

**CITY OF PORT ALBERNI - MEETING SCHEDULE
MONDAY, JANUARY 28, 2019**

2:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING
6:00 pm	Special Meeting of Council (Budget) <i>@ Council Chambers</i>	OPEN MEETING

DATES TO NOTE

Mon. Feb 4 1:00 pm	Special Meeting of Council (Budget) <i>@ Council Chambers</i>	OPEN MEETING
6:00 pm	Public Hearing Re: Bylaw No. 4979 <i>@ Council Chambers</i>	OPEN MEETING
Wed. Feb 6 7:00 pm	Alberni Valley Heritage Commission <i>@ Alberni Valley Museum</i>	OPEN MEETING
Thurs. Feb 7 4:30 pm	Food Security & Climate Disruption Committee <i>@ Committee Room</i>	OPEN MEETING
Mon. Feb. 11 2:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

A G E N D A

REGULAR MEETING OF COUNCIL

**MONDAY, JANUARY 28, 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 10

1. Special In Camera Meeting held at 11:00 am and Regular Council Meeting held at 2:00 pm on January 14, 2019.

C. PUBLIC INPUT PERIOD

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

D. DELEGATIONS

1. Steelhead LNG

Carol Greaves, Community Relations Lead and Corey Goulet in attendance to present an update on the proposed Kwispa LNG project.

2. BC Assessment

Cynthia Wright, Deputy Assessor, Vancouver Island Region in attendance at the request of Council to discuss Port Alberni property assessments and provide comparisons to other Vancouver Island communities.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

F. STAFF REPORTS

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

1. Accounts

That the certification of the Director of Finance dated January 28, 2019, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

2. Director of Parks, Recreation and Heritage – Community Arts Council – Building Assessment - Page 22

Report dated January 21, 2019 at the request of Council providing costs for repairs required to the Rollin Arts Centre structure (leased to the Community Arts Council).

That the report from the Director of Parks, Recreation & Heritage dated January 21, 2019, be received.

3. Manager of Bylaw Services – Graffiti Removal Program - Page 23

Report dated January 21, 2019 providing information regarding the Graffiti Removal Program which was launched on January 21, 2019.

That the report from the Manager of Bylaw Services dated January 21st, 2019, be received.

4. City Clerk – McLean Mill and Tourism Rail – January 21, 2019 Committee of the Whole Minutes and Reference Materials - Page 28

Report dated January 22, 2019 providing draft Committee of the Whole meeting minutes held January 21, 2019 and additional reference materials and public input received compiled in order to assist Council in their decision-making process. (Full package of information available on the City's website at: https://www.portalberni.ca/sites/default/files/council_mtg/McLean%20Mill_Train_COW%20info_Jan22-signed.pdf along with video of the meeting)

That the report from the City Clerk dated January 22, 2019 be received.

Council to provide direction.

5. Manager of Planning – Development Status Report - Page 35

Report dated January 23, 2019 providing an update on the status of development currently being supported by the City's Planning Department.

That the report from the Manager of Planning dated January 23, 2019 providing an update on the status of development currently being supported by the City's Planning Department, be received.

6. City Clerk – AV Community Forest Corporation - Page 37

Report dated January 24, 2019 from the City Clerk advising that Council's authorization of Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing is required.

That Council for the City of Port Alberni endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing as presented.

7. City Clerk – ACRD - Community Child Care Planning Program Application - Page 40

Report dated January 24, 2019 from the City Clerk requesting Council's further consideration of a resolution in support of the ACRD's application to the UBCM Community Child Care Planning Program for funding to undertake child care planning activities and develop a 'community child care space creation action plan' for the region's communities.

That Council for the City of Port Alberni support the Alberni-Clayoquot Regional District's (ACRD) application to the UBCM Community Child Care Planning Program for funding to undertake child care planning activities and develop a community child care space creation action plan for ACRD region communities; and further that the ACRD, as the primary applicant, be authorized to apply for, receive and manage grant funding on the City of Port Alberni's behalf.

8. Managers' Reports

Providing information about current departmental operations.

Director of Parks, Recreation and Heritage - Page 41

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

RCMP Department - Page 43

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

G. BYLAWS

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

1. City Clerk – January 14, 2019 Public Hearing - Page 48

That the report of the Public Hearing held January 14, 2019 regarding Bylaw No's. 4977 and 4978 , be received.

2. **“Zoning Bylaw Map Amendment No. 30 (4000 Burde Street – Anderson Hill), Bylaw No. 4977” - Page 53**

That “Zoning Bylaw Map Amendment No. 30 (4000 Burde Street – Anderson Hill), Bylaw No. 4977” be read a third time.

3. **“Zoning Bylaw Map Amendment No. 31 (3503 11th Avenue – Sattar), Bylaw No. 4978 - Page 55**

That “Zoning Bylaw Map Amendment No. 31 (3503 11th Avenue – Sattar), Bylaw No. 4978” be read a third time.

4. **“Council Remuneration and Expenses Bylaw, 2019, Amendment No. 4, Bylaw No. 4835-4” - Page 57**

That “Council Remuneration and Expenses Bylaw, 2019, Amendment No. 4, Bylaw No. 4835-4” be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4835-4.

5. **Manager of Bylaw Services – Business License Bylaw No. 4980 - Page 59**

Report dated January 23, 2019 from the Manager of Bylaw Services providing a new “City of Port Alberni Business License Bylaw No. 4980, 2019 for consideration.

That the report from the Manager of Bylaw Services dated January 23rd, 2019 be received.

That “City of Port Alberni Business Licence Bylaw No. 4980, 2019” be introduced and read a first time.

That “City of Port Alberni Business Licence Bylaw No. 4980, 2019” be read a second time.

That Council for the City of Port Alberni direct staff to engage the public and invite input on proposed City of Port Alberni Business Licence Bylaw No. 4980, 2019, prior to consideration of further readings of the bylaw.

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. Federation of Canadian Municipalities (FCM) - Page 77

Registrations are now open for FCM's Annual Conference 2019, May 30 – June 2, 2019 in Quebec City, Quebec. (Cost estimate per attendee \$4,000). The City's Travel Expense Policy authorizes the Mayor and one member of Council, selected through resolution of Council, to attend.

That the information from the Federation of Canadian Municipalities announcing their annual conference in Quebec City, Quebec May 30 – June 2, 2019, be received and the Mayor and Councillor_____ be authorized to attend.

2. Coastal Communities Social Procurement Initiative - Page 79

Information regarding Coastal Communities Social Procurement Initiative (current members Campbell River, Cowichan Valley Regional District, Cumberland, Gibsons, Ladysmith, Powell River, Qualicum Beach, Tofino and Victoria).

That Council for the City of Port Alberni become a member of the Coastal Communities Social Procurement Initiative at a cost of \$1,966 per year (based on population).

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. Recycling Council of British Columbia - Page 88

Letter dated January 11, 2019 advising of the Annual Zero Waste Conference 2019 from May 8, 9 & 10, 2019 in Whistler, BC.

That Informational Correspondence item numbered 1 be received and filed.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Council and Regional District Reports - Page 89

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

M. NEW BUSINESS

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

N. QUESTION PERIOD

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

O. CLOSURE OF MEETING TO PUBLIC

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

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

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

Section 90(1)(g) litigation or potential litigation affecting the municipality;

Section 90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*]

P. ADJOURNMENT

That the meeting adjourn at pm.

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, JANUARY 14, 2019 AT 11:00 AM
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
Willa Thorpe, Director of Parks, Recreation & Heritage
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.

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

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

Section 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party

CARRIED

The meeting adjourned at 12:31 p.m.

CERTIFIED CORRECT

Mayor Sharie Minions



Davina Hartwell, City Clerk

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD MONDAY, JANUARY 14, 2019 AT 2:00 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
(including introduction of late items)

It was moved and seconded:

That the agenda be approved as circulated.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Special Meeting held at 3:00 pm and Regular Council Meeting held at 7:00 pm on December 10, 2018, be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

Bob Kanngiesser commented on the proposed grant funding application for Williamson Park improvements and suggesting The Gyro Club be included in ongoing discussions. He also commented on proposed council remuneration increases being based on CPI which he feels doesn't accurately reflect the average wage.

Keith Ambrose noted he is a neighbor of the Bread of Life and expressed his concerns regarding issues he has had in the area, including food attracting birds and other animals.

D. DELEGATIONS

1. Bill Collette, Alberni Valley Chamber of Commerce

Presented information on the Municipal and Regional District Tax (Hotel Tax) noting that Port Alberni currently does not leverage that tax which could generate funds to market the community.

Peter Muggleston, Chair of Alberni Valley Tourism and owner, Best Western Plus was also in attendance and provided history regarding the MRDT in the community noting that currently 4 properties currently collect tax which is used 100% to market the Alberni Valley.

It was moved and seconded:

That Council for the City of Port Alberni direct staff to work with the Alberni Valley Chamber of Commerce and other agencies regarding implementation of the Municipal Regional District Tax.

CARRIED

2. Jim Sears, Chair, Alberni Valley Community Forest Corporation

Mr. Sears announced a dividend to the City of \$150,000 from the Alberni Valley Community Forest Corporation 2017 fiscal operations. He also requested Council's support of a Small Donations Program administered by the Board.

It was moved and seconded:

That Council for the City of Port Alberni direct staff to work with the Alberni Valley Community Forest Board regarding options for establishing a Small Donations Program and to provide background regarding the Community Forest Legacy Committee and its Terms of Reference.

CARRIED

E. UNFINISHED BUSINESS

1. City Clerk – Response to Questions from December 10, 2018 Regular Meeting

It was moved and seconded:

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

CARRIED

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated January 14, 2019, be received and the cheques numbered 142856 to 143056 inclusive, in payment of accounts totalling \$3,186,119.89, be approved.

CARRIED

2. Chief Administrative Officer – Government to Government Accord

It was moved and seconded:

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.

CARRIED

3. Chief Administrative Officer – Government to Government Accord

It is moved and seconded:

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.

CARRIED

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

It is moved and seconded:

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***

CARRIED

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

It was moved and seconded:

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.

CARRIED

6. Manager of Bylaw Services – Secondary Suites

It was moved and seconded:

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

CARRIED

It was moved and seconded:

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.

CARRIED

7. Manager of Bylaw Services – New Business License Bylaw

It was moved and seconded:

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

CARRIED

It was moved and seconded:

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.

CARRIED

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

It was moved and seconded:

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

CARRIED

It was moved and seconded:

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.

CARRIED

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

It was moved and seconded:

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.

CARRIED

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

It was moved and seconded:

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.

CARRIED

G. BYLAWS

1. City Clerk – December 10, 2018 Public Hearing

It was moved and seconded:

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

CARRIED

2. Development Services Technician – “Zoning Text Amendment No. T16 (Microbrewery in C7 – Core Business), Bylaw No. 4974”

It was moved and seconded:

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

CARRIED

It was moved and seconded:

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.

CARRIED

3. Manager of Bylaw Services – “Council Remuneration and Expenses Bylaw 4835-4”

It was moved and seconded:

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

CARRIED

It was moved and seconded:

That “Council Remuneration and Expenses Bylaw 4835-4 be introduced and read a first time.

CARRIED

It was moved and seconded:

That “Council Remuneration and Expenses Bylaw 4835-4” be read a second time.

CARRIED

It was moved and seconded:

That “Council Remuneration and Expenses Bylaw 4835-4” be read a third time.

CARRIED

4. Consulting City Planner – Advisory Planning Commission

It was moved and seconded:

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

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni direct staff to update the City's bylaws in regards to smoking (including cannabis).

CARRIED

“Zoning Text Amendment No. T17 (Cannabis Retail Stores Regulations), Bylaw No. 4979”

It was moved and seconded:

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

CARRIED

It was moved and seconded:

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

CARRIED

It was moved and seconded:

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.

CARRIED

H. CORRESPONDENCE FOR ACTION

1. Dr. Owen Brown

It was moved and seconded:

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.

CARRIED

2. Community Arts Council of the Alberni Valley

It was moved and seconded:

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.

CARRIED

I. PROCLAMATIONS NIL

J. INFORMATIONAL CORRESPONDENCE

1. Air Quality Council

Minutes from the December 6, 2018 meeting.

2. BC Transit

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

3. E-Comm 911

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

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

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

Minutes of the December 5, 2018 meeting.

It was moved and seconded:

That information from BC Hydro (J. 5) regarding re-greening grant funding opportunities be referred to staff for review.

CARRIED

It was moved and seconded:

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

CARRIED

K. REPORT FROM IN-CAMERA NIL

L. COUNCIL REPORTS

1. Council and Regional District Reports

It was moved and seconded:

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

CARRIED

M. NEW BUSINESS

1. Nominations

It was moved and seconded:

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.

CARRIED

It was moved and seconded:

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

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni direct staff to extend an invitation to the BC Assessment Authority to attend the next regular meeting of Council to provide an overview of assessments in our community.

CARRIED

N. QUESTION PERIOD

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

Keith Ambrose commented on cell phone distractions and stated his objection to picture taking.

Joel Marriott asked how he could engage with the community regarding his business, Owl's Path Tourism. Mr. Marriott was referred to the Economic Development Manager as a first step.

O. ADJOURNMENT

It was moved and seconded:

That the meeting adjourn at 3:55 pm.

CARRIED

CERTIFIED CORRECT

Mayor



Clerk



CITY OF PORT ALBERNI


STAFF REPORT

TO: Tim Pley, CAO

FROM: Willa Thorpe, Director of Parks,
Recreation and Heritage

DATE: January 21, 2019

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


Tim Pley, CAO

SUBJECT: Community Arts Council – Building Assessment

Issue:

The Community Arts Council has expressed their inability to comply with current leasehold improvement requirements at the Rollin Arts Centre, as part of their lease agreement with the City of Port Alberni, and requested City assistance.

Background:

At the January 14, 2019 Regular Meeting of Council, Council received a letter from the Community Arts Council outlining current challenges with meeting their leasehold improvement commitments at the Rollin Arts Centre. At that meeting, Council tasked staff with providing recommendations on next steps.

Discussion:

Staff have compiled preliminary budget figures for repair of the five areas of the Rollin Arts Centre structure identified by the Community Arts Council:

Project	Work to Include	Estimated Cost
Painting building envelope	Cleaning, preparation, priming and painting	\$15,000
Roof replacement	Removal of old material, install underlay, insulation, shingles, capping and vents	\$20,000
Window replacement Insulation of garage ceiling Deck repair	Removal of old drywall, insulate garage ceiling, replacement of all windows/trim, level main beam and pour new supports for deck	\$45,000
Possible abatement	Testing and removal of asbestos	\$20,000
Total		\$100,000 (+ GST)

Recommendation:

That the report from the Director of Parks, Recreation & Heritage dated January 21, 2019, be received.

Respectfully submitted,



Willa Thorpe
Director of Parks, Recreation and Heritage

REGULAR COUNCIL AGENDA - JANUARY 28, 2019

ENTERED



CITY OF PORT ALBERNI

BYLAW SERVICES

TO: Tim Pley, CAO

FROM: Flynn Scott
Manager of Bylaw Services

DATE: January 21st, 2019

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

Tim Pley, CAO

SUBJECT: Graffiti Removal Program

Issue:

To provide Council with information regarding the Graffiti Removal Program.

Background:

Graffiti can be defined as any writing, drawing, or symbol applied to any surface without the consent of the property owner or their agent. Graffiti is also any writing, drawing, or symbol that can be considered offence to the community.

Graffiti vandalism can quickly transform a neighbourhood and provide negative impacts to a community. A leading motivating factor for graffiti vandals is notoriety; by removing graffiti as quickly as possible, vandals are unable to achieve recognition from their peers. The faster graffiti is removed, the less desirable a property becomes as a target to vandals. If graffiti is not removed, it can lead to further property damage, crimes, and encroaches on the safety and well-being of a community.

Graffiti can impact a community in a number of ways, including:

- Increased vandalism or damage to property;
- Lower property values to any properties within the vicinity;
- Heightened fear of crime; or
- Public perception that community doesn't care.

There are several communities across British Columbia that has created a Graffiti Removal or Education Program, including, but not limited to:

- City of Vancouver
- Prince George
- Kelowna
- Surrey
- Delta
- Williams Lake
- City of Victoria

Discussion:

The Bylaw Services Department has taken a proactive approach to graffiti: City Staff is seeking voluntary compliance from property owners to participate in the Graffiti Removal Program.

A Graffiti Removal Program package has been attached as Appendix 1 for Council's review.

The program launched on January 21st and focusses on voluntary compliance, participation, and an overall fast and efficient response to documented graffiti. The City welcomes reports of graffiti to both public and private property.

City Staff are also coordinating a volunteer opportunity to assist any property owner that may be unable to complete the work due to special circumstances.

Recommendation:

That the report from the Manager of Bylaw Services dated January 21st, 2019, be received.

