

A G E N D A

REGULAR MEETING OF COUNCIL

**MONDAY, MARCH 25, 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 unceded Traditional Territories.
2. Late items identified by Councillors.
3. Late items identified by the City Clerk.

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

B. ADOPTION OF MINUTES - Page 11

1. Special In-Camera Council Meeting held at 12:45 pm and Regular Council Meeting held at 2:00 pm on March 11, 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. Shaila Somaia - Age Friendly Grant - Page 26

In attendance to provide an update on progress in relation to the Age Friendly Grant.

2. Kin Canada Kinsmen - Little Lightning Soap Box Derby

Mike Hadley of the Port Alberni Kinsmen Club in attendance to present information about this year's "Little Lightning Soapbox Derby" event scheduled for July 20, 2019.

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 March 25, 2019, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

2. Manager of Human Resources - Smoke Free Workplace Policy - Page 27

Report from the Manager of Human Resources dated March 19, 2019 requesting Council's consideration of a Policy related to smoking in the workplace.

That the report from the Manager of Human Resources dated March 19, 2019 be received, and Council for the City of Port Alberni adopt the policy entitled 'Smoke Free Workplace' as presented.

3. City Clerk - Permissive Tax Exemptions - Page 30

Report dated March 18, 2019 from the City Clerk providing information and requesting direction regarding the City's Permissive Tax Exemption Policy.

That the report from the City Clerk dated March 18, 2019 providing information and requesting direction regarding the City's Permissive Tax Exemption Policy, be received.

Council direction required.

4. Chief Administrative Officer - Alberni Paving - Background Information - Page 47

Report dated March 13, 2019 from the Chief Administrative Officer providing background regarding the issue of Alberni Paving occupation of City owned lands adjacent to the Fall Fair Grounds.

That the report dated March 13, 2019 from the Chief Administrative Officer providing background regarding the issue of Alberni Paving occupation of City owned lands adjacent to the Fall Fair Grounds, be received.

5. Manager of Bylaw Services - Alberni Cannabis Store Application - Page 64

Report dated March 19, 2019 from the Manager of Bylaw Services requesting Council's consideration of a Retail Cannabis Store application.

That the report from the Manager of Bylaw Services dated March 19, 2019, be received.

That Council for the City of Port Alberni supports the approval and authorization of the Alberni Cannabis Store, located at #51-3805 Redford Street, and endorses the comments as provided in the report from the Manager of Bylaw services dated March 19, 2019.

6. Manager of Bylaw Services - Platinum Cannabis - Page 73

Report dated March 19, 2019 from the Manager of Bylaw Services requesting Council's consideration of a Retail Cannabis Store application.

That the report from the Manager of Bylaw Services dated March 19th, 2019, be received.

That Council for the City of Port Alberni supports the approval and authorization of Platinum Cannabis located at 5069 Johnston St, and endorses the comments as provided in the report from the Manager of Bylaw Services dated March 19, 2019.

7. Utilities Superintendent - Water Levels - Page 86

Report dated March 19, 2019 from the Utilities Superintendent providing information on the current water levels in China Creek and Bainbridge Lake.

That the report from the Utilities Superintendent dated March 19, 2019, be received.

8. Managers' Reports

Providing information about current departmental operations.

Director of Parks, Recreation and Heritage - Page 90

That the monthly report from the Director of Parks, Recreation and Heritage providing information about current departmental 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 - “Alberni Valley Community Forest Reserve Fund, Amendment No. 1, Bylaw No. 4854-1” - Page 91**

That “Alberni Valley Community Forest Reserve Fund, Amendment No. 1, Bylaw No. 4854-1”, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4854-1.

2. **Director of Finance - "Five Year Financial Plan Bylaw 2019 - 2023, Bylaw No. 4984" - Page 92**

Report dated March 14, 2019 from the Director of Finance providing information regarding additions and deletions/postponements of supplementary projects that resulted in a 2.2% tax increase on the average single family residence.

That the report dated March 14, 2019 from the Director of Finance, be received.

That "Five Year Financial Plan Bylaw 2019 - 2023, Bylaw No. 4984", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4984.

3. **Manager of Bylaw Services - “City of Port Alberni Building Standards, Amendment No. 1, Bylaw No. 4975-1, 2019” - Page 100**

That “City of Port Alberni Building Standards, Amendment No. 1, Bylaw No. 4975-1, 2019”, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4975-1.

4. **Manager of Bylaw Services - “Business Licence Regulation Bylaw, City of Port Alberni, Bylaw No. 4951-1” - Page 102**

That “Business Licence Regulation Bylaw, City of Port Alberni, Bylaw No. 4951-1”, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4951-1.

5. **Manager of Bylaw Services - “Bylaw Offence Notice Enforcement Bylaw No. 4929-4, 2019” - Page 104**

That “Bylaw Offence Notice Enforcement Bylaw No. 4929-4, 2019”, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4929-4.

6. Manager of Planning - Advisory Planning Commission - Page 106

The summary report of the February 21, 2019 meeting of the Advisory Planning Commission is provided for Council's consideration.

That the summary report of the February 21, 2019 meeting of the Advisory Planning Commission, be received.

Development Application: Development Variance Permit - 3541 10th Avenue
(Lot 8, District Lot 1, Alberni District, Plan 5750)
Applicant: C. Adams

That Council for the City of Port Alberni direct staff to proceed with the necessary Development Variance Permit to vary Zoning Bylaw #4832 as follows:

Vary Fences and Hedges Section 6.7.3, by varying the height permitted within a required Front Yard from 1.25 metres (4.1 ft) to 1.8 metres (6 ft), a Variance of 0.55 metres (1.8 ft), on Lot 8, District Lot 1, Alberni District, Plan 5750, PID: 005-926-513 (3541 10th Avenue).

“Zoning Text Amendment No.T18 (Hedges), Bylaw No. 4981” - Page

That Zoning Text Amendment No.T18 (Hedges), Bylaw No. 4981, be introduced and read a first time.

That Zoning Text Amendment No.T18 (Hedges), Bylaw No. 4981, be read a second time.

That Zoning Text Amendment No.T18 (Hedges), Bylaw No. 4981, be advanced to a Public Hearing on April 8th, 2019 at 6:30 pm in City Hall Council Chambers.

“Zoning Text Amendment No. T19 (Family Dwelling Unit, Parking), Bylaw No. 4982”

That Council for the City of Port Alberni supports the recommendation of the Advisory Planning Commission not to proceed with the proposed text amendment to Zoning Bylaw 2014, Bylaw No. 4832 as presented in the attached draft bylaw “Zoning Text Amendment No. T19 (Family, Dwelling Unit, Parking), Bylaw No. 4982” and directs staff to review and propose additional information for consideration.

H. CORRESPONDENCE FOR ACTION

1. Food Security and Climate Disruption Committee - Page 126

- (a) Letter dated March 9, 2019 from the Food Security and Climate Disruption Committee seeking direction and requesting that Council appoint additional members to fill the present vacancies to the committee.
- (b) Letter dated February 26, 2019 from the Alberni Valley Transition Town Society recommending the committee be turned into a Commission with allocation of staff resources.

That the letters dated February 26, 2019 and March 9, 2019 from the Alberni Valley Transition Town Society and Food Security and Climate Disruption Committee, be received.

Council direction required.

2. Alberni Valley Drag Racing Association - Page 128

Letter dated March 13, 2019 from the Alberni Valley Drag Racing Association requesting the use of Stamp Avenue from Roger Street to Redford Street for Thunder in the Valley 2019.

That Council for the City of Port Alberni allow the Alberni Valley Drag Racing Association to use Stamp Avenue from Roger Street to Redford Street from 2pm on August 8th until 10pm on August 11th for Thunder in the Valley 2019, and that they be requested to work with City staff to ensure all safety, liability and insurance requirements are in place.

3. Western Vancouver Island Industrial Heritage Society (WVLIHS) - Page 129

Letter dated March 11, 2019 advising that the Antique Truck and Steam Show will take place on Labour Day weekend and requesting road closures for the duration of events.

That the letter dated March 11, 2019 from the Western Vancouver Island Industrial Heritage Society, be received and Council for the City of Port Alberni endorse the closure of Dunbar Street from the corner of 7th Avenue and 9th Avenue from 7pm on August 30th until 5pm on September 1st for the Antique Truck and Steam Show.

4. First Nations Education Foundation - First Nations Language Revitalization Pole Project - Page 130

Letter from the First Nations Education Foundation providing information regarding the First Nations Language Revitalization Pole project and requesting a sponsorship donation.

That the letter from the First Nations Education Foundation providing information regarding the First Nations Language Revitalization Pole project and requesting sponsorship, be received and they be encouraged to submit an application to the Community Investment Program for consideration.

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. R. Terepocki - Bike Lanes - Page 132

Letter dated March 7, 2019 from R. Terepocki expressing concern over the safety of bike lanes on City streets.

2. City of Victoria - Council Resolutions - Page 135

Email dated March 11, 2019 from the City of Victoria providing copies of resolutions endorsed by Victoria City Council and forwarded to the Association of Vancouver Island Coastal Communities (AVICC) for endorsement at the Union of British Columbia Municipalities convention.

3. Union of BC Municipalities - Provincial Response to 2018 Resolutions - Page 141

Letter dated March 7, 2019 from the Union of BC Municipalities (UBCM) providing the Province's response to Council's resolution from 2018 regarding West Coast Marine Spill Response.

4. RCMP - Municipal Policing Agreement - Page 143

Letter dated March 18, 2019 providing expenditures to February 28, 2019.

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

K. REPORT FROM IN-CAMERA

1. City Clerk - Report from January 28, 2019 In-Camera Meeting - Page 147

Report dated March 14, 2019 from the City Clerk in regards to transfer of ownership of property at 4210 Cedarwood Street from the Port Alberni Youth Centre Society to the City of Port Alberni.

That the report from the City Clerk dated March 14, 2019, be received.

L. COUNCIL REPORTS

1. Council and Regional District Reports - Page 149

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. ADJOURNMENT

That the meeting adjourn at pm.

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**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, MARCH 11, 2019 AT 12:45 PM
IN THE CITY HALL COMMITTEE ROOM**

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

REGRETS: Councillor Haggard

STAFF: Tim Pley, CAO
Davina Hartwell, City Clerk
Willa Thorpe, Director of Parks, Recreation & Heritage
Rob Kraneveldt, Facilities Supervisor

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)(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**
- Section 90(1)(k)** **negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;**

CARRIED

The meeting was adjourned at 1:57 p.m. until immediately following the regular meeting at 2:00 p.m. Reconvened at 5:27 p.m. and terminated at 6:25 p.m.

CERTIFIED CORRECT

Mayor Sharie Minions



Davina Hartwell, City Clerk

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD MONDAY, MARCH 11, 2019 AT 2:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

PRESENT: Mayor Minions, Councillors Corbeil, Haggard (Via Phone) Paulson, Poon, Solda and Washington

A. CALL TO ORDER AND APPROVAL OF AGENDA

It was moved and seconded:

That the agenda be approved as circulated with the addition of late item H.3a.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Special Meeting held at 6:30 pm on February 19, 2019, Special Meeting held at 12:30 pm on February 25, 2019, Regular Council Meeting held at 2:00 pm on February 25, 2019, and Special Meeting (Budget) held at 6:00 pm on February 25, 2019, be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

Pete Geddes representing the Western Vancouver Island Industrial Heritage Society requested Council consider funding for train and track maintenance as well as support for any potential grant funding opportunities.

D. DELEGATIONS

1. Rotary Club of Port Alberni Arrowsmith

Larry McGifford presented information regarding the proposed canopy roof project at Victoria Quay and the Rotary Club's sponsorship.

2. **Dr. Paul Hasselback, Medical Health Officer**
Introduced himself to Council and provided information on his role as the Medical Health Officer and the role of Council in regard to the health of the community. He identified areas for local public health attention: housing; substance use (stigma and empathy), municipal alcohol plan, cannabis; youth development; cleaner air; climate change adaptation.
3. **Joan Miller, North Island Film Commission**
Outlined the work undertaken by the Commission as well as provided an update on current initiatives.
4. **Darien Edgeler**
Requested Council allocate the minimum funding necessary to run a single train in 2019 focused on weddings and events as well as other selected tourism related dates.

E. **UNFINISHED BUSINESS** **NIL**

F. **STAFF REPORTS**

1. **Accounts**

It was moved and seconded:

That the certification of the Director of Finance dated March 11, 2019, be received and the cheques numbered 143267 to 143382 inclusive, in payment of accounts totalling \$2,499,297.60, be approved.

CARRIED

2. **Director of Finance - Audit Committee**

It was moved and seconded:

That the minutes of the February 25, 2019 Audit Committee; the Responses to Questions arising from that meeting dated March 4, 2019, the Quarterly Analysis of Mayor and Council Travel and Convention Expenses ending December 31, 2018, the financial statements ending December 31, 2018 and the Vendor Cheque Register Report ending February 21, 2019, be received.

CARRIED

3. Manager of Planning & Communications Manager – The Future of Harbourview Lands – Consultation Program Results

It was moved and seconded:

That the report from the Manager of Planning and Communications Manager dated March 6, 2019, be received.

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni direct staff to prepare a Request for Proposals for development of all or a portion of the Harbour View Lands placing value on tree retention and park space.

CARRIED

4. Director of Parks, Recreation & Heritage – Alberni Harbour Quay Unit #6 – Patio Installation

It was moved and seconded:

That the report from the Director of Parks, Recreation & Heritage dated February 27, 2019 be received, and Council for the City of Port Alberni approve in principle, the creation of patio space to the front and rear of AHQ Unit #6, and amend the lease as required to accommodate the new provisions.

CARRIED

5. Director of Parks, Recreation & Heritage – Parks Canada Grant Update – McLean Mill

It was moved and seconded:

That the report from the Director of Parks, Recreation and Heritage, dated March 1, 2019 advising the City has received preliminary notice of a successful grant application for \$60,000 for McLean Mill, be received.

CARRIED

6. Manager of Bylaw Services - Remedial Action Requirement (2808 – 10th Avenue)

Councillor Solda declared a perceived conflict of interest due to her acquaintance with the property owner and left the meeting at 3:55 pm.

It was moved and seconded:

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

CARRIED

It was moved and seconded:

Remedial Action:

- 1) THAT Council, pursuant to the authority provided in Section 74 of the Community Charter and after reviewing the information provided in this report, declares that the building located on the property at 2808 10th Avenue, having a legal description of LOT 10 BLOCK 163 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197B is so dilapidated or unclean as to be offensive to the community and, as a result, is declared a nuisance that requires remedial action to fully restore the damaged building and bring the property into compliance with the City of Port Alberni's Building Standards Bylaw No. 4975 and Property Maintenance Bylaw No. 4712, as well as the BC Building Code and BC Fire Code.***

Compliance & Reconsideration Notice Time Limit Recommendations:

- 1. AND FURTHER THAT Council, pursuant to Section 76 of the Community Charter, sets the time limit for completion of all the remedial action requirements described in Recommendation 1 to be not later than 5:00pm on April 19th, 2019.***
- 2. AND FURTHER THAT Council, pursuant to Section 76 of the Community Charter, sets the time limit for giving notice of a request for Council to reconsider the remedial action requirements described in Recommendation 2 to be no later than 5:00pm on March 29th, 2019.***

Municipal Action at Defaulter's Expense:

- 1) ***AND FURTHER THAT Council authorizes City Staff to take all appropriate action in accordance with Section 17 [Municipal Action at Defaulter's Expense] of the Community Charter to ensure the subject property is brought into compliance with all remedial action requirements described in Recommendation 1, provided that:***
 - a) ***The property owner/representative has not fully completed the remedial action requirements on or before the time limit specified in this Council resolution; and***
 - b) ***All costs incurred by the City to bring the property into compliance shall be at the expense of the property owner/representative and, pursuant to Section 17 of the Community Charter; such costs shall be recovered from the property owner as a debt owed to the City of Port Alberni.***

CARRIED

Councillor Solda returned to the meeting at 4:12 p.m.

Councillor Haggard left the meeting at 4:15 p.m.

7. Manager of Bylaw Services - Remedial Action Requirement (4781 Margaret Street)

It was moved and seconded:

That the report dated March 5, 2019 from the Manager of Bylaw Services, be received.

CARRIED

It was moved and seconded:

Remedial Action:

- 1) ***THAT Council, pursuant to the authority provided in Section 74 of the Community Charter and after reviewing the information provided in this report, declares that the building located on the property at 4781 Margaret Street, having a legal description LOT 4 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP5700, is so dilapidated or unclean as to be offensive to the community and, as a result, is declared a nuisance that requires remedial action to demolish and remove the damaged building and to level the site in order to eliminate the nuisance.***

2) AND FURTHER THAT Council imposes the following remedial action requirements on the property owner/representative (registered owner on title of Mr. Steven Boden) for the building located on the property at 4781 Margaret Street with respect to the building noted above in Recommendation 1:

- a) to demolish the damaged building;**
- b) to remove all debris from the demolition to an appropriate disposal site; and**
- c) level the site;**

in order to eliminate the declared nuisance.

Compliance & Reconsideration Notice Time Limit Recommendations:

1) AND FURTHER THAT Council, pursuant to Section 76 of the Community Charter, sets the time limit for completion of all the remedial action requirements described in Recommendation 1 to be not later than 5:00pm on April 12th, 2019.

2) AND FURTHER THAT Council, pursuant to Section 76 of the Community Charter, sets the time limit for giving notice of a request for Council to reconsider the remedial action requirements described in Recommendation 2 to be no later than 5:00pm on March 26th, 2019.

Municipal Action at Defaulter's Expense:

3) AND FURTHER THAT Council authorizes City Staff to take all appropriate action in accordance with Section 17 [Municipal Action at Defaulter's Expense] of the Community Charter to ensure the subject property is brought into compliance with all remedial action requirements described in Recommendation 2, provided that:

- a) The property owner/representative has not fully completed the remedial action requirements on or before the time limit specified in this Council resolution; and**
- b) All costs incurred by the City to bring the property into compliance shall be at the expense of the property owner/representative and, pursuant to Section 17 of the Community Charter; such costs shall be recovered from the property owner as a debt owed to the City of Port Alberni.**

CARRIED

The Mayor called a 10 minute recess at 4:28 p.m.

The meeting reconvened at 4:38 p.m.

8. Manager of Planning – Development Permit No. 18-08 (3508 – 4th Avenue)

It was moved and seconded:

That Council for the City of Port Alberni approve Development Permit No. 18-08 and that the City Clerk be authorized to sign the permit.

CARRIED

G. BYLAWS

1. City Clerk – “Alberni Valley Community Forest Reserve Fund, Amendment No. 1, Bylaw No. 4854-1

It was moved and seconded:

That “Alberni Valley Community Forest Reserve Fund, Amendment No. 1, Bylaw No. 4854-1”, be now introduced and read a first time.

CARRIED

It was moved and seconded:

That “Alberni Valley Community Forest Reserve Fund, Amendment No. 1, Bylaw No. 4854-1”, be read a second time.

CARRIED

It was moved and seconded:

That “Alberni Valley Community Forest Reserve Fund, Amendment No. 1, Bylaw No. 4854-1”, be read a third time.

CARRIED

2. Director of Finance - "Five Year Financial Plan Bylaw 2019 - 2023, Bylaw No. 4984"

It was moved and seconded:

That the report dated February 28, 2019 from the Director of Finance, be received.

CARRIED

It was moved and seconded:

That "Five Year Financial Plan Bylaw 2019 - 2023, Bylaw No. 4984", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "Five Year Financial Plan Bylaw 2019 - 2023, Bylaw No. 4984", be read a second time.

CARRIED

It was moved and seconded:

That "Five Year Financial Plan Bylaw 2019 - 2023, Bylaw No. 4984", be read a third time.

CARRIED

3. Manager of Bylaw Services – Building Standards, Amendment No. 1, Bylaw No. 4975-1, 2019

It was moved and seconded:

That the report from the Manager of Bylaw Services dated March 5, 2019 be received.

CARRIED

It was moved and seconded:

That "City of Port Alberni Building Standards, Amendment No. 1, Bylaw No. 4975-1, 2019", be introduced and read a first time.

CARRIED

It was moved and seconded:

That “City of Port Alberni Building Standards, Amendment No. 1, Bylaw No. 4975-1, 2019”, be read a second time.

CARRIED

It was moved and seconded:

That “City of Port Alberni Building Standards, Amendment No. 1, Bylaw No. 4975-1, 2019”, be read a third time.

CARRIED

4. Manager of Bylaw Services – Business Licence Regulation Bylaw, City of Port Alberni, Bylaw No. 4951-1

It was moved and seconded:

That the report from the Manager of Bylaw Services dated March 6, 2019 be received.

CARRIED

It was moved and seconded:

That “Business Licence Regulation Bylaw, City of Port Alberni, Bylaw No. 4951-1”, be introduced and read a first time.

CARRIED

It was moved and seconded:

That “Business Licence Regulation Bylaw, City of Port Alberni, Bylaw No. 4951-1”, be read a second time.

CARRIED

It was moved and seconded:

That “Business Licence Regulation Bylaw, City of Port Alberni, Bylaw No. 4951-1”, be read a third time.

CARRIED

**5. Manager of Bylaw Services – Bylaw Offence Notice Enforcement Amendment
Bylaw No. 4929-4, 2019**

It was moved and seconded:

That the report from the Manager of Bylaw Services dated March 5, 2019 be received.

CARRIED

It was moved and seconded:

That “Bylaw Offence Notice Enforcement Bylaw No. 4929-4, 2019”, be introduced and read a first time.

CARRIED

It was moved seconded:

That “Bylaw Offence Notice Enforcement Bylaw No. 4929-4, 2019”, be read a second time.

CARRIED

It was moved and seconded:

That “Bylaw Offence Notice Enforcement Bylaw No. 4929-4, 2019”, be read a third time.

CARRIED

It was moved and seconded:

That in accordance with the provisions of the City’s Procedures Bylaw, the meeting continue beyond 5:00 p.m.

CARRIED

H. CORRESPONDENCE FOR ACTION

1. Alberni Valley Hospice Society

It was moved and seconded:

That the letter from Alberni Valley Hospice Society dated February 25, 2019 be received, and Council for the City of Port Alberni concur with the request to waive the Building Permit fees of \$924 for their new location at 2579 10th Avenue.

CARRIED

2. **Leslie Walerius**

It was moved and seconded:

That the letter dated March 1, 2019 requesting Council better clarify the financial benefit that the 2019 operating budget as proposed by MMS would provide to the community, be received.

CARRIED

3. **Roland Smith**

It was moved and seconded:

That the letters dated March 5th and March 8th acknowledging Council's decision to curtail rail operations in 2019 and urging Council to stay the course, be received.

CARRIED

4. **Daniel Savard**

It was moved and seconded:

That the letter dated March 4, 2019 supporting Council's decision to not operate the train in 2019, be received.

CARRIED

5. **Sandy McRuer**

It was moved and seconded:

That the letter dated March 3, 2019 requesting Council consider the issue of Alberni Paving and their occupation of City owned lands adjacent to the Fall Fair grounds, be received.

CARRIED

6. **Martin von Holst – RCMP Day – Vernon Committee Chair**

It was moved and seconded:

That Council for the City of Port Alberni provide a letter of support to the RCMP Day Committee for their efforts to move forward with a petition to provincial and federal governments to acknowledge February 1st as 'Royal Canadian Mounted Police Day'.

CARRIED

7. Kevin Forsythe – Port Alberni Watersports

It was moved and seconded:

That the proposal to operate a windsurfing, kiteboarding and stand-up paddle boarding business at the Alberni Harbour Quay be referred to staff to initiate contact and review options and opportunities with the proponent.

CARRIED

8. District of Highlands – Municipal Survivor Climate Challenge

It was moved and seconded:

That the email dated March 5, 2019 inviting Mayor and Council to participate in the Municipal Survivor Climate Challenge; a competition between municipal councils challenging them to decrease their ecological footprint over the course of one year, be received.

CARRIED

I. PROCLAMATIONS NIL

J. INFORMATIONAL CORRESPONDENCE

1. Food Security and Climate Disruption Committee

Minutes from the December 6, 2018 meeting.

2. Gary Lajeunesse

Email dated March 4, 2019 offering ideas to increase tourism in the Alberni Valley.

3. Peter Finch

Letter dated March 2, 2019 responding to the Fire Chief's letter and inquiring if Council has provided funding for interface fires in the 2019 budget.

4. Hart Haidn

Email dated February 23, 2019 expressing concern for the Maplehurst Trail.

5. Alberni Valley Museum and Heritage Commission

Minutes from the February 6, 2019 meeting.

It was moved and seconded:

That Informational Correspondence items numbered 1 through 5 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.

M. NEW BUSINESS NIL

N. QUESTION PERIOD

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

Neil Anderson commented regarding the Harbour View Lands and asked why Council would consider issuing an RFP on the lands at this time when many other issues require attention.

O. ADJOURNMENT

It was moved and seconded:

That the meeting adjourn at 5:18 pm.

CARRIED

CERTIFIED CORRECT

Mayor



Clerk

J:\Clerks\Council\RegularCouncilMeetings\Minutes\Mar11_tf.doc

From: Shaila Somaia [<mailto:shailasomaia@hotmail.com>]
Sent: Wednesday, February 27, 2019 7:53 PM
To: Davina Hartwell
Cc: baste@shaw.ca; Pat Deakin; Ron Corbeil
Subject: UBCM's Age Friendly Grant - Delegation Request to Update City Council
Importance: High

Good Morning Davina,

As you may have heard we were awarded the UBCM's Age Friendly Grant to conduct a year long assessment of Older Adults in Port Alberni. **(The initial resolution was passed by City Council with their support on November 13, 2019)**

During this delegation we will be:

- a.) Updating City Council Members that we were successful in being awarded the Grant
- b.) Requesting and appointing Council Member that we would like to appoint for our steering committee
- c.) Announce to the public of the upcoming events and things to watch for – to get the most participation during the data collection phase.

Today when I tried to contact you I had a chance to speak to Tanis who advised me the docket was full for March 11 for delegations, is this true? If so can we be scheduled for March 25, 2019 – or would you have some other advice for us?

You can call me for more information if required – 250-720-7814, thank you for your time ☺

Shaila Somaia

Port Alberni, Vancouver Island

Phone: (250) 720-7814

Email: shailasomaia@hotmail.com

MANAGER OF HUMAN RESOURCES REPORT

TO: Tim Pley, CAO

FROM: Krista Tremblay, Manager of Human Resources

DATE: March 19, 2019

ATTACHMENT: Smoke Free Workplace policy

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



Tim Pley, CAO

SUBJECT: Smoke Free Workplace policy

Issue:

Council's consideration of a policy related to smoking in the workplace.

Background:

WorksafeBC regulations require that employers control the exposure of workers to environmental tobacco smoke and e-cigarette vapour at a workplace by prohibiting the smoking of tobacco and use of e-cigarettes in the workplace. Regulations also require that there be no smoking of tobacco or e-cigarettes within 6 metres of a doorway, window or air intake of an indoor workplace.

The attached policy entitled "Smoke Free Workplace" provides direction to City of Port Alberni employees (as well as contractors and volunteers) regarding the application of these regulations, including details regarding where and when they are permitted to smoke. This will ensure that other employees are protected from the exposure of second hand tobacco smoke or e-cigarette vapour while they are at work.

Recommendation:

That the report from the Manager of Human Resources dated March 19, 2019 be received, and Council for the City of Port Alberni adopt the policy entitled 'Smoke Free Workplace' as presented.



Krista Tremblay
Manager of Human Resources



CITY OF PORT ALBERNI POLICY MANUAL

| | | |
|---|---------------|--|
| Title: SMOKE FREE WORKPLACE | | |
| Department Responsible: Human Resources | | |
| New <input checked="" type="checkbox"/> | Pages: 1 OF 2 | |
| Amended <input type="checkbox"/> | | |

1. POLICY

The City of Port Alberni is committed to creating a safe and healthy workplace for all of its employees. This includes ensuring that employees are protected from the harmful effects of second hand smoke in their work environment. As such the City of Port Alberni prohibits the use of any smoking, vaporizing and tobacco products including cigarettes and e-cigarettes within City facilities as well as within City vehicles, and will ensure that all such smoking activities comply with current legislation and safety regulations.

2. PURPOSE

To ensure the health and safety of employees by communicating the expectations and guidelines regarding smoking in the workplace.

3. SCOPE

This policy applies to all City of Port Alberni employees, as well as contractors and volunteers engaged in work or volunteer activities for the City.

4. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

WorksafeBC Regulation Guidelines – Part 4 - Environmental Tobacco Smoke and E-Cigarette Vapour, 4.81 Controlling Exposure

4.81 Controlling Exposure

Subject to section 2.41 of the Tobacco and Vapour Products Control Act and section 4.23(2)(c) of the Tobacco and Vapour Products Control Regulation, an employer must control the exposure of workers to environmental tobacco smoke and e-cigarette vapour at a workplace by doing all of the following:

(a) prohibiting the following activities in the workplace:

- (i) smoking tobacco;*
- (ii) holding lighted tobacco;*
- (iii) using an e-cigarette;*
- (iv) holding an activated e-cigarette;*

(b) subject to section 4.22(3) of the Tobacco and Vapour Products Control Regulation, restricting the activities referred to in paragraph (a) of this section to a safe outdoor location that is a minimum of 6 m from a doorway, window or air intake of an indoor workplace

5. PROCEDURE

The City of Port Alberni prohibits the use of any smoking, vaporizing and tobacco products including cigarettes and e-cigarettes within City facilities.

