
AGENDA - REGULAR MEETING OF COUNCIL
Monday, November 9, 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 6

Special Meeting held at 9:30 am and Regular Council Meeting held at 2:00 pm on October 26, 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. **Alberni Valley Community Foundation – Vital Signs 2020 - Page 12**
Hugh Grist and Jean McIntosh from the Alberni Valley Community Foundation to present the 2020 Vital Signs document.

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 9, 2020 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. Director of Finance – Insurance Request for Proposals Update - Page 21

Report dated November 2, 2020 from the Director of Finance requesting Council reconsider its previous direction in relation to the Request for Proposals [RFP] for insurance coverage.

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.

3. Director of Finance – Investment Management Services – Request for Proposals Update - Page 29

Report dated November 2, 2020 from the Director of Finance requesting Council to consider collapsing the "Request for Proposals #029-19 – Investment Management Services" issued November 4, 2019.

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.

4. Economic Development Manager - #ExplorePortAlberni Program - Page 40

Report dated November 9, 2020 from the Economic Development Manager requesting Council approval to extend the #ExplorePortAlberni program.

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.

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5. **Director of Corporate Services – Summary of 2020 Council Resolutions** - Page 43
Report dated October 28, 2020 from the Director of Corporate Services providing Council with an update of the 2020 Council resolutions to date.

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.

6. **Director of Corporate Services – In Person Meetings of Council** - Page 75
Report dated October 29, 2020 from the Director of Corporate Services requesting Council to consider returning to in-person meetings of Council.

Council direction required.

7. **Chief Administrative Officer – Release of Oil – McLean Mill** - Page 80
Report dated November 3, 2020 from the Chief Administrative Officer providing Council with an update regarding a release of Bunker Oil at McLean Mill National Historic Site.

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.

8. **Chief Administrative Officer – Agricultural Land Commission Response to City Application for Non-Farm Use Permissions** - Page 85
Report dated November 3, 2020 from the Chief Administrative Officer informing Council of a recent decision by the Agricultural Land Commission and to seek Council direction with regard to making an application to have the McLean Mill site removed from the Agricultural Land Reserve.

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.

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 – Official Community Plan and Zoning Bylaw Amendments – 2170 Mallory Drive** - Page 126
Report dated November 2, 2020 from the Manager of Planning requesting Council consider abandoning the proposed Official Community Plan (OCP) and Zoning bylaw amendments for 2170 Mallory Drive as both the applicant and the new owner have requested to not proceed with the rezoning process.

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."

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. **Lisa George, Director of Operations, Phoenix 4 Enterprises Ltd.** - Page 135
Letter dated October 31, 2020 from Lisa George, Director of Operations, Phoenix 4 Enterprises Ltd. addressing the need for a transitional action plan for the homeless in Port Alberni.

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.

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. **Neilane Mayhew, Deputy Minister of Mental Health and Addictions** - Page 137
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** - Page 139
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** - Page 141
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.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. **Council and Regional District Reports - Page 144**
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 REGULAR MEETING OF COUNCIL

Held Monday, October 26, 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 @ 2:20 pm

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

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

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Special Meeting held at 9:30 am and Regular Council Meeting held at 2:00 pm on October 13, 2020 be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

1. **Alberni Valley Drug and Alcohol Prevention Service (ADAPS – Youth Services)**
Debra Hamilton of ADAPS, Carrie Thorpe of the Youth Wellness and Safety Project, and Mark Lacroix of the Community Action Team provided Council with an overview of collaborative projects and initiatives in the areas of overdose prevention, harm reduction and wellness and requested Council's support in developing a community-wide harm reduction agreement.
2. **Alberni Valley Bulldogs**
David Michaud and Stefanie Weber of the Alberni Valley Bulldogs requested Council re-open discussions regarding the City financing an LED Screen for the Alberni Valley Multiplex.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated October 26, 2020 be received and the cheques numbered 146962 to 147046 inclusive, in payment of accounts totalling \$1,340,281.60, be approved.

CARRIED

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- 2. Director of Parks, Recreation and Heritage – Alberni Valley Multiplex Naming Rights**
R20-266 *MOVED AND SECONDED, THAT Council for the City of Port Alberni not award Request for Proposal #004-20 I Alberni Valley Multiplex Naming Rights, and direct staff to re-issue at a future date.*
CARRIED

Mayor Minions declared a conflict of stating that she holds a food primary licence with the City of Port Alberni, vacated the chair, and left the meeting at 2:59 pm.

Councillor Poon declared a conflict of interest due to being a licensee of beverages and left the meeting at 2:59 pm.

Acting Mayor Haggard assumed the Chair at 2:59 pm

- 3. Director of Corporate Services – Temporary Sidewalk Patios & Licence of Occupation Agreements | Extensions**
R20-267 *MOVED AND SECONDED, THAT Council of the City of Port Alberni extend its endorsement of the City's 'Guidelines for Temporary Sidewalk Patios' as well as the Licence of Occupation Agreement with an expiry date of October 31, 2021 in the City's ongoing efforts to continue to support local business owners/operators in the operation of their establishments in response to the ongoing COVID-19 pandemic.*
CARRIED

Mayor Minions and Councillor Poon returned to the meeting at 3:04 pm.

Acting Mayor Haggard vacated the chair and Mayor Minions resumed the chair at 3:04 pm.

- 4. Manager of Planning – Housing Needs Report – Fall 2020 Project Update**
MOVED AND SECONDED, THAT Council receive for information the Manager of Planning's report titled "Housing Needs Report – Fall 2020 Project Update" dated October 18, 2020.
CARRIED
- 5. Manager of Planning – Uptown District Revitalization Strategy – Fall 2020 Project Update**
MOVED AND SECONDED, THAT Council receive for information the Manager of Planning's report titled "Uptown District Revitalization Strategy – Fall 2020 Project Update" dated October 19, 2020.
CARRIED

6. Manager of Community Safety – 5170 Argyle Street [Port Pub] – Remedial Action Requirement Progress Report

R20-268 *MOVED AND SECONDED, 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 for property located at 5170 Argyle Street. 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.*
CARRIED

7. RCMP Department

MOVED AND SECONDED, THAT the 3rd Quarter report from the Officer in Charge, Inspector Eric Rochette, RCMP providing information about current department operations, be received.
CARRIED

8. Manager of Planning – Development Application & Development Permit – 5269 Pineo Road

R20-269 *MOVED AND SECONDED, THAT Council for the City of Port Alberni approve Development Permit No. 20-06, and that the Director of Corporate Services be authorized to sign the permit including the following Schedule B development drawings for 5269 Pineo Road including:*

- a. Building Location Certificate – 5269 Pineo Road*
- b. Proposed Front Elevation – 5269 Pineo Road*
- c. Proposed Building Section – 5269 Pineo Road*
- d. Floor Plan – 5269 Pineo Road*

CARRIED

Mayor Minions vacated the chair and left the meeting at 3:47 pm.

Acting Mayor Haggard assumed the Chair at 3:47 pm.

9. Director of Corporate Services - Port Alberni Welcome Sign

R20-270 *MOVED AND SECONDED, THAT Council for the City of Port Alberni invite calls for Port Alberni Welcome Sign concepts, including cost, and that submissions be forwarded directly to the Alberni Valley Chamber of Commerce for review.*
CARRIED

10. Director of Corporate Services – Day Care Spaces Creation Project

R20-271 *MOVED AND SECONDED, THAT Council for the City of Port Alberni authorize staff to apply for funding to the 'Childcare BC New Spaces Fund – Creating New Spaces' for the purpose of creating a new Child care Centre.*
CARRIED

11. Chief Administrative Officer - Clock Tower Project

- R20-272** *MOVED AND SECONDED, THAT Council direct staff to amend the City's "Five-Year Financial Plan Bylaw 2020-2024, Bylaw 5003" by allocating \$101,932 in the year 2020 for the completion of the Clock Tower Project with \$60,000 being taken from the Strategic Initiatives Operating Reserve and \$41,932 being taken from the Reconciliation Reserve Fund.*
CARRIED

G. BYLAWS

1. 2021 Permissive Tax Exemption Bylaws 4997-1 and 4998-1

- R20-273** *MOVED AND SECONDED, THAT "Places of Public Worship Exemption, Amendment No. 1, Bylaw No. 4998-1, be now finally adopted, signed by the Mayor and Corporate Officer and numbered 4998-1.*
CARRIED

- R20-274** *MOVED AND SECONDED, THAT "Permissive Tax Exemption Bylaw, 2020, Amendment No. 1, Bylaw No. 4997-1", be now finally adopted, signed by the Mayor and Corporate Officer, and numbered 4997-1.*
CARRIED

H. CORRESPONDENCE FOR ACTION

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

- 1. Greg Smyth, Superintendent of Schools – School District 70 Pacific Rim**
Letter dated October 14, 2020 advising that School District 70 Alberni has now become School District 70 Pacific Rim.
- 2. Brian Frenkel, UBCM President**
Letter dated October 8, 2020 thanking Councillor Poon for her service to the UBCM Executive over the past year as Director at Large.
- 3. Port Alberni Port Authority – Floating Dry Dock Report**
News release dated October 19, 2020 informing the community of the significant economic impacts and benefits the proposed Floating Dry Dock project would provide for the region.

Mayor Minions returned to the meeting at 4:13 pm.

Acting Mayor Haggard vacated the chair and Mayor Minions resumed the chair at 4:13 pm.

4. Royal Canadian Legion 2020 Poppy Campaign and Remembrance Day Ceremony/Events

Letter received October 20, 2020 advising this year's Poppy Campaign and Remembrance Day Ceremony will be scaled back due to COVID-19 restrictions.

5. Dr. Bonnie Henry, Provincial Health Officer

Letter dated October 14, 2020 from Dr. Bonnie Henry, Provincial Health Officer, requesting the City make its large public buildings, facilities, and indoor spaces available to public health officials on a temporary basis for immunization clinics in the fall and winter.

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

1. Alberni Valley Multiplex – LED Screen

R20-275 *MOVED AND SECONDED, THAT Council direct staff to prepare a Request for Proposal for the purchase of an LED Screen at the Alberni Valley Multiple with no commitment for funding, to be brought forward for consideration during the 2021 budget process.*
CARRIED

2. BC Election Results

Council requested letters of congratulations be delivered to successful candidates of the BC 2020 Provincial Election. Mayor Minions offered thanks on behalf of Council to all candidates that participated in the election process.

N. QUESTION PERIOD

O. MOTION TO CLOSE THE MEETING TO THE PUBLIC

MOVED AND SECONDED, THAT Council closes the meeting to the public, pursuant to section 90 (1)(e) of the Community Charter for the purpose of considering:

- *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

Following adoption of the above motion, the meeting will be closed to the public and not recorded.

MEETING REOPENS & Council RECONVENE's its Open Meeting @ 5:53 PM

P. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 5:54 PM

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



CONTACT INFORMATION: (please print)

Full Name: Hugh Grist Organization (if applicable): AV Community Foundation
Street Address: 3100 Kingsway Ave, Port Al Phone: (250) 724-4503
Mailing Address: Email: hughgrist@hotmail.com

MEETING DATE REQUESTED: Nov 9, 2020

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:
Presentation of the 2020 Vital Signs by Hugh Grist and Jean McIntosh

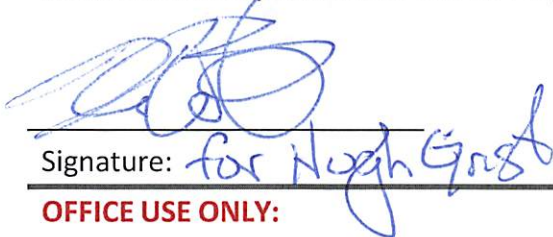
Requested Action by Council (if applicable):
Receive the document. Ask any questions they have.

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: for Hugh Grist

November 4, 2020

Date:

OFFICE USE ONLY:

Approved: (Deputy City Clerk)

Scheduled Meeting Date: Rem-Nov. 9, 2020 

Date Approved: Nov. 4, 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.

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2020 The Alberni Valley's
VitalSigns[®]

REGULAR COUNCIL AGENDA - NOVEMBER 9, 2020



*The Alberni Valley
Community Foundation*

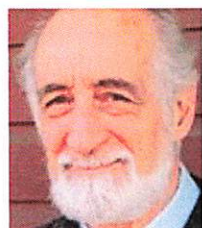
Message from the Board Chair

We began our 2020 Vital Signs® report before COVID-19 was a known issue, and we planned to look forward to 2030 and consider the Alberni Valley's role in meeting the United Nation's Sustainable Development Goals (You'll see these icons woven throughout the report, and we plan to explore them further in future years). However, though important, those Goals feel less a priority now as our community deals with the immediate impact of a global pandemic: jobs lost, an economy damaged, new ways of learning and working, deferred celebrations, and so many other ways of living that comprise our new normal.

We have scaled down our report this year, focusing on four issue areas: Learning, Housing, Food Security, and the Environment. In addition to providing updated statistical indicators, we are also sharing stories about how the pandemic has impacted each of these areas, and how Alberni Valley residents are coming together to create innovative solutions to some of the problems that the coronavirus has wrought. As always, we aspire to see clearly the challenges before us and to support the individuals and agencies that respond.

Hugh Grist, Board Chair
Alberni Valley Community Foundation

Alberni Valley Community Foundation board members



Hugh Grist
Chair



John Mayba
Grants Committee



Peggy Hartman
Treasurer



Ken Watson



Robert Gunn



Jean McIntosh

The Alberni Valley Community Foundation would like to acknowledge that the geographical scope of this report is within the ancestral, traditional, and unceded territory of the Hupacasath and Tseshaht people.

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Alberni Valley Fast Facts

- Population: **25,112**
 - 0-19 years old: **20.3%**
 - 20 - 64 years old: **55.6%**
 - 65 years and older: **24.1%**
- Median age: **49.6**
- Indigenous identity: **16.8%**
- Median household income, after tax: **\$49,609**

For additional demographic information, please see our 2018 Vital Signs Report.

About Vital Signs®

Vital Signs® is a community check-up conducted by community foundations across Canada. It measures the vitality of our communities, identifies significant trends, and supports action on issues that are critical to our quality of life. For more information, please visit www.communityfoundations.ca/initiatives/vital-signs/.

The Alberni Valley is defined as the City of Port Alberni, Regional Districts B, D, E, and F, and the Tsahaheh 1, Ahahswinis 1, Alberni 1, and Klehkoot 2 reservations. All efforts have been made to obtain data for this geographic area, but occasionally different geographic areas are measured. This will be noted.



Learning

Alberni Valley students are on par with their provincial counterparts when measuring high school completion rates and the transition to post-secondary, while the community lags behind the province in attaining post-secondary education.

83.0%

High school completion rate

Data from the British Columbia Ministry of Education demonstrates that the School District 70 six-year high school completion rate has hit an all-time high, at **83.0%** in both the 2017-2018 and 2018-2019 school years. This compares to **89.0%** provincially.¹

70.0%

Indigenous high school completion rate

The six-year high school completion rate for Indigenous students in School District 70 has increased since our last report: from **56.0%** in 2016-2017 to **70.0%** in 2018-2019. This compares to **69.0%** provincially.¹

69.0%

Transition to post-secondary

The post-secondary transition rate provides the proportion of high school graduates that transition to a post-secondary institute within three years of graduation. **69.0%** of School District 70 students who graduated in 2013-2014 transitioned to post-secondary, which is on par with the provincial rate of **69.0%**.²

44.7%

Percentage of population with post-secondary

In the Alberni Valley, **44.7%** of the population 15 years and older has post-secondary education. This is an increase from 2015's rate of **43.9%**. Provincially, **55.0%** of the population 15 years and older has post-secondary. This indicator has not been updated since 2016, but will be updated in 2021.³



The Impact of COVID-19

One of the fastest changes that the coronavirus brought about was the closure of schools and the transition to schooling from home for students from elementary to post-secondary. But informal learning was also impacted by the pandemic. Recreation programs and library services were both restricted and then brought online. For seniors living in residential care facilities, having their entertainment options go online presented multiple barriers: the first, a need for a device, and the second, the ability to find information, download ebooks, and stream music and movies. The AVCF helped fund the Vancouver Island Regional Library's Digital Care Package program, which provided residential care facilities with a computer, instruction about how to use the library's digital collection, and the means to stream content to a shared screen. Facilities that were without an internet connection were provided with one. This program brought connection and entertainment to a group of people who faced strict isolation.

\$4,521 Average annual cost of undergraduate university tuition

Vancouver Island University is the closest public university. Tuition has increased every year for the last decade, and was **\$4,521** for the 2019-2020 academic year, compared to **\$5612** provincially. There is no similar comparison for North Island College, where fees vary greatly depending on the program.⁴



Related Sustainable Development Goal

4 QUALITY EDUCATION





Housing

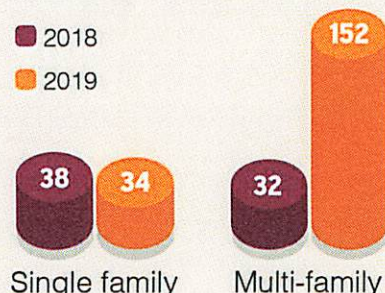
Home values and sales prices continue to increase, and Port Alberni saw a jump in multi-family housing recently, with 152 units in progress (140 from the same developer).

\$299,000 Median home value

The median value of a home in Port Alberni has increased from **\$278,000** in 2019 to **\$299,000** in 2020 – an 8% increase.⁶

34; 152 Housing starts by dwelling type

In 2019, **34** single-family housing starts were recorded, a slight decrease over 2018's **38**. There were **152** multi-family housing starts recorded in 2019 – an incredible **375%** increase over the **32** units of multi-family housing started in 2018.⁷



Proportion of units requiring major repair

As of 2016, **9.0%** of housing in the Alberni Valley required major repair (for example, dwellings that have defective plumbing or electrical wiring). Across the province, the proportion of units requiring major repair was **6.3%** in 2016.⁸



Owner households

Of the **11,360** households in the Alberni Valley, **73.2%** are occupied by their owners. Of these, just over half (**53.3%**) carry a mortgage. Provincially, **67.8%** of households are owner households.⁹

\$342,700 Benchmark home price

The benchmark sale price of a single-family home in summer 2020 in the Alberni Valley was **\$342,700** – still the most affordable city on Vancouver Island, but **\$47,800** more than in summer 2018. On Vancouver Island, the average single-family home increased from **\$507,700** in summer 2018 to **\$545,700** in summer 2020.⁵



\$701 Median monthly home ownership costs

Median monthly home ownership costs were last captured in 2016. At that time, monthly home ownership costs, which include mortgage payments, electricity, heat, water, and other municipal services total **\$701**. This compares to **\$1,149** provincially.⁸

\$797 Median rent

Median rent costs include rent payments, electricity, heat, water, and other municipal services. In the Alberni Valley, the median rent has risen to **\$797** in 2019. This compares to **\$1,363** provincially.⁹



Rental vacancy rate

The rental vacancy rate in the Alberni Valley has decreased every year since 2011. It is currently **1.1%**, having fallen from **1.7%** in 2017. British Columbia's rental vacancy rate is **1.4%**.⁹

147

Homeless count

The Alberni Valley's homeless population was counted in April 2018. An updated count was planned for April 2020, but was postponed due to COVID-19.¹⁰

12

Number of beds in emergency shelter

The Port Alberni Shelter Society operates the emergency shelter in the Alberni Valley. It has **12** beds year-round, and may offer **20+** additional beds during periods of extreme weather (November 1 – March 31 of each year).¹¹



The Impact of COVID-19

COVID-19 had immediate impacts on housing: at the start of the pandemic, housing sales slowed and prospective buyers had to adjust to virtual open houses. As the housing market has rebounded, there has been a return to normal for homeowners. But for the homeless, the effects of COVID-19 are still being felt. Shelters and programs for people who are homeless needed to adapt their services quickly to promote social distancing and increased hygiene practices while offering a level of service similar to pre-pandemic. The Port Alberni branch of the Canadian Mental Health Association responded quickly, and received \$10,000 in Emergency Community Support Funding through the AVCF in support of an additional Homeless Outreach Worker. This staff member continued the work of homeless outreach, but took on additional tasks in the time of a pandemic, promoting and providing access to hygiene supplies for the homeless population, often living in rough, transient, or dangerous situations.



106

Number of affordable housing units

As of January 2020, there were **106** affordable housing units spread across 8 different sites in Port Alberni. Of these, 1 is operated by BC Housing and the remainder are operated by non-profit organizations.¹²

*Related
Sustainable
Development
Goal*





Food

The pandemic has put increased pressure on food programs, which have adapted as necessary to serve more people and in different ways.

\$1029 Cost of healthy eating

There has been no update to the cost of healthy eating since 2017. At that time, a family of four on Central Vancouver Island paid **\$1029** monthly to eat healthy meals. This is only slightly more than the provincial average of **\$1019**.¹³

Food program usage, March 1 - August 31, 2020¹⁷

ADSS Breakfast Club	Provided 1000+ hot meals; offered grocery and takeout gift cards and hygiene supplies
Alberni Valley Community School Lunch Program	1,111 grocery bags provided to families from April - June; Daily snack for 308 students (June only)
Alberni Valley Neighbourlink Society Read & Feed Program	Program paused during the pandemic due to school closures
Canadian Mental Health Association, Port Alberni branch	
EJ Dunn/Maquinna Backpack Program	418 packs of food given
Grace Point Church Downtown Hope	Program no longer in operation
Island Health Lunch Club Program	Weekly lunch programs paused and grocery and farmers market gift cards delivered weekly instead; monthly meal bag delivery
Jericho Road Mobile Outreach	Program not currently in operation
KUU-US Crisis Line Society	Providing hygiene and COVID kits alongside Salvation Army meals
Port Alberni Friendship Centre	1,680 hampers provided to families; 7,200 meals provided (breakfast bags and lunch boxes provided 5 days/week)
Port Alberni Shelter Society	
Salvation Army/Bread of Life	55,903 families fed
Vincent de Paul	312 families assisted, primarily through grocery gift cards



Meals with adults at home

The percentage of Alberni Valley Grade 4 and Grade 7 students who eat meals with their parents or other adult family members 5 or more times per week has decreased since our last report. During the 2019-2020 school year, **74%** of Grade 4 students and **66%** of Grade 7 students ate family meals 5 or more times per week, compared to **77%** and **74%** in 2017-2018.¹⁶



The Impact of COVID-19

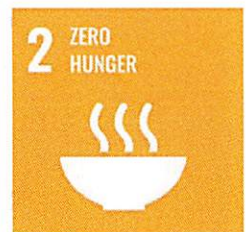
For Alberni Valley charities, providing food to community members was – and remains – one of the most pressing priorities of the pandemic. The Alberni Valley's most vulnerable may not have had the finances or space available to stockpile food at the beginning of COVID-19, and, as the pandemic has continued and Valley residents have faced unemployment or lowered income, the demand for food has increased. The Bread of Life, Salvation Army, Canadian Mental Health Association, Shelter Society, and Literacy Alberni quickly came together to form the Alberni Covid Community Response and ensure the both meals and food items are available to anyone in need. The Alberni Valley Community Foundation has provided \$42,000 to various food programs responding to increased need due to COVID. Another grant has been provided to the Bread of Life to better understand the need going forward, so that organizations can source and provide food for all in need.



Food insecurity

An analysis of data from Statistics Canada from 2017-2018 demonstrates that **12.4%** of British Columbia residents are food insecure, meaning that households have inadequate or insecure access to food due to financial constraints. This compares to **12.7%** of all Canadian households. Due to COVID-19, Statistics Canada has found that household food insecurity has increased to **14.6%** across the country, and is predicted to increase as the pandemic continues.^{14,15}

Related
Sustainable
Development
Goal





Environment

Good news: in 2019, air quality was better than in recent years, while water consumption decreased slightly over 2017, and household recycling household recycling increased.

8.8ug/m3 Air quality

There are many measures of air quality, including concentration of fine particulate matter (PM2.5) Fine particulate matter is reported here because it is a public health concern – PM2.5 can lead to lung and heart problems. In 2019, the Alberni Valley's annual average PM2.5 reading was **8.8ug/m3**. Canada's standard is 10.0ug/m3 or less.¹⁸

503L Daily water consumption per capita

In the Alberni Valley, metered water usage is provided by the City of Port Alberni, Beaver Creek Water System, and Cherry Creek Waterworks District. Daily average water consumption per capita was **503 litres** in 2019, a decrease over 2017's **530L**.^{19,20,21}

84kg Household recycling

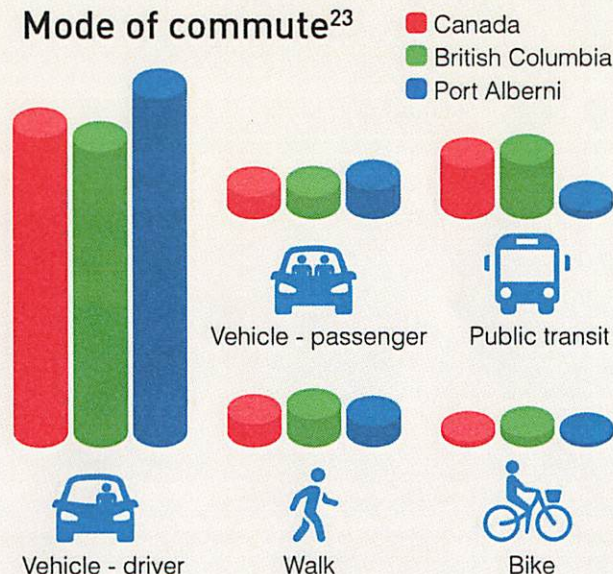
The Alberni-Clayoquot Regional District collects household recycling from residents in the City of Port Alberni, Beaver Creek, Tseshaht, and Hupacasath. In 2017, each household in these communities averaged **75.7kg** of recycling per year. In 2019, the household average increased to **84kg** per household, on average.²⁰

1,588.0mm Annual precipitation

In 2018, the most recent year with comprehensive weather reports, **1,588.0mm** of precipitation fell in the Alberni Valley. This was an decrease from 2017 and 2016, at **1616.7mm** and **2,069.0mm** respectively.²²



Mode of commute²³



Related Sustainable Development Goals

11 SUSTAINABLE CITIES AND COMMUNITIES



15 LIFE ON LAND



THANK YOU TO
OUR SPONSORS:



Alberni-Clayoquot
Regional District

Alberni Valley Social
Planning Council



CITY OF
PORT ALBERNI
Economic Development Department

Community
Futures Alberni-Clayoquot

ABOUT THE AVCF

Formed in 1995, the Alberni Valley Community Foundation (AVCF) is one of 191 community foundations across Canada. The AVCF invests in the future of the community by creating and managing endowment funds, by providing grants to local charities to increase our shared quality of life, and by identifying community needs and opportunities.

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CONTACT

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Email: info@albernifoundation.ca

Website: albernifoundation.ca

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Image sources:

Cover image of Stamp Falls via iStock.

Page 4: Erica Watson

Page 7: Heather Shobe

All other images supplied by the AVCF.

Date: November 2, 2020
File No: 2470-01
To: Mayor & Council
From: T. Pley, CAO
Subject: Insurance Request for Proposals Update

Prepared by: <i>A. McGIFFORD</i> Director of Finance	Supervisor: <i>T. PLEY</i> CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

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.

PURPOSE

For Council to reconsider its previous direction that staff issue a Request for Proposals [RFP] for insurance coverage and move to an evaluation between brokerage service versus Municipal Insurance Association of BC [MIABC].

BACKGROUND

In 2020 annual insurance premiums increased 80 percent compared to 2019, with a total increase year-over-year of \$215,712. The City had undertaken an appraisal in 2019 and buildings that were not previously included in the property insurance coverage were added [30% of increase]. Following a shift in the liability insurance market and the City's previous underwriter no longer providing coverage, a new underwriter provided an insurance policy based on our claims history and the experience rating of the local government sector [70% of the increase].

At Council's Regular meeting held April 14, 2020 Council resolved as follows:

"THAT Council for the City of Port Alberni direct staff to proceed with a request for proposals prior to renewal of the City's annual liability and property insurance policies to ensure the City of Port Alberni secures the appropriate insurance coverage based on the City's risk profile." [Resolution No. R20-103]

Since that time staff have been working with AON to better understand the manner in which recent adjustments in the insurance market impact City policy noting that AON, as the City's broker, works on the City's behalf to solicit the best coverage/rates available at the time.

ALTERNATIVES/OPTIONS

- Option 1: That Council rescind its previous direction and authorize staff to request quotes from the City's insurance broker AON and MIABC for the same level of property and liability insurance coverage.
- Option 2: Proceed with a Request for Proposals for property and liability insurance.

ANALYSIS

Option No. 1: Request quotes from AON and MIABC for the same level of property and liability insurance coverage. Should Council support the staff recommendation within Option 1, staff will work with City's current insurance broker AON, and MIABC to secure quotes to compare the cost and the level of service provided by each proponent.

Option 2: Proceed with the for Liability and Property Insurance. Staff would issue an RFP to seek a solution to meet the insurance needs for the City noting that the effort and time to undertake this work would be more significant and time consuming than sourcing two quotes directly.

IMPLICATIONS

The process that staff are recommending is preferable in relation to staff efficiency and complies with the City's *Purchasing - Procedure Policy* adopted by Council which provides "exemption to normal purchasing procedure", including "General and Liability Insurance Broker Services".

COMMUNICATIONS

Should Council support the recommendation, staff would confirm the approach with AON and MIABC in relation to confirming coverage requirements and request each proponent to submit a quote outlining detailed services and programs to support the insurance needs of the City. The submissions will be brought to Council at a Regular meeting in December 2020 or early January 2021.

BYLAWS/PLANS/POLICIES

- *Purchasing – Procedure Policy (Authorized by Council)*

SUMMARY

- Insurance coverage for Liability and Property have increased significantly over the past year;
- Council is seeking the best value for taxpayers' dollars;
- Insurance markets have "hardened" and with less competition in the market premiums have increased;
- AON and MIABC are two options for the City to compare and seek best value for the City of Port Alberni and secure insurance coverage for renewal on January 31, 2021.

ATTACHMENTS/REFERENCE MATERIALS

- *Purchasing – Procedure Policy (Authorized by Council)*

<\\portalberni.local\\files\\data\\Finance\\Director\\Agenda Reports & Procedures\\2020 11 01 Insurance RFP update.docx>

TITLE: PURCHASING – PROCEDURE				
EFFECTIVE DATE: March 22, 2010	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Jul 12/99, May 13/02	PAGE 1 OF 6

1. GENERAL

The purchasing policy of the City of Port Alberni is administered by the Director of Finance.

The purchasing function is decentralized to the originating departments and managers are responsible for the purchases they require. Department Heads are responsible for ensuring that this purchasing policy is properly observed at all times for purchases originating in their departments.

2. BIDS AND CONTRACTS

Subject to the policies laid down by City Council, and in accordance with any instructions issued by the City Manager, the Department Heads shall use recognized purchasing methods in securing competitive prices and in awarding contracts in accordance with this purchasing policy. Unless otherwise directed by the City Manager, forms of Contract to be used are the standard City of Port Alberni Contract forms approved by the Director of Finance.

3. COOPERATIVE PURCHASING

Where savings may accrue, the City may cooperate with other agencies, local and/or external, to jointly purchase goods and services. In such cases, City staff shall have the authority to commit the City to the purchasing decisions of the Cooperative Group, provided that savings do accrue to the City.

4. PROVINCIAL GOVERNMENT MASTER STANDING OFFER

It is deemed to be an acceptable business practice for the City to purchase materials and equipment through the auspices of the provincial government's Master Standing Offer whereby the Province processes a major tender and selects a number of suppliers that will provide the materials and equipment at the best price. Such materials and equipment may be purchased from any authorized supplier of the City's choice, but the prices remain the same, regardless of the supplier.

5. INVENTORY ITEMS FOR CAPITAL PROJECTS

Where Council has approved a capital project and goods and materials required to complete the project must be brought into inventory, the award of tenders need not be submitted to City Council for approval unless the selected supplier is not the low bidder.

6. TRADE, INVESTMENT AND LABOUR MOBILITY AGREEMENT (TILMA) REGULATIONS

TILMA applies to the City of Port Alberni's purchases of goods and services. TILMA requires that all tenders for goods and materials and services exceeding \$75,000, and all tenders for construction projects in excess of \$200,000 must be advertised through an electronic tendering system and, notwithstanding section 13.1 that there may be no local preference policy in relation to such tenders. The City will post all tenders affected by the TILMA on the City's internet web site.

