CITY OF
PORT ALBERNI

AGENDA - REGULAR MEETING OF COUNCIL
Monday, May 25, 2020 @ 2 PM
Via Video-Conference

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

- -

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

That the agenda be approved as circulated.

Please note that in order to adhere to required social distancing protocols and protect the health and safety of citizens and staff, in-person public input, delegations and questions will not be received at this time.

B. ADOPTION OF MINUTES - Page 6

1. Special Meeting held at 10:30 am and Regular Council Meeting held at 2:00 pm on May 11, 2020.

C. PUBLIC INPUT PERIOD

An opportunity for the public to submit electronically, topics relevant to City Council. A maximum of four [4] submissions will be accommodated.

D. DELEGATIONS

1. **Ministry of Transportation – Hwy 4 [Kennedy Hill] Project Update** – Page 12
Michael Pearson, District Manager Transportation, Darren Englund, Senior Project Manager, and Stefan Yancey, Operations Manager providing Council with an update on the Highway 4 Kennedy Hill Project.

2. **Arts Council – Child Care Space Creation Project** – Page 13
President, Nancy Blair and Arts Administrator, Melissa Martin of the Community Arts Council to present their role in the City's Child Care Spaces Creation project.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. Notice of Motion – Explore Transit Service - East Vancouver Island

That Council direct staff to prepare a report exploring next steps in establishing a bus route to East Vancouver Island.

F. STAFF REPORTS

Members of the public may be recognized by Council to speak to a report if the report is a response to their correspondence or an application [currently suspended due to COVID-19].

1. Accounts

THAT the certification of the Director of Finance dated May 25, 2020, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling $ _____, be approved.

2. Director of Parks, Recreation & Heritage – Duplication of Services - Page 14

Report dated May 12, 2020 from the Director of Parks, Recreation and Heritage responding to correspondence received at the January 13, 2020 Regular Council Meeting regarding duplication of fitness programs.

THAT Council for the City of Port Alberni receive the report from the Director of Parks, Recreation and Heritage dated May 12, 2020 providing information about the services provided by the City's Parks, Recreation and Heritage department and its efforts to ensure duplication/unfairly competing with local organizations does not occur.

3. Fire Chief – Early Approval for the Replacement of Engine #1 in 2021 – Page 16

Report dated May 4, 2020 from the Fire Chief requesting early approval from Council for the replacement of Engine #1.

That Council for the City of Port Alberni provide early approval to allocate $737,643 in 2021 for the replacement of Engine #1 with $609,500 from the Equipment Replacement Reserve Fund, and $128,143 from General Operating.

G. BYLAWS

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

1. Manager of Planning – Advisory Planning Commission – Page 26
Proposed Official Community Plan and Zoning Bylaw Amendments
City Wide – Cannabis Cultivation and Processing
Applicant: City of Port Alberni

1. *THAT "Official Community Plan Amendment No. T5 (Cannabis Cultivation - Development Permit Area Regulations), Bylaw No. 5012" be now introduced and read a first time.*

2. *THAT "Official Community Plan Amendment No. T5 (Cannabis Cultivation - Development Permit Area Regulations), Bylaw No. 5012" be read a second time.*

3. *THAT "Zoning Bylaw Text Amendment No. T25 (Cannabis Cultivation), Bylaw No. 5013" be now introduced and read a first time.*

4. *THAT "Zoning Bylaw Text Amendment No. T25 (Cannabis Cultivation), Bylaw No. 5013" be read a second time.*

2. Manager of Planning – Advisory Planning Commission – Page 55
Development Application: Official Community Plan and Zoning Bylaw Amendments
2710 Mallory Drive - Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)
Applicant: M. Sutherland as Agent for Mansett Family Holdings Inc.

a. *THAT "Official Community Plan Amendment No. 31 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5009" be now introduced and read a first time.*

b. *THAT "Official Community Plan Amendment No. 31 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5009" be read a second time.*

c. *THAT "Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5010" be now introduced and read a first time.*

d. *THAT "Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5010" be read a second time.*

e. *THAT "Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011" be now introduced and read a first time.*

f. THAT "Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011" be read a second time.

g. THAT as a condition of the bylaw amendments, and prior to final adoption of the amending bylaws, the applicant be required to provide the following:

I. Submit a site plan and plans, acceptable to the Manager of Planning, in support of a Development Permit and submit cost estimates for the works and security in the amount required.

II. Post visible civic address on main entrance gate and building (to be visible from road) in accordance with the City of Port Alberni House Numbering bylaw.

III. Ensure there is a viable turning radius for Fire Truck access and egress acceptable to the City's Director of Engineering and Public Works.

IV. Submit security in the amount required for completion of the required Water and Sanitary Sewer and Storm works as determined by the City's Engineering Department.

V. Submit security in the amount required for relocation of the existing hydrant as determined by the City's Engineering Department.

H. CORRESPONDENCE FOR ACTION

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

1. BC Restaurant and Foodservices Association[BCRFA], Alliance of Beverage Licensees, BC Craft Brewers Guild and BC Wine Institute - Page 91

Letter dated May 7, 2020 from BCRFA, Alliance of Beverage Licensees, BC Craft Brewers Guild and BC Wine Institute requesting Council's assistance for flexible, innovative, and expedited patio permitting in response to COVID-19.

THAT the letter dated May 7, 2020 from BCRFA, Alliance of Beverage Licensees, BC Craft Brewers Guild and BC Wine Institute requesting Council's assistance for flexible, innovative, and expedited patio permitting [including letters of support from the City of North Vancouver and the City of Nanaimo], be received and that Council direct staff to:

a. Review and amend the City's existing bylaws and policies to reflect flexibility in accommodating outdoor sales/patio(s) etc. including expedited permitting of applications and renewals.

b. Until such time as existing bylaws/policies are amended, that Council authorize the City to work with applicants to permit outdoor sales/patios etc., in an effort to bolster the local economy as a result of COVID-19 [on a temporary basis].

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

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

1. **Alberni Valley Museum and Heritage Commission** - Page 98
   Minutes provided for the Alberni Valley Museum and Heritage Commission meeting, held March 4, 2020.

2. **BC Child and Youth in Care Week** – Page 108
   Letter dated May 13, 2020 advising that June 1st - 7th is British Columbia's Child and Youth in Care Week. Please visit www.bcchildandyouthincareweek.com for more information.

3. **Ian Thomas** – Page 109
   Email dated May 16, 2020 from Ian Thomas expressing his support for establishing a bus route to East Vancouver Island.

4. **District of Saanich** – Page 110
   Letter dated May 13, 2020 from the District of Saanich encouraging other Municipalities in joining the Global Covenant of Mayors for Climate and Energy.

5. **Ministry of Municipal Affairs and Housing** – Page 114
   Letter dated May 21, 2020 from the Ministry of Municipal Affairs and Housing regarding the next Request for Proposals for the Community Housing Fund opening May 27, 2020.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. **Council and Regional District Reports** - Page 117
   That the Council reports outlining recent meetings and events related to the City's business, be received.

M. NEW BUSINESS

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

N. QUESTION PERIOD

An opportunity for the public to submit questions of Council [via council@portalberni.ca] and read by the Deputy City Clerk.

O. ADJOURNMENT

That the meeting adjourn at PM

MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, MAY 11, 2020 @ 10:30 AM
Via Video Conferencing [zoom]

Present: Mayor S. Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon
Councillor C. Solda
Councillor D. Washington @ 10:47 am

Staff: T. Pley, CAO
T. Slonski, Deputy City Clerk
A. McGifford, Director of Finance
K. McDougall, Manager of Planning
K. Tremblay, Manager of Human Resources

Call to Order: @ 10:30 am

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

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

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

The meeting was terminated at 11:41 p.m.

CERTIFIED CORRECT

Mayor

Deputy City Clerk

MINUTES OF THE REGULAR MEETING OF COUNCIL
Held Monday, May 11, 2020 @ 2 PM
Via Video Conferencing [Zoom]

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

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 2:00 pm.
MOVED and SECONDED, THAT the agenda be approved as printed and circulated.
CARRIED

B. ADOPTION OF MINUTES

MOVED and SECONDED, THAT the minutes of Special Meeting held at 10:00 am and Regular Council Meeting held at 2:00 pm on April 27, 2020 and Special Meeting held at 10:30 am on May 4, 2020 be adopted.
CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated May 11, 2020, be received and the cheques numbered 146116 to 146193 inclusive, in payment of accounts totalling $554,687.50, be approved.
CARRIED

2. Director of Parks, Recreation and Heritage – UBCM Community Emergency Preparedness Fund – 2020 ESS Grant Award

MOVED AND SECONDED, THAT Council for the City of Port Alberni receive the report from the Director of Parks, Recreation and Heritage dated April 28, 2020 providing information about UBCM's Community Emergency Preparedness Fund 2020 ESS Grant Award.
CARRIED

3. **Director of Finance – BC Transit Fare Waiver**

R20-132 *MOVED AND SECONDED, THAT Council continue to endorse provisions to forego bus transit revenue in the City of Port Alberni from April 19, 2020 until May 31, 2020.*
CARRIED

4. **Director of Finance – BC Transit Annual Operating Agreement – 2020/2021**

R20-133 *MOVED AND SECONDED, THAT the Mayor and City Clerk be authorized to execute the BC Transit 2020 – 2021 Annual Operating Agreement attached to this report and dated for reference April 1, 2020.*
CARRIED

5. **Director of Finance – Financial Reporting Update**

MOVED AND SECONDED, THAT the report from the Director of Finance dated May 5, 2020 providing Council with an update as it relates to the City's financial reporting requirements, be received.
CARRIED

6. **Manager of Planning – Development Permit No. 19-04 (3550 Johnston Road)** -

R20-134 *MOVED AND SECONDED, THAT Council for the City of Port Alberni approve Development Permit No. 19-04, and that the City Clerk be authorized to sign the permit including the following Schedule B development plans all prepared by Collabor8 Architecture and Design Inc. titled 'Alberni Mall – Pad Building D' and dated September, 2019 as follows:*

a) DP000 – Cover Sheet and Project Info
b) DP100 – Site Photos, Existing Site Photo Key Plan & Land use Map
c) DP101 – Proposed Site Demolition Plan
d) DP102 – Proposed Site Plan
e) DP103 – Site Details
f) DP200 – Floor Plans
g) DP300 – Building D Elevations
h) DP400 – Coloured Elevations
i) DP401 – Perspective Views
j) L-100 – Proposed Landscape Site Plan
k) L-101 – Site Irrigation Plan

CARRIED

7. **Economic Development Manager – Actions to Support the Small Business Sector during and post COVID-19 Pandemic**

R20-135 *MOVED AND SECONDED, THAT Council authorize staff to redirect $90,000 of the 2020 Economic Development allocation for marketing activities to be invested in initiatives to support the small business sector through the COVID-19 pandemic measures.*
CARRIED

R20-136 *MOVED AND SECONDED, THAT Council authorize staff to redirect $50,000 of the 2020 Economic Development allocations for consulting service fees and contract services to be invested in initiatives to support the small business sector through the COVID-19 pandemic measures.*
CARRIED

G. BYLAWS

1. Manager of Planning - Official Community Plan and Zoning Bylaw Amendments – 5269 Pineo Road

R20-137 *MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 30 [5269 Pineo Road – Murphy], Bylaw No. 5006", be now introduced and read a first time.*
CARRIED

R20-138 *MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 30 [5269 Pineo Road – Murphy], Bylaw No. 5006", be read a second time.*
CARRIED

R20-139 *MOVED AND SECONDED, THAT "Zoning Bylaw Amendment No. 39 [5269 Pineo Road – Murphy], Bylaw No. 5007", be now introduced and read a first time.*
CARRIED

R20-140 *MOVED AND SECONDED, THAT "Zoning Bylaw Amendment No. 39 [5269 Pineo Road – Murphy], Bylaw No. 5007", be read a second time.*
CARRIED

R20-141 *MOVED AND SECONDED, THAT as a condition of the bylaw amendments, and prior to final adoption of the amending bylaws, the applicant be required to provide the following:*

i. *Security for the required water, sewer and storm connections.*
ii. *That a Covenant be registered on the property to restrict development of the property to no more than one additional dwelling, in addition to the principal dwelling, and that the additional dwelling must not exceed 700 ft2.*

CARRIED

H. CORRESPONDENCE FOR ACTION

1. BC Achievement Foundation

R20-142 *MOVED AND SECONDED, THAT the email dated April 27, 2020 advising a local resident, Carolina Tatoosh, has been awarded a BC Achievement Community Award, be received and Council direct staff to write a letter of congratulations to the recipient.*
CARRIED

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

1. **Port Alberni Port Authority**
   Letter dated April 14, 2020 providing a summary of Port Alberni Port Authority activities.

2. **Rebecca Terepocki**
   Letter dated May 1, 2020 expressing concern regarding the Safe Injection Site on 3rd Avenue.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. **Council and Regional District Reports**
   MOVED AND SECONDED, THAT the Council reports outlining recent meetings and events related to the City's business, be received.
   CARRIED

M. NEW BUSINESS

The following notice of motion was provided

- Staff to bring forward a report exploring the steps in establishing a bus route to East Vancouver Island [Parksville].

N. QUESTION PERIOD

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

The Deputy City Clerk advised that Mr. Anderson has submitted 3 questions relating to the Kingsway Hotel.

Councillor Poon left the meeting at 3:35 pm, declaring a conflict of interest, noting she is a corporate owner of 3202 Kingsway Avenue [Kingsway Hotel].

The Deputy City Clerk then proceeded to read the following questions from Mr. Anderson

Q1. What reason has Councillor Poon given for not applying for permits prior to the start of this project? Has this question not been asked of Ms. Poon?

Q2. Why, in a building built in 1923 was an inspection not done regarding hazardous materials?

Q3. WorkSafeBC were advised by Councillor Poon that all interior work was finished however, work continued and the file was reopened. Why did Councillor Poon mislead officials of WorkSafeBC?

Mayor Minions noted that the information being requested is not the business of Council and invited further comment from the CAO. The CAO confirmed that process is now being followed and the City will ensure that this continues until the works at the subject property have concluded.

Councillor Poon returned to the meeting at 3:40 pm

O. ***ADJOURNMENT***

MOVED and SECONDED, THAT the meeting adjourn at 3:41 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Deputy Clerk

Twyla Slonski

From: Twyla Slonski
Sent: May 21, 2020 12:02 PM
To: Twyla Slonski
Subject: FW: Hwy 4 Planning Study - Port Alberni

Twyla Slonski
Deputy City Clerk
A City Hall, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
O 250.720.2823 M 250.735.3388 W portalberni.ca

From: Pearson, Michael TRAN:EX <Michael.Pearson@gov.bc.ca>
Sent: May 5, 2020 2:44 PM
To: Timothy Pley <timothy_pley@portalberni.ca>; Wilf Taekema <wilf_taekema@portalberni.ca>
Cc: Davina Hartwell <davina_hartwell@portalberni.ca>; Twyla Slonski <Twyla_Slonski@portalberni.ca>; Yancey, Stefan G TRAN:EX <Stefan.Yancey@gov.bc.ca>; Englund, Darren D TRAN:EX <Darren.Englund@gov.bc.ca>
Subject:

Thanks Tim!

Yes, I can confirm May 25th at 2pm works for us. It will be myself, Darren Englund our Senior PM on Kennedy Hill Project and Stefan Yancey, Operations Manager

Thank you, Mike

Twyla Slonski

To: Twyla Slonski
Subject: FW: UPDATE FW: Child Care Spaces Project

From: Nancy Blair <blairn@shaw.ca>
Sent: Tuesday, April 28, 2020 4:37 PM
To: Timothy Pley <timothy_pley@portalberni.ca>
Cc: Melissa Martin <admincac@shawcable.com>; Chipman Carol <cchipman@telus.net>; Distributiion <blairn@shaw.ca>; Fournier Yolande <hifireyo@shaw.ca>; Perkovic Diane <diperk@shaw.ca>; Robyn Monrufet <robyn_monrufet_@hotmail.com>; Sue Thomas <suzyqt@telus.net>
Subject: UPDATE FW: Child Care Spaces Project

Dear Tim,
I understand from the Council Summary that the City has adopted the 2020-2024 budget, which I believe includes funding to proceed with hiring the contractors for the Child Care Spaces project. Congratulations to you all!

The Arts Council would like to accept your offer to receive our delegation. We prefer the May 25 date, please, and look forward to being with Council that day.

Please advise what sort of electronic platform you are using for meetings (Zoom meeting, etc.), the time to check in, and how much time we have to share our power point presentation. I notice that the Chamber's signage presentation was about 15 minutes.

I will make the presentation but, if possible, I would like to have Melissa Martin on hand to help answer any questions that may arise. Is this acceptable?

Thank you.

Nancy

CITY OF PORT ALBERNI

Regular Council Meeting
For the Meeting of May 25, 2020

Date: May 12, 2020
File No: 6130-01 & 7710-01

To: Mayor & Council
From: T. Pley, CAO
Subject: Parks, Recreation and Heritage – Duplication of Services

Prepared by:	CAO Concurrence:
W. Thorpe, Director of Parks, Recreation and Heritage	*T. Pley, CAO*

RECOMMENDATION

THAT Council for the City of Port Alberni receive the report from the Director of Parks, Recreation and Heritage dated May 12, 2020 providing information about the services provided by the City's Parks, Recreation and Heritage department and its efforts to ensure duplication/unfairly competing with local organizations does not occur.

PURPOSE

To keep Council apprised of current departmental operations.

BACKGROUND

At the Regular meeting of Council held January 13, 2020 Council received correspondence for action from Port Alberni business owners in the fitness industry expressing concerns with the duplication of fitness programs. On January 21, 2020 the Mayor and staff met with those business owners to further understand the current situation.

ALTERNATIVES/OPTIONS

This report is for Council's information only.

ANALYSIS

Following the meeting held on January 21, 2020, and the information exchanged at that time, City staff will work with local businesses and the Alberni Valley Chamber of Commerce to ensure that recreation programs offered by the City are not duplicating or unfairly competing with programs provided by local organizations. At the same time, the City will consider the needs of all recreation program users and user groups with the intention that broad access to recreation programs is maintained. The City will undertake the following:

- audit of which offerings are currently provided by local organizations
- gap analysis of programs currently unavailable in Port Alberni
    - City staff and local businesses to work together to close the gap in service provision

- City staff will pay particular attention to ensuring viability of local programming
    - as businesses adjust program offerings, how local providers can step in and continue to offer programming to ensure gaps in service do not arise
- Engage community to ensure accessibility of programs
    - review program price points
    - review the City's HEART (Having Everyone Access Recreation Today) program, updating accordingly
    - environment – provide various delivery methods and partnerships to meet community's needs

IMPLICATIONS

The steps outlined above ensure that the City is considering the needs of current and future participants while acting in alignment with the City's Strategic Plan.

COMMUNICATIONS

No communication needs are envisioned resulting from this report.

BYLAWS/PLANS/POLICIES

The action outlined in this report aligns with Council's Strategic Plan and the priority of "Provide and maintain quality services":

> 3.2 The City provides quality local government services that are valued by users, without duplicating services that are available through other public or private providers, unless doing so is in the public's interest.

SUMMARY

At the Regular Council Meeting of January 13, 2020 Council received correspondence for action from Port Alberni business owners in the fitness industry regarding concerns with duplication of fitness programs. On January 21, 2020 the Mayor and staff met with those business owners to further understand the current situation. Staff recommend Council for the City of Port Alberni receive the report from the Director of Parks, Recreation and Heritage dated May 12, 2020 providing information about the services the City's Parks, Recreation and Heritage department provides and steps to be taken to ensure duplication of services is not occurring.

ATTACHMENTS/REFERENCE MATERIALS

None

CITY OF PORT ALBERNI

Regular Council Meeting
For the Meeting of May 25, 2020

Date: May 4, 2020
File No: 1280-20-E1

To: Mayor & Council
From: T. Pley, CAO
Subject: Early Approval - Replacement of Engine #1 in 2021

Prepared by:	CAO Concurrence:
M. Owens	
M. Owens, Fire Chief	*T. Pley, CAO*

RECOMMENDATION

That, *Council provide early approval to allocate $737,643 in 2021 for the replacement of Engine #1 with $609,500 from the Equipment Replacement Reserve Fund, and $128,143 from General Operating.*

PURPOSE

This report provides information Council has requested in order to consider the matter of engine replacement in 2021 of the City's 1991 Fire Engine #1, with a new fire engine which will arrive in 2021.

BACKGROUND

The Port Alberni Fire Department operates three fire engines. The City's replacement schedule anticipates replacing one engine every ten years. At the time of replacement, the City's fire engine fleet will include one front line engine that is ten years old, one second line engine that is twenty years old, and one reserve engine that is thirty years old. That is the point in the cycle where the City finds itself today. The engine replacement cycle is demonstrated graphically in the table below:

Operational Role of Engine	Age Range	Engine	Year Purchased
First Response	1 – 10 years	Engine #5	2010
Second Response	11 – 20 years	Engine #4	2000
Reserve	21 – 30 years	Engine #1	1991

Local government fire protection services are assessed and rated by Fire Underwriters' Survey. The grading assigned is used by the insurance industry for setting insurance premium rates for higher value properties, usually industrial, commercial and multi-family properties. Fire Underwriters' Survey recognizes fire engines that are twenty years of age or newer as contributing to the level of fire protection in an urban setting. Engines between twenty-one and thirty years of age are recognized only in a reserve capacity. A reserve capacity engine is not recognized as contributing to the fire protection of a community in an urban setting, but is recognized as "filling in" while a recognized engine is out of service for maintenance.

Previous administration extended the operating lives of engines from twenty years to thirty years, maximizing fire engine life expectancy within the Fire Underwriters' Survey standards. Fire Engine #1 has now reached its

maximum serviceable age and is therefore due for replacement as per the replacement schedule. A majority of funds required ($737,643) are on hand in ERRF ($609,500), allocated to the replacement of this apparatus. The remainder of the funds ($128,143) are identified in the City's Five Year Financial Plan as coming from General Revenue in 2021.

At the same time as Fire Engine #1 is aging out of service entirely, Fire Engine #4 is also aging out of active service (twenty years), and will only be considered as a reserve fire engine after this year. If the City does not replace Engine #1, the level of fire protection service in the City will diminish due to Engine #4 aging out, fire loss risk will increase, and insurance premiums paid by commercial and industrial property owners may increase.

ALTERNATIVES/OPTIONS

1. Provide early approval to allocate $737,643 in 2021 for the replacement of Engine #1 with $609,500 from the Equipment Replacement Reserve Fund, and $128,143 from General Operating.
2. Not provide early approval to replace Engine #1 in 2021.
3. Provide alternate direction.

ANALYSIS

Previous Councils have established a fire engine replacement schedule that maximizes the duration that the City will operate fire apparatus consistent with the lesser of the two pertinent standards, Fire Underwriters' Survey & National Fire Protection Association.

If fire engines are not replaced as scheduled there is a corresponding increase in risk that an engine will fail during an emergency. Insurance underwriters understand this increasing risk, and do not recognize fire engines older than twenty years as contributing to fire protection strength in urban settings. Engines are recognized in a reserve capacity between twenty and thirty years of age. Engine #1 has been serving in reserve capacity since 2011, and is about to age out of reserve-status service. As noted above, the City has realized the maximum possible life span from Engine #1.

Also as noted above, Engine #4 is about to age out of active service. Replacement of Engine #1 is scheduled to accommodate both Engine #4 aging *into* reserve status and Engine #1 aging *out of* reserve status.

Replacement of Engine #1 had been considered in 2020, but was rescheduled to 2021 to minimize the budget impact of the unscheduled replacement of the fire department's self contained breathing apparatus in 2020.

IMPLICATIONS

The implications of not replacing Engine #1 are a higher risk of failure during an emergency and a likely increase in insurance premiums for commercial and industrial properties.

Replacement of Engine #1 is expected to result in the maintenance of the City's favourable Fire Underwriter's Survey rating, and require no change to the City's 2020 – 2024 Five Year Financial Plan.

BYLAWS/PLANS/POLICIES

ERRF Program – Capital Expenditures with Funds for replacement of Engine #1 identified in year 2021 of the City's current Five-Year Financial Plan.

SUMMARY

The City's fire engine replacement schedule fully maximizes the available working life spans of fire engines. A point has been reached in that cycle where Engine #1 is due for replacement. Not replacing Engine #1 will result in the City operating a fire engine beyond the broadly accepted standard of care for fire protection, expose the City to higher risk of failure during an emergency, and potentially result in increased insurance premiums for industrial and commercial property owners.