Where the use of smoking or vaporizing products is permitted on City grounds, it will be restricted to at least 6 meters away from building entrances, windows and air intake systems, in order to prevent smoke or vapor from entering those facilities and/or exposing any other person who is entering or exiting those facilities.

Designated employee smoking areas complying with the relevant regulations will be identified as required at City facilities and employees will only be permitted to smoke in these designated areas.

Smoking is strictly prohibited within all City vehicles, including mobile equipment.

There will be no smoking permitted at job sites during work activities. This includes any site where an employee is engaged in work activities for the City, including construction sites, sports fields, parks, etc.

If an employee smokes at a job site during a designated break, they must ensure that they are a minimum of 6 meters away from building entrances, windows and intake systems, and a minimum of 12 meters away from any other employee.

**CLERK'S DEPARTMENT
REPORT TO COUNCIL**

TO: Tim Pley, CAO

FROM: Davina Hartwell, City Clerk

COPIES TO: Mayor and Council
Cathy Rothwell, Director of Finance
Roselyn Macauley, Deputy Director of Finance

DATE: March 18, 2019

ATTACHMENT: 1 - Section 220 Community Charter
2 - Section 224 Community Charter
3 - Permissive Tax Exemption Policy

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



Tim Pley, CAO

SUBJECT: Permissive Tax Exemptions

Issue:

Information for Council with regards to Permissive Tax Exemptions and request for direction for 2020 and beyond in regards to potential changes to the City's Policy and/or financial considerations.

Background:

Section 220 of the *Community Charter* provides for statutory exemptions for a range of properties including those held or used by the province, municipalities, regional districts, libraries, hospitals, schools, cemeteries and places of public worship. For some properties, such as those used for public worship, the statutory exemption applies only to the building used for public worship, and land beneath the building. All other land and buildings ancillary to the place of public worship are taxable unless granted a permissive tax exemption by Council. (Section 220 of the *Community Charter* attached)

Section 224 provides for permissive tax exemptions for properties used by non-profit or other organizations that provide services which Council considers directly related to the purpose of the organization. Permissive tax exemptions granted apply to the municipal portion of taxes only and are at the discretion of Council. Exemptions cannot be granted if the organization does not qualify under the *Community Charter*. (Section 224 of the *Community Charter* attached).

The *Community Charter* permits exemptions to be granted for a maximum of 10 years and bylaws must be adopted by October 31st of each year.

The City's policy adopted in June 2013 (attached) further defines and guides identification of organizations meeting Council's objectives and contains the following priorities for granting exemptions:

- athletic or recreational programs or facilities for public use;
- services for special needs groups;
- facilities or programming for youth and seniors;
- protection and maintenance of important community heritage;
- seniors care facility;
- arts, cultural or educational programs or facilities;
- emergency or rescue services;
- services for the public in a formal partnership with the City or;
- preservation to an environmental or ecologically sensitive area designated within the Official Community Plan.

Discussion:

In keeping with the City's policy, current exemptions were granted for the maximum four year term with organizations being required to provide a statement in each year that their status had not changed and therefore still qualified to receive the exemption.

There are some exceptions to the policy which include the permissive exemption granted to the Island Corridor Foundation which was placed for the maximum 10 years allowable under the *Community Charter* provisions, expiring 2021; the exemption granted to Ocean Canal Clubhouse Inc. for Gaiga Square under Section 225 of the *Community Charter* (municipal service under a partnering agreement); and to the Uchucklesaht (Thunderbird building) for the area of green space not being used for parking purposes (provision contained in 33 year lease agreement).

The City's current Permissive Tax Exemption Bylaws expire December 31st, 2019, as does The Places of Public Worship Exemption Bylaw which grants exemptions for ancillary lands and buildings not used for public worship.

A list of organizations in the City's bylaws currently receiving permissive tax exemptions is attached for Council's information. The amount of municipal taxes foregone in 2017 amounted to \$316,442. In October 2018, Council granted the Alberni Valley Senior Citizens Homes Society a one-time emergency grant outside the scope of the Permissive Tax Exemption process for an amount equivalent to the municipal portion of their 2019 taxes (approximately \$25,350).

In recent years, the City's Community Investment Program Committee was tasked with reviewing permissive tax exemption applications and providing recommendations for Council's consideration. Staff's recommends that a revised Policy include the process that will be undertaken to accept and review applications.

It is important to understand the "cost" of tax exemptions. Tax exemptions are not financed through a line item in the budget in the same way as other municipal spending, nor do they affect the total amount of funds to be raised through property taxes. They do, however, impose an additional cost on taxpayers who are not exempt, as those taxpayers essentially pay an added amount to offset the taxes that are exempted under the Permissive Tax Exemption Bylaws.

It is equally important to recognize the significant value of volunteers, volunteer groups and agencies to the social, spiritual, cultural, educational and physical well-being of the community. A reduction or elimination of exemptions may seriously impact the ability of these agencies to do the work they do in our community.

Summary:

The City's current Permissive Tax Exemption Bylaws expire at the end of 2019. A review of policy and process is required prior to inviting applications for 2020 and beyond. The following summarizes the recommended steps and timing in this process:

- Council review of Permissive Tax Exemption policy and determination of process for receiving/reviewing applications (April/early May)
- Letters to all current tax exemption recipients advising bylaws expire at the end of 2019, and advising of potential policy amendment implications and next steps (late April 2019)
- Invite applications - deadline end June 2019 with review to commence in July
- Recommendations for Council consideration no later than September 3
- Introduction of Bylaw(s) no later than September 16, 2019
- Required advertising per Section 227 of *Community Charter*
- Bylaw(s) adoption October 15, 2019
- *Community Charter* deadline for adoption of Bylaws October 31, 2019

Options:

1. Review policy and consider amendments at a regular meeting of Council. This is not recommended due to time constraints and potential detailed questions from Council.
2. Review policy and consider amendments at a Committee of the Whole meeting with recommendations provided to a regular meeting of Council. This could be done although still may not give enough time to fully consider issues.
3. Appoint a Select Committee of Council to review policy and make recommendations to Council. This is staff's recommended approach. The *Community Charter* s. 142 states:

(1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.

*(2) **At least** one member of a select committee must be a council member.*

(3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.

Recommendation:

That the report from the City Clerk dated March 18, 2019 providing information and requesting direction regarding the City's permissive tax exemption policy, be received.

Council direction required.

Respectfully submitted,

Davina Hartwell, City Clerk

| Roll No. | Owner | Civic Address | Legal Description |
|---|--|--------------------|--|
| Municipal Property | | | |
| 092-0691-10 | Alberni District Fall Fair | 3737 Roger St. | Lot 1, DL92, Plan VIP 27429 exc. Plan VIP58940 (included in lease from City to Fall Fair) |
| 092-0694-00* | Alberni District Fall Fair * Alberni Fall Fair owns | 4090 Hollywood St. | Portion of Lot 2, DL 92, Plan 29389 |
| 092-0696-10* | Alberni District Fall Fair * Alberni Fall Fair owns | 4480 Vimy St. | Lot A, DL 92, Plan VIP31446 exc. Plan VIP58940, & Exc PL VIP87123 VIP88262 & EPP12140 (included in lease) |
| 990-0511-10 | Alberni District Fall Fair | Anderson Ave. | Lot 1, DL 1, AD Plan VIP5330 except plan multiple, that part included in lease from the City of Port Alberni |
| 092-0691-15 | 666082 BC Ltd (dba Alberni Valley Bulldogs) | 3737 Roger Street | Lot 1, DL 92, Plan 27429 |
| 001-3107-02 | Alberni Valley Childcare Society (Stepping Stones Too) | 4222 Cedarwood St. | Portion of Lot 15, Block 5, DL 1, Plan 11410 |
| 001-3380-01 | Alberni Valley Curling Club | 3250 9th Ave. | Portion of Lot 1, DL 1, Plan 14814 |
| 092-0696-03 | Alberni Valley Junior Baseball Association | 4000 Compton Rd. | Lot A, DL 13, Plan 29927 |
| 092-0691-03 | Alberni Valley Minor Hockey Association | 3737 Roger St. | Office within Multiplex - Portion of Lot 1, Plan 5330 |
| 092-0696-01 | Alberni Valley Minor Softball | 4200 Wood Ave. | Portion of Lot A, DL 92, Plan 31446 |
| 092-0696-02 | Alberni Valley Youth Soccer Association | 4200 Wood Ave. | Portion of Lot A, DL 92, Plan 31446 |
| 014-0506-10 | BC SPCA | 4936 Broughton St. | Part of Lot B, DL 14, Plan 31798 and Part of Lot A, DL 137, Plan 62423, Part of DL 143 |
| 001-1562-00, 001-1563-00, 001-1564-00 | Community Arts Council of the Alberni Valley (Rollin Art Centre) | 3061-3098 8th Ave. | Lots 20-22, Block 150, DL 1, Plan 197B |
| 990-0513-02 | Echo Sunshine Club | 4255 Wallace St. | Portion of Lot 1, DL 1, Plan 5330 |
| 092-0691-02 | Mount Arrowsmith Skating Club | 3737 Roger St. | Office within Multiplex, Portion of Lot 1, Plan 27429 |
| 990-0513-03 | Port Alberni Aquatic - Tsunami Swim Club | 4255 Wallace St. | Portion of Lot 1, DL 1, Plan 5330 |
| 990-0513-01 | Port Alberni Lawn Bowling Club | 4255-A Wallace St. | Portion of Lot 1, DL 1, Plan 5330 |
| 001-3380-00 | Port Alberni Men's Slowpitch League concession-168 sq.ft.) | 3250 9th Ave. | Part of Lot 1, District Lot 1, Plan 14814 |

| | | | |
|-------------------------------------|--|---------------------------------------|---|
| 001-3380-01 | Western Vancouver Island Industrial Heritage Society (Portion of old Arena - 9th Ave.) | 3250 9th Ave. | Portion of Lot 1, DL 1, Plan 14815 |
| 990-0307-20 | McLean Mill Society (Train Station) | 3100 Kingsway Ave. | Lot A, DL 1, Plan 49411 |
| Charitable or Not for Profit | | | |
| 001-0874-00 | Alberni Community & Women's Services Society | 3082 3 rd Ave. | Portion of Lot 1, DL 1, AD Plan VIP56667 |
| 013-0399-01 | Alberni Community & Women's Services Society | | Lot A, DL 13, Plan 64605 |
| 001-0821-00 | Alberni Valley Hospice Society (Ty Watson House) | 2649 2nd Ave. | Lots 23-24, Block 67, DL 1, Plan 197B |
| 014-0511-00 | Alberni Valley Rescue Squad | 4790 Tebo Ave. | Lot 2, DL 137, Plan 52779 |
| 001-3910-00 | Bread of Life Centre | 3130 3rd Ave. | Lot A, DL 1, Plan 30733 |
| 001-0943-00 | Canadian Mental Health Association, Port Alberni Branch | 3178 2nd Ave. | Lot 2, Block 85, DL 1, Plan 197 |
| 001-3939-00 | Canadian Mental Health Association, Port Alberni Branch | 3131 5th Ave. (19 x 1 bed; 3 x 2 bed) | Portion of Lot 1, DL 1, Plan VIP33433 |
| 001-3410-00 | CTH Management Association (Kiwanis Hilton Children's Centre) | 4325 Neill St. | Lots 5 & 6, DL 1, Plan 15331 |
| 001-0649-00 | Falls Road Eagles Hall Society | 3561 - 3rd Avenue | Lot 21, Block 50, District Lot 1, Plan 197B |
| 011-0159-00 | Ooh-ah-Tluk-Kuu-Wil Society | 4890 Beaver Creek Road | Lot A, District Lot 11, Alberni District, Plan VIP1285 |
| 001-0971-00 | Port Alberni Association for Community Living | 3009 1st Ave. | Lot 13, Block 86, DL 1, Plan 197 |
| 001-3703-00 | Port Alberni Association for Community Living | 3008 2nd Ave. | Lot A, DL 1, Plan 26322 + Lot 15, Blk 86, DL1 Plan 197 |
| 092-0417-00 | Port Alberni Association for Community Living | 3585 Huff Dr. | Lot 57, DL 92, Plan 39317 |
| 001-0034-00 | Port Alberni Association for Community Living | 4471 Margaret St. | Lot 2, Block 4, DL 1, Plan 197 |
| 001-3048-00 | Port Alberni Association for Community Living | 4521 Dogwood | Lot 14 - 15, Blk 2, DL1, VIP11410 |
| 001-3167-02 | Port Alberni Maritime Heritage Society (Marine Interp/Discovery Centre/ Lighthouse) | 2900 Harbour Rd. | Portion of DL 1 adjacent to Plan 11583, Block 112A - located on the Pier at Harbour Quay Marina |
| 001-1168-10 | Port Alberni Maritime Heritage Society (Banfield LifeBoat) | 5425 Argyle St. | Portion of Lot A, DL 1 and 118, Plan 73300 |

| | | | |
|--|--|--------------------------------|--|
| 007-123-434 | Port Alberni Shelter Society | 3978 – 8 th Avenue | Lot 2-3, Block 178, District Lot 1, Alberni District, Plan VIP1603 |
| 001-444-778 | Port Alberni Shelter Society | 4024 – 6 th Avenue | Lot 1, District Lot 1, Alberni District, Plan VIP16913 |
| 007-113-552 | Port Alberni Shelter Society | 4540 Maitland Street | Lot 1, Block 178, District Lot 1, Alberni District, Plan VIP1603 |
| 005-837-511 | Port Alberni Shelter Society | 3551 – 12 th Avenue | Lot 1, District Lot 1, Alberni District, Plan VIP6418 |
| 001-3107-03 | Port Alberni Youth Centre Society | 4210 Cedarwood St. | Lot 15, DL 1, Plan EPP9096 |
| 001-0726-00 | Portal Players Dramatic Society | 4904 Argyle St. | Amended Lot 3, Block 55, DL 1, Plan 197B |
| 001-0100-00 | Pot Luck Ceramics | 4473 Gertrude St. | Lot 2, Block 9, District Lot 1, Plan 197 |
| 001-3579-00 | Somass War Memorial Building Society (Royal Canadian Legion Branch 293) | 4680 Victoria Quay | Portion of Lot A, Plan 56012 |
| Public Athletic or Recreational | | | |
| 092-0691-04 | Alberni Athletic Association | 3727 Roger St. | Lot A, DL 92, Plan EPP6009 |
| 091-0077-05 | Port Alberni Black Sheep Rugby Club | 3420 Argyle St. | Lot A, DL 91, Plan 63503 |
| 091-0077-10 | Port Alberni Gymnastics Association | 3450 Argyle St. | Lot 1, DL 91, Plan 60758 |
| Seniors/Community Care/Private School | | | |
| 001-3931-00 | Alberni-Clayoquot Continuing Care Society (Fir Park Village) | 4411 Wallace St. | Lot B, DL 1, Plan 32448 |
| 001-3556-10 | Alberni-Clayoquot Continuing Care Society (Echo Village) | 4200 10 th Ave. | Lot A. DL 1, Plan VIS5964 |
| 001-3930-00 | Alberni Valley Senior Citizens' Homes (Pioneer Towers) | 4467 Wallace St. | Lot A, District Lot 1, Plan 32448 |
| 001-2527-00 | John Paul II Catholic School | 4006 8th Ave. | Lot A, DL 1, Plan 6564 (Exc. Plan 55599) |

PLACES OF PUBLIC WORSHIP:

| Roll Number | Organization | Civic Address | Legal Description of Property |
|--------------------|--|----------------------|---------------------------------------|
| 001-0331-00 | St. Alban's Anglican Church /Trinity Church | 4766 Angus St. | LT 16-18 BLK 24 DL 1 ALD PL VIP197B |
| 001-0344-10 | Alberni Valley Gurdwara Society | 4741 Montrose St. | LT A SEC 1 ALD PL VIP71512 |
| 001-1816-00 | Bishop of Victoria – Notre Dame Church | 4731 Burke Rd. | LT 13-16 BLK J DL 1 ALD PL VIP1558 |
| 001-2514-00 | BC Conference of the Mennonite Brethren Church | 4295 8th Ave. | LT 6 DL 1 ALD PL VIP6552 |
| 001-2912-00 | First Christian Reformed Church | 5033 Roger St. | LT 4-6 DL 1 ALD PL VIP9644 |
| 001-3053-00 | Glenwood Gospel Hall | 4450 8th Ave. | LT A BLK 2 DL 1 ALD PL VIP11410 |
| 001-3507-00 | Khalsa Diwan Society – Guru Nanak Sikh Temple | 4144 8th Ave. | LT 8 DL 1 ALD PL VIP18042 |
| 001-3896-00 | Sri Sanatan Dharam Society | 4332 Scott St. | LT C DL 1 ALD PL VIP29604 |
| 011-0119-00 | Bethel Christian Fellowship Society | 5350 Margaret St. | LT 3 DL 11 ALD PL VIP1047 |
| 012-0166-00 | Lathom Road Gospel Hall | 4574 Lathom Rd. | LT 1/2/3 BLK 11 DL 12 ALD PL VIP1010 |
| 013-0409-00 | Arrowsmith Baptist Church | 4283 Glenside Rd. | LT B DL 13 ALD PL VIP25410 |
| 013-0435-10 | Jericho Road Church | 5100 Tebo Ave. | Portion of LT 1 DL 13 ALD PL VIP78180 |
| 045-0343-00 | Seventh-Day Adventist Church | 4109 Kendall Ave. | LT 5 DL 45 ALD PL VIP19662 |
| 045-0357-00 | Pentecostal Assemblies of Canada | 3946 Wallace St. | LT A DL 45 ALD PL VIP28546 |
| 091-0079-00 | First United Church | 3747 Church St. | LT 1 DL 91 ALD PL VIP14938 |
| 001-1498-10 | Grace Lutheran Church | 4408 Redford St. | BLK 142 DL 1 ALD PL VIP197B |
| 048-0900-00 | Southside Community Church of the Nazarene | 4190 Victoria Dr. | LT 1 DL 48 ALD PL EPP2112 |

ATTACHMENT 1 – COMMUNITY CHARTER S. 220

General statutory exemptions

220 (1) Unless otherwise provided in this Act or the *Local Government Act*, the following property is exempt from taxation to the extent indicated:

- (a) land, improvements or both vested in or held by the Provincial government;
- (b) land, improvements or both vested in or held by
 - (i) the municipality, or
 - (ii) the municipality jointly with another municipality or a regional district;
- (c) land, improvements or both exempt from municipal taxation by another Act;
- (d) land, improvements or both
 - (i) of a public library under the *Library Act*, or
 - (ii) vested in or held by a municipality and occupied by a public library under the *Library Act*;
- (e) land, improvements or both of an Indian, in a municipality incorporated under section 9 (1) of the *Local Government Act*, who is an owner under the letters patent, except for taxation under section 197 (1) (a) [*municipal property taxes*];
- (f) land, improvements or both in a municipality, other than a municipality incorporated under section 9 (1) of the *Local Government Act*, that
 - (i) are held in trust by the Crown for a band of Indians, and
 - (ii) are not leased to or occupied by a person who is not a member of the band;
- (g) the land actually used and occupied for the interment of the dead or in respect of which a certificate of public interest under the *Cremation, Interment and Funeral Services Act* has been issued by the director under that Act, together with the improvements included as part of the cemetery, mausoleum or columbarium under that Act, other than
 - (i) premises used for the provision of funeral services within the meaning of that Act, except any part of those

- premises used for the provision of bereavement rites and ceremonies,
- (ii) crematoriums within the meaning of that Act, and
- (iii) premises, or that part of premises, used primarily for the sale of cemetery services or funeral services within the meaning of that Act;
- (h) a building set apart for public worship, and the land on which the building stands, if title to the land is registered in the name of
 - (i) the religious organization using the building,
 - (ii) trustees for the use of that organization, or
 - (iii) a religious organization granting a lease of the building and land to be used solely for public worship;
- (i) a building that was constructed or reconstructed with the assistance of aid granted by the Provincial government after January 1, 1947 but before April 1, 1974 and that is owned and used exclusively without profit by a corporation to provide homes for elderly citizens, together with the land on which the building stands;
- (j) a building set apart and used solely as a hospital under the [Hospital Act](#), except a private hospital under that Act, together with the land on which the building stands;
- (k) land and improvements for future hospital requirements that are
 - (i) designated for the purposes of this section by the minister responsible for the [Hospital Act](#), and
 - (ii) vested in, or held by, a society or corporation that is not operated for profit and that has as an object the operation of a hospital;
- (l) a building owned by an incorporated institution of learning that is regularly giving children instruction accepted as equivalent to that given in a public school, and that is actually occupied and wholly in use by the incorporated institution for the purpose of giving the instruction, together with
 - (i) the land on which the building stands, and
 - (ii) an area of the land surrounding the land referred to in subparagraph (i) or improvements on the area of land, or both, that are owned by the incorporated

institution and that are reasonably necessary for the purposes of the incorporated institution, including, without limiting this, the following areas of land and improvements:

(A) playing fields, athletic grounds and facilities, playgrounds and improvements related to any of them;

(B) storage, maintenance and administrative facilities;

(C) dormitories for students;

(D) parking lots, walkways and roads;

(m) fruit trees;

(n) improvements, other than dwellings and the fixtures, machinery and similar things mentioned in paragraph (o), erected on farm land and used exclusively to operate a farm, up to but not exceeding the greater of the following:

(i) 87.5% of the assessed value;

(ii) an assessed value of \$50 000;

(o) fixtures, machinery and similar things located on farm land and used exclusively to operate the farm that, if erected or placed, in or on land, a building or fixture or structure in or on it, would, as between landlord and tenant, be removable by the tenant;

(p) an improvement designed, constructed or installed to provide emergency protection for persons or domestic animals in the event of a disaster or emergency within the meaning of the *Emergency Program Act*;

(q) sewage treatment plants, manure storage facilities, effluent reservoirs, effluent lagoons, deodorizing equipment, dust and particulate matter eliminating equipment;

(r) a floating dry dock, other than the onshore facilities of the floating dry dock, if the floating dry dock has a lift capacity greater than 20 000 tonnes.

(2) Septic disposal systems are not exempt from taxation under subsection (1) (q).

(3) An exemption under subsection (1) (b) to (p) does not include exemption from a fee.

(4) An exemption under subsection (1) (b), (d), (g), (h), (i) or (l) extends only to taxation under section 197 (1) (a) [*municipal property taxes*].

ATTACHMENT 2 – COMMUNITY CHARTER s.224

General authority for permissive exemptions

224 (1) A council may, by bylaw in accordance with this section, exempt land or improvements, or both, referred to in subsection (2) from taxation under section 197 (1) (a) [*municipal property taxes*], to the extent, for the period and subject to the conditions provided in the bylaw.

(2) Tax exemptions may be provided under this section for the following:

(a) land or improvements that

(i) are owned or held by a charitable, philanthropic or other not for profit corporation, and

(ii) the council considers are used for a purpose that is directly related to the purposes of the corporation;

(b) land or improvements that

(i) are owned or held by a municipality, regional district or other local authority, and

(ii) the council considers are used for a purpose of the local authority;

(c) land or improvements that the council considers would otherwise qualify for exemption under section 220 [*general statutory exemptions*] were it not for a secondary use;

(d) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if

(i) the land or improvements are owned by a public authority or local authority, and

(ii) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;

(e) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if

- (i) the land or improvements are owned by a person who is providing a municipal service under a partnering agreement,
 - (ii) an exemption under section 225 [*partnering and other special tax exemption authority*] would be available for the land or improvements in relation to the partnering agreement if they were used in relation to the service,
 - (iii) the partnering agreement expressly contemplates that the council may provide an exemption under this provision, and
 - (iv) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;
- (f) in relation to property that is exempt under section 220 (1)
- (h) [*buildings for public worship*],
- (i) an area of land surrounding the exempt building,
 - (ii) a hall that the council considers is necessary to the exempt building and the land on which the hall stands, and
 - (iii) an area of land surrounding a hall that is exempt under subparagraph (ii);
- (g) land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied;
- (h) in relation to property that is exempt under section 220 (1)
- (i) [*seniors' homes*] or (j) [*hospitals*], any area of land surrounding the exempt building;
 - (h.1) in relation to land or improvements, or both, exempt under section 220 (1) (l) [*independent schools*], any area of land surrounding the exempt land or improvements;
 - (i) land or improvements owned or held by an athletic or service club or association and used as a public park or

recreation ground or for public athletic or recreational purposes;

(j) land or improvements owned or held by a person or organization and operated as a private hospital licensed under the *Hospital Act* or as a licensed community care facility, or registered assisted living residence, under the *Community Care and Assisted Living Act*;

(k) land or improvements for which a grant has been made, after March 31, 1974, under the *Housing Construction (Elderly Citizens) Act* before its repeal.

(3) The authority under subsection (2) (e) and (g) to (j) is not subject to section 25 (1) *[prohibition against assistance to business]*.

(4) Subject to subsection (5), a bylaw under this section

(a) must establish the term of the exemption, which may not be longer than 10 years,

(b) may only be adopted after notice of the proposed bylaw has been given in accordance with section 227 *[notice of permissive tax exemptions]*, and

(c) does not apply to taxation in a calendar year unless it comes into force on or before October 31 in the preceding year.

(5) Subsection (4) (a) and (b) does not apply in relation to exemptions under subsection (2) (f), (h) and (h.1).

(6) If only a portion of a parcel of land is exempt under this section, the bylaw under this section must include a description of the land that is satisfactory to the British Columbia Assessment Authority.

(7) A bylaw under this section ceases to apply to property, the use or ownership of which no longer conforms to the conditions necessary to qualify for exemption and, after this, the property is liable to taxation.

ATTACHMENT 3 – CITY TAX EXEMPTION POLICY (June 25/13)

| | | | | |
|----------------------------------|-----------------------|---------------------------|------------------------|-------------|
| TITLE: PERMISSIVE TAX EXEMPTION | | | | |
| EFFECTIVE DATE: June 25/13 | DEPARTMENT: Clerks | AUTHORIZED BY: Council | REPLACES: May 25/04 | PAGE 1 OF 3 |

PREAMBLE

Permissive tax exemption is a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. This policy guides identification of organizations meeting Council's objectives.

POLICY

1. Overall Amount

The total amount of revenue to be foregone by permissive tax exemptions will be set by Council during the development of the Five Year Financial Plan. Where exemptions of qualified applicants exceed available financial resources, reductions to individual applicants will be attempted on a fair and equitable basis, across the board.

2. Process

Council will consider applications for permissive tax exemptions annually. The opportunity to apply will be advertised 2 times in the local newspaper and letters will be mailed to organizations having an exemption which will expire at the end of the current year so that they may apply for renewal.

Applications must be submitted on prescribed forms available from City Hall, to the City Clerk, before August 1st of each year. The City Clerk will review the applications for completeness, and arrange contact with applicants for addition information as necessary.

Application forms must be accompanied by:

- Copy of financial statements;
- Copy of state of title certificate or lease agreement, as applicable; and
- Site plan of subject property.

The City Clerk will present a summary report of the applications, relative to the eligibility criteria, to the appropriate Review Committee and arrange for delegations to the Committee by applicants as necessary.

3. Eligibility Criteria

Application of this permissive tax exemption policy is subject to applicable provincial legislation. Applicants are encouraged to familiarize themselves with the legislation.

In assessing the application of permissive tax exemption to the land or buildings occupied by a qualifying organization, Council will consider the following priorities for granting an exemption:

The land or buildings shall provide for at least one of the following:

- athletic or recreational programs or facilities for public use;
- services for special needs groups;
- facilities or programming for youth and seniors;
- protection and maintenance of important community heritage;
- seniors care facility;
- arts, cultural or educational programs or facilities;
- emergency or rescue services;
- services for the public in a formal partnership with the City or;
- preservation to an environmental or ecologically sensitive area designated within the Official Community Plan.

Where the land was provided by the City consideration will be given whether the land was granted or otherwise provided by the City to the organization on the understanding that taxes would continue to be paid.

4. Duration of Exemption

Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of four years) where it is demonstrated that the services/benefits they offer to the community are of a duration equal or greater than the period of tax exemption).

Groups receiving a permissive tax exemption greater than one year in duration will be required to confirm their continued qualification for the exemption annually.

For permissive tax exemptions exceeding one year in duration, the permissive tax exemption will be reconsidered if the status of the group or benefit to the community changes, with the intent of revoking the permissive tax exemption and/or requiring repayment of the taxes forgone.

5. Extent and Conditions

Council may designate only a portion of the land/improvements as exempted where the following circumstances exist:

- A portion of the land /improvements is used by the private sector and/or organizations not meeting Council's criteria;
- the applicant already receives a grant-in-aid or other benefit from the City;
- the area does not contribute to the community benefit;
- budget constraints as indicated in Section 1 of this policy.

6. PLACES OF PUBLIC WORSHIP EXEMPTION BYLAW

Statutory exemptions are provided to buildings used for public worship, and land beneath the building. All other land and buildings ancillary to the place of public worship are taxable unless a permissive tax exemption is granted by Council. The Places of Public Worship Exemption Bylaw will be reviewed every four (4) years in conjunction with the term of the Permissive Tax Exemption Bylaw to ensure that the relevant exemptions remain applicable and if necessary to make recommendations to Council in regards to potential Bylaw amendments.

