CITY OF
PORT ALBERNI

AGENDA - REGULAR MEETING OF COUNCIL
Monday, November 23, 2020 @ 2:00 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 Director of Corporate Services at 250.720.2823 or by email twyla_slonski@portalberni.ca or the Deputy City Clerk at 250.720.2822 or by email sara_darling@portalberni.ca

Members of the public who wish to provide input regarding agenda items may continue to submit written comments and questions by email to council@portalberni.ca, mail, or drop off at City Hall before 12:00 noon on the meeting day. Please include your name and address on public input/questions for identification purposes.

*Those who wish to provide public input/questions in real time [by joining Council's virtual meeting], you must contact the Corporate Services Department **no later than 9:00 am on the day of the meeting** to register.*

- -

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 Corporate Officer.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube)

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 9

Special Meeting held at 9:30 am and Regular Council Meeting held at 2:00 pm on November 9, 2020.

C. PUBLIC INPUT PERIOD

An opportunity for the public to address Council on topics relevant to City Council. A maximum of four [4] speakers/submissions will be accommodated.

D. DELEGATIONS

1. **Cascadia Seaweed** - Page 14
Erin Bremner-Mitchell, Manager of Communications and Engagement to present the story of Cascadia Seaweed and express their appreciation to the City of Port Alberni.

2. **Alberni Aquarium Association** - Page 15
Amira Strain on behalf of the Alberni Aquarium Association seeking Council's support in relation to continued operations.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

F. STAFF REPORTS

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

1. Accounts

THAT the certification of the Director of Finance dated November 23, 2020 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling $ _____, be approved.

2. Manager of Community Safety – 5170 Argyle Street - Page 16

Report dated November 12, 2020 from the Manager of Community Safety providing an update regarding the property at 5170 Argyle Street in response to Council's Remedial Action Order.

THAT Council receive the Report dated November 12, 2020 from the Manager of Community Safety providing an update regarding the property at 5170 Argyle Street in response to Council's Remedial Action Order.

3. Manager of Community Safety - 3118 3rd Avenue [Harbourview Apartments] - Page 18

Report dated November 19, 2020 from the Manager of Community Safety providing an update regarding the property at 3118 3rd Avenue [Harbourview Apartments] in response to Council's Remedial Action Order.

That Council, in the absence of progress being made on the part of the property owner to address the Remedial Action Requirements as ordered by Council, return to an in-camera meeting to consider Council's next steps in addressing property located at 3118 3rd Avenue, noting that further considerations of this item in an in-camera meeting meets Section 90(1)(e) of the Community Charter.

4. Manager of Community Safety – 3629, 3633, and 3655 4th Avenue Remedial Action - Page 55

Report dated November 16, 2020 from the Manager of Community Safety pertaining to the compliance and nuisance issues related to the Properties at 3629, 3633, and 3655 4th Avenue and recommending that Council impose remedial action requirements.

1. THAT Council, pursuant to Sections 72 and 73 of the Community Charter, considers that the properties at 3629 4th Avenue, 3633 4th Avenue and 3655 4th Avenue and having legal descriptions of: LT 20 BLK 46 DL 1 ALD PL VIP197B; LT 21 BLK 46 DL1 ALD PL VIP197B; & LT 22 BLK 46 DL 1 ALD PL VIP197B (the

"Properties") are in an unsafe condition and that the structure on the Properties (the "Structure") contravene the BC Building Code and the 'Port Alberni Building Standards Bylaw No. 4975, 2018';

2. *THAT Council, pursuant to Sections 72 and 74 of the Community Charter, declares that the Structure and the discarded materials and refuse about the Structure on the Properties are a nuisance and are so dilapidated and unclean as to be offensive to the community;*

3. *AND FURTHER THAT Council, pursuant to Section 72, 73 and 74 of the Community Charter, resolves that:*
   a. *Folded Hills Farms and Randall Brown, being the registered owner of the Properties (the "Owner"), is hereby required to:*
      i. *carry out the following work within 30 days of the date that notice of this Resolution is sent to the Owner:*

      1. *Repair the exterior walls of the Structure, including coping and flashing, to restore the integrity of the building envelope to a condition sufficient to protect the Structure from the weather and from infestations of insects, rodents and other pests, including without limitation by:*
         a. *remediating any holes, breaks, loose or rotting boards or timbers and any other condition which might permit the entry of insects, rodents or other pests to the interior of the walls or the interior of the Structure;*
         b. *Applying paint, stain or other protective coating to the exterior walls so as to adequately protect them against deterioration;*
      2. *Repair downspouts in such a manner as to control drainage so that runoff to neighbouring properties and access ways is eliminated;*
      3. *Replace and repair all broken or missing handrailing's on staircases, add a minimum three-foot landing at the bottom of each staircase and each staircase is to be inspected by certified building inspector to be built to code;*
      4. *Replace all broken, cracked or otherwise compromised exterior windows to a weathertight condition which operates to provide light and ventilation;*
      5. *Replace and repair light fixtures in units;*
      6. *Replace or repair all damaged, decayed or deteriorated window sashes, window frames and casings;*
      7. *Replace or repair all exterior doors of the Structure so that they are weathertight, operational, fit tightly within their frames when closed,*

and locked so as to prevent entry, with at least one entrance door capable of being locked from both inside and outside;

8. *Replace or repair the ceiling were mold has occurred and ensure the roof of the Structure is in a watertight condition with no leaks;*

9. *Replace or repair balconies and porches to a safe and clean condition free from rot, holes, cracks, excessive wear and warping, or hazardous obstructions; and*

10. *Replace or repair all fire protections systems, heat detections, smoke detections, fire alarms, fire extinguishers, fire caulking, sprinkler systems, exit signs, emergency lighting, fire separations and means of egress required by the BC Building Code and BC Fire Code to a functional and unobstructed condition;*

11. *Remove and properly dispose of all refuse from the interior and exterior common spaces of the Property, including food waste, combustibles, non-combustibles, furniture, appliances, tires, construction waste, stripped or wrecked automobiles, trucks, trailers, boats, vessels or machinery; parts or components of any of the aforementioned, to an appropriate disposal site;*

12. *Empty, clean and repair the garbage disposal bins on the Property;*

13. *Permanently remove all objects placed, stored, or maintained upon any balcony, hallways, or entrance way which may interfere with access or egress to or from the Building in case of fire or other emergency;*

14. *Remove all trailers and recreational vehicles on property;*

15. *Ensuring all apartment units install working stove hood fans, with proper ventilation;*

16. *Replace or repair all heat registers and covers;*

17. *Cease all renovations, and obtain proper permits and building inspections for renovations;*

18. *Prepare a Fire Safety Plan in cooperation with Port Alberni Fire Department.*

Compliance & Reconsideration Notice Time Limit Recommendations:

4**.** *AND FURTHER THAT Council, pursuant to Section 78 of the Community Charter, direct staff to advise the Owner that the Owner may request that Council reconsider this Resolution by providing written notice within 14 days of the date on which notice of the Remedial Action Requirement was sent to the Owner.*

Municipal Action at Defaulter's Expense:

5. AND FURTHER THAT Council, pursuant to Section 17 of the Community Charter, authorizes City staff to carry out any requirement set out in Paragraph 3 of this Resolution which the Owner fails to complete within the time permitted by this Resolution, and to recover the cost of carrying out such requirement from the Owner as a debt.

5. Development Planner – Development Application No. 20-08 - 3483 3rd Avenue - Page 188

Report dated November 16, 2020 from the Development Planner requesting Council's consideration of an application for Development Permit 20-08 with regards to the form and character of a commercial building at 3483 3rd Avenue.

The Mayor to invite Peter Kuhr who is in attendance to speak to the application. [*Note: Correspondence submitted by R. Anderson dated October 29, 2020 attached for Council's information*]

1) That City Council authorize the issuance of Development Permit No. 20-08, and that the Corporate Officer be authorized to sign the permit including the following development plans prepared by McGill & Associates Engineering LTD. titled '3483 3rd Ave Renovations' and dated October 2020:

a) McGill & Associates Engineering Ltd. – Legal Plan
b) McGill & Associates Engineering Ltd. – Existing Site Plan
c) McGill & Associates Engineering Ltd. – Proposed Site Plan
d) McGill & Associates Engineering Ltd. – Elevation Views
e) McGill & Associates Engineering Ltd. – Proposed Renovations
f) McGill & Associates Engineering Ltd. – Proposed Floor Plan
g) McGill & Associates Engineering Ltd. – Proposed Landscaping Plan
h) McGill & Associates Engineering Ltd. – Concrete Fence Structural Details
i) McGill & Associates Engineering Ltd. – Sign Plan

2) That City Council direct staff to provide a report summarizing the Development Permit Area guidelines with visual images that help explain the criteria, as well as information about how to simplify the Development Permit process with a minor and major Development Permit distinction.

G. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing.

1. Manager of Planning - Development Application: Official Community Plan Bylaw and Zoning Bylaw Amendments - 4305 Kendall Avenue - Page 225

Report dated November 12, 2020 from the Manager of Planning regarding a development application to amend the Official Community Plan and Zoning Bylaw to facilitate the construction of a 2-storey building at 4305 Kendall Avenue.
Applicant: S. Goldvine dba BC Housing Management Commission

a. *THAT "Official Community Plan Amendment No. 32 (4305 Kendall Avenue - BC Housing Oomiiqsu), Bylaw No. 5015" be now introduced and read a first time.*

b. *THAT "Zoning Map Amendment No. 42 (4305 Kendall Avenue- BC Housing Oomiiqsu), Bylaw No. 5016" be now introduced and read a first time.*

c. *THAT "Zoning Bylaw Text Amendment No. T26 (Site Specific Use – P1 Institutional), Bylaw No. 5017" be now introduced and read a first time.*

2. Manager of Planning – Building Bylaw Amendments: Relocation/Recycled Homes - Page 270

Report dated November 16, 2020 from the Manager of Planning requesting Council consider amendments to Building Bylaw No. 4577 at it relates to the relocation of recycled homes.

That City Council direct staff to proceed with amendments to the City's Building Bylaw No. 4577 as outlined in the report dated November 16, 2020 from the Manager of Planning. Further, that prior to Council considering final adoption of the Bylaw, that staff consult with the Alberni-Clayoquot Regional District and local building and development stakeholders on the proposed changes.

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. Rosemary Bonanno, Executive Director, Vancouver Island Regional Library Board - Page 282

Letter dated October 30, 2020 requesting consideration of the City's representative to the Vancouver Island Regional Library Board.

THAT Councillor Haggard be appointed to the Vancouver Island Regional Library Board for a term of one year commencing January 1 to December 31, 2021 and that Mayor Minions be appointed as alternate.

2. **Alberni Community & Women's Services – Coldest Night of the Year 2021** - Page284
Email dated November 17, 2020 from Ellen Frood, Executive Director for Alberni Community & Women's Services providing information regarding the annual Coldest Night of the Year fundraiser event and challenging the City to enter a team.

THAT Council receive the email dated November 17, 2020 from Ellen Frood, Executive Director for Alberni Community & Women's Services providing information regarding the annual Coldest Night of the Year fundraiser event and challenging the City to enter a team.

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

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

1. **Letter to BC Housing** - Page 285
Copy of a letter dated November 17, 2020 from the City of Port Alberni to BC Housing calling for additional emergency low-barrier housing in the community.

2. **Port Alberni Port Authority** - Page 286
Letter dated October 21, 2020 providing a summary/update of Port Alberni Port Authority activities.

3. **Vancouver Island Economic Alliance** - Page 288
Report dated October 2, 2019 introducing the '2019 '*State of the Island Economic Report'*.

4. **John Allan, Deputy Minister of Forests, Lands, Natural Resource Operations and Rural Development** - Page 315
Letter dated November 4, 2020 thanking Mayor and Council for meeting with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development during this year's virtual Union of British Columbia Municipalities (UBCM) Annual Convention.

5. **Kevin Richter, Acting Deputy Minister of Transportation and Infrastructure** - Page 317
Letter dated November 10, 2020 thanking Mayor Minions for meeting with both the former Minister and the Acting Deputy Minister of Transportation and Infrastructure during this year's virtual UBCM Annual Convention.

6. **Sunny Dhaliwal, Assistant Deputy Minister of Real Property Division Ministry of Citizens' Services** - Page 319
Letter dated November 10, 2020 advising Council of the 2020 Grant-In-Lieu of Property Tax payment to be issued to the City in the amount of $50,286.05.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Council and Regional District Reports - Page 320
THAT the Council reports outlining recent meetings and events related to the City's business, be received.

M. NEW BUSINESS

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

N. QUESTION PERIOD

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

O. ADJOURNMENT

That the meeting adjourn at PM

MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, NOVEMBER 9, 2020 @ 9:30 AM
Via Video Conference – Zoom Platform

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

Staff: T. Pley, CAO
A. McGifford, Director of Finance
T. Slonski, Director of Corporate Services
P. Deakin, Economic Development Manager
K. McDougall, Manager of Planning

Call to Order: @ 9:30 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)(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;

CARRIED

The meeting was terminated at 11:55 a.m.

CERTIFIED CORRECT

_____ _____
Mayor Corporate Officer

ENTERED
BI

MINUTES OF THE REGULAR MEETING OF COUNCIL
Held Monday, November 9, 2020 @ 2:00 PM
Via Video-Conferencing [Zoom Platform]

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

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 amended by adding item J.4 – Correspondence from Bill Collette, CEO, Alberni Valley Chamber of Commerce, providing an update on McLean Mill business operations. The agenda was then approved as amended.
CARRIED

B. ADOPTION OF MINUTES

MOVED and SECONDED, THAT the minutes of Special Meeting held at 9:30 am and Regular Council Meeting held at 2:00 pm on October 26, 2020 be adopted.
CARRIED

C. PUBLIC INPUT PERIOD

Randy Brown addressed Council with regards to the City's homelessness situation.

Bill Collette of the Alberni Valley Chamber of Commerce provided Council with an update on McLean Mill and plans to host a community-wide COVID friendly holiday heritage event at the Mill during the month of December. Mr. Collette also encouraged Council to support making an application to have the McLean Mill site removed from the Agricultural Land Reserve.

D. DELEGATIONS

1. Alberni Valley Community Foundation – Vital Signs 2020

Jean McIntosh and Hugh Grist of the Alberni Valley Community Foundation presented the 2020 Vital Signs report consisting of a community check-up conducted by community foundations across Canada to measure the vitality of communities.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated November 9, 2020 be received and the cheques numbered 147409 to 147480 inclusive, in payment of accounts totalling $ 706,216.44, be approved.
CARRIED

ENTERED B2

2. Director of Finance – Insurance Request for Proposals Update

R20-276 *MOVED AND SECONDED, THAT Council rescind Resolution No. R20-103 and authorize staff to obtain quotes for the City's annual insurance and liability coverage directly from the City's current broker AON, and the Municipal Insurance Association of BC [MIABC] for the City's 2021/22 policies.*

CARRIED

3. Director of Finance – Investment Management Services – Request for Proposals Update

R20-277 *MOVED AND SECONDED, THAT Council authorize the collapse of the City's "Request for Proposals #029-19 – Investment Management Services" and direct staff to amend the RFP to reflect current investment needs of the City and to reissue the City's "Request for Proposals – Investment Management Services" prior to March 31, 2021.*

CARRIED

4. Economic Development Manager - #ExplorePortAlberni Program

R20-278 *MOVED AND SECONDED, THAT Council approve a six-month extension of the #ExplorePortAlberni program while the City evaluates the initiative and looks for another possible approach to its delivery, specifically that of identifying another sponsoring or funding organization to manage the program.*

CARRIED

5. Director of Corporate Services – Summary of 2020 Council Resolutions

MOVED AND SECONDED, THAT Council receive for information the report from the Director of Corporate Services dated October 28, 2020 providing a status update of the 2020 Council resolutions [directives] to date.

CARRIED

6. Director of Corporate Services – In Person Meetings of Council

R20-279 *MOVED AND SECONDED, THAT Council continue to conduct meetings of Council electronically with respect to the ongoing COVID-19 pandemic and the associated costs and additional resources required to return to in-person Council meeting. Further, that this direction be reviewed in January 2021.*

CARRIED

7. Chief Administrative Officer – Release of Oil – McLean Mill

MOVED AND SECONDED, THAT Council receive for information the report from the Chief Administrative Officer providing an update regarding a release of Bunker Oil at the McLean Mill National Historic Site.

CARRIED

8. **Chief Administrative Officer – Agricultural Land Commission Response to City Application for Non-Farm Use Permissions**
MOVED AND SECONDED, THAT Council direct staff to prepare and submit an application to the Agricultural Land Commission to have the McLean Mill National Historic Site removed from the Agricultural Land Reserve.
DEFEATED

R20-280 *MOVED AND SECONDED, THAT Council direct staff to bring forward a report outlining associated costs involved with preparing and submitting an application to the Agricultural Land Commission to have the McLean Mill National Historic Site removed from the Agricultural Land Reserve.*
CARRIED

G. BYLAWS

1. **Manager of Planning – Official Community Plan and Zoning Bylaw Amendments – 2170 Mallory Drive**

R20-281 *MOVED AND SECONDED, THAT City Council abandon all bylaws related to the rezoning application for 2170 Mallory Drive, inclusive of "Official Community Plan Amendment No. 31 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5009", "Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5010" and "Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011."*
CARRIED

H. CORRESPONDENCE FOR ACTION

1. **Lisa George, Director of Operations, Phoenix 4 Enterprises Ltd.**
MOVED AND SECONDED, THAT the letter dated October 31, 2020 from Lisa George, Director of Operations, Phoenix 4 Enterprises Ltd. regarding the need for a transitional action plan for the homeless community in Port Alberni, be received.
CARRIED

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

1. **Neilane Mayhew, Deputy Minister of Mental Health and Addictions**
Letter dated October 22, 2020 thanking Mayor and Council for meeting with the Ministry of Mental Health and Addictions during this year's virtual Union of British Columbia Municipalities (UBCM) Annual Convention.

2. **Christine Kennedy, Deputy Minister of Jobs, Economic Development and Competitiveness**
Letter dated October 26, 2020 thanking Mayor and Council for their delegation at this year's virtual Union of British Columbia Municipalities (UBCM) Annual Convention.

3. **Kaye Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing**
Letter dated November 2, 2020 from the Ministry of Municipal Affairs and Housing advising that the City of Port Alberni is the recipient of a $3,536,000 grant under the COVID-19 Safe Restart Grant for Local Governments.

4. **Bill Collette, CEO, Alberni Valley Chamber of Commerce**
Letter dated November 7, 2020 from Bill Collette, CEO of the Alberni Valley Chamber of Commerce updating Council on McLean Mil business operations including plans to host a community-wide COVID friendly holiday heritage event at the Mill during the month of December and encouraging Council to support making an application to have the McLean Mill site removed from the Agricultural Land Reserve.

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

Property Updates

R20-282 *MOVED AND SECONDED, THAT Council direct staff to prepare a report providing an update regarding the status of works [façade improvements] at the Port Alberni Squash and Billiards Club located at 3123 3rd Avenue.*
CARRIED

R20-283 *MOVED AND SECONDED, THAT Council request a report from staff regarding the activities taking place at 3629 4th Avenue.*
CARRIED

N. QUESTION PERIOD

O. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 3:59 PM.
CARRIED

CERTIFIED CORRECT

Mayor Corporate Officer

CITY OF PORT ALBERNI

DELEGATION APPLICATION

☑ Council ☐ Eng. & PW
☑ Mayor ☐ Parks, Rec. & Heritage
☑ CAO ☐ Planning
☐ Finance ☐ Bylaw
☑ Clerk's ☐ Other _____
☑ Agenda

Rcvd - Nov. 23 '2020
0550-20-Nov23

CONTACT INFORMATION: (please print) File #

Full Name: ERIN BREMNER-MITCHELL Organization (if applicable): CASCADIA SEAWEED

Street Address: 9774 THIRD ST. SIDNEY BC Phone: 250 818 1840

Mailing Address: V8L A34 Email: ERIN@CASCADIASEAWEED.COM

MEETING DATE REQUESTED: NOVEMBER 23, 2020

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

TO SHARE THE STORY OF CASCADIA SEAWEED AND DEMONSTRATE OUR APPRECIATION TO THE CITY OF PORT ALBERNI.

Requested Action by Council (if applicable):

Supporting Materials/PowerPoint Presentation: ☐ No ☑ Yes

Note: If yes, must be submitted by 12:00 noon on the Wednesday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Signature: _____ Date: NOV. 13 2020.

OFFICE USE ONLY:

Approved: (Deputy City Clerk) YSlonski

Scheduled Meeting Date: Nov. 23, 2020

Date Approved: 2020-11-17

Applicant Advised:

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act [FOIPPA]* and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with FOIPPA.

RECEIVED
NOV 16 2020
CITY OF PORT ALBERNI

4850 Argyle Street, Port Alberni, B.C. V9Y 1V8 T: 250-723-2146 F: 250-723-1003 E: clerks_dept@portalberni.ca W: www.portalberni.ca

CITY OF PORT ALBERNI

DELEGATION APPLICATION

CONTACT INFORMATION: (please print)

Full Name: Amira Strain

Organization (if applicable): Alberni Aquarium

Street Address: 5440 Argyle st

Phone: 2507315821

Mailing Address: unit 7, 5440 Argyle st, Port a

Email: amira.strain@outlook.com

MEETING DATE REQUESTED: November 23

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

Review of what the aquarium has done over the last couple months, new exhibit and upcoming virtual tours for schools.

Effects of Covid-19 on business and lack of eligibility for non profit grants as we havent been a society for over a year.

Requested Action by Council (if applicable):

Retake over the upstairs to lower rent, and potential rent freeze.

Supporting Materials/PowerPoint Presentation: ☐ No ☐ Yes

Note: If yes, must be submitted by 12:00 noon on the Wednesday before the scheduled meeting date.

SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

Amira Strain

Signature:

November 18, 2020

Date:

OFFICE USE ONLY:

Approved: (Deputy City Clerk) S. Darling

Scheduled Meeting Date: November 23, 2020

Date Approved: November 18, 2020

Applicant Advised:

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act [FOIPPA]* and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with FOIPPA.

☑ Council ☐ Eng. & PW
☑ Mayor ☐ Parks, Rec. & Heritage
☐ CAO ☐ Planning
☑ Finance ☐ Bylaw
☑ Clerk's ☐ Other _____
☑ Agenda RCM Nov 23, 2020
File # 0550-20-Nov23

ENTERED

CITY OF PORT ALBERNI

Regular Council Meeting
For the Meeting of November 23, 2020

Date: November 12, 2020
File No: 4020-30-NR 5170 Argyle St

To: Mayor & Council
From: T. Pley, CAO
Subject: 5170 Argyle Street [Port Pub] – Progress Report

Prepared by:	Supervisor:	CAO Concurrence:
G. THOROGOOD	T. SLONSKI	T. Pley, CAO
MANAGER OF COMMUNITY SAFETY	DIRECTOR OF CORPORATE SERVICES	

RECOMMENDATION
This report is being provided for Council's Information.

PURPOSE
This report is to continue to update Council regarding the property at 5170 Argyle Street in response to Council's Remedial Order.

BACKGROUND
On September 14, 2020, Council passed the resolution for remedial action to take place on the property owned by 8899 Holdings at 5170 Argyle Street.

On October 26, 2020, staff provided a report to Council advising of the work that had taken place to date. It was also at this meeting that Council resolved as follows:

> *THAT Council direct staff to refrain from considering enforcement measures so long as significant and appropriate progress continues to be made on the part of the property owner/manager on completing the outstanding Remedial Action Requirements as ordered by Council at its meeting held September 14, 2020. Further, that Council will revisit this matter at its Regular meeting on November 23, 2020 to ensure remedial action requirements have been or are continuing to be met.* ***[Res. No. R20-268]***

ALTERNATIVES/OPTIONS
n/a

ANALYSIS
Following ongoing inspections, a few items remain outstanding however, the property owner continues to make substantial improvements in bringing the property into compliance and as per Council's Remedial Order including engaging the services of professionals where required.

ENTERED F2

While the property owner has experienced a few setbacks, such as damage to the newly renovated washrooms, the owner and manager continue to make progress on fulfilling the list of requirements as outlined in Council's order. Both the owner and manager continue to work with the current tenants who reside in the building and have hired security personnel to assist with managing undesired persons or unwelcome guests.

IMPLICATIONS

While remedial work remains outstanding, the property owner continues to work toward brining the subject property into compliance, including their cooperation in working with City staff, RCMP and Fire. Overall, the works that have taken place to date have greatly improved the building and the safety of its occupants.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

SUMMARY

On September 14, 2020, Council issued a Remedial Order to the property owner of 5170 Argyle Street. At this time a number of actions from the remediation order have been completed and/or are underway. Given the cooperation and commitment on the part of the property owner and manager, to continue their efforts in bringing this property into full compliance, this report is being provided for information only.

ATTACHMENTS/REFERENCE MATERIALS

C: *T. Pley, CAO*
T. Slonski, Director of Corporate Services

J:\Bylaw Services\RTCs\2020\2020_11_23_5170_Argyle_St_Update

CITY OF PORT ALBERNI

Regular Council Meeting
For the Meeting of November 23, 2020

Date: November 16, 2020
File No: 4020-30-NR-3118 3rd Ave

To: Mayor & Council
From: T. Pley, CAO
Subject: 3118 3rd Avenue [Harbourview Apartments] – Status Update

Prepared by:	Supervisor:	CAO Concurrence:
G. THOROGOOD	T. SLONSKI	
Manager of Community Safety	DIRECTOR OF CORPORATE SERVICES	T. Pley, CAO

RECOMMENDATION[S]

That Council, in the absence of progress being made on the part of the property owner to address the Remedial Action Requirements as ordered by Council, return to an in-camera meeting to consider Council's next steps in addressing property located at 3118 3rd Avenue, noting that further considerations of this item in an in-camera meeting meets Section 90(1)(e) of the Community Charter.

PURPOSE

This report is to provide Council with an update of actions on the part of the property owner for property located at 3118 3rd Avenue [Harbourview Apartments] in relation to Council's Remedial Action Order issued September 14th.

BACKGROUND

On September 14, 2020, Council issued a Remedial Order to the property owner of Folded Hills Farms for property located at 3118 3rd Avenue. At Council's Regular meeting held October 13, 2020, Council, in response to the property owners request for Council's reconsideration, extended the time to comply with Council's Remedial Order by 30 additional days [November 12, 2020 deadline].

ALTERNATIVES/OPTIONS

1. That Council [in the absence of progress being made on the part of the property owner to address the Remedial Action Requirements] return to an in-camera meeting of Council to consider next steps.
2. That Council provide alternate direction.

ANALYSIS

City staff were able to conduct a site visit of the subject property on November 5, 2020. At this time, City staff were able to confirm that the property remains in a state of disrepair and with the exception of interior doors being installed and exterior doors being made operational, all other remedial action requirements remain outstanding. The property owner has installed security cameras throughout the building, although this requirement was not part of Council's order.

At the request of the property owner, Council did reconsider this matter at its Regular meeting held October 13, 2020 at which time Council elected to grant the property owner an additional 30 days to complete the required works. The new deadline for completion was November 12, 2020.

IMPLICATIONS

The lack of progress on the part of the property owner to improve the condition of the property/building continues to have staff, RCMP and Fire personnel concerned for the safety of the residents and for those who respond to calls. With the lack of work being done, the property continues to be in violation of City bylaws and violation fines also remain outstanding.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

SUMMARY

On September 14, 2020, a Remedial Order was issued by Council to the property owner of Folded Hills Farms specifying actions required on the part of the owner to address the property/building at 3118 3rd Avenue. On October 13, 2020, Council heard from the property owner who had requested Council's reconsideration of the matter. It was at this meeting that Council granted an extension to the property owner to complete the works by an additional 30 days. Following a site visit in early November, City staff were able to confirm that very little progress has been made in meeting the requirements outlined in the order. As a result, and given this item is a property matter, Council will want to consider its next steps at an in-camera meeting of Council.

ATTACHMENTS/REFERENCE MATERIALS

- *Appendix 1 – Photo's from November 5, 2020*

J:\Bylaw Services\RTCs\2020\2020_11_23_3118_3rd_Ave_Update


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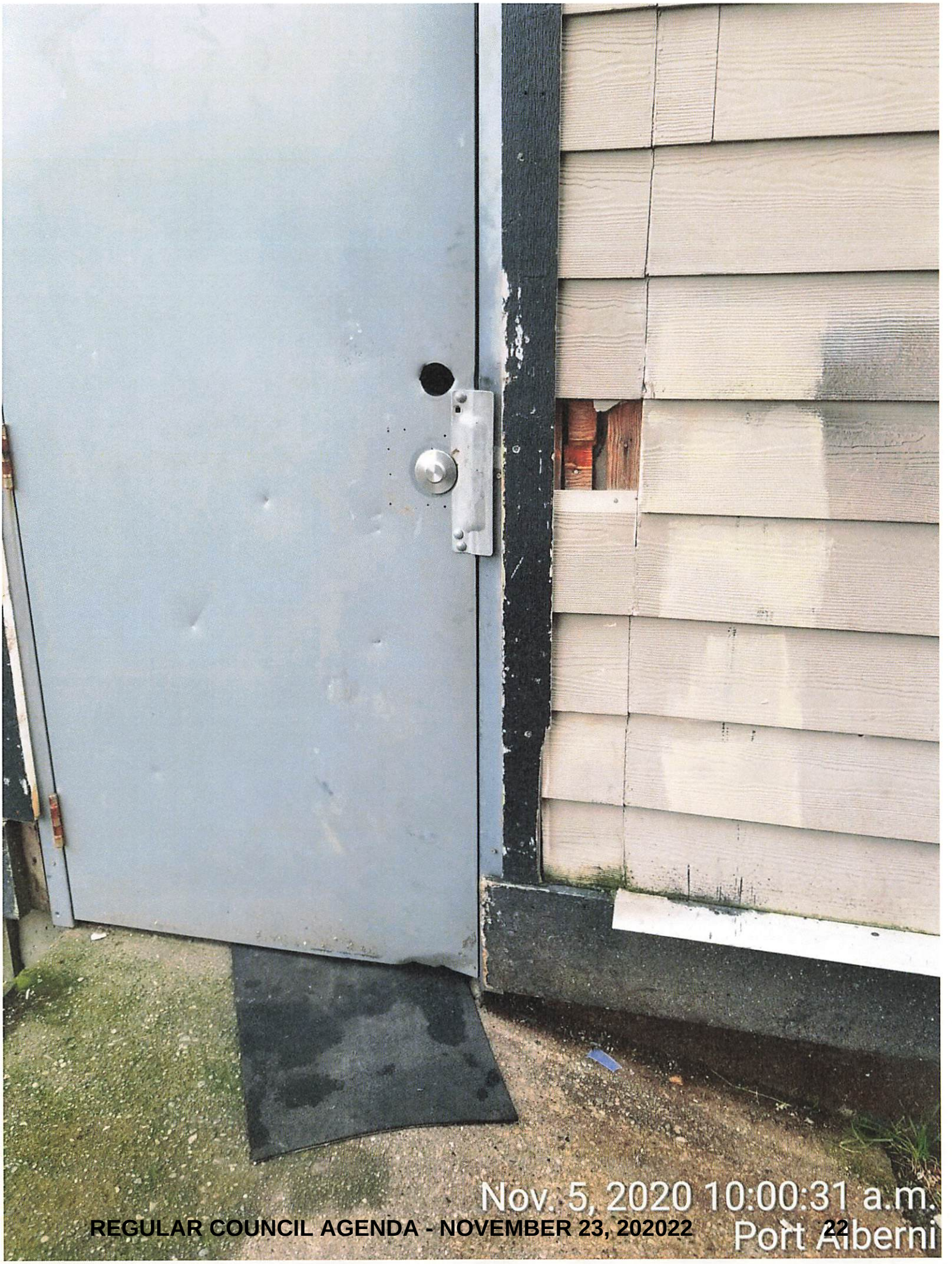
Port Alberni


Nov. 5 2020 10:00:27 a.m.
Port Alberni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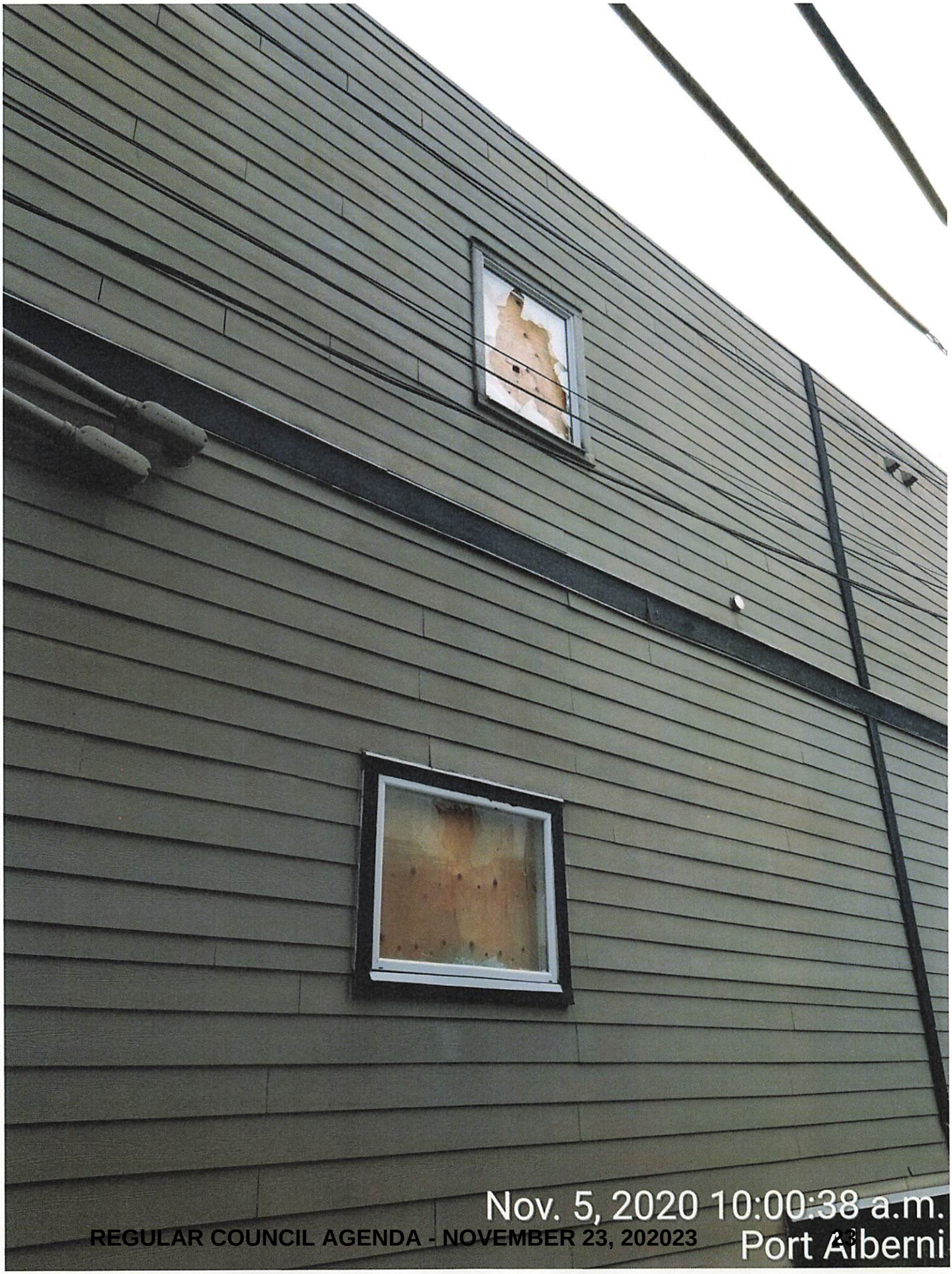
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Nov. 5, 2020 10:01:30 a.m.
Port Alberni


3118 HARBOURVIEW APARTMENTS
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Nov. 5, 2020 10:02:15 a.m.
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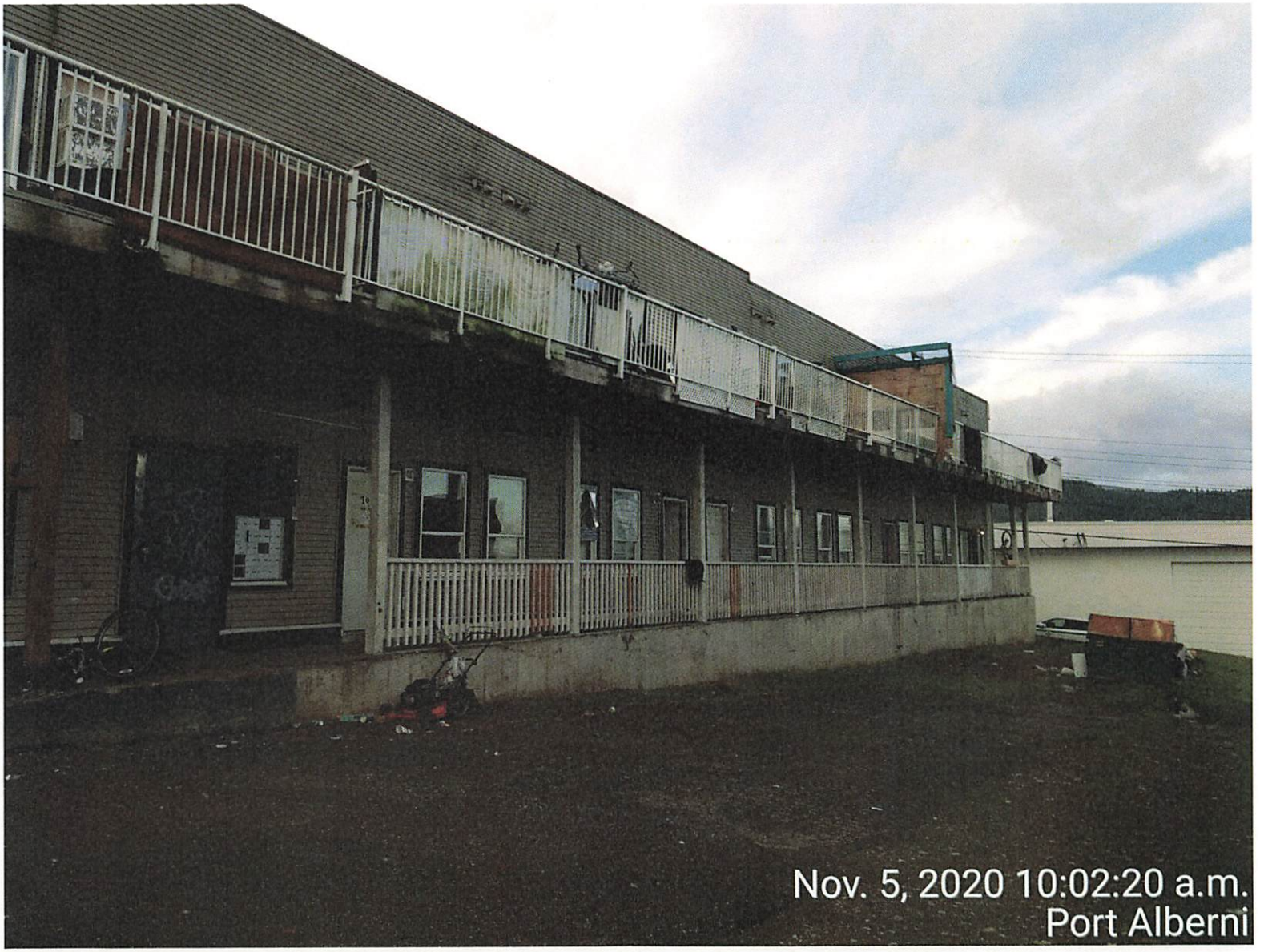
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Port Alberni


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Port Alberni


Nov. 5, 2020 10:06:44 a.m.
Port Alberni


Nov. 5, 2020 10:06:55 a.m.
Port Alberni


Nov. 5, 2020 10:07:26 a.m.
Port Alberni


EMPTY
DISCARD / REPLACE
INSTRUCTIONS
1
PULL PIN. HOLD UNIT UPRIGHT. HALAR.
2
6ft
START BACK 6 FEET. AIM AT BASE OF FIRE. APUNTAR.
3
SQUEEZE LEVER & SWEEP SIDE TO SIDE. PRESIONAR Y APLICAR.
A
TRASH WOOD PAPER
B
LIQUIDS
C
ELECTRICAL EQUIPMENT


