
AGENDA - REGULAR MEETING OF COUNCIL
Monday, February 24, 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 7

1. Special Meeting held at 12:30 pm, and Regular Council Meeting held at 2:00 pm on February 10, 2020.

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

1. **Flandangles Kitchen & Gifts / Gibson's Fine Linens – Page 16**
Christine Washington, Owner of Flandangles Kitchen & Gifts / Gibson's Fine Linens in attendance to discuss the proposed 3rd Avenue Revitalization project (*letter attached*).
2. **Uptown Urban Market – Page 17**
Keith Ambrose in attendance to discuss the Harbour View apartments and current activities in the uptown core and their effect on surrounding businesses.

3. Kinsmen Club – Soapbox Derby – Page 19

Mike Hadley in attendance to request the use of 3rd Avenue to the tracks on lower Argyle Street for the Soapbox Derby (*email attached*).

That the email dated January 28, 2020 requesting the use of 3rd Avenue to the tracks on lower Argyle Street from 8am to 5pm on Saturday, July 25th for the Soapbox Derby be received and the request approved.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

F. STAFF REPORTS

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

1. Accounts

That the certification of the Acting Director of Finance dated February 24, 2020, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. Director of Parks, Recreation and Heritage – Award of Tender #001-20 – Alberni Valley Multiplex Evaporative Condenser Replacement – Page 20

Report dated February 13, 2020 from the Director of Parks, Recreation and Heritage requesting Council's approval to award the tender for the replacement of the Alberni Valley Multiplex's evaporative condenser.

That Council for the City of Port Alberni award tender #001-20, Alberni Valley Multiplex Evaporative Condenser Replacement, to Accent Refrigeration Systems Ltd. in the amount of \$205,950.00 plus GST, with funds provided from the City's Gas Tax Fund.

3. City Clerk - McLean Mill Society Dissolution - Page 22

Report dated February 7, 2020 from the City Clerk requesting Council appoint the City Clerk to act for the member at the general meeting of the McLean Mill Society for the purpose of dissolving the Society.

That Council appoint the City Clerk to act for the member at the general meeting of the McLean Mill Society scheduled for Tuesday, February 25, 2020 at 10:00 am.

-
4. **Manager of Planning – Development Variance Permit – 6151 Russell Place – Page 24**
Report dated February 14, 2020 from the Manager of Planning requesting Council's consideration of issuance of a Development Variance Permit to vary the maximum height and number of storeys permitted.

Mayor to invite the CAO to provide background information pertaining to this application and advise if any correspondence and/or late correspondence has been received.

The Mayor to invite a presentation by the Applicant [if in attendance]

The Mayor to invite input from the Public.

The Mayor to invite any questions from Council.

That Development Variance Permit No. DVP 98 for 6151 Russell Place be issued to the property owners to vary Section 5.31.2 P1 – Institutional, Maximum Height, Principal Building, from 12.5 m to 17.71 m, and Section 5.31.2 P1 – Institutional, Maximum Number of Principal Building Storeys, from three (3) to five (5) storeys.

5. **Acting Director of Finance - Reserves and Surplus Funds Overview – Page 40**
Report dated February 18, 2020 from the Acting Director of Finance providing Council with an overview of the City's reserve and surplus accounts and requesting Council consider the creation of a Financial Management Policy.

That the report from the Acting Director of Finance dated February 18, 2020 speaking to the City's Reserve & Surplus Funds as of December 31, 2019 be received and that Council of the City of Port Alberni direct staff to create a Financial Management Policy for the purpose of documenting long standing principles and best practices to be used by the City to assist in maintaining the City's financial stability.

6. **Manager of Planning - Uptown District Revitalization Strategy – Project Funding & Grant Support – Page 46**
Report dated February 18, 2020 from the Manager of Planning requesting Council's authorization to apply for the Union of BC Municipalities Poverty Reduction Planning & Action Program Grant to help fund the Uptown District Revitalization Strategy.

That Council support staff in applying for funding to the Poverty Reduction Planning & Action 2020 Stream 1 – Plans & Assessments [through UBCM], for its project titled 'Uptown District Revitalization Strategy' including a commitment to provide overall grant management of this project should funding be received.

7. Deputy City Clerk – 3rd Avenue Revitalization Project – Conceptual Design Costs
– Page 51

Report from the Deputy City Clerk dated February 18, 2020 outlining the City's costs in engaging the services of Watt Consulting Group to prepare a conceptual design for the 3rd Avenue Revitalization project.

That the report from the Deputy City Clerk dated February 18, 2020 providing payment information by the City to Watt Consulting Group for the preparation of conceptual design work for the 3rd Avenue Revitalization project, be received.

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.

H. CORRESPONDENCE FOR ACTION

Correspondence addressed to the Mayor and Council by an identifiable citizen included on an Agenda is correspondence asking for a specific request of Council and the letter writers will be provided a response.

1. City of Port Moody – Page 53

Letter dated February 4, 2020 requesting support of their resolutions to the Minister of Health Canada calling for the creation of a National Pharmacare program. [Council may wish to consider sending a similar letter to the Minister of Health]

That the letter dated February 4, 2020 requesting support of their resolutions to the Minister of Health Canada calling for the creation of a National Pharmacare program be received.

2. BC Games – Page 60

Letter dated January 31, 2020 inviting the City to consider hosting one of the upcoming BC Winter or BC Summer Games.

That the letter dated January 31, 2020 inviting the City to consider hosting one of the upcoming BC Winter or Summer Games be received.

3. Teresa Affleck – Page 61

Letter received February 18, 2020 from Teresa Affleck requesting an amendment to the current business licence bylaw to permit the manufacturing of products in home-based businesses.

That the letter from Teresa Affleck requesting an amendment to the City's business licence bylaw be received and that Council direct staff to review the City's current practices, including identifying any implications and/or concerns should the City move forward and amend its business licence bylaw to permit the manufacturing of products in a home-based business.

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. Cycle Alberni – Page 63

Thank you card received regarding the City's contribution toward the bike fix-it stands.

2. Treadsetter Shoes – Page 64

Email dated February 11, 2020 from Barbara Mellaart, Owner of Treadsetter Shoes encouraging Council to proceed with the 3rd Avenue Revitalization project.

3. The Honourable Judy Darcy - Minister of Mental Health and Addictions – Page 65

Copy of a letter received from Minister Darcy to Mayor Lisa Helps, City of Victoria providing an update on recent Government initiatives in response to resolutions sent to the Union of BC Municipalities regarding Safer Drug Supply and Overdose Prevention Sites.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Council and Regional District Reports - Page 68

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.** *Recommendation from the Committee of the Whole Meeting held February 3, 2020 for Council's consideration: [NOTE – Minutes are attached for Council's reference] - Page 74*

THAT Council instruct staff to reduce the funds currently allocated to the "Welcome to Port Alberni Signage Project" in the City's Five-Year Financial Plan 2020 – 2024, to \$75,000 [from \$150,000] in 2020 and place the remaining \$75,000 in the 2021 calendar year.

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, FEBRUARY 10, 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. 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) (e) the acquisition, disposition or expropriation of land or improvements and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

CARRIED

The meeting was terminated at 1:55 p.m.

CERTIFIED CORRECT

Mayor



Deputy City Clerk

MINUTES of the REGULAR MEETING OF COUNCIL
held Monday, February 10, 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: 12

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 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, be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

Lavall Aarons addressed Council and suggested that Council consider introducing a 'local currency' to Port Alberni as part of Port Alberni's Economic Revitalization Plan.

D. DELEGATIONS

Introduction of Manager of Recreation Services

Willa Thorpe, Director of Parks, Recreation & Heritage introduced Shawn Bourgoïn, the City's new Manager of Recreation Services.

1. Rory Warnock - Heart and Stroke Foundation

Mr. Rory Warnock informed Council of the return [to Port Alberni] of the Heart & Stroke Big Bike event scheduled to take place on May 25, 2020. Mr. Warnock extended an invitation to Council and staff to participate and it is hoped that this will once again become an annual event in the City.

2. Joanne Sales - Broombusters

Joanne Sales spoke to the work carried out by volunteers of Broombusters in 2019, and requested Council's support as they continue their efforts throughout 2020. Ms. Sales noted that 'broom' is now considered a 'fire danger' as it contributes to increasing a wildfire's fuel load. Broombusters is looking for volunteers from the City to join in broom removal events taking place late April early May 2020.

3. Jim Connelly & Cassidy vander Ros, Manager Communications & Marketing, Nickel Bros.

Mr. Connelly and Ms. Ros provided Council with an overview of Nickel Bros., work as it relates to relocating recycled homes to various communities, noting that the relocating of recycled homes not only provides affordable housing for families but also diverts waste from landfills.

E. UNFINISHED BUSINESS

1. Chief Administrative Officer – Thunder in the Valley 2020 & 2021

R20-030 *MOVED and SECONDED, 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 Thursday, August 6th until 10:00 pm Sunday, 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;*

R20-031 *AND FURTHER, THAT Council grant permission for a temporary street closure under similar terms and conditions in the year 2021 [August 5th 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.*
CARRIED

F. STAFF REPORTS

1. Accounts

MOVED and SECONDED, THAT the certification of the Acting Director of Finance dated February 10, 2020, be received and the cheques numbered 145495 to 145638 inclusive, in payment of accounts totalling \$629,950.89, be approved.
CARRIED

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2. **Director of Parks, Recreation & Heritage – UBCM Community Emergency Preparedness Fund 2020 ESS Grant**
R20-032 *MOVED and SECONDED, 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.*
CARRIED
3. **Director of Parks, Recreation & Heritage – Award of Proposal #27-19 for McLean Mill Visitor Services**
MOVED and SECONDED, 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.
CARRIED
4. **Economic Development Manager – Business Licence Renewals**
MOVED and SECONDED, 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.
CARRIED
5. **Acting Director of Finance – Cancellation of Tax Sale 18-4837 Roger Street**
R20-033 *MOVED and SECONDED, 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.*
CARRIED
6. **CAO – Early Budget Approval – 2020 – 2024 Five Year Financial Plan**
R20-034 *MOVED and SECONDED, 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.*
CARRIED

G. BYLAWS

Councillor Paulson declared a conflict of interest and left the meeting at 3:35 pm given his role as Director on the Alberni Low Energy Housing Society.

1. Manager of Planning – Advisory Planning Commission

MOVED and SECONDED, 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

R20-035

"Official Community Plan Amendment No. 29 (4450 Maitland St. – Alberni Low Energy Housing), Bylaw No. 5000"

- a. *MOVED and SECONDED, 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.*

CARRIED

- b. *MOVED and SECONDED, THAT "Official Community Plan Amendment No. 29 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5000", be read a second time.*

CARRIED

R20-036

"Zoning Bylaw Amendment No. 37 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5001"

- c. *MOVED and SECONDED, THAT "Zoning Bylaw Amendment No. 37 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5001", be now introduced and read a first time.*

CARRIED

- d. *MOVED and SECONDED, THAT "Zoning Bylaw Amendment No. 37 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5001", be read a second time.*

CARRIED

R20-037 Schedule Public Hearing

- e. *MOVED and SECONDED, 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.*

CARRIED

Councillor Paulson returned to the meeting at 3:40 pm

H. CORRESPONDENCE FOR ACTION

1. Evergreen Exhibitions

- R20-038** *MOVED and SECONDED, 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.*

CARRIED

2. Transport Canada

- R20-039** *MOVED and SECONDED, 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.*

CARRIED

3. Avalon Kujala

- MOVED and SECONDED, 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.*
- R20-040** *MOVED and SECONDED, that Council amends the motion by adding "that staff be directed to prepare a report identifying the City's current practices/process and/or policies speaking to both residential/commercial parking practices for Council's review at a future meeting".*

CARRIED

Council then called the question on the main motion as amended.

CARRIED

4. **Gary Lajeunesse**

MOVED and SECONDED, 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.

CARRIED

I. PROCLAMATIONS NIL

J. CORRESPONDENCE FOR INFORMATION

1. **City of Langley**

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**

Email dated February 2, 2020 expressing opposition to the proposed 3rd Avenue Beautification project.

3. **Ron Merk**

Email dated February 2, 2020 expressing opposition to the proposed 3rd Avenue Beautification project.

4. **Port Alberni Port Authority** Letter dated January 20, 2020 providing a summary of Port Alberni Port Authority activities.

5. **City of Vernon**

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**

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**

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**
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 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. *Recommendations from the Committee of the Whole Meeting held February 3, 2020 for Council's consideration:*

R20-041 *MOVED and SECONDED, 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

R20-042 *MOVED and SECONDED, 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.*
CARRIED

R20-043 *MOVED and SECONDED, 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

R20-044 **a. 3rd Avenue Revitalization Project**
MOVED and SECONDED, THAT staff be directed to prepare a report which speaks to the option of retaining angled parking vs. parallel parking as it relates to the 3rd Avenue Revitalization project.
CARRIED

N. QUESTION PERIOD

Mr. Joseph Leskosek asked how Council was able to discuss the 3rd Avenue Revitalization Project noting it was not a specific item on the agenda? He also encouraged Council to carry out public consultation regarding the initiative.

O. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 4:52 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Jayla Slonski

Dep. City Clerk

February 10, 2020

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

RECEIVED

FEB 10 2020

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input 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 <i>Delegation</i>
<input checked="" type="checkbox"/> Agenda	<i>Rem - Feb. 24, 20</i>
File #	<i>5320-20-3rd AVE</i>

Dear Sirs:

Re: Third Avenue Revitalization

During the past week I have been bombarded by individuals, including family members, which have told me that the Third Avenue refresh is a "frivolous and unnecessary" project and that this area of town is dead. I was told that we made a bad investment in sustaining and developing business here. In the face of such negativity I have chosen to stay positive and let you know what I think about the revitalization of Third Avenue.

We have had many customers tell us that they are excited for the changes coming to Third Avenue. Yes, we have also had naysayers, but they are far outnumbered by the positive comments. These positive comments and the commitment of Council have continued to give me hope for the future of our community.

Perhaps to have given the project the name "Beautification" was a mistake and has given people the impression that the project is only about making the area "prettier". This is a misnomer. This is, in fact, a revitalization necessity. You may feel that my comments are self serving as a business owner on Third Avenue, but this revitalization is only the beginning of a five year strategic plan that sees the entire community growing and changing.

Port Alberni has seen many years of stagnation, which we all know eventually leads to death. Only in growing, changing and revitalization do we see life.

The small business community on Third Avenue has seen the potential of this area for years and continues to invest in their businesses and storefronts. It is finally time for the community to step up and invest as well. The beginning of change on Third Avenue and Argyle Street in the last several years has been so positive. With the City's assistance, the change will grow exponentially. When investors see that we are investing in ourselves, they will begin to invest more heavily as well. The beginning of this revitalization will send a tremendous message to the outside world.

It is time to use the internet and social media for positive messages. All you need do is search out other communities who have started to make these changes and found out what a powerful driver it has been for them.

Please do not get discouraged by the individuals, the vocal minority, who are afraid of change or unwilling to invest in their community. There are many more ready and willing to help you create positive change.

Yours truly,

Christine Washington
Flandangles Kitchen & Gifts/
Gibson's Fine Linens

REGULAR COUNCIL AGENDA - FEBRUARY 20, 2020

ENTERED
16

21

To whom it may concern;

February 14, 2020

I Keith Ambrose, of the Uptown Urban Market located at 3147 2nd Ave. Port Alberni, wish to attend the next in camera meeting on the subject of an arrangement that was made between the city and Randy Brown while he was the owner of the Harbor view apartments.

It would be prudent if Tim from by law and an RCMP representative were present, so the information would flow to the right parties immediately.

Thank you.

Yours truly,

Keith Ambrose

RECEIVED

FEB 14 2020

CITY OF PORT ALBERNI

ENTERED

To whom it may concern;

February 14, 2020

I Keith Ambrose, of the Uptown Urban Market located at 3147 2nd Ave. Port Alberni, wish to speak to council on the subject of the current activities in the uptown core of South Port, and how they are affecting business.

I also wish to present the city with a list of businesses that are putting me forward to be a liaison for them.

Thank you.

Yours truly,

Keith Ambrose

FILED

FEB 14 2020

CITY OF PORT ALBERNI

ENTERED

From: Mike Hadley [<mailto:mike.albernikinsmen@gmail.com>]

Sent: Tuesday, January 28, 2020 6:25 PM

To: Davina Hartwell

Subject: Soapbox derby 2020

Hello Davina,

Once again the Kinsmen Club is looking to do our soapbox derby on Argyle and this time it is going to be interesting.

On Saturday July 25th we intend to close the road again from Argyle and 3rd to the industrial road before the Harbor Quay. We want to take it for the whole day this time from 8am to 5pm.

The event will once again have children racing in the morning with an earlier start time, a short track and an intermission at noon to reorganize the track for the adults category.


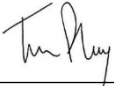
This year the event will feature for the first time an adults category for custom designs where single carts roll down a more challenging course.

This soapbox event is now catching on in various places on the island with events now happening in Nanaimo, Ladysmith and Ucluelet with more interest in Campbell River too. We aim to make it bigger and better this year.

More information will be coming soon but if we could be added to the next agenda that would be greatly appreciated.

-Mike Hadley, Kinsmen Club of Port Alberni

Date: February 13, 2020
File No: 0810-20-MP & 1220-20
To: Mayor & Council
From: T. Pley, CAO
Subject: Award of Tender #001-20 for Multiplex Condenser

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 award tender #001-20, Alberni Valley Multiplex Evaporative Condenser Replacement, to Accent Refrigeration Systems Ltd. In the amount of \$205,950.00 plus GST, with funds provided from the City's Gas Tax Fund.

PURPOSE

Per City of Port Alberni Purchasing Policy, Council must approve and award tenders over \$75,000 in value.

BACKGROUND

The Multiplex Chiller was replaced as planned in 2019. The City's 2019 – 2023 Five Year Financial Plan includes the planned replacement of the Evaporator Condenser in 2020. An Evaporator Condenser is the final component of the ice plant, removing and exhausting heat from the refrigerant. The 2019 – 2023 Five Year Financial Plan includes \$240,000 for this purchase, with the funds allocated from Gas Tax Reserves.

A public tender (#001-20) for a replacement Evaporative Condenser was issued in January 2020. Tenders were received and opened in public at City Hall on February 5, 2020.

Summarized results of the four tenders received are as follows:

Proponent	Tender Price (+ GST)
Accent Refrigeration	\$205,950.00
Georgia Strait	\$211,087.50
CIMCO	\$233,550.00
Fraser Valley Refrigeration	\$268,065.00

ALTERNATIVES/OPTIONS

1. Council supports replacement of the Multiplex Evaporative Condenser and approves award of tender #001-20 to Accent Refrigeration Systems Ltd.
2. Council supports replacement of the Multiplex Evaporative Condenser and approves award of tender #001-20 to a different proponent.
3. Council provides alternate direction to staff.

ANALYSIS

As the Multiplex Condenser is nearing its end of service date, should Council not approve award of this tender, operation of the Multiplex ice plant in the 2020 ice season and beyond could be impacted.

IMPLICATIONS

In order for work to be completed during the 2020 off-season (spring 2020), award of this tender is required in February 2020. As noted, this item is identified in the City's 2019 – 2023 Five-Year Financial Plan [year 2020].

COMMUNICATIONS

Staff will work closely with the proponent to ensure this work results in minimal impact to the public.

BYLAWS/PLANS/POLICIES

This tender process aligns with Council's Strategic Plan and the priority of "Provide and maintain quality services".

The City's purchasing policy states that in January of each year, staff is authorized to proceed with the tendering and purchase of capital projects and equipment to the extent that those projects and equipment items have been approved for the current year in the prior year's Five-Year Financial Plan. For that reason, Council's authorization for early budget approval is not required.


SUMMARY

Per City of Port Alberni Purchasing Policy, Council must approve award of tenders over \$75,000 in value. Staff recommend that Council for the City of Port Alberni award tender #001-20, Alberni Valley Multiplex Evaporative Condenser Replacement, to Accent Refrigeration Systems Ltd. for \$205,950.00 plus GST, for a total of \$216,247.50, with funds provided from the Gas Tax Fund as approved in the 2019 – 2023 Five Year Financial Plan.

ATTACHMENTS/REFERENCE MATERIALS

N/A

Date: February 7, 2020
File No: 0230-20-MM09
To: Mayor & Council
Subject: **McLean Mill Society Dissolution**

Prepared by: D. HARTWELL	Supervisor:	CAO Concurrence:
City Clerk	CAO	 T. Pley, CAO

RECOMMENDATION[S]

THAT Council appoint the City Clerk to act for the member at the general meeting of the McLean Mill Society scheduled for Tuesday, February 25, 2020 at 10:00 am.

PURPOSE

To appoint a representative to act for the member at a general meeting of the McLean Mill Society.

BACKGROUND

The McLean Mill Society was incorporated under the *Societies Act* on December 8, 2016 with the purpose of the Society identified as follows:

- To undertake operation and management of the McLean Mill National Historic Site, in the Alberni Valley, as agreed to with the site owners and other stakeholders;
- To promote heritage tourism in the City of Port Alberni and the Alberni Valley;
- To act in an advisory, coordinative and supportive way with the Alberni Valley Museum and the Western Vancouver Island Industrial Heritage Society to ensure the preservation and presentation of industrial heritage resources in the Alberni Valley;
- To facilitate the foregoing objectives through marketing, fund raising, project management, and the development of contemporary use assets to provide visitor services.

The Society has one member, collectively being the City of Port Alberni and as of the date of this report has six Directors who are: Melody Francoeur, Alvin Cassell, Scott Kenny, Steven Tatoosh, Wayne Oliver and Lance Goddard.

In 2019 Council directed staff to identify a Request for Proposal process to support selection of an operator for the non-historic zone of the McLean Mill National Historic Site (defined as the Visitor Centre, Gift Shop, Office; Courtyard; Parking Lots; treed area bound by the courtyard, parking lots, train tracks, and historic zone). At the January 27, 2020 Regular meeting, Council endorsed a three-year agreement between the City and the Alberni Valley Chamber of Commerce to operate the non-historic zone.

With the new Agreement in place with the Alberni Valley Chamber of Commerce, the McLean Mill Society, in its present form is no longer required and therefore, a formal dissolution process is scheduled to take place.

ALTERNATIVES/OPTIONS

Given the newly executed Agreement between the City and the Alberni Valley Chamber of Commerce for the operation and management of the McLean Mill National Historic Site [non-historic zone], there are no alternatives/options identified in this report.

ANALYSIS

The City of Port Alberni is the sole member of the McLean Mill Society and as such, must vote as a collective at meetings of the Society. The City Clerk is an officer of the City and deemed the most appropriate representative of the member. In order to dissolve the Society, an ordinary resolution must be passed by the member at a general meeting of the Society in order to dissolve the Society.

IMPLICATIONS

Financial implications may occur if the Society does not dissolve in accordance with *Societies Act* legislation. The current situation is also unsettling for current Directors who are looking for a definitive response from the City regarding their future.

COMMUNICATIONS

The City will be sure to continue to communicate with members of the McLean Mill Society as the City works through the process of dissolving the Society. The City's Clerk department will also ensure that the City's legal responsibilities/obligations are followed to ensure process is followed to dissolve the Society.

BYLAWS/PLANS/POLICIES

Not applicable.

SUMMARY

With Council's authorization to enter into an agreement with the Chamber of Commerce for the operation of the non-historic zone of the McLean Mill National Historic Site, a general meeting of the McLean Mill Society is needed to be convened for the member to pass the resolution required to dissolve the Society and in order to ensure that they meet all the requirements of the *Societies Act*.

The City acknowledges the tremendous commitment of the McLean Mill Society Directors. This dedicated group has worked extremely hard to ensure the viability and success of the Mill and the City is hopeful that they will continue to engage either in a volunteer capacity or by the creation of a new "Friends of" type Society independent of the City.

ATTACHMENTS/REFERENCE MATERIALS

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Date: February 14, 2020
File No: 3090-20-98
To: Mayor & Council
Subject: **Development Application – Development Variance Permit No. 98**
6151 Russell Place – Lot 1, Plan VIP15459, Section 9, Alberni Land District [PID: 001-868-128]

Prepared by: <i>K. McDougall</i> Katelyn McDougall, Manager of Planning		CAO Concurrence: <i>T. Pley</i> T. Pley, CAO
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RECOMMENDATION[S]

That Development Variance Permit No. DVP 98 for 6151 Russell Place be issued to the property owners to vary Section 5.31.2 P1 – Institutional, Maximum Height, Principal Building, from 12.5 m to 17.71 m, and Section 5.31.2 P1 – Institutional, Maximum Number of Principal Building Storeys, from three (3) to five (5) storeys.

PURPOSE

At issue is the consideration of an application for a Development Variance Permit (DVP). The applicant is asking to 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.

BACKGROUND

The subject property is approximately 1.4 ha (3.5 acres) in size and currently houses the Rainbow Gardens Care Facility operated by Westcoast Native Health Care Society. Rainbow Gardens currently provides a total of 44 care beds, 10 assisted living units and 20 seniors housing units for seniors capable of independent living. The proposed development would provide an additional 39 units of seniors social housing built on the remaining developable area of the site at the south westerly portion of Lot 1.

