

**CITY OF PORT ALBERNI - MEETING SCHEDULE  
TUESDAY, FEBRUARY 13, 2018**

3:00 pm	Special In-Camera Meeting <i>@ Committee Room</i>	CLOSED TO PUBLIC
6:00 pm	Public Hearing Re: Bylaw 4948 <i>@ Council Chambers</i>	OPEN MEETING
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

**DATES TO NOTE**

<b>Mon. Feb 19</b> 3:00 pm	Special Meeting of Council Re: Status Report <i>@ Council Chambers</i>	OPEN MEETING
6:00 pm	Special Meeting - Review Draft Five Year Financial Plan <i>@ Council Chambers</i>	OPEN MEETING
<b>Wed. Feb 21</b> 4:30 pm	Reconciliation Committee <i>@ Tseshah Administration Building</i>	OPEN MEETING
<b>Mon. Feb 26</b> 4:00 pm	Audit Committee Meeting <i>@ Committee Room</i>	OPEN MEETING
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

# AGENDA

## REGULAR MEETING OF COUNCIL

**TUESDAY, FEBRUARY 13, 2018 AT 7:00 PM  
IN THE CITY HALL COUNCIL CHAMBERS**

*The following pages list all agenda items received by the deadline. 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 refer to the City's website [www.portalberni.ca](http://www.portalberni.ca) or contact the City Clerk phone: (250 720-2810) or email: [davina\\_hartwell@portalberni.ca](mailto:davina_hartwell@portalberni.ca)*

### **PRESENT:**

#### **A. CALL TO ORDER AND APPROVAL OF AGENDA (including introduction of late items)**

*The deadline for agenda items is 12 noon on the Wednesday before the scheduled regular meeting. Acceptance of late items is at the discretion of Council.*

1. Recognition of 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 10**

1. Special Meeting held at 4:00 pm and Regular Council Meeting held at 7:00 pm on January 22, 2018

#### **C. PUBLIC INPUT PERIOD**

*An opportunity for the public to address Council on topics of relevance to City Council. A maximum of four speakers for no more than three minutes each will be accommodated.*

**D. DELEGATIONS**

**1. Dr. Paul Hasselback**

Dr. Paul Hasselback in attendance to present an update on the Alberni area response to the opioid crisis.

**2. Alberni Valley and Social Planning Council - Page 22**

Robert Gunn in attendance to present calculations for a Living Wage for a family of four in Port Alberni. (Note: Report from Economic Development Manager attached)

**E. UNFINISHED BUSINESS**

*Includes items carried forward from previous Council meetings.*

**1. Director of Finance – Roland Smith – Letter of January 22, 2018 - Page 23**

Report dated January 29, 2018 from the Director of Finance addressing Roland Smith's letter to Council, at the January 22, 2018 Regular Council Meeting requesting information on the City's Loan Authorization Bylaw No. 4939 (Sewage treatment facility upgrades and funding).

*That the report from the Director of Finance dated January 29, 2018, be received.*

**2. Notices of Motion from Special Meeting held February 1, 2018**

**Nuisance Abatement Bylaw**

*That Council for the City of Port Alberni direct staff to review and provide recommendations in regards to updating Schedule A of the City's Nuisance Abatement Bylaw No. 4705.*

**Property Maintenance Bylaw - Page 26**

Report dated February 8, 2018 from the City Clerk regarding the City's Property Maintenance Bylaw No. 4712.

*That the report from the City Clerk dated February 8, 2018, be received.*

*That Council for the City of Port Alberni direct staff to review and update the City's Bylaw Offence Notice Enforcement Bylaw to include the ability to ticket for offences under the City's Solid Waste Collection & Disposal Bylaw.*

## **F. STAFF REPORTS**

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

### **1. Accounts**

*That the certification of the Director of Finance dated February 13, 2018 be received and the cheques numbered \_\_\_\_\_ to \_\_\_\_\_ inclusive, in payment of accounts totalling \$\_\_\_\_\_.\_\_, be approved.*

### **2. City Clerk – Community Investment Program Committee Members**

*That Council for the City of Port Alberni appoint Diane Mayba and Teresa Ludvigson to the Community Investment Program Committee to serve until December 31, 2019.*

### **3. Director of Development Services - Strata Conversion Application - 4556 Gertrude Street - Page 43**

Report dated February 6, 2018 requesting consideration of an application to convert a small commercial office building, located at 4556 Gertrude Street, to a building strata.

*That Council for the City of Port Alberni approve the conversion of 4556 Gertrude Street to a building strata and the Mayor and City Clerk be authorized to execute the required strata plan subject to the receipt of security in the amount of \$2,800.00 for required insulation work and that this Council approval is valid for no more than 2 years from the date of adoption of this resolution.*

### **4. Current Status Report - Page 55**

*That the Current Status Report 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 Council meetings. Each reading enables council to reflect on the bylaw before proceeding further.*

### **1. City Clerk – January 22, 2018 Public Hearing Report - Page 60**

*That the report of the Public Hearing held January 22, 2018 regarding Bylaw No. 4955 and Bylaw No. 4956, be received.*

### **Zoning Amendment No. 28 (3665 – 12<sup>th</sup> Avenue – C. Power) Bylaw No. 4955 - Page 63**

Report from the Director of Development Services recommending final approval of Bylaw No. 4955.

*That Zoning Amendment No. 28 (3665 – 12<sup>th</sup> Avenue – C. Power) Bylaw No. 4955, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4955.*

### **2. City Clerk - February 13, 2018 - Public Hearing - Bylaw No. 4948**

*That the verbal report from the City Clerk of the Public Hearing held February 13, 2018 regarding Bylaw No. 4948, be received.*

### **Zoning Bylaw Amendment No. 25 (4850 Regina Avenue - Knutson), Bylaw No. 4948”**

*That “Zoning Bylaw Amendment No. 25 (4850 Regina Avenue – Knutson), Bylaw No. 4948”, be read a third time.*

### **3. Director of Finance - Temporary Borrowing Bylaw for Somass Estuary Environmental Stewardship Protection Project**

*That “Temporary Borrowing Somass Estuary Environmental Stewardship Protection, Bylaw No. 4957”, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4957.*

### **4. Director of Development Services - Advisory Planning Commission - Page 64**

The summary report of the January 18, 2018 meeting of the Advisory Planning Commission is provided for Council’s consideration of the following application:

**Development Application - Zoning Bylaw Amendment (3747 10th Avenue)**  
**Applicant:** Raymond de Beeld dba Raymond de Beeld Architect Inc. Agent for owner Marlowe Yeoman Limited - Page 67

**Zoning Text Amendment No. T13 (3747 - 10th Ave - Raymond de Beeld Architecture), Bylaw No. 4958 - Page 83**

*That Zoning Text Amendment No. T13 (3747 - 10th Ave – Raymond de Beeld Architecture), Bylaw No. 4958, be introduced and read a first time.*

*That Zoning Text Amendment No. T13 (3747 - 10th Ave – Raymond de Beeld Architecture), Bylaw No. 4958, be read a second time.*

*That Zoning Text Amendment No. T13 (3747 - 10th Ave – Raymond de Beeld Architecture), Bylaw No. 4958 be advanced to a Public Hearing on March 12, 2018 at 5:30 pm in the City Hall Council Chambers.*

## **H. CORRESPONDENCE FOR ACTION**

*All correspondence addressed to the Mayor and Council by an identifiable citizen is included on an Agenda. Action items are those asking for a specific request of Council and will be provided a response.*

### **1. Alex Kaniak - Page 84**

Email dated January 25, 2018 requesting that Council consider amending its' bylaw to accommodate a property fence height of six feet in height instead of the current four feet on street side.

*That the email dated January 25, 2018 requesting that Council consider amending its' bylaw to accommodate a property fence height of six feet in height instead of the current four feet on street side, be received.*

### **2. Federation of Canadian Municipalities (FCM) - Page 85**

Registrations are now open for FCM's Annual Conference 2018, May 31 – June 3, 2018 in Halifax, Nova Scotia. (Cost estimate per attendee \$4,300).

*That the information from the Federation of Canadian Municipalities announcing their annual conference in Halifax, Nova Scotia May 31 – June 3, 2018 be received.*

Council direction required regarding attendance.

**3. BC Association of Farmers' Markets - Page 86**

Letter dated January 31, 2018 sharing results of the BC Farmers' Market Nutrition Coupon Program in Port Alberni last year.

*That the letter dated January 31, 2018 sharing results of BC Farmers' Market Nutrition Coupon Program be received and Council write to the Honourable Adrian Dix, Minister of Health requesting the program to continue.*

**4. Alberni Valley Hospice Society - Page 87**

Letter received February 5, 2018 requesting that Council increase the Community Investment Program contribution to \$3000.00 from the \$1000.00 already approved for the Sailpast event in 2018 as well as contribute an in-kind rental fee (\$177.14 + GST) for the use of Harbour Quay (they have indicated tents not required at an additional cost of \$720+GST).

*That the letter received February 5, 2018 requesting that Council increase the Community Investment Program contribution by an additional \$2000 for the Annual Sailpast as well as contribute an in-kind rental fee for the use of Harbour Quay (\$177,14 + GST), be received.*

Council direction required.

**5. Evergreen Exhibitions - Page 90**

Letter dated January 31, 2018 requesting permission to suspend a banner across 10<sup>th</sup> Avenue near Echo Center from March 5 to 12, 2018 to promote the annual Spring Home Show at Glenwood Sports Centre on March 10 & 11, 2018.

*That the letter dated January 31, 2018 requesting permission to suspend a banner across 10<sup>th</sup> Avenue near Echo Center from March 5 to 12, 2018 to promote the annual Spring Home Show at Glenwood Sports Centre on March 10 & 11, be received and the request approved.*

**I. PROCLAMATIONS**

**J. INFORMATIONAL CORRESPONDENCE**

*Correspondence which provides information to Council but does not make a specific request or topics that are not relevant to city services and responsibilities are included.*

**1. Township of Spallumcheen - Page 91**

Copy of a letter dated January 16, 2018 to the City of Enderby, BC supporting the adoption of a Flexible Ride-Sharing Regulation in the Province of BC.

**2. Reconciliation Committee - Page 92**

Minutes from the November 30, 2017, December 13, 2017 and January 10, 2018 meetings.

**3. RCMP - Municipal Policing Agreement - Page 99**

Letter dated January 17, 2018 providing expenditures to December 31, 2017.

**4. Ministry of Finance, Gaming Policy and Enforcement Branch - Page 103**

Letter dated January 19, 2018 advising of the \$117,943.12 payment to the City representing casino revenue for the period September 24 to December 23, 2017. (See attached report dated January 26, 2018 from the Director of Finance providing further information).

**5. Food Security & Climate Disruption Committee - Page 105**

The minutes of the January 4, 2018 meeting.

**6. Recycling Council of British Columbia - Page 107**

Letter dated January 26, 2018 advising of the Annual Zero Waste Conference 2018 from May 30 to June 1, 2018 in Whistler, BC.

*That Informational Correspondence items numbered 1 through 6 be received and filed.*

**K. REPORT FROM IN-CAMERA**



**L. COUNCIL REPORTS**

**1. Mayor's Report**

*That the Mayor's verbal report be received.*

**2. Regional District Report (Mayor Ruttan/Councillor McLeman)**

*That the Regional District verbal report be received.*

**3. Councillors' Reports**

*That the Councillors' verbal reports be received.*

**M. NEW BUSINESS**

*An opportunity for the Mayor or Council to raise issues as a result of the business of the meeting or to identify new items for subsequent meetings.*

**N. QUESTION PERIOD**

*An opportunity for the public and the press to ask questions of the Mayor and Council.*

**O. ADJOURNMENT**

*That the meeting adjourn at     pm.*

**MINUTES OF THE SPECIAL MEETING OF COUNCIL  
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING  
MONDAY, JANUARY 22, 2018 AT 4:00 PM  
IN THE CITY HALL COMMITTEE ROOM**

**PRESENT:** Mayor Ruttan, Councillors Alemany, McLeman, Minions, Paulson, Sauvé and Washington

**STAFF:** Tim Pley, CAO  
Davina Hartwell, City Clerk  
Scott Smith, Director of Development Services

It was moved and seconded:

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

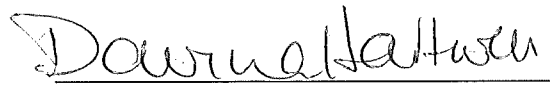
- Section 90(1)(c) labour relations or other employee relations**
- Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality.**
- Section 90(1)(g) litigation or potential litigation affecting the municipality.**

CARRIED

The meeting adjourned at 5:08 p.m.

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor Mike Ruttan

  
\_\_\_\_\_  
Davina Hartwell, City Clerk

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
HELD MONDAY, JANUARY 22, 2018 AT 7:00 PM  
IN THE CITY HALL COUNCIL CHAMBERS**

**PRESENT:** Mayor Ruttan; Councillors Alemany, McLeman, Minions, Paulson, Sauvé and Washington

**A. CALL TO ORDER AND APPROVAL OF AGENDA**

*It was moved and seconded:*

*That the agenda be approved as circulated with the addition of late item H.5 from Roland Smith.*

CARRIED

**B. ADOPTION OF MINUTES**

*It was moved and seconded:*

*That the minutes of the Special Meeting held at 5:30 pm and Regular Council Meeting held at 7:00 pm on January 8, 2018, be adopted.*

CARRIED

**C. PUBLIC INPUT PERIOD**

**Ellen Froid**, ACAWS, commented on the CAO's report regarding strategies to address issues of crime and requested Council's commitment to action as it relates to housing.

**Reverend Brenda Nestegaard Paul**, commented on recent break-ins to Trinity Anglican Lutheran Church and everyone's entitlement to feel safe and secure. She commented on housing affordability being a huge issue, creating opportunities and provision of effective public transportation.

**John Douglas** thanked Council for supporting another successful polar bear swim and for the work that Council does. He also commented on work he is doing with the Port Alberni Maritime Heritage Society and the Heritage Commission in regards to locating tunnels in the Harbour Quay area.

D. **DELEGATIONS**

E. **UNFINISHED BUSINESS**

1. **Chief Administrative Officer - Strategy to Address Big City Problems in Port Alberni**

*It was moved and seconded:*

***That the report dated November 1, 2017 from the Chief Administrative Officer presenting strategies to address the increase in crime as well as commercial property concerns, be received.***

**CARRIED**

*It was moved and seconded:*

***That Council for the City of Port Alberni help citizens living with drug addiction who want to recover through advocacy, policy and providing incentives for the development of safe housing and community-based support programs.***

**DEFEATED**

*It was moved and seconded:*

***That Council for the City of Port Alberni consider immediate implementation of all actions outlined in the CAO's November 1, 2017 report to reduce drug addiction in Port Alberni, reduce crime, eliminate loci of crime, and support existing local businesses.***

*Recorded Vote:*

*For the motion: Councillors Washington, Alemany and Sauvé  
Against the motion: Mayor Ruttan, Councillors Minions, Paulson and McLeman*

**DEFEATED**

*It was moved and seconded:*

***That Council for the City of Port Alberni direct staff to bring back a report providing steps to moving forward to partner with or provide incentives to service providers of safe housing and community based support programs.***

**CARRIED**

*It was moved and seconded:*

***That Council for the City of Port Alberni direct staff to provide a detailed plan regarding the potential provision of additional bylaw enforcement resources and security/lighting options for businesses (cost breakdowns).***

CARRIED

*It was moved and seconded:*

***That Council for the City of Port Alberni encourage uptown businesses to partner and that the City provide support where possible.***

CARRIED

*It was moved and seconded:*

***That Council for the City of Port Alberni direct staff to investigate the costs of moving the community policing office to 3<sup>rd</sup> Avenue.***

CARRIED

*It was moved and seconded:*

***That the Letter dated January 8, 2018 from Chris Washington providing input and suggestions for consideration following the Committee of the Whole meeting held December 19, 2017 regarding strategies to address issues of crime and property maintenance, be received with thanks.***

CARRIED

**F. STAFF REPORTS**

**1. Accounts**

*It was moved and seconded:*

***That the certification of the Director of Finance dated January 22, 2018 be received and the cheques numbered 140522 to 140608 inclusive, in payment of accounts totalling \$512,267.49, be approved.***

CARRIED

**2. City Clerk – Alternate Approval Process Results - ‘Argyle Stevenson’  
Boundary Extension**

*It was moved and seconded:*

***That the report from the City Clerk dated January 16, 2018, be received.***

CARRIED

*It was moved and seconded:*

***That the City of Port Alberni has obtained the assent of the electors to petition the Minister of Municipal Affairs and Housing to extend the boundaries of the City of Port Alberni as it appeared in the Gazette under issue of November 30, 2017 and in the Alberni Valley News issues of November 29 and December 6, 2017.***

***That all relevant legislative requirements pertaining to a municipal boundary extension in the Local Government Act and Community Charter have been completed.***

***That the parcels approved for inclusion within the City of Port Alberni are as follows:***

***Lots 5 & 6, Block 16, District Lot 132, ACRD.***

CARRIED

**3. Fire Chief – Application for Funding – FireSmart Planning Grant  
Program**

*It was moved and seconded:*

***That the report from the Fire Chief dated January 15, 2018 be received, and Council for the City of Port Alberni support activities proposed in the application for funding to the Strategic Wildfire Prevention Initiative FireSmart Planning Grant Program and its willingness to provide overall grant management.***

CARRIED

4. **City Clerk - Starboard Grill Ltd. dba Portside Café & Fine Foods**

*It was moved and seconded:*

***That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease for Unit #5 at the Alberni Harbour Quay with the Starboard Grill Ltd. dba Portside Café & Fine Foods for the term ending December 31, 2019 at the current monthly rent of \$724.50 plus GST.***

CARRIED

5. **City Clerk - 2018 Municipal Election – Appointment of Officers**

*It was moved and seconded:*

***That the City Clerk, Davina Hartwell, be appointed as Chief Election Officer, and Tanis Feltrin be appointed as Deputy Chief Election Officer for the October 20, 2018 general municipal election.***

CARRIED

6. **Director of Development Services - Nuisance Property Working Group**

*It was moved and seconded:*

***That the report dated January 16, 2018 from the Director of Development Services regarding the establishment and purpose of the Nuisance Property Working Group, be received.***

CARRIED

7. **Director of Development Services – Truck Counts**

*It was moved and seconded:*

***That the report dated January 16, 2018 from the Director of Development Services providing information regarding the Traffic Count Study undertaken in Port Alberni on September 26-28, 2017, be received.***

CARRIED

8. **Current Status Report**

*It was moved and seconded:*

***That the Current Status Report be received.***

CARRIED

9. **Managers' Monthly Reports**

**Parks, Recreation and Heritage Department**

*It was moved and seconded:*

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

CARRIED

**RCMP Department**

*It was moved and seconded:*

***That the quarterly report from the RCMP providing information about current department operations, be received.***

CARRIED

G. **BYLAWS**

1. **City Clerk – January 22, 2018 - Public Hearing**

*It was moved and seconded:*

***That the verbal report from the City Clerk of the Public Hearing held January 22, 2018 regarding Bylaw No.4955 and 4956, be received.***

CARRIED

2. **Zoning Bylaw Amendment No. 28 (3665 12<sup>th</sup> Avenue, C.Power), Bylaw No. 4955**

*It was moved and seconded:*

***That "Zoning Bylaw Amendment No. 28 (3665 12<sup>th</sup> Avenue, C. Power), Bylaw No. 4955", be read a third time.***

CARRIED



**“Zoning Text Amendment No. T12 (Site Specific Use - P1 - Institutional),  
Bylaw No. 4956”**

*It was moved and seconded:*

***That “Zoning Text Amendment No. T12 (Site Specific Use - P1 -  
Institutional), Bylaw No. 4956”, be read a third time.***

CARRIED

*It was moved and seconded:*

***That “Zoning Text Amendment No. T12 (Site Specific Use - P1 -  
Institutional), Bylaw No. 4956”, be now finally adopted, signed by the  
Mayor and Clerk, sealed with the corporate seal and numbered 4956.***

CARRIED

**3. Director of Finance – Temporary Borrowing Bylaw for Somass Estuary  
Environmental Stewardship Protection Project**

*It was moved and seconded:*

***That the report from the Director of Finance dated January 12, 2018  
be received.***

CARRIED

*It was moved and seconded:*

***That “Temporary Borrowing Somass Estuary Environmental  
Stewardship Protection, Bylaw No. 4957”, be now introduced and  
read a first time.***

CARRIED

*It was moved and seconded:*

***That “Temporary Borrowing Somass Estuary Environmental  
Stewardship Protection, Bylaw No. 4957”, be read a second time.***

CARRIED

*It was moved and seconded:*

***That “Temporary Borrowing Somass Estuary Environmental  
Stewardship Protection, Bylaw No. 4957”, be read a third time.***

CARRIED

4. **Zoning Bylaw Amendment No. 25 (4850 Regina Avenue – Knutson), Bylaw No. 4948”**

*It was moved and seconded:*

***That “Zoning Bylaw Amendment No. 25 (4850 Regina Avenue - Knutson), Bylaw No. 4948” be advanced to a Public Hearing on February 13, 2018 at 6:00 pm in the City Hall Council Chambers.***

CARRIED

H. **CORRESPONDENCE FOR ACTION**

1. **Faydra Arsenault**

*It was moved and seconded:*

***That the email dated January 11, 2018 from Faydra Arsenault requesting that the City Of Port Alberni create a bylaw pertaining to panhandling, be received and referred to staff to provide a report and recommendations for consideration.***

CARRIED

2. **Alberni Valley Drag Racing Association**

*It was moved and seconded:*

***That Council for the City of Port Alberni allow the Alberni Valley Drag Racing Association to use Stamp Avenue from Roger Street to Redford Street from 2 pm on August 9, 2018 until 10:00 pm on August 12, 2018 for Thunder in the Valley 2018, and that they be requested to work with City staff to ensure all safety, liability and insurance requirements are in place.***

CARRIED

3. **TimberWest**

*It was moved and seconded:*

***That the letter from Timberwest dated January 10, 2018 providing information regarding their Access Policy and how they accommodate public access on private lands as well as information regarding their internal Access Committee, be received and they be invited to a future meeting.***

CARRIED

4. **City of Port Alberni Food Security & Climate Disruption Committee – 2017 Annual Report**

*It was moved and seconded:*

***That the 2017 Annual Report from the Food Security & Climate Disruption Committee (FSCDC), be received and Council for the City of Port Alberni direct the FSCDC to prepare a report on implications of each of the recommendations for Council's consideration.***

CARRIED

5. **Roland Smith**

*It was moved and seconded:*

***That the letter from Roland Smith dated January 22, 2018 be received and staff provide a report responding to questions about sewage lagoon upgrades borrowing at the next regular meeting.***

CARRIED

I. **PROCLAMATIONS**

1. **The Port Alberni Shelter Society**

*It was moved and seconded:*

***That the letter received January 17, 2018 requesting that February 6, 2018 be proclaimed as "Raise the Roof Toque Tuesday" in Port Alberni, be received and the day proclaimed as requested.***

CARRIED

J. **INFORMATIONAL CORRESPONDENCE**

1. **Association of Vancouver Island and Coastal Communities (AVICC)**  
Resolutions Notice/Request for Submissions and the Call for Nominations for AVICC Executive. *(Note: Resolutions and Nominations deadline is February 14, 2018).*

2. **Alberni Valley Museum & Heritage Commission**  
Minutes from December 6, 2017 meeting.