INSTRUCTIONS
Nov. 5, 2020 10:12:13 a.m.
Port Alberni


FIRE
ALARM
PULL
IN CASE
OF
FIRE
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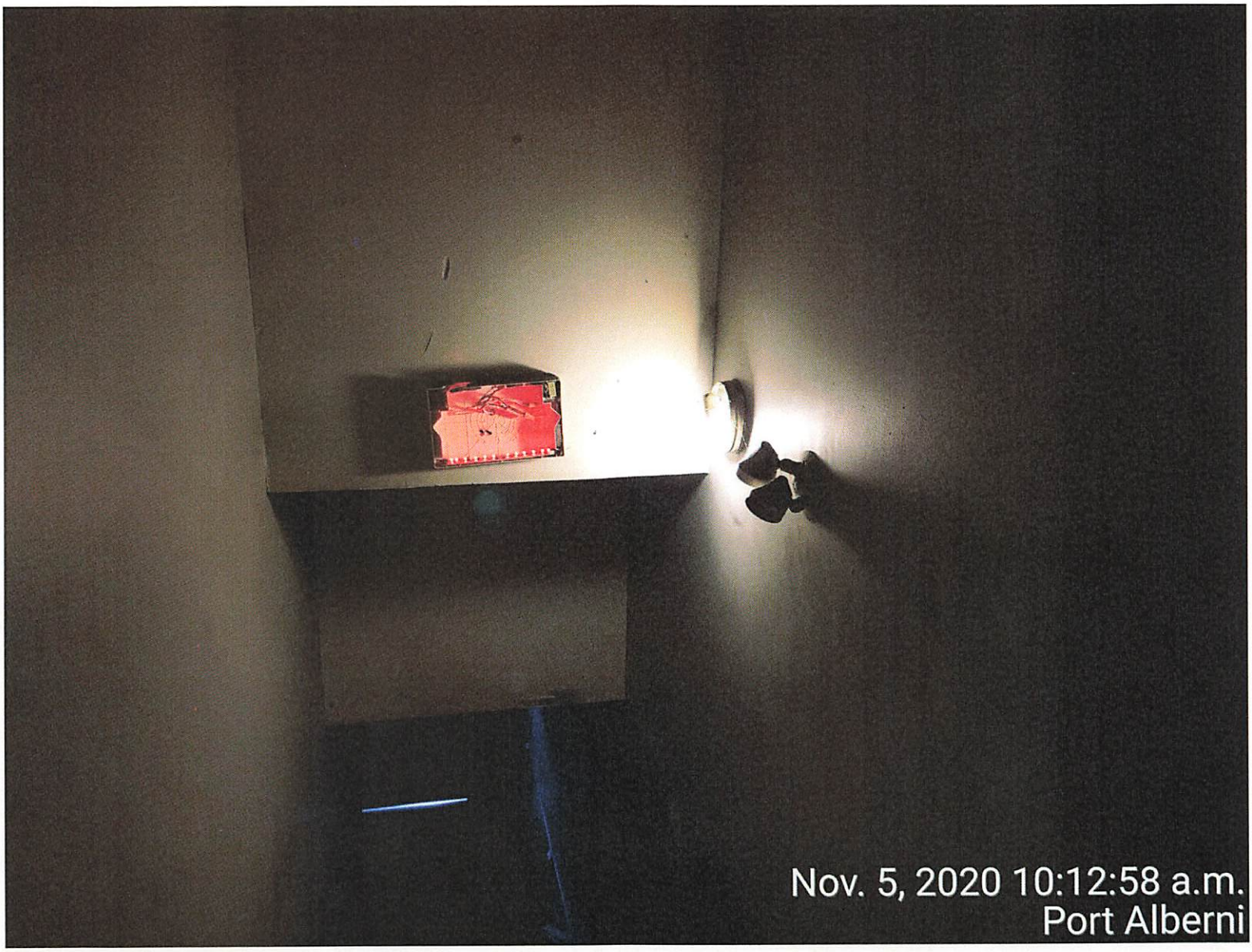
Port Alberni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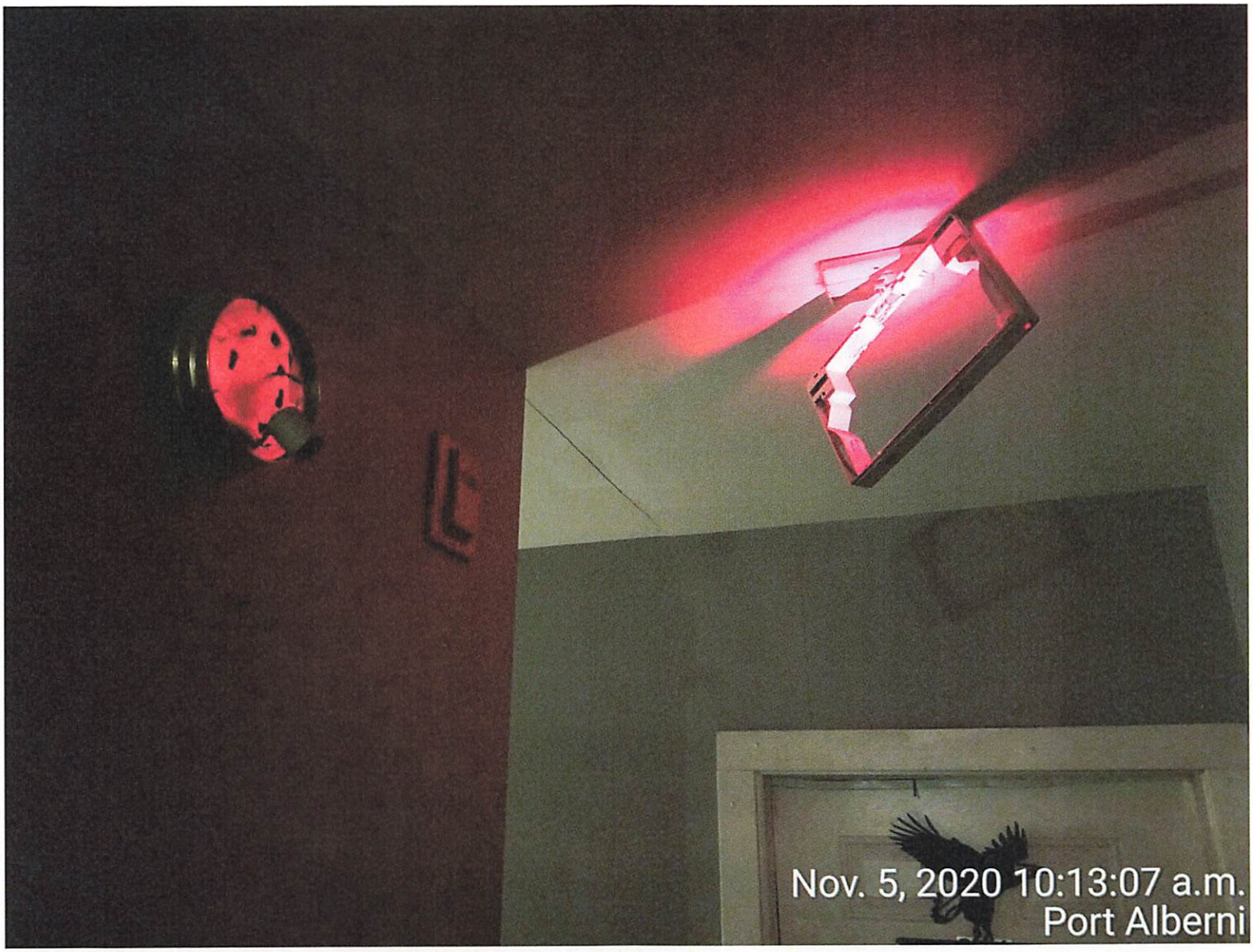
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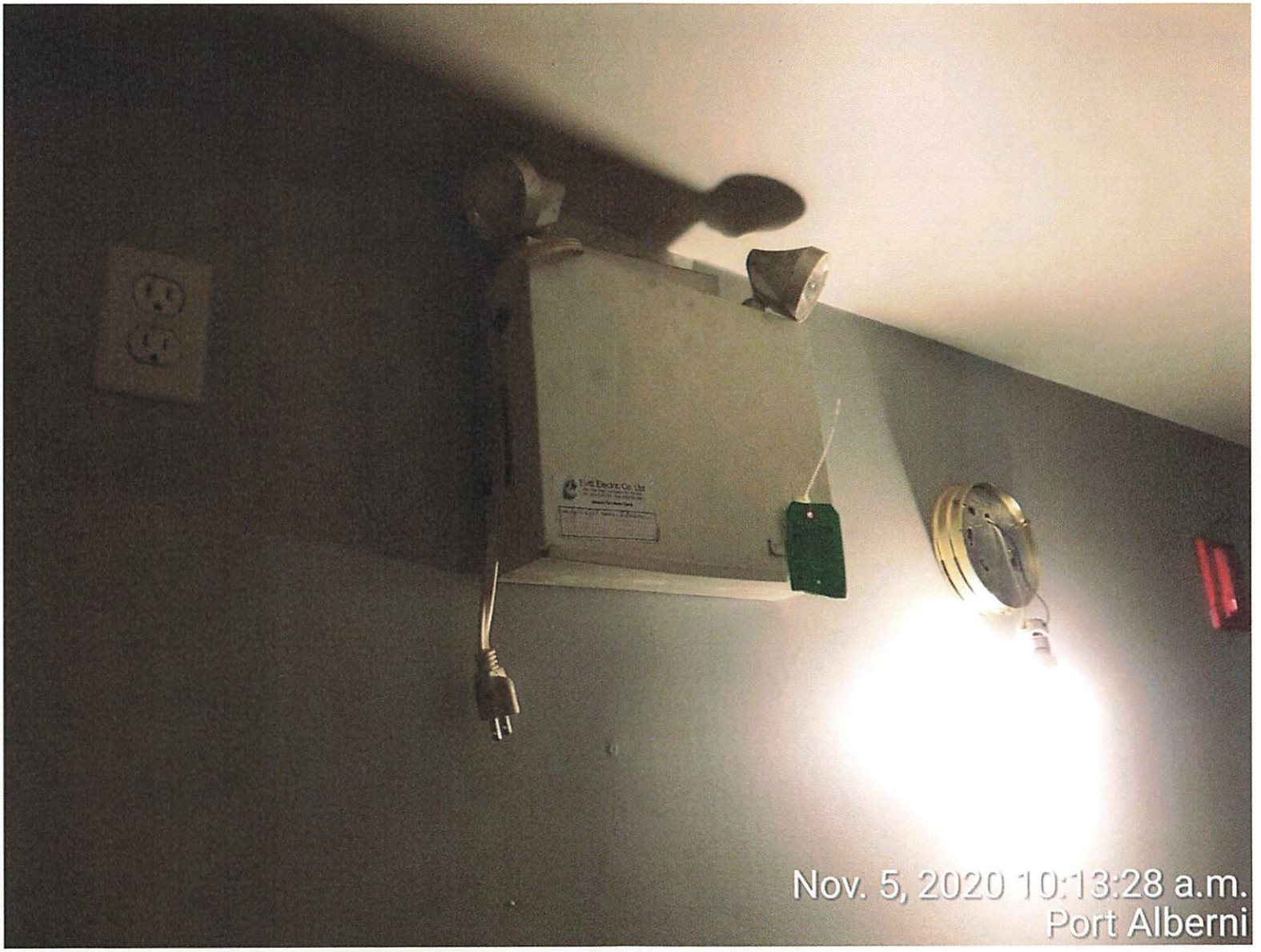
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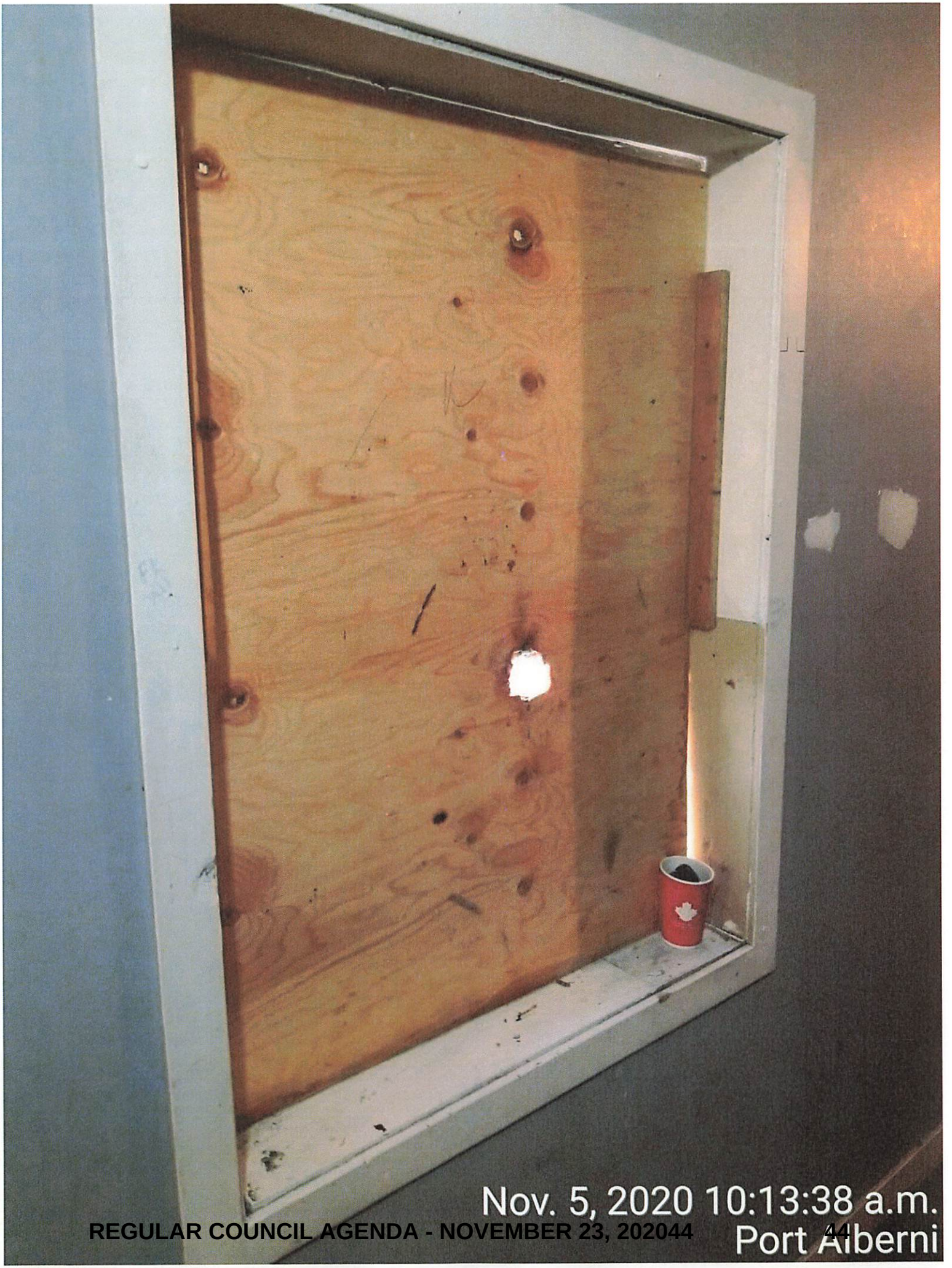
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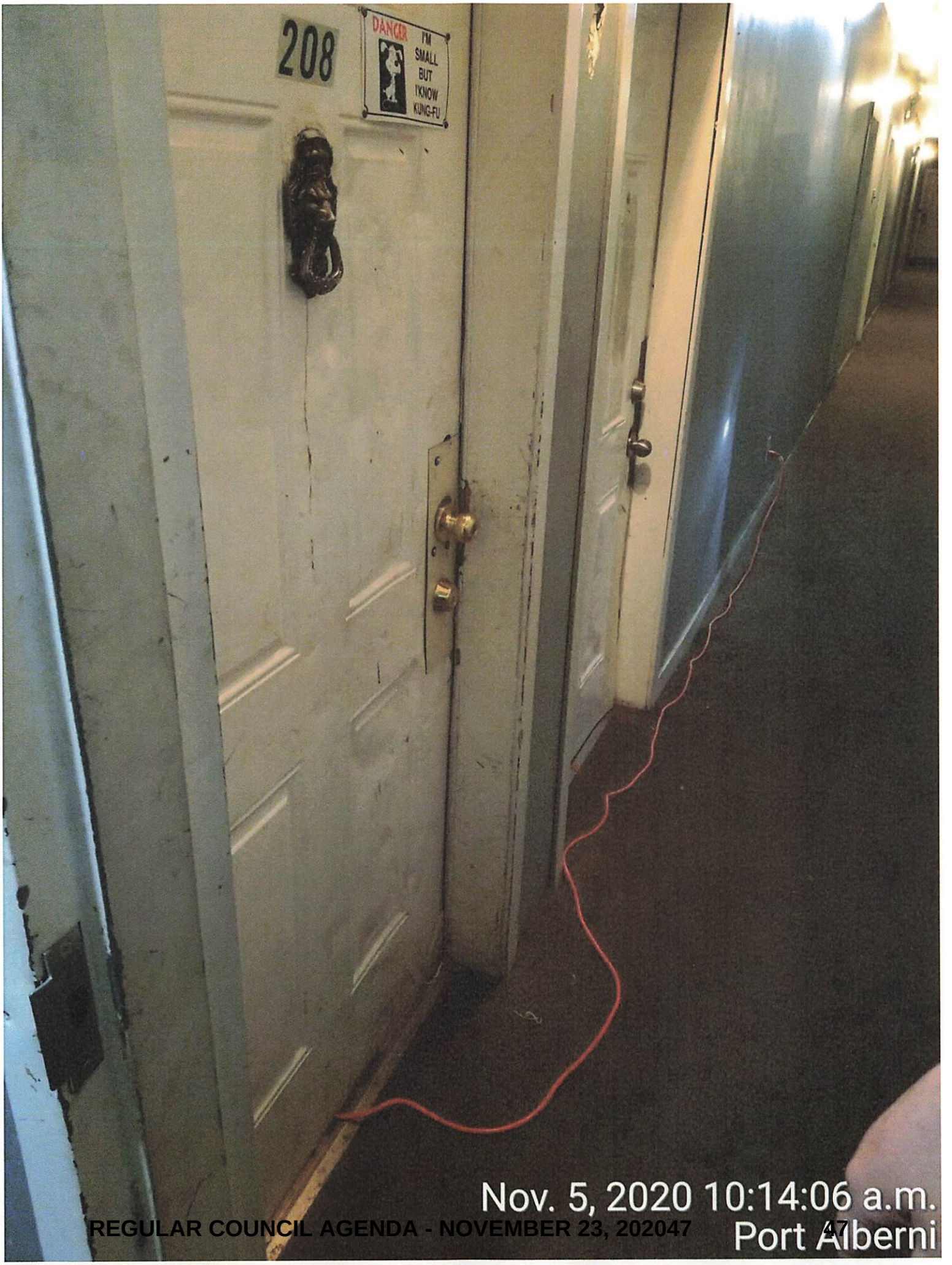
208
DANGER
I'M SMALL BUT I KNOW KUNG-FU
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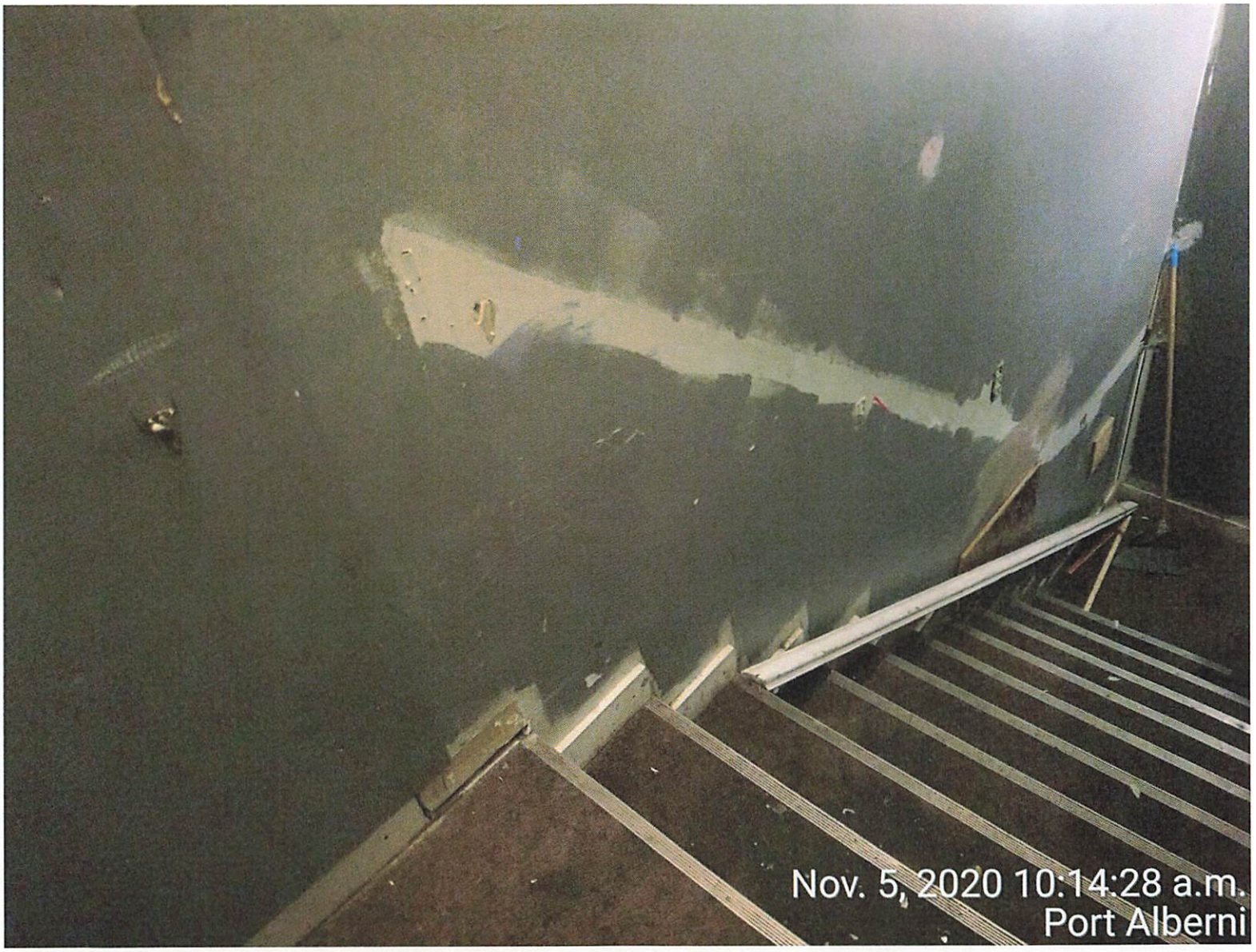
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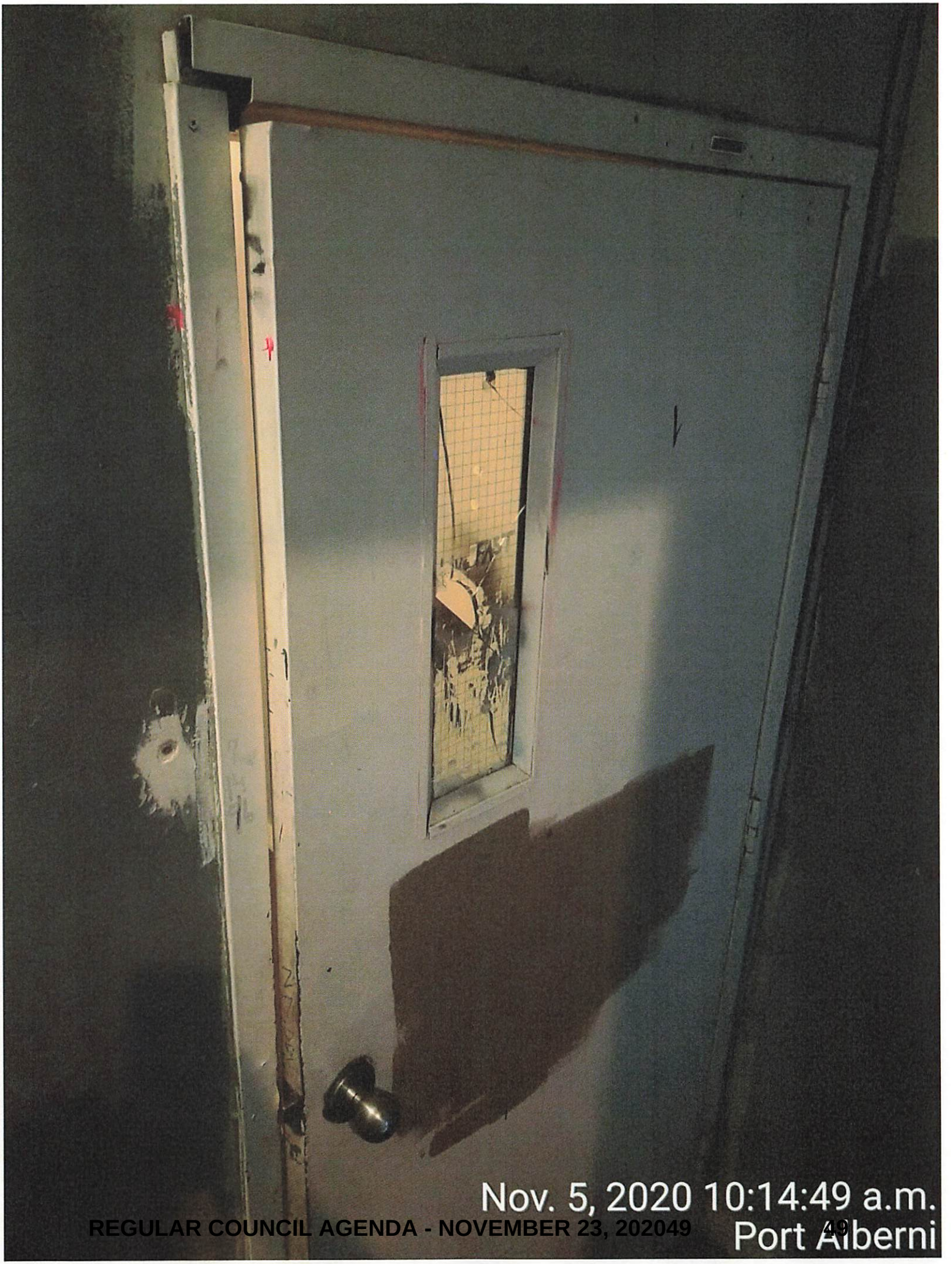
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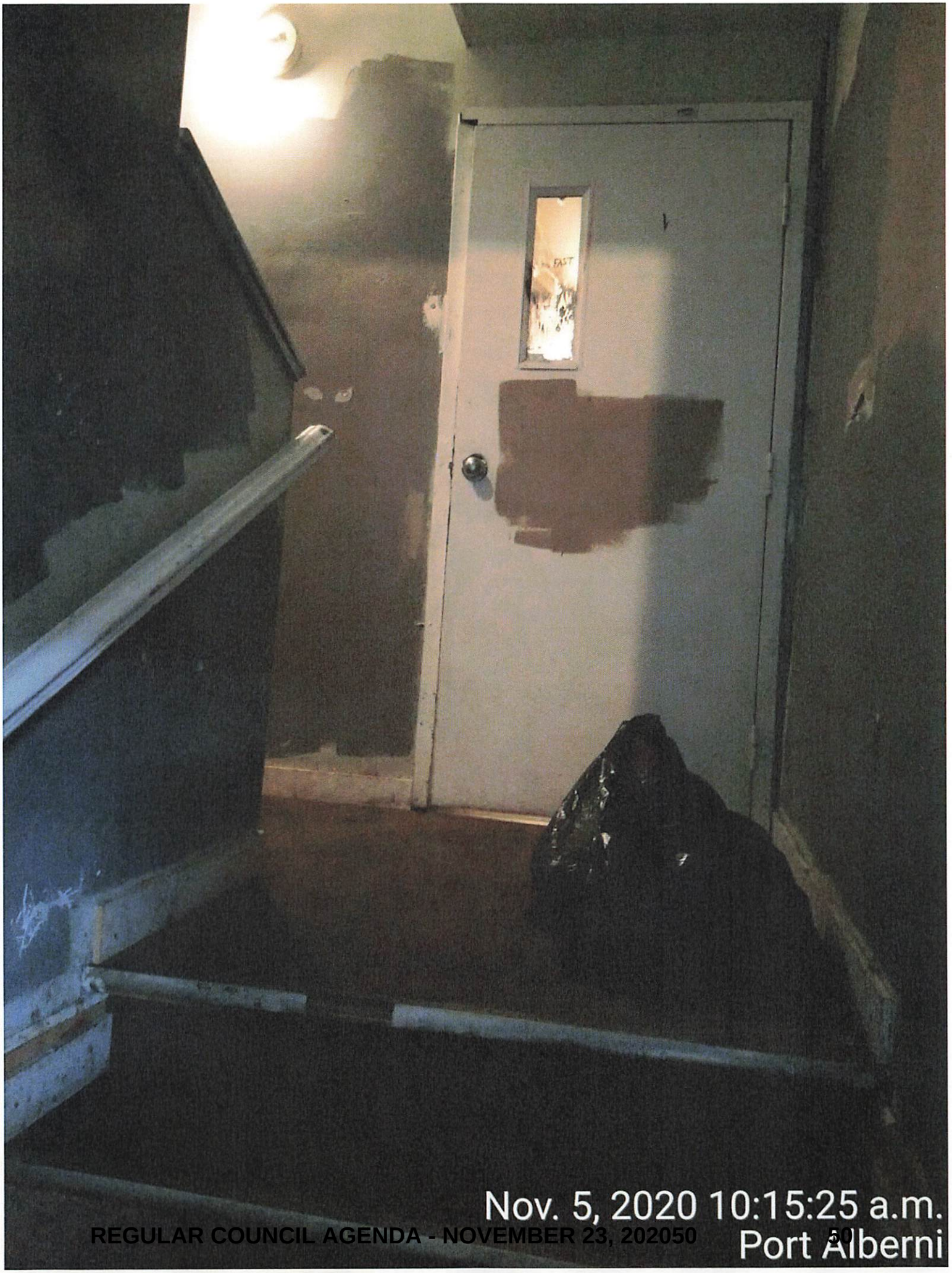
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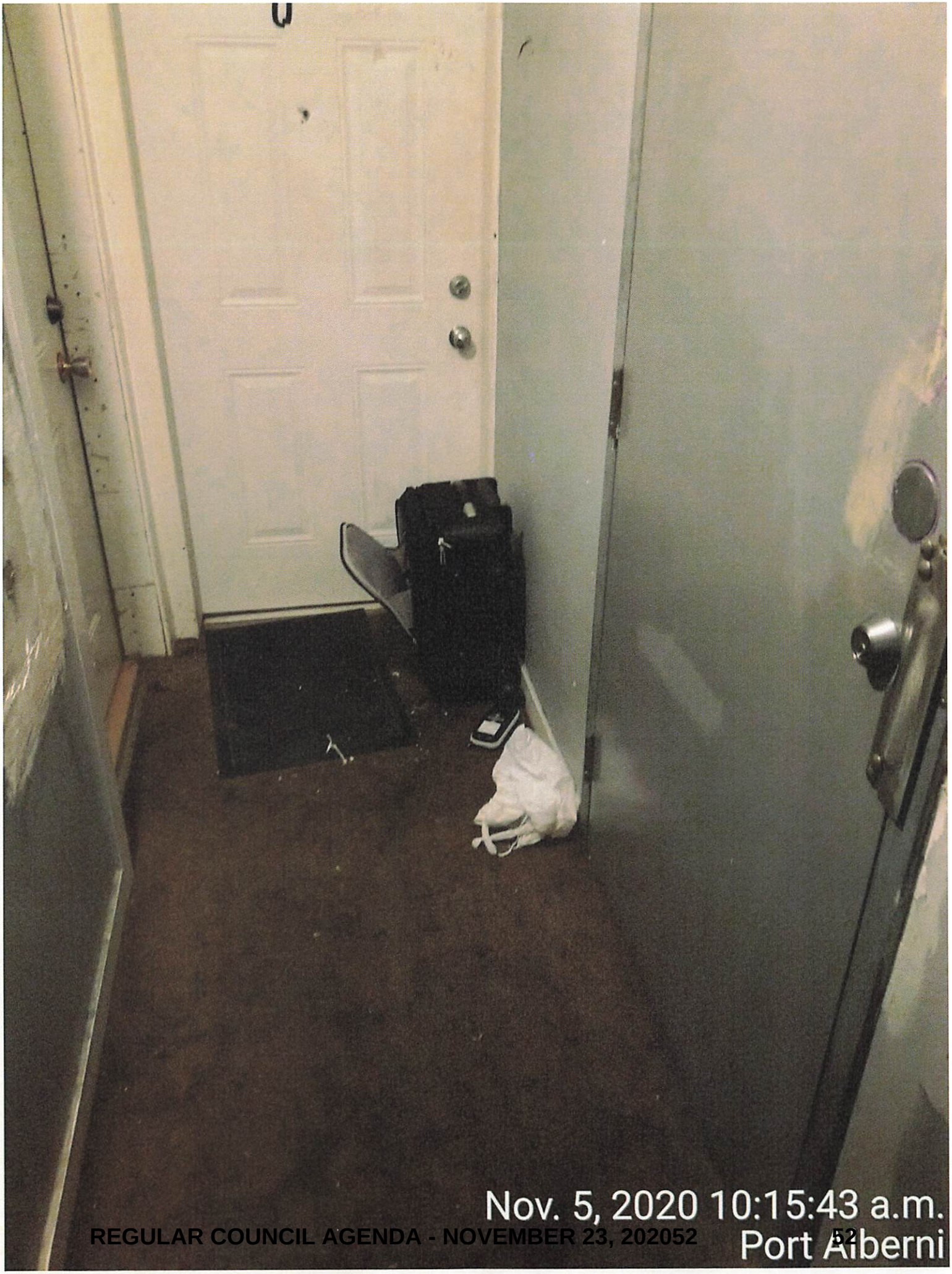
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Nov. 5, 2020 10:20:23 a.m.
Port Alberni

CITY OF PORT ALBERNI

Regular Council Meeting
For the Meeting of November 23, 2020

Date: November 16, 2020
File No: 4020-30-NR-4th Avenue

To: Mayor & Council
From: T. Pley, CAO
Subject: 3629, 3633 & 3655 4th Avenue – Remedial Action

Prepared by:	Supervisor:	CAO Concurrence:
G. THOROGOOD	T. SLONSKI	
MANAGER OF COMMUNITY SAFETY	DIRECTOR OF CORPORATE SERVICES	T. Pley, CAO

RECOMMENDATION[S]

WHEREAS

1. THAT Council, pursuant to Sections 72 and 73 of the *Community Charter*, considers that the properties at 3629 4th Avenue, 3633 4th Avenue and 3655 4th Avenue and having legal descriptions of: LT 20 BLK 46 DL 1 ALD PL VIP197B; LT 21 BLK 46 DL1 ALD PL VIP197B; & LT 22 BLK 46 DL 1 ALD PL VIP197B (the "Properties") are in an unsafe condition and that the structure on the Properties (the "Structure") contravene the *BC Building Code* and the 'Port Alberni Building Standards Bylaw No. 4975, 2018';

2. THAT Council, pursuant to Sections 72 and 74 of the *Community Charter*, declares that the Structure and the discarded materials and refuse about the Structure on the Properties are a nuisance and are so dilapidated and unclean as to be offensive to the community;

3. AND FURTHER THAT Council, pursuant to Section 72, 73 and 74 of the *Community Charter*, resolves that:
    a. Folded Hills Farms and Randall Brown, being the registered owner of the Properties (the "Owner"), is hereby required to:
        i. carry out the following work within 30 days of the date that notice of this Resolution is sent to the Owner:
            1. Repair the exterior walls of the Structure, including coping and flashing, to restore the integrity of the building envelope to a condition sufficient to protect the Structure from the weather and from infestations of insects, rodents and other pests, including without limitation by:
                a. remediating any holes, breaks, loose or rotting boards or timbers and any other condition which might permit the entry of insects, rodents or other pests to the interior of the walls or the interior of the Structure;
                b. Applying paint, stain or other protective coating to the exterior walls so as to adequately protect them against deterioration;
            2. Repair downspouts in such a manner as to control drainage so that runoff to neighbouring properties and access ways is eliminated;

ENTERED F4.1

3. Replace and repair all broken or missing handrailing's on staircases, add a minimum three-foot landing at the bottom of each staircase and each staircase is to be inspected by certified building inspector to be built to code;
4. Replace all broken, cracked or otherwise compromised exterior windows to a weathertight condition which operates to provide light and ventilation;
5. Replace and repair light fixtures in units;
6. Replace or repair all damaged, decayed or deteriorated window sashes, window frames and casings;
7. Replace or repair all exterior doors of the Structure so that they are weathertight, operational, fit tightly within their frames when closed, and locked so as to prevent entry, with at least one entrance door capable of being locked from both inside and outside;
8. Replace or repair the ceiling were mold has occurred and ensure the roof of the Structure is in a watertight condition with no leaks;
9. Replace or repair balconies and porches to a safe and clean condition free from rot, holes, cracks, excessive wear and warping, or hazardous obstructions; and
10. Replace or repair all fire protections systems, heat detections, smoke detections, fire alarms, fire extinguishers, fire caulking, sprinkler systems, exit signs, emergency lighting, fire separations and means of egress required by the BC Building Code and BC Fire Code to a functional and unobstructed condition;
11. Remove and properly dispose of all refuse from the interior and exterior common spaces of the Property, including food waste, combustibles, non-combustibles, furniture, appliances, tires, construction waste, stripped or wrecked automobiles, trucks, trailers, boats, vessels or machinery; parts or components of any of the aforementioned, to an appropriate disposal site;
12. Empty, clean and repair the garbage disposal bins on the Property;
13. Permanently remove all objects placed, stored, or maintained upon any balcony, hallways, or entrance way which may interfere with access or egress to or from the Building in case of fire or other emergency;
14. Remove all trailers and recreational vehicles on property;
15. Ensuring all apartment units install working stove hood fans, with proper ventilation;
16. Replace or repair all heat registers and covers;
17. Cease all renovations, and obtain proper permits and building inspections for renovations;

18. Prepare a Fire Safety Plan in cooperation with Port Alberni Fire Department.

Compliance & Reconsideration Notice Time Limit Recommendations:

4. AND FURTHER THAT Council, pursuant to Section 78 of the *Community Charter*, direct staff to advise the Owner that the Owner may request that Council reconsider this Resolution by providing written notice within 14 days of the date on which notice of the Remedial Action Requirement was sent to the Owner.

Municipal Action at Defaulter's Expense:

5. AND FURTHER THAT Council, pursuant to Section 17 of the *Community Charter*, authorizes City staff to carry out any requirement set out in Paragraph 3 of this Resolution which the Owner fails to complete within the time permitted by this Resolution, and to recover the cost of carrying out such requirement from the Owner as a debt.

PURPOSE

This report provides Council with information pertaining to the compliance and nuisance issues related to the Properties and recommends that Council impose remedial action requirements on the Properties to compel the Owner to bring the Properties into compliance with City bylaws, provincial building legislation, and to remedy its status as a nuisance.

BACKGROUND

Sections 72 through 80 of the *Community Charter* outline the process for remedial action requirements. Remedial action requirements are imposed by Council resolution and do not require enacting a bylaw.

Section 72 of the *Community Charter* provides the authority for Council to impose remedial action requirements on property owners, lessees or occupiers of land in relation to hazardous conditions or declared nuisances. Section 2(b)(i-iv) also stipulates the actions that Council may require the person to:

i. Remove or demolish the matter or thing;
ii. Fill it in, cover it over or alter it;
iii. Bring it up to standard specified by bylaw; or
iv. Otherwise deal with it in accordance with the directions of Council or a person authorized by Council.

Section 73 details Council's authority to impose a "hazardous condition" remedial action requirement on a property. Council may only impose a remedial action requirement in relation to a hazardous condition if:

a) Council considers that the matter or thing is in or creates an unsafe condition; or
b) The matter or thing contravenes the Provincial building regulations.

Section 74 details Council's authority to impose a "declared nuisance" remedial action requirement on a property. This section affords Council significant latitude with regards to determining what "matters or things" in relation to a property can be declared a nuisance. This includes the ability for Council to make directions in relation to a thing that is so dilapidated or unclean as to be offensive to the community.

Section 76 stipulates the minimum time period that Council can set for compliance, which is at least 30 days after notice is sent to the person subject to the remedial action requirement.

Section 77 outlines the process the City must follow to notify the property owner or their representatives of Council's decision to impose a remedial action requirement on the property. It also references the ability for the City to exercise its authority under Section 17 of the *Community Charter* [municipal action at defaulter's expense] if the remedial action requirement is not completed by the compliance date. Furthermore, Section 17 authorizes the City to collect all related costs as a debt owed to the City which, if unpaid, can be transferred to the property's taxes as arrears at the end of the year, in accordance with Division 14 [Recovery of Special Fees] of Part 7 [Municipal Revenue] of the *Community Charter*.

Section 78 allows a person affected by the remedial action requirement to request Council reconsider their decision and an opportunity to make a representation directly to Council. This section states the default time period for an affected person to request reconsideration 14 days from the date the notice was sent to the affected persons; Council may extend this time period by resolution, but may only shorted it in cases of emergency.

The Properties and the Structure are currently in contravention of the below listed provisions of the following City of Port Alberni Bylaws.

City of Port Alberni Property Maintenance Bylaw No. 4712

Relevant Provisions:

The definition of "unsightly" means *an untidy or otherwise non-aesthetic accumulation of filth, discarded materials or refuse on any real property, and includes graffiti.*

Section 4(a) *requires all real property to be maintained by the property owner or their designate.*

Section 4(b) *no property owner shall cause or permit the accumulation of refuse on his or her property.*

City of Port Alberni Zoning Bylaw No. 4832

Relevant Provisions:

Every person who violates any of the provisions of the Bylaw, or who acts or suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done under the provisions of this Bylaw shall be deemed to be guilty of an infraction of this Bylaw.

City of Port Alberni Building Standards Bylaw No. 4975

Relevant Provisions

Every owner or occupier of a real property that contains a Building shall maintain the Building in compliance with the standards set out in Schedule 'A', attached hereto and forming part of this Bylaw.

Every owner of a real property that contains a residential, commercial or industrial Building in the City of Port Alberni shall maintain the Building in accordance with the requirements of this Bylaw.

Section 13 of this bylaw permits City Staff to carry out work required on a property if the owner fails to comply with a formal notice/order to remediate. Costs incurred by the City can be recovered through the real property tax roll and collected in the same manner as property taxes.

Section 14 of this bylaw reiterates Council's authority to impose a remedial action requirement under Division 12, Part 3 of the *Community Charter*. Remedial action can include, but is not limited to, requiring a property to be fully compliant with City bylaws and regulations within 30 days.

Section 15, Recovery of City Costs through the Sale of Property. In accordance with Section 80 of the *Community Charter*, if remedial action requirements have not been satisfied by the date specified for compliance, the City may sell the matter or thing in relation to which the requirement was imposed or any part or material of it.

SCHEDULE "A"
The Owner of a Building or Vacant Building must comply with the following maintenance standards of this Schedule.

PART 1: EXTERIOR WALLS
1.1 The exterior of every building must be constructed, repaired and maintained in a manner that ensures the integrity of the building envelope to protect the building from the weather and from infestations of insects, rodents and other pests.

1.2 Without restricting the general obligation set out in subsection 1.1:
(a) all exterior surfaces must consist of materials that provide adequate protection from the weather;
(b) all exterior walls and their components, including casing and flashing, must be maintained in good repair;
(c) all exterior walls must be free of holes, breaks, loose or rotting boards or timbers, and any other condition which might permit the entry of insects, rodents or other pests to the interior of the wall or the interior of the Building;
(d) exterior wood surfaces must be adequately protected against deterioration by the periodic application of paint, stain, or other protective coating;
(f) the mortar of any masonry or stone exterior wall may not be loose or dislodged.
(g) the exterior of every building must be free of graffiti;
(h) loose material must be removed from exterior walls, doors, and window openings;
(i) all windows must be in good repair and properly glazed; and
(j) all exterior doors to the Building must be operational, fit tightly within their frames when closed, and are locked so as to prevent entry.

PART 2: ROOFS
2.1 Roofs must be constructed and maintained using standard roofing material so as to prevent:
(a) rainwater or melting snow falling on the roof from entering the Building;
(b) rainwater or melting snow falling on the roof from negatively affecting neighbouring buildings or properties; and
(c) objects and materials from falling from the roof.

2.2 Without restricting the general obligation set out in subsection 2.1:
(a) Roofs, including fascia boards, soffits, cornices, flashing, eaves troughs and downspouts must be maintained in a watertight condition;
(b) Roof drainage must be controlled in order to eliminate or minimize runoff to neighbouring properties that:
    (i) accumulates or causes ground erosion;
    (ii) causes dampness in the walls, ceilings, or floors of any portion of any neighbouring Building; and
    (iii) accumulates on sidewalks or stairs in a manner so as to create a hazardous condition.

2.3 Loose or unsecured objects and materials, including accumulations of snow or ice or both that are likely to fall on passersby or are likely to result in the collapse of the roof, must be removed from the roof of a building or an accessory building.

PART 3: FIRE ESCAPES, STAIRS, BALCONIES, AND PORCHES
3.1 Fire escapes, stairs, balconies, and porches shall be maintained:
(a) In a safe and clean condition;
(b) In good repair; and
(c) Free from holes, cracks, excessive wear and warping, and hazardous obstructions.

PART 4: WINDOWS
4.1 Existing windows and frames shall be in sound condition, shall be weathertight and shall operate to provide light and ventilation.

4.2 Maintenance of window as referred to in subsection 4.1 may include painting, refitting, repairing or replacing damaged, decayed, or deteriorated window sashes, window frames, and casings.

PART 5: PEST PREVENTION
5.1 An owner shall ensure that residential and commercial premises are kept free of rodents, vermin, and insects at all times, and appropriate extermination measures shall be taken, as necessary.

PART 6: FLOORS
6.1 Every floor shall be reasonably level, smooth, and maintained in good condition.

PART 7: DOORS
7.1 Existing doors and frames shall be maintained in good repair and weather tight.

7.2 At least one entrance door in every Building shall be capable of being locked from both inside and outside.

PART 8: FIRE PROTECTION SYSTEMS
8.1 Any fire protection system, including alarm and monitoring systems required by the BC Building Code and BC Fire Code, must be maintained in an operational condition.

City of Port Alberni Solid Waste Collection and Disposal Bylaw No. 4885

Relevant Provisions
Every owner and occupier of a premise that receives solid waste services shall do, or cause to be done, the following:

a) Place all residential and commercial garbage in securely stored container within the principle building, an animal resistant accessory building, or in an animal resistant container.

City of Port Alberni Building Bylaw No. 4577
Relevant Provisions

6.1 No person shall commence or continue any construction, alteration, reconstruction, demolition, removal, relocation or change the occupancy of any Building or Structure, including other work related to construction unless a Building Official has issued a valid and subsisting permit for the work.

8.1 Every person shall apply for and obtain:
8.1.1 A building permit before constructing, repairing or altering a Building or Structure;

16.1 Every owner shall ensure that all construction complies with the Building Code, this Bylaw and other applicable enactments respecting safety.

16.2 Before construction commences the owner shall:
16.2.1 Determine that the Building site is safe and will not be affected by flooding water caused by surface run-off or otherwise, or by other hazards;

16.2.3 In all cases where it is proposed to conduct the waste from plumbing fixtures, trade waste or surface or roof water to a private or public sewer:
16.2.3.1 make certain by inquiring from the City Engineer and Public Works that such private or public sewer is at a sufficient depth and of a capacity to receive such discharge;
16.2.3.2 ensure that the elevation of the system allows for sufficient draining;

16.2.5 Obtain from the City, or other authority having jurisdiction where applicable, all necessary permits relating to demolition, excavation, Building, repair of Buildings, relocation of Buildings, zoning, change in classification of occupancy, swimming pools, sewers, water, plumbing, signs canopies, awnings, marquees, blasting, street occupancy, access, electrical installations, and all other permits required in connection with the proposed work prior to the commencement work.

22.1 Except as hereinafter provided, no plumbing shall be installed, altered or repaired until a permit to do so has first been obtained pursuant to this Bylaw.

22.3 No person shall cover or conceal any part of a plumbing system unless it has been firstly approved by the Building Official as set out in Section 17.4.

22.4 All plumbing shall be installed in accordance with the British Columbia Plumbing Code in effect.

City of Port Alberni Zoning Bylaw No. 4876

Relevant Provisions:

16(h) The owner and occupier of every premise with residential occupancy must ensure that all installed smoke alarms are maintained, tested, repaired and replaced in accordance with the requirements of the manufacturer.

21(C) Every owner or occupier of premises must at all times ensure that all exits and means of egress required under the Building Code, Fire Services Act, Fire Code or the Building Bylaw or the Building Standards Bylaw are properly maintained and remain unobstructed at all times.

BC Building Code

Relevant Provisions:

Section 1.1 General

1.1.1.1. Application of this Code

1.1.1.2. Application of this Code

h) the correction of an *unsafe condition* in or about any *building*.

j) the work necessary to ensure safety in parts of a building

i) that remain after a demolition,

ii) that are affected by but that are not directly involved in alterations, or

iii) that are affected by but not directly involved in additions,

k) except as permitted by the British Columbia Fire Code, the installation, replacement, or alteration of materials or equipment regulated by this Code,

1.1.1.2. Application to Existing Buildings

1) Where a building is altered, rehabilitated, renovated or repaired, or there is a change in occupancy, the level of life safety and building performance shall not be decreased below a level that already exists. (See Note A-1.1.1.2.(1).)

Section 1.1. General

1.1.4. Fire Safety Plan

1.1.1.4.1. Fire Safety Plan

1) Fire safety plans shall conform to the British Columbia Fire Code.

Section 1.2. Compliance

1.2.1. Compliance with this Code

1.2.1.1. Compliance with this Code

1) Compliance with this Code shall be achieved by

a) complying with the applicable acceptable solutions in Division B (seeNoteA-1.2.1.1.(1)(a)), or

b) except as required by Sentence (3), using alternative solutions, accepted by the authority having jurisdiction under Section 2.3 of Division C, that will achieve at least the minimum level of performance required by Division B in the areas defined by the objectives and functional statements attributed to the applicable acceptable solutions (seeNoteA-1.2.1.1.(1)(b)).

2) For the purposes of compliance with this Code as required in Clause 1.2.1.1.(1)(b), the objectives and functional statements attributed to the acceptable solutions in Division B shall be the objectives and functional statements referred to in Subsection1.1.2. of Division B.

3) An alternative solution shall not be used in place of an acceptable solution if the acceptable solution expressly requires conformance to a provincial enactment other than Book I (General) or Book II (Plumbing Systems) of the British Columbia Building Code.

1.2.1.2. Responsibility of Owner

1) Unless otherwise specified in this Code, the owner of a building shall be the person responsible for carrying out the provisions of this Code in relation to that building.

2) The owner of a building is in no way relieved of full responsibility for complying with this Code by the authority having jurisdiction

a) granting a building permit,

b) approving drawings or specifications, or

c) carrying out inspections.

Section 3.3 Fire Protection, Occupant Safety and Accessibility
Section 3.3 Safety within Floor Areas
3.3.1.5. Egress Doorways
1) Except for dwelling units, a minimum of 2 egress doorways located so that one doorway could provide egress from the room or suite as required by Article 3.3.1.3. if the other doorway becomes inaccessible to the occupants due to a fire which originates in the room or suite, shall be provided for every room and every suite
c) in a floor area that is not sprinklered throughout, and
i) the area of a room or suite is more than the value in Table 3.3.1.5.-A, or
ii) the travel distance within the room or suite to the nearest egress doorway is more than the value in Table 3.3.1.5.-A
3.3.1.23. Obstructions
1) No obstruction shall be permitted in any occupancy that would restrict the width of a normal means of egress from any part of a floor area to less than 750 mm unless an alternative means of egress is provided adjacent to, accessible from, and plainly visible from the obstructed means of egress. (See Note A-3.3.1.23.(1).)
3.3.4.7. Stairs, Ramps, Landings, Handrails and Guards for Dwelling Units
1) Except as required in Article 3.3.4.8., stairs, ramps, landings, handrails and guards within a dwelling unit shall conform to the appropriate requirements in Section 9.8.
3.3.4.8. Protection of Openable Windows
3.3.4.9. Resistance to Forced Entry
1) Dwelling units shall conform to Article 9.7.2.1. and Subsection 9.7.5

Section 7.1. General
7.1.1. Scope
7.1.1.1. Scope
1) The scope of this Part shall be as described in Subsection 1.3.3. of Division A.
7.1.1.2. Application
1) This Part applies to the design, construction, extension, alteration, renewal or repair of plumbing systems.
7.1.2. Design and Installation
7.1.2.1. Conformance
1) Every plumbing system shall be designed and installed in conformance with Book II (Plumbing Systems) of this Code.
7.1.3. Required Facilities
7.1.3.1. All Buildings Except Dwelling Units
1) Buildings shall be equipped with plumbing facilities as required in Subsection 3.7.2. and Article 3.8.2.8.
7.1.3.2. Dwelling Units
1) Dwelling units shall be equipped with plumbing facilities as required in Section 9.31.
7.1.4. Definitions
7.1.4.1. Defined Terms
1) Words that appear in italics are defined in Article1.4.1.2. of Division A.

BC Fire Code
Relevant Provisions

Section 2.1. General
2.1.1. Scope
2.1.1.1. Application
1) This Part provides for the safety of the occupants in existing buildings, the elimination or control of fire hazards in and around buildings, the installation and maintenance of certain life safety systems in buildings, the installation and maintenance of posted signs and information, and the establishing of a fire safety plan in those occupancies where it is considered necessary.

2.1.3.3. Smoke Alarms
(See Note A-2.1.3.3.)
1) Smoke alarms shall be installed in each dwelling unit and, except for care, treatment or detention occupancies required to have a fire alarm system, in each sleeping room not within a dwelling unit.
2) Smoke alarms within dwelling units shall be installed between each sleeping area and the remainder of the dwelling unit, and where the sleeping areas are served by hallways, the smoke alarms shall be installed in the hallways.
3) Smoke alarms shall be installed in conformance with CAN/ULC-S553, "Installation of Smoke Alarms."
4) Smoke alarms are permitted to be battery operated in a) a building that is not supplied with electrical power, or b) locations within a dwelling unit where smoke alarms were not required by the British Columbia Building Code at the time of construction or alteration of the dwelling unit.

2.1.3.6. Inspection, Maintenance and Testing of Fire Safety Devices
(See Note A-2.1.3.6.)
1) Where specific references to the inspection, maintenance and testing of fire safety devices and building fire safety features are not made in this Code, such devices and features shall be maintained to ensure they operate as per their design or function according to their original intent.

2.1.4. Posted Information
2.1.4.1. Posting
1) Where a sign, notice, placard or information is required to be posted, it shall be
a) clearly legible, and
b) except as provided in Sentence (2), permanently mounted in a conspicuous or prominent location in proximity to the situation to which it refers.
2) Where the situation for which posting is required is of a temporary nature, permanent mounting need not be provided.

2.1.4.2. Maintenance
1) Every sign, notice, placard or information that is required to be posted shall be maintained in conformance with Article 2.1.4.1.

2.1.5.	Portable Extinguishers
2.1.5.1.	Selection and Installation 1) Portable extinguishers shall be installed in all buildings except dwelling units. 2) Except as otherwise required by this Code, portable extinguishers shall be selected and installed in accordance with NFPA 10, "Portable Fire Extinguishers." 5) Portable extinguishers in proximity to a fire hazard shall be located so as to be accessible without exposing the operator to undue risk. (See Note A-2.1.5.1.(5).)
2.1.3.	Fire Safety Installations
Section 2.7.	Safety to Life
2.7.1.	Means of Egress 2.7.1.1. Means of Egress 1) Means of egress shall be provided in buildings in conformance with the British Columbia Building Code.
2.7.1.6.	Maintenance 1) Means of egress shall be maintained in good repair and free of obstructions.
2.7.3.	Exit Lighting, Exit Signs and Emergency Lighting
2.7.3.1.	Installation and Maintenance 1) Means of egress lighting, emergency lighting, exit signs and the location of exit signs in buildings shall conform to the British Columbia Building Code. (See Note A-2.7.3.1.(1).) 2) Exit lighting and exit signs shall be illuminated during times when the building is occupied. 3) Emergency lighting and exit signs shall be maintained in operating condition, in conformance with Section 6.5.
2.8.2.7.	Posting of Fire Emergency Procedures 1) At least one copy of the fire emergency procedures shall be prominently posted on each floor area.
Section 2.8.	Emergency Planning
2.8.1.	General
2.8.1.1.	Application 1) Fire emergency procedures conforming to this Section shall be provided for a) every building containing an assembly, care, treatment or detention occupancy, b) every building required by the British Columbia Building Code to have a fire alarm system, c) demolition and construction sites regulated under Section 5.6., d) storage areas required to have a fire safety plan in conformance with Articles 3.2.2.5. and 3.3.2.9., e) areas where flammable liquids or combustible liquids are stored or handled, in conformance with Article 4.1.5.5., and f) areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1.

2.8.1.2. Training of Supervisory Staff

1) Supervisory staff shall be trained in the fire emergency procedures described in the fire safety plan before they are given any responsibility for fire safety. (See Note A-2.8.1.2.(1).)

2.8.1.3. Keys and Special Devices

1) Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty supervisory staff.

2.8.2. Fire Safety Plan

2.8.2.1. Measures in a Fire Safety Plan

1) In buildings or areas described in Article 2.8.1.1., a fire safety plan conforming to this Section shall be prepared in cooperation with the fire department and other applicable regulatory authorities and shall include

a) the emergency procedures to be used in case of fire, including

i) sounding the fire alarm (see Note A-2.8.2.1.(1)(a)(i)),

ii) notifying the fire department,

iii) instructing occupants on procedures to be followed when the fire alarm sounds,

iv) evacuating occupants, including special provisions for persons requiring assistance (see Note A-2.8.2.1.(1)(a)(iv)),

v) confining, controlling and extinguishing the fire,

b) the appointment and organization of designated supervisory staff to carry out fire safety duties,

c) the training of supervisory staff and other occupants in their responsibilities for fire safety,

d) documents, including diagrams, showing the type, location and operation of the building fire emergency systems,

e) the holding of fire drills,

f) the control of fire hazards in the building, and g) the inspection and maintenance of building facilities provided for the safety of occupants. (See Note A-2.8.2.1.(1).)

2) The fire safety plan shall be reviewed at intervals not greater than 12 months to ensure that it takes account of changes in the use and other characteristics of the building.

Site History/Issues:

The registered owner on title for the Property is Folded Hills Farm Ltd. And Randall Brown (the "Owners").

The Wintergreen building is located at 3629 4th Ave, also generates calls to 3633 4th Ave because it encroaches the lot line and owned by the same owner. The building sits on one parcel but the whole use of the lot sits on 3 parcels of land 3629, 3633 and 3655 4th Ave.

As of August 2020, all three parcels of land were delinquent in taxes and have numerous outstanding bylaw fines.

The Bylaw Department has expended significant resources to no avail in an attempt to gain voluntary compliance. The Property receives a large amount of calls, requiring a fair amount of resources. These resources include Police, Fire, Building and Bylaw Services.

Appendix 1, Bylaw and Building Inspector Correspondence, contains correspondence seeking compliance and photographs demonstrating the continued building safety and nuisance issues upon the Property over the past year. During this time, the Bylaw Department has repeatedly advised the Property owner of the outstanding Bylaw violations. The Property has continued to be in violation of the following Bylaws:

Property Maintenance Bylaw No. 4712
Building Bylaw No. 4577
Building Standards Bylaw No. 4975
Zoning Bylaw No. 4832
Fail to Secure Container No 4885
Fire Control Bylaw No. 4876
Solid Waste Collection and Disposal Bylaw No. 4885
Sewer Connection and Regulation Bylaw No. 3224

Specifics of these building bylaw breaches and nuisance issues are as follows. The outside of the property is violating zoning bylaws, by placing several recreational vehicles on the property, rented out and hooked into sewer, without permits. Storage of wrecked and unlicensed vehicles. Refuse and discarded drug paraphernalia, bike and automotive parts, shopping carts and discarded furniture.

The Building Department, Bylaw enforcement and Fire Prevention visited the site October 14, 2020, when onsite observed many code infractions that need corrections on the interior and exterior of the building, for the safety of the residents.

Most of the units were inspected, all units need stove hood fans with proper exhausting. Units require working smoke detectors, window repairs for egress, working light fixtures and heat register covers. Main hall needs repairs in wall for fire protection. Exterior staircases need minimum three-foot landing at the bottom, plus railing repairs and replacement of pickets and built to code.

Recently a part of the building has been renovated to become a laundry area and communal shower room and has been created without any plumbing, electrical or structural permits.

The RCMP have received 94 calls for service to 3633 4th Avenue between January 1, 2020 and November 13, 2020. This is a 13% increase over the same time period for previous year, which had 83 calls for service.

Officers have observed the building is poorly maintained, residents are subjected to unsafe and unsanitary living conditions due to overcrowding and use of non-residential portions of the site as housing.

Residents and visitors at this location are frequently observed to be under the influence of or in the process of using opiates and other illicit substances. ***(Appendix 3, RCMP correspondence)***

ALTERNATIVES/OPTIONS

1) That Council declare the Property to be in a hazardous condition by virtue of its breaches of the Building Bylaw, Building Standards Bylaw and the Fire Bylaw, as well as being a nuisance and so dilapidated and unclean to be offensive to the community, and impose remedial action requirements as identified in the recommendations of this report.
2) That Council provide staff with alternate direction.
3) That Council take no action at this time.

ANALYSIS

The property owner has completely ignored the City's zoning bylaws, and the City's request to obtain permits for renovations. Increasing calls due to bylaw infractions, and emergency response and impacts to public health and safety, staff are recommending that the subject properties be declared a hazardous condition, a nuisance, so dilapidated and unclean as to be offensive to the community, and therefore, that remedial actions be imposed.

IMPLICATIONS

The Properties are in violation of many City bylaws, and has numerous outstanding violation tickets. Voluntary compliance, letters, orders, tickets, and site inspections continue to be ignored.

The continuing and sustained pattern of nuisance activity inside the Structure and on the Properties is negatively impacting the community, and the building deficiencies are creating immense concern for safety. The safety of the residents, visitors, workers, City Staff and first responders are all jeopardized by these ongoing infractions. This is not in line with the City's Strategic Plan and the principal 'Fostering a complete community (safe, healthy and inclusive)'.

COMMUNICATIONS

The *Community Charter* requires formal notification be given to the Property's registered owner and to the holders of any charges listed on the Property's assessment roll should Council pass a remedial action requirement as outlined in this report. The *CC* also requires providing an opportunity for the owner to request Council's reconsideration of the matter. Specifically, a notice of the resolution imposing the remedial action requirement will be provided in accordance with sections 77(1) and (2) of the *Community Charter*, with section 77(3) setting out specific content that must also be included, to the Property owner and registered charge holders

BYLAWS/PLANS/POLICIES

Please refer to the Background section of this report.

SUMMARY

The recommendations in this report meet the *Community Charter* requirements and outline the process by which the issues on these Properties may be resolved.

ATTACHMENTS/REFERENCE MATERIALS

- *Appendix 1 – Bylaw & Building Inspector Correspondence and Photos*
- *Appendix 2 – RCMP Correspondence*

Copy: *T. Pley, CAO*
M. Owens, Fire Chief
E. Rochette, Inspector, RCMP
T. Slonski, Director of Corporate Services
K. McDougall, Manager of Planning

J:\Bylaw Services\RTCs\2020\2020_11_23_3629_4th_Ave

CITY OF PORT ALBERNI

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

NOTICE OF INSPECTION

September 26, 2020

BROWN, RANDALL W
3123 3RD AVE
PORT ALBERNI BC V9Y 4C7

FOLDED HILLS FARM LTD
208-1725 BEACH DR
VICTORIA BC V8R 6H9

Bylaw Enforcement File #20749

Dear Property Owners,

Re: LOT 20 BLOCK 46 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197B
(3629 4th Ave, Port Alberni BC)

By the authority and requirements of section 16 of the Community Charter of BC, you, the registered owner, occupiers OR agents of the owner, are hereby notified that Bylaw Enforcement Officer(s) and/or Building Inspector(s) and or Fire Safety Officer(s) will inspect the property and/or building(s) to determine compliance with the ***"Port Alberni Zoning Bylaw No. 4832, Building Standards Bylaw No. 4975, Fire Control Bylaw No. 4876 and the Property Maintenance Bylaw No. 4712";*** and will be entering the property and/or building(s) on:

October 6, 2020 at 10 AM

Section 16 of the Community Charter of BC states:

Authority to enter on or into property

(1) This section applies in relation to an authority under this or another Act for a municipality to enter on property.
(2) The authority may be exercised by officers or employees of the municipality or by other persons authorized by the council.
(3) Subject to this section, the authority includes authority to enter on property, and to enter into property, without the consent of the owner or occupier.
(4) Except in the case of an emergency, a person
(a) may only exercise the authority at reasonable times and in a reasonable manner, and
(b) must take reasonable steps to advise the owner or occupier before entering the property.
(5) The authority may only be used to enter into a place that is occupied as a private dwelling if any of the following applies:
(a) the occupier consents;
(b) the municipality has given the occupier at least 24 hours' written notice of the entry and the reasons for it;
(c) the entry is made under the authority of a warrant under this or another Act;
(d) the person exercising the authority has reasonable grounds for believing that failure to enter may result in a significant risk to the health or safety of the occupier or other persons;
(e) the entry is for a purpose referred to in subsection (6) (a) in relation to regulations, prohibitions or requirements applicable to the place that is being entered.
(6) Without limiting the matters to which this section applies, a municipality may enter on property for any of the following purposes:

(a) to inspect and determine whether all regulations, prohibitions and requirements are being met in relation to any matter for which the council, a municipal officer or employee or a person authorized by the council has exercised authority under this or another Act to regulate, prohibit and impose requirements;

(b) to take action authorized under section 17 (1) [*municipal action at defaulter's expense*];

(c) in relation to section 18 [*authority to discontinue providing a service*], to disconnect or remove the system or works of the service;

(d) to assess or inspect in relation to the exercise of authority under section 8 (3) (c)

If you cannot meet the above date and time, please call the telephone number listed below and I will make every attempt to re-schedule another time this week.

Your cooperation in this matter would be appreciated. If you have any questions regarding the above, please contact the undersigned at 250-720-2872.

Thank you,

Nathan Bourelle
Bylaw Enforcement Officer
City of Port Alberni
nathan_bourelle@portalberni.ca
Tel: 250 - 720 - 2872

CITY OF PORT ALBERNI

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

BYLAW VIOLATION NOTICE

October 20, 2020

BROWN, RANDALL W
3123 3RD AVE
PORT ALBERNI BC V9Y 4C7

FOLDED HILLS FARM LTD
208-1725 BEACH DR
PORT ALBERNI BC V8R 6H9

Bylaw Enforcement File #20749

Dear Property Owners,

Re: LOT 20/21/22 BLOCK 46 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197B (3629/3633/3655 4th Ave, Port Alberni BC)

You are hereby notified that the above noted property was inspected for compliance with ***Zoning Bylaw #4832*** in response to a complaint. The following violation(s) was (were) observed:

- Non-permitted outside storage of wrecked vehicles
- Non-permitted outside storage of unlicensed vehicles
- Non-permitted outside storage of recreational vehicles, fifth wheels and travel trailers
- Non-permitted occupancy of recreational vehicles, fifth wheels and travel trailers

You are hereby directed to remove all 5th wheels, travel trailers, wrecked and unlicensed vehicles no later than November 2, 2020.

As the owner of this property it is your responsibility to ensure compliance with the bylaws. The City of Port Alberni prefers voluntary compliance of its bylaws over enforcement action. Your prompt attention to this matter will ensure that enforcement action is not required. Please contact the undersigned if you have any questions or concerns.

You may appeal this Notice by notifying the Manager of Bylaw Services in writing prior to the compliance date. Enforcement action will not proceed while a matter is under appeal.

CITY OF PORT ALBERNI

Nathan Bourelle
Bylaw Enforcement Officer
Ph: (250) 720-2872
Email: nathan_bourelle@portalberni.ca

Failure to comply with the requirements of this Notice by the aforementioned date will result in charges being initiated under provisions of the *Offence Act.* A fine of up to **$2,000** may be levied upon conviction and the Court may issue an Order requiring the work to be done.

From: Nathan Bourelle
To: Rob Gaudreault; Gaylene Thorogood; Rick Newberry
Subject: RE: October 14th Inspection 3633 4th Avenue Wintergreen Apartments
Date: October 15, 2020 9:30:05 AM

To save myself from repeating, I will add to Rob's extensive list in Red…

Thanks,

Nathan

From: Rob Gaudreault
Sent: October 14, 2020 6:44 PM
To: Gaylene Thorogood <gaylene_thorogood@portalberni.ca>; Rick Newberry <rick_newberry@portalberni.ca>
Cc: Nathan Bourelle <nathan_bourelle@portalberni.ca>
Subject: FW: October 14th Inspection 3633 4th Avenue Wintergreen Apartments

Hi Gaylene,

The following is a list of Building Code for an inspection of 3633 4th Avenue at approximately 10:00 Am on October 14th with Bylaw Officer Nathan Bourelle and Fire Prevention officer Rick Newberry

- All units need stove hood fans installed and to be exhausted to exterior of building
- #1 unit needs: light repairs, clear debris in front of doors for egress
- #2 unit needs: Smoke detector, heat register cover, clear bedroom window for egress
- #3 unit needs: need to repair windows for egress(2), light fixture made functional , repair 2 holes in 2nd bedroom ceiling, heat register cover
- #4 unit needs: repair window need main door to unit, need to keep bedroom window clear of debris for egress, heat register cover, light in Livingroom needs metal cover attached to electrical box
- #5 unit needs: window near entrance door to be repaired , no interior boards attached to frame of door to stop egress while inside of unit, properly secure door frame with min3" screws in hinges, 2x4 used as barricade on the inside of the door – needs to be removed
- #6 unit needs: lights to be functional, bedroom window to be repaired for egress, heat register cover, remove plastic covering smoke detector
- #7 unit needs: heat register cover, smoke detector, light to function, caulking around tub surround, hasp and pad lock removed off of exterior door, fix holes in the wall,
- Main hall upstairs needs: repair holes in wall for fire protection, fire caulking around utility wire going through ceiling, plug cover, drywall mud and tape over damaged wall joints, mold remediation on ceiling
- Exterior staircases need: min 3ft landing at each bottom of staircase, S/E staircase needs repairs and built to code (too much side twisting), S/W stair case needs railing repairs secured tight and repair missing pickets, N/E staircase needs to repair missing pickets

- We gave the owner 24 hrs to have the (2) missing Smoke alarms to be functioning and will inspect the public washroom area when onsite

- Zoning: People living in 5th wheels (2) on the property, storage of wrecked and unlicensed vehicles
- Rob and I to inspect today one room that we were NOT granted access to yesterday which is the new “laundry room” or “communal shower room” which was created without permits. No plumbing, electrical or structural permits.
- Large gauge electrical wires coming from the new “laundry” room and used to power the 5th wheels on site. I will send an email to Technical Safety BC to bring this to their attention.
- Property Maintenance Bylaw: Garbage, everywhere all the time
- Solid Waste Bylaw: ongoing unsecured attractants. Garbage can left open and full of food waste, scattered litter and food from the ongoing salvation army delivery truck

I will attach the photos taken to the file #20749 when I come in to City Hall.

