

**CITY OF PORT ALBERNI - MEETING SCHEDULE
TUESDAY, NOVEMBER 13, 2018**

3:00 pm	Special In-Camera Meeting <i>@ Committee Room</i>	CLOSED TO PUBLIC
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

DATES TO NOTE

Thurs. Nov 15 12:00 pm	Advisory Planning Commission <i>@ Committee Room</i>	OPEN MEETING
Mon. Nov 19 4:00 pm	Committee of the Whole <i>@ Council Chambers</i>	OPEN MEETING
Mon. Nov 26 4:00 pm	Audit Committee <i>@ Committee Room</i>	OPEN MEETING
7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

A G E N D A

REGULAR MEETING OF COUNCIL

**TUESDAY, NOVEMBER 13, 2018 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

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

PRESENT:

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

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

1. Recognition of 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 13

1. Regular Meeting of Council held at 7:00 pm on October 9, 2018 and Inaugural Meeting of Council held at 7:00 pm November 5, 2018.

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

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 Director of Finance dated November 13, 2018 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____.__, be approved.

2. City Clerk - Liquor License Application - Rim Rock Gaming Centre (4890 Cherry Creek Road) - Page 33

Report dated November 7, 2018 from the City Clerk providing information regarding a request to the Liquor & Cannabis Regulation Branch for a structural change to the liquor licence held by Rim Rock Gaming Centre.

That Council for the City of Port Alberni recommend to the Liquor & Cannabis Regulation Branch that the application from the Rim Rock Gaming Centre for a structural change to their liquor licence to allow patrons to walk through the facility with their beverages.

3. Economic Development Manager - Age Friendly Grant - Page 36

Report from the Economic Development Manager regarding the Age-friendly Communities grant application status and requesting the adoption of a resolution from Council in support.

That Council for the City of Port Alberni adopt a Resolution in support of the 2019 Age-friendly Communities Stream 1 grant application.

That Council for the City of Port Alberni commit to providing one or more people to the Steering Committee for the Assessment and Action Plan to Work.

4. Manager of Human Resources - Impairment in the Workplace Policy - Page 38

Report dated November 6, 2018 from the Manager of Human Resources introducing the 'Impairment in the Workplace' policy (New Policy Attached).

That the report from the Manager of Human Resources dated November 6, 2018 be received, and Council for the City adopt the policy entitled 'Impairment in the Workplace' as presented, replacing the current "Alcohol in the Workplace" and "Drug Use in the Workplace" policies.

5. Director of Engineering and Public Works - Contract Award - RFT024-18 Argyle St Water Main Replacement - Page 43

Report dated November 7, 2018 from the Director of Engineering and Public Works requesting Council's approval to award the tender for the construction of the Argyle Street Water Main Replacement Project (17th Ave to 21st Ave).

That the report dated November 7, 2018 from the Director of Engineering and Public Works, be received

That Council for the City of Port Alberni award contract RFT024-18 Argyle Street Water Main Replacement to IWC Excavation Ltd. for \$717,683.62 including GST, with funding provided as approved in the 2018 Water Capital Budget: \$100,000 from Water Revenue; \$600,000 from Water Revenue Operating Reserve; and additional funding of \$100,000 be reallocated from the 21st Avenue segment of the overall Cowichan Reservoirs to Burde Street project to cover anticipated additional engineering, administration, and landscaping costs.

6. **Managers' Monthly Reports**

Providing information about current departmental operations.

RCMP Department - Page 45

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

*** RECESS ***

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. **“Bylaw Offence Notice Enforcement Bylaw No. 4929-2, 2018” - Page 49**

That “Bylaw Offence Notice Enforcement Bylaw No. 4929-2, 2018” be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4929-2.

2. **“City of Port Alberni Nuisance Abatement Amendment Bylaw No. 4705-2” - Page 54**

That “City of Port Alberni Nuisance Abatement Amendment Bylaw No. 4705-2” be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4705-2.

3. **Development Services Technician - “Zoning Bylaw Amendment No.26 (2549 16th Avenue - Bradbury), Bylaw No. 4950” - Page 61**

Report dated October 24, 2018 from the Development Services Technician to consider final adoption of “Zoning Bylaw Amendment No.26 (2549 16th Avenue - Bradbury), Bylaw No. 4950”.

That the report from the Development Services Technician dated October 24, 2018, be received.

That “Zoning Bylaw Amendment No.26 (2549 16th Avenue - Bradbury), Bylaw No.4950” be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4950.

4. Director of Development Services - Advisory Planning Commission
- Page 72

The summary report of October 18, 2018 meeting of the Advisory Planning Commission is provided for Council's consideration of the following application:

Development Application - Zoning Bylaw Amendment (3141 3rd Avenue)
Applicants: A. Richards dba Dog Mountain Brewing Ltd.

That the summary report of the October 18, 2018 meeting of the Advisory Planning Commission, be received and all recommendations accepted.

**“Zoning Text Amendment No. T16 (Microbrewery in C7 - Core Business),
Bylaw No.4974”**

That “Zoning Text Amendment No. T16 (Microbrewery in C7 - Core Business), Bylaw No.4974” be introduced and read a first time.

That “Zoning Text Amendment No. T16 (Microbrewery in C7 - Core Business), Bylaw No.4974” be read a second time.

That “Zoning Text Amendment No. T16 (Microbrewery in C7 - Core Business), Bylaw No.4974”, be advanced to a Public Hearing on December 10, 2018 at 6:00 pm in the City Hall Council Chambers.

5. Deputy Director of Finance - New Cemetery Management Bylaw - Page 86

Report dated November 1, 2018 from the Deputy Director of Finance requesting Council's consideration of a revised Bylaw for the Greenwood Cemetery.

That the report from the Deputy Director of Finance dated November 1, 2018, be received.

That “City of Port Alberni Cemetery Management, Bylaw No. 4976” be introduced and read a first time.

That “City of Port Alberni Cemetery Management, Bylaw No. 4976” be read a second time.

That “City of Port Alberni Cemetery Management, Bylaw No. 4976” be read a third time.

**6. Manager of Bylaw Services – Bylaw Offence Notice Enforcement
Amendment Bylaw No. 4929-3 - Page 102**

Report dated November 7, 2018 from the Manager of Bylaw Services proposing an amendment to the “Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929”.

That the report from the Manager of Bylaw Service dated November 7, 2018, be received.

That “Bylaw Offence Notice Enforcement Amendment Bylaw No. 4929-3, 2018” be introduced and read a first time.

That “Bylaw Offence Notice Enforcement Amendment Bylaw No. 4929-3, 2018” be read a second time.

That “Bylaw Offence Notice Enforcement Amendment Bylaw No. 4929-3, 2018” be read a third time.

**7. Manager of Bylaw Services - Building Standards Bylaw No. 4975, 2018
- Page 106**

Report dated November 7, 2018 from the Manager of Bylaw Services providing “City of Port Alberni Building Standards Bylaw No. 4975, 2018” for consideration by Council.

That the report from the Manager of Bylaw Services dated November 7, 2018, be received.

That “City of Port Alberni Building Standards Bylaw No. 4975, 2018” be introduced and read a first time.

That “City of Port Alberni Building Standards Bylaw No. 4975, 2018” be read a second time.

That “City of Port Alberni Building Standards Bylaw No. 4975, 2018” be read a third time.

H. CORRESPONDENCE FOR ACTION

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

1. ADSS Class of 2019 - Parent Prom Committee - Page 122

Letter dated October 16, 2018 requesting use of City streets for their Grad Parade on Saturday, June 29, 2019 from 5:00 pm to 6:30 pm. (Parade route: Anderson Avenue to the Athletic Hall via 10th Avenue and Roger Street).

That the letter dated October 16, 2018 from the ADSS Class of 2019 Parent Grad Committee requesting use of City streets for a Grad Parade on Saturday, June 29, 2019 from 5:00 pm to 6:30 pm, be received and approved subject to the provision of \$2,000,000 liability insurance in the City's name and pertinent information being provided to the RCMP, Fire Department and BC Ambulance.

2. Alberni Clayoquot Metis Society - Page 123

Letter dated November 6, 2018 from the President of the Alberni Clayoquot Metis Society requesting City Hall fly the Metis flag on Friday, November 16, 2018 in respect of Louis Riel Day.

That the letter from the Alberni Clayoquot Metis Society requesting City Hall fly the Metis flag on Friday November 16, 2018 in respect of Louis Riel Day, be received and Council support the request.

I. PROCLAMATIONS

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 are included.

1. Kwispaa LNG Project - Page 124

Email dated October 16, 2018 providing an update on the Kwispaa LNG project as well as links to an advance copy of the Project Description:

<https://kwispaalng.com/wp-content/uploads/2018/10/Kwispaa-Project-Description.pdf>

<https://kwispaalng.com/wp-content/uploads/2018/10/Kwispaa-Project-Description-Summary.pdf>

2. Alberni Valley Community Stakeholders Initiative to End Homelessness - Page 125

Minutes from the September 28, 2018 meeting and October 19, 2018 meeting.

3. UBCM – Gas Tax Agreement Community Works Fund Payment - Page 130

Letter dated October 5, 2018 advising that UBCM is in the process of distributing the second of two Community Works Fund payments for fiscal year 2018-2019.

4. British Columbia Community Forest Association - Page 131

Letter dated October 3, 2018 providing information on the annual report as well as copies of the Community Forest Indicators 2018 Report (*Note: Reports in the 'Reading File'*).

5. Ministry of Finance, Gaming Policy and Enforcement Branch - Page 132

Letter dated October 18, 2018 advising of the \$119,065.76 payment to the City representing casino revenue for the period July 1, 2018 to September 29, 2018. (See attached report dated October 18, 2018 from the Director of Finance providing further information).

6. Minister of Social Development and Poverty Reduction - Page 134

Email dated October 29, 2018 from the Minister of Social Development and Poverty Reduction providing information on poverty reduction strategies.

7. BC Lumber Trade Council - Page 135

Letter dated October 25, 2018 from the BC Lumber Trade Council congratulating Mayor Minions and offering to provide an industry briefing to Mayor and Council.

8. Advisory Traffic Committee - Page 136

Minutes from the October 17, 2018 meeting.

9. District of Ucluelet - Page 141

Copy of a letter dated October 26, 2018 from the District of Ucluelet to the Minister of Fisheries and Oceans Canada regarding the Proposed Recovery Strategy for Northern and Southern Resident Killer Whales in Canada.

10. North Island College - Page 143

Letter dated October 26, 2018 from North Island Collage extending congratulations to Mayor and Council.

11. Ministry of Children and Family Development - Page 144

Email dated November 2, 2018 from Minister, Katrine Conroy, proclaiming November as Adoption Awareness Month and providing suggestions for raising adoption awareness in our community.

12. Housing Central - Page 146

Letter dated November 1, 2018 congratulating Mayor and Council and requesting on behalf of the affordable housing providers across the province that Council make housing a central focus.

13. Air Quality Council - Page 148

Minutes from the October 11, 2018 meeting.

14. R.L. Miller - Page 166

Letter dated October 27, 2018 from R.L. Miller regarding dangerous driving and lack of traffic control. *This letter was referred to the RCMP Officer in Charge.*

15. Food Security and Climate Disruption Committee - Page 167

Minutes from the August 2, 2018 and October 4, 2018 meetings.

16. Enhanced Connectivity on BC Highway 4 - Page 170

Copy of a letter dated November 7, 2018 from West Coast Mayors and Chiefs to the Minister of Transportation and Infrastructure regarding enhanced connectivity on BC Highway 4.

17. Alberni Valley Museum and Heritage Commission - Page 172

Minutes from the September 5, 2018 meeting.

That Informational Correspondence items numbered 1 through 17 be received and filed.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Mayor's Report

That the Mayor's verbal report be received.

2. Regional District Report (Mayor Minions/Councillor Solda)

That the Regional District verbal report be received.

3. Councillors' Reports

That the Councillors' verbal reports 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.

P. ADJOURNMENT

That the meeting adjourn at pm.

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD TUESDAY, OCTOBER 9, 2018 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

PRESENT: Mayor Ruttan; Councillors Alemany, McLeman, Minions, Paulson, Sauv  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 from the Special Meeting of Council held at 6:00 pm on September 24, 2018 and Regular Meeting of Council held at 7:00 pm on September 24, 2018 be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

Cycle Alberni – GoByBike Week

Sarah Thomas and Candace Roberts of Cycle Alberni promoted GoByBike Weeks from October 15 to October 29, 2018, and highlighted the various cycling events happening around town during that time.

D. DELEGATIONS NIL

E. UNFINISHED BUSINESS

1. Deputy Director of Finance - Raymond James Investment Portfolio Report

It was moved and seconded:

That the unconsolidated Raymond James Investment Portfolio report as of June 30, 2018, be received.

CARRIED

2. Alberni Valley Chamber of Commerce - Visitor Guide

It was moved and seconded:

That the letter from the Alberni Valley Chamber of Commerce dated August 30th, 2018 be received, and Council for the City of Port Alberni endorse the Alberni Valley Chamber of Commerce Visitor Guide as the official visitor guide for the City of Port Alberni in keeping with the current Fee for Service Agreement.

CARRIED

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated October 9, 2018 be received and the cheques numbered 142331 to 142422 inclusive, in payment of accounts totalling \$1,182,301.63 be approved.

CARRIED

2. Director of Finance - Comprehensive Annual Financial Report 2017

It was moved and seconded:

That the Comprehensive Annual Financial Report for the year ending December 31, 2017, be received.

CARRIED

3. Director of Development Services - Closing of Inactive Development Files

It was moved and seconded:

That the report from the Director of Development Services dated September 6, 2018 be received and all previous readings of "Official Community Plan Amendment No. 24 (2881 and 2911 Burde Street - McLellan and Ryles), Bylaw No.4934 and "Zoning Amendment No.21 (2881 and 2911 Burde Street - McLellan and Ryles), Bylaw No. 4935" be rescinded, the applications denied and the files closed.

CARRIED

4. **City Clerk - Kingsway Hotel - 3203 Kingsway Avenue Liquor License Application**

It was moved and seconded:

That the report from the City Clerk dated October 3, 2018 be received and that Council for the City of Port Alberni recommend to the Liquor Control that the request for a temporary extension of hours for various events be approved.

CARRIED

5. **Manager of Bylaw Services - UBCM - “Better Bang for Buck with Bylaw”**

It was moved and seconded:

That the report from the Manager of Bylaw Services dated October 1, 2018 be received.

CARRIED

6. **McLean Mill Society - Monthly Report**

It was moved and seconded:

That the monthly report including current initiatives from the Executive Director of the McLean Mill Society, be received.

CARRIED

7. **Current Status Report**

It was moved and seconded:

That the Current Status Report be received.

CARRIED

8. **Managers' Monthly Reports NIL**

G. BYLAWS

1. **“Council Remuneration and Expenses Bylaw, 2018, Amendment No. 3, Bylaw No. 4835-3”.**

It was moved and seconded:

That “Council Remuneration and Expenses Bylaw, 2018, Amendment No. 3, Bylaw No. 4835-3” be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4835-3.

CARRIED

2. **Manager of Bylaw Services - “City of Port Alberni Bylaw Offence Notice Enforcement Bylaw No. 4929-2”.**

It was moved and seconded:

That the report from the Manager of Bylaw Services dated September 25, 2018 be received.

CARRIED

It was moved and seconded:

That “Bylaw Offence Notice Enforcement Bylaw No. 4929-2, 2018” be introduced and read a first time.

CARRIED

It was moved and seconded:

That “Bylaw Offence Notice Enforcement Bylaw No. 4929-2, 2018” be read a second time.

CARRIED

It was moved and seconded:

That “Bylaw Offence Notice Enforcement Bylaw No. 4929-2, 2018” be read a third time.

CARRIED

3. Manager of Bylaw Services - City of Port Alberni Nuisance Abatement Amendment Bylaw No. 4705-2

It was moved and seconded:

That the report from the Manager of Bylaw Services, dated October 2, 2018, be received.

CARRIED

It was moved and seconded:

That “City of Port Alberni Nuisance Abatement Amendment Bylaw No. 4705-2” be introduced and read a first time.

CARRIED

It was moved and seconded:

That “City of Port Alberni Nuisance Abatement Amendment Bylaw No. 4705-2” be read a second time.

CARRIED

It was moved and seconded:

That “City of Port Alberni Nuisance Abatement Amendment Bylaw No. 4705-2” be read a third time.

CARRIED

4. City Clerk - September 24, 2018 Public Hearing

It was moved and seconded:

That the report of the Public Hearing held September 24, 2018 regarding Bylaws No. 4971, 4972 and 4973, be received.

CARRIED

H. CORRESPONDENCE FOR ACTION

1. **Small Business BC - Small Business Awards**

It was moved and seconded:

That the letter from Small Business BC, providing information on nominations and requesting support in promoting the Small Business BC Awards to members and the local community, be received.

CARRIED

2. **Ann Gagnon**

It was moved and seconded:

That the letter dated September 29, 2018 expressing concern regarding burning in the Alberni Valley and the impact of smoke on resident's health, be received and the letter referred to the Alberni Clayoquot Regional District.

CARRIED

3. **Roland Smith**

It was moved and seconded:

That the letter dated October 2, 2018 requesting a status update on items announced during this Council's term, be received and referred to staff for response.

CARRIED

4. **John Thomas**

It was moved and seconded:

That the letter dated October 1, 2018 requesting the trees growing in the alley behind 4332 Scott Street be reduced in height, be received and staff be directed to investigate.

CARRIED

I. PROCLAMATIONS NIL

J. INFORMATIONAL CORRESPONDENCE

1. **Alberni Valley Museum and Heritage Commission**
Minutes from the June 6, 2018 meeting.
2. **Climate Action Revenue Incentive Program - Summary Report**
Report dated September 2018 from the Climate Action Revenue Incentive Program (CARIP) summarizing local government climate actions in 2017.
3. **RCMP – Municipal Policing Agreement**
Letter dated September 17, 2018 providing expenditures to August 31, 2018.
4. **Canadian Union of Public Employees (CUPE)**
Letter from CUPE Local 118 President to Mayor and Council regarding fiscal responsibility and the relationship between the City of Port Alberni, Council and CUPE.
5. **Island Coastal Economic Trust - ICET Funds Industrial and Employment Lands Strategies**
Letter dated October 1, 2018 providing information on funding for projects that will be taking place in Port Alberni and Campbell River which will provide support in the development of industrial and employment lands strategies.
6. **Ministry of Attorney General - Indigenous Court**
Letter dated September 27, 2018 from the Ministry of Attorney General, thanking Council for support of the establishment of an Indigenous Court in Port Alberni (Council's letter attached)
7. **Alberni Valley Community Stakeholders Initiative to End Homelessness (AVCSI)**
Minutes from the June 29, 2018 meeting.

It was moved and seconded:

That Informational Correspondence items numbered 1 through 7 be received and filed.

CARRIED

It was moved and seconded:

That Council for the City of Port Alberni direct staff to provide a copy of the letter from CUPE Local 118 President to the CUPE Negotiating Committee.

DEFEATED

K. **REPORT FROM IN-CAMERA**

L. **COUNCIL REPORTS**

1. **Mayor's Report**

The Mayor took the opportunity to present a gift to Councillor Jack McLeman in recognition of his time on City of Port Alberni Council, thanked him for his years of service and wished him well in future endeavours.

The Mayor also recognized the work of the current Council and thanked them for their hard work and dedication over the past four years.

2. **Regional District Report (Mayor Ruttan/Councillor McLeman)**

It was moved and seconded:

That the Regional District verbal report be received.

CARRIED

3. **Councillors' Reports**

It was moved and seconded:

That the Councillors' verbal reports be received.

CARRIED

M. **NEW BUSINESS**

It was moved and seconded:

That Council for the City of Port Alberni directs staff to amend No. 19 of the Status Report to include proactive incentive options to encourage property owners to create secondary suites and carriage homes.

CARRIED

N. QUESTION PERIOD

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

P. ADJOURNMENT

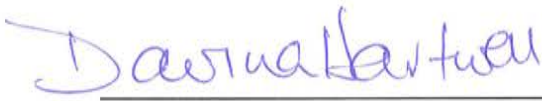
It was moved and seconded:

That the meeting adjourn at 8:42 pm.

CARRIED

CERTIFIED CORRECT

Mayor



Clerk

J:\Clerks\Council\RegularCouncilMeetings\Minutes\Oct9_sd.doc

**MINUTES OF THE INAUGURAL MEETING OF COUNCIL
HELD MONDAY, NOVEMBER 5, 2018 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

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

The Chief Administrative Officer, Tim Pley, welcomed guests to the meeting.

Steven Tatoosh, Chief Councillor, brought greetings and best wishes from the Hupacasath First Nation.

Cynthia Dick, Chief Councillor, brought greetings and best wishes from the Tseshah First Nation.

A. OATHS OF OFFICE

The Chief Administrative Officer introduced and welcomed Justice of the Peace, Martina Hawkins.

The Mayor and each member of Council were administered the affirmation of oaths by Justice of the Peace, Martina Hawkins. Copies of the oaths and certification of the Justice of the Peace are attached hereto and form part of these minutes.

B. APPROVAL OF AGENDA (Including introduction of late items)

It was moved and seconded:

That the agenda be approved as circulated.

CARRIED

C. REPORTS

1. Mayor – Annual Address

It was moved and seconded:

That the City Council Annual Address, presented by the Mayor, be received.

CARRIED

2. **City Clerk - 2018 Municipal Election Results**

It was moved and seconded:

That the report from the Chief Election Officer providing a copy of the Declaration of the Official Results of the City of Port Alberni Municipal Election held on October 20, 2018, be received.

CARRIED

3. **Mayor – Appointments**

Regional District Directors

It was moved and seconded:

That Council for the City of Port Alberni appoint Mayor Minions (allocated 5 votes) and Councillor Solda (allocated 4 votes), to the positions of Director of the Alberni Clayoquot Regional District. Alternates shall be (in order):

***Councillor Haggard
Councillor Paulson
Councillor Corbeil
Councillor Poon
Councillor Washington***

Where one alternate attends a meeting, they are allocated the voting strength of the Director they replace. Where two alternates attend as Directors, the larger voting share shall be assigned to the Councillor appearing first on the above list.

CARRIED

4. **Vancouver Island Library Board**

It was moved and seconded:

That Councillor Paulson be appointed to the Vancouver Island Library Board for a term of one year, January 1 to December 31, 2019 and that Mayor Minions be appointed as the alternate.

CARRIED

5. **Appointments to Committees & Commissions**

It was moved and seconded:

That the appointments to Committees and Council representatives to public bodies, commissions and select committees, be adopted as presented.

CARRIED

6. **Schedules of Meetings**

Adoption of Council/Committee Meeting Schedules

a) **Regular Meetings**

It was moved and seconded:

That the 2019 Annual Regular Meeting Schedule of City Council be approved as circulated.

CARRIED

b) **Committee/Commission Meetings**

It was moved and seconded:

That the 2019 meeting schedules for the Committee of the Whole, Advisory Planning Commission, Alberni Valley Heritage Commission, Audit Committee and Advisory Traffic Committee be approved as circulated.

CARRIED

7. **Cheque Signing Authority**

It was moved and seconded:

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

CARRIED

8. Mayor - Closing Remarks

The Mayor invited forward Jeff Cook who brought greetings on behalf of the Huu-ay-aht First Nation.

Councillors were each provided an opportunity to make closing remarks.

D. ADJOURNMENT


It was moved and seconded:

That the meeting adjourn at 7:35 pm.

CARRIED

CERTIFIED CORRECT

Mayor



Clerk



CANADA
PROVINCE OF BRITISH COLUMBIA
CITY OF PORT ALBERNI

OATH OF OFFICE

I, SHARIE MARIE MINIONS, do solemnly affirm that:

I am qualified to hold the office of Mayor for the City of Port Alberni to which I have been elected;

I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;


I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters;

As required by the *Community Charter*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

AFFIRMED by the above named Mayor)
before me at Port Alberni, BC)
the 5th day of November, 2018.)



