CITY OF PORT ALBERNI - MEETING SCHEDULE MONDAY, JANUARY 14, 2019

Mon. Jan 14 Special In-Camera Meeting CLOSED TO PUBLIC

11:00 am @ Committee Room

2:00 pm Regular Council Meeting OPEN MEETING

@ Council Chambers

6:30 pm Public Hearing OPEN MEETING

Re: Bylaw No.'s 4977 & 4978

@ Council Chambers

DATES TO NOTE

Wed. Jan 16 Advisory Traffic Committee Meeting OPEN MEETING

10:00 am @ Committee Room

Mon. Jan 21 Budget Meeting OPEN MEETING

1:00 pm @ Council Chambers

3:30 pm Committee of the Whole Meeting OPEN MEETING

@Council Chambers

Mon. Jan 28 Regular Council Meeting OPEN MEETING

2:00 pm @ Council Chambers

AGENDA

REGULAR MEETING OF COUNCIL

MONDAY, JANUARY 14, 2019 AT 2:00 PM IN THE CITY HALL COUNCIL CHAMBERS

The following pages list all agenda items received by the deadline. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports refer to the City's website www.portalberni.ca or contact the City Clerk phone: (250 720-2810) or email: davina_hartwell@portalberni.ca

PRESENT:

A. CALL TO ORDER AND APPROVAL OF AGENDA

(including introduction of late items)

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

- 1. Recognition of Traditional Territories.
- **2.** Late items identified by Councillors.
- **3.** Late items identified by the City Clerk.

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

B. ADOPTION OF MINUTES - Page 11

1. Special In Camera Meeting held at 3:00 pm and Regular Council Meeting held at 7:00 pm on December 10, 2018.

C. PUBLIC INPUT PERIOD

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

D. <u>DELEGATIONS</u>

1. Bill Collette, Alberni Valley Chamber of Commerce

In attendance to discuss the Municipal and Regional District Tax (Hotel Tax).

2. Jim Sears, Alberni Valley Community Forest Corporation

In attendance to announce a dividend and discuss a small donations program.

E. <u>UNFINISHED BUSINESS</u>

Includes items carried forward from previous Council meetings.

City Clerk – Response to Questions from December 10, 2018 Regular Meeting - Page 21

Report dated December 17, 2018 providing a response to questions from the public at the December 10, 2018 regular meeting of Council.

That the report from the City Clerk responding to questions from the December 10, 2018 regular meeting of Council be received.

F. STAFF REPORTS

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

1. Accounts

That the certification of the Director of Finar	nce dated J	lanuary 14, 2019,	be
received and the cheques numbered	to		
inclusive, in payment of accounts totalling \$	<u> </u>	_, be approved.	

2. Chief Administrative Officer – Government to Government Accord - Page 41

Cooperative government-to-government accord negotiated between the City and Tseshaht First Nation for the purpose of sharing information, improving communications, and addressing specific concerns.

That Council for the City of Port Alberni endorse the Government to Government Accord between the Tseshaht First Nation and the City of Port Alberni as presented.

3. Chief Administrative Officer – Government to Government Accord - Page 46

Cooperative government-to-government accord negotiated between the City and Hupacasath First Nation for the purpose of sharing information, improving communications, and addressing specific concerns.

That Council for the City of Port Alberni endorse the Government to Government Accord between the Hupacasath First Nation and the City of Port Alberni as presented.

4. Consulting City Planner – Development Permit No. 18-06 (4410 Glenwood Drive) - Page 51

Report dated December 11, 2018 from the Consulting City Planner regarding consideration of an application for Development Permit No. 18-06 to facilitate the construction of a steel frame storage building at 4410 Glenwood Drive.

That Council for the City of Port Alberni approve Development Permit No. 18-06 and that the City Clerk be authorized to sign the permit including the following Schedule B development plans attached:

- a. Schedule B Site Plan: Drawing No. 3458-C01 as amended with additional building shown in blue pen.
- b. Schedule B Drawing No. 1, Building Layout
- c. Schedule B Drawing No. 2, Anchor Bolt Plan
- d. Schedule B Drawing No. 3, Roof Sheeting
- e. Schedule B Drawing No. 4, Roof Framing Plan
- f. Schedule B Drawing No. 5, Sidewall Sheeting and Trim Frame Line A
- g. Schedule B Drawing No. 6, Sidewall Sheeting and Trim Frame Line C
- h. Schedule B Drawing No. 7, Endwall Sheeting and Trim Frame Line 1
- i. Schedule B Drawing No. 8, Endwall Sheeting and Trim Frame Line 9
- j. Schedule B Drawing No. 9, Frame Cross Section Frame Line 2, 3, 4, 5, 6, 7, 8

5. Manager of Human Resources – Salary Administration - Exempt Staff Remuneration - Page 77

Report dated January 8, 2019 from the Manager of Human Resources providing an amended policy at Council's request regarding exempt personnel salaries.

That the report from the Manager of Human Resources dated January 8, 2019 be received, and Council for the City of Port Alberni adopt the policy entitled 'Salary Administration – Exempt Positions' as presented, replacing the previous policy dated May 9, 2016.

6. Manager of Bylaw Services – Secondary Suites - Page 80

Report dated January 7, 2019 from the Manager of Bylaw Services requesting Council's consideration on Zoning Bylaw amendments relating to secondary suites.

That the report from the Manager of Bylaw Services dated January 7th, 2019, be received.

That Council for the City of Port Alberni authorize Staff to prepare amendments to the City's Zoning Bylaw for the consideration of new definitions and provisions relative to secondary suites.

7. Manager of Bylaw Services – New Business License Bylaw - Page 82

Report dated January 3, 2019 from the Manager of Bylaw Services requesting Council's consideration to proceed with drafting a new Business License Bylaw.

That the report from the Manager of Bylaw Services dated January 3rd, 2019, be received.

That Council for the City of Port Alberni authorize City staff to draft a new Business License Bylaw for the consideration of new classifications to business licensing.

8. Director of Parks, Recreation and Heritage – Recreation Infrastructure Grant - Page 84

Report dated January 4, 2019 from the Director of Parks, Recreation and Heritage requesting a resolution from Council for an application to the Investing in Canada Infrastructure Program – Community, Culture, and Recreation stream grant.

That the report from the Director of Parks, Recreation & Heritage dated January 4, 2019, be received.

That Council for the City of Port Alberni support a grant funding application for Project IC0107 (Williamson Park Refresh) through the Investing in Canada Infrastructure Program – Community, Culture and Recreation stream and commit to its share (\$1,066,800) of the project.

9. City Clerk - Lease of Property to Handy Andy Maintenance Ltd. - Page 86

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease agreement with Handy Andy Maintenance Ltd. for the portion of lane adjacent to the property at 4917 Burde Street for a two year period at a cost of \$375.00 per year plus taxes effective January 1st, 2019.

10. Chief Administrative Officer – 2019-2023 Five Year Financial Plan - Page 92

Report dated January 10, 2019 from the Chief Administrative Officer providing information regarding upcoming Five Year Financial Plan meetings and schedule.

That the report from the CAO dated January 10, 2019, be received and Council proceed with consideration of the 2019-2023 Five Year Financial Plan generally as outlined.

G. BYLAWS

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

1. City Clerk – December 10, 2018 Public Hearing - Page 94

That the report of the Public Hearing held December 10, 2018 regarding Bylaw No. 4974, be received.

2. Development Services Technician – "Zoning Text Amendment No. T16 (Microbrewery in C7 – Core Business), Bylaw No. 4974" - Page 96

Report dated December 12, 2018 from the Development Services Technician to consider final adoption of "Zoning Text Amendment No. T16 (Microbrewery in C7 – Core Business), Bylaw No. 4974".

That the report from the Development Services Technician dated December 12, 2018, be received.

That "Zoning Text Amendment No. T16 (Microbrewery in C7 – Core Business), Bylaw No. 4974" be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4974.

Manager of Bylaw Services – "Council Remuneration and Expenses Bylaw,
 2019, Amendment No. 4, Bylaw No. 4835-4" - Page 98

Report dated January 7, 2019 from the Manager of Bylaw Services to consider an amendment to the Council Remuneration and Expenses Bylaw.

That the report from the Manager of Bylaw Services dated January 7, 2019 be received.

That "Council Remuneration and Expenses Bylaw, 2019, Amendment No. 4, Bylaw No. 4835-4" be introduced and read a first time.

That "Council Remuneration and Expenses Bylaw, 2019, Amendment No. 4, Bylaw No. 4835-4" be read a second time.

That "Council Remuneration and Expenses Bylaw, 2019, Amendment No. 4, Bylaw No. 4835-4" be read a third time.

4. Consulting City Planner – Advisory Planning Commission - Page 102

The summary report of the December 20, 2018 meeting of the Advisory Planning Commission is provided for Council's consideration.

That the summary report of the December 20, 2018 meeting of the Advisory Planning Commission, be received and all recommendations accepted.

"Zoning Text Amendment No. T17 (Cannabis Retail Stores Regulations), Bylaw No. 4979" - Page 106

That "Zoning Text Amendment No. T17 (Cannabis Retail Stores Regulations), Bylaw No. 4979", be introduced and read a first time.

That "Zoning Text Amendment No. T17 (Cannabis Retail Stores Regulations), Bylaw No. 4979", be read a second time.

That "Zoning Text Amendment No. T17 (Cannabis Retail Stores Regulations), Bylaw No. 4979", be advanced to a Public Hearing on February 4, 2019 at 6:00 pm in the City Hall Council Chambers.

H. CORRESPONDENCE FOR ACTION

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

1. **Dr. Owen Brown** - Page 117

Letter dated December 27, 2018 requesting that Council consider hosting an Xterra triathlon event.

That the letter dated December 27, 2018 from Dr. Owen Brown requesting that Council consider an Xterra triathlon, be received and referred to staff for consideration.

2. Community Arts Council of the Alberni Valley - Page 118

Letter dated December 27, 2018 requesting a building assessment to allow for planned building upgrades and grant applications.

That the letter dated December 27, 2018 from the Community Arts Council of the Alberni Valley, be received and Council for the City of Port Alberni direct staff to bring forward a report and recommendations on next steps.

I. PROCLAMATIONS

J. INFORMATIONAL CORRESPONDENCE

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

1. Air Quality Council - Page 123

Minutes from the December 6, 2018 meeting.

2. BC Transit - Page 128

Providing a copy their 2017/2018 Annual Performance Summary for the Port Alberni Conventional Transit System.

3. E-Comm 911 - Page 134

Letter dated November 30, 2018 offering congratulations on the recent election and inviting Mayor and Council to tour the E-Comm facility in Vancouver.

4. Union of British Columbia Municipalities – Gas Tax Agreement Community Works Fund Payment - Page 135

Letter dated December 10, 2018 advising that UBCM is distributing the second of two Community Works Fund payments for fiscal year 2018-2019 in the amount of \$419,557.46.

5. BC Hydro - Page 136

Email dated January 4, 2019 providing a copy of their Vancouver Island Community Relations Annual Report and a report on the storm damage that occurred on December 20th, 2018.

6. Alberni Valley Museum and Heritage Commission - Page 158

Minutes of the December 5, 2018 meeting.

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

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Council and Regional District Reports - Page 163

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

M. <u>NEW BUSINESS</u>

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

1. Nominations - Page 171

That Council for the City of Port Alberni support the nomination of Councillor Solda to the position of Director at Large with the Association of Vancouver Island & Coastal Communities.

That Council for the City of Port Alberni support the nomination of Councillor Solda to the PRIMECorp BC Board of Directors.

N. **QUESTION PERIOD**

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

O. <u>ADJOURNMENT</u>

That the meeting adjourn at pm.

MINUTES OF THE SPECIAL MEETING OF COUNCIL FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING MONDAY, DECEMBER 10, 2018 AT 4:30 PM IN THE CITY HALL COMMITTEE ROOM

PRESENT: Mayor Minions, Councillors, Corbeil, Haggard, Paulson, Poon, Solda and

Washington

STAFF:

Tim Pley, CAO

Davina Hartwell, City Clerk Joe Calenda, Consulting Planner

Krista Tremblay, Manager of Human Resources

It was moved and seconded:

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

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

the acquisition, disposition or expropriation of Section 90(1)(e)

land or improvements and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality

the consideration of information received and Section 90(2)(b)

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 adjourned at 5:55 p.m.

CERTIFIED CORRECT

Mayor Sharie Minions

Davina Hartwell, City

MINUTES OF THE REGULAR MEETING OF COUNCIL HELD MONDAY, DECEMBER 10, 2018 AT 7:00 PM IN THE CITY HALL COUNCIL CHAMBERS

PRESENT: Mayor Minions, Councillors Corbeil, Haggard, Paulson, Poon, Solda and

Washington

A. CALL TO ORDER AND APPROVAL OF AGENDA

It was moved and seconded:

That the agenda be approved as circulated with the addition of late item F. 6.1 from the Ministry of Forests, Lands, Natural Resource Operations.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Special Meeting held at 6:00 p.m. and Regular Council meeting held at 7:00 p.m. on November 26th, 2018; and the Special Meeting held at 4:30 p.m. on December 3, 2018, be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

- 1. Ellen Frood provided information about The Coldest Night of the Year fundraiser which supports the Alberni Community & Women's Services. She distributed toques to Council and staff and encouraged teams from the City to participate. The event will take place February 23rd.
- 2. Chris Washington commented on cannabis retail stating stores should be required to have their own individual entryway and proper ventilation.
- Keith Ambrose stated he is pleased to see this Council is willing to ask
 questions and delay consideration of issues and noted his complaints are
 currently being satisfactorily dealt with by staff.

D. DELEGATIONS

1. Cermaq Canada

Cermaq Canada representatives were in attendance to provide information regarding their history and relationships in our area and present their plans for 2019.

2. Pam Craig, Event Coordinator - The Secret Path

Pam Craig provided information regarding initiatives to bring Mike Downie's presentation of the making of 'The Secret Path' to Port Alberni next October noting she has submitted a late application to the Community Investment Program Committee for consideration.

3. Uptown Merchants' Association

Chris Washington, Carol-Ann Phillips and Ellen Frood attended to reiterate the Uptown Merchants' Association concerns and needs regarding lighting, traffic, public washrooms and by-law enforcement and to request a City Council liaison.

It was moved and seconded:

That Councillor Poon be appointed as a liaison to the Uptown Merchants Association.

CARRIED

E. UNFINISHED BUSINESS NIL

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated December 10, 2018 be received and the cheques numbered 142769 to 142855 inclusive, in payment of accounts totalling \$1,109,716.52, be approved.

CARRIED

2. Director of Parks, Recreation and Heritage - Community Investment Program - 2019 Recommendations

It was moved and seconded:

That the report dated November 26, 2018, be received and Council for the City of Port Alberni approve the 2019 Community Investment Program recommendations of the Community Investment Program Committee, contingent on receipt of 2018 final reports.

CARRIED

3. Director of Parks, Recreation and Heritage - Recreation Infrastructure Grant

It was moved and seconded:

That the report from the Director of Parks, Recreation and Heritage regarding the initial intake of the Community, Culture and Recreation Infrastructure Grant dated November 28, 2018, be received.

CARRIED

4. Director of Finance - Audit Committee

It was moved and seconded:

That the minutes of the November 26, 2018 Audit Committee; the Responses to Questions arising from that meeting dated August 13, 2018, the Quarterly Analysis of Mayor and Council Travel and Convention Expenses ending September 30, 2018, the financial statements ending September 30, 2018 and the Vendor Cheque Register Report ending November 15, 2018, be received.

CARRIED

5. Director of Finance - Investment Policy Revision

It was moved and seconded:

That the report from the Director of Finance dated December 4, 2018 be received and Council for the City of Port Alberni adopt the revised Investment Policy as presented.

<u>CARRIED</u>

6. Chief Administrative Officer - Log Pond Dam - McLean Mill

It was moved and seconded:

That the report from the CAO dated December 3, 2018 be received, and Council for the City of Port Alberni approve the allocation of \$200,000 from the 2018 contingency budget line into an operating reserve to be carried forward to 2019, for the McLean Mill Log Pond Dam Project, including dam repairs, water and soil quality testing, and if required, remediation of log pond soil and water, and that staff be directed to review any insurance provisions and potential grant opportunities.

CARRIED

6.1 Ministry of Forests, Lands, Natural Resource Operations & Rural Development - Dam Safety

It was moved and seconded:

That the letter from the Ministry of Forests, Lands, Natural Resource Operations & Rural Development dated December 7, 2018 in regards to Kitsuksis Creek Dam safety and requirements of the City to provide documentation requested, be received.

CARRIED

7. Chief Administrative Officer - Response to Questions from Roland Smith

It was moved and seconded:

That the reports dated December 3, 2018 from the Chief Administrative Officer in response to Roland Smith's letters from October 2 and November 16, 2018, be received and forwarded to Mr. Smith.

CARRIED

8. City Clerk - Tag Day Applications

It was moved and seconded:

That Council for the City of Port Alberni approve the 2019 tag day allocations as outlined.

CARRIED

9. City Clerk - Lease of Property to Wallace Street Properties Ltd.

It was moved and seconded:

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease for part of Right of Way Plan 858 RW with Wallace Street Properties Ltd. for a five year term commencing May 1, 2018 at the current annual rent of \$1,284.30 plus applicable taxes.

CARRIED

10. Chief Administrative Officer - Council and Exempt Staff Remuneration

It was moved and seconded:

That the report from the CAO dated December 4, 2018 be received and Council for the City of Port Alberni direct staff to draft a policy regarding exempt personnel salaries for consideration including CPI increases each year and a marketplace review in the third year of each Council term; and an amendment to Council's Remuneration Bylaw for consideration including CPI increases each year and a review in the third year of Council's term with any changes effective January 1st of the year following a local government election.

CARRIED

- G. BYLAWS
- 1. "Five Year Financial Plan 2018-2022, Amendment No.1, Bylaw No. 4960-1"

It was moved and seconded:

That "Five Year Financial Plan 2018-2022, Amendment No.1, Bylaw No. 4960-1" be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4960-1.

CARRIED

2. City Clerk - Public Hearing Verbal Report

It was moved and seconded:

That the verbal report of the Public Hearing held December 10, 2018 regarding Bylaw No. 4974, be received.

<u>CARRIED</u>

"Zoning Text Amendment No.T16 (Microbrewery in C7 - Core Business), Bylaw No. 4974"

It was moved and seconded:

That "Zoning Text Amendment No.T16 (Microbrewery in C7 - Core Business), Bylaw No. 4974", be read a third time.

CARRIED

H. CORRESPONDENCE FOR ACTION

1. Aaron Brevick

It was moved and seconded:

That the letter dated November 24, 2018 from Aaron Brevick regarding the possibility of a sponsorship program for crosswalk upgrades, be received and referred to staff and the Advisory Traffic Committee for review and consideration.

CARRIED

2. Aaron Brevick

It was moved and seconded:

That the letter dated November 23, 2018 from Aaron Brevick regarding the format for the Committee of the Whole meetings, be received.

CARRIED

3. BC Association of Aboriginal Friendship Centres

It was moved and seconded:

That the letter dated November 21, 2018 from the BC Association of Aboriginal Friendship Centres requesting support to secure local venues for their Gathering Our Voices event taking place in Port Alberni on March 19-22, 2019, be received and staff directed to invite a late application to the Community Investment Program for consideration.

CARRIED

4. Port Alberni International Twinning Society

It was moved and seconded:

That the letter from the Port Alberni International Twinning Society advising that the Society will be hosting a student delegation from Abashiri in January 2019, be received and Council for the City of Port Alberni fly the Abashiri flag during this time.

<u>CARRIED</u>

I. <u>PROCLAMATIONS</u> NIL

J. <u>INFORMATIONAL CORRESPONDENCE</u>

1. Air Quality Council

Minutes from the November 1, 2018 meeting.

2. Diabetes Canada

Letter dated November 21, 2018 from Diabetes Canada providing information on diabetes and seeking to meet to discuss ways to prevent and reduce the burden of diabetes.

3. Auditor General for Local Government

Email dated November 29, 2018 from the Auditor General for Local Government providing information on the upcoming performance audits.

4. Ministry of Municipal Affairs and Housing

Letter dated November 15, 2018 from the Ministry of Municipal Affairs and Housing congratulating Mayor and Council on their recent election success and providing an information pamphlet on the Foundational Principles of Responsible Conduct.

5. Deputy Minister - Ministry of Mental Health and Addictions

Email dated November 22, 2018 from the Ministry of Mental Health and Addictions following up from a meeting at the UBCM regarding Council's concerns in regards to the new Overdose Prevention Site in Port Alberni and Island Health's RFP for a permanent service provider.

6. Office of the Seniors Advocate

Letter dated November 30, 2018 from the Office of the Seniors Advocate providing information about their organization.

7. Marilyn Hill

Email dated November 22, 2018 regarding concerns over air quality and recycling practices.

- 8. Cathy Peters Human/Child Sex Trafficking Public Awareness Campaign Email dated November 30, 2018 from Cathy Peters raising awareness to the growing pandemic of human/child sex trafficking.
- 9. Alberni Valley Museum and Heritage Commission Minutes of the November 7, 2018 meeting.
- 10. Gord Johns, MP

Letter dated November 15, 2018 from Gord Johns, MP congratulating Council on their recent election success and will be looking forward to meeting at an opportune time.

It was moved and seconded:

That Informational Correspondence items numbered 1 through 10 be received and filed.

CARRIED

K. REPORT FROM IN-CAMERA

- L. COUNCIL REPORTS
- 1. Mayor's Report

It was moved and seconded:

That the Mayor's report outlining recent meetings and events related to the City's business, be received.

CARRIED

2. Regional District Report (Mayor Minions/Councillor Solda)

It was moved and seconded:

That the Regional District report be received.

CARRIED

3. Councillors' Reports

It was moved and seconded:

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

<u>CARRIED</u>

M. NEW BUSINESS

Nil

N. QUESTION PERIOD

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

Jim del Rio advised he was pleased to hear Council will be taking a closer look at the McLean Mill and its costs.

Neil Anderson enquired as to how much staff can spend without authorization from Council and requested information regarding funds expended during 2018 to retain John Van Dyke as a contractor.

Keith Ambrose expressed his concern about garbage on the streets as well as the social ills affecting the business community.

Ellen Frood commented on item J. 5 from the Ministry of Mental Health and Addictions and encouraged the City's voice at Community Action Team meetings, the next one being this Friday at 1:00 p.m.

O. ADJOURNMENT

That the meeting adjourn at 9:36 pm.

CERTIFIED CORRECT

Mavor

Clerk

conalarfueu

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

CLERK'S DEPARTMENT REPORT TO COUNCIL

TO:

Tim Pley, CAO

FROM:

Davina Hartwell, City Clerk

COPIES TO:

Mayor and Council

DATE:

December 17, 2018

SUBJECT:

Response to Questions from December 10, 2018 Regular Meeting

Tim Pley, CAO

Issue:

To provide information in response to questions from the public at the December 10, 2018 regular meeting of Council.

Background:

At the December 10, 2018 regular meeting, Mr. Anderson requested information regarding funds expended during 2018 to retain John Van Dyke as a contractor as well as how much staff can spend without authorization from Council.

Council received this information by way of report at the July 9, 2018 regular meeting. The report received by Council and the City's Purchasing Policy are attached.

Recommendation:

That the report from the City Clerk responding to questions from the December 10, 2018 regular meeting of council be received.

Respectfully submitted,

Davina Hartwell City Clerk

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CHIEF ADMINISTRATION OFFICER'S REPORT

TO:

City Council

FROM:

Tim Pley, CAO

COPIES TO:

Pat Deakin, Economic Development Manager

DATE:

July 27, 2018

ATTACHED:

Engagement Letter – John Van Dyke, March 27, 2017 Engagement Letter – John Van Dyke, July 19, 2017

Report to Audit Committee, August 15, 2017

SUBJECT: John Van Dyke - Contractor

Issue:

At a regular meeting on June 25, 2018 Council for the City of Port Alberni passed the following motion:

"That staff be directed to provide a report regarding payments, purposes, and provision of any contracts to John Van Dyke by the City of Port Alberni."

Background:

Among other initiatives, the City's Economic Development Department has been working in conjunction with the Port Alberni Port Authority on several marine-based projects that, if successful, would provide economic benefit to the City and surrounding community. The portion of the City's 2017 Operating Budget allocated to Economic Development included \$40,000 for Contract Services. These funds were intended to be utilized to retain contractors in support of economic development.

The City's Purchasing Policy states;

"Purchase orders for retention of professional services ... between \$10,000 and \$50,000 with pre-existing budget ... must be approved by the City Manager."

On May 1st, 2017 the City entered into an agreement with John Van Dyke. The term of that agreement was January 1st, 2017 to June 30th, 2017. The contract fee was \$20,000.

The Letter of Engagement signed by the City and John Van Dyke set out a broad scope of work, and the specific deliverable that venture capital would be secured for at least one of the projects identified within the Scope of Work.



On July 24th, 2017 the City entered into a second agreement with John Van Dyke. The term of the second agreement was July 20th, 2017 to December 15th, 2017. The contract fee for the second contract was \$10,000, plus potential for up to a further \$10,000 if four specific deliverables were met.

Upon expiry of the second agreement none of the four specific deliverables had been realized. As a result only \$10,000 was paid by the City to John Van Dyke for the second agreement period.

Discussion:

At a meeting of the City's Audit Committee on August 14th, 2017 a question was asked about two cheques written to John Van Dyke. A subsequent staff report dated August 15th, 2017 that was received by Council at a regular meeting on September 15th, 2017 stated that John Van Dyke had been retained by the City's Economic Development Department for the purpose of "community engagement." That statement was incorrect. John Van Dyke had been retained by the City for the purpose of securing venture capital for economic development projects.

Recommendation:

A review of the process used by the City to engage John Van Dyke has indicated that the City's actions were in compliance with the City's Purchasing Policy. The funds expended were less than the available funds provided for that purpose within the City's operating budget. The work undertaken on behalf of the City was within the scope and mandate of the City's Economic Development Department.

A report to the Audit Committee dated August 15th, 2017 did unfortunately contain an error in describing the purpose for which John Van Dyke was engaged by the City.

That the report from the CAO dated June 27, 2018, be received.

Timothy Pley

Chief Administrative Officer



City Hall 4850 Argyle Street Port Alberni, B.C. V9Y 1V8 Tel. (250) 720-2527 Fax: (250) 723-1003

Engagement Letter

March 27th, 2017

Contractor Scope of Work, Compensation and Confidentiality Agreement

This document summarizes the terms of the relationship between John Van Dyke, a venture capital consultant, located in Port Alberni, BC (the Contractor) and the City of Port Alberni, BC who will be represented by its Economic Development Manager, Pat Deakin (the Client).

The Contractor

The Contractor will be represented only by John E. Van Dyke. The use of Sub-Contractors by the Contractor is not contemplated in this agreement.

Description of Services

The Contractor will work with the Client's representative, primarily to secure venture capital financing for the projects listed in the Scope of Work below and secondarily to attract technologies for these and other projects as may be determined from time to time by the Client.

Scope of Work

The Client is seeking venture capital for a variety of private projects identified in a City of Port Alberni Economic Development Strategic Plan for the purpose of strengthening and diversifying the economy. The projects include but are not limited to:

- · component industries of a maximized-value, wood-biomass cluster,
- a resort development on Sproat Lake,
- plants manufacturing carbon-neutral products.
- · seniors' care facilities, and
- the Port Alberni Transshipment Hub (PATH).

The Contractor will identify financial and strategic partnership options for each initiative; inform the Client who he is proposing to approach and, presuming approval by the Client, then work with the venture capital source and the Client to secure financing for the project(s). The first step in the Scope of Work will consist of establishing the credibility of the potential venture capital source and identifying the rationale for proceeding (or not) with efforts to secure project financing from that individual, group or firm. Examples of items to be considered in the rationale include the proposed venture capital partner's experience with particular technologies and/or the regulatory environment in British Columbia.



Engagement Letter: City of Port Alberni & John E. Van Dyke

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REGULAR COUNCIL AGENDA - JULY 9, 2018

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City Hall 4850 Argyle Street Port Alberni, B.C. V9Y 1V8 Tel. (250) 720-2527 Fax: (250) 723-1003

Contractor Deliverables:

Venture capital funding will be secured for at least one of the aforementioned projects.

Contract Fees, Period, Expenses, & Invoicing

1. Contractor Fees:

The Contractor fees are set at \$20,000 for the contract period.

2. Contract Period:

The Contract will commence on January 1, 2017 and end June 30, 2017.

3. Contractor Expenses:

All Contractor expenses incurred will be the responsibility of the Contractor. These include but are not limited to all income taxes payable, any mandatory employment related costs, phone bills, travel, accommodations and incidentals.

4. Billing:

The Contractor may issue an invoice for one-half (or \$10,000) of the total contract amount (\$20,000) at the end of March in the calendar year. The invoice is to be made to the City of Port Alberni (attention Pat Deakin) and may be delivered by email.

Currency

All dollar amounts referred to herein are stated in Canadian dollars.

Reporting

The Contractor is to maintain contact with and report to the City's Economic Development Manager who is the Client's representative. An activity report will be submitted to the Client, along with each invoice, noting activities undertaken on behalf of the Client. More specifically, the report is to be accompanied by a list of venture capital contacts by project that have been brought to the Client in the previous quarter and the hours invested in each initiative.

In the absence of the Economic Development Manager, the Contractor is to report to and maintain contact with the City's Chief Administrative Officer.

Support services

The Client will provide the Contractor with letters of introduction, any appropriate documentation that may be available for the projects and attend meetings in Port Alberni or elsewhere in British Columbia as needed to assist in completion of the assignment:

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Engagement Letter: City of Port Alberni & John E. Van Dyke

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Exclusivity and Conflict of Interest

The Contractor is independent of the Client and is free to take on other engagements outside of this agreement with the Client. Potential "Conflicts of Interest", real or perceived, will be identified to the Client immediately first verbally by phone or in person then in writing. The Client may then determine a course of action with respect to the conflict.

Confidentiality

The Contractor will treat as confidential all materials and information received from or developed for the Client and not permit its disclosure without the Client's written consent except as required by law.

Term

This agreement may be terminated by either party at any time effective upon delivery of written notice to the other party. For purposes of this engagement, an email constitutes written notice. Upon termination by either party, any amount outstanding by the Client to the Contractor will be invoiced and is immediately due and payable in full.

Entire Agreement

This Contractor Scope of Work, Compensation and Confidentiality Agreement constitute the entire agreement between the Client and the Contractor. There are no representations, warranties, terms, conditions, undertakings and collateral agreements nor is there any employment, expressed or implied, between the Contractor and the Client other than as expressly set forth in this Document.

Governing Law

This Agreement shall be valid and binding in accordance with the laws of the Province of British Columbia.

Note

The Contractor understands that the Port Alberni Port Authority (PAPA) is the organization leading the PATH project and the City has an excellent working relationship with PAPA but no control over their scheduling or decision timelines. Accordingly, the Contractor is to give a minimum of two weeks' notice of any impending visit by a possible venture capital source for the PATH unless otherwise agreed to.

The City's Economic Development Manager (EDM) is also to be notified immediately of any material change in the Contractor's efforts to secure financing for the PATH. The EDM will in turn notify PAPA of the developments.



Engagement Letter: City of Port Alberni & John E. Van Dyke

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REGULAR COUNCIL AGENDA - JULY 9, 2018
REGULAR COUNCIL AGENDA - JANUARY 14, 2019



City Hall 4850 Argyle Street Port Alberni, B.C. V9Y 1V8 Tel. (250) 720-2527 Fax: (250) 723-1003

Signed and Dated in the City of Port Alberni:

The Client:	
Name & Title: PAT DOAKIN, BENOMIC	
Signature:	Date:
The Contractor:	
Name: JOHN E. VAN DYKE	
Signature: All 1/2 Dylo.	Date: 1141 122 - 2017
Witnessed By:	
Name & Title: Melissa Tordit, Economic Development &	issislant.
Signature: 41	*
Date: May 1st, 2017	

Engagement Letter: City of Port Alberni & John E. Van Dyke

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Engagement Letter

July 19, 2017-

Contractor Scope of Work, Compensation and Confidentiality Agreement

This document summarizes the terms of the relationship between John Van Dyke, a venture capital consultant, located in Port Alberni, BC (the Contractor) and the City of Port Alberni, BC who will be represented by its Economic Development Manager, Pat Deakin (the Client).

The Contractor

The Contractor will be represented only by John E. Van Dyke. The use of Sub-Contractors by the Contractor is not contemplated in this agreement.

Description of Services

The Contractor will work with the Client's representative, primarily to secure venture capital financing for the projects listed in the Scope of Work below and secondarily to attract technologies for these and other projects as may be determined from time to time by the Client.

Scope of Work

The Client is seeking venture capital for a variety of private projects identified in a City of Port Alberni Economic Development Strategic Plan for the purpose of strengthening and diversifying the economy. The projects include but are not limited to:

- a boutique hotel/condominium development in the Harbour Quay area.
- alternative energy installations
- component industries of a maximized-value, wood-biomass cluster,
- the Port Alberni Transshipment Hub (PATH), and
- · the Port Alberni ship repair & maintenance facility.

In general, the Contractor will identify financial and strategic partnership options for each initiative; inform the Client who he is proposing to approach and, presuming approval by the Client, then work with the venture capital source and the Client to secure financing for the project(s). The Contractor will establish the credibility of the potential venture capital source to the satisfaction of the Client and will identify the rationale for proceeding with efforts to secure project financing from that individual, group or firm. Examples of items to be considered in the rationale include the proposed

Engagement Letter: City of Port Alberni & John E. Van Dyke

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REGULAR COUNCIL AGENDA - JULY 9, 2018

REGULAR COUNCIL AGENDA - JANUARY 14, 2019



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venture capital partner's experience with particular projects, technologies and the regulatory environment in British Columbia.