CHIEF ADMINISTRATION OFFICER'S REPORT

TO: City Council FILE

FROM: Tim Pley, CAO

DATE: March 13, 2019

ATTACHED: Report from CAO dated December 1, 2017 with attachments

SUBJECT: Alberni Paving – Background Information

Issue:

At a regular meeting of Council on March 11th 2019 Council for the City of Port Alberni requested that staff provide background regarding the issue of Alberni Paving occupation of City owned lands adjacent to the Fall Fair Grounds.

Background:

Attached is a report and supporting documentation received by Council on December 11, 2017. The motions endorsed at that meeting are as follows:

That the report dated December 1, 2017 from Chief Administrative Officer responding to a letter dated November 28, 2017 from the Alberni District Fall Fair requesting that the City reconsider the eviction of Alberni Paving from City owned land, be received and Council for the City of Port Alberni direct staff to proceed with applications to amend the Official Community Plan and Zoning of the land parcel currently occupied by Alberni Paving from Parks use to Light Industrial use.

That Council for the City of Port Alberni extend the proposed eviction date for Alberni Paving pending Council's decision on the Official Community Plan and Zoning bylaw amendment process.

An OCP amendment and re-zoning of the lands remains on staff's work list, however, has not been considered a priority due to ongoing and increasing workloads.

Council may consider directing staff to undertake the OCP and re-zoning process as a higher priority or may provide alternative direction.

Recommendation:

That the report from the CAO dated March 13, 2019, be received.

Timothy Pley
Chief Administrative Officer

J:\Clerks\Memos\D G H\2019\CAO_Alberni Paving_March13.doc



CHIEF ADMINISTRATION OFFICER'S REPORT

TO: City Council

FROM: Tim Pley, CAO

COPIES TO: Davina Hartwell, City Clerk

DATE: December 1, 2017

ATTACHED: Letter Date November 28, 2017 from Alberni District Fall Fair Association
Letter of Eviction Dated March 10, 2017
Lease Agreement between City and ADFFA 2015 - 2020

SUBJECT: Eviction from City Lands – Alberni Paving

Issue:

The City has received a letter from Alberni District Fall Fair Association (ADFFA) requesting that the City rescind an eviction notice issued to Alberni Paving.

Background:

Alberni Paving occupies City-owned lands adjacent to the Fall Fair grounds, generally described as “behind the horse barns and riding area.” Alberni Paving has been a long term tenant of ADFFA at the Fall Fair grounds, and in recent years expanded that tenancy to include occupation of City-owned lands under a sub-lease from ADFFA. When the matter was investigated in 2014 it was determined that:

- The location of Alberni Paving’s secondary occupancy is outside of the area leased from the City to ADFFA and therefore not within ADFFA’s ability to sublet.
- Regardless of location relative to the lands leased by ADFFA, the lease agreement prohibits both subletting without City approval, and use of the leased lands for an “activity that shall be deemed a nuisance on the land.”
- Alberni Paving’s use of the City-owned lands is considered a light industrial use. The land is zoned for Parks use.
- City staff may have consented verbally to the occupancy when it occurred.

At a Special In-Camera Council meeting on October 14th 2014 Council for the City of Port Alberni considered the matter and passed the following motion:

“That Council for the City of Port Alberni direct staff to provide a report to a regular meeting of Council providing a synopsis and options for consideration with regards to Alberni Paving operations at the Fall Fair Grounds.”

Subsequent to that direction City staff interacted with Alberni Paving and undertook a review of available locations suitable for relocation of Alberni Paving operations. That process was not successful.

At a special meeting of Council for the purpose of reviewing the Status Report on December 12, 2016 Council directed that an eviction notice be issued. A letter of Notice of Eviction was issued on March 10, 2017.

Discussion:

The presence of Alberni Paving on City-owned lands is problematic for the reasons noted above. While there was no ill intent by any parties involved in the creation of this issue, the current situation cannot continue without some action by the City. The City must either put an end to the tenancy or enable the tenancy by taking steps to bring the tenancy into compliance.

If the City takes no action, thus permitting a land use contrary to zoning and without legal occupancy, the City would then have difficulty enforcing bylaws regarding land use zoning in other situations that arise.

Options:

Option One: - Continue with the Eviction

This option involves staying the course set by Council on December 12th 2016. Both Alberni Paving and ADFFA have reported that this option will cause them hardship.

Option Two: - Extend the Notice of Eviction Period

This option involves staying the course set by Council on December 12th 2016, while providing a greater amount of time for Alberni Paving to find a suitable new location and ADFFA to explore options for adjusting to the loss of revenue.

Option Three: - Enable the Tenancy

This option involves the City taking action to enable the tenancy, thus supporting Alberni Paving to be a longer term tenant at the current location. Actions required to enable the tenancy include:

1. Amend the Official Community Plan and the zoning of the land parcel currently used by Alberni Paving from Parks use to Light Industrial use.
2. Amend the lease between the City and the ADFFA to add the area currently occupied by Alberni Paving to the lease area.
3. Authorize the ADFFA to sublet to Alberni Paving.

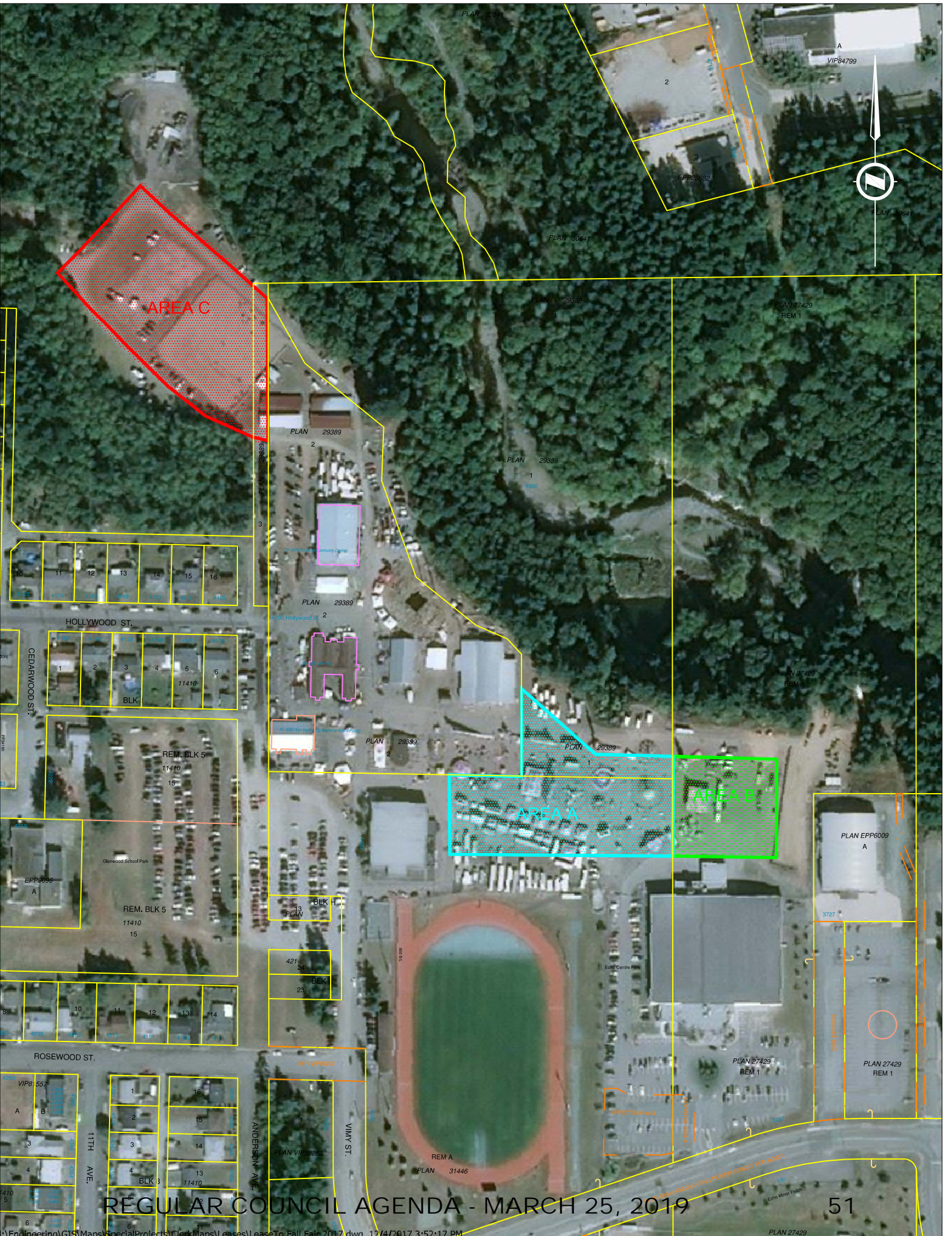
Recommendation:

That the report dated December 1, 2017 from Chief Administrative Officer responding to a letter dated November 28, 2017 from the Alberni District Fall Fair requesting that the City reconsider the eviction of Alberni Paving from City owned land, be received.

Council direction requested.

A handwritten signature in black ink, appearing to read 'Tim Pley', written in a cursive style.

Timothy Pley
Chief Administrative Officer





ALBERNI DISTRICT FALL FAIR ASSOCIATION

November 28, 2017

City of Port Alberni,
Tim Pley,
City Manager
Timothy.Pley@portalberni.ca

Dear Tim,

Re: City owned land Alberni Paving is utilizing

The Alberni District Fall is the largest family oriented community event in the Alberni Valley. Looking back at the history of the fair, things looked a lot different; in the late thirties, when the Farmer's Institute hosted the first local Fall Fair. The Alberni Valley was then an active farming community and a venue was needed to exhibit all the fine agricultural products the valley was producing. The fair became a lively social event for hard working people that came together and celebrated the fruits of their year-long labour.

The Second World War interrupted the flow of the fair, but in early 1946 the Farmers Institute who had traditionally organized the fair approached the Kinsmen Club of Port Alberni about hosting the event. In April 1946 the Alberni District Fall Fair became an entity. The first fall fair was held in September of that year on the present site.

The Alberni District Fall Fair has come a long way since then. Over the years, we've seen the number of buildings increase, gradual development of the grounds and amenities, and additions to displays and attractions.

Most of the buildings were erected throughout the late seventies and early eighties by volunteers, such as the Kinsmen Community Center, Stephen's Building, the Van Ipren Building, Kinette Food Booth, 4-H Cattle Barn, the horse rings and stables that are used by several horse groups throughout the year.

Today the Alberni District Fall Fair has an eleven-member Board of Directors made up of Kinsmen Club members and volunteers at large as well as one staff to oversee administrative needs. The Fair is fortunate to have many volunteers of all ages that give endless amounts of their time to help with all aspects of putting on an event of this magnitude. Assistance also comes by way of outside organizations using the fair as a fundraising initiative. The fair has an economic impact on the community, we purchase local goods, draw in people who utilize local accommodations and spend money in local restaurants. This past year we had over 18,000 visitors attend over the four days. All revenues that are generated through the Alberni District Fall Fair are re-invested into upkeep of the grounds and to build on this community event. However, this alone does not sustain the fair, we rely on our buildings being rented in the

offseason. Alberni Paving has been renting the Van Ipren Building for over 30 years, The yearly income of \$12,000, plus \$3000 worth of yearly paving, and in-kind services such as snow removal that Alberni Paving provides is a vital part of the sustainability of the fall fair. The Van Ipren building is not conducive for other rental opportunities because of the lay out of the building with its many pillars and where they are structurally placed, it has worked perfectly for this business to fit their large trucks into the space.

The Alberni District Fall Fair Board of Directors had conversations with the then Director of Recreation Scott Kenny who assured us that the property in question would not interfere with any development in Roger Creek directly below the site, and should be suitable for the purposes that Alberni Paving wanted to utilize it for, but recognize we should have further investigated to make sure the property belonged to the fair or was leased land.

After over a year of extensive search by both local realtors and your city Economic Development office there is no land available in the community that would meet Alberni Paving needs.


We were informed that the City of Port Alberni has now given Alberni Paving a one- year notice to vacate, and the time frame is soon up.

The Alberni District Fall Fair is really concerned that once Alberni Paving has been forced to move the plant elsewhere it will more than likely be forced to move out of the valley or the business will fold, and the loss of rental income will drastically impact the fair, and the city will see the loss of one well established business.

We appreciate all the support we have received from the City of Port Alberni and realize that there are many non-for-profit organizations relying on the city for support. We hope that a satisfactory solution is found that won't directly impact city tax payers.

The Alberni District Fall Fair Executive would welcome an opportunity to discuss this issue with city council and look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ann Siddall', with a stylized flourish at the end.

Ann Siddall
Administrator



CITY OF PORT ALBERNI

City Hall
4850 Argyle Street,
Port Alberni, BC V9Y 1V8
Telephone: 250-723-2146 Fax: 250-723-1003
www.portalberni.ca

March 10, 2017

Alberni Paving & Contracting Ltd.
PO Box 1220 STN A
Port Alberni BC V9Y 7M1

NOTICE

To Whom it May Concern

Re: Alberni Paving use of City Property

Alberni Paving & Contracting Ltd. has been utilizing City property outlined on the attached map for a considerable amount of time and without authority to do so. Under the authority and at the direction of the Council of the City of Port Alberni you are hereby notified that you are required to vacate the property not later than March 31, 2018. At such time all asphalt material, buildings and other materials shall have been removed from the property and the property remediated to its former state.

Any questions or concerns with this notice should be directed to Mark Zenko, Facilities Operations Supervisor for the City of Port Alberni.

Yours truly,
CITY OF PORT ALBERNI
ORIGINAL SIGNED BY

Davina Hartwell
City Clerk

c. Mark Zenko, Facilities Operations Supv.
Wilf Taekema, Manager of Operations
Tim Pley, CAO

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City of Port Alberni

Lease Agreement

This lease is made pursuant to the Land Transfer Form Act

LANDLORD: CITY OF PORT ALBERNI
4850 Argyle Street
Port Alberni, B.C. V9Y 1V8

TENANT: ALBERNI DISTRICT FALL FAIR SOCIETY,
P. O. Box 32
Port Alberni BC V9Y 7M6

1.0 GRANT

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

The lands described as Area A, Area B and Area C outlined in red on Schedule "A" attached to and forming part of this agreement.

1.2 The parties hereto agree that this lease shall not be registered.

2.0 TERM

2.1 The Term of this lease is:

Beginning Date: February 1, 2015
End Date: January 31, 2020

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

3.0 RENT

3.1 The rent is One Dollar (\$1.00) for the term, receipt of which is hereby acknowledged.

4.0 PERMITTED USES

4.1 The tenant may use the property solely for activities related to the Annual Fall Fair and other special activities organized and/or hosted by the Alberni District Fall Fair Association, such as camper caravans, demolition derbies and tractor pulls, etc. Any structures or amenities placed on the lands must be of a temporary and readily removable nature.

5.0 TENANT'S COVENANTS

The tenant covenants as follows:

- 5.1 To pay rent; and to pay taxes.
- 5.2 To use the premises only for the purposes set forth in paragraph 4.1.
- 5.3 To repair.
- 5.4 To keep up fences.
- 5.5 That the property will not be assigned or sublet without leave.
- 5.6 To leave the land in good repair.
- 5.7 Not to carry on any business nor conduct or allow any activity that shall be deemed a nuisance on the land.
- 5.8 To observe and comply with all laws, statutes, regulations, by-laws, rules and orders relating to the premises and the use or occupation thereof.

6.0 LANDLORD'S COVENANTS

The landlord covenants:

- 6.1 For quiet enjoyment.

7.0 INSURANCE PROVISIONS

- 7.1 The Tenant shall at all times indemnify and save harmless the Landlord of and from all loss and damage and all actions, claims, costs, demands, expenses, fines, orders, penalties, liabilities and suits of any nature whatsoever by whomsoever brought for which the Tenant shall or may become liable, incur or suffer by reason of, connected to or arising from, whether directly or indirectly:
 - a) the use of the said land by the Tenant, its officers, employees, agents, contractors, licensees or invitees;
 - b) a breach, violation or non-performance by the Tenant of any covenant, term or provision of this Lease;
 - c) any builders or other liens for any work done or materials provided or services rendered for alterations, improvements, or repairs made by or on on behalf of the Tenant to the said Lands;
 - d) any injury (including death) or loss to or suffered by any person or damage to property occasioned by any wrongful act or omission, default or negligence on the part of the Tenant, its officers, employees, agents, contractors, licensees or invitees in or about the said land; and

- e) any enactment, regulation or order made by any authority having jurisdiction compelling or imposing on the Landlord in whole or in part any duty or obligation to clean up, prevent, contain or ameliorate any contamination or waste of whatsoever nature deposited, discharged, stored, emitted or spilled on, in, from, about or around the said land by the Tenant, its officers, employees, agents, contractors, licensees and invitees or any enactment, regulation or order requiring the Landlord to pay in whole or in part for the same, including all costs and expenses of storage, transportation and disposal of such contamination or waste and the remediation of the said land and other lands and waters in or about the said land.

7.2 The Tenant's indemnity shall survive the expiry or termination of this Lease so that the Landlord shall be and remain fully indemnified and saved harmless in respect of any matter, whenever discovered, to which this indemnity applies that arose or occurred during the term of the Lease.

7.3 The Tenant shall procure and maintain in force at its own cost during the entire term of this lease a Comprehensive General Liability Insurance policy or policies with a limit of not less than \$5,000,000 inclusive per occurrence for bodily injury (including death), personal injury and property damage. The policy/policies shall include, but not necessarily be limited to, the following coverages/provisions:

- a) all land and operations necessary or incidental to the performance of this agreement;
- b) products and completed operations;
- c) "broad form" property damage;
- d) blanket contractual liability;
- e) cross liability; and
- f) voluntary medical payments.

The Landlord shall be an "Additional Named Insured" with respect to the operations covered by the lease.

The policy or policies shall be underwritten by a responsible insurance company or companies licenced to do business in the Province of British Columbia. Such policy or policies shall provide that the coverage will be primary and shall not call into contribution or be in excess of any other insurance available to the Landlord and the coverage will not be canceled or materially altered without at least sixty (60) days prior written notice to the Landlord.

The policy or policies may provide that the amount payable in the event of any loss will be reduced by a deductible, in an amount to which the Landlord must consent. Consent, non-consent and/or unauthorized consent of the Landlord shall not constitute an agreement by the Landlord to participate in the financial undertaking of the Tenant to satisfy any deductible payable. The Tenant shall be solely responsible for any and all insurance deductible.

Upon the request of the Landlord, the Tenant shall furnish the Landlord with a Certificate or Certificates as evidence that such insurance is in place.

Maintenance of such insurance and the performance by the Tenant of its obligation under Section 7.3 shall not relieve the Tenant of its obligation to indemnify the Landlord as set forth in Section 7.1.

In the event that the Tenant fails to maintain any insurance as required by the Landlord, the Landlord may at its option, secure and maintain insurance coverage at such limits, with such deductible amounts, and for such periods of time as the Landlord deems reasonable. The Tenant will pay upon demand and to the Landlord, the Landlord's cost of maintaining and purchasing said insurance as required.

It shall be the sole responsibility of the Tenant to determine what additional insurance coverages, if any, including but not limited to Worksafe BC, are necessary and advisable for its own protection and/or to fulfill its obligations under this contract. Any such additional insurance shall be provided and maintained by the Tenant at its own expense.

8.0 RE-ENTRY

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

9.0 TERMINATION

- 9.1 Despite the term of this lease, it may be terminated by either party upon sixty (60) days written notice to the other party of its intention to terminate.
- 9.2 On the termination of this lease, the Tenant shall, at his expense and if the Landlord requires, remove all fixtures and improvements installed by the Tenant on the premises.
- 9.3 In case the premises, or any part thereof, is damaged by fire or tempest so as to render it unfit for the Tenant's use, the said term shall immediately come to an end.

10.0 OTHER TERMS

- 10.1 The Tenant shall permit to other groups the use of the area leased to the Tenant in this Agreement, subject to the following provisions:
- (a) that the use of the leased area by other groups shall not be permitted in such a way so as to interfere with the set-up for, operation of and clean-up after the Annual Fall Fair, and;
 - (b) that such other groups shall indemnify both the Tenant and the Landlord under the same terms and conditions as set out in section 3(a) of this Agreement; and

- (c) that such other groups shall provide liability insurance under the same terms and conditions as set out in section 3(b) of this Agreement, with the addition that the Alberni District Fall Fair Society shall also be an "Addition Named Insured".

A standard Letter of Understanding to be used for the purpose of the Tenant's granting permission for the use of the leased area by other groups is attached as Schedule "B".

11.0 HOLDING OVER

- 11.1 That if the Tenant shall hold over after the expiration of the term hereby granted, the new tenancy thereby created shall be a tenancy from month to month and not a tenancy from year to year, and shall be subject to the covenants and conditions herein contained so far as the same are applicable to a tenancy from month to month.

12.0 INTERPRETATION

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

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

CITY OF PORT ALBERNI

ALBERNI DISTRICT FALL FAIR SOCIETY

The Corporate Seal of the City of Port Alberni was hereunto affixed in the presence of:

Mayor

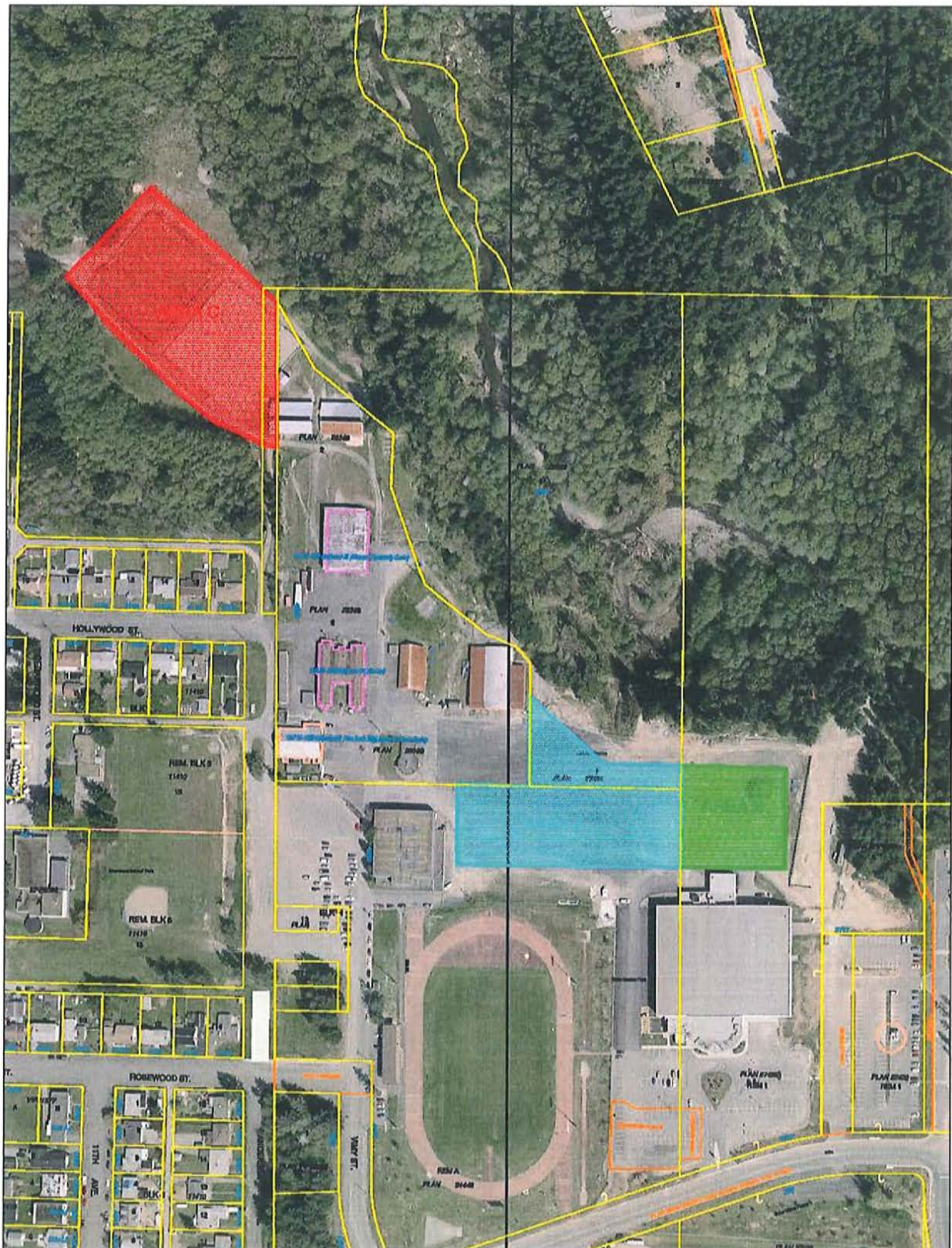
(Tenant's Name - PRINT)

Clerk

(Tenant's Signature)

(Witness Signature)

SCHEDULE A



Schedule "B"

LETTER OF UNDERSTANDING

(For Use by Others of Land Leased by the Alberni District Fall Fair Society from the City of Port Alberni)

BETWEEN: ALBERNI DISTRICT FALL FAIR SOCIETY
P. O. Box 32
Port Alberni BC V9Y 7M6

hereinafter called the "Society"

AND:

hereinafter called the "User Group"

Whereas the City has leased certain property to the Alberni District Fall Fair Society, as outlined in red on the attached drawing,

And Whereas the _____ wishes to use a portion of the said leased area for purposes related to _____ from _____ to _____.

Therefore the Society approves the requested use of the said leased area, subject to the following conditions:

1. That the User Group's use of the leased area not interfere with the set-up for, operation of and clean-up after the Annual fall Fair;
2. That the User Group shall at all times indemnify and save harmless the Alberni District Fall Fair Society and the City of Port Alberni of and from all loss and damage and all actions, claims, costs, demands, expenses, fines, orders, penalties, liabilities and suits of any nature whatsoever by whomsoever brought for which the Alberni District Fall Fair Society and/or the City of Port Alberni shall or may become liable, incur or suffer by reason of, connected to or arising from, whether directly or indirectly:
 - a) the use of the said leased land by the User Group, its officers, employees, agents, contractors, licensees or invitees;
 - b) a breach, violation or non-performance by the User Group of any covenant, term or provision of this Letter of Understanding;
 - c) any injury (including death) or loss to or suffered by any person or damage to property occasioned by any wrongful act or omission, default or negligence on the part of the User Group, its officers, employees, agents, contractors, licensees or invitees in or about the said leased area; and

- d) any enactment, regulation or order made by any authority having jurisdiction compelling or imposing on the Society and/or the City of Port Alberni in whole or in part any duty or obligation to clean up, prevent, contain or ameliorate any contamination or waste of whatsoever nature deposited, discharged, stored, emitted or spilled on, in, from, about or around the said leased area by the User Group, its officers, employees, agents, contractors, licensees and invitees or any enactment, regulation or order requiring the Society and/or the City of Port Alberni to pay in whole or in part for the same, including all costs and expenses of storage, transportation and disposal of such contamination or waste and the remediation of the said leased area and other lands and waters in or about the said leased area.

The User Group's indemnity shall survive the expiry or termination of this Letter of Understanding so that the Alberni District Fall Fair Society and the City of Port Alberni shall be and remain fully indemnified and saved harmless in respect of any matter, whenever discovered, to which this indemnity applies that arose or occurred during the term of the Letter of Understanding.

- 3. That the User Group shall procure and maintain in force at its own cost during the entire term of this Letter of Understanding a Comprehensive General Liability Insurance policy or policies with a limit of not less than \$2,000,000 inclusive per occurrence for bodily injury (including death), personal injury and property damage. The policy/policies shall include, but not necessarily be limited to, the following coverages/provisions:
 - a) all land and operations necessary or incidental to the performance of this agreement;
 - b) products and completed operations;
 - c) "broad form" property damage;
 - d) blanket contractual liability;
 - e) cross liability; and
 - f) voluntary medical payments.

The Alberni District Fall Fair Society and the City of Port Alberni shall be "Additional Named Insured's" with respect to the operations covered by this Letter of Understanding.

The policy or policies shall be underwritten by a responsible insurance company or companies licenced to do business in the Province of British Columbia. Such policy or policies shall provide that the coverage will be primary and shall not call into contribution or be in excess of any other insurance available to the Alberni District Fall Fair Society and the City of Port Alberni and coverage will not be canceled or materially altered without at least sixty (60) days prior written notice to the Society and the City of Port Alberni

The policy or policies may provide that the amount payable in the event of any loss will be reduced by a deductible, in an amount to which the City must consent. Consent, non-consent and/or unauthorized consent of the City shall not constitute an agreement by the City to participate in the financial undertaking of the User Group to satisfy any deductible payable. The User Group shall be solely responsible for any and all insurance deductible.

Upon the request of the Society, the User Group shall furnish the Alberni District Fall Fair Society and the City of Port Alberni with a Certificate or Certificates as evidence that such insurance is in place.

Maintenance of such insurance and the performance by the User Group of its obligation under paragraph 3 shall not relieve the User Group of its obligation to indemnify the Society and the City of Port Alberni as set forth in paragraph 2.