Copy: Andrew McGifford, Director of Finance

Replacement of Engine 1 (1991)

Engine 1

- Built in 1991 by Anderson Engineering
- First year that enclosed cabs were mandatory

1991

1991 Ford Crown Victoria

1991 Ford F-150

1991 Honda Civic

Engine 1 turns 30

- No longer recognized for insurance grading purposes
- Less reliable
- Parts not readily available
- Modern safety features absent

Engine Replacement Cycle

Engine 1 (1991)

- Scheduled to be Retired in 2020
- Current Fire Engine Builds Have Replacement Arriving 2021

Engine 4 (2000)

- Moves to Reserve Status 2020
- Scheduled to be Retired in 2030

Engine 5 (2010)

- Will move to 2nd Line Truck on Arrival of E-1
- Moves to Reserve Status in 2030
- Scheduled to be Retired in 2040

Engine 1 Replacement

- Building a new version of current 1st out truck
- Adding extra compartments
- Modern safety systems
- Will be with us longer than any of our present staff

CITY OF
PORT ALBERNI

CITY OF PORT ALBERNI

Regular Council Meeting
For the Meeting of May 25, 2020

Date: May 19, 2020
File No: 3900-20 [Zone/OCP]

To: Mayor & Council
Subject: **Proposed Official Community Plan bylaw and Zoning Bylaw Amendments**
City Wide – Cannabis Cultivation and Processing
Applicant: City of Port Alberni

Prepared by:	Supervisor:	CAO Concurrence:
Katelyn McDougall	T. PLEY	
Katelyn McDougall, Manager of Planning	*T. Pley, CAO*	*T. Pley, CAO*

RECOMMENDATIONS

1. *THAT "Official Community Plan Amendment No. T5 (Cannabis Cultivation - Development Permit Area Regulations), Bylaw No. 5012" be now introduced and read a first time.*

2. *THAT "Official Community Plan Amendment No. T5 (Cannabis Cultivation - Development Permit Area Regulations), Bylaw No. 5012" be read a second time.*

3. *THAT "Zoning Bylaw Text Amendment No. T25 (Cannabis Cultivation), Bylaw No. 5013" be now introduced and read a first time.*

4. *THAT "Zoning Bylaw Text Amendment No. T25 (Cannabis Cultivation), Bylaw No. 5013" be read a second time.*

PURPOSE

To consider changes to the City's Official Community Plan and Zoning Bylaw (Bylaw 4832) to introduce Cannabis Production Facilities (cannabis cultivation and processing uses) within city limits.

BACKGROUND

Cannabis production and cultivation are now legal with a license from Health Canada, and industry proponents have been looking to the Alberni Valley for a place to start up new ventures. The legalization of the recreational use of cannabis may create economic opportunities for any community looking to diversify their economy. In early 2019 the City of Port Alberni began permitting cannabis retail stores in certain commercial zones (C2, C3, C4, and C5). Later in 2019 staff were tasked with identifying appropriate zoning for the production of cannabis.

The city went through a three-month online and in-person engagement process which helped identify locations for Cannabis Production Facilities and public concerns. People who engaged in the process were generally supportive of the use, and key concerns typically involved odour, air quality, and waste management. At the conclusion of the public engagement process staff developed high-level recommendations that were brought to the Advisory Planning Commission and City Council for further input and direction. At the November 25,

2019 Regular Council meeting preliminary direction was given to staff to prepare the following bylaw amendments:

1. That Standard Cultivation Facilities (anything more than 200m2 in size) be allowed in the Light Industry (M1), Medium Industry (M2), and Heavy Industry (M3) zones;

2. That Micro-Cultivation Facilities (anything up to 200m2 in size) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), and High Commercial (C4) zones; and,

3. That Cannabis Nursery Facilities (limited to 50m2 in size) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), and Highway Commercial (C4).

Other zoning bylaw regulations and policy to be introduced:

1. That staff propose definitions for the types of Cannabis Facilities that are consistent with Health Canada's definitions;

2. That staff include recommendations for building setbacks, buffer zones, and regulations to help mitigate noise and odour concerns; and,

3. That any Cannabis Production Facility be required to obtain a Development Permit (regarding building form and character) to ensure a high-quality development and mitigate impacts to the visual landscape.

Following Council's direction, staff have developed the proposed bylaw amendments to the Zoning Bylaw and OCP in order to allow Cannabis Production Facilities within the city. The Advisory Planning Commission reviewed the proposed amendments at its May 8, 2020 meeting and summary meeting minutes are attached to this report. The Advisory Planning Commission supported the proposed bylaw amendments however, some comments regarding setbacks and buffer zones warrant further consideration by Council.

<u>Buffer zones</u>
Staff have proposed the following language to create buffer zones:

> *A Cannabis Production Facility is not permitted within 300 metres of the nearest property line of a site containing a school,* licensed daycares, or another Cannabis Production Facility.

The APC asked if parks and playgrounds should be added to this statement. While this was considered by staff, it was thought to restrict the possible locations for cannabis production facilities due to the abundant number of parks in the City. Attached to this report is a map that demonstrates how a 300 m buffer from park and playgrounds would essentially leave no land available for these uses. For this reason, staff do not recommend a buffer zone for parks and playgrounds.

The RCMP liaison also commented that there are a number of licensed grow operations that have been grandfathered under former medical marijuana access regulations. Health Canada does not provide a list of these facilities. It is possible that a new production facility might be situated beside an existing operation.

Council may want to reconsider buffering cannabis production facilities from one another to reduce possibly complications.

Setbacks

Staff have not proposed additional setbacks, beyond what is already provided in the Zoning Bylaw. The APC suggested that because the City has a lot of Industrial land close to residential land the City might want to consider adding regulations under **Section 6.27** Cannabis Production Facilities that would require an additional setback for facilities where there is an adjacent residential use. For example, section 6.27 could include some language such as "*Any Cannabis Production Facility must be setback at least 50m from the property line of a parcel that is zoned for Residential or Multi-family Residential use as the principal use."*

ALTERNATIVES/OPTIONS

1. Proceed with the bylaw amendments.
2. Recommend that staff further refine the proposed recommendations.
3. Provide an alternative direction.

ANALYSIS

See attached report to the Advisory Planning Commission.

IMPLICATIONS

The proposed amendments would introduce new definitions, identify specific zones, and provide other regulations and policy direction for cannabis cultivation and processing uses to be permitted within city limits.

COMMUNICATIONS

Under normal circumstances [pre COVID-19] City Council would be asked to schedule a public hearing after giving second reading of the bylaw, and before consideration of third reading. Public notice would then be given in two consecutive issues of the local newspaper, not less than 3 days and not more than 10 days before the public hearing. The Minister of Public Safety and Solicitor General has issued a new order [N. M139], which gives municipalities the authority to conduct public hearings electronically.

Staff are looking to Council for direction on whether they would like to proceed with scheduling a public hearing that would be a combination of in-person/electronic participation or to defer until additional relaxation of provincial/ministerial orders are in place.

BYLAWS/PLANS/POLICIES

As per Council's direction, staff propose *adding* the following text to the Zoning Bylaw.

DEFINITIONS

Under **Section 4 Definitions of the Zoning Bylaw**, add the following text:

> "**CANNABIS**" means a cannabis plant, including the phytocannabinoids produce by or found in such a plant regardless of whether that part has been processed or not and any substance or mixture of substances that contains or has on it and part of such a plant and any substance that is identical to a phytocannabinoid produced by or found in such a plant regardless of how the substance was obtained.

Marijuana shall have the same definition.

"**CANNABIS PRODUCTION FACILITY**" means the use of land, buildings or structures for the cultivation, processing, testing, destruction, packaging and shipping of cannabis/marijuana, or any products containing or derived from cannabis that are regulated under the federal Cannabis Act. These facilities may be further categorized as either a standard or micro-cultivation use, a cannabis nursery use, or standard or micro-processing use. May also include any medical marihuana facility regulated under the Access to Cannabis for Medical Purposes Regulations. Specifically excludes storefront or retail outlet distribution of cannabis.

"**STANDARD CULTIVATION, CANNABIS**" means the indoor large-scale growing of cannabis plants and harvesting material from those plants, as well as associated activities. Canopy space up to or more than 200 square metres (2152 square feet) is permitted.

"**MICRO-CULTIVATION, CANNABIS**" means the indoor small-scale growing of cannabis plants and harvesting material from those plants, as well as associated activities. Canopy space up to 200 square metres (2152 square feet) is permitted.

"**NURSERY, CANNABIS**" means the indoor growing of cannabis plants to produce starting material (seed and seedlings) and associated activities. Canopy space must not exceed 50 square metres (538 square feet).

"**STANDARD PROCESSING, CANNABIS**" means the large-scale manufacturing, packaging and labelling of cannabis products destined for sale to consumers, and the intra-industry sale of these products, including to provincially/territorially authorized distributors, as well as associated activities. There is no limitation on the amount of dried flower processed annually.

"**MICRO-PROCESSING, CANNABIS**" means the small-scale manufacturing, packaging and labelling of cannabis products destined for sale to consumers, and the intra-industry sale of these products, including to provincially/territorially authorized distributors, as well as associated activities. Up to 600 kg of dried flower may be processed annually.

ESTABLISHMENT OF ZONES

Under **Section 5 Establishment of Zones** of the Zoning Bylaw, add the following text:

To section 5.27.1 (the list of Principal Permitted Uses) in the **M1 – Light Industry Zone**[1]:

"Standard cultivation, Cannabis"
"Standard processing, Cannabis"
"Micro-cultivation, Cannabis"
"Micro-processing, Cannabis"
"Nursery, Cannabis"

[1] For clarification, the Zoning Bylaw is scaled for industrial uses. By adding a new use to the M1 – Light Industry zone, it will automatically be added it to the M2 or M3 zones as well.

To section 5.28.1 (the list of Principal Permitted Uses) in the **M2 – Medium Industry Zone**:

"Standard cultivation, Cannabis"
"Standard processing, Cannabis"
"Micro-cultivation, Cannabis"
"Micro-processing, Cannabis"
"Nursery, Cannabis"

To section 5.29.1 (the list of Principal Permitted Uses) in the **M3 – Heavy Industry Zone**:

"Standard cultivation, Cannabis"
"Standard processing, Cannabis"
"Micro-cultivation, Cannabis"
"Micro-processing, Cannabis"
"Nursery, Cannabis"

To Section 5.20.1 (the list of Principal Permitted Uses) in the **C3 - Service Commercial Zone**:

"Micro-cultivation, Cannabis"
"Micro-processing, Cannabis"
"Nursery, Cannabis"

To Section 5.21.1 (the list of Principal Permitted Uses) in the **C4 - Highway Commercial Zone**:

"Micro-cultivation, Cannabis"
"Micro-processing, Cannabis"
"Nursery, Cannabis"

GENERAL REGULATIONS

Under **Section 6 General Regulations** of the Zoning Bylaw, add the following text:

Section 6.27 Cannabis Production Facilities:

All **Cannabis Production Facilities** *shall conform to the following:*

6.27.1 *Any operational Cannabis Production Facility must be regulated, approved and licensed by Health Canada. A City Business License is also required for operations.*

6.27.2 *A Cannabis Production Facility is not permitted within 300 metres of the nearest property line of a site containing a school,* licensed daycares, or another Cannabis Production Facility.

6.27.3 *If zoned favorably a Cannabis Production Facility may operate a cultivation, processing, and retail use in conjunction on site. A Cannabis Production Facility is not permitted in conjunction with any other use.*

6.27.4 *A Cannabis Production Facility must be built to contain odour, noise, light and glare within the facility as to avoid adverse effects that impair the use, safety or livability of adjacent properties.*

6.27.5 Any Cannabis Production Facility must obtain a Development Permit from the City. Architectural, landscaping, signage, and lighting plans are required to be submitted in order to be considered for approval.

6.27.6 A Cannabis Production Facility must limit their hours of operation to occur be between 8:00 am and 8:00 pm.

PARKING REGULATIONS

With regards to the number of parking stalls provided on site, under both the 'Commercial' and 'Industrial' parts of subsection **7.9 Required Amount of Parking** (within the Parking Regulations section of the Zoning Bylaw) add the following text:

Cannabis Production Facility: 1 per employee or 1 per 190 m2 (2045 ft2) of gross floor area, whichever is the greater.

OFFICIAL COMMUNITY PLAN AMENDEMENTS

As per Council's direction, staff propose adding the following text to the Official Community Plan. The purpose of this additional text is to provide specific guidelines for the form and character of commercial and industrial Cannabis Production Facilities.

For commercial Cannabis Production Facilities staff recommend adding the following text under **Section 1.2 Development Permit Area No. 2 Commercial Development:**

iv) Commercial Cannabis Production Facilities – Additional Guidelines

- Any Cannabis Production Facility to be located within a commercial zone must follow relevant Commercial Development Permit Area Design Guidelines, Sign Bylaw requirements and any other design guidelines. Development permit area exemptions do not apply.
- Development permit application submissions shall include information on venting, as well as information on how odours from the business would be addressed (e.g. location of venting, carbon filters, etc.).
- Repetitive and featureless monotonous buildings and barriers (such as solid fences and blank walls) shall be avoided.
- Fences located in the frontyard setback are strongly discouraged. Landscaping generally shall be used, in preference to fences and walls, to provide buffers and screens.
- Sound attenuation measures should be employed. May include planting, grade changes and greater separation of uses in preference to fences.
- Loading zones and/or garbage facilities shall be screened and/or located away from public entrances and front of building activity. Loading entrances should be secure.
- A sidewalk 1.9 metres in width shall be provided (or improved) along road frontages.
- Setbacks and buffers should provide adequate separation from conflicting adjacent uses.
- On-site lighting should permit identification of another person's face at a 23 metre distance.

For industrial Cannabis Production Facilities staff recommend adding the following text under **Section 1.3 Development Permit Area No. 3 Industrial Development**

Industrial Cannabis Production Facilities – Additional Guidelines

- Any Cannabis Production Facility to be located within an industrial zone shall follow relevant Industrial Development Permit Area Design Guidelines, Sign Bylaw requirements and any other design guidelines. Development permit area exemptions do not apply.
- Development permit application submissions shall include information on venting, as well as information on how odours from the business would be addressed (e.g. location of venting, carbon filters, etc.).
- The site shall provide a hard-landscaped buffer (i.e. fence or wall) and a landscaped buffer consisting of some combination of trees, shrubs, hedges, ground cover, lawns, or other horticultural elements.
- Repetitive and featureless monotonous buildings and barriers (such as solid fences and blank walls) shall be avoided.
- Sound attenuation measures should be employed. May include planting, grade changes and greater separation of uses in preference to fences.
- Loading zones and/or garbage facilities shall be screened and/or located away from public entrances and front of building activity. Loading entrances should be secure.
- Setbacks and buffers should provide adequate separation from conflicting adjacent uses.
- On-site lighting should permit identification of another person's face at a 23 metre distance.
- Large industrial facilities should incorporate signage into formal entrance features.

SUMMARY

The City of Port Alberni is considering implementing regulations to permit Cannabis Production Facilities within city limits. Staff have developed recommendations that both incorporate public input and consider best practices demonstrated in other communities. The proposed approach will permit certain types of Cannabis Production Facilities in industrial zones and limited commercial zones. Additional regulations are being proposed to mitigate concerns about odour, noise, air quality, and clustering of cannabis uses. All Cannabis Productions Facilities should be required to obtain a development permit to also help mitigate concerns and help ensure high quality development standards.

Staff have prepared the OCP and Zoning Amendment Bylaw amendments, to which the Advisory Planning Commission has indicated their support. Further public input at the time of a public hearing before final adoption of the Bylaws can be considered by Council.

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

ATTACHMENTS/REFERENCE MATERIALS

- *Map – Proposed Zones for Consideration*
- *Map – Land within a 300 m Buffer Distance from Parks and Playgrounds*
- *Report to the Advisory Planning Commission – Cannabis Production Facilities - OCP and Zoning Bylaw Amendments*
- *Advisory Planning Commission May 8, 2020 Meeting Minutes*

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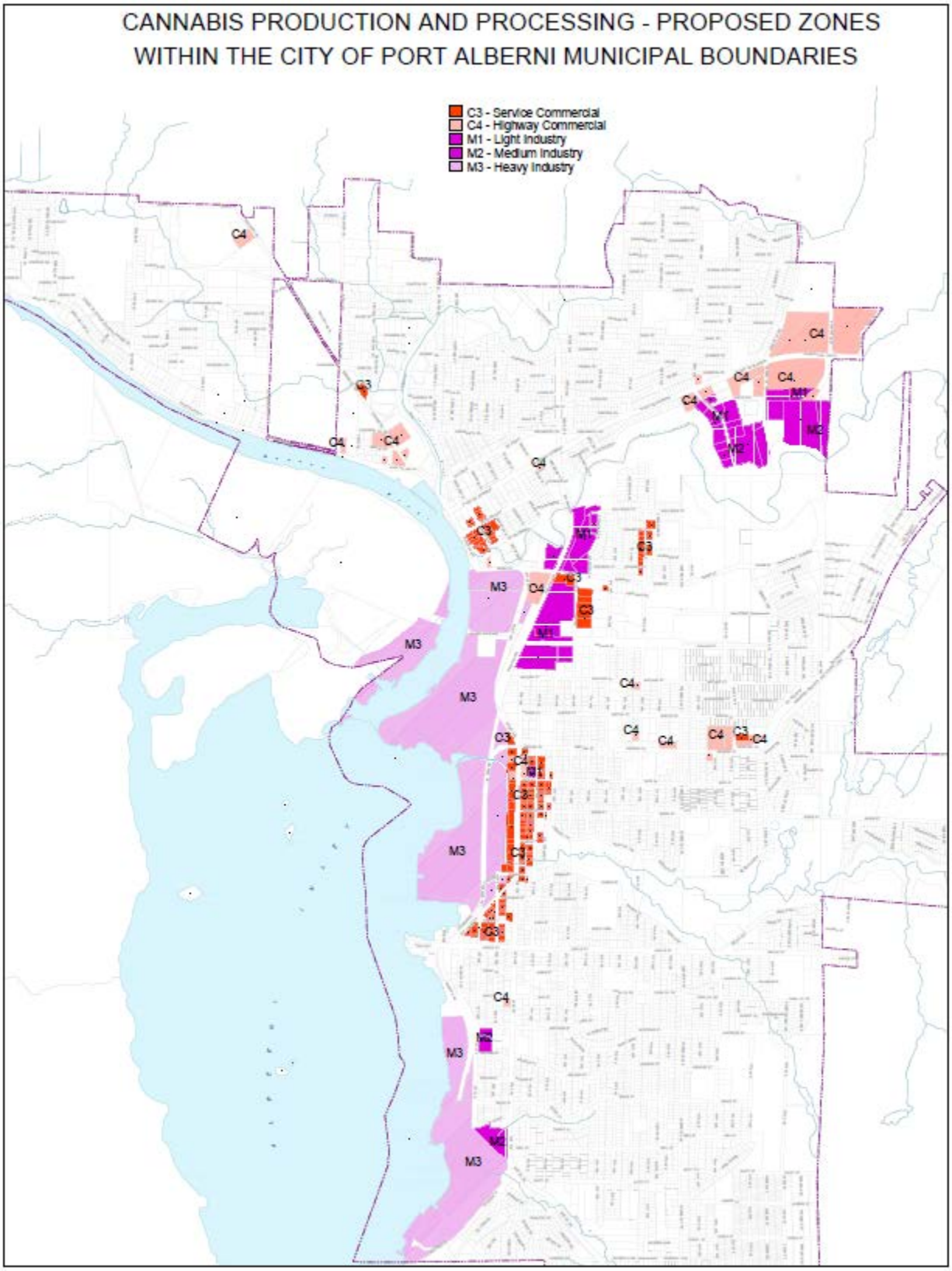
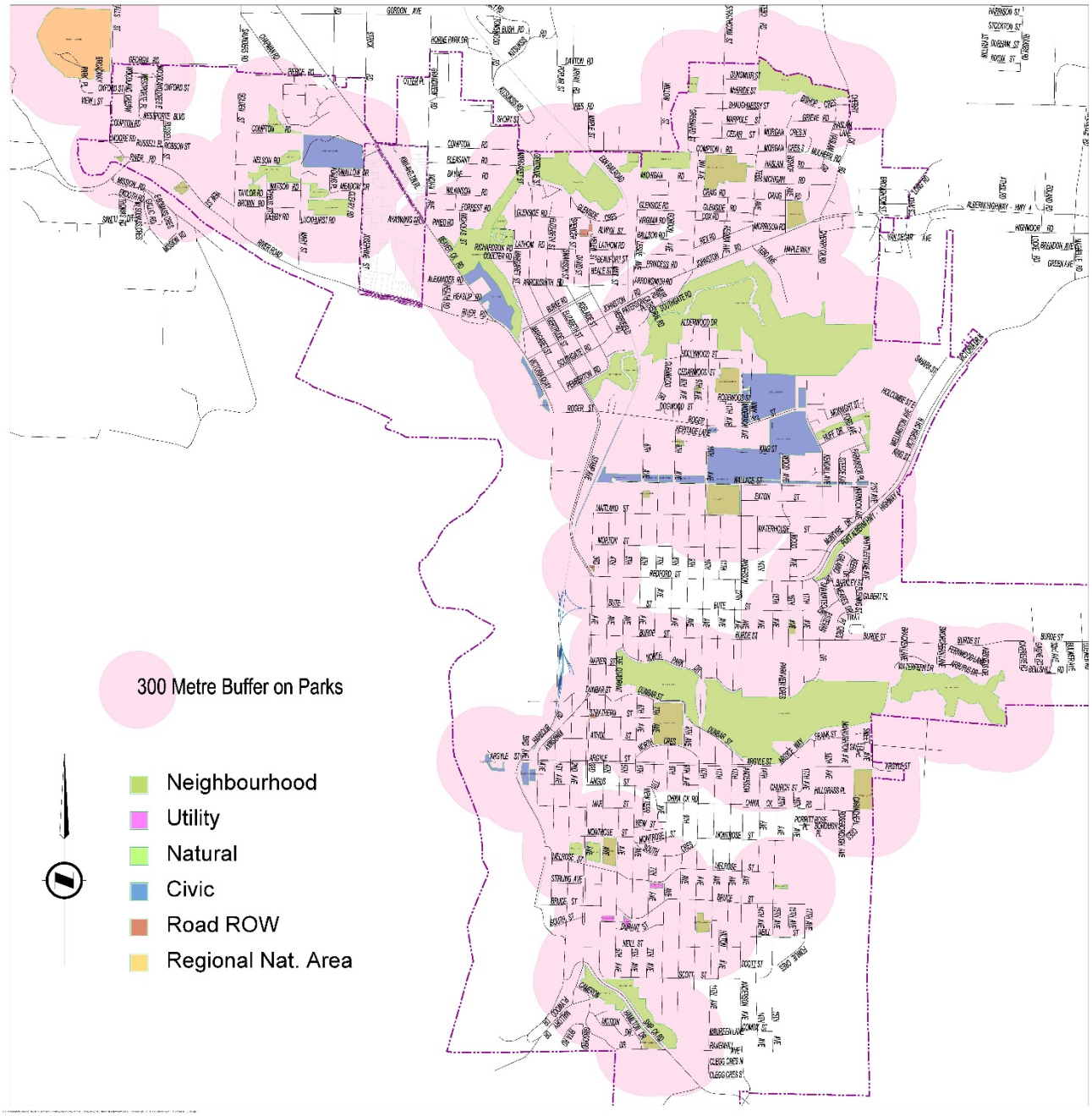
PROPOSED ZONES FOR CONSIDERATION



LAND WITHIN A 300 METER DISTANCE OF PARKS AND PLAYGROUNDS



CITY OF PORT ALBERNI

BYLAW NO. 5012

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN FOR THE CITY OF PORT ALBERNI

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

1. Title

This Bylaw may be known and cited for all purposes as **"Official Community Plan Amendment No. T5 (Cannabis Cultivation - Development Permit Area Regulations), Bylaw No. 5012".**

2. Official Community Plan Text Amendments

Schedule One" that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended by:

A. Adding a subsection below Section E, Implementation, 1.2 Development Permit Area No.2 – Commercial Development, iii) Highway Commercial (HCO) – Additional guidelines as follows:

"iv) Commercial Cannabis Production Facilities – Additional Guidelines

1. *Any Cannabis Production Facility to be located within a commercial zone must follow relevant Commercial Development Permit Area Design Guidelines, Sign Bylaw requirements and any other design guidelines. Development permit area exemptions do not apply.*
2. *Development permit application submissions shall include information on venting, as well as information on how odors from the business would be addressed (e.g. location of venting, carbon filters, etc.).*
3. *Repetitive and featureless monotonous buildings and barriers (such as solid fences and blank walls) shall be avoided.*
4. *Fences located in the front yard setback are strongly discouraged. Landscaping generally shall be used, in preference to fences and walls, to provide buffers and screens.*
5. *Sound attenuation measures should be employed. May include planting, grade changes and greater separation of uses in preference to fences.*
6. *Loading zones and/or garbage facilities shall be screened and/or located away from public entrances and front of building activity. Loading entrances should be secure.*
7. *A sidewalk 1.9 metres in width shall be provided (or improved) along road frontages.*
8. *Setbacks and buffers should provide adequate separation from conflicting adjacent uses."*
9. *On-site lighting should permit identification of another person's face at a 23 metre distance."*

B. Adding the following text below Section E, Implementation, 1.3 Development Permit Area No. 3 – Industrial Development Guidelines 5:

"6. Industrial Cannabis Production Facilities – Additional Guidelines

a. Any Cannabis Production Facility to be located within an industrial zone shall follow relevant Industrial Development Permit Area Design Guidelines, Sign Bylaw requirements and any other design guidelines. Development permit area exemptions do not apply.

b. Development permit application submissions shall include information on venting, as well as information on how odors from the business would be addressed (e.g. location of venting, carbon filters, etc.).

c. The site shall provide a hard-landscaped buffer (i.e. fence or wall) and a landscaped buffer consisting of some combination of trees, shrubs, hedges, ground cover, lawns, or other horticultural elements.

d. Repetitive and featureless monotonous buildings and barriers (such as solid fences and blank walls) shall be avoided.

e. Sound attenuation measures should be employed. May include planting, grade changes and greater separation of uses in preference to fences.

f. Loading zones and/or garbage facilities shall be screened and/or located away from public entrances and front of building activity. Loading entrances should be secure.

g. Setbacks and buffers should provide adequate separation from conflicting adjacent uses.

h. On-site lighting should permit identification of another person's face at a 23 metre distance.

i. *Large industrial facilities should incorporate signage into formal entrance features."*

READ A FIRST TIME THIS DAY OF , 2020.

