

# **A G E N D A**

## **REGULAR MEETING OF COUNCIL**

**TUESDAY, NOVEMBER 12, 2019 AT 2:00 PM  
IN THE CITY HALL COUNCIL CHAMBERS**

*The following pages list all agenda items received by the deadline. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports refer to the City's website [www.portalberni.ca](http://www.portalberni.ca) or contact the City Clerk phone: (250 720-2810) or email: [davina\\_hartwell@portalberni.ca](mailto:davina_hartwell@portalberni.ca)*

### **PRESENT:**

#### **A. CALL TO ORDER AND APPROVAL OF AGENDA (including introduction of late items)**

*The deadline for agenda items is 12 noon on the Wednesday before the scheduled regular meeting. Acceptance of late items is at the discretion of Council.*

1. Recognition of unceded Traditional Territories.
2. Late items identified by Councillors.
3. Late items identified by the City Clerk.

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

#### **B. ADOPTION OF MINUTES - Page 10**

1. Special Meeting held at 12:30 pm and Regular Council Meeting held at 2:00 pm on October 28, 2019 and Special Meeting held at 12:00 pm on October 29, 2019.

#### **C. PUBLIC INPUT PERIOD**

*An opportunity for the public to address Council on topics of relevance to City Council. A maximum of four speakers for no more than three minutes each will be accommodated.*

## **D. DELEGATIONS**

### **1. CMHA – PA – Canadian Mental Health Association Request for Funding - Page 20**

Todd Patola, President & Mark Zenko, Associate Director in attendance to request Council support CMHAs development of a Community Service Team.

NOTE: Following CMHA's delegation, Council may wish to consider the following staff report *dated November 12, 2019 from the Director of Parks, Recreation and the recommendation identified as follows:*

*That the report dated November 12, 2019, be received, and that Council authorize a one-time grant of \$51,500 to the Canadian Mental Health Association, comprised of existing 2019 budget funds.*

### **2. Ad-Hoc Plastics Committee – Ban on Single Use Plastic**

John Mayba, Shirley White and Sue Comeau in attendance to request that Council consider a ban on single use plastic check-out bags and plastic straws.

### **3. Shaila Somaia – Port Alberni Age-Friendly Initiative - Page 22**

Shaila Somaia in attendance to provide Council with an update as to her work in meeting the deliverables and activities relating to the City's Age-friendly initiative funded by UBCM.

NOTE: Following S. Somaia's delegation, Council may wish to consider the report from the City's Economic Development Manager and the recommendation identified as follows:

*That Council for the City of Port Alberni direct staff to prepare a report to Council identifying recommendations about the continuation and administration of the provincially funded Age-friendly program.*

## **E. UNFINISHED BUSINESS**

*Includes items carried forward from previous Council meetings.*

## **F. STAFF REPORTS**

*Members of the public may be recognized by Council to speak to a report if the report is a response to their correspondence or an application.*

### **1. Accounts**

*That the certification of the Deputy Director of Finance dated November 12, 2019, be received and the cheques numbered \_\_\_\_\_ to \_\_\_\_\_ inclusive, in payment of accounts totalling \$\_\_\_\_\_, be approved.*

### **2. City Clerk – Appointment of Approving Officer - Page 23**

Report dated November 1, 2019 from the City Clerk requesting Council appoint Katelyn McDougall, Manager of Planning, as the City's Statutory Approving Officer.

*That the report from the City Clerk dated November 1, 2019 be received.*

*That Council for the City of Port Alberni appoint Katelyn McDougall, Manager of Planning, as the City's Statutory Approving Officer effective November 13, 2019 in accordance with the requirements of the Land Title Act.*

### **3. City Clerk – Cheque Signing Authority - Page 24**

Report dated November 1, 2019 from the City Clerk requesting Council's endorsement to authorize Mayor Minions and Rosalyn Macauley, Deputy Director of Finance to sign all cheques drawn on the City of Port Alberni's accounts.

*That Council for the City of Port Alberni endorse the resolution attached hereto with regards to authorizing Mayor Minions and Rosalyn Macauley, Deputy Director of Finance to sign all cheques drawn on the City of Port Alberni's accounts.*

**4. City Clerk - AV Community Forest Corporation - Page 25**

Report dated November 1, 2019 from the City Clerk requesting Council endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder.

*That Council for the City of Port Alberni endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing as presented.*

**5. City Clerk – Bylaw Department Initiatives Update – Page 26**

Report dated November 7, 2019 from the City Clerk providing an update regarding current Bylaw Department initiatives.

*That the report from the City Clerk dated November 7, 2019 providing an update regarding current Bylaw Department initiatives, be received.*

**6. Deputy City Clerk - Primary Liquor Licence – A.V. Multiplex – Page 28**

Report dated November 5, 2019 from the Deputy City Clerk requesting Council approve the City Clerk, Deputy City Clerk and the Director of Parks, Recreation and Heritage, as the officers authorized to act on behalf of the City in respect of its Liquor Primary Licence.

*That the City Clerk, the Deputy City Clerk and the Director of Parks, Recreation and Heritage, be appointed as the officers authorized to act on behalf of the City in respect of Liquor Primary Licence #303118, at the Alberni Valley Multiplex – Catalyst Place, and that all previous appointments in respect of such licence be and are hereby rescinded.*

**7. Alberni Valley Full-Scale Food Innovation & Processing Hub – Verbal Report from Economic Development Manager - Page 29**

*That Council authorize the Mayor and the City Clerk to execute the Government Transfer – Shared Cost Agreement No. SCA20AG028 between Her Majesty the Queen in Right of the Province of British Columbia, represented by the Minister of Agriculture Innovation and Adaptation Services Branch and the City of Port Alberni as it relates to the Alberni Valley Full-Scale Food Innovation and Processing Hub.*

**8. Manager of Planning – Advisory Planning Commission – Page 52**

*That the summary report of the Advisory Planning Commission meeting held October 31, 2019 is provided for Council's consideration of the following recommendations:*

**Development Application: Development Variance Permit – 4279 Ravenhill Ave.** [Lot 5, District Lot 1, Alberni District, Plan 11303 Except that part in Plan 25083 PID:004-990-421]

Applicant: R. Jaenicke and L. Ranger

*That City Council proceeds with the necessary Development Variance Permit to vary Zoning Bylaw #4832 as follows:*

*Vary Section 6.10.6 Accessory Buildings (in A zones) regulations for the total floor area of all accessory buildings, from 85 m<sup>2</sup> (915 ft<sup>2</sup>) to 97.8 m<sup>2</sup> (1052.7 ft<sup>2</sup>) a variance of 12.8 m<sup>2</sup> (137.8 ft<sup>2</sup>), for the property located at **4279 Ravenhill Avenue** and legally described as Lot 5, District Lot 1, Alberni District, Plan 11303 Except that part in Plan 25083 (PID:004-990-421).*

*That City Council authorize staff to give notice of intent to consider the issuance of a Development Variance Permit for the property located at **4279 Ravenhill Avenue** and legally described as Lot 5, District Lot 1, Alberni District, Plan 11303 Except that part in Plan 25083 (PID:004-990-421).*

**Cannabis Cultivation & Processing**

*That City Council support the recommended approach to zoning for cannabis cultivation and direct staff to prepare a bylaw reflecting those changes as follows:*

**Regarding indoor facilities (greenhouse or warehouse):**

- 1. That Standard Cultivation Facilities (anything more than 200m<sup>2</sup> in size) be allowed in the Light Industry (M1), Medium Industry (M2), and Heavy Industry (M3) zones.*
- 2. That Micro-Cultivation Facilities (anything up to 200m<sup>2</sup> in size) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), and High Commercial (C4) zones.*

3. *That Cannabis Nursery Facilities (limited to 50m<sup>2</sup> in size, and only the production of seeds, seedlings, and clones – no dried flower) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), Highway Commercial (C4), and Agriculture (A1) zones.*

**Regarding outdoor facilities (farmed):**

1. *That outdoor micro-cultivation facilities be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), and Agriculture (A1) zones.*
2. *That outdoor Cannabis Nursery Facilities be allowed in Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), and Agriculture (A1) zones.*

**Those regarding other zoning bylaw regulations:**

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

**9. Chief Administrative Officer – Child Care Space Creation Program – Page 58**

Report dated November 5, 2019 from the CAO providing an update in regards to the Child Care Space Creation Program grant opportunity.

*That the report dated November 5, 2019 from the CAO be received.*

## **G. BYLAWS**

*Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing. A bylaw requires four separate resolutions to be adopted and must be considered over a minimum of two Council meetings. Each reading enables council to reflect on the bylaw before proceeding further.*

### **1. City Clerk – Lane Closure Adjacent to 3508/3514 – 4<sup>th</sup> Avenue and Removal of Dedication, Bylaw No. 4999 - Page 59**

*That the “Lane Closure Adjacent to 3508/3514 4<sup>th</sup> Avenue and Removal of Dedication Bylaw No. 4999” be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4999.*

## **H. CORRESPONDENCE FOR ACTION**

*Correspondence addressed to the Mayor and Council by an identifiable citizen and requiring action on the part of Council will be included on an Agenda. Action items are those asking for a specific request of Council and the letter writer will be provided a response.*

### **1. Holy Family/Notre Dame Roman Catholic Parish - Page 61**

Letter dated October 14, 2019 from the Holy Family/Notre Dame Roman Catholic Parish requesting permission to hold their annual “Walk for Peace Day” on January 1, 2020.

*That the letter dated October 14, 2019 from the Holy Family/Notre Dame Roman Catholic Parish requesting use of City streets for their annual “Walk for Peace Day” on January 1, 2020 be approved subject to no disruptions to traffic, the organization assuming full responsibility for the event and notifying emergency services prior to the event date.*

### **2. Port Alberni Port Authority – Dry Dock Committee – Page 62**

Letter dated October 30, 2019 from the Port Alberni Port Authority inviting the City to appoint one to two participants to participate on the Committee.

*That Council appoint Councillor [name to be inserted] as a liaison to the Port Alberni Port Authority Dry Dock Committee and that Councillor [name to be inserted] be appointed as alternate with appointments concluding December 31, 2020.*

## **J. INFORMATIONAL CORRESPONDENCE**

*Correspondence which provides information to Council but does not make a specific request or topics that are not relevant to city services and responsibilities.*

### **1. Ministry of Finance, Gaming Policy and Enforcement Branch - Page 63**

Letter dated October 29, 2019 advising of the \$119,474.10 payment to the City representing casino revenue for the period July 1, 2019 to September 30, 2019. (See attached report dated October 31, 2019 from the Director of Finance providing further information).

### **2. Union of British Columbia Municipalities - Page 65**

Letter dated October 23, 2019 from the UBCM Executive and Membership thanking Council for their participation at the 2019 Union of British Columbia Municipalities Convention.

### **3. Ministry of Jobs, Trade and Technology - Page 66**

Letter dated October 30, 2019 from Minister Bruce Ralston thanking Council for meeting at the Union of British Columbia Municipalities Convention regarding providing a project update on a new floating dry dock in our community, and their commitment to follow up on regional infrastructure funding possibilities with Federal Government stakeholders.

### **4. Association of Vancouver Island and Coastal Communities (AVICC) - Page 68**

Email dated November 6, 2019 from the AVICC calling for resolutions, nominations for the 2020-2021 Executive, and proposals for the 2020 Convention taking place April 17-19, 2020 in Nanaimo.

### **5. Alberni Low Energy Housing Society - Page 75**

Email from the Alberni Low Energy Housing Society advising of their Open House to be held November 20<sup>th</sup> from 6-8pm at St.JP II Catholic School to discuss a proposed affordable family housing project on Maitland Street between 8<sup>th</sup> & 9<sup>th</sup> Avenue.

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



**K. REPORT FROM IN-CAMERA**

- 1. City Clerk – Report from In-Camera – BC SPCA Acquisition of Lands**  
- Page 76

Report dated October 21, 2019 from the City Clerk providing information regarding the transfer of lands on Broughton Street to the BC SPCA.

*That the report from the City Clerk dated November 1, 2019 be received.*

- 2. City Clerk – Disposition of Property Adjacent to 4820 Wallace Street**  
- Page 79

Report dated October 21, 2019 from the City Clerk regarding the proposed sale of property adjacent to 4820 Wallace Street to 0411894 Ltd.

*That the report from the City Clerk dated November 1, 2019, be received.*

**L. COUNCIL REPORTS**

- 1. Council and Regional District Reports - Page 83**

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

**M. NEW BUSINESS**

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

**N. QUESTION PERIOD**

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

**O. ADJOURNMENT**

*That the meeting adjourn at      pm.*

**MINUTES OF THE SPECIAL MEETING OF COUNCIL  
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING  
TUESDAY, OCTOBER 28, 2019 AT 12:30 PM  
IN THE CITY HALL COMMITTEE ROOM**

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

**STAFF:** Tim Pley, CAO  
Davina Hartwell, City Clerk  
Twyla Slonski, Deputy City Clerk  
Willa Thorpe, Director Parks Recreation & Heritage  
Katelyn McDougall, Manager of Planning

*It was moved and seconded:*

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

**Section 90(1)(a)** personal information about an identifiable individual who holds a position as an officer of the municipality;

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

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

CARRIED

The meeting was terminated at 4:16 p.m.