Respectfully submitted,

Flynn Gray Scott
Manager of Bylaw Services

Appendix 1 – GRP package



CITY OF PORT ALBERNI

4850 Argyle Street,
Port Alberni, B.C. V9Y 1V8
Tel: (250) 720-2831 Fax: (250) 723-3402 www.portalberni.ca

GRAFFITI REMOVAL PROGRAM

THE FACTS

- There are five primary motivating factors for graffiti vandalism:
 - Fame;
 - Rebellion;
 - Self-Expression;
 - Power; and
 - Marking territory.
- **Graffiti is costly:** it is estimated that \$1-\$3 per taxpayer per year is spent by communities, public transit departments, residents, and businesses to remove graffiti or repair the damage it causes.
- **Graffiti prevention efforts work:** the most effective way to prevent graffiti is to remove it promptly. Studies show that removal within 24-48 hours results in a nearly zero rate of reoccurrence.
- **Graffiti is not a “victimless” crime:** community members, business owners, and taxpayers are hurt by it. When left untouched, graffiti sends the wrong message – that we cannot keep order in our community. This negatively affects property values by as much as 15% and often leads to more serious crimes.
- **Graffiti is frequently gang-related:** while all graffiti may not be caused by gang members, gangs often use graffiti as a form of communication or to threaten other gangs by “marking their territory”.

NEGATIVE IMPACTS

- Increased vandalism or damage to property;
- Lower property values;
- Heightened fear of crime;
- Public perception that community doesn't care; and
- Loss of business growth and tourism.

HOW YOU CAN HELP

Focus on the 3R's:

- **Recognize:** pay attention to your property and community. Document the address and the specific location where vandalism has occurred.
- **Report:** contact the Bylaw Services Department at **250.720.2831** to report graffiti. Your information will not be shared with the public and we only require two pieces of information when you phone in: the address and details of the graffiti.
- **Remove:** whether on public or private property, this program works with property owners to clean up graffiti in a fast and effective manner. The key to removal is being prompt - the faster it is removed, the less likely a vandal is to return.



CITY OF PORT ALBERNI

4850 Argyle Street,
Port Alberni, B.C. V9Y 1V8
Tel: (250) 720-2831 Fax: (250) 723-3402 www.portalberni.ca

GRAFFITI REMOVAL PROGRAM

DEFINITION

Graffiti can be defined as any writing, drawing, or symbol applied to any surface without the consent of the property owner or their agent. Graffiti is also any writing, drawing, or symbol that can be considered offensive to the community.

THE PROGRAM

The City of Port Alberni Bylaw Services Department has taken a proactive approach to graffiti within our community and has created a program to provide assistance to property owners that have been affected by vandalism. The program works as follows:

- 1) Graffiti is documented by the Bylaw Officer and the property owner is notified.
- 2) The Bylaw Officer will request voluntary compliance and participation in the Graffiti Removal Program, which includes:
 - A voucher that permits one free can of paint and one free paint brush (up to a maximum of \$60.00 CAD);
 - A list of participating vendors;
 - Instructions on how to use the voucher and a deadline for completing the work;
 - An information sheet on how to reduce the likelihood of repeat vandalism to the subject property.
- 3) If the property owner chooses to participate, the Bylaw Officer will conduct an onsite inspection after seven (7) days to verify the work has been completed.

Overall, the objective of this program is to take a three prong approach:

- (1) **The City** is responsible for ensuring a clean and safe community;
- (2) **The Property Owner** is responsible for ensuring their property is maintained; and
- (3) **The RCMP** is responsible for locating and prosecuting vandals.

The program only works if all parties participate and work together to create a safe, clean community. Your active participation is greatly appreciated and we look forward to working with you to enhance the safety of our community!



CITY OF PORT ALBERNI

4850 Argyle Street,
Port Alberni, B.C. V9Y 1V8
Tel: (250) 720-2831 Fax: (250) 723-3402 www.portalberni.ca

GRAFFITI REMOVAL PROGRAM

INSTRUCTIONS TO PROPERTY OWNERS

Welcome to the Graffiti Removal Program (GRP)! The City of Port Alberni is pleased to have you participate in the GRP to ensure a clean and safe community for everyone.

Some key points to remember:

- 1) A voucher will be provided to you by a Bylaw Officer and will specify details such as:
 - Limit of one voucher per property lot;
 - An expiration date for the voucher;
 - The size of paint (qrt or gal) to be provided to you;
 - A spending limit of up to a maximum of \$60.00(CAD) for one can of paint and one paint brush; and
 - No additional items are to be included, regardless of max. budget allowance.

PARTICIPATING LOCATIONS

The following stores are proud participants in the Graffiti Reduction Program and you may attend any of these locations to redeem your voucher:

- Alberni Colour Corner Ltd (Benjamin Moore);
- Canadian Tire;
- Cloverdale Paint Inc;
- West Coast Home Hardware; and
- Windsor Plywood.

HOW TO REDEEM YOUR VOUCHER

Simply choose a store from the list above and provide the following:

- 1) The voucher issued to you by the Bylaw Officer within the time limitation identified; and
- 2) A 1" x 1" chip of the original paint colour to be matched to your building.

Please note that a store may take up to 48hrs to produce matching paint. You may also request a similar colour available with no wait time.

FINAL INSTRUCTIONS

At the till, you will be requested to write your name and sign the back of the voucher, which will be collected and returned to the City. You will have seven (7) days in total to complete the work.


If weather or special circumstances arise, please contact the Bylaw Services Department to speak with a Bylaw Officer, who will work with you to achieve compliance in a realistic and timely manner.



CITY OF PORT ALBERNI

CLERK'S DEPARTMENT REPORT TO COUNCIL

TO: Tim Pley, CAO
FROM: Davina Hartwell, City Clerk
COPIES TO: Mayor and Council
DATE: January 22, 2019

I concur, forward to next Regular
Council Meeting for Consideration

Tim Pley, CAO

**SUBJECT: McLean Mill and Tourism Rail
Jan. 21, 2019 Committee of the Whole Minutes and Reference Materials**

Issue:

Committee of the Whole meeting minutes held January 21, 2019 and additional reference materials and public input received compiled in order to assist Council in their decision-making process moving forward.

Background:

A Committee of the Whole meeting was held on January 21, 2019 at 3:30 p.m. focused on the current and future operations of the McLean Mill and Port Alberni's tourism rail service.

The draft Committee of the Whole minutes are attached along with the reference materials that were included in the agenda package. Also attached are additional reference materials provided, copies of presentations provided by the McLean Mill Society and Industrial Heritage Society, correspondence and input received from the public via the City's social media platforms. This information is provided in order to assist Council in making decisions regarding the future of the McLean Mill and rail operations.

Documents attached:

- Committee of the Whole minutes of January 21, 2019 meeting
- Presentation provided by McLean Mill Society (Sheena Falconer)
- Presentation provided by Industrial Heritage Society (Kevin Hunter)
- Documentation provided by Dr. Jamie Morton:
 - Draft Business Plan – Alberni Pacific Railway, January 2019
 - Draft Alberni Pacific Railway Budget, January 2019
 - McLean Mill National Historic Site – Operational Considerations
- McLean Mill Society Strategic Priorities and Operational Plan 2017-2022

-
- Correspondence and Public Input:
 - Jim del Rio (newspaper article)
 - Roland Smith, January 14, 2019 letter
 - Susan Roth, January 18, 2019 email and attachment – contamination issues
 - Jorge Barandarian, January 18, 2019 email and attachment – Port Alberni Track to Train Conversion
 - Ron Merk, January 18, 2019 email
 - Lyman Jardin, January 21, 2019 email
 - Pat and Barry Miller, January 21, 2019 email
 - Mike Wright, January 21, 2019 email
 - Wayne Oliver, information presented at Committee of the Whole meeting
 - Comments provided via City's Lets Connect Platform
 - Reference Materials:
 - Cost Sharing Agreement for McLean Mill National Historic Site (outlining City's obligations) dated July 23, 1996
 - McLean Mill Society (MMS) Constitution dated December 8, 2016
 - Operation and Management Agreement between City and MMS dated January 1, 2017
 - McLean Mill Site Assessment prepared by John Dam & Associates Inc. dated July 3, 2018

Recommendation:

That the report from the City Clerk dated January 22, 2019 be received.

Council to provide further direction.

Respectfully submitted,

Davina Hartwell
City Clerk

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**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF COUNCIL
HELD MONDAY, JANUARY 21, 2018 AT 3:30 PM
IN THE CITY HALL COUNCIL CHAMBERS**

PRESENT: Mayor Minions; Councillors Corbeil, Haggard, Paulson, Solda and Washington

LATE: Councillor Poon (3:55 pm)

A. CALL TO ORDER AND APPROVAL OF AGENDA

It was moved and seconded.

That the agenda be approved as circulated.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded.

That the minutes of the Committee of the Whole Meeting held at 4:00 pm December 17, 2018, be adopted.

CARRIED

C. CAO - INTRODUCTION

The City's CAO provided context to the meeting which will focus on the current and future operations of the McLean Mill and Port Alberni's tourism rail service. He also outlined the following documents attached for reference also noting that presentation materials and written public input received will form part of a larger report to be provided to an upcoming regular meeting of Council.

Documents provided for reference:

- Cost Sharing Agreement for McLean Mill National Historic Site (outlining City's obligations) dated July 23, 1996
- McLean Mill Society (MMS) Constitution dated December 8, 2016
- Operation and Management Agreement between City and MMS dated January 1, 2017
- McLean Mill Site Assessment prepared by John Dam & Associates Inc. dated July 3, 2018

D. CORRESPONDENCE

1. Jim Del Rio

Copy of a newspaper article from "The Canadian Press" regarding the Tumbler Ridge dinosaur museum facing closure after funding denial.

2. Roland Smith

Letter dated January 14, 2019 including questions regarding McLean Mill and Alberni Pacific Railway operations and budget for 2019.

It was moved and seconded:

That the correspondence items be received.

CARRIED

E. DELEGATIONS/PUBLIC INPUT

1. McLean Mill Society (MMS)

Sheena Falconer provided an overview of MMS and its initiatives and their recommendation that the current structure be reviewed. A copy of the presentation provided is attached hereto.

2. Industrial Heritage Society

Kevin Hunter, President, presented background regarding the Western Vancouver Island Industrial Heritage Society (WVIIHS) which was formed in 1984 and their involvement in the formation of the McLean Mill National Historic Site. He outlined the IHS commitment to continuing to restore Port Alberni's heritage equipment and operating trains and to continuing their efforts at McLean Mill working with their partners, the MM and the City. A copy of the presentation provided is attached hereto.

The Mayor invited input from the JJ Logging Demonstration group as well as from Dr Jamie Morton prior to hearing from the public.

- 3. Dave Hooper spoke on behalf of Jack James Old Time Steam Logging demonstration noting that this type of logging is unique to Port Alberni. He provided background noting that in 2009 steam logging was taking place at the Mill for the first time in 50 years. Mr. Hooper commented on the then twice weekly demos for the public and school groups and the Swedish group that now comes annually. He indicated they follow stringent safety plans and outlined their willingness to continue and work with whomever in 2019.**

4. Dr. Jamie Morton outlined the history of the McLean Mill designation as a National Historic Site and the obligations of the City to maintain the commemorative integrity of the site in accordance with the agreement with Canada. He outlined the options that were considered at the time and the one chosen which was a full-on working historic sawmill village because of the potential to generate significant revenue. Revenues were never realized and in 2012 operations were contracted out to the IHS and most recently to the MMS. Dr. Morton endorsed the special events held at the Mill which generate the most money (as long as they not impact the commemorative integrity of the site). He also noted the Alberni Pacific Railway as an attraction and potential revenue generator.

In response to a question from Council, Dr. Morton suggested that the City's object inventory does need to be looked at with a view to what does have local significance; what story does it tell.

He also indicated that the initial financial projections were made via an extensive community consultative process with stakeholders outlined in the Management Agreement.

Additional reference materials provided by Dr. Morton are attached hereto.

Ellie Hadley, office manager currently employed at the Mill provided some feedback from tourists visiting from all over the world noting most prefer their own transport (train too expensive).

Jim del Rio commended the many volunteers and supported the Mill as a static attraction rather than an operating mill. He noted the 'older' volunteers and expressed concern about who will continue when they are gone.

Rochelle Collette, Events Coordinator at McLean Mill, outlined 13 weddings are booked for 2019 and are booking into 2020. She expects all events to be fully subscribed.

Susan Roth provided excerpts from her correspondence (attached hereto) expressing her concern regarding contaminants from the Mill Pond and requesting the City undertake more detailed testing.

Ken McRae, former Mayor and Director of the Island Corridor Foundation, commented that the people who will come by rail/passenger trains in the future will want to see something. He cautioned Council about being careful about what they get rid of as once it's gone it will never come back. He recommended pursuing funding through the federal government.

Bill Collette, Executive Director, Chamber of Commerce and initial President of the MMS commented that what was started by the MMS in 2017 has been successful – the deck, clean up of the main hall, kitchen facilities – the ability to host large event. He urged Council to stay the course noting that McLean Mill is "a national historic site with profound importance to Canada" as identified by Parks Canada.

Sharon Adams, a neighbor to the Mill, expressed her concerns about the increasing health issues suffered by herself and her animals and the inadequate testing she feels has been done.

John Adams, neighbor to the Mill, commended the volunteers but suggested the City doesn't have enough money to take care of the contamination issues.

Manager of Communications, Alicia Puusepp, provided comments that have been received through the City's social media platforms (summary attached hereto).

Sheena Falconer indicated that the water quality testing that was undertaken on the Adams property was done by West Coast Aquatic on a fisheries basis.

Jeff Cook urged Council to think about what you want the place to look like 20, 30 50 years from now. Think about children, grandchildren – will it benefit them; how.

Rod Gladhill, Railway Engineer, Alberni Pacific Railway stated he is both a volunteer and an employee of APR. He commented on the many good things that have been done but that there is also a lot of old stock. He said there is a selection of people looking at preserving the history for the future. He commented on steps taken by Duncan Forest Museum which is generating revenue and who are looking outside the box for events. He stated there are many opportunities for events and also felt that the environmental aspects need to be studied and that everyone needs to work in harmony for a collective purpose.

The CAO was asked to comment on water testing which the City is taking very seriously. He noted the City is working with Environment Canada; Fisheries; Health and Worksafe BC – he indicated that a Stage 1 Preliminary Site Investigation for the entire site is being undertaken in early 2019 which involves a historical review of the site and its current operations.

Wayne Oliver stated "if you don't know where you've come from, it's hard to figure out where you're going". Preserving our past is important. He commented on the potential of the Mill and said what is needed is more involvement with the community to tie in events. He said that steam trains are a huge draw. (Correspondence submitted attached hereto).

Nathan Brownridge, new to town, volunteer at the Heritage Centre and train. He commented on the passion on the faces of kids when they can climb up into the train. He said if we don't continue to preserve the assets of the past we won't find people to be interested in it. He did comment on issues of transparency, unanswered questions and confusion. He also suggested perhaps the federal government may have some responsibility in regards to contaminants as they existed pre-City ownership.

Mel Francoeur, Beaufort Gang Leader, noted the Gang has filled the train on many occasions (capacity 182). She stated many out of town people are interested in the train operation.

Soup Campbell, provided history of his involvement at the Mill since 1951 and the comments from the community about the millions of dollars that have been spent on the mill but nothing is ever said about the amount of money that is retained in the community.

Jack James, JJ Logging – set up the JJ Logging show which has now being passed on to others. He said McLean Mill is one of the greatest things there is, it was a great experience to be a BC Logger. He urged Council to support the Mill.

Joe Larson, local Business Owner, commented on the poster boards in Council Chambers which present information on our heritage and culture. He indicated he is a volunteer at the Heritage Centre and has a great passion for the vehicles there. He is a supporter of events and stated we need to embrace our heritage.

Hugh Grist, volunteer with IHS since its inception commented that two-thirds of train riders are from out of town. He referenced the presentations he made to Council on an annual basis and commented on the dollars that are being left in town.

Bob East has been involved with IHS for many years. He suggested that the IHS members love to play but don't really know how to market. He commented on the opportunities we have and also referenced the truck shows in the US that they take City artefacts to where they are ambassadors for the City.

F. ADJOURNMENT

It was moved and seconded.

That the meeting adjourn at 5:41 pm.

CARRIED

CERTIFIED CORRECT

Mayor

City Clerk



CITY OF PORT ALBERNI

PLANNING DEPARTMENT

TO: Tim Pley, CAO
FROM: Katelyn McDougall, Manager of Planning
DATE: January 23, 2019

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

Tim Pley, CAO

SUBJECT: Development Status Report

Issue:

To provide Mayor and Council with an update on the status of development currently being supported by the City's Planning Department.

Background:

In November 2018 staff provided Mayor and Council with a tour of current developments underway in the City of Port Alberni. The following is a summation of a number of those planning, permitting, and construction projects.