7. EXCEPTIONS TO NORMAL PURCHASING PROCEDURE

The services set out below are exempt from the requirements for tendering set out hereinafter. Requests for Proposals for these services may be called at the discretion of the City Manager and Department Heads in cases where service levels and fees and charges of current providers are deemed to be unsatisfactory.

- Architectural Services
- Engineering Services
- Legal Services
- General and Liability Insurance Broker Services
- Employee Benefits Consultant Services
- Auditing Services
- Electrical, Plumbing and Heating, Ventilation and Air Conditioning Services of an Regular Maintenance Nature

Other exceptions to this policy are:

- a) when time constraints will not allow for tendering, such as when supplies, services and equipment are urgently needed to maintain City utilities and essential services;
- b) when dealing with professional service contracts; or
- c) when only one supplier exists.

Under these circumstances, the Department Head, with the approval of the City Manager, may obtain direct quotations from suppliers and award the contracts.

8. ORDERS

All orders must originate with a purchase requisition. All orders and purchases shall be made only by issuing a purchase order. Suppliers should always be advised to show this number clearly on their invoices.

9. TENDERING PROCEDURE**9.1 Preparation**

Specifications issued shall be reasonable, clear, without ambiguity and designed and advertised to allow for submission of bids or offers by the optimum number of qualified vendors. Department Heads shall be responsible for the technical accuracy of the specifications.

When necessary, Department Heads shall arrange consultations with prospective vendors and shall

9.2 Tender Instructions, Conditions and Pricing Formulae

The Department Head shall be responsible for the preparation of tender instructions, conditions and pricing formulae. Such documentation should combine with the technical specifications to ensure that the tender form is clear and without ambiguity. Except as otherwise approved by the City Manager, tender documents including "instructions to tenderers" and "general conditions" shall be in the form adopted as the City's "Standard Tender Package Form" or "Standard Request for Proposals Form" which have been approved by the Director of Finance

9.3 Completed Tender Forms

Department Heads, or a designated manager shall review and approve the completed tender form before it is released to vendors.

10. TENDER FORMS AND ENVELOPES

Except as otherwise approved by the City Manager, standard tender forms approved by the Director of Finance shall be used to give uniformity to tender submissions, (bids). Additional sheets may be attached by the prospective vendors, but the standard tender form must always be completed by vendors.

11. TENDER OPENING PROCEDURES

When tender envelopes, (bids), are received from vendors, the envelopes shall be date stamped and placed, unopened, in the appropriate file by the Purchasing Clerk.

At the specified time of opening, each and every envelope will be opened publicly by the Purchasing Clerk and witnessed by the Department Head or designate, with both of them signing and dating each tender form.

Any and all tender envelopes, (bids), received after the closing time shall be date and time stamped and returned unopened to the vendor with a covering letter from the Department Head, explaining the reason for the return.

12. ANALYSIS AND AWARDING OF TENDERS

As soon as possible after the opening of tenders, the Department Head shall prepare the tender recommendation for presentation to the Director of Finance for review. Awards will be made in accordance with the Section 13 of this policy entitled, "AWARD OF CONTRACTS". Completed files shall be retained by the Purchasing Clerk for reference as required.

13. AWARD OF CONTRACTS**13.1 General**

Awards shall be made for the purchase of equipment, supplies and services that will give the greatest value based on quality, service and price. Criteria for evaluation of bids may include but not be limited to:

- Price
- Experience of the supplier
- Previous legal action that may have been taken by the bidder against the City
- Qualifications of the supplier's personnel
- Past track record of quality of services provided to the City of Port Alberni by the supplier
- Past track record of quality of goods provided by the supplier
- Availability/Delivery Time for goods, parts and service.
- Compatibility of proposed goods with existing units.
- Ingenuity and innovation

Preference shall be given to local suppliers where quality, service and price are equivalent.

13.2 Local Vendor Preference

- 13.2.1 A local vendor is defined as a business that for at least six (6) months immediately preceding the relevant request for bids or proposals has a physical location within the boundaries of the City of Port Alberni and who maintains a current City of Port Alberni business licence.
- 13.2.2 The City will actively seek to identify local vendors interested in doing business with the City of Port Alberni.
- 13.2.3 The price bid by Port Alberni vendors will be adjusted by \$1,000 when prices are compared in the bidding process.
- 13.2.4 The local vendor preference shall be applied to the purchase of goods, materials and services to the maximum extent possible while still complying with the Trade, Investment and Labour Mobility Agreement (TILMA) regulations (Section 6 of this policy).
- 13.2.5 Local Vendor Preference shall not apply to the following purchases or agreements:
 - Goods, equipment or services provided under a cooperative purchasing agreement;
 - The City determines the business is not qualified to perform the work or provide the services or materials;
 - Purchases of supplies, services and equipment not requiring bids;
 - Exceptions as provided for under Section 7 of this policy – Exceptions To Normal Purchasing Procedure.

13.3 Purchases Up To \$2,500

Purchases up to \$2,500 may be made by the Department Head or *designate* following sound business principles and practices of buying. Where local suppliers are known to exist they will be given the first opportunity to provide prices.

13.4 Purchases Between \$2,500 and \$10,000

The Department Head or designate shall obtain three written quotations for any purchases valued between \$2,500 and \$10,000. Where local suppliers are known to exist they will be given first opportunity to provide quotations.

13.5 Purchases Between \$10,000 and \$20,000

All expenditures between \$10,000 and \$20,000 must be evaluated by the Department Head in order to determine if tenders are required.

Where a tender is deemed necessary, such purchases shall be awarded through the process of a Sealed Bid Tender or Request for Proposal.

Award of Low Bid Tenders:

Department Heads may award low bid tenders up to a value of \$20,000, providing such tenders meet the specifications.

Award of Greater Value Tenders:

In cases where a tender is considered to be awarded to a bid of greater value than the low bid tender which meets the specifications, the Department Head shall submit a report to the Director of Finance, who may approve the award.

13.6 Purchases Estimated To Be Over \$20,000 but less than \$75,000 in Value

All purchases over \$20,000 in value must be tendered unless otherwise approved by the City Manager.

Such purchases shall be awarded through the process of a Sealed Bid Tender or Request for Proposal.

13.7 Award of Tenders or Requests for Proposals Valued Between \$20,000 and \$75,000

Award of Low Bid Tenders:

The Department Head shall submit a report to the Director of Finance, who may approve the award of the contract.

Award of Greater Value Tenders:

The City Manager shall present the joint recommendation of the Department Head and the Director of Finance to City Council for their decision.

13.8 Purchases Estimated To Be Over \$75,000 In Value

All purchases over \$75,000 in value must be tendered through the process of a Sealed Bid Tender or Request for Proposals unless otherwise approved by City Council.

13.9 Award of Tenders or Requests for Proposals Over \$75,000 In Value

The Department Head and Director of Finance shall submit joint recommendations for the award of tenders or requests for proposals of over \$75,000 in value, whether low bid or greater value, to the City Manager for presentation to City Council for their decision.

14.0 TERM OF CONTRACTS**14.1 Multi-Year Contracts**

Where the Department Head determines it to be of benefit to the City, contracts may be let for supply of goods or services for a multi-year period. Such contracts may include clauses to allow for modifications to unit prices or lump sum prices based on inflation indices. Maximum term of contract shall be 5 years. Such contracts shall include a cancellation clause in favor of the City for all years subsequent to the original year of the contract signing.

14.2 Extension of Contracts

Where the Department Head determines it to be of benefit to the City, and where a supplier agrees to maintain prices for goods or services at the same level as the previous year the Department Head may approve extension of the contract for an additional year.

15.0 TENDERS VS PROPOSALS

15.1 Where the supply required is for goods which are widely available and for which standards of quality are well set and quantifiable a Sealed Bid Tender process shall be used. Examples of these types of goods are: lumber, pipe and fittings, fuel, aggregates.

15.2 Where the work required is for construction services involving the supply and installation of materials which are well detailed in constructions drawings with supporting specifications a Sealed Bid Tender Process shall be used. Examples of this type of work are installation of water or sewer mains, construction of buildings.

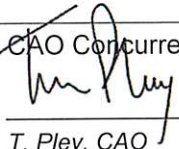
15.3 Where the supply required is for services or for goods which are specialized or have differences between brands or suppliers requiring considerable subjective analysis a Request for Proposals format shall be used.

16.0 ADVERTISING OF TENDERS AND REQUESTS FOR PROPOSALS AND QUOTATIONS

16.1 All tenders issued for goods or materials valued at \$10,000 or more shall be advertised a minimum of two times in a local newspaper and on the City's internet web site. Advertisement in non-local newspapers and/or other publications shall be undertaken where the goods or materials required are not known to be readily available from more than one local supplier.

16.2 Except as provided in Section 7, all tenders and/or requests for proposals issued for services valued at \$20,000 or more shall be advertised a minimum of two times in a local newspaper and on the City's internet web site. Advertisement in non-local newspapers and/or other publications shall be undertaken where the services required are not known to be readily available from more than one local contractor or consultant.

Date: November 2, 2020
File No: 1860-01
To: Mayor & Council
From: T. Pley, CAO
Subject: Investment Management Services

Prepared by: <i>A. MCGIFFORD</i> Director of Finance	Supervisor: <i>T PLEY</i> CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

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.

PURPOSE

For Council to consider collapsing the "Request for Proposals #029-19 – Investment Management Services" issued November 4, 2019.

BACKGROUND

At Council's Regular meeting held October 15, 2019, Council adopted a revised City of Port Alberni "Finance - Investment Policy" and were informed of the impending Investment Management Service RFP which was subsequently issued on November 4, 2019. The City received ten [10] submissions in response to the RFP.

ALTERNATIVES/OPTIONS

- Option 1: Collapse RFP #029-19, amend and reissue a new RFP that address current investment needs
- Option 2: Award RFP #029-19 – Investment Management Services

ANALYSIS

Option No. 1: Collapse, amend and reissue a new RFP that addresses current investment needs.

Due to staff changes in January 2020, demands of year-end budgeting process, and the impact of COVID-19, the RFP was not acted upon. In light of these events and the resulting impact on the current investment needs of the City, combined with anticipated interest rates remaining at 0.25% until 2023, the City should seek the best investment management service to meet these changed circumstances.

Should Council support the staff recommendation, there is an opportunity to amend the RFP in order to reflect both the current business climate and expected low interest environment. Anticipated issue date for the amended RFP would be March 31, 2021 with an award date of May 31, 2021.

Option 2: Proceed with the RFP #029-19 – Investment Management Services.

Following confirmation from successful proponents to support submissions made in January 2020 the Finance Department would review submissions received and bring forward a recommendation to Council to award RFP #029-19.

IMPLICATIONS

Staff anticipate that the implications of collapsing RFP #029-19 would be minimal. Should Council support staff's recommendation to collapse, amend and reissue a Request for Proposals for Investment Management Services, this would give the City the opportunity to incorporate new requirements in the RFP that will more accurately reflect the current business, economic and financial climate.

COMMUNICATIONS

Should Council support the recommendation, staff will reach out to those proponents who responded to the City's RFP in 2019 to speak to next steps, including explanation for the collapse of the 2019 RFP and to invite them to resubmit.

BYLAWS/PLANS/POLICIES

- *Finance – Investment Policy*

SUMMARY

- The City of Port Alberni issued an RFP #029-19 in November of 2019;
- Due to staff changes and the impact of COVID-19 the RFP was not acted upon;
- The long-term forecast is for a low interest rate environment (changed since the RFP closed) and the City is seeking the best investment management service for these circumstances;
- Responses to the amended and reissued RFP will be brought to Council for consideration in May 2021.

ATTACHMENTS/REFERENCE MATERIALS

- *Finance – Investment Policy*

<\\portalberni.local\\files\\Data\\Finance\\Director\\Agenda Reports & Procedures>

TITLE: FINANCE – INVESTMENT POLICY				
EFFECTIVE DATE: Oct. 15, 2019	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: Dec. 10, 2018	PAGE 1 OF 9

PURPOSE OF THE POLICY

The purpose of this Policy is to provide a framework for the prudent investment of the City of Port Alberni's funds.

SECTION I: POLICY

It is the policy of the City of Port Alberni to invest public funds with prudent management and within prescribed limits to provide an optimal blend of return on investment and preservation of principal while meeting short and long term cash flow and liquidity demands of the City of Port Alberni, and complying with statutory requirements of the *Community Charter* and the *Municipal Finance Authority Act*.

1. SCOPE

This Policy applies to the investment of all cash and short-term assets of the City of Port Alberni. The City of Port Alberni's invested funds will be divided into operating, capital, and reserves. Investment value will be reported at cost.

2. OBJECTIVES

Principal Protection

Preservation of capital is the foremost objective of the investment program. Investments shall be undertaken in a manner that ensures the preservation of capital, while managing credit risk and interest rate risk.

Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The portfolio structure should be such that maturities coincide with cash requirements, as much as reasonably possible. Since all possible cash requirements cannot reasonably be anticipated, the portfolio should consist largely of securities with active secondary markets.

Return on Investment

The Fund shall be constructed with the objective of attaining, at minimum, a benchmark rate of return throughout varying budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the preservation of capital and liquidity objectives.

Adherence to Statutory Requirements

Investment guidelines for municipal funds are provided in Section 183 of the *Community Charter* (Appendix C) and Section 16 of the *Municipal Finance Authority Act* (Appendix D).

SOCIAL RESPONSIBILITY

Where possible and practical, social responsibility will be considered in the selection of investments that meet the policy's objective.

3. STANDARD OF CARE

Prudence

Investments shall be made with judgment and care, exercised with consideration of safety of capital foremost for those acting in accordance with the investment policy.

Internal Controls

Management shall establish a system of internal controls, which shall be documented in writing, and reviewed by the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, and misrepresentation by third parties. The Investment Manager must adhere to the Code of Ethics and Standards of Professional Conduct of the CFA Institute.

4. ETHICS & CONFLICT OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity with the same individual(s) with whom business is conducted on behalf of the City of Port Alberni. Individuals involved with the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program or impair their ability to make impartial investment decisions.

SECTION II: INDIVIDUAL RESPONSIBILITIES

1. DELEGATION OF AUTHORITY

Authority to manage the City of Port Alberni's investment program is derived from *Section 149* of the *Community Charter* (Appendix B).

The City of Port Alberni delegates the management of the Fund to certain Officers of the City of Port Alberni. The Officers of the City of Port Alberni include Director of Finance and Deputy Director of Finance.

Any purchase or sale transactions contemplated for a City investment account must be authorized by an individual specified in the Client Broker Agreement as authorized to do so. Such authorized individuals will be limited to the City's banking signatories: Mayor, and Director of Finance. A signature stamp will suffice in the absence of original signatures.

Fund Management responsibilities have been allocated as follows:

Council – Audit Committee

- Receive quarterly reports from the designated Officers on the performance of the portfolio at the Audit Committee Meetings.
- Review the policy annually.

Officers' Responsibilities

- Review the Policy periodically and if appropriate make recommendations to City Council for changes.
- Ensure that the sum of all cash, the current account, money market securities, and coupon income expected from the fixed income instruments (i.e. bonds, GICs etc.) in a year are sufficient to cover the disbursements expected to be paid from the portfolio in that year.
- Appointment of the Investment Manager will be made through a Request for Proposals process to be undertaken by the Director of Finance and overseen by the Chief Administrative Officer. Proposals will be accepted from selected firms meeting minimum guidelines set out in this policy. The evaluation of responses will be based on a number of factors, weighted according to the needs and judgment of the City of Port Alberni.
- The successful proponent will enter into a formal Client Broker Agreement with the City of Port Alberni.
- A Request for Proposals or Request for Quotes will be prepared at the outset of adoption of this policy, and in five year intervals thereafter.
- The City retains the right to replace the Investment Manager at any time. Reasons for replacement include:
 - The Investment Manager's performance falling below expected performance levels, not reasonably explained by their investment style being out of favour temporarily, as measured rolling five year periods;
 - Changes to the Investment Manager's style or process; and
 - Changes to key investment personnel.
- Review the Fund's performance on a regular basis and provide quarterly reports to the Audit Committee at the Audit Committee Meetings.
- To be responsible for the delegation of any responsibility not specifically mentioned in this Policy.

The Investment Manager's Responsibilities

- Select specific investments, recognizing the quality and diversification requirements established in this Policy, and subject to approved signing authority.
- Seek to maximize and preserve the investment return, after ensuring that the foregoing liquidity, quality and diversification requirements have been satisfied.
- Where possible and practical, socially responsible investing criteria will be applied to the selection of investments and preference given to organizations that adopt a socially responsible investment platform.
- Manage the securities held in accordance with this Policy and applicable legislation.
- Provide the Director of Finance (who will then provide to the Audit Committee) with quarterly written reports that include periodic rates of return for the portfolio; details of investments; and a statement of compliance with this IPS.

- Provide the necessary information for the Director of Finance and Audit Committee to review the IPS and the Investment Manager's performance.
- Identify provisions in the IPS that may need revision due to changes in investment strategies or markets.

The Investment Manager and designated Officers of the City of Port Alberni may from time to time engage consultants or other advisors to assist them in fulfilling their responsibilities.

2. AUTHORIZED INVESTMENT DEALERS AND FINANCIAL INSTITUTIONS

A list will be maintained by the Investment Manager of approved investment dealers and financial institutions authorized to provide investment services. All qualified bidders for investment transactions will be members in good standing of the Investment Industry Regulatory Organization of Canada ("IIROC"), Mutual Fund Dealers Association ("MFDA") or the B.C. Securities Commission.

Preference will be given to investment dealers and financial institutions who are members of the Responsible Investment Association ("RIA").

SECTION III: INVESTMENT OPPORTUNITIES

Permitted investments are as follows:

- Eligible Securities as defined in *Section 183* of the *Community Charter* (Appendix C) and *Section 16* of the *Municipal Finance Authority Act* (Appendix D).
- Investments in internally financed projects.

All investments must be denominated in Canadian dollars.

Certain of the funds are statutory reserve funds; and interest earned thereon must be retained in the fund according to the Bylaw pertinent to the fund.

Investments in shares, warrants, or other equities, convertible debt securities, derivatives, swaps, options or futures are prohibited, and all investment categories that are not explicitly permitted are prohibited.

SECTION IV: RATINGS AND CONSTRAINTS

1. RISK TOLERANCE

All securities must be readily marketable.

Investments held must be rated by at least one rating agency, namely Moody's, Standard & Poor's (S&P) or Dominion Bond Rating Service (DBRS). All investments must be Investment Grade (at least BBB by S&P, or equivalent by DBRS or Moody's.), as classified in Appendix A. In the case where a security is rated by more than one agency listed, the higher ratings will apply.

The total portfolio will be limited to the following credit rating thresholds on a weighted average basis (as defined by S&P or equivalent – see Appendix A):

Rating	Up to %
AAA	100%
AA	90%
A	70%
BBB	30%

Securities downgraded below the policy standard are to be disposed of as expeditiously as possible.

The maximum exposure to a single investment security, as a percentage of the total portfolio cannot exceed 10%.

Due to market fluctuations, maximum percentages may be exceeded from time to time. Securities need not be liquidated to rebalance the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

2. PORTFOLIO CONSTRAINTS

The primary constraints relate to safety of invested capital and maintaining the liquidity of the portfolio.

- All securities held in the portfolio shall have a maturity of five years or less, however it is understood that the majority of assets will be invested in securities with a maturity considerably shorter than this five year maximum.
- Cash: The deemed rating for cash, including the current account and any High Interest Savings Accounts, will be equal to the rating of the institution it is being held in.
- Credit Union Deposits: The deemed rating for securities issued by a Credit Union will be equal to the rating of the province that the credit union resides in.
- Bank Deposits: The deemed rating for securities issued by a bank will be equal to the credit rating of that bank.
- Securities issued by a Government entity: The deemed rating for securities issued by a Government entity will be equal to the credit rating of that municipality, province, country, or equivalent.

3. OTHER CONSTRAINTS

- The Fund shall not borrow funds to acquire securities or otherwise deal in margin trading.
- All investments will be made in accordance with the Code of Ethics and the Charter Financial Analyst standards (<https://www.cfainstitute.org/ethics/codes/code-of-ethics-standards-of-conduct-guidance>).

- All investments are to follow the constraints in this Investment Policy. If an investment opportunity not exceeding 15% of the total portfolio lies outside the Policy constraints and is eligible under S. 183 of the *Community Charter*, an exception may be made, with Council approval.

SECTION V: REPORTING

1. REPORTING

The investment manager will provide a quarterly report to Council on the performance of the portfolio, to be presented to the Audit Committee at the quarterly Audit Committee Meetings, and an annual report to Council during the first quarter of the following year.

2. DEPARTMENT INVESTMENT POLICY ADOPTION

The investment policy shall be approved by Council for the City of Port Alberni, on recommendation from the Director of Finance and the Chief Administrative Officer. The policy shall be reviewed periodically as required due to changes in the economy or the City of Port Alberni's requirements. Modifications made thereto must be approved by the Council.

SECTION VI: APPENDICES

APPENDIX A – CREDIT RATINGS

Grade	Moody's		Standard & Poor's		DBRS	
	Long-Term	Short-Term	Long-Term	Short-Term	Long-Term	Short-Term
Investment Grade	Aaa	P-1	AAA	A-1+	AAA	R-1 (high)
	Aa1	P-1	AA	A-1	AA (high)	R-1 (high)
	Aa2	P-1	AA	A-1	AA	R-1 (middle)
	Aa3	P-1	AA	A-1	AA (low)	R-1 (middle)
	A1	P-1	A	A-2	A (high)	R-1 (low)
	A2	P-1	A	A-2	A	R-1 (low)
	A3	P-1	A	A-2	A (low)	R-1 (low)
	Baa1	P-2	BBB	A-3	BBB (high)	R-2 (high)
	Baa2	P-2	BBB	A-3	BBB	R-2 (middle)
	Baa3	P-3	BBB	A-3	BBB (low)	R-2 (low)
Speculative Grade	Ba1	NP	BB	B	BB (high)	R-3
	Ba2	NP	BB	B	BB	R-4
	Ba3	NP	BB	B	BB (low)	R-4
	B1	NP	B	B	B (high)	R-4
	B2	NP	B	B	B	R-5
	B3	NP	B	B	B (low)	R-5
	Caa1	NP	CCC	C	CCC	R-5
	Caa2	NP	CCC	C	CCC	R-5
	Caa3	NP	CCC	C	CCC	R-5
	Ca	NP	CC	C	CC	R-5
	C	NP	R	R	C	R-5
			D	D	D	D

APPENDIX B – COMMUNITY CHARTER (SECTION 149)

Financial officer

One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:

- receiving all money paid to the municipality;
- ensuring the keeping of all funds and securities of the municipality;
- investing municipal funds, until required, in authorized investments;
- expending municipal money in the manner authorized by the council;
- ensuring that accurate records and full accounts of the financial affairs of the
- municipality are prepared, maintained and kept safe;
- exercising control and supervision over all other financial affairs of the municipality.

APPENDIX C – COMMUNITY CHARTER (SECTION 183)

Investment of municipal funds

Money held by a municipality that is not immediately required may only be invested or reinvested in one or more of the following:

- securities of the Municipal Finance Authority;
- pooled investment funds under section 16 of the Municipal Finance Authority Act;

- c. securities of Canada or of a province;
- d. securities guaranteed for principal and interest by Canada or by a province;
- e. securities of a municipality, regional district or greater board;
- f. investments guaranteed by a chartered bank;
- g. deposits in a savings institution, or non-equity or membership shares of a credit union;
- h. other investments specifically authorized under this or another Act.

Appendix D – MUNICIPAL FINANCE AUTHORITY ACT (SECTION 16)

Short term pooled investment funds

(1) The authority may enter into agreements with public institutions and institutions prescribed under subsection (7) under which, on the terms and conditions established in the agreements, the authority, in its own name or otherwise, holds and invests money received from the institution for the purpose of investment in pooled investment funds as permitted for the institution.

(2) The authority has the power to provide for the creation and management of pooled investment funds for the purposes of subsection (1).

(3) The trustees may invest money received for investment in a pooled investment fund in any of the following:

- a. securities that are obligations of or are guaranteed by Canada, a province, or the United States of America;
- b. fixed deposits, notes, certificates and other short term paper of or guaranteed by a savings institution, including swapped deposit transactions in the currency of the United States of America;
- c. securities issued by the authority, a municipality or regional district in British Columbia, or by a local, municipal or regional government in another province;
- d. commercial paper issued by a company incorporated under the laws of Canada or of a province, the securities of which are rated in the highest rating category by at least 2 recognized security rating institutions;
- e. investments permitted under the provisions of the Trustee Act respecting the investment of trust property by a trustee;
- f. despite the provisions of the Financial Administration Act, pooled investment portfolios established under that Act.

(4) If money is to be invested in a pooled investment portfolio under subsection (3) (f), the Minister of Finance may enter into agreements with the authority to sell units of participation in a portfolio to the authority.

(5) At the first meeting of the authority in each year, the trustees must present a report respecting the previous year to the authority, stating all of the following:

- a. the pooled investment funds established;
- b. the public institutions investing in each fund;
- c. the volume of investments made in respect of each fund.

(6) The trustees may delegate to a committee of one or more of its trustees and officers its powers under this section, subject to the limitations the trustees may impose.

(7) The Lieutenant Governor in Council may, by regulation, prescribe institutions as institutions for which investments services may be provided under this section.

Approval

Date: November 9, 2020
File No: 2240-20-1201
To: Mayor & Council
From: T. Pley, CAO
Subject: #ExplorePortAlberni Program

Prepared by: <i>P. DEAKIN</i> Economic Development Manager	Supervisor: <i>T. PLEY</i> CAO	CAO Concurrence: <i>T. Pley</i> T. Pley, CAO
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RECOMMENDATION

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.

PURPOSE

The purpose of this report is to seek Council's approval for extending the #ExplorePortAlberni program for an additional six months.

BACKGROUND

The #ExplorePortAlberni program was created in 2018 in partial response to a Destination BC (DBC) Co-op Funding Program opportunity and with the financial support of Alberni Valley Tourism. The intent was (and is) to showcase Port Alberni attractions with the aim of instilling a greater pride in the community and making our target visitor market more aware of our assets. The name (#ExplorePortAlberni) is in alignment with DBC marketing preferences. Seekers Media, a company based in Powell River, assisted in the original grant application and was then contracted to do the marketing work (videos, blogs, etc.). After a review of the program in 2019, we concluded that a Port Alberni presence in the campaign was needed, in part to seek a 'bigger bang for the buck', to develop local social media expertise and to ensure greater control of the content.

A Request for Proposal was directed to eight individuals and companies in Port Alberni who were known to work in the social media field. Only one respondent, Chris Pouget, provided responses to each request in the RFP and was subsequently hired under a six-month contract approved by the CAO. The engagement contract included an option to renew for a further one-year term. This was reported to Council on May 13th, 2019. On October 15th, 2019 Council approved renewal of the contract for a further one-year period. It was stated that an evaluation of the initiative would take place in April 2020. This evaluation was not done in large part because of the focus on a range of small business COVID-19 support initiatives, however anecdotal evidence suggests the initiative is meeting its goals.

The proposed six-month program extension would cost an estimated \$17,400 from the Economic Development operating budget. For the six-month period the City would seek to divide the work between two contractors, one of whom would be the current contractor Chris Pouget. The City's Purchasing Policy authorizes the

Economic Development Manager to approve this expenditure with concurrence from the CAO. However, the matter is being brought to Council for consideration because the program extension would extend beyond the one-year extension period in the previous engagement contract.

The contractors will be responsible for the following:

- posting to Instagram, Twitter and Facebook (five per week/per platform)
- creation and management of #ExplorePortAlberni web page and YouTube channel
- assisting in the creation of a social media strategy
- developing and maintaining a social media calendar
- providing monthly reports to the City representative
- creating monthly videos (30 seconds in length) featuring unique people/experiences/initiatives in the Alberni Valley (not being covered by other components)
- producing a bi-weekly blog with images featuring stories about locals, the arts, events, etc.
- monitoring the three #ExplorePortAlberni channels and engaging with followers/commenters
- monitoring and engaging with other social media channels and groups as deemed appropriate
- creating unique and current content/images for use in City run initiatives
- uploading photos to the City's image bank on a monthly basis
- assisting in the creation and implementation of a training program for social media reporters

ALTERNATIVES/OPTIONS

1. Extend the #ExplorePortAlberni program for six months and do an evaluation of it during that time while looking for other delivery options.
2. Evaluate the #ExplorePortAlberni program before deciding how to approach its future.

ANALYSIS

Option 1: Extend the program for six months

Pro: this would allow the momentum gained by the project to continue.

Con: the program funds could alternatively be invested in a formal evaluation of the initiative.

Option 2: Do an evaluation of the program before deciding on its future

Pro: if any concerns about the program exist, they would be resolved prior to deciding on its future

Con: the momentum that has been developed by this program would be lost

IMPLICATIONS

The primary implication of the recommendation is that a further six-month investment would be made in the #ExplorePortAlberni initiative.

COMMUNICATIONS

A range of stakeholders would be consulted about the #ExplorePortAlberni initiative while deciding on its future.

BYLAWS/PLANS/POLICIES

SUMMARY

Council is being asked to approve a six-month extension of the #ExplorePortAlberni program that would allow for an evaluation of the initiative without losing momentum during that time.

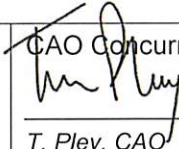
OTHER CONSIDERATIONS

The opportunity presented by COVID-19 to attract people to our small community with its many desirable assets is somewhat unprecedented and should be leveraged by the #ExplorePortAlberni initiative. The City's Communications function cannot be expected to focus on this economic development/tourism initiative.

ATTACHMENTS/REFERENCE MATERIALS

C: T. Pley, CAO
 A. McGifford, Director of Finance
 T. Slonski, Director of Corporate Services

Date: October 28, 2020
File No: 0550-02-RS
To: Mayor & Council
From: T. Pley, CAO
Subject: Summary of 2020 Council Resolutions

Prepared by: <i>T. SLONSKI</i> Director of Corporate Services	Supervisor: <i>T. PLEY</i> CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

This report is being provided for Council's information.

PURPOSE

The purpose of this report is to provide Council with an update of 2020 Council resolutions [directives] to date and the status of same.

BACKGROUND

In January of this year, the Corporate Services department implemented a new process in which Council resolutions requiring action are numbered, tracked and assigned for follow-up. Attached to this report is the 2020 Summary of Council Resolutions [tracking sheet] which captures all action-oriented directives resolved by Council to the end of October. This tracking sheet was created as a means to simplify the process in researching Council directives, assign tasks to the applicable City department and to ensure task follow-up.

Council first received this report/resolution summary at its Regular meeting June 8, 2020. It was at this meeting that Council requested that this summary be provided to Council on a quarterly basis.

ALTERNATIVES/OPTIONS

This report is being provided for informational purposes only, as such, alternatives/options are not identified at this time.

ANALYSIS

The Summary of Council Resolutions contains seven specific columns as follows:

1. No. – this is the resolution number assigned to action-orientated resolutions of Council and found at the left-hand margin of Council meeting minutes. For example, R20-01 represents the type of meeting R=Regular; 20 reflects the year in which the resolution was made; and is followed by an assigned number.
2. Meeting Date
3. Resolution – captures the resolution of Council in its entirety

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4. Assigned [Dept.] – identifies the City department[s]/staff to whom the CAO has assigned responsibility for further action
 5. Action – summarizes planned actions/next steps to be taken
 6. Target Date – is the date assigned by the CAO and the date that staff work towards completing the action directed by Council; and
 7. Status – provides a succinct account of what has been done, by whom and what date. If all aspects of the work have been completed, the column will reflect the word 'completed'.

Additional Notes:

- resolutions highlighted in yellow are outstanding
- resolutions highlighted in green are directives of Council that require an amendment to the City's Five-Year Financial Plan.

IMPLICATIONS

n/a

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

n/a

SUMMARY

Effective 2020, the Corporate Services department implemented a new process to capture directives of Council [resolutions]. This tracking summary simplifies the process in researching Council direction, assigning the department/staff responsible for further action, and streamlining follow-up and tracking of Council directives.

