
AGENDA - REGULAR MEETING OF COUNCIL
Monday, January 22, 2024 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports please refer to the City's website portalberni.ca or contact Corporate Services at 250.723.2146 or by email corp_serv@portalberni.ca

Watch the meeting live at www.portalberni.ca
Register to participate via webinar at: <https://portalberni.ca/council-agendas-minutes>

A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. Council would like to acknowledge and recognize that we work, live and play in the City of Port Alberni which is situated on the unceded territories of the Tseshaht [čišaaʔath] and Hupačasath First Nations.
2. Late items identified by Councillors.
3. Late items identified by the Corporate Officer.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube).

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 9

1. Minutes of the Special meeting held at 9:30 am and Regular Council meeting held at 2:00 pm on January 8, 2024, as presented.

C. DELEGATIONS

D. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

E. 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 January 22, 2024, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

F. BYLAWS

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

G. CORRESPONDENCE FOR ACTION

Correspondence addressed to the Mayor and Council where there is a specific request may be included on an agenda. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included. Correspondence addressed to Council that is administrative or operational in nature will be circulated to Council weekly and referred to the appropriate department for review and follow-up where necessary.

1. **Todd Doherty, MP Cariboo-Prince George | Shadow Minister for Mental Health and Suicide Prevention - Page 16**

Email dated January 9, 2024 requesting Council display the 988 Suicide Crisis Helpline poster in all City facilities to bring awareness of the National three digit suicide and crisis hotline.

THAT Council direct staff to display the 988 Suicide Crisis Helpline poster in all City facilities.

H. PROCLAMATIONS

1. **Kinsmen Club of Port Alberni - Page 18**

Letter dated January 9, 2024 requesting that the week of February 16 – 23, 2024 be proclaimed as ‘Kinsmen and Kinette Week’ in Port Alberni, and inviting the Mayor or City representative to attend the Annual Heritage Dinner on February 25, 2024.

THAT Council on behalf of Kinsmen Club of Port Alberni, proclaim February 16 – 23, 2024 as ‘Kinsmen and Kinette Week’ in Port Alberni and authorize flying the Kin Canada flag at City Hall in recognition.

2. **Heritage BC - Page 19**

Letter received January 12, 2024 requesting that the week of February 19 – 25, 2024 be proclaimed as ‘Heritage Week’ in Port Alberni.

THAT Council, on behalf of Heritage BC, proclaim the week of February 19 – 25, 2024 as ‘Heritage Week’ in Port Alberni.

I. CORRESPONDENCE FOR INFORMATION

Correspondence found here provides information to Council. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included. Correspondence addressed to Council that is administrative or operational in nature will be circulated to Council weekly and referred to the appropriate department for review and follow-up where necessary.

1. **Correspondence Summary - Page 22**

- a. Vancouver Island Regional Library | 2024 Budget Increase
- b. Ministry of Public Safety and Solicitor General | Follow up letter Re: 2023 UBCM Convention Meeting
- c. Alberni Valley Museum and Heritage Commission Minutes | December 6, 2023

J. REPORT FROM IN-CAMERA

Council releases for public consumption, the appointment of Jack Roland to the Advisory Planning Commission for a two-year term commencing January 1, 2024 to December 31, 2025 and John McNabb to the Board of Variance for a three-year term commencing January 1, 2024 to December 31, 2026.

K. COUNCIL REPORTS

1. **Council and Regional District Reports - Page 41**
THAT the Council reports outlining recent meetings and events related to the City's business, be received.

L. NEW BUSINESS

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

1. **Connect the Quays Pathway | Recommendation from the January 15th Committee of the Whole**
THAT Council approve the final \$1,253,411 in the 2024-2028 Financial Plan for the Connect the Quays Pathway project, ensuring the funding is available to action the project as planned and completing the third and final phase along Dry Creek and Roger Creek following the required policies.
2. **Western Vancouver Island Heritage Society (WVHIHS) | Recommendations from the January 15th Committee of the Whole**
 - a. *THAT Council direct staff to enter into formal agreements with the Western Vancouver Island Industrial Heritage Society regarding activities at the Roundhouse and McLean Mill.*
 - b. *THAT Council include \$125,000 as part of the 2024 – 2028 Financial Plan discussion for the purpose of relocating the Two Spot locomotive to the Train Station.*
 - c. *THAT Council defer directing staff to act on any rail crossings, associated track, or provision grants for the operation of the Alberni Pacific Railway, until the results of the grant application to the Island Coastal Economic Trust are available to the public and full costing of all operational and capital needs for the next ten years are understood.*
 - d. *THAT Council direct staff to obtain a quote from the Municipal Insurance Association of BC to add the Western Vancouver Island Heritage Society as an Associate Member to the City's current insurance policy.*
 - e. *THAT Council direct staff to confirm with the Western Vancouver Island Industrial Heritage Society [WVHIHS] any outstanding items from the third-party contractor's safety plan requirements and for the WVHIHS to provide the City with a quote for infrastructure replacement at the Old Time Logging Show for Council consideration during the 2024 – 2028 Financial Plan review.*
 - f. *THAT Council direct staff to obtain a quote from Municipal Insurance Association of BC for insurance coverage for the Old Time Logging Show, and for the City to explore entering into a formal agreement with Mosaic for the purpose of accessing Mosaic's land for the Old Time Logging Show.*
 - g. *THAT Council request that the Western Vancouver Island Industrial Heritage Society prepare a community focused train operational plan for the first season featuring a speeder use and community events.*

3. **2024 Association of Vancouver Island and Coastal Communities [AVICC] AGM & Convention Resolution Submission | Recommendations from the January 15th Committee of the Whole - Page 48**

THAT Council direct staff to submit the following resolutions for consideration at the 2024 Association of Vancouver Island and Coastal Communities [AVICC] AGM & Convention:

- a. *That AVICC & UBCM urgently request the Province of British Columbia to provide modern and reliable communications, such as Starlink, to responding agencies that are handling motor vehicle incidents on the province's behalf to ensure seamless communication and enhance the safety and effectiveness of responders;*
And further, that the Province of British Columbia collaborate with telecommunication providers to improve overall communications infrastructure in areas where motor vehicle incidents occur frequently including expanding coverage, improving network reliability, and exploring innovative solutions to address communication challenges in remote and underserved areas.
- b. *That AVICC & UBCM urgently appeal to the Province of British Columbia to take immediate steps to adequately staff and operate pre-hospital care services autonomously, assuming full responsibility for pre-hospital care, alleviating the burden on local governments and ensuring the provision of efficient and effective emergency medical services OR alternatively, that the Province of British Columbia take immediate steps to provide adequate funding to local governments to cover the cost of Fire Department First Responder programs to help alleviate the financial strain on local governments and ensure the continued provision of essential pre-hospital care services.*
- c. *That AVICC & UBCM urgently appeal to the Province of British Columbia to develop an equitable Police Services funding program for all BC municipalities and regional districts that takes into account the financial capacity and population size of each jurisdiction, as well as the additional demands placed on police services due to systemic social issues outside of a municipality's mandate.*
- d. *That AVICC & UBCM appeal to the Province of British Columbia to provide long-term sustainable funding for public libraries in BC;*
And further, that the Province ensures that BC libraries receive regular increases to Provincial Government funding in subsequent years.
- e. *That that AVICC & UBCM appeal to the Province of British Columbia to increase funding for rural colleges in British Columbia to support their operations, programs, and services;*
And further, that the Province develop a standard of college funding more closely reflecting the real costs of providing required training and education to the population of rural British Columbia.

-
4. **RCMP Contract and Administrative Services 2024 – 2028 Financial Plan | Recommendation from the January 15th Committee of the Whole**
THAT Council direct funding within the 2024-2028 Financial Plan related to RCMP contract and administrative services as follows:
 - *Fund 32 of 34 RCMP officers as per the contract commitment and as based on actual utilization;*
 - *Allocate funds from the Emergency Reserve to fund Community Policing services in 2024, moving to taxation for the years 2025 forward.*
 5. **Community Action Team | Recommendation from the January 15th Committee of the Whole**
THAT Council endorse establishment of a City administrative committee for the Port Alberni Community Action Team, and further recommend that the City obtain insurance coverage for appropriate members and volunteers.
 6. **Vancouver Island Regional Library | Recommendation from the January 15th Committee of the Whole**
THAT Council engage in further discussion prior to renewal of the lease between the City of Port Alberni and the Vancouver Island Regional Library.
 7. **Technical Safety BC | Recommendation from the January 15th Committee of the Whole**
THAT Council direct staff to contact Technical Safety BC to clarify what is required to operate on the short track route as proposed by the Alberni Pacific Railway.
 8. **Traffic Advisory Committee | Recommendation from the January 17th Meeting - Page 55**
THAT Council approve the Terms of Reference for the Traffic Advisory Committee, as presented.
 9. **Development Variance Permit DVP 120 | 4821 Heath Road - Page 57**
Report dated January 15, 2024 from the Development Services Planner requesting Council consideration for issuance of Development Permit No. 120.

THAT Council authorize the issuance of Development Variance Permit No. 120 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 4821 Heath Road:
 - i. *Vary Section 5.10.2 RR2 Site Development Regulations to increase the Maximum Coverage from 33% to 38% for a variance of 5%.*
 - ii. *Vary Section 6.12.1 Projections to increase the maximum projection of an Open Porch into a required front yard from 1.85 m (6.1 ft) to 4.18 m (13.7 ft) for a variance of 2.33 m (7.6 ft).*

10. **5170 Argyle Street [Port Pub] – Remedial Action - Page 64**

Report dated January 12, 2024 from the Manager of Community Safety and Social Development requesting Council consideration to pursue Remedial Action at 5170 Argyle Street [Port Pub].

Remedial Action

1. *THAT Council, pursuant Sections 72 and 73 of the Community Charter, considers that the property at 5170 Argyle St and having a legal description of: LT 24 BLK 86 DL 1 ALD PL VIP197 & LT 23 BLK 86 DL1 ALD PL VIP197 (the "Property") is in an unsafe condition and that the structure on the Property (the "Structure") contravenes the BC Building Code and the Port Alberni Building Standards Bylaw No. 4975, 2018;*
2. *THAT Council, pursuant to Sections 72 and 74 of the Community Charter, declares that the Structure and the discarded materials and refuse about the Structure on the Property are a nuisance and are so dilapidated and unclean as to be offensive to the community;*
3. *AND FURTHER THAT Council, pursuant to Section 72, 73 and 74 of the Community Charter, resolves that:*
 - a. *1052162 BC Ltd., being the registered owner of the Property (the "Owner"), is hereby required to:*
 - i. *carry out the following work within 30 days of the date that notice of this Resolution is sent to the Owner:*
 1. *Repair the exterior walls of the Structure, including coping and flashing, to restore the integrity of the building envelope to a condition sufficient to protect the Structure from the weather and from infestations of insects, rodents and other pests, including without limitation by:*
 - a. *remediating any holes, breaks, loose or rotting boards or timbers and any other condition which might permit the entry of insects, rodents or other pests to the interior of the walls or the interior of the Structure;*
 - b. *Applying paint, stain or other protective coating to the exterior walls so as to adequately protect them against deterioration;*
 2. *Remove or permanently cover all graffiti from the exterior of the Structure;*
 3. *Replace/repair all broken or missing handrailing on staircases;*
 4. *Replace all broken, cracked or otherwise compromised exterior windows to a weathertight condition which operates to provide light and ventilation;*
 5. *Replace or repair all damaged, decayed or deteriorated window sashes, window frames and casings;*
 6. *Replace or repair all exterior doors of the Structure so that they are weathertight, operational, fit tightly within their frames when closed and self closers are operational with no binding, and locked so as to prevent entry, with at least one entrance door capable of being locked from both inside and outside;*

7. *Replace or repair all interior entrance doors and door frames for each unit to be fitted with proper fitting door in good operating condition and provide locking door knobs;*
8. *Replace or repair the roof of the Structure to a watertight condition with no leaks;*
9. *All drywall repairs to be completed for fire separation and integrity of building;*
10. *An engineer and/or architect must attend, inspect and sign off on the replacement and repair of the fire safety and exit issues;*
11. *Replace or repair all fire escapes and devises for safe exiting, stairs to a safe and clean condition free from rot, holes, cracks, excessive wear and warping, or hazardous obstructions;*
12. *Have licensed electrician inspect and repair all electrical to ensure all lighting, cover plates and smoke and co2 detectors to be in working operation;*
13. *Have a licensed plumber evaluate and make repairs to all communal washrooms, as required inclusive of showers, toilets and hot water tanks;*
14. *Replace or repair all fire protections systems, heat detections, smoke detections, fire alarms, fire extinguishers, sprinkler systems, exit signs, emergency lighting, annunciator panel, fire separations and means of egress required by the BC Building Code and BC Fire Code to a functional and unobstructed condition;*
15. *Remove and properly dispose of all refuse from the interior and exterior common spaces of the Property, including food waste, combustibles, non-combustibles, furniture, appliances, tires, construction waste, stripped or wrecked automobiles, trucks, trailers, boats, vessels or machinery; parts or components of any of the aforementioned, to an appropriate disposal site;*
16. *Designate a space or area for daily refuse on premises and not in emergency egress areas;*
17. *Eliminate all rodents, vermin and insects and soiling's from the Structure;*
18. *Permanently remove all objects placed, stored, or maintained upon any hallways, or entrance way which may interfere with access or egress to or from the Building in case of fire or other emergency, including all access areas on the Property; and*
19. *Prepare a Fire Safety Plan in cooperation with Port Alberni Fire Department and Approved from Fire Prevention Officer.*

Compliance & Reconsideration Notice Time Limit Recommendations:

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

Municipal Action at Defaulter's Expense:

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

M. QUESTION PERIOD

An opportunity for the public to ask questions of Council on decisions or recommendations made during the course of the meeting. A maximum of three [3] questions will be permitted per speaker. For those participating electronically, I will ask that you use the 'Raise your Hand' feature and you will be called upon to speak in the order of which it appears.

N. ADJOURNMENT

That the meeting adjourn at PM.

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
MONDAY, January 8, 2024 @ 9:30 AM
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT: Mayor S. Minions
Councillor D. Dame
Councillor J. Douglas
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola

Regrets: Councillor C. Solda

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
D. Monteith, Director of Corporate Services
A. McGifford, Director of Finance

Call to order: @ 9:30 a.m.

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

- Section 90 (1)(a)** personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- Section 90 (1)(c)** labour relations or other employee relations;
- Section 90 (1)(e)** the acquisition, disposition or expropriation of land or improvements and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90 (1)(f)** law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- Section 90 (1)(k)** negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.
- Section 90 (2)(b)** the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

CARRIED

The meeting was adjourned at 12:54 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, January 8, 2024 @ 2:00 PM
In the City Hall Council Chambers & Via Video-Conference
4850 Argyle Street, Port Alberni, BC

Present: Mayor S. Minions
Councillor D. Dame
Councillor J. Douglas
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola

Absent: Councillor C. Solda

Staff: M. Fox, Chief Administrative Officer
S. Smith, Director of Development Services/Deputy CAO
D. Monteith, Director of Corporate Services
S. Darling, Deputy Director of Corporate Services | Recording Secretary
P. Datta, Information Services Support

Other: K. Learned, FRANK Planning Collaborative [consultant]

Gallery: 6

Introductory Remarks

Council offered condolences on the passing of former Councillor, Helen Poon.

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 2:04 PM.

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

MAYOR – ANNUAL ADDRESS

City Council Annual Address presented by Mayor Minions.

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the Minutes of the Special meeting held at 11:30 am and Regular Council meeting held at 2:00 pm on December 11, 2023, as presented.

C. DELEGATIONS

D. UNFINISHED BUSINESS

1. 2023 Resolution Tracking Summary

MOVED AND SECONDED, THAT Council receive the summary of 2023 Council Resolutions to December 31, 2023.

CARRIED | Res. No. 24-1

E. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated January 8, 2024, be received and the cheques numbered 154086 to 154181 inclusive, in payment of accounts totalling \$ 3,045,122.94, be approved.

CARRIED | Res. No. 24-2

F. BYLAWS

G. CORRESPONDENCE FOR ACTION

1. Alberni Valley Community Forest | Community Donation

MOVED AND SECONDED, THAT Council support the recommendation from the Alberni Valley Community Forest Corporation to provide a donation to the Mariners Heritage Society in the amount of \$10,000 towards the upgrade to the iconic lighthouse on the Alberni waterfront.

CARRIED | Res. No. 24-3

H. PROCLAMATIONS

1. Central Vancouver Island Crime Stoppers | Crime Stoppers Month

MOVED AND SECONDED, THAT Council, on behalf of Central Vancouver Island Crime Stoppers, proclaim the month of January 2024 as 'Crime Stoppers Month' in Port Alberni.

CARRIED | Res. No. 24-4

2. Alberni Valley Chapter Canadian Council of the Blind

MOVED AND SECONDED, THAT Council, on behalf of Alberni Valley Chapter Canadian Council of the Blind, proclaim the week of February 4 – 10, 2024 as 'White Cane Week' in Port Alberni.

CARRIED | Res. No. 24-5

I. CORRESPONDENCE FOR INFORMATION

The Director of Corporate Services summarized correspondence to Council as follows:

- a. Contract Management Committee Secretariat | 12th Pension Panel Report 2023 – Police Service Agreement
- b. Ministry of Forests | Pest Management Plan for Southern & Coastal BC
- c. Ministry of Mental Health & Addictions & Ministry of Jobs, Economic Development and Innovation | Follow up letters Re: 2023 UBCM Convention Meeting
- d. Union of British Columbia Municipalities | Community Works Fund Payment
- e. Office of the Minister of Housing | New Legislation to Support Local Government Housing Initiatives
- f. Island Health | 2022/2023 Annual Report –
<http://viha.uberflip.com/i/1512348-island-health-2023-annual-report>
- g. Ministry of Emergency Management and Climate Readiness | Indigenous Engagement Requirements Funding Program
- h. Ministry of Public Safety and Solicitor General | Expansion of Integrated Major Crime Services

- i. City of Abashiri | Seasons Greetings
- j. Ministry of Housing | Funding Allocation Announcement for Local Government Housing Initiative Support
- k. The Office of the Lieutenant Governor of BC | 2023 Year End Report
- l. Island Rail Corporation | December 14th Press Release
- m. British Columbia Lottery Corporation | 2022/23 Winning with Purpose: Annual Report
- n. Pacific Rim School District | Public Consultation of the Proposed Sale of 3816 Anderson Avenue
- o. Central Vancouver Island Crime Stoppers | Program Information
- p. BC Hydro | ReGreening Grants
- q. Advisory Planning Committee | Minutes of October 19, 2023

J. REPORT FROM IN-CAMERA

K. COUNCIL REPORTS

- 1. **Council and Regional District Reports**
MOVED AND SECONDED, THAT the Council reports outlining recent meetings and events related to the City's business, be received.
CARRIED | Res. No. 24-6

L. NEW BUSINESS

- 1. **Personnel Standing Committee**
MOVED AND SECONDED, THAT Council direct staff to provide a report outlining the potentials for the Personnel Standing Committee mandate and the advantage and disadvantages of it being either a Council committee or an administrative committee.
CARRIED | Res. No. 24-7
- 2. **Deputy Mayor and Council Appointments**
MOVED AND SECONDED, THAT the 2024 Deputy Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved, as amended.
CARRIED | Res. No. 24-8
- 3. **Committee of the Whole | Additional Meeting**
WHEREAS the Port Alberni City Council has approved a schedule of Regular City Council and Committee of the Whole (CoW) meetings for 2024;
WHEREAS there is no COW meeting scheduled between July 15 and October 21;
WHEREAS CoW meetings are generally scheduled one month apart; and
WHEREAS the fourth guiding principle listed in Council's Corporate Strategic Plan is to "Be respectful, Communicative, Accountable and Inclusive";
THEREFORE, BE IT RESOLVED THAT Council direct staff to add a CoW meeting on September 3, 2024 at 6 pm.
CARRIED | Res. No. 24-9

4. **Electronic Devices by City Councillors**

WHEREAS the City of Port Alberni is a modern and sophisticated Local Government organization;

WHEREAS the City of Port Alberni communicates on a regular basis through electronic means;

WHEREAS the City of Port Alberni provides both Computer and Cell Phone devices to staff;

WHEREAS the City of Port Alberni does not expect staff to utilize their personal devices to fulfill their obligations to the City; and

WHEREAS the City of Port Alberni Councillors have been provided with Computer devices, but not Cell Phone devices;

THEREFORE, BE IT RESOLVED THAT Council direct staff to obtain and provide Cell Phones for each member of Port Alberni City Council, as requested, including a service plan which provides voice, text, data, email and internet applications.

