compatible with the neighbourhood form and character.

The Planning Department supports amending the Official Community Plan bylaw and the Zoning bylaw in conjunction with the adoption of the recommended conditions.

RECOMMENDATIONS

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with the following bylaw amendments, with respect to the property legally described as Lot A, District Lot 1, Alberni District, Plan VIP26237 (PID:003-551-814) and located at 4450 Maitland Street:*
 - a) *Amend the Official Community Plan (Schedule A – Land Use Map) to change the designation of the property from 'Residential' to '**Multiple Family Residential**' use; and*
 - b) *Amend the Official Community Plan (Schedule B – Development Permit Areas Map) to include the property in '**Development Permit Area No. 1 Multi-Family Residential**'; and*
 - c) *Amend the Zoning Bylaw (Schedule A – Zoning Map) to rezone the property from 'P1 Institutional' zone to '**RM3 High Density Multiple Family Residential**' zone.*
2. *That the Advisory Planning Commission recommends to City Council that as part of the development process, and prior to the scheduling of a Public Hearing, the applicant be required to provide the following:*
 - a. *A technical memo from a qualified Engineer, identifying the capacity for the combined stormwater and sewer mains to service the proposed development and providing recommendations, for the consideration and approval of the Director of Engineering and Public Works, with respect to separation of the mains.*

- b. *That the Advisory Planning Commission recommends to City Council that as part of the development process, and prior to the scheduling of a Public Hearing, the applicant be required to apply for a Development Permit that meets the guidelines for Development Permit Area No. 1 - Multi-Family Residential, is acceptable to the Manager of Planning, and is not limited to but specifically addresses the following aspects of the proposed development:*
- *Frontage improvements (including curb, gutter, sidewalk, and street trees) on Maitland St, 8th Ave and 9th Ave, acceptable to the Director of Engineering and Public Works.*
 - *Landscaping that includes, but is not limited to, trees and landscaping for screening of on-site parking areas.*
 - *Safe, secure, and easily accessible bike storage for building tenants and building visitors.*

Respectfully submitted,



Katelyn McDougall, M.Urb
Manager of Planning

SUBJECT PROPERTY – 4450 MAITLAND STREET:



PROPOSED ZONE:

RM3 – HIGH DENSITY MULTIPLE FAMILY RESIDENTIAL

5.16 The purpose of this *zone* is to provide for higher density multiple *family* residential development.

5.16. Permitted uses

1

Principal Uses

Accessory Uses

Boarding and lodging

Home occupation

Community care facility

Multiple family dwellings

Single family dwelling

Two family dwelling

5.16. Site Development Regulations

2

Minimum Lot Area

Multiple family dwelling

1,120 m² (12,056 ft²)

Minimum Frontage

Multiple family dwelling

30 m 98.4 ft

Maximum Coverage

50%

Minimum Setbacks:

Front yard

6 m (19.7 ft)

Rear yard

9 m (29.5 ft)

Side yard

5 m (16.4 ft)

Maximum Floor Area Ratio

1.2

Maximum Height, Principal Building

14 m (45.9 ft)

Maximum Number of Principal Building Storeys

4

5.16. Conditions of Use

3

- (a) Notwithstanding the provisions of 5.16.2, *useable open space* shall be provided on the *lot* at the rate of not less than 45 m² (484.4 ft²) for each *dwelling* unit containing 3 or more bedrooms, and not less than 18 m² (193.3 ft²) for each *dwelling* unit of smaller size.
- (b) Groups of single and two *family* or multiple *family* dwellings are permitted, as an exception to Section 6.1 of this bylaw.
- (c) *Density bonusing* may be utilized as follows:
 - (i) Where greater than seventy-five (75%) of the required off-*street* parking is provided *underground* or enclosed underneath the principal *building*, the maximum *floor area ratio* may be increased by 0.1; and
 - (ii) Where elevators are provided and a minimum of ten percent (10%) of the *dwelling* units are designed as *accessible*, the maximum permitted *floor area ratio* may be increased by a maximum of 0.1; and

- (iii) Where a minimum of ten percent (10%) of the *dwelling* units are designated as affordable, as specified in a *Housing Agreement* and where the owners enter into a *Housing Agreement* with the City, and where this Agreement is filed with the Land Title Office, the permitted maximum *floor area ratio* of the principal *building* may be increased by a maximum of 0.1.
- (e) In multi-family residential zones, *home occupation* as a permitted use is restricted to *office* space for a business which is lawfully carried on at another location.
- (f) Site development for single *family* and two *family* dwellings must be in accordance with R2 zone regulations provided in Sections 5.12.2 and 5.12.3.

5.16. Site Specific Uses

4

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

(Bylaw 4914)

<u>Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
<u>Accessory Uses:</u> <i>Hostel</i> <i>Restaurant</i> <i>Pub</i> <i>Assembly</i>	<i>4815 Argyle Street</i>	<i>Lot 7, Block 41, District Lot 1, Alberni District, Plan 197B (PID: 009-251-162) and Parcel A, Block 41, Plan VIP197B, Alberni Land District (Being a consolidation of Lots 8 & 9, See FB348042)</i>

PROPOSED CONCEPTUAL PLANS:



NORTH WEST ELEVATION



SOUTH WEST ELEVATION

PLOT STAMP: 3078-431-C7-08-2019 - P:\3\2\0433 - ALEYS - Mainframe 9\2\0433\0433_CONE.dwg - A0.02

dys architecture
225-4778-8649 FAX: 225-4778-8657
81624-8207-9113 www.dysarchitecture.com

CLIENT

NO. | DATE | ISSUE

NO. | DATE | REVISION

PROJECT

ALEYS

ARCHITECT
FOR CLIENT'S USE

3-D ELEVATIONS

PROJECT: A2-0418
DRAWING: 03
DATE: 07/13/2019

A0.02



NORTH EAST ELEVATION



SOUTH EAST ELEVATION

PLOT STAMP: 3078-431-C7-08-2019 - P:\3\2\0433 - ALEYS - Mainframe 9\2\0433\0433_CONE.dwg - A0.03

dys architecture
225-4778-8649 FAX: 225-4778-8657
81624-8207-9113 www.dysarchitecture.com

CLIENT

NO. | DATE | ISSUE

NO. | DATE | REVISION

PROJECT

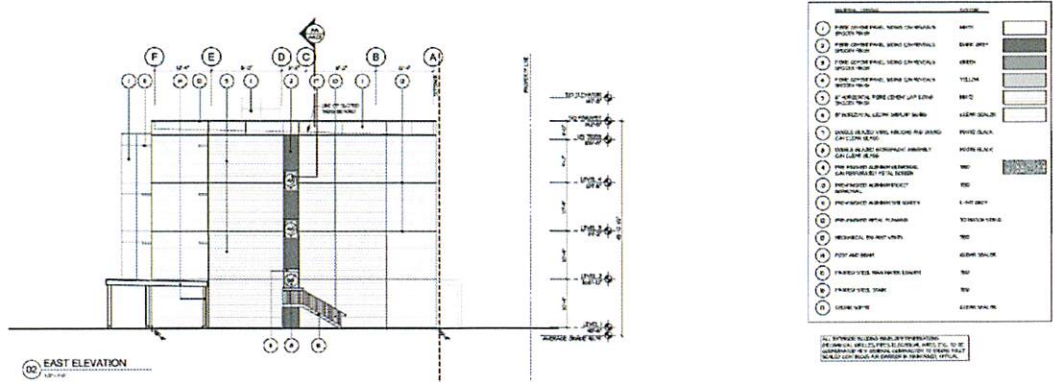
ALEYS

ARCHITECT
FOR CLIENT'S USE

3-D ELEVATIONS

PROJECT: A2-0418
DRAWING: 03
DATE: 07/13/2019

A0.03



dys architecture
 4535 N. 40th St. | Portland, OR 97217
 503.588.7772 | www.dysarchitecture.com

PROJECT: ALEHS
 4535 N. 40th St. | Portland, OR
ELEVATIONS SOUTH - EAST

PROJECT NO: 1601
 SHEET NO: 030303-01
 SCALE: 1/8" = 1'-0"
 DATE: 10/18/2019

A3.01

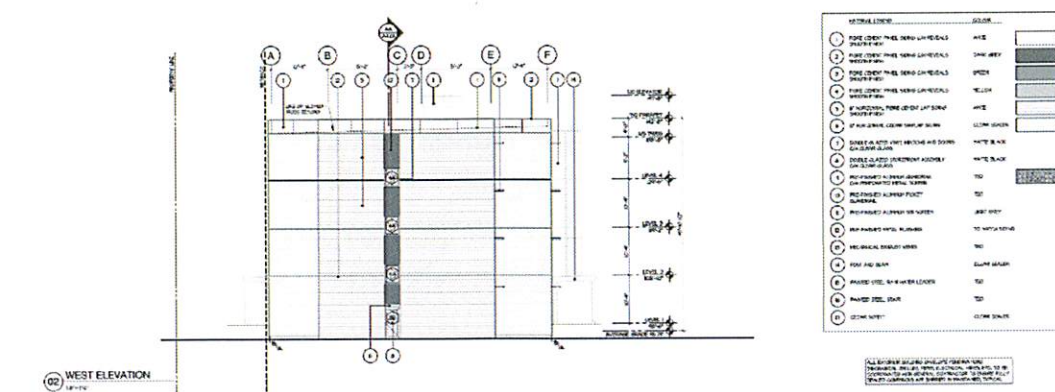


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 4535 N. 40th St. | Portland, OR 97217
 503.588.7772 | www.dysarchitecture.com

PROJECT: ALEHS
 4535 N. 40th St. | Portland, OR
ELEVATIONS NORTH - WEST

PROJECT NO: 1601
 SHEET NO: 030303-02
 SCALE: 1/8" = 1'-0"
 DATE: 10/18/2019

A3.02



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 503.588.7772 | www.dysarchitecture.com

