
AGENDA - REGULAR MEETING OF COUNCIL

Monday, June 22, 2020 @ 2 PM

Via Video-Conference

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports please refer to the City's website www.portalberni.ca or contact the City Clerk at 250.720.2810 or by email davina_hartwell@portalberni.ca or the Deputy City Clerk at 250.720.2823 or by email twyla_slonski@portalberni.ca

We also wish to remind members of the public that we continue to conduct meetings of Council virtually in order to adhere to required social distancing protocols and protect the health and safety of citizens and staff. Individuals wishing to provide public input/questions to Council are reminded that:

- Public Input for Regular meetings of council will be received via council@portalberni.ca for presentation during Public Input
 - Questions regarding the business of the meeting will be received via council@portalberni.ca throughout the meeting and will be posed during Question Period [note Question Period is allocated for questions only and not intended for general comments]
 - Please include name and address on public input/questions for identification purposes
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A. **CALL TO ORDER & APPROVAL OF THE AGENDA**

1. Recognition of uncaded Traditional Territories.
2. Late items identified by Councillors.
3. Late items identified by the City Clerk.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube)

That the agenda be approved as circulated.

B. **ADOPTION OF MINUTES** - Page 5

1. Special Meeting held at 10:00 am, Regular Council Meeting held at 2:00 pm on June 8, 2020 and Special Meeting held at 2:00 pm on June 15, 2020.

C. **PUBLIC INPUT PERIOD**

An opportunity for the public to address Council on topics relevant to City Council. A maximum of four [4] speakers for no more than three [3] minutes each will be accommodated.

D. DELEGATIONS

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 [currently suspended due to COVID-19].

1. Accounts

THAT the certification of the Director of Finance dated June 22, 2020, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

**2. Manager of Planning – Development Variance Permit – 5200 Gertrude Street
– Page 11**

Report dated June 10, 2020 from the Manager of Planning requesting Council's consideration of issuance of a Development Variance Permit to vary the required amount of parking regulations from 33 parking spaces to 28 parking spaces.

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

The Mayor to invite any questions from Council.

THAT Council authorize the issuance of Development Variance Permit No. 101, to vary Zoning Bylaw 4832 as follows:

Vary Section 7.9 Required Amount of Parking regulations from 33 parking spaces to 28 parking spaces, a variance of 5 parking spaces, for the property located at 5200 Gertrude Street and legally described as Lot A, District Lot 12, Alberni District, Plan 29046.

3. Manager of Planning – Uptown Revitalization Strategy Update – Survey Results & Next Steps – Page 22

Report dated June 15, 2020 from the Manager of Planning providing Council with an update on the status of the Uptown District Revitalization Strategy.

THAT City Council receive for information the report titled Uptown Revitalization Strategy Update – Survey Results & Next Steps, dated for reference June 15, 2020.

4. Acting Director of Engineering – Award of Tender RFT009-20 Burde Street Watermain Upgrade – Page 38

Report dated June 15, 2020 from the Acting Director of Engineering requesting award of tender for the Burde Street Watermain upgrade.

1. *THAT Council authorize staff to amend the City's "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, for the purpose of increasing the funding available for the Burde Street Anderson to 17th Watermain Replacement 300mm capital project in the amount of \$105,000.00 with funding to be taken from the City's Water Infrastructure Capital Reserve fund.*
2. *THAT Council award the contract for the Burde Street Anderson to 17th Watermain Replacement 300mm Capital Project to Leuco Construction Inc. for the tender price of \$620,884.66 [including taxes].*

5. Acting Director of Engineering – Award of Tender ITT007-20 Gertrude Street Bridge Crossing Roger Creek – Embankment Protection Works – Page 42

Report dated June 15, 2020 from the Acting Director of Engineering requesting award of tender for the "Gertrude Street Bridge Crossing Roger Creek – Embankment Protection Works".

THAT Council for the City of Port Alberni award the contract for "Gertrude Street Bridge Crossing Roger Creek – Embankment Protection Works" to Bowerman Excavating Ltd, for a total cost of \$72,423.75 [includes GST].

G. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing. The next statement is temporary suspended in response to COVID-19 and as per Ministerial Order M139 ... A bylaw requires four separate resolutions to be adopted and must be considered over a minimum of two [2] Council meetings. Each reading enables Council to reflect on the bylaw before proceeding further.

H. CORRESPONDENCE FOR ACTION

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

1. Uptown Merchant's Association – Page 45

Letter dated June 17, 2020 from Chris Washington, Chair of the Uptown Merchant's Association regarding grant opportunities available for COVID-19 Recovery projects.

THAT the letter dated June 17, 2020 from Chris Washington, Chair of the Uptown Merchant's Association regarding grant opportunities available for COVID-19 Recovery projects be received.

Council direction is being requested.

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

Correspondence found here provides information to Council and does not make a specific request. It also includes correspondence that may not be relevant to City services and responsibilities.

K. REPORT FROM IN-CAMERA

- 1. Deputy City Clerk – Property Exchange – Lot 19 & Lot 22 – Alexander Road, Port Alberni – Page 46**

Report dated June 15, 2020 from the Deputy City Clerk providing information on a property exchange between the City and D.W. Johnson Holdings Ltd.

L. COUNCIL REPORTS

- 1. Council and Regional District Reports - Page 49**

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

M. NEW BUSINESS

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

N. QUESTION PERIOD

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

O. ADJOURNMENT

That the meeting adjourn at PM

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, JUNE 8, 2020 @ 10:00 AM
In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC**

Present: Mayor S. Minions via Zoom Platform
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon
Councillor C. Solda
Councillor D. Washington, Acting Chair

Staff: T. Pley, CAO
T. Slonski, Deputy City Clerk
A. McGifford, Director of Finance
K. McDougall, Manager of Planning @ 10:16 am

Other: OIC Inspector E. Rochette, RCMP

Call to Order: @ 10:00 am

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, and specifically outlined as follows.

- Section 90 (1) (a)** personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- Section 90 (1) (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; and
- Section 90 (1) (l)** discussions with municipal officers and employees respecting municipal objectives, measures and progress reports.

The meeting was terminated at 12:07 p.m.

CERTIFIED CORRECT

Mayor

Deputy City Clerk

MINUTES OF THE REGULAR MEETING OF COUNCIL

Held Monday, June 8, 2020 @ 2 PM

Via Video Conferencing [Zoom Platform]

PRESENT: Mayor S. Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon
Councillor C. Solda
Councillor D. Washington

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 2:00 pm.

MOVED and SECONDED, THAT the agenda be approved as printed and circulated.

CARRIED

B. ADOPTION OF MINUTES

MOVED and SECONDED, THAT the minutes of Special Meeting held at 12:30 pm, Regular Council Meeting held at 2:00 pm on May 25, 2020 and Special Meeting held at 9:30 am on June 1, 2020 be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

Introduction of RCMP Office in Charge

Mayor Minions introduced Inspector Eric Rochette, the City's new Officer in Charge at the RCMP Detachment.

Introduction of Development Planner

Katelyn McDougall, Manager of Planning introduced Brian McLoughlin, the City's new Development Planner.

1. Canadian Mental Health Association – Port Alberni

Todd Patola, President and Katrina Kiefer, Executive Director, CMHA-PA, and Dion Whyte, Director with New Commons Development [NCD] Small Communities Initiative presented to Council their proposal to develop property located at 3027 and 3037 2nd Avenue. Mr. Whyte provided a high-level overview of the project noting that it is a project in partnership with CMHA-PA. The project proposes to create a development of mixed uses e.g., commercial/office space as well as residential with a portion of the residential units being developed for the purpose of providing affordable community housing. The project is currently in the feasibility stage and NCD expects this work to continue for the next 8 to 10 weeks.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated June 8, 2020, be received and the cheques numbered 146254 to 146312 inclusive, in payment of accounts totalling Five Hundred and Seventy Thousand, Eight Hundred and Fifty-Nine Dollars and Thirteen Cents [\$570,859.13], be approved.

CARRIED

2. Manager of Planning – Development Permit No. 20-01 [5119 Athol St.]

R20-158

MOVED AND SECONDED, THAT Council for the City of Port Alberni approve Development Permit No. 20-01, and that the City Clerk be authorized to sign the permit including the following Schedule B development plans prepared by McGill & Associates Engineering Ltd. titled '5119 Athol Street Renovations' and dated April 14, 2020, and includes items (a) through (i).

- a) McGill & Associates Engineering Ltd. – 3994-A00-Site Plan*
- b) McGill & Associates Engineering Ltd. – 3994-A01-Existing Plans and Building Section*
- c) McGill & Associates Engineering Ltd. – 3994-A02-Existing Elevations*
- d) McGill & Associates Engineering Ltd. – 3994-A03-Proposed Floor Plan*
- e) McGill & Associates Engineering Ltd. – 3994-A04-Proposed Elevations*
- f) McGill & Associates Engineering Ltd. – 3994-A05-Proposed Elevations*
- g) McGill & Associates Engineering Ltd. – 3994-A06-Proposed Building Section*
- h) McGill & Associates Engineering Ltd. – Façade Painting Plan*
- i) McGill & Associates Engineering Ltd. – Landscape Plan*

CARRIED

3. Director of Finance – COVID-19: Canada Emergency Commercial Rent Assistance (CECRA) for Small Business

R20-159

MOVED AND SECONDED, THAT Council write a letter to MP Gord Johns, advising of the limitations of the Canada Emergency Commercial Rent Assistance program and request that he pursue, on behalf of local governments, that the Federal Government consider amending the program to allow for those tenants who rent from local governments to be eligible for the program. Further, that staff also include in the letter other funding gaps and limitations in the program.