READ A SECOND TIME THIS DAY OF , 2020.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2020.

READ A THIRD TIME THIS DAY OF, 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor **City Clerk**

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CITY OF PORT ALBERNI

BYLAW NO. 5013

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

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

1. Title

This Bylaw may be known and cited for all purposes as **"Zoning Bylaw Text Amendment No. T25 (Cannabis Cultivation), Bylaw No. 5013".**

2. Zoning Text Amendment

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

A. Under **Section 4 Definitions of the Zoning Bylaw**, add the following text:

*"**CANNABIS**" means a cannabis plant, including the phytocannabinoids produce by or found in such a plant regardless of whether that part has been processed or not and any substance or mixture of substances that contains or has on it and part of such a plant and any substance that is identical to a phytocannabinoid produced by or found in such a plant regardless of how the substance was obtained. Marijuana shall have the same definition.*

*"**CANNABIS PRODUCTION FACILITY**" means the use of land, buildings or structures for the cultivation, processing, testing, destruction, packaging and shipping of cannabis/marijuana, or any products containing or derived from cannabis that are regulated under the federal Cannabis Act. These facilities may be further categorized as either a standard or micro-cultivation use, a cannabis nursery use, or standard or micro-processing use. May also include any medical marihuana facility regulated under the Access to Cannabis for Medical Purposes Regulations. Specifically excludes storefront or retail outlet distribution of cannabis.*

*"**STANDARD CULTIVATION, CANNABIS**" means the indoor large-scale growing of cannabis plants and harvesting material from those plants, as well as associated activities. Canopy space up to or more than 200 square metres (2152 square feet) is permitted.*

*"**MICRO-CULTIVATION, CANNABIS**" means the indoor small-scale growing of cannabis plants and harvesting material from those plants, as well as associated activities. Canopy space up to 200 square metres (2152 square feet) is permitted.*

*"**NURSERY, CANNABIS**" means the indoor growing of cannabis plants to produce starting material (seed and seedlings) and associated activities. Canopy space must not exceed 50 square metres (538 square feet).*

*"**STANDARD PROCESSING, CANNABIS**" means the large-scale manufacturing, packaging and labelling of cannabis products destined for sale to consumers, and the intra-industry sale of these products, including to provincially/territorially authorized*

distributors, as well as associated activities. There is no limitation on the amount of dried flower processed annually.

*"**MICRO-PROCESSING, CANNABIS**" means the small-scale manufacturing, packaging and labelling of cannabis products destined for sale to consumers, and the intra-industry sale of these products, including to provincially/territorially authorized distributors, as well as associated activities. Up to 600 kg of dried flower may be processed annually.*

B. Under **Section 5 Establishment of Zones** of the Zoning Bylaw, add text as follows:

To section **5.27.1** (the list of Principal Permitted Uses) in the **M1 – Light Industry Zone1**:

"Standard cultivation, Cannabis"
"Standard processing, Cannabis"
"Micro-cultivation, Cannabis"
"Micro-processing, Cannabis"
"Nursery, Cannabis"

To section **5.28.1** (the list of Principal Permitted Uses) in the **M2 – Medium Industry Zone**:

"Standard cultivation, Cannabis"
"Standard processing, Cannabis"
"Micro-cultivation, Cannabis"
"Micro-processing, Cannabis"
"Nursery, Cannabis"

To section **5.29.1** (the list of Principal Permitted Uses) in the **M3 – Heavy Industry Zone**:

"Standard cultivation, Cannabis"
"Standard processing, Cannabis"
"Micro-cultivation, Cannabis"
"Micro-processing, Cannabis"
"Nursery, Cannabis"

To Section **5.20.1** (the list of Principal Permitted Uses) in the **C3 - Service Commercial Zone**:

"Micro-cultivation, Cannabis"
"Micro-processing, Cannabis"
"Nursery, Cannabis"

To Section **5.21.1** (the list of Principal Permitted Uses) in the **C4 - Highway Commercial Zone**:

"Micro-cultivation, Cannabis"
"Micro-processing, Cannabis"
"Nursery, Cannabis"

C. Under **Section 6 General Regulations** of the Zoning Bylaw, add text as follows:

"Section 6.27 Cannabis Production Facilities:

All **Cannabis Production Facilities** *shall conform to the following:*

6.27.1 Any operational Cannabis Production Facility must be regulated, approved and licensed by Health Canada. A City Business License is

also required for operations.

6.27.2 *A Cannabis Production Facility is not permitted within 300 metres of the nearest property line of a site containing a school,* licensed daycares, or another Cannabis Production Facility.

6.27.3 *If zoned favorably a Cannabis Production Facility may operate a cultivation, processing, and retail use in conjunction on site. A Cannabis Production Facility is not permitted in conjunction with any other use.*

6.27.4 *A Cannabis Production Facility must be built to contain odor, noise, light and glare within the facility as to avoid adverse effects that impair the use, safety or livability of adjacent properties.*

6.27.5 *Any Cannabis Production Facility must obtain a Development Permit from the City. Architectural, landscaping, signage, and lighting plans are required to be submitted in order to be considered for approval.*

6.27.6 *A Cannabis Production Facility must limit their hours of operation to occur be between 8:00 am and 8:00 pm."*

D. Under **Section 7 Parking and Loading Regulations** of the Zoning Bylaw, add text as follows:

To section **7.9 Required Amount of Parking** table under **Commercial Use** Required Parking Spaces add:

"Cannabis Production Facility: 1 per employee or 1 per 190 m2 (2045 ft2) of gross floor area, whichever is the greater."

To section **7.9 Required Amount of Parking** table under **Industrial Use** Required Parking Spaces add:

"Cannabis Production Facility: 1 per employee or 1 per 190 m2 (2045 ft2) of gross floor area, whichever is the greater."

READ A FIRST TIME THIS_____ DAY OF _____, 2020.

READ A SECOND TIME THIS _____ DAY OF_____ , 2020.

A PUBLIC HEARING WAS HELD THIS _____ DAY OF ___ , 2020.

READ A THIRD TIME THIS _____ DAY OF _____, 2020.

FINALLY ADOPTED THIS _____ DAY OF _____, 2020.

_____ _____

Mayor Clerk

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PLANNING DEPARTMENT
REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Katelyn McDougall, Manager of Planning

DATE: April 24, 2020

SUBJECT: Cannabis Production Facilities - OCP and Zoning Bylaw Amendments

ISSUE

At issue is the consideration of changes to the City's Official Community Plan and Zoning Bylaw (*Bylaw 4832)* to introduce Cannabis Production Facilities (cannabis cultivation and processing) as a permitted use within city limits. The Advisory Planning Commission and Council have previously given high-level input and direction on how to introduce these uses, and the following report outlines the next step in implementing that direction.

The proposed amendments would introduce new definitions, identify specific zones, and provide other regulations and policy direction for cannabis cultivation and processing uses.

BACKGROUND

Cannabis production and cultivation are now legal with a license from Health Canada, and industry proponents have been looking to the Alberni Valley for a place to start up new ventures. The legalization of the recreational use of cannabis may create economic opportunities for any community looking to diversify their economy. In early 2019 the City of Port Alberni began permitting cannabis retail stores in certain commercial zones (C2, C3, C4, and C5). Later in 2019 staff were tasked with identifying appropriate zoning for the production of cannabis.

Public Engagement

Through a three-month online and in-person engagement process staff heard from many Port Alberni residents and visitors. Most people who attended events in-person seemed indifferent about cannabis cultivation. A small number of individuals were completely opposed to the legalization of cannabis and were thus opposed to any municipal zoning related to cannabis. The overwhelming majority of people who were engaged in the process supported cannabis cultivation within city limits, and did not have issue with the industry as long as it was managed and regulated effectively.

The engagement process helped identify key concerns about Cannabis Production Facilities, and these were typically regarding odor, air quality, and waste management. Some individuals who participated in the consultation process expressed opposition to specific production facilities that were proposed to be located in the regional district, but did not clearly provide input on how to regulate the activity within city limits.

Recommendations

At the conclusion of the public engagement process, staff developed recommendations that were brought to the Advisory Planning Commission and City Council for further input and direction. The recommendations incorporated public input and considered practices demonstrated in other communities.

The approach proposed by staff was to permit cannabis cultivation in industrial zones, agricultural zones, and limited commercial zones based on the scale and type (indoor or outdoor) of facility. Staff also proposed the use of setbacks, buffer zones, development permit areas, and other regulations to help mitigate the public's concerns. It is also important to note that all licensed facilities will be held to strict federal standards with regards to air quality, odor, etc.

APC Input and Council Direction

At the time, the Advisory Planning Commission supported the approach that was proposed by staff. Only minor revisions were recommended by Council at the time. Council asked that staff remove land zoned A1 – Agriculture from the recommendations, and to not permit any outdoor facilities within the city. It is important to note here that the BC Agricultural Land Commission (ALC) has decided that cannabis production is an acceptable farm use on land protected within the Agricultural Land Reserve (ALR) as long as it is done in a way that protects the land's productive capacity. Therefore, any the City is unable to prohibit cannabis production in the ALR as long as it meets the ALC's requirements.

In summary, the following direction was given by Council in support of staff developing OCP and Zoning Bylaw amendments that would permit cannabis cultivation within the city:

1. Regarding indoor facilities:

a. That Standard Cultivation[1] Facilities (anything more than 200m^2 in size) be allowed in the Light Industry (M1), Medium Industry (M2), and Heavy Industry (M3) zones.

b. That Micro-Cultivation Facilities (anything up to 200m^2 in size) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), and High Commercial (C4) zones.

c. That Cannabis Nursery Facilities (limited to 50m^2 in size, and only the production of seeds, seedlings, and clones – no dried flower) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), and Highway Commercial (C4).

2. Those regarding other zoning bylaw regulations:

a. That staff propose definitions for the types of Cannabis Production Facilities that are consistent with Health Canada's definitions.
b. That staff include recommendations for building setbacks, buffer zones, and regulations to help mitigate noise and odor concerns.
c. That any Cannabis Production Facility be required to obtain a Development Permit (regarding building form and character) to ensure a high-quality development and mitigate impacts to the visual landscape.

[1] While this direction only references "cultivation" in the text, the intent behind the direction was to introduce both "cultivation" and "processing" uses.

ZONING BYLAW AMENDMENTS

As per Council's direction, staff propose *adding* the following text to the Zoning Bylaw.

DEFINITIONS

Under **Section 4 Definitions of the Zoning Bylaw**, add the following text:

> "**CANNABIS**" means a cannabis plant, including the phytocannabinoids produce by or found in such a plant regardless of whether that part has been processed or not and any substance or mixture of substances that contains or has on it and part of such a plant and any substance that is identical to a phytocannabinoid produced by or found in such a plant regardless of how the substance was obtained. Marijuana shall have the same definition.
>
> "**CANNABIS PRODUCTION FACILITY**" means the use of land, buildings or structures for the cultivation, processing, testing, destruction, packaging and shipping of cannabis/marijuana, as approved by Health Canada and regulated under the federal Cannabis Act. These facilities may be further categorized as either a standard or micro-cultivation use, a cannabis nursery use, or standard or micro-processing use. May also includes any medical marihuana facility regulated under the Access to Cannabis for Medical Purposes Regulations. Specifically excludes storefront or retail outlet distribution of cannabis.
>
> "**STANDARD CULTIVATION, CANNABIS**" means the indoor large-scale growing of cannabis plants and harvesting material from those plants, as well as associated activities. Canopy space up to or more than 200 square metres (2152 square feet) is permitted.
>
> "**MICRO-CULTIVATION, CANNABIS**" means the indoor small-scale growing of cannabis plants and harvesting material from those plants, as well as associated activities. Canopy space up to 200 square metres (2152 square feet) is permitted.
>
> "**NURSERY, CANNABIS**" means the indoor growing of cannabis plants to produce starting material (seed and seedlings) and associated activities. Canopy space must not exceed 50 square metres (538 square feet).
>
> "**STANDARD PROCESSING, CANNABIS**" means the large-scale manufacturing, packaging and labelling of cannabis products destined for sale to consumers, and the intra-industry sale of these products, including to provincially/territorially authorized distributors, as well as associated activities. There is no limitation on the amount of dried flower processed annually.
>
> "**MICRO-PROCESSING, CANNABIS**" means the small-scale manufacturing, packaging and labelling of cannabis products destined for sale to consumers, and the intra-industry sale of these products, including to provincially/territorially authorized distributors, as well as associated activities. Up to 600 kg of dried flower may be processed annually.

ESTABLISHMENT OF ZONES

Under **Section 5 Establishment of Zones** of the Zoning Bylaw, add the following text:

To section 5.27.1 (the list of Principal Permitted Uses) in the **M1 – Light Industry Zone**[2]:

"Standard cultivation, Cannabis"
"Standard processing, Cannabis"
"Micro-cultivation, Cannabis"
"Micro-processing, Cannabis"
"Nursery, Cannabis"

To section 5.28.1 (the list of Principal Permitted Uses) in the **M2 – Medium Industry Zone**:

"Standard cultivation, Cannabis"
"Standard processing, Cannabis"
"Micro-cultivation, Cannabis"
"Micro-processing, Cannabis"
"Nursery, Cannabis"

To section 5.29.1 (the list of Principal Permitted Uses) in the **M3 – Heavy Industry Zone**:

"Standard cultivation, Cannabis"
"Standard processing, Cannabis"
"Micro-cultivation, Cannabis"
"Micro-processing, Cannabis"
"Nursery, Cannabis"

To Section 5.20.1 (the list of Principal Permitted Uses) in the **C3 - Service Commercial Zone**:

"Micro-cultivation, Cannabis"
"Micro-processing, Cannabis"
"Nursery, Cannabis"

To Section 5.21.1 (the list of Principal Permitted Uses) in the **C4 - Highway Commercial Zone**:

"Micro-cultivation, Cannabis"
"Micro-processing, Cannabis"
"Nursery, Cannabis"

GENERAL REGULATIONS

Under **Section 6 General Regulations** of the Zoning Bylaw, add the following text:

Section 6.27 Cannabis Production Facilities:

All **Cannabis Production Facilities** *shall conform to the following:*

6.27.1 *Any operational Cannabis Production Facility must be regulated, approved and licensed by Health Canada. A City Business License is also required for operations.*

6.27.2 *A Cannabis Production Facility is not permitted within 300 metres of the nearest property line of a site containing a school,* licensed daycares, or another Cannabis Production Facility.

[2] For clarification, the Zoning Bylaw is scaled for industrial uses. By adding a new use to the M1 – Light Industry zone, it will automatically be added it to the M2 or M3 zones as well.

6.27.3 If zoned favorably a Cannabis Production Facility may operate a cultivation, processing, and retail use in conjunction on site. A Cannabis Production Facility is not permitted in conjunction with any other use.

6.27.4 A Cannabis Production Facility must be built to contain odor, noise, light and glare within the facility as to avoid adverse effects that impair the use, safety or livability of adjacent properties.

6.27.5 Any Cannabis Production Facility must obtain a Development Permit from the City. Architectural, landscaping, signage, and lighting plans are required to be submitted in order to be considered for approval.

6.27.6 A Cannabis Production Facility must limit their hours of operation to occur be between 8:00 am and 8:00 pm.

PARKING REGULATIONS

With regards to the number of parking stalls provided on site, under both the 'Commercial' and 'Industrial' parts of subsection **7.9 Required Amount of Parking** (within the Parking Regulations section of the Zoning Bylaw) add the following text:

Cannabis Production Facility: 1 per employee or 1 per 190 m2 (2045 ft2) of gross floor area, whichever is the greater.

OFFICIAL COMMUNITY PLAN AMENDEMENTS

As per Council's direction, staff propose adding the following text to the Official Community Plan. The purpose of this additional text is to provide specific guidelines for the form and character of commercial and industrial Cannabis Production Facilities.

For commercial Cannabis Production Facilities staff recommend adding the following text under **Section 1.2 Development Permit Area No. 2 Commercial Development:**

iv) Commercial Cannabis Production Facilities – Additional Guidelines

- Any Cannabis Production Facility to be located within a commercial zone must follow relevant Commercial Development Permit Area Design Guidelines, Sign Bylaw requirements and any other design guidelines. Development permit area exemptions do not apply.
- Development permit application submissions shall include information on venting, as well as information on how odors from the business would be addressed (e.g. location of venting, carbon filters, etc.).
- Repetitive and featureless monotonous buildings and barriers (such as solid fences and blank walls) shall be avoided.
- Fences located in the frontyard setback are strongly discouraged. Landscaping generally shall be used, in preference to fences and walls, to provide buffers and screens.
- Sound attenuation measures should be employed. May include planting, grade changes and greater separation of uses in preference to fences.
- Loading zones and/or garbage facilities shall be screened and/or located away from public entrances and front of building activity. Loading entrances should be secure.
- A sidewalk 1.9 metres in width shall be provided (or improved) along road frontages.
- Setbacks and buffers should provide adequate separation from conflicting adjacent uses.
- On-site lighting should permit identification of another person's face at a 23 metre distance.

For industrial Cannabis Production Facilities staff recommend adding the following text under **Section 1.3 Development Permit Area No. 3 Industrial Development**

Industrial Cannabis Production Facilities – Additional Guidelines

- Any Cannabis Production Facility to be located within an industrial zone shall follow relevant Industrial Development Permit Area Design Guidelines, Sign Bylaw requirements and any other design guidelines. Development permit area exemptions do not apply.
- Development permit application submissions shall include information on venting, as well as information on how odors from the business would be addressed (e.g. location of venting, carbon filters, etc.).
- The site shall provide a hard-landscaped buffer (i.e. fence or wall) and a landscaped buffer consisting of some combination of trees, shrubs, hedges, ground cover, lawns, or other horticultural elements.
- Repetitive and featureless monotonous buildings and barriers (such as solid fences and blank walls) shall be avoided.
- Sound attenuation measures should be employed. May include planting, grade changes and greater separation of uses in preference to fences.
- Loading zones and/or garbage facilities shall be screened and/or located away from public entrances and front of building activity. Loading entrances should be secure.
- Setbacks and buffers should provide adequate separation from conflicting adjacent uses.
- On-site lighting should permit identification of another person's face at a 23 metre distance.
- Large industrial facilities should incorporate signage into formal entrance features.

CONCLUSIONS

The City of Port Alberni is considering implementing regulations to permit Cannabis Production Facilities within city limits. Staff have developed recommendations that both incorporate public input and consider best practices demonstrated in other communities. The proposed approach will permit certain types of Cannabis Production Facilities in industrial zones and limited commercial zones. Additional regulations are being proposed to mitigate concerns about odor, noise, air quality, and clustering of cannabis uses. All Cannabis Productions Facilities should be required to obtain a development permit to also help mitigate concerns and help ensure high quality development.

If the Advisory Planning Commission is supportive of the proposed amendments outlined above then staff will prepare bylaw amendments that reflect those changes and bring them to Council for consideration. The OCP and Zoning Amendment Bylaw amendments will require further public input at the time of a public hearing before final adoption of the Bylaws can be considered by Council.

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

OPTIONS

1. Recommend to Council that they support the recommendations as presented.
2. Recommend to Council that staff further refine the recommendations.
3. Provide an alternative recommendation.

RECOMMENDATION

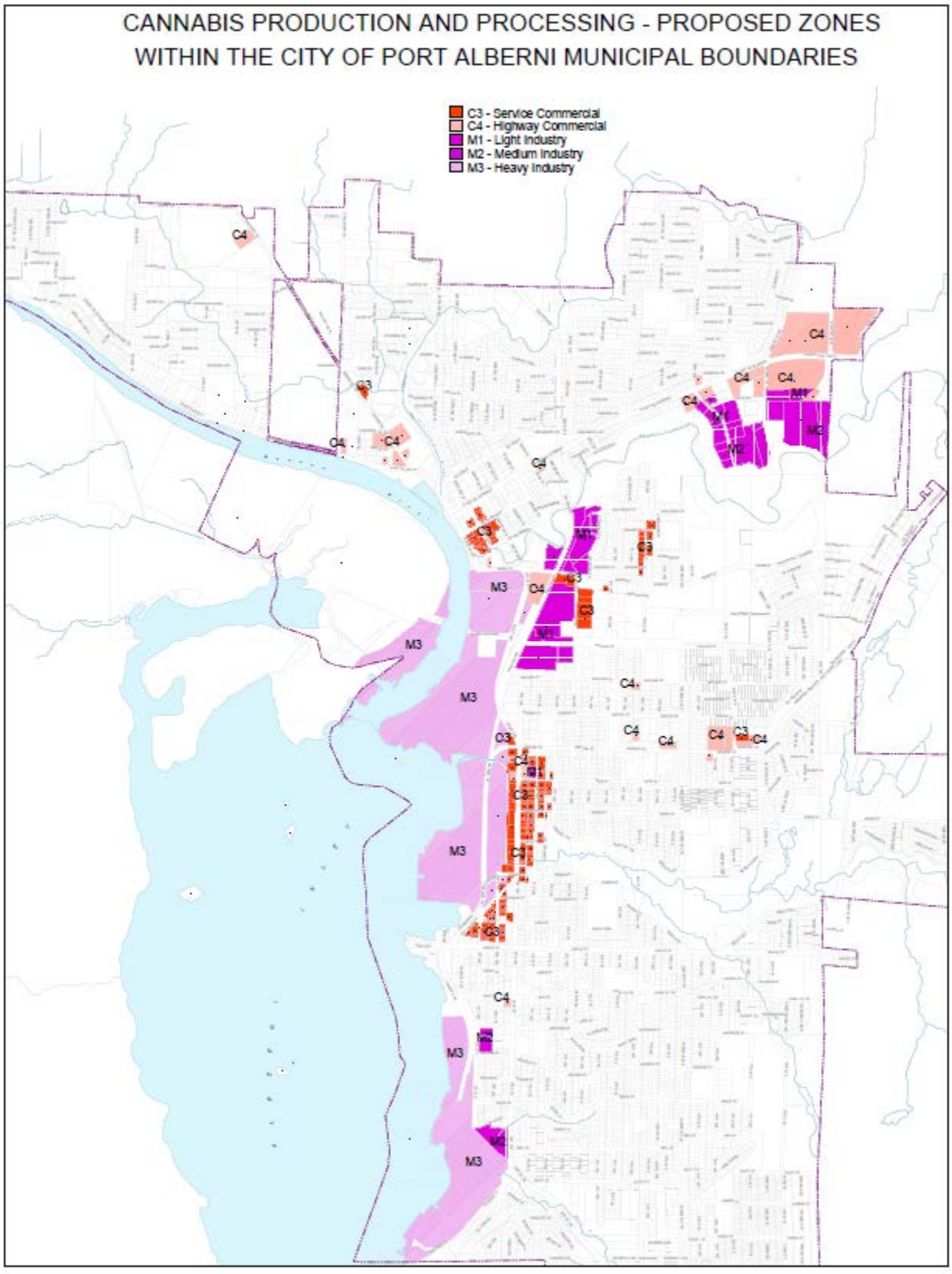
The Planning Department recommends Option #1.