Active Official Community Plan and Zoning Amendments:

1. 3503 11th Avenue (Zoning amendment)
2. 3250 and 3258 3rd Avenue (OCP and Zoning amendment)
3. 4208 and 4238 8th Avenue (Zoning amendment)
4. 5119 Athol Street (Zoning amendment)
5. 2940 Bellshill Road (OCP and Zoning amendment)
6. 4000 Burde Street (Zoning amendment and partial subdivision approved)
7. 5189 Compton Road (Zoning amendment)
8. 3512 Gagne Street (Zoning amendment)

Active and Recent Development Permits:

1. 3141 3rd Ave (new microbrewery with tasting room, rooftop patio and restaurant in application phase)
2. 3033 3rd Avenue (permit issued for a new, five storey, mixed use building with forty residential and 8 commercial units)
3. 3508 4th Ave (permit in application phase for LB Woodchoppers storage building)
4. 3774 12th Avenue (permit issued for Phase 2 of Terrace Lane strata patio homes)
5. 5130 Argyle Street (new commercial building in application phase)
6. Burde Street (numerous house permits issued for Uplands Phase II housing development)
7. 4000 Burde Street (permit for 4 storey apartment building in application phase)
8. 4410 Glenwood Dr. (boat and RV storage building development permit issued)
9. 4760 Tebo Avenue (permit issued for industrial office and workshop)

ENTERED

Projects under construction at present are:

1. 3939 8th Avenue (Port Alberni Shelter Society building in construction)
2. 4916 Athol Street (Apartment building roofing and exterior finish underway)
3. 4760 Cherry Creek (new mini storage in Phase 1 of construction)
4. 4905 Cherry Creek (light industrial warehouse and storage in construction)
5. 4213 Princess Road (new Remax addition in construction)
6. 6123 Russell Street (Rainbow Gardens Complex - twenty units of supportive housing for seniors and a care facility with thirteen beds in construction)
7. Numerous single family dwellings and home renovations in construction

Below is a residential building comparison for 2017 and 2018. The table summarizes the number of new residential building units built. Overall there was an increase in the number of units built in 2018 compared to 2017, with a greater number of multi-family dwelling units being built in 2018.

RESIDENTIAL BUILDING COMPARISON		
Type	Past Year - 2017	Year to Date - 2018
Single Family	35 units	37 units
Duplex	2 units	0 units
Multiple	0 units	32 units
Secondary Suite	5 units	4 units
Totals	42 units	73 units

Recommendation:

That the report from the Manager of Planning dated January 23, 2019 providing an update on the status of development currently being supported by the City's Planning Department, be received.

Respectfully submitted,

Katelyn McDougall, M.Urb
Manager of Planning



CITY OF PORT ALBERNI

CLERK'S DEPARTMENT REPORT TO COUNCIL

TO: Tim Pley, CAO
FROM: Davina Hartwell, City Clerk
COPIES TO: Mayor and Council
DATE: January 24, 2019

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

Tim Pley, CAO

SUBJECT: AV Community Forest Corporation

Issue:

Council's authorization of Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing is required.

Background:

As the sole shareholder of the Alberni Valley Community Forest Corporation, Council for the City of Port Alberni is requested to endorse the attached resolution which includes:

- Requirement to hold Annual General Meeting (held August 22, 2018)
- Acceptance of the financial statements dated December 31, 2017
- Appointment of Directors to hold office until the next Annual General Meeting or until successors are elected or appointed (Directors are: Gary Swann, Ed Proteau, Warren Lauder, Chris Duncan, Jim Sears, Dwayne Hearn and Robert Cole.
- Endorsement of the appointment of Duncan Sabine Collyer Partners as auditor of the Company for the current fiscal year

Recommendation:

That Council for the City of Port Alberni endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing as presented.

Respectfully submitted,

Davina Hartwell
City Clerk

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ALBERNI VALLEY COMMUNITY FOREST CORPORATION
(the "Company")

RESOLUTIONS OF SHAREHOLDER IN WRITING

WHEREAS the City of Port Alberni is the sole shareholder of Alberni Valley Community Forest Corporation;

PURSUANT to the Articles of the Company, the following resolutions are passed as resolutions of the sole shareholder of the Company, duly consented to in writing by all of the directors of the sole shareholder of the Company.

RESOLVED that the requirement of holding the Annual General Meeting of Shareholders of the Company for the year of 2018, was held the **22nd** day of **August, 2018**.

FINANCIAL STATEMENTS

RESOLVED that the presentation of a report of the Directors to the Shareholders on the affairs of the Company and financial statements dated December 31, 2017 be accepted, and that all acts and proceedings of the Directors since the date of recognition be confirmed and approved.

APPOINTMENT OF DIRECTORS

RESOLVED that the following persons be and are hereby appointed directors of the Company, so that the Board of Directors is therefore composed of the following seven persons, to hold office until the next Annual General Meeting or until their successors are elected or appointed.

Gary Swann	Chris Duncan
Ed Proteau	Jim Sears
Warren Lauder	Dwayne Hearn
Robert A. Cole	

AUDITOR

RESOLVED that the appointment of Duncan Sabine Collyer Partners LLP as auditor of the Company for the current fiscal year of the Company be endorsed.

Signed by the council members of the City of Port Alberni on the ____ day of _____, 2019.

Mayor: Sharie Minions

City Clerk: Davina Hartwell

ALBERNI VALLEY COMMUNITY FOREST CORPORATION
(the "Company")

DIRECTORS' RESOLUTIONS

Pursuant to the articles of the Company, the following resolutions are passed as resolutions of the directors of the Company, duly consented to in writing by all the directors of the Company.

RESOLVED THAT:

1. the following persons be and are hereby appointed officers of the Company to hold the offices set opposite their names until their successors are appointed, at the pleasure of the Board of Directors:

Jim Sears - President; and
Ed Proteau - Secretary

2. the financial statements of the Company for the last completed financial year ended December 31, 2017 be approved and that any two directors of the Company be authorized to sign the balance sheet included in the financial statements as evidence of such approval.

DATED this ____ day of _____, 2019.

Gary Swann

Chris Duncan

Ed Proteau

Jim Sears

Warren Lauder

Dwayne Hearn

Robert A. Cole



CITY OF PORT ALBERNI

CLERK'S DEPARTMENT REPORT TO COUNCIL

TO: Tim Pley, CAO
FROM: Davina Hartwell, City Clerk
COPIES TO: Mayor and Council
DATE: January 24, 2019

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

Tim Pley, CAO

SUBJECT: ACRD – Community Child Care Planning Program Application

Issue:

Council's further consideration of a resolution in support of the ACRD's application to the Community Child Care Planning Program for funding to undertake child care planning activities and develop a 'community child care space creation action plan' for the region's communities is required.

Background:

At the November 26, 2018 regular meeting, Council supported a resolution as requested by the ACRD to support their application to the Community Child Care Planning Program for funding to undertake child care planning activities and develop a 'community child care space creation action plan' for the region's communities.

In order to comply with program requirements, Council's support also needs to indicate approval to apply for, receive and manage, grant funding on the City's behalf.

Recommendation:

The following resolution will satisfy the grant application requirements:

That Council for the City of Port Alberni support the Alberni-Clayoquot Regional District's (ACRD) application to the UBCM Community Child Care Planning Program for funding to undertake child care planning activities and develop a community child care space creation action plan for ACRD region communities; and further that the ACRD, as the primary applicant, be authorized to apply for, receive and manage grant funding on the City of Port Alberni's behalf.

Respectfully submitted,

Davina Hartwell
City Clerk

Regular Meeting of Council
January 28, 2019
Staff Report → Parks, Recreation and Heritage

Projects

- Gyro Youth Centre upgrades (including full accessibility) will be complete in the coming weeks
- Upgrading alarm systems at City facilities are in progress
- Significant storm clean-up throughout December



Debris from December storms

Programs/Events

- Winter Wonderland and First Night activities were enjoyed by all who attended; statistics to follow in February
- The two 2019 IIHF World Junior Championship pre-competition games went very well, with the Multiplex near capacity for Dec. 19, and sold-out for Dec. 21. Concession and Maintenance staff went above and beyond to manage the extra guests in the facility.
- Winter swimming and skating lessons are underway, with a 62% increase in skating lessons from 2018 (due to updating lesson levels, content and skill progressions):

	Winter 2018	Winter 2019
Classes Offered	15	9
Classes Cancelled	4	1
Classes Added	0	2
Participants Waitlisted	0	3
Total Participants	42	68

Alberni Valley Museum

- The AV Museum's Alberni Film Fest fall series was a success and the winter series has been confirmed – the first of four films was shown on January 13.
- The Pioneer Christmas school program was well attended throughout December with 15 classes booked.
- The 2018 Heritage Commission Christmas Social and Heritage Awards took place December 5 – 7 awards were presented.
- The Dressing Alberni exhibit continues through to February 16 and continues to be well attended – two more adult group visits scheduled for January.
- Aneil Richardson our Intern completed his internship on December 7 – He accomplished a tremendous amount of work on his project. He assessed over 1400 artefacts in the visible storage galleries: on them all he completed condition reports, checked and amended documentation records, took high quality digital photographs, and changed and amended database records and catalogue sheets.



Carrie Smith:
25-year Museum
Volunteer

Western Vancouver Island Industrial Heritage Society

- Work on the 1973 Hayes brakes and the TD14 at McLean Mill is underway.
- Santa Ride took place Dec 8-9 (sold out!)
- #7 Boiler - 3 days of testing complete; after Technical Safety BC reviews the tests, the boilermakers and will develop a plan to repair/replace components

Port Alberni Maritime Heritage Society

- The ship Nahanni has been installed in the enclosure next to the Hutcheson gallery; a restoration plan for the ship has been developed for the next few years.
- Updating of the security systems at the centre is underway.
- Family program was presented during the Sail Past on Dec.9.



CITY OF PORT ALBERNI

Royal Canadian Mounted Police (RCMP) REPORT

TO: Tim Pley – Chief Administrative Officer
FROM: Inspector Brian Hunter – Department Head (RCMP)
COPIES TO: City Clerk – Davina Hartwell
DATE: January 22, 2019

SUBJECT: City of Port Alberni Departmental Report

ISSUE: RCMP Fourth Quarter policing report to Mayor and Council

DISCUSSION:

This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during the fourth quarter of 2018. (October to December)

I have included a comparator to the statistics from the previous four years.

The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during the quarter:

- Officers received and responded to 3,283 calls for service; 2,594 of these calls occurred in the City of Port Alberni.
- The number of Criminal Offences are up 10% for the quarter compared to 2017. Criminal Offences are up 17% for the year.
- Property Crime is up 8% for the quarter. Property Crime is up 25% for the year compared to 2017.
- Possession of stolen property is up significantly for the period which is a result of several projects led by the Crime Reduction Unit (2 to 14).
- The community experienced a significant amount of recidivism throughout the year from several of our chronic offenders.

Port Alberni RCMP's 2018/19 Annual Performance Plan Priorities:

- **Traffic- Road Safety:** Increased enforcement, both tickets and warnings. Reduction of Impaired drivers on the roads through criminal code charges and Immediate Roadside Prohibitions. Joint operations with Island District Traffic Units and Speedwatch.
- **Family Violence:** Focus on education, awareness and community support to foster a "wrap around" approach of harm reduction. Creating a supportive environment for victims of family violence to come forward.
- **Crime Reduction (Property Crimes and Drugs):** Identifying and managing prolific offenders through enhanced enforcement and partnerships with community agencies. The focus will be on drug and property crime offenders.
- **Aboriginal Policing:** This includes traffic safety and enforcement on the First Nations, greater visibility at community events and meetings and a focus on First Nation Youth through prevention programs and involvement in schools and at youth events.
- **Youth:** Positive interactions with youth through school and sporting events. Increased, proactive engagement with the youth in our community.

Respectfully submitted:

Inspector Brian Hunter
Officer in Charge
Port Alberni RCMP



Mayor and Council Report

Port Alberni Municipal	Q4 2018 (October to December)
------------------------	-------------------------------

<i>Calls for Service</i>	Q4 2014	Q4 2015	Q4 2016	Q4 2017	Q4 2018
Total Calls for Service	1962	2129	2108	2400	2594

<i>Occurrences by Crime Type</i>	Q4 2014	Q4 2015	Q4 2016	Q4 2017	Q4 2018
Violent Crime	73	85	101	81	98
Property Crime	193	254	242	311	336
Other Criminal Code	175	159	188	124	152
Drug Offences	29	19	26	28	13
Total Criminal Code	470	517	557	544	599
Criminal Traffic	40	39	34	41	47

<i>Violent Crime</i>	Q4 2014	Q4 2015	Q4 2016	Q4 2017	Q4 2018
Assaults	29	38	46	35	51
Assault weapon/bod harm	13	18	18	14	10
Harassment	9	2	5	4	9
Robbery	2	2	3	5	4
Sex Offences	2	2	3	7	9
Uttering Threats	7	7	15	11	11
Domestic Violence	25	30	31	24	30

<i>Property Crime</i>	Q4 2014	Q4 2015	Q4 2016	Q4 2017	Q4 2018
Auto Theft	2	5	2	6	4
Bike Theft	12	16	9	11	11
Break and Enter - Business	12	7	13	20	20
Break and Enter - Residence	18	15	13	18	13
Break and Enter - Other	6	8	10	17	18
Mischief to Property	67	98	66	58	56
Theft	35	39	48	57	61
Possess Stolen Property	3	5	3	2	14
Shoplifting	13	20	26	31	37
Theft From Vehicle	6	19	37	25	29
Fraud	11	10	7	16	11

<i>Other Criminal Code</i>	Q4 2014	Q4 2015	Q4 2016	Q4 2017	Q4 2018
Cause Disturbance	63	64	77	58	77
Breach of Probation	35	29	14	12	22
Breach of Bail	32	34	42	37	20

<i>Provincial Statutes</i>	Q4 2014	Q4 2015	Q4 2016	Q4 2017	Q4 2018
Intoxicated in Public	58	58	50	57	38

<i>Collisions (Incl. Pedestrian)</i>	Q4 2014	Q4 2015	Q4 2016	Q4 2017	Q4 2018
Collision - Fatal	0	0	0	1	1
Collision - Injury	5	10	8	10	4
Collision - Damage	31	33	40	29	25



<i>Calls for Service</i>	2014	2015	2016	2017	2018
Total Calls for Service	8617	8740	8966	9211	10393

<i>Occurrences by Crime Type</i>	2014	2015	2016	2017	2018
Violent Crime	357	343	352	331	348
Property Crime	838	986	1037	1126	1409
Other Criminal Code	660	668	755	577	663
Drug Offences	106	70	108	114	96
Total Criminal Code	1961	2067	2252	2148	2516
Criminal Traffic	142	171	135	155	216

**REPORT OF THE PUBLIC HEARING HELD ON MONDAY, JANUARY 14, 2019
AT 6:30 PM IN COUNCIL CHAMBERS TO HEAR REPRESENTATION RELATIVE TO
PROPOSED AMENDMENTS TO THE ZONING BYLAWS**

PRESENT: **Council:** Mayor Minions (Chair)
 Councillor Corbeil
 Councillor Haggard
 Councillor Paulson
 Councillor Solda
 Councillor Washington

City Staff: Tim Pley, Chief Administrative Officer
 Davina Hartwell, City Clerk
 Joe Calenda, Consulting Planner
 Katelyn McDougall, Manager of Planning

Regrets: Councillor Poon

Members of the Public: 12

The Chair explained the Public Hearing procedures for the meeting.

Part A - Applicant: S. and D. Sattar, 3503 11th Avenue

A1. Description of the Application

The City Clerk provided a summary of the application:

The applicant is applying to amend the Zoning Bylaw to rezone 3503 11th Avenue from 'R2 to 'R3 - Small Lot Single Family Residential in order to facilitate a subdivision application.

The proposed Bylaw is:

- "Zoning Bylaw Map Amendment No. 31 (3503 11th Avenue - Sattar), Bylaw No. 4978"

A2. Background Information from the Development Services Technician

The Manager of Planning provided background information regarding the proposed amendment by way of summarizing the Development Services Technician's report of November 27, 2018, attached hereto and forming part of this report.

A3. Correspondence

None

A4. Late Correspondence Regarding the Matter

None

A5. Input from the Public regarding the Bylaw

None

A6. Questions from Council:

None

Part B - Applicant: K. Buick dba District Development Corp. 4000 Burde Street - Anderson Hill

B1. Description of the Application

The City Clerk provided a summary of the application:

The applicant is applying to amend the Zoning Bylaw to facilitate Phase 2 of the Anderson Hill development at 4000 Burde Street to include a mix of higher density residential dwelling units. The proposed re-zoning of the property is to the RM3 High Density Multiple Family Residential zone.

The proposed Bylaw is:

- "Zoning Bylaw Map Amendment No. 30 (4000 Burde St - Anderson Hill), Bylaw No. 4977"

B2. Background Information from the Development Services Technician

The Manger of Planning provided background information regarding the proposed amendment by way of summarizing the Development Services Technician's report of November 27, 2018, attached hereto and forming part of this report.

B3. Correspondence

None

B4. Late Correspondence Regarding the Matter

Correspondence dated January 14, 2019 from Karen Mitchell, 16th Avenue resident, opposed to the amendment attached hereto and forming part of this report.

B5. Input from the Public regarding the Bylaw

Al Eckland, 16th Avenue, asked about height restrictions for buildings? He stated that everyone on that street has a view and don't want to look at an apartment building. He suggested that if a high rise is proposed it should be along the treed area so as not to impact views. He noted there is no issue with single family dwellings but that the height of buildings is really important.

The Consulting City Planner advised that the maximum height in the RM3 zone is four storeys - 14m or 45.9 ft taken from the average grade.

Pete Milliken, 15th Avenue enquired about the access on to Burde Street noting how busy it is already. He also expressed concerns about truck traffic and whether they would be responsible for City roads.

Pat Kermeen, 15th Avenue, suggested extending single family development to the end of Burde St makes more sense and would be a better fit with the neighbourhood.