CARRIED | Res. No. 24-10

BE IT FURTHER RESOLVED, THAT Council direct staff to review the current policy entitled "Electronic Device Use" and provide recommendations for updating of the policy to correspond with current technologies, delineating the permitted and prohibited uses, and any such further issues of importance, with respect to electronic devices issued to City Councillors by the City.

CARRIED | Res. No. 24-11

BE IT FURTHER RESOLVED, THAT Council direct staff to include funds within the Financial Plan for provision of electronic devices to City Council in an amount to be advised by City Administration.

CARRIED | Res. No. 24-12

5. **BC Council of Forest Industries Annual Convention | Authorize Council Registration**

MOVED AND SECONDED, THAT Council authorize two members of Council to attend the BC Council of Forest Industries [COFI] Annual Convention taking place on April 10 – 12, 2024 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Travel Policy 3009-2.

CARRIED | Res. No. 24-13

6. **Official Community Plan | Engagement Strategy**

MOVED AND SECONDED, THAT Council support the Engagement Strategy for the policy development phase of the Official Community Plan review and update dated December 2023, prepared by FRANK planning collaborative.

CARRIED | Res. No. 24-14

M. QUESTION PERIOD

N. Anderson

Inquired regarding a review timeline for Council procedures amendments and requested the Seniors' Advisory Committee be reinstated.

M. Hughes

Extended an invitation for Council and staff to attend the upcoming panel discussion hosted by Alberni Valley Transition Town Society on January 17th at 7 pm at Char's Landing [4815 Argyle St.] regarding the future of Somass Lands, the Official Community Plan review and update and proposed Burde Street developments.

J. Leskosek

Requested clarity on process related to an item of correspondence for information.

N. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 3:42 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

RECEIVED

JAN 11 2024

CITY OF PORT ALBERNI

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

RCM Jan 22/24
File # 0400-20

From:

Sent: January 9, 2024 9:55 AM

To: Sharie Minions <sharie_minions@portalberni.ca>

Subject: 988 Poster Display



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Todd Doherty

Member of Parliament
Cariboo-Prince George

Dear Mayor Sharie Minions,

It's been 3 long years since the government passed my motion to bring 988 to Canada. I'm pleased to report that the easy to remember, 3-digit suicide prevention hotline is live and you can call or text 988 anywhere in Canada.

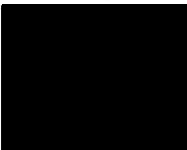
While I'm extremely proud of this common-sense Conservative policy that will save lives, our work is not done.

I'm hoping your council will pass a motion requiring all municipal/city properties to display the 988 information poster. You can find the electronic version of the poster at: <https://988.ca/get-involved>
I will be forever grateful of the collaborative work that municipalities have done in assisting me in getting this message out. This assistance ultimately resulted in this historic accomplishment that has, and will, continue to help save countless lives each and every day.

There is a draft resolution below, but please feel free to change it to whatever works best for your council.

Thank you for continuing to prioritize the mental health of those within your community.

Sincerely,



Todd Doherty, MP
Cariboo-Prince George
Shadow Minister for Mental Health and Suicide Prevention

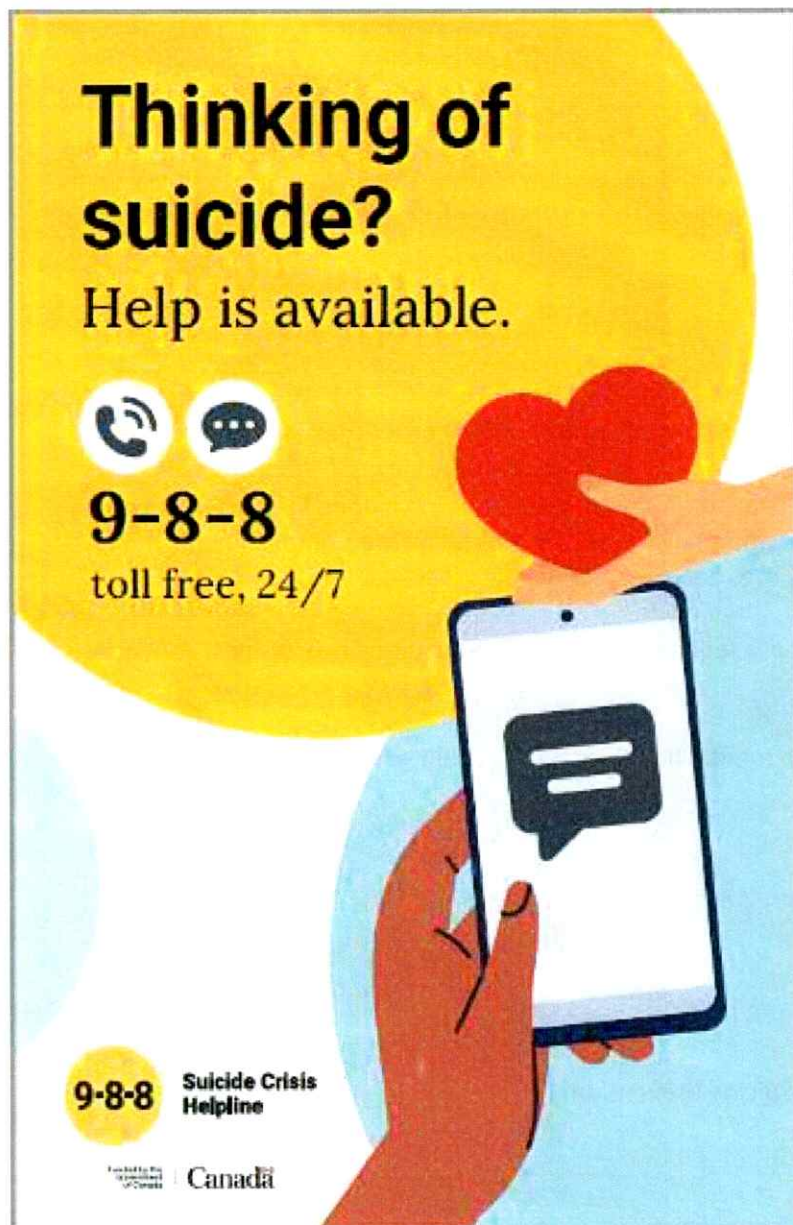
Draft motion:

Display of 988 Crisis Line Information Poster

WHEREAS Canada has adopted 988, a National three-digit suicide and crisis hotline;

AND WHEREAS _____ Town Council/Municipality/City recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT _____ Town Council/Municipality/City continues to endorse the 988 crisis line initiative; and will display the 988 information poster in all municipal/City buildings.



RECEIVED

JAN 11 2024

CITY OF PORT ALBERNI



Kin Canada
Kinsmen Club
of Port Alberni

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input checked="" type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 0630-01 *RCM Jan 22/24*

Jan. 9, 2024

To Mayor Sharie Minions and Council

Kinsmen and Kinette Club of Port Alberni celebrate a 103 heritage in Canada and 84 years in the Alberni Valley with the return of our Annual Heritage Dinner Feb. 25th.

We invite the Mayor or City representative to join us as he extended a thank you to seniors of our community for making the valley are great place to live. Doors open at 4:30 with dinner served at 5:30. An opportunity to address our guest will be available.

We also request to proclaim Feb. 16-23 Kinsmen and Kinette Week in Port Alberni and raise out flag at City Hall in recognition of years of contribution to they city and its citizens.

Sincerely

D. Hubert

President 2023-2024



Dear Mayor and Council,

We are sending you this poster to celebrate Heritage Week, Layer by Layer, which takes place on February 19-25, 2024. Heritage Week is an annual event, established by the National Trust for Canada in 1973, that encourages Canadians to learn about and advocate for the heritage in their communities.

Heritage BC is a member-based non-profit that educates and builds awareness for heritage stewardship in the province, and every year we promote Heritage Week with posters, proclamations, and themed events to raise awareness for the importance of learning about our diverse heritage across the province.

As the leaders of your community, your initiative will play an important role in stewarding local heritage for future generations.

There are a few key things that you can do to promote awareness of and advocate for heritage.

- Declare Heritage Week through a Municipal Proclamation**
 Every year, the Provincial Government and local governments across BC make proclamations for Heritage Week, signaling the importance of the stewardship of heritage in this province. We have attached a template for your reference. Share your proclamation with us at info@heritagebc.ca.
- Visit a Heritage Site, Museum, or Cultural Centre**
 Consider a local government 'field trip' to a local heritage site, museum or heritage organization to learn more about your community's history. Your visit can have a lasting impact on a small not-for-profit, and signal the value they bring to the community as stewards of history and heritage.
- Learn About the Basics of Local Heritage Conservation**
 Local Governments have the capacity to conserve local heritage in all its forms through tools outlined in the Local Government Act. Familiarize yourself with these important tools by reading the free one-pagers on our website: heritagebc.ca/heritage-quick-studies.
- Support Your Heritage Commission**
 Heritage BC offers workshops and webinars for members of local heritage committees. These workshops help educate volunteers who care about heritage conservation, so they can make better informed decisions in their work.
- Become a Member**
 For \$100 a year, a Government Membership to Heritage BC provides all staff planners and associated committee members with free access to our on-demand and live webinars, as well as discounts for heritage workshops and our annual conference. Promoting continuing education will create a strong foundation for the protection of your community's unique heritage.

Have questions about what we do at Heritage BC? Learn more on our website, heritagebc.ca or reach out by email at info@heritagebc.ca. We would love to hear from you.

Thank you from all of us at Heritage BC!

K. Clausen
Executive Director

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input checked="" type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 0630-01 *RCM Jan 22/24*

As a not-for-profit organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage.

Sample Statements

Heritage Week 2024 Proclamation
Sample Statements

WHEREAS the (name of the local or regional government) recognizes the importance of protecting and stewarding our rich and diverse heritage by proclaiming Heritage Week;

WHEREAS the theme for Heritage Week 2024 is Heritage : Layer by Layer;

WHEREAS Heritage Week is held to recognize the histories that make the foundation of our community, connecting citizens through shared values and creating a place of pride and social well-being;

WHEREAS heritage creates and encourages economic activity, job creation, and tourism;

WHEREAS our community is enhanced and sustained by its heritage places and spaces;

WHEREAS our community celebrates the past and future by embracing, exploring and enjoying our enduring heritage;

WHEREAS preserving heritage places is a key element of building a sustainable community;

WHEREAS we acknowledge that all people of our community contribute to our rich and cultural heritage;

WHEREAS we recognize our cultural and natural heritage are irreplaceable sources of life and inspiration, our touchstone, our reference point, our identity;

Be it resolved that the (name of the local or regional government) hereby proclaims February 19 – 25, 2024 as “Heritage Week”



LAYER

by

Layer



Heritage Week

FEBRUARY 19 - 25, 2024

Heritage Week is an annual event that celebrates and showcases local heritage across the province. During Heritage Week, organizations around the province host local heritage events for their communities, and municipalities issue proclamations formalizing the week. Visit our website to learn more heritagebc.ca/heritage-week

HeritageBC



BRITISH
COLUMBIA



RECEIVED
JAN 16 2024
CITY OF PORT ALBERNI

Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
250.758.4697 | info@virl.bc.ca
www.virl.bc.ca

January 16, 2024

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

☒ Council
☒ Mayor
☒ CAO
☒ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☒ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other _____
File # 7960-01 *RM Jan 22/24*

Dear Mayor Minions,

Re: 2024 Budget Increase

Thank you for writing, and for the invitation to present at yesterday's Committee of the Whole meeting.

We understand the significant pressure an increased levy brings to your residents, and we want to assure you that VIRL's Budget 2024 was debated heavily by the Board. Despite references to a "tucked away" process with "very little oversight", VIRL Board meetings, like your own Council budget processes, are entirely public.

Despite VIRL's unusual budget 2024 increase, which translates to approximately \$7 per capita above 2023 for Port Alberni residents, the library levy remains below that for comparably sized communities on Vancouver Island and in the Lower Mainland. For the period 2019-2023, VIRL's average levy increases tracked below the City of Port Alberni's taxation rate.

The administrative efficiencies, pooled budget and participatory governance at VIRL's core sustain modern, thriving public library services which your residents use extensively. 25% of Port Alberni's population are classified as active library users, library cards are valued at minimally \$700/year, and 3,000 residents attended 130 free events in your community in 2023. VIRL's services contribute significantly to affordability and livability in your city and throughout the region.

With staff, I reviewed Port Alberni's 2023-2027 Strategic Priorities, and wish to hi-light some of the ways we are making important contributions to your agenda:

City of Port Alberni Strategic Priorities	VIRL service examples
Responding to Demographic Change	Library services for all ages and all demographics: collections, programming and services, including partnerships and services for new Canadians and new residents.

City of Port Alberni Strategic Priorities	VIRL service examples
Enabling the new economy	Fiber optic connectivity and public access computers, Wi-Fi, printers and scanners at the Port Alberni branch; LinkedIn Learning to support those seeking career progression or new employment opportunities.
Provision and maintenance of quality services	VIRL offers "library as a service" to the City, attending to all dimensions of the comprehensive service offering. Our new strategic goals will continue to lift the community up.
Fostering a complete community	VIRL's services demonstrably advance the City's commitments to safety, inclusivity and to community health.

Further to yesterday's conversation about the Port Alberni branch, I encourage you to review VIRL's 2023 Facilities Master Plan (FMP), the culmination of a significant body of work on behalf of Board and staff. The FMP can be downloaded here: <https://virl.bc.ca/about/reports-and-plans/>

Once again, we wish to thank Trustee Patola for his service to VIRL in 2023 and we encourage him to run for the Executive Committee, where early and more regular budget conversations take place.

Thank you again for yesterday's discussion and your continuing support.

Sincerely,



E. Hemmens
Chair, VIRL Board of Trustees

cc: B. Hyman, Executive Director, VIRL
Sara Darling, Deputy Director of Corporate Services, City of Port Alberni
Michael Fox, CAO, City of Port Alberni

RECEIVED

JAN 12 2024

CITY OF PORT ALBERNI



BRITISH
COLUMBIA

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input checked="" type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other RCMP
File #	0400-20-PSSG7

VIA EMAIL

Ref: 657034

January 11, 2024

Her Worship Sharie Minions
Mayor of the City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8
Email: Donna_Monteith@portalberni.ca

Dear Mayor Minions:

I would like to thank you and Mike Fox for an engaging meeting at the 2023 Union of British Columbia Municipalities Convention. I am writing to follow up on our discussion regarding police resources, the City's high crime rate and rising police costs.

In addition, I have received your November 20, 2023, follow up letter, reiterating your City's commitment to addressing policing and complex social issues. I appreciate your concerns and am committed to working together to address them, and I hope this information is informative.

My Ministry is very alive to the pressures on provincial policing across BC and proactively works with the RCMP, and across Government, to address front-line, uniformed and specialized provincial police resourcing throughout British Columbia.

As noted in our meeting, in support of the Provincial Government's Safer Communities Action Plan, announced November 20, 2022, the Province has approved an unprecedented, multi-year investment of approximately \$230 million to the RCMP, as the Provincial Police Service. This funding will address existing gaps in staffing, and resource pressures within the Provincial Police Service, in specialized functions, such as Major Crime Section and BC Highway Patrol, as well as at front-line provincial detachment units in rural and remote communities. Ministry staff are engaged with RCMP 'E' Division regarding the next steps to address the vacancies and resource pressures within the Provincial Police Service.

.../2

Ministry of
Public Safety
and Solicitor General

Office of the Minister
and Deputy Premier

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

Her Worship Sharie Minions

Page 2

While the Provincial investment applies only to the Provincial Police Service, it is anticipated that the positive impacts will benefit public safety for all of BC, beyond jurisdictions policed directly by the Provincial Police Service.

The Province also recognizes that the cost of policing has been increasing. The Province continues to work closely with the RCMP to ensure cost containment strategies are employed where practicable.

Should you have any questions pertaining to the Provincial investment or BC RCMP service delivery, please contact Katherine St. Denis, Director, BC RCMP Service Delivery, at Katherine.StDenis@gov.bc.ca or 778-572-3401.

You may also be interested to know that, on April 28, 2022, the Special Committee on Reforming the *Police Act* (“Special Committee”) released its report and recommendations. Creating a fair and equitable shared funding model for municipalities is a recommendation in the report. The report recommends reviewing the funding model, considering local needs, health and social supports, and geography of the service delivery area. The Public Safety Transformation Team (PSTT) within my Ministry is taking a phased approach for the Policing and Public Safety Modernization initiative, which includes making progress on Government’s response to the Special Committee’s recommendations.

This approach will allow for adequate time for meaningful consultation on policy development and co-development of the new policing and oversight legislation with Indigenous Peoples and local governments, as called for by the Special Committee. Starting this year, the PSTT began comprehensive and broad engagement with partners, including the Local Government Policing Modernization Roundtable, on policy that will form the foundation of new policing and oversight legislation. The engagement and policy development process will analyze and consider a number of reforms to address police funding models within BC.