The development is funded through a partnership between BC Housing and the Aboriginal Housing Management Association, and as such will be able to offer affordable housing to a wide range of income groups that will be targeted to seniors living in the Alberni Valley:

- Eight (8) one-bedroom units will be offered at \$375 per month which is the shelter allowance for single people on welfare.
- Twenty (20) one-bedroom units will be offered to low income households on a Rent-Geared-to-Income (RGI) basis at about \$625 per month.
- Seven (7) one-bedroom units and four (4) two-bedroom units, will be offered at Low-End-of-Market (LEM) rent of about \$750 per month and \$850 per month, respectively.

The proposed building will be a high-quality development with attractive but neutral colors and articulated sloped roof that gives an overall modern appearance (see attached 2D and 3D architectural renderings). A retaining wall will be incorporated into the development and supplemented with landscaping as a design element.

The applicant has provided a geotechnical study that was conducted by Lewkowich Engineering Associates Ltd. Based on the soil quality, the study recommends that the proposed building location should be located as far west as possible to avoid soft soils and possible geotechnical issues. As such, the applicant is proposing to reduce the building footprint and increase the height of the building from three (3) to five (5) storeys.

The applicant is seeking relief from the Zoning Bylaw's requirements for maximum height and number of storeys in order to permit this two (2) storey increase.

ALTERNATIVES/OPTIONS

ANALYSIS

Site Plan

The total lot area of the property is approximately 1.4 ha (3.5 acres) and the overall project proposed will have a site coverage of 26%. The attached site plan shows the location of the new multi-family social housing building.

The development site is generally level. However, a steep slope exists along the east portion of the undeveloped area. A geotechnical study was conducted to determine if the remaining undeveloped portion of the site is considered safe for the intended use and proposed development. The study found that the soil that was most suitable for development is along the west edge of the property, whereas the heavily sloped area along the east portion of the undeveloped area was considered to be less suitable for development. The geotechnical report recommends that the proposed building location should be located as far west as possible to avoid soft soils and possible geotechnical issues. The building location is proposed to be centrally located, set back from both Moore Road and Russell Place, along the west edge of the property.

The proposed site plan indicates a total of thirteen (13) parking stalls to be included in the development, which meets the parking requirements of the Zoning Bylaw. One of these parking stalls will be accessible, and this stall will be located close to the main entrance of the building. The main parking lot and building entrance will be accessed off of Russell Place. The applicant has indicated that a second parking lot with an additional eight (8) stalls will be provided, accessed off of Moore Road, if enough funding remains available. The proposed site access, drive aisle and parking will not connect Moore Road to Russell Place.

Pedestrian access will be provided by a sidewalk that connects Russell Place to the main entrance on the east side of the building. Similar to the proposed parking, the applicant has indicated that a second sidewalk will be provided connecting Moore Road to an additional entrance at the west side of the building, if enough funds remain available.

Building

The proposed multi-family residential building will be a (5) storey wood framed building. The total size of the building is 2866 m² (30,850 ft²), with each floor being approximately 582 m² (6,266 ft²). Each floor consists of a mix of one and two bedroom units, as well as a laundry and amenity room. The main level of the building also provides for storage, a large amenity room, the mechanical room, and office space. Access to each floor will be provided by stairwells at the west and east side of the building, as well as a central elevator located next to the laundry and amenity room on each floor.

The attached 3D renderings illustrate the exterior appearance of the buildings. The exterior materials include cream, gray, and dark gray, Hardie panel siding with aluminum features for windows and railings. The color scheme and design are neutral, but attractive. The materials and colors, with the addition of sloped roof angles provide attractive and contrasting building detail. Architectural features help differentiate and define elements of the building resulting in a varied façade that minimizes the “box-like” appearance of the structure. The design of the building has an overall sophisticated and modern appearance.

The BC Energy Step Code provides a clear path to achieving net-zero energy ready buildings. It is currently a voluntary standard that builders across BC can use however projects funded by BC Housing are required to meet a minimum standard of Step Code 3. The proposed development will meet or exceed Step Code 3 standards ensuring a highly energy efficient building.

Land Use & Surrounding Area

The subject property is located in the North West quadrant of the city. Through various new infill development projects, the area is undergoing transition from a rural and single-family residential character to a moderately dense residential and multi-family area. The adjacent land uses surrounding the subject property are as follows:

Table 1. Surrounding Land Use		
Orientation	Zoning	Land Use
North	R1 – Single Family Residential R2 – One and Two Family Residential RM1 – Low Density Multi Family	Mix of Residential and Multi Family Residential
East	P1 – Institutional	Institutional (residential)
South	RR2 – Semi Rural Residential R2 – One and Two Family Residential	Residential
West	R1 – Single Family Residential	Residential

Zoning Bylaw

The following table provides a summary of how the proposed development compares to the site and development requirement for buildings within the P1 – Institutional zone.

Table 2. Zoning Analysis			
Criteria	P1 – Institutional Zone	Proposal	Variance
Minimum Lot Area	540 m ² (0.13 acres)	1.43 ha (3.532 acres)	n/a
Maximum FAR	n/a	.42	n/a
Minimum Frontage	15 m	23.7 m (78 ft)	n/a
Maximum Building Coverage	40%	26%	n/a
Minimum Setbacks	Front – 7.5 m (24.6 ft) Rear – 9 m (29.5 ft) Side – 1.5 m (4.9 ft)	Front – 57.9 m (190 ft) Rear – 37 m (121.5 ft) Side – 3 m (9.84 ft)	n/a
Maximum Height	12.5 m (41 ft)	17.71 m (58.1 ft)	5.21 m (17ft)
Maximum # of Storeys	3	5	2
Off-Street Parking	1 per 3 units = 13 stalls	13 stalls (up to 21)	n/a

The applicant is seeking relief from the Zoning Bylaw requirements respecting maximum height and number of storeys. The requested Variance would permit a change in the maximum height from 12.5 m (41 ft) or 3 storeys to 17.71 m (58.1 ft) or 5 storeys. The Variance will allow for the construction of a taller and narrower building.

The additional height and smaller footprint for the proposed development is due to poor soil conditions, along the east portion of the undeveloped area, that limit the ability to develop that portion of the property. By increasing the height of the building, the applicant will also be able to leave more outdoor space. A taller, narrower building may also allow for potential view corridors through the site.

STATUS OF THE APPLICATION

At the December 19, 2019 meeting of the Advisory Planning Commission the following motions were carried:

1. *That, respecting the property located at 6151 Russell Place - Lot 1, Plan VIP15459, Section 9, Alberni Land District (PID: 001-868-128), the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the necessary Development Variance Permit to vary Zoning Bylaw 4832 as follows:*
 - a) *Vary Section 5.31.2 P1 – Institutional, Maximum Height, Principal Building, from 12.5 m to 17.71 m, a variance of 5.21 m.*
 - b) *Vary Section 5.31.2 P1 – Institutional, Maximum Number of Principal Building Storeys, from three (3) to five (5) storeys, a variance of two (2) storeys.*

2. *That City Council direct staff to give notice of intent to consider the issuance of Development Variance Permit No. 98 for 6151 Russell Place.*

At its January 27, 2020 Regular meeting, Council received the Advisory Planning Commission's recommendation and notification was given as required by the *Local Government Act*. No public correspondence has been received by the Planning Department to date. A copy of the notice for Development Variance Permit No. 98 is attached for reference.

IMPLICATIONS

n/a

COMMUNICATIONS

Notification was carried out as per the requirements of the *Local Government Act*.

BYLAWS/PLANS/POLICIES

SUMMARY

The applicant is seeking relief from the Zoning Bylaw requirements respecting maximum height and number of storeys permitted. If granted, the variance would facilitate the development of affordable rental housing that will be targeted to seniors living in the Alberni Valley. As such, the proposed project will help meet the housing needs of the community. The development will also be attractive and modern in style, which will contribute to the appeal of the neighborhood.

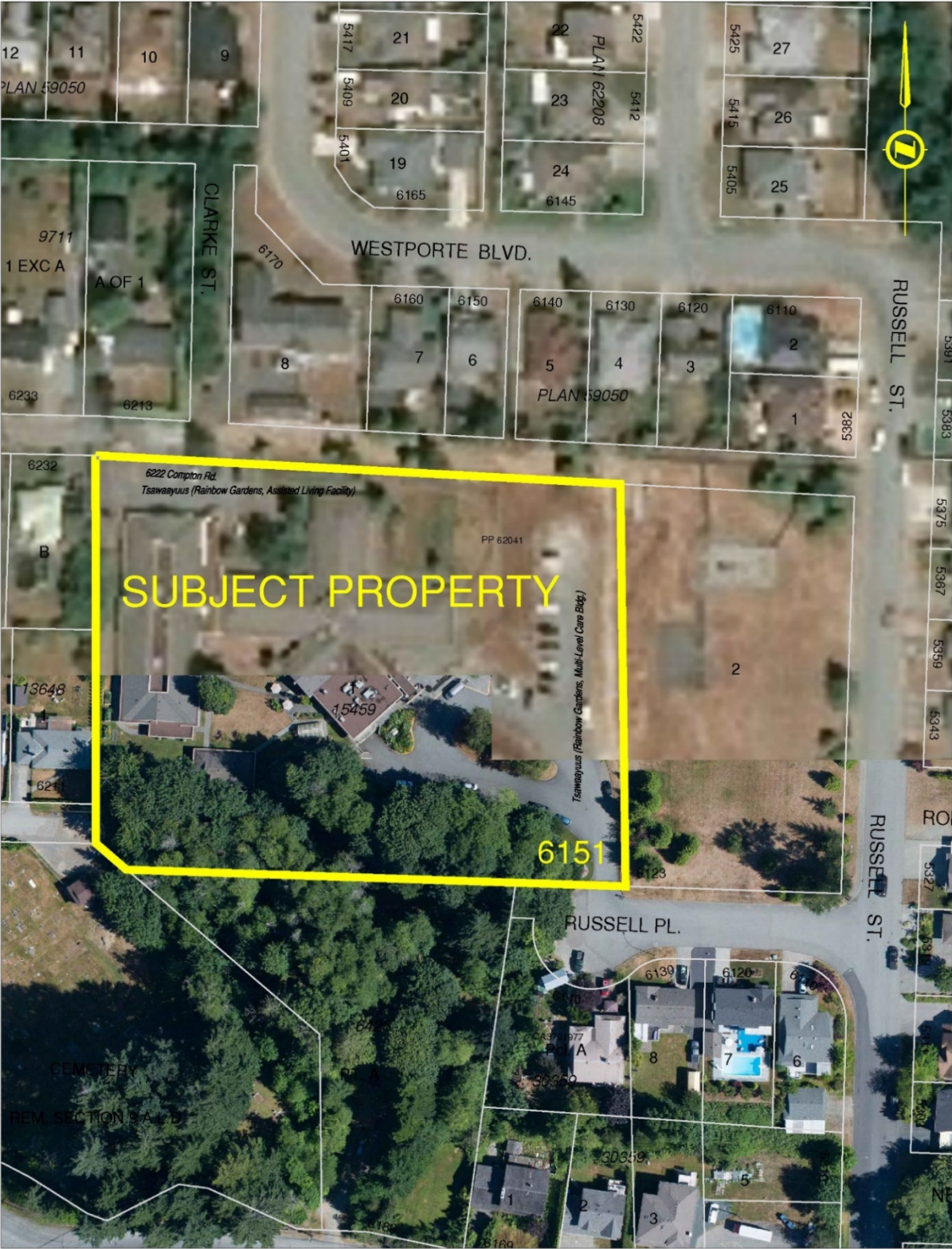
The Planning department supports the issuance of a Development Variance Permit to allow for the new affordable housing development at 6151 Russell Place.

ATTACHMENTS/REFERENCE MATERIALS

- *Aerial Photo*
- *Excerpt from Zoning Bylaw No.4832*
- *Architects Plans*
- *DVP Notice*

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ATTACHMENTS



P1 – INSTITUTIONAL

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

5.31.1 Permitted *uses*

Principal *Uses*

Ambulance station

Arena

Assembly, cultural or recreational facility

Childcare centre

Community care facility

Dormitory

Firehall

Hospital

Hostel

Medical service

Office

Parking lot

Personal service

Place of worship

Police station

Pound

School

Supportive housing

Transition house

Tutoring service

Accessory *Uses*

Caretaker's *dwelling* unit, subject to Section 6.16

Site Specific *Accessory Uses* as permitted under Section 5.31.4.

5.31.2 Site Development Regulations

Minimum <i>Lot Area</i>	540 m ²	(5813 ft ²)
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Minimum <i>Frontage</i>	15 m	(49.2 ft)
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Maximum <i>Coverage</i>	40%	
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Minimum *Setbacks*:

<i>Front yard</i>	7.5 m	(24.6 ft)
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<i>Rear yard</i>	9 m	(29.5 ft)
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<i>Side yard</i>	1.5 m	(4.9 ft)
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Maximum Height, Principal <i>Building</i>	12.5 m	(41 ft)
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Maximum Number of Principal <i>Building</i>	3	
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Storeys

5.31.3 Conditions of *Use*

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

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

5.31.4 Site Specific

A.