PROJECT: ALEHS
 4535 N. 40th St. | Portland, OR
ELEVATIONS SOUTH - WEST

PROJECT NO: 1601
 SHEET NO: 030303-03
 SCALE: 1/8" = 1'-0"
 DATE: 10/18/2019

A3.03

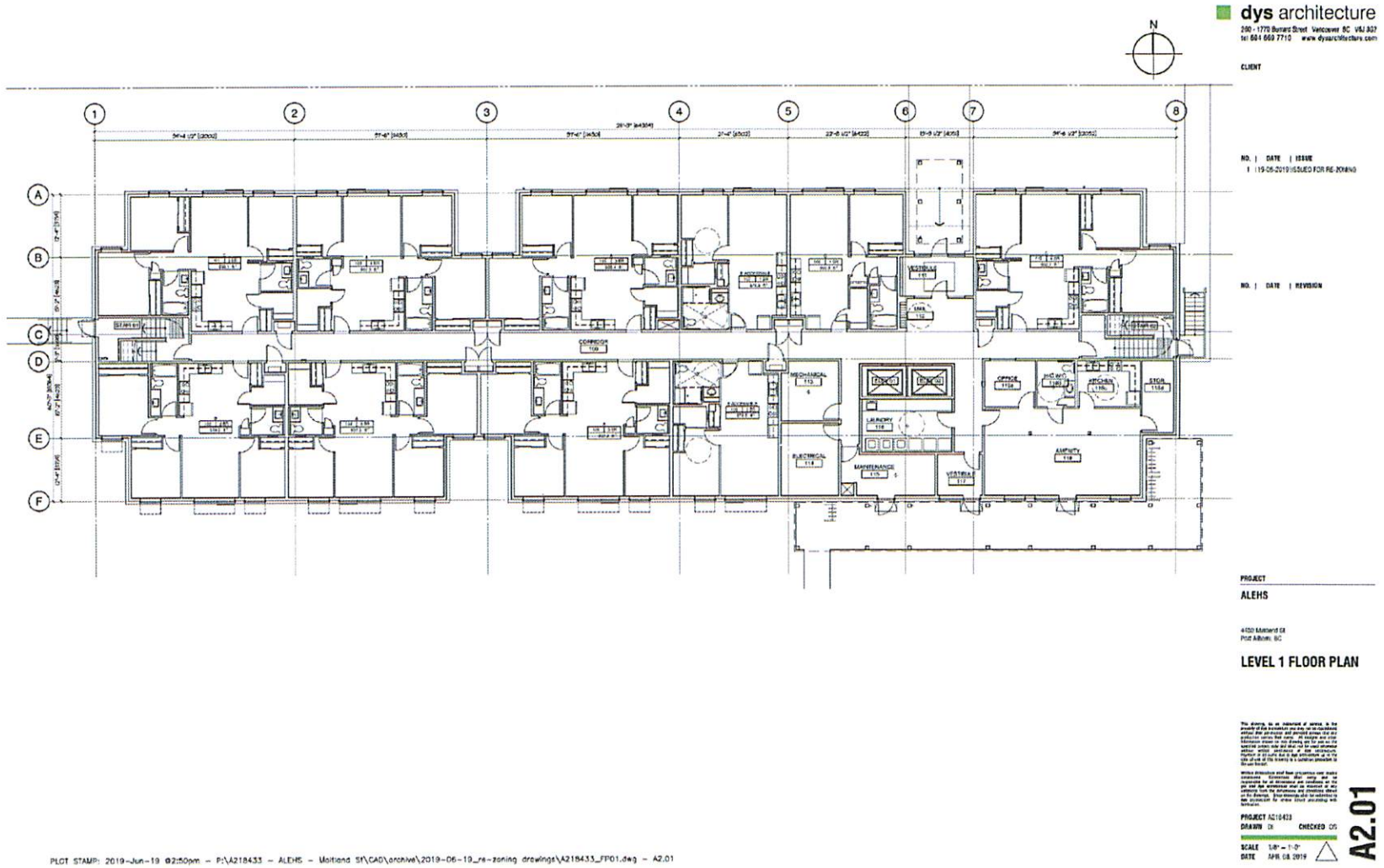


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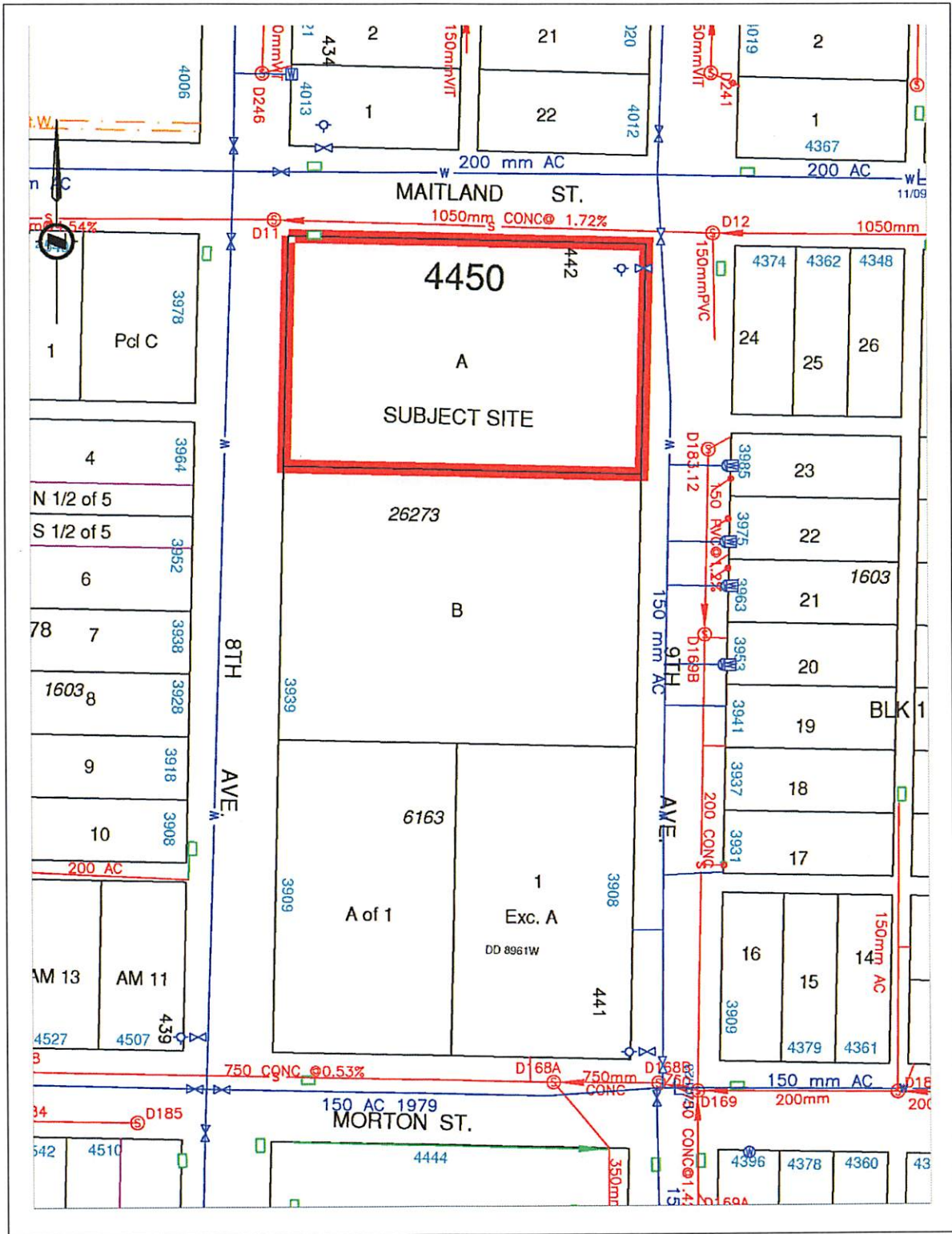
PROJECT: ALEHS
 4535 N. 40th St. | Portland, OR
ELEVATIONS NORTH - EAST

PROJECT NO: 1601
 SHEET NO: 030303-04
 SCALE: 1/8" = 1'-0"
 DATE: 10/18/2019

A3.04



CITY SERVICES:



APPLICANT SUBMISSION:**Alberni Low Energy Housing Proposal for Families and Seniors**

A recent report from Statistics Canada based on the 2016 census shows the City of Port Alberni as having the highest proportion of low income people in B.C. As shown in the analysis of the percentage of persons in low income by age group, the highest proportion of low income persons are children and youth, with 40% of children between birth and four years of age in the low income range. The Alberni Local Health Area 2015 Profile reported a higher percentage of lone parent families and seniors living alone in the Alberni region, compared to Island Health and B.C. In the 2016 census, persons living in lone parent families in Port Alberni had a higher rate of low income at 47%.

In Port Alberni, changing market conditions have led to a reduction in rental housing stock. Rising real estate values have pushed up property costs. As a result rental housing is becoming out of reach for more people, particularly larger households. With Port Alberni's stubbornly high child poverty rate and increasing scarcity of affordable family housing, there is an urgent need to address this housing deficit. The Low Energy Housing Society, incorporated in 2010, has formed a partnership with the Roman Catholic Diocese to pursue a shared goal of providing safe, affordable and moderate income housing for qualified families and seniors.

A safe, welcoming, and affordable place to call home is vital to one's health and well being. A priority of the proposed housing initiative is the creation of a village-like atmosphere that fosters a sense of community through the inclusion of a mix of people of varying ages and socioeconomic backgrounds. By creating homes for families with a range of incomes together with units suitable for seniors, benefits related to the social determinants of health can be achieved, enhancing quality of life for children and seniors alike.

Quality of life of residents is a key focus of this initiative and is reflected both in design elements and the selected location of the proposed housing project. The interior design features communal spaces, fostering a sense of community. The exterior space includes gardens and trees to provide shade and enhance social areas, a playground, community gardens, and parking stalls. The exterior design promotes healthy lifestyle, as does the location of the site. The Maitland property is within walking distance of education facilities ranging from preschool to post-secondary. Public transit, sports and recreation facilities, a public library, and grocery stores are within close proximity as are medical facilities and police services.

The goal of the Alberni Low Energy Housing Society to provide affordable family housing that is highly energy efficient reflects the aims of both the provincial and federal governments. The benefits of achieving a high standard in energy efficient building construction, ranging from significantly lower operating costs and reduction in greenhouse gas emissions, to comfortable and healthy indoor spaces ensure high quality family housing for the long term.