Sharie Marie Minions



Martina Hawkins, Justice of the Peace

M. HAWKINS
A JUSTICE OF THE PEACE
IN AND FOR THE PROVINCE
OF BRITISH COLUMBIA



CANADA
PROVINCE OF BRITISH COLUMBIA
CITY OF PORT ALBERNI

OATH OF OFFICE

I, RONALD MAURICE CORBEIL, do solemnly affirm that:

I am qualified to hold the office of Councillor for the City of Port Alberni to which I have been elected;

I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;

I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters;

As required by the *Community Charter*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

AFFIRMED by the above named Councillor)
before me at Port Alberni, BC)
the 5th day of November, 2018.)

Ronald Maurice Corbeil


Martina Hawkins, Justice of the Peace

M. HAWKINS
A JUSTICE OF THE PEACE
IN AND FOR THE PROVINCE
OF BRITISH COLUMBIA



CANADA
PROVINCE OF BRITISH COLUMBIA
CITY OF PORT ALBERNI

OATH OF OFFICE

I, DEBORAH JO HAGGARD, do solemnly affirm that:

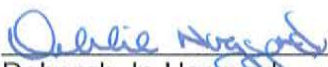
I am qualified to hold the office of Councillor for the City of Port Alberni to which I have been elected;

I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;

I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters;

As required by the *Community Charter*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

AFFIRMED by the above named Councillor)
before me at Port Alberni, BC)
the 5th day of November, 2018.)


Deborah Jo Haggard


Martina Hawkins, Justice of the Peace

M. HAWKINS
A JUSTICE OF THE PEACE
IN AND FOR THE PROVINCE
OF BRITISH COLUMBIA



CANADA
PROVINCE OF BRITISH COLUMBIA
CITY OF PORT ALBERNI

OATH OF OFFICE

I, RONALD ALLAN PAULSON, do solemnly affirm that:

I am qualified to hold the office of Councillor for the City of Port Alberni to which I have been elected;

I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;

I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters;

As required by the *Community Charter*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

AFFIRMED by the above named Councillor)
before me at Port Alberni, BC)
the 5th day of November, 2018.)


Ronald Allan Paulson


Martina Hawkins, Justice of the Peace

M. HAWKINS
A JUSTICE OF THE PEACE
IN AND FOR THE PROVINCE
OF BRITISH COLUMBIA



CANADA
PROVINCE OF BRITISH COLUMBIA
CITY OF PORT ALBERNI

OATH OF OFFICE

I, MAN SHUN POON, do solemnly affirm that:

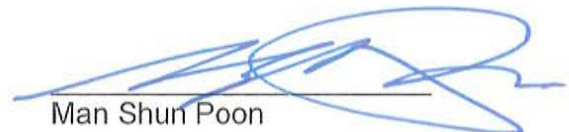
I am qualified to hold the office of Councillor for the City of Port Alberni to which I have been elected;

I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;

I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters;

As required by the *Community Charter*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

AFFIRMED by the above named Councillor)
before me at Port Alberni, BC)
the 5th day of November, 2018.)


Man Shun Poon


Martina Hawkins, Justice of the Peace

M. HAWKINS
A JUSTICE OF THE PEACE
IN AND FOR THE PROVINCE
OF BRITISH COLUMBIA



CANADA
PROVINCE OF BRITISH COLUMBIA
CITY OF PORT ALBERNI

OATH OF OFFICE

I, CINDY NADINE SOLDA, do solemnly affirm that:

I am qualified to hold the office of Councillor for the City of Port Alberni to which I have been elected;

I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;

I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters;

As required by the *Community Charter*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

AFFIRMED by the above named Councillor)
before me at Port Alberni, BC)
the 5th day of November, 2018.)


Cindy Nadine Solda


Martina Hawkins, Justice of the Peace

M. HAWKINS
A JUSTICE OF THE PEACE
IN AND FOR THE PROVINCE
OF BRITISH COLUMBIA



CANADA
PROVINCE OF BRITISH COLUMBIA
CITY OF PORT ALBERNI

OATH OF OFFICE

I, DANIEL WAYNE WASHINGTON, do solemnly affirm that:

I am qualified to hold the office of Councillor for the City of Port Alberni to which I have been elected;

I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;

I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters;

As required by the *Community Charter*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

AFFIRMED by the above named Councillor)
before me at Port Alberni, BC)
the 5th day of November, 2018.)


Daniel Wayne Washington


Martina Hawkins, Justice of the Peace

M. HAWKINS
A JUSTICE OF THE PEACE
IN AND FOR THE PROVINCE
OF BRITISH COLUMBIA

**CITY CLERK'S DEPARTMENT
REPORT TO COUNCIL**

TO: Tim Pley, CAO
FROM: Davina Hartwell, City Clerk
COPIES TO: Mayor and Council
DATE: November 7, 2018

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



Tim Pley, CAO

SUBJECT: Rim Rock Gaming Centre – Liquor Licence Structural Change

The Rim Rock Gaming Centre at 4890 Cherry Creek Road is applying to the Liquor & Cannabis Regulation Branch (LCRB) for a structural change to their liquor licence which would allow their patrons to walk throughout the facility with their beverages (slot floor, bingo hall, washroom, hallway).

Hours of liquor service are intended to remain unchanged. Hours are 11:00 am to 1:00 am, Monday to Sunday. The person capacity of the facility is 916.

As part of the process, Council is required to consider the application and either provide the Branch with a resolution including comments and a recommendation with respect to the licence application or “opt out” of the process in which case the LCRB will gather the views of residents and may request additional information from staff to determine if it would be in the public interest to approve the application.

Regulatory criteria the City must consider and comment on:

- a) Impact of noise on the community in the vicinity of the establishment
- b) The general impact on the community if the application is approved
- c) The views of the residents and a description of the method used to gather views;
- d) The local government’s recommendations (including whether the application should be approved) and the reasons on which they are based.

The location of the establishment is somewhat removed from residential areas and is surrounded by a mix of Institutional, General Commercial and Light Industrial land uses.

a) Impact of Noise

No additional noise increase is anticipated.

b) General Impact on the Community

The Rim Rock Gaming Centre has become a well-established destination over the 12+ years since its opening. Revenues from gaming supports local charities and the City's 10% annual share of slot machine revenues funds the McLean Mill operating contract, the Alberni Valley Chamber of Commerce Visitor Centre operating contract, the Community Investment Program with the remainder offsetting Economic Development operating expenses.

The facility is well managed. Alcohol use and consumption are monitored closely. In addition to gaming, the facility provides an attractive pub/dining venue as well as offers the ability to host large scale events.

Allowing liquor on the gaming floor is intended to provide a more convenient and enjoyable experience for existing patrons as well as visitors.

c) View of Residents

A notice was published in the Alberni Valley News (attached) on October 17th and 24th, 2018 and was placed in the City's Public Notice Posting Places. The notice was also sent to all residents/businesses/organizations within 75m. No comments were received.

Recommendation:

That Council for the City of Port Alberni support the Liquor Primary and Liquor Primary Club Structural Change Application for the Rim Rock Gaming Centre and endorse the comments as provided in the report from the City Clerk dated November 7, 2018 for submission to the Liquor & Cannabis Regulation Branch.

Respectfully submitted

Davina Hartwell
City Clerk

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CITY OF PORT ALBERNI

NOTICE FOR PUBLIC COMMENT

The Rim Rock Gaming Centre at 4890 Cherry Creek Road is applying to the Liquor Control & Licensing Branch for a structural change to their liquor licence which would allow their patrons to walk throughout the facility with their beverages (slot floor, bingo hall, washroom, hallway). The proposed change would not impact the total occupancy load of 950.

Under the Provisions of the *Liquor Control and Licensing Act*, the City is inviting the views of the public on the proposed amendment.

Any person who deems their interest affected by the above described application, may direct their comments to City Council by addressing a letter to the City Clerk, 4850 Argyle Street, Port Alberni BC V9Y 1V8 or via email to davina_hartwell@portalberni.ca

Submissions must be received by 12 noon on Wednesday, November 7, 2018.

Davina Hartwell
City Clerk

Publish October 17 and 24 – AV News
PNPP
Distribute to all properties within 75m

J:\Clerks\Liquor Licence Applications\Rim Rock Gaming Centre\Notice for Public Comment.doc



ECONOMIC DEVELOPMENT MANAGER REPORT

TO: Tim Pley, CAO

FROM: Pat Deakin, Economic Development Manager

COPIES TO: Davina Hartwell, City Clerk

DATE: For discussion at the November 13, 2018 Council Meeting

SUBJECT: GRANT APPLICATIONS STATUS REPORT

Issue:

An Age-friendly Communities grant application was submitted to the Union of British Columbia Municipalities (UBCM) on Friday, November 2, 2018, and now requires a Council Resolution in support of the application. Two other grant applications are also reported on at this time.

Discussion:

Age-friendly Communities Grant Application

Port Alberni last submitted an Age-friendly Communities grant application in 2013 for an assessment of the community relative to issues of concern for seniors. Our demographics have changed since then and our progress towards being considered an age-friendly community has been slower than is desired. Accordingly, a new Age-friendly Communities grant application for an Assessment and Action Plan was submitted to UBCM under my name on November 2nd.

The application requests \$25,000 and requires no funds from the City. The City will incur opportunity costs in administering the funding if the application is successful.

The application was authored primarily by Shaila Somaia (the owner of AKIRA, a Personal Computer Training Company here in Port Alberni); Graham Hughes, Executive Director at Literacy Alberni; and Barb Stevenson, Program Consultant, Port Alberni Better at Home Program.

If the application is successful, the project will be guided by a Steering Committee that will include the aforementioned individuals and many others. The City will be asked to contribute one or more people to the Steering Committee and, at a later stage in the project, to adopt Resolutions to work towards becoming officially recognized as an Age-friendly Community.

Community Workforce Response Grant – Emerging Priorities Stream

An application was submitted by the City under my name to the aforementioned program for a 10-week, full-time, non-credit training program offering targeted, entry-level skills training for the cruise line travel industry. The application was submitted November 1st and requests \$93,166. No leveraging of funds is required from the City. An allocation for costs in administering the project is included in the grant application.

If the application is successful, the training will be delivered through North Island College. Lynne MacFadgen, Regional Director of the NIC Port Alberni Campus authored the grant application along with Janet Baker and Leanne Moore, both of whom are Regional Continuing Education and Training Officers.

In some respects, the application is part of an all-out effort by the City and the Port Alberni Port Authority to attract more cruise ships to the community beyond the three that are committed for 2019.

Community Workforce Response Grant – Emerging Priorities Stream

The City, under my name, has contributed a letter of support to the Port Alberni Shelter Society's application for funding to this program for a small scale agriculture project that would engage, educate, and employ marginalized youth in our community. The program also aims to develop an incubator farm program, by providing plots of land to young agrarians, as an innovative approach to building capacity for small-scale farming in our region.

Conclusion:

Council is asked to adopt the following resolutions:

That Council for the City of Port Alberni adopt a Resolution in support of the 2019 Age-friendly Communities Stream 1 grant application.

That Council for the City of Port Alberni commit to providing one or more people to the Steering Committee for the Assessment and Action Plan Work.



Pat Deakin
Economic Development Manager

MANAGER OF HUMAN RESOURCES REPORT

TO: Tim Pley, CAO

FROM: Krista Tremblay, Manager of Human Resources

DATE: November 6, 2018

ATTACHMENT: Impairment in the Workplace policy

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



Tim Pley, CAO

SUBJECT: Impairment in the Workplace policy

Issue:

With the recent legalization of cannabis, the City's policies regarding alcohol and drug use in the workplace require updating.

Background:

The City currently has two separate policies related to alcohol and drug use – "Alcohol in the Workplace" and "Drug Use in the Workplace".

The attached draft policy, entitled "Impairment in the Workplace", encompasses impairment from any substance – including alcohol, and both legal and illegal drugs. It clearly outlines the requirement of employees to report to work in a non-impaired state, and addresses the issue of medical accommodation related to the use of medicinal cannabis.

Recommendation:

That the report from the Manager of Human Resources dated November 6, 2018 be received, and Council for the City adopt the policy entitled 'Impairment in the Workplace' as presented, replacing the current "Alcohol in the Workplace" and "Drug Use in the Workplace" policies.



Krista Tremblay
Manager of Human Resources

ATTACHMENT: Impairment in the Workplace Policy



CITY OF PORT ALBERNI POLICY MANUAL

Title: IMPAIRMENT IN THE WORKPLACE	
Department Responsible: Human Resources	
New <input checked="" type="checkbox"/>	Pages: 1 OF 3
Amended <input type="checkbox"/>	

1. POLICY

The City of Port Alberni is committed to creating a safe and healthy workplace for all of its employees. As such, all employees, contractors and volunteers engaged in work or volunteer activities for the City of Port Alberni are required to report for work fit for duty and able to perform their assigned tasks safely and without any limitation due to the use or after effects of:

- legal alcohol or drugs
- illegal drugs
- prescription drugs
- over-the-counter medications
- any other substance that may impair judgment or performance
- fatigue

The presence of alcohol or drugs at the worksite is not permitted. The use of alcohol or drugs during the work day (including during meal or rest breaks) is also strictly prohibited.

Employees are required to disclose to their supervisor the use of any medications or other substances which could cause them to be impaired at work, and potentially endanger themselves or other employees.

Any individual failing to adhere to this policy will be subject to discipline, up to and including termination.

2. PURPOSE

The City of Port Alberni is accountable for creating a safe working environment for all employees and volunteers. This includes ensuring that employees do not report for work in an impaired state that may impact their ability to perform their work functions safely or impact the safety of others.

3. SCOPE

This policy applies to all employees of the City of Port Alberni, as well as contractors and volunteers engaged in work or volunteer activities for the City.

4. RESPONSIBILITIES

Employees are responsible for ensuring that they do not report for work in an impaired state under any circumstances. Employees are responsible for informing their supervisor if they are using any medications that could impair their performance and potentially compromise their safety or the safety of others.

Managers and supervisors are responsible for ensuring that no employee is in the workplace if they are in an impaired state. If a manager or supervisor has reason to believe that an employee is impaired, they must take the necessary steps to ensure that the person is prevented from causing injury to themselves or others.

5. DEFINITIONS

“**Impaired**” means a reduction in the performance of tasks due to the effects of alcohol, drugs or other factors. This can include impaired judgment, functioning, perception and decision-making or decreased motor co-ordination, reaction time or sensory perception.

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

WorksafeBC Regulation – 4.20 Impairment by alcohol, drug or other substance

4.20 Impairment by alcohol, drug or other substance

- (1) A person must not enter or remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.*
- (2) The employer must not knowingly permit a person to remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.*
- (3) A person must not remain at a workplace if the person's behaviour is affected by alcohol, a drug or other substance so as to create an undue risk to workers, except where such a workplace has as one of its purposes the treatment or confinement of such persons.*

Note: *In the application of sections 4.19 and 4.20, workers and employers need to consider the effects of prescription and non-prescription drugs, and fatigue, as potential sources of impairment. There is a need for disclosure of potential impairment from any source, and for adequate supervision of work to ensure reported or observed impairment is effectively managed.*

7. PROCEDURE

Managers and supervisors are to identify and deal promptly with all situations where there are concerns about an individual's ability to perform his or her job safely due to impairment.

Employees who are suspected of being impaired while at work will be removed from the performance of their duties immediately. The supervisor is responsible for documenting any such incidents. Subsequent actions will be determined based on the information gathered.

8. MEDICAL ACCOMODATION

Notwithstanding the rules outlined in this policy, the City of Port Alberni will review the need for medical accommodations for employees who utilize medicinal cannabis due to a disability, and as prescribed by their doctor. Employees who fit these criteria are required to submit their request to use medicinal cannabis in the workplace to the City (through their supervisor, union representative or Human Resources) and such request will be considered in accordance with duty to accommodate obligations as required by Human Rights legislation.

MEMORANDUM


Date: Nov. 7, 2018 File

To: Tim Pley, Chief Administrative Officer

From: Wilf Taekema, Dir. of Engineering and Public Works

cc: Davina Hartwell, City Clerk
Amar Giri, A/Utilities Superintendent
Brian Mousley, Streets & Construction Superintendent
Cathy Rothwell, Director of Finance

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



Tim Pley, CAO

RE: Contract Award – RFT024-18 Argyle St Water Main Replacement

Issue:

City Council's approval is requested to award the tender for the construction of the Argyle Street Water Main Replacement Project (17th Ave to 21st Ave) that has been planned for the fall/winter of 2018.

Background:

This project is part of a multi-year water supply main replacement project from the Cowichan Reservoirs, located at the south end of 15th Avenue, to Burde Street.

The work on the Argyle Street portion between 17th Avenue and 21st Avenue (approx. 450 metres) involves the replacement of the existing 300 mm diameter cast iron water supply main with a new 450 mm diameter HDPE supply main, and installation of a new 150 mm diameter PVC distribution main in a common trench through the south side boulevard. The work also includes thirteen service connections, boulevard and road crossing restoration, and associated works.

Discussion:

Tenders were received and opened in public at the City of Port Alberni office on Monday October 15, 2018 at 3:00 p.m. A total of six tenders were received, and all tenders were accompanied by the required Bid Bond and signed Addenda. The tenders were checked for completeness and accuracy, resulting in minor adjustments to three of the bids with no impact to the relative ranking of tenders. The following tender prices include 5% GST and a \$35,000 Contingency Allowance.

TENDERER	TENDER PRICE	COMPLETION
IWC Excavation Ltd	\$717,683.62	90 days
Hazelwood Construction Svcs	\$753,704.36	180 days
David Stalker Excavating Ltd	\$917,813.66	150 days
Copcan Civil Ltd	\$930,556.20	100 days
Tritech Group Ltd	\$961,804.71	200 days
J. Cote & Son Excavating Ltd	\$1,229,550.00	60 days

The lowest tender is from IWC Excavation Ltd., based in Nanaimo. The stated completion period of 90 calendar days is considered appropriate for the scope of work involved in the contract.

Available funds for this project are \$700,000 in the approved 2018 Capital Plan. The total estimated project costs are \$800,000, with costs for construction engineering, supervision and administration, and costs to replace the fourteen boulevard trees by City crews being over and above the construction tender.

The 2018 Capital Plan also included another portion of the overall water supply main replacement project from Cowichan Reservoirs to Burde Street with an approved budget amount of \$400,000. While in the budget, it was not practical to implement this segment of the overall project in 2018. Staff recommends that \$100,000 of this budget be reallocated to cover the shortfall for the Argyle Street Water Main Replacement portion, with Council's approval. An updated plan to complete the overall project will be put forward in the 2019-2023 Financial Plan.

Recommendation:

That the report dated November 7, 2018 from the Director of Engineering and Public Work's, be received

That Council for the City of Port Alberni award contract RFT024-18 Argyle Street Water Main Replacement to IWC Excavation Ltd. for \$717,683.62 including GST, with funding provided as approved in the 2018 Water Capital Budget: \$100,000 from Water Revenue; \$600,000 from Water Revenue Operating Reserve; and additional funding of \$100,000 be reallocated from the 21st Avenue segment of the overall Cowichan Reservoirs to Burde Street project to cover anticipated additional engineering, administration, and landscaping costs.

Regards,

Wilf Taekema
Dir. of Engineering and Public Works



CITY OF PORT ALBERNI

Royal Canadian Mounted Police (RCMP) REPORT

TO: Tim Pley – Chief Administrative Officer
FROM: Inspector Brian Hunter – Department Head (RCMP)
COPIES TO: City Clerk – Davina Hartwell
DATE: November 6, 2018

SUBJECT: City of Port Alberni Departmental Report

ISSUE: RCMP Third Quarter policing report to Mayor and Council

DISCUSSION:

This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during the third quarter of 2018. (July to September)

I have included a comparator to the statistics from the previous four years.

The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during the quarter:

- Officers received and responded to 3,924 calls for service; 2,911 of these calls occurred in the City of Port Alberni.
- The number of Criminal Offences are up 14% for the quarter compared to 2017.
- Property Crime is up significantly for the quarter at 410 compared to 338 for the same time period last year (21% increase). Break and enters, thefts and mischief seeing the largest increases.
- The community continues to experience a significant amount of recidivism with several of our chronic offenders.
- Summer events and activities in the community have been well managed, with little to no issues being reported to the police.

Port Alberni RCMP's 2018/19 Annual Performance Plan Priorities:

- **Traffic- Road Safety:** Increased enforcement, both tickets and warnings. Reduction of Impaired drivers on the roads through criminal code charges and Immediate Roadside Prohibitions. Joint operations with Island District Traffic Units and Speedwatch.
- **Family Violence:** Focus on education, awareness and community support to foster a “wrap around” approach of harm reduction. Creating a supportive environment for victims of family violence to come forward.
- **Crime Reduction (Property Crimes and Drugs):** Identifying and managing prolific offenders through enhanced enforcement and partnerships with community agencies. The focus will be on drug and property crime offenders.
- **Aboriginal Policing:** This includes traffic safety and enforcement on the First Nations, greater visibility at community events and meetings and a focus on First Nation Youth through prevention programs and involvement in schools and at youth events.
- **Youth:** Positive interactions with youth through school and sporting events. Increased, proactive engagement with the youth in our community.

Respectfully submitted:

Inspector Brian Hunter
Officer in Charge
Port Alberni RCMP



Mayor and Council Report

Port Alberni Municipal

Q3 2018 (July to September)

<i>Calls for Service</i>	Q3 2014	Q3 2015	Q3 2016	Q3 2017	Q3 2018
Total Calls for Service	2408	2352	2530	2672	2911

<i>Occurrences by Crime Type</i>	Q3 2014	Q3 2015	Q3 2016	Q3 2017	Q3 2018
Violent Crime	108	101	102	94	100
Property Crime	190	235	287	338	410
Other Criminal Code	176	166	222	172	188
Drug Offences	29	16	28	29	21
Total Criminal Code	503	518	639	633	719
Criminal Traffic	36	47	38	57	60

<i>Violent Crime</i>	Q3 2014	Q3 2015	Q3 2016	Q3 2017	Q3 2018
Assaults	58	51	37	40	56
Assault weapon/bod harm	16	11	10	14	12
Harassment	8	10	12	9	4
Robbery	4	2	2	2	2
Sex Offences	6	4	9	7	7
Uttering Threats	10	14	20	14	13
Domestic Violence	39	28	24	26	23



<i>Property Crime</i>	Q3 2014	Q3 2015	Q3 2016	Q3 2017	Q3 2018
Auto Theft	1	3	5	8	10
Bike Theft	17	11	11	20	16
Break and Enter - Business	8	4	8	10	18
Break and Enter - Residence	14	10	13	18	21
Break and Enter - Other	2	6	6	10	12
Mischief to Property	56	97	89	78	92
Theft	48	39	59	50	66
Possess Stolen Property	3	7	6	4	7
Shoplifting	4	17	28	34	34
Theft From Vehicle	20	26	35	43	39
Fraud	10	8	11	28	19

<i>Other Criminal Code</i>	Q3 2014	Q3 2015	Q3 2016	Q3 2017	Q3 2018
Cause Disturbance	79	74	117	73	91
Breach of Probation	28	25	37	32	28
Breach of Bail	27	31	32	35	41

<i>Provincial Statutes</i>	Q3 2014	Q3 2015	Q3 2016	Q3 2017	Q3 2018
Intoxicated in Public	105	76	109	60	55

<i>Collisions (Incl. Pedestrian)</i>	Q3 2014	Q3 2015	Q3 2016	Q3 2017	Q3 2018
Collision - Fatal	0	0	0	0	0
Collision - Injury	16	18	5	12	7
Collision - Damage	35	36	29	30	33



CITY OF PORT ALBERNI

BYLAW SERVICES

TO: Tim Pley, CAO
FROM: Flynn Scott
Manager of Bylaw Services
DATE: September 25, 2018

**REPORT INCLUDED FOR
BACKGROUND INFORMATION
ONLY**

SUBJECT: Bylaw Offence Notice Enforcement Amendment Bylaw No. 4929-2

Issue:

This report proposes an amendment to the "Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929" ("Bylaw Offence Notice Enforcement Bylaw") by:

- Amending Schedule "A" by increasing the fine schedule for the City of Port Alberni Property Maintenance Bylaw No. 4712; and
- Amending Schedule "A" by adding a fine schedule for the City of Port Alberni Waterworks Bylaw No. 4494.