CARRIED

4. Director of Parks, Recreation & Heritage – Public Outdoor Playground Equipment and Spray Parks

MOVED AND SECONDED, THAT the verbal report from the Director of Parks, Recreation and Heritage providing an update on the status of parks, facilities, playgrounds and spray pools, be received.

CARRIED

5. **Deputy City Clerk – Support for Local Business Owners/Operators – Phase 2 Restart**
R20-160 *MOVED AND SECONDED, THAT Council of the City of Port Alberni endorse the City's 'Guidelines for Temporary Sidewalk Use' and the Licence of Occupation Agreement in an effort to support local business owners/operators in reopening their businesses as the Province of B.C. enters Phase 2 of its Restart Plan.*

CARRIED

6. **Deputy City Clerk – Council Resolution Summary**
MOVED AND SECONDED, THAT Council for the City of Port Alberni receive the report from the Deputy City Clerk dated June 2, 2020 providing information on the City's resolution tracking process and a summary of 2020 Council resolutions to date.

CARRIED

G. BYLAWS

H. CORRESPONDENCE FOR ACTION

1. **Jody Coulthart, ADSS Prom Parade Committee**
R20-161 *MOVED AND SECONDED, THAT the email dated June 3, 2020 requesting use of City streets for the ADSS Grad Parade on Saturday, June 27, 2020 at 6:00 pm, be received and further, that Council supports the ADSS Graduation Prom Parade 2020 on the condition that all activities/events proposed meet Island Health requirements and recommendations.*

CARRIED

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

1. **Heather Shobe – ACRD Agricultural Support Worker**
Letter dated May 25, 2020 thanking City staff for their help with the Garden Starter Pack program.
2. **Lyman Jardin**
Email dated May 26, 2020 expressing concern regarding the unfinished portion of the Scott Kenny Trail.
3. **District of Ucluelet**
Letter dated June 1, 2020 thanking the City of Port Alberni for the donation of tsunami warning system sirens.

MOVED and SECONDED, THAT Council correspondence items 1 thru 3 be received.

CARRIED

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Council and Regional District Reports

MOVED AND SECONDED, THAT the Council reports outlining recent meetings and events related to the City's business, be received.

CARRIED

M. NEW BUSINESS

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

N. QUESTION PERIOD

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

O. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 3:16 pm.

CARRIED

CERTIFIED CORRECT

Mayor


Dep Clerk

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, JUNE 15, 2020 @ 2:00 PM
Via Video Conferencing – Zoom Platform**

Present: Mayor S. Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon
Councillor C. Solda
Councillor D. Washington

Staff: T. Pley, CAO
T. Slonski, Deputy City Clerk
A. McGifford, Director of Finance
D. Hartwell, City Clerk
T. Slonski, Deputy City Clerk

Other: S. Manhas, Legal Counsel

Call to Order: @ 2:00


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, and specifically outlined as follows.

- Section 90 (1) (e)** the acquisition, disposition or expropriation of land or improvements and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
- Section 90 (1) (i)** the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

The meeting was terminated at 3:11 p.m.

CERTIFIED CORRECT

Mayor



City Clerk

Date: June 10, 2020
File No: 3090-20-DVP101
To: Mayor & Council
From: T. Pley, CAO
Subject: **Development Application - Development Variance Permit No. 101**
5200 Gertrude Street - Lot A, District Lot 12, Alberni District, Plan 29046 (PID: 001-440-861)

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

That Council authorize the issuance of Development Variance Permit No. 101, to vary Zoning Bylaw 4832 as follows:

Vary Section 7.9 Required Amount of Parking regulations from 33 parking spaces to 28 parking spaces, a variance of 5 parking spaces, for the property located at 5200 Gertrude Street and legally described as Lot A, District Lot 12, Alberni District, Plan 29046.

PURPOSE

At issue is the consideration of an application for Development Variance Permit (DVP) No. 101 for 5200 Gertrude Street. The applicant is seeking relief from the Zoning Bylaw parking regulations as it applies to multi-family developments.

BACKGROUND

For the property 5200 Gertrude Street the applicant has requested to vary the parking requirement from 1.25 to 1.08 parking spaces per unit to allow for 8 additional dwelling units to be constructed on site. A Development Permit must be obtained by the applicant for the proposed residential building and site plan. While it is possible for the City to consider a Development Permit and Development Variance Permit concurrently, the applicant is pursuing the variance first in order to have some assurance that they will be able to move forward their plans for the site.

The subject property is home to the Creekside Apartment complex. Two existing multi-family residential buildings are located on site, which provide a total number of 18 residential units. The property is designated 'Multi-Family Residential' on the Official Community Plan map, and located within in Development Permit Area No.1 (Multi-family Residential). The property is zoned as 'RM1 – Low Density Multiple Family Residential'. It is located on the north side of the city in an area that is predominately single family residential in character, although some multi-family developments are clustered near the subject property.

There are many recreational amenities in the area, including pedestrian walkways and bike paths. The property is in close proximity to schools and commercial areas. The lot is a large and irregular shaped, approximately 48,800 sqft in size.

ALTERNATIVES/OPTIONS

1. Proceed with issuing the Development Variance Permit
2. Do not proceed with issuing the Development Variance Permit
3. Provide alternative direction

ANALYSIS

Under the existing regulations adding 8 more dwelling units to the property would require an additional 10 parking spaces. This would equate to a total of 33 parking stalls for 26 dwelling units, at 1.25 stalls/dwelling unit. The applicant is looking to vary the Zoning Bylaw's parking requirement from 1.25 to 1.08 parking stalls per unit for this site, decreasing the number of parking spaces from 33 to 28 parking spaces. A total variance of 0.17 stalls per unit (spu) is requested. The variance would result in a reduction of 5 parking stalls. The attached site plan shows the reconfigured parking lot. The site plan indicates that a total of 28 parking spaces will be provided, including 24 regular sized stalls, 3 small car stalls, and 1 accessible 'handicapped' stall. Scooter and bicycle parking will also be provided on site.

Proposed # of Dwelling Units	Parking Required (@1.25 spaces/unit)	Proposed Variance (@ 1.08 spaces/unit)
26 units	33 spaces	28 spaces

STATUS OF THE APPLICATION

At the May 21, 2020 meeting of the Advisory Planning Commission the following motions were carried:

1. That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the necessary Development Variance Permit to vary Zoning Bylaw 4832 as follows:
 - a. Vary Section 7.9 Required Amount of Parking regulations from 33 parking spaces to 28 parking spaces, a variance of 5 parking spaces, for the property located at 5200 Gertrude Street and legally described as Lot A, District Lot 12, Alberni District, Plan 29046 (PID: 001-440-861).

IMPLICATIONS

N/A

COMMUNICATIONS

Notification was carried out as per the requirements of the *Local Government Act*. No public correspondence has been received by the Planning Department to date. A copy of the notice for Development Variance Permit No. 101 is attached for reference.

BYLAWS/PLANS/POLICIES

The applicant is requesting a variance to Zoning Bylaw 4832 Section 7.9 *Required Amount of Parking* for multi-family developments. *Section 7.9* stipulates that for multi-family dwellings 1.25 parking spaces must be provided for every one dwelling unit.

While some municipalities have adopted policy guidelines to evaluate the merits of a parking variance (City of Nanaimo's guidelines attached in the APC report), the City of Port Alberni does not have such a policy in place. As the Port Alberni continues to grow and densify it would be sensible to develop a set of guidelines to determine the merits of a parking variance. City Council may want to direct staff to develop such policy.

In the absence of clear policy, staff have developed the following rationale in support of the proposed parking variance:

According to the property owner there is currently an excess of parking on site, and that the parking lot is underutilized because many of the tenants are seniors or lower income individuals and these tenants don't always have vehicles.

- The proposed variance would still provide at least one parking space for each dwelling unit.
 - The need for additional on-site visitor and guest parking is mitigated by the public parking available on Gertrude Street.
- The subject property is located in a central area of the city near transit routes, bike lanes, and pedestrian pathways. The Travel Time Map (attached) indicates that the property is less than a 20-minute walk to the Johnston Road commercial area.
- Requiring more parking than what is needed may encourage higher rates of car ownership and driving.
- There is a linkage between the amount of space required for parking and the amount of space that can be used for housing. Reducing parking requirements will create space for more rental housing.
- Encouraging infill development and better utilizing land helps reduce sprawl and is good land use planning.

SUMMARY

For the subject property, 5200 Gertrude Street, the property owner has requested to vary the parking requirement from 1.25 to 1.08 parking spaces per unit for the purpose of adding 8 additional dwelling units to this multi-family site. There are specific conditions in place that help justify a parking variance. These include the central location of the site, proximity and access to alternative modes of transportation, bike and scooter parking provided on site, and access to public parking on Gertrude Street for guests and visitors. It is not anticipated that the variance will result in negative spillover effects on public parking in the surrounding area. For these reasons the Planning Department supports the proposed Development Variance Permit for 5200 Gertrude Street.

