AGENDA

REGULAR MEETING OF COUNCIL

MONDAY, MAY 13, 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 Meeting held at 1:15 pm and Regular Council Meeting held at 2:00 pm on April 23, 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. Cruise Ship Committee

Members of the Cruise Ship Committee (Pat Deakin, Bill Collette and Dave McCormick) in attendance to provide an update on the ongoing preparations for the upcoming cruise ship visits.

2. Alberni Clayoquot Health Network (ACHN) - Page 20

Marcie DeWitt in attendance to provide an overview of the ACHN and present their 2018 Annual Report.

E. <u>UNFINISHED BUSINESS</u>

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 F	inance dated May	∕ 13, 2019, be
received and the cheques numbered	to	
inclusive, in payment of accounts totallir	ng \$. b	e approved.

2. Economic Development Manager – Update on #ExplorePortAlberni - Page 33

Report from the Economic Development Manager providing an update on the marketing campaign #ExplorePortAlberni.

That the report from Economic Development Manager providing an update on the marketing campaign #ExplorePortAlberni, be received.

3. Manager of Bylaw Services – Bylaw Services Department Review - Page 34

Report dated May 7, 2019 from the Manager of Bylaw Services providing information relating to the progress of the Bylaw Services Department.

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

4. Manager of Communications – Council Support for Urban Communities Partnering for Reconciliation Grant - Page 36

Report dated May 7, 2019 from the Manager of Communications requesting Council's support of the City's application to the Union of British Columbia Municipalities (UBCM) for the 2019 pilot program, Urban Communities Partnering for Reconciliation.

That the report from the Communications Manager dated May 7, 2019 be received and Council for the City of Port Alberni support the City's application to the UBCM for funding through the Urban Communities Partnering for Reconciliation pilot program for activities as outlined and its willingness to provide overall grant management.

Chief Administrative Officer – Stage One Environmental Review Report – McLean Mill - Page 38

Report dated May 5, 2019 from the Chief Administrative Officer providing the Stage One Environmental Assessment Report regarding McLean Mill. Note: Full report available in Council's 'Reading File' and on the City's website at www.portalberni.ca

That the report from the CAO dated May 5, 2019 be received, and Council for the City of Port Alberni recommend no action be taken pending results of the dam project tender process and investigation of potential grant funding sources.

6. Mechanical Services Superintendent & Director of Finance – One (1) New Tandem Axle Dump Truck with Snow Plow Package Tender 004-19 - Page 47

Report dated April 30, 2019 requesting award of tender for new Tandem Axle Dump Truck with Snow Plow Package.

That the report dated April 30, 2019 be received, and Council for the City of Port Alberni award Tender 004-19 for a New Tandem Axle Dump Truck with Snow Plow Package (including trade in of 2002 Volvo Dump Truck) to the low bidder, P and R Truck Centre (Freightliner 114SD) in the amount of \$202,864.56 plus taxes with funds from the Equipment Replacement Reserve Fund.

 Mechanical Services Superintendent & Director of Finance – One (1) New 4
 Wheel Drive Tractor with Side Boom Flail Mower Request for Proposal 006-19 - Page 49

Report dated April 30, 2019 requesting award of Proposal for new 4 Wheel Drive Tractor with Side Boom Flail Mower.

That the report dated April 30, 2019 be received, and Council for the City of Port Alberni award Request for Proposal 006-19 for a New 4 Wheel Drive Tractor with Side Boom Flail Mower (including trade in of the City's 2004 New Holland Tractor and Tiger Flail Mower) to Rollins Machinery in the amount of \$214,000 plus taxes with funds from the Equipment Replacement Reserve Fund.

8. Chief Administrative Officer – RFP - Harbour View Lands - Page 51

Report dated May 7, 2019 from the Chief Administrative Officer requesting consideration of draft Request for Proposals document for the Harbour View lands.

That the report from the CAO dated May 7, 2019 be received.

Council direction requested.

* Recess *

9. City Clerk - Harbour Quay Leases

Spirit Square - Page 77

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease for Spirit Square at the Alberni Harbour Quay with Gwen Lowe and Beth Larsen for conducting a Crafters' Market for a five month term commencing May 1, 2019 at the current monthly rent of \$75.00 per month plus GST (\$393.75 for the term).

Harbour Scoop Ice Cream - Page 80

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease for Harbour Scoop Ice Cream at the Alberni Harbour Quay with Kevin Romaniuk and Christine Finch for the purpose of operating a teahouse and ice cream parlour for a two year term commencing June 1, 2019 at the current monthly rent of \$307.64 per month plus GST (\$323.02 per month).

10. Chief Administrative Officer - Lease Renewal - Industrial Heritage Society - Page 85

Report dated May 6, 2019 from the Chief Administrative Officer requesting consideration of a lease renewal for the Industrial Heritage Centre.

That the report from the CAO dated May 6, 2019 be received and Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease for the Industrial Heritage Centre at 3250 9th Avenue with the Western Vancouver Island Industrial Heritage Society for a 15 year term commencing October 15, 2018 at the rate of \$1 per year.

11. Manager of Planning – Development Permit No. 19-01 (4000 Burde Street) - Page 97

Report dated May 7, 2019 from the Manager of Planning requesting consideration of an application for Development Permit 19-01 for the form and character of the proposed development at 4000 Burde Street (two 4-storey, multifamily buildings).

That Council for the City of Port Alberni approve Development Permit No. 19-01 and that the City Clerk be authorized to sign the permit including the following Schedule B development plans:

a) Seymour Pacific Developments Drawing – A1.0 Site Plan - dated 03/08/2019

- b) Seymour Pacific Developments Drawing A1.1 Site Calculations dated 03/08/2019
- c) Seymour Pacific Developments Drawing A1.2 Site Accessories 1 of 2 dated 03/08/2019
- d) Seymour Pacific Developments Drawing A1.3 Site Accessories 2 of 2 dated 03/08/2019
- e) Seymour Pacific Developments Drawing A2.4 Building A First Floor Plan - dated 03/08/2019
- f) Seymour Pacific Developments Drawing A2.5 Building B First Floor Plan dated 03/08/2019
- g) Seymour Pacific Developments Drawing A2.6 Building A&B Second and Third Floor Plan dated 03/08/2019
- h) Seymour Pacific Developments Drawing A2.7 Building A&B Fourth and Roof Floor Plan dated 03/08/2019
- i) Seymour Pacific Developments Drawing A3.1 Building A&B Elevations dated 03/08/2019
- j) Seymour Pacific Developments Drawing A3.2 Building A&B Colour Elevations - dated 03/08/2019
- k) Outland Design Landscape Architecture Drawing L1/3 Layout Plan dated 03/07/2019
- I) Outland Design Landscape Architecture Drawing L2/3 Planting Plan dated 03/07/2019
- m) Outland Design Landscape Architecture Drawing L3/3 Irrigation Plan dated 03/07/2019

12. Manager of Planning – Development Permit No. 19-02 – 4721 Johnston Road - Page 115

Report dated May 8, 2019 from the Manager of Planning requesting consideration of an application for Development Permit 19-02 to facilitate the development of a property at 4721 Johnston Road.

That Council for the City of Port Alberni approve Development Permit No. 19-01 and that the City Clerk be authorized to sign the permit including the following Schedule B development plans:

- a) Raymond de Beeld Architect Inc A0.0 Cover Sheet dated 04/01/2019
- b) Raymond de Beeld Architect Inc A0.1 Perspectives 1 dated 04/01/2019
- c) Raymond de Beeld Architect Inc A0.2 Perspectives 2 dated 04/01/2019
- d) Raymond de Beeld Architect Inc A0.3 Context Plan dated 04/01/2019
- e) Raymond de Beeld Architect Inc A1.1 Site Plan dated 04/01/2019

- f) Raymond de Beeld Architect Inc A1.2 L1 Floor Plan dated 04/01/2019
- g) Raymond de Beeld Architect Inc A1.3 Roof Plan dated 04/01/2019
- h) Raymond de Beeld Architect Inc A2.1 Elevations dated 04/01/2019
- i) MacDonald Gray Landscape Architecture Drawing L1/2 Landscape Architecture Site Plan - dated 04/05/2019
- j) MacDonald Gray Landscape Architecture Drawing L2/2 Planting Plan dated 04/05/2019
- k) Newcastle Engineering 100 Preliminary Site Servicing and Grading Plan dated 04/05/2019

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. Manager of Planning – Advisory Planning Commission - Page 126

The summary report of the April 18, 2019 meeting of the Advisory Planning Commission is provided for Council's consideration.

That the summary report of the April 18, 2019 meeting of the Advisory Planning Commission, be received.

Development Application: Zoning Bylaw Amendment – 5119 Athol Street (Lot 4, Block 84, District Lot 1, Alberni District, Plan 197D) Applicant: A. Brevick

That Council for the City of Port Alberni direct staff to investigate and determine specific zones for cannabis production (cultivation and processing) before proceeding with consideration of the application for 5119 Athol Street and that community and First Nations engagement be made a priority.

Development Application: Proposed Zoning Bylaw Amendment - 5189 Compton Road

(Lot 1, District Lot 20, Alberni District, Plan 9584 Except part in Plan 10613) Applicant: D. Potter

That Council for the City of Port Alberni proceed with a map amendment to the Zoning Bylaw (Schedule A – Zoning Map) to change the designation on a portion of Lot 1, District Lot 20, Alberni District, Plan 9584 Except part in Plan 10613 (PID:005-356-407) located at 5189 Compton Road from 'RR 1 – Rural Residential' to R3 – Small Lot Single Family Residential.

That as part of the development process the applicant be required to receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer before final adoption of the bylaw:

"Zoning Bylaw Map Amendment No. 34 (5189 Compton Road – Potter), Bylaw No. 4989" - Page 146

That "Zoning Bylaw Map Amendment No. 34 (5189 Compton Road – Potter), Bylaw No. 4989", be introduced and read a first time.

That "Zoning Bylaw Map Amendment No. 34 (5189 Compton Road – Potter), Bylaw No. 4989", be read a second time.

That "Zoning Bylaw Map Amendment No. 34 (5189 Compton Road – Potter), Bylaw No. 4989", be advanced to a Public Hearing on June 24, 2019 at 6:30 pm in City Hall Council Chambers.

H. CORRESPONDENCE FOR ACTION

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

1. Alberni Valley Chamber of Commerce - Page 148

Email dated May 3, 2019 requesting a temporary road closure on 3rd Avenue between Argyle Street and Angus Street on Wednesday's from June 19th through August 28th from 5 pm to 9:30 pm to operate a street market – *Arrowsmith View Market*.

That the email dated May 3, 2019 requesting a temporary road closure on 3rd Avenue between Argyle Street and Angus Street on Wednesday's from June 19th through August 28th from 5 pm to 9:30 pm to operate a street market, be received and Council concur with the request subject to notification of emergency services, consultation with all affected businesses to minimize potential conflict and traffic concerns and provision of standard liability insurance.

I. PROCLAMATIONS

J. <u>INFORMATIONAL CORRESPONDENCE</u>

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. RCMP – Municipal Policing Agreement - Page 149

Letter dated April 30, 2019 providing expenditures to March 31, 2019.

2. Alberni Valley Museum and Heritage Commission - Page 153

Minutes provided for the Alberni Valley Museum and Heritage Commission meeting, held April 3, 2019.

3. BC Child and Youth in Care Week - Page 160

Letter dated May 3, 2019 advising that June 3rd – 9th is British Columbia's Child and Youth in Care Week. More information can be found at www.bcchildandyouthincareweek.com

4. Ministry of Municipal Affairs and Housing - Page 161

Copy of a letter dated May 7, 2019 announcing the 30-point housing plan – an investment of \$7 billion over 10 years through the Building BC funds.

5. Food Security and Climate Disruption Committee - Page 167

Minutes from the February 7, 2019 meeting.

That Informational Correspondence items numbered 1 through 5 be received and filed.

K. REPORT FROM IN-CAMERA

L. <u>COUNCIL REPORTS</u>

1. Council and Regional District Reports - Page 168

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

M. <u>NEW BUSINESS</u>

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

N. QUESTION PERIOD

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

O. <u>ADJOURNMENT</u>

That the meeting adjourn at pm.

MINUTES OF THE SPECIAL MEETING OF COUNCIL FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING TUESDAY, APRIL 23, 2019 AT 1:15 PM IN THE CITY HALL COMMITTEE ROOM

PRESENT: Mayor Minions, Councillors Corbeil, Haggard and Solda

STAFF:

Davina Hartwell, City Clerk

Flynn Scott, Manager of Bylaw Services

Krista Tremblay, Manager of Human Resources

It was moved and seconded:

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

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

CARRIED

The meeting was adjourned at 1:34 p.m.

CERTIFIED CORRECT

Mayor Sharie Minions

Davina Hartwell, City Clerk

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MINUTES OF THE REGULAR MEETING OF COUNCIL HELD MONDAY, APRIL 23, 2019 AT 2:00 PM IN THE CITY HALL COUNCIL CHAMBERS

PRESENT:

Mayor Minions, Councillors Corbeil, Haggard, and Solda.

A. CALL TO ORDER AND APPROVAL OF AGENDA

It was moved and seconded:

That the agenda be approved as circulated.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Special Meeting held at 1:00 pm on April 8, 2019 and Regular Council Meeting held at 2:00 pm on April 8, 2019, be adopted.

CARRIED

C. PUBLIC INPUT PERIOD NIL

D. <u>DELEGATIONS</u>

1. Introduction of RCMP Operations Support Sergeant

Inspector Brian Hunter introduced Peter Dionne, the new RCMP Operations Support Sergeant.

2. Alzheimer Society

Pam Craig attended and provided information on the upcoming IG Wealth Management Walk for Alzheimer's which takes place on May 5, 2019 at Blair Park noting registration begins at 9:30 a.m.

E. UNFINISHED BUSINESS NIL

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated April 23, 2019, be received and the cheques numbered 143560 to 143645 inclusive, in payment of accounts totalling \$727,476.63, be approved.

CARRIED

2. Manager of Planning - Development Variance Permit No. 91 - 3541 10th Avenue

It was moved and seconded:

That the report dated April 16, 2019 from the Manager of Planning regarding proposed Development Variance Permit No. 91, be received and Council proceed with consideration of the Development Variance Permit at 3541 10th Avenue.

CARRIED

The Mayor provided introductory remarks.

The Manager of Planning provided background information regarding the application by summarizing her report dated April 16, 2019.

Email correspondence dated April 2, 2019 from John Hands, stating concern for the overall height of the proposed front yard fence, was received.

There was no late correspondence.

The applicant, Mr. Calum Adams, spoke to his application and provided his rationale for applying for a variance. Mr. Adams also addressed potential CPTED and emergency service concerns that were previously raised by members of the Advisory Planning Commission. Mr. Adams further requested Council consider a full 6ft fence variance without a 2ft lattice.

There was no public input.

Councillor Solda requested input from RCMP Inspector Brian Hunter, who commented that, from a safety perspective, there needs to be a balance between personal privacy and viewable access to the property.

It was moved and seconded:

That Development Variance Permit No. 91 to vary the Zoning Bylaw regulations to permit an increase in the height of a front yard fence at 3541 10th Avenue be authorized by City Council on April 23, 2019.

CARRIED

3. Director of Finance - 2018 Year End Audit

It was moved and seconded:

That the report dated March 18, 2019 from the Director of Finance regarding the 2018 year-end audit timeline, be received.

CARRIED

4. Manager of Bylaw Services - Update on Remedial Action Requirement - 4781 Margaret Street

It was moved and seconded:

That the report dated April 16, 2019 from the Manager of Bylaw Services providing an update on the remedial action requirement imposed on 4781 Margaret Street, be received.

<u>CARRIED</u>

5. Manager of Bylaw Services - Special Event Permits

It was moved and seconded:

That Council for the City of Port Alberni endorses Special Event Permit applications for 2019 as reviewed April 11, 2019 providing all the provisions of the provincial liquor licensing requirements are met and the applicants notified accordingly.

CARRIED

6. Managers' Reports

Director of Parks, Recreation and Heritage

It was moved and seconded:

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

CARRIED

RCMP Department

It was moved and seconded:

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

CARRIED

G. BYLAWS

1. Director of Finance - "Tax Rates 2019, Bylaw No. 4988"

It was moved and seconded:

That "Tax Rates 2019, Bylaw No. 4988", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4988.

CARRIED

2. Manager of Bylaw Services - April 8, 2019 Public Hearing

It was moved and seconded:

That the report of the Public Hearing held April 8, 2019 regarding Bylaw No. 4981, be received.

CARRIED

"Zoning Text Amendment No. T18 (Hedges), Bylaw No. 4981"

It was moved and seconded:

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

CARRIED

It was moved and seconded:

That "Zoning Text Amendment No.T18 (Hedges), Bylaw No. 4981, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4981.

<u>CARRIED</u>

H. CORRESPONDENCE FOR ACTION

1. Trinity Anglican and Lutheran Church

It was moved and seconded:

That the letter dated April 4, 2019 from the Trinity Anglican and Lutheran Church requesting Council for the City of Port Alberni waives the \$924.00 building permit fee associated with their accessibility building project, be received.

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni directs staff to forward the letter dated April 4, 2019 from the Trinity Anglican and Lutheran Church to the Alberni-Clayoquot Regional District for consideration.

CARRIED

2. Jamie La Porte

It was moved and seconded:

That the email dated April 17, 2019 from Jamie La Porte regarding the implementation of traffic cameras at busy intersections and plans for dealing with industrial truck traffic be received, the issue of traffic cams forwarded to the Advisory Traffic Committee and the Mayor and CAO invite Mr. La Porte to meet to further discuss his concerns regarding commercial truck traffic.

CARRIED

I. PROCLAMATIONS

1. Alberni Valley Hospice Society

It was moved seconded:

That the letter dated April 5, 2019 from the Alberni Valley Hospice Society requesting that Council proclaim the week of May 5-11, 2019 as "National Hospice Palliative Care Week" be received and the week proclaimed as requested.

<u>CARRIED</u>

2. Walk for Values Steering Committee

It was moved and seconded:

That the email dated April 8, 2019 requesting that Council proclaim April 24, 2019 as "Human Values Day" in Port Alberni, be received and the day proclaimed as requested.

CARRIED

3. Alberni Valley Seniors Services Sector Cooperative

It was moved and seconded:

That the letter dated March 29, 2019 from the Alberni Valley Seniors Services Sector Cooperative requesting that Council proclaim June 15, 2019 as "World Elder Abuse Awareness Day" and to fly the WEAD flag at City Hall, be received and the day proclaimed with the flag flown as requested.

CARRIED

4. United Steelworkers Local 1-1937

It was moved and seconded:

That the letter dated April 10, 2019 from the Unites Steelworkers, Local 1-1937, requesting that Council proclaim April 28, 2019 as the "National Day of Mourning" and to fly the Mourning Flag at half-mast on April 28th and throughout the following week, be received and the day proclaimed with the flag flown as requested.

CARRIED

5. Child Find British Columbia

It was moved and seconded:

That the letter dated April 17, 2019 from Child Find British Columbia requesting that Council proclaim the month of May as Missing Children's Month and May 25th as Missing Children's Day, be received and the dates proclaimed as requested.

CARRIED

J. INFORMATIONAL CORRESPONDENCE

1. Alberni Valley Museum and Heritage Commission

Minutes provided for the Alberni Valley Museum and Heritage Commission meeting, held March 6, 2019.

It was moved and seconded:

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

CARRIED

K. REPORT FROM IN-CAMERA

1. Mayor Minions announced that, at an in-camera meeting on April 23, 2019, Council for the City of Port Alberni ratified a new Collective Agreement with CUPE Local 118 for a term of five years commencing January 1, 2019 which includes general wage increases of 2% in each of the first four years and 2.25% in the fifth year as well as several modest benefit enhancements and improvements for new and part-time employees.

L. COUNCIL REPORTS

1. Council and Regional District Reports

It was moved and seconded:

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

CARRIED

M. NEW BUSINESS NIL

N. QUESTION PERIOD

1. Jack Cook

Mr. Cook requested Council's consideration on providing a temporary shelter to protect the wood carvers working on the Language Revitalization Pole at the Port Alberni Maritime Discovery Centre from inclement weather. The request will be forwarded to staff for further consideration.

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It was moved and seconded:

That the meeting adjourn at 3:11 p.m.

CARRIED

CERTIFIED CORRECT

Mayor Clerk

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2018 Annual Report

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EXECUTIVE SUMMARY

The Alberni Clayoquot Health Network (ACHN) Annual Report is a tool to share to share our highlights from the year as well as increase information availability on the network mechanisms – read on to find out more!

The ACHN is a multidisciplinary network which aims to leverage the strengths of regional assets to ensure equitable participation throughout the region. Supporting community based initiatives already flourishing in our region, promoting collaboration, innovation and shared accountability. When no leadership is evident we have convened regional partners to address issues related to health in our area. We have employed and promoted a collective impact approach to sticky issues. We support organizations and initiatives which address social determinants of health and take leadership to convene regional partners around emergent regional issues. Attracting and engaging decision makers through our Table of Partners and presentations to leadership tables while supporting community groups and networks to highlight work, innovations and priorities of the region. Our mix of mechanisms and classic community development models has allowed us to remain nimble, learning and adapting our approach as we go.

2018 was a productive year for the ACHN seeing momentum in a variety of priority areas and further development of network processes in order to implement and better communicate the ways which we aim to promote social change.

NETWORK DEVELOPMENT

- New Strategic Plan highlighting Network working principles and four priority areas
- Confirmation of three year contract with Island Health for Coordination funding
- Renewal of Coordinator Contract for two years
- Support development of Community Health Network model across Vancouver Island





BUILDING REGIONAL PROSPERITY

- Signing of Poverty Reduction Protocol by five local governments
- January 19th Community Engagement
- Participation in Provincial Consultations and use of community feedback

CONNECTED COMMUNITIES

- Support initiation and partner engagement for BC Transit Feasibility Study for Westcoast Communities
- Support and convene regional transportation conversations and initiatives





KNOWLEDGE AND CAPACITY DEVELOPMENT

- Convene and support regional housing discussions and advocacy
- Support local information exchange and connections through formal and informal mechanisms
- Increased involvement from local government and decision makers

Thanks for all your support and participation in 2018, we look forward to working with you in 2019 and beyond to stimulate change in the Alberni Clayoquot Region!

OUR STORY

The Alberni Clayoquot Health Network (ACHN) formed in 2012 through a series of three meetings in 2011 to gauge interest in establishing a health network for the Alberni Valley, Clayoquot and Barclay Sound region. This process was largely linked to political and leadership tables. The initial work of the ACHN was supported with a grant from Island Health in February 2012 and ACHN allocated a budget to enable this funding to be used over several years, developing a Memorandum of Understanding with the Alberni Clayoquot Regional District to be the fiscal host for these funds.

The Network hired their first Coordinator in June of 2012 and undertook a strategic planning process, setting five priorities — Network Development, Healthy Children and Youth, Transportation, Housing and Health Literacy - which would guide the network's work for the following 5 years. At the end of 2013 it became apparent that, in order for the group to be most successful in making progress on strategic priorities, more clarity in the role and function of the network, committees and coordinator was needed. A working group was formed to refresh the network structure, governance and vision, to link this work to the community groups and processes in the region.

A strong will for the ACHN to reach out and involve the community emerged; to ensure the community at large had an ability to bring forward issues, ideas, and concerns for consideration. The Network identified that actions are to be informed by:

- Stories, opportunities, planning, and evidence;
- Consultation and collaborative conversations that surface emerging issues;
- The timeliness of opportunities;
- And fit with ACHN's values.

Governance, operating practices and values for the Network were built to facilitate and strengthen these principles while enhancing the community development focus of the Network.

The ACHN started to work in 2015 with this new governance model; moving away from formal tools such as Terms of Reference to a more community based approach, formalizing their relationship with the ACRD through an MOU and creating the first Table of Partners to guide the work of the Network. From this point we have slowly worked through sticky issues, identifying areas requiring further clarification, definition or policy while employing new concepts and tools which assist us in defining and conducting the work we seek to do.

Employing these new practices we have gained momentum over the past two years. Supporting community based initiatives already flourishing in our region, promoting collaboration, innovation and shared accountability. When no leadership is evident we have convened regional partners to address issues related to health in our area. We have employed and promoted a collective impact approach to sticky issues. We support organizations and initiatives which address social determinants of health and take leadership to convene regional partners around transportation and other emergent regional issues such as poverty reduction. Attracting and engaging decision makers through our Table of Partners and presentations to leadership tables while supporting community groups and networks to highlight work, innovations and priorities of the region. Our mix of mechanisms and classic community development models has allowed us to remain nimble, learning and adapting our approach as we go.

The 2018 ACHN Strategic Plan provided the network with an opportunity to further define network mechanisms and ways of working while increasing alignment to community needs. We look forward to sharing our work with you and engaging in 2019.

OUR PRINCIPLES

Healthy & Connected People & Places

OUR MISSION

To speak with a collective voice on regional and local health issues by facilitating dialogue and understanding amongst citizens and stakeholders. The Network is a community driven mechanism that helps to build partnerships and capacity; share concerns, ideas and resources and create innovative solutions that impact the social determinants of health and work towards sustainable healthy communities.

OUR VALUES

- 1. **Inclusion**: We are open to anyone that wants to be involved and recognize, encourage and value each other's contributions.
- 2. **Learning:** we share knowledge, listen to each other, explore new ideas and apply information in ways that generate new understanding and solutions.
- 3. **Compassion and Respect**: We have compassion for all people with whom we interact and are mindful and respectful of differing opinions.
- 4. **Hishuk ish tswalk**: We embrace the Nuu-Chah-Nulth world view that everything is one and all is interconnected and health is holistic in nature.
- 5. **Connection, Collaboration and Sharing**: We cultivate relationships, connect people to each other, promote a culture of participation and sharing of resources in order to better serve our communities and advance the common good. Together we are better.
- 6. **Sustainability**: We are accountable with the resources entrusted to us, strive for cost-effectiveness and efficiencies and aim towards sustainability of solutions and initiatives.
- 7. Innovation: We want to constantly find better and more efficient ways to serve our communities.

OUR GUIDING PRINCIPLES

In all that we do, we:

- A. **Employ** a population health approach that focuses on improving the health and well-being of the entire population of the region and across the lifespan.
- B. Focus on the social determinants of health and address policies that impact health inequities.
- C. **Believe** that health is a shared responsibility and that collaboration leads to innovation.
- D. **Are** solution oriented & committed to building on community assets, strengths, efficiencies, social capital and reduce duplication.
- E. **Utilize** approaches that build knowledge, health literacy, capacity and citizenship.
- F. **Acknowledge** that local realities, population demographics, socio-economics and health indicators can vary significantly (remote, rural, and urban).
- G. **Recognize** that the Health Network exists within the ha'houlthee (chiefly territories) of the Nuu-chah-nulth First Nations. We strive to find new, better and culturally appropriate ways to collaborate, plan and work together that legitimize traditional knowledge.

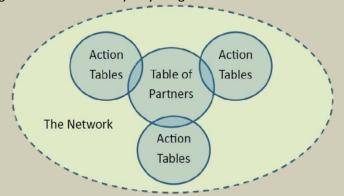
OUR OPERATIONS

The ACHN utilizes collective impact principles to identify and define their role in social change and regional initiatives. We commit to acting as a supporting resource to leverage assets, information and partnerships for local initiatives, projects and priority areas. When no convening organization is evident we have made the commitment to convene dialog, planning and facilitate the leadership around priorities influencing social determinants of health and the promotion of upstream health interventions.

To facilitate better community connections with decision makers at the Table of Partners, action tables and local government the ACHN identified the following mechanisms aimed at increasing benefit to network partners and interaction with local communities and organizations.

- Network communications Community presentations, newsletters, Facebook and updates
- Sponsoring regional education events and quarterly networking gatherings
- Open invitation for community presentations to the Table of Partners
- Partnership on community events and opportunities aligning with strategic priorities
- Other opportunities which align with our strategic direction as they arise

Join us to build as we go – bring forward ideas, proposals, presentations, join an action table, the newsletter or Facebook page... there are so many ways to get involved!



THE NETWORK

- The most important voice in determining priorities and actions
- Inclusive of community members, organizations and regional partners
- A means to gather and distribute information, stories, and to capture the voices of the communities
- To build relationships, helping people and organizations to find commonalities to take action to improve health outcomes in the region.
- To connect people with information and resources.

ACTION TABLES

- Small committees of regional representatives and topical experts tasked with moving work on priorities forward
- Utilize a regional lens to approach locally identified actions and needs that advance the ACHN Strategic Plan.
- Roles include framing issues in ways that are inclusive, respectful and that bring people together.

THE TABLE OF PARTNERS

- Made up of regional decision makers and representatives with strong ties to communities and identified priority groups
- Exists to support the work and priorities of the ACHN and link with Action Tables.
- Look at evidence, facilitate strategic thinking and planning and seek resources as needed.
- Ensure feedback is collected from Network members and ensure that work on identified issues and agreed upon actions is moving forward.

The ACHN Table of Partners is the leadership table for the Network. These local decision makers and knowledge holders are charged with enhancing the communications and decision making capacity of the Network for a minimum two year term. We are lucky to have such a great group of community members to guide the work.



Penny Cote (Chair) Alberni-Clayoquot Regional District Sproat Lake Director



Dan Schubart Alberni Valley Transition Town Society



Marie Duperreault
Director for Port Alberni/West Coast
Communities for Island Health



Laurie Bird
Instructor at North Island College
Board member of the Ucluelet Food
Bank



Josie Osborne

Mayor of Tofino

Vice chairperson of the AlberniClayoquot Regional District



Julie Miller-Rushton
Regional Manager for Early Years
initiatives with SBY6/United Way
Central Northern Vancouver Island



Wes Hewitt
Executive Director of the Port Alberni
Shelter Society



Stefan Ochman
Bamfield Representative
Bamfield Huuayaht Community Forest
Society



Sandra Tate- Se cuk'It'uulth
Nuu-chah-nulth Community
Engagement Coordinator with First
Nations Health Authority (FNHA)



Jeff Kizuk
Director of Operations for the MCFD
Port Alberni, West Coast and
Parksville/Oceanside



Anna Lewis Chair of the ACRD Air Quality Council Agricultural Support Worker, ACRD Farm Manager, Hupacasath First Nation



Willa ThorpeDirector of Parks Recreation and Heritage, City of Port Alberni



Mangaer of Public Health, Port Alberni, West coast and Parksville/Oceanside Island Health

HIGHLIGHTS

In 2018 the ACHN adopted a new strategic plan, this process provided the Network with an opportunity to reflect on the work accomplished since 2014 - to celebrate the successes and examine the factors which contributed to success and relationship building. The resulting plan is better aligned with our principles, defines the way we strive to work within the region and identifies the priorities we heard from our community partners.

NETWORK PRINCIPLES AND FOCUS OF WORK

- Systems Change and Collective Impact
- Developmental Evaluation Model
- Social Determinants of Health
- Focus on Upstream Interventions

STRATEGIC PRIORITIES

- Network Development
- Building Regional Prosperity
- Community Connectedness
- Knowledge and Capacity Building

The ACHN has already begun reaping the rewards of the new plan, seeing movement around ongoing priority areas and building momentum in the communities to address Social Determinants of Health. Moving forward we are looking forward to sharing the news of this year and planning further with you in 2019!

2018 KEY ACTIVITIES

Over the past year the ACHN's capacity was well aligned with its priorities. The Networks role in convening, supporting and moving forward initiatives was highlighted through the strong partnerships between the Table of Partners, Network stakeholders and Coordinator and some great work was accomplished.