In the event that the User Group fails to maintain any insurance as required, the Society may at its option, secure and maintain insurance coverage at such limits, with such deductible amounts, and for such periods of time as the Society deems reasonable. The User Group will pay upon demand to the Society the Society's cost of maintaining and purchasing said insurance as required.

It shall be the sole responsibility of the User Group to determine what additional insurance coverages, if any, including but not limited to Workers Compensation, are necessary and advisable for its own protection and/or to fulfill its obligations under this contract. Any such additional insurance shall be provided and maintained by the User Group at its own expense.

Signed on Behalf of the Alberni District

Fall Fair Society this _____ day

of _____, _____.

Signed on Behalf of _____

this _____ day of _____, _____.

President

President

Secretary

Secretary

| |
|---|
| <p>NOTE: The Alberni District Fall Fair Society must ensure that a copy of this agreement and a copy of the Certificate of Insurance provided by the User Group are filed with the City of Port Alberni. Attention: City Clerk, 4850 Argyle Street, Port Alberni BC V9Y 1V8.</p> |
|---|

c: The City of Port Alberni

BYLAW SERVICES

TO: Tim Pley, CAO

FROM: Flynn Scott
Manager of Bylaw Services

DATE: March 19th, 2019

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



Tim Pley, CAO

SUBJECT: Alberni Cannabis Store Application

Issue:

To request Council's consideration on a Retail Cannabis Store application.

Background:

On February 11th, 2019, Council for the City of Port Alberni adopted *Zoning Amendment T17, Bylaw No. 4979* to permit Retail Cannabis Stores within the City's four commercial zones and to regulate setback requirements in relation to schools.

On March 11th, 2019, Council also passed first, second, and third reading of proposed amendments to the City of Port Alberni *Business Licence Bylaw No. 4951*, establishes regulations for Retail Cannabis Stores, while repealing provisions for Medical Marijuana Dispensaries. Final adoption will be proposed during the March 25th, 2019 regular Council meeting.

Private Retail Cannabis Stores are regulated under the *Cannabis Control & Licensing Act*. Applicants must submit their applications to the Liquor & Cannabis Regulation Branch ("LCRB") for consideration. A representative from the LCRB reviews the application for compliance with provincial legislation and then forwards the application to the applicable local government for consideration, comments, and recommendations on how to proceed. The LCRB has advised that a provincial application will not proceed further without support (via a positive recommendation) from the local government.

Discussion:

Location

The proposed site for this business is #51-3805 Redford Street. This location is within City limits and is zoned C4 – Highway Commercial. *Zoning Amendment T17, Bylaw No. 4979* was adopted on February 11th, 2019 and specifies Retail Cannabis Stores as a permitted use in the C4 zone.

Impact on Community

Notice for public comment was posted to the local newspaper, as well as distributed to any properties located within a 75m radius of the proposed site. No comments or concerns have been received to date.

As part of this application process, Fire, Building, and the RCMP were all contacted to provide comment. The Fire Department stated to have no concerns with this application. The Building Department has no concerns at this time, but will need to inspect the premises and ensure proper permits for renovations have been obtained during the business licensing phase of the City's application process. Finally, RCMP commented that there is no evidence to demonstrate that this site was operating past October 17th, 2018.

Store Operations

The proposed location will be in compliance with all regulatory requirements identified by the province. In addition to these requirements, the applicant will be required to ensure the following:

- Storefronts will have frosted windows to align with Health Canada's requirements that cannabis not be visible to minors;
- All cannabis products are sourced from federally licensed cannabis producers that are required to meet Health Canada's guidelines;
- All employees will go through a criminal background check; and
- All employees will be fully trained and obtain a Keep It Safe certification that covers best practices for dealing with problematic situations.

Security Plan

Security plans are reviewed in full by the LCRB to ensure compliance with provincial regulations. The applicant is responsible for ensuring safe practices are implemented, such as security hardware and customer/employee safety protocols. Compliance of regulatory requirements is outlined, reviewed, and managed by the province directly.

Zoning Requirements

The proposed site meets the zoning requirements of a commercially zoned lot within the C4 zone. In addition to this requirement, the proposed site is also in compliance with setback restrictions of 300m from any school within City limits.

Hours of Operation

The hours of operation proposed are Monday to Sunday from 9am until 8pm but may be subject to change. The hours proposed are in compliance with both provincial and City permissions for hours of operation.

Conclusion:

Next steps in this process are as follows:

- Option 1)** Council provides a positive recommendation to endorse the application without further comment.
A formal letter will be sent to the LCRB to confirm Council's approval.
The applicant will be contacted by the LCRB if their application is permitted to progress forward in the provincial process.
If successful in proceeding, the LCRB will schedule an onsite inspection of the premises to confirm compliance.
The City will be notified if a provincial licence is approved.
The applicant will submit the LCRB licence number to the City with a business licence application for a Port Alberni business licence.
The applicant will obtain a Port Alberni business licence prior to any operations being conducted.
- Option 2)** Same process as specified in Option 1), however, Council provides a positive recommendation with additional comments.
- Option 3)** Council provides a negative recommendation to deny the application and a formal letter of denial will be sent to the LCRB directly.
It is recommended that Council provides comments and rationale for not supporting the application.

Recommendation:

That the report from the Manager of Bylaw Services dated March 19th, 2019 be received.

That Council for the City of Port Alberni supports the approval and authorization of the Alberni Cannabis Store, located at #51-3805 Redford Street, and endorses the comments as provided in the report from the Manager of Bylaw Services dated March 19th, 2019.

Respectfully submitted,

Flynn Gray Scott
Manager of Bylaw Services



CITY OF PORT ALBERNI NOTICE FOR PUBLIC COMMENT

Alberni Cannabis Store has applied to the Liquor and Cannabis Regulation Branch for a Retail Cannabis Store located at **#51-3805 Redford Street**, Port Alberni.

*Hours of Operation: 9:00am – 11:00pm
Seven days a week

**Hours of operation are consistent for all applications, set by provincial legislation and reiterated in City Bylaws.*

Nearby residents and businesses who consider their interests to be affected by this application may comment in writing to the attention of:

Flynn Scott, Manager of Bylaw Services
4850 Argyle Street
Port Alberni BC V9Y 1V8
Email: flynn_scott@portalberni.ca

Written submissions must be received by **12:00 pm on Wednesday, March 20th, 2019**.
For further information please contact Flynn Scott, Manager of Bylaw Services (250.720.2870).

*Distribution: Display Ad AV News – March 20, 2019
Post to PNPP*

PART 5: APPLICATION CONTACT DETAILS

The contact the LCRB should communicate with regarding the application

| | | |
|---------------------|--------------|---|
| First Name | Last Name | Title <i>What role do they have in your business?</i> |
| Major | Rai | CEO |
| Email | Phone | |
| rai.major@gmail.com | 778-977-0002 | |

PART 6: PROPERTY DETAILS

Physical Address of Proposed Store

Proposed Store Name

As part of the application process we will review the proposed store's name. The name cannot imply sales of medicinal cannabis.

~~OG West~~ **Alberni Cannabis Store**

i Words related to medicinal products or similar sounding words will not be approved such as:

- Pharmacy / Farmacy
- Dispensary / Dispensary
- Clinic / Klinik
- Apothecary / Apothecary

Address

51-3805 Redford Street

City

Port Alberni

Province

British Columbia

Postal Code

V9Y 3S2

Parcel Identifier (PID)

026-760-886

i The property's PID may be found on:

- The title to the property
- Through the B.C. Land Title and Survey Authority
- The tax assessment notice from BC Assessment
- BC Assessment's e-valueBC website
- The municipal tax notice
- The property lease

Does the corporation currently have an offer to lease, sub-lease or purchase the location?

Yes No

If YES, please confirm the following: A copy of the offer to lease, sub-lease, or purchase the location is included with this application.

OR

Does the corporation currently own, lease, or sub-lease the location for a period of more than 12 months?

✓ Yes No

If YES, please confirm the following: ✓ A copy of the proof of ownership, lease or sub-lease is included with this application.

If NO, applicants must purchase or lease the property before receiving conditional approval. A licence cannot be issued unless the applicant provides evidence of the purchase or lease. Leases or other arrangements must not expire for at least 12 months from the date a licence is issued.

Hours of Sale

Indicate the store's proposed hours for cannabis sales below. Proposed hours must fall between 9 a.m. and 11 p.m. Cannabis stores must not be open outside of their licensed hours. However, they may choose to be closed at times they are licensed to be open.

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------|--------|--------|---------|-----------|----------|--------|----------|
| Open | 9am | 9am | 9am | 9am | 9am | 9am | 9am |
| Close | 8pm | 8pm | 8pm | 8pm | 8pm | 8pm | 8pm |

Flynn Scott

From: Holland, Kelly LCLB:EX <Kelly.Holland@gov.bc.ca>
Sent: Friday, January 04, 2019 9:41 AM
To: 'Major Rai'
Cc: Flynn Scott
Subject: OG West - Job 001365 - Name change

Hi Major Rai,

As discussed by telephone this morning, it has been determined that the use of OG in the establishment name is not allowable because OG connotes Original Gangster. You advised me that you would like to change the establishment name to **Alberni Cannabis Store** which is acceptable. Please provide an updated lease and image of signage with the new name to me at your earliest convenience. I have notified Flynn Scott of the City of Port Alberni by way of this message.

Please let me know if you have any questions.

Thank you,

Kelly Holland | Senior Licensing Analyst
Liquor & Cannabis Regulation Branch | Ministry of Attorney General
PO Box 9292 Stn Prov Govt | Victoria BC | V8W 9J8
Direct: 778-974-2798 or Branch: 1-866-209-2111

LCRB: www.gov.bc.ca/liquorregulationandlicensing



Please consider the environment before printing this email.

To protect your privacy, Liquor Control and Licensing Branch will not accept electronically transmitted applications containing credit card information.

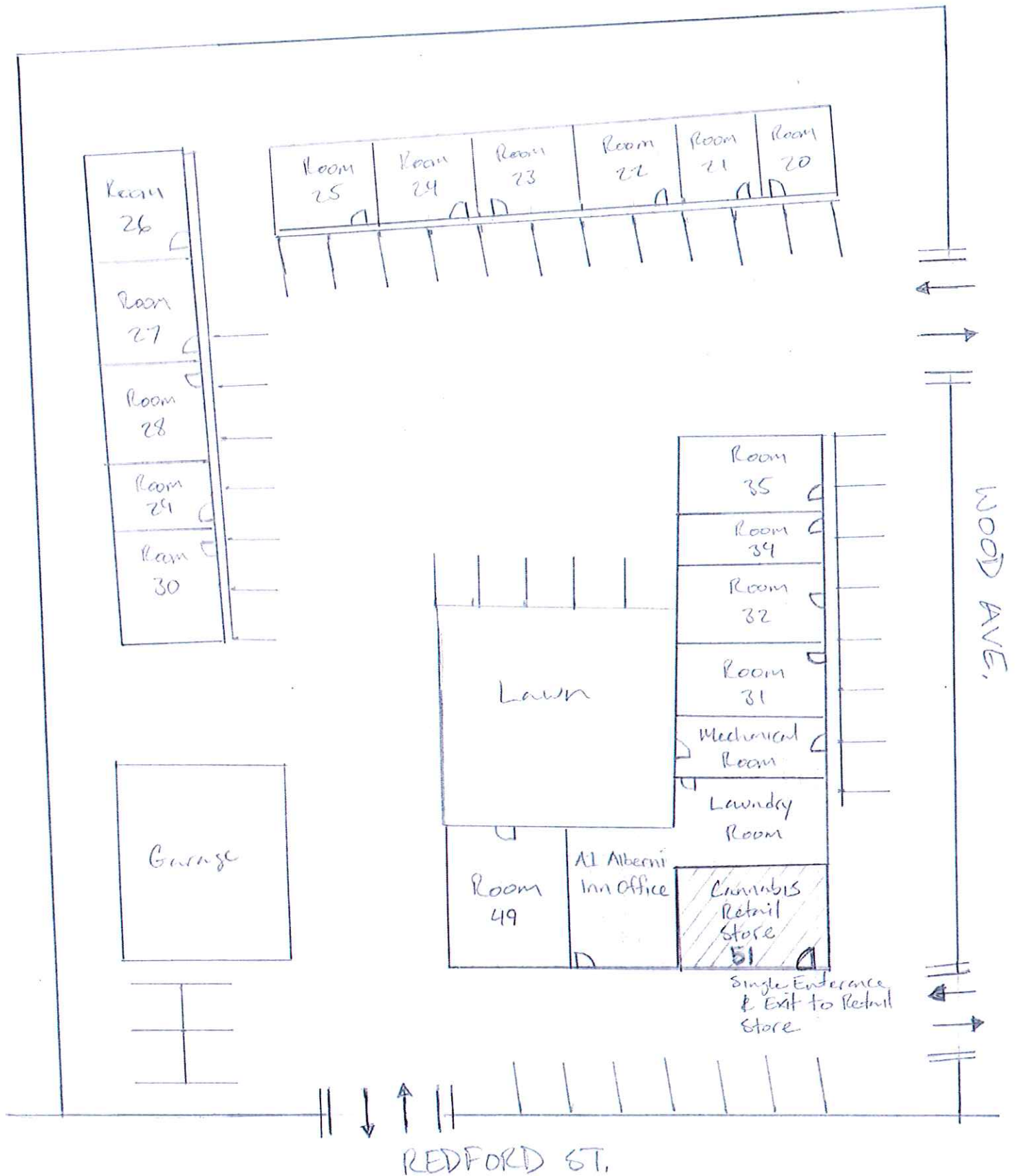


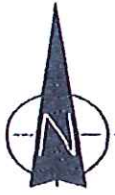
ALBERNI CANNABIS

— LOCALLY OWNED —

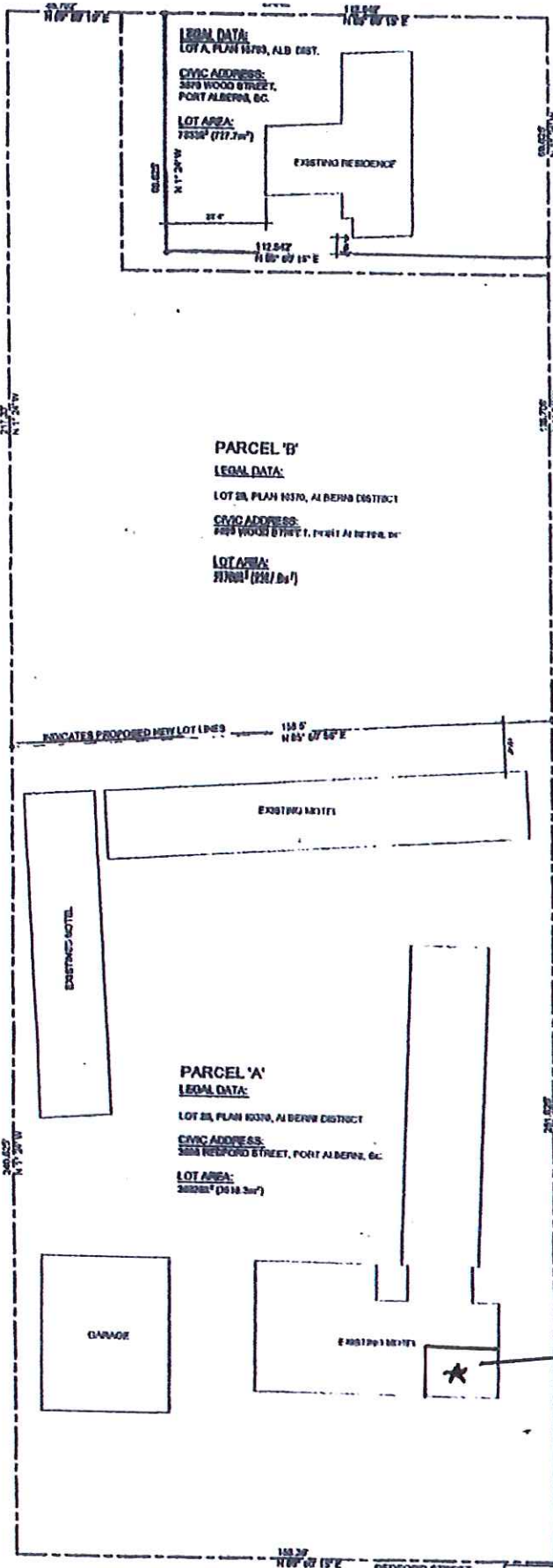
3805 Redford St., Port Alberni, BC, V9V 3S2

PID: 026-760-886 - Site Map





BUILDING SITE CERTIFICATE PROVIDED BY:
ACRES & POLLOCK, B.C.L.S. FILE No.: 11223
ALL DISTANCES ARE IN FEET



| | | | | | | |
|--|--|-------------------|--|-------------|------------|------------|
| CUSTOMER <i>Relative Gravity Limited</i> | | REVISIONS: | | DATE | CHK | CHK |
| PROJECT ALBERNI MOTOR INN 3805 REDFORD STREET, PORT ALBERNI, BC. | | | | | | |
| <small>THESE DRAWINGS ARE NOT TO BE SCALED. ALL DIMENSIONS MUST BE VERIFIED BY CONSTRUCTION FROM THE ORIGINAL. ENGINEER OR ARCHITECT. ANY DISCREPANCIES MUST BE REPORTED IMMEDIATELY TO THE ENGINEER OR ARCHITECT. THE ENGINEER OR ARCHITECT IS NOT RESPONSIBLE FOR ANY CONSTRUCTION, REMEDIATION OR OTHER WORK NOT SHOWN ON THESE DRAWINGS.</small> | | | | | | |

PLANNING SERVICES
Land Use & Design Consultants

5570 72nd Avenue, Unit 101
V1V 1G1
Port Alberni, BC V9Y 1G1
250.722.1111

BYLAW SERVICES

TO: Tim Pley, CAO

FROM: Flynn Scott
Manager of Bylaw Services

DATE: March 19th, 2019

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



Tim Pley, CAO

SUBJECT: Platinum Cannabis Application

Issue:

To request Council's consideration on a Retail Cannabis Store application.

Background:

On February 11th, 2019, Council for the City of Port Alberni adopted *Zoning Amendment T17, Bylaw No. 4979* to permit Retail Cannabis Stores within the City's four commercial zones and to regulate setback requirements in relation to schools.

On March 11th, 2019, Council also passed first, second, and third reading of proposed amendments to the City of Port Alberni *Business Licence Bylaw No. 4951*, establishes regulations for Retail Cannabis Stores, while repealing provisions for Medical Marijuana Dispensaries. Final adoption will be proposed during the March 25th, 2019 regular Council meeting.

Private Retail Cannabis Stores are regulated under the *Cannabis Control & Licensing Act*. Applicants must submit their applications to the Liquor & Cannabis Regulation Branch ("LCRB") for consideration. A representative from the LCRB reviews the application for compliance with provincial legislation and then forwards the application to the applicable local government for consideration, comments, and recommendations on how to proceed. The LCRB has advised that a provincial application will not proceed further without support (via a positive recommendation) from the local government.

Discussion:

Location

The proposed site for this business is 5069 Johnston Rd. This location is within City limits and is zoned C7 – Core Business. *Zoning Amendment T17, Bylaw No. 4979* was adopted on February 11th, 2019 and specifies Retail Cannabis Stores as a permitted use in the C7 zone.

Impact on Community

Notice for public comment was posted to the local newspaper, as well as distributed to any properties located within a 75m radius of the proposed site. No concerns have been received to date. Comments expressing positive recommendations for the proposed site have been attached to the application package.

As part of this application process, Fire, Building, and the RCMP were all contacted to provide comment. The Fire Department stated to have no concerns with this application. The Building Department has no concerns at this time, but will need to inspect the premises and ensure proper permits for renovations have been obtained during the business licensing phase of the City's application process. Finally, RCMP has advised that they take no position on the application.

The proposed location will be in compliance with all regulatory requirements identified by the province. In addition to these requirements, the applicant will be required to ensure the following:

- Storefronts will have frosted windows to align with Health Canada's requirements that cannabis not be visible to minors;
- All cannabis products are sourced from federally licensed cannabis producers that are required to meet Health Canada's guidelines;
- All employees will go through a criminal background check; and
- All employees will be fully trained and obtain a Keep It Safe certification that covers best practices for dealing with problematic situations.

Security Plan

Security plans are reviewed in full by the LCRB to ensure compliance with provincial regulations. The applicant is responsible for ensuring safe practices are implemented, such as security hardware and customer/employee safety protocols. Compliance of regulatory requirements is outlined, reviewed, and managed by the province directly.

Zoning Requirements

The proposed site meets the zoning requirements of a commercially zoned lot within the C7 zone. In addition to this requirement, the proposed site is also in compliance with setback restrictions of 300m from any school within City limits.

Hours of Operation

The hours of operation that the province permits are Monday to Sunday from 9am until 8pm. These hours also reflect City bylaw permissions for hours of operation. The application information received does not provide for proposed hours.

Conclusion:

Next steps in this process are as follows:

- Option 1)** Council provides a positive recommendation to endorse the application without further comment.

A formal letter will be sent to the LCRB to confirm Council's approval.
The applicant will be contacted by the LCRB if their application is permitted to progress forward in the provincial process.
If successful in proceeding, the LCRB will schedule an onsite inspection of the premises to confirm compliance.
The City will be notified if a provincial licence is approved.
The applicant will submit the LCRB licence number to the City with a business licence application for a Port Alberni business licence.
The applicant will obtain a Port Alberni business licence prior to any operations being conducted.

- Option 2)** Same process as specified in Option 1), however, Council provides a positive recommendation with additional comments.
- Option 3)** Council provides a negative recommendation to deny the application and a formal letter of denial will be sent to the LCRB directly.
It is recommended that Council provides comments and rationale for not supporting the application.

Recommendation:

That the report from the Manager of Bylaw Services dated March 19th, 2019 be received.

That Council for the City of Port Alberni supports the approval and authorization of Platinum Cannabis located at 5069 Johnston St, and endorses the comments as provided in the report from the Manager of Bylaw Services dated March 19th, 2019.

Respectfully submitted,

Flynn Gray Scott
Manager of Bylaw Services



CITY OF PORT ALBERNI NOTICE FOR PUBLIC COMMENT

Platinum Cannabis has applied to the Liquor and Cannabis Regulation Branch for a Retail Cannabis Store located at **5069 Johnston Road**, Port Alberni.

*Hours of Operation: 9:00am – 11:00pm
Seven days a week

**Hours of operation are consistent for all applications, set by provincial legislation and reiterated in City Bylaws.*

Nearby residents and businesses who consider their interests to be affected by this application may comment in writing to the attention of:

Flynn Scott, Manager of Bylaw Services
4850 Argyle Street
Port Alberni BC V9Y 1V8
Email: flynn_scott@portalberni.ca

Written submissions must be received by **12:00 pm on Wednesday, March 20th, 2019**.
For further information please contact Flynn Scott, Manager of Bylaw Services (250.720.2870).

*Distribution: Display Ad AV News – March 20, 2019
Post to PNPP*

PART 5: APPLICATION CONTACT DETAILS

The contact the LCRB should communicate with regarding the application

| | | |
|---|------------------------------|--|
| First Name Charles | Last Name Philp | Title <i>What role do they have in your business?</i> Co founder / CFO |
| Email Charles.William.Philp@gmail.com | Phone 250-589-6557 | |

PART 6: PROPERTY DETAILS

Physical Address of Proposed Store

Proposed Store Name

As part of the application process we will review the proposed store's name. The name cannot imply sales of medicinal cannabis.

i Words related to medicinal products or similar sounding words will not be approved such as:

- Pharmacy / Farmacy
- Dispensary / Dispensary
- Clinic / Klinik
- Apothecary / Apothekary

Leaf Compassion

Address

5069 Johnston Rd

City

Port Alberni

Province

British Columbia

Postal Code

V9Y 5L6

Parcel Identifier (PID)

003-546-101

i The property's PID may be found on:

- The title to the property
- Through the B.C. Land Title and Survey Authority
- The tax assessment notice from BC Assessment
- BC Assessment's e-valueBC website
- The municipal tax notice
- The property lease

Does the corporation currently have an offer to lease, sub-lease or purchase the location? Yes No

If YES, please confirm the following: A copy of the offer to lease, sub-lease, or purchase the location is included with this application.

OR

Does the corporation currently own, lease, or sub-lease the location for a period of more than 12 months? Yes No

If YES, please confirm the following: A copy of the proof of ownership, lease or sub-lease is included with this application.

If NO, applicants must purchase or lease the property before receiving conditional approval. A licence cannot be issued unless the applicant provides evidence of the purchase or lease. Leases or other arrangements must not expire for at least 12 months from the date a licence is issued.

PART 7: DECLARATIONS

This application should be submitted by an individual with the authority to bind the applicant. The Branch relies on the applicant to ensure that the individual who submits this application is authorized to do so. Typically, an appropriate individual in a corporation will be a duly authorized signatory who will usually be an officer or, in some cases, a director.

Note: An agent, lawyer, licensee representative or third party operator may **NOT** submit this application on behalf of the applicant.

I understand and affirm that I am authorized to submit the application

Section 22(2) of the Cannabis Control and Licensing Act states: "A person must not submit to the general manager an application, or information or a record included as part of the application, that contains false or misleading information, or fails to disclose a material fact".

I understand and affirm that all of the information provided for this application is true and complete

Name of Authorized Individual (Please Type)

Charles Philp

SITE PLAN
5069 JOHNSON ROAD
PORT ALBERNI, BC

0' 5' 10'
 SCALE

PREPARED FOR THE EXCLUSIVE USE OF
 LEAF COMPASSION
 DATE MEASURED:
 AUGUST 14 2018
 FILE: 72421



VICTORIA QUAY

RESTAURANT
 PARKING

RESTAURANT

rear entry
 receiving
 area

LEAF COMPASION
 CANNABIS
 DISPENSARY

front entry

PRIVATE
 STORAGE

front entry

BARBER SHOP

front entry

side walk

street parking

JOHNSON ROAD

street parking



Job #001019

December 11, 2018

Flynn Scott
Manager of Bylaw Services
City of Port Alberni
Via email: Flynn_scott@portalberni.ca

Dear Flynn Scott:

Re: Application for a Non-Medical Cannabis Retail Store Licence
Applicant: Leaf Compassion Inc.
Proposed Establishment Name: Leaf Compassion
Proposed Establishment Location: 5069 Johnston Rd.

The Applicant, Leaf Compassion Inc., has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence proposed to be located at the above-noted address. The applicant is requesting operating hours from 9:00am to 8:00pm, seven days a week. The applicant contact is Charles Philp/250-589-6557/Charles.william.philp@gmail.com.

Local governments and Indigenous nations are a crucial part of the licensing process. Section 33(1) of the [Cannabis Control and Licensing Act](#) prevents the LCRB from issuing a CRS licence without a positive recommendation regarding the CRS licence application from the local government or Indigenous nation.

The LCRB is requesting the City of Port Alberni consider the application and provide the LCRB with a written recommendation with respect to the application. To assist with your assessment of the application, a site map of the proposed cannabis retail store is attached. The following link opens a document which provides specific and important information and instructions on your role in the CRS licensing process, including requirements for gathering the views of residents.

[Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores](#)

OR

[Indigenous Nations' Role in Licensing Non-Medical Cannabis Retail Stores](#)

The LCRB will initiate an applicant suitability assessment regarding this CRS application, also known as a “fit and proper” assessment, which is comprised of financial integrity checks and security screenings of the applicant and persons associated with the applicant. Once the

**Liquor and Cannabis
Regulation Branch**

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8

Location:
645 Tyee Road
Victoria BC V9A 6X5
Phone: 250 952-5787
Facsimile: 250 952-7066

Website:
[www.gov.bc.ca/cannabisregulation
andlicensing](http://www.gov.bc.ca/cannabisregulationandlicensing)

assessment is complete, you will be notified of the LCRB's determination. You may choose to withhold your recommendation until the LCRB has made a final decision regarding the applicant's suitability.

If you choose not to make any recommendation regarding this application, please contact the LCRB at the earliest convenience. Please note that a Cannabis Retail Store Licence cannot be issued unless the LCRB receives a positive recommendation from the local government or Indigenous nation. Similarly, if a local government or Indigenous nation decides not to make any recommendation, the LCRB will not consider the application any further.

If you have any questions regarding this application please contact me at 778-974-2798 or Kelly.Holland@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Holland', written in a cursive style.

Kelly Holland
Senior Licensing Analyst

Attachment

copy: LCRB Inspector
Applicant via email: Charles.william.philp@gmail.com

From: [Alex Lam](#)
To: [Sharie Minions](#); [Flynn Scott](#); [Davina Hartwell](#)
Subject: Rezoning 5069 Johnston Road
Date: Thursday, March 07, 2019 6:42:48 PM

To City of Port Alberni,

I'm writing to you in support of the re-zoning for 5069 Johnston Road. For the last 3 years they have been amazing tenants / neighbours! They run a professional dispensary and keep the property clean and tidy. We've never had any issues or complaints.

The city needs entrepreneurs such as Kyle to benefit the local economy. He never missed or delayed any rent payment.

I am the landlord to Platinum Hydroponics, Golden Dragon Restaurant, Paul Davis Systems, Alberni Black Press, Janette Acupuncture and Sean Parker Financial.

Please approve the rezoning at the earliest convenience.