3. **Food Security and Climate Disruption Committee**  
Minutes from the December 7, 2017 meeting.
4. **City of Victoria**  
Copy of a letter dated January 4, 2018 to the BC Minister of Justice and Attorney General requesting that the Government of BC review and modernize the BC Motor Vehicle Act to increase safety on BC roads.

*It was moved and seconded:*

*That Informational Correspondence items numbered 1 through 4 be received and filed.*

CARRIED

K. **REPORT FROM IN-CAMERA**

L. **COUNCIL REPORTS**

1. **Mayor's Report**

*It was moved and seconded:*

*That the Mayor's verbal report be received.*

CARRIED

2. **Regional District Report (Mayor Ruttan/Councillor McLeman)**

*It was moved and seconded:*

*That the Regional District verbal report be received.*

CARRIED

3. **Councillors' Reports**

*It was moved and seconded:*

*That the Councillors' verbal reports be received.*

CARRIED

**M. NEW BUSINESS**

A notice of motion was provided regarding a review of the City's nuisance and property maintenance bylaws.

**N. QUESTION PERIOD**

The public and press was afforded an opportunity to ask questions of the Mayor and Council.

Ellen Froid questioned the recent Emergency Contact list distributed by Council and noted BC211 available online or by phone which provides an up to date registry of services.

**O. ADJOURNMENT**

*It was moved and seconded:*

***That the meeting adjourn at 9:10 pm.***

CARRIED

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor

*Dawn Hartman*  
\_\_\_\_\_  
Clerk



# CITY OF PORT ALBERNI

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## ECONOMIC DEVELOPMENT MANAGER REPORT

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TO: Tim Pley, CAO  
FROM: Pat Deakin, Economic Development Manager  
DATE: For February 13, 2018 Council Meeting

I concur, forward to next Regular Council Meeting for Consideration:

  
Tim Pley, CAO

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**SUBJECT: LIVING WAGE DELEGATION**

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**Issue:**

A delegation will present the calculations for a 'Living Wage' for a family of 4 in Port Alberni at Council's February 13<sup>th</sup>, 2018 meeting..

**Discussion:**

A 'Living Wage' is defined as the hourly amount a family needs to earn to cover basic expenses including food, clothing, rental housing, child care and transportation.

A few years ago, the Huu-ay-aht First Nation calculated a living wage for their membership. The Clayoquot Biosphere Trust then did a living wage calculation for the 'west coast' communities.

Several recent events inspired the Economic Development Manager to arrange for a calculation of what the living wage would be for a family of 4 in Port Alberni: These included:

- The City's endorsement of the 'Alberni Clayoquot Working Together to Reduce Poverty Protocol Agreement' and participation in the Poverty Reduction workshops
- The EDM's decision to look more closely at all aspects of our claim to be Vancouver Island's Most Affordable Community
- Discussions with economic development counterparts in other parts of BC who are marketing their respective municipalities as 'Living Wage' communities
- The debate about the impact of increasing minimum wages
- The interest of a few local non-profit organizations in affordability matters

Although the presentation is primarily for the purpose of raising awareness and no decision is required, the delegation will identify a few steps Council could take to assist in addressing costs for a few of the basic expenses including accommodation, child care and food.

Sincerely,



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Pat Deakin, Economic Development Manager



# CITY OF PORT ALBERNI


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## FINANCE DEPARTMENT REPORT

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TO: Tim Pley, CAO  
FROM: Cathy Rothwell, Director of Finance  
COPIES TO: Davina Hartwell, City Clerk  
DATE: January 29, 2018

I concur, forward to next Regular Council Meeting for Consideration:



Tim Pley, CAO

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**SUBJECT: Questions Raised by the Public – Letter of January 22, 2018**

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**ISSUE:**

A member of the public submitted a letter (copy attached for Council's convenience) to Council for the January 22, 2018 Regular Council Meeting requesting information on the City's Loan Authorization Bylaw No. 4939, sewage treatment facility upgrades and funding, the City's debt situation, and effects on the current draft five year financial plan.

**DISCUSSION:**

This report will address the concerns in the order they appear in the attached letter.

Paragraph 1: Page 72 of the 2016 Comprehensive Financial Report is a summary of the adopted 2016-2020 Five Year Financial Plan and indicates Borrowing Proceeds of \$4,195,000 projected for 2017. This amount was being considered for funding two projects at that time: Williamson Park Tourist Development for \$375,000; and \$3,820,000 for the Sewage Treatment Upgrade. The \$3,820,000 amount was increased to \$4,450,000 (as in Loan Authorization Bylaw No. 4939) when it was determined that a pending grant for the same project was going to be less than originally anticipated (\$7.5M applied for, and \$6.8M received).

Paragraph 2: Also on Page 72 of the 2016 Comprehensive Financial Report, the projected amount of \$14,000,000 in borrowing was intended to fund a new aquatic centre, together with proposed grant and other funding of \$6,000,000.

Paragraph 3: The balance of debenture debt at December 31, 2017 is \$10,529,370, excluding Municipal Finance Authority reserves. The \$4,450,000 in Loan Authorization Bylaw No. 4939 will bring the balance of debt to \$14,979,370. Current interest payments are \$295,628 and will be increased by approximately \$92,500 to \$388,128. The projected \$14M borrowing and the new aquatic centre project have since been removed from the 2018-2022 Five Year Financial Plan.

Paragraph 4: The \$4,450,000 debt will be serviced by sewer user fees, and an increase of 7.5% over the scheduled 10% increase has been factored into the 2017 budget, which became effective with the sewer rates bylaw adopted in August 2017 for subsequent billing periods (September

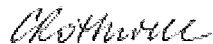
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through December 2017 are billed in January 2018). Subsequent increases in the sewer utility billings are held to 2% on the user fees, and there is no increase on the debt servicing portion as it remains consistent for the term of the loan.

**RECOMMENDATION**

*That the report from the Director of Finance dated January 29, 2018 be received.*

Respectfully submitted,



Director of Finance



January 22, 2018

Attention: Mayor and Council for the City of Port Alberni

Regarding the \$4,450,000 of borrowing by the city under Loan Authorization Bylaw No. 4939, I believe this to be an amount of borrowing that is close to the projected borrowing in 2017 of \$4,195,000 as indicated on page 72 of the 2016 Comprehensive Financial Report. Instead, this amount has been advanced in 2018, and will satisfy funding requirements for another step towards completion of upgrades for the city's liquid waste management system. Is that correct?

In June of 2016, Special Projects Co-ordinator Ken Watson, along with Tom Robinson from Associated Engineering, advised council of a projected \$11,100,000 shortfall in funding to see the sewage lagoon project through to final completion. On page 72 of the 2016 Comprehensive Financial Report, there is a projected amount of \$14,000,000 for borrowing proceeds in 2018 in addition to the projected amount for 2017 as indicated above. Is the \$14 million projected amount intended to address the funding shortfall identified by Mr. Watson and Mr. Robinson in their 2016 report to council? Is this amount of borrowing by the city still required in order to complete the sewage lagoon upgrades and to meet regulatory changes, or have additional grants been awarded to the city to cover the expense?

The city has roughly \$10.25 million in debt on the books currently. An additional \$4.2 million is now going to be added. A projected \$14 million more is projected, bringing the total potential debt to \$28.45 million within a year or so. Debt interest at the end of 2016 was running at \$375,000 annually. Simple extrapolation states that if the city increases debt 2.75 times, then interest on that debt will follow by a similar multiple, or from \$375k annually to about \$1 million annually.

Council is in the midst of the five-year planning process. There have already been some statements that certain items don't affect this year's budget. But the city is also on record to focus on the full five-year plan, instead of just one year. Future debt servicing costs do affect this year's budget spending decisions, and future spending. Mr. Mayor and council, please explain in a clear, concise and unvarnished manner, the amount of debt the city is taking on this year and next, estimated interest costs for that debt, and at what percentage rate taxes or utility bills would have to be increased next year in order to keep up with this projected debt load, ignoring in the interim, required increases in taxes or utility bills to address ongoing operational costs or capital investments.

Respectfully submitted,  
Roland Smith

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**CLERK'S DEPARTMENT  
REPORT TO COUNCIL**

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TO: Tim Pley, CAO  
FROM: Davina Hartwell, City Clerk  
COPIES TO: Mayor and Council  
Scott Smith, Director of Development Services  
DATE: February 8, 2018

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I concur, forward to next Regular Council Meeting for Consideration:



Tim Pley, CAO

**SUBJECT: Notice of Motion – Bylaw Amendment**

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**Issue:**

Notice of motion provided by Councillor McLeman in regards to the City's Property Maintenance Bylaw No. 4712.

**Background:**

Councillor McLeman's notice of motion was to include language in Bylaw 4712 around garbage cans as well as cleanliness and tidiness of properties. He also wished to apply a Schedule similar to that included with the City's Nuisance Abatement Bylaw of charges for various staff/departments to deal with issues related to such properties.

Council already has many of the provisions requested in its Solid Waste Collection & Disposal Bylaw No. 4885 (attached). This Bylaw was adopted in 2015 following the implementation of automated garbage pickup and covers both the City's standard as well as private bin containers.

**Recommendation:**

The relevant fines, however, have not yet been included in the City's Bylaw Offence Notice Enforcement Bylaw and staff recommends these be added as soon as possible in order to facilitate the ability to ticket for offences.

*That the report from the City Clerk dated February 8, 2018, be received.*

*That Council for the City of Port Alberni direct staff to review and update the City's Bylaw Offence Notice Enforcement Bylaw to include the ability to ticket for offences under the City's Solid Waste Collection & Disposal Bylaw.*

Respectfully submitted,

*Davina Hartwell*

## CITY OF PORT ALBERNI

### BYLAW NO. 4885

#### A BYLAW TO PROVIDE FOR THE ESTABLISHMENT, MAINTENANCE AND OPERATION OF A SYSTEM FOR COLLECTION AND DISPOSAL OF WASTE PRODUCTS AND FOR ESTABLISHING A SCALE OF CHARGES

**WHEREAS** a Council may, in accordance with the *Community Charter*, exercise its authority in relation to the use of waste disposal and recycling services, and impose fees and charges thereto:

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

1.0 **TITLE**

1.1 This Bylaw may be cited as the "**Solid Waste Collection and Disposal 2015, Bylaw No. 4885**".

2.0 **REPEAL**

Bylaw #4790 is hereby repealed.

3.0 **METRIC UNITS**

3.1 Metric units are used for all measurements in this Bylaw. The approximate equivalent of those units in Imperial measure (feet, inches, etc.) are shown in brackets following each metric measurement and such bracketed figures are included for convenience only and do not form part of this Bylaw.

4.0 **APPLICATION**

4.1 This Bylaw shall be applicable to all owners of dwelling units and subscribed commercial units within the Garbage Collection Area as defined by this Bylaw.

5.0 **DEFINITIONS**

5.1 In this Bylaw,

**"automated collection"** means the collection of garbage using a specially designed vehicle with mechanical apparatus which empties a collection cart directly into the vehicle without requiring manual labour to empty the cart.

**"animal attractant"** means any substance or material with or without an odour, which attracts or is likely to attract animals; and without limitation includes food or other edible products, whether intended for humans, animals, or birds, grease, oil, antifreeze, paint, petroleum products and compost other than grass clippings, leaves or branches.

**"animal resistant hardware"** means a locking device installed on collection carts to protect carts and their contents from wildlife.

**"bin container"** means a corrosion resisting metal receptacle, rectangular in shape provided with a cover and lid, with a capacity between 2 and 5 cubic meters (2.6 and 6.5 cubic yards), which can be emptied mechanically by collection vehicles, and which has received approval in writing by the Engineer for use within multiple residential or commercial premises;

- a) Lids must close to reduce odors (for both environment and as an animal attractant);
- b) Lids must be self closing/latching, and either tightly recessed, or with no overlap which could permit a large animal (i.e. bear) from prying the lid open;
- c) Latches for lids must be animal resistant;
- d) Latches and hinges for lids must be able to withstand severe force so as not to be pried open or broken by animals;
- e) Container must be stable or capable of being anchored to prevent tipping by animals;
- f) Container must be constructed of strong material to prevent animals from crushing, battering or chewing the container.

**"biomedical waste"** means material that is prescribed as biomedical waste by the *Environmental Management Act of the Province of British Columbia*.

**"bylaw enforcement officer"** means a person appointed by the Municipal Council as a Bylaw Enforcement Officer or a member of the Royal Canadian Mounted Police;

**"City"** means the City of Port Alberni;

**"collector"** means City waste collection crews and any person authorized by the Engineer to remove waste;

**"commercial premises"** means a building or structure or portion thereof containing commercial, industrial, or business units, and includes a school, church, hospital, kindergarten, rest home, hotel, motel or mobile home park;

**"commercial unit"** means a self-contained set of premises used for the purpose of a business, commercial, industrial or institutional undertaking;

**"construction refuse"** means all debris, abandoned or discarded material resulting from the construction or demolition of a building or structure, including without limitation, earth, rocks, trees and stumps resulting from an excavation;

**"Council"** means the Council of the City;

**"dwelling unit"** means a self-contained set of habitable rooms containing not more than one set of cooking facilities, or such a set of rooms registered as a condominium under a strata plan in conformance with the *Condominium Act* of British Columbia;

**"Engineer"** means the City Engineer or delegate;

**"garbage"** means discarded matter, but does not include recyclable materials;

**"Garbage Collection Area"** means the lands and improvements situate within the boundaries of the City of Port Alberni;

**"yard waste"** means weeds, leaves, grass, plant shrubbery cuttings, and other such garden materials;

**"Inspector"** means the Medical Health Officer, Health Inspector, Fire Prevention Officer, Building Inspector or any official appointed for the purpose of enforcing the provisions of this Bylaw;

**"land clearing waste"** means debris resulting from the clearing of land, including without limitation, earth, rocks, trees and stumps, but does not include earth, rocks, trees and stumps resulting from excavation;

**"multiple residential premises"** means a building containing three or more dwelling units including an apartment building, a boarding or rooming house, or a residential condominium;

**"obnoxious matter"** means any noxious, offensive, unwholesome or dangerous matter, or any such matter that may be:

- (a) germ or vermin infested
- (b) have an offensive odour,
- (c) be explosive in itself or when mixed with other substances, or
- (d) be injurious to the health of a person handling it, and, without limiting the generality of the foregoing, includes acids, combustible material, paints and solvents and similar matter

**"owner"** means the registered owner of any dwelling unit or commercial unit within the garbage collection area and shall include, where applicable, the agent, heir, executor or administrator of such owner or the person occupying the dwelling unit or commercial unit including without limitation the renter or lessee of such premises, but shall not include any person who is a boarder, roomer, or lodger therein;

**"private bin container"** means a bin container provided to an owner by a collector authorized by the Engineer to remove waste products, or a bin container provided by the owner for pick up by collectors;

**"recyclable material"** means paper, newspaper, cardboard, cans, plastic items and other materials as determined by the Regional District but excludes any material contaminated by food or oil.

**"recycling container"** means a bag or container clearly marked with the words "Recycling" or "Recyclable Materials";

**"Regional District"** means the Alberni-Clayoquot Regional District;

**"Regional District Bylaw"** means the Alberni-Clayoquot Regional District, Bylaw No. R1021, A Bylaw to Provide for the Collection of Garbage and Recyclable Materials within the Regional District of Alberni-Clayoquot which may be amended from time to time.

**"residential condominium"** means a building containing three or more dwelling units registered as condominiums under a strata plan in conformance with the *Condominium Act* of British Columbia;

**"residential premises"** means a building containing not more than two dwelling units;

**"special container"** means a container the design of which has been specifically approved in writing by the Engineer;

**"special waste"** means hazardous, flammable, radioactive and toxic materials as defined in the *Waste Management Act* of British Columbia;

**"standard container"** means a rigid plastic container provided by the city for the automated collection of garbage.

(a) the standard sizes are 80 litre, 120 litre, and 240 litre.

**"waste product"** means all refuse, discarded, obnoxious offensive or unwholesome matter, including without limitation:

- (a) garbage,
- (b) construction refuse,
- (c) garden debris,
- (d) landscape refuse,
- (e) obnoxious matter, and
- (f) special waste:

## 6.0 COLLECTION AND DISPOSAL SYSTEM

6.1 The City may establish, maintain and operate a system to collect, remove and dispose of waste products or may enter into a contract with a contractor who shall operate such a system.

- 6.2 The City may establish, maintain and operate a system to collect, remove and dispose of waste products from bin containers or standard containers at multiple residential premises and commercial premises.
- 6.3 The City may establish, maintain and operate a system of collecting and processing recyclable materials or may enter into a contract with a contractor who shall operate such a system.
- 6.4 The City may establish, maintain and operate public incinerators and grounds for disposal of waste products.
- 6.5 The City will provide weekly curbside garbage collection for all residential premises.
- 6.6 The frequency of the provision of collection services is subject to change from time to time due to statutory holidays and extreme weather conditions.
- 6.7 An owner may apply to change the size of the standard container by submitting a written request to the Engineering Department. The requests will be subject to an exchange fee as outlined in schedule A.
- 6.8 Where an occupier is physically challenged and unable to comply with the set out provisions in Section 11.0 and does not have an able-bodied person assisting with their household activities, the individual may apply to the Engineer for assistance from the City in performing such obligations. If the Engineer is satisfied that the individual requires such assistance, then a special designation will be made under conditions and terms set out by the Engineer in relation to the service. On receiving evidence that assistance is no longer necessary, or in any case on an annual basis, the Engineer may review the matter and suspend or cancel the designation as appropriate in the circumstances. Application is to be made by completing the form established in Schedule B – Setout/Setback Service. As a condition of this service under this Section, the occupier shall ensure that containers are at all times freely accessible and not enclosed within any buildings or gated area. Schedule B is attached and forms part of this Bylaw.

7.0 **PRIVATE COLLECTORS**

- 7.1 Any person who contracts to collect waste products or recyclable material from any premises within the Garbage Collection Area shall register their name, address and other particulars with the Engineer and shall obtain a special permit from him for such collection. This permit shall be in the format of Schedule C which is attached and forms part of this Bylaw. Private collectors must conform to the City of Port Alberni Solid Waste Collection and Disposal Bylaw.

8.0 **ACCESS TO PROPERTY AND STANDARD CONTAINERS**

- 8.1 No person other than the owner, occupier or collector shall lift a lid from a standard or

bin container or remove or disturb the contents thereof or remove or disturb any recyclable material or garbage.

- 8.2 No person other than those authorized by the owner shall place waste material in the owner's standard or bin container or place waste material out for collection on or adjacent to an owner's property.
- 8.3 No person shall deposit residential garbage into a City owned container placed out for the collection of street litter.
- 8.4 An officer or employee of the City may enter onto any property in accordance with section 16 of the Community charter, S.B.C.c.26 to inspect and determine whether this Bylaw is being met.

#### 9.0 **TYPE OF CONTAINER**

- 9.1 Every owner of a dwelling unit within residential premises shall use a standard container for the disposal of garbage.
- 9.2 The Engineer may provide a standard container to multiple residential or commercial premises at the request or application of the owner of a dwelling unit or commercial unit within such premises.
- 9.3 The City may require the owner of a multiple residential premises or commercial unit within commercial premises, notwithstanding the amount of waste, to use special containers or bin containers if the garbage or other waste originating from such premises is determined to be a hazard or nuisance by the Engineer or Inspector.
- 9.4 The standard containers that are assigned to each dwelling unit are the property of the City. The standard container remains with the property if ownership changes.