- Support the development of the Health Network model throughout Vancouver Island via presentations to interested regions, new coordinators and network supports, information, document and process sharing as well as participation in collaborative projects, learning and networking events.
- Signing of the Alberni Clayoquot Working Together to Reduce Poverty Protocol by five local governments.
- Convene a regional Housing meeting for Municipal Leaders and Planners, support subsequent information and UBCM delegation to the Minister.
- Served as a connector of ideas and resources by participation with local initiatives and presentations to the Table of Partners.
- Support the BC Transit Feasibility Study for West Coast Communities through convening, connections to local partners and ongoing communication with nations and local stakeholders.
- Promote a culture of inclusion and collaboration through the Table of Partners, Network model and participation in other local initiates.
- Confirmed a three year agreement for ongoing annual funding with Island Health
- Confirmed two year contract for Coordination services

NETWORK DEVELOPMENT

The ACHN aims to 'network the networks', working with local partners to develop a culture of collaboration and mutual accountability. We see this as an integral part of our role as a network and motivator for social change in the region. This includes but is not limited to activities which provide education, capacity development and opportunities to develop shared language and priorities internally to the Network as well as in the region with community partners.



2018 Network Development Milestones

Communications

- Nine ACHN Presentations to Regional Decision Makers, Community Organizations and Networks
- Website updates, resource additions and new page development

Development of Community Health Network (CHN) Model

- Support to Health Networks and new Coordinators across Vancouver Island Waddington, Oceanside,
 Comox, Nanaimo and Capital Regional District.
- Co-Host the Annual CHN Gathering and Island Wide Learning Day
- CHN booth at Association of Vancouver Island and Coastal Communities Conference
- Participation in development of CHN Evaluation Framework and Alignment Mapping

Table of Partners Development

- Increased information sharing and building of collaborative culture demonstrated through information sharing and connections created during ten annual monthly meetings
- Thirteen presentations from community partners at monthly Table of Partner meeting



KNOWLEDGE AND CAPACITY DEVELOPMENT

We recognize a collective need to move forward on emergent regional issues through education, identification and planning. Regional priorities, such as housing, are complex with a wide range of needs depending on community and demographics. To identify and address these emergent issues we require strategies which combine resources, knowledge and capacity through shared learning, planning and implementation.

2018 Knowledge and Capacity Development Milestones

Convene and support

- Regional Housing Meeting for Municipal Leaders and Planners
- Support UBCM Ministry Delegation and prepare briefing notes

Participate, support and engage in knowledge exchange with

- Coastal Family Resource Coalition, membership on the Executive Committee and co facilitation of the Coastal Family Resource Coalition Coming Together Forum
- Port Ablerni and West Coast Local Action Table for Child and Youth Mental Health
- Alberni Children First Network
- Opioid Working Groups in the Alberni Valley and West Coast
- Alberni Valley Community Stakeholders to End Homelessness
- Climate Change Adaptation Working Groups in Port Alberni and Ucluelet



BUILDING REGIONAL PROSPERITY

Poverty is a complex issue which cannot be addressed by any one organization or initiative. The ACHN has made the commitment to convene leaders and local stakeholders to discuss, identify opportunities, action and evaluate efforts. Our efforts are aimed to ensure the conversation is building, awareness developed and solutions generated, implemented and evaluated in partnership with regional stakeholders.

2018 BUILDING REGIONAL PROSPERITY MILESTONES

Alberni Clayoquot Working Together to Reduce Poverty Protocol

- January 19th Protocol Signing and Community Learning Event with Protocol endorsement by:
 - District of Tofino
 - City of Port Alberni
 - Alberni Clayoquot Region District
- February 5th Protocol Signing with community endorsement by:
 - Toquaht Nation
 - District of Ucluelet
- Ongoing work and support through MP Gord Johns and MLA Scott Fraser

Provincial Poverty Reduction Strategy participation and support

- January 23rd Alberni Valley Community Consultation participation and facilitation
- February 7th Port Alberni Friendship Centre Community Consultation participation and facilitation
- Convening Ucluelet and Tofino community conversations
- Participation in BC Communities Reducing Poverty Community of Practice has have a provided in the Practice when the Practice has have a provided in the Practice when the Practice has have a provided in the
- Attendance at June 2018 Cities Reducing Poverty Conference
- Review and tabulation of ACRD communities feedback in Provincial consultation to inform work moving forward



Leaders commit to poverty fight

work together

solutions to tackle their communities collective lack of afforhability together. Uchaslet's mayor Dianne St. Jacques joined Naomi Mack of the Foquaht First Nation to sign an Alberni-Capout Powerly Reduction protocol agreement on Feb 6. The document had been signed by Toffino, Port Alberni and the Alberni Claysoquot Regional District.

"We all need to recognize the challenges out there and the poverty that is in our region and we need to put our heads together to do what we can," St. Jacques told the Westerly News. "We are neighbours and we do have to help each other and work together as much

as we possibly can.

She said that, by signing the agreement, the communities have committed to collaborate on projects that could have an impact and cited housing, daycare and transportation as key regional

"Right now, it's pretty open to new ideas and thoughts and directions of what we can do," she said. The document stemmed from work

The documents stemmed from work done by the Alberni Clayoquot Health Network, which has been circulating it earound the region for roughly a year. ACHN coordinator Marcie Dwitt said signing the agreement is an ac-



w from left, lickwist mayor bianno St. Jacques and Toquaht First Nation administrator lack sign a Poverty Robection agreement with support from, back row from left, Coun, Bandy Olive and Albumi Claroquet Heath Natwork coordinator Marcia DuWitt.

knowledgement of local leaders that there is a poverty issue in the region and that collaboration is needed to bring change.

See san the protocol axes supers to work together to reduce poverty by asisting in events and campaigns that aise awareness of it and, when possible, obby for resources together. See said the Alberta Clayoquot Re-

highest rate of poverty among B.C.'s 29 regional districts and suggested food and housing costs are two of the biggest hundles to clear.

education and empathy around the poverty issue is a good step.
"I think that everybody has a role to our region; even the smallest action of educating yournelf on what is going or within your community and in you region and having the awareness that there is an issue," she said. "We aren' necessarily able to put ourselves in othe people's shoes and just that in itself i

really great starting point."

Naomi Mack said West Court leaders
are ample access to information that
ighlights the struggles residents are
acing when trying to cover the cost of
aily life and that the Toquaht Nation
clieves it is imperative to work with
the total of the West Court to address

"I really feel that it is important for staying at the table and moving forward to have our communities work together in for more healthy living," she said.

COMMUNITY CONNECTEDNESS

Access to services, community infrastructure and recreation are all key factors in the building of healthy individuals and communities. Our aim is to increase equity in the way individual's access employment, education, healthy food, services and opportunities in the Alberni Clayoquot Region through transportation infrastructure as well as innovative social solutions.



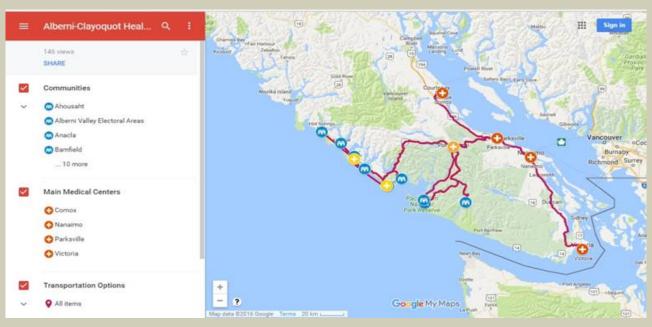
2018 COMMUNITY CONNECTEDNESS MILESTONES

Supporting community transportation champions

- Leadership Vancouver Island West Coast cohort Wheels for Wellness Program volunteer drive and communication improvements
- Input and partner information sharing around Port Alberni HandiDart service discussions
- Information provision and research for alternative transportation models for the Alberni Valley Seniors
 Coop

Convene and Participate

- Support west coast communities BC Transit Feasibility Study, linking local Nations into conversation and ensuring information provision to local partners
- Convene West Coast Transportation Working Group and Regional Round Table meeting
- Vancouver Island Community Health Network Ride Share Node conversations and project exploration
 Participation in Projects and Research
 - BC Healthy Living Association Active Transportation for Rural and Remote Communities research and tool kit development project
 - District of Tofino Multi- Modal Transportation Committee



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BUDGET

In 2018 the ACHN was successful in negotiations with Island Health to continue annual contributions for Network coordination which enabled the Table of Partners to secure a two year contract with the ACHN coordinator, ensuring that the Network momentum would continue to build. The Network has been successful in utilizing the initial investment from Island Health to fund operations and project work positioning the Network in an ideal place moving forward with planning, clear community direction and leveragable resources to fund work and support future funding proposals.

ACHN Budget 2019-2021

ACHN Fiscal Year: Calendar Year

REVENUE	20	18 Actuals	2019	2020	2021	3 Year Totals
1 Reserve Opening Balance	\$	155,045.79	\$126,319	\$91,819	\$57,319	
2 Island Health Funds	\$	80,000.00	\$80,000	\$80,000	\$80,000	
3 Other Grants			\$10,000	\$10,000	\$10,000	
4 Total Revenue & Reserve	\$	235,045.79	\$216,319	\$181,819	\$147,319	\$544,343
BUDGET EXPENSES		2018	2019	2020	2021	3 Year Budge
Operation & Administration		120000000000000000000000000000000000000		100000000		
5 ACHN Communications Strategy	\$	343.10	1,000	1,000	1,000	3,000
Includes: outreach, engagement protocol, one pagers, ACHN stand alone web site development, newsletter, logo development.		10 2150 P3 00 P3 00 APA 005		000000000000000000000000000000000000000	10211407000KNJ	5,57000 to 3000,64600
6 Coordination Contract	\$	80,000.00	80,000	80,000	80,000	240,000
Includes: travel expences, benefits, taxes and business expenses	: 00	5-07-000 COV-07-04-0		22400000A1	12.00.02.00	40.000400
7 ACRD Administrative Support/ Financial Fee	\$	15,000.00	10,000	10,000	10,000	30,000
8 Operating Expenses	\$	648.00	2,000	2,000	2,000	6,000
Includes: A/V rental, printing, office supplies etc.	ı					
9 Advertising	ı		1,000	1,000	1,000	3,000
Includes:newspaper ads for RFP process, website posts						
Capacity Building						
10 West Coast Capacity Building	\$	10,000.00	10,000	10,000	10,000	30,000
11 Barkley Sound Capacity Building	\$	904.80	3,000	3,000	3,000	9,000
12 Network Capacity Building	\$	467.01	2,500	2,500	2,500	7,500
Action Tables & Community Learning Resources	-00			990		300
13 Transportation Action Table	_		5,000	5,000	5,000	15,000
15 ACHN Priorities and Capacity Building Support	\$	324.25	5,000	5,000	5,000	15,000
16 ACHN Community Engagement, Events & Planning	\$	1,039.46	5,000	5,000	5,000	15,000
Total Expenditures	S	108,726.62	\$124,500	\$124,500	\$124,500	\$373,500
Reserve for Carryforward as of December 31, 2021		_				\$22,819

IN KIND SUPPORT

The ACHN relies on the professional support of the Table of Partners members, community groups and members, to gather and distribute information, plan and implement solutions to create the maximum impact on our shared goals. Our In Kind contribution calculations are a modest estimation of the incredible value we receive from our shared collaborative work.

ACHN Budget 2019-2021

In-Kind Contributions	2019	2020	2021
Table of Partners Leadership Table	\$30,330	\$30,330	\$30,330
15 Representatives at Table of Partners Partners time = \$35/hr x 5 hrs x 10 months x 15 = \$26,250			
Travel for outlying communities = \$0.51 x 200 km (average distance for outlying communities by road) x 10 months x 4 partners = \$4,080			
Staff Support - Island Health	\$10,000	\$10,000	\$10,000
Medical Health Officer		171	12.27
Island Health Community Managers and Partners			
Healthy Built Environments Consultant			
Meeting Support: ACRD & Island Health	\$3,000	\$3,000	\$3,000
meeting rooms	24 50	32 32	Makesa 1
teleconference			
videoconference			
Action Tables, Community Learning Resources	\$20,000	\$20,000	\$20,000
staff time, community knowledge holders, content experts, volunteers, meeting support, venues, promotion and knowledge exchange.			
TOTAL	\$63,330	\$63,330	\$63,330

Thank you for your participation in our 2018 activities; we look forward to working with you in 2019!

For questions, more information and inquires please contact the ACHN Coordinator:

achn@acrd.bc.ca

OR

Join the conversation

Website ~ Facebook ~ Newsletter



CITY OF PORT ALBERNI

ECONOMIC DEVELOPMENT MANAGER REPORT

TO:

Timothy Pley, CAO

FROM:

Pat Deakin, Economic Development

Manager

DATE:

For May 13th, 2019 Council Meeting

SUBJECT:

UPDATE ON #ExplorePortAlberni

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

Tim Pley, CÁO

#ExplorePortAlberni

Destination BC has contributed \$11,852 to the second year of the #ExplorePortAlberni cooperative marketing campaign. Alberni Valley Tourism and the City have each invested \$8,511.75 in this work and other parties have contributed smaller amounts to make up the \$33,863 campaign.

- Seekers Media, the social media company contracted to do the work, filmed under three 'themes' last week: 'Ancient Sites' (Kiixin); 'Get High #ExplorePortAlberni' (VI Soaring plus hiking to Valley lookouts); the Arts (Solstice Arts Festival). Two other yet to be determined campaigns will be filmed later this year.
- A video campaign from last year focusing on fishing will be edited for use in an 'Attracting Anglers' initiative to make people aware that Barkley Sound and the Alberni Inlet are open for Chinook while most of the rest of BC coastal waters are closed.
- After an RFP process, we have hired a local contractor, Chris Pouget to create local content for the #ExplorePortAlberni social media channels. The contractor will be responsible for:
 - o posting to Instagram, Twitter and Facebook (five per week/per platform)
 - o creation and management of #ExplorePortAlberni web page and YouTube channel
 - o assisting in the creation of a social media strategy
 - o developing and maintaining a social media calendar
 - providing monthly reports to the City representative
 - creating monthly videos (30 seconds in length) featuring unique people/experiences/initiatives in the Alberni Valley (not being covered by other components)
 - o producing a bi-weekly blog with images featuring stories about locals, the arts, events, etc.
 - monitoring the three #ExplorePortAlberni channels and engaging with followers/commenters
 - monitoring and engaging with other social media channels and groups as deemed appropriate
 - creating unique and current content/images for use in City run initiatives
 - uploading photos to the City's image bank on a monthly basis
 - assisting in the creation and implementation of a training program for social media reporters
- Lastly, we would like to encourage all social media users to visit the #ExplorePortAlberni channels, then 'like', 'share' and 'comment' on the content.

Sincerely.

Pat Deakin, Economic Development Manager



CITY OF PORT ALBERNI

BYLAW SERVICES

TO:

Tim Pley, CAO

FROM:

Flynn Scott

Manager of Bylaw Services

DATE:

May 7th, 2019

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

Tim Pley, CÁO

SUBJECT: Bylaw Services Department Review

Issue:

To provide Council with updated information relating to the progress of the Bylaw Services Department.

Background:

A review of the Bylaw Services Department has been conducted to compare and contrast progress made between January – May 2018 and January – May 2019. The statistics gathered for 2019 reflects a Bylaw Services Department consisting of one manager, two regular fulltime bylaw officers, and one part time administration clerk.

Discussion:

A review of the department is as follows:

	Jan – May 2018	Jan – May 2019	Change (%)	
# of Complaint Calls	146	395	170.55% ^	
Active/Open Files	110 (75% of all files)	89 (22.5% of all files)	52.5% reduction	
Completed Files 36		306	8.5 times more	
# of Tickets Issued	61	421	6 times more	
Fine Amount (\$)*	Amount (\$)* \$5,464		6 times greater	

^{*}Amount for fines issued, not collected.



Over the duration of Jan 2019 – May 2019, the Bylaw Services Department has implemented the following proactive initiatives:

1) Graffiti Removal Program (GRP)

Nov 2018 – May 2019
49
5
44
33
9

2) Enhanced Security Initiative Program (ESIP)

A security enhancement program was developed in late 2018/early 2019 to provide a matching funds grant opportunity. Bylaw Services staff and RCMP determined that for 2018 the program would focus on commercial properties. An application process, checklist, and eligibility requirements were developed by the Bylaw Services Manager. A committee was then formed with a representative of the RCMP to review applications and award the grant to eligible applicants.

A total of **31** local businesses were successfully approved to participate in the matching funds grant opportunity.

Council for the City of Port Alberni has approved an additional \$25,000.00 for the 2019 ESIP matching funds grant. It is anticipated that this program will be reviewed by the committee to consider broadening the scope of applicants to include various zoning or other eligibility requirements.

Recommendation:

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

Respectfully submitted,

Flynn Gray Scott Manager of Bylaw Services



CITY OF PORT ALBERNI

CLERKS DEPARTMENT

TO:

Tim Pley, CAO

FROM:

Alicia Puusepp, Communications

Manager

COPIES TO:

Mayor & Council

DATE:

May 7, 2019

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

Tim Pley, CAO

SUBJECT: Council Support for Urban Communities Partnering for Reconciliation Grant

Issue:

That council provide a resolution supporting the City's application to the Union of BC Municipalities (UBCM) for the 2019 pilot program, Urban Communities Partnering for Reconciliation.

Background:

The City of Port Alberni is located within the traditional unceded territories of ćišaa?atḥ (sis sha ahtah – Tseshaht) and Hupačasatḥ First Nations. In 2017, discussion began at a local level around the issue of reconciliation in Port Alberni following a walk for reconciliation on March 27. By September of 2017, the City of Port Alberni had formed a select committee, known as the Reconciliation Committee, to investigate practical actions for the City and community to help foster reconciliation between indigenous and non-indigenous peoples.

As part of the City's ongoing efforts, City staff is seeking funding opportunities to support reconciliation initiatives, foster positive relations with local First Nations and strengthen awareness and understanding of local indigenous history and culture within the community.

In 2019, UBCM launched a pilot program, Urban Communities Partnering for Reconciliation (UCPR), that aligns with the City's desires by offering funds to eligible Indigenous organizations and local governments who want to create opportunities for in-person dialogue and relationship building to advance collaborative reconciliation plans, protocols, agreements or future projects.

The UCPR pilot program can contribute 100 per cent of the cost of eligible activities to a maximum of \$10,000 to support events and activities that provide a time and place for dialogue to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes.

Discussion:

The City's Reconciliation Committee is preparing its final report for Council's consideration in which it recommends:

"That the City, Tseshaht, Hupacasath and Friendship Centre hold joint community events twice annually. One to be a reconciliation workshop, the other to be a celebration."

- Draft recommendation from 2019 Reconciliation Report

Once presented to and adopted by City Council, City staff will look to implement a number of the recommendations put forward by the committee, including the abovementioned. To mark this next chapter in Port Alberni's journey of reconciliation and support of the Committee's recommendation, City staff propose a cultural celebration for the community held in partnership with Tseshaht and Hupačasath First Nations and the Port Alberni Friendship Centre.

To that end, Council's direction is sought to apply for funding through the UCPR pilot program for the full amount of \$10,000. Should the City of Port Alberni be a successful recipient, City staff will work with the Reconciliation Committee to plan and execute the reconciliation event in coordination with Tseshaht and Hupačasath First Nations and the Port Alberni Friendship Centre.

Recommendation:

That the report from the Communications Manager dated May 7, 2019 be received and Council for the City of Port Alberni support the City's application to the UBCM for funding through the Urban Communities Partnering for Reconciliation pilot program for activities as outlined and its willingness to provide overall grant management.

Respectfully submitted,

Alicia Puusepp Communications Manager



CITY OF PORT ALBERNI

CHIEF ADMINISTRATION OFFICER'S REPORT

TO:

City Council

FILE

FROM:

Tim Pley, CAO

COPIES TO:

Willa Thorpe, Director of Parks, Recreation and Heritage

Cathy Rothwell, Director of Finance Rob Kraneveldt, Supervisor of Facilities

DATE:

May 5, 2019

ATTACHED:

Executive Summary - Stage One Environmental Review Report (Terrawest)

SUBJECT: Stage One Environmental Review Report - McLean Mill

Issue:

The City has received a Stage One Environmental Assessment Report regarding McLean Mill. Council direction is required.

Background:

The City owns McLean Mill National Historic Site. In the early 1990s environmental testing was conducted associated with the site being designated as a National Historic Site. Some environmental remediation work was completed at that time.

In the fall of 2018 work was initiated on the McLean Mill log pond dam. During de-watering of the log pond concerns were raised regarding water quality. The City undertook water and soil sampling inside the log pond. Results from the testing indicated some results exceeding established standards.

The work in the log pond in 2018 also brought to light the need for further remediation work on the log pond dam. The City included in its 2019 Financial Plan \$233,000 for log pond dam remediation works and a Stage One Environmental Review of the entire McLean Mill site. The City retained Dave Clough Consulting to lead on the environmental assessment. Dave Clough contracted Terrawest to conduct the assessment.

A Stage One Environmental Assessment involves a review of historical uses of a site as well as a review of any previous testing and pertinent documentation. A Stage One Environmental Assessment does not involve chemical analysis or testing, but is intended to identify areas of concern that warrant testing and/or further analysis.

If a site or areas within a site are considered contaminated or have potential to be contaminated based on the Stage One Environmental Assessment, a Stage Two Environmental Assessment may be conducted. During a Stage Two Environmental Assessment chemical testing and analysis is



conducted at locations identified as warranted by the findings of the Stage One Environmental Assessment.

Discussion:

The Stage One Environmental Assessment Report identifies 19 locations within the McLean Mill site that warrant Stage Two testing. In a letter to the City Terrawest has categorized the 19 locations into 4 priority groups. The highest priority group includes AEC-5 (Gas and Oil Shed) and AEC-14 (Mill Pond). Terrawest recommends undertaking testing in this priority group in 2019 at the same time as the dam remediation work is being completed. There may be synergies involved in the use of the same equipment for both projects. If this work was to proceed in 2019 the underground fuel tanks located at AEC-5 would be removed at the same time as testing is undertaken.

Terrawest estimates a cost of \$55,513 for a Stage Two Assessment of AEC-5 and AEC-14. Terrawest estimates that a Stage Two Environmental Assessment of all 19 locations of concern would cost approximately \$250,000. The City's Five Year Financial Plan does not include funding for a full or partial Stage Two Environmental Assessment.

Costs for remediation of contamination that could be identified in a Stage Two Environmental Assessment have not yet been determined or estimated.

City staff are investigating the potential for grant funding to offset costs of a Stage Two Environmental Assessment.

Tenders will be issued shortly for remediation work on the log pond dam. Until bids are received it is not known if dam project costs will exceed or be below the City's budget figure for that work.

Recommendation:

That the report from the CAO dated May 5, 2019 be received, and Council for the City of Port Alberni recommend no action be taken pending results of the dam project tender process and investigation of potential grant funding sources.

Timothy Pley
Chief Administrative Officer



ENVIRONMENTAL MANAGEMENT & CONSULTING

STAGE 1 PRELIMINARY SITE INVESTIGATION

McLean Mill 5633 Smith Road, Port Alberni, BC

Prepared For:

City of Port Alberni on behalf of D.R. Clough Consulting

Prepared By:

TerraWest Environmental Inc.

Project File: DCMM19-01

This Stage 1 PSI report may be submitted for Contaminated Sites Approved Professional review and subsequently submitted to the BC Ministry of Environment under the formal Contaminated Sites Regulation

April 18, 2019

TERRAWEST ENVIRONMENTAL INC.

Regional: 3148-F Barons Road, Nanaimo, BC V9T 4B5 Tel. 1.866.500.1553 Fax 250.389.1554 Email info@terrawest.ca



Stage 1 Preliminary Site Investigation
City of Port Alberni on behalf of D.R. Clough Consulting
5633 Smith Road, Port Alberni, BC
TerraWest Project: DCMM19-01

EXECUTIVE SUMMARY

TerraWest Environmental Inc. (TerraWest) was retained by The City of Port Alberni on behalf of D.R. Clough Consulting (the 'Client') to complete a Stage 1 Preliminary Site Investigation (PSI) of the property located at 5633 Smith Road, Port Alberni, BC herein referred to as the 'Subject Property' and/or the 'Site'.

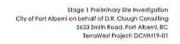
At the time of this Stage 1 PSI, the Subject Property was operating as the McLean Mill National Historic Site. The Site was comprised of a historical-steam powered sawmill, open to the public with access to the property via rail and car from Port Alberni, BC. Operations on Site included seasonal historical logging and milling demonstrations, camping, event rentals, as well as a fish hatchery.

The Subject Property operated as a steam sawmill from 1927 to 1965 by the R.B. McLean Lumber Company. Operations included rail and truck transport of logs to Site, unloading into a constructed mill pond, milling of logs through steam powered operations, and shipment of finished lumber to markets via rail and truck.

Once operations ceased after 1965, the property remained vacant with no activities until 1989, when the Site was declared a National Historic Site for its association with the forest industry in British Columbia. During the early 1990s extensive restoration and conservation works began on the Site's buildings, former structures and equipment.

In 2000, the Site officially opened to the public as a tourist destination on Vancouver Island to showcase an example of early 20th century sawmill and logging operations. These operations have continued to present day with seasonal logging and milling demonstrations.

Based on the research and investigations for this Stage 1 PSI, TerraWest has identified the following areas of potential environmental concern (APECs) and previously identified areas of environmental concern (AECs). The APECs and AECs are described in the table below with reference to specific potential contaminants of concern (PCOCs) and contaminants of concern (COCs):





AEC/ APEC #	Activity Description	Possible Mechanisms of Contamination	Media- PCOCs/ COCs
AEC 1 (on-Site)	Blacksmith Shop-29- formerly used to produce babbitted bearing and filing saw blades from 1927- 1965. Demonstration activities occurring periodically within the building since 2000 to present (BE-pers.comm.). Envirochem 1994, identified metals contamination in soil. Soil remediation works were completed in 1995 by Envirochem. Review of analytical confirmation samples exceeded current applied standards. See Sections 3.2.4, 3.2.8, 3.2.9, Tables 1, 2, 4, 5, and 12 and Figure 4 for further details.	Manufacturing of metal products	Soil COC - select metals Groundwater PCOC - select metals
AEC 2 (on-Site)	Grease Rack/Pit & Small Parts Shed-33- former location of vehicle maintenance between 1927-1965. Observed soil staining over ground and stored metal and oil pails outside shed during 1994 Envirochem investigations. Soil remediation works were completed in 1995 by Envirochem. Review of analytical confirmation samples from remaining soils exceeded current applied standards. See Sections 3.2.8, 3.2.9 and Table 1 and Figure 4 for further details.	Vehicle repair and maintenance	Soil COC and PCOC - BETXSM, VPH, PAHs, LEPH, HEPH select metals Groundwater PCOC - PAHs, LEPH, HEPH select metals Vapour PCOC - VOCs
AEC 3 (on-Site)	The Mill-21- associated mill equipment where extensive oil staining was visible during Envirochem investigations in 1994. COCs included metals, oil and grease and TEH. Soil remediation works were completed in 1995 by Envirochem. Review of analytical confirmation samples exceeded current applied standards. See Sections 3.2.3, 3.2.8, 3.2.9. and Table 2, 4, 5, and 7 and Figures 4 & 5 for further details.	Sawmilling operations	Soil COC - PAHs, LEPH, HEPH, select metals Groundwater PCOC - PAHs, LEPH, HEPH, select metals Vapour PCOC - VOCs
AEC 4 (on-Site)	Garage-32- former service pit, oil staining over garage floor, and abandoned heating oil tank under lean-to. Envirochem 1994, completed soil investigations for metals and MO&G and a limited groupdwater investigation for dissolved metals. IEH, BTEX, and		Soil COCs - PAHs, LEPH, HEPH, select metals Groundwater PCOC - PAHs, LEPH, HEPH, select metals Vapour PCOC - VOCs



AEC/ APEC #	Activity Description	Possible Mechanisms of Contamination	Media- PCOCs/ COCs
	for further details.		
AEC 5 (on-Site)	Gas and Oil Shed-31- three gasoline USTs are located beneath the shed. One diesel AST located behind the shed. Envirochem completed soil investigations in 1994 for metals and MO&G and groundwater investigations for BTEX, and Chlorinated Phenols. Review of analytical samples exceeded current applied standards. See Sections 3.2.2, 3.2.3, 3.2.8 and Tables 3 and 10 and Figures 4 & 5 for further details.	Petroleum storage in underground (UST) and above ground (AST) tanks-fuel transfer area.	Soll COC and PCOC - BETSMX, PAHs, LEPH, HEPH, select metals Groundwater PCOC - PAHs, LEPH, HEPH, select metals Vapour PCOC - VOCs
AEC 6 (on-Site)	Former Donkey Engine and Machine Shop Area-38 & 34- Envirochem 1994 report identified the following: a small AST containing hydraulic oil within the donkey engine. Minor soil staining observed beneath the engine. Scrap metal and two full 45- gallon drums outside machine shop. Envirochem 1994, completed soil investigations for metals and MO&G. Review of analytical samples exceeded current applied standards. See Sections 3.2.8 and Table 3 and Figure 4 for further details.	Petroleum storage in AST and surface staining from spilling or equipment loss.	Soil COC - PAHs, LEPH, HEPH, select metals Groundwater PCOC - PAHs, LEPH, HEPH, select metals Vapour PCOC - VOCs
AEC 7 (on-Site)	Generator Building (Millwright) and Oil Shed-27 & 28- location of former millwright shop and former oil shed east of mill, now location of diesel water pump for fire protection system. Envirochem 1994, completed soil investigations for metals and MO&G and groundwater investigations for metals, Chlorinated phenols, and BTEX. Review of analytical confirmation samples exceeded current applied standards. See Sections 3.2.8 and Tables 4, 8, and 11 and Figure 4 for further details.	Petroleum and equipment storage and use.	Soil COC - PAHs, LEPH, HEPH, select metals Groundwater PCOC - PAHs, LEPH, HEPH, select metals Vapour - VOCs
AEC 8 (on-Site)	Dip Tank/Loading Deck Area-17- surrounding rail spur, loading deck and dip tank. Former location of wood treatment product, former location of oil water separator system and stored barrels with ground staining. Envirochem 1994, completed soil investigations for metals, MO&G, PAHs, chlorinated phenols and groundwater investigations for metals,	Chemical wood treatment location and petroleum storage and transfer area.	Soil COC and PCOC - PAHs, LEPH, HEPH, select metals, chlorinated phenols Groundwater PCOC - PAHs, LEPH, HEPH, select



Stage 1 Preliminary Site investigation City of Port Alberni on behalf of D.R. Clough Consulting 5633 Smith Road, Port Alberni, BC TerraWest Project: DCMM19-01

.