Thanks Rob


Oct. 14, 2020 10:06:06 a.m.
Port Alberni


Oct. 14, 2020 10:06:12 a.m.
Port Alberni


Oct. 14, 2020 10:06:28 a.m.
Port Alberni


Oct. 14, 2020 10:06:58 a.m.
Port Alberni


Oct. 14, 2020 10:11:21 a.m.
Port Alberni


Oct. 14, 2020 10:12:21 a.m.
Port Alberni


save on
Oct. 14, 2020 10:13:14 a.m.
Port Alberni


Oct. 14, 2020 10:13:17 a.m.
Port Alberni


Oct. 14, 2020 10:13:25 a.m.
Port Alberni


Oct. 14, 2020 10:15:17 a.m.
Port Alberni


Oct. 14, 2020 10:17:04 a.m.
Port Alberni


10:17
Amana
Oct. 14, 2020 10:17:06 a.m.
Port Alberni


Oct. 14, 2020 10:17:12 a.m.
Port Alberni


Oct. 14, 2020 10:17:28 a.m.
Port Alberni


Oct. 14, 2020 10:20:02 a.m.
Port Alberni


Oct. 14, 2020 10:20:06 a.m.
Port Alberni

Oct. 14, 2020 10:20:17 a.m.
Port Alberni


Oct. 14, 2020 10:20:51 a.m.
Port Alberni


Oct. 14, 2020 10:21:40 a.m.
Port Alberni


Oct. 14, 2020 10:28:32 a.m.
Port Alberni


2
NO
We're
tired of
hiding
the
bodies
Oct. 14, 2020 10:32:26 a.m.
Port Alberni


VANGUARD
LEGEND
TRAVELAIRE
TRAVELAIRE
Oct. 14, 2020 10:32:34 a.m.
Port Alberni


VANGUARD
LEGEND
VFW260SL
Oct. 14, 2020 10:33:40 a.m.
Port Alberni


TRAVELAIRE
MPV
PR 5697
Oct. 14, 2020 10:36:08 a.m.
Port Alberni


LIC SERVICE
PLEASE
DO YOURPART TO
KEEP CLEAN
IF LOCKED
NATE HAS KEY
PUT ALL TIED
BAGS BEHIND CAN
ASPARAGUS-ASPERGES
SKINNY POP
POPCORN
Coca-Cola
Oct. 14, 2020 10:39:26 a.m.
Port Alberni


SOUTHSIDE AUTO
Oct. 14, 2020 10:39:39 a.m.
Port Alberni


Oct. 14, 2020 10:40:03 a.m.
Port Alberni

Nov. 3, 2020 1:43:11 p.m.
Port Alberni


CertainTeed
Fibre Glass Insulation
Isolant en Fibre de Verre
Nov. 3, 2020 1:44:29 p.m.
Port Alberni


BOARD
HARDIEBACKER WET AREA CEMENT BOARD
Nov. 3, 2020 1:44:32 p.m.
Port Alberni


WE SAW
SHIT
LOVE YOU CORKY
Nov. 3, 2020 1:44:40 p.m.
Port Alberni


Nov. 3, 2020 1:45:27 p.m.
Port Alberni


TRAVELAIRE
Beautiful British Columbia
KN2 52M
Nov. 3, 2020 3:32:35 p.m.
Port Alberni


VANGUARD
72314
Nov. 3, 2020 3:32:49 p.m.
Port Alberni


Dutchmen
Nov. 3, 2020 3:33:01 p.m.
Port Alberni


Nov. 3, 2020 3:33:16 p.m.
Port Alberni


TRAVELAIRE
PLEASE
DO YOUR PART TO
KEEP CLEAN
IF LOCKED
NATE HAS KEY
PUT ALL TIED
BAGS
Weyerhaeuser
Nov. 3, 2020 3:34:47 p.m.
Port Alberni


Royal
TRAVELAIRE
Nov. 3, 2020 3:35:17 p.m.
Port Alberni


Nov. 3, 2020 3:40:54 p.m.
Port Alberni

Nov. 3, 2020 3:41:03 p.m.
Port Alberni


Nov. 3, 2020 3:42:30 p.m.
Port Alberni


Nov. 3, 2020 3:42:43 p.m.
Port Alberni


Hello...
If you
are going
to knock
Say your
Name as
We won't
come to
Door...
Nov. 3, 2020 3:42:52 p.m.
Port Alberni


Nov. 3, 2020 3:43:07 p.m.
Port Alberni


Nov. 3, 2020 3:43:12 p.m.
Port Alberni


Nov. 3, 2020 3:43:26 p.m.
Port Alberni


Nov. 3, 2020 3:43:38 p.m.
Port Alberni


NO
We're tired of hiding the bodies
Nov. 3, 2020 3:43:57 p.m.
Port Alberni

Nov. 5, 2020 12:02:33 p.m.
Port Alberni


MOBILE HYDRAULIC SERVICE
PR=5697
Nov. 5, 2020 12:02:36 p.m.
Port Alberni


Nov. 5, 2020 12:02:39 p.m.
Port Alberni


VANGUARD
LEGEND
mazda
Nov. 5, 2020 12:02:41 p.m.
Port Alberni


Nov. 5, 2020 12:02:43 p.m.
Port Alberni

Nov. 5, 2020 12:02:53 p.m.
Port Alberni


Nov. 5, 2020 12:03:32 p.m.
Port Alberni

Nov. 5, 2020 12:03:56 p.m.
Port Alberni

Nov. 5, 2020 12:04:10 p.m.
Port Alberni


Nov. 5, 2020 12:04:14 p.m.
Port Alberni


PLEASE
DO YOUR PART TO
KEEP CLEAN
LEAVE LID CLOSED
IF LOCKED
Seriously? Supposedly
Sasquatch sex slave Superbly
Subjected
Nov. 5, 2020 12:05:00 p.m.
Port Alberni


Dutchmen
ORGANIC
CAULIFLOWER
CAULIFLOWER FLORETS
APPLES
PRODUCT OF CANADA
AMBROSIA
Rainier
ORGANIC
Organic Pears
USDA ORGANIC
QUALITY SEEDLINGS FOR THE FUTURE
Weyerhaeuser
THE TREE GROWING COMPANY
PLEASE
DO YOUR PART TO
KEEP CLEAN
LEAVE LID CLOSED
Nov. 5, 2020 12:05:02 p.m.
Port Alberni

Nov. 12, 2020 1:45:23 p.m.
Port Alberni


Royal
TRAVELAIRE
VANGUARD
LEGEND
Nov. 12, 2020 1:45:27 p.m.
Port Alberni


TRAVELAIRE
VANGUARD
LEGEND
Nov. 12, 2020 1:45:30 p.m.
Port Alberni

Nov. 12, 2020 1:45:44 p.m.
Port Alberni


NO
We're tired of hiding the bodies
Nov. 12, 2020 1:45:58 p.m.
Port Alberni


Golden Falcon
Terry
LEGEND
VANGUARD
arson
Nov. 12, 2020 1:46:17 p.m.
Port Alberni


Terry
Nov. 12, 2020 1:46:18 p.m.
Port Alberni

Nov. 12, 2020 1:46:20 p.m.
Port Alberni


Nov. 12, 2020 1:46:52 p.m.
Port Alberni


Nov. 12, 2020 1:46:56 p.m.
Port Alberni


Nov. 12, 2020 1:47:51 p.m.
Port Alberni

Nov. 12, 2020 1:47:58 p.m.
Port Alberni


VANGUARD
Nov. 12, 2020 1:48:05 p.m.
Port Alberni

Nov. 12, 2020 1:48:23 p.m.
Port Alberni

Nov. 12, 2020 1:48:28 p.m.
Port Alberni

Dutchmen

RANDY

Seriously? Supposedly
Sasquatch sex slave Superbly
Subjected
Some
Surp
Slaves
SAved

PLEASE
DO YOUR PART TO
KEEP CLEAN
LEAVE LID CLOSED

IF LOCKED
NATE HAS KEY
→
PUT ALL TIED
BAGS BEHIND CAN

Nov. 12, 2020 1:48:50 p.m.
Port Alberni

Nov. 12, 2020 1:49:17 p.m.
Port Alberni


BYLAW ENFORCEMEN
MPV
mazda
V6
PJ 9588
PR 5697
Nov. 13, 2020 9:16:12 a.m.
Port Alberni

Nov. 13, 2020 9:16:23 a.m.
Port Alberni


Nov. 13, 2020 9:16:31 a.m.
Port Alberni

Nov. 13, 2020 9:16:37 a.m.
Port Alberni


Royal
VANGUARD
LEGEND
VFW260SL
Nov. 13, 2020 9:16:45 a.m.
Port Alberni


VANGUARD
LEGEND
VFW2608
arson
Nov. 13, 2020 9:16:48 a.m.
Port Alberni


Nov. 13, 2020 9:17:05 a.m.
Port Alberni

Dutchmen

PROPER GARBAGE ONLY PLEASE!

Seriously? Supposedly Sasquatch sex slave Supposedly

PLEASE DO YOURPART TO KEEP CLEAN LEAVE LID CLOSED

IF LOCKED NATE HAS KEY

PUT ALL TIED BAGS BEHIND CAN

Subjected some Surp slaves SAved

Nov. 13, 2020 9:17:12 a.m.
Port Alberni

Nov. 13, 2020 9:17:30 a.m.
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Nov. 13, 2020 9:18:40 a.m.
Port Alberni


Nov. 13, 2020 9:18:48 a.m.
Port Alberni


arson
LF2 80K
Nov. 13, 2020 9:18:56 a.m.
Port Alberni


VANGUARD
Nov. 13, 2020 9:19:03 a.m.
Port Alberni


Nov. 13, 2020 9:19:21 a.m.
Port Alberni


Nov. 13, 2020 9:19:38 a.m.
Port Alberni


Nov. 13, 2020 9:19:58 a.m.
Port Alberni


Nov. 13, 2020 9:20:20 a.m.
Port Alberni


Nov. 13, 2020 9:20:41 a.m.
Port Alberni


Tim Hortons
Nov. 13, 2020 9:20:59 a.m.
Port Alberni

Nov. 13, 2020 9:21:09 a.m.
Port Alberni


NO
We're tired of hiding the bodies
Nov. 13, 2020 9:21:19 a.m.
Port Alberni


Nov. 13, 2020 9:21:24 a.m.
Port Alberni


Nov. 13, 2020 9:30:17 a.m.
Port Alberni


Nov. 13, 2020 9:30:22 a.m.
Port Alberni


Royal
VANGUARD
LEGEND
Nov. 14, 2020 9:51:15 a.m.
Port Alberni


VANGUARD
LEGEND
ARROW
PL 5419
KX3 69G
Nov. 14, 2020 9:51:32 a.m.
Port Alberni


MOBILE HYDRAULIC SERVICE
Nov. 14, 2020 9:51:37 a.m.
Port Alberni


always Diplomat
KR8 40M
Terry
Golden Falcon
Nov. 14, 2020 9:51:51 a.m.
Port Alberni


Nov. 14, 2020 9:52:01 a.m.
Port Alberni


KingFISHER
Nov. 14, 2020 9:52:28 a.m.
Port Alberni


Nov. 14, 2020 9:52:36 a.m.
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Nov. 14, 2020 9:52:50 a.m.
Port Alberni


Nov. 14, 2020 9:53:08 a.m.
Port Alberni

Dutchmen

Seriously? Supposedly
Sasquatch sex slave Superbly
Subjected
Some
Surp
Slaves
SAved

PLEASE
DO YOUR PART TO
KEEP CLEAN
LEAVE LID CLOSED

IF LOCKED
NATE HAS KEY
→
PUT ALL TIED
BAGS BEHIND CAN

GLAD
EASY-TIE
GARBAGE BAGS

Nov. 14, 2020 9:54:59 a.m.
Port Alberni

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

OIC Port Alberni Detachment
4444 Morton Street
Port Alberni, BC
V9Y 4M8

Your File Votre référence

City of Port Alberni

Our File Notre référence

2020-11-13

Dear Sir or Madam

Police Calls for service to 3633 4th Ave, Port Alberni

Port Alberni RCMP Detachment has received 94 calls for service to the captionally noted address in the past calendar year. In the same review period for the preceding year, there were 83 calls for police service to that address, this is a 13% rise. It is noteworthy that overall calls for service to Port Alberni Detachment decreased slightly in comparison between the 2 years. Investigations at this site are predominantly Criminal Code offences involving violence, property offences, drug offences or Mental Health Act assistance.

In the course of investigations at this location, our officers have observed the building is poorly maintained, residents are subjected to unsafe and unsanitary living conditions due to overcrowding and use of non residential portions of the site as housing. Residents and visitors to the location are frequently observed to be under the influence of or in the process of using opiates and other illicit substances.

Yours truly,

44564

Inspector E. Rochette
Officer in Charge
Port Alberni Detachment

/tm

Canada

ENTERED
FH.3

CITY OF PORT ALBERNI

Regular Council Meeting
For the Meeting of November 23, 2020

Date: November 16, 2020
File No: 3060-20-20-08

To: Mayor & Council
From: T. Pley, CAO
Subject: **DEVELOPMENT APPLICATION – Development Permit No. 20-08** Lot A, DISTRICT LOT 1, ALBERNI DISTRICT PLAN 27112 *(PID: 002-554-721)*
3483 3rd Avenue
Applicant: Tyler Boyer (McGill & Associates Engineering Ltd.) dba R. Anderson & Associates Inc.

Prepared by:	Supervisor:	CAO Concurrence:
B. McLoughlin Development Planner	K. McDougall Manager of Planning	T. Pley, CAO

RECOMMENDATION[S]

1) *That City Council authorize the issuance of Development Permit No. 20-08, and that the Corporate Officer be authorized to sign the permit including the following development plans prepared by McGill & Associates Engineering LTD. titled '3483 3rd Ave Renovations' and dated October 2020:*

   a) *McGill & Associates Engineering Ltd. – Legal Plan*
   b) *McGill & Associates Engineering Ltd. – Existing Site Plan*
   c) *McGill & Associates Engineering Ltd. – Proposed Site Plan*
   d) *McGill & Associates Engineering Ltd. – Elevation Views*
   e) *McGill & Associates Engineering Ltd. – Proposed Renovations*
   f) *McGill & Associates Engineering Ltd. – Proposed Floor Plan*
   g) *McGill & Associates Engineering Ltd. – Proposed Landscaping Plan*
   h) *McGill & Associates Engineering Ltd. – Concrete Fence Structural Details*
   i) *McGill & Associates Engineering Ltd. – Sign Plan*

2) *That City Council direct staff to provide a report summarizing the Development Permit Area guidelines with visual images that help explain the criteria, as well as information about how to simplify the Development Permit process with a minor and major Development Permit distinction.*

PURPOSE

To consider an application for Development Permit No. 20-08 with regards to the form and character of a commercial building at 3483 3rd Avenue. Issuing the Development Permit will enable the proposed development, which involves the renovation and expansion of an existing commercial building to accommodate a new office use. While staff are not satisfied with certain elements of the proposed design for aesthetic and safety reasons, the development permit application does meet the majority of the OCP Commercial Development Permit Area guidelines.

ENTERED F3

BACKGROUND

The subject property is zoned C3 – Service Commercial, and included in Development Permit Area No. 2, which regulates the form and character of commercial development. The applicant has proposed an extensive renovation of the existing building, including two additions and a concrete wall. Their intent is to modify the building for an accounting office. The applicants have submitted plans and building renderings to support a review of their proposed development.

Façade Improvement Program

The property owners of the building, R. Anderson & Associates Inc., were awarded a grant in the amount of $19,500 through the Community Futures Façade Improvement Program. The grant money will partially fund the proposed development, specifically as it relates to the external appearance of the building. While this grant program is funded by the City of Port Alberni, the Planning Department was not involved in its administration in 2020.

ALTERNATIVES/OPTIONS

- Option 1 – *Proceed with issuing Development Permit No. 20-08.*
- Option 2 – *Do not proceed with issuing the Development Permit, and request further revisions from the applicant.*
- Option 3 – *Provide alternative direction.*

ANALYSIS

In support of Option 1 an analysis of the proposed development (site plan, building, parking, and landscaping) is detailed below. A review of the zoning and the surrounding area is also provided below.

Site Plan

The subject property is bordered by 3rd Avenue to the west, and Napier Street to the north. Laneways border the property to the south and east. Vehicle access is provided off Napier Street. The layout of the property will generally remain the same, with the exception of the proposed addition that will extend the building outward into the existing parking lot.

Parking

Parking will remain located at the front and sides of the property, with the building sited towards the rear. A three-metre setback remains between the rear of the building and the rear laneway. The applicant proposes to install a six-foot concrete wall (that steps down to four-feet near the intersection), lined with shrubs, along the lane way at the south property line to screen the parking lot.

Building

The renovation will consist of extensive interior and exterior alterations including the construction of two additions. The addition on the front (west side) of the building is 21 m^2 (226 sq. ft.), and is intended to be a vestibule entrance to the building which will provide a seating area of clients. Exterior entrances are proposed for the north and south sides of the vestibule. The addition proposed for the south side of the building, adjacent to the laneway, is 55 m^2 (592 m^2) in size. This area is proposed as a combination of office and file storage space, with a vehicle garage at the rear of the building. With the proposed additions the gross floor area of the building will be 454 m^2 (4,887 sq. ft.). Exterior building materials include a combination of stucco, steel roofing, stone

cladding, and wood. The attached elevation plans illustrate the exterior appearance of the building with the proposed alterations.

Property Zone Analysis - Site Development Regulations

The purpose of the C3 – Service Commercial zone is to establish and maintain areas for retail and service operation that are vehicle-oriented or require large storage areas. The lot and the building, with its proposed additions meet all of the *Site Development Regulations* of the C3 Zone. The following table provides a breakdown of the proposed development in comparison to the C3 *Site Development Regulations*:

Table 1 - Site Development Regulations

5.20.2 C3 - Service Commercial			
	Required		Proposed
Minimum Lot area	1120 m^2	(12,056 ft^2)	1415.5 m2
Minimum Frontage	30 m	(98.4 ft)	37.17 m
Maximum Coverage	75%		32%
Minimum Setbacks			
Front yard	0.0 m	(10.0 ft)	Good
Rear yard	3.0 m	(5.0 ft)	3 m
Side yard	1.5 m	(29.5 ft)	0.0 m
Maximum Height, Principal Building	9 m	(16.4 ft)	5.779 m
Maximum Number of Principal Building Storeys	2	(45.9 ft)	2

Landscaping

A concrete wall is proposed to be installed along the south property line, extending from the building to the front property line at 3rd Avenue. The wall will be six-feet in height for approximately eleven-metres, but because it is located on a laneway intersection with 3rd avenue, the height will be reduced to four-feet for the last six-metres as it approaches the property line. This is required for intersection visibility under the Zoning Bylaw. On the north side of the wall, the applicants are proposing to install a 0.75 metre landscape bed with shrubs. This will help to soften the appearance of the wall. The soft landscaping is estimated to cost $2,000 and a security will be required by the City in this amount.

Façade Improvement Program & Minor Development Permits

Moving forward the Planning Department should be more closely involved with the Façade Improvement Program to help support planning and design decisions being made through the program. Moreover, City Council should consider the merits of delegating "minor" development permits (ie: permits under a value of $200,000) to expedite the approval process.

IMPLICATIONS

Division 7 of the *Local Government Act* outlines a local government's general authority with regards to development permits. In accordance with the guiding legislation, the City's OCP has designated *Development Permit Area No. 2 – Commercial Development* with the purpose of establishing objectives for form and character. The City has the authority to make specific requirements with respect to the 'general character' of the development (siting, form, exterior design, and finish of buildings and other structures), but not to the exact particulars of the landscaping or of the exterior design and finish of buildings and other structures.

Issuing Development Permit No. 20-08 will enable the proposed development to proceed at 3483 3rd Avenue, updating the building façade and expanding the size of the existing commercial building. Staff do not consider the proposed design to be compatible with the existing building or surround area, and have some concerns about the Crime Prevention through Environmental Requirements being met. However, the Development Permit application for 3483 3rd Avenue does meet the majority of the OCP Commercial Development Permit Area guidelines because of how broadly and nonspecific they are written. City Council may wish to ask for further refinement of the design.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

Official Community Plan Policy - Section E – Implementation – 1.0 Development Permit Areas

The City of Port Alberni has three categories of development permit areas – Multi-Family, Commercial, and Industrial. The subject property is located in the City's *Development Permit Area No. 2 – Commercial Development*.

The justification for the development guidelines in this permit area, as stated the OCP, is that commercial development occurs in highly visible areas of the City and has implications for community image. The OCP states that the intent of the guidelines is to ensure high quality development. This is implemented through design guidelines related to siting, massing, and form which apply to the building, as well as landscaping, parking, and common areas. The Development Permit Area guidelines also help manage the interface between the development and uses on adjacent properties.

The applicant has submitted plans, drawings, and building renderings to support a review of their proposal. Consideration has been given to the guidelines as identified in "Section E – Implementation, 1.0 Development Permit Areas" of the City of Port Alberni's OCP. The table below summarizes how the proposed development meets, or does not meet, the guidelines required for *Development Permit Area No. 2 – Commercial Development.*

Table 2 – DPA No. 2 Guidelines – Section 1 - Scale, Form and Character

Description	Notes re: Application	Yes	No	N/A
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.	• Addition is not in proportion with the rest of the building (see north elevation). The peak of the roof of the addition is 1.5 m higher than the existing building. • The pitch of the roof on the addition is not consistent with the flat roof of the existing building. It is also out of character with the surrounding commercial neighbourhood. Nearby buildings mostly have flat roofs, or a low-pitched roof combined with a false facade to give the appearance of a flat roof from street level. • The style, shape, and pattern of windows (fenestration) of the building is not maintained across the addition. Instead, the west wall of the addition is mostly empty – removing visual interest from the façade. • The new entrances do not face the front. This makes them difficult to notice for passersby, reducing the legibility of the building, and its connection to the streetscape.	☐	☒	☐
Buildings at road intersections should reinforce the corner definition and highlight entrance ways. Buildings should front both roads.	• Façade improvements do not reinforce the corner definition. • Improvements do not highlight entrance ways. Entranceways are de-emphasized by removing the forward-facing orientation, making them difficult to see from 3rd Avenue.	☐	☒	☐
Building materials shall be of a high standard to convey quality and permanence.	• Building materials are high quality, including stucco, and hardi-plank lap siding, metal roof, stone cladding, wood posts and features.	☒	☐	☐

Description	Notes re: Application	Yes	No	N/A
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.	• Wood posts increase the attractiveness of façade. Applicant also added wood elements to the vestibule which greatly enhance its appearance. • Black roofline flashing and stone cladding helps provide good variation in façade finishing.	☒	☐	☐
Entrances and windows should be highlighted through vertical façade articulation including roof line or cornice accents or other architectural features.	• New roofline flashing added which defines the roofline well. However, entrances and windows are not highlighted through vertical façade articulation or other architectural features.	☐	☒	☐
Continuous weather protection shall be provided over pedestrian focal points on exterior building walls.	• A wide canopy is provided over the walkway along the west and north sides of the building leading to the vestibule entrances.	☒	☐	☐
All roof top mechanical equipment shall be screened from view and should blend in with the roof line.	• No new rooftop units are being added. Existing units will be accepted as currently installed.	☐	☐	☒
Loading areas, garbage and recycling bins shall be completely screened.	• No garbage facilities proposed.	☐	☐	☒
The design of buildings, parking lots, lighting and open space shall take into consideration the principles of CPTED (Crime Prevention through Environmental Design).	• A concrete wall six-feet in height against the southside laneway will create an unobservable 'hidden' space which may attract nuisance behavior. • A motion-sensor security light will be installed above the door to the rear lane way.	☐	☒	☐

Table 2 – DPA No. 2 Guidelines – Signage, Landscaping, and Parking	Notes re: Application	Yes	No	N/A
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.	The location and scale of signage is appropriate for the building. No other site signage is proposed.	☒	☐	☐
On-site lighting shall be designed to minimize light spillage onto adjacent properties.	Under canopy lighting will be directed downwards. Lighting on the front of the vestibule structure will also be directed downward to illuminate the logo, and thereby reducing spillage.	☒	☐	☐
Parking areas that are visible from the street shall be screened through the use of landscaping.	A six-foot concrete wall, with landscaping, is proposed for the south property line along the laneway. However, no landscaping is proposed for the front (west) property line along 3rd avenue, or north property line along Napier Street. If the development was limited to a façade improvement, renovation of the parking lot would be considered out of scope. However, the proposal includes the installation of landscaping on the south property line, bringing the rest of the site within the scope of the project.	☐	☒	☐
Landscaping shall be used to define public space and to create an enhanced streetscape image, and to soften a land use transition.	Landscaping, in the form of shrubs, is provided along the concrete wall at the south property line. This enhances softens the appearance of the wall and enhances the streetscape.	☒	☐	☐

Zoning Bylaw 2014 4832: Parking

The proposed development will provide more on-site parking than is required by the Zoning Bylaw. *Section 7.9 Required Amount of Parking*, stipulates that for an office use parking must be provide at 1 space per 35 m^2 of gross floor area. This translates into 13 spaces for this development, however the applicants are proposing a total of 20 spaces. The following tables provide details on how the proposal meets the parking requirements of the Zoning Bylaw.

7.4.1 Development and Maintenance Standards	
	Proposed
Regular Parking Space L(5.5m) W(2.6m) H(2.15)	10 spaces
Small Car Parking Space L(5.0) W(2.4) H(2.15)	9 spaces
Accessible Parking Space L(5.8m) W(3.7m)	1 space
Minimum Aisle Width w/ Parking by Angle: 45(3.7m), 60 (5.2m), 90 (6.7m)	Good
Two-way Aisles (minimum 6 m)	6.10 m

7.5 Accessible Parking Requirements		
	Required	**Proposed**
Accessible Parking Space:	1	1

7.9 Required Amount of Parking		
Zoning Bylaw - Section 7.9 Required Amount of Parking	**Required**	**Proposed**
Office - 1 per 35m2 GFA	13	20

SUMMARY

The City has received a Development Permit for 3483 3rd Avenue. The proposed development will result in the renovation and expansion of an existing commercial building to accommodate a new office use.

A review of the design finds that that the proposal does not meet all of the commercial Development Permit Area guidelines of the OCP. Staff have expressed to the applicant concerns about the appearance of the new addition at the front of the building, as well as concerns about visibility and safety with various aspects of the development.

While the application does meet the majority of the design guidelines, this is due to how broadly and non-specific they are written. Because the guidelines lack sufficient detail, the City of Port Alberni has limited ability to require design revisions that ensure a high quality of development. Therefore, the Planning Department cautiously

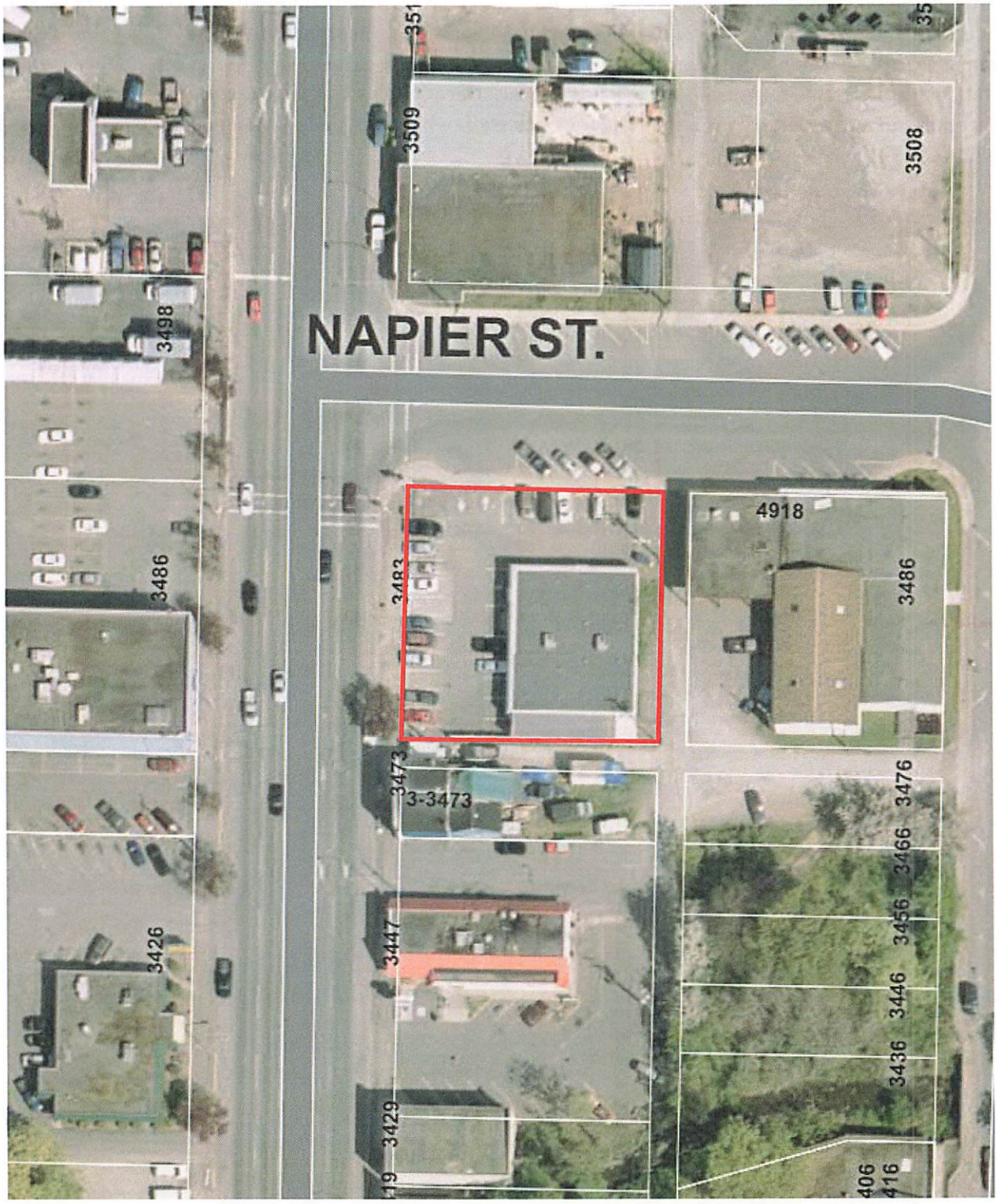
supports the issuance of Development Permit No. 20-08 for 3483 3rd Avenue with the conditions outlined in the attached Development Permit.

The Development Permit Area guidelines will be reviewed and revised during the Official Community Plan review process. In the meantime, staff are recommending a report for information be provided to Council that summarizes the Development Permit Area guidelines with visual details. This will aid in Council's and the community's understanding of the guidelines. Staff also recommend that City Council consider the merits of delegating "minor" development permit approvals to staff (ie: permits under a value of $200,000) to expedite the process.

ATTACHMENTS/REFERENCE MATERIALS

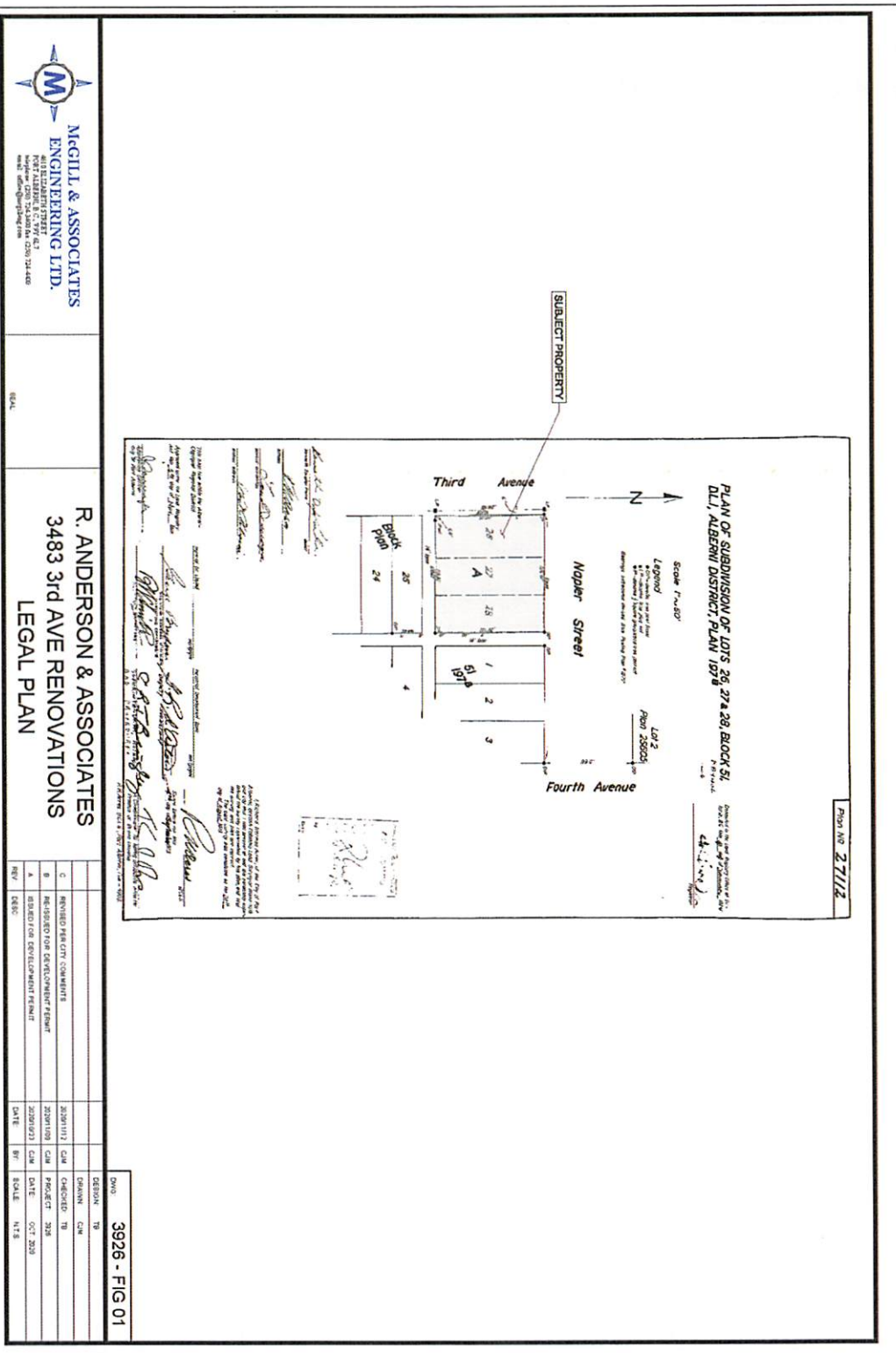
1. Subject Property Map
2. Drawings
    a) *McGill & Associates Engineering Ltd. – Legal Plan*
    b) *McGill & Associates Engineering Ltd. – Existing Site Plan*
    c) *McGill & Associates Engineering Ltd. – Proposed Site Plan*
    d) *McGill & Associates Engineering Ltd. – Elevation Views*
    e) *McGill & Associates Engineering Ltd. – Proposed Renovations*
    f) *McGill & Associates Engineering Ltd. – Proposed Floor Plan*
    g) *McGill & Associates Engineering Ltd. – Proposed Landscaping Plan*
    h) *McGill & Associates Engineering Ltd. – Concrete Fence Structural Details*
    i) *McGill & Associates Engineering Ltd. – Sign Plan*

SUBJECT PROPERTY MAP – 3483 3rd AVENUE

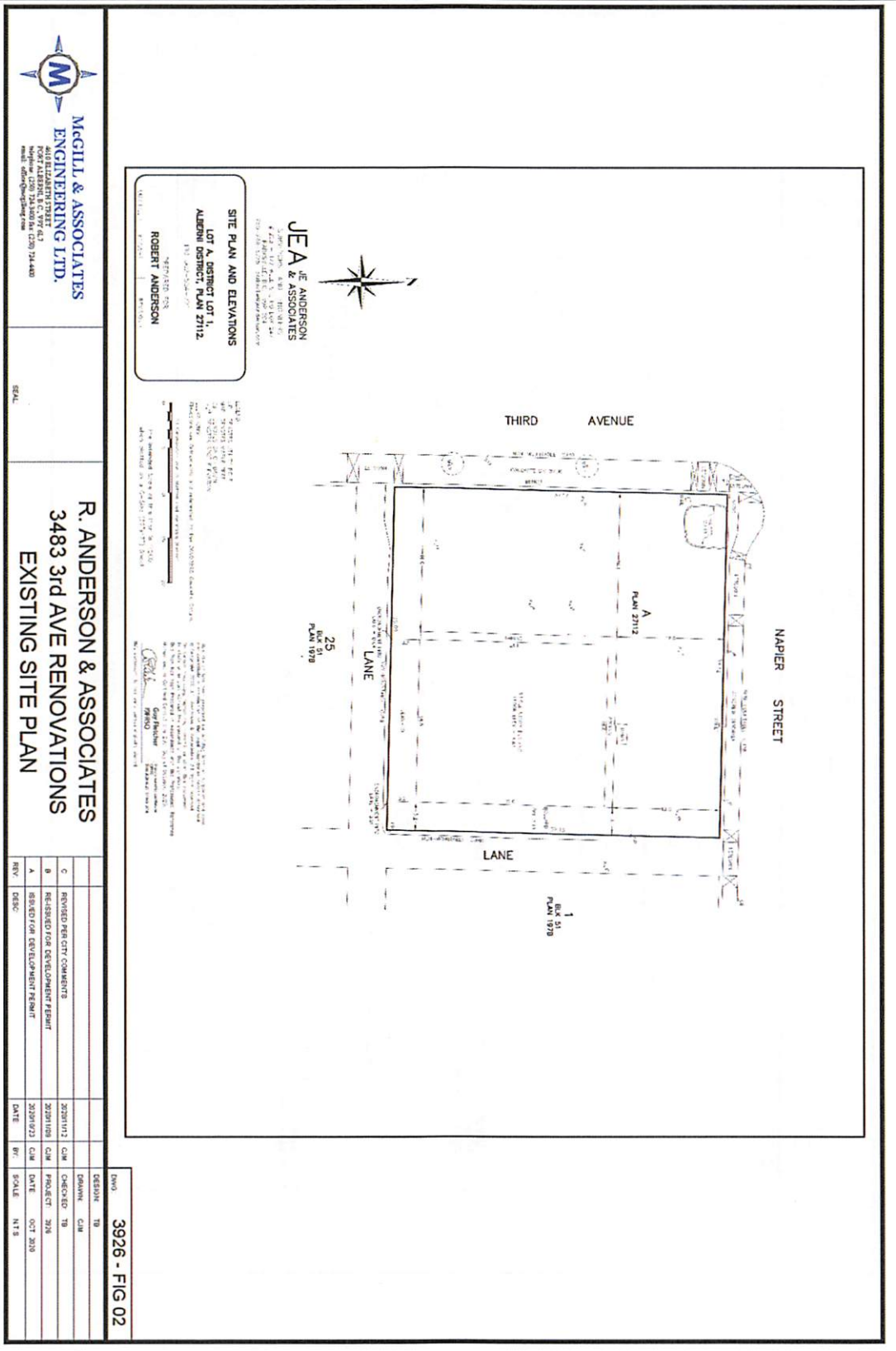


DRAWINGS:

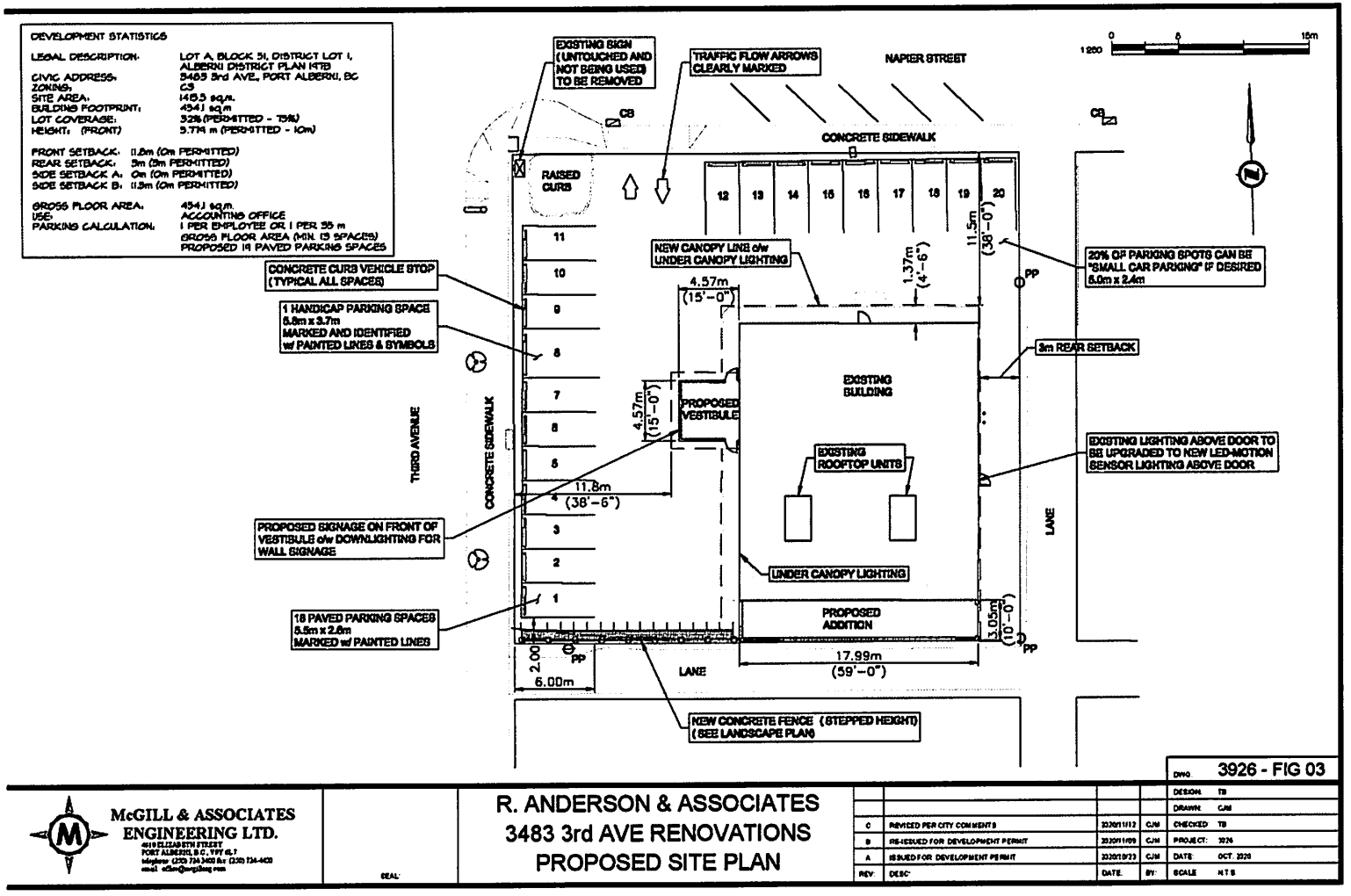
a) *McGill & Associates Engineering Ltd. – Legal Plan*



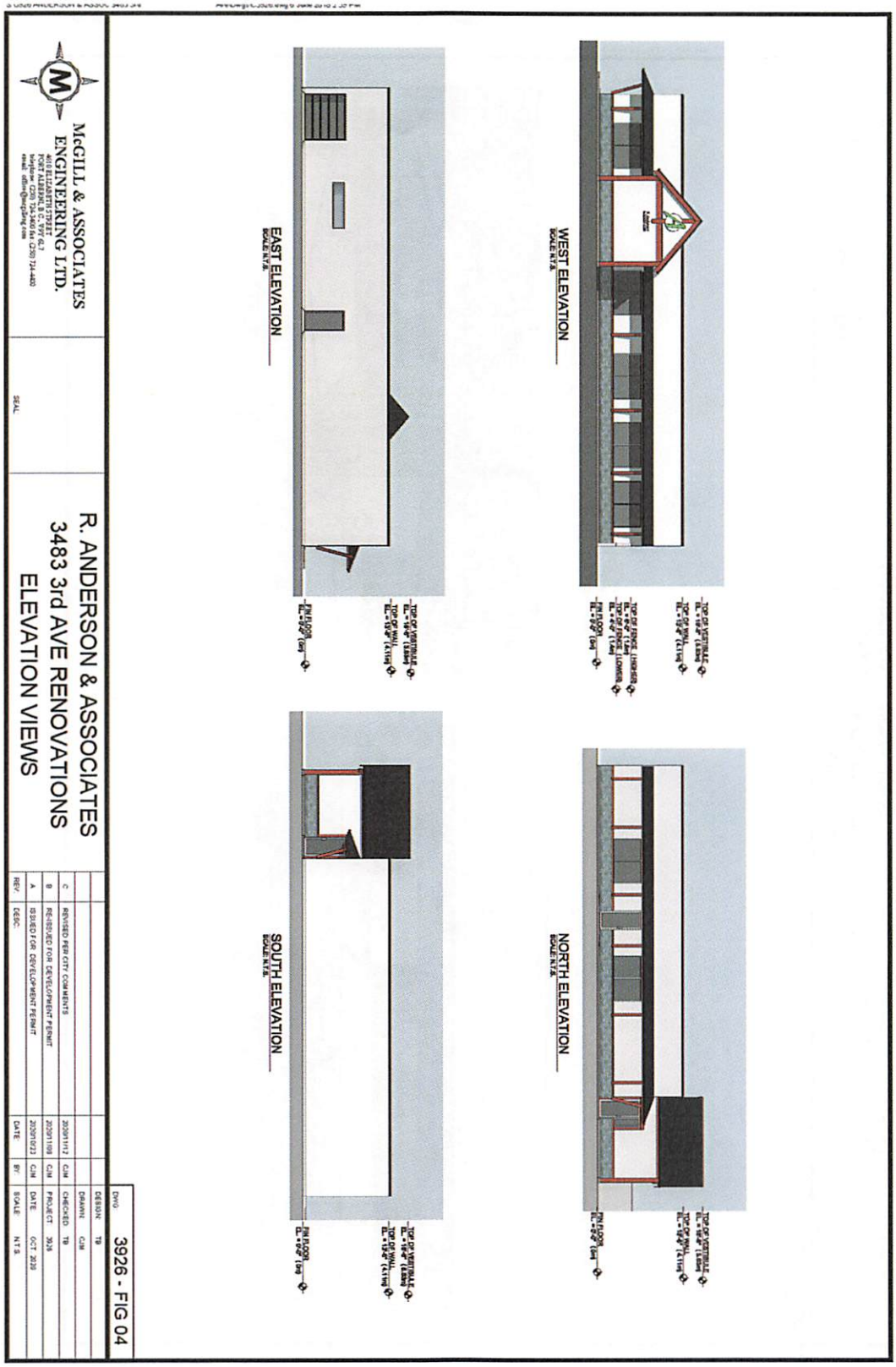
b) McGill & Associates Engineering Ltd. – Existing Site Plan



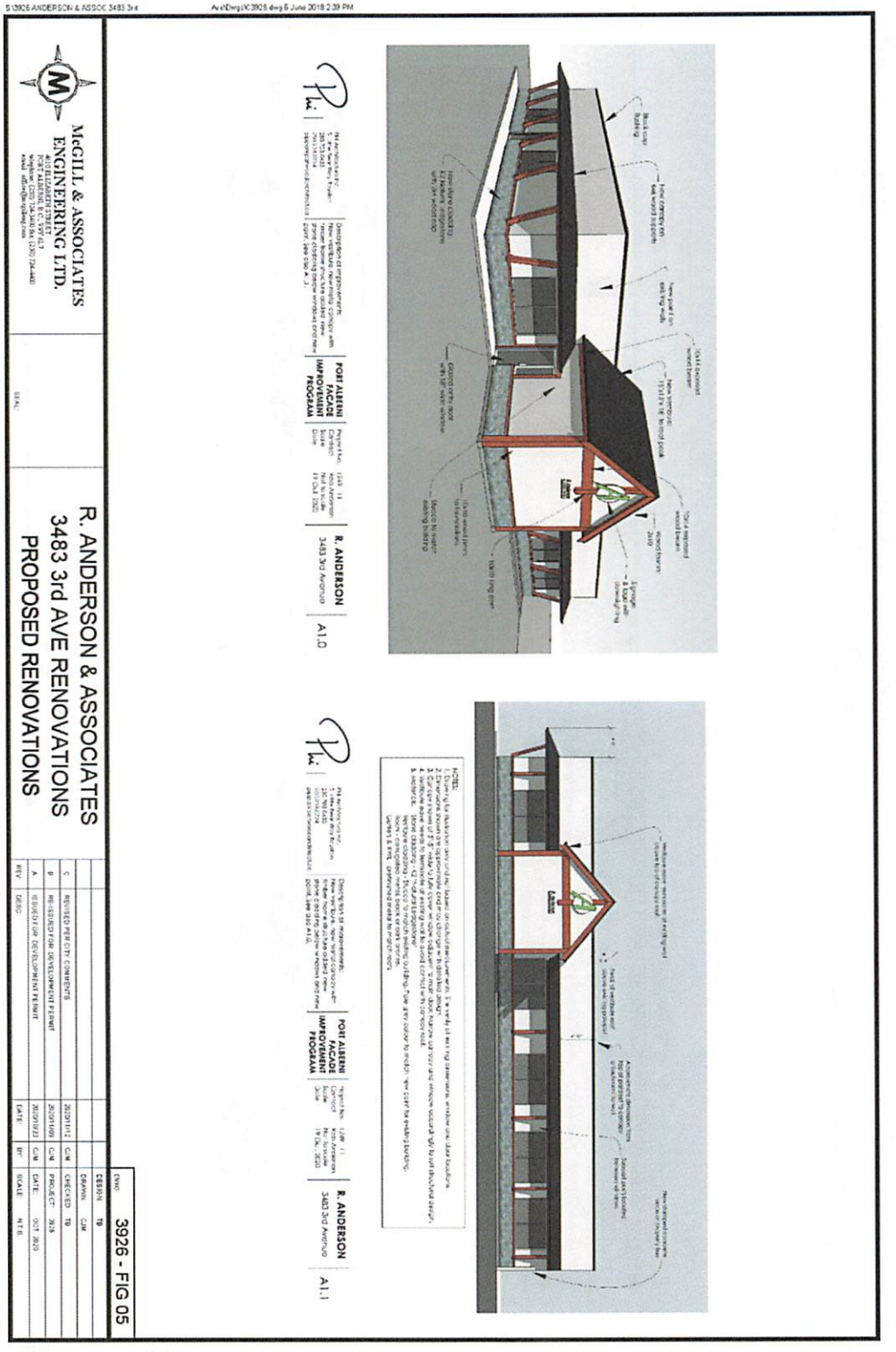
c) McGill & Associates Engineering Ltd. – Proposed Site Plan


DEVELOPMENT STATISTICS
LEGAL DESCRIPTION: LOT A, BLOCK 31, DISTRICT LOT 1, ALBERNI DISTRICT PLAN 1478
CIVIC ADDRESS: 3483 3rd AVE., PORT ALBERNI, BC
ZONING: C3
SITE AREA: 1485.5 sq.m.
BUILDING FOOTPRINT: 454.1 sq.m
LOT COVERAGE: 32% (PERMITTED - 75%)
HEIGHT: (FRONT) 5.774 m (PERMITTED - 10m)
FRONT SETBACK: 11.8m (0m PERMITTED)
REAR SETBACK: 3m (3m PERMITTED)
SIDE SETBACK A: 0m (0m PERMITTED)
SIDE SETBACK B: 11.3m (0m PERMITTED)
GROSS FLOOR AREA: 454.1 sq.m.
USE: ACCOUNTING OFFICE
PARKING CALCULATION: 1 PER EMPLOYEE OR 1 PER 35 m GROSS FLOOR AREA (MIN. 13 SPACES)
PROPOSED 18 PAVED PARKING SPACES
EXISTING SIGN (UNTOUCHED AND NOT BEING USED) TO BE REMOVED
TRAFFIC FLOW ARROWS CLEARLY MARKED
NAPIER STREET
CONCRETE SIDEWALK
RAISED CURB
NEW CANOPY LINE c/w UNDER CANOPY LIGHTING
20% OF PARKING SPOTS CAN BE "SMALL CAR PARKING" IF DESIRED 5.0m x 2.4m
CONCRETE CURB VEHICLE STOP (TYPICAL ALL SPACES)
1 HANDICAP PARKING SPACE 5.8m x 3.7m MARKED AND IDENTIFIED w/ PAINTED LINES & SYMBOLS
3m REAR SETBACK
EXISTING BUILDING
PROPOSED VESTIBULE
EXISTING ROOFTOP UNITS
EXISTING LIGHTING ABOVE DOOR TO BE UPGRADED TO NEW LED-MOTION SENSOR LIGHTING ABOVE DOOR
THIRD AVENUE
CONCRETE SIDEWALK
LANE
PROPOSED SIGNAGE ON FRONT OF VESTIBULE c/w DOWNLIGHTING FOR WALL SIGNAGE
UNDER CANOPY LIGHTING
18 PAVED PARKING SPACES 5.5m x 2.6m MARKED w/ PAINTED LINES
PROPOSED ADDITION
NEW CONCRETE FENCE (STEPPED HEIGHT) (SEE LANDSCAPE PLAN)
4.57m (15'-0")
11.8m (38'-6")
17.99m (59'-0")
6.00m
2.00
1.37m (4'-6")
11.5m (38'-0")
3.05m (10'-0")
McGILL & ASSOCIATES ENGINEERING LTD.
R. ANDERSON & ASSOCIATES
3483 3rd AVE RENOVATIONS
PROPOSED SITE PLAN
DWG 3926 - FIG 03
DESIGN TB
DRAWN CJM
CHECKED TB
PROJECT: 3926
DATE: OCT. 2020
SCALE: N.T.S
C REVISED PER CITY COMMENTS 2020/11/12 CJM
B RE-ISSUED FOR DEVELOPMENT PERMIT 2020/11/09 CJM
A ISSUED FOR DEVELOPMENT PERMIT 2020/09/23 CJM

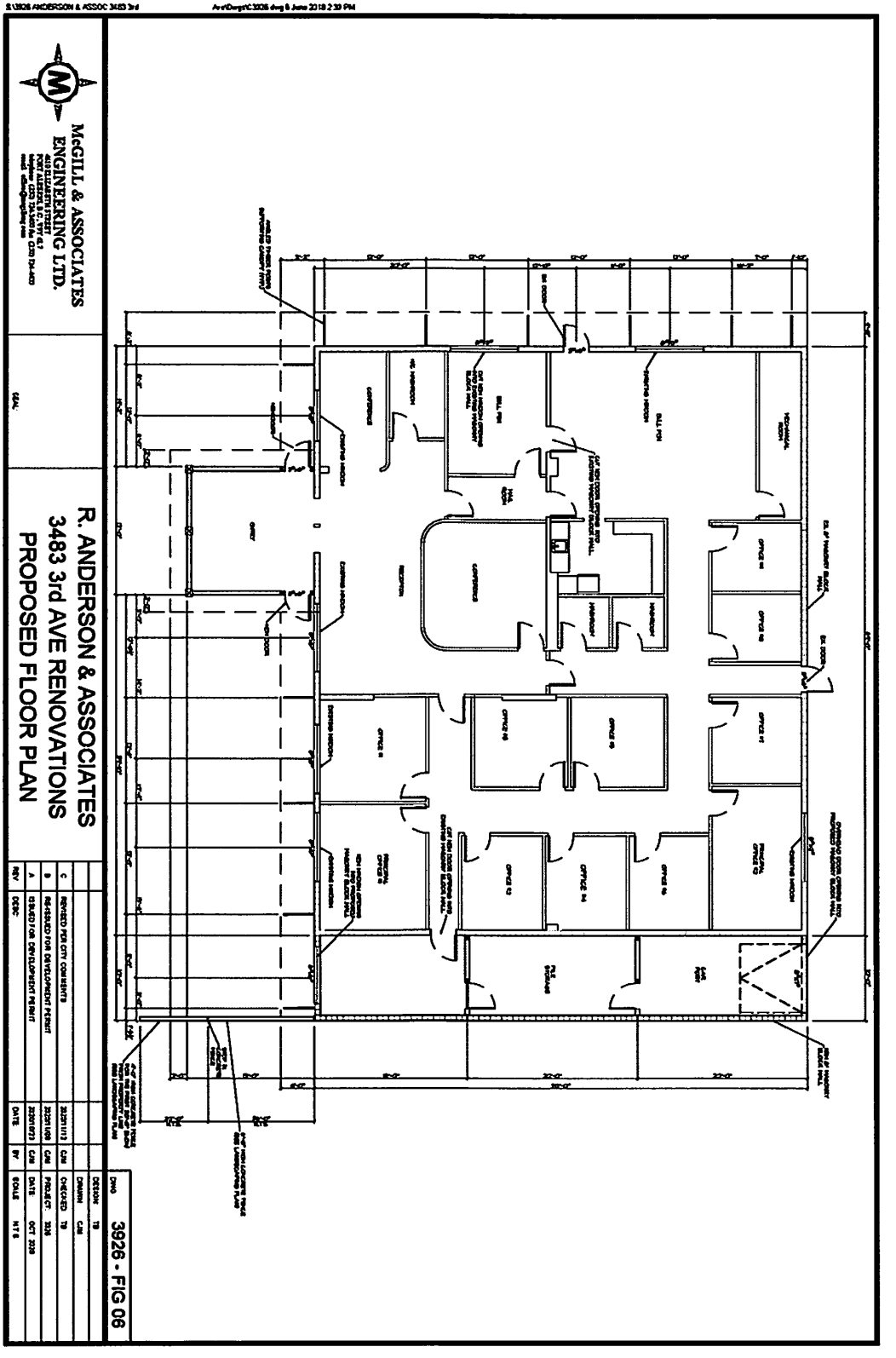
d) McGill & Associates Engineering Ltd. – Elevation Views