#### 10.0 **VOLUME & WEIGHT RESTRICTIONS**

- 10.1 The owner of a dwelling unit within residential premises shall not place out for collection a weekly volume of garbage of more than can be contained in the standard container.
- 10.2 No person shall place out for collection a standard container that weighs more than:  
- 30 kilograms (66 pounds) – 80 litre container  
- 45 kilograms (99 pounds) – 120 litre container  
- 90 kilograms (198 pounds) – 240 litre container  
- 135 kilograms (298 pounds) – 360 litre container

#### 11.0 **DUTIES OF OWNERS IN RESPECT OF STANDARD CONTAINERS**

- 11.1 Every owner and occupier of a premise that receives solid waste services shall do, or cause to be done, the following:  
a) Place all residential and commercial garbage in a securely stored container within



- the principle building, an animal resistant accessory building, or in an animal resistant container;
- b) Separate solid waste for collection into appropriate collection containers for garbage and recycling;
  - c) Notify the City if a collection cart is damaged or a cart is stolen;
  - d) Take steps to secure their standard container against theft or damage. If a container is stolen or damaged due to the neglect of an owner or occupier, the owner must reimburse the collector for its costs of replacing or repairing the cart within 30 days of receiving an invoice;
  - e) Maintain all standard containers supplied to the premise in a clean and sanitary condition at all times and remove from the street after collection and store in a safe place;
  - f) Maintain all standard containers as received without modifying the containers or their components;
  - g) Ensure that all assigned standard containers are accessible for inspection by the City;
  - h) Keep the container that is supplied with animal resistant hardware locked, except to deposit waste or allow for collection and disposal;
  - i) Every owner shall set out standard containers on the day of collection and ensure that they are readily accessible for emptying by collectors between the hours of 7:00 a.m. and 7:00 p.m. on the specified day of collection.
  - j) If the container is equipped with animal resistant hardware, ensure that it is unlatched by 7:00 a.m. on the day of collection and re-latched within 12 hours.
  - k) Every owner shall remove all standard containers from the shoulder or boulevard of the street or lane from which collection service is provided within 12 hours after the collection.
  - l) For the purposes of collection, every owner shall place all standard containers at the curb, or where there is no curb a point on the shoulder or boulevard of the street or lane from which collection service is provided as directed by the Engineer.
  - m) Ensure that only recyclable materials are deposited in the recycling container.
  - n) Ensure that solid waste has been drained of all liquid and that waste such as ashes, sawdust and other such items are separately contained within the cart;
  - o) Set out only the amount of waste that will fit into a standard container with the lid closed and so as not to exceed the weight limit;
  - p) Dispose of excessive solid waste to the appropriate waste facility;

- q) Clean up spillage originating from containers;
- r) No owner, occupier, or other person shall keep any attractant on their premises in such a manner as to be accessible to wildlife, and without limiting the generality of the foregoing, every owner, occupier, or other person shall ensure that:
  - I. all fruit is removed from trees immediately upon ripening;
  - II. bee hives and bird feeders are inaccessible to wildlife;
  - III. petroleum products including grease and motor oil are inaccessible to wildlife;
  - IV. outdoor refrigerators or freezers are either inaccessible to wildlife or securely locked to prevent access by wildlife;
  - V. wildlife attractants, including but not limited to meat, bones, dairy, and oil, are not put into compost piles.
  - VI. Antifreeze and paint are stored in such a manner that it is inaccessible to animals.
  - VII. Fish offal is disposed of in an animal resistant container.

11.2 Every premise is responsible to prevent animals from accessing the garbage through proper management of the garbage and the container. The City of Port Alberni provides animal resistant hardware for standard containers where requested by the residents for situations where animals are a nuisance.

## 12.0 **DUTIES OF OWNERS IN RESPECT OF BIN CONTAINERS**

- 12.1 Every owner of a dwelling unit or commercial unit within multiple residential or commercial premises supplied with bin containers shall:
- (a) ensure that the bin container used for those premises may be conveniently handled from ground level and is readily accessible to the collector from the front, sides, or rear entrance and without the necessity of opening gates;
  - (b) ensure that the bin container used for those premises is placed so that it does not rest on, encroach upon or project over a street, lane or public place, nor in any way impede or endanger pedestrian or vehicular traffic;
  - (c) ensure that the bin container used for those premises is placed so as not to constitute a fire hazard to adjacent buildings, or any other hazard or nuisance as determined by the Engineer or Inspector.
- 12.2 The collector shall be responsible for the maintenance and replacement of bin containers under normal use and the lessee of such container shall be responsible for the cleanliness, sanitation and damages from other than normal use.
- 12.3 The City shall not be responsible for maintenance or replacement of private bin containers.

13.0 **GENERAL PROHIBITIONS**

13.1 No person shall:

- (a) deposit or allow to accumulate any liquids or semi-liquids in any standard or bin container;
- (b) deposit within any standard or bin container any putrescible garbage, including without limitation table, kitchen or wet garbage or grease without first enclosing such garbage in a plastic bag or other sealed container;
- (c) deposit in any standard or bin container any solid garbage which might adhere to such container without first separately wrapping such garbage;
- (d) deposit any ashes in any standard or bin container other than in non-combustible standard containers (excluding plastic bags) in which case such ashes must be kept separate from other garbage or flammable material;
- (e) place or mix with any garbage any obnoxious matter, including without limitation any explosive, volatile, corrosive or dangerous chemicals or materials, or any materials dangerous to the health and/or safety of the collectors;
- (f) deposit in any standard or bin container any waste product other than garbage, and without limiting the foregoing, no person shall deposit in any standard or bin container any:
  - (i) obnoxious matter,
  - (ii) construction refuse,
  - (iii) landscape refuse,
  - (iv) garden refuse,
  - (v) liquids or semi liquids,
  - (vi) special waste,
  - (vii) biomedical waste,
  - (viii) car parts,
  - (ix) furniture,
  - (x) items prohibited by the Alberni-Clayoquot Regional District
  - (xi) dead animals
  - (xii) hazardous waste
  - (xiii) lead acid batteries

- (xiv) electronics and appliances
- (xv) pesticides and herbicides
- (xvi) paint
- (xvii) oil

unless approved by the Engineer under Section 16.1 of this Bylaw;

- (g) place out for collection any plastic bag or any other container that is not a standard container;
- (h) place out for collection any standard or bin container that is not kept covered with a water tight lid;

13.2 Notwithstanding the above, the City may from time to time undertake a period of special collection service to allow owners to set out some bulky items not normally collected. The scheduling, duration and specifics of such periods shall be determined by the Engineer.

#### 14.0 **MAINTENANCE OF STANDARD AND PRIVATE CONTAINERS**

14.1 The Engineer or Inspector may condemn a standard or private bin container that is not maintained in good order and repair and properly cleaned or does not conform to the specifications for containers.

14.2 Where the Engineer or Inspector has condemned a container, the City shall deliver notice in writing to the owner of the container where the condemned container is located, and the notice shall instruct the owner to replace, repair or clean the container within one week.

14.3 The City may refuse to collect garbage from condemned containers that have not been replaced, repaired or cleaned one week after delivery of notice under Section 14.2.

#### 15.0 **EXTRA SERVICE**

15.1 Where an owner requires extra pickup of a standard container such extra pickup can be arranged by provision of 24 hours notice to the City and payment of the appropriate pickup fee in Schedule A. This provision is for commercial or multifamily premises.

#### 16.0 **CHARGES**

16.1 The fees imposed for the collection of garbage under the terms of this Bylaw shall be those set out in Schedule A attached to and forming part of this Bylaw. Under special circumstances Council may by resolution apply special charges for specific premises. Special charges may be in excess of or a reduction to those listed in Schedule A.

- 16.2 Upon issuance of Final Occupancy of a single-family or two-family building, the garbage container will be delivered and billing will begin.
- 16.3 A multi-family building or commercial premise may commence City solid waste disposal services partway through the year, in which case charges for services are determined on a proportional basis in relation to the period services are provided.

17.0 **SUSPENSION OF SERVICE**

- 17.1 The City may suspend collection service or order collection services suspended from properties where the standard containers, or the location or design or accessibility for pick up facilities, are contrary to the provisions of this Bylaw. Such suspension shall not waive any requirement or abate or waive any charges or rates under the provisions of this Bylaw.

18.0 **OFFENCE**

- 18.1 The Bylaw Enforcement Officer is authorized and empowered to inspect, compel, and require that all the regulations and provisions prescribed in this bylaw are carried out.
- 18.2 Every person who contravenes a provision of this Bylaw, or who suffers, allows or permits any act or thing to be done in contravention of any provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, is guilty of an offence against this Bylaw.
- 18.3 Every violation shall be deemed to be a continuing, new and separate offence for each day during which the offence continues.
- 18.4 Any person guilty of an offence under this Bylaw shall be liable, upon summary conviction, to a fine not exceeding \$5,000 and costs.
- 18.5 This Bylaw is designated, pursuant to section 264 of the Community Charter, S.B.C 2003, c.26, as a Bylaw that may be enforced by means of a ticket in the prescribed form;
- 18.6 The words or expressions listed in Schedule "D" of this Bylaw in the "Designated Expression" column are authorized to be used on a ticket pursuant to section 264(1)(c) of the *Community Charter* to designate an offence against the respective section of this Bylaw appearing opposite in the "Section" column. The amounts appearing in the "Fine" column are the fines set pursuant to section 265 of the *Community Charter* for contravention of the respective section of this Bylaw appearing opposite in the "Section" column.

19.0 **SEVERABILITY**

If any section, subsection or clause of this Bylaw is declared or held to be invalid by a court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the invalid and severed section, subsection or clause.

20.0 **EFFECTIVE DATE**

The effective date of this Bylaw is September 15, 2015.

READ A FIRST TIME THIS 10<sup>TH</sup> DAY OF AUGUST, 2015.

READ A SECOND TIME THIS 10<sup>TH</sup> DAY OF AUGUST, 2015.

READ A THIRD TIME THIS 10<sup>TH</sup> DAY OF AUGUST, 2015.

FINALLY ADOPTED THIS 14<sup>TH</sup> DAY OF SEPTEMBER, 2015.



\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Clerk

**CITY OF PORT ALBERNI  
SOLID WASTE COLLECTION AND DISPOSAL BYLAW  
SCHEDULE "A" TO BYLAW NO. 4885**

**CHARGES**

**1. Residential Premises**

An annual charge for every residence shall apply for the weekly collection of one standard container per residence as follows:

- 80 litre - \$83.00/yr
- 120 litre - \$98.00/yr
- 240 litre - \$200.00/yr

**2. Multiple Residential Premise or Commercial Premises using Standard Containers**

An annual charge for every premise shall apply for the weekly collection of one standard container per premise as follows:

- 80 litre - \$83.00/yr
- 120 litre - \$98.00/yr
- 240 litre - \$200.00/yr
- 360 litre - \$300.00/yr

This charge may be pro-rated monthly where the service is required for a period shorter than one full calendar year.

Extra service pickups may be requested and will be charged at the following rate per pickup of standard containers:

1 – 3 standard containers	-	\$25.00/pickup
4 – 6 standard containers	-	\$35.00/pickup
7 + standard containers	-	\$45.00/pickup

**3. Standard Container Exchange Fee**

This fee applies at the request of owner to change the size of the container.

- \$25.00 plus applicable taxes.

**CITY OF PORT ALBERNI  
SOLID WASTE COLLECTION AND DISPOSAL BYLAW  
SCHEDULE "B" TO BYLAW NO. 4885**

**APPLICATION FOR SET-OUT/SET-BACK SERVICE  
CITY OF PORT ALBERNI**

**A. Set Out/Set Back Service**

Set Out/Set Back Service in which collection crews will enter my property parcel to move solid waste collection carts to the curb for collection and return them to the property.

I, \_\_\_\_\_ as occupier of property located at  
(Last Name) (First Name)

Address: \_\_\_\_\_  
(Apt #) (Street Number) (Street Name)  
\_\_\_\_\_  
(City) (Province) (Postal Code)

hereby apply for this service and agree to the following conditions:

- The occupier of this property has a physical challenge or infirmities that prevent him/her from moving the cart collection point and does not have an able-bodied person to help them with this activity;
- Carts shall be freely accessible and not be placed inside closed buildings or a gated area;
- If an able-bodied person becomes available prior to the expiry of an approval, this service will no longer be provided;
- The City is not responsible for any damage to private property resulting from the undertaking of this service.

Applicant's Information:

What is the nature of the disability? \_\_\_\_\_

Is the disability permanent?  Yes or  No (if yes, this application is valid for 3 years)

If the disability is not permanent, at what date would the Applicant be sufficiently recovered? \_\_\_\_\_  
(Year) (Month) (Day)

\_\_\_\_\_  
(Signature of Applicant) (Phone Number) (Date)

**OFFICE USE ONLY**

Your application is approved or  Your application is denied

Physician's Certificate required (Schedule E to be completed and returned to the City)

The occupier will assist with any special designations as may be required to alert the crews that this type of collection is required, and comply with the following:

Date Received: \_\_\_\_\_

Streets Superintendent: \_\_\_\_\_



**SOLID WASTE COLLECTION AND DISPOSAL BYLAW  
SCHEDULE "C" TO BYLAW NO. 4885**

**PRIVATE COLLECTORS OPERATIONS PERMIT**

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Description of the waste collection service being provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This permit authorizes the business mentioned above to collect waste products or recyclable materials as described within the Garbage Collection Area, provided they conform to the City of Port Alberni Solid Waste Collection and Disposal Bylaw.

Date: \_\_\_\_\_  
\_\_\_\_\_  
(City Engineer)

**CITY OF PORT ALBERNI  
SOLID WASTE COLLECTION AND DISPOSAL BYLAW  
SCHEDULE "D" TO BYLAW NO. 4885**

**FINE SCHEDULE**

<b>Designated Expression</b>	<b>Section</b>	<b>Fine Amount</b>
Garbage Security	11.1 (a)	\$100
Separate Garbage and Recycling	11.1 (b)	\$100
Maintain Containers	11.1 (e) and (k); 14.2	\$100
Animal Resistant Hardware Use	11.1 (h) and (j)	\$100
Amount of Waste	11.1 (q)	\$100
Accessible to Wildlife	11.1 (r) and 11.2	\$100
Bin Container Location	12.1 (b)	\$100
Waste Deposit	13.1 (f)	\$100



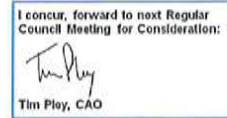
# CITY OF PORT ALBERNI

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## PLANNING DEPARTMENT

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TO: Tim Pley, CAO  
FROM: Scott Smith, Director of Development Services  
DATE: February 6, 2018



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**SUBJECT: STATA CONVERSION APPLICATION**  
4556 Gertrude Street (Lot 10, Block 5, District Lot 1, Alberni District, Plan 197)  
Applicants: 0700466 BC Ltd.

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### ISSUE

At issue is the consideration of an application to convert a small commercial office building, located at 4556 Gertrude Street, to a building strata.

### BACKGROUND

The existing office building at 4556 Gertrude Street was constructed in 2003 with interior work completed in 2004. The owner of the building has applied for a building strata conversion to stratify the building into two independently owned units. The existing building is occupied by a doctor's office on one side and an orthodontist office on the other side. The orthodontist has given notice of intention to vacate and a potential owner would like buy one half of the building and convert it to a dentist office.

Approval for a building strata conversion of a previously occupied building is covered under Section 242 of the Strata Property Act and the municipal council is the approving authority.

### DISCUSSION

The Act gives the following direction to City Council in making its decision on whether to approve the strata conversion.

The approving authority **must not approve** the strata plan unless the building substantially complies with the following:

1. The applicable bylaws of the municipality.
2. The British Columbia Building Code referred to in the Building Regulations of BC.

The property at 4556 Gertrude Street is zoned C7 – Core Business (see attached) and meets the Parking and Site Development Regulations. A building code review was completed by O.C.A Architecture and McGill Engineering and has been reviewed by the Director of Development Services and Building Inspector. The two reports are attached and indicate that the building substantially complies with the current BC Building Code with one minor remedial measure (insulation) being required. The cost estimate for the required insulation is \$2,800.00.

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The approving authority also **must consider** the following:

1. The priority of rental accommodation over privately owned housing in the area.
2. Proposals for the relocation of persons occupying the residential building.
3. The life expectancy of the building.
4. Projected major increases in maintenance costs due to the condition of the building.
5. Any other matters that, in City Council's opinion, are relevant.

As the building at 4556 Gertrude Street is a commercial office building item 1 regarding housing is not applicable. The existing doctor's office will remain in one unit and the orthodontist has given notice of intention to vacate the second unit.

The building was constructed in 2003 and issues of life expectancy and maintenance costs are fairly minor with the building being relatively new. The architect's requirement to increase the insulation will improve the ongoing maintenance cost for the building.

### **CONCLUSION**

In considering the strata conversion, City Council should consider whether the proposal is appropriate for the site and for the community.

The office building at 4556 Gertrude Street is relatively new and the information provided in the building code review and this report covers the Strata Property Act guidance to City Council in making its decision. The insulation work should be completed or security be required to ensure the work is completed as recommended by the architect. The Development Services Department supports the strata conversion of 4556 Gertrude Street.

### **RECOMMENDATIONS**

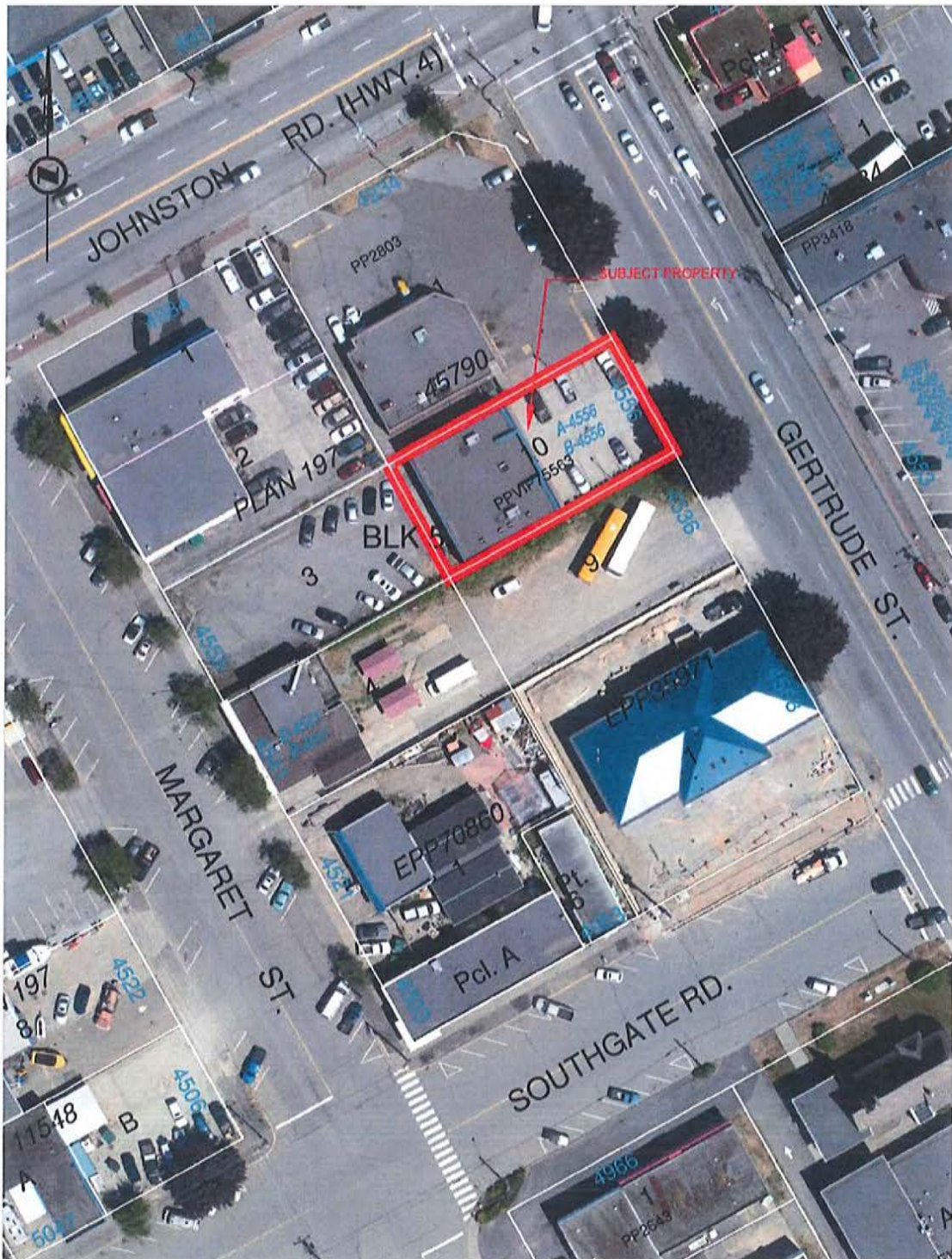
1. *That Council for the City of Port Alberni approve the conversion of 4556 Gertrude Street to a building strata and the Mayor and City Clerk be authorized to execute the required strata plan subject to the receipt of security in the amount of \$2,800.00 for required insulation work and that this Council approval is valid for no more than 2 years from the date of adoption of this resolution.*

Respectfully submitted



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Scott Smith, MCIP  
Director of Development Services



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McGILL & ASSOCIATES ENGINEERING LTD.  
Consulting Engineers

4610 Elizabeth Street, Port Alberni, BC V9Y 6L7 Phone 250-724-3400

January 15, 2018

Our Ref. 3637

RW (Bob) Wall Ltd.  
6040 Hammond Bay Road  
Nanaimo, B.C.  
V9T 5M4

Attention: Donna Hais

Re: Professional Building at 4556 Gertrude Street  
Structural Assessment

Dear Sirs:

McGill & Associates Engineering Ltd. (MAEL) was asked to provide a Structural Assessment of the building at 4556 Gertrude Street in Port Alberni, for the purpose of a Building Strata Subdivision of the existing property.