Best regards,
Alex Lam
Maje Enterprises
604 340 6998

From: [Mike Chef](#)
To: [Sharie Minions](#); [Davina Hartwell](#); [Flynn Scott](#)
Subject: 5069 Johnston rd /rezoning for Platinum Canabis
Date: Friday, March 08, 2019 5:57:04 AM

Hiiii,

I am an avid traveller and visitor to the island and also a medical cannabis patient. Often I had found difficulties obtaining my medication and prefer not to travel with it . There used to be a storefronts all over the island but I guess they have been do whatever paper works to get the proper liscenceing . So my wife and I are planning our trip to Victoria , Port Alberni , Tofino and Duncan and we have read about Leaf Compassion changing their name to Platinum Cannabis . We have always felt safe and welcomed in there past legal storefront, they always took the time to explain in detail unlike many others who spend time upselling their products.

So from what I heard Platinum Cannabis has applied for the new permits or liscences to be rezoned and allowed to provide recreational cannabis. My wife was the first to point out how hard it is to open one of these type buisnesses so we took a look at all the rules and it seems they are totally in compliance and took extra steps to make sure its far enough from schools and not clustering up with other cannabis retailers. Sooo, we hope they are approved for when we are out for the summer and wanted to express our support.

Sincerely
Michael and Yoko

From: [Dunja Ghag](#)
To: [Sharie Minions](#); [Flynn Scott](#); [Davina Hartwell](#)
Subject: 5069 Johnston Road Rezoning
Date: Saturday, March 09, 2019 12:13:13 PM

To Whom it may concern,

My name is Dunja Ghag, I am a 36-year-old professional.

I have been using cannabis for the past 5 years to help manage my chronic pain. I was introduced to one of the locations formerly named Leaf Compassion in Victoria BC by one of my physical rehabilitation professionals. I have been a regular customer and am so grateful for the amazing mission this team stands behind. Providing safe access, advice, and true compassion. The premise is clean, professional and welcoming to all ages and sexes. They have a wide diverse staff which connects with all customers. I wholehearted recommend this team of owners/professionals and hope they are given the opportunity to continue with their passion and clear mission to provide safe access which is lab tested to ensure quality control. Cannabis was life changing for myself along with my physical recovery and pain management. I have recommended endless friends and family and everyone new to cannabis is always positively surprised, the environment from what I can see helps provide a sense of community and support.

Thank you for taking the time to read my letter.

All the best Dunja

ENTERED

From: Kyle Cheyne [<mailto:leafdirectorkyle@icloud.com>]

Sent: Monday, March 04, 2019 1:32 PM

To: Sharie Minions; Cindy Solda; dan_washington@portalberni.ca; Debbie Haggard; Helen Poon; Ron Corbeil; Ron Paulson; Davina Hartwell; CityPa; Katelyn McDougall; Michelle Bisaro

Cc: charles.william.philp@gmail.com; charles@leafcompassion.com; Archie Zanolli

Subject: Platinum Cannabis Port Alberni

Dear Mayor and Council of Port Alberni,

We would first like to thank you for the past 3 years licensing of Leaf Compassion Port Alberni Medical Cannabis Retail Outlet, our first (locally) licensed Medical Cannabis Outlet on Vancouver Island.

we now look forward to the next chapter of non Medical Cannabis Retail Sales in Canada and have chosen to rebrand to "Platinum Cannabis". Platinum Cannabis would like to submit a community plan for our cannabis retail store in Port Alberni at 5069 Johnston Road. Platinum Cannabis would like to start its community plan by showing an understanding for Port Alberni's unique geography and demographics. Our plan would begin by giving back to Port Alberni's senior residents, first responders and Canadian military personnel by offering a 10% discount on all purchases. Every person entering a Platinum Cannabis location is asked to provide identification and the previously mentioned patrons will be automatically entered into our discount program.

Port Alberni is the best fishing destination in the world!!! 🐟 & Platinum Cannabis would like to help support the yearly Port Alberni Salmon Festival and Derby by donating. We hope that our vast promotional network of 50,000 + island members will help attract commerce and out of town recreational fishermen and women to your beautiful coastal town during the Salmon festival and afterwards. Platinum Cannabis understands that fishing out of Port Alberni is a unique experience and would like to give a 10% discount to all 19+ visitors during the Salmon Festival and Derby and offer a free space at the retail store for festivals to promote.

Platinum Cannabis (as Leaf Compassion) has been donating yearly to the Port Alberni Children's Toy Run. We understand the needs of children especially of those less fortunate in the community. Platinum Cannabis plans on continuing this yearly tradition as every child deserves a toy. Platinum cannabis also would like to donate to the Wham Bam Indoor Freestyle Skate Jam to help get more kids on boards and to sponsor a positive outlet for children in Port Alberni. Port Alberni Youth Battle of the Bands has created a great creative outlet and we would like to donate to them yearly as well in hopes of helping to inspire the next big local youth talent.

Every Christmas we would like to start donating 25% of our proceeds on December 24th to the "Port Alberni Shelter Society" in Port Alberni. Every resident should have shelter on Christmas and we would love to help make that happen! Platinum Cannabis (as Leaf Compassion) also currently donates 50% of proceeds on Christmas eve to the BC SPCA and have for the last 4 years (approx 30,000\$ donated to the BC SPCA). We always look forward to sharing our Christmas spirit to your community every year.

Platinum Cannabis currently has 5 cannabis retailer applications in process with the provincial government and looks forward to bringing together an amazing cannabis consumer community on the west coast. Cannabis tourism will be a major contributing revenue factor to any municipality and we want to help Port Alberni take advantage of that through our network. We have over 50,000 members and want to continue offering the superior service that they have come to expect. We have a great

history of supporting local talent and helping to create professional cannabis friendly events. Platinum Cannabis would like to continue that tradition by creating events in Port Alberni with your permission. Furthermore, local B&B's, hotels, and hostels etc would be able to cross promote with Platinum Cannabis and offer "Bud and Breakfast" style stays. As Canada turns over a new page on prohibition, we are prepared to bring the bounty of cannabis commerce possibilities to Port Alberni. Platinum Cannabis wishes to explore all these possibilities with the local municipality, business operators, and residents.

Thank you and have a wonderful day!

Kyle Cheyne
250-415-9782
Founder
Platinum Cannabis Retail
Platinum Grow Hydroponics
Terp City Glass / Terp City Radio

Charles Philp
250-589-6557
Co Founder
Platinum Cannabis Retail
Platinum Grow Hydroponics
Terp City Glass / Terp City Radio

MEMORANDUM

Date: March 19, 2019

To: Tim Pley, Chief Administrative Officer

From: Amar Giri, Utilities Superintendent

cc: Wilf Taekema, Dir. of Engineering & Public Works
Davina Hartwell, City Clerk

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



Tim Pley, CAO

RE: Water Level Update

Issue:

An update is provided on water levels in the City's watershed (China Creek catchment area and Bainbridge Lake).

Background:

The City of Port Alberni obtains water from two sources: China Creek and Bainbridge Lake. A third source, the Somass River, is available via an intake station located upstream from Paper Mill Dam Park. Somass River water is of lower quality than the other main sources, and for that reason is considered as back up or emergency use.

Ninety percent of the water used in the City over the course of a year comes from China Creek. The remainder comes from Bainbridge Lake. Somass River water has not been used for many years. China Creek water is of superior quality except during times of heavy rainfall. During those times the City often draws water from Bainbridge Lake which maintains high quality water even during times of heavy rainfall.

The City maintains a raw water storage reservoir at Lizard Lake (elevation 728 meters) within the China Creek watershed. Lizard Lake water can be drawn upon to supplement the flow in China Creek during periods of prolonged dry weather. Water stored in Lizard Lake is usually not released until late summer or fall when China Creek flow is generally at its lowest.

Discussion:

On March 18, 2019 the City's Waterworks Department staff visited Lizard Lake. There were 6-8 inches of snow observed on the road. Staff had to walk the last kilometer to the Lake.

Lizard Lake was observed to be frozen, and there was snow on the surrounding mountains. Water levels at Bainbridge Lake, China Creek Dam and Lizard Lake are currently at normal levels for this time of the year. All raw water reservoirs are full and spilling over the spillway.

Water Levels at Lizard Lake are monitored bi-weekly from March-May and weekly from June-September. China Creek and Bainbridge Lake levels are monitored daily.

Recommendation:

That the report from the Utilities Superintendent dated March 19, 2019 be received.

Regards,

Amar Giri
Utilities Superintendent





Lizard Lake

Regular Meeting of Council

March 12, 2019

Staff Report → Parks, Recreation and Heritage

Projects

- Remaining renovations at Gyro Centre are underway, including construction of a laptop bar in the upper office for homework, and a new billiards table arriving shortly
- Ammonia Exposure Control Plan and Ammonia Gas Operations Manual are in the final review stages, including the following safety measures:
 - Installation of windssocks on Echo and Multiplex
 - Increased evacuation signage
 - Installation of strobe lights and sirens
- Currently preparing RFP's for the spring/summer project season
- Multiplex Chiller installation is on schedule
- Harbour Quay playground sidewalk to be poured in March

Programs/Events

- Family Day
 - Events were held at the Aquatic Centre, Multiplex and Glenwood, with the Aquatic Centre attendance down slightly, and Multiplex and Glenwood attendance tripling from 2018
- Family Literacy Day
 - Attendance similar to previous years of 125 children and 97 adults
 - Participants indicated it's the best Literacy Day they've attended
- On-ice Programs
 - Registered and public programs finish March 31
 - The new lessons format continues to be very well received; participation has increased 53% from the same lesson set in 2018.

Alberni Valley Museum

- The Museum will host two groups each of the cruise ship dates
- Will be hosting participants of the Gathering Our Voices conference over two days March 20 and 21
- The Franklin exhibit has arrived; the opening reception is Thursday March 14th at 7pm.
- Working with the Royal BC Museum to finalize plans for the "Our Living Languages" exhibit for summer of 2019
- Work is proceeding on the organization of the Regional Heritage Fair May 3 and 4, including outreach to schools around the North Island

Western Vancouver Island Industrial Heritage Society

- Held their AGM on February 20
- Pete Geddes is President, Kevin Hunter Vice President, Paul Blake Treasurer, Secretary is vacant.

Port Alberni Maritime Heritage Society

- Maritime Heritage Evening held Feb. 21, featuring a presentation by Clifford Charles – retired Coast Guard
- Developing restoration plan for the Nahanni/Pelican
- Developing a fundraising campaign including a paint night March 29 at Echo Centre, tag days May 25 and 26
- Totem pole to be carved by Tim Paul and Gordon Dick of Port Alberni in recognition of the UN 2019 International Year of Indigenous Languages. It will take place at the Maritime Centre over the summer. The goal is to have the tree carved and then moved for raising at the University of Victoria First Nations Peoples House on Nov. 23, 2019

CITY OF PORT ALBERNI

BYLAW NO. 4854-1

**A BYLAW TO AMEND “ALBERNI VALLEY COMMUNITY FOREST RESERVE FUND,
BYLAW NO. 4854”**

WHEREAS, under Section 188 (1) of the Community Charter, Council may deposit into a reserve fund monies received from the Alberni Valley Community Forest Corporation;

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

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

1. Title

This Bylaw may be known and cited for all purposes as "**Alberni Valley Community Forest Reserve Fund, Amendment No. 1, Bylaw No. 4854-1**".

2. Text Amendments

“Alberni Valley Community Forest Reserve Fund, Bylaw No. 4854 is hereby amended as follows:

By deleting the last sentence of clause 3 and replacing it as follows:

Disbursement of funds will be made upon the direction of Council following consultation with the Alberni Valley Community Forest Corporation Board.

READ A FIRST TIME THIS 11TH DAY OF MARCH, 2019.

READ A SECOND TIME THIS 11TH DAY OF MARCH, 2019.

READ A THIRD TIME THIS 11TH DAY OF MARCH, 2019.

FINALLY ADOPTED THIS DAY OF , 2019.

Mayor

Clerk



FINANCE DEPARTMENT REPORT

TO: Tim Pley, CAO

FROM: Cathy Rothwell – Director of Finance

COPIES TO: Mayor and Council
Davina Hartwell – City Clerk

DATE: March 14, 2019

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

Tim Pley, CAO

SUBJECT: Supplementary Projects and Impact on 2019 Average Single Family Residential Tax Increase

Issue

At the February 25, 2019 Special Budget Meeting, Council requested information regarding additions and deletions/postponements of supplementary projects that resulted in a 2.2% tax increase on the average single family residence.

Discussion

There are 3 items that resulted in the average single family residence tax increase being 2.2% rather than 2.7% (half a percentage point translates into approximately \$60,000):

1. At a budget meeting on January 28, 2019 Council directed that \$65,000 for McLean Mill capital projects be moved to the Supplementary Projects List for further discussion regarding the extent of capital projects. This expense was not approved by Council in subsequent budget meetings, and the budget allocation from general revenue funds was decreased by that amount.
2. At a budget meeting on January 21, 2019, the Supplementary Projects List included \$10,000 for a fireworks show at Salmonfest 2019, funded from general revenue. This item was also not approved by Council in subsequent budget meetings, and the budget allocation was decreased by that amount.
3. At a budget meeting on February 25, 2019, Council directed that \$13,250 funding identified for basic costs involved in welcoming and safety for cruise ships be included in the Draft 2019-2023 Five Year Financial Plan for consideration. The budget allocation was increased by that amount.

Items 1 and 2 above were reflected on the Supplemental Projects list at the February 25th budget meeting, and the expenses for those two projects were included in the subtotal at the bottom of the page. When items 1 and 2 were not approved by Council on February 25th, that lowered the taxation requirement by \$75,000.

Item 3 above was added to the approved list at the February 25th meeting, adding an increase of \$13,250 to the budget. The inclusion of the 3 changes resulted in a draft budget that reflects a 2.2% increase in taxation on the average single family residence in Port Alberni.

Recommendation

That Council receive the report from the Director of Finance.

Respectfully submitted,



Cathy Rothwell
Director of Finance

CITY OF PORT ALBERNI

BYLAW NO. 4984

A BYLAW RESPECTING THE FINANCIAL PLAN FOR THE YEARS 2019 - 2023

WHEREAS Section 165 of the *Community Charter R.S.B.C. 2003 c. 26* requires the Council to direct the preparation of and adopt a financial plan before the annual property tax bylaw is adopted in each year;

AND WHEREAS Council has undertaken a process of public consultation regarding the proposed financial plan before it is adopted:

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

1. **Title**

This Bylaw may be cited for all purposes as "**5 Year Financial Plan 2019 – 2023, Bylaw No. 4984**".

2. **Financial Plan**

Schedule "A" attached hereto and made part of this Bylaw is hereby adopted and is the Financial Plan of the City of Port Alberni for the five year period from January 1, 2019 to December 31, 2023.

3. **Objectives and Policies**

Schedule "B" attached hereto and made part of this Bylaw is hereby adopted and sets out the objectives and policies of the City of Port Alberni for the years 2019 – 2023 inclusive, in relation to the revenue and tax policy disclosure as required in Section 165(3.1) of the *Community Charter*.

4. **Repeal**

That "5 Year Financial Plan Bylaw 2018 - 2022, Bylaw No. 4960" and its associated amendments are hereby repealed.

READ A FIRST TIME THIS 11TH DAY OF MARCH, 2019.

READ A SECOND TIME THIS 11TH DAY OF MARCH, 2019.

READ A THIRD TIME THIS 11TH DAY OF MARCH, 2019.

FINALLY ADOPTED THIS DAY OF , 2019.

Mayor

Clerk



SCHEDULE A TO BYLAW NO. 4984
CITY OF PORT ALBERNI
CONSOLIDATED FINANCIAL PLAN 2019-2023

| | 2019 | 2020 | 2021 | 2022 | 2023 |
|---|--------------------|--------------------|-------------------|--------------------|--------------------|
| Revenue | | | | | |
| Taxes | | | | | |
| Property Taxes | 23,153,216 | 23,839,827 | 24,548,671 | 25,278,781 | 26,030,795 |
| Other Taxes | 710,141 | 710,200 | 710,200 | 710,200 | 710,200 |
| Grants in Lieu of Taxes | 219,500 | 219,500 | 219,500 | 219,500 | 219,500 |
| Fees and Charges | | | | | |
| Sales of Service | 3,446,969 | 3,414,656 | 3,477,495 | 3,524,196 | 3,564,452 |
| Sales of Service/Utilities | 6,884,738 | 7,133,173 | 7,392,302 | 7,536,449 | 7,690,879 |
| Service to other Government | 167,000 | 167,000 | 167,000 | 167,000 | 167,000 |
| User Fees/Fines | 228,640 | 229,640 | 230,640 | 232,640 | 234,640 |
| Rentals | 143,200 | 144,300 | 145,500 | 146,700 | 147,900 |
| Interest/Penalties/Miscellaneous | 629,100 | 634,100 | 732,300 | 732,300 | 732,300 |
| Grants/Other Governments | 1,107,340 | 1,107,340 | 1,107,340 | 1,107,340 | 1,107,340 |
| Other Contributions | 456,400 | 392,500 | 29,900 | 29,900 | 29,900 |
| | <u>37,146,244</u> | <u>37,992,236</u> | <u>38,760,848</u> | <u>39,685,006</u> | <u>40,634,906</u> |
| Expenses | | | | | |
| Debt Interest | 396,128 | 396,128 | 396,128 | 396,128 | 396,128 |
| Capital Expenses | 8,105,810 | 7,313,318 | 6,129,411 | 3,295,571 | 11,658,645 |
| Other Municipal Purposes | | | | | |
| General Municipal | 3,934,194 | 3,853,303 | 3,896,777 | 4,012,584 | 4,014,756 |
| Police Services | 7,325,995 | 7,561,366 | 7,734,870 | 7,913,454 | 8,098,188 |
| Fire Services | 3,589,253 | 3,649,489 | 3,742,013 | 3,864,276 | 3,956,444 |
| Other Protective Services | 260,413 | 262,698 | 265,127 | 267,323 | 269,598 |
| Transportation Services | 4,198,108 | 4,205,871 | 4,389,845 | 4,528,146 | 4,560,358 |
| Environmental Health and Development | 2,178,658 | 1,801,671 | 1,818,137 | 1,841,690 | 1,796,182 |
| Parks and Recreation | 5,600,090 | 5,698,007 | 5,762,996 | 5,852,379 | 5,949,164 |
| Cultural | 1,302,804 | 1,375,469 | 1,352,802 | 1,388,579 | 1,416,263 |
| Water | 1,429,672 | 1,526,345 | 1,508,357 | 1,560,713 | 1,543,424 |
| Sewer | 1,243,229 | 1,259,550 | 1,276,255 | 1,292,491 | 1,310,403 |
| Contingency | 264,700 | 200,000 | 200,000 | 200,000 | 200,000 |
| | <u>39,829,054</u> | <u>39,103,215</u> | <u>38,472,718</u> | <u>36,413,334</u> | <u>45,169,553</u> |
| Revenue Over (Under) Expenses Before Other | <u>(2,682,810)</u> | <u>(1,110,979)</u> | <u>288,130</u> | <u>3,271,672</u> | <u>(4,534,647)</u> |
| Other | | | | | |
| Debt Proceeds | - | - | - | - | 3,000,000 |
| Debt Principal | (347,143) | (347,143) | (347,143) | (347,143) | (347,143) |
| Transfer from Equipment Replacement Reserve | 522,500 | 2,229,900 | 2,756,800 | 590,400 | 37,600 |
| Transfer from Land Sale Reserve | 33,000 | - | - | - | - |
| Transfer from Cemetery Trust | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| Transfer from (to) Other Reserves | 2,422,384 | (773,778) | (2,699,787) | (3,516,929) | 1,842,190 |
| Transfer from (to) Surplus | 50,069 | - | - | - | - |
| | <u>2,682,810</u> | <u>1,110,979</u> | <u>(288,130)</u> | <u>(3,271,672)</u> | <u>4,534,647</u> |
| Balanced Budget | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |

SCHEDULE B TO BYLAW NO. 4984 REVENUE POLICY DISCLOSURE

Objectives and Policies

The City of Port Alberni Strategic Plan provides wide ranging municipal objectives and policy direction including strategic priorities in the areas of taxation, economic growth and diversification.

Several ongoing initiatives arising from these stated priorities relate directly to revenue generation, property taxation, and permissive tax exemptions. These are:

- Update and review regularly all fees and charges levied to maximize recovery of the cost of service delivery;
- Fund the sewer and water utilities on a fee for service basis without contribution required from property taxation;
- Market and sell City owned lands excess to needs;
- Provide minimal tax increases for all property classes for 2019 through 2023;
- For the tax increases to contribute to the sustainability of capital infrastructure funding;
- Business class taxation levels held to minimal increase to promote business retention and attraction;
- Residential class taxation levels to held to minimal increase and to reduce service delivery costs;
- Promote revitalization of the City's commercial areas;
- Undertake capital projects identified in the plan by a combination of borrowing, senior government grant funding and reserve funding.

Considerable progress has been made on these policy directions as outlined in the City of Port Alberni's Annual Reports.

Proportion of Revenue from Funding Sources

Property Taxes – The majority of the City of Port Alberni's revenue arises from property tax; about 64% (excluding grants and borrowings) in 2019. Property tax collected between 2014 and 2019 has increased by 11.2% over the five year period.

The 2019-2023 Financial Plan provides for 3% increases in property taxes collected in each year of the plan, in planning to meet commitments to capital projects, collective bargaining agreements, and projects that require debt service. It is anticipated that the planned annual increases will not keep pace with service cost increases, and that reductions in services will be necessary to ensure the budget stays within Financial Plan parameters.

Parcel Taxes – Approximately 0.4% of the City of Port Alberni's revenue arises from parcel taxes. This is from a single parcel tax levy (Bylaw 4444) which was implemented in 2001 to provide funding for a twin ice surface multiplex constructed in 2000. The preferred method of funding of this major recreation infrastructure project was by parcel tax rather than by property tax, partly to lessen the resulting tax burden to major industry. Property owners were given the option of paying the parcel tax in one lump sum amount up front in 2000, or by an annual amount for 20 years, beginning in 2001. Future additional parcel tax levies may fund future significant recreation infrastructure projects. No new parcel tax levies are proposed in the 2019-2023 Financial Plan.

Fees and Charges – In 2019, approximately 30% of the City of Port Alberni's revenues will be derived from fees and charges.

Services funded through fees and charges include water and sewer utilities, solid waste collection and disposal, building inspection, cemetery operations and a portion of the parks, recreation, heritage and cultural services.

City Council has directed that where possible it is preferable to charge a user fee for services that are identifiable to specific users instead of levying a general tax to all property owners.

Increases in fees and charges are incorporated into the plan for all services funded by fees and charges. The proportion of the City's revenues derived from fees and charges averages 30% (not including provincial and federal assistance on large infrastructure projects) for 2019 forward.

Borrowing Proceeds – The City borrows as needed to finance significant capital projects with more routine capital work funded through general revenue and gas taxes. Total revenue from planned borrowing in this financial plan is nil.

Other Sources – Other revenue sources are rentals of city owned property, interest/penalties, payments in lieu of taxes and grants from senior governments.

Revenue from rentals and interest and penalties remain consistent from year to year and comprises 1 - 2% of the City's total revenues. Grants from senior governments vary significantly from year to year depending on successful application for conditional funding.

Distribution of Property Taxes among Property Classes

Council has provided the following policy directions which are incorporated in the 2019-2023 Financial Plan.

Class 4 – Major Industry In 2006, Council directed that significant tax reductions be provided for Class 4 (Major Industry) taxpayers because of continued market weakness in the coastal forest industry and higher than average municipal tax rates for Major Industry in Port Alberni. These reductions were implemented in 2006 with the Major Industry share of taxation decreasing from 41.8% in 2005 to 22.1% in 2019. For 2015 through 2017, the City committed to no increase in taxes for Major Industry as part of the agreement to purchase Catalyst's sewage lagoon infrastructure. For 2019, Class 4 taxes have been increased by 3%.

Class 6 – Business In order to retain existing business and attract new business, and in recognition of higher than average business property tax rates, business tax increases are limited to 3% on the dollar value of 2018 taxes. Business property tax rates dropped from \$27 per thousand dollars in assessed value in 2005 to \$14 per thousand in 2019. The share of tax collected from business increased remained at 17.3% from 2018 to 2019. In this financial plan the share of tax collected from business is set to remain at 17.3% until the end of 2023.

Class 1 – Residential Council directed that the residential tax increase be held to minimum, and that balanced capital project and operations requirements. Between 2005 and 2019 the share of property taxation paid by Class 1 increased from 40.0% to 59.8%. In this financial plan the share of taxation paid by the residential class is set to remain at 59.8% until 2023.

Other Classes Approximately .5% of total taxation arises from the other property classes in Port Alberni. Increases of 3% per year are planned for 2019 through 2023.

The relative share of taxes for each of the Classes is set to remain at 2019 levels.

Permissive Tax Exemptions

Permissive tax exemptions are provided by the City of Port Alberni as permitted under the Community Charter and in compliance with Council policy directing the application process, eligibility criteria, exemption duration and other conditions. Permissive tax exemptions must also fall within the budget constraints identified by Council to be considered for approval.

Generally, permissive tax exemptions are a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, and cultural) and delivering services economically. Specifically, the policy allows for annual application by eligible organizations for permissive tax exemptions on the lands or buildings they occupy, with the following priorities for granting the exemption:

- athletic or recreational programs or facilities for public use;
- services for special needs groups;
- facilities or programming for youth and seniors;
- protection and maintenance of important community heritage;
- senior care facility;
- arts, cultural or educational programs or facilities;
- emergency or rescue services;
- services for the public in a formal partnership with the City or;
- preservation of an environmentally or ecologically sensitive area designated within the Official Community Plan;
- places of public worship.

Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of duration equal to or greater than the period of tax exemption).

Since 2005 Council has approved, on average, annual permissive tax exemptions for 34 organizations (not including places of public worship) with a total annual municipal property tax exemption value of approximately \$250,000. In 2016, 58 organizations were approved, with a total annual property tax exemption value of approximately \$296,000. The bylaw which most of the organizations are under expires December 31, 2019.

Revitalization Tax Exemptions

Council adopted "City of Port Alberni Revitalization Tax Exemption Program, Bylaw No. 4824" in 2013, a more aggressive bylaw designed to encourage revitalization of the uptown area. One application was received in 2014, and is effective for 2016. One application was received in 2015 and was effective in 2017. Council amended the Bylaw in March 2016 to include Harbour Quay and City owned properties to the Schedule of eligible properties.

Also in 2016, Council adopted a new Revitalization Tax Exemption Bylaw covering all other commercial areas. Council's objective is to stimulate growth and development in the City's commercial areas by encouraging investment in new commercial space and improvements to existing commercial buildings.

Strategic Community Investment (SCI) and Traffic Fine Revenue Sharing (TFRS) Funds

The Strategic Community Investment Fund Plan is an unconditional grant from the Province to municipalities to assist them to provide basic services. The Traffic Fine Revenue Sharing Fund returns net revenues from traffic violations to municipalities responsible for policing costs.

The City is expecting to receive approximately \$591,500 in 2019. Performance targets are not expected to change from 2018 to 2019. SCI and TFRS funds are allocated to general revenue for support of local government service delivery.

Community Gaming Funding

On October 23, 2007 the City of Port Alberni and the Province of BC signed the Host Financial Assistance Agreement providing for the transfer to the City (Host) of ten (10%) percent of net gaming revenue from the slot machines at the casino located within the City's boundaries. The budget assumes that the City of Port Alberni will continue to receive a share of gaming revenue from the casino through the five years of this financial plan. There is no long term agreement in place with the Province.

Community gaming funds must be used only on account of payment of Eligible Costs. Eligible Costs are defined by the Province as "the costs and expenses incurred by the Host for any purpose that is of public benefit to the Host and within the lawful authority of the Host."

| 2019 Funding Allocation | Funds (\$) Allocated |
|---|-----------------------------|
| McLean Mill National Historic Site Operations | \$ 126,300 |
| Visitor Centre Funding | 84,840 |
| Offset Economic Development | 170,500 |
| Community Investment Plan/Grants in Aid | 64,200 |
| Total commitments | 445,840 |

CITY OF PORT ALBERNI

BYLAW NO. 4975-1

A BYLAW TO AMEND “CITY OF PORT ALBERNI BUILDING STANDARDS, BYLAW NO. 4975, 2018”

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. 4975 by adding a new Section 4 and adjusting all subsequent numbered headings accordingly.

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 Building Standards, Amendment No. 1, Bylaw No. 4975-1, 2019**”.

2. **Amendments**

City of Port Alberni Building Standards, Bylaw No. 4975, 2018 is hereby amended as follows:

- a) By adding a new Section 4 and adjusting all subsequent numbered headings accordingly:

4. VACANT PREMISES

For the purpose of Section 4, “Vacant Premises” includes any lot, building, or other structure in respect of which water or electricity services have been intentionally discontinued, other than for temporary maintenance, repair, or upgrading, so that the condition of the premises is not suitable for human habitation or other occupancy that is normally permitted.

- (1) The owner of a Vacant Premises must promptly act to ensure that, at all times:

- (a) The Vacant Premises is free from litter, debris, and accumulations of combustible or flammable materials; except where storage of combustible or flammable materials is in strict accordance with the BC Fire Code and City Bylaws; and
- (b) All openings in the Vacant Premises are securely closed and fastened in a manner acceptable to the Manager of Bylaw Services or their designate, so as to prevent hazardous conditions or the entry of unauthorized persons.