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

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

- i. The following conditions apply to *Accessory Uses* listed in 5.31.4.A:
- a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
 - b) The total area occupied shall not exceed 1077 m² (11,592 ft²).
 - c) No retail activity is permitted as part of any business located on the property.

B.

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

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

C. (*Bylaw 4879*)

Site - **4065 6th Avenue** - Lot 16, District Lot 1, Alberni District, Plan 13685 lying to the North of a boundary parallel to and perpendicularly

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

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

- THE WESTCOAST NATIVE HEALTH CARE SOCIETY**
Tsawaayuus - Land Use Site Map Concept

Lost Revised - AUGUST 18, 2019









CITY OF PORT ALBERNI

Notice of Development Variance Permit

To: Owners and Occupiers of Property

Re: Section 498 of the Local Government Act - Development Variance Permit No. 98 relating to the Port Alberni Zoning Bylaw 2014, Bylaw No. 4832.

The applicant is applying for a Development Variance Permit to vary the Zoning Bylaw regulations in order to permit the construction of a five (5) storey building containing an additional thirty-nine (39) units of seniors social housing on the remaining developable area of the property located at 6151 Russell Place and owned by The Westcoast Native Health Care Society. The proposed Variances are as follows:

Development Variance Permit No. 98 – The applicant is applying to vary the regulations of the Port Alberni Zoning Bylaw 2014, Bylaw No. 4832 by:

- a) *Varying Section 5.31.2 P1 – Institutional, Maximum Height, Principal Building, from 12.5 m to 17.71 m, a variance of 5.21 m; and*
- b) *Varying Section 5.31.2 P1 – Institutional, Maximum Number of Principal Building Storeys, from three (3) to five (5) storeys, a variance of two (2) storeys*

for the property located at 6151 Russell Place and legally described as 'Lot 1, Plan VIP15459, Section 9, Alberni Land District (PID: 001-868-128)' as outlined on the Schedule A map attached.

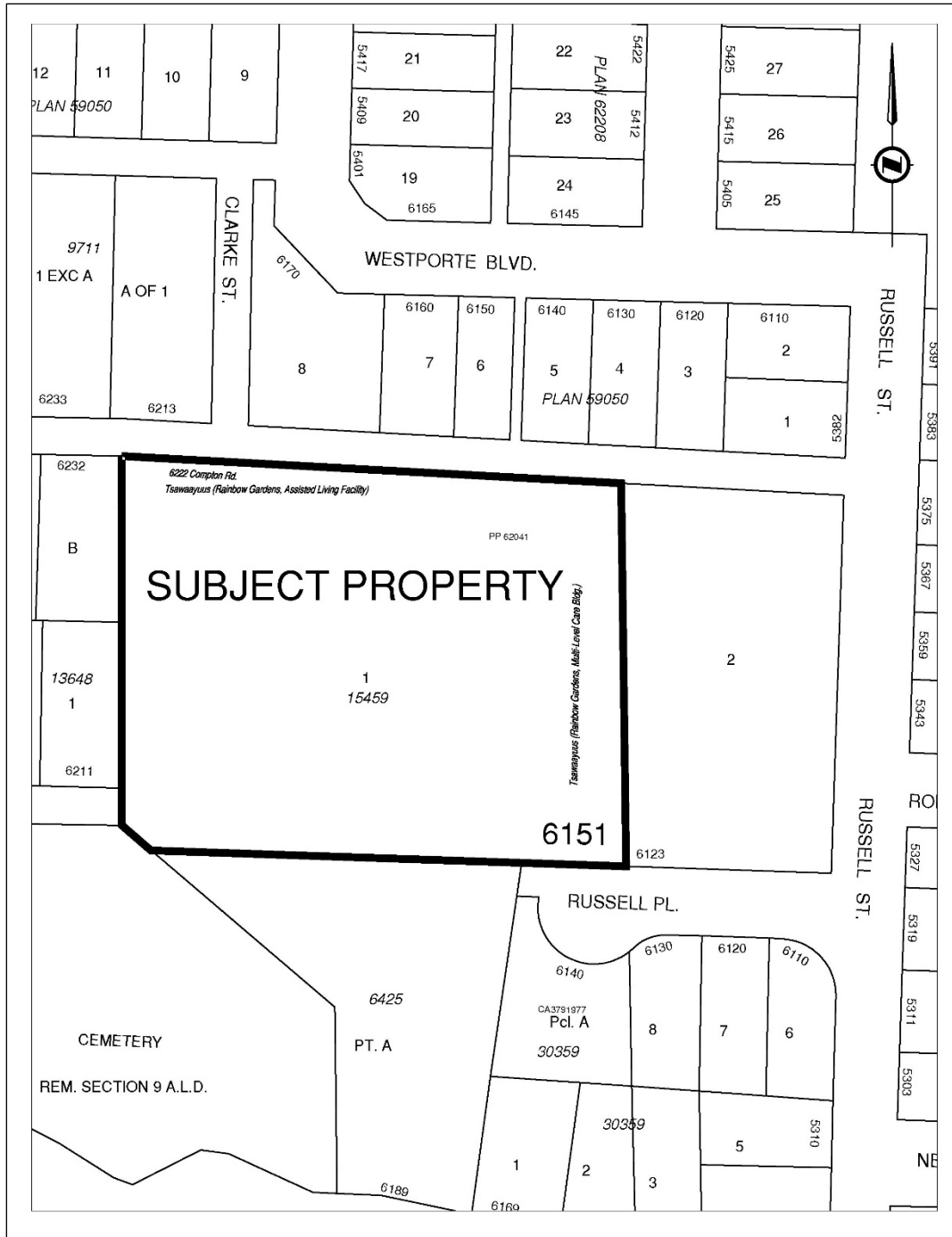
The Council of the City of Port Alberni reviewed the Development Variance Permit application at its meeting held on January 27, 2020 and will be considering a resolution to issue the Permit at a Regular meeting on Monday, February 24, 2020. Prior to issuing the Permit, Council is required to notify owners and occupiers of property in the vicinity of the subject property. A Display further describing the proposed RG 40 Senior Living Apartments Project can be viewed during this notification period at 6151 Russell Place, Tsawaayuus (Rainbow Gardens) at the main entrance to the Care Facility.' Additional information may also be obtained by contacting the WestCoast Native Health Care Society directly by email at info@rainbowgardens.ca

Copies of the proposed Permit may be inspected at the offices of the Planning Department, City Hall, between Monday and Friday (exclusive of statutory holidays) from Friday; February 14, 2020 to Monday, February 24, 2020 between the hours of 8:30 a.m. and 4:30 p.m.

Any person who deems their property affected by the above-described application may direct their comments, in writing, to Council by addressing a letter to the City Clerk, 4850 Argyle Street, Port Alberni BC, V9Y 1V8 or by email to Katelyn_McDougall@portalberni.ca. If preferred, representation may be made to Council at the regular meeting to be held on Monday, February 24, 2020 in the Council Chambers to commence at 2:00 pm.

Katelyn McDougall, M.Urb., Manager of Planning

SCHEDULE A to Development Variance Permit No. 98



CITY OF PORT ALBERNI
DEVELOPMENT VARIANCE PERMIT NO. 98

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

Authorization is hereby granted to **The Westcoast Native Health Care Society** for development on land legally described as 'Lot 1, Plan VIP15459, Section 9, Alberni Land District (PID: 001-868-128)' and located at **6151 Russell Place**, as outlined on the Schedule A map attached, to:

- a) *Vary Section 5.31.2 P1 – Institutional, Maximum Height, Principal Building, from 12.5 m to 17.71 m, a variance of 5.21 m; and*
- b) *Vary Section 5.31.2 P1 – Institutional, Maximum Number of Principal Building Storeys, from three (3) to five (5) storeys, a variance of two (2) storeys*

In accordance with the provisions of Section 498 of the *Local Government Act RSBC 2015*, approval of this Permit was granted by resolution of the City Council on **Month Day, 2020**.

This Permit is issued under the Seal of the City of Port Alberni on **Month Day, 2019**.



Mayor

Clerk

SCHEDULE A TO DEVELOPMENT VARIANCE PERMIT NO. 98



Date: February 18, 2020
File No: 1700-01 & 0340-50 [policy]
To: Mayor & Council
From: T. Pley, CAO
Subject: Reserves and Surplus Funds Overview

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

That the report from the Acting Director of Finance dated February 18, 2020 speaking to the City's Reserve & Surplus Funds as of December 31, 2019 be received and that Council of the City of Port Alberni direct staff to create a Financial Management Policy for the purpose of documenting long standing principles and best practices to be used by the City to assist in maintaining the City's financial stability.

PURPOSE

To provide council with an overview of the City's reserve and surplus accounts including balances as at December 31, 2019 and that Council support staff in creating a Financial Management Policy.

BACKGROUND

The City of Port Alberni has established reserves for the following purpose:

- to provide sources of funds for future capital expenditures,
- to provide a source of funding for areas of expenditure that fluctuate significantly from year to year (equipment replacement, special building maintenance, etc.),
- to protect the City from uncontrollable or unexpected increases in expenditures or unforeseen reductions in revenues, or a combination of the two, and
- to provide for working capital to ensure sufficient cash flow to meet the City's needs throughout the year.

The City has 2 general types of reserve funds; Statutory and Non-statutory. Statutory Reserves are authorized by the *Local Government Act* or established by City bylaw.

Non-statutory (aka General) Reserves are a combination of budgeted allocations (for example, the equipment replacement reserve fund), or surplus funds (for example, the transfer of unspent amounts from the snow removal budget to operating reserve to assist with leveling out expenditures in those years when we may experience more severe winter weather).

The City has the following reserves established as of December 31, 2019: *(balances referenced are from our 2019 unaudited financial statements and are subject to change pending year end adjustments)*. Please see the attached chart for a consolidated view of Reserve balances.

Statutory Reserves:

- Parkland Acquisition (*est. June 2006*)
 - The *Community Charter* requires Council to establish a reserve fund for the purpose of receiving monies from the sale of park land or receipt of monies from amounts paid in lieu of provision of park land on subdivision. Monies in this fund may only be used for the purpose of acquiring park lands. The unaudited balance is \$292,895 at December 31, 2019.
- Capital Works (*est. August 1994*)
 - This reserve is intended to accumulate funds to offset future capital construction projects and reduce borrowing requirements in each of three areas – General, Water and Sewer. The funds are to be used for capital projects including the extension or renewal of existing capital works. To date, the monies in this reserve fund have come from three sources: The Municipal Finance Authority surplus repayments, a one-time transfer in 2002 of \$1 million dollars from the Equipment Replacement Reserve Fund, and the transfer of Federal Gas Tax monies which the City receives annually. The unaudited balance in this fund is \$1,058,626 at December 31, 2019.
- Land Sale (*est. prior to 1970*)
 - The Land Sale Reserve Fund holds revenue generated by the sale of City owned lands. Its purpose is to provide funding for the assembly and marketing of land and related development costs; to purchase lands required for the City's use; and, for servicing or upgrading of City owned parcels and facilities. The unaudited balance in this fund is \$185,944 at December 31, 2019.
- Development Cost Charges (*est. March 2010*)
 - DCCs are charges that the City charges on new developments to help cover the cost of expanding or improving infrastructure relating to water, sanitary sewer, storm drainage, roads and parks to accommodate growth. The unaudited balance in this fund is \$1,331,147 at December 31, 2019.
- Cemetery Trust (Carefund) (*est. March 2004*)
 - A portion of all cemetery plot sales is set aside so that funds are available to maintain the cemetery in perpetuity as mandated by the *Cemetery and Funeral Services & Consumer Protection Acts*. The unaudited balance in this fund is \$170,959 at December 31, 2019.

Non-Statutory: Non-Statutory Reserve Funds are categorized as *Restricted* or *Unrestricted*.

Restricted Reserves (Funds reserved for specific use)

- Equipment Replacement Fund (*est. 1973*)
 - Established to ensure that adequate funds are available to replace fleet equipment in future years. Contributions are made to ERRF based on the number of hours that equipment is operated or on an annual basis so that at the end of its life there are enough funds reserved to pay for replacement. The unaudited balance in this fund is \$6,353,618 at December 31, 2019.
- Carbon Fund (*est. May 2013*)
 - Established for the purpose of expenditures related to new greenhouse gas reduction initiatives, to offset the annual greenhouse gas emissions from Port Alberni Municipal operations and community of Port Alberni. The unaudited balance in this fund is \$26,104 at December 31, 2019.
- Parks and Recreation Capital (*est. Aug 2000*)
 - Established to fund the City's Parks & Recreation properties and facilities. Examples of prior contributions are Bob Dailey Stadium Track and Multiplex upgrades. Funding for this reserve comes from 2 sources: 10% of all Parks and Recreation revenues are deposited into this reserve on an annual basis. In addition, 100% of revenues collected from the sale of logs removed from City park lands is deposited into this fund. The unaudited balance in this fund is \$2,513,614 at December 31, 2019.
- Alberni Valley Community Forest Corporation Reserve (*est. Oct 2014*)
 - Established to fund community-based projects supported by the Alberni Valley. As of 2019 Council did resolve to distribute \$10,000 annually to the general operating fund for Community Investment Program (CIP) recipients. The unaudited balance in this fund is \$247,922 at December 31, 2019

Unrestricted (no funding restrictions)

- General Fund (General Operating & Capital Reserves)
 - Annually, additions are made to this reserve fund to meet the requirements of prior year operating & capital projects carried forward. The surplus balances for this fund are not finalized until year end has been completed.
- Water /Sewer Fund
 - Established to protect the City from unforeseen expenditure that would otherwise increase user fees and to use for capital infrastructure projects that would otherwise be funded through short/long-term borrowing. The surplus balances for the funds are not finalized until our year end has been completed.