In order to stratify the building, the Approving Authority (City of Port Alberni) requires that the building be assessed for compliance with the current BC Building Code. OCA Architecture Inc. has completed a code analysis for the architectural components, and recommended that a structural analysis be completed for the building. This assessment will provide the analysis required.

#### BUILDING SUMMARY

The undersigned was the Structural Engineer of record when the building was designed and built in 2003. The building was designed to Part 4 of the BC Building Code for climatic data provided for Port Alberni, including snow, wind, and seismic forces.

The building is a single storey, divided by a partition wall into two suites.

#### ROOF STRUCTURE

The roof structure consists of pre-engineered parallel chord wood trusses spaced at 24" on centre (o/c). The trusses span from the exterior walls to a 4-ply girder truss in the middle of the building. The girder truss is supported at the exterior walls in a hanger seated within the masonry block wall and at the interior mid-point on a steel HSS post.

#### EXTERIOR WALLS

The exterior walls adjacent to the property line are built with 8" concrete blocks, reinforced with horizontal bond beams at 8' o/c and vertical bars at 32" o/c. The front and rear walls are wood framed 2x6 stud walls sheathed with plywood.

Professional Building at 4556 Gertrude Street  
Structural Assessment

#### FOUNDATION

The foundation is reinforced concrete and consists of a perimeter strip footing, with pad footings located beneath the girder point loads at the exterior walls and within the building's interior. The floor consists of a 4" concrete slab on grade.

#### LATERAL FORCE RESISTING SYSTEM

The building was designed to resist lateral forces due to wind and seismic by transferring loads from the horizontal plywood roof diaphragm to the exterior walls. The front and rear walls consist of plywood shear walls, blocked and nailed at panel edges, with hold down anchors at the end of each wall to resist overturning. The side walls were designed as masonry shear walls built with reinforced concrete block units doweled to the concrete foundation.

#### STRUCTURAL ASSESSMENT

A field visit was carried out to identify any significant changes to the building's structure. The structure was found to be in good condition, with no significant sign of damage or alterations.

The building was designed to Part 4 of the BC Building Code in effect at the time, with field reviews carried out by McGill & associates Engineering. The building's structure is in substantial conformance with the current BC Building Code.

If we can be of any further assistance, please do not hesitate to call.

Yours truly,

For McGill & Associates Engineering Ltd.



Brad West, P. Eng.





Igor Nardin Architect AIBC AAA

February 1, 2018

City of Port Alberni c/o  
RW (Bob) Wall  
6040 Hammond Bay  
Road Nanaimo, BC  
V9T 5M4

Attn: Donna Hais

Re: 4556 Gertrude Street - See Commercial Development

As requested, below please find our BCBC analysis for the stratifying of See Commercial Development, currently designed/used as two business and personal services units.

**Existing Site Data:**

Civic Address: 4556 Gertrude Street, Port Alberni, BC  
Legal Address: Lot 10, Block 5, Lot 1, Alberni District Pan 197  
Existing Building Area: 3286sf/305sm  
Existing Gross Floor Area: 3286sf/305sm  
Parking Provided: 13 Spaces ( Including 1 H/C Space)  
Storeys: 1 Storey  
Construction: Combustible, Unsprinklered, facing 1 street.

Page 1 of 3

Suite 137, 970 BARRARD STREET, VANCOUVER, B.C V6Z 2R4 (604) 408-8970  
e mail: [in@oca-arch.com](mailto:in@oca-arch.com)



Igor Nardin Architect AIBC AAA

**2012 B.C.B.C. Code Review:**

B.C.B.C. Reference		Provided	Req'd.
3.1.3.1.	Major Occupancy Fire Separations -D to D = 0 Fire Separation -D to E = 0 fire Separation	X	
3.1.11.5	Fire (Blocks) in Horizontal Concealed Space -Max. horizontal dimension is not more than 20m -Max. vertical dimension is not more than 3m. -Max. Area of 300sm.	X	
3.1.17.1	Occupant Load 305sm/9.3sm = 33 persons	X	
	Building Fire Safety		
3.2.2.	Building Size and Construction Relative to Occupancy BCBC 3.2.2.60, Group D up to 2 storeys -Facing 1 street, max. area = 1000sm -Combustible or non-combustible construction permitted. -Non-Sprinklered -F.R.R.: -Floors = 45min F.R.R. req'd. (Combustible Construction) -L.B. Walls = 45 F.F.R. req'd. (Combustible Construction) -Roof = 0 F.R.R.	X	
3.2.3.13	Protection of Exit Facilities- Angle between main front entries at 2 units/fire compartments are 135 degrees apart, therefore not ratings required.	X	
3.2.4.1.	Fire Alarm and Detection Systems -No fire alarm required in an unsprinklered, 1 storey 'D' Occupancy building with less than 300 persons.	X	
3.2.7.3.	Emergency Lighting -Emergency lighting shall be provided.	X	
3.2.7.4.	Emergency Power for Lighting -30 min. power supply required.	X	
	Safety Within Floor Areas		
3.3.1.1.(4)	Separation of Suites -No rated fire separation required between suites of business and personal	X	
3.3.1.5.	Egress Doorways -D Occupancy = Max. area of suite = 200sm for one exit -Max. travel distance for one exit = 25m. 2 exits provided.	X	
3.3.1.9.	Corridors -min. corridor width = 1100mm.	X	
3.3.1.17.	Capacity of Access to Exits -6,1mm x 33 persons = 20mm Required. - 4 doors @ 915mm provided.	X	



Igor Nardin Architect AIBC AAA

3.3.1.21.	<b>Janitor Rooms</b> - 45 min Fire Resistance Rating required in an unsprinklered building.	X	
	Exits		
3.4.2.5	<b>Location of Exits</b> -Max. travel distance to one exit = 40m.	X	
3.4.4.2.	<b>Exits through Lobbies</b> -Fire Separation of 45min. required.	X	
3.4.5.	<b>Exit Signs</b> -Required at all exits and access to exits. -Every exit sign shall be visible.	X	
3.4.6.13	<b>Self Closing Devices</b> - every rated door requires a door closer.	X	
	Health Requirements		
3.7.2.2.B	<b>Water Closets for 'D' Occupancy</b> 33 persons/2 = 17 persons per suite. 1 water closet/sex required.	X	
	Building Requirements for Persons with Disabilities		
3.8.2.32.	<b>Accessible Washrooms</b> -At least 1 accessible washroom required.	X	
3.8.3.5	<b>Main Entrances</b> -Access shall be provided at all main entrances. -No door operator required in a building less than 500sm in area.	X	
	Energy and Water Efficiency		
10.2.1.1.B.	<b>Min. Thermal Resistance for Buildings Other than Residential</b> -Roof Insulation, Attic = 5.3 RSI (R-30) -Wall Insulation, Wood Frame = 2.3 RSI (R-13)	X	*

We have visited the site and prepared an architectural analysis of the available building information for 4556 Gertrude Street. To the best of our knowledge, the building substantially complies with the requirements of the 2012 B.C.B.C. for D occupancies as outlined above, with the following recommendation:

1. More blown-in insulation is required to meet the R-30 BCBC Part 10 requirement.

Regards,

Igor Nardin Architect AIBC AAA  
O.C.A. Architecture Inc.



Bylaw 4832

**C7 – CORE BUSINESS**

5.24 The purpose of this zone is to establish and maintain vibrant mixed use commercial core areas, with attention to providing goods and services to residents, the travelling public and tourists.

5.24.1 Permitted uses

Principal Uses

- Adult retail*
- Amusement establishment*
- Appliance repair*
- Artist’s studio*
- Assembly*
- Automotive sales, repair and servicing*
- Bakery*
- Bank or other financial institution*
- Boat or recreational vehicle sales and repair*
- Club or lodge*
- Community care facility*
- Day care or other preschool*
- Gasoline service station*
- Hotel, Motor hotel and Hostel*
- Live-work*
- Lumber and Building Materials Retailers and Wholesalers*
- Medical service*
- Multiple family dwelling*
- Nightclub, Cabaret, Bar and Pub*
- Office*
- Parking lot*
- Pawn shop*
- Personal service*
- Place of worship*

Principal Uses (continued)

- Printing, publishing and allied industry*
- Professional service*
- Public market*
- Restaurant, including drive-through*
- Retail*
- Schaal*
- Seniors housing*
- Shopping centre*
- Single family or two family dwelling (built prior to the adoption of this bylaw)*
- Small appliances and electronics, sales and repair*
- Social service centre*
- Theatre*
- Tourist Services*
- Transportation Dispatch and Depot*
- Tutoring Service*

Accessory Uses

- Home Occupation*
- Residential above commercial*

Site-Specific Uses

- Dwelling units at ground level*
- Glass shop*
- Liquor, wine, and beer store*

5.24.2 Site Development Regulations

<i>Minimum Lot Area</i>	540 m <sup>2</sup>	(5812.7 ft <sup>2</sup> )
<i>Minimum Frontage</i>	15 m	(49.2 ft)
<i>Maximum Coverage</i>	90%	
<i>Minimum Setbacks:</i>		
<i>Front yard</i>	0 m	
<i>Rear yard</i>	3 m	(9.8 ft)
<i>Side yard</i>	0 m	

Bylaw 4832

Maximum Height, Principal <i>Building</i>	14 m	(45.9 ft)
Maximum Number of Principal <i>Building Storeys</i>	4	
Maximum <i>Floor Area Ratio</i>	3.0	

5.24.3 Conditions of Use

- (a) All business *uses* shall be conducted within a completely enclosed *building* except for outdoor display, rental, sales or *storage yards*, restaurant patios, activities that are normally done at gasoline service pumps, parking and loading, and activities related to the operation of a *drive-through* or *drive-in* facility.
- (b) In mixed-use residential and commercial *buildings*, residential *uses* shall be located above the first *storey*, except as provided in (d).
- (c) A shared public access to the residential *dwelling* unit(s) shall be provided separate from any other *use* from a ground floor entrance opening directly onto the public *street*.
- (d) Where multiple *family dwelling* units or seniors housing are located below the second *storey*, the Site Development Regulations of the RM3 Higher Density Residential *zone* shall apply.
- (e) Notwithstanding any other provision of this Bylaw, only one-half (0.5) *parking space* for every residential *dwelling* unit is required above a commercial *use* in a mixed commercial-residential *building*.
- (f) No *club* or *lodge* shall have more than three machines on which mechanical, electrical automatic, digital or computerized games are played for amusement, recreation, competition or entertainment and for which a fee is charged for *use* or for which a coin or token must be inserted.
- (g) In *dwelling* units above or behind commercial *uses*, *home occupation* as a permitted *use* is restricted to *office* space for a business which is lawfully carried on at another location.

5.24.4 Density Bonusing for Mixed-Use Residential-Commercial Developments:

The maximum height permitted may be increased up to six (6) *storeys* and up to 18 m (60 ft), and the maximum *floor area ratio* permitted may be increased up to 3.5 from that indicated in 5.24.2 where all of the following conditions are met:

- (a) A minimum of one *storey* or sixteen and one-half percent (16.5%) of the *gross floor area* of the *building* is used for commercial purposes;
- (b) Greater than seventy-five percent (75%) of the required parking is provided *underground* or enclosed underneath the principle *building*;
- (c) Elevators are provided to all *storeys* in the *building*;
- (d) A minimum of ten percent (10%) of the *dwelling* units are designed as *accessible*;
- (e) A minimum of ten percent (10%) of the *dwelling* units are designated as affordable, as specified in a *Housing Agreement* and where the owners enter into a *Housing Agreement* with the City, and where this Agreement is filed with

Bylaw 4832

- the Land Title Office; and
- (f) A common meeting room or amenity room containing a minimum of 22 m<sup>2</sup> (235 ft<sup>2</sup>) is provided.

5.24.5 Site Specific Uses

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

<u>Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
Dwelling units at street level	4815 Argyle Street	Parcel A, Block 41, Plan VIP197B, Alberni Land District (Being a consolidation of Lots 8 & 9, See FB348042)
Glass shop	4650 Margaret Street	Lot A, District Lot 1, Alberni District, Plan VIP28247
Liquor, wine, and beer store	5170 Argyle Street	Lots 23 & 24, Block 86, District Lot 1, Alberni District, Plan 197
	4963 Angus Street	That portion of Lot B, District Lot 1, Alberni District, Plan 32610 north of Angus Street
	5086 Johnston Road	Lot 1, District Lot 1, Alberni District, Plan EPP13767

**Council Directed Action Items on Current Status Report**

	<b>Meeting Date</b>	<b>Item</b>	<b>Strategic Plan Fit</b>	<b>Status / Recommendation</b>	<b>Priority</b>
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**Chief Administrative Officer (CAO)**

1.	Regular July 10/17	Pursue provision of kitchen and yard waste collection service utilizing City resources	Goal #3 – Environmental Protection	Order has been submitted for new trucks that can support collection of separated organics. Staff to support ACRD in preparing to receive and handle organics	<b>High</b>
2.	Regular March 27/17	MOU between City and Hupacasath First Nation	Goal #5: Responsive Government	Reconciliation Committee discussion and recommendation.	<b>High</b>
3.	Regular March 27/17	Renewal of Protocol Agreement with Tseshaht First Nation	Goal #5: Responsive Government	Reconciliation Committee discussion and recommendation.	<b>High</b>
4.	Regular March 27/17	Report regarding the Truth and Reconciliation Commission's specific Calls to Action and the United Nations Declaration of Indigenous Peoples	Goal #5: Responsive Government	Reconciliation Committee discussion and recommendation.	<b>High</b>
5.	Regular Jan 22/18	investigate the costs of moving the community policing office to 3 <sup>rd</sup> Avenue.			<b>High</b>
6.	Org. Structure Review	Pursue Shared Service opportunities with ACRD	Goal #5: Responsive Government	Ongoing. Direction from Council (May 15/17) to schedule meeting of Council to discuss this matter before requesting a meeting with the ACRD.	<b>Medium</b>
7.	Regular May 24/16 Special Dec 12/16	Staff to investigate potential for receiving market revenues for services from properties under jurisdiction of senior governments.		Ongoing	<b>Low</b>
8.	Org. Structure Review	Review services that could be provided by different level of gov't or could be discontinued	Goal #5: Responsive Government	Ongoing	<b>Low</b>

**Clerk's Dept.**

9.	SICC Jan 7/08	Policy requiring review and adoption of Policy Manual following each general municipal election	Goal #5: Responsive Government	Recommend changes to Policy Manual. Ratification of all Policies in Manual by Council.	<b>Medium</b>
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<b>Council Directed Action Items on Current Status Report</b>					
	<b>Meeting Date</b>	<b>Item</b>	<b>Strategic Plan Fit</b>	<b>Status / Recommendation</b>	<b>Priority</b>
10.	Regular Nov. 24/14	Report on mail-in voting for future elections.	Goal #5: Responsive Government Not strategic priority	Draft bylaw prepared – will bring forward early 2018 following full review of Election Bylaw.	<b>Low</b>
11.	Regular Jan 12/15	Report & recommendations re revisions to Sign Bylaw with regards to election signage	Goal #5: Responsive Government	Report with options to be provided in with time to allow adoption in advance of 2018 election.	<b>Low</b>
12.	Regular Jan 11/16	Community urban food inventory webpage and information (FSCDC Report).	Not a strategic priority	grant funding application was unsuccessful.	<b>Low</b>
13.	Regular Sep 5/17	Update AV Community Forest Terms of Reference			<b>Low</b>
<b>Parks, Recreation &amp; Heritage</b>					
14.	Regular March 27/17  Dec 11/17	Pursue development of a quad-partite agreement between City, Tseshaht, Hupacasath and ACRD for operation of the Alberni Valley Museum  Review Heritage Commission bylaw to clarify role of McLean Mill Society	Goal #1 Live Within Our Means		<b>High</b>
15.	Regular Mar 9/15  Feb 14/17  Nov 27/17	Revisit options to ban smoking in City facilities and parks  Review letter from Island Health encouraging smoke-free environment in more public spaces  Research updated legislation regarding the buffer zone increase from three metres to six metres around doors, open windows and air intakes in work and public places.	Goal #3: Environmental Protection	Include actions taken by other communities for area specific smoking bans. Consider changes to legislation as well as workplace occupational health requirements	<b>Low</b>




<b>Council Directed Action Items on Current Status Report</b>					
	<b>Meeting Date</b>	<b>Item</b>	<b>Strategic Plan Fit</b>	<b>Status / Recommendation</b>	<b>Priority</b>
16.	Regular Sept. 28/15	Review 'Partner in Parks' Program (City of Nanaimo) and provide recommendations	Goal #5: Responsive Government		<b>Low</b>
17.	Regular June 27/16	Draft development plan options for Canal Beach for public consultation regarding a long-term development plan.	Goal #4: Revitalizing Economy/Liveability	Kiwanis delegation April 24/17 – initiatives supported by Council. WFP advised of planned improvements. Further action pending budget consideration	<b>Low</b>
<b>Economic Development Dept.</b>					
18.	Special Budget – Mar 30/15	Arrange mtg with Chamber/ AV Tourism/ACRD re external marketing of Alberni Valley	Goal #4: Revitalizing Economy/Liveability Goal #5: Responsive Government	Ongoing discussions taking place	<b>Medium</b>
<b>Engineering Dept.</b>					
19.	Regular Sept 14/15	Report recommending alternate truck route options (other than 3 <sup>rd</sup> /Anderson)	Goal #2: Connected Community	Truck count info available on City's website. Phase Two of process is listed on Project Options List for Council consideration	<b>High</b>
20.	Regular April 10/17  Regular Jan 11/16	Update of Active Transportation Plan with options for "AAA" bike facilities  Create a phased implementation plan for all-abilities protected bike lanes including possible tree and garden planting (FSCDC Report)	Goal #2: Connected Community		<b>Medium</b>
21.	Regular Sep 5/17	Investigate improvements to intersection of Gertrude & Southgate		Report on traffic counts received and forwarded to ICBC for comment. Will consider what improvements can be made	<b>Medium</b>
22.	Regular Sep 5/17	Investigate improvements to intersection of Argyle & Anderson		Report on traffic counts received and forwarded to ICBC for comment. Will consider what improvements can be made	<b>Medium</b>

<b>Council Directed Action Items on Current Status Report</b>					
	<b>Meeting Date</b>	<b>Item</b>	<b>Strategic Plan Fit</b>	<b>Status / Recommendation</b>	<b>Priority</b>
23.	Regular April 10/17  Regular Feb 10/15	Prepare report regarding options for restricting the use of pesticides within the community Prepare Pesticide Reduction Policy/public education – best practices	Goal #3: Environmental Protection	Report to Council providing broad overview of issue, and re-examining previous City actions and reports.	<b>Low</b>
<b>Finance</b>					
24.	Regular Nov 27/17  Regular Dec 11/17	Develop a purchasing policy that supports local vendors and contractors. Review social procurement policy examples			
25.	Regular April 10/17	Report on Shaw Go WiFi service.		Shaw to be invited as a delegation to respond directly to Council questions – date TBD	<b>Low</b>
<b>Fire Dept.</b>					
26.	Regular July 10/17	Work with ACRD re mitigation for interface fires	Goal #3: Environmental Protection	In progress – various initiatives underway Grant application submitted for 2018	<b>High</b>
<b>Human Resources</b>					
<b>Operations Dept.</b>					
27.	January 8/18	Issue RFP for supply and installation of solar PV arrays on one or more city owned facilities		Not to exceed \$100,000 available in Carbon Reserve Fund. RFP currently being developed.	<b>Medium</b>
<b>Development Services Dept.</b>					
28.	Regular Dec. 14/15	Report on secondary suite provisions of zoning bylaw including provisions for carriage houses	Goal #4: Revitalize Economy/Liveability		<b>High</b>

<b>Council Directed Action Items on Current Status Report</b>					
	<b>Meeting Date</b>	<b>Item</b>	<b>Strategic Plan Fit</b>	<b>Status / Recommendation</b>	<b>Priority</b>
29.	Regular May 23/17	Commence remedial action against owner of Arrowview Hotel, Athol Street.	Safety Issue	New owner developing plan to repair building. Timelines provided via letter	<b>High</b>
30.	Regular Nov 27/17	Report on steps to declare Harbourview Apartments on 3 <sup>rd</sup> Avenue a nuisance under Nuisance Abatement Bylaw	Goal #4/#5	Report February 2018	<b>High</b>
31.	Regular Jan 23/17	Issue RFP for sale and development of a portion of City owned property adjacent to Westporte	Goal #4: Revitalize Economy/Liveability	RFP to be issued	<b>Medium</b>
32.	Regular Feb. 9/16 Regular Dec 11/17	Draft bylaw to establish a Social Planning Commission	Goal #5 Responsive Government	Invite Social Planning Council to Committee of Whole	<b>Medium</b>
33.	Regular May 23/17	Report regarding the City's Nuisance Abatement Bylaw, including enforcement and increases to the fees and charges recoverable	Goal #4: Revitalize Economy/Liveability	COW November 20/December 19, 2017	<b>Medium</b>
34.	Regular Jan 22/18	report and recommendations for consideration on panhandling bylaw			<b>Medium</b>
35.	Regular March 27/17	Report re general regulation and licensing of dogs		COW November 20/December 19, 2017	<b>Low</b>
36.	Regular March 27/17	Report re the current provision of parking enforcement within business districts	Goal #4: Revitalize Economy/Liveability	COW November 20/December 19, 2017	<b>Low</b>
37.	Regular Nov 27/17	Report on extending the Bike BC grant into 2018, and further investigate separated path options on west and east side of Stamp Ave and behind the curb on Roger	Goal #5: Connected Community		

Respectfully Submitted

  
Tim Pley - CAO

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**REPORT OF THE PUBLIC HEARING HELD ON MONDAY, JANUARY 22, 2018  
AT 5:45 PM IN COUNCIL CHAMBERS TO HEAR REPRESENTATION RELATIVE TO  
PROPOSED AMENDMENTS TO THE ZONING BYLAW**

**PRESENT:**

**Council:** Mayor Ruttan (Chair)  
Councillor McLeman  
Councillor Minions  
Councillor Paulson  
Councillor Sauvé  
Councillor Washington

**City Staff:** Tim Pley, Chief Administrative Officer  
Davina Hartwell, City Clerk  
Scott Smith, Director of Development Services

**Absent:** Councillor Alemany

**Members of the Public: 2**

The Chair explained the Public Hearing procedures for the meeting.