Ian Thomas, 16th Avenue, asked about the elevation plan and if it is available to the public (included in agenda package available on City's website). He also asked about a geotech study, commented on sewer infrastructure and asked what will be done regarding stabilization of the property recognizing the elevation changes rapidly from 15th to 16th. Mr. Thomas talked about a natural spring that runs below the property; asked about who bears the cost of replacing roads torn up by heavy dump trucks; he stated water/sewer will need to be re-done as they are sinking. He felt the proposal should be re-thought with proper documentation and plans provided to the public.

Al Eckland stated he has a right to be concerned. He said taller buildings should be against the woods so that buildings can then tiered down.

B6. Questions from Council:

In response to a question from Council the Consulting City Planner advised that the height restriction in R1 is two storeys.

In response to a question from Council regarding access to the development, it was noted that a geo-technical evaluation will need to be completed as a condition of subdivision approval.

7. Calling for any Further Input:

The Chair asked for any further input from the public.

Ian Thomas urged Council not to put all the property into multi family high density.

The Chair called a second time for input.

Pat Kermeen suggested a traffic light was required at Burde/10th.

Brandon Crema, District Development Corp. (representing the Applicant) provided the following comments:

- The plan is developed to section the site up for flexibility over the long-term
- They wanted to respond to demands
- Open to proposals from service groups
- They have tried to open up view corridors for potential purchasers as well as for existing owners
- Regarding seniors homes, Berwick is not ready for this community but he encouraged other groups to reach out
- They have undertaken a geo-tech study (water levels; ground conditions) advising they plan for the worst, they have done a servicing study, placing additional manholes on 16th and will be doing so on the development site
- They are evaluating a plan for 16th Avenue traffic; there may be different methods to control traffic at 10th/Burde that they are currently studying
- It is a development permit area
- Their master plan considers all uses – currently not as high demand for single family

In response to a question from Council regarding seniors wanting to move from larger houses into something smaller, Mr. Crema responded that stratified 1250-1450 sq.ft. single level duplex homes are envisaged as part of the development.

Al Eckland asked about access to the development. The Consulting City Planner advised the map shows planned accesses to Anderson/Burde but details need to be confirmed.

Karen Mitchell, 16th Avenue asked whether there was any control over what is to be built where on the property?

The Consulting City Planner explained the Development Permit process which governs the form and character of developments (not land use). The Development Permit will be required to come back to Council for approval.

Ms. Mitchell asked that Council consider any apartment buildings be built on the lower portion of the property and not impinge on views.

Ian Thomas commented that if the property is zoned now to RM3 there is no control over what is built there. He felt that RM3 would destroy what is there now and for the future.

Pete Milliken expressed disappointment not to be able to see the accesses to the development. He recommended Council does not approve the Bylaw

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

8. Closing Remarks by the Chair:

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

It was moved and seconded:

That the Public Hearing terminate at 7:35 p.m.

CARRIED

Pursuant to Sections 464, 465 and 466 of the *Local Government Act*, I hereby certify the foregoing to be a fair and accurate summary of the representations made at the Public Hearing held January 14, 2019 regarding:

- "Zoning Bylaw Map Amendment No. 31 (3503 11th Avenue - Sattar), Bylaw No. 4978"
- "Zoning Bylaw Map Amendment No. 30 (4000 Burde St - Anderson Hill), Bylaw No. 4977"



Davina Hartwell
City Clerk

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CITY OF PORT ALBERNI

BYLAW NO. 4977

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

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

1. Title

This Bylaw may be known and cited for all purposes as **"Zoning Bylaw Map Amendment No. 30 (4000 Burde Street – Anderson Hill), Bylaw No. 4977"**.

2. Zoning Amendment

2.1 That a portion of *Lot 1, District Lot 46, Alberni District, Plan VIP11651 (PID: 004-971-418)*, located at **4000 Burde Street**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'P1 Institutional' to **'RM3 High Density Multiple Family Residential'**.

3. Map Amendment

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

READ A FIRST TIME THIS 26TH DAY OF NOVEMBER, 2018.

READ A SECOND TIME THIS 26TH DAY OF NOVEMBER, 2018.

A PUBLIC HEARING WAS HELD THIS 14TH DAY OF JANUARY, 2019.

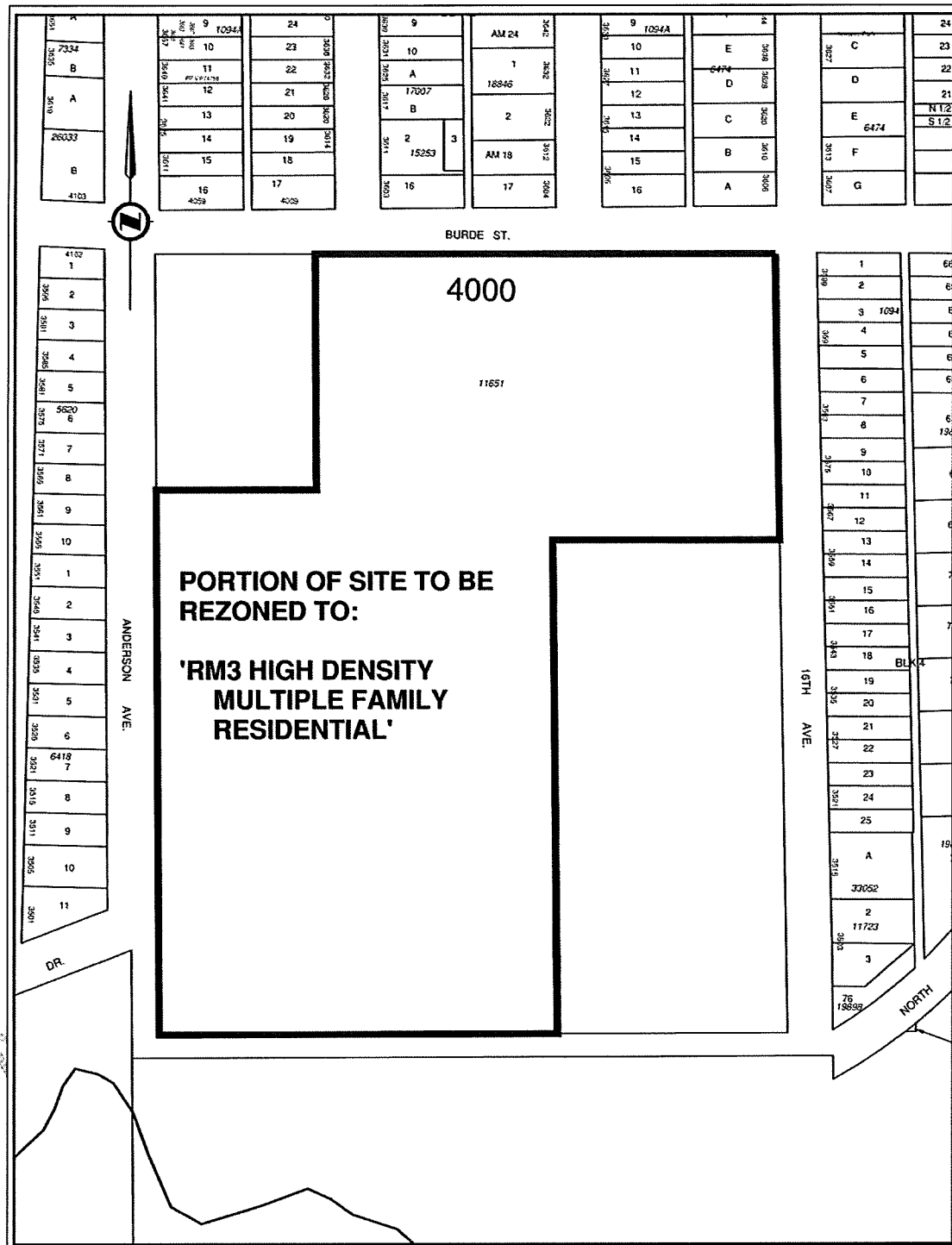
READ A THIRD TIME THIS DAY OF , 2019.

FINALLY ADOPTED THIS DAY OF , 2019.

Mayor

Clerk

Schedule "A" to Bylaw No. 4977



4000-BurdeSt-DistDevCorp-ZonMapAmendBylaw

CITY OF PORT ALBERNI

BYLAW NO. 4978

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

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

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Bylaw Map Amendment No. 31 (3503 11th Avenue – Sattar), Bylaw No. 4978**".

2. Zoning Amendment

2.1 That *Lots 3 and 4, District Lot 1, Alberni District, Plan 5990 (PID: 005-934-923, 005-935-181)*, located at **3503 11th Avenue**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, are hereby rezoned from 'R2 – One and Two Family Residential' to '**R3 Small Lot Single Family Residential**'.

3. Map Amendment

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

READ A FIRST TIME THIS 26TH DAY OF NOVEMBER, 2018.

READ A SECOND TIME THIS 26TH DAY OF NOVEMBER, 2018.

A PUBLIC HEARING WAS HELD THIS 14TH DAY OF JANUARY, 2019.

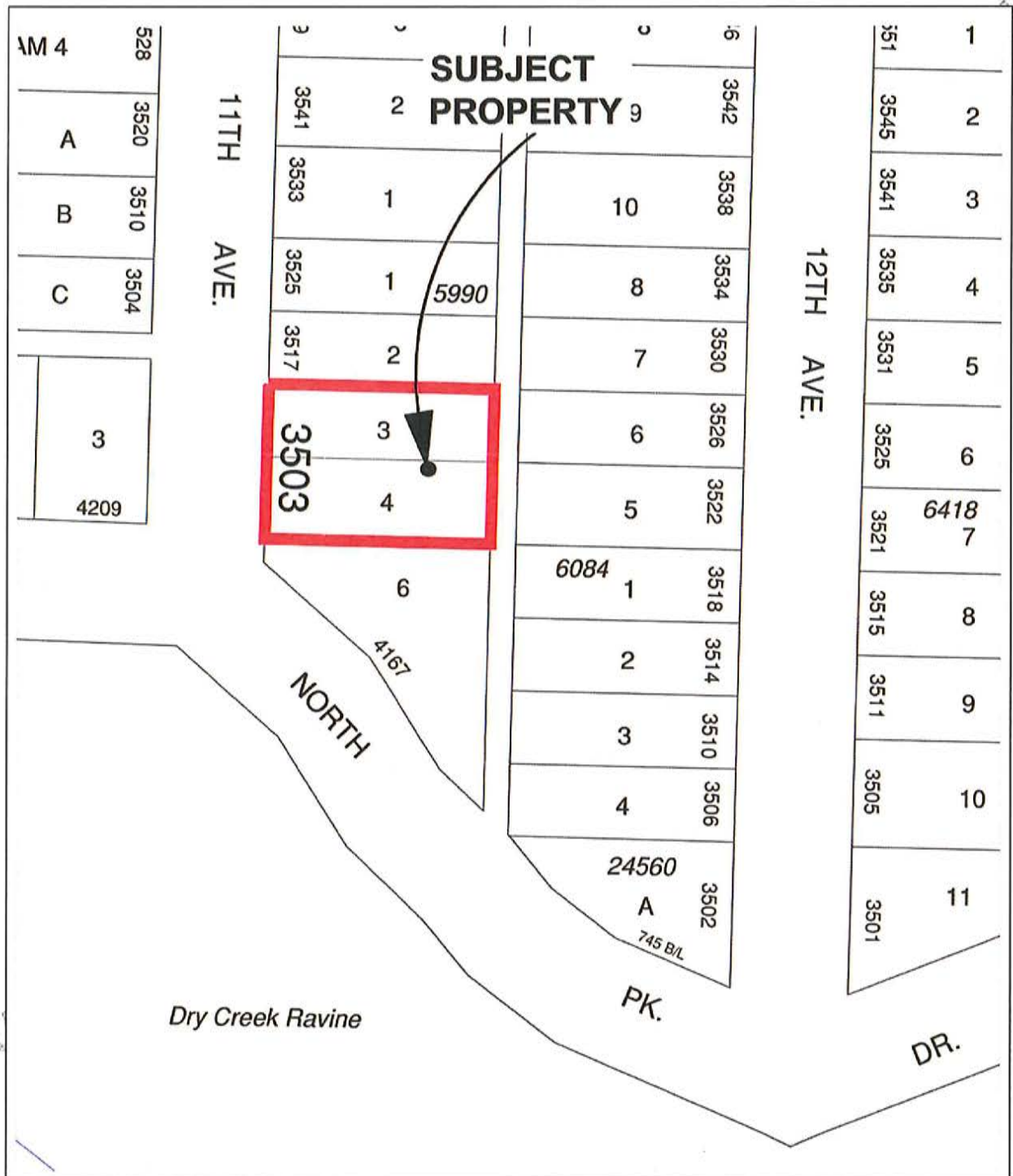
READ A THIRD TIME THIS DAY OF , 2019.

FINALLY ADOPTED THIS DAY OF , 2019.

Mayor

Clerk

Schedule "A" to Bylaw No. 4978



3503-11thAve-Saltar-ZonMapAmendBylaw

CITY OF PORT ALBERNI

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 Effective January 1 of each year, Mayor and Council remuneration shall be increased 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 14TH DAY OF JANUARY, 2019.

READ A SECOND TIME THIS 14TH DAY OF JANUARY, 2019.

READ A THIRD TIME THIS 14TH DAY OF JANUARY, 2019

FINALLY ADOPTED THIS DAY OF , 2019.

Mayor

Clerk



CITY OF PORT ALBERNI

BYLAW SERVICES

TO: Tim Pley, CAO

FROM: Flynn Scott
Manager of Bylaw Services

DATE: January 23rd, 2019

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

Tim Pley, CAO

SUBJECT: Business Licence Bylaw No. 4980

Issue:

To introduce the "City of Port Alberni Business Licence Bylaw No. 4980, 2019" for consideration for first and second reading.

Background:

Legislative Authority

Under section 8(6) of the *Community Charter* (the "Charter"), municipalities may, by bylaw, regulate in relation to business.

Under section 15 of the Charter, Council may, by bylaw, establish a system of licences which:

- Prohibits any activity until the licence has been approved or granted;
- Provides for the granting and refusal of licences;
- Establishes terms and conditions that must be met for approval and continuing to hold or renew a licence;
- Adopts standards, codes, or rules published by a provincial, national, or international body or standards association;
- Provides for the suspension or cancellation of licences; and
- Provides for reconsideration and appeals of decisions related to granting, refusal, suspension, or cancellation of a licence.

Discussion:

Various changes from the current Business Licence Bylaw are being proposed in Bylaw No. 4980 in order to update definitions and improve clarity around provisions. In addition to a number of clerical updates, new classifications have been established to reflect business practices within our community. Overall, several new classifications of businesses have been identified that may contribute to positive economic development within the City of Port Alberni.

What does each section of Bylaw No. 4950 mean?

Section 1 – is the name of the bylaw.

Section 2 – is the definition section.

Section 3 – is general regulations pertaining to any business being conducted within the City of Port Alberni. These provisions apply to any classification of business.

Section 4 – is the administration and enforcement section. This section states the Licence Inspector's authorities to enforce this bylaw.

Section 5 – is the licence fees section. This section clarifies terms and conditions, as well as applicable fees, for business licences.

Section 6 – is the application and renewal process for obtaining and maintaining a business licence.

Section 7 – is the licence transfer requirements for applying to a new business location within the City of Port Alberni.

Section 8 – is the suspension, cancellation, and refusal section. This section specifically identifies a Licence Inspector's power to grant, issue, suspend, cancel, or refuse a business licence and conditions that can be placed on a business for operating in contravention to City bylaws.

Section 9 – provides proposed regulations pertaining to specific classifications of businesses. This section is divided into multiple subheadings.

Section 10 – is a standard clause in most bylaws that identifies the consequences for committing an offence against this bylaw.

Section 11 – is another standard clause in most bylaws which allows the remainder of a bylaw to stand if one section is found to be invalid by the Courts.

Short Term Rentals

Short Term Rentals ("STRs") 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.

While becoming an affordable accommodation option, short term rentals are often blamed for pricing out long-term renters and side-stepping hotel or other applicable taxes. When considering regulations to allow or restrict Short Term Rentals, it is important to understand the impact such regulations may have on the community.

In a report provided by Host Compliance – a leading provider of short-term rental compliance monitoring and enforcement solutions to local governments – there are 6 ways in which short-term vacation rentals impact communities. They are highlighted as follows:

1) Positive Economic Impact

- Short-term rentals will provide the City with an additional income through tax revenue.

- STR guests will benefit the community through tourism – spending money in stores, restaurants, bars, etc.
- STRs can support local residents to pay their bills or encourage increased home sales and renovations due to the incentive to rent short-term.

2) Less Long-Term Rentals Available

While short-term rentals are mainly located in residential areas and would therefore remove adequate space otherwise used for long-term living, bylaw regulations proposed include provisions requiring a permanent resident remain onsite while business operations are being conducted. Put simply: a property zoned or permitted to conduct short term rental operations must remain residential as its primary use and must always have a long-term tenant or owner residing onsite.

In order to accommodate this licensing requirement, the City of Port Alberni Zoning Bylaw will also need to be amended (a secondary suite being permitted with a permanent resident onsite and any future housing options ie. tiny homes, caretakers cottages, laneway homes).