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on November 21, 2019
in the Committee Room at City Hall, at 12:00 p.m.)**

Advisory Planning Commission Present

Ken McRae (Chair)
John Douglas (Vice-Chair)
Jeannette Nichols
Amy Anaka
Jim Tatoosh, Hupačasath F.N.
Larry Ransom (Alternate S.D.70)
Sandy McRuer
Rick Newberry, P.A.F.D. Liaison
Councillor Deb Haggard, Council Liaison

Guests

Applicants: Mike Ruttan,
Walter Hoogland and David Simpson
Applicants: David and Lucy Galloway
Members of the Public:0

Staff

Tim Pley, CAO
Cara Foden, Planning Technician

Regrets

Sgt. Clive Seabrook, R.C.M.P. Liaison
Rob Gaudreault, Parks Liaison
Cynthia Dick, Tseshahat (č išaa?ath) F.N.
Chris Washington, S.D.70 Liaison
Don Ferster
Katelyn McDougall, Manager of Planning

Alternates (not in attendance)

Councillor Helen Poon (Alternate–Council)
Peter Dione (Alternate–R.C.M.P.)
Darren Mead-Miller (Alternate – Tseshahat F.N.)



1. MINUTES - Adoption of October 31, 2019 Minutes

- The Chair acknowledged that this meeting is taking place within the un-ceded traditional territories of the Hupačasath and the Tseshahat (č išaa?ath) First Nations. The applicants present were welcomed by the Chair.
- **Amendments to the October 31, 2019 Minutes:**
 - Respecting Agenda item No. 4 REPORT - Cannabis Cultivation and Zoning project, there were several omissions noted.

Motions:

1. *That the City of Port Alberni Advisory Planning Commission adopt the minutes of the October 31, 2019 regular meeting together with the following amendments:*
 - a) *Add the following comments under the discussion with respect to Agenda item No. 4 REPORT – Cannabis Cultivation and Zoning:*
 - *“The APC applauded the work of the consulting team from Vancouver Island University.”*
 - *“Only a small portion of the City’s total population provided input during the public engagement process.”*
 - *“The report does not include a comparison of regulations with other similar sized municipalities and has relied heavily on Regional Districts regulations for comparisons.”*
 - *“The public engagement process did not appear to include specific consultation with industry experts and stakeholders.”*

- *“Pat Deakin, Manager of Economic Development, concurred with the APC suggestion to consult with industry experts and stakeholders.”.*

b) *Rob Gaudreault was present at the October meeting. Remove his name under ‘Regrets’.*

(Anaka / Nichols) CARRIED

2. DEVELOPMENT APPLICATION – Official Community Plan and Zoning Bylaw amendments 4450 Maitland Street

Lot A, District Lot 1, Alberni District, Plan VIP26237 (PID:003-551-814)

Applicant: Mike Ruttan dba Alberni Low Energy Housing

- The Chair invited the applicant to speak about the proposed development.
 - The applicant, Mr. Ruttan, introduced project Consultant (W. Hoogland) and Architect (D. Simpson) and gave a broad overview of the proposal and project funding. The society has been able to negotiate a long term lease with the landowner (Roman Catholic Diocese of Victoria). All units will be income tested by M.C.F.D.(~\$900 / month). They will be independent livings units and will not be considered as supportive housing. Pets will not likely be permitted. A resident caretaker will likely be responsible for on-site facility management. 20% of the units are planned to be Accessible and family friendly.
 - A public Open House was held by the applicants to present the project to interested citizens.
 - Project Architect, D. Simpson, presented concept design boards for the project. The family friendly project is projected to include 31 x 3 bedroom units along with one and two bedroom units for a total of 46 units (previously 47 were planned). He discussed plans for combined patio/balcony spaces designed to maximize living space. Energy savings versus Form and Design were presented. The Form of the building as presented allows the project to reach a “Step 4” rating level versus a lower “Step 3” level required by BC Housing.
- The APC discussed the application as follows:
 - When asked about the large conifers along Maitland St. the applicants indicated they would need to be removed and replaced with street trees.
 - The APC expressed appreciation for the plan to include a fully fenced, family oriented, play area. When asked, the applicant indicated that there was no intention to connect the Port Alberni Shelter.
 - Bulk and Site regulations were reviewed. The proposed Floor Area Ratio is within that permitted in the RM3 zone.
 - The Planning Tech. advised the APC that the conceptual plan presented may change at the Development Permit stage.
 - APC members noted that the project ties in well with the Age Friendly Plan goal of encouraging intergenerational housing
 - Recommendations from VIHA were discussed and infrastructure needs for servicing the project were also discussed.
 - APC asked the applicant about constructing the building to current seismic standards.
 - The Applicant’s timeline is to have a 13 month construction period starting the summer of 2020.
 - APC thanked the applicants for their work and investment in the community.
- The CAO presented a summary of the report from the Manager of Planning.

Page 2 of 6

- The applicant indicated that the recommendations from the Manager of Planning are in line with the proposal and that they will work with a qualified Engineer to resolve any servicing considerations. The combined Storm and Sanitary main along Maitland may be required to be separated.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with the following bylaw amendments, with respect to the property legally described as Lot A, District Lot 1, Alberni District, Plan VIP26237 (PID:003-551-814) and located at 4450 Maitland Street:*
 - a) *Amend the Official Community Plan (Schedule A – Land Use Map) to change the designation of the property from 'Residential' to '**Multiple Family Residential**' use; and*
 - b) *Amend the Official Community Plan (Schedule B – Development Permit Areas Map) to include the property in '**Development Permit Area No. 1 Multi-Family Residential**'; and*
 - c) *Amend the Zoning Bylaw (Schedule A – Zoning Map) to rezone the property from 'P1 Institutional' zone to '**RM3 High Density Multiple Family Residential**' zone.*
2. *That the Advisory Planning Commission recommends to City Council that as part of the development process, and prior to the scheduling of a Public Hearing, the applicant be required to provide the following:*
 - a) *A technical memo from a qualified Engineer, identifying the capacity for the combined stormwater and sewer mains to service the proposed development and providing recommendations, for the consideration and approval of the Director of Engineering and Public Works, with respect to separation of the mains.*
 - b) *That the Advisory Planning Commission recommends to City Council that as part of the development process, and prior to the scheduling of a Public Hearing, the applicant be required to apply for a Development Permit that meets the guidelines for Development Permit Area No. 1 - Multi-Family Residential, is acceptable to the Manager of Planning, and is not limited to but specifically addresses the following aspects of the proposed development:*
 - *Frontage improvements (including curb, gutter, sidewalk, and street trees) on Maitland St, 8th Ave and 9th Ave, acceptable to the Director of Engineering and Public Works.*
 - *Landscaping that includes, but is not limited to, trees and landscaping for screening of on-site parking areas.*
 - *Safe, secure, and easily accessible bike storage for building tenants and building visitors.*

(Douglas / McRuer) CARRIED

3. DEVELOPMENT APPLICATION – Official Community Plan and Zoning Bylaw amendments

3351 3rd Avenue - Lot 16, Block 52, District Lot 1, Alberni District, Plan VIP197B (PID:004-680-634); and

3359 3rd Avenue - Lot 17, Block 52, District Lot 1, Alberni District, Plan VIP197B (PID:004-680-642); and

3369 3rd Avenue - Lot 18, Block 52, District Lot 1, Alberni District, Plan VIP197B (PID:009-259-953)

Applicant: David Galloway dba David Galloway Construction Ltd.

- The CAO presented a summary of a report, from the Manager of Planning to the APC, dated November 15, 2019.
- The Chair invited the applicant to speak about the proposed project. The applicant gave a brief summary of the proposed plans.
- The APC discussed the application as follows:
 - Access off 3rd Avenue was discussed and noted as a challenge that would need to be addressed prior to bylaw approval.
 - The site design will require retaining structures that will be required the approval of a qualified Engineer. The Engineering study should include the existing retaining wall between Kal-Tire property and the most northerly lot.
 - The rear alley is unconstructed and is not permitted to be used as legal access to the properties. It may be possible for the applicant to purchase a portion of the alley to improve the site design with respect to access.
 - Planning Technician advised the APC that, as per the planning report, they could consider recommending that the applicant be required to apply for a Development Permit (DP) as the buildings would be fronting on a main arterial road in an area targeted for revitalization and improvement. The APC was in favour of requiring a DP and the applicants indicated to the APC that they were willing to apply. A fee waiver may be possible as the properties are not included in a DP area.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with the following Zoning Bylaw text amendments:*

- a) Add the following text to Section 5.12.1 Permitted Uses in the R2 One and Two Family Residential zone:

"5.12.1 Site Specific Uses

Two Family (duplex) building on parcels with an area less than 500 m² and greater than 350 m²"

b) Add the following text as Section 5.12.4 in the R2 One and Two Family Residential zone:

“5.12.4 Site Specific Uses

(a) *Notwithstanding Section 5.12.3 (e), a two-family dwelling (duplex) is a permitted use on the following parcels having an area less than 500 m² and greater than 350 m²:*

(i) **3351 3rd Avenue** - Lot 16, Block 52, District Lot 1, Alberni District, Plan VIP197B (PID:004-680-634); and

(ii) **3359 3rd Avenue** - Lot 17, Block 52, District Lot 1, Alberni District, Plan VIP197B (PID:004-680-642); and

(iii) **3369 3rd Avenue** - Lot 18, Block 52, District Lot 1, Alberni District, Plan VIP197B (PID:009-259-953)”

2. *That the Advisory Planning Commission recommends to City Council that the applicant be required to complete the following, prior to the scheduling of a Public Hearing:*

a) *Provide servicing letters from BC Hydro and Telus confirming that each of the properties will be serviced.*

b) *Submit revised Site Layout and Design Plan incorporating any necessary retaining structures and including provisions for functional movement of garbage cans, onto and off of 3rd Ave. on collection days, in a manner that does not cause undue hardship for tenants.*

c) *Submit a Parking and Access Plan acceptable to the Director of Engineering and Public Works.*

3. *That the Advisory Planning Commission recommends to City Council that prior to final adoption of the bylaws the applicant be required to provide security for all necessary works identified in the required Parking and Access Plan.*

(Douglas / McRae) CARRIED

4. *That the Advisory Planning Commission recommends to City Council that the applicant be required to apply for a Development Permit prior to final adoption of the bylaws.*

(Anaka / McRuer) CARRIED

4. UPDATE:

The CAO gave a status update on current projects.

- Cannabis Cultivation/Processing recommendations received by Council– item is coming back for further discussion next Council meeting
- Departmental Budget Presentations – start in December
- 8th Ave Woodlands Village Rezoning – asking to remove lot consolidation requirement
- Development Permit Application being processed
- 6151 Russell Place – Development Permit being processed

5. OTHER BUSINESS

- It was discussed and decided that a quorum was possible and that the regularly scheduled meeting on December 19th, 2019 would be possible.
- Terry Smith will be removed from the mailing list.
- Members of the APC for 2020 will be appointed in December. The meeting schedule will be discussed in the new year to find out if the 3rd Thursday of the month is still appropriate.
- Meeting have been running past 1 pm and APC members would like the Agenda to reflect meeting times of 12:00 – 1:30 pm.