ATTACHMENTS/REFERENCE MATERIALS

- 2020 Summary of Council Resolutions | Updated: October 28, 2020

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NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-1	January 13	THAT Council receive for information the report dated January 6, 2020 from the Manager of Planning titled Building Bylaw – Relocation & Recycled Homes; and further that staff be directed to provide a follow-up report which speaks specifically to what regulations/requirements are imposed by the City of Campbell River and the Regional District of Nanaimo.	Planning	KM	Dec. 2020	Delegation to Council - Feb. 10 [Nickel bros.] Report from KM scheduled for receipt ?
R20-2		That the certification of the Acting Director of Finance dated January 12, 2020, be received and the cheques numbered 145112 to 145296 inclusive, in payment of accounts totalling \$3,746,272.19	Finance	RM		Completed
R20-3		THAT Council direct staff to add \$50,000 to the 2020 – 2024 Draft Five Year Financial Plan for the purposes of undertaking the next steps in exploring the relocation of the City's Public Works Facility, namely further exploration of suitable sites, facility preliminary design, and budget development work as outlined in the report prepared by McGill & Associates Engineering Ltd., titled "Public Works Facility Assessment dated December 2019.	Finance	RM	Jan 13	Completed
R20-4		That the minutes of the November 25, 2019 Audit Committee; the Responses to Questions arising from that meeting [Report dated December 30, 2019], the Quarterly Analysis of Mayor and Council Travel and Convention Expenses ending September 30, 2019, and the financial statements ending September 30, 2019 be received. Further, that staff be directed to prepare a draft terms of reference for the Audit Committee with said draft to be reviewed and approved by Council at a subsequent meeting.	Finance/Clerks	Work w/new Director of Finance/Deputy Director of Finance to establish new ToR for Audit Committee. ToR drafted & reviewed by Audit Committee Aug. 10 - w go forard to Council Sept. 14	Feb/March 2020 - To Council RCM Sept. 14 for approval.	Completed
R20-5		That Council for the City of Port Alberni terminate the Operation & Management Agreement of the McLean Mill National Historic Site between the City of Port Alberni and the McLean Mill Society effective December 31, 2019. Further, that City staff be responsible for operation of the entire site until such time as a new operator is named	Park, Rec & Heritage	WT	Jan. 27	Completed
R20-6		That Council authorize Mayor Minion and Councillor Corbell to attend the Truck Loggers Association Convention & Trade Show taking place on January 15, 16 & 17, 2020 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 - Travel Expense Policy.	Deputy City Clerk	TS		Completed
R20-7		That Council request staff to bring forward a report identifying proposed zones which would best support short term rental accommodations.	Planning	KM		
R20-8		That "Five Year Financial Plan Bylaw 2020 - 2024, Bylaw No. 5003", be now introduced and read a first time.	Finance	RM	Jan. 13	Completed
R20-9		That the email dated December 17, 2019 from Chair David Wiwchar, Port Alberni Toy Run advising that they missed the deadline to apply to the Community Investment Program and requesting Council re-open the 2020 Community Investment Program application process be received, and further, that Council direct staff to work with the representatives of the Port Alberni Toy Run and the Port Players Dramatic Society to accommodate their funding requests for the 2020 calendar year.	Park, Rec & Heritage	WT	Jan. 27	Complete

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-10	January 27	That Council direct staff to establish a meeting to prioritize a review and update of the City's Bylaws.	Clerks	DH		Meeting held - Bylaw work ongoing
R20-11		That the certification of the Acting Director of Finance dated January 27, 2020, be received and the cheques numbered 145359 to 145494 inclusive, in payment of accounts totalling \$ 1,986,569.47, be approved.	Finance	RM		Completed
R20-12		That Council for the City of Port Alberni authorize the Mayor and City Clerk to execute the three-year agreement between the City of Port Alberni and the Alberni Valley Chamber of Commerce to operate the non-historic zone of the McLean Mill National Historic Site	Parks, Rec & Heritage	TP working with Chamber to finalize agreement.		Agreement out for signature
R20-13		That Council direct staff to seek clarification from the Agricultural Land Commission on uses permitted at the McLean Mill National Historic Site given the property is located in the Agricultural Land Reserve and that staff advise Council of these uses once confirmed.	Parks, Rec & Heritage	WT/TP - working on application to ALC for non-farm use - commercial portion	Feb. 10 '20 - RCM	TP communicating w/ALC re: permitted uses - Legal Opinion at In-Camera Mtg. March 9, 2020 - Application to ALC for non-farm use submitted
R20-14		That Council for the City of Port Alberni approve the allocation of \$9.98 million dollars for construction of the Wastewater Treatment Plant (WWTP) upgrade, and that the funds be provided from the following sources: Sewer Infrastructure Reserve Fund: \$4.30 million Additional Borrowing via the Municipal Finance Authority: \$5.68 million Total: \$9.98 million	Finance	RM		Completed
R20-15		That City Council select design Option #1 – entitled Balanced Mobility/Place-Making improvements for the 3 rd Avenue Beautification project as identified in the report prepared by Watt Consulting Group dated for reference January 20, 2020. That City Council authorize staff to apply for the BC Active Transportation Grant as it relates to the 3rd Avenue beautification project.	Planning/PW	KM/WF	TBD	Move forward w/design; cost projections & allocation of monies to 2020 FP - secondary motion made to look at retaining angled parking vs. parallel - April 14 - RCM - Postponed - COVID-19 Grant application denied
R20-16		That City Council proceed with the necessary Development Variance Permit to vary Zoning Bylaw #4832 as follows: Vary the maximum height from the required 12.5 m (41ft) to 17.71 m (58.1 ft) and to vary the maximum number of principal building storeys permitted from three (3) to five (5) at 6151 Russell Place.	Planning	KM	Feb. 24 - RCM	Planning issuing Notice to property owners. Return to Cncl at Feb. 24 RCM ISSUED - Complete
R20-17		That Council for the City of Port Alberni support late applications to the Community Investment Program 2020 cycle with an additional \$10,000 being allocated to the program from the City's 2019 contingency fund.	Parks, Rec & Heritage	WT		Completed - Council authorized the addition of \$10K for late applications - Toy Run/Portal Players & Celebrate Aboriginals Day

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-18		<i>That Council for the City of Port Alberni receive the report from the Acting Director of Finance, and award RFP 020-19, to the proponent, AssetFinda, for the provision of a Computerized Asset Management Maintenance System in the amount of \$240,619.00 with funding from grant monies received in 2018 [gas tax funding].</i>	Finance	RM		Complete
R20-19		<i>That Council authorize Mayor Minions and Councillor Corbeil to attend the BC Council of Forest Industries (COFI) 2020 Convention taking place April 1 – 3, 2020 in Prince George, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense.</i>	Clerks	TS		XCLD - COVID-19
R20-20		<i>That Council authorize Councillor Poon to attend the Local Government Leadership Academy's (LGLA) 2020 Leadership Forum taking place on February 5 – 7, 2020 in Richmond, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense.</i>	Clerks	TS		Complete
R20-21		<i>That Council for the City of Port Alberni provide early approval of \$97,500 for the 2020 calendar year and \$130,000 ongoing from General Revenue for the creation and filling of a new Development Planner position.</i>	HR	KT/TP/RM		Monies allocated to FP; HR Completed
R20-22		<i>That "Official Community Plan Amendment No. 27 (2940 Bellshill Road – Carriere), Bylaw No. 4985", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4985.</i>	Planning	KM		Complete - Clerk's dept filing of bylaw documents
R20-23		<i>That "Zoning Bylaw Map Amendment No. 32 (2940 Bellshill Road – Carriere), Bylaw No. 4986", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4986.</i>	Planning	KM		Complete - Clerk's dept filing of bylaw documents
R20-24		<i>That Council authorize Mayor Minions and Councillor Paulson to attend the 2020 FCM Conference taking place in Toronto, Ontario and that authorization includes reimbursement of expenses incurred as per the City's Travel Expense Policy.</i>	Clerks	TS/TS		FCM XCLD - COVID-19
R20-25		<i>That the email dated January 8, 2020 from Ellen Frood, Executive Director, ACAWS requesting the City enter a team for the Coldest Night of the Year, be received.</i>	Clerks	TS		Complete
R20-26		<i>That Council for the City of Port Alberni direct staff to research the feasibility of accommodating the request of the AVDRA and provide a subsequent report back to Council.</i>	Clerks	TP/WT	Feb. 10 '20 - RCM	Complete
R20-27		<i>That the email dated December 18, 2019 from Mitch Gardner, Kinsmen Club of Port Alberni requesting that February 22, 2020 be proclaimed as "National Day of KiNdness" in Port Alberni, be received and the day proclaimed as requested.</i>	Clerks	TS		Complete
R20-28		<i>That the email dated January 21, 2020 requesting that February 17 – 23, 2020 be proclaimed as "Heritage Week 2020: Bringing the Past into the Future" in Port Alberni, be received and the week be proclaimed as requested.</i>	Clerks	TS		Complete

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-29		<i>That Council endorse the resolution entitled "Working Forest Reserve" for submission and consideration by delegates at the 2020 AVICC Annual General Meeting and Convention taking place April 15 – 17, 2020 in Nanaimo, BC.</i>	Clerks	TS/DH	Feb. 6, 2020	AVICC XCLD - COVID19. Notified that resolution w/be considered at 2020 UBCM convention - if held
R20-30	February 10	<i>That Council for the City of Port Alberni grant permission for the temporary street closure of that portion of Stamp Avenue [from Roger Street to Redford Street] for use by the Alberni Valley Drag Racing Association [AVDRA] to host Thunder in the Valley [a drag racing event] from 2:00 pm Thursday, August 6th until 10:00 pm Sunday, August 9, 2020 subject to Alberni Valley Drag Racing Association meeting all terms and conditions as outlined in the CAO's report dated February 5, 2020.</i>	Public Works	WT		XCLD - COVID19
R20-31		<i>That Council grant permission for a temporary street closure under similar terms and conditions in the year 2021 [August 5th to 8th], and that Council retain the right to withdraw its permission for a temporary street closure in any or all years in the event that AVDRA defaults on any terms and conditions, or for any other reason at the sole discretion of Council.</i>	Public Works	PW - Given SanGroup development - this may need to be readdressed in advance of 2021 event - staff to start work	Mayor/Tim mtgs with AVDRA re: 2021 location considerations.	2021
R20-32		<i>That Council for the City of Port Alberni authorize staff to submit a 2020 grant funding application for \$25,000 through the UBCM's Community Emergency Preparedness Fund for Emergency Support Services and further, that the City is willing to provide overall grant management should funding be received.</i>	Parks, Rec & Heritage	Application submitted - awaiting response if successful		Funding Received
R20-33		<i>That Council for the City of Port Alberni receive the report from the Acting Director of Finance, and as per the Local Government Act, Section 668, approve the cancellation of tax sale for 18 - 4837 Roger Street due to manifest error and that Council approve the purchase price of \$3,000 be returned to the purchaser together with the prescribed interest of \$60.53 and write off the outstanding property taxes owed of \$369.10.</i>	Finance	RM		Completed
R20-34		<i>That Council for the City of Port Alberni provide early approval for the purchase of Self-Contained Breathing Apparatus in the amount of \$264,655.00, funded as follows: [\$69,857 from Capital Operating, \$128,143 from Operating Reserves and \$66,655 from ERFF]; to replace the self-contained breathing apparatus currently in use by the Port Alberni Fire Department.</i>	Finance/Fire	FP adjusted to reflect approved expenditure		Placed into Service March 21 Completed
R20-35		<i>That "Official Community Plan Amendment No. 29 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5000", be now introduced and read a first time.</i>	Planning/Clerks	Insert dates of 1st & 2nd Reading to bylaw	PH - March 9	Completed & copy provided to Planning dept.
R20-36		<i>That "Zoning Bylaw Amendment No. 37 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5001", be now introduced and read a second time.</i>	Planning/Clerks	Insert dates of 1st & 2nd Reading to bylaw	PH - March 9	Completed & copy provided to Planning dept.

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-37		That "Official Community Plan Amendment No. 29 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5000" and "Zoning Amendment No. 37 (4450 Maitland St. – Alberni Low Energy Housing) Bylaw No. 5001" be advanced to a Public Hearing on Monday, March 9, 2020 at 6:00 pm in the City Hall Council Chambers.	Planning	Notification requirements	PH - March 9	PH Held - Minutes to be received by Council at RCM March 23, 2020 along w/consideration of third reading & final adoption.
R20-38		That the letter dated January 27, 2020 requesting permission to suspend a banner across 10th Avenue near Echo Centre from March 2 to 9, 2020 to promote the annual spring Home Show at Glenwood Centre on March 7 & 8, be received and request approved.	Public Works	Wilf to communicate w/letter writer re: next steps		Completed
R20-39		That the letter dated January 23, 2020 advising that Transport Canada is inviting Council to collaborate in identifying potential Places of Refuge (POR) sites along the west coast of Vancouver Island be received, and further that staff respond to the letter writer indicating that the city would like to participate in the planning process and that the CAO will determine the appropriate staff contact.	Clerks	Correspondence sent to Transport Canada. Also to PAPA & ACRD if they intend to participate. If so, the City may reconsider the City's participation		Correspondence sent - PAPA declined participation
R20-40		That staff be directed to prepare a report identifying the City's current practices/process and/or policies speaking to both residential/commercial parking practices for Council's review at a future meeting.	Planning/PW/Bylaw &		TBD	
R20-41		That staff explore the City's options in obtaining insurance from MIA and costs associated with same.	Finance	AG/RM	RCM - April 14	Staff Report received - staff w carry out RFP process September 2020
R20-42		That staff remove the City Works Facility Relocation Plan from the City's Five-Year Financial Plan 2020 - 2024 in the amount of \$50,000 from the year 2020 and reallocate to the 2021 calendar year.	Finance	RM, Financial Plan amendment. Background info provided to Emergency Planning [ACRD] for review/feedback		Anticipate response from H. Zenner mid Sept. - impacted by COVID-19. Response received. Email /CAO/Dir. Of Eng/PWA
R20-43		That staff prepare a report that outlines the City's total debt from borrowing and to which project the debt was incurred. The report should also outline the methods that the debt is to be repaid including but not limited to [payments by property owners, user fees, etc. and also include the debt per capita/per household] and the dates when the debt is scheduled to mature.	Finance	AG/RM	May/June 2020 - requires annual audit work to be completed.	
R20-44		That staff be directed to prepare a report which speaks to the option of retaining angled parking vs. parallel parking as it relates to the 3rd Avenue Revitalization Project.	Planning/PW	KM/WT/Consultant	RCM - April 14	Postponed
R20-45	February 24	That the email dated January 28, 2020 requesting the use of 3 rd Avenue to the tracks on lower Argyle Street from 8am to 5pm on Saturday, July 25 th for the Soapbox Derby be received and the request approved.	Comm/PW/Clerk			Completed
R20-46		That Council for the City of Port Alberni award tender #001-20, Alberni Valley Multiplex Evaporative Condenser Replacement, to Accent Refrigeration Systems Ltd. in the amount of \$205,950.00 plus GST, with funds provided from the City's Gas Tax Fund.	PRH/Finance			Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-47		<i>That Council appoint the City Clerk to act for the member at the general meeting of the McLean Mill Society scheduled for Tuesday, February 25, 2020 at 10:00 am.</i>	Clerks	Meeting held and Society disbanded		Completed
R20-48		<i>That Development Variance Permit No. DVP 98 for 6151 Russell Place be issued to the property owners to vary Section 5.31.2 P1 – Institutional, Maximum Height, Principal Building, from 12.5 m to 17.71 m, and Section 5.31.2 P1 – Institutional, Maximum Number of Principal Building Storeys, from three (3) to five (5) storeys.</i>	Planning	Council authorized issuance of DVP Feb. 24, 2020 to property owner		Completed
R20-49		<i>That Council direct staff to forward comments/concerns regarding parking, parking congestion and traffic calming considerations to the Traffic Advisory Committee for their review/input.</i>	Plan/Clerks/PW/Traff. Cmte	Info provided to W. Taekema & Veronica - scheduled for TAC April 15, 2020	April 1, 2020	Being at TAC April 15, 2020 meeting. TAC Mtg XCLD COVID-19. Follow-up with PW
R20-50		<i>That the report from the Acting Director of Finance dated February 18, 2020 speaking to the City's Reserve & Surplus Funds as of December 31, 2019 be received and that Council for the City of Port Alberni direct staff to create a Financial Management Policy for the purpose of documenting long standing principles and best practices to be used by the City to assist in maintaining the City's financial stability.</i>	Finance	AM/RM to develop policy	Nov/Dec. 2020	
R20-51		<i>That Council support staff in applying for funding to the Poverty Reduction Planning & Action 2020 Stream 1 – Plans & Assessments [through UBCM], for its project titled 'Uptown District Revitalization Strategy' including a commitment to provide overall grant management of this project should funding be received.</i>	Planning	KM - to submit grant app prior to deadline - Feb. 28	February 28, 2020	Application submitted Grant Received.
R20-52		<i>That the letter dated February 4, 2020 requesting support of their resolutions to the Minister of Health Canada calling for the creation of a National Pharmacare program be received and Council direct staff to provide a letter of support.</i>	Clerks	Clerks department to prepare letter		Complete
R20-53		<i>That the letter dated January 31, 2020 inviting the City to consider hosting one of the upcoming BC Winter or BC Summer Games be received and that Council direct staff to prepare a report that speaks to the feasibility in the City hosting either the BC Winter or Summer Games in 2024 or 2026.</i>	PRH	April 2020	Sept. 2020	Interim report received April 27, RCM - additional information/report to follow. Game Committee w/be established. Councillor Paulson rep.
R20-54		<i>That the letter from Teresa Affleck requesting an amendment to the City's business licence bylaw be received and that Council direct staff to review the City's current practices, including identifying any implications and/or concerns should the City move forward and amend its business licence bylaw to permit the manufacturing of products in a home-based business.</i>	Clerks/Plan/Bylaw/Ec Dev	Clerks to send letter advising Teresa Affleck of Council Direction - bylaw preparation	TBD	Letter sent Bylaw Amendment ?
R20-55	March 9	<i>That Andrew McGifford be appointed as Director of Finance for the City of Port Alberni effective March 2, 2020.</i>	Clerks/Finance			Complete

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-56		<i>That Council for the City of Port Alberni agrees to partner with the Alberni Clayoquot Regional District and therefore, authorizes the ACRD to apply for, receive and manage grant funding on behalf of the City of Port Alberni as it relates to the Union of BC Municipalities – Community Emergency Preparedness Program Fund to improve EOC operations and to enhance EOC capacity through training and exercises.</i>	Clerks	H. Zenner to submit grant app on City's behalf - staff provided Heather w/certified resolution	March 10-2020	Complete
R20-57		<i>That Council for the City of Port Alberni agrees to partner with the Alberni Clayoquot Regional District and therefore, authorizes the ACRD to apply for, receive and manage grant funding on behalf of the City of Port Alberni as it relates to the Community Emergency Preparedness Program Fund for the purpose of developing an Alberni Valley Evacuation Route Plan.</i>	Clerks	H. Zenner to submit grant app on City's behalf - staff provided Heather w/certified resolution	March 10-2020	Complete
R20-58		<i>That Council for the City of Port Alberni receive the CAO's report dated March 2, 2020 and direct that funding for the Clock Tower Project remain in place as set out in the draft 2020 – 2024 Five Year Financial Plan. Further, that staff also be directed to seek grant funding and explore options to reduce the scope of work and/or utilize City forces to complete the project.</i>	CAO/PRH/Finance/PW	T. Play to lead on working w/contractor re: options, project scope & City personnel to perform some of the works		Reconsidered by Council at its RCM Oct. 26
R20-59		<i>That Council endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing as presented.</i>	Clerks	D. Hartwell provided certified resolution to Board/legal	March 10, 2020	Complete
R20-60		<i>That Development Variance Permit [DVP] No. 99 for 5473 Greenard Street be issued to the property owners to vary Zoning Bylaw 4832 as follows: Vary Section 5.12.2 R2 - One and Two Family Residential Minimum Setbacks, Rear Yard, from 9.0 m to 4.57 m, a variance of 4.43 m.</i>	Planning/Clerks	DVP prepared/signed by D Hartwell and provided to legal	March 1, 2020	Complete
R20-61		<i>That the letter dated February 19, 2020 sharing results of the BC Farmers' Market Nutrition Coupon Program be received and that Council write to the Honourable Adrian Dix, Minister of Health expressing our thanks for making this program available and request that the program continue.</i>	Clerks	Letter prepared/sent		Complete
R20-62		<i>That the letter dated March 2, 2020 from the Alberni Aquarium & Stewardship Centre requesting a short-term reduction in rental fees at #7-5440 Argyle Street, be received and that Council of the City of Port Alberni waive the rent payable by the Alberni Aquarium & Stewardship Centre for its leased space located at #7-5440 Argyle Street for a period of three [3] months.</i>	Clerks	Aquarium staff to provide Council with a business plan - target date of April 14, 2020 Mtg w/Mayor Minions & T. Play scheduled March 17, 2020 w/aquarium staff	April 14-2020	Work underway to split space and create new agreement with Aquarium society
R20-63		<i>That the motion be amended by adding the words 'subject to the receipt and review of an adequate business plan which supports the Aquarium moving forward in a successful manner.'</i>	Clerks		April 14-2020	Business Case presented by Colton Nelson at RCM

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-64	March 30 [rescheduled from March 23]	That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease agreement for Unit #8 at the Alberni Harbour Quay with Salmonberry's Emporium (Deana Bolger) for a further five year term commencing May 1, 2020 and ending April 30, 2025 at a monthly rent of \$1,411.44 per month plus GST for the first year, and increasing January 1st each year thereafter, based on the B.C. Consumer Price Index.	Clerks/Finance	Clerks department to execute agreement and file accordingly. Copy to Finance for their records	March 1, 2020	Completed
R20-65		THAT the report dated March 17, 2020 providing information in response to Council's request for an update and options regarding 3123 3rd Avenue building façade, be received; that no action be taken for two months; and further that the issue be brought back for consideration.	Clerks/Bylaw	Take no action for two months but bring back report outlining next steps.	June 22, 2020	Staff report provided to Council. Progress was being made by the property owner. Completed
R20-66		That Council authorize the lease agreement between the City of Port Alberni and the Canadian Mental Health Association - Port Alberni effective April 1, 2020 and expiring March 31, 2024 for City caretaker units located at Roger Creek Park, Russell Park, Williamson Park, Blair Park, Klitsa Park and the Paper Mill Dam.	Clerks/PRH	Clerks department to ensure agreement is executed and file accordingly. Copy to Finance for their records/billing/collection requirements		Agreement sent to CMHA-PA for signature - Received April 1, 2020 - Completed
R20-67		That Council for the City of Port Alberni endorse the resolution titled 'Cheque Signing Authority' attached hereto, authorizing Mayor Minions, and Andrew McGifford, Director of Finance to sign all cheques drawn on the City of Port Alberni's accounts	Finance	Clerks to obtain Mayor signature and forward to Finance to distribute accordingly [bank, etc]	April 1, 2020	Completed
R20-68		That Council endorse provisions to forego bus transit revenues in the City of Port Alberni for a 30 day period effective March 20, 2020.	Finance	City working with Transit/accommodations made	March/20	Completed - Transit notified by email
R20-69		THAT Council direct staff to conduct a review of the City's Five Year Financial Plan 2020 - 2024 Bylaw No. 5003, for the purpose of identifying all reasonable options for amendment and maintain services required through the COVID-19 event; prioritize new and emerging expenses to enable recovery from the COVID-19 event; and adjust anticipated revenues and expenses to more accurately reflect the impact of City facility closures and cancelled programs as a result of the COVID-19 pandemic and that staff provide this information to Council for its consideration and review.	Finance	Director of Finance to review/prepare report for Council's consideration	April 6, 2020	April 6 Special Mtg - AM to prepare report etc - Completed
R20-70		That Council direct staff to proceed with preparation of the relevant bylaw to amend the Housing Agreement specific to 4517 Redford Street, to accommodate a Community Care Facility.	Planning	Planning department to prepare bylaw/agreement	TBD	
R20-71		That "Official Community Plan Amendment No. 29 [4450 Maitland Street - Alberni Low Energy Housing], Bylaw No. 5000", be read a third time.	Clerks/Planning	Clerks to follow up with signatures/filing. Planning to notify applicants	April 2020	Completed
R20-72		That "Official Community Plan Amendment No. 29 [4450 Maitland Street - Alberni Low Energy Housing], Bylaw No. 5000", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 5000.	Clerks/Planning	Clerks to follow up with signatures/filing. Planning to notify applicants	April 2020	Completed
R20-73		That "Zoning Bylaw Amendment No. 37 [4450 Maitland Street - Alberni Low Energy Housing], Bylaw No. 5001", be read a third time.	Clerks/Planning	Clerks to follow up with signatures/filing. Planning to notify applicants	April 2020	Completed
R20-74		That "Zoning Bylaw Amendment No. 37 [4450 Maitland Street - Alberni Low Energy Housing], Bylaw No. 5001", be now finally adopted, sealed with the corporate seal and numbered 5001.	Clerks/Planning	Clerks to follow up with signatures/filing. Planning to notify applicants	April 2020	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-75		That 'Official Community Plan Amendment No. 28 [5536 and 5546 Swallow Drive - Power] Bylaw No. 4995" be now finally adopted, sealed with the corporate seal and numbered 4995.	Clerks/Planning	Clerks to follow up with signatures/filing. Planning to notify applicants	April 2020	Completed
R20-76		That 'Zoning Bylaw Amendment No. 36 [5536 and 5546 Swallow Drive - Power] Bylaw No. 4996", be now finally adopted, sealed with the corporate seal and numbered 4996.	Clerks/Planning	Clerks to follow up with signatures/filing. Planning to notify applicants	April 2020	Completed
R20-77		THAT the letter dated February 6, 2020 from the ALC be received and that Council direct staff to submit an application to the ALC for non-farm use at property located at 5633 Smith Road, and known as the McLean Mill National Historic Site, reserving the right to withdraw the application and in parallel with communicating with the Federal Government in regards to the governing authority for the site.	Admin/PRH/Clerks	T. Pley & W. Thorpe working to submit non-farm use application to ALC	April 2020	Application submitted
R20-78		That the operator of the non-historic zone at McLean Mill, the Chamber of Commerce, be requested to provide an update regarding the site.	Admin/PRH/Clerks	Bill Collette presented to Council at its RCM held April 14, 2020		Completed
R20-79		That the letter received from N. Neuwirth requesting Council consider providing a discount on Utility bills for seniors be received and staff directed to review current directives from the province that may be considered.	Finance		April 2020	Completed
R20-80		That the letter received March 19, 2020 requesting Council's consideration in providing financial support to small business during the COVID-19 pandemic be received and that Council direct staff to respond to the CFIB that Council will consider these requests as Council moves forward with its financial planning discussions.	Finance/Clerks	Clerks to prepare reply to CFIB	April 2020	Completed
R20-81		That the email dated March 24, 2020 requesting financial support to purchase food for those in serious need during the COVID-19 pandemic, be received and a donation of \$5,000 be provided.	Clerks/Finance	Finance to prepare cheque	April 2020	Completed
R20-82		That the letter from the Save your Skin Foundation requesting that the month of May be proclaimed 'Melanoma Awareness Month', be received and the month proclaimed as requested.	Clerks	Prepare proclamation letter for Mayor's signature		Completed
R20-83		That the email dated February 27, 2020 from the Walk for Values Steering Committee requesting that April 24, 2020 be proclaimed as 'Human Values Day' in Port Alberni, be received and the day proclaimed as requested.	Clerks	Prepare proclamation letter for Mayor's signature		Completed
R20-84		That the letter dated March 25, 2020 from Karen Freethy, Recreation Programmer requesting that Council declare June 7-13, 2020 as 'Seniors' Week' in Port Alberni, be received and that the week be proclaimed as requested.	Clerks	Prepare proclamation letter for Mayor's signature		Completed
S20-85	Special - April 6	That Council [to reflect the reduction in anticipated revenues as a result of curtailed services in the area of Parks, Recreation and Heritage facility closures/program cancellations] direct staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003" by increasing general taxation in the amount of 160,000.	Finance	AM - Amend bylaw	April 9, 2020	Completed - Council gave 2nd reading as amended at its RCM held April 14, 2020

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
S20-86		That Council [to reflect the reduction in City expenses as a result of curtailed services in the area of Parks, Recreation and Heritage] direct staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003" by decreasing general taxation in the amount of \$700,000.	Finance	AM - Amend bylaw	April 9, 2020	Completed - Council gave 2nd reading as amended at its RCM held April 14, 2020
S20-87		That Council authorize the 3 rd Avenue Revitalization Project to proceed in 2020 subject to receipt of grant funding. Further, that staff be directed to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, by removing the 3 rd Avenue Revitalization Project from the 2020 Operational funding stream and reassign costs associated with this project as follows: \$150,000 from the City's Capital Works Reserve fund and \$750,000 through grant funding.	Finance/Planning	AM - Amend bylaw	April 9, 2020	Completed - Council gave 2nd reading as amended at its RCM held April 14, 2020
S20-88		That Council authorize the Welcome Signage project to proceed in 2020 subject to receipt of grant funding. Further, that staff be directed to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, by removing the funding identified for the Welcome Signage project from the City's 2020 Operational funding stream and reassign costs associated with this project as follows: \$25,000 from the City's Capital Works Reserve fund for the purpose of carrying out design work and \$125,000 through grant funding.	Finance	AM - Amend bylaw	April 9, 2020	Completed - Council gave 2nd reading as amended at its RCM held April 14, 2020. Bill Collette will be a delegation to Council at April 27 RCM to speak to the status of the project.
S20-89		That Council direct staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, by reducing Council and staff conference/training budget in the amount of \$90,000.	Finance	AM - Amend bylaw	April 9, 2020	Completed - Council gave 2nd reading as amended at its RCM held April 14, 2020
S20-90		That Council direct staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, by allocating \$70,000 for the purpose of implementing additional security measures as well as installing cameras/lighting at City facilities in an effort to reduce vandalism and theft.	Finance	AM - Amend bylaw	April 9, 2020	Completed - Council gave 2nd reading as amended at its RCM held April 14, 2020
S20-91		That Council direct staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, by allocating \$200,000 to COVID-19 for the purpose of providing for response and recovery of non-EMBC [Emergency Management – Province of British Columbia] costs.	Finance	AM - Amend bylaw	April 9, 2020	Completed - Council gave 2nd reading as amended at its RCM held April 14, 2020
S20-92		That Council authorize staff to reduce anticipated revenues to the City's Community Gaming projections by 25% [line item 16215], and increase general taxation in the amount of \$111,460.	Finance	AM - Amend bylaw	April 9, 2020	Completed - Council gave 2nd reading as amended at its RCM held April 14, 2020
S20-93		That Council authorize staff to waive anticipated revenues in interest charges [City's Residential Garbage Penalties line 15625] until September 15, 2020, and increase general taxation in the amount of \$10,000.	Finance	AM - Amend bylaw	April 9, 2020	Completed - Council gave 2nd reading as amended at its RCM held April 14, 2020
S20-94		THAT Council authorize staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, by waiving lease fees payable by the Alberni Aquarium Association for a period of three [3] months, and increase general taxation in the amount of \$6,000.	Finance	AM - Amend bylaw	April 9, 2020	Completed - Council gave 2nd reading as amended at its RCM held April 14, 2020.