3) Neighbourhood Changes

There are considerations to be voiced for neighbours of a short-term rental. For example, neighbours will see new visitors coming and going every few days with increased traffic to a residential neighbourhood. Further concerns to be raised could include increased garbage, parking issues, or noise complaints if a short-term rental is not properly regulated. Again, City staff is proposing bylaw provisions which require a permanent resident onsite at all times during business operations. Such concerns often arise from short-term rental communities that do not require a permanent resident to reside on the subject lot (vacation rental while away model). By imposing a permanent resident requirement, both long-term housing stock and responsible management of guests would be maintained.

4) Increased Tourism Activity

AirBnB and other short-term rental platforms have reported that vacation rentals are one method to boost local tourism. Due to price variations for accommodations (often lower than hotel or motel rates), less popular tourist destinations often become more attractive to visit. Increased short-term rental availability allows for a higher occupancy of tourists within our community, which could greatly benefit local businesses while simultaneously benefiting local home owners that are renting such spaces.

5) Unfair Playing Field for Traditional Lodging Partners

The hotel industry across the country has expressed concerns that business models for STRs offer unfair economic advantages by:

- (1) Not having to pay for staff, which results in lower accommodation costs offered; and
- (2) STRs have not, historically, been required to pay any form of tourist tax.

Studies conducted in the United States have confirmed a decrease in revenue by hotels, motels, and other commercial lodging industries as a result of STRs being present in their respective communities.

6) Missed Tax Revenues

STRs are not taxed in many cities, leaving local governments missing out on a significant amount of revenue. When regulating STRs, local governments have the authority to increase their revenue through taxes, permits, and business licences.

Home Occupations

Home Occupations have been amended to include further categories of businesses; including light manufacturing, such as crafts or home craft style businesses, online sales or retail businesses that require indoor storage.

Mobile Vending Businesses

Bylaw regulations have been implemented into Bylaw No. 4980 by referencing an existing policy regarding mobile vending businesses. The policy has been attached as Schedule "B" and forms part of the bylaw.

Retail Cannabis Businesses

City Staff is proposing regulations pertaining to Retail Cannabis Businesses that are consistent with recommendations supported by Council. In addition to proposing regulations for retail cannabis, City Staff is also proposing the removal of Medical Marijuana Dispensaries from the Business Licence Bylaw.

Conclusion:

This report has been provided to Council for consideration and discussion of Bylaw No. 4980. Additionally, City Staff is requesting that Council consider first and second reading of the proposed bylaw.

If the proposed bylaw is given first and second reading, City Staff proposes to distribute the proposed bylaw and associated documents to the general public for further input and comment. Following the comment period, Staff will address proposed changes and introduce them in a subsequent report in recommendation for third reading.

Recommendation:

That the report from the Manager of Bylaw Services dated January 23rd, 2019 be received.

That City of Port Alberni Business Licence Bylaw No. 4980, 2019, be introduced and read a first time.

That City of Port Alberni Business Licence Bylaw No. 4980, 2019, be introduced and read a second time.

That Council for the City of Port Alberni direct staff to engage the public and invite input on proposed City of Port Alberni Business Licence Bylaw No. 4980, 2019, prior to consideration of further readings of the bylaw.

Respectfully submitted,

Flynn Gray Scott
Manager of Bylaw Services

CITY OF PORT ALBERNI

BYLAW NO. 4980

A Bylaw to regulate businesses within the City of Port Alberni.

WHEREAS under Section 8(6) and 15 of the *Community Charter* a municipal council may, by bylaw, regulate businesses, including by:

- A. Regulating the conduct of business within the City for municipal purposes such as minimizing nuisances and advancing consume protection;
- B. Imposing licensing requirements for businesses; and
- C. Imposing fees with respect to regulation and the issuance of licenses by the City;

AND WHEREAS the Council of the City of Port Alberni considers it necessary and expedient to provide for the regulation of businesses and to require that businesses be licensed;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CITY OF PORT ALBERNI IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

1. TITLE

This Bylaw may be cited as "**City of Port Alberni Business Licence Bylaw No. 4980, 2019**".

2. DEFINITIONS

Terms in this bylaw have the same meaning as in the *Community Charter* and the Zoning Bylaw unless otherwise defined.

"Bed and Breakfast"	Means the operation of a bed and breakfast.
"Business"	Means the carrying on of a commercial or industrial undertaking of any kind or nature, or the providing of professional, personal or other services, but does not include an activity carried on by the government, its agencies or government owned corporations.
"Building Official"	Means the Building Official and Building Officials designated by the Corporation of the City of Port Alberni.
"Cannabis"	Means a cannabis plant belonging to the genus Cannabis and including the following: <ul style="list-style-type: none">(a) Any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not;

- (b) Any substance or mixture of substances that contains or has on it any part of such a plant; or
- (c) Any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

But does not include:

- (a) A non-viable seed of a cannabis plant;
- (b) A mature stalk, without any leaf, flower, seed or branch, of such a plant;
- (c) Fibre derived from a stalk referred to in item 2; or
- (d) The root or any part of the root of such a plant.

“Cannabis Accessories”	Means rolling papers or wraps, holders, pipes, water pipes, bong and vaporizers, that is represented to be used in the consumption of cannabis.
“Cannabis Retail”	Means the retail sales of <i>cannabis</i> and <i>cannabis accessories</i> .
“City”	Means the Corporation of the City of Port Alberni and lands lying within its boundaries.
“Council”	Means the City of Port Alberni Council.
“Enforcement Officer”	Means any person employed by the City as a bylaw enforcement officer, supervisor, or manager, or any member of the Royal Canadian Mounted Police.
“Home Occupation”	Means the use of a dwelling, or a dwelling unit on the same zoning lot, for commercial activities; these activities must be clearly secondary to the use of the building as a residential dwelling.
“Licence”	Means a licence to operate a business under this Bylaw.
“Licence Inspector”	Means a licence inspector, bylaw enforcement officer, supervisor, manager, or any person designated by the City.
“Market”	Means sell, offer for sale, promote, canvass, solicit, rent, advertise, book, arrange or facilitate sale or rental, and includes placing, posting or erecting advertisements physically or online, but does not include the mere provision of a neutral space or location for such marketing activities in newspapers, bulletin boards or online.

“Principle Residence”	Means the primary dwelling unit where an individual lives, makes their home and conducts their daily affairs, including, without limitation, paying bills and receiving mail, and is generally the dwelling unit with the residential address used on documentation related to billing, identification, taxation and insurance purposes, including, without limitation, income tax returns, Medical Services Plan documentation, driver’s licenses, personal identification, vehicle registration and utility bills.
“Permanent Resident”	In respect of any dwelling or lot means a person who normally resides in a dwelling on the lot and for these purposes a person cannot normally reside at more than one location within the City of Port Alberni.
“Person”	Includes a natural person, corporation, partnership or party, and the personal or other legal representatives of a person to whom the context can apply according to law.
“Premises”	Means a legal parcel, and may include more than one parcel where the parcels are within a single civic address.
“Residential Tourist Accommodation”	Means a business where accommodation is offered to paying guests for less than 30 days in a dwelling unit, and includes Bed and Breakfast and Short Term Rental Businesses.
“Short Term Rental”	Means the use of a dwelling unit to provide temporary accommodation to the traveling public in exchange for remuneration.
“Tourist Accommodation Property”	Means premises in the City where accommodation of paying guests for less than 30 days is a permitted use pursuant to the Zoning Bylaw and other land use enactments.
“Zoning Bylaw”	Means the <i>City of Port Alberni Zoning Bylaw No.4832</i> .

3. GENERAL REGULATIONS

- (1) No person shall carry on any business within the City unless that person holds a valid and subsisting business licence issued to that person for that business.
- (2) Every business shall comply with all federal, provincial, and municipal laws and regulations applicable to the business and the business premises.
- (3) If a person operates a business at more than one premises, that person shall apply for and maintain a separate business licence for each business.
- (4) If a person operates more than one classification of business at the same premises, that person shall apply for and maintain a separate business license for each business.

- (5) Every holder of a business licence shall display the business licence at the place of business in a location visible to customers and suppliers attending the business.
- (6) Every licence issued shall be deemed to be a personal licence to the licensee therein named.
- (7) A not-for-profit organization registered as a society is required to apply for and obtain a business licence at no cost to the applicant.
- (8) A valid licence will permit a business to conduct the specific activities to the stated extent described in the licence application. If a business entity makes any changes to the information contained in its business licence application, undertakes new business activities or expands those activities, it is required to obtain a new business licence or a business licence amendment for those activities.
- (9) No person operating a business within the City shall market that business or its products and services through any means of promotion unless:
 - (a) The person operating that business is the holder of a valid business licence issued pursuant to this Bylaw; and
 - (b) The marketing offers products and services that comply with City bylaws and related enactments.
- (10) No person shall carry on a business of any kind, in any way or manner on City owned property, parks, boulevards, highways, or other public property unless specifically authorized to do so by a permit under City bylaws or another enactment.

4. ADMINISTRATION AND ENFORCEMENT

- (1) The Licence Inspector may:
 - (a) grant, issue, amend, or transfer business licences if the Licence Inspector is satisfied that the applicant has complied with all of the bylaws of the City and related enactments that apply to the applicant's business;
 - (b) suspend, cancel, or refuse to issue a business licence in accordance with Section 8 of this Bylaw;
 - (c) impose conditions on a licence at the time of issuance, renewal, or suspension for the purposes of ensuring compliance with all applicable enactments pertaining to the business;
 - (d) inspect premises to ensure that all regulations and provisions prescribed in this Bylaw are carried out; and
 - (e) prepare, from time to time, forms to be used for the purpose of making applications under this Bylaw.

5. LICENCE FEES

- (1) Business Licence fees shall be in accordance with those specified in Schedule 'A' attached hereto and forming part of this Bylaw.
- (2) A penalty of 25% shall be added to each unpaid business licence as of January 31st of each calendar year or 30 days following the issuance of a new licence. If unpaid by this time, the licence shall to be revoked and a new business licence application shall be required.
- (3) For new businesses applying after July 1 in any year, the fee shall be reduced to one-half the annual fee.
- (4) If an Enforcement Officer determines that a person has carried on business prior to July 1 in any year and has failed to apply for a licence until after July 1, the licence fee shall not be reduced.
- (5) If an application for a licence is withdrawn, in writing, prior to the issuance of the licence, the licence fee shall be refunded to the applicant if licence was pre-paid.
- (6) No licence fee shall be refunded after the issuance of a licence.

6. APPLICATION AND RENEWAL

- (1) Every person who applies for a business licence shall submit to the City true and complete information disclosing the nature and character of the business to be carried on by the applicant, including:
 - (a) a complete application form;
 - (b) proof of consent by the owner or registered leaseholder of the premises if the applicant is not the owner or registered lessee of the property on which the business is to be located;
 - (c) copies of all current certificates, licences, and approvals from the federal, provincial, and local government authorities necessary to lawfully operate the proposed business, which may include:
 - (i) A building inspection report by the Building Official;
 - (ii) A Fire Safety Certificate;
 - (iii) A Health Certificate;
 - (iv) A Provincial Liquor or Cannabis Licence; or
 - (v) Any other information the Licence Inspector may require for the purposes of ensuring compliance with the City's bylaws and related enactments.
- (2) The terms of a business licence issued under this Bylaw are for a period commencing January 1 and ending December 31 of the year for which the licence is issued.
- (3) No licence holder shall carry on business without renewing the licence and paying the annual fee prior to January 1 in each year that the business is carried on.

- (4) Failure to pay the licence fee by January 31 will result in the revocation of the business licence.
- (5) Every owner or operator of a business shall notify the Licence Inspector of any changes in that person's mailing address and any changes to the business within 14 days of such change by completing the changes on an application form and submitting it to the Licence Inspector.
- (6) The Licence Inspector may, after providing reasonable notice, conduct an onsite inspection to confirm the details of a business licence application, renewal, transfer, or other change where the Licence Inspector determines that false information has been provided.
- (7) The Licence Inspector may refuse a licence application, renewal, transfer, or other change where the Licence Inspector determines that false information has been provided.

7. LICENCE TRANSFERS

- (1) No person shall change the location of a business unless an application for a licence transfer has been made to and approved by the Licence Inspector.
- (2) A licence transfer shall not be approved until the Licence Inspector is satisfied that the premises to which the business is proposed to be relocated complies with all applicable City bylaws and other related enactments.

8. SUSPENSION, CANCELLATION, AND REFUSAL

- (1) In addition to Council's power under section 60 of the *Community Charter*, a Licence Inspector may suspend, cancel, or refuse to issue, amend or renew a business licence for failure to comply with City bylaws, related enactments, or a condition of a business licence.
- (2) When a Licence Inspector suspends, cancels or refuses to issue, amend or renew a business licence, the Licence Inspector shall provide a formal letter outlining the reason(s) for the refusal.
- (3) If a Licence Inspector or Council suspends, cancels or refuses to issue, amend or renew the business licence for a business, the City may post a notice of suspension, cancellation, or refusal on the premises of the business.
- (4) A posted notice of suspension, cancellation, or refusal of a business licence shall not be removed until a Licence Inspector has issued a valid business licence.
- (5) If a business is operating without a licence required under this Bylaw, the City may post a notice describing the failure to hold a valid business licence on the premises of the business.
- (6) A posted notice of operating without a business licence shall not be removed until a Licence Inspector has issued a valid business licence.

- (7) An applicant or holder of a business licence may request that Council reconsider a Licence Inspector's decision to suspend, cancel or refuse to issue, or renew a business licence by delivering a written request to the City Clerk within 30 days of the Licence Inspector's decision being sent.
- (8) No person shall conduct any business pursuant to their business licence during a period of suspension of that business licence.
- (9) No person shall market a business during a period of suspension of that business' licence.

9. SPECIFIC REGULATIONS

9.1 Retail Cannabis Stores

- (1) The owner or operator of a Retail Cannabis Store must:
 - (a) hold a valid and subsisting non-medical retail cannabis provincial licence, issued by the Liquor and Cannabis Regulation Branch of British Columbia;
 - (b) provide proof of all related federal and provincial certifications;
 - (c) comply with all related federal, provincial and local regulations and enactments;
 - (d) operate between the hours of 9:00am and 11:00pm; and
 - (e) comply with the provisions set forth in the City's Zoning Bylaw.

9.2 Home Occupations

- (1) A Home Occupation:
 - (a) shall operate in accordance with Section 6.15 of the City's Zoning Bylaw;
 - (b) shall only be conducted on a lot owned or rented by the operator; and
 - (c) must apply for and obtain a City of Port Alberni Business Licence.
- (2) A Home Occupation shall not be conducted in such a manner as to create noise, dust, vibration, odour, smoke, glare, litter or heat, other than that normally associated with a residential dwelling.
- (3) A Home Occupation shall not cause any fire hazard, electrical interference, or traffic congestion on the street.
- (4) Any materials related to a Home Occupation must be stored within the dwelling or accessory building. No outside storage shall be permitted.
- (5) For clarity, a Home Occupation does not include:
 - (a) industrial manufacturing;

- (b) welding;
- (c) vehicle or machinery repair;
- (d) Residential Tourist Accommodation Businesses; or
- (e) any other light industrial use.

9.3 Residential Tourist Accommodation Business

- (1) No more than one Residential Tourist Accommodation Business is permitted on a lot.
- (2) A Residential Tourist Accommodation Business shall only be operated within one dwelling unit on a lot.
- (3) Residential Tourist Accommodation Businesses shall provide one off-street parking space for each bedroom identified as in use by the business. In addition to this requirement, one off-street parking space shall be provided for the permanent resident of the property.
- (4) Each bedroom intended to be operated as part of a Residential Tourist Accommodation Business shall be clearly identified at the time of a new or renewal business licence application process through the provision of a floor plan showing the location of each bedroom.
- (5) Any changes to the number or location of bedrooms shall be provided to the Licence Inspector through a licence amendment application, prior to those bedrooms being used by the business.
- (6) An operator of a Residential Tourist Accommodation Business shall not:
 - (a) rent out or provide any sleeping accommodation within any vehicle, tent, or any accessory building;
 - (b) permit more than three (3) bedrooms to be made available for use;
 - (c) permit more than (6) overnight guests at one time; or
 - (d) allow beds or bedrooms to be used that are not identified on the business licence application for that premises.
- (7) An operator of a Residential Tourist Accommodation Business shall:
 - (a) Comply with all applicable requirements in the Zoning Bylaw and related enactments;
 - (b) Display the business licence number on any marketing, advertisements, or promotions for that business; and
 - (c) Display the business licence for that premises on the business premises.

9.4 Short Term Rentals

- (1) An applicant for a Short Term Rental business shall provide:
 - (d) proof that they are a Permanent Resident on the property; or
 - (e) the name of the Permanent Resident(s) on the property and a copy of a tenancy agreement, or other proof satisfactory to the Licence Inspector, of an existing and ongoing principle residential use, at the time of a new or renewal application.
- (2) An operator of a Short Term Rental shall ensure that a Permanent Resident on the property is present and available within the City at all times while guests are staying on the premises, and is able to respond to concerns raised by guests, neighbours, or the Licence Inspector within 24 hours.
- (3) An operator of a Short Term Rental shall provide to each guest and the Licence Inspector the telephone number of the person who is present or available to respond to concerns pursuant to City bylaws or provincial regulations.

9.5 Mobile Vending Businesses

- (1) Mobile Vendors must comply with terms and conditions set forth in the City of Port Alberni's Mobile Vending Policy, attached hereto and forming part of this Bylaw as Schedule "B".