ATTACHMENTS/REFERENCE MATERIALS

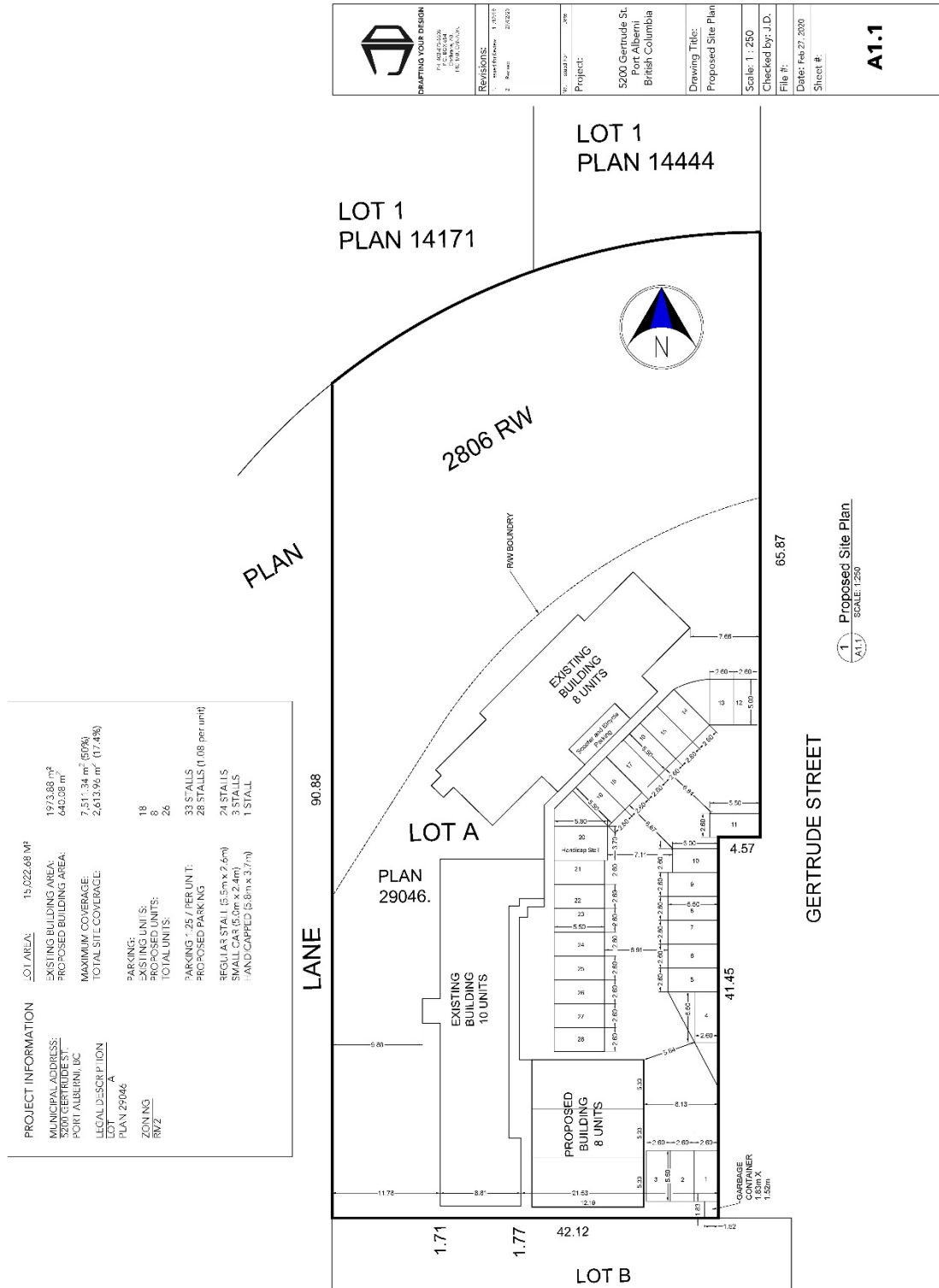
- Subject Property Map
- Proposed Site Plan
- DVP Notice

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SUBJECT PROPERTY – 5200 Gertrude Street



PROPOSED SITE PLAN





June 12, 2020

CITY OF PORT ALBERNI Notice of Development Variance Permit

To: Owners and Occupiers of Property

Re: Section 498 of the *Local Government Act* - **Development Variance Permit No. 101** relating to the Port Alberni Zoning Bylaw 2014, Bylaw No. 4832

The applicant is applying for a Development Variance Permit to vary the Zoning Bylaw parking requirements in order to facilitate the development of an additional 8 unit, multi-family dwelling on the property at 5200 Gertrude Street. The proposed Variance is as follows:

Development Variance Permit No. 101 – The applicant is applying to vary the regulations of the Port Alberni Zoning Bylaw 2014, Bylaw No. 4832 by:

1. Varying 'Section 7.9 Required Amount of Parking' from 33 parking spaces to 28 parking spaces, a variance of 5 parking spaces, for the property legally described as Lot A, District Lot 12, Alberni District, Plan 29046 (PID: 001-440-861) and located at **5200 Gertrude Street** as outlined on Schedule A map attached.

City of Port Alberni Council will consider issuance of Development Variance Permit No. 101 during their Regular Council meeting to be held at 2:00 p.m. on Monday, June 22, 2020. Due to the COVID-19 Pandemic, this meeting will be conducted virtually and will be live-streamed through the municipal website to provide meeting transparency.

When Council considers a Development Variance Permit (DVP), it is the City's practice to allow in-person representations. Unlike with Public Hearings; however, when Council considers granting a DVP there is a requirement for notification, but there is no requirement to accommodate in-person representations. Therefore, while City facilities remain closed to the public and while Council continues to conduct its business virtually due to the COVID-19 Pandemic, comments will only be accepted through WRITTEN SUBMISSIONS.

Any persons who deem their property affected by the above-noted application are invited to submit their written comments to Mayor and Council for their review. Written submissions will be accepted when mailed to 'Mayor and Council, 4850 Argyle Street, Port Alberni, BC V9Y 1V8'. Residents may also submit their written comments in the drop-box located to the left of the City's main entranceway. Alternatively, comments may be emailed to council@portalberni.ca. Submissions received by **12:00 noon on Monday, June 22, 2020** will be provided to Council for their consideration.

To view the staff report, draft permit and other supporting documentation being considered by Council, please visit the Public Notice Posting Place on the City website (at <https://www.portalberni.ca/public-notice-posting-place>) or contact the Planning Department at 250-720-2806 on weekdays from Monday through Friday between the hours of 8:30 am to 4:30 pm. You may also view the meeting agenda on Friday, June 19, 2020 by visiting <http://portalberni.ca> and selecting "Your Government, Council Meetings" from the drop down menu.

Katelyn McDougall, M.Urb., Manager of Planning

SCHEDULE A to Development Variance Permit No. 101



CITY OF PORT ALBERNI
DEVELOPMENT VARIANCE PERMIT NO. 101

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

Authorization is hereby granted to Heather Cherneski dba Dr. Heather Cherneski INC:

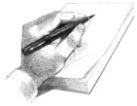
*Vary 'Section 7.9 Required Amount of Parking' from 33 parking spaces to 28 parking spaces, a variance of 5 parking spaces, for the property legally described as **Lot A, District Lot 12, Alberni District, Plan 29046 (PID: 001-440-861)** and located at **5200 Gertrude Street** as shown outlined on the Schedule A map attached.*

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

This Permit is issued under the Seal of the City of Port Alberni on Month Day, 2020.

Mayor

Clerk



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on May 21, 2020
Via remote access through Zoom, at 12:00 p.m.)**

Commission Members Present

Ken McRae (Chair)
John Douglas (Vice-Chair)
Amy Anaka
Callan Noye
Jim Tatoosh, Hupačasath F.N.
Rick Newberry, P.A.F.D. Liaison
Rob Gaudreault, Parks Liaison
Councillor Deb Haggard (Council Liaison)

Guests

Members of the Public: None
Applicants: E. Cherneski

Staff

Katelyn McDougall, Manager of Planning
Cara Foden, Planning Technician

Regrets

Cynthia Dick, Tseshah (č išaa?ath) F.N.
Stefanie Weber
Ed Francoeur
Chris Washington, S.D.70 Liaison
Sgt. Clive Seabrook, R.C.M.P. Liaison

Alternates (not in attendance)

Larry Ransom (Alternate—SD70)
Councillor Helen Poon (Alternate—Council)
Peter Dione (Alternate—R.C.M.P.)
Darren Mead-Miller (Alternate – Tseshah F.N.)



1. **Acknowledgements and Introductions** – Acknowledgement, by the Chair, that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (č išaa?ath) First Nations.

2. **MINUTES - Adoption of May 8, 2020 Minutes**

MOTIONS:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the May 8, 2020 regular meeting.

(Noye / Douglas) CARRIED

3. **DEVELOPMENT APPLICATION:** Development Variance Permit

5200 Gertrude Street

Lot A, District Lot 12, Alberni District, Plan 29046 (PID: 001-440-861)

Applicant: E. Cherneski as agent for Dr. Heather Cherneski INC.

- The Manager of Planning presented a summary of the report dated May 18, 2020.
- APC discussed the proposed amendments and report as follows:
 - Walking distance to amenities is minimal
 - Reasonable for the City to forego five parking stalls for the additional 8 rental units.
 - The applicant indicated that ~60% of the residents in the current buildings are considered low income and there are residents as well with disabilities. Many do not make use of a vehicle.

- APC members inquired about parking and storage for scooters and bicycles. The applicant indicated that the site plan includes provision for scooter and bike parking and that a bike lockup suggested by APC could be installed.