6. ADJOURNMENT – The meeting adjourned at 1:30 p.m. The next regular meeting is rescheduled for **Thursday, December 19, 2019.**

(Douglas / McRae) CARRIED



Davina Hartwell - City Clerk

Ken McRae – Chair



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JAN 29 2020

CITY OF PORT ALBERNI

Mayor and Council
City of Port Alberni
4850 Argyle St.
Port Alberni, BC
V9Y 1V8

- Council
 - Mayor
 - CAO
 - Finance
 - Clerk's
 - Agenda
 - Eng. & PW
 - Parks, Rec. & Heritage
 - Planning
 - Bylaw
 - Other _____
- File # 8100-01 *Ram - Feb. 10 '20*

January 27, 2020

Dear Mayor and Council,

On March 7-8, 2020 we will be holding the 30th Annual Spring Home Expo at the Glenwood Sports Centre. As always, the show will be free admission to the public.

In order to help promote the event, we request your permission to suspend a banner across 10th Avenue, near the Echo Centre. With your permission, the banner will go up on March 2 and taken down on March 9, 2020.

The banner is of the highest quality and we carry five million dollars in liability insurance. Once again, the City of Port Alberni is named as the co-insured while the banner is up. The current Certificate of Insurance is enclosed.

On behalf of the Port Alberni business community, thank you in advance for your assistance with this important community event.

Sincerely,

Joni Sommer
Office Manager
Evergreen Exhibitions Ltd.

ENTERED

H. 1

Box 574 Parksville, British Columbia V9P 2G6 Phone 250-248-4440 or 800-471-1112 Fax 250-248-0640

BC's Best Shows in:

REGULAR COUNCIL AGENDA FEBRUARY 10, 2020 61
VICTORIA ■ SAANICH ■ NANAIMO ■ DISTRIBUTIVE SERVICES ■ PORT ALBERNI ■ COURTENAY ■ CAMPBELL RIVER
LANGLEY ■ NORTH VANCOUVER ■ TRI-CITY



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JAN 27 2020

Your file Votre référence

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

CITY OF PORT ALBERNI

Our file Notre référence
RDIMS #16151846

Attention: Mayor Sharie Minions

- Checked boxes for Council, Mayor, CAO, Clerk's, Agenda, Eng. & PW, Parks, Rec. & Heritage, Planning, Finance, Bylaw, Other

January 23, 2020

Dear Mayor Minions;

File #

RCM - Feb. 10th '20
0400-40

As you are aware, Transport Canada is the lead agency for several important initiatives under the Government of Canada's Oceans Protection Plan...

Work in the WCVI area will build on POR planning work undertaken in the Haida Gwaii region (2015-2017) and the Queen Charlotte Strait (2019-2020).

We would like to invite the City of Port Alberni to collaborate in identifying potential POR. Your organization possess local knowledge that would be essential to consider in an incident that might require a POR.

Please find enclosed chart extracts indicating draft PORs in Barkley Sound. It is important to note that each of these POR sites will be subjected to detailed review during engagement with First Nations and local communities before being considered for inclusion in the Pacific Region POR Contingency Plan...

The Government of Canada intends to engage with communities and groups, including regional and local governments, First Nations and others in a manner that best reflects their interests. We are reaching out to you, to hear how we can best conduct this engagement.

Proposed Draft Engagement Approach

Transport Canada and our consultant, Nuka Research, are proposing to invite all interested parties to attend one or more workshops in the WCVI area in early 2020 to:

- 1. Review the Place of Refuge planning and decision-making framework
2. Gather input on potential locations where a ship could be safely anchored
3. Just as importantly, gather input on locations where a ship should not be directed
4. Gather input on area logistical resources and services
5. Gather input on area cultural and environmental areas of concern

ENTERED

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After the information gathering workshops, it is proposed that Transport Canada prepare and circulate a draft POR Contingency Plan for review and comment before finalizing the Plan.

We would be interested in your thoughts on this proposed engagement approach, and we are open to revising the approach if necessary to accommodate any concerns.

Next Steps

We ask that you indicate: 1) whether your organization intends to participate in the POR planning process, and 2) who will be the point of contact on behalf of your organization. Once we have identified all interested parties, we will begin discussion of engagement approach and scheduling meetings and workshops.

I look forward to hearing from you, and working with your community on this important initiative. If you have any questions or concerns, please feel free to reach out to Sinead Deery by e-mail (Sinead.deery@tc.gc.ca) or phone (604-340-9532). We hope to hear from you by February 28, 2020 in order to schedule our workshop in the spring.

Regards,

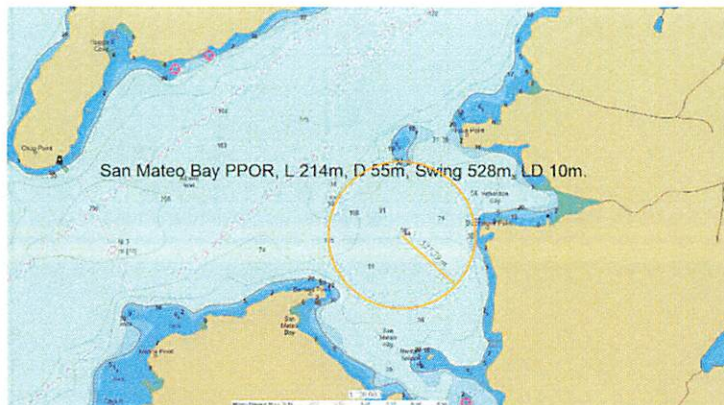
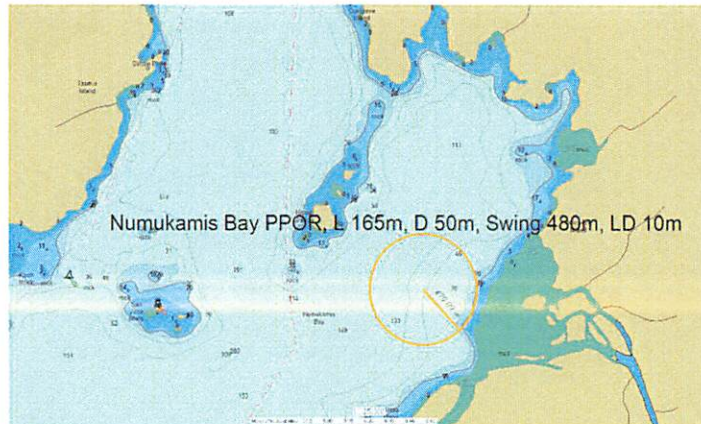
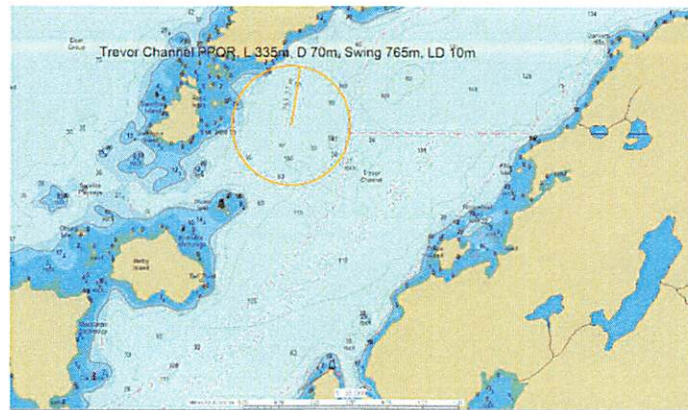
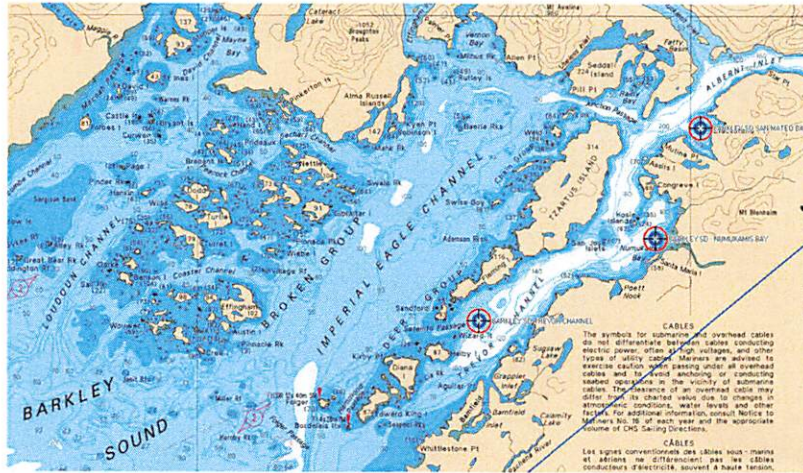


Captain David Kyle,
Places of Refuge Initiative Lead,
Oceans Protection Plan

cc: Cecilia Lei, Director of Engagement, Transport Canada

Enclosure (2)

Barkley Sound Potential Places of Refuge



Oceans Protection Plan

Places of Refuge Initiative

Background

A place of refuge is a site where a ship in need of assistance can take action to stabilize her condition to protect human life and the environment.

Place of refuge requests may be complex and urgent, requiring close coordination and communications between the vessel and Marine Safety authorities. Transport Canada is the lead agency for decisions related to ships requesting a place of refuge in Canadian waters.



Places of refuge are not designated in advance because the most suitable shelter can be determined only after the details of the incident are known.

To be best prepared for such incidents, the Government of Canada has created a [National Places of Refuge Contingency Plan](#) and is updating five regional plans.

Pre-identifying coastal locations

Through the Places of Refuge Initiative, Transport Canada is pre-identifying coastal locations for suitable places that ships can take shelter. The department is working with partners through this process so that Places of Refuge decision making can be efficient, evidence-based, and inclusive.

Decision makers will be able to use these pre-identified coastal locations in the event of an incident.

This proactive approach to planning will set in place the following considerations before an incident:

- ✓ Logistics, environmental sensitivities, human use and navigation
- ✓ Potential conflicts of use
- ✓ Local and traditional knowledge

Working with partners

The involvement of Indigenous peoples, coastal communities, government organizations and industry is helping to:

- ✓ Evaluate potential places of refuge using site-specific data to inform decisions
- ✓ Improve the contingency plan's environmental, socio-economic and cultural sensitivities content
- ✓ Improve communications and broaden coordination in decision making

The Places of Refuge Initiative is another action that the Government of Canada is taking to protect our coasts and waterways. The Government is investing \$1.5 billion in the Oceans Protection Plan, a national strategy to create a world-leading marine safety system that provides economic opportunities for Canadians today, while protecting our coastlines for future generations.