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor Sharie Minions

  
\_\_\_\_\_  
Davina Hartwell, City Clerk

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
HELD MONDAY, OCTOBER 28, 2019 AT 2:00 PM  
IN THE CITY HALL COUNCIL CHAMBERS**

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

**A. CALL TO ORDER AND APPROVAL OF AGENDA**

*It was moved and seconded:*

*That the agenda be approved as circulated.*

CARRIED

**B. ADOPTION OF MINUTES**

*It was moved and seconded:*

*That the minutes of the Special Meeting held at 12:30 pm and Regular Council Meeting held at 2:00 pm on October 15, 2019, be adopted.*

CARRIED

**C. PUBLIC INPUT PERIOD: NIL**

**D. DELEGATIONS NIL**

**E. UNFINISHED BUSINESS NIL**

**F. STAFF REPORTS**

**1. Accounts**

*It was moved and seconded:*

*That the certification of the Deputy Director of Finance dated October 28, 2019, be received and the cheques numbered 144757 to 144835 inclusive, in payment of accounts totalling \$658,168.17, be approved.*

CARRIED

**2. Director of Engineering & Public Works – WWTP Upgrades - Effluent Pump Station Platforms Contract Award**

*It was moved and seconded:*

***That the report dated October 22, 2019 from the Director of Engineering & Public Works, be received and Council for the City of Port Alberni award the contract for the Wastewater Treatment Plant Upgrades for the supply, manufacturing and installation of two Effluent Pump Station Platforms to Trittech Group Ltd. at a cost of \$3,229,180.75 plus GST, with funds provided in the 2019 Financial Plan.***

CARRIED

**3. Director of Engineering & Public Works – RFT 028-19 Gertrude Street Bridge Deck Joint Replacement Contract Award**

*It was moved and seconded:*

***That the report dated October 22, 2019 from the Director of Engineering & Public Works, be received and that Council for the City of Port Alberni award the contract for the Gertrude Street (Roger Creek) Bridge Deck Joint Replacement to Mainroad Mid-Island Contracting for \$83,870.00 plus GST, with funds provided in the 2019 Financial Plan.***

CARRIED

**4. Deputy City Clerk – Climate Leaders Institute Workshop – Authorize Councillor Attendance**

*It was moved and seconded:*

***That the report from the Deputy City Clerk dated October 21, 2019 be received and that Council authorize Councillor Poon to attend the Climate Leaders Institute two-day workshop on November 7 & 8, 2019 in Richmond, BC.***

CARRIED

**5. Deputy City Clerk – 2020 - 2024 Financial Planning (Budget) – Proposed Schedule/Timelines**

*It was moved and seconded:*

***That the report from Deputy City Clerk dated October 21, 2019, be received.***

CARRIED

*It was moved and seconded:*

***That Council for the City of Port Alberni approve City of Port Alberni 2020-2024 Financial Planning Schedule generally as outlined in the report from the Deputy City Clerk dated October 21, 2019.***

CARRIED

**6. City Clerk – Harbour Quay Lease #13**

*It was moved and seconded:*

***That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease for Unit #13 at the Alberni Harbour Quay with Gwen & Norman Lowe for the purpose of operating retail sales of crafts and wooden toys for a term commencing December 1, 2019 to November 30, 2021, at the current monthly rent of \$299.22 per month plus applicable taxes.***

CARRIED

**7. City Clerk – Current Bylaw Department Initiatives**

*It was moved and seconded:*

***That the report from the City Clerk dated October 21, 2019 providing an update regarding current Bylaw Department initiatives, be received.***

CARRIED

**8. Managers' Reports**

**Director of Parks, Recreation and Heritage**

*It was moved and seconded:*

***That the report from the Director of Parks, Recreation and Heritage dated October 28, 2019 providing information about current departmental operations, be received.***

CARRIED

## RCMP Department

*It was moved and seconded:*

***That the 3<sup>rd</sup> Quarter report from Insp. Brian Hunter, RCMP dated October 16, 2019 providing information about current department operations, be received.***

CARRIED

## G. BYLAWS

Councillor Solda left the meeting at 2:59 pm declaring a perceived conflict of interest due to the nature of her involvement with Portal Players and the Arts.

### 1. **Permissive Tax Exemption Bylaw, 2020, Bylaw No. 4997**

*It was moved and seconded:*

***That the letter dated October 20, 2019 from the Alberni Valley Senior Citizens Homes Society requesting that Council revisit their application for a Permissive Tax Exemption, be received.***

CARRIED

### **“Permissive Tax Exemption Bylaw, 2020, Bylaw No. 4997”**

*It was moved and seconded:*

***That “Permissive Tax Exemption Bylaw, 2020, Bylaw No. 4997”, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4997.***

CARRIED

Councillor Solda returned to the meeting at 3:01 pm

### 2. **“Five Year Financial Plan 2019 – 2023 Amendment No. 1, Bylaw No. 4984-1**

*It was moved and seconded:*

***That “Five Year Financial Plan 2019 – 2023 Amendment No. 1, Bylaw No. 4981-1”, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4984-1.***

CARRIED

3. **“Business Licence Regulation Bylaw, City of Port Alberni, Bylaw No. 4951-2”**

*It was moved and seconded:*

***That “Business Licence Regulation Bylaw, City of Port Alberni, Bylaw No. 4951-2”, be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4951-2.***

CARRIED

4. **Deputy City Clerk - October 15, 2019 Public Hearing**

*It was moved and seconded:*

***That the report of the Public Hearing held October 15, 2019 regarding Bylaw No.'s 4995 & 4996 be received.***

CARRIED

5. **“Official Community Plan Amendment No.28 (5536 and 5546 Swallow Drive – Power), Bylaw No. 4995”**

*It was moved and seconded:*

***That “Official Community Plan Amendment No.28 (5536 and 5546 Swallow Drive – Power), Bylaw No. 4995”, be read a third time.***

CARRIED

6. **"Zoning Bylaw Amendment No.36 (5536 and 5546 Swallow Drive - Power), Bylaw No. 4996"**

*It was moved and seconded:*

***That "Zoning Bylaw Amendment No.36 (5536 and 5546 Swallow Drive - Power), Bylaw No. 4996", be read a third time.***

CARRIED

7. **City Clerk – Lane Closure Adjacent to 3508/3514 – 4<sup>th</sup> Avenue and Removal of Dedication, Bylaw No. 4999**

*It was moved and seconded:*

***That the report dated October 21, 2019 from the City Clerk, be received.***

CARRIED

*It was moved and seconded:*

***That “Lane Closure Adjacent to 3508/3514 – 4<sup>th</sup> Avenue and Removal of Dedication, Bylaw No. 4999”, be now introduced and read a first time.***

CARRIED

*It was moved and seconded:*

***That “Lane Closure Adjacent to 3508/3514 – 4<sup>th</sup> Avenue and Removal of Dedication, Bylaw No. 4999”, be read a second time.***

CARRIED

*It was moved and seconded:*

***That “Lane Closure Adjacent to 3508/3514 – 4<sup>th</sup> Avenue and Removal of Dedication, Bylaw No. 4999”, be read a third time.***

CARRIED

*It was moved and seconded:*

***That staff be directed to advertise the City’s intention to adopt “Lane Closure Adjacent to 3508/3514 4<sup>th</sup> Avenue and Removal of Dedication, Bylaw No. 4999” at its November 12<sup>th</sup>, 2019 Regular Meeting of Council and provide notification to property and business owners in the affected block.***

CARRIED

## **H. CORRESPONDENCE FOR ACTION**

### **1. Alberni Clayoquot Métis Society**

*It was moved and seconded:*

***That the letter from the Alberni Clayoquot Métis Society requesting City Hall fly the Métis flag on Saturday, November 16, 2019 in respect of Louis Riel Day, be received and Council support the request.***

CARRIED

## **I.**

## **II. PROCLAMATIONS      NIL**



**J. INFORMATIONAL CORRESPONDENCE**

**1. Scott Fraser, MLA**

Letter dated October 16, 2019 from Scott Fraser, MLA announcing that a second intake for the Community Child Care Space Creation Program and Community Child Care Planning Grant Program is now open and accepting applications until November 22, 2019 and January 31, 2020 respectively.

*It was moved and seconded:*

***That Council of the City of Port Alberni direct staff to explore the opportunity for the City of Port Alberni to submit an application for funding for the Community Child Care Space Creation Program and provide Council with a report at its Regular meeting scheduled November 12, 2019.***

**CARRIED**

**2. Ministry of Transportation and Infrastructure**

Letter received from Deputy Director Janelle Staite thanking Council for meeting with her at the Union of British Columbia Municipalities Convention on September 24, 2019 and advising that Michael Pearson, District Manager will be contacting City staff to discuss next steps in addressing pedestrian safety and traffic flow issues on Johnston Road corridor.

*It was moved and seconded:*

***That Informational Correspondence items numbered 1 through 2 be received and filed.***

**CARRIED**

**K. REPORT FROM IN-CAMERA**

**L. COUNCIL REPORTS**

**1. Council and Regional District Reports**

*It was moved and seconded:*

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

**CARRIED**

**M. NEW BUSINESS**

N. QUESTION PERIOD

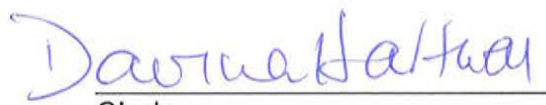
The public and press were afforded an opportunity to ask questions of the Mayor and Council.

O. ADJOURNMENT

*That the meeting adjourn at 3:25 pm.*

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

**MINUTES OF THE SPECIAL MEETING OF COUNCIL  
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING  
TUESDAY, OCTOBER 29, 2019 AT 12:00 PM  
IN THE ECHO PARK FIELDHOUSE**

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

**STAFF:** D. Hartwell, City Clerk  
T. Slonski, Deputy City Clerk

*It was moved and seconded:*

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

**Section 90(1)(I)** discussions with municipal officers and employees respecting municipal objectives, measures and progress reports.

CARRIED

The meeting was terminated at 5:15 p.m.

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor Sharie Minions

  
\_\_\_\_\_  
Davina Hartwell, City Clerk

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## STAFF REPORT

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TO: Tim Pley, CAO

FROM: Willa Thorpe, Director of Parks,  
Recreation and Heritage

COPIES TO: Rosalyn Macauley, Deputy Director  
of Finance

DATE: November 12, 2019

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



Tim Pley, CAO

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**SUBJECT: Canadian Mental Health Association → Community Service Team Grant**

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**Issue:**

The Canadian Mental Health Association (CMHA) is requesting from the City of Port Alberni a grant to support the creation of a Community Service Team.

**Background:**

CMHA provides a number of service offerings throughout Port Alberni which support individuals' mental wellness. These services include housing, outreach and Clubhouse programs.

Creating a Community Service Team would enable CMHA to offer a low-barrier work program providing their individual clients access to income by participating in community service programs. The Community Service Team program is intended to provide CMHA clients with a sense of purpose and community contribution, promote food security and income stabilization, while reducing stigma. The program will also provide services of value to the community.

Individuals will be referred to the Community Service Team through two avenues:

1. Island Health's Substance Use Community Action Team
2. CMHA Homeless Outreach Team

In addition, CMHA has partnered with the RCMP Indigenous Safety Team, Port Alberni Friendship Centre, Nuuchahnulth Tribal Council, and First Nations Health Authority, ensuring access by all residents in need.

**Discussion:**

City of Port Alberni staff have worked with CMHA to create a proposal that specifically addresses the City's Strategic Plan in the following manner:

Goal 5.2 ***“People are safe and feel safe”*** and

Strategy 5.2.1 ***“Explore non-policing strategies that can be utilized by a local government to reduce crime and crime rate statistics”***

CMHA has stated their intention that a one-time grant from the city would be considered as foundational to the program. By building additional social enterprise capacity the Community Service Team is intended to become self-sustaining, generating revenues to offset operational costs. As the program grows, future projects could include private property clean-up, graffiti removal, snow removal, and small-scale moving.

**Recommendation:**

*That the report dated November 12, 2019, be received, and that Council authorize a one-time grant of \$51,500 to the Canadian Mental Health Association, comprised of existing 2019 budget funds.*

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Willa Thorpe', followed by a period.

Willa Thorpe  
Director of Parks, Recreation and Heritage

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## ECONOMIC DEVELOPMENT REPORT

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TO: Timothy Pley, CAO

FROM: Pat Deakin, Economic Development Manager

COPY TO: Davina Hartwell, City Clerk

DATE: For November 12<sup>th</sup>, 2019 Council Meeting

RE: Port Alberni Age-friendly Initiative funded by UBCM

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



Tim Pley, CAO

### **ISSUE:**

UBCM approved an Age-friendly grant application for the City of Port Alberni for fiscal year 2019. Some progress has been made towards the Deliverables and Activities we committed to for that funding. The contractor doing the work on this initiative is asking for Council's approval to submit another application for 2020 to continue the work.

### **BACKGROUND:**

The contractor, Shaila Somaia, of Akira Personal Computer Training, wrote the original grant application. UBCM requested some changes to the application which were done by the Economic Development Manager. Ms. Somaia has been working towards completion of the Deliverables and Activities identified in the contract with UBCM. Ms. Somaia submits that much more work is needed on the project.

### **DISCUSSION:**

#### Financial Implications

The work is fully funded by UBCM; no contributions are required by the City.

#### Strategic Plan Implications

The initiative addresses Goals 1.3, 3.4 and 5.2 in the City's Corporate Strategic Plan.

#### Other

Workloads are such that City staff have limited capacity to monitor and support the work of a contractor.

### **Council's Concurrence with the Proposed Resolution is Desired**

The proposed resolution is as follows:

*That Council for the City of Port Alberni direct staff to make a recommendation to Council about the continuation of Age-friendly work.*

Respectfully submitted



Economic Development Manager

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**CLERK'S DEPARTMENT  
REPORT TO COUNCIL**

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TO: Tim Pley, CAO

FROM: Davina Hartwell, City Clerk

COPIES TO: Mayor and Council  
Katelyn McDougall, Manager of Planning

DATE: November 1, 2019

---

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



Tim Pley, CAO

**SUBJECT: Appointment of Approving Officer**

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**Issue:**

Appointment of Approving Officer in accordance with the requirements of the *Land Title Act*.

**Background:**

Council must appoint an officer to approve subdivisions. Council sets the regulations for subdivisions but cannot direct the approving officer to approve or not approve a plan - the approving officer is responsible to the Province to carry out the duties as set out in the Acts [appointed under s. 77 of the *Land Title Act*].

The City's Manager of Planning, Katelyn McDougall, commenced her role with the City approximately one year ago and has recently completed the MATI School for Statutory Approving Officers which provides participants with a comprehensive review of the duties and responsibilities of the Statutory Approving Officer as well as best practices for carrying on this function.

**Recommendation:**

It is recommended that Council appoint the Manager of Planning as the City's Approving Officer and that the CAO continue as the Deputy Approving Officer for the City of Port Alberni.

*That the report from the City Clerk dated November 1, 2019, be received.*

*That Council for the City of Port Alberni appoint Katelyn McDougall, Manager of Planning, as the City's Statutory Approving Officer effective November 13, 2019, in accordance with the requirements of the Land Title Act.*

Respectfully submitted,

Davina Hartwell,  
City Clerk

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**CLERK'S DEPARTMENT  
REPORT TO COUNCIL**

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TO: Tim Pley, CAO

FROM: Davina Hartwell, City Clerk

COPIES TO: Mayor and Council  
Rosalyn Macauley, Deputy Director of Finance

DATE: November 1, 2019

---

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



Tim Pley, CAO

**SUBJECT: Cheque Signing Authority**

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**Issue:**

Transfer of cheque signing authority to the Deputy Director of Finance.

**Background:**

The cheques drawn on the City of Port Alberni's accounts have two authorized signatories – Mayor Minions and Cathy Rothwell, Director of Finance.

Due to the upcoming departure of our Director of Finance who is moving on to a new opportunity, a council resolution is required to reassign signing authority to Rosalyn Macauley, Deputy Director of Finance. A copy of the full resolution required by the Bank of Montreal is attached hereto for reference.

**Recommendation:**

*That Council for the City of Port Alberni endorse the resolution attached hereto with regards to authorizing Mayor Minions and Rosalyn Macauley, Deputy Director of Finance to sign all cheques drawn on the City of Port Alberni's accounts.*

Respectfully submitted,

Davina Hartwell  
City Clerk

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**CLERK'S DEPARTMENT  
REPORT TO COUNCIL**

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TO: Tim Pley, CAO  
FROM: Davina Hartwell, City Clerk  
COPIES TO: Mayor and Council  
DATE: November 1, 2019

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



Tim Pley, CAO

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**SUBJECT: AV Community Forest Corporation**

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**Issue:**

Council's authorization of Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing is required.