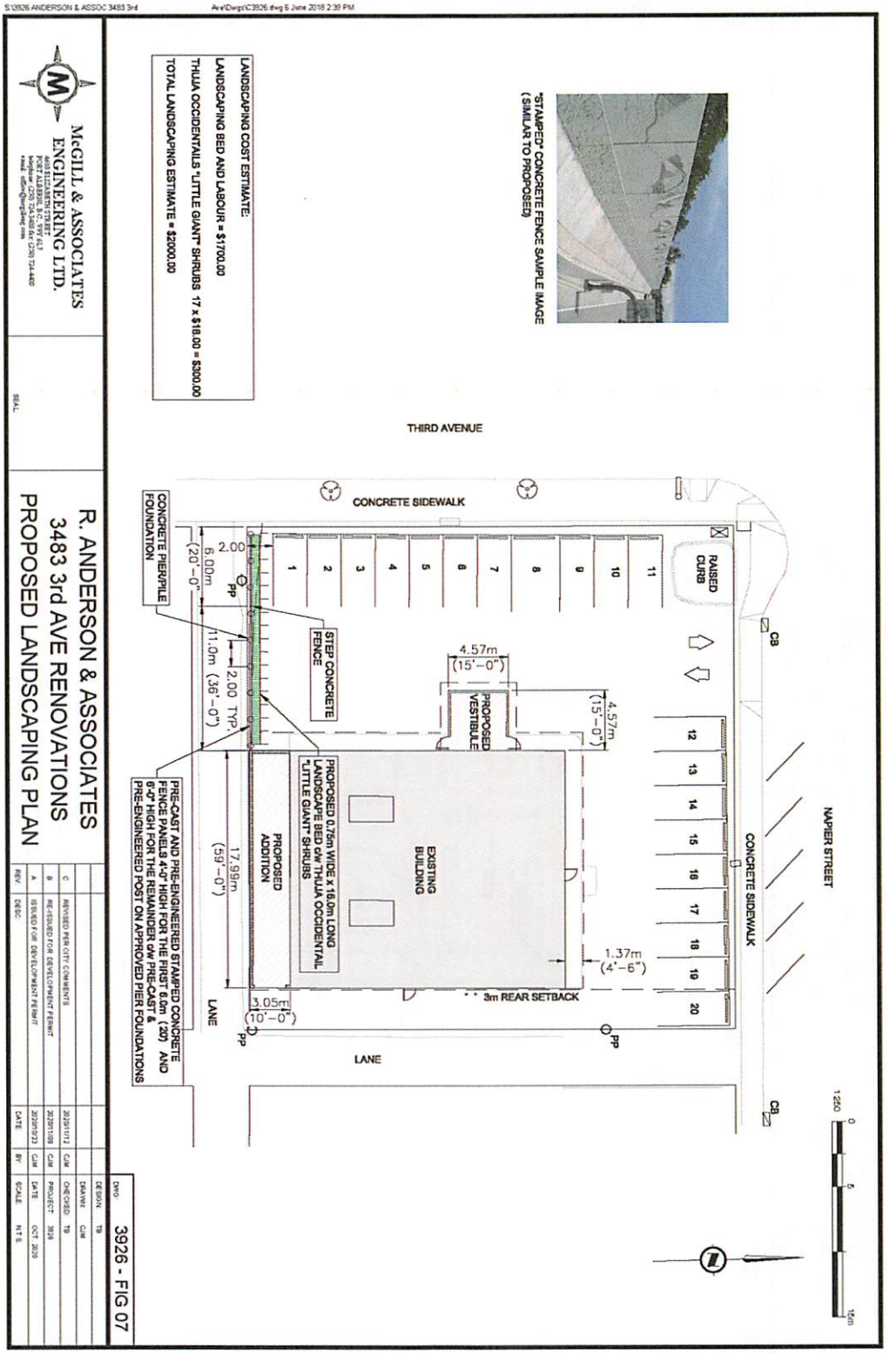
e) McGill & Associates Engineering Ltd. – Proposed Renovations



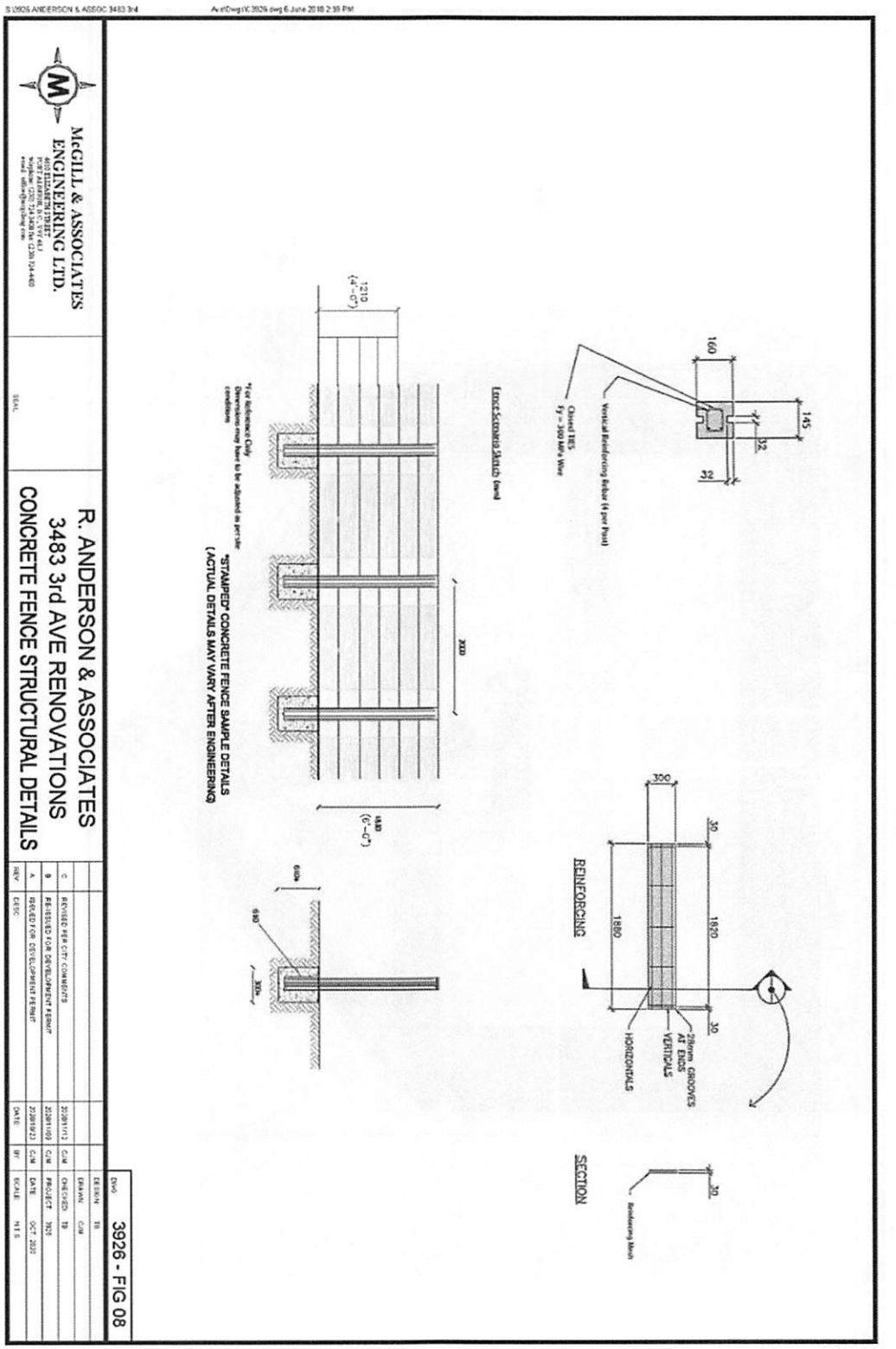
f) McGill & Associates Engineering Ltd. – Proposed Floor Plan



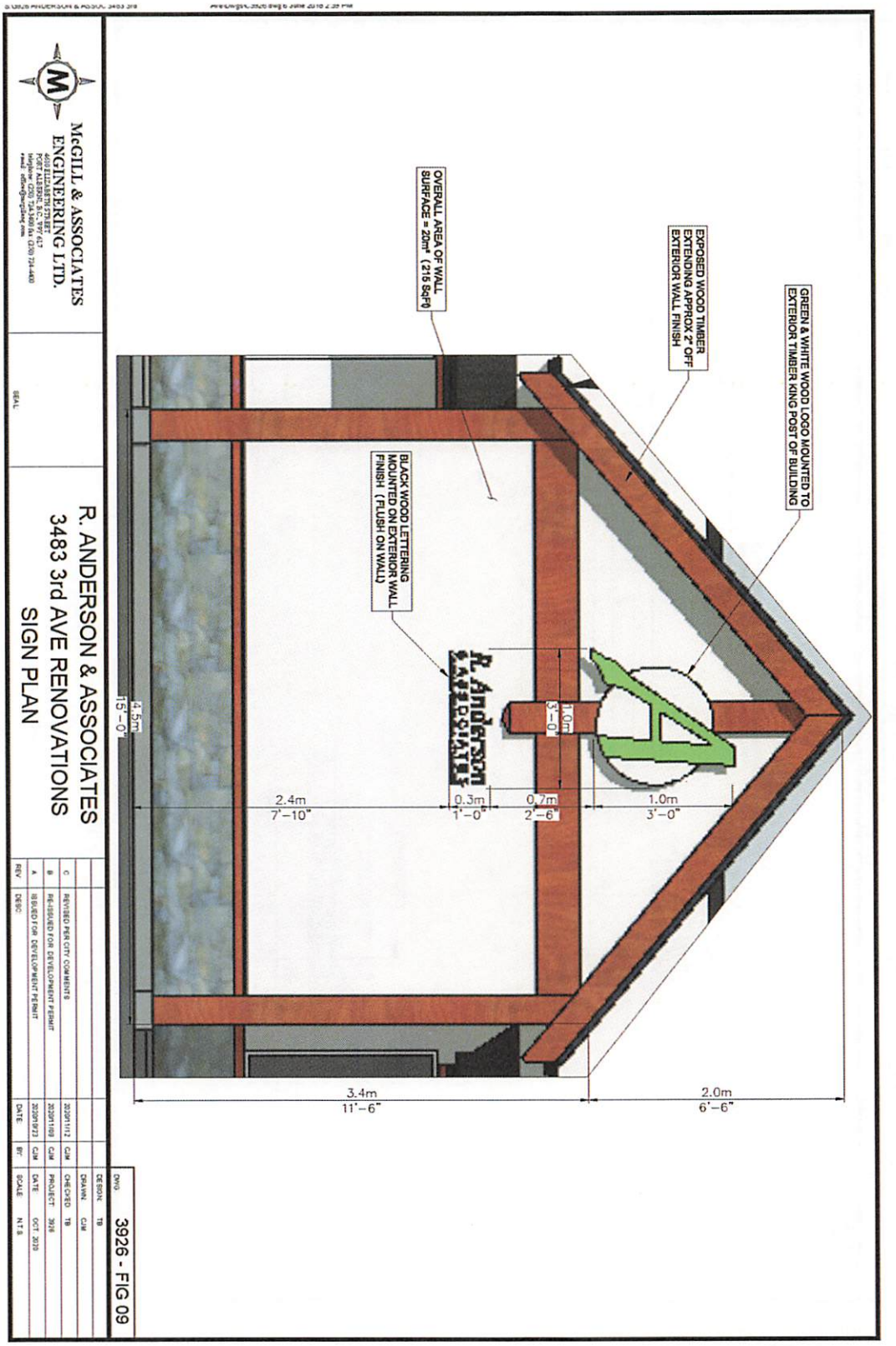
g) McGill & Associates Engineering Ltd. – Proposed Landscaping Plan



h) McGill & Associates Engineering Ltd. – Concrete Fence Structural Details



i) McGill & Associates Engineering Ltd. – Sign Plan



CITY OF PORT ALBERNI

DEVELOPMENT PERMIT NO. 20 - 08

Development Permit Issued to: **Tyler Boyer dba McGill & Associates Engineering Ltd.**
4610 Elizabeth St., Port Alberni, BC V9Y 6L7
as agent for
Peter Kuhr dba 1244907 BC Ltd.
P.O. Box 909, Ucluelet, BC V0R 3A0

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

Lot A, District Lot 1, Alberni District, Plan VIP27112 (PID: 002-554-721)
located at
3483 3rd Avenue

CONDITIONS OF PERMIT

1. Development of the land to be undertaken shall be limited to the area shown on Schedule A.

2. Development of the land to be undertaken shall be in accordance with the development plans shown on Schedule B attached hereto and forming part of Development Permit No. 20-08.

3. An Irrevocable Letter of Credit or other security is required in the amount of $2,000 for landscaping.

4. The owner of the land shall provide the general contractor and all professionals associated with the development with copies of this permit.

5. The owner of the land shall maintain any undeveloped land in a neat and tidy condition at all times.

6. If there has not been any substantial commencement of construction with respect to which the permit was issued within two years after the date it was issued, the permit lapses.

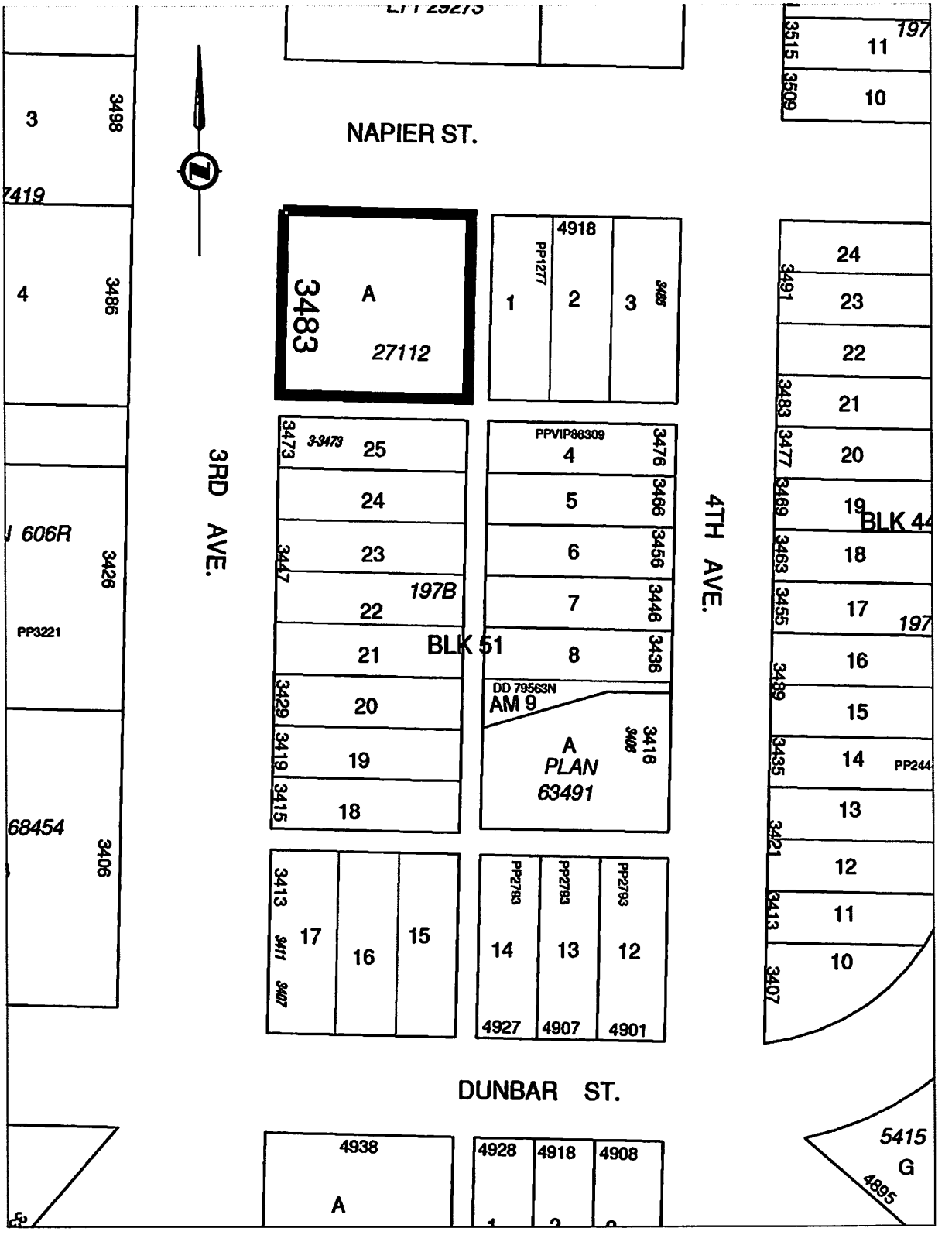
The City of Port Alberni shall file notice of this permit in the Land Title Office stating the land is subject to Development Permit No. 20-08.

In accordance with the provisions of Section 489 of the *Local Government Act RSBC 2015*, approval of this Permit was granted by resolution of the City Council on _____.

_____ _____
Date Corporate Officer

THIS IS NOT A BUILDING PERMIT

SCHEDULE A
TO DEVELOPMENT PERMIT 20-08



SCHEDULE B
TO DEVELOPMENT PERMIT 20-08

McGill & Associates Engineering Ltd. – Legal Plan

				DWG:	3926 - FIG 01
				DESIGN:	TB
				DRAWN:	CJM
C	REVISED PER CITY COMMENTS	2020/11/12	CJM	CHECKED:	TB
B	RE-ISSUED FOR DEVELOPMENT PERMIT	2020/11/09	CJM	PROJECT:	3926
A	ISSUED FOR DEVELOPMENT PERMIT	2020/09/23	CJM	DATE:	OCT. 2020
REV:	DESC:	DATE:	BY:	SCALE:	N.T.S.

McGILL & ASSOCIATES ENGINEERING LTD.
4610 ELIZABETH STREET
PORT ALBERNI, B.C., V9Y 4L7
telephone: (250) 724-3400 fax: (250) 724-4400
email: office@mcgilleng.com

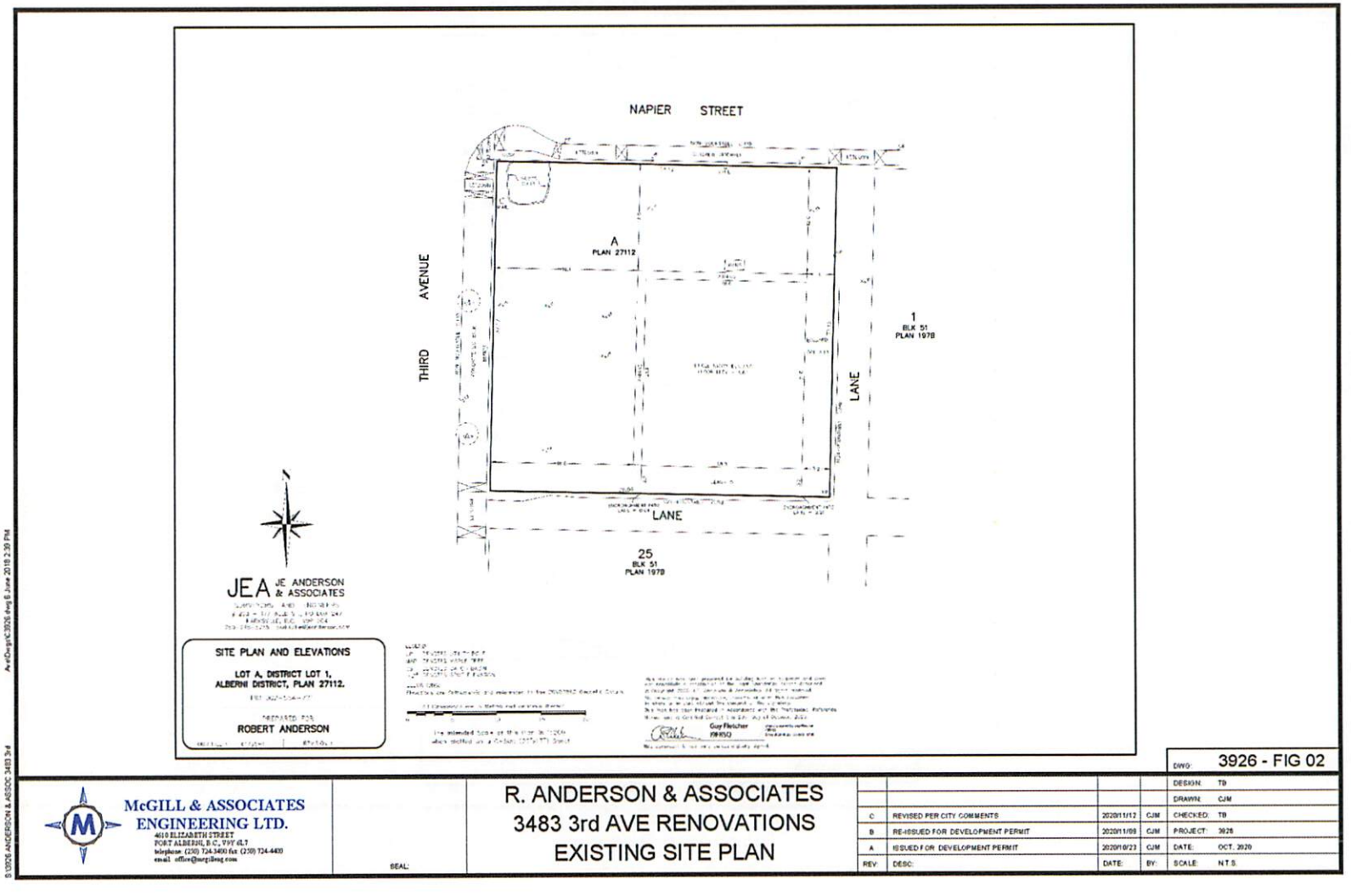
SEAL:

R. ANDERSON & ASSOCIATES
3483 3rd AVE RENOVATIONS
LEGAL PLAN

S:\3926 ANDERSON & ASSOC 3483 3rd Ave\Dwg\3926 dwg 6 June 2018 2:39 PM

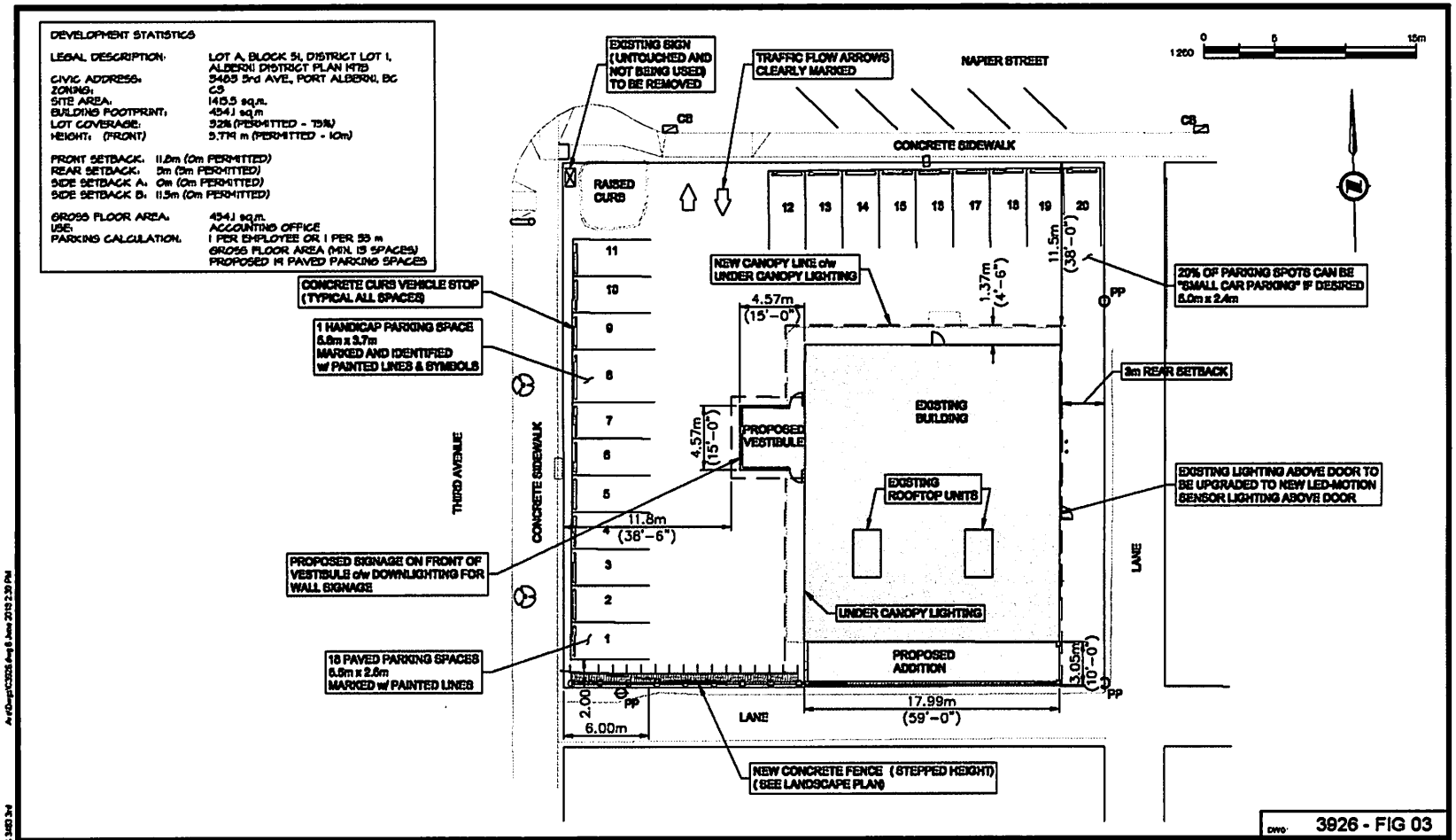
SCHEDULE B
TO DEVELOPMENT PERMIT 20-08

McGill & Associates Engineering Ltd. – Existing Site Plan



SCHEDULE B
TO DEVELOPMENT PERMIT 20-08

McGill & Associates Engineering Ltd. – Proposed Site Plan



SCHEDULE B
TO DEVELOPMENT PERMIT 20-08

McGill & Associates Engineering Ltd. – Elevation Views

McGILL & ASSOCIATES ENGINEERING LTD.
4610 ELIZABETH STREET
PORT ALBERNI, B.C., V9Y 6L7
telephone: (250) 724-3400 fax: (250) 724-4400
email: office@mcgilleng.com

SEAL:

R. ANDERSON & ASSOCIATES
3483 3rd AVE RENOVATIONS
ELEVATION VIEWS

REV.	DESC.	DATE:	BY:
C	REVISED PER CITY COMMENTS	2020/11/12	CJM
B	RE-ISSUED FOR DEVELOPMENT PERMIT	2020/11/09	CJM
A	ISSUED FOR DEVELOPMENT PERMIT	2020/10/23	CJM

DESIGN: TB
DRAWN: CJM
CHECKED: TB
PROJECT: 3926
DATE: OCT. 2020
SCALE: N.T.S.
DWG: 3926 - FIG 04

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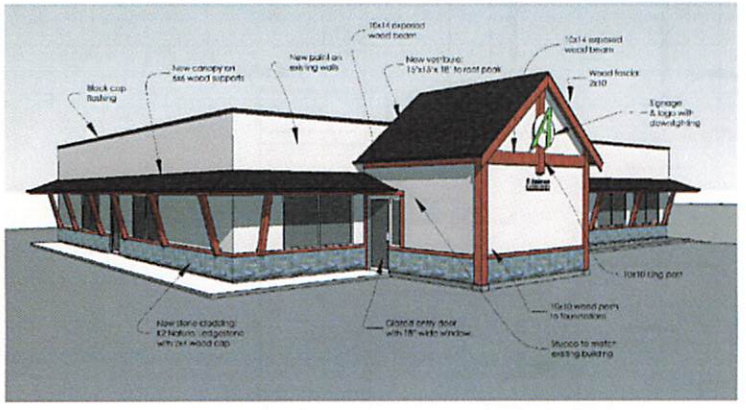

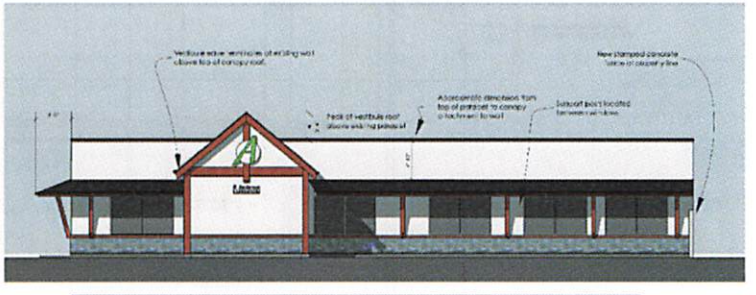

NOTES:
1. Drawing for illustration only and not based on actual measurements. Site verify all existing dimensions, window and door locations.
2. Dimensions shown are approximate and may change with detailed design.
3. Canopy shown at 5'-5" wide to fully cover window adjacent to main door, narrow canopy and window accordingly to suit structural design.
4. Vestibule eave needs to terminate at existing wall to avoid contact with canopy roof.
5. Materials: Stone cladding - 12 'Natural Ledgestone'
Vestibule cladding - Stucco to match existing building. Pale grey colour to match new paint for existing building.
Roofs - corrugated vertical, black or dark charcoal.
Gutters & RWL - prefinished metal to match roofs

PHI Architecture Inc.	Description of improvements: New vestibule, new metal canopy with timber frame structure added, new stone cladding below windows and new paint. See also A1.1.	PORT ALBERNI FACADE IMPROVEMENT PROGRAM	Project No: 1249 - 11 Contact: Rob Anderson Scale: No. to scale Date: 19 Oct. 2020	R. ANDERSON 3483 3rd Avenue	A1.0

PHI Architecture Inc.	Description of improvements: New vestibule, new metal canopy with timber frame structure added, new stone cladding below windows and new paint. See also A1.0.	PORT ALBERNI FACADE IMPROVEMENT PROGRAM	Project No: 1249 - 11 Contact: Rob Anderson Scale: No. to scale Date: 19 Oct. 2020	R. ANDERSON 3483 3rd Avenue	A1.1

McGILL & ASSOCIATES ENGINEERING LTD.
4618 ELIZABETH STREET
PORT ALBERNI, B.C., V9Y 6L7
telephone (250) 724-3400 fax (250) 724-4400
email: office@mcgilleng.com

SEAL

R. ANDERSON & ASSOCIATES
3483 3rd AVE RENOVATIONS
PROPOSED RENOVATIONS

DWG: 3926 - FIG 05

REV.	DESC.	DATE	BY:
C	REVISED PER CITY COMMENTS	2020/11/12	CJM
B	REISSUED FOR DEVELOPMENT PERMIT	2020/11/09	CJM
A	ISSUED FOR DEVELOPMENT PERMIT	2020/10/23	CJM

DESIGN: TB
DRAWN: CJM
CHECKED: TB
PROJECT: 3926
DATE: OCT. 2020
SCALE: N.T.S.

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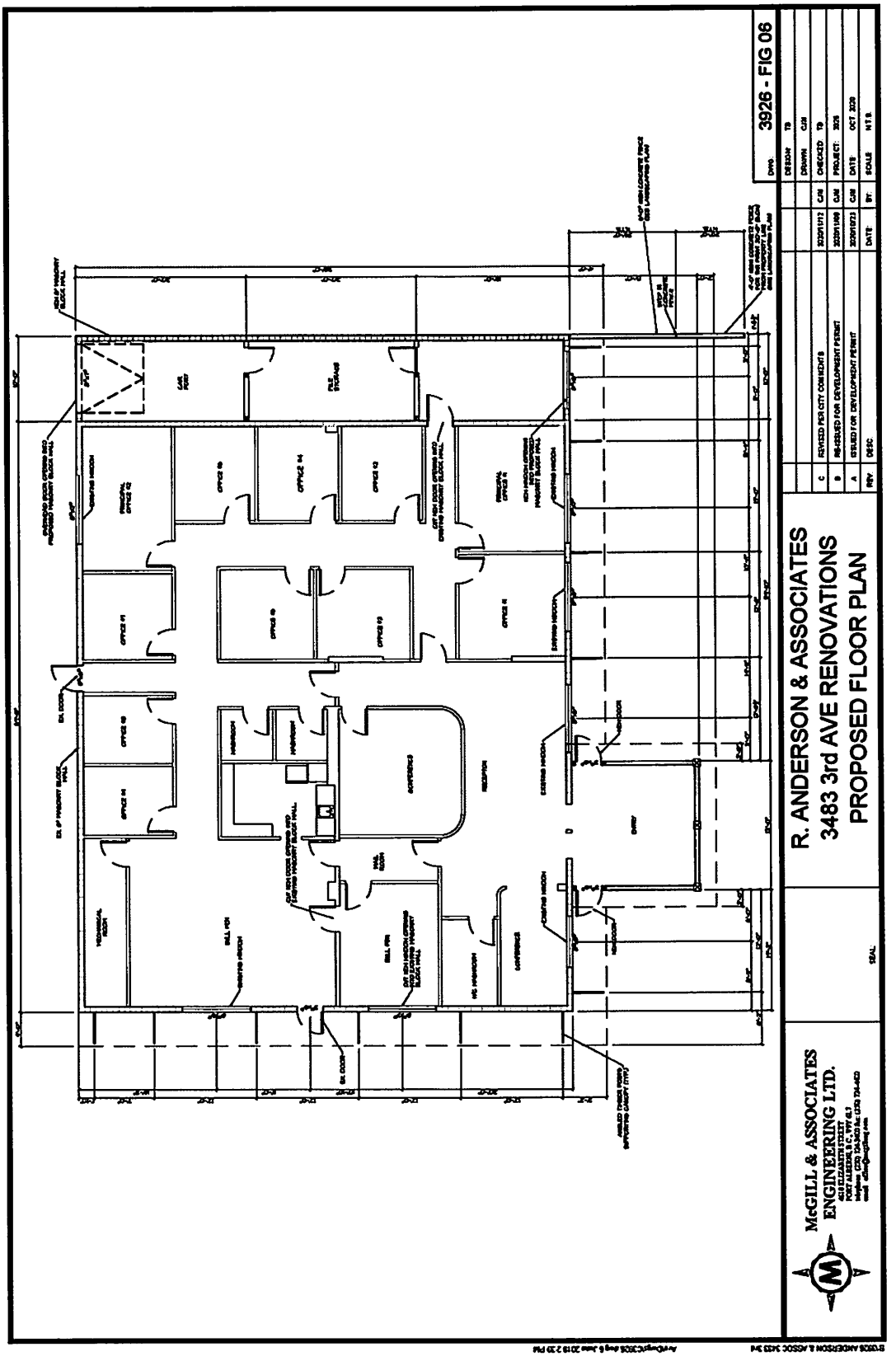
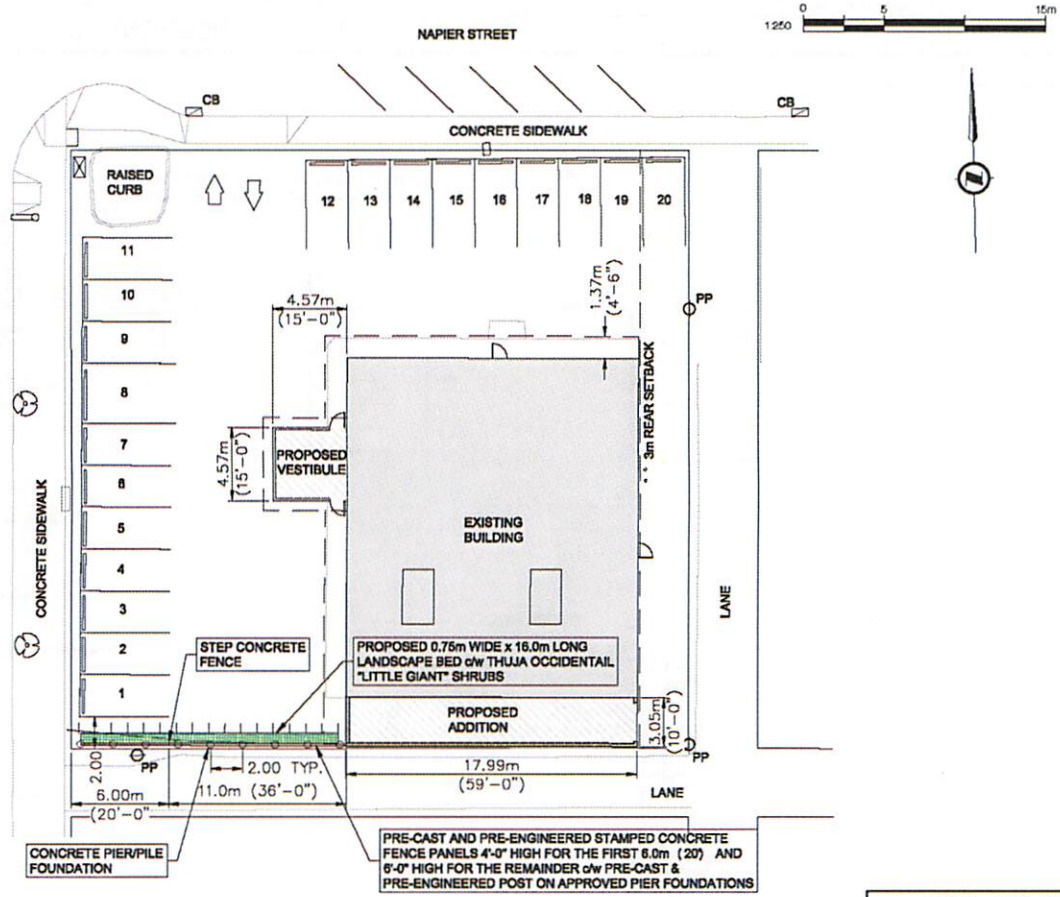
SCHEDULE B
TO DEVELOPMENT PERMIT 20-08

McGill & Associates Engineering Ltd. – Proposed Floor Plan





"STAMPED" CONCRETE FENCE SAMPLE IMAGE
(SIMILAR TO PROPOSED)



LANDSCAPING COST ESTIMATE:

LANDSCAPING BED AND LABOUR = $1700.00

THUJA OCCIDENTAILS "LITTLE GIANT" SHRUBS 17 x $18.00 = $300.00

TOTAL LANDSCAPING ESTIMATE = $2000.00

McGILL & ASSOCIATES ENGINEERING LTD.
4600 ELIZABETH STREET
PORT ALBERNI, B.C., V9Y 6L7
telephone: (250) 724-3400 fax: (250) 724-4400
email: office@mcgilleng.com

SEAL

R. ANDERSON & ASSOCIATES
3483 3rd AVE RENOVATIONS
PROPOSED LANDSCAPING PLAN

REV.	DESC:	DATE:	BY:
C	REVISED PER CITY COMMENTS	2020/11/12	CJM
B	RE-ISSUED FOR DEVELOPMENT PERMIT	2020/11/09	CJM
A	ISSUED FOR DEVELOPMENT PERMIT	2020/10/23	CJM

DWG: 3926 - FIG 07
DESIGN: TB
DRAWN: CJM
CHECKED: TB
PROJECT: 3926
DATE: OCT. 2020
SCALE: N.T.S.

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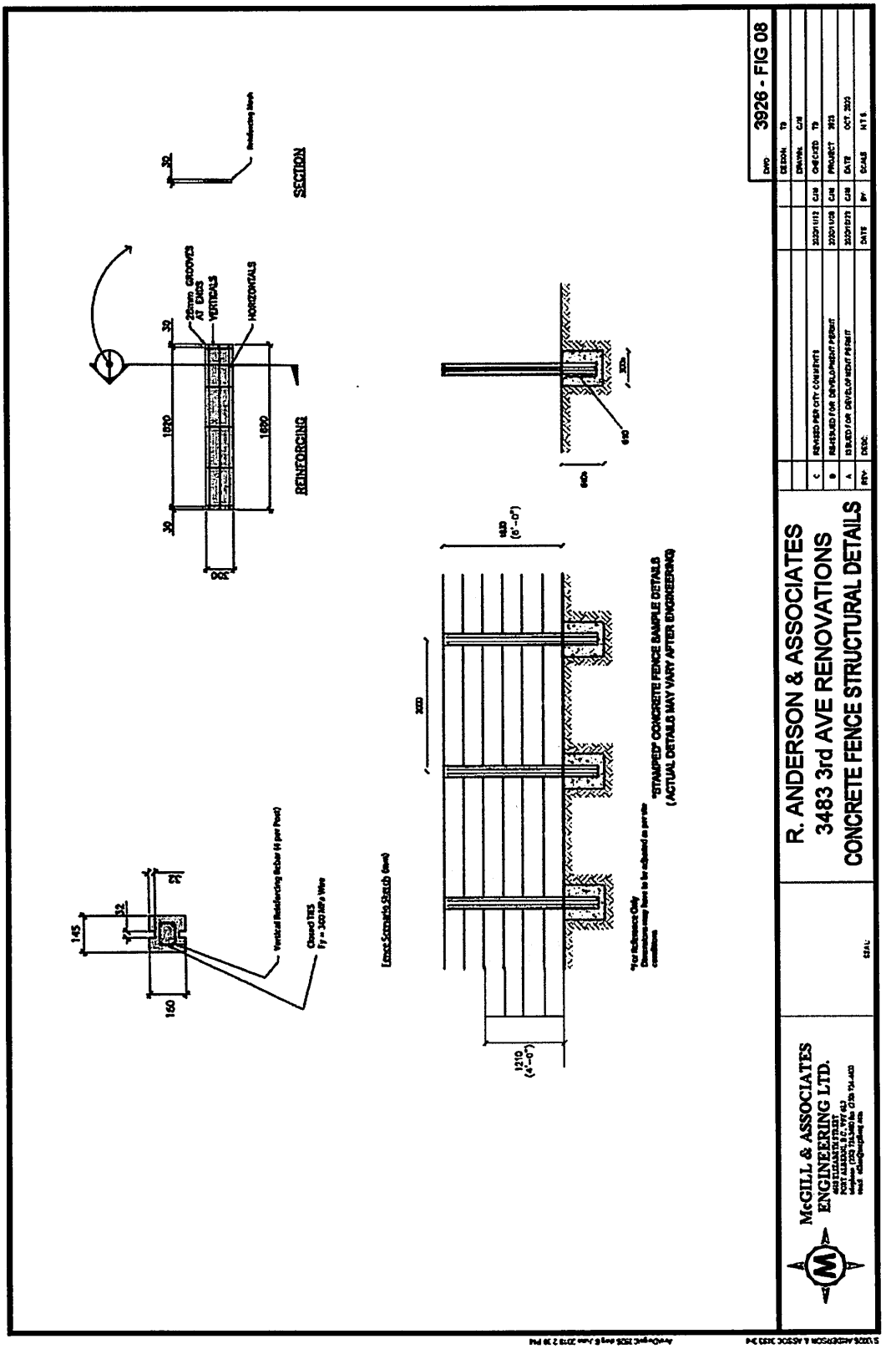
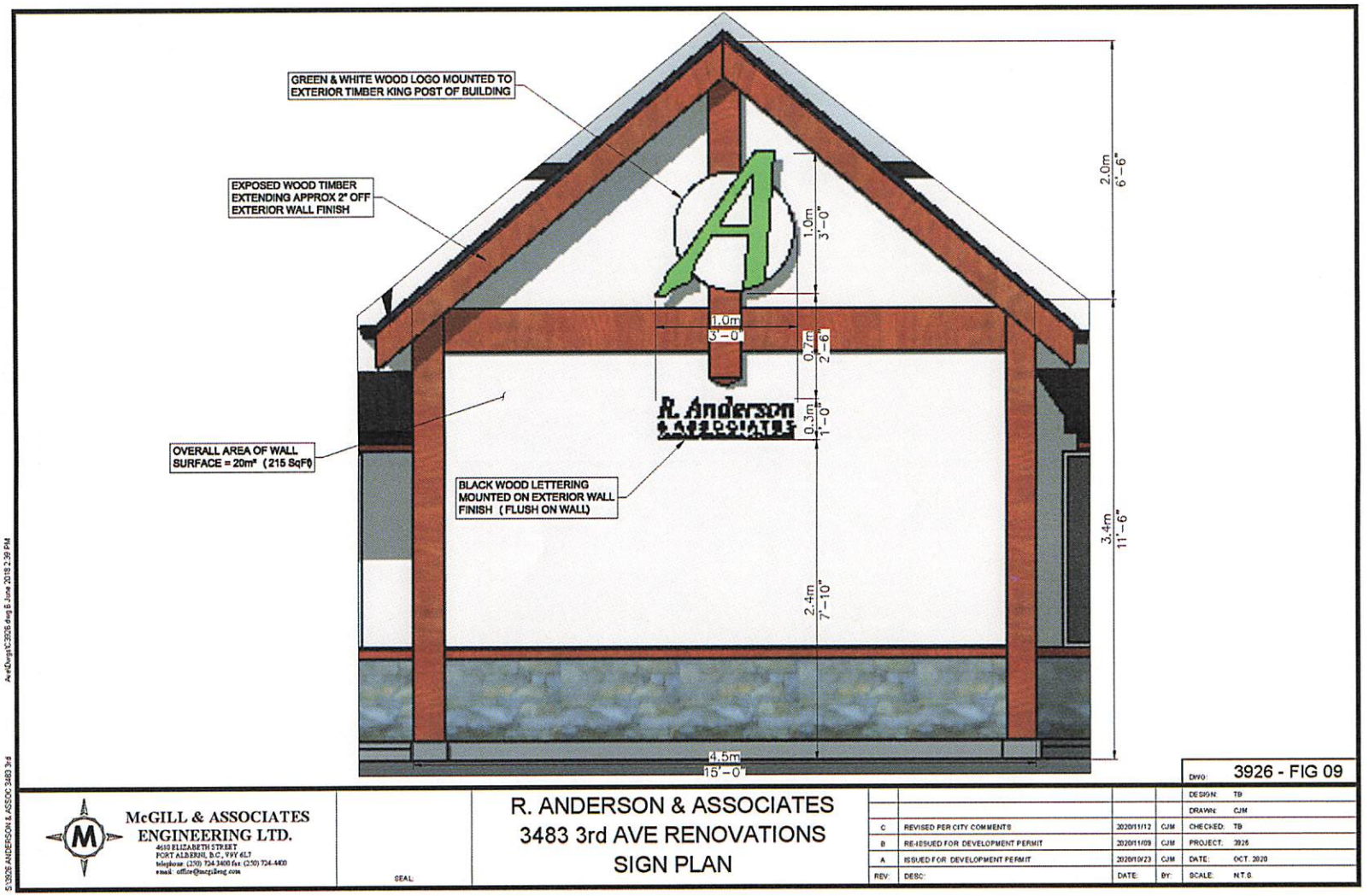
SCHEDULE B
TO DEVELOPMENT PERMIT 20-08

McGill & Associates Engineering Ltd. – Concrete Fence Structural Details



SCHEDULE B
TO DEVELOPMENT PERMIT 20-08

McGill & Associates Engineering Ltd. – Sign Plan



R. Anderson & ASSOCIATES
CHARTERED PROFESSIONAL ACCOUNTANTS
5165 ARGYLE ST. PORT ALBERNI
B.C. CANADA V9Y 1V3

☑ Council ☐ Eng. & PW
☑ Mayor ☐ Parks, Rec. & Heritage
☐ CAO ☑ Planning
☐ Finance ☐ Bylaw
☑ Clerk's ☐ Other _____
☑ Agenda RCM - Nov 23
File # 3060 - 20 - 20 - 08

October 29, 2020

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

To Mayor & Council of the City of Port Alberni;

We are respectfully writing this letter to Mayor and Council to express our thoughts regarding our exterior design plans in conjunction with the approval of our development permit being applied for today.

Working with the architect provided by the City, in conjunction with our façade improvement grant, we have done our utmost to ensure that we have followed what the City's wishes are for commercial building appearances, adhering to color schemes, use of wood, non-box like appearance etc.

In our discussions with the City's manager of planning, we have come up against a differing of opinions regarding a final single design element on our building. Specifically, Katelyn is requesting that we include windows on the exterior of our new vestibule. This is something we are extremely opposed to doing. We have put a substantial amount of thought into the planning and design, both interior and exterior, of our building, keeping in mind our clients, our professional image and the City's community plan for commercial buildings. During our initial zoom meeting with the planning department on October 15th, we were told that the building design looked "too residential" and windows would change that appearance. We expressed our reasoning for not including windows in a letter to the planning department on October 19, 2020 (please see attached).

In response, from an email dated October 22nd, the planning department still feels strongly about the inclusion of windows and is citing that the new addition needs to fit in with the area and meets the form and character guidelines. We firmly believe the design elements have met the City's form and character guidelines and our building is in an industrial/commercial area, so we are struggling with understanding how the difference of windows will not meet these requirements as we cannot find anywhere in the City's guidelines a specific reference to windows.

In the same email, we were told by the planning department that it is hard for the City to ignore this design element when the project is being partially funded by the City, through the Façade Improvement Program, as they want to encourage high quality design. If the fact that we have been accepted to the Façade Improvement program is a heavily weighted benchmark on whether our development permit is approved by adding windows, we have no problem foregoing the grant. In addition, the costs for the inclusion of the new windows and related security expenses, is going to exceed the amount of the façade grant. So, in our opinion, the incentive to receive the grant is lost to us as we cannot use those funds on an area of the building where we feel it would be much more beneficial and are now being forced to use it on windows we do not wish to add.

ENTERED F5

In addition, Katelyn also mentioned to us, that the City wants to encourage high quality design. Again, we are extremely confused how our plans and designs for our building fall out of the definition of "high-quality" design for the sake of not including a couple of windows.

We feel very frustrated that the architect provided us drawings that were in accordance with the City's commercial building appearances, and these plans in turn, were presented to the planning department, and now they are insisting on windows where we absolutely do not want them. We are spending a very substantial amount of money in an area of Port Alberni that desperately needs it and we met what the City is asking for with finished designs. We explicitly chose to stay on this side of Port Alberni to build our new office and be a positive influence for change in a neighbourhood that desperately requires it. We would be extremely disappointed if a small design element like adding windows would affect our plans for the exterior of the building.

Please also find attached pictures of the existing exterior, our design plan 1 and 1A and design plan 2 and 2A (with windows).

We would like the thank Mayor and Council for their time in reading and listening to our rationale on our building renovation and sincerely hope that the City understands and recognizes the importance we are placing on creating a new professional building in our community.

Should you have any more questions or concerns, please do not hesitate to reach out for further discussion.

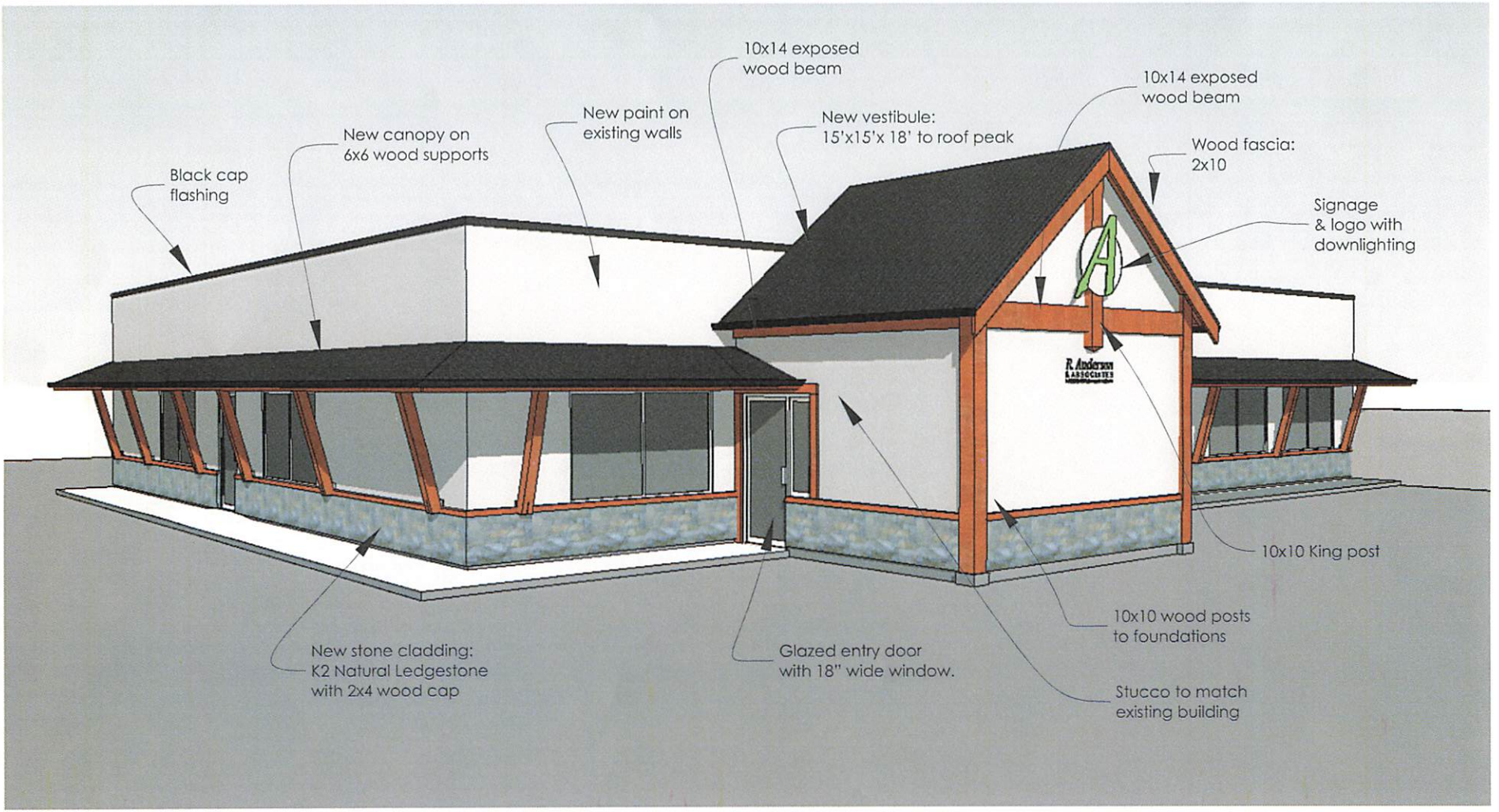
Thank you very much for your time and attention.

Sincerely,

R. Anderson.

Robert Anderson, CPA, CA
Partner
R. Anderson & Associates Inc.

Peter Kuhr
VP of Logistics & Planning
R. Anderson & Associates Inc.



PHI Architecture Inc.
5 Little Bear Way Royston
250.703.0433
250.218.0724
pippa@patwoodarchitect.ca

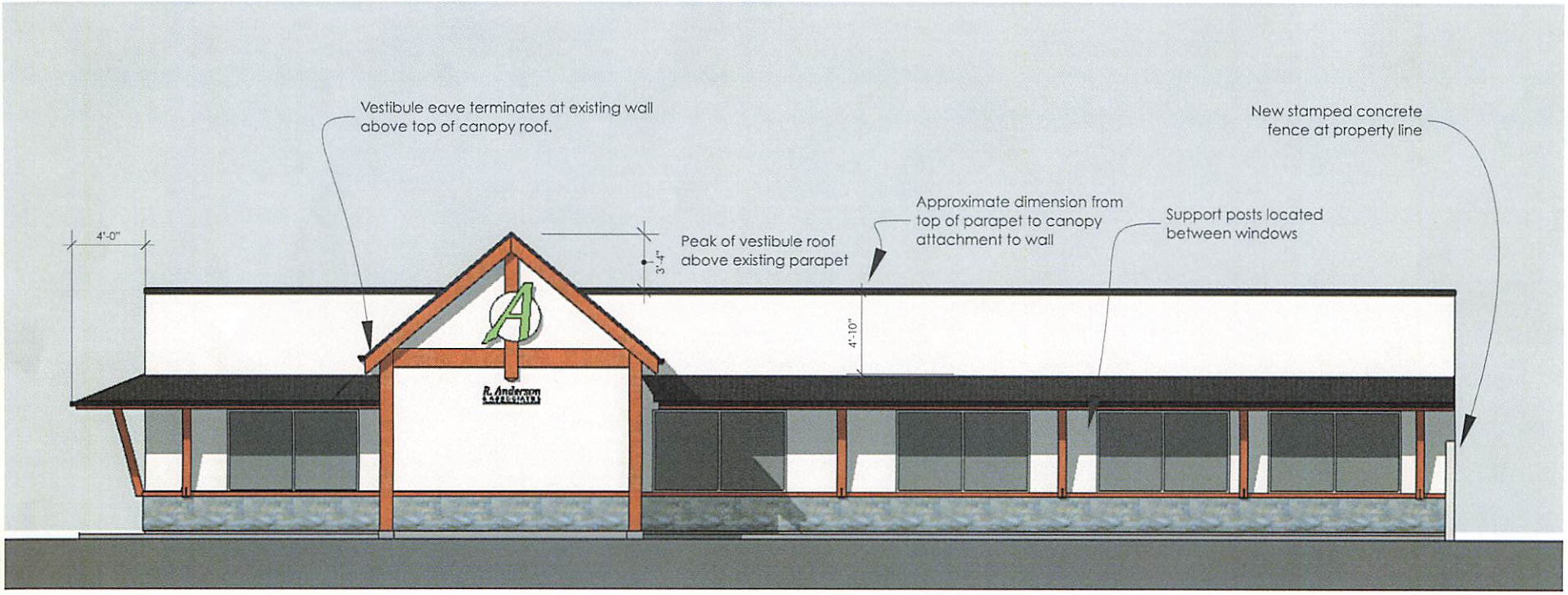
Description of improvements:
New vestibule, new metal canopy with timber frame structure added; new stone cladding below windows and new paint. See also A1.1.