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
S20-95		That Council authorize staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, to include \$5,000 for the purpose of installing LED lighting at City Hall with funding from the Carbon Trust Reserve fund.	Finance	AM - Amend bylaw	April 9, 2020	Completed - Council gave 2nd reading as amended at its RCM held April 14, 2020
S20-96		That Council authorize staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, to include, subject to receipt of further explanation from Western Vancouver Island Industrial Heritage Society [WVIIHS], \$48,000 for the purpose of train and track repairs, and an additional \$10,000 for the purpose of WVIIHS creating a business/marketing plan that will speak to the operation of the trains beginning in the year 2021 with funding from the City's contingency reserve [total of \$58,000].	Finance	AM - Amend bylaw	April 9, 2020	Completed - Council gave 2nd reading as amended at its RCM held April 14, 2020
S20-97		That Council direct staff to amend the City's "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003" to include \$76,390 for the purpose of engaging the services of Marcie DeWitt Consulting and Waymark Architecture to explore the Day Care Spaces Creation Project, subject to obtaining confirmation from the consultants that their ability to move forward with this initiative/work will not be hampered by the current COVID-19 pandemic.	Finance	AM - Amend bylaw	April 9, 2020	Completed - Council gave 2nd reading as amended at its RCM held April 14, 2020
S20-98		That Council direct staff to amend the City's "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003" by reallocating \$39,000 [from City surplus] for the purpose of initiating planning work for the development of the multi-modal path between Kitsukis Dyke and Harbour Quay [Connect the Quays] pathway project.	Finance	AM - Amend bylaw	April 9, 2020	Completed - Council gave 2nd reading as amended at its RCM held April 14, 2020
S20-99		That the email dated March 30, 2020 from the merchants at the Alberni Harbour Quay requesting either partial and/or full reduction in rent for the duration of the COVID-19 pandemic and deferral of rent to be spread out over the remaining months on each business lease, be received and that staff to provide a report speaking to this request at the next meeting of Council.	Finance/PRH	AM - Amend bylaw	April 9, 2020	Completed - Council gave 2nd reading as amended at its RCM held April 14, 2020
R20-100	RCM - April 14	That Council for the City of Port Alberni authorize staff to proceed with a new lease agreement between the City of Port Alberni and the Alberni Aquarium and Stewardship Centre based on splitting the space and thereby reducing the footprint of space currently occupied by the Alberni Aquarium and Stewardship Centre.	PRH	WT working w/staff to review space - subject to direction received by Cncl at April 27 mtg, amend space/create new agreement	May, 2020	Report to RCM April 27 supports splitting of space subject to Council direction
R20-100a		That the motion be amended by adding the following after Centre, "subject to the receipt of a staff report speaking to the feasibility of the City being in a position to 'split' the current leasable area thereby creating a second leasable space [upstairs].	PRH	See above		Received April 27, 2020 - space being split
R20-101		That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease agreement with Tar's Auto Sales for a two-year term commencing April 1, 2020 and expiring March 31, 2022 at the current annual rent of \$375.00 plus applicable taxes.	Clerks/Finance	Clerks department to prepare lease for signatures/provide executed copies to lease holders		Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-102		<i>That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease agreement with Asker Naesgaard for a portion of Lot 3, Plan 65347, District Lot 10, Alberni District, for the purpose of planting and harvesting crops for a term of five years commencing February 1, 2020 and expiring on January 31, 2025 at an annual lease rate of \$487.60 plus applicable taxes.</i>	Clerks/Finance	Clerks department to prepare lease for signatures/provide executed copies to lease holders		Completed
R20-103		<i>That Council for the City of Port Alberni direct staff to proceed with a request for proposals prior to renewal of the City's annual liability and property insurance policies to ensure the City of Port Alberni secures the appropriate insurance coverage based on the City's risk profile.</i>	Finance	A. McGifford, R. Macauley to work on RFP etc.	Nov. 9 RCM	
R20-104		<i>That Council direct staff to reverse the interest charges on utility invoices due on February 28, 2020; set the due date for the next utility invoices for September 15, 2020, the final for utility invoice due on December 15, 2020, with no interest charged in 2020, and further that the September rate increase be deferred until 2021.</i>	Finance	AM/RM - internal		Completed
R20-105		<i>That Council authorize staff to waive the interest provision within all lease agreements that are currently applied an interest penalty [late payment, etc.] for a period of four months, at which time this item is to be reviewed and reassessed. Further, that following the conclusion of the COVID-19 event and moving forward into the recovery stage, staff are authorized to work with each account holder to establish a reasonable payment schedule.</i>	Finance	AM/RM - internal		Completed
R20-106		<i>That Council authorize staff to cease all transfer of outstanding amounts to collections for the remainder of 2020 on all accounts, excluding Property taxes and utilities.</i>	Finance	AM/RM - internal		Completed
R20-107		<i>That the report dated March 17, 2020 from the Deputy City Clerk providing information on what plastic ban strategies other municipalities have implemented as well as how the Alberni Valley currently handles its recycled plastics, be received and that given the COVID-19 pandemic, that Council instruct staff to bring this item to Council's attention in six months time.</i>	Clerks	Clerks department flagged to bring forward in October 2020	RCM - Oct/Nov. 2020	Given recent announcement that Federal Government to regulate in 2021, allow federal government to act and determine muni next steps late spring 2021
R20-108		<i>That "Five Year Financial Plan Bylaw 2020 - 2024, Bylaw No. 5003", be read a second time, as amended.</i>	Finance	AM/RM - internal		Completed
R20-109		<i>That "Zoning Bylaw Amendment No. 38 (5859 River Road – Allen), Bylaw No. 5004, be now introduced and read a first time.</i>	Planning	Clerks to follow up with signatures/filing. Planning to notify applicants		Completed
R20-110		<i>That "Zoning Bylaw Amendment No. 38 (5859 River Road – Allen), Bylaw No. 5004, be read a second time.</i>	Planning	Clerks to follow up with signatures/filing. Planning to notify applicants		Completed
R20-111		<i>That prior to Council scheduling a public hearing, the applicant and the Manager of Planning identify and agree to a mechanism that will secure public access to the waterfront portion of the private properties for the purpose of constructing a multi-use trail in the future.</i>	Planning	KM	July 13, 2020	Completed
R20-112		<i>That as part of the development process the applicant be required to complete the following before final adoption of the bylaw: receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.</i>	Planning	KM	July 13, 2020	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-113		<i>That Council receive for information the report titled Uptown District Revitalization Strategy - Update and Next Steps, dated for reference March 24, 2020. Further, that Council direct staff to amend the area identified as the "Uptown District" to include 3rd Avenue & Mar, a portion of the waterfront and the Harbour Quay.</i>	Planning	Planning to adjust map accordingly	June 1, 2020	Completed
R20-114		<i>That the letter dated March 26, 2020 from the Alberni-Clayoquot Regional District requesting Council consider passing a resolution consenting [on behalf of the electors of the City of Port Alberni] to the adoption of Bylaw 791-3, Port Alberni Airport Extended Service Area Establishment Amendment, 2020 to expand the boundaries of the service area to include the Uchucklesaht Tribe Government, be received and that Council grants consent as requested.</i>	Clerk's	Clerks Department prepare letter and forward to ACRD	April 15, 2020	Completed
R20-115		<i>That the letter dated March 17, 2020 from the Sons of Norway requesting the week of September 27 to October 4, 2020 be proclaimed as Sons of Norway Heritage Week, be received and the week be proclaimed as requested.</i>	Clerk's	Prepare proclamation letter for Mayor's signature		Completed
R20-116	RCM - April 27	<i>That Council direct staff to prepare a report identifying two to three signage concepts [based on designs similar to that established by Huu-ay-aht, the City of Parksville/Terrace and Nanoose Bay [as outlined in Mr. Collette's presentation] including cost estimates for Council's consideration at a subsequent meeting of Council.</i>	Administration/Chamber of Commerce	CAO has discussed w/Chamber of Commerce	Fall 2020	Presentation by B. Collette @ Sept. 28 RCM
R20-117		<i>That the report dated April 15, 2020 from the Director of Parks, Recreation and Heritage dated April 15, 2020 providing information about the City hosting future BC Games be received, and that Council supports staff participation on a conference call with BC Games representatives on June 10, 2020 to obtain further information regarding the hosting of the Games.</i>	PRH	Director of Parks, Recreation and Heritage to participate on call and provide a further updated to Council	June 22, 2020	Completed
R20-118		<i>That Council for the City of Port Alberni direct staff to explore reinstalling the former carved sign [previously located at the CC Visitor Centre] and prior to moving forward with installation, seek public input on a prominent/appropriate location.</i>	PRH	Director of PRH, Communications and Deputy City Clerk discussed timeline planned approach/public engagement. Mtg held May 12, 2020	June 22 RCM re: public engagement results to Council	
R20-119		<i>That the report from the Director of Parks, Recreation and Heritage dated April 20, 2020 providing information about the feasibility of separating the space leased by the Alberni Aquarium and Stewardship Centre be received. Further, that Council direct staff to move forward with creating two individual/separate spaces within the current footprint, resulting in the Alberni Aquarium Association leasing the ground floor, including an \$800 monthly reduction in rent, and that the City undertakes a process to determine best use and suitable tenant for the second floor.</i>	PRH	Director of PRH, Clerks working to create new lease/amendment for the two spaces	June 22 RCM re: results to Council	Completed - AAA leasing the entire space. Lease to expire Dec. 31

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-120		<i>That Council rescind the motion resolved at Council's Regular meeting held November 27, 2017, declaring the property located at 3110 2nd Avenue and legally described as Lot 1, District Lot 1, Alberni District, Plan VIP6800 [the "Property"] a nuisance property, thereby removing the subject property from the City's Nuisance Property listing.</i>	Clerks/Bylaw	DH drafted letter	Letter sent to property owner advising of removal from Nuisance list	Completed
R20-121		<i>That City Council authorize the Mayor and the City Clerk to execute the Agreement between the City of Port Alberni and the Alberni-Clayoquot Regional District entitled 'Water Services Agreement' effective May 1, 2020 and expiring on December 31, 2025.</i>	Clerk's	Clerks department prepare documents for signature by Mayor/City Clerk	April 28, 2020	Completed
R20-122		<i>That "Five Year Financial Plan Bylaw 2020 - 2024, Bylaw No. 5003", be read a third time.</i>		Clerks to follow up with signatures/filing and provide copy to Finance		Completed
R20-123		<i>That "Five Year Financial Plan Bylaw 2020 - 2024, Bylaw No. 5003", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 5003.</i>	Finance	Clerks to follow up with signatures/filing and provide copy to Finance		Completed
R20-124		<i>That "Tax Rates 2020, Bylaw No. 5008" be now introduced and read a first time.</i>	Finance	Clerks to follow up with signatures/filing and provide copy to Finance		Completed
R20-125		<i>That "Tax Rates 2020, Bylaw No. 5008" be read a second time.</i>	Finance	Clerks to follow up with signatures/filing and provide copy to Finance		Completed
R20-126		<i>That "Tax Rates 2020, Bylaw No. 5008" be read a third time.</i>	Finance	Clerks to follow up with signatures/filing and provide copy to Finance		Completed
R20-127		<i>That "Tax Rates 2020, Bylaw No. 5008" be now finally adopted, signed by the Mayor & Clerk, sealed with the corporate seal and numbered 5008.</i>	Finance	Clerks to follow up with signatures/filing and provide copy to Finance		Completed
R20-128		<i>THAT Council for the City of Port Alberni sets the penalty for late payment of taxes in two stages for Class 4, 5, 6, 7, and 8 as follows:</i> 5% immediately after the due date on October 1, 2020; and - an additional 5% on December 1, 2020.	Finance	Finance staff to apply accordingly		Completed
R20-129		<i>That the letter from the Mayor of the District of Saanich to the Ministry of Municipal Affairs and Housing requesting the reinstatement of the financial hardship property tax deferment program be received, and that Council direct staff to send a similar letter to the Ministry.</i>	Finance	Clerks to prepare letter and send	April 29, 2020	Completed
R20-130		<i>That the letter from Roland Smith requesting information/clarification regarding City processes and the contractual relationships between the City of Port Alberni and the Alberni Valley Chamber of Commerce regarding the McLean Mill National Historical Site be received and that Council direct staff to respond to Mr. Smith's questions in writing including how to access in-camera information.</i>	Clerks	Clerks department to prepare report/written response	June/July	Formal Process
R20-131		<i>That Council for the City of Port Alberni direct staff to commence work on implementing a social procurement policy for consideration by Council at a future meeting.</i>	Finance	Finance department to prepare policy		Member of Council & Dir. Of Finance are now represented on the Island Committee - social procurement.

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-132	RCM - May 11	<i>That Council continue to endorse provisions to forego bus transit revenue in the City of Port Alberni from April 19, 2020 until May 31, 2020.</i>	Finance/Communications	Finance staff to track/monitor accordingly	May 31, 2020	Concludes May 31, 2020
R20-133		<i>That the Mayor and City Clerk be authorized to execute the BC Transit 2020 – 2021 Annual Operating Agreement attached to this report and dated for reference April 1, 2020.</i>	Clerks/Finance	Clerks to prepare agreement for signatures by Mayor/City Clerk forward copy to Transit for execution and copy to Finance Dept.	May 13, 2020	Completed
R20-134		<i>That Council for the City of Port Alberni approve Development Permit No. 19-04, and that the City Clerk be authorized to sign the permit including the following Schedule B development plans all prepared by Collabor8 Architecture and Design Inc. titled 'Alberni Mall – Pad Building D' and dated September, 2019 DP000 – L-101 [a – k]</i>	Planning/Clerks	Clerks to prepare documents forward to lawyers for registration	May 12, 2020	Completed
R20-135		<i>That Council authorize staff to redirect \$90,000 of the 2020 Economic Development allocation for marketing activities to be invested in initiatives to support the small business sector through the COVID-19 pandemic measures.</i>	EcDev/Finance/Comm	EcDev to work w/ various stakeholders to achieve objectives of response recovery plan		Ongoing
R20-136		<i>That Council authorize staff to redirect \$50,000 of the 2020 Economic Development allocations for consulting service fees and contract services to be invested in initiatives to support the small business sector through the COVID-19 pandemic measures.</i>	EcDev/Finance/Comm	EcDev to work w/ various stakeholders to achieve objectives of response recovery plan		Ongoing
R20-137		<i>That "Official Community Plan Amendment No. 30 [5269 Pineo Road – Murphy], Bylaw No. 5006, be now introduced and read a first time.</i>	Planning/Clerks	Clerks to follow up with signatures/filing. Planning to notify applicants	May 13, 2020	Completed
R20-138		<i>That "Official Community Plan Amendment No. 30 [5269 Pineo Road – Murphy], Bylaw No. 5006, be read a second time.</i>	Planning/Clerks	Clerks to follow up with signatures/filing. Planning to notify applicants	May 13, 2020	Completed
R20-139		<i>That "Zoning Bylaw Amendment No. 39 [5269 Pineo Road – Murphy], Bylaw No. 5007", be introduced and read a first time.</i>	Planning/Clerks	Clerks to follow up with signatures/filing. Planning to notify applicants	May 13, 2020	Completed
R20-140		<i>That "Zoning Bylaw Amendment No. 39 [5269 Pineo Road – Murphy], Bylaw No. 5007", be read a second time.</i>	Planning/Clerks	Clerks to follow up with signatures/filing. Planning to notify applicants	May 13, 2020	Completed
R20-141		<i>THAT as a condition of the bylaw amendments, and prior to final adoption of the amending bylaws, the applicant be required to provide the following: i. security for the required water, sewer and storm connections ii. Covenant be registered on the property to restrict development of the property to no more than one additional dwelling, in addition to the principal dwelling; and that the additional dwelling must not exceed 700 ft².</i>	Planning/Clerks	Planning department to work with applicant to secure security and prepare covenant for registration. Once concluded Clerks department to be advised and work in accommodating schedule PH		PH held August 10, 2020
R20-142		<i>That the email dated April 27, 2020 advising a local resident, Carolina Tatoosh, has been awarded a BC Achievement Community Award, be received and Council direct staff to write a letter of congratulations to the recipient.</i>	Clerks	Prepare letter for Mayor's signature	May 12, 2020	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-143	RCM - May 25	<i>That Council direct staff to prepare a report exploring next steps in establishing a bus route to East Vancouver Island. That the motion be amended by deleting 'prepare a report' and inserting the following text immediately after direct staff to 'work with the Alberni Clayoquot Regional District [ACRD] to see if there is interest on the part of the ACRD to begin'.</i>	Clerks/Finance	Staff to correspondence with ACRD re: participation. Followed by report identifying next steps in considering the service	Letter sent & considered by the ACRD Board at its August meeting. ACRD recommendation to refer to their strategic planning session in September 2020.	Pending outcome of ACRD Strat Plan session
R20-144		<i>THAT Council for the City of Port Alberni provide early approval to allocate \$737,643 in 2021 for the replacement of Engine #1 with \$609,500 from the Equipment Replacement Reserve Fund, and \$128,143 from General Operating.</i>	Finance/Fire Dept	Finance/Fire Department proceed w/tender documents re: Engine 1 replacement. RFP complete - closing date of July 20, 2020	RCM Aug. 10	Completed
R20-145		<i>THAT "Official Community Plan Amendment No. T5 (Cannabis Cultivation - Development Permit Area Regulations), Bylaw No. 5012" be now introduced and read a first time.</i>	Planning/Clerks	Clerks to insert date of bylaw reading and advise planning	May 2020	Completed
R20-146		<i>THAT "Official Community Plan Amendment No. T5 (Cannabis Cultivation - Development Permit Area Regulations), Bylaw No. 5012" be read a second time.</i>	Planning/Clerks	Clerks to insert date of bylaw reading and advise planning	May 2020	Completed
R20-147		<i>THAT "Zoning Bylaw Text Amendment No. T25 (Cannabis Cultivation), Bylaw No. 5013" be now introduced and read a first time.</i>	Planning/Clerks	Clerks to insert date of bylaw reading and advise planning	May 2020	Completed
R20-148		<i>THAT "Zoning Bylaw Text Amendment No. T25 (Cannabis Cultivation), Bylaw No. 5013" be read a second time.</i>	Planning/Clerks	Clerks to insert date of bylaw reading and advise planning	May 2020	Completed
R20-149		<i>THAT "Official Community Plan Amendment No. 31 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5009" be now introduced and read a first time.</i>	Planning/Clerks	Clerks to insert date of bylaw reading and advise planning	May 2020	Completed
R20-150		<i>THAT "Official Community Plan Amendment No. 31 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5009" be read a second time.</i>	Planning/Clerks	Clerks to insert date of bylaw reading and advise planning	May 2020	Completed
R20-151		<i>THAT "Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5010" be now introduced and read a first time.</i>	Planning/Clerks	Clerks to insert date of bylaw reading and advise planning	May 2020	Completed
R20-152		<i>THAT "Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5010" be read a second time.</i>	Planning/Clerks	Clerks to insert date of bylaw reading and advise planning	May 2020	Completed
R20-153		<i>THAT "Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011" be now introduced and read a first time.</i>	Planning/Clerks	Clerks to insert date of bylaw reading and advise planning	May 2020	Completed
R20-154		<i>THAT "Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011" be read a second time.</i>	Planning/Clerks	Clerks to insert date of bylaw reading and advise planning	May 2020	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-155		THAT as a condition of the bylaw amendments, and prior to final adoption of the amending bylaws, the applicant be required to provide the following: I. Submit a site plan and plans, acceptable to the Manager of Planning, in support of a Development Permit and submit cost estimates for the works and security in the amount required. II. Post visible civic address on main entrance gate and building (to be visible from road) in accordance with the City of Port Alberni House Numbering bylaw. III. Ensure there is a viable turning radius for Fire Truck access and egress acceptable to the City's Director of Engineering and Public Works. IV. Submit security in the amount required for completion of the required Water and Sanitary Sewer and Storm works as determined by the City's Engineering Department. V. Submit security in the amount required for relocation of the existing hydrant as determined by the City's Engineering Department.	Planning	Planning department to work w/applicant to meet the conditions. Following confirmed completion, planning department to advise Clerks department and work on accommodating a PH.		PH scheduled Sept. 8, 2020 via Zoom Platform. No further readings to the bylaw required. Property has sold to Shaw communications who have written to the City that they are not interested in pursuing zoning amendment. Letter received Nov. 2, 2020.
R20-156		THAT the letter dated May 7, 2020 from BCRFA, Alliance of Beverage Licensees, BC Craft Brewers Guild and BC Wine Institute requesting Council's assistance for flexible, innovative, and expedited patio permitting [including letters of support from the City of North Vancouver and the City of Nanaimo], be received and that Council direct staff to: a. Review and amend the City's existing bylaws and policies to reflect flexibility in accommodating outdoor sales/patio(s) etc. including expedited permitting of applications and renewals. b. Until such time as existing bylaws/policies are amended, that Council authorize the City to work with applicants to permit outdoor sales/patios etc., in an effort to bolster the local economy as a result of COVID-19 [on a temporary basis].	Clerks/EcDev/Planning	Staff to create guidelines/template licence to occupy to accommodate local businesses to reopen - stage 2 COVID19	RCM June 8, 2020 & ongoing subject to applications received	Completed
R20-157		THAT staff be directed to reply to the BCRFA with a copy to the Attorney General, the Honourable David Eby, and the Chamber of Commerce, advising of Council's support of the BCRFA request and direction given to staff in an effort to bolster the local economy.	Clerks	Clerks to prepare written response	June 1, 2020	Completed
R20-158	RCM - June 8	THAT Council for the City of Port Alberni approve Development Permit No. 20-01, and that the City Clerk be authorized to sign the permit including the following Schedule B development plans prepared by McGill & Associates Engineering Ltd. titled '5119 Athol Street Renovations' and dated April 14, 2020, and includes items (a) through (i).	Planning/Clerks	Clerks department to submit to D. Clarkestone for registration @ LTO	June 10, 2020	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-159		THAT Council write a letter to MP Gord Johns, advising of the limitations of the Canada Emergency Commercial Rent Assistance program and request that he pursue, on behalf of local governments, that the Federal Government consider amending the program to allow for those tenants who rent from local governments to be eligible for the program.	Clerks/Finance	Dir of Finance drafted letter	June 11, 2020 - letter sent	Completed
R20-160		THAT Council of the City of Port Alberni endorse the City's 'Guidelines for Temporary Sidewalk Use' and the Licence of Occupation Agreement in an effort to support local business owners/operators in reopening their businesses as the Province of B.C. enters Phase 2 of its Restart Plan.	Clerks/Planning	Clerks/EcDev/PRH. Departments working together w/applicants to review guidelines and apply LoO	June - October 31, 2020	Ongoing until October 13, 2020 at which time it will be reviewed in response to COVID-19. Report to Council at Oct. 26 RCM extending to October 31, 2021
R20-161		THAT the email dated June 3, 2020 requesting use of City streets for the ADSS Grad Parade on Saturday, June 27, 2020 at 6:00 pm, be received and further, that Council supports the ADSS Graduation Prom Parade 2020 on the condition that all activities/events proposed meet Island Health requirements/recommendations.	Clerks	Deputy Clerk spoke to letter writer directly. Understand they are working with Island Health to achieve compliance to hold parade.	June 9, 2020	Completed
R20-162	RCM - June 22	THAT Council authorize the issuance of Development Variance Permit No. 101, to vary Zoning Bylaw 4832 as follows: Vary Section 7.9 Required Amount of Parking regulations from 33 parking spaces to 28 parking spaces, a variance of 5 parking spaces, for the property located at 5200 Gertrude Street and legally described as Lot A, District Lot 12, Alberni District, Plan 29046.	Planning/Clerks	Clerks to prepare documents & forward to lawyers for registration. Documents Sent June 23, 2020	June 23, 2020 documents sent to D. Clarkestone	Completed
R20-163		THAT Council authorize staff to amend the City's "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, for the purpose of increasing the funding available for the Burde Street Anderson to 17th Watermain Replacement 300mm capital project in the amount of \$105,000.00 with funding to be taken from the City's Water Infrastructure Capital Reserve fund. AND FURTHER, that Council award the contract for the Burde Street Anderson to 17th Watermain Replacement 300mm Capital Project to Leuco Construction Inc. for the tender price of \$620,884.66 [including taxes].	Engineering & PW/Clerks & Finance	Eng/PW to prepare contract documents/NOA etc., and forward to Clerks department for signature. Finance to prepare bylaw amendment for Council's consideration at a future mtg.	July 2, 2020	Completed
R20-164		THAT Council for the City of Port Alberni award the contract for "Gertrude Street Bridge Crossing Roger Creek – Embankment Protection Works" to Bowerman Excavating Ltd, for a total cost of \$72,423.75 [includes GST].	Engineering & PW/Clerks/Finance	Eng/PW to prepare contract documents/NOA etc., and forward contracts to Clerks department for signature.	July 2, 2020	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-165		THAT the letter dated June 17, 2020 from Chris Washington, Chair of the Uptown Merchant's Association regarding grant opportunities available for COVID-19 Recovery projects be received. Further, that Council direct staff to expand the City's funding application through Island Coastal Economic Trust – Economic Development Readiness Program to include all City of Port Alberni business operators and in an effort to support economic development capacity building and investment readiness.	PRH/Clerks/Finance	City to submit application to ICET [np deadline]. Upon receipt of applications, ICET notes 60 days to review/advise the applicant [PRH]. Clerks to send letter to C. Washington noting Council direction. Providing to finance for info should City be successful in receiving funds.	Application submitted. Letter sent to C. Washington July 25, 2020 - ICET s/advise in 60 days from receipt of app.	Completed
R20-166		THAT staff be directed to prepare a report identifying the City's process on conducting sidewalk repair and maintenance including how these works are prioritized once identified.	Engineering & PW	PW department to provide info/prepare report for consideration at future Council meeting.	Nov. 2020	
R20-167	RCM - July 13	That Council for the City of Port Alberni authorize the Mayor and the City Clerk to enter into a lease for unit #7 at the Alberni Harbour Quay with the Alberni Aquarium Association for a 6-month term commencing July 1, 2020 at the current monthly rent of \$2,140.58 plus taxes and including in	Clerks/Finance	Clerks department to finalize lease and forward to AAA for signature. Upon receipt, City to execute and provide copies to AAA, finance dept., etc.	July 1, 2020	Completed
R20-168		That consideration of a Request for Proposals for the purchase and installation of a digital screen at the Alberni Valley Multiplex be brought back for review when the Alberni Valley Arena Naming Rights Request for Proposals closes [July 24, 2020].	PRH/Finance/Clerks		RCM - Aug 10	Considered RCM Oct. 26. Staff to prepare RFP/no commitment to funding - which Council will consider during 2021 Financial Planning.
R20-169		That Council authorize the issuance of Development Variance Permit No. 102, to vary Zoning Bylaw 4832 as follows: Vary 'Section 5.13.2 R3 – Small Lot Single Family Residential Minimum Setbacks, Side Yard (East Side)', from 1.5 m to 0.8 m, a variance of 0.7 m for development on land legally described as Lot 1, District Lot 1, Alberni District, Plan VIP81030 (PID: 026-679-043) and located at 4191 Bute Street.	Planning/Clerks	Clerks to prepare documents & forward to lawyers for registration. Documents sent July 11, 2020	July 11, 2020 documents sent to D. Clarkestone	Completed
R20-170		That Council for the City of Port Alberni direct staff to convert the Request for Proposals for the Train Station to an Expression of Interest for lease.	Planning/Clerks/Finance			Pending outcome of grant application - CERIP Fall 2020. Announcement exp. 2021
R20-171		That \$55,000 of the 2020 Economic Development allocation set aside for investments in initiatives to support the small business sector through the COVID-19 pandemic measures be allocated to the Façade Improvement Program.	Ec Dev/Clerks/Finance	Finance to work w/Ec Dev to make adjustments		
R20-172		That Council support a provisional plan to use 75% of Shared Operating Reserve and Local Transit fund balances to fund our Annual Operating Costs with BC Transit for 2020/21.	Finance			Completed
R20-173		That Council award the contract for 16th Ave Water Supply Main Replacement to Knappett Industries (2006) Ltd. for the tender price of \$565,706.40 including all applicable taxes with funding from Water Capital Reserve Fund.	Engineering & Public Works/ Clerks/ Finance			Completed
R20-174		That Council for the City of Port Alberni award Vehicle Tender RFT002-20 "Backhoe/Loader" to Inland Group for provision of a 2019 CASE 580 Super N Backhoe loader in the amount of \$131,492.57 with funding from ERFF.	Engineering & Public Works/ Clerks/ Finance			Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-175		That Council for the City of Port Alberni support the application for a permanent change to the liquor licence for Dog Mountain Brewing located at 3141 3rd Avenue to extend their hours of liquor service from 11:00 am to 11:00 pm Monday through Sunday and forward the report from the City Clerk dated July 7, 2020 to the Liquor and Cannabis Regulation Branch (LCRB).	Clerks	Clerks department to advise LCRB & the applicant	Notifications sent	Completed
R20-176	RCM - July 27	THAT the Auditor's Report and the 2019 Audited Financial statements be received and approved as presented.	Finance/Clerks			Completed
R20-177		THAT Council direct staff to advance the Stage 2/3 Liquid Waste Management Plan to the BC Ministry of Environment and Climate Change Strategy as our application for approval of Port Alberni's Stage 2/3 Liquid Waste Management Plan.	Admin/EngPW	EngPW provided Plan as directed. Next steps subject to Provincial input	TBD after hearing from Province	Waiting response from province
R20-178		THAT Council direct staff to strike a bid committee to develop an application for the 2024 or 2026 BC Games, and further, appoint Councillor ... to participate as a member of the bid committee.	PRH/Clerks	Councillor Paulson appointed. PRH to establish ToR/Committee appointments	Fall 2020	Committee struck. Inaugural mtg held October 2020
R20-179		THAT Council direct staff to draft a bylaw to govern the use of funds in the Emergency Reserve Fund.	Finance/Clerks	Finance staff to prepare draft bylaw for Council's consideration	Late Fall 2020	
R20-180		THAT Council authorize staff to submit an application for funding for the expansion to the Harbour Quay eating/gathering areas to Island Coastal Economic Trust (ICET) Small Capital Restart Funding Program	EcDev/Admin/Clerks	ICET Submission deadline		Completed
R20-181		THAT Council waive the public hearing requirement for proposed "Zoning Bylaw Amendment No. 38 [5859 River Road - Allen] in accordance with section 464(2) of the Local Government Act [LGA], and provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the bylaw on August 10, 2020.	Planning/Clerks	Notification requirements		Council proceeded to give 3rd and final reading to bylaw.
R20-182		THAT City Council rescind the following condition: THAT as part of the development process the applicant be required to consolidate the properties into one legal parcel prior to final adoption of the proposed zoning amendments".	Planning			Completed
R20-183		THAT City Council waive the public hearing requirement for proposed "Zoning Bylaw Amendment No. 35 [4202 & 4238 8 Avenue - de Beeld] Bylaw No. 4993] in accordance with section 464(2) of the Local Government Act [LGA], and provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the bylaw on August 10, 2020.	Planning/Clerks	Notification requirements		Completed
R20-184		THAT a covenant be registered on the property to restrict development of the property to no more than one additional dwelling, in addition to the principal dwelling, and that the additional dwelling must not exceed 750 ft ² .	Planning/Clerks			Completed
R20-185		THAT "Official Community Plan Amendment No. 30 [5269 Pineo Road - Murphy], Bylaw No. 5006" and "Zoning Bylaw Amendment No. 39 [5269 Pineo Road - Murphy], Bylaw No. 5007" be advanced to a Public Hearing on August 10, 2020 at 6:30 pm at Glenwood Centre.	Planning/Clerks	PH Held		Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-186	RCM - Aug. 10	THAT Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2019 as presented.	Admin/Communications	Communications staff to finalize report. Copy to City website and Ministry of Municipal Affairs	August 14, 2020	Completed
R20-187		THAT Council approve the statements and schedules included in the Statement of Financial Information for 2019, prepared to comply with the Financial Information Act, as outlined in the report from the Director of Finance dated July 31, 2020.	Finance	Finance staff to provide copies of SOFI to ministry, et al	August 14, 2020	Completed
R20-188		THAT Council endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing as presented.	Clerks	City Clerk to provide copy of certified resolutions to City's legal counsel.	August 13, 2020	Completed
R20-189		THAT Council direct staff to prepare applications for infrastructure funding to the Community, Culture and Recreation [CCR] Program and Rural and Northern Communities [RNC] Program in advance of the October 2020 deadlines for the purpose of developing a multi-modal pathway between the Victoria Quay and Harbour Quay.	ED/Planning	Various City staff/steps involved with preparing applications for grant funding connecting the Quays.	RCM Sept 28 October 2020 - Funding Program Submission Deadline	Completed
R20-190		THAT Council authorize staff to amend the City's "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, for the purpose of increasing the funding available for the replacement of the 1991 Pumper Truck #1 in the amount of \$215,347.15 with funding from the Equipment Replacement Reserve Fund.	Finance/Fire Dept	Finance staff to schedule plan amendment prior to year end	Fall 2020	
R20-191		THAT Council approve a repayment plan for five years to recover the \$215,347.15 back to the Equipment Replacement Reserve Fund.	Finance/Fire Dept	Finance staff to ensure pymts made on annual basis	ongoing for five-years	Completed
R20-192		THAT Council award the contract for the replacement of Fire Engine 1 to Fort Garry Fire Trucks Ltd. for the price of \$890,645 plus applicable taxes;	Finance/Fire Dept	Finance/Clerks Department to execute contract		Completed
R20-193		THAT Council direct that an installment payment be paid to Fort Garry Fire Trucks Ltd. upon award of the contract in the amount of \$387,000 from the Equipment Replacement Reserve Fund.	Finance/Fire Dept	Finance staff to prepare payment to Fort Garry Fire Trucks Ltd following signed contract		Completed
R20-194		THAT City Council authorize the issuance of Development Permit No. 20-02, and that the City Clerk be authorized to sign the permit including the following development plans prepared by DYS Architecture titled 'ALEHS', dated July 13, 2020.	Planning/Clerks	Clerks department to submit to D. Clarkestone for registration @ LTO	August 14, 2020	Completed
R20-195		THAT Council authorize the issuance of Development Variance Permit No. 103 to vary Zoning Bylaw 4832 for 4450 Maitland Street as follows: 1. Section 7.9 Parking from 58 parking spaces to 37 parking spaces 2. Section 7.5 Handicapped parking requirements from 11 parking spaces to 5 parking spaces 3. Conditions of Use from 1665 square metres of usable open space to 1367.4 square metres of usable open space 4. Maximum Height, Principal Buidling from 14 metres to 14.61 metres	Planning/Clerks	Clerks department to submit to D. Clarkestone for registration @ LTO	August 14, 2020	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-196		THAT City Council direct staff to proceed with developing a policy for consideration of parking variances	Planning	Planning staff to prepare written policy for Council's consideration	TBD	
R20-197		THAT City Council direct staff to conduct a review of Zoning Bylaw No. 4832 Usable Open Space requirements in order to consider modifications to the bylaw.	Planning	Planning staff to prepare bylaw amendment for Council's consideration	TBD	
R20-198		THAT "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 be advanced to a Public Hearing on September 8, 2020 at 6:30 pm via videoconferencing [Zoom platform].	Planning/Clerks	Notification requirements	Sept. 8, 2020	PH Held - Completed.
R20-199		THAT "Zoning Bylaw Amendment No. 38 (5859 River Road – Allen), Bylaw No. 5004", be read a third time.	Planning/Clerks	Clerks department to apply 3rd reading to Bylaw		Completed
R20-200		THAT "Zoning Bylaw Amendment No. 38 (5859 River Road – Allen), Bylaw No. 5004", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 5004.	Planning/Clerks	Clerks department to apply final adoption/signatures/seal & file.		Completed
R20-201		THAT "Official Community Plan Amendment No. T5 (Cannabis Cultivation – Development Permit Area Regulations), Bylaw No. 5012" and "Zoning Bylaw Text Amendment No. T25 (Cannabis Cultivation), Bylaw No. 5013" be advanced to a Public Hearing on September 14, 2020 at 6:30 pm via videoconferencing [Zoom platform].	Planning/Clerks	Notification requirements	Sept. 14, 2020	PH Held - Completed.
R20-202		THAT the letter dated July 30, 2020 from Terry Deakin, Mural Project Chair, requesting that the City allow funds that were previously allocated for the Crosswalk Project be re-allocated to the Rotary Community Mural Project, be received and further, that Council approves the reallocation of funds as requested.	Finance/Clerks	Finance to amend FP, Clerks department to send letter to M Deakin advising of Council's direction. Letter drafted - pending review	August 14, 2020	
R20-203		THAT Council of the City of Port Alberni send a letter to the Honourable Doug Donaldson, Minister of Forests, Land, Natural Resource Operations and Rural Development expressing Council's wholehearted support in Huu-ay-aht First Nation acquiring ownership of the forest tenure agreement Tree Farm Licence [TFL] 44. Further, that Chief Robert Dennis & Council, Huu-ay-aht First Nation be copied.	Clerks	Clerks to prepare letter. - letter drafted pending review	August 14, 2020	Completed
R20-204		THAT Council direct staff to prepare a report providing an update as it relates to nuisance properties at 3123 3rd Avenue and 4781 Margaret Street for Council's information at its next Regular meeting.	Bylaw/Clerks	Bylaw/City Clerk to prepare a brief report to Council providing Council with an update re: 3rd Avenue & Margaret St. Note report drafted in Clerks/Memos/DGH/2020 folder	RCM - Nov. 23	
R20-205	RCM - Sept. 14	THAT Council direct staff to work with representatives of the Shelter Society in implementing a greening initiative on the former PetroCan site at the corner of 10th Avenue and Redford Street.	Clerks/CAO/Planning	Mtg scheduled w/J. Douglas		