**Background:**

As the sole shareholder of the Alberni Valley Community Forest Corporation, Council for the City of Port Alberni is requested to endorse the attached resolution which includes:

- Requirement to hold Annual General Meeting (held May 22, 2019)
- Acceptance of the financial statements dated December 31, 2018
- Appointment of Directors to hold office until the next Annual General Meeting or until successors are elected or appointed (Directors are: Gary Swann, Ed Proteau, Warren Lauder, Robert Cole, Chris Duncan, Jim Sears and Dwayne Hearn.
- Endorsement of the appointment of Duncan Sabine Collyer Partners as auditor of the Company for the current fiscal year

**Recommendation:**

*That Council for the City of Port Alberni endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing as presented.*

Respectfully submitted,

Davina Hartwell  
City Clerk

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**CLERK'S DEPARTMENT  
REPORT TO COUNCIL**

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TO: Tim Pley, CAO

FROM: Davina Hartwell, City Clerk

COPIES TO: Mayor and Council  
Tim Hautzinger, A/Bylaw Enforcement Manager  
Gaylene Thorogood, Manager of Police Support Services

DATE: November 7, 2019

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



Tim Pley, CAO

**SUBJECT: Current Bylaw Department Initiatives - Update**

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**Issue:**

Report to update Council regarding current Bylaw Department initiatives.

**Background:**

At the October 28, 2019 Regular meeting, a report was provided to update Council regarding current initiatives of the Bylaw Department. The purpose of this report is to provide an update and some statistics on the two primary initiatives – Bear Aware Campaign/Garbage Audit and RV/Trailer Parking.

**Bear Aware Campaign:**

This is the second phase of garbage can audits to ensure people are aware of their responsibilities around reducing human/bear conflicts and minimizing animal attractants. The City has partnered with BC Conservation Officers and have been working throughout all areas of the City undertaking garbage audits. The Bylaw Dept. reports a significant reduction in ticketable offences this time around suggesting people are getting the message.

In August with only one Bylaw Officer undertaking enforcement a total of 96 tickets were issued. Throughout this week with both Bylaw and Conservation working together and able to cover a larger area, a total of 64 tickets were issued for unsecured garbage carts placed on the street the night before pickup. This signifies a considerable improvement.

**RV/Trailer Parking on City Streets:**

In regards to utility trailers, boat trailers and RVs that are being stored on City streets or boulevards in contravention to the City's *Traffic Regulation Bylaw*, our public education outreach is also being effective. 101 trailers have been tagged with warning notices with an information letter dropped off at residences. No tickets have been issued and no trailers have been removed by the City.

The Bylaw Department indicates that people are generally aware of their responsibilities and over 90% voluntary compliance has been achieved. 12 owners have requested extensions in order to comply and have been granted extra time.

This campaign will continue and may involve ticketing with another period of time allowing for compliance before finally moving to towing.

**Recommendation:**

*That the report from the City Clerk dated November 7, 2019 providing an update regarding current Bylaw Department initiatives, be received.*

Respectfully submitted,

Davina Hartwell  
City Clerk

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**CLERK'S DEPARTMENT  
REPORT TO COUNCIL**

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TO: Tim Pley, CAO

FROM: Twyla Slonski, Deputy City Clerk

COPIES TO: Mayor & Council  
Davina Hartwell, City Clerk

DATE: November 5, 2019

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



Tim Pley, CAO

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**SUBJECT: Liquor Primary Licence – Alberni Valley Multiplex – Catalyst Place**

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**Issue:**

This report speaks to a housekeeping item and looks to confirm the appointment of the City Clerk, the Deputy City Clerk and the Director of Parks, Recreation and Heritage as officers authorized to act on behalf of the City in respect of its Liquor Primary Licence at the Alberni Valley Multiplex – Catalyst Place.

**Background:**

The City of Port Alberni holds a primary liquor licence for the Alberni Valley Multiplex. At the time of its most recent renewal [August 2019] and through discussions with staff at the Liquor and Cannabis Regulation Branch, it has come to the City's attention that we are required to update our records with the LCRB. This involves a number of applications to be completed by City staff.

**Discussion:**

At present, the City Clerk is the only staff member on file with the Liquor and Cannabis Regulation Branch. In order to ensure day to day management of the City's primary liquor licence and to ensure there are individuals who are able to act on behalf of the City if there are unexpected staff absences, etc., staff are recommending that Council, in addition to the City Clerk, authorize the Deputy City Clerk and the Director of Parks, Recreation and Heritage to its list of authorize officers when dealing with the City's liquor primary licence.

**Recommendation:**

*That the City Clerk, the Deputy City Clerk and the Director of Parks, Recreation and Heritage, be appointed as the officers authorized to act on behalf of the City in respect of Liquor Primary Licence #303118, at the Alberni Valley Multiplex – Catalyst Place, and that all previous appointments in respect of such licence be and are hereby rescinded.*

Respectfully submitted,

Twyla Slonski  
Deputy City Clerk



Natural Resource Ministries

**GOVERNMENT TRANSFER –  
SHARED COST ARRANGEMENT**

**Agreement #: SCA20AG028**

**Project Title: ALBERNI VALLEY FULL-SCALE FOOD INNOVATION AND PROCESSING HUB**

THIS AGREEMENT dated for reference the 1<sup>st</sup> day of November, 2019.

**BETWEEN**

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF  
BRITISH COLUMBIA, represented by the Minister of AGRICULTURE  
INNOVATION AND ADAPTATION SERVICES BRANCH

(the “Province”)

Contact:

Dennis Jess ([Dennis.Jess@gov.bc.ca](mailto:Dennis.Jess@gov.bc.ca), 778-974-3832)

Chelsea Sutherland ([Chelsea.Sutherland@gov.bc.ca](mailto:Chelsea.Sutherland@gov.bc.ca), 778-698-9921)

**AND**

CITY OF PORT ALBERNI  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8

(the “Recipient”)

Contact:

Patrick Deakin ([Patrick\\_Deakin@portalberni.ca](mailto:Patrick_Deakin@portalberni.ca), 250-720-2527)

The parties to this Agreement (the “Parties”) agree as follows:

## **SECTION 1 - DEFINITIONS**

### **1. Where used in this Agreement**

- (a) "Business Day" means a day, other than a Saturday or Sunday, on which Provincial government offices are open for normal business in British Columbia;
- (b) "Financial Contribution" means the total aggregate value stipulated in Schedule B;
- (c) "Material" means all findings, data, reports, documents, records and material, (both printed and electronic, including but not limited to, hard disk or diskettes), whether complete or otherwise, that have been produced, received, compiled or acquired by, or provided by or on behalf of the Province to, the Recipient as a direct result of this Agreement, but does not include:
  - i. Client case files or Personal Information as defined in the Freedom of Information and Protection of Privacy Act; or
  - ii. Property owned by the Recipient.
- (d) "Project" means the project described in Schedule A;
- (e) "Refund" means any refund or remission of federal or provincial tax or duty available with respect to any items that the Province has paid for or agreed to pay for under this Agreement.
- (f) "Services" means the services described in Schedule A;
- (g) "Term" means the duration of the Agreement stipulated in Schedule A.

## **SECTION 2 - APPOINTMENT**

The Recipient must carry out and complete the Project described in Schedule A and may use the Province's funding only for the purpose (specified in Schedule A) of defraying Eligible Costs incurred by the Recipient in carrying out and completing the Project.

## **SECTION 3 – PAYMENT OF FINANCIAL CONTRIBUTION**

Subject to the provisions of this Agreement, the Province will pay the Recipient in the amount, and at the times set out in Schedule B.

The Province has no obligation to make the Financial Contribution unless the Recipient has complied with the criteria set out in Schedule A.

Notwithstanding any other provision of this Agreement the payment of the Financial Contribution by the Province to the Recipient pursuant to this Agreement is subject to:

- (a) there being sufficient monies available in an appropriation, as defined in the *Financial Administration Act* ("FAA"), to enable the Province, in any fiscal year when any payment of money by the Province to the Recipient falls due pursuant to this Agreement, to make that payment; and
- (b) Treasury Board, as defined in the FAA, not having controlled or limited, pursuant to the FAA, expenditure under any appropriation referred to in subparagraph (a) of this paragraph.

The Recipient must:

- (a) apply for, and use reasonable efforts to obtain, any available Refund, credit, rebate or remission of federal, provincial or other tax or duty imposed on the Recipient as a result of this Agreement that the Province has paid or reimbursed to the Recipient or agreed to pay or reimburse to the Recipient under this Agreement; and
- (b) immediately on receiving, or being credited with, any amount applied for under paragraph (a), remit that amount to the Province, or deduct that amount from the next request for payment under this Agreement.

The previous paragraph continues in force indefinitely, even after this Agreement expires or is terminated.

The Recipient is responsible for any Provincial Sales Tax (PST) and Goods and Services Tax (GST) and any other charges for which the Province has not expressly agreed to accept responsibility under the terms of this Agreement.

The Recipient must declare any amounts owing to the government under legislation or an agreement. Amounts due to the Recipient under this Agreement may be set-off against amounts owing to the government.

## **SECTION 4 - REPRESENTATIONS AND WARRANTIES**

The Recipient represents and warrants to the Province, with the intent that the Province rely on it in entering into this Agreement, that

- (a) all information, statements, documents and reports furnished or submitted by the Recipient to the Province in connection with this Agreement are true and correct;
- (b) the Recipient has no knowledge of any fact that materially adversely affects, or so far as it can foresee, might materially adversely affect, the Recipient's properties, assets, condition (financial or otherwise), business or operations or its ability to fulfill its obligations under this Agreement; and
- (c) the Recipient is not in breach of, or in default under, any law of Canada or of the Province of British Columbia applicable to or binding on it.

All statements contained in any certificate, application, proposal or other document delivered by or on behalf of the Recipient to the Province under this Agreement or in connection with any of the transactions contemplated by it are deemed to be representations and warranties by the Recipient under this Agreement.

All representations, warranties, covenants and agreements made in this Agreement and all certificates, applications or other documents delivered by or on behalf of the Recipient are material, have been relied on by the Province, and continue in effect during the continuation of this Agreement.

## **SECTION 5 - INDEPENDENT RELATIONSHIP**

No partnership, joint venture, agency or other legal entity will be created by or will be deemed to be created by this Agreement or by any actions of the Parties pursuant to this Agreement.

The Recipient will be an independent and neither the Recipient nor its servants, agents or employees will be the servant, employee, or agent of the Province.

The Recipient will not, in any manner whatsoever, commit or purport to commit the Province to the payment of money to any person, firm, or corporation.

The Province may, from time to time, give instructions to the Recipient in relation to the carrying out of the Services, and the Recipient will comply with those instructions but will not be subject to the control of the Province regarding the manner in which those instructions are carried out except as specified in this Agreement.

## **SECTION 6 – RECIPIENT’S OBLIGATIONS**

The Recipient will:

- (a) carry out the Services in accordance with the terms of this Agreement during the Term stated in Schedule A;
- (b) comply with the payment requirements set out in Schedule B, including all requirements concerning the use, application and expenditure of the payments provided under this Agreement;
- (c) comply with all applicable laws;
- (d) hire and retain only qualified staff;
- (e) without limiting the provisions of subparagraph (c) of this Section carry out criminal record checks as required by the Criminal Records Review Act, in accordance with Schedule C;
- (f) unless agreed otherwise, supply, at its own cost, all labour, materials and approvals necessary to carry out the Services;
- (g) unless agreed otherwise, retain ownership to all assets acquired or intangible property created in the process of carrying out this Agreement;



- (h) co-operate with the Province in making public announcements regarding the Services and the details of this Agreement that the Province requests; and
- (i) acknowledge the financial contribution made by the Province to the Recipient for the Services in any Materials, by printing on each of the Materials the following statement:

*"We gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Agriculture."*

## **SECTION 7 - RECORDS**

The Recipient will:

- (a) establish and maintain accounting and administrative records in form and content satisfactory of the Province, to be used as the basis for the calculation of amounts owing;
- (b) establish and maintain books of account, invoices, receipts and vouchers for all expenses incurred in form and content satisfactory to the Province;
- (c) permit the Province, for monitoring and audit purposes, at all reasonable times, upon reasonable notice, to enter any premises used by the Recipient to deliver the Services or keep any documents or records pertaining to the Services, in order for the Province to inspect, audit, examine, review and copy any findings, data, specifications, drawings, working papers, reports, surveys, spread sheets, evaluations, documents, databases and material, (both printed and electronic, including, but not limited to, hard disk or USBs'), whether complete or not, that are produced, received or otherwise acquired by the Recipient as a result of this Agreement.
- (d) if applicable, obtain the consent of clients to allow provincial employees or designates access to client case files for the purposes of service monitoring and evaluation and research purposes, as outlined in Schedule E.

The Parties agree that the Province does not have control, for the purpose of the *Freedom of Information and Protection of Privacy Act*, of the records held by the Recipient.

## **SECTION 8 - NON EXPENDED FINANCIAL CONTRIBUTION**

At the sole option of the Province, any portion of the Financial Contribution provided to the Recipient under this Agreement and not expended at the end of the Term shall be:

- (a) returned by the Recipient to the Minister of Finance; or
- (b) retained by the Recipient as supplemental funding provided for under an amendment to this Agreement; or

- (c) deducted by the Province from any future funding requests submitted by the Recipient and approved by the Province.

## **SECTION 9 - CONFLICT OF INTEREST**

The Recipient will not, during the Term, perform a service for or provide advice to any person, or entity where the performance of such service or the provision of the advice may, in the reasonable opinion of the Province, give rise to a conflict of interest between the obligations of the Recipient to the Province under this Agreement and the obligations of the Recipient to such other person or entity.

## **SECTION 10 - CONFIDENTIALITY**

The Recipient will treat as confidential all information and material supplied to or obtained by the Recipient, or any third party, as a result of this Agreement and will not, without the prior written consent of the Province, except as required by applicable law, permit its disclosure except to the extent that such disclosure is necessary to enable the Recipient to fulfill its obligations under this Agreement.

## **SECTION 11 - DEFAULT**

Any of the following events will constitute an Event of Default,:

- (a) the Recipient fails to comply with any provision of this Agreement;
- (b) any representation or warranty made by the Recipient in accepting this Agreement is untrue or incorrect;
- (c) any information, statement, certificate, report or other document furnished or submitted by or on behalf of the Recipient pursuant to or as a result of this Agreement is untrue or incorrect;
- (d) the Recipient ceases, in the opinion of the Province, to operate;
- (e) a change occurs with respect to any one or more, including all, of the properties, assets, condition (financial or otherwise), business or operations of the Recipient which, in the opinion of the Province, materially adversely affects the ability of the Recipient to fulfill its obligations under this Agreement;
- (f) an order is made or a resolution is passed or a petition is filed for the liquidation or winding up of the Recipient;
- (g) the Recipient becomes insolvent or commits an act of bankruptcy or makes an assignment for the benefit of its creditors or otherwise acknowledges its insolvency;
- (h) a bankruptcy petition is filed or presented against, or a proposal under *the Bankruptcy and Insolvency Act* (Canada) is made by, the Recipient;
- (i) a receiver or receiver-manager of any property of the Recipient is appointed; or

- (j) the Recipient permits any sum which is not disputed to be due by it to remain unpaid after legal proceedings have been commenced to enforce payment thereof.

## **SECTION 12 – RESULTS OF AN EVENT OF DEFAULT**

Upon the occurrence of any Event of Default and at any time thereafter that the Province may, despite any other provision of this Agreement, at its option, elect to do any one or more of the following:

- (a) terminate this Agreement, in which case the payment of the amount required under the last paragraph of Section 12 of this Agreement will discharge the Province of all liability to the Recipient under this Agreement;
- (b) require the Event of Default be remedied within a time period specified by the Province;
- (c) suspend any installment of the Financial Contribution or any amount that is due to the Recipient while the Event of Default continues;
- (d) waive the Event of Default;
- (e) require repayment of any portion of the Financial Contribution not spent in accordance with this Agreement;
- (f) pursue any other remedy available at law or in equity.