Contractor Deliverables:

- Venture capital funding will be secured within 6 months for a boutique hotel/condominium development in the Harbor Quay area, AND/OR
- one alternative energy installation for the City as a corporation or for the community as a whole, committed to in writing by December 15th, 2017 for location in Port Alberni within 1 year, AND/OR
- one maximized-value wood blomass plant committed to in writing by December 15th, 2017 for location in Port Alberni within 1 year, AND
- 4. the additional deliverables specified by the Port Authority (Schedule A) Deliverables 1 through 3 inclusive must be approved by the Client. The deliverables identified in Schedule A must be approved by the Port Alberni Port Authority.

Contract Fees, Period, Expenses, & Invoicing

1. Contractor Fees:

The contract value is \$20,000 as follows:

- \$10,000 for the contract period
- \$10,000 (\$2,500 for completion of each of 4 deliverables identified by Port Authority)

2. Contract Period:

The Contract will commence on July 20th, 2017 and end December 15th, 2017.

3. Contractor Expenses:

All Contractor expenses incurred will be the responsibility of the Contractor. These include but are not limited to all income taxes payable, any mandatory employment related costs, phone bills, travel, accommodations and incidentals.

4. Billing:

The Contractor may issue invoices for \$3,500 on August 30th, 2017; for \$3,500 on October 31st, 2017; and, for \$3,000 on December 15th, 2017
The Contractor may also issue an invoice for \$2,500 each time a separate deliverable for the Port Authority is confirmed by them. \$10,000 is the maximum amount that can be invoiced for achievement of the Port Authority deliverables. Invoices are to be made out to the City of Port Alberni (attention Pat Deakin) and may be delivered by email.

Engagement Letter: City of Port Alberni & John E. Van Dyke

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Currency

All dollar amounts referred to herein are stated in Canadian dollars.

Reporting

The Contractor is to maintain contact with and report to the City's Economic Development Manager who is the Client's representative. A progress report will be submitted to the Client with each invoice, noting activities undertaken on behalf of the Client. More specifically, the report is to be accompanied by a list of venture capital contacts by project that have been brought to the Client in the billing period and an evaluation of the venture capital source's readiness to invest in the Port Alberni initiative.

In the absence of the Economic Development Manager, the Contractor is to report to and maintain contact with the City's Chief Administrative Officer.

Support services

The Client will provide the Contractor with letters of introduction, any appropriate documentation that may be available for the projects and attend meetings in Port Alberni or elsewhere in British Columbia as needed to assist in completion of the assignment:

Exclusivity and Conflict of Interest

The Contractor is independent of the Client and is free to take on other engagements outside of this agreement with the Client. Potential "Conflicts of Interest", real or perceived, will be identified to the Client immediately first verbally by phone or in person then in writing. The Client may then determine a course of action with respect to the conflict.

Confidentiality

The Contractor will treat as confidential all materials and information received from or developed for the Client and not permit its disclosure without the Client's written consent except as required by law.

Term

This agreement may be terminated by either party at any time effective upon delivery of written notice to the other party. For purposes of this engagement, an email constitutes written notice. Upon termination by either party, any amount outstanding by the Client to the Contractor will be invoiced and is immediately due and payable in full. An amount will not be considered outstanding if it pertains to a Port Authority deliverable that has not been achieved.

Engagement Letter: City of Port Alberni & John E. Van Dyke

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Entire Agreement

This Contractor Scope of Work, Compensation and Confidentiality Agreement constitute the entire agreement between the Client and the Contractor. There are no representations, warranties, terms, conditions, undertakings and collateral agreements nor is there any employment, expressed or implied, between the Contractor and the Client other than as expressly set forth in this Document.

Governing Law

This Agreement shall be valid and binding in accordance with the laws of the Province of British Columbia.

Note

The Contractor understands that the Port Alberni Port Authority (PAPA) is the organization leading the PATH project and the Port Alberni ship repair & maintenance facility project and that they have agreed to contribute funds to this contract upon completion of specified deliverables. Furthermore the Contractor understands the City has an excellent working relationship with PAPA but no control over their scheduling or decision timelines. Accordingly, the Contractor is to give a minimum of two weeks' notice of any impending visit by a possible venture capital source for the PATH or ship repair & maintenance facility unless otherwise agreed to.

In addition, the City's Economic Development Manager (EDM) and the Port Authority's President & CEO are to be notified concurrently of any material change in the Contractor's efforts to secure financing for the PATH or the ship repair & maintenance facility.

(Signature Page and letter from Port Alberni Port Authority follow)

Engagement Letter: City of Port Alberni & John E. Van Dyke

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Signed and Dated in the City of Port Alberni:

The Client:	
Nama & Title: Pat Deakin, &	onomic Development Manager
Signature:	Conomic Development Manager Date: July 24, 2017
The Contractor:	
Name: JOHN VAN DYKE	it in the second
Signature: July Van Ogle.	Date: July 24, 2017
Witnessed By:	Si di
Name & Title: Meliona Tardif Economic De	velopment Projection
Signature: 2/11- July	
Date: July 240, 2017	

Note: A July 17, 2017 letter from the Port Alberni Port Authority is appended as Schedule A and forms part of this letter of engagement.

Engagement Letter: City of Port Alberni & John E. Van Dyke

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PORT ALBERNI PORT AUTHORITY 2750 Harbour Road Port Alberni, BC V9Y 7X2 www.portalberniportaulhority.ca

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

July 17, 2017

Patrick Deakin, Economic Development Manager City of Port Alberni 4850 Argyle Street Port Alberni, BC, V9Y 1V8

Dear Pat,

Re: Contribution towards contracting John Van Dyke

On behalf of the Port Alberni Port Authority (PAPA) please accept this letter as formal confirmation of our contribution of up to \$10,000 over the next six (6) months to Mr. John Van Dyke in exchange for his services towards achieving the following deliverables:

- 1. At least two (2) meaningful meetings with globally recognized engineering and / or accounting consulting firms with the capacity to contribute the required soft costs necessary to complete an industry-standard marketable financing attraction package
- At least one (1) meaningful meeting with a prospective investor that has the financial means and capacity to provide direct investment of at least one-third of the total capital expenditure required to complete the proposed Port Alberni Transshipment Hub (PATH) container terminal
- At least one (1) meaningful meeting with a prospective investor that has the financial means and capacity to provide direct investment of at least one-third of the total capital cost required to purchase and install a floating dry dock in Port Alberni necessary to meet west coast ship building and maintenance industry standards; OR
- 4. At least one (1) meaningful meeting with a prospective customer that has the financial, operational and geographic means to support at least one-third of the total ongoing revenue stream necessary to ensure financial viability of a floating dry dock in Port Alberni that could be leveraged to achieve the required funding contribution for the purchase and installation of this facility

PAPA will advise the City of Port Alberni upon the achievement of each of these deliverables. Upon notice of PAPA's satisfaction of Mr. Van Dyke's efforts in achieving each deliverable the City shall invoice PAPA for one-fourth of the committed \$10,000 contribution (\$2,500) per each.

Canada

Rising Tides and New Horizons

The Port Alberni Port Authority greatly appreciates the City of Port Alberni's commitments, collaboration and contribution towards its efforts to develop significant economic and community development projects. We trust that this agreement will further strengthen our relationship and yield the desired results towards our shared goals.

Sincerely,

PORT ALBERNI PORT AUTHORITY

Zoran Knezevic, President & CEO

Cc: John Van Dyke

Canada

Rising Tides and New Horizons

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

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REGULAR COUNCIL AGENDA - JULY 9, 2018

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TITLE: PURCHASING – PROCEDURE						
EFFECTIVE DATE:	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Jul 12/99,	PAGE 1 OF 6		
March 22, 2010			May 13/02			

GENERAL

The purchasing policy of the City of Port Alberni is administered by the Director of Finance.

The purchasing function is decentralized to the originating departments and managers are responsible for the purchases they require. Department Heads are responsible for ensuring that this purchasing policy is properly observed at all times for purchases originating in their departments.

2. BIDS AND CONTRACTS

Subject to the policies laid down by City Council, and in accordance with any instructions issued by the City Manager, the Department Heads shall use recognized purchasing methods in securing competitive prices and in awarding contracts in accordance with this purchasing policy. Unless otherwise directed by the City Manager, forms of Contract to be used are the standard City of Port Alberni Contract forms approved by the Director of Finance.

3. COOPERATIVE PURCHASING

Where savings may accrue, the City may cooperate with other agencies, local and/or external, to jointly purchase goods and services. In such cases, City staff shall have the authority to commit the City to the purchasing decisions of the Cooperative Group, provided that savings do accrue to the City.

4. PROVINCIAL GOVERNMENT MASTER STANDING OFFER

It is deemed to be an acceptable business practice for the City to purchase materials and equipment through the auspices of the provincial government's Master Standing Offer whereby the Province processes a major tender and selects a number of suppliers that will provide the materials and equipment at the best price. Such materials and equipment may be purchased from any authorized supplier of the City's choice, but the prices remain the same, regardless of the supplier.

5. INVENTORY ITEMS FOR CAPITAL PROJECTS

Where Council has approved a capital project and goods and materials required to complete the project must be brought into inventory, the award of tenders need not be submitted to City Council for approval unless the selected supplier is not the low bidder.

6. TRADE, INVESTMENT AND LABOUR MOBILITY AGREEMENT (TILMA) REGULATIONS

TILMA applies to the City of Port Alberni's purchases of goods and services. TILMA requires that all tenders for goods and materials and services exceeding \$75,000, and all tenders for construction projects in excess of \$200,000 must be advertised through an electronic tendering system and, notwithstanding section 13.1 that there may be no local preference policy in relation to such tenders. The City will post all tenders affected by the TILMA on the City's internet web site.

7. EXCEPTIONS TO NORMAL PURCHASING PROCEDURE

The services set out below are exempt from the requirements for tendering set out hereinafter. Requests for Proposals for these services may be called at the discretion of the City Manager and Department Heads in cases where service levels and fees and charges of current providers are deemed to be unsatisfactory.

- Architectural Services
- Engineering Services
- Legal Services
- General and Liability Insurance Broker Services
- Employee Benefits Consultant Services
- Auditing Services
- Electrical, Plumbing and Heating, Ventilation and Air Conditioning Services of an Regular Maintenance Nature

Other exceptions to this policy are:

- when time constraints will not allow for tendering, such as when supplies, services and equipment are urgently needed to maintain City utilities and essential services;
- b) when dealing with professional service contracts; or
- c) when only one supplier exists.

Under these circumstances, the Department Head, with the approval of the City Manager, may obtain direct quotations from suppliers and award the contracts.

8. ORDERS

All orders must originate with a purchase requisition. All orders and purchases shall be made only by issuing a purchase order. Suppliers should always be advised to show this number clearly on their invoices.

9. TENDERING PROCEDURE

9.1 Preparation

Specifications issued shall be reasonable, clear, without ambiguity and designed and advertised to allow for submission of bids or offers by the optimum number of qualified vendors. Department Heads shall be responsible for the technical accuracy of the specifications.

When necessary, Department Heads shall arrange consultations with prospective vendors and shall

9.2 Tender Instructions, Conditions and Pricing Formulae

The Department Head shall be responsible for the preparation of tender instructions, conditions and pricing formulae. Such documentation should combine with the technical specifications to ensure that the tender form is clear and without ambiguity. Except as otherwise approved by the City Manager, tender documents including "instructions to tenderers" and "general conditions" shall be in the form adopted as the City's "Standard Tender Package Form" or "Standard Request for Proposals Form" which have been approved by the Director of Finance

9.3 Completed Tender Forms

Department Heads, or a designated manager shall review and approve the completed tender form before it is released to vendors.

10. TENDER FORMS AND ENVELOPES

Except as otherwise approved by the City Manager, standard tender forms approved by the Director of Finance shall be used to give uniformity to tender submissions, (bids). Additional sheets may be attached by the prospective vendors, but the standard tender form must always be completed by vendors.

11. TENDER OPENING PROCEDURES

When tender envelopes, (bids), are received from vendors, the envelopes shall be date stamped and placed, unopened, in the appropriate file by the Purchasing Clerk.

At the specified time of opening, each and every envelope will be opened publicly by the Purchasing Clerk and witnessed by the Department Head or designate, with both of them signing and dating each tender form.

Any and all tender envelopes, (bids), received after the closing time shall be date and time stamped and returned unopened to the vendor with a covering letter from the Department Head, explaining the reason for the return.

12. ANALYSIS AND AWARDING OF TENDERS

As soon as possible after the opening of tenders, the Department Head shall prepare the tender recommendation for presentation to the Director of Finance for review. Awards will be made in accordance with the Section 13 of this policy entitled, "AWARD OF CONTRACTS". Completed files shall be retained by the Purchasing Clerk for reference as required.

13. AWARD OF CONTRACTS

13.1 General

Awards shall be made for the purchase of equipment, supplies and services that will give the greatest value based on quality, service and price. Criteria for evaluation of bids may include but not be limited to:

- * Price
- Experience of the supplier
- Previous legal action that may have been taken by the bidder against the City
- Qualifications of the supplier's personnel
- Past track record of quality of services provided to the City of Port Alberni by the supplier
- Past track record of quality of goods provided by the supplier
- Availability/Delivery Time for goods, parts and service.
- Compatibility of proposed goods with existing units.
- Ingenuity and innovation

Preference shall be given to local suppliers where quality, service and price are equivalent.

13.2 Local Vendor Preference

- 13.2.1 A local vendor is defined as a business that for at least six (6) months immediately preceding the relevant request for bids or proposals has a physical location within the boundaries of the City of Port Alberni and who maintains a current City of Port Alberni business licence.
- 13.2.2 The City will actively seek to identify local vendors interested in doing business with the City of Port Alberni.
- 13.2.3 The price bid by Port Alberni vendors will be adjusted by \$1,000 when prices are compared in the bidding process.
- 13.2.4 The local vendor preference shall be applied to the purchase of goods, materials and services to the maximum extent possible while still complying with the Trade, Investment and Labour Mobility Agreement (TILMA) regulations (Section 6 of this policy).
- 13.2.5 Local Vendor Preference shall not apply to the following purchases or agreements:
 - Goods, equipment or services provided under a cooperative purchasing agreement;
 - The City determines the business is not qualified to perform the work or provide the services or materials;
 - Purchases of supplies, services and equipment not requiring bids;
 - Exceptions as provided for under Section 7 of this policy Exceptions To Normal Purchasing Procedure.

13.3 Purchases Up To \$2,500

Purchases up to \$2,500 may be made by the Department Head *or designate* following sound business principles and practices of buying. Where local suppliers are known to exist they will be given the first opportunity to provide prices.

13.4 Purchases Between \$2,500 and \$10,000

The Department Head or designate shall obtain three written quotations for any purchases valued between \$2,500 and \$10,000. Where local suppliers are known to exist they will be given first opportunity to provide quotations.

13.5 Purchases Between \$10,000 and \$20,000

All expenditures between \$10,000 and \$20,000 must be evaluated by the Department Head in order to determine if tenders are required.

Where a tender is deemed necessary, such purchases shall be awarded through the process of a Sealed Bid Tender or Request for Proposal.

Award of Low Bid Tenders:

Department Heads may award low bid tenders up to a value of \$20,000, providing such tenders meet the specifications.

Award of Greater Value Tenders:

In cases where a tender is considered to be awarded to a bid of greater value than the low bid tender which meets the specifications, the Department Head shall submit a report to the Director of Finance, who may approve the award.

13.6 Purchases Estimated To Be Over \$20,000 but less than \$75,000 in Value All purchases over \$20,000 in value must be tendered unless otherwise approved by the City Manager.

Such purchases shall be awarded through the process of a Sealed Bid Tender or Request for Proposal.

13.7 Award of Tenders or Requests for Proposals Valued Between \$20,000 and \$75,000

Award of Low Bid Tenders:

The Department Head shall submit a report to the Director of Finance, who may approve the award of the contract.

Award of Greater Value Tenders:

The City Manager shall present the joint recommendation of the Department Head and the Director of Finance to City Council for their decision.

13.8 Purchases Estimated To Be Over \$75,000 In Value

All purchases over \$75,000 in value must be tendered through the process of a Sealed Bid Tender or Request for Proposals unless otherwise approved by City Council.

13.9 Award of Tenders or Requests for Proposals Over \$75,000 In Value
The Department Head and Director of Finance shall submit joint recommendations
for the award of tenders or requests for proposals of over \$75,000 in value,
whether low bid or greater value, to the City Manager for presentation to City
Council for their decision.

14.0 TERM OF CONTRACTS

14.1 Multi-Year Contracts

Where the Department Head determines it to be of benefit to the City, contracts may be let for supply of goods or services for a multi-year period. Such contracts may include clauses to allow for modifications to unit prices or lump sum prices based on inflation indices. Maximum term of contract shall be 5 years. Such contracts shall include a cancellation clause in favor of the City for all years subsequent to the original year of the contract signing.

14.2 Extension of Contracts

Where the Department Head determines it to be of benefit to the City, and where a supplier agrees to maintain prices for goods or services at the same level as the previous year the Department Head may approve extension of the contract for an additional year.

15.0 TENDERS VS PROPOSALS

- 15.1 Where the supply required is for goods which are widely available and for which standards of quality are well set and quantifiable a Sealed Bid Tender process shall be used. Examples of these types of goods are: lumber, pipe and fittings, fuel, aggregates.
- 15.2 Where the work required is for construction services involving the supply and installation of materials which are well detailed in constructions drawings with supporting specifications a Sealed Bid Tender Process shall be used. Examples of this type of work are installation of water or sewer mains, construction of buildings.
- 15.3 Where the supply required is for services or for goods which are specialized or have differences between brands or suppliers requiring considerable subjective analysis a Request for Proposals format shall be used.

16.0 ADVERTISING OF TENDERS AND REQUESTS FOR PROPOSALS AND QUOTATIONS

- All tenders issued for goods or materials valued at \$10,000 or more shall be advertised a minimum of two times in a local newspaper and on the City's internet web site. Advertisement in non-local newspapers and/or other publications shall be undertaken where the goods or materials required are not known to be readily available from more than one local supplier.
- 16.2 Except as provided in Section 7, all tenders and/or requests for proposals issued for services valued at \$20,000 or more shall be advertised a minimum of two times in a local newspaper and on the City's internet web site. Advertisement in non-local newspapers and/or other publications shall be undertaken where the services required are not known to be readily available from more than one local contractor or consultant.

Government to Government Accord

This ACCORD dated for reference the day of ,	2018
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BETWEEN: THE TSESHAHT FIRST NATION

AND: THE CITY OF PORT ALBERNI

WHEREAS (The Parties)

- A. The Tseshaht First Nation and the City of Port Alberni (the "City") each have distinct governance authorities and responsibilities towards their residents and members, and acknowledge that the interests of persons living in their communities are best served by working together in the spirit of cooperation.
- B. The Parties recognize that establishing a formal government-to-government relationship now will create a level of certainty for the Parties' communities and jurisdictions and begin an important dialogue in anticipation of successful community development.
- C The Parties recognize the following documents and principles as guides to effective inter-governmental relations:
 - United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)
 - The Truth and Reconciliation Commission's 94 Calls to Action
 - lisaak (respect), hishukish-tsawalk (everything is interconnected) and uu-a-thluk (taking care of)

NOW THEREFORE the Parties enter into this Accord with the intention and desire to establish a cooperative government-to-government relationship for the purpose of sharing information, improving communications, addressing specific concerns, and raising awareness and understanding of Tseshaht First Nation Title, Rights and responsibilities and the rights of the City under the Community Charter and Local Government Act.

1.0 PURPOSE

1.1 The purpose of this Accord is to enter into a more formal arrangement between the Tseshaht First Nation and the City with respect to establishing and maintaining a long-term cooperative government-to-government relationship through effective communications.



2.0 PRINCIPLES OF COOPERATION

The Parties agree that the Tseshaht First Nation and the City will:

- 2.1 Meet regularly to promote and encourage open and constructive dialogue based on mutual trust, honesty, respect and understanding.
- 2.2 Work cooperatively to ensure that the Parties have a full understanding of each other's governing structures, capacities, traditions, roles, responsibilities and current projects.
- **2.3** Maintain respect for the views and authority of each of the Parties.
- 2.4 Explore potential partnerships and collaborative opportunities that help support a strong local economy. Each Party will endeavor to advise the other Party at the early stages of consideration about economic development projects that may impact the other Party.

3.0 KEY JOINT INTERESTS

The Parties agree to work together on the following, but not limited to areas of mutual interest:

- Governance
- Intergovernmental Relations
- Economic Development
- Cultural, Language and Heritage Protection
- Tourism
- Environmental Protection
- Public Safety
- Capacity Building
- Infrastructure
- Service Delivery
- Poverty
- Sustainable Healthy Communities

4.0 COMMUNICATIONS

- **4.1** The Parties recognize the success of a government-to-government relationship is predicated upon:
 - Open and transparent communication
 - Effectiveness and efficiency
 - Cooperation and collaboration

- **4.2** The parties acknowledge and recognize that communication and information sharing for the interests set out in this Accord may be subject to Federal and Provincial Freedom of Information and Protection of Privacy Legislation.
- 4.3 The Parties agree to seek and explore opportunities to incorporate Tseshaht and First Nations culture, history and language into communications, advertising and signage.
- 4.4 The Parties agree to jointly develop and implement a strategy for interaction between the Parties for the purposes of improving timely communication on matters referred to in this Accord.

5.0 Implementation and Dispute Resolution

- **5.1.** This Accord shall be administratively implemented through the CAO of the City and the Executive Director of the Tseshaht First Nation. In the event that a dispute arises pertaining to this Accord, the CAO and Executive Director shall meet to seek resolution of that dispute.
- 5.2 If the Administration of both Parties cannot resolve any dispute as referenced above, the Mayor of the City and the Chief Councillor of the Tseshaht First Nation shall meet to develop solutions in accordance with this Accord.
- 5.3 If a dispute cannot be resolved at the levels of Administration or Mayor and Chief Councilor, then a meeting of both Councils shall occur to resolve the matter in accordance with this Accord.

6.0 COUNCIL TO COUNCIL FORUM

6.1 The elected Councils will meet at least annually and as required to monitor and evaluate the implementations of this Accord and the specific initiatives undertaken thereto. Councils will also provide vision, policy and strategic direction to the Administrations of their respective governments in accordance with this Accord.

7.0 TERMS OF THE ACCORD

- 7.1 The Parties agree that this Accord shall take effect by a formal resolution by each respective Council.
- 7.2 The Parties agree that this Accord is a living document and may be subject to revision from time to time by mutual consent. The revisions must be agreed to in writing, and by formal resolution by each respective Council.

- 7.3 The Accord will remain in effect continuously unless terminated by either of the Parties by providing sixty (60) days' notice in writing, to be delivered by hand, facsimile or registered mail.
- **7.4** The Accord will be reviewed jointly by the Parties on an annual basis.
- 7.5 This Accord does not affect any aboriginal right, or any title or interest of the Tseshaht First Nation.
- 7.6 This Accord does not prejudice or affect the City's rights, powers, duties or obligations in the exercise of its functions pursuant to the *Community Charter* and *Local Government Act* as amended from time to time.
- **7.7** This Accord is non-binding and is not intended to and does not create any legal rights or obligations.

8.0 ADDRESS FOR SERVICE

TSESHAHT FIRST NATION 5091 Tsuma-as Drive Port Alberni, BC V9Y 8X9

CITY OF PORT ALBERNI 4850 Argyle Street Port Alberni BC, V9Y 1V8

IN WITNESS THEREOF The Parties have hereunto affixed their signatures as of the day and year first written above.

Sharie Minions, Mayor	Cynthia Dick, Chief Councilor	
City of Port Alberni	Tseshaht First Nation	

Cindy Solda, Councillor	Corey Anderson, Councillor
City of Port Alberni	Tseshaht First Nation
Dan Washington, Councillor	Hugh Braker, Councillor
City of Port Alberni	Tseshaht First Nation
Debbie Haggard, Councillor	Melanie Cranmer, Councillor
City of Port Alberni	Tseshaht First Nation
Helen Poon, Councillor	Luke George, Councillor
City of Port Alberni	Tseshaht First Nation
Ron Corbeil, Councillor	 John Gomez, Councillor
City of Port Alberni	Tseshaht First Nation
Ron Paulson, Councillor	Eunice Joe, Councillor
City of Port Alberni	Tseshaht First Nation
	Ken Watts, Councillor
	Tseshaht First Nation
	Richard Watts, Councillor
	Tseshaht First Nation
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Government to Government Accord

This Accord dated for reference the day of , 2010	This ACCORD da	ated for reference	e the d	ay of ,	2019.
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BETWEEN: THE HUPACASATH FIRST NATION

AND: THE CITY OF PORT ALBERNI

WHEREAS (The Parties)

- A. The Hupacasath First Nation and the City of Port Alberni (the "City") each have distinct governance authorities and responsibilities towards their residents and members, and acknowledge that the interests of persons living in their communities are best served by working together in the spirit of cooperation.
- B. The Parties recognize that establishing a formal government-to-government relationship now will create a level of certainty for the Parties' communities and jurisdictions and begin an important dialogue in anticipation of successful community development.
- C The Parties recognize the following documents and principles as guides to effective inter-governmental relations:
 - United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)
 - The Truth and Reconciliation Commission's 94 Calls to Action
 - Itsaak (respect), hishukish-tsawalk (everything is interconnected) and uu-a-thluk (taking care of)

NOW THEREFORE the Parties enter into this Accord with the intention and desire to establish a cooperative government-to-government relationship for the purpose of sharing information, improving communications, addressing specific concerns, and raising awareness and understanding of Hupacasath First Nation Title, Rights and responsibilities and the rights of the City under the Community Charter and Local Government Act.

1.0 PURPOSE

1.1 The purpose of this Accord is to enter into a more formal arrangement between the Hupacasath First Nation and the City with respect to establishing and maintaining a long-term cooperative government-to-government relationship through effective communications.

2.0 PRINCIPLES OF COOPERATION

The Parties agree that the Hupacasath First Nation and the City will:

- 2.1 Meet regularly to promote and encourage open and constructive dialogue based on mutual trust, honesty, respect and understanding.
- 2.2 Work cooperatively to ensure that the Parties have a full understanding of each other's governing structures, capacities, traditions, roles, responsibilities and current projects.
- 2.3 Maintain respect for the views and authority of each of the Parties.
- 2.4 Explore potential partnerships and collaborative opportunities that help support a strong local economy. Each Party will endeavor to advise the other Party at the early stages of consideration about economic development projects that may impact the other Party.

3.0 KEY JOINT INTERESTS

The Parties agree to work together on the following, but not limited to areas of mutual interest:

- Governance
- Intergovernmental Relations
- Economic Development
- Cultural, Language and Heritage Protection
- Tourism
- Environmental Protection
- Public Safety
- Capacity Building
- Infrastructure
- Service Delivery
- Poverty
- Sustainable Healthy Communities

4.0 COMMUNICATIONS

- **4.1** The Parties recognize the success of a government-to-government relationship is predicated upon:
 - Open and transparent communication
 - Effectiveness and efficiency
 - Cooperation and collaboration

- 4.2 The parties acknowledge and recognize that communication and information sharing for the interests set out in this Accord may be subject to Federal and Provincial Freedom of Information and Protection of Privacy Legislation.
- **4.3** The Parties agree to seek and explore opportunities to incorporate Hupacasath and First Nations culture, history and language into communications, advertising and signage.
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CITY OF PORT ALBERNI 4850 Argyle Street Port Alberni BC, V9Y 1V8

IN WITNESS THEREOF The Parties have hereunto affixed their signatures as of the day and year first written above.

Sharie Minions, Mayor	Steven Tatoosh, Chief Councillo
City of Port Alberni	Hupacasath First Nation

Warren Lauder, Councillor Cindy Solda, Councillor City of Port Alberni **Hupacasath First Nation** Jim Tatoosh, Councillor Dan Washington, Councillor City of Port Alberni Hupacasath First Nation Debbie Haggard, Councillor Brandy Lauder, Councillor Hupacasath First Nation City of Port Alberni Helen Poon, Councillor City of Port Alberni Ron Corbeil, Councillor City of Port Alberni Ron Paulson, Councillor City of Port Alberni



CITY OF PORT ALBERNI

DEVELOPMENT SERVICES DEPARTMENT

TO:

Tim Pley, CAO

FROM:

Joe Calenda, Consulting City Planner to

Port Alberni

DATE:

December 11, 2018

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

Tim Pley, CÁO

SUBJECT: DEVELOPMENT APPLICATION

Development Permit - 4410 Glenwood Drive

Lot 2, District Lot 1, Alberni District, Plan VIP7078 Except part in plan

47468 (PID: 005-813-131)

Applicant: Brad Oosterom and Stephan Zilliken

ISSUE

At issue is the consideration of an application for Development Permit No. 18-06 to facilitate the construction of a steel frame storage building at 4410 Glenwood Drive.

BACKGROUND

The owners of 4410 Glenwood Drive are planning to construct a second new metal storage building on the property. The first building was constructed in 2017 further to Development Permit 16-05. The property is zoned M1 - Light Industry and is within Development Permit Area No. 3 (Industrial Development).

DISCUSSION

The property at 4410 Glenwood has three existing light industrial buildings with the majority of the property being graveled and used as storage and truck parking. There are two concrete aprons and a walkway in front of the newest and largest building constructed in 2017.

The new building proposed will be 60.96m (200 ft.) by 13.71m (45 ft.) and have a floor space area of 835.76 m² (9,000 square feet); smaller than the existing 1300 m² (14,000 square feet) new metal building. It will be slate gray with harbor blue trim and of full metal construction. There are four large bay doors on the front of the building. The building will have lighting which will be directionally down lite to provide adequate lighting for the outside of the building with no impact on adjacent properties. The same lighting plan is used on the existing building. The proposed use of the building will be to store boats and boat trailer packages and marine related products and similar.

The site plan shows the location of the three existing buildings and the proposed new building. That building is set back 29m (95 ft.) from the front property line at Glenwood Drive and has a 17m (56 ft.) rear yard. The existing access points from Glenwood Drive will be maintained. The existing gravel area to the north of the proposed building will continue to be used for loading and unloading into the building. The M1 Zone requires 22 parking spaces for this property and there is sufficient space for parking. The property is fenced on two sides. The Glenwood Drive frontage is open and there will be hydra seeding done in Spring 2019 along the northerly third of the property frontage. The landscape cost estimate is \$4000.00.

The photo shows the building built in 2017. The proposed new building will be similar in size, shape and colour.



CONCLUSIONS

The Planning Department supports the issuance of a Development Permit to allow for the construction of the new marine storage building at 4410 Glenwood Drive.