10. OFFENCE

- (1) Any person who contravenes or violates any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of, or in violation of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence and is liable to the penalties imposed.
- (2) Where the offence is continuous, each day the offence continues shall constitute a new and separate offence.
- (3) No person shall obstruct an Enforcement Officer engaged in the administration or enforcement of this Bylaw.

11. SEVERABILITY

- (1) If any provision of this Bylaw is held to be invalid by any court of competent jurisdiction, it is intended that that provision may be severed and its severance shall not affect the validity of the remainder of the Bylaw.

12. REPEAL

- (1) City of Port Alberni Business Licence Bylaw No.4951" and all amendments thereto are hereby repealed.

READ A FIRST TIME THIS DAY OF , 2019.

READ A SECOND TIME THIS DAY OF , 2019.

READ A THIRD TIME THIS DAY OF ,2019.

FINALLY ADOPTED THIS DAY OF , 2019.

Mayor

Clerk

SCHEDULE "A"

Business Licence Classifications

CATEGORY	DESCRIPTION	FEE
1. Service	All businesses except those identified in Categories 2-8 of this schedule	\$132.00
2. Escort Service	Any business which offers to provide services of Escorts	\$2,200.00
3. Financial Institutions	Banks Trust Companies Finance Companies	\$550.00
4. Liquor Outlets	Public Houses Lounges Cabarets Night Clubs Liquor Stores Other liquor-related	\$220.00
5. Pawnbrokers	Business professional who buys merchandise of value, making loans to individuals using tangible property as collateral, and in some cases, running a storefront operation to resell collateral pieces not recovered by owners	\$550.00
6. Special Events	Carnival Circus Exhibition Horse/Pony Show Dog Show Other	\$220.00 (per day, to a maximum of \$2,200.00 per event)
7. Retail Cannabis	Retail sale of cannabis and cannabis accessories	\$3000 to apply \$220.00 renewal fee
8. Mobile Vending	Business where a vehicle is used as a mobile restaurant.	\$132.00

SCHEDULE "B"

Mobile Vending Policy

Definitions

Mobile Vending Vehicle

"A vehicle not registered to operate on a highway and which is approved for use as a vending outlet for food and beverage and/or a vehicle registered to operate on a highway and which is used in the carrying on of a business as a mobile restaurant"

Policy Regulations

Mobile Vendors may operate in the City of Port Alberni according to the following terms and conditions:

- a) All Mobile Vendors operating within the City of Port Alberni must obtain a Business Licence.
- b) All Mobile Vending Vehicles for food and beverage must be approved for use by the local Provincial Health Inspector.
- c) Failure to abide by any of the policy regulations will result in cancellation of the Business Licence.
- d) The City shall not issue any licence for a Mobile Vendor until the applicant has provided evidence that all vehicles intended for use as mobile stores, restaurants, or vending push carts by the applicant are insured under a comprehensive liability policy or insurance for five million dollars (\$5,000,000.00) with the City of Port Alberni named as additional insured.
- e) The applicant shall indemnify and save the City harmless against all loss, damage, costs and liabilities, including fees of solicitors and other professional advisors arising out of:
 - i) any breach, violation or non-performance of any provision of this bylaw, and
 - ii) any personal injury, death or property damage related to the operation of a mobile store, mobile restaurant or mobile vending push cart.

It shall also be provided that coverage under the policy cannot be cancelled or any provisions changed or deleted unless thirty (30) day prior written notice is given to the City by the insurer.

- f) All Mobile Vending Vehicles must comply with all traffic regulations, shall be in good mechanical condition and meet all the food handling requirements of the provincial government. Mobile Vending Vehicles shall be in possession of valid permits issued by the provincial government authority having jurisdiction.

- g) Mobile Vending Vehicles shall not be located in City Parks without approval from the Director of Parks, Recreation & Heritage and there is a daily fee which is in addition to the Mobile Vending Licence fee.
- h) The operator of a Mobile Vending Vehicle must provide waste receptacles and shall be responsible for cleaning all litter generated within 20 metres of the mobile vending vehicle. Arrangements for collection of garbage shall be made through the City.
- i) The only goods to be sold from a Mobile Vending Vehicle are food and beverages.
- j) A minor amount of accessory equipment, limited to tables, chairs, racks, or signs shall be permitted within 5 metres of the Mobile Vending Vehicle or to the approval of the City.
- k) If a Mobile Vending Vehicle located on a City sidewalk or boulevard, 1.5 metres (5') of the sidewalk or boulevard shall be provided at all times for passing pedestrians.
- l) Unless a Mobile Vendor has leased space from the City, the Mobile Vendor shall remove any vehicle, trailer, push cart or materials associated with the mobile vending operation each day between 10:00 pm and 7:00 am.
- m) Mobile Vending sales are restricted to the hours of 7:00 am to 10:00 pm.
- n) No Mobile Vending shall be permitted within a two block radius of any school between the hours of 8:00 am and 5:00 pm, Monday to Friday during the regular school year.
- o) Mobile Vending Vehicles shall not be located within 50 metres of any like food service establishment without the express written non objection of the food service establishment.
- p) All Mobile Vendors may be required to provide a copy of the menu items to be served for review by the City.

FEDERATION
OF CANADIAN
MUNICIPALITIESFÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS[HOME](#) > [EVENTS & TRAINING](#) > [ANNUAL CONFERENCE AND TRADE SHOW](#)

Annual Conference and Trade Show

Date: Thursday May 30, 2019 - Sunday June 2, 2019

Location: Quebec, QC

Online registration will open on January 21 at 1 p.m. ET

FCM's 2019 Annual Conference and Trade Show will be held in beautiful Quebec City, May 30–June 2, 2019. With dozens of engaging workshops, study tours and keynote speeches from Canada's federal political leaders,

REGULAR COUNCIL AGENDA - JANUARY 28, 2019

<https://fcm.ca/en/events-training/conferences/annual-conference-and-trade-show>

ENTERED 77

H.1

this crucial last conference before Federal Election 2019 is one event you won't want to miss. Network with your peers, sharpen your community-building tools, and be part of the incredible municipal momentum that's shaping this country.

At the conference, you will:

- **Learn** best practices and gain new insights to solve your municipality's challenges.
- **Network** with more than 2,000 delegates from across the country.
- **Influence** the municipal agenda while hearing from federal party leaders.
- **Exchange** and share knowledge that can help strengthen your community.
- **Achieve** your municipality's full potential and raise your community's profile.

JOIN US IN QUÉBEC CITY!

Will you be attending FCM's 2019 Annual Conference and Trade Show?



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Follow Us

Coastal Communities Social Procurement Initiative

Why is Social Procurement Important?

Communities today are facing complex social, economic and environmental challenges. Every year, local governments across BC award contracts for goods and services with significant public funds.

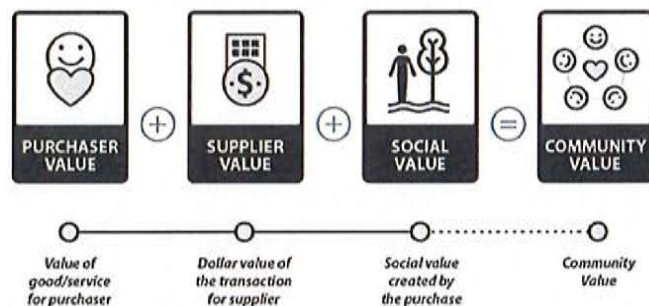
Social procurement focuses on 'best value for money' beyond just a financial transaction. Procurement becomes a tool for building healthy communities.

It is becoming an increasingly expected practice that RFPs include local community and environmental impact assessments and goals, at all levels of government.

What is Social Procurement?

Social procurement is an additional way that local governments can direct resources towards community benefit. Since 2016, local coastal governments have been identifying ways to integrate social procurement principles and actions into their processes.

From November 2018 - October 2020, the Coastal Communities Social Procurement Initiative will assist coastal communities to advance local social procurement.

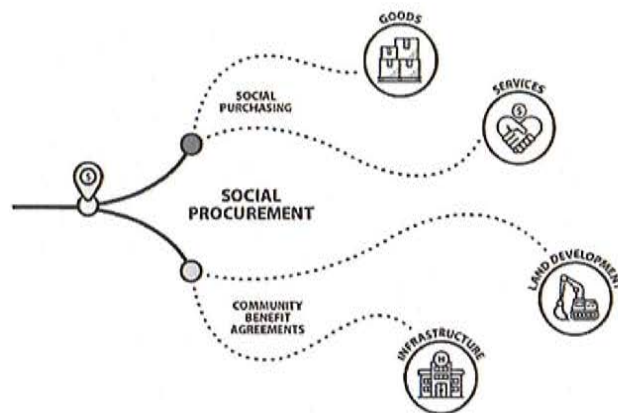


Social Procurement means leveraging a social value from your existing procurement.

HOW CAN SOCIAL PROCUREMENT CREATE ADDITIONAL VALUE?

Social procurement can be adapted to meet specific community needs. Some communities have integrated into RFPs criteria such as employment of marginalized population groups, local food, housing affordability, community engagement, local economic revitalization, beautification and cultural amenities.

The first step is identifying what your community's challenges and needs are, and how procurement can help address them.



What is the Coastal Communities Social Procurement Initiative (CCSPI)?

CCSPI is a 2-year initiative to assist local governments in the AVICC region to implement social procurement assessments, policies, strategies and measurement.

Launching in February 2019, member organizations will have access to:

- Education and training of elected officials and staff
- Communication and networking to collect and share stories of success and learning
- Awareness raising, education and training for suppliers and contractors

How do we become a member organization?

Contact Mayor Josie Osborne at osborne@tofino.ca

How can I learn more about CCSPI?

Contact Beth Schmidt, CCSPI Project Coordinator at bschmidt@scalecollaborative.ca

CCSPI services will be delivered by a partnership between four expert organizations in social procurement, supply chains, social enterprise and local community development.



COASTAL
COMMUNITIES

SOCIAL PROCUREMENT INITIATIVE

**Alberni-Clayoquot Regional District
January 9, 2019**

COASTAL
COMMUNITIES
SOCIAL PROCUREMENT
INITIATIVE

Overview

- **Background**
- **What is Social Procurement?**
- **How does Social Procurement add value?**
- **What is the Coastal Communities Social Procurement Initiative?**
- **How to Join!**
- **GOALS TODAY:**
 - Answer initial questions and discuss interest
 - Refer to 2019 budget process

2

Background

April 2016 AVICC passes motion to advance use of social procurement in local government

May 2016 Island and Coastal Communities Working Group struck and commenced work.

Sept 2016 UBCM endorses AVICC motion

April 2017 AVICC passes motion directing Working Group to create concept for region-wide Social Procurement Hub

April 2018 Hub concept presented to packed house at AVICC session; Province appoints ADM from Ministry of Citizens Services to Working Group.

August 2018 Hub partially funded through Island Coastal Economic Trust for two years

November 2018 Contract awarded for Coastal Communities Social Procurement Initiative

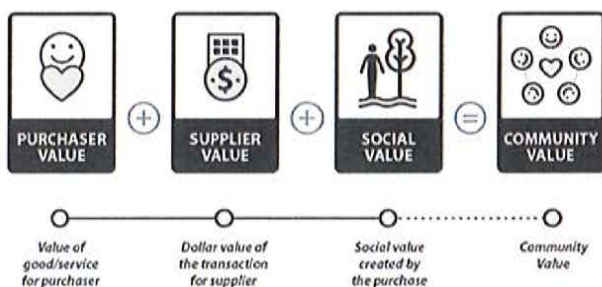
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What is Social Procurement?

- A way for local governments to direct resources towards community benefit
- Contracts are assessed on 'best value for money' by considering elements such as community and environmental impact assessments, objectives and goals
- Leveraging social value from existing procurement

4

What is Social Procurement?

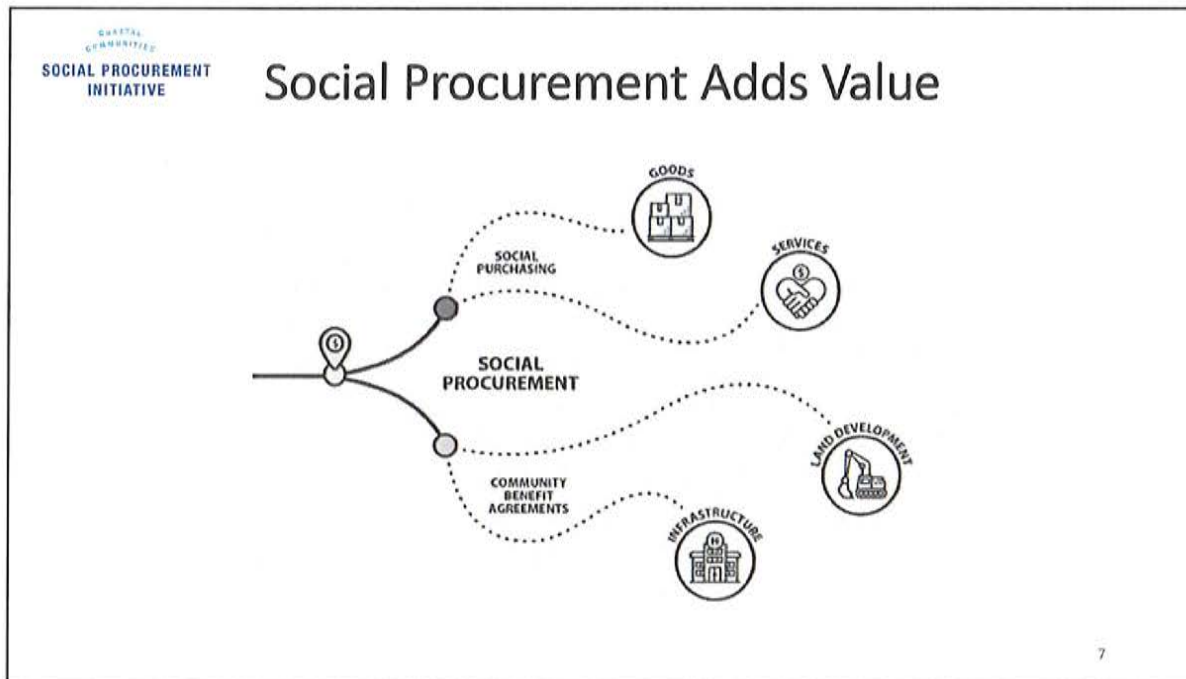


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Social Procurement Adds Value

- Social procurement can be adapted to meet specific community needs.
- Some communities have integrated into RFPs criteria such as employment of marginalized population groups, local food, housing affordability, community engagement, local economic revitalization, beautification and cultural amenities.
- The first step is identifying what your community's challenges and needs are, and how procurement can help address them.

6



COASTAL COMMUNITIES
SOCIAL PROCUREMENT INITIATIVE

- A two-year initiative to assist local governments in the AVICC region to implement social procurement assessments, policies, strategies and measurements
- Starting February of 2019, member organizations will have access to:
 - Training for procurement staff and elected officials (education)
 - Education and training for suppliers and contractors
 - Templates, sample RFPs, best practices in social procurement, sample "Social Value Menus"

8

COASTAL
COMMUNITIES

**SOCIAL PROCUREMENT
INITIATIVE**

Vision

- All local governments in the Vancouver Island and Sunshine Coast region have access to advice to develop in-house tools and skills to implement social procurement.

Mission

- To improve the health of our communities and the strength of our economies by changing the culture of public sector procurement.

9

COASTAL
COMMUNITIES

**SOCIAL PROCUREMENT
INITIATIVE**

Goals

- Local governments in the AVICC region are embracing and implementing strategic procurement principles/policies/frameworks.
- There is a standardized approach to strategic procurement across local government while each local community has the ability to create the social value as determined by its elected officials/community.
- Procurement staff in local governments are trained in strategic procurement and have the know-how to issue tenders and RFPs that result in community benefits.
- Product and service suppliers are fully engaged in and supportive of the Hub and are bidding on contracts and responding to RFPs issued by local governments.
- The provincial government is aware of, engaged in, and fully supportive of the Hub.
- A robust monitoring reporting framework is in place.
- A business plan has been developed, with a sustainable funding model for either the continuation of the Community Benefit Hub or for an "AnchorVI."
- The interest of the wider MASH sector has been piqued.

10

Why you should care!

- Federal government Community Benefit legislation (Spring 2018) requires reporting on Community Benefits for all large infrastructure projects.
- Federal pre-budget report in House of Commons Finance Committee Dec 10 2018: "Support, through government procurement, initiatives with a significant social impact; finance a centre of expertise in social procurement."
- Provincial government's new approach to procurement emphasizes social value as part of value for money.
- The Coastal Communities Social Procurement Initiative will ready our region for changing expectations of senior levels of government when it comes to funding our infrastructure projects.