Background:

Under the Bylaw Offence Notice Enforcement Bylaw, the City of Port Alberni Property Maintenance Bylaw No. 4712 ("Property Maintenance Bylaw") currently sets fine amounts at \$100.00 per offence. On February 13, 2018, Council for the City of Port Alberni requested that a review be conducted to update the fine schedule for regulations pertaining to the Property Maintenance Bylaw.

In June 2018, the Bylaw Offence Notice Enforcement Bylaw was amended by replacing Schedule "A" with the recently adopted Schedule "A". The fine schedule did not include the City of Port Alberni Waterworks Bylaw No. 4494 at that time.

Discussion:

Schedule "A" – Property Maintenance Bylaw No. 4712

Upon reviewing the fine schedule for contraventions to the Property Maintenance Bylaw, a recommendation to increase all fines has been proposed. Research was conducted from neighbouring communities, including Parksville, Nanaimo, and Tofino, wherein all three municipalities had similar or higher fines imposed for noncompliance of similar offences.

An increase to the fine schedule has also been proposed as a result of property maintenance complaints generating a significant volume of calls for service. A recent review of complaints received by the Bylaw Services Department demonstrated approximately 80% of complaint files being in relation to property maintenance issues. Absorbing a significant amount of staff resources, it is important that enforcement strategies are taken to support compliance and deter further complaints. Increasing the fine schedule is one approach to resolving the volume of complaints received.

Schedule “A” – Waterworks Bylaw No. 4494

The Bylaw Offence Notice Enforcement Bylaw was amended in June 2018 with the adoption of a new Schedule “A” (Bylaw No. 4954). Following its adoption, it was noted that the fine schedule for the City of Port Alberni Waterworks Bylaw No. 4494 was not included with that amendment. Bylaw No. 4929-2 proposes to re-implement the fine schedule, as intended.

Recommendation:

That the report from the Manager of Bylaw Services, dated September 25, 2018, be received.

That “Bylaw Offence Notice Enforcement Amendment Bylaw No. 4929-2, 2018” be introduced and read a first, second, and third time.

Respectfully submitted,



Flynn Gray Scott
Manager of Bylaw Services

CITY OF PORT ALBERNI

BYLAW NO. 4929-2

A BYLAW TO AMEND "BYLAW OFFENCE NOTICE ENFORCEMENT BYLAW, 2016, BYLAW NO. 4929"

WHEREAS section 137 of the *Community Charter* provides that the power to adopt a bylaw includes the power to amend or repeal it;

AND WHEREAS the Council of the City of Port Alberni wishes to amend Bylaw No. 4929 by amending Schedule "A";

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 the "**Bylaw Offence Notice Enforcement Amendment Bylaw No. 4929-2, 2018**".

2. **Text Amendments**

Bylaw Offence Notice Enforcement Bylaw No. 4929 is hereby amended as follows:

a) Amending Schedule "A" by removing:

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Property Maintenance Bylaw 2009, Bylaw No. 4712	4(b)	Accumulate refuse	\$100.00	\$75.00	\$125.00
	4(c)	Store derelict vehicle	\$100.00	\$75.00	\$125.00
	4(d)	Store construction material	\$100.00	\$75.00	\$125.00
	4(e)	Noxious weeds	\$100.00	\$75.00	\$125.00
	4(f)	Unsightly growth	\$100.00	\$75.00	\$125.00
	4(g)	Water accumulation	\$100.00	\$75.00	\$125.00
	4(h)	Ground opening	\$100.00	\$75.00	\$125.00
	4(i)	Insect infestation	\$100.00	\$75.00	\$125.00
	4(j)	Rat infestation	\$100.00	\$75.00	\$125.00
	4(k)	Permit graffiti	\$100.00	\$75.00	\$125.00
4(l)	Deposit refuse	\$100.00	\$75.00	\$125.00	

And replacing it with:

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Property Maintenance Bylaw 2009, Bylaw No. 4712	4(b)	Accumulate refuse	\$200.00	\$150.00	\$250.00
	4(c)	Store derelict vehicle	\$200.00	\$150.00	\$250.00
	4(d)	Store construction material	\$200.00	\$150.00	\$250.00
	4(e)	Noxious weeds	\$200.00	\$150.00	\$250.00
	4(f)	Unsightly growth	\$200.00	\$150.00	\$250.00
	4(g)	Water accumulation	\$200.00	\$150.00	\$250.00
	4(h)	Ground opening	\$200.00	\$150.00	\$250.00
	4(i)	Insect infestation	\$200.00	\$150.00	\$250.00
	4(j)	Rat infestation	\$200.00	\$150.00	\$250.00
	4(k)	Permit graffiti	\$200.00	\$150.00	\$250.00
4(l)	Deposit refuse	\$200.00	\$150.00	\$250.00	

b) Amending Schedule "A" by adding:

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Waterworks Bylaw, 2001 Bylaw No. 4494	5(3)	Tampering with or willfully damaging Meters and any component of the waterworks	\$200.00	\$150.00	\$250.00
	5(4)	Selling or conveying water beyond the premise	\$100.00	\$75.00	\$125.00
	5(8)	Obtaining or using water without permission	\$200.00	\$150.00	\$250.00
	5(10)	Use of water contrary to water restrictions	\$25.00	\$18.75	\$31.25
	5(13)	Use of fire line for a use other than firefighting	\$500.00	\$375.00	\$625.00
	16(1)	No meter (refusal)	\$200.00	\$150.00	\$250.00
	16(4)	No meter at time of construction	\$100.00	\$75.00	\$125.00
	16(6)	Failing to provide access to meter	\$50.00	\$37.50	\$62.50

READ A FIRST TIME THIS 9TH DAY OF OCTOBER, 2018.

READ A SECOND TIME THIS 9TH DAY OF OCTOBER, 2018.

READ A THIRD TIME THIS 9TH DAY OF OCTOBER, 2018.

FINALLY ADOPTED THIS

Mayor

Clerk

COPY AVAILABLE FOR PUBLIC INSPECTION



CITY OF PORT ALBERNI

BYLAW SERVICES

TO: Tim Pley, CAO
FROM: Flynn Scott, Manager of Bylaw Services
DATE: October 2nd, 2018

**REPORT INCLUDED FOR
BACKGROUND INFORMATION
ONLY**

SUBJECT: Nuisance Abatement Amendment Bylaw No. 4705-2

Issue:

This report proposes an amendment to the “City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705” (“Nuisance Abatement Bylaw”) by adding sections 4(3) and 5(2).

Background:

Under sections 8 and 74 of the *Community Charter*, Council has the authority to regulate, prohibit, and impose requirements in relation to nuisances.

Pursuant to section 194 of the *Community Charter*, Council may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the municipality or the exercise of a regulatory authority by the municipality.

Under section 17 of the *Community Charter*, Council has the authority to require a remedial action plan, which includes direction to fulfill the requirement at the expense of the person and recover the costs incurred from that person as a debt.

Under Section 258, any fees imposed in relation to work or services provided to land or improvements may be collected as property taxes.

Furthermore, Section 231 states that any taxes and fees owed to a municipality are recoverable in any court of competent jurisdiction.

Discussion:

Section 4(3) – While section 4(2) of the Nuisance Abatement Bylaw permits Council to implement a remedial action plan when declaring a nuisance, the *Community Charter* requires that the owner or occupant is provided with an opportunity to be heard by Council.

While this may be a practice already implemented, it is important that the City’s Nuisance Abatement Bylaw clearly outline the rights of each owner or occupant in relation to this matter.

Section 5(2) – There are several enforcement strategies available to a municipality for cost recovery in relation to non-compliance with remedial action plans directed by Council. One

recommendation is to impose costs in accordance with sections 231, 258, and any other applicable provisions within the *Community Charter*.

Recovery of fees through property taxation is a familiar process for the City; however, including these provisions in the Nuisance Abatement Bylaw will increase authority to enforce.

Recommendation:

That the report from the Manager of Bylaw Services, dated October 2nd, 2018, be received.

That "City of Port Alberni Nuisance Abatement Amendment Bylaw No. 4705-2" be introduced and read a first, second, and third time.

Respectfully submitted,



Flynn Gray Scott
Manager of Bylaw Services

CITY OF PORT ALBERNI

BYLAW NO. 4705-2

A BYLAW TO AMEND "CITY OF PORT ALBERNI NUISANCE ABATEMENT, 2008, BYLAW NO. 4705".

WHEREAS section 137 of the *Community Charter* provides that the power to adopt a bylaw includes the power to amend or repeal it;

AND WHEREAS the Council of the City of Port Alberni wishes to amend Bylaw No. 4705 by adding section 4(3);

AND WHEREAS the Council of the City of Port Alberni wishes to amend Bylaw No. 4705 by adding section 5(2);

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 the "**City of Port Alberni Nuisance Abatement Bylaw No. 4705-2, 2018**".

2. **Text Amendments**

"City of Port Alberni Nuisance Abatement, 2008, Bylaw No. 4705" (Appendix 1) is hereby amended as follows:

a) By adding section 4(3) which states:

(3) *Before Council makes an order under section 4(2), the owner or occupier must be provided an opportunity to be heard by Council in respect of the matter.*

b) By adding section 5(2) which states:

(2) *The City may recover the costs imposed under section 5(1) in accordance with:*

(a) *Section 231 of the Community Charter, as a debt due and recoverable in a court of competent jurisdiction;*

(b) *Section 258 of the Community Charter, in the same manner as property taxes; or*

(c) *In any other manner authorized by law.*

READ A FIRST TIME THIS 9th DAY OF OCTOBER, 2018.

READ A SECOND TIME THIS 9TH DAY OF OCTOBER, 2018.

READ A THIRD TIME THIS 9TH DAY OF OCTOBER, 2018.

FINALLY ADOPTED THIS

Mayor

Clerk

COPY AVAILABLE FOR PUBLIC INSPECTION

APPENDIX 1

CITY OF PORT ALBERNI

BYLAW NO. 4705

A BYLAW TO REGULATE, ABATE AND PROHIBIT NUISANCES AND PROVIDE FOR THE COST RECOVERY OF ABATEMENT OF NUISANCES

WHEREAS under sections 8 and 64 of the *Community Charter*, Council may, by bylaw, regulate, prohibit and impose requirements in relation to nuisances;

AND WHEREAS under section 194 of the *Community Charter* Council may, by bylaw, impose a fee or charge payable in respect of all or part of a service of the municipality or the exercise of a regulatory authority by the municipality;

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 “**City of Port Alberni Nuisance Abatement 2008, Bylaw No. 4705**”.

2. Interpretation

In this Bylaw, unless the context otherwise requires:

“**City**” means the City of Port Alberni;

“**Nuisance**” means an activity which substantially and unreasonably interferes with a person’s use and enjoyment of a public area or of land he or she occupies or which causes injury to the health, comfort or convenience of an occupier of land and, if it does so, without limiting the generality of the foregoing, may include, an activity such as a noisy party, a group of people making noise, loud music, car racing, revving engines, yelling, shouting, screaming, fighting, littering and trespassing.

3. Prohibition

No person shall cause a nuisance or permit the land he or she owns or occupies to be used so as to cause a nuisance.

4. Nuisance Abatement

- 1) A person who causes a nuisance or permits the land he or she owns or occupies to be used so as to cause a nuisance, or their agents, shall abate or cause to be abated an activity which causes a nuisance.

- 2) The City may, by its employees, contractors and agents, abate or cause to be abated an activity which causes a nuisance if the person who caused the nuisance or permitted the land that he or she owned or occupied to be used so as to cause a nuisance failed to comply with a direction from Council to abate the nuisance.

5. Cost Recovery of Abatement

- (1) The City may bill and recover the costs of abating a nuisance from one or more of the following:
 - (a) a person causing the nuisance;
 - (b) the occupier of land from which the nuisance emanates; and
 - (c) the owner of land from which the nuisance emanates.

6. Fees and Charges

The fees and charges recoverable for nuisance abatement shall be those prescribed in schedule "A" to this Bylaw. Schedule "A" forms a part of this Bylaw and is enforceable in the same manner as this Bylaw.

7. Offences

A person contravenes this Bylaw by doing an act that it forbids, or by omitting to doing an act that it requires to be done, commits an offence and shall be liable on summary conviction to a fine not exceeding \$10,000.00.

8. Severance

In the event that any portion of this Bylaw is declared ultra vires by a court of competent jurisdiction then such portion shall be deemed to be severed from the Bylaw to the intent that the remainder of the Bylaw shall continue in full force and effect.

READ A FIRST TIME THIS 29TH DAY OF SEPTEMBER, 2008.

READ A SECOND TIME THIS 29TH DAY OF SEPTEMBER, 2008.

READ A THIRD TIME THIS 29TH DAY OF SEPTEMBER, 2008.

FINALLY ADOPTED BY COUNCIL THIS 14TH DAY OF OCTOBER, 2008.

Mayor

Clerk

SCHEDULE "A"

The following hourly rates will be charged for every hour or ¼ hour portion thereof which any of the following City staff, RCMP or Fire/Rescue Personnel use to deal with the abatement of a nuisance and depending upon the day of the week and the time of day which such services are required the hourly rate may be increased by one and a half or two times.

City Staff	Hourly Rate
Director of Development Services	\$60.21
Manager of Bylaw Services	\$43.59
Building Inspector	\$36.80
Bylaw Enforcement Officer/ Business License Inspector	\$33.95

RCMP	Hourly Rate
Inspector	\$67.00
Staff Sergeant	\$57.00
Sergeant	\$52.00
Corporal	\$48.00
Constable	\$44.00

Fire/Rescue	Hourly Rate
Fire Chief	\$62.49
Deputy Fire Chief	\$58.32
Captain	\$56.20
Chief Fire Prevention Officer	\$56.20
Fire Fighter	\$45.44

Engineering/Public Works	Hourly Rate
Superintendent	\$45.40
Charge Hand	\$36.66
Tradesperson	\$34.50
Operator	\$32.91
Labourer	\$28.56

The following hourly rates will be charged for every hour or ¼ hour portion thereof which any of the following equipment and vehicles are used to deal with the abatement of a nuisance and depending upon the day of the week and the time of day which such services are required the hourly rate may be increased by one and a half or two times.

Equipment and Vehicles	Hourly Rate
City Car	\$5.00
City Truck – Light	\$8.00
City Truck – Service	\$20.00
City Equipment	\$32.00
Fire Truck	\$100.00
Fire Vehicle, Inspector	\$10.00
Police Vehicles	\$10.00

Contract Work and Contracted Equipment	Hourly Rate
Cost plus 10% administration	N/A



PLANNING DEPARTMENT REPORT

TO: Tim Pley, Chief Administrative Officer
FROM: Cara Foden, Development Services Technician
DATE: October 24, 2018
SUBJECT: **Zoning Bylaw Amendment**

I concur, forward to next Regular Council Meeting for Consideration



Tim Pley, CAO

Issue

To consider final adoption of "Zoning Bylaw Amendment No. 26 (2549 16th Avenue – Bradbury), Bylaw No. 4950".

Background

The Zoning Bylaw amendment is to rezone 2549 16th Avenue to the R3 – Small Lot Single Family Residential zone to facilitate a subdivision.

"Zoning Bylaw Amendment No. 26 (2549 16th Avenue – Bradbury), Bylaw No. 4950" received 1st and 2nd reading on October 10, 2017 and received 3rd reading on November 14, 2017.

Final adoption of the bylaw is subject to the issuance of a Preliminary Layout Approval letter for subdivision. The Approving Officer issued a PLA letter for the subdivision on October 24, 2018 and the applicant requested that final adoption be considered.

Recommendation

That Council for the City of Port Alberni give final adoption to Zoning Bylaw Amendment No. 26 (2549 16th Avenue – Bradbury), Bylaw No. 4950.

Respectfully submitted



Cara Foden on behalf of Tim Pley, CAO, Approving Officer
Development Services Technician

2549-16thAve-Bradbury-CouncilAdoptionMemoNov2018



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission
FROM: Scott Smith, Director of Development Services
DATE: September 11, 2017

**REPORT INCLUDED FOR BACKGROUND
INFORMATION ONLY**

SUBJECT: DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment
2549 16th Avenue - Amended Lot 5 (DD 3388561), Block 4, District Lot 113,
Alberni District, Plan VIP5688 (PID: 003-667-375)
Applicant: J. and T. Bradbury

Issue

The purpose of this report is to consider an application for a map amendment to the Zoning Bylaw for the property at 2549 16th Avenue.

Background

An application has been made to amend the Zoning Bylaw to rezone 2549 16th Avenue from 'R1 – Single Family Residential' to 'R3 – Small Lot Single Family Residential' in order to facilitate a subdivision application. The property is a large residential lot that is currently occupied by a single family dwelling located mid-block on the east side of 16th Avenue between Bruce Street and Neill Street. The applicant proposes to subdivide the property to create one additional, small residential lot.

Official Community Plan and Zoning Bylaw

- a) The Official Community Plan designation on 2549 16th Avenue, Amended Lot 5 (DD 3388561), Block 4, District Lot 113, Alberni District, Plan VIP5688 (PID: 003-667-375), is currently 'Residential' on the Official Community Plan Schedule A – Land Use Map. The property does not lie within a Development Permit Area on the Schedule B – Development Permit Areas Map. No amendments are required.
- b) The property at 2549 16th Avenue, Amended Lot 5 (DD 3388561), Block 4, District Lot 113, Alberni District, Plan VIP5688 (PID: 003-667-375), is currently zoned R1 - Single Family Residential. A map amendment to the Zoning Bylaw Schedule A - Zoning Map is required to designate the property as R3 – Small Lot Single Family Residential.

Discussion

Zoning:

The property at 2549 16th Avenue has a frontage along 16th Avenue that measures 30.2 metres (99.1 ft.) and a lot depth measuring 38.0 metres (124.7 ft.). The total lot area is $\pm 1,147 \text{ m}^2$ ($12,353 \text{ ft}^2$).

The R3 zone has a minimum frontage requirement of 10 metres (33 ft.) and a minimum lot area requirement of 350 m^2 ($3,767 \text{ ft}^2$). With the total site area being $\pm 1,147 \text{ m}^2$ ($12,353 \text{ ft}^2$) it would be possible to subdivide the property to create one larger lot accommodating the existing residence plus one smaller lot, to the south, that would meet the minimum lot size requirement of 350 m^2 in the R3 zone. The smaller of the two proposed lots would have frontage of $\pm 10.7 \text{ m}$ ($\pm 35 \text{ ft.}$) along 16th Avenue and a total area of $\pm 406 \text{ m}^2$ ($\pm 4,376 \text{ ft}^2$). The maximum site coverage permitted in the R3 zone is 50% which is adequate to allow development on the smaller lot. See attached conceptual site plan.

A small portion of the deck on the south side of the house will be removed to allow for more room on the side next the proposed new lot.

Surrounding Area

The area is predominately single family residential use to the immediate east, west north and south. Further to the north across Bruce Street there is a M'akola Group housing development and a large forested area containing portions of the City trail network.

Infrastructure

The City water and sanitary and storm drain service mains are readily available and located as per the service card (see attached).

Water: Main runs along 16th Ave.

Sewer: Main runs along 16th Ave.

Storm: Main runs along 16th Ave.

Utilities: There are private utilities in the area and BC Hydro and Fortis lines run through the city lane allowance to the rear of the property (east).

The detailed issues and costs regarding servicing requirements will be specified during the Subdivision process and included in a Preliminary Layout Approval letter to the applicant.

Conclusions

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

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

Recommendations

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A – Zoning Map) to change the designation of Amended Lot 5 (DD 3388561), Block 4, District Lot 113, Alberni District, Plan VIP5688 (PID: 003-667-375) located at **2549 16th Avenue** from 'R1 - Single Family Residential' to '**R3 – Small Lot Single Family Residential**'.*
2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:*
 - a. *Receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.*

Respectfully submitted,

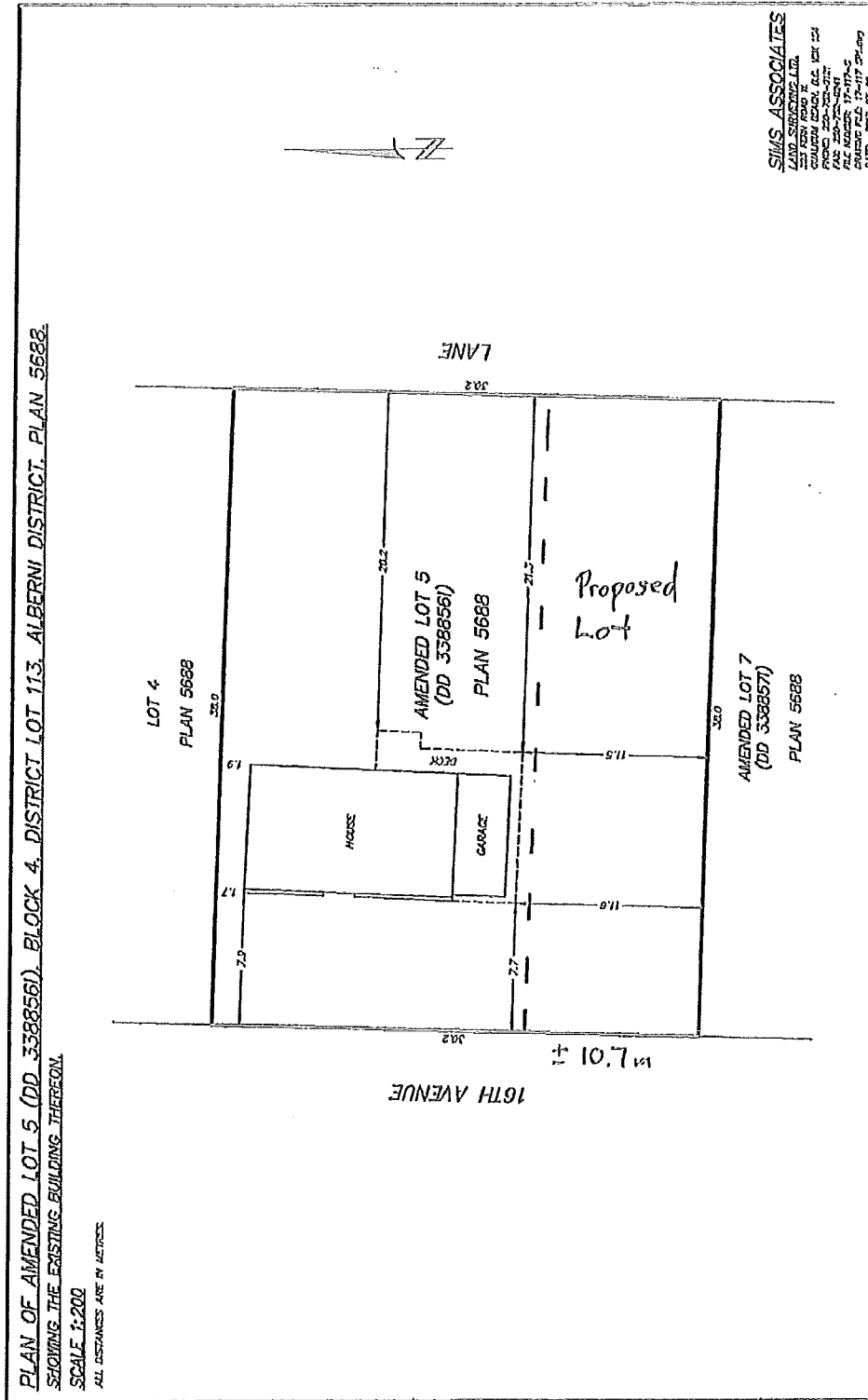


Scott Smith, MCIP
Director of Development Services

SUBJECT PROPERTY – 2549 16th Avenue



Conceptual Layout – 2 Lots



Bylaw 4832

R3 – SMALL LOT SINGLE FAMILY RESIDENTIAL

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

5.13.1 Permitted uses

Principal Uses

Single family dwelling

Accessory Uses

Home occupation

5.13.2 Site Development Regulations

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

5.13.3 Conditions of Use

Notwithstanding the provisions of 5.13.2,

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



WATER & SEWER SERVICE CONNECTION RECORD CARD

NOTE: Distances in meters unless otherwise stated

THIS DRAWING IS FOR CITY OF PORT ALBERNI RECORDS ONLY. THE CITY OF PORT ALBERNI DOES NOT GUARANTEE THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE DRAWING

2549 16TH AVE 113 4 AM5 5688

HOUSE No.	STREET	D.L.	BLK.	LOT	PLAN
2562	16TH AVE	113	4	AM5	5688
2561	BL 4				
2550	AM 5				
2538	2549				
	AM 7				

STORM		WATER		SEWER	
INSTALLATION DATE	INSTALLATION DATE	INSTALLATION DATE	INSTALLATION DATE	INSTALLATION DATE	INSTALLATION DATE
UNKNOWN	UNKNOWN	UNKNOWN	UNKNOWN	UNKNOWN	UNKNOWN
SIZE mm	SIZE mm	SIZE mm	SIZE mm	SIZE mm	SIZE mm
LENGTH	DISTANCE FROM MAIN TO CURB STOP METER	LENGTH	LENGTH	LENGTH	LENGTH
RISER	CORP. STOP	RISER	RISER	RISER	RISER
FITTING AT MAIN	CURB STOP	FITTING AT MAIN	FITTING AT MAIN	FITTING AT MAIN	FITTING AT MAIN
BENDS	COUPLINGS	BENDS	BENDS	BENDS	BENDS
DEPTH AT PROPERTY LINE	REDUCER	DEPTH AT PROPERTY LINE	DEPTH AT PROPERTY LINE	DEPTH AT PROPERTY LINE	DEPTH AT PROPERTY LINE
DIST from D/S M.M. TO FITTING ON MAIN		DIST from D/S M.M. TO FITTING ON MAIN		DIST from D/S M.M. TO FITTING ON MAIN	
MEASURED	MEASURED	MEASURED	MEASURED	MEASURED	MEASURED
					6.6 S OF NW CORNER



J:\Engineering\Planning\Development, Applications\Zoning\Amendments\ZON-2017\2549-16\1\5ve-Bradbury\2549-16\1\5ve-Bradbury-APC\report.docx

CITY OF PORT ALBERNI

BYLAW NO. 4950

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

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

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Bylaw Amendment No. 26 (2549 16th Avenue – Bradbury), Bylaw No. 4950**".