AEC/ APEC#	Activity Description	Possible Mechanisms of Contamination	Media- PCOCs/ COCs
	and chlorinated phenols. Review of analytical confirmation samples exceeded current applied standards. See Sections 3.2.3, 3.2.4, 3.2.8, 3.2.14, 4.0 and Tables 3, 6, and 7 and Figures 4 & 5 for further details.		metals, chlorinated phenols Vapour PCOC - VOCs
AEC 12 (on-Site) North of Mil Pond- formal description of historical activity in the area was not provided in the 1994 Envirochem report. Envirochem 1994, completed soil investigations for metals and MO&G. Review of analytical samples exceeded current applied standards. See Sections 3.2.8, 3.2.9, and Table 3, for further details.		Not identified through investigations.	Soll COC – select metals Groundwater PCOC - select metals
AEC 13 (on-Site)	Scrap Burner-24- former location of scrap burn pile between 1927-1965. Used sporadically as a burn pile for scrap wood and sawdust between 2001-2018. Envirochem 1994, completed soil investigations for metals, MO&G and PAHs. Review of analytical confirmation samples exceeded current applied standards. See Sections 3.2.8, 3.2.9. and Table 5 and Figure 4 for further details.	Mill waste burning over open ground.	Soil COC and PCOC - select metals , PAH/LEPH/HEPH Groundwater PCOC- select metals
AEC 14 (on-Site)	The Mill Pond- used in the operation of the mill for floating logs from 1927 to 1965 and again between 2001-2018 after pond dredging occurred in the late 1990s. TerraWest 2018, completed sediment sampling for hydrocarbons, metals, polychlorinated phenols, dioxins and furans and surface water investigations for hydrocarbons, and metals. Review of analytical resulted indicated select exceedances when compared to applied standards. See Section 3.2.3 and 3.2.17 and Figures 5 for further details.	Historical sawmill operations.	Sediment COC - Select PAHs, select metals, PDCC/F
APEC 15 (on-Site)	Transformers-26- three historical transformers located south of the mill building, used between 1949-1965. Section 3.2.3 notes that the transformers have been tested and results indicate PCB levels were below 50 ppm, current soil standards are between 1.5 and 35 ppm. Analysis of results were not provided in the report.	Transfer and or leakage of transformers during former operations	Soil PCOC - PCBs, PAHs, LEPH, HEPH



Stage 1 Preiminary Site Investigation City of Port Alberni on behaf of D.R. Claugh Consuling 5633 Smith Road, Port Alberni, 8C TerraWest Project: DCMM19-01

AEC/ APEC #	Activity Description	Possible Mechanisms of Contamination	Media-PCOCs/ COCs
	Anecdotal information indicated that transformers may have been taken off-Site, emptied and returned to the Subject Property (TP-pers.comm.).		
AEC 16 (on-Site)	Site office (Arnold McLean House)-7- formerly residential and office building, subject of environmental investigation and soil remediation, by HBT AGRA, due to an accidental release of stove oil from an AST at the rear of the building, See Section 3.2.7.	Petroleum storage leak to ground.	Soil COC - PAHs, LEPH, HEPH Groundwater PCOC - PAHs, LEPH, HEPH Vapour PCOC - VOCs
APEC 17 (on-Site)	Buried Fuel Rail Car- located west of logging deck, Identified within previous letter on environmental concerns within the Subject Property, see Section 3.2.14. Anecdotal information identified its potential use as a former septic tank.	Historical petroleum storage, industrial septic system.	Soil PCOC - PAHs, LEPH, HEPH Groundwater PCOC - PAHs, LEPH, HEPH Vapour PCOC - VOCs
APEC 18 (on-Site)	Boller Discharge Location- Steam boilers used in the operation of the mill between 1927-1965 and again between 2001 and 2018. It is not known if the former or current functioning boiler is connected to appropriate discharge facilities (BE, TP, JA-pers.comm.). Blowdown discharge has the potential for metals to be discharged with water.	Blowdown discharge containing select metals	Soil PCOC - select metals Groundwater PCOC- select metals
APEC 19 (on-Site)	Fuel Tanker Car-18- Bunker C fuel storage and transfer area from		Soil - PAHs, LEPH, HEPH Groundwater - PAHs, LEPH, HEPH Vapour - VOC

BTEXSM – benzene, toluene, ethylbenzene, styrene, methyl Houlyl ether LEPH – light extractable petroleum hydrocarbons PDCC/F-polychlorinaled dloxhs and furans

EPH – Extractable petroleum hydrocarbons HEPH – heavy extractable petroleum hydrocarbons VOCs – votafile petroleum compounds

PAHs – polycyclic aromatic hydrocarbons PCBs- Polychlorinated biphenyls

sol vapour parameters; benzene, ethybenzene, toluene, mit p-xylenes, o-xylenes, total xylenes, n-hexane, n-decane. VPH (C6-C13), naphthalene, 1,3,5-trimethybenzene, 1,2,4-trimethybenzene, 1,3,5-trimethybenzene, 1,2,4-trimethybenzene, 1,3,5-trimethybenzene, 1,2,4-trimethybenzene, 1,3,5-trimethybenzene, 1,2,4-trimethybenzene, 1,3,5-trimethybenzene, 1,3,5-trimethybenz

1994 and 1995 reports reference analyses and criteria for Mineral Oil and Grease (MO&G) and Total Extractable Hydrocarbons (TEH). There are no current standards for these parameters and are captured within, although not directly comparable to, the current LEPH, HEPH and PAHs. Therefore samples with levels of MO&G or TEH in excess of Level B criteria were considered COCs for LEPH/HEPH and PAHs.



Stage 1 Preliminary Site investigation City of Part Alberni on behaft of D.R. Clough Consuling 5633 Smith Road, Part Alberni, BC TerraWest Project: DCMM19-01

TerraWest recommends a Stage 2 PSI to investigate and delineate the soil, vapour, and groundwater in the APECs and AECs listed above and to compare concentrations of PCOCs and COCs, if present, to the applicable standards.

As per WorkSafeBC, Occupational Health and Safety, and/or municipal or district guidelines, a Hazardous Material Assessment may be required prior to any renovations, modifications, or demolition activities to on-Site buildings or other structures.



CITY OF PORT ALBERNI

PUBLIC WORKS DEPARTMENT

To:

Tim Pley, CAO

From:

Wayne Cheveldave, Mechanical Services Superintendent

Cathy Rothwell, Director of Finance

CC:

Davina Hartwell, City Clerk

Wilf Taekema, Director of Engineering &

Public Works

Date:

April 30, 2019

SUBJECT:

Tender Award for New Tandem Axle Dump Truck with Snow Plow Package -

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

Tim Pley, CAO

Tender 004-19

Issue:

Council's consideration is required regarding the award of a tender for one new Tandem Axle Dump Truck with Snow Plow Package

Background:

The City received tender bids from five companies in response to Tender 004-19. One submission from a proponent in Armstrong, BC, was not compliant.

All bid price proposals included trading in the City's 2002 Volvo Dump Truck with no attachments. The City holds \$184,727.00 in the Equipment Replacement Reserve Fund for this purchase.

P and R Truck Centre – Duncan (Freightliner 114SD)	\$202,864.56 plus taxes
Harbour International Trucks – Nanaimo (International HV607)	\$207,166.60 plus taxes
Berk's Intertruck Ltd. – Nanaimo (Volvo VHD64B)	\$213,090.00 plus taxes
P and R Truck Centre – Duncan (Western Star 4700SB)	\$214,738.72 plus taxes
Peterbilt Pacific Inc. – Lantzville (Peterbilt 367)	\$215,429.00 plus taxes)

Discussion:

Most of the City's larger equipment replacements are funded through the Equipment Replacement Reserve Fund (ERRF). When equipment is purchased, a replacement cost and term of useful life are estimated and an annual allowance is determined, which is then paid into the reserve fund. Interest is earned through investing of principle funds over a number of years. Ideally, when equipment reaches the end of its useful life, the replacement is fully funded by annual contributions to ERRF and interest earned.

REGULAR COUNCIL AGENDA - MAY 13, 2019

The replacement cost estimate is at best, an estimate, and subject to external influences, for example, steel prices, US dollar exchange, etc. The result may be that the replacement equipment is short funded to some degree. Often this is mitigated through the sale of equipment, where the proceeds from the sale are deposited back into the fund, better than expected trade in value, or through investment return increases.

In the case of this purchase, annual contributions to ERRF and interest earned on those funds is short of the purchase price by \$18,137.56. There are adequate funds in the ERRF to cover that shortfall.

Recommendation:

That the report dated April 30, 2019 be received, and Council for the City of Port Alberni award Tender 004-19 for a New Tandem Axle Dump Truck with Snow Plow Package (including trade in of 2002 Volvo Dump Truck) to the low bidder, P and R Truck Centre (Freightliner 114SD) in the amount of \$202,864.56 plus taxes with funds from the Equipment Replacement Reserve Fund.

Respectfully submitted

Wayne Cheveldave Mechanical Services Superintendent

Cathy Rothwell Director of Finance



CITY OF PORT ALBERNI

PUBLIC WORKS DEPARTMENT

To:

Tim Pley, CAO

From:

Wayne Cheveldave, Mechanical Services Superintendent

Cathy Rothwell, Director of Finance

cc:

Davina Hartwell, City Clerk

Wilf Taekema, Director of Engineering &

Public Works

Date:

April 30, 2019

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

Tim Pley, CAO

SUBJECT:

Tender Award for New 4 Wheel Drive Tractor with Side Boom Flail Mower -

Request for Proposal 006-19

Issue:

Council's consideration is required of the awarding of contract to supply one new 4-wheel drive tractor with side boom flail mower

Background:

Two proposals were received in response to RFP 006-19, one from Rollins Machinery and one from Prairie Coast Equipment. Both bid prices include the trading in of the City's 2004 New Holland Tractor with Tiger Flail Mower. The City holds \$196,200.00 in the Equipment Replacement Reserve Fund for this purchase.

Rollins Machinery – Duncan New Holland Tractor with Tiger Side Mount Boom Mower	\$214,000 plus taxes
Prairie Coast Equipment – Nanaimo John Deere Tractor with Diamond Side Mount Boom Mower	\$256,075.00 plus taxes

Discussion:

Most of the City's larger equipment replacements are funded through the Equipment Replacement Reserve Fund (ERRF). When equipment is purchased, a replacement cost and term of useful life are estimated and an annual allowance is determined, which is then paid into the reserve fund. Interest is earned through investing of principle funds over a number of years. Ideally, when equipment reaches the end of its useful life, the replacement is fully funded by annual contributions to ERRF and interest earned.

The replacement cost estimate is at best, an estimate, and subject to external influences, for example, steel prices, US dollar exchange, etc. The result may be that the replacement equipment is short funded to some degree. Often this is mitigated through the sale of equipment, where the

REGULAR COUNCIL AGENDA - MAY 13, 2019

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proceeds from the sale are deposited back into the fund, better than expected trade in value, or through investment return increases.

In the case of this purchase, annual contributions to ERRF and interest earned on those funds is short of the purchase price by \$17,800.00. There are adequate funds in the ERRF to cover that shortfall.



Recommendation:

That the report dated April 30, 2019 be received, and Council for the City of Port Alberni award Request for Proposal 006-19 for a New 4 Wheel Drive Tractor with Side Boom Flail Mower (including trade in of the City's 2004 New Holland Tractor and Tiger Flail Mower) to Rollins Machinery in the amount of \$214,000 plus taxes with funds from the Equipment Replacement Reserve Fund.

Respectfully submitted

Wayne Cheveldave Mechanical Services Superintendent

Cathy Rothwell Director of Finance



CITY OF PORT ALBERNI

CHIEF ADMINISTRATION OFFICER'S REPORT

TO:

City Council

FILE

FROM:

Tim Pley, CAO

COPIES TO:

Katelyn McDougall, Manager of Planning

Davina Hartwell, City Clerk

DATE:

May 7, 2019

ATTACHED:

Draft RFP Document

SUBJECT: RFP - Harbour View Lands

Issue:

Council consideration is required of a draft Request for Proposals document for the Harbour View lands.

Background:

At a regular meeting on March 11th, 2019 Council directed that an RFP document be developed for Council's consideration for the City-owned Harbour View lands. Previous to that meeting Council had received public input on the matter via an online public participation process and at a Committee of the Whole meeting on February 19th, 2019.

Discussion:

The attached draft RFP document is provided for Council's consideration.

Recommendation:

That the report from the CAO dated May 7, 2019 be received.

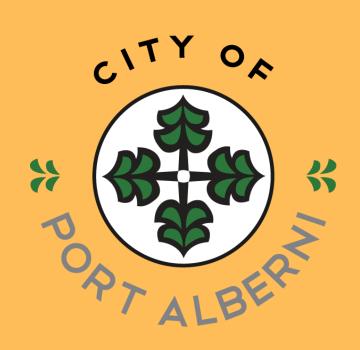
Council direction is requested.

Timothy Pley

Chief Administrative Officer







HARBOUR VIEW LANDS

5350 ARGYLE ST AND 3050 KINGSWAY AVE

THE CITY OF PORT ALBERNI • 4850 ARGYLE ST.

PORT ALBERNI, BC V9Y 1V8

p: 250.723.2146

f: 250.723.1003

e: citypa@portalberni.ca

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1. Introduction

1.1. SUMMARY OF KEY INFORMATION

RFP Title:

RFP #XXXX- Harbour View Lands

Contract Person:

Davina Hartwell, City Clerk Telephone: 250.720.2810

Fax: 250.723.1003

e-mail: davina_hartwell@portalberni.ca

Submission Documents:

One (1) hard copy of the proposal, bound form (with any architectural renderings, plans or sketches in a form no larger than 11" x 17" paper) and one (1) complete copy of the proposal in electronic "PDF" form

Submission Deadline:

4:00 PM on **DAY MONTH DATE**, 2019

Submission Location:

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

Delivery Hours:

Deliveries will be accepted at the submission location on weekdays (excluding Statutory Holidays) from 08:30 PM to 4:30 PM (local time).

HERE'S WHAT YOU NEED TO KNOW ABOUT PORT ALBERNI AND OUR COMMUNITY

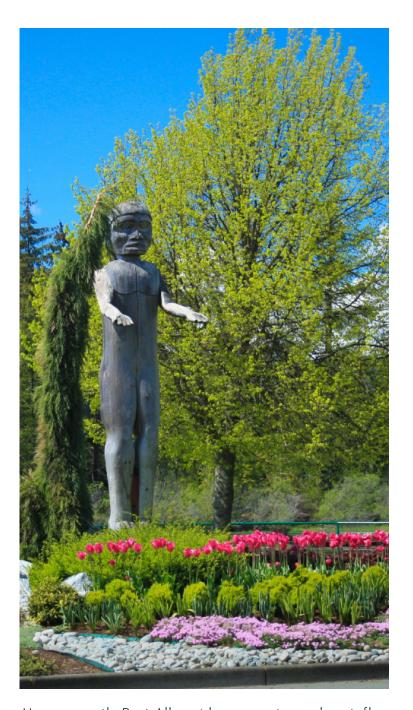
1.2. OUR COMMUNITY

Port Alberni is a community of 17,500 people located on the Alberni Inlet and is connected to the rest of the island by Highway 4 which runs east and west. Every year, approximately 1 million people travel Highway 4 on their way to and from Tofino, Ucluelet and the Pacific Rim National Park (Long Beach).

Approximately 20% of the community's labour force works in the forest industry. A small marine industry serves the commercial and sports fishing fleets and the aquaculture industry. The city is diversifying into other sectors of the economy including tourism, post-secondary education, healthcare, the retirement industry and the arts. Major employers include Western Forest Products, the Vancouver Island Health Authority, School District 70, Catalyst Paper Inc., and the Coulson Group of Companies.

Over the last 5 years a significant number of investments in the community totaling more than \$100 million have been made by the School District, the Port Alberni Port Authority, several First Nations, many private sector companies and the City.

In the last few months redevelopment and several purchases of key properties in and around Uptown have generated a continued air of optimism for revitalizing the area.



More recently Port Alberni has experienced an influx of new residents and inquiries about the community. New residents are seeking out the Alberni Valley as a desirable place to live. Our waterfront community is perfectly located in the heart of Vancouver Island. With the arrival of new residents the community is seeing a shift in focus and new development opportunities in the city.

1.3. OUR OBJECTIVE FOR ISSUING THE RFP

- Maximize the public benefit from these lands.
- To sell the lands in whole to the successful proponent.
- To obtain the highest possible investment in the community in terms of both job creation and capital investment.
- To encourage a development that will attract more people to the Uptown and Harbour Quay areas.



2. Site Description

2.1. ZONING

The existing zoning of the Harbour View properties is C7 - Core Business. The full description for this zoning with all permitted uses is attached in Section 7.

The general purpose of the C7 zoning is to establish and maintain vibrant mixed use commercial core area with attention to providing goods and services to residents, the traveling public and tourists.

The two properties are also located within the Development Permit Area #2 - Commercial. The intent of the development permit area is to ensure high quality development in a part of the city that is highly visible and assumed to have implications for community image.

More information about the development process may be found on the City's website at: http://www.portalberni.ca/planning

2.2. THE PROPERTIES

Located at 5350 Argyle Street and 3050 Kingsway Avenue the Harbour View properties are some of the most attractive parcels of land in Port Alberni at this time, ready for the right development opportunity.

The lots, which when combined are approximately 0.876 hectares (2.166 acres), currently consists of a gravel parking area, a grass and treed area and a public laneway. An existing lane separates the two properties with overhead BC Hydro, Telus and cable lines.

The lots boast sweeping views of the Alberni Inlet and the many mountain ranges that enclose the Alberni Valley. The lots are conveniently situated between two desirable districts, Harbour Quay and the Uptown arts district, and are also near two marinas, theatres, restaurants, and a heritage train station. Overall the area is a mix of Commercial, Light Industrial, Tourist and Residential Uses.

3. Format of Proposals

3.1. OWNER REPRESENTATIVE

The City Clerk, as the City of Port Alberni (Owner) representative is authorized to communicate and officially deal with Proponents and all Proponents must communicate and deal with that person only. The City Clerk is:

Mrs. Davina Hartwell, City Clerk

City of Port Alberni 4850 Argyle Street

Port Alberni, BC V9Y 1V8 Telephone: 250.720.2810

Fax: 250.723.1003

e-mail: davina_hartwelleportalberni.ca

The Owner representative may involve other City Managers and staff in meetings and discussions with proponents and in evaluations of submissions received. Proposals and their evaluations will be considered by City Council.

3.2. SUBMISSION REQUIREMENTS

Proposals must be submitted in the format described below, and must contain all of the information required by this RFP to help facilitate comparison and evaluation of the proposals received.

- i) Letters of Transmittal (signed by the principals of the firms included in the proponent's team).
- ii) Table of Contents (and list of figures and appendices if applicable).
- **iii) Executive Summary** (describing the nature and components of the proposed business and how it meets the City's objectives as set out in Section 1.2. of this RFP).
- **iv) Proponent Identification** (description of owners, members, firms or individuals, to be involved in the proposed operation along with the proposed legal structure).
- v) Details of the Qualifications and Experience of the Proponents
- vi) Proposed Business/Operation Plan
- vii) Proposed Improvement Plans, Building Renderings, and Other Sketches
- viii) Evidence of Financing Capacity
- ix) Assessment of the Economic Benefits for the Proposed Development
- x) Specific Requests of the City of Port Alberni Being Made by the Proponent

Proposals should be well organized and written in a concise, clear, complete and legible manner. One (1) hard copy, bound form (with any architectural renderings, plans or sketches in a form no larger than 11" x 17" paper) and one (1) complete copy of the proposal in electronic "PDF" form must be submitted to the Owner's representative.

Proposals will be received by the Owner's representative before and up to **4:00 PM on DAY MONTH DATE, 2019**. Any proposal received after this date and time may or may not be considered, which will be determined at the City of Port Alberni's discretion.



4. Evaluation Process

4.1. EVALUATION PROCESS

Prior to consideration by City Council all proposals submitted in response to this RFP will be evaluated by a team of City Managers and staff. All criteria considered by the evaluation team will be applied evenly and fairly to all Proposals. The successful proponent will:

- Have proven education, skills and experience
- Have demonstrated the ability to produce a high quality and innovative development that incorporates some or all of the following:
 - o Preservation and retention of trees on site
 - o Acknowledgement of history and value of site to first nations
 - o Sustainability and energy efficiency in building design
 - o High quality open space/public space
 - o Connection to the surrounding areas (Uptown and Harbour Quay)
 - o Unique building design and use that inspires the future of waterfront development in Port Alberni
- Have demonstrated that they have knowledge of the values of the community reflected within the proposal
- Have demonstrated the need for the type of project being proposed
- · Have offered a fair price for the land

4.2.EVALUATION CRITERIA

The following list of criteria will be considered by the evaluation team and will be applied evenly and fairly to all Proposals.

- Comprehensiveness of the development proposal
- · Level of capital investment
- Short and long term job creation
- Evidence of completion of similar projects
- · Other economic benefits to the community
- Degree to which the mature trees on the property are retained and/or incorporated in the development proposal
- Developer's commitment to the responsibilities for on-site services and construction
- Timeline for development and operation
- Experience and qualifications of key members of the Proponent's team
- Evidence of financial capacity of the Proponent to fund the development
- Demonstrated financial commitment to the development
- Price offered for the property

4.3. WEIGHTING OF CRITERIA

The evaluation team may give such weight to the evaluation criteria as it sees fit. The evaluation team may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent's Proposal to another Proponent's Proposal. The evaluation criteria may be revised by the City at any time without notice to Proponents.

4.4. SELECTION OF PREFERRED PROPOSAL

Selection of the preferred proposal will be the decision of City Council. A proposal deemed at Council's sole discretion to be the most advantageous to the City of Port Alberni may be selected. The City, at its sole discretion may choose to negotiate with one (or more) proponents with the intent of achieving a greater public benefit for the community. City Council, at its sole discretion may choose to reject all proposals.

4.5. NOTES TO POTENTIAL RESPONDENTS

Factors to be considered in response include:

- a. The existence of an active industrial road below the Kingsway property and between that property and the harbour. This industrial road is also at the western edge of the Argyle property.
- b. Western Forest Products' ownership of the slope immediately to the west of the Kingsway property.
- c. The degree to which the mature trees on the Kingsway and Argyle properties are retained and/or incorporated in the development. This factor has also been included in the evaluation criteria and is re-emphasized for its importance to the community.
- d. The two parcels of land are currently separated by a City owned right of way. Depending upon how the site is developed the City may need to maintain an easement for service provision, or for access to adjacent sites.
- e. The availability of other undeveloped land near to and adjacent the properties
- f. Any proposed rezoning, lot consolidation, subdivision, development variance, development permit, building permit and/or any other planning process will be considered separately from the RFP process. Further clarification about any planning process may be provided upon request.







5. General Conditions

5.1. QUESTIONS ABOUT THE REQUEST FOR PROPOSAL

If a Proponent has any questions about the content of this RFP, or about any matters relating to it (including as to any clarification, errors or omissions of or in this RFP), the question must be directed in writing, and not verbally, to Mrs. Hartwell at the contact address set out in Section 6.2.3. before **4:00 pm (local time) on DAY MONTH DATE, 2019.**

5.2. REQUEST FOR PROPOSAL CLARIFICATION

The Owner's representative will answer all questions in writing, and will provide a copy of all questions and answers, to each of the Proponents who have received copies of this RFP (unless they have specifically advised the Owner's representative they do not intend to submit a response to the RFP), and Proponents who have expressed interest in the RFP, no later than **DAY MONTH DATE**, **2019.**

5.3. ADDENDA

The Owner is entitled to issue written addenda changing this RFP at any time prior to **DAY MONTH DATE**, **2019**. Addenda may be issued only by the Owner's representative, Davina Hartwell. Addenda will only be issued to Proponents who have advised the Owner as having received a copy of this RFP and as having an intention to respond. No change to this RFP is effective unless undertaken by an addendum issued under this section.

5.4. PROPONENT REPRESENTATIVE

Each Proponent must advise Mrs. Hartwell (by email and by letter) of the name, business address, email address, telephone and fax number for an individual who is designated as the Proponent's representative for the purposes of this RFP.

The Proponent's representative is the only person authorized to communicate with the Owner for the purposes of this RFP and the owner is not required to communicate or otherwise deal with any other person on behalf of the Proponent. If the Proponent fails to provide Mrs. Hartwell the name of their representative, the Owner assumes no responsibility for providing RFP Clarifications or Addenda.





5.5. ACCESS TO THE PREMISES

The Proponent may visit the properties at any time. If the Proponent wishes to have an Owner representative present at the time of their visit, a request must be made of Mrs. Hartwell, during business hours between **DAY MONTH DATE**, **2019 and DAY MONTH DATE**, **2019**. The Owner's representative is entitled to impose such terms and requirements as a condition of authorizing such access, as the Owner's representative considers necessary or desirable and will be or will have someone else available to attend all site visits as required. Any questions asked at the site visit and any answers provided, will be noted and directed to other registered Proponents.

5.6. DEADLINE FOR SUBMISSIONS

Proposal submissions will be accepted until 4:00 PM DAY MONTH DATE, 2019.

5.7. LEGAL RELATIONSHIP CREATED BY NATURE OF THIS REQUEST FOR PROPOSAL

Neither this RFP nor the submission of a proposal by a Proponent is intended to create a legal relationship between, or any duties or obligations on the part of the Owner or a Proponent.

This RFP is an invitation to treat. If the Owner decides upon receipt and review of proposals to explore, negotiate or otherwise interact with any Proponents, it may do so, and until a written offer is made and accepted under the seal of the Owner, by resolution of its Council, no contractual relationship of any kind will exist.

In considering any proposals received whether compliant to this RFP none of the Proponents as it sees fit and may ultimately contract with one or more of the Proponents, or with none of the Proponents as in its unfettered discretion it considers desirable.

This RFP does not impose on the Owner any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the Owner is expressly permitted or required by this RFP to "act reasonably", the Owner is entitled to act in its sole, absolute and unfettered discretion.

5.8. CONFIDENTIALITY OF PROPOSALS

The Owner is subject to the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the Owner, subject to the specific exceptions in the right set out in the Act. The Owner will receive all proposals submitted in response to this RFP in confidence, including for the purposes of S.21 of the Act. Because of the right of access to information created by that Act, the Owner does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act.

5.9. PROPRIETARY INFORMATION

If a Proponent considers that any part of its proposal is proprietary, including by reason of it being copyright, the proposal must clearly identify any portion of it that is considered proprietary.

5.10. RESPONSIBILITY OR LIABILITY

The Owner accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or verbal information communicated or made available for inspection by the Owner (including through the Owner's representative of any other individual) and no representation or warranty, either expressed or implied, is made or given by the Owner with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any proponent or any other person on the RFP or any other such information as is described in this paragraph is solely that of each Proponent.

Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, engineering and other advice with respect to the contents of the RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal to the Owner is deemed to have released the Owner from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of the RFP or any such information as it described in this paragraph.

Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable to understand the requirements of the RFP and to prepare and submit its proposal.

5.11. COMPLIANCE WITH REGULATIONS

The successful Proponent(s) will be responsible for complying with all municipal, provincial, and federal statutes, regulations, bylaws, and permits.

5.12. SUMMARIZED SCHEDULE

The table below summarizes the schedule of events which are key to this process. Every effort will be made by the City to adhere to this schedule, and any schedule adjustments that have to be made will be communicated.

XXXX, 2019	Request for Proposal Issued
XXXX - XXXX 2019	Site Viewings by Appointment
XXXX, 2019 (4:00 pm)	Deadline for Respondents to Submit Questions in Writing
XXXX, 2019	Deadline for Owner to Issue Written Addenda to Change RFP
XXXX, 2019	Deadline for Owner to Issue Written Responses to Questions
XXXX, 2019 (4:00 pm)	Deadline for Proposals to be Submitted
XXXX	Proposal Evaluation Period
XXXX	Notice of Award
XXXX	Notification to Unsuccessful Bidders

6. Terms of Agreement

6.1. FURTHER PROCESS LEADING TO CONTACT

The Owner may negotiate with, and invite further offers from, any of the Proponents whose proposals best meet the objectives of the City. The Owner may, but is not obligated to make an offer for the sale of the Kingsway and Argyle properties to any Proponent. Acceptance by a Proponent or Proponents in writing of that offer according to its terms will create legal relations.

6.2. GENERAL CONDITIONS

- **6.2.1.** The land is offered "as is" and the City makes no representation and will take no responsibility with respect to the condition of the property.
- **6.2.2.** All Proponents are advised that an agreement will not be signed until and unless:

The successful Proponent submits, within two weeks of the City's acceptance of the offer, a Letter of Commitment from a recognized financial institution acceptable to the City. This letter shall confirm that the Proponent has funds necessary or has approval for borrowing funds necessary, to purchase the lands and carry the proposed development and operation through to completion.

6.2.3. All submissions should be clearly marked as follows:

"Response to Request for Proposals for the Development of Harbour View Lands" and should be directed to:

Mrs. Davina Hartwell, City Clerk

City of Port Alberni 4850 Argyle Street Port Alberni, BC V9Y 1V8 Telephone: 250.720.2810

Fax: 250.723.1003

e-mail: davina_hartwelleportalberni.ca

6.2.4. The City of Port Alberni reserves to right to reject or negotiate any or all offers.

The successful proponent must be able to post a construction bond based on the value of the proposed development until all improvements identified in the proposal are completed and any other conditions of the award of the RFP are satisfied.

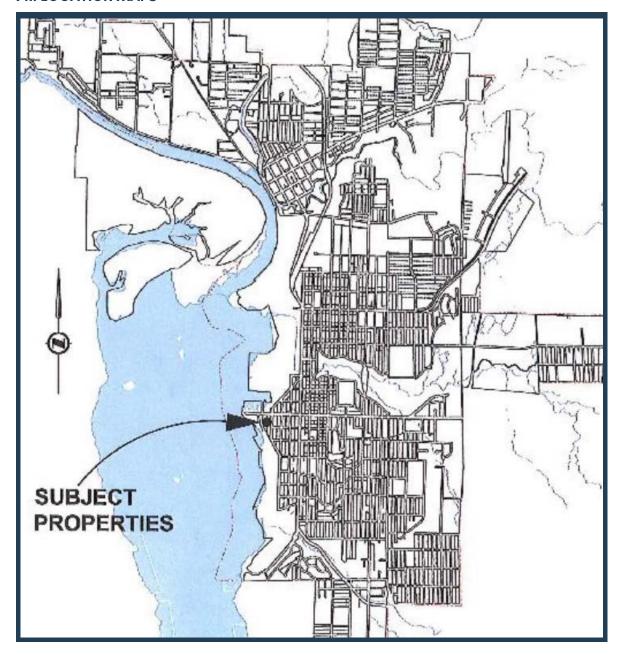
The City of Port Alberni reserves the right to reject or negotiate any or all offers.

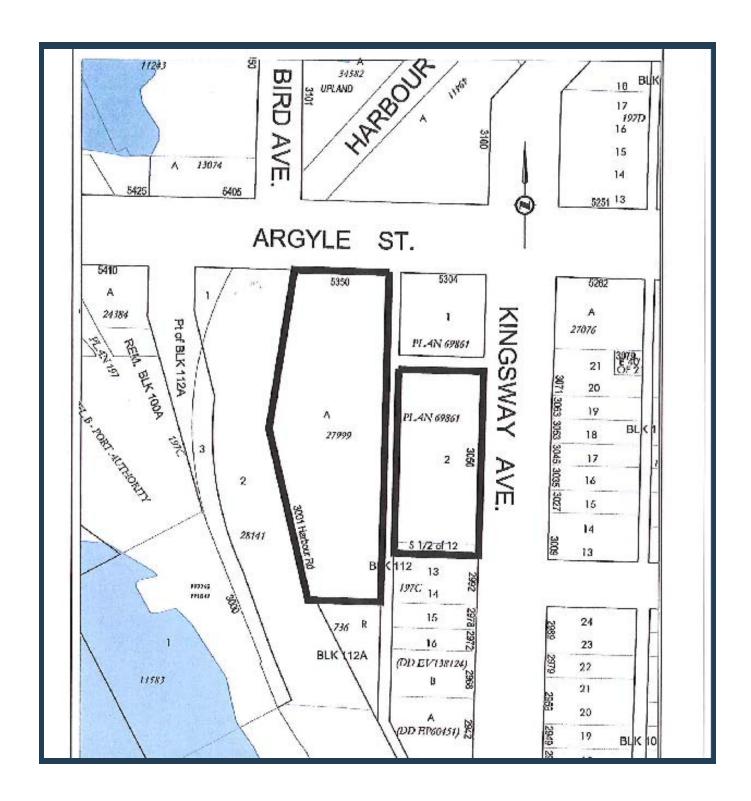
7. Appendices:

- **7.1.** Location Maps
- 7.2. Legal Plans
- 7.3. Contour Map
- 7.4. Municipal Infrastructure Map
- **7.5.** Photos of the Properties
- **7.6.** Zoning Map and C7 Core Business

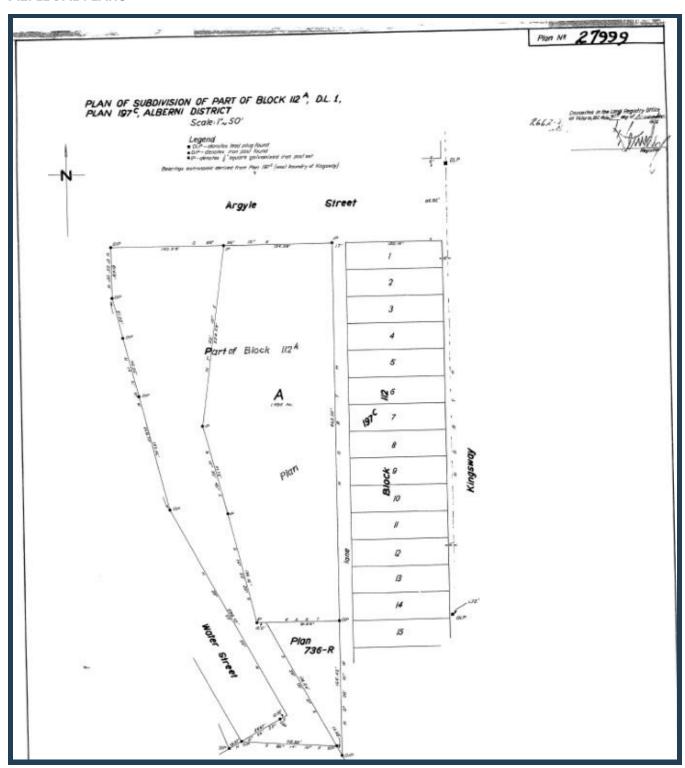
IMAGINE THE FUTURE OF WATERFRONT DEVELOPMENT IN PORT ALBERNI. WHAT DO YOU SEE?