11

Current Members

- Campbell River
- Cowichan Valley Regional District
- Cumberland
- Gibsons
- Ladysmith
- Powell River
- Qualicum Beach
- Tofino
- Victoria

12

COASTAL
COMMUNITIES
**SOCIAL PROCUREMENT
INITIATIVE**

- **How to become a member?**

- Use the membership calculator to figure out the cost to your local government (~\$1900 for ACRD for two year commitment)
- Ready to join? Fill out a funding commitment form (you'll receive it by email) and send us your cheque.
- For more information contact Mayor Josie Osborne at osborne@tofino.ca

13



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fax:
(604) 683-7255

email:
rcbc@rcbc.ca

web:
www.rcbc.ca

January 11, 2019

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

Dear Mayor Sharie Minions and Council:

Re: Recycling Council of British Columbia 45th Annual Zero Waste/Circular Economy Conference 2019

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

We invite you to attend **RCBC 2019 "Conference on Circular Economy" on May 8, 9, 10 2019 in Whistler, B.C.**, featuring a variety of topics relevant to local governments in B.C. Programming for RCBC 2019 (www.rcbcconference.ca) will include:

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

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

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

In our public policy work, we engage a variety of stakeholders to collaboratively develop and recommend progressive waste prevention initiatives and legislation. RCBC also facilitates the sharing of knowledge, good practices, and professional development. All of those elements are included as part of Canada's longest running waste prevention event, the annual RCBC Zero Waste Conference on Circular Economy, now in its 45th year.

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

Sincerely,

Brock Macdonald
Chief Executive Officer

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CITY OF PORT ALBERNI

Mayor's Report – January 23, 2019
Mayor Sharie Minions

MRDT

Meeting with local hotelier to learn more about history on hotel tax and hear ideas and opportunities for moving forward.

Budget Meeting

Attended initial budget meeting with council.

McLean Mill Committee of the Whole

Attended committee of the whole discussing McLean Mill challenges and opportunities. Great turnout from the public. Happy to see such engagement on this topic.

Alberni District Historical Association Lunch

Met with the board and volunteers who manage the archives. Learned a lot about the work that goes on there. Incredibly impressive longterm group of volunteers who contribute an amazing amount to our community.

Meeting with Councillor Paulson

Meeting with Councillor Paulson to provide background information on Vancouver Island Regional Library Board prior to his first meeting.

Chris Francey

Met with Chris Francey, executive director of West Coast Hospital Foundation to hear about their new fundraising initiatives.

Tech Incubator Funding Exploration

Conference call with economic development manager to explore possible funding opportunities for a tech incubator in our community.

Reconciliation Committee

Reconciliation meeting to review final recommendations coming forward from committee in final report.

Island Corridor Foundation

Attended an informational full day meeting to receive information on the history and progress of the Island Corridor Foundation.

Tour of Shelter

Went on a tour of the new shelter and met with Wes Hewitt and John Douglas to hear updates on other aspects of the Shelter's business.

Wayne Oliver

Met with Wayne Oliver to discuss APR and ideas surrounding increasing profitability of our Train and Rail operations.

District Group

Met with members of the District Group to hear updates on Anderson Hill and future ideas for investment in the community.

Local Business owners and community members

Met with several members of the community to hear ideas and feedback regarding budget, industry, beautification, etc.

Councillor Report

For January 28, 2019

Councillor Ron Corbeil

On behalf of the Port Alberni City Council I attended:

1. January 16, 2019 along with Mayor Minions and C.A.O. Pley attended the Island Corridor Foundation (ICF) meeting. The agenda included the history and structure of the ICF which is a federally chartered foundation (ability to issue tax receipts) and is a partnership with the First Nations and Regional Districts. Information was given on the Washington Group that runs the Southern Vancouver Island Railway. The SVIR runs just around the Nanaimo area and bring train cars to the barge that brings them to the lower mainland. There was a presentation on an excursion train that was piloted out of Nanaimo in 2016. A study was done that showed a seasonal service (June to September) could be profitable with 12 to 35 trips if connected with the cruise ships. A number of other possible tours were discussed primarily between Qualicum Beach and Chemainus. The CEO, Larry Stevenson spoke very highly of the Port Alberni line for the potential linkage to the harbour as well, as the scenic beauty of the trip between Port Alberni and Parksville. There was also information on a number of trails that are built on the rail right a way which is 100 feet wide in most instances.
2. January 16-18, 2019, I attended the Truck Loggers Association (TLA) convention. Highlight was Premier John Horgan announced the Coast Forest Sector Revitalization Initiative which will involve changes to ensure more logs are processed locally, reduction in waste, involving the First Nations in the forest industry more and improved audits on private lands. Some issues that I had discussions with delegates about that has implications for the community were; training, funding possibilities and private land issues.
3. January 23, 2019 along with councillor Paulson I attended the Advisory Traffic Committee. Cycle Alberni reported on a number of issues that they see and made recommendations to resolve.

We discussed the following:

- a crosswalk at Johnston Road and Ian Avenue,
- a "deer crossing" signs at 10th Avenue and North Park Drive and 10th Avenue and Dunbar Street,
- a sponsorship program for upgraded city crosswalks,
- traffic safety issues at the intersection of Leslie Avenue and Lathom Road just above the train tracks,
- Issues regarding unlit pedestrian crosswalks at our main intersections,
- E.J. Dunn and the City's Argyle Water Supply Main Replacement Project,
- Issues at Alberni Elementary School regarding traffic flow concerns at the school.

Councillor Report

For January 28, 2019

Councillor Debbie Haggard

January 9, 2019 - Rural Coordination Centre of BC

The Rural Coordination Centre of BC advocates for rural health in BC. Representatives are visiting rural communities throughout the province asking for information specific to their community. Many of their questions were concentrated around a SWOT analysis (strengths, weaknesses, opportunities, threats). There was also discussion on medical retention, recruitment and medical technology. A report will be prepared and forwarded to us upon completion.

January 11, 2019 – Aboriginal Healing Lodge

The morning a tour was provided to the representatives from Corrections Canada to the Friendship Centre, Rainbow Gardens and Kackaamin. The Tseshah First Nation hosted lunch and the subsequent meeting where Corrections Canada answered questions about an Aboriginal Healing Lodge. The outcome of the meeting resulted in a committee being formed to further explore the possibility of an Aboriginal Healing Lodge in Port Alberni. This committee will make presentations and recommendations to the local First Nations Councils.

January 21, 2019 – Special Meeting, Budget

This was a review of the three sections of the draft budget, Operations, Capital Projects and Special Projects. This gave me a better understanding of the proposed budget and the budget process.

January 21, 2019 – Committee of the Whole Meeting, McLean Mill

I appreciated learning some of the history of McLean Mill since its inception. The comments from the audience, both for and against, provided a clearer insight regarding the future of McLean Mill.

January 22, 2019 - Harbour Quay

I met with a local business owner to discuss possible improvements to Harbour Quay. A summary of this meeting was prepared and sent to the CAO, the EDO and the Mayor for their consideration.

Councillor Report

For January 28, 2019

Councillor Ron Paulson

1. December 17/18 – Major Projects Tour (all Councillors)
2. December 18 -21/18 – “Road to the World Junior Hockey Championships” – pre-tournament host community. Liaison with Hockey Canada as host community.
 - Welcome reception for the contingent from Kazakhstan
 - Host elementary school tours and intros at Kazakhstan practices (autograph sessions etc.)
 - Help organize formal international game between Team Switzerland and Team Kazakhstan.
 - Included First Nations in the formal opening ceremonies at the international game. Thanks to Jeff Cooke for being a big part of pulling this together and a huge thank you to the Tseshaht members who provided the drummers, singers and dancers.
3. December 9/19 – Meet with Ashley Medvid – Rural Site Visit Project
 - Discussion included: medical facility overcrowding, procurement and retention of qualified medical personnel, rural seniors care, lack of available emergency evacuation (i.e. – helicopter evacuations) in rural areas.
4. December 13/19 – attended memorial service for firefighter Carla Kulcyski.
5. December 14/19 – Public Hearing – Burde Street Development.
6. December 18/19 – Attended the Alberni Valley Community Stakeholders to End Homelessness meeting.
 - Roundtable discussion on various projects that are currently underway or will be in the near future.
 - The funding source for a coordinator for this group is no longer available so the Coordinator presented her final report.
7. December 19/19 – my first meeting as the City of Port Alberni representative on the Vancouver Island Regional Library Board. This was their AGM along with a new Directors orientation.

- Current Port Alberni users are as follows: 14% kids, 6% Teens and 80% Adults.
 - Total visitors 114,520
 - There is a planned renovation for our library for 2019 which will include some minor renovations and changes to furnishings. This project has been kick started by an anonymous local donation.
8. December 21/19 – Budget Session and Committee of the Whole – McLean Mill
 9. December 22/19 – Alberni Low Energy Housing Society
 - Design team is being assembled and further designs are being discussed.
 - The project should be able to reach “Passive House” qualifications and shooting for “Net Zero” status if possible.
 - 40- 50 Units of affordable housing.
 10. January 23/19 – Traffic Advisory Committee
 - Discussion around bike safety overall in our community with suggestions from Cycle Alberni.
 - Minutes to follow at a future Council Meeting.
 11. January 23/19 – Presentation on Social Procurement Policy Development – ACRD.

Councillor Report

For January 28, 2019

Councillor Helen Poon

Monday, 7th Jan

I attended the presentation of various city departments. Very informative indeed.

Monday, 7th Jan

I attended an informational session presented by Port Alberni Professional Firefighters Association.

Friday, 11th Jan

I attended the Community Action Team meeting. Notable upcoming events being held include a public dialogue session on mental health and addictions on 31 Jan and 27 Feb at the Barclay Hotel.

Sunday, 13th Jan

I attended the funeral of Sproat Lake volunteer fire dept member Carla Kulczynski.

Friday, 18th Jan

Attended a networking function in Vancouver, and promoted the exciting economic opportunities and comfortable lifestyle we have in Port Alberni.

Wednesday, 23 Jan

Met with McLean Mill Society to hear further insight and review documents not covered at Committee of Whole meeting.

Wednesday 23 Jan

Met with McLean Mill staff members to hear their insight which was not discussed in detail at Committee of Whole meeting.

Wednesday, 23 Jan

Attended ACRD media advisory.

Councillor Report

For January 28, 2019

Councillor Cindy Solda

Rainbow Gardens

The exciting expansion project is ahead of schedule about one week. Could be ready to open July 2019.

Renovations on existing building have started. Rainbow Gardens did have some issues with the storm. Lucky they did have generators to use their stoves, etc..

Rainbow Gardens RFP for the 40 Unit project has been accepted. It will be referred to as the RG40 project for clarity. Independent Living – three stories 31 – one bedroom/6 studio rooms/ 10 two bedrooms. If all goes well completion in two years. Project is worth approx. 10 million. (see attachment)

Special Meeting regarding Budget

2018 Budget from previous council was presented to the new council. Great start to work with and now the work will begin.

Committee of the Whole

McLean Mill

Full House attended by the community. Lots of people with real passion for our Mill. Of course some people want the mill to continue and some of the public do not want us to spend anymore money. Lots of different views from all sides and more discussions on McLean Mills future to come.

ACRD REPORT JANUARY 23rd, 2019

Presented by Councillor Solda

Mr. Daniel Sailland, CAO Town of Qualicum Beach, Mayor Josie Osborne, District of Tofino did a presentation to the ACRD, regarding the Coastal Community Social Procurement Initiative.

Federation of Canadian Municipalities (FCM) 2019 Annual Conference, registration for the conference January 19th. Conference is May 30th to June 2nd in Quebec City.

ACRD voted to cost-share with District of Ucluelet for Mayor Noel and City of Port Alberni Mayor Minions to go to the FCM. Fifty percent of the cost and travel will be given to both mayors from the ACRD.

BY-ELECTION

Beaufort and Cherry Creek by- election will be April 6th.

Open – Feb 19th for nominations

Mail – in ballots

Somass Watershed Flood Mapping Project – Stakeholder Committee Appointments

Directors voted to establish a select committee to provide stakeholder input into these mass Basin Flood Mapping project consisting of the following representatives; Tseshaht First Nation, Hupacasath First Nation, Nuuchal-nulth Tribal Council, DFO, BC Hydro, West Coast Aquatic, Alberni Valley Enhancement Society, Timber West, Island Timberlands, Ministry of Environment, PAPA, Catalyst, and three ACRD Directors - John McNab, Penny Cote, Cindy Solda

RESOLUTIONS for AVICC

(Staff will rework this resolution)

REGIONAL AGRICULTURAL SUPPORT

Whereas agricultural extension services can support government and community priorities around food security, economic development, climate change adaptation and water management; and whereas producers in each Regional District are subject to unique challenges and opportunities:

Therefore be it resolved that the Ministry of Agriculture provide funding to Regional Districts to establish stable and long-term regional agricultural support frameworks.



**LUBOR TRUBKA
ASSOCIATES
ARCHITECTS**

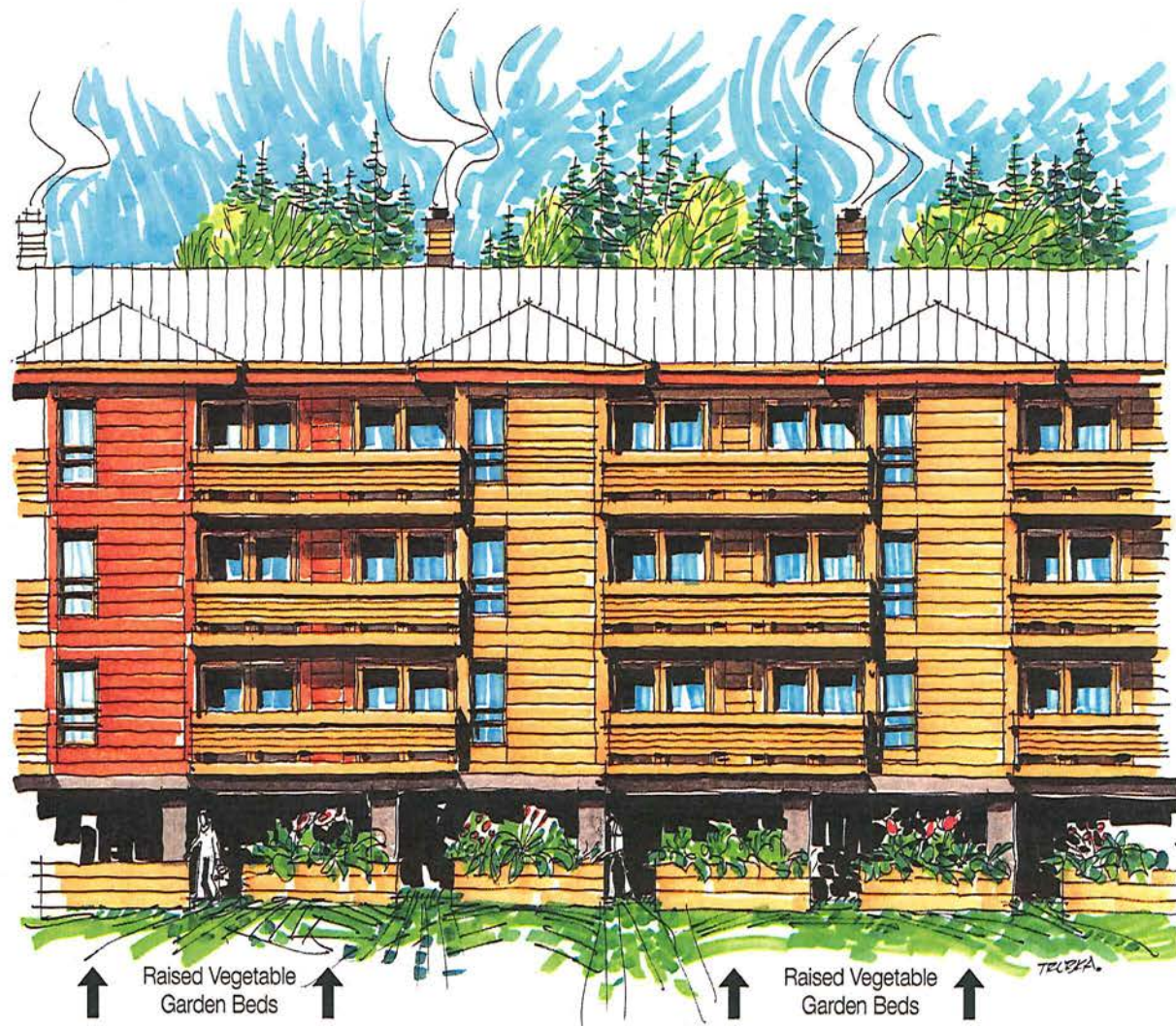
Drawing

Unit Study

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Drawn	LT	

A1

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ARCHITECTURAL ARTICULATION STUDY