2. Zoning Amendment

2.1 That Amended Lot 5 (DD 338856I), Block 4, District Lot 113, Alberni District, Plan VIP5688 (PID: 003-667-375), located at **2549 16th Avenue**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'R1 - Single Family Residential' to '**R3 Small Lot Single Family Residential**'.

3. Map Amendment

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

READ A FIRST TIME THIS 10TH DAY OF OCTOBER, 2017.

READ A SECOND TIME THIS 10TH DAY OF OCTOBER, 2017.

A PUBLIC HEARING WAS HELD THIS 14TH DAY OF NOVEMBER, 2017.

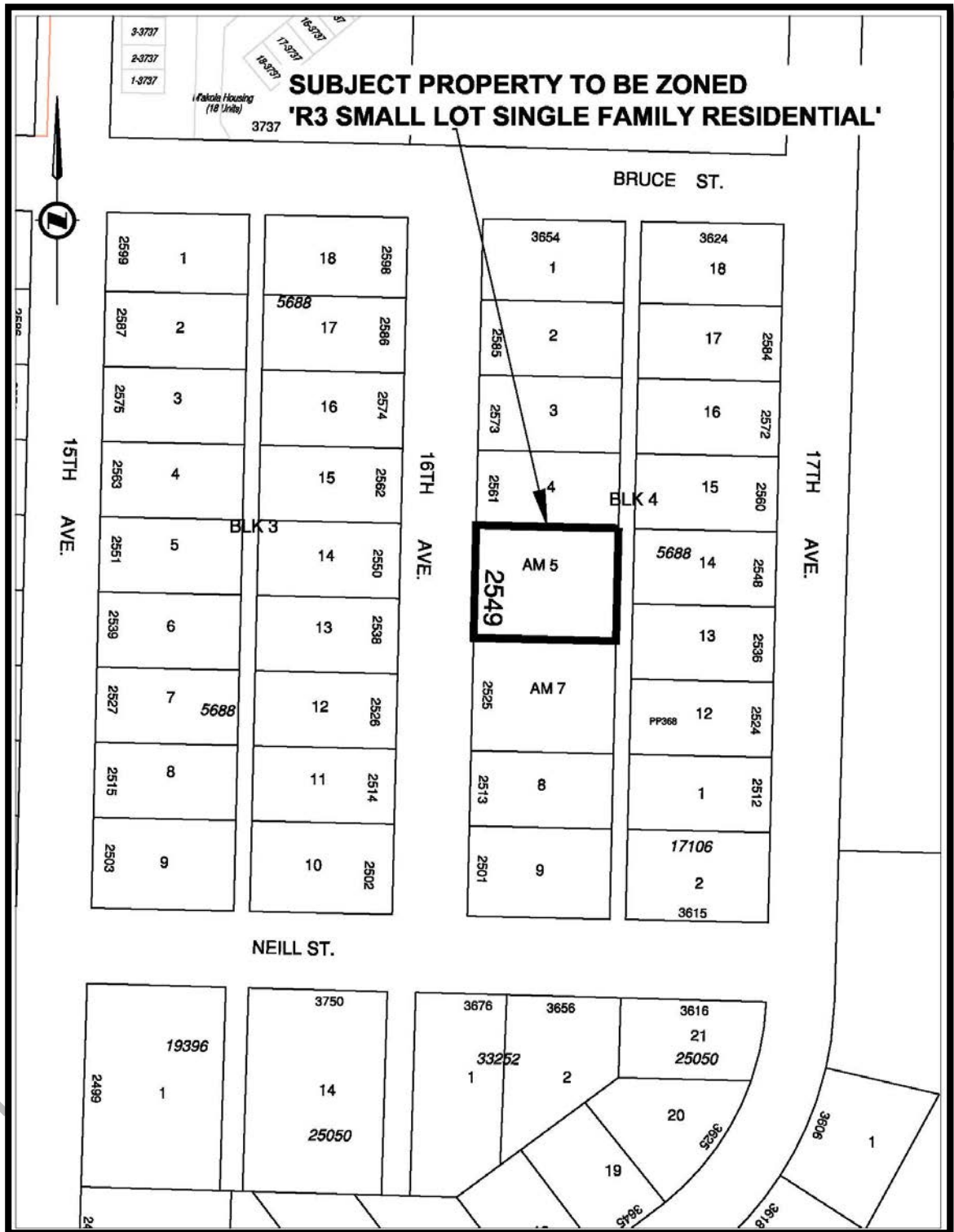
READ A THIRD TIME THIS 14TH DAY OF NOVEMBER, 2017.

FINALLY ADOPTED THIS DAY OF , 2017.

Mayor

Clerk

Schedule "A" to Bylaw No. 4950



J:\Clerks\Bylaws\BYLAWS4950_ZoningBylawAmendNo26_(2549_16th_Ave_Bradbury)_tf.docx



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on October 18, 2018,
in the Committee Room at City Hall, at 12:00 p.m.)**

Advisory Planning Commission

Ken McRae (Chair)
Amy Anaka
Jeannette Nichols
Sandy McRuer
Larry Ransom - (SD #70 Liaison)
Don Ferster
Councillor Denis Sauvé (Council Liaison)
Rob Gaudreault (Parks Liaison)
S. Sgt. Terry Smith (R.C.M.P. Liaison)

Staff

Joe Calenda, Interim Manager of Planning
Cara Foden, Dev. Services Technician

Guests

Members of the Public – none present
A. Richards (applicant)
R. Miles (applicant)

Regrets

Jim Tatoosh (Hupacasath First Nation)
Cynthia Dick (Tseshahat First Nation)
John Douglas (Vice-Chair)
Rick Newberry (P.A.F.D. Liaison)

Alternates (not in attendance)

Councillor Ron Paulson (Alternate–Council)
Sgt. Dave Boyce (Alternate–R.C.M.P.)
John Bennie (Alternate S.D.70)
Steve Tatoosh (Alternate Hupacasath First Nation)



1. Adoption of August 16, 2018 Minutes

- Introductions were made and those in attendance were welcomed by the Chair. Joe Calenda, Interim City Planner was introduced and welcomed.
- The minutes of the August 16, 2018 meeting of the Advisory Planning Commission were adopted.

(Ransom / McRuer) CARRIED

**2. DEVELOPMENT APPLICATION – Zoning Bylaw amendment
3141 3rd Avenue**

Lot B, District Lot 1, Alberni District, Plan 36879 (PID: 000-428-248)

Applicants: A. Richards dba Dog Mountain Brewing Ltd.

- The Development Services Technician summarized her report to the APC dated September 19, 2018.
- The applicants gave a brief summary of their intentions for a proposed Microbrewery and distributed information to the members. (see attached)
- The APC discussed the application as follows:
 - Concern was discussed regarding the residential properties to the east across the alley with respect to noise impacts from the proposed roof top patio. It was noted that the Noise Bylaw would apply to the business. The applicants felt that much of the live music on the patio would be acoustic and that they respected the bylaws already in place.



- It was noted that there is an apartment building across 3rd Avenue that has been a problem in the area and the applicants were asked if they were concerned about the challenges this might present. They responded that they are hopeful that their business will draw more people to the area which would mitigate some of the concerns but were cognizant that it would be necessary to attract people to the area.
- Councilor Sauv  expressed that the policing problems were not as bad as what people might think in the area.
- The APC members felt that the location was promising and noted that it would be beneficial to have such businesses in the area when the expected cruise ships arrive in 2019.
- When asked about the food offerings that were planned the applicants indicated that they are working with the local Godfather (seafood supplier) to supply as much locally as possible.
- There was some discussion regarding the lounge and licensing requirements that would allow the Microbrewery to serve wine in addition to the beer brewed on site. They would like to do this if possible.
- The APC was enthusiastic about the potential land use in the C7 Core Business zone.

MOTIONS:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a text amendment to the Zoning Bylaw as follows:*
 - a) *By adding the text "Microbrewery" to Section 5.24.1 the list of Permitted Uses in the C7 – Core Business zone.*
2. *That the Advisory Planning Commission recommends to City Council that the applicant be required to submit elevation plans for the proposed rooftop patio and faade improvements to the exterior of the building prior to a public hearing.*

(Nichols / Ferster) CARRIED

3. Update – Joe Calenda, Planner, provided the following verbal updates:

- Application - 4000 Burde St. site (Anderson Hill) - Subdivision is close to final approval for the 15 lot, single family residential portion and works are underway. There are applications for Development Permit, OCP and Zoning bylaw amendments for the remainder of the site in the staff review stage.
- Catalyst property is close to being given final Subdivision approval.
- Work is being done on a Cannabis Retail policy and bylaw amendments further to legislation introduced October 17, 2018.
- A Development Permit application for a mixed use, multi-level, medium density proposal at 5130 Argyle St. is being negotiated.
- "Zoning Bylaw Amendment No. 26 (2549 16th Avenue – Bradbury), Bylaw No. 4950" will go to Council for final adoption when the PLA is completed for the applicants subdivision proposal.
- A Secondary Suite/Garden Homes policy to address attainable housing in Port Alberni is being prepared for Council's consideration.

Page 2 of 3

- City Spaces Consulting in Victoria are preparing a 40+ unit, multi-level, affordable housing proposal on City owned land at 3037 and 3027 2nd Avenue.
- Train Station – a re-use and revitalization plan and recommendations.

4. **Other business** - None

5. **Adjournment** – The meeting adjourned at 1:00 p.m. The next regularly scheduled meeting is November 15, 2018.

(Sauvé / Ferster) CARRIED



Davina Hartwell - City Clerk

Ken McRae – Chair



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Cara Foden, Planning Technician

DATE: September 19, 2018

SUBJECT: DEVELOPMENT APPLICATION – Zoning Bylaw Amendment
3141 3rd Avenue - Lot B, District Lot 1, Alberni District, Plan 36879
(PID: 000-428-248)
Applicant: A. Richards dba Dog Mountain Brewing Ltd., Inc. No.
BC1167845

Issue

At issue is the consideration of an application for a text amendment to the Zoning Bylaw to include 'Micro-brewery' as a permitted use in the 'C7 – Core Business' zone.

Background

The owner of Dog Mountain Brewing Ltd. has made an application to amend the text of the Zoning Bylaw to permit a 'Microbrewery' in the C7 zone in order to facilitate the operation of a Microbrewery at 3141 3rd Avenue. The building would be used to brew craft beer for sale on-site and operate a tasting lounge. In addition to the zoning amendment the proposed Microbrewery facility must obtain a Manufacturing License from the Liquor and Cannabis Regulation Branch (LCRB) to operate.

A 'Microbrewery' is currently a permitted use in the W1 – Waterfront Commercial zone and in the C3 Service Commercial zone. It is also included as a permissible accessory use in the C6 – Gaming Centre zone. Although 'Microbrewery' is a permitted, or accessory, use in these zones, there is only one existing 'Microbrewery' within the City and it is located towards the north end of the city close to the Northport Core Business area and Victoria Quay.

Official Community Plan and Zoning Bylaw

- a) The property is currently designated 'General Commercial' on the Official Community Plan Schedule A – Land Use Map. No amendment is required.
- b) The property is currently included in 'Development Permit Area No. 2 General Commercial' on the Official Community Plan Schedule B – Development Permit Area Map. No amendment is required. A Development Permit will be required.

- c) The property is currently zoned 'C7 Core Business' on the Zoning Bylaw Schedule - A Zoning Map. No map amendment is required.
- d) 'Microbrewery' is not a Permitted Use in the C7 zone. A text amendment has been requested to add 'Microbrewery' to the list of permitted uses in the C7 Core Business zone.

Discussion

Surrounding Area

The area around 3141 3rd Avenue is the Southport downtown commercial core with primary commercial uses located to the west and south. Single family and multi-family residential uses are predominate to the east with several formerly residential buildings now being used as transitional office commercial spaces. A multi-family residential apartment building is under construction on Athol Street northeast of the site.

Proposal

The applicant has indicated that the intention is to renovate the building to include a 'Microbrewery' with a tasting room, lounge and roof top patio that will take advantage of views of the inlet. Improvements to the structure will be required to support the proposed roof-top patio that may include a pergola like structure and more seating.

The existing building at 3141 3rd Avenue is a single detached warehouse style building with a concrete foundation, concrete block walls and a wood framed, flat roof. The building is currently painted mauve/purple. (See photos attached). Drawings and elevations to show façade or structural changes will be required during the Development Permit and Building Permit processes. The building is located in the commercial Development Permit area and the applicant will need to apply for, and receive, a Development Permit prior to receiving a Building Permit.

A sketch of the proposed interior layout for the brewery is attached and shows a tasting room /lounge area at the front of the building. The rear end of the building will be used for the production of craft beer.

The nature of the proposed 'Microbrewery' business and the subject building would greatly benefit from some façade improvements to the building. Improvements to the exterior of the building would also support the City strategic Objective 4.1: Ensure an Inviting Community and Streetscape beautification.

The following definition of 'Microbrewery' is contained in the Zoning bylaw:

"Microbrewery means a facility, for the manufacturing of beer, that produces less than 10,000 hectolitres per year and is licenced under a Manufacturing Licence by the Province of British Columbia and may include the following accessory uses: wholesaling of, tours of, retail sales of, and tasting of beer produced on-site."

The applicant is requesting that 'Microbrewery' be added as a permitted use to the C7 – Core Business zone. This is not a site specific amendment request and an amendment to the C7 Core Business zone would be applicable to all properties within the City that are zoned C7.

The applicant has indicated that once they have reached full production the facility will produce approximately 4500 hectolitres of beer per year.

Waste byproducts

There are some waste by-products from the brewing process. The applicant indicates that an arrangement has been made with a local company, Earth Land and Sea located on Sezai Road, south of the city, for them to take 100% of the byproduct and turn it into compost. It was also indicated that none of the spent ingredients would go to the Alberni Valley landfill.

Steam and Odour management

The boil kettle will have a condensing unit built on to it, and the steam will be turned to liquid, captured and used for cleaning. Steam will not be discharged so odour issues should be minor. Twin City Brewing may be a good comparison. The applicants suggest that the amount of odour produced will be similar to that produced by the average restaurant. The intention is to meet or exceed City bylaw requirements.

Alkali Cleaners

The applicants have provided information indicating that Sodium Hydroxide will be used for cleaning and Para-acetic acid for sterilization. The process will involve re-using these chemicals as much as possible, as the cleaning system will be self-contained and use a small tank. When discharge is necessary, the two chemicals would be mixed together to neutralize them prior to discharge. A catch basin is used to prevent as much solid organic material from discharging into the city sanitary system as possible.

Development Permit

As the location falls within the Form and Character Development Permit Area No. 2 Commercial (General) the applicant will be required to apply for a Development Permit prior to receiving a Building Permit. The details regarding façade improvements, lighting and landscaping will be addressed during the Development Permit process however it is recommended that the applicant be required to submit elevation plans for improvements to the exterior of building prior to the public hearing in order that the public and City Council are able to better understand the proposal.

Conclusions

In considering the Zoning amendment the Advisory Planning Commission and City Council should consider whether the proposed amendments are appropriate for the site and for all sites impacted by the proposed changes to the C7 – Core Business zone.

The Microbrewery sector is a growing business in the Province and the proposed Dog Mountain Brewery could attract both tourists and locals with a locally made product. The C7 zone is a core business commercial zone and the addition of a 'Microbrewery' as a Permitted Use is appropriate for the zone and for the downtown core commercial area.

The Development Services Department supports the proposed text amendment to add 'Microbrewery' as a permitted use in the C7 – Core Business zone.

Recommendations

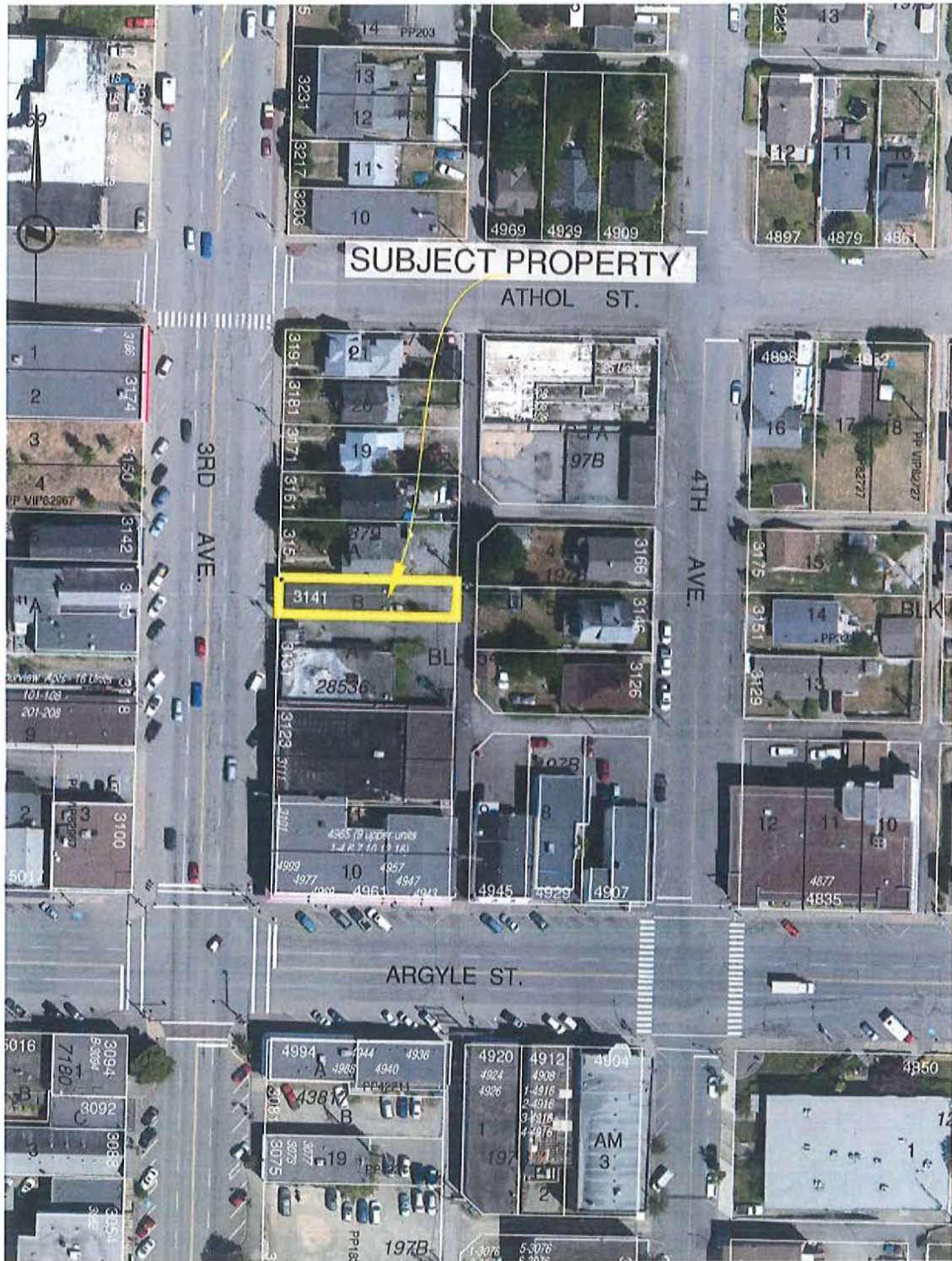
1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a text amendment to the Zoning Bylaw as follows:*
 - a) *By adding the text "Microbrewery" to Section 5.24.1 the list of Permitted Uses in the C7 – Core Business zone.*
2. *That the Advisory Planning Commission recommends to City Council that the applicant be required to submit elevation plans for the proposed rooftop patio and façade improvements to the exterior of the building prior to a public hearing.*

Respectfully submitted,

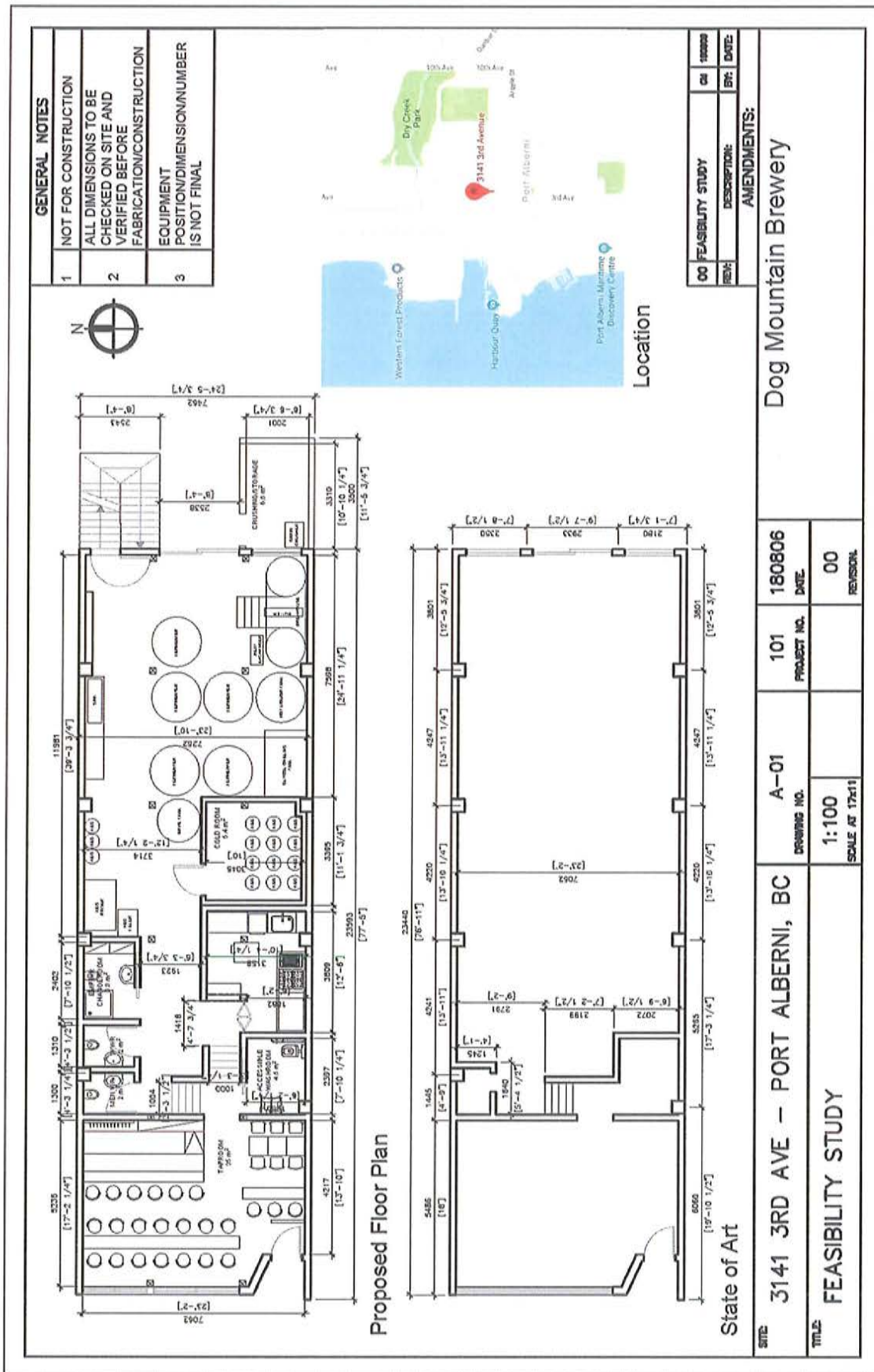
CITY OF PORT ALBERNI

A handwritten signature in blue ink that reads "Cara Foden". The signature is written in a cursive, flowing style.