Questions related to the Policing and Public Safety Modernization initiative can be directed to Ardys Baker, Executive Director, PSTT, at Ardys.Baker@gov.bc.ca or 778-974-4044

Under the Safer Communities Action Plan, the Province is taking an integrated approach to public safety by engaging in several other initiatives, including the Repeat Violent Offending Intervention Initiative (ReVOII) and Situation Tables. As I am sure you are aware, Port Alberni is currently serviced by the Nanaimo ReVOII Hub. While it will take time before the effectiveness of the ReVOII Hubs can be fully evaluated, early findings suggest that the Hubs are working to interrupt the cycle of reoffending. Additionally, I am pleased to note my Ministry’s Policing and Security Branch provided funding in March 2022 to support the establishment of a Situation Table in the community.

.../3

Her Worship Sharie Minions
Page 3

I understand Port Alberni's Situation Table is not yet live and I encourage staff to continue in their efforts to support its establishment. Situation Tables are a best practice for improving community safety by bringing together front-line staff from the public safety, health and social services agencies to identify high-risk individuals and rapidly connect them to services and supports they need to lower the risk of violence or re-offending. For further information on the Safer Communities Action Plan, please contact Darrion Campbell, Executive Director, Police Services, at Darrion.Campbell@gov.bc.ca or 778 698-5974.

In addition, and as mentioned in our meeting, Government is working on the implementation of HealthIM, a cloud-based public safety app, guides police officers on scene through a series of questions to help them understand the behaviour of a person in mental health and/or substance use crisis. The app translates an officers' description of observations into clinical language for hospital staff and sends this information to the hospital to prepare for intake, with hospital staff being informed of circumstances prior to an individual's arrival at the hospital with police. This work is still ongoing and for further information on HealthIM, please contact Matthew Brown, Executive Director, Municipal Policing, Governance and Community Safety Division, at Matthew.g.Brown@gov.bc.ca or 778 698-8432

Thank you for continuing the improvement of public safety in your community. I am confident we can continue to work together to strengthen our communities and find solutions to the concerns and challenges you brought to our meeting.

Sincerely,



Mike Farnworth
Minister of Public Safety and Solicitor General
and Deputy Premier

pc: The Honourable Josie Osborne, MLA
Glen Lewis, Assistant Deputy Minister and Director of Police Services, Policing Security Branch
Megan Harris, Assistant Deputy Minister, Public Safety Transformation Team
Jamie Lipp, A/ Deputy Director of Police Services and Executive Director, Policing and Security Branch
Katherine St. Denis, Director, BC RCMP Service Delivery
Darrion Campbell, Executive Director, Policing and Security Branch
Ardys Baker, Executive Director, Legislation and Modernization, Policing and Security Branch
Matthew Brown, Executive Director, Municipal Policing, Governance and Community Safety Division

RECEIVED

JAN 04 2024

CITY OF PORT ALBERNI

Alberni Valley Museum
and Heritage Commission



Heritage Commission Meeting

December 6, 2023

Minutes

Location:
AV Museum

Attendees:

ACRD
City Council
Community Arts Council
Community at Large
Historical Society
Industrial Heritage
Maritime Heritage
McLean Mill
School District 70
Staff
Staff

Penny Cote
Charles Mealey
Claudia Romaniuk
Colin Schult
Gareth Flostrand
Richard Spencer
Ken Watson
Elliot Drew
Pam Craig
Kirsten Smith
Willa Thorpe

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input checked="" type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 0540-20-AMMHS *RAM Jan 22 PM*

Regrets:

Chamber of Commerce
Hupačasath First Nation
čišaaʔath (Tseshah) First Nation

Called to order: 7:00pm

1. Moved by Pam that the agenda of the December 6, 2023 meeting be approved as circulated.
2. Moved by Penny that the minutes of the November 1, 2023 meeting be approved as amended.
3. Old Business
 - a. Heritage Week 2024
 - i. Elliot has met with almost every organization; plans continue
4. Correspondence – none
5. New Business
 - a. Repatriation of Huu-ay-aht artefacts
 - i. Looking to repatriate all artefacts (approximately 70) back to the families who own them
 - ii. Motion: that the Alberni Valley Museum and Heritage Commission formally supports the repatriation of approximately 70 artefacts currently hosted by the Alberni Valley Museum back to the Huu-ay-aht peoples, with the process to be led by the artefact repatriation committee.

Moved by Pam, seconded by Claudia → carried unanimously



Heritage Commission Meeting

December 6, 2023

Minutes

- iii. Motion: The Alberni Valley Museum and Heritage Commission approves deaccession of the Frank Dance Curtain (thliitsapilthaim) [1990.2.1]
 - a. Moved by Ken, seconded by Colin → carried unanimously
 - b. 2024 meeting locations
 - i. April – McLean Mill
 - ii. May – Sproat Lake Community Hall
 - iii. June – Maritime Heritage
 - iv. All other months – Museum
6. Reports
- a. Historical Society
 - i. A big thank you to all our very dedicated volunteers for putting in 156 ½ volunteer hours in November.
 - ii. Catch Diane Dobson's articles and photos on Facebook every two weeks. She covers so much of the history of the Valley – places, people and organizations. A very interesting read.
 - iii. The Archive volunteers will take a much-needed 2-week break for the holiday season. We will close on Thursday, Dec. 15th and re-open Tuesday, Jan. 2nd.
 - iv. Normal Archive hours are Tues-Thur, 11am to 3 pm.
 - v. Happy holiday season and best wishes in 2024 from the Historical Society!



Heritage Commission Meeting
December 6, 2023
Minutes

b. Regional District



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

KEEPING YOU CONNECTED

Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings - September, October, November 2023

SEPTEMBER 13 MEETING

NEW TEAM MEMBERS AT THE ACRD



On behalf of the ACRD, Chief Financial Officer Teri Fong (at podium) introduced three new additions to the finance team (right to left) - Accountant Mercy Hrad, Accounting Clerk Lyndsey Page, and Assistant Accountant Madison Johnson.

UPDATE ON AQUATIC CENTRE FEASIBILITY STUDY

Following the completion of the first phase of the Aquatics Centre Feasibility Study, HCMA Architecture & Design presented Technical Memo No. 1 and 2. No. 1 consisted of a review of the existing systems and a benchmarking of aquatic assets and governance models from comparable communities. No. 2 consisted of an assessment of the community's aquatic needs and opportunities that is based on the results of 1,250 completed surveys. Both documents can be found at www.letsconnectacrdd.ca. The Board received both technical memos, and the outreach process will enter the third phase of the project in the new year following the completion of Technical Memo No. 3.

SEPTEMBER 27 MEETING

ALBERNI-CLAYOQUOT TRANSPORTATION COMMITTEE

Darren Deluca, Mike Newton, and Bob Cole gave an update to the ACRD Board of Directors regarding the activities and outcomes of the previous Alberni-Clayoquot Transportation Committee. They outlined membership, their purpose, and identified possible routes out of the Alberni Valley highlighted through previous studies.

UPDATE FROM BC TRANSIT

Seth Wright, senior manager from BC Transit, provided the Board with an update on BC Transit activities. He summarized for them the annual performance for 2022/2023, gave an update on the HandyDART service, and discussed the transit service expansion to the West Coast. The information he shared is available [HERE](#).

REQUEST FOR BC FERRIES PRESENTATION

The Board will write a letter to request that Marc Tremblay attend and address the Board to discuss BC Ferry's subsidy program and its relation to the Lady Rose Marine Services. The Board would like to determine how the BC Ferry Authority determine the level of service(s) for the Lady Rose Marine Services and receive a description and explanation of the proposed "planning process" as it relates to public participation, scope of planning process, formal involvement of Regional and Municipal staff/elected officials, and a date and location of sessions. The Board also wants to confirm the ACRD will participate regarding renewal of March 31, 2024 contract.

OCTOBER 11 MEETING

CHERRY CREEK WATER CONVERSION

The Board of Directors awarded the Cherry Creek Waterworks District Conversion Consultant contract to Connections Planning Associates Ltd. The contract is in the amount of \$40,000, and the Board authorized the CAO to negotiate and execute the contract on behalf of the Board. The contract is intended to study alternate governance option for the Cherry Creek Waterworks District, including potential conversion to a service of the ACRD.

WEST COAST TRANSIT

The Board approved moving forward with a high-level schedule of approximately 5,700 annual service hours for the West Coast Transit Service in 2024. The CAO will negotiate and execute an operating agreement with Pacific Western Transportation for a maximum of \$550,000. Staff will begin working on establishing partnership opportunities and continue to work on future provincial funding.

MEAT CUTTING COURSE

The Board supported an application be submitted to the Community Workforce Response Grant for the Meat Processing Fundamentals Program. This course was offered in partnership with North Island College earlier this year and was successful enough to warrant offering it again in 2024.

HOUSING ACCELERATOR FUND

The Board supported applying for grant funding to the Housing Accelerator Fund Program for the incentive funding and approved the grant application action plan for ACRD to create conditions for increased housing supply.

OCTOBER 22 MEETING

VITAL SIGNS UPDATE

The Alberni Valley Community Foundation (AVCF) presented the 2023 vital Signs Report to the Board of Directors. Each year the AVCF supports the community by dispersing the interest from this fund to Alberni Valley charities and non-profit societies. They also produce a Vital Signs Report that takes a snapshot of the community. This year was the fourth annual report produced, and it was based on the 2022 Census data. You can review this document at this [LINK](#).

UPCOMING MEETINGS

- West Coast Committee Meeting - December 8, 10 am - Tolino Council Chambers/Zoom
- Committee of the Whole Meeting - December 13, 10 am - ACRD Boardroom/Zoom
- Board of Directors Meeting - December 13, 1:30 pm - followed by the Regional Hospital District Meeting - ACRD Boardroom/Zoom
- Holiday Closure - The ACRD office will be closed from December 25, 2023 to January 2, 2024.

All meetings are held in the ACRD boardroom and virtually. Visit the Regional District website at www.acrd.bc.ca for further details on public participation in meetings. Input on upcoming meetings may be emailed to: responses@acrd.bc.ca

250-720-2700 www.acrd.bc.ca 3008 Fifth Ave. @ACRDgov



Heritage Commission Meeting
December 6, 2023
Minutes



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

KEEPING YOU CONNECTED

Highlights from the Alberni-Clayoquot Regional District (ACRD)
Board of Directors Meetings - September, October, November 2023

OCTOBER 22 MEETING CONTINUED
LETTER TO SUPPORT MAKERSPACE
The Board approved forwarding a letter of support to Alberni Valley Makerspace for their project proposal to the Forest Impact Transition component of the Rural Economic Diversification and Infrastructure Program. If successful, it would pilot the Alberni Valley Makerspace as a workforce development value-added manufacturing training facility.
PUBLIC ENGAGEMENT POLICY
The Board approved the ACRD's Public Engagement Policy. The goal of this policy is to enhance and encourage open, two-way communication with residents and community members.

NOVEMBER 8 MEETING
INAUGURAL MEETING ELECTIONS
The Manager of Administrative Services conducted the election for Chairperson and Vice-Chairperson of the ACRD Board of Directors, as well as the Chairperson and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District (ACRHID) for 2023/24.

Director John Jack was elected by the Board to sit as Chairperson for the ACRD and Vice-Chairperson for the ACRHID.

Director Deb Haggard was elected Chairperson for the ACRHID and Vice-Chairperson for the ACRD Board of Directors.
SUPPORTING MICROTREL PROJECT
The Board of Directors approved providing a letter of support to the HFN Hospitality Corporation for an application for funding to the Huu-ay-aht Group of Businesses, Tseshaht First Nation, and MasterBuilt Hotels Ltd. The letter will go to the Regional Economic Diversification and Infrastructure Program for funding to assist in developing a Microtel Inn & Suites by Wyndham in Port Alberni.

NOVEMBER 22 MEETING

RECOGNIZING OUR TEAM
The Board of Directors recognized two employees this month for their service at the ACRD. Heather Zenner (right), Manager of Administrative Services, received her 10-year recognition gift. General Manager of Community Services Jenny Brunn (left) received her recognition gift for five years of service. Board of Directors Chairperson John Jack presented both dedicated members of the management team with gift to recognize their long service with the Regional District.
FUNDING FOR ISLAND CORRIDOR FOUNDATION
The Island Corridor Foundation (ICF) requested a funding contribution from the Board for the purpose of supporting ICF's participation in the current planning process led by the Province of BC. The Board approved a contribution of \$25,000 from the Island Rail Corridor provincial grant received from the Ministry of Transportation and Infrastructure.
STRATEGIC PLAN 2024-2027
The Board of Directors adopted the 2024-2027 Strategic Plan as presented and instructed staff to use the new Strategic Plan as a basis for developing the draft 2024 budget and financial plan.
Copies of this newsletter are available online at www.acrd.bc.ca.

BOARD OF DIRECTORS

Chair: John Jack Huu-ay-aht First Nations	Director Vaida Siga Electoral Area "C" Long Beach	Mayor Sharie Minions City of Port Alberni	Councillor Wilfred Cootes Uchucklesaht Tribe Government
Councillor Debbie Haggard City of Port Alberni (vice-chair)	Director: Penny Cote Electoral Area "D" Sproat Lake	Councillor Tom Stere District of Tofino	Levana Mastrangelo - Executive Legislator Yuulu7it7a7h Government
Director Bob Beckett Electoral Area "A" Bamfield	Director Susan Roth Electoral Area "E" Beaver Creek	Mayor Marilyn McEwen District of Ucluelet	For more information, visit the ACRD Website (www.acrd.bc.ca) or contact the Manager of Administrative Services at 250-720-2731 or e-mail hzenner@acrd.bc.ca .
Director Fred Boyko Electoral Area "B" Beaufort	Director Mike Sparrow Electoral Area "F" Cherry Creek	Councillor Kirsten Johnsen Toquaht Nation	

250-720-2700 www.acrd.bc.ca 3008 Fifth Ave. @ACRDgov



Heritage Commission Meeting
December 6, 2023
Minutes

- c. Community Arts Council
 - i. October 31 to November 9: Art Auction joint fundraiser with the Arrowsmith Rotary Club with a live auction and a silent auction on November 9
 - ii. November 9 to December 23: Mistletoe Market
 - iii. December 1: Light Up at Harbour Quay with the ADSS Carols band and Timbre! choir
 - iv. Fundraisers
 - 1. Winter raffle baskets until December 20
 - 2. Poinsettia/wreath fundraiser with orders picked up on December a
- d. Chamber of Commerce – no report
- e. McLean Mill
 - i. November has been a month of rest and reflection for McLean Mill. With regular office hours done till the spring, Richard and I have taken the opportunity to take some well-deserved time off. We have begun to prepare the site for winter and relocate our office and operations back to the comforts of the Visitor Center.
 - ii. I have also begun the work of compiling our data and financials for 2023 and am working on plans and events for 2024. Meetings with our partners, stakeholders and clients are keeping my schedule full and we are excited about what is looking like a very full schedule for next year. We are also using our time to finish some outstanding projects on site such as the Admin building refit and the McLean Hall storage room clean out.
 - iii. While there is a lot going on most of it will not be ready to report on till early next year. I am happy to share our finalized stats for the 2023 season.

STAT SHEET: 2023	TOTAL		TOTAL	
SEASON	DAYS:	133	HOURS:	698

DATE	# of Parties	# of Visitors					
			LOCAL	BC	CAN	US	INTL.
APRIL	131	311	48	29	10	9	6
MAY	154	440	58	63	12	20	29
JUNE	168	471	81	23	0	6	30
JULY	287	810	87	69	20	1	61
AUGUST	215	625	64	34	3	19	81
SEPTEMBER	178	412	81	62	22	7	50
OCTOBER	162	403	83	20	22	3	28
TOTALS	1295	3472	502	300	89	65	285




Heritage Commission Meeting
December 6, 2023
Minutes

- iv. 2023 Self-guided tours - 1332
- v. 2023 Event attendees - 4297
- vi. Upcoming Dec. events:
 - Dec 2 – Club TEOFRO Tour
 - Dec 11 – NTC Day rental
 - Dec 8 – Christmas Party
 - Dec 16 – Christmas Party



Heritage Commission Meeting
December 6, 2023
Minutes

f. City Council



CITY COUNCIL MEETING SUMMARY

An information report summarizing the Regular meeting of Council held November 27, 2023. This is not the official minutes. For more information, please contact the Corporate Services department at 250.723.2146 or email: corp_serv@portalberni.ca.

■ **DELEGATIONS**

Alberni Valley Community Forest Corporation Chairman, Jim Sears, board member R. Corbell and Manager, Chris Law presented a dividend cheque in the amount of \$300,000 to the City from the Alberni Valley Community Forest Corporation.

Council expressed their sincere appreciation to the Corporation for their dedication and impeccable management of the Community Forest which continues to provide numerous benefits to the community.

■ **BYLAWS**

City of Port Alberni 2023 – 2027 Financial Plan Amendment Bylaw No. 5075-1, 2023 was introduced and given three readings. The amendment is provided to consolidate all changes made through Council resolution in 2023 within the 2023 – 2027 Five Year Financial Plan. Council will consider adoption at their December 11th Regular meeting.

Official Community Plan Amendment (2780 Burde Street) Bylaw No. 5084 and Zoning Amendment (2780 Burde Street) Bylaw No. 5085 were read a third time. Prior to adoption of the bylaws, a covenant must be registered on title requiring the property be connected to municipal sanitary sewer upon future extension of the service.

Official Community Plan Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5092 and Zoning Amendment (3690 Loewen Road and 2791 Burde Street) Bylaw No. 5093 were read a third time and adopted. The bylaws will enable a lot boundary adjustment.

■ **CORRESPONDENCE**

Western Vancouver Island Industrial Heritage Society

Council directed staff to prepare a letter of support, in principle, of the Society's continued efforts in the restoration, maintenance, display, and operation of the Alberni Pacific Railway.

Council further deferred the letter dated November 10, 2023 from the Western Vancouver Island Industrial Heritage Society to the January 2024 Committee of the Whole meeting for further discussion and consideration.

Alberni-Clayoquot Regional District | Grant Opportunities

Council provided approval for the Alberni-Clayoquot Regional District (ACRD) to apply for grant opportunities for Emergency Support Services and the Emergency Operation Centre through the Union of BC Municipalities Community Emergency Preparedness Fund including authorization for the ACRD to apply for, receive, and manage grant funding on behalf of the City of Port Alberni.

Wholesome Meals on Wheels Association

Council directed staff to prepare a letter of support for the Wholesome Meals on Wheels Association to accompany their grant application to BC Gaming. The Association provides hot, nourishing meals to seniors and others living with disabilities in support of maintaining their independence in their own homes.

Council also received their correspondence summary which included letters from:

- Ministry of Housing | New Legislation to Support Housing Initiatives
- Ministry of Emergency Management and Climate Readiness | Emergency and Disaster Management Act
- BC United Official Opposition | Bill 45, Miscellaneous Statutes Amendment Act
- R.C.M.P. | Commissioner Mike Duheme's Visit to BC and Recruitment Actions
- Ministry of Citizen's Services | Grant-in-Lieu of Property Tax Payment and Report

■ **PROCLAMATIONS**

All Nations Outreach | Indigenous Survivors' Day

Council proclaimed June 30, 2024 as Indigenous Survivors' Day, dedicated to raise awareness and recognize and honor the enduring resilience of Indigenous communities.