- RCMP Contract Surplus (*est. 2014*)
 - Established for unanticipated expenses arising from additional police work in major investigations. The funding source for this reserve is the annual final surplus from the RCMP contract expenses. Surplus arises mostly from the difference between estimated expenses in a fully staffed operation and the actual expenses incurred. In May 2019, Council resolved to raise the Surplus maximum from \$1M to \$2M dollars. 2020 surplus balances have not been finalized, however, the City did receive \$1,004,557.91 in Surplus from the RCMP in the year ending March 31, 2019. As of Dec 31st, 2018, the fund balance was \$ 1,085,187.96.

The purpose and establishment of the reserves listed above represent long-standing principles, traditions and practices that have guided the City and have contributed to the City's overall financial stability. Staff believe that it would be beneficial to establish a consolidated Financial Management Policy that includes not only a policy on reserves but one that also covers the framework for overall fiscal management of the City. This could include but not be limited to the following:

- Budget policies
- Budget responsibility
- Revenue policy
- Cash Management/Investment
- Capital Improvement
- Debt Financing
- Surplus
- Reserves

ALTERNATIVES/OPTIONS

Option 1 – Receive the report from Acting Finance Director and approve the recommendation to create a consolidated Financial Management Policy.

Option 2- Receive the report and provide no direction at this time on the creation of a consolidated Financial Management Policy.

ANALYSIS

No analysis of the funds was required for this report.

IMPLICATIONS

No implications were considered for this report.

COMMUNICATIONS

The reserve balances will be made available in the consolidated draft budget, and the final audited numbers will be included in the City's comprehensive financial statements. Creation of a consolidated Financial Management Policy would be communicated later in the year with input from the incoming Director of Finance and consideration from the Audit Committee.

BYLAWS/PLANS/POLICIES

SUMMARY

At the Committee of the Whole meeting held February 3, 2020, members requested that staff provide an overview of the City's current reserve funds and their balances. This report details the City's rationale for establishing reserve funds, the purposes of those funds, as well as the fund balances as of December 31st, 2019. [A chart with reserve balances has been attached and providing a consolidated review of account balances.] Further to this, staff recommend that Council consider the creation of a Financial Management Policy to document long standing principles and best practices used to help maintain financial stability in the City.

C: *A. McGifford, Director of Finance*
 D. Hartwell, City Clerk



CITY OF PORT ALBERNI

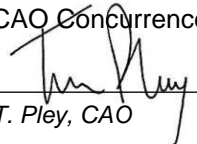
RESERVE BALANCES UNAUDITED AS OF DECEMBER 31, 2019

	Year	2018	2019	2020	2021	2022	2023	2024
STATUTORY RESERVES	Established	<i>Actual</i>	<i>*Actual</i>					
PARKLAND ACQUISITION	2006	\$ 287,619	\$ 292,895	\$ 295,395	\$ 297,895	\$ 300,395	\$ 302,895	\$ 305,395
CAPITAL WORKS	1994	\$ 321,040	\$ 1,058,626	\$ 583,626	\$ 187,626	\$ 302,626	\$ 417,626	\$ 738,627
LAND SALE **	1970	\$ 848,132	\$ 185,944	\$ 194,944	\$ 154,444	\$ 114,944	\$ 75,644	\$ 36,644
DEVELOPMENT COST CHARGES	2010	\$ 846,459	\$ 1,331,174	\$ 1,349,674	\$ 1,368,174	\$ 1,386,674	\$ 1,405,174	\$ 1,423,674
CEMETERY TRUST	2004	\$ 162,788	\$ 170,959	\$ 173,959	\$ 176,959	\$ 179,959	\$ 182,959	\$ 185,958
NON- STATUTORY RESERVES								
EQUIPMENT REPLACEMENT RESERVE	1973	\$ 5,931,629	\$ 6,353,618	\$ 7,102,105	\$ 5,515,674	\$ 4,197,345	\$ 4,427,389	\$ 3,856,690
CARBON FUND	2013	\$ 302,708	\$ 26,104	\$ 99,204	\$ 155,904	\$ 253,604	\$ 351,304	\$ 449,004
PARKS & RECRATION CAPITAL	2000	\$ 2,173,049	\$ 2,513,614	\$ 2,542,260	\$ 2,702,260	\$ 2,862,260	\$ 3,022,260	\$ 3,182,260
ALBERNI VALLEY COMM. FOREST CORP	2014	\$ 106,422	\$ 247,922	\$ 239,422	\$ 230,922	\$ 222,422	\$ 213,922	\$ 205,422
<hr/>								
TOTAL RESERVE BALANCES		\$ 10,979,845	\$ 12,180,855	\$ 12,580,588	\$ 10,789,857	\$ 9,820,228	\$ 10,399,172	\$ 10,383,674

* Unaudited balances as of Dec 31st, 2019, amounts are subject to change with year end adjustments.

** 2018 vs. 2019 = Approximately \$650,000 allocated to Arrowview Hotel demolition

Date: February 18, 2020
File No: 6520-20-UD [Uptown District]
To: Mayor & Council
From: T. Pley, CAO
Subject: Uptown District Revitalization Strategy – Project Funding and Grant Support

Prepared by: K. McDOUGALL Katelyn McDougall, M.Urb Mgr of Planning	Supervisor:	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

That Council support staff in applying for funding to the Poverty Reduction Planning & Action 2020 Stream 1 – Plans & Assessments [through UBCM], for its project titled ‘Uptown District Revitalization Strategy’ including a commitment to provide overall grant management of this project should funding be received.

PURPOSE

To obtain a resolution of Council supporting the City’s application for funding for its project titled ‘Uptown District Revitalization Strategy’ including Council’s willingness to provide overall grant management.

BACKGROUND

In 2019, City Council adopted the 2019 – 2023 Corporate Strategic Plan that outlines a number of goals and priority projects. One of the core themes of the Strategic Plan is for the City to respond to demographic change in the community and improve quality of life, specifically by revitalizing the Uptown District. In order to do so the City will need to develop plans and policies that respond to the unique demographic needs of the area, while also attracting new investment and encouraging redevelopment. As such, staff are in the process of developing an Uptown District Revitalization Strategy as a means to support Council’s strategic vision. The overarching goals of developing an Uptown District Revitalization Strategy are as follows:

- Identify a high-level vision that will guide City Council and staff’s efforts aimed at Uptown District Revitalization;
- Work with the public, businesses, stakeholders, and local neighbourhood residents to identify current issues, challenges, and possible solutions;
- Develop specific actions, timelines, and partnerships to help implement the high-level vision; and
- Prepare information that can also be embedded within the City’s Official Community Plan.

Currently staff are working with Vancouver Island University’s Master of Community Planning program on initial project planning and research, and are developing a robust engagement strategy.

Many topics will likely emerge throughout the engagement process, but key themes that will be explored include:

- poverty reduction and crime prevention
- housing and development
- economic development
- arts, culture and recreation
- transportation and mobility

It is important that the Revitalization Strategy be grounded in a comprehensive and compassionate framework that seeks to mitigate gentrification and displacement by addressing systemic issues and encouraging economic development with a poverty reduction lens.

ALTERNATIVES/OPTIONS

1. *That Council supports the City's application to the Poverty Reduction Planning & Action Program 2020 for Stream 1 – Plans & Assessments [through UBCM], for funding for its project titled 'Uptown District Revitalization Strategy' including a commitment to provide overall grant management of this project should funding be received.*
2. That Council not support the City's application [as proposed in this report] to the Poverty Reduction Planning & Action Program and direct staff to amend its application by providing alternate direction.

ANALYSIS

As a means to fund the Uptown District Revitalization Strategy, staff are requesting that Council provide a motion of support for the City's application to UBCM's Poverty Reduction Planning & Action Program. The Poverty Reduction Planning & Action Program supports local government initiatives that aim to reduce poverty at the local level. This program is funded by the Province of British Columbia, and is administered through UBCM. Deadline for application submission is February 28, 2020.

All local governments in BC are eligible to apply but in order to qualify for funding, an application must demonstrate the extent to which proposed activities will reduce poverty at the local level. Furthermore, eligible projects must focus on one or more of the six priority action areas identified in TogetherBC (*housing; families, children and youth; education and training; employment; income supports; and social supports*). As part of the overall Uptown District Revitalization Strategy several of these key subject areas will be discussed and addressed including housing, employment, and social supports.

A \$30,000.00 budget has been proposed for this project. Through the Poverty Reduction Planning & Action Program the Uptown District Revitalization Strategy may be eligible for up to \$25,000.00 in funding. A budget with costs estimates is attached for information. Should the City's application for funding be denied, staff will return to Council to discuss other means of project funding or alternate direction.

IMPLICATIONS

Staff have earmarked \$5,000.00 from the Planning Department's annual budget in support of developing the Uptown District Revitalization Strategy. This money is being utilized for "Phase 1 - project research and planning" with dedicated project support being provided by Vancouver Island University up until May 2020. Additional funds will be required to support all phases of the project's development, including public engagement and implementation of the plan. A draft project budget is attached, and will be included with the City's grant application [as required].

COMMUNICATIONS

The Uptown District Revitalization Strategy will be embedded in a robust public and stakeholder engagement process. As part of the consultation process staff will work with the public, businesses, stakeholders, and local neighbourhood residents. Staff are currently developing the detailed communication and engagement strategy, but key components will likely include:

Communication Strategy	Public & Stakeholder Engagement
<ul style="list-style-type: none">• Share/gather information on Let's Connect PA platform• Share information on social media• Share information on City's website• Provide videos, photos, maps, posters and pamphlets• Promote project in local paper and radio	<ul style="list-style-type: none">• Online survey and polls• Pop-up/public events• Open house meetings• Meetings and focus groups• Council information session (CoW)• E-mail outreach

Staff will return to Council in March 2020 with an updated report that outlines the details of the engagement strategy for this project, prior to any public consultation and stakeholder engagement being initiated.

BYLAWS/PLANS/POLICIES

Submitting an application for funding to UBCM through its Poverty Reduction Planning & Action Stream 1 – Plans & Assessments aligned with Councils 2019 – 2023 Strategic Priorities to "Respond to demographic change/improve quality of life – Goal 1.2 – The Uptown District is revitalized and flourishing with identifying strategies to attract new investment and encourage redevelopment and improvements.

SUMMARY

Staff are in the process of developing an Uptown District Revitalization Strategy as a means to support Council's strategic priorities. Currently staff are working with Vancouver Island University's Master of Community Planning program on initial project planning and research, and are developing the details of the supporting engagement process.

A proposed project budget of \$30,000.00 has been identified with \$5,000.00 earmarked for the project from the Planning Department's regular budget and the remaining \$25,000.00 through a provincial funding opportunity. In order for the City to meet the requirements of the funding application, Council is being requested to consider the recommendation identified in this report.