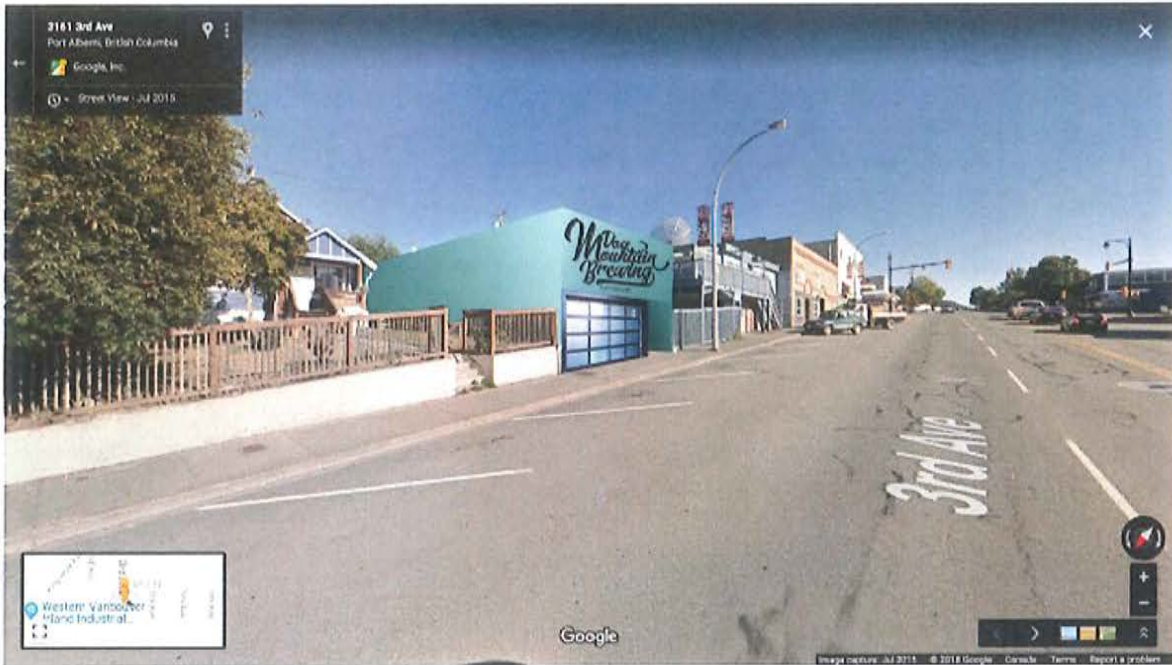
Cara Foden, Planning Technician



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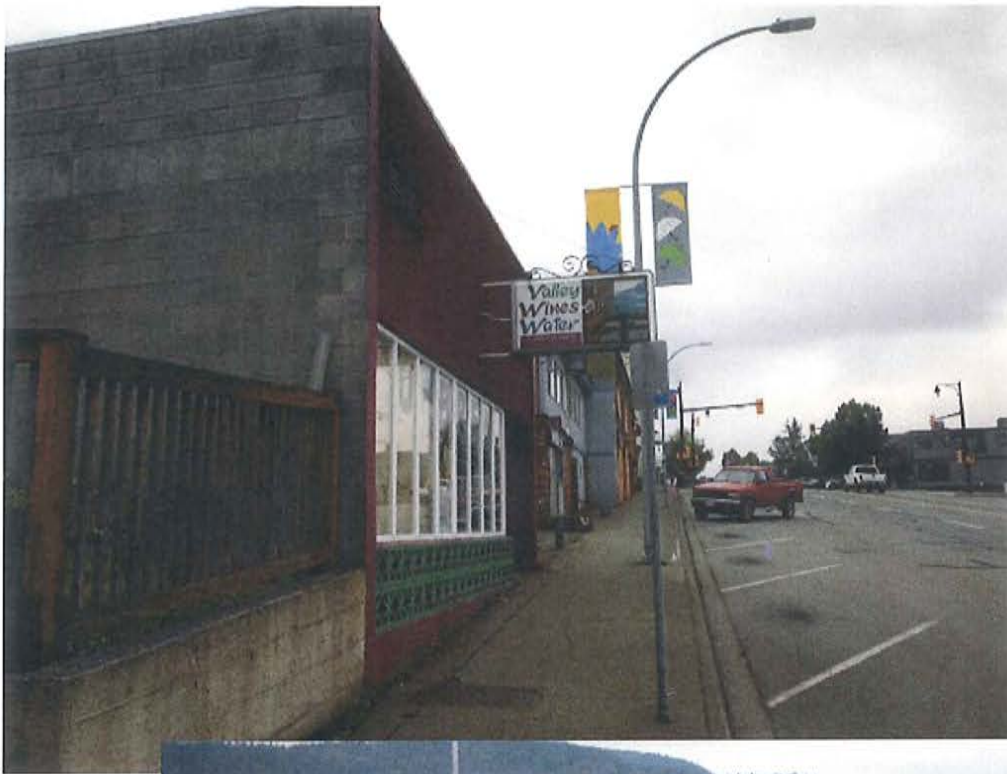


Conceptual:



Existing:







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CITY OF PORT ALBERNI

BYLAW NO. 4974

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

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

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Text Amendment No. T16 (Microbrewery in C7 – Core Business), Bylaw No. 4974**".

2. Zoning Text Amendment

Port Alberni Zoning Bylaw 2014, No. 48325 is hereby amended as follows:

- a) By adding the following text to Section 5.24.1 under the list of Permitted Principal Uses in the C7 – Core Business zone:

"Microbrewery".

READ A FIRST TIME THIS DAY OF , 2018.

READ A SECOND TIME THIS DAY OF , 2018.

A PUBLIC HEARING WAS HELD THIS DAY OF ; 2018.

READ A THIRD TIME THIS DAY OF, 2018.

FINALLY ADOPTED THIS DAY OF , 2018.

Mayor

Clerk



FINANCE DEPARTMENT REPORT

TO: Tim Pley, CAO

FROM: Rosalyn Macauley, Deputy Director of Finance

COPIES TO: Mayor and Council
Davina Hartwell, City Clerk
Cathy Rothwell, Director of Finance
Wilf Taekema, Director of Engineering & Public Works

DATE: November 1, 2018

SUBJECT: New Cemetery Management Bylaw #4976

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

Tim Pley, CAO

Issue

Council's consideration is required of a revised Bylaw for the Greenwood Cemetery.

Background

The City of Port Alberni owns and operates the Greenwood Cemetery located at 5360 Josephine Street. Services are generally administered by the Engineering and Public Works Department. Services include burials and interments, memorial markers and cross installations, and general property maintenance. Regulation of the operation and maintenance of cemeteries falls under the jurisdiction of Consumer Protection BC (CPBC).

The City has operated Greenwood Cemetery under the principle that costs for marker installations and interments should be funded from fees for same, and general property maintenance should be funded by interest from the Cemetery Care Fund, a trust fund established for that purpose.

Cemetery fees and charges were amended in 2017. Regardless, cemetery revenues have not been sufficient to fund expenses for marker installations, interments and maintenance. The shortfalls for the past two years have been funded from General Revenue (essentially property taxes) (2017 - \$12,401.65 and 2018 estimated at approximately \$10,000). Due to the Cemetery Care Fund being underfunded for so many years, it will take many more years before the interest earned is enough to offset the maintenance of the cemetery. Revenue from plot sales continues to be used to offset operating costs. If the operations and maintenance costs are self-sustaining, then the plot sale revenue could be used for improvements to the cemetery, such as an irrigation system or other public amenities.

Discussion

Cemetery marker installation fees should be managed such that revenues are sufficient to cover expenses, and interest earned from the Cemetery Care Fund should cover the care and maintenance of the cemetery. Fees and Care Fund contributions continue to be below industry averages in the area. Schedule "A" outlines tariffs and Cemetery Care Fund contribution increases effective January 1, 2019 that would bring the City closer to the industry average. The proposed tariffs will cover the cemetery service and marker installation expenses, and the increase to the Cemetery Care Fund contributions will bring the interest revenue up.

The changes to fees and Care Fund contributions are attached to this report.

The following Schedules (which contain forms and permit documents) have been removed from the bylaw:

- Schedule "A" Right of Interment Contract;
- Schedule "B" Interment Authorization
- Schedule "C" Interment Permit,
- Schedule "D" Right of Interment Transfer or Surrender;
- Schedule "E" Memorial Permit;

These are all now referred to in the Bylaw as "prescribed forms".

The following schedule has been changed:

- Schedule "F" fee schedule, becomes Schedule "A"

The removal of Schedules A through E will allow minor changes to be made to the forms in the future without having to bring an amended Bylaw forward. (ex: a change in the Goods and Services Tax). The revised Bylaw also has updated terminology for the eventual installation of a Columbarium unit.

Recommendation

That the report from the Deputy Director of Finance dated November 1, 2018 be received.

That "City of Port Alberni Cemetery Management, Bylaw No. **4976** " be now introduced and read a first time.

That "City of Port Alberni Cemetery Management, Bylaw No. **4976** " be now introduced and read a second time.

That "City of Port Alberni Cemetery Management, Bylaw No. **4976** " be now introduced and read a third time.

Respectfully submitted,

Rosalyn Macauley

Deputy Director of Finance

		Current		Effective January 1, 2019		
Cemetery Space (Resident)	Tariff	Care Fund	Total	Tariff	Care Fund	Total
Adult	\$ 546.00	\$ 182.00	\$ 728.00	\$ 628.00	\$ 210.00	\$ 838.00
Cremated	\$ 252.00	\$ 84.00	\$ 336.00	\$ 290.00	\$ 97.00	\$ 387.00
Cemetery Space (Non-Resident)						
Adult	\$ 819.00	\$ 273.00	\$ 1,092.00	\$ 1,023.75	\$ 341.25	\$ 1,365.00
Cremated	\$ 378.00	\$ 126.00	\$ 504.00	\$ 472.50	\$ 157.50	\$ 630.00
Cemetery Services:						
Open & Close of Grave for Burial						
Adult (add Grave Liner Cost)	\$ 880.00	\$ -	\$ 880.00	\$ 1,350.00		\$ 1,350.00
Grave Liner Cost	\$ 212.50	\$ -	\$ 212.50	\$ 335.00	cost	\$ 335.00
Oversized Grave Liner Cost				\$ 600.00	cost	\$ 600.00
Memorial Installations:						
Bronze(all sizes)	\$ 182.00	\$ 50.00	\$ 232.00	\$ 232.00	\$ 50.00	\$ 282.00
Add: installed in concrete	\$ 100.00	\$ -	\$ 100.00	\$ 175.00		\$ 175.00
Granite (all sizes)	\$ 117.00	\$ 50.00	\$ 167.00	\$ 200.00	\$ 50.00	\$ 250.00
Add: installed in concrete	\$ 100.00	\$ -	\$ 100.00	\$ 150.00		\$ 150.00
Rem. & Repl. for engraving	\$ 162.50	\$ -	\$ 162.50	\$ 170.00		\$ 170.00
Add: reinstall in concrete	\$ 100.00	\$ -	\$ 100.00	\$ 150.00		\$ 150.00
Field of Honor Crosses	\$ 45.50	\$ 25.00	\$ 70.50	\$ 55.00	\$ 25.00	\$ 80.00
Flower Container	\$ 35.00	\$ -	\$ 35.00	\$ 50.00		\$ 50.00
Add: set in concrete	\$ 50.00	\$ 25.00	\$ 75.00	\$ 75.00	\$ 25.00	\$ 100.00

CITY OF PORT ALBERNI

BYLAW No. 4976

A BYLAW TO PROVIDE FOR THE REGULATION, OPERATION, AND MAINTENANCE OF GREENWOOD CEMETERY

WHEREAS pursuant to the *Community Charter* Council may, by bylaw, among other powers, regulate, maintain and operate cemeteries and establish the fees, terms and conditions under which persons may acquire the right to make use of areas or lots in a municipal cemetery, subject to the *Cremation, Interment and Funeral Services Act*;

AND WHEREAS the *Cremation, Interment and Funeral Services Act*, provides that every operator of a cemetery must make bylaws, including bylaws respecting the administration and operation of the cemetery, the rights, privileges and responsibilities of the operator, rates and charges and sizes, class and kind of memorials;

AND WHEREAS the City of Port Alberni, which owns and operates a cemetery, has established itself as a Board of Cemetery Trustees in accordance with the *Cremation, Interment and Funeral Services Act, Section 37 (2) (b)*;

AND WHEREAS the Council of the City of Port Alberni wishes to delegate to the Director of Engineering & Public Works certain specific administrative powers of the Council relating to the operation and management of the cemetery owned by the City of Port Alberni;

NOW THEREFORE, under its statutory powers, including Section 8(f) of the *Community Charter, S.B.C. 2003, c.26*, the Council of the City of Port Alberni in open meeting assembled enacts the following provisions:

1. Title

This Bylaw may be cited for all purposes as “**City of Port Alberni Cemetery Management, Bylaw No. 4976**”.

2. Definitions

In this Bylaw terms defined in the *Cremation, Interment, and Funeral Services Act* and this Bylaw shall have that meaning unless expressly defined otherwise herein, and the following words have the meaning ascribed to them unless the context otherwise requires:

Administration Fee means fees levied to cover additional administrative costs associated with the issuance of a Transfer or Surrender Licence as prescribed by the City, with respect to a Right of Interment pursuant to Section 5 of this Bylaw.

Administrative Authority means the Business Practices and Consumer Protection Authority established under the *Business Practices and Consumer Protection Authority Act, S.B.C. 2004, C.3*.

Administrator means the Director of Engineering & Public Works, or duly appointed designate.

Applicant means an individual who has made petition to the City for a Right of Interment.

Care Fund means an irrevocable trust fund established, held and administered in accordance with CIFSA for the purpose of financing the future maintenance and care of a Cemetery or Columbarium

Caretaker means the person duly authorized by the Administrator to perform Interments and to care for and maintain the Cemetery.

Cemetery means the “Greenwood Cemetery” at 5360 Josephine Street, being lands described as:

- Block 1, District Lot 10, Alberni District, Plan 7429
- Block 3, District Lot 10, Alberni District, Plan 938
- Block 5, District Lot 10, Alberni District, Plan 938
- Block 6, District Lot 10, Alberni District, Plan 938
- Graveyard (1 acre) in the south East corner of Block 5, District Lot 10, Alberni District, Plan 938

set apart or used as a place of burial of human remains or cremated remains, together with any incidental or ancillary buildings on the land.

Child means a person one (1) year of age up to and including fourteen (14) years of age.

CIFSA means the *Cremation, Interment and Funeral Services Act, S.B.C. 2004, C.35* administered by the Administrative Authority, as may be amended or superseded from time to time and all regulations made thereunder.

City means the City of Port Alberni.

Columbarium means a structure or building or an area in a structure or building that contains, as an integral part of the structure or building or as freestanding sections, niches for the inurnment of cremated remains.

Control of Disposition means the authority to control the disposition of the Human Remains or Cremated Remains in accordance with section 5 of CIFSA.

Council means the Council of the City.

Cremated Remains means the human bone fragments that remain after cremation that may also include the residue or any other materials cremated with the Human Remains.

Disinterment means the removal of Human Remains along with the casket or container, or any remaining portion of the casket or container holding the Human Remains, from the Lot in which the Human Remains had been interred.

Exhumation means the exposure of interred Human Remains for viewing or for examination, whether in or removed from the Lot in which the Human Remains had been interred.

Family Member means a parent or stepparent, a grandparent or step grandparent, a sibling (natural, adopted or step), a Spouse, a child (natural, adopted or step) or a grandchild (natural, adopted or step).

Fees means the schedule of fees as prescribed in Schedule A

Funeral Provider means an individual licensed to arrange, conduct or direct funerals or the transfer or disposition of Human Remains, or to arrange burials.

Grave Liner means a receptacle made of durable material placed around the casket to provide reinforcement to the Lot. A Grave Liner may, or may not, have a bottom and is placed during the burial process.

Holiday means any of the following days, namely New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and any day or part of a day proclaimed a civic holiday.

Human Remains means a dead human body in any stage of decomposition, but does not include Cremated Remains.

Infant means any person up to the age of one (1) year.

Interment Permit means a permit document as prescribed by the City that authorizes the interment of a deceased person and is issued pursuant to Section 5 of this Bylaw.

Interment Right Holder means a person who holds a Right of Interment.

Interment Authorization means a document completed at time of need as prescribed by the City and subject to Section 5 of this Bylaw, that may include statistical, executor and next of kin information that authorizes Interment of the deceased by the person with Control of Disposition

Lot means a discrete space used, or intended to be used in a Cemetery, for the Interment of Human Remains or Cremated Remains under a Right of Interment and includes a grave, crypt, niche or plot.

Medical Health Officer means the person from time to time having jurisdiction as the Medical Health Officer for the City.

Memorial means a structure installed at the Cemetery to identify and commemorate a deceased person that may, or may not, be interred at the Cemetery. This includes, but is not limited to, markers, tablets, monuments, pillows and plaques.

Memorial Permit means a permit issued by the Administrator, as prescribed by the City and subject to Section 8(b) of this Bylaw.

Non-Resident means any person who is not a Resident as defined.

Resident means any person who has resided or owned property within the City of Port Alberni (limits) for a period of six (6) months immediately preceding the purchase of a Right of Interment.

Right of Interment means a certificate as prescribed by the City, that provides for the future right to inter Human Remains or Cremated Remains in a designated Lot or Columbarium pursuant to Section 5 of this Bylaw

Spouse as defined in CIFSA, means a person who is:

- a) married to another person;
- b) is united to another person by a marriage that, although not a legal marriage, is valid at common law; or
- c) has lived and cohabited with another person in a marriage-like relationship, including a marriage-like relationship between persons of the same gender, for a period of at least 2 years immediately before the other person's death.

Urn means any receptacle, temporary or permanent, used for the encasement of Cremated Remains.

3. **Application of Bylaw**

- a) This Bylaw applies to the Cemetery, and to the Interment within the Cemetery, of the human deceased, and for its management, operation and preservation and the terms, conditions and fees set out shall apply to every Right of Interment within the Cemetery
- b) The administration of the Cemetery shall be carried out in accordance with CIFSA, regulations pursuant to CIFSA and this Bylaw.
- c) The Council of the City shall continue as the Board of Cemetery Trustees.
- d) Council shall have power to determine from time to time the size and layout of the Lots, the developments and improvements to be carried out and made in and to the Cemetery, subject to compliance with the requirements of CIFSA.

4. **Administration of Bylaw**

The Administrator is responsible for the general administration of the By-law and will:

- i. maintain all records and information for the administration, operation, maintenance and management of the Cemetery as is required by the Administrative Authority under CIFSA;
- ii. issue all Rights of Interment and permits required and authorized by this Bylaw, except as otherwise provided in this By-law; and

5. Right of Interment

- a) The City may, subject to payment of Fees, grant to any person a Right of Interment for a vacant, unreserved Lot. A Right of Interment does not vest in the holder any title or interest in the land or Lot but instead provides for the right to inter the person named on the Right of Interment Certificate.
- b) The issuance of a Right of Interment does not entitle the holder to require the City to inter the Human Remains or Cremated Remains of the designated person in the Lot unless the holder complies in all respects with the provisions of the By-law, including, without limitation, the payment of all Fees related to the Interment.
- c) A Right of Interment for any unused Lots may be transferred to a Family Member at the discretion of the Administrator. The Interment Right Holder or executor must supply this request in writing and the original Interment Right must be surrendered to the City. Fees, payable to the City, associated with an interment right transfer may include:
 - i. an Administration Fee;
 - ii. the difference between Fees paid originally and current Fees if there has been a change in residency status; and
 - iii. the difference between Fees paid originally and current Fees if there have been changes in fee rates.
- d) An Interment Right Holder shall either reserve the right to use that Lot for themselves or authorize another person to be interred in the Lot to which the Interment Right refers. An Interment Right Holder may only designate one Lot for their own use.
- e) A Right of Interment may be surrendered to the City at the discretion of the Administrator. A refund, equal to the purchase price less the Care Fund contribution, will be issued to the Interment Right Holder provided:
 - i. there are no Interments in the designated Lot;
 - ii. the Interment Right Holder or his executor provides written notice to the City for intent to surrender the right;
 - iii. the original license or Right of Interment is surrendered;
 - iv. an Administration Fee is paid; and
 - v. any Fees associated with the removal of any Memorial that is on, or embracing the surrendered Lot, is paid.
- f) The City may, by agreement with a society, church or other organization, and upon payment of the agreed upon fees, reserve a section of a Cemetery to be used exclusively for the interment of deceased members of the society, church or other organization concerned. Upon such an agreement being made, no person shall be interred in the reserved section without the written authorization of the society, church or other organization.
- g) Upon approval of the Administrative Authority a Right of Interment may be reclaimed by the City if:

- i. the Interment Right Holder would be at least 90 years of age;
 - ii. a minimum period of 50 years has elapsed from the date of purchase;
 - iii. a minimum 90 days has passed since notice of intent to reclaim has been sent to the Interment Right Holder; and
 - iv. the City has made diligent attempts to contact the Interment Right Holder.
- h) If a right of interment for a lot is sold in the circumstances described in Section 5 g), and the right of interment is subsequently required for use by the original interment right holder, the Administrator must provide another right of interment of equal or greater value that is acceptable to the original Interment Right Holder or the person who has authority under Section 5 of CIFSA with respect to the deceased interment rights holder.