Heritage Commission Meeting
December 6, 2023
Minutes

■ **REPORT FROM IN-CAMERA**

Alberni Harbour Quay | Unit 13

Council released for public consumption Notice of its Intent to lease Unit 13 to A. Findlay for the operation of "good/kind" for a three-year term, at the Alberni Harbour Quay.

■ **NEW BUSINESS**

Public Use of Municipal Venues

Council directed staff to prepare an administrative policy regarding appropriate conduct at municipal venues that includes the following language:

- We understand that this venue includes children, youth, adults and seniors of all races, all religions, all cultures, all abilities, all economic levels, all gender identities and all sexual orientations, and we will conduct ourselves in a manner that is respectful of this diverse community.
- We will comply with all applicable City of Port Alberni bylaws and federal and provincial legislation, including the British Columbia Human Rights Code and Canadian Human Rights Act, which prohibit discriminatory conduct including conduct that would expose persons or groups to hatred or contempt.
- We understand that City staff and their representatives have the authority to ask an individual or group to leave a City-owned or City-managed venue when that person or group is displaying inappropriate, disruptive, or aggressive behavior that threatens the security and safety of staff, guests, residents, themselves and/or property. Depending on the seriousness of the circumstances and behaviour, the City representative may choose to suspend, ban, or issue a Trespass Notice to the corresponding individual or group.

Firefighter Resource Planning and Succession
Council authorized early budget approval in the 2024-2028 Financial Plan in the amount of \$37,854 [Line 24421] to hire a probationary firefighter for a period of three months to facilitate orientation and training.

Canal Beach Pier Resurfacing

Council directed staff to review previous assessments and plans related to resurfacing the existing Canal Beach Pier in order to gather information and costing for inclusion in the 2024-2028 Financial Plan process and Parks Master Plan.

Port Alberni Skate Park

Council directed staff to include in the Parks, Recreation and Culture master plan, the redevelopment of the Skate Park / multi-use adventure facility including:

- Potential locations including the current location, expansion of the current location and alternate locations;
- The individualized costs of different levels of skate parks and associated features such as pump tracks, jump tracks and any other relevant adventure activity features;
- Identifying potential sources of grant funding available for the construction of such a facility;
- Identifying the level of interest of, and potential contribution from, local and superior intergovernmental partnerships;
- Identifying the level of interest of, and potential contribution from, community partners including but not limited to corporate sponsors, service groups and interest groups; and
- Effects on the ongoing 5 year operating and capital plans.

Crosswalks | Pedestrian Safety

Council directed staff to investigate costs and cost sharing opportunities to improve safety at existing crosswalks including:

- Redford Street and Wood/16th Avenue
- Redford Street and 15th Avenue
- Redford Street and 14th Avenue
- Redford Street and Anderson Avenue
- Johnston Road and Adelaide Street
- Johnston Road and Elizabeth Street
- Johnston Road and Margaret Street

Council further directed staff to coordinate a meeting with the Ministry of Transportation to discuss pedestrian safety as it relates to roadways within the municipality under the Ministry's jurisdiction.

Christmas Lights on Johnston Road

The Chief Administrative Officer provided information regarding a change in the practice of Christmas light installation on Johnston Road [Hwy 4], noting that the Ministry of Transportation informed the City that the lights are in contravention of their policies. Plans for an alternate location will be undertaken in advance of the 2024 season.

Commercial Cost Recovery

Council inquired regarding cost recovery measures for small businesses that experience challenges related to mischief or social issues.

Stamp Avenue | Traffic Safety

Council requested the installation of speed limit signage on Stamp Avenue and requested that solutions for improved safety measures be brought forward to a future Traffic Advisory Committee meeting.

■ **QUESTION PERIOD**

R. Smith

Inquired regarding the operator certificate and permit holder for the Alberni Pacific Railway.



Heritage Commission Meeting
December 6, 2023
Minutes

■ **COUNCIL MEETINGS**

The City of Port Alberni is now offering hybrid Council and Committee of the Whole meetings. We encourage you to remain informed on City business and community topics through the following options:

- Attend in-person in City Hall, Council Chambers, located at 4850 Argyle Street
- Livestream @ www.portalberni.ca
- Join online or by phone using MS Teams

Regular Council meetings are held at 2:00 pm on the second and fourth Monday of each month. All meeting recordings are posted on the City website for viewing.

Complete Council agendas including all correspondence and reports are available at portalberni.ca. Generally, these are posted the Friday before each Regular Council meeting and are archived on the site.

The Council Summary is prepared following each regular Council meeting and posted on the City's website. You can also visit the City website and sign up to receive summaries delivered directly to your inbox.

For more information related to Council meetings, including how to participate, please visit www.portalberni.ca/council. You may also contact the Corporate Services department at 250.723.2146 or email corp_serv@portalberni.ca.

■ **MEETINGS AT A GLANCE**

Wednesday, December 6th
7:00 pm | Alberni Valley Heritage Commission
Alberni Valley Museum


Monday, December 11th
2:00 pm | Annual Organizational Meeting
Council Chambers

Thursday, December 21st
12:00 pm | Advisory Planning Commission
Council Chambers



Heritage Commission Meeting
December 6, 2023
Minutes

g. Industrial Heritage Society



December 6th, 2023 Report to the Heritage Commission

1. To celebrate 40 years of the WVIHS, we held a dinner and presentation by Doug Harrison on November 29th. This was a well-attended event, attended by 70 members, founding members, and supporters of the WVIHS.
2. We held a Christmas Art Show & Market at the IHC on December 2nd, featuring Artist Michael Dean. Members got together to decorate the arena prior to the event, and it was a well attended event.
3. The Logging Crew held a dinner for volunteers on December 5th.
4. A few projects have been happening at the IHC. The forklift repair project is now complete, where the machine received new brakes. Restoration work has begun on the 1958 Hayes HD (H-34). An itemized list of parts for the project was submitted to the AV Museum, and work has begun. This truck owned by the City of Port Alberni and was used at the McLean Mill site for the logging shows.
5. Continued cleanup at the APR Roundhouse, including more blackberry clearing and scrap disposal.
6. Rail volunteers have been preparing for a visit from car inspector Mike Moy, to inspect the brake systems on the APR passenger cars and locomotives.
7. City council approved our request for a letter of support for the WVIHS to continue our efforts restoring, maintaining, displaying and operating the Alberni Pacific Railway. We hope this will help our and staff's communications with the railway regulators, so we can return to building up our safety plans, and hopefully get back to moving and maintaining rail equipment in the near future.
8. The WVIHS has welcomed city councillor Charles Mealey as the Heritage Representative to our monthly meetings. We'd like to thank Charles for his ongoing support towards the importance of Heritage in the Alberni Valley.



Heritage Commission Meeting
December 6, 2023
Minutes

h. School District

- i. All Pacific Rim School held Remembrance Services the week of Nov. 6 to 10. ADSS held their service on Nov 8 the National Indigenous Veterans Day. The service was entirely presented by ADSS students – there were Speakers, Indigenous Student Drum circle, Dancers, Band performances, Historical videos of both World Wars, Korean War, Vietnam War and Canadian UN Peace Keeping efforts in many places around the world.
- ii. Trustees, Superintendent and Manager of Corporate Services Attended the Trustee Provincial Association Fall Academy in Vancouver for professional learning. The theme for the Academy was “The Healing Journey”. The Academy focused on building relationships with the First Nation Communities.
- iii. Pacific Rim Board of Education held the second Co-governance meeting with the Nations of the Nuu-chah-nulth region on Dec 4. This was a positive meeting to discuss ways of working together for all students using co-governance model.
- iv. The BC FireSmart Program was presented to the Board by Randy Thoen from the ACRD. Th District has and will continue to actively promote and communicate FireSmart BC resources and programs to all staff and across the district.
- v. The Secondary Schools new reporting process has completed and the Elementary reporting will finish prior to Winter Break. Educators across the district have invested significant time and effort in implementing new reporting practices this fall. The changes aim to enhance student achievement by fostering meaningful student conversations and ensuring informed parental involvement in decision-making.
- vi. The development of the ‘Land Based Learning program is continuing with the consultation of Tseshaht and Hupačasath elders who have given the program the working title of “kaamothak”. The program focuses on growing skill capabilities in youth where they learn interact with the land, learn from knowledge -keepers, elders, community professionals and each other through collaboration, communication, planning and organizing. Students will experience both traditional and contemporary skill development in areas such as: chaputs (canoes), wilderness survival, fish harvesting, food processing, food preserving, carving, seafood harvesting, animal harvesting, grass and cedar weaving, outdoor cooking, wilderness navigation, hiking and much more.
- vii. Early Years update – The vision of the Ministry of education and Child Care I a commitment to support families and the well-being, care, and education of children. The goal is to transform quality, inclusive childcare into core



Heritage Commission Meeting
December 6, 2023
Minutes

service that is available to every family who needs it at an affordable price. Pacific Rim has run the Strengthening Early Years to Kindergarten Transitions (SEY2KT) program for the past six years which supports effective transitions and supporting outreach to children, parents, caregivers and community. Through non-profit third-party operators and District run childcare, the District has 350 spaces and 271 space yet to be created for a total of 621 spaces. We have hired an Indigenous Navigator/Manager for indigenous Children, to assist in providing Nuuchah-nulth culture into the childcare programs.

i. Maritime Heritage Society



PAMHS Report to the Heritage Commission
December 6, 2023

The PAMHS recent activities as well as upcoming events are summarized below:

- **Annual General Meeting** - The 2023 AGM was held on November 28th. The "new" Board of the PAMHS is as follows:
 - President – Ken Watson
 - Vice President – David Cox
 - Treasurer – Don Jones
 - Secretary – Gareth Flostrand
 - Directors at Large – Lawrence Charnell, Bob Cole, Pete Geddes, Jean McIntosh, and Geo Monrufet.

We welcome new Board member Bob Cole who is a well-known member of the Port Alberni maritime community. We also would like to thank retiring board member Ken McKinnon for his twenty-two years of service to the PAMHS. Thanks also to Hugh Grist for conducting the election.

- **2024 Memberships** – In order to help boost membership and involvement in the PAMHS the membership fee for 2024 has been reduced to \$10. If you are a past member or would like to be a new member, please give us a call or stop by the Gallery to sign up.
- **Maritime Art Display** - A new temporary display of maritime related art created by local artists is currently in the planning stages. Art selected for display will also be available to purchase. Our display chair, Dave Cox is working on this exciting new with input and assistance from our friends at the Community Arts Council.
- **Space Rentals Available** – The Lighthouse and Gallery are available for special event rentals on a very affordable basis. We welcome bookings for weddings, birthday parties and other family events. Check our Facebook page or contact our Facilities Coordinator for rates and availability.
- **Open Hours** – We do not currently have scheduled open hours for the public until January 1st 2024. Groups can still make bookings to view our Gallery by contacting our Facilities Coordinator, Chris Johnson by telephone, email, or our FB page. Our contact information is:

Tel. 250 723-6164
Web portalbernimaritimeheritage.ca
FB [maritimediscoverycentre](https://www.facebook.com/maritimediscoverycentre)
Email portalbernimhs@gmail.com



Heritage Commission Meeting
December 6, 2023
Minutes

- j. Community at Large
 - i. December activities around town
 - 2nd – 26th at various times – Winter Wonderland @ AV Multiplex – check out albernivalleytourism.com for Full schedule
 - 7/8/9 – Portal Players – present 2 plays 730pm – tickets needed
 - 8th – Christmas Market – Leave Her Wild Container design 4pm
 - 8th – Business Leaders Breakfast – AVCOC @ BW Barclay 8-10am – tickets needed
 - 9th – Christmas at the Market – Harbour Quay 9-12
 - 9th – A Very Merry Christmas Market – Catholic Church basement 930-2
 - Teddy Bear Toss – AV Multiplex – bring stuffies and warm clothing to throw onto the ice when the Bulldogs score
 - 10th – Timbre! Choir – A rhapsody of Christmas 230pm @ ADSS Theatre
 - 12/13/14 – PA Blood Donation Event @ BW Barclay 645pm
 - 15th – Reindeer Games with Festive Brass – ADSS Theatre 730pm
 - A Charlie Brown Christmas – reading as a radio play plus carolling and winter song, fundraiser for Sage Haven and Trinity Community Cupboard 7pm
 - 16th - Christmas at the Market – Harbour Quay 9-12
 - Vendor Market – Loonie Twoonie – Bingo PA Athletic Hall 10am
 - And 17th – Reading of A Christmas Carol @ Capitol Theatre 1-3pm
 - Walkathon at Bob Dailey Stadium starts at Noon – Hot Choc and water avail.
 - 21st – FUNdraiser for 1st PA Scouts @ CC Comm Hall 630-9pm – Art Night
 - 27th – 2023 Zattzoo Cup – AV Multiplex 5pm
 - January 6th – Tree Chipping at Echo Centre parking lot – fundraiser for KidSport 10am
- k. Museum
 - i. Our 2nd annual Festive Night (Nov. 23) was a huge success... crafts, sales in the gift shop, warm drinks and treats. We had 145 people attend this year, compared to 25 last year
 - ii. Winter Film Fest tickets are selling rapidly; we have fewer than two dozen passes left
 - iii. We are in the process of interviewing candidates for the Manager of Culture role and the Education Curator role.
- l. Hupačasath First Nation – no report
- m. čišaaʔath (Tseshaht) First Nation – no report



**Heritage Commission Meeting
December 6, 2023
Minutes**

7. Next Meeting
 - a. January 3 → 7pm (AV Museum)
8. Moved by Colin to adjourn at 8:37pm.

Councillor John Douglas

250-735-7177

john_douglas@portalberni.ca

Council Report January 17th, 2024

- CME work underway beside Canal Beach with preliminary work being carried out by Coastal Bridge on waterfront pilings preparatory for travel lift construction
-



** Polar Bear Community event on New Year's Day*

This New Years saw the most successful Polar Bear Swim in the history of Canal Beach with upwards of 600 attending and 200 swimmers. This event has traditionally been a city led initiative starting with the creation of the beach in 2013. It truly happens with a community of partners, starting with a collaboration of First Responders...some of whom are pictured here.



The efforts of David at Peak Radio have been instrumental in the return of this event after Covid caused its absence. Music by Mark (arranged by the Peak) added to the mood of first day fun, particularly with Bobby Darin singing “Splish Splash” as folks scrambled waterwards. The eldest lady swimmer of the day Jean wore her medal proudly!



In our City Parks and Rec Department the work of Shawn and Colleen has been fundamental for establishing the needed infrastructure such as posters, promotion and shelter on the day of.

The Port Alberni Port Authority enthusiastically embraced the concept, contributed the major prize and CEO Zoran was kind enough to attend and share in the festivities. Doug and Brandon of CME (Canadian Marine Engineering) gladly volunteered the use of

their upper parking lot to help relieve congestion as folks arrived en masse to participate. Dan, Brad and James of ABSea Towing kindly cleared the beach of logs and debris prior to the crowd plunge.



Both the volunteer Marine Rescue and the Alberni Valley Rescue Squad patrolled in and on the water to help ensure safety, while our City Fire and BC Ambulance stood by in the event that they were needed. Curtis, Jessica and the Korver family, as well as members of the congregation (thank you Jacob!) from the Christian Reformed Church ensured registration went smoothly and handed out prizes.



Michael, Lisa and more volunteers from the Salvation Army provided free hot drinks and free hot dogs, whilst Mitch, Dave and many other Kinsmen oversaw the cooking fire and marshmallow feast.



Several local leaders attended, including our MP Gord Johns, our Tseshah Chief Ken Watts, our former Mayor and Freeman of the City Ken McRae, our Freeman of the City Kenn Whiteman and our Cherry Creek representative Mike Sparrow.





Retailors such as the Broken Bow, Boomerangs Cafe and Cloud City all made donations to contribute for the winning participants.

A great many individuals amongst this Community of Partners made this event a success, including many who go unmentioned but not unnoticed. Thank you to all!



CITY OF PORT ALBERNI

City Hall 4850 Argyle Street Port Alberni V9Y 1V8

Telephone: (250) 723-2146

www.portalberni.ca

Councillor Report

For January 22, 2024

Councillor Debbie Haggard

November 8, 2023 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- John Jack was re-elected to the position of Chair and I was re-elected to the position of Vice-Chair.
- The ACRD will provide a letter of support to the HFN Hospitality Corporation supporting the application to the Regional Economic Diversification and Infrastructure Program for funding to assist in developing a Microtel in Port Alberni.

November 15, 2023 - Alberni Clayoquot Health Network – Highlights include:

- Update on the Coordinator's activities
- Presentation of the draft 2024 – 2026 budget
- Decolonized First second cohort has completed

November 17, 2023 - I was extremely honoured to be asked to emcee the **Grand Opening of Sage Haven Second Stage Housing**. On site supports will be offered to residents and include safety planning, crisis intervention, parenting support and tenancy resources. Units will be offered for periods of 6 – 18 months and are intended to transition residents to independent, permanent housing.

December 7, 2023 – Tour of Rainbow Gardens

December 8, 2023 – I attended the **Business Leaders Breakfast** hosted by the Alberni Valley Chamber of Commerce. The guest speaker was Ellen Flood, Executive Director of Sage Haven Society. Ellen gave a presentation of the many services that Safe Haven offers to members of our community.

December 12, 2023 – The table of partners of the **Alberni Clayoquot Health Network** held a strategic planning session to help guide the organization for the next five years.

December 12, 2021 – I went to the **ADSS Winter Concert** and I would like to recognize the many talented musicians and to thank our high school music teachers for the great work that they do.

December 13, 2023 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- Allocation of the Growing Communities funding
- Next steps for the Official Communities Plans
- The ACRD awarded the Inclusive Regional Governance consulting services contract

December 14, 2023 – Community Action Team – Highlights include:

- Presentation on Forensic Psychiatry
- 2024 planning and budgeting is in process

January 9, 2024 – AV Aquatics Advisory Committee – The consultant gave the results of the most recent public survey regarding preferred building scheme, budget and tax comfort level feedback and next steps for the project.

January 10, 2024 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- Cynthia Dick has been named the General Manager of Administrative Services
- The ACRD adopted the Log Train Trail Regional Park Management Plan
- BC Assessment has released property assessment information. The Overall percentage increase for the region is 1.2%.

January 12, 2024 – I attended the **Business Leaders Breakfast** hosted by the Alberni Valley Chamber of Commerce. John Jack, the Chair of the Alberni Clayoquot Regional District, gave an update on the Transportation Advisory Committee and the short and long term impacts of the road closure to residents, small business and industry.