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-206		THAT Council appoint Twyla Slonski as Director of Corporate Services and assign the responsibility of corporate administration for the City of Port Alberni to Ms. Slonski in accordance with s.148 of the Community Charter [CC] effective September 28, 2020.	Administration/HR	Appointed by resolution of Council RCM Sept 14		Completed
R20-207		THAT Council receives, reviews, and provides approval of the recommended Audit Committee – Terms of Reference [ToR] dated for reference September 4, 2020 and attached to this report.	Finance/Clerks	Council approved the ToR		Completed
R20-208		THAT Council direct staff to proceed with amendments to the City's Permissive Tax Exemption Bylaw for organizations whose revenue streams from food and/or liquor sales have been impacted by COVID-19 as outlined in the September 8, 2020 report.	Finance/Clerks	Permissive Tax Bylaws for 3 readings Sept 28 - public notice required prior to adoption Oct 26	RCM Sept 28	Completed
R20-209		THAT Council authorize staff to extend the authorization to waive the interest provisions within all lease agreements held by the City until the end of October 2020 and direct staff to establish a reasonable payment schedule by the end of November.	Finance			Completed
R20-210		THAT Council amend the direction to cease all transfers of outstanding amounts to collections until the end of 2020, by adding the exclusion of bylaw ticketing offences.	Finance			Completed
R20-211		THAT Council supports a three-stream solid waste collection service to include recycling, organics and garbage by the City's automated trucks, and direct staff to work with the Alberni-Clayoquot Regional District to negotiate the required contract(s) for the service delivery.	Finance/EngPW/Clerks		Spring 2021	
R20-212		THAT Council for the City of Port Alberni support the application for a Lounge Endorsement for Alberni Brewing Company located at 4630 Adelaide Street and forward the report from the City Clerk dated September 9, 2020 to the Liquor and Cannabis Regulation Branch (LCRB)	Clerks	Documentation sent to LCRB		Completed
R20-213		THAT Council, pursuant Sections 72 and 73 of the Community Charter, considers that the property at 3118 3rd Avenue and having a legal description of: LT 9 BLK 73 DL 1 ALD PL VIP197 & LT 8 BLK 73 DL1 ALD PL VIP197 (the "Property") is in an unsafe condition and that the structure on the Property (the "Structure") contravenes the BC Building Code and the Port Alberni Building Standards Bylaw No. 4975, 2018;	Bylaw/Clerks			In Progress
R20-214		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 Property are a nuisance and are so dilapidated and unclean as to be offensive to the community;	Bylaw/Clerks			In Progress

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-215		THAT Council, pursuant to Section 72, 73 and 74 of the Community Charter, resolves that: a. Folded Hills Farms, being the registered owner of the Property (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 all broken or missing handrailing's on staircases; 4. Remove or permanently cover all graffiti from the exterior of the Structure; 5. Replace all broken, cracked or otherwise compromised exterior windows to a weathertight condition which operates to provide light and ventilation; 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 all interior entrance doors and door frames for each unit and provide locking door knobs. 9. Replace or repair the roof of the Structure to a watertight condition with no leaks; 10. Replace or repair all fire escapes, stairs, balconies and porches to a safe and clean condition free from rot, holes, cracks, excessive wear and warping, or hazardous obstructions; and 11. Replace or repair all fire protections systems, heat detections, smoke detections, fire alarms, fire extinguishers, 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. 12. 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; 13. Empty, clean and repair the garbage disposal bins on the Property; 14. Eliminate all rodents, vermin and insects from the Structure; 15. Permanently remove all objects placed, stored, or maintained upon any balcony, hallways, or	Bylaw/Clerks			In Progress
R20-216		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.	Bylaw/Clerks	Appeal deadline Sept 29	Notice sent & Owners have requested reconsideration by Council. Representation will be heard RCM Oct. 13	PO & manager attended Oct. 13 RCM.
R20-217		THAT Council, pursuant to Section 17 of the Community Charter, authorizes City staff to carry out any requirement set out in Paragraph 2 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.	Bylaw/Clerks			In Progress
R20-218		THAT Council, pursuant Sections 72 and 73 of the Community Charter, considers that the property at 5170 Argyle St and having a legal description of: LT 24 BLK 86 DL 1 ALD PL VIP197 & LT 23 BLK 86 DL1 ALD PL VIP197 (the "Property") is in an unsafe condition and that the structure on the Property (the "Structure") contravenes the BC Building Code and the Port Alberni Building Standards Bylaw No. 4975, 2018;	Bylaw/Clerks			In Progress

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-219		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 Property are a nuisance and are so dilapidated and unclean as to be offensive to the community;	Bylaw/Clerks			In Progress
R20-220		THAT Council, pursuant to Section 72, 73 and 74 of the Community Charter, resolves that: a. 8899 Holdings Ltd., being the registered owner of the Property (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. Remove or permanently cover all graffiti from the exterior of the Structure; 3. Replace all broken or missing hand railings on staircases; 4. Replace all broken, cracked or otherwise compromised exterior windows to a weathertight condition which operates to provide light and ventilation; 5. Replace or repair all damaged, decayed or deteriorated window sashes, window frames and casings; 6. 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; 7. Replace or repair all interior entrance doors and door frames for each unit and provide locking door knobs; 8. Replace or repair the roof of the Structure to a watertight condition with no leaks; 9. An engineer or architect must attend, inspect and sign off on the replacement and repair of the fire safety and exit issues; 10. Replace or repair all fire escapes, and stairs to a safe and clean condition free from rot, holes, cracks, excessive wear and warping, or hazardous obstructions; 11. Have licensed electrician inspect and repair all electrical; 12. Have a licensed plumber repair the communal washroom on the second floor, repair communal shower, hot water tank and washroom on first floor; 13. Replace or repair all fire protections systems, heat detections, smoke detections, fire alarms, fire extinguishers, 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. 14. 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; 15. Designate a space or area for daily refuse on premises and not in emergency egress areas; 16. Eliminate all rodents, vermin and insects from the Structure; 17. Permanently remove all objects placed, stored, or maintained upon any hallways, or entrance way which may interfere with access or egress to or from the Building in case of fire or other emergency, including all access areas on the Property; and 18. Prepare a Fire Safety Plan in cooperation with Port Alberni Fire Department.	Bylaw/Clerks			In Progress
R20-221		THAT Council, pursuant to Section 78 of the Community Charter, 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.	Bylaw/Clerks	Appeal deadline Sept 29		Timeline to request reconsideration has concluded
R20-222		THAT Council, pursuant to Section 17 of the Community Charter, authorizes City staff to carry out any requirement set out in Paragraph 2 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.	Bylaw/Clerks			

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-223		THAT Council authorize staff to amend the City's "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003" for the purpose of identifying funds for the replacement of the lighting systems at both rinks within the Multiplex at an estimated cost of \$330,000 in the 2021 calendar year with \$100,000 coming from Carbon Trust, and \$230,000 coming from the Parks and Recreation Reserve Fund.	Finance/PRH/Clerks		Nov. 2020 - Council will be asked to consider FP amendments.	
R20-224		THAT Council direct staff to re-open the Echo '67 Aquatic Centre in October 2020 following all required public health guidelines and facility safety plans.	PRH/HR/OHS	PHR working with various departments to facilitate safe opening/COVID-19 measures	Oct. 1, 2020	Completed
R20-225		THAT "Official Community Plan Amendment No. 30 (5269 Pineo Road – Murphy), Bylaw No. 5006", be read a third time.	Planning/Clerks	Clerks department to apply 3rd reading to Bylaw	Sept. 30, 2020	Completed
R20-226		THAT "Official Community Plan Amendment No. 30 (5269 Pineo Road – Murphy), Bylaw No. 5006", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 5006.	Planning/Clerks	Clerks department to apply final adoption/signatures/seal & file.	Sept. 30, 2020	Completed
R20-227		THAT "Zoning Bylaw Amendment No. 39 (5269 Pineo Road – Murphy), Bylaw No. 5007", be read a third time.	Planning/Clerks	Clerks department to apply 3rd reading to Bylaw	Sept. 30, 2020	Completed
R20-228		THAT "Zoning Bylaw Amendment No. 39 (5269 Pineo Road – Murphy), Bylaw No. 5007", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 5007.	Planning/Clerks	Clerks department to apply final adoption/signatures/seal & file.	Sept. 30, 2020	Completed
R20-229		THAT "Zoning Map Amendment No. 41 (5381 Falls Street – Faithful Construction), Bylaw No. 5014" be now introduced and read a first time.		Clerks department to apply reading to Bylaw. Planning to continue to facilitate application	RCM Oct. 13	Completed
R20-230		THAT "Zoning Map Amendment No. 41 (5381 Falls Street – Faithful Construction), Bylaw No. 5014" be read a second time.	Planning/Clerks	Clerks department to apply reading to Bylaw. Planning to continue to facilitate application	RCM Oct. 13	Completed
R20-231		THAT City Council waive the public hearing requirement for proposed "Zoning Map Amendment No. 41 (5381 Falls Street – Faithful construction), Bylaw No. 5014 in accordance with section 464(2) of the Local Government Act (LGA), and provide public notice in accordance with section 467 of the LGA prior to consideration of third reading and final adoption of the bylaw.	Planning/Clerks	PH Waived however notice still required to affected properties offering opportunity for written submissions	RCM Oct. 13	Completed
R20-232		THAT third reading of "Zoning Bylaw Map Amendment No. 35 (4202 and 4238 8 th Avenue – de Beeld), Bylaw No. 4993, be rescinded.	Planning/Clerks			Completed
R20-233		THAT third reading of "Zoning Text Amendment No. T22 (Site Specific Uses – RM3 – High Density Multiple Family Residential), Bylaw No. 4994", be rescinded.	Planning/Clerks			Completed
R20-234		THAT City Council waive the public hearing requirement for proposed "Zoning Bylaw Map Amendment No. 35 (4202 and 4238 8th Avenue – de Beeld), Bylaw no. 4993" in accordance with section 464(2) of the Local Government Act (LGA), and provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the bylaw.	Planning/Clerks	PH Waived however notice still required to affected properties offering opportunity for written submissions		Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-235		THAT the letter dated August 27, 2020 from the Port Alberni Fire Department, Fire Prevention Office requesting that Council proclaim October 4 through October 10, 2020 as "Fire Prevention Week" in Port Alberni, be received and the week proclaimed as requested.	Clerks/Communications	Clerks department prepared letter & sent		Completed
R20-236		THAT the email dated August 11, 2020 from the Recycling Council of British Columbia requesting that Council proclaim October 19 through October 25, 2020 as "Waste Reduction Week" in Port Alberni, be received and the week proclaimed as requested.	Clerks/Communications	Clerks department prepared letter & sent		Completed
R20-237		THAT the letter dated September 1, 2020 from the Port Alberni Association for Community Living (PAACL) requesting that Council proclaim the month of October 2020 as "Community Inclusion Month" in Port Alberni, be received and the month proclaimed as requested.	Clerks/Communications	Clerks department prepared letter & sent		Completed
R20-238		THAT the email dated September 3, 2020 from Resource Works Society and the Canadian Institute of Forestry requesting that Council proclaim the week of September 20 – 26, 2020 as "National Forest Week" in Port Alberni, be received and the week proclaimed as requested.	Clerks/Communications	Clerks department prepared letter & sent		Completed
R20-239	RCM - Sept. 28	THAT the City Council authorize the issuance of Development Variance Permit No. 105, to vary Zoning Bylaw 4832 as follows: Vary 'Section 6.12.2 Projections', to allow a projection over 75% (0.6 metres) of the required side yard (0.8 metres) for a variance of 25% (0.2 metres) for development on land legally described as Lot 1, District Lot 1, Alberni District, Plan VIP81030 (PID: 026-679-043) and located at 4191 Bute Street.	Planning/Clerks	Notice prepared, signed and sent to D. Clarkestone office for registration	Sent Sept. 29th	Completed
R20-240		THAT Council direct that an application be submitted to the Investing in Canada Infrastructure Program - British Columbia - Community, Culture and Recreation [CCR] Program for \$2.5 million to complete the Connect the Quays Pathway project.	EcDev et al,	Grant Application submitted	Oct. 1, 2020	Application submitted - announcements expected mid 2021
R20-241		THAT Council direct that an application be submitted to the Investing in Canada Infrastructure Program - British Columbia - Rural and Northern Communities [RNC] Program for \$2.5 million to complete the Connect the Quays Pathway project.	EcDev et al,	Grant Application submitted	Oct. 1, 2020	Application submitted - announcements expected mid 2021
R20-242		THAT Council authorize staff to amend the City's "Five Year Financial Plan Bylaw 2020 - 2024, Bylaw No. 5003" to include \$4,511,821 in City funding in 2021 for the Connect the Quays Pathway project.	Finance/CS Dept.	City's FP to be amended	Nov. 2020	
R20-243		THAT Council authorize Councillors Haggard and Paulson to participate in the 14th Annual Vancouver Island Economic Summit [VIES] - The 'State of the Island' Economic Summit taking place October 27 - 29, 2020 [virtually].	Corporate Services	T. Feltrin to register Councillors Haggard & Paulson	Sept. 29	Completed
R20-244		THAT "Zoning Bylaw Map Amendment No. 35 (4202 and 4238 8 th Avenue - deBeeld), Bylaw No. 4993", be read a third time.	Planning/Clerks	Clerks department to apply 3rd reading to Bylaw		Completed
R20-245		THAT "Zoning Bylaw Map Amendment No. 35 (4202 and 4238 8th Avenue - de Beeld), Bylaw No. 4993", be now finally adopted, signed by the Mayor and Clerk, and number 4993.	Planning/Clerks	Clerks department to apply final adoption/signatures/seal & file.		Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-246		THAT "Zoning Text Amendment No. T22 (Site Specific Uses – RM3 High Density Multiple Family Residential), Bylaw No. 4994", be read a third time.	Planning/Clerks	Clerks department to apply 3rd reading to Bylaw		Completed
R20-247		THAT "Zoning Text Amendment No. T22 (Site Specific Uses - RM3 High Density Multiple Family Residential), Bylaw No. 4994" be now finally adopted, signed by the Mayor and Clerk, and numbered 4994.	Planning/Clerks	Clerks department to apply final adoption/signatures/seal & file.		Completed
R20-248		THAT "Official Community Plan Amendment No. T5 (Cannabis Cultivation - Development Permit Area Regulations), Bylaw No. 5012", be read a third time.	Planning/Clerks	Clerks department to apply 3rd reading to Bylaw		Completed
R20-249		THAT "Zoning Bylaw Text Amendment No. T25 (Cannabis Cultivation), Bylaw No. 5013", be read a third time.	Planning/Clerks	Clerks department to apply 3rd reading to Bylaw		Completed
R20-250		THAT "Permissive Tax Exemption Bylaw, 2020, Amendment No. 1, Bylaw No. 4997-1" be now introduced and read a first time.	Finance/Clerks	Clerks department to apply reading to Bylaw		Completed
R20-251		THAT "Permissive Tax Exemptions Bylaw, 2020, Amendment No. 1, Bylaw No. 4997-1, be read a second time.	Finance/Clerks	Clerks department to apply reading to Bylaw		Completed
R20-252		THAT "Permissive Tax Exemption Bylaw, 2020, Amendment No. 1, Bylaw No. 4997-1" be read a third time.	Finance/Clerks	Clerks department to apply reading to Bylaw	Final Adopted scheduled for Oct. 26 RCM. Notice in newspaper 2 consecutive weeks - Oct. 14 & 21, 2020	Completed
R20-253		THAT "Places of Public Worship 2020, Amendment No. 1, Bylaw No. 4998-1, be now introduced and read a first time.	Finance/Clerks	Clerks department to apply reading to Bylaw		Completed
R20-254		THAT "Places of Public Worship 2020, Amendment No. 1, Bylaw No. 4998-1, be now read a second time.	Finance/Clerks	Clerks department to apply reading to Bylaw		Completed
R20-255		THAT "Places of Public Worship 2020, Amendment No. 1, Bylaw No. 4998-1, be read a third time.	Finance/Clerks	Clerks department to apply reading to Bylaw	Final Adopted scheduled for Oct. 26 RCM. Notice in newspaper 2 consecutive weeks - Oct. 14 & 21, 2020	Completed
R20-256	RCM Oct. 13	THAT Council for the City of Port Alberni appoint Sara Darling as the City's Deputy City Clerk and assign the responsibilities of corporate administration as prescribed in the Community Charter to the Deputy City Clerk in the absence of the Director of Corporate Services.	Corporate Services	Copy of report to HR	October 14, 2020	Completed
R20-257		MOVED AND SECONDED, THAT Council direct staff to prepare an application for funding to the Unique Heritage Infrastructure stream of the Community Economic Recovery Infrastructure Program (CERIP) in relation to the Train Station Project.	EcDev/Finance/Planning	Various City staff - Actions to prepare grant application. Report from Ec Dev. to Council requesting resolution to submit grant application.	RCM October 26, 2020. Funding Program Submission Deadline Oct 29, 2020	Completed
R20-258		THAT Council award the contract for the Burde Street Pump Station Upgrade to Bowerman Excavating Ltd. for the tendered price of \$420,180.15 plus GST.	EngPW/Finance	Eng/Finance/Clerks Department to execute contract		
R20-259		THAT "Official Community Plan Amendment No. T5 (Cannabis Cultivation – Development Permit Area Regulations), Bylaw No. 5012", be now finally adopted, signed by the Mayor and Corporate Officer, and numbered 5012	Planning/Corporate Services	Clerks department to apply final adoption/signatures/seal & file.	October 14, 2020	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	Action	Target Date	Status
R20-260		THAT "Zoning Bylaw Text Amendment No. T25 (Cannabis Cultivation), Bylaw No. 5013", be now finally adopted, signed by the Mayor and Corporate Officer, and numbered 5013.	Planning/Corporate Services	CS to apply final adoption/signatures/seal & file.	October 14, 2020	Completed
R20-261		THAT Council, pursuant to s. 78(4) of the Community Charter, hereby confirms the Remedial Action Requirement originally passed on September 14, 2020 and extends the time for the Owner to carry out the requirement until 30 days from the date that notice of this Resolution made October 13, 2020 is sent to the Owner.	Bylaw/Corporate Services	Manager of Community Safety to prepare letter of extension	RCM - Nov. 9	Extension granted. Deadline Nov. 15, 2020.
R20-262		THAT Council, pursuant to s. 78(5) of the Community Charter, hereby directs staff to provide notice that Council has confirmed the Remedial Action Requirement and extended the time for compliance, to the Owner and each holder of a registered charge in relation to the Property whose name is included on the assessment roll.	Bylaw/Corporate Services	Manager of Community Safety to prepare letter of extension	October 14, 2020	Completed
R20-263		THAT "Zoning Map Amendment No. 41 (5381 Falls Street - Faithful Construction), Bylaw No. 5014", be read a third time.	Planning/Corporate Services	CS to apply 3rd reading to Bylaw	October 14, 2020	Completed
R20-264		THAT "Zoning Map Amendment No. 41 (5381 Falls Street - Faithful Construction), Bylaw No. 5014", be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5014.	Planning/Corporate Services	CS to apply final adoption/signatures/seal & file.	October 14, 2020	Completed
R20-265		THAT the email dated October 1, 2020 from the Ministry of Children and Family Development requesting that Council proclaim the month of October 2020 as "Foster Family Month" in Port Alberni, be received and the month proclaimed as requested.	Comms/Corporate Services	CS to send letter to the Ministry. Communications to post proclamation on City social media forums.	October 14, 2020	Completed
R20-266	RCM - Oct. 26	THAT Council for the City of Port Alberni not award Request for Proposal #004-20 I Alberni Valley Multiplex Naming Rights, and direct staff to re-issue at a future date.	PRH/Corporate Services	PRH to re-issue RFP at a future date.	Jan. 2021	
R20-267		THAT Council of the City of Port Alberni extend its endorsement of the Sidewalk Patios' as well as the Licence of Occupation Agreement with an expiry date of October 31, 2021 in the City's ongoing efforts to continue to support local business owners/operators in the operation of their establishments in response to the ongoing COVID-19 pandemic.	Corporate Services/EcDev	Corp. Serv. department to submit extensions based on requests received.		Completed
R20-268		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.	Bylaw/Corporate Services	Manager of Community Safety to prepare progress report to Council for November 23rd regular meeting	RCM - Nov. 23	

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Date: October 29, 2020
File No: 0530-01
To: Mayor & Council
From: T. Pley, CAO
Subject: In-Person Meetings of Council

Prepared by: <i>T. SLOSKI</i> Director of Corporate Services	Supervisor: <i>T. PLEY</i> T. PLEY, CAO	CAO Concurrence: <i>T. Pley</i> T. Pley, CAO
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RECOMMENDATION[S]

Council direction is requested.

PURPOSE

For Council to consider returning to in-person meetings of Council.

BACKGROUND

In Spring of this year, the Province of British Columbia declared a state of emergency throughout the entire province in response to the COVID-19 pandemic. While a number of Ministerial/Public Health Orders have been issued since the declaration was made, the most recent and still current Order No. M192 |2020 addresses the ability to conduct meetings of Council without members of the public in attendance. The order goes further to state that a council must use best efforts to allow members of the public to attend an open meeting of council or body in a manner that is consistent with any applicable requirements or recommendations made under the Public Health Act.

In accordance with Ministerial Order 192 |2020 Council endorsed a resolution at its July 13th Regular meeting that "future meetings of Council proceed without public present in accordance with the Ministerial Order until the basis of holding the meeting without members of the public in attendance is resolved".

Staff have been actively investigating opportunities to return to "in-person" meetings of Council which include both City owned and privately-operated facilities.

ALTERNATIVES/OPTIONS

1. That Council direct staff to return to holding in-person meetings of Council at the Capital Theatre effective January 2021
2. That Council direct staff to return to holding in-person meetings at either Echo or Glenwood Centres effective January 2021
3. That Council resolve to continue to conduct meetings of Council electronically

ANALYSIS

A general analysis follows and will apply to all meetings of Council.

In order to conduct in-person meetings we are required to adhere to all public health orders such as:

- 50 persons maximum [assuming this is not more than the total number of persons permitted under the safety plan for the premises]
- administering a questionnaire to each attendee [e.g., are they feeling ill; have they recently travelled, have they been exposed to a confirmed case of COVID-19]
- recording contact information of all meeting attendees for the purpose of carrying out contact tracing if required
- any persons who leave the premises during the meeting are not to be replaced by other persons
- no more than two meetings may be hosted on the same premises in one day and if two meetings are held, there must be at least one hour between each meeting in order to permit mandated cleaning and sanitizing

Option No. 1 – Capital Theatre

City staff have had ongoing discussions with Mr. Brent Ronning, Past President, Capital Theatre regarding the use of this facility for the purpose of conducting in-person meetings of Council. An on-site visit was held and it has been determined that the theatre could accommodate Council, staff and members of the public, and adhere to all safety/distancing protocols. As required by WorkSafeBC, the Capital Theatre has the required COVID-19 safety plan in place. While the theatre has audio/visual equipment currently in place, the City would need to install additional equipment in order to facilitate recording and livestreaming of meetings. We anticipate these improvements to cost \$20,000. There would also be a rental charge of \$500 per day for use of the theatre [this to cover the costs of cleaning/sanitizing and a member of theatre staff to be present when the facility is being used]. Given the structure of the theatre, no additional time relating to set-up/take-down on the part of City staff would be required.

Option No. 2 – City owned Facilities [Echo/Glenwood Centre]

Staff also carried out site visits of City owned facilities and while either one of these locations could accommodate in-person meetings, both lack the necessary audio/visual equipment to accommodate recording/livestreaming of meetings. Costs estimates to equip either facility with the required equipment has been estimated to be \$30,000 or \$52,000 [see Appendix 'A' attached]. While there would be no direct rental cost, the City would experience a loss in revenues as a result of displacing the various user groups/organizations who rent/occupy either centre. Further, in addition to the costs to install necessary audio/visual equipment, there would also be costs associated with staff time to set-up and breakdown the space after each in-person meeting as well as costs associated with cleaning and sanitizing the facility.

Option No. 3 – Electronic Meetings

Council began conducting its meetings electronically [March 2020] via Zoom platform in response to the COVID-19 pandemic. Since moving to this format, Council has been able to continue City business including engaging members of the general public. At times, participants have experienced technical difficulties during the meetings but generally, these occurrences are rare and/or quickly resolved.

IMPLICATIONS

A move to in-person meetings will require additional resources to manage Council, staff and public attendance and perhaps more so given the uptick in COVID-19 cases. Moving to in-person meetings will also require the purchase of additional equipment to facilitate live streaming/recording of meetings at locations outside of City Hall given City Hall Council Chambers is unable to accommodate more than 12 persons at one time.

Costs associated with returning to in-person meetings are as follows:

Option No. 1 – \$32,000 [\$20,000 equipment; \$12,000 rental fee based on 2 meetings per month [RCM].

Additional costs would apply should Council elect to reinstate Committee of the Whole and conduct Public Hearings in person.

Option No. 2 – \$30,000 [A] or \$52,000 [B] [Echo/Glenwood Centre]. These cost estimates do not speak to loss of rental revenue nor staff costs/time associated with meeting set-up/take-down and cleaning/sanitization.

Option No. 3 – Zoom Platform licence fee annual renewal \$13,200 [due March 2021].

COMMUNICATIONS

The Corporate Services Department will continue to provide information to the public regarding Council meetings and participation opportunities. Should Council elect to return to in-person meetings of Council in January 2021, this information will be communicated via the City's website and social media platforms. We are also legislatively required to provide public notice of Council meetings and the Corporate Services Department will advertise accordingly.

BYLAWS/PLANS/POLICIES

Should Council elect to return to in-person meetings outside of City Hall, staff would bring forward an amendment to "Council Procedures Bylaw, 2013, Bylaw No. 4830", specifically, Part 2 – Council Meetings Time & Location.

SUMMARY

In response to the COVID-19 pandemic, Council for the City of Port Alberni moved to conducting its meetings electronically. With the issuance of Ministerial Order No. 192 | 2020, local governments who may accommodate in-person meetings safely and adhering to COVID-19 protocols/safety procedures, are encouraged to do so. The City may accommodate in-person meetings with the use of City facilities and/or the Capital Theatre. Given costs associated with equipment required to allow for recording/live streaming, staff are suggesting that only one venue be selected. The functionality of the theatre, its location, continuous set-up [i.e., no additional staff time required to set-up/take down after a meeting and cleaning/sanitization being carried out by Theatre staff], staff are recommending that Council resolve to hold its in-person meetings at the Capital Theatre, should the decision be made to return to in-person meetings of Council.

ATTACHMENTS/REFERENCE MATERIALS

1. *Appendix 'A' – Cost Estimates City owned facilities*

Appendix 'A' - Cost Estimates City Facilities to Staff Report - In Person Meetings of Council RCM - Nov. 9, 2020

Options for holding public Council Meetings and Public Hearings at Echo Centre and Glenwood

These options are essentially the same as far as technology options go. The challenge is to be able to present the agenda, spreadsheets, and presentation material on the projector screens so that it can be read from a long distance away. Watching a movie on a large screen from far away is quite easy. Reading small text from far away is quite difficult. Additionally, the screens would need to be placed high enough off the ground so that that heads would not block the view. The projector models for the single large screen are quite expensive. None of these options include the time and cost necessary for City staff to install the equipment. We do think that our existing Council Chambers video and audio equipment could be re-utilized for both Echo and Glenwood options.