- (2) Where an owner fails to secure a Vacant Premises as required by Section 4(1)(b), the Manager of Bylaw Services or their designate may, by written notice, order the owner to secure the Vacant Premises in accordance with this Bylaw.
- (3) The Manager of Bylaw Services or their designate shall serve notice as follows:
- (a) by hand-delivering it to the owner or occupant of the real property that is subject to the notice; or
 - (b) if the Manager of Bylaw Services is unable to effect notice pursuant to section 4(3)(a) above, by posting it in a conspicuous place on the real property that is the subject of the notice and the notice shall then be deemed to be validly and effectively served for the purposes of this Bylaw.
- (4) If the owner of a Vacant Premises fails to bring the property into compliance within twenty-four (24) hours of receiving a notice under Section 4(2) and 4(3), the Manager of Bylaw Services or their designate may order the Vacant Premises to be secured by City employees or agents, who shall board up or otherwise secure doors, windows, and other points of entry into the premise in order to prevent hazardous conditions or unauthorized entry, at the cost and expense of the owner.

READ A FIRST TIME THIS 11TH DAY OF MARCH, 2019.

READ A SECOND TIME THIS 11TH DAY OF MARCH, 2019.

READ A THIRD TIME THIS 11TH DAY OF MARCH, 2019.

FINALLY ADOPTED THIS DAY OF , 2019.

Mayor

Clerk

CITY OF PORT ALBERNI

BYLAW NO. 4951-1

A BYLAW TO AMEND “Business Licence Regulation Bylaw, City of Port Alberni, Bylaw No. 4951”

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. 4951 by adding a new Section 4 and adjusting all subsequent numbered headings accordingly.

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 “**Business Licence Regulation Bylaw, City of Port Alberni, Bylaw No. 4951-1**”.

2. Amendments

City of Port Business Licence Regulation Bylaw No. 4951 is hereby amended as follows:

a) By adding the following definitions:

“Cannabis”

Means a cannabis plant belonging to the genus Cannabis and including the following:

- (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 *cannabis* and *cannabis accessories*.

- b) By adding removing Section 11 (Medical Marijuana Dispensaries) and replacing Section 11 with the following:

11. 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.

READ A FIRST TIME THIS 11TH DAY OF MARCH, 2019.

READ A SECOND TIME THIS 11TH DAY OF MARCH, 2019.

READ A THIRD TIME THIS 11TH DAY OF MARCH, 2019.

FINALLY ADOPTED THIS DAY OF , 2019.

Mayor

Clerk

CITY OF PORT ALBERNI

BYLAW NO. 4929-4

A BYLAW TO AMEND “BYLAW OFFENCE NOTICE ENFORCEMENT BYLAW, 2016, BYLAW NO. 4929”

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. 4929 by amending Schedule “A”;

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 “**Bylaw Offence Notice Enforcement Bylaw No. 4929-4, 2019**”.

2. **Text Amendments**

Bylaw Offence Notice Enforcement Bylaw No. 4929 is hereby amended as follows:

a) Amending Schedule “A” by removing:

| Bylaw | Section | Description | A1 Penalty | A2 Early Payment Penalty Discount | A3 Late Payment Penalty |
|--|-----------|--------------------------------|---------------|--|----------------------------------|
| Building Standards Bylaw No. 4975 | 3(1) | Fail to maintain | \$200.00 | \$150.00 | \$250.00 |
| | 3(4) | Obstruction | \$500.00 | \$400.00 | \$500.00 |
| | 4(1)(a) | Fail to obtain VBR permit | \$200.00 | \$150.00 | \$250.00 |
| | 4(1)(b) | Fail to comply | \$200.00 | \$150.00 | \$250.00 |
| | 4(1)(c) | Fail to secure | \$200.00 | \$150.00 | \$250.00 |
| | 4(2)(a-b) | Unauthorized Vacant Building | \$200.00 | \$150.00 | \$250.00 |
| | 4(3) | Failure to maintain facilities | \$200.00 | \$150.00 | \$250.00 |
| | 4(4)(a-c) | Failure to meet conditions | \$200.00 | \$150.00 | \$250.00 |
| | 7(3) | Failure to display permit | \$200.00 | \$150.00 | \$250.00 |

And replacing it with:

| Bylaw | Section | Description | A1 Penalty | A2 Early Payment Penalty Discount | A3 Late Payment Penalty |
|--|-----------|----------------------------------|---------------|--|----------------------------------|
| Building Standards Bylaw No. 4975 | 3(1) | Fail to maintain | \$200.00 | \$150.00 | \$250.00 |
| | 3(4) | Obstruction | \$500.00 | \$400.00 | \$500.00 |
| | 4(1)(a) | Fail to maintain Vacant Premises | \$200.00 | \$150.00 | \$250.00 |
| | 4(1)(b) | Fail to secure Vacant Premises | \$200.00 | \$150.00 | \$250.00 |
| | 5(1)(a) | Fail to obtain VBR permit | \$200.00 | \$150.00 | \$250.00 |
| | 5(1)(b) | Fail to comply | \$200.00 | \$150.00 | \$250.00 |
| | 5(1)(c) | Fail to secure | \$200.00 | \$150.00 | \$250.00 |
| | 5(2)(a-b) | Unauthorized Vacant Building | \$200.00 | \$150.00 | \$250.00 |
| | 5(3) | Failure to maintain facilities | \$200.00 | \$150.00 | \$250.00 |
| | 5(4)(a-c) | Failure to meet conditions | \$200.00 | \$150.00 | \$250.00 |
| | 8(3) | Failure to display permit | \$200.00 | \$150.00 | \$250.00 |

READ A FIRST TIME THIS 11TH DAY OF MARCH, 2019.

READ A SECOND TIME THIS 11TH DAY OF MARCH, 2019.

READ A THIRD TIME THIS 11TH DAY OF MARCH, 2019.

FINALLY ADOPTED THIS DAY OF , 2019.

Mayor

Clerk

J:\Clerks\Bylaws\BYLAWS\4929-4_Bylaw Offence Notice Enforcement.docx



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on February 21, 2019,
in the Council Chambers at City Hall, at 12:00 p.m.)**

Advisory Planning Commission Present

Ken McRae (Chair)
John Douglas (Vice-Chair)
Jeannette Nichols
Amy Anaka
Sandy McRuer
Don Ferster
Rob Gaudreault, Parks Liaison
S. Sgt. Terry Smith, R.C.M.P. Liaison
Councillor Deb Haggard, Council Liaison
Rick Newberry, P.A.F.D. Liaison

Staff

Katelyn McDougall, Manager of Planning
Cara Foden, Dev. Services Technician
Flynn Scott, Manager of Bylaw Services

Regrets

Chris Washington, SD #70 Liaison
Jim Tatoosh, Hupačasath First Nation
Cynthia Dick, Tseshah (č išaa?ath) First Nation

Alternates (not in attendance)

Councillor Helen Poon (Alternate–Council)
To be determined (Alternate–R.C.M.P.)
Larry Ransom (Alternate S.D.70)
Steve Tatoosh (Alternate Hupačasath First Nation)

Guests

Members of the Public – none present
Calum Adams - Applicant



1. Adoption of December 20, 2018 Minutes

- The Chair acknowledged that this meeting is taking place within the un-ceded traditional territories of the Hupačasath and the Tseshah (č išaa?ath) First Nations.
- Introductions were made and those in attendance were welcomed by the Chair.
- The minutes of the December 20, 2018 meeting of the Advisory Planning Commission were adopted.

(Douglas / Ferster) CARRIED

2. DEVELOPMENT APPLICATION – Development Variance

3541 10th Avenue - Lot 8, District Lot 1, Alberni District, Plan 5750, PID: 005-926-513

Applicant: C. Adams

- The Manager of Planning summarized her report to the APC dated February 14, 2019.
- The APC discussed the application as follows:
 - Discussion regarding the ramifications of granting a Variance for fence height - It was noted that a Variance could open a "can of worms" for the community by making an exception for an individual for front yard height.
 - Since this is a common request in Port Alberni, a relaxation on one property may result in other residents applying for higher fences in the Front Yard.
 - The Bylaw Manager spoke to the concern, agreeing that it would be problematic from an enforcement perspective. There are already existing challenges enforcing the bylaw, and there are many examples of non-compliance in the community.
 - Commission members agreed that there are fences and hedges in many locations in town that exceed height limits due to a lack of enforcement of existing regulations, therefore the suggestion was made that doing a review of the Fences and Hedges regulations would be desirable.

Page 1 of 4

- Safety considerations were discussed, and it was noted that the current regulations are in place to improve safety through increased visibility (therefore increasing the chances that a fire, attempted break-ins, or other issues would be seen and emergency response called for sooner.)
- A 1.25 m (4.1ft) fence allows the emergency response services such as Ambulance, Fire Department or RCMP, to see house numbers from the street.
- It was noted that the community could take on the appearance of an “armed camp” if fence heights were increased.
- APC members discussed the addition of “lattice” to a shorter fence as an option for the applicant. The applicant did not feel that would permit enough privacy. APC suggested the use of shrubs to provide privacy.
- The Bylaw Manager did not feel that the discussed items would be practical to enforce.
- Corner lot fence and hedge heights were discussed. Some felt that higher fence heights might be appropriate in specific zones, or possibly along arterial roads but this should be the subject of a thorough review.
- RCMP commented that obstruction of views at intersections was very problematic.
- The applicant reiterated his concerns regarding privacy, yard space for tenants, protection of property and quiet enjoyment of their yard. He also stated that he would like to see universal enforcement of the bylaws.
- The Manager of Planning reported an inaccuracy in the report, clarifying that the owner does not have a suite. The tenants share the living space in the home.
- Discussion on the recommendations - It was expressed by the APC that they felt the City should do a review of Fence and Hedge regulations and that it may be appropriate to recommend a Variance for Mr. Adams property in the interim.
- The Chair called for a motion to deny the recommendations. There was considerable discussion to clarify the final motions that the APC members would like to support. Several motions were put forward and discussed, withdrawn and revised.
- A motion to allow the owner to add a standard 4ft fence with strip (2 ft) of lattice to the top, bringing the total height to 6 ft. With the 2 ft retaining wall that the fence will be erected on the top of the lattice will be approximately 8 ft from the street level.

MOTIONS:

1. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with the Development Variance Permit to vary Zoning Bylaw #4832 as follows:*
 - a) *To permit the addition of a standard dimension strip of lattice, having a maximum width of 0.6 m (2 ft), to the top of a 1.25 metres (4.1 ft) fence by varying Fences and Hedges Section 6.7.3, the height permitted within a required Front Yard, from 1.25 metres (4.1 ft) to 1.8 metres (6 ft), a Variance of 0.55 metres (1.8 ft), on Lot 8, District Lot 1, Alberni District, Plan 5750, PID: 005-926-513 (3541 10th Avenue).*

(Nichols / Ferster) CARRIED
2. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City proceed with a review of the Zoning Bylaw regulations with respect to Fences and Hedges with special attention to arterial roads, corner lot visibility, fencing and hedging materials and location.*

(McRuer / Douglas) CARRIED

3. APPLICATION – Zoning Bylaw Text Amendments

a. **Hedges** - City Wide amendment T18

b. **Family, Dwelling Unit, Parking** - City Wide amendment T19

Applicant: City of Port Alberni

- The Manager of Planning summarized her report to the APC dated February 14, 2019.
- The APC discussed the application as follows:
 - Definition of Hedge- Discussion regarding need for clarity of definition of Hedge as there have been a number of Bylaw complaints.
 - Definition of Family – Manager of Bylaw summarized the rationale behind the proposed changes to the Bylaw.
 - The P.A.F.D. liaison expressed a number of safety related concerns regarding the proposed change to the definition of ‘Family’. It is the opinion of the P.A.F.D. that life safety issues may be created by sanctioning the changes as the changes would remove the ability of the P.A.F.D. to do inspections if a complaint is made about a high occupancy residence. He indicated that the situations exist in the community but with the current regulations in place there is the ability to inspect for life safety standards and enforce occupancy regulations when necessary. The Building and Fire Codes do not provide for a cap on occupancy loads in a residential home. The definition of ‘Family’ is the existing mechanism by which occupancy loads can be maintained at reasonable levels.
 - The proposed change will essentially enable every Single Family Dwelling to become a Multi-family dwelling. The implications regarding Fire Code are significantly large.
 - Kitchen fires were noted as one of the most frequent causes of residential fires.
 - Members of APC expressed the concern that the proposed changes would result in unlimited occupancy levels and there would be a rise in occurrences of ‘flop houses’ and unsafe living conditions.
 - Manager of Bylaw agreed that the Fire Code and Building Codes did not provide for the ability to cap occupancy in residential dwellings.
 - The APC asked whether or not the City had considered having the changes reviewed to obtain legal advice. It was indicated that no legal advice had been obtained and the APC member expressed that obtaining a legal opinion would be advisable.
 - APC indicated that difference between Rooming / Boarding house and Single Family Dwelling would be impossibly vague.
 - The R.C.M.P liaison was in agreement that the proposed change was problematic and creates overcrowding situations.
 - APC members discussed their concern expressed that the changes felt “knee jerk” in nature and rushed. They felt there should be a thorough review of the implications to changing a key definition within the Zoning Bylaw and that a long term approach should be considered when making changes.
 - APC noted that a report dated December 25, 2018, from consultant Joe Calenda and titled “The Next 1400 Days”, was presented to Council at the last regular meeting. A primary purpose of that report was the presentation of a strategy for growing Port Alberni by providing for affordable housing and attainable housing through ERD – Environmentally Responsible Development. APC members expressed their desire for an opportunity to review the report.

- o APC members felt that changing the definition of a pivotal definition, such as that of 'Family', prior to reviewing the recommendations in Mr. Calenda's report, could be premature in light of key concerns expressed during this meeting.

MOTIONS:

a) *That the Advisory Planning Commission recommends to City Council that the City proceed with the proposed text amendment to Zoning Bylaw 2014, Bylaw No. 4382 as presented in the attached draft bylaw "Zoning Text Amendment No. T18 (Hedges), Bylaw No. 4981"*

(McRuer / Douglas) CARRIED

b) *That the Advisory Planning Commission recommends to City Council that the City does not proceed with the proposed text amendment to Zoning Bylaw 2014, Bylaw No. 4382 as presented in the attached draft bylaw "Zoning Text Amendment No. T19 (Family, Dwelling Unit, Parking), Bylaw No. 4982"*

(McRuer / Ferster) CARRIED

- Two voting members of the APC were unable to stay past 1:30 and had to leave the meeting. This resulted in a loss of quorum and postponement of discussion on the fourth Agenda item. It was determined that another meeting would be held when a quorum was available. The Planning Department will work to schedule a meeting at a time when a quorum of members is available.

4. Other business The Manager of Planning updated the APC regarding the following:

- Public consultation program for the "Harbourview" lands located at 5350 Argyle Street and 3050 Kingsway Avenue - the City is currently looking for community feedback regarding the possibility of developing the site, and a report will go to Council for consideration on March 11, 2019 with a summary of the feedback received.
- The project to redevelop the former Fairway Market building will not proceed at this time.
- Anderson Hill development – Phase 1 lots are for sale and Phase 2 bylaws are coming forward for adoption.

5. Adjournment – The chair adjourned the meeting at 1:45 p.m. The next regular meeting scheduled for March 21, 2019 will be rescheduled to a date TBA.

Davina Hartwell - City Clerk



Ken McRae – Chair



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission
FROM: Katelyn McDougall, Manager of Planning
DATE: February 14, 2019

SUBJECT: Development Variance Permit:
3541 10th Avenue
Lot 8, District Lot 1, Alberni District, Plan 5750, PID: 005-926-513
Applicant: C. Adams

Issue

To consider an application for a Development Variance Permit to vary the Zoning Bylaw regulations to permit an increase in the height of a fence, in the front yard, at 3541 10th Avenue.

Background

The applicant wishes to install a fence that is 1.8 m (6ft.) in height within the front yard setback.

The applicant commenced building an 2.4m (8 ft) fence in his front yard on 10th Avenue. A City Bylaw Officer spoke with him and informed him that the proposed fence did not fall within the height permitted in the City's Zoning Bylaw. The current regulation 6.7.3 states:

"Fences, hedges or walls not greater than 1.25 m (4.1 ft.) in height are permitted within a required front yard."

Subsequently, the applicant has submitted an application to vary the Fences and Hedges regulations under Section 6.7 (Fences and Hedges) to allow a 1.8 m (6ft.) fence in the front yard, a variance of .55 m (1.8 ft). Concerns raised by the applicant in support of the requested Variance include:

- Security in the form of a barrier to unwanted visitors/criminals.
- Security in the form of a barrier to large dogs that belong to neighbours.
- Safety for the family and their tenants (Suite is unauthorized).
- Food production and protection of garden from deer.
- Privacy on busy street.

Discussion

Zoning Regulations

The regulations found in Section 6.7 'Fences and Hedges' of the Zoning Bylaw are included in the bylaw for the following reasons:

1. Promote a sense of community, walkability, and contact between residents and to present a welcoming and attractive streetscape that is attractive to both visitors and residents alike. Lower fence heights minimize the impact of walls and fences on the street frontage and contribute positively to the streetscape.
2. Support the House Numbering bylaw (Bylaw No. 3297) which requires numbering to be placed on a residence in a manner such that Emergency Response calls are not impeded due to lack of visibility from the street.;
3. Promote public safety through the use of C.P.T.E.D. (*Crime Prevention Through Environmental Design*) principles as used by the R.C.M.P. when reviewing development and land use proposals. To improve household security, low/open style fences are encouraged.

C.P.T.E.D. (*Crime Prevention Through Environmental Design*)

Acceptance of CPTED has grown in recent years. In 1991, criminologist Tim Crowe began to demonstrate how opportunities to commit crimes could be reduced using CPTED. Evidence has shown that implementing CPTED reduces crime.

CPTED Principle #1 - Natural Surveillance

"See and be seen" is the overall goal when it comes to CPTED and natural surveillance. A person is less likely to commit a crime if they think someone will see them do it. Lighting and landscape play an important role in Crime Prevention Through Environmental Design."

However, the applicant has requested a variance to construct a front yard fence taller than the maximum height allowed in order to achieve a greater sense of safety and privacy for the residents.

At this location both privacy and safety are legitimate concerns. The proposed variance would likely result in the enhanced opportunity for enjoyment and personal use of the front yard due to increased privacy and protection from traffic, without degrading the walkability and the sense of community at this location.

If a variance is granted, the applicant would be requested to include proper numbering on the outside of the fence, facing 10th Avenue, in order to support the requirements of the House Numbering bylaw.

Property and Neighbourhood

"The property" is approximately 479 m² (5156 ft²) with 12.6 m frontage on 10th Avenue. The surrounding area is described as both commercial and residential in the immediate area. 10th Avenue is a designated arterial road.

North a mix of commercial development and residential consisting of R1, R2 and RM3
East primarily residential, consisting of a mix of R1, R2 and an anticipated large RM3
development

| | |
|-------|--|
| South | primarily R2 residential and park |
| West | primarily R2 residential neighbourhood and nearby commercial |

The neighbourhood could be generally described as having a mix of uses, with higher density RM3 and commercial developments located within close proximity to "the property". Along 10th Avenue, other front yard fences or hedges above 4 ft. in height can be found. The proposed variance would not have a significant impact on the surrounding neighborhood, or be uncharacteristic for this location.

Conclusion

The Planning Department is willing to support the issuing of a Development Variance Permit for "the property" at 3541 10th Avenue for the following reasons:

- The variance in height to a front yard fence would facilitate privacy and a sense of security that would allow for use of the applicant's front yard.
- The variance in height to a front yard fence should be appropriate in this location due to the proximity to an arterial road that currently generates air quality and noise concerns for the applicant.
- The variance in height to a front yard fence at this location does not seem uncharacteristic for this location.
- The variance in height to a front yard fence would not likely have impact on the continued use or value of adjacent properties and the surrounding neighborhood.
- The variance in height to a front yard fence would have no impact to sightlines at a corner intersection.
- The applicant would be requested to include proper numbering on the outside of the fence, facing 10th Avenue, in order to support the requirements of the House Numbering bylaw.

If City Council wishes to proceed with a variance then Public Notice will be provided to area residents, so they may give comments before City Council makes any final decision on the proposed variance.

Recommendations

The following resolutions are proposed:

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:*

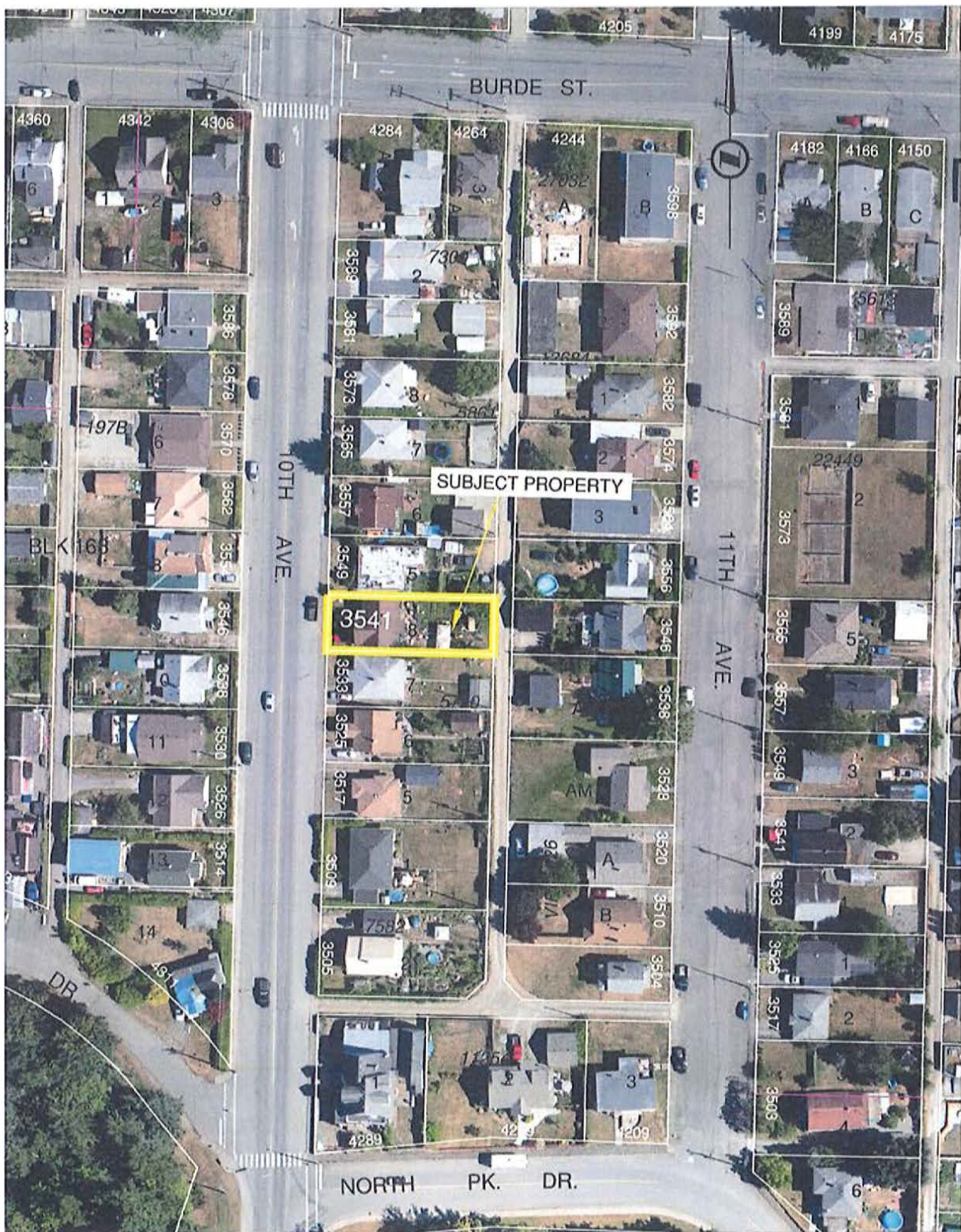
Vary Fences and Hedges Section 6.7.3, by varying the height permitted within a required Front Yard from 1.25 metres (4.1 ft) to 1.8 metres (6 ft), a Variance of 0.55 metres (1.8 ft), on Lot 8, District Lot 1, Alberni District, Plan 5750, PID: 005-926-513 (3541 10th Avenue).

Respectfully submitted,

Katelyn McDougall

Katelyn McDougall, M.Urb
Manager of Planning

SUBJECT SITE – 3541 10th Avenue





Gendarmerie royale
du Canada

Royal Canadian
Mounted Police

Canada



Service de Police Autochtones

aboriginal.cb.grc.ca

English

Menu national

Contactez-nous

Aide

Recherche

Canada.ca

La GRC en C.-B. > Service de police autochtones > Salle des nouvelles >

Recherche rapide Service de Recherche

Service de police autochtones in C.- B.

Service de police
autochtones

Programmes

Groupe de lutte contre
les gangs

Recrutement

Ressources

Navigation par

Carte du site

Contacts

Contactez-nous

Divulgarion proactive

Crime Prevention Through Environmental Design (CPTED)

CPTED is an approach to building and property planning and development that reduces opportunities for crime.

Communities, neighbourhoods, individual homes, and other buildings, streets, and parks can all be made safer through the application of design principles that make it more difficult to carry out inappropriate or criminal activities.

CPTED can reduce crime and the fear of crime through:

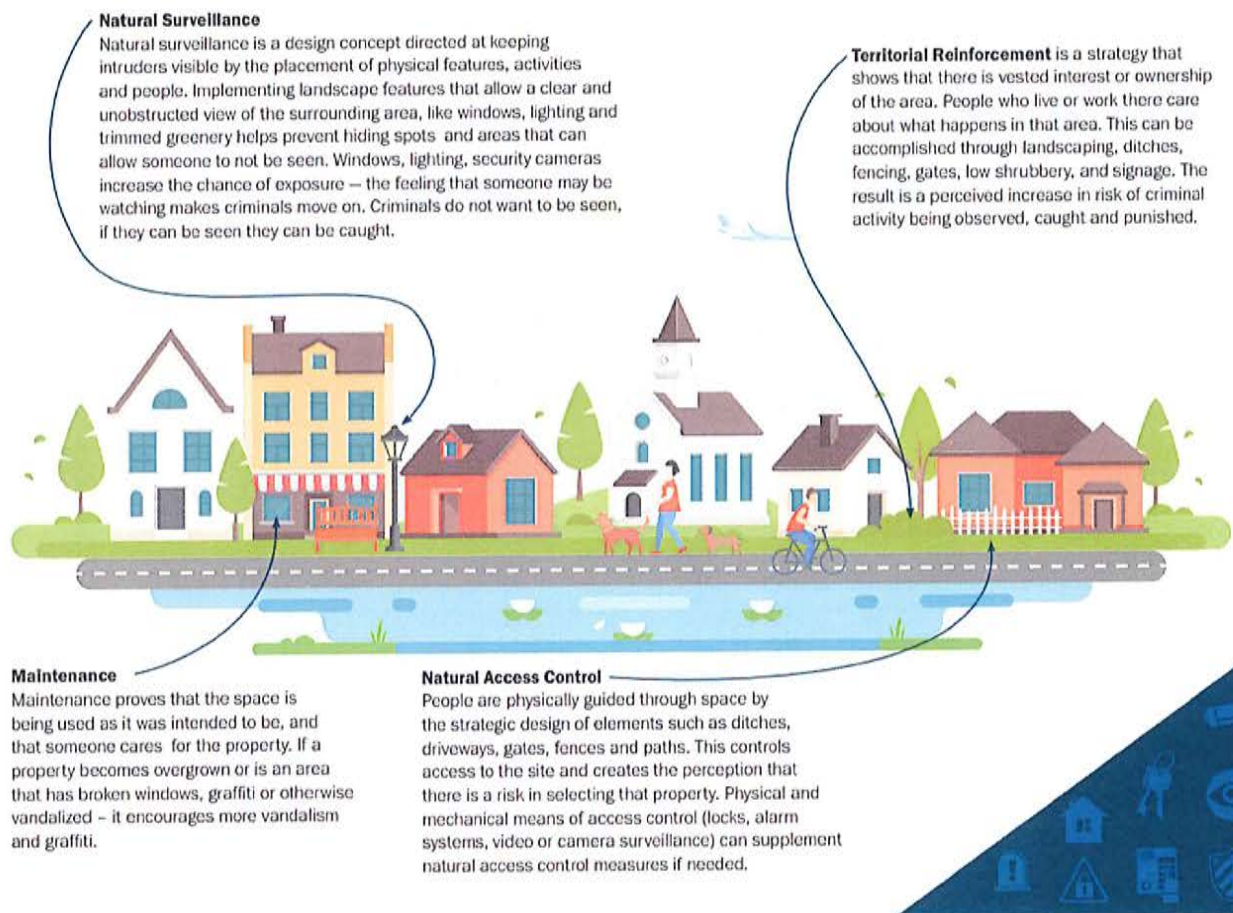
- Territoriality - fostering residents' interaction, vigilance, and control over their neighbourhood.
- Surveillance - maximizing the ability to spot suspicious people and activities.
- Activity support - encouraging the intended use of public space by residents.
- Hierarchy of space - identifying ownership by delineating private space from public space through real or symbolic boundaries.
- Access control/target hardening - using physical barriers, security devices and tamper-resistant materials to restrict entrance.
- Environment - a design or location decision that takes into account the surrounding environment and minimizes the use of space by conflicting groups.
- Image/Maintenance - ensuring that a building or area is clean, well-maintained, and graffiti-free.