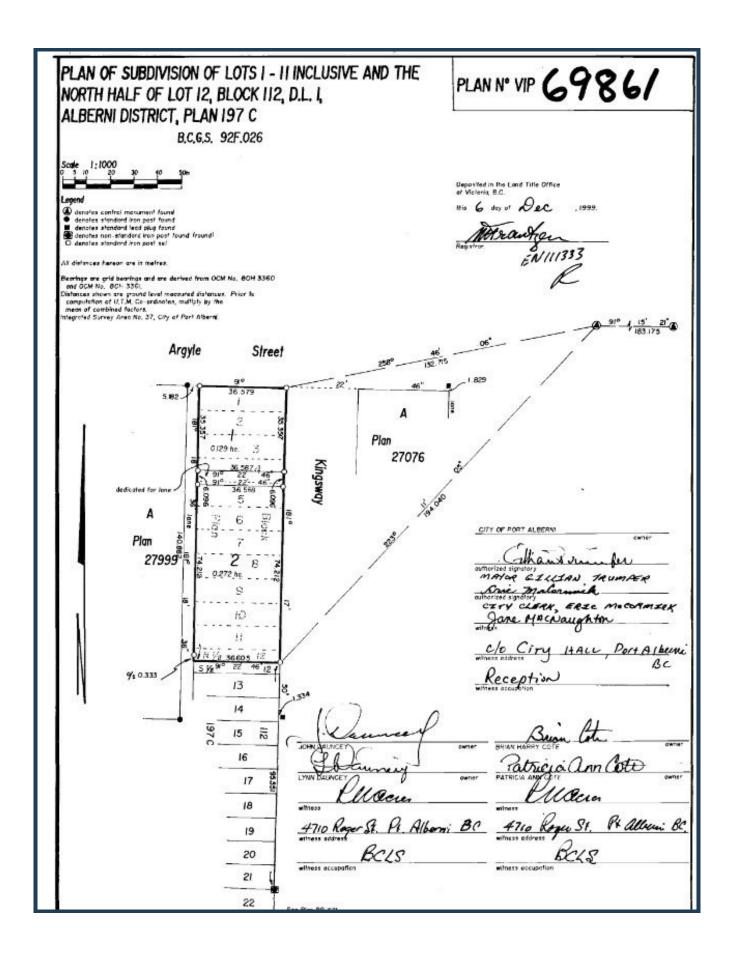
7.1. LOCATION MAPS



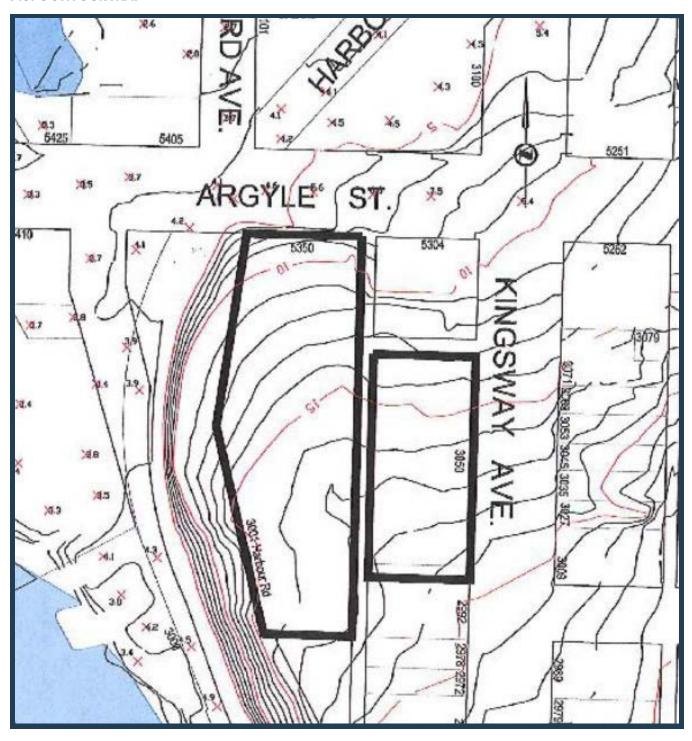


7.2. LEGAL PLANS





7.3. CONTOUR MAP



7.4. MUNICIPAL SERVICING MAP



7.5. PHOTOS OF THE PROPERTIES

View of Alberni Inlet Looking South from the Site









Tree Coverage On Site







The Harbour View Lands



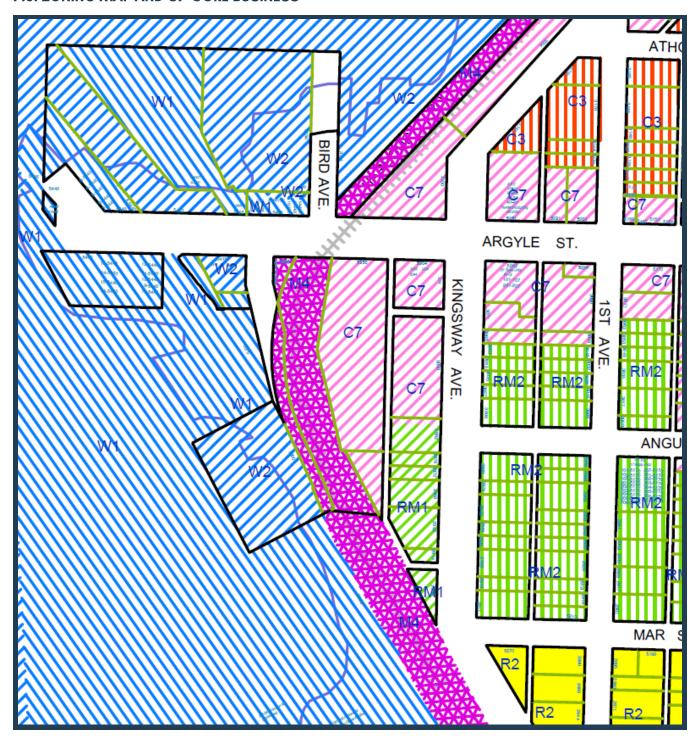


Surrounding Neighbourhood



Proximity to Some Nearby Community Amenities

7.6. ZONING MAP AND C7-CORE BUSINESS



C7 - CORE BUSINESS

5.24 The purpose of this zone is to establish and maintain vibrant mixed use commercial core areas, with attention to providing goods and services to residents, the travelling public and tourists.

5.24.1 Permitted uses

Principal Uses Principal Uses (continued)

Adult retail Printing, publishing and allied industry

Amusement establishment Professional service

Appliance repair Public market

Artist's studio Restaurant, including drive-through

Assembly Retail School Automotive sales, repair and servicing

Seniors housing

Bank or other financial institution Shopping centre Boat or recreational vehicle sales and Single family or two family dwelling (built

repair prior to the adoption of this bylaw) Club or lodge Small appliances and electronics, sales and

Community care facility repair

Day care or other preschool Social service centre

Gasoline service station Theatre

Hotel, Motor hotel and Hostel **Tourist Services**

Live-work Transportation Dispatch and Depot

Lumber and Building Materials Retailers **Tutoring Service**

and Wholesalers

Medical service Accessory Uses Multiple family dwelling Home Occupation

Nightclub, Cabaret, Bar and Pub Residential above commercial

Office

Parking lot Site-Specific Uses

Pawn shop Dwelling units at ground level

Personal service Glass shop

Place of worship Liquor, wine, and beer store

5.24.2 Site Development Regulations

Minimum Lot Area	540 m ²	(5812.7 ft ²)
Minimum Frontage	15 m	(49.2 ft)
Maximum Coverage	90%	
Minimum Setbacks:		
Front yard	0 m	
Rear yard	3 m	(9.8 ft)
Side yard	0 m	

City of Port Alberni Zoning Bylaw, 2014

Bylaw 4832

Maximum Height, Principal Building	14 m	(45.9 ft)
Maximum Number of Principal Building Storeys	4	
Maximum Floor Area Ratio	3.0	

5.24.3 Conditions of Use

- (a) All business uses shall be conducted within a completely enclosed building except for outdoor display, rental, sales or storage yards, restaurant patios, activities that are normally done at gasoline service pumps, parking and loading, and activities related to the operation of a drive-through or drive-in facility.
- In mixed-use residential and commercial buildings, residential uses shall be (b) located above the first storey, except as provided in (d).
- A shared public access to the residential dwelling unit(s) shall be provided (c) separate from any other use from a ground floor entrance opening directly onto the public street.
- Where multiple family dwelling units or seniors housing are located below the (d) second storey, the Site Development Regulations of the RM3 Higher Density Residential zone shall apply.
- Notwithstanding any other provision of this Bylaw, only one-half (0.5) parking (e) space for every residential dwelling unit is required above a commercial use in a mixed commercial-residential building.
- No club or lodge shall have more than three machines on which mechanical, (f) electrical automatic, digital or computerized games are played for amusement, recreation, competition or entertainment and for which a fee is charged for use or for which a coin or token must be inserted.
- (g) In dwelling units above or behind commercial uses, home occupation as a permitted use is restricted to office space for a business which is lawfully carried on at another location.

5.24.4 Density Bonusing for Mixed-Use Residential-Commercial Developments:

The maximum height permitted may be increased up to six (6) storeys and up to 18 m (60 ft), and the maximum floor area ratio permitted may be increased up to 3.5 from that indicated in 5.24.2 where all of the following conditions are met:

- (a) A minimum of one storey or sixteen and one-half percent (16.5%) of the gross floor area of the building is used for commercial purposes;
- (b) Greater than seventy-five percent (75%) of the required parking is provided underground or enclosed underneath the principle building;
- (c) Elevators are provided to all storeys in the building;
- A minimum of ten percent (10%) of the dwelling units are designed as accessible; (d)
- (e) A minimum of ten percent (10%) of the dwelling units are designated as affordable, as specified in a Housing Agreement and where the owners enter into a Housing Agreement with the City, and where this Agreement is filed with

City of Port Alberni Zoning Bylaw, 2014

Bylaw 4832

the Land Title Office; and

(f) A common meeting room or amenity room containing a minimum of 22 m² (235 ft2) is provided.

5.24.5 Site Specific Uses

The following uses shall be permitted on a site specific basis:

Use	Site Address	Site Legal Description
Dwelling units at street level	4815 Argyle Street	Parcel A, Block 41, Plan VIP197B, Alberni Land District (Being a consolidation of Lots 8 & 9, See FB348042)
Glass shop	4650 Margaret Street	Lot A, District Lot 1, Alberni District, Plan VIP28247
Liquor, wine, and beer store	5170 Argyle Street	Lots 23 & 24, Block 86, District Lot 1, Alberni District, Plan 197
	4963 Angus Street	That portion of Lot B, District Lot 1, Alberni District, Plan 32610 north of Angus Street
	5086 Johnston Road	Lot 1, District Lot 1, Alberni District, Plan EPP13767

CITY OF PORT ALBERNI

LETTER OF AGREEMENT

ALBERNI HARBOUR QUAY - SPIRIT SQUARE

Dated this 24th day of April, 2019

BETWEEN:

The City of Port Alberni

4850 Argyle Street

Port Alberni BC V9Y 1V8

(Hereinafter referred to as "the Landlord".)

AND:

Gwen Lowe and Beth Larsen

c/o 2906 15th Avenue Port Alberni BC V9Y 2Y8

(Hereinafter referred to as "the Tenant".)

The Parties hereto agree as follows:

- 1. The Tenant hereby covenants to:
 - a) For the term of May 1, 2019 to September 30, 2019, pay rent in the amount of:

\$75.00 per month plus GST (\$393.75 for the term) for conducting a Crafters' Market in the Spirit Square area of Alberni Harbour Quay within the area marked on the attached plan labelled Schedule "A" on Sundays of each week between the hours of 11:00 am and 4:00 pm from May 1, 2019 through September 30, 2019.

- b) Pay rent on an annual basis, due and payable on May 1, 2019 at City Hall, 4850 Argyle Street, Port Alberni, BC V9Y 1V8.
- c) The Tenant must comply with all applicable municipal, provincial and federal regulations and in addition to crafted items, may only sell lower risk foods as defined under the Guidelines established for the Sale of Foods at Temporary Markets. Higher Risk Foods may only be sold with the permission of the Landlord and upon provision of local Health Authority approvals.
- d) The Tenant shall obtain and maintain for the Term, at its sole expense, comprehensive general liability insurance providing coverage for death, bodily injury, property loss and damage arising out of the Tenant's use and occupation of the Premises, in the amount of not less than \$2,000,000 per occurrence, all inclusive; and

Each insurance policy shall:

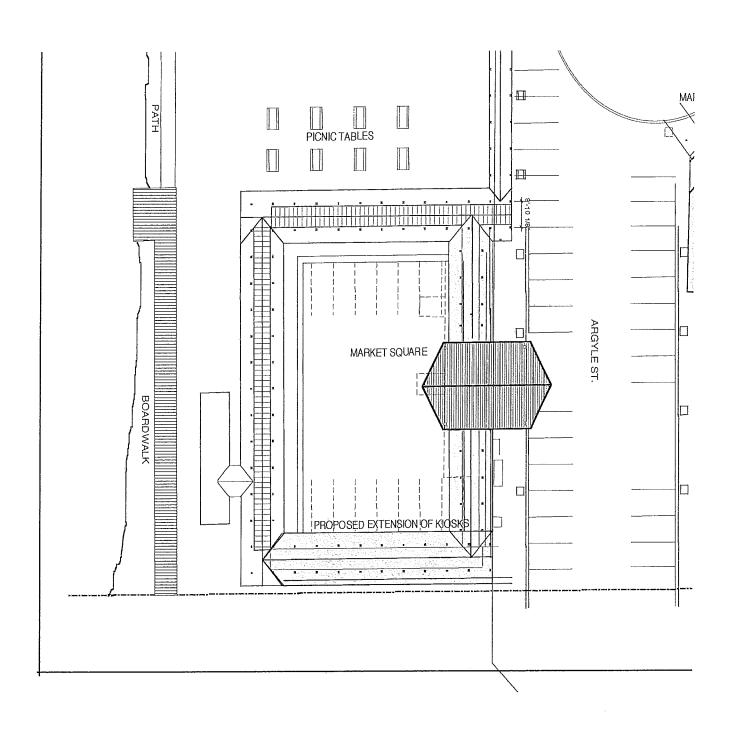
- (i) name the Landlord as an additional insured;
- (ii) be issued by an insurance company entitled under provincial law to carry on business in British Columbia;
- (iii) state that the policy;



- (a) applies to each insured in the same manner and to the same extent as if a separate policy of insurance had been issued to each insured; and,
- (b) cannot be cancelled, lapsed or materially changed without thirty (30) days written notice to the Landlord;
- (c) be maintained for a period ending twelve months after this Lease is terminated:
- (d) not include any deductible amount greater than \$5,000.00 per occurrence; and
- (iv) be on other terms acceptable to the Landlord, acting reasonably.
- e) To leave the premises in good repair.
- f) Not to carry on any activity, that may be deemed a nuisance, on the premises.
- g) The Landlord covenants for quiet enjoyment.
- h) Despite the term of this lease, it may be terminated by either party upon thirty (30) days written notice to the other party of its intention to terminate.
- i) If the Tenant continues to occupy the premises after the end date of the term and the Landlord accepts rent, then the tenancy created shall be deemed to be on a month-tomonth basis and the Tenant shall continue to comply with all other terms and conditions of this agreement.
- j) Failure on the part of the Tenant to comply with the terms and conditions of this agreement may be considered as a breech of the agreement, which then may be rendered null and void.

Signed on behalf of the Landlord,	Signed by the Tenant,
Мауог	(SIGNATURE)
City Clerk	(PRINT NAME)
DATE:	DATE:
	(SIGNATURE)
	(PRINT NAME)
	DATE:

SCHEDULE A TO LETTER OF AGREEMENT FOR OPERATION OF A CRAFTER'S MARKET AT SPIRIT SQUARE, AHQ



City of Port Alberni

ALBERNI HARBOUR QUAY

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:

Kevin Romaniuk/Christine Finch

Harbour Scoop Ice Cream Unit #11 – 5440 Argyle Street

Port Alberni, BC 1T7

1.0 GRANT:

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

Unit #11 - 5440 Argyle Street, Port Alberni BC V9Y 1T7

2.0 TERM:

2.1 The term of this lease is two years:

Beginning Date:

June 1, 2019

End Date:

May 31, 2021

3.0 **RENT**:

- 3.1 The rent is \$307.64 per month, (205.63 ft² at \$17.95 per square foot per year) plus GST (Total = \$323.02), payable in advance on the first day of each and every month of the term. (It is understood that the rent includes an amount for taxes, the payment of which shall be made by the City, from this rental amount).
- 3.2 The rent shall increase on January 1st of each year at a rate equal to the percentage increase in the BC Consumer Price Index for all items for the twelve (12) month period running to October 1st of the preceding year.

4.0 PERMITTED USES:

4.1 The Tenant may use the premises only for the purpose of operating a teahouse and ice cream parlour.

5.0 TENANT'S COVENANTS:

The Tenant covenants as follows:

- 5.1 To pay rent.
- 5.2 To use the premises only for the purposes set forth in paragraph 4.1.
- 5.3 To maintain consistent open hours to the public generally as follows:

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11:00 a.m. – 9:00 p.m. during summer months 11:00 a.m. – 5:00 p.m. during winter months
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- 5.4 To be open during special events on dates and during prescribed hours as determined by the Landlord who will provide 30 days' notice of such events via email.
- 5.5 The tenant acknowledges that during special events, the Quay may include pedestrian-only access with access for vehicle loading/unloading at specific times as determined by the Landlord.
- 5.6 To pay all electrical, gas, security alarm, telephone and other rates and charges imposed for services and utilities in respect of the premises.
- 5.7 To observe and comply with all laws, statutes, regulations, bylaws, rules and orders relating to the premises and the use or occupation thereof.
- 5.8 To identify and save harmless the Landlord from and against all claims and losses arising out of or in connection with any activities of the tenant, its servants, agents, contractors, or invitees.
- 5.9 The Tenant shall obtain and maintain for the Term, at its sole expense, comprehensive general liability insurance providing coverage for death, bodily injury, property loss and damage arising out of the Tenant's use and occupation of the Premises, in the amount of not less than \$2,000,000 per occurrence, all inclusive; and

Each insurance policy shall:

- (a) name the Landlord as an additional insured;
- (b) be issued by an insurance company entitled under provincial law to carry on business in British Columbia;
- (c) state that the policy:
 - applies to each insured in the same manner and to the same extent as if a separate policy of insurance had been issued to each insured; and,

- (ii) cannot be cancelled, lapsed or materially changed without thirty (30) days written notice to the Landlord;
- (d) be maintained for a period ending twelve months after this Lease is terminated:
- (e) not include any deductible amount greater than \$5,000.00 per occurrence; and
- (f) be on other terms acceptable to the Landlord, acting reasonably.
- 5.10 To obtain the Landlord's approval of, and to keep up, any exterior signs, fences, furnishings and leasehold improvements.
- 5.11 To leave the premises in good repair.
- 5.12 Not to assign, sublet or part with possession of the premises, or any part thereof, without leave.
- 5.13 Not to register this lease in the Land Titles Office.
- 5.14 To repair.
- 5.15 Not to carry on any activity, that may be deemed a nuisance, on the premises.
- 5.16 Not to allow any liens to be filed against the premises. If any improvement as defined in the *Builders Lien Act* is made to the premises, the Tenant shall post and maintain notices in accordance with that *Act*.
- 5.17 To lawfully dispose of all waste and debris created by the Tenant on the premises in a manner satisfactory to the Landlord; to keep the premises free of flammable and/or explosive material; to have on the premises at all times fire extinguisher/s as advised are necessary by the Landlord; and to immediately notify the Landlord of any fire damage or other damage or hazards in the vicinity of the premises.

6.0 LANDLORD'S COVENANTS:

The Landlord covenants:

6.1 For quiet enjoyment.

7.0 RE-ENTRY:

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

8.0 TENANT'S BANKRUPTCY:

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

9.0 TERMINATION:

- 9.1 Despite the term of this lease, it may be terminated by either party upon thirty (30) 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 HOLDING OVER:

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

11.0 NOTICES:

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

12.0 ENUREMENT:

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

13.0 INTERPRETATION:

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

14.0 INTEREST CHARGES:

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

15.0 OTHER TERMS:

15.1 The Tenant and his staff shall park only in areas approved or designated by the Landlord.

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

CITY OF PORT ALBERNI

TENANT

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

Mayor

Clerk

Tenant's Signature)

Witness Signature

J:\Clerks\Agreements & Leases\ALBERNI_HARBOUR_QUAY\Current Leases\AHQ #11_Harbour Scoop_May 2019_sd.doc



CITY OF PORT ALBERNI

CHIEF ADMINISTRATION OFFICER'S REPORT

TO:

City Council

FILE

FROM:

Tim Pley, CAO

COPIES TO:

Willa Thorpe, Director of Parks, Recreation and Heritage

Davina Hartwell, City Clerk

Rob Kraneveldt, Supervisor of Facilities

DATE:

May 6, 2019

ATTACHED:

Lease Agreement - Industrial Heritage Centre

SUBJECT: Lease Renewal - Industrial Heritage Centre

Issue:

Council consideration is required for a lease renewal for the Industrial Heritage Centre.

Background:

The City leases to the Western Vancouver Island Industrial Heritage Society (WVIIHS) the former ice arena located at 3250 9th Avenue in Port Alberni. In 2003 the ice arena was renamed the "Industrial Heritage Centre." Since that time the WVIIHS has occupied the building and have been good caretakers of the facility.

Discussion:

The renewal lease includes the following features:

- 1. 15 year term with a 5 year option
- 2. \$1 per year lease payment
- 3. WVIIHS is responsible to restore, maintain, operate and make available for public viewing City-owned trucks and other equipment that make up a portion of the City's industrial heritage collection. (heretofore there was no agreement for these services)
- 4. The WVIIHS will develop and adhere to a Facility Safety Plan
- 5. The City is responsible for utility costs and safety inspections (consistent with past practice despite agreement provisions to the contrary)
- 6. Agreement to pursue "alternate revenue sources" and deposit net revenues into an Industrial Heritage Centre Operating Reserve Fund for the purpose of funding facility maintenance.

The WVIIHS have been good partners with regard to maintaining and improving the Industrial Heritage Centre as well as restoring, operating and making available for public viewing the City's Industrial Heritage fleet. It is anticipated that the terms of the renewed lease agreement will enable the WVIIHS to continue serving the community while minimizing the expense to the City.



Recommendation:

That the report from the CAO dated May 6, 2019 be received and Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease for the Industrial Heritage Centre at 3250 9th Avenue with the Western Vancouver Island Industrial Heritage Society for a 15 year term commencing October 15, 2018 at the rate of \$1 per year.

Timothy Pley
Chief Administrative Officer

THIS AGREEMENT MADE IN DUPLICATE THIS

DAY OF

BETWEEN:

CITY OF PORT ALBERNI

4850 Argyle Street Port Alberni BC V9Y 1V8

(hereinafter called "the City")

OF THE FIRST PART

AND:

WESTERN VANCOUVER ISLAND INDUSTRIAL HERITAGE SOCIETY)

(hereinafter called "the Society")

OF THE SECOND PART

WHEREAS the Parties (City and Society) agree that preservation and promotion of the industrial history of the Alberni Valley is a mutual goal;

AND WHEREAS the Parties agree that preservation and promotion of industrial history should be conducted in a manner that recognizes the value of volunteer inputs and involves the least possible burden to City taxpayers;

AND WHEREAS the City is the owner of Lot 1, District Lot 1, Alberni District, Plan 14814 upon which is erected a building containing a former arena rink (renamed in 2003 INDUSTRIAL HERITAGE CENTRE) and a six sheet curling ice surface;

AND WHEREAS the Society is desirous of leasing from the City that portion of the said building in which is contained the former arena surface, together with washrooms, lounge, concession space and the basement area boiler room, all pertinent to the use and enjoyment of the said facility.

AND WHEREAS the City has agreed to lease the aforesaid premises to the Society upon the terms and conditions hereinafter contained;

NOW THEREFORE THIS INDENTURE WITNESSETH:

1. LEASED PREMISES

1.1 That the City doth demise unto the Society all that portion of the building erected on Lot 1, District Lot 1, Alberni District, Plan 14814 containing a former arena surface together with a lobby, offices, washrooms, concession space and basement area boiler room all pertinent to the use and enjoyment of the said facility with all ways, paths, passages, privileges, advantages and appurtenances to the said demised premises belonging or otherwise appertaining.

2. TERM

- 2.1 **TO HAVE AND TO HOLD** the same unto the Society, its successors and assigns, for the term of fifteen (15) years commencing on the 15th day of October, 2018 and terminating on the 14th day of October, 2033, with an option to renew on the same terms and conditions, save for the option to renew, for a further five (5) year term expiring the 14th day of October, 2038 provided the Society provides to the City, at least 6 months prior to the expiration of the initial term, written notice of its intention to renew. Note change in above dates.
- 2.2 Either party may terminate this agreement without cause. Early termination of this agreement will become effective 6 months after written notice is provided by one party to the other.

3. RENT

3.1 Yielding during the said term the sum of \$15.00 payable in advance as prepaid rent of \$1.00 per year on or before the 15th day of April, 2019, receipt of which is hereby acknowledged.

4. USE AND POSSESSION

4.1 The City agrees with the Society, that it shall have the exclusive right to use and occupy the demised premises throughout the term hereby demised.

5. SOCIETY'S COVENANTS

5.1 Furnishing and Equipping of Premises

(a) The Society shall furnish the said demised premises with all furniture, fixtures, machinery, equipment and effect necessary for its own purposes and all costs for same shall be borne by the Society.

- (b) All fixtures, machinery and equipment so provided shall, at the City's option, become the property of the City, at no cost to the City, upon the expiration of the term hereof, or any renewal thereof, or upon the Society vacating the premises because of damage to the premises by fire or tempest or for any other reason whatsoever.
- (c) For the purposes of this lease, the term "fixtures, machinery and equipment" shall mean "Any chattel which is attached to the permanent structure by means of glue, cement, plaster, nails, bolts or screws and shall specifically include such heating equipment and electrical or other equipment provided by the Society" but shall exclude Machine shop equipment, compressor and welding machines.
- (d) The Society shall remove from the demised premises, within one month following the expiration or termination of this lease, any fixture or fixtures which the City instructs the Society in writing to so remove, but in such removal will not leave the premises in disrepair.
- (e) The Society, when operating the City's trucks and other equipment will do so in a manner not inconsistent with the best interests of the City, as implied or expressed by the City.

5.2 Maintenance of Premises

- (a) The Society shall, at its own expense, maintain the demised premises and equipment contained, including but not limited to lighting, heating and security equipment, and all property of the City therein contained, in a good state of repair at all times; and to replace, at its own expense, any equipment or accessories thereto which may prove faulty during the term thereof, and to paint the interior and the exterior of the premises when required to good maintenance standards and to the satisfaction of the City, and unless otherwise agreed by the City once in the year this lease expires, and if this lease is renewed again in the year the renewal time expires, and that the City may enter the demised premises and view the state of repair of the demised premises and other equipment, at any time, and the Society shall forthwith repair the same and/or paint the demised premises according to notice.
- (b) The Society shall remove all litter and graffiti from the exterior of the building on a weekly basis or as required.
- (c) The Society shall maintain the exterior of the facility free of all equipment storage.

5.3 Maintenance of Industrial Heritage Fleet

Subject to provisions set out in 5.1(e), 7.1(f) and any other section of this agreement the Society shall, as a condition of this agreement, restore, maintain, operate and make available for public viewing City-owned trucks and other equipment that make up a portion of the City's industrial heritage collection, excluding trains and associated equipment, and trucks and equipment considered by the City as appurtenances of McLean Mill.

5.4 Safety Plan

The Society shall develop and maintain a Facility Safety Plan for the demised premises, and ensure that all users of the demised premises adhere to procedures set out within the Facility Safety Plan

5.5 Indemnification and Insurance

(a) <u>Indemnity</u>

The Society shall at all times indemnify and save harmless the City 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 City shall or may become liable, incur or suffer by reason of, connected to or arising from, whether director or indirectly;

- 1. the use of the said demised premises by the Society, its officers, employees, agents, contractors, licencees or invitees;
- 2. a breach, violation or non-performance by the Society of any covenant, term or provision of this Lease;
- any builders or other licences for any work done or materials provided or services rendered for alterations, improvements, or repairs made by or on behalf of the Society to the said demised premises;
- 4. any injury (including death) or loss to or suffered by any person or damage to property occasioned by a wrongful act or omission, default or negligence on the part of the Society, its officers, employees, agents, contractors, licencees or invitees in or about the said demised premises and without limiting the generality of the foregoing.

5. any enactment, regulation or order made by any authority having jurisdiction compelling or imposing on the City 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 demised premises by the Society, its officers, employees, agents, contractors, licencees and invitees or any enactment, regulation or order requiring the City 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 demised premises and other lands and waters in or about the said demised premises.

The Society's indemnity shall survive the expiry or termination of this Lease so that the City 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.

(b) Effective Date

For the purposes of Section 5.5(a) above the Society is deemed to have taken possession of the demised premises in October 2013.

(c) Society's Insurance

The Society shall, during the whole of the Term and during such other time as the Society occupies the said demised premises or part thereof, take out and maintain the following insurance at the Society's sole expense, in such form and with such companies as the City approves:

- 1. comprehensive general liability insurance against claims for bodily injury, inducing death and property damage or loss arising out of the use and/or occupation of the said demised premises or the Society's activities on or about the said demised premises. Such insurance shall be in the joint names of the Society and the City and shall contain a "cross-liability" or "severability of interest" clause so that the City and the Society may be insured in the same manner and to the same extent as if individual policies had been issued to each and shall be for the amount of not less than \$2,000,000 combined single limit or such other amount as may be required by the City from time to time;
- Evidence satisfactory to the City of all such policies of insurance shall be provided to the City upon request;
- 3. The policies of insurance required of the Society by this Lease shall contain the following:

- (i) provisions that the City is protected notwithstanding any act, neglect or misrepresentation of the Society which might otherwise result in the avoidance of a claim under such policies, and such that the policies shall not be affected of invalidated by any act, omission or negligence of any third party which is not within the knowledge or control of the insureds;
- (ii) provisions that such policies and the coverage evidenced thereby shall be primary and noncontributing with respect to any policies carried by the Lessor and that any coverage carried by the City shall be excess coverage;
- (iii) provisions that such policies of insurance shall not be cancelled without the insurer providing to the City thirty (30) days prior written notice stating when such cancellation shall be effective.

(d) Compliance with Laws

The Society shall use and occupy the said demised premises in such manner as to comply with any and all statues, bylaws, rules, regulations and orders of any Federal, Provincial or Municipal authority for the time being then in force and shall not do anything upon the said demised premises in contravention thereof.

(e) Nuisance

The Society shall not do, omit or permit to be done or omitted, anything which constitutes a nuisance or tort in respect of adjacent lands and the owners and occupiers thereof.