The Province may also, at its option, either:

- (a) terminate this Agreement on 30 days written notice, without cause; or
- (b) terminate this Agreement immediately if the Province determines that the Recipient's failure to comply places the health or safety of any person at immediate risk;

and in either case, the payment of the amount required under the last paragraph of Section 12 of this Agreement will discharge the Province of all liability to the Recipient under this Agreement.

Where this Agreement is terminated before 100% completion of the Project, the Province will pay to the Recipient that portion of the Financial Contribution which is equal to the portion of the Project completed to the satisfaction of the Province prior to termination.

## **SECTION 13 – DISPUTE RESOLUTION**

Dispute resolution process:

In the event of any dispute between the Parties arising out of or in connection with this Agreement, the following dispute resolution process will apply unless the Parties otherwise agree in writing:

- (a) the Parties must initially attempt to resolve the dispute through collaborative negotiation;
- (b) if the dispute is not resolved through collaborative negotiation within 15 Business Days of the dispute arising, the Parties must then attempt to resolve the dispute through mediation under the rules of the British Columbia Mediator Roster Society; and
- (c) if the dispute is not resolved through mediation within 30 Business Days of the commencement of mediation, the dispute must be referred to and finally resolved by arbitration under the *Commercial Arbitration Act*.

Location of arbitration or mediation:

Unless the Parties otherwise agree in writing, an arbitration or mediation under the aforementioned dispute resolution process will be held in Victoria, British Columbia.

Unless the Parties otherwise agree in writing or, in the case of an arbitration, the arbitrator otherwise orders, the Parties must share equally the costs of a mediation or arbitration under the aforementioned dispute resolution process other than those costs relating to the production of expert evidence or representation by counsel.

## **SECTION 14 – INSURANCE AND INDEMNITY**

### **Insurance**

During the Term of this Agreement, the Recipient will provide, maintain and pay for insurance as specified in Schedule D, which may be amended from time to time at the sole discretion of the Province.

Without limiting the provisions of subparagraph (c) of Section 6, the Recipient will comply with the Workers' Compensation Legislation for the Province of British Columbia.

The Recipient must indemnify and save harmless the Province, its employees and agents, from and against any and all losses, claims, damages, actions, causes of action, cost and expenses that the Province may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Recipient, or of any agent, employee, officer, director or sub-contractor of the Recipient pursuant to this Agreement, excepting always liability arising out of the independent negligent acts of the Province.

## **SECTION 15 – ASSIGNMENT AND SUB-CONTRACTING**

The Recipient will not, without the prior, written consent of the Province:

- (a) assign, either directly or indirectly, this Agreement or any right of the Recipient under this Agreement; or
- (b) sub-contract any obligation of the Recipient under this Agreement.

No sub-contract entered into by the Recipient will relieve the Recipient from any of its obligations, including Section 6, under this Agreement or impose upon the Province any obligation or liability arising from any such sub-contract.

This Agreement will be binding upon the Province and its assigns and the Recipient, the Recipient's successors and permitted assigns.

## **SECTION 16 - REPAYMENT OR REDUCTIONS**

An amount paid by the Province to the Recipient or which is treated as such pursuant to the terms of this Agreement, and to which the Recipient is not entitled according to the terms of this Agreement is repayable to the Province and until repaid constitutes a debt due to the Province.

## **SECTION 17 – OTHER FUNDING**

If the Recipient receives funding for or in respect of the Services from any person, firm, corporation or other government or governmental body, then the Recipient will immediately provide the Province with full and complete details thereof.

## **SECTION 18 - NOTICES**

Where in this Agreement any notice or other communication is required to be given by any of the Parties, it will be made in writing. It will be effectively given:

- (a) by delivery, to the address of the Party set out below, on the date of delivery;
- (b) by pre-paid registered mail, to the address of the Party set out below, on the fifth business day after mailing;
- (c) by facsimile, to the facsimile number of the Party mentioned in this Agreement, on the date the facsimile is sent; or
- (d) by e-mail, to the e-mail address of the Party mentioned in this Agreement, on the date the e-mail is sent.

The contact details of the Parties are

**Province:**

Dennis Jess, Senior Program Developer  
Chelsea Sutherland, Agri-Innovation Analyst  
Ministry of Agriculture, Innovation and Adaptation Services Branch  
Mailing Address:  
PO Box 9120 Stn Prov Govt  
Victoria, BC V8W 9B4

Agreement #: SCA20AG028

[Dennis.Jess@gov.bc.ca](mailto:Dennis.Jess@gov.bc.ca), 778-974-3832  
[Chelsea.Sutherland@gov.bc.ca](mailto:Chelsea.Sutherland@gov.bc.ca), 778-698-9921  
Fax #: 250-356-0358

**Recipient:**

Davina Hartwell, City Clerk  
City of Port Alberni  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8  
[Davina.Hartwell@portalberni.ca](mailto:Davina.Hartwell@portalberni.ca), 250-720-2810  
Fax #: 250-723-1003

The address, phone number, facsimile number, or email set out above may be changed by notice in the manner set out in this provision.

## **SECTION 19 - NON-WAIVER**

No term or condition of this Agreement and no breach by the Recipient of any term or condition will be deemed to have been waived unless such waiver is in writing signed by the Province and the Recipient.

The written waiver by the Province of any breach by the Recipient of any term or condition of this Agreement will not be deemed to be a waiver of any other provision of any subsequent breach of the same or any other provision of this Agreement.

## **SECTION 20 – ENTIRE AGREEMENT**

The Schedules to this Agreement (including any appendices or other documents attached to, or incorporated by reference into, those Schedules) are part of this Agreement.

## **SECTION 21 - MISCELLANEOUS**

All of the provisions of this Agreement in favour of the Province and all of the rights and remedies of the Province, either at law or in equity, will survive any expiration or sooner termination of this Agreement.

Nothing in this Agreement operates as a consent, permit, approval or authorization by the Province thereof to or for anything related to the Project that by law, the Recipient is required to obtain unless it is expressly stated herein to be such a consent, permit, approval or authorization.

## SECTION 22 – EXECUTION AND DELIVERY OF AGREEMENT

This Agreement may be entered into by a separate copy of this Agreement being executed by, or on behalf of, each Party and that executed copy being delivered to the other Party by a method provided for in Section 18 or any other method agreed to by the Parties.

The Parties have executed this Agreement as follows:

### SIGNED AND DELIVERED on behalf of the Recipient

\_\_\_\_\_  
Signature of Recipient's Signing Authority

\_\_\_\_\_  
**Date**

**Davina Hartwell, City Clerk**

Printed Name & Title of Recipient's Signing Authority

### SIGNED AND DELIVERED on behalf of the Province,

\_\_\_\_\_  
Signature of Province's Signing Authority

\_\_\_\_\_  
**Date**

**Julia Diamond, Director, Innovation**

Printed Name & Title of Province's Signing Authority

## **SCHEDULE A – SERVICES**

### **The Project**

#### **TERM**

Notwithstanding the date of execution of this Agreement, the Term of this Agreement starts on November 1<sup>st</sup>, 2019 and ends on March 31, 2020.

The Ministry of Agriculture (the “Ministry”) reserves the right to extend, but is under no obligation to extend, the Agreement for up to one (1) consecutive fiscal year term (April 1, 2020 – March 31, 2021), for a maximum additional amount of \$462,500. The option to extend will be exercised at the sole discretion of the Ministry, subject to successful delivery of services in the initial Term, the availability of funds and the satisfactory performance of the City of Port Alberni. The option to extend the Agreement must be mutually agreed upon by both parties. The total Agreement value, including the extension, will not exceed \$750,000. Detailed deliverables for the extended term will be established in the extension Agreement.

#### **PROJECT**

The Ministry is developing a BC Food Hub Network consisting of a Food and Beverage Innovation Centre at the University of British Columbia (UBC) Vancouver Campus with multiple Regional Food Hubs across the Province. The Regional Food Hubs will offer agriculture and food businesses access to shared processing infrastructure, processing and testing equipment, business advisory services, product development services, analytic services, applied research opportunities, and education and training related to food processing and food safety.

This Project will establish a Full-Scale Food Innovation and Processing Hub (“Food Hub”) in the City of Port Alberni to be part of the BC Food Hub Network. The Project will take a phased approach, beginning with upgrades to and certification of the Food Hub facility, and development of a shellfish processing space, followed by development of seaweed, finfish and terrestrial processing spaces.

#### **PURPOSE & EXPECTED RESULTS**

The purpose of the Project is to develop and operationalize the Alberni Valley Regional Food Hub, located in the City of Port Alberni, as a Full-Scale Food Innovation and Processing Hub, to be part of the BC Food Hub Network. The Food Hub will be a 17,000 square foot facility owned by the Port Alberni Port Authority at Fishermen’s Harbour. It will be Canadian Food Inspection Agency (CFIA) licensed and Hazard Analysis Critical Control Point (HACCP) certified.



The Project will help to achieve three important goals:

- Increase the availability of and access to infrastructure, equipment, services and training for local shellfish, finfish, and seaweed producers and processors and terrestrial farmers;
- Improve coordination and collaboration between agriculture and food stakeholder groups and across the value chain; and
- Leverage and complement current related agriculture and food sector programs for improved service delivery.

The long-term vision for the Food Hub is to foster a thriving regional agriculture and food sector that is a significant contributor to the local economy in the Alberni-Clayoquot Region and the remote west coast of Vancouver Island.

The mission of the Food Hub is to be a catalyst to help local shellfish, finfish, and seaweed producers and processors and terrestrial farmers improve their sales and economic success.

The City of Port Alberni will ensure that the following services are completed:

- Design, develop, operationalize and operate a Regional Food Hub that meets requirements established by the Ministry and aligns with the objectives of the BC Food Hub Network;
- Launch the Food Hub in collaboration with and as agreed by the Province within one year of receiving funding, with implementation activities and Food Hub operations underway;
- Establish the necessary governance, organizational and financial plans for the Food Hub to ensure its ongoing operations and long-term financial sustainability following completion of the Project with the Province;
- Engage and confirm partners, funders and regional stakeholders in the Food Hub development process and in the long-term operations of the Food Hub;
- Establish a Board of Directors to provide oversight to Project development and/or Food Hub operations;
- Develop a marketing, engagement and communications strategy to ensure ongoing demand/use and maximum capacity of the Food Hub and responsiveness to changing user needs and demands;
- Implement the common technology platform once decided/determined and use it to the greatest extent possible to participate in the BC Food Hub Network;
- Collect data and/or work in conjunction with the technology platform provider to collect and receive data; and
- Participate in and/or collaborate with other Regional Food Hubs, the Food and Beverage Innovation Centre at UBC, and the BC Food Hub Network Advisory Committee as required in order to support the formation and success of the BC Food Hub Network.

The intended beneficiaries of this Project are the food producers, processors and entrepreneurs in the Alberni-Clayoquot Region who will have increased access to shared-

use food processing facilities, equipment and services and training. This Project will also benefit the City of Port Alberni, Port Alberni Port Authority and Food Hub partners.

## **OUTCOMES**

Through the delivery of the Services, the Province wishes to realize the following outcomes and, without limiting the obligation of the City of Port Alberni to comply with other provisions of this Schedule A, the City of Port Alberni must use commercially reasonable efforts to achieve them:

- Grow the food production and processing sector and foster a thriving regional seafood, agriculture and food sector that is a significant contributor to the local economy;
- Help local food producers and processors improve their sales and economic success;
- Increase the availability of, awareness of and access to resources and services for the food processing sector;
- Help address food safety and security issues (including waste reduction);
- Establish a net positive impact on the environment through carbon and nutrient sequestration as a result of kelp production in the region;
- Reduce the travel miles and carbon footprint of food by eliminating the need to process food in other regions;
- Build direct links between private sector and academic institutions to support applied research to benefit BC's food production and processing sectors;
- Support economical production and distribution of food within the Alberni-Clayoquot Region;
- Increase local access to healthy protein sources and increase the health of local residents;
- Pilot strategies related to aggregation and selling to government institutions, distributors, restaurants, and retailers;
- Increase the number of people employed in the local food industry; and
- Support the development of the BC Food Hub Network by serving as a Full-Scale Food Innovation and Processing Hub that is financially self-sustaining through revenue generation and/or other funding streams.

The Parties acknowledge that the City of Port Alberni does not warrant that these outcomes will be achieved.

## **DELIVERABLES**

The deliverable for this Project is to establish and operate a Full-Scale Food Innovation and Processing Hub in the City of Port Alberni, to be part of the BC Food Hub Network, to serve the Alberni-Clayoquot Region and the remote west coast of Vancouver Island.

The City of Port Alberni will ensure that the following deliverables are completed:

- Implement, report on, and update the Project implementation plan and timeline (Appendix A), incorporated by reference into this Agreement;

- Secure and operationalize the 17,000 square foot facility at Fishermen's Harbour as the Alberni Valley Regional Food Hub;
- Establish lease and governance agreements with Food Hub partner organizations;
- Facilitate the purchase and implementation of equipment in the Food Hub;
- Work with user groups to setup their processing areas within the Food Hub;
- Oversee the establishment of the common areas and lab area of the Food Hub;
- Establish a Food Hub Board of Directors (Board) to provide governance to the Food Hub, with meetings held quarterly or semi-annually;
- Secure a Hub Facility Manager (or equivalent) that will be responsible for:
  - Overseeing upgrades and renovations to the facility and the steps required to obtain CFIA licensing and HACCP certification;
  - Coordinating with and engaging required expertise (e.g., building inspectors, trades people, Health Authority representatives, etc.) to bring the facility into use;
  - Engaging with potential users of the Food Hub and with local companies, producers and community groups to boost the utilization of the facility;
  - Providing monthly activity reports to the City of Port Alberni and the Food Hub Board, to include, but not be limited to, a:
    - Summary of activities undertaken; and
    - Budget updates.
  - Investigating additional services the Food Hub could offer and piloting and implementing these services when appropriate;
  - Facilitating access to training for local food producers and processors; and
  - Acting as a resource for local producers and processors.
- Launch and pilot Food Hub operations;
  - Operations of the Food Hub are expected to begin within a year of contract execution;
- Collaborate with other Food Hubs to share best practices and troubleshoot challenges;
- Enable regional farmers and fishers to locally process their product in a CFIA licensed and HACCP certified facility;
- Offer and/or coordinate the delivery of services to producers and processors including, but not limited to, training and research (in partnership with North Island College and other institutions as identified), business development support, lab services, product development services, and the loading and unloading of goods;
- Create opportunity for research of and culinary experimentation with seaweed production, processing, product development and marketing; and
- Implement the use of a technology platform selected by the Province to facilitate operations, administration and data collection.