MOTIONS:

1. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the necessary Development Variance Permit to vary Zoning Bylaw 4832 as follows:*
 - a. *Vary Section 7.9 Required Amount of Parking regulations from 33 parking spaces to 28 parking spaces, a variance of 5 parking spaces, for the property located at 5200 Gertrude Street and legally described as Lot A, District Lot 12, Alberni District, Plan 29046 (PID: 001-440-861).*

(Douglas / Noye) CARRIED

4. STATUS UPDATE:

- Development Planner starts May 26
- Development Variance Permit for 3033 6th Ave has been withdrawn
- Development Permit issued at 3550 Johnston Rd. (new BMO)
- Development Permits for Athol St. and Maitland St. pending
- Uptown District Revitalization Survey closes today
- Subdivision files – Rex Rd. and River Rd.

5. OTHER BUSINESS

- APC indicated they are generally happy with the regular meeting time.
- Katelyn clarified that direction has been given during COVID 19 that meetings will take place on the Zoom platform and attendance is limited to APC and applicants. Public is able to input to Council through an email address that has been set up.
- It was noted that perhaps if there are two larger applications on the Agenda the meeting could be scheduled for 1.5 hours rather than just an hour.

6. **ADJOURNMENT** – The meeting adjourned at 12:30 pm. The next meeting is scheduled for 12:00 pm on **June 18, 2020.**

(Tatoosh / McRae) CARRIED



Ken McRae (Chair)

Date: June 15, 2020
File No: 6520-20-UD
To: Mayor & Council
From: T. Pley, CAO
Subject: Uptown Revitalization Strategy Update – Survey Results & Next Steps

Prepared by: <i>S. McCONVILLE</i>	Supervisor: <i>Katelyn McDougall</i>	CAO Concurrence: <i>T. Pley</i>
<i>S. McConville, MCP</i>	K. McDOUGALL MGR PLANNING	T. Pley, CAO

RECOMMENDATION[S]

That City Council receive the report titled Uptown Revitalization Strategy Update – Survey Results & Next Steps, dated for reference June 15, 2020, for information.

PURPOSE

To provide Council with an update on the status of the Uptown District Revitalization Strategy (UDRS), including a high-level synopsis of the preliminary survey findings and next steps in the project.

BACKGROUND

In support to the 2019-2023 Corporate Strategic Plan, the Planning department partnered with Vancouver Island University's Master of Community Planning to work on developing an Uptown District Revitalization Strategy (UDRS). The UDRS will aim to encourage the social and economic revitalization of the Uptown District by way of developing partnerships and action items (programs, incentives, policy/bylaws, etc.) The overarching goals of UDRS are as follows:

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

The engagement process has been developed to work in phases with local stakeholders, service providers, businesses, and neighbourhood residents to gather input and help inform the strategy. Feedback received throughout the engagement process will be collected and analyzed by staff to inform the UDRS recommendations. The first phase of the consultation program launched on April 30, 2020 with an online survey. A full breakdown of the survey findings will be included in the final UDRS report. This report will provide a brief analysis of key findings from the survey.

ANALYSIS

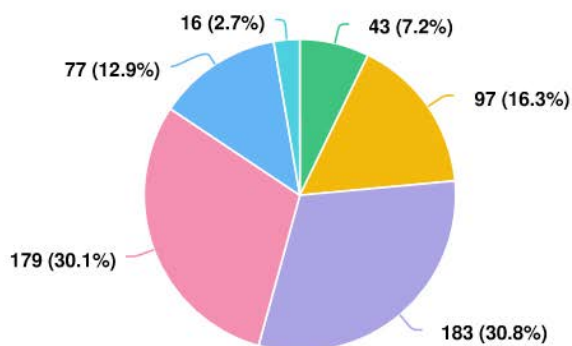
A survey with 15 questions about Uptown's revitalization was made available for three weeks earlier this spring. The survey was hosted on the City's online "lets connect" engagement platform. The online survey garnered 599 unique responses during this period, with most responses coming from people who live in the Uptown District and those who live in North and South Port Alberni.

Visiting the District

According to the survey findings, 51% said they visit the Uptown District for shopping purposes. The other most common reasons for visiting the area were dining (28%) and for personal services (25%). When asked about how frequently people visit the area, responses varied. Collectively about 61% of respondents visit the area either about once a week, or once or twice a month.

Figure 1 Question #1 Responses

Q1 How often do you typically spend time in the Uptown District?

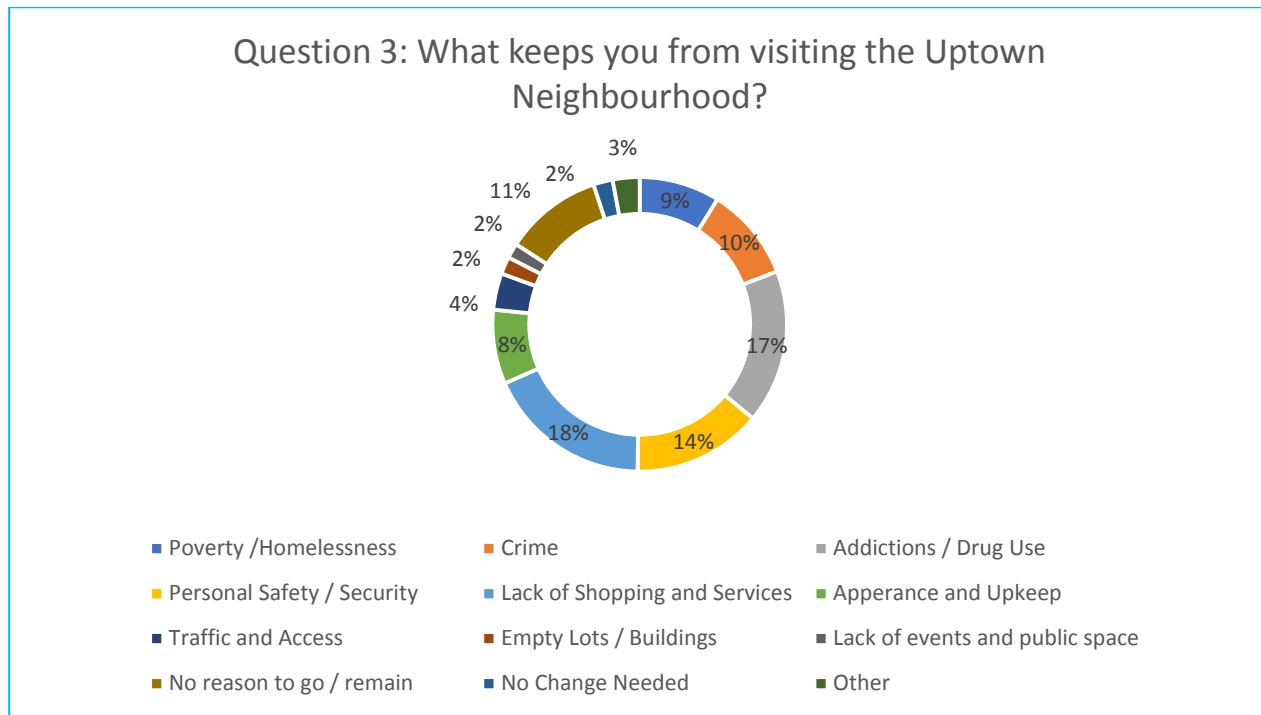


Question options

- Everyday of the week
- Most days of the week
- About once a week
- About once or twice a month
- About once or twice a year
- Never

Respondents were asked to tell us what keeps them from visiting (or spending more time in) the Uptown District. This was an open-ended question which garnered a variety of responses, and a summary of the coded responses is provided below in Figure 2. Many people referred to social issues of homelessness, addictions and mental health that cause feelings of a lack of safety. Specifically, 18% stated that a lack of businesses keeps them from visiting, whereas 17% had concerns over addictions and drug use, and 14% had concerns over their personal safety and security.

Figure 2 Question #3 Responses



Priorities for Revitalization

Respondents were asked to help identify priorities that they thought would contribute to revitalization. Both “Crime Prevention” and “Poverty Reduction” were ranked as the top two priorities, with “Business and economic activity” coming in third place.