(f) Subletting

In the event the Society wishes to permit another person and/or organization to use said demised premises, the Society shall, prior to such permission being granted, and subject to Articles 6.1(e) and 8.2, require the said person and/or organization to provide indemnification and proof of liability insurance as set out in this Agreement.

6. <u>ADDITIONAL SOCIETY'S COVENANTS</u>

- 6.1 The Society further covenants with the City:
 - (a) to pay rent;
 - (b) to pay rates for electricity usage that exceed 60,000 KwH per calendar year.
 - (c) to heat at its own expense the demised premises;

- (d) to use the demised premises exclusively as an industrial heritage equipment restoration, storage and display facility and social Centre for members of the Western Vancouver Island Industrial Heritage Society and their guests;
- (e) not to assign or sublet without leave;
- (f) to leave the premises in good repair;
- (g) to provide portable fire extinguishers
- (h) to conduct monthly portable fire extinguisher inspections and document those inspections on fire extinguisher tag
- (i) to conduct monthly emergency lighting checks and maintain a record of those checks
- (j) to conduct monthly assessments of emergency egress to insure that exit pathways and exits are unblocked and functioning
- (k) not to make any structural additions or alterations to the demised premises without having first received approval, in writing, from the City of the plans therefore; the City reserves unto itself the right to place conditions on any approvals pursuant to this lease, and the Society acknowledges that any such approval of the City may contain stipulations which must be fulfilled by the Society as a condition of such approval;
- (I) to comply promptly, at its expense, with all laws, ordinances, regulations, requirements and recommendations which may be applicable to the Society, or to the matter of use of the demised premises, of any and all federal, provincial, municipal and other authorities or association of insurance underwriters or agents, and all notices in pursuance of same, whether served upon the City or the Society;
- (m) that, subject to the expiration or sooner termination of this lease, to peaceably surrender and yield up unto the City the demised premises and appurtenances together with all fixtures, machinery and equipment or erections, which at any time during the said Term, or any renewal thereof, may be made therein or thereon, (other than the Society's furniture and effects) in good and substantial repair and condition, and to deliver to the City all keys to the demised premises which the Lessee has in its possession; and

7. <u>CITY'S COVENANTS</u>

- 7.1 The City covenants and agrees with the Society:
 - (a) for quiet enjoyment;

- (b) to pay all rates for fire insurance levied against the demised premises and the City's artifacts with the exception of insurance coverage for furniture, equipment, and other effects of the Society;
- (c) to pay all rates for telephone services, security alarm monitoring services, fire alarm verification, sprinkler system inspections, annual fire extinguisher inspections, annual emergency lighting inspections, tests and repairs, water backflow preventer testing and repairs, and municipal water, sewer and garbage charges if so applied;
- (d) to permit the members and guests of the Society to share with the general public the use of the off-street parking facilities adjacent to the demised premises;
- (e) to defray any property taxes levied against the demised premises.
- (f) Subject to Article 5.3, pay costs associated with restoration and maintenance of the City's industrial heritage fleet where the City has provided prior approval of any expenditure.
- (g) To appoint a City staff member as the authorized agent of the City for the purposes of this agreement.

8. MUTUAL COVENANTS

8.1 Alternative Revenue Sources

It is agreed that the Parties will jointly seek sources of revenue other than City funding to be used for the purposes of paying capital costs associated with maintaining and operating the demised premises. Industrial Heritage Center Operating Reserve Funds in excess of a \$50,000 account balance may be used to pay operating costs at the Industrial Heritage Centre.

8.2 Industrial Heritage Centre Operating Reserve Fund

It is agreed that funds derived from alternate revenue sources such as grants to the City, subletting of the demised premises, rental of industrial heritage vehicles or equipment, filming, or other similar sources will be deposited into an Industrial Heritage Center Operating Reserve Fund to be held and administered by the City of Port Alberni. The operating reserve fund monies will be utilized at the discretion of the City and in consultation with WVIIHS as set out in Article 8.1 above.

(a) If during the generation of alternate revenue funds WVIIHS members are required to contribute volunteer efforts, WVIIHS will receive compensation for those volunteer efforts. The hourly rate at which WVIIHS will be compensated for volunteer efforts of their members will be equivalent to the hourly rate that the City of Port Alberni pays Labourers (\$26.91 in 2018).

Such compensation will be paid to WVIIHS and not be subject to the Industrial Heritage Center Operating Reserve Fund.

(b) Notwithstanding Article 8.2 (a) above, compensation paid to WVIIHS under that provision will not exceed 50% of gross revenue for any given project.

8.3 Attachment or Assignment of Terms

It is agreed if the terms hereby granted shall at any time be seized or taken in execution of attachment by any creditor of the Society or its assigns, or if the said Society or its assigns shall make any assignment for the benefit of any act that may be in force for bankrupt or insolvent debtors, then the annual rental or proportionate part thereof shall immediately become due and payable and the said term shall immediately become forfeited and void.

8.4 Damage or Destruction of Premises

It is agreed that if the demised premises or any part thereof are damaged or destroyed by any cause whatsoever so as, in the opinion of the City, to render the same unfit for the purposes of the Society, the City, at its option, shall either:

- (a) repair or make fit the said premises for the purposes of the Society in which case the rent, or a proportionate part thereof, according to the nature and extent of the damage sustained, shall be suspended and abated until the said demised premises shall have been repaired or made fit for the purposes of the Society or,
- (b) terminate this lease by giving the Society, within thirty (30) days of such damage or destruction, notice of termination and thereupon the rent, and any other payments for which the Society is liable under this lease shall be apportioned and paid to the date of such damage or destruction, and the Society shall immediately deliver up possession of the demised premises to the City, provided that, notwithstanding the termination of this lease as in this paragraph set forth, the Society shall remain liable for any outstanding obligations to the Lessor under this Lease as at the time of such termination.

8.5 Amendment of Lease

It is agreed that this lease may be amended by the Mutual agreement of the parties hereto.

8.6 Arbitration

It is agreed that should any dispute arise over the interpretation of any of the covenants, agreements or stipulations herein contained, or over any matter or thing connected with this lease or any of its provisions, the same shall be referred to arbitration pursuant to the provisions of the *Commercial Arbitration Act*, Chapter 55, RSBC 1966 and amendments thereto.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE HEREUNTO SET THEIR HANDS AND SEALS THE DAY AND YEAR FIRST ABOVE WRITTEN.

ISLAND INDUSTRIAL HERITAGE SOCIETY:

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CITY OF PORT ALBERNI

PLANNING DEPARTMENT

TO:

Tim Pley, CAO

FROM:

Katelyn McDougall, Manager of Planning

DATE:

May 7, 2019

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

Tim Pley, CAO

SUBJECT: DEVELOPMENT APPLICATION - Development Permit No. 19-01

4000 Burde St. - Lot 1, District Lot 46, Alberni District, Plan VIP11651

Except Plan EPP86498 PID:004-971-418

Applicant: Kris Mailman dba Broadstreet Properties

ISSUE

At issue is the consideration of an application for Development Permit No. 19-01 for the form and character of the proposed development at 4000 Burde Street.

BACKGROUND

The applicant is proposing to build two 4-storey multi-family buildings on the property at 4000 Burde Street. The two rental apartment buildings will be wood frame construction. One building will consist of 71 units, and the other will consist of 70 units and one rental office. The property is currently undergoing subdivision to facilitate this development, and as a result there will be a change in address for the proposed development.

The property is zoned RM3 - Higher Density Residential and is within Development Permit Area No. 1 (Multi Family Residential). As proposed, the development meets all requirements of the Zoning Bylaw. The Development Permit guidelines cover the form and character of the project with the intent being to ensure a high quality and appropriate development. The applicant has submitted plans (attached) in support of a Development Permit.

DISCUSSION

Site Plan

The total lot area is 3.79 acres, with a proposed lot coverage of 23% (3508 m2). The proposed site plan shows the location of the two new apartment buildings. Building A is proposed for the south west corner of the property and Building B is proposed along the north eastern section of the property. Both buildings will run parallel to Burde Street.



The two buildings are separated by a "U" shaped parking lot, with two site accesses off Anderson Avenue.

The required amount of parking for the development is 1.25 spaces per dwelling unit, which would equate to a total of 176 parking stalls. The proposed plans indicates 179 parking stalls in total, which include 168 regular stalls, 7 small car stalls and 4 accessible stalls. This exceeds the parking requirements of the Zoning Bylaw. In addition to vehicle parking, 40 bicycle stalls will also be provided on site.

Two large outdoor play and recreation amenity areas are provided at the north west and south east corners of the property. Both patios and decks are included in the building design as well. The total proposed amenity area exceeds the requirements of the Zoning Bylaw.

Building

The two new buildings proposed will be 4 storeys in height (12.2m) with 141 residential rental units in total. One rental office will also be included in the development. The total gross floor area is 7,099 m2 per building. The breakdown of units for the entire site can be found in the table below:

Unit Type	Total # of Units	Area Range (Sq ft)
1 BED / 1 BATH	17	626-652
2 BED / 2 BATH	108	879-953
3 BED / 2 BATH	16	1035-1051

The elevation plans illustrate the exterior appearance of the buildings. The primary exterior building materials are multicolored cement board, cedarmil planks and panels, shake siding, and stone. Wood posts are used to differentiate and define the primary entrance to the building. The color scheme mainly consists of white, gray, beige, other neutral colors and natural features. The variety of exterior materials and colours will provide for an attractive and contrasting building detail. Renderings of the building are attached for information.

Landscaping

The conceptual landscape plan includes a mix of trees, shrubs, lawn area, mulch, topsoil, riprap, and an irrigation system. The landscape plan shows many trees planted on the property and spread throughout the site, which should result in a pleasant aesthetic overall. The landscaping features are both well designed and functional, providing various amenities for the property including two pergolas with park benches, a dog run area, a community garden area, and open lawn. The total landscaped area is 4,698 m2. Chain link fence is proposed along the east and south perimeter edge of the property. The cost estimate for the landscaping is \$135,593.00 and security in this amount is required.

CONCLUSIONS

The project is a major development in the center of Port Alberni, and will add a significant number of new high quality residential rental units to the housing market. The Official Community Plan supports residential densification through infill development.

The plans submitted for the Development Permit meet the intent of the guidelines. The Planning department supports the issuance of a Development Permit to allow for the multi-family development at 4000 Burde Street.

RECOMMENDATIONS

- 1. That Council for the City of Port Alberni approve Development Permit No. 19-01 and that the City Clerk be authorized to sign the permit including the following Schedule B development plans:
 - a) Seymour Pacific Developments Drawing A1.0 Site Plan dated 03/08/2019
 - b) Seymour Pacific Developments Drawing A1.1 Site Calculations dated 03/08/2019
 - c) Seymour Pacific Developments Drawing A1.2 Site Accessories 1 of 2 dated 03/08/2019
 - d) Seymour Pacific Developments Drawing A1.3 Site Accessories 2 of 2 dated 03/08/2019
 - e) Seymour Pacific Developments Drawing A2.4 Building A First Floor Plan dated 03/08/2019
 - f) Seymour Pacific Developments Drawing A2.5 Building B First Floor Plan dated 03/08/2019
 - g) Seymour Pacific Developments Drawing A2.6 Building A&B Second and Third Floor Plan dated 03/08/2019
 - h) Seymour Pacific Developments Drawing A2.7 Building A&B Fourth and Roof Floor Plan dated 03/08/2019
 - i) Seymour Pacific Developments Drawing A3.1 Building A&B Elevations dated 03/08/2019
 - j) Seymour Pacific Developments Drawing A3.2 Building A&B Colour Elevations dated 03/08/2019
 - k) Outland Design Landscape Architecture Drawing L1/3 Layout Plan dated 03/07/2019
 - Outland Design Landscape Architecture Drawing L2/3 Planting Plan dated 03/07/2019
 - m) Outland Design Landscape Architecture Drawing L3/3 Irrigation Plan dated 03/07/2019

Respectfully submitted,

Katelyn McDougall, M.Urb

Manager of Planning

Katelyn McDougall

CITY OF PORT ALBERNI DEVELOPMENT PERMIT NO. 19 - 01

Development Permit Issued to:

Michael Nygren

200-8809 Heather Street, Vancouver, BC V6P3T1

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

Lot 1, District Lot 46, Alberni District, Plan VIP11651 (PID:004-971-418)
located at 4000 Burde Street

CONDITIONS OF PERMIT

Date

- 1. Development of the land to be undertaken shall be limited to the area shown on Schedule A.
- 2. Development of the land to be undertaken shall be in accordance with the development plans shown on Schedule B attached hereto and forming part of Development Permit No. 19-01.
- 3. An Irrevocable Letter of Credit or other security is required in the amount of \$135,593.00 for landscaping, irrigation and fencing.
- 4. The owner of the land shall provide the general contractor and all professionals associated with the development with copies of this permit.
- 5. The owner of the land shall maintain any undeveloped land in a neat and tidy condition at all times.
- 6. If there has not been any substantial commencement of construction with respect to which the permit was issued within two years after the date it was issued, the permit lapses.

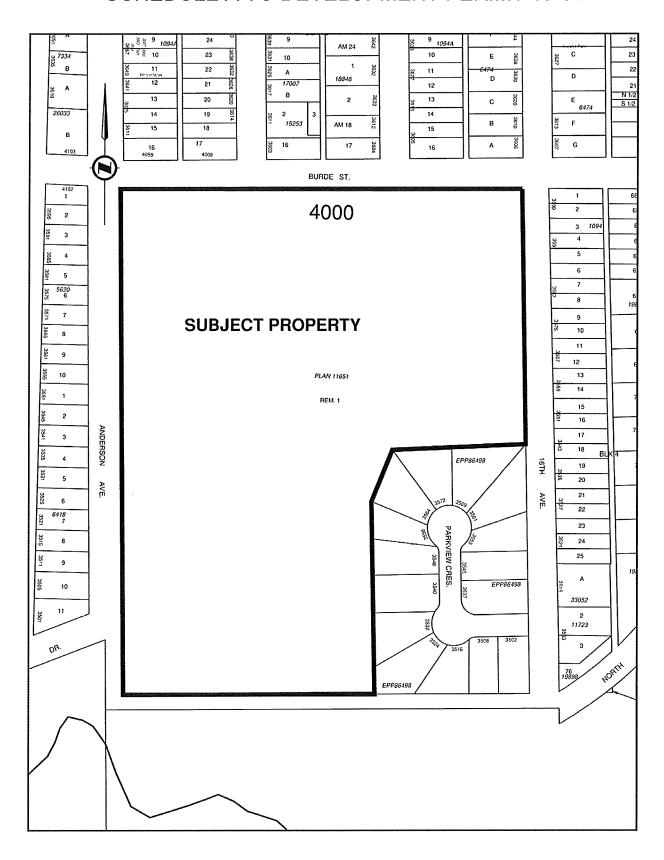
The City of Port Alberni shall file notice of this permit in the Land Title Office stating the land is subject to Development Permit No. 19-01.

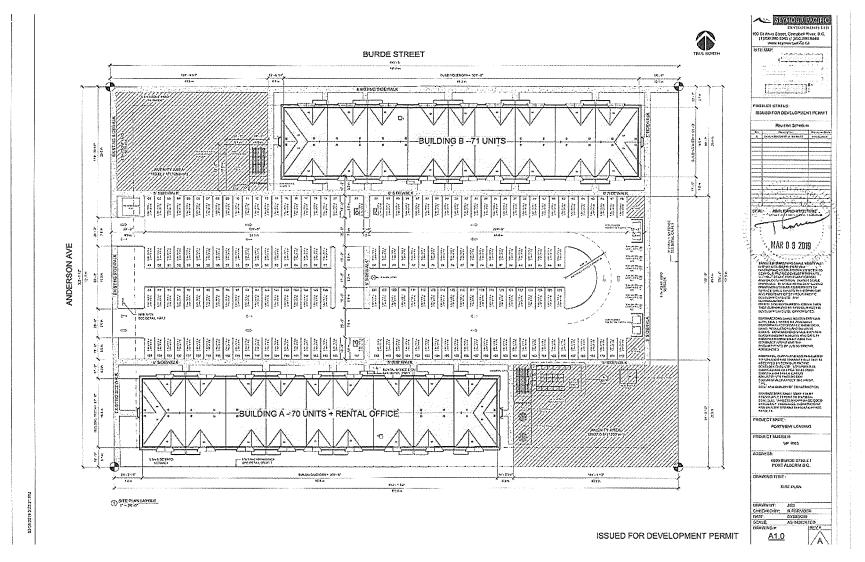
In accordance with the provisions of	f Section 489 of the $\it L$	ocal Government Ac.	t RSBC 201	5
approval of this Permit was granted I	by resolution of the Ci	ty Council on May,	, 2019.	
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Clerk

THIS IS NOT A BUILDING PERMIT

SCHEDULE A TO DEVELOPMENT PERMIT 19-01





Site IMD: ROUTOT STATUS. ISSUED FOR REVELOPMENT PERMIT A Education (Special Conference) , (CITTLETT) N. TROMAG SEAL MELECULARECTURE MAR 0 B 2019 MAR U D AUG

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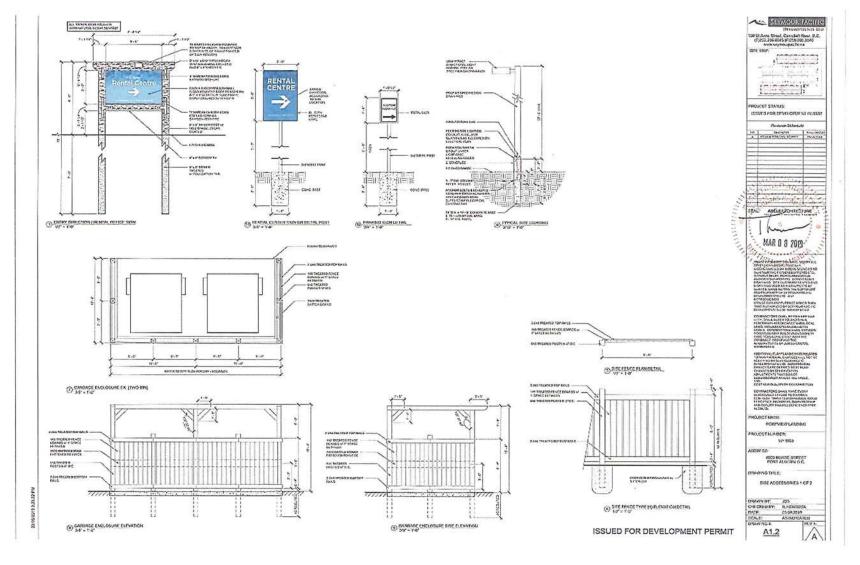
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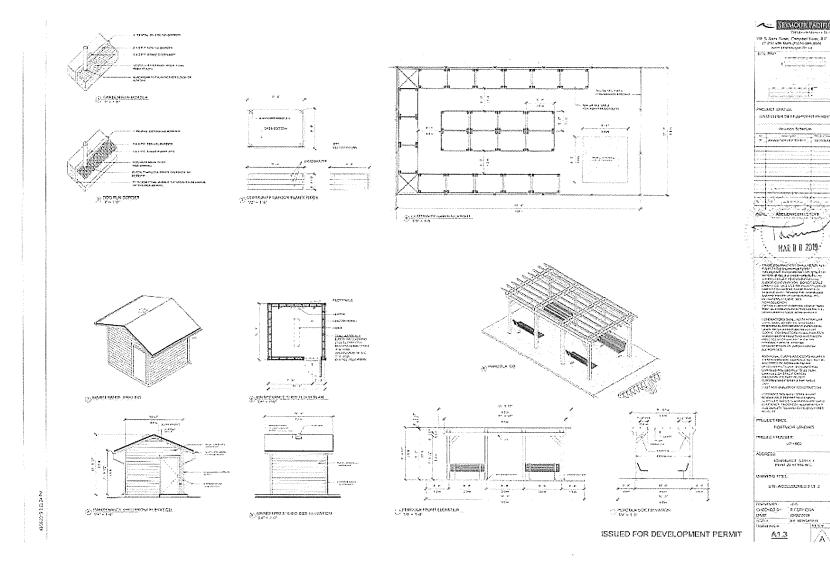
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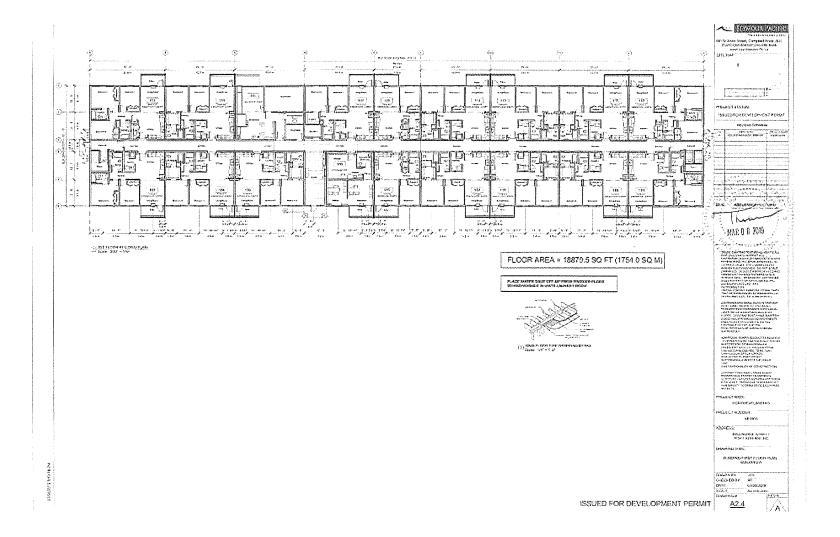
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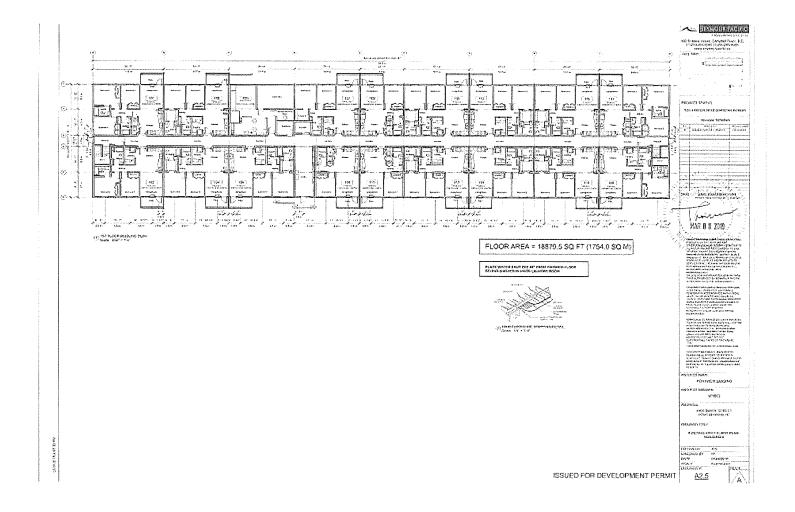
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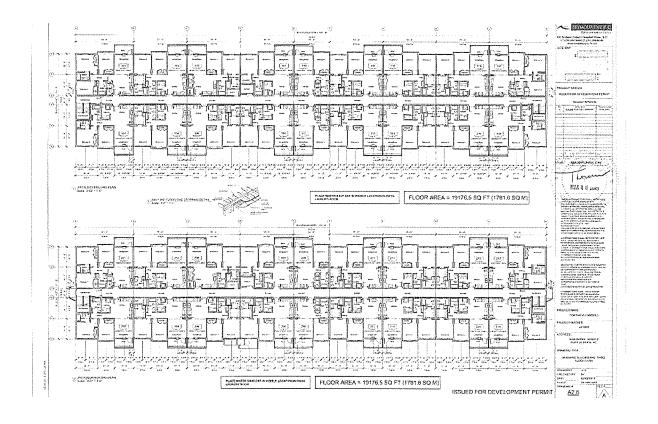
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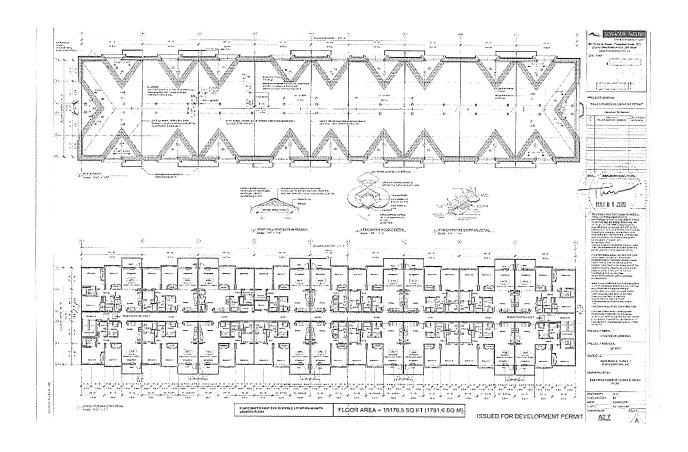






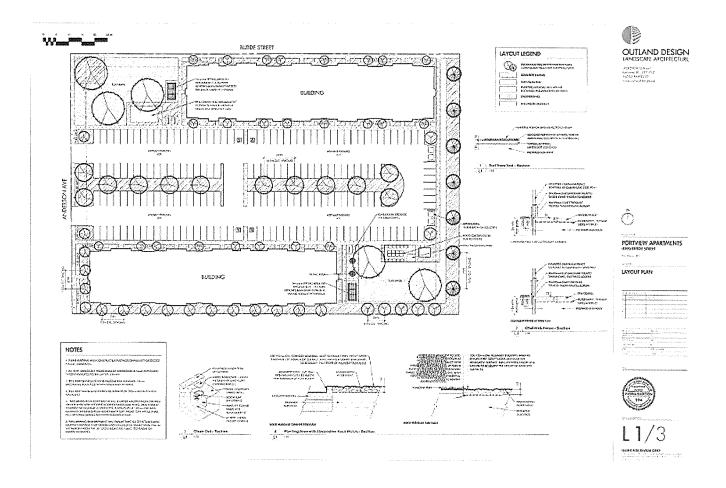


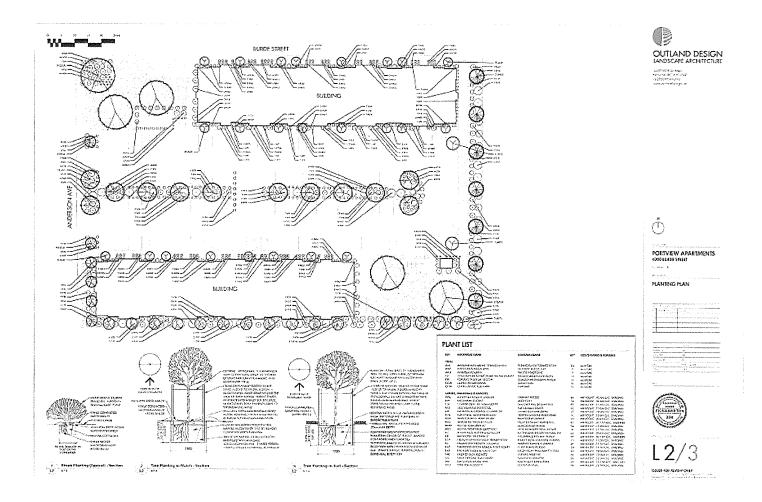


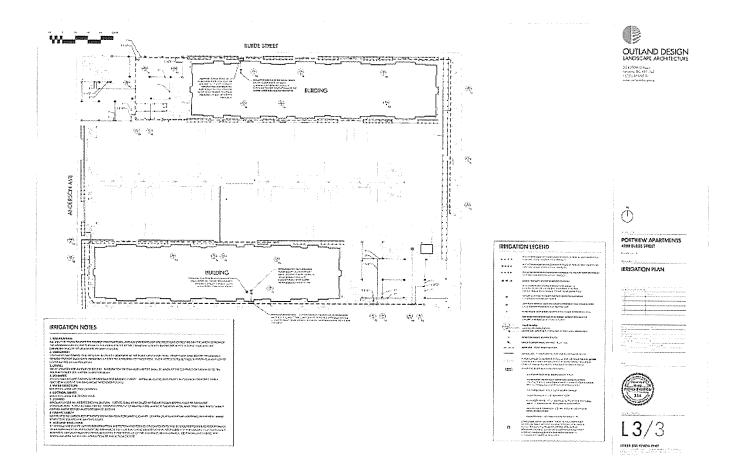














CITY OF PORT ALBERNI

PLANNING DEPARTMENT

TO:

Tim Pley, CAO

FROM:

Katelyn McDougall, Manager of Planning

DATE:

May 8, 2019

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

Tim Pley, CAO

SUBJECT: DEVELOPMENT APPLICATION - Development Permit No. 19-02

4721 Johnston Rd. - Lots 8 and 9, Block 12, District Lot 1, Alberni

District, Plan VIP197E PID:009-232-796 Applicant: Raymond de Beeld Architect Inc

ISSUE

At issue is the consideration of an application for Development Permit No. 19-02 to facilitate the development of a property at 4721 Johnston Rd.

BACKGROUND

The applicant is proposing to build one single-storey commercial building on the property at 4721 Johnston Rd. The building will be wood frame construction. The property was formerly used for a gas station, and as such the applicant has provided a certificate of compliance to demonstrate that there is no reason to believe any site contamination issues exist.

The property is zoned C7 - Core Business and is located within Development Permit Area No. 2 (Commercial). The Development Permit guidelines cover the form and character of the project with the intent being to ensure a high quality and appropriate development in a highly visible area of the city. The applicant has submitted plans and building renderings (attached) in support of a Development Permit.

DISCUSSION

Site Plan

The total lot area of the property is 0.40 acres. The proposed development will have a site coverage of 33% (149 m2 approximately), and the attached site plan shows the location of the new commercial building.

The proposed building will abut the Johnston Rd property line, and the commercial retail units will front onto Johnston Rd and Adelaide Street. The parking lot will be located to

the rear of the building. The placement of the building is strategic, and will contribute to the overall walkability of the area and the vibrancy of the commercial street by maximizing the interaction between the building and pedestrians.

The proposed plan indicates a total number of 17 parking stalls to be included in the development. One of these parking stalls will be accessible, and this stall will be located closest to the main entrance points of the building. There are two additional existing parallel parking stalls on Johnston Rd. This exceeds the parking requirements of the Zoning Bylaw. In addition to vehicle parking, 4 bicycle stalls will be provided on site. The parking lot will be accessed by vehicle traffic from Adelaide Street. A drive through lane will be included as part of the development along the west side of the property. The drive through will exit onto Johnston Rd.

Building

The proposed wood frame commercial building will be a single storey in height with three commercial retail units. The total gross floor area of the building is 538 m2, and the breakdown of the size of each unit can be found in the table below:

Unit #	Floor Area (Sq ft)	
CRU 101	1,970	
CRU 102	1,513	
CRU 103 – With drive thru	2,100	

The elevation plans illustrate the exterior appearance of the buildings. The primary exterior building materials are gray and silver aluminum and stainless streel. Wood timber posts are used as architectural features, helping to differentiate and define certain elements of the building. The materials and colors provide for an attractive and contrasting building detail, with a distinct modern west coast style. Some renderings are attached for information.

Landscaping

The landscaping plan includes a mix of drought tolerant and native plants including trees, shrub, and groundcover perennials. An irrigation system has been included to sustain the landscaping. A black vinyl chain link fence will be placed along the north and west edge of the property line. The cost estimate for the first phase of the landscaping is \$46,720.00 and security in this amount is required.

CONCLUSIONS

The project is an attractive and modern development that will contribute to the vibrancy of the area. The plans submitted for the Development Permit meet the intent of the guidelines. The Planning department supports the issuance of a Development Permit to allow for the new commercial development at 4721 Johnston Rd.