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FEB - 3 2020

Twyla Slonski

CITY OF PORT ALBERNI

- Council
 - Mayor
 - CAO
 - Finance
 - Clerk's
 - Agenda
 - Eng. & PW
 - Parks, Rec. & Heritage
 - Planning
 - Bylaw
 - Other
- File # REM - Feb. 10 '20
4020-01

From: AVALON KUJALA <AvalonSchroeder@hotmail.com>
Sent: February 2, 2020 10:25 AM
To: Sharie Minions
Subject: Request for counsel agenda

Hello Sharie. Thank you for your comment on Facebook. I have several concerns regarding city issues. Please hear me out.

#1

My home is on the corner of mar street & 2nd Avenue. Mar street is regularly used by semi trucks as a way to avoid all the stop signs on 3rd Avenue. They are quite loud & due to the age of my home it shakes when they go by. As a parent to a small child (hopefully more children one day) this is just not acceptable as they go by all hours of the day/night. We can hear them on 3rd Avenue but it's significantly quieter as opposed to right next to our home. The old 7-11 is constantly being worked on as well. Though I know this is unavoidable it gets loud too. I feel like if 3rd Avenue changes to single lane traffic it will divert all semi trucks to only use Mar street. I am aware the business do not want semi trucks to use 3rd Avenue but most businesses are only there 9am-5pm. I am here with my family 24/7. If they do not use mar they will use anderson, a different residential area. Not safe for children. I would like counsel to reconsider changing this to single lane traffic.

#2

Garbage collection for my area of town is 7am. This means that we have to wake up at 6:30, go out in our pjs, take time out of our already extremely busy mornings just to put our garbage out on the street. When I work at the sobering center some of my shifts are 12am-8am. How am I supposed to take garbage out on days I work those shifts? If I do not work the sobering center I am on call with the school district. Which means I barely have time to get ready, make a lunch and make it to work on time. It's hectic. I would like counsel to reconsider changing the time of garbage pick up for those that have the first pick up. As well as having opt in/out for paying for garbage collection.

#3 residential parking only

I run a business out of my home and hold a valid business license to do so. I would like my clients to be able to park in front of my home without worrying about being boxed in by my rude neighbours. I think everyone should be able to park in front of their homes and not have to worry about if someone has taken their spot. My grandfather is disabled, he has a disabled person's sign for his vehicle which allows him to park close to storefronts but not close to his own home? I used to live right across from save on foods on numerous occasions I had to park in the parking lot because someone was using the spot in front on my home. This is unacceptable. Recently my husband shoveled a significant amount of snow off our sidewalk (we're a corner lot) as well as spots for my clients to park but my neighbour parked there. When we asked her to move she yelled at us and swore at us and stated she didn't have to. Which unfortunately is true. Street parking is fair game. Even if it's in front of your own home. Now because we're the bad people for asking them to move she throws her garbage in our garden and empties her cigarette ashtray on our sidewalk.

I would like counsel to implement a bylaw stating homeowners have the right to park in front of their own homes without worrying of someone else being parked there. Perhaps a 20 minute limit on residential areas if you are not visiting the home you're parked in front of?

ENTERED

Twyla Slonski

From: Alicia Puusepp
Sent: February 3, 2020 8:51 AM
To: Davina Hartwell; Twyla Slonski
Subject: FW: Flag

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FEB - 3 2020

CITY OF PORT ALBERNI

- Council
- Mayor
- CAO
- Finance
- Clerk's
- Agenda
- Eng. & PW
- Parks, Rec. & Heritage
- Planning
- Bylaw
- Other Comm
- File # RCM - Feb. 10 '20
- File # 0330-01

For your consideration.

-----Original Message-----

From: Gary Lajeunesse <garylaj@icloud.com>
Sent: Saturday, February 1, 2020 12:28 PM
To: CityPa <citypa@portalberni.ca>
Subject: RE: Flag

Dear Mayor Council and Staff,

I would like to see the Colony of Vancouver Island Flag flown in PA at city hall and chamber of commerce and at the historical mill site.

In 1865 Queen Victoria authorized Crown Colonies to use the Blue Ensign with the badge of the colony emblazoned on the fly.

The badge of the Colony of Vancouver Island is based on the colony's great seal designed by Benjamin Wyon of the Royal Mint. The badge consists of the wand of Neptune, God of the Sea; Mercury's wand of Commerce; the pine cone represents Vancouver Island's prolific forests and the beaver for the Hudson's Bay Company.

The flag has never been retired and can be flown today to proudly mark our History, Identity and Legends.

Vancouver Island Flag Company.

It's a beautiful flag and we should be proud to display it if we are supporting the Heritage as this is where it all started, and it sets us apart from mainland BC.

Gary Lajeunesse
garylaj@icloud.com
Sent from iPhone

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JAN 31 2020

CITY OF PORT ALBERNI

- | | |
|---|---|
| <input checked="" type="checkbox"/> Council | <input checked="" type="checkbox"/> Eng. & PW |
| <input checked="" type="checkbox"/> Mayor | <input type="checkbox"/> Parks, Rec. & Heritage |
| <input checked="" type="checkbox"/> CAO | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Bylaw |
| <input checked="" type="checkbox"/> Clerk's | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Agenda | <i>RCM - Feb. 10th '20 - for info</i> |

File # 0400-20

January 31, 2020

The Honourable John Horgan, M.L.A.
Premier of British Columbia
PO Box 9422 Stn Prov Govt
Victoria, BC V8W 9V1

VIA Email: premier@gov.bc.ca

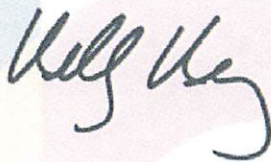
Dear Premier Horgan:

Re: Modernizing the Motor Vehicle Act

At its January 27, 2020 Regular Council meeting, the Council for the City of Langley received for information correspondence dated November 28, 2019 from the Mayor of the District of Saanich to you regarding the above-referenced. Council subsequently passed the following resolution:

THAT the Council for the City of Langley send correspondence to Premier Horgan, Saanich Council, the Honourable Claire Trevana, MLA, Minister of Transportation and Infrastructure, Mayors of British Columbia, and the President of the Union of British Columbia Municipalities echoing Council's disappointment that the Ministry of Transportation and Infrastructure will not be moving forward with UBCM Resolution 2019 - B7 pertaining to default blanket speed limits in residential areas.

Yours truly,
CITY OF LANGLEY



Kelly Kenney
Corporate Officer

Cc Saanich Council
The Honourable Claire Trevana, MLA, Minister of Transportation & Infrastructure
Mayors of British Columbia
President of the Union of British Columbia Municipalities

Twyla Slonski

From: Davina Hartwell
Sent: February 3, 2020 8:54 AM
To: 'Bill & Pam Stanton'
Cc: Twyla Slonski; Timothy Pley
Subject: RE: 3rd avenue

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FEB - 3 2020
CITY OF PORT ALBERNI

Thanks Bill - we will forward your correspondence to Council and place it on the February 10th regular meeting agenda.
Regards
Davina

-----Original Message-----

From: Bill & Pam Stanton [mailto:billandpamstanton@gmail.com]
Sent: Sunday, February 02, 2020 6:40 PM
To: Davina Hartwell
Subject: 3rd avenue

Council Eng. & PW
 Mayor Parks, Rec. & Heritage
 CAO Planning
 Finance Bylaw
 Clerk's Other _____
 Agenda Rem - Feb. 10 '20
File # 5320-20-3 Ave BP

Good day Davina

This letter is for the entire city council – to be presented at the next city council meeting and for inclusion in city council minutes. Thank you.

To - PA City Council
Re: Proposed 3rd Ave Beautification

I am completely opposed to this project and I am asking all city councillors to vote NO on this project.

The \$400K allocated to this project should be spent on infrastructure repairs and completions, or a host of other initiatives that will really make a difference to the town as a whole.

Townspersons are already burdened enough with taxes and fees. Many persons have expressed frustration to myself over these proposed ridiculous projects that have no direct benefit to the majority.

Be financially responsible. That is what my wife and I, and many others, voted for when this council was elected. I am expecting you to carry out your mandate appropriately. Quite frankly I will not vote for any city leadership who support this proposal or other frivolous spending.

Bill Stanton

Twyla Slonski

From: Davina Hartwell
Sent: February 3, 2020 8:53 AM
To: 'Ron Merk'
Cc: Twyla Slonski; Timothy Pley
Subject: RE: 3rd Ave Beautification Project

RECEIVED

FEB - 3 2020

CITY OF PORT ALBERNI

Thanks Ron – we will forward your correspondence to Council and place it on the February 10th regular meeting agenda.
Regards
Davina

Council Eng. & PW
 Mayor Parks, Rec. & H.
 CAO Planning
 Finance Bylaw
 Clerk's Other _____
 Agenda *RCM - Feb. 10 '20*
File # *5320-20-3 Ave BP*



Davina Hartwell
City Clerk

A City Hall, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
O 250.720.2810 **M** 250.731.6101 **W** portalberni.ca



From: Ron Merk [mailto:ron.merk@telus.net]
Sent: Sunday, February 02, 2020 1:07 PM
To: Davina Hartwell
Subject: 3rd Ave Beautification Project

Hi Davina – This email is for the city council of the whole – to be presented at the next city council mtg and for inclusion in city council minutes

To - Port Alberni City Council
Re: Proposed 3rd Ave Beautification Project

I am completely opposed to this project and I am asking all city councillors to vote NO on this project.

The \$400K allocated to this project should be spent on infrastructure upgrades, homes for homelessness, mental illness, safer supply or a host of other initiatives that will really make a difference for people.

Taxpayers are already up to the eyeballs with taxes and so many other fees. I have no patience for ridiculous projects that have no direct payback and an obvious negative NPV.

Spend our dollars on ageing infrastructure or people initiatives. Be financially responsible. That is what I voted for when this council was elected. I am expecting you to carry out your mandate appropriately. You are on a crucial precipitous. People will remember in 2022.