ATTACHMENTS/REFERENCE MATERIALS

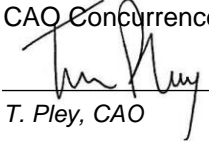
1. Draft Project Budget
2. UBCM 2020 Poverty Reduction Grant Program & Application Guide *(ref.)*
3. City of Port Alberni's 2019 - 2023 Corporate Strategic Plan *(ref.)*

C: *R. Macauley, Acting Director of Finance*

Uptown District Revitalization Strategy - Budget

Phase 1	Project Research & Planning	Consultant Tasks	Costs	Estimates
		Literature Review		\$500.00
		Review Best Practices		\$300.00
		Staff Interviews - Frame Current Context		\$1,000.00
		Data Collection - Issues and Trends		\$1,000.00
		Develop Engagement Strategy		\$1,500.00
		Develop Engagement & Communication Materials		\$700.00
		Phase 1 Total		\$5,000.00
Phase 2	Engagement & Discussion	Consultant Tasks	Costs	Estimates
		Launch & Promote Online Survey		\$500.00
		Social Media / Online Polls		\$500.00
		Public Consultation (Pop-Up Events, Open Houses, etc)		\$4,000.00
		Stakeholder Meetings		\$4,000.00
		Focus Groups (low-income, businesses, service providers, etc)		\$2,000.00
		Council Information Session - Committee of the Whole		\$1,000.00
Staff Workshop - Review Input and Develop Actions		\$1,000.00		
		Phase 2 Total		\$13,000.00
Phase 3	Report & Strategy Development	Consultant Tasks	Costs	Estimates
		Summarize and Analyze Input		\$1,500.00
		Draft Report		\$1,500.00
		City Hall Open House - Input on Draft Plan		\$1,000.00
		Present Findings to APC / Council		\$1,000.00
		Publish Report and Share Key Information		\$1,000.00
		Phase 3 Total		\$6,000.00
Materials, Marketing and Promotion		Project Supplies	Costs	Estimates
		Food and Catering (meetings)		\$1,000.00
		Prizes/Incentives (public input)		\$200.00
		Stipend/Subsidies for Low-Income/High Barrier Participants		\$600.00
		Childcare (for public meetings)		\$400.00
		Room Rentals (special meetings)		\$200.00
		Printing & Engagement Supplies		\$1,000.00
		Videography and Photography		\$600.00
		Advertisement & Marketing		\$2,000.00
		Project Supplies Total		\$6,000.00
Summary		Project Total		\$30,000.00

Date: February 18, 2020
File No: 5320-20-3rd AVE
To: Mayor & Council
Subject: 3rd Avenue Revitalization Project – Conceptual Design Costs

Prepared by: T. SLONSKI <hr/> T. Slonski Deputy Clerk	Supervisor: <hr/> D. HARTWELL, CLERK	CAO Concurrence:  <hr/> T. Pley, CAO
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RECOMMENDATION[S]

This report is being provided for informational purposes only.

PURPOSE

To identify the costs associated with engaging the services of Watt Consulting Group for the purpose of preparing a conceptual design for the 3rd Avenue Revitalization Project.

BACKGROUND

In 2019 Council of the City of Port Alberni established its 2019 – 2023 Corporate Strategic Plan. One of Council's top strategic priorities is to 'be a community that is connected by safe, walkable, green streets and accessible multi-modal pathways'. Council further identified a strategy to achieve this goal by 'proactively revitalize and reconfigure existing streets, with 3rd Avenue [between Argyle & Mar] identified as an initial priority' [as well as Argyle Street, between 3rd Avenue and Harbour Quay]. Given Council's direction, City staff engaged the services of Watt Consulting Group who was tasked to prepare a preliminary conceptual design of the 3rd Avenue Revitalization Project [between Argyle & Mar] for Council's consideration.

At a Regular Meeting held January 27, 2020, Council received the report from Watt Consulting Group which presented Council with potential design options pertaining to the project. It was at this time that Council selected design option #1 – 'Balanced Mobility/Place-Making' and directed staff to proceed. [NOTE: The option selected by Council speaks to reducing the number of travel lanes to two – one in each direction, as well as introducing parallel parking on both sides of the road. The design also speaks to the introduction of a bike lane as well as an increase in pedestrian space and hard and/or soft landscaping].

At its Committee of the Whole Meeting held Monday, February 3, 2020, members of the Committee [during public input/comment] were asked what the City has paid to the design engineer for their work in establishing a conceptual design for the 3rd Avenue Revitalization Project. This report responds to that inquiry.

ALTERNATIVES/OPTIONS

This report is being provided for informational purposes only, as such, alternatives/options are not identified.

ANALYSIS

Costs paid by the City to Watt Consulting Group for their work in preparing a conceptual design[s], for Council's consideration as outlined in their report dated January 20, 2020 total \$8,000.85 [excluding GST]. In addition to the above, the City will be incurring additional costs, approximately \$800.00 as the consultant has been asked to consider revisiting the design to address retaining angled parking versus parallel parking.

IMPLICATIONS

The costs associated with engaging the services of a professional design engineer are identified in the City's current five-year financial plan.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

Moving forward with the 3rd Avenue Revitalization Project aligns with Councils 2019 – 2023 Strategic Priorities namely, "Respond to demographic change/improve quality of life – be a community that is connected by safe, walkable, green streets and accessible multi-modal pathways." Staff have also adhered to City Policy in the engagement of a professional design consultant to carry out preliminary design works and costs associated with this engagement are captured in the City's current five-year financial plan.

SUMMARY

At the Committee of the Whole meeting held Monday, February 3, 2020, members of the Committee were asked [during public input/comment] the costs associated with engaging the services of Watt Consulting Group for the purpose of preparing a conceptual design of the 3rd Avenue Revitalization Project. This report identifies what the City has paid to Watt Consulting Group for their services. This report also identifies additional costs the City will incur as a result of Council requesting consideration in retaining angled parking versus parallel parking.

REFERENCE MATERIALS

- Watt Consulting Group 3rd Avenue Revitalization Report dated January 20, 2020
- City of Port Alberni, 2019 – 2023 Corporate Strategic Plan
- City of Port Alberni Purchasing – Procedure/Policy

C: *W. Taekema, Director of Engineering & Public Works*
 K. McDougall, Manager of Planning
 R. Macauley, Acting Director of Finance

J:\Clerks\Reports\TLS\2020\2020_02_18_3rdAve_Revite_Project_Consultant_Cost



CITY OF PORT MOODY

OFFICE OF THE MAYOR

February 4, 2020

To All BC Municipalities,

On January 14, 2020, at a Regular Meeting of Council, Port Moody City Council passed the following resolution:

Moved, seconded, and CARRIED

WHEREAS the City of Port Moody has recognized and has demonstrated over the past years its commitment to the importance of healthy citizens as the foundation of a healthy, engaged, and economically vibrant community;

AND WHEREAS the over 3 million Canadians, including many in our local communities, don't take medicines prescribed by their doctors because they can't afford them;

AND WHEREAS Canada is currently the ONLY country with a National Medicare Program that does not have a National Pharmacare Program;

AND WHEREAS the risk of having no insurance for medicines is high among lower income Canadians which includes the service industry, precarious working, and seasonal workers;

AND WHEREAS studies show that adding a National Pharmacare Program to our National Health Care System would lower costs to businesses by over \$8 billion per year, providing Canadian companies competitive advantages in international trade;

AND WHEREAS recent research confirms that these gains can be achieved with little or no increase in public investment;

AND WHEREAS municipal government expenses for employee benefits would be significantly reduced by a National Pharmacare Program;

AND WHEREAS a national prescription drug formulary would support better quality prescribing, including reducing dangerous and inappropriate prescribing to Canadian seniors;

AND WHEREAS a National Pharmacare plan is a sound policy, both economically and socially, the City of Port Moody express its support for the creation of a National Pharmacare program as an extension of Canadian Medicare, since health and economic studies now show that such a policy would improve health in municipalities, give local businesses a competitive advantage in the global marketplace, and lower costs for municipal government on taxpayers;

THEREFORE BE IT RESOLVED THAT the City of Port Moody call on the Federal Government to work with the provinces and territories to develop and implement a

100 Newport Drive, Port Moody, B.C. V3H 3E1 Telephone: 604.469.4515 Fax: 604.469.4664

Universal Public National Pharmacare program as one of the first orders of business after the 2019 election;

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

Attached is the letter that the City of Port Moody sent to the Honourable Patty Hajdu, Minister of Health requesting the Federal Government to start working with the provinces and territories to develop and implement a Universal Public National Pharmacare Program.

We hope that you will join the City of Port Moody and write to the Minister of Health to support the creation of a National Pharmacare Program for all Canadians.

Thank you for your consideration.

Sincerely,



Mayor Rob Vagramov
City of Port Moody

Attachments:

1. Letter dated February 4, 2020 to the Minister of Health regarding National Pharmacare Program
2. Report dated December 17, 2019 from Councillor Amy Lubik regarding Supporting Universal National Pharmacare



CITY OF PORT MOODY

OFFICE OF THE MAYOR

February 4, 2020

Email: hcmminister.ministresc@canada.ca

Honourable Patty Hajdu, Minister of Health Canada
Address Locator 0900C2
Ottawa, Ontario K1A 0K9

To Honourable Patty Hajdu,

On January 14, 2020, at a Regular Meeting of Council, Port Moody City Council passed the following resolution:

Moved, seconded, and CARRIED

WHEREAS the City of Port Moody has recognized and has demonstrated over the past years its commitment to the importance of healthy citizens as the foundation of a healthy, engaged, and economically vibrant community;

AND WHEREAS the over 3 million Canadians, including many in our local communities, don't take medicines prescribed by their doctors because they can't afford them;

AND WHEREAS Canada is currently the ONLY country with a National Medicare Program that does not have a National Pharmacare Program;

AND WHEREAS the risk of having no insurance for medicines is high among lower income Canadians which includes the service industry, precarious working, and seasonal workers;

AND WHEREAS studies show that adding a National Pharmacare Program to our National Health Care System would lower costs to businesses by over \$8 billion per year, providing Canadian companies competitive advantages in international trade;

AND WHEREAS recent research confirms that these gains can be achieved with little or no increase in public investment;

AND WHEREAS municipal government expenses for employee benefits would be significantly reduced by a National Pharmacare Program;

AND WHEREAS a national prescription drug formulary would support better quality prescribing, including reducing dangerous and inappropriate prescribing to Canadian seniors;

AND WHEREAS a National Pharmacare plan is a sound policy, both economically and socially, the City of Port Moody express its support for the creation of a National Pharmacare program as an extension of Canadian Medicare, since health and economic studies now show that such as policy would improve health in municipalities, give local businesses a competitive advantage in the global marketplace, and lower costs for municipal government on taxpayers;

THEREFORE BE IT RESOLVED THAT the City of Port Moody call on the Federal Government to work with the provinces and territories to develop and implement a Universal Public National Pharmacare program as one of the first orders of business after the 2019 election;

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


With the costs of housing, food, and livability increasing daily, having the expense of medications adds another burden to peoples financial means. This can mean hard choices between medications and other needs and/or improper use of medications, especially for folks working in precarious employment sectors.

A recent study found that over 300,000 people had additional doctor visits, 93,000 had to go to the emergency department and 26,000 people were admitted to hospital – all because they couldn't pay for their medications. That creates a significant burden on the health care system, one that we can alleviate with a national drug plan.

The Pharmacare Program has been an initiative supported by the majority of Canadians, but it has yet to come to pass despite support from at least three federal parties. Health and wealth inequalities are growing across Canada and impact Port Moody residents, including a growing elder population; British Columbians may be hardest hit by lack of universal coverage, despite recent changes to provincial drug coverage, as demonstrated in a 2018 cross-institutional study.

Port Moody City Council is calling on the Canadian Minister of Health, for the second time, to create a Universal Public National Pharmacare program.

Regards,



Mayor Rob Vagramov
City of Port Moody

CC: British Columbia Municipalities



Report to Council

From the Office of Councillor Amy Lubik

Date: December 17, 2019
 Subject: Supporting Universal National Pharmacare

Purpose

To ask that the City of Port Moody Write to the Federal Government in support of the implementation of a national pharmacare strategy as a priority following the 2019 election.

Recommendation

WHEREAS, The City of Port Moody has recognized and has demonstrated over the past years its commitment to the importance of healthy citizens as the foundation of a healthy, engaged and economically vibrant community; and

WHEREAS, The over 3 million Canadians, including many in our local communities, don't take medicines prescribed by their doctors because they can't afford them; and

WHEREAS, Canada is currently the ONLY country with a National Medicare Program that does not have a National Pharmacare Program; and

WHEREAS, The risk of having no insurance for medicines is high among lower income Canadians which includes the service industry, precarious working and seasonal workers; and

WHEREAS, The studies show that adding a National Pharmacare Program to our National Health Care System would lower costs to businesses by over \$8 billion per year, providing Canadian companies competitive advantages in international trade; and

WHEREAS, The recent research confirms that these gains can be achieved with little or no increase in public investment; and

WHEREAS, Municipal government expenses for employee benefits would be significantly reduced by a National Pharmacare Program; and

WHEREAS, A national prescription drug formulary would support better quality prescribing, including reducing dangerous and inappropriate prescribing to Canadian seniors; and

WHEREAS, A National Pharmacare plan is a sound policy, both economically and socially, the City of Port Moody express its support for the creation of a National Pharmacare program as an extension of Canadian Medicare, since health and economic

studies now show that such as policy would improve health in municipalities, give local businesses a competitive advantage in the global marketplace and lower costs for municipal government on taxpayers; therefore be it

BE IT RESOLVED, That the City of Port Moody call on the Federal Government to work with the provinces and territories to develop and implement a Universal Public National Pharmacare program as one of the first orders of business after the 2019 election.