RECOMMENDATION

- That Council for the City of Port Alberni approve Development Permit No. 18-06 and that the City Clerk be authorized to sign the permit including the following Schedule B development plans attached:
 - a. Schedule B Site Plan: Drawing No. 3458-C01 as amended with additional building shown in blue pen.
 - b. Schedule B Drawing No. 1, Building Layout
 - c. Schedule B Drawing No. 2, Anchor Bolt Plan
 - d. Schedule B Drawing No. 3, Roof Sheeting
 - e. Schedule B Drawing No. 4, Roof Framing Plan
 - f. Schedule B Drawing No. 5, Sidewall Sheeting and Trim Frame Line A
 - g. Schedule B Drawing No. 6, Sidewall Sheeting and Trim Frame Line C
 - h. Schedule B Drawing No. 7, Endwall Sheeting and Trim Frame Line 1

Respectfully Submitted

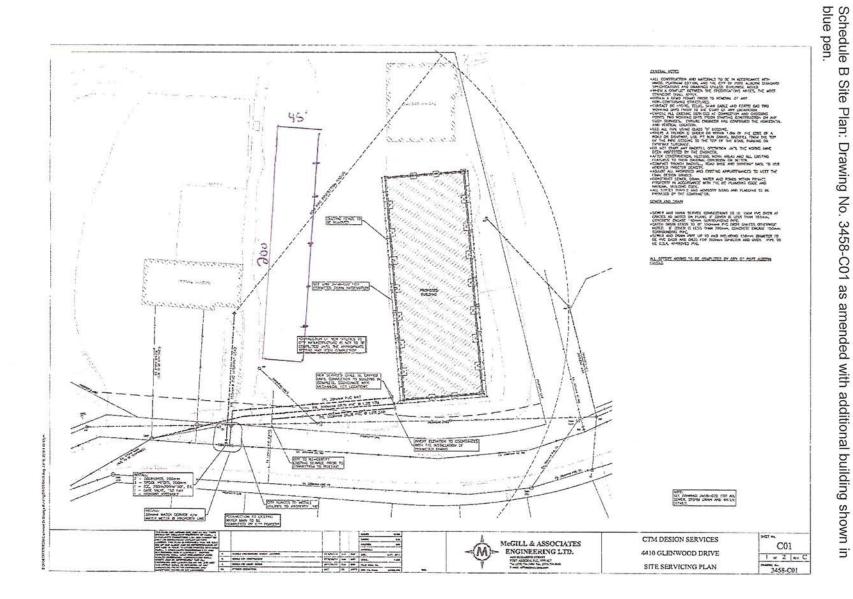
Joseph A. Calenda, MCIP, RPP (Rtd), DTM Consulting City Planner to Port Alberni

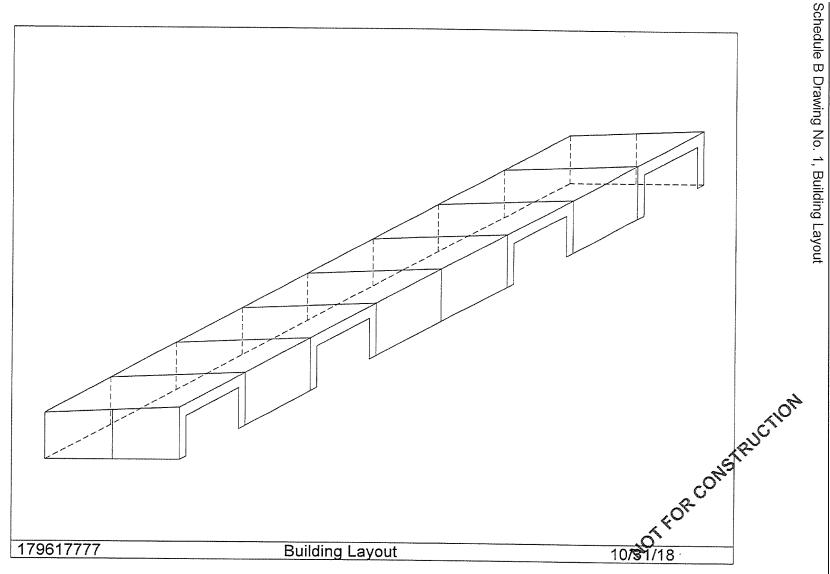
i. Schedule B Drawing No. 8, Endwall Sheeting and Trim - Frame Line 9

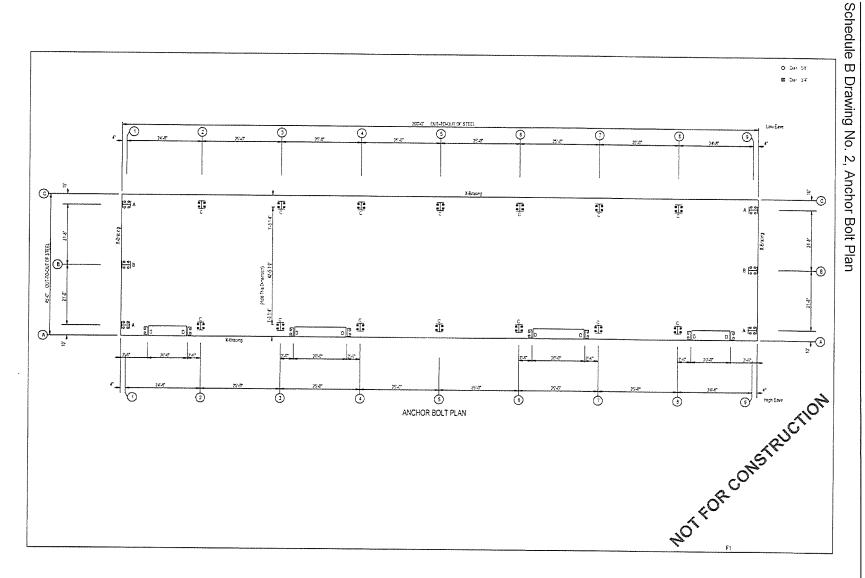
i. Schedule B Drawing No. 9, Frame Cross Section - Frame Line 2, 3, 4, 5, 6, 7, 8

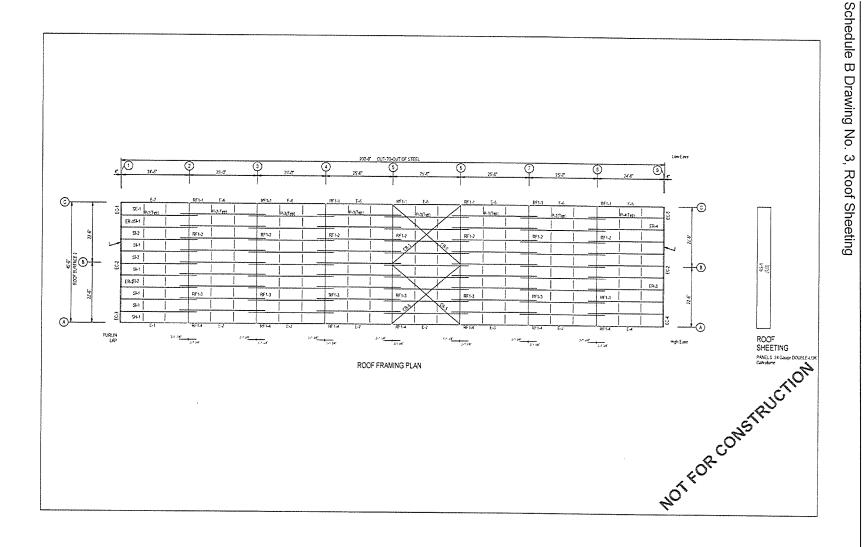


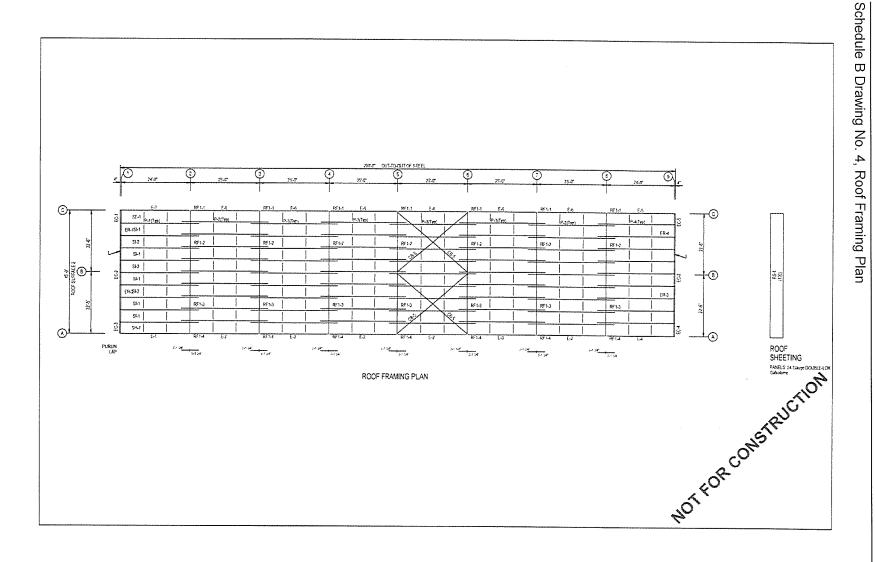
SUBJECT PROPERTY - 4410 GLENWOOD DRIVE

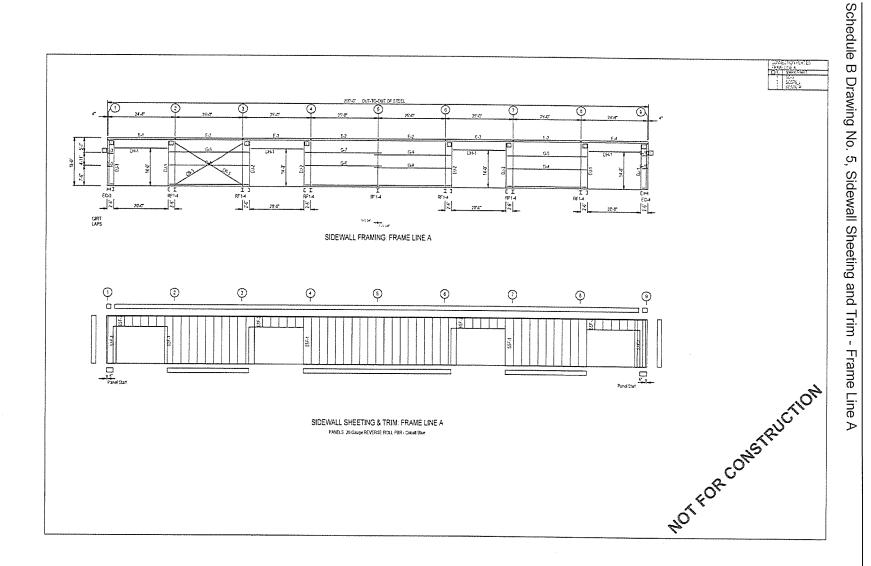


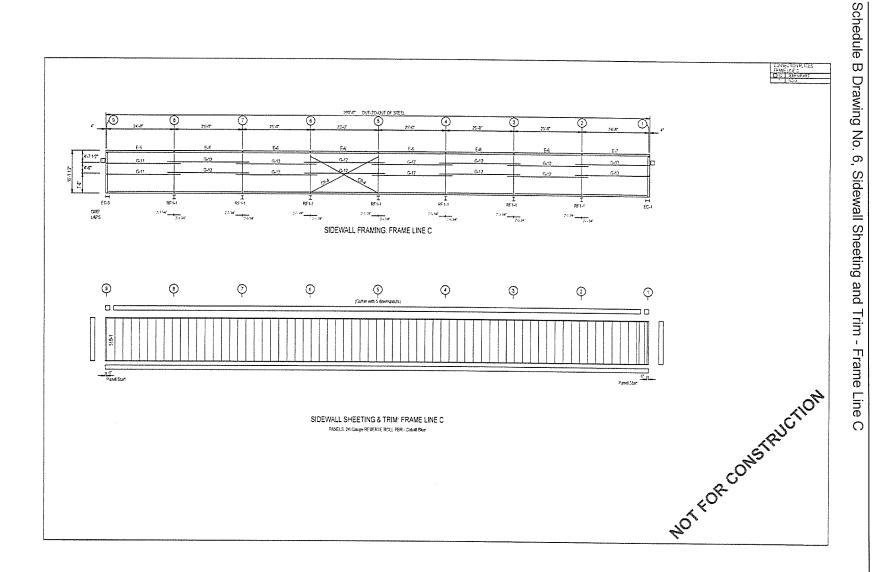


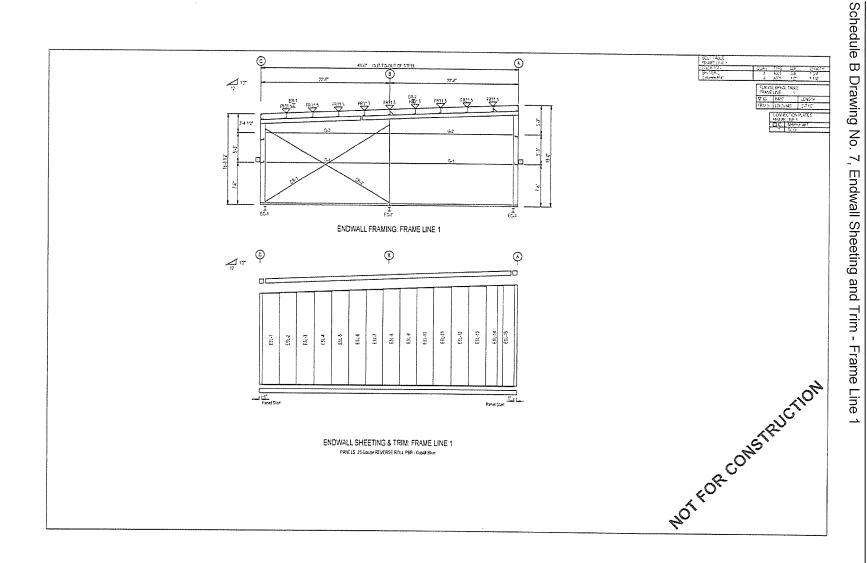


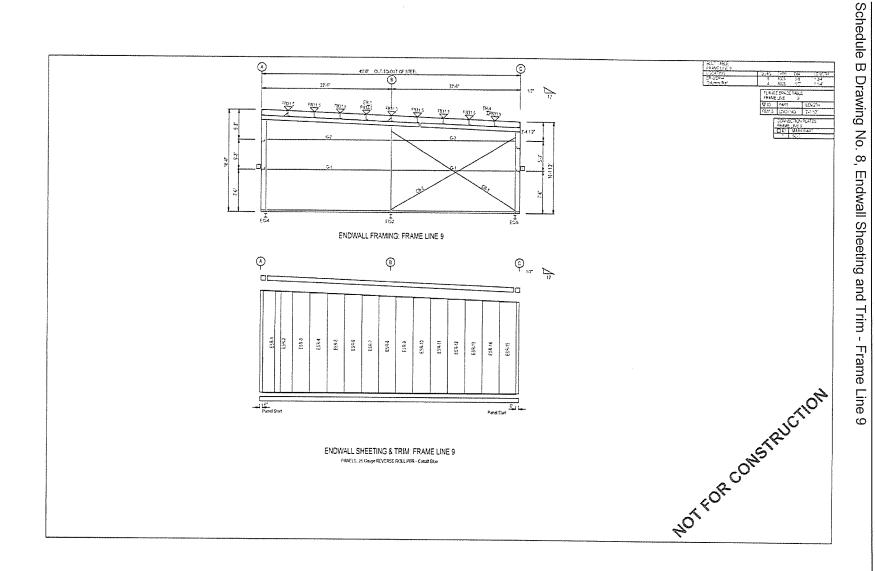


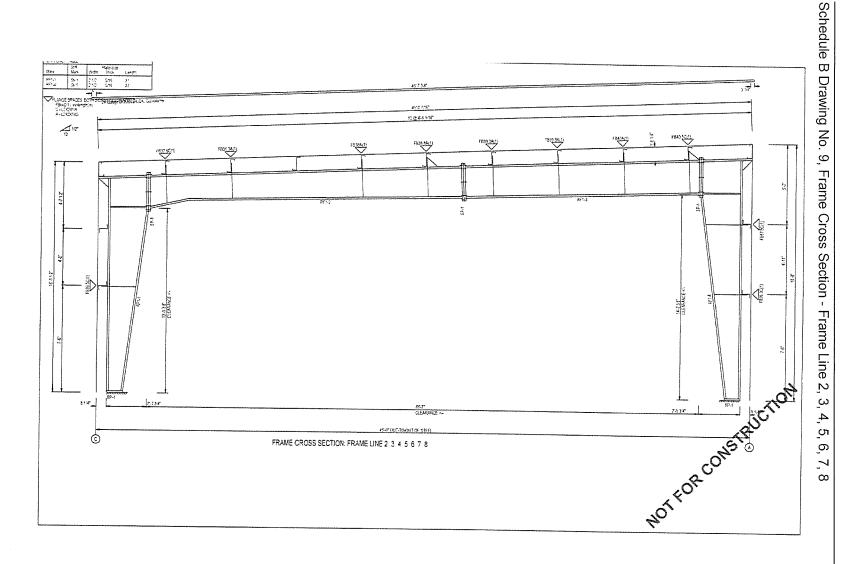












CITY OF PORT ALBERNI DEVELOPMENT PERMIT NO. 18 - 06

Development Permit Issued to:

Stephan Zilliken and Brad Oosterom dba 1089510 BC LTD 581 Campbell Street PO BOX 335 Tofino, BC V0R 2Z0

The land affected by this permit is shown on Schedule A attached hereto and forming part of this Permit and is legally described as the whole or/a portion of:

Lot 2, District Lot 1, Alberni District, Plan VIP7078 Except part in plan 47468 (PID: 005-813-131) located at

4410 Glenwood Drive

CONDITIONS OF PERMIT

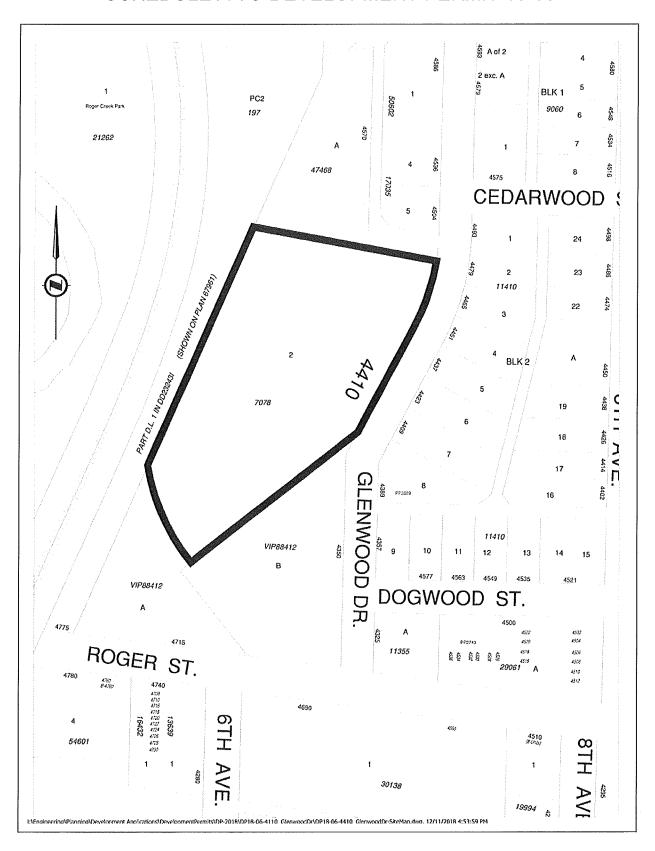
- 1. Development of the land to be undertaken shall be limited to the area shown on Schedule A.
- 2. Development of the land to be undertaken shall be in accordance with the development plan shown on Schedule B attached hereto and forming part of Development Permit No. 18-06.
- 3. An Irrevocable Letter of Credit or other security is required in the amount of \$4,000.00 for landscaping.
- 4. The owner of the land shall provide the general contractor and all professionals associated with the development with copies of this permit.
- 5. The owner of the land shall maintain any undeveloped land in a neat and tidy condition at all times.
- 6. If there has not been any substantial commencement of construction with respect to which the permit was issued within two years after the date it was issued, the permit lapses.

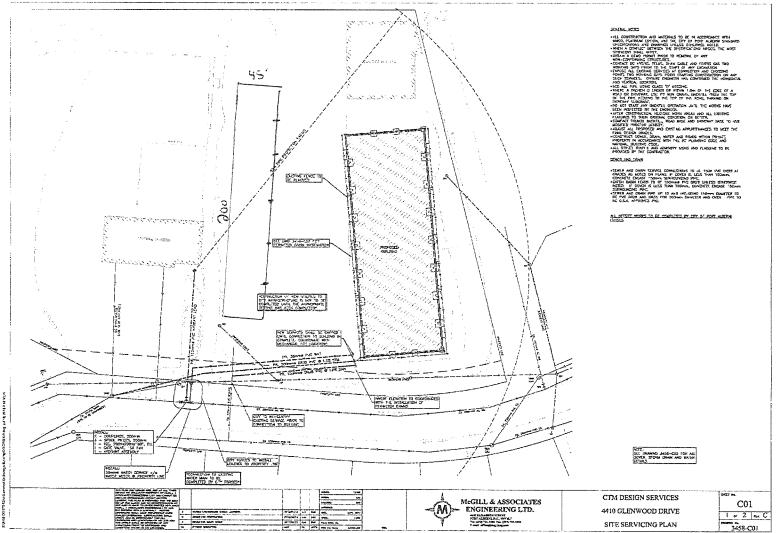
The City of Port Alberni shall file notice of this permit in the Land Title Office stating the land is subject to Development Permit No. 18-06.

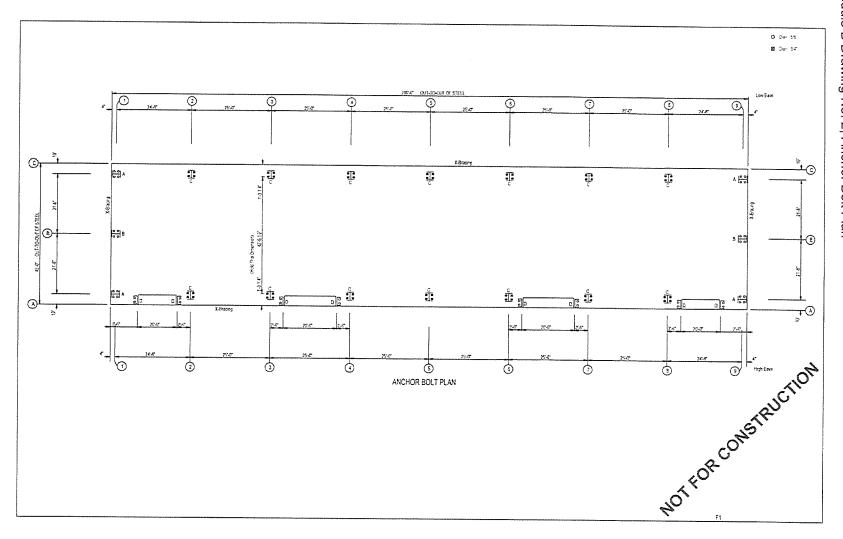
In accordance with the provisions of Section approval of this Permit was granted by reso	on 489 of the <i>Local Government Act RSBC 2015</i> blution of the City Council on, 2019.
 Date	Clerk

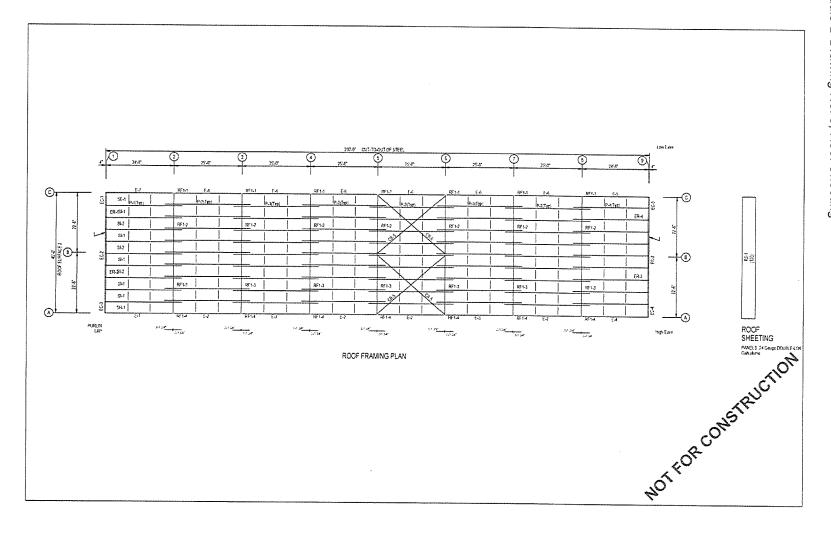
THIS IS NOT A BUILDING PERMIT

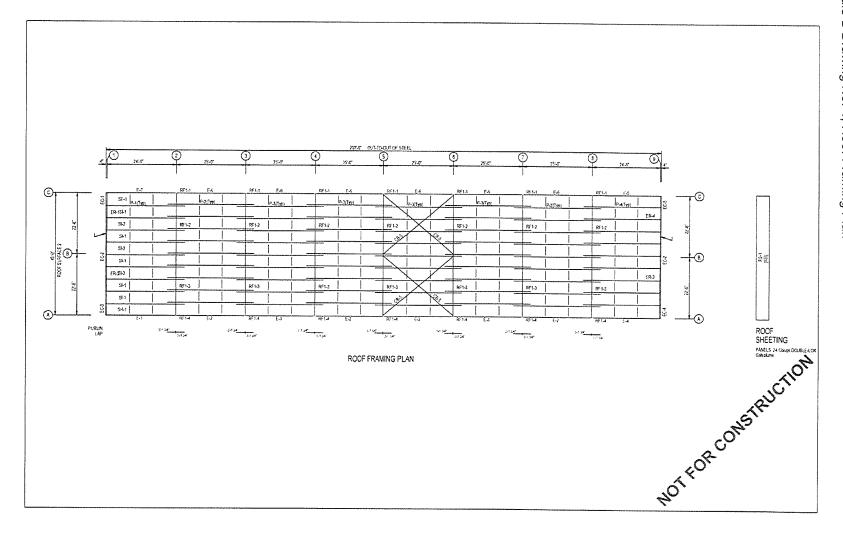
SCHEDULE A TO DEVELOPMENT PERMIT 18-06

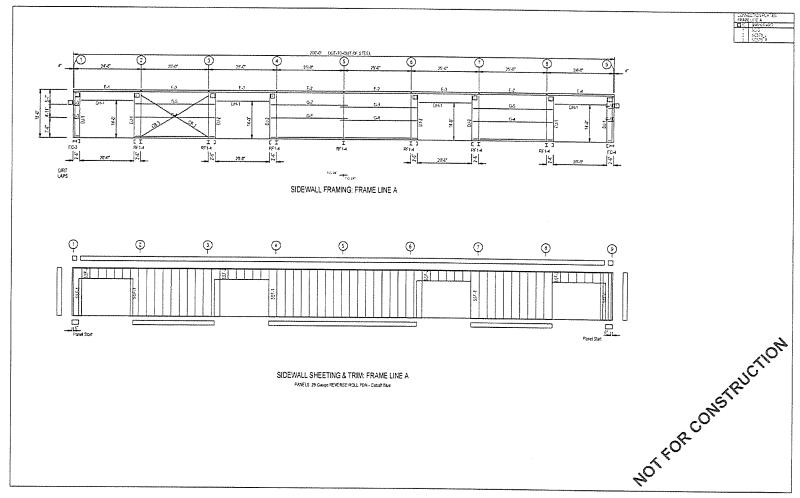


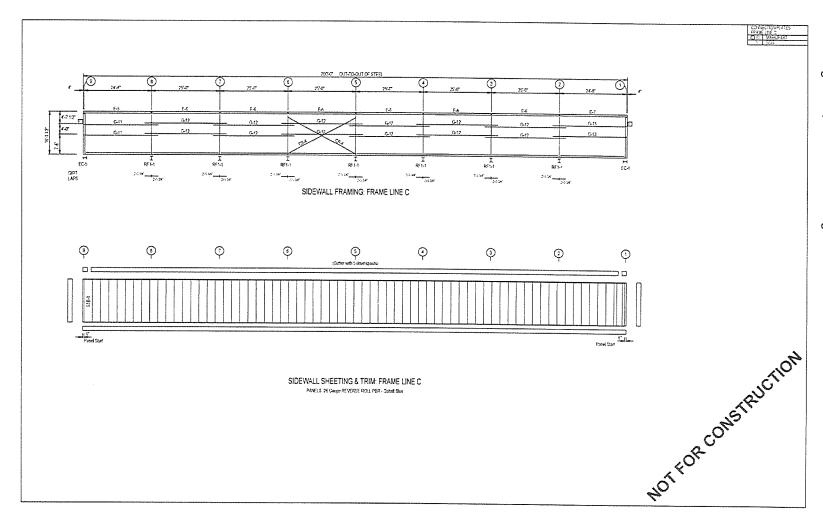




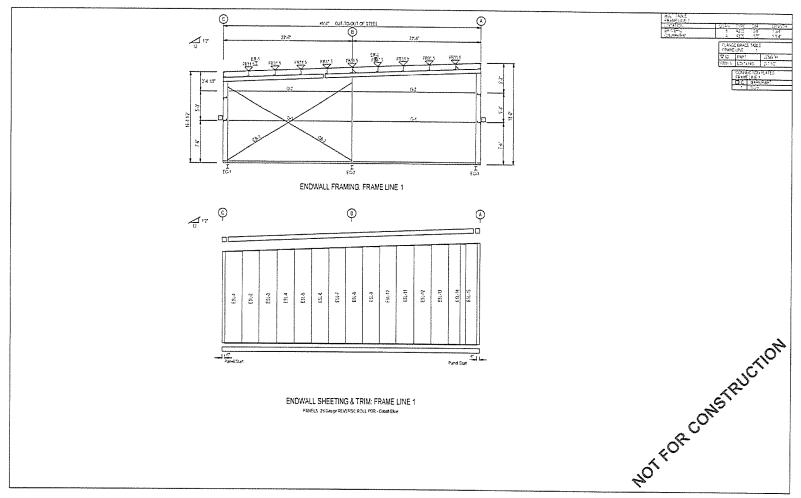


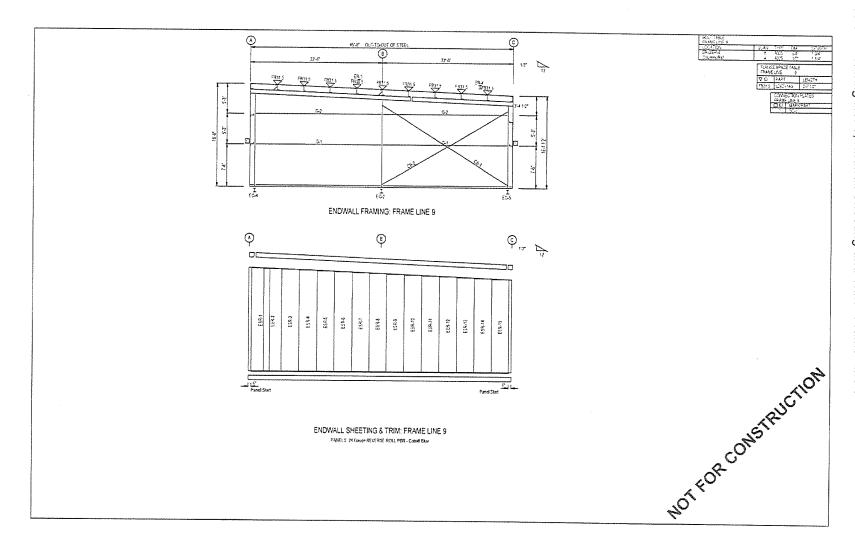


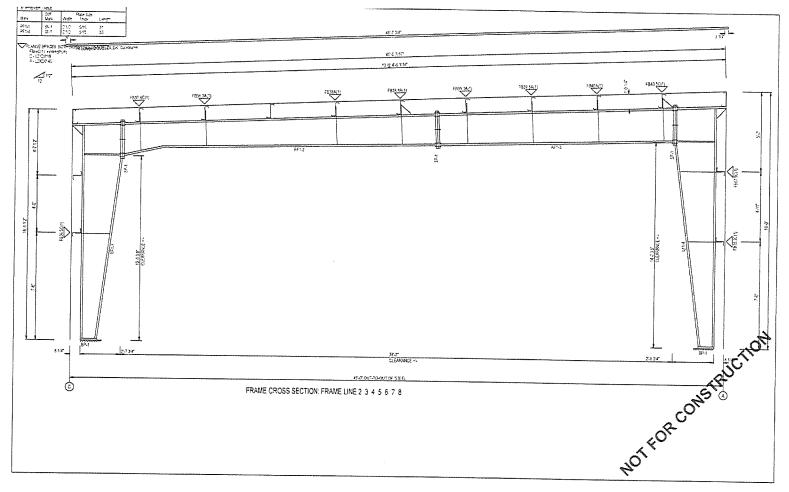




SCHEDULE B TO DEVELOPMENT PI Schedule B Drawing No. 7, Endwall Sheeting and Trim - Frame Line 1 **DEVELOPMENT PERMIT 18-06**









MANAGER OF HUMAN RESOURCES REPORT

TO:

Tim Pley, CAO

FROM:

Krista Tremblay, Manager of Human

Resources

DATE:

January 8, 2019

ATTACHMENT: Salary Administration - Exempt Positions

policy

FILE

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

Tim Pley, CAO

SUBJECT: Salary Administration – Exempt Positions policy

Background:

At the December 4, 2018 meeting of Council, the following motion was moved and seconded:

"That Council for the City of Port Alberni direct staff to draft a policy regarding exempt personnel salaries for consideration including CPI increases each year and a marketplace review in the third year of each Council term".

Attached is the revised "Salary Administration - Exempt Positions" policy, including changes as directed by Council.

Recommendation:

That the report from the Manager of Human Resources dated January 8, 2019 be received, and Council for the City adopt the policy entitled 'Salary Administration - Exempt Positions" as presented, replacing the previous policy dated May 9, 2016.

Krista Tremblay

Manager of Human Resources

i. Diembla

ATTACHMENT: Salary Administration - Exempt Positions policy





CITY OF PORT ALBERNI POLICY MANUAL

Title: SALARY ADMINISTRATION - EXEMPT POSITIONS

Department Responsible: Human Resources

New Pages: 1 OF 3

Amended ⊠

POLICY: Salary Administration – Exempt Positions

- Exempt JE Plan The attached 2011 <u>Management and Exempt Job Evaluation Plan</u> prepared by Chris Green and Associates Management Consultants, adopted by Council on April 8, 2013 (with amendments as shown) and further revised on May 9, 2016 is attached and forms part of this Policy. For reference this document is referred to as the Exempt JE Plan. This 2011 Exempt JE Plan (revised on May 9, 2016) entirely replaces the former 1996 Exempt JE Plan.
- 2. **Plan Application** The Exempt JE Plan applies to all exempt employees of the City of Port Alberni except the CAO whose salary administration is determined separately by Council.
- 3. Rating Factors The Exempt JE Plan includes seven (7) job-related factors each with a range of point values achievable based on the function and qualification requirements of the job being rated. The sum of points achieved for all seven factors equals the JE Point Score for the job. Details of rating factors are provided in Section 2 of the Plan.
- 4. Rating Process Initial rating undertaken in 2011 as part of the Plan development provided a JE Point Score for each of the 19 positions evaluated. Subsequent rating of new or modified positions will be undertaken by the City's CAO, with a resulting report presented to the City's Personnel Committee. Terms of reference for the JEC are provided in the Plan, with rating of positions undertaken using Rating Charts also included. Details of the Rating Process are provided in Section 3 of the Plan.
- 5. Salary Determination The "salary line" relating job scores to salary level was derived through a 2011 External Market Compensation Survey undertaken by Chris Green & Associates. This survey sampled the salary levels for eight (8) "benchmark" jobs at seven (7) municipalities in B.C. similar to Port Alberni. Benchmark salary data was refreshed in 2016. The mean salary levels for each of the benchmark jobs provided a score vs. salary curve referred to as the "Market Policy Salary Line" in the Plan. Details of the Salary Line derivation are provided in Section 4 of the Plan. Details of Salary levels for Port Alberni positions are provided in Section 5 of the Plan.
- 6. Salary Range A salary range applies to each position. The top of the range equals the Market Policy Salary Line value plus 10%. The bottom of the range is the Market Policy Salary Value minus 15%. The salary level provided within this range depends on the job incumbent's experience, qualifications, and performance. Newly hired incumbents would normally start at a salary level below the Market Policy Salary value. Increments within the range would be provided with increasing experience and performance levels. Starting

- salaries and increments within the range due to performance evaluation must be approved by the City's CAO.
- 7. Probationary Period All new exempt staff or exempt staff moving into a new position will have a probationary period of 6 months. While on probation, an incumbent will receive 95% of the established initial rate of the position. Advancement from the probationary rate will be based on demonstrating satisfactory performance during the probationary period. Probationary performance reviews by the Department Head will occur as outlined for exempt staff in the policy P2 PROBATIONARY/TRIAL/ACTING PERIOD.
- 8. Performance Evaluation Salary increases within the established range for a position are tied to individual performance. Salary advancement due to performance assessment will generally be as outlined in Section 6 of the Plan. Specifics of the performance evaluation process will be as outlined in the policy P2- PERFORMANCE EVALUATION EXEMPT STAFF. All salary increases due to performance evaluation must be approved by the City's CAO. The aggregate amount of exempt staff salaries including performance related increases must be within the budget allocation approved by Council.
- 9. Annual Salary Adjustments City of Port Alberni exempt employee positions will receive an annual salary increase effective January 1st of each year by a percentage equal to the BC Consumer Price Index (CPI) from the previous year.
- 10. Review & Update In the third year of each term of City Council, the City will undertake a market review of the salaries of exempt positions. The results of this review will be considered by City Council.