Ron Merk

REGULAR COUNCIL AGENDA - FEBRUARY 10, 2020

ENTERED

70
J.3



PORT ALBERNI PORT AUTHORITY
 2750 Harbour Road
 Port Alberni, BC V9Y 7X2
 Tel. (250) 723-5312 Fax. (250) 723-1114
 www.portalberniportauthority.ca

ADMINISTRATION PORTUAIRE DE PORT ALBERNI
 2750 Harbour Road
 Port Alberni, BC V9Y 7X2
 Tél. (250) 723-5312 Fax. (250) 723-1114
 www.portalberniportauthority.ca

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 JAN 31 2020
 CITY OF PORT ALBERNI

January 20, 2020

The following summary update of Port Alberni Port Authority activities is provided, with courtesy and respect:

1. Shipping Stats

- Council
 - Mayor
 - CAO
 - Finance
 - Clerk's
 - Agenda
 - File # _____
 - Eng. & PW
 - Parks, Rec. & Heritage
 - Planning
 - Bylaw
 - Other EDev
- RCM - Feb. 10 20 - info
0230-20-PAPA

DECEMBER SHIPS LOADED: 0	Last year = 2
2019 SHIPS LOADED: 28	Last year = 28
DECEMBER LUMBER LOADED: Ships 0 0 MT / 0 FBM	Last Year: 0 ships Last Year: 0 MT / 0 FBM No Change from 2018
2019 LUMBER LOADED Ships 0 0 MT / 0 FBM	Last Year: 0 Ships 0 / 0 FBM No Change from 2018
DECEMBER LOGS LOADED Ships 0 0 CM	Last year 2 Ships 67,601 CM 100% Decrease from last December
2019 LOGS LOADED Ships: 28 650,368.65 CM	Last Year: 28 Ships 619,748 CM 5% Increase from 2018

Unfortunately, no lumber shipments were seen since November 2017 and there remains none scheduled for the foreseeable future

However, we continue to be the home port for the ISCC Raw Spirit Vessel. We count the Frozen at Sea (FAS) fish offloads in our cargo numbers:

2019 November:

- 3 Calls
- 834 MT

2019 December:

- 2 Calls
- 635.8667 MT



Rising Tides and New Horizons

ENTERED
 71
 J.4



PORT ALBERNI PORT AUTHORITY
2750 Harbour Road
Port Alberni, BC V9Y 7X2
Tel. (250) 723-5312 Fax. (250) 723-1114
www.portalberniportauthority.ca

ADMINISTRATION PORTUAIRE DE PORT ALBERNI
2750 Harbour Road
Port Alberni, BC V9Y 7X2
Tél. (250) 723-5312 Fax. (250) 723-1114
www.portalberniportauthority.ca

2. PATH

- Began hosting a Korean government-sponsored project review manager in Port Alberni at the start of 2020
- Chinese Young Entrepreneurs Association (CYEA), based in Victoria continue to promote PATH to potential investors and project partners in China

3. Thunderbird Spirit Water Bottling Facility

- Uchucklesaht Tribe Government's new water bottling facility being constructed in our PA Terminals Shed 3 is expected to begin operations in March

4. Floating Dry Dock – Ship Building, Repair & Maintenance Facility

- A joint community project committee has been formed with representatives invited from local First Nations, the City, Regional District and the Port; first meeting scheduled for January 29th
- The goal of the committee is to represent all the interests of the community in advocating for government funding for this facility

5. WCMRC

- The company has rented temporary office space in Port Alberni (beside Blue Door Café in Harbour Quay) to support their upcoming hiring program and base construction project management. Expect to see construction and community information sessions started by end of March.

6. Fish Plant Revitalization Incentive / Regional Food Hub

- In addition to the \$750,000 in funding from the Province of BC announced in September for this project we were successful with our \$300,000 funding application from Island Coastal Economic Trust.
- Along with the Port's \$500,000 contribution, these other funds will support the required renovations and equipment purchases for the Food Hub
- Initial structural renovation work is beginning this month with the hope that all improvements will be ready for anchor tenants and food hub members to begin use of the facility in June

7. Cruise Ships

- Renewed membership in the Cruise Industry Association of BC (CIABC)
- No indication of next cruise calls to Port Alberni have been received
- We maintain our position that a formal Cruise & Tourism Attraction and Development "entity" must be established to concentrate on advancing this initiative; especially given the recent announcement that City of Victoria wants to cap their cruise business to current levels. Meanwhile, the industry continues to expand.

8. China Creek Campground & Marina

- Partnering with Kite Board School business operators for the construction and management of pilot project of 2 small (approximately 140 square feet) wooden cabins available for guest accommodations
- Continue improvements to our marketing program including expected upgrades to digital and in-person outreach

9. Community Representation & Promotion

- We are currently planning to host the annual Association of Canadian Port Authorities (ACPA) Conference in September, 2021. We look forward to partnering with local First Nations for this event.
- Port Day 2020 event scheduled for June 27th



RECEIVED
JAN 24 2020
CITY OF PORT ALBERNI

City of Vernon
3400 30th Street
Vernon, BC V1T 5E6
www.vernon.ca

P: 250.545.1361
F: 250.545.7876

Council
 Mayor
 CAO
 Finance
 Clerk's
 Agenda

Eng. & PW
 Parks, Rec. & Heritage
 Planning
 Bylaw
 Other *ACKD*

Copy for info - Feb. 10'20 Rem

Lori Harte # 0400-20
Deputy Minister, Emergency Management BC
PO BOX 9850 Stn Prov Govt
Victoria, BC V8W 9T5

January 24, 2020
File Ref: 7130-02

Attn: Citizen Engagement
PO Box 9484 Stn Prov Govt
Victoria, BC V8W 9W6

Thank you for the opportunity to provide feedback to the proposed modernization of emergency management legislation. The City understands the Province's desire to shift emergency management from response to mitigation and better preparedness, and also the ultimate cost effectiveness of such an approach. Minimizing risk is cost effective in the long run.

Local authorities will require significant resources, support and time to shift the approach. Moving forward, mandating greater consideration of current and future risk when considering development in hazardous areas does not pose a significant issue. Stronger legislation to enable local authorities to say "no" would be helpful in this regard, as there is a real cost to mitigating against potential risks.

Proposed legislated and regulatory requirements of local authorities include the need to identify and assess hazards, risks and vulnerabilities, establish associated mitigation plans, develop response and recovery plans, develop business continuity plans, and undertake training and exercises and a review cycle. While much of this work is being undertaken for priority risks in our communities, there are no dedicated staff for this and funding comes from very tight municipal budgets over time. Additional staff resources and funding are required in order to move this issue forward in a timely fashion.

Recovery to reduce future risk and enhance resilience is everybody's goal, but local authorities have faced significant challenges with this in practice. The Province's desire to see "building back faster and better" is admirable, but a lofty goal from the perspective of local authorities. With minimal staff complements and bare bones budgets, many communities have neither the capacity nor funding to "build back faster and better" on a schedule dictated by disasters. Significant provincial support is required to realize this objective, including revisiting funding restrictions to restoration only to pre-disaster conditions and the eighty percent ceiling for approved recovery costs.

Additionally, it is concerning to read that the Province is considering requiring post-disaster needs assessments and post-disaster recovery plans as a condition of receiving provincial recovery funds and the renewal of recovery powers. Considerable time is going to be required for local authorities to build this capacity in their organizations. Provincial funding and training to help create and enable this function is desirable. As is a transition time to the implementation of the new legislation. If it comes into effect in 2021 as has been indicated, will post-disaster needs assessments and recovery plans be required to access recovery funding if there is significant flooding in the spring?



ENTERED

Page 2

The proposed requirements to consult with local First Nations and expansion of the definition of "emergency" to include actions to protect community well-being and indigenous cultural sites requires additional information in order for us to fully understand the implications.

The vast majority of our community is already constructed and wasn't built recently. It will take a long time to adapt development designed for a different climate to address rapidly changing local conditions. Local authorities' capacity to affect adaptation of privately held developed lands is limited. Finger pointing at local authorities with blame for enabling the development challenges of our times isn't the answer. Nor is it necessarily correct, given the evolution of local development authority in BC.

A comprehensive and sustained provincial public awareness campaign would greatly assist the transition to an "all of society approach" to emergency management.

Yours truly,



Will Pearce, CAO

Cc: Mayor and Council
UBCM Members



ALBERNI VALLEY CHAPTER CANADIAN COUNCIL OF THE BLIND

c/o 3909 Whittlestone Ave
Port Alberni BC V9Y 8C8
250 724 1272
jeanbob@telus.net

RECEIVED

JAN 22 2020

CITY OF PORT ALBERNI

January 21, 2020

Tim Pley, CAO
City of Port Alberni
Port Alberni BC

Council Eng. & PW
 Mayor Parks, Rec. & Heritage
 CAO Planning
 Finance Bylaw
 Clerk's Other all staff
 Agenda _____
File # 0220-01

Dear Tim;

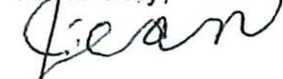
Attached is a poster of the Concert the Alberni Valley Chapter of The Canadian Council of the Blind is hosting on March 22, 2020.

The Greater Victoria Police Chorus has thrilled audiences singing everything from Rock 'n Roll to Spiritual. They have performed throughout British Columbia, various locations in Canada and USA, and have toured Europe. This will be their first performance in Port Alberni. The Chorus only perform for non-profit organizations and charities.

I invite you and employees of the City of Port Alberni to attend this concert. Perhaps you can place the attached poster in staff rooms.

Call me at 250 724 1272 and I will have tickets delivered to your office.

Yours truly,


Jean Kanngiesser, President
Alberni Valley Chapter
Canadian Council of The Blind

cc Mayor Sharie Minions

The Greater Victoria Police Chorus



IN CONCERT

Presented by
**Alberni Valley Chapter
Canadian Council of the Blind**

Sunday March 22, 2020

at 2 PM - Doors 1:30 PM

ADSS Auditorium - 4000 Roger Street - Port Alberni

Tickets \$15.00

**Rollin Art Center - 3061 Eighth Ave. Port Alberni
or phone 250-724-1272**

4 Feb 2020

To Mayor Sharie Minions:

RECEIVED

FEB 05 2020

CITY OF PORT ALBERNI

WOUNDED WARRIOR RUN – BC 2020

This year Branch 293 of the Royal Canadian Legion is proud to announce that the 7th Annual Wounded Warrior Run for PTSD will be coming to the Alberni Valley this year and we will be hosting an event on the 27th of February to welcome them!

The Wounded Warrior Run is done to promote and raise funds for the PTSD programs that they run for Military Veterans and Emergency Responders that risk their lives to protect us. Again, this year instead of just running from just Port Hardy to Victoria they are making the turn to towards the west coast and coming into Port Alberni! This year we also have the pleasure of welcoming Constable Maria Marciano, member of the Port Alberni Detachment, who is running in this year's run.