Over the current Term of the Contract, November 1, 2019 – March 31, 2020, the City of Port Alberni will provide the Province with:

1. A job description for the Hub Facility Manager (or equivalent) and a list of general contractor services to be engaged to operationalize facility, by **December 15, 2019**;
2. Confirmation of securing a Hub Facility Manager (or equivalent) for the Food Hub and establishing a Board of Directors, **by December 15, 2019**;

3. A finalized Food Hub site plan, created with user group and partner input, including the facility floor plan, facility renovation and upgrade plan and costs, CFIA licensing and HACCP certification requirements and list and description of equipment needs and costs, **by January 15, 2020**;
4. An updated, detailed Project implementation plan, evaluation framework and budget, reviewed and approved by partners and the Board of Directors, **by January 15, 2020**;
5. A fiscal year-end progress report, **by March 16, 2020**, that includes an:
  - Executive summary (that can be shareable with other Regional Food Hubs);
  - Status report, up until March 2020, on the following:
    - All activities included in the implementation plan and timeline (Appendix A);
    - Workplan of activities led/to be led by the Hub Facility Manager;
    - Performance evaluation, relating to the evaluation framework developed;
    - Key personnel and partners involved or to be involved in the Food Hub Project, including their roles/responsibilities;
    - Summary of facility renovations to support operations of the Food Hub;
    - Equipment purchased/acquired/implemented or to be purchased/acquired/implemented as part of the Food Hub;
    - CFIA and HACCP requirements and progress on obtaining licensing and certification; and
    - Services that have been established or will be established to be delivered as part of the Food Hub.
  - Description and status of any additional activities undertaken;
  - Key learnings;
  - A final financial report for the Project, as per the Province's requirements; and
  - An updated Project budget, implementation plan, operational plan and timeline for fiscal year 2020/21 (April 1, 2020 – March 31, 2021), reviewed and approved by partners and the Board of Directors.

The Project must adhere to the following requirements of the Full-Scale Food Innovation and Processing Hub model of the BC Food Hub Network:

#### Required Facility Components

- Food processing area(s) or room(s) and equipment;
- Food packaging area and equipment;
- Food storage;
- Office, board room and/or training space;
- Food testing lab and/or equipment;
- HACCP-eligible facility; and
- CFIA inspection, licensing and/or registration\*.

\*Dependent on type of processing.

#### Required Service Components

- Product development services;
- Business services;
- Training and education on food processing and food safety;
- Dedicated facility and services personnel;
- System for user booking of and access to services and facilities;
- Shared commercial production (with 24/7 access); and
- Lab (analytic) services.

In the case of Contract extension for one additional fiscal year, as per the above clause, a renewed set of deliverables, mutually agreed upon between the Ministry and the Contractor, will be included in the Modification Agreement.

## **REPORTING REQUIREMENTS:**

### Financial Reporting:

Following completion of the Project the City of Port Alberni must, no later than 30 days after the end of the Term, provide a final financial report including:

- A Project income and expenditure summary which identifies all sources and use of the total Project funds over the duration of the entire Agreement;
- A statement detailing the use of the Province's Financial Contribution provided over the duration of the entire Agreement, including an explanation of any financial variances.

### *Certification / Attestation*

All financial reports submitted by the City of Port Alberni must be certified by a senior officer (such as a Chief Executive Officer or Chief Financial Officer) attesting to the correctness and completeness of the financial information provided.

### Project Reporting

### Ongoing Communication

The City of Port Alberni must submit to the Province, in a form satisfactory to the Province:

- a) Bi-weekly or monthly updates, by phone or email, as required and mutually determined by the Province and the City of Port Alberni;
- b) Monthly activity reports, to include, but not be limited to, a summary of activities undertaken and budget updates, due to the Province by the end of each month of the contract Term;
- c) A job description for the Hub Facility Manager and a list of general contractor services to be engaged to operationalize facility, due to the Province by December 15, 2019;
- d) Confirmation of the securing of a Hub Facility Manager and the establishment of a Board of Directors, due to the Province by December 15, 2019;

- e) A finalized Food Hub site plan, created with user group and partner input, due to the Province by January 15, 2020; and
- f) An updated, detailed Project implementation plan, evaluation framework and budget for the Food Hub, due to the Province by January 15, 2020.

The City of Port Alberni must report to the BC Food Hub Network Advisory Committee on Project status if and as requested. The City of Port Alberni must make all reasonable efforts to respond to ad-hoc requests by the Province for information on Project progress. The City of Port Alberni must also advise the Province immediately of any substantial events that could impact the Project timeline.

#### Final Reporting

The City of Port Alberni must submit to the Province, in a form satisfactory to the Province:

- a) A fiscal year-end progress report, due to the Province by March 16, 2020.

## SCHEDULE B - FINANCIAL CONTRIBUTION

### PAYMENTS

1. The Province will pay the City of Port Alberni up to the total aggregate of \$287,500 for the Term of this Agreement based on the payment schedule below.
2. Payments will be made as follows:

<b>Payment Schedule</b>	<b>Payment Amount</b>
Upon receipt and acceptance by the Province of the Hub Facility Manager Job Description, confirmation of the Hub Facility Manager and confirmation of the establishment of a Board of Directors, due to the Province by December 15, 2019	Up to: \$40,000
Upon receipt and acceptance by the Province of the finalized Food Hub Site Plan and updated, detailed Project Implementation Plan, Evaluation Framework and Budget for the Food Hub, by January 15, 2020	Up to: \$207,500
Upon receipt and acceptance by the Province of a Fiscal Year-End Progress Report for the Food Hub, by March 16, 2020	Up to: \$40,000
<b>TOTAL</b>	<b>Up to: \$287,500</b>

The City of Port Alberni must submit to the Province upon completion of each deliverable, a written statement of account showing

- (a) the City of Port Alberni's legal name and address;
  - (b) the date of the statement and a statement number for identification;
  - (c) the Agreement Number;
  - (d) the calculation of the Financial Contribution being claimed, with reasonable detail of the applicable part of the Project completed to statement date; and
  - (e) any other billing information reasonably requested by the Province.
3. Any future contributions by the Province under this Project are conditional upon the City of Port Alberni having complied with the terms and conditions of this Agreement.

## **ELIGIBLE COSTS**

Contributions by the Province are eligible to be spent on:

- Incremental labour costs specifically required for the Project such as contract salaries, benefits and specific per diem fees (this is not applicable for existing full or part time staff associated with the Respondent);
- Salaries for new staff positions and/or consultants required to operationalize the Food Hub;
- Purchase of new or used food processing, testing, laboratory, or packaging equipment for the Food Hub;
- Costs of retrofitting, renovating or leasing a facility to serve as a Food Hub;
- Costs of engineering or technical designs required to operationalize the Food Hub;
- Costs of meeting the regulatory requirements for the Food Hub, including Health Authority, provincial or federal permits and approvals, and/or Hazard Analysis Critical Control Point (HACCP) audits; and
- Administration costs (the accepted rate for administration of the Project is a maximum of 10%, or \$28,750, for the Term of the Agreement).

## **INELIGIBLE COSTS**

Contributions by the Province are ineligible to be spent on:

- Purchase of land or buildings;
- Permits and approvals related to the land/facility site;
- Normal operating costs associated with carrying out a business or non-profit, such as salaries and benefits of non-contract staff, office space, utilities, phone, materials, labour, board, committee and annual meetings;
- Payments for the current, regular salaries of existing staff of the City of Port Alberni;
- Normal costs of establishing or maintaining the City of Port Alberni entity;
- Any cost, including a tax, that is eligible for a rebate, credit or refund;
- Financing charges and loan interest payments;
- Costs not specifically required for the implementation of the Project; and
- Eligible costs that were incurred before the Term of the Agreement.

Decisions on eligible and ineligible costs are at the discretion of the Province.



## **SCHEDULE C - CRIMINAL RECORDS CHECKS**

Not applicable.

## **Schedule D - Insurance**

1. The Recipient shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amounts acceptable to the Province.
  - (a) Automobile Liability on all vehicles owned, operated or licensed in the name of the Recipient, and if used for government business, in an amount not less than \$1,000,000.
  - (b) Comprehensive/Commercial General Liability in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage. The Province is to be an additional insured under this policy. Such insurance shall include, but not be limited to
    - Products and completed Operations Liability;
    - Owner's and Contractor's Protective Liability;
    - Blanket Written Contractor Liability;
    - Contingent Employer's Liability;
    - Personal Injury Liability;
    - Non-Owned Automobile Liability;
    - Cross Liability;
    - Employees as Additional Insured;
    - Broad Form Property Damage; and
    - If applicable, Tenant's Legal Liability in an amount adequate to cover a loss to premises of the Province occupied by the Recipient.
2. The foregoing insurance shall be primary and not require the sharing of any loss by any insurer of the Province.
3. The Recipient shall provide the Province with evidence of all required insurance prior to the commencement of the work or services. Such evidence shall be in the form of a completed Province of British Columbia Certificate of Insurance, duly signed by the Insurance Broker and the Insured. When requested by the Province, the Recipient shall provide certified copies of required policies.
4. All required insurance shall be endorsed to provide the Province with 30 days advance written notice of cancellation or material change.
5. The Recipient hereby waives all rights of recourse against the Province with regard to damage to the Recipient's property.
6. The Recipient will comply with the *Workers' Compensation Act* legislation for the Province of British Columbia.

Agreement #: SCA20AG028

## **SCHEDULE E - PRIVACY PROTECTION**

Not applicable.



**Summary Report / Minutes of the Advisory Planning Commission Meeting  
(Held on October 31, 2019  
in the Committee Room at City Hall, at 12:00 p.m.)**

**Advisory Planning Commission Present**

Ken McRae (Chair)  
John Douglas (Vice-Chair)  
Jeannette Nichols  
Chris Washington, S.D.70 Liaison  
Amy Anaka  
Sandy McRuer  
Rob Gaudreault, Parks Liaison  
Rick Newberry, P.A.F.D. Liaison  
Councillor Deb Haggard, Council Liaison

**Staff**

Katelyn McDougall, Manager of Planning  
Cara Foden, Planning Technician  
Pat Deakin, Manager of Economic Development

**Guests**

Applicants: R. Jaenicker  
Members of the Public:0

**Regrets**

Jim Tatoosh, Hupačasath F.N.  
Sgt. Clive Seabrook, R.C.M.P. Liaison  
Rob Gaudreault, Parks Liaison  
Cynthia Dick, Tseshah (č išaaʔath) F.N.  
Don Ferster

**Alternates (not in attendance)**

Councillor Helen Poon (Alternate–Council)  
Peter Dione (Alternate–R.C.M.P.)  
Larry Ransom (Alternate S.D.70)  
Darren Mead-Miller (Alternate – Tseshah F.N.)



**1. MINUTES - Adoption of August 22, 2019 Minutes**

- The Chair acknowledged that this meeting is taking place within the un-ceded traditional territories of the Hupačasath and the Tseshah (č išaaʔath) First Nations. The applicant present was welcomed by the Chair.

**Motion:**

1. *That the City of Port Alberni Advisory Planning Commission adopt the minutes of the August 22, 2019 regular meeting.*

**(McRae / Douglas) CARRIED**

**2. DEVELOPMENT APPLICATION: Development Variance Permit  
4279 Ravenhill Avenue**

*Lot 5, District Lot 1, Alberni District, Plan 11303 Except that part in Plan 25083 (PID:004-990-421)*

**Applicant:** R. Jaenicke and L. Ranger

- The Manager of Planning summarized her report to the APC dated October 9, 2019.
- The APC discussed the application as follows:
  - A member of the APC asked staff to confirm that the application to vary floor area would be permitted under the Local Government Act regulations, as there was some concern that floor area was the same as density which would be required to be altered through a rezoning process. The Manager of Planning explained that floor area was not the same as density,

but the member asked for further clarification. The Manager of Planning agreed to follow up with the committee with more information.

- The applicant was asked about the intentional use of the buildings and indicated that they would not be used as dwellings but would become a studio and gym.
- The Manager of Planning was asked to clarify the requirement in the OCP for a Neighbourhood Plan for “any development” in the FD Future Development zone. The Manager of Planning explained that the location of this particular property at the end of a short stretch of no-thru road made the necessity of a Neighbourhood Plan less critical. Future subdivision of the property would be restricted by the topography and location of the site and proximity to Ship Creek.
- Concern was expressed about how the trees on the property had been removed when the land had been cleared. The applicant advised the APC that the trees had been cleared from the land by the prior owner and that some new large trees had recently been planted to mitigate the deforestation. It was noted that the deforestation was outside the Ship Creek riparian zone. A member of the APC noted that the City should develop a tree management bylaw that could help reduce the occurrences of logging on private land without obtaining clearances from the City and from the Department of Fisheries and Oceans.
- Trail connectivity was discussed and the applicant indicated that there was no plan at this time to prevent use of the informal trails adjacent to Ship Creek.
- Fencing regulations for the property were clarified.

### **Motions:**

1. *That the City of Port Alberni Advisory Planning Commission recommends that City staff clarify the requirements of the Local Government Act with respect to varying density and that prior to proceeding with the application staff confirm that the application complies with the Act.*
2. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that if the application complies with the Local Government Act the City proceeds with the necessary Development Variance Permit to vary Zoning Bylaw #4832 as follows:*
  - a. *Vary Section 6.10.6 Accessory Buildings (in A zones) regulations for the total floor area of all accessory buildings, from 85 m<sup>2</sup> (915 ft<sup>2</sup>) to 97.8 m<sup>2</sup> (1052.7 ft<sup>2</sup>) a variance of 12.8 m<sup>2</sup> (137.8 ft<sup>2</sup>), for the property located at **4279 Ravenhill Avenue** and legally described as Lot 5, District Lot 1, Alberni District, Plan 11303 Except that part in Plan 25083 (PID:004-990-421).*
3. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that if the application complies with the Local Government Act City Council give notice of intent to consider the issuance of a Development Variance Permit for the property located at **4279 Ravenhill Avenue** and legally described as Lot 5, District Lot 1, Alberni District, Plan 11303 Except that part in Plan 25083 (PID:004-990-421).*

**(Anaka / Nichols ) CARRIED**

### **3. REPORT: Cannabis Cultivation and Processing**

- The Manager of Planning summarized her report to the APC dated October 15, 2019.
- The Chair introduced guest Pat Deakin, Manager of Economic Development.