PORT ALBERNI FACADE IMPROVEMENT PROGRAM

Project No.	1249 - 11
Contact	Rob Anderson
Scale	Not to scale
Date	19 Oct. 2020

R. ANDERSON
3483 3rd Avenue

A1.0



NOTES:
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5. Materials: Stone cladding - K2 'Natural Ledgestone'
   Vestibule cladding - Stucco to match existing building. Pale grey colour to match new paint for existing building.
   Roofs - corrugated metal, black or dark bronze.
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PORT ALBERNI FACADE IMPROVEMENT PROGRAM

Project No.	1249 - 11
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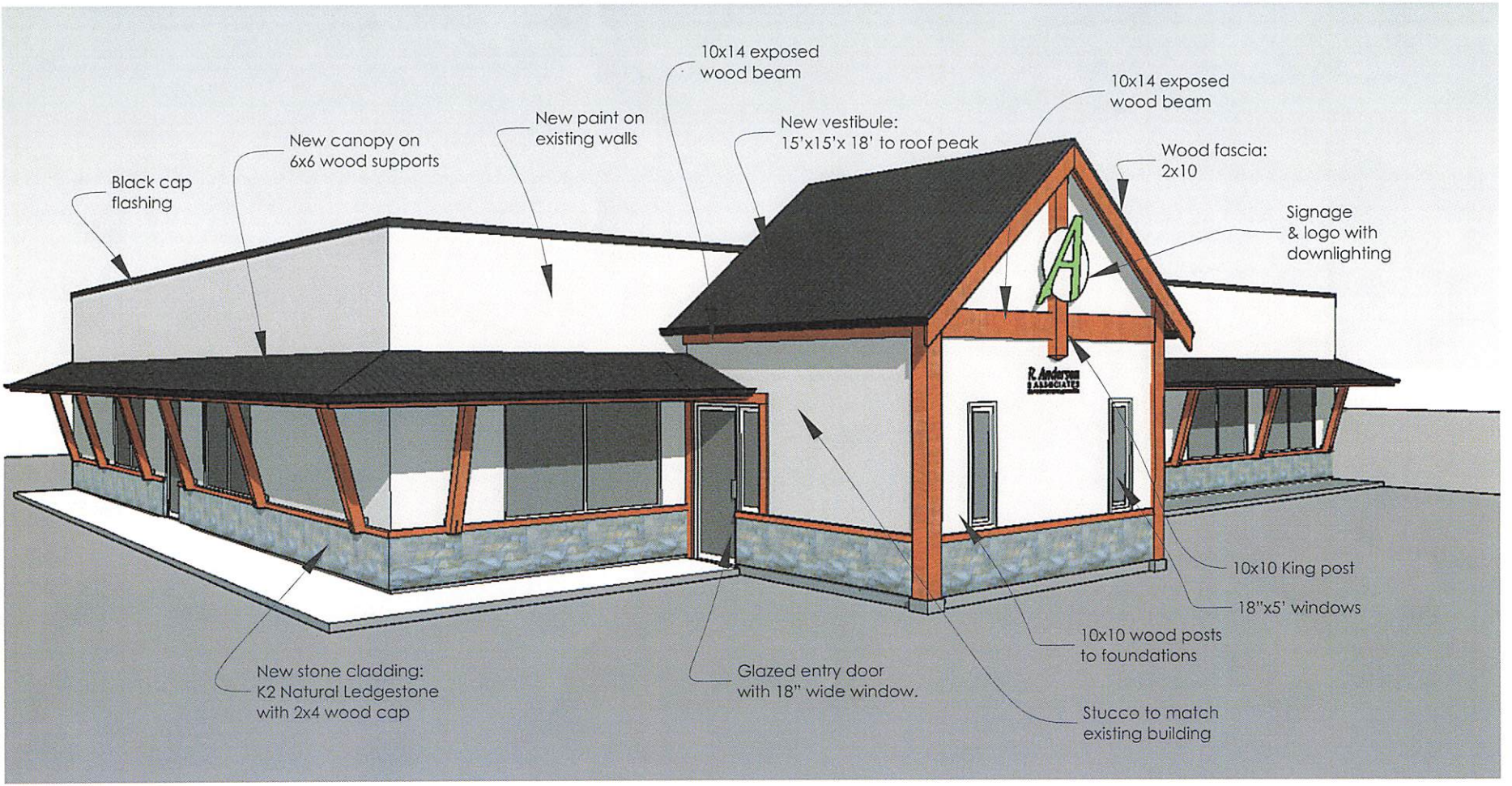
R. ANDERSON
3483 3rd Avenue

A1.1



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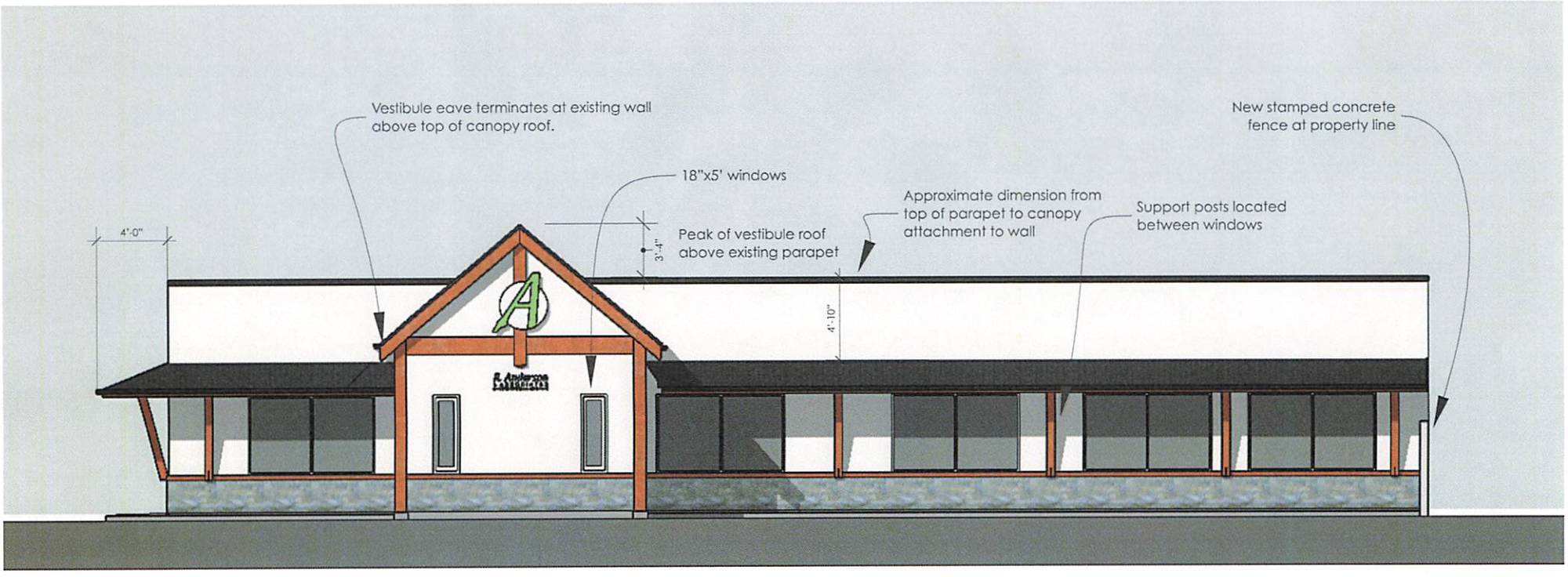
PORT ALBERNI FACADE IMPROVEMENT PROGRAM

Project No.	1249 - 11
Contact	Rob Anderson
Scale	Not to scale
Date	27 Oct. 2020

R. ANDERSON
3483 3rd Avenue

A1.0



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PORT ALBERNI FACADE IMPROVEMENT PROGRAM

Project No.	1249 - 11
Contact	Rob Anderson
Scale	Not to scale
Date	27 Oct. 2020

R. ANDERSON
3483 3rd Avenue

A1.1

CITY OF PORT ALBERNI

Regular Council Meeting
For the Meeting of November 23, 2020

Date: November 12, 2020
File No: 3360-20-KENDALL

To: Mayor & Council
From: K. McDougall, Manager of Planning
Subject: **DEVELOPMENT APPLICATION – Official Community Plan bylaw & Zoning Bylaw Amendments**
4305 Kendall Avenue
Lot B, District Lot 92, Alberni District, Plan VIP 86344 (PID: 027-829-634)
Applicant: S. Goldvine dba BC Housing Management Commission

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

RECOMMENDATION[S]

a. *THAT "Official Community Plan Amendment No. 32 (4305 Kendall Avenue – BC Housing Oomiiqsu), Bylaw No. 5015" be now introduced and read a first time.*

b. *THAT "Zoning Map Amendment No. 42 (4305 Kendall Avenue – BC Housing Oomiiqsu), Bylaw No. 5016" be now introduced and read a first time.*

c. *THAT "Zoning Bylaw Text Amendment No. T26 (Site Specific Use – P1 Institutional), Bylaw No. 5017" be now introduced and read a first time.*

PURPOSE
To consider a development application to amend the Official Community Plan and Zoning Bylaw for 4305 Kendall Avenue. The applicant is proposing a split zone on the property to allow institutional housing to be built, while maintaining the multifamily residential zone on the remainder of the site.

BACKGROUND
The City of Port Alberni has received a development application for 4305 Kendall Avenue requesting amendments to the Official Community Plan and Zoning Bylaws. The applicant proposes to rezone a portion of the property in order to facilitate the construction of a 2-storey building under a new use defined as 'Mother's Centre'. The development will provide 16 dwelling units in addition to childcare spaces, administration offices, and meeting rooms. Dwelling units within the Mothers' Centre will consist of 12 shared suites and 4 independent units.

The name of the proposed development is Oomiiqsu, also referred to as the Port Alberni Mother's Centre. The project is administered by BC Housing, with support from its Operator (Port Alberni Mother's Centre Society) and the Huu-ay-aht First Nations. The site is owned by the Provincial Rental Housing Corporation. Oomiiqsu

ENTERED 61

proposes to provide safe, inclusive, housing for Indigenous mothers and children. Specifically, it will operate as a place where mothers with children between the ages of twelve and under may live while receiving supports. The development would provide services to help address existing gaps in child and family service delivery.

The subject property is located on Kendall Avenue between Roger Street and Huff Drive directly to the east of the Alberni District Secondary School playing fields. The "L" shaped lot is 0.443 hectares (1.1 acres) in size, and is currently designated as Multifamily Residential in the OCP, and zoned RM2 – Medium Density Multifamily Residential in the Zoning Bylaw. The property is currently located within a Development Permit Area.

Status of the Application

The development application to rezone 4305 Kendall Avenue was circulated to relevant agencies for comment. No major issues with the proposed change in land use were raised, however the engineering and site servicing details have yet to be confirmed by the City's Engineering department.

The Advisory Planning Commission reviewed the development application at its October 29, 2020 meeting. Summary meeting minutes are attached. The APC recommended that City Council proceed with the OCP and Zoning Bylaw amendments, with some conditions recommended by staff.

ALTERNATIVES/OPTIONS

1. That Council proceed with first reading of the bylaw amendments, with conditions outlined in the APC report.

2. That Council proceed with first reading of the bylaw amendments, with alternative conditions.

3. That Council provide alternative direction.

ANALYSIS

Official Community Plan and Zoning Bylaw

The subject property is currently zoned *RM2 – Medium Density Multifamily Residential* and designated as Multi-family Residential in the OCP. The applicant is proposing to rezone a portion of the property to *P1 – Institutional* to allow the construction and operation of a facility that will deliver housing and support services. The rest of the property will remain zoned as RM2 in order to maintain its potential for multifamily development. The applicants do not have plans to develop this portion of the property at this time. The creation of split zoning on a single property is a common practice in land use planning.

The proposed amendments to the Zoning Bylaw also include adding "Mothers' Centre" to the Definitions section of the bylaw, and a site-specific use to allow for a Mothers' Centre at 4305 Kendall Avenue. The proposed definition of Mothers' Centre aligns closely with the intent of the Institutional zone. The applicant has proposed the following definition for "Mothers' Centre" to be introduced:

> *"**Mothers' Centre**: means a shared and independent residential living space with built in supports exclusively for women and children, including counselling, childcare, and administrative office space, but does not include intensive health care services."*

The proposed development is compatible with the institutional use designation, and there are numerous provisions for this type of housing facility in the OCP. The Institutional land use designation is also consistent with the surrounding neighbourhood, which features the highest concentration of lands designated institutional within Port Alberni.

An institutional use at 4305 Kendall Avenue is consistent with the surrounding neighbourhood, which is composed largely of properties zoned for institutional, parks and recreation, multifamily and single-family residential use. Residents of the proposed facility will also have convenient access to public transportation. Municipal services are located in close proximity, but connections are currently not available at the property. Connections will be made to nearby water, sewer, and storm mains as per City requirements.

Development Permit Area

The subject property is currently within the Development Permit Area No. 1 Multi-Family Residential. If a portion of the property is rezoned and designated as Institutional, then that portion of the property would be removed from the Development Permit Area as the OCP does not have Institutional DPA criteria. While local governments have no power to regulate the form and character of institutional developments through Development Permit Areas, it is proposed that as a condition of rezoning a restrictive covenant be placed on the property to ensure that development is consistent with the plans submitted by the applicant. The remainder of the parcel zoned RM2 would remain in DPA No. 2.

Development Plans

The applicant has submitted a full development proposal as part of their application (attached). A review of the proposed development confirms that it will meet the requirements of the Zoning Bylaw including parking, and the Site Development Regulations of the P1 – Institutional Zone. A two-storey building is proposed to be located along the south east property line. The driveway is located along the north west property line, and runs adjacent to a multifamily residential housing development. The main parking lot is located on the north east portion of the property. Outdoor play and cultural spaces are provided along the south east property line adjacent to forested park land.

See attached report to the Advisory Planning Commission for a comprehensive analysis of the development application.

IMPLICATIONS

The proposed application would amend the Official Community Plan Bylaw to change the designation of a portion of the property from **'Multi-family Residential'** to **'Institutional'** and to remove a portion of the property from the Multi-Family Development Permit Area. The proposed application would also amend the Zoning Bylaw to rezone a portion of the property from **'RM2 – Medium Density Multi-Family Residential'** zone to **'P1 Institutional'** zone. Finally, the application would also introduce a definition for 'Mothers' Centre' and permit this as a site-specific use for 4305 Kendall Avenue.

The proposed amendments to the OCP and Zoning Bylaw would permit the development of a two-storey building that will provide safe, inclusive, housing for Indigenous mothers and children. The development will

provide 16 dwelling units in addition to childcare spaces, administration offices, and meeting rooms, and will operate as a place where mothers with children between the ages of twelve and under may live while receiving supports. The development would provide services to help address existing gaps in child and family service delivery.

Staff have proposed a set of rezoning conditions to ensure that as part of the development process the applicant completes the following:

- 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;
- Ensure easements are registered on title as required for site servicing; and
- Register a restrictive covenant on title to ensure development occurs as per the development plans and building design submitted at the time of application.

Council's consideration of first reading of the proposed bylaw amendments is the next step in the development review process. Giving first reading moves the application forward, while allowing additional time for the applicant to meet certain rezoning conditions in advance of scheduling a public hearing.

COMMUNICATIONS

As the proposed bylaw amendments are for Council's consideration of first reading, no formal communications are required at this time.

BYLAWS/PLANS/POLICIES

The proposed application is to amend the Official Community Plan Bylaw No. 4602 and Zoning Bylaw No. 4832. The following OCP and Zoning Bylaw amendments are proposed:

1. The subject property, is currently designated **'Multi-family Residential'** on the Official Community Plan Schedule A – Land Use Map. An amendment is requested to change the designation of a portion of the property to **'Institutional'**

2. The subject property is within the **Multi-Family Residential Development Permit Area** on the Schedule B – Development Permit Areas Map. An amendment is required to remove a portion of the property from this Development Permit Area. The housing facility which is proposed as an institutional use would be located on this portion of the property.

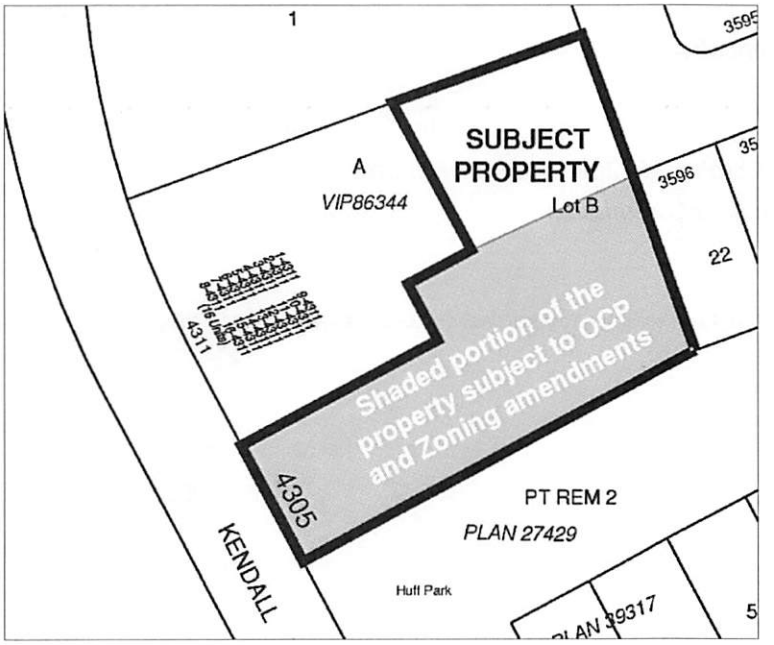
3. The subject property is currently zoned **'RM2 Medium Density Multifamily Residential'** on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to rezone a portion of the property to **'P1 Institutional'** zone.

4. A text amendment to the Zoning Bylaw is requested to add **'Mothers' Centre'** to the list of definitions in Section 4 – Definitions. Proposed text is below:

*"**Mothers' Centre**: means a shared and independent residential living space with built in supports exclusively for women and children, including counselling, childcare, and administrative office space, but does not include intensive health care services."*

5. A text amendment to the Zoning Bylaw is requested to add **'Mothers' Centre'** as a site-specific use of the P1 – Institutional zone for the subject property at 4305 Kendall Avenue.

Figure 1 – Portion of Property Subject to Proposed Amendments



The proposed amendments are consistent with the Official Community Plan land use designation, and meets the strategic objectives of the OCP. The development application also aligns with aligns with the following goals from the 2019-2023 Corporate Strategic Plan:

- Respond to demographic change/improve quality of life
- Foster a complete community (safe, healthy, and inclusive).

SUMMARY

In considering the application to rezone the subject property, City Council should consider if and how the proposed change in use aligns with the Official Community Plan objectives. City Council should also consider whether the proposed amendment is appropriate for the site and how a change may impact the immediate neighborhood.

The proposed change in OCP land use designation (for a portion of the property) from *Multi-family Residential* to *Institutional* is consistent with adjacent land uses, and removing the same portion of property from the Multifamily Residential Development Permit Area corresponds with the change in land use designation. The

definition of 'Mothers' Centre' aligns closely with the intent of the P1 – Institutional zone and with existing permitted uses. Overall the proposed development aligns with OCP policy objectives for housing and support services.

The applicant has submitted a comprehensive development application, including drawings, site plans, and building elevations. The proposed development is high-quality, consistent with the surrounding neighborhood, and will be an attractive addition that compliments the site. A restrictive covenant is proposed to ensure that the development is constructed as currently proposed.

The Planning Department supports amending the Official Community Plan Bylaw and Zoning Bylaw for 4305 Kendall Avenue to facilitate the proposed development.

ATTACHMENTS/REFERENCE MATERIALS

- *Subject Property Map – 4305 Kendall Ave*
- *OCP Land Use Map*
- *Zoning Bylaw Map – Schedule 4*
- *Advisory Planning Commission October 29, 2020 Meeting Minutes*
- *Staff Report to the Advisory Planning Commission*

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SUBJECT PROPERTY – 4305 KENDALL AVENUE



OCP LAND USE MAP:


INS
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INS
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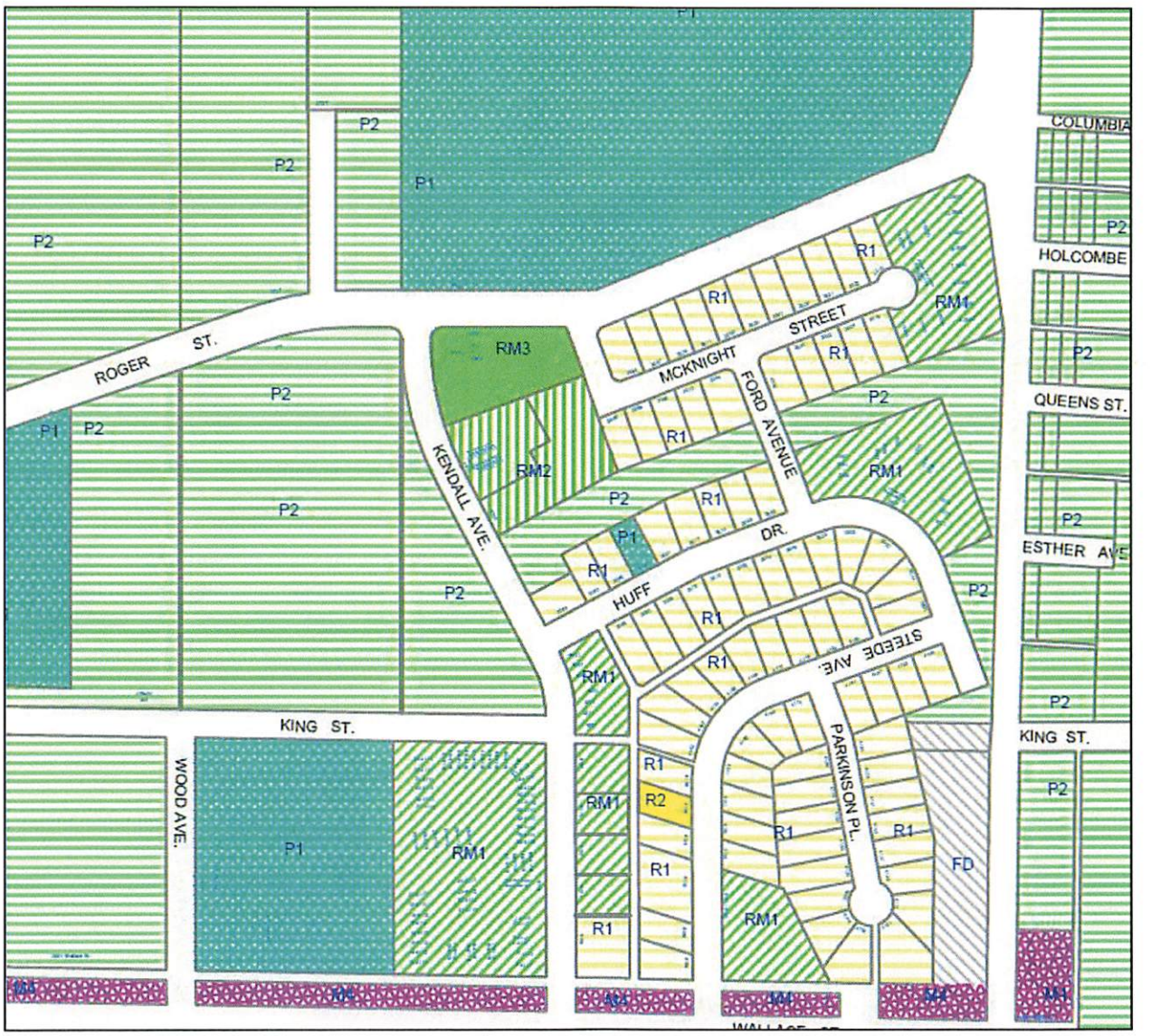
ZONING BYLAW MAP – SCHDEULE 4:



CITY OF PORT ALBERNI

BYLAW NO. 5015

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. 32 (4305 Kendall Avenue - BC Housing Oomiiqsu), Bylaw No. 5015".**

2. Official Community Plan Amendments

   2.1 **Schedule A (Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation on a portion of Lot B, District Lot 92, Alberni District, Plan VIP86344 (PID: 027-829-634) located at **4305 Kendall Avenue**, from 'Multi-Family Residential' use to '**Institutional**' use 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 remove a portion of Lot B, District Lot 92, Alberni District, Plan VIP86344 (PID: 027-829-634) located at 4305 Kendall Avenue, from Development Permit Area No. 1 - Multiple Family Residential.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.

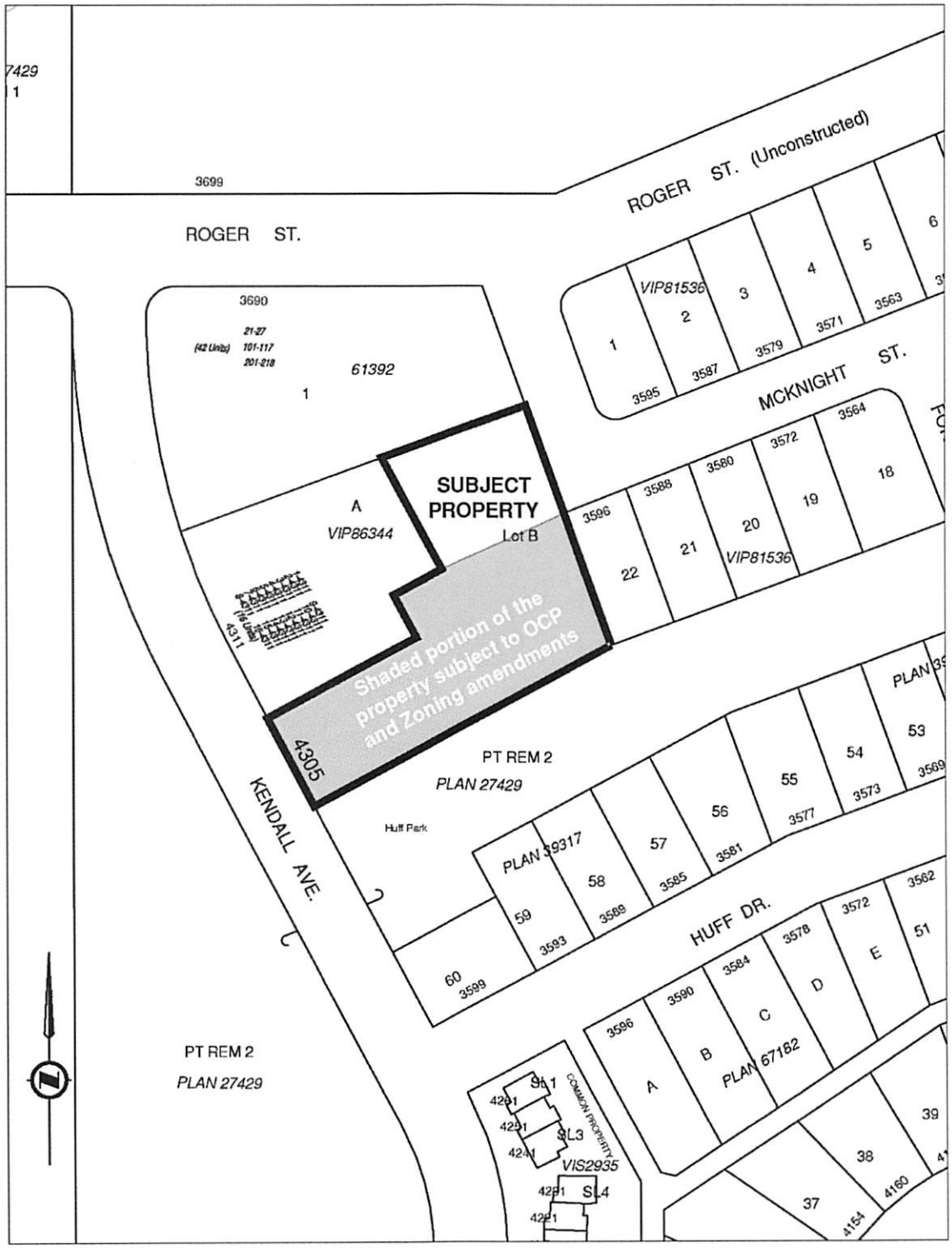
A PUBLIC HEARING WAS HELD THIS DAY OF , 2020.

READ A THIRD TIME THIS DAY OF , 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor **Corporate Officer**

Schedule "A" to Bylaw 5015



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CITY OF PORT ALBERNI

BYLAW NO. 5016

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 Map Amendment No. 42 (4305 Kendall Avenue - BC Housing Oomiiqsu), Bylaw No. 5016".**

2. Zoning Amendment

   2.1 That a portion of Lot B, District Lot 92, Alberni District, Plan VIP86344 (PID: 027-829-634) located at **4305 Kendall Avenue**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'RM2 Medium Density Multiple Family Residential' to **'P1 Institutional'.**

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 **Corporate Officer**

Schedule "A" to Bylaw No. 5016



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CITY OF PORT ALBERNI

BYLAW NO. 5017

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. T26 (Site Specific Use – P1 Institutional), Bylaw No. 5017".**

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

   A. Adding the following text to Section 4 – Definitions:

   "Mothers' Centre: means a shared and independent residential living space with built in supports for women and children, such as counselling and childcare, and an administrative component such as office space, but does not include intensive health care services."

   B. Adding the following text to 5.34.4 Site Specific uses of the P1 Institutional Zone:
   "E.
   Site – A portion of **4305 Kendall Avenue** – Lot B, District Lot 92, Alberni District, Plan VIP86344 (PID: 027-829-634) as outlined on Schedule A to Bylaw No. 4832

   i. Notwithstanding Section 5.31.1 the following Principle Uses are permitted on the site:
      a) Mother's Centre"

READ A FIRST TIME THIS DAY OF , 2020.

READ A SECOND TIME THIS DAY OF , 2020.

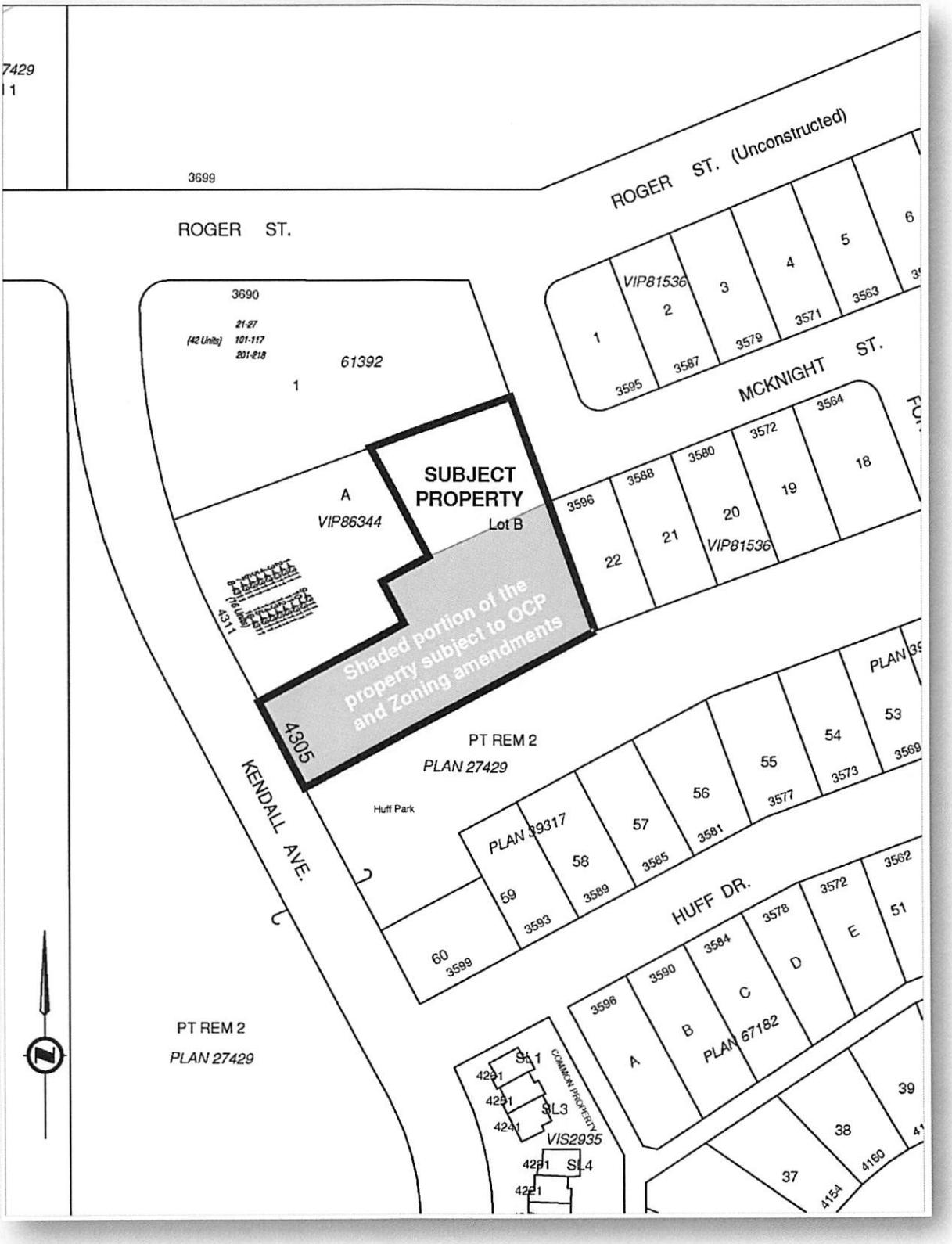
A PUBLIC HEARING WAS HELD THIS DAY OF , 2020.

READ A THIRD TIME THIS DAY OF , 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor **Corporate Officer**

Schedule "A" to Bylaw No. 5017



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Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on October 29, 2020
Via remote access through Zoom, at 12:00 p.m.)

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

Guests
Members of the Public: None
Applicant/s: Lindsay Monk
Shannon Zimmerman, Tara Schmidt
Rob Whetter

Staff
Katelyn McDougall, Manager of Planning
Brian McLoughlin, Development Planner
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)
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 August 20, 2020 Minutes as amended.

   MOTIONS:

   That the City of Port Alberni Advisory Planning Commission adopt the minutes of the August 20, 2020 regular meeting.

   (Washington / Douglas) CARRIED

3. **DEVELOPMENT APPLICATION – Proposed Official Community Plan bylaw and Zoning Bylaw Amendments**
   4305 Kendall Avenue *Lot B, District Lot 92, Alberni District, Plan VIP86344 (PID: 027-829-634)*
   Applicant: S. Goldvine dba BC Housing Management Commission

   - The Development Planner presented a summary of his report dated October 23, 2020.

   - APC discussed the proposed amendments and report as follows:
     - The history of the parcel was noted. CMHA developed the neighboring parcel, and currently owns that site. The CHMA development is considered to have been a positive development for the area, despite initial opposition from the neighbourhood.
     - It was asked if there are plans for the remainder of the parcel. City Planning staff indicated that no specific plans were discussed with the applicants. In past the applicants have suggested that they may wish to develop affordable multi-family

housing in the future, and therefore maintaining the RM2 zone on the remainder of the parcel makes sense. T. Schmidt (BC Housing Development Manager) noted that BC Housing would like to retain possible multi-family housing options on site.

- It was clarified that the proposed Mother's Centre is a joint partnership with BC Housing, M'akola and the Huu-ay-aht.
- The APC discussed why the project is exclusively for Mother's and children, and there were concerns that men also raise children and need services. The merits of also keeping services for men and women separate was discussed. The project representatives clarified that safety was one objective for keeping these services separate, but the main reason for gearing this project towards women and children is because of the conditions of funding for the project.
- The Architect also confirmed that there is a line of funding specifically for mother's and children, and that the building has been designed with this in mind. A separate discussion should be had regarding services for fathers and children.
- Several technical issues were brought forward regarding the proposed amendments and it was suggested that the definitions be reviewed for consistency and integration into the existing Zoning bylaw.

MOTIONS:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with the following bylaw amendments, with respect to Lot B, District Lot 92, Alberni District, Plan VIP86344 (PID: 027-829-634) located at* ***4305 Kendall Avenue****:*

   a) *Amend the Official Community Plan (Schedule A - Future Land Use Map) to change the designation on a portion of 4305 Kendall Avenue from* ***'Multi-Family Residential'*** *to* ***'Institutional'****.*

   b) *Amend the Official Community Plan (Schedule B - Development Permit Areas Map) to remove a portion of 4305 Kendall Avenue, from* ***Development Permit Area No. 1 - Multiple Family Residential.***

   c) *Amend the Zoning Bylaw (Schedule A – Zoning Map) to change the zoning on a portion of 4305 Kendall Avenue from* ***'RM2 Medium Density Multiple Family Residential'*** *to* ***'P1 Institutional'****.*

   d) *Amend the text of the Zoning Bylaw by adding the following text to Section 4 – Definitions:*

      "Mother's Centre: means a shared and independent residential living space with built in supports for women and children, such as counselling and childcare, and an administrative component such as office space, but does not include intensive health care services."

e) *Amend the text of the Zoning Bylaw by adding the following text to 5.34.4 Site Specific* uses of the *P1 Institutional Zone:*

"E. Site – A portion of 4305 Kendall Avenue – Lot B, District Lot 92, Alberni District, Plan VIP86344 (PID: 027-829-634) as outlined on Schedule A to Bylaw No. 4832:

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

a) Mother's Centre"

2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before Council proceeds with scheduling a public hearing:*
   a. *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.*
   b. *Ensure easements are registered on title as required for site servicing;*

3. *That the Advisory Planning Commission recommends to City Council that as part of the development process the City complete the following before Council proceeds with Final Adoption of amending bylaw:*
   a. *Register a restrictive covenant on title to ensure development occurs as per the development plans and building designs submitted at the time of application.*

(Washington / Douglas) CARRIED

4. **STATUS UPDATE:**

- **What's been happening since the last APC meeting:**
  - Housing Needs Report – survey now online at Letsconnectpa.ca
  - DP/DVP pending – VRS seniors housing project at 4000 Burde St
  - Uptown District Revitalization – Phase 2 Engagement
  - Connect the Quays Pathway Grant Application
  - Train Station Building Renovation Grant Application
  - Small Capital Grant Implementation – Harbour Quay

- **Coming to Council in November**
  - Building Relocation (Recycled Homes) report
  - Short Term Rental Staff & APC Recommendations
  - Accessory Dwelling Unit project strategy and timeline
  - Development Permit applications

- **Upcoming Development Applications**
  - 4796 Tebo - Co-op Gas Station (card lock and store)
  - 3483 3rd Ave – R. Anderson Façade Improvement DP

- The Manager of Planning asked APC for suggestions regarding an APC appreciation gesture to give recognition for volunteer's service. APC members felt that it was not necessary as they volunteer to serve the City and during COVID it is wise not to gather together.

5. **OTHER BUSINESS-** None

6. **ADJOURNMENT** – The meeting adjourned at 12:45 pm. The next meeting is scheduled for 12:00 pm on **November 19, 2020**.

(/) **CARRIED**



Ken McRae (Chair)

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CITY OF PORT ALBERNI

PLANNING DEPARTMENT
REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Brian McLoughlin, Development Planner

DATE: October 23, 2020

SUBJECT: DEVELOPMENT APPLICATION – Proposed Official Community Plan bylaw and Zoning Bylaw Amendments
4305 Kendall Avenue
Lot B, District Lot 92, Alberni District, Plan VIP86344 (PID: 027-829-634)
Applicant: S. Goldvine dba BC Housing Management Commission

ISSUE

At consideration is a joint application for map amendments to the Official Community Plan (OCP), and map and text amendments to the Zoning Bylaw. The subject property is located at 4305 Kendall Avenue. The applicant is proposing a split zone on the property to allow *institutional* housing to be built, while maintaining the *multifamily residential* zone on the remainder of the site.

BACKGROUND

The City of Port Alberni has received a development application for 4305 Kendall Avenue requesting amendments to the Official Community Plan and Zoning Bylaws. The applicant proposes to rezone a portion of the property in order to facilitate the construction of a 2-storey building under a new use defined as 'Mother's Centre'. The development will provide 16 dwelling units in addition to childcare space, administration offices, and meeting rooms. Dwelling units within the Mother Centre will consist of 12 shared suites and 4 independent units.

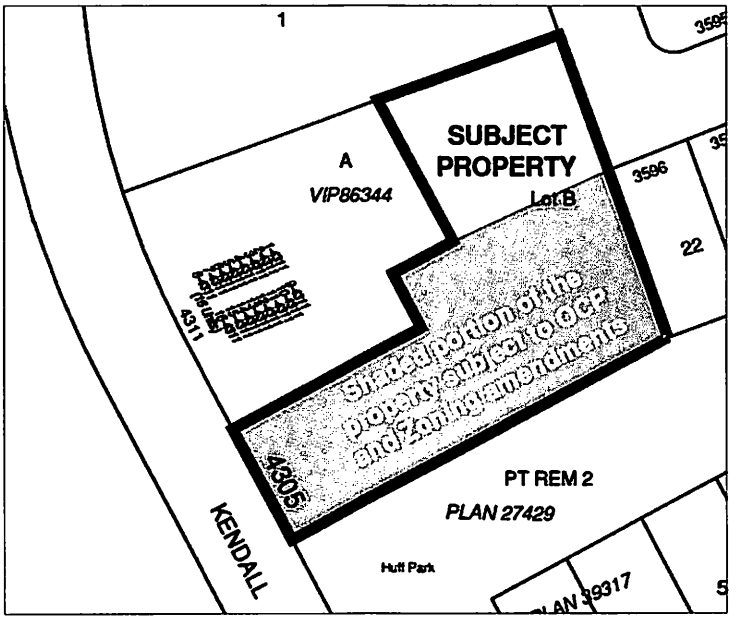
The name of the proposed development *is Oomiiqsu,* also referred to as the Port Alberni Mother's Centre. The project is administered by BC Housing, with support from its Operator (Port Alberni Mother's Centre Society) and the Huu-ay-aht First Nations. The site is owned by the Provincial Rental Housing Corporation.

Oomiiqsu proposes to provide safe, inclusive, housing for Indigenous mothers and children. Specifically, it will operate as a place where mothers with children between the ages of twelve and under may live while receiving supports. The development would provide services to help address existing gaps in child and family service delivery.

The subject property is located on Kendall Avenue between Roger Street and Huff Drive directly to the east of the Alberni District Secondary School playing fields. The "L" shaped lot is 0.443

hectares (1.1 acres) in size, and is currently designated as Multifamily Residential in the OCP, and zoned RM2 – Medium Density Multifamily Residential in the Zoning Bylaw. The property is currently located within a Development Permit Area.

Figure 1 – Portion of Property Subject to Proposed Amendments



The following OCP and Zoning Bylaw amendments are proposed:

1. The subject property, is currently designated **'Multi-family Residential'** on the Official Community Plan Schedule A – Land Use Map. An amendment is requested to change the designation of a portion of the property to **'Institutional'**

2. The subject property is within the **Multi-Family Residential Development Permit Area** on the Schedule B – Development Permit Areas Map. An amendment is required to remove a portion of the property from this Development Permit Area. The housing facility which is proposed as an institutional use would be located on this portion of the property.

3. The subject property is currently zoned **'RM2 Medium Density Multifamily Residential'** on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to rezone a portion of the subject property to **'P1 Institutional'** zone.

4. A text amendment to the Zoning Bylaw is requested to add **'Mother's Centre'** to the list of definitions in *Section 4 – Definitions.* Proposed text is below:

   "Mothers' Centre: means a shared and independent residential living space with built in supports for women and children, such as counselling and childcare, and an administrative component such as office space, but does not include intensive health care services"

5. A text amendment to the Zoning Bylaw is requested to add **'Mother's Centre'** as a site-

specific use of the **P1 – Institutional** zone for the subject property at 4305 Kendall Avenue.

DISCUSSION

Official Community Plan Policy

The OCP sets the policy direction for the City regarding the designation and regulation of land use. 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. Relevant provisions are discussed below.

In Section C - Plan Goals and Land Use Objectives, item 1.5 *Community* lists the following goals:

- *To ensure that a range of housing choice is provided in order to meet the needs of current and future residents*

- *To ensure services are accessible and promote a vibrant, healthy, united, safe and livable community*

These policy objectives are generally supportive of institutional uses within the community. The purpose of the Institutional land use designation under section 2.0 also includes public care facilities which aligns closely with the proposed use of the property:

- *Identifies areas that accommodate community facilities such as schools, recreation facilities, government buildings, hospital, assembly facilities etc., and public care facilities*

Additionally, General Provisions within the OCP establish broad housing objectives that align with institutional housing as a use within the community:

- *The City supports efforts to provide integrated special needs, affordable, and rental housing within the community*

- *The provision of a wide range of housing choice for the benefit of all demographic and socioeconomic segments is encouraged*

The proposed development is compatible with the institutional use designation, and there are numerous provisions for this type of housing facility in the OCP. The Institutional land use designation is also consistent with the surrounding neighbourhood, which features the highest concentration of lands designated institutional within Port Alberni.

Development Permit Area

The subject property is currently within the Development Permit Area No. 1 Multi-Family Residential. If a portion of the property is rezoned and designated as Institutional, then that portion of the property would be removed from the Development Permit Area as the OCP does not have an Institutional DPA criteria. Section 488 of the Local Government Act allows Development Permit Areas to be established to regulate the form and character of commercial,

industrial, or multi-family development. However, local governments have no power to regulate the form and character of institutional development under Development Permit Areas. Accordingly, it is proposed that as a condition of rezoning a restrictive covenant be placed on the property to ensure that development is consistent with the plans submitted by the applicant. The remainder of the parcel zoned *RM2 – Medium Density Multifamily Residential* would remain in DPA No. 2.

Zoning:

The subject property is currently zoned *RM2 – Medium Density Multifamily Residential.* The applicant is proposing to rezone a portion of the property to *P1 – Institutional* to allow the construction and operation of a facility that will delivery housing and support services. The rest of the property will remain zoned as RM2 in order to maintain its potential for multifamily development. The applicants do not have plans to develop this portion of the property at this time. The creation of split zoning on a single property is a common practice in land use planning.

The proposed amendments to the Zoning Bylaw also include adding "Mother's Centre" to the *Definitions* section of the bylaw, and a site-specific use to allow for a Mother's Centre at 4305 Kendall Avenue. The proposed definition of Mother's Centre aligns closely with the intent of the Institutional zone, which currently permits uses such as Childcare Centre, Community Care Facility, Dormitory, Office, Supportive Housing and Transition House. The distinction between a "Mother's Centre" and other similar uses is that it provides a combination of services specifically to mothers and children. The proposed Mother's Centre will also provide services such as daycare to clients who do not reside at the facility. The applicant has proposed the following definition for "Mother's Centre" to be introduced:

> *"a shared and independent residential living space with built in supports for women and children, such as counselling and childcare, and an administrative component such as office space, but does not include intensive health care services."*

Surrounding Area

An institutional use at 4305 Kendall Avenue is consistent with the surrounding neighbourhood, which is composed largely of properties zoned for institutional, parks and recreation, multifamily and single-family residential use. A direction-based summary of neighbourhood composition is provided below:

Table 2 – Neighbourhood Land Use Mix	
North	RM3 – Multifamily Residential. Across Roger St. are P1 – Institutional, and P2 – Parks and Recreation properties. North Island college, Alberni Multiplex, and the Alberni Athletic Hall are located in close proximity.
South	P2 – Parks and Recreation immediately to the south, with R1 – Single Family residential along Huff Drive, and RM1 – Multifamily Residential along both side of Kendall Avenue.
East	A single-family residential subdivision with RM1 multifamily developments interspersed with P2 – Parks and Recreation space.

West	To the west are playing fields zoned P2 Parks and Recreation, and the Alberni District Secondary School which is zoned P1 – Institutional.

Site Plan

The applicant has submitted a full development proposal as part of their application (attached). A two-storey building is proposed to be located along the south east property line. The building dimensions are approximately 54 metres in length, 17 metres in width, and 9.9 metres in height. The driveway is located along the north west property line, and runs adjacent to a multifamily residential housing development. Parallel parking is provided off the main driveway where it meets the front of the building and serves as a drop-off and pick-up area. The main parking lot is located on the north east portion of the property. Outdoor play and cultural spaces are provided along the south east property line adjacent to forested park land.

Given the proximity of the driveway to the neighbouring multifamily housing, staff have suggested to the applicant that additional screening be provided in the form of landscaping along this portion of the property line. However, the applicant has informed staff that the driveway cannot be moved further south to accommodate additional screening, as this would locate their development too close the trees on the south property line. Additionally, they wish to preserve the road width and location in order to allow parallel parking stalls along the driveway.

A review of the proposed development confirms that it will meet the requirements of the Zoning Bylaw including parking, and the *Site Development Regulations* of the *P1 – Institutional* Zone.

Table 3 - 5.31 P1 Site Development Regulations

	Required		Proposed
Minimum Lot area	540 m^2	(5,813 ft^2)	4,427 m2
Minimum Frontage	15 m	(49.2 ft)	26.9 m
Maximum Coverage	40%		19.5
Minimum Setbacks			
Front yard	7.5 m	(24.6 ft)	7.5 m
Rear yard	9.0 m	(29.5 ft)	Over 9.0 m
Side yard	1.5 m		7.5 m
Side yard	1.5 m	(4.9 ft)	2.5 m
Maximum Height, Principal Building	12.5 m	(32.8 ft)	9.9 m
Maximum Number of Principal Building Storeys	3		2

Table 4 - 7.9 Required Amount of Parking		
	Required	Proposed
Community Care (1 per 3 units plus 15% for staff) Office (1 per 35 m2 floor space) Daycare (1 per staff)	28	28

Table 5 - 7.5 Accessible Parking Requirements		
	Required	Proposed
Accessible Stalls	2	2 provided (included in 28 total)

Transportation and Access to Services

Subject property is not located within convenient walking distance of commercial services. However, the property is located within easy walking distance of a variety of indoor and outdoor public recreational facilities. Residents of the proposed facility will also have convenient access to public transportation as the property is located on But Route #2, which is directly south of the North Island College transit exchange.

Infrastructure and Site Servicing

Municipal services are located in close proximity, but connections are currently not available at the property. Connections will be made to nearby water, sewer, and storm mains as per City requirements. However, the location of these connections, and the capacity of existing infrastructure must be assessed by the developer's engineer, and approved by the City's Engineering Department. Security for the required works should be submitted by the applicant prior to final adoption of the amending bylaws.

Table 6 – Infrastructure and Site Servicing	
Water	There is currently a 300mm PVC water main at Kendall Avenue. Capacity of the water main will be reviewed.
Sewer	There are currently no sewer service connections at the subject property, options for connecting to manholes on Kendall Avenue or Huff drive will be reviewed.
Storm	Storm main exists to the south and north of the subject property. Options for connecting will be reviewed.
Sidewalks	Sidewalks are present on the east side of Kendall Avenue at the front of the subject property. A driveway letdown for Kendall Avenue will need to be applied for and paid by the applicant.

Utilities	The neighbourhood is serviced by underground utilities including Shaw, Telus, and BC Hydro, however new connections will need to be provided to the property.

REFERRALS

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

Comment	Name	Date (mm/dd/yy)
TELUS will need a blanket easement on this property. This will allow TELUS to serve the proposed building from the existing structure on the property. There is currently no network started.	Telus	10/15/2020
As Institutional / Single Business we don't have any concerns.	Canada Post - Nanaimo	10/6/2020
Shaw Cable systems would tie into our existing service box or stub out located at 4311 Kendall Ave, and continue with a 100mm (4") duct and possibly place a new service box. To be determined if a contribution would be required for services.	Shaw	10/6/2020
Referral signed and returned with no comments.	SD70	10/7/2020
BC Hydro does not have infrastructure at this address but is available as single phase or three-phase. BC Hydro has no issues and approves the rezoning.	BC Hydro	10/8/2020
Referral signed and returned with no comments.	Manager of Community Services	10/5/2020
Comments listed below: • *If property is subdivided in the future to develop the RM portion of the property new connections will be required off of McKnight St. (if grades allow). If not, an easement for servicing through to Kendall St.* • *Developer's engineer to provide site servicing information re: connections and system capacities. See file for more details.*	Engineering Dept.	10/6/2020

• *Driveway let down to be paid for by developer* • *Development required to be serviced with underground hydro, Telus, and Shaw.* • *Developer to confirm with Fortis Gas if service is required for build* • *If subdivided in the future an access easement to McKnight St. street across the RM parcel is required.*		
MoTI has no objections to this rezoning proposal.	Ministry of Transportation and Infrastructure	10/20/2020

CONCLUSIONS

The proposal for 4305 Kendall Avenue is being brought forward to the Advisory Planning Commission for review, and the APC will provide Council with a recommendation on how to proceed with the application. In considering the proposed OCP and Zoning Bylaw amendments the Advisory Planning Commission and City Council should consider whether it 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 in their decision on the matter.

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

OCP Amendments

- A change in OCP land use designation for a portion of the property from *Multifamily Residential* to *Institutional* is consistent with adjacent land uses
- Removal of this portion of property from the *Multifamily Residential Development Permit Area* corresponds with the change in land use designation to *Institutional*
- The proposed development aligns with objectives for community and housing in the OCP

Zoning Amendments

- A change of zone from *RM2 – Medium Density Residential* to *P1 – Institutional* to allow a housing and support services facility is consistent with the surrounding neighbourhood
- The proposed development meets the parking requirements of the Zoning Bylaw
- The proposed development meets the *Site Development Regulations* of the *P1 – Institutional* zone, including minimum lot size and setbacks
- The definition of 'Mothers Centre' aligns closely with the intent of the *P1 – Institutional* zone and with existing permitted uses

The Planning Department supports proceeding with the proposed 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 information before proceeding with a recommendation for Council to consider.

RECOMMENDATIONS

The Planning Department recommends Option #1, with additional conditions outlined below. 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 B, District Lot 92, Alberni District, Plan VIP86344 (PID: 027-829-634) located at* ***4305 Kendall Avenue****:*

a) Amend the Official Community Plan (Schedule A - Future Land Use Map) to change the designation on a portion of 4305 Kendall Avenue from ***'Multi-Family Residential'*** *to* ***'Institutional'****.*

b) Amend the Official Community Plan (Schedule B - Development Permit Areas Map) to remove a portion of 4305 Kendall Avenue, from ***Development Permit Area No. 1 - Multiple Family Residential.***

c) Amend the Zoning Bylaw (Schedule A – Zoning Map) to change the zoning on a portion of 4305 Kendall Avenue from ***'RM2 Medium Density Multiple Family Residential'*** *to* ***'P1 Institutional'.***

d) Amend the text of the Zoning Bylaw by adding the following text to Section 4 – Definitions:

"Mothers' Centre: means a shared and independent residential living space with built in supports for women and children, such as counselling and childcare, and an administrative component such as office space, but does not include intensive health care services."

---

e) Amend the text of the Zoning Bylaw by adding the following text to 5.34.4 Site Specific uses of the *P1 Institutional Zone:*

"E. Site – A portion of 4305 Kendall Avenue – Lot B, District Lot 92, Alberni District, Plan VIP86344 (PID: 027-829-634) as outlined on Schedule A to Bylaw No. 4832:

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

a) Mother's Centre"

2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before Council proceeds with scheduling a public hearing:*

   a) 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.

   b) Ensure easements are registered on title as required for site servicing;

3. *That the Advisory Planning Commission recommends to City Council that as part of the development process the City complete the following before Council proceeds with Final Adoption of amending bylaw:*

   a) Register a restrictive covenant on title to ensure development occurs as per the development plans and building designs submitted at the time of application.