Effective Date: January 14, 2019

Replaces: June 96, Feb 12/01, Sept 30/08,

May 30/13 & May 9/16

Authorized By: Council



BYLAW SERVICES

TO:

Tim Pley, CAO

FROM:

Flynn Scott

Manager of Bylaw Services

DATE:

January 7th, 2019

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

Tim Pley, CÁO

SUBJECT: Secondary Suites

ssue:

To request Council's consideration on Zoning Bylaw amendments relating to secondary suites.

Background:

On December 14th, 2015, Council directed City staff to prepare a report on secondary suite provisions within the Zoning Bylaw.

A secondary suite is defined in the Zoning Bylaw as "a dwelling unit that is an accessory to a single detached *dwelling* and is comprised of one or more habitable rooms, intended for *use* as a separate and independent residence. A secondary suite contains sleeping facilities, a bathroom, and cooking facilities that are for the exclusive *use* of the occupant(s) of the suite".

Section 6.22 of the Zoning Bylaw provides general regulations pertaining to secondary suites as follows:

- 6.22.1 May not exceed 90m2 in total floor area or 40% of the *habitable floor space* of the building, whichever is less:
- 6.22.2 Must be fully contained within the principal residence;
- 6.22.3 Must be provided with a *parking space* additional to the standard *parking space* requirements for the residence; and
- 6.22.4 Are only permitted in an owner-occupied single family dwelling.

Discussion:

Secondary suites are a form of rental housing that is typically affordable and market-based. These suites can provide many benefits to homeowners, tenants, and the community.

For homeowners, secondary suites can be a mortgage helper. For tenants, secondary suites can offer affordable rental housing that is generally available closer to community amenities. Secondary suites are highly beneficial at providing low-impact densification while maintaining community



Secondary Suites Page 2.

character. Secondary suites also expand the stock of low cost rental housing without requiring government subsidies.

While the City of Port Alberni has already established provisions for regulating secondary suites, Section 6.22.4 of the Zoning Bylaw requires that an owner reside in a single family dwelling in order to permit a lawful secondary suite on the same lot. City staff has found this provision limiting: it does not permit the scenario of allowing an owner to rent a single family dwelling while also renting a lawful secondary suite on the same lot ("lawful" meaning in compliance with safety regulations, permit processes, and City bylaws – with the exception of Section 6.22.4).

The Bylaw Services Department has responded to a number of instances which resulted in long-term tenants being evicted due to the absence of a property owner residing onsite. With affordable housing becoming increasingly difficult to find, City staff do not propose any bylaw provisions which would restrict safe housing from becoming unlawful due to such requirements.

In September 2005, the BC Government - Ministry of Community published a guide for local governments on secondary suites. This guide references two other communities that require an owner-occupied property in order to permit a secondary suite — Abbotsford and North Vancouver. The Province cautions local governments on following this model by stating, "an owner occupancy requirement is legally challengeable, and enforcement of this requirement is problematic".

However, it is relevant to note that there are impacts to neighbours and neighbourhoods that may be affected by removing Section 6.22.4. Such impacts include having two long-term rentals on one property lot where an owner is not present. This may result in an increase in bylaw complaints (ie. noise, garbage, traffic) due to unmonitored rentals. Additionally, a "loss of privacy" perception may exist for adjacent property owners that feel additional people living next to them will affect their privacy. Another concern for consideration is unsafe conditions of secondary suites due to an offsite owner failing to recognize or ensure they are meeting safe and normal living standards. Tenants may often be reluctant to complain about conditions for fear of losing housing that they can afford. This concern will result in additional staff time and resources being consumed by complaints received or proactive directives being initiated.

In order to alleviate potential concerns, City Staff is recommending that a 'permanent resident' of a lot be clearly defined to include any person who resides on a property lot full time, which will comprise of a long-term tenant rather than strictly a property owner. The definition of secondary suite will also need to be reviewed and section 6.22.4 amended accordingly. City Staff is further recommending that, if an amendment to remove Section 6.22.4 is adopted, City Staff conducts a review of secondary suites in the City of Port Alberni to ensure a life safety inspection has been performed and proper permits have been obtained to permit such suites.

Recommendation:

That the report from the Manager of Bylaw Services dated January 7th, 2019, be received.

That Council for the City of Port Alberni authorize Staff to prepare amendments to the City's Zoning Bylaw for the consideration of new definitions and provisions relative to secondary suites.

Respectfully submitted,

Flynn Gray Scott Manager of Bylaw Services



BYLAW SERVICES

TO:

Tim Pley, CAO

FROM:

Flynn Scott

Manager of Bylaw Services

DATE:

January 3rd, 2019

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

Tim Pley, CÁO

SUBJECT: New Business License Bylaw

Issue:

To request Council's consideration to proceed with drafting a new Business License Bylaw.

Background:

On November 26th, 2018, Council endorsed the recommendations in the November 14, 2018 report from the Manager of Bylaw Services and the Consulting City Planner and directed staff to bring forward amendments to the City's Zoning and Business Licensing Bylaws allowing for transition from medical marijuana dispensaries to cannabis retail businesses.

Upon review of Business License Bylaw No. 4951, City staff resolved that several amendments, including new recommended provisions and minor clerical errors, needed to be made. City staff are also requesting new classifications of businesses be added within the City of Port Alberni licensing system, including revisions to Home Occupations, the addition of and changes to online or mobile businesses, and Tourist Accommodation Businesses for short term rental and AirBnB use.

Discussion:

In addition to a newly proposed classification for Retail Cannabis Businesses, City staff believes that there are other classifications of businesses that can contribute to positive economic development within the City of Port Alberni.

Home Occupations

In 2018, the Economic Development Department was unable to issue 22 business licenses to potential business operators due to contraventions to current bylaw provisions regarding Home Occupations within the Business License and Zoning Bylaws. Such contraventions included the disallowance of inside storage of inventory for online sales, retail sales in any form, online or mobile businesses, light manufacturing to include small crafts or any form of home-craft business, and tourist accommodation listings for short term vacation rental use.

By amending current provisions, Home Occupations can be properly regulated to maintain residential use as the primary land use, while also allowing for residents to generate income and participate as entrepreneurs within this community.

Short Term Rentals

Short Term Rentals (AirBnBs) have become a popular method of tourist accommodation across the globe. In June 2018, AirBnB reported having over 4 million listings in 65,000 cities across 191 countries.

City staff is seeking Council's approval to research and introduce new classifications of business licenses that may enhance economic growth within the City of Port Alberni, including the use of one's residence for tourist accommodation purposes.

Recommendation:

That the report from the Manager of Bylaw Services dated January 3rd, 2019, be received.

That Council for the City of Port Alberni authorize City staff to draft a new Business License Bylaw for the consideration of new classifications to business licensing.

Respectfully submitted,

Flynn Gray Scott Manager of Bylaw Services



STAFF REPORT

I concur, forward to next Regular

Tim Pley, CAO

Council Meeting for Consideration:

TO:

Tim Pley, CAO

FROM:

Willa Thorpe, Director of Parks, Recreation

and Heritage

DATE:

January 4, 2019

SUBJECT:

Recreation Infrastructure Grant

Issue:

A resolution from Council is requested for application to the Investing in Canada Infrastructure Program – Community, Culture, and Recreation stream grant.

Background:

Staff presented to Council at their Regular Meeting of December 10, 2018, recommending the City submit an application to the initial intake of the Community, Culture and Recreation Infrastructure grant for a project other than replacement of the Echo '67 Aquatic Centre.

Discussion:

The Alberni-Clayoquot Regional District carried a motion at their Regular Meeting of December 12, 2018 not to submit an application for a new aquatic facility during the initial grant intake. With the truncated timeline between the ACRD's meeting on December 12, 2018 and submission of staff reports for City Council's Regular Meeting of January 14, 2019, staff determined the most suitable grant application at this time to be a refresh of Williamson Park.

The proposed project includes:

- Upgrading the existing spray park
- Incorporating a slide and climbing hill into existing topography
- Installing two new playgrounds
- Integrating a bike park throughout the existing treed area
- · Replacing the existing baseball diamond with a covered multi-sport court
- Erecting new programming space
- · Replacing the existing two half-court single hoop basketball courts with one complete court
- Developing a perimeter exercise route
- Installing a picnic shelter

	Contribution			
Project Value	Government of Canada (40%)	Province of BC (33.33%)	City of Port Alberni (26.67%)	
\$4 million	\$1,600,000	\$1,333,200	\$1,066,800	





Recommendation:

That the report from the Director of Parks, Recreation & Heritage dated January 4, 2019, be received.

That Council for the City of Port Alberni support a grant funding application for Project IC0107 (Williamson Park Refresh) through the Investing in Canada Infrastructure Program – Community, Culture and Recreation stream and commit to its share (\$1,066,800) of the project.

Respectfully submitted,

Willa Thorpe

Director of Parks, Recreation and Heritage

City of Port Alberni

Lease Agreement

This lease is made pursuant to the Land Transfer Form Act

LANDLORD: City of Port Alberni

4850 Argyle Street

Port Alberni, BC V9Y 1V8

TENANT:

Handy Andy Maintenance Ltd.

4917 Burde Street

Port Alberni BC V9Y 3J4

1.0 GRANT:

1.1 The Landlord leases to the tenant the following property, ("the premises"):

Part of the land lying adjacent to Lot 11, District Lot 1, Block 49, Plan 197B, outlined in bold on Schedule A attached to and forming part of this lease agreement.

2.0 TERM:

2.1 The term of this lease is:

Beginning Date: January 1, 2019 End Date: December 31, 2020

2.2 If the Tenant is not in default, the tenant may renew this lease for a further two years, provided that this option to renew must not be exercised prior to 6 months before the end of the term, and if exercised must be exercised at least 2 months before the end of the term by notice in writing to the Landlord.

3.0 RENT:

3.1 The rent is \$375.00 per year, plus applicable taxes, payable on the first day of each year of the term.

4.0 PERMITTED USES:

4.1 The Tenant may use the premises only for the purpose of access for Handy Andy Maintenance Ltd. and DBA Silencing.



5.0 TENANT'S COVENANTS:

The Tenant covenants as follows:

- 5.1 To pay rent.
- 5.2 To use the premises only for the purposes set forth in paragraph 4.1.
- To pay all property taxes and all water, electrical, gas, security alarm, telephone and other rates and charges imposed for services and utilities in respect of the premises.
- To observe and comply with all laws, statutes, regulations, by-laws, rules and orders relating to the premises and the use or occupation thereof.
- To indemnify and save harmless the Landlord from and against all claims and losses arising out of or in connection with any activities of the tenant, its servants, agents, contractors, or invitees.
- 5.6 The Tenant shall obtain and maintain for the Term, at its sole expense, comprehensive general liability insurance providing coverage for death, bodily injury, property loss and damage arising out of the Tenant's use and occupation of the Premises, in the amount of not less than \$2,000,000 per occurrence, all inclusive; and

Each insurance policy shall:

- (a) name the Landlord as an additional insured;
- (b) be issued by an insurance company entitled under provincial law to carry on business in British Columbia:
- (c) state that the policy;
 - (i) applies to each insured in the same manner and to the same extent as if a separate policy of insurance had been issued to each insured; and.
 - (ii) cannot be cancelled, lapsed or materially changed without thirty (30) days written notice to the Landlord;
- (d) be maintained for a period ending twelve months after this Lease is terminated;
- (e) not include any deductible amount greater than \$5,000.00 per occurrence; and
- (f) be on other terms acceptable to the Landlord, acting reasonably.
- 5.7 To cause the surface and landscaping of the said lands to be maintained in a good and workmanlike manner.

- 5.8 To leave the premises in good repair.
- 5.9 Not to assign, sublet or part with possession of the premises, or any part thereof, without leave.
- 5.10 Not to register this lease in the Land Titles Office.
- 5.11 To repair.
- 5.12 Not to carry on any activity, that may be deemed a nuisance, on the premises.
- 5.13 Not to allow any liens to be filed against the premises. If any improvement as defined in the Builders Lien Act is made to the premises, the Tenant shall post and maintain notices in accordance with that Act.
- 5.14 To lawfully dispose of all waste and debris created by the Tenant on the premises in a manner satisfactory to the Landlord; to keep the premises free of flammable and/or explosive material; to have on the premises at all times fire extinguisher/s as advised are necessary by the Landlord; and to immediately notify the Landlord of any fire damage or other damage or hazards in the vicinity of the premises.
- 5.16 To provide the Landlord access at all times to its sewer and/or to perform any necessary work on or under the lane.

6.0 LANDLORD'S COVENANTS:

The Landlord covenants:

6.1 For quiet enjoyment.

7.0 RE-ENTRY:

7.1 Proviso for re-entry by the Landlord on non-payment of rent or non-performance of covenants.

8.0 TENANT'S BANKRUPTCY:

8.1 If the Tenant becomes bankrupt, this lease shall be terminated immediately.

9.0 TERMINATION:

9.1 Despite the term of this lease, it may be terminated by either party upon sixty (60) days written notice to the other party of its intention to terminate.

- 9.2 On the termination of this lease, the Tenant shall, at his expense and if the Landlord requires, remove all fixtures and improvements installed by the Tenant on the premises.
- 9.3 In case the premises, or any part thereof, if damaged by fire or tempest so as to render it unfit for the Tenant's use, the said term shall immediately come to an end.

10.0 HOLDING OVER:

10.1 If the Tenant continues to occupy the premises after the end date of the term and the Landlord accepts rent, then the tenancy created shall be deemed to be on a month-to-month basis and the Tenant shall continue to comply with all other terms and conditions of this agreement.

11.0 NOTICES:

11.1 All notices shall be in writing and are deemed duly given if delivered by hand or facsimile or mailed by registered mail postage prepaid addressed to the party concerned at the addresses set out in this lease or to another address a party may designate in writing. Any notice is deemed give and received, if delivered by hand or by facsimile, on the day delivered, and if mailed, when it should have been received in the ordinary course of post.

12.0 ENUREMENT:

12.1 This lease enures to the benefit of and is binding on the respective successors and permitted assignees of the parties.

13.0 INTERPRETATION:

13.1 The singular includes the plural and vice versa; the masculine includes the feminine and vice versa. The headings are inserted for convenience of reference only and do not affect the construction or interpretation of this lease.

14.0 INTEREST CHARGES:

14.1 The Tenant shall pay the Landlord interest at a rate of 2% monthly on any overdue rent or amounts payable under this lease.

15.0 OTHER TERMS:

15.1 This agreement is subject to any rights created in favour of British Columbia Hydro and Power Authority by virtue of a right of way agreement made between the Lessor herein and British Columbia Power Commission dated the 31st day of December, 1956 and registered in the Victoria Land registry Office under No: 204946-G.

IN WITNESS WHEREOF the parties herein have signed this lease as of the effective date.

CITY OF PORT ALBERNI

The Corporate Seal of the City of Port Alberni was hereunto affixe in the presence of:	ereunto affixed		
Mayor	•		

TENANT

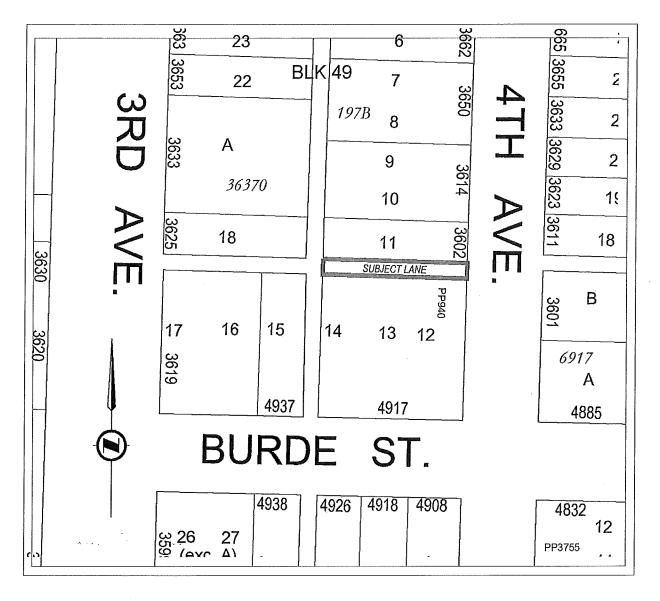
Clerk

(Tenant's Name - PRINT)

(Witness Signature)

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SCHEDULE A TO LEASE No. 736



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CAO REPORT TO COUNCIL

TO:

Mayor & Council

FROM:

Tim Pley, CAO

COPIES TO:

Cathy Rothwell, Director of Finance

Davina Hartwell, City Clerk

DATE:

January 10, 2019

SUBJECT:

Five Year Financial Plan

Issue:

To provide information regarding upcoming Five Year Financial Plan meetings and schedule.

Background:

Council is required by legislation to adopt its Tax Rates Bylaw by May 15th in each year. In order to meet that deadline the following schedule of meetings is proposed:

DATE	MEETING TYPE	ACTION
January 21 1:00-3:00 pm	Special Budget	Council receive Draft Five Year Financial Plan 2019 – 2023 High level overview provided by the Mayor and CAO focusing on How the draft budget addresses Council's direction Service impacts (if any) Review of 5 Year Capital Plan (2018 primarily) Review of Project Options List (2018) Council review Project Options List Items for Consideration
January 28 6:00 pm	Special Budget	Council finalize Project Options List Items for Consideration
February 4 1:00 pm	Budget	This and subsequent meetings will involve Council's consideration and discussion of budget matters, and review of information provided by staff and/or members of the public.
February 19 7:00 pm	Budget	Between February 19 th and March 25 th there are no scheduled budget meetings. If further budget meetings are required to be scheduled between those dates, Council will give direction in that regard.

March 25 2019	Regular	On or before this date Council will give 3 readings of the Financial Plan Bylaw
April 8 2019	Regular	On or before this date Council will adopt Financial Plan Give 3 readings to Tax Rate Bylaw
April 23 2019	Regular	On or before this date Council will adopt Tax Rate Bylaw

Recommendation:

That the report from the CAO dated January 10, 2019, be received and Council proceed with consideration of the 2019-2023 Five Year Financial Plan generally as outlined.

Respectfully submitted,

Tim Pley, CAO

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REPORT OF THE PUBLIC HEARING HELD ON MONDAY, DECEMBER 10, 2018 AT 6:00 PM IN COUNCIL CHAMBERS TO HEAR REPRESENTATION RELATIVE TO PROPOSED AMENDMENT TO THE TEXT OF THE ZONING BYLAW

PRESENT:

Council:

Mayor Minions (Chair)

Councillor Corbeil Councillor Haggard Councillor Paulson Councillor Poon Councillor Solda

Councillor Washington

City Staff:

Tim Pley, Chief Administrative Officer

Davina Hartwell, City Clerk

Joe Calenda, Consulting City Planner

Members of the Public: 4

The Chair explained the Public Hearing procedures for the meeting.

Applicant: A. Richards - 3141 3rd Avenue

1. Description of the Application

The City Clerk provided a summary of the application:

The applicant is applying to amend the text of the Zoning Bylaw to facilitate the operation of a 'Microbrewery' in the C7 Core Business zone at 3141 3rd Avenue. The proposed amendment would apply to all properties within the City of Port Alberni that are designated C7 Core Business zone on the Zoning Bylaw Schedule A Zoning Map.

The proposed Bylaw is:

- "Zoning Text Amendment No. T16 (Microbrewery in C7 Core Business), Bylaw No. 4974"
- 2. Background Information from the Director of Development Services Report dated November 14, 2018

The Consulting City Planner provided background information regarding the proposed amendment by way of summarizing his report of November 14, 2018, attached hereto and forming part of this report.

3. Correspondence

None



4. Late Correspondence Regarding the Matter

None

5. Input from the Public regarding the Bylaw

Chris Washington, Flandangles Business owner provided support for the application stating it would be excellent for the 3rd Avenue Corridor.

Carol-Ann Phillips, Consignment Store owner around the corner from the proposed location also supported the application suggesting it was an excellent step towards revitalizing the uptown.

6. Questions from Council:

None

7. Calling for any Further Input:

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

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

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

8. Closing Remarks by the Chair:

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

It was moved and seconded:

That the Public Hearing be terminated at 6:08 pm

CARRIED

Pursuant to Sections 464, 465 and 466 of the *Local Government Act*, I hereby certify the foregoing to be a fair and accurate summary of the representations made at the Public Hearing held December 10, 2018 regarding:

 "Zoning Text Amendment No. T16 (Microbrewery in C7 – Core Business), Bylaw No. 4974".

Davina Hartwell, City Clerk

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PLANNING DEPARTMENT REPORT

TO:

Tim Pley, Chief Administrative Officer

FROM:

Cara Foden, Development Services Technician

DATE:

December 12, 2018

Tim Play, CAO

I concur, forward to next Regular Council Meeting for Consideratio

SUBJECT:

Zoning Bylaw Amendment

<u>Issue</u>

To consider final adoption of "Zoning Text Amendment No. T16 (Microbrewery in C7 – Core Business), Bylaw No. 4974".

Background

The Zoning Bylaw amendment adds the text "Microbrewery" to Section 5.24.1 under the list of Permitted Principal Uses in the C7 – Core Business zone.

"Zoning Text Amendment No. T16 (Microbrewery in C7 – Core Business), Bylaw No. 4974" received 1^{st} and 2^{nd} reading on November 13, 2018 and received 3^{rd} reading on December 10, 2018.

The applicant has requested that Final Adoption of the bylaw be considered. Conditions were satisfied prior to the Public Hearing held on December 10, 2018.

Recommendation

That Council for the City of Port Alberni give final adoption to 'Zoning Text Amendment No. T16 (Microbrewery in C7 – Core Business), Bylaw No. 4974'.

Respectfully submitted

Cara Foden

Development Services Technician

3141-3rdAve-DogMountainBrewing-CouncilAdoptionMemoDec2018

BYLAW NO. 4974

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

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

1. Title

This Bylaw may be known and cited for all purposes as "Zoning Text Amendment No. T16 (Microbrewery in C7 – Core Business), Bylaw No. 4974".

2. Zoning Text Amendment

Port Alberni Zoning Bylaw 2014, No. 48325 is hereby amended as follows:

a) By adding the following text to Section 5:24.1 under the list of Permitted Principal Uses in the C7 – Core Business zone:

"Microbrewery".

READ A FIRST TIME THIS 13TH DAY OF NOVEMBER , 2018.

READ A SECOND TIME THIS 13TH DAY OF NOVEMBER, 2018.

A PUBLIC HEARING WAS HELD THIS 10TH DAY OF DECEMBER, 2018.

READ A THIRD TIME THIS 10TH DAY OF DECEMBER, 2018.

FINALLY ADOPTED THIS DAY OF , 2018.

Mayor	Clerk	

3141-3rdAve-DogMountainBrewing-BrewingInC7-ZonAmendBylaw



BYLAW SERVICES

TO:

Tim Pley, CAO

FROM:

Flynn Scott, Manager of Bylaw

Services

DATE:

January 7th, 2019

Tim Pley, CAO

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

SUBJECT:

Council Remuneration Amendment Bylaw No. 4835-4

Issue:

This report proposes an amendment to the "City of Port Alberni Council Remuneration and Expenses Bylaw No. 4835" by replacing Section 2 and removing Section 3.

Background:

On December 10, 2018, Council for the City of Port Alberni resolved that the report from the CAO, dated December 4th, 2018, be received and an amendment to Council's Remuneration Bylaw be prepared for consideration including CPI increases each year and a review in the third year of Council's term with any changes effective January 1st of the year following a local government election.

Discussion:

Section 2(a)(b) – Currently, remuneration to Mayor and Council is provided for 2015-2018. New provisions must be amended to provide an updated amount for 2019 and subsequent years.

Section 2.1 – On December 10th, 2018, Council directed staff to amend Council's Remuneration Bylaw in accordance with the recommendations from the CAO's report. Recommendations included a provision in which Mayor and Council remuneration be increased, effective January 1st of each year, by a percentage equal to BC CPI from the previous year.

Section 2.2 – Under the same direction as Section 2.1, a recommendation was passed as follows: In the third year of each term of Council, the City undertake a review of Mayor and Council remuneration and the results of that review be considered by Council. Any changes to Mayor and Council remuneration are to become effective January 1st of the year following a local government election.

Section 3 – Effective January 1st, 2019, federal government changes were implemented which eliminated the one-third tax free remuneration allowance. Due to this change, Section 3 is no longer applicable and has been removed.

Recommendation:

That the report from the Manager of Bylaw Services, dated January 7th, 2019, be received.

That "City of Port Alberni Council Remuneration and Expenses Amendment Bylaw No. 4835-4" be introduced and read a first time.

That "City of Port Alberni Council Remuneration and Expenses Amendment Bylaw No. 4835-4" be read a second time.

That "City of Port Alberni Council Remuneration and Expenses Amendment Bylaw No. 4835-4" be read a third time.

Respectfully submitted,

Flynn Gray Scott Manager of Bylaw Services

BYLAW NO. 4835-4

A BYLAW TO AMEND "CITY OF PORT ALBERNI COUNCIL REMUNERATION AND EXPENSES BYLAW, 2014, BYLAW NO. 4835".

WHEREAS section 137 of the *Community Charter* provides that the power to adopt a bylaw includes the power to amend or repeal it;

AND WHEREAS the Council of the City of Port Alberni wishes to amend Bylaw No. 4835 for the purpose of updating remuneration to Council Members for 2019;

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

1. Title

This Bylaw may be known and cited for all purposes as the "City of Port Alberni Council Remuneration and Expenses Bylaw No. 4835-4".

2. Text Amendments

"City of Port Alberni Council Remuneration and Expenses Bylaw No. 4835" is hereby amended as follows:

a) By removing Section 2 and replacing it with:

2. Remuneration to Council Members

- (a) The annual remuneration for the Mayor for the discharge of the duties of office is \$40,431.65; and
- (b) The annual remuneration for a Councilor for the discharge of the duties of office is \$17,919.39.
- **2.1** In each of the years 2019, 2020, 2021 and 2022, Mayor and Council remuneration shall be increased, effective January 1st of each year, by a percentage equal to BC CPI from the previous year.
- 2.2 In the third year of each term of Council, the City undertake a review of Mayor and Council remuneration and the results of that review be considered by Council. Any changes to Mayor and Council remuneration are to become effective January 1st of the year following a local government election.
- b) By removing Section 3 and adjusting all subsequent numbered headings accordingly.

READ A FIRST TIME THIS	DAY OF	, 2019.	
READ A SECOND TIME THIS	S DAY OF	, 2019.	
READ A THIRD TIME THIS	DAY OF	, 2019.	
FINALLY ADOPTED THIS	DAY OF	, 2019.	
Mayor		<u> </u>	

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Summary Report / Minutes of the Advisory Planning Commission Meeting (Held on December 20, 2018, in the Committee Room at City Hall, at 12:00 p.m.)

Advisory Planning Commission

John Douglas (Vice-Chair)
Jeannette Nichols
Sandy McRuer
Chris Washington, SD #70 Liaison
Amy Anaka
Rick Newberry, P.A.F.D. Liaison

Staff

Joe Calenda, Consulting City Planner Cara Foden, Dev. Services Technician

Guests

Members of the Public – none present

Regrets

Jim Tatoosh, Hupačasath First Nation
Don Ferster
Ken McRae (Chair)
Cynthia Dick, Tseshaht (ċ išaa?atḥ) First Nation
Rob Gaudreault, Parks Liaison
S. Sgt. Terry Smith, R.C.M.P. Liaison
Councillor Deb Haggard, Council Liaison

Alternates (not in attendance)

Councillor Helen Poon (Alternate–Council)
Sgt. Dave Boyce (Alternate–R.C.M.P.)
Larry Ransom (Alternate S.D.70)
Steve Tatoosh (Alternate Hupačasath First Nation)

1. Adoption of November 15, 2018 Minutes

- The Chair acknowledged that this meeting is taking place within the un-ceded traditional territories of the Hupačasath and the Tseshaht (c išaa?ath) First Nations.
- Introductions were made and those in attendance were welcomed by the Chair.
- The minutes of the November 15, 2018 meeting of the Advisory Planning Commission were adopted.

(McRuer / Anaka) CARRIED

2. DEVELOPMENT APPLICATION - Zoning Bylaw amendment

Cannabis Retail regulations
Applicant: City of Port Alberni

- The City Planner summarized a report to the APC dated December 20, 2018.
- The APC discussed the application as follows:
 - Definition of Cannabis. Mr. Calenda did not feel that Cannabis required a definition in the Zoning Bylaw. APC concurred.
 - o ATM machines were discussed and the Commission agreed that restrictive references to them should be removed from the proposed bylaw amendment. Section 6.26.4 referencing ATM machines will be removed prior to presentation of the bylaw for Council's consideration in January.
 - The SD70 representative reported that the School Board is pleased with the plan to retain the 300 m required separation distance between schools and permitted cannabis retail businesses.
 - The Development Permit process is not expected to change for cannabis retail stores.
 The provincial licensing procedures will need to be satisfied prior to issuing a municipal business license.
 - Good ventilation and odour control practices are desirable for all cannabis retail stores.

Page 1 of 2



MOTIONS:

1. That the Advisory Planning Commission recommends that Section 6.26.4, making reference to the restriction of ATM machines in conjunction with the operation of a Cannabis Retail Store, be removed from the proposed Zoning Bylaw amendment.

(McRuer / Nichols) CARRIED

2. That the Advisory Planning Commission recommends that City Council proceed with a text amendment to the Zoning Bylaw to support 'Cannabis Retail Stores' as a permitted use in the 'C2 General Commercial', 'C3 Service Commercial', 'C4 Highway Commercial' and 'C7 Core Business' zones.

(McRuer / Nichols) CARRIED

- 3. **Update** Joe Calenda, Consulting City Planner, updated the APC indicating that the Official Community Plan needs to be reviewed and that Katelyn McDougall, the new Manager of Planning, would start with the City on January 2, 2018.
- 4. Other business None
- 5. <u>Adjournment</u> The meeting adjourned at 1:00 p.m. The next regularly scheduled meeting is January 17, 2019.

(Washington / McRuer) CARRIED

	SMX -		
Davina Hartwell - City Clerk	Ken McRae / Chair		



DEVELOPMENT SERVICES DEPARTMENT

TO:

Tim Pley, CAO

Advisory Planning Commission

FROM:

Joe Calenda, Consulting City Planner to Port Alberni

DATE:

December 20, 2018

SUBJECT: Cannabis Retail Stores - ZONING BYLAW AMENDMENT

Issue and Request for Recommendation

Advisory Planning Commission consideration of Zoning Bylaw Amendment to add Cannabis Retail as a permitted use in the C2, C3, C4 and C7 zones. Recommendation for approval.

Background, Discussion and Conclusions

At its meeting of November 19, 2018 Committee of the Whole reviewed a report from staff recommending amendments to the Zoning Bylaw and Business Licensing Bylaw to provide for Cannabis Retail stores in the C2 General Commercial, C3 Service Commercial, C4 Highway Commercial and C7 Core Business Zones. These include Johnston Commercial Area, Northport Commercial Area, Redford Commercial Area and Southport Commercial Area. The report is appended and Committee of the Whole forwarded it to Council.

Council considered the application on November 26, 2018. It endorsed the report and directed staff to prepare amendments to the Zoning and Business License Bylaws to provide for Cannabis Retail Stores in Port Alberni.

Attached is the Zoning Amendment Bylaw which requires two readings and a public hearing before it can be given third reading and adoption.

Amendments to the Business License Bylaw, an administrative bylaw amendment, will come forward under a separate report. No public hearing is required for the consideration of administrative bylaws.

Recommendation

1. That the attached amendment to the Zoning Bylaw 4832 be given first and second readings and a public hearing scheduled.

Respectfully submitted,

Joseph A. Calenda, MCIP, RPP (Rtd.), DTM Consulting City Planner to Port Alberni

BYLAW NO. 4979

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

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

1. Title

This Bylaw may be known and cited for all purposes as "Zoning Text Amendment No. T17 (Cannabis Retail Stores Regulations), Bylaw No. 4979".