> *That the City of Port Alberni Advisory Planning Commission recommends to City Council they support the proposed Official Community Planning and Zoning Bylaw amendments to introduce Cannabis Production Facilities as a permitted use.*

Respectfully submitted,

Katelyn McDougall, M.Urb
Manager of Planning

PROPOSED ZONES FOR CONSIDERATION



1.1 Development Permit Area No: 2 Commercial Development

Area

That area marked Development Permit Area No. 2 as shown on Schedule "B" to this Bylaw is hereby designated as a development permit area.

Justification

The justification for the designation of this Development Permit Area is the highly visible location of the areas within the City with its implications for community image. The intent of this Development Permit Area is to ensure high quality development.

Guidelines

i) Scale, Form and Character

1. A "box-like" appearance or a horizontal emphasis in building design shall be avoided. Building massing, walls, facades and roof lines shall be varied, articulated, stepped or indented. Except for Highway Commercial (HCO), building massing should be close to the street to unify the street elevation as a whole, and architectural detailing shall reflect appropriate scale, proportion and arrangement to enhance the pedestrian quality of the streetscape.
2. Buildings at road intersections should reinforce the corner definition and highlight entrance ways. Buildings should front both roads.
3. Building materials shall be of a high standard to convey quality and permanence.
4. Variations in the use of facade finishes shall be used to create a varied and attractive appearance. The use of wood as an architectural feature is encouraged.
5. Entrances and windows should be highlighted through vertical facade articulation including roof line or cornice accents or other architectural features.
6. Continuous weather protection shall be provided over pedestrian focal points on exterior building walls.
7. All roof top mechanical equipment shall be screened from view and should blend in with the roof line.
8. Loading areas, garbage and recycling bins shall be completely screened.
9. The design of buildings, parking lots, lighting and open space shall take into consideration the principles of CPTED (Crime Prevention through Environmental Design).

ii) Signage, Landscaping, and Parking

1. The size, location and design of signage shall be architecturally integrated with the overall design of the buildings and landscaping and should be at a pedestrian scale. Signs shall comply with the City of Port Alberni Sign Bylaw.
2. On-site lighting shall be designed to minimize light spillage onto adjacent properties.
3. Parking areas that are visible from the street shall be screened through the use of landscaping.
4. Landscaping shall be used to define public space and to create an enhanced streetscape image, and to soften a land use transition.
5. **BYLAW 4856** Bicycle parking facilities shall be provided in a location convenient to the building entrances.
6. Bicycle parking facilities shall afford an opportunity to secure bicycles against theft.

iii) Highway Commercial (HCO) – Additional guidelines

1. A perimeter landscaping buffer area of an average width of 4 metres shall be provided along the inside of the property frontage where it borders a public street (excluding lanes) or adjacent lands containing a residential use. Boulevards of adjacent streets shall be landscaped and maintained by the adjacent developments. The perimeter landscaping buffer and boulevards may contain a combination of trees, shrubs, flower beds, grass, pavers and solid decorative fencing. All landscaped areas shall be serviced by an underground irrigation system.
2. A sidewalk 1.9 metres in width shall be provided along road frontages. A trail system can be used as an alternative to traditional sidewalks. However, a surface treatment shall be required that provides clean and stable footing at all times. Internal pedestrian walkways shall be provided from the public sidewalks to the principal customer entrance of all principal buildings on the site.
3. Parking areas shall avoid large expanses of uninterrupted paved surfaces. Parking lots should be broken down into smaller parking areas evenly dispersed throughout the development. Parking areas shall include landscaped areas designed to avoid conflict with automobiles and automobile occupants.

Development Permit Not Required

Development Permits shall not be required in the following instances:

1. for construction that is undertaken within the exterior walls of a principal building or structure,
2. construction of a value less than $25,000; and
3. alteration of the message and/or graphic on signs, awnings or canopies where the size, area, shape, lighting and physical structure of the signs, awnings or canopies are not changed.

1.2 Development Permit Area No: 3 Industrial Development

Area

That area marked Development Permit Area No. 3 as shown on Schedule "B" to this Bylaw is hereby designated as a development permit area.

Justification

The justification for the designation of this Development Permit Area is the highly visible nature of the areas. The intent of this Development Permit Area is to ensure high quality development and buffer adjacent land uses.

Guidelines

1. The design of parking and manoeuvring isles shall permit the efficient circulation of vehicles, and will include special provision for large truck movements.
2. On-site lighting shall be designed to minimizing light spillage onto adjacent properties.
3. Landscaping shall be used to adequately soften the transition to non-industrial land uses, and to soften the street frontage of the building.
4. All open storage areas shall be restricted to the rear of the property or the side if fully and appropriately screened.
5. Loading areas shall be restricted to the rear or side of the building where not abutting a road.

Development Permit Not Required

Development Permits shall not be required in the following instances:

1. Construction of a value less than $10,000.
2. Alteration of the message and/or graphic on free standing signage where the size, area, shape, lighting and physical structure of the signs, are not changed.

Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on May 08, 2020
Via remote access through Zoom, at 9:00 a.m.)

Commission Members Present
Ken McRae (Chair)
John Douglas (Vice-Chair)
Amy Anaka
Callan Noye
Stefanie Weber
Ed Francoeur
Jim Tatoosh, Hupačasath F.N.
Sgt. Clive Seabrook, R.C.M.P. Liaison
Councillor Deb Haggard (Council Liaison)

Guests
Members of the Public: None

Staff
Katelyn McDougall, Manager of Planning

Regrets
Chris Washington, S.D.70 Liaison
Cynthia Dick, Tseshaht (ċ išaaʔatḥ) F.N.
Rick Newberry, P.A.F.D. Liaison
Rob Gaudreault, Parks Liaison
Cara Foden, Planning Technician

Alternates (not in attendance)
Larry Ransom (Alternate–SD70)
Councillor Helen Poon (Alternate–Council)
Peter Dione (Alternate–R.C.M.P.)
Darren Mead-Miller (Alternate – Tseshaht F.N.)

1. **Acknowledgements and Introductions** – Acknowledgement, by the Chair, that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshaht (ċ išaaʔatḥ) First Nations.

2. **MINUTES - Adoption of April 30, 2020 Minutes**

   MOTIONS:

   That the City of Port Alberni Advisory Planning Commission adopt the minutes of the April 30, 2020 regular meeting as amended.

   (Francoeur / Douglas) CARRIED

3. **DEVELOPMENT APPLICATION:** Official Community Plan and Zoning Bylaw amendments
   City Wide amendments respecting Cannabis Cultivation/Production and Processing
   - The Manager of Planning presented a summary of the report dated April 24, 2020 regarding Cannabis Production facilities and proposed amendments to the Official Community Plan and Zoning bylaws to accommodate the land use within the City of Port Alberni.

   - APC discussed the proposed amendments and report as follows:
     - APC asked if the Port Authority had been asked for input and it was indicated that the Port Authority had not discussed the application.
     - APC asked if any applications had been received for a production facility. It is possible that a site on Mallory Drive, currently the subject of an application for OCP and Zoning bylaw amendments to facilitate Industrial use, may be a potential site. Federal government regulations would also apply if this is the case.

- Land in ALR – Comment was made that there may be regulations that could be applied to ALR lands and consideration could be given to including regulations that would apply for ALR land within the City. The City cannot prohibit production on ALR lands however there could be some regulation applied. There is a small amount of land within the City that is in the ALR.
- There was discussion regarding whether specific numbers would be proposed for buffer distances and setbacks. If none are proposed then current setbacks in zones would be used and particularly if there would be specific setbacks from schools and Daycare Centre's.
- APC asked if Parks and Playgrounds should be added to the statement regarding 300m from schools and daycares and the Manager of Planning noted that the City has a lot of recreational parks and playground facilities. It was thought that it might be prohibitive to ensuring that there were possibilities for Cannabis production facilities if there were a 300m buffer on all parks and playgrounds.
- The Manager of Planning commented that she did not feel there was clear support for increasing setbacks beyond those already in the current zones that would be amended.
- When APC members asked whether there were buffers in place for Liquor Stores and Breweries it was noted that the requirement for buffers had been removed for approved Cannabis retail stores.
- Current M1 setbacks and lot coverage were clarified and noted for discussion. The Manager of Planning indicated that she had reviewed the requirements in other communities including Squamish when looking at setbacks adjacent to residential uses.
- Proposed hours of operation were clarified. Other municipalities reportedly use a similar timeframe.
- RCMP commented that there are a number of licensed grow operations that have been grandfathered under former medical marijuana access regulations (respecting 300 m buffer) so it is possible that when permitting a new production facility that it might be situated beside an existing operation. Health Canada does not provide a list of these facilities. The City could consider requesting information from Health Canada that would permit the vetting of proposed facilities. Buffering cannabis production facilities from one another could restrict newer facilities of higher quality. All grow operations are 24/7 operations. No issues are anticipated in limiting the hours of operation as most equipment is on timers.
- Port Alberni has a lot of Industrial land that is located close to Residential land and the City should be prepared for pushback from the community and proceed carefully and cautiously.

MOTIONS:

1. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the recommendations presented by the Manager of Planning be endorsed and that City Council proceed with the proposed amendments to the Official Community Plan and Zoning bylaws to introduce Cannabis Production Facilities as a permitted use.*

(Douglas / Francoeur) CARRIED

4. **UPDATE:** No update provided at this time.

5. **OTHER BUSINESS**
   - No other business. Members wished a Happy Birthday to Chair Ken McRae.

6. **ADJOURNMENT** – The meeting adjourned at 9:40 am. The next meeting is scheduled for 12:00 pm on **May 21 30, 2020**.

(Francoeur / Tatoosh) CARRIED

Ken McRae (Chair)

CITY OF PORT ALBERNI

Regular Council Meeting
For the Meeting of May 25, 2020

Date: May 19, 2020
File No: 3360-20-Mallory

To: Mayor & Council
Subject: **DEVELOPMENT APPLICATION**
Official Community Plan & Zoning Bylaw Amendments
2170 Mallory Drive
Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)
Applicant: M. Sutherland as Agent for Mansett Family Holdings Inc.

Prepared by:	Supervisor:	CAO Concurrence:
Katelyn McDougall	T. PLEY	
Katelyn McDougall, Manager of Planning	*T. Pley, CAO*	*T. Pley, CAO*

RECOMMENDATIONS

1. *THAT "Official Community Plan Amendment No. 31 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5009" be now introduced and read a first time.*

2. *THAT "Official Community Plan Amendment No. 31 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5009" be read a second time.*

3. *THAT "Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5010" be now introduced and read a first time.*

4. *THAT "Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5010" be read a second time.*

5. *THAT "Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011" be now introduced and read a first time.*

6. *THAT "Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011" be read a second time.*

7. *THAT in addition to the required public hearing that Council direct staff to engage with Tseshaht First Nation regarding the amendments to the Official Community Plan and Zoning Bylaw.*

8. *THAT as a condition of the bylaw amendments, and prior to final adoption of the amending bylaws, the applicant be required to provide the following:*

a. Submit a site plan and plans, acceptable to the Manager of Planning, in support of a Development Permit and submit cost estimates for the works and security in the amount required.

b. *Post visible civic address on main entrance gate and building (to be visible from road) in accordance with the City of Port Alberni House Numbering bylaw.*

c. *Ensure there is a viable turning radius for Fire Truck access and egress acceptable to the City's Director of Engineering and Public Works.*

d. *Submit security in the amount required for completion of the required Water and Sanitary Sewer and Storm works as determined by the City's Engineering Department.*

e. *Submit security in the amount required for relocation of the existing hydrant as determined by the City's Engineering Department.*

PURPOSE

The purpose of this report is to consider an application for map amendments to the Official Community Plan and text amendments to the Zoning Bylaw for the subject property located at 2170 Mallory Drive in order to expand the industrial uses permitted on the subject property in order to secure a new tenant.

BACKGROUND

The subject property is located on Mallory Drive, near the City's southern boundary. This boundary is shared with the Tseshaht First Nation (IR #2 Teepis). The irregular shaped lot is 1.081 hectares (2.67acres) in size, and is currently designated as P1 – Institutional in the Zoning Bylaw and the current OCP land use designation is Residential. The property is not currently located within a Development Permit Area.

The building and property were previously owned and occupied by Teleglobe Utility, and has historically been used for a variety of commercial, institutional or industrial purposes including a mechanic and engine repair shop. The property is currently without sanitary sewer services, and a restrictive covenant on title prohibits new building until this is provided (the covenant is in favor of the City of Port Alberni). A small portion of the western edge of the property is within the Tsunami Zone.

In January of 2018, City Council approved a site-specific text amendment to the Zoning Bylaw to permit some light industrial/commercial uses on the property for what the applicant indicated to be a temporary basis. The applicant had requested to maintain the existing zone and OCP classification, as their long-term vision for the property was to develop seniors' housing on the site. At that time, the City considered that seniors' housing at this location would be challenging due to distance from transit including the physical distance to amenities and services. Additionally, these uses would require significant service upgrades and road improvements. The City considered the potential to reclassify the property from Residential to Industrial in the Official Community Plan, but that action was not taken at the time.

The owner's vision for the site has since changed. The applicant is currently looking for a new tenant, and has requested the rezoning to maximize the industrial potential of the property. The owner is currently working with a number of potential businesses interested in leasing the property and therefore a specific use has not yet been identified for the property. The applicant has indicated that the current building on the property is only suitable for industrial purposes. One possible tenant being considered is a cannabis processing facility, although the applicant is aware that cannabis cultivation is not yet a permitted use within the city.

The applicant has proposed the following OCP and Zoning Bylaw amendments for the property located at 2170 Mallory Drive:

1. The subject property, is currently designated **'Residential'** on the Official Community Plan Schedule A – Land Use Map. An amendment is requested to change the designation to **'Industrial'.**

2. The property is not within a Development Permit Area. An amendment is required to include the property in **Development Permit Area No. 3 Industrial.**

3. The subject property, is currently zoned **'P1 Institutional'** on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to rezone a portion of the subject property to **'M1 Light Industry'** zone.

Staff also propose that a house keeping amendment be made to the Zoning Bylaw No. 4832 to delete the following Section 5.31.4 D. Site Specific uses table (in the P1 Institutional zone):

> ***5.31.4 D.*** *Site –* ***2170 Mallory Drive*** *– Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)*
>
> ***i.*** *Notwithstanding Section 5.31.1 the following Principle Uses are permitted on the site:*
> *Small Engine Repair*
> *Mechanic*
> *Custom*
> *Woodworking*
>
> *ii. The following conditions apply to uses listed in 5.31.4 Di: All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.*

The Advisory Planning Commission reviewed the rezoning application at the April 30, 2020 meeting. Summary meeting minutes are attached. There was considerable discussion about the application. Some of the main concerns were regarding public access to waterfront lands, and how compatible the M1 zone fits within the surrounding residential area. There was specific concern about the proximity to Canal beach. The APC suggested that Council should proceed with rezoning Canal beach to a park designation to ensure that property is not sold for industrial purposes. The APC also thought it was important for staff to get additional input from the Tseshaht First Nation. The majority of the APC recommended Council support the rezoning application with conditions.

ALTERNATIVES/OPTIONS

1. Proceed with the bylaw amendments, with the proposed conditions.
2. Proceed with the bylaw amendments, without the proposed conditions.
3. Do not proceed with the bylaw amendments, provide alternative direction.

ANALYSIS

The subject property is situated between waterfront industrial lands to the west, and the Cameron Heights neighborhood to the northeast. The property acts as buffer between the heavy industrial uses and the residential properties. To the west of the subject property screened by a wooded slope is Canal Beach park

(which exists on lands currently zoned for industrial use). Directly to the south of the subject property, and across the municipal boundary are multiple residential dwellings located within the Tseshaht First Nation IR #2 Teepis. Since the proposal has the potential to impact the surrounding area the City should engage the affected local residents including Tseshaht First Nation before Council considers approving the amendments.

The current use of the property does not conform with the Official Community Plan designation. Reclassifying the property to industrial in the OCP and M1- Light Industry in the Zoning Bylaw would harmonize the use and designation of the site, and expand the permitted uses available to potential new tenants.

The following rationale has been developed in support of the proposed bylaw amendments:

- The Industrial designation in the Official Community Plan would be in line with the existing and historic use of the site. The M1 – Light Industrial zone allows for similar uses to the existing use of the subject property.
- The proposed zone is relatively consistent with the surrounding properties to the west and north of the subject property.
- The property is screened from nearby residential and public areas by trees and slopes which aligns with the policies in the Official Community Plan.
- The subject property would also become part of the Industrial Development permit area, giving the City input over any redevelopment of the property.
- The subject property meets the lot size requirements for the M1 – Light Industrial zone.
- The site might not be ideal or conductive for future residential development due to potential hazardous materials or site contamination.

The Manager of Planning recommends Option #1, with the additional conditions that are outlined in the recommendations section of this report. This approach will allow for the application to continue to be considered, but with additional input from the Tseshaht First Nation. Neighboring residents will be invited to provide their input at the public hearing.

IMPLICATIONS
See attached report for further details.

COMMUNICATIONS
Under normal circumstances [pre COVID-19] City Council would be asked to schedule a public hearing after giving second reading of the bylaw, and before consideration of third reading. Public notice would then be given in two consecutive issues of the local newspaper, not less than 3 days and not more than 10 days before the public hearing. Public notice would also be mailed/delivered to all parcels within 75m of the subject property, at least 10 days prior to the public hearing. While the Minister of Public Safety and Solicitor General has issued a new order [N. M139], which gives municipalities the authority to conduct public hearings electronically, staff are not looking to Council to schedule a public hearing at this time but rather, staff will continue to work with the applicant to address the outstanding conditions. Once these conditions have been met, staff will request Council's consideration in scheduling a public hearing.

BYLAWS/PLANS/POLICIES
Official Community Plan Policy

The OCP sets the policy direction for the City regarding the designation and regulation of industrial lands. Relevant provisions are discussed below. The land use categories established in the OCP are intended to guide community development; however, the OCP is also considered to be a "living document" and Council may consider OCP amendments that respond to changing circumstances within the City.

In Section C - Plan Goals and Land Use Objectives, item 1.3 Industrial Development states the following goals:

> *"To encourage diversification and promote development of the industrial sector in order to achieve a more stable employment and economic base."*
>
> *"To ensure the City provides a positive environment for industry and associated businesses."*

The proposal supports this objective by continuing the light industrial use which already exists on the subject property, and by creating potential for additional light industrial uses. These policy objectives are generally supportive of increased industrial use within the community. The General Provisions within the OCP specify that an industrial designation will accommodate the following uses:

> *"Lands designated as Industrial (IND) on Schedule "A" (Land Use Map) shall accommodate industrial uses primarily comprised of wholesaling, ware housing, manufacturing and processing, storage facilities, service and repair operations, and salvage operations."*

While the historic use of the site is consistent with this description of industrial lands in the OCP, the applicant has not committed to a particular use at this time.

General Provisions for industrial land also provide a guideline for the location of new light industrial uses:

> *"New light and medium industry shall be encouraged to locate in the Port Alberni Industrial Park"*

The proposal does not support this objective as the subject property is not located within the Port Alberni Industrial Park. Currently all properties zoned M1- Light Industry are located in the Port Alberni Industrial Park or near Roger Street south of the North Port Commercial Area. Zoning the subject property to M1-Light Industry would be a departure from both the OCP and the concentration of light industrial uses to these areas. However, in recent years land for industrial development in Port Alberni has become increasingly scarce. The City and the ACRD are currently developing an Industrial Land Inventory and Action Plan. The project will include recommendations, such as potential for industrial or light industrial rezoning, the potential for a new industrial park, and action-based strategies to attract industrial development. This project was started in 2018 and therefore is not reflected in the OCP policy from 2007.

Additionally, the OCP states that new industrial lands must be considered in terms of adjacent uses and potential impacts on surrounding lands:

> *"Future industrial areas should be located with consideration of the existing and intended uses adjacent and the associated impacts so as to ensure they are context sensitive and harmonize with adjacent land uses. Screening and buffering regulations will be established to mitigate land use impacts."*

The proposal is compatible with the industrial waterfront lands, however some of the adjacent lands are designated parks and open space, residential, and institutional which might not be perceived as compatible uses. Furthermore, the property is located next to the Tseshaht First Nation (IR #2*Teepis*) which contains some

semi-rural residential properties and therefore, engagement with the Tseshaht First Nation should be made a priority. Tseshaht First Nation input should be considered prior to a change in land use designation. If the OCP and Zoning amendments are approved by Council, the property will be located within Development Permit Area No. 3 – Industrial, which will help mitigate some of the impacts of the industrial use by requiring additional screening around the property beyond what is already in place.

Zoning Bylaw:

The subject property is zoned P1-Institutional, which is not consistent with the property's 'Residential' land use designation in the OCP. This discrepancy was identified by the City in 2017/2018 during the site-specific amendment process but was never rectified. The proposed development application would reclassify both the OCP designation and zone to be in alignment with one another under an industrial classification.

The current use of the property, as permitted by the previous site-specific use amendment, is consistent with the M1 - Light Industry zone. The proposed M1 zone is intended for light industrial uses such as wholesale, warehouse and light manufacturing. Changing the zoning designation would be both a continuation and an expansion of the permitted industrial use of the site.

While this does not represent a significant deviation from the use of the adjacent lands which are zoned M3 - Heavy Industry, it is in contrast with the residential character of the Cameron Heights neighborhood and the adjacent residential dwellings within the Tseshaht First Nation (IR #2 Teepis).

The dimensions of the subject property meet the minimum lot area requirements for the M1 zone.

Cannabis Processing and the M1- Light Industry Zone

Independent from this application the M1-Light Industry and the Zoning Bylaw is currently under review. Following Council's direction at the November 25, 2019 meeting, staff are working on an amendment to the Zoning Bylaw and OCP to introduce processing of cannabis as a permitted use within the city. Tentative approval has been given by Council directing staff to prepare the following changes:

1. That Standard Cultivation Facilities (anything more than 200m2 in size) be allowed in the Light Industry (M1), Medium Industry (M2), and Heavy Industry (M3) zones;

2. That Micro-Cultivation Facilities (anything up to 200m2 in size) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), and High Commercial (C4) zones; and,

3. That Cannabis Nursery Facilities (limited to 50m2 in size) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), and Highway Commercial (C4).

Other zoning bylaw regulations and policy to be introduced:

1. That staff propose definitions for the types of Cannabis Facilities that are consistent with Health Canada's definitions;

2. That staff include recommendations for building setbacks, buffer zones, and regulations to help mitigate noise and odor concerns; and,

3. That any Cannabis Production Facility be required to obtain a Development Permit (regarding building form and character) to ensure a high-quality development and mitigate impacts to the visual landscape.

The owner is currently working with a number of potential businesses interested in leasing the property, and one possible tenant that has expressed interest is a cannabis processing facility. That specific use will only be permitted if and when additional zoning bylaw amendments have been approved by the City. Staff are working to achieve a timeline that ensures these considerations are made harmoniously with the proposed development application.

SUMMARY

An application has been made to amend the Official Community Plan Map and Zoning Bylaw to rezone 2170 Mallory Drive from the P1 – Institutional zone to the M1 – Light Industry zone, and to change the land use designation from Residential to Industrial. The purpose of the bylaw amendments is to expand the industrial uses permitted on the property in order to secure a new tenant for the site.

The current use of the property does not conform with the Official Community Plan designation. Reclassifying the property to industrial in the OCP and M1- Light Industry in the Zoning Bylaw would harmonize the use and designation of the site, and expand the permitted uses available to potential new tenants. However, the proposed bylaw amendments could be interpreted as either consistent and inconsistent with adjacent land uses and with the City's policy regarding the location of light industrial uses.

The Planning Department supports amending the Official Community Plan and Zoning Bylaw, as the changes overall meet the strategic policy objectives of the OCP. City Council should consider how these amendments may impact long term visions and goals expressed by the community in the OCP. Likewise, City Council should consider whether the proposed amendments are appropriate for the site and how a change may impact the immediate neighborhood. Since the proposal has the potential to impact the surrounding area the City should engage the affected local residents including Tseshaht First Nation before Council considers approving the amendments.