RECOMMENDATIONS

- That Council for the City of Port Alberni approve Development Permit No. 19-01 and that the City Clerk be authorized to sign the permit including the following Schedule B development plans:
 - a) Raymond de Beeld Architect Inc A0.0 Cover Sheet dated 04/01/2019
 - b) Raymond de Beeld Architect Inc A0.1 Perspectives 1 dated 04/01/2019
 - c) Raymond de Beeld Architect Inc A0.2 Perspectives 2 dated 04/01/2019
 - d) Raymond de Beeld Architect Inc A0.3 Context Plan dated 04/01/2019
 - e) Raymond de Beeld Architect Inc A1.1 Site Plan dated 04/01/2019
 - f) Raymond de Beeld Architect Inc A1.2 L1 Floor Plan dated 04/01/2019
 - g) Raymond de Beeld Architect Inc A1.3 Roof Plan dated 04/01/2019
 - h) Raymond de Beeld Architect Inc A2.1 Elevations dated 04/01/2019
 - i) MacDonald Gray Landscape Architecture Drawing L1/2 Landscape Architecture Site Plan dated 04/05/2019
 - j) MacDonald Gray Landscape Architecture Drawing L2/2 Planting Plan dated 04/05/2019
 - k) Newcastle Engineering 100 Preliminary Site Servicing and Grading Plan dated 04/05/2019

Respectfully submitted,

Katelyn McDougall

Katelyn McDougall, M.Urb Manager of Planning

CITY OF PORT ALBERNI DEVELOPMENT PERMIT NO. 19 - 02

Development Permit Issued to: Joseph King

14523 Blackburn Crescent, White Rock, BC V4B3A3

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

Lots 8 and 9, Block 12, District Lot 1, Alberni Distict, Plan VIP197E (PID: 009-232-796)
located at 4721 Johnston Rd

CONDITIONS OF PERMIT

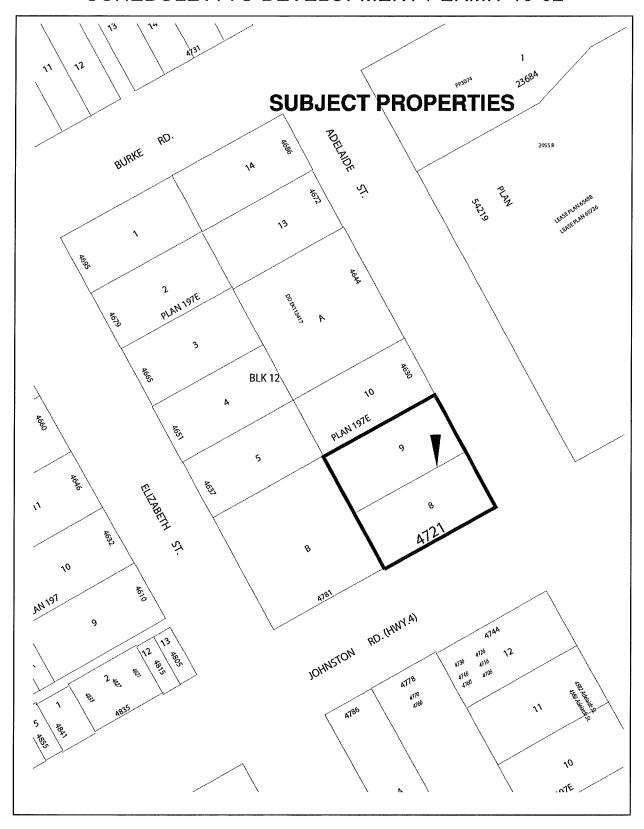
- 1. Development of the land to be undertaken shall be limited to the area shown on Schedule A.
- 2. Development of the land to be undertaken shall be in accordance with the development plans shown on Schedule B attached hereto and forming part of Development Permit No. 19-02.
- 3. An Irrevocable Letter of Credit or other security is required in the amount of \$46,720.00 for landscaping, irrigation and fencing.
- 4. The owner of the land shall provide the general contractor and all professionals associated with the development with copies of this permit.
- 5. The owner of the land shall maintain any undeveloped land in a neat and tidy condition at all times.
- 6. If there has not been any substantial commencement of construction with respect to which the permit was issued within two years after the date it was issued, the permit lapses.

The City of Port Alberni shall file notice of this permit in the Land Title Office stating the land is subject to Development Permit No. 19-02.

In accordance with the provisions of Section 489 of the Local Government Act R	SBC :	2015
approval of this Permit was granted by resolution of the City Council on May $__$, 20)19.	

Date Clerk

THIS IS NOT A BUILDING PERMIT







THE MENT

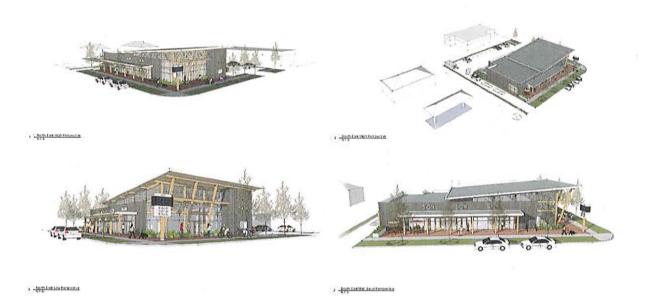
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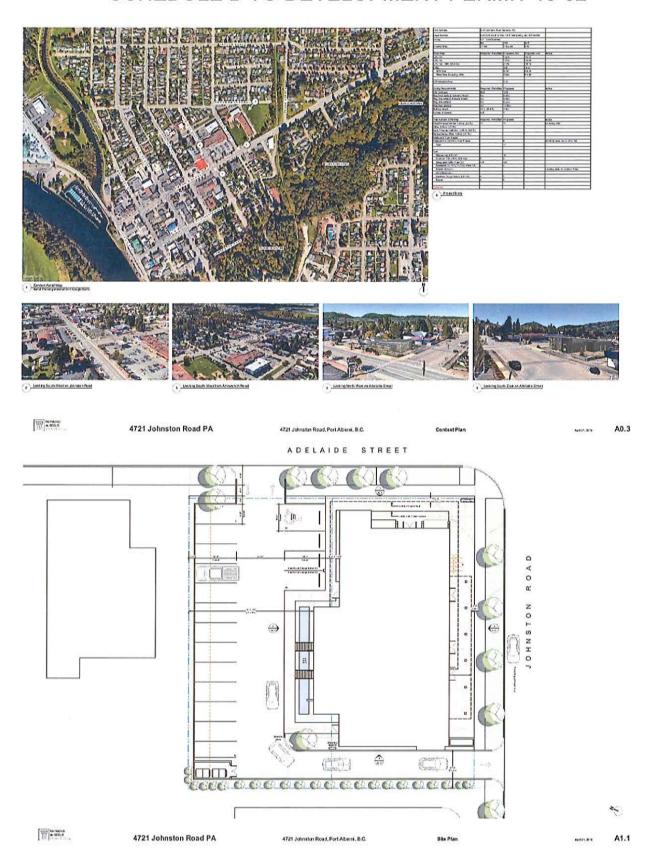
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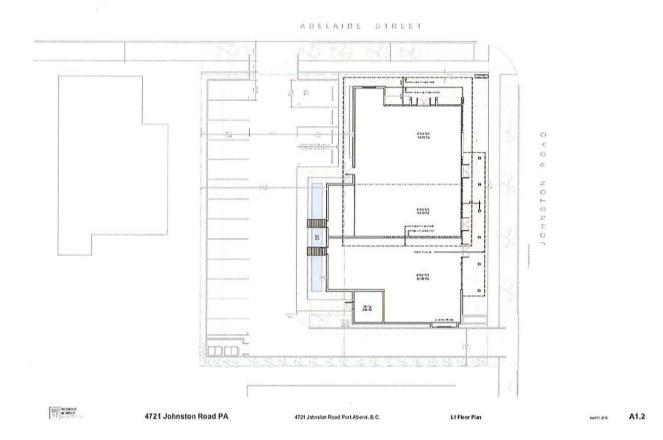
Cover Shoe

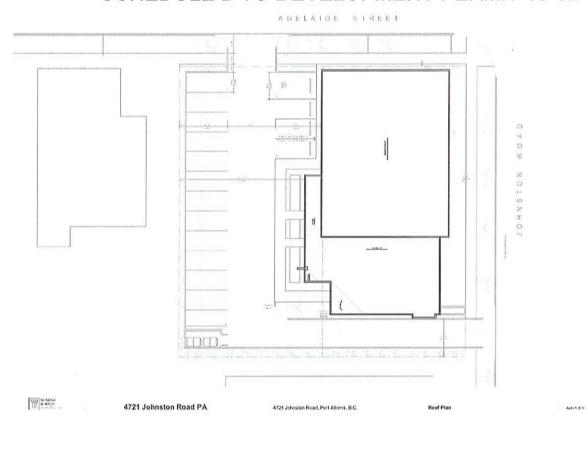
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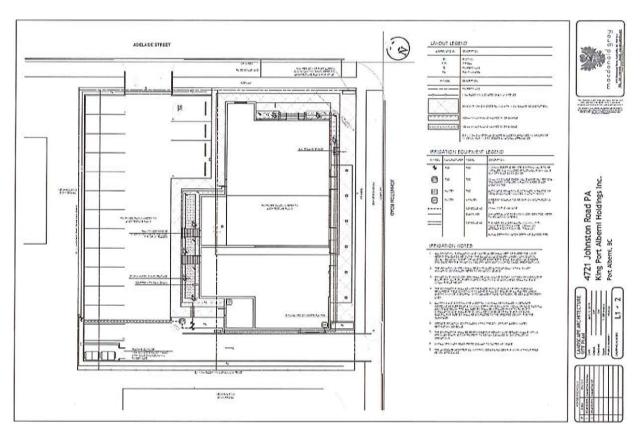


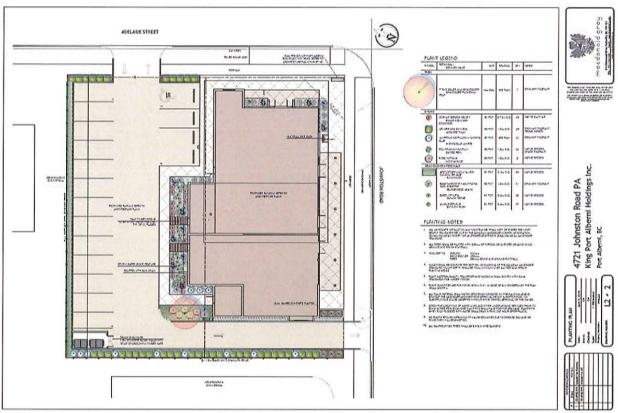


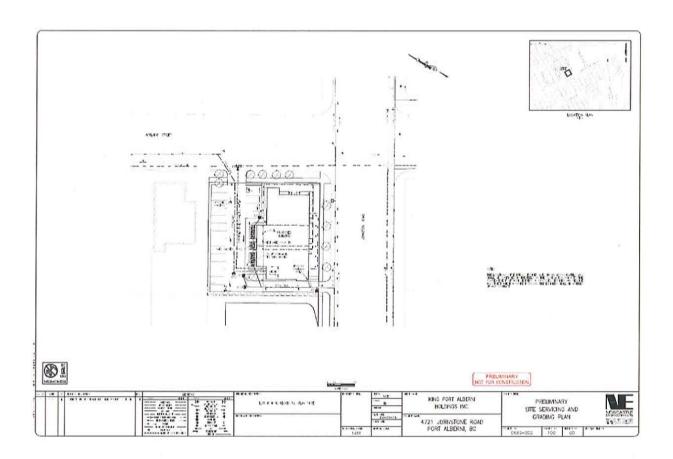














Summary Report / Minutes of the Advisory Planning Commission Meeting (Held on April 18, 2019,

in the Committee Room at City Hall, at 12:00 p.m.)

Advisory Planning Commission Present

Ken McRae (Chair) Jeannette Nichols Sandy McRuer Amy Anaka Don Ferster Steve Tatoosh (Alternate Hupačasath F. N.) Larry Ransom (Alternate S.D.70) Councillor Deb Haggard, Council Liaison Rick Newberry, P.A.F.D. Liaison Rob Gaudreault, Parks Liaison

Staff

Katelyn McDougall, Manager of Planning Cara Foden, Planning Technician

Guests

Aaron Brevick - Applicant Members of the Public - R. Corbeil

Regrets

Jim Tatoosh, Hupačasath F. N. Cynthia Dick, Tseshaht (c išaa?ath) F. N. Chris Washington, S.D.70 Liaison S. Sgt. Terry Smith, R.C.M.P. Liaison John Douglas (Vice-Chair)

Alternates (not in attendance)

Councillor Helen Poon (Alternate-Council) Peter Dione (Alternate-R.C.M.P.) Darren Mead-Miller (Alternate – Tseshaht F.N.)



1. Adoption of March 20, 2019 Minutes

- · The Chair acknowledged that this meeting is taking place within the un-ceded traditional territories of the Hupačasath and the Tseshaht (c išaa?ath) First Nations. The applicant present was welcomed by the Chair.
- The minutes of the March 20, 2019 meeting of the Advisory Planning Commission were adopted.
- · APC agreed to discuss the Compton Road application before discussing the Athol St. application.

(McRae / Nichols) CARRIED

2. DEVELOPMENT APPLICATION – Zoning Bylaw Amendment

5119 Athol Street - Lot 4, Block 84, District Lot 1, Alberni District, Plan 197D (PID: 009-230-823) Applicant: A. Brevick

- The Manager of Planning summarized her report to the APC dated April 10, 2019.
- The APC discussed the application as follows:
 - Chair invited the applicant to speak about the proposal. The applicant addressed the financial investment required for the project and indicated that a foreign investor would be carrying the financial burden while the applicant would be involved as a 10% partner and has a purchase agreement for the building. He invited the APC to ask questions about cannabis cultivation and processing.
 - Several members noted that the building and area appear to fit in with neighbouring properties however taking time to work together with the ACRD to devise a valley wide strategy for similar applications would be appropriate.



- O It was noted by the Hupačasath First Nation (HFN) representative that the Federal Government had not consulted with First Nations regarding the regulation of the cultivation and processing of cannabis and the HFN would not support this application at this time.
- It was proposed that a Committee of the Whole meeting be requested to address the topic of micro-cultivation and micro-processing cannabis in the City and A.C.R.D.
- Most members felt that a unified or complementary approach to applications should be pursued with the A.C.R.D.

MOTIONS:

- 1. That the Advisory Planning Commission defers the application and recommends to City Council that staff investigate and determine specific zones for cannabis production (cultivation and processing) before proceeding with the application for 5119 Athol Street and that:
 - a) Community engagement be made a priority including consultation with local First Nations: and
 - b) Council move forward with the engagement process as quickly as possible.

(Haggard / Ferster) CARRIED

3. DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment

5189 Compton Road - Lot 1, District Lot 20, Alberni District, Plan 9584 Except part in Plan 10613 (PID: 005-356-407)

Applicant: D. Potter

- The Manager of Planning summarized her report to the APC dated March 13, 2019.
- The APC discussed the application as follows:
 - o There are no known plans for demolishing the existing home on the property. The applicants are only wanting to subdivide a small portion of the site along Compton Rd.
 - Parkland dedication or payment in lieu would be required.
 - o It was noted that a geotechnical report or professional Engineers report would be required during the Subdivision process. The Manager of Planning explained that the details pertaining to the servicing of the site and the proposed subdivision would be addressed as part of the subdivision process.
 - The APC agreed that the proposed land use was appropriate for the neighbourhood.

MOTIONS:

1. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A – Zoning Map) to change the designation on a portion of Lot 1, District Lot 20, Alberni District, Plan 9584 Except part in Plan 10613 (PID: 005-356-407) located at 5189 Compton Road from 'RR 1 - Rural Residential' to R3 – Small Lot Single Family Residential.

Page 2 of 3

- 2. That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:
 - a) Receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.

(Ransom / McRuer) CARRIED

- 4. <u>Update Manager of Planning Status of current projects.</u>
 - 3503 11th Avenue (Sattar) PLA will precede final adoption of "Zoning Bylaw Map Amendment No. 31 (3503 11th Avenue Sattar), Bylaw No. 4978"
 - 2940 Bellshill Road PLA will precede final adoption of (Carriere_ "Official Community Plan Amendment No. 27 (2940 Bellshill Road – Carriere), Bylaw No. 4985" and "Zoning Bylaw Map Amendment No. 32 (2940 Bellshill Road – Carriere), Bylaw No. 4986"
 - 3512 Gagne Rd. (Bourelle) PLA will precede final adoption of "Zoning Bylaw Map Amendment No. 33 (3512 Gagne Road – Bourelle), Bylaw No. 4987"
 - Report to Council re: Definitions of Family and Dwelling Unit will go directly to Council (Zoning Text Amendment No. T19 (Family, Dwelling Unit, Parking), Bylaw No. 4982")
 - Development Permit for 4721 Johnston Rd. and for 4000 Burde St. (Portview Apartments) are in progress.
 - RFP for Harbourview Lands will be reviewed by Council before advertised.
 - A Social Planning Commission will be considered by Council.
 - A second report regarding short term rentals will be prepared for consideration by the APC.
 - Upcoming for May APC
 - o 4202/4238 8th Ave. Zoning amendment application.
 - o Fence Height report
 - o 3510 12th Avenue Development Variance for front porch.
- 5. Other business No other business

Thursday, May 16, 2019.	.m. The next regular meeting is scheduled for
Thatoday, May 10, 2010.	(Nichols / Ferster) CARRIED
Davina Hartwell - City Clerk	Ken McRae – Chair

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CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO:

Advisory Planning Commission

FROM: Katelyn McDougall, Manager of Planning

DATE: April 10, 2019

SUBJECT:

DEVELOPMENT APPLICATION – Zoning Bylaw Amendment

5119 Athol Street - Lot 4, Block 84, District Lot 1, Alberni District, Plan

197D (PID: 009-230-823) Applicant: A. Brevick

ssue

At issue is the consideration of an application for text amendments to the Zoning Bylaw to facilitate the use of a property located in the Southport business core for 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing'.

Background

The applicant is applying to amend the text of the Zoning Bylaw to permit 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing' as site specific uses in the 'C3 Service Commercial' zone at 5119 Athol Street. The applicant is leasing-to-own the building, which would be used by Well Established Ethical Distributors Ltd. to grow and process cannabis onsite.

In response to the legalization of cannabis, the City has determined which zones can be used to accommodate cannabis retail stores. The four zones that permit cannabis retail stores include the 'C2 General Commercial', 'C3 Service Commercial', 'C4 Highway Commercial' and 'C7 Core Business' zones. However, cannabis production is not currently a permitted use within the City of Port Alberni. As such, the following text amendments have been requested:

- Addition of 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing' to Section 4 Definitions: and
- In Section 5.20.1, Site Specific Uses: in the 'C3 Service Commercial' zone add 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing'; and
- Add the following text to Section 5.20.4 Site Specific Uses table:

"Use Site Address Site Legal Description

5119 Athol Street Lot 4, Block 84, District Lot 1, Alberni Cannabis Micro-Cultivation

District, Plan 197D (PID: 009-230-823)

Cannabis Micro-Processing 5119 Athol Street Lot 4. Block 84, District Lot 1, Alberni District, Plan 197D (PID: 009-230-823)" April 10, 2019 Page 2 of 8.

In order to operate the proposed micro-cultivation and processing facility the applicant will also need to apply to the federal Minister of Health to become a license holder under the regulation of the Cannabis Act. It is the applicant's responsibility to comply with all applicable provincial laws and federal regulations (e.g., environmental laws) as well as municipal bylaws (e.g., zoning and building permits) to become a license holder.

Official Community Plan and Zoning Bylaw

- a) The property is currently designated 'General Commercial' on the Official Community Plan Schedule A Land Use Map. No amendment is required.
- b) The property is currently included in 'Development Permit Area No. 2 General Commercial' on the Official Community Plan Schedule B Development Permit Area Map. No amendment is required. A Development Permit will be required for any alterations to the exterior of the building.
- c) The property is currently zoned 'C3 Service Commercial' on the Zoning Bylaw Schedule A Zoning Map. No map amendment is required.
- d) 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing' are not Permitted Uses in the C3 zone. Text amendments would be required to add definitions to the Bylaw for 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing' and to add those uses to the list of Site Specific uses permitted in the C3 Service Commercial zone.

Discussion

In Canada, cannabis production is now legal with a license from Health Canada. There is a growing amount of expressed interest in cannabis production in Port Alberni and beyond. The City should proactively specify what zones are appropriate for the production of cannabis, just as we have determined the appropriate zones for cannabis retail. Otherwise the approach will be to deal with any related applications on a case-by-case basis.

In the regional district there are a few cannabis production facilities located north of Port Alberni in the Cherry Creek and Beaver Cheek areas. The ACRD is currently in the process of reviewing land use regulations for cannabis production and there is an opportunity to coordinate, if that is something the City would like to consider. The City should also review best practices, and consider the approach taken by other jurisdictions that have already, or are in the process of, zoning for cannabis production.

Surrounding Area

The subject property at 5119 Athol Street is located within the Southport area. The surrounding area contains a mix of commercial, single family, and multi-family uses. A multi-family residential apartment building is under construction on Athol Street east of the site, and nearby several formerly residential buildings have been converted to transitional office commercial spaces. To the north of the site, along the waterfront, is a large area used for heavy industry. Nearby is City's downtown core, including the Harbour Quay, the Uptown area, and the Arts District along Argyle Street. The area is currently undergoing revitalization and new development, and several nearby properties are of strategic interest to the city.

Proposal

The applicant has indicated that the intention is to use the building to grow and process cannabis on-site. The applicant is requesting a site specific use to the C3 - Service Commercial

zone to permit 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing' on-site. Text amendments would also be required to add definitions to the zoning bylaw for those uses. The following definitions are proposed for these two uses:

Cannabis Micro-Cultivation: means the authorized small scale growing of cannabis plants and harvesting material from those plants, and associated activities as defined under the Cannabis Act (Canada).

Cannabis Micro-Processing: means the authorized small scale manufacturing, packaging and labelling of cannabis products destined for sale to customers and intraindustry sales of those products, including to provincially authorized distributors, as well as associated activities as defined under the Cannabis Act (Canada).

The existing building at 5119 Athol Street is a single storey (with basement) detached concrete building. The building was formerly used as a dance studio. Externally, the building appears to have a warehouse/industrial appearance. The building has been secured with steel doors, security cameras, and a monitored alarm system. The building is currently painted beige with red features (see photos attached).

The proposal does meet the Official Community Plan's Industrial Development objectives to:

- Encourage diversification and promote development of the industrial sector in order to achieve a more stable employment and economic base; and
- Ensure the City provides a positive environment for industry and associated businesses.

However, the proposal does not meet the Official Community Plan's Economic Development objectives to:

- Enhance economic and social vitality of key commercial areas by limiting commercial growth to these locations; and
- Encourage development of built form in Northport and Southport that substantially enhances the pedestrian experience, stimulates social activity, and generates a distinctive shopping experience.

Zoning

The City has previously determined which zones can be used to accommodate cannabis retail stores. The four zones that permit cannabis retail stores include the 'C2 General Commercial', 'C3 Service Commercial', 'C4 Highway Commercial' and 'C7 Core Business' zones. Cannabis production is not currently a permitted use within the City of Port Alberni.

The nature of the proposed cannabis production business is not necessarily incompatible with the existing uses in the neighbourhood, specifically the automotive shops and industrial uses north of the subject property. Furthermore, the 'C3 Service Commercial' zone already lists cannabis retail as a permitted use. However, as the area begins to change and redevelop it is worth further thought and consideration to determine what the desired future of the area is and what the best approach would be to achieve that vision.

Development Permit

As the location falls within the Development Permit Area No. 2 Commercial (General) the applicant would be required to apply for a Development Permit prior if they intend to improve the exterior of the building. At this point in time the applicant has only indicated interest in painting the exterior (potentially including a mural on one of the exterior walls) and potentially removing some of the widows on the north side of the building. Any future details for exterior façade improvements will be addressed during the Development Permit process.

Waste by-products

There are some waste by-products that result from the cultivation of cannabis. The applicant indicates that an arrangement has been made with a local company, Earth Land and Sea, to take the by-product off-site for composting. It was also indicated that none of the by-product would go to the Alberni Valley Landfill.

Odor management

The applicant has indicated that the cultivation facility would self-contained and produce minimal odor and pollution. It was also indicated that no ventilation issues should occur as the ventilation will be reviewed by Health Canada to their standards.

Referrals

	-	
Agency	Comments	
A.C.R.D.	 Any amendment to the C3 zoning should include a review of all properties zoned C3 and the potential impact to neighboring properties. This may impact some properties in the ACRD adjacent to the City of Port Alberni boundary. An Industrial Land Inventory and Action plan is being developed for the Alberni Valley. Cannabis production will be one of the industrial land uses looked at in the study. The ACRD is currently in the process of reviewing land use regulations for cannabis production and there is an opportunity to coordinate this review with the City of Port Alberni, if that is something the City would like to consider. 	
Agricultural Land	No comments received.	
Commission		
BC Hydro	No comments received.	
Fortis	No conflict with Gas.	
Shaw	No comments received.	
Telus	No comments received.	
Canada Post	No comments received.	
Chamber of	The C.O.C. is not yet willing to offer an approval recommendation on	
Commerce	5119 Athol St. Our recommendation on that request is to suggest that a	
	Strategic Plan be developed for the area prior to any consideration for	
n-kina.	specific zoning changes such as the one proposed.	
Hupačasath First Nation	No comments received.	
Tseshaht (ċ	No comments received.	
išaaʔatḥ) First		
Nation		

Nuu-chah-nulth	No comments received.
Tribal Council	
School District 70	No comments received.
Uptown Merchants Association	 On March 12 the Uptown Merchants Association submitted comments in opposition to the development application, primarily due to concerns about odor, industrial use in a commercial area, and the proximity to areas used for family events. The UMA requested a strategic plan for the area prior to approving the zoning amendments. At the March 20th Advisory Planning Commission C. Washington reported that a recent presentation and site tour of 5119 Athol St. had resulted in positive comments from some uptown merchants and that she would submit written comments to the Planning Technician to be included in the referral responses for a recent zoning amendment application submitted respecting Microcultivation and Micro-processing of cannabis.
Island Health	 No site specific concerns, except if the proposed amendment is opened up to all C3 zones
	 General concerns about setback distances and buffer zones, proximity to neighboring residential properties, and if mechanism are in place to deal with nuisance issues Would welcome further discussion on cannabis cultivation and
RCMP	other operations
	No comments received.
P.A. Fire Dept.	
P.A. Building	No comments received.
P.A. Public Works	No comments received.
P.A. Parks	No comments received.
Operations Dec. 9	
P.A. Parks, Rec. &	Interests unaffected.
Heritage	

Conclusions

In considering the Zoning amendment the Advisory Planning Commission and City Council should consider whether the proposed amendments are appropriate for the site. The area is currently undergoing revitalization and new development, and several nearby properties are of strategic interest to the city.

The addition of 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing' as a site specific use to the 'C3 Service Commercial' zone is not necessarily incompatible with existing uses in the neighbourhood, specifically the automotive shops and industrial uses north of the subject property. Furthermore, cannabis retail has recently become a permitted use in the C3 zone.

The cannabis sector is a fast growing industry in Canada, and the proposed application for Well Established Ethical Distributors Itd could create new jobs in the Southport area. With emerging interest in cannabis production (cultivation and processing) within the City Port Alberni it should be a top priority for the City to determine the appropriate zones to properly regulate this fast growing industry. Staff should further investigate, in collaboration with the regional district and community, the appropriate zones to accommodate cannabis production.

· ·

Recommendations

The Planning Department does not support a site specific use of the subject property for 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing' without first having the opportunity to analyze and identify specific zones to accommodate cannabis production. As such, the Planning Department recommends option #1 below:

- 1. That the Advisory Planning Commission defers the application and recommends to City Council that staff investigate and determine specific zones for cannabis production (cultivation and processing) before proceeding with the application for 5119 Athol Street.
- **2.** That the Advisory Planning Commission recommends to City Council that the City proceed with a text amendment to the Zoning Bylaw as follows:
 - a) By adding the following definitions for 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing' to Section 4 Definitions:

Cannabis Micro-Cultivation: means the authorized small scale growing of cannabis plants and harvesting material from those plants, and associated activities as defined under the Cannabis Act (Canada).

Cannabis Micro-Processing: means the authorized small scale manufacturing, packaging and labelling of cannabis products destined for sale to customers and intraindustry sales of those products, including to provincially authorized distributors, as well as associated activities as defined under the Cannabis Act (Canada).

- b) By adding in Section 5.20.1, <u>Site Specific Uses:</u> in the 'C3 Service Commercial' zone 'Cannabis Micro-Cultivation' and 'Cannabis Micro-Processing'; and
- c) By adding the following text to Section 5.20.4 Site Specific Uses table:

<u>"Use</u>	<u>Site Address</u>	Site Legal Description
Cannabis Micro-Cultivation	5119 Athol Street	Lot 4, Block 84, District Lot 1, Alberni District, Plan 197D (PID: 009-230-823)
Cannabis Micro-Processing	5119 Athol Street	Lot 4, Block 84, District Lot 1, Alberni District, Plan 197D (PID: 009-230-823)"

d) And that the Advisory Planning Commission recommends to City Council that staff investigate and determine specific zones for cannabis production (cultivation and processing).

Respectfully submitted.

Katelyn McDougall

Katelyn McDougall, M.Urb Manager of Planning



April 10, 2019 Page 8 of 8.





J: Lengineering! Planning! Development Applications! Z oning Amend! ZON-2018! 5119-AtholSt-Brevick! 5119-AtholSt-Brevick-APCreport.docx



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO:

Advisory Planning Commission

FROM: Katelyn McDougall, Manager of Planning

DATE: April 3, 2019

SUBJECT: DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment

5189 Compton Road

Lot 1, District Lot 20, Alberni District, Plan 9584 Except part in Plan 10613

(PID: 005-356-407) Applicant: D. Potter

Issue

The purpose of this report is to consider an application for a map amendment to the Zoning Bylaw for the property at 5189 Compton Road.

Background

An application has been made to amend the Zoning Bylaw to rezone a portion of 5189 Compton Road, in order to facilitate a subdivision application. There is an existing house with multiple outbuildings on the relatively large property and the applicant proposes to subdivide the property to create four new residential lots fronting Compton Road.

Official Community Plan and Zoning Bylaw

- a) 5189 Compton Road, Lot 1, District Lot 20, Alberni District, Plan 9584 Except part in Plan 10613 (PID: 005-356-407), is currently designated 'Residential' on the Official Community Plan Schedule A - Land Use Map. The property is not within a Development Permit Area on the Schedule B - Development Permit Areas Map. No amendments are required.
- b) 5189 Compton Road, Lot 1, District Lot 20, Alberni District, Plan 9584 Except part in Plan 10613 (PID: 005-356-407), is currently zoned 'RR1 - Rural Residential'. A map amendment to the Zoning Bylaw Schedule A - Zoning Map is requested to designate a portion of the property as 'R3 - Small Lot Single Family Residential'.

April 3, 2019 Page 2 of 9.

Discussion

Zoning:

The property at 5189 Compton Road is an irregular "L" shaped lot, which has a total frontage along Compton Road that measures approximately 73.71 metres (248.82 ft) and a lot depth measuring approximately 90.86 metres (298.11 ft). The total area of the site is \pm 7605 m2 (81,862 ft2).

The R3 zone has a minimum frontage requirement of 10 metres (33 ft.) and a minimum lot area requirement of 350 m2 (3,767 ft2). With the total site area being ±7605m2 (81,862 ft2) it should be possible to create four smaller lots that would each meet or exceed the minimum lot size requirement of 350 m2. The maximum site coverage permitted in the R3 zone is 50% which is adequate to allow development if the parcel is subdivided into three lots. See attached conceptual site plan.

Surrounding Area

The area contains a mix of uses but is predominately single family residential use to the immediate west and south. To the immediate north and east is AW Neill elementary school. A newer subdivision was recently developed just to the north of the subject property and elementary school. While the north west side Port Alberni does have a more rural feel, with more RR1 and RR2 zoning compared to other areas of town, it would not be uncommon to see smaller lot sizes in the area.