2. Zoning Text Amendment

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

- a) By deleting the following text in Section 4 Definitions:

 "Medical Marijuana Dispensary means a building or part thereof in which marijuana for medical purposes may be obtained directly by the public."
- b) By deleting the following text in Section 5.19.1 the list of Permitted Uses in the C2 General Commercial zone: "Medical Marijuana Dispensary, subject to Section 6.26".
- c) By deleting the following text in Section 5.20.1 the list of Permitted Uses in the C3 Service Commercial zone: "Medical Marijuana Dispensary, subject to Section 6.26".
- d) By deleting the following text in Section 5.21.1 the list of Permitted Uses in the C4 Highway Commercial zone: "Medical Marijuana Dispensary, subject to Section 6.26".
- e) By deleting the following text in Section 5.24.1 the list of Permitted Uses in the C7 Core Business zone: "Medical Marijuana Dispensary, subject to Section 6.26".
- f) By deleting the entire Section 6.26 Medical Marijuana Dispensary operations that includes the following text:
 - "All Medical Marijuana Dispensaries shall conform to the following:
 - 6.26.1 A Medical Marijuana Dispensary is not permitted within 300 metres of nearest property line of a site containing a school.
 - 6.26.1 A Medical Marijuana Dispensary is not permitted within 1000 metres of the nearest property line of a site containing another Medical Marijuana Dispensary.
 - 6.26.3 A Medical Marijuana Dispensary is not permitted in conjunction with any other use.
 - 6.26.4 A Medical Marijuana Dispensary is not permitted in conjunction with an Automated Teller Machine (ATM) use."

- g) By adding the following text to Section 4 Definitions: "Cannabis Retail Store means a retail business in a building, or part thereof, in which cannabis and cannabis accessories, in all its forms and as licensed by the Province of British Columbia, are sold to individuals who attend the premises. This use does not include cannabis production, cultivation and distribution."
- h) By adding the following text to Section 5.19.1 the list of Permitted Uses in the C2 General Commercial zone:

"Cannabis Retail Store, subject to Section 6.26".

i) By adding the following text to Section 5.20.1 the list of Permitted Uses in the C3 - Service Commercial zone:

"Cannabis Retail Store, subject to Section 6.26".

j) By adding the following text to Section 5.21.1 the list of Permitted Uses in the C4 - Highway Commercial zone:

"Cannabis Retail Store, subject to Section 6.26".

k) By adding the following text to Section 5.24.1 the list of Permitted Uses in the C7 – Core Business zone:

"Cannabis Retail Store, subject to Section 6.26".

- By adding the following Section 6.26 Cannabis Retail Store operations:
 - "All Cannabis Retail Stores shall conform to the following:
 - A Cannabis Retail Store is not permitted within 300 metres of the nearest 6.26.1 property line of a site containing a school.
 - A Cannabis Retail Store is not permitted in conjunction with any other use." 6.26.2

READ A FIRST TIME THIS	DAY OF	, 2019 .	
READ A SECOND TIME THI	S DAY OF	, 2019.	
A PUBLIC HEARING WAS H	IELD THIS	DAY OF	, 2019.
READ A THIRD TIME THIS	DAY OF	,2019.	
FINALLY ADOPTED THIS	DAY OF	, 2019.	
Mavor		Clerk	

J:\Clerks\Bylaws\BYLAWS\4979_CannabisRetail-CityWide-ZonTextAmendT17.docx

STAFF REPORT TO COMMITTEE OF THE WHOLE AND COUNCIL

TO:

Tim Pley, CAO

FROM:

Flynn Scott, Manager of Bylaw Services

Joe Calenda, Consulting City Planner to Port Alberni

DATE:

November 19, 2018

SUBJECT: Cannabis Retail Stores – Post October 17, 2018

Issue

City Council consideration of changes to bylaw regulations to transition from medical marijuana dispensaries to cannabis retail stores in the City of Port Alberni.

Background

Council recently reviewed a staff report to amend Zoning Bylaw 4382 and Business Licence Bylaw 4543 to provide for cannabis retail uses in our commercial areas; Northport, Southport, Redford Area and Johnston Road East. They adopted the following recommendation.

That the report dated August 29, 2018 from the Director of Development Services regarding the transition from medical marijuana dispensaries to cannabis retail stores be received and that Council for the City of Port Alberni endorsed the process outlined in the report.

In January 2016, the City of Port Alberni approved changes to the Zoning and Business Licence Bylaws to allow for medical marijuana dispensaries. And while these uses were illegal under federal and provincial laws they were legal under our local bylaws. Clause 12.1 b) of the Business Licence Bylaw provides that, 'No person shall carry on business as a Medical Marijuana Dispensary without having signed an acknowledgement that a business licence is only a representation that the dispensary complies with local government bylaws and is not a representation that the dispensary complies with all other laws, including provincial and federal laws.' Enforcement was neither contemplated nor necessary as long as the uses operated in accordance with the local bylaws.

The following outlines the amendments that were made to the bylaws in 2016:

Zoning Bylaw

Add the following to the Definition Section of the Zoning Bylaw: "Medical Marijuana Dispensary" means a building or part thereof in which marijuana for medical purposes may be obtained directly by the public."

Add Medical Marijuana Dispensary as a permitted use in the following commercial zones, subject to provisions in the General Regulations section:

- 1. C2 General Commercial;
- 2. C3 Service Commercial;
- 3. C4 Highway Commercial and
- 4. C7 Core Business

Add the following to the General Regulations of the Zoning Bylaw:

- 1. A Medical Marijuana Dispensary is not permitted within 300 metres of the nearest property line of a site containing a school.
- 2. A Medical Marijuana Dispensary is not permitted within 1000 metres of the nearest property line of a site containing another Medical Marijuana Dispensary.
- 3. A Medical Marijuana Dispensary is not permitted in conjunction with any other use.
- 4. A Medical Marijuana Dispensary is not permitted in conjunction with an Automated Teller Machine (ATM) use.

Business License Bylaw

1. Add the following to the Interpretation section of the Business Licence Bylaw: "Medical Marijuana Dispensary means a retail business in which marijuana for medical purposes is offered for sale directly to the public."

Add a new section to the business licence bylaw related to Medical Marijuana Dispensaries as follows:

- 1. No person shall carry on a business as a Medical Marijuana Dispensary without having first obtained a business licence from the City of Port Alberni.
- 2. A Medical Marijuana Dispensary shall be conducted within a completely enclosed building.
- 3. No person shall permit a minor (i.e. under 19 years of age) to enter or remain on the business premises of a Medical Marijuana Dispensary.
- 4. No person shall carry on business as a Medical Marijuana Dispensary between the hours of 8:00 pm and 8:00 am the following day.
- 5. No person shall smoke or consume marijuana in a Medical Marijuana Dispensary or within 3 metres of any doors of a dispensary.
- 6. No person shall block the windows of the business premises of a Medical Marijuana Dispensary with opaque material, artwork, posters, shelving or similar elements.

- 7. Signage at the entrance of a Medical Marijuana Dispensary, prohibiting minors (under the age of 19 years).
- 8. Product Warning signage at the entrance and service counter of a Medical Marijuana Dispensary.
- 9. Must have a monitored security and fire alarm system, including video surveillance.

October 17, 2018 - Weed Wednesday

The nationwide legalization of non-medical cannabis came into effect on October 17, 2018. In the Province of BC the wholesale distribution of non-medical cannabis will be regulated through the Liquor and Cannabis Regulation Branch. They will be responsible for licensing and monitoring the retail sector with a mixed public/private model. For the Province to issue a licence, applicants must have the support of the local government. As such, cannabis retail uses could only operate in Port Alberni with a BC licence and/or permit, a Port Alberni business licence and a Port Alberni development permit. (All Commercial Zones are designated Development Permit Area 2 in the OCP and all uses in these zones are required to secure development permits; the exceptions include interior construction only or construction under \$25,000.00 or limited alterations to the graphics on sign boards, canopies and similar.)

There were four Medical Marijuana Dispensaries operating in Port Alberni on October 17, 2018. None of them had a BC licence. On October 18 the RCMP visited two of the stores and removed their product and equipment. The other two stores closed their doors before being visited by the RCMP. Today all four stores have ceased operating as Medical Marijuana Dispensaries.

Discussion

Canada is in the post October 17, 2018 environment. Cannabis retail and consumption is now legal and regulated at the federal, provincial and municipal levels. The City of Port Alberni should begin the process to amend the Zoning and Business Licence Bylaws to transition from medical marijuana dispensaries to cannabis retail stores.

The following is recommended as a working framework to make bylaw changes to provide for cannabis retail stores:

- 1. Delete the definition of Medical Marijuana Dispensary and add a definition of Cannabis Retail. There is no need for a separate medical marijuana permitted use, everything can be accommodated under cannabis retail.
- 2. Maintain the four commercial zones for cannabis retail.
- Maintain the 300 metre school setback.
- 4. Delete the 1000 metre separation distance between cannabis retail stores. This regulation has been requested to be changed on several occasions. There is no need to have any separation distance between cannabis retail stores. They are fundamentally a regulated retail use and work and function the same as any other retail use .that markets consumable and/or durable goods.
- 5. Delete regulation 2 and 9 from the Business Bylaw. With the legalization of cannabis these regulations are no longer necessary.

6. Maintain all other regulations.

Conclusions

Under the proposed changes the four existing medical marijuana dispensaries would have an opportunity to apply for a provincial licence for a cannabis retail store. And so would anybody else who wishes to get into the cannabis retail business. Port Alberni would review their applications for a development permit and business license.

Any changes to the Zoning Bylaw will require a formal public hearing. The City of Port Alberni should consider having some public involvement prior to beginning the formal bylaw changes. This could be done in a Committee of the Whole meeting with receiving input from the public, cannabis industry etc.

Recommendation

- 2. That the attached amendment to the Zoning Bylaw 4832 be given first and second readings and a public hearing scheduled.
- 3. That the attached amendment to the Business License Bylaw 4543 be given first, second and third readings.

Respectfully submitted,	
Flynn Scott	Joseph A. Calenda, MCIP, RPP (Rtd.), DTM
Director of Bylaw Services	Consulting City Planner to Port Alberni



CITY OF PORT ALBERNI

BYLAW SERVICES

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

Tim Pley, CAO

TO:

Tim Pley, CAO

FROM:

Flynn Scott

Manager of Bylaw Services

Joe Calenda, Consulting City Planner

to Port Alberni

DATE:

November 14th, 2018

ATTACHMENT: Director of Development Services Report, dated August 29th, 2018.

SUBJECT: Retail Cannabis Businesses

Issue:

To consider changes of bylaw regulations to transition from medical marijuana dispensaries to cannabis retail businesses within the City of Port Alberni.

Background:

The City of Port Alberni Zoning Bylaw No. 4382 identifies four (4) commercial zones within city limits: C2, C3, C4, and C7. In January 2016, City Council approved amendments to Zoning Bylaw No. 4382 and Business License Bylaw No. 4543 to permit medical marijuana dispensaries.

The following amendments were adopted:

Zoning Bylaw

Add the following to the Definition Section of the Zoning Bylaw: "Medical Marijuana Dispensary" means a building or part thereof in which marijuana for medical purposes may be obtained directly by the public."

Add Medical Marijuana Dispensary as a permitted use in the following commercial zones, subject to provisions in the General Regulations section:

- 1. C2 - General Commercial;
- 2. C3 - Service Commercial;
- C4 Highway Commercial and 3.
- C7 Core Business

Add the following to the General Regulations of the Zoning Bylaw:

A Medical Marijuana Dispensary is not permitted within 300 metres of the nearest property line of a site containing a school.

COMMITTEE OF THE WHOLE AGENDA - NOVEMBER 19, 2018 **REGULAR COUNCIL AGENDA - JANUARY 14, 2019**

- 2. A Medical Marijuana Dispensary is not permitted within 1000 metres of the nearest property line of a site containing another Medical Marijuana Dispensary.
- 3. A Medical Marijuana Dispensary is not permitted in conjunction with any other use.
- 4. A Medical Marijuana Dispensary is not permitted in conjunction with an Automated Teller Machine (ATM) use.

Business Licence Bylaw

1. Add the following to the Interpretation section of the Business Licence Bylaw: "Medical Marijuana Dispensary means a retail business in which marijuana for medical purposes is offered for sale directly to the public."

Add a new section to the Business Licence Bylaw related to Medical Marijuana Dispensaries as follows:

- 1. No person shall carry on a business as a Medical Marijuana Dispensary without having first obtained a business licence from the City of Port Alberni.
- 2. A Medical Marijuana Dispensary shall be conducted within a completely enclosed building.
- 3. No person shall permit a minor (i.e. under 19 years of age) to enter or remain on the business premises of a Medical Marijuana Dispensary.
- 4. No person shall carry on business as a Medical Marijuana Dispensary between the hours of 8:00 pm and 8:00 am the following day.
- 5. No person shall smoke or consume marijuana in a Medical Marijuana Dispensary or within 3 metres of any doors of a dispensary.
- 6. No person shall block the windows of the business premises of a Medical Marijuana Dispensary with opaque material, artwork, posters, shelving or similar elements.
- 7. Signage at the entrance of a Medical Marijuana Dispensary, prohibiting minors (under the age of 19 years).
- 8. Product Warning signage at the entrance and service counter of a Medical Marijuana Dispensary.
- 9. Must have a monitored security and fire alarm system, including video surveillance.

On August 29, 2018, Council received a staff report from the Director of Development Services (attached) that proposed recommendations for the Zoning Bylaw No. 4382 and Business Licence Bylaw No. 4543 to provide for cannabis retail uses within the City's four commercial areas; Northport, Southport, Redford Area and Johnston Road East. Those recommendations envisioned providing an opportunity for holders of existing medical marijuana dispensary licenses to transition their licenses to non-medical cannabis licenses. The resulting effect of implementing the recommendations would be that existing license holders would be enabled to remain in business and no new cannabis retail businesses could be established.

The following recommendation was adopted by Council:

That the report dated August 29, 2018 from the Director of Development Services regarding the transition from medical marijuana dispensaries to cannabis retail stores be received and that Council for the City of Port Alberni endorsed the process outlined in the report.

National Legalization - October 17th, 2018

On October 17th, 2018, non-medical cannabis was legalized across Canada. The Province of British Columbia has announced that wholesale distribution of non-medical cannabis will be regulated through the Liquor and Cannabis Regulation Branch (LCRB). The provincial government has created a framework for local governments in relation to licensing non-medical cannabis businesses. While the provincial government has imposed certain conditions for licensing of non-medical cannabis businesses, the LCRB has also requested local government input within each municipality prior to the issuance of any provincial license.

With the legalization of non-medical cannabis, the LCRB has imposed strict rules and regulations pertaining to applicants interested in obtaining a provincial license to operate a retail cannabis business. After receiving an application, the LCRB will notify the local government of the area where the proposed store will be located. Upon receipt of notice, local governments can:

- 1) Choose not to make any recommendation in respect of the application for a cannabis retail store license (please note that this will end a license application in progress); or
- 2) Choose to make comments and recommendations in respect of an application for a cannabis retail store license, including:
 - make a recommendation or comment by gathering the views of residents;
 - make a recommendation to deny the application; or
 - make a recommendation in favour of the application (the LCRB has discretion whether or not to issue the license).

Discussion:

The provincial government has announced that local governments have all of the following regulatory powers in respect to non-medical cannabis retail store licenses:

- impose restrictions through zoning bylaws regarding the location of each store;
- regulate terms and conditions of a non-medical cannabis retail store through its business licensing bylaw; and
- charge the applicant fees if choosing to assess an application.

Location of Non-Medical Cannabis Retail Stores in Port Alberni

Cannabis retail and consumption is now lawful and regulated under federal and provincial legislation. The LCRB regulates licensing of retail cannabis businesses in addition to already regulating liquor licenses within the province. It is recommended that, when considering a permissible location, these businesses be considered in a similar manner to liquor outlets, as cannabis is now a legal substance (like liquor) subject to rules and regulations set forth by the provincial and federal government.

When considering a suitable location to permit retail cannabis businesses, a local government has the following discretion:

1) Permit site-specific rezoning applications:

- Pro: this method allows maximum control of which locations are permissible. It also allows maximum control on the growth of the industry.
- Con: this method is extremely time consuming on both process-timeline and staff resources. This is a disincentive for economic development.

2) Zone through Temporary Use Permits:

• **Pro:** this method is similar to the above regarding control, however, it allows flexibility based on terms and conditions of a permit. It also allows a three (3) year window to determine if a site is a suitable location.

• Con: there is an expense associated to Temporary Use Permits, as well as being time consuming regarding both process and staff resources. Additionally, there are Official Community Plan perquisites.

3) Add as a permitted use in commercial zones:

- **Pro:** less demanding on both staff and Council. High incentive for economic development within the community.
- Con: Less control regarding store locations. Creation of lawful nonconforming uses of properties.

Staff is recommending **option 3** regarding the location of non-medical cannabis businesses within the City of Port Alberni. This is due to the positive economic development implications of permitting such a use within specific commercial zones. Council may, by bylaw, regulate which zones will contain retail cannabis businesses as a permitted use and therefore maintain control of that use. It is relevant to note that the City of Port Alberni does not regulate liquor retail outlets under the Zoning Bylaw, except as a permitted use, and it is recommended that retail cannabis businesses be subject to the same considerations and permissions.

Bylaw Regulations for Consideration

The federal and provincial governments have announced that a local government has discretion regarding the implementation on the following bylaw regulations:

1) Business Bylaw

- Hours of operation;
- Proof of provincial/federal certifications; and
- Compliance with provincial/federal regulations.

2) Zoning Bylaw

- Clarity on which zones permit such businesses;
- Proximity to similar businesses;
- Proximity to minors; and
- Provisions requiring property owners be accountable to enforcement action (not just business license applicants).

Important Legal Considerations for the Community

The Province of British Columbia has announced that they will not license a private or public retail cannabis business without approval or recommendations from the applicable local government. Upon local government approval, the Province will then exercise their discretion to determine if the applicant is successfully approved. An applicant will then apply to the local government for a business license, providing all necessary documentation received from the province.

A local government will have discretion to either allow or disallow retail cannabis businesses within their community; however, they are not permitted to determine if a public *or* a private (one or the other) model is allowed. To permit one and not the other (public or private) would regulate the user and not the land use. This is an important consideration in determining which zones will permit such

a use, as the locations permitted will also likely obtain lawful nonconforming entitlement in the event of any future changes to land use.

Recommended Options

The Province of British Columbia has set minimum standards of regulation requirements pertaining to retail cannabis businesses. Staff is recommending that bylaw amendments be proposed to:

- reflect provincial and federal requirements;
- o determine adequate commercial zones to permit such a use; and
- establish minimum setback restrictions (if any) in proximity to establishments relating to schools.

Additionally, staff is recommending the removal of "medical marijuana" definitions and provisions from both the Business License and Zoning Bylaws. With the legalization of cannabis, current bylaw regulations pertaining to medical marijuana are no longer necessary and, upon meeting all requirements imposed, storefronts presently operating as medical marijuana stores could meet the conditions of being considered a non-medical retail cannabis business.

Recommendation:

That the report from the Manager of Bylaw Services dated November 14th, 2018 be received.

That the Committee of the Whole forward the report from the Manager of Bylaw Services to the next regular meeting of Council and recommend that Council for the City of Port Alberni consider the proposed amendments to the Zoning and Business Licensing Bylaws in relation to Retail Cannabis Businesses.

Respectfully submitted,

Flynn Gray Scott
Manager of Bylaw Services

Joe Calenda Consulting City Planner to Port Alberni

CAOV PRAHV DAN

Dr Owen Brown & Dr Anneleen van Zyl Inc.

4556 Gertrude street

Port Alberni, BC

V9Y 9B7

Dear Madam Mayor

27 December 2018

Congratulations with your recent successful election to your mayoral post.

I had the privilege of being part of the Triconic Challenge two years ago for Canada150. I assisted Bill Collette and his team with the swim leg of the Triconic challenge. That year the race was truly a success with the number of people that took part from all parts of BC. This is due to the hard work Bill and his team put in as well as the volunteers that helped with the swim, cycle and run events. Of course, the funding from Canada150 was a huge boost as well.

The feedback was very positive, and it was decided to put the event up again the next year. For various reasons this did not come to fruition which is unfortunate given the natural beauty we have here that really is so perfect for an event such as this.

I am a Family Physician from South Africa, and where I come from there is a very popular triathlon series which is called the Xterra. This is a type of triathlon format that involves mountain biking, trail running and open water swimming and is done all round the world originating in Hawai'i. It has become hugely popular in South Africa for all age groups and especially for what I would call the "weekend warrior". This is someone in their 30's to 50's that just want a challenge to keep fit and enjoy the competition against themselves or other likeminded people.

In my opinion Port Alberni has the perfect environment to host such an event and therefore I think our city should seriously consider hosting this unique and challenging event. It is still relatively new in Canada and this will be a perfect time to enter this arena – especially with the momentum we got with the Triconic Challenge which I hope we will not lose. If done correctly with marketing and word of mouth this can draw more people to our town and put it on the map for a growing and very successful type of outdoor adventure sport. We have a beautiful, clean lake and a multitude of trails to use in such an event for the swim, run and cycle. It can be done for children, as a team and as an individual race. I believe people are hungry for more events such as the Xterra triathlon series and Port Alberni has all the resources for this.

If the city does consider this, I would suggest having a designated person that works for the city of Port Alberni to have this as part of their job description and therefore not be dependent on volunteers. Also, one should give it at least five years to grow and get known among the athletic community.

I urge you please to consider this and have a look at Xterra races online. This could potentially be a boost for Port Alberni by showcasing the amazing beauty around us that we call home.

Yours sincerely,

Dr. Owen Brown

ENTERED H. V



Community Arts Council of the Alberni Valley

3061 Eighth Avenue Port Alberni, BC V9Y 2K Phone: 250-724-3412 Fax: 250-724-3472 www.portalberniarts.com

December 27, 2018

Mr. Tim Pley Chief AdministrativeOfficer, City Hall 4850 Argyle Street Port Alberni, BC V9Y 1V8

Dear Mr. Pley:

On behalf of the Community Arts Council of the Alberni Valley I would like to thank you for meeting with Melissa Martin, Claudia Romaniuk and me on December 13, 2018 at the Rollin Art Centre regarding our concerns related to the ongoing need for structural maintenance and improvements to the Rollin Art Centre building and grounds as required under the terms of the Lease. Our concerns relate to the following deficiencies:

- Windows in the building, both in the gallery and downstairs, are single pane and significantly add to the
 expense of heating and cooling the building
- ✓ Lack of insulation in the Arts Administrators office that is above the lower garage
- An aging roof that was last replaced by volunteers 25 years ago and now leaks into the Administrator's office during heavy rain
- ✓ The upstairs deck, also built by volunteers, is noticeably sagging and is a potential safety risk to staff and visitors alike
- ✓ The building requires exterior painting.

Over the years, and in compliance with the terms of the current lease, the Community Arts Council, has made improvements to, and replaced, flooring including carpet in the Gallery, repainted the interior of the building, light fixtures, plumbing (including toilets), the roof and the upstairs deck and ramp. There remains a need to renovate the downstairs multipurpose room that is used extensively for events such as the Teas on the Terrace, children's art workshops and book sorting for our annual major fundraiser. In order to meet Occupational Health and Safety standards the room requires a major overhaul.

We discussed the changes to funding from the various agencies, including B.C. Gaming, that have significantly impacted our ability to accumulate funds for building maintenance and repair on a house that is over 100 years old. In addition, there are those grants that only the City, as the Leaser, can apply for. Changes to building codes and the requirements for appropriately qualified personnel to perform tradesperson work have impacted on our ability to use volunteers to reduce costs.

The Community Arts Council of the Alberni Valley enriches individual and community life through sharing and shaping the cultural environment of the Alberni Valley.



The Community Arts Council is currently creating a 5 Year Strategic Plan which will include timelines for building and grounds repair and maintenance and associated budget. This will be forwarded to you upon completion for your perusal as per your request.

The Community Arts Council Board of Directors strongly believes that the Rollin Art Centre and Public Gardens make a significant contribution to the Arts and Culture In The Alberni Valley and that it is in the best interest of the community to support this wonderful asset. It is the venue for over 26 onsite events annually and draws attendees from all over the Island. Our dedicated but shrinking pool of volunteers support our fundraising activities to the best of their abilities and our request for city funding support has not been requested lightly.

We understand that this letter will potentially support a request for a building assessment that will provide the required information to allow for a planned approach to building upgrades and grant applications.

Thank you for your ongoing support.

Sincerely,

Robyn Monrufet

Treasurer

Community Arts Council of the Alberni Valley

The Community Arts Council of the Alberni Valley enriches individual and community life through sharing and shaping the cultural environment of the Alberni Valley.

City of Port Alberni

Lease Agreement

This indenture is made pursuant to the Land Transfer Form Act, Part 2, RSBC 1979

THIS LEASE dated for reference as April 20, 2003, is made pursuant to the Land Transfer Form Act and is

BETWEEN:

CITY OF PORT ALBERNI

4850 Argyle Street

Port Alberni, British Columbia (V9Y IV8)

(hereinafter called "the Lessor")
OF THE FIRST PART

AND:

COMMUNITY ARTS COUNCIL OF THE ALBERNI VALLEY incorporated

under the Society Act of British Columbia, in the City of Port Alberni,

Province of British Columbia

(hereinafter called "the Grantee")
OF THE SECOND PART

WITNESSETH that the said Lessor doth demise unto the said Lessee, all and singular that certain parcel or tract of land situate, lying and being in the City of Port Alberni, in the Province of British Columbia, and more particularly known and described as:

Lots 20, 21 and 22, Block 150 District Lot 1, Alberni District Plan 197B

Municipal Address:

Rollin Art Centre 3061 8th Avenue

Port Alberni, BC V9Y 2K5

From the first day of January, 2003 for the term of twenty (20) years thence ensuing. Yielding during the said term the rent of \$20.00 of lawful money of Canada, payable on the following days and times:

THE SUM of \$1.00 on the first day of January, 2003 and a like amount on the first day of each and every year thereafter until the termination of this lease.

THAT the said Lessee covenants with the said Lessor to pay rent; and to pay taxes; and to pay rates for water, electric light, gas and telephone;

AND TO REPAIR AND MAINTAIN the premises, as would a prudent owner, at no cost to the lessor during the term hereof;

AND TO MAINTAIN THE GARDENS to a standard acceptable to the Lessor during the term hereof and the Lessor may enter and view the state of maintenance and the Lessor will maintain or restore such gardens according to notice;

AND TO KEEP THE GROUNDS OPEN to the public without charge at reasonable times during the year at the discretion of the Lessee, but subject to periodic review and direction by the Lessor; provided however, nothing herein shall prohibit the Lessee from charging admission fees for special events;

AND TO KEEP UP FENCES and not to cut down timber;

AND THE SAID LESSOR may enter and view state of repair, and that the said Lessee will repair according to notice;

AND TO INDEMNIFY AND SAVE HARMLESS the Lessor from and against any and all claims, damages, costs, expenses, actions and suits caused either to persons or property by or arising out of or in connection with, whether directly or indirectly, the carrying on of the Lessee's operations on the said lands, or by reason of any matter or thing done, permitted, or omitted by the Lessee, by the negligence or otherwise of the Lessee, its agents, contractors, workmen or servants;

AND TO KEEP THE LESSOR insured in respect of public liability and property damage in the amount of not less than Two Million (\$2,000,000) Dollars inclusive of bodily injury and/or property damage in the joint names of the Lessee and Lessor and to provide the Lessor with a certificate of Insurance each year confirming the limit of liability insurance, and acknowledgement of the save harmless clause contained therein, and to give fifteen (15) days written notice to the Lessor of any alteration or cancellation of the insurance.

AND the said Lessee will not use the Premises as a shop; save for the sale of locally produced art works by way of consignment or commission;

AND WILL NOT ASSIGN without leave; AND WILL NOT SUBLET without leave; provided however the Lessee may levy a charge to cultural organizations for use of the grounds and premises on a per diem basis;

AND THAT he will not carry on any activity that shall be deemed a nuisance on the Premises;

PROVISO for re-entry by the said Lessor on non-payment of rent, or non-performance of covenants.

PROVISO for re-entry on seizure or forfeiture of the said term.

THE SAID LESSOR covenants with the said Lessee for quiet enjoyment.

AND ALSO that if the term hereby granted shall be at the tie seized or taken in execution or in attachment by any creditor of the Lessee, or if the Lessee shall make any assignment for the benefit of any act that may be in force for bankrupt or insolvent debtors, the said term shall immediately become forfeited and void.

AND IT IS HEREBY DECLARED AND AGREED that in case the Premises or any part thereof is burned or damaged by fire or tempest so as to render it unfit for the purpose of the Lessee, at the option of the Lessor the said term shall immediately come to an end.

AND IT IS EXPRESSLY AGREED between the parties hereto that all grants, covenants, provisos and agreements, rights, powers, privileges and liabilities contained herein shall be read and held as made by and with, granted to an imposed upon, the respective parties hereto, and their respective heirs, executors, administrators, successors and assigns, the same as if the words heirs, executors, administrators, successors and assigns had been inscribed in all proper and necessary places;

AND WHEREVER the singular or the masculine is used herein, the same shall be construed as meaning the plural or feminine or the body politic or corporate where the context or the parties hereto so require, and where a party is more than one person, all covenants shall be deemed to be joint and several.

IN WITNESS WHEREOF of the parties herein have hereunto set their respective hands and seals the day and year first above written.

IN WITNESS WHEREOF the parties herein have signed this lease as of the effective date.

THE CITY OF PORT ALBERNI by its authorized signatories:

CITY CLERK

Authorized Signatory

signatories:

THE COMMUNITY ARTS COUNCIL OF

THE ALBERNI VALLEY by its authorized

Authorized Signatory

L:\Agreements & Leases\Leases\Community Arts Council - sm.wpd

MINUTES FOR AQC MEETING

DEVEMBER 6th, 2018, 2pm ACRD Board Room

Present:

Larry Cross (Catalyst Paper)

Dave Jarrett (Community at large)

Anna Lewis (Chair)

Gary Swann (Agricultural Community member)

Judy Carlson (Community at large) Patty Edwards (MLA's Office) Ron Corbeil (City of PA)

Stephanie Bruvall (Island Health)
Jade Yehia (Island Health) via phone

Regrets:

Representative from Fire department

Mike Irg (ACRD staff) Karen Larsen (FNHA) Earle Plain (MOE)

Ashley Popovich (Catalyst Paper)

Guests:

Chris Alemany (Community Member)

David McCormick (Port Alberni Port Authority)

Meeting called to order at 2:02

1. WELCOME

- -acknowledgement of the traditional territories
- -roundtable of introductions

2. APPOVAL OF AGENDA

Ron Corbeil moved to adopt agenda as presented. Gary Swann seconded. All in favour.

APPROVAL OF MINUTES - Nov. 1st, 2018

Note there has been a name change as it was pointed out it is Shannon rather than Sarah who is the Plan H coordinator.

Gary Swann moved to adopt minutes as adapted. Dave Jarrett seconded. All in favor.

3. PRESENTATION: Dr. Nick Davey and Larissa Richards (VIU): Regional Air Quality Mapping Project

The preliminary findings of summer sampling and proposed winter sampling route were presented. Sampling began this summer with the following objectives:

- Investigate the association between volatile organic compounds (VOCs) and particulate matter sources
- Support strategic policy objectives related to Clean Air and sustainability
- Promote public awareness, education and innovation related to air quality
- · Map air quality variations over time and space in interactive digital format.



The summer field campaign was comprised of over 80 hours of data collected over the summer sampling. The route took approximately 2.5 hours to drive. Findings showed low level of VOCs; nothing that was of concern even at identified point sources. One day of sampling showed the impact on the Port Alberni airshed of forest fires that were in Nanaimo which showed high particulate matter spread evenly throughout the valley. One large spike of PM_{2.5} was attributed to driving on a gravel road.

VIU has not yet confirmed when the van will be doing winter sampling. The plan is to do allocate 5 days in Dec/Jan in which they will be targeting morning/evenings for woodsmoke (7-10am, 5-9 pm). They will follow previous study route (2013 utilizing a nephelometer) with some modifications. Cold, clear days will best show the results pertaining to woodsmoke particulate matter.

A press release was done for summer campaign. The AQC recommended doing a press release for the winter sampling as well. The city and regional district should both be offered the option of requesting a presentation but be formally invited to the community engagement piece set for the spring.

General discussion:

Dave McCormick commented that the First Nations communities should be directly presented to on their territory. Best to engage chief and council. VIU responded that they will be doing a similar presentation for Tseshaht chief and council.

Jade Yehia: What is the benchmark for comparison? How do you deal with the absence of regulations. VIU responded that for purpose of study have been looking at what is there. What they will be doing with data is to see what is of interest and can then dive deeper. For the compounds that are regulated one can use the mass spectrometer and then measure against regulations. VOC signatures are put together and then a fingerprint for the airshed is developed; data is both qualitative and quantitative.

Dave Jarret: Alberni Elementary data is spiking typically in the middle of the night and then it is gone by 6am. What is the pervasive nature of the particulate matter? This would which mean driving around the rest of town throughout the middle of the night not during the identified timeframe.

Gary Swann: Would like to see the winter route extend out Cherry Creek all the way to Horne Lake Road. With regards to the methane emission and the fact that it is a greenhouse gas this should be highlighted to the ACRD with regards to the landfill emissions and moving forward with the development of the new composting project.

Dave McCormick: One of the things identified in the initial goal of the mapping project was the source of the "Port Alberni smell"? Any sense of what the potential source is? VIU: At this point it is still to early to comment but the potential first teaser was there was a Sulphur compound identified as coming from the mill and lagoon, while methane was identified at the lagoon. Methane is known to be high in wetland community due to anaerobic activity. The new

treatment lagoon will follow the same process, but efficiency of controls is going to be higher. A number of landfills are harvesting methane and capture and using to power.

4. UPDATES

Woodstove Exchange

Anna

The ACRD has facilitated 14 of a possible 36 exchanges throughout the 2018 season. The breakdown of exchanges was: 10 of 27 vouchers completed at the \$250 level; 4 of 9 vouchers completed at the \$400 level.