ATTACHMENTS/REFERENCE MATERIALS

Subject Property Map
Report to the Advisory Planning Commission – 2150 Mallory Drive
Advisory Planning Commission April 30, 2020 Meeting Minutes

SUBJECT PROPERTY – 2170 Mallory Drive

CITY OF PORT ALBERNI

BYLAW NO. 5009

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN FOR THE CITY OF PORT ALBERNI

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

1. Title

   This Bylaw may be known and cited for all purposes as **"Official Community Plan Amendment No. 31 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5009".**

2. Official Community Plan Amendments

   2.1 **Schedule A (Future Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation of Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409), located at **2170 Mallory Drive**, from 'Residential' to **'Industrial'** as shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw.

   2.2 **Schedule B (Development Permit Areas Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to include Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409), located at **2170 Mallory Drive**, in **Development Permit Area No. 3 (Industrial)** as shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw.

READ A FIRST TIME THIS DAY OF , 2020.

READ A SECOND TIME THIS DAY OF , 2020.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2020.

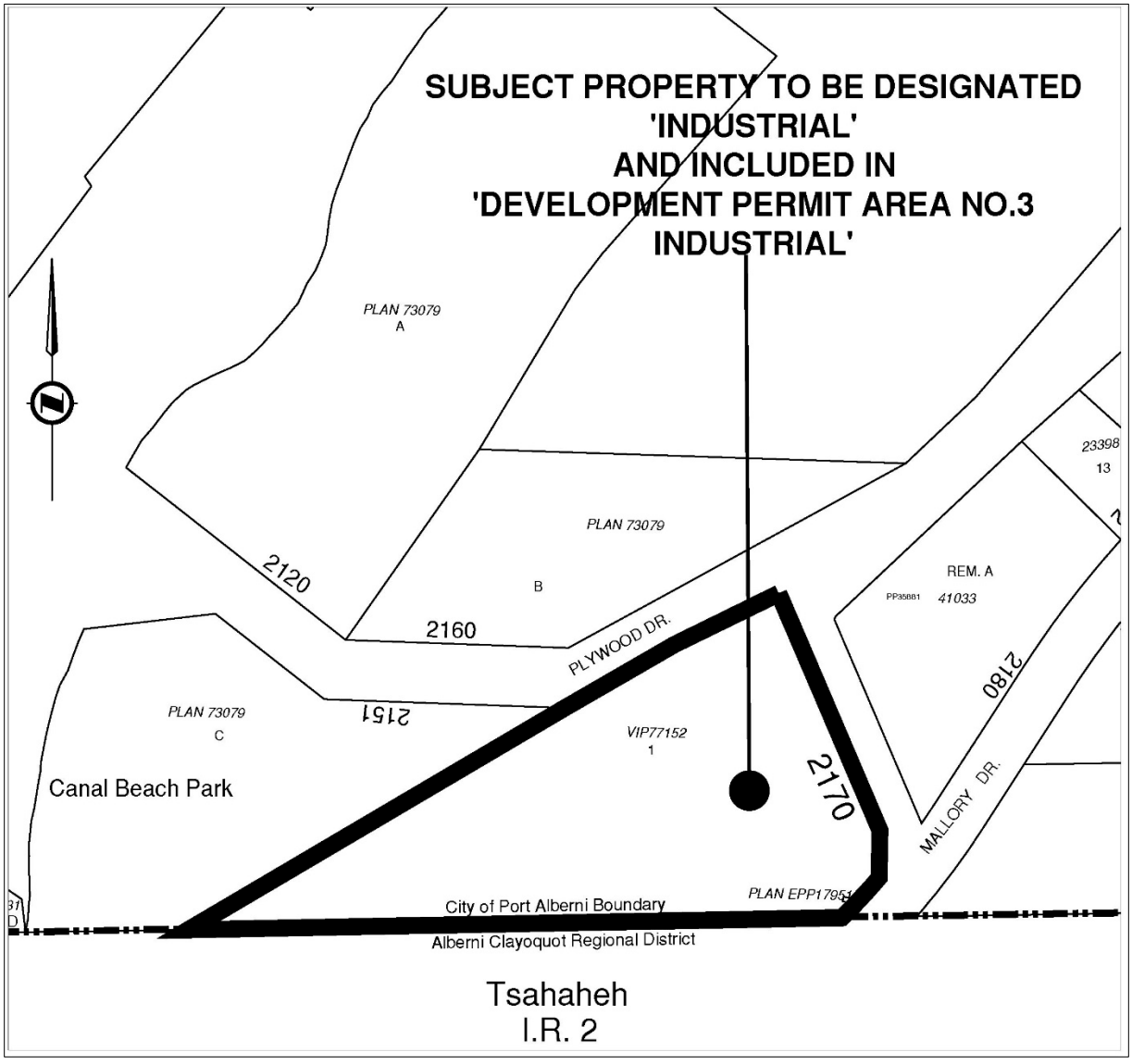
READ A THIRD TIME THIS DAY OF, 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

_____ _____

Mayor City Clerk

Schedule “A” to Bylaw 5009



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CITY OF PORT ALBERNI

BYLAW NO. 5010

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

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

1. Title

1. This Bylaw may be known and cited for all purposes as **"Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5010".**

2. Zoning Amendment

2.1 That Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409), located at **2170 Mallory Drive**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'P1 Institutional' to **'M1 Light Industry'.**

3. Map Amendment

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

READ A FIRST TIME THIS DAY OF , 2020.

READ A SECOND TIME THIS DAY OF , 2020.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2020.

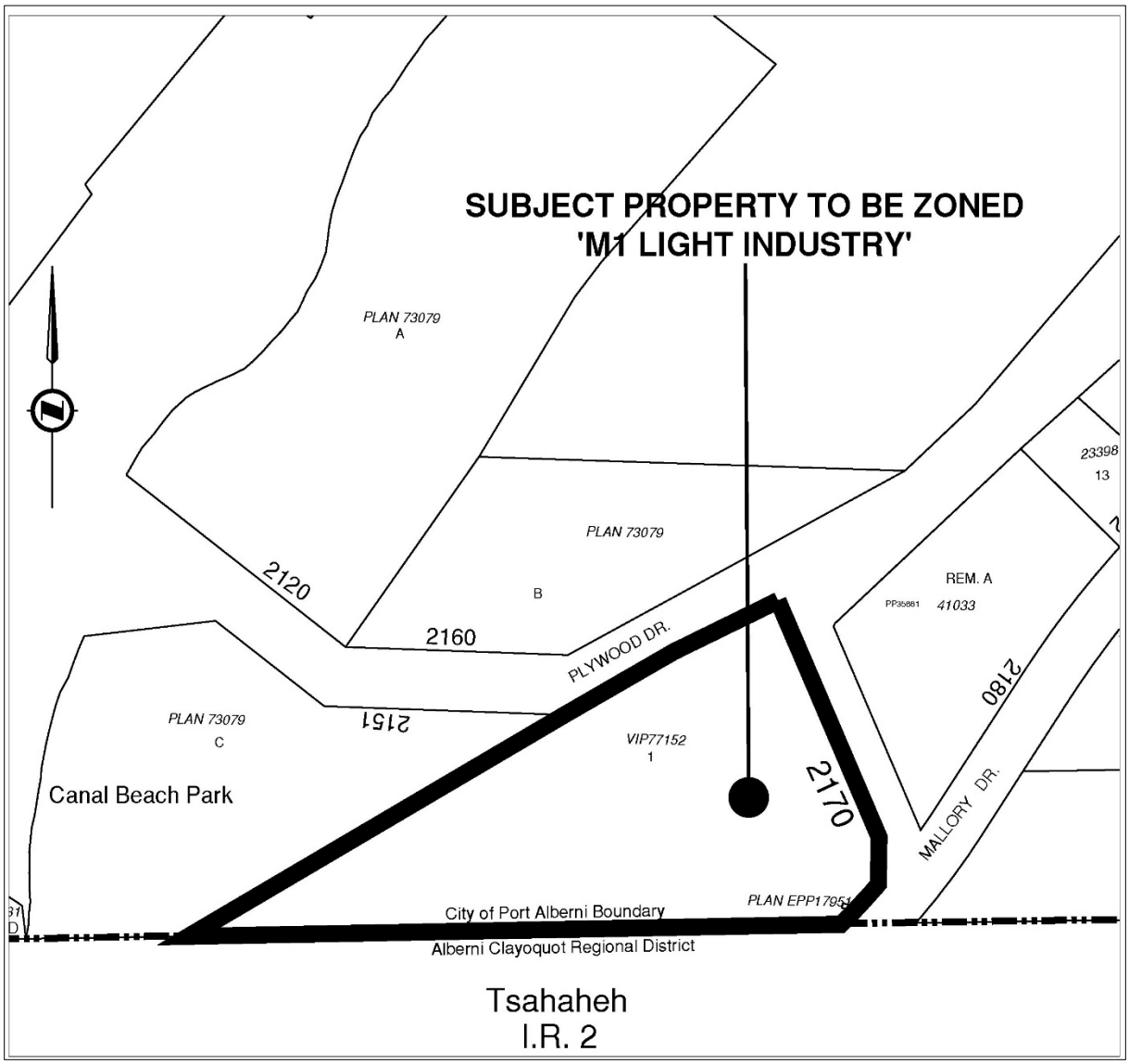
READ A THIRD TIME THIS DAY OF, 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

_____ _____

Mayor City Clerk

Schedule “A” to Bylaw No. 5010



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CITY OF PORT ALBERNI

BYLAW NO. 5011

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

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

1. Title

This Bylaw may be known and cited for all purposes as **"Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011".**

2. Zoning Text Amendment

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

a. Deleting the following text from Section 5.31.4 D. Site Specific uses table (in the P1 Institutional zone):

"5.31.4 D.
Site – 2170 Mallory Drive – Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)

i. Notwithstanding Section 5.31.1 the following Principle Uses are permitted on the site:
   a) Small Engine Repair
   b) Mechanic
   c) Custom Woodworking

ii. The following conditions apply to uses listed in 5.31.4 Di:
All business activity shall be conducted within a completely enclosed building except for parking and loading facilities."

READ A FIRST TIME THIS DAY OF 2020.

READ A SECOND TIME THIS DAY OF , 2020.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2020.

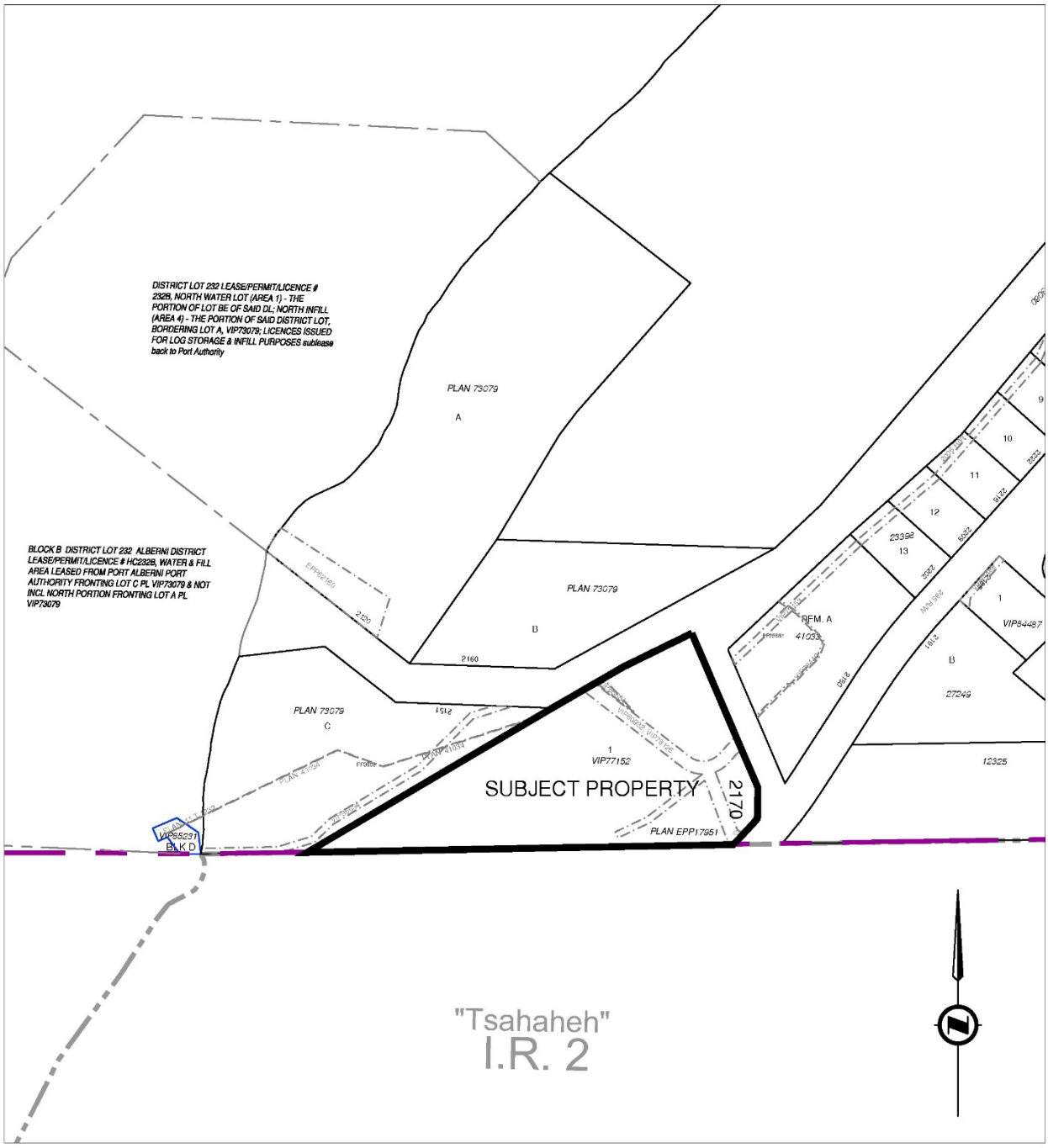
READ A THIRD TIME THIS DAY OF, 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

_____ _____

Mayor Clerk

Schedule “A” to Bylaw No. 5011



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PLANNING DEPARTMENT
REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Katelyn McDougall, Manager of Planning

DATE: April 23, 2020

SUBJECT: DEVELOPMENT APPLICATION – Proposed Official Community Plan bylaw and Zoning Bylaw Amendments
2170 Mallory Drive
Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)
Applicant: M. Sutherland as Agent for Mansett Family Holdings Inc.

ISSUE

The issue for consideration is a joint application for map amendments to the Official Community Plan (OCP) and for map and text amendments to the Zoning Bylaw for the property located at 2170 Mallory Drive. The applicant is currently looking for a new tenant and is seeking to increase the industrial potential of the property.

BACKGROUND

The subject property is located on Mallory Drive at the City of Port Alberni's southern boundary. This boundary is shared with the Tseshaht First Nation (IR #2 *Teepis*). The irregular shaped lot is 1.081 hectares (2.67acres) in size, and is currently designated as P1 – Institutional in the Zoning Bylaw and the current OCP land use designation is Residential. The property is not currently located within a Development Permit Area.

The building and property were previously owned and occupied by the Teleglobe Utility, and has historically been used for a variety of commercial, institutional or industrial purposes including a mechanic and engine repair shop. The property is currently without sanitary sewer services, and a restrictive covenant on title prohibits new building until this is provided (the covenant is in favor of the City of Port Alberni). A small portion of the western edge of the property is within the Tsunami Zone.

In January of 2018, City Council approved a site-specific text amendment to the Zoning Bylaw to permit some light industrial/commercial uses on the property for what the applicant indicated to be a temporary basis. The applicant had requested to maintain the existing zone and OCP classification, as their long-term vision for the property was to develop seniors' housing on the site. The City considered at that time that seniors' housing at this location would be challenging due to distance from transit and the physical distance to amenities and services. Additionally,

these uses would require significant service upgrades and road improvements. The City considered the potential to reclassify the property from Residential to Industrial in the Official Community Plan, but that action was not taken at the time.

The owner's vision for the site has since changed. The applicant is currently looking for a new tenant, and has requested the rezoning to maximize the industrial potential of the property. The owner is currently working with a number of potential businesses interested in leasing the property and therefore a specific use has not yet been identified for the property. The applicant has indicated that the current building on the property is only suitable for industrial purposes. One possible tenant being considered is a cannabis processing facility, although the applicant is aware that cannabis cultivation is not yet a permitted use within the city.

The applicant has proposed the following OCP and Zoning Bylaw amendments to the for the property located at 2170 Mallory Drive:

Official Community Plan (OCP) and Zoning Bylaw designations

1. The subject property, is currently designated **'Residential'** on the Official Community Plan Schedule A – Land Use Map. An amendment is requested to change the designation to **'Industrial'**

2. The property is not within a Development Permit Area on the Schedule B – Development Permit Areas Map. An amendment is required to include the property in **Development Permit Area No. 3 Industrial.**

3. The subject property, is currently zoned **'P1 Institutional'** on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to rezone a portion of the subject property to '**M1 Light Industry**' zone.

4. A text amendment to the Zoning Bylaw is required to amend the P1 Institutional zone Section 5.31.4 Site Specific uses table by removing the following text specific to the property:

*"Site – **2170 Mallory Drive** – Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)*

i. Notwithstanding Section 5.31.1 the following Principle Uses are permitted on the site:

a) Small Engine Repair

b) Mechanic

c) Custom Woodworking

ii. The following conditions apply to uses listed in 5.31.4 Di:

All business activity shall be conducted within a completely enclosed building except for parking and loading facilities."

DISCUSSION

Official Community Plan Policy

The OCP sets the policy direction for the City regarding the designation and regulation of industrial lands. Relevant provisions are discussed below. The land use categories established in the OCP are intended to guide community development; however, the OCP is also considered to be a "living document" and Council may consider OCP amendments that respond to changing circumstances within the City.

In Section C - Plan Goals and Land Use Objectives, item 1.3 Industrial Development states the following goals:

> *"To encourage diversification and promote development of the industrial sector in order to achieve a more stable employment and economic base."*
>
> *"To ensure the City provides a positive environment for industry and associated businesses."*

The proposal supports this objective by continuing the light industrial use which already exists on the subject property, and by creating potential for additional light industrial uses. These policy objectives are generally supportive of increased industrial use within the community. The General Provisions within the OCP specify that an industrial designation will accommodate the following uses:

> *"Lands designated as Industrial (IND) on Schedule "A" (Land Use Map) shall accommodate industrial uses primarily comprised of wholesaling, ware housing, manufacturing and processing, storage facilities, service and repair operations, and salvage operations."*

While the historic use of the site is consistent with this description of industrial lands in the OCP, the applicant has not committed to a particular use at this time.

General Provisions for industrial land also provide a guideline for the location of new light industrial uses:

> *"New light and medium industry shall be encouraged to locate in the Port Alberni Industrial Park"*

The proposal does not support this objective as the subject property is not located within the Port Alberni Industrial Park. Currently all properties zoned M1- Light Industry are located in the Port Alberni Industrial Park or near Roger Street south of the North Port Commercial Area. Zoning the subject property to M1-Light Industry would be a departure from both the OCP and the concentration of light industrial uses to these areas. However, in recent years land for industrial development in Port Alberni has become increasingly scarce. The City and the ACRD are currently developing an Industrial Land Inventory and Action Plan. The Industrial Land Action Plan will compile a full inventory of industrial land in the Alberni Valley, with identification of constraints to making it available for development. The project will include recommendations, such as potential for industrial or light industrial rezoning, the potential for a new industrial park, and action-based strategies to attract industrial development. This project was started in 2018 and therefore is not reflected in the OCP policy from 2007.

Additionally, the OCP states that new industrial lands must be considered in terms of adjacent uses and potential impacts on surrounding lands:

> *"Future industrial areas should be located with consideration of the existing and intended uses adjacent and the associated impacts so as to ensure they are context sensitive and harmonize with adjacent land uses. Screening and buffering regulations will be established to mitigate land use impacts."*

The proposal is compatible with the industrial waterfront lands, however some of the adjacent lands are designated parks and open space, residential, and institutional which might not be perceived as compatible sues. Furthermore, the property is located next to the Tseshaht First

Nation (IR #2*Teepis*) which contains some semi-rural residential properties. Engagement with the Tseshaht First Nation should therefore be made a priority. Tseshaht First Nation input should be considered prior to a change in land use designation. If the OCP and Zoning amendments are approved by Council, the property will be located within Development Permit Area No. 3 – Industrial, which will help mitigate some of the impacts of the industrial use by requiring additional screening around the property beyond what is already in place.

Zoning:

The subject property is zoned P1-Institutional, which is not consistent with the property's 'Residential' land use designation in the OCP. This discrepancy was identified by the City in 2017/2018 during the site-specific amendment process but was never rectified. The proposed development application would reclassify both the OCP designation and zone to be in alignment with one another under an industrial classification.

The current use of the property, as permitted by the previous site-specific use amendment, is consistent with the M1 - Light Industry zone. The proposed M1 zone is intended for light industrial uses such as wholesale, warehouse and light manufacturing. Changing the zoning designation would be both a continuation and an expansion of the permitted industrial use of the site. While this does not represent a significant deviation from the use of the adjacent lands which are zoned M3 - Heavy Industry, it is in contrast with the residential character of the Cameron Heights neighborhood and the adjacent residential dwellings within the Tseshaht First Nation (IR #2 *Teepis)*.

The dimensions of the subject property meet the minimum lot area requirements for the M1 zone.

Cannabis Processing and the M1- Light Industry Zone Description

Independent from this application the M1-Light Industry and the Zoning Bylaw is currently under review. Following Council's direction at the November 25, 2019 meeting, staff are working on an amendment to the Zoning Bylaw and OCP to introduce processing of cannabis as a permitted use within the city. Tentative approval has been given by Council directing staff to prepare the following changes:

1. That Standard Cultivation Facilities (anything more than 200m2 in size) be allowed in the Light Industry (M1), Medium Industry (M2), and Heavy Industry (M3) zones;

2. That Micro-Cultivation Facilities (anything up to 200m2 in size) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), and High Commercial (C4) zones; and,

3. That Cannabis Nursery Facilities (limited to 50m2 in size) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), and Highway Commercial (C4).

Other zoning bylaw regulations and policy to be introduced:

1. That staff propose definitions for the types of Cannabis Facilities that are consistent with Health Canada's definitions;

2. That staff include recommendations for building setbacks, buffer zones, and regulations to help mitigate noise and odor concerns; and,

3. That any Cannabis Production Facility be required to obtain a Development Permit (regarding building form and character) to ensure a high-quality development and mitigate impacts to the visual landscape.

The owner is currently working with a number of potential businesses interested in leasing the property, and one possible tenant that has expressed interest is a cannabis processing facility. That specific use will only be permitted if and when additional zoning bylaw amendments have been approved by the City. Staff are working to achieve a timeline that ensures these considerations are made harmoniously with the proposed development application.

Site Plan

As part of the bylaw amendment process the property will be included in Development Permit Area No. 3 – Industrial. Massing, siting, and form, landscaping, and other factors will be considered to ensure that the development appears to be cohesive and compatible with the proposed OCP and zoning designations and that it will integrate well into existing neighborhood. Development Permit plans will need to include cost estimates for any required landscaping or works and security must be submitted prior to Final Adoption of the bylaws.

Surrounding Area

The subject property is situated between waterfront industrial lands to the west, and the Cameron Heights neighborhood to the northeast. The subject property acts as buffer between the heavy industrial uses and the residential properties.

The Cameron Heights neighborhood is characterized by single and two-family residential homes. Directly between the subject property and the residential properties on Mallory Drive is the Neptune Shoreline Observatory. This property is also zoned for institutional uses similar to the subject property.

Directly to the south of the subject property, and across the municipal boundary are multiple semi-rural residential dwellings located within the Tseshaht First Nation IR #2 *Teepis*. To the west of the subject property is Canal Beach park, which exists on lands currently zoned for industrial use, but it is also screened from the property by a wooded slope.

Infrastructure and Site Servicing

The subject property is connected to the municipal water system, but is not currently serviced by a sanitary sewer connection. The restrictive covenant on title prevents new building on the site until a sewer connection is provided. Since the applicant has not proposed an expansion of the current building, a sewer connection would not be required at this time.

Sewer: There is a restrictive covenant registered on the title of the property that prevents any new building on the land until sanitary sewer is provided to the land. The existing footprint of the building is allowed but no addition would be permitted without sanitary sewer.

Water: There is a City water connection for the existing building.

Storm: None

Utilities: Overhead private utilities are located along Mallory Drive to the east and Plywood Drive to the west.

The capability of the existing infrastructure will need to be proven out by the developers' engineer, approved by the City Engineering department and security for the works submitted prior to final adoption of the bylaws.