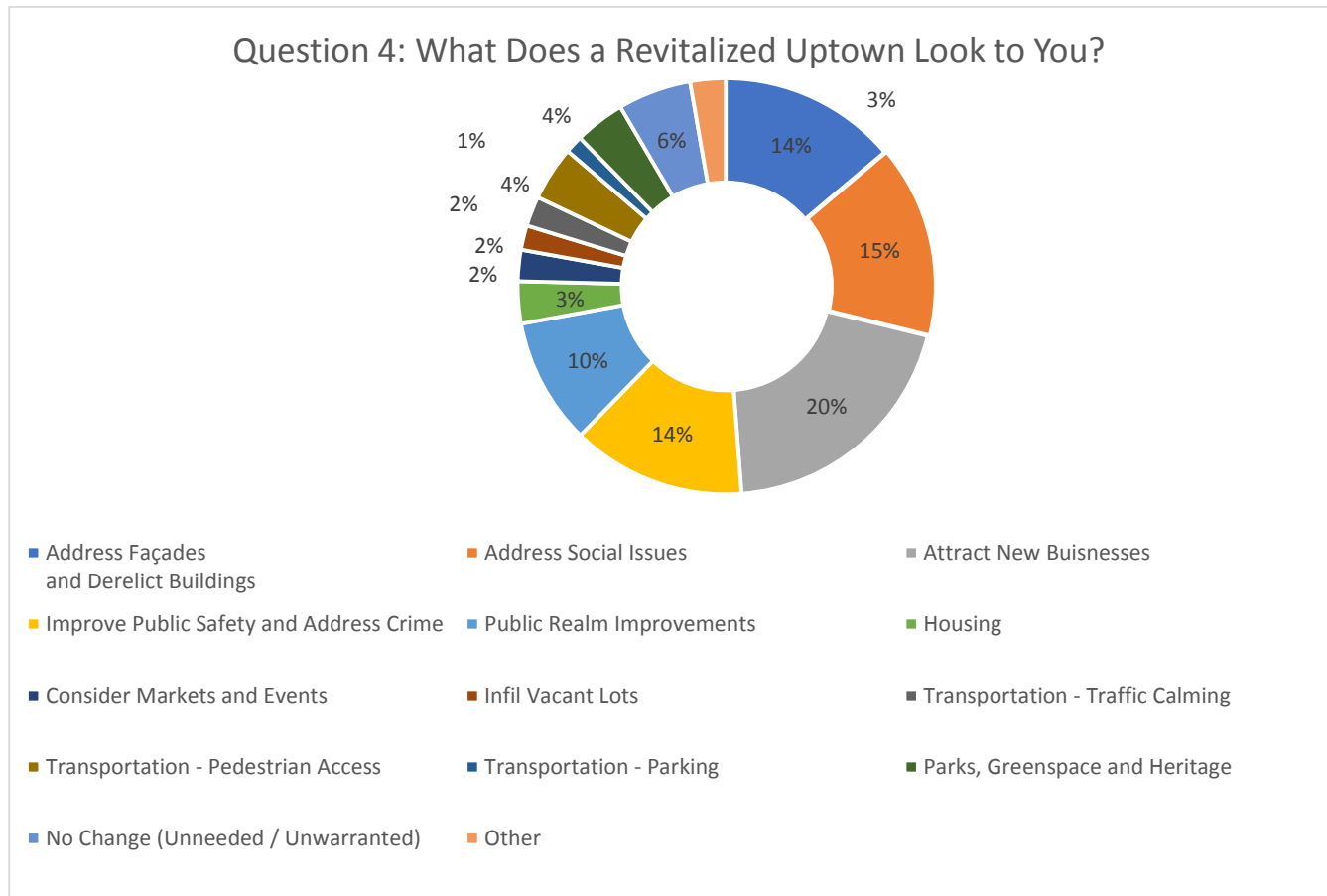
Q5 In order to help identify what the top priorities are to encourage revitalization of the Uptown District, please rank the following categories (1 being the top priority, and so on):

OPTIONS	AVG. RANK
Crime Prevention	1.97
Poverty Reduction	2.74
Business and economic activity	2.98
Arts, Culture, and Recreation	4.09
Housing and development	4.26
Transportation, parking, and mobility	4.69

These same three priorities were echoed in response to another open-ended question about what a revitalized Uptown would look like. In response to this question about 20% envision new businesses in the area, and 14% would like more façade improvements. Another 15% envision social issues being addressed, and 14% indicated

that crime prevention and improved public safety should be addressed. A summary of the coded responses is summarized in Figure 3.

Figure 3 Question #4 Responses



One question gave a list of value statements to gauge whether respondents would either agree or disagree with various values. In response, it appears that:

- 59% agree that a vibrant and flourishing Uptown District will benefit the city
- 35% disagree that businesses should be incentivized to locate/relocate to the Uptown District, whereas 45 agree% with that idea
- 37% support more housing options being made available in the area
- 33% agree that being able to move around Uptown by bike, foot or public transit will help make it a more attractive and desirable place, whereas 40% disagree and 26% indicated they neither agree or disagree
- 61% agree that economic revitalization should be balanced with the social needs of the community
- 55% agree that Heritage buildings are an important part of the Uptown's identity
- 56% agree that more events and festivals should be held in the Uptown District
- 70% agree that supporting people facing poverty, mental health, and/or addictions would help improve Uptown

Respondents were also asked a series of questions about what things should be addressed urgently. Overwhelmingly, 83% of respondents stated that developing programs to address criminal activity within the district was an urgent priority. Dealing with vacant and derelict buildings in this area was deemed to be an urgent priority by 59% of respondents. Also 54% of respondents said that developing partnerships and programs to address mental health and addictions is a top priority.

Table 1 Top Three Urgent Tasks

Idea	Urgent Task	Less Urgent Task	Not Urgent	Not Interested
Develop programs to address criminal activity in the area (Vandalism, shopping ect)	494 (82%)	60 (10%)	43 (7%)	12 (1%)
Work with property owners to make improvements to buildings and vacant lots	354 (59%)	154 (26%)	53 (9%)	31 (5%)
Identify new projects and partnerships that would address poverty reduction in the Uptown District	324 (54%)	134 (22%)	64 (11%)	64 (11%)

Tasks related to transportation and public space seemed to be a lower priority for respondents. A total of 34% of respondents were not interested in parking issues at all, and 42% of respondents put this as a less urgent priority. Making sidewalk, public transit and cycling improvements were also seen as a lower priority. Similar to that, new parks and public gathering spaces were viewed as a lower priority overall.

Table 2 Bottom Three Priority Tasks

Idea	Urgent Task	Less Urgent Task	Not Urgent	Not Interested
Review parking availability and introduce new restriction and bylaws	31 (5%)	109 (18%)	249 (42%)	201 (34%)
Make sidewalk, public transit and cycling improvements.	61 (10%)	117 (20%)	240 (40%)	174 (29%)
Create new parks	94 (16%)	182 (30%)	204 (34%)	108 (18%)

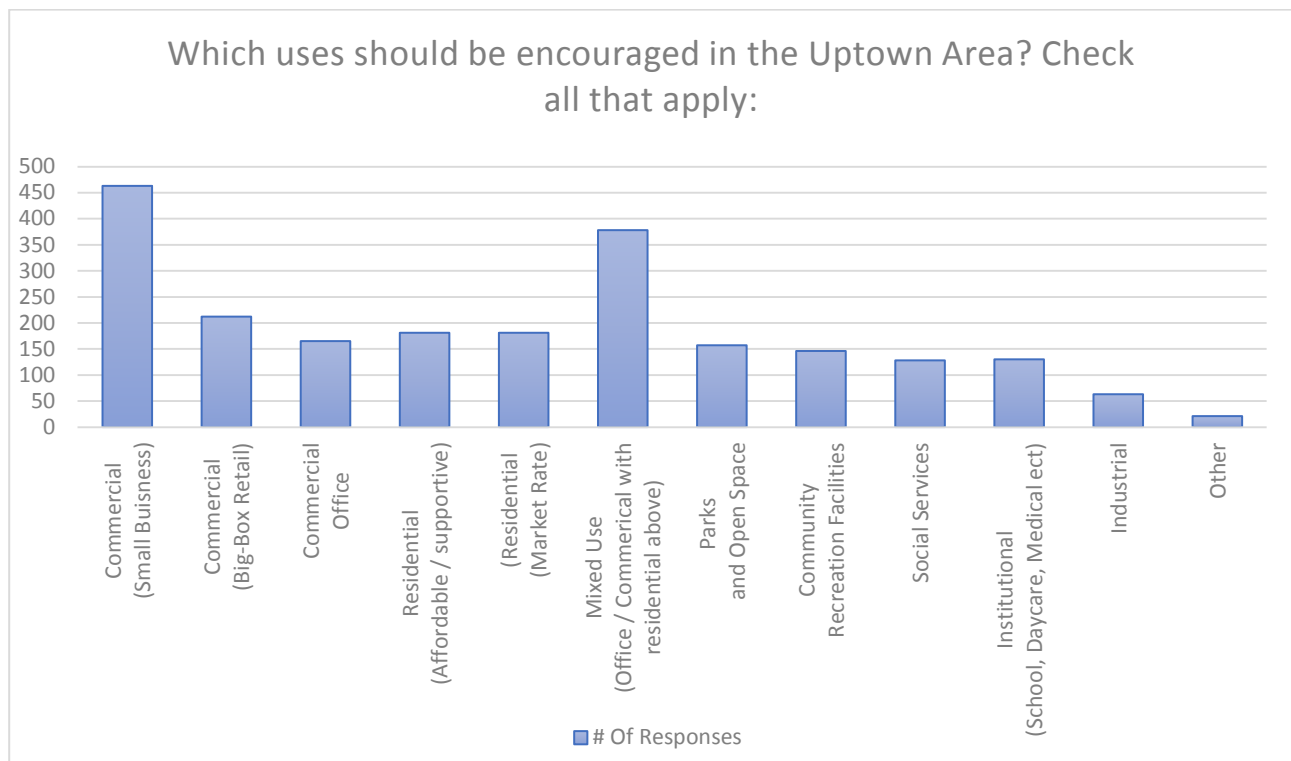
and public gathering spaces				
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When considering urgent and less urgent priorities, it seems that the location of where a respondent lives may influence their preferences. For example, 30% of respondents who identified as living in the Uptown District cited parking as an urgent task, as compared to only 7% of respondents who identified as being from North Port. Social issues of crime were more universally cited as urgent priority.