6. Interments

- a) An Interment shall be made within the Cemetery once the person with Control of Disposition has completed and duly signed an Interment Authorization and having paid all applicable Fees has been issued an Interment Permit.
- b) Only Human Remains, or Cremated Remains of a human body, shall be interred and memorialized in the Cemetery.
- c) Interments:
 - i. shall only be performed within the Cemetery by the Caretaker or a person under the authority of the Caretaker;
 - ii. shall only be conducted in predefined Lots approved by the Administrative Authority and;
 - iii. shall be conducted with all reasonable care and attention.
- d) Application for an Interment Authorization and Interment Permit shall be made at least forty-eight (48) hours before the Interment is to take place. The Administrator may schedule the Interment in a shorter time frame subject to full compliance with all other applicable provisions of this By-law.
- e) The Interment of Cremated Remains is to be completed within 30 days of all Fees being paid.
- f) The bodies of persons who have died having any infectious disease, as defined in the *Health Act R.S.B.C. 1996, C.179*, shall be interred within thirty-six (36) hours after death occurs and the Medical Health Officer shall furnish the Administrator with specific instructions respecting Interment and the safety of all persons who may come into contact with the casket or container bearing the Human Remains in each case. The Administrator shall ensure that the instructions of the Medical Health Officer are carried out in the preparation and placement of the Interment. When an Interment for a person with an infectious disease needs to occur outside regular working hours, authorization is required by the Administrator and the Medical Health Officer's instructions must be carried out.

- g) The following apply to all in-ground Interments:
- i. A Grave Liner is required for each in-ground burial Interment.
 - ii. All Cremated Remains must be interred in a sealed container constructed of permanent, durable material approved by the Administrator.
 - iii. The Administrator may allow for the interment of Cremated Remains in addition to the interment of one (1) Human Remains subject to the terms of sub-section e) of this section provided there is no objection to the Interment of Cremated Remains by next of kin, as defined in CIFSA.
 - iv. The Administrator may allow for the maximum number of interments per grave Lot as follows:
 - a. Adult size grave Lot – four (4) interments of Cremated Remains or one (1) interment of Human Remains and not more than three (3) interments of Cremated Remains;
 - b. Child size grave Lot – three (3) interments of Cremated Remains or one (1) interment of Human Remains and not more than two (2) interments of Cremated Remains;
 - c. Infant size grave Lot – three (3) interments of Cremated Remains or one (1) interment of Human Remains and not more than two (2) interment of Cremated Remains;
 - d. Cremated Remains size grave Lot – one (1) interment of Cremated Remains.
 - e. Columbarium Niche Lot – two (2) interments of Cremated Remains.
 - vi. The approximate size of grave Lots shall be:
 - Adult – 1.3m x 2.6m (4' x 8')
 - Infant – 1.3m x 1.3m (4' x 4')
 - Child – 1.3m x 2m (4' x 6')
 - Cremated Remains 0.6m x 0.6m (2' x 2')
 - Columbarium Niche .3m x .3m x .45m (1' x 1' x 1.5')
 - vii. Each full casket interment in the Cemetery shall be made in a grave, which when filled and closed, provides not less than one (1) meter of earth between the upper surface of the Grave Liner and the general ground level around the gravesite.
 - viii. Each in-ground interment of Cremated Remains shall be made in a grave dug to a depth of 0.6 meters, except where the concrete encased container of cremated remains is used as a foundation base for a tablet memorial installed on the grave according to the requirements of Section 36 f).
 - ix. The Administrator must supply permission for the purchase of any Grave Liner from a source other than the City, with permission based on the item's size, design, material and construction. The installation of Grave Liners will be subject to a handling Fee and must be paid in full prior to installation. The Administrator may request that Grave Liners be installed by their supplier, under the supervision of the Caretaker, with the installation being at the Applicant's expense.

- x. Any charges incurred by the Cemetery above and beyond the standard scope of services, in the handling of Grave Liners not supplied by the City will be charged to the Applicant and paid prior to Interment.
- h) Interments shall be performed within the following hours, or at other times approved by the Administrator:
 - i. Interments shall be performed between the hours of 8:00 am and 4:00 pm, Monday to Friday.
 - ii. The Administrator may schedule Saturday, Sunday or Statutory Holiday Interments subject to the payment of additional Fees and availability of the Caretaker.
 - iii. The person with Control of Disposition shall be responsible for any late arrival Fees if the Human Remains or Cremated Remains are delivered to the Cemetery outside of the above prescribed times.

7. Exhumations and Disinterments

- a) Pursuant to Section 16 of the CIFSA a Cemetery must not exhume or disinter Human Remains or Cremated Remains until:
 - i. the Administrator receives a written request to do so from the person who has the Control of Disposition of the remains;
 - ii. approval of the Exhumation by the Administrative Authority is received by the Administrator;
 - iii. the Administrator gives written notice to, and receives permission from, a Medical Health Officer for the area of the health region in which the Cemetery is located when the Human Remains are those of a person who, at the time of death, was known to have had an infectious or contagious disease or other disease dangerous to public health; and
 - iv. payment of the prescribed Fee is received, or acceptable payment arrangements have been made with the Administrator.
- b) The City shall exercise all due care and attention in making an Exhumation or Disinterment but is not responsible for damage sustained to any casket, Urn or other container during Exhumation or Disinterment.
- c) The City's responsibility with respect to Exhumation or Disinterment is limited to:
 - i. excavation of sufficient quantities of soil to permit access to the Human or Cremated Remains;
 - ii. removal of intact burial containers; and
 - iii. closure of the Lot.
- d) A person who makes a request for the exhumation or disinterment of Human Remains must ensure that a Funeral Provider is present for the handling of any Human Remains in the existing Lot or any transfer of the remains to the new Lot or location. The Funeral Provider shall be employed at the expense of the Interment Right Holder or their successors.

8. Memorials

- a) Memorials will only be installed, removed or modified in the Cemetery when:
 - i. an Interment Right Holder or authorized representative, or a person authorized by the Administrator, has made application to the Administrator;
 - ii. the applicable contribution is paid to the Care Fund as required in the CIFSA;
 - iii. All outstanding fees relating to the Lot, Interment and Memorial installation have been paid in full; and
 - iv. the deceased person has been interred in the Lot.
- b) All Memorials shall only be placed, installed or removed by the Caretaker or other person authorized by the Administrator. All Memorials shall conform to the approved plan of the Cemetery and its sections, and shall be constructed of stone or bronze. Bronze memorials must be set on a concrete base. All Memorials shall conform to the specifications set out in Sub-section 8.1 d) of this Bylaw.
- c) Installation of Memorials shall occur during regular business hours. Installations will be made as soon as possible after delivery of the Memorial to the City and timelines may vary depending on scheduling issues, weather conditions and ground conditions.
- d) The City shall not be held liable for, or be obliged to repair, any breakage or damage to any Memorial in the Cemetery, except as shall arise as the result of the negligence of the Caretaker.
- e) The Interment Right Holder, or the deceased's descendants, is required to keep in proper repair, at their expense and to the satisfaction of the City, all Memorials upon their Lot. Should any Memorial or Lot adornment erected in the Cemetery fall into a state of disrepair, then the Administrator will document the condition and have the Memorial or Lot adornment removed from the Cemetery, in each case at the expense of the Lot holder or their successors. Interment Right Holders may request that the City make repairs. All costs associated with the repairs will be borne by the Interment Right Holder.

8.1 Ground Interment Memorials

- a) A Memorial in respect of an in-ground Interment, including those for cremation Lots, shall be installed flush with the ground.
- b) A Memorial Permit as prescribed by the City, shall be issued by the Administrator to authorize installation of all ground interment Memorials not supplied by the City.
- c) The Administrator may refuse to issue a permit to the Applicant if the Applicant has failed to comply with the requirements of this By-law. The Administrator may reject Memorials, despite the prior issuance of a Memorial Permit, when the Memorial does not comply with the specifications in this By-law, is not in keeping with the standards of the Cemetery, or contains epitaphs deemed inappropriate by the Administrator, including reference to pets.

- d) Any tablet type Memorial may be installed on a grave Lot in the Cemetery provided the Administrator deems the tablet to be acceptable and conforms to the following:
- i. each bronze memorial tablet shall be attached to a concrete base of not less than 10cm (4") thick, with side surfaces true and perpendicular with the top surface of the attached tablet.
 - ii. each stone tablet shall be not less than 7.5cm (3") thick and shall have its side surfaces true and perpendicular with the top surface.
 - iii. the top surface of memorial tablets and concrete bases for the memorialization of one person shall be no larger than 30cm x 50cm (12" x 20") and no smaller than 20cm x 28 cm (8" x 12") except that where two related persons are buried side by side in adjacent grave Lots one 45cm x 75cm (18" x 30") tablet which provides for memorialization of both persons may be used instead of two separate tablets provided the single tablet so used is set to embrace evenly the two grave Lots.
 - iv. a bronze memorial tablet intended for installation on the grave of an adult or child may be smaller than it's concrete base provided the concrete base conforms to the size required by sub-section (c) above, and provided the part of the base extending beyond the tablet does not exceed 5cm (2") wide and has a smooth, slightly beveled surface to shed water at its outer edges.
 - v. only one memorial tablet per interment may be installed on each grave Lot.
 - vi. for memorialization of Cremated Remains a Memorial base which conforms to the requirements of sub-section (c) and which supports either a stone or bronze tablet, may enclose a container of Cremated Remains of a deceased person provided such container, except for the top, is encased in concrete not less than 4cm (1.5") thick.
 - vii. raised inscriptions shall only be permitted on memorial tablets when the letters are not raised more than 6mm (1/4") above the face of such tablet.

9. General Provisions and Regulations

- a) Every person, including those in funeral processions, when entering and while within a Cemetery, shall obey the instructions of the Caretaker. Any person not behaving with proper decorum within a Cemetery or who disturbs the peace, quiet and good order of a Cemetery may be evicted by the Caretaker, and in addition, shall be guilty of an infraction of this By-law.
- b) No person shall discharge any firearm within a Cemetery, except at Military Funerals where the discharge of firearms is permitted only in regular volleys, under the command of the officer in charge, and only during the conduct of the burial service.
- c) Each Cemetery shall be open to the public at seven o'clock (7:00 am) every morning and closed to the public at eight o'clock (8:00 pm) every evening.
- d) Cemetery roadways are for the exclusive use of Interment processions, Cemetery patrons, or others as approved by the Administrator. Vehicles shall not exceed fifteen (15) kilometres per hour. All operators of vehicles shall at all times obey the directions and orders of the Caretaker.

- e) No person owning or having custody, care or control of a dog shall allow the dog to be within a Cemetery unless the dog is kept on a leash of a maximum length of three (3) metres.
- f) No person owning or having custody, care or control of a dog shall allow the dog to deposit excrement within a Cemetery unless that person immediately removes the excrement and disposes of it in a sanitary manner not within the Cemetery.
- g) Administrator approved above-ground containers or other devices for the purpose of holding flowers, wreaths or floral offerings may be permitted in the Cemetery.
- h) Cut flowers, wreaths and floral tributes may be removed by the Caretaker and disposed of when their condition is considered to be detrimental to the maintenance or appearance and beauty of the Cemetery.
- i) No person, other than the Caretaker, shall plant, remove, cut down or destroy any tree, shrub, plant, flower, bulb or decorative feature within a Cemetery.
- j) No grave Lot shall be defined by a fence, railing, coping, hedge or by any other marking except as permitted in the Memorial provisions of this By-law.
- k) No person shall solicit orders for goods or services within a Cemetery.
- l) No person shall destroy, damage or deface any Lot, Memorial, fence, vegetation, gate or any structure in a Cemetery or injure or destroy any Cemetery improvements.
- m) No person shall deposit any rubbish or offensive material within a Cemetery.
- n) No person shall play at any game or sport within a Cemetery.
- o) No children under the age of twelve (12) shall be allowed in the Cemetery unless accompanied by a person over the age of eighteen (18) year.

10. **Care Fund**

- a) A Care Fund for the future maintenance and care of the Cemetery and the Lots therein is hereby established, set aside and maintained. All monies in the Care Fund will be held and invested as trust funds by the City and in accordance with the requirements of the CIFSAs.
- b) The Care Fund will be maintained with the City's bankers in an account to be designated as the "Cemetery Trust Fund". The Administrator and Director of Finance will be responsible for all deposits to such account and for ensuring that:
 - i. the account at all times complies with the provisions of the CIFSAs;
 - ii. any investment of any monies in the Care Fund is permitted under the CIFSAs; the *Local Government Act*, the *Community Charter* and this By-law; and
 - iii. any interest earned on the investments of the Care Fund may be used for maintenance and care of the Cemetery.

- c) The Administrator may, on behalf of the City, accept voluntary payments to the Care Fund from any person or organization.
- d) The principal sum of the Care Fund will not be reduced other than in accordance with an order from the Administrative Authority pursuant to the CIFSA.

11. Penalty for Infractions

- a) Every person who violates any of the provisions of this By-law, or who suffers or permits any act or thing to be done in contravention of this By-law, or who refuses, omits or neglects to fulfill, observe, carry out or perform an duty or obligation imposed by this by-law, shall be liable on summary conviction to a penalty of not less than \$125 and not more than \$2,000 plus the cost of the prosecution, or to a term of imprisonment not exceeding six (6) months, or both.

12. Repeal of Prior Bylaws

"Greenwood Cemetery Bylaw No. 4732" and all amendments thereto are hereby repealed.

READ A FIRST TIME THIS ____ DAY OF NOVEMBER, 2018

READ A SECOND TIME THIS ___ DAY OF NOVEMBER, 2018

READ A THIRD TIME THIS — DAY OF NOVEMBER, 2018

FINALLY ADOPTED THIS — DAY OF NOVEMBER, 2018

Mayor

Clerk

EFFECTIVE DATE JANUARY 1, 2019

	Price	Care Fund Contribution	Total(plus applicable taxes)
Adult Size - Resident	\$628.00	\$210.00	\$838.00
- Non-Resident	\$1,023.75	\$341.25	\$1,365.00
Child Size - Resident	\$378.00	\$126.00	\$504.00
- Non-Resident	\$567.00	\$189.00	\$756.00
Infant Size - Resident	\$252.00	\$84.00	\$336.00
- Non-Resident	\$378.00	\$126.00	\$504.00
Cremated Remains - Resident	\$290.00	\$97.00	\$387.00
- Non-Resident	\$472.50	\$157.50	\$630.00
Cemetery Services			
Opening & closing of grave for Burial			
Adult Size	\$1,350.00	0	\$1,350.00
Grave Liner Cost	\$335.00	0	\$335.00
Grave Liner Cost - Oversize	\$600.00	0	\$600.00
Child Size	\$530.00	0	\$530.00
Infant Size	\$465.00	0	\$465.00
Cremated Remains	\$450.00	0	\$450.00
Opening & closing of grave for Exhumation			
Adult Size	\$2,700.00	0	\$2,700.00
Child Size	\$1,060.00	0	\$1,060.00
Infant Size	\$930.00	0	\$930.00
Cremated Remains	\$900.00	0	\$900.00
All Burials after 4:00 pm, Monday to Friday	Add 50% to opening & closing burial rates		
All Burials on Saturday, Sunday or Statutory Holidays	Add 75% to opening & closing burial rates		
Miscellaneous Fees			
Bronze Memorials, All Sizes	\$382.00	\$50.00	\$432.00
Granite Memorials, All Sizes	\$200.00	\$50.00	\$250.00
- installed in concrete, add	\$150.00		\$150.00
Removal & Reinstallation of Memorials	\$170.00	0	\$170.00
- re-installed in concrete, add	\$150.00	0	\$150.00
Flower container	\$50.00	0	\$50.00
Add: set in concrete base	\$75.00	0	\$75.00
Field of Honour Crosses	\$55.00	\$25.00	\$80.00
Tent Set Up	\$100.00	0	\$100.00
Transfer or Surrender of License	\$25.00	0	\$25.00

BYLAW SERVICES

TO: Tim Pley, CAO
FROM: Flynn Scott
Manager of Bylaw Services
DATE: November 7th, 2018

SUBJECT: Bylaw Offence Notice Enforcement Amendment Bylaw No. 4929-3

Issue:

This report proposes an amendment to the “Bylaw Offence Notice Enforcement Bylaw, 2016, Bylaw No. 4929” (“Bylaw Offence Notice Enforcement Bylaw”) by:

- Amending Schedule “A” by replacing the fine schedule for “Building Standards Bylaw No. 4826” and replacing it with “Building Standards Bylaw No. 4975”.

Background:

City Staff is proposing to repeal the City of Port Alberni Building Standards Bylaw No. 4826 and replacing it with Building Standards Bylaw No. 4975. Under the Bylaw Offence Notice Enforcement Bylaw, fine schedules for offences must be replaced simultaneously for consistency with these proposed changes.

Discussion:

Bylaw No. 4826 Repealed

Should Council decide to repeal Building Standards Bylaw No. 4826 and replace it with Building Standards Bylaw No. 4975, the fine schedule for the Bylaw Offence Notice Enforcement Bylaw must be amended to reflect the newly proposed provisions of Bylaw No. 4975 for enforcement purposes.

Bylaw No. 4975 Proposed

The fine schedule for offences under Building Standards Bylaw No. 4975 proposes no increase to the fine amounts currently specified. The set fine amounts remain consistent with past practices that have previously been adopted, with the exception of Section 3(4): Obstruction. This fine has been proposed at the maximum fine amount permitted under the *Bylaw Notice Enforcement Act* due to the severity of the offence. This proposed increase to \$500.00 is also consistent with neighbouring communities and their fine schedules for a similar or same offence.

Recommendation:

That the report from the Manager of Bylaw Services, dated November 7th, 2018 be received.

That "Bylaw Offence Notice Enforcement Amendment Bylaw No. 4929-3, 2018" be introduced and read a first, second, and third time.

Respectfully submitted,



Flynn Gray Scott
Manager of Bylaw Services

CITY OF PORT ALBERNI

BYLAW NO. 4929-3

A BYLAW TO AMEND “BYLAW OFFENCE NOTICE ENFORCEMENT BYLAW, 2016, BYLAW NO. 4929”

WHEREAS section 137 of the *Community Charter* provides that the power to adopt a bylaw includes the power to amend or repeal it;

AND WHEREAS the Council of the City of Port Alberni wishes to amend Bylaw No. 4929 by amending Schedule “A”;

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 the “**Bylaw Offence Notice Enforcement Bylaw No. 4929-3, 2018**”.

2. Text Amendments

Bylaw Offence Notice Enforcement Bylaw No. 4929 is hereby amended as follows:

a) Amending Schedule “A” by removing:

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Building Standards Bylaw No. 4826	5	Obstruct a Peace Officer	\$200.00	\$150.00	\$250.00
	7	Fail to maintain	\$200.00	\$150.00	\$250.00
	8(a)	Fail to obtain a permit	\$200.00	\$150.00	\$250.00
	8(b)	Fail to board	\$200.00	\$150.00	\$250.00

And replacing it with:

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty Discount	A3 Late Payment Penalty
Building Standards Bylaw No. 4975	3(1)	Fail to maintain	\$200.00	\$150.00	\$250.00
	3(4)	Obstruction	\$400.00	\$500.00	\$500.00
	4(1)(a)	Fail to obtain VBR permit	\$200.00	\$150.00	\$250.00
	4(1)(b)	Fail to comply	\$200.00	\$150.00	\$250.00
	4(1)(c)	Fail to secure	\$200.00	\$150.00	\$250.00
	4(2)(a-b)	Unauthorized Vacant Building	\$200.00	\$150.00	\$250.00

	4(3)	Failure to maintain facilities	\$200.00	\$150.00	\$250.00
	4(4)(a-c)	Failure to meet conditions	\$200.00	\$150.00	\$250.00
	7(3)	Failure to display permit	\$200.00	\$150.00	\$250.00

READ A FIRST TIME THIS

READ A SECOND TIME THIS

READ A THIRD TIME THIS

FINALLY ADOPTED THIS

Mayor

Clerk

BYLAW SERVICES

TO: Tim Pley, CAO
FROM: Flynn Scott
Manager of Bylaw Services
DATE: November 7th, 2018

SUBJECT: Building Standards Bylaw No. 4975, 2018

Issue:

The purpose of this report is to introduce “City of Port Alberni Building Standards Bylaw No. 4975, 2018” for consideration and first, second, and third reading.

Background:

Legislative Authority

Under Section 8(3)(l) of the *Community Charter*, a Council may, by bylaw, regulate, prohibit and impose requirements in relation to buildings and other structures.

Rationale

The current “Building Standards Bylaw No. 4826” has not had any significant amendments to its regulatory provisions since its adoption in 2014. While still a relatively new bylaw, City Staff has identified missing provisions that would better assist them in the course of their duties. A formal review of neighbouring municipalities’ processes and building standards bylaws has also been completed to ensure consistency with best practices and standards across the province.

Discussion:

Several changes from the current Building Standards Bylaw No. 4826 are being proposed in Bylaw No. 4975 in order to update definitions and improve clarity of provisions. In addition, new provisions have been proposed to increase powers of enforcement in relation to buildings and structures.

If Bylaw No. 4975 is adopted, the current Building Standards Bylaw No. 4826 would be repealed.

What does each section of Bylaw No. 4975 mean?

Section 1 is the name of the bylaw.

Section 2 is the definition section.

Section 3 is general regulations pertaining to any Building within the City of Port Alberni.

Section 4 pertains to Vacant Building Regulations. This section sets forth provisions and circumstances in which a building may be vacant.

Section 5 is the Bylaw Officer or Building Official's requirement to notify a property owner that a building requires a permit.

Section 6 is the authority of the Bylaw Officer or Building Official to enter onto land without notice to determine if a building is in compliance with this bylaw.

Section 7 provides instructions on how to obtain a Vacant Building Registration (VBR) permit.

Section 8 requires the holder of a VBR permit to allow inspections and ensure compliance with this bylaw and any other health and safety requirement.

Section 9 offers a partial refund of a VBR permit if compliance has been reached within six (6) months from the date of registration.

Section 10 grants the Building Official the authority to issue an additional VBR permit and impose conditions on a VBR permit.

Section 11 sets forth regulations pertaining to compliance orders from a Bylaw Officer or Building Official.

Section 12 describes the manner in which a Bylaw Officer or Building Official must serve a notice.

Section 13 grants authority to the City to remediate any outstanding work not completed following an order to comply notice. The cost to do so will be at the expense of the property owner or their representative and a process for collecting such costs has been identified.

Section 14 reiterates Council's authority to impose remedial action requirements under the Division 12, Part 3 of the *Community Charter*.

Section 15 is in accordance with Section 80 of the *Community Charter*, which grants City Staff the authority to sell a matter or thing in relation to a remedial action requirement imposed by Council if that remedial action requirement has not been satisfied by the specified date.

What are the two Schedules of Bylaw No. 4975?

The two schedules of Bylaw No. 4975 are as follows:

Schedule A – Building Maintenance Requirements

Schedules B – Vacant Building Requirements

Schedule A – There are eight (8) parts to this schedule which are intended to regulate the standards of maintenance required for a building. Each part is specific and addresses the overall structure and aesthetics of a building. This schedule is attached and forms part of the bylaw for enforcement purposes.

Schedule B – There are two (2) parts to this schedule which are intended to regulate the boarding and securing requirements for a vacant building. No changes have been made to this proposed schedule from the current Building Standards Bylaw No. 4826 schedule.