Nearby the subject property is a large forested area containing Kitsuksis Creek that leads down and connects into the Kitsuksis Dyke, which is surrounded by a public trail network.

Infrastructure

Water: There is a water main located on Compton Road. There is also a water main running along the west side of the property.

Sewer: The main sanitary sewer connection is from Compton Road, and there are mains along the west side of the property as well.

Storm: Main is located along Compton Road and there is culvert and catchment drain located at the south east portion of the site.

The capability of the existing infrastructure for the apartment building will need to be proven out by the developers' engineer and approved by the City Engineering department. The detailed issues and costs regarding servicing requirements will be specified during the Subdivision process and included in a Preliminary Layout Approval letter to the applicant.

Topography and Geotechnical

There is a significant existing retaining wall along the south and west property lines. These retaining walls will need to be considered in a geotechnical report as part of the subdivision process.

Referrals

RCMP

Interests unaffected by the proposal.

PARKS

Drainage in the area to be diverted into storm drain not open ditch.

BUILDING

No comments.

FORTIS

• FortisBC Energy Inc. has no objections or concerns.

BC Hydro

 Has 3 phase power on the south side of Compton Rd. The four lots would be serviceable by BC Hydro. The existing lot shows as being serviced by BC Hydro from the southwest corner where there is a proposed 7.3 m lot. If the new lots continue to be serviced from that location then that piece should either not be subdivided off or BC Hydro would require a right of way over that piece before subdivision is approved.

Conclusions

In considering the Zoning amendment, the Advisory Planning Commission and City Council should consider whether the proposed amendment is appropriate for the site and for the community.

The R3 - Small Lot Single Family Residential zone allows for slightly greater density while maintaining a single family residential character. The proposed small lot subdivision meets the strategic goal of a livable and sustainable community. The Official Community Plan is supportive of encouraging development within existing developed areas through infill and redevelopment. The proposed zoning and subdivision are compatible with the character of the neighbourhood and the Planning Department supports the zoning amendment to the R3 zone.

Recommendations

- 1. That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A Zoning Map) to change the designation on a portion of Lot 1, District Lot 20, Alberni District, Plan 9584 Except part in Plan 10613 (PID: 005-356-407) located at 5189 Compton Road from 'RR 1 Rural Residential' to R3 Small Lot Single Family Residential.
- 2. That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:
 - a. Receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.

Respectfully submitted,

Katelyn McDougall, M.Urb Manager of Planning

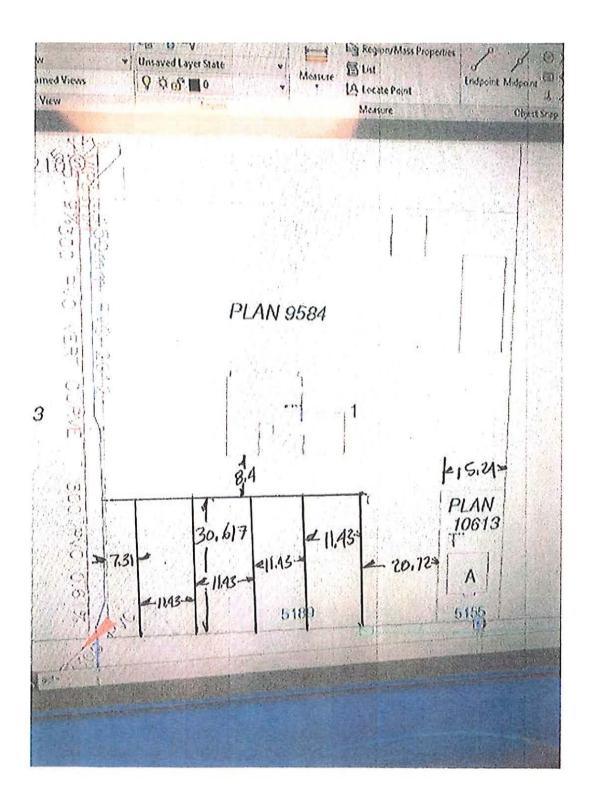
Katelyn McDougall

SUBJECT PROPERTY - 5189 Compton Road



J:\Engineering\Pianning\Development Applications\Zoning\mend\ZON-2019\5189-ComptonRd-Potter\\$189-ComptonRd-Pot

Conceptual Layout - 4 Lots



R3 - SMALL LOT SINGLE FAMILY RESIDENTIAL

5.13 The purpose of this *zone* is to provide for greater density in areas of the city that are being redeveloped and where small *lots* already exist.

5.13.1 Permitted uses

<u>Principal Uses</u>	Accessory Uses
Single family dwelling	Home occupation

5.13.2 Site Development Regulations

Minimum Lot Area	350 m ²	(3767 ft ²)
Minimum Frontage	10 m	(32.8 ft)
Maximum Coverage	50%	
Minimum Setbacks:		
Front yard	5 m	(16.4 ft)
Rear yard	5.5 m	(18.0 ft)
Side yard	1.5 m	(4.9 ft)
Maximum Floor Area Ratio	0.5	
Maximum Height, Principal Building	10 m	(32.8 ft)
Maximum Number of Principal Building Storeys	2.5	

5.13.3 Conditions of *Use*

Notwithstanding the provisions of 5.13.2,

- (a) On a *corner lot*, the *side yard* by the flanking *street* must be not less than 3.0 metres (9.8 ft) wide.
- (b) For single *family* dwellings having no carport or attached garage and with no access to the rear or the side of the *lot* from a *street* or *lane*, the minimum *side yard* requirement shall be increased to 3 m (9.8 ft) for one *side yard*.
- (c) The minimum permitted *setback* from the vehicle entrance of a principal or *accessory building* to a highway other than a *lane* is 5.8 m (19 ft).

VALVE

210 HOOS- 356-407

WATER & SEWER SERVICE CONNECTION RECORD CARD EXCEPT 10613 COMPTON RD. 9582 5189 HOUSE No. D.L. BLK. LOT PLAN SEWER WATER STORM イレー INSTALLATION DATE INSTALLATION DATE INSTALLATION DATE UNKNOWN CONNECTION DATE CONNECTION DATE CONNECTION DATE SIZE LENGTH LENGTH DISTANCE FROM MAIN TO CURB STOP CORP. STOP RISER RISER FITTING AT MAIN CURB STOP FITTING AT MAIN P BENDS COUPLINGS * BENDS ROCK RET. WALL REDUCER DEPTH AT PROPERTY LINE DISTANCE FROM M.H. TO FITTING ON MAIN DISTANCE FROM M.H. TO FITTING ON MAIN MEASURED MEASURED MEASURED COMPTON RD. 29.7m EAST OF SOUTH WEST PE 300mm PVL W/L Printed by Lucky Printers WATER & SEWER SERVICE CONNECTION RECORD CARD NOTE: Distances in meters unless otherwise shown COMPTON 9584 5189 HOUSE No. STREET PLAN STORM WATER SEWER INSTALLATION DATE INSTALLATION DATE INSTALLATION DATE JULY 04, 2007 CONNECTION DATE CONNECTION DATE CONNECTION DATE 100 SIZE PVC SIZE SIZE 12 DISTANCE FROM MAIN TO CURB STOP__METER_ LENGTH LENGTH . RISER CORP. STOP RISER FITTING AT MAIN CURB STOP FITTING AT MAIN WYE 5189 22.5-45 BENDS 1-1 COUPLINGS -2.6 DEPTH AT PROPERTY LINE DEPTH AT PROPERTY LINE REDUCER 2.4 DIST from D/S M.H. TO FITTING ON MAIN A172 SHUT OFF DEPTH DIST from D/S M.H. TO FITTING ON MAIN

MEASURED

MEASURED

METER IS 28M E. AND

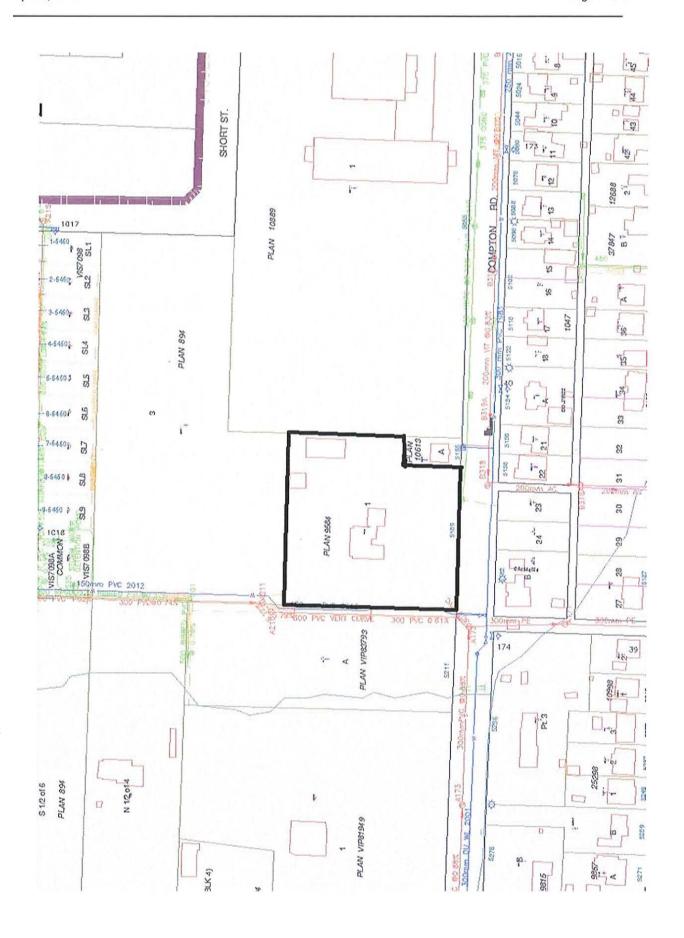
1.0M SOUTH OF S.W. I.P.

MEASURED

OF S.W. LP.

C/O IS 2.6 E. AND 0.6 S.

SERVICE INTO MH A172









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CITY OF PORT ALBERNI

BYLAW NO. 4989

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:

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This Bylaw may be known and cited for all purposes as "Zoning Bylaw Map Amendment No. 34 (5189 Compton Road – Potter), Bylaw No. 4989".

2. Zoning Amendment

2.1 That a portion of Lot 1, District Lot 20, Alberni District, Plan 9584 Except part in Plan 10613 (PID: 005-356-407), located at **5189 Compton Road**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'RR1 – Rural Residential' to 'R3 Small Lot Single Family Residential'.

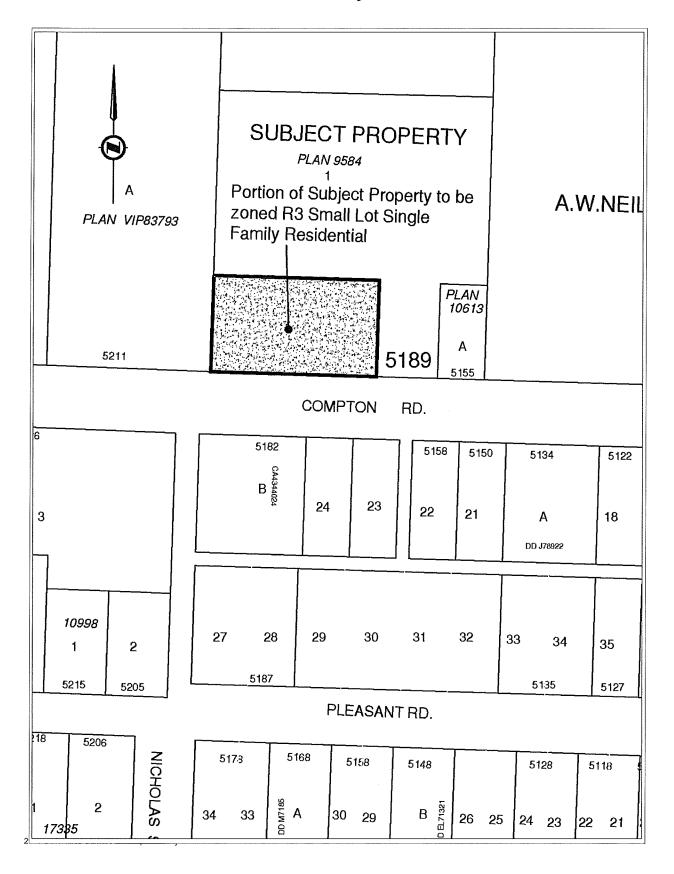
3. Map Amendment

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

Mayor	Clerk
FINALLY ADOPTED THIS DAY OF _	, 2019.
READ A THIRD TIME THIS DAY OF	, 2019.
A PUBLIC HEARING WAS HELD THIS	DAY OF , 2019.
READ A SECOND TIME THIS DAY O	DF, 2019.
READ A FIRST TIME THIS_DAY OF _	, 2019.

J:\Clerks\Bylaws\BYLAWS\4989_ZoningBylawMapAmendNo.34_5189Compton_Potter.docx

Schedule "A" to Bylaw No. 4989



From: Bill Collette [mailto:bill@albernichamber.ca]

Sent: Friday, May 03, 2019 5:48 PM

To: Davina Hartwell Cc: Carol-Anne Phillips

Subject: Arrowsmith View Market

Hi Davina,

Hoping that this format is okay....(vs. crafting a real letter).

The Chamber is working with pretty much every business along Upper 3rd and many in the same area on Argyle Street to host a Street Market this summer – Wednesday evenings – June 19th through August 28th.

Our ask of Council is to allow us to close 3rd Avenue between Argyle and Angus (and potentially all the way to Mar) on each of those Wednesday evenings – 5pm through to 9pm.

Ideally we'd again access the road barriers from the City Works Yard that I would pick up each Wednesday afternoon and deliver back on Thursday.

Please note that the Business Community are all very excited about this possibility and are now expecting that it will indeed occur.

We thank Council in advance and if required I can attend a Council Meeting to discuss this in further detail.

Thanks!



Bill Collette
Executive Director
Alberni Valley Chamber of Commerce
2533 Port Alberni Highway,
Port Alberni, BC, V9Y 8P2
Ph 250.724.6535 Fax 250.724.6560
bill@albernichamber.ca
www.albernichamber.ca

We respectfully acknowledge that we conduct our business on the Traditional Lands of the Hupacasath and Tseshaht First Nations.





April 30, 2019

Royal Canadian Mounted Police

Gendarmerie royale du Canada

Security Classification/Designation Classification/désignation sécuritaire

Unclassified

RECEIVED

MAY 0 1 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 March 31, 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

Spains

Regional Director

Finance Section, E & M Division

Corporate Management & Comptrollership Branch

c.c. OIC Port Alberni Detachment



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

Expenditures to 2019/03/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
STANDARD OBJ. 01 - PERSONNEL		2/4/2011			2000
CEG 10 - PAY - PUBLIC SERVICE EMPLOYEES	0	1,457	1,457	1,457	-1,457
CEG 11 - OVERTIME - PS	0	0	237	237	-237
CEG 30 - PAY - MEMBERS:					
CE 500110 - REGULAR PAY	3,200,881	-10,473	2,616,571	2,616,571	584,310
CE 500112 - RETROACTIVE PAY		0	0	0	
CE 500113 - ACTING PAY	18,000	0	12,503	12,503	5,497
CE 500114 - SERVICE PAY	85,800	-63	79,340	79,340	6,460
CE 500117 - SHIFT DIFFERENTIAL	52,300	0	43,167	43,167	9,133
CE 500164 - SENIOR CST ALLOWANCE	43,000	-198	45,911	45,911	-2,911
CE 501127 - RETRO PAY - PRIOR YEAR		0	0	0	C
CE 501194 - REGULAR TIME - RESERVISTS	10,000	0	0	0	10,000
CE 502103 - OPERATIONAL CLOTHING ALLOWANCE	6,800	-104	4,254	4,254	2,546
MISC. CE's INCLUDED UNDER CEG 30	2,600	294	16,582	16,582	-13,982
CEG 30 - PAY - MEMBERS - TOTAL	3,419,381	-10,543	2,818,328	2,818,328	601,053
CE 500111 - OVERTIME	315,000	0	310,511	310,511	4,489
CE 501110 - OPERATIONAL AVAILABILITY	0.10,000	0	49,122	49,122	-49,122
CE 501128 - RETROACTIVE OVERTIME		0	0	10,122	10,122
CEG 31 - OVERTIME - MEMBERS - TOTAL	315,000	0	359,633	359,633	-44,633
CEG 45 - PERSONNEL - PAY RAISE CONTINGENCY	0	0	355,633	359,633	-44,033
	3,734,381			2 479 666	554,726
TOTAL STANDARD OBJ. 01 - PERSONNEL	3,734,381	-9,086	3,295,051	3,179,655	554,726
STANDARD OBJ. 02 - TRANSPORTATION & TELECOMMUNICATION	ON				
CEG 50 - TRAVEL	42,800	0	16,856	16,856	25,944
	42,000	-10,353	16,856	10,456	20,944
CEG 51 - TRAVEL ADVANCES (Credit Item)	50.400			20.001	40.000
CEG 52 - TRAINING TRAVEL (DCCEG)	36,100	0	22,291	22,291	13,809
CEG 53 - TRAINING TRAVEL (POST)	6,000	0	6,867	6,867	-867
CEG's 60-66 - TRANSFER COSTS (Credit Item)	150	0	103,336	0	0
CEG 70 - FREIGHT, POSTAGE, ETC.	4,700	252	5,999	5,999	-1,299
CEG 100 - TELECOMMUNICATIONS SERVICES (DCCEG)	0	0	5,307	5,307	-5,307
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	-10,101	160,656	57,320	32,280
STANDARD OBJ. 03 - INFORMATION					
CEG 120 - ADVERTISING	0	0	0	0	0
CEG 130 - PUBLICATION SERVICES	0	27	95	95	-95
TOTAL STANDARD OBJ. 03 - INFORMATION	0	27	95	95	-95
STANDARD OBJ. 04 - PROFESSIONAL & SPEC. SVCS					
CEG 160 - LEGAL SERVICES (Credit Item)		122	4,692	0	0
CEG 170 - CONTRACTED SERVICES (DCCEG)	0	0	697	697	-697
CEG 190 - TRAINING & SEMINARS (DCCEG)	95,000	1,876	52,018	52,018	42,982
CEG 191 - TRAINING & SEMINARS (POST)	3,800	900	3,588	3,588	212
CEG 192 - OFFICIAL LANGUAGE TRAINING (Credit Item)		0	0	0	0
CEG 219 - PROFESSIONAL SERVICES	42,800	-1,168	46,610	46,610	-3,810
CEG 220 - OTHER SERVICES	5,700	0	2,028	2,028	3,672
CEG 221 - IM/IT SERVICES	52,020	12,691	51,641	51,641	379
CEG 223 - RADIO COMMUNICATIONS SYSTEMS	22,000	13,993	14,962	14,962	7,038
CEG 228 - CADC SPENDING OF PROCEEDS	0	0	0	0	0
CEG 229 - CADC ALLOCATED (Credit)		0	-8,198	-8,198	8,198
TOTAL STANDARD OBJ. 04 - PROFESSIONAL & SPEC. SVCS	221,320	28,413	168,036	163,343	57,977
				1.53(7.35)	
STANDARD OBJ. 05 - RENTALS					
CEG 280 - INFORMATION TECHNOLOGY RENTALS	5,500	0	0	0	5,500
CEG 290 - RENTAL - OTHERS	4,200	136	1,592	1,592	2,608
TOTAL STANDARD OBJ. 05 - RENTALS	10,200	196	1,651	1,651	8,549
STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINTENANCE					
CEG 311 - REPAIR OF BUILDINGS & WORKS (POST)	0	0	239	239	-239
CEG 370 - REPAIR OF VEHICLES	51,000	223	17,472	17,472	33,528
CEG 380 - REPAIR OF OFFICE & LAB EQUIPMENT		0	0	0	0
CEG 390 - REPAIR OF MISC. EQUIPMENT	1,600	- 8	2,122	2,122	-522
CEG 392 - REPAIR OF AFIS EQUIP	1,000	0	0	0	0
CEG 392 - REPAIR OF APIS EQUIP CEG 393 - IT REPAIR AND MAINTENANCE	730	433	433	433	297
TOTAL STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINT	53,330	664	20,265	20,265	33,065
TOTAL STANDARD OBS. 00 - PURCHASED, REPAIR AND MAINT	93,330	004	20,265	20,205	33,065
OTANDADO OD LOT HITH MATERIAL AND GURDLING					
STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPPLIES					
CEG 430 - FUEL	66,300	0	57,689	57,689	8,611
CEG 470 - PHOTOGRAPHIC GOODS	800	101	1,785	1,785	-985
CEG 500 - STATIONERY	18,000	1,181	13,849	13,849	4,151
CEG 510 - CLOTHING & KIT	15,800	0	11,753	11,753	4,047
CEG 530 - LABORATORY SUPPLIES	17542550	0	0	0	0
CEG 540 - SUPPLY & SUNDRY EQUIPMENT	23,900	776	10,990	10,990	12,910
CEG 541 - ACQUISITION CREDIT CARDS	0	0	0	0	0
CEG 550- HOUSE FURNISHINGS	0	0	0	0	0

25-Apr-19

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
TOTAL STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPP	124,800	2,059	96,066	96,066	28,734
STANDARD OBJ. 09 - CONSTR. OR ACQUIS. OF MACHINES & E	OUIPMENT<\$10,000	OR ASSETS LINDER	CONSTR		
CEG 440 - TRANSPORT SUPPLIES	4,300	O AGGETG GREEK	7,160	7,160	-2,860
CEG 441 - VEHICLE CHANGEOVERS	24,000	0	0	0	24,000
CEG 450 - COMNS PARTS & CONSUMABLES	2,100	0	2,580	2,580	-480
CEG 480 - FIREARMS & AMMUNITION	12,800	0	11,840	11,840	960
CEG 770 - RADIO COMMUN. EQUIPMENT- SYSTEM AND USE	The state of the s	17,029	17,029	17,029	1,071
CEG 771 - COMMS. EQUIPMENT CEG 810 - LABORATORY EQUIPMENT	470	0	0 481	0 481	470 -481
CEG 830 - FURNITURE AND FIXTURES	0	0	401	401	-481
CEG 840 - COMPUTER EQUIPMENT AND SOFTWARE	0	0	0	0	0
CEG 841 - ACQUISITION OF COMPUTER EQUIPMENT	15,500	-2,482	8,832	8,832	6,668
CEG 842 - ACQUISITION OF SOFTWARE	0	833	24,175	24,175	-24,175
CEG 850 - AUDIO VISUAL AIDS	0	0	32	32	-32
CEG 860 - INVESTIGATIONAL EQUIPMENT	5,300	0	0	0	5,300
CEG 890 - VEHICLES (CAPITAL)	70,000	0	0	0	70,000
CEG 891 - MISC. VEHICLES CEG 900 - OTHER EQUIPMENT	0	0	0 248	248	-248
CEG 910 - OFFICE MACHINES	4,300	64	2,706	2,706	1,594
CEG 920 - SECURITY EQUIPMENT	1,000	0	9,755	9,755	-8,755
TOTAL STANDARD OBJ. 09 - MACHINERY & EQUIPMENT	157,870	15,445	84,838	84,838	73,032
A RESTRICTION OF THE CONTRACT OF THE STATE O	11.01	11			
STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS					
CEG 570 - PRISONER EXPENSES	0	0	0	0	0
CEG 580 - SECRET EXPENSES CEG 590 - MISC, EXPENDITURES	4,900	0	1,498 220	1,498 220	3,402
CEG 620 - CLAIMS and COMP.SETTLEMENTS (Credit Item)		0	0	0	-220 0
CEG 650 - WRITE-OFF	0	0	0	0	0
TOTAL STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS	4,900	0	1,717	1,717	3,183
TOTAL DIRECT COSTS	4,396,401	27,617	3,828,376	3,604,952	791,449
YEAR TO DATE CREDITS					
MEDICAL LEAVE / SUSPENSION > 30 DAYS - CEG 32			100,448		
TRANSFER ALLOWANCES - CEG 40 & 41			14,948		
TRANSFER COSTS - CEG's 60 - 66			103,336		
TRAVEL ADVANCE CEG 51 & SALARY OVERPAYMENT PSE CE 1	080	(10,353)	-		
LEGAL FEES CEG 160, OFF.LANG.TRNG CEG 192		122	4,692		
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		(10,231)	223,425	•	
TOTAL DIRECT COST AFTER CREDITS ADJUSTMENTS TO DIRECT COSTS (See 'A' below)	4,396,401		3,604,952	3,604,952	791,449
TOTAL DIRECT COSTS	4,396,401	27,617	3,604,952	3,604,952	791,449
	3,222,123		-		103,440
INDIRECT COST (Summary)					
1) RM Pensions	634,970			522,900	112,070
2) RM CPP	91,063			80,100	10,963
3) Employer's Contr. to E.i. for R/M's	39,976			30,900	9,076
Division Administration (per cap x avg.# RM's) Recruitment & Training	894,200 191,794			806,300 169,900	87,900 21,894
National Programs, Other Indirect Costs & Consolidated Svcs.	85,919			75,600	10,319
Police Dog Service Training	25,304			12,000	13,304
8) Amortization of Equipment > \$150,000 @ 10%				-	- 10,504
9) CPP & El for Reservists	411				411
10) Cost of ERC/PCC as a Per Capita of(PCC incl. under Nat. Prog					
TOTAL INDIRECT COSTS	1,963,637			1,697,700	265,937
TOTAL COSTS (Direct + Indirect) @ 100%	6,360,038			5,302,652	1,057,386
FEDERAL COST 10 %	636,004			530,265	105,739
TOTAL MUNICIPAL POLICING COSTS 90%	5,724,034			4,772,386	951,648
FTE - FULL TIME EQUIVALENTS	ESTABLISHED			CURRENT	
A STATE OF THE PROPERTY OF THE	STRENGTH			UTILIZATION	
RM / CM - ESTABLISHED RM / CM - FUNDED	34.00 34.00			20.42	2.57
RESERVISTS	0.10			30.43	3.57 0.10
- 1977-00-147-1-7-	0.10				0.10
INDIRECT COSTS - DETAILS					
REGULAR & CIVILIAN MEMBERS					

Expenditures to 2019/03/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
1) Pensions (Total Pensionable Earnings)	3,329,681			2,741,822	-22-
Pension Rate	19.07%			19.07%	
Total Cost of RM/CM Pension	634,970			522,865	112,105
2) CPP (Pensionable Items) based on a Per Capita Cost of	2,678			2,632.58	
Total Cost CPP (per Cap x FTE)	91,063			80,103.57	10,959
Employer's Contributions to El based on a Per Capita Cost of	1,176			1,015,43	
Total Cost of E.I. Contributions (per Capita x FTE)	39,976			30,897	9,079
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		806,336	87,864
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 Uti	191,794	191,794		169,939	21,855
6) National Programs, Other Indirect Costs & Consolidated Servi	2,527			2,485	
Total Cost of National Programs (See Below)	85,919			75,618	10,301
7) Delles Des Co. Tree based as De Co	05.004				
 Police Dog Svc. Trng, based on a Per Cap, cost of (eff. F/Yr. 20 Total Cost of PDS.Trng (Per cap, X # of PD Teams) 	25,304 25,304.00	25,304.00		28,576 12,001.92	13,302
TOTAL INDIRECT COSTS - RM's & CM's	1,963,226	20,004.00		1,697,762	265,464
INDIRECT COSTS - Reservists					
a) CPP for Reservists Per Capita Cost of	2,678			2,633	
Total Cost of Reservists CPP (Per Capita x FTE)	273			-	273
b) Employer's Contr. to E.I. Per Capita Cost Total Cost of Reservist's E.I. Contributions (Per Capita)	1,361			1,202	120
Total Cost of Reservist's E.I. Contributions (Fer Capita)					139 411
TOTAL INDIRECT COSTS - RESERVISTS	411				
TOTAL INDIRECT COSTS - RESERVISTS TOTAL INDIRECT COSTS	1,963,637			1,697,762	
TOTAL INDIRECT COSTS - RESERVISTS TOTAL INDIRECT COSTS	1,963,637			1,697,762	265,875
TOTAL INDIRECT COSTS	1,963,637			1,697,762	
TOTAL INDIRECT COSTS NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDA	1,963,637			1,697,762	
NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDA OTHER INDIRECT COSTS	1,963,637	10.010.00			
NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDA OTHER INDIRECT COSTS Public Complaints Committee (PCC)	1,963,637	16,640.96		449.03	
NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDA OTHER INDIRECT COSTS Public Complaints Committee (PCC) Enhanced Reporting & Accountability	1,963,637 ATED SERVICES 489.44 118.11	4,015.74		449.03 117.65	
NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDA OTHER INDIRECT COSTS Public Complaints Committee (PCC)	1,963,637			449.03	
NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDA OTHER INDIRECT COSTS Public Complaints Committee (PCC) Enhanced Reporting & Accountability Legal Advisory Services	1,963,637 ATED SERVICES 489.44 118.11 175.49	4,015.74 5,966.66		449.03 117.65 174.49	
NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDA OTHER INDIRECT COSTS Public Complaints Committee (PCC) Enhanced Reporting & Accountability Legal Advisory Services Estimated Severance Payout CONSOLIDATED SERVICES Shared Services Canada	1,963,637 ATED SERVICES 489.44 118.11 175.49	4,015.74 5,966.66		449.03 117.65 174.49	
NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDA OTHER INDIRECT COSTS Public Compilaints Committee (PCC) Enhanced Reporting & Accountability Legal Advisory Services Estimated Severance Payout CONSOLIDATED SERVICES Shared Services Canada Accounting Operations	1,963,637 ATED SERVICES 489.44 118.11 175.49 1,023.00 721.00	4,015.74 5,966.66 34,782.00 - 24,514.00		449.03 117.65 174.49 1,023.00 721.00	
NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDA OTHER INDIRECT COSTS Public Complaints Committee (PCC) Enhanced Reporting & Accountability Legal Advisory Services Estimated Severance Payout CONSOLIDATED SERVICES Shared Services Canada	1,963,637 ATED SERVICES 489.44 118.11 175.49 1,023.00	4,015.74 5,966.66 34,782.00		449.03 117.65 174.49 1,023.00	
NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDA OTHER INDIRECT COSTS Public Complaints Committee (PCC) Enhanced Reporting & Accountability Legal Advisory Services Estimated Severance Payout CONSOLIDATED SERVICES Shared Services Canada Accounting Operations TOTAL PER CAPITA COST	1,963,637 ATED SERVICES 489.44 118.11 175.49 1,023.00 721.00	4,015.74 5,966.66 34,782.00 - 24,514.00		449.03 117.65 174.49 1,023.00 721.00	
NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDA OTHER INDIRECT COSTS Public Compilaints Committee (PCC) Enhanced Reporting & Accountability Legal Advisory Services Estimated Severance Payout CONSOLIDATED SERVICES Shared Services Canada Accounting Operations	1,963,637 ATED SERVICES 489.44 118.11 175.49 1,023.00 721.00	4,015.74 5,966.66 34,782.00 - 24,514.00	100,448	449.03 117.65 174.49 1,023.00 721.00	
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Attending:

Bert Simpson Gareth Flostrand Judy Carlson Ken Watson Pam Craig Penny Coté Sheena Falconer

Regrets:

Bill Collette Dan Washington Jay Manson Jolleen Dick Nancy Blair

Guests:

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

Called to order: 7:02pm

- 1. Moved by Pam Craig that the agenda of the April 3, 2019 meeting be approved
- 2. Moved by Ken Watson, seconded by Pam Craig, that the minutes of the March 6, 2019 meeting be approved as amended
- 3. Old Business
 - a. Heritage Notes
 - Action: Shelley to forward historic notes to the City Clerk for inclusion in Regular Meetings of Council; include Heritage Registry information
 - b. Historical Fact Sheet for Realtors include a walking tour map
 - Action: Shelley has compiled notes and will forward to sub-committee (Pam, Gareth, Penny)
 - c. Museum → Collecting Admission
 - i. Action: Penny to send Willa information from fundraising session ("four pillars") → Complete
 - ii. Update from working group
 - 1. Meeting next week, more information to come
- 4. Correspondence → none



5. Reports

- a. City Council no report
- b. Tseshaht First Nation no report
- c. Community Arts Council
 - i. Rollin Art Centre Hours are Tuesday through Saturday 11 a.m. to 4 p.m.
 - CURRENT EXHIBIT Mar 20 to April 5 "In the Rainbow Gardens", a collaborative exhibit by the residents of Rainbow Gardens.
 - iii. NEXT ART EXHIBIT April 11 to May 3 "Branching Out", Gale Cyr and Janice Sheehan, abstract painting and mono print etchings. The Meet 'n Greet is Saturday, April 13.
 - iv. POS We plan to purchase a Point of Sale system to computerize our inventory and sales. Will be able to generate many and varied reports. System will make our lives much easier and permit better tracking of artists' materials and wares, workshops, and ticket sales.
 - v. WORKSHOPS "Not Quite A Beginner" Watercolour Workshop, Sat. May 4 (10 5 pm) & Sun. May 5 (10 4 pm) Victoria Artist: Joanne Thomson, the focus will be on landscapes forest and water. Athletic Hall Cost: \$175, bring your own supplies.
 - vi. LIFE DRAWING Mondays at 7pm A weekly non-instructional gathering at the Rollin Art Centre featuring live models. Cost is \$60 per month. Call Rollin Art Centre for more information 250-724-3412.
 - vii. A CALL TO ALL ARTISTS ART EXHIBIT 2020; Deadline is April 30, 2019 The Rollin Art Centre is now accepting applications to all visual artists and artist groups to apply to exhibit their work in our Fine Arts Gallery during the 2020 calendar year. Application forms available at the Rollin Art Centre or on our website.
 - viii. SOLSTICE ARTS FESTIVAL/DAYS WITH THE ARTS June 14th & 15th
 - Shuttle for Saturday June 15th, confirmed, sponsored by Chris Turner Alberni Toyota
 - 2. •Rollin Arts Centre, Artists confirmed 21
 - 3. Days with The Arts Tour artists confirmed 7
 - 4. •Food Trucks 2
 - Cecil Dawson carving & story telling
 - Logan Richards and Bronwynn Marie Story telling with song and dance
 - 7. •Children's activity tent
 - 8. Activities: Musicians will be playing in the gazebo throughout the two-day event; a children's activity tent, food vendor on site, great art exhibit by well-known Vancouver artist Derek Seddon
 - ix. ROLLIN BOOK SALE May 10 and 11 Echo Centre (moving to Athletic Hall 2020 and beyond). One of the Community Arts Council's biggest fundraisers. Drop off your donations (newer books only, NO textbooks, magazines, National Geographic, encyclopedias or Reader's Digest) at the Rollin Art Centre, inside the main door just under the staircase in the BIG wooden box.