On Thursday 27th February we will be hosting the welcoming event that will include a fundraising spaghetti dinner, performances by the Westcoast Highland Pipe & Drum Band and presentations from the members of the Wounded Warriors Run.

If you, any of the city council or city staff were interested in attended this event you would be more than welcome to come and meet the runners, see their presentation about their PTSD programs and have some fellowship time with them and more of our local Veterans and Emergency Responders!

If you wish or your designate wish to speak or welcome the runners, please call me a 1-250-816-1199 and I can add that to the program. Timings right now are - doors open 4:30pm, runners arrive 5:00 pm, dinner starting at 5:30ish.

Cheers



Al Mooney
President
Br 293 Alberni Valley
Royal Canadian Legion

ENTERED

J.7
77

8 DAYS 8 RUNNERS 1 CAUSE

**FEB 23
MAR 1**



**PORT
HARDY TO
VICTORIA**

**RAISING FUNDS & AWARENESS FOR
WOUNDED WARRIORS CANADA**

Alberni Valley Royal Canadian Legion

Feb 27th - 5pm

Fundraiser Spaghetti Dinner \$10

Everyone welcome, including minors!

Entertainment by

West Coast Highlanders Pipe and Drum Band

To find out more and make donations go to:
www.woundedwarriorrunbc.ca



Wednesday, January 8, 2020
7:00pm → Hemlock Room
Minutes

Attending:

Bert Simpson
Bill Collette
Colin Schult
Dan Washington
Don Jones
Gareth Flostrand
Nancy Blair
Pam Craig
Penny Coté

Regrets:

Jolleen Dick
Willa Thorpe

Called to order: 7:00pm

1. Moved by Nancy Blair that the agenda of the January 8, 2020 meeting be approved as amended.
2. Moved by Nancy Blair that the minutes of the December 4, 2019 meeting be approved as circulated.
3. Old Business
 - a. Heritage Awards
 - i. To be reviewed at February 2020 meeting
 - b. Museum → Collecting Admissions
 - i. Next meeting: Jan. 13
 - c. Train Station RFP
 - i. RFP has not been issued – possibly soon in 2020. Heritage Commission still seeking input into the RFP. Gareth and Ken Watson will follow up.
 - ii. McLean Mill RFP only for Visitor Services. Heritage Commission seeking input for possible future McLean Mill RFP for care of McLean Mill Heritage Site and Buildings.
4. Correspondence – none
5. New Business
 - a. New member – Colin Schult
 - b. 2020 Meeting Schedule

ENTERED

J.8



Wednesday, January 8, 2020
7:00pm → Hemlock Room
Minutes

6. Reports

- a. Historical Society
 - i. Continuing work on recording 'Lists' – streamlining documentation.
 - ii. 2,290.5 Volunteer Hours in the Archives
 - iii. Presentation March 17th in Dogwood Room – WWII Japanese Internment facts
 - iv. Selection of donated books for minimal cost available in Archives – small fundraiser for archives

- b. Community at Large – no report

- c. City Council
 - i. Annual Organization Meeting of Council – Dec 2, 2019
 - ii. Committee of the Whole Dec 3,4,5 – Budget presentation, First Reading Jan 13 Regular Council Meeting. Questions from Council will be answered in writing Jan 20th.
 - iii. Mayor, Councillor Corbeil and members of Industrial Heritage Society met to discuss IHS budget for 2020.
 - iv. Gaylene Thorogood has started her new role as Manager of Public Safety, overseeing Bylaw services, Police Support Services and Community Policing.

- d. McLean Mill – no report

- e. School Board
 - i. Next Public Board Meeting Tuesday Jan 14, 5pm, at Board Office.
 - ii. Jan 9, 10, 11 – Totem Tournament at ADSS
 - iii. Board of Education will be visiting all School sites starting Jan 22. These visits will be to learn about School Plans and Programs directly from each School Admin and Staff.
 - iv. FNEESC (First Nations Education Steering Committee) regional Meeting Jan 9 in Nanaimo – Pam Craig to attend.
 - v. SD#70 Trustees has introduced Trustee Bursaries for 2020 – available for graduating students.
 - vi. BCPSEA AGM Jan 29 & 30 – Pam Craig will represent the Board at this meeting.
 - vii. Community Banner Painting Feb 6, 7, 8, 9 – at Glenwood Centre sponsored by Arrowsmith Rotary.

- f. Industrial Heritage Society
 - i. Group cleaned and decorated – opened Train Station for Harbour Light Up.
 - ii. Struggling to get #7 Steam Engine back on track
 - iii. Volunteers helped MMS to clean up visitor centre at McLean Mill.
 - iv. Crew worked at replacing ties on tracks from Roundhouse to station.
 - v. Presented operating Budget to City Council for Train operation.
 - vi. Working on Safety Plan for IHS Centre.



Wednesday, January 8, 2020

7:00pm → Hemlock Room

Minutes

- vii. New Directors Nominating Committee headed by Gordon Blake looking for nominees for the AGM Election in Feb.

- g. Regional District
 - i. ACRD in Budget discussion – budget adoption in March.
 - ii. Grant-In-aid applications available.
 - iii. Request to move Heritage Commission Meeting to Sproat Lake Hall, which is considered a Heritage building, for the Heritage Commission April meeting. Sproat Lake Hall has had extensive renovations.

- h. Museum
 - i. Next Film Fest begins Jan, 19, 2020 – Season passes available at Museum during operating hours.

- i. Maritime Heritage Society
 - i. Maritime Centre re-opens Feb 1st.
 - ii. New Facility co-ordinator, Emily Jones; Social ‘Meet & Greet’ Jan 23, 7pm at Hutchinson Gallery.

- j. Chamber of Commerce
 - i. Shop Local Program – real success in Dec. dubbed #PurchasedinPA & “Don’t buy From Strangers” – program resonated with the public. 20,000 plus entries – winner \$3000.00 worth of local gift cards; second winner \$1500.00; two winners \$500.00; one winner \$300.00 of gift cards. City partnered in the program. Program nominated for an Award.
 - ii. Rural Dividends Workshops start end of January – 4 workshops “Lunch /n Learn” aimed at Small Business Owners especially start-ups.
 - iii. Ambassador recruitment garnered 3 new folks through Facebook Campaign – more Ambassador volunteers needed.
 - iv. CNN’s Top 20 Tourist destinations for ‘Planet Earth’ includes Vancouver Island. Chamber believes local assets need highlighting and in full operation.
 - v. Chamber hired two new people to manage growth in activities at Chamber. One, a former Youth of the Year, Linh Tran – student at NIC.
 - vi. Feb 12, 4pm-6pm at the Casino Chamber Event ‘Crime, Courts, & Commerce’ Forum. Reps on panel from RCMP, Victim Services, Crown Council, Judge Wolf and Probation Services. Tickets through Chamber Website.
 - vii. Paper Chase 15K Run, Sun Mar 8, 2020., part of 15K Eight Run Island Series.
 - viii. Community Excellence Awards Fri April 24th – featuring 19 Awards. Event selling out - only 240 tickets available.
 - ix. Chamber’s help requested by former Coulson Employee to assist in securing the ‘Martin Mars’. Purchase price determined next step to determine interest in this project.



Wednesday, January 8, 2020

7:00pm → Hemlock Room

Minutes

- k. Community Arts Council
 - i. Rollin Art Centre closed for annual holidays and 2 week administrative catch-up. Re-opens Jan 14, 2020.
 - ii. Current exhibit – Jan 14 to Feb 8 – Photography, Courtenay Naesgaard. Landscapes and wildlife in vivid colour & John Douglas, black and white portraits. Meet & Greet Sat. Jan 18 – 1pm to 3pm.
 - iii. Spring Fundraiser – Celtic Chaos, “For the Highlander”, Sun March 29 2pm Capitol Theatre.
 - iv. Booksale in May – Accepting book donations Tues to Sat 11am – 4pm at Rollin Art Centre.
 - v. Call to Artists for applications to exhibit in the Gallery for 2021 calendar year. Forms available at Rollin Art Centre.

 - l. Tseshaht First Nation – no report

 - m. Hupacasath First Nation – no report
7. Next Meeting
- a. Wednesday, February 5 (7pm → Echo Centre – Hemlock Room)

Gareth Flostrand, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni

Ron Corbeil: Report to City Council February 10, 2020

On behalf of the Port Alberni City Council I attended:

1. January 24, 2020, along with the Mayor we toured an area of old growth above the Coombs Country Candy store. Ironically the first destination was impossible to get to because of gates on the private lands.
2. January 28, 2020 along with the Mayor and Councillor Haggard we met with the Economic Development Manager and CAO to discuss several issues. I discussed the rationale of proposing a select committee to review Bylaws, in particular Bylaws pertaining to vacant properties and a strategy to in-fill vacant properties.
3. January 29, 2020 along with Councillor Paulsen and Councillor Haggard representing the ACRD attended the Dry Dock Committee meeting. The committee is made up of the City, ACRD, First Nations and PAPA. There is great potential to see a project that could make a significant positive change for Port Alberni
4. January 29, 2020 along with the Mayor and several other Councillors attended the premiere of Huu-ay-aht's waa?ši?a?in (Coming Home) movie that was created during the time the Huu-ay-aht First Nation was considering the LNG project. Economic development was highlighted as one way to bring back the more than 85% of the Huu-ay-aht First Nation members who live off reserve.
5. January 30, 2020 along with several other Councillors, First Nations Representatives, the CAO and representatives from the ACRD we met with government appointed Garry Merkel and Al Gorley who are travelling the province meeting with groups to hear their thoughts and concerns about old growth forests. Along with the surveys the two will make recommendations to Government that is expected to make some change to old growth management. I pointed out that changes that successful governments have made have had unintended consequences. For example, with the reductions to the TFL from protecting forests, removal of private lands, 20% take back and the removal of the appurtenance clause we have only one mill operating at one shift that does not have enough residual fibre to effectively supply fibre to the paper mill.
6. February 3, 2020 along with the rest of Council attended a Committee of the Whole (COW) meeting regarding the 2020-2024 budget.