Participants were asked about what types of physical enhancements could be made to the district, and were given the ability to select multiple options. Of the 588 respondents who answered this question, 438 respondents selected infill and redevelop vacant lots, 420 selected restore and improve old buildings, and 304 elected streetscape cleaning, maintenance, and repair. Only 207 respondents selected “Unique placemaking features” (murals, sculptures, parklets, etc.) and 96 selected “Active transportation improvements” (sidewalks, bike lanes etc.).

When asked about what types of land uses should be encouraged within the Uptown District most respondents supported commercial uses, with most wanting to focus on mixed use commercial and residential together and with small business preferred as compared to large formant big box retailers.

Figure 4 Preferred Uses for the Uptown District.



When asked what types of incentives should be put in place to help encourage redevelopment and support economic activity in the Uptown District a combined 49% thought that grants and tax breaks would be the most appropriate mechanism.

Finally, in addition to the survey, a mapping tool was utilized to gather feedback about specific locations and ideas. A summary of the locations and associated comments can be found on the map in Attachment 2.

COMMUNICATIONS

As part of the first phase of the consultation program an online survey was published by the City. With nearly 600 individual survey responses, 70% of respondents thought that the City should do more to support individuals experiencing challenges around poverty, mental health and addictions. Moreover, 50% of survey respondents identified “poverty reduction” to be a top priority to help encourage revitalization in the area. Based on these findings it appears that many people consider social revitalization to be an important aspect of the overall approach to revitalization in the area.

On June 5, 2020 it was announced that the City of Port Alberni received a \$21,950 Poverty Reduction grant provided by the Union of British Columbia Municipalities (UBCM) to support the development of the UDRS. The grant funds will be used towards the planning and engagement process, specifically to collaborate with local stakeholders, social service providers, vulnerable populations, and residents living in poverty to ensure that the strategy is inclusive of their needs. Feedback received throughout the engagement process will be collected and analyzed by staff to inform the UDRS recommendations.

It is anticipated that the ongoing COVID-19 pandemic will continue throughout the duration of this project. Staff continue to evaluate the situation, and will modify the engagement strategy as events unfold. Some possible methods of engagement include the following:

- E-Town Halls
- Stakeholder workshops via web conference
- Focus groups, utilizing Zoom and online survey forms
- Stakeholder questionnaire & email interviews
- Phone meetings
- Mailout information leaflets to residents and business owners

SUMMARY

The City's *2019-2023 Corporate Strategic Plan* envisions a revitalized and flourishing Uptown District. The City is currently working on developing the UDRS in order to better understand the needs of the area and to identify priorities that relate to social and economic revitalization.

The first phase of the engagement process involved launching an online public survey, which received considerable attention. In response to the survey it seems that many people would like to see a balanced approach to social and economic revitalization. Many see social issues and public safety concerns as the top priorities for the area, as well as attracting new businesses and development. It is very likely that some people perceived the UDRS survey to be directly related to the 3rd Ave Revitalization project and were using the survey to express their opinions about that initiative. Many people did not support the idea of transportation or public

space improvements at this time. While these may not have been ranked as top urgent priorities by survey respondents, these concepts will be explored further during the next round of consultation. Both placemaking and active transportation are important components and urban revitalization.

The City has received a poverty reduction grant from UBCM, which will be used to support ongoing consultation with community members and stakeholder groups. The consultation program will continue to be adapted as new information and events unfold relating to COVID19. A final report with proposed recommendations will be brought to Council before the end of the year.

ATTACHMENTS

Attachment 1: Survey

Attachment 2: Summary Map Responses

C: to City staff; etc., [individuals copied are subject to the content of the report]

j:\common\uptown district revitalization\udrs\reports\phase 1\udrs update report june 15 2020.docx

ATTACHMENT 1 : SURVEY

Section 1: Understanding your relationship to the neighbourhood

These questions will help us understand your relationship to the Uptown District.

1. How often do you spend time in the Uptown District?
 - a. Everyday of the week
 - b. Most days of the week
 - c. About once a week
 - d. About once or twice a month
 - e. About once or twice a year
 - f. Never
2. What brings you to the Uptown District most often? Select all that apply:
 - a. Shopping
 - b. Dining
 - c. Entertainment
 - d. Personal Services
 - e. Employment
 - f. Housing
 - g. Recreation
 - h. Other (please explain)
3. What keeps you from visiting/spending more time in the Uptown District?

Section 2: Identifying Goals and Priorities

These questions will help us understand your thoughts about what are the top goals and priorities for the Uptown District to help revitalize the area.

4. Please describe what a revitalized Uptown District would look like to you? Try to be as specific as possible:

-
-
5. In order to help identify what the top priorities are to encourage revitalization of the Uptown District, please rank the following categories (1 being the top priority, and so on):
- i. Poverty Reduction
 - ii. Crime Prevention
 - iii. Arts, Culture, and Recreation
 - iv. Business and economic activity
 - v. Transportation, parking, and mobility
 - vi. Housing and development
6. Please indicate to what extent you agree with the following statements:

Topic	Agree	Neutral	Disagree
A vibrant and flourishing Uptown District will benefit the City of Port Alberni.			
There are not enough community spaces and facilities located in the Uptown District.			
It is important to consider and address the needs of residents who live in the Uptown District.			
Businesses should be incentivized to locate/relocate to the Uptown District.			
More housing options should be provided in the			

Uptown District.			
Being able to move around Uptown by bike, foot or public transit will help make it a more attractive and desirable place.			
Economic revitalization should be balanced with the social needs of the community.			
Heritage buildings are an important part of the Uptown's identity.			
More events and festivals should be held in the Uptown District.			
Supporting people facing poverty, mental health, and/or addictions would help improve Uptown.			

Section 3: Making Changes to the Uptown District

These questions will help us better understand what kind of changes you would like to see in the Uptown District.

7. Which physical improvements would you like to see made to the Uptown District? Please select all that apply:
 - a. Fill and redevelop vacant lots
 - b. Restore and improve old buildings
 - c. Public space improvements (lights, signage, benches, trees and planters, etc)
 - d. Active transportation improvements (sidewalks, bike lanes, etc)

- e. Streetscape cleaning, maintenance, and repair
- f. Waste management
- g. Unique placemaking features (murals, sculptures, parklets, etc)
- h. Other (please explain)

8. Which of the following incentives should the City use to encourage redevelopment and supportive economic activity in the Uptown District?

- i. Tax Breaks
- ii. New Grant Programs
- iii. Waive fees and charges
- iv. Prezone properties
- v. Other (please explain)
- vi. No incentives should be created

9. Please identify how urgently each of the following ideas need to be addressed to help revitalize the Uptown District:

Idea	Urgent Task	Less Urgent Task	Not interested
Create incentives to encourage infill development			
Leverage City owned land for affordable housing projects			
Leverage City owned land for mental health and addictions services			
Identify new projects and partnerships that would address poverty reduction in the Uptown District.			
Create new parks and public gathering spaces.			

Market and promote the Uptown District to encourage people and new businesses to come to the area.			
Make sidewalk, public transit and cycling improvements.			
Review parking availability and introduce new restrictions and bylaws.			
Establish guidelines to recognize and preserve important heritage assets.			
Work with property owners to make improvements to buildings and vacant lots.			
Develop programs to address criminal activity in the area (vandalism, shoplifting, etc).			

10. Which of the following uses should be most encouraged within the Uptown District? Please select all that apply:

- a. Commercial (small business)
- b. Commercial (big-box retail)
- c. Commercial Office
- d. Residential (affordable/supportive)
- e. Residential (market rate)
- f. Mixed-use (office/commercial with residential above)
- g. Parks and open space

- h. Community recreation facilities
- i. Social services
- j. Institutional (school, daycare, medical, etc)
- k. Industrial

11. Do you have any other comments you would like to share with us about the Uptown District revitalization?

Section 4: Demographic Information

These demographic questions will help us know a little bit more about your background and relationship to Port Alberni.

12. What is your gender?

- ☐ Man ☐ Transgender
- ☐ Woman ☐ Other

13. What area most closely identifies where you currently reside?

- ☐ North Port Alberni ☐ South Port Alberni
- ☐ Cherry Creek ☐ Westporte Place
- ☐ Cameron Heights ☐ Echo Village
- ☐ Beaver Creek ☐ Hupacasath First Nation
- ☐ Tseshaht First Nation Sproat Lake Other

14. What is your age range?

- ☐ Under 18 years old ☐ 18-24 years old
- ☐ 25-34 years old ☐ 35-44 years old
- ☐ 45-54 years old ☐ 55-64 years old
- ☐ 65+ years old

15. Please describe your relationship to Port Alberni: (Choose all that apply)

- ☐ I own a home in Port Alberni

- ☐ I rent a home in Port Alberni
- ☐ I am currently homeless/living in a temporary shelter
- ☐ I run/own a business in Port Alberni
- ☐ I commute to work in Port Alberni
- ☐ I visit Port Alberni from time to time
- ☐ Other

If you chose "Other" please explain:

Map function question:


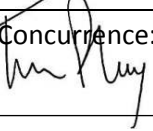
On this map, identify areas within the Uptown District that need specific attention in order to encourage revitalization.