The Clear the Air 2019 Woodstove Exchange (currently awaiting signing of transfer agreement) has received confirmation that the ACRD proposal was successful receiving \$20,650. Breakdown as follows:

- \$14350 for woodstove exchange incentives,
 - -requested \$15,000 (with reduced funding this translates to 20- \$500 rebates and 17 \$250 rebates with a shortfall of \$100). \$500 rebates are for any stove minimum of 5 years switching away from woodstoves to a cleaner source of heat. (I.e. heat pump, oil furnace).
 - -if we include the rollover of remaining funds from 2018 WSE this adds another \$6500
- \$1500 to support advertising the program,
 - The \$1500 requested is to kick off a spring and fall campaign utilizing radio ads and potentially two Impress newspaper articles which are featured online and currently have a broad reach within the region.
- \$4300 to support a portion of coordinator salary
 - -to be split 40/60 with the ACRD and Air Quality Society respectively,
- \$500 for materials and other expenses
 - -The production of materials (brochures, signage, etc.) including the development of infographics and Vistaprint signs.

Discussion that ensued:

Ron Corbeil: it seems as if there can never enough education and this is a good platform.

David McCormick: Has any outreach been done with the manufacturers of woodstoves? They often have cooperative advertising dollars that could be utilized.

Jade Yehia reminded the AQC of the three Health Canada videos that were released last spring which cover the topics of air quality and wood smoke. Currently on YouTube but should post links on the AQC web-based platform.

Patty Edwards: The Shaw TV videos that Tim Pley put together are also effective and should be included on website.

- Emissions Inventory
 Anna

 The successful applicant has been notified and the province is waiting for the consultant (WSP) to sign the contract for the Emission Inventory work. Their legal team is currently reviewing, and Earle is hoping for a start date by the end of next week.
- Status of ACRD bylaw
 Earle met with Mike Irg regarding how other regional districts have developed bylaws and how it has worked. Alex Dyer is currently compiling information for a briefing document for the ACRD board of directors. After this is done and staff has received feedback from the board, the bylaws should be developed. It is anticipated that the board of directors will receive document in February.
- PNWIS conference
 Earle and Anna both attended the Pacific Northwest Association of Air and Waste Management.

 There were excellent technical presentations in the field of air quality and water. Throughout the three-day conference there were several good networking opportunities (I.e. City of Kelowna) made and some of the takeaways include what is and is not working in various communities.
- New representation to council from ACRD and City
 ACRD: waiting to see what happens with the election hiccups and what the supreme court is going to say with regards to potentially holding a re-election for impacted electoral areas. There is currently an expression of interest from the Cherry Creek electoral director to sit on council (one of the electoral areas in question). In the meantime, Anna will connect with Diane and invite to January's meeting.

City: Ron Corbeil is the AQC's new City of Port Alberni representative. Welcome!

Plan H grant
 Anna

 The primary activities outlined in the grant were to build formal capacity to develop an airshed management plan which incorporates the needs and views of the community and to convene a community forum to enhance community awareness around the linkages between air quality and human health.

Earle had suggested that Dr. Michael Brauer and Sarah Henderson (BC Lung Association) be brought in to present. Unfortunately, Dr. Brauer is currently on sabbatical, and Sarah Henderson is unavailable until next fall and she would be please to come present at that point.

Anna connected with Dr. Paul Hasselback regarding presenting at community forum. He has given dates for early March and Anna will look into potential venues next week and confirm the

date. Potentially, VIU be able to present at the same time on their findings of the Regional Air Quality Mapping Project.

Letter to Ministry re. Catalyst's industrial emissions permit
 Anna
 The Ministry has responded that will be engaged in discussion with Catalyst, Port Alberni to address the point raised in the Alberni Air Quality Society and the Port Alberni Air Quality Council letter of October 29, 2018 regarding particulate matter emission limit. The province will update as appropriate.

5. AQC Terms of Reference

Anna

The AQC reviewed and approved the final draft of the Terms of Reference.

Gary Swann moved the motion and Ron Corbeil seconded.

"The Port Alberni Air Quality Council ratify and adopt the Terms of Reference as presented".

All in favour.

6. Next Meeting and presentation

Jan. 17th, 2pm, ACRD boardroom.

No presentation is currently scheduled. Patty Edwards raised concerns around marijuana production and the associated impact of emissions on air quality. Anna will investigate potential speakers as well as any associated data and research around air quality impacts but advised that legalized marijuana production is in its infancy and there may not be much available information as to date has been unmonitored.

Meeting Adjourned 3:27





Annual Performance Summary Port Alberni

2017/18 REGULAR COUNCIL AGENDA - JANUARY 14, 2019

Agenda

- ☐ Transit Service Outcomes
- ☐ Looking ahead to 2018/19



Transit Service Outcomes

Local Investment Measures	2017/18 Actual	2016/17 Actual	2017/18 AOA Budget
Revenue service hours (000)	12	12	12
Total cost (\$000)	\$1,849	\$1,715	\$1,904
Return on Investment	2017/18 Actual	2016/17 Actual	2017/18 AOA Budget
Passenger trips (000)	295	292	274
Total revenue (\$000)	\$316	\$319	\$301
Performance	2017/18 Actual	2016/17 Actual	2017/18 AOA Budget
Operating cost per service hour	\$134.99	\$125.23	\$138.50
Operating cost per passenger trip	\$5.64	\$5.33	\$6.94
Passenger trips per service hour	23.9	23.5	22.1
Operating cost recovery	18.99%	20.47%	15.8%

Ridership

 Slightly higher than last year, but performing significantly better than budget.

Revenue

 Revenue has remained relatively flat, with an estimated 1% decrease over last year.

Total Cost

 Total cost has Increased by 8% since last year due to increases in fleet maintenance, fuel, and vehicle lease fees.

Peer Comparison

Local Investment Measures	2017/18 Actual	2016/17 Actual	2017/18 AOA Budget	2017/18 Peer Average (Actuals)
Revenue service hours (000)	12	12	12	12
Total cost (\$000)	\$1,849	\$1,715	\$1,904	\$1,590
Return on Investment	2017/18 Actual	2016/17 Actual	2017/18 AOA Budget	2017/18 Peer Average (Actuals)
Passenger trips (000)	295	292	274	228
Total revenue (\$000)	\$316	\$319	\$301	\$275
Performance	2017/18 Actual	2016/17 Actual	2017/18 AOA Budget	2017/18 Peer Average (Actuals)
Operating cost per service hour	\$134.99	\$125.23	\$138.50	\$110.77
Operating cost per passenger trip	\$5.64	\$5.33	\$6.94	\$8.84
Passenger trips per service hour	23.9	23.5	22.1	17.7
Operating cost recovery	18.99%	20.47%	15.8%	19.11%

Operating Cost Per Service Hour

- Performed better than budget and the peer average.

Operating Cost Per Passenger Trip

 Lower than the peer average by approximately ~\$3.

Passenger Trips Per Service Hour

 Strong passenger trips per service hour compared to last year and to the peer average.

Operating Cost Recovery

 The system continues to produce a stable operating cost recovery.

Looking Ahead

- Monitor system performance to ensure the system is operating efficiently and effectively
- □ Promote transit expansion opportunities on an annual basis through the Transit Improvement Program (TIP)
- Work with Port Alberni to establish goals and objectives to enhance system performance and take advantage of minor betterments projects for the community



Myrna Moore

Senior Manager, Government Relations BC Transit 250.995.5612



November 30, 2018

Her Worship Mayor Sharie Minions and Council City of Port Alberni 4850 Argyle Street Port Alberni, BC V9Y 1V8 DEC 0 6 2018

CITY OF PORT ALBERNI

Dear Mayor and Council:

Congratulations on your October 20, 2018 election. Thank you for offering your dedication, skills, expertise and ideas to serve the citizens in your community.

E-Comm enjoys a strong public safety relationship with the City of Port Alberni. We are your Public Safety Answer Point – the first point of contact – for people in your community when they call 9-1-1 to get help from police, fire or ambulance.

If you are visiting Vancouver, I would like to invite you for a tour of our E-Comm facility, at your convenience, so you can see call takers in action as they handle more than 4,000 9-1-1 calls per day from communities around our province.

Further, E-Comm and all 9-1-1 network and service providers across Canada are working diligently to modernize 9-1-1 infrastructure as we prepare for an initiative known as Next Generation 9-1-1. We are setting the stage for future changes in the way people contact 9-1-1 including text messaging when a phone call is simply not possible.

To that end, we have spent much of 2018 working with our Board of Directors, staff and public safety stakeholders to develop a new strategic plan – the roadmap that will help guide E-Comm as we continue to help save lives and protect property in British Columbia.

I look forward to sharing this plan with you in the future. In the meantime, I invite you to visit our website at www.ecomm911.ca for more information about our services.

Once again, congratulations on being elected to serve the people in your community.

Respectfully,

Oliver Grüter-Andrew President and CEO

E-Comm, Emergency Communications for British Columbia Incorporated

604.215.5002

oliver.gruter-andrew@ecomm911.ca



UBCM The Voice of British Columbia Local Government

December 10, 2018

Mayor Sharie Minions City of Port Alberni 4850 Argyle Street Port Alberni, BC V9Y 1V8 DEC 1 8 2018

CITY OF PORT ALBERNI

Dear Mayor Sharie Minions:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the second of two Community Works Fund (CWF) payments for fiscal 2018/2019. An electronic transfer of \$419,557.46 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Very best,

Arjun Singh
UBCM President

Pc: Cathy Rothwell, Director of Finance



From: "Waddell, Lisa" < Lisa. Waddell@bchydro.com > To: "Sharie Minions" < sharie minions@portalberni.ca > Cc: "Timothy Pley" < timothy pley@portalberni.ca >

Subject: BC Hydro Community Relations Annual Report and Storm Report - Vancouver Island-Sunshine

Coast

January 4, 2019

Mayor Sharie Minions City of Port Alberni

Dear Mayor Minions and Council:

Congratulations to you and your council on your recent election. I was hoping to send this congratulatory note earlier, but we had a little wind event in Nanaimo.

The storm hit the Island on December 20 was the worst ever to hit BC Hydro's system. While there may have been stronger storms in the past, such as Typhoon Freda in 1962, nothing did more damage to our system and impacted more customers than this recent event. At its peak, 150,000 -- just over one third – of our Island customers, were without power. We brought crews in from other parts of the province, Alberta and even Atlantic Canada to help with restoration. By mid-day on December 31 the last customers were restored.

In addition to our Vancouver Island Community Relations Annual Report detailing our work over the past year, I have attached a report on the storm.

Vancouver Island-Sunshine Coast Community Relations team is a small team of just Karla Louwers and I. Throughout the storm event we worked closely with many communities and their emergency staff. Our job is to maintain and build the relationship between your organization and ours.

We are available to assist you in addressing any BC Hydro related issues that are brought to your attention. In the past, we've provided assistance on BC Hydro related matters in your community such as construction projects, vegetation management, outages, and community funding programs.

We recognize the commitment you have made to serve your community and look forward to working with you through this new term.

For more information on our funding programs and support for local governments, please visit http://www.bchydro.com/community.html

Again, congratulations on your recent election.

Sincerely,

Ted Olynyk
Manager, Vancouver Island-Sunshine Coast
Community Relations
Attachments



Transmission line work near Kennedy Lake. Photo courtesy of Dylan Martini, BC Hydro Power Line Technician.

Jordan River Hydroelectric System Safety Update

Just north of Victoria, on the west coast of Vancouver Island at the mouth of a river, is an area known as *diitiida* meaning "drifted ashore"; we know it now as Jordan River. Once a thriving community for First Nations, a purchase agreement between BC Hydro and the Pacheedaht First Nation means the area will once again be a gathering place for people of the Pacific Northwest.

The reacquired 28 hectares of land were originally purchased by BC Hydro in response to the release of a 2014 seismic study of its generation facilities across the province. The study revealed that the expected ground motion at Jordan River in an extreme seismic event – an 8 to 9 magnitude earthquake – is much greater than previously thought due to its proximity (about 40 kilometres) to the Cascadia subduction zone. It showed that Jordan River's seismic hazard risk is three times higher than that of the Lower Mainland, and about double the ground motion hazard of our Campbell River system. This was a significant change in our understanding of the seismic hazard.

Did you know?

BC Hydro's generating facilities on Vancouver Island can only meet about 20% of the Island's total demand. About 80% of electricity comes from the mainland through underwater cables.

The Jordan River system includes the Bear Creek, Elliott and Jordan River diversion dams, as well as a generating station. It primarily serves greater Victoria, providing about 10% of electrical supply for Vancouver Island. The generating station does not run continuously, but only as needed to meet peak—use times, when demand for electricity is very high.



Jordan River Diversion Dam and Reservoir.

The dam is one of our more robust facilities in B.C.; however, we're not aware of any dams – anywhere – in the world that are built to withstand the ground motions expected in the Jordan River system during a massive subduction zone earthquake.

Nonetheless, once aware of the increased risk, we knew we needed to reduce it as much as possible. The highest risk was to permanent residents downstream from the Jordan River Dam. They would have less ability to respond quickly to a major earthquake. We offered to purchase overnight residences in the evacuation zone and all but one of the owners took us up on it. Since the properties have been purchased and rezoned to restrict residential use and development, the level of risk has decreased.

The initial plans of the Pacheedaht First Nation are to develop eco-tourism offerings for the area which will fit with the Zen-infused surfing enclave.



Message from Chris O'Riley, President



BC Hydro is pleased to share our Community Relations annual reports detailing some of our work in your region.

With municipal elections recently completed, I want to start by welcoming new and returning elected officials. We look forward to working with you over the course of your tenure.

We know that affordable, reliable and clean electricity is vital to British Columbia's economic prosperity and our quality of life. We continue to invest over \$2 billion per year to upgrade aging assets and build new infrastructure to ensure our system is ready to support British Columbia's growing population and economy.

At the same time, we have an important responsibility to keep electricity rates affordable for our customers. We're working with the Government of B.C. to keep electricity rates low and predictable over the long-term, while ensuring we have the resources we need to continue to provide clean, safe and reliable electricity. We've also enhanced our customerfacing affordability programs, and will continue to focus on making it easier for our customers to do business with us.

Inside this report, you'll find many examples of how we're working with your communities. You'll also find some important indicators of how we're doing, for example, in providing you with reliable power.

In the Vancouver Island–Sunshine Coast region, we recently completed replacement of the John Hart Generating Station in Campbell River. It now provides enough power for about 80,000 homes. As well, we're continuing to plan three large projects to keep the Campbell River system dams safe and seismically strong.

With our operations extending to every corner of the province, we're proud to consider ourselves not just service providers, but also members of your communities. If you have any questions, please contact our Community Relations representatives in your region. We'd be pleased to help.

Sincerely,

Chris O'Riley

President & Chief Operating Officer

BC Hydro

Quick Facts

PROVINCE-WIDE:

4 million customers

Electricity is delivered through a network of:

- 79,000 kilometres of transmission and distribution lines
- O over 300 substations
- 1 million plus utility poles

Capital investments of more than \$2 billion a year

VANCOUVER ISLAND—SUNSHINE COAST GENERATING CAPACITY:

Ash 28 MW
Clowhom 33 MW
John Hart 126 MW
Jordan River 170 MW
Ladore 47 MW
Puntledge 24 MW
Strathcona 64 MW

Others:

IPPs 1077 MW

(566 MW Vancouver Island & 511 MW Sunshine Coast)

MW = megawatt

IPPs = Independent Power Producers





Site C update

Site C will be a third dam and hydroelectric generating station on the Peace River in northeast B.C. Construction started over three years ago in July 2015, and the project is expected to be completed in 2024.

In late 2017, the project underwent a review by the B.C. Utilities Commission and in December the Government of B.C. approved the continuation of the project.

During the third year of construction, the project expanded into new work areas. This includes advancement of earthworks for the dam and generating station, vegetation clearing and access road construction in portions of the transmission line corridor, construction of the Site C substation, and clearing and road maintenance in the lower and eastern reservoir.

The project reached several milestones in 2018, including:

- the large excavation on the north bank slope has been substantially completed and parts of the dam and powerhouse are starting to take shape on the south bank
- the first diversion tunnel began in late August and work is expected to start on the second diversion tunnel in fall 2018
- the majority of large procurements were completed, including contracts for the generating station and spillway, Site C Substation, transmission line construction, and hydro-mechanical equipment

BC Hydro also delivered on several commitments in the region this year. In February, we launched the \$20 million BC Hydro Peace Agricultural Compensation Fund to support agricultural production and agrifood initiatives in the Peace region. We also continued to provide grants to support non–profit organizations in the Peace region through the Generate Opportunities (GO) Fund.

For more information on Site C, please select sitecproject.com.



The Site C powerhouse buttress and main service bay pad, looking upstream, in August 2018.

Electric vehicle charging stations added to cross-province network

This year, we've added 28 new fast-charging stations to our electric vehicle charging network.

Now drivers of electric vehicles can travel across B.C. from Tofino to the Alberta border. The network is designed to provide drivers with charging options when they need them – helping reduce the 'range anxiety' many drivers feel about long road trips.

BC Hydro's fast-charging network can charge an electric vehicle's battery to 80% in 30 minutes or less. With this infrastructure in place, electric vehicle ownership becomes a feasible option for all residents of B.C. As well, tourists driving electric vehicles can confidently travel across the province to visit our communities.

The number of electric vehicles on our roads is growing – there are currently more than 9,000 in B.C. and that is expected to rise to 300,000 by 2030. Since 2017, we've seen a 63% increase in the number of charging sessions at our stations – more than 22,000 charges between May 2017 and May 2018. This represents around 542,000 kilometres of driving and the equivalent of approximately 138,000 kilograms in carbon dioxide emissions savings.

We've been installing charging stations throughout the province since 2012 with support from the provincial and federal governments and in partnership with municipalities, regional districts and others, like Loblaws and the first of its kind Accelerate Kootenays initiative. This two-year, \$2.1 million project is the result of an innovative collaboration between local and provincial governments as well as funding agencies that have worked together to address the charging infrastructure gap in the Kootenays.

This year we added 12 new stations in the Lower Mainland, six on Vancouver Island, two along the Coquihalla Highway, and a total of 13 as part of the Accelerate Kootenays network – eight in the East Kootenay and Highway 1, with another five in the West Kootenay owned and operated by FortisBC.

We're now working on stations that will connect drivers from Kamloops north to Prince George, and eventually to Prince Rupert.

Regional information

Capital projects

JOHN HART GENERATING STATION REPLACEMENT COMPLETED

The new John Hart Generating Station is in operation. The project was initiated in 2007 to resolve safety, reliability and downstream fish habitat concerns to a facility that was built in the 1940s. After going through funding and regulatory approvals, InPower BC, our project contractor, started construction in 2014. People working on the project in Campbell River peaked at about 500 in June 2017. It was a massive effort that included a high regard for safety — there were no lost time accidents during about 3.3 million person hours worked.



A July 2018 view from the service tunnel into the powerhouse cavern. Two of the three turbines/generators are the circular works.



View from Campbell River of the tailrace tunnel outlet to the right of the old generating station.

In spring 2018, we started operating the low level outlet valves on the downstream side of the John Hart Dam, and the watering up of the nearly 1.6 kilometre tunnel to the powerhouse, and then downstream of it, the approximate 600 metre long surge chamber and tailrace tunnel that leads to the river.

What's a tailrace?

It is a water outlet, downstream of a dam or generating station, which discharges water that has passed through the turbines to generate electricity.

The new water bypass facility, built within the powerhouse to protect downstream fish habitat with constant water flow should one or more of the turbines go off-line, was also started up in the spring. The first of the three turbine/ generators came online in July 2018, with the entire facility up and running by early October.

We transitioned from the old facility to the new one by shutting down the old generators one at a time starting in October 2017, through to October 2018. We had key members of the community officially shut them down, including City of Campbell River Mayor and Council and our community liaison committee.

In September, BC Hydro and InPower BC held our fourth and final community event. It was a unique opportunity to see the new facility before it started operating in October. People were driven to the site by bus and went through the tunnels and had a tour of the massive underground powerhouse. The limited 1,240 tickets were sold out quickly. The ticket cost was \$5 and the funds raised—over \$6,000—went to North Island College's apprenticeship scholarship program.

While this massive project is now complete, we still need to decommission the old facility including removing the three penstocks or pipes, two of the three surge towers, and bringing the old generating station down to ground level. That work will go through to summer 2019. For more information, please select **bchydro.com/johnhart**.

CAMPBELL RIVER SYSTEM UPGRADE PROJECTS

We continue to plan three large projects – that may all start as early as 2021 – to keep the Campbell River system dams safe and seismically strong.

These include a seismic upgrade to John Hart Dam, replacement of three spillway gates at Ladore Dam, and upgrades to our water discharge abilities at Strathcona Dam.



Reliability performance



We recognize how important the reliable supply of electricity is to our customers. We'll continue to improve, reinforce and maintain the electrical system.

The information below provides a comparison between Fiscal 2017 and Fiscal 2018 for communities in the Vancouver Island–Sunshine Coast region. These statistics include interruptions due to planned outages.

Community	Fiscal 2017 Average customer interruption duration (hours)	Fiscal 2018 Average customer interruption duration (hours)	Fiscal 2017 Average number of interruptions per customer	Fiscal 2018 Average number of interruptions per customer
Campbell River	3.64	3.73	3.21	3.82
Courtenay	3.28	2.40	4.86	2.35
Duncan	3.02	2.66	5.15	4.93
Gulf Islands	3.79	4.16	8.86	7.51
Nanaimo	2.09	1.40	1.04	1.62
Parksville	1.32	1.61	0.34	1.31
Port Alberni	1.82	2.24	2.97	1.71
Port Hardy	4.45	2.18	5.19	5.68
Powell River	2.51	3.02	1.83	2.32
Qualicum Beach	2.44	1.89	4.69	4.96
Sechelt	3.38	3.02	3.92	3.27
Victoria	2.15	2.42	0.47	0.59

Supporting communities

Weekend loggers and public safety

A report released by BC Hydro finds electrical contact incidents involving 'weekend loggers' – homeowners trimming trees and pruning hedges on their property – are up 60% from 2013.

The report titled Crossing the line: The dangerous rise of incidents involving power lines and 'weekend loggers' found there have been more than 400 incidents over the past five years and many more go unreported. In fact, it is estimated that 7,500 British Columbians have had a close call with electricity while pruning trees or doing work on a roof, such as cleaning gutters or replacing shingles.

According to a survey of 800 British Columbians conducted for the report, a large number of 'weekend loggers' are unprepared or unaware of vital safety rules:

- 80% of those surveyed do not know how far their tools should be from overhead power lines when doing yard work
- 60% of those surveyed trim trees, bushes and hedges near power lines without the help of a professional

We want to remind the public that when trimming a tree, a property owner, their equipment and the tree should be at least three metres – about a car length – away from a power line.

The report also finds there are other important safety rules British Columbians are unaware of:

- 30% of those surveyed are under the mistaken impression that tools and ladders must touch a power line to be dangerous; however, electricity can "arc" or jump from power lines across a gap to tools and ladders
- 20% of those surveyed believe trees cannot conduct electricity; however, trees do conduct electricity and branches that touch power lines can make the tree a safety hazard – especially when wet

Public safety is a top priority at BC Hydro where it is promoted year-round through a number of channels, including radio, television, online and face-to-face at community events. We also offer safety programs for elementary and secondary students as well as free training for trades workers and first responders. For more information on how to stay safe around electricity, please select bchydro.com/besafe.



Trees and vegetation management

Our electrical system is complex and highly efficient, with over 79,000 kilometres of overhead transmission and distribution power lines throughout the province. Managing trees and plants around these lines is important for safety and service reliability.

Our vegetation management team regularly inspects trees and other tall vegetation growing under or adjacent to our overhead system to identify potential problems. Tall, diseased or flawed trees can fall or grow into power lines, causing electrical outages.

Vegetation management contractors — we employ professional arborists and foresters that follow strict environmental guidelines — then prune or remove trees and vegetation in areas where the lines may be impacted. What's more, when an area experiences reliability issues, we assess the local distribution lines for potential tree—related causes. Even with a proactive management program, more than half of all outages in B.C. are caused by trees. For more information, please select bchydro.com/trees.

Community ReGreening Program

Our Community ReGreening Program helps fund urban tree planting that's related to visual aesthetics and environmental enhancements. We pay for seedlings, medium and large trees in cities and towns across B.C. Over the past 20 years, we've funded the planting of more than 300,000 trees.

We partner with local communities and Tree Canada to help make sure appropriate trees are planted around power lines, while enhancing open spaces. The program is intended for small–scale community projects and is open to local governments served by BC Hydro. All applications need to be received by January 31, to be eligible for funding within the same year. For more information, please select bchydro.com/regreening.

In 2017–2018, successful applications for regreening included:

Community	Project	Funding
Campbell River	Cemetery beautification	\$3,000
Central Saanich	Naturalization	\$3,500
Courtenay	Parks and road beautification	\$4,000
Esquimalt	Saxe Point Park area street trees	\$9,500
Langford	Community garden	\$1,500
Nanaimo	Beaufort Park food forest	\$6,000
North Saanich	Community greening	\$1,288
Oak Bay	Midland/Lansdowne canopy	\$7,650
Parksville	Park beautification	\$4,000
Qualicum Beach	Road beautification	\$800
Sechelt	Growing community root	\$3,000
Victoria	Boulevard replacement trees	\$9,750

Beautification program – new information

We provide financial assistance to municipal governments for conversion of overhead electrical distribution lines to underground facilities, and for installation of decorative wraps on our existing pad-mounted equipment.

Since wraps were first added to the program a few years ago, we've seen year-over-year increases. Due to this popularity, we're establishing a stand-alone funding program and simplifying the application process. The beautification fund will remain and continue to support undergrounding projects.

While we work to launch this new program, we're not currently accepting any new applications. Please check back with us in the coming months for additional information by selecting bchydro.com/beautification.

This past year, successful applicants for conversion of overhead to underground facilities included:

- O City of Nanaimo
- O City of Victoria

Successful applicants for decorative wraps included:

- O City of Duncan
- District of Sechelt



Decorative wrap in Sechelt with artist Philippe Sokazo. Photo courtesy of District of Sechelt.



Decorative wrap in Sechelt with artist Kim LaFave. Photo courtesy of District of Sechelt.

Decorative wrap policy

We allow decorative wraps to be installed on our padmounted equipment. Municipal governments, strata councils, property managers and well-established community groups (i.e. Business Improvement Associations, Kinsmen, Lions or Rotary Clubs, Neighbourhood Associations) or businesses (established for five years or more) are eligible to apply. Requests from individual homeowners or renters aren't being accepted at this time.

For more information about the decorative wrap policy and installation guidelines, please select **bchydro.com/wrap**.

Fish & Wildlife Compensation Program



The 500th Vancouver Island marmot born in captivity was released on Mount Washington. Photo courtesy of Marmot Recovery Foundation.

The Fish & Wildlife Compensation Program (FWCP) is a partnership of BC Hydro, the B.C. Government, Fisheries and Oceans Canada, First Nations, and public stakeholders, to conserve and enhance fish and wildlife in watersheds impacted by BC Hydro dams.

In 2017–2018, the FWCP funded 10 regional projects, in the Ash, Campbell, Puntledge, and Jordan River watersheds, for a total of just over \$525,000. They included releasing captive-bred, and wild-born, Vancouver Island marmots on Mount Washington; improving fish passage at Simms Park in Courtenay; and improving spawning habitat in Jordan River.

Since 1999, there's been more than \$34.3 million invested in fish and wildlife projects in the Coastal region (which includes Vancouver Island and the Sunshine Coast). For more details, please select **fwcp.ca**.

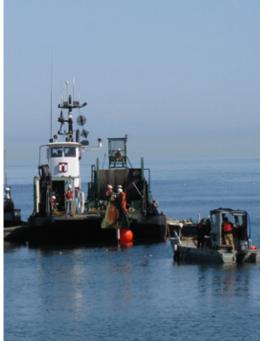
BC Hydro working in your community











Grants-in-lieu

We pay net property tax and grant payments to local governments. The grant program is a provincial government initiative and the amounts paid are determined under the current legislation. Listed below are the grants paid to each community in the Vancouver Island–Sunshine Coast region as of June 30, 2018.