Respectfully submitted,

Brian McLoughlin,
Development Planner

Reviewed by,

Katelyn McDougall, M.Urb
Manager of Planning

ATTACHMENTS/REFERENCE MATERIALS

a) Subject Property Map – 4305 Kendall Ave
b) OCP Land Use Map
c) Zoning Bylaw Map – Schedule 4
d) Transit Analysis Map
e) Description of Current Zone
f) Description of Proposed Zone
g) Development Proposal Drawings
   1. *Topographic Site Survey – A100*
   2. *Site Plan – A101*
   3. *Site Plan – A101 (2)*
   4. *Floor Plans – A201*
   5. *Elevations – A301*
   6. *Conceptual Landscape Plan – L1*
   7. *Preliminary Servicing Design – C01*

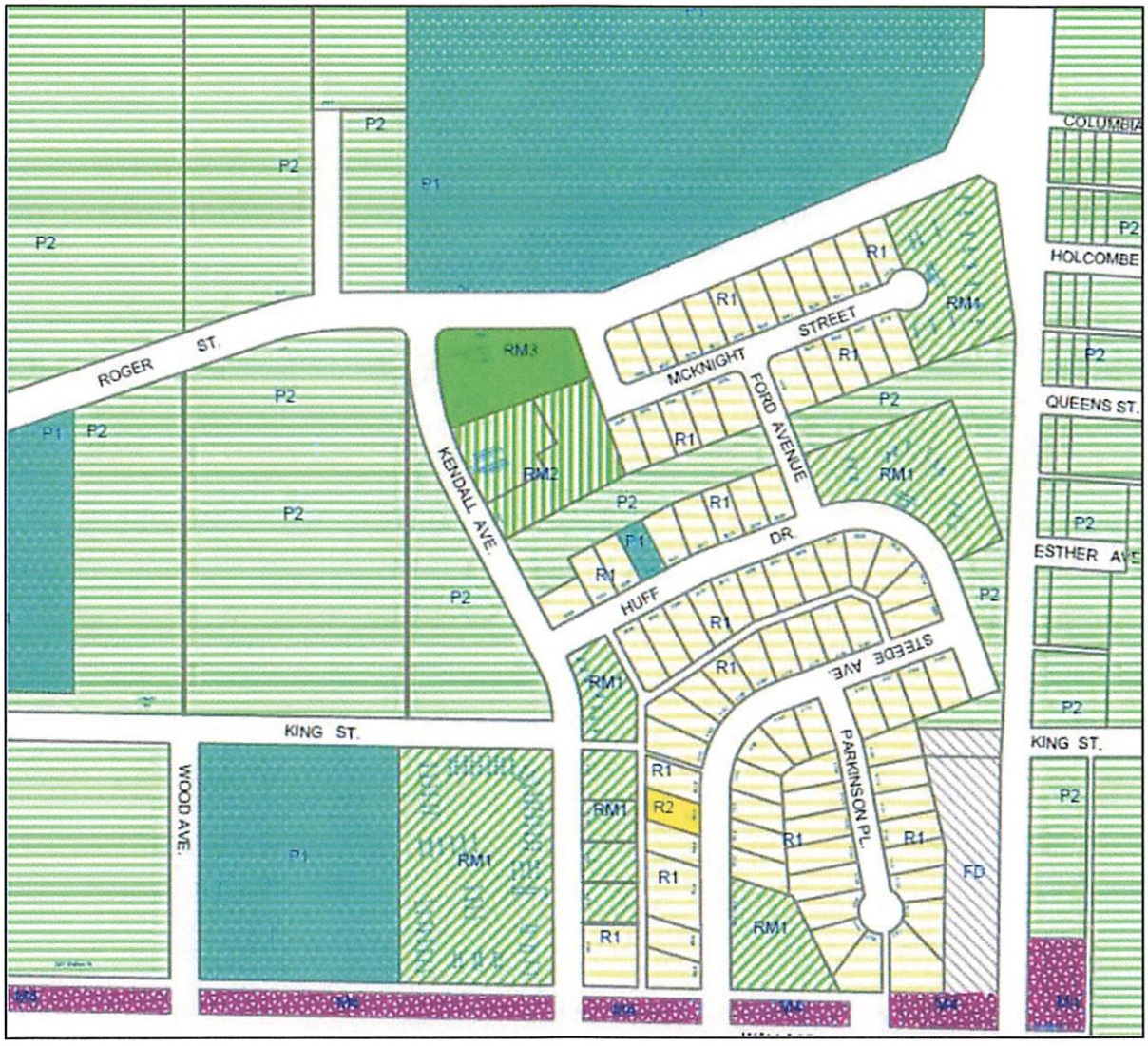
SUBJECT PROPERTY – 4305 KENDALL AVENUE



OCP LAND USE MAP:

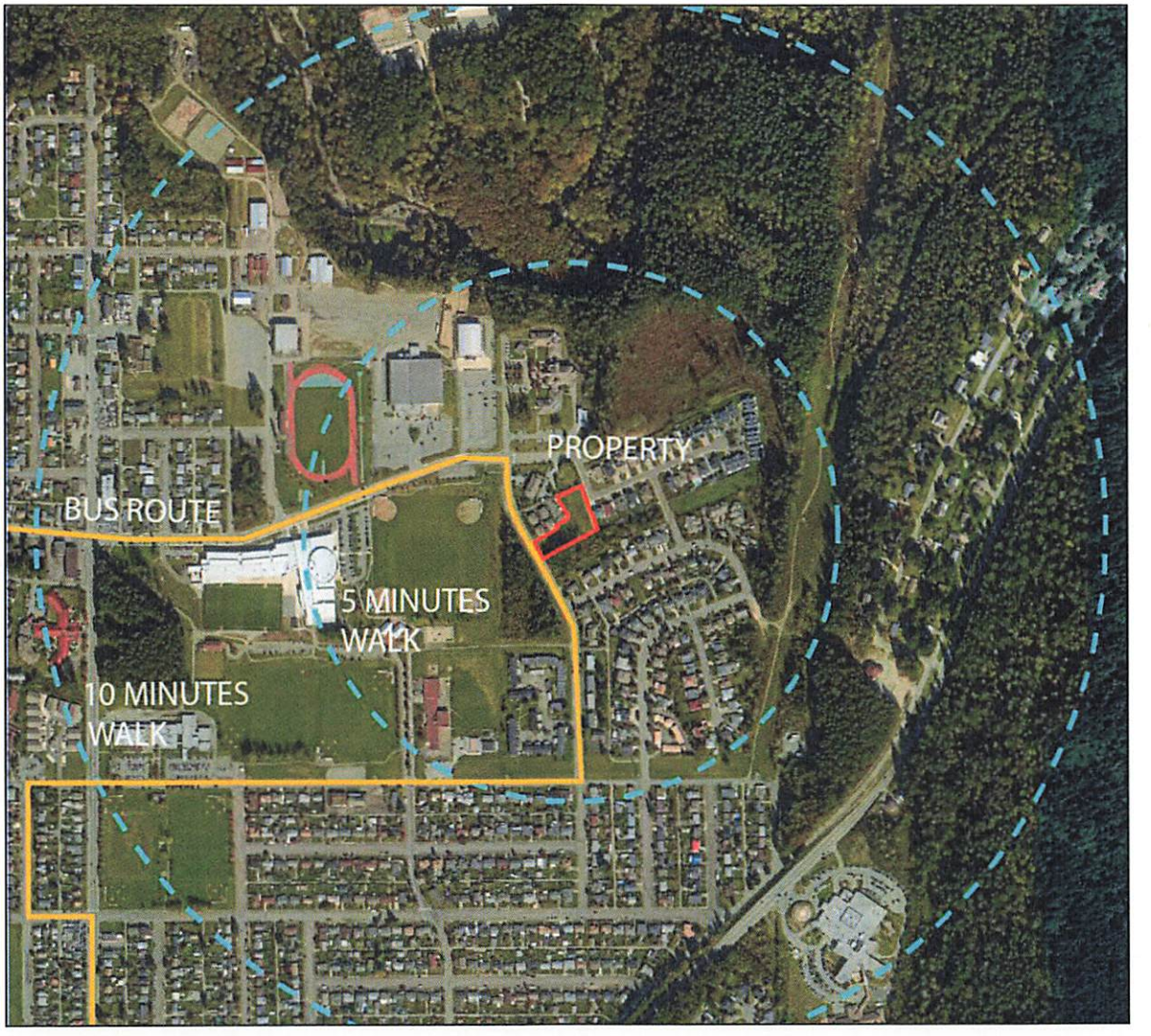


ZONING BYLAW MAP – SCHDEULE 4:



TRANSIT ANALYSIS MAP

Each ring represents approximately 400 m distance for 4.05 Kendall Avenue. This distance typically represents 5 minute walk. However, walk time may be longer depending on the directness of the route. The nearest bus route is indicated by an orange line.



DESCRIPTION OF CURRENT ZONE:

RM2 – MEDIUM DENSITY MULTIPLE FAMILY RESIDENTIAL

5.15 The purpose of this *zone* is to provide for medium density multiple *family* residential development.

5.15.1 Permitted *uses*

Principal Uses	*Accessory Uses*
Boarding and lodging	*Home occupation*
Community care facility	
Multiple *family* dwellings	
Single *family dwelling*	
Two *family dwelling*	

5.15.2 Site Development Regulations

Minimum *Lot Area*	840 m^2	(9,043 ft^2)
Minimum *Frontage*	25 m	(82.0 ft)
Maximum *Coverage*	50%	
Minimum *Setbacks*:		
Front yard	6 m	(19.7 ft)
Rear yard	9 m	(29.5 ft)
Side yard	5 m	(16.4 ft)
Maximum *Floor Area Ratio*	0.8	
Maximum Height, Principal *Building*	12.5 m	(41.0 ft)
Maximum Number of Principal *Building Storeys*	3	

5.15.3 Conditions of *Use*

(a) Notwithstanding the provisions of 5.15.2, *useable open space* shall be provided on the *lot* of not less than 45 m^2 (484.4 ft^2) for each *dwelling* unit containing 3 or more bedrooms, and not less than 18 m^2 (193.3 ft^2) for each *dwelling* unit of smaller size.

(b) Groups of single and two *family* or multiple *family* dwellings are permitted, as an exception to Section 6.1 of this bylaw.

(c) *Density bonusing* may be utilized as follows:

(i) Where greater than seventy-five (75%) of the required off-*street* parking is provided *underground* or enclosed underneath the principal *building*, the maximum *floor area ratio* may be increased by 0.1 , and

(ii) Where elevators are provided and a minimum of ten percent (10%) of the *dwelling* units are designed as *accessible*, the maximum permitted *floor area ratio* may be increased by a maximum of 0.1; and

(iii) Where a minimum of ten percent (10%) of the *dwelling* units are designated as affordable, as specified in a *Housing Agreement* and where the owners enter into a *Housing Agreement* with the City, and

where this Agreement is filed with the Land Title Office, the permitted maximum *floor area ratio* of the principal *building* may be increased by a maximum of 0.1.

(iv) Notwithstanding (i), (ii), and (iii) above, the total increase to the maximum permitted *floor area ratio* deriving from *density bonusing* may not exceed 0.25.

(e) In multi-*family* residential *zones*, *home occupation* as a permitted *use* is restricted to *office* space for a business which is lawfully carried on at another location.

(f) Site development for single *family* and two *family* dwellings must be in accordance with the R2 *zone* regulations provided in Sections 5.12.2 and 5.12.3.

DESCRIPTION OF PROPOSED 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.

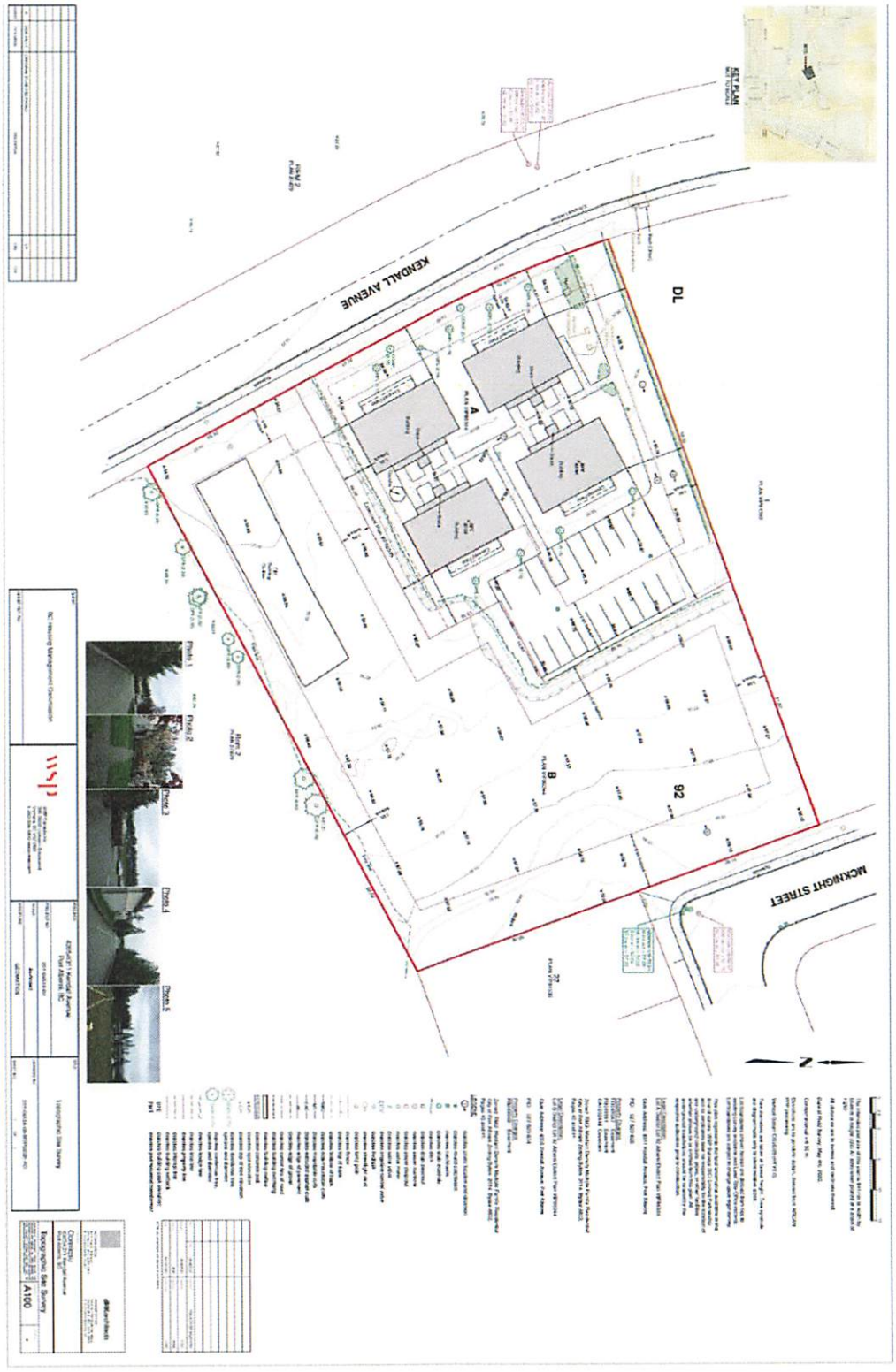
Site – **2170 Mallory Drive** – Lot 1, District Lot 1, Alberni District, Plan VIP77152 (PID: 025-965-409)

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.

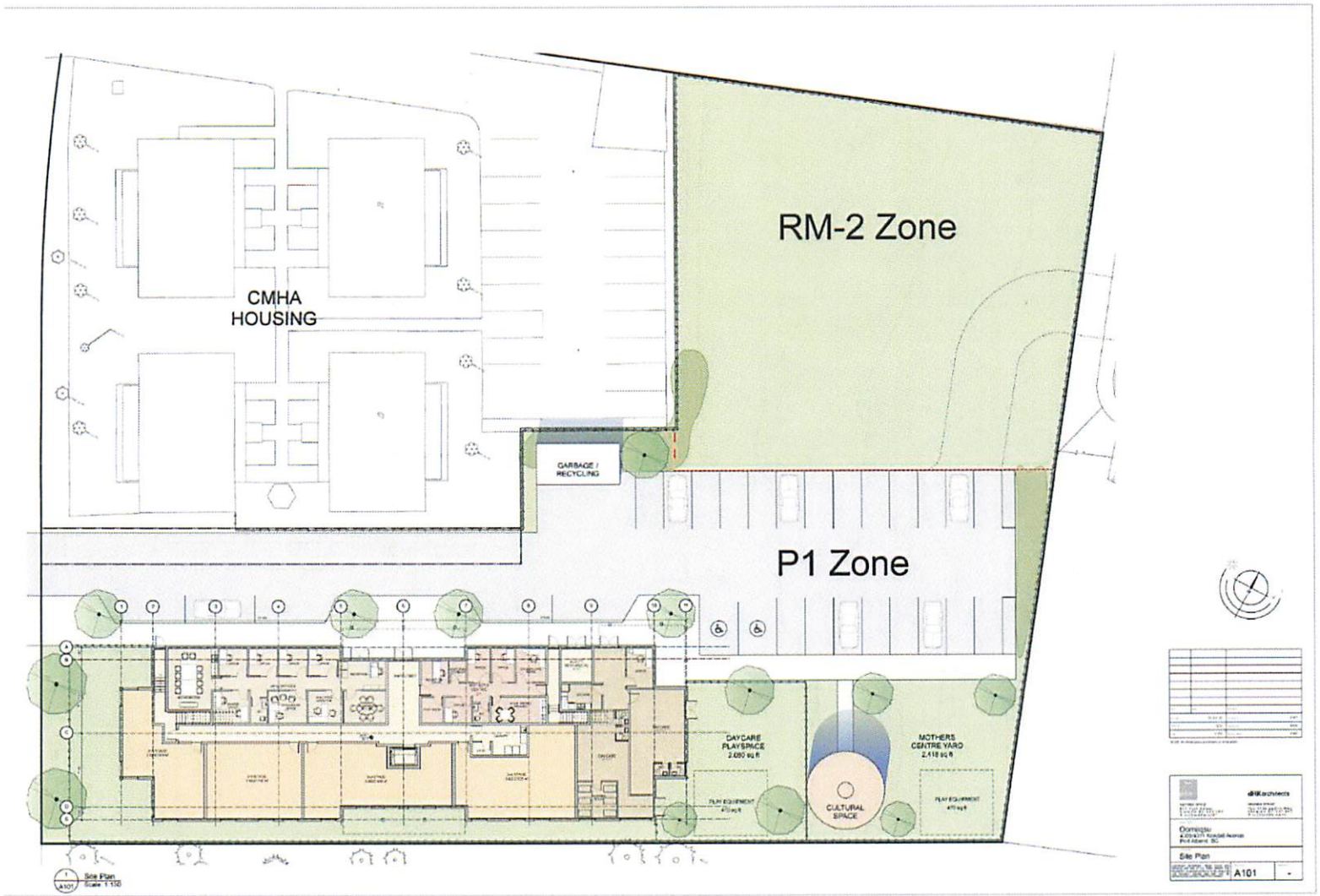
PROPOSED DEVELOPMENT DRAWINGS:

8. Topographic Site Survey – A100

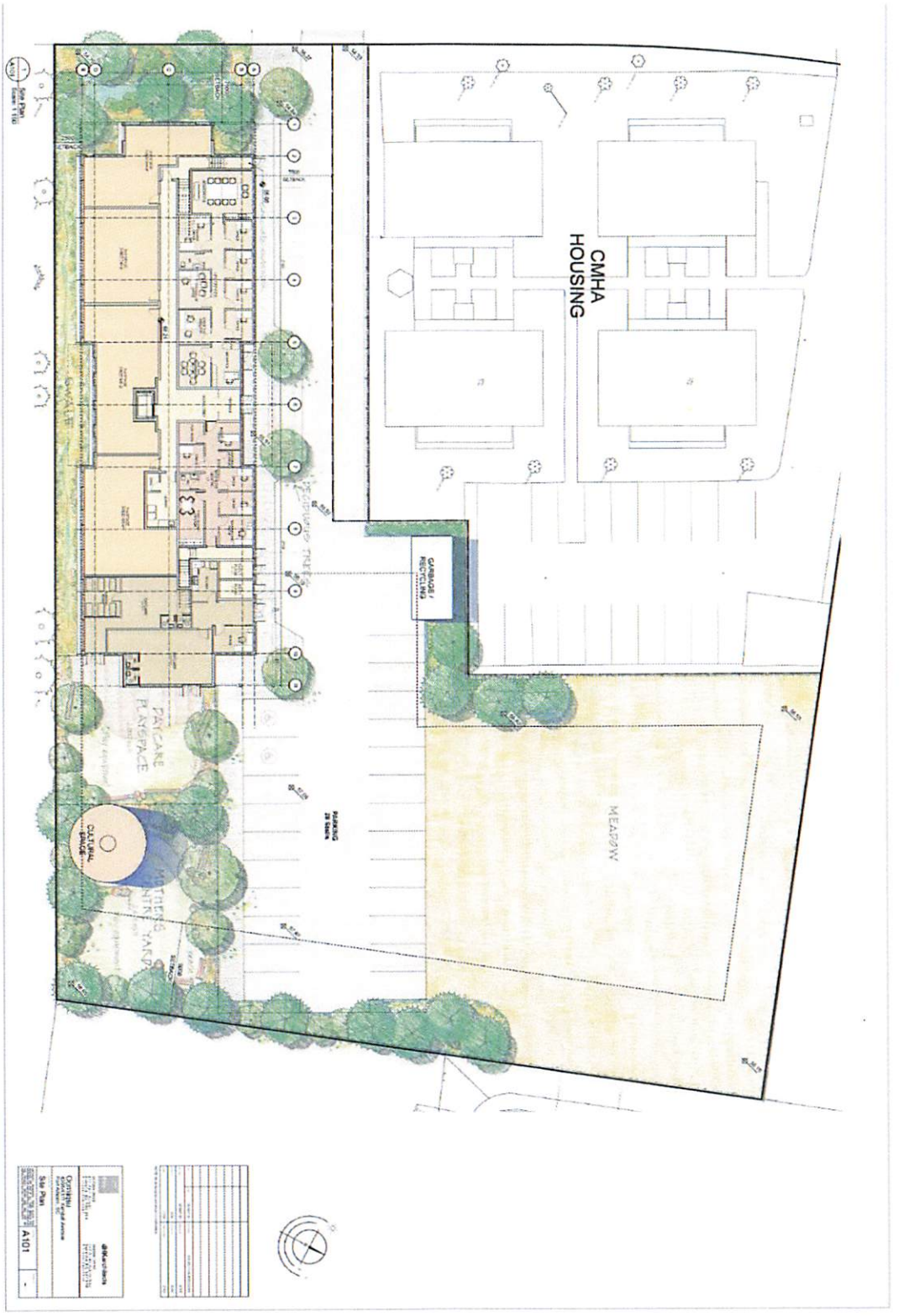


October 23, 2020

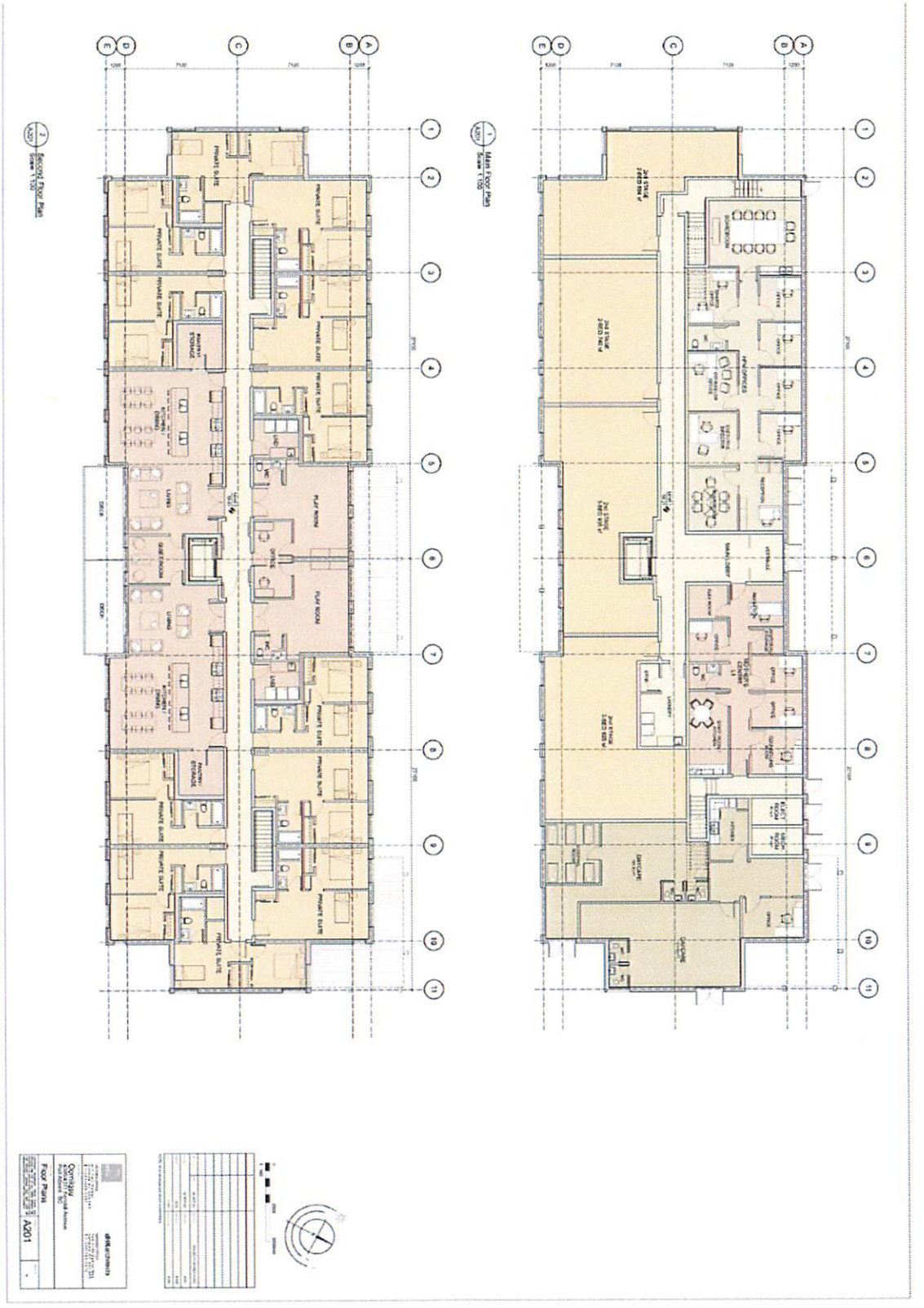
9. Site Plan – A101



10. Site Plan – A101 (2)



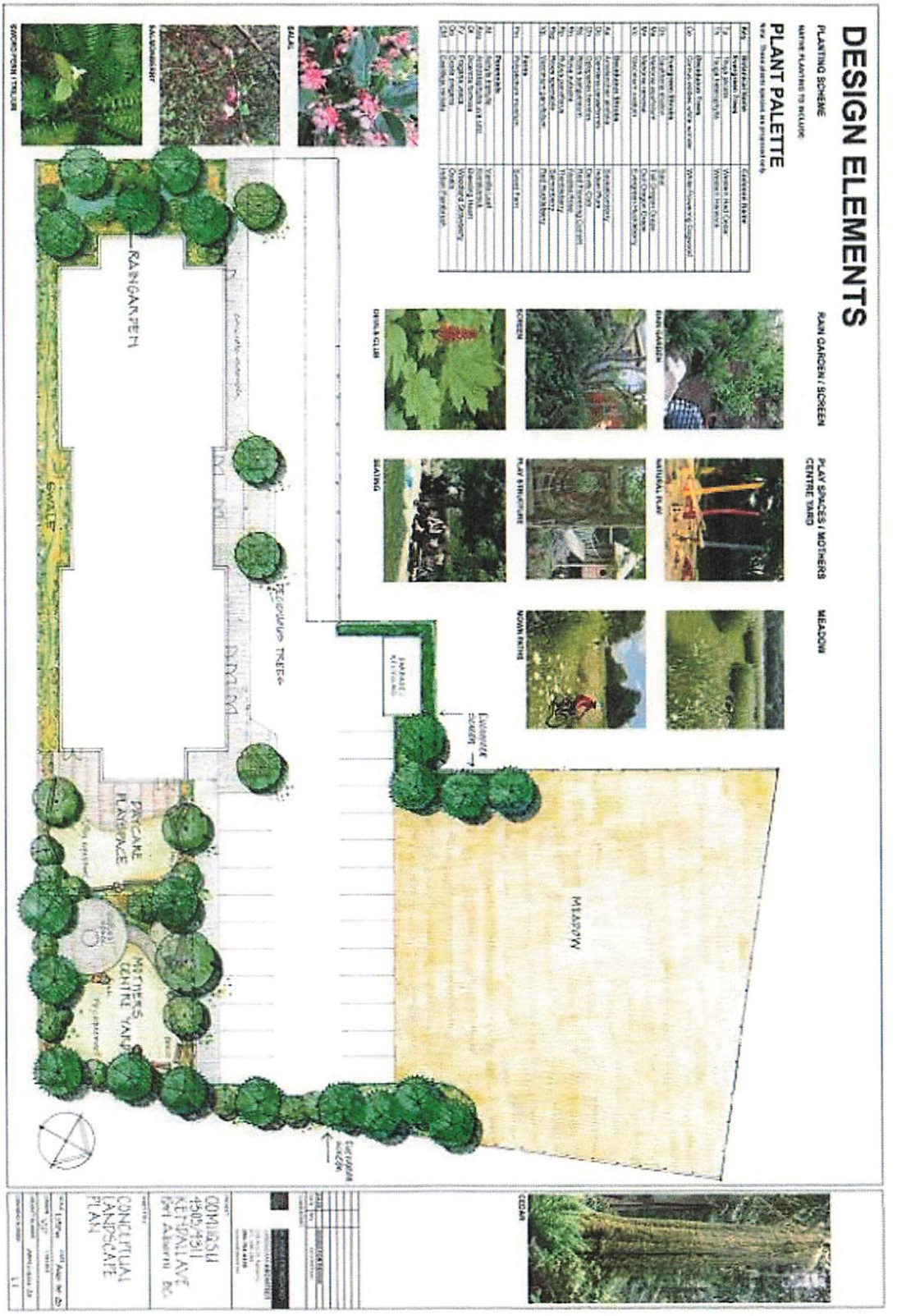
11. Floor Plans – A201



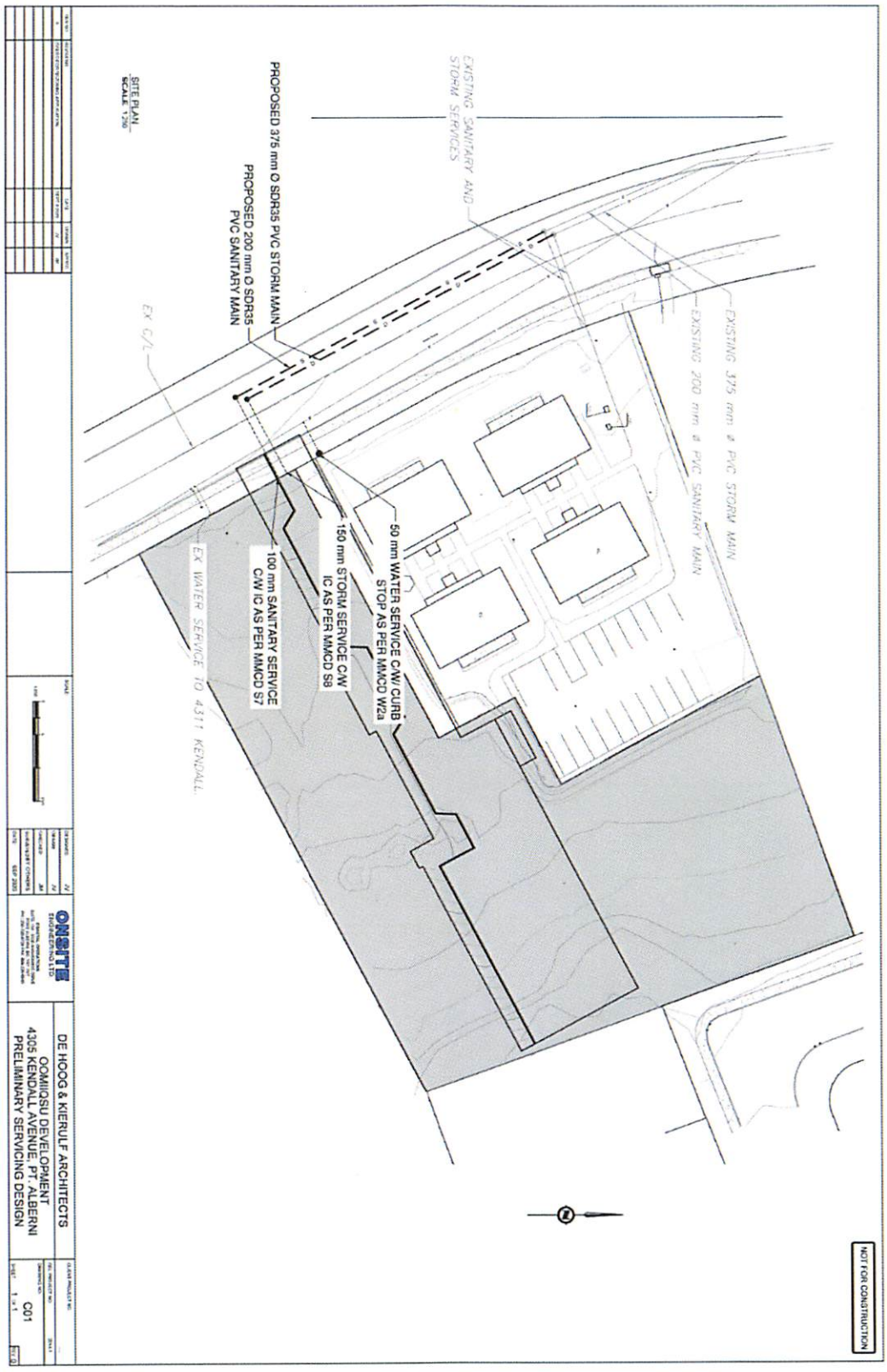
12. Elevations – A301



13. Conceptual Landscape Plan – L1



14. Preliminary Servicing Design – C01



CITY OF PORT ALBERNI

Regular Council Meeting
For the Meeting of November 23, 2020

Date: November 16, 2020
File No: 3760-01

To: Mayor & Council
From: K. McDougall, Manager of Planning
Subject: Building Bylaw Amendments: Relocation and Recycled Homes

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

RECOMMENDATION[S]

That City Council direct staff to proceed with amendments to the City's Building Bylaw No. 4577 as outlined in the report dated November 16, 2020 from the Manager of Planning. Further, that prior to Council considering final adoption of the Bylaw, that staff consult with the Alberni-Clayoquot Regional District and local building and development stakeholders on the proposed changes.

PURPOSE

To consider changes proposed to Building Bylaw No. 4577 as it relates to the relocation of recycled homes.

BACKGROUND

It is standard practice for local jurisdictions to set out permit requirements for the relocation of buildings. While the wording in one bylaw may differ from another, the purpose of regulating the relocation of buildings is fairly consistent amongst most jurisdictions. These regulations typically aim to ensure health and safety compliance, as well as ensure community fit. Currently the City of Port Alberni's Building Bylaw No. 4577 requires that relocated homes obtain a permit and meet building code requirements to the satisfaction of the Building Official.

At the November 25, 2019 Regular Council meeting, City Council received a letter from a property owner requesting that Council consider amending the City's bylaw as it relates to the relocation of recycled homes within the City. The individual was, at that time, looking to relocate a building within City limits.

At the January 13, 2020 Regular Council meeting, Council received a report from the Manager of Planning highlighting the City's requirements when considering approval of relocating recycled homes within the City. The report provided a comparison to other island municipalities as to what they require and how it relates to the City's regulations. Staff found Port Alberni's relocation requirements to be fairly consistent with other jurisdictions. Council requested staff to provide further information about the regulations imposed specifically by Campbell River and Regional District of Nanaimo (RDN) prior to making further considerations.

At the February 10, 2020 Regular Council meeting two representatives from Nickel Bros provided Council with an industry perspective about relocating recycled homes to various communities. Nickel Bros encouraged the

ENTERED

City to amend the Bylaw to incorporate regulations similar to that of Campbell River and the RDN, specifically as it relates to the appraisal requirements and building code compliance of relocated buildings.

ALTERNATIVES/OPTIONS

1. That Council receive the Manager of Planning's report for information, and direct staff to consult the ACRD and local building and development stakeholders on the proposed changes to Building Bylaw No. 4577.
2. That Council direct staff to proceed with the proposed changes to Bylaw No. 4577.
3. That Council take no action.

ANALYSIS

Planning and Building staff have reviewed the relevant sections of the City of Campbell River's Building Bylaw No. 3060 and the RDN's Building Bylaw No. 1250, in addition to seven other jurisdictions that were previously reviewed.

Staff have found that it is standard practice for local jurisdictions to set out requirements for the relocation (move in) of recycled buildings. Most jurisdictions, including Campbell River and the RDN, require that a Building Permit be obtained before a building can be moved onto a lot. Both of these local governments require specific conditions before a permit will be issued. While the wording of each Building Bylaw may vary, the intent is fairly consistent amongst most jurisdictions.

An analysis table is provided below, and exerts from both of the bylaws are attached to the report for additional information.

Jurisdiction & Bylaw #	Building Code Requirement	Additional Requirements for Relocation/Moving Permits
Campbell River Bylaw No. 3060	Partial, health and safety aspects	• Certification from a structural engineer that the building is suitable to be transported. • Certification that the systems such as smoke alarm, heating, electrical, structural, gas and heating, etc meet the current BC Building Code. • BC qualified appraisal stating that the proposed move on building will equal not less that 100% of the value of all buildings within 50 meters (when completed). • The owner must provide bonding equal to 125% of the work performed as a guarantee that the exterior will be completed within one year
Regional District of Nanaimo Bylaw No. 1250	Partial, health and safety aspects	• Certification from a Registered Professional that the structure is safe for its intended use. • Detailed plans and specifications of the proposed relocation and rehabilitation of the building. • Detailed plans and specifications of the building siting, parcel landscaping, paving, and other site improvements proposed on the parcel • A report from an accredited appraiser (A.A.C.I.) showing the appraised value of the moved-on building.

		○ The building must appraise at a value equal to or greater than 100 percent of the average assessed value of the neighbouring developed properties within 100 metres. • Irrevocable letter of credit for an amount equal to five percent of the appraised value to a maximum of $10,000.

Staff have found the City Port Alberni's Building Bylaw to be fairly consistent with other areas. In both Campbell River and the RDN, as well as other jurisdictions previously reviewed, the bylaws set up parameters to help ensure health and safety compliance with the BC Building Code, as well as community fit based on appraised value. Revisions to Bylaw No. 4577 could provide clarity for staff and the public. Proposed changes are detailed below, and more closely reflect the wording in Campbell River Bylaw No. 3060 and the RDN Bylaw No. 1250.

Beyond Bylaw No. 4577 there are other factors that likely restrict the relocation of recycled homes into the Alberni Valley. For example, as pointed out by Nickel Bros, the physical natural geography causes barriers that impact cost and logistics (ie: the narrow highway around Cameron Lake and Mount Arrowsmith, or the Alberni Inlet). Nickle Bros has informed staff that while they do have barge access, this option is expensive and is not typically utilized as a first choice. When moving buildings along the Alberni Highway, Angel Rock restricts the width of building and the wires along the corridor restrict the height. Structures no larger than 33' wide at the roof or 28' wide at the base, and no higher than 18' can be safely moved into Port Alberni via Highway 4. Amendments to Building Bylaw No. 4577 may help clarify permit requirements, but can not address these types of physical limitations.

IMPLICATIONS

Staff have found the City's approach to building relocation outlined in Building Bylaw No. 4577 to be fairly consistent with other jurisdictions. However, amendments to the bylaw could introduce refined language that would provide greater clarity for staff and the public.

The proposed changes outlined in this report reflect similar language used in both Campbell River Bylaw No. 3060 and RDN Bylaw No. 1250. However, it should be noted that the City of Port Alberni's Building Bylaw requirements currently reflect the ACRD's requirements for moving buildings. Implementing the proposed changes in this report would be a departure from the ACRD, which may cause confusion and an uneven approach. Consulting with the ACRD and industry stakeholders might help mitigate confusion.

Overall, staff do not anticipate that amending Bylaw No. 4577 will significantly increase the number of buildings being relocated into the City, as there are likely other physical limitations caused by the surrounding geography that impact the cost and logistics of building relocation.

COMMUNICATIONS

Staff recommends the City consult with the ACRD and the local building and development community prior to adopting any changes to Bylaw No. 4577.

BYLAWS/PLANS/POLICIES

Amendments to Building Bylaw No. 4577 are being proposed to introduce simplified language for the benefit of staff and the public. The proposed changes outlined below reflect wording used in Campbell River's Bylaw and the RDN's Bylaw. The proposed amendments to Bylaw No. 4577 would require most of Section *'20. Relocation'* to be deleted and replaced. Staff recommend the following changes for consideration, as outlined below:

To be **deleted** from Bylaw No. 4577 under *Section 20. Relocation:*	20.1 No person shall: 20.1.1 Move or cause to be moved any Building or Structure from one parcel to another without first obtaining a permit; 20.1.2 Move or cause to be moved any Building or Structure unless it has been determined to the satisfaction of the Building Official that the Building or Structure meets the requirements of the Building Code and any enactments; or the applicant provides plans and specifications to the satisfaction of the Building Official detailing any and all upgrading required to meet the requirements of this Bylaw and any enactments after the Building or Structure is moved to a new site; or 20.1.3 Relocate a residential Building or part of it to another parcel of land within the City unless it can be shown that the residential Building, once re-established on this new site, will have an assessed value not less than 1¼ times the average assessed values of all residential Buildings situated within 50 metres of the site or parcel of land to which the Building is to be moved. 20.2 A person who applies for a permit to move a Building or Structure or part of it either within or into the City shall deposit with the Building Official a certified cheque or other financial security in the amount of Two Thousand Dollars ($2,000.00) payable to the City, issued in a form satisfactory to the Director of Finance to ensure that the Building shall be completely re-erected on the new site within twelve months of the date of issuance of the permit. If the Building or Structure or part of it is not completed within the specified time, the Building Official may send a written notice to the owner stating that the Building does not comply with this Bylaw or other enactment and direct the owner to remedy the non-compliance within thirty days from the date of service to the notice. If the non-compliance is not remedied within the period of thirty days, the certified cheque or other security in the sum of Two Thousand Dollars ($2,000.00) shall be forfeited to the City.
To be **added** to Bylaw No. 4577 under *Section 20. Relocation:*	20.1. No person shall move a building or structure into the City, or from place to place within the City, unless they have a valid and existing permit issued by the Building Official. 20.1.2 The Building Official shall not issue a permit as required in subsection 20.1 unless there has been produced a certificate, signed by a Registered Professional, certifying that the building or structure substantially conforms to the health and safety aspects of the

	Building Code in respect to the following items: • Structure and foundation requirements for specified loads and effects; • Electrical systems; • Plumbing systems; • Gas and heating systems; • Resistance to forced entry; • Bedroom windows; and • Smoke alarms. 20.1.3 The Building Official shall not issue a permit, as required in subsection 20.1, unless there has been produced a report from an accredited appraiser (A.A.C.I.) verifying that requirement 20.2 (a) will be met. 20.2 No building or structure may be relocated within the City unless it meets the following conditions: a. The building or structure must appraise at a value, when completed, of not less than 100% of the average of all buildings within a 100 meter radius of the lot which it is to be located. b. The move-on building or structure must be placed on a permanent foundation within three (3) months from the date of issuing the permit; c. All construction must be completed with twelve (12) months of issuing the permit; d. The owner must provide cash or letter of credit equivalent to 125% of the value of the work performed as a guarantee that the building exterior is completed within twelve (12) months of issuing the permit. e. The owner may be required to provide a home warranty if the value of any repairs is over 75% the total value of the building or structure.

SUMMARY

Currently the City's Building Bylaw No. 4577 requires that relocated buildings obtain a permit and meet building code requirements to the satisfaction of the Building Official. Recently City Council was prompted by Nickle Bros (who were working with an individual property owner) to review the Building Bylaw in order to make it easier to relocate buildings within (or into) Port Alberni.

At the request of Council, staff have reviewed Campbell River Bylaw No. 3060 and the RDN Bylaw No. 1250, as well as regulations in seven other nearby jurisdictions. This review has found that the City Port Alberni's Bylaw No. 4577 to be fairly consistent with these other areas. Amendments to Building Bylaw No. 4577 have been proposed to introduce refined wording for the benefit of staff and the public, and to reflect wording used by Campbell River and the RDN.

Staff do not anticipate that amending Bylaw No. 4577 will significantly increase the number of buildings being relocated into the City, as there are likely other physical limitations caused by the surrounding geography (ie: the narrow highway around Cameron Lake and Mount Arrowsmith, or the Alberni Inlet) that impact the cost and logistics of building relocation.

Staff are looking to consult with the ACRD and the local building/development community prior to Council considering final adoption of the bylaw in an effort to mitigate any confusion that may be created given that the ACRD's requirements for moving buildings aligns with the City's current bylaw.

ATTACHMENTS/REFERENCE MATERIALS

- *Port Alberni Bylaw No. 4577 Exert - Relocation*
- *Regional District of Nanaimo Bylaw No. 1250 Exert – Moved On Buildings*
- *City of Campbell River Bylaw No. 3060 Exert – Moving Buildings*
- *Summary Table – January 2020 Staff Report: Relocation Requirements in Seven Other Nearby Jurisdictions*
- *Examples of Structured Proposed to be Moved to the Alberni Valley – Provided by Nickle Bros*

C: *T. Slonski, Director of Corporate Service*
A. McGifford, Director of Finance
R. Gaudreault, Acting Building Inspector

CouncilMemo-Nov23-RelocationReport

CITY OF PORT ALBERNI
BYLAW NO. 4577 EXERT – RELOCATION

20. Relocation

20.1 No person shall:

20.1.1 Move or cause to be moved any Building or Structure from one parcel to another without first obtaining a permit;

20.1.2 Move or cause to be moved any Building or Structure unless it has been determined to the satisfaction of the Building Official that the Building or Structure meets the requirements of the Building Code and any enactments; or the applicant provides plans and specifications to the satisfaction of the Building Official detailing any and all upgrading required to meet the requirements of this Bylaw and any enactments after the Building or Structure is moved to a new site; or

20.1.3 Relocate a residential Building or part of it to another parcel of land within the City unless it can be shown that the residential Building, once reestablished on this new site, will have an assessed value not less than 1¼ times the average assessed values of all residential Buildings situated within 50 metres of the site or parcel of land to which the Building is to be moved.

20.2 A person who applies for a permit to move a Building or Structure or part of it either within or into the City shall deposit with the Building Official a certified cheque or other financial security in the amount of Two Thousand Dollars ($2,000.00) payable to the City, issued in a form satisfactory to the Director of Finance to ensure that the Building shall be completely re-erected on the new site within twelve months of the date of issuance of the permit. If the Building or Structure or part of it is not completed within the specified time, the Building Official may send a written notice to the owner stating that the Building does not comply with this Bylaw or other enactment and direct the owner to remedy the non-compliance within thirty days from the date of service to the notice. If the non-compliance is not remedied within the period of thirty days, the certified cheque or other security in the sum of Two Thousand Dollars ($2,000.00) shall be forfeited to the City.

20.3 Every person relocating a Building or Structure from a site within the City shall ensure that the site shall be left in a neat, clean and safe condition after the removal.

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1250 EXERT – MOVED ON BUILDINGS

18. MOVED ON BUILDINGS[1]

(1) No person shall move or cause to be moved any building into the Regional District or from one parcel to another in the Regional District without first obtaining a Building Permit to carry out such move and to site the building on the parcel to which it is to be moved.

(2) The following information must be provided when applying for a Building Permit for a moved-on building:

(a) Certification from a Registered Professional that the structure is safe for its intended use;

(b) Detailed plans and specifications of the proposed relocation and rehabilitation of the building;

(c) Detailed plans and specifications of the building siting, parcel landscaping, paving, and other site improvements proposed on the parcel;

(d) A report from an accredited appraiser (A.A.C.I.) showing the appraised value of the moved-on building; and,

(e) The building must appraise (as determined by an accredited appraiser (A.A.C.I.) at a value equal to or greater than 100 percent of the average assessed value of the improvements (as determined by the BC Assessment Authority) of the neighbouring developed properties within 100 metres;

(f) Security in the form of a standby irrevocable letter of credit without an expiry date or a certified cheque for an amount equal to five percent of the appraised value to a maximum of $10,000 as identified in Section 18(2) (d).

(3) If the building or part of it is not completed or an occupancy permit has not been issued within the specified time, the Building Official may send a written notice to the owner stating that the building does not comply with this bylaw or other enactment and direct the owner to remedy the non-compliance within thirty days from the date of service of the notice. If the non-compliance is not remedied within the thirty-day period, the certified cheque or other security shall be forfeited to the Regional District of Nanaimo.

(4) Sections 18(2) and (3) above do not apply to a certified factory built house that meets or exceeds the CAN/CSA Z240 MH Series and the CSA A-277- M1990.

CITY OF CAMPBELL RIVER
BYLAW NO. 3060 EXERT – MOVING BUILDINGS

25.0 Moving Buildings

Amd Bylaw 3464 Oct/11

25.1 No person shall move a building or structure into the City, or from place to place within the City, unless he has a valid and subsisting permit issued by the Building Official. The fees for such a permit shall be as prescribed and set forth in Appendix "A" attached hereto.

25.2 The Building Official shall not issue a permit as required in subsection 25.1 unless there has been produced a certificate, signed by a registered professional, certifying that the building or structure substantially conforms to the health and safety aspects of the Building Code (as defined in Part 22.0 of this Bylaw) in all respects.

25.3 No building or structure may be relocated within the City unless it meets the following conditions:

a. it has a value when completed of not less than 100% of the average of all buildings within a 50 metre radius of the lot on which it is to be located;

b. it must be placed on a permanent foundation within three (3) months from the date of issuing the permit;

c. all construction must be completed within twelve (12) months of issuing the permit;

d. the owner must provide cash or letter of credit equivalent to 125% of the value of the work performed as a guarantee that the building exterior is completed within twelve (12) months of issuing the permit.

SUMMARY TABLE – JANUARY 2020 STAFF REPORT
RELOCATION REQUIREMENTS IN SEVEN OTHER NEARBY JURISDICTIONS

City and Bylaw #	Building Code Requirement	Additional Requirements for Relocation/Moving Permits
Qualicum Beach Bylaw No. 643	Yes	• building substantially conforms to the Building Code • notice of disconnection from municipal water and sewage systems has been given, and disconnections have been carried out
Ladysmith Bylaw No. 1119	Yes	• building or structure meets the requirements of the Building Code • the applicant provides plans and specifications to the satisfaction of the Building Inspector o detailing any and all upgrading required to meet the requirements of this Bylaw • must show within six months of the relocation, the dwelling's exterior appearance/landscaping must be of a higher standard than the average of other parcels within 50 metres of the site • the building's assessed value is not less than 100% of the average assessed values of other parcels within 50 metres of the site
ACRD Bylaw No. PS1005-5	Yes	• meet the requirements of the Building Code prior to its move or be rehabilitated to Building Code requirements within six (6) months from the issuance of the Permit to move
Regional District of Nanaimo Bylaw No. 1250	Yes, as Registered Professional would determine safety by using the BC Building Code	• certification from a Registered Professional that the structure is safe for its intended use • provide detailed plans and specifications of the proposed relocation and rehabilitation of the building; o Provide plans and specifications of the building siting, parcel landscaping, paving, and other site improvements proposed on the parcel • a report from an accredited appraiser showing the appraised value of the moved-on building o The building must appraise at a value equal to or greater than 100 percent of the average assessed value of the improvements of the neighbouring developed properties within 100 metres
Courtenay Bylaw No. 2323	Yes as Registered Professional would determine safety by using the BC Building Code	• obtain Certification from a Registered Professional that the structure is safe for its intended use • Provide detailed plans and specifications of the proposed relocation and rehabilitation of the building o plans and specifications of the building siting, parcel landscaping, paving, and other site improvements proposed on the parcel

		• accredited appraiser (A.A.C.I.) must determine appraised value of the moved-on building after relocation • moved building must appraise at a value equal to or greater than 100 per cent of the average assessed value of the improvements (as determined by the B.C Assessment Authority) of the neighbouring developed properties within 100 metres of the parcel.
Nanaimo Bylaw No. 7224	Yes	• building or structure meets the requirements of the Building Code • the applicant provides plans and specifications to the satisfaction of the Building Official detailing any and all upgrading required • the dwelling, once reestablished on this new site, will have an assessed value not less than 1-1/4 times the average assessed values of all dwellings situated within 50 metres of the site or parcel of land to which the building is to be moved
Parksville Bylaw No. 1287	Yes, for buildings moving from one location to another within the city. No buildings can be brought into the city from another jurisdiction.	• unlawful for any person to move a building into the City from any property outside of the City of Parksville • only lawful for any person to move a new prefabricated or sectional building onto industrial, commercial or institutional lands within the City o the structure must comply with the Building Code • a building may be relocated from one area of the city to another o if the building complies with the building, zoning and official community plan bylaws of the City o the building being moved shall be assessed at 1.25 times the average assessed value of buildings on properties located within 100 m on the same frontage as the subject property

EXAMPLES OF STRUCTURES PROPOSED TO BE MOVED TO ALBERNI VALLEY
PROVIDED BY NICKLE BROS





Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 **f:** 250.758.2482
e: info@virl.bc.ca **w:** www.virl.bc.ca

☑ Council ☐ Eng. & PW
☑ Mayor ☐ Parks, Rec. & Heritage
☑ CAO ☐ Planning
☐ Finance ☐ Bylaw
☑ Clerk's ☐ Other _____
☑ Agenda Nov. 23, 2020
File # 0360-20-VIRL

October 30, 2020

Mayor Sharie Minions
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8
Original sent: sharie_minions@portalberni.ca

Dear Mayor Minions,

Re: Appointment to the 2021 Vancouver Island Regional Library Board

It is time to consider your 2021 representation on the Vancouver Island Regional Library (VIRL) Board of Trustees. VIRL is the fifth largest library system in British Columbia serving more than 457,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

In appointing your representative, the *Library Act* (August 12, 2020), section 17 (2) states:

> **"All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board."**

The term of office is January 1 to December 31. Reappointment of sitting members is encouraged for continuity, with no more than 8 consecutive years served.

The *Library Act*, section 55, reimbursement of expenses states: "(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Please submit the following items by December 7, 2020 for both your Trustee and Alternate:

1. Certified copy of the Resolution (by provincial legislation)
2. Financial Statement of Disclosure (original or copy from the municipality/district for 2021)
3. VIRL 2021 Appointment form
4. Electronic File Transfer (EFT) form (for travel expense reimbursement)

By December 7, 2020, please return completed forms to Mariah Patterson, Executive Assistant, mpatterson@virl.bc.ca. Please call 250-729-2310 or email if you have any questions.

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno

Rosemary Bonanno, BA MLS
Executive Director

CC: Tim Pley, CAO, City of Port Alberni
Twyla Slonski, Director of Corporate Services, City of Port Alberni

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss

ENTERED

Sara Darling

To: Twyla Slonski
Subject: RE: 2021 VIRL Board Appointments

From: Saho Lindberg <SLindberg@virl.bc.ca>
Sent: Friday, October 30, 2020 12:09 PM
To: Sharie Minions <sharie_minions@portalberni.ca>
Cc: Timothy Pley <timothy_pley@portalberni.ca>; Twyla Slonski <Twyla_Slonski@portalberni.ca>; Rosemary Bonanno <RBonanno@virl.bc.ca>; Mariah Patterson <MPatterson@virl.bc.ca>
Subject: 2021 VIRL Board Appointments

Good afternoon,

Please find attached a letter regarding Appointments to the 2021 Vancouver Island Regional Library Board sent on behalf of Rosemary Bonanno, Executive Director.

The Trustee and Alternate appointed at your first November council/board meeting will need to submit the following:

- Copy of the Certified Resolution
- 2021 Statement of Financial Disclosure (a copy of that on file is acceptable)
- A VIRL 2021 contact information form
- EFT Form (for expense reimbursement)

All to be submitted with a copy of the certified resolution by December 7, 2020.

If you have any questions, you may contact Mariah Patterson, Executive Assistant at 250-729-2310 or mpatterson@virl.bc.ca.

Sincerely,
Saho Lindberg

Saho Lindberg
Administrative Assistant
Vancouver Island Regional Library
Phone: 250-585-9072 Ext. 263
Cell: 778-268-1112
Email: slindberg@virl.bc.ca
Web: virl.bc.ca

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Sent: Tuesday, November 17, 2020 4:34 PM
To: Sharie Minions <sharie_minions@portalberni.ca>; Timothy Pley <timothy_pley@portalberni.ca>
Cc: Carol Hanson <carolh@acaws.ca>
Subject: Coldest Night of the Year 2021

Hi there you two,

With everything else that is going on, we are still moving forward and trying to make plans. As with many other organizations fundraising is critical to help cover funding shortfalls and this is certainly the case for ACAWS.

We are going ahead and planning a 2021 CNOY event and I'm reaching out with an appeal for the City to participate and enter a team. There will be changes this year and one is to offer a virtual option...so lots of fun challenging friends/family/coworkers to support you but no public walk.

One of the differences is that there will not be registration fee this year, however, in order for any participant to receive a toque, there will be a minimum amount to be raised. I believe this number is $150.

So again, I appeal and challenge the City to enter a team. The CNOY web site is live already and teams can be registered now.

Please let me know if you have any questions. And in advance, thank you for your support.

Respectfully,

Ellen Frood
Executive Director
Alberni Community & Women's Services
3082 3rd Avenue
Port Alberni, BC V9Y 2A5
250-724-7111 ext. 228
www.acaws.ca

I would like to acknowledge that we are on Hupacasath and Tseshaht Lands and would like to give recognition to the Hupacasath and Tseshaht Peoples Past, Present and Future.

ENTERED #2

CITY OF PORT ALBERNI

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

Our File No. 5040-01

November 17, 2020

Heidi Hartman, Regional Director
Suite 201-3440 Douglas Street
Victoria, BC V8Z 3L5
By email: hhartman@bchousing.org

Dear Director Hartman

Re: Emergency Shelter Call for Action

We write to you today in response to the escalating and increasingly dire situation the Alberni Valley is facing with regards to our growing homeless population and to respectfully call on BC Housing to initiate additional emergency shelter support appropriate to the need in our community.

As you are aware, concerns over practices of the Shelter Society's 'Our Home on 8th' have shaken the community's confidence in the social housing safety net. We applaud BC Housing for taking a leadership role in addressing this matter and for your ongoing commitment to providing safe, affordable, and accessible housing to our community's homeless and under-housed population.

However, the housing provided at 'Our Home on 8th' does not meet the needs of all homeless people in our community. As we approach our extreme weather season, City Council and I are extremely concerned about our most vulnerable citizens.