- The APC discussed the report as follows:
  - APC members expressed concern about the potential for odour and particulates emanating from production and processing facilities. There are problems with odour from some older facilities that were not subject to current air quality/odour restriction standards.
  - Some frustration was expressed that the federal regulations are vague, and that municipalities have been left alone without additional resources to regulate the industry at a local level.
  - Small scale versus large scale operations / facilities were discussed.
  - It was suggested and recommended by APC that approaches to regulation for properties in the Agricultural Land Reserve (ALR) should be clearly noted and separate from regulations that are recommended outside the ALR.
  - With regards to large cement based facilities on ALR land it was noted that some older medical cannabis facilities that were constructed (or have been under construction) prior to July 13, 2018 would be 'grandfathered' and allowed on ALR land.
  - There was discussion about the city not allowing cannabis production/cultivation on A1 Agricultural lands that are within the city but not within the ALR. APC was advised they could make that recommendation, but no motion was made.
  - The chair invited Pat Deakin, the City's Manager of Economic Development to speak to and take questions from the APC members regarding his experience with proponents.
    - Mr. Deakin discussed his recent trip to the Delta 9 facility in Winnipeg. He was impressed with the advancements that have been made to control odour.
    - There are large commercial spaces vacant in the city (former Fairway, former Teleglobe site, Adelaide Mall, Alberni Mall etc) that might be suitable for cannabis cultivation and processing. He asked the APC if they felt that these buildings would be suitable. APC members did not support the idea of zoning that would allow the conversion of buildings in central commercial locations, primarily due to the lack of compatibility warehouse style facilities would have with their commercial counterparts. APC members expressed concern that these buildings would be ugly, warehouse fronts that would negatively impact the consumer- friendly atmosphere that is being pro-actively encouraged on 3<sup>rd</sup> Ave through revitalization plans. They also noted that the Alberni Mall site would not be appropriate for warehouse style operations. With an abundance of vacant commercial floor space available there is a need to ensure that the City regulates Shipping Containers appropriately.
    - Mr. Deakin asked the APC to consider the possibilities with regards to rezoning sites like the former Teleglobe property or former Gill School. The Manager of Planning explained any property (not pre-zoned for cannabis cultivation) owner could apply for their property to be rezoned or for a site specific amendment, and their application would be considered on a case by case basis.
    - Mr. Deakin asked the APC whether cannabis cultivation and processing (production of edibles) was suitable at Harbour Quay in the W1 Waterfront Commercial zone. The APC discussed the idea, but did not support the proposed use in that area. APC thought that it was not the right approach for revitalizing the area, and agreed with the Manager of Planning when she explained that it would not be compatible with the spirit of the W1 Zone which is focused on very specific uses related to tourism and ocean-based industries.
    - Mr. Deakin noted that the City may wish to consider social procurement programs (citing Cumberland as an example) as a condition of Permitting for cannabis cultivation and processing.

- Mr. Deakin asked about the public engagement process that had been done and specifically what engagement efforts had been undertaken with industry experts and stakeholders. He expressed a desire to see additional public engagement targeted towards those stakeholders.

**Motions:**

1. *That the City of Port Alberni Advisory Planning Commission recommends to City Council that the City support the recommended approach to zoning for cannabis cultivation and direct staff to prepare a bylaw reflecting those changes as follows:*

**A. Regarding indoor facilities (greenhouse or warehouse):**

- i. *That Standard Cultivation Facilities (anything more than 200m<sup>2</sup> in size) be allowed in the Light Industry (M1), Medium Industry (M2), and Heavy Industry (M3) zones.*
- ii. *That Micro-Cultivation Facilities (anything up to 200m<sup>2</sup> in size) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), and High Commercial (C4) zones.*
- iii. *That Cannabis Nursery Facilities (limited to 50m<sup>2</sup> in size, and only the production of seeds, seedlings, and clones – no dried flower) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), Highway Commercial (C4), and Agriculture (A1) zones.*

**B. Regarding outdoor facilities (farmed):**

- i. *That outdoor micro-cultivation facilities be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), and Agriculture (A1) zones.*
- ii. *That outdoor Cannabis Nursery Facilities be allowed in Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), and Agriculture (A1) zones.*

**C. Those regarding other zoning bylaw regulations:**

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

**(Anaka / Washington ) CARRIED**

**4. UPDATE:**

The Manager of Planning gave a status update on current projects.

- **Planning Intern** – Seamus McConville – Short Term Rentals project.

- **Public hearing** was held on October 15 for OCP and Zoning amendments for multi-family development on Swallow Dr.
- **New street name** – Nuupts' ikapis Way (into Catalyst site off Stamp Ave.)
- **Development Permit** – Application received for new commercial buildings on Alberni Mall site.
- Future agenda items will include:
  - 4450 Maitland St. – Alberni Low Energy Housing project.
  - 3351 3<sup>rd</sup> Ave. – Zoning text amendment
  - 6151 Russell Pl. – Rainbow Gardens, Development Variance
  - Sunlight Protection and Privacy amendment

**5. OTHER BUSINESS**

- None

**6. ADJOURNMENT** – The meeting adjourned at 1:00 p.m. The next regular meeting is rescheduled for **Thursday, November 21, 2019.**

**(McRae / Nichols) CARRIED**




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Davina Hartwell - City Clerk

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Ken McRae – Chair



**From:** [Katelyn McDougall](#)  
**To:** [Amy Anaka \(amyanaka@gmail.com\)](#); [Chief Councilor Steven Tatoosh](#); [Christine Washington](#); [Cynthia Dick \(cynthiad@tseshaht.com\)](#); [Darren Mead-Miller](#); [Debbie Haggard](#); [Don Ferster \(donferster@shaw.ca\)](#); [Jeannette Nichols \(jeannetteheals@gmail.com\)](#); [Jeannette Nichols \(jnic@shaw.ca\)](#); [Jim Tatoosh \(Jim@hupacasath.ca\)](#); [John Douglas \(jmdouglas56@shaw.ca\)](#); [Ken McRae \(kmcrae@alberniport.ca\)](#); [Larry Ransom \(lransom@sd70.bc.ca\)](#); [Larry Ransom \(mlransom@shaw.ca\)](#); [Rick Newberry](#); [Rob Gaudreault](#); [S/Sgt. Terry Smith - Port Alberni RCMP Detachment \(Terry.Smith@rcmp-grc.gc.ca\)](#); [Sandy McRuer \(smcruer@shaw.ca\)](#)  
**Cc:** [Bob Jaenicke](#); [Cara Foden](#)  
**Subject:** Follow up to APC's question about varying density  
**Date:** Friday, November 01, 2019 2:51:54 PM  
**Attachments:** [image001.png](#)  
[image002.gif](#)  
[image003.gif](#)  
[image004.gif](#)

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Hey everyone,

A question was raised at APC yesterday about the City's ability to vary floor area, with specific concern that "floor area" is "density" and thus would need to be considered as part of a rezoning process. I wanted to follow up with everyone and provide a rationale to my response (which was yes, the City can vary floor area).

As you may know the [Local Government Act](#) sets out the means for a Local Government to grant variances, and what exactly can and can't be varied. As mentioned at the meeting yesterday, a Local Government can't vary use or density as set out in the zoning bylaw (those must be changed through a rezoning process). However the siting, size and dimensions of buildings and other structures can be varied by a Local Government, and do not need to go through a rezoning process. While "floor area" helps to regulate the size of a building, Floor Area Ratio is a control for density.

The *Local Government Act* is purposefully vague on the definition of "Density" so I have included a [link here](#) to some relevant case law that helps define what density is and how it should be interpreted. Perhaps the most important quote from that article is "*the Court noted that, within s. 903, the power to regulate within a zone the density of the use of land, buildings and other structures is "discrete and distinct" from the power to regulate the siting, size and dimensions of buildings.*"

Finally, here are some other examples where a DVP was used to vary floor area:

[https://rdck.ca/assets/Services/Land~Use~and~Planning/Applications/2017-09-11-V1706F-RAC\\_Report.pdf](https://rdck.ca/assets/Services/Land~Use~and~Planning/Applications/2017-09-11-V1706F-RAC_Report.pdf)

<https://kamloops.civicweb.net/document/36638>

Hopefully this is enough information to help ease any concern about the proposed variance.

Best,

**Katelyn McDougall**

Manager of Planning

**A** City Hall, 4850 Argyle Street, Port Alberni, BC V9Y 1V8

**O** [250.720.2808](tel:250.720.2808) **M** [250.206.3333](tel:250.206.3333) **W** [portalberni.ca](http://portalberni.ca)

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## CHIEF ADMINISTRATION OFFICER'S REPORT

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TO: City Council  
FROM: Tim Pley, CAO  
FILE: 1855-03

COPIES TO: Willa Thorpe, Director of Parks, Recreation and Heritage  
Davina Hartwell, City Clerk  
Rob Kraneveldt, Supervisor of Facilities

DATE: November 5, 2019

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**SUBJECT:** Grant Opportunity - Child Care Space Creation Program

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**Issue:**

This is an update report on the Child Care Space Creation Program grant opportunity.

**Background:**

The City received a letter dated October 16, 2019 from MLA Scott Fraser outlining the Community Child Care Creation Grant Program, and encouraging the City to make an application for funding. At a regular meeting on October 28, 2019 Council for the City of Port Alberni directed that staff review the grant opportunity and bring an informational report to the next meeting of Council.

**Discussion:**

Local governments applying for funding through the Child Care Space Creation Program are now eligible to receive funding grants up to \$4 million to help them create new licensed child care spaces. The grant funds available may cover 100% of project expenses, meaning that if the City submitted a successful grant application, a child care space creation project could be completed with minimal City funding. The grant application and project completion would however require a considerable commitment of City staff time.

The first intake deadline (for up to \$1 million) is November 22, 2019. The City is not in a position to submit an application that meets that deadline. There is however a second, open-ended grant application process for up to \$3 million, and the additional \$1 million grant is expected to have another intake in 2020.

Given that the grant funding opportunity may cover 100% of project expenses, and given that the City's Strategic Plan identifies "*improving quality of life*" and "*fostering a complete community (safe, healthy and inclusive)*", as primary goals, it would be prudent for the City to submit an application for funding. The City could utilize contractors as much as possible to alleviate diversion of staff time away from other projects. Unless another staff person is identified as a suitable lead, the City's CAO could oversee the project directly.

**Recommendation:**

*That the report dated November 5, 2019 from the CAO be received.*



Timothy Pley  
Chief Administrative Officer

**CITY OF PORT ALBERNI**

**BYLAW NO. 4999**

**A BYLAW TO CLOSE AND REMOVE THE DEDICATION OF A LANE ADJACENT TO  
3508/3514 4<sup>th</sup> AVENUE**

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

**1. Title**

This Bylaw may be known and cited for all purposes as "**Lane Closure Adjacent to 3508/3514 4<sup>th</sup> Avenue and Removal of Dedication Bylaw No. 4999**".

**2. Highway Abandonment**

That from and after the passage of this Bylaw, the portion of the Lane as shown outlined in bold on the reference plan certified by Oceanside Geomatics Land Surveying Ltd, BCLS, on October 23, 2019, designated as Schedule "A", attached hereto and forming part of this bylaw, shall be forever closed to traffic and the dedication removed.

**READ A FIRST TIME THIS 28<sup>TH</sup> DAY OF OCTOBER, 2019.**

**READ A SECOND TIME THIS 28<sup>TH</sup> DAY OF OCTOBER, 2019.**

**READ A THIRD TIME THIS 28<sup>TH</sup> DAY OF OCTOBER, 2019.**

**PUBLIC NOTICE PROVIDED PURSUANT TO SECTION 94 OF THE *COMMUNITY CHARTER*.**

**FINALLY ADOPTED THIS      DAY      , 2019.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

PROPOSED PLAN TO: ACCOMPANY CITY OF PORT ALBERNI BYLAW NO. 4999 TO CLOSE LANE (PREVIOUSLY DEDICATED BY PLAN EPP29273); CONSOLIDATE CLOSED LANE WITH LOT B, PLAN EPP29273; AND DEDICATE LANE ALONG THE NORTH BOUNDARY OF LOT B, PLAN EPP29273, ALL OF DISTRICT LOT 1, ALBERNI DISTRICT

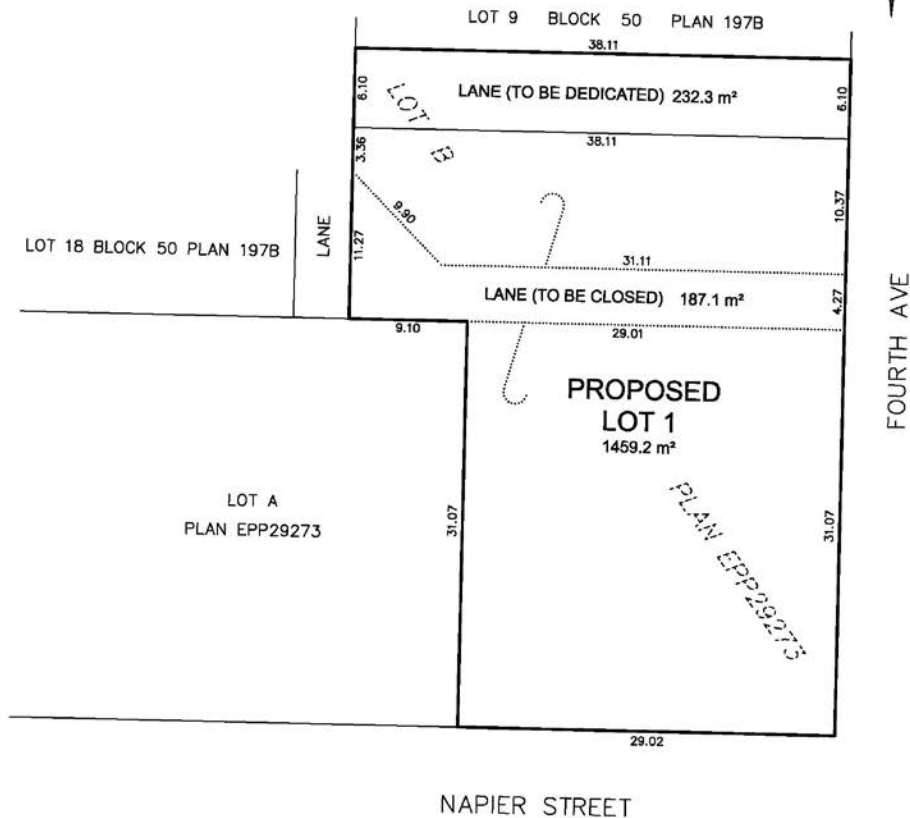
P.I.D. 029-126-479

Scale = 1:300  
0 5 15 25

The intended plot size of this plan is 280mm in width by 432mm in height (11"x17") when plotted at a scale of 1:300

Dimensions and areas shown are in metres (derived from Plan EPP29273) and are subject to change upon final survey

Jurisdiction: City of Port Alberni



This plan was prepared for Bylaw purposes and is for the exclusive use of our client.

This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property corners.

All rights reserved. No person may copy, reproduce, republish, transmit or alter this document, in whole or in part, without the express written consent of the signatory.

Oceanside Geomatics Land Surveying Ltd and Mark Flinta, BCLS, accept no responsibility for and hereby disclaim all obligations and liabilities for damages including, but not limited to, direct, indirect, special, and consequential damages arising out of or in connection with any direct or indirect use or reliance upon the Plan beyond its intended use.

Certified Correct According to Land Title & Survey Authority Records and Field Surveys. Unregistered interests have not been included or considered.

This subject property may be affected by the following charges on title: A53306

This plan has been prepared in accordance with the BCLS Professional Reference Manual and is certified correct on this 23rd day of October, 2019.

Digitally signed by Mark Flinta 8ZWV1U  
Date: 2019.10.23 13:47:59 -07'00'  
This document is not valid unless originally signed.  
Mark A Flinta, BCLS

Oceanside Geomatics Land Surveying Ltd. ©  
886 Dickinson Way  
Parksville, BC  
V9P 1Z7  
250-616-2760  
File# 18-074  
Client: L.B. Woodchoppers



**HOLY FAMILY/NOTRE DAME  
ROMAN CATHOLIC PARISH**

**4731 Burke Road  
Port Alberni, BC V9Y 5P1  
Telephone (250) 723-8912  
Fax (250) 723 0123  
[rc-portalberni@shaw.ca](mailto:rc-portalberni@shaw.ca)**

October 14, 2019

City Council  
City of Port Alberni  
4850 Argyle Street  
Port Alberni, B.C.  
V9Y 1V8

**WORLD DAY OF PEACE - WALK**

Dear members of City Council:

Our Development and Peace Organization would like to hold our 21<sup>st</sup> annual Walk for Peace on January 1<sup>st</sup>, 2020 and we are asking once again for permission to hold this event.