1. Echo Centre – Cedar Rooms

- A. Dual projector screens with dual projectors – this option would place the screens physically closer to the audience, making it slightly easier to read. From what we tested and measured out with assistance from staff at Echo a reasonable layout would be to start the first row 3ft back from the screen, and have three people across, then repeat each row adding one more person. Turning off the bank of lights overhead is required to not wash out the image too much. The 5th row is not comfortable to read with a 135" screen, but if we stretch out the image to what would be a 180" it seems reasonable to read. With the Cedar Room, there did not appear to be an appropriate layout for mayor, council, a couple staff, and more than 35 public. This becomes more constrained when trying to dedicate paths for entering and leaving. I would say Cedar room would not be the preferred option. We would recommend that a neutral rug could be rolled out below mayor/council to not cast reflective shadows and portable dividers (cubicle style) placed behind. This option does call for quite a bit of setup/teardown for the meetings. ~ \$30,000
 - a. Dual 180" floor standing screens - ~ \$4,000 each, ~ \$8,000 total
 - b. Dual projectors at 7000 lumens each - ~ \$7,500 each, ~ \$15,000 total
 - c. Additional mounting hardware, floor standing equipment, etc - ~ \$7,000
- B. Single large projector screen with single projector. This option would have a single screen mounted physically across the stage, behind Council. The screen needs to be very large to be able to display the agenda, spreadsheets, etc, in a reasonable manner to the attendees. Such a large screen requires a very bright projector, such as is installed in auditoriums. With the Cedar Room, there did not appear to be an appropriate layout for mayor, council, a couple staff, and more than 35 public. This becomes more constrained when trying to dedicate paths for entering and leaving. I would say Cedar room would not be the preferred option. We would recommend that a neutral rug could be rolled out below mayor/council to not cast reflective shadows and portable dividers (cubicle style) placed behind. ~\$52,000
 - a. Single 30 foot wide projector screen mounted across the stage – ~\$7,000
 - b. Single projector at 13,000 lumens - ~ \$40,000
 - c. Additional mounting hardware - ~ \$5,000

2. Glenwood Centre

- A. Dual projector screens with dual projectors – this option would place the screens physically closer to the audience, making it slightly easier to read. From what we tested and measured out with assistance from staff at Echo a reasonable layout would be to start the first row 3ft back from the screen, and have three people across, then repeat each row adding one more person. Turning off the bank of lights overhead is required to not wash out the image too much. The 5th row is not comfortable to read with a 135” screen, but if we stretch out the image to what would be a 180” it seems reasonable to read. We would recommend that a neutral rug could be rolled out below mayor/council to not cast reflective shadows and portable dividers (cubicle style) placed behind. This option does call for quite a bit of setup/teardown for the meetings. ~\$30,000**
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- B. Single large projector screen with single projector. This option would have a single screen mounted physically across the stage, behind Council. The screen needs to be very large to be able to display the agenda, spreadsheets, etc, in a reasonable manner to the attendees. Such a large screen requires a very bright projector, such as is installed in auditoriums. With the Cedar Room, there did not appear to be an appropriate layout for mayor, council, a couple staff, and more than 35 public. This becomes more constrained when trying to dedicate paths for entering and leaving. I would say Cedar room would not be the preferred option. We would recommend that a neutral rug could be rolled out below mayor/council to not cast reflective shadows and portable dividers (cubicle style) placed behind. ~\$52,000**
 - a. Single 30 foot wide projector screen mounted across the stage – ~\$7,000**
 - b. Single projector at 13,000 lumens - ~ \$40,000**
 - c. Additional mounting hardware - ~ \$5,000**

Date: November 3, 2020
File No: 0890-20-MM
To: Mayor & Council
Subject: Release of Oil – McLean Mill
From: Timothy Pley, CAO

RECOMMENDATION[S]

This report is being provided for Council's information only.

PURPOSE

To update Council regarding a release of Bunker Oil at McLean Mill National Historic Site.

BACKGROUND

The City owns various heritage rail equipment, some of which has been maintained and operated for decades by Western Vancouver Island Industrial Heritage Society (WVIIHS). WVIIHS owns and operates Alberni Pacific Railway (APR).

Until 2020 the #7 heritage steam train operated by APR was fueled primarily by Bunker C Oil. Bunker oil is a low cost, heavy oil. In years past #7 operated on a regular schedule between the City's Train Station and McLean Mill National Historic Site. In order to have fuel on hand for #7 a rail tank car was stationed on a makeshift rail siding at McLean Mill.

Bunker oil was last purchased and placed in the rail tank car in 2019. That year the operation of #7 was curtailed due to breakdown. An undetermined amount of fuel remained in storage in the rail tank car. #7 did not operate in 2020.

Sometime prior to October 26th 2020 a valve was opened on the rail tank car, releasing Bunker oil from the tank onto the ground. WVIIHS members who are familiar with the rail tank car reported that the valve through which the oil was released was normally left in a closed position.

Immediately upon being made aware of the incident the City responded by engaging contractors and consultants to limit the extent of contamination and begin remediation. The rail tank care has been removed from the site, the rail siding and a portion of the McLean Mill spur line have been removed in order to access the contamination, and a historic Dip Tank has also been removed. The site has been described by the City's primary contractor as "stable and contained."

The City notified regulating authorities at the earliest opportunity. The City's insurer has appointed an adjustor to manage the insurance claim submitted by the City. The RCMP have opened a file investigating any wrongdoing related to the release of the oil.

ALTERNATIVES/OPTIONS

This report is provided for information only. No action is required by Council at this time.

ANALYSIS

Contamination from the release of Bunker oil at McLean Mill is expected to be fully remediated. The costs of remediation are not yet known. Some of those costs may be recoverable through the City's insurance provider.

The loss of the historic dip tank will not be fully recovered. At best a replica may be constructed.

The release of oil and the costs to respond to that incident come at a time when the City has been successful in controlling costs associated with McLean Mill, and after establishing a sustainable management structure for the site. The incident is partially a result of a legacy hazard remaining on site, and should cause the City to investigate and mitigate other legacy hazards for which the City is responsible.

IMPLICATIONS

The incident may require allocation of City funds.

COMMUNICATIONS

The City will continue to communicate with regulatory agencies and update the public as the response to the incident unfolds.

BYLAWS/PLANS/POLICIES

SUMMARY

A release of Bunker oil from a rail tank car occurred at McLean Mill National Historic Site. The City has notified regulating authorities, engaged contractors to mitigate the damage, engaged the City's insurers, and reported the incident to the RCMP. As the incident response evolves the City will communicate outcomes to the community.

ATTACHMENTS/REFERENCE MATERIALS

Media Release

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

J: \\Identntify file path where report has been saved



NEWS RELEASE

Monday, November 2, 2020

CITY OF
PORT ALBERNI 

MCLEAN MILL NATIONAL HISTORIC SITE OIL RELEASE

Port Alberni, BC – During the week of October 26th, the City responded to the report of a potential oil spill at McLean Mill National Historic Site. City personnel found that an undetermined amount of Bunker C oil had been released from a rail tank car on site. Early investigation into the cause of this incident indicated that the oil was released through a previously locked valve that was found to be in the 'open' position. How that valve came to be opened is currently being investigated by the R.C.M.P. The incident has been reported to the Ministry of Environment, Department of Fisheries and Oceans, and the Alberni Clayoquot Regional District.

The rail tank car had been located on a rail siding near the eastern property boundary. It had been used to store fuel for the #7 steam engine that operated between the City and McLean Mill.

Bunker C oil is the residual oil left over after the lighter, more volatile products such as gasoline, diesel and natural gas are distilled out of crude oil. Bunker C is a heavy oil commonly used by freighters. The oil that was released from the rail tank car at McLean Mill was approximately 93 percent Bunker C oil and 7 percent diesel fuel.

The City has mobilized several contractors and professional consultant firms in order to mitigate the environmental impact. Based on preliminary inspection reports from David Clough of D.R. Clough Consulting "it would appear that fuel spill and environmental damage was limited to the railway corridor and dip tank area. At this stage of the investigation based on the visual observations by on-site professionals, there appears to be no escape into surface waters."

The rail tank car has since been removed from the McLean Mill site and contractors are currently working to remove the contaminated rail ties and ballast. Consultants are working to determine an estimate of the volume released. At present, the site is stable and contained.

##

FOR MORE INFORMATION

Tim Pley, CAO
City of Port Alberni
250-720-2824
timothy_pley@portalberni.ca

Sara Darling, Deputy City Clerk
City of Port Alberni
250-720-2822
sara_darling@portalberni.ca

Date: November 3, 2020
File No: 3015-20-ALC MM
To: Mayor & Council
Subject: ALC Response to City Application for Non-farm Use Permissions
From: Timothy Pley, CAO

RECOMMENDATION[S]

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.

PURPOSE

This report is provided to inform Council of a recent decision by the Agricultural Land Commission in response to the City's application for non-farm use, and to seek Council's direction with regard to making an application to have the McLean Mill site removed from the Agricultural Land Reserve.

BACKGROUND

In early 2020 the City was contacted by the ALC Compliance and Enforcement Branch regarding non-farming activities at McLean Mill. McLean Mill National Historic Site is within the ALR and therefore activities on site are subject to the authority of the ALC. On March 30, 2020 Council for the City of Port Alberni directed that an application be submitted to ALC seeking permissions for non-farm uses at McLean Mill. An application (attached) was submitted on May 1, 2020.

On November 3, 2020 the City received a response (attached) from ALC. The ALC response denies the non-farm use application, and makes the following statement,

"The Panel notes that it would accept a submission of an exclusion application for the Property for the Commission's consideration."

ALTERNATIVES/OPTIONS

Option One: Submit an application to ALC to have the McLean Mill National Historic Site removed from the ALR.

Option Two: Submit to ALC a request for reconsideration.

Option Three: Take no further action.

ANALYSIS

Option Three (take no further action) will result in ALC continuing their enforcement efforts from earlier in 2020, requiring cessation of all activities that they deem to be "commercial," and may place in jeopardy other activities identified in the City's non-farm use application.

Option Two (request reconsideration) is not likely to result in a change to the ALC report based on the criteria identified for such requests.

Option One (apply to have McLean Mill National Historic Site removed from ALR) is the course of action most likely to result in enabling continuation of current services and activities at that site. Removal from the ALR would result in the City's use of the site being regulated primarily by the ACRD.

IMPLICATIONS

The recommended course of action is likely to result in the City's ability to continue current services and activities during the short term while the ALC considers the City's application, and if successful could enable the City to have the fullest latitude for use of the McLean Mill National Historic Site.

Not addressing the ALC land use restrictions will result in a reduction of services and activities at McLean Mill National Historic Site below current levels.

COMMUNICATIONS

Council's decision will be communicated to ALC and ACRD.

BYLAWS/PLANS/POLICIES

Council's decision may have effect on the McLean Mill National Historic Site operating agreement between the City and AV Chamber of Commerce.

SUMMARY

The City has received a response from ALC to the City's request for non-farm use permissions at McLean Mill National Historic Site. ALC has denied the City request, and included in the response report a reference to the potential for the City to make a further application to ALC to have the McLean Mill site excluded from the ALR. That course of action is recommended by staff.

ATTACHMENTS/REFERENCE MATERIALS

1. February 6, 2020 ALC Enforcement and Compliance letter
2. City application to ALC for non-farm use
3. November 2nd response from ALC regarding non-farm use application
4. Email dated November 3rd 2020 from CAO to ALC Enforcement Branch



Agricultural Land Commission
201 – 4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000
Fax: 604 660-7033
www.alc.gov.bc.ca

February 6, 2020

ALC C&E File: 144773

Delivered Electronically to Timothy_pley@portalberni.ca

Dear Timothy Pley,
CAO for the City of Port Alberni and acting agent for the Property listed below,

Commercial Activity in the Agricultural Land Reserve

CIVIC ADDRESS: 5633 Smith Rd, Port Alberni, BC V9Y 8Z1
LEGAL: Lot 27, Plan VIP1297, Alberni Land District, Except Plan VIP57991, LOOP FARMS; & EXC THOSE PARTS IN PL VIP65249; Managed Forest 0074
PID: 007-628-145
(the "Property")

This letter serves to inform you that the Agricultural Land Commission (the "ALC" or the "Commission") is aware of commercial operations on the Property.

The ALC understands the Property is designated as a National Historic Site. Within the proposal for that designation it was understood the purpose would be to create a historic sawmilling complex for educational and interpretive use of the public. Facilities to be included were a sawmill, support buildings such as repair shops, residences, cookhouse and bunkhouse as well as display and operation as a forestry and milling interpretation centre for tourism. From your discussions with this Officer and information we have received it seems the property has been used for commercial ventures outside the scope of what was included in the proposal.

Commission records indicate that the Property is within the Agricultural Land Reserve (the "ALR") and therefore is subject to the *Agricultural Land Commission Act* (the "ALCA") Agricultural Land Reserve Use Regulation (the "Use Regulation").

Be advised that pursuant to s. 20(1) of the Act:

20(1) "A person must not use agricultural land for a non-farm use unless permitted by under section 25 or 45 of the regulations"

Based on the above information, I determine that you must submit a non-farm use application. Please submit the non-farm use application with respect to the Property as soon as possible. The application can be retrieved and subsequently submitted through the ALC's Application Portal via the ALC's website at: <http://www.alc.gov.bc.ca/alc/content/applications-and-decisions>

Please contact me to confirm receipt of this letter. I can be reached at 604 240-8873 or Steven.Laing@gov.bc.ca. I look forward to hearing from you to resolve this matter in a timely fashion.

This letter does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.

Sincerely,

PROVINCIAL AGRICULTURAL LAND COMMISSION

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

Steven Laing
Compliance and Enforcement Officer

Provincial Agricultural Land Commission - Applicant Submission

Application ID: 60615

Application Status: In Progress

Applicant: City of Port Alberni

Agent: City of Port Alberni

Local Government: Alberni-Clayoquot Regional District

Local Government Date of Receipt: This application has not been submitted to local government yet.

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Non-Farm Use

Proposal: The MMNHS was designated as a national historic site in 1989. Subsequent to that designation the City and the Government of Canada entered into an agreement for the funding and operation of MMNHS in a manner consistent with national historic site standards.

The parcel of land upon which MMNHS is located was created through subdivision. The subdivision was supported by the ALC specifically to enable the creation and operation of a national historic site. While the ALCs intent to enable creation and operation of a national historic site is evident, the documentation of that intent is limited and, as the City has recently discovered, extremely restrictive when considered relative to current ALC regulations. The City has received a letter from ALC dated February 6th 2020 referencing activities at MMNHS that ALC regards as being non-permitted non-farm use.

The City is of the opinion that the ALC never intended to impose extreme restrictions on the operation of the MMNHS, and does not now desire to do so. Accordingly the City hereby requests that ALC provide clarity regarding permissions in order to reflect ALCs clear original intent to support the operation of a national historic site. ALCs action is required in order to enable the City, ALC, ACRD, and the community at large to move beyond the current uncertainty regarding matters of compliance at MMNHS. Although the MMNHS is unique and there are aspects to its operations that reflect that uniqueness, activities at the MMNHS are consistent with activities at other historic sites. This report will identify current and envisioned activities, and demonstrate that the same or similar activities commonly occur at national historic sites.

The agreement between the City and the Government of Canada for operation and funding of the MMNHS requires the City to undertake two primary responsibilities;

1. Preserve the heritage

2. Present the heritage

On the former, the City is actively engaged in preserving the heritage through provision of security and fire protection as well as maintenance and capital building restoration projects. Funding for preservation and restoration of the heritage is provided by the City, grants from ACRD and Parks Canada, as well as accumulated funds derived from a 10% heritage fee that is applied to every booking and purchase associated with the site.

On the latter, the City endeavours to create opportunities for as many people as possible, and from as wide a cross section of society as possible. This approach is consistent with the Citys obligations set out in the agreement between the City and the Government of Canada as well as with the McLean Mill Operating Plan which is referenced in the funding agreement.

Agent Information

Agent: City of Port Alberni
Mailing Address:
4850 Argyle St.
Port Alberni, BC
V9Y 1V8
Canada
Primary Phone: (250) 720-2824
Email: Timothy_Pley@portalberni.ca

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple
Parcel Identifier: 018-572-871
Legal Description: L A LOOP FARMS & DL 106 ALBERNI DISTRICT PL VIP57991 EXC PT IN PL VIP65071
Parcel Area: 12.8 ha
Civic Address:
Date of Purchase: 01/07/1994
Farm Classification: Yes
Owners
 1. **Name:** City of Port Alberni
Address:
4850 Argyle St.
Port Alberni, BC
V9Y 1V8
Canada
Phone: (250) 720-2824
Email: Timothy_Pley@portalberni.ca
-

Ownership or Interest in Other Lands Within This Community

Current Use of Parcels Under Application

1. **Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**
No agriculture
2. **Quantify and describe in detail all agricultural improvements made to the parcel(s).**
No Agricultural Improvements
3. **Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**
Detail of all non-agricultural uses attached (titled Application Supplement)

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm
Specify Activity: Privately-managed forest lands

East

Land Use Type: Agricultural/Farm

Specify Activity: Privately-managed forest lands

South

Land Use Type: Agricultural/Farm

Specify Activity: Privately-managed forest lands

West

Land Use Type: Agricultural/Farm

Specify Activity: Privately-managed forest lands

Proposal

1. How many hectares are proposed for non-farm use?

12.8 ha

2. What is the purpose of the proposal?

The MMNHS was designated as a national historic site in 1989. Subsequent to that designation the City and the Government of Canada entered into an agreement for the funding and operation of MMNHS in a manner consistent with national historic site standards.

The parcel of land upon which MMNHS is located was created through subdivision. The subdivision was supported by the ALC specifically to enable the creation and operation of a national historic site. While the ALCs intent to enable creation and operation of a national historic site is evident, the documentation of that intent is limited and, as the City has recently discovered, extremely restrictive when considered relative to current ALC regulations. The City has received a letter from ALC dated February 6th 2020 referencing activities at MMNHS that ALC regards as being non-permitted non-farm use.

The City is of the opinion that the ALC never intended to impose extreme restrictions on the operation of the MMNHS, and does not now desire to do so. Accordingly the City hereby requests that ALC provide clarity regarding permissions in order to reflect ALCs clear original intent to support the operation of a national historic site. ALCs action is required in order to enable the City, ALC, ACRD, and the community at large to move beyond the current uncertainty regarding matters of compliance at MMNHS. Although the MMNHS is unique and there are aspects to its operations that reflect that uniqueness, activities at the MMNHS are consistent with activities at other historic sites. This report will identify current and envisioned activities, and demonstrate that the same or similar activities commonly occur at national historic sites.

The agreement between the City and the Government of Canada for operation and funding of the MMNHS requires the City to undertake two primary responsibilities;

1. Preserve the heritage

2. Present the heritage

On the former, the City is actively engaged in preserving the heritage through provision of security and fire protection as well as maintenance and capital building restoration projects. Funding for preservation and restoration of the heritage is provided by the City, grants from ACRD and Parks Canada, as well as accumulated funds derived from a 10% heritage fee that is applied to every booking and purchase associated with the site.

On the latter, the City endeavours to create opportunities for as many people as possible, and from as wide a cross section of society as possible. This approach is consistent with the Citys obligations set out in the agreement between the City and the Government of Canada as well as with the McLean Mill Operating Plan which is referenced in the funding agreement.

3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.

This parcel of land has been designated by the Government of Canada as a National Historic Site; as such, the proposal cannot be carried out on lands outside the ALR.

4. Does the proposal support agriculture in the short or long term? Please explain.

The agreement between the City and the Government of Canada for operation and funding of the MMNHS requires the City to undertake two primary responsibilities;

- 1. Preserve the heritage*
- 2. Present the heritage*

5. Do you need to import any fill to construct or conduct the proposed Non-farm use?

No

Applicant Attachments

- Agent Agreement - City of Port Alberni
- Proposal Sketch - 60615
- Other correspondence or file information - Application Supplement
- Certificate of Title - 018-572-871

ALC Attachments

None.

Decisions

None.

The City of Port Alberni (the City) is applying to the Agricultural Land Commission (ALC) for the following non-farm use permissions at McLean Mill National Historic Site (MMNHS):

1. Operation of a steam-powered sawmill, a steam-powered logging demonstration, and other steam-powered heritage equipment.
2. Operation of a heritage tourism rail service carrying visitors between the City and MMNHS.
3. Occupancy by a live-in caretaker and caretaker's immediate family
4. Camping
5. Food services
6. Operation of a gift shop
7. Operation of an interpretive center
8. Tours
9. Hosting of events, festivals, celebrations and programs within the permissible limits of the land use zoning and other regulating factors set by the local government (ACRD) and regulated by the local government
10. Operation of a not-for-profit fish hatchery, and associated activities and programs
11. Works necessary for preservation of heritage under the direction, or consistent with the guidance, of Parks Canada
12. Works necessary to protect the environment
13. Works necessary to protect built and natural assets

The McLean Mill National Historic Site (MMNHS) is owned and operated by the City. The MMNHS is located in the Alberni Valley, outside of the boundaries of the City, within the jurisdiction of Alberni-Clayoquot Regional District (ACRD) and within the historical and unceded lands of both the Hupacasath and Tseshah First Nations.

The MMNHS is located within the Agricultural Land Reserve.

The MMNHS was designated as a national historic site in 1989. Subsequent to that designation the City and the Government of Canada entered into an agreement for the funding and operation of MMNHS in a manner consistent with national historic site standards.

The parcel of land upon which MMNHS is located was created through subdivision. The subdivision was supported by the ALC specifically to enable the creation and operation of a national historic site. While the ALC's intent to enable creation and operation of a national historic site is evident, the documentation of that intent is limited and, as the City has recently discovered, extremely restrictive when considered relative to current ALC regulations. The City has received a letter from ALC dated February 6th 2020 referencing activities at MMNHS that ALC regards as being non-permitted non-farm use.

The City is of the opinion that the ALC never intended to impose extreme restrictions on the operation of the MMNHS, and does not now desire to do so. Accordingly the City hereby requests that ALC provide clarity regarding permissions in order to reflect ALC's

clear original intent to support the operation of a national historic site. ALC's action is required in order to enable the City, ALC, ACRD, and the community at large to move beyond the current uncertainty regarding matters of compliance at MMNHS.

Although the MMNHS is unique and there are aspects to its operations that reflect that uniqueness, activities at the MMNHS are consistent with activities at other historic sites. This report will identify current and envisioned activities, and demonstrate that the same or similar activities commonly occur at national historic sites.

The agreement between the City and the Government of Canada for operation and funding of the MMNHS requires the City to undertake two primary responsibilities;

1. Preserve the heritage
2. Present the heritage

On the former, the City is actively engaged in preserving the heritage through provision of security and fire protection as well as maintenance and capital building restoration projects. Funding for preservation and restoration of the heritage is provided by the City, grants from ACRD and Parks Canada, as well as accumulated funds derived from a 10% heritage fee that is applied to every booking and purchase associated with the site.

On the latter, the City endeavours to create opportunities for as many people as possible, and from as wide a cross section of society as possible. This approach is consistent with the City's obligations set out in the agreement between the City and the Government of Canada as well as with the McLean Mill Operating Plan which is referenced in the funding agreement.

The Strategy

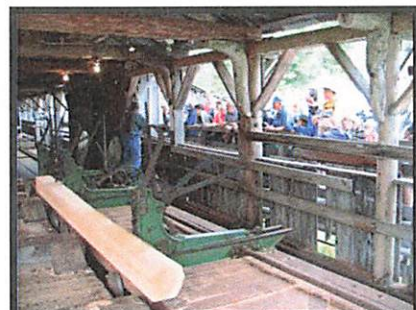
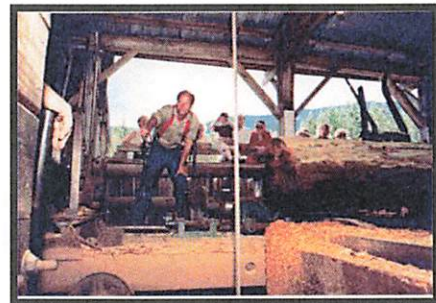
The City's strategy for preserving and presenting the heritage at MMNHS includes the following:

- The site is open to the public 365 days per year
- No entry fee to access the site
- Encourage self-exploration of the site, supported by passive interpretation
- City directly manages the historic zone within the larger site. This insures the integrity of the historic zone, and provides for maintenance of the historic assets
- Alberni Valley Chamber of Commerce is contracted to operate the non-historic zone. The Chamber is best positioned to advertise the site, increase visitors to the site, enhance the quality of visitor experiences, and to generate revenues that are used to operate the site and preserve the heritage
- A heritage fee (10%) is levied against every booking and transaction associated with MMNHS. Heritage fee funds are directed to capital projects that preserve and restore the heritage assets
- All scheduled activities must support at least one of the City's primary responsibilities, preferably both. Activities should introduce people to the heritage aspects of MMNHS, and should also generate a monetary contribution that assists in preserving that heritage.

Current Activities at MMNHS

1. Operation of a Heritage Steam-powered Sawmill and Other Heritage Steam-powered Equipment

The central component of MMNHS is a complete operating steam-powered sawmill that was last operated commercially by the McLean family in 1965.

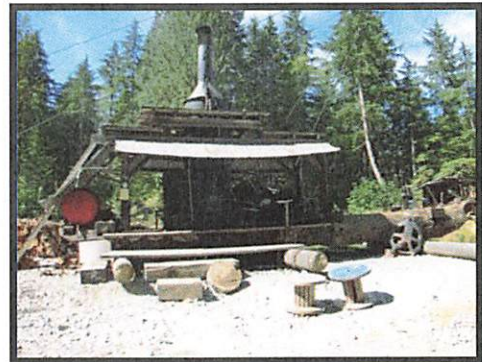
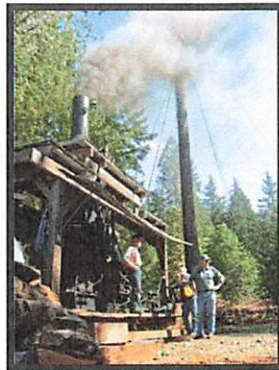


Other heritage steam-powered equipment permanently located at the site include:

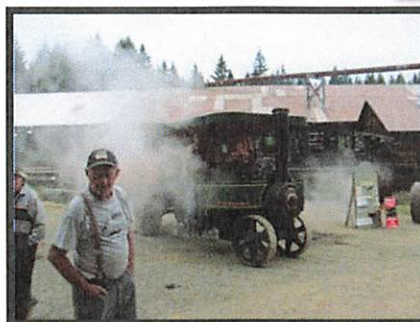
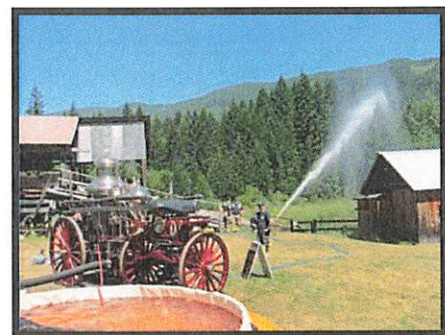
Farquhar steam-powered tractor



Original McLean Mill steam-powered logging donkey



Other heritage steam-powered equipment is occasionally brought to the MMNHS and operated during Steam Up and other events and festivals



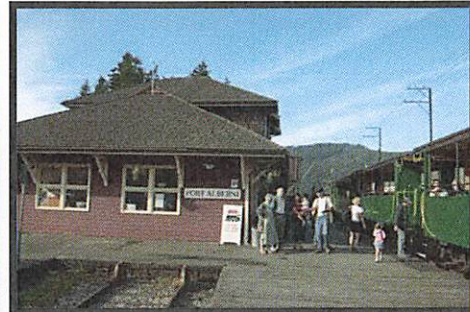
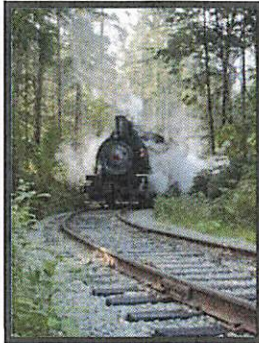
Demonstration of heritage equipment and methods is consistent with activities at other historic sites:

Barkerville Historic Town & Park	Fort Steele
Hat Creek Ranch	Fort Langley National Historic Site
Fort Rodd Hill National Historic Site	BC Forest Discovery Centre
Britannia Mine National Historic Site	Gulf of Georgia Cannery National Historic Site
Burnaby Village Historic Park	North Pacific Cannery National Historic Site

2. Operation of a Heritage Tourism Rail Service

The Alberni Pacific Railway operates a heritage tourism rail service carrying passengers between the historic Train Station in the heart of Port Alberni to a debarkation deck at MMNHS. Rail service is provided on a regular schedule basis during the tourism season as well as being offered as a component of special events at MMNHS.

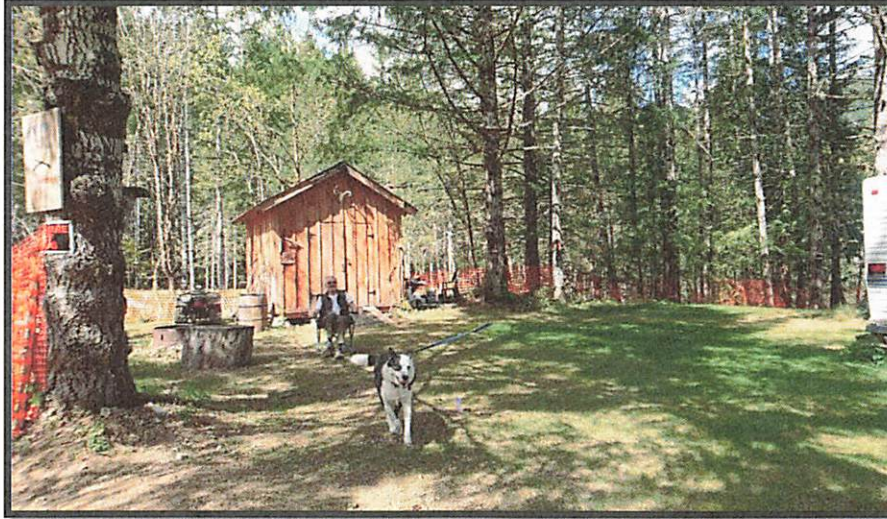
Both regularly scheduled and special event rail trips provide an important interpretive opportunity for visitors. Their heritage experience is broadened, including by the appreciation for the remoteness of the MMNHS and the challenges that would have been presented for those living and working there.



Operation of heritage transportation methods is consistent with activities at other historic sites such as, BC Forest Discovery Centre, Kettle Valley Railway, Kamloops Heritage Railway, West Coast Railway Heritage Park,

3. Occupancy by a Live-in Caretaker and Caretaker's Immediate Family

In order to provide for site security and maximize the safety of site users, a live-in caretaker resides on site.



The practice of utilizing a live-in caretaker is consistent with activities at other historic sites:

Barkerville Historic Town and Park	Hat Creek Ranch (Seasonally)
Upper Canada Village	Black Creek Pioneer Village

4. Camping

Short term, low impact camping is an integral component of the City's strategy at MMNHS. Camping enables visitors travelling by vehicle or cycle to interact with the site longer than the hour or two that is common for visitors who are passing through, deepening the experience of those visitors who choose to spend more time on the site. Camping also enables visitors to interact with the heritage during the quieter morning and evening time periods, when the experience is considerably different and impactful.



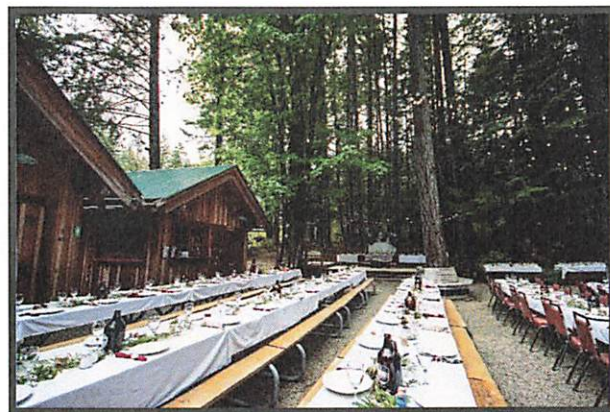
The ability to overnight at MMNHS increases the number of visitors to the site. Many visitors to the Alberni Valley Visitor Centre report that they cannot take the time to visit MMNHS on their current trip because they must travel to their overnight destination. Camping on site directly contributes to the City's ability to present the heritage to as broad a segment of society as possible.