The North Vancouver RCMP offers CPTED evaluations for free to the citizens of North Vancouver. During an evaluation, a police officer trained in CPTED will attend the location in question to photograph and review the area. They will then compose a formal report with suggestions about how to change the environment of the location to reduce crime.

For more information or to request this service, please contact the Front Counter at:

North Vancouver RCMP Detachment
147 East 14th Street
North Vancouver, BC
V7L 2N4
Non-Emergency: 604-985-1311
Facsimile: 604-985-0935
Email: nvanrcmp@rcmp-grc.gc.ca

CPTED's Four Strategies



CPTED Principle 1 - Natural surveillance[edit]

Natural surveillance increases the perceived risk of attempting deviant actions by improving visibility of potential offenders to the general public. Natural surveillance occurs by designing the placement of physical features, activities and people in such a way as to maximize visibility of the space and its users, fostering positive social interaction among legitimate users of private and public space. Potential offenders feel increased scrutiny, and thus inherently perceive an increase in risk. This perceived increase in risk extends to the perceived lack of viable and covert escape routes.

- Design streets to increase pedestrian and bicycle traffic
- Place windows overlooking sidewalks and parking lots.
- Leave window shades open.
- Use passing vehicular traffic as a surveillance asset.
- Create landscape designs that provide surveillance, especially in proximity to designated points of entry and opportunistic points of entry.
- Use the shortest, least sight-limiting fence appropriate for the situation.
- Use transparent weather vestibules at building entrances.
- When creating lighting design, avoid poorly placed lights that create blind-spots for potential observers and miss critical areas. Ensure potential problem areas are well lit:

-
- pathways, stairs, entrances/exits, parking areas, ATMs, phone kiosks, mailboxes, bus stops, children's play areas, recreation areas, pools, laundry rooms, storage areas, dumpster and recycling areas, etc.
- Avoid too-bright security lighting that creates blinding glare and/or deep shadows, hindering the view for potential observers. Eyes adapt to night lighting and have trouble adjusting to severe lighting disparities. Using lower intensity lights often requires more fixtures.
 - Use shielded or cut-off luminaires to control glare.
 - Place lighting along pathways and other pedestrian-use areas at proper heights for lighting the faces of the people in the space (and to identify the faces of potential attackers).
 - Utilizing curved streets with multiple view points to multiple houses' entrances as well as making the escape route difficult to follow.

Natural surveillance measures can be complemented by mechanical and organizational measures. For example, closed-circuit television (CCTV) cameras can be added in areas where window surveillance is unavailable.

6.7 Fences and Hedges

- 6.7.1** The height of a *fence, hedge* or wall shall be determined by measurement from ground level at the average *grade level* within 1 m (3.28 ft) of both sides of such *fence* or wall.
- 6.7.2** Notwithstanding 6.7.1, the height of a *fence, hedge* or wall erected along a retaining wall shall be determined by measurement from the ground level at the average *grade* within 1 m (3.28 ft) of the side which is supported by the retaining wall.
- 6.7.3** *Fences, hedges* or walls not greater than 1.25 m (4.1 ft) in height are permitted within a required *front yard*.
- 6.7.4** *Fences* or walls not greater than 1.8 m (6 ft) in height are permitted from the rear of the required *front yard setback* to the rear of the property.
- 6.7.5** In the C3 and M *zones*, *fences* or walls not greater than 2.5 m (8.2 ft) in height are permitted between the *front lot line* and the front of the primary *building* on the *lot*.
- 6.7.6** Open mesh or chain link *fences* not greater than 3.7 m (12.1 ft) in height are permitted anywhere on cemeteries, public playgrounds, parks, playfields, *school* areas or in any M *zones*.
- 6.7.7** Notwithstanding 6.7.1 through 6.7.6, all *fences, hedges* and walls are subject to the provisions of 6.5.
- 6.7.8** There shall be fencing having a minimum height of 1.85 m (6.0 ft) and a maximum height of 2.4 m (8.0 ft) around open swimming pools.



lower string line is @ 4ft.
Top string line is @ 6ft from Grade.
I am 6ft tall.
fence post will be cut flush with top of
fence.



6 Ft board for scale to show 6 Ft fence height in addition to retaining wall on the same block 4 foot fence beside it



8 Ft + Hedge lining front of property 1 block away



8 Ft + Hedge on corner lot within 1 block Radius of my property



image shows 4 foot cement wall with 6 ft
hedge bordering alley.

CITY OF PORT ALBERNI
DEVELOPMENT VARIANCE PERMIT NO. 91

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 **C. Adams** for development on land legally described as 'Lot 8, District Lot 1, Alberni District, Plan 5750, PID: 005-926-513' and located at **3541 10th Avenue**, as outlined on the Schedule A map attached, to:

1. *Varying Fences and Hedges Section 6.7.3, the height permitted within a required Front Yard, from 1.25 metres (4.1 ft) to 1.8 metres (6 ft), a Variance of 0.55 metres (1.8 ft), on Lot 8, District Lot 1, Alberni District, Plan 5750, PID: 005-926-513 (3541 10th Avenue) to permit the addition of a standard dimension strip of lattice, having a maximum width of 0.6 m (2 ft), to the top of a permitted fence not exceeding 1.25 metres (4.1 ft) in height.*

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, 2019**.

This Permit is issued under the Seal of the City of Port Alberni on **Month Day, 2019**.

Mayor

Clerk

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DR.

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7582 2

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4244 27032 A

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12684 1

3582 1

3574 2

3564 3

3556 4

3546 1

3538 AM 2

3528 AM 4

3520 A 9255 PLAIN

3510 B

3504 C

4182 A

4166 B

4150 C

3589 5613 D

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3573

3565 5

3557 4

3549 3

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6

BURDE ST.

10TH AVE.

11TH AVE.

NORTH PK. DR.

4205

4199 4175

4289 1

4259 2 11254

4209 3



CITY OF PORT ALBERNI

PLANNING DEPARTMENT ADVISORY PLANNING COMMISSION REPORT

TO: Advisory Planning Commission

FROM: Katelyn McDougall, Manager of Planning
Flynn Scott, Manager of Bylaw Services

DATE: February 14, 2019

SUBJECT: Zoning Bylaw Text Amendments - Definition of Hedge, Family and Dwelling Unit and modification of Parking regulations

Issue

At issue is the consideration of housekeeping and text amendments to the Zoning Bylaw to redefine 'Hedge', 'Family' and 'Dwelling Unit' and to update/modify the parking requirements for single family dwellings.

Background

Staff are recommending text amendment bylaws to the Zoning Bylaw for housekeeping and/or clarity of interpretation purposes as detailed in attached proposed bylaws. "Zoning Text Amendment No. T18 (Hedges), Bylaw No. 4981", is proposed to amend the definition of 'Hedge'; and "Zoning Text Amendment No. T19 (Family, Dwelling Unit, Parking), Bylaw No. 4982" is proposed to amend the definitions of 'Family' and 'Dwelling Unit' and to update the parking requirements for single family dwellings.

Discussion

Hedges

As currently defined in the Zoning Bylaw 'Hedge' could be misinterpreted to include a row of mature trees. Staff propose that naturally occurring trees on a property, in whatever configuration they occur, should be excluded from the definition of 'Hedge'.

'Hedge' is currently defined as:

"Hedge means plant material characterized by dense growth planted in a strip to mark a boundary or enclose or screen an area of land."

Staff recommend the current definition be replaced by the following:

"Hedge means an arrangement of shrubs or low-growing trees that are closely planted in a strip and intended to be maintained at a certain height, used to mark a boundary or enclose or screen an area of land. Does not include vegetation, foliage or trees naturally occurring on a property."

Family

The definition of 'Family' is too limiting for traditional and non-traditional families as they are constituted today.

'Family' is currently defined as:

"Family means one or more persons related by blood, marriage or common law status, legal adoption, legal guardianship, or a group of not more than five (5) unrelated non-transit persons, occupying a dwelling unit. No more than six (6) unrelated persons may occupy a provincially licensed Group Home in a Single Family Dwelling."

Staff recommend the current definition be replaced by the following:

*"Family means one or more persons related by blood, marriage or common law status, legal adoption, legal guardianship, **and/or** a group of not more than five (5) unrelated non-transit persons, occupying a dwelling unit. No more than six (6) unrelated persons may occupy a provincially licensed Group Home in a Single Family Dwelling."*

Dwelling Unit

The definition of 'Dwelling Unit' limits the number of kitchens to one which does not accommodate multi-generational or extended families who wish to live together as one household under one roof.

'Dwelling Unit' is currently defined as:

"Dwelling unit means one or more habitable rooms, constituting a self-contained unit with a separate entrance, containing not more than one kitchen room and used or intended to be used together for living and sleeping purposes for not more than one family."

Staff recommend the current definition be replaced by the following:

*"Dwelling unit means one or more habitable rooms, constituting a self-contained unit with a separate entrance, containing **one or more kitchens**, and used or intended to be used together for living and sleeping purposes for not more than one family."*

Parking Requirements for Single Family Dwelling

Parking requirements should be synchronized with changes to the definition of what constitutes a 'Family' in order to mitigate the impacts of that change on neighbouring residents.

Section 7.9 Required Amount of Parking table, for Single Family Dwellings currently states the following number of parking spaces:

"2 parking spaces plus 1 extra parking space where the home is operating as a provincially licensed Group Home"

Staff recommend the current requirement be replaced by the following:

"2 parking spaces plus 1 extra parking space where the home is operating as a provincially licensed Group Home or where a family and additional non-related persons are residing within one dwelling unit."

Recommendation

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with proposed text amendments to Zoning Bylaw 2014, Bylaw No. 4382 as presented in the following attached draft bylaws:*
 - a. *"Zoning Text Amendment No. T18 (Hedges), Bylaw No. 4981"*
 - b. *"Zoning Text Amendment No. T19 (Family, Dwelling Unit, Parking), Bylaw No. 4982"*

Respectfully submitted,

Katelyn McDougall

Katelyn McDougall, M.Urb, Manager of Planning

CityWide-Housekeeping-HedgeFamilyDwellingUnit-ReportToAPC

CITY OF PORT ALBERNI

BYLAW NO. 4981

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

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

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Text Amendment No. T18 (Hedges), Bylaw No. 4981**"

2. Zoning Text Amendment

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

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

"Hedge means plant material characterized by dense growth planted in a strip to mark a boundary or enclose or screen an area of land."

b) By **adding** the following text to Section 4 Definitions:

"Hedge means an arrangement of shrubs or low-growing trees that are closely planted in a strip and intended to be maintained at a certain height, used to mark a boundary or enclose or screen an area of land. Does not include vegetation, foliage, or trees naturally occurring on a property."

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

March 9, 2019

Davina Hartwell

City Clerk

City Hall, 4850 Argyle Street

Port Alberni BC V9Y 1V8

TO: Mayor and Council

RE: Food Security and Climate Disruption Committee

The Food Security and Climate Disruption Committee, FSCDC, is seeking direction from City Council. The existing members of the FSCDC would like to have our mandate as an advisory committee to City Council and City administration renewed and strengthened. We have been very active over the past four years and have made many important recommendations to City Council on the issues of food security and mitigating the effects of the changing climate. We request that Council appoint additional members to fill the present vacancies including one of its own to the committee.

Thank you for your consideration.

Guy Langlois



Secretary

Food Security and Climate Disruption Committee,

ENTERED

H.1(a)

February 26, 2019

Alberni Valley Transition Town Society
5010 Bush Rd. Port Alberni, BC V9Y8V5
250-723-8282

Davina Hartwell
City Clerk
City Hall, 4850 Argyle Street
Port Alberni BC V9Y 1V8

Subject: Food Security and Climate Disruption Committee

Mayor and Council,

At our recent AGM we discussed the *Food Security and Climate Disruption Committee* (henceforth the 'Committee') at the City. As the purpose of this Committee is making recommendations to Council regarding urban food security and climate change, it appears to be the only present location wherein questions of environmental management and sustainability can be discussed at the City.

We recognize the work the Committee has done and that the City has supported on behalf of current citizens as well as the future generations who will reside here. The Committee's and City's attempts to integrate long-term planning into City policy and programs should be commended. It is clear that the Committee's work goes beyond the temporary considerations bounded by four-year election cycles.

At the same time, it is apparent that many recommendations made by this Committee and accepted by Council over the last four years have not come to fruition.

To improve this situation, we suggest the following actions be taken:

1. In keeping with their suggestions made in 2018, and submitted to Staff, the Committee should be turned into a Commission. This will ensure staff time is allocated to support the Committee.
2. The Committee consider an expanded scope of 'sustainability' generally. This action will function as a safeguard for our citizens as there is currently no department or individual at the City dedicated to environmental oversight. It is both unprecedented and potentially perilous to not allocate funds to environmental management as it is the taxpayers who end up paying the price for environmental mismanagement.

In the meantime, we request that the City continue to use the Committee as the resource that it is. When issues regarding environmental management arise, the Committee as it exists, can be utilized to help address these issues. Their research and expertise are free labour.

We look forward to Council's response to this request and encourage the City to continue to be seized with the critical issues of Climate Change and Food Security in Port Alberni.

Sincerely,



ALBERNI VALLEY DRAG RACING ASSOCIATION

Box 472, Port Alberni, B.C. V9Y 7M9

RECEIVED

MAR 14 2019

CITY OF PORT ALBERNI

March 13, 2019

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

On behalf of the Alberni Valley Drag Racing Association I would like to thank the City of Port Alberni for their support in making Thunder in the Valley 2018 a success.

We would like to request the use of Stamp Avenue again this year. With your support Thunder in the Valley 2019 would take place on August 10th and 11th of this year. This would involve the closure of Stamp Avenue from Roger Street to Redford Street from 2 pm Thursday, August 8th until 10 pm Sunday, August 11th.

The merging lane from Roger Street onto Stamp Avenue would also need to be closed at the same time as Stamp Avenue.

We would also request that the right lane from Southgate Street to Stamp and Roger be closed on Saturday and Sunday until after the race. Ideally, signs advising motorists of these closures would be in place a week before the event.

We will be placing fencing along the railway tracks and along the Stamp Avenue sidewalk as we have done in the past to prevent anyone from wandering onto Stamp Avenue during the race.

Cement blocks will be placed in front of the hydro tower on Stamp Avenue and no post barriers will be placed on the Catalyst side of Stamp Avenue after the road closure on Thursday. We would be able to supply a flagger when we are removing the no post barriers on Monday morning, this would allow Stamp Avenue to be opened on Sunday evening. We can work with City Works regarding the time of opening Stamp Avenue. Catalyst is once again lending their support to this event.

We hope this will satisfy the City of Port Alberni on all aspects of our event. If you have any questions I can be reached at 250-720-9658

Yours truly,

Rocky Filipchuk, President AVDRA



WESTERN VANCOUVER ISLAND INDUSTRIAL HERITAGE SOCIETY

RECEIVED

MAR 12 2019

March 11, 2019

CITY OF PORT ALBERNI

Mayor Minions and Councillors,
Port Alberni City Council,
Attention: Davina Hartwell
City Clerk.

Dear Mayor and Councillors,

The Western Vancouver Island Industrial Heritage Society wishes to inform Council of our plans to host our "Antique Truck and Machinery" Show in and around the "Industrial Heritage Centre" at Recreation Park on the Labour Day weekend – August 31 and September 1st, 2019.

We have held the event the last three years at the same location and, as well as attracting many visitors and participants from the Island and the Mainland, hundreds of local citizens have attended, as well.

We wish to use the Parking lot and park, on the North side of the Curling Club, including across Dunbar Street as part of the Showground. To facilitate this, and to keep visitors safe, we would like permission to block off Dunbar Street between 7th Avenue and 9th Avenue, from Friday evening (Aug. 30), starting at 7 p.m., for our 'Set-up', re-opening the road to traffic by 5 p.m., September 1. We would appreciate the advice and participation of your City Works people on this matter, including the use of the plastic barriers to place across the street.

The Fire, Police and Ambulance services will be informed of our plans and we await your suggestions, feedback and approval. We hope that there is no Ball tourney that weekend?

Yours sincerely,

David Hooper
W.V.I.I.H.S.

ENTERED

113



FIRST NATIONS EDUCATION FOUNDATION

Thunderbird, by Art Thompson

www.fnef.ca

**CITY OF PORT ALBERNI sponsorship of the UN
endorsed First Nations Language Revitalisation (totem)
Pole project
for the UN Year of indigenous languages – 2019.**

FNEF would provide as possible:

1. A standing invitation to visit with master carver Tim Paul at the carving site in Port Alberni once carving commences.
2. Invitation to the "pole arriving" at the carving site in the next few weeks.
3. Invitation to and recognition at the pole raising ceremony at the University of Victoria this fall.
4. CITY OF PORT ALBERNI recognition and Logo on all FNEF Language Pole materials, website Language Pole Page (linked to City of Port Alberni), UNESCO Sponsored community and school outreach, at the Port Alberni 14 month carving shed visitors centre, mentioned to and within all earned media opportunities, and as possible within social media campaign.
5. Recognition (Logo) on all Chamber related materials sent to the 120 BC Chambers, their 36,000 business members, and then repeated in Alberta, Man, and Sask at first, but eventually all Canadian Provincial Chambers and the outreach they will provide to hundreds of thousands of businesses across Canada.
6. Recognition and logo at the closing of the made for TV / Netflix documentary and at the end of all short video clips for social media.
 - a. Logo at beginning of documentary available as well.
 - b. Individual social media presence, recognizing just City of Port Alberni, as a sole sponsor, can be arranged as well.
7. Plaque on pole recognition at the University of Victoria. (Or in vicinity of Pole)
8. Introduction and recognition at events and ceremonies / Pole Raising
 - a. A speaking opportunity can be arranged as well.
9. CITY OF PORT ALBERNI use of the UN - UNESCO Logo, in conjunction with yours, whenever you promote or mention the Language Pole Project. (High res logo image provided)
10. A series of Full-page ads in BC Business, Western Living and Vancouver Magazine donated by Peter Legge

11. Further considerations as discussed and agreed to as we proceed with the relationship.

In Return we would ask that you consider the following:

1. A sponsorship donation of \$10,000.00 (All contributions graciously and enthusiastically accepted) - Canadian Charitable CRA Tax Receipt provided. (Cheque, transfer or Credit Card – online with CC & PayPal: <https://fnef.ca/donate/>)
2. Provide high res CITY OF PORT ALBERNI .eps logo image for materials and website.
3. Introductions to business leaders that may have an interest to get involved.
4. Other considerations as discussed and agreed to as we proceed with the relationship.

Further benefits are offered with the following sponsorships:

- a. A carving from the language tree wood. (To be provided approximately the summer 2019) – Gifts over \$10,000
- b. FNEF has a sponsorship of \$40,000 available for the naming of the “Carving shed” or “welcome centre” (“*City of Port Alberni Carving Shed*”) with a short interview included in the documentary. Whenever the carving shed is mentioned it would be forever known as the “*City of Port Alberni Carving Shed*”. – In press releases, on-site signage, website, throughout the documentary and at the pole raising ceremony. This sponsorship includes a social with artist / master carver, Tim Paul at a location of your choosing. (Costs by sponsor), speaking at events – Pole Raising Ceremony at UVIC - Logo at the beginning of Documentary. Separate and individual recognition in Social Media posts. And the carving from the Language Tree.

Sharie,

Thank you again so much for your interest and support of the Language Revitalisation Pole! We would very much appreciate the city’s support for this worth while project!

Cheers,

Brian



Thunderbird, by Art Thompson
www.fnef.ca

Brian
Volunteer
778-839-0440

First Nations Education Foundation (FNEF)
Suite 420, 609 Granville Street Vancouver, B.C. V7Y 1G5

DATE: March 7, 2019
RE: Bike Lanes & Ghost Bikes
TO: City of Port Alberni – City of Parksville
FROM: R. Terepocki, Port Alberni, BC

In August 2016, the City of Port Alberni installed bike lanes throughout the city streets. On December 20, 2017, Nikita Hedingham, a 17 yr old, tragically lost her life at the intersection of Redford & 10th Avenue. On November 10, 2018, Daniel Butt, a 15 yr old tragically lost his life at the intersection of Dunbar & 10th Avenue.

My concerns are as follows. The bike lanes have been laid out in a nonsensical manner, higgledy-piggledy throughout the limited street ways of Port Alberni. There are a number of large white bicycles painted on the highway alongside the hospital and elsewhere. They are now fading. There are narrow lanes that start here and end, "Oh? I can't see where they end." And, "Oh? I can't see where they start," for that matter.

There is no rhyme or rhythm to the layout of these bike lanes. Furthermore, the streets in this small city can be treacherous to navigate at times for regular vehicle traffic. Every time I drive past these "Ghost Bikes", I feel huge pain for the loss of these two young people. I can't imagine what their friends and family feel.

My questions are these:

- 1 Was this loss of life necessary?
- 2 Was there proper conducted research on the safest manner in which to lay out the bike lanes or simply not lay them out at all?
- 3 Were previous communities with experience consulted?
(I have ridden a bicycle in heavy traffic in huge cities and felt safer without confines of a little narrow white line to stay inside.)
- 4 Are these little white lines an illusion of safety?
- 5 Are the streets of Port Alberni designed to accommodate such lines?
- 6 What about the trade-off of breathing space for the town's traffic? Narrower streets?
- 7 Finally, the most important question. What is the city planning to do with these fading white lines?

My personal feelings are to let them fade out. The streets of this town were built around industrial and residential traffic, originally. If the city wants bike lanes, I feel it would be essential to completely redo the roadways and streets first, so that they are fundamentally safe for vehicle traffic. The best and safest bike lanes are separate from regular traffic street ways etc. There are places which allow for this.

There are cities in the world which allow more breadth and depth for properly integrated bike lanes. Bike lanes should never be thrown out onto the streets as an afterthought.

Sometimes what looks like progress is just a noose around our necks.

R. Terepocki

Attached – images of Ghost Bikes at Redford & 10th and at Dunbar & 10th in Port Alberni.





From: Christine Havelka [<mailto:chavelka@victoria.ca>]

Sent: Monday, March 11, 2019 10:23 AM

To: Christine Havelka

Subject: Victoria City Council Resolutions - for consideration at AVICC & UBCM

Attached are four resolutions passed by Victoria City Council that Council directed be forwarded to local governments in British Columbia. These resolutions have been forwarded to the Association of Vancouver Island Coastal Communities for endorsement at UBCM.

Best regards,

Christine Havelka
Deputy City Clerk
Manager of Legislative Services
City of Victoria
1 Centennial Square, Victoria BC V8W 1P6

T 250.361.0346

F 250.361.0348





March 6, 2019,

Dear Premier Horgan,

I am writing on behalf of Victoria City Council, requesting favourable consideration and resolutions of support for the extension of vacancy taxation authority to local governments.

At the January 17, 2019 Council Meeting, Council approved the following resolution:

WHEREAS the Province of British Columbia responded to a housing affordability crisis in 2016 with legislation empowering the City of Vancouver to introduce a surtax on vacant residential properties, resulting in \$38-million in revenues for that community in 2018 and creating a strong disincentive to leaving properties vacant;

AND WHEREAS communities across British Columbia face housing affordability pressures, while a portion of the housing supply in all communities remains vacant, including properties that have remained derelict for years or decades;

AND WHEREAS vacant and derelict buildings pose substantial risks in terms of public safety in communities, as well as liveability and desirability for nearby and adjoining neighbourhoods and properties;

THEREFORE BE IT RESOLVED THAT the Province of British Columbia extend the authority to introduce a surtax on vacant residential properties to local governments across British Columbia, providing communities with the discretion to decide whether to introduce an additional tax to discourage vacant and derelict buildings, and encourage the occupancy, maintenance, and improvement of buildings to address housing affordability and public safety.

We eagerly look forward to your support on this matter.

Sincerely,

Lisa Helps
Victoria Mayor

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

- cc. Honourable Carole James, Minister of Finance
Honourable Selina Robinson, Minister of Municipal Affairs & Housing
The Association of Vancouver Island and Coastal Communities (AVICC) Annual Convention
The Union of British Columbia Municipalities (UBCM) Annual Convention
British Columbia Municipalities and Regional Districts



March 7, 2019,

Dear Premier Horgan,

I am writing on behalf of Victoria City Council, requesting favourable consideration and resolutions of support for the provincial universal school food program.

At the February 7, 2019 Committee of the Whole Meeting, Council approved the following resolution:

WHEREAS almost 500,000 individuals in BC experience food insecurity, and Canada remains one of the only Organization for Economic Co-operation and Development (OECD) nations without a national school food program. And, Canada's current patchwork of school food programming reaches only a small percentage of students.

WHEREAS school food programs have been shown to increase children's consumption of vegetables, fruits and other healthy foods and decrease the consumption of unhealthy ones; improve students' mental health, including reductions in behavioural and emotional problems; improve cognitive skills and increase scholastic success.

THEREFORE BE IT RESOLVED that UBCM advocate to the provincial government for a Universal Healthy School Food Program that will enable all students in BC to have access to healthy meals at school, building on existing programs and including food education to serve culturally appropriate, local, sustainable food to the fullest extent possible.

We eagerly look forward to your support on this matter.

Sincerely,

Lisa Helps
Victoria Mayor

cc. Honourable Rob Fleming, Minister of Education
The Association of Vancouver Island and Coastal Communities (AVICC) Annual Convention
The Union of British Columbia Municipalities (UBCM) Annual Convention
British Columbia Municipalities and Regional Districts



March 7, 2019,

To All British Columbia Municipalities and Regional Districts;

I am writing on behalf of Victoria City Council, requesting favourable consideration and resolutions of support for recovering municipal costs arising from climate change.

At the January 17, 2019 Council Meeting, Council approved the following resolution:

WHEREAS local governments are incurring substantial costs in relation to the impacts of climate change, including volatile weather patterns, drought, wildfires, erosion and other impacts;

AND WHEREAS it is fiscally prudent to recover these costs from corporations that have profited from the burning of fossil fuels, with knowledge that these economic activities contribute to climate change;

THEREFORE BE IT RESOLVED THAT UBCM explore the initiation of a class action lawsuit on behalf of member local governments to recover costs arising from climate change from major fossil fuels corporations;

AND BE IT FURTHER RESOLVED THAT the Province of British Columbia consider legislation to support local governments in recovering costs arising from climate change from major fossil fuel corporations.

We eagerly look forward to your support on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Helps'.

Lisa Helps
Victoria Mayor

cc. The Association of Vancouver Island and Coastal Communities (AVICC) Annual Convention
The Union of British Columbia Municipalities (UBCM) Annual Convention



March 7, 2019,

Dear Premier Horgan,

I am writing on behalf of Victoria City Council, requesting favourable consideration and resolutions of support for permanent residents to vote in BC municipal elections.

At the February 14, 2019 Council Meeting, Council approved the following resolution:

WHEREAS the Province of British Columbia has the governing authority to implement electoral legislative changes including allowing for Permanent Residents to vote in municipal elections;

AND WHEREAS more than 45 countries have granted Permanent Residents some form of voting rights — including seven jurisdictions in the U.S. and 25 European Union countries; and 11 municipalities in Canada are working toward extending local election voting rights to Permanent Residents;

THEREFORE BE IT RESOLVED THAT the Province of British Columbia to make the necessary changes to allow Permanent Residents to vote in municipal elections in Victoria and other municipalities.

We eagerly look forward to your support on this matter.

Sincerely,

Lisa Helps
Victoria Mayor

cc. Honourable Selina Robinson, Minister of Municipal Affairs & Housing
The Association of Vancouver Island and Coastal Communities (AVICC) Annual Convention
The Union of British Columbia Municipalities (UBCM) Annual Convention
British Columbia Municipalities and Regional Districts

March 7, 2019

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

RECEIVED

MAR 12 2019

CITY OF PORT ALBERNI

Dear Mayor and Council:

Re: Provincial Response to 2018 Resolutions

UBCM has received the Province's response to your Council resolution(s) from 2018. Please find the enclosed resolution(s) and their provincial response(s).

All responses from the Province have been posted to the UBCM web site under Resolutions & Policy.

Please feel free to contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: jjustason@ubcm.ca

Very Best Wishes,



Arjun Singh
UBCM President

Enclosure

ENTERED

J.3

Whereas Kinder Morgan has announced they may cancel their expansion project as soon as May 31st, 2018 and the West Coast Marine Spill Response Corporation has suspended activities at facilities they are building across our region which are tied to the completion of the Kinder Morgan project;

And whereas there is an existing and continued need for world class spill response and the jobs that are tied to that response on the West Coast of British Columbia:

Therefore be it resolved that UBCM ask the provincial and federal governments to guarantee funding for the construction and operation of the marine response facilities including those steered by First Nations, so that those jobs and the world class ocean protection they provide are guaranteed.

Convention Decision: Endorsed

Provincial Response

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Responsibility for regulating and managing spill prevention and preparedness in the marine environment rests with the federal government. Marine spill prevention and preparedness is of critical importance to the provincial government because a spill in the marine environment inevitably impacts our coastline, marine economy, the culture and quality of life of Indigenous and local coastal communities, the environment, and other provincial resources.