REFERRALS

In reviewing land use OCP and Zoning Bylaw amendments staff request referral comments from various City departments and external agencies. The following table summarized the feedback received for this development application.

Agency/department	Comments
RCMP	No comments received
PARKS Operations	No comments received
PARKS Recreation	Interests unaffected
BUILDING	No comments received
ENGINEERING	Existing building presently not connected to CPA sanitary sewer. Proposed sanitary sewer connection being designed by McGill Engineering. CPA presently reviewing plans to provide cost for Applicant. CPA Crews to install sanitary sewer to P/L on Plywood Dr. as per McGill design once payment has been made by Applicant. Applicant will be responsible to connect to the sanitary connection at P/L as per McGill design. Storm drain can drain into the existing ditch system that runs thru the property. Existing CPA fire hydrant #818 on Applicants property with the building's 50mm water service connected to this hydrant line. CPA will relocate this hydrant onto CPA property on Mallory Dr by Plywood Dr area at Applicants expense. CPA will install a new 50mm water connection on Mallory Dr to the P/L for Applicant to connect to since the existing water line on their property will no longer be active. Applicant to pay for the new 50mm water connection install to P/L and will be responsible for the reconnection on their property.
FIRE	From the road there needs to be a visible address on the main entrance gate and building, as well as ensure there is a turning radius for a fire truck
Hupacasath First Nation	No comments received
Tseshaht First Nation	No comments received

FORTIS	No conflict with gas
BC Hydro	BC Hydro already services this property with 3 phase power. Approved
Shaw Cable	No comments received
TELUS	No comments received
CANADA POST	No comments received
ISLAND HEALTH	No concerns with the proposed OCP and Zoning amendments. *In 2017 VIHA provided the following input on the site-specific text amendment to the P1 – Institutional zone: • The intent to carry out light industrial activity on a property that was used for industrial/commercial activity in the past is compatible • The mature trees buffer the site and the preservation of this natural environment is important for providing the privacy and barrier for adjacent residential uses • Sewage disposal must comply with regulations • Proposed activities much not contaminate the Port Alberni Water Works system • The site might not be ideal or conductive for future residential development due to potential hazardous materials or site contamination
A.C.R.D.	No comments received
D.F.O. (Fisheries and Oceans)	If felt that the project proposes works, undertakings or activities that may result in harm to fish or fish habitat, DFO's Projects Near Water website (http://www.dfo-mpo.gc.ca/pnwppe/index-eng.html) includes information for proponents on how to comply with the Fisheries Act, request a DFO review of a project, and request a Fisheries Act authorization
M.O.T.I. (Transp. & Infrastructure)	MoTI has no objections to the proposed amendments as the property is over 4km away from a provincial highway

CONCLUSIONS

The proposal for 2170 Mallory Drive has been brought forward to the APC prior to a Council decision being made. 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 APC's recommendation on the proposal will be included in a future Council report to assist Council in their decision on the matter.

The current use of the property does not conform with the Official Community Plan designation. Reclassifying the property to industrial in the OCP and M1- Light Industry in the Zoning Bylaw would harmonize the use and designation of the site, and expand the permitted uses available to potential new tenants. The applicant has mentioned that there is a proponent interested in developing a cannabis cultivation facility on the property, however that use would only be permitted if and when additional regulations are approved by City Council

Staff have identified the following rationale in support of the proposed OCP and Zoning amendments:

- The Industrial designation in the Official Community Plan would be in line with the existing and historic use of the site. The M1 – Light Industrial zone allows for similar uses to the existing use of the subject property.
- The proposed use is consistent with the surrounding properties to the west and north of the subject property.
- The property is screened from nearby residential and public areas by trees and slopes which aligns with the policies in the Official Community Plan.
- The subject property would also become part of the Industrial Development permit area, giving the City input over any redevelopment of the property.
- The subject property meets the lot size requirements for the M1 – Light Industrial zone.
- The site might not be ideal or conductive for future residential development due to potential hazardous materials or site contamination.

However, the proposed amendments to the Official Community Plan Bylaw and Zoning Bylaw may be interpreted as both consistent and inconsistent with adjacent land uses and with current policy regarding the location of light industrial uses. Since the proposal has the potential to impact the surrounding area the City should engage the affected local residents including Tseshaht First Nation before Council considers approving the amendments.

OPTIONS

1. Recommend to Council that staff proceed with the proposed amendments to the Official Community Plan Bylaw and Zoning Bylaw, with conditions outlined below;

2. Recommend to Council that staff do not proceed with the proposed amendments to the Official Community Plan Bylaw and Zoning Bylaw;

3. Request that staff gather additional input from the public and Tseshaht First Nation before proceeding with a recommendation for Council to consider.

RECOMMENDATIONS

The Manager of Planning recommends Option #1, with the additional conditions outlined below. This approach will allow for the application to continue to be considered, but with additional input from the Tseshaht First Nation. Neighboring residents will be invited to provide their input at the public hearing.

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with the following bylaw amendments, with respect to Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409) located at* ***2170 Mallory Drive****:*

*a. Amend the Official Community Plan (Schedule A – Land Use Map) to change the designation of the property from '****Residentia****l' to* ***'Industrial'*** *use; and*

*b. Amend the Official Community Plan (Schedule B – Development Permit Areas Map) to include the property in '****Development Permit Area No. 3 Industrial'****; and*

c. *Amend the Zoning Bylaw (Schedule A – Zoning Map) to rezone the property from 'P1 Institutional' zone to **'M1 Light Industry'** zone.*

d. *Amend the text of the Zoning Bylaw by deleting the following text from Section 5.31.4 D. Site Specific uses table (in the P1 Institutional zone):*

---

*"**5.31.4 D.***

*Site – **2170 Mallory Drive** – Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)*

i. Notwithstanding Section 5.31.1 the following Principle Uses are permitted on the site:

a) Small Engine Repair

b) Mechanic

c) Custom Woodworking

ii. The following conditions apply to uses listed in 5.31.4 Di:

All business activity shall be conducted within a completely enclosed building except for parking and loading facilities."

---

2. *That the Advisory Planning Commission recommends to City Council that in addition to the required public hearing that Council direct staff to engage with Tseshaht First Nation regarding the amendments to the Official Community Plan and Zoning Bylaw.*

3. *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 Council proceeds with scheduling a public hearing:*

a. *Submit a site plan and plans, acceptable to the Manager of Planning, in support of a Development Permit and submit cost estimates for the works and security in the amount required.*

b. *Post visible civic address on main entrance gate and building (to be visible from road) in accordance the City of Port Alberni House Numbering bylaw.*

c. *Ensure there is a viable turning radius for Fire Truck access and egress acceptable to the City's Director of Engineering and Public Works.*

d. *Submit security in the amount required for completion of the required Water and Sanitary Sewer and Storm works as determined by the City's Engineering Department.*

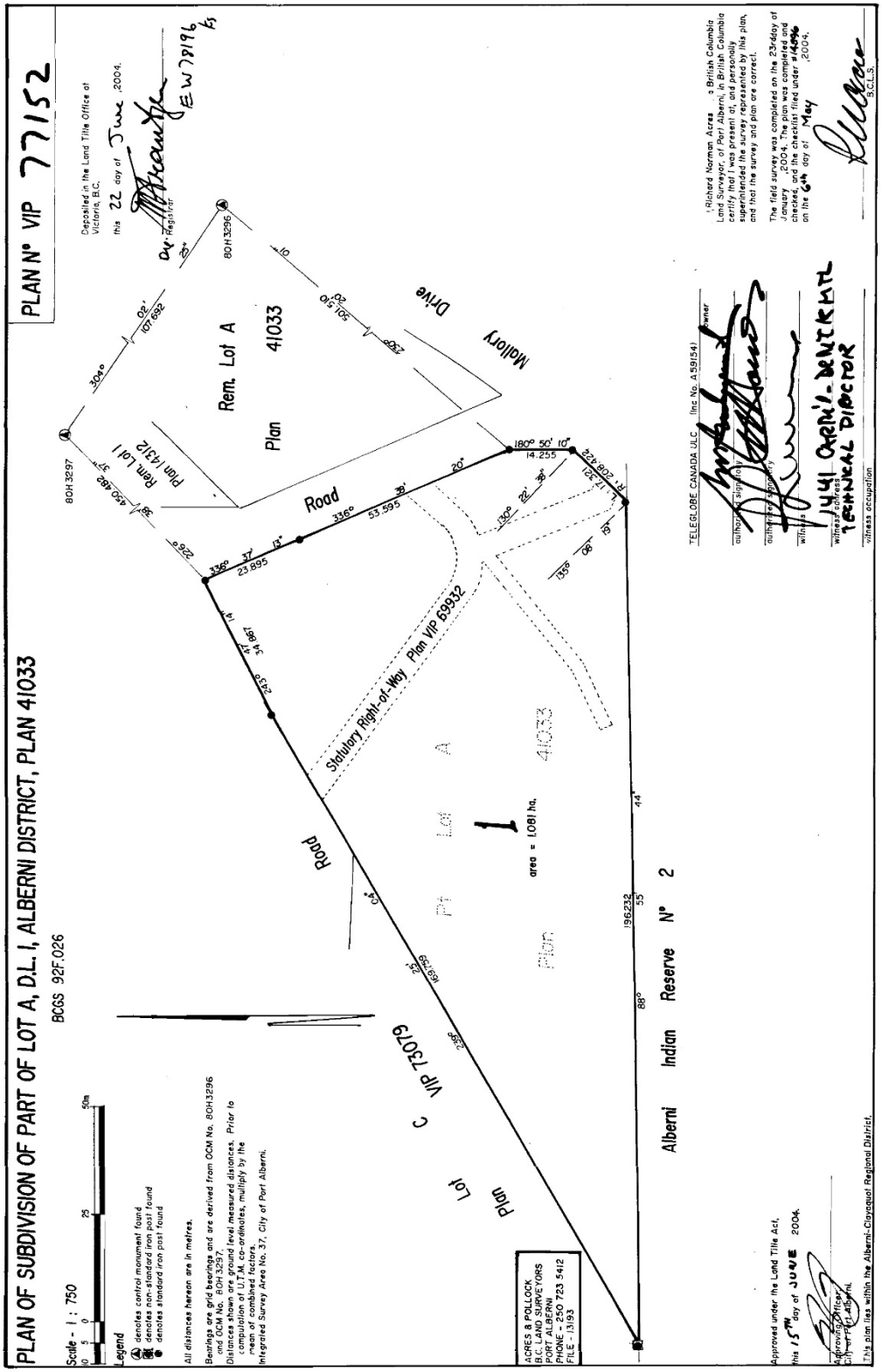
e. *Submit security in the amount required for relocation of the existing hydrant as determined by the City's Engineering Department.*

Respectfully submitted,

Katelyn McDougall, M.Urb
Manager of Planning

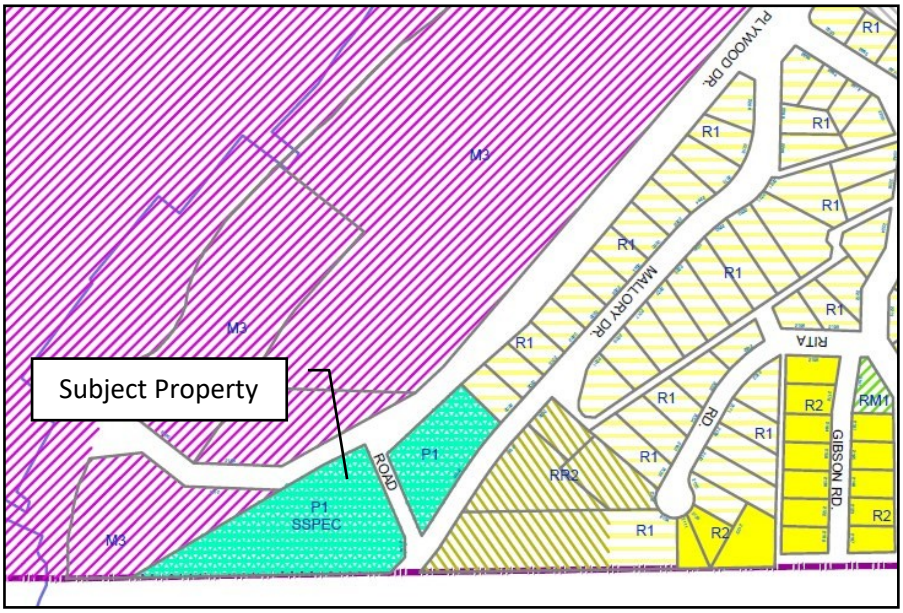
SUBJECT PROPERTY – 2270 MALLORY DRIVE

PROPERTY:



FILED VIVIP77152 P42702 2005-01-27-13.52.58.323762

Zoning Bylaw Map – Schedule A



OCP Land Use Map

CURRENT ZONE:

P1 – INSTITUTIONAL

5.31 The purpose of this *zone* is to establish and maintain areas in which institutional *uses* can be accommodated and located in a manner complementary with surrounding *uses*.

5.31.1 Permitted *uses*

Principal Uses

Ambulance station
Arena
Assembly, cultural or recreational facility
Childcare centre
Community care facility
Dormitory
Firehall
Hospital
Hostel
Medical service
Office
Parking lot
Personal service
Place of worship
Police station
Pound
School
Supportive housing
Transition house
Tutoring service

Accessory Uses

Caretaker's *dwelling* unit, subject to Section 6.16

Site Specific *Accessory Uses* as permitted under Section 5.31.4.

5.31.2 Site Development Regulations

Minimum *Lot Area*	540 m^2	(5813 ft^2)
Minimum *Frontage*	15 m	(49.2 ft)
Maximum *Coverage*	40%	
Minimum *Setbacks*:		
Front yard	7.5 m	(24.6 ft)
Rear yard	9 m	(29.5 ft)
Side yard	1.5 m	(4.9 ft)
Maximum Height, Principal *Building*	12.5 m	(41 ft)
Maximum Number of Principal *Building Storeys*	3	

5.31.3 Conditions of *Use*

(a) Notwithstanding the provisions of 5.31.2, the total of both *side yards* must be equal or greater than 20% of the *lot width*.

(b) *Community care facilities* for seniors may include an accessory beauty shop or other provision of other *personal services*, limited to 16m² (172 ft²) in floor area and 2 service chairs, operating between the hours of 8:30 am to 5:00 pm, Monday to Friday and 9:00 am to 12:00 pm on Saturday.

5.31.4 Site Specific

A.

The following *Accessory Uses* are permitted on the property located at **5100 Tebo Avenue** (Lot 1, District Lot 13, Alberni District, Plan VIP78180 (PID: 001-346-377)):

- Artist's studio
- Cabinet making
- Custom woodworking
- Furniture repair and upholstery
- Ornamental metal working
- Printing, publishing and allied industry
- Signs and displays industry
- Small repair shop

i. The following conditions apply to *Accessory Uses* listed in 5.31.4.A:
   a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
   b) The total area occupied shall not exceed 1077 m² (11,592 ft²).
   c) No retail activity is permitted as part of any business located on the property.

B.

Site - **4411 Wallace Street** - Lot B, District Lot 1, Alberni District, Plan 32448 VIP78180 (PID: 000-154-130)

i. Notwithstanding the maximum coverage provisions of Section 5.31.2, for the property known as Fir Park Village, a maximum coverage of 58% is permitted.

C. (Bylaw 4879)

Site - **4065 6th Avenue** - Lot 16, District Lot 1, Alberni District, Plan 13685 lying to the North of a boundary parallel to and perpendicularly distant 150 feet from the Northerly boundary of said Lot 16 (PID: 004-625-919)

i. The following accessory use is permitted:
   - Restaurant

ii. The following conditions apply to *Accessory Uses* listed in 5.31.4.Ci:
   a) All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.
   b) The total area occupied shall not exceed 481 m² (5180 ft²).

D.

Site – **2170 Mallory Drive** – Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)

i. Notwithstanding Section 5.31.1 the following Principle Uses are permitted on the site:
   a) Small Engine Repair
   b) Mechanic
   c) Custom Woodworking

ii. The following conditions apply to uses listed in 5.31.4 Di:
All business activity shall be conducted within a completely enclosed building except for parking and loading facilities.

PROPOSED ZONE:

Bylaw 4832

M1 – LIGHT INDUSTRY

5.27 The purpose of this *zone* is to establish and maintain areas containing light industrial *uses*, such as wholesale, warehouse and light *manufacturing* operations.

5.27.1 Permitted *uses*

Principal Uses

Automotive sales, repair and servicing
Boat or *recreational vehicle* sales and repair
Building supply
Cartage and delivery service
Contractor's shop
Custom workshop
Electronics repair
Enclosed storage and warehousing, including mini storage
Exterminating service
Food and beverage processing (excluding the fish, meat and *poultry* products industries)
Furniture and fixture *manufacturing*
Garden shop, nursery and *landscape* supplies
Gasoline service station
Glass shop
Health and fitness centre
Machine shop
Machinery and equipment sales, rental and repair
Other light *manufacturing* industry
Petroleum products, wholesale
Prefabricated *buildings* sales
Printing, publishing and allied industry
Recycling depot

Principal Uses (continued)

Signs and displays industry
Storage yard
Transportation dispatch and depot
Veterinary clinic
Wholesale (excluding wholesalers of scrap and waste materials)
Works yard

Accessory Uses

Caretaker's *dwelling* unit, subject to Section 6.16
Display, storage, and *retail* sales of goods produced on the premises
Office

Site-Specific *Uses*

Medical Marihuana Facility

5.27.2 Site Development Regulations

Minimum *Lot Area*	930 m^2	(10,011 ft^2)
Minimum *Frontage*	30 m	(98.4 ft)
Maximum *Coverage*	50%	
Minimum *Setbacks*:		
Front yard	6 m	(19.7 ft)

Bylaw 4832

Rear yard	3 m	(9.8 ft)
Side yard (total)	6 m	(19.7 ft)
(Permitted on one side)	0 m	
Maximum Height, Principal *Building*	12.5 m	(41 ft)
Maximum Number of Principal *Building Storeys*	3	

5.27.3 Conditions of *Use*

(a) Nothing shall be done which is or will become an annoyance or nuisance to the surrounding areas by reason of unsightliness, the emission of odours, liquid effluent, dust, fumes, smoke, vibration, noise or glare; nor shall anything be done which creates or causes a health, fire or explosion hazard, electrical interference or undue traffic congestion.

(b) All portions of a required *front yard* not *used* for permitted parking or display areas shall be fully and suitably *landscaped* and properly maintained.

(c) Outdoor storage areas shall be screened or *fenced* on all sides not facing the principal *building* and no material shall be piled so as to be higher than such *screening*. Required front *screening* shall be situated so as to conform with the *front yard setback* provisions.

(d) All activities and *uses* shall be conducted within a completely enclosed *building* except for parking, loading, outside storage and product display *uses*.

(e) Along any *lot* line adjacent to an R, RR, or RM *zone*, a continuous *landscape buffer*, excluding any areas *used* for access, shall be provided and shall be not less than 1.8 m (5.9 ft) in height.

5.27.4 Site Specific *Uses*

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

Use	Site Address	Site Legal Description
Medical Marihuana Facility	4921 Bute St.	*Lot* A, District *Lot* 1, Alberni District, Plan VIP31847

Summary Report / Minutes of the Advisory Planning Commission Meeting (Held on April 30, 2020 Via remote access through Zoom, at 12:00 p.m.)

Commission Members Present
Ken McRae (Chair)
John Douglas (Vice-Chair)
Amy Anaka
Callan Noye
Stefanie Weber
Ed Francoeur
Jim Tatoosh, Hupačasath F.N.
Chris Washington, S.D.70 Liaison
Sgt. Clive Seabrook, R.C.M.P. Liaison
Councillor Deb Haggard (Council Liaison)

Guests
Members of the Public: None
Mike Sutherland - Applicant

Staff
Katelyn McDougall, Manager of Planning
Cara Foden, Planning Technician

Regrets
Cynthia Dick, Tseshaht (ċ išaaʔatḥ) F.N.
Rick Newberry, P.A.F.D. Liaison
Rob Gaudreault, Parks Liaison

Alternates (not in attendance)
Larry Ransom (Alternate–SD70)
Councillor Helen Poon (Alternate–Council)
Peter Dione (Alternate–R.C.M.P.)
Darren Mead-Miller (Alternate – Tseshaht F.N.)

1. **Acknowledgements and Introductions** – Acknowledgement, by the Chair, that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshaht (ċ išaaʔatḥ) First Nations.

2. **MINUTES - Adoption of April 9, 2020 Minutes**
   Motion:
   That the City of Port Alberni Advisory Planning Commission adopt the minutes of the April 9, 2020 regular meeting.

   (Washington / Francoeur) CARRIED

3. **DEVELOPMENT APPLICATION:** Official Community Plan and Zoning Bylaw amendments
   2170 Mallory Drive
   Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)
   Applicant: M. Sutherland as agent for Mansett Family Holdings Inc.

   - The Manager of Planning presented a summary of the report to the APC dated April 23, 2020.
   - The APC discussed the application as follows:
     - An existing building on the property was discussed and it was noted a Development Permit would be required to facilitate any additions to the building.
     - It was noted that lands adjacent to the property included the Canal Beach waterfront park which has not been formally designated as a Park by City bylaw and has industrial designations in both the OCP and the Zoning bylaws. Concern was voiced that if the city owned park remains designated for industrial use there could be long term negative ramifications for its future. It was noted and agreed that Canal Beach Park designations should be amended in the OCP and the Zoning bylaws.
     - Members commented that the City and A.C.R.D. contain a great deal of waterfront property that is used for industrial purposes and that the subject property, being very close to the waterfront, may be better reserved for less industrial uses over the long term. Once land is zoned industrial it becomes very difficult to reverse that designation. It was also noted that

comments from Island Health did not indicate the property was suitable for residential development.

- Discussion took place regarding possible residential use of the property including a former idea to use it for senior's housing. There is no certainty that the land is suitable for residential development. There is some limited contamination and challenging terrain.
- It was expressed that it was difficult to make a recommendation without input from the Tseshaht FN as the subject property is immediately adjacent to I.R.2 Teepis lands. There is also an ongoing discussion with the Tseshaht respecting the location of the City Boundary. APC felt it was important that the boundary discussions be considered.
- Possible alternatives to the proposed recommendations were discussed including site specific amendments, split zoning, and use of covenants. The APC members considered how to facilitate making the property useable in the short term while preserving the long term potential for other uses. The Manager of Planning clarified that overlay zoning was not possible however split zoning or site specific zoning are possible and that land use changes must go through an appropriate rezoning process.
- It was clarified that the Development Permit Areas within the City are for Form and Character only.
- Councilor Haggard noted that she felt there was not a strong enough reason for the City to retain the current OCP and Zoning designations.
- The applicant was asked about the plans for the site. Currently there are no tenants. Site specific amendments adopted in 2018 were intended to facilitate some light industrial uses while retaining the OCP Residential designation. The property owner is currently using the building to store supplies and materials for house construction. A number of industrial operations have approached the owner regarding the land. The terrain is restrictive for development and the applicant feels the property is viable only for industrial uses. Servicing of the property has been paid for and is awaiting completion by City crews.
- Proximity and future ramifications for the adjacent Canal Beach park were discussed with respect to contamination and terrain.
- J. Douglas expressed the need to consult with Tseshaht FN and to note the boundary issue prior to proceeding.
- It was remarked that there would be merit in proceeding with the proposed amendments to permit the owner to utilize the land and to proceed with a process to designate Canal Beach appropriately in the OCP and Zoning bylaws. Members agreed that they desire public access to the waterfront for the community. The subject property on Mallory Dr. is privately owned and likely more suitable for Industrial use in the foreseeable future.
- The list of uses permitted in the M1 zone were noted and it was brought to attention that APC should consider that any of those uses could be established on the property if the proposed amendments proceed.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with the following bylaw amendments, with respect to Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409) located at* ***2170 Mallory Drive****:*

a. *Amend the Official Community Plan (Schedule A – Land Use Map) to change the designation of the property from '**Residentia**l' to **'Industrial'** use; and*

b. *Amend the Official Community Plan (Schedule B – Development Permit Areas Map) to include the property in '**Development Permit Area No. 3 Industrial'**; and*

c. *Amend the Zoning Bylaw (Schedule A – Zoning Map) to rezone the property from 'P1 Institutional' zone to **'M1 Light Industry'** zone.*

d. *Amend the text of the Zoning Bylaw by deleting the following text from Section 5.31.4 D. Site Specific uses table (in the P1 Institutional zone):*

---

*"**5.31.4 D.***

*Site – **2170 Mallory Drive** – Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)*

i. Notwithstanding Section 5.31.1 the following Principle Uses are permitted on the site:

a) Small Engine Repair

b) Mechanic

c) Custom Woodworking

ii. The following conditions apply to uses listed in 5.31.4 Di:

All business activity shall be conducted within a completely enclosed building except for parking and loading facilities."