- x. CRUISE SHIPS Sat. May 25, Sat June 15 (Solstice Arts Festival and Days with Arts), and Sat July 6 The first cruise ship arrives in our harbour. Rollin will have a booth manned by our summer student, Hannah, and is looking for local crafters and vendors to display their wares at Harbour Quay. Hope to encourage those who do not go on organized tours to stroll up the hill to Rollin Centre.
- xi. TEAS ON THE TERRACE We are holding 10 teas this year (two more than normal); three will be three high teas and two of these will be held on a Sunday. There are many people who cannot get away during the week who might like to come on a Sunday and possibly bring their family. We are looking at package pricing for teas.
- xii. ADVERTISING We've stepped up our advertising this year. Ordered more wedding information cards, RAC rack cards, we will be in the AV Tourism Info map that goes on the BC Ferries, as well as the PA Visitor's Guide.

d. Community at Large

- i. Sat., Apr. 13, 9:30am 3:30pm: Open Highland Dance Competition (Athletic Hall)
- ii. Sat., Apr. 13, 2pm 4pm: Jane Austen Afternoon Tea (AV United Church) Tickets \$15 at 250.913.2111
- iii. Sat., Apr. 13, 10am 6pm: Spring Craft & Vendor Fair Italian Hall)
- iv. Fri., Apr. 19 & Sat., Apr. 20, 10:30am 1:30pm: Giant Easter Bunny Hunt (Arrowvale Campground & Collins Farm)
- v. Sat., Apr. 20, 11am 1pm: Easter Bunny Bonanza (Echo Centre), \$4/child
- vi. Sun., Apr. 21, 11am: Easter at the Mill, admission by donation
- vii. Sun., Apr. 28, 2:30pm: Timbre! Choir presents "Anything Goes" (ADSS)
- viii. Fri., Apr. 26, 5:30pm: Community Excellence Awards (Italian Hall)
- ix. Sat., Apr. 6, 10am: Forest March BC (South Island District Office)
- x. Sun., Apr. 14, 11am 3pm: West Coast Dragon Boat Open House (Sproat Lake Landing)
- xi. Mon., Apr. 8, 11:45am 1pm: Roger Street Bistro re-opening Monday Thursday, Professional Cook Level 1 students (NIC)

e. Historical Society

- March 21: Meeting with Cathy Converse (author) discussing Agnes Deans Cameron
- ii. Judy attended the BCMA Deaccessioning session at the Museum (14 in attendance, 3 Museum staff)
- iii. Next meeting: April 18, presenter Leslie Wright regarding Punjabi culture in Port Alberni
- f. Hupacasath First Nation no report
- g. McLean Mill
 - i. Retained Jamie Morton
 - ii. Budget approved for a static display

- iii. Call out for 4 Directors
- iv. Donation sponsorship program ongoing
- v. Heritage BC grants coming in May
- vi. 24 Productions filming on site
- vii. In discussion with Hupacasath regarding display partnerships
- viii. Exploring Japanese Village area development
- ix. Public input session coming soon

h. Museum

- Since the Franklin exhibit opened on March 15, 995 visitors have attended (not including 85 guests at opening and school groups)
- ii. Hosted various Gathering our Voices students
- iii. Robyn Woodward talk tomorrow night, 70 tickets sold so far
- iv. Film Fest The Wife, playing this Sunday (last of the spring set; next set in the fall)
- v. Beta Sigma Phi working on legacy fund events: Tea with the Dames movie and High Tea on June 8 at 1pm at Echo
- vi. \$2,000 donation to the Heritage Fair received from the Lions Club

i. Regional District

- i. Elections this Saturday for Beaufort and Cherry Creek
- ii. Budget approved
- iii. AVICC Convention April 11 14 in Powell River

j. School Board

- i. Next meeting: Apr. 9 in Ucluelet
- ii. Negotiating ongoing with ADTU and CUPE
- iii. Alberni Wrestling Awards on April 25
- iv. Grad 2019 exit interviews on April 30
- v. SD 70 is hosting Vancouver Island Career Education Association Conference May 8 and 9
- k. Maritime Heritage Society





PAMHS Report to Heritage Commission - April 3, 2019

Hard Hat Diving Exhibit - On loan from Bryce Casavant exhibit will be titled "Knights Of
The Deep, Heritage Diving On the West Coast". Scope will include material that shows
history of diving and development of diving equipment, a stand with helmets, a table
with artifacts, a dual- diver hand pump, a video from WW2 on training divers, a private
book of diving stories, and artifacts such as knives and gear. The center piece will display
a hard hat diver in suit, helmet, boots etc. in the middle of the room. The diving exhibit
will be up is June 2019 to April 2020.



Language Revitalization Pole (google www.fnef.ca) — Cedar log arrived on March 13th at the PAMHS compound with around 80 people coming down to see it unloaded. It is currently being carved by Tim Paul and Gordon Dick of Port Alberni in recognition of the UN 2019 International Year of Indigenous Languages. 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. The upcoming cruise ships will be making visits to see the carving progress



 Paint Nite Event - March 29th fundraiser for Nahanni restoration was a success with 32 participants raising about \$500 toward the Nahanni restoration.



- Big Band Dance Fundraiser dance for restoration of the Nahanni is planned for October 26th at the Italian Hall. Stay tuned for more details on this event.
- New Brochure now available outlining our programs for 2019
- Summer Student Hiring We are currently recruiting for 3 summer students to help with delivery of our summer tourism and heritage education programs. If you know someone who might be interested, have them contact us via our website.
- AGM April 16, 7pm at Echo Centre. Includes the annual election of Board Members. Kenn Whiteman is stepping down as President

Respectfully submitted

Ken Watson - Director PAMHS

Museum and Heritage Commission City of Port Alberni 4255 Wallace Street Port Alberni BC Canada V9Y3Y6

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I. Chamber of Commerce

- Chamber is very busy right now with our primary focus currently being on the Community Excellence Awards - dubbed the Love Boat. We are again sold-out with 240 tickets already in hand. A wonderful event with 18 Award Categories including Citizen of the Year, Youth of the Year, Volunteer, Special Recognition and Visionary.
- ii. I'm pleased to say that we are working closely with Shelley Harding and through that we have our staff wearing shirts provided by Shelley to help us promote the Franklin Expedition that is now well underway. Additionally I've assisted Shelley in getting some Flutter Flags developed. They'll be placed at the Visitor Centre through June 8th to help promote the event. We expect them any day now.
- iii. The Chamber is also taking on a major role with the Cruise Ships so....it's all hands on deck so to speak. As soon as the Awards are completed (April 26th) there will be a 100% focus on that project from all of us.
- iv. The Chamber also took a lead role with the Language Revitalization Pole project that is now underway at the Maritime Heritage Museum. Looks to be wonderful.
- v. Last, I'll point out that subsequent to a conversation held with Shelley we are going to coordinate a local FAM Tour with Student hires from all over. We'll invite Museum, Maritime, Port Authority, McLean Mill, Aquarium and other organizations to join us. We'll secure a multi-passenger vehicle and do a one or two day trip through the community to introduce all to everything possible.

m. Industrial Heritage Society

- New Secretary, Leslie Walerius getting records in place and stored at the Industrial Heritage Centre
- ii. Work continues on trucks
- 3 members attended the deaccessioning session and are moving forward with deaccessioning artefacts
- iv. Old Time Logging Show was filmed for Discovery
- v. Plate and tubes have been ordered for the #7
- vi. Fundraising committee has been struck for #7
- vii. American Antique Truck Show in Reno at the end of May

6. Next Meeting

- a. Wednesday, May 1 (7pm → Alberni Valley Museum)
- 7. Adjournment

Elestrand

a. Moved at 7:50pm by Pam Craig to adjourn the meeting

Gareth Flostrand, Chair

Davina Hartwell, City Clerk

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Alberni Valley Museum and Heritage Commission

City of Port Alberni



BC Child and Youth in Care Week!



May 3, 2019

Dear Mayors of British Columbia,

This year, June 3-9 marks British Columbia's Child and Youth in Care Week!

We invite you and your community to join British Columbians in celebrating the strength, creativity, and tenacity of young people who are in or have been in care. BC Child and Youth in Care week is a chance to break the stigma about being in care. Sadly the stories told of young people in care are often ones of tragedy and broken commitments. But BC's children and youth in care are so much more than these stories. They are artists, athletes, storytellers, caregivers, and activists. And they are our province's future teachers, mechanics, doctors, researchers, and parents. And they are people who deserve to be celebrated and honoured for the love and diversity they bring to all our communities.

Please join us in finding time over BC Child and Youth in Care Week to spread a message of awareness and care in your communities. There may be local events hosted by your local Ministry of Children and Family Development office or a local community service provider that you can attend. You can also help promote this message of celebration using the attached social media tools.

Thank you for your support of BC's children and youth in care. For more information check out our website to learn how you can get involved: www.bcchildandyouthincareweek.com

If you have any questions or require more information, please contact the Federation of BC Youth in Care Networks at info@fbcyicn.ca or 604-527-7762.

Sincerely,

BC Child and Youth in Care Week Committee















May 7, 2019

Ref: 246050

Dear Local Governments:

As you are aware, housing availability and affordability are some of the biggest issues facing British Columbians today. That is why I am writing to let you know about exciting partnership opportunities that can be used to increase the supply of affordable housing in your community.

With the 30-point housing plan, the Government of British Columbia is making the largest investment in housing affordability in B.C.'s history—approximately \$7 billion over 10 years—through the Building BC funds. In the first year of this plan, we have already made significant investments in communities across British Columbia:

- Building BC: Community Housing Fund (CHF) will provide close to \$1.9 billion over 10 years to develop 14,350 units of mixed income, affordable rental housing for independent families and seniors. The new homes are designed to address the need for affordable housing across a range of income levels, in response to a housing crisis that has made housing unaffordable for even middle-class families. Currently, more than 4,900 of these new homes have been approved in 42 communities. (See map: https://www.bchousing.org/partner-services/Building-BC/community-housing-fund)
- Building BC: Indigenous Housing Fund (IHF) is a \$550 million investment over the next 10 years to build and operate 1,750 new social housing units for Indigenous families and seniors. In Fall 2018, we announced 1,100 new affordable homes for indigenous peoples in 26 communities across B.C. (See news release for project list: https://www.bchousing.org/news?newsId=1479152910395)
- Building BC: Women's Transition Housing Fund (WTF) is investing \$734 million over 10 years for 1,500 units of transition and second-stage housing to help women and children get out of violent and abusive situations and rebuild their lives. More than 280 of these new spaces have been approved for 12 communities.

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Local Governments Page 2

- Building BC: Supportive Housing Fund (SHF), an investment of \$1.2 billion over 10 years, will deliver 2,500 new homes with 24/7 support services for people who are experiencing homelessness or who are at risk of homelessness. This fund builds on the *Rapid Response to Homelessness initiative* (now fully subscribed) in which 2,000 homes with supports are currently being built in 22 communities across the province, with 1,285 units already opened.
- Building BC: Capital Renewal Fund (CRF) is a \$1.1 billion investment over the next 10 years to
 make existing B.C. social housing stock more livable, energy-efficient, and safer. This investment
 will make dramatic improvements to the existing social housing stock in the province and
 benefit thousands of British Columbians.

Many of these housing projects are underway, but I wanted to make sure you knew about upcoming opportunities to apply for future funding. BC Housing is interested in partnering with municipalities, non-profit housing providers, and community groups to create more innovative and sustainable housing solutions through the following:

- Future RFP BC Housing will be issuing a second formal Request for Proposals for the
 Community Housing Fund and the Indigenous Housing Fund in 2020. We encourage groups
 interested in submitting proposals to start their planning early, to ensure their projects are
 ready when applications open. Interested organizations can visit <u>bchousing.org/partner-services/funding-opportunities-for-housing-providers</u> to learn more about these funding
 streams and their requirements.
- Ongoing Opportunities BC Housing welcomes discussions with partners interested in developing new housing through the Supportive Housing Fund and/or the Women's Transition Housing Fund. Visit <u>bchousing.org/partner-services/Building-BC</u> to learn more or contact your local Director of Regional Development (contact list below).
- Major Repairs for Existing Social Housing Funding is available for non-profit housing providers
 or housing co-operatives to support capital projects that maintain or benefit an existing social
 housing building's condition or improve the building's seismic or fire safety, as well as for
 projects focused on energy performance. Visit behavior-services/asset-management-redeveopment/capital-planning-repairs to learn more about eligibility criteria and
 how to apply, or speak with the local Regional Non-Profit Portfolio Manager.
- The HousingHub is a new division within BC Housing, and was established to seek innovative partnerships with local housing organizations, community land trusts, Indigenous groups, faith-based groups, charities, the development community, financial institutions and other industries to create affordable rental housing and homeownership options for middle-income British Columbians. As a centre for housing expertise and collaboration, affordable housing will be developed through the HousingHub either through new construction or through the redevelopment of existing sites. Partners bring suitable land, equity and/or the catalyst for development. The HousingHub can provide:
 - Expertise to provide advice on assisting the group in the planning and development process
 - Access to pre-development funding
 - Low-cost financing
 - o Project coordination advice
 - o A place for organizations to collaborate

Learn more: www.bchousing.org/partner-services/housinghub

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Local Governments Page 3

There are many ways that municipalities can help to partner with BC Housing, such as providing city-owned land or waving Development Costs Charges, as a few examples. If you have an identified housing need in your community, we are hoping that you will help share some of these opportunities with interested community groups in your area. If you are interested in providing housing but are unsure of how to connect with a non-profit, BC Housing or the BC Non-Profit Housing Association can help you identify housing non-profits that operate in your region.

While BC Housing will be promoting these opportunities, we are hoping that you will also reach out to encourage key stakeholders in your community to apply. We have included a *Building BC* factsheet to help you promote these opportunities.

Please have interested key stakeholders in your community contact their local Director of Regional Development for more information:

Region	Director of Regional Development	Email
Interior Region	Danna Locke	dlocke@bchousing.org
Northern Region	Amy Wong	awong@bchousing.org
Vancouver Coastal &	Naomi Brunemeyer	nbrunemeyer@bchousing.org
Fraser Region	James Forsyth	jforsyth@bchousing.org
Vancouver Island	Malcolm McNaughton	mmcnaughton@bchousing.org
HousingHub	Raymond Kwong	rkwong@bchousing.org

Thank you in advance for your support in helping to bring more affordable housing to your community.

Sincerely,

Selina Robinson

Minister

Enclosure



Partnering with BC Housing to Build Affordable Housing

BC Housing welcomes the opportunity to work with individuals and organizations to create affordable housing solutions. We work in partnership with non-profit sectors and private sectors, community and Indigenous groups, provincial health authorities, ministries and other levels of government. As a partner, we build and facilitate community and business partnerships to find innovative solutions to housing.





Building BC Funds

Building BC Homes for Today. Hope for Tomorrow.

Supportive Housing Fund



An investment of \$1.2 billion over 10 years to deliver 2,500 new homes with 24/7 support services for people who are experiencing homelessness or who are at risk of homelessness.



Adults over 19 who are homeless or at risk of homelessness.



Affordable rental housing with onsite support services.



Non-profit housing providers that are interested in providing property management and support services.

Community Housing Fund



billion

This investment will provide close to \$1.9 billion over 10 years to develop 14,350 units of mixed income, affordable rental housing for independent families and seniors.



Families and seniors capable of living independently, without on-site support.

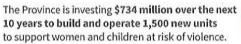


Affordable rental housing that includes: 30% affordable housing (moderate income), 50% rent geared to income (housing income limit), and 20% deep subsidy.



Non-profit housing providers or for-profit firms that partner with non-profit societies who are interested in developing and operating new rental units.

Women's Transition Housing Fund





Women and their children who are at risk of violence and/or who have experienced violence.



There are four typical models: safe home, transition house, second stage housing, and permanent housing.



Non-profit service providers who are interested in developing and operating new rental housing.

Indigenous Housing Fund



The Province is investing \$550 million over the next 10 years to build and operate 1,750 new social housing units for indigenous families and seniors.



million

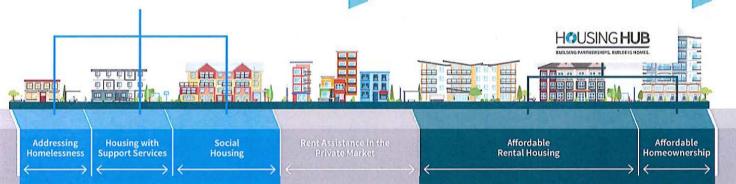
Indigenous families, seniors, individuals, and persons with a disability.



Affordable rental housing.



Indigenous non-profit housing providers, First Nations, Metis Nation BC, non-profits, and developers who want to partner with Indigenous organizations and First Nations.



>>> How to apply

Visit us online to learn more about how to partner with BC Housing.

Building BC Funds

Website: bchousing.org/partner-services/Building-BC Email: Mike Lachocki at purchasing@bchousing.org







Targeted residents



Housing types



Partners



Building New Affordable Housing in BC

The *HousingHub* was developed to increase the supply of affordable housing for British Columbians, and is one of several new provincial initiatives introduced in Homes for BC: A 30-Point Plan for Housing Affordability in British Columbia.

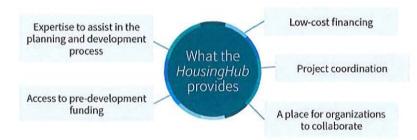
The *HousingHub* is a division within BC Housing, and was established to seek innovative partnerships with local housing organizations, community land trusts, Indigenous groups, faith-based groups, charities, the development community, financial institutions and other industries to create affordable rental housing and homeownership options for middle-income British Columbians.

As a centre for housing expertise and collaboration, the *HousingHub* develops affordable housing through new construction, or through the redevelopment of existing sites.

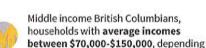
Increasing the Housing Supply

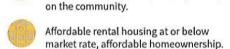
The HousingHub seeks partnerships with levels of government to:

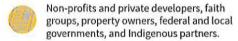
- · Increase the supply of affordable rental housing
- Improve the ability of renters to move into homeownership, thus freeing up rental stock

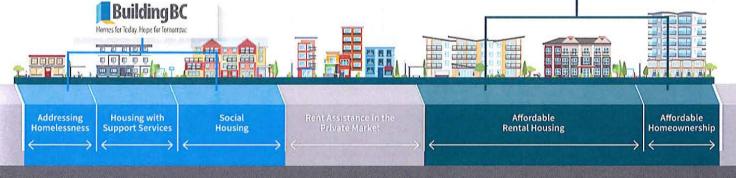












>>> Visit website:

bchousing.org/partner-services/housinghub to learn more

Phone: 604-439-4757

Provincial Director, HousingHub

Provincial Director, HousingHub Raymond Kwong: rkwong@bchousing.org









Housing types



FOOD SECURITY AND CLIMATE DISRUPTION COMMITTEE

THURSDAY, February 7, 2019 4:30 p.m. in the City Hall Committee Room

Present: Guy Langlois, Sam Brownlee, John Mayba, Gary Swann,

Guest: Chris Alemany, Mayor Sharie Minions, CAO Tim Pley

- 1. Approval of Agenda
 - Added letter from Sara Thomas regarding Resolution declaring water as an essential resource. Requesting a letter thanking for passing the resolution.
 - Added letter from Tanis regarding the vulnerability assessment survey.
 - Added report on status of the ACRD Rain Harvesting initiative John Mayba moved to approve
- 2. Approval of Minutes from December 6, 2018 John Mayba moved to approve
- 3. New Business
 - a) Discussion with City of Port Alberni Mayor Sharie Minions and CAO Tim Pley regarding the possibility of Food Security and Climate Disruption Committee being independent of the City.

Action: Guy Langlois will draft a letter to the Mayor and Council advising that Food Security and Climate Disruption Committee will become independent of the City.

 Guy Langlois discussed the draft a letter to the City to provide input to the ACRD solid waste advisory committee.

Action: Guy Langlois will edit the draft letter and circulate it to the committee members.

- 4. Old Business
 - a) Guy Langlois discussed the status of the ACRD's rain harvesting incentive program.
 - The board of the ACRD have not approved the incentive program yet.

Action: Guy Langlois will draft a letter to the ACRD requesting action on the rain harvesting incentive program.

- 5. Meeting adjourned 6:10
- 6. Next meeting March 7, 2019

Sam Brownlee, Chair

Davina Hartwell, City Clerk

Mayor Sharie Minions Report

May 9, 2019

Hospital Auxiliary Spring Luncheon

Attended the Hospital Auxiliary Spring Luncheon. It was great to hear more about what the Hospital Auxiliary does in our community and their extensive volunteer base. I was blown away by the commitment of their volunteers. We're incredibly fortunate to have this group volunteering in our community.

Heritage Fair Awards

Attended the Heritage Fair and presented awards. Huge congratulations to all the participants for their hard work on their projects and to Museum staff and Heritage Commission volunteers for their hard work organizing this event.

Lawn Bowling Club Open House

Attended the lawn bowling clubs open house to appreciate their clubs volunteers and learn more. They are very proud of their club and do a fantastic job maintaining and taking care of their assets. They want help getting the message out that lawn bowling is for people of all ages not specifically seniors.

Port Authority Working Group

Met with joint working group with City and PAPA. Update on current projects of PAPA and cruise ship focus. Cruise day planning is well underway and the cruise passengers should have a full day of activities in our community. Also discussed the need for an event coordinator position within our Valley and a partnership was discussed between CPA, PAPA, and Alberni Valley Tourism to jointly fund that position. More to come on that as it develops.

Huu-ay-aht Group of Businesses

Met with Huu-ay-aht group of businesses staff and our economic development manager to build relationship and discuss current projects and opportunities for mutual benefit.

MLA - Jordan Sturdy

Met with Councillor Cindy Solda and MLA Jordan Sturdy who reached out to us after meeting at AVICC. MLA Sturdy is the Transportation Critic for the BC Liberals and was quite familiar with our area. We had extensive conversation about the Bamfield Road and regional transit opportunities. It was great to hear some of the other planning projects underway and we are going to spend some time researching the Sea to Sky regional transit push as there could be similarities for our area.

Councillor Meetings

Had my first round of Councillor meetings. I have set up a system to meet with 2 councillors at a time once per week. The intent of these meetings is that having myself and 2 different councillors (rotating groups) meet we will end up having different discussions and building different relationships with eachother. I'm looking forward to more of these meetings with council rather than one on one.

Food Security and Climate Disruption

Attended the Food Security and Climate Disruption Committee meeting to discuss path forward for their committee. We did not come to a resolution unfortunately but had some good conversation around ensuring the work our volunteers are doing is followed through on by council and in turn council taking a larger role in setting direction to ensure there is buy in. Myself and CAO Pley will likely meet with them again.

ACRD

The important issue coming out of the regional district is the board moving forward working toward an organics ban at the landfill. This will be a phased in ban that will come with extensive community engagement and education and we are still in the planning and evaluating options phase for what will be done with the compost, if there will be pick up or drop off points, etc. But the direction we're heading is clear and I think that's exciting as this has been a clear priority for the city and our residents for many years.

Coast Forest Revitalization Strategy Webinar

Attended a webinar providing information and opportunities for input from the Provincial Government with Councillor Debbie Haggard. It was a great opportunity to ask questions regarding how the impacts the proposed changes will impact our local companies. I asked a question about how the government will adapt when the price local companies will pay for fibre is less than the cost to remove the fibre from fibre recovery zones. This issue impacts WFP as TFL 44 is in the fibre recovery zones. Their response was that they have set the fibre recovery zones based on proximity to mills and the going price for fibre, but that they are able to adapt quickly if it seems the cost recovery does not work out. The other question I asked was how can the government support companies like SAN who are investing in new technologies and really mirroring the push the government is making for higher value forest product manufacturing, but don't have access to their own steady fibre stream. I prefaced this by saying that of course taking fibre from one local company to give to another does not help the overall picture, and that we really need to be talking about ways we can grow the fibre basket. They said they appreciate the direction SAN Group is moving but fibre is a challenge because there is only so much of it. They did talk about other ways they could potentially look to support companies like SAN who are practicing high value forestry.

BC Housing

Met with BC Housing to discuss some of the local projects underway and in planning stages and really highlight the need we have in our community. I also updated BC Housing on some of the work the City is doing around derelict properties and that this may put more pressure on the housing situation as some dangerous homes are being shut down. There are also buildings selling and people being evicted who are harder to house people. I think it's important to keep BC Housing apprised of our communities situation on a regular basis and they encouraged us to keep doing so and keep submitting projects. It was a great meeting. We're lucky to have a BC Housing team who really appreciates the current housing situation and is determined to improve it.

Councillor Report

For May 13, 2019

Councillor Debbie Haggard

April 18, 2019 – There was an Advisory Planning Commission meeting held to discuss the proposed application and rezoning of a Cannabis Micro-Cultivation and Cannabis Micro-Processing site. The general consensus was that further consideration on this matter should be taken in a thoughtful manner and that more research should be completed before a recommendation is made to City Council.

April 24, 2019 – I met with a small business owner about possible expansion of her business.

April 25, 2019 - I attended the **Alberni Valley Chamber of Commerce** Board Meeting. Topics discussed included Sports Fishery, Awards Update, MRDT, Focal Point Sign, and the Cruise Ships.

April 26, 2019 – I attended the Alberni Valley Chamber of Commerce Community Excellence Awards. Congratulations to the Chamber of organizing and hosting a stellar community event! I would like to recognize the many sponsors of this event and all of the nominees and winners! Thank you again to the Alberni Valley Chamber of Commerce for awarding me the Chamber Award. I was very humbled to receive this award.

April 28, 2019 – On behalf of the City of Port Alberni, I was honoured to attend the National Day of Mourning. Held annually in Canada, the National Day of Mourning, is dedicated to remembering those who have lost their lives, or suffered injury or illness on the job due to a work-related tragedy. It was an extremely moving and emotional experience.

April 29, 2019 – Mayor Minions and I attended a webinar presented by the Ministry of Forests on the Revitalization Initiative. There was discussion on how this could impact the local forestry sector and their respective communities.

May 2, 2019 – Monthly Meeting with Mayor Minions – Having a one-on-one meeting with the Mayor is a great way to discuss in more detail community initiatives and to brain storm on potential new ideas.

May 2, 2019 - Community Wellness Extravaganza – This community health fair had several booths representing local children's sports and club opportunities. It also had several non-profit agencies who work for the further wellness of our community. Many local businesses were also represented who specialize in health and wellness.

May 3, 2019 – I was very fortunate to have attended the 17th Annual Alberni Valley Museum Regional Heritage Fair. Unfortunately, the number of students was lower than in previous years, but the enthusiasm from these young students was remarkable. As a judge, I was able to interview several of the students and hear about their research projects. I was very impressed with the amount of depth and passion that these students had for their research projects. Congratulations to all who participated!

May 7, 2019 – I met with a local business owner and discussed the many new businesses opening in the 3rd Avenue and Argyle Street corridor. The sudden interest in this area is very exciting! I am looking forward to seeing a busy uptown.

Councillor Solda Report 8 May, 2019

April 24 - AV and Bamfield Services Committee Meeting, ACRD Board Meeting Highlights

ACRD staff will bring back a report on options and costs for live streaming Regional District Board meetings.

ACRD Board of Directors approved staff working with the Alberni Valley Drag Racing Association to discuss an alternate plan for locating the drag races off the runway surface at AVRA or other locations in order to support future drag race events.

ACRD Board of Directors approved the Alberni Valley Drag Racing Association's proposal in principle for the 2019 Drag Race Event at the Alberni Valley Regional Airport (AVRA).

ACRD Board of Directors directed staff to draft a comprehensive use agreement coverings all matters discussed in related reports in order to reduce any related risk to the ACRD, and bring the agreement back to the Board for consideration, or back to the Alberni & Bamfield Services Committee if more expedient.

May 1st - Electoral Directors Board Meeting ACRD Highlights

Pat Deakin – updated Directors about Economic Development generally and conducted a presentation on economic development activities in the Alberni Valley. Primary economic development services include marketing of development opportunities, selling the area, responding to requests for information, business licensing and grant applications. Mr. Deakin provided an overview of 2018 key projects as well as economic development initiatives and the focus for 2019.

May 3rd *Meeting with MLA Jordan Sturdy, Mayor Minions, CAO Tim Pley*

Jordan is the MLA for West Vancouver-Sea to Sky. He serves as the Official Opposition Critic for Transportation and Infrastructure and is a Member of the Select Standing Committee Crown Corporations.

Had a good discussion regarding our community and transportation needs in the region. MLA Sturdy was one of the leads in Vancouver Island regarding Transportation and Infrastructure approx 5 years ago under the wing of the government of Christy Clark which I was involved in.

Respectfully submitted

Cindy Solda Councillor City of Port Alberni

Councillor Report

For May 13, 2019

Councillor Dan Washington

On vacation from April 12 until April 30

May 01. Attended the Alberni Valley Museum and Heritage Commission meeting.

Shelley forwarded historic notes to the Mayor for inclusion in Regular Meetings of Council.

Discussions around collecting admissions at the Museum. Reviewing other Vancouver Island museums membership packages and building our own.

Heritage Fair kicks off this weekend.

Next meeting June 05, a thank you is being planned for the sponsors of the Franklin Exhibit.

May 05. Volunteered to set up and tear down at this year's Walk for Alzheimer's in Port Alberni. They raised more than \$10,000—almost double the amount raised last year. Thank you to all the volunteers and participants.