Camping is consistent with activities at other historic sites:

Fort Langley National Historic Site	Fort Steele
Barkerville Historic Town & Park	Hat Creek Ranch
Fort Rodd Hill National Historic Site	

5. Food Services

The provision of food services has taken various forms at MMNHS since the site was first opened to the public. Sometimes referred to as the Cookhouse, an on-site kitchen that has been approved by Vancouver Island Health Authority enables provision of food services to self-guided visitors, tour groups and guests at special events.



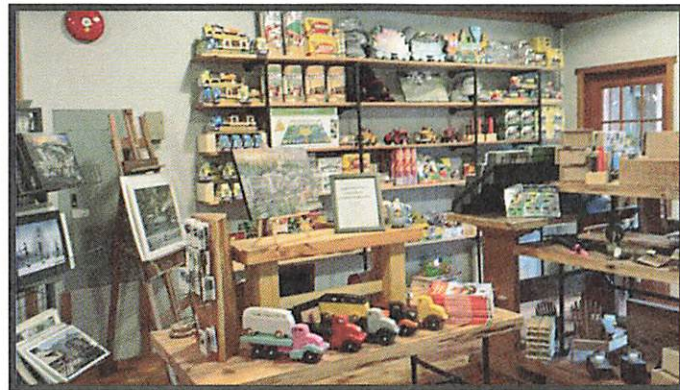
Provision of food services is consistent with activities at other historic sites:

Barkerville Historic Town & Park	BC Forest Discovery Centre
Britannia Mine	Fort Steele
Fort Langley	Hat Creek Ranch
Butchart Gardens National Historic Site	Burnaby Village Historic Park
North Pacific Cannery National Historic Site	

6. Gift Shop

MMNHS houses a small gift shop where visitors can purchase mementos of their visit to the site. The gift shop provides perhaps the most direct and visible opportunity for visitors to make a financial contribution to the preservation of the heritage through a 10% heritage fee that is applied to each purchase.

Purchases at the gift shop enable visitors to take with them mementos of their visit and/or share their experience with others through authentic keepsake gifts. In either case the MMNHS heritage experience is broadened by visitor use of the Gift Shop.

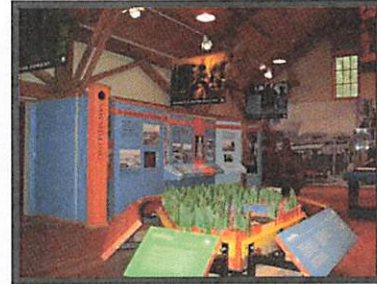


A gift shop is consistent with activities at other historic sites:

Barkerville Historic Town & Park	BC Forest Discovery Centre
Britannia Mine National Historic Site	Fort Steele
Fort Langley National Historic Site	Hat Creek Ranch
Butchart Gardens National Historic Site	Craigdarroch Castle National Historic Site
Gulf of Georgia Cannery National Historic Site	Burnaby Village Historic Park
North Pacific Cannery National Historic Site	

7. Interpretive Centre

The Interpretive Centre is located on the MMNHS property, outside of the “Heritage Zone.” The Interpretive Centre is co-located with the Gift Shop, food services, public washroom facility, courtyard, and office. The Interpretive Centre is strategically located so that visitors arriving by vehicle, cycle or train pass through the Interpretive Centre area prior to entering the Historic Zone.



An Interpretive Centre is consistent with activities at other historic sites:

Fort Langley National Historic Site	Gulf of Georgia Cannery National Historic Site
BC Forest Discovery Centre	Barkerville Historic Town & Park

8. Tours

Experience has demonstrated that some visitors prefer to explore the MMNHS on their own while others seek a more structured tour program. The City endeavours to support both preferences.

The MMNHS is open to the public 365 days per year for self-guided tours. Structured tours are also available. While there is no site entry fee at MMNHS and therefore self-guided visits are free, fees do apply to guided tours.

Guided Tours:



Guided tours are consistent with activities at other historic sites:

Barkerville Historic Town & Park	Fort Steele
Hat Creek Ranch	Fort Langley
Fort Rodd Hill	BC Forest Discovery Centre
Britannia Mine National Historic Site	Gulf of Georgia Cannery National Historic Site
Burnaby Village Historic Park	North Pacific Cannery National Historic Site

Tin Pants Theatre Troupe (2011)



Prior to 2012 the McLean Mill employed first person/theatrical/living history interpretation provided by the former Tin Pants Troupe. Provision of living history interpretation is consistent with other historic sites:

Barkerville	Burnaby Village Historic Park
Fort Langley	Hat Creek Ranch
Fort Steele	Upper Canada Village
Fort Edmonton	Black Creek Pioneer Village

9. Event Hosting

Hosting events is critical to the City's ability to fulfill its two primary responsibilities at MMNHS, preserving the heritage and presenting the heritage.

Preserving the Heritage: Events generate revenues that help to defray operating costs and directly fund capital projects that restore aging heritage assets. As mentioned earlier, a 10% Heritage Fee is applied to all sales and bookings. That Heritage Fee is used to fund capital restoration projects.

Presenting the Heritage: Events provide a unique opportunity to broaden the range of visitors to the MMNHS.

Some visitors seek out MMNHS because they desire to interact with the heritage aspects of the site. However, there is a significant segment of society both locally and further afield that would not otherwise visit MMNHS if they were not there for a special event. Hosting of special events is the best means of engaging this segment of society.

Fifty percent of the City's primary responsibility as caretaker of MMNHS is to present the heritage to as many people as possible and from as broad a range of society as possible. The hosting of a wide range of events is the City's best method to achieve that.

It should not go unnoticed that site access is provided at MMNHS 365 day per year for those who are self-motivated to interact with the heritage. That no-fee access is enabled by the event fees paid by those who would not otherwise visit the site or support the preservation of its heritage assets.

All activities listed below and elsewhere in this submission are permissible within the land use zoning regulation and bylaws of the Alberni Clayoquot Regional District, and meet the requirements of other regulatory bodies such as Vancouver Island Health Authority.

The types of events that are currently hosted and/or envisioned to be hosted in the future at MMNHS are many and varied. They include:

- **School Programs and Events:** A broad range of guided interactive curriculum-based programs for Grades K to 12 that include history, social study, forestry and science themes.
- **Family Events:** Family events include but are not limited to Breakfast with Santa, Christmas light festival, Jeepers Creepers (Halloween), seasonal craft fairs, Harry Potter themed events, *Our Town* (free family activities), vintage vehicle/equipment shows, bicycle rodeo, City of Port Alberni Parks and Recreation programs, Mother's Day –Father's Day events, Cubs/Brownies/scouts sleepovers.
- **Community Events:** (example includes *Paper Chase* (10 km race on the Vancouver Island circuit), Days with the Arts, Forest Festival, Spoken Word Festival,
- **Memorial Services:** The heritage site provides a unique and solemn setting to reflect on the passing of a loved one

- **Weddings/Birthday Parties:** Wedding ceremonies and receptions are hosted in the dining hall area, and wedding photographs often take place in the Heritage Zone where the heritage assets make terrific photo backgrounds. Weddings are often themed based on steam, steam trains or heritage in general. In some cases ceremonies occur in the Heritage Zone where they are strictly managed in order to protect the heritage assets and the unfettered access of others to the heritage
- **Themed Events:** (examples include cycling organization gatherings, art classes and showings, archery club weekend events, Black Powder club weekend events, Loggers Sports events, Blacksmithing classes and events, Improv Nights, BBQ Dinner Theatre events)
- **Corporate Events:** include team building and/or strategic planning workshops
- **Music Festivals:** Can range from *Music in the Park afternoons, Sunday Morning Gospel Train, Starlight Concert and Lumber Deck Dance* events that attract handfuls of musicians and listeners, to multi-day music festivals that attract hundreds of visitors over a weekend.

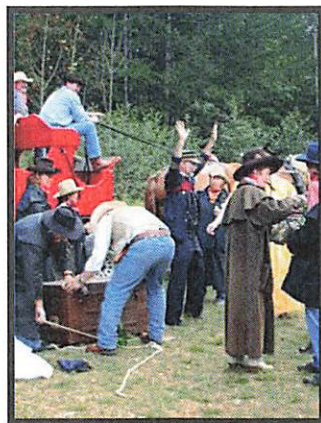
Given that the ALC's insistence that the City submit an application for non-farm use may have resulted from a complaint about a music festival at MMNHS, a more detailed summary of an annual multi-day music festival hosted at MMNHS is provided as an appendix to this submission.



Forest Fest



Black Powder Weekend



Train Robbery



Hosting events is consistent with activities at other historic sites:

Barkerville	Fort Steele
Hat Creek Ranch	Fort Langley
Fort Rodd Hill	BC Forest Discovery Centre
Britannia Mine National Historic Site	Gulf of Georgia Cannery National Historic Site
Burnaby Village Historic Park	North Pacific Cannery National Historic Site
Craigdarroch Castle	Butchart Gardens
Stanley Park	

10. Fish Hatchery

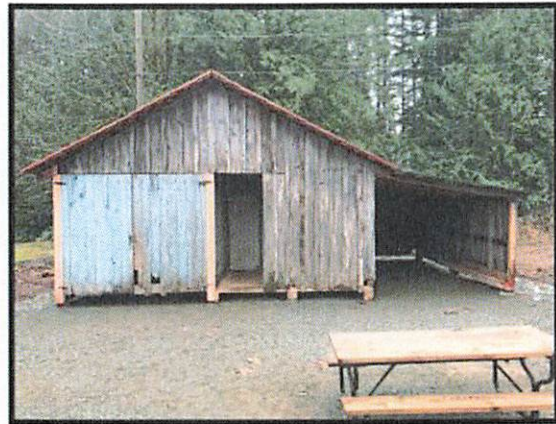
In 2000 a fish hatchery was established on the MMNHS outside of the Heritage Zone. The Alberni Valley Enhancement Association (AVEA) operates the hatchery under the guidance of West Coast Aquatic. The AVEA's hatchery has increased the numbers of Coho salmon returning to Kitsuksis Creek, and has also supported the rebuilding of salmon stocks in other streams in the Alberni Valley.



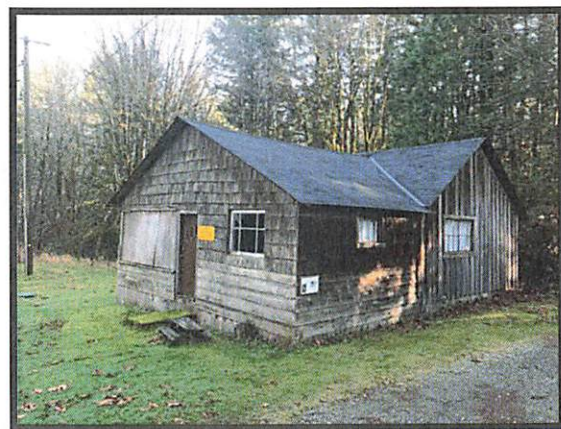
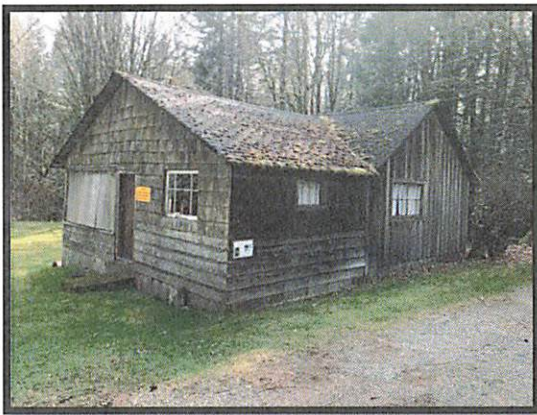
11. Works Necessary for Preservation of Heritage

The City, as caretaker of the irreplaceable heritage values at MMNHS, has an obligation to preserve the heritage for future generations. In that endeavor the City is guided by Parks Canada. The continued designation as a national historic site is dependent upon the City continuing to meet the expectations of Parks Canada.

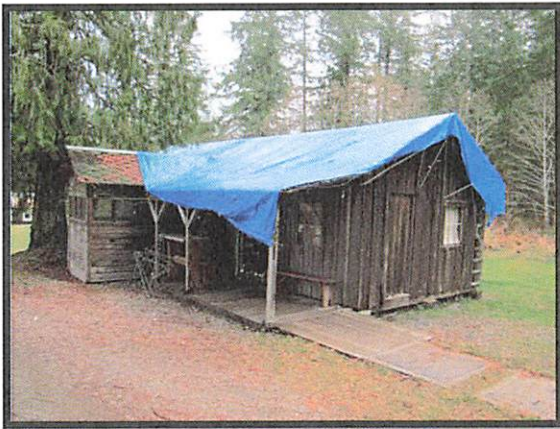
Arnold McLean Garage – before and after



Workers' House Roof – before and after



Cook House Roof – before and after



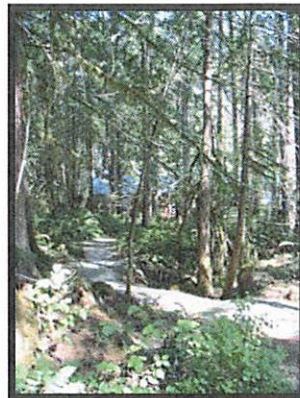
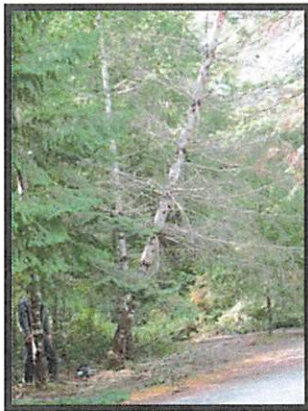
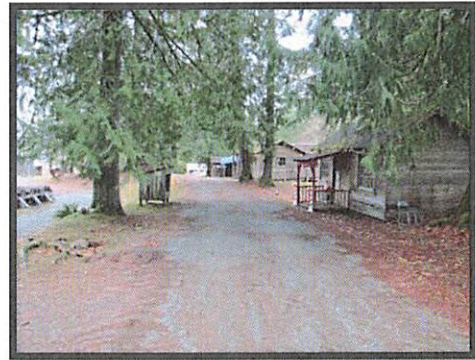
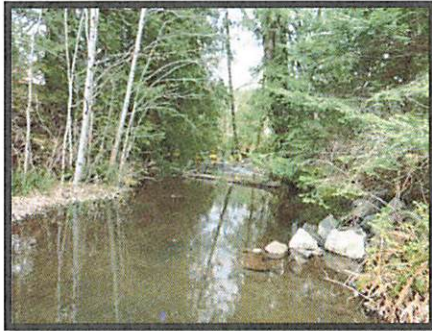
Truck Garage Roof – before and after



Maintenance, Preservation and Restoration of heritage is fundamental to all historic sites.

12. Works Necessary to Protect the Environment

The City has an obligation to meet federal and provincial regulations regarding protection of the environment. Activities undertaken in that regard are regulated by federal, provincial, and/or local governments.



Protection of the natural environment is consistent with activities at all historic sites.

13. Works Necessary to Protect Built and Natural Assets

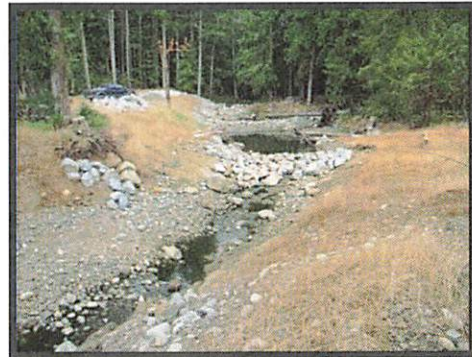
Protection of built and natural assets is a fundamental responsibility of the caretaker (in this case the City) of a site like MMNHS. When McLean Mill was establishment it imposed a negative impact on the natural environment. Since that time equilibrium has been established that involves in some ways the dependence of the natural environment on McLean Mill infrastructure. For example, the installation of the Log Pond would have created a considerable negative impact on many aspects of the natural environment. Since construction of the Log Pond the natural environment has adapted and now a new natural equilibrium exists that is dependent upon the maintenance and operation of the Log Pond. It is now incumbent upon the City to maintain the Log Pond as a built asset in order to protect the natural environment that has become dependent upon it.

Other similar balances exist, for which the City has a responsibility to ensure protection, and the City must be unfettered in taking actions in this regard, with the goal being maintenance of current built and natural elements of the site.

Fish Ladder



Dam



In summary, the City seeks ALC permission for the following non-farm uses:

1. Operation of a steam-powered sawmill, a steam-powered logging demonstration, and other steam-powered heritage equipment.
2. Operation of a heritage tourism rail service carrying visitors between the City and MMNHS.
3. Occupancy by a live-in caretaker and caretaker's immediate family
4. Camping
5. Food services
6. Operation of a gift shop
7. Operation of an interpretive center
8. Tours
9. Hosting of events, festivals, celebrations and programs within the permissible limits of the land use zoning and other regulating factors set by the local government (ACRD) and regulated by the local government.
10. Operation of a not-for-profit fish hatchery, and associated activities and programs.
11. Works necessary for preservation of heritage under the direction, or consistent with the guidance, of Parks Canada
12. Works necessary to protect the environment
13. Works necessary to protect built and natural assets

Supporting Documentation:

The following documents can be viewed and downloaded at
<https://portalberni.box.com/s/8t4b6ufuu8lem32e5p5qjhmaxwjz5flu>

- Multi-day Music Festival
- Operating Agreement City and Chamber of Commerce
- Agreement Between City and Government of Canada
- McLean Mill Operating Plan
- Lease City and AVEA
- McLean Mill Site Assessment
- Environmental Assessment Report Level One
- Septic Systems Report
- Links:
 - [McLean Mill National Historic Site](#)
 - [Alberni Pacific Railway](#)



Agricultural Land Commission
201 – 4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000
Fax: 604 660-7033
www.alc.gov.bc.ca

November 2, 2020

ALC File: 60615

Timothy Pley
City of Port Alberni
DELIVERED ELECTRONICALLY

Dear Timothy Pley:

Re: Reasons for Decision - ALC Application 60615

Please find attached the Reasons for Decision of the Island Panel for the above noted application (Resolution #527/2020). As agent, it is your responsibility to notify the applicant accordingly.

Under section 33 of the *Agricultural Land Commission Act* (ALCA), a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. Please be advised however that on March 12th, 2020 the ALC Amendment Act ([Bill 15 – 2019](#)) was brought into force and effect, changing the reconsideration process.

A request to reconsider must now meet the following criteria:

- No previous request by an affected person has been made, and
- The request provides evidence not available at the time of the original decision that has become available, and that could not have been available at the time of the original decision had the applicant exercised due diligence, or
- The request provides evidence that all or part of the original decision was based on evidence that was in error or was false.

The amendments also propose a change to limit the time period for requesting a reconsideration to 90 days from the date of this decision – this change has not been brought into force and effect yet. As a result, a person affected by this decision will have one year from the date of this decision's release as per [ALC Policy P-08: Request for Reconsideration](#) to request reconsideration of the decision or 90 days from the date the legislative change takes effect (date unknown at this time), whichever comes sooner.

Please refer to the ALC's [Information Bulletin 08 – Request for Reconsideration](#) for more information.

Please direct further correspondence with respect to this application to ALC.Island@gov.bc.ca

Yours truly,

Aimee McGowan

Aimee McGowan, Land Use Planner

Enclosure: Reasons for Decision (Resolution #527/2020)

cc: Alberni-Clayoquot Regional District (File AB20001). Attention: Alex Dyer

60615d1



**AGRICULTURAL LAND COMMISSION FILE 60615
REASONS FOR DECISION OF THE ISLAND PANEL**

Non-Farm Use Application Submitted Under s.20(2) of the Agricultural Land Commission Act

Applicant	City of Port Alberni
Agent:	Timothy Pley, City of Port Alberni
Property:	Parcel Identifier: 018-572-871 Legal Description: Lot A, Loop Farms and District Lot 106, Alberni District, Plan VIP57991 Except That Part In Plan VIP65071 Civic: 5633 Smith Road, Port Alberni, B.C Area: 12.8 ha (12.8 ha within the ALR)
Panel:	Linda Michaluk, Island Panel Chair Honey Forbes Rick Mumford

OVERVIEW

- [1] The Property is located within the Agricultural Land Reserve (ALR) as defined in s. 1 of the *Agricultural Land Commission Act* (ALCA).
- [2] The 12.8 ha Property is currently the McLean Mill National Historic Site (the "MMNHS").
- [3] Pursuant to s. 20(2) of the ALCA, the Applicant is applying to the Agricultural Land Commission (the "Commission") to continue operating the MMNHS's ancillary commercial and tourism uses on the Property; more specifically, the continuation of the following existing uses (the Proposal):
- operate a steam-powered sawmill and hold demonstrations of logging and other heritage equipment;
 - operate a heritage tourism rail service carrying visitors between the City and the MMNHS;
 - allow a live-in caretaker and their immediate family to reside on the Property;
 - operate a campground (24 tent sites and several RV sites);
 - provide food services;
 - operate a gift shop and an interpretive center;
 - conduct guided site tours;
 - host events, festivals, celebrations and programs permitted under the regulations of the Alberni-Clayoquot Regional District (the "ACRD");
 - operate a not-for-profit fish hatchery, and associated activities and programs;
 - conduct works necessary for the preservation of the heritage site under the direction of Parks Canada; and,
 - conduct works necessary to protect the environment and built and natural assets.
- [4] The issue the Panel considered is whether the Proposal is an appropriate non-farm use on land within the ALR.



- [5] The Proposal was considered in the context of the purposes and priorities of the Commission set out in s. 6 of the ALCA:

6 (1) The following are the purposes of the commission:

- (a) to preserve the agricultural land reserve;
- (b) to encourage farming of land within the agricultural land reserve in collaboration with other communities of interest; and,
- (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of land within the agricultural land reserve and uses compatible with agriculture in their plans, bylaws and policies.

(2) The commission, to fulfill its purposes under subsection (1), must give priority to protecting and enhancing all of the following in exercising its powers and performing its duties under this Act:

- (a) the size, integrity and continuity of the land base of the agricultural land reserve;
- (b) the use of the agricultural land reserve for farm use.

EVIDENTIARY RECORD

- [6] The Proposal along with related documentation from the Applicant, Agent, local government and Commission is collectively referred to as the "Application." All documentation in the Application was disclosed to the Agent in advance of this decision.
- [7] Commissioner Linda Michaluk conducted a walk-around site visit on August 28, 2020 in accordance with the *ALC Policy Regarding Site Visits in Applications*, (the "Site Visit"). A site visit report (the "Site Visit Report") was prepared in accordance with the *Policy Regarding Site Visits in Applications*. The Site Visit Report was certified as accurately reflecting the observations and discussions of the Site Visit by the Agent on September 2, 2020.

BACKGROUND

- [8] The McLean Mill began its operation in 1926 and ceased operating as a working mill in 1965. In 1989 it was designated as a National Historic Site by the federal government (i.e. the MMNHS). At that time, an agreement was signed between the City of Port Alberni (the "City") and Government of Canada to restore and operate the MMNHS in a manner consistent with National Historic Site standards.
- [9] In 1985, Application ID 19143 was submitted to the Commission to include properties into, and exclude properties from, the ALR as part of the ALC's Alberni Fine-Tuning review. Several amendments were made to the areas to be included into, and excluded from, the ALR between 1985 and 1989. As a result of the fine-tuning review, portions of the Property's two parent properties were included into the ALR. The application was approved by way of ALC Resolution #354/89 and was authorized by Order-In-Council No.1631 in 1990.
- [10] In 1991, ALC Application ID 26491 was submitted to the Commission to subdivide a 12.8 ha parcel (the Property) from two subject properties (previously included into the ALR under ALC Resolution #354/89). The purpose of the application was to develop the site as a historic sawmilling complex for educational and interpretive use by the public in partnership with the Province of British Columbia (Heritage Conservation Branch) and Environment Canada (Canadian Parks Service). The National Historic Site facilities would include a *"sawmill, various buildings including repair shops, residences, a cookhouse and, as well as display and operate as a forestry and milling interpretation centre for tourism."* The Commission approved the subdivision for the purpose of developing the MMNHS by ALC Resolution #734/92, subject to the consolidation of the remaining 67.4 ha of the subject properties with an adjacent property (District Lot 161).
- [11] In 1992, the Commission received a request for reconsideration of ALC Resolution #734/92 from the City. Upon review, the Commission removed the consolidation conditions of ALC Resolution #734/92 by way of ALC Resolution #1323/92 and noted that

“the land referred to in the application continues to be subject to the provisions of the Act and regulations except as provided by this approval.”

- [12] In 1995, substantial restoration of the existing buildings on the Property began and in 2000 the MMNHS was opened to tourists in various capacities.
- [13] In 2020, the ALC received complaints about commercial activities occurring on the Property. On February 6, 2020, an ALC Compliance & Enforcement Officer advised the City that some of the current uses taking place on the Property were not permitted as specified in the ALC's original decision (ALC Resolution #734/92), and the ALCA and its regulations, and that the City would be required to submit a non-farm use application to bring the uses into compliance.
- [14] In June 2020, the City subsequently submitted the current application (ALC Application 60615) to the Commission. The Application indicates that the intention of ALC Application 26491 was clear in that the Property was to be subdivided, and restored as a National Historic Site and a forestry and mill interpretation centre, although ALC Resolutions #734/92 and #1323/92 do not refer to any approval of non-farm use on the Property. For this reason, the Application was submitted with the purpose of clarifying the original intent of ALC Resolution #734/92, so as to determine whether the existing ancillary uses are permitted under the approval.
- [15] The Property currently contains the McLean Mill (operating since 1926), a mill pond, several restored historic buildings, interpretive centre facilities (constructed in 1997), a fish hatchery facility (constructed by the Alberni Valley Enhancement Association in 1999), a kitchen facility (constructed in 1997, upgraded in 2017) and several trails. A number of public events are hosted on the Property, including the Five Acre Shaker Music Festival, school programs, family events and weddings. A portion of the Property is forested.

EVIDENCE AND FINDINGS

- [16] The Application was submitted on May 1, 2020 and was forwarded to the Commission by the Alberni Clayoquot Regional District (ACRD) on June 26, 2020. On March 12, 2020, the ALCA was amended and changes were made to its regulations. The Applicant was given an opportunity to make written submissions relating to the amendment of the ALCA and changes to its regulations as it relates to this application.

Issue: Whether the Proposal is an appropriate non-farm use on land within the ALR.

- [17] To assess agricultural capability on the Property, the Panel referred to agricultural capability ratings. The ratings are identified using the BC Land Inventory (BCLI), 'Land Capability Classification for Agriculture in B.C.' system. The improved agricultural capability ratings applicable to the Property are Class 2, Class 3, Class 4 and Class 5, more specifically 50% (8:3TP 2:4T), 20% (6:3TP 4:O5W), 9% (7:3TP 3:O3W), 7% (7:3TP 3:O3W), 7% (8:3TP 2:4T) and 7% (5:2DC 5:2C).

Class 2 - land is capable of producing a wide range of crops. Minor restrictions of soil or climate may reduce capability but pose no major difficulties in management.

Class 3 - land is capable of producing a fairly wide range of crops under good management practices. Soil and/or climate limitations are somewhat restrictive.

Class 4 - land is capable of a restricted range of crops. Soil and climate conditions require special management considerations.

Class 5 - land is capable of production of cultivated perennial forage crops and specially adapted crops. Soil and/or climate conditions severely limit capability.

The limiting subclasses associated with this parcel of land are C (adverse climate), D (undesirable soil structure), P (stoniness), T (topographic limitations) and W (excess water).

- [18] Based on the agricultural capability ratings, the Panel finds that the Property has mixed prime and secondary agricultural capability. However, after reviewing the Application material and conducting the Site Visit, the Panel finds that the Property's agricultural capability is significantly limited due to its historical use as a mill site, as a large portion of the Property is comprised of heritage buildings and equipment, the heritage rail and the fish hatchery. As such, the Panel finds there is limited area available on the Property for non-soil bound agriculture to occur. Further, based on the MMNHS Contamination Assessment prepared by Envirochem Special Projects Inc. in 1994, which accompanied the Application, the Panel finds that the land has been exposed to many years of soil contamination as a result of the mill operation and various other activities that occurred on the Property prior to its designation as a National Historic Site. The Panel finds that years of soil contamination from the Property's industrial and commercial uses have disturbed the soil's nutrients and composition thereby limiting the Property's current and future potential for soil-bound agriculture.
- [19] The Panel recognizes the historical use of the Property as a mill and acknowledges that no agricultural activity has ever occurred in the Property. The Panel also notes that the Property, due to its historical site classification, soil contamination, site buildings and related infrastructure has limited opportunities for agricultural use and therefore has no significant soil or non-soil bound agricultural potential. However, in considering an application for non-farm use, the Panel must consider factors such as whether the Proposal would aid in preserving agricultural land, or if it supports or benefits agriculture. Clearly, the Proposal does not contribute to these aims, and therefore, the Panel finds that so long as the Property remains in the ALR, it does not consider the Proposal to be an appropriate use of ALR land.
- [20] The Panel also acknowledges that funding for the preservation and restoration of the Property is provided by the City, grants from the ACRD and Parks Canada, and accumulated funds derived from a 10% heritage fee applied to bookings and purchases associated with the National Historic Site. However, the Panel finds that the financial benefit associated with the commercial and tourism activities occurring on the Property do

not justify them as appropriate non-farm uses in the ALR. The Panel finds that the activities support the historical site rather than agriculture and do not supplement a farmer's income and support agriculture as was intended by designated farm uses and permitted non-farm uses under the ALCA and its regulations. Therefore, the Panel finds that the Proposal is not an appropriate non-farm use in the context of the purposes of the Commission as set out in s. 6 of the ALCA and provides no benefit to agriculture.

- [21] The Panel notes that it would accept the submission of an exclusion application for the Property for the Commission's consideration. Any such application would be considered by the Commission based on the application's merits and in the context of the Commission's mandate.

DECISION

- [22] For the reasons given above, the Panel refuses the Proposal to continue operating the MMNHS's ancillary commercial and tourism uses on the Property.

- [23] These are the unanimous reasons of the Panel.

- [24] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(3) of the ALCA.

- [25] Resolution #527/2020
Released on November 2, 2020



Linda Michaluk, Panel Chair

On behalf of the Island Panel

Tanis Feltrin

From: Timothy Pley
Sent: November 3, 2020 12:37 PM
To: 'Laing, Steven ALC:EX'
Subject: RE: McLean Mill
Attachments: 60615d1 (City of Port Alberni).pdf

Hi Steve,

As you will recall earlier this year the City of Port Alberni submitted to ALC a non-farm use application. Today we received the attached response. The response denies the application and includes the following comment,

“The Panel notes that it would accept a submission of an exclusion application for the Property for the Commission’s consideration.”

The ALC report will be provided to City Council at their regular meeting on November 9th at which time I will recommend to Council for the City of Port Alberni that the City submit an exclusion application.

At this time I make the following requests of ALC:

1. That the enforcement file from earlier this year be reactivated, and
2. That no enforcement action be taken by ALC against the City regarding McLean Mill National Historic Site prior to December 31st 2020 in order that the City can submit an exclusion application.

Thank you for considering the City’s request Steve. I will advise you asap of Council’s decision regarding an exclusion application.

Please let me know if you want to discuss this further or if you require any further information.

Tim

From: Laing, Steven ALC:EX <Steven.Laing@gov.bc.ca>
Sent: Tuesday, March 17, 2020 11:39 AM
To: Timothy Pley <timothy_pley@portalberni.ca>
Subject: RE: McLean Mill

Hello Timothy,

I understand your situation and have noted that the Five Acre Shaker will no longer be held at the McLean Mill property. Please ensure the Council is aware of the ALC’s position and our next enforcement step of a Stop Work Order for all unauthorized commercial activities if an application is not submitted by April 3rd, 2020.

Regards,



Steven Laing
Compliance and Enforcement Officer
Agricultural Land Commission
2100 Labieux Rd.
Nanaimo BC
V9T6E9

From: Timothy Pley <timothy_pley@portalberni.ca>
Sent: March 16, 2020 5:02 PM
To: Laing, Steven ALC:EX <Steven.Laing@gov.bc.ca>
Subject: McLean Mill

Hi Steve,

On Saturday I met with the Five Acre Shaker organizer, and advised him that the music event would have to be relocated or cancelled (it cannot proceed at McLean Mill). Obviously he had questions and was quite upset. I suggested that he take some time to consider what questions he needed to ask the City before we talk again, but I was clear that the event could not continue at that location.