ATTACHMENT 2 : SUMMARY MAP RESPONSES



Date: June 16, 2020
File No: 5330-20-BURDE

To: Mayor & Council
From: T. Pley, CAO
Subject: Award of Tender RFT009-20 Burde Street Watermain Upgrade

Prepared by:  Ken Watson A/Dir of Eng.	Supervisor: T. PLEY TIM PLEY, CAO	CAO Concurrence:  Tim Pley CAO
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RECOMMENDATION[S]

1. THAT Council authorize staff to amend the City's "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, for the purpose of increasing the funding available for the Burde Street Anderson to 17th Watermain Replacement 300mm capital project in the amount of \$105,000.00 with funding to be taken from the City's Water Infrastructure Capital Reserve fund.
2. THAT Council award the contract for the Burde Street Anderson to 17th Watermain Replacement 300mm Capital Project to Leuco Construction Inc. for the tender price of \$620,884.66 (including taxes).

PURPOSE

For Council to consider awarding Tender RFT009-20 for works associated with the Burde Street Watermain Upgrade.

BACKGROUND

This project is included in the City's Five-Year Financial Plan expenditures for 2020 and has been identified in the City's Financial Plan since 2015. The project was tendered and closed on June 10th with bids received from five contractors as shown below:

TENDERER	PRICE (with taxes)
Leuco Construction Inc.	\$ 620,884.66
Copcan Civil Ltd.	\$ 688,846.20
David Stalker Excavating Ltd.	\$ 689,070.90
Hazelwood Construction Services Inc.	\$ 732,192.16
IWC Excavation Ltd.	\$ 832,780.20

Funds allocated for this project are being drawn from the Water Capital Reserve fund and Water Infrastructure Capital Reserve and a contribution from District Group, the developer of adjacent lands that require an increase in the water main size to accommodate their development project. The budget funds allocated versus the anticipated project costs are summarized in the table below:

Source of Funds		Estimated Expenditure	
Water Revenue Fund	\$460,000	Tender Price	\$620,845
Developer Contribution	\$162,000	Engineering oversight	\$105,000
Total funds available	\$622,000	Total project cost	\$725,845
Shortfall	(\$103,845)		

ALTERNATIVES/OPTIONS

- Alternatives for Council are to approve awarding this tender and allocating additional funds from the Water Infrastructure Capital Reserve, and support a future budget amendment , as recommended; or
- To not approve and provide staff with direction on cancelling, amend scope of work with lowest tender or postponing this project.

ANALYSIS/ IMPLICATIONS

This is an important replacement of an old cast iron supply main originally installed in the 1960's. Replacement in 2020 includes increasing the size of the main to ensure adequate fire flows are available for the 140 unit "Portview Landing Apartments" currently under construction at 3593 Anderson Avenue. Completion of this project is required before occupancy of this housing development can be approved.

COMMUNICATIONS

This project will be scheduled to begin as soon as possible after approval, likely in early July. The construction schedule is for nine week installation duration. Public notification regarding construction timing and impacts will be advertised via the City website and other means.

BYLAWS/PLANS/POLICIES

Council approval to award this tender is required under the City's Purchasing Procedure Policy.

SUMMARY

This is an important supply main upgrade for our water system and imperative for ensuring adequate fire flows are available to the new Portview Landing Apartments development. Council's approval of awarding the tender to the low bidder, Leuco Construction Inc. is recommended.

ATTACHMENTS/REFERENCE MATERIALS

- Letter dated June 11, 2020 from Koers & Associates Engineering

Copy: A. McGifford, Director of Finance
A. Puusepp, Communications Manager
C. Wright, Utilities Superintendent



**KOERS
& ASSOCIATES
ENGINEERING LTD.**
Consulting Engineers

P.O. BOX 790
194 MEMORIAL AVENUE
PARKSVILLE, BC. V9P 2G8
Phone: (250) 248-3151
Fax: (250) 248-5362
www.koers-eng.com

June 11th, 2020
File: 1965-02

City of Port Alberni
4850 Argyle Street
Port Alberni, B.C.V9Y 1V8

Attention: **Mr. Ken Watson**
 Acting Director of Engineering

Re: RFT009-20 Burde Street Watermain Upgrade
 Review of Tenders

Tenders for the Burde Street Watermain Upgrade were received and opened at the City of Port Alberni office on Wednesday June 10, 2020 at 2:00 p.m. The opening was not public due to COVID-19 restrictions.

The work involves replacement of the existing watermain on Burde St from Anderson Ave to Estevan Dr. This includes supply and installation of approximately 270 meters of 150mm dia., 85 meters of 200mm dia., and 515 meters of 300mm dia. PVC watermain, surface restoration and associated works.

A total of five tenders were received, and all tenders were accompanied by the required Bid Bond and signed Addenda. The tenders have been checked for completeness and accuracy.

TENDERER	TENDER PRICE
Leuco Construction Inc.	\$620,884.66
Copcan Civil Ltd.	\$688,846.20
David Stalker Excavating Ltd.	\$689,070.90
Hazelwood Construction Services Inc.	\$732,192.16
IWC Excavation Ltd.	\$832,780.20

The Tender prices include 5% GST and a \$60,000 contingency allowance. The arithmetic was found to be correct on all Tender Forms.

The lowest Tender is from Leuco Construction Inc., who is based in Qualicum Beach. Leuco have submitted a baseline schedule of 9 weeks, which should allow for the completion prior to the specified date of October 31st, 2020.

We recommend that subject to funds being available, the City of Port Alberni accept the Tender for the RFT009-20 Burde Street Watermain Upgrade as submitted by the lowest Tenderer, Leuco Construction Inc. for a Total Tender Price of \$591,318.72 plus GST for a total of \$620,884.66.

.../2



June 11th, 2020
File No.: 1965-02

City of Port Alberni
Mr. Ken Watson

We enclose a draft Notice of Award, which should be retyped on City of Port Alberni letterhead and issued to the Contractor following award. Please send us a copy of the notice for our records.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.

Kevin Dougan, P. Eng.
Project Engineer

Enclosures

KOERS & ASSOCIATES ENGINEERING LTD.



ASSOCIATION OF CONSULTING
ENGINEERS AND GEOSCIENTISTS
BRITISH COLUMBIA

REGULAR COUNCIL AGENDA - JUNE 22, 2020

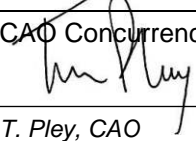


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ENGINEERS &
GEOSCIENTISTS

OQM
CERTIFIED

Date: June 15, 2020
File No: 5330-20-GTDE_RC

To: Mayor & Council
From: T. Pley, CAO
Subject: Award of Tender ITT007-20 Gertrude St. Bridge Crossing Roger Creek
Embankment Protection Works

Prepared by: <i>K. WATSON, P.ENG.,</i> Acting/Dir of Eng. & PW	Supervisor: <i>T. PLEY</i> T. PLEY, CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

THAT Council for the City of Port Alberni award the contract for "Gertrude Street Bridge Crossing Roger Creek – Embankment Protection Works" to Bowerman Excavating Ltd, for a total cost of \$72,423.75 [includes GST].

PURPOSE

That Council consider awarding the Tender for works associated with embankment protection Gertrude Street Bridge Crossing Roger Creek.

BACKGROUND

This project was included in the City Five Year Financial Plan expenditures for 2019 with a budget of \$200,000 within the Capital Works Reserve. Phase I of this project, Bridge Deck Repairs, was undertaken in 2019 at a cost of \$105,240. The remaining funds were carried over to 2020. Phase 2 of the project, Embankment Protection Works, was tendered and closed on June 10th with bids received from five contractors as shown below:

TENDERER	PRICE (with taxes)
Bowerman Excavating Ltd.	\$ 72,423.75
Dennis Francouer Backhoe Ltd.	\$ 81,735.73
Mainroad Mid Island L.P.	\$ 84,215.70
IWC Excavation Ltd.	\$ 132,541.98
Copcan Civil Ltd.	\$ 151,264.58

Remaining funds allocated for this project versus the estimated project costs are summarized in the table below:

Source of Funds		Estimated Expenditure	
		Tender Price	\$72,424
		Engineering oversight	\$11,500
		Environmental Monitoring	\$8,500
General Reserve	\$ 94,760	Total project cost	\$92,424

ALTERNATIVES/OPTIONS

Alternatives for Council are to approve awarding this tender as recommended or to not approve and provide staff with direction on cancelling or postponing this project.

ANALYSIS/ IMPLICATIONS

This project represents completion of important maintenance works on the Gertrude Street Bridge at Roger Creek. Works to be undertaken involve work within a stream. An environmental monitor will be engaged for this project to protect the environment and ensure regulations for work in streams are followed. Adequate funding is available in reserve from prior year Capital Works Reserve to complete the work. The low bid, from local contractor Bowerman Excavating Ltd., agrees closely with the Engineer's estimate for the work prepared by Onsite Engineering.

COMMUNICATIONS

This project will be scheduled in mid to late summer with fisheries window set out for in-stream works, likely in July. The construction schedule is for two week installation duration. Public notification regarding construction timing and impacts will be advertised via the City website and other means.

BYLAWS/PLANS/POLICIES

Council approval to award this tender is required under the City's Purchasing Procedure Policy.

SUMMARY

This project is the completion of important maintenance work on the Gertrude St. Bridge over Roger Creek. There is adequate funding remaining to complete this work. It is recommended that this tender be awarded to the low bidder, Bowerman Excavating Ltd. In the amount of \$72,423.75 [includes GST].

ATTACHMENTS/REFERENCE MATERIALS

- Letter dated June 15, 2020 – Onsite Engineering Ltd.