The Provincial Government encourages its federal partners to continue to work collaboratively with Indigenous peoples, local coastal communities and provincial ministries to ensure there are adequate resources in place to respond effectively should a spill occur. Working with coastal First Nations to establish a network of marine response facilities represents an excellent opportunity to strengthen preparedness up and down the coast. Should any new products be proposed that increase the risk of a marine spill, it is incumbent on the federal government to ensure adequate resources are in place.

While the Province cannot regulate marine spill prevention and preparedness, provincial requirements for spill response and environmental recovery must be addressed following a marine spill when provincial resources are impacted or could be impacted, including timely and effective response actions, spill reporting, restoring damage done to the environment and ensuring polluters pay for government costs associated with the spill.



Royal
Canadian
Mounted
Police

Gendarmerie
royale
du
Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

March 18, 2019

RECEIVED

MAR 20 2019

CITY OF PORT ALBERNI

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

Your File Votre référence
100-157

Our File Notre référence
E753-28-5

Municipal Policing Agreement
April 1, 2018 to March 31, 2019 Fiscal Year

In compliance with article 17.3.a) of the Municipal Policing Agreement, please find attached our monthly Financial Statement. The statement provides a year end forecast of expenditures as of **February 28, 2019**.

This Statement lists all the direct expenditures incurred to provide police services to your municipality from April 1, 2018 to **March 31, 2019**. This statement also contains reference to indirect costs which are included in the year end forecast.

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

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

c.c. OIC Port Alberni Detachment

Canada

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

PORT ALBERNI

11-Mar-19

Expenditures to 2019/02/28

| REPORTING OBJECT | BUDGET CAP | CURRENT MONTH | YEAR TO DATE | YEAR END FORECAST | EST. SURPLUS(+) DEFICIT(-) |
|--|------------------|------------------|------------------|----------------------|-------------------------------|
| STANDARD OBJ. 01 - PERSONNEL | | | | | |
| CEG 10 - PAY - PUBLIC SERVICE EMPLOYEES | 0 | 0 | 0 | 0 | 0 |
| CEG 11 - OVERTIME - PS | 0 | 0 | 0 | 0 | 0 |
| CEG 30 - PAY - MEMBERS: | | | | | |
| CE 500110 - REGULAR PAY | 3,200,881 | 199,320 | 2,418,492 | 2,636,349 | 564,532 |
| CE 500112 - RETROACTIVE PAY | | 0 | 0 | 0 | 0 |
| CE 500113 - ACTING PAY | 18,000 | 1,134 | 11,427 | 18,000 | 0 |
| CE 500114 - SERVICE PAY | 85,800 | 5,846 | 73,655 | 80,772 | 5,029 |
| CE 500117 - SHIFT DIFFERENTIAL | 52,300 | 4,430 | 37,373 | 40,771 | 11,529 |
| CE 500164 - SENIOR CST ALLOWANCE | 43,000 | 3,416 | 42,405 | 43,000 | 0 |
| CE 501127 - RETRO PAY - PRIOR YEAR | | 0 | 0 | 0 | 0 |
| CE 501194 - REGULAR TIME - RESERVISTS | 10,000 | 0 | 0 | 10,000 | 0 |
| CE 502103 - OPERATIONAL CLOTHING ALLOWANCE | 6,800 | 345 | 3,899 | 6,800 | 0 |
| MISC. CE's INCLUDED UNDER CEG 30 | 2,600 | 0 | 1,086 | 2,600 | 0 |
| CEG 30 - PAY - MEMBERS - TOTAL | 3,419,381 | 214,491 | 2,588,336 | 2,838,292 | 581,089 |
| CE 500111 - OVERTIME | 315,000 | 39,618 | 271,970 | 326,364 | -11,364 |
| CE 501110 - OPERATIONAL AVAILABILITY | | 3,879 | 42,252 | 50,702 | -50,702 |
| CE 501128 - RETROACTIVE OVERTIME | | 0 | 0 | 0 | 0 |
| CEG 31 - OVERTIME - MEMBERS - TOTAL | 315,000 | 43,497 | 314,222 | 377,066 | -62,066 |
| CEG 45 - PERSONNEL - PAY RAISE CONTINGENCY | 0 | 0 | 0 | 0 | 0 |
| TOTAL STANDARD OBJ. 01 - PERSONNEL | 3,734,381 | 257,988 | 2,902,558 | 3,215,358 | 519,022 |
| STANDARD OBJ. 02 - TRANSPORTATION & TELECOMMUNICATION | | | | | |
| CEG 50 - TRAVEL | 42,800 | 953 | 11,891 | 14,269 | 28,531 |
| CEG 51 - TRAVEL ADVANCES (Credit Item) | | 0 | 20,181 | 20,181 | -20,181 |
| CEG 52 - TRAINING TRAVEL (DCCEG) | 36,100 | 3,300 | 21,331 | 25,017 | 11,083 |
| CEG 53 - TRAINING TRAVEL (POST) | 6,000 | 0 | 5,602 | 6,000 | 0 |
| CEG 70 - FREIGHT, POSTAGE, ETC. | 4,700 | 200 | 5,486 | 6,583 | -1,883 |
| CEG 100 - TELECOMMUNICATIONS SERVICES (DCCEG) | 0 | 0 | 0 | 200 | -200 |
| CEG 101 - TELEPHONE SERVICES (POST) | 0 | 0 | 0 | 0 | 0 |
| CEG 140 - COMPUTER COMM SERVICES (SSC) | 0 | 0 | 0 | 0 | 0 |
| TOTAL STANDARD OBJ. 02 - TRANSPORTATION & TELECOM | 89,600 | 20,572 | 44,310 | 72,251 | 17,349 |
| STANDARD OBJ. 03 - INFORMATION | | | | | |
| CEG 120 - ADVERTISING | 0 | 0 | 0 | 0 | 0 |
| CEG 130 - PUBLICATION SERVICES | 0 | 12 | 68 | 68 | -68 |
| TOTAL STANDARD OBJ. 03 - INFORMATION | 0 | 12 | 68 | 68 | -68 |
| STANDARD OBJ. 04 - PROFESSIONAL & SPEC. SVCS | | | | | |
| CEG 160 - LEGAL SERVICES (Credit Item) | | 0 | 4,571 | 0 | 0 |
| CEG 170 - CONTRACTED SERVICES (DCCEG) | 0 | 0 | 697 | 697 | -697 |
| CEG 190 - TRAINING & SEMINARS (DCCEG) | 95,000 | 0 | 48,655 | 65,657 | 29,343 |
| CEG 191 - TRAINING & SEMINARS (POST) | 3,800 | 0 | 2,688 | 3,800 | 0 |
| CEG 192 - OFFICIAL LANGUAGE TRAINING (Credit Item) | | 0 | 0 | 0 | 0 |
| CEG 219 - PROFESSIONAL SERVICES | 42,800 | 1,844 | 44,932 | 50,000 | -7,200 |
| CEG 220 - OTHER SERVICES | 5,700 | 106 | 1,922 | 5,700 | 0 |
| CEG 221 - IM/IT SERVICES | 52,020 | 9,571 | 38,692 | 52,120 | -100 |
| CEG 223 - RADIO COMMUNICATIONS SYSTEMS | 22,000 | 0 | 0 | 17,871 | 4,129 |
| CEG 228 - CADIC SPENDING OF PROCEEDS | 0 | 0 | 0 | 0 | 0 |
| CEG 229 - CADIC ALLOCATED (Credit) | | 0 | -8,198 | -8,198 | 8,198 |
| TOTAL STANDARD OBJ. 04 - PROFESSIONAL & SPEC. SVCS | 221,320 | 11,522 | 133,957 | 187,646 | 33,674 |
| STANDARD OBJ. 05 - RENTALS | | | | | |
| CEG 280 - INFORMATION TECHNOLOGY RENTALS | 5,500 | 0 | 0 | 6,150 | -650 |
| CEG 290 - RENTAL - OTHERS | 4,200 | 133 | 1,323 | 4,200 | 0 |
| TOTAL STANDARD OBJ. 05 - RENTALS | 10,200 | 133 | 1,323 | 10,850 | -650 |
| STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINTENANCE | | | | | |
| CEG 311 - REPAIR OF BUILDINGS & WORKS (POST) | 0 | 0 | 239 | 287 | -287 |
| CEG 370 - REPAIR OF VEHICLES | 51,000 | 1,060 | 17,463 | 34,000 | 17,000 |
| CEG 380 - REPAIR OF OFFICE & LAB EQUIPMENT | | 0 | 0 | 0 | 0 |
| CEG 390 - REPAIR OF MISC. EQUIPMENT | 1,600 | 16 | 2,114 | 2,536 | -936 |
| CEG 392 - REPAIR OF AFIS EQUIP | | 0 | 0 | 0 | 0 |
| CEG 393 - IT REPAIR AND MAINTENANCE | 730 | 0 | 0 | 857 | -127 |
| TOTAL STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINT | 53,330 | 1,077 | 19,815 | 37,680 | 15,650 |
| STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPPLIES | | | | | |
| CEG 430 - FUEL | 66,300 | 4,082 | 53,786 | 64,543 | 1,757 |
| CEG 470 - PHOTOGRAPHIC GOODS | 800 | 152 | 1,526 | 1,526 | -726 |
| CEG 500 - STATIONERY | 18,000 | 835 | 11,132 | 13,359 | 4,641 |
| CEG 510 - CLOTHING & KIT | 15,800 | 521 | 10,070 | 12,084 | 3,716 |
| CEG 530 - LABORATORY SUPPLIES | | 0 | 0 | 0 | 0 |
| CEG 540 - SUPPLY & SUNDRY EQUIPMENT | 23,900 | 561 | 8,385 | 23,900 | 0 |
| CEG 541 - ACQUISITION CREDIT CARDS | 0 | 0 | 0 | 0 | 0 |
| CEG 550 - HOUSE FURNISHINGS | 0 | 0 | 0 | 0 | 0 |
| TOTAL STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPP | 124,800 | 6,152 | 84,900 | 115,412 | 9,388 |

PORT ALBERNI

Expenditures to 2019/02/28

11-Mar-19

| REPORTING OBJECT | BUDGET CAP | CURRENT MONTH | YEAR TO DATE | YEAR END FORECAST | EST. SURPLUS(+) / DEFICIT(-) |
|------------------|---------------|------------------|-----------------|----------------------|---------------------------------|
|------------------|---------------|------------------|-----------------|----------------------|---------------------------------|

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

| | | | | | |
|---|----------------|---------------|---------------|----------------|----------------|
| CEG 440 - TRANSPORT SUPPLIES | 4,300 | 30 | 7,135 | 7,135 | -2,835 |
| CEG 441 - VEHICLE CHANGEOVERS | 24,000 | 0 | 0 | 24,000 | 0 |
| CEG 450 - COMMS PARTS & CONSUMABLES | 2,100 | 0 | 0 | 2,072 | 28 |
| CEG 480 - FIREARMS & AMMUNITION | 12,800 | 23 | 5,939 | 20,069 | -7,269 |
| CEG 770 - RADIO COMMUN. EQUIPMENT- SYSTEM AND USER | 18,100 | 0 | 0 | 18,429 | -329 |
| CEG 771 - COMMS. EQUIPMENT | 470 | 0 | 0 | 470 | 0 |
| CEG 810 - LABORATORY EQUIPMENT | 0 | 175 | 481 | 481 | -481 |
| CEG 840 - COMPUTER EQUIPMENT AND SOFTWARE | 0 | 0 | 0 | 0 | 0 |
| CEG 841 - ACQUISITION OF COMPUTER EQUIPMENT | 15,500 | 655 | 8,731 | 12,070 | 3,430 |
| CEG 842 - ACQUISITION OF SOFTWARE | 0 | 5,816 | 5,982 | 5,982 | -5,982 |
| CEG 850 - AUDIO VISUAL AIDS | 0 | 0 | 32 | 32 | -32 |
| CEG 860 - INVESTIGATIONAL EQUIPMENT | 5,300 | 0 | 0 | 5,300 | 0 |
| CEG 890 - VEHICLES (CAPITAL) | 70,000 | 0 | 0 | 70,000 | 0 |
| CEG 891 - MISC. VEHICLES | 0 | 0 | 0 | 0 | 0 |
| CEG 900 - OTHER EQUIPMENT | 0 | 0 | 248 | 297 | -297 |
| CEG 910 - OFFICE MACHINES | 4,300 | 132 | 2,642 | 4,300 | 0 |
| CEG 920 - SECURITY EQUIPMENT | 1,000 | 9,755 | 9,755 | 11,706 | -10,706 |
| TOTAL STANDARD OBJ. 09 - MACHINERY & EQUIPMENT | 157,870 | 16,587 | 40,945 | 182,344 | -24,474 |

STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS

| | | | | | |
|--|--------------|----------|--------------|--------------|-------------|
| CEG 570 - PRISONER EXPENSES | 0 | 0 | 12 | 0 | 0 |
| CEG 580 - SECRET EXPENSES | 4,900 | 0 | 1,498 | 4,900 | 0 |
| CEG 590 - MISC. EXPENDITURES | 0 | 0 | 220 | 220 | -220 |
| CEG 620 - CLAIMS AND COMP. SETTLEMENTS (Credit Item) | 0 | 0 | 0 | 0 | 0 |
| CEG 650 - WRITE-OFF | 0 | 0 | 0 | 0 | 0 |
| TOTAL STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS | 4,900 | 0 | 1,729 | 5,120 | -220 |

| | | | | | |
|---------------------------|------------------|----------------|------------------|------------------|----------------|
| TOTAL DIRECT COSTS | 4,396,401 | 314,042 | 3,229,606 | 3,826,728 | 569,673 |
|---------------------------|------------------|----------------|------------------|------------------|----------------|

| | | | | | |
|--|--|---------------|----------------|----------|--|
| YEAR TO DATE CREDITS | | | | | |
| MEDICAL LEAVE / SUSPENSION > 30 DAYS - CEG 32 | | 58,925 | 58,925 | | |
| TRANSFER ALLOWANCES - CEG 40 & 41 | | - | 14,948 | | |
| TRANSFER COSTS - CEG's 60 - 66 | | 16,118 | 23,810 | | |
| TRAVEL ADVANCE CEG 51 & SALARY OVERPAYMENT PSE CE 1080 | | - | 20,181 | | |
| LEGAL FEES CEG 160, OFF. LANG. TRNG CEG 192 | | - | 4,571 | | |
| HEALTH SERVICES CEG 200-202, PROTECT. SVCS CEG 210 | | - | - | | |
| COMP. CLAIMS & EX-GRATIAS - CEG 620 | | - | - | | |
| ICBC REPAIRS TO POLICE VEHICLE CREDITS | | | | | |
| REFUND OF CREDITS UNDER CE 1691 / 1680 / 1687 | | | | | |
| TOTAL CREDITS | | 75,043 | 122,435 | - | |

| | | | | | |
|---|------------------|----------------|------------------|------------------|----------------|
| TOTAL DIRECT COST AFTER CREDITS | 4,396,401 | | 3,229,606 | 3,826,728 | 569,673 |
| ADJUSTMENTS TO DIRECT COSTS (See 'A' below) | | | - | - | - |
| TOTAL DIRECT COSTS | 4,396,401 | 314,042 | 3,229,606 | 3,826,728 | 569,673 |

| | | | | | |
|--|------------------|--|--|------------------|----------------|
| INDIRECT COST (Summary) | | | | | |
| 1) RM Pensions | 634,970 | | | 526,400 | 108,570 |
| 2) RM CPP | 91,063 | | | 80,200 | 10,863 |
| 3) Employer's Contr. to E.I. for R/M's | 39,976 | | | 31,000 | 8,976 |
| 4) Division Administration (per cap x avg. # RM's) | 894,200 | | | 805,900 | 88,300 |
| 5) Recruitment & Training | 191,794 | | | 169,900 | 21,894 |
| 6) National Programs, Other Indirect Costs & Consolidated Svcs. | 85,919 | | | 75,600 | 10,319 |
| 7) Police Dog Service Training | 25,304 | | | 26,300 | (996) |
| 8) Amortization of Equipment > \$150,000 @ 10% | - | | | - | - |
| 9) CPP & EI for Reservists | 411 | | | 400 | 11 |
| 10) Cost of ERC/PCC as a Per Capita of...(PCC incl. under Nat. Prog) | - | | | - | - |
| TOTAL INDIRECT COSTS | 1,953,637 | | | 1,715,700 | 247,937 |

| | | | | | |
|---|------------------|--|--|------------------|----------------|
| TOTAL COSTS (Direct + Indirect) @ 100% | 6,350,038 | | | 5,542,428 | 817,610 |
| FEDERAL COST 10 % | 636,004 | | | 554,243 | 81,761 |
| TOTAL MUNICIPAL POLICING COSTS 90% | 5,724,034 | | | 4,988,185 | 735,849 |

| | | | | | |
|------------------------------------|---------------------------------|--|--|--------------------------------|--------|
| FTE - FULL TIME EQUIVALENTS | ESTABLISHED STRENGTH | | | CURRENT UTILIZATION | |
| RM / CM - ESTABLISHED | 34.00 | | | | |
| RM / CM - FUNDED | 34.00 | | | 30.41 | 3.59 |
| RESERVISTS | 0.10 | | | 0.12 | (0.01) |

INDIRECT COSTS - DETAILS

| | | | | | |
|--|-----------|--|--|-----------|--|
| REGULAR & CIVILIAN MEMBERS | | | | | |
| 1) Pensions (Total Pensionable Earnings) | 3,329,681 | | | 2,760,122 | |
| Pension Rate | 19.07% | | | 19.07% | |

PORT ALBERNI

11-Mar-19

Expenditures to 2019/02/28

| REPORTING OBJECT | BUDGET CAP | CURRENT MONTH | YEAR TO DATE | YEAR END FORECAST | EST. SURPLUS(+) DEFICIT(-) |
|--|-------------------|------------------|-----------------|------------------------------|-----------------------------------|
| Total Cost of RM/CM Pension..... | 634,970 | | | 526,355 | 108,615 |
| 2) CPP (Pensionable Items) based on a Per Capita Cost of... | 2,678 | | | 2,635.82 | |
| Total Cost CPP (per Cap x FTE) | 91,063 | | | 80,161.77 | 10,901 |
| 3) Employer's Contributions to EI based on a Per Capita Cost of... | 1,176 | | | 1,018.91 | |
| Total Cost of E.I. Contributions (per Capita x FTE) | 39,976 | | | 30,988 | 8,988 |
| 4) Division Administration based on a Per Capita Cost of... | 26,300 | | | 26,500 | |
| Total Cost of Div. Administration (Per Capita x FTE) | 894,200 | 894,200 | | 805,930 | 88,270 |
| 5) Recruitment & Training | | | | | |
| Per Capita Cost of Training.....(effective 2015/16)... | 1,249 | | | 4,346 | |
| Per Capita Cost of Recruiting.... | 4,392 | | | 1,239 | |
| Total Cost of Recruitment & Trng (Per Capita X FTE Util) | 191,794 | 191,794 | | 169,854 | 21,940 |
| 6) National Programs, Other Indirect Costs & Consolidated Servi | 2,527 | | | 2,485 | |
| Total Cost of National Programs (See Below) | 85,919 | | | 75,580 | 10,339 |
| 7) Police Dog Svc. Trng. based on a Per Cap. cost of (eff. F/Yr. 20 | 25,304 | | | 28,576 | |
| Total Cost of PDS.Trng (Per cap. X # of PD Teams) | 25,304.00 | 25,304.00 | | 26,288.78 | (985) |
| TOTAL INDIRECT COSTS - RM's & CM's | 1,963,226 | | | 1,715,157 | 248,069 |
| INDIRECT COSTS - Reservists | | | | | |
| a) CPP for Reservists Per Capita Cost of | 2,678 | | | 2,636 | |
| Total Cost of Reservists CPP (Per Capita x FTE) | 273 | | | 306 | (33) |
| b) Employer's Contr. to E.I. Per Capita Cost | 1,361 | | | 1,208 | |
| Total Cost of Reservist's E.I. Contributions (Per Capita x | 139 | | | 140 | (2) |
| TOTAL INDIRECT COSTS - RESERVISTS | 411 | | | 446 | (35) |
| TOTAL INDIRECT COSTS | 1,963,637 | | | 1,715,604 | 248,034 |
| NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDATED SERVICES | | | | | |
| OTHER INDIRECT COSTS | | | | | |
| Public Complaints Committee (PCC) | 489.44 | 16,640.96 | | 449.03 | |
| Enhanced Reporting & Accountability | 118.11 | 4,015.74 | | 117.65 | |
| Legal Advisory Services | 175.49 | 5,966.66 | | 174.49 | |
| Estimated Severance Payout | 1,023.00 | 34,782.00 | | 1,023.00 | |
| CONSOLIDATED SERVICES | | | | | |
| Shared Services Canada | 721.00 | 24,514.00 | | 721.00 | |
| Accounting Operations | - | - | | - | |
| TOTAL PER CAPITA COST | 2,527.04 | 85,919.36 | | 2,485.17 | |
| YEAR TO DATE CREDITS (INFO ONLY) | | | | | |
| MEDICAL LEAVE / SUSPENSION > 30 DAYS - CEG 32 | | 58,925 | 58,925 | | |
| TRANSFER ALLOWANCES - CEG 40 & 41 | | - | 14,948 | | |
| TRANSFER COSTS - CEG's 60 - 66 | | 16,118 | 23,810 | | |
| TRAVEL ADVANCE CEG 51 & SALARY OVER PMT PSE CE 1080 | | - | 20,181 | | |
| LEGAL FEES CEG 160, OFF.LANG.TRNG CEG 192 | | - | 4,571 | | |
| HEALTH SERVICES CEG 200-202, PROTECT. SVCS CEG 210 | | - | - | | |
| COMP. CLAIMS & EX-GRATIAS - CEG 620 | | - | - | | |
| ICBC REPAIRS TO POLICE VEHICLE CREDITS | | - | - | | |
| REFUND OF CREDITS UNDER CE 1691 / 1680 / 1687 | | - | - | | |
| TOTAL CREDITS | | 75,043 | 122,435 | | |
| SUMMARY | | | | | |
| | BUDGET CAP | | | YEAR END FORECAST | EST. SURPLUS / DEFICIT |
| PAY | 3,734,381 | | | 3,215,358 | 519,022 |
| BENEFITS (RM Pensions, CPP & E.I.) | 766,009 | | | 637,505 | 128,504 |
| OPERATING & MAINTENANCE | 504,150 | | | 429,026 | 75,124 |
| CAPITAL | 157,870 | | | 182,344 | (24,474) |
| INDIRECTS | 1,197,629 | | | 1,078,195 | 119,433 |
| TOTAL DIRECT and INDIRECT | 6,360,038 | | | 5,542,428 | 817,610 |
| MUNICIPAL COST 90 % | 5,724,034 | | | 4,988,185 | 735,849 |



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: March 14, 2019

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

Tim Pley, CAO

SUBJECT: Report from January 28, 2019 In-Camera Meeting

Issue:

Report out from the in-camera meeting held January 28, 2019 in regards to transfer of ownership of property at 4210 Cedarwood Street from the Port Alberni Youth Centre Society to the City of Port Alberni.

Background:

The history of the property at 4210 Cedarwood Street (formerly Glenwood School) is as follows:

- 1998 - Public Notice provided that the City intended to lease the former Glenwood School at 4210 Cedarwood Street to the Navy League of Canada for a 20 year term commencing May 1, 1998 at a nominal rate with the tenant responsible for all costs associated with occupancy of the building, including repairs/maintenance
- June 11th, 2007 Council agreed to enact the 20 year renewal clause to extend the term of the lease to 2038.
- Navy League approached Council at a regular meeting on July 13, 2009 to request transfer of the property to the Navy League. Council directed that the existing lease arrangement continue.
- Special in-Camera meeting May 25, 2010 – request from Navy League that the property be donated to the Navy League of Canada Port Alberni Branch. Council agreed to the request and directed staff to pursue subdivision of the property to accommodate the request subject to a reversionary clause and costs being paid by the Navy League.
- August 23, 2010 – City authorization to Navy League Port Alberni Branch to proceed with survey work and preparation of Land transfer documents including registration of reversionary clause.
- October 25, 2010 regular Council meeting – motion authorizing Mayor and Clerk to sign documents transferring title to Navy League of Canada, Port Alberni Branch with reverter clause
- Public Notice provided advising of City's intent to transfer property to the Navy League of Canada, Port Alberni Branch with the condition that the property reverts back to the City in the event that the local operations of the Navy League cease. Property was registered in the name of Port Alberni Navy League Cadet Building Society.
- February 11, 2011 – copy received of Port Alberni Navy League Cadet Building Society Certificate of Incorporation

- November 7, 2013 – copy of Certificate of Name Change received – Port Alberni Navy League Cadet Building changed name to Port Alberni Youth Centre Society (Navy League was still utilizing some space)
- July 2015 – Name on land title changed to Port Alberni Youth Centre Society (reverter clause remained on title)

Over the years, the Youth Centre Society has worked hard to upgrade the building and has hosted a number of organizations and groups in the space. In 2018 deficiencies identified during the annual fire inspection were such that the Society was unable to raise the funds needed to bring the building up to fire code.

A letter to Council's January 28, 2019 in-camera meeting requested that the City of Port Alberni allow the Society to relinquish the building and land to the City. Council endorsed a resolution to enact the reverter clause on title of the property.

The Society continues to work to vacate the property and the transfer is expected to complete on March 29th.

Upon transfer, the City will undertake the steps required to secure the building and will fully assess its condition prior to any consideration regarding its future use.

Recommendations:

That the report from the City Clerk dated March 14, 2019, be received.

Respectfully submitted,

Davina Hartwell
City Clerk

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Council Report

Ron Corbeil, City Councillor

On behalf of the Port Alberni City Council I attended:

March 12, 2019 - Met with Shaila Somaia regarding the Age-Friendly project and the age-friendly assessment.

March 13, 2019 - I attended the Alberni Valley Community Forest board of directors meeting. The auditor reviewed the last years financial statement. We discussed the changes to the Legacy Committee and The AVCFC input. We discussed potential expansion. We discussed the upcoming BC Community Forest Association AGM in Mission BC. Reviewed the upcoming logging plan, engineering and log sales. Faller training will take place on the community forest.

March 14, 2019 - I attended the Echoes in the Ice: Finding Franklin's Ship exhibit. We are only one of two museums to host this world class exhibit. Congratulations to the great work by the museum staff to bring this exhibit to Port Alberni.

ENTERED

COUNCILLOR ACTIVITY REPORT
RON PAULSON, CITY COUNCILLOR

1. March 12/19 – Port Alberni Cruise Ship Committee Meeting

- A reminder that the Holland America Cruise Ship – Maasdam will be visiting our community on May 25, June 15 and July 6 of this year. The whole community is invited to join in the celebration of welcoming the cruise ship and all visitors to our community.
- A number of Sub-Committees are working on the details of the three cruise ship days: Volunteer Coordinator, Music and Entertainment Committee, First Nations Welcome Committee, Arts and Crafts Vendor Committee, Event Layout Committee, Emergency Management Plan, Third Avenue and Argyle Street Merchants Committee, On Site Signage Committee (Directional and informational for all attendees).
- All Committees are moving forward with planning and coordination of the events.

2. March 14/19 – Attended the opening of the Museum Display – “Echoes in the Ice: The Franklin Expedition”

- I recommend that if you have not had the opportunity to take in the exhibit to plan on going to the Museum to view this incredible exhibit dedicated to one of the great Canadian historical mysteries.

ENTERED

Council Report
Helen Poon, City Councillor

13 Mar 2019 - I tried our graffiti removal program, and I'm happy to report that it was easy to access. After identifying the offending graffiti, I took a photo of it and sent it to bylaw services. Then a voucher was issued for pickup. With voucher in hand, I went to one of four participating paint stores. I was advised to choose a 2-inch paint brush, a gallon of paint in any colour, and an oil-based primer. All of this was covered by the voucher, and the paintwork was completed the same day. It was a smooth process, and very well structured.

20 Mar 2019 - I attended along with the rest of council, the strategic planning sessions.

ENTERED

Council Report

Cindy Solda, City Councillor

March 13th

ACRD Board Meeting and Budget Meeting

March 14th

Echoes in the Ice- Alberni Museum. The Franklin Expedition was amazing. I love history and this expedition certainly got my attention. In fact I went home and looked up more information on the internet. Very interesting but sad.

March 15th

Along with Mayor Minions went to Victoria for the BC Active Transportation Regional Forum.

The province has been gathering information from all communities and levels of governments to put BC on a path that reduces air pollution. The Province will establish an active transportation strategy that aims to make walking, cycling, scootering, skateboarding and other modes of active transportation safe and convenient for people of all ages and abilities.

Respectfully submitted

Cindy Solda
City Councillor

ENTERED

Council Report

Dan Washington, City Councillor

March 11 - Council meeting day beginning with In-camera meeting at 12:45 followed by regular meeting at 2:00 P.M.

March 14 - Attended the opening of **"Echoes in the Ice: Finding Franklin's Ship"**

Special thanks to the museum staff and all of the sponsors that support this exhibit.

March 20-21 - Council meeting to develop the Strategic Plan for the City.