January 16, 2024 – I attended the grand opening of the Reuse Store. This is a social enterprise providing employment opportunities and employment experience for people in the community, while also providing second or third life to household, entertainment, diy and home renovation items at an affordable price. Reuse stores are an integral part of a healthy circular economy.

Date: January 9, 2024

File No: 0390-20-AVICC

RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention
Enhancing Communications for Municipal Fire Departments Responding to Motor Vehicle Incidents

In alignment with Council's *2023-2027 Corporate Strategic Plan* and the goal of 'fostering a complete community that is safe, healthy and inclusive', Council for the City of Port Alberni is submitting the attached resolution for consideration.

Municipal fire departments play a crucial role in responding to motor vehicle incidents outside of fire protection boundaries on behalf of Emergency Management and Climate Readiness. However, many of the areas where these incidents occur lack adequate communications infrastructure, posing significant challenges to the safety and effectiveness of responders. This backgrounder aims to support the resolution proposed urging the Province of British Columbia to provide modern and reliable communications, such as Starlink, to responding agencies.

1. **Municipal Fire Department Response:** Municipal fire departments are often called upon to respond to motor vehicle incidents outside of their fire protection boundaries. These incidents may occur in remote or rural areas where specialized resources and expertise are required. Municipal firefighters are trained and equipped to handle these situations, ensuring the safety of individuals involved and minimizing the potential risks.
2. **Inadequate Communications Infrastructure:** One of the significant challenges faced by municipal fire departments is the lack of adequate communications infrastructure in the areas they respond to. In some cases, there may be no communications at all, making it difficult for responders to coordinate their efforts, request additional resources, or seek assistance from other agencies. This lack of communication hampers the effectiveness and efficiency of response operations, potentially compromising the safety of both responders and the public.
3. **Responsibility for Health and Safety:** Both Emergency Management and Climate Readiness and the municipality have a shared responsibility for the health and safety of responders. It is essential to provide responders with the necessary tools and resources to carry out their duties effectively and safely. Reliable communications play a vital role in ensuring the well-being of responders, enabling them to communicate critical information, coordinate their actions, and request assistance when needed.

To address the challenges posed by inadequate communications infrastructure, the City of Port Alberni proposes the following:

1. **Provision of Modern, Reliable Communications:** That AVICC and UBCM urgently request the Province of British Columbia to provide modern and reliable communications, such as Starlink, to responding agencies that are handling motor vehicle incidents on the province's behalf. Starlink, a satellite internet service, offers high-speed and reliable connectivity, even in remote and underserved areas. By

providing this technology to responding agencies, the provincial government can ensure seamless communication and enhance the safety and effectiveness of responders.

2. Collaboration with Telecommunication Providers: In addition to the provision of Starlink, the Province of British Columbia should collaborate with telecommunication providers to improve overall communications infrastructure in areas where motor vehicle incidents occur frequently. This collaboration can involve expanding coverage, improving network reliability, and exploring innovative solutions to address communication challenges in remote and underserved areas.

The lack of adequate communications infrastructure in areas where municipal fire departments respond to motor vehicle incidents poses significant challenges to the safety and effectiveness of responders. The proposed resolution requests that AVICC and UBCM urge the Province of British Columbia to provide modern and reliable communications, such as Starlink, to responding agencies. By doing so, the provincial government can enhance the safety and efficiency of response operations, ensuring the well-being of responders and the effective management of motor vehicle incidents.

Attachments:

Appendix 'A' | Telus Coverage Map in BC

Appendix 'B' | Rogers Coverage Map on Vancouver Island

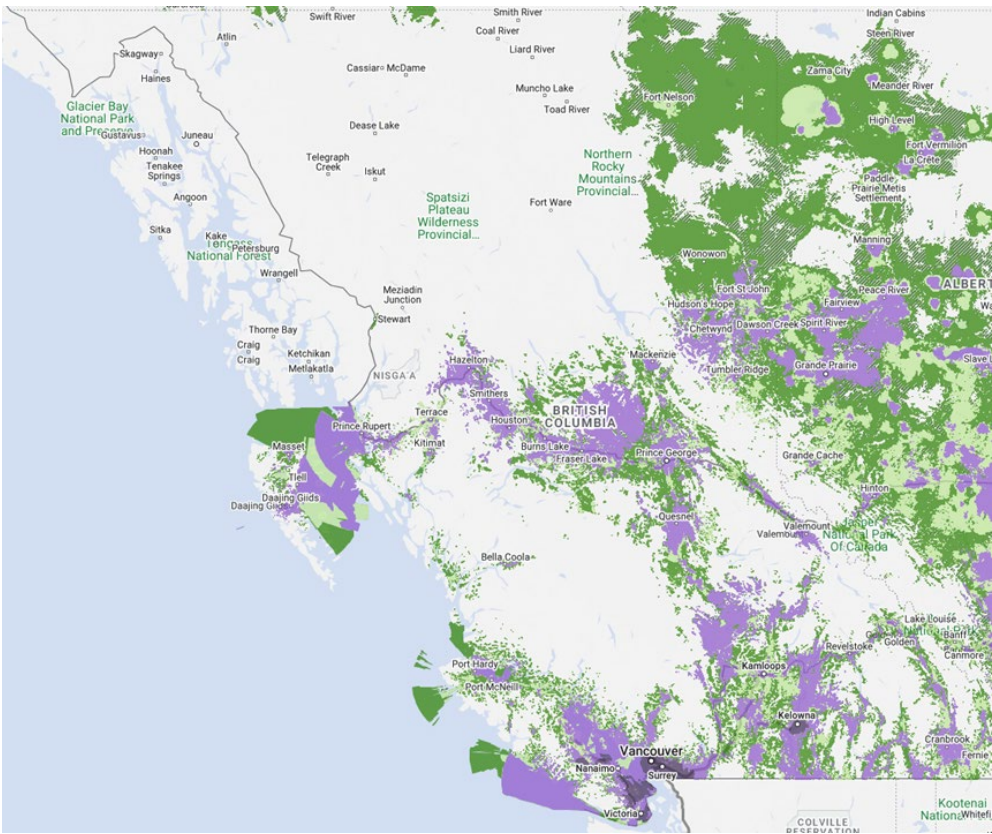
Yours truly,
CITY OF PORT ALBERNI

Sharie Minions
Mayor

c: City Council
M. Fox, CAO
D. Monteith, Director of Corporate Services

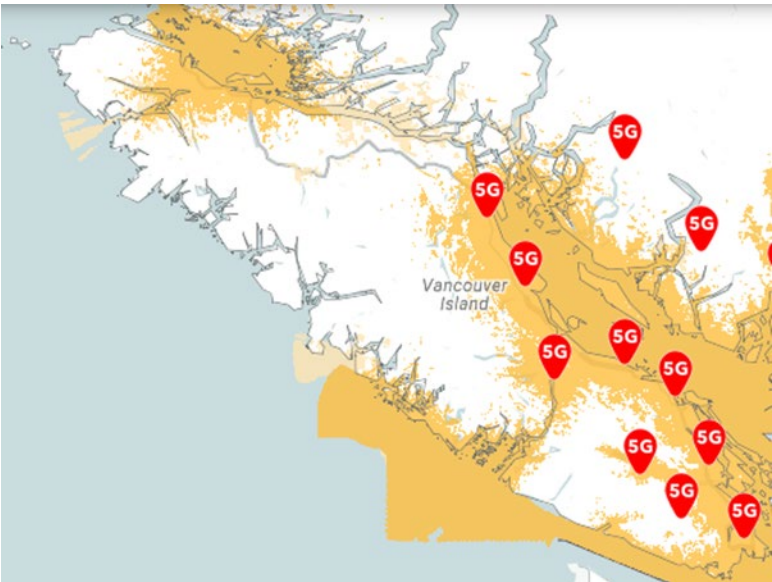
Appendix ‘A’

Telus Coverage Map in BC



Appendix ‘B’

Rogers Coverage Map on Vancouver Island



Date: January 9, 2024
File No: 0390-20-AVICC

RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention

Pre-Hospital Care | Demands on Local Governments

City of Port Alberni

WHEREAS the provision of pre-hospital care is a critical aspect of health care in British Columbia and Fire Departments, funded by local governments, have traditionally played a significant role in delivering pre-hospital care;

AND WHEREAS the increasing workload related to pre-hospital care, particularly in the area of medical first response, has put significant pressure on local governments;

AND WHEREAS pressure arises from the need to allocate additional resources for training, fuel, vehicle maintenance, consumables, and staffing;

AND WHEREAS pre-hospital care falls under the jurisdiction of the provincial government;

THEREFORE, BE IT RESOLVED that AVICC & UBCM urgently appeal to the Province of British Columbia to take immediate steps to adequately staff and operate pre-hospital care services autonomously, assuming full responsibility for pre-hospital care, alleviating the burden on local governments and ensuring the provision of efficient and effective emergency medical services OR alternatively, that the Province Of British Columbia take immediate steps to provide adequate funding to local governments to cover the cost of Fire Department First Responder programs to help alleviate the financial strain on local governments and ensure the continued provision of essential pre-hospital care services.

Date: January 16, 2024
File No: 0390-20-AVICC

RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention

Equitable Funding of Police Services

City of Port Alberni

WHEREAS the City of Port Alberni funds the greatest number of RCMP members in the Alberni Valley and pays significantly higher police costs per capita and per household compared to other municipalities and the Alberni Valley;

AND WHEREAS the current Police Services funding model for British Columbia does not take into account the financial commitment or funding contribution of each jurisdiction;

AND WHEREAS systemic social issues outside of a municipality's mandate, such as poverty, addiction, and mental health challenges, contribute to increased call volumes and demands on police services;

AND WHEREAS the City of Port Alberni's high police services costs are further exacerbated by the need to respond to and manage the impacts of these systemic social issues;

AND WHEREAS the City of Port Alberni's high police services costs have placed a significant burden on its taxpayers;

THEREFORE, BE IT RESOLVED that AVICC & UBCM urgently appeal to the Province of British Columbia to develop an equitable Police Services funding program for all BC municipalities and regional districts that takes into account the financial capacity and population size of each jurisdiction, as well as the additional demands placed on police services due to systemic social issues outside of a municipality's mandate.

Date: January 16, 2024
File No: 0390-20-AVICC

RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention

Sustainable and Equitable Funding of Public Libraries

City of Port Alberni

WHEREAS public libraries play a vital role in communities by providing access to resources, promoting literacy, supporting job seekers and small businesses, advancing reconciliation with Indigenous peoples, and promoting equity and inclusion;

AND WHEREAS public libraries in British Columbia are primarily funded by levies paid by local governments, and provincial funding for libraries has remained stagnant;

AND WHEREAS the costs to deliver library services and the demand for library services have increased exponentially over time;

THEREFORE, BE IT RESOLVED that AVICC & UBCM appeal to the Province of British Columbia to provide long-term sustainable funding for public libraries in BC;

AND BE IT FURTHER RESOLVED that the Province ensures that BC libraries receive regular increases to Provincial Government funding in subsequent years.

Date: January 16, 2024
File No: 0390-20-AVICC

RESOLUTION for Consideration by Delegates at the AVICC 2024 AGM & Convention

Increased Funding for [Rural] Colleges

City of Port Alberni

WHEREAS colleges in rural British Columbia play a crucial role in providing accessible and high-quality education and training opportunities for students across the province;

AND WHEREAS rural colleges in British Columbia face increasing demands and challenges, including rising operating costs, growing student populations, and the need to adapt to changing industry needs;

AND WHEREAS adequate funding is essential to ensure that rural colleges can continue to provide quality education, support student success, and meet the evolving needs of students and industries;

AND WHEREAS colleges in rural British Columbia provide closer to home education for those who otherwise cannot access training or education to provide necessary skills for employability;

AND WHEREAS colleges in rural British Columbia are challenged by distance and numbers when trying to meet the same requirements as colleges in more heavily populated areas;

THEREFORE, BE IT RESOLVED that AVICC & UBCM appeal to the Province of British Columbia to increase funding for rural colleges in British Columbia to support their operations, programs, and services;

AND BE IT FURTHER RESOLVED that the UBCM lobby the Government of British Columbia to develop a standard of college funding more closely reflecting the real costs of providing required training and education to the scattered population of rural British Columbia.



CITY OF PORT ALBERNI POLICY MANUAL

Title: Advisory Traffic Committee		
Department Responsible: Infrastructure Department		
New <input checked="" type="checkbox"/>	Pages: 1 OF 2	
Amended <input type="checkbox"/>		

1. PURPOSE

The primary function of the Advisory Traffic Committee is to assist Council in fulfilling oversight responsibilities by reviewing the infrastructure needs related to the control and movement of vehicular, pedestrian, cycling traffic, and other modes of active transportation within the City of Port Alberni.

2. COMPOSITION

- a) The Advisory Traffic Committee shall be composed of a maximum of one Council member to be appointed annually by Council.
- b) The Chair will be the Director of Infrastructure Services.
- c) A quorum shall be four members of the Committee.

Current members [One Representative from Each]

- City of Port Alberni Engineering and Public Works
- City of Port Alberni Fire Department
- City Council
- RCMP
- ICBC
- Transit
- School District #70
- Ministry of Transportation and Infrastructure
- First Nations Representatives

3. MEETINGS

The Advisory Traffic Committee shall meet at least four times annually. Additional meetings shall be held as deemed necessary by the Chair. The CAO and Director Infrastructure Services, or their designate shall attend all meetings to provide input and answer questions.

4. AUTHORITY

The Advisory Traffic Committee is established in accordance with Section 142 of *the Community Charter*, whereby a council may establish a committee to make recommendations to council on issues facing the City.

5. COMMUNICATIONS

- a) Minutes of Advisory Traffic Committee meetings and any recommendations shall be forwarded to and approved by City Council prior to implementation.
- b) Supporting information and schedules reviewed by the Advisory Traffic Committee shall be made available for review by any Council member upon request.

6. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Advisory Traffic Committee include the following:

- a) Documents and Reports Review
 - i. To periodically review the Advisory Traffic Committee's Terms of Reference and propose amendments for approval by Council;
 - ii. To review and comment on public written inquiries including but not limited to signage, road markings, crosswalks, traffic lights, and other related matters;
 - iii. To review internal infrastructure and management reports submitted to the Committee.
- b) Financial Reporting Principles and Processes
 - i. The committee will make recommendations to council on traffic related capital projects;
 - ii. If solutions are brought forward of an operational nature administration may use budgeted operational funds to implement the recommendation;
 - iii. Other committee members may fund or provide funding to complete projects in their purview or an approved City project.
- c) Process Improvement
 - i. To review any significant issues identified and brought to the advisory committee;
 - ii. To review internal control and risk management improvements, as appropriate;
 - iii. To review the extent to which recommendations have subsequently been implemented;
 - iv. To deal with matters referred to the Advisory Traffic Committee by City Council.
- d) Risk Management
 - i. To satisfy itself that the City has implemented appropriate systems to identify, monitor and mitigate significant business risks.

7. RULES OF PROCEDURE

Committee procedures shall be governed by the Council Procedures Bylaw.

8. REPORTING REQUIRED





The committee minutes and action items will be brought to council as information or action.

Effective Date: **TBD**

Authorized By: Council

Replaces:

Date: January 15, 2024
File No: 3090-20-DVP120
To: Mayor & Council
From: M. Fox, CAO
Subject: **DEVELOPMENT APPLICATION – Development Variance Permit (DVP 120)**
4821 Heath Road, Port Alberni
LOT 2, BLOCK 2, DISTRICT LOT 11, ALBERNI DISTRICT, PLAN 618B
Applicant: D. Sneddon

Prepared by:  H. Stevenson Planner I	Supervisor:  B. McLoughlin Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  M. Fox, CAO
--	--	--	--

RECOMMENDATION

THAT Council authorize the issuance of Development Variance Permit No. 120 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 4821 Heath Road:

- i. Vary Section 5.10.2 RR2 Site Development Regulations to increase the Maximum Coverage from 33% to 38% for a variance of 5%.
- ii. Vary Section 6.12.1 Projections to increase the maximum projection of an Open Porch into a required front yard from 1.85 m (6.1 ft) to 4.18 m (13.7 ft) for a variance of 2.33 m (7.6 ft).

PURPOSE

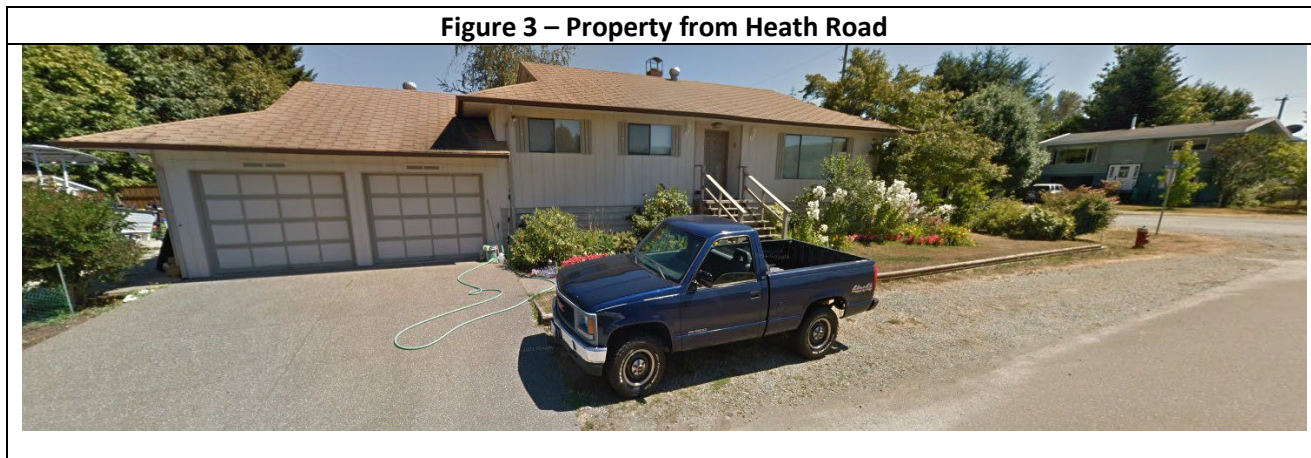
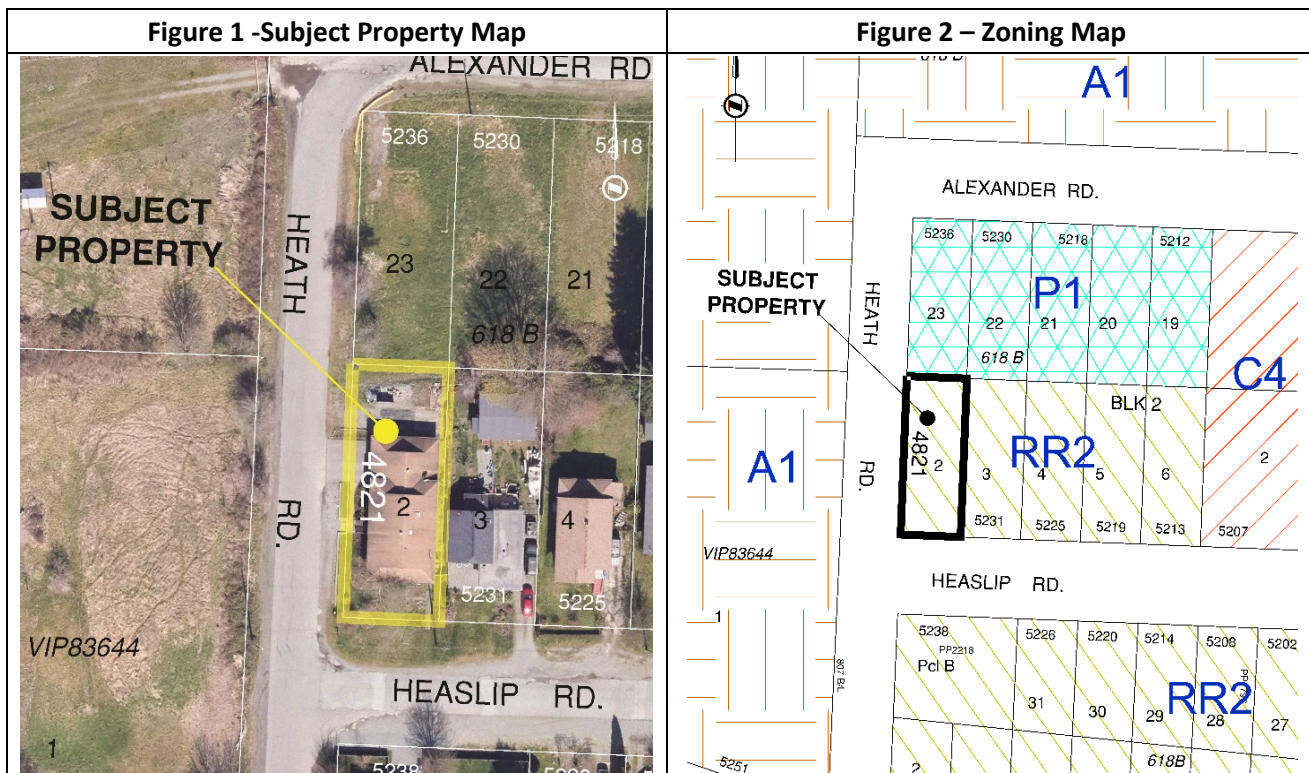
To consider a Development Variance Permit application (DVP 120) requesting to increase the permitted site coverage and projection distance of an open porch into a required front yard at 4821 Heath Road (subject property). The requested variances would enable construction of a deck in the property's front yard.