Recommendation:

That the report from the Manager of Bylaw Services, dated November 7th, 2018 be received.

That “City of Port Alberni Building Standards Bylaw No. 4975, 2018” be introduced and read a first, second, and third time.

Respectfully submitted,



Flynn Gray Scott
Manager of Bylaw Services

CITY OF PORT ALBERNI

BYLAW NO. 4975

A Bylaw to regulate Building Standards

WHEREAS Section 8(3)(l) of the *Community Charter* grants authority that a Council may, by bylaw, regulate, prohibit and impose requirements in relation to buildings and other structures;

AND WHEREAS the *Community Charter* authorizes officers, employees and agents of the municipality to enter at all reasonable times on any property to ascertain compliance with the municipality's bylaws;

AND WHEREAS Council deems it appropriate to require an owner of property to safeguard, secure and maintain buildings;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CITY OF PORT ALBERNI IN OPEN MEETING ASSEMBLED ENACTS AS FOLLOWS:

1. **TITLE**

This Bylaw may be cited as "**City of Port Alberni Building Standards, Bylaw No. 4975, 2018**".

2. **DEFINITIONS**

In this Bylaw:

"**Accumulation**" means a buildup, growth or collection, either scattered amassed or piled, existing at the time of inspection.

"**Building**" means any structure or construction for any use or occupancy.

"**Building Official**" includes The Building Official and Building Officials designated by the Corporation of the City of Port Alberni.

"**Bylaw Enforcement Officer**" means the persons duly appointed by Council as such, and shall include any peace officer.

"**City**" means the City of Port Alberni or the area within the municipal boundaries as the context may require.

"**Council**" means the Council of the City of Port Alberni.

"**Fire Chief**" means the person duly appointed by Council as the Fire Chief or otherwise authorized by the City of Port Alberni to act as a designate.

"**Hazard or Hazardous**" shall mean a physical condition created by neglect, a controlled substance property, fire, or flood damage and is considered unsafe for habitation or

storage without remedial action. Hazardous conditions may arise in violations to City and Provincial Health and Safety regulations, bylaws, or as determined by a certified hygienist. Hazardous conditions could arise from:

- Substantial mold growth;
- Water damage which could contribute to mold or structural failure;
- Subsiding of foundations which could lead to water damage and structural failure;
- Incomplete construction (expired permit) which could deteriorate and lead to structural failure or hazards to adjacent properties and or general public;
- Incomplete demolition or standing water in excess of 24" in depth; and
- Electrical, plumbing, mechanical or a combination of which could adversely affect structural integrity.

"Manager of Bylaw Services" means the person duly appointed by Council as such or otherwise authorized by the City of Port Alberni to act as a designate.

"Monitoring" shall mean a periodic site review to ascertain whether the:

- Buildings that are the subject to complaints ;
- Buildings that are dilapidated;
- Buildings that are eyesores (nuisance);
- Buildings that are dangerous (hazard);
- Boarded buildings; and
- Buildings that have been vacant for extended periods of time.

"Occupant" includes:

- A person residing on or in the property;
- The person entitled to the possession of property if there is no person residing on or in the property; and
- A leaseholder, and shall include the agent of any such person.

"Owner" means the person(s) or organization listed as the title holder on a property's legal certificate of title.

"Peace Officer" has the same meaning as in the British Columbia Interpretation Act and includes a Bylaw Enforcement Officer.

"Person" includes a natural person, a company, corporation, partnership, firm, association, society, or party and the personal or other legal representatives of a person to whom the context can apply according to law.

"Real Property" means land, with or without improvements so affixed to the land as to make them in fact and in law a part of the real property, and includes, as the context requires, individual premises located on the real property.

"Special Safety Inspection" means a specific on-site review to ascertain the status of health, structural and life safety conditions of a building and may include the Building Official, the Fire Chief of the City, a member of the Royal Canadian Mounted Police of the City, a Provincial Health Inspector, a certified hygienist, BC Safety Authority Inspector or the deputy or designate of such a person.

"Uboard" shall mean a building whose doors and windows have been covered with plywood or other material for the purpose of preventing entry into the building by persons or animals. The boarding requirements are outlined in Schedule "B".

"Vacant Building" means a Building that is deemed by the Building Official or Bylaw Enforcement Officer as unoccupied or unsecured, displays some visible signs of deterioration, is or should be boarded up, may be considered a danger to life or property, does not hold a valid building permit or vacant building permit, and does not include a Building already approved for demolition.

3. GENERAL REGULATIONS

- (1) Every owner or occupier of a real property that contains a Building shall maintain the Building in compliance with the standards set out in Schedule "A", attached hereto and forming part of this Bylaw.
- (2) Every owner of a real property that contains a residential, commercial or industrial Building in the City of Port Alberni shall maintain the Building in accordance with the requirements of this Bylaw.
- (3) If, at any time, the Bylaw Enforcement Officer, Building Official, or Fire Chief, or any combination of the three, determines that an immediate risk to health, safety, or welfare of the occupants or community exists, a "Do Not Occupy" order shall be posted on the premises and the Building shall be vacated and boarded in accordance with Schedule "B" of this Bylaw. Costs incurred by the City shall be recoverable as specified in the Fees & Charges Bylaw.
- (4) No person shall obstruct or interfere with a Bylaw Enforcement Officer or Building Official in the exercise of his duties.

4. VACANT BUILDING REGULATIONS

- (1) No person shall allow a residential, commercial or industrial Building to stand vacant unless the owner or occupier has:
 - (a) obtained a Vacant Building Registration (VBR) permit within thirty (30) days after receiving an order from a Bylaw Enforcement Officer or Building Official;
 - (b) maintained the Building in compliance with the standards set out in Schedule "A"; and
 - (c) secured the Building in accordance with the standards set out in Schedule "B", attached hereto and forming part of this Bylaw.
- (2) No owner or occupier shall allow a residential, commercial, or industrial use Building to stand vacant unless:

- (a) the Building is the subject of a valid demolition permit or an approved building permit for the repair and rehabilitation with the work to be completed within thirty (30) days of issuance of the permit; or
 - (b) the building meets all applicable codes, is ready for occupancy and is actively being offered for sale, lease, or rent at fair market value.
- (3) In addition to 4(2)(a) and 4(2)(b), the building is to be supplied with minimum utilities to maintain the proper functioning of the facilities as well as to prevent damage to mechanical and plumbing facilities from freezing. Commercial buildings that are classified to have a fire alarm and or fire suppression systems must maintain electrical and heating systems to maintain these life safety components.
- (4) Vacant Building must ensure:
- (a) that all combustible materials within a Vacant Building are removed to reduce any potential fire load;
 - (b) there is no illegal occupancy; and
 - (c) there is no existence of rodents or any health or safety risks to the community.

5. PERMITS AND INSPECTIONS

Where a Bylaw Enforcement Officer reasonably believes the building or structures on a property are considered a Vacant Building, the Bylaw Enforcement Officer or Building Official shall notify the owner of the Vacant building in writing to:

- (1) apply for Vacant Building Registration Permit;
- (2) apply for and obtain a Building Permit prior to renovating a Building or structure to a state of safe occupancy as specified in this Bylaw; or
- (3) resolve all contraventions documented within a specified timed limitation.

6. INSPECTIONS OF EXTERIOR

A Bylaw Enforcement Officer or Building Official may enter onto land without notice to, and without the consent of, the owner in order to monitor a Building that is boarded or appears to be vacant in order to determine whether:

- (1) the Building is a Vacant Building; or
- (2) the building complies with this Bylaw.

7. VACANT BUILDING REGISTRATION PERMIT

- (1) In order to obtain a Vacant Building Registration (VBR) permit, an owner must:
- (a) apply to the Building Official for a special safety inspection within thirty (30) days of receiving an order and pay the fee hereby imposed for such special safety inspection as specified in of the City of Port Alberni Fees & Charges Bylaw;
 - (b) provide an address for service of notices and orders during the period that the permit is valid and thereafter, provide prompt notice of any change in the address given for service;
 - (c) pay any application or permit fee as established within the City of Port Alberni Fees & Charges Bylaw; and
 - (d) ensure that all combustible materials within a Vacant Building are removed to reduce any potential fire load, as determined by the Fire Chief.
- (2) Upon completion of the requirements in Section 7(1), the Owner may obtain from the City a Vacant Building Registration permit for a period of twelve (12) months from the date it was issued. The permit is automatically transferred to the next Owner of the property but for clarity it retains its original expiry date.
- (3) Owners shall display the permit in a prominent location as determined by the Building Official.

8. MONITORING INSPECTIONS

- (1) Every owner with a VBR permit shall allow for entry into a Vacant Building by a Bylaw Enforcement Officer or designate no less than once within a thirty (30) day period for the purpose of ensuring:
- (a) the building is maintained as per Schedule "A" of this Bylaw;
 - (b) the building is secured against unauthorized entry as per Schedule "B" of this Bylaw;
 - (c) that all combustible materials within a Vacant Building are removed to reduce any potential fire load;
 - (d) there is no illegal occupancy; and
 - (e) there is no evidence of the existence of rodents or any other potential health or safety risks to the community.

9. PARTIAL REFUND OF PERMIT FEE

- (1) The current owner of a VBR permit is entitled to a partial refund of the permit fee referred to in Section 7(1)(c) if the Building subject to the permit is remediated or demolished within six (6) months of registration. Any outstanding fees, utility charges, or

penalties imposed on the Owner pursuant to this or another Bylaw are to be deducted from any refund paid.

10. ADDITIONAL PERMIT

- (1) Upon application by an Owner in possession of a valid VBR permit and payment of any outstanding fees or penalties, the Building Official may issue an additional VBR permit in respect of the Building that is effective upon the expiry of the original VBR permit.
- (2) In determining whether to approve an additional permit, the Building Official must take into account:
 - (a) Whether the Building creates a hazard or nuisance to adjacent Buildings, properties, and the surrounding neighbourhood;
 - (b) The viability and credibility of the Owner's plans to bring the Building into compliance and maintain it thereafter in compliance with this Bylaw and other City bylaws;
 - (c) The likelihood that the Building will be re-occupied or demolished in the future; and
 - (d) The Owner's record of compliance or non-compliance with this Bylaw and other Bylaws of the City at the subject property.
- (3) In approving the issuance of an additional VBR permit, the Building Official may impose any terms or conditions he or she considers reasonable. The permit will be valid for twelve (12) months and may be cancelled by the Building Official if he or she reasonably concludes that the conditions imposed on it have not been met or have been breached.
- (4) An additional permit issued under Section 10(2) is conditional upon payment as described in the City of Port Alberni Fees & Charges Bylaw, including payment for any additional inspections that any appropriate City staff have deemed necessary.

11. ADDITIONAL COMPLIANCE ORDERS

- (1) If an Owner of real property fails to comply with a requirement of this Bylaw, the Building Official or Bylaw Enforcement Officer may issue a written order requiring that the Owner bring the real property into compliance with the provisions of this Bylaw within fourteen (14) days of the date of delivery of the order.
- (2) Notice of an order issued under Section 11(1) of this Bylaw must state:
 - (a) the civic address of the subject real property;
 - (b) the legal description of the subject real property;
 - (c) the particulars of non-compliance with this Bylaw to be remediated;

- (d) that the non-compliance with this Bylaw must be remediated within fourteen (14) days of the date of delivery of the order; and
- (e) that if the Owner or occupant fails to comply with the order, the City may, without further notice, proceed to carry out the work required, and the cost of such work will be added to the taxes of the real property, and the Owner or occupant, or both, may be subject to prosecution for an offence under this Bylaw.

12. NOTICE BY THE CITY

- (1) The Building Official or Bylaw Enforcement Officer may serve any notice or order under this Bylaw as follows:
 - (a) by registered mail addressed to the Owner as recorded in the property records of the City;
 - (b) by hand-delivering it to the Owner or occupant of the real property that is subject to the notice; or
 - (c) if the Building Official is unable to effect notice pursuant to either (a) or (b) above, by posting it in a conspicuous place on the real property that is the subject of the notice and the notice shall then be deemed to be validly and effectively served for the purposes of this Bylaw at the expiration of five (5) days immediately following the date the notice was posted.
- (2) Service of any notice or order under this Bylaw will be considered sufficient if a copy of the notice or order is provided as set out in Section 12(1) of this Bylaw. No liability or responsibility other than that set out in accordance with this Bylaw rests with the City to prove delivery of the notice.

13. CITY MAY CARRY OUT WORK REQUIRED

- (1) If an Owner fails to comply with a Building Official or Bylaw Enforcement Officer's compliance order within the time period specified in such notice, the City, by its workers or others, may at all reasonable times and in a reasonable manner, enter the real property and bring about such compliance at the cost of the owner. Such costs shall consist of all costs and expenses incurred by the City to achieve compliance with this Bylaw including, but not limited to:
 - (a) administrative costs;
 - (b) costs to attend property by City employees or its contractors; and
 - (c) costs for hazardous materials testing, removal, clean up, and disposal.

- (2) If an Owner defaults in paying the cost referred to in Section 13(1) to the City within thirty (30) days after receipt of a demand for payment from the City, the City may either recover from the Owner, in any court of competent jurisdictions, the cost as a debt to the City, or direct that the amount of the cost be added to the real property tax roll as a charge imposed in respect of work or service provided to the real property of the Owner and be collected in the same manner as property taxes.

14. REMEDIAL ACTION REQUIREMENTS

- (1) Without limiting the foregoing, if at any time Council determines that a Building or Vacant Building is a nuisance or creates a hazard, Council may impose a remedial action requirement in accordance with Division 12 of Part 3 of the *Community Charter*, which may include, in part, a requirement that the Owner demolish the Building or Vacant Building.
- (2) The Owner may seek reconsideration by Council of a remedial action requirement within fourteen (14) days of receiving the order by delivering written notice to the City.
- (3) Notice of a remedial action requirement must be provided in accordance with Section 77 of the *Community Charter*.

15. RECOVERY OF CITY COSTS THROUGH SALE OF PROPERTY

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

16. OFFENCE

- (1) Any person who contravenes or violates any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of, or in violation of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence and is liable to the penalties imposed.
- (2) Where the offence is continuous, each day the offence continues shall constitute and new and separate offence.

17. Repeal

That "Building Standards Bylaw No. 4826" is hereby repealed.

READ A FIRST TIME THIS

READ A SECOND TIME THIS

READ A THIRD TIME THIS

FINALLY ADOPTED THIS

Mayor

Clerk

SCHEDULE "A"

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

PART 1: EXTERIOR WALLS

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

1.2 Without restricting the general obligation set out in subsection 1.1:

- (a) all exterior surfaces must consist of materials that provide adequate protection from the weather;
- (b) all exterior walls and their components, including casing and flashing, must be maintained in good repair;
- (c) all exterior walls must be free of holes, breaks, loose or rotting boards or timbers, and any other condition which might permit the entry of insects, rodents or other pests to the interior of the wall or the interior of the Building;
- (d) exterior wood surfaces must be adequately protected against deterioration by the periodic application of paint, stain, or other protective coating;
- (f) the mortar of any masonry or stone exterior wall may not be loose or dislodged.

- (g) the exterior of every building must be free of graffiti;
- (h) loose material must be removed from exterior walls, doors, and window openings;
- (i) all windows must be in good repair and properly glazed; and
- (j) all exterior doors to the Building must be operational, fit tightly within their frames when closed, and are locked so as to prevent entry.

PART 2: ROOFS

2.1 Roofs must be constructed and maintained using standard roofing material so as to prevent:

- (a) rainwater or melting snow falling on the roof from entering the Building;
- (b) rainwater or melting snow falling on the roof from negatively affecting neighbouring buildings or properties; and
- (c) objects and materials from falling from the roof.

2.2 Without restricting the general obligation set out in subsection 2.1:

- (a) Roofs, including fascia boards, soffits, cornices, flashing, eaves troughs and downspouts must be maintained in a watertight condition;
- (b) Roof drainage must be controlled in order to eliminate or minimize runoff to neighbouring properties that:
 - (i) accumulates or causes ground erosion;
 - (ii) causes dampness in the walls, ceilings, or floors of any portion of any neighbouring Building; and
 - (iii) accumulates on sidewalks or stairs in a manner so as to create a hazardous condition.

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

PART 3: FIRE ESCAPES, STAIRS, BALCONIES, AND PORCHES

3.1 Fire escapes, stairs, balconies, and porches shall be maintained:

- (a) In a safe and clean condition;

- (b) In good repair; and
- (c) Free from holes, cracks, excessive wear and warping, and hazardous obstructions.

PART 4: WINDOWS

- 4.1 Existing windows and frames shall be in sound condition, shall be weathertight and shall operate to provide light and ventilation.
- 4.2 Maintenance of window as referred to in subsection 4.1 may include painting, refitting, repairing or replacing damaged, decayed, or deteriorated window sashes, window frames, and casings.

PART 5: PEST PREVENTION

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

PART 6: FLOORS

- 6.1 Every floor shall be reasonably level, smooth, and maintained in good condition.

PART 7: DOORS

- 7.1 Existing doors and frames shall be maintained in good repair and weather tight.
- 7.2 At least one entrance door in every Building shall be capable of being locked from both inside and outside.

PART 8: FIRE PROTECTION SYSTEMS

- 8.1 Any fire protection system, including alarm and monitoring systems required by the BC Building Code and BC Fire Code, must be maintained in an operational condition.

SCHEDULE "B"

The owner of a Vacant Building must comply with either **PART I** or **PART II** of this Schedule.

PART I

- 1) In order to comply with PART I of this Schedule, the owner of a Vacant Building must ensure that the following requirements are met:
 - (a) all exterior doors to the building are operational, fit tightly within their frames when closed and are locked so as to prevent entry;
 - (b) all windows are permanently sealed or locked so as to prevent entry;
 - (c) all windows, doors, basement and attic hatchways and their frames are constructed and maintained to completely exclude rain and substantially exclude wind from entering the Building; and
 - (d) all windows are maintained in good repair and properly glazed.

PART II

- 2) In order to comply with Part II of this Schedule, the owner of a Vacant Building must ensure that the following requirements are met:

- (a) all doors, windows, and other openings, other than the principal entrance, at the basement and main (first) floor levels must be covered with a solid piece of plywood that is a minimum of 11 millimeters thick, secured with coated spikes at least 75 millimeters in length, and spaced not more than 150 millimeters on center.
- (b) The principal entrance must be covered with a solid piece of plywood that is a minimum of 11 millimeters thick, adequately secured with screws at least 50 millimeters in length, and spaced not more than 150 millimeters on center.
- (c) Windows, doors, and other openings at the second floor level must be covered with a solid piece of plywood that is a minimum of 8 millimeters thick, secured with coated spikes at least 75 millimeters in length, and spaced not more than 150 millimeters on center.
- (d) Windows, doors, and other openings at the third floor level or higher must be:
 - (i) secured in accordance with Part I of this Schedule; or
 - (ii) covered with a solid piece of plywood that is a minimum of 8 millimeters thick, secured with coated spikes at least 75 millimeters in length, and spaced not more than 150 millimeters on center.
- (e) Windows, doors, and other openings at the third floor level or higher may be secured from inside the building, whereas plywood applied to all other openings must be secured from the exterior.
- (f) Plywood applied to all openings must be installed and maintained in a manner that is weather-tight and protected from the elements with at least two coats of white paint. A hole must be cut in the plywood just large enough for the door hardware to protrude.
- (g) All floors above the first floor must be rendered inaccessible to entry by raising fire escapes and ladders to a height of at least four meters or guarding them in some other manner acceptable to a Bylaw Enforcement Officer.
- (h) Electricity, natural gas and water must not be cut off if they are necessary to maintain fire protection systems or fire alarms.
- (i) Where they are not necessary to maintain fire protection systems or fire alarms, electricity, natural gas and water must not be cut off except in a manner satisfactory to a Building Official or Bylaw Enforcement Officer.

Nov 13/18 Agenda
Action

e Wilf Tackema ✓
Brian Mausley ✓

RECEIVED

OCT 25 2018

CITY OF PORT ALBERNI

ADSS CLASS OF 2019
Parent Prom Committee
4000 Roger Street
Port Alberni, BC; V9Y 0B1

October 16, 2018

ATTN: Mayor and Council
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

Dear Mayor and Council:

Re: Alberni District Secondary School Prom Parade 2019

The ADSS Prom Planning Committee is looking forward to this June's graduation celebrations. As part of this year's celebrations, we are hopeful that we can, once again, receive permission from City Council to stage a Grad Parade from the old ADSS location, marshalling on the 3500 Block of Anderson Avenue, to the Alberni Athletic Hall via 10th Avenue and Roger Street on Saturday, June 29, 2019 (5:00 p.m. — 6:30 p.m.). The event has proven very successful in the past few years with positive feedback from students, parents and the residents along the parade route.

We will work with the RCMP, the Fire Department, the Ambulance Service, city staff, and deliver letters to the residents and businesses along the route to inform them of the parade. We will also have appropriate insurance for this event.

Thank you for considering this proposal. We look forward to continuing this tradition and making the 2019 Graduating Class Prom Parade a fun and safe event for everyone involved.

Sincerely,

Heidi Speagle
Parents Prom Committee Member 2019

RECEIVED

NOV 06 2018

CITY OF PORT ALBERNI

Nov. 6. 2018

Dear Davina,

I would like to request that city hall fly our Métis Flag on Friday Nov. 16th in respect of Louie Reil Day. The city has our flag put away. We would very much appreciate if our flag can be flown as in previous years. Thank you.

Respectfully

June Graham

President of Alberni Clayoquot Métis Society

VIA EMAIL

October 16, 2018

Mike Ruttan
Mayor
City of Port Alberni
City Hall, 4850 Argyle Street
Port Alberni BC, V9Y 1V8

RE: Filing of the Kwispaa LNG Project Description with Provincial and Federal Regulators

Dear Mayor Ruttan and Council,

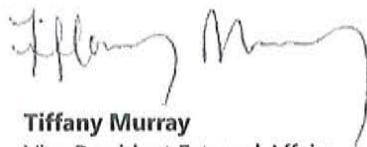
We are writing to provide an update on the Kwispaa LNG Project, located on Huu-ay-aht First Nations'-owned land and co-managed by Steelhead LNG and Huu-ay-aht First Nations. We are pleased to let you know that we will be filing a Project Description for Kwispaa LNG with the BC Environmental Assessment Office and the Canadian Environmental Assessment Agency in the coming days. This milestone follows several years of extensive engagement with Huu-ay-aht First Nations to develop our co-management relationship as well as engagement with potentially affected Indigenous groups and local communities on Vancouver Island.

Filing the Project Description now formally initiates the multi-year Environmental Assessment process to review and assess the Kwispaa LNG Project, during which there will be continued meaningful opportunities for public participation and comment.

Through this process, we are committed to engaging with communities in a meaningful and respectful manner, including to share information about the Project, seek input to understand what is important to local communities, and work to ensure that interests and concerns are addressed throughout the life of the Kwispaa LNG Project.

We wanted to provide you with the Kwispaa LNG Project Description, as well as a shorter Project Description Summary in advance of submitting to regulators, which is attached for your reference. We would welcome the opportunity to meet with you should you like more information or have any questions about this project. In the meantime, please feel free to contact Carol Greaves, Community Engagement Lead for Kwispaa LNG, at your convenience (carol.greaves@steelheadlng.com) if there is any additional information we can provide at this time.

Sincerely,



Tiffany Murray
Vice President External Affairs
Steelhead LNG



John Jack
Executive Councillor
Huu-ay-aht First Nations

cc: Timothy Pley, Chief Administrative Officer

Homelessness is couch surfing or living in a RV or a tent but people who live with relatives do not believe themselves to be homeless. There are individuals living in the bush, behind Walmart or Canadian Tire. This makes them "invisible."

The final report will be launched in Oct.-Nov.