Recognizing that in some regards we are not unlike other communities in BC who are also dealing with homelessness, it must be noted that our City faces a higher than average population of individuals who are struggling with addiction, homelessness and/or mental illness emphasizing the high priority need of our community with respect to providing low barrier housing solutions.

Action must be taken now to ensure those in need of a warm, safe place will have access to low barrier emergency shelter spaces that meet the needs of all demographics. Thank you for your immediate attention to this matter.

Yours truly
CITY OF PORT ALBERNI

Sharie Minions
Mayor

C: City Council
T. Pley, Chief Administrative Officer
T. Slonski, Director of Corporate Services
G. Thorogood, Manager of Community Safety

ENTERED

PORT ALBERNI PORT AUTHORITY
2750 Harbour Road
Port Alberni, BC V9Y 7X2
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www.portalberniportauthority.ca

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Port Alberni, BC V9Y 7X2
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www.portalberniportauthority.ca

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CITY OF PORT ALBERNI

October 21, 2020

The following summary update of Port Alberni Port Authority activities is provided, with courtesy and respect:

1. Shipping Stats

SEPTEMBER SHIPS LOADED: 3	Last year = 1
YEAR TO DATE SHIPS LOADED: 11	Last year = 21
SEPTEMBER LUMBER LOADED: Ships 0 0 MT / 0 FBM	Last Year: 0 ships Last Year: 0 MT / 0 FBM Change from Last Year: N/C
YEAR TO DATE LUMBER LOADED Ships 0 0 MT / 0 FBM	Last Year: 0 Ships 0 MT / 0 FBM Change from Last Year: N/C
SEPTEMBER LOGS LOADED Ships 3 75,997 MT	Last year 1 Ships 35,057 MT Change from Last Year: 117 % Increase
YEAR TO DATE LOGS LOADED Ships 11 229,879 MT	Last Year: 21 Ships 522,951 MT Change from Last Year: 56 % Decrease

***ISCC Frozen At Sea (FAS) Fish Offloads**

YTD thru August 2019:
- 23 Calls
- 5612 MT

YTD thru August 2020:
- 23 Calls
- 6336 MT // Change from Last YTD = 13% Increase

**2020 also includes additional vessel, Sunderoey, in operation since August*

☑ Council ☐ Eng. & PW
☑ Mayor ☐ Parks, Rec. & Heritage
☑ CAO ☐ Planning
☐ Finance ☐ Bylaw
☑ Clerk's ☐ Other _____
☑ Agenda RCM - Nov. 23'2020
File # 0230-20-PAPA

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J2

PORT ALBERNI PORT AUTHORITY
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2. COVID-19
   - The start of the season at China Creek Campground was delayed from April 1st to June 18th when we felt comfortable with implementing and assuring COVID-safe protocols. Upon opening, we experienced record guest visits for the summer as we attracted many Vancouver Island "staycationers" who were seeking to enjoy a safe, outdoor vacation experience.
   - Marinas and offices have also been open and operating with COVID-safe procedures

3. Thunderbird Spirit Water Bottling Facility
   - Uchucklesaht Tribe Government's new water bottling plant in our PA Terminals Shed 3 is nearing completion and achievement of all permits necessary to operate.
   - While COVID delayed the original timelines it is not projected to begin operations by year end

4. Floating Dry Dock – Ship Building, Repair & Maintenance Facility
   - A report highlighting projected economic impacts and social benefits for the proposed infrastructure was completed in mid-September (brochure attached)
   - Efforts continue by the Port, Canadian Maritime Engineering and the Community Project Committee to lobby on behalf of government financial support

5. WCMRC
   - Construction on the company's new spill response base and facilities continues as their new office and warehouse building is taking great shape in their leased area within PA Terminals, adjacent to Harbour Road
   - The company also continues to hire local to add to their crew compliment and train by conducting regular marine exercises

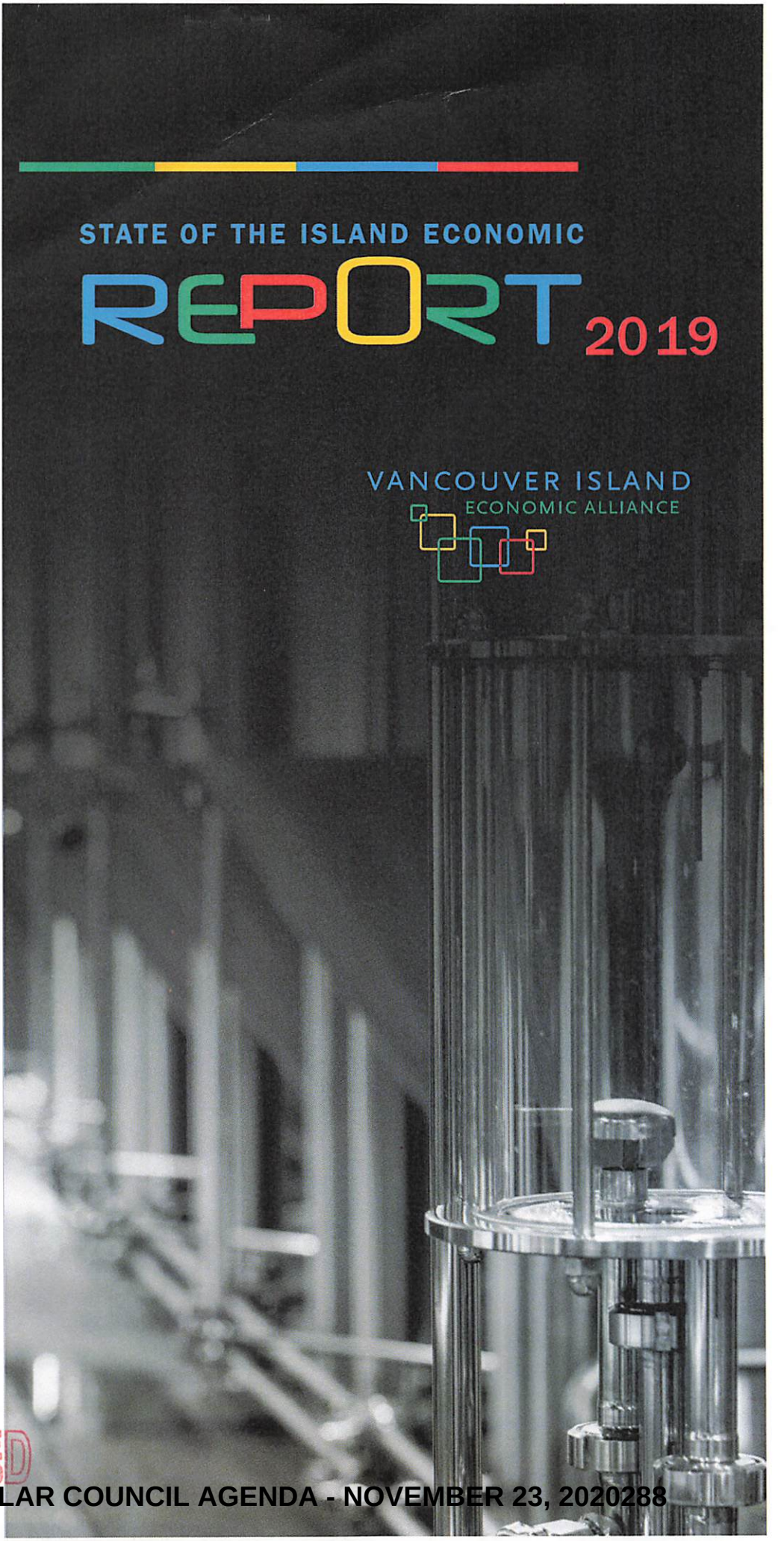
6. Fish Plant Revitalization Incentive / Regional Food Hub: "The DOCK+"
   - Anchor tenants have been moving into their leased "micro processing plants" within the facility since July
   - Work continues to complete the commercial kitchen space
   - A branding project was undertaken, which selected the title of "The Dock+" to name the Port Alberni food hub; a "soft launch" of the name has been underway
   - Pending COVID regulations at the time of completion of the facility, a formal "Grand Opening" will be hosted

7. China Creek Campground & Marina
   - COVID-19 forced the delay of the scheduled April 1st season opening to June 18th
   - Opened 2 new small fixed structure cabins on August 1st for "glamping", called Coho Cabanas, in partnership with Wind Rider Kiteboarding's owner/operator

8. Clutesi Haven Marina Food Pod
   - In partnership with the City and First Nations, we have attracted 3 new mobile food vendors to create a new "pod" at the facility
   - To encourage continued growth of the Food Pod, which is an attraction for tourists and desired service by residents, we continue to make incremental improvements to the facility to enhance the visitor experience such as new paving, new bright paintings, picnic tables, and other plans such as new signage and shelter space

STATE OF THE ISLAND ECONOMIC REPORT 2019

VANCOUVER ISLAND
ECONOMIC ALLIANCE



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J3

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☐ Finance ☐ Bylaw
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2019 EDITION

STATE OF THE ISLAND ECONOMIC REPORT

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MNP

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PERSPECTIVE –TRENDS OF NOTE

On behalf of VIEA and the Economic Report Committee, I am pleased to introduce the 2019 State of the Island Economic Report or, as we commonly call it, SOTIER. This year marks the fifth annual edition of SOTIER and it is now established as a *must read* in the business and investor communities.

SOTIER was first published in 2015 with a goal of providing data, analysis and insight specific to Vancouver Island. The intent was to find reliable, repeatable data that would allow us to identify trends in the Island economy through the years. We continue to seek new, relevant data and you will see some of that reflected in this year's report. The report complements the successful Vancouver Island Economic Summit put on annually by VIEA.

This year's report remains true to those original ideas and goals, providing what is now the usual data on the economy and demographics of the region and the communities. As you read through it, you will realise that Vancouver Island continues to be a wonderful place to live work and play, but we still have areas for improvement and new opportunities to nurture and grow. We trust you will find this year's report insightful and thought provoking.

Following global and national trends, the BC economy experienced more moderate growth in 2018, but remained one of the

strongest economies in Canada. On the Island, major infrastructure projects such as the McKenzie Interchange, John Hart Generating Station and Kennedy Hill Safety Improvements offset contractions in the forestry and housing sectors. While the headline numbers show continued increase in new businesses being formed and fewer bankruptcies, there are concerning signs in the first half of 2019 as business formations slowed and bankruptcies increased compared to the first half of 2018. The labour market in the region boasts the lowest regional unemployment rate in the province. The tight labour market is a driver for continued migration to the Island and that migration is the main driver of population growth. Population on the Island continues to grow at about the provincial average and that growth was fairly evenly distributed across communities. Migrants to the region come mainly from other parts of the province and, to a lesser degree, other provinces. An interesting trend is the shift in working age population to those in mid-career (Generation X) and newer entrants to the workforce in younger age groups (Post-millennials).

Feature articles in this year's report highlight the burgeoning local beer, wine and spirits industry and some of the challenges it faces. We have a feature piece on the changing nature of the coast forest industry as another revitalization initiative has been introduced. This piece also introduces a new VIEA initiative focused on greater use of wood waste. The contribution of the tech sector to the Island economy and understanding what a tech job is illustrated in our editorial on the sector. An article on the growing problem of homelessness and an appeal to the business community to be more involved is also included in this year's report.

In addition to producing the Summit and the Economic Report, VIEA continues to work on various initiatives to grow and develop the communities and economy of Vancouver Island. For instance, both the Island Good and FTZVI initiatives are directly attributable to the data collected for the first Economic Report in 2015 which showed need and potential for more goods production to strengthen the Island economy. The Island Good program to promote Island produced foods and beverages (and eventually much more...) has been a huge success. We look forward to reaching a point where we will have enough data to start quantifying the impact. VIEA is the first non-governmental organization to be awarded Foreign Trade Zone (FTZ) designation and Vancouver Island is the first regional FTZ. As this initiative matures, we hope to be in position to gather data on import/export activity specific to the Island.

Indigenous business continues to move forward on the Island as numerous First Nations have created development corporations. While anecdotal information exists regarding partnerships and new ventures in various sectors such as the Huu-ay-aht Nation and Western Forest Products joint ownership and management of TFL 44, and Nuu chah nulth Seafood LP becoming the major shareholder of St. Jean's Cannery and Smokehouse, we are working to engage First Nations in a data collection process so that we can include accurate information on the Island's Indigenous economy in the Economic Report.

In an effort to make this report accessible to anyone in the world interested in our Island economy, 2018 saw SOTIER made available for sale through Amazon. We will continue to make the report available through this channel. VIEA is dependent on sponsors and volunteers for its success and the SOTIER publication is a result of great sponsors and dedicated member volunteers. I would like to thank MNP for their continued support of SOTIER, not just financially, but also with the time and energy of Susan Mowbray and her team. The production of SOTIER is a year-long endeavour overseen by a steering committee and I would like to thank George Hanson, Po Wan, Shannon Baikie, Joe Cristiano, Susan Mowbray and Peter van Dongen for their thoughtful and active participation on this year's committee.

Pip White
CHAIR, 2019 SOTIER Committee

LIMITATIONS

This report is provided for information purposes and is intended for general guidance only. It should not be regarded as comprehensive or a substitute for personalized, professional advice. We have relied upon the completeness, accuracy and fair presentation of all information and data obtained from public sources, believed to be reliable. The accuracy and reliability of the findings and opinions expressed in the presentation are conditional upon the completeness, accuracy and fair presentation of the information underlying them. As a result, we caution readers not to rely upon any findings or opinions expressed as complete and disclaim any liability to any party who relies upon them as such.

The findings and opinions expressed in the presentation constitute judgments as of the date of the presentation, and are subject to change without notice. MNP is under no obligation to advise of any change brought to its attention which would alter those findings or opinions. The reader must understand that our analysis is based upon projections, founded on past events giving an expectation of certain future events. Future events are not guaranteed to follow past patterns and results may vary, even significantly. Accordingly, we express no assurance as to whether the projections underlying the economic and financial analysis will be achieved.

Before taking any particular course of action, readers should consult their professional advisor to discuss matters in the context of their particular situation.

MNP LLP

A YEAR IN REVIEW

After a strong start to the year, Canadian economic growth slowed in the second half of 2018 and annual economic growth fell to 1.9% from 3% in 2017.[1] Much of the slowdown can be attributed to weakening global economic conditions due to escalating trade tensions, continued weakness in the oil and gas sector and cooling of the domestic housing market.

Against the backdrop of slowing economic growth, the BC economy moderated but remained among the strongest in Canada. BC benefited from infrastructure projects in Northern BC, while a slowdown in the forest sector and a contraction in the housing market—as a result of changes to the mortgage rules and higher interest rates —led to an overall slowing of growth.

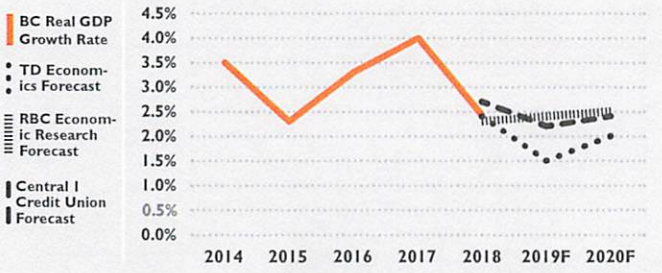
On Vancouver Island, population and employment growth contributed to continued overall growth, albeit at a more moderate pace than in 2017. Tourism continued to perform well, while the forest sector started to experience the effects of the softwood lumber dispute with the US as lumber prices fell and production declined.



Susan Mowbray delivering the State of Island Economic Report at the 2018 Economic Summit in Nanaimo BC.

1 Statistics Canada. Table 36-10-0129-01.

BC Real GDP Growth Rate



Source: Statistics Canada. Table 36-10-0402-01 GDP at basic prices, by industry, provinces and territories; TD Economics, Provincial Economic Forecast (June 2019); RBC Economic Research, Provincial Outlook (June 2019); Central 1 Credit Union (May 2019).

GDP

On Vancouver Island, economic growth is expected to slow in 2019 due to the slowing housing market, declines in forestry and leveling off of growth in tourism.

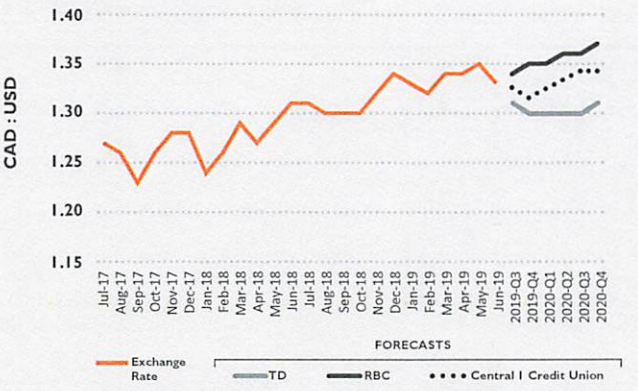
Global economic activity slowed in the first half of 2019, as both trade and investment moderated, leading to lower projected growth for 2020. Canadian GDP growth is projected to slow to 1.3% in 2019, before increasing to 1.9% in 2020.[2] Trade conflicts with the United States and, more recently, China, as well as continued weakness in the oil and gas sector, are contributing to the lower growth projections.

The Canadian economy experienced strong growth and close to full employment throughout most of 2017 and 2018, which resulted in a tight labour market. As growth slows, labour shortages are expected to ease somewhat. Going forward, investment, exports and consumer spending are all expected to grow at a moderate rate and inflation is projected to remain near 2%.[3]

The outlook for BC's economy is mixed. The housing market is expected to continue to contract on Vancouver Island, in the Lower Mainland and in the Okanagan,[4] which will impact sectors tied to real estate such as construction and home improvement. There is also some indication that consumer spending is lower. On the positive side, infrastructure projects in Northern BC are proceeding, and will offset declines in residential construction activity and support continued growth in the province.

2 Bank of Canada. "Monetary Policy Report, July 2019."
3 Ibid.
4 Central 1. "BC Economic Outlook 2019-2021."

Exchange Rate



Source: Bank of Canada, TD Economics, RBC Economics, Central 1 Credit Union.

Changes in the value of the Canadian dollar are not expected to have a significant impact on Vancouver Island's key export sectors in the near-term.

The Canadian dollar declined in value relative to the US dollar through 2018 and remained relatively stable through the first half of 2019. Following the removal of tariffs on steel and aluminum exports to the US, the Canadian dollar rose in value in June before declining again in July after an interest rate cut by the US Federal Reserve.

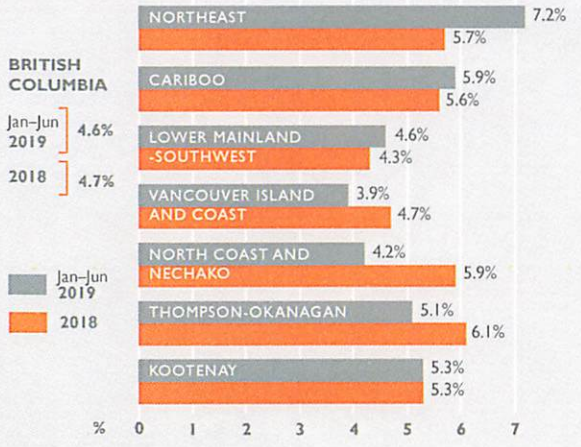
The July interest rate cut by the Federal Reserve was the first since 2008 and reflects growing uncertainty around the global economic outlook. With inflation in line with its 2% target, the Bank of Canada has taken a neutral position and left its key policy rate unchanged to date; however, global trade tensions and the corresponding effect on economic growth could lead to a cut in the key policy rate in the latter half of 2019 or early 2020.[5]

Against the backdrop of a slowing global economy and rising trade tensions, the outlook for the Canadian dollar is uncertain. As of September 2019, analysts expect the Canadian dollar to trade in the range of $1.33 to $1.35 Canadian per US dollar ($0.74 to $0.75 US per Canadian dollar) through the end of 2019, and between $1.31 and $1.37 Canadian per US dollar ($0.72 to $0.76 US per Canadian dollar) through the end of 2020.

As of September 2019, the Canadian dollar was trading at $1.32 Canadian per US dollar.

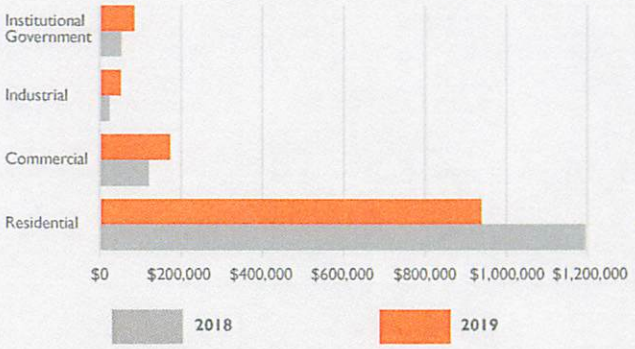
5 Scotiabank Economics. Economic Commentary, July 2, 2019 and RBC Economics, Financial Markets Monthly, August 9, 2019.

Unemployment Rate
BY REGION 2018 AND 2019



Source: Statistics Canada Table: 14-10-0293-01, Table: 14-10-0090-01 and BC Stats Monthly Labour Force Statistics.

Building Permit Values
JANUARY TO JUNE (IN $000s)



Source: Statistics Canada, produced by BC Stats. August 2019.

The unemployment rate on Vancouver Island declined for a third straight year to 4.7% in 2018.

The decline was accompanied by increased employment levels and higher labour force participation, signalling another positive year for Vancouver Island's economy. However, indicators are mixed for the first half of 2019. The unemployment rate was lower compared with the same period in 2018, while employment levels also declined, suggesting that fewer people are working and that the labour force participation rate has declined.

While trends in the unemployment rate and employment levels are consistent with slowing economic growth, unemployment remains significantly below historical levels and labour market conditions are expected to remain tight in the near term.

Housing Starts
YEAR-OVER-YEAR
JANUARY TO JUNE



Source: CMHC, Starts and Completions Survey.

Construction activity is expected to moderate as the housing market cools and population growth stabilizes.

The value of building permits on Vancouver Island declined by 11%

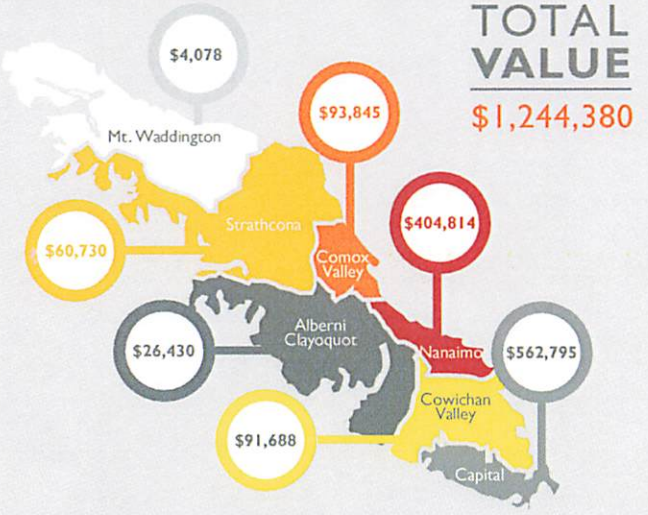
in the first six months of 2019 compared to the same period in 2018. The overall decline in building permits was driven by the residential sector which experienced a 22% year-over-year decline. This is consistent with the slowdown in the housing market as a result of higher interest rates, changes to mortgage rules, and the introduction of policies aimed at reducing demand from speculators and off-shore investors.

While the value of building permits has declined, it is important to note that they remain well above historical levels and that most of the declines have occurred in the Capital region where there has been a significant increase in building activity since 2015.

Building permits indicate construction intentions, while housing starts indicate construction activity. In the first six months of 2019, the number of housing starts increased on Vancouver Island. The overall increase was due to large year-over-year increases in Nanaimo and Parksville-Qualicum.

Building Permits by Regional District

JANUARY TO JUNE 2019 (IN 000s)



Source: Statistics Canada, produced by BC Stats. August 2019.

Infrastructure investments

on Vancouver Island are being made in transportation and sewage treatment. Major projects under construction include:

VICTORIA INTERNATIONAL AIRPORT TERMINAL EXPANSION [6]

In response to rapid growth in passengers and increases in the number of large aircraft, Victoria International Airport (YYJ) is doubling the size of the lower departure lounge, providing dedicated aircraft gates, new covered walkways, new washrooms and additional food, beverage and retail spaces. The first phase of construction is expected to be completed in the fall of 2019, while the entire expansion is expected to be complete by spring 2020.

HIGHWAY 4 – KENNEDY HILL SAFETY IMPROVEMENTS [7]

Highway 4 connects Tofino, Ucluelet and the Pacific Rim National Park Reserve to the rest of Vancouver Island. The Highway 4 – Kennedy Hill Safety Improvements include widening a 1.5 km stretch of highway to two full lanes, realigning the highway to remove sharp blind corners, eliminating overhanging rocks, and building a rest area to improve the safety and reliability of a section of the highway with poor sight lines and sharp corners. Construction is currently underway and expected to be completed by the summer of 2020.

6 Victoria International Airport. Lower Passenger Departure Lounge. Available here: https://www.victoriaairport.com/projects-planning (Accessed August 30, 2019).
7 Government of BC. Available here: https://www2.gov.bc.ca/gov/content/transportation/transportation-infrastructure/projects/highway4kennedyhill.

MAJOR INFRASTRUCTURE PROJECTS UNDER CONSTRUCTION

VALUE OF INVESTMENT IN $MILLIONS

UTILITIES
$887

TRANSPORTATION
$153

HEALTHCARE
$86

EDUCATIONAL INSTITUTIONS
$94

AFFORDABLE HOUSING
$685

Source: British Columbia Major Projects Inventory, Q1 2019

THE SUMMIT AT QUADRA VILLAGE [8]

The Summit at Quadra Village is a 320-unit residential and dementia care development for seniors requiring 24-hour support. It is located in Victoria and will replace the facilities at Oak Bay Lodge and Mt. Tolmie Hospital. Construction is currently underway and expected to be completed by the end of 2019.

NANAIMO SEWAGE PLANT UPGRADES [9]

The Greater Nanaimo Pollution Control Centre Secondary Treatment Upgrade Project will provide additional capacity for sewage treatment in Nanaimo, Lantzville and Snuneymuxw First Nations. The project will ensure Greater Nanaimo meets provincial and federal regulations requiring at least secondary treatment of discharged waste. Construction is currently underway and is expected to be completed in late 2019.

WASTEWATER TREATMENT FACILITY – CAPITAL REGIONAL DISTRICT [10]

This project will provide tertiary treatment of wastewater for Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford, Colwood, and the Esquimalt and Songhees Nations. Construction started in 2018 and is scheduled to be completed by the end of 2020.

The major projects that are now completed or that have updated timelines include:

JOHN HART GENERATING STATION

As of November 2018, the three new generators were fully operational. The remaining work includes the deconstruction and removal of the old facility, which is expected to be completed in the fall of 2019.[11]

MCKENZIE INTERCHANGE PROJECT

As of May 2019, construction is underway, and the project is expected to be completed by the summer of 2020. [12]

MARINE OIL SPILL RESPONSE PROJECT

As of March 2019, the project is on hold, as funding is tied to the Trans Mountain pipeline expansion, which is currently delayed.[13]

8 Capital Regional District. Available here: https://www.crd.bc.ca/project/capital-projects/the-summit.
9 Regional District of Nanaimo. Available here: https://www.rdn.bc.ca/secondary-treatment-upgrade-project.
10 Ibid.
11 BC Hydro. Available here: https://www.bchydro.com/content/dam/BCHydro/customer-portal/documents/projects/john-hart/JHGSRP-Decomm-Rpt-April-June-2019.pdf.
12 Government of BC. Available here: https://engage.gov.bc.ca/mckenzieinterchange/construction-updates/.
13 Times Colonist. Available here: https://www.timescolonist.com/news/local/new-spill-response-boats-sit-idle-in-nanaimo-awaiting-pipeline-decision-1.23651002.



BUSINESS ENVIRONMENT AND INVESTMENT ATTRACTION

The Honourable Navdeep Bains, P.C., MP, Minister of Innovation, Science and Economic Development at the 2018 State of the Island Economic Summit. Nanaimo, BC.

Business growth continued on Vancouver Island in 2018 both in terms of the number of businesses with employees and the size of businesses. The sectors with the largest growth were Health Care and Construction, which is consistent with the growing population and continued demand for housing.

Business formations remained above their three-year average in 2018, while business and consumer bankruptcies remained below their three-year average. However, business formations declined year-over-year while consumer bankruptcies increased, year-over-year. In the first six months of 2019, both consumer and business bankruptcies increased compared with the same period in 2018.

These trends indicate that while 2018 was a positive year for Vancouver Island, economic activity moderated and the slowdown has continued into 2019. Going forward slower rates of business formation and growth in the size of businesses are expected.

Number of Businesses with Employees

Category	With Employees	Trend
GOODS-PRODUCING SECTOR		
Agriculture, Forestry, Fishing, Hunting	1,195	Declining
Construction	4,034	Growing
Manufacturing	1,026	Stable
Mining and Oil and Gas Extraction	78	Stable
Utilities	35	Stable
SERVICE-PRODUCING SECTOR		
Accommodation and Food Services	2,100	Stable
Admin. and Support, Waste Management and Remediation	1,345	Growing
Arts, Entertainment and Recreation	546	Growing
Educational Services	405	Stable
Finance and Insurance	1,054	Growing
Health Care and Social Assistance	3,548	Growing
Information and Cultural Industries	350	Stable
Management of Companies and Enterprises	128	Stable
Other Services (Excluding Public Administration)	2,384	Growing
Professional, Scientific and Technical Services	3,490	Growing
Public Administration	371	Stable
Real Estate and Rental and Leasing	1,396	Growing
Retail Trade	3,777	Growing
Transportation and Warehousing	922	Stable
Wholesale Trade	884	Stable

Growing Stable Declining

Source: Statistics Canada, Business Register, Establishment Counts December 2018.

Insolvency

Business Bankruptcies

2015–2017 ANNUAL AVERAGE

19	140
VI+COAST	BC

2018 ANNUAL AVERAGE

8	75
VI+COAST	BC

Consumer Bankruptcies

2015–2017 ANNUAL AVERAGE

1,170	4,849
VI+COAST	BC

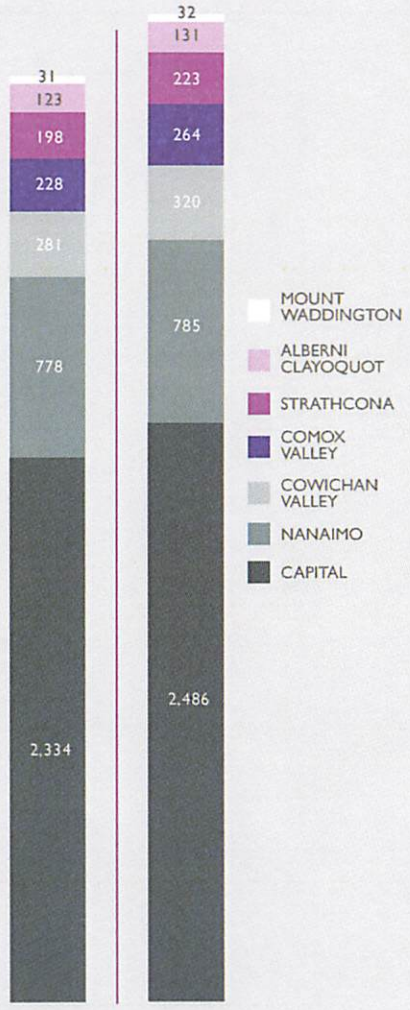
2018 ANNUAL AVERAGE

946	4,072
VI+COAST	BC

Source: Office of the Superintendent of Bankruptcy Canada.

Business Formations

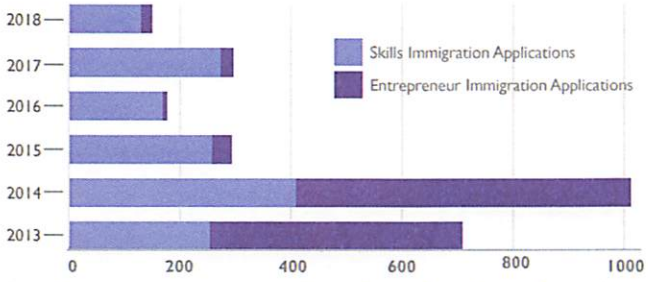
INCORPORATIONS BY REGIONAL DISTRICT



2015–2017	2018
VI+COAST ANNUAL AVERAGE	VI+COAST ANNUAL AVERAGE
4,049	4,313

Source: BC Stats, Business Formations and Failures.

Applications to the Provincial Nominee Program



Source: BC Ministry of Jobs, Trade and Technology.
Note: Due to a large inventory of applications to process, there was a 90-day program pause in 2015, which led to a surplus of applications from 2015 that were processed in 2016. As a result, the 2015 and 2016 data should be considered in conjunction with one another.

Skills Immigration

2013–2018

1,141

NOMINATIONS

Source: BC Ministry of Jobs, Trade and Technology.

Entrepreneur Immigration

2013–2018

278

WORK PERMITS

172

NOMINATIONS

269

JOBS CREATED

$92

MILLION INVESTMENT

Source: BC Ministry of Jobs, Trade and Technology.

The British Columbia Provincial Nominee Program (BC PNP)

facilitates the immigration of skilled foreign workers, international students, and entrepreneurs. Prospective applicants are nominated for permanent residency through either the Skills Immigration stream or through the Entrepreneur Immigration stream.

Nominees under the Skills Immigration stream are selected based on the skills, education and/or experience required for high-demand occupations in the province. The number of applicants under this program on Vancouver Island declined in 2018, bringing the five-year annual average to approximately 250. Between 2013 and 2018, there were 1,494 applicants for Skills Immigration, of which approximately 76% received nominations for permanent residency.

Nominees under the Entrepreneur Immigration stream are required to meet a determined financial investment amount, and demonstrate the ability to create job opportunities. The number of applicants under this stream on Vancouver Island has declined significantly since 2014, though has remained relatively stable since 2017. Of the 1,145 applicants between 2013 and 2018, approximately 24% received work permits and 15% received nominations.



Christine Willow, Certified Management Consultant and Professional Recruiter at the 2018 State of the Island Economic Summit in Nanaimo, BC.

POPULATION AND LABOUR FORCE

The population of Vancouver Island continued to grow in 2018 at a rate comparable to BC as a whole (1.4%),[14] and slightly below the growth rate in the Lower Mainland.

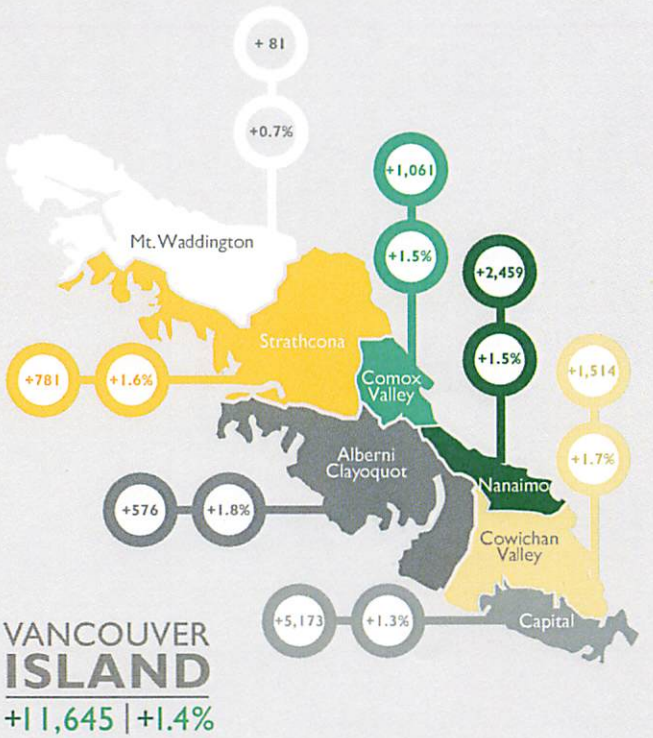
Growth was broad-based, with most areas experiencing growth of between 1.3% and 1.8%. The working age population also continued to grow, reflecting the strong labour market across the region.

Growth on Vancouver Island is driven by migration from other regions in BC and, to a lesser extent, other provinces in Canada. As interprovincial migration slowed in 2017, population growth rates both in BC and on Vancouver Island have slowed. Going forward, population growth rates are expected to continue at rates similar to 2018.

14 BC Stats, Population Estimates by Regional Districts and Development Regions.

Population

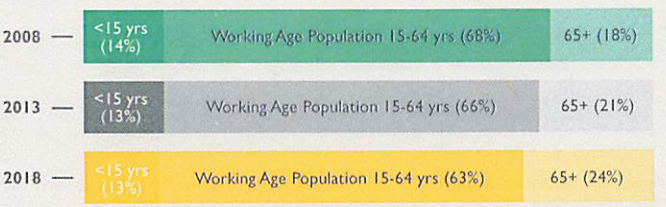
Population Growth by Region – 2017 TO 2018



Source: BC Stats, Population Estimates by Regional Districts and Development Regions.

Population Distribution

VANCOUVER ISLAND AND COAST BY AGE GROUP



Source: BC Stats, Population by Age and Sex.

Labour Force Participation Rate Trends (BC)

OVERALL BY AGE
2016 TO 2018

DECLINING

15 – 24

STABLE

25 – 44
45 – 64
65+

Source: Statistics Canada. Table 14-10-0018-01 Labour force characteristics by sex and detailed age group, annual.

Vancouver Island's labour force participation rate and employment rate increased for the fourth consecutive year in 2018. However, preliminary data indicates that both the labour force participation rate and employment rate declined in the first half of 2019, which is consistent with slowing economic growth.

Going forward, the LNG Canada project in Kitimat is underway and hiring will ramp up in 2020, eventually requiring between 4,500 and 7,500 construction employees.[15] This is expected to attract workers from across BC, which could affect the labour force on Vancouver Island.

15 LNG Canada. Available here: https://www.lngcanada.ca/.

Employment Rate

IN PERCENTAGES BY REGION 2018

BC AVERAGE | 61.8%

NORTHEAST	70.6
CARIBOO	63.0
LOWER MAINLAND-SOUTHWEST	63.4
NORTH COAST & NECHAKO	64.8
THOMPSON-OKANAGAN	57.1
KOOTENAY	57.8
VANCOUVER ISLAND & COAST	58.6

Source: Statistics Canada, Labour Force Survey Estimates (Statistics Canada. Table 282-0122 and Table 282-0123).

Participation Rate

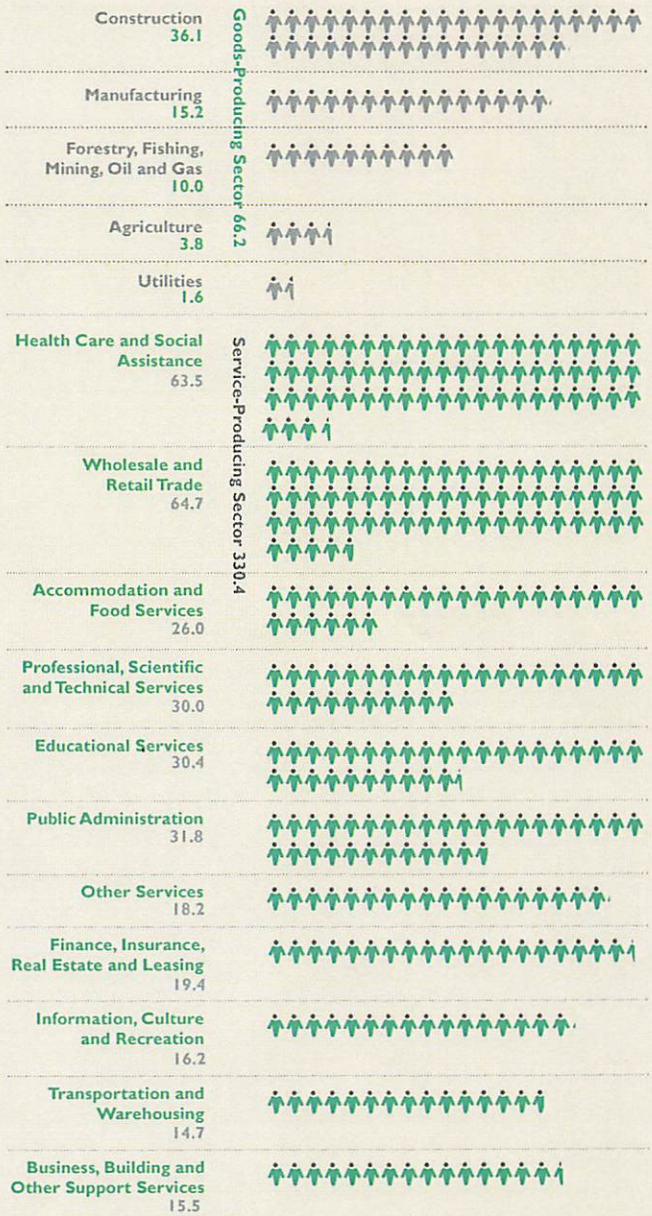
IN PERCENTAGES BY REGION 2018

BC AVERAGE | 64.9%

NORTHEAST	74.9
CARIBOO	66.7
LOWER MAINLAND-SOUTHWEST	66.3
NORTH COAST & NECHAKO	68.9
THOMPSON-OKANAGAN	60.8
KOOTENAY	61.0
VANCOUVER ISLAND & COAST	61.5

Source: Statistics Canada, Labour Force Survey Estimates (Statistics Canada. Table 282-0122 and Table 282-0123).

Employment By Industry VANCOUVER ISLAND 2018 (IN 000s)

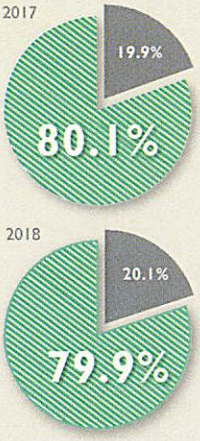


Source: Statistics Canada, Labour Force Survey, Custom Tabulation, Prepared by BC Stats January 2018.

Share of Employment
BY SECTOR ON VI



Share of Employment
BY SECTOR IN BC



Source: Statistics Canada, Labour Force Survey, Custom Tabulation, Prepared by BC Stats January 2018.

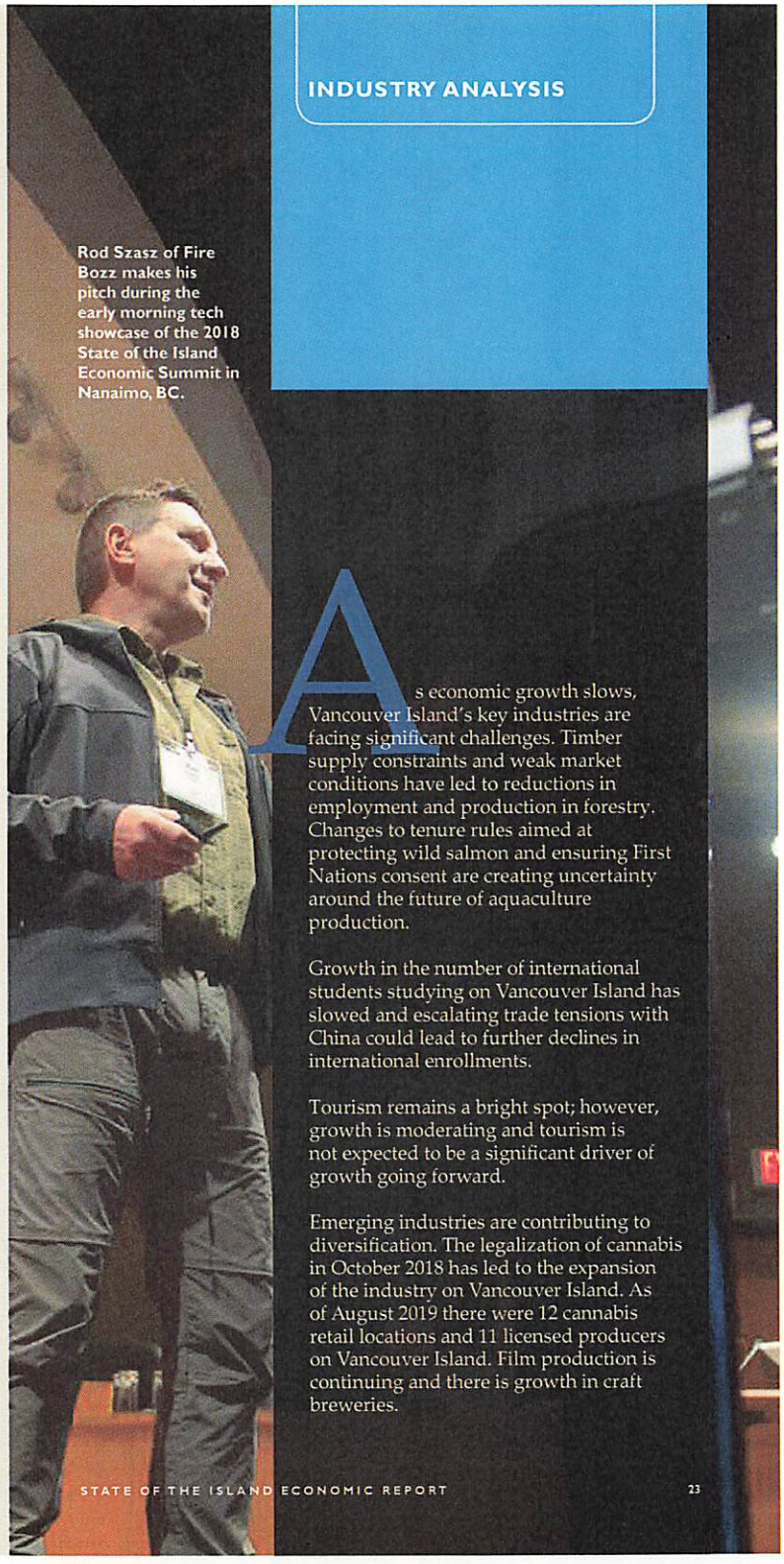
Employment continued on a positive growth path in 2018, with an overall growth rate of 2.6%. This was driven by strong gains in the service sector offsetting declines in goods sector employment.

The share of employment in the service producing sector increased for the first time since 2015, due to increased employment in the health care, education, retail trade and public administration sectors. Growth in health care is likely linked to the opening of the North Island Hospitals in Comox and Campbell River at the end of 2017. Growth in Education was due to increases in employment at the elementary and secondary level, while employment gains in public administration were largely at the local, municipal and regional levels. Declines in goods sector employment were driven by the manufacturing sector, which is linked to the downturn in the forest sector.

Preliminary indicators suggest that employment growth slowed in the first half of 2019 and employment levels are expected to stabilize as economic activity slows.

DID YOU KNOW?

Since 2013 there has been a generational shift in the composition of the working age population on Vancouver Island. The percentage of Baby Boomers (those born between 1946 and 1964) has declined from 39% to 30%, the percentage of Generation X (those born between 1965 and 1980) has remained relatively stable at 30% while the percentage of Millennials (those born between 1981 and 1996) has declined from 29% to 25% and the percentage of Post-millennials has increased from 3% to 14%. This suggests that most of the growth in the working age population has been among those in mid-career (Generation X) and younger age groups (Post-milleninals) while the number of Millennials has declined.



Rod Szasz of Fire Bozz makes his pitch during the early morning tech showcase of the 2018 State of the Island Economic Summit in Nanaimo, BC.

As economic growth slows, Vancouver Island's key industries are facing significant challenges. Timber supply constraints and weak market conditions have led to reductions in employment and production in forestry. Changes to tenure rules aimed at protecting wild salmon and ensuring First Nations consent are creating uncertainty around the future of aquaculture production.

Growth in the number of international students studying on Vancouver Island has slowed and escalating trade tensions with China could lead to further declines in international enrollments.

Tourism remains a bright spot; however, growth is moderating and tourism is not expected to be a significant driver of growth going forward.

Emerging industries are contributing to diversification. The legalization of cannabis in October 2018 has led to the expansion of the industry on Vancouver Island. As of August 2019 there were 12 cannabis retail locations and 11 licensed producers on Vancouver Island. Film production is continuing and there is growth in craft breweries.

Tourism

Ferry Traffic

JAN–JUN YEAR-OVER-YEAR CHANGE

	Passenger Vehicles UNDER HEIGHT	Passenger Vehicles OVER HEIGHT	Buses	Commercial Vehicles	Total Passengers
	+ 0.4%	+ 6.4%	(-) 10.6%	+ 1.4%	+ 0.6%
2019	1,575,888	92,392	9,316	111,099	4,950,834
2018	1,569,210	86,816	10,419	109,601	4,921,226

Source: BC Ferries.

Visitor Indicators

YEAR-OVER-YEAR CHANGE

Hotel Occupancy

2018 (Jan-Dec)	2019 (Jan-Mar)*
2.1%	1.9%

Average Daily Room Rate

2018 (Jan-Dec)	2019 (Jan-Mar)*
6.7%	6.0%

Passengers at Regional Airports

2018 (Jan-Dec)	2019 (Jan-Mar)*
6.5%	1.1%

Source: Destination BC, Provincial Tourism Indicators. *Please note that as of September 30, 2019, visitor indicators for April to June 2019 were not available.

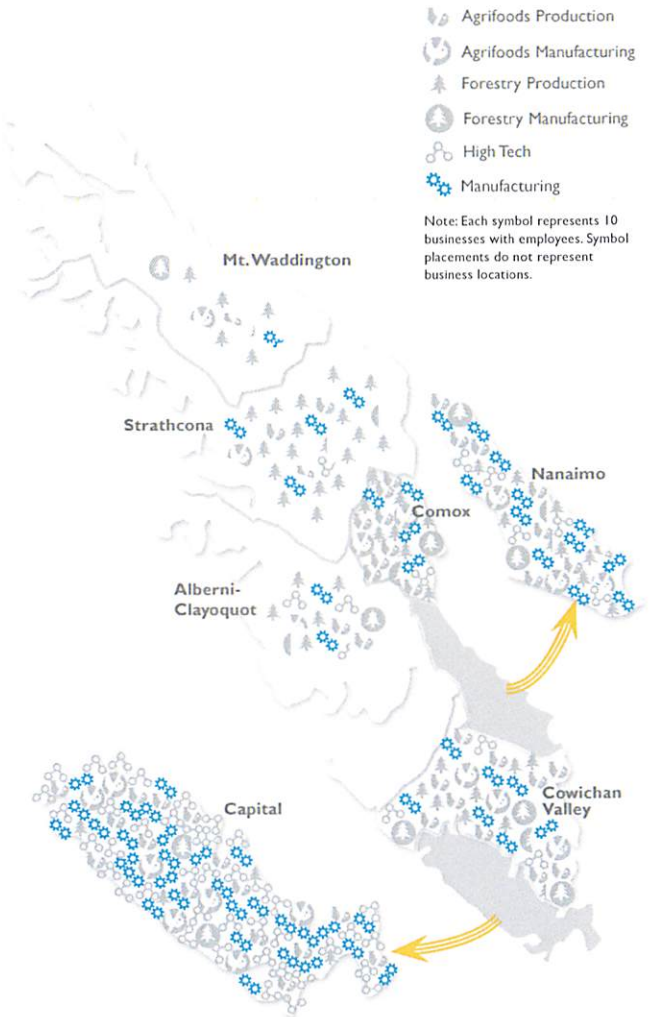
Tourism continued to be an important source of growth on Vancouver Island in 2018. However, there are indications that growth is slowing and gains in 2019 are expected to be modest. In the first six months of 2019, passenger volumes and vehicle traffic on BC Ferries were up 0.6% and 0.7% respectively. Passenger volumes at regional airports were up 1.1% from January to March, compared to the same period in 2018.

This is consistent with an overall slowdown in growth in tourism in BC. International overnight visitors to BC between January and June 2019 grew by 2.6%, year-over-over, compared to 4.9% year-over-year growth in 2018. In Victoria, average occupancy rates declined by 1.1% between January and June, year-over-year, while passengers through Victoria International Airport declined by 3.3% year-over-year.

Manufacturing

Distribution of Manufacturing Businesses

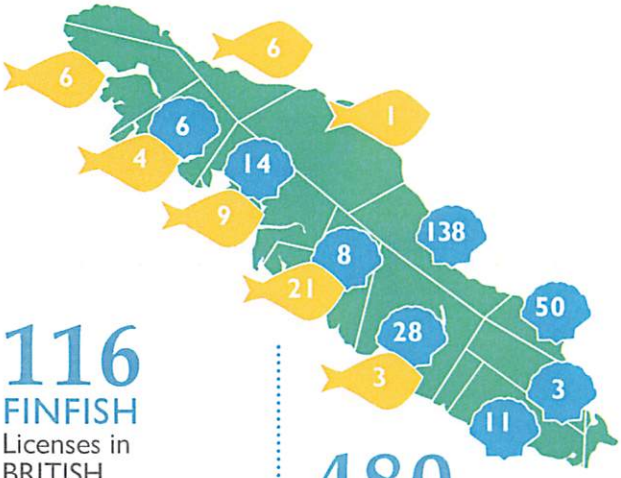
EXCLUDING MANUFACTURERS OF FOOD AND BEVERAGE, FOREST PRODUCTS AND HIGH TECH, ACROSS VANCOUVER ISLAND | RELATIVE TO OTHER KEY INDUSTRIES WITHIN REGIONAL ECONOMIES



Source: Statistics Canada, Business Register.

Shellfish and Finfish Licenses

FINFISH—MAY 2019; SHELLFISH—JUNE 2019



116
FINFISH
Licenses in BRITISH COLUMBIA

50
FINFISH
Licenses on VANCOUVER ISLAND

43%
of all BC Licenses on VANCOUVER ISLAND

480
SHELLFISH
Licenses in BRITISH COLUMBIA

258
SHELLFISH
Licenses on VANCOUVER ISLAND

54%
of all BC Licenses on VANCOUVER ISLAND

Source: Department of Fisheries and Oceans, Current Valid British Columbia Shellfish Aquaculture License Holders as of June 27, 2019.
Department of Fisheries and Oceans, Current Valid British Columbia Finfish Aquaculture License Holders as of May 31, 2019.

BC Aquaculture Production

ANNUAL AVERAGE 2012 TO 2017 ($ Millions)

$22.4	$544.9	$567.3
SHELLFISH	FINFISH	TOTAL
9,573 TONNES	81,673 TONNES	91,246 TONNES

Note: Data were not available for the value of scallops farmed in 2015 and 2016, and, as a result, the Total Shellfish and Total Aquaculture Production average values are marginally understated.

Source: Department of Fisheries and Oceans, Aquaculture Production Quantities and Values.

After declining in 2017, salmon production in BC remained stable in 2018. Export data from the first six months of 2019 indicate exports have fallen by approximately 12%, compared with the same period in 2018.[16] Most of the decline in exports was to Asian markets.

Oyster production and sales declined after a series of norovirus outbreaks between 2016 and 2018 led to the closure of some farms.[17] To help stabilize production, the provincial government introduced the BC Oyster Recovery in June 2018, which provides farmers with up to $10,000 to help restock oyster beds.

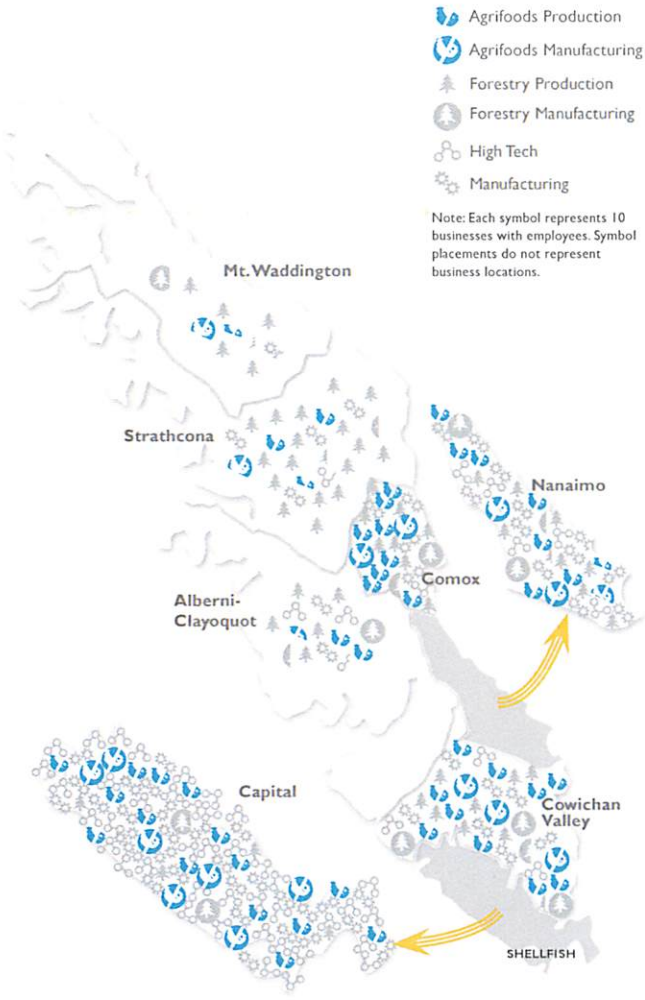
In the near term, aquaculture production is expected to remain stable; however, there is a risk that the escalation of trade tensions with China could affect the export market for BC seafood. There is also considerable uncertainty around future production after the provincial government and three First Nations agreed on a path forward for fish farms operating in the Broughton Archipelago.[18] Ten fish farms will close by the end of 2022, and a further seven will close by the end of 2023 unless First Nation industry agreements are successfully negotiated. In addition, new rules around the granting of tenures come into effect in June 2022 that are intended to protect wild salmon stocks and ensure First Nations consent is obtained for operations in their territories.