Project
Tsawaya Yuus Rainbow Gardens

6151 Russell Place, Port Alberni,
BC

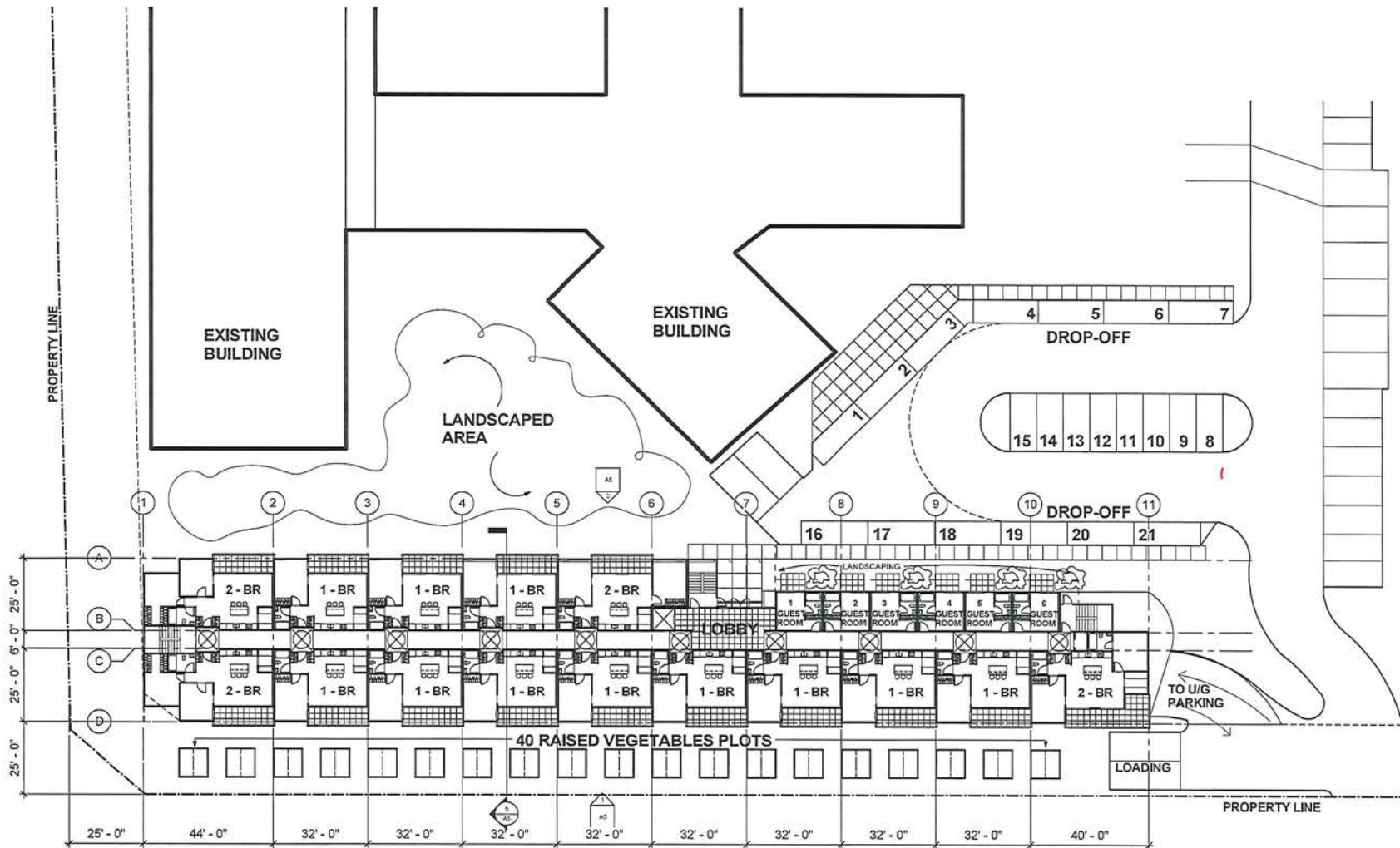
LUBOR TRUBKA
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V6P 2Z6 FAX: 604-687-3723

Drawing
**Architectural
Articulation Study**

Project No.	1808	Drawing No.	
Date	09/06/18		
Scale			
Drawn	LT		

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Project	Tsawaayuu Rainbow Gardens
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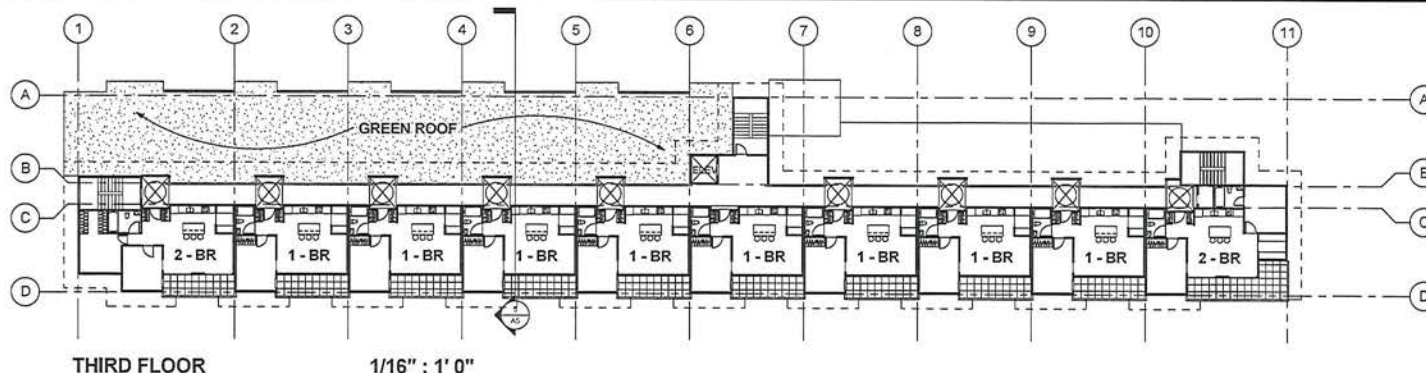
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Drawing
Site Plan and Ground Floor

Project No.	1808	Drawing No.	A3
Date	08/30/18		
Scale	1/16" = 1'-0"		
Drawn	Author		

SITE PLAN 1/16" : 1' 0"

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THIRD FLOOR 1/16" : 1' 0"



Tsawayaayus Rainbow Gardens

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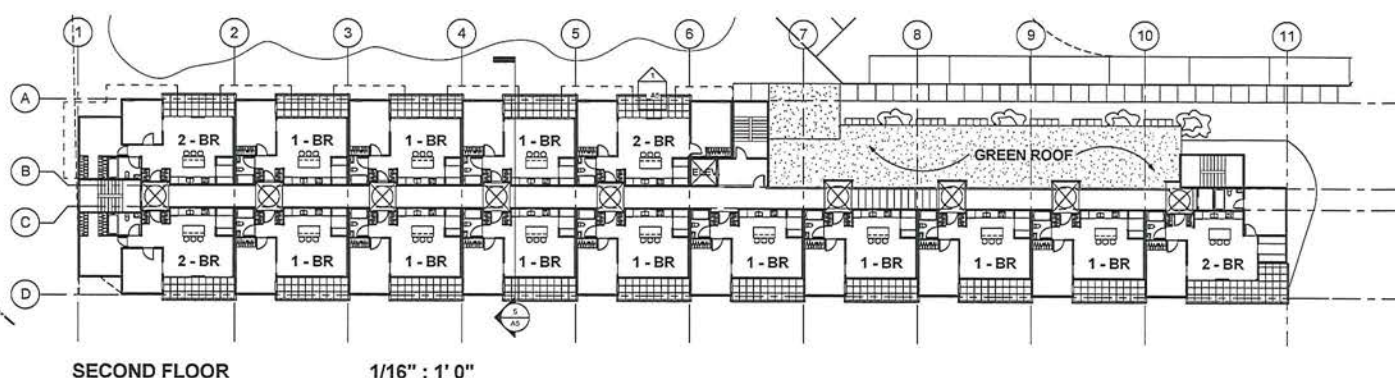
Drawing

Floor Plans

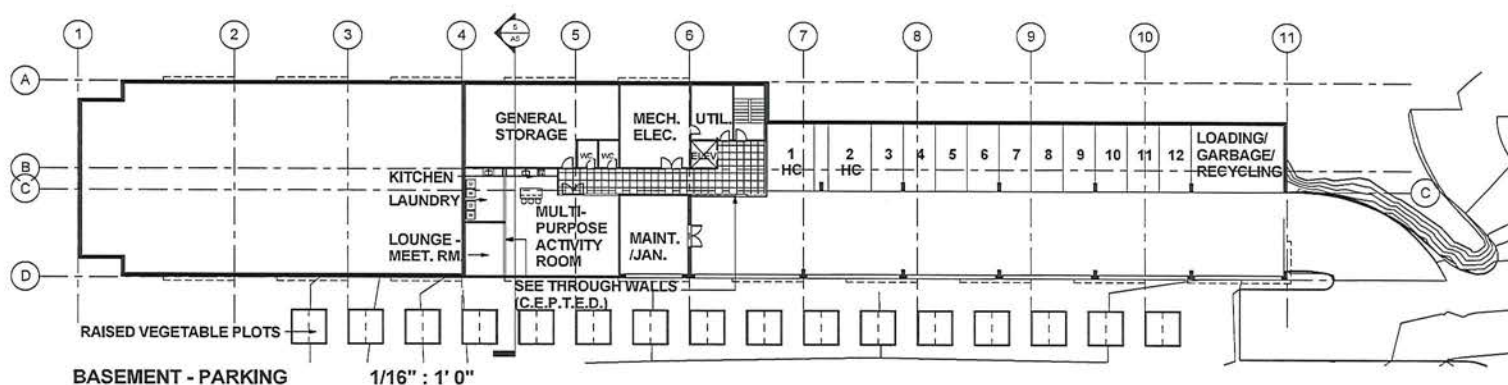
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Drawn	Author		

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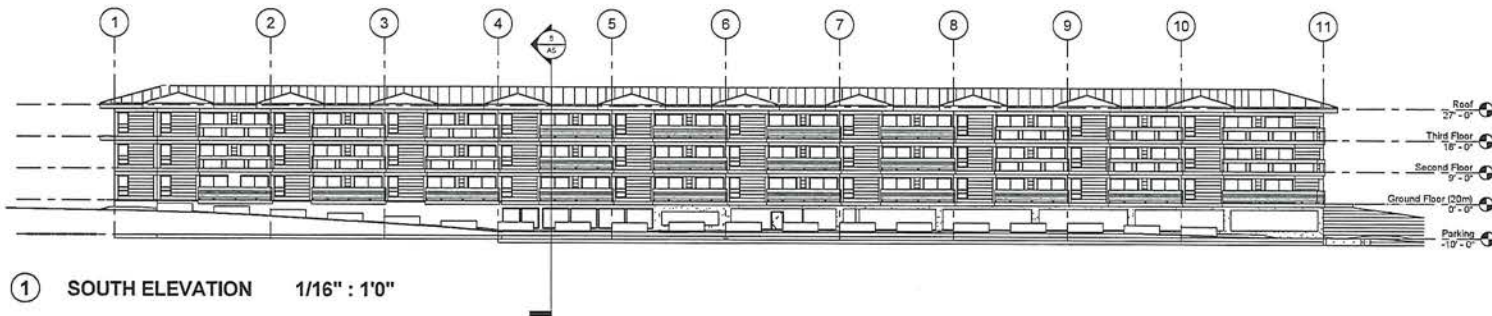
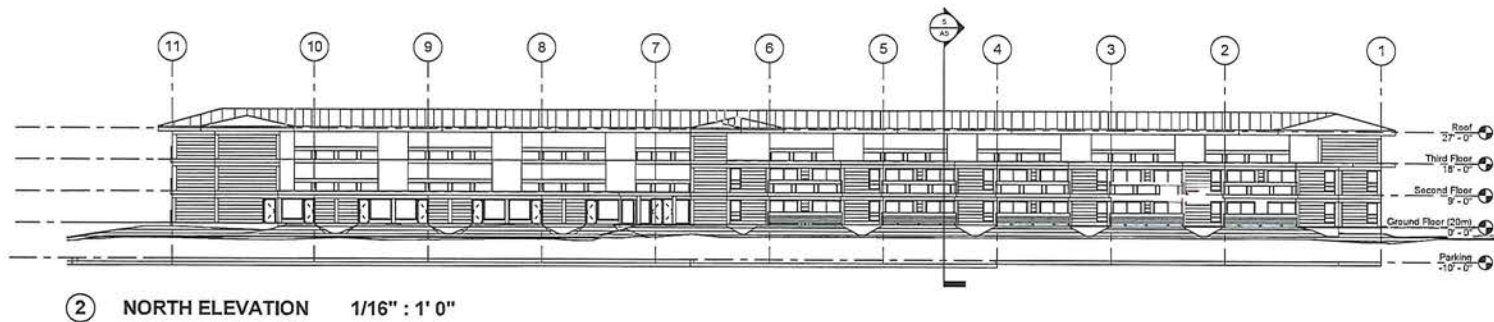
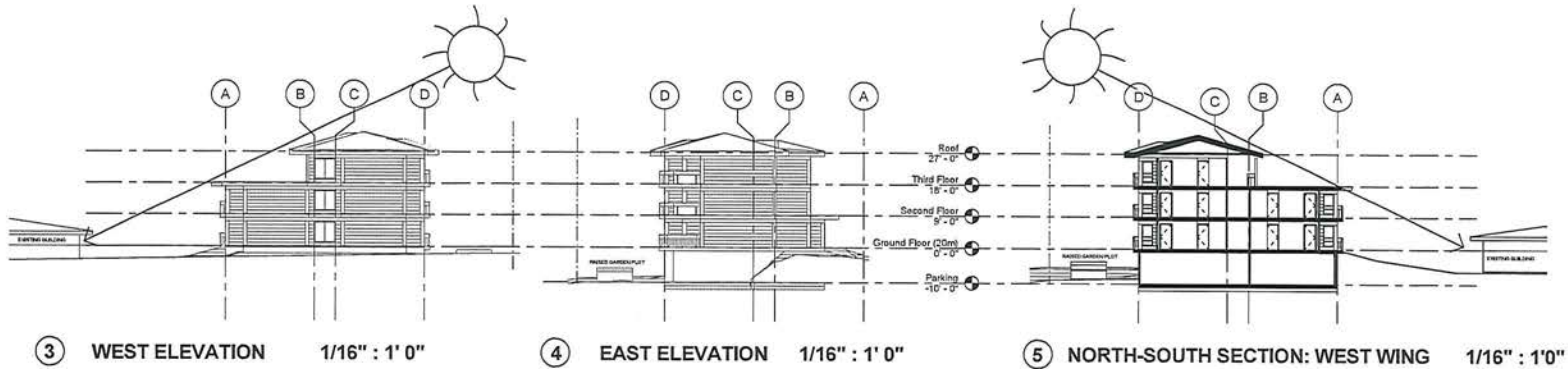


SECOND FLOOR 1/16" : 1' 0"



BASEMENT - PARKING 1/16" : 1' 0"

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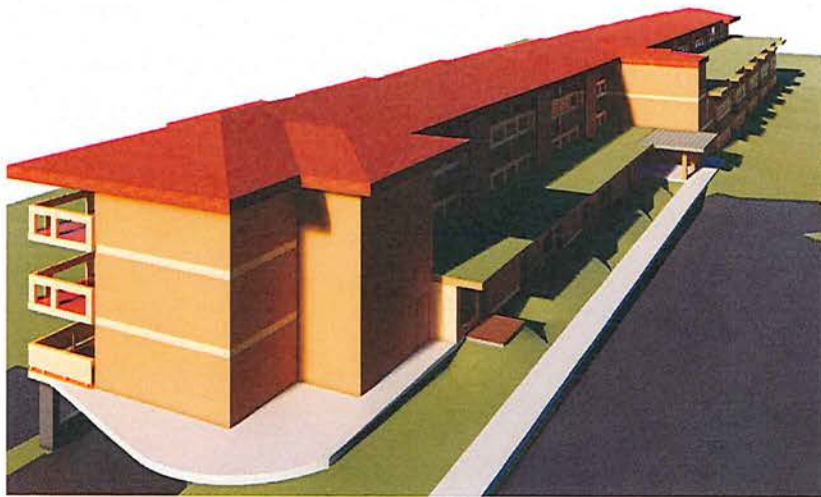
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Elevation and Sections

Project No.	1808	Issued For:	
Date	08/31/18		
Title	1/16" = 1'-0"		
Sheet	Author		

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MCDRHS154 2/18



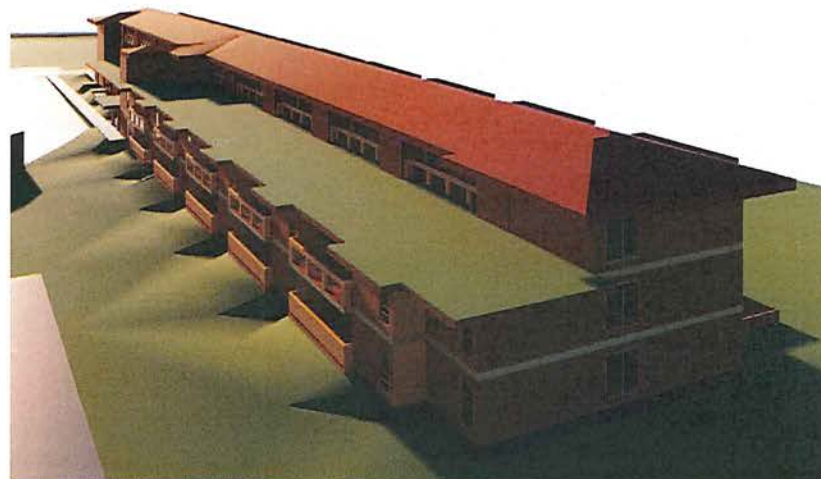
VIEW FROM NORTHEAST



VIEW FROM SOUTHEAST



VIEW FROM SOUTHWEST



VIEW FROM NORTHWEST

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Building Massing Study

Project No.	1808	Drawing No.	
Date	05/12/18		A6
Scale			
Drawn	CC		

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