**Part A - Applicant: C. Power, 3665 12<sup>th</sup> Avenue**

**A1. Description of the Application**

The City Clerk provided a summary of the application:

The applicant is applying to amend the Zoning Bylaw to facilitate the subdivision of the property into two residential parcels.

The proposed Bylaw is:

- "Zoning Bylaw Amendment No. 28 (3665 12<sup>th</sup> Avenue), Bylaw No. 4955"

**A2. Background Information from the Director of Development Services**

The Director of Development Services provided background information regarding the proposed amendment by way of summarizing his report of January 12, 2018, attached hereto and forming part of this report.

**A3. Correspondence**

None

**A4. Late Correspondence Regarding the Matter**

None

**A5. Input from the Public regarding the Bylaw**

None

**A6. Questions from Council:**

In response to a question from Council, the Director of Development Services confirmed that the two residential parcels would exceed the minimum lot size in the R3 zone of 350 sq.m. (3,767 sq.ft.).

**Part B - Applicant: M. Sutherland, 2170 Mallory Drive**

**B1. Description of the Application**

The City Clerk provided a summary of the application:

The applicant is applying to amend the Zoning Bylaw to facilitate several light industrial uses on the property.

The proposed Bylaw is:

- "Zoning Text Amendment T12 (Site Specific Uses – P1 Institutional) Bylaw No. 4956"

**B2. Background Information from the Director of Development Services**

The Director of Development Services provided background information regarding the proposed amendment by way of summarizing his report of January 17, 2018, attached hereto and forming part of this report.

**B3. Correspondence**

None

**B4. Late Correspondence Regarding the Matter**

None.

**B5. Input from the Public regarding the Bylaw**

None.

**B6. Questions from Council:**

In response to a question from Council, the owner Mr. Manson advised there is currently a small engine repair/mechanical shop on the property as well as his own woodworking shop.

**7. Calling for any Further Input:**

The Chair asked for any further input from the public. There was none.

The Chair called a second time for input. There was none.

The Chair asked for input for a third and final time. There was none.

**8. Closing Remarks by the Chair:**

The Chair made closing remarks on the matters of the public hearing.

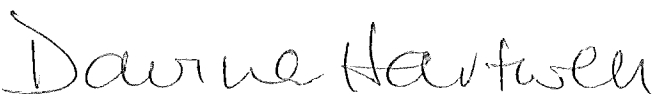
*It was moved and seconded:*

*That the Public Hearing terminate at 6:00 p.m.*

CARRIED

Pursuant to Sections 464, 465 and 466 of the *Local Government Act*, I hereby certify the foregoing to be a fair and accurate summary of the representations made at the Public Hearing held January 22, 2018 regarding:

- "Zoning Bylaw Amendment No. 28 (3665 12th Avenue), Bylaw No. 4955"
- "Zoning Text Amendment T12 (Site Specific Uses – P1 Institutional) Bylaw No. 4956"



Davina Hartwell  
City Clerk



# CITY OF PORT ALBERNI


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## PLANNING DEPARTMENT REPORT

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TO: Tim Pley, Chief Administrative Officer  
FROM: Scott Smith, Director of Development Services  
DATE: February 5, 2018

I concur, forward to next Regular Council Meeting for Consideration:



Tim Pley, CAO

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**SUBJECT: Zoning Bylaw Amendment**

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### Issue

To consider final adoption of Zoning Amendment No. 28 (3665 12<sup>th</sup> Avenue – C. Power), Bylaw No. 4955.

### Background

The Zoning Bylaw amendment is to rezone 3665 12<sup>th</sup> Avenue to the R3 – Small Lot Single Family Residential zone to facilitate a subdivision.

Zoning Amendment No. 28 (3665 12<sup>th</sup> Avenue – C. Power), Bylaw No. 4955 received 1<sup>st</sup> and 2<sup>nd</sup> reading on January 8, 2018 and received 3<sup>rd</sup> reading on January 22, 2018.

Final adoption of the bylaw is subject to the issuance of a Preliminary Layout Approval letter for subdivision. The Approving Officer issued a PLA letter for the subdivision on February 2, 2018 and the applicant requested that final adoption be considered.

### Recommendation

*That Council for the City of Port Alberni give final adoption to Zoning Amendment No. 28 (3665 12<sup>th</sup> Avenue – C. Power), Bylaw No. 4955.*

Respectfully submitted



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Scott Smith, MCIP  
Director of Development Service

CouncilAdoptionMemoFeb2018



**Summary Report / Minutes of the Advisory Planning Commission Meeting  
(Held on January 18, 2018,  
in the Committee Room at City Hall, at 12:00 p.m.)**

<u>Advisory Planning Commission</u>	<u>Guests</u>
John Douglas (Vice-Chair)	Members of the Public – 1
Amy Anaka	R. De Beeld (Applicant)
Jeannette Nichols	
Sandy McRuer	<b><u>Regrets</u></b>
Larry Ransom - (SD #70 Liaison)	Ken McRae (Chair)
Councilor Denis Sauvé (Council Liaison)	Jim Tatoosh (Hupacasath First Nation)
Rick Newberry (P.A.F.D. Liaison)	Cynthia Dick (Tseshah First Nation)
S. Sgt. Terry Smith (R.C.M.P. Liaison)	Don Ferster
	Rob Gaudreault (Parks Liaison)
<b><u>Staff</u></b>	
Scott Smith, Director of Development Services	<b><u>Alternates (not in attendance)</u></b>
Cara Foden, Dev. Services Technician	Councilor Ron Paulson (Alternate–Council)
	Sgt. Dave Boyce (Alternate–R.C.M.P.)
	John Bennie (Alternate S.D.70)
	Steve Tatoosh (Alternate Hupacasath First Nation)



**1. Adoption of December 21, 2018 Minutes**

- Introductions were made and members of the public welcomed by the Chair. New APC members were welcomed.
- The minutes of the December 21, 2017 meeting of the Advisory Planning Commission were adopted.

**( Douglas / Anaka ) CARRIED**

**2. Election of Chair and Vice-Chair for 2018**

- Members were advised that in his absence Ken McRae had indicated to C. Foden he would accept nomination and allow his name to stand for Chair or Vice-Chair.
- Members elected the Chair and Vice-Chair for 2018 as follows:
  - Chair – Ken McRae
  - Vice-Chair – John Douglas

**3. DEVELOPMENT APPLICATION – Zoning Bylaw Amendment  
3747 10th Avenue**

**Applicant:** Raymond de Beeld dba Raymond de Beeld Architect Inc. s Agent for owner Marlowe Yeoman Limited

- The Director of Development Services (DDS) summarized his report to the APC dated January 11, 2018.
- The APC discussed the application as follows:



- There was discussion about the location of city services and of their ability to meet the demands of the proposed multi-family residential building and new commercial units that are proposed. The DDS clarified the location of existing sewer and water mains and indicated that the developer's Engineers would be required to prove, to the City's satisfaction, that the services would be adequate for the development.
- The access and egress to the residential parkade that are proposed through the public laneway to the rear of the development were discussed. There was concern expressed that there is currently has signage indicating no public access to the public lane and that loading and unloading of trucks often causes the lane to be blocked. Both the RCMP and PAFD indicated that access was important and the lane needed to be clear. even though not often used and the DDS indicated that the City would need to work with the owner to ensure that public access to the lane was not blocked in future.
- APC members asked the applicant some general questions regarding the building. The applicant indicated that he was unsure of the owner's intention with respect to stratification but that he believed the units would be rental units. There was no intention to restrict the age of the tenants. Most of the units are one or two bedrooms and the building will have an elevator.
- The building will be fully sprinklered and the lower floor (commercial) will be concrete construction with the upper residential floors being wood frame construction. When asked why the building was only five floors the applicant responded that seismic regulations and construction costs escalated for buildings over 5 storey's and in order to maintain a level of affordability it was more cost effective to build four or five storey buildings.
- The DDS discussed the requirement for a Sun Study and the applicant indicated that there was little to no cost to provide the study and that it will be done prior to a Public Hearing.
- Discussion regarding the possibility of a public information meeting prior to a Public Hearing took place and the applicant indicated that he would recommend to the owner to hold an information meeting.
- It was noted that many of the design elements for the project would be addressed during the Development Permit process including a possible Development Variance for parking spaces. Concerns regarding parking spaces were voiced by several APC members who noted that young families often have several vehicles. It was noted that the commercial parking lot is often quite full.

**MOTIONS:**

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with text amendments to Zoning Bylaw 2014, Bylaw No. 4382 as follows:*
  - a) *Delete Section 5.19.3(c)(i) text "A completely separate and independent entrance to the dwelling unit shall be provided from a ground floor entrance having access directly onto the public street."; and*
  - b) *Add Section 5.19.3(c)(i) text "Access to residential portions of a building shall be through a completely separate and independent entrance located at ground/street level and providing access to the outdoors directly onto a public street or approved pedestrian thoroughfare/walkway through the property."; and*

- c) Delete text Section 5.19.2 “Maximum Height, Principal Building and Maximum Number of Principal Building Storeys”; and add the following text to Section 5.19.2:

Maximum Height, Principal Building (on lots less than 1120m<sup>2</sup>) 9 m (29.5 ft.)

Maximum Height, Principal Building (on lots of 1120m<sup>2</sup> or greater and where only residential units are located above commercial uses) 18 m (59 ft.)

Maximum Number of Principal Building Storeys (on lots less than 1120m<sup>2</sup>) 2

Maximum Number of Principal Building Storeys (on lots of 1120m<sup>2</sup> or greater and where only residential units only are located above commercial uses) 5”

2. That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to submit a Sun Study diagram before the Public Hearing.

( Ransom / Anaka ) CARRIED

4. **Update** – Director of Development Services provided the following verbal updates:

- A Public Hearing was held and 3<sup>rd</sup> reading was given to "Official Community Plan Amendment No. 25 (4000 Burde Street – District Acquisitions Corp.), Bylaw No. 4952" and "Zoning Bylaw Map Amendment No. 27 (4000 Burde Street – District Acquisitions Corp.), Bylaw No. 4953". The developers are moving forward with requirements to apply for a Subdivision.

5. **Other business** - No other business

6. **Adjournment** – The meeting adjourned at 1:00 p.m. The next regularly scheduled meeting will be held on **February 15, 2018** at 12:00 pm in the Committee Room at City Hall.

( McRuer / Douglas ) CARRIED

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Davina Hartwell - City Clerk

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John Douglas – Vice-Chair



## DEVELOPMENT SERVICES DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Scott Smith, Director of Development Services

DATE: January 11, 2018

**SUBJECT: DEVELOPMENT APPLICATION - Proposed Zoning Bylaw Amendments  
3747 10th Avenue**

**Applicant:** Raymond de Beeld Architect as agent for Marlowe Yeoman Limited

### Issue

At issue is the consideration of an application for text amendments to the Zoning Bylaw to facilitate the redevelopment of a portion of the shopping centre located at 3747 10th Avenue.

### Background

The applicant wishes to develop a mixed (commercial and residential) use building in vacant commercial space formerly occupied by a grocery store (Fairway Market) within the shopping centre. Existing businesses and operational commercial spaces within the shopping centre would remain. The former grocery store space would be developed into a 5 story building with ground floor commercial spaces with a rear parkade and four residential storeys above.

The parcel occupied by the shopping centre is  $\pm 12,682 \text{ m}^2$  ( $\pm 1.3 \text{ ha} / 3.1 \text{ acres}$ ). An additional  $768.5 \text{ m}^2$  on an adjoining lot is used as additional parking. The subject parcel has  $\pm 138.8$  metres ( $\pm 455.4 \text{ ft.}$ ) of frontage along 10<sup>th</sup> Avenue,  $\pm 80.5$  metres ( $\pm 264.2 \text{ ft.}$ ) of frontage along Bute Street and  $\pm 51.8$  metres ( $\pm 170.1 \text{ ft.}$ ) of frontage along Redford Street. The east property line running parallel to an adjacent lane is  $\pm 167.1$  metres ( $\pm 548.1 \text{ ft.}$ ). The space formerly occupied by the Fairway Market grocery store is  $\pm 1,553 \text{ m}^2$  ( $\pm 16,715 \text{ ft}^2$ ).

The C2 General Commercial zone currently restricts building height to a maximum of two (2) storeys with a maximum height of nine (9) metres. There is also a requirement that the portion of the building containing residential units have a completely separate and independent entrance directly onto a public street. This report will give consideration to text amendments to the C2 General Commercial zone that would:

- Where a parcel is greater than  $1120 \text{ m}^2$  ( $12,056 \text{ ft}^2$ ) in size, increase the permitted 'Maximum Height, Principal Building' for residential development in a mixed use (commercial/residential) building where the residential use is located above commercial uses; and

- Where a parcel is greater than 1120m<sup>2</sup> (12,056 ft<sup>2</sup>) in size, increase the ‘Maximum Number of Principal Building Storeys’, for residential development in a mixed use (commercial/residential) building and where the residential use is located above commercial uses; and
- Ensure that the residential portion of a mixed use building is directly accessed from the outdoors at ground/street level through an entrance that is completely separate from and independent of any commercial unit or commercial unit access.

Official Community Plan Bylaw and Zoning Bylaw designations

- a) The property located at 3747 10<sup>th</sup> Avenue is currently designated ‘General Commercial’ on the Official Community Plan Schedule A – Land Use Map. A map amendment is not required.
- b) The property located at 3747 10<sup>th</sup> Avenue is included in Development Permit Area No. 3 Commercial (General) on the Official Community Plan Schedule B – Development Permit Area Map. The applicant will be required to apply for a Development Permit prior to receiving a building permit.
- c) The property located at 3747 10<sup>th</sup> Avenue is currently zoned ‘C2 – General Commercial’ on the Zoning Bylaw Schedule - A Zoning Map. A map amendment is not required.
- d) Text amendments under Section 5.19.3 Conditions of Use in the ‘C2 General Commercial’ zone would be required as follows:
  - a. Delete Section 5.19.3(c)(i) text “A completely separate and independent entrance to the dwelling unit shall be provided from a ground floor entrance having access directly onto the public street.”; and
  - b. Add Section 5.19.3(c)(i) text “Access to residential portions of a building shall be through a completely separate and independent entrance located at ground/street level and providing access to the outdoors directly onto a public street or approved pedestrian thoroughfare/walkway through the property.”; and
  - c. Delete text Section 5.19.2 “Maximum Height, Principal Building and Maximum Number of Principal Building Storeys”; and add the following text to Section 5.19.2:

Maximum Height, Principal Building (on lots less than 1120m <sup>2</sup> )	9 m (29.5 ft.)
Maximum Height, Principal Building (on lots of 1120m <sup>2</sup> or greater and where only residential units are located above commercial uses)	18 m (59 ft.)
Maximum Number of Principal Building Storeys (on lots less than 1120m <sup>2</sup> )	2
Maximum Number of Principal Building Storeys (on lots of 1120m <sup>2</sup> or greater and where only residential units only are located above commercial uses)	5”

The proposed text amendments would apply to all properties designated ‘C2 General Commercial’.

**Discussion**

The application would facilitate the redevelopment of the former grocery store space with a 5 storey building (see attached concept plans). The first level would have four commercial units fronting towards 10<sup>th</sup> Avenue, an entrance to the residential units and a parkade to the rear of project, with the four (4) upper storeys comprised of 48 residential dwelling units.

## Surrounding Area and Official Community Plan

The commercial hub located at Redford Street and 10<sup>th</sup> Avenue has a variety of uses, including a grocery store, eateries, pharmacy and banking all within easy walking distance. There is a ground level multi-family development immediately adjacent to the east of the site and the area further east, contains a mix of residential uses with single family residential use being predominant. To the north of the site there are commercial uses along Redford Street and further north there is a mix of single and multi-family residential uses including several larger apartment buildings located north of Redford Street. To the south across Bute Street the City of Port Alberni Fire Hall is located at the intersection of 10<sup>th</sup> Avenue with Bute Street. Further south the use is predominately single family residential. To the west, across 10<sup>th</sup> Avenue, the use is commercial followed by a mix of single and multi-family residential uses.

The Official Community Plan policy states that the City will consider the following criteria for new areas for multi-family development:

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

The shopping centre on the site makes up a significant portion of the commercial hub at 10th Avenue and Redford Street. The shopping centre itself contains a pharmacy, laundromat, bank, eateries, coffee shop and there is a grocery store across 10th Avenue. The Echo Community centre, housing a pool, museum and library, is located within an 800 metre radius of the site and access to the Dry Creek walking trail network and ravine is close by.

Both 10th Avenue and Redford Street are designated as arterial roads and transit is readily available, including the transit hub located nearby at 12th Avenue and Redford Street.

Good architectural design will need to be considered during the Development Permit process to ensure compatibility with the existing neighbourhood.

### Infrastructure and Servicing:

Water: There are water mains running along Redford Street, Bute Street and along 10<sup>th</sup> Avenue.

Storm: Main is located along Redford Street and there is service in the south portion of the lane to the east of the site.

Sewer: The main sanitary sewer connection is from 10<sup>th</sup> Avenue. There are mains along Redford Street and also available from 10th Avenue and Bute Street.

The capability of the existing infrastructure for the apartment building will need to be proven out by the developers' engineer and approved by the City Engineering department.

### Height

The applicant wishes to increase the number of building storeys permitted in the C2 General Commercial zone to facilitate the development of a 5 storey building in which commercial use tenants would occupy the ground level and four (4) upper storeys would be comprised of 48 residential dwelling units. There are relatively few parcels of land designated 'C2' and many are

smaller in size than 1120 m<sup>2</sup>. The proposed minimum lot size requirement of 1120 m<sup>2</sup> that would permit the increased building height aligns with the minimum parcel size required in the 'RM3 High Density Multiple Family Residential' zone. A Sun Study diagram should be required prior to the Public Hearing to demonstrate any potential shadow effect.

Parking:

The proposed apartment building will require additional parking for the residential units. A covered parkade at grade is proposed with access from the rear lane.

Parking requirements in Zoning Bylaw	Proposed Uses	Required Spaces	Proposed Spaces
Required Parking for Residential units in a C2 zone is 1 space per unit.	48 Residential Units	48	34
Commercial spaces in Shopping Centre with more than 10 commercial units are required at 1 per 17 m <sup>2</sup> of gross leasable floor space	Commercial space area after the redevelopment is 3,644 m <sup>2</sup>	214	213

There are 34 parking spaces proposed in the parkade for the multi-family residential units. Based on the proposed 48 residential units, 48 parking spaces would be required. This is a concept plan at this stage, but a residential parking solution will need to be determined prior to final development permit approval of the apartment building. With the apartment building located in the 10<sup>th</sup> Avenue and Redford Street commercial hub and the available public transit many tenants may not need a private vehicle. A variance to the required parking for the apartment building could be considered during the Development Permit process, once a more detailed plan has been completed.

The property owner also owns a separate legal parcel at the southeast corner of the intersection of 10<sup>th</sup> Avenue and Redford Street. This parcel is currently used as parking for the shopping centre. This was the site of a former gas station and although it was remediated, it has remained a separate parcel. In order to include these parking spaces to meet the parking requirements for the shopping centre the lots should be consolidated. If the consolidation of the lots is problematic because of the former gas station use, a restrictive covenant requiring that the lots must be sold together is another option.

**Conclusions**

In considering the Zoning amendment, the Advisory Planning Commission and City Council should consider whether the proposed amendment is appropriate for the community and for development in the 'C2 General Commercial' zone.

The detailed plans for the new commercial space and residential apartments will be considered during the Development Permit process. There are a number of multi-level residential apartment buildings nearby to the site and the increase in height should not have any negative impacts for the area. A Sun Study should be required prior to the Public Hearing to demonstrate any potential shadow effect. This project is within the heart of the 10<sup>th</sup> Avenue and Redford commercial area and has excellent road and transit.

The Official Community Plan is supportive of encouraging development within existing developed areas through infill and redevelopment. The proposed bylaw amendments are compatible with the neighbourhood and the Development Services Department supports amending the bylaw.

### **Recommendations**

1. That the Advisory Planning Commission recommends to City Council that the City proceed with text amendments to Zoning Bylaw 2014, Bylaw No. 4382 as follows:

- a) Delete Section 5.19.3(c)(i) text “A completely separate and independent entrance to the dwelling unit shall be provided from a ground floor entrance having access directly onto the public street.”; and
- b) Add Section 5.19.3(c)(i) text “Access to residential portions of a building shall be through a completely separate and independent entrance located at ground/street level and providing access to the outdoors directly onto a public street or approved pedestrian thoroughfare/walkway through the property.”; and
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2. That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to submit a Sun Study diagram before the Public Hearing.