**COUNCILLOR ACTIVITY REPORT
RON PAULSON, CITY COUNCILLOR**

- 1. January 25/20 – Attended City of Port Alberni hosted breakfast for Alberni Valley Bulldogs and their parents. This event was a gesture of thanks on behalf of the City of Port Alberni for the hardship that was imposed on the Bulldogs organization during the Multiplex ammonia leak shutdown in August (initial scheduled parents’ weekend). It is interesting to note how far afield the players and families come from. Parents from the Maritimes, Montreal, Ontario, New York, Boston and from every corner of British Columbia were there.**
- 2. January 28/20 – Alberni Clayoquot Continuing Care Society Directors Meeting.**
 - a. Reports included the Executive Director Report, Staff Reports, Financial Statements year to date, Watson Estate Fund update and Risk Management Committee Guidelines and Terms of Reference.**
 - b. Continuation of Board Governance Policy Reviews**
 - c. Next Meeting – Tuesday, February 25/20**
- 3. January 29/20 – Attended the inaugural meeting of the Port Alberni Dry Dock Committee.**
 - a. Presented Terms of reference for Committee.**
 - b. Overview was presented by the Port Alberni Port Authority on developments to date and the road ahead to secure this facility for our community.**
 - c. Canadian Maritime Engineering would be the main tenant to use the Dry Dock facility when it is installed on the waterfront.**
 - d. A brief video of a dry dock in operation was shown.**
 - e. Next meeting to be scheduled in mid February.**
- 4. January 30/20 – Attended the Old Growth Review Panel Roundtable Discussions.**
 - a. Findings of the review panel will be submitted and the Provincial Government has six months to release the findings.**
 - b. An interesting discussion of the balance of conservation and the economy with regard to Old Growth.**
 - c. What is the definition of “Old Growth”. There is no common definition depending on the “region” being referred to in the Province.**
- 5. February 3/20 – Committee of the Whole Budget Meeting**
 - a. Ongoing work and debate on the current budget and five year plan working along the deadlines to achieve a final budget according to Provincial Guidelines.**

MINUTES of the COMMITTEE OF THE WHOLE MEETING
Held Monday, February 3, 2020 @ 7:00 PM
In the 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

Gallery: Approx. 20

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

CARRIED

B. ADOPTION OF MINUTES

MOVED and SECONDED, THAT the minutes of the meeting held at 4:00 pm on January 20, 2020, be adopted.

CARRIED

C. UNFINISHED BUSINESS

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

Council gave 1st Reading to the City's "Five Year Financial Plan Bylaw 2020-2024, Bylaw No. 5003" at its Regular Meeting of Council held January 13, 2020. Now that the bylaw has been formally introduced, ongoing discussions continue with the following being considered:

Acting Director of Finance provided an overview of changes made to the City's five-year financial plan since Council gave 1st reading to the bylaw at its Regular meeting held January 13, 2020, as follows:

- 5.3% proposed tax increase to the average single-family home
- \$80,000 previously identified in capital 2020 - road sewer/water projects for 4th Avenue [Bruce to Melrose project] has been reallocated to general operating
- a substantial increase in the City's insurance premiums effective 2020 noting the increase is due, in part to a review of the City's past claims history as well as

a new statement of values which captured City assets not included in previous appraisals.

Members of the Committee expressed concern over the increase in the City's insurance premiums and suggested that the City explore insurance coverage with the Municipal Insurance Association [MIA].

MOVED and SECONDED, THAT members of the Committee recommend that Council instruct staff to explore the City's options in obtaining insurance from the Municipal Insurance Association [MIA] and costs associated with same.

CARRIED

- a. Staff responses to questions raised at the Committee of the Whole meeting held January 20, 2020

The CAO provided a review of the spreadsheet summarizing questions previously asked by the Committee at its Committee of the Whole meeting held January 20, 2020 and the responses from staff. The CAO also brought to the Committee's attention an amended expense summary outlining the City's 2020 expected expenses for the McLean Mill [operator/expense agreement; capital projects and the dam project] in the amount of \$400,000.

Members asked if it is intended that the mill will be running and if not, why proceed with dam work? Staff noted that the dam is significantly safer since stream diversion work was done but the dam requires additional works to ensure hold back of the log pond and to ensure protection of this historical asset.

Members also sought clarification regarding the proposed 3rd Avenue Beautification project, asking if it could be done in phases. The CAO advised that staff are actively working on this project and are moving forward with a detailed design. Staff will be in a better position to respond to a possible phased approach once the design work has been completed. Staff will also be looking to utilize city resources for some of the work and in an effort to reduce overall project costs. While a recommendation that Council instruct staff to place half of the proposed project costs in a contingency fund in the year 2020 and the remaining half allocate to 2021, the recommendation was withdrawn until additional project information is provided by staff.

b. Self-Contained Breathing Apparatus

The Fire Chief addressed the Committee highlighting amendments made to the five-year financial plan in order to accommodate the purchase to replace the self-contained breathing apparatus. Staff were also looking to the Committee to authorize early approval [at Council's next RCM] to allocate \$55,000 from general capital towards the purchase of hydraulic rescue tools in the year 2021; and to allocate \$737,643 in 2021 for replacement of Engine #1.

Prior to the Committee moving forward with early approval requests, members would prefer to receive and review a more in-depth vehicle replacement schedule.

c. Vehicle Equipment Replacement Process/Equipment Replacement Reserve Fund [ERRF]

Acting Director of Finance spoke to the City's Equipment Replacement Reserve Fund highlighting replacement criteria used when considering the replacement of City equipment/vehicles. The City's Mechanical Services Superintendent, was also in attendance and provided Council with a more detailed overview of considerations made prior to equipment replacement and their practice of extending the life of the equipment whenever possible.

Additional questions/information/comments by the Committee:

- Reserve funds in general and what projects are planned and/or could be taken from these funds in order to offset general taxation. Staff will prepare a detailed report speaking to the City's reserve accounts and intended uses and report back to the Committee.
- 10th Avenue/Roger Street Traffic Controllers; Penny Lane bridge, furnace replacement and security camera replacement to be funded through the Parks & Recreation reserve fund if possible
- suggest that the city works facility relocation plan be moved from 2020 and reassigned to the year 2021. It was also suggested that the report prepared by the consultant be provided to the Emergency Planning Committee for their information and comment.

MOVED and SECONDED, THAT members of the Committee recommend that Council instruct staff to remove the city works facility relocation plan in the amount of \$50,000 from the year 2020 and reallocate to the 2021 calendar year.

CARRIED

- \$150,000 allocated for signage includes a 'welcome to Port Alberni' sign as well a number of wayfinding signage to be strategically placed throughout the City. The Committee may wish to consider allocating 75,000 this year and the remaining 75,000 in 2021.
- the Committee requested a report from staff speaking to the City's total debt from borrowing

MOVED and SECONDED, THAT members of the Committee recommend that Council instruct staff to prepare a report that outlines 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

- commented on the status of the financial planning process; next meeting and public engagement opportunities, noting the next Committee of the Whole meeting is scheduled for Tuesday, February 18, 2020. As some members will be absent, members requested that staff review other possible dates to facilitate a meeting which would see all members present including conducting an e-townhall type meeting to allow for public input.

D. CORRESPONDENCE

1. Don Dunbar - email dated January 22nd requesting clarification around costs associated with the provision of recreational services and contributions on the part of residents & non-residents.
2. Peter Finch – emails dated January 29th & 30th commenting on employee wages & seeking clarification on the City's annual percentage increase/proposed projects etc.
3. Janine Dame – email dated January 29th requesting Council consider allocating monies in the financial plan to address invasive plants, particularly, Knotweed.

Members received the correspondence listed above. Staff to prepare responses to the letter writers. The Director of Parks, Recreation and Heritage will prepare a brief report speaking to the issue of Knotweed and whether it requires funding on the part of the City.

E. PUBLIC INPUT/COMMENTS

Mr. Pete Milliken commented as follows:

- inquired about the working agreements with the other fire departments [Beaver Creek; Cheery Creek etc.] and given these agreements, why do we require another fire truck?
- Port Alberni remains an industrial town and to remove two lanes of traffic along 3rd Avenue may not be a positive step, noting the City will still have trucks going through Town.
- costs associated with McLean Mill – could we not look to Ottawa for financial assistance.

Ms. Anne Gagnon [Catherine]

- asked Council how they could consider beautifying two blocks of the City when so many streets outside of the 2 blocks on 3rd Avenue also need work.
- improvements have been tried in the past with considerable cost to taxpayers
- if you want to encourage business in the Uptown District, we have to solve the crime problem, homelessness, mental health and drug addiction

Mr. John Zoet

- looking at retirement in 5 years but may not be in a position given the tax increases proposed
- does not support 3rd Avenue Beautification project when potholes need repair throughout the City. Does not support parallel parking given the problems with the current [angle] parking
- income is going down and he can not afford to retire here. His parents are retired here and he doesn't know how they do it given their retirement income.

Ms. Jane Pfannenschmidt

- concerned with 3rd Avenue Beautification project and reducing traffic to two lanes and the impact this may have to emergency response vehicles and snow removal. The inconvenience current business owners will experience when works get underway – will the merchants be able to recover.
- prefers 3rd Avenue as it is now

Mr. Rob Jackson

- returned to Port Alberni approximately 2.5 years ago and noted the business his parents purchased in Port Alberni a number of years ago
- in his opinion, 3rd Avenue needs improvements
- over the years he has witnessed questionable behavior taking place in Gaiga square and the impacts this has in the Uptown area.

Mr. Michael Moore

- thanked the members for their work and supports the idea of revitalization for the Uptown district. Encouraged and hopeful that the City may tie in sewer/water works with the project.
- appreciates efforts to keep taxes in line but sees deferring costs to future years is not the solution -- not increasing taxes in future years is just as important.
- need to look at the City as a whole when considering improvements
- experiencing too much crime in the City and efforts need to be made on ways to improve this trend.

Ms. Anne Gagnon asked what the City paid the consultant for the 3rd Avenue Beautification Report? Ms. Gagnon also noted that while she rides her bicycle, she avoids Stamp Ave., Gertrude and Johnston as well as 10th Avenue. Proposing a bike lane for two blocks on 3rd Avenue is not the best use of monies when money could be better spent creating bike lines elsewhere in the City.

Debbie, a new resident of Port Alberni, commented that she recently purchased a house on 10th Avenue and moved to the City due to its affordability. She inquired what the City spends to help the clinic, homelessness or people who need counseling, etc.

Chair Minions thanked the public for their comments and took this opportunity to advise of the steps the City is taking in creating housing opportunities and its non-policing strategies to address the City's crime, homelessness and addition population.

F. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 9:13 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Clerk