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

Background

In 2017, the City of Port Moody wrote to the federal government to support the development of a Nation Pharmacare program (**attachment 1**); this has been initiative supported by the majority of Canadians, but it has yet to come to pass despite support from at least three major parties. Growing health and wealth inequalities impact Port Moody residents, including a growing elder population; BC residents may be hardest hit by lack of universal coverage, despite recent changes to provincial drug coverage, as demonstrated in a 2018 cross-institutional study <https://www.myprincegeorgenow.com/68282/bc-residents-struggling-afford-prescription-drugs/>. Studies have shown that 88% of Canadians support universal medicare as a component of our universal health care system, as was summarized in a brief to the house of commons <https://www.ourcommons.ca/Content/Committee/421/HESA/Brief/BR8352162/br-external/AngusReidInstitute-e.pdf>.

As Port Moody moves into budget season, it makes sense to push for policies from other sphere of government that will take pressure off of our residents, and indeed off of our corporate coffers, as [studies from the Columbia Institute and Canadian Doctors for Medicare](#) have calculated that local governments across Canada would save millions if such a system was in place, which is why it has been endorsed by the Surrey Board of Trade and the [BC Chamber of Commerce](#).

Now is an opportune time for local governments to remind the federal government that a national pharmacare strategy needs to be a priority.

Discussion

Writings from the [Canadian Labour Congress demonstrate why national universal pharmacare would benefit our residents, our city as a corporation, and small businesses](#):

Finally, some good news for [the millions of Canadians](#) who have to choose between paying for groceries or their prescription medications.

Canada's Advisory Council on the Implementation of National Pharmacare has laid out a clear path for public, single-payer, universal pharmacare in its [final report](#).

"The time for universal, single-payer, public pharmacare has come," writes Dr. Eric Hoskins, the Council's chair. "This is our generation's national project: better access to the medicines we need, improved health outcomes and a fairer and more sustainable prescription medicine system."

This is the unfinished business of medicare, as envisioned by the late Tommy Douglas. As Saskatchewan's seventh premier, Mr. Douglas pioneered North America's first universal, single-payer health care system. It would become a cornerstone of Canada's social safety net and a key pillar of our nation.

We know that a fair society must be one in which every person has the opportunity to succeed and to thrive... we believe that universal, public pharmacare is a necessary step towards greater fairness.

As numerous studies have shown, millions of Canadians are struggling to afford to pay for their prescription medications. One study found that nearly a million Canadians sacrificed basic needs such as food, and close to a quarter of a million people gave up heating their homes. This lack of affordability is hurting not only people's health and well-being, but the economic strength of our communities.

The new report demonstrates that every family will save, on average, \$350 per year on medications. It also points out that the average business owner will save about \$750 per employee. That will open up capacity for businesses to increase wages, or expand other types of coverage, including for dental and vision care. It also supports small businesses that find it difficult to compete for workers when they can't afford to offer drug coverage.

There will be an upfront cost, specifically at the outset, but as time goes on, the money our provincial health care systems will save will be significant. A recent study found that over 300,000 people had additional doctor visits, 93,000 had to go to the emergency department and 26,000 people were admitted to hospital – all because they couldn't pay for their medications. That creates a significant burden on the health care system, one that we can alleviate with a national drug plan.

Other Option(s)

THAT the report dated November 12, 2019 from Councillor Amy Lubik regarding Supporting Universal National Pharmacare be received for information.

Financial Implications

There are no financial implications related to this report.

Communications and Civic Engagement Initiatives

There are no communications or civic engagement initiatives required by the recommendations in this report.

Attachment(s)

1. Delegation Application regarding Pharmacare from May 15, 2018 City of Port Moody Committee of the Whole Meeting



RECEIVED

FEB 03 2020

CITY OF PORT ALBERNI

January 31, 2020

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

☒ Council ☐ Eng. & PW
☒ Mayor ☒ Parks, Rec. & Heritage
☒ CAO ☐ Planning
☐ Finance ☐ Bylaw
☒ Clerk's ☐ Other
☒ Agenda *Rem - Feb. 24 '20 (for info)*
File # *8100-01*

Dear Mayor Minions,

On behalf of the Province of BC and the Ministry of Tourism, Arts and Culture, the BC Games Society is pleased to invite your community to bid as a host of one of the following premier events in provincial sport.

Bids are now being accepted for:

2024 BC Winter Games
2026 BC Winter Games

2024 BC Summer Games
2026 BC Summer Games

The enclosed Bid Package will provide your community with details on all aspects related to a successful bid. Submissions will be accepted by the BC Games Society until September 18, 2020. It is anticipated that successful communities will be announced by the Minister in late fall 2020.

Events such as these are vital to any BC community. The BC Games can provide a catalyst for both sport and community development while also exposing the province to all that your city has to offer.

As noted in the Bid Package, there will be two information meetings, however, any questions prior to those meetings can be directed to Alison Noble at alisonn@bcgames.org or 250.387.1375.

Thank you for your consideration to host a BC Winter or BC Summer Games in your community. We wish you the very best for a successful bid.

Sincerely,

Jamey Paterson
Chair, BC Games Society

Encl.

Alison Noble
President and CEO

ENTERED

H.2

Mayor & Council, City of Port Alberni

Good day!

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

RECEIVED

FEB 18 2020

CITY OF PORT ALBERNI

Rem - Feb. 24 '20 - 4320-01 to Cmr for Action

I would like to express my deepest gratitude to you for taking the time and consideration to hear my concerns with respect to the home based business bylaw.

I am writing this letter in regards to my recent request with Port Alberni's City Hall to handcraft (manufacture) products for farmers markets in my home with the intent to eventually expand to online sales. It is my understanding that it is not possible to conduct business this way in the city of Port Alberni without a commercial space.

For example, For the month of June I may wish to attend a market here and a market in Nanaimo. For this I would like to produce 100 jars of hand-made body scrubs. I may find my sales did well and I've sold all 100 in the first market and need another 100 for the next. So to produce these I would be using non-industrial type equipment, which I would specifically use for this puprose only. As word of mouth increases I would like to provide another outlet besides markets where I could also increase my sales. This would be an online market. For any of this to occur, I would not require any business associates coming into or going out of my home for business purposes. I would only require creating hand crafted scrubs, packing them up and carrying them to markets and or preparing them for delivery via Canada Post.

Therefore, I would be requesting that the out dated Port Alberni municipal Bylaw be updated to allow small businesses the licence to manufacture inside ones own home with the opportunity to attend locally and inter community markets as well as sell products and services online from home or mobile.

As a single parent of two young children, my hope is to be able to use my skills and abilities from my university business education to build a business that supports our family, future and home.

I have spoken with various government and financial institutions having expressed my intentions to conduct a small business in this manner. This includes but is not limited to Revenue Canada and Coastal Community. All of which have approved my initiative although it would require the approval of a Port Alberni Municipal business licence to be registered with my home address.

I am inspired to build this business not only for myself and my family, but for the community also. I feel that the more honest opportunities we are granted to generate an income for our selves and our families, the more we can give back to our communities.

However, due to the limitations I am faced with as a result of the outdated bylaws I do not have the opportunity to move forward with any aspect of my business in Port Alberni until such Bylaws are updated to accommodate aspiring small business owners

ENTERED

such as my self. I hope that you will give this request formal consideration in your next council meeting. I greatly appreciate your time and effort.

Kind Regards .

A handwritten signature in black ink, appearing to be 'Teresa Affleck', written over a horizontal dashed line.

Contact Information:

Cell: -----

Email:

Mailing: Teresa Affleck

Port Alberni, B.C.
V9Y4S5

RECEIVED

FEB 06 2020

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input checked="" type="checkbox"/> Eng. & PW
<input checked="" type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> CAO	<input checked="" type="checkbox"/> Planning
<input checked="" type="checkbox"/> Finance	<input checked="" type="checkbox"/> Bylaw
<input checked="" type="checkbox"/> Clerk's	<input checked="" type="checkbox"/> Other <i>all City Staff</i>
<input checked="" type="checkbox"/> Agenda	<i>RCM - Feb. 24 '20</i>
File #	<i>0220-01</i>

You help us
pedal forward!

Thank you for supporting
Cycle Alberni!

Thank you!!

City of Port Alberni

For your generous contribution
towards the BIKE Fix-it STANDS.

Twyla Slonski

From: brm < >
Sent: February 11, 2020 11:00 AM
To: Davina Hartwell; Twyla Slonski
Subject: FW: Uptown project

RECEIVED

FEB 11 2020

CITY OF PORT ALBERNI

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: brm <brm@telus.net>
Date: 2020-02-11 10:48 a.m. (GMT-08:00)
To: Davina_Hartwell@portalberni.ca
Subject: Uptown project

<input checked="" type="checkbox"/> Council	<input 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 <i>Corr for info</i>
<input checked="" type="checkbox"/> Agenda	<i>Rem - Feb. 24 '20</i>
File #	<i>5320-20-3rd AVE</i>

Hi Davina
I hope you will pass this on to Mayor and Council for me

Mayor Minions and Council

I sincerely hope that you will push the 3rd ave project forward .
It is such an important project to continue and add to the investment by the businesses in this area.
It's going to show that the city cares and I'm sure it will promote further investment in this area but also other areas of Port Alberni.
I'm excited as the south port merchants paid for a study in 1983 asking the city to do exactly this so to see it happen is really great. So please forge ahead with this project
Thank you
Barbara Mellaart
Treadsetter shoes
2945 3rd ave
Port Alberni
South port proud

Sent from my Samsung Galaxy smartphone.



BRITISH
COLUMBIA

RECEIVED

FEB 14 2020

CITY OF PORT ALBERNI

FEB 06 2020

Her Worship Lisa Helps
Mayor of Victoria
1 Centennial Square
Victoria BC V8W 1P6

Dear Mayor Helps:

uBCM Members

<input checked="" type="checkbox"/> Council	<input 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 type="checkbox"/> Clerk's	<input type="checkbox"/> Other <i>Corr for Info</i>
<input checked="" type="checkbox"/> Agenda <i>REM - Feb. 24 '20</i>	
File # <i>C400-20</i>	

1149219

Thank you for your letter of November 12, 2019, in which you shared the resolutions on this year's Union of BC Municipalities agenda entitled: Safer Drug Supply to Save Lives (B171) and Observed Inhalation Sites for Overdose Prevention (B172).

I appreciate the opportunity to respond on behalf of the Honourable John Horgan, Premier of British Columbia, and apologize for the delay.

As you noted, British Columbians are experiencing unprecedented rates of overdose-related harm due to an unregulated drug supply that is unpredictable and highly toxic. A public health emergency of this magnitude and complexity necessitates a comprehensive response that includes both evidence-based and innovative approaches.

Over the past five years, the Government of British Columbia has committed a total of \$608 million to support an escalated response to the overdose emergency to save lives, reduce stigma, build a network of treatment and recovery services, create a supportive environment, advance prevention, and improve public safety.

People experiencing substance use related challenges deserve access to a full continuum of effective medical treatment options, including low-barrier options. That is why we are working with doctors, nurses, and pharmacists on improving care for people at risk of overdose. This includes actively pursuing legal, pharmaceutical alternatives to the highly-toxic unregulated drug supply that can be provided under medical supervision to save lives.

Work is underway in this area and rigorous evaluation of this work will help improve understanding of the feasibility of different models to reduce overdose-related harms and inform future decision-making. For example, the Portland Hotel Society – with the support of Vancouver Coastal Health, BC Housing, and the City of Vancouver – launched a tablet injectable opioid agonist treatment (TiOAT) pilot project in January 2019 whereby people at high risk of overdose have lower barrier access to as-needed medication for injection and/or oral use under medical supervision at the Molson Overdose Prevention Site.

...2

ENTERED
J.3

Preliminary findings highlight strong patient retention and connections to other health care services, as well as reduced drug-related harms; none of those accessing the pilot project reported having experienced an overdose or having been hospitalized since starting the program. In recognition of the immediate successes of this program, the Ministry of Mental Health and Addictions and the Ministry of Health approved funding in November 2019 to expand this program to two additional sites in Vancouver and Kelowna.

BC has increased access to injectable opioid agonist treatment (iOAT) in all health authorities with the exception of the Northern Health Authority. Clinics are in all high-need communities as determined by overdose surveillance data, including Surrey, Kelowna, Victoria and multiple Vancouver locations.

Ensuring British Columbians at risk of overdose can access supervised consumption and overdose prevention services remains a priority in the provincial response to the public health emergency. The Government of British Columbia funds regional health authorities to deliver supervised consumption and overdose prevention services in communities across the province. Regional health authorities are responsible for ensuring these services are delivered in a way that meets the needs of a given community. For example, Vancouver Coastal Health has established a women's-only overdose prevention site to meet the unique needs of that population.

I encourage the City of Victoria to work with Island Health to determine how overdose prevention and supervised consumption services can be delivered in a manner that meets the needs of people at risk of overdose in Victoria.

Currently, there are nine supervised consumption services and 22 standalone overdose prevention services throughout the province. In addition to standalone supervised consumption and overdose prevention services, there are other forms of overdose prevention services based in a wide range of settings. For example, in the Island Health region, there are several overdose prevention services based in housing settings. While there remain a number of barriers to facilitating supervised inhalation, our ministry is working with health authority partners to explore opportunities to address these.