---

2. *That the Advisory Planning Commission recommends to City Council that in addition to the required public hearing that Council direct staff to engage with Tseshaht First Nation regarding the amendments to the Official Community Plan and Zoning Bylaw.*

3. *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 Council proceeds with scheduling a public hearing:*

a. *Submit a site plan and plans, acceptable to the Manager of Planning, in support of a Development Permit and submit cost estimates for the works and security in the amount required.*

b. *Post visible civic address on main entrance gate and building (to be visible from road) in accordance the City of Port Alberni House Numbering bylaw.*

c. *Ensure there is a viable turning radius for Fire Truck access and egress acceptable to the City's Director of Engineering and Public Works.*

d. *Submit security in the amount required for completion of the required Water and Sanitary Sewer and Storm works as determined by the City's Engineering Department.*

e. *Submit security in the amount required for relocation of the existing hydrant as determined by the City's Engineering Department.*

(Washington / Francoeur) CARRIED

Votes in Favour	**Votes Against**
K. McRae	**J. Douglas**
E. Francoeur	
Amy Anaka	
S. Weber	
J. Tatoosh	
C. Noye	
Chris Washington	

4. DEVELOPMENT APPLICATION: Official Community Plan and Zoning Bylaw amendments
City Wide amendments respecting Cannabis Cultivation/Production and Processing

- The discussion was tabled and the Manager of Planning will advise of a special meeting that will be held for the APC to consider the report and recommendations.

5. UPDATE:

The Manager of Planning provided a verbal update on the following items:

- **Development Permit –** Alberni Mall
- **Development Permit** – Athol Street
- **Development Permit** – 8th and Maitland/Low Energy Housing Project
- **Uptown District Revitalization Strategy** – Public survey launching
- **River Road Rezoning** – Public Access to Waterfront

Upcoming agenda items will include:

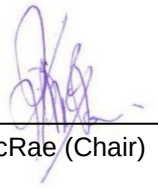
- Development Variance Permit – 5200 Gertrude Street
- Rezoning Applications (TBD)

6. OTHER BUSINESS

- None at this time.

7. ADJOURNMENT – The meeting adjourned at 1:05 p.m. The next meeting is scheduled for 12:00 pm on **May 21 30, 2020**.

(Francoeur / McRae) CARRIED



Ken McRae (Chair)

BCRFA BRITISH COLUMBIA RESTAURANT & FOODSERVICES ASSOCIATION

ABLE BC FOR A RESPONSIBLE LIQUOR INDUSTRY

BC CRAFT BREWERS Guild

WINES OF BRITISH COLUMBIA

May 7, 2020

RECEIVED
MAY 12 2020
CITY OF PORT ALBERNI

☑ Council ☐ Eng. & PW
☑ Mayor ☐ Parks, Rec. & Heritage
☑ CAO ☑ Planning
☐ Finance ☑ Bylaw
☑ Clerk's ☐ Other _____
☑ Agenda Rcvd - May 25th '20
File # 0230-01

VIA EMAIL

Your Worship and Council:

On behalf of the British Columbia's 14,500 hospitality businesses—including restaurants, bars, craft breweries, and winery tasting rooms—we are writing to request your urgent support to aid the survival of local hospitality businesses and thousands of livelihoods during this pandemic crisis. Specifically, we are requesting your assistance for flexible, innovative, and expedited patio permitting.

British Columbia's hospitality industry is facing collapse. While the global COVID-19 pandemic has reverberated throughout our economy, our industry's local small hospitality businesses were hit first, hit hardest, and will be among the last to recover. The majority of BC's restaurants, bars, and tasting lounges have closed, laid off staff, and are facing bankruptcy and financial collapse. Even those businesses remaining opening during this pandemic to offer limited takeout and delivery services and are experiencing dramatically reduced revenues and are struggling to survive.

The collective economic disruption in our sector has been staggering:

- Job losses within the restaurant sector alone are estimated at 121,500.
- At least 1 in 10 restaurants have already closed forever with associated permanent job losses.
- Over 50 per cent of smaller independent restaurants say they will be bankrupt within three months from the start of this crisis (i.e. by June of this year).
- 80 per cent of BC's hospitality businesses have been forced to temporarily lay off the vast majority of BC's 192,000 foodservice employees.
- 80 per cent of Liquor Primaries (i.e. pubs, bars, nightclubs) are closed.
- Liquor Primaries who remain open for take-out/deliver services have experienced 90-95 per cent decline in revenues.
- Over 70 per cent of BC's hotels are closed.
- BC's tourism sector has laid off 70 per cent of all employees totaling over 130,000 workers.
- All 197 craft brewery tasting rooms in BC are closed, reducing average brewery revenues by over 80 per cent.

.../2

ENTERED
H.1

BC Restaurant and Foodservices Association 600-890 West Pender Street, Vancouver, BC, V6C 1J9

- All 366 licensed BC winery tasting rooms in BC are closed, reducing average revenues by over 50 per cent.
- 83 new breweries opened in BC since 2017, including 28 in the last 12 months. These new or recently opened businesses face the biggest threat of permanent closure for our industry.
- Over 250,000 hospitality and tourism workers have already been laid off in BC since the start of this COVID crisis.

While we are working with our provincial and federal governments partners on protocols for a gradual and phased reopening of our sector, BC's local communities have a key role to play in supporting economic recovery. We ask you to support our industry with fast, flexible, and nimble permitting and business services to help our industry get back up and running.

The first opportunity to offer concrete support is with regards to patios, as they offer a hospitality experience within the relative public trust of outdoor space. We ask that your municipality work creatively and collaboratively with operators to help expand current patio areas, add new patios quickly, and permit dining, liquor service and manufacturer's sampling in controllable public spaces.

Specifically, we request your support to:

1. Increase flexibility for patio types and sizes (including consideration for pre-detailed designs and formats), expedited permitting including applications and renewals, as well as the number of patios allowed;
2. Increase the space use of existing patios or picnic areas to allow chairs to be spread out to meet distancing requirements (i.e. many patios have more space than the current floor plans allow them to use);
3. Allow pop-up outdoor dining and manufacture sampling spaces;
4. Allow and increase the use of parklets and public space for dining;
5. Allow any increase in patio, picnic area or outdoor space be considered a continuation of an establishment's existing approved alcohol service area or manufacture's sampling area to provide samples and not require additional endorsements or authorizations.
6. Coordinate with any relevant bodies—such as the Liquor and Cannabis Regulation Branch, Fire Department, etc.—to reduce red tape and speed approval timelines wherever possible.

As a sample, we have attached a recent motion from Vancouver Councillor Sarah Kirby-Yung that is resoundingly supported by BC's hospitality businesses.

.../3

It is our sincere hope that we can work with your council to find significant and meaningful measures to ensure our critical industry survives. We recognize that some of these measures may only be made possible for a limited time to help respond to the COVID-19 crisis. Short term assistance is as important as long term as our industry has never before faced a crisis of this magnitude. The very survival our industry's small businesses and the jobs they create now depend on urgent leadership and bold action from our government partners in communities such as the City of Cranbrook.

Thank you in advance for your support. We would also like to offer our sincere thanks and appreciation to Council and staff for your diligent work to keep British Columbians healthy and safe during this provincial state of emergency and global crisis.

We remain at your disposal to offer advice and perspective on these issues. Please do not hesitate to contact us at any time.

Sincerely,

Ian Tostenson, President & CEO
BC Restaurant and Foodservices Association

Jeff Guignard, Executive Director
Alliance of Beverage Licensees

Ken Beattie, Executive Director
BC Craft Brewers Guild

Miles Prodan, President & CEO
BC Wine Institute

Cc: Hon. Carole James, Minister of Finance
Hon. Harry Bains, Minister of Labour
Hon. Adrian Dix, Minister of Health
Hon. Lisa Beare, Minister of Tourism, Arts and Culture
Hon. David Eby, Attorney General
Trevor Hughes, Deputy Minister of Labour

COUNCIL MEMBER'S MOTION

Flexible, Innovative & Expedited Patio Permitting

Submitted by: Councillor Kirby-Yung

WHEREAS

1. The COVID-19 pandemic has inflicted significant negative economic impacts with many Vancouver businesses including restaurants, tourism businesses, hotels, and personal-care services such as hair stylists, nail salons and dentists, forced to close or severely limit operations due to health and physical distancing restrictions;
2. Restaurants have been one of the most immediate and hardest hit sectors, and small business operators are struggling to survive with many limited to takeout offerings and attempting to make it through the pandemic;
3. Small businesses like restaurants are vital to the fabric and character of Vancouver neighbourhoods and support complete communities;
4. Small businesses like restaurants are key contributors to Vancouver's economic health generating jobs and tax revenue;
5. The City has a key role to play in supporting economic recovery. Speed flexibility and nimbleness in permitting and business support services will be instrumental to helping businesses get back up and running and survive;
6. Patio season is a critical revenue generator for restaurants and upon us now. Expedited patio permitting must be turnkey when restaurants are able to reopen to table type service;
7. An outcome of Covid will likely be the need for some continued physical distancing processes in businesses. Customers will also be cautious about being in close quarters to others.
8. Patios provide the health benefit of fresh air and sunlight.
9. There is opportunity to be innovative and redefine patios such as pop-up standing patios for quick service type offerings, expanded size to enable physical distancing and more open-air dining, as well as utilization of street or laneway space for extensions where it doesn't impede transit, emergency or service vehicles or traffic.
10. Currently, patio permitting can require a combination of licensing, development permits and permits to enable operations.

THEREFORE

A. BE IT RESOLVED THAT Council direct staff to prepare options and report back as soon as possible to support more flexible patio types and sizes (including consideration for pre-detailed designs and formats), expedited permitting including applications and renewals, as well as the number of patios allowed, in order to support the economic recovery of Vancouver's restaurant sector;

B. THAT such options be considered for the duration of the COVID-19 response and recovery, recognizing that innovation will provide for valuable learning towards operations and adaptation in a new, post-Covid world.

C. THAT this motion be shared with the Council Pandemic Response and Recovery Working Group for the purpose of enabling them to seek or share further information from the restaurant sector as may be beneficial to and aid this work.

RECEIVED
MAY 11 2020
CITY OF PORT ALBERNI

The City of North Vancouver
OFFICE OF MAYOR LINDA BUCHANAN

☑ Council ☐ Eng. & PW
☑ Mayor ☐ Parks, Rec. & Heritage
☑ CAO ☑ Planning
☐ Finance ☑ Bylaw
☑ Clerk's ☐ Other
☑ Agenda Rcvd - May 25 '20
File # 0400-60

May 8, 2020

Hon. David Eby
Room 232 Parliament Buildings
501 Belleville St.
Victoria, BC V8V 1X4

Dear Minister Eby:

RE: Supporting Businesses by Making Liquor Licensing More Flexible

As Mayor of the City of North Vancouver I want to start by thanking you for the work you have done to serve British Columbians.

I appreciate how quickly your government has responded to the needs of people and businesses. This pandemic has highlighted, among other things, the agility and speed of our public service when they are needed urgently.

It is with that same urgency I ask you to consider examining how we can increase flexibility in outdoor seating and liquor licensing in support of our businesses.

I have been hosting business round tables to learn about the unique needs of our business sectors. From these conversations I have learned of a few actions that could be taken immediately to ensure restaurants, pubs, and breweries can be resilient businesses as we begin to re-open gradually.

As you are aware, the current liquor licensing regulations for pubs, breweries and restaurants requires only permanent changes when adding potential capacity such as increased outdoor patio space.

Our City is in the process of revising our outdoor dining process to allow these businesses to expand their patio areas on a temporary basis as we begin BC's restart plan. This will assist these businesses to be able to serve customers on their premises while meeting safe distancing requirements.

My understanding is that the current provincial licensing requirements will not permit temporary changes, therefore I am concerned this will negatively impact these businesses and discourage many from being able to open up to serve the public on their premises.

Changing this model to allow greater flexibility could be the difference in countless businesses being able to keep their doors open and expanding their service from their current significantly reduced levels.

We have seen new challenges like never before, and your government has acted swiftly to deliver results. I urge you to consider what I have detailed to you in this letter. We now know

141 West 14th Street, North Vancouver, BC V7M 1H9 | Tel: 604-998-3280 | Fax: 604-990-4211 | www.cnv.org | DOC#1908249

changes can happen quickly when they are needed, and these changes are needed immediately to support our food and liquor industry.

Do not hesitate to contact me if you require additional information. I thank you in advance for your consideration.

Yours Truly,

Linda Buchanan
Mayor of the City of North Vancouver

c.c. All B.C. municipal governments
Bowinn Ma, MLA for North Vancouver-Lonsdale
BC Restaurant & Food Services Association
Alliance of Beverage Licensees
BC Craft Brewer's Guild
North Vancouver Chamber of Commerce
Lower Lonsdale Business Improvement Association

RECEIVED
MAY 13 2020
CITY OF PORT ALBERNI

OFFICE OF THE MAYOR
CITY OF NANAIMO, BRITISH COLUMBIA

2020-May-13

☑ Council ☐ Eng. & PW
☑ Mayor ☐ Parks, Rec. & Heritage
☑ CAO ☑ Planning
☐ Finance ☑ Bylaw
☑ Clerk's ☐ Other Cor Log
☐ Agenda RCM - May 25th, 2020
File # 0400-60

Via email: AG.Minister@gov.bc.ca

Honourable David Eby, Q.C.
Attorney General
Parliament Buildings (Room 232)
Victoria, BC V8V 1X4

Dear Minister Eby,

Re: Supporting Businesses by Making Liquor Licensing More Flexible

At the Special Council meeting of 2020-May-11, the City of Nanaimo Mayor and Council, by way of motion, unanimously supported the City of North Vancouver - Mayor Linda Buchanan's letter of May 8, 2020 regarding the request for flexibility with the liquor licensing regulations for businesses who are looking to expand their outdoor seating area as BC begins its COVD-19 Phase 2 restart plan with enhanced protocols.

Council's motion reads as follows:

"It was moved and seconded that Council direct Mayor Krog to write a letter in support of the City of North Vancouver's request to Honourable David Eby, Q.C. supporting businesses by making liquor licensing more flexible."

The City of Nanaimo firmly believes if the province can provide pliancy, in these unprecedented times, to amend the current liquor licensing regulations community businesses will have a better chance of success.

Sincerely,

Leonard Krog
MAYOR

cc: Mayor Linda Buchanan, City of North Vancouver, mayor@cnv.org
All BC municipal governments
MLA Sheila Malcolmson, sheila.malcolmson.mla@leg.bc.ca
MLA Doug Routley, douglas.routley.mla@leg.bc.ca
Michelle Stilwell, michelle.stilwell.mla@leg.bc.ca
Nanaimo Chamber of Commerce, ceo@nanaimochamber.bc.a

CITY HALL, 455 WALLACE STREET, NANAIMO, BRITISH COLUMBIA, CANADA V9R 5J6
TELEPHONE (250) 755-4400 • WEBSITE: WWW.NANAIMO.CA • FAX (250) 754-8263

Wednesday, March 4, 2020
7:00pm → Hemlock Room
Minutes

Attending:
Bert Simpson
Colin Schult
Dan Washington
Gareth Flostrand
Ken Watson
Nancy Blair
Pam Craig
Willa Thorpe

Regrets:
Bill Collette
Jolleen Dick
Penny Cote

Called to order: 7:04pm

1. Moved by Pam Craig and seconded by Ken Watson that the agenda of the March 4, 2020 meeting be approved as amended.

2. Moved by Nancy Blair and seconded by Bert Simpson that the minutes of the February 5, 2020 meeting be approved as circulated.

3. Old Business
    a. Museum → Collecting Admissions
        i. No meeting held since February Heritage Commission meeting
    b. Train Station → RFP
        i. Gareth and Ken met with City staff today to discuss:
            1. Lease vs. Sale
                a. Council's previous direction was for staff to explore the sale or lease; at this stage, it appears that the RFP will be suggesting a lease
            2. Relationship
                a. Council is seeking for the Heritage Commission to provide suggestions regarding the RFP
            3. Timeline
                a. staff developing a draft RFP for review in the coming weeks, including an appendix outlining all historical aspects
            4. Participation in RFP Review
                a. If any Heritage Commission member (or organization) is considering submitting a proposal, please e-mail Gareth to ensure no perceived conflict
                b. When RFP is reviewed by the Commission, information must be kept among sub-committee to ensure confidentiality until discussed at a Regular Meeting of Council

ENTERED J. I

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

Wednesday, March 4, 2020
7:00pm → Hemlock Room
Minutes

4. Correspondence
    a. BC Arts Council → Operating Assistance Grant of $65,000 received
    b. BC Arts Council → Supplemental award of $1,500 received

5. New Business
    a. Heritage Commission Meeting Structure
        i. Heritage Commission members to forward monthly reports via e-mail to Willa by the fourth Monday each month; meeting agenda (including reports) will be distributed the Monday prior to the meeting

6. Reports

    a. Regional District – no report

    b. Hupacasath First Nation – no report

    c. Industrial Heritage Society
        i. Volunteers continue maintenance tasks at the IHS Centre
        ii. Heater installed and operating at the Roundhouse
        iii. Boilermakers continue to work on the #7 boiler. They are nearing the point of putting a squeeze on the rebuilt boiler (water pressure test)
        iv. Volunteers are working at changing ties in the railyard in preparation for running on the waterfront this summer
        v. David Hooper's SPOT News was distributed
        vi. AGM held at Echo Centre on Feb. 19

    d. Historical Society
        i. The BC H F annual conference will be held in Cloverdale from June 4-6 – Titled "Back to The Future: Celebrating Heritage in the 21st Century"
        ii. The ADHS next public meeting is Thursday, March 19 in the temporary gallery in the Museum at 7 pm. Marlene Mortenson will present "Japanese Canadians in 1942 and after." Free admission! Refreshments to follow!
        iii. The Historical Society will be represented at the Heritage Fair on Saturday May 2nd.

    e. Museum
        i. Project of Heart Canoe and Speaking to Memory Exhibits are being well received – Programs to schools started this week and will be presented by School District staff. An opening reception is set for Thursday March 5 at 7pm. This exhibit runs through to May 8.
        ii. Winter 2020 Film series continues to be sold out. There are two more films in the winter series, March 23 and April 19.
        iii. Our new part-time staff have been working for the past three weeks and are busy learning programs and our museum practices. We are looking forward

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to getting school and public programs back up and running and addressing collections work and we working towards that now – much of February has been devoted to training.

iv. Work is proceeding on the organization of the Regional Heritage Fair May 1 and 2, including outreach to schools around the North Island, meetings with the Planning Committee and attendance at the Courtenay Home School Heritage and Science Fair.

v. Kirsten Smith will be attending Repatriation of Ceremonial Objects and Human Remains Under the UN Declaration on the Rights of Indigenous Peoples: An Expert Seminar at UBC this week.

vi. Application for summer students was submitted in January with a request for two students still no word yet.

vii. Continue to work with committee exploring revenue generation for the museum.

viii. Continue to work with PR&H staff in advising on the restoration work for McLean Mill.

f. Tseshaht First Nation – no report

g. School District

i. The Board is continuing to visit schools to view and discuss each school's plans. In February we visited AW Neill, EJ Dunn, ADSS, AES, John Howitt, Maquinna, Wood and Eighth Ave Learning Centre. We will be visiting Bamfield, Ucluelet Elementary, Ucluelet Secondary and Wickaninnish in the next few weeks. Schools are very busy places for students and staff. Trustees learned many things about students receiving specific support for their individual needs. A few examples from our visits are things like one student's quote: "Now I know how to think when I read"; in classroom 'buddy academics'; drumming clubs; Bubble Gum Brains – try your best/never give up; Creative writing using the 'Senses'; self-regulation spaces to calm emotions; 'Jumping slug'(formerly Ozzie's cycle)for hands on bike repair; community partnerships with NETP, INEO; renter skills program; six week Life Skills program etc.

ii. Five Trustees participated in a day long workshop Feb 27th in Campbell River for the BCSTA Leadership series – Strategic Planning.

iii. Project of Heart and Speaking to Memory Opening Mar 5th. SD#70 Indigenous Education Department in partnership with the AV Museum developed the display and classroom programs for over 2000 students in SD#70. Each School will create at giant Heart covered with individual student memory stamps. The completed Hearts will be hung in each school. All grades will participate both in the valley and the west coast.

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iv. Spring Break is March 16 to March 27.

h. Community at Large

i. March

4th Gardening for Life the Biodynamic Way @ Char's Landing

5th Rotary Club of PA Luncheon at Best Western Barclay Hotel

6th Matt Voysey live at Boston Pizza

7th Matters of the Heart Conference – Elim Tabernacle 1030/130/400

And 8th Alberni Rock and Gem Show @ Athletic Hall

Wood School Spring Vendor Fair – hosted by Wood School PAC

Steak Night at RCL

Craft and Bake Sale hosted by Sunshine Club @ Echo Centre

8th Paper Chase 15km – VI Race Series through historic McLean Mill – Meal after

Alpha - Italian Hall Events Centre – hosted by Northgate Church

9th Backpack Program Fundraiser Beach and Ocean Pour – supporting 45 families weekly

Yin Yoga & Acupressure – Uptown Activity Centre

10th Budget e-Town Hall

Full Moon – Tibetan Singing Bowls and Chimes – Star House Retreat

Somass Watershed Flood Management Plan – Public Event @ Tseshaht Admin Building

11th An Acoustic Evening with Natalie McMaster - 7:30 PM · ADSS

Living Cultures Indigenous Artist Engagement – Best Western Barclay Hotel

13th World Day of Prayer – Rise take your mat and walk - First Baptist Church Cherry Creek

14th The Goddess Within Workshop – International Women's Day

15th Alberni Classical Concerts presents Elmer Iseler Singers 3 PM · Arrowsmith Baptist Church

17th Port Alberni Demo Day – The Jumping Slug – The Rocky Mountain Demo Day – demo van has all kinds of bikes to try out.

18th From Seed to Seed @ Char's Landing – AV Transition Town Society

Spring Equinox Ceremony and Meditation – The Power of Three

19th Spring Vases in Fused Glass – Coastal Flow Glass Co.