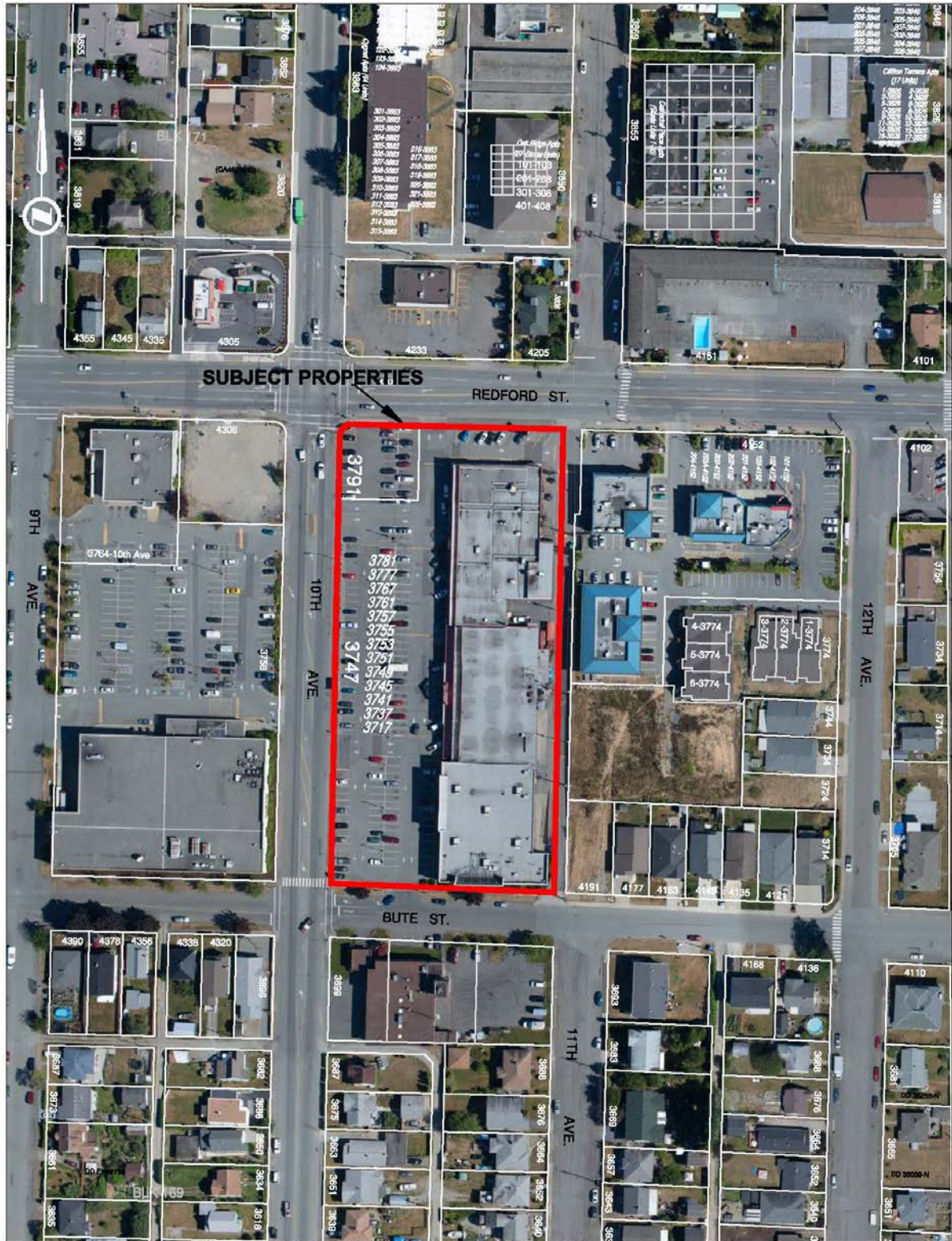
Respectfully submitted,



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Scott Smith, MCIP  
Director of Development Services

SUBJECT PROPERTY

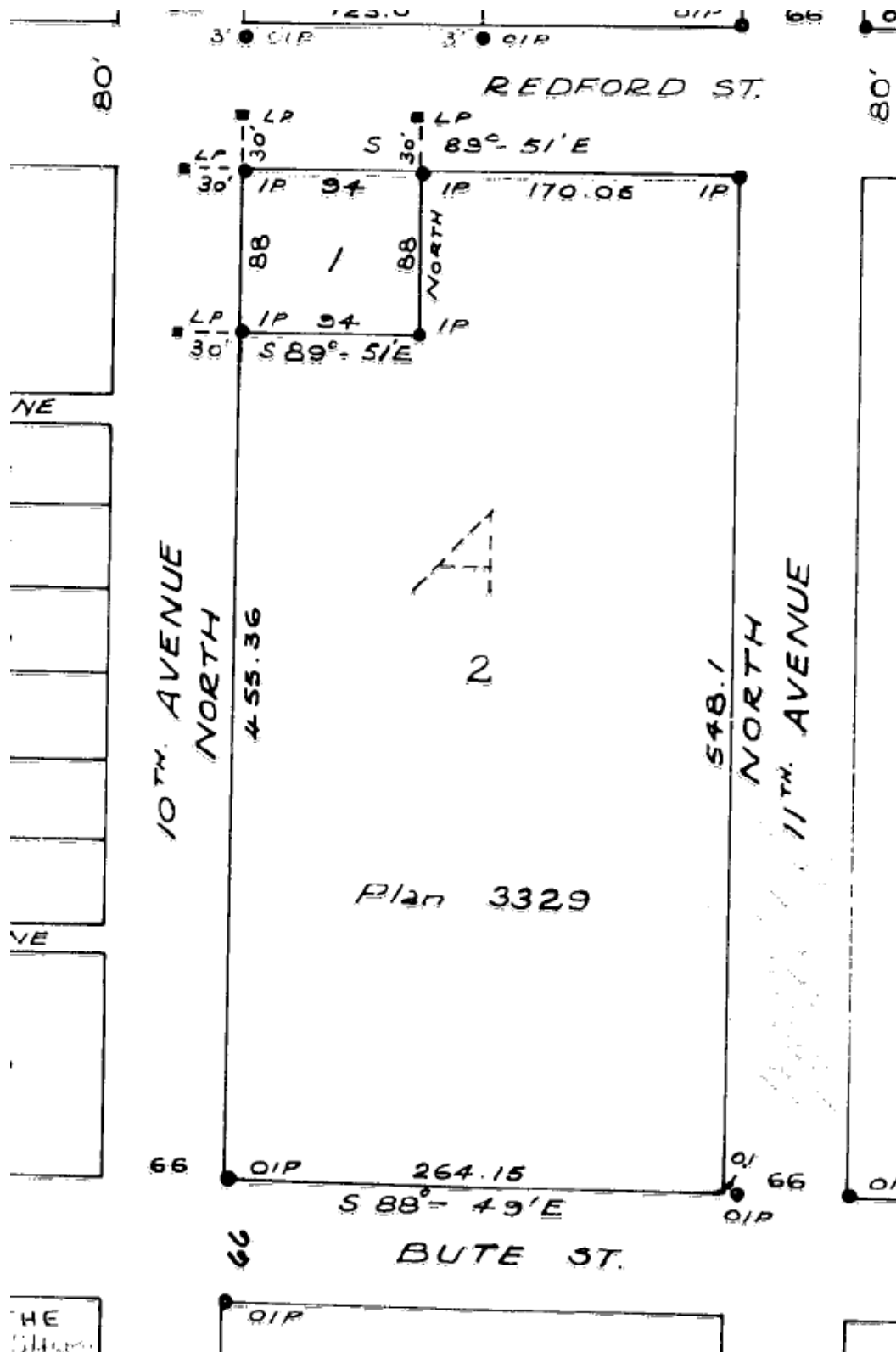




# AREA INFRASTRUCTURE

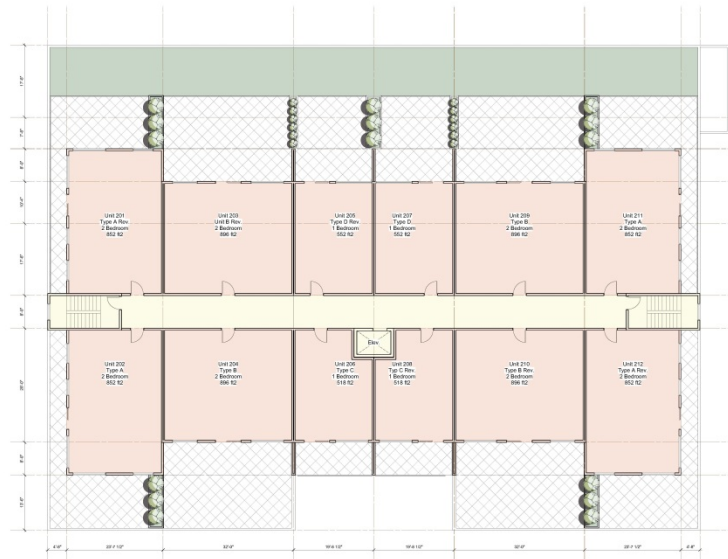


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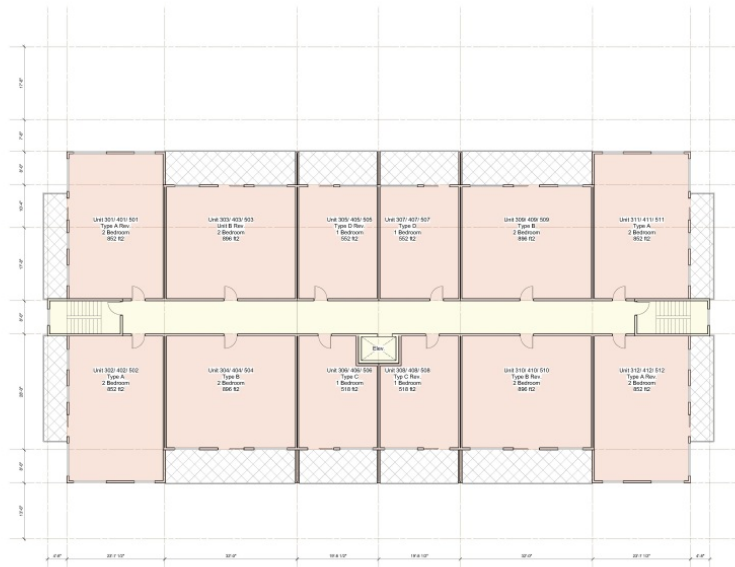
Port Alberni Mall Rezoning

3737 10 Avenue, Port Alberni, BC V9Y 4W5

L2a Plan

Oct 23, 2017

A2.2



Port Alberni Mall Rezoning

3737 10 Avenue, Port Alberni, BC V9Y 4W5

L3/ L4/ L5a Plan

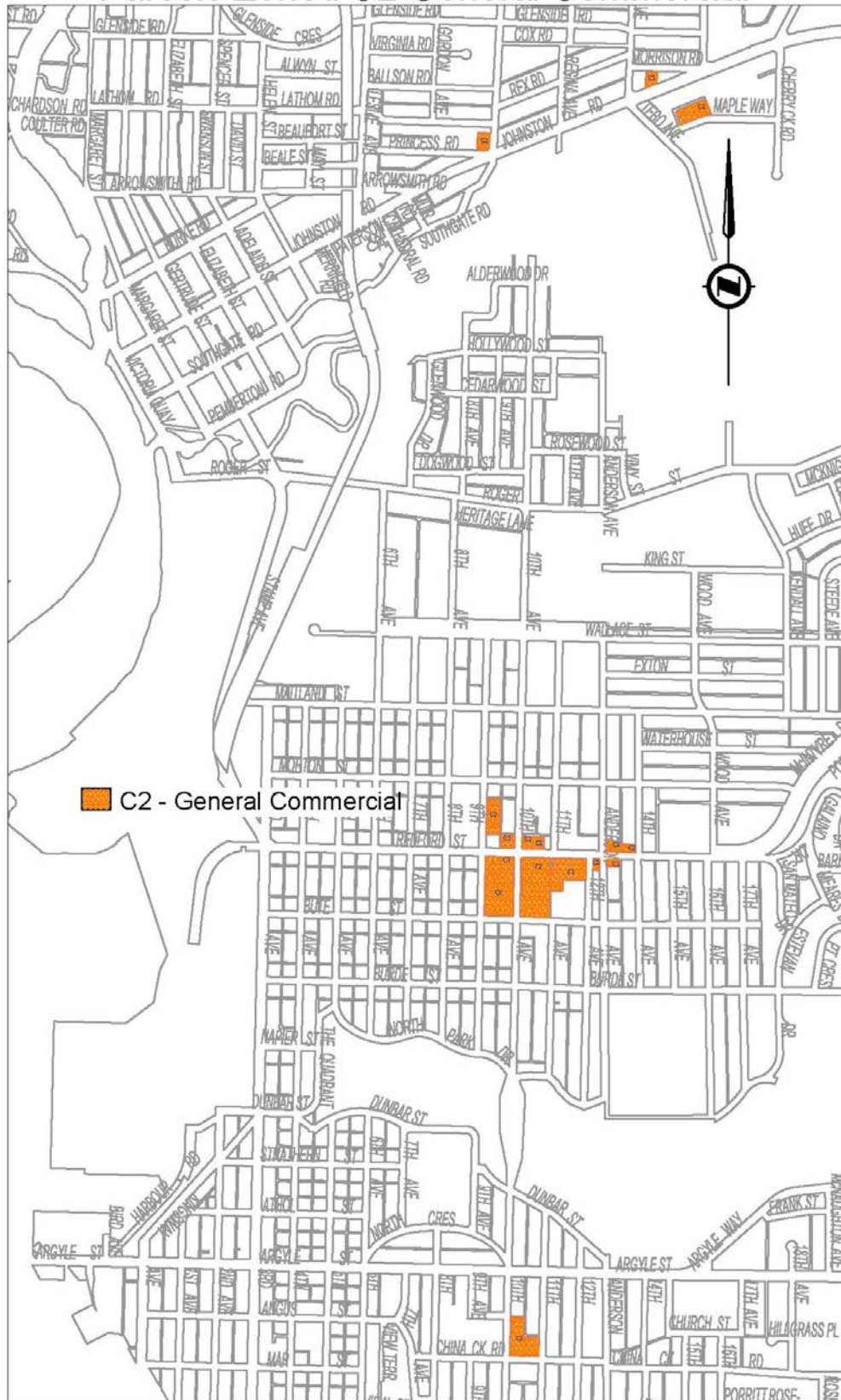
Oct 23, 2017

A2.3





# Parcels Zoned C2 General Commercial



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**C2 – GENERAL COMMERCIAL**

5.19 The purpose of this *zone* is to establish and maintain compact, vibrant commercial areas with a broad range of pedestrian-scale *uses*.

5.19.1 Permitted usesPrincipal Uses

*Amusement establishment*  
*Appliance repair*  
*Artist's studio*  
*Assembly*  
*Automotive sales, repair and servicing*  
*Bakery*  
*Bank or other financial institution*  
*Club or lodge*  
*Community care facility*  
*Day care or other preschool*  
*Gasoline service station*  
*Live-work*  
*Medical service*  
*Multiple family dwelling*  
*Office*  
*Pawn shop*  
*Personal service*  
*Place of worship*  
*Professional service*  
*Public market*  
*Restaurant, including drive-through*  
*Retail*

Principal Uses (continued)

*School*  
*Seniors housing*  
*Shopping centre*  
*Small appliances and electronics, sales and repair*  
*Social service centre*  
*Tourist service*  
*Veterinary clinic*

Accessory Uses

*Caretaker's dwelling unit, subject to Section 6.16*  
*Dwelling unit(s) above or behind a permitted commercial use*  
*Home occupation*

Site Specific Uses

*Liquor, Wine and Beer Store*

5.19.2 Site Development Regulations

<i>Minimum Lot Area</i>	800 m <sup>2</sup>	(8,611 ft <sup>2</sup> )
<i>Minimum Frontage</i>	15 m	(49 ft)
<i>Maximum Coverage</i>	75%	
<i>Minimum Setbacks:</i>		
<i>Front yard</i>	0 m	
<i>Rear yard</i>	3 m	(10 ft)
<i>Side yard</i>	1.5 m	(5 ft)
<i>Maximum Height, Principal Building</i>	9 m	(29.5 ft)
<i>Maximum Number of Principal Building Storeys</i>	2	

5.19.3 Conditions of Use

- (a) Every *use* shall be conducted within a completely enclosed *building* except for:
- parking,
  - loading,
  - restaurant patios,
  - outdoor display,
  - rental, sales or *storage yards*,
  - activities related to the operation of a *drive-through* or *drive-in* facility,
  - activities done at gasoline service station pumps and
  - temporary garden supply *structures*.
- (b) For *shopping centres* abutting a *lot* in an R, RM or P2 *zone*, the required *setback* for a *side yard* shall be increased to 5 m (16.4 ft).
- (c) *Dwelling* units located above or behind commercial *uses* shall comply with the following requirements:
- (i) A completely separate and independent entrance to the *dwelling* unit shall be provided from a ground floor entrance having access directly onto the public *street*.
  - (ii) All *dwelling* units shall be entirely self-contained.
  - (iii) One off-*street parking space* shall be provided for each *dwelling* unit, located so as not to impair access to the commercial premises or the *use* of off-*street* loading facilities.
- (d) Where multiple *family dwelling* units or seniors housing are located below the second *storey*, the Site Development Regulations of the RM3 Higher Density Residential *zone* shall apply.
- (e) No outside storage for *public market use* shall be permitted after market hours.
- (f) In *dwelling* units above or behind commercial *uses*, *home occupation* as a permitted *use* is restricted to *office* space for a business which is lawfully carried on at another location.

5.19.4 Site Specific Uses

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

<u>Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
Liquor, Wine and Beer Store	3764 10 <sup>th</sup> Avenue	Lot B, District Lot 1, Alberni District, Plan VIP75178

# CITY OF PORT ALBERNI

## BYLAW NO. 4958

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

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

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Text Amendment T13 (Increase Height – C2 General Commercial) Bylaw No. 4958**".

2. Zoning Text Amendment

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

- a) By deleting the following text under C2 – General Commercial Section 5.19.3(c) (i) Conditions of Use:  
*“A completely separate and independent entrance to the dwelling unit shall be provided from a ground floor entrance having access directly onto the public street.”*
- b) By adding the following text under C2 – General Commercial Section 5.19.3(c) (i) Conditions of Use:  
*“Access to residential portions of a building shall be through a completely separate and independent entrance located at ground level and providing access to the outdoors directly onto a public street or approved pedestrian walkway through the property.”*
- c) By deleting the following text under C2 – General Commercial Section 5.19.2 Site Development Regulations:
- |   |                      |
|---|----------------------|
| <i>“Maximum Height, Principal Building</i>          | <i>9m (29.5 ft.)</i> |
| <i>Maximum Number of Principle Building Storeys</i> | <i>2”</i>            |
- d) By adding the following text under C2 – General Commercial Section 5.19.2 Site Development Regulations:
- |   |                      |
|---|----------------------|
| <i>“Maximum Height, Principal Building (on lots less than 1120 m<sup>2</sup>)</i>   | <i>9m (29.5 ft.)</i> |
| <i>Maximum Height, Principal Building (on lots of 1120 m<sup>2</sup> or greater and where only residential units are located above commercial uses)</i>           | <i>18m (59 ft.)</i>  |
| <i>Maximum Number of Principle Building Storeys (on lots less than 1120 m<sup>2</sup>)</i>  | <i>2</i>             |
| <i>Maximum Number of Principle Building Storeys (on lots of 1120 m<sup>2</sup> or greater and where only residential units are located above commercial uses)</i> | <i>5”</i>            |

READ A FIRST TIME THIS DAY OF , 2018.

READ A SECOND TIME THIS DAY OF , 2018.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2018.

READ A THIRD TIME THIS DAY OF , 2018.

FINALLY ADOPTED THIS DAY OF , 2018.

---

Mayor

---

Clerk

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

From: Mona Kaniak [<mailto:moka143@shaw.ca>]

Sent: Thursday, January 25, 2018 2:56 PM

To: Mike Ruttan

Cc: Jack McLeman; Sharie Minions; Denis Sauve; Chris Alemany; Ron Paulson; Dan Washington; Davina Hartwell; Timothy Pley; [editor@albernavalleynews.com](mailto:editor@albernavalleynews.com)

Subject: Higher fence for crime defence

A 20% increase in crime, # 7 worst city in Canada according to McLeans magazine. On Jan. 23 we've had 11 reported home invasions in Port Alberni, business closing in south port, people banned from uptown 3rd Ave business area. I'm glad for the businesses, but it does not resolve the problem, it only moves it elsewhere and adds to residential crime. When a C.O. for the R.C.M.P. states that we can't arrest our way out of this situation it tells me things are going to get worse before they get better. And then there is the vandalism problem that's not mentioned any more. We are told we don't have enough police and not enough mental health support or facilities. To me vandalism is a mental health problem. In the fifteen years my wife and I have lived in Port Alberni we have had approximately two thousand dollars worth of theft and vandalism. I could go on and I'm sure I'm not alone with this problem. I would like to ask city council to sit down and consider allowing residential property owners to protect their property by changing the bylaw that only allows for a four foot fence on the street side of a residence, to a six foot fence. Commercial property owners are allowed this consideration. Is their property more important than a homeowners? I understand that I can build a six foot fence at this time, and I see many have, kudos to them, but if a neighbour complains it would have to be taken down to four foot. Would a six foot fence stop a home invasion, maybe, if not it could direct it to a more secure area, e.g. a barred door as opposed to a window. It would definitely stop crimes of opportunity (remember the Christmas grinch and residents losing articles of sentimental value from their front yards year round). Perhaps the police would have fewer complaints of vandalism and petty crime and could direct more time to hard crime. A 6' fence complaint would be one less thing for our bylaw officer to attend to. It would cut down on vigilantism (Jan. 24 Peak news). If vision is a problem on corner lots perhaps see through chain link fencing could be allowed.