Since its release in June 2019, we have seen tremendous progress with the initiatives and priority actions outlined in *A Pathway to Hope: A roadmap for making mental health and addictions care better for people in British Columbia* (the Roadmap). A digital version of the Roadmap is available online here:

https://news.gov.bc.ca/files/BCMentalHealthRoadmap_2019.pdf

Integrated child and youth teams are currently being implemented in Maple Ridge-Pitt Meadows and Comox Valley School Districts and will be in three additional school districts this year. The teams are comprised of mental health and substance use practitioners, school personnel, peer support and Indigenous-specific support workers, and provide wrap-around care in schools, communities and homes.

The Roadmap also saw commitments be made to the expansion of Foundry to increase the number to 19 centres province-wide. In October 2019, Foundry launched an expression of interest for communities across BC. Of the 40 received submissions, 19 communities were shortlisted by two independent panels of young people, families/caregivers, and subject matter experts. By March 2020, Foundry will identify a minimum of six communities and lead agencies to open new Foundry centres.

Access to mental health and substance use counselling services is increasing across the province, in part, thanks to the development of a Community Counselling Grant program. The program, developed by our ministry in partnership with the Community Action Initiative, will provide \$10 million over three years to support community-based adult counselling programs.

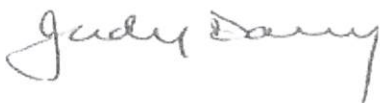
A major milestone was reached in December 2019 with the new Assisted Living Regulation. This regulation includes new requirements to increase the health and safety of supportive recovery residences. Moving forward, we are continuing to work together to develop service standards for supportive recovery programs with a focus on best practices in the areas of health and safety, program delivery, and capacity building.

We are exploring all options to save lives, help people stabilize, and connect them to treatment and recovery. Municipalities like the City of Victoria, a strong ally in the overdose response, play an important role in facilitating the provision of essential evidence-based health services related to the delivery of substance use treatment and harm reduction services.

I look forward to further opportunities to engage all municipalities in dialogue about the scope and impact of municipal bylaws pertaining to the provision of evidence-based health services, including harm reduction and pharmaceutical alternatives to the unregulated drug supply.

Thank you for your leadership on this important issue. I appreciate the opportunity to respond.

Yours sincerely,



Judy Darcy
Minister

pc: Distribution List Follows

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Ron Corbeil: Report to City Council February 24, 2020

On behalf of the Port Alberni City Council I attended:

1. February 6, 2020, I attended the strategic planning session led by the Tseshaht First Nation looking for solutions to the opioid crisis. There was discussion on the need to destigmatize addiction if we are ever going to be able to heal people. Dr. Shane Longman discussed options for treatment. It was pointed out that this was just the beginning of a conversation. There will be a follow-up meeting in March.
2. February 11, 2020 along with the Mayor and Councillor Haggard we met with the Economic Development Manager to review a number of initiatives taking place. We also discussed several grants that maybe available to us.
3. February 11, 2020 along with Councillor Paulsen and Councillor Haggard representing the ACRD we attended the Dry Dock Committee meeting. The committee heard from CME owners Daniel and Tony as they explained what their business already entails.
4. February 12, 2020, I attended a Community Investment Program (CIP) meeting to basically go over the program and how the application works. We discussed the issue around late applicants.
5. February 13, 2020, I attended the Alberni Valley Community Forest meeting. The AVCF continues to try to grow the allowable cut and we reviewed several options. The AVCF is going to host several tours of the AVCF with the City Council and North Island College in the coming months. The AVCF is looking at doing commercial thinning this year.
6. February 16, 2020 represented the City and spoke at the Kinsmen Heritage dinner. Great turn out of more than 350 people. Kudos to the Kinsmen and all those that volunteered and donated to make this a very successful event.

Councillor Report

For February 24, 2019

Councillor Debbie Haggard

January 8, 2020 – Alberni Clayoquot Regional District Board meeting - Highlights included:

- Awarding a contract for the purchase of the AVRA Automated Weather Observation System
- Awarding of a contract for the West Coast Curbside Collection
- Awarding of a contract for the Design, Operations and Closure Plan Updates for the Alberni Valley and West Coast Landfills

January 15, 2020 – Alberni Valley & Bamfield Services Committee meeting – The primary topic of discussion was the request of the Alberni Valley Drag Race Association to operate a drag race event at the airport for three years at the AVRA. Due to information received from the province, it was recommended to the ACRD Board that the request be denied.

January 16, 2020 – Advisory Planning Commission meeting - The APC recommended approval of a Development Variance Permit for 5473 Greenard St.

January 16, 2020 – On behalf of the ACRD, I attended a meeting of the **Alberni Valley Regional Airport Advisory Committee**. Pat Deakin, Economic Development Manager for the City, gave an excellent history of the airport. Discussion included possible next steps to further develop economic activity at the airport. The Committee recommended to the ACRD Board the creation of a long-term vision for the Alberni Valley Regional Airport.

January 28, 2020– I met with the Business Development Officer from **Community Futures Alberni-Clayoquot**. I presented the idea of the creation of a special loan program to assist the small businesses in our community that have been severely impacted by a lengthy labour dispute.

January 29, 2020 – On behalf of the ACRD, I attended the inaugural meeting of the **Dry Dock Committee**. Discussion included a history of the proposed project to date.

January 30, 2020 – I attended an **Alberni Valley Chamber of Commerce Board** meeting. Discussion included an update on the Business Excellence Awards and the City's proposed financial plan

January 30, 2020 – I attended a meeting hosted by the ACRD which was an opportunity to provide input into the **Old Growth Strategic Review**. Recommendations to the province included:

- Should consider and encompass entire landscapes regardless of Crown or Private ownership
- Create a coordinated approach between all players on the landscape
- Any proposed changes to management of Old Growth should apply on both Crown and Private Managed Forest Lands
- Recommendations should be based on science including exploring the actions and strategies taken by other countries who manage Old Growth forests
- Decision makers must use relevant science to assist with Old Growth management decisions helping to reduce political influence
- Must consider the social and economic consequences of decisions

- A collaborative approach to the management of Old Growth is conducted with all stakeholders

What was most interesting about this meeting is that there is no clear definition of what actually constitutes Old Growth Forests.

February 6, 2020 – I met with Terri Deakin, owner of **INEO Employment Services**. She shared with me the new programs being offered by her organization and the progress of the new social enterprise business, Recycle Matters.

February 11, 2020 – On behalf of the ACRD, I attended a meeting of the newly formed **Dry Dock Committee**. Canadian Marine Engineering provided a very informative history of their business, the growth of the business and the expansion of their product offerings. Discussion included how the proposed dry dock could support the diversity and growth of economic activity in Port Alberni.

February 12, 2020 – Alberni Clayoquot Regional District meeting – Highlights included:

- Amend fees for the Tofino-Ucluelet Airport
- ACRD will participate in the Place of Refuge initiative
- ACRD will establish agreements with Extended Producer Responsibility programs at the ACRD 3rd Avenue Depot, including Product Care Recycling and Encorp Pacific

February 12, 2020 – The **Alberni Valley Chamber of Commerce** presented a very informative evening on Crime, Courts and Commerce. The networking event included guest speakers; our local Judge, Crown Council, Victim Services, RCMP, Youth Probation, Adult Probation Services and Restorative Justice. The attendees included representatives from over 75 local businesses. There was discussion on how local businesses can work together to help deter some of the ongoing crime issues.

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

- 1. February 11/20 – Attended the second Dry Dock Committee Meeting –**
 - a. Dry Dock Committee terms of reference – Will work together to raise awareness in the community on the benefits of a floating dry dock and to advocate for government and private funding for the construction of a floating dry dock.**
 - b. Power Point presentation by Daniel Russell, President of Russell Industries Corp., and Canadian Maritime Engineering Corp. – history and future of CME was the theme.**
 - c. Inquiries are already being received by CME about future work for a dry dock facility. Potential clients could include: B.C. Ferries, Department of National Defense, Cruise Ship Industry, Large Fishing Vessels, and New Vessel Construction etc...**
 - d. Identified the need to begin lobbying ASAP for current and future government grants and incentives.**
 - e. CME has committed to the land development portion of the project.**
- 2. February 11/20 – Had a tour of the new Food Hub renovations at Fisherman's Harbour. Renovations are on schedule and the Food Hub is expected to be in operation in the early summer of this year. A very large and impressive venture that will be a boost to the local economy and nurture to business enterprises.**
- 3. February 13/20 – Travelled to Parksville with Director of Parks, Recreation and Heritage, Willa Thorpe to deliver a formal "Thank You" to the Regional District of Nanaimo for their neighboring community support during our recent Multiplex Ammonia leak shutdown. The Chairman of the RDN was presented with a Bulldogs Jersey as a token of our gratitude. This was a wonderful example of "Small Community" spirit in times of difficulty. Thank you once again to the communities of Campbell River and Regional District of Nanaimo [Oceanside Arena] for their thoughtfulness and support in our time of need.**

From: Helen Poon
Sent: February 18, 2020 8:18 PM
To: Twyla Slonski <Twyla_Slonski@portalberni.ca>
Subject: Council report

Submitted 18th Feb 2020

Wednesday 29 Jan 2020 - attended the Emperor of Japan's birthday reception hosted by Consul General Takashi HATORI. I expressed our appreciation for the sister city relationship, and invited Consul-General to visit Port Alberni. I met with Minister of Citizen Services Anne Kang and Minister of Child Care Katrina Chen. Of note, I discussed our interest in the child care grant with the Minister of Child Care. I was advised by Minister of Citizen Services that she would be visiting Port Alberni in the next few weeks. I also met the diplomatic community in Vancouver, including Consul General of Thailand, and Consul General of Malaysia.

Saturday 1 Feb 2020 - visited with Councillor Judy Dueck of Pitt Meadows, made a courtesy call on Councillor Ahmed Yousef of Maple Ridge.

Monday 3 Feb 2020 - attended a meeting with arts council to discuss tax exemption policy.

Monday 3 Feb 2020 - attended a meeting to review bylaw policy.

Monday 3 Feb 2020 - attended committee of the whole on budget.

Wednesday 5 Feb 2020 - traveled to Richmond to attend LGLA with a focus on inclusion in leadership.

Thursday 6 Feb 2020 - LGLA - attended a session by Tracey Lorensen on inclusion. I had dinner with Mayor Ryan Windsor from District of Central Saanich.

Friday 7 Feb 2020 - LGLA - attended a particularly interesting session titled 'They: why a simple word can mean so much. From the perspective of non binary journalist Wil Fundal'

Tuesday 11 Feb 2020 - 8am uptown merchants meeting - Along with Mayor Minions, I consulted with the merchants regarding the uptown revitalization plan. The response was overwhelming support in favour of the plans. The meeting was well-attended.

Thursday 13 Feb 2020 - Along with Councillor Washington I attended farewell party for Uptown merchant Kevin Wright at Steampunk Cafe which was recently sold to a new owner. I commend Kevin for spearheading some of the Uptown revitalization, and for his street art and patio initiatives.

Friday 14 Feb 2020 - attended Community Action Team meeting at Echo Park Field house.

Monday 17 Feb 2020 - made a courtesy call on Councillor Ned Taylor of Saanich and attended Family Art day at the Cedar Hill Recreation centre. I also encountered Chair of Capital Regional District board, Colin Plant.

Tuesday 18 Feb 2020 - traveled to Victoria to attend advocacy meetings at the BC Legislature with Union of BC Municipalities. Attended the forestry rally at the B.C. Legislature. Discussed the 2020 budget with leader of opposition Andrew Wilkinson, and opposition critics - Michael Lee, John Yap, Don Davies, Ellis Ross.

Helen Poon
Councillor, City of Port Alberni

Councillors Report Dan Washington

February 03- Budget Meeting

February 05- Heritage Commission: Heritage Awards will be hosted in 2020. Committee met to discuss collecting admissions, will meet again later this month. Working with Architect on the Train Station RFP. April Meeting will be held at Sproat Lake Community Hall (Heritage Building.)

February 10- Regular Council Meetings.

February 12- Attended the Crime, Courts, and Commerce session at Chances Rim Rock along with Mayor Minions and Councillor Haggard. Very informative. Too bad there was not enough time to answer ALL the questions from the floor. Hopefully the Chamber can host it again in the near future.

February 13- Attended the Retirement Party for Kevin Wright at the Steampunk Cafe' along with Councillor Poon. Congratulations to the new owner Carol-Anne

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.

MOVED and SECONDED, THAT members of the Committee recommend that Council instruct staff to reduce the funds currently allocated to the "Welcome to Port Alberni Signage Project" in the City's Five-Year Financial Plan 2020 – 2024, to \$75,000 [from \$150,000] in 2020 and place the remaining \$75,000 in the 2021 calendar year.

CARRIED

- 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.

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

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; Cherry 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 addition

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