20th Alberni Valley Mixed Bonspiel @ Curling Club - runs Mar 20-22

20th to 23rd – VI Grief Retreat for Youth – Camp Kerry Society

21st Fundraising Fiesta - Numero Dos - Sat 5 PM · Port Alberni Black Sheep

Vancouver Island Writer's Expo 10-4 Trinity Hall 5th Ave

AV Seedy Saturday @ Char's Landing

HOPS Festival – Arrowsmith Rotary @ Echo Centre

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24th Bike Skills Course – Echo Centre
Fused Glass Lanterns – Coastal Flow Glass Co
26th The wisdom of the cosmic garden – Star House B&B Retreat
27th Illvis Freshly featuring Matt Doyle – Blue Marlin Inn/Arlington
A Night of Bowie – The Definitive Bowie Experience @ ADSS
28th Golden Gatsby 20's theme Party – The Power of Three
Square Dance with the Trophy Husbands – Trinity Church
Legends in Dance Master Class – Darryl Tracy
29th Celtic Chaos – Rollin Art Centre – Community Arts Council @ 2pm
April
2nd YPAV AGM & Awards @ Chances Rim Rock Casino
Companions Through Grief – AV Hospice Society & Ty Watson House
3rd Retreat Yourself 2020 – who are you becoming? March 3-5 West Coast River Lodge
Tibetan Singing Bowl and Gong Meditation 7pm – Twisted Willow Studio
4th Ladies Night In hosted by Cayer-full Creations from the Kitchen 7-9pm
7th Blood Donation Event – Italian Hall Events Centre 2pm – ALSO 8th and 9th
8th Dog and Cat Teeth Cleaning Clinic – Animal Ark
18th TRE Shake it Off workshop – Meg Gorosh Twisted Willow Studio 130pm
Medicine Wheel Workshop – Star House Bed and Breakfast Retreat – learn about the medicinal properties of plants
19th Backyard growing Marijuana Workshop - Alberni Farmers Institute @ BC Comm Hall
24th Tim and the Glory Boys – The Buffalo Roadshow @ Arrowsmith Baptist Church 630pm
All About You - Women of the Fire Weekend Apr 24 - Apr 26 · Star House - Bed and Breakfast Retreat
FUN Flowers @ NIC - Process of painting sunflowers
25th wiL live in Concert at the Rainbow Room
26th Wild Church – AV United Church
May
2nd 2020 Silent Auction and Dinner – hosted by BCSPCA Alberni=Clayoquot Branch @ Cherry Creek Community Hall
Ron James – ADSS Theatre 730pm
3rd Elevate 2020 – Athlete and Coach Symposium – ADSS
7th MISTA JONES - ALMOST FAMOUS TOUR
8th and 9th Book Sales at Athletic Hall 9am – 3pm
23rd 6th Zattzoo Battle of the Bands – The Rainbow Room

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30th Live Voltage (AC/DC Cover band) – Rainbow Room

i. Maritime Heritage Society
   i. Teak Lady
   PAMHS is pleased to announce our acquisition of another locally historic vessel. Originally the "Triton" now known as the "Teak Lady" she was built in Hong Kong in 1924 at the A King Shipyard as the first of 30 commissioned by King George V. Sproat Lake Sawmills bought the Triton and brought her to Sproat Lake in the late 1940's to be used on the lake as a boom boat and to move crews around the lake. It is our intention to keep the Teak Lady on a trailer so she can be displayed at community events. You can find out more information about the Teak Lady on the PAMHS webpage, blog section.
   ii. Maritime Heritage Night Presentations –
      1. On March 26/20 Frank Holm will present "The 1964 Tsunami" at the Gallery at 7pm
      2. On April 23 John MacFarlane will present "Around the World in a Dugout Canoe at the AV Museum at 7 pm
      3. On May 28/20 Norbie Brand will be presenting "A Life on the Lights" at the Gallery at 7 pm
   iii. Gallery Winter Hours -
   Sun: 10:30-2:30
   Mon: 12:00-4:00
   Tues: 10:30-2:30
   Wed: 12:00-4:00
   iv. Annual General Meeting - PAMHS AGM will be held at 6pm. April 23/20 at the AV Museum

j. Community Arts Council
   i. Rollin Art Centre hours are Tuesday through Saturday 11 a.m. to 4 p.m.
   ii. CURRENT EXHIBIT – February 12 – March 7, 2020
   Coreen Zerr, Krista & Don Zeghers, fabric art and photography
   iii. NEXT ART EXHIBIT - March 11 – April 4
   Miroslava Gojdova "GLOW With-In" – acrylic paintings and photography.
   Meet & Greet – Saturday March 14, 1-3 pm
   April 8 – May 2 Joanne Thomson – Watercolours
   NO Meet & Greet –Workshop Saturday March 23 given by Joanne
   iv. SPRING FUNDRAISER – back by popular demand!
   Sunday, March 29 2:00 pm – CELTIC CHAOS, "For the Highlander"
   Celtic song, poetry and storytelling at the Capitol Theatre
   v. TEAS ON THE TERRACE
   July 2, 9, 16, 23, 30, Aug. 6, 13, 20

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vi. Workshops
April 18. Easy Mini Watercolours Workshop with Joanne Thomson
11 – 1 pm – Trees and negative space
1:15- 1:45 – 30-minute talk – everyone welcome
2-4 pm – Misty landscapes & additive painting.
COST – both sessions $50 + $5 supplies, One session $35 + $5 supplies

vii. SOLSTICE ARTS FESTIVAL- JUNE 20th & 21st
Times – Saturday 10 -5 pm, Sunday 10 – 3 pm
Rollin Art Centre tables $50 rental

viii. ADVERTISING
AV Tourism Info map
PA Visitors Guide

ix. BOOK SALE – Sunday May 9, 2020 – Alberni Athletic Hall
Books can be dropped off at Rollin Art Centre Tuesday to Saturday from 11 am to 4 pm.

x. CALL TO ARTISTS
We are accepting applications for artists to exhibit in our gallery during the 2021 calendar year. Application forms are available at Rollin and the deadline for submissions is April 30, 2020.

k. McLean Mill

i. As the McLean Mill Society completed their tenure as operators of the McLean Mill National Historic Site, the McLean Mill Society was dissolved on February 25, 2020.

ii. The Chamber of Commerce is now the operator of the non-historic zone at the Mill, and will provide monthly reports:

1. We have hired a FT Marketing/Events Manager who is relocating to Port Alberni from Victoria (via Germany). We are thrilled with this development and believe that we've made a wonderful choice. Susan Denning starts FT with us on March 15th and in the interim has already begun a full overhaul of the McLean Mill website. That site will be handled entirely in-house moving forward
2. We have hired Anita Sutherland widely known locally as the Office Manager at Valley Vision. Anita wanted a change in focus and has joined our team as Project Manager. That position allows us to leverage Anita's superb skills wherever we feel it necessary. She is currently focused on the development of our Gift Shop(s) and she's also the point person for the 27 currently booked Events at the McLean Mill. She has also initiated follow-up with another 40 leads that have reached us in the last weeks.

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3. We are working with Carley Bowyer known locally as the owner of Smoothology. Carley comes to Port Alberni via several years with Lululemon in Vancouver. Carley is going to follow her current role with us as the Sign Researcher with a second focus on the development of the Food Service plans for the McLean Mill.
4. We have developed a legal document through RLR in town aimed at ensuring that Events and major bookings are properly handled for the security and protection of all involved.
5. We are working with our Insurers to develop a proper Insurance Coverage plan for all operations at the McLean Mill
6. Site Clean-up is underway at the McLean Mill through our efforts and those in the Historic areas by the City. Very good progress so far.
7. As an interesting side note our first effort to institute the 'Heritage Fee' resulted in a few bumps with the client. That settled down quickly and from there we, through our Paper Chase run efforts, invited that group - Alberni Bowmen Archery Club - to assist us with Course Marshalling efforts on March 8th. The group agreed to assist us and we in turn offered to donate funds back to their club for doing so. It's a win win win scenario. Client is happy, thrilled in fact, we have enough people to offer a good safe run, the City (all of us) benefit from a nice Heritage Fee. And the client will earn back more than their overall fee increase for renting the McLean Mill site.

l. City Council
   i. Development Variance permits for 6151 Russel Place if approved it would vary the number of storeys from three to five. This development will provide an additional 39 units of seniors' social housing.
   ii. B.C. Games have asked the City to consider hosting an upcoming Winter or Summer Game. Staff to prepare a report.
   iii. Discussion over the Third Avenue Revitalization continues, staff to apply for development funding through UBCM.
   iv. Next Regular Council meeting is Monday March 09 at 2:00 P.M. followed by a public hearing at 6 for Alberni Low Energy Housing, 4450 Maitland.
   v. Budget is ongoing. Next Committee of the Whole Meeting is March 10/2020 at 7:00 P.M. in Council Chambers. Meeting will have an (e-Town Hall format.) This way folks may participate from the comfort of their homes.

m. Chamber of Commerce
   i. We are wrapping up a 20-month Rural Dividend Training program with Workshops and Lunch 'n Learns. After these two Workshops we have two Lunch n/ Learns left to complete. One on Friday targeted at Security options for Businesses (and residents). This one with guests from Price's Alarms. Our

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final one is Friday, March 13th at the Golden Dragon. At that event we are hosting John Douglas and Wes Hewitt from the Port Alberni Shelter Society. We are encouraging Business Owners to join us for that informative session and to share stories and concerns with John and Wes.

ii. The Chamber hosts the fifth of eight runs this coming weekend through our participation with the Vancouver Island Runners' Association. Our run, the Paper Chase is a 15k certified run (meaning world records could be set on it) that starts/finishes at Cherry Creek Community Hall. The run includes 1.6km through the McLean Mill National Historic Site. We've just today reached the 400-registration number - our first time hitting that many. It's likely that we'll see another 50 or so sign up on the day of the event - Sunday, March 8th. Many of the runners stay overnight in our community.

iii. We have worked with Nuu-Chah-Nulth on our run as one of their team leaders asked us how we could assist with getting three 'at risk' youth involved in the run. Her desire with that program was / is to have the youth dedicate their training and efforts to the Missing and Murdered Indigenous Women and Girls (MMIWG) realizing that March 8th is International Women's Day. We are covering the registration fee for the three athletes and we've also secured new high-end running shoes for them through our connection to the VIRA Title Sponsor - Frontrunners. The athletes will be presented with their new shoes post-race.

iv. We are working with the Port Authority and Canadian Maritime Engineering to host a Dinner Meeting in June. That meeting if we can put it together will occur on the 17th of June at the McLean Mill. Exciting stuff in the works or potentially in the works.

v. Our Community Excellence awards event is moving along nicely. Scheduled for Friday, April 24th it features 19 different awards. For the first time ever, we've exceeded 30 Sponsors for the event.

vi. We are close to completion of a Sign research project for the City of Port Alberni. We hope to deliver our findings within the next couple of weeks.

vii. The Chamber has chosen to develop a POLICY for presentation at both the BC Chamber AGM (Prince George - May 2020) and Canadian Chamber AGM (Ottawa - September 2020). This policy, if accepted by the delegates will obligate the two regional/national Chambers to press Government to alter the currently flawed funding formula for RCMP. At present cities the size of Port Alberni pay the same funding ratio for policing as do cities the size of Burnaby, Richmond, Coquitlam, Kelowna etc. The funding program is impossible to support financially by smaller communities such as ours.

7. Next Meeting
   a. Wednesday, April 1 → Sproat Lake Community Hall (9346 Bomber Base Road)

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8. Adjournment
    b. Moved by Pam Craig at 8:08pm.

G Flostrand

Gareth Flostrand, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni

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

RECEIVED
MAY 15 2020
CITY OF PORT ALBERNI

BRITISH COLUMBIA

☑ Council ☐ Eng. & PW
☑ Mayor ☐ Parks, Rec. & Heritage
☑ CAO ☐ Planning
☐ Finance ☐ Bylaw
☑ Clerk's ☑ Other Comm.
☑ Agenda Rcvd - May 25 '20
File # 0630-01

May 13, 2020

Ref: 249732

Her Worship Mayor Shari Minions
City of Port Alberni
4850 Argyle St
Port Alberni BC V9Y 1V8

Dear Mayor Minions:

This year, June 1-7 marks British Columbia's Child and Youth in Care Week. I invite you and your community to join British Columbians in celebrating the strength, creativity, resilience and tenacity of young people who are in or have been in care.

Child and Youth in Care week is a chance to break the stigma that these youth face. Sadly, the stories told of young people in care are often ones of tragedy and broken commitments, but British Columbia's children and youth in care are so much more than these stories. They are artists, athletes, storytellers, caregivers, and activists. They are our province's future teachers, mechanics, doctors, researchers, parents and leaders. Join us in offering an alternative story and elevating the voices of children and youth. With their unique lived expertise, young people who are in or have been in care deserve to be celebrated and honoured for the love and diversity they bring to all our communities.

We hope that you will find time over Child and Youth in Care Week to spread a message of awareness and care in your communities. Face-to-face events will not be taking place this year due to the COVID-19 pandemic, but I encourage you to visit the Web site for tips and ideas for virtual events and other creative ways to celebrate at www.bcchildandyouthincareweek.com. You can also help promote this message of celebration using the Web site's social media tools.

Thank you for your support of British Columbia's children and youth in care. If you have any questions or require more information, please contact the Federation of BC Youth in Care Networks at info@fbcyicn.ca.

Sincerely,

Katrine Conroy
Minister of Children and Family Development

Ministry of Children and Family Development
Office of the Minister
Mailing Address: Parliament Buildings Victoria BC V8V 1X4
Location: Parliament Buildings Victoria

ENTERED
J.2

Twyla Slonski

From: I Thomas <ithomas@kidsonline.ca>
Sent: May 16, 2020 4:25 PM
To: Davina Hartwell; Council
Subject: Public Input to Council

RECEIVED
MAY 19 2020
CITY OF PORT ALBERNI

Mayor Sharie Minions and Council,

I happily read in the summary of the May 11th Council meeting that Notice of Motion was provided in regards to exploring steps in providing transit service to east Vancouver Island. I would like to express my support for this exploration. It would be wonderful to have an option to go by bus to Nanaimo for students going to VIU, travelers going to the ferry, and in general for people travelling to work or to visit family and friend. Our family mostly gets around town by walking and biking and would appreciate the option of taking the bus to destinations on the east coast of Vancouver Island.

Ian Thomas
5091 Pleasant Road
Port Alberni, BC

On Tue, May 12, 2020 at 12:35 PM City of Port Alberni <davina_hartwell@portalberni.ca> wrote:

☑ Council ☐ Eng. & PW
☑ Mayor ☐ Parks, Rec. & Heritage
☑ CAO ☐ Planning
☑ Finance ☐ Bylaw
☑ Clerk's ☐ Other _____
☑ Agenda Rcvd - May 25th '20
File # 8330-01

ENTERED
J.3

RECEIVED
MAY 19 2020
CITY OF PORT ALBERNI

☑ Council ☐ Eng. & PW
☑ Mayor ☐ Parks, Rec. & Heritage
☑ CAO ☑ Planning
☐ Finance ☐ Bylaw
☐ Clerk's ☐ Other _____
☑ Agenda RCM - May 25 '20 - for info
File # 0400-60

The Corporation of the District of Saanich | Mayor's Office
770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | F 250-475-5440 | www.saanich.ca

May 13, 2020

Via Email

Dear Mayor and Council:

Re: District of Saanich Resolution – Global Covenant of Mayors for Climate & Energy Change

At their May 11, 2020 meeting, the District of Saanich Council endorsed a motion in support of joining the Global Covenant of Mayors for Climate and Energy and to encourage other Municipalities of British Columbia to provide their support.

Saanich Council endorsed the following motions:

That Council:

> *"Join the Global Covenant of Mayors for Climate and Energy by submitting the commitment letter to the Global Covenant of Mayors Secretariat."*
>
> *"Direct staff to deliver on the commitments made within that letter and outlined in the report."*
>
> *"Direct staff to prepare correspondence to all local municipalities in the Province of British Columbia advising of Saanich's support of the Global Covenant of Mayors for Climate and Energy and encourage all municipalities to support the initiative."*

We encourage you to join in this collective potential and work together in combating climate change. Hopefully our combined actions will aid in reducing our ecological footprint and working to a sustainable future to safeguard the health and prosperity of our citizens.

A copy of the signed letter submitted to the Global Covenant of Mayors Secretariat and an excerpt of the May 11, 2020 Saanich Council minutes are attached for your reference.

Yours truly,

Fred Haynes
Mayor
Encl.
cc: Saanich Council

ENTERED

The Corporation of the District of Saanich | Mayor's Office
770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | F 250-475-5440 | www.saanich.ca

May 12, 2020

Global Covenant of Mayors
c/o Global CoM Secretariat
VIA EMAIL: INFO@IUC-NA.EU

GLOBAL COVENANT OF MAYORS FOR CLIMATE AND ENERGY SUBMISSION LETTER

I, Fred Haynes, Mayor of the District of Saanich commit to the Global Covenant of Mayors for Climate & Energy (GCoM), joining thousands of other cities and local governments around the world currently engaged in climate leadership.

GCoM envisions a world where committed mayors and local governments – in alliance with partners – accelerate ambitious, measurable climate and energy initiatives that lead to an inclusive, just, low-emission and climate resilient future, helping to meet and exceed the Paris Agreement objectives.

Whatever the size or location, the mayors and local leaders committed to GCoM stand ready to take concrete measures with long-term impact to tackle the interconnected challenges of climate change mitigation and adaptation, as well as access to sustainable energy.

To implement this vision, we pledge to implement policies and undertake measures to (i) reduce / avoid[i] greenhouse gas (GHG) emissions, (ii) prepare for the impacts of climate change, (iii) increase access to sustainable energy, and (iv) track progress toward these objectives.

Specifically, within three years of this commitment[ii], we pledge to develop, adopt[iii], use and regularly report on the following:

- A community-scale GHG emission inventory, following the recommended guidance;
- An assessment of climate risks and vulnerabilities;
- Ambitious, measurable and time-bound target(s) to reduce/avoid GHG emissions;
- Ambitious climate change adaptation vision and goals, based on quantified scientific evidence when possible, to increase local resilience to climate change;
- An ambitious and just goal to improve access to secure, sustainable and affordable energy; and
- A formally adopted plan(s) addressing climate change mitigation / low emission development, climate resilience and adaptation, and access to sustainable energy.

The targets and action plans for mitigation / low emission development must be quantified and consistent with or exceed relevant national unconditional[iv] commitments defined through the UNFCCC (Intended) Nationally Determined Contribution (NDC). The targets and action plans

should be in line with National Adaptation Plans, where these exist; and should be consistent with the principles around energy access and urban sustainability embodied in the Sustainable Development Goals (SDGs).

We will explore the allocation of adequate staff resources and institutional arrangements. This includes governance processes, municipal structures and budget allocations to deliver on this commitment and secure continuity.

We acknowledge that there may be additional regional or country-specific commitments or requirements that we commit to follow, and that may be agreed through our city networks or through our direct engagement with local partners of GCoM.

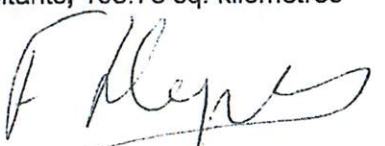
The District of Saanich acknowledges that continued engagement in GCoM and associated Regional or National Covenants, as established, is contingent on complying with the above requirements within established timeframes.

Name and title of person signing this commitment

Mayor Fred Haynes
District of Saanich
770 Vernon Avenue
Victoria, BC, V8X 2W7
Canada
Saanich.ca

Municipal Contact:
Rebecca Newlove, Manager of Sustainability
Rebecca.newlove@saanich.ca, +1-250-217-2457

District of Saanich, Canada, www.saanich.ca
114,148 Inhabitants, 103.78 sq. kilometres



Mandated by the Saanich Council on May 11, 2020

[i] "Avoid emission" via low emission development
[ii] Flexibility is allowed to suit differentiated local circumstances and needs.
[iii] According to the city and local government's procedures
[iv] Many countries have submitted two sets of NDC targets: unconditional targets, to be implemented without any explicit external support; and conditional targets. The latter are more ambitious than unconditional targets and require external support for their fulfilment. The cities and local governments committing to the GCoM are required to commit at least to the equivalent of their country's unconditional targets, but are encouraged to be more ambitious where possible.

REPORTS FROM MEMBERS OF COUNCIL

1410-04
Report - Council

GLOBAL COVENANT OF MAYORS FOR CLIMATE AND ENERGY MEMBERSHIP

Report of Mayor Haynes and Councillor Brice dated May 1, 2020 recommending that Council:

1. Join the Global Covenant of Mayors for Climate and Energy by submitting the commitment letter to the Global Covenant of Mayors Secretariat; and
2. Direct staff to deliver on the commitments made within that letter and outlined in the report.

MOVED by Councillor Brice and Seconded by Councillor Plant: "That Council:

1. **Join the Global Covenant of Mayors for Climate and Energy by submitting the commitment letter to the Global Covenant of Mayors Secretariat; and**
2. **Direct staff to deliver on the commitments made within that letter and outlined in the report."**

Council discussion ensued with the following comments:

- The six action areas follow a steady history of Saanich leading in climate change.
- The work can be accommodated within current resources.
- Saanich will be part of the solution.
- The ability to improve reporting across local governments in Canada on progress towards climate change mitigation is appreciated.
- It is concerning that the gesture may by symbolic and could lead to cynicism.
- It is important that the public understands that the current level of resourcing for climate change mitigation is not sufficient to meet the commitment to reduce greenhouse gas emissions.
- Other municipalities are encouraged to commit and collaborate on the initiative.

In response to questions from Council, the Manager of Sustainability stated:

- Many of the commitments outlined in the Global Covenant of Mayors have already been completed.
- Staff are working on implementing the actions within the Climate Action Plan.
- There is a commitment to an ambitious and just goal to improve access to secure, sustainable and affordable energy; this project is underway and will be developed over the summer.
- There is an ongoing commitment to reporting annually.

The Motion was then Put and CARRIED

MOVED by Councillor Brice and Seconded by Councillor Plant: "That Council direct staff to prepare correspondence to all local municipalities in the Province of British Columbia advising of Saanich's support of the Global Covenant of Mayors for Climate & Energy and encourage all municipalities to support the initiative."

CARRIED

May 21, 2020

Ref: 254635

Dear Local Government Leader:

During these uncertain times, it is clearer than ever that safe, secure, appropriate, and affordable housing is critical for all British Columbians.

I am writing today to share with you that we will be opening the next Request for Proposals (RFP) for the Community Housing Fund, working with our partners to deliver more homes for the people of B.C.

The Community Housing Fund helps to create affordable rental homes for middle and low-income British Columbians. The fund supports projects that are a mixed-income model, with 20% of the housing in each building for low-income households, 50% rent geared to income (housing income limit) and 30% for moderate income households (up to $74,000). Proponents must be a non-profit housing society, Indigenous housing society, First Nation, housing co-operative or municipality, which want to develop and operate rental housing projects for individuals, seniors and families with low to moderate incomes.

BC Housing will issue the Request for Proposals on May 27, 2020, and it will be open until mid-January 2021, giving proponents time to prepare their submissions. While the RFP will be open until mid-January, BC Housing will proceed with pre-allocation to successful proponents as early as September 2020. For more information, please visit https://www.bchousing.org/projects-partners/funding-opportunities.

These homes are the next step in our 10-year housing plan. In just over two years we've already made great progress together, providing thousands of secure homes to families, individuals and seniors in communities across the province through our housing programs:

- **Community Housing Fund** will provide close to $1.9 billion over 10 years to build and operate 14,350 affordable new rental homes for seniors, families, low-income and middle-income earners. As of December 31, 2019, 5,200 units are complete or in progress.

- **Indigenous Housing Fund** will provide $550 million over 10 years to build and operate 1,750 units of social housing for projects for Indigenous peoples both on and off Nation. As of December 31, 2019, 1,165 units are complete or in progress.

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Women's Transition Housing Fund will provide $734 million over 10 years to build 1,500 new supportive homes for women and children fleeing violence, including transition houses, safe homes, second-stage and long-term housing. As of December 31, 2019, 679 units are complete or in progress.

- **Programs for supportive housing** will provide $1.4 billion over 10 years to build and operate 4,900 units of supportive housing for those who are experiencing homelessness or at risk of homelessness. As of December 31, 2019, 3,072 units are complete or in progress.

- **HousingHub**, a new branch of BC Housing, promotes, facilitates and coordinates housing partnerships to create affordable homes. As of December 31, 2019, 2,800 units are complete or in progress.

In addition to the Community Housing Fund RFP, there are other ongoing opportunities available to partner with BC Housing:

- **Building BC funds:** BC Housing welcomes discussions with partners interested in developing new housing through the Supportive Housing Fund and the Women's Transition Housing Fund. Visit https://www.bchousing.org/partner-services to learn more or contact your local Director of Regional Development (contact list below).

- **Major Repairs for Existing Social Housing:** The Province is providing $1.1 billion over 10 years to non-profit housing providers and 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 https://www.bchousing.org/partner-services/asset-management-redeveopment/capital-planning-repairs to learn more about eligibility criteria and how to apply or speak with your local Regional Non-Profit Portfolio Manager.

- **HousingHub** 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:

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- Expertise and assistance in the planning and development process
- Access to pre-development funding
- Low-cost financing
- Project coordination advice
- A place for organizations to collaborate

To learn more, visit: www.bchousing.org/partner-services/housinghub

There are many ways that municipalities can help to partner with BC Housing, such as providing city-owned land, waving Development Costs Charges and prioritizing affordable housing projects in the development approvals process. We also hope that you will help share these opportunities to partner with BC Housing with organizations in your area.

If you are interested in providing housing but are unsure of how to connect with non-profit housing operators, BC Housing or the BC Non-Profit Housing Association can help you identify housing non-profits in your region.

If your government or a stakeholder in your community has a housing proposal of any kind, please contact your 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 & Fraser Region	Naomi Bruneymeyer	nbrunemeyer@bchousing.org
	James Forsyth	jforsyth@bchousing.org
Vancouver Island	Malcolm McNaughton	mmcnaughton@bchousing.org
HousingHub	Raymond Kwong	rkwong@bchousing.org

Thank you for all you are doing to bring more affordable housing to your community.

Sincerely,

Selina Robinson
Minister

From: Helen Poon
Sent: May 19, 2020 12:51 PM
To: Twyla Slonski <Twyla_Slonski@portalberni.ca>
Subject: Council report

Council report submitted 19 May 2020

8th May - attended Emergency operations centre update for elected officials 14th May - attended via Zoom, Cycle Alberni bike count training session. Discussion on applying for bike friendly status, requiring city involvement.
15th May - attended Emergency operations centre update for elected officials

On the 20th May, I will be participating in the bike count put on by Cycle Alberni.

Helen Poon
Councillor, City of Port Alberni