Alex Kaniak

[moka143@shaw.ca](mailto:moka143@shaw.ca)

Port Alberni

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January 31, 2018

Mike Ruttan  
Mayor, City of Port Alberni  
4850 Argyle Street  
Port Alberni, British Columbia, V9Y 1V8

Dear Mr. Ruttan,

We would like to share with you the exciting results of the BC Farmers' Market Nutrition Coupon Program (FMNCP) in Port Alberni for 2017. As you know, the BC Association of Farmers' Markets delivers this provincial program and is extremely proud of its deep impact on both people and farms across BC.

Our partners, the Spirit Square Farmers' Market, Port Alberni Early Years Program and Port Alberni Integrated Community Services provided lower-income pregnant women, families and seniors with coupons in your community to purchase fresh fruits, vegetables, cheese, eggs, nuts, fish, meat and herbs at your local farmers' market.

Over the year, a total of **\$20,071** was invested in Port Alberni through this Program.

In 2017, this valued program connected with 55 communities throughout the province, making fresh local foods more accessible to over 4,200 households equivalent to 11,131 British Columbians.

Participants in Port Alberni ate more local foods, learned about healthy eating, and felt connected to their community. At the same time, the local food system was strengthened with farmers in your community benefitting from additional revenue to sustain their farms.

We have received many messages of thanks throughout the year but this one stood out to us, "The coupons have made the difference between relative isolation and high starch foods and instead bi-monthly family trips into the community and fresh foods, often greens and berries for my kids."

If you are pleased with the impact of this program in your community, we would appreciate if you will share your gratitude and invite you to write to the Honourable Adrian Dix, Minister of Health. Your encouragement and feedback may support the continuity of funding for this program and ensure we continue to build healthier BC communities together.

We look forward to working with your community again in 2018!

With gratitude,

Heather O'Hara  
Executive Director  
BC Association of Farmers' Markets

Wylie Bystedt  
President, Board of Directors  
BC Association of Farmers' Markets

cc: Spirit Square Farmers' Market, Port Alberni Early Years Program, Port Alberni Integrated Community Services



# Alberni Valley

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## HOSPICE SOCIETY



3088 3<sup>rd</sup> Avenue, Port Alberni V9Y 2A5  
250-723-4478

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

Dear Council:

Thank you for the \$1000 grant for 2018 Sailpast Event sponsored by the Blue Marlin to be held in December 2018. This money is gratefully received.

I am, however, writing to ask Council to increase the \$1000 grant to \$3000 to cover most of the cost of the fireworks and to contribute an in-kind rental fee for the Harbour Quay, a rental cost which I understand is a charge that the Blue Marlin has not paid in the past and which we were recently made aware would be charged this year.

I am new to the position of Executive Director at the Alberni Valley Hospice Society and I failed to mention some salient points in my application. We have taken the advice of Willa Thorpe to write to you directly as understandably her hands are tied in this matter. We do wish to thank her for her previous efforts on our behalf.

My reason for asking for your reconsideration is that I failed to demonstrate that the Sailpast is a true community event that is growing every year and which has exceptional involvement from business and individuals to make this event successful and enjoyable. I have included an impressive list of contributors from last year, most of them contributed in-kind.

The largest contributor is the Blue Marlin Inn, which funds the event to the tune of approximately \$10,000 every year.

The Sailpast is an established community event. The City has never charged rental for the Harbour Quay as they have been a sponsor and are given first billing on all advertising and marketing. We join the Blue Marlin and the City in our commitment to making the Valley a better place for all residents.

This event brings the community together and gives them something to look forward to at Christmas. There are additional multiple benefits. This past year \$1000 was raised for the AV Hospice Society, \$300 worth of foodstuffs and two van loads of non-perishable items were added to Salvation Army hampers.

These contributions are more than double as in previous year. The event also increases revenue for any of the Harbour Quay Merchants choosing to stay open during the event. These benefits will continue to grow as the event grows. We are looking forward to an even bigger event this year as the number of boats and competition between them is becoming quite exciting!

I thank you whole-heartedly for your reconsideration of our request.

Yours truly,



Theresa Maxmenko BSN  
Executive Director  
Alberni Valley Hospice Society



Sue Hopkins  
Marketing Manager/Event Coordinator  
Blue Marlin Inn

CC: Willa Thorpe  
Director of Parks, Recreation and Heritage



## 2017 ANNUAL GREAT SAILPASS

THE BLUE MARLIN INN would like to express their deepest gratitude to all who supported, committed their time, and energy to making this event such a SUCCESS!

Mayor Mike Ruttan for raising funds, the SEE Group for funding the fireworks, FANTASTIC FIREWORKS for the great show, City Works & Parks, Dave Turner of Port Boat House who won 1st Prize of \$1,000. that he donated to KIDSPORTS, the Marty McMillan family who won 2nd prize of \$500. the Hupacaseh First Nation who won 3rd prize of \$250. The runners-up: Capt. Harmsworth ( Port Boathouse) Bill May (THE FOXSEA) Craig Filipchuk (THE BLUE MARLIN BOAT) Lance Dobouz, John Douglas (THE CLIPPER) Larry Mckenzie ( the MARS RUSTLER our fireworks boat, Pete Tabler (SEARCH and RESCUE) Ron Kyle & Mike Carter(PORT AUTHORITY) Marlo Verbeek (J Henry Sailboat) Peter Goode who all walked away with a giftBag compliments of the following businesses in Port Alberni:

Co-op, Solda's, Jiffy Lube, Napa, Port Boat House, No Frills, Canadian Tire, Coombs Country Candy, Hollies, A&W, Tim Hortons, Suzannes, Lordco, Boston Pizza, Marks Workwear, Home Hardware, th Westwind, Jay's Mens Wear, Panago, Sugar Shack, Gone Fishin', Cappeli's, Starbucks, Shoppers Drugmart, LA Marine, Southside Auto, Treasure Chest, La Bruchetta, Forever New, Trendsetters, Steam Punk, Le Cut, Jack's Tire, Kal Tire, LB Woodchoppers, Bosleys, Boomerangs, Arrowsmith Floors, All Mexed Up ( whose children handed out glo-sticks as did Carmen's from the Sugar Shack, Twin City, Hertels, Gilbert, DAST Welding, Walk the Coast, Finishing Touches, Naesgaards, Clydesdale Automotive, R&R Meats, Molson Canadian, Pacific Salmon Foundation, Liquor Depot (3rd Ave.), Sysco, Staples, Lady Bird Engravers, PA Squash & Billiard Club, Swale Rock, RMP Boathouse, Sweet Pea Cafe, Save On Foods, Quality Foods, No Frills, Buy-Low, The Blue Marlin( water bomber Flags)the AVBULLDOGS.

Our Volunteers: Annette Frazer, Judy & Ernie Prestion, Tali Campbell with the AV BULLDOGS, Ian Thomas & the Radio Club, Kennedy Wright, Tim Crneck, The Aquarium, Dave Turner, Jan Minton

The Jericho Road Light Band, and DJ Mark.

The Port Authority offers complimentary moorage for entrants in the Sailpass so they can safely take their boats out in the light of day

Thank you so much to all the people that came to this event and of course, the Seals in the harbour.

MERRY CHRISTMAS FROM THE BLUE MARLIN INN STAFF!



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

January 31, 2018

Dear Mayor and Council,

On March 10-11, 2018, we will be holding the 28<sup>th</sup> Annual Spring Home Expo at the Glenwood Sports Centre. As always, the show will be free admission to the public.

In order to help promote the event, we request your permission to suspend a banner across 10<sup>th</sup> Avenue, near the Echo Centre. With your permission, the banner will go up on March 5 and taken down on March 12, 2018.

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

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

Sincerely,

Joni Gilmour  
Office Manager  
Evergreen Exhibitions Ltd.



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H.S

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FAX. (250) 546-8878  
OUR FILE NO.

4144 Spallumcheen Way  
Spallumcheen, B.C. V0E 1B6

Email: mayor@spallumcheentwp.bc.ca



www.spallumcheentwp.bc.ca

OFFICE OF THE MAYOR

January 16<sup>th</sup>, 2018

Mayor Greg McCune  
City of Enderby  
PO Box 400  
Enderby, BC V0E 1V0

Dear Mayor McCune:

**Re: Letter of Support for the Adoption of a Flexible Ride-Sharing Regulation in the Province of BC**

At the Monday, January 15<sup>th</sup>, 2018 Regular meeting of Spallumcheen Council the following resolution of Council was passed:

***"...THAT the Township of Spallumcheen Council direct staff to provide a letter of support to the City of Enderby regarding their initiatives introduced at the 2017 UBCM for the province to implement legislation for a regulatory framework that provides flexibility for programs such as ride-sharing programs to support small, rural and remote communities where public transportation is limited."***

The Township of Spallumcheen Council agrees there is a need for solving passenger transportation challenges in rural communities where public transit cannot accommodate the needs of residents within our rural communities. There is a great opportunity for increasing jobs related to casual part-time transportation services, like Uber as an example. These types of services allow job expansion for our residents, while supporting transportation for our residents.

As you have noted, ride-sharing programs could enhance our communities so long as there is a provincial regulatory regime that is attainable. Providing regulations and licensing for a safe and reliable service that promotes licensed individuals within the community supporting the community could vastly improve our transportation limitations. Residents could have much needed access for rides to medical and other related appointments as well as reduce impaired driving. This is a great opportunity to also reduce alcohol related impaired driving potential and with the planned legalization of cannabis provides support for better decision making for all British Columbians when operating a motor vehicle.

Thank you for your leadership with regards to bringing this matter forward to the provincial level. Please accept this letter of support for these proactive initiatives that have great potential to improve lives within our area. If you have any questions in this regard please contact the undersigned.

Respectfully,

Janice Brown  
Mayor

cc. UBCM Member Municipalities

**MINUTES OF THE  
RECONCILIATION COMMITTEE  
THURSDAY, NOVEMBER 30, 2017 AT 4:30 PM  
IN THE COMMITTEE ROOM**

**Committee:** Wally J Samuel, Cynthia Dick, Ian Benoit, Jim Tatoosh, Rick Hewson, Ann Robinson, Sharie Minions and Sheena Falconer

**Staff:** Timothy Pley, CAO

**Facilitator:** John Rampanen

**1. Approval of Agenda**

*That the agenda be approved as circulated.*

**2. Review of Select Committee Procedures**

Tim Pley, Chief Administrative Officer reviewed Council Procedures for Select Committees.

**3. Review of Reconciliation Committee Terms of Reference**

Tim Pley, Chief Administrative Officer reviewed the Reconciliation Committee Terms of Reference for the benefit of the Committee members.

**4. Message from Mayor Ruttan**

Mayor Ruttan provided a brief message of greetings on behalf of the City.

**5. Introductions – John Rampanen**

a) John Rampanen

Facilitator, John Rampanen, introduced himself to committee members and spoke on the topic of truth and reconciliation.

b) Committee Members

Committee Members conducted a roundtable of introductions.


**6. Selection of Committee Chair**

*By consensus the Reconciliation Committee appoints Sharie Minions and Cynthia Dick as Co-Chairs of the Committee.*

7. Next meeting will be Wednesday, December 13, 2017 at 4:30 pm at the Tseshaht Administration Building.


**8. Adjournment**

*That the meeting adjourn at 6:07 pm*



---

Sharie Minions, Chair



---

Timothy Pley, CAO



---

Cynthia Dick, Chair

**MINUTES OF THE  
RECONCILIATION COMMITTEE  
WEDNESDAY, DECEMBER 13, 2017 AT 4:30 PM  
AT TSESHAHT FIRST NATION**

**Committee:** Wally J Samuel, Cynthia Dick, Ian Benoit, Jim Tatoosh, Brandy Lauder, Sharie Minions and Sheena Falconer

**Regrets:** Ann Robinson

**City Staff:** Timothy Pley, CAO  
Davina Hartwell, City Clerk

**Facilitator:** John Rampanen

Cynthia Dick provided a welcome on behalf of the Tseshaht First Nation on whose territory the meeting was held and offered food to those in attendance.

Some initial discussion was held regarding the structure of the Committee and the role of the co-chairs including creation of agendas.

**1. Approval of Agenda**

*It was moved and seconded:*

*That the agenda be approved as circulated.*

CARRIED

**2. Adoption of Minutes**

*It was moved and seconded:*

*That the minutes be adopted as amended to reflect the correct adjournment time of 6:07 p.m.*

CARRIED

**3. John Rampanen, Facilitator**

John facilitated discussion amongst the committee members. Comments made included:

- governance structures between the parties are all different with different terms of office
- the Committee needs to be strong enough to withstand the transition in governments
- emphasis on increasing cultural awareness among leadership and staff – longevity

- Cowichan Valley has a good model that might address issues of sustainability
- Potential of inviting local elders to be at the table moving forward to give more of a unique perspective
- What do we want to see the Alberni Valley look like?
- Every First Nation has different priorities and perspectives, needs and visions – urban displacement, reserve system, marginalization, misconceptions on behalf on non-native
- Different ways of reconciling First Nations in the community; work together to make sure everyone is included
- Many urban First Nations live in the City – unable to access services
- Important to see local elected officials breaking bread at First Nations gatherings
- Racism still prevalent in community
- Need to return to our values of taking care of each other; find ways to make good, strong decisions not just for today but for tomorrow
- How do we get more information and understanding out to the community? The blanket exercise is a great exercise but it is not reaching the people we want to reach – people participating are those who already have an understanding
- How do we educate? Educating kids is our first best hope to see true reconciliation

John advised that prior to the next meeting he will provide copies of the Truth & Reconciliation Calls to Action and the UN Declaration on Rights of Indigenous Peoples as reference material for review and discussion.

### 3. Next Meeting


The Committee agreed by consensus to hold meetings every second Wednesday at 4:30 p.m. at rotating locations. Meetings to be a maximum of two hours. The next meeting will be **Wednesday, January 10, 2017 at 4:30 pm** at the Hupacasath First Nation offices.

### 4. Adjournment


It was moved and seconded:

*That the meeting adjourn at 6:36 pm*

CARRIED

  
Sharie Minions, Chair

  
Davina Hartwell, City Clerk

  
Cynthia Dick, Chair

**MINUTES OF THE  
RECONCILIATION COMMITTEE  
WEDNESDAY, JANUARY 10, 2018 AT 4:30 PM  
AT HUPACASATH FIRST NATION**

**Committee:** Cynthia Dick (Co-Chair), Jim Tatoosh, Brandy Lauder,  
Sheena Falconer, Ann Robinson

**Regrets:** Wally J Samuel, Sharie Minions, Ian Benoit

**City Staff:** Timothy Pley, CAO  
Davina Hartwell, City Clerk

**Facilitator:** John Rampanen

Jim Tatoosh welcomed guests on behalf of the Hupacasath First Nation and invited those in attendance to enjoy food that had been prepared.

Cynthia Dick, Co-Chair, called the meeting to order at 5:00 p.m. and thanked the Hupacasath First Nation on whose territory the meeting was held for hosting.

**1. Approval of Agenda**

*It was moved and seconded:*

*That the agenda be approved as circulated.*

CARRIED

**2. Adoption of Minutes**

*It was moved and seconded:*

*That the minutes of the December 13, 2017 meeting be adopted.*

CARRIED

**3. John Rampanen, Facilitator**

John commenced by providing a re-cap of the previous meeting with the following comments:

- Conversation revolved on key issues and points regarding cross-cultural knowledge sharing; being good neighbours
- Challenges historically for Nuu-chah-nulth people
- Where are the leverage points, places we can make headway
- The damaging nature of the residential school system
- Continuing to find ways for culture to survive and thrive; starting to revitalize practices



- Spirit being renewed again; cultural revitalization – reconnecting with medicines, language, traditional lands, each other
- Public school system – only now learning more of a balanced history
- Understanding and recognition of hardships largely understood today
- Healing can only start when in a safe and comfortable place to speak
- Question raised at last meeting re how to get information out? Who are the key people? Need to raise awareness and create more holistic environment
- Evolving councils a challenge for the committee
- Next steps? What does leadership need to be more aware of?
- Review of dictionary definition of “reconcile”
- Discussion regarding symbolic reconciliation; action oriented reconciliation
- What do healthy cross-cultural relationships and engagement look like – personal level? Family-based initiative? Community wide level? Regional level?

Discussion opened up for the Committee’s input:

- Meetings need to allow for equal opportunity to share perspectives – discuss timelines for presentations to allow for dialogue
- Education and stumbling blocks (reference to recent comments by Senator Lynn Beyak)
- NTC has education workers in every school, should perhaps consider HFN and TFN workers – ensure practices of local first nations are being recognized
- Should start creating a list of key people to invite to meetings
- Importance of coming up with one thing as a basis to move forward, eg. agree reconciliation means to share common values
- What are the common values here? How do we find a place to stand together? What can we all agree on?
- Is there more our Councils can provide? What would their role be?
- Apologies have come from federal level – is there something that can be done at local level
- Need something new in school involving First Nations and non-First Nations sharing information for all school population – create equity. Both sides need to be equally presented (ie knowing each other’s family structures)
- Set time on the agenda to discuss common values/vision
- Come up with list of key positions to invite
- Don’t celebrate our successes enough
- Need to share more together, eg. Aboriginal Day, Canada Day ...
- Need to take blinders off – remember the cold, hard realities, never forget that happened but move forward
- Get to know more about each other round the table to develop a bond as we develop common values; know more about each other’s backgrounds
- Consistent messaging and constant education important – people will grow up in a different mind frame.
- Terms of Reference to be added to future agenda for review

**3. Next Meeting**

The next meeting will be hosted by the City of Port Alberni on **Wednesday, January 24, 2017 at 4:30 pm.**

**4. Adjournment**

It was moved and seconded:

*That the meeting adjourn at 6:55 pm*

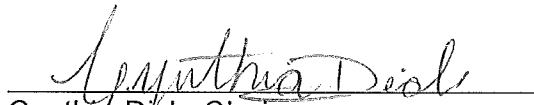
CARRIED



Sharie Minions, Chair



Davina Hartwell, City Clerk



Cynthia Dick, Chair



Royal  
Canadian  
Mounted  
Police

Gendarmerie  
royale  
du  
Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Unclassified

January 17, 2018

RECEIVED

JAN 22 2018

CITY OF PORT ALBERNI

Director of Finance  
City of Port Alberni  
4850 Argyle Street  
Port Alberni, BC  
V9Y 1V8

Your File    Votre référence  
100-157

Our File    Notre référence  
E753-28-5

Municipal Policing Agreement  
April 1, 2017 to March 31, 2018 Fiscal Year

In compliance with article 17.3.a) of the Municipal Policing Agreement, please find attached our monthly Financial Statement. The statement provides a year end forecast of expenditures as of **December 31, 2017**.

This Statement lists all the direct expenditures incurred to provide police services to your municipality from April 1, 2017 to **December 31, 2017**. This statement also contains reference to indirect costs which are included in the year end forecast.

Should you have any questions regarding this material, please contact Paul Richardson, Financial Manager, Municipal Policing at 778-290-2490.