This simple Walk for Peace is an external witness for that desire and commitment to make a positive difference in our communities and to the world, that peace is achievable only once through justice. So as a New Year's resolution, this walk for Peace in the cold and wet snow or ice won't come without an effort or price. In order to overcome injustice and evil, the good must prevail. This peace is what we long for, amid the injustices of war, greed, power, or control.

This year we would like to meet at 11:30 am at Glenwood Centre, walk down 12<sup>th</sup> Ave. to Roger St., turn right to 10<sup>th</sup> Ave., cross left and continue the walk to Redford St., then cross right over 10<sup>th</sup> Ave. to Abbeyfield Seniors Home on Redford.

You are invited to join our humble efforts to rekindle the fire in our hearts to make a difference and show politicians we desire peace through justice.

God Bless,

Jack Granneman  
Development and Peace  
JG/cmh

**RECEIVED**

OCT 24 2019

**ENTERED**

CITY OF PORT ALBERNI





PORT ALBERNI PORT AUTHORITY  
2750 Harbour Road  
Port Alberni, BC V9Y 7X2  
Tel. (250) 723-5312 Fax. (250) 723-1114  
www.portalberniportauthority.ca

ADMINISTRATION PORTUAIRE DE PORT ALBERNI  
2750 Harbour Road  
Port Alberni, BC V9Y 7X2  
Tél. (250) 723-5312 Fax. (250) 723-1114  
www.portalberniportauthority.ca

October 30, 2019

RECEIVED

OCT 31 2019

sharie.minions@

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

CITY OF PORT ALBERNI

on file 0360-20-PAPA  
copy ~ Mayor's Council  
CAO/Clerks  
agenda - Reel Nov. 12 '19

Dear Ms. Minions,

**Re: Dry Dock Committee - Stakeholder Meeting**

I am writing on behalf of the Port Alberni Port Authority (PAPA) to invite your organization as a key community stakeholder, to participate on a committee to discuss the potential opportunity to build a dry dock facility in the Alberni Valley.

In our view the timing for this initiative is critical. As a result, we would like to meet with stakeholders as soon as possible with the goal of obtaining further input from stakeholders and gauging interest in working together on this initiative.

Please identify one to two participants from your organization to attend this meeting. Accompanying this e-mail is a survey with two potential meeting dates. Please provide the name/s of your attendees and their availability to meet based on the proposed dates, by replying to PAPA by Thursday November 8, 2019.

Once we receive responses from participants we will send out a notification with the meeting time and location along with a draft meeting agenda.

We look forward to meeting with you to discuss this important community initiative.

Sincerely,

Ron Crema,  
Chair, PAPA

ENTERED

Canada

Rising Tides and New Horizons

REGULAR COUNCIL AGENDA - NOVEMBER 12, 2019

62



CITY OF PORT ALBERNI  
M E M O R A N D U M

To: Tim Pley, CAO  
From: Cathy Rothwell, Director of Finance  
Copy: Mayor and Council  
Davina Hartwell, City Clerk

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

Tim Pley, CAO

Date: October 31, 2019

Subject: City Share of Gaming Revenue July 1 – September 30, 2019

The City received \$119,474.10 as its 10% share of Chances RimRock slot machine revenue for the quarter July 1 through September 30, 2019. The annual casino revenue funds the McLean Mill operating contract, the Chamber of Commerce Visitor Centre operating contract, Community Investment Plan, and the remainder offsets Economic Development operating expenses.

The amount in this quarter is approximately \$400 more than the same period in 2018. The 2019 budget of \$445,840 averages \$111,460 per quarter, and actual funds received to date total \$466,398.99.

Respectfully submitted,

Cathy Rothwell  
Director of Finance

October 29, 2019

File No: 65320/20  
565738

Ms. Cathy Rothwell  
Director of Finance  
City of Port Alberni  
4850 Argyle Street  
Port Alberni BC V9Y 1V8  
E-mail: cathy\_rothwell@portalberni.ca

Dear Ms. Rothwell:

On behalf of the Attorney General, I am writing to inform you that \$119, 474.10 was transferred electronically to the City of Port Alberni the week of October 21-25, 2019. This represents your share of casino revenue for the period July 1 - September 30, 2019.

Detailed calculations are attached for your information. If you have any questions regarding the figures, or the method of calculation, please don't hesitate to contact me directly.

Sincerely,

My Anh Truong  
Executive Director, Operations  
Gaming Policy and Enforcement Branch

Attachment

pc: Tom Powell  
Director Corporate Services  
BC Lottery Corporation



RECEIVED

OCT 25 2019

CITY OF PORT ALBERNI



October 23, 2019

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

**RE: Participation at the 2019 UBCM Convention**

Dear Mayor Minions,

On behalf of the UBCM Executive and membership, I would like to thank you for taking the time to join us in Vancouver to participate in the *Building Child Care, Building Strong Communities* workshop at our 2019 Convention.

Clinics, workshops, and other sessions are a cornerstone of UBCM's annual gathering and are highly valued by the local government representatives that attend. The information presented at the session provided a valuable resource for elected officials and staff working to plan and meet the child care needs in their communities.

We are grateful that you were able to take time to participate in our Convention. The success of the event depends on the co-operation received from a number of individuals and your contribution of time and energy was much appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Sasha Pryn", is written over the word "Sincerely,".

Sasha Pryn  
Program Officer  
Local Government Program Services

ENTERED

J.2



RECEIVED

NOV 01 2019

CITY OF PORT ALBERNI

on file 0360-20-URC  
copy ~ Mayor & Council  
TPY/DA/TB

Ref: 146330

agenda ~ Rem Nov. 12 '19  
(info)

October 30, 2019

Her Worship Mayor Sharie Minions  
Port Alberni  
4850 Argyle Street  
Port Alberni, BC V9Y 1V8

Dear Mayor Minions:

Thank you for your letter of October 6, 2019, as a follow-up to our meeting at the Union of British Columbia Municipalities Annual Convention (Convention) in Vancouver.

It was a pleasure to meet with your delegation at the Convention and I thank you for the project update on a new floating dry dock in your community, including options being explored for construction. I appreciate that project proponents are continuing to seek sources of project funding and that a used drydock is a realistic and relatively inexpensive alternative to building new.

We are committed to building a strong, sustainable, innovative economy that works for all British Columbians. The Ministry of Jobs, Trade and Technology (JTT) does this by ensuring that technology and innovation benefits are felt around the province by working with rural and northern communities; investing in infrastructure; and, advocating, protecting and advancing British Columbia's (BC) interests in trade negotiations and disputes.

I will continue to advocate for the drydock project, recognizing its potential to attract new business, increase employment and skilled workers to the region, and help diversify the traditional economy in the Port Alberni region going forward. I highly recommend continuing to gather broader community support for your project, in conjunction with that of your provincial MLA, Scott Fraser.

Looking ahead, Fazil Mihlar, Deputy Minister, JTT, will follow up on my behalf on regional infrastructure funding possibilities with a number of Federal Government stakeholders, including Natural Resources Canada and the Canada Infrastructure Bank. I understand that JTT staff have confirmed with the Port Alberni Port Authority there have not been recent conversations with Western Economic Diversification (WD) on trade corridor funding. There is an opportunity for Deputy Minister Mihlar to follow-up with senior WD officials, for strategic and community growth funding in support of western Canadian projects as well.

.../2

Mayor Sharie Minions  
Page 2

Thank you again for meeting. I look forward to updates from your Economic Development Manager and Port Authority staff and truly appreciate your dedication and commitment to help grow BC's economy.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce Ralston", with a stylized flourish at the end.

Bruce Ralston  
Minister



## Twyla Slonski

---

**From:** Timothy Pley  
**Sent:** November 7, 2019 6:45 AM  
**To:** Davina Hartwell; Twyla Slonski  
**Subject:** Fwd: AVICC Call for Resolutions for 2020 Convention, Nominations for 2020/21 AVICC Executive, Proposal Submission Form  
**Attachments:** 2020 AVICC Call for Nominations.pdf; ATT00001.htm; 2020 AVICC Resolutions Call.pdf; ATT00002.htm; AVICC-Submission-Form-2020.docx; ATT00003.htm

Sent from my iPhone

Begin forwarded message:

**From:** "[avicc@ubcm.ca](mailto:avicc@ubcm.ca)" <[avicc@ubcm.ca](mailto:avicc@ubcm.ca)>  
**Date:** November 6, 2019 at 4:34:16 PM PST  
**To:** "[avicc@ubcm.ca](mailto:avicc@ubcm.ca)" <[avicc@ubcm.ca](mailto:avicc@ubcm.ca)>  
**Subject:** AVICC Call for Resolutions for 2020 Convention, Nominations for 2020/21 AVICC Executive, Proposal Submission Form

*Please forward to elected officials, the CAO and Corporate Officer.*

Please find attached a package outlining the Resolutions Process for the 2020 AVICC Convention to be held in Nanaimo from April 17-19, 2020.

Also attached is the Nomination package with the form and procedures for the election of the 2020/21 AVICC Executive Committee.

The deadline for both resolutions and nominations is Thursday, February 6, 2020.

At the AVICC lunch during the UBCM Convention, President Jensen informed members that the proposal form for sessions at the 2020 Convention was available on the AVICC website. We have received several proposals to date, but would like to hear from our members about the kind of sessions you would like to have. A copy of the proposal form is attached to this email, please send through your suggestions to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by Wednesday, November 27<sup>th</sup>.

Please don't hesitate to get in touch if you have any questions.

---

Liz Cookson, BA (Econ.), MBA  
Secretary-Treasurer, AVICC  
Union of BC Municipalities  
525 Government Street, Victoria, BC  
V8V 0A8  
(250) 356-5122



## 2020 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the Convention. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between Conventions. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2020 Nominating Committee is Past President Edwin Grieve.

#### 3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed prior to the Convention.

**To be included in the Report on Nominations,  
Nominations Must Be Received by February 6, 2020**

#### 4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

#### 5. FURTHER INFORMATION

All enquiries should be directed to:

**Past President Edwin Grieve, Chair, 2020 Nominating Committee**  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8  
Phone: (250) 356-5122  
email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

---

AVICC AGM & Convention – April 17-19, 2019 – Nanaimo, BC

## NOMINATIONS FOR THE 2020-21 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Candidate Name: \_\_\_\_\_

Local Government Position (Mayor/Councillor/Director): \_\_\_\_\_

Local Government Represented: \_\_\_\_\_

**AVICC Executive Office** Nominated For: \_\_\_\_\_

### MEMBERS NOMINATING THE CANDIDATE:

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

### CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution<sup>2</sup>. I also agree to provide the following information to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by **Thursday, February 6, 2020**.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

<sup>1</sup> Nominations require two elected officials of local governments that are members of the Association.

<sup>2</sup> All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Edwin Grieve, Chair, Nominating Committee,  
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8  
or scan and email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**

---

**AVICC AGM & Convention – April 17-19, 2019 – Nanaimo, BC**





## BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

### 1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

*"The Executive shall manage or supervise the management of the Society"*

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

### 2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

#### COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Secretary-Treasurer. All members of the Executive serve on the Resolutions Committee.

#### CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria's Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

### 3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings by teleconference occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.



**AVICC 2020 Convention**  
**April 17-19, 2020**  
**Vancouver Island Conference Centre**  
**CALL FOR SUBMISSIONS**

Thank you for your interest in participating in the 2020 AVICC Convention. It will be held Friday through Sunday, April 17-19, 2020 at the Vancouver Island Conference Centre in Nanaimo.

To submit a proposal fill in the information requested below and email this document back as a **word document** to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

The deadline for submissions is November 27, 2019.

There are limited spots on the program including 45-60 minute plenary presentations, 60 minute concurrent workshops on Saturday afternoon, and two to three hour pre-convention workshops and study tours on Friday morning.

Delegates prefer sessions that involve multi-party perspectives and ones that are interactive rather than “talking heads”.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	



Session Description (for review of AVICC Executive Committee in choosing sessions. This information will also be used in program materials):	
Proposed Session Length:	
Preferred Time and Day:	
Audio Visual Requirements:	
Travel or other expenses if any:	
# of Proposed Presenters:	
Name - Presenter #1:	
Bio and Organization - Presenter #1:	
Name - Presenter #2:	
Bio and Organization - Presenter #2:	
Name - Presenter #3:	
Bio and Organization - Presenter #3:	
Name - Presenter #4:	
Bio and Organization - Presenter #4:	

Any other Information or requirements:	
--	--

Successful applicants must confirm their session description, session title, and final list of presenters with AVICC by February 21 for inclusion in the program. Changes to presenters or failure to meet this deadline may result in the session being cancelled.

Presenters must agree to submit all PowerPoint presentations by April 10<sup>th</sup>

**I agree to the above conditions and deadlines:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

20

NOVEMBER

6-8PM



ST. JP II CATHOLIC SCHOOL GYM

4006 8TH AVE

# OPEN HOUSE

## Maitland Family Development Proposal

We would like to invite you to join in the conversation with Alberni Low Energy Housing Society about a proposed affordable family housing project on Maitland Street between 8th & 9th Ave.



[www.albernilowenergyhousingsociety.ca](http://www.albernilowenergyhousingsociety.ca)

---

**CLERK'S DEPARTMENT  
REPORT TO COUNCIL**

---

TO: Tim Pley, CAO

FROM: Davina Hartwell, City Clerk  
Katelyn McDougall, Manager of Planning

COPIES TO: Mayor and Council

DATE: October 21, 2019

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



Tim Pley, CAO

---

**SUBJECT: Report from In-Camera  
BC SPCA Acquisition of Lands**

---

**Issue:**

Information regarding transfer of lands on Broughton St to the BC SPCA.

**Background:**

BC SPCA first approached Council at an in-camera meeting in November, 2017 with a request to acquire the lands surrounding their sheltering facility on Broughton St.

They advised that ownership of the property will enable them to invest in the property and renovate it to be able to improve and extend the variety of services they offer in order to meet shifting community needs. The services they seek to provide includes the addition of humane education programs; puppy and dog training classes; public education seminars; youth summer camps; space to host fundraising events and other community outreach initiatives.

The Purchase and Sale Agreement for transfer of the property includes the following covenants:

- requirement for expansion/development of the land/services within a 5 year period.
- \$250,000 minimum investment within 5 years
- option for the City to purchase back the property (at no cost) if the minimum investment threshold is not met.
- property only to be used for an animal shelter facility providing "animal services"
- BC SPCA responsible for all survey and transfer costs, etc.

At an in-camera meeting on October 28, 2019, Council directed staff to release information to the November 12, 2019 Regular meeting regarding the proposed transfer of lands, in accordance with the requirements of the Community Charter legislation.

BC SPCA is currently proceeding with the survey work required to confirm the area of lands for transfer which will be more or less as shown on the attached map.