Village of Alert Bay \$3,560.24 \$8,555.21 0 \$12,115.4 City of Campball River \$2,949,359.00 \$905,317.31 0 \$3,854,676.3 Capital Regional District 0 \$337,076.00 0 \$337,076.0 District of Central Saanich \$313,689.42.20 \$130,497.42 0 \$171,440.6 City of Colwood \$40,843.20 \$130,497.42 0 \$173,410.0 Town of Comox \$36,515.00 \$116,802.34 0 \$153,317.3 Regional District of Comox Valley 0 \$47,587.00 0 \$47,587.00 City of Courtenay \$191,292.00 \$418,480.96 0 \$609,772.8 Village of Cumberland \$10,224.20 \$32,200.19 0 \$42,243.4 City of Duncan \$8,375.00 \$58,838.62 0 \$66,763.6 Town of Olissons \$52,801.36 \$67,309.63 \$578.20 \$120,689.1 Village of Gold River \$10,653.00 \$19,860.24 0 \$30,513.22 Obstrict of Highlands \$89,713.00 \$27,415.23 0	Municipality/District	School Taxes*	Grants	Other Taxes	Total Payments
City of Campbell River \$2,949,359.00 \$905,317.31 0 \$3,854,676.3 Capital Regional District 0 \$337,076.00 0 \$337,076.00 District of Central Saanich \$313,698.23 \$252,575.60 \$5,943.66 \$572,217.4 City of Colwood \$40,843.20 \$130,497.42 0 \$173,340.6 Town of Comox \$36,515.00 \$116,802.34 0 \$153,317.3 Regional District of Comox Valley 0 \$47,887.00 0 \$47,887.00 City of Courtenay \$191,292.00 \$418,480.96 0 \$609,772.9 Village of Cumberland \$10,224.20 \$32,200.19 0 \$42,424.3 City of Duncan \$8,375.00 \$58,888.62 0 \$66,763.8 Town of Gibsons \$52,801.36 \$67,309.63 \$578.20 \$120,689.1 Village of Gold River \$10,653.00 \$19,860.24 0 \$30,513.2 District of Highlands \$89,713.00 \$27,415.23 0 \$116,828.2 Town of Ladysmith \$62,415.95 \$109,551.37 0	Regional District of Alberni-Clayoquot	0	\$55,518.00	0	\$55,518.00
Capital Regional District 0 \$337,076.00 0 \$337,076.00 District of Central Sanich \$313,698.23 \$252,575.60 \$5,943.66 \$572,217.4 City of Colwood \$40,843.20 \$330,497.42 0 \$171,340.6 Town of Comox \$36,515.00 \$116,802.34 0 \$153,317.3 Regional District of Comox Valley 0 \$47,587.00 0 \$47,587.00 City of Courtenay \$191,292.00 \$418,480.96 0 \$60,772.9 Village of Cumberland \$10,224.20 \$32,200.19 0 \$42,424.3 City of Duncan \$8,375.00 \$58,388.62 0 \$66,763.8 Town of Gibsons \$52,801.36 \$67,309.63 \$578.20 \$120,689.1 Village of Gold River \$10,653.00 \$19,860.24 0 \$30,513.2 District of Highlands \$89,713.00 \$27,115.23 0 \$116,828.2 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$17,196.73 Town of Ladysmith \$62,415.95 \$109,551.37 0	Village of Alert Bay	\$3,560.24	\$8,555.21	0	\$12,115.45
District of Central Sannich \$313,698.23 \$252,575.60 \$5,943.66 \$572,217.4 City of Colwood \$40,843.20 \$130,497.42 0 \$171,340.6 Town of Comex \$36,515.00 \$116,802.34 0 \$153,317.3 Regional District of Comox Valley 0 \$47,587.00 0 \$47,587.00 City of Courtenay \$191,292.00 \$418,480.96 0 \$60,772.9 Village of Cumberland \$10,224.20 \$32,200.19 0 \$42,424.3 City of Duncan \$8,375.00 \$58,388.62 0 \$66,763.6 Township of Esquimalt \$170,930.40 \$261,593.91 0 \$422,524.3 Town of Gibsons \$52,801.36 \$67,309.63 \$578.20 \$20,689.3 Village of Gold River \$10,653.00 \$19,860.24 0 \$30,513.2 Town of Lade Cowlidan \$89,713.00 \$27,115.23 0 \$116,828.2 Town of Lake Cowlidan \$26,521.28 \$36,215.25 \$240.00 \$62,976.5 City of Langford \$197,931.40 \$341,203.66	City of Campbell River	\$2,949,359.00	\$905,317.31	0	\$3,854,676.31
City of Colwood \$40,843.20 \$130,497.42 0 \$171,340.6 Town of Comox \$36,515.00 \$116,802.34 0 \$153,317.3 Regional District of Comox Valley 0 \$47,587.00 0 \$47,587.00 City of Courtenay \$191,292.00 \$418,480.96 0 \$609,772.9 Village of Cumberland \$10,224.20 \$32,200.19 0 \$42,624.3 Township of Esquimalt \$170,930.40 \$261,593.91 0 \$432,524.3 Town of Gibsons \$52,801.36 \$67,309.63 \$578.20 \$120,689.1 Village of Gold River \$10,653.00 \$19,860.24 0 \$30,513.2 District of Highlands \$89,713.00 \$27,115.23 0 \$116,828.2 Town of Ladysmith \$62,415.95 \$109,555.37 0 \$171,967.3 Town of Lake Cowichan \$26,521.28 \$36,215.25 \$240.00 \$62,767.5 City of Langtord \$197,931.40 \$341,203.66 0 \$539,335.0 District of Metchosin \$59,584.44 \$57,404.36 \$14.00 </td <td>Capital Regional District</td> <td>0</td> <td>\$337,076.00</td> <td>0</td> <td>\$337,076.00</td>	Capital Regional District	0	\$337,076.00	0	\$337,076.00
Town of Comex \$36,515.00 \$116,802.34 0 \$153,317.3 Regional District of Comex Valley 0 \$47,587.00 0 \$47,587.00 City of Courtenay \$191,292.00 \$418,480.96 0 \$60,772.9 Village of Cumberland \$10,224.20 \$32,200.19 0 \$42,424.3 City of Duncan \$8,375.00 \$58,388.62 0 \$66,763.6 Town of Gibsons \$52,801.36 \$67,309.63 \$578.20 \$120,689.1 Village of Gold River \$10,653.00 \$19,860.24 0 \$30,513.2 District of Highlands \$89,713.00 \$27,115.23 0 \$116,828.2 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$471,967.3 Town of Lake Cowichan \$26,521.28 \$36,215.25 \$240.00 \$62,976.5 City of Lantzville \$104,514.64 \$57,404.36 \$14.00 \$161,933.5 District of Metchosin \$59,584.44 \$53,739.53 0 \$113,323.9 City of Nanaimo \$747,892.24 \$1,931,627.72 0	District of Central Saanich	\$313,698.23	\$252,575.60	\$5,943.66	\$572,217.49
Regional District of Comox Valley 0 \$47,587.00 0 \$47,587.00 City of Courtenay \$191,292.00 \$418,480.96 0 \$609,772.9 Village of Cumberland \$10,224.20 \$32,200.19 0 \$42,424.3 City of Duncan \$8,375.00 \$58,388.62 0 \$66,763.6 Town of Gibsons \$52,801.36 \$67,309.63 \$578.20 \$120,689.1 Town of Gibsons \$52,801.36 \$67,309.63 \$578.20 \$116,682.3 District of Highlands \$89,713.00 \$27,115.23 0 \$116,682.3 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$17,967.3 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$17,967.3 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$62,761.2 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$17,1667.3 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$62,761.2 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$17,1667	City of Colwood	\$40,843.20	\$130,497.42	0	\$171,340.62
City of Courtenay \$191,292.00 \$418,480.96 0 \$609,772.9 Village of Cumberland \$10,224.20 \$32,200.19 0 \$42,424.3 City of Duncan \$8,375.00 \$58,388.62 0 \$66,763.6 Township of Esquimalt \$170,930.40 \$261,593.94 0 \$432,524.3 Town of Gibsons \$52,801.36 \$67,309.63 \$578.20 \$120,689.1 Village of Gold River \$10,653.00 \$19,860.24 0 \$30,513.2 District of Highlands \$89,713.00 \$27,115.23 0 \$116,828.2 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$471,967.3 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$471,968.2 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$471,968.2 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$471,968.2 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$471,471.00 \$162,976.5 City of Langford \$197,931.40 \$34,203.6 <t< td=""><td>Town of Comox</td><td>\$36,515.00</td><td>\$116,802.34</td><td>0</td><td>\$153,317.34</td></t<>	Town of Comox	\$36,515.00	\$116,802.34	0	\$153,317.34
Village of Cumberland \$10,224.20 \$22,200.19 0 \$42,424.3 City of Duncan \$8,375.00 \$58,388.62 0 \$66,763.6 Township of Esquimalt \$170,930.40 \$261,593.91 0 \$432,524.3 Town of Gibsons \$52,801.36 \$67,309.63 \$578.20 \$120,689.1 Village of Gold River \$10,653.00 \$19,860.24 0 \$30,513.2 District of Highlands \$89,713.00 \$27,115.23 0 \$116,828.2 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$174,967.3 Town of Lake Covichan \$26,521.28 \$36,215.25 \$240.00 \$62,976.5 City of Langford \$197,931.40 \$341,203.66 0 \$539,135.0 District of Lantzville \$104,514.64 \$57,404.36 \$14.00 \$161,933.0 District of Metchosin \$59,584.44 \$53,739.53 0 \$113,232.3 City of Nanaimo \$747,892.24 \$1,931,627.72 0 \$2,679,519.9 District of North Cowichan \$851,806.52 \$1,124,240.64	Regional District of Comox Valley	0	\$47,587.00	0	\$47,587.00
City of Duncan \$8,375.00 \$58,388.62 0 \$66,763.6 Township of Esquimalt \$170,930.40 \$261,593.91 0 \$432,524.3 Town of Gibsons \$52,801.36 \$67,309.63 \$578.20 \$120,689.1 Village of Gold River \$10,653.00 \$19,860.24 0 \$30,513.2 District of Highlands \$89,713.00 \$27,115.23 0 \$114,967.3 Town of Lake Cowichan \$62,415.95 \$109,551.37 0 \$174,967.3 Town of Lake Cowichan \$26,521.28 \$36,215.25 \$240.00 \$62,976.5 City of Langford \$197,931.40 \$341,203.66 0 \$539,135.0 District of Lantzville \$104,514.64 \$57,404.36 \$14.00 \$161,933.0 District of Metchosin \$59,884.44 \$53,739.53 0 \$13,323.9 City of Nanaimo \$747,892.24 \$1,931,627.72 0 \$2,679,519.9 District of North Cowichan \$851,806.52 \$1,124,240.64 \$1,110.00 \$1,977,157.1 District of North Saanich \$110,402.78 <th< td=""><td>City of Courtenay</td><td>\$191,292.00</td><td>\$418,480.96</td><td>0</td><td>\$609,772.96</td></th<>	City of Courtenay	\$191,292.00	\$418,480.96	0	\$609,772.96
Township of Esquimalt \$170,930.40 \$261,593.91 0 \$432,524.3 Town of Gibsons \$52,801.36 \$67,309.63 \$578.20 \$120,689.1 Village of Gold River \$10,653.00 \$19,860.24 0 \$30,513.2 District of Highlands \$89,713.00 \$27,115.23 0 \$116,828.2 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$171,967.3 Town of Lake Cowichan \$26,521.28 \$36,215.25 \$240.00 \$62,976.5 City of Langford \$197,931.40 \$341,203.66 0 \$539,135.0 District of Lantzville \$104,514.64 \$57,404.36 \$14.00 \$161,933.0 District of Metchosin \$59,584.44 \$53,739.53 0 \$113,323.9 City of Nanaimo \$747,892.24 \$1,931,627.72 0 \$2,679,519.9 District of North Cowichan \$851,806.52 \$1,124,240.64 \$1,110.00 \$1,977,157.1 District of North Saanich \$110,402.78 \$174,430.34 \$200.00 \$285,033.1 City of Parksville \$39,731.00	Village of Cumberland	\$10,224.20	\$32,200.19	0	\$42,424.39
Town of Gibsons \$52,801.36 \$67,309.63 \$578.20 \$120,689.1 Village of Gold River \$10,653.00 \$19,860.24 0 \$30,513.2 District of Highlands \$89,713.00 \$27,415.23 0 \$116,828.2 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$174,967.3 Town of Lake Cowichan \$26,521.28 \$36,215.25 \$240.00 \$62,976.5 City of Langford \$197,931.40 \$341,203.66 0 \$539,135.0 District of Lantzville \$104,514.64 \$57,404.36 \$14.00 \$161,933.0 District of Metchosin \$59,584.44 \$53,739.53 0 \$113,323.9 City of Nanaimo \$747,892.24 \$1,931,627.72 0 \$2,679,519.9 District of North Cowichan \$851,806.52 \$1,124,240.64 \$1,110.00 \$1,977,157.1 District of North Saanich \$110,402.78 \$174,430.34 \$200.00 \$285,033.1 District of Oak Bay \$35,027.60 \$133,275.52 0 \$168,303.3 City of Parksville \$39,731.00	City of Duncan	\$8,375.00	\$58,388.62	0	\$66,763.62
Village of Gold River \$10,653.00 \$19,860.24 0 \$30,513.2 District of Highlands \$89,713.00 \$27,115.23 0 \$116,828.2 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$174,967.3 Town of Lake Cowichan \$26,521.28 \$36,215.25 \$240.00 \$62,976.5 City of Langford \$197,931.40 \$341,203.66 0 \$539,135.0 District of Lantzville \$104,514.64 \$57,404.36 \$14.00 \$161,933.0 District of Metchosin \$59,584.44 \$53,739.53 0 \$113,323.9 City of Nanaimo \$747,892.24 \$1,931,627.72 0 \$2,679,519.9 District of North Cowichan \$851,806.52 \$1,124,240.64 \$1,110.00 \$1,977,157.1 District of North Saanich \$110,402.78 \$174,430.34 \$200.00 \$285,033.1 District of Oak Bay \$35,027.60 \$133,275.52 0 \$168,303.1 City of Parksville \$39,731.00 \$132,032.81 0 \$171,763.8 City of Port Alberni \$182,209.15	Township of Esquimalt	\$170,930.40	\$261,593.91	0	\$432,524.31
District of Highlands \$89,713.00 \$27,115.23 0 \$116,828.2 Town of Ladysmith \$62,415.95 \$109,551.37 0 \$171,967.3 Town of Lake Cowichan \$26,521.28 \$36,215.25 \$240.00 \$62,976.5 City of Langford \$197,931.40 \$341,203.66 0 \$539,135.0 District of Lantzville \$104,514.64 \$57,404.36 \$14.00 \$161,933.0 District of Metchosin \$59,584.44 \$53,739.53 0 \$113,323.9 City of Nanaimo \$747,892.24 \$1,931,627.72 0 \$2,679,519.9 District of North Cowichan \$851,806.52 \$1,424,240.64 \$1,110.00 \$1,977,157.1 District of North Saanich \$110,402.78 \$174,430.34 \$200.00 \$285,033.1 District of Oak Bay \$35,027.60 \$133,275.52 0 \$168,303.1 City of Parksville \$397,31.00 \$132,032.81 0 \$171,763.8 City of Port Aliceni \$182,209.15 \$690,667.68 \$67.83 \$872,944.6 Village of Port Alice \$6,534.56 <td>Town of Gibsons</td> <td>\$52,801.36</td> <td>\$67,309.63</td> <td>\$578.20</td> <td>\$120,689.19</td>	Town of Gibsons	\$52,801.36	\$67,309.63	\$578.20	\$120,689.19
Town of Ladysmith \$62,415.95 \$109,551.37 0 \$171,967.3 Town of Lake Cowichan \$26,521.28 \$36,215.25 \$240.00 \$62,976.5 City of Langford \$197,931.40 \$341,203.66 0 \$539,135.0 District of Lantzville \$104,514.64 \$57,404.36 \$14.00 \$161,933.0 District of Metchosin \$59,584.44 \$53,739.53 0 \$113,323.9 City of Nanaimo \$747,892.24 \$1,931,627.72 0 \$2,679,519.9 District of North Cowichan \$851,806.52 \$1,124,240.64 \$1,110.00 \$1,977,157.1 District of North Saanich \$110,402.78 \$174,430.34 \$200.00 \$285,033.1 District of Oak Bay \$35,027.60 \$133,275.52 0 \$168,303.1 City of Parksville \$39,731.00 \$132,032.81 0 \$171,763.8 City of Port Aliceni \$182,209.15 \$690,667.68 \$67.83 \$872,944.6 Village of Port Alice \$6,534.56 \$14,566.33 0 \$21,100.8 District of Port Hardy \$66,010.06 <td>Village of Gold River</td> <td>\$10,653.00</td> <td>\$19,860.24</td> <td>0</td> <td>\$30,513.24</td>	Village of Gold River	\$10,653.00	\$19,860.24	0	\$30,513.24
Town of Lake Cowichan \$26,521.28 \$36,215.25 \$240.00 \$62,976.5 City of Langford \$197,931.40 \$341,203.66 0 \$539,135.0 District of Lantzville \$104,514.64 \$57,404.36 \$14.00 \$161,933.0 District of Metchosin \$59,584.44 \$53,739.53 0 \$113,323.9 City of Nanaimo \$747,892.24 \$1,931,627.72 0 \$2,679,519.9 District of North Cowichan \$851,806.52 \$1,124,240.64 \$1,110.00 \$1,977,157.1 District of North Saanich \$110,402.78 \$174,430.34 \$200.00 \$285,033.1 District of Oak Bay \$35,027.60 \$133,275.52 0 \$168,303.1 City of Parksville \$39,731.00 \$132,032.81 0 \$171,763.8 City of Port Alberni \$182,209.15 \$690,667.68 \$67.83 \$872,944.6 Village of Port Alice \$6,534.56 \$14,566.33 0 \$21,100.8 District of Port Hardy \$66,010.06 \$87,474.23 0 \$153,484.2 Town of Port McNeill \$9,581.00 </td <td>District of Highlands</td> <td>\$89,713.00</td> <td>\$27,115.23</td> <td>0</td> <td>\$116,828.23</td>	District of Highlands	\$89,713.00	\$27,115.23	0	\$116,828.23
City of Langford \$197,931.40 \$341,203.66 0 \$539,135.0 District of Lantzville \$104,514.64 \$57,404.36 \$14.00 \$161,933.0 District of Metchosin \$59,584.44 \$53,739.53 0 \$113,323.9 City of Nanaimo \$747,892.24 \$1,931,627.72 0 \$2,679,519.9 District of North Cowichan \$851,806.52 \$1,124,240.64 \$1,110.00 \$1,977,157.1 District of North Saanich \$110,402.78 \$174,430.34 \$200.00 \$285,033.1 District of Oak Bay \$35,027.60 \$133,275.52 0 \$168,303.1 City of Parksville \$39,731.00 \$132,032.81 0 \$171,763.8 City of Port Alberni \$182,209.15 \$690,667.68 \$67.83 \$872,944.6 Village of Port Alice \$6,534.56 \$14,566.33 0 \$21,100.8 District of Port Hardy \$66,010.06 \$87,474.23 0 \$153,484.2 Town of Port McNeill \$9,581.00 \$39,558.07 0 \$49,139.0 City of Powell River \$161,309.36	Town of Ladysmith	\$62,415.95	\$109,551.37	0	\$171,967.32
District of Lantzville \$104,514.64 \$57,404.36 \$14.00 \$161,933.0 District of Metchosin \$59,584.44 \$53,739.53 0 \$113,323.9 City of Nanaimo \$747,892.24 \$1,931,627.72 0 \$2,679,519.9 District of North Cowichan \$851,806.52 \$1,124,240.64 \$1,110.00 \$1,977,157.1 District of North Saanich \$110,402.78 \$174,430.34 \$200.00 \$285,033.1 District of Oak Bay \$35,027.60 \$133,275.52 0 \$168,303.1 City of Parksville \$39,731.00 \$132,032.81 0 \$171,763.8 City of Port Alberni \$182,209.15 \$690,667.68 \$67.83 \$872,944.6 Village of Port Alice \$6,534.56 \$14,566.33 0 \$21,100.8 District of Port Hardy \$66,010.06 \$87,474.23 0 \$153,484.2 Town of Port McNeill \$9,581.00 \$339,558.07 0 \$49,139.0 City of Powell River \$161,309.36 \$421,799.90 \$2,128.60 \$585,237.8 Town of Qualicum Beach \$98,	Town of Lake Cowichan	\$26,521.28	\$36,215.25	\$240.00	\$62,976.53
District of Metchosin \$59,584.44 \$53,739.53 0 \$113,323.93 City of Nanaimo \$747,892.24 \$1,931,627.72 0 \$2,679,519.93 District of North Cowichan \$851,806.52 \$1,124,240.64 \$1,110.00 \$1,977,157.1 District of North Saanich \$110,402.78 \$174,430.34 \$200.00 \$285,033.1 District of Oak Bay \$35,027.60 \$133,275.52 0 \$168,303.1 City of Parksville \$39,731.00 \$132,032.81 0 \$171,763.8 City of Port Alberni \$182,209.15 \$690,667.68 \$67.83 \$872,944.6 Village of Port Alice \$6,534.56 \$14,566.33 0 \$21,100.8 District of Port Hardy \$66,010.06 \$87,474.23 0 \$153,484.2 Town of Port McNeill \$9,581.00 \$39,558.07 0 \$49,139.0 City of Powell River \$161,309.36 \$421,799.90 \$2,128.60 \$585,237.8 Town of Qualicum Beach \$98,697.74 \$155,449.16 \$32.42 \$254,179.3 District of Saanich \$1,102	City of Langford	\$197,931.40	\$341,203.66	0	\$539,135.06
City of Nanaimo \$747,892.24 \$1,931,627.72 0 \$2,679,519.9 District of North Cowichan \$851,806.52 \$1,124,240.64 \$1,110.00 \$1,977,157.1 District of North Saanich \$110,402.78 \$174,430.34 \$200.00 \$285,033.1 District of Oak Bay \$35,027.60 \$133,275.52 0 \$168,303.1 City of Parksville \$39,731.00 \$132,032.81 0 \$171,763.8 City of Port Alberni \$182,209.15 \$690,667.68 \$67.83 \$872,944.6 Village of Port Alice \$6,534.56 \$14,566.33 0 \$21,100.8 District of Port Hardy \$66,010.06 \$87,474.23 0 \$153,484.2 Town of Port McNeill \$9,581.00 \$39,558.07 0 \$49,139.0 City of Powell River \$161,309.36 \$421,799.90 \$2,128.60 \$585,237.8 Town of Qualicum Beach \$98,697.74 \$155,449.16 \$32.42 \$254,179.3 District of Saanich \$1,102,580.48 \$1,676,577.22 \$2,366.89 \$2,781,524.5 Village of Sayward	District of Lantzville	\$104,514.64	\$57,404.36	\$14.00	\$161,933.00
District of North Cowichan \$851,806.52 \$1,124,240.64 \$1,110.00 \$1,977,157.1 District of North Saanich \$110,402.78 \$174,430.34 \$200.00 \$285,033.1 District of Oak Bay \$35,027.60 \$133,275.52 0 \$168,303.1 City of Parksville \$39,731.00 \$132,032.81 0 \$171,763.8 City of Port Alberni \$182,209.15 \$690,667.68 \$67.83 \$872,944.6 Village of Port Alice \$6,534.56 \$14,566.33 0 \$21,100.8 District of Port Hardy \$66,010.06 \$87,474.23 0 \$153,484.2 Town of Port McNeill \$9,581.00 \$39,558.07 0 \$49,139.0 City of Powell River \$161,309.36 \$421,799.90 \$2,128.60 \$585,237.8 Town of Qualicum Beach \$98,697.74 \$155,449.16 \$32.42 \$254,179.3 District of Saanich \$1,102,580.48 \$1,676,577.22 \$2,366.89 \$2,781,524.5 Village of Sayward \$2,733.60 \$3,648.16 0 \$6,381.7 District of Sechelt Indian Gov't Distr	District of Metchosin	\$59,584.44	\$53,739.53	0	\$113,323.97
District of North Saanich \$110,402.78 \$174,430.34 \$200.00 \$285,033.1 District of Oak Bay \$35,027.60 \$133,275.52 0 \$168,303.1 City of Parksville \$39,731.00 \$132,032.81 0 \$171,763.8 City of Port Alberni \$182,209.15 \$690,667.68 \$67.83 \$872,944.6 Village of Port Alice \$6,534.56 \$14,566.33 0 \$21,100.8 District of Port Hardy \$66,010.06 \$87,474.23 0 \$153,484.2 Town of Port McNeill \$9,581.00 \$39,558.07 0 \$49,139.0 City of Powell River \$161,309.36 \$421,799.90 \$2,128.60 \$585,237.8 Town of Qualicum Beach \$98,697.74 \$155,449.16 \$32.42 \$254,179.3 District of Saanich \$1,102,580.48 \$1,676,577.22 \$2,366.89 \$2,781,524.5 Village of Sayward \$2,733.60 \$3,648.16 0 \$6,381.7 District of Sechelt \$65,505.08 \$140,163.81 \$303.24 \$205,972.1 Sechelt Indian Gov't District \$6,16	City of Nanaimo	\$747,892.24	\$1,931,627.72	0	\$2,679,519.96
District of Oak Bay \$35,027.60 \$133,275.52 0 \$168,303.1 City of Parksville \$39,731.00 \$132,032.81 0 \$171,763.8 City of Port Alberni \$182,209.15 \$690,667.68 \$67.83 \$872,944.6 Village of Port Alice \$6,534.56 \$14,566.33 0 \$21,100.8 District of Port Hardy \$66,010.06 \$87,474.23 0 \$153,484.2 Town of Port McNeill \$9,581.00 \$39,558.07 0 \$49,139.0 City of Powell River \$161,309.36 \$421,799.90 \$2,128.60 \$585,237.8 Town of Qualicum Beach \$98,697.74 \$155,449.16 \$32.42 \$254,179.3 District of Saanich \$1,102,580.48 \$1,676,577.22 \$2,366.89 \$2,781,524.5 Village of Sayward \$2,733.60 \$3,648.16 0 \$6,381.7 District of Sechelt \$65,505.08 \$140,163.81 \$303.24 \$205,972.1 Sechelt Indian Gov't District \$6,164.00 \$27,209.07 0 \$33,373.0	District of North Cowichan	\$851,806.52	\$1,124,240.64	\$1,110.00	\$1,977,157.16
City of Parksville \$39,731.00 \$132,032.81 0 \$171,763.8 City of Port Alberni \$182,209.15 \$690,667.68 \$67.83 \$872,944.6 Village of Port Alice \$6,534.56 \$14,566.33 0 \$21,100.8 District of Port Hardy \$66,010.06 \$87,474.23 0 \$153,484.2 Town of Port McNeill \$9,581.00 \$39,558.07 0 \$49,139.0 City of Powell River \$161,309.36 \$421,799.90 \$2,128.60 \$585,237.8 Town of Qualicum Beach \$98,697.74 \$155,449.16 \$32.42 \$254,179.3 District of Saanich \$1,102,580.48 \$1,676,577.22 \$2,366.89 \$2,781,524.5 Village of Sayward \$2,733.60 \$3,648.16 0 \$6,381.7 District of Sechelt \$65,505.08 \$140,163.81 \$303.24 \$205,972.1 Sechelt Indian Gov't District \$6,164.00 \$27,209.07 0 \$33,373.0	District of North Saanich	\$110,402.78	\$174,430.34	\$200.00	\$285,033.12
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Village of Port Alice \$6,534.56 \$14,566.33 0 \$21,100.8 District of Port Hardy \$66,010.06 \$87,474.23 0 \$153,484.2 Town of Port McNeill \$9,581.00 \$39,558.07 0 \$49,139.0 City of Powell River \$161,309.36 \$421,799.90 \$2,128.60 \$585,237.8 Town of Qualicum Beach \$98,697.74 \$155,449.16 \$32.42 \$254,179.3 District of Saanich \$1,102,580.48 \$1,676,577.22 \$2,366.89 \$2,781,524.5 Village of Sayward \$2,733.60 \$3,648.16 0 \$6,381.7 District of Sechelt \$65,505.08 \$140,163.81 \$303.24 \$205,972.1 Sechelt Indian Gov't District \$6,164.00 \$27,209.07 0 \$33,373.0	City of Parksville	\$39,731.00	\$132,032.81	0	\$171,763.81
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City of Powell River \$161,309.36 \$421,799.90 \$2,128.60 \$585,237.8 Town of Qualicum Beach \$98,697.74 \$155,449.16 \$32.42 \$254,179.3 District of Saanich \$1,102,580.48 \$1,676,577.22 \$2,366.89 \$2,781,524.5 Village of Sayward \$2,733.60 \$3,648.16 0 \$6,381.7 District of Sechelt \$65,505.08 \$140,163.81 \$303.24 \$205,972.1 Sechelt Indian Gov't District \$6,164.00 \$27,209.07 0 \$33,373.0	District of Port Hardy	\$66,010.06	\$87,474.23	0	\$153,484.29
Town of Qualicum Beach \$98,697.74 \$155,449.16 \$32.42 \$254,179.3 District of Saanich \$1,102,580.48 \$1,676,577.22 \$2,366.89 \$2,781,524.5 Village of Sayward \$2,733.60 \$3,648.16 0 \$6,381.7 District of Sechelt \$65,505.08 \$140,163.81 \$303.24 \$205,972.1 Sechelt Indian Gov't District \$6,164.00 \$27,209.07 0 \$33,373.0	Town of Port McNeill	\$9,581.00	\$39,558.07	0	\$49,139.07
District of Saanich \$1,102,580.48 \$1,676,577.22 \$2,366.89 \$2,781,524.5 Village of Sayward \$2,733.60 \$3,648.16 0 \$6,381.7 District of Sechelt \$65,505.08 \$140,163.81 \$303.24 \$205,972.1 Sechelt Indian Gov't District \$6,164.00 \$27,209.07 0 \$33,373.0	City of Powell River	\$161,309.36	\$421,799.90	\$2,128.60	\$585,237.86
Village of Sayward \$2,733.60 \$3,648.16 0 \$6,381.7 District of Sechelt \$65,505.08 \$140,163.81 \$303.24 \$205,972.1 Sechelt Indian Gov't District \$6,164.00 \$27,209.07 0 \$33,373.0	Town of Qualicum Beach	\$98,697.74	\$155,449.16	\$32.42	\$254,179.32
District of Sechelt \$65,505.08 \$140,163.81 \$303.24 \$205,972.1 Sechelt Indian Gov't District \$6,164.00 \$27,209.07 0 \$33,373.0	District of Saanich	\$1,102,580.48	\$1,676,577.22	\$2,366.89	\$2,781,524.59
Sechelt Indian Gov't District \$6,164.00 \$27,209.07 0 \$33,373.0	Village of Sayward	\$2,733.60	\$3,648.16	0	\$6,381.76
	District of Sechelt	\$65,505.08	\$140,163.81	\$303.24	\$205,972.13
Town of Sidney \$21,643.76 \$120,935.00 0 \$142,578.7	Sechelt Indian Gov't District	\$6,164.00	\$27,209.07	0	\$33,373.07
	Town of Sidney	\$21,643.76	\$120,935.00	0	\$142,578.76

^{*}Local governments collect school taxes which are then forwarded to the provincial government to help fund school districts.

Municipality/District	School Taxes*	Grants	Other Taxes	Total Payments
District of Sooke	\$101,510.36	\$141,743.43	0	\$243,253.79
Regional District of Strathcona	0	\$126,900.00	0	\$126,900.00
Regional District of Sunshine Coast	0	\$65,432.00	0	\$65,432.00
Village of Tahsis	\$17,449.48	\$20,940.44	0	\$38,389.92
District of Tofino	\$10,385.00	\$44,033.59	0	\$54,418.59
District of Ucluelet	\$11,604.40	\$36,437.85	0	\$48,042.25
City of Victoria	\$661,122.70	\$1,424,804.94	\$252.02	\$2,086,179.66
Town of View Royal	\$119,059.00	\$139,872.25	0	\$258,931.25
Village of Zeballos	\$1,917.54	\$4,179.18	0	\$6,096.72

^{*}Local governments collect school taxes which are then forwarded to the provincial government to help fund school districts.

Community grants

By providing power to the people and businesses of this province, we provide an essential and important service. We also believe in doing more than that: we offer two types of grants to support non-profit organizations and registered charities that are making a difference in their communities. Last year, we supported over 63 community-based projects across every region of the province.

Our grants are given out in three focus areas: building the workforce of tomorrow, public safety and promoting smart energy ideas. When planning for your project, please keep in mind that our grants have set criteria and application deadlines. To learn more, please select **bchydro.com/grants**.

Some of the organizations that we supported in the Vancouver Island-Sunshine Coast region this past year included:

Organization	Project	Community	Grant
Metchosin Emergency Program	Emergency Preparedness Information Session for Children and Families	Metchosin/Beecher Bay	\$500
North Island Emergency Preparedness	Regional Emergency Support Services Director's Workshop	North Vancouver Island	\$1,500
Strathcona Regional District	9th Annual Upper Island Safety Conference	Campbell River	\$1,000
Vancouver Island Emergency Preparedness Conference Society	Vancouver Island Emergency Preparedness Conference	Victoria	\$2,000
Salt Spring Community Energy Group (in partnership with Gulf Islands Educational Trust Fund of SD64)	Solar Scholarship/MYSEEC Renewable Energy Education Program	Salt Spring Island	\$1,000
Coast Rogue Arts Society	Rogue Arts Festival Workshop Series in Solar Energy, Water Recycling, etc.	Roberts Creek	\$1,000
Society for the Advancement of Young Scientists	Vancouver Island Regional Science Fair	Victoria region	\$2,000
Powell River Salmon Society	Power Our Fish 2018 educational programs	Powell River	\$2,000
Bamfield Community School Society	Summer Camp	Bamfield	\$2,000





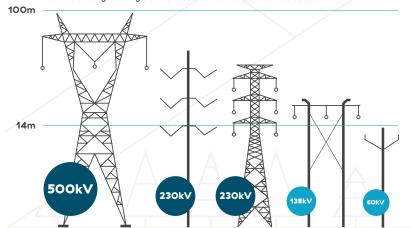
We supported Habitat Acquisition Trust's Goldstream Chums Program in 2017.

Types of power lines

We rely on a system of transmission towers and power lines to carry the electricity produced at our generating stations to the homes and businesses in B.C.

Transmission lines

Transmission lines are the big, high voltage power lines that bring electricity from where it's made at our generating stations to substations near communities across B.C.



What's a kV?

kV stands for kilovolt, which is a unit of potential energy. One kV is equal to 1,000 volts.

Distribution lines

Distribution lines are the smaller, lower voltage lines that carry electricity from the substation to your home or business.



Padmount box

Padmount transformers transfer electricity to underground power lines.

BC HydroPower smart

10m

BC Hydro Community Relations

At BC Hydro we build strong relationships to support the unique needs and strengths of the communities we serve. Our Community Relations team does this by listening, providing information and working together with communities. We're the point of contact for local government, media, local business and community groups. Whether it's for capital projects, corporate initiatives and programs, local BC Hydro activities, significant planned outages, emergency response or unplanned power outages, we work hard to meet the needs of our stakeholders and ensure communities are kept informed.

Vancouver Island-Sunshine Coast

If you have questions or comments for us, please contact:

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BC Hydro guide for local government

Quick access to key information on bchydro.com

My Hydro and Energy Savings initiative:	S Commence of the Commence of
bchydro.com/myhydro/	Log in to manage your account.
Energy savings programs bchydro.com/energysavings	Learn how you can be smart with your power. Take advantage of rebates and programs.
Smart Meters bchydro.com/smartmeters	Find out how smart meters help us better manage our electricity grid, and improve service and reliability.
Projects	
Capital Projects bchydro.com/projects	We're investing more than \$10 billion in our province over the next five years. Learn more about projects taking place in your region.
Programs	
Beautification program bchydro.com/beautification	Our beautification fund assists municipal governments in achieving their objectives related to environmental concerns and visual aesthetics. Learn more about the program and the principal considerations that should be included in a proposal.
Community ReGreening Program bchydro.com/regreening	The regreening program assists municipalities with urban tree planting while helping to make sure appropriate trees are planted around power lines.
Community Giving	
Grants for community groups bchydro.com/grants	Learn about our funding opportunities and how to apply for them.
Scholarships & Endowments bchydro.com/scholarships	We look to build the next generation of engineers, electricians, and many other key roles who will help us deliver clean energy for generations. Learn about our scholarship and endowment opportunities.
Report an outage	
How to report a power outage bchydro.com/outages	Check the outage map or list to see if we know your power is out. If not, call us at 1 800 BCHYDRO (1 800 224 9376) or *HYDRO (*49376) on your mobile phone to report it.

Get info on energy savings initiatives, our projects, important announcements, outages and more.



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Storm report:

The most damaging storm in BC Hydro's history



Report

January 2019



The windstorm that hit B.C.'s South Coast on December 20 resulted in more than 750,000 customers without power and thousands of damaged pieces of equipment.

Highlights

- O The December 20 storm was the most damaging storm in BC Hydro's history—and was unlike any previous weather event BC Hydro had encountered because:
 - · The wind came from multiple directions—including the southeast, south and southwest.
 - The windstorm was preceded by several heavy rain events—more than 400 millimetres of rain fell in some areas leading up to the storm, which destabilized trees.
 - The wind speeds were significant—topping 100 kilometres per hour in some areas.
- The storm left more than 750,000 customers without power, making it larger than the August 2015 windstorm that affected the Lower Mainland and Fraser Valley, and larger than the 2006 windstorm that hit Vancouver Island and devastated Stanley Park in Vancouver.
 - · More than 400,000 customers in the Lower Mainland and Fraser Valley were impacted.
 - Vancouver Island and the Gulf Islands were the hardest hit with nearly 350,000 customers without power, which represents more than 80 per cent of the total number of customers in those areas.
- With more than 1,900 spans of wire, 390 power poles, 700 cross-arms and 230 transformers that needed to be repaired or replaced, responding to the storm required BC Hydro's single biggest mobilization of staff, contractors and resources.
 - There were more than 900 field workers working to restore power, including crews from the Interior, and contractor crews from Alberta and the East Coast.
- O Within the first 24 hours, BC Hydro had restored power to over 550,000 customers.
 - All customers in the Lower Mainland and Fraser Valley were restored by December 24; however, the damage and access
 issues on Vancouver Island and the Gulf Islands due to trees on the roads made it particularly challenging, causing repairs
 to take much longer.
 - · All customers impacted by the December 20 storm were restored by December 31.
- While BC Hydro is proud of how the crews responded and the quick restoration for many of its customers, there are always things that can be improved on. For example:
 - Some customers encountered challenges when trying to report downed lines because 9–1–1 operators in certain areas were overwhelmed with calls. Safety is BC Hydro's number one priority, and this is something it will take away to work on with community partners.
 - BC Hydro will work with cities and municipalities to better map out major intersections and primary traffic routes so circuits feeding those areas can be prioritized to avoid traffic congestion and related safety issues.
 - BC Hydro is looking at ways it can provide more support to communities that experience outages over 72 hours, including having a customer service representative available for face-to-face communication.
 - BC Hydro knows some customers had challenges learning about the status of their outage, and will continue to ensure it is providing timely updates to its customers.