Maricar Bains, B. Comm., MBA  
Acting Regional Director  
Finance Section, E & M Divisions  
Corporate Management & Comptrollership Branch

c.c. OIC Port Alberni Detachment

RCMP E Division HQ  
Finance Section, Mailstop #908  
14200 Green Timbers Way  
Surrey, BC Canada V3T 6P3

**PORT ALBERNI**

15-Jan-18

Expenditures to 2017/12/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
<b>STANDARD OBJ. 01 - PERSONNEL</b>					
CEG 10 - PAY - PUBLIC SERVICE EMPLOYEES	0	235	400	400	-400
CEG 30 - PAY - MEMBERS:					
CE 500110 - REGULAR PAY	3,159,545	203,308	1,931,049	2,542,712	616,833
CE 500112 - RETROACTIVE PAY		0	24,516	24,516	-24,516
CE 500113 - ACTING PAY	17,605	1,511	9,214	17,605	0
CE 500114 - SERVICE PAY	85,341	6,027	57,086	85,341	0
CE 500117 - SHIFT DIFFERENTIAL	51,000	3,676	27,489	45,000	6,000
CE 500164 - SENIOR CST ALLOWANCE	41,950	3,152	34,065	50,000	-8,050
CE 501127 - RETRO PAY - PRIOR YEAR		1,026	173,285	173,285	-173,285
CE 501194 - REGULAR TIME - RESERVISTS	10,250	0	0	5,000	5,250
CE 502103 - OPERATIONAL CLOTHING ALLOWANCE	6,765	290	3,460	6,765	0
MISC. CE's INCLUDED UNDER CEG 30	2,600	80	3,298	4,437	-1,837
CEG 30 - PAY - MEMBERS - TOTAL	3,375,055	219,070	2,263,462	2,954,660	420,395
CE 500111 - OVERTIME	300,000	-28,272	182,604	350,000	-50,000
CE 501110 - OPERATIONAL AVAILABILITY		1,722	7,787	10,000	-10,000
CE 501128 - RETROACTIVE OVERTIME		0	21,953	21,953	-21,953
<b>CEG 31 - OVERTIME - MEMBERS - TOTAL</b>	<b>300,000</b>	<b>-26,550</b>	<b>212,344</b>	<b>381,953</b>	<b>-81,953</b>
CEG 45 - PERSONNEL - PAY RAISE CONTINGENCY	0	0	0	0	0
<b>TOTAL STANDARD OBJ. 01 - PERSONNEL</b>	<b>3,675,055</b>	<b>192,909</b>	<b>2,476,359</b>	<b>3,337,167</b>	<b>337,888</b>
<b>STANDARD OBJ. 02 - TRANSPORTATION &amp; TELECOMMUNICATION</b>					
CEG 50 - TRAVEL	42,000	-4,716	16,324	42,000	0
CEG 52 - TRAINING TRAVEL (DCCEG)	34,840	2,064	12,258	31,462	3,378
CEG 53 - TRAINING TRAVEL (POST)	5,835	0	2,874	5,835	0
CEG 70 - FREIGHT, POSTAGE, ETC.	4,600	416	4,079	7,500	-2,900
CEG 100 - TELECOMMUNICATIONS SERVICES (DCCEG)	0	0	0	225	-225
CEG 101 - TELEPHONE SERVICES (POST)	0	0	0	0	0
CEG 140 - COMPUTER COMM SERVICES (SSC)	0	0	0	0	0
<b>TOTAL STANDARD OBJ. 02 - TRANSPORTATION &amp; TELECOM</b>	<b>87,275</b>	<b>-2,236</b>	<b>35,535</b>	<b>87,022</b>	<b>253</b>
<b>STANDARD OBJ. 03 - INFORMATION</b>					
CEG 120 - ADVERTISING	0	0	11	11	-11
CEG 130 - PUBLICATION SERVICES	0	30	30	30	-30
<b>TOTAL STANDARD OBJ. 03 - INFORMATION</b>	<b>0</b>	<b>30</b>	<b>42</b>	<b>42</b>	<b>-42</b>
<b>STANDARD OBJ. 04 - PROFESSIONAL &amp; SPEC. SVCS</b>					
CEG 170 - CONTRACTED SERVICES (DCCEG)	0	0	0	0	0
CEG 171 - CONTRACTED SERVICES (POST)	0	0	0	0	0
CEG 190 - TRAINING & SEMINARS (DCCEG)	68,145	23,760	40,370	84,399	-16,254
CEG 191 - TRAINING & SEMINARS (POST)	3,710	0	597	3,710	0
CEG 192 - OFFICIAL LANGUAGE TRAINING (Credit Item)		0	0	0	0
CEG 219 - PROFESSIONAL SERVICES	41,975	1,642	17,350	41,975	0
CEG 220 - OTHER SERVICES	5,585	0	2,387	5,585	0
CEG 221 - IM/IT SERVICES	51,000	0	28,280	50,247	753
CEG 223 - RADIO COMMUNICATIONS SYSTEMS	10,475	0	0	15,500	-5,025
CEG 228 - CADC SPENDING OF PROCEEDS	0	0	0	0	0
CEG 229 - CADC ALLOCATED (Credit)		0	-674	-674	674
<b>TOTAL STANDARD OBJ. 04 - PROFESSIONAL &amp; SPEC. SVCS</b>	<b>180,890</b>	<b>25,402</b>	<b>88,309</b>	<b>200,742</b>	<b>-19,852</b>
<b>STANDARD OBJ. 05 - RENTALS</b>					
CEG 240 - RENTAL-LAND,BLDG & WORKS (DCCEG)	0	0	0	0	0
CEG 241 - RENTAL-LAND,BLDG & WORKS (POST)	824	0	0	824	0
CEG 250 - RENTAL - COMMUNICATION EQUIP (DCCEG)	0	0	0	0	0
CEG 251 - RENTAL - COMMUNICATION EQUIP (POST) SSC	0	0	0	0	0
CEG 265 - LEASED VEHICLES	0	0	0	0	0
CEG 280 - INFORMATION TECHNOLOGY RENTALS	3,162	0	4,023	4,376	-1,214
CEG 290 - RENTAL - OTHERS	4,120	129	1,286	4,120	0
<b>TOTAL STANDARD OBJ. 05 - RENTALS</b>	<b>8,106</b>	<b>129</b>	<b>5,309</b>	<b>9,320</b>	<b>-1,214</b>
<b>STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINTENANCE</b>					
CEG 370 - REPAIR OF VEHICLES	50,000	0	26,319	50,000	0
CEG 380 - REPAIR OF OFFICE & LAB EQUIPMENT	0	0	0	0	0
CEG 390 - REPAIR OF MISC. EQUIPMENT	1,545	94	3,311	4,000	-2,455
CEG 392 - REPAIR OF AFIS EQUIP	0	0	0	0	0
CEG 393 - IT REPAIR AND MAINTENANCE	459	0	0	686	-227
<b>TOTAL STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINT</b>	<b>52,004</b>	<b>94</b>	<b>29,630</b>	<b>54,686</b>	<b>-2,682</b>
<b>STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPPLIES</b>					
CEG 430 - FUEL	65,000	0	43,515	75,000	-10,000
CEG 470 - PHOTOGRAPHIC GOODS	743	181	1,365	1,365	-622
CEG 500 - STATIONERY	17,613	1,661	8,917	17,613	0

**PORT ALBERNI**

15-Jan-18

Expenditures to 2017/12/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
CEG 510 - CLOTHING & KIT	15,450	1,333	9,136	12,000	3,450
CEG 530 - LABORATORY SUPPLIES	0	0	0	0	0
CEG 540 - SUPPLY & SUNDRY EQUIPMENT	23,460	879	13,840	23,460	0
CEG 541 - ACQUISITION CREDIT CARDS	0	0	0	0	0
CEG 550- HOUSE FURNISHINGS	0	0	0	0	0
<b>TOTAL STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPP</b>	<b>122,266</b>	<b>4,055</b>	<b>76,773</b>	<b>129,438</b>	<b>-7,172</b>

**STANDARD OBJ. 09 - CONSTR. OR ACQUIS. OF MACHINES & EQUIPMENT <\$10,000 OR ASSETS UNDER CONSTR.**

CEG 440 - TRANSPORT SUPPLIES	4,200	0	8,854	20,000	-15,800
CEG 441 - VEHICLE CHANGEOVERS	24,000	0	21,825	24,000	0
CEG 450 - COMNS PARTS & CONSUMABLES	2,040	0	0	1,817	223
CEG 480 - FIREARMS & AMMUNITION	12,500	239	14,348	24,555	-12,055
CEG 770 - RADIO COMMUN. EQUIPMENT- SYSTEM AND USEF	17,784	0	0	17,500	284
CEG 771 - COMMS. EQUIPMENT	453	0	0	453	0
CEG 810 - LABORATORY EQUIPMENT	0	0	285	286	-286
CEG 820 - PHOTOGRAPHIC EQUIPMENT	0	0	0	0	0
CEG 821 - AFIS EQUIP	0	0	0	0	0
CEG 822 - IDENT EQUIPMENT	0	0	0	0	0
CEG 830 - FURNITURE AND FIXTURES	0	0	0	0	0
CEG 840 - COMPUTER EQUIPMENT AND SOFTWARE	0	0	0	0	0
CEG 841 - ACQUISITION OF COMPUTER EQUIPMENT	15,000	0	1,374	15,627	-627
CEG 850 - AUDIO VISUAL AIDS	0	0	0	0	0
CEG 860 - INVESTIGATIONAL EQUIPMENT	5,150	0	31,500	35,000	-29,850
CEG 890 - VEHICLES (CAPITAL)	64,000	0	0	64,000	0
CEG 891 - MISC. VEHICLES	0	0	0	0	0
CEG 900 - OTHER EQUIPMENT	0	0	36	500	-500
CEG 910 - OFFICE MACHINES	4,243	128	1,432	4,243	0
CEG 920 - SECURITY EQUIPMENT	2,000	0	0	2,000	0
<b>TOTAL STANDARD OBJ. 09 - MACHINERY &amp; EQUIPMENT</b>	<b>151,370</b>	<b>366</b>	<b>80,235</b>	<b>210,562</b>	<b>-59,192</b>

**STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS**

CEG 570 - PRISONER EXPENSES	0	0	0	0	0
CEG 580 - SECRET EXPENSES	4,738	0	1,748	4,738	0
CEG 581 - SPECIAL "I" EXPENDITURES	0	0	0	0	0
CEG 590 - MISC. EXPENDITURES	0	0	0	0	0
<b>TOTAL STANDARD OBJ. 12 - OTHER SUBSIDIES &amp; PAYMENTS</b>	<b>4,738</b>	<b>500</b>	<b>1,748</b>	<b>4,738</b>	<b>0</b>

<b>TOTAL DIRECT COSTS</b>	<b>4,281,704</b>	<b>221,249</b>	<b>2,793,938</b>	<b>4,033,716</b>	
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<b>INDIRECT COST (Summary)</b>					
1) RM Pensions	746,112			652,800	93,312
2) RM CPP	89,162			75,800	13,362
3) Employer's Contr. to E.I. for R/M's	40,880			34,800	6,080
4) Division Administration (per cap x avg.# RM's)	897,600			778,100	119,500
5) Recruitment & Training	167,212			142,300	24,912
6) National Programs, Other Indirect Costs & Consolidated Svcs.	86,078			73,200	12,878
7) Police Dog Service Training	25,233			23,200	2,033
8) Amortization of Equipment > \$150,000 @ 10%	-			-	-
9) CPP & EI for Reservists	428			200	228
10) Cost of ERC/PCC as a Per Capita of...(PCC incl. under Nat. Prog	-			-	-
<b>TOTAL INDIRECT COSTS</b>	<b>2,052,704</b>			<b>1,780,400</b>	<b>272,304</b>

<b>TOTAL COSTS (Direct + Indirect) @ 100%</b>	<b>6,334,408</b>			<b>5,814,116</b>	<b>520,292</b>
<b>FEDERAL COST 10 %</b>	<b>633,441</b>			<b>581,412</b>	<b>52,029</b>
<b>TOTAL MUNICIPAL POLICING COSTS 90%</b>	<b>5,700,967</b>			<b>5,232,705</b>	<b>468,263</b>

FTE - FULL TIME EQUIVALENTS	ESTABLISHED STRENGTH			CURRENT UTILIZATION	
RM / CM - ESTABLISHED	34.00				
RM / CM - FUNDED	34.00			28.93	5.07
RESERVISTS	0.11			0.05	0.05

**PORT ALBERNI**

15-Jan-18

Expenditures to 2017/12/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
<b>INDIRECT COSTS - DETAILS</b>					
<b>REGULAR &amp; CIVILIAN MEMBERS</b>					
1) Pensions (Total Pensionable Earnings)	3,286,836			2,875,854	
Pension Rate	22.70%			22.70%	
Total Cost of RM/CM Pension.....	746,112			652,819	93,293
2) CPP (Pensionable Items) based on a Per Capita Cost of...	2,622			2,622.00	
Total Cost CPP (per Cap x FTE)	89,162			75,841.90	13,320
3) Employer's Contributions to EI based on a Per Capita Cost of	1,202			1,202.00	
Total Cost of E.I. Contributions (per Capita x FTE)	40,880			34,768	6,111
4) Division Administration based on a Per Capita Cost of...	26,400			26,900	
Total Cost of Div. Administration (Per Capita x FTE)	897,600			778,088	119,512
5) Recruitment & Training					
Per Capita Cost of Training.....(effective 2015/16)...	1,358			3,560	
Per Capita Cost of Recruiting....	3,560			1,358	
Total Cost of Recruitment & Trng (Per Capita X FTE Utiliza	167,212			142,254	24,958
6) National Programs, Other Indirect Costs & Consolidated Serv	2,532			2,532	
Total Cost of National Programs (See Below)	86,078			73,239	12,840
7) Police Dog Svc. Trng. based on a Per Cap. cost of (eff. F/Yr. 2	25,233			25,233	
Total Cost of PDS.Trng (Per cap. X # of PD Teams)	25,233.00			23,213.35	2,020
<b>TOTAL INDIRECT COSTS - RM's &amp; CM's</b>	<b>2,052,276</b>			<b>1,780,223</b>	<b>272,053</b>
<b>INDIRECT COSTS - Reservists</b>					
a) CPP for Reservists Per Capita Cost of	2,622			2,622	
Total Cost of Reservists CPP (Per Capita x FTE)	280			137	144
b) Employer's Contr. to E.I. Per Capita Cost	1,378			1,378	
Total Cost of Reservist's E.I. Contributions (Per Capita x F	147			72	75
<b>TOTAL INDIRECT COSTS - RESERVISTS</b>	<b>428</b>			<b>209</b>	<b>219</b>
<b>TOTAL INDIRECT COSTS</b>	<b>2,052,704</b>			<b>1,780,432</b>	<b>272,272</b>
<b>NATIONAL PROGRAMS, OTHER INDIRECT COSTS &amp; CONSOLIDATED SERVICES</b>					
OTHER INDIRECT COSTS					
Public Complaints Committee (PCC)	494.00			494.00	
Enhanced Reporting & Accountability	174.15			174.00	
Legal Advisory Services	119.57			120.00	
<b>Estimated Severance Payout</b>	<b>1,023.00</b>			<b>1,023.00</b>	
CONSOLIDATED SERVICES					
Shared Services Canada	721.00			721.00	
Accounting Operations	-			-	
<b>TOTAL PER CAPITA COST</b>	<b>2,531.72</b>			<b>2,532.00</b>	
<b>YEAR TO DATE CREDITS (INFO ONLY)</b>					
MEDICAL LEAVE / SUSPENSION > 30 DAYS - CEG 32		(1,365)	1,043		
TRANSFER ALLOWANCES - CEG 40 & 41		-	5,487		
TRANSFER COSTS - CEG's 60 - 66		-	9,149		
TRAVEL ADVANCE CEG 51 & SALARY OVER PMT PSE CE 1080		-	-		
LEGAL FEES CEG 160, OFF.LANG.TRNG CEG 192		-	3,752		
HEALTH SERVICES CEG 200-202, PROTECT. SVCS CEG 210		-	-		
COMP. CLAIMS & EX-GRATIAS - CEG 620		500	6,142		
ICBC REPAIRS TO POLICE VEHICLE CREDITS		-	-		
REFUND OF CREDITS UNDER CE 1691 / 1680 / 1687		-	-		
<b>TOTAL CREDITS</b>		<b>(865)</b>	<b>25,573</b>		
<b>SUMMARY</b>					
	<b>BUDGET CAP</b>			<b>YEAR END FORECAST</b>	<b>EST. SURPLUS / DEFICIT</b>
PAY	3,675,055			3,337,167	337,888
BENEFITS (RM Pensions, CPP & E.I.)	876,153			763,429	112,724
OPERATING & MAINTENANCE	455,279			485,987	(30,708)
CAPITAL	151,370			210,562	(59,192)
INDIRECTS	1,176,551			1,016,971	159,580
<b>TOTAL DIRECT and INDIRECT</b>	<b>6,334,408</b>			<b>5,814,116</b>	<b>520,292</b>
<b>MUNICIPAL COST 90 %</b>	<b>5,700,967</b>			<b>5,232,705</b>	<b>468,263</b>



*Know your limit, play within it.*

January 19, 2018

File No: 65320/20  
545816

Ms. Cathy Rothwell  
Director of Finance  
City of Port Alberni  
4850 Argyle Street  
Port Alberni BC V9Y 1V8  
E-mail: cathy\_rothwell@portalberni.ca

Dear Ms. Rothwell:

On behalf of the Minister of Attorney General, I am writing to inform you that \$ 117,943.12 will be transferred electronically to the City of Port Alberni the week of January 22-26, 2018. This represents your share of casino revenue for the period September 24 to December 23, 2017.

Detailed calculations are attached for your information. If you have any questions regarding the figures, or the method of calculation, please don't hesitate to contact me directly.

Sincerely,

Dave Boychuk  
Director, Operations  
Gaming Policy and Enforcement Branch

Attachment

pc: Tom Powell  
Director Corporate Services  
BC Lottery Corporation

Ministry of Attorney  
General

Gaming Policy and  
Enforcement Branch  
Operations Division

Mailing Address:  
PO BOX 9311 STN PROV GOVT  
VICTORIA BC V8W 9N1  
Telephone: (250) 5087166

Location:  
Third Floor, 910 Government Street  
Victoria, BC

Web: [www.gaming.gov.bc](http://www.gaming.gov.bc)



**CITY OF PORT ALBERNI  
M E M O R A N D U M**

To: Tim Pley, CAO  
From: Cathy Rothwell, Director of Finance  
Copy: Davina Hartwell, City Clerk  
Date: January 26, 2018

I concur, forward to next Regular  
Council Meeting for Consideration:

Tim Pley, CAO

Subject: City Share of Gaming Revenue October 1 – December 31, 2017

The City received \$117,943.12 as its 10% share of Chances RimRock slot machine revenue for the quarter October 1 through December 31, 2017. The annual casino revenue funds the McLean Mill operating contract, the Chamber of Commerce Visitor Centre operating contract, Community Investment Plan, and the remainder offsets Economic Development operating expenses.

The amount in this quarter is approximately \$11,000 more than the same period in 2016. The 2017 budget of \$445,000 averages \$111,460 per quarter, and actual funds received for the year total \$465,408.

Respectfully submitted,

Cathy Rothwell  
Director of Finance



## FOOD SECURITY AND CLIMATE DISRUPTION COMMITTEE

THURSDAY, January 4, 2018

4:30 p.m. in the City Hall Committee Room

Present: Guy Langlois, Rosalind Chapman, Gary Swann, Chris Alemany, John Mayba,  
Sam Brownlee, Brendan Chase

Regrets: Sandra Gentleman

Guest: Heather Shobe – ACRD Agricultural Support Worker

1. Approval of Agenda
  - Chris Alemany moved to defer the letter from Peter Boulton to be discussed at our next meeting. Sam Brownlee Seconded.
  - Sam Brownlee moved to approve the Agenda, Gary Swann Seconded
2. Approval of Minutes from December 7, 2017
  - Sam Brownlee moved to approve the minutes, Chris Alemany Seconded
3. Heather Shobe – Presentation of Agricultural Use of Water Report
  - Ms. Shobe discussed the three recommendations from the ACRD report that related to the residential use of water for agriculture within the City of Port Alberni.
4. Review and approval of recommendations contained in the FSCD Committee year-end report to City Council.
  - #1 - Non-Permeable Surfaces
    - Chris Alemany moved, John Mayba Seconded.
  - #2 - Fossil Fuel Climate Action Lawsuit
    - Gary Swann moved, John Mayba Seconded.
  - #3 - Active Transportation - Rail Trail
    - Chris Alemany moved, Sam Brownlee Seconded.
  - #4 - Urban Tree Growth and Protection Bylaw
    - John Mayba moved, Sam Brownlee Seconded.
  - #5 - Non-Compliant WoodStove to Heat Pump
    - Gary Swann moved, John Mayba Seconded.
  - #6 - Active Transportation Plan — Annual Funding
    - John Mayba moved, Sam Brownlee Seconded.
  - #7 - ACRD Rainwater Harvesting Rebates and Water Billing Credits
    - John Mayba moved, Sam Brownlee Seconded.

## FOOD SECURITY AND CLIMATE DISRUPTION COMMITTEE

THURSDAY, January 4, 2018  
4:30 p.m. in the City Hall Committee Room

- #8 - City Support and Report of Food Distribution Network Strategies  
Guy Langlois moved, Chris Alemany Seconded.
  - #9 - City of Port Alberni Genetically Engineered Cultivation  
Gary Swann moved, Sam Brownlee Seconded.
  - #10 - Rural Dividend Fund Application Community Farm Development  
John Mayba moved, Brendan Chase Seconded.
  - #11 - Parks and Rec Backyard Composting Workshops  
Gary Swann moved, Sam Brownlee Seconded.
5. Adjournment
- The meeting adjourned at 6:00PM
6. Next meeting February 1, 2018

  
\_\_\_\_\_  
Rosalind Chapman, Chair

\_\_\_\_\_  
Davina Hartwell, City Clerk

January 26, 2018

RECEIVED

FEB 01 2018

CITY OF PORT ALBERNI



Mayor Mike Ruttan and Council  
City of Port Alberni  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8  
Canada

Dear Mayor Mike Ruttan and Council:

Re: Recycling Council of British Columbia Annual Zero Waste Conference 2018

Established in 1974, the Recycling Council of British Columbia (RCBC) is Canada's first non-profit waste prevention organization. Since that time, the Council has worked side-by-side with local governments to eliminate waste in B.C. and develop a sustainable circular economy.

We invite you to attend **RCBC 2018 "Rethink: A World Without Waste" from May 30 to June 1, 2018 in Whistler, B.C.**, featuring a variety of topics relevant to local governments in B.C. Programming for RCBC 2018 ([www.rcbcconference.ca](http://www.rcbcconference.ca)) will include:

- extended producer responsibility
- illegal dumping
- reuse and repair
- waste prevention
- communications and engagement

As well, we plan to address a variety of waste, recycling, and diversion-related issues your council may be facing now or in the near future. We provide a three-day experience of workshops, presentations, and opportunities to network with professionals and area experts to become better informed. B.C.'s industry stewardship agencies, such as RecycleBC, Regeneration, and Encorp Pacific will be in attendance, as well as the BC Ministry of Environment.

RCBC provides comprehensive public education to support recycling and waste-related programs and services through the BC Recycling Hotline, the online Recyclepedia and the free BC Recyclepedia phone app. Last year alone, we answered more than 280,000 questions from people in communities just like yours.

In our public policy work, we engage a variety of stakeholders to collaboratively develop and recommend progressive waste prevention initiatives and legislation. RCBC also facilitates the sharing of knowledge, good practices, and professional development. All of those elements are included as part of Canada's longest running waste prevention event, the annual RCBC Zero Waste Conference, now in its 44<sup>th</sup> year.

Thank you for your continued support. Let us keep working together to make a waste-free province through the application of sustainable circular economy principles. If you have any questions, you can reach me at 604-683-6009 ext. 307 or at [brock@rcbc.ca](mailto:brock@rcbc.ca).

Sincerely,

Brock Macdonald  
Chief Executive Officer

Suite 10  
119 West Pender St  
Vancouver, BC  
V6B 1S5  
Canada

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