16 Canadian International Merchandise Trade Database.
17 Government of BC. "Province supporting oyster aquaculture sector in coastal communities." Available here: https://news.gov.bc.ca/releases/2018AGRI0040-001198.
18 Government of BC. "Government, First Nations chart path for aquaculture in Broughton Archipelago." Available here: https://news.gov.bc.ca/releases/2018PREM0151-002412.

Aquaculture & Agriculture

Distribution of Agrifoods Businesses

ACROSS VANCOUVER ISLAND | RELATIVE TO OTHER KEY INDUSTRIES WITHIN REGIONAL ECONOMIES



Source: Statistics Canada, Business Register.



Island Liquor
Crafting a New Industry

GUEST CONTRIBUTOR

Quintin Winks, Consultant

Investors Group Financial Services Inc.

A decade ago Dave Brimacombe was a military man and an alcohol tourist. Wherever the Canadian military posted him, Brimacombe would dive into the local drinks while gathering intelligence to one day start his own distillery. When the British Columbia government enacted changes to liquor laws in 2013, Brimacombe was stationed at CFB Comox on Vancouver Island. He retired early and seized the opportunity.

> Craft beer breweries are really community hubs. They've become the Starbucks of the past five years.
>
> Ken Beattie
> Executive Director
> BC Craft Brewers Guild

"Because of the regulatory changes, I saw the writing on the wall, Brimacombe says. "I wanted to be one of the pioneers in the industry and so I got going on it." Brimacombe is the co-founder of Wayward Distillery in the Comox Valley. Since starting his business five years ago, he has seen an explosion of craft alcohol on Vancouver Island.

The rapid expansion is due in part to those regulatory changes, which eliminated stiff markups on spirits and wines manufactured in BC as long as they are produced in limited volume and made from scratch with BC ingredients. That leveled the playing field for local producers whose overhead is higher than competing overseas corporations. "It is significantly more expensive to hire BC staff and to own facilities in BC and so it costs more to make it, but now we don't get marked up," says Brimacombe. While he praises how far the liquor laws have come in recent years, Brimacombe notes they still have a long way to go. More on that later.

Unlike spirits and wines, craft breweries do not get the same tax breaks for brewing with local ingredients. But they have received other regulatory concessions. Tasting rooms allow for vat-to-table sales at the brewery, which eliminates the cost of bottling and shipping

Also driving the explosion are changes in the way producers of craft alcohol are doing business, consumer preferences and technology.

The new business model, for breweries and distilleries in particular, is focused on the local community rather than national or international markets.

beer. They also create a space for people to gather, enjoy a drink and socialize without the limitations of a bar or pub. Sooke Brewing, which opened its doors in 2017, sells almost all of its beer through its tasting room and ships very little out of the building. The primary goal of the five owners was to create something for the community. Sooke is a growing and changing place and they wanted to create a hub that the community really needed, says John Adair, head brewer.

What's more, tasting rooms provide quick cash flow to craft producers, who face significant start-up costs. Recent zoning bylaw changes means more communities are seeing craft breweries open in industrial areas, where rent is cheaper. Old auto shops and fish processing plants are particularly well suited for conversion into craft breweries, says Beattie, of the Brewers Guild. As people patronize these establishments it brings new vibrancy to industrial areas.

Such changes have led to breweries popping up everywhere on Vancouver Island and across the province. Where there used to be less than 40 breweries just a few years ago, there are now more than 180. With that has come increased competition. In Nanaimo, a city of 100,000, there are two craft breweries already operating and applications have been submitted for two more. In this environment, breweries focus on the local market and differentiate their products through flavour. Consequently people's palettes are changing and there is more demand for beers that few would have enjoyed 20 years ago. It all began with hoppy India Pale Ales, or IPAs, then swung to sessionable ales, then sessionable IPAs. Then along came juicy, New England IPAs followed more recently by sours. Now lagers and Pilsners are making a comeback, says Beattie, who has a handle on the latest trends as executive director of the Brewers Guild.

Barrel-aged beers are also appearing, all of which speaks to the evolution of consumer tastes. Harley Smith is a partner and brew master for Nanaimo's Longwood Brewery. The brewery has been operating for the past six years and primarily bottles its beer for distribution to liquor retailers. His most significant business challenge is getting access to government liquor stores, he says. Brimacombe makes the same observation for his spirits.









FROM TOP
Products from Wayward Distillation House, Longwood Brewery, Sooke Oceanside Brewery, 40 Knots Winery

While laws have changed to allow more private competition, BC Liquor Stores are still prevalent and in many rural towns are the only option. Yet they won't open their doors to local beers and spirits. "Every craft brewery should have access to a couple of government liquor stores," Smith says.

While craft brewers have also been shut out of the grocery store experiment, in which grocery stores are allowed to sell alcohol, progress is slowly being made. Craft brewers have been recently invited to list seasonal products, such as pumpkin beers, in BC Liquor Stores. On the marketing front, craft brewers are embracing technology. The BC Ale Trail app was created for locals and alcohol tourists alike. It offers a map showing breweries in respective regions. The Victoria Ale Trail and the two Vancouver Island Ale Trails list 34 brewery locations from Victoria to the Comox Valley.

While beers and spirits have been growing exponentially, BC wineries have been ascending the scale of international recognition. And climate change might create a significant business opportunity for wine producers on Vancouver Island. Major wine-producing regions, like California and the Okanagan, by 2050 might be too hot and dry to continue business as usual. That creates opportunity for Island wine producers who may be able to grow hotter variety grapes says Brenda Hetman-Craig, owner of 40 Knots Vineyard & Estate Winery in Comox. Island producers are already capitalizing on a burgeoning trend in consumers seeking not just organic wines, but biodynamic ones as well. The term biodynamic refers to production principles that care for and protect everything in the wine-making process, from the bumblebee to the soil, water, workers and the environment.

"It's a fancy word for traditional farming," says Hetman-Craig. "Land here on the Island is very pure. This vineyard (40 Knots Winery) was the first time this land was ever farmed. So Canada really has an advantage because we are farming a lot less and the land is more pure." It's hard to say what the saturation point is for craft alcohol on Vancouver Island, but as regulations change and producers hone their business acumen, the market will dictate the success stories. In the meantime, Cheers!

2018 was a difficult year for the forestry industry on Vancouver Island,

as employment and production declined. The ongoing fibre supply issues were made worse by the 2018 summer wildfire season, which led to suspended operations at the Ladysmith sawmill and a complete postponement of harvesting in coastal regions by Western Forest Products in August and early September.[19] [20]

There was significant volatility of lumber prices in North America throughout 2018. The first half of the year was defined by historically high prices due to delayed deliveries caused by weather issues in BC.[21] As shipments picked up in the second half of the year, increased supply led to falling prices.

Going forward, US housing starts are expected to remain flat while lumber prices are projected to remain low. Consequently, continued declines in production and employment on Vancouver Island are expected.

The decline in prices means that the lack of a softwood lumber agreement with the US and the resulting duties are beginning to impact some producers. In 2018 Western Forest Products acquired a distribution and processing facility in Washington State and the assets of a wood product manufacturing company, in part to offset the impact of the softwood lumber duties by moving some operations to the US.[22]

Overall, softwood lumber shipments to the US from the BC coast declined by 14% in 2018, while production declined by 5%, compared with 2017.[23] [24] In the first half of 2019, softwood exports from BC to the US were down approximately 10% while production on the BC coast was 8% lower than in the same period in 2018.[25] Lumber prices continued to decline as the spring building season was delayed by prolonged winter weather.[26]

19 Ladysmith Chronicle. Available here: https://www.ladysmithchronicle.com/news/ladysmith-sawmill-operations-suspended-due-to-log-shortage/
20 Western Forest Products. 2018 Annual Report.
21 Canadian Forest Industries. 2019 Lumber Market Outlook. Available here: https://www.woodbusiness.ca/2019-lumber-market-outlook-5420/
22 Western Forest Products. 2018 Annual Report.
23 Global Affairs Canada. "Monthly Export Reports (Canada-US)". Available here: https://www.international.gc.ca/controls-controles/softwood-bois_oeuvre/index.aspx?lang=eng.
24 Statistics Canada. Table: 16-10-0045-01. Lumber, production, shipments and stocks, monthly.
25 Statistics Canada. Table: 16-10-0017-01. Lumber, production, shipments and stocks, monthly.
26 Western Forest Products. 2019 First Quarter Report.

Distribution of Businesses

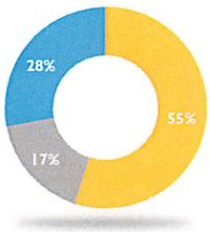
ACROSS VANCOUVER ISLAND | RELATIVE TO OTHER KEY INDUSTRIES WITHIN REGIONAL ECONOMIES



Source: Statistics Canada, Business Register.

Distribution of Forestry Sector Employment

VANCOUVER ISLAND 2018



Total EMPLOYMENT 8,700

- Forestry and Logging
- Wood Product Manufacturing
- Pulp and Paper Manufacturing*

Timber Processing Facilities

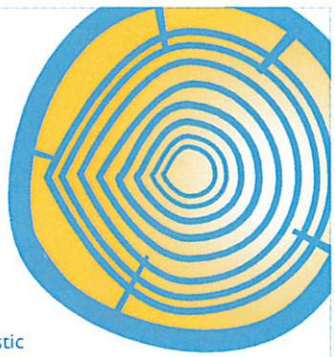
VANCOUVER ISLAND 2018

LUMBER MILLS (21) POLE & POST (2)
PULP & PAPER (3) OTHER* (14)

Total FACILITIES 40

Source: Ministry of Forests, Lands and Natural Resource Operations, Major Timber Processing Facilities in BC, 2017/18.
*Includes Chip Mills, Veneer Mills and Shake and Shingle Mills.

DID YOU KNOW?

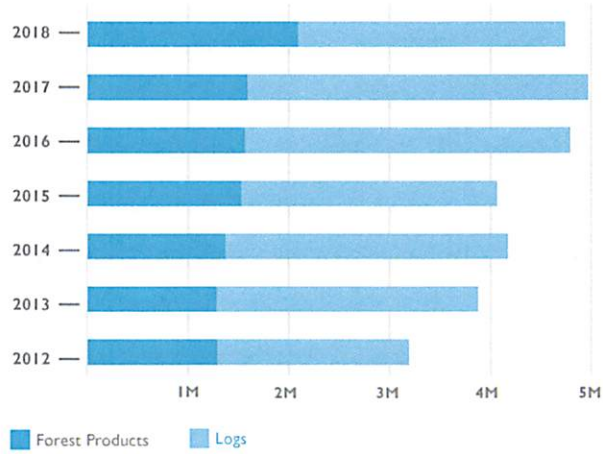


In January 2019, the BC government instituted the Coast Forest Sector Revitalization Initiative[27] in an effort to reverse the "systemic decline" of the coast forest sector. The plan includes a series of legislative, regulatory and policy changes aimed at rebuilding solid wood and secondary industries, ensuring more fibre is available for domestic mills, maintaining a credible auction system, fostering stronger relationships between First Nations, major licensees and BC Timber Sales, and restoring public confidence in the sector.[28] Effective July 1, the fee structure for log exports was revised to be based on local harvesting economics, while a coastal fibre recovery zone was established and penalties for discarding wood waste were introduced to encourage wood waste being sent to pulp and paper manufacturers.[29]

27 BC Government News. "Forest policy reforms to rebuild coast forest sector." Available here: https://news.gov.bc.ca/releases/2019PREM0003-000046.
28 Coast Forest Sector Revitalization Imitative Booklet.
29 BC Government News. "Forest policy reforms to rebuild coast forest sector." Available here: https://news.gov.bc.ca/releases/2019PREM0003-000046.

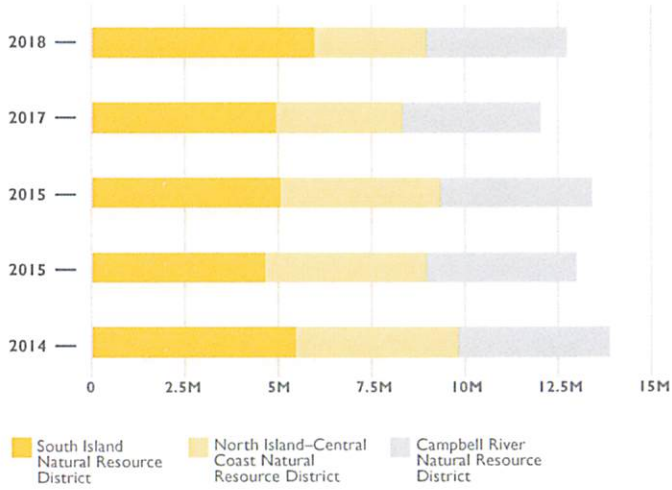
Forest Product and Log Cargo Volumes

THROUGH PORT ALBERNI AND PORT OF NANAIMO IN METRIC TONNES



Source: Nanaimo Port Authority Cargo Statistics, Port Alberni Port Authority.

Harvest Volumes on Crown Land by Natural Resource District (m^3)



Source: Ministry of Forests, Lands and Natural Resources Harvest Billing System.

Coast Forest Sector Revitalization

Positioning for Long Term Success

GUEST CONTRIBUTORS

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

Pip White, Cascadia Projects

Bret Torok-Both, Coast Capital Savings

George Hanson, VIEA



photo by Cindy Stern

According to an economic impact study prepared for the Council of Forest Industries, in 2016 forestry in the region supported 21,000 jobs with an estimated 10,000 on Vancouver Island and over $2.1 billion in gross domestic product.[30] If you are a resident on Vancouver Island, most likely you know someone who works in the woods, in a sawmill or in another role in the forest sector. You have also likely driven by large residual wood fibre piles in the spring or fall and met log trucks or chip trucks on the roads taking fibre to market. The forest sector is tough to miss.

Since 2003, provincial policy promoted the forest sector to find the highest margin for provincial fibre. This led to many businesses increasing their focus, and reliance, on exporting logs to other jurisdictions. At home, when initiating the manufacture of the timber into logs in the woods, the policy of "take or pay" encouraged licence holders to take what fibre from which they could generate the highest profit and leave what is less desirable at the harvest site as residual fibre. This was further complicated by specific and binding supply agreements that did not encourage the removal of less valuable wood that may have been more difficult to haul. These practices of business determining and acting on what they deem the highest and best use of provincial timber is changing. Beginning in 2018, the BC government began an initiative called the Coast Forest Sector Revitalization.

The main goal of Coast Forest Sector Revitalization is to develop a fair and lasting strategy to create more jobs from processing logs in BC. It starts with making forest policy changes to ensure public resources are used and managed in a way that has the greatest contribution to and for British Columbians. The overall desire is for more value-added manufacturing providing Vancouver Island communities an economic base for local taxes, a more diverse business mix, and an economic connection to the surrounding lands and forests.

This revitalization includes a focus on greater domestic processing and greater utilization of residual fibre. To increase the use of residual fibre the Province of BC has introduced fibre recovery zones on Vancouver Island and the coast where companies will be fined

[30] "British Columbia's Forest Industry and the Regional Economies". (March 2019). Available here: https://www.cofi.org/wp-content/uploads/FINAL-COFI-Regional-Economic-Impact-Study_Final_March2019-2.pdf.

for leaving avoidable waste above a threshold level in the forest. The provincial government estimates 2.4 million cubic metres of avoidable waste is produced on the coast and Vancouver Island annually.[31] This is a significant increase from 800,000 cubic metres in 2003. A key element of the Coast Revitalization Strategy is to make greater use of the waste and residual fibre beyond current practice. Some of this fibre can be directed to traditional uses such as chips for pulp mills and firewood. Opportunity also exists to introduce new uses and associated industries such as the production of biofuels and carbon sequestration.

In spring 2019, the Vancouver Island Economic Alliance (VIEA) received a grant from the BC Rural Dividend Program to undertake a Wood Recovery and Fuel Reduction Pilot project in the Cowichan Valley. In addition to the government grant, sponsorship has been provided by Khowutsun Forest Services (KFS), MNP, the Inland Group, and Mosaic Forest Management. The goals of the project are to build business-to-business relationships within forestry and wood industries in order to expose and pursue innovative, cost-effective approaches to wood waste management; help mitigate fire hazard risk by reducing fuel in the forest; and help further wood manufacturing by solving the number one barrier to wood industry investment—secure access to fibre.

FP Innovations is also involved in the project and, working with KFS, they are providing expertise on alternatives for dealing with waste in harvest blocks and logistics for getting residual fibre to processing facilities. Some of these ideas will be tested in harvest settings in conjunction with KFS on private forestry land managed by Mosaic Forest Management.

To date, the project has included an initial plenary session out of which a working group has been formed. The working group is gathering information from both traditional businesses and new businesses on their requirements for fibre. This information is being used to develop specific activities for testing through the KFS/Mosaic partnership in conjunction with FP Innovations. In addition to the technical aspects of dealing with waste in the block, the project will be looking at the economics of possible solutions for greater utilization of the residual and waste fibre.

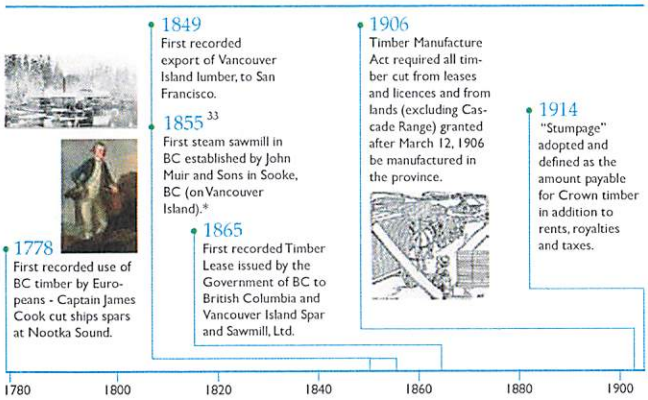
THE FOREST SECTOR ON VANCOUVER ISLAND HAS A STRONG PAST AND VIEA SEES AN OPTIMISTIC FUTURE. We believe that with the help of the provincial government and industry stakeholders, we have been able to secure a hold on one thread of what we have called the 'Gordian Knot'—the complex tangle of historic forest practices—with hopes that as we continue working with industry stakeholders, we will be able to unwind some of this complex weave to find solutions worthy of a more progressive and sustainable 21st century industry. We believe that as we continue to explore alternative possibilities and get the correct groups of decision makers together, we can begin to rebuild this essential industry.

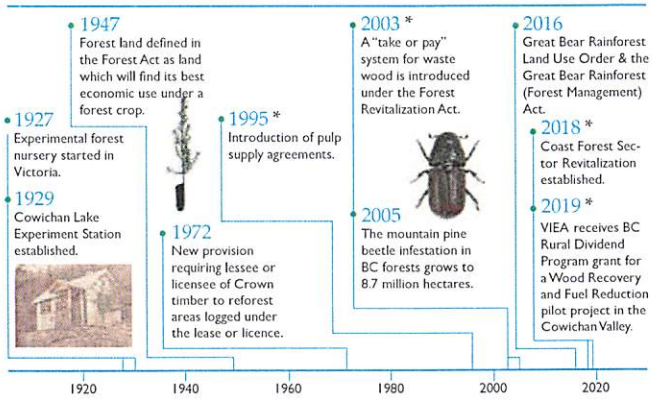
WHAT DOES ALL THIS MEAN? It means that leaving 20% avoidable waste behind on the forest floor is no longer acceptable because new and existing industries need this fibre, and because it is a forest fire hazard if left; it means that new thinking is required to find cost-effective ways to manage and transport this fibre that is currently left on the forest floor as 'waste'; it means that with aggressive harvesting and milling of pine beetle timber now on a steep decline in the BC interior and annual allowable cuts falling province wide, the demand for coastal fibre will be greater than ever and that thoughtful work must be done to find the highest and best uses for every stick of the wide variety of coastal fibre.

It means that change is on the horizon and that we must be ingenious and determined in our search for pragmatic solutions to achieve greater diversity in the industry, greater resiliency in our communities, and greater wealth generation from stable and sustainable 21st century practices.

As the Chinese proverb says: 'If you don't change direction, you will end up where you are headed.' We think we are seeing the beginnings of a significant industry course correction. Time will tell as we continue unraveling the 'knot.'

BC FOREST SERVICE TIMELINE (EXCERPTS)[32]



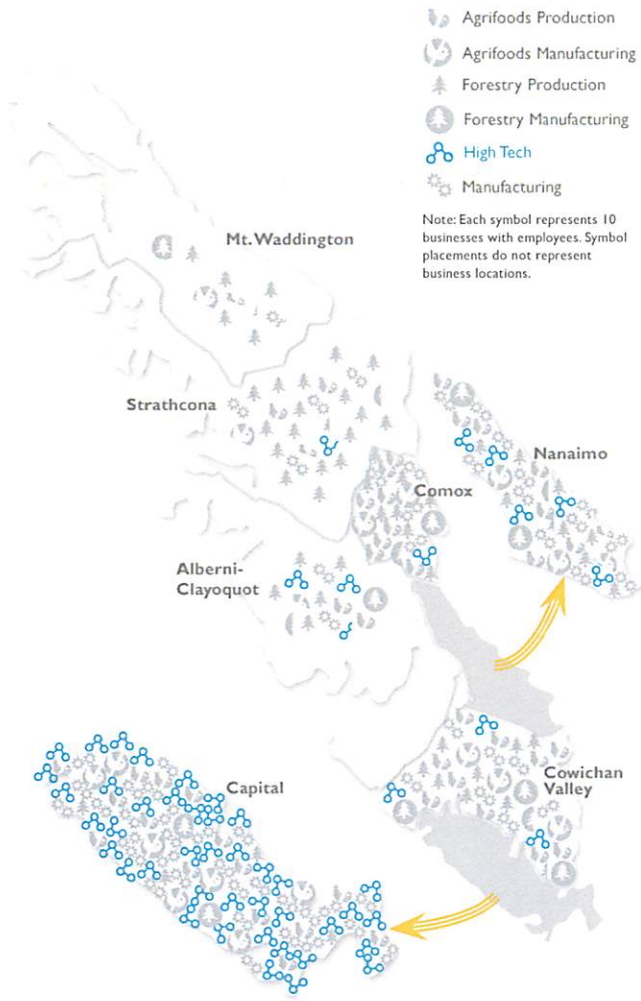


31 "Rebuilding B.C.'s Coast Forest Sector Keeping the Wealth in B.C.". www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/coast-forest-sector-revitalization/coast_forest_sector_revitalization_web.pdf
32 Parminter, J 2012, *BC Forest Service Timeline*, BCFS, accessed 12 Sept 2019, <bcfs100.ca/bscripts/timeline.asp>
33 BC Archives, accessed 12 Sept 2019, <https://search-bcarchives.royalbcmuseum.bc.ca/john-muir-and-sons-sawmill-sooke-bc-first-sawmill-on-vancouver-island>.

Note: * not included in BC Forest Service timeline.

Distribution of Businesses

ACROSS VANCOUVER ISLAND | RELATIVE TO OTHER KEY INDUSTRIES WITHIN REGIONAL ECONOMIES



Source: Statistics Canada, Business Register.

Island Tech

GUEST CONTRIBUTOR

Graham Truax, Innovation Island

British Columbia is home to a vibrant and growing technology sector and Vancouver Island is an increasingly significant part of that growth. The technology sector is a major driver of innovation and economic benefit in BC. Total revenue for this sector in 2017 was $29 billion.[34]

While British Columbia's technology sector is still relatively small from a global perspective, it continues to grow in size and importance. The technology sector in Greater Victoria now accounts for over $5 billion in economic impact and the industry is considered the region's biggest employer with over 16,000 tech-based jobs.[35] Since 2014, Innovation Island's client base has created over 160 new tech-based jobs and $16.2 million in new revenue, and attracted $16.9 million in early-stage technology investment.[36]

BC's tech sector ranks third in the country in terms of GDP, revenue and employment. The sector accounts for more than 100,000 jobs that are paid 83.7% higher than provincial averages according to the BC Technology Report Card.

The technology sector employs more people than mining, oil and forestry sectors combined.

By most industry-standard metrics, Canada has consistently accounted for approximately 4% of global tech-based productivity over the past decade[37] and British Columbia represents about 20% of Canada's performance in the marketplace (see table below).[38] The 2017 Canadian ICT Sector Profile, provided by Innovation, Science and Economic Development Canada (ISED), states that "there are just under 40,000 companies" now working in the Canadian information and technology sector. The Province's Profile of the BC High Technology Sector (2017 Edition) provides additional reference data.

Canada	BC Share	Percentage
$184B in Revenue	$29B in Revenue	16%
$83B in GDP	$17B in GDP	20%
$24B in Exports	$6B in Exports	25%

Considering the daunting size of the global tech industry and both national and provincial stand-

34 Profile of the British Columbia High Technology Sector, BC Stats, 2017 Edition.
35 VIATEC Impact Study 2018.
36 Innovation Island Technology Association Data.
37 The State of Canada's Tech Sector, the Brookfield Institute for Innovation + Entrepreneurship.
38 BC Technology Report Card, https://wearebctech.com/2018-bc-technology-report-card/.

The 2017 Canadian ICT Sector Profile, provided by Innovation, Science and Economic Development Canada (ISED) states that "there are just under 40,000 companies" now working in the Canadian information and technology sector.

points (outside of Vancouver), communities in all regions are playing an increasingly stronger role in making our province a technology leader. Over just the past five years, thousands of technology jobs have been created in regions across BC outside of the Lower Mainland, with more being created every month. Under Innovate BC's Venture Acceleration Program (VAP), within the province's regional and rural communities, excluding Vancouver and the Lower Mainland, just under $200 million of direct financial impact has been achieved, with close to 1,000 tech-based jobs.

Somewhat proportionately, and befitting of smaller communities, the vast majority of tech in this province is small business. In a recent report by BC's Innovation Commissioner, it was stated that "the tech sector in BC consists of a growing base of companies across a diverse range of sub-sectors [with] 90% of tech companies having less than 10 employees ~ with a focus on services (93%) rather than manufacturing."

Industry Canada defines a small business as one with fewer than 100 paid employees and a medium-sized business as one with at least 100 and fewer than 500 employees. In the tech sector, businesses with less than nine FTEs (full-time employees) can be referred to as micro-enterprises or micro-businesses. Many of these businesses are single-person entities, working as contractors or consultants, or what are known as solopreneurs or freelancers, typically, with annual recurring revenue(s) of less than $1 million.

The tech sector, by design, is a fast-moving ever-changing marketplace filled with new developments and terms that are often difficult to interpret, forecast or measure. According to the Computing Technology Industry Association (CompTIA), we are now living in a $5 trillion global information technology ecosystem; with more than 50 million industry and tech professionals who design, implement, manage, and safeguard the technology that powers the world's economy.[39]

The technology sector is defined by "industries that produce high technology goods and services as their ultimate outputs," according to the North American Industry Classification System (NAICS). However, in business terms, a technology or innovation company can be considered an entity that builds proprietary products or services and/or uses third-party products/services in unique or innovative ways, and then takes those products/services to market.

39 2019 Industry Outlook (CompTIA) https://www.comptia.org/resources/it-industry-trends-analysis.

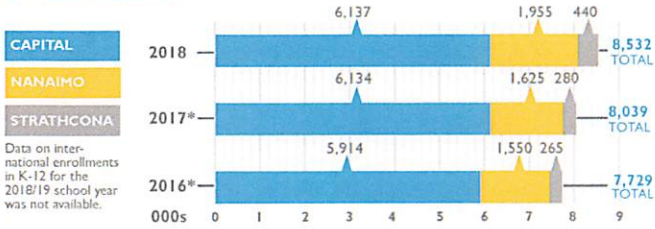
Two of the major players that support, promote and foster growth in the technology sector on Vancouver Island are VIATEC and Innovation Island; for 20+ years they have been instrumental in fostering and encouraging growth in the technology sector on Vancouver Island. Whereas VIATEC focuses on Greater Victoria, Innovation Island represents the rest of the Island and Sunshine Coast. Both organizations deliver the Innovate BC, Venture Acceleration Program (VAP) focusing on technology companies.

While NAICS codes do provide wide-ranging industry definitions and employment data, they do not capture many tech-based start-ups or tech-related businesses and activities commonly considered tech in the growing digital economy. NAICS-based definitions, or innovation per se, is not unique to a specific group of industries, but can be found throughout the whole economy.

An increasing number of businesses, if not the vast majority of small- and medium-sized enterprises, rely on some form of technology to conduct their business. As such, many tech-based service providers (technicians or other knowledge-based specialists) "count" within NAICS workforce statistics. However, those workers may or may not truly represent tech-sector businesses. For example, most advertising or marketing agencies now consider digital media services commonplace; these businesses are proportionately represented to a given trade area or region within a modern economy. Businesses in tech that sell beyond a local or regional perspective are considered to have the growth and scalability potential that define tech ecosystems.

While more and more technology companies are choosing to do business in places like Vancouver Island—attracted to its excellent quality of life, reasonable access to an educated workforce, and relatively easy access to international markets—attracting new business is still a challenge as Vancouver Island is in a competitive environment globally with other regions and communities. Many of the companies able to choose an Island location do so for secondary offices, remote workers, and solopreneurs who are less dependent on the requirements for capital and talent. An attractive lifestyle for employees and lower overhead costs are certainly attractive to companies, but proximity to talent and capital are often the main drivers in location decisions. Additional inducements such as tax incentives, infrastructure advantages and R&D resources are often required to persuade firms to locate in a community.

Post-Secondary International Enrollments
BY REGIONAL DISTRICT



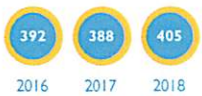
Source: BC Ministry of Advanced Education, May 2019 Data Submission and BC HEADset.
Please note that values for 2016 and 2017 have been revised from previous reports and reflect enrollments as of November 1 in each year.

Post-Secondary International Enrollments
ON VANCOUVER ISLAND



Source: BC Ministry of Advanced Education, October 2017 Data Submission, BC HEADset and BC Ministry of Education.

Businesses in Educational Services



Source: Statistics Canada, Business Register, December 2016, 2017, 2018.

Employment in Educational Services



Source: Statistics Canada, Labour Force Survey, Custom Tabulation.

International student enrollment

at post-secondary institutions on Vancouver Island continued to grow in 2018, due to large year-over-year increases at Vancouver Island University and North Island College. International enrollments at the University of Victoria and Camosun College also grew in 2018, albeit at lower rates.

Slower growth in international enrollments at the University of Victoria is likely linked to tuition increases for international students. Tuition for incoming international students increased by 20% in 2018 and is set to increase by 15% in 2019, while tuition for current international students is set to increase by 4%.[40] Data were not available for K-12 international enrollments for the 2017/18 or 2018/19 school years.

Business counts in the educational services sector remained stable while employment grew. Employment growth in the sector was largely at the primary and secondary levels and reflects increased hiring in the public school system to meet class size and composition rules.

Going forward, enrollments are expected to continue to grow at modest rates. However, BC is heavily dependent on China for international students and ongoing and increased trade tensions could result in fewer students from China choosing to study in BC.

40 University of Victoria. "Board approves budget framework for 2018/19." Available here: https://www.uvic.ca/news/topics/2018+budget-framework-2018-19+news.



COST OF LIVING AND AFFORDABILITY

British Columbia Premier John Horgan gives a keynote presentation at the 2018 State of the Island Economic Summit in Nanaimo, BC.

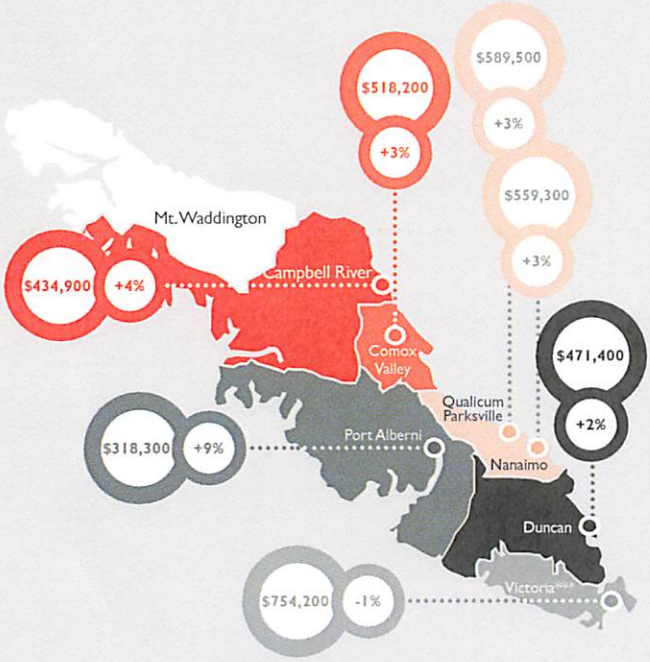
Housing prices on Vancouver Island appear to be stabilizing after rising significantly between 2016 and 2018. Year-over-year changes between June 2018 and June 2019 ranged from a 1% decline in Victoria to a 9% increase in Port Alberni. These trends are consistent with an overall slowdown in BC's housing market as a result of changes to mortgage rules, higher interest rates, and the provincial speculation tax and foreign buyers tax.

Housing inventories are at historic lows in some areas of Vancouver Island, outside of Victoria.[41] This lack of supply has fueled increases in homebuilding across the rest of Vancouver Island, though this trend is expected to slow moving forward due to declining housing demand as population growth slows.

Affordability in Victoria remains a concern and significant price gaps between Victoria and the rest of Vancouver Island persist. Victoria home prices are expected to continue their decline moving forward due to slowing population growth and the current affordability issues.[42] Housing prices outside the Capital region are expected to continue to grow modestly in response to continued population growth.

41 BCREA Economics. Housing Forecast. June 2019.
42 Ibid.

Housing—Benchmark Single Family Home Prices*
IN JUNE 2019 (GROWTH COMPARED TO ONE YEAR AGO)**



VANCOUVER ISLAND
$514,400 | +4%

Source: Vancouver Island Real Estate Board Monthly Statistical Package June 2019, Victoria Real Estate Board Statistics Package for Media June 2019.

*The benchmark for single family home is a composite of one-storey homes (where the bedrooms, kitchen and dining rooms are on the same floor and the utility room and laundry room are generally located below ground) and two-storey single family homes (characterized by distribution of bedrooms on the upper floor(s) and a kitchen, living room and other day-to-day rooms on the main floor). This benchmark does not differentiate between attached and detached homes. (source: MLS Home Price Index Methodology – Benchmark Descriptions)

**In May 2019, the Altus Group, who manages the MLS HPI data for CREA and all participating boards including the VIREB and VREB, revised the historic benchmark single-family home prices on Vancouver Island. This process is part of their annual review in which adjustments to the definition of the benchmark home are conducted to match market trends. As a result, the benchmark prices reported in previous versions of the State of the Island report have been adjusted and the year-over-year change will not align with them.

***Victoria includes: Victoria, Victoria West, Oak Bay, Esquimalt, View Royal, Saanich East, Saanich West, Sooke, Langford, Metchosin, Colwood, Highlands, North Saanich, Sidney, Central Saanich, ML Malahat and Area, GI Gulf Islands.

Living Wages
FOR SELECTED COMMUNITIES ON VANCOUVER ISLAND



Source: Living Wage Canada and Cowichan Valley Living Wage 2017.

A living wage is the hourly wage rate that is required for a household to meet its basic needs and provide a basic level of economic security. Living wages are calculated based on a family of four in which both parents work full-time, one child is in full-time daycare and one child is in after school care. Costs used in the calculation include rental housing, transportation, food, clothing, childcare, medical expenses and miscellaneous expenses. The calculation does not include allowances for retirement savings, debt servicing or the costs of caring for an elderly, disabled or seriously ill family member.[43]

The living wage on Vancouver Island ranges from $16.59 in Comox Valley to $20.50 in Victoria. Comparing the living wage with median wages on Vancouver Island suggests that most workers on Vancouver Island earn at least a living wage. However, median wages for food and beverage servers, janitors, couriers and aquaculture labourers are below the living wage in all communities.

There were no data available on earnings on Vancouver Island to assess wage trends. In BC, average weekly earnings grew by 2.1% per year between 2015 and 2018.[44] Inflation over the same period was similar at 2.2%.[45] The highest earnings growth was in the mining, real estate, management of companies and utilities sectors.

The BC minimum wage increased to $12.65 per hour on June 1, 2018 and to $13.85 per hour on June 1, 2019.[46] It is set to increase annually until it reaches $15.20 in 2021. As the minimum wage continues to rise and tight labour market conditions persist, wage growth is expected on Vancouver Island.

43 Living Wage Canada, Canadian Living Wage Framework.
44 Statistics Canada. Table 14-10-0204-01 Average weekly earnings by industry, annual.
45 Statistics Canada. Table 18-10-0005-01 Consumer Price Index, annual average, not seasonally adjusted.
46 BC Government. "Minimum Wage". Available here: https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/wages/minimum-wage.

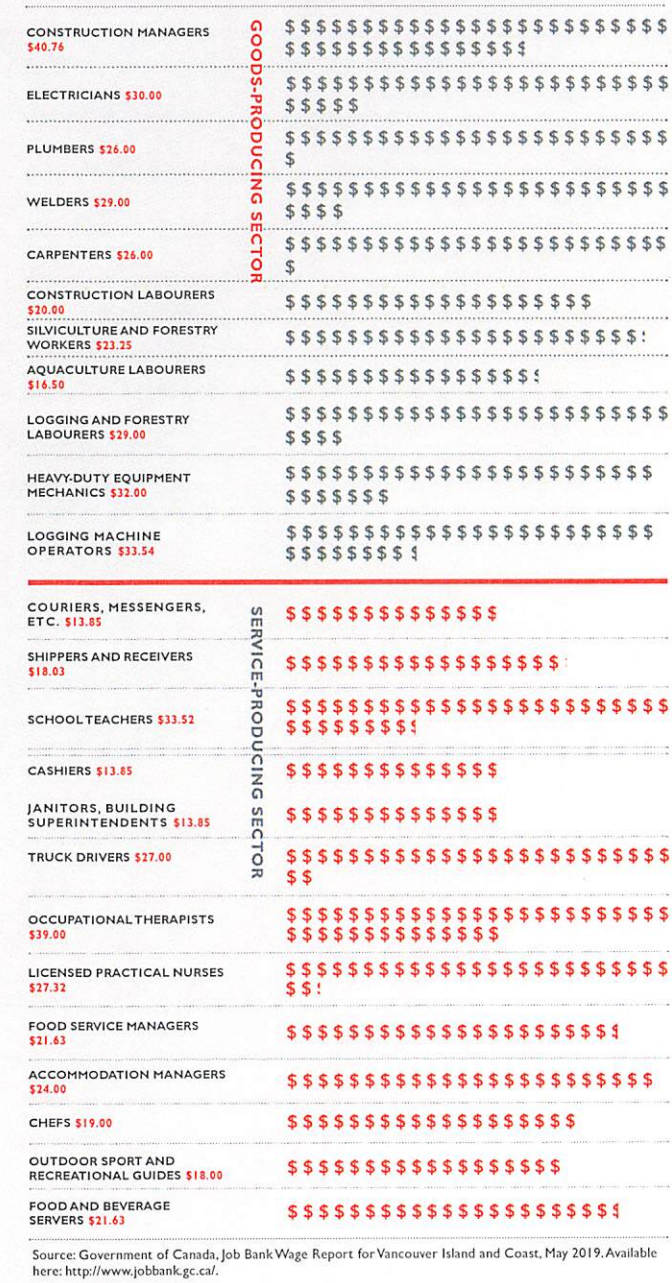
Wage Rates

LOW	MEDIAN	HIGH
$13.85	$27.32	$64.00

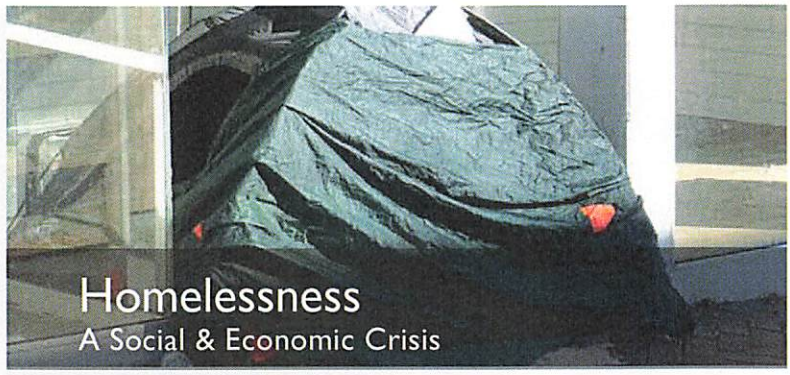
Source: Government of Canada, Job Bank Wage Report, May 2019.

Cost of Living and Affordability

Median Wage Rates
FOR SELECTED OCCUPATIONS ON VANCOUVER ISLAND



Source: Government of Canada, Job Bank Wage Report for Vancouver Island and Coast, May 2019. Available here: http://www.jobbank.gc.ca/.



Homelessness
A Social & Economic Crisis

GUEST CONTRIBUTOR

Solveig Hanson - Graduate Candidate, Concordia University

Every community on the Island, regardless of its size or location, is being negatively affected by homelessness. Homeless rates on the Island are predicted to continue increasing. Many communities are having to confront homeless populations that have risen dramatically in the last few years. Closely tied to housing affordability and the opioid crisis, homelessness has become much more complex than ever before, making it difficult for support systems to keep up. Working to solve homelessness is the compassionate thing to do and reducing homelessness is critical to preserving the vitality of our Island communities and economy. The cost associated with increased homelessness is immense; and as homelessness rises, so does the cost of doing business.

In 2016, Greater Victoria counted a *minimum* number of 1,387 people experiencing homelessness – this number rose in 2018 to a minimum of 1,525 homeless in Greater Victoria. In 2018, the minimum number of individuals experiencing absolute homelessness in Nanaimo was 335, a significant increase from the minimum number of 174 counted in 2016. In Port Alberni, the minimum number of homeless persons in 2016 was 73. In 2018, the minimum number of homeless in Port Alberni had grown to 147. Between 2014 and 2017, the Cowichan Valley Regional District experienced an increased homeless population of over 50%. 'Tent cities' in various Island communities in recent years have certainly increased the visibility and general awareness of the problem of homelessness, and it is easy to recognize that homelessness has continued to increase since data was last collected in early 2018.

Rising housing costs have certainly been contributing to these new levels of homelessness. As the Campbell River and District Coalition to End Homelessness (CRDCEH) commented, "with low vacancy rates, and high rental rates, it creates inequities for people experiencing homelessness to secure safe and stable housing." In addition, a new demographic of 'economic homeless' has emerged; this demographic is made up of young people who are unable to make rent, despite often working several low-paying jobs. As a result, Island communities that, for many years, have had a relatively consistent homeless population are now overwhelmed with new challenges while trying to respond to a larger and more diverse homeless population. Further complicating our ability to respond is the fact that support services surrounding homelessness have been targeted toward a demographic that is no longer entirely accurate.

If neglected, homelessness has an enormous impact on our Island economy. Kim Smythe from Nanaimo Chamber of Commerce comments, "storefront businesses have three things happening: a loss of business

due to homeless individuals invading their space, loss of product off their shelves, and increased costs of staffing and security." In addition, rising levels of homelessness lead to significant costs to taxpayers due to increased use of emergency services. Large homeless populations also negatively impact the reputations and safety of our communities. There is a growing concern that residents and tourists alike will avoid spending time in our downtowns because they no longer feel safe. As Catherine Holt of the Victoria Chamber of Commerce explains, "[our] tourism industry is absolutely based on Victoria having a reputation as being a clean and safe city to visit. [With tourism] as the foundation of our economy, that is what we have to protect. It is the same issue across Vancouver Island. Business owners are very concerned about the rising intensity of [the homelessness crisis] and the economic cost is going to be significant if we bruise our reputation."

In order to tackle the many obstacles associated with rising homelessness, the federal and provincial governments—including BC Housing—are supporting community initiatives through funding and staff who are working on the ground to actuate coherent strategies. The approaches adopted by the federal and provincial governments have aided in the sharing of best practices between communities who, until now, have largely been dealing with homelessness in isolation. Out of necessity, regional and municipal governments have become engaged with community members and stakeholders, as well as the federal and provincial governments in order to work towards solutions.

The key to solving the homelessness crisis is collaboration, both within and between communities. Catherine Holt advocates for increased long-term solutions such as affordable non-market housing for working families and individuals, as well as therapeutic facilities with year or two-year-long programs to treat mental illness and addiction.

The homelessness coalitions that have been established in various Island communities provide forums so that multiple stakeholders can come together to create long-term action plans that tackle issues including affordable housing, opioid use, mental illness, and discrimination. As the CRDCEH explains, homelessness coalitions are "in the position to work at the micro, mezzo, and macro levels to support solutions for people experiencing homelessness, have dialogue [in our communities,] and look to systematic policy change."

Kim Smythe asserts, "This is a problem that is not going to go away without aggressive implementation of homelessness action plans." And as Signy Madden (United Way, Central & Northern Vancouver Island) puts it, "There are no quick fixes… we can't push the problem from one community or neighbourhood to another. The only way that we're going to address homelessness and help our communities be healthier, is if we do it together. The business community has a voice in creating thoughtful and logical solutions. I think business people have to say to their Chamber: 'We want to be part of the solution.'"

Left alone, this issue will continue to cost taxpayers, businesses, and entire communities. Confronting the current state of homelessness on Vancouver Island requires immediate and significant human power and funding. Collectively addressing homelessness could offset the predicted increasing economic costs of homelessness continuing to escalate.

*Statistics are drawn from the Point in Time (PiT) Counts produced by communities across Vancouver Island. PiT Counts assess the minimum number of individuals experiencing homelessness in a community. PiT Counts are generally conducted bi-annually in order to measure trends in homelessness over time so that communities are better able to create and implement solutions. However, PiT Counts underrepresent the real number of homeless individuals and are not able to accurately measure those who have unstable housing or who periodically experience homelessness.

IN CLOSING...

We hope that you have found the information of this report valuable and informative and that you will take advantage of the benefit of access to the *data behind the data* available to you at viea.ca.

The intent of this document has always been to provide an overall and unbiased snapshot of the Island economy. With the professional guidance of MNP we are able to provide data that is meaningful and paints an accurate local picture that we continue to build upon. We take great care along the way to ensure that where opinions have been expressed, they are properly attributed. We continue to build upon previous data and with a number of years behind us we are able to get a real sense of what is transpiring in our own backyard. We are extremely proud of this work and believe it is a unique report in all of Canada. As always, we ask that if you feel we are missing a sector or key area, please let us know; especially if you have a reliable source of repeatable local data we can access.

The Economic Summit is hosted every year by the Vancouver Island Economic Alliance to provide a venue to explore and share ideas and to stimulate conversations that we can build upon. Having all sectors and industries, government and education, including students, present is what makes it a truly unique and innovative event. The State of the Island Economic Report is designed to supplement these meaningful discussions with reliable data, and in many cases, outcomes that result from discussions being had at the Summit. Every year is an opportunity to build upon these discussions and identify new areas of opportunity. For instance, in 2018, VIEA was successful in having Vancouver Island designated as a Foreign Trade Zone by the Government of Canada—FTZVI—an idea that grew from a conversation at a previous Summit.

I firmly believe that we are at a tipping point and in the coming years we are going to see significant investment and economic growth on the Island as a result of this designation. I look forward to the continued development and diversification of our Island economy and to being able to read about theses successes in future Economic Reports. We will build this together as we leverage present advantages and remain alert to explore other opportunities that will emerge from our interactions.

—MARK SMITH, Chair VIEA

THANKS

to the generosity of our supporters and the expertise of researchers and staff at MNP, VIEA is proud to present the 5th edition of this report, an annual reading of the state of the Island economy and the key issues, trends and events that shape the way we live, work and do business on Vancouver Island.

The next edition of the report is planned to be released at VIEA'S 2020 State of the Island Economic Summit...

viea.ca

OCT 28 | 29 2020

BCFerries

BC hydro

British Columbia | Ministry of Jobs, Trade and Technology

Coastal Community Credit Union
TOGETHER, LET'S DO GREAT THINGS

Nanaimo Airport YCD

If you would like to explore opportunities for strong, sustainable economic growth by engaging with an ever-expanding community of forward thinkers, policy makers and risk takers across sectors and all industries on Vancouver Island, then join VIEA.

Visit viea.ca to find out what we do and how you can get involved.

VANCOUVER ISLAND ECONOMIC ALLIANCE

PREPARED BY

MNP Accounting Consulting Tax

RECEIVED
NOV 04 2020
CITY OF PORT ALBERNI

BRITISH COLUMBIA

☑ Council ☐ Eng. & PW
☑ Mayor ☐ Parks, Rec. & Heritage
☑ CAO ☐ Planning
☐ Finance ☐ Bylaw
☑ Clerk's ☐ Other
☑ Agenda Rcvd - Nov. 23'2020
File # 0400-20 - FLNRO

Reference: 259135

November 4, 2020

VIA EMAIL: sharie_minions@portalberni.ca

Her Worship Mayor Sharie Minions
and Members of Council
City of Port Alberni
4850 Argyle Street
Port Alberni, British Columbia
V9Y 1V8

Dear Mayor Minions and Council:

Thank you to your delegation for meeting with Minister Donaldson and other ministry representatives during this year's virtual Union of British Columbia Municipalities (UBCM) Annual Convention process.

Due to the evolving COVID-19 situation, we have had to develop new approaches and adaptations to many aspects of our everyday life. I thank your delegation for its flexibility with provincial appointments this year and I am pleased that our governments still had the chance to connect.

As Deputy Minister, I am pleased to acknowledge the topics raised during your conference call, which included: private forest lands and the Alberni Valley Community Forest.

The ministry was heartened to hear your report that the specialty sawmill purchase by San Group Global Forestry Products has turned out well with remanufacturing at a healthy production level. However, it was noted that fibre supply is a concern as the mill is looking to expand.

As you will recall, Minister Donaldson encouraged the City of Port Alberni to reach out to the ministry if they would like to meet on this issue in the future.

Fibre supply was also acknowledged as a worry for the Alberni Valley Community Forest. The community forest is considering an expansion opportunity but does not believe 15,000 cubic metres is enough to be sustainable.

Ministry of Forests, Lands, Natural Resource Operations and Rural Development
Office of the Deputy Minister
Mailing Address: PO Box 9352 Stn Prov Govt Victoria, BC V8W 9M1
Tel: 250 952-6500
Website: www.gov.bc.ca/for

ENTERED

Her Worship Mayor Sharie Minions

Now that we are in the election transition period, issues regarding future funding programs and other policy decisions must be deferred until after the election results are complete and the incoming government is in place. All topics brought up in your meeting will be shared with the incoming minister.

Thank you, again, to your delegation for the meeting.

Sincerely,



John Allan
Deputy Minister

pc: Office of the Minister of Forests, Lands, Natural Resource Operations and Rural Development
Craig Sutherland, Assistant Deputy Manager, Coast Area
Sarah Fraser, Acting Assistant Deputy Minister, Rural Opportunities, Tenures and Engineering Division
Sharon Hadway, Regional Executive Director, West Coast Natural Resource Region

BRITISH COLUMBIA

☑ Council ☐ Eng. & PW
☑ Mayor ☐ Parks, Rec. & Heritage
☑ CAO ☐ Planning
☐ Finance ☐ Bylaw
☑ Clerk's ☐ Other _____
☑ Agenda RCM - Nov. 23'2020
File # 0400-20-MOTI

November 10, 2020

Her Worship
Mayor Sharie Minions
City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8

Reference: 296160

Dear Mayor Minions,

Re: UBCM Convention 2020

I am writing to thank you for taking the time to meet with the former Minister of Transportation and Infrastructure and me virtually during the Union of British Columbia Municipalities (UBCM) Convention.

I am glad there was an opportunity to discuss the Johnston Road corridor, as well as your interest in intersection improvements at the intersection of Highway 4 and Beaver Creek Road. It was also great to hear your kind words regarding the hard work of ministry staff.

Regarding improvements at the intersection of Highway 4 and Beaver Creek Road, engineering work for this location is underway, with survey and preliminary design work anticipated to begin next year. District Manager Michael Pearson would be pleased to provide you with an update on the progress of this work and can be reached at 250 751-3287 or Michael.Pearson@gov.bc.ca.

The yearly UBCM discussions provide a valuable way for governments to come together and work collaboratively toward strengthening our communities. Following the election, your thoughts and suggestions will be shared with the new Minister of Transportation and Infrastructure.

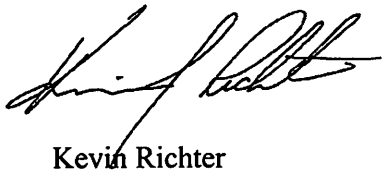
.../2

Ministry of Transportation and Infrastructure
Office of the Deputy Minister
Mailing Address:
PO Box 9850 Stn Prov Govt
Victoria BC V8W 9T5
Telephone: 250 387-3280
Fax: 250 387-6431
Location:
5B 940 Blanshard Street
Victoria BC V8W 3E6
www.gov.bc.ca/tran

ENTERED

Thank you for your hard work in supporting your community.

Yours sincerely,



Kevin Richter
Acting Deputy Minister

Copy to: Grant Main, Deputy Minister

Renée Mounteney, Acting Associate Deputy Minister

Ashok Bhatti, Regional Executive Director
South Coast Region

Michael Pearson, District Manager
Vancouver Island District

☑ Council ☐ Eng. & PW
☑ Mayor ☐ Parks, Rec. & Heritage
☑ CAO ☐ Planning
☑ Finance ☐ Bylaw
☑ Clerk's ☐ Other
☑ Agenda Rcm - Nov. 23 '2020
File # 1855-03

BRITISH COLUMBIA

November 10, 2020 Ref: 114007

Her Worship Sharie Minions
Mayor and Council, City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8
Via Email: sharie_minions@portalberni.ca

Dear Mayor Minions and Council,

I am pleased to advise you that the Province is in the process of issuing your municipality's 2020 grant-in-lieu of property tax payment by electronic funds transfer. These funds are planned to be transferred to you around November 13, 2020.

Based on the property identified in the attached Grant Payment Details Report, your payment for 2020 is $50,286.05. This payment is for provincially owned properties in your community and is made in accordance with the *Municipal Aid Act*. If your payment has changed from last year, it is likely due to a revised valuation by the BC Assessment Authority, a change in the property tax rates, or through changes in responsibility for real property.

Included in this payment is $3,367.74, due to your Regional District. This amount is to be transferred to them at your earliest convenience.

If you have any questions or concerns, please contact the Real Property Division at RPDPropertyTax@gov.bc.ca.

Sincerely,

Sunny Dhaliwal
Assistant Deputy Minister

Attachment: Grant Payment Details Report

pc: Andrew McGifford, Chief Financial Officer, City of Port Alberni
Via Email: andrew_mcgifford@portalberni.ca
Tim Pley, Chief Administrative Officer, City of Port Alberni
Via Email: timothy_pley@portalberni.ca

Assistant Deputy Minister's Office
Real Property Division
Ministry of Citizens' Services

4000 Seymour Place
Victoria BC V8X 4S8

Mailing Address:
PO Box 9412
Stn Prov Govt
Victoria BC V8W 9V1

Telephone: (250) 419-8893

ENTERED

Councillor Report

For November 23, 2020

Councillor Debbie Haggard

November 3, 2020 – I attended a meeting with the Mayor and two members of the Community Action Team. We discussed social issues and the many needs that we are facing in our community.

November 12, 2020 – I helped to facilitate a meeting with the Mayor and a Peer Support worker to discuss a possible pilot project for our community. The proposed project is a mobile peer support team to reach out to our most vulnerable citizens.

November 12, 2020 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- Vital Signs 2020 Report Presentation
- Letter of support for continued support for the Clayoquot Sound UNESCO Biosphere designation
- John Jack was elected as Chairperson and John McNabb was elected as Vice-Chairperson

November 18, 2020 – I met with the Business Development Officer of Community Futures Alberni-Clayoquot. We discussed the possibility of hosting a roundtable with small business owners via zoom in order to discuss concerns and strategies relevant in these difficult economic times.

ENTERED 11

From: Helen Poon
Sent: Wednesday, November 18, 2020 3:37 PM
To: Twyla Slonski <Twyla_Slonski@portalberni.ca>
Subject: Council report

Submitted 18 Nov 2020

Remembrance Day Ceremonies at Greenwood - Wednesday 11th Nov - I joined Mayor Minions, and attended the limited capacity Remembrance Day ceremonies and laid a wreath.

Community Action Team meeting - Wednesday 11th Nov - updates on recent efforts of overdose prevention. Discussion about homelessness, and stigma.

AV Transition Town Society - Wednesday 18th Nov - reviewed meeting agenda, and participation is open until Sunday.

Helen Poon
Councillor, City of Port Alberni

ENTERED 12