BACKGROUND

Subject Property and Site Context

The subject property is zoned *RR2 Semi-Rural Residential* in *Zoning Bylaw No. 5074* and is currently occupied by one single-detached dwelling. Surrounding properties are a mix of agricultural, residential, commercial, and institutional zoning. The lot pre-dates the Zoning Bylaw and is smaller than the minimum lot size specified for the RR2 zone, and the existing dwelling covers approximately 31.4% of the site. According to the Zoning Bylaw, the property's front lot line is the shorter one along Heaslip Road, however the dwelling was built to face Heath Road (side lot line). See Figure 3.

Location	Corner of Heaslip Road and Heath Road intersection.
Current Zoning	<i>RR2 Semi-Rural Residential</i>
Total Area	615.6 m2 (0.15 acres)
Official Community Plan (OCP)	<i>Schedule A: Land Use Map: Residential (RES)</i>



ALTERNATIVES/OPTIONS

1. *THAT Council authorize the issuance of Development Variance Permit No. 120 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 4821 Heath Road:*
 - i. *Vary Section 5.10.2 RR2 Site Development Regulations to increase the Maximum Coverage from 33% to 38% for a variance of 5%.*
 - ii. *Vary Section 6.12.1 Projections to increase the maximum projection of an Open Porch into a required front yard from 1.85 m (6.1 ft) to 4.18 m (13.7 ft) for a variance of 2.33 m (7.6 ft).*
2. *Council may pass a resolution to decline issuance of Development Variance Permit No. 120.*
3. *Council may direct staff to provide additional information.*

ANALYSIS

The applicant is seeking to vary Zoning Bylaw *Section 5.10.2* which specifies *Site Development Regulations* for the RR2 zone and *Section 6.12.1* which specifies permitted projection distances of building features into required yards. The applicant has requested variances to enable construction of a deck in the subject property's front yard. Table 1 summarizes the currently permitted and proposed site coverage and open-porch projection distance:

Table 1 – Proposed Variances			
		Required	Proposed
<i>5.10.2 RR2 Site Development Regulations</i>	<i>Increase the Maximum Coverage from 33% to 38% for a total variance of 5%.</i>	33%	38%
<i>6.12.1 Projections</i>	<i>Increase the projection of an open porch into a required front yard from 1.85 m to 4.18 m for a variance of 2.33 m.</i>	1.85 m (6.1 ft)	4.18 m (13.7 ft)

Zoning Bylaw No. 5074, 2023

Although the subject property's front lot line is along Heaslip Road according to the Zoning Bylaw, the existing dwelling was built to face Heath Road rather than Heaslip Road (see Figure 3). Therefore, the technical front yard does not function as intended. From a neighbourhood character perspective, the yard fronting Heaslip Road is a reasonable place to put a deck for private outdoor use. Staff do not anticipate significant impacts to surrounding properties related to approving the requested.

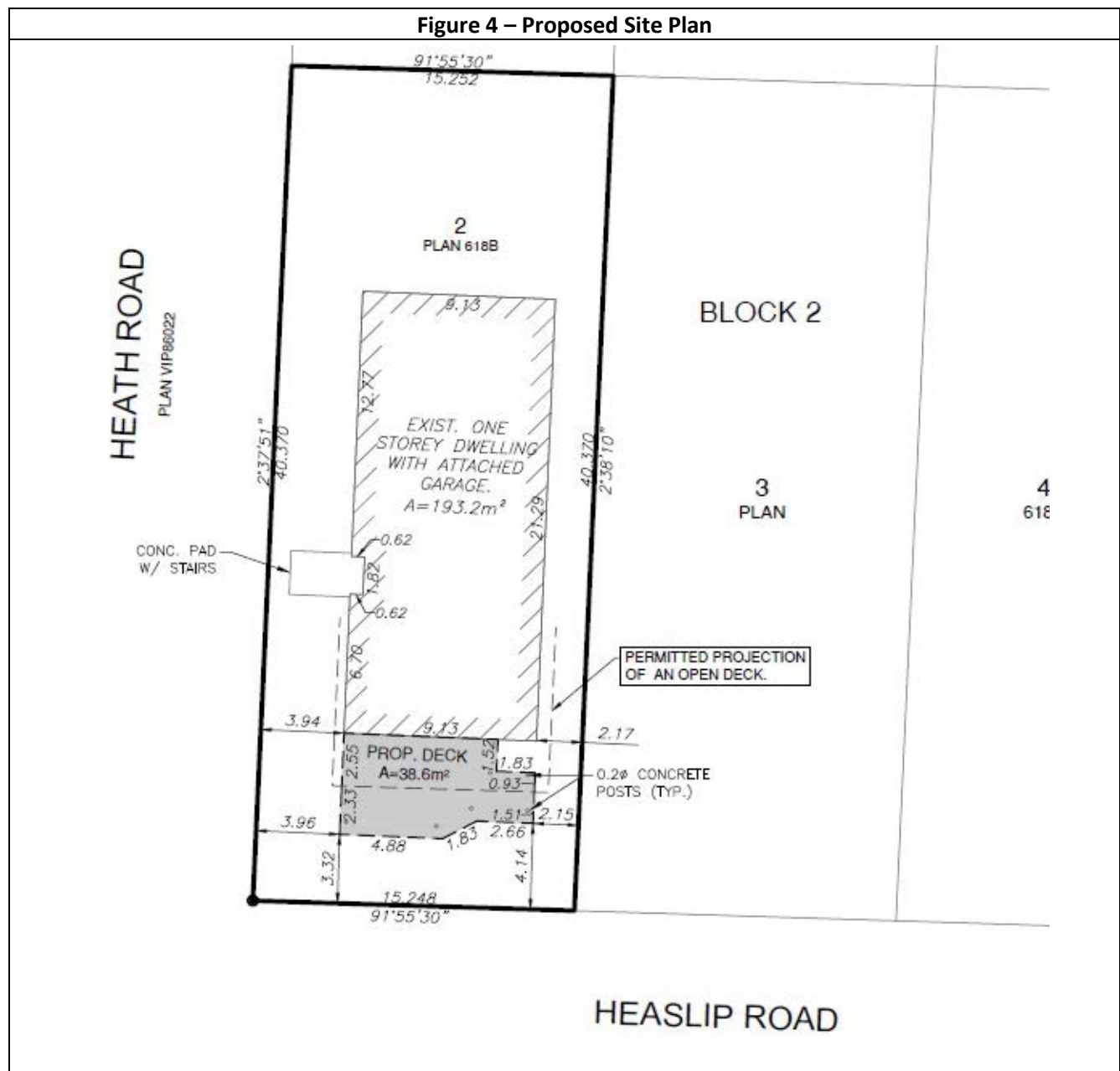
The 615 m² lot predates the Zoning Bylaw and is smaller than the *Minimum Lot Size* specified for the RR2 zone (1,160 m²). The maximum 33% coverage is therefore more restrictive for the subject property than for typical RR2 properties. As the existing dwelling already covers approximately 31.4% of the property, any further development is greatly restricted.

Internal Department Referrals

The application was referred to the City's internal departments. No comments or concerns were received in response.

Proposed Site Plan

The applicant has provided a site plan that shows the area and extent of the proposed open porch (see Figure 4). The plan also demonstrates the open porch projection distance permitted by the Zoning Bylaw.



IMPLICATIONS

Approving DVP 120 would enable construction of a deck within the required front yard at 4821 Heath Road.

COMMUNICATIONS

The application was referred to the Advisory Planning Commission (APC) at their meeting on December 21, 2023. The APC passed a motion recommending that Council support the application.

Public Notice

Staff completed all required notifications in accordance with *Local Government Act* section 499. Notices were mailed to all owners and occupants of property within 100 metres of the subject property. A total of 34 letters were mailed, and no responses were received by the date of this report.

BYLAWS/PLANS/POLICIES

Zoning Bylaw No. 5074, 2023:

The application proposes to vary *Zoning Bylaw No. 5074, 2023* sections:

- i. 5.10.2 RR2 Site Development Regulations, Maximum Coverage: 33%
- ii. 6.12.1 Projections in required front or rear yards, Open Porches: 1.85 m (6.0 ft)

SUMMARY

The City has received an application to vary *Section 5.10.2* and *Section 6.12.1* of the Zoning Bylaw to increase the maximum site coverage from 33% to 38% and to increase the permitted projection of an open porch into a required front yard from 1.85 m (6.1 ft) to 4.18 m (13.7 ft) at 4821 Heath Road. Staff support the requested variance.

ATTACHMENTS/REFERENCE MATERIALS

- *Development Variance Permit No. 120*

C: D. Monteith, Director of Corporate Services
J. Macdonald, Director of Infrastructure Services
R. Gaudreault, Building and Plumbing Inspector



4850 Argyle Street | Port Alberni BC
V9Y 1V8 Canada
www.portalberni.ca
T. 250-723-2830
F. 250-723-3402

DEVELOPMENT VARIANCE PERMIT

Development Variance Permit No: 120

Registered Owner(s): Dean Sneddon

Applicant: Registered Owner

Subject Property: 4821 Heath Road, Port Alberni BC

Parcel Identifier: 008-735-042

Legal Description: Lot 2, Block 2, District Lot 11, Alberni District, Plan 618B

Purpose: To vary the maximum site coverage and projection of an open porch into a required front yard.

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

Dean Sneddon

4821 Heath Road, Port Alberni, BC V9Y 8A4

to:

- a) Vary Section 5.10.2 RR2 Site Development Regulations to increase the Maximum Coverage from 33% to 38% for a variance of 5%.
- b) Vary Section 6.12.1 Projections to increase the maximum projection of an Open Porch into a required front yard from 1.85 m (6.1 ft) to 4.18 m (13.7 ft) for a variance of 2.33 m (7.6 ft).

for development on the lands legally described as Lot 2, Block 2, District Lot 11, Alberni District, Plan 618B (PID: 008-735-042) and located at **4821 Heath Road**, as shown on the Schedule A map attached.

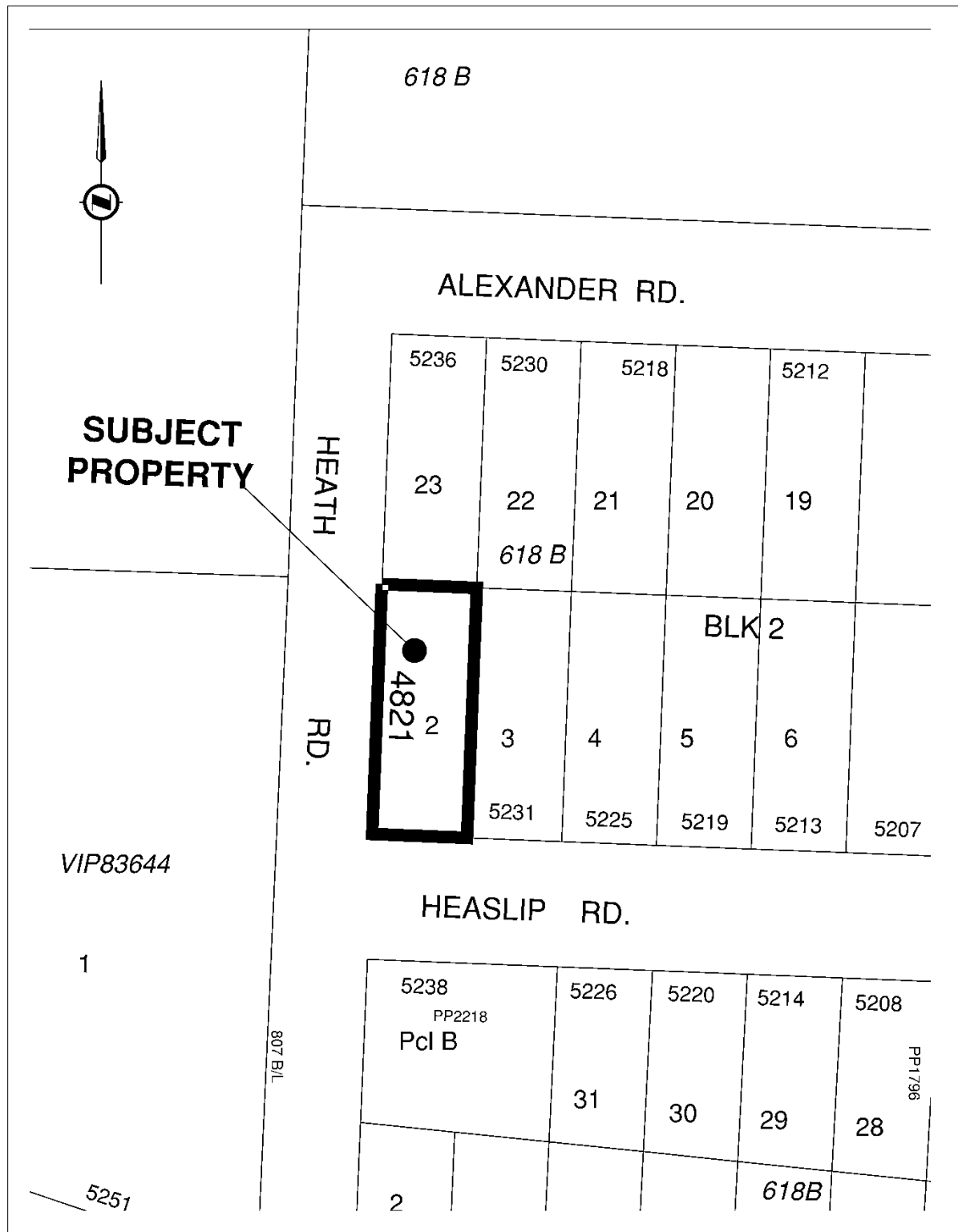
In accordance with the provisions of Section 498 of the *Local Government Act RSBC 2015*, approval of this Permit was granted by resolution of the City Council on _____, __, 2024.

Authorized by

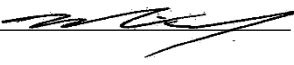
Corporate Officer

This Permit is issued under the Seal of the City of Port Alberni on _____, __, 2024.