Once the survey area is confirmed, the City will proceed with providing Public Notice of the land disposition in accordance with the requirements of the Community Charter, following which the Mayor and Clerk will sign the agreements required to undertake the transfer.

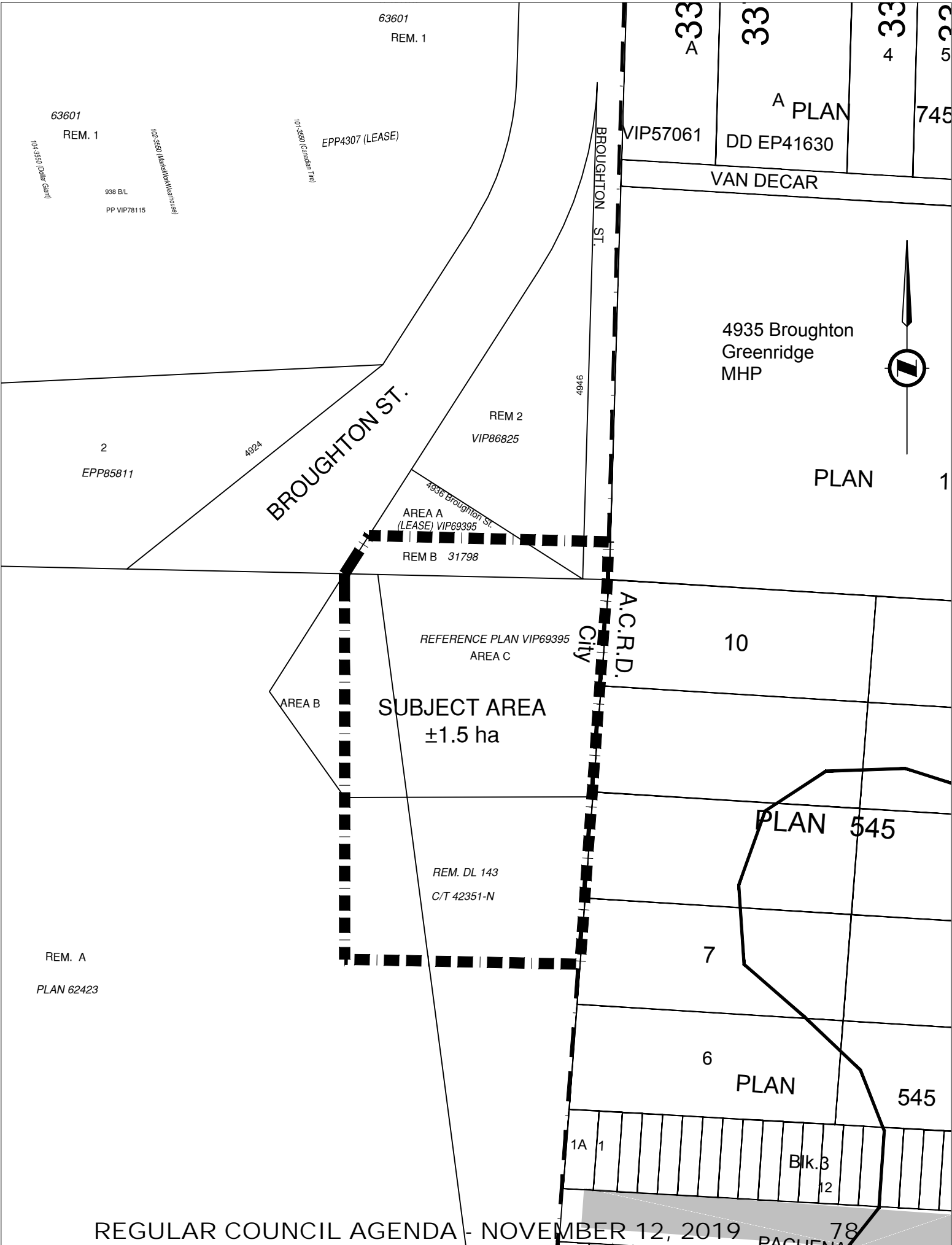
**Recommendations:**

*That the report from the City Clerk dated November 1, 2019 be received.*

Respectfully submitted,

Davina Hartwell  
City Clerk

J:\Clerks\Memos\D G H\2019\Council\_BCSPCA lands transfer\_notice to regular meeting\_Nov12.doc





## CLERKS DEPARTMENT

TO: Tim Pley, CAO

FROM: Davina Hartwell, City Clerk

COPIES: Katelyn McDougall, Manager of Planning  
Wilf Taekema, Director of Engineering & Public Works

DATE: October 21, 2019

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

Tim Pley, CAO

**SUBJECT: Disposition of Property – Adjacent to 4820 Wallace Street**

### **Issue**

Proposed sale of property adjacent to 4820 Wallace Street to 0411894 BC Ltd.

### **Background**

Council received a request from 0411894 BC Ltd (Aggressive Trucking) to purchase the closed up portion of 5<sup>th</sup> Avenue immediately adjacent to the property they already own at 4820 Wallace Street. The property is currently overgrown and unutilized and because of its configuration and size is unlikely to be suitable for use as an individual building site. Since it is too small to be developed on its own, the highest and best use is for the property is for it to be acquired and merged with neighbouring properties.

At an in-camera meeting on September 3, 2019, Council endorsed the following resolution:

*Council for the City of Port Alberni proceed with the sale of city owned property legally described as District Lot 1, Alberni District Plan VIP887BL PT (PID 008-394-105), to 0411894 BC Ltd for \$35,000 plus applicable taxes subject to receipt of an environmental Certificate of Compliance and completion of all related closing documents and necessary statutory notices.*

### **Discussion**

The proposed purchaser has since confirmed that they wish to proceed on an “as is where is” basis.

The purchase will be subject to a blanket SRW from BC Hydro on the property. There is also a small easement on the property in favour of Telus that will be transferred to the new owner.

The purchaser will be responsible for all transfer costs and will be required to consolidate the property with 4820 Wallace Street upon completion of their acquisition of the lands from BC Hydro.

In accordance with the requirements of the *Community Charter*, public notice of Council's intent to dispose of the land will be provided. On completion of the public notice period the Mayor and Clerk will enter into agreements required for transfer of the property.

**Recommendation**

*That the report from the City Clerk dated November 1, 2019 be received*

Respectfully submitted,


Davina Hartwell  
City Clerk

J:\Clerks\Land\LandSale\\_2019\4820 Wallace St\RTC\_Nov12\_RTC\_disposition of land.docx



54601

Yard at 4150 6th Ave.)



*allance Pumpstation Access*

54601

1

Powerline Park

Community Garden

4831

Wallace Pumpstation Access

4102

54601

1

Powerline Park

Community Garden

4831

4102

Wallace Pumpstation Access

54601

1

Powerline Park

Community Garden

4831

Wallace Pumpstation Access

4102

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Powerline Park

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Wallace Pumpstation Access

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Powerline Park

Community Garden

4831

4102

Wallace Pumpstation Access

4820

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4820

405

6TH

37 B/L

SUBJECT

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PLAN 27001

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20 m²

PLAN 27001

1m —

20 m²

PLAN 27001

1m —

20 m²

29746	PLAN 37637
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29746	PLAN 37637
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29746	PLAN 37637
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29746	PLAN 37637
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15233	4
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		SL2

	4909	4893	4871	4827	4777	4621	4478
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MAITLAND ST.

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7/11/2019 8:45



## **Ron Corbeil: Report to City Council November 12, 2019**

On behalf of the Port Alberni City Council I attended:

1. October 24, 2019, I attended the Community Action Team (CAT) public information session on the current opioid situation chaired by CAT coordinator Mark Lacroix who pointed out that we would have presenters from the four-pillar approach; prevention, treatment, harm reduction and enforcement. Dr. Paul Hasselback told the audience that we have lost 30 people over the last couple of years, ½ over the age of 50 and almost all from the Alberni Valley. Many are seeking treatment, turning the coroner for a number of reasons. Indigenous have a much more likelihood of overdose.  
Several speakers spoke about the need to respect and build trust to implement an intervention. As well, several speakers spoke about the challenges of getting patients into treatment. Several speakers representing First Nations spoke of the issues their people are facing and the need to develop a strategic plan.  
Dr. Shane Longman spoke about some successes in agonist treatment with methadone and suboxone and the need for a fulsome level of treatment i.e. counselling.
2. October 29, 2019, along with the rest of Council attended the facilitated review of Council' measures and progress in meeting our objectives.
3. November 5, 2019 along with the Mayor and Councillor Paulsen we attended the North Island College, Alberni-Clayoquot Community Forum which is developing the strategic plan for the College and in particular for the Port Alberni campus. Many participants praised the campus for their responsiveness to community needs. The need to grow the campus was also raised on a number of occasions.

## Councillor Report

For November 12, 2019

### Councillor Debbie Haggard

**October 23 - 24, 2019 – Vancouver Island Economic Summit** – This was an excellent conference that brings together city officials, tourism organizations and tourism businesses, local stakeholders, and small business owners. I attended the following breakout sessions:

- *Thriving Orcas, Thriving Communities* – Vancouver Island is a world-renowned marine tourism destination known for its abundance of marine mammals, sport fishing and unique coastal communities. How can we ensure continued success of marine based tourism?
- *Looking for Skilled Labour? Answers may be closer than you think* – If you think it is difficult now finding employees, imagine what it will be like in the coming years as the population of 20 – 65 year old Islanders declines at the same time that the number of people retiring increases. Organizations are thinking of possible options, such as working with post-secondary institutions to source student talent.
- *Campbell River & Region – Making Shift Happen!* – The Strathcona region has successfully diversified its economy over the past decade. Through a tailored economic development approach and initiatives focusing on business retention and expansion, the region has built a foundation that supports innovation and entrepreneurial mind-set.
- *Mindful Travelers & the Future of Tourism* – Tourism is a leading generator and contributor to quality of life on Vancouver Island. However, the recent growth in numbers has some communities asking ‘when is enough, enough?’ Industry experts shared their perspectives and best practices on responsible and sustainable tourism.

The highlight of the conference was a presentation by Peter Hall, Vice-President and Chief Economist from Export Development Canada on the state of the economy.

We received a State of the Island Economic Report, which will be very valuable information moving forward in the coming year. The five most important economic drivers on Vancouver Island will be:

1. Tech
2. Cannabis
3. Craft Breweries
4. Film Production
5. Tourism

**October 25, 2019** – I would like to congratulate the Portal Players for putting on the musical *Mama Mia*. The sold out performances is a testament to the talent and hard work of this organization.

**October 29, 2019** – Council organized a one year check in to review how we are working together as a council and what areas we can improve in. We recognized many personality traits and strengths in each individual councillor and as council as a whole.

**October 31, 2019** – I attended an **Advisory Planning Commission** meeting. The Manager of Planning reviewed the results of the public engagement process on cannabis cultivation zoning. Feedback was provided by the members of the APC on the proposed recommended approach to zoning.

**November 5, 2019** – As a follow up to the **Art of Hosting: Courageous Community** work, there was a potluck dinner with a focus on Collective Story Harvest. A Collective Story Harvest enables us to connect with and learn from the experience in our community, team or organization. The participants also shared stories that are causing positive ripples in our community and beyond.

**COUNCILLOR ACTIVITY REPORT  
RON PAULSON, CITY COUNCILLOR**

1. **October 29/19 – City Council Workshop and Council Evaluation**
2. **October 29/19 – Attended the Alberni Valley Continuing Care Society Director's Meeting**
  - a. **Executive Director's Monthly Report**
  - b. **Departmental Reports**
  - c. **Financial Updates on the Fir Park and Echo Operations to date.**
3. **November 3/19 – Attended the performance of Ache Brazil at ADSS Theatre.**
  - a. **This was a fundraiser for the Rollin' Art Centre and was a great afternoon of music and dance from Brazil.**
4. **November 5/19- Attended the North Island College Community Forum and release of the draft 2020 – 25 Strategic Plan.**
  - a. **A full roundtable discussion on the operating plan for North Island College for the next five years.**
  - b. **Discussion about trends in secondary education and reacting to the needs of our regional area.**
  - c. **Some concern over the reliance on offshore students to bolster income for the colleges. Strained relations with China as one example.**
  - d. **A list of ten actionable items was presented (Business incubators, social enterprises, entrepreneurship supports, social wellbeing, reducing barriers to secondary education, mental health supports etc)**

Council report submitted 6th Nov 2019

630pm 24th Oct - I attended the Community Action Team's Opioid Overdose Response seminar to hear from medical professionals and persons with lived experiences in the Alberni Valley on what has been done in the past year to address the opioid overdose crisis. I met with MP Johns at this event.

730pm 24th Oct - I attended the presentation of the Language Revitalization Pole. It was a real sight to behold, and there are efforts underway to raise money for the pole to remain in the Alberni Valley. One of the efforts is an indigenous fashion show at Italian Hall in a couple weeks organized by Owls Path Tourism.

7pm 25th Oct - I had the pleasure of attending Mike Downie's presentation on 'Secret Path' - the road to reconciliation. I purchased a copy of the Gord Downie book illustrated by Jeff Lemire. I am so pleased that this presentation was given to the students, and teachers of SD70 during the week, and thank you to the school district for the opportunity given to the public to share in this learning process. It gives me great confidence in our young people and hope in our society, that the leaders of the future have been given this education of our past.

Regards,

Helen Poon

COUNCIL REPORT  
6 November 2019

**Acrd Meetings**

Wildfire Protection Presentation Plan Update was presented to Board. (Copies I sent to Council Members).

ACRD Board will be forwarding a request to the Marine Debris Protection Advisor supporting a total ban on all forms of Styrofoam including the encased Styrofoam billets for dock and wharf construction. (ACRD met with minister at the UBCM to discuss this issue).

Still working on the lack of cell service in 911 remote areas.

A letter was sent from the board of the 9-1-1 Corporation with the following motion: "That in the interest of public safety, a letter be sent to the Ministry of Public Safety and Solicitor General and the CRTC to initiate discussion regarding the process to provide remote areas and roadways currently without cell service, with access to satellite, road-side call boxes or some other alternative. (ACRD met with minister at the UBCM to discuss this issue)

November 27<sup>th</sup> ACRD Board Strategy Session

**AVICC Executive Meeting**

Full day meeting – working on next years AVICC in Nanaimo on April 17 to 19, 2020. Resolution deadline will be early February. Last year in Powell River 298 delegates attended the AVICC in Powell River. Voting will be done electronically.

**Meeting with some members of the public**

**Council Workshop**

with TTI Successess understanding ourselves that should help us discover, engage, advance, and perform. This day work shop suggests that most effective people are those who understand themselves, both their strengths and weaknesses, so they can develop strategies to meet the demands of their environment.

I felt it was a very informative workshop and learnt a lot which should help council move forward with their strategic plan.

Respectfully Submitted

Cindy Solda  
City Councillor  
Port Alberni

## Councillor Report

Dan Washington.

November 02. Attended the Alberni district Fall Fair Wind up Dinner on behalf of the City.

Chairman Mitch Gardner made presentations to the volunteers and was mindful to thank the youth who helped at the Fair. All were treated to a great dinner.

On behalf of Mayor and Council I thanked them for their hard work and dedication to the Alberni Valley and said we look forward to 2020 where the Fair turns 75 and Kinsmen Canada celebrates 100 years of fellowship in Canada.