On December 20, a severe windstorm hit B.C.'s South Coast, resulting in the most damaging storm BC Hydro has experienced. The storm left more than 750,000 customers without power from Parksville to Victoria on Vancouver Island and West Vancouver to Mission on the Mainland, and damaged or destroyed thousands of pieces of electrical equipment. Responding to the storm involved the single biggest mobilization of staff, contractors and resources in BC Hydro's history.

This report looks at why this storm caused so much damage, how BC Hydro responded, how it stacks up against previous devastating storms, what was learned and how the learnings will inform the response to future storms.

Wild winds and water

The December 20 storm was unlike any previous weather event BC Hydro and its infrastructure had encountered. One of the main reasons the storm was so damaging is that wind came from multiple directions and, when combined with the rain, destabilized, uprooted and damaged trees and vegetation throughout Vancouver Island, the Gulf Islands and parts of the Lower Mainland and Fraser Valley. This resulted in an unprecedented amount of damage to BC Hydro's distribution infrastructure.

The windstorm was preceded by several heavy rain events, which affected ground conditions and trees. More than 400 millimetres precipitation fell in some areas over the week leading up to the December 20 storm. As a result, soils were completely saturated to a point where they were seeping water even when it was not raining. Saturation reduces the stability of the soil and some coniferous trees, like Douglas Firs and Hemlocks, have shallow roots making them more vulnerable.



Crews repairing extensive damage in Nanaimo.

Another major contributing factor was the wind on December 20 came from three different directions. During the early morning, winds came from the southeast, by the late morning they were coming from the south, and by the early to mid-afternoon they were coming from the southwest. Southwest winds, in particular, are known to cause significant damage across the Cowichan Valley, Duncan, Nanaimo and the Gulf Islands—and happen less frequently than other wind directions. The duration of strong southwest winds in Duncan was more than 12 hours, and Salt Spring and some of the other southern Gulf Islands experienced them for 8 hours.

In addition, the low pressure centre of the storm tracked across north-central Vancouver Island, making it the optimal storm track for strong winds over the most populated areas of the South Coast—the southern half of Vancouver Island and the Lower Mainland. The storm's central pressure was 982 millibars, which made it much more intense than most storms that typically cross

Summary of wind speeds			
Location	Wind speed		
Lennard Island Lighthouse	144 km/h		
Tofino	111 km/h		
Saturna Island	102 km/h		
Abbotsford	101 km/h		
Tsawwassen	98 km/h		
Esquimalt	94 km/h		
Victoria Airport	89 km/h		
Vancouver Airport	87 km/h		
Nanaimo	85 km/h		

Source: Environment Canada

the South Coast. For reference, a Category 1 hurricane has a central pressure of about 980 millibars.

The wind speeds during the storm were significant. The sustained winds were generally in the range of 70 to 100 kilometres per hour; however, in some areas gusts topped 100 kilometres per hour.

Finally, this was the first widespread strong windstorm on the South Coast since last winter. As a result, the "clearing" effect that would have occurred through several smaller windstorms had not happened yet. This left a significantly higher amount of vegetation susceptible during this storm.

The aftermath

With winds above 100 kilometres per hour and the storm on a perfect track to do damage, the result was complete destruction in some areas. Otherwise healthy trees and branches came crashing down on BC Hydro's equipment and roads across Vancouver Island, the Gulf Islands, parts of the Lower Mainland and Fraser Valley. Once the winds died down, more than 750,000 customers were left without power.

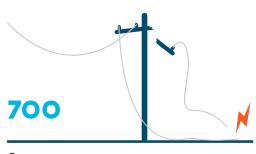
In total, more than 400,000 customers in the Lower Mainland and Fraser Valley were impacted; however, Vancouver Island and the Gulf Islands were hit the hardest with nearly 350,000 customers left without power, which represents more than 80 per cent of the total number of customers in those areas.





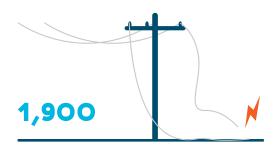
Trees made many roads inaccessible—particularly on the Gulf Islands.

Across the South Coast, 1,900 spans of wire, 390 power poles, 700 cross-arms and 230 transformers needed to be repaired or replaced. This storm resulted in more than 5,800 trouble orders—that is 19 times greater than the number of trouble orders BC Hydro receives during an average storm. A trouble order is how work is assigned to crews so that power can be restored. This ranges from removing a tree from a line to replacing a power pole.

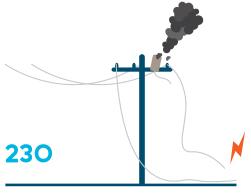


Cross-arms





Spans of wire down



Transformers

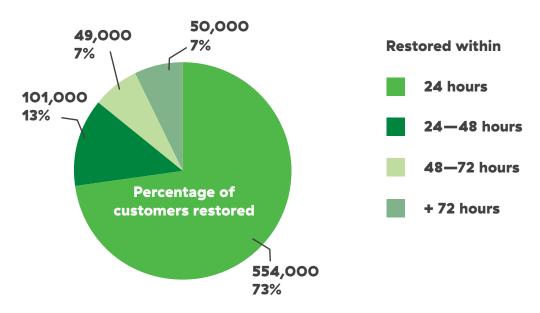
The response

The unique nature of the storm meant it required an unprecedented mobilization of resources and people. Prior to the storm, BC Hydro's team of both in-house and contractor meteorologists were closely tracking the incoming system, and BC Hydro had crews on standby to respond. Multiple storm rooms had been established in the regions that were to be impacted so crews could respond immediately and be moved around with ease to restore power in the hardest hit areas.

Every available resource was brought in to support restoration efforts. There were more than 900 field workers working around—the–clock. Crews from the Interior, Alberta and East Coast were brought in for additional support. Within the first 24 hours, BC Hydro had restored power to over 550,000 customers.

While BC Hydro made significant progress restoring power to customers in the first few days, it was not able to move its crews around as easily as it would during a typical windstorm because it hit four regions at once. Typically, BC Hydro is able to move crews quickly between the regions so that it can get extra help to the hardest hit areas. Moving this many crews and bringing the trucks, heavy machinery and materials that were needed to rebuild the system over to the many islands and regions added an additional layer of complexity. This was one of the reasons there were longer than average restoration times for many customers.

Customer restoration by outage time



All customers in the Lower Mainland and the Fraser Valley were restored by December 24; however, however, the damage on Vancouver Island and the Gulf Islands was particularly challenging and took longer to repair. The Ministry of Transportation and Infrastructure noted there were trees down on 100 per cent of the roads in some of the southern Gulf Islands. This made access extremely challenging in some places.

In other areas, portions of the distribution system needed to be completely rebuilt due to the destruction. On Salt Spring Island alone, more than 500 spans of wire needed to be replaced. Because so much of the damage occurred on the Gulf Islands, some crews were sent over by water taxi. The restoration efforts, however, were not just about moving people — it was also about moving materials. Thousands of pieces of electrical equipment were required to make repairs, and in the Gulf Islands some of the materials and equipment were sent over by barge. The management of materials during this storm was a significant success.

BC Hydro crews also had to complete a lot of repair work in rural or remote areas, which required extensive work off the main roads without the support of trucks. Crews we required to get to some sites by ATV or hike through forests on foot.

All customers impacted by the December 20 windstorm were restored by December 31. BC Hydro experienced no serious safety incidents, which considering the hours worked (and often overnight) and the number of workers, was exceptional.



Example of infrastructure damage on Gabriola Island.

How is work prioritized?

The safety of the public and the crews is BC Hydro's top priority. Restoring power always starts by addressing immediate dangers like potentially live wires across roads or near homes, and bringing power back to critical services like hospitals.

Crews then make repairs to high-voltage transmission lines and substations as this brings the most customers back as quickly as possible. They then work on the smaller pockets of customers and those located at the end of a circuit where repairs to the rest of the circuit need to be completed first.

Comparing the most damaging storms

Over the past two decades, three major storms have impacted the South Coast. In 2006, a storm that struck in early December resulted in 240,000 customers losing power. This was the same storm that caused devastation in Stanley Park and had a significant impact on Vancouver Island. At the time, it was considered the single largest storm impact in BC Hydro's history, and it did more damage to the distribution system than what would typically be experienced in an entire year.

The next major storm happened in 2015. The Lower Mainland and Vancouver Island were hit by an unusual late summer windstorm that left about 700,000 customers without power. At the time, it was BC Hydro's new single largest outage event.

The windstorm on December 20 was more damaging than the 2006 and 2015 windstorms. It resulted in more than 750,000 customers without power, which is the equivalent to more than 60 per cent of the customers impacted by storms in all of 2017.

When compared to the August 2015 windstorm, the December windstorm was worse in every category. While the total number of customers was not much greater, it is not just the number of customers without power that measures the impact of a storm. The damage in August 2015 was nowhere near as extensive as the damage from the December 20 storm. The August 2015 storm had over 2,400 trouble orders, the December 20 storm resulted in more than 5,800. While there were 10,000 metres of damaged power line in 2015, this storm was over 8 times that—more than 86,000 metres.

How the August 2015 windstorm compares to the December 2018 windstorm

2015 windstorm		2018 windstorm	
Number of customer without power	700,000	Number of customer without power	+ 750,000
Metres of damaged power line	10,000	Metres of damaged power line	86,000
Number of damaged power poles	200	Number of damaged power poles	390
Number of damaged cross-arms	500	Number of damaged cross-arms	700
Pieces of electrical equipment damaged	1,200	Pieces of electrical equipment damaged	3,200

Looking ahead: continuing to improve storm response

BC Hydro reviews its response at the end of every storm—regardless of the storm's size. It is a regular part of its operations. While BC Hydro it proud of how the crews responded and the quick restoration for many of its customers, there are always ways BC Hydro can improve.



For example, some customers encountered challenges when trying to report downed lines in their communities. Local 9–1–1 operators in some communities were overwhelmed and in certain areas these calls were not being treated as a priority. Safety is BC Hydro's number one priority, and it is something it will be taking away as an area to improve on with community partners.

Another area of opportunity is to connect with cities and municipalities to better map out major intersections and primary traffic routes so that BC Hydro can prioritize the circuits feeding these areas during future major storms. This will help to prevent major traffic congestion and the safety risks this can create.

BC Hydro is also looking at ways it can provide more support to communities that are affected by outages that are more than 72 hours long as a result of an extreme storm like the windstorm on December 20.

Since BC Hydro is typically able to restore 95 per cent of customers within 24 hours, it generally does not have customers without power for this length of time. However, this storm has highlighted the need to have customer service representatives available for face—to—face communications in the hardest hit communities.

In addition, BC Hydro knows some customers had challenges learning about the status of their outage, and will continue to ensure its providing timely updates to its customers.

BC Hydro released a **report** in November 2018 that found storms and extreme weather events in B.C. are becoming more frequent and severe. In the past five years, the number of individual storm events BC Hydro has responded to has tripled. The December windstorm is another indicator that this trend is not slowing down, and the frequency and severity of the storms are now increasing. For example, this storm generated more than twice the number of storm–related outages than BC Hydro experienced in all of 2013.

To battle against this increasingly extreme weather, BC Hydro remains focused on preparing for storm season year-round. It is using its smart meter network and introducing new technology and processes to improve its response times, some of which includes:

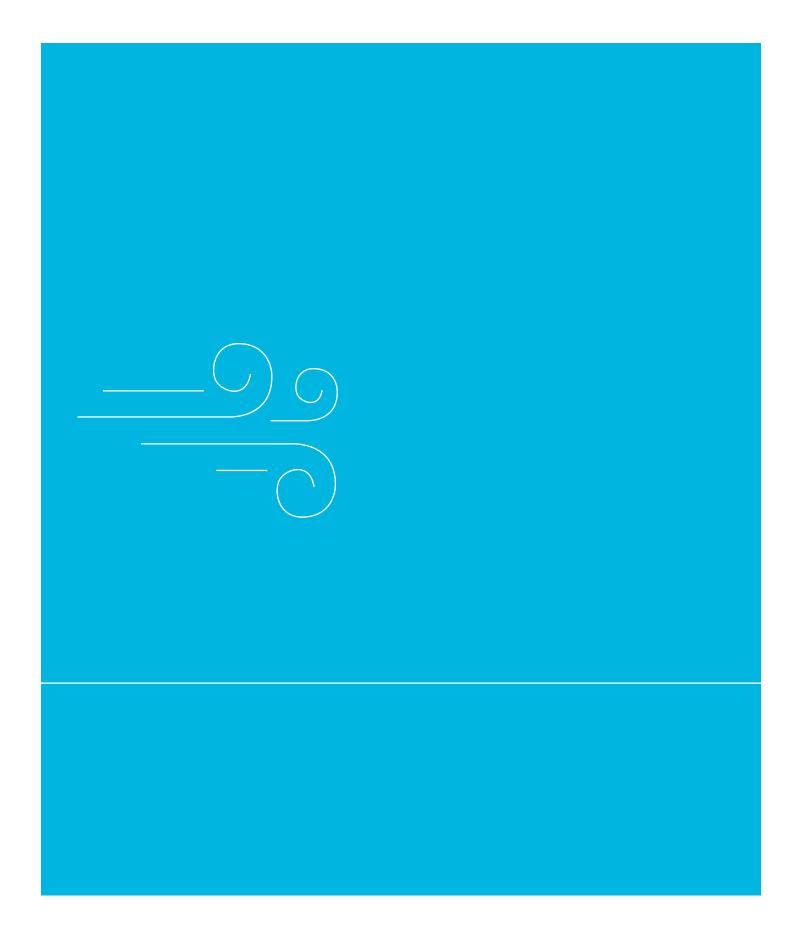
- Enhanced prediction logic: using an algorithm and the smart meter network, BC Hydro's system can confirm an outage and mark its location on a map, where a dispatcher can then analyze and send a crew to investigate and make necessary repairs.
- New mobile dispatch tools: these tools communicate via satellite and transfer information from the field to the operations
 centre faster and more frequently—providing more timely updates for customers.
- O **Improved meteorology models:** this information provides greater insight into where and when a storm might hit so BC Hydro can ensure crews are ready to respond quickly.

Don't be powerless in a power outage

It is difficult to predict how much damage a storm may cause to BC Hydro's system and how long a power outage might last. This is why it is important for British Columbians to be prepared with the right supplies and information on hand.

BC Hydro recommends:

- O Having a well-stocked emergency kit: this should include basic supplies like:
 - Flashlight
 - Extra batteries
 - · First-aid kit
 - · Blanket or warm clothing
 - · Ready-to-eat non-perishable food
 - · A three day supply of bottled water for each member of the household
 - Other optional items include personal toiletries, medications, cash in small bills, copies of important documents, a portable cell-phone charger and books or games.
- O Developing a preparedness plan: share it and be sure everyone knows what to expect and what to do.
- O Knowing where to get updates and information: customers can visit bchydro.com/outages from their mobile device for the most up-to-date information on an outage and estimated restoration times once available.





Attending:

Pam Craig Bert Simpson Dan Washington Gareth Flostrand **Judy Carlson** Ken Watson Nancy Blair Penny Coté Sheena Falconer

Regrets:

Bill Collette Jay Manson Jolleen Dick

Guests:

Shelley Harding, Acting Museum Manager Willa Thorpe, Director of Parks, Recreation & Heritage

Called to order: 6:26pm

- 1) Moved by Pam Craig that the agenda of the December 5, 2018 meeting be approved.
- 2) Moved by Pam Craig, seconded by Nancy Blair, that the minutes of the November 7, 2018 meeting, as amended, be approved.
- 3) Correspondence → none
- 4) Updates
 - a) Discussion about Riverbend Bridge
- Reports
 - a) Community at Large
 - i) Chocolate by Candlelight: Dec. 7, 5pm 8pm at Coombs Country Candy
 - ii) Sail Past: Harbour Quay, Dec. 9, 6pm
 - iii) Timbre! Christmas concert: ADSS, Dec. 9, 2:30pm
 - iv) 8th Annual Christmas Lunch at Trinity Church: Dec. 10, doors open at 11am
 - v) Outsiders Comedy Night: Capitol Theatre, Dec. 14, 7:30pm
 - vi) A Christmas Carol reading at Trinity Church: Dec. 14, 7pm → admission by donation
 - vii) AV Bulldogs vs. Kazakhstan in World Juniors pre-tournament: 7pm Dec. 19
 - viii) Kazakhstan vs. Switzerland: 7pm Dec. 21
 - ix) Annual Christmas Bird Count: Dec. 29

Museum and Heritage Commission City of Port Alberni

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- b) McLean Mill
 - i) Jeepers Creepers was very successful
 - ii) Christmas at the Mill breakfast was packed, train was well attended
 - iii) Application submitted for the Parks Canada Cost-Sharing grant for the A. McLean Garage and multiple temporary roofs
 - (1) A contractor is supporting the Garage roof in the interim
 - iv) ICET grant for the whole site (application due in Feb.)
 - v) Rail
 - (1) Last inspection today
 - (2) CN/CP rail contact has offered to do regulatory work for APR by donation
 - (3) Jamie Morton is the new APR Manager
- c) Regional District
 - i) ACRD hasn't yet appointed their member for the Heritage Commission
- d) Hupacasath First Nation
 - i) Not present
- e) Historical Society
 - i) Partnering with a UVic student
 - ii) Board volunteer luncheon is in January
- f) Maritime Heritage Society
 - i) Appointed Don Jones as Ken's alternate on the Commission
 - ii) A new Lighthouse Gallery exhibit & additional outside displays
 - iii) Nov. 23: Nahanni moved to the compound at the Gallery
 - iv) Applied for a \$2,500 Community Investment Program grant
 - v) Sail Past: hot chocolate will be offered
 - vi) Jan. 17 and Feb. 21: Maritime Heritage nights with guest speakers
- g) Museum
 - i) Lots of work has gone into the Heritage Awards
 - ii) The Dressing Alberni exhibit just changed over artefacts
 - iii) New stock in the gift shop
 - iv) Shelley is off for the rest of December (after this week)
 - v) Winter Film Fest is set tickets go on sale on Monday
 - vi) Fundraiser for the Franklin exhibit showing of "Passages"
- h) Community Arts Council
 - i) CHRISTMAS AT THE MCLEAN MILL, Friday Nov 30 Sunday Dec 2, 2018, 29 tables of artists, artisans and crafters
 - ii) Mistletoe Market and Garden Light up at Rollin Art Centre
 - (1) Light up is Sat Dec 1
 - (2) Mistletoe Market runs until Dec 21
 - (3) Hundreds of items made by 75+ artists and crafters

Museum and Heritage Commission City of Port Alberni

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- (4) Rollin extended hours:
- (5) Fri. Dec. 7 from 11 am 8 pm,
- (6) •Fri. Dec. 14 from 11 am 8 pm,
- (7) •Fri. Dec. 21 from 11 am 8 pm
- iii) BOOK SIGNING
 - (1) Fri. Dec. 14 from 1-3 pm. when local author, Joan Donaldson-Yarmey, will join us in the gallery from 5-8 pm for a book signing event, showcasing her mystery, young adult Canadian historical and Christmas romance novels.
- iv) COMMUNITY ARTS MEMBERSHIP DAYS
 - (1) The Community Arts Council is holding their annual members' appreciation day with two days of savings! If you are a current member, join us in the gallery
 - (2) Thurs. Dec. 6 (11-4 pm)
 - (3) Fri. Dec. 7 (Open late, until 8 pm) Special guest artist, Cecil Dawson, will be in the house Friday Dec. 7th, 5-8 pm sketching and story telling.
 - (4) And receive 20% off all items in the gift shop and gallery, excluding ticket sales. This is also a great time to renew your 2019 membership don't forget!
- v) 2018 CHRISTMAS RAFFLE BASKET
 - (1) Tickets to win one of three items are available at the Rollin Art Centre, at McLean Mill Christmas Market, the Barkley Sound Community Choir Winter Concert Dec. 2nd, and Timbre! Choir Christmas Concert Dec. 9th. Tickets are \$2 each or 3 for \$5.
- vi) MURRAY HATFIELD & TERESA,
 - (1) CANADA'S MASTER ILLUSIONIST
 - (2) Fundraiser for the Community Arts Council Family Friendly!
 - (3) Saturday January 12, 2019, 7 pm
 - (4) CAPITOL THEATRE
 - (5) All Tickets \$30.00. Available at the Rollin Art Centre or online, https://rollin2019.brownpapertickets.com
- vii) 3 WOOL FELTING WORKSHOPS with Gittan Klemetsrud in 2019
 - (1) Scarf workshop Saturday & Sunday, February 16th &17th, 2019, 10-4 pm \$330 +material cost
 - (2) Bowl/Lanterns-Tuesday & Wednesday evenings, February 19th & 20th, 2019 5-9 pm \$150 +material cost
 - (3) Handbag Saturday & Sunday, February 23rd & 24th, 2019 10-4 pm \$270 +material cost
 - (4) **a 30% discount for all 3; savings of roughly \$225
- i) Industrial Heritage Society
 - i) Beaver troop recently toured the IHS Centre
 - ii) Vancouver Island Model Railroad recently toured
 - iii) LED lights installed
 - iv) Santa train this weekend is sold out

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- v) Work on the #7 is progressing, complete this weekend
- vi) David Hooper has 3 calendars coming out: trains, trucks and the 10 year anniversary of the logging show
- vii) An anonymous donation of \$20,000 was received
- j) School Board
 - i) Next Board meeting: Dec. 11
 - ii) Big Buddies program started again
 - iii) 46% turnover in Trustees across the province during this recent election
- k) City Council
 - i) On Monday, Mayor and Council walked on the rail line and toured the train station, McLean Mill, and the dam
- I) Chamber of Commerce
 - i) The Chamber's November Dinner Meeting held same day as the last Heritage Meeting was our best attended ever with 73 people in attendance. Feedback was excellent - very engaging speakers.
 - ii) The Chamber hosted a Governance Training Workshop on November 8th. It too was sold-out in fact, oversold. Again very good feedback. One local Society has already rebooked the presenter for a 3 day training session for late 2019
 - iii) The Chamber has been heavily involved in the SRKW issue (Southern Resident Killer Whale). The challenge for us is that any Sports Fishery closure could be devastating for our local business throughout Vancouver Island. The Island Chambers and the BC Chamber will all be in Victoria tomorrow for a Press Conference on this matter.
 - iv) AVCOC Membership is currently at its highest point ever with more than 320 Members. We thank the local community for supporting us so that we can support you.
 - v) The Chamber is hosting the annual Light Up Alberni program. Residents and Businesses are encouraged to REGISTER their home/business on our website for the Light Up Tours. Visit our landing page to find the Light Up information then register your home, consider joining us for a tour on either December 9th, December 16th or December 23rd and then vote for your favourites. Winners will be announced early January with them receiving gift cards from our two sponsors Westcoast Home Hardware and Canadian Tire. Last year we had about 30 places registered. We're currently sitting at about 14 which is trending similar if not slightly above last year. Please encourage your friends and neighbours who have some nice displays to register for the tours. They might even win! Registration fee is \$20.00. Fee for the tour bus is \$6.00.
 - vi) The Chamber is hosting a Wine/Cheese event on Thursday, December 20th at Char's Landing. The event will feature two guest speakers including Dave Edgar from the Ministry of Transportation where he'll talk about plans and ideas for Cathedral Grove.

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Please join us! Cost pp is \$20.00. We'll have wine/cheese, guest presentations, music and more.

- m) Tseshaht First Nation
 - i) Not present
- 6) Next Meeting
 - Wednesday, January 9 (7pm → Alberni Valley Museum)
- 7) Adjournment
 - Moved at 7:02pm by Penny Coté to adjourn the meeting.

Gareth Flostrand, Chair

Flostrand

Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk City of Port Alberni

Mayor Sharie Minions Report

For January 14, 2019

Meetings to highlight:

Councillor meetings

- · Have started individual councilor meetings
- Find it very valuable to have a regular opportunity to discuss ideas, projects, public input with each member of council
- · Open and consistent information sharing with each member of council is a priority

Fire Fighters

- Attended an information session with Port Alberni Fire Fighters union members
- · Meet and greet with members of fire department
- Update on response times, guidelines to meet, worksafe regulations, etc

Tanya Shannon – Beaufort Regional Director

- Meeting with CAO and Director Shannon to discuss a Beaufort resident's concerns regarding contamination at McLean Mill.
- Commitment to keep communication open and invited Director Shannon to our January
 21 committee of the whole meeting

Larry Ransom

- Meeting with Larry Ransom to discuss a proposed covered lacrosse/dryland/sport facility
- This is a project they would like the City to take on
- They have a concept to work from
- They would like the potential facility to be in the Bob Dailey, Multiplex, Glenwood area

Dennis Frykas

 Meeting with local bus driver and advocate Dennis Frykas to discuss the challenges around lack of bathroom facilities for bus drivers

Mark and Danielle Marley

 Met with Mark and Danielle to view their Tiny Homes and learn more about the regulatory challenges with zoning and building code for Tiny Homes.

10 Dead Windows

- Went through a visioning exercise led by our interim planner Joe Calenda with Kevin Wright, Chris Washington, Alicia Puusepp, Tim Pley, and Pat Deakin.
- We were led through a creative process and had discussion around the empty storefront issue



Committee of the Whole – Election Candidates

- Council attended a COW meeting with candidates from our recent election and the public to hear what their takeaway and feedback was from the public engagement
- Big takeaway and theme I heard was the public feeling generally disconnected from council and our processes
- I think there's an opportunity for the City to educate the public proactively on our processes and engage them in new ways

Major Projects Tour

- Council attended a van tour of all the major projects being worked on at with the City
- We were accompanied by our interim planner, CAO, and economic development manager

Pamela Day

- Discussed services and opportunities for Bread of Life
- Discussed a desire from Trinity Church to act as an official community centre during emergencies to welcome displaced community members in

Friendship Centre Board Lunch

- Introductory meeting with board members
- Discussed city priorities
- Discussed Reconciliation Committee and what to expect moving forward
- Talked about opportunities for partnership

Bob Kanngiesser - Legion

Discussed ongoing operations for legion and opportunities for funding/future initiatives

Port Authority Board

• Meeting between council and port authority board to get to know each other and hear each of our priorities and talk about how we'll work together going forward

Sheena Falconer

- Met with Sheena Falconer (Chair of MMS) to discuss McLean Mill current issues
- We discussed some of the challenges happening and opportunities for moving forward
- Subsequently we had a follow up meeting with Kevin from IHS to open communications and talk about upcoming Committee of the Whole meeting

Local business people and community members

 Met with various members of the community hearing ideas and concerns. Topics included beautification, hotel tax/MRDT, Tech Incubator and potential funding for it, etc

For January 14, 2019

Councillor Debbie Haggard

City Meetings

December 10, 2018 - Port Alberni Port Authority

There was a meeting between the board of the Port Alberni Port Authority and the new City Council. PAPA updated City Council on the status of their various projects.

December 17, 2018 - Major Projects Tour

Pat Deakin and Joe Calenda, Consulting City Planner, took the members of City Council on a tour of development projects and potential development projects around the city.

December 17, 2018 – Financial Overview and Processes

Cathy Rothwell, Director of Finance, gave an overview of the Annual Financial Report for the year ended December 31, 2017.

Community Meetings/Events

December 5, 2018 – Alberni Valley Chamber of Commerce

The focus of the meeting was to discuss welcome signage and the best location for the signage. A Beatification Committee was formed at the conclusion of the meeting.

December 5, 2018 – Young Professionals of Alberni Valley Connect: Real Estate Investment

Three speakers talked about investing in real estate; investing in apartment buildings and buying and selling single family homes.

December 6, 2018 – ACAWS Open House

I enjoyed meeting the staff at ACAWS and learning more about the important and valuable work that this organization does in the community.

December 19, 2018 – Aboriginal Healing Lodge

This committee was resurrected from 2010-2011. At the initial meeting there were many First Nations representatives, including a representative from the Friendship Centre, Rainbow Gardens, Kackaamin Treatment Centre and Cynthia Dick, Elected Chief



Councillor of the Tseshaht First Nation. A subsequent meeting was held January 3, 2019 that I was unable to attend due to illness. Correctional Services Canada is very interested in Port Alberni as a possible location. Two representatives from CSC will be here on January 11, 2019 to do a tour of Port Alberni and a follow up meeting will be held following the tour.

December 20, 2018

I was involved with the lock down at John Paul School due to a bomb threat at the shelter located across the street. I want to acknowledge the professionalism of the RCMP with the speed in which they dealt with a very difficult situation. I also want to acknowledge the staff at John Paul for keeping the students and parents calm when there was so much unknown. To add to the chaos was the worst storm in a decade. Mayor Minions and I delivered a box of chocolates and a hand written card from the Mayor and Council to the Fire Hall, RCMP office and Echo Centre. This was to express our appreciation for the work done on December 20, 2018 during this emergency situation.

For January 14, 2019

Councillor Helen Poon

Attended Citizens on patrol Christmas party Dec 8th - felt very encouraged after meeting a large number of volunteers in our community. Also enjoyed an excellent Christmas dinner at the legion.

Uptown Merchants Dec 11th - the day after being appointed as liaison, I walked around uptown and introduced myself to various merchants and attempted to understand some of the issues they face.

Attended lunch with Port Alberni Port Authority Dec 10th - enjoyed learning about a few new opportunities, and we discussed our cooperation regarding cruise ship season in Port Alberni.

Attended reception to welcome Team Kazakhstan to Port Alberni Dec 18th - welcomed the team with souvenirs, and shook hands with them. Presentations made by Mayor Minions, and Councillor Paulson.

Was invited to tour the Shelter on Thursday 20 Dec, but did not make it due to the storm.

For January 14, 2019

Councillor Dan Washington:

November 07- Attended the Alberni Valley Museum and Heritage Commission meeting. Members reported on the goings on in their respective groups. Complete Minutes of the meeting will be forwarded to Council.

November 08- Attended the West Island Woodlands Advisory Group (WIWAG) Meeting. Jennifer Dyson, the facilitator, advised that this would be her last meeting. The new facilitator is Danielle Burrows. Western Forest Products updated us on a number of issues as well as reiterated their commitment to maintaining WIWAG. Minutes will be forwarded when received.

November 26- Chaired the Audit Committee Meeting with new Councillor Corbeil and Solda.

December 03- Took part in the tour of the train station, rail line and Mclean Mill with most of my fellow councillors.

I also attended the meeting with Scott Fraser and his staff. Many issues were discussed including gate issues with Island Timberlands, the community forest needing more land and assistance from the Province, and the dead zones for cell phone reception between Port Alberni and the west coast. Cathedral Grove was also discussed.

December 05- Attended the Alberni Valley Museum and Heritage Commission Meeting and Annual Heritage Awards. Mayor Minions was on hand to present the awards to our hard working volunteers.

December 10-Council had lunch with the CAO and Board of Directors of the Port Alberni Port Authority. Discussed the Ports plans for the upgrades to their facilities. As well, topics of conversation included the transhipment hub, cruise ship celebrations, a dry dock, and the new tenants in the old Can Timber footprint.

December 11- Met with Brad Berry to discuss his purchase of 2622 2nd Ave and to hear his concerns regarding the patrons of the safe injection site.

For January 14, 2019

Councillor Cindy Solda

Busy catching up with what has been happening in Port Alberni presently.

Had a very productive tour of the Major City projects.

Financial Overview and Processes Information for all of council.

Committee of the Whole Meeting where all the candidates from last election were invited to participated. Participants were asked several questions what they heard from the electorate.

Council and anyone in the public were asked the same questions.

Some felt - disconnect with government and process, affordable housing, homeless, Maclean Mill, living wage, vacant buildings, addictions, empty buildings safety, industrial zones, etc

Met with various health officials at Solda's to meet with a potential doctor from South Africa who might be coming to Port Alberni.

Budget Meeting and City Departmental Presentations.

Mayor's Breakfast - Hearing from various organizations what they have been doing and future announcements. Some exciting workshop announcements in the future. I am sure the Mayor will have touched more on the topics around the table.

Committee of the Whole - ACRD - discussion ACRD Organizational Chart for January. Talked and voted on Strategic Priorities to support the 2019-2023 Financial Plan.

AV Landfill Gas Management, AV Landfill Organics Infrastructure, AV Landfill Tenure, AVRA Upgrades, etc... was voted on. Will report later what the priorities results were.

For January 14, 2019

Councillor Ron Corbeil

On behalf of Port Alberni City Council I attended:

- January 4, 2019 Alberni Valley Community Forest Corporation Board of Directors meeting. A number of operational issues were discussed, as well as a discussion on growing the size and allowable cut of the community forest and also discussing a dividend to the city. Community Forest Board will meet with City Council on January 14th.
- 2. January 8, 2019 School District 70 Board of Education. Some of the issues discussed were; reconfirmation that retail marijuana be at least 300 metres from schools, compliments to the schools for their Christmas concerts, the Totem tournament, Inclement weather policy on sending students home, literacy evaluation and a delegation from Abashiri coming to Port Alberni.
- 3. January 9, 2019 Rural Coordination Centre of BC (with Councillors Haggard and Paulson) community engagement meeting. Their role is to advance health care in rural populations. They asked a lot about what Port Alberni was all aboutstrength's/weaknesses. Discussion on medical personal retention and recruitment. Interesting discussion about the future of health care i.e technology.

PRIMECorp Board Seeks Representatives

Jan. 9, 2019

Nominations are being sought for two UBCM representatives on the PRIMECorp BC Board of Directors. Successful applicants shall be subject to approval by the Board. Nominations will be accepted by UBCM until 4:30 p.m. on January 30, 2018.

PRIMECorp is the organization that manages PRIME-BC, the information management system used by police agencies to access data and critical information. A ten-member Board of Directors composed of senior police officials and representatives from local and provincial governments oversees PRIMECorp. The Board is responsible for the organization's strategic direction, as well as its financial and operational results.

Nominations are open to local government senior staff members and elected officials. Expenses associated with attending these meetings shall be the responsibility of the nominating local government. Interested parties, or those seeking additional information, are asked to contact Bhar Sihota, UBCM Policy Analyst.