Schedule A – Location Map



Date: January 12, 2024
File No: 4020-30 NR
To: Mayor & Council
From: M. Fox, CAO
Subject: 5170 Argyle Street [Port Pub] – Remedial Action Order

Prepared by: MC. MASSICOTTE MANAGER OF COMMUNITY SAFETY AND SOCIAL DEVELOPMENT	Supervisor: D. MONTEITH DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  M. Fox, CAO
--	--	--

RECOMMENDATION

WHEREAS

Remedial Action:

1. THAT Council, pursuant Sections 72 and 73 of the Community Charter, considers that the property at 5170 Argyle St and having a legal description of: LT 24 BLK 86 DL 1 ALD PL VIP197 & LT 23 BLK 86 DL1 ALD PL VIP197 (the "Property") is in an unsafe condition and that the structure on the Property (the "Structure") contravenes the BC Building Code and the Port Alberni Building Standards Bylaw No. 4975, 2018;
2. THAT Council, pursuant to Sections 72 and 74 of the Community Charter, declares that the Structure and the discarded materials and refuse about the Structure on the Property are a nuisance and are so dilapidated and unclean as to be offensive to the community;
3. AND FURTHER THAT Council, pursuant to Section 72, 73 and 74 of the Community Charter, resolves that:
 - a. 1052162 BC Ltd., being the registered owner of the Property (the "Owner"), is hereby required to:
 - i. carry out the following work within 30 days of the date that notice of this Resolution is sent to the Owner:
 1. Repair the exterior walls of the Structure, including coping and flashing, to restore the integrity of the building envelope to a condition sufficient to protect the Structure from the weather and from infestations of insects, rodents and other pests, including without limitation by:
 - a. remediating any holes, breaks, loose or rotting boards or timbers and any other condition which might permit the entry of insects, rodents or other pests to the interior of the walls or the interior of the Structure;
 - b. Applying paint, stain or other protective coating to the exterior walls so as to adequately protect them against deterioration;

2. *Remove or permanently cover all graffiti from the exterior of the Structure;*
3. *Replace/repair all broken or missing handrailing on staircases;*
4. *Replace all broken, cracked or otherwise compromised exterior windows to a weathertight condition which operates to provide light and ventilation;*
5. *Replace or repair all damaged, decayed or deteriorated window sashes, window frames and casings;*
6. *Replace or repair all exterior doors of the Structure so that they are weathertight, operational, fit tightly within their frames when closed and self closers are operational with no binding, and locked so as to prevent entry, with at least one entrance door capable of being locked from both inside and outside;*
7. *Replace or repair all interior entrance doors and door frames for each unit to be fitted with proper fitting door in good operating condition and provide locking door knobs;*
8. *Replace or repair the roof of the Structure to a watertight condition with no leaks;*
9. *All drywall repairs to be completed for fire separation and integrity of building;*
10. *An engineer and/or architect must attend, inspect and sign off on the replacement and repair of the fire safety and exit issues;*
11. *Replace or repair all fire escapes and devises for safe exiting, stairs to a safe and clean condition free from rot, holes, cracks, excessive wear and warping, or hazardous obstructions;*
12. *Have licensed electrician inspect and repair all electrical to ensure all lighting, cover plates and smoke and co2 detectors to be in working operation;*
13. *Have a licensed plumber evaluate and make repairs to all communal washrooms, as required inclusive of showers, toilets and hot water tanks;*
14. *Replace or repair all fire protections systems, heat detections, smoke detections, fire alarms, fire extinguishers, sprinkler systems, exit signs, emergency lighting, annunciator panel, fire separations and means of egress required by the BC Building Code and BC Fire Code to a functional and unobstructed condition;*
15. *Remove and properly dispose of all refuse from the interior and exterior common spaces of the Property, including food waste, combustibles, non-combustibles, furniture, appliances, tires, construction waste, stripped or wrecked automobiles, trucks, trailers, boats, vessels or machinery; parts or components of any of the aforementioned, to an appropriate disposal site;*

-
16. *Designate a space or area for daily refuse on premises and not in emergency egress areas;*
 17. *Eliminate all rodents, vermin and insects and soiling's from the Structure;*
 18. *Permanently remove all objects placed, stored, or maintained upon any hallways, or entrance way which may interfere with access or egress to or from the Building in case of fire or other emergency, including all access areas on the Property; and*
 19. *Prepare a Fire Safety Plan in cooperation with Port Alberni Fire Department and Approved from Fire Prevention Officer.*

Compliance & Reconsideration Notice Time Limit Recommendations:

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

Municipal Action at Defaulter's Expense:

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

PURPOSE

This report provides Council with information pertaining to the compliance and nuisance issues related to the Property at 5170 Argyle Street, Port Alberni, and recommends that Council impose remedial action requirements on the Property to compel the Owner to bring the Property into compliance with City bylaws, provincial building legislation, and to remedy its status as a nuisance, in addition to obtaining Council direction to proceed with direct action on the Property if compliance is not achieved within the required time limit set by Council.

BACKGROUND

Community Charter Remedial Action Authority and Process

Sections 72 through 80 of the [Community Charter](#) outline the process for remedial action requirements. Remedial action requirements are imposed by Council resolution and do not require enacting a bylaw.

Section 72 of the *Community Charter* provides the authority for Council to impose remedial action requirements on property owners, lessees or occupiers of land in relation to hazardous conditions or declared nuisances. Section 2(b)(i-iv) also stipulates the actions that Council may require the person to:

- i. Remove or demolish the matter or thing;
- ii. Fill it in, cover it over or alter it;
- iii. Bring it up to standard specified by bylaw; or

-
- iv. Otherwise deal with it in accordance with the directions of Council or a person authorized by Council.

Section 73 details Council’s authority to impose a “hazardous condition” remedial action requirement on a property. Council may only impose a remedial action requirement in relation to a hazardous condition if:

- a) Council considers that the matter or thing is in or creates an unsafe condition; or
- b) The matter or thing contravenes the Provincial building regulations.

Section 74 details Council’s authority to impose a “declared nuisance” remedial action requirement on a property. This section affords Council significant latitude with regards to determining what “matters or things” in relation to a property can be declared a nuisance. This includes the ability for Council to make directions in relation to a thing that is so dilapidated or unclean as to be offensive to the community.

Section 76 stipulates the minimum time period that Council can set for compliance, which is at least 30 days after notice is sent to the person subject to the remedial action requirement.

Section 77 outlines the process the City must follow to notify the property owner or their representatives of Council’s decision to impose a remedial action requirement on the property. It also references the ability for the City to exercise its authority under [Section 17](#) of the *Community Charter* [municipal action at defaulter’s expense] if the remedial action requirement is not completed by the compliance date. Furthermore, Section 17 authorizes the City to collect all related costs as a debt owed to the City which, if unpaid, can be transferred to the property’s taxes as arrears at the end of the year, in accordance with [Division 14](#) [Recovery of Special Fees] of Part 7 [Municipal Revenue] of the *Community Charter*.

Section 78 allows a person affected by the remedial action requirement to request Council reconsider their decision and an opportunity to make a representation directly to Council. This section states the default time period for an affected person to request reconsideration 14 days from the date the notice was sent to the affected persons; Council may extend this time period by resolution, but may only shorten it in cases of emergency.

The Property and the Structure are currently in contravention of the below listed provisions of the following City of Port Alberni Bylaws.

City of Port Alberni Property Maintenance Bylaw No. 4712

Relevant Provisions:

The definition of “unsightly” means *an untidy or otherwise non-aesthetic accumulation of filth, discarded materials or refuse on any real property, and includes graffiti.*

Section 4(a) *requires all real property to be maintained by the property owner or their designate.*

Section 4(b) *no property owner shall cause or permit the accumulation of refuse on his or her property.*

Section 4(k) *No property owner shall permit graffiti in a place visible from adjacent public or private property.*

City of Port Alberni Building Standards Bylaw No. 4975

Relevant Provisions

Every owner or occupier of a real property that contains a Building shall maintain the Building in compliance with the standards set out forming part of this Bylaw.

Every owner of a real property that contains a residential, commercial or industrial Building in the City of Port Alberni shall maintain the Building in accordance with the requirements of this Bylaw.

SCHEDULE "A"

The Owner of a Building or Vacant Building must comply with the following maintenance standards of this Schedule.

PART 1: EXTERIOR WALLS

1.1 The exterior of every building must be constructed, repaired and maintained in a manner that ensures the integrity of the building envelope to protect the building from the weather and from infestations of insects, rodents and other pests.

1.2 Without restricting the general obligation set out in subsection 1.1:

- (a) all exterior surfaces must consist of materials that provide adequate protection from the weather;
- (b) all exterior walls and their components, including casing and flashing, must be maintained in good repair;
- (c) all exterior walls must be free of holes, breaks, loose or rotting boards or timbers, and any other condition which might permit the entry of insects, rodents or other pests to the interior of the wall or the interior of the Building;
- (d) exterior wood surfaces must be adequately protected against deterioration by the periodic application of paint, stain, or other protective coating;
- (f) the mortar of any masonry or stone exterior wall may not be loose or dislodged.
- (g) the exterior of every building must be free of graffiti;
- (h) loose material must be removed from exterior walls, doors, and window openings;
- (i) all windows must be in good repair and properly glazed; and
- (j) all exterior doors to the Building must be operational, fit tightly within their frames when closed, and are locked so as to prevent entry.

PART 2: ROOFS

2.1 Roofs must be constructed and maintained using standard roofing material so as to prevent:

- (a) rainwater or melting snow falling on the roof from entering the Building;
- (b) rainwater or melting snow falling on the roof from negatively affecting neighbouring buildings or properties; and
- (c) objects and materials from falling from the roof.

2.2 Without restricting the general obligation set out in subsection 2.1:

- (a) Roofs, including fascia boards, soffits, cornices, flashing, eaves troughs and downspouts must be maintained in a watertight condition;
- (b) Roof drainage must be controlled in order to eliminate or minimize runoff to neighbouring properties that:
 - (i) accumulates or causes ground erosion;
 - (ii) causes dampness in the walls, ceilings, or floors of any portion of any neighbouring Building; and
 - (iii) accumulates on sidewalks or stairs in a manner so as to create a hazardous condition.

2.3 Loose or unsecured objects and materials, including accumulations of snow or ice or both that are likely to fall on passersby or are likely to result in the collapse of the roof, must be removed from the roof of a building or an accessory building.

PART 3: FIRE ESCAPES, STAIRS, BALCONIES, AND PORCHES

3.1 Fire escapes, stairs, balconies, and porches shall be maintained:

- (a) In a safe and clean condition;
- (b) In good repair; and
- (c) Free from holes, cracks, excessive wear and warping, and hazardous obstructions.

PART 4: WINDOWS

4.1 Existing windows and frames shall be in sound condition, shall be weathertight and shall operate to provide light and ventilation.

4.2 Maintenance of window as referred to in subsection 4.1 may include painting, refitting, repairing or replacing damaged, decayed, or deteriorated window sashes, window frames, and casings.

PART 5: PEST PREVENTION

5.1 An owner shall ensure that residential and commercial premises are kept free of rodents, vermin, and insects at all times, and appropriate extermination measures shall be taken, as necessary.

PART 6: FLOORS

6.1 Every floor shall be reasonably level, smooth, and maintained in good condition.

PART 7: DOORS

7.1 Existing doors and frames shall be maintained in good repair and weather tight.

7.2 At least one entrance door in every Building shall be capable of being locked from both inside and outside.

PART 8: FIRE PROTECTION SYSTEMS

8.1 Any fire protection system, including alarm and monitoring systems required by the BC Building Code and BC Fire Code, must be maintained in an operational condition.

Section 13 of this bylaw permits City Staff to carry out work required on a property if the owner fails to comply with a formal notice/order to remediate. Costs incurred by the City can be recovered through the real property tax roll and collected in the same manner as property taxes.

Section 14 of this bylaw reiterates Council's authority to impose a remedial action requirement under Division 12, Part 3 of the *Community Charter*. Remedial action can include, but is not limited to, requiring a property to be fully compliant with City bylaws and regulations within 30 days.

Section 15, Recovery of City Costs through the Sale of Property. In accordance with Section 80 of the *Community Charter*, if remedial action requirements have not been satisfied by the date specified for compliance, the City may sell the matter or thing in relation to which the requirement was imposed or any part or material of it.

BC Building Code

Relevant Provisions:

Section 1.1 General

1.1.1.1. Application of this Code

1.1.1.2. Application of this Code

1) This Code applies to any one or more of the following:

h) the correction of an *unsafe condition* in or about any *building*.

j) the work necessary to ensure safety in parts of a building

i) that remain after a demolition,

ii) that are affected by but that are not directly involved in alterations, or

iii) that are affected by but not directly involved in additions,

k) except as permitted by the British Columbia Fire Code, the installation, replacement, or alteration of materials or equipment regulated by this Code,

1.1.1.2. Application to Existing Buildings

1) Where a building is altered, rehabilitated, renovated or repaired, or there is a change in occupancy, the level of life safety and building performance shall not be decreased below a level that already exists. (See Note A-1.1.1.2.(1).)

Section 1.1. General

1.1.4. Fire Safety Plan

1.1.1.4.1. Fire Safety Plan

1) Fire safety plans shall conform to the British Columbia Fire Code.

Section 1.2. Compliance

1.2.1. Compliance with this Code

1.2.1.1. Compliance with this Code

1) Compliance with this Code shall be achieved by

a) complying with the applicable acceptable solutions in Division B (see Note A-1.2.1.1.(1)(a)), or

b) except as required by Sentence (3), using alternative solutions, accepted by the authority having jurisdiction under Section 2.3 of Division C, that will achieve at least the minimum level of performance required by Division B in the areas defined by the objectives and functional statements attributed to the applicable acceptable solutions (see Note A-1.2.1.1.(1)(b)).

2) For the purposes of compliance with this Code as required in Clause 1.2.1.1.(1)(b), the objectives and functional statements attributed to the acceptable solutions in Division B shall be the objectives and functional statements referred to in Subsection 1.1.2. of Division B.

3) An alternative solution shall not be used in place of an acceptable solution if the acceptable solution expressly requires conformance to a provincial enactment other than Book I (General) or Book II (Plumbing Systems) of the British Columbia Building Code.

- 1.2.1.2. Responsibility of Owner
1) Unless otherwise specified in this Code, the owner of a building shall be the person responsible for carrying out the provisions of this Code in relation to that building.
2) The owner of a building is in no way relieved of full responsibility for complying with this Code by the authority having jurisdiction
a) granting a building permit,
b) approving drawings or specifications, or
c) carrying out inspections.
- Section 3.3 Fire Protection, Occupant Safety and Accessibility
Section 3.3 Safety within Floor Areas
3.3.1.5. Egress Doorways
1) Except for dwelling units, a minimum of 2 egress doorways located so that one doorway could provide egress from the room or suite as required by Article 3.3.1.3. if the other doorway becomes inaccessible to the occupants due to a fire which originates in the room or suite, shall be provided for every room and every suite
c) in a floor area that is not sprinklered throughout, and
i) the area of a room or suite is more than the value in Table 3.3.1.5.-A, or
ii) the travel distance within the room or suite to the nearest egress doorway is more than the value in Table 3.3.1.5.-A
- 3.3.1.23. Obstructions
1) No obstruction shall be permitted in any occupancy that would restrict the width of a normal means of egress from any part of a floor area to less than 750 mm unless an alternative means of egress is provided adjacent to, accessible from, and plainly visible from the obstructed means of egress. (See Note A-3.3.1.23.(1).)
- 3.3.4.7. Stairs, Ramps, Landings, Handrails and Guards for Dwelling Units
1) Except as required in Article 3.3.4.8., stairs, ramps, landings, handrails and guards within a dwelling unit shall conform to the appropriate requirements in Section 9.8.
- 3.3.4.8. Protection of Openable Windows
- 3.3.4.9. Resistance to Forced Entry
1) Dwelling units shall conform to Article 9.7.2.1. and Subsection 9.7.5
- Section 7.1. General
7.1.1. Scope
7.1.1.1. Scope
1) The scope of this Part shall be as described in Subsection 1.3.3. of Division A.
- 7.1.1.2. Application
1) This Part applies to the design, construction, extension, alteration, renewal or repair of plumbing systems.
- 7.1.2. Design and Installation

-
- 7.1.2.1. Conformance
 - 1) Every plumbing system shall be designed and installed in conformance with Book II (Plumbing Systems) of this Code.
 - 7.1.3. Required Facilities
 - 7.1.3.1. All Buildings Except Dwelling Units
 - 1) Buildings shall be equipped with plumbing facilities as required in Subsection 3.7.2. and Article 3.8.2.8.
 - 7.1.3.2. Dwelling Units
 - 1) Dwelling units shall be equipped with plumbing facilities as required in Section 9.31.
 - 7.1.4. Definitions
 - 7.1.4.1. Defined Terms
 - 1) Words that appear in italics are defined in Article 1.4.1.2. of Division A.

City of Port Alberni Fire Control Bylaw No. 4876

Relevant Provisions:

Section 16; Fire Protection Equipment

- (a) Every owner of premises must ensure that all *Fire Protection Equipment* required under the *Building Code* or *Fire Code* is inspected, tested and maintained in accordance with good engineering practices and the applicable standards, requirements and guidelines of the *Building Code*, the *Building Bylaw*, the *Fire Code*, this Bylaw and all other applicable enactments, all as amended or replaced from time to time, and any equivalents or alternative solutions required or accepted under those enactments.

Section 19; Activation of a Fire Alarm System

- (b) A person must not activate a *Fire Alarm System* unless:
 - (i) there is a fire;
 - (ii) the person reasonably believes that a fire or other *Incident* is occurring or is imminent; or
 - (iii) the activation is carried out for testing purposes by persons authorized by the *Fire Chief*.

Section 21; No Obstructions

- (c) A person must not cause to be placed, stored, or maintained upon any roof or balcony any material or object which may interfere with access or egress or *Fire Department* operations in case of fire or other emergency, and shall remove all such objects or materials upon the order of the *Fire Chief* or any *Member*.
- (d) A person must not obstruct access passageways on a roof surface required by the *Fire Code* or *Building Code*.
- (e) Every owner or occupier of premises must at all times ensure that all exits and means of egress required under the *Building Code*, *Fire Services Act*, *Fire Code* or the *Building Bylaw* or the *Building Standards Bylaw* are properly maintained and remain unobstructed at all times.

BC Fire Code

Relevant Provisions

Section 2.1. General

2.1.1. Scope

2.1.1.1. Application

1) This Part provides for the safety of the occupants in existing buildings, the elimination or control of fire hazards in and around buildings, the installation and maintenance of certain life safety systems in buildings, the installation and maintenance of posted signs and information, and the establishing of a fire safety plan in those occupancies where it is considered necessary.

2.1.3.3. Smoke Alarms

(See Note A-2.1.3.3.)

1) Smoke alarms shall be installed in each dwelling unit and, except for care, treatment or detention occupancies required to have a fire alarm system, in each sleeping room not within a dwelling unit.

2) Smoke alarms within dwelling units shall be installed between each sleeping area and the remainder of the dwelling unit, and where the sleeping areas are served by hallways, the smoke alarms shall be installed in the hallways.

3) Smoke alarms shall be installed in conformance with CAN/ULC-S553, "Installation of Smoke Alarms."

4) Smoke alarms are permitted to be battery operated in a) a building that is not supplied with electrical power, or b) locations within a dwelling unit where smoke alarms were not required by the British Columbia Building Code at the time of construction or alteration of the dwelling unit.

2.1.3.6. Inspection, Maintenance and Testing of Fire Safety Devices

(See Note A-2.1.3.6.)

1) Where specific references to the inspection, maintenance and testing of fire safety devices and building fire safety features are not made in this Code, such devices and features shall be maintained to ensure they operate as per their design or function according to their original intent.

2.1.4. Posted Information

2.1.4.1. Posting

1) Where a sign, notice, placard or information is required to be posted, it shall be

a) clearly legible, and

b) except as provided in Sentence (2), permanently mounted in a conspicuous or prominent location in proximity to the situation to which it refers.

2) Where the situation for which posting is required is of a temporary nature, permanent mounting need not be provided.

2.1.4.2. Maintenance

1) Every sign, notice, placard or information that is required to be posted shall be maintained in conformance with Article 2.1.4.1.