Copy: A. McGifford, Director of Finance
B. Mousley, Streets Superintendent
A. Puusepp, Communications Manager

OEL File: (1381-2)

June 15, 2020

Brian Mousley
City of Port Alberni
4850 Argyle Street, Port Alberni, BC
V9Y 1V8

Re: Gertrude Street Bridge – Embankment Protection Works

Dear Mr. Mousley,

This letter is a summary of our evaluation and recommendations regarding the Invitation to Tender (ITT) for the Gertrude Street Bridge Crossing Roger Creek – Embankment Protection Works (ITT 007-20).

The ITT was posted on BC Bid on May 14, 2020 and closed on June 4, 2020. The works generally include pier and embankment scour protection works per the engineered designs by Onsite Engineering.

There were a total of 5 bids submitted, all of which were deemed compliant, valid submissions. Table 1 provides a summary of the bids.

Bidder	Total Cost (incl. GST)
Bowerman Excavating Ltd.	\$72,423.75
Copcan Civil Ltd.	\$151,264.58
Dennis Francoeur Backhoeing Ltd.	\$81,735.73
IWC Excavation Ltd.	\$132,541.98
Mainroad Mid-Island L.P.	\$84,215.70

It is our recommendation that since all of the bids were deemed compliant, the tender should be awarded to the lowest bidder, Bowerman Excavating Ltd. for a total cost of \$72,423.75

This letter provides OEL's recommendation for the award of the embankment protection works at the Gertrude Street Bridge crossing Roger Creek. Should you have any questions or comments, please contact our office at your convenience.

Regards,

Onsite Engineering Ltd.

Mike Hanson, P.Eng.,
Project Manager



UPTOWN MERCHANT'S ASSOCIATION

c/o 3036 Third Avenue
Port Alberni, BC
V9Y 6E6

chris.flandangles@shaw.ca

VIA E-MAIL

17 June 2020

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

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Eng. & PW
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Planning
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Bylaw
<input checked="" type="checkbox"/> Clerk's	<input checked="" type="checkbox"/> Other <u>Ec Dev;</u>
<input checked="" type="checkbox"/> Agenda	<u>RCM - June 22 '20; Corr for action</u>
File #	<u>0230-20-UMA</u>

Dear Mayor and Councillors:

I am writing to you on behalf of and as the Chair of the Uptown Merchant's Association.

It has come to our attention that there are grants immediately available for COVID19 Recovery projects. We believe that this would be a perfect opportunity for the City to apply on behalf of the Uptown for things such as planters, tables, chairs and umbrellas (generally more comfortable seating) and lighting.

Despite being beaten down for decades, the merchants on Third Avenue continue to believe in our area and will continue to fight for upgrades. The recent loss of our improvement project due to COVID19 was devastating.

We can only improve the Uptown if we continue to invest. It is our understanding that these grants will cost the City little in comparison to what the improvements would be.

As the Chair, I recently read an amazing Facebook article on what Ladysmith, once again, is doing to their Downtown Core. They have made huge improvements in previous years and are obviously still focused on doing more.

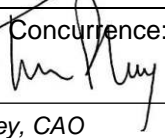
Why must we be constantly following instead of leading? This Council has been the most forward thinking Council in decades!

We would greatly appreciate a response to our correspondence at your earliest opportunity. Uptown businesses are working hard just to stay afloat at this time.

Yours sincerely,

Chris Washington
Chair, Uptown Merchant's Association

Date: June 15, 2020
File No: 0890-02-ALEX
To: Mayor & Council
From: T. Pley, CAO
Subject: Property Exchange – Lot 19 & Lot 22 – Alexander Road, Port Alberni

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

This report is being provided for information.

PURPOSE

To provide information on a property exchange between the City and D.W. Johnson Holdings Ltd.

BACKGROUND

The City owns Lots 19, 20, 21 and 23 along Alexander Road. D.W. Johnson Holdings Ltd., is the owner of Lot 22. The owner of DW Johnson Holdings Ltd., requested that the City consider an exchange of lots, in this case the City owned Lot 19 for Lot 22 [owned by D.W. Johnson].

ALTERNATIVES/OPTIONS

ANALYSIS

The City was approached by the owner of 5230 Alexander Road asking if the City would consider an exchange of property. In this case, the owner requested that the City consider exchanging its City owned Lot – 5212 Alexander Road [Lot 19] for 5230 Alexander Road [Lot 22]. The subject properties are zoned P1 - Institutional and consist of the same lot dimensions. Schedule 'A' attached to this report, identifies existing property ownership and supports the exchange of lots from an ownership perspective.

As the request received from the owner of 5230 Alexander Road was a land matter, Council originally considered this request at its In-Camera meeting held May 11, 2020 at which time Council agreed to entertain the exchange of property subject to costs associated with the property exchange being the sole responsibility of D.W. Johnson Holdings Ltd.

The property exchange has been formalized and as a result, Council, at its In-Camera meeting held June 15, 2020 resolved as follows:

IMPLICATIONS

n/a

COMMUNICATIONS

The Clerks department will proceed with giving notice of land disposition as per legislative requirements.

BYLAWS/PLANS/POLICIES

n/a

SUMMARY

The City was approached by the owner of 5230 Alexander Road, asking if the City was interested in exchanging Lot 22 [owned by D.W. Johnson Holdings Ltd.] for City owned lot located at 5212 Alexander Road. Council supported the exchange subject to the owner of 5230 Alexander Road, being responsible for all costs associated with the exchange. The owner of 5230 Alexander Road has met the requirements identified by Council and the City is now in a position to complete the exchange which includes giving formal notice.

ATTACHMENTS/REFERENCE MATERIALS

1. *Schedule 'A' – Staff Report – Property Exchange: June 15, 2020 MAP*

J:\Clerks\Reports\TLS\2020_06_15_AlexanderRoad\Exchange

Schedule 'A'
 Staff Report - Property Exchange: June 15, 2020



COUNCILLOR ACTIVITY REPORT
RON PAULSON, CITY COUNCILLOR
June 4, 2020. 2020

1. **May 26/20 – Alberni Clayoquot Continuing Care Society (Fir Park and Echo Village) virtual Directors’ Meeting**
 - a. Once again the general health of all seniors in care in both facilities is good.
 - b. The COVID policy of no staff scheduling between the two facilities has created some scheduling difficulties but to this point has been covered.
 - c. Personal Protective Equipment supplies are now in good supply on site.
 - d. The ACCCS AGM is scheduled for June 30/20 via electronic means.
2. **May 29/20 – Tuned in to the Emergency Operations COVID virtual update session.**
3. **May 29/20 – Attended the inaugural startup of the new Hew Saw sawmill at the San Group site.**
 - a. This is the first new sawmill to open in British Columbia in over a decade.
 - b. A new and exciting economic driver for our community adding much needed jobs to our region.
 - c. Access to fiber supply still remains an issue to local mills (more on raw log exports in the coming months). It is important that our community is supportive of local mills and ready access to local timber supply.
4. **On another note, as I drive around our community it is so good to see an number of positive developments around town: the development on the old high school site on Burde Street, the work that is being done by West Coast Marine Response Corporation on Harbour Road, the near completion and startup of the Food Hub on the waterfront, the ongoing development at the San Group site on Stamp Avenue, new housing on Upper Burde Street just to mention a few.**

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

From: Helen Poon

Sent: June 17, 2020 12:06 AM

To: Twyla Slonski <Twyla_Slonski@portalberni.ca>

Subject: Council report (amended version)

4th June 2020 - 5pm-7pm - Along with Councillor Haggard, I attended a candlelight vigil for Chantel Moore at Hahuupayak school fields.

5th June 2020 - 8pm - Given the unfortunate events of the week - namely the racist incident on Tseshaht reserve, and the Chantel Moore incident, I reached out to Tseshaht elected chief councillor Cynthia Dick and made a courtesy call at her home to express my solidarity.

6th June 2020 - 1pm-5pm - Along with Mayor Minions, I attended the indigenous walk up Argyle Street to honour the memory of Chantel Moore. The event was also attended by a number of Tseshaht elected council members, and MP Gord Johns. Speeches were given by elected officials as well as community members. Ed Ross led the crowd in traditional song.

6th June 2020 - 6pm - Met with Tseshaht elected chief councillor Cynthia Dick to discuss the event that we had attended earlier in the day and debrief. I noted the strong turnout and the energy of the participants.

8th June 2020 - 10am - Attended in-camera meeting of council.

8th June 2020 - 2pm - Attended regular meeting of council.

15th June 2020 - 2pm - Attended special in-camera meeting of council.

Regards,
Helen

Helen Poon
Councillor, City of Port Alberni

Councillors Report from Dan Washington, June 02, 2020

Have attended Council Meetings, as well as EOC Meetings via ZOOM.

May 06- Alberni Valley Museum and Heritage Commission Meeting Via ZOOM:

Director Thorpe set up a Virtual Meeting. We received reports from members as well as Museum staff.

Staff will set up a conference call with working group to discuss collecting admissions. Train station RFP. Final draft is ready for review. B.C. Arts Council: Resilience Supplement Award of \$5,000 received. Young Canada Works, funding for two positions at 12 weeks confirmed

May 28- West Islands Woodlands Advisory Group Virtual Team Meeting. Thanks to our facilitator Heather Zenner for setting this up. Discussions included the WFP update and the 2019 Annual Report and Presentation of Indicators. Meeting was well attended.

June 01- Attended a special meeting of Council back at City Hall. Council Chambers was rearranged to observe the two meter rule. Big shout out to City Staff for all the arrangements. Was nice to see everyone in person again.