I will have a chance to interact with City Council on March 23rd. At that time I will advise them of the direction I have given the Five Acre Shaker event organizer, and I will recommend that the City submit an application to the ALC to enable current and planned-for non-farm use of the McLean Mill site. I will let you know the direction that I receive from Council. I expect to be able to reach out to you on March 24th.

Tim

Timothy Pley

CAO

City of Port Alberni

(250) 720-2824

Date: November 2, 2020
File No: 3360-20-2170 Mallory Dr
To: Mayor & Council
From: T. Pley, CAO
Subject: Official Community Plan and Zoning Bylaw Amendments – 2170 Mallory Drive

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

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."

PURPOSE

To consider abandoning the proposed Official Community Plan (OCP) and Zoning bylaw amendments for 2170 Mallory Drive as both the applicant and new owner have requested to suspend the rezoning process.

BACKGROUND

The City received a development application to amend the OCP and the City's Zoning bylaw for 2170 Mallory Drive in order to expand the industrial uses permitted on the subject property. Council gave 1st and 2nd reading to the proposed bylaws at the May 25, 2020 meeting and a Public Hearing was held on September 8, 2020.

At Council's Regular meeting on September 14, 2020, Council was asked to consider 3rd reading but elected to not proceed at that time. On October 3, 2020 the applicant sent an e-mail to the Manager of Planning requesting that the City suspend the rezoning process given the subject property had sold. On November 2, 2020, the new property owner provided the City with a letter requesting that the City not proceed with the proposed bylaw amendments.

ALTERNATIVES/OPTIONS

1. Abandon Bylaw No. 5009, Bylaw No. 5010, and Bylaw No. 5011.
2. Provide alternative direction.

ANALYSIS

N/A

IMPLICATIONS

Both the applicant and the new property owner have requested that the City not proceed with the rezoning process, as the new owners do not require the M1 – Light Industry zoning. Abandoning the bylaws will result in the property remaining zoned as ‘P1 Institutional’ and designated as ‘Residential’. The property will not be included in the Industrial Development Permit Area.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

The applicant had proposed the following Official Community Plan and Zoning Bylaw amendments for the property located at 2170 Mallory Drive:

1. The subject property, is currently designated ‘**Residential**’ on the Official Community Plan Schedule A – Land Use Map. An amendment is requested to change the designation to ‘**Industrial**’.
2. The property is not within a Development Permit Area on the Schedule B – Development Permit Areas Map. An amendment is required to include the property in **Development Permit Area No. 3 Industrial**.
3. The subject property, is currently zoned ‘**P1 Institutional**’ on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to rezone a portion of the subject property to ‘**M1 Light Industry**’ zone.

SUMMARY

Respecting the property located at 2170 Mallory Drive, an application had been made to amend the Official Community Plan and the Zoning Bylaw in order to expand the industrial uses permitted on the property. The applicant and new property owner have requested that the City not proceed with the development application. As such, the Planning Department recommends that Council abandon the proposed bylaws.

ATTACHMENTS/REFERENCE MATERIALS

1. Correspondence dated November 2, 2020 - M. Jensen, Director, Real Estate | Shaw
2. ‘Official Community Plan Amendment No. 31 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5009’
3. ‘Zoning Bylaw Map Amendment No. 40 (2170 Mallory Drive - Mansett Family Holdings), Bylaw No. 5010’
4. ‘Zoning Bylaw Text Amendment No. T24 (Site Specific Use – P1 Institutional), Bylaw No. 5011’



Suite 900, 630 - 3rd Avenue SW
Calgary, Alberta T2P 4L4

November 2, 2020

City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8
Attention: Katelyn McDougall, Manager of Planning

Dear Ms. McDougall:

RE: 2170 Mallory Drive, Port Alberni, BC

As you are aware, Shaw Cablesystems Limited ("Shaw") purchased the above property effective October 9, 2020.

With respect to the application for rezoning that was submitted by the previous owner for consideration by the City, Shaw does not wish for the rezoning application to continue and would ask that it be removed from the agenda for any further consideration.

Yours truly,

SHAW CABLESYSTEMS LIMITED

A blue ink signature, appearing to read "MJ", written in a cursive style over a horizontal line.

Marcie Jensen
Director, Real Estate

cc: Jay Nelson

CITY OF PORT ALBERNI

BYLAW NO. 5009

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

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

1. Title

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

2. Official Community Plan Amendments

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

READ A FIRST TIME THIS 25TH DAY OF MAY, 2020.

READ A SECOND TIME THIS 25TH DAY OF MAY, 2020.

A PUBLIC HEARING WAS HELD THIS 8TH DAY OF SEPTEMBER, 2020.

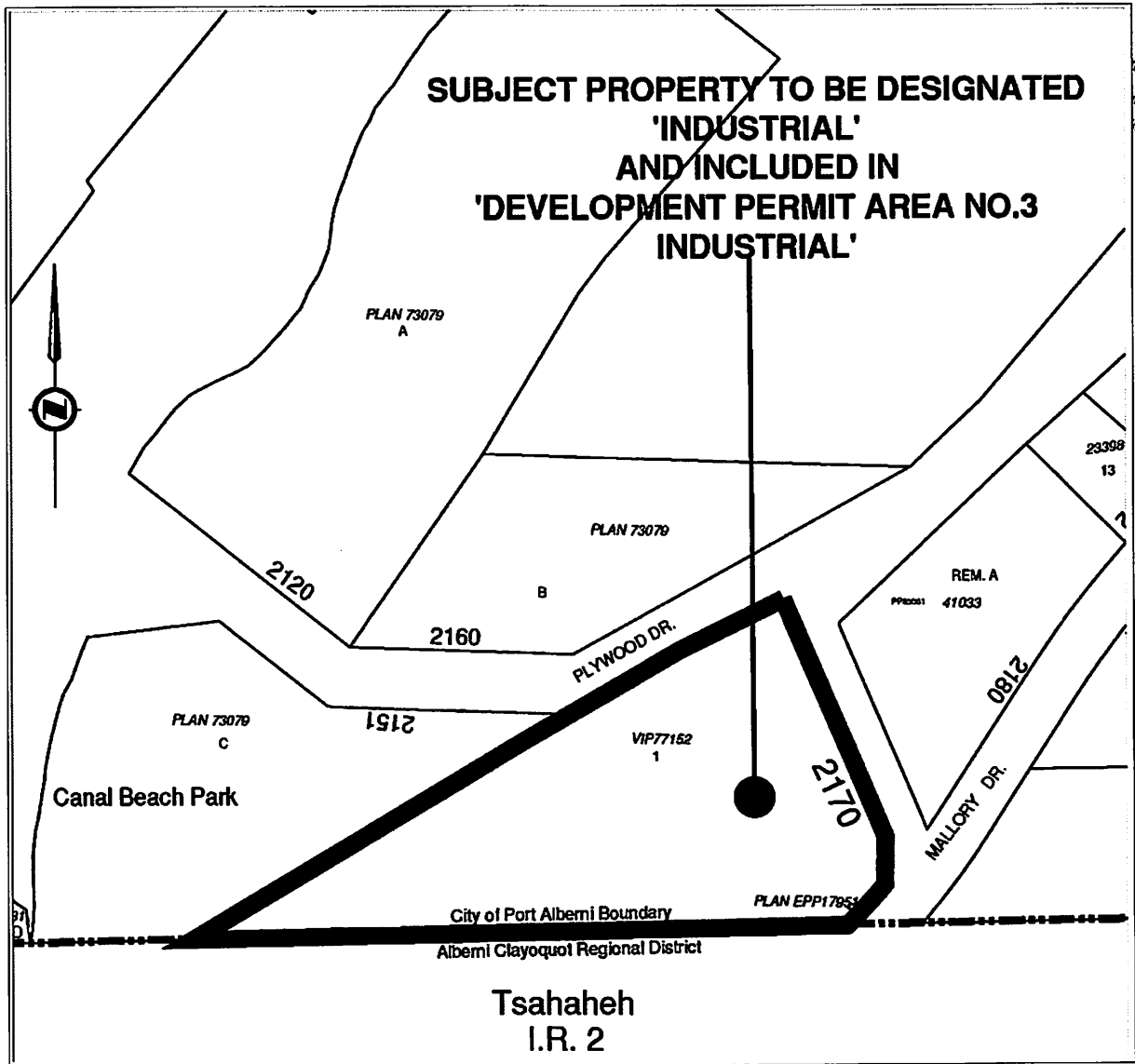
READ A THIRD TIME THIS 14TH DAY OF SEPTEMBER, 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor

City Clerk

Schedule "A" to Bylaw 5009



COPY AVAILABLE

J:\Clerks\Bylaws\BYLAWS\5009_OCP Amend No31_2170 Mallory Drive_Mansett Family Holdings.docx

CITY OF PORT ALBERNI

BYLAW NO. 5010

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

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

1. Title

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

2. Zoning Amendment

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

3. Map Amendment

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

READ A FIRST TIME THIS 25TH DAY OF MAY, 2020.

READ A SECOND TIME THIS 25TH DAY OF MAY, 2020.

A PUBLIC HEARING WAS HELD THIS 8TH DAY OF SEPTEMBER, 2020.

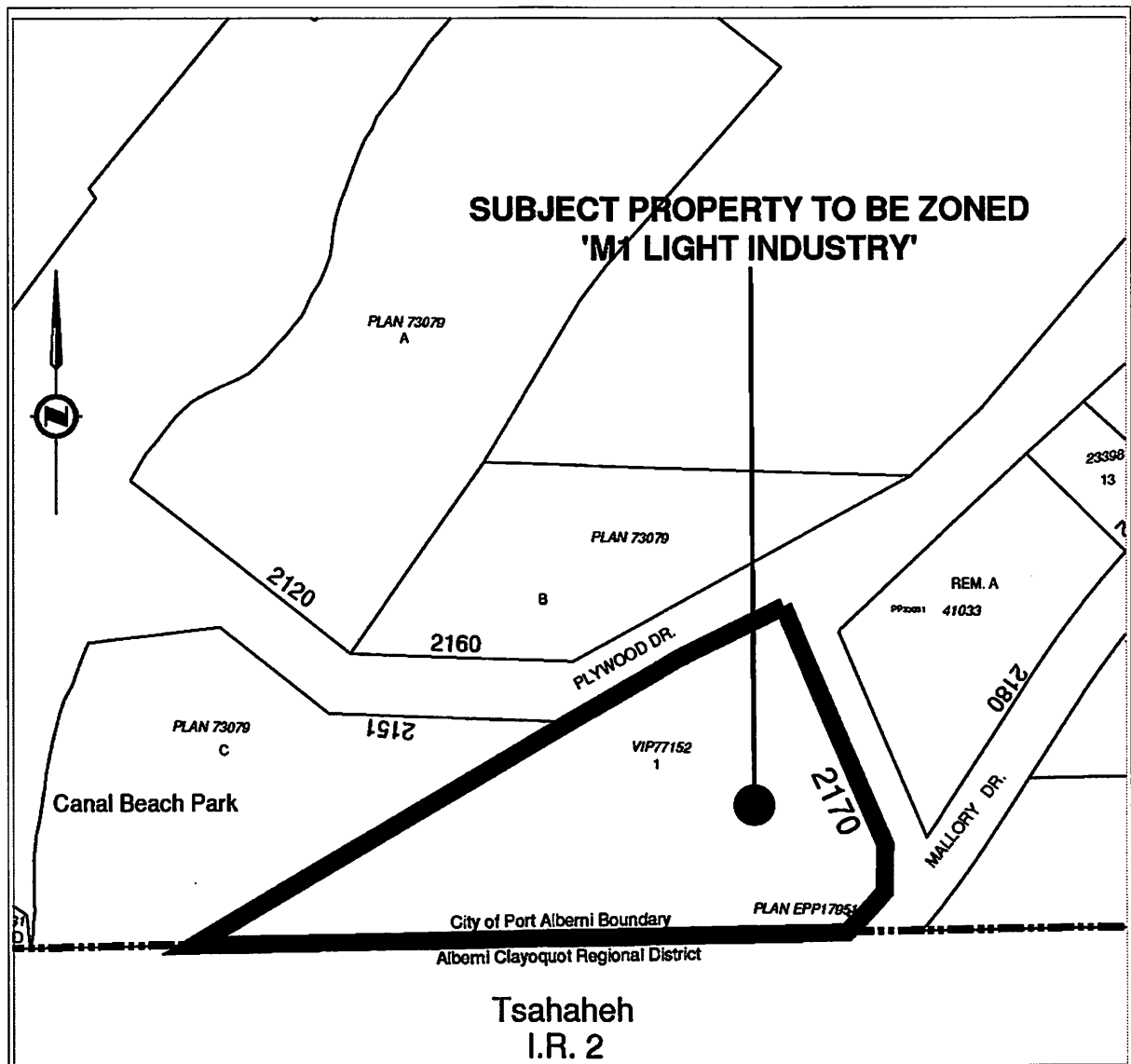
READ A THIRD TIME THIS 14TH DAY OF SEPTEMBER, 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor

City Clerk

Schedule "A" to Bylaw No. 5010



J:\Clerks\Bylaws\BYLAWS\5010_ZoningMapAmendNo40_2170MalloryDrive_MansettFamilyHoldings.docx

CITY OF PORT ALBERNI

BYLAW NO. 5011

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

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

1. Title

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

2. Zoning Text Amendment

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

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

"5.31.4 D.

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

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

- a) *Small Engine Repair*
- b) *Mechanic*
- c) *Custom Woodworking*

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

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

READ A FIRST TIME THIS 25TH DAY OF MAY, 2020.

READ A SECOND TIME THIS 25TH DAY OF MAY, 2020.

A PUBLIC HEARING WAS HELD THIS 8TH DAY OF SEPTEMBER, 2020.

READ A THIRD TIME THIS 14TH DAY OF SEPTEMBER, 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor

Clerk

REGULAR COUNCIL AGENDA - NOVEMBER 9, 2020



RECEIVED

NOV - 2 2020

CITY OF PORT ALBERNI



☒ Council	☐ Eng. & PW
☒ Mayor	☐ Parks, Rec. & Heritage
☒ CAO	☐ Planning
☐ Finance	☐ Bylaw
☐ Clerk's	☐ Other _____
☒ Agenda	<i>Rem - Nov 9'20</i>
File #	<i>0230 - 01</i>

October 31st, 2020

Attention: City of Port Alberni, Island Health, BC Housing, First Nations Health Authority

Re: Emergency Response - Transitional Action Plan

To Whom it May Concern,

I write this letter to address the urgent need for a transitional action plan for our homeless community in Port Alberni, currently occupying the vacant lot adjacent to the Port Alberni Shelter Society by means of a pop-up tent city.

It has been petitioned as a solution to reopen the old shelter site to house the vulnerable individuals living in the tent city community though understood it is not just as easy as unlocking the front door and letting everyone in!

As both a community service provider currently operating a supportive living environment, having insight to the needs of these individuals as well as a front line volunteer to the most recent activities of the tent city community I am writing to put forth an expression of interest to assist in making this a viable option. Time is of the essence as the impending colder and wetter weather is evident.

If the old shelter site, offering up to the 48 existing beds could be accessed or any other appropriate facility for that matter, I would like to offer my knowledge and ability to work collaboratively with any and or all funding agencies such as but not limited to the City of Port Alberni, BC Housing, Island Health, First Nations Health Authority, Local Band offices etc. to facilitate the services required to get these individuals off the streets and accessing their basic needs. Safe shelter & Nutrition, connection to medical services and resources and an overall watchful eye to their general well-being.

Organizing volunteers, staffing models, grants, funding options, food service and day to day site operations are within our organization's capacity. Insurances, registrations, licenses and legalities will be a challenge to obtain when the urgency is in the forefront, concessions may need to be discussed. A timeline upon entering any agreement could be providing service within a 7-day timeframe if support from all stakeholders can be obtained.

ENTERED
#1



I am hopeful this letter can be added to the agenda and presented at the scheduled city council meeting this upcoming week and further discussion can be scheduled with myself and some of the advocates of our homeless community.

We look forward to your response and appreciate your recognition of the urgency to this matter before us.

Sincerely,

Lisa George
Director of Operations, Phoenix 4 Enterprises Ltd.

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OCT 23 2020
CITY OF PORT ALBERNI



☒ Council	☐ Eng. & PW
☒ Mayor	☐ Parks, Rec. & Heritage
☒ CAO	☐ Planning
☐ Finance	☐ Bylaw
☒ Clerk's	☐ Other _____
☒ Agenda	<u>RCM - Nov. 9th '20</u>
File #	<u>0400-20-MHA</u>

1177086

October 22, 2020

Mayor Sharie Minions and Members of Council
City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8

Dear Mayor and Council:

Thank you to your delegation for meeting with the Ministry of Mental Health and Addictions 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 our conference call, which included an update on some of the mental health and substance use challenges Port Alberni is seeing and the RCMP's new Indigenous Safety Team.

In our meeting, we discussed the successful launch of the Indigenous Safety Team, which focuses on harm reduction, crime prevention, and street-level outreach. I look forward to receiving updates on this wonderful program and wish you continued success with this initiative.

You also noted the strain the COVID-19 pandemic has put on local service providers and the higher than average rates of overdose and poverty in Port Alberni as compared to national rates.

I encourage you to engage with Island Health to see if they are able to provide any support towards additional resources to the Indigenous Safety Team. As mentioned in our call, I had also suggested you reach out to the Special Committee on Reforming the *Police Act* when they begin their consultation phase to highlight the success of the Indigenous Safety Team, however; as government is now in transition, the Legislative Assembly and its committees were dissolved on September 21, 2020.

Now that we are in the election period, issues regarding future funding programs and other policy decisions must be deferred until after the election is complete and the incoming government is in place. All topics brought up in your meeting will be shared with the incoming Minister.

...2



- 2 -

Thank you, again, to your delegation for the meeting.

Sincerely,



Neilane Mayhew
Deputy Minister

pc: Office of the Minister, Ministry of Mental Health and Addictions

RECEIVED

OCT 28 2020

CITY OF PORT ALBERNI



Ref: 150689

October 26, 2020

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

☒ Council ☐ Eng. & PW
☒ Mayor ☐ Parks, Rec. & Heritage
☒ CAO ☐ Planning
☐ Finance ☐ Bylaw
☒ Clerk's ☐ Other _____
☒ Agenda REM - Nov 9, 2020
File # 0400-20-JEDC

Dear Mayor Minions:

It was a pleasure to meet with your delegation at this year's virtual Union of British Columbia Municipalities Annual Convention (UBCM). Though extraordinary circumstances made this an unprecedented year for all communities, the UBCM Convention provides a great opportunity to discuss issues of significance and areas for further collaboration.

As Deputy Minister, I am pleased to acknowledge the topics raised during your conference call, which included:

Dry Dock Project Update – I appreciate the progress made to advance the Dry Dock project over the past year, including efforts to gather broader stakeholder support through the formation of the Port Alberni Dry Dock Committee. The breadth and diversity of stakeholder support for the Committee demonstrates the importance of this project to your community.

The September 2020 study commissioned to understand the economic and social benefits of the project is a helpful addition to the 2018 market assessment. As discussed, if submitted, the Ministry of Jobs, Economic Development and Competitiveness (Ministry) will review the study and discuss with the appropriate government officials as required.

Regional Training and Skills Development – It was encouraging to hear about the progress made between project lead Canadian Maritime Engineering and North Island College to develop training opportunities for prospective employees, including a focus on under-represented or vulnerable segments of the population such as First Nations and women.

As discussed, Ministry staff will consider alignment of your workforce development initiative with “Stronger BC for Everyone: BC’s Economic Recovery Plan” as provincial recovery plans move ahead.

.../2

Ministry of Jobs,
Economic Development
and Competitiveness

Office of the Deputy Minister

Mailing Address:
PO Box 9846 Stn Prov Govt
Victoria BC V8W 9T2
Phone: 250 952-0102
Fax: 250 356-1195

Location:
8th Floor, 1810 Blanshard Street
Victoria BC V8W 9T2

Port Alberni Site Tour – Tours of communities and facilities are always a welcome way to understand opportunities and challenges in a meaningful way. Staff in the Ministry would be pleased to work with your office to identify future opportunities for a tour.

Now that we are just past the election period, issues regarding future funding programs and other policy decisions must be deferred until after the election is complete and the incoming government is in place. All topics brought up in your meeting will be shared with the incoming Minister.

I want to express my thanks to your delegation for meeting, and for your dedication to making BC better.

Sincerely,

A handwritten signature in black ink, appearing to read "Christine Kennedy", written in a cursive style.

Christine Kennedy
Deputy Minister

pc: Office of the Minister
Ministry of Jobs, Economic Development and Competitiveness

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NOV 02 2020

CITY OF PORT ALBERNI



November 2, 2020

Ref: 257671

Tim Pley
Chief Administrative Officer
City of Port Alberni
4850 Argyle St
Port Alberni BC V9Y 1V8

☒ Council	☐ Eng. & PW
☒ Mayor	☐ Parks, Rec. & Heritage
☒ CAO	☐ Planning
☒ Finance	☐ Bylaw
☒ Clerk's	☐ Other _____
☒ Agenda	
File #	<u>RCM-Nov 9, 2020</u> <u>0400-20-MAH</u>

Dear Tim Pley:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams ("Development Services" for \$15 million and "Strengthening Communities" for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

I am pleased to advise you that **Port Alberni** is the recipient of a **\$3,536,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your local government in the coming days.

.../2

Ministry of Municipal Affairs
and Housing

Office of the
Deputy Minister

Mailing Address:
PO Box 9490 Stn Prov Govt
Victoria BC V8W 9N7
Phone: 250 387-9108
Fax: 250 387-7973

Location:
6th Floor, 800 Johnson Street
Victoria BC V8W 9N7
<http://www.gov.bc.ca/maah>

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on two components: a flat funding amount and an “adjusted per-capita” amount. The flat amount is \$169,000, and the “adjusted per-capita” amount is \$308.34 per adjusted population.

The adjusted population formula is designed to ensure that larger municipalities receive more money than smaller ones, but that smaller municipalities receive higher per capita funding than larger ones. This is because small municipalities often lack a diverse tax base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a municipality of 43,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 population of **18,803** to determine both your adjusted population and total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each municipality.

To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spent this grant. This will be part of your annual financial reporting under section 167 of the Community Charter. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds, and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778 698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch
Andrew McGifford, Chief Financial Officer, City of Port Alberni

Attachment: Example Calculation for a Municipality with 43,000 People

City of Rockridge

Population	43,000
Adjusted Per Capita Funding	\$308.34 per adjusted population
Flat Funding Amount	\$169,000

Funding model

A		B				
Population Range		C=B-A	D	E = C (up tp 43,000)	F = E x D	F
From	to	Range	Adjustmen t Ratio	Rockridge Pop	Adjusted Pop Calc	Adjusted Pop
-	2,000	2,000	1	2,000	= 2,000 x 1	2,000
2,001	5,000	3,000	0.8	3,000	= 3,000 x 0.8	2,400
5,001	10,000	5,000	0.6	5,000	= 5,000 x 0.6	3,000
10,001	20,000	10,000	0.4	10,000	= 10,000 x 0.4	4,000
20,001	40,000	20,000	0.2	20,000	= 20,000 x 0.2	4,000
40,001	150,000	110,000	0.1	3,000	= 3,000 x 0.1	300
150,001	900,000	750,000	0.05	-	= 0 x 0.05	-
Sum				43,000		15,700 G=ΣF
				Per capita funding		\$308.34 H
				Funding per Adjusted Pop		4,840,938 I=GxH
				Flat Funding Amount		169,000 J
				Total Funding Amount		5,009,938 K=I+J

Thus, a municipality with a population of 43,000 would have an adjusted population of 15,698. With per capita funding of \$308.34, the funding per adjusted population would \$4.84 million. Plus a flat funding amount of \$169,000, the total funding to this municipality would be \$5.009M.

The Population data was taken from the Ministry's Local Government Stats System for 2018 (Schedule 201).

<https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/statistics>

Ron Corbeil: Report to City Council November 9, 2020

On behalf of the Port Alberni City Council I attended:

1. October 6, 2020, I attended the emergency planning meeting where we had an update on the Alberni Valley Emergency Program from Heather Zenner the Protective Services Manager.
2. October 8, 2020, I attended the Learning Centre meeting where we discussed the Alberni Valley Age-Friendly Plan, the AV Makerspace project and education & community-building resource sharing.
3. October 8, 2020 I attended the Alberni Valley Community Forest where we discussed our upcoming harvest and logging costs with 6000m³ planned for the fall and possibly 5000m³ more for the Spring. We also discussed marketing and the upcoming open house.
4. October 9, 2020, I attended the Dry Dock Committee meeting where the main topic of discussion was the Economic Benefits Study.
5. October 13, 2020 Along with John Douglas had a teleconference with Suncor property manager Celia Patrician regarding leasing the 10th and Redford property.
6. October 19, 2020 attended a meeting with members of the Alberni Valley Community Forest to discuss dividends and marketing.
7. November 2, 2020 along with the personal committee attended a meeting to discuss unresolved grievances.
8. November 4, 2020 on behalf of the Mayor attended the Alberni Valley and Bamfield Services Committee meeting that discussed curbside pickup, recycling, tipping rates and landfill upgrades. As well, we discussed the Somass Watershed Management plan.

Councillor Report

For November 9, 2020

Councillor Debbie Haggard

October 6, 2020 – I met with the Business Development Officer at Community Futures Alberni-Clayoquot. The focus of the meeting was to discuss how the small business community was coping during this economic downturn.

October 11, 2020 – I had the privilege of volunteering for the Bread of Life/Salvation Army and helped to prepare and serve Thanksgiving dinner for 400 people.

October 14, 2020 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- Presentation from Cermaq regarding a new semi-closed containment system for fish farming
- Presentation from Michelle Hall, President, Surfrider Canada on Circular Tourism
- Letter of support to the Tseshaht First Nations supporting their application for funding to replace and build a new Somass Hall.

October 15, 2020 – Community Action Team meeting – There was a request by CAT to the Bread of Life to reopen their facilities in order to provide a warm place and public washrooms. However, due to Covid-19 restrictions and lack of funding, the Bread of Life is finding it impossible to reopen to the public. However, they are currently looking for possible funding to allow for reopening.

October 16, 2020 – I was pleased to draw the winning raffle ticket for the Alberni Valley Hospice Society.

October 27, 28, & 29, 2020 – Vancouver Island Economic Association annual summit – This conference is usually held in Nanaimo, but this year it was held virtually. This conference focuses on issues relevant to Vancouver Island. I attended the following sessions

- **Kate O'Neill - Tech Futurist** - Emerging technologies, such as automation and AI, climate change, geopolitical upheaval and Covid-19, the pressures facing cities and businesses are enormous. But the key to resolving conflicting priorities is to focus on humanity and the future of human experiences.
- **Seaweed and Finfish Aquaculture – Opportunity for Coastal, Remote & First Nation Communities – An Economic Impact and Recovery that can be Measured in Billions** - Commercial development of seaweed products has the ability to positively transform remote, coastal and First nation economies. Salmon Aquaculture can play a significant role in economic recovery for the West Coast.
- **The Pros & Cons of Going Digital – Working from Home, Competing Online, and Doing Business More virtually** - Industry experts and business owners offered some best practices to “going more digital”.
- **Changing Our Ways** – A panel of planners and developers discussed the need for better processes in order to facilitate economic recovery and vibrant communities.
- **Accessing Investment Capital and Investment Opportunities** - In response to global economic and financial uncertainty, an emerging trend is investors looking for opportunities where they can watch their money work in the local economy.

- **Dr. Justin Bull, UBC Sauder Scholl of Business** – Vancouver Island will become more adaptable to the changing income if it adapts to three key themes:
 - The low-touch economy
 - Climate change
 - First Nations partnerships
- **It's Good to Produce Goods - New Thinking About Local Economic Resiliency** – A discussion on having more commercial production in our region and still maintaining a healthy, safe and clean locale.
- **Indigenomics and Reconciliation** – Indigenomics is the foundation for economic reconciliation. Indigenous communities are increasingly taking control of their economic future.
- **Kendra MacDonald – Canada's Ocean Supercluster** – Ms. MacDonald spoke about economic activity and industry investment realized through projects that will help grow Canada's economy in a sustainable way.
- **The Future of Post-Secondary Education** – Leaders from the three Island universities spoke to the challenges, the opportunities and how and why universities must play a key role in the economic and societal recovery.
- **Tourism's Recovery** – The Covid-19 pandemic had a severe impact on the tourism industry and the communities that rely on it. The road to recovery will be long and difficult. This session looked at the cumulative impact and how the public and private sector are working to guide the recovery.
- **The Honourable Melanie Joly, Minister of Economic Development and Official Languages** – Minister Joly discussed programs and funding available to small businesses offered through the federal government.
- **Island Good Manufacturers Share Their Unfinished Stories** – The Island Good brand started with food and beverage, but local manufacturers are also seeing the benefit as everyone now recognizes the importance local producers.
- **Community Challenges and Opportunities – Covid** – The pandemic is impacting our communities in many ways, including commercial vacancies, business closures, reduced tax revenues and increased social issues. The panel discussed opportunities and how to move forward.
- **Getting Goods to Market – We Can't Get There from Here** – Issues of distribution and access to markets have been problematic for Island food producers. With the demand for local products never higher, producers need to be supported by an efficient distribution system.
- **Leadership is Essential!** – A panel of four young elected officials (including Mayor Minions) discussed the challenges and the rewards of being an elected official.
- **2020 'State of the Island' Economic Report** - Susan Mowbray, Partner & Senior Economist, MNP LLP, presented and analyzed economic trends in the Island economy. This presentation is always a highlight of the conference.

October 28, 2020 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- Inspector Rochette presented the RCMP report for Quarter 3
- Approved to enter into a contract with the Ministry of Transportation for 75% of the total expenditures for the Boating Safety Awareness Project ending September 30, 2023
- Approved to enter into a contract with Eden Tree Farm and Gardening to provide agricultural services

October 29, 2020 – Alberni Valley Chamber of Commerce Board meeting –

- There was a discussion on how to combine the Better Buy program with the Christmas Shop Local Program.
- The Chamber has applied for a grant to purchase bikes for a senior's program that will take place at McLean Mill.
- There will be a modified "Light Up" at McLean Mill
- A presentation by Nancy Blair from the Arts Council on the potential of an interactive light show. I asked that she also do the presentation to City Council.

October 29, 2020 – Advisor Planning Commission meeting – A development application was received for 4305 Kendall Avenue requesting amendments to the Official Community Plan and Zoning Bylaws. The Port Alberni Mother's Centre will be a 2-storey building and will provide 16 units in addition to childcare space, administration offices and meeting rooms.

COUNCILLOR ACTIVITY REPORT
PREPARED BY COUNCILLOR RON PAULSON
November 4, 2020

1. October 27-29/20 – Attended the 2020 Vancouver Island Economic Alliance Conference via ZOOM. See attached State of the Island Economic Report 2019. A few of the topics covered by panel discussion were:
 - a. Seaweed and Finfish Aquaculture – Aquaculture Past, Present and Future.
 - b. Changing Our Ways – Discussion on the new way that Planning Departments need to adapt to the business of today.
 - c. Indigenomics and Reconciliation.
 - d. Tourism Recovery moving forward after COVID
 - i. Tourism was the first and hardest hit industry due to COVID. i.e. – Whale watching was down 60 – 90% this past Tourist Season.
 - ii. Phase Four Health Level has to be achieved before sports tourism and conference tourism will open up. Uncertain future.
 - iii. Victoria Street Side patios are here to stay. Parking, speed limits etc. are being reviewed as result.
 - e. Community Challenges and Opportunities post COVID
 - f. Getting Goods to Market. – Discussed shipping partnerships and new, imaginative ways to cost effectively get Island products to market. The future of product shipping on Vancouver Island.
2. October 27/20 – Alberni Clayoquot Continuing Care Society Directors Meeting.
 - a. Executive Directors Report
 - b. Financial Report
 - c. Presentation on the future of Video Surveillance in Senior Care Homes - for security, safety and monitoring the health of residents. The legal and moral obligations.
3. October 29/20 – Attended BC Games Bid Committee Meeting via ZOOM.
 - a. Developing a work plan to reach the application deadline of mid-February.
4. November 4/20 – Attended BC Games Subcommittee Meeting. Sport/venue review and allocation of venues leading to the bid application deadline.