- 2.1.5. Portable Extinguishers
- 2.1.5.1. Selection and Installation
 - 1) Portable extinguishers shall be installed in all buildings except dwelling units.
 - 2) Except as otherwise required by this Code, portable extinguishers shall be selected and installed in accordance with NFPA 10, “Portable Fire Extinguishers.”
 - 5) Portable extinguishers in proximity to a fire hazard shall be located so as to be accessible without exposing the operator to undue risk. (See Note A-2.1.5.1.(5).)
- 2.1.3. Fire Safety Installations
- Section 2.7. Safety to Life
- 2.7.1. Means of Egress 2.7.1.1. Means of Egress
 - 1) Means of egress shall be provided in buildings in conformance with the British Columbia Building Code.
- 2.7.1.6. Maintenance
 - 1) Means of egress shall be maintained in good repair and free of obstructions.
- 2.7.3. Exit Lighting, Exit Signs and Emergency Lighting
- 2.7.3.1. Installation and Maintenance
 - 1) Means of egress lighting, emergency lighting, exit signs and the location of exit signs in buildings shall conform to the British Columbia Building Code. (See Note A-2.7.3.1.(1).)
 - 2) Exit lighting and exit signs shall be illuminated during times when the building is occupied. 3) Emergency lighting and exit signs shall be maintained in operating condition, in conformance with Section 6.5.
- 2.8.2.7. Posting of Fire Emergency Procedures
 - 1) At least one copy of the fire emergency procedures shall be prominently posted on each floor area.
- Section 2.8. Emergency Planning
- 2.8.1. General
- 2.8.1.1. Application
 - 1) Fire emergency procedures conforming to this Section shall be provided for a) every building containing an assembly, care, treatment or detention occupancy,
 - b) every building required by the British Columbia Building Code to have a fire alarm system,
 - c) demolition and construction sites regulated under Section 5.6.,
 - d) storage areas required to have a fire safety plan in conformance with Articles 3.2.2.5. and 3.3.2.9.,
 - e) areas where flammable liquids or combustible liquids are stored or handled, in conformance with Article 4.1.5.5., and
 - f) areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.
- 2.8.1.2. Training of Supervisory Staff

-
- 2.8.1.3. 1) Supervisory staff shall be trained in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety. (See Note A-2.8.1.2.(1).)
Keys and Special Devices
1) Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty supervisory staff.
- 2.8.2. Fire Safety Plan
2.8.2.1. Measures in a Fire Safety Plan
1) In buildings or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include
- a) the emergency procedures to be used in case of fire, including
 - i) sounding the fire alarm (see Note A-2.8.2.1.(1)(a)(i)),
 - ii) notifying the fire department,
 - iii) instructing occupants on procedures to be followed when the fire alarm sounds,
 - iv) evacuating occupants, including special provisions for persons requiring assistance (see Note A-2.8.2.1.(1)(a)(iv)),
 - v) confining, controlling and extinguishing the fire,
 - b) the appointment and organization of designated supervisory staff to carry out fire safety duties,
 - c) the training of supervisory staff and other occupants in their responsibilities for fire safety,
 - d) documents, including diagrams, showing the type, location and operation of the building fire emergency systems,
 - e) the holding of fire drills,
 - f) the control of fire hazards in the building, and g) the inspection and maintenance of building facilities provided for the safety of occupants. (See Note A-2.8.2.1.(1).)
- 2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

Site History/Issues:

The registered owner on title for the Property is 1052162 BC Ltd. (the “Owner”) and P. WANG, is the Director of the Company.

The Property operates 3 businesses from this location:

- Port Pub holding a valid business license by 1185818 BC Ltd
- Port Hotel holding a valid business licence by 1109898 BC Ltd
- Toad’s Hoppin Delivery Services holding a valid business license by Todd Peterson

The Bylaw Department has expended significant resources in an attempt to gain compliance. The Property currently has the highest call volumes in Port Alberni, requiring the most resources. These resources include Police, Fire, Building and Bylaw Services. In 2023, there were 15 files generated for Bylaw Services; 24 Bylaw Offence tickets have been issued to the property owner in 2023 resulting in only 5 of them being paid, and

none being disputed. To date the amount owing in outstanding bylaw tickets, less pending disputes, totals \$7,812.50. As additional information, the Port Alberni Fire Department responded to 92 calls for service in 2023. The RCMP had 88 calls for service in 2023, up from 48 in the prior year (Appendix B).

This property was first introduced to the nuisance abatement working group in March 2020 which later resulted in Council passing a series of resolutions for remedial action in September 2020. In October 2020 staff met with the Property owner and manager on-site to review actions that had taken place following the order. As the majority of items had been remedied Council resolved;

THAT Council direct staff to refrain from considering enforcement measures so long as significant and appropriate progress continues to be made on the part of the property owner/manager on completing the outstanding Remedial Action Requirements as ordered by Council at its meeting held September 14, 2020. Further, that Council will revisit this matter at its Regular meeting on November 23, 2020 to ensure remedial action requirements have been or are continuing to be met. [Res No. 20-283].

A Reminder of the Remedial Action Order was sent to the property owner in February 2021. Despite the property undergoing improvements during that time, the Property is periodically or currently in violation of the following Bylaws:

Anti-litter Bylaw No. 4874
Building Bylaw No. 5077
Building Standards Bylaw No. 4975
Fire Control Bylaw No. 4876
Noise Control Bylaw No. 4718
Property Maintenance Bylaw No. 4712
Solid Waste Collection and Disposal Bylaw No. 5030
Zoning Bylaw No. 5074

There have been four (4) Fire Inspections conducted between October 2023 and January 11, 2024. The last Fire Inspection was attended by the Chief Fire Prevention Officer, two City Building Inspectors, one Bylaw Enforcement Officer, and the Building Owner P. Wang. A copy of the Fire Inspection Report is attached to this report as Appendix A. Staff note that the Fire Inspection Report refers to one item, posting unit numbers, as in contravention to Bylaw 4577. This is a typo and should read Bylaw 5077. The most concerning violations are from the Fire Control Bylaw, with the emergency doors not working as intended, tied open or barricaded with garbage piled at the bottom of the fire escape.

There is significant garbage accumulating inside of the Structure often extending out into the alley, sidewalk and fire exits, obstructing egress. Inside, communal washrooms are out of service, missing doors off of units, padlocks on the outside of doors, exposed wires, drug paraphernalia, rats, interior ceilings, walls and doors are full of holes, leaking water, missing drywall and black mold is visible throughout the top and bottom floors.

The Fire Department has responded to 46 verified false alarm calls and 94 calls for service in 2023. These alarms appear to have been activated due to causes including leaks in the roof, smoking in the area of the alarm, and intentional setting off the alarm. The Fire Department has also observed during its inspections of the Building that emergency lights/exit signs are broken and not working, obstructions to access panels,

hallways and stairwells are obstructed, non-compliant use of extension cords to name a few. Also noted was water leaking from the roof which was leaking from the top floor all the way to the bottom floor.

ALTERNATIVES/OPTIONS

- 1) That Council declare the Property to be in a hazardous condition by virtue of its breaches of the Building Bylaw, Building Standards Bylaw and the Fire Bylaw, as well as being a nuisance and so dilapidated and unclean to be offensive to the community, and impose remedial action requirements as identified in the recommendations of this report.
- 2) That Council provide staff with alternate direction.
- 3) That Council take no action at this time.

ANALYSIS

Due the variety of bylaw infractions, calls requiring emergency response and impacts to public health and safety, staff are recommending that the subject property be declared to be in hazardous condition, a nuisance, so dilapidated and unclean as to be offensive to the community, and remedial actions be imposed.

IMPLICATIONS

The Property is in violation of many City bylaws, and has numerous outstanding violation tickets. Voluntary compliance, letters, orders, tickets, and site inspections have not resulted in compliance.

The continuing and sustained pattern of nuisance activity inside the Structure and on the Property is negatively impacting the community, and the building deficiencies are creating immense concern for safety. The safety of the residents, visitors, workers, City Staff and first responders are all jeopardized by these ongoing infractions. This is not in line with the City's Strategic Plan and the principal 'Fostering a complete community (safe, healthy and inclusive)'.

COMMUNICATIONS

The *Community Charter* requires formal notification be given to the Property's registered owner and to the holders of any charges listed on the Property's assessment roll should Council pass a remedial action requirement as outlined in this report, and requires providing for an opportunity for the owner to request Council's reconsideration of the matter. Specifically, a notice of the resolution imposing the remedial action requirement will be provided in accordance with sections 77(1) and (2) of the *Community Charter*, with section 77(3) setting out specific content that must also be included, to the Property owner and registered share holders.

BYLAWS/PLANS/POLICIES

[Anti-litter Bylaw No. 4874](#)

[Building Bylaw No. 5077](#)

[Building Standards Bylaw No. 4975](#)

[Fire Control Bylaw No. 4876](#)

[Noise Control Bylaw No. 4718](#)

[Property Maintenance Bylaw No. 4712](#)

[Solid Waste Collection and Disposal Bylaw No. 5030](#)

[Zoning Bylaw No. 5074](#)

SUMMARY

This report provides Council with information pertaining to the compliance and nuisance issues related to the Property at 5170 Argyle Street. The recommendations in this report to issue a Remedial Action Order meet the *Community Charter* requirements and outline the process by which the issues on this Property may be resolved.

ATTACHMENTS/REFERENCE MATERIALS

- *Fire Inspection Report and Photos dated January 11, 2024*
- *RCMP correspondence dated January 18, 2024*
- [Report to Council | September 14, 2020](#)
- [Report to Council | October 26, 2020](#)

Copy: M. Fox, CAO
M. Owens, Fire Chief
M. Thompson, Acting OIC, RCMP
D. Monteith, Director of Corporate Services
S. Smith, Director of Development Services/Deputy CAO



Port Alberni Fire Department
3699 10th Avenue
Port Alberni BC V9Y 4W3
250-724-1351

Inspection Report

Basic Info

Name	Port Pub Hotel
Address	5170 Argyle Street, Port Alberni, BC
Inspector Name	Derrin Fines
Completion Date	2024-01-11
Status	Unsatisfactory
Next Inspection Date	2024-02-01

Summary

Item	Status
Ensure fire lanes are kept unobstructed.	Sat
Lockbox keys.	Sat
Remove obstructions from fire department connection.	Sat
Replace missing caps.	Sat
Remove combustible waste materials.	Sat
Fire Alarm requires annual test	Sat
Fire Extinguisher requires annual inspection.	Sat
Mount portable fire extinguishers.	Sat
Replace missing fire extinguishers.	Sat
Exit sign requires annual inspection.	Sat
Ensure signs are illuminated while building is occupied.	Sat
Emergency Light requires annual test.	Sat
Sprinkler/standpipe requires annual inspection.	Sat
Remove sprinkler obstruction.	Sat

Findings

Item	Status	Code
Post building and unit address numbers.	Unsat	See below code CPA

Item	Status	Code
Post unit numbers. - identify all units		BYLAW 4577
Excessive Storage of Combustibles in Building No accumulations of combustible storage allowed	Unsat	See below code BCFC 3.2.1.1
Repair trouble condition. Repair Fire Alarm in trouble mode	Unsat	See below code BCFC 6.7.1.1
Repair/replace defective equipment. Emergency lighting must be repaired to function as required	Unsat	See below code BCFC 2.7.3.1
Repair exit doors/hardware.	Unsat	See below code BCFC 2.2.2
Remove obstructions from access to exit door.	Unsat	See below code BCFC 2.7.1.6
Remove obstructions to access panels.	Unsat	See below code BCFC 5.1.2.2
Non-compliant use of extension cords.	Unsat	See below code BCFC 2.4.7.1
Replace missing cover plates. Multiple missing cover plates throughout the building	Unsat	See below code BCFC 5.1.2.2
Repair electrical fire hazards.	Unsat	See below code BCFC 2.6.3.1
Repair fire separation. Repair all holes in the drywall and ceilings	Unsat	See below code BCFC 2.2.1.2
Adjust or repair doors in fire separations to close and latch. All doors must close the opening, and be able to close and latch	Unsat	See below code BCFC 2.2.1.2
Prepare a Fire Safety Plan and submit to the Fire Department for review. Fire Safety Plan is required	Unsat	See below code Div. B Section 2.8
19. Other - Smoke detectors - Replace missing smoke alarms from all units	Unsat	See below code 0
19. Other - Fire escape - Repair broken hand railing	Unsat	See below code 0

Inspection Code Reference

- (CPA BYLAW 4577) --- :
- (BCFC 3.2.1.1) --- :
- (BCFC 6.7.1.1) --- :
- (BCFC 2.7.3.1) --- :
- (BCFC 2.2.2) --- :
- (BCFC 2.7.1.6) --- :
- (BCFC 5.1.2.2) --- :
- (BCFC 2.4.7.1) --- :
- (BCFC 2.6.3.1) --- :
- (BCFC 2.2.1.2) --- :
- (Div. B Section 2.8) --- :
- (0) --- No Code Name: No Code Description



no unit identification



3rd floor,east emergency exit- combustible materials



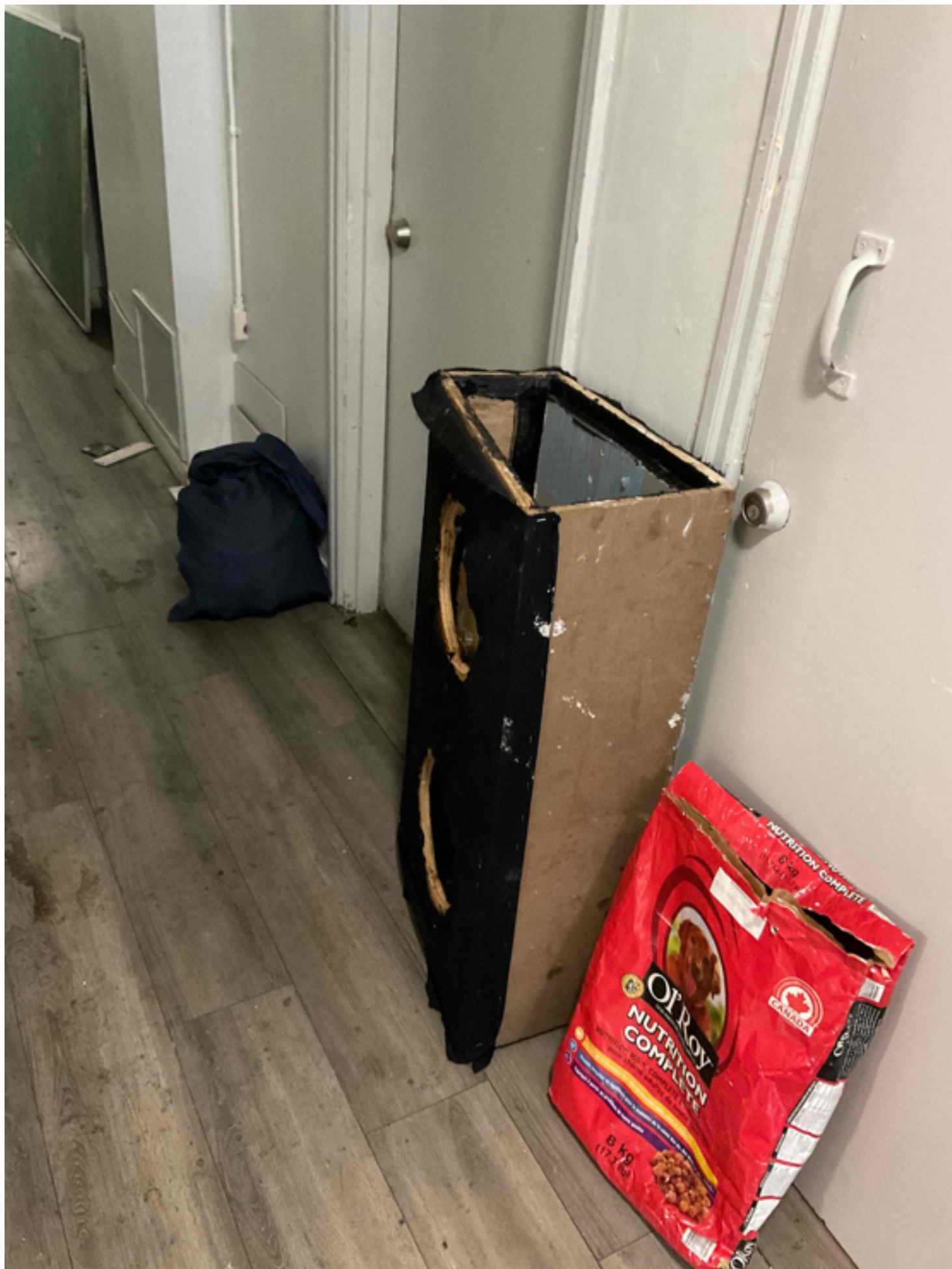
3rd floor middle hallway - combustible storage



3rd floor combustible storage



boiler room - combustible storage



3rd floor south hallway



fire alarm still in trouble mode



3rd floor missing detector



water dripping from restaurant kitchen hallway detector



pub emergency light requires repair



east end downstairs emergency light inoperative



REGULAR COUNCIL AGENDA - JANUARY 22, 2024



2nd floor emergency light missing light head



3rd floor, east end emergency exit doesn't close and latch



2nd floor fire escape door doesnt close and latch



3rd floor fire escape door- closure device not connected



3rd floor east end- combustible containers blocking path to exit.



3rd floor discarded appliance blocking path to exit



3rd floor car bumper cover in hallway



combustible storage in front of electrical panel - downstairs.



2nd floor extension cord not allowed



extension cord. ot allowed



extension cord usage not allowed



extension cord usage not allowed



extension cord usage not allowed



extension cord usage 3 rd floor unit to roof not allowed



3rd floor unit no cover plates



improper wiring on signs at pub entrance



2nd floor ceiling drywall seperation



door behind kitchen doesnt completely close the opening



repair storage unit ceiling drywall



3rd floor repair ceiling drywall



2nd floor -repair door to close



3rd floor storage unit smoke detector



2 nd floor #11



broken railing fire escape 3rd floor

APPENDIX "B"

From: [Hamlyn, Jordan \(RCMP/GRC\)](#)
To: [Donna Monteith](#)
Cc: [Thompson, Mike \(RCMP/GRC\)](#); [Ivezich, Kim \(RCMP/GRC\)](#)
Subject: RE: 5170 Argyle St
Date: Thursday, January 18, 2024 7:45:42 AM
Attachments: [image001.png](#)

You don't often get email from jordan.hamlyn@rcmp-grc.gc.ca. [Learn why this is important](#)

Morning Donna,

Of course! I had some numbers prepared for the meeting that was scheduled for yesterday.

The RCMP have had 88 calls for service to 5170 Argyle Street between January , 2023 and December 31, 2023. This is an increase from 48 calls, the year prior. Calls for service at this location include murder, assaults with weapons, sexual assaults, assaults, missing persons, mental health and a plethora of other property offences. The Port Alberni RCMP spend a considerable amount of time at this particular building.

During routine patrols and while attending calls, police have observed tenants of the building to be living in deplorable conditions, which include excessive accumulation of human waste and refuse in the hallway. Police routinely observe persons in their open rooms, or common hallways/stairwells under the influence of opiates and other illicit drugs. As recent as yesterday, the rear fire escape was overloaded with garbage, rendering it inoperable. There are extension cords running from room to room and the ceilings in several units have collapsed due to moisture levels and flooding. The building is in a general state of disrepair and no longer possesses the basic amenities required to provide a safe living environment for tenants.

Jordan

Cpl Jordan Hamlyn
OPS Support NCO
Port Alberni RCMP
(T) 250-723-2424
(F) 250-724-8986