➤ **Alternative Approval Process**

Re: New shelter

"The housing will include individual units with private kitchens and bathrooms. Residents will have access to meal services, counselling, medical services and life and employment skill programs. The Port Alberni Shelter Society will operate the building and staff will be on site 24/7 to help provide these services.

The facility will also include 20 new shelter spaces and another room for extreme weather shelter spaces in the winter months."

Source: <https://www.alberniavalleynews.com/news/supportive-housing-project-announced-for-port-alberni/>

Re: Vulnerability Assessment Tool

<https://www.bchousing.org/partner-services/non-profit-training-resources/VAT-training>

The old shelter will be under renovations and the new one will offer 24-hrs support which definition is not clear yet.

Re: Community efforts

MLA for Mid Island-Pacific Rim and Minister for Indigenous Relations and Reconciliation Scott Fraser has an open-door policy regarding listening to the community.

A Strong volunteer group to achieve things in terms of housing is required.

➤ **Housing Updates**

Neighbours participating in the meeting were interested in how bylaws are enforced. For example, what happens when homeless people in RVs place them in private property. There is no investigation as such but enforcement.

The process to follow up complains to landlords who have not responded. The Property use and maintenance bylaws applied in Vancouver were mentioned:

<https://vancouver.ca/home-property-development/learn-the-limits.aspx>

A second stage housing is ACAWS upcoming project while the Alberni Low Energy Housing Society (Please see handout) has two vacancies coming up. The waiting list has 50 people registered (\$450-750 range rent).

Finally, a document from City Hall about forms of ID for the elections on Oct. 20th circulated (Please see attachment).

➤ **Time of Next Meeting...**

Friday, October 19th

It was suggested to talk to landlords who are renting or people who have vacancies such as a room or a basement with potential to be rented. An empty housing tax would be a way of stimulating affordable housing.

Rental rates and the PWD/IA portion for housing must be realistic. Investing in tiny houses could lead to less utility cost.

➤ **Vital Signs “housing facts” section**

Please check the report here: <https://albernifoundation.ca/sites/default/files/2018-Vital%20Signs-Report.pdf> This was published by the Alberni Valley Community Foundation. On page 15, there are important details regarding the neighbours’ perceptions on housing, and homelessness.

From an advocate perspective, if 65% says that homelessness is not taken seriously, the new City Council must have housing and homelessness as a mandate (Re: Tofino’s experience).

A citizen proposed to use a place like Salvation Army as an alternative shelter. BC Housing sends the (weather) alert and the shelter communicates the need of space. Mats and blankets are distributed but there are also 15 cells that RCMP can offer together with a meal. The main issue with churches and other buildings being utilized as alternative shelters is the need of supervision and security.

There is personnel checking for homeless people in the bush but this is not a big team. Police assesses if the person is in a tent or wants to move out of the area into a shelter or another available facility. More nurses for emergency to accompany first responders in those visits would ease the process.

➤ **Alternative approval process through ACRD to create an Affordable Housing Task force**

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/consent-approval-electors/approval-of-the-electors/alternative-approval-process>

Should we proceed with this, ACRD will support the service and we will just assist during the campaign and education stages. Assigning an organization for the distribution of the income from the tax proposed would depend on a RFP process.

Case - Comox Valley Homelessness Supports Service Establishment Bylaw No. 389, 2015

<https://www.comoxvalleyrd.ca/services/legislative-services/elections-aaps-other-voting/previous-referenda-aaps/homelessness>

Cowichan Housing Association - Affordable Housing Financial Contribution Service FAQ

<https://www.cvrld.bc.ca/1809/Affordable-Housing-FAQ>

➤ **Future direction for AVCSI**

Bringing developers, First Nation governments, churches and real estate companies to the table and attending City Council meetings were mentioned as upcoming steps for AVCSI.

There is a concern about the lack of funding for a coordinator and the fact that creating a new committee after the referendum would worsen communication.

Who makes sure that properties for rent are safe? Nobody does. City Hall receives complains but complaining can trigger evictions. Can we start a list of vacant property?

Current BC Housing budget availability is unlikely to be possible in 20 years. Therefore, AVCSI should be advocating for inclusive zoning as well.

➤ **Fundraising**

Do we need to have a committee to access “GoFundMe”?

https://www.gofundme.com/how-it-works?utm_source=google&utm_medium=cpc&utm_campaign=GoFundMe_CA_EN_BMM&utm_content=Gofundme&utm_term=%2Bgo%20%2Bfund%20%2Bme%20%2Bbc%20%2Bsl&gclid=Cj0KCQjwjbveBRDVARIsAKxH7vm1L8FPbjvcEhBNaCPGv0ptBYq9DwtjFt_KxDkuwEURWUIId3IEYIaAobuEALw_wcB

There are issues with creating an affordable housing zone. The stigma to be low income, homeless, addicted (Cool Waters’ case)... Transportation and other services must be in place.

If someone wants to do fundraising, and s/he is not a non-for profit, the individual is free to decide who should use the money for housing: the shelter, City Council, etc. The fundraiser must not use AVCSI as a platform for the cause.

➤ **Time of Next Meeting** – November 16th, 2018

Agenda
Info



The Voice of
British Columbia
Local Government

October 5, 2018

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

RECEIVED

OCT 11 2018

CITY OF PORT ALBERNI

Dear Mayor Mike Ruttan:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the second of two Community Works Fund (CWF) payments for fiscal 2018/2019. An electronic transfer of \$419,557.46 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Very best,

A handwritten signature in black ink, appearing to read 'Arjun Singh', is written over a white background.

Arjun Singh
UBCM President

Pc: Cathy Rothwell, Director of Finance

ENTERED

J.3

RECEIVED
OCT 10 2018
CITY OF PORT ALBERNI



British Columbia
**Community
Forest**
Association

local people, local forests, local decisions

October 3, 2018

Reading
file

Dear BCCFA Member,

I'm excited to share with you the print version Community Forest Indicators 2018 Report. A window into community forestry in BC, the report summarizes the survey results of 40 community forests, representing 93% of the operating community forests in the BCCFA. This is the fourth annual survey & report, documenting benefits that community forests generate for their communities and the province.

This annual report has become a vital part of the BCCFA's advocacy work. It gives decision-makers important facts that help them make policy decisions that support community forestry. I've enclosed 2 copies, so that you can share the report with your community leaders or anyone you think would benefit from learning about what our members are doing.

This year's results show that community forests are creating 63% more jobs/ m³ than the industry average in their forestry operations. They operate in sensitive areas and are meeting their cut control while reliably supplying logs to both major processing facilities and small manufacturers. They generate \$1.3 million/year in economic activity, on average, and contributed an average of \$359,000 cash and in-kind to local projects. The total funds donated to community projects by the participating community forests in the reporting year alone exceeded \$12 million.

On behalf of the Association, I want to express my deepest gratitude to everyone that participated in the survey. Your efforts allow us to explain how every community forest is unique, striving to generate benefits as defined by the local community. By sharing your stories, data & photos, we are able to tell the story of what can be achieved when communities are empowered to manage the forests that surround them.

Our goal for next year is 100% participation of members that have been operational for at least 1 year. I'd like to encourage anyone that did not complete the survey to contact Susan Mulkey or me to learn about what's involved and to prepare for the next survey.

Please share this year's report widely. In addition to these print copies, the electronic version is available on our website www.bccfa.ca. And let us know if you have any feedback or recommendations for next year!

Sincerely,

Jennifer Gunter, Executive Director

Visit us online at bccfa.ca for the latest news!

130 Government Street
Victoria, BC V8V 2K7

jgunter@bccfa.ca
250 384-4110

REGULAR COUNCIL AGENDA - NOVEMBER 13, 2018

131

ENTERED

J.4



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
Date: October 18, 2018

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

Tim Pley, CAO

Subject: City Share of Gaming Revenue July 1 – September 30, 2018

The City received \$119,065.76 as its 10% share of Chances RimRock slot machine revenue for the quarter July 1 through September 30, 2017. 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 \$4,500 less than the same period in 2017. The 2018 budget of \$445,000 averages \$111,250 per quarter, and actual funds received for the year total \$364,248.84.

Respectfully submitted,

Cathy Rothwell
Director of Finance



Know your limit, play within it.

October 18, 2018

File No: 65320/20
554284

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 \$ 119,065.76 will be transferred electronically to the City of Port Alberni the week of October 22-26, 2018. This represents your share of casino revenue for the period July 1 – September 29, 2018.

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,

Dave Boychuk
Director, Operations
Gaming Policy and Enforcement Branch

Attachment

pc: Tom Powell
Director Corporate Services
BC Lottery Corporation

His Worship Mayor Mike Ruttan

and Councillor

City of Port Alberni

mike_ruttan@portalberni.ca

Dear Mayor Ruttan and Council:

Thank you for our meeting at the Union of British Columbia Municipalities convention. I'm heartened by our common goals of reducing poverty and creating income security for the residents of British Columbia.

In our meeting, we discussed your community's concerns about pension programs in relation to the BC Employment and Assistance (BCEA) program and housing programs. I mentioned that, although we're not looking at changing the BCEA program in the short term, we're planning to look at income supports and how they work, including specific issues with the Survivor's Pension, the Canada Pension Plan (CPP) and CPP Disability. As a way to help more people qualify for federal and provincial benefits, our government stresses the need for people to file their income taxes.

In our meeting, we also discussed BC's basic income research project. This project will review whether giving people a basic income is an effective way to reduce poverty, improve health, housing and employment. In Budget 2018, we provided \$4 million over two years to test the feasibility of a basic income in BC and to look at how basic income principles might be used to improve the existing income and social support system to make life better for British Columbians.

The committee of experts working on the basic income research project will deliver recommendations that we'll consider carefully before determining next steps.

Finally, regarding poverty reduction, I want to share with you that on October 2, 2018, I introduced the Poverty Reduction Strategy Act, and following Budget 2019, our government will release BC's first poverty reduction strategy. You can read more about the legislation at <https://news.gov.bc.ca/releases/2018SDPR0051-001912>.

Thank you again for meeting. I look forward to our continued partnership.

Sincerely,

Shane Simpson

Minister of Social Development and Poverty Reduction

Nov 13 Info



October 25, 2018

RECEIVED

OCT 29 2018

CITY OF PORT ALBERNI

Mayor Sharie Minions
4850 Argyle St
Port Alberni, BC
V9Y 1V8

Dear Mayor Minions,

On behalf of the member companies of the BC Council of Forest Industries and the BC Lumber Trade Council, I would like to congratulate you on your election as Mayor. As you begin this important role providing leadership for your community, we look forward to working with you on issues regarding the B.C. forest sector, including support for the workers and families that depend on our industry.

As you likely know, the forest sector is a primary employer in many communities throughout the province with 140 communities and one in 17 jobs in B.C. dependent on the industry. We all share a commitment to a future based on sustainable forestry and manufacturing practices, innovative product development, and employee safety.

B.C. is a global leader in sustainable forestry, and our high-quality wood products and building systems are being shipped to markets around the world, from communities – large and small – across the province. More and more, our customers are recognizing the importance of wood as a green building product that can help meet carbon reduction commitments. We see opportunities to grow, expand our reach and continue to serve new markets but we also face challenges ahead. These challenges include addressing difficult wildfire seasons, the softwood lumber trade dispute, accessing markets in the U.S. and around the globe, and maintaining a competitive industry. These issues will continue to require close collaboration between workers, our industry, and governments at all levels, including municipal leaders like you and your colleagues across BC.

We would be pleased to provide an industry briefing to you and your incoming council colleagues at your convenience. Please feel free to contact us directly – Diamond Isinger at isinger@cofi.org – to arrange this or to answer any questions you may have, as you begin your new term as Mayor. We also encourage you to save the date for COFI's Annual Convention (www.cofi.org/convention/2019-convention), April 3-5, 2019 in Vancouver, as we hope you can join us at the event.

Again, congratulations. We look forward to working with you and your council to address these issues and ensure that we sustain a vibrant forest sector in your community for decades to come.

Yours truly,

Susan Yurkovich
President and CEO, BC Council of Forest Industries
President, BC Lumber Trade Council

ENTERED
135
J.F.



City of Port Alberni

ADVISORY TRAFFIC COMMITTEE MEETING

Minutes from the Meeting held Wednesday, October 17, 2018 at 10:00 am

PRESENT: Wilf Taekema (Director of Engineering & Public Works), Flynn Scott (Manager of Bylaw Services), Larry Ransom (SD#70), Peggy Gibbs (ICBC), Caroline Robinson (ICBC), Sgt Dave Boyce (RCMP)

REGRETS: Chris Alemany (Councillor), Denis Sauve (Councillor – alternate), Pat Dahlquist (SD#70), Wes Patterson, Deputy Fire Chief (PAFD) , Sgt. Darrin Ramey (Central Vanc. Island Traffic Services), Phil Atkinson (Diversified Transportation), Cameron McKinnon (Diversified Transportation)

DELEGATIONS

None

Action By

UNFINISHED BUSINESS

- 1. Email from Gail Horvath requesting pedestrian-activated lights at the intersection of Gertrude Street and Southgate Road

The City will continue to monitor this intersection.

- 2. Discussion surrounding crosswalk at Johnston Road and Ian Avenue

This intersection is under Ministry jurisdiction. Peggy has committed to make contact with someone from the Ministry.

PG

- 3. Letter dated May 1, 20108 from AW Neill Parent Advisory Committee, requesting the City extend the school zone or erect another sign nearer Gertrude Street. The P.A.C. is also requesting a solar powered flashing light at the crosswalk and an additional crosswalk installed near the street parking on Compton Road closer to the school building.

The City installed another school zone (warning) sign and painted the crosswalk. The school will continue to monitor.

- 4. A request from Principal Rachelle Warman of John Paul II Catholic School for some changes to parking and additional crosswalks surrounding the school grounds.

The shelter project on 8th Avenue is underway. Traffic will be monitored once the shelter is in operation.

NEW BUSINESS

- 1. City Council directed a letter to the Advisory Traffic Committee from Alf Thompson regarding traffic safety and signage issues in the Westporte area.

DB

Peggy reported that there are no ICBC crash statistics during the last five years



on Russell Street. She also reminded that stop signs should not be used for the purposes of traffic-calming. Speed reader boards were suggested but it is such a short piece of road it doesn't seem appropriate. Dave Boyce committed to arrange for Speedwatch to set up in this area as soon as possible.

Dave emailed a follow-up report on October 23rd noting the following results from preliminary checks by Citizens on Patrol at Russell St. and Russell Pl. *From River Rd, radar directed on the hill for southbound traffic approaching River Rd.. 64 vehicles counted from 1120 to 1250 PM on Oct 22. 12 were travelling at or below 30 kms/hr; 35 were travelling 31 to 40 kms/hr and 17 were travelling 41 to 50 kms/hr*

On the same date and time a separate team did speed checks of north bound traffic from River Rd up to Russell Place/Russell St intersection. 42 vehicles were checked with 16 travelling at our below 30 kms/hr; 17 travelling at 31 to 40 kms/hr; and 8 travelling 41 to 50 kms/hr. One vehicle was detected speeding between 51 and 60 kms/hr.

The only other comment from our COPs was they noted the lack of a sidewalk on the roadway as they set up.

We'll keep watch at different times over the next couple of weeks.

2. Email from Victoria Roscoe-Roumanis regarding Johnston Road and Ian Avenue intersection. WT

The entrance from Princess Street will be removed with the Remax renovation project. Wilf will find out the timeline of the project. It was suggested that the crosswalk was in the appropriate spot already.

3. Letter from Karen Peters requesting "deer crossing" signs at 10th Avenue and North Park Drive and 10th Avenue and Dunbar Street. WT

Peggy reported that there were 5 ICBC claims related to animals in the last 5 years of reporting in this area. Peggy can request all animal claims in Port Alberni but it would take some time and may not be especially useful. Deer fatalities is a problem throughout the province and we can't eliminate potential conflict. However, it was suggested that the City do a media awareness campaign every 3 months to educate the public with the assistance of Animal Conservation. It was also suggested that the City look at putting up signs at the entrances to the City to "expect wildlife on our roads".

LATE ITEMS

1. Flynn brought up two requests for crosswalks to be added:
@ Victoria Quay at Millstone park. Peggy suggested we look at warrants, number of pedestrians and vehicles. Does it meet a warrant?
@ Wallace Street and 8th Avenue. Lots of Service BC and school traffic as well as future traffic due to new shelter project. Peggy suggested we look at pedestrian traffic counts. ICBC will cost-share with the City 50/50 to pay for counts. Traffic counts will then give enough information to run a warrant. Wilf to re-visit the pedestrian route map. With the school and the new shelter the City may need to make some improvements to the 8th Avenue corridor.

Peggy emailed a follow-up report on October 18th with the following information:

I checked the most recent (2013-17) claims for these intersections, and could find no pedestrian-related claims at either one. Both intersections have low claims frequencies: 3 claims at Roger/Victoria Quay, and 2 claims at Wallace/8th (one of which appeared to be in a nearby parking lot rather than at the intersection itself).

I agree with Wilf's observation yesterday that a good way to proceed would be to review the City's Active Transportation Plan to see how these locations fit into the City's overall plan and priorities. If, on the basis of that review, the City would like to proceed with a further investigation, I would suggest application of the most recent TAC warrants in the Pedestrian Crossing Control Guide (TAC 2018), which would require pedestrian and vehicle counts. The ICBC Road Improvement Program can assist with the costs of these counts.

2. Peggy and Caroline handed out ICBC reflectors. The ICBC pedestrian awareness campaign is on now. Lots of messages out for drivers.
3. Cannabis is legal today. ICBC waiting for impact. Right now just looking at it as another impairment. Good information on the BC Cannabis website.

SCHEDULE OF PROPOSED MEETING DATES FOR 2019:

January 16, 2019

April 17, 2019

July 17, 2019

October 16, 2019

Meeting was adjourned at 11:30 a.m.

DISTRIBUTION

Council

Tim Pley –CAO

Davina Hartwell - City Clerk

Wilf Taekema – Director of Engineering and Public Works

Joe Calenda – Interim Manager of Planning

Flynn Scott – Manager of Bylaw Services

Willa Thorpe, Director of Parks, Recreation and Heritage

Sgt. Dave Boyce - RCMP

Wes Patterson, Deputy Fire Chief - Fire Department

Pat Dahlquist - Trustee, SD 70, email agenda to wdahlqui@shaw.ca

Caroline Robinson - Road Safety Coordinator, ICBC, email agenda to caroline.robinson@icbc.com

Peggy Gibbs, ICBC, email agenda to margaret.gibbs@icbc.com

David Wiwchar, The Peak, email agenda to dwiwchar@islandradio.bc.ca

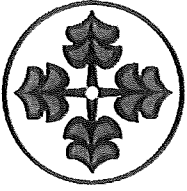
Cameron McKinnon - Diversified Transportation Ltd., email agenda to dcm.49@hotmail.com

Phil Atkinson - Diversified Transportation Ltd., email agenda to phil@patransit.pwt.ca

Sgt. Darrin Ramey, Central Vanc. Island Traffic Services, email agenda to darrin.ramey@rcmp-grc.gc.ca

Bill Brown – cyclist, email agenda to billtbrown@shaw.ca

Kevin Head – cyclist, email agenda to kevin.head@gmail.com



CITY OF PORT ALBERNI

Development Services Department

4850 Argyle Street,

Port Alberni, B.C. V9Y 1V8

Telephone: (250) 720-2830 Fax: (250) 723-3402

www.portalberni.ca

October 25, 2018

Karen Peters
2432 5th Avenue
Port Alberni, BC V9Y 2G7

Dear Karen,

Re: Request for signage due to deer fatalities at 10th Avenue & North Park drive and 10th Avenue & Dunbar Street

Thank you for your letter received October 15, 2018 with regards to your suggestion for signage at regular deer crossings at the above locations due to deer fatalities.

On Wednesday, October 17th, 2018 the Advisory Traffic Committee met and reviewed your concerns.

ICBC representatives reported that there were five ICBC claims related to animals in the last 5 years of reporting at these locations. Deer fatalities are a problem throughout the province and we can't eliminate potential conflict. However, the Committee suggested that the City do a media awareness campaign periodically, with the assistance of Animal Conservation, to educate the public. It was also suggested that the City look at putting up signs at the entrances to the City to "expect wildlife on our roads".

I appreciate your concern on this matter. Please call me if you have any further questions.

Yours truly,

CITY OF PORT ALBERNI

Wilf Taekema,
Director of Engineering and Public Works

Veronica Irg

To: derryvale45@gmail.com
Cc: Wilf Taekema
Subject: Advisory Traffic Committee Meeting - Response Letter

October 25, 2018

Dear Victoria,

Re: Johnston Road and Ian Avenue intersection

Thank you for your email received October 11, 2018 with regards to your concerns with the intersection at Johnston Road and Ian Avenue.

On Wednesday, October 17th, 2018 the Advisory Traffic Committee met and reviewed your concerns.

The entrance from Princess Street will be removed with the Remax renovation project. The Committee reviewed the crosswalk across Johnston Road at Ian Avenue and it was suggested that the crosswalk was in the appropriate spot already.

I appreciate your concern on this matter. Please call me if you have any further questions.

Wilf Taekema,
Director of Engineering and Public Works
250-720-2838

Veronica Irg, Development Services
City of Port Alberni, 4850 Argyle St., Port Alberni, BC V9Y 1V8
Ph: 250.720.2830 | Fax: 250.723.3402
veronica_irg@portalberni.ca | www.portalberni.ca



26 October 2018

The Honourable Jonathan Wilkinson
Minister of Fisheries and Oceans Canada
Justice Building, Suite 09
House of Commons
Ottawa, Ontario
K1A 0A6

Dear Minister Wilkinson,

RE: Proposed Recovery Strategy for Northern and Southern Resident Killer Whales in Canada

At the October 9, 2018 Regular Meeting, District of Ucluelet Council discussed and reviewed the *Amended Recovery Strategy for Northern and Southern Killer Whales in Canada*, and kindly request the Department of Fisheries and Oceans Canada (DFO) take immediate action to mitigate the negative economic impact this strategy is already having on Ucluelet and other West Coast, Vancouver Island Coastal Communities.

The District of Ucluelet is a resort Municipality with a thriving marine sector. Many of these businesses rely heavily on access to salmon, salmon habitat and fin fish resources for their livelihood. As a result, the District and the community enjoy a multitude of benefits from this economic driver.

There is no doubt that if the proposed critical habitat area was implemented today, Ucluelet would be placed into an economic crisis, resulting in major financial implications that would resonate throughout the entire community.


We ask that DFO take the following actions:

1. Stop the process until DFO has done an economic impact assessment, specifically focusing its efforts on the communities that will be directly impacted by the development of the proposed critical habitat area and salmon closures.
2. Appoint additional representatives from west coast Vancouver Island to the Wild Salmon Advisory Council.

3. The Minister commits to further community engagement.
4. That the Ministry clarify how much funding is currently allocated to protect and increase salmon stocks.

Thank you for listening to our concerns on the negative economic ramifications that any sort of closure will have on Ucluelet and surrounding communities.

Sincerely,



Dianne St. Jacques
Mayor, District of Ucluelet

CC: Species at Risk Program – Fisheries and Oceans Canada
Wild Salmon Secretariat – Office of the Premier
Ucluelet Chamber of Commerce
District of Tofino
Ucluelet First Nation
Toquaht Nation
Tla-o-qui-aht First Nation
Alberni-Clayoquot Regional District
City of Port Alberni
Gord Johns MP
Hon. Scott Fraser MLA

NOV 13 INFO

OFFICE OF THE PRESIDENT



October 26, 2018

RECEIVED
OCT 30 2018
CITY OF PORT ALBERNI

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

Dear Mayor Minions and Council:

On behalf of North Island College (NIC), I extend our warm congratulations on your elections as mayor and council.

Thank you for your commitment to serving the citizens of your community.

We look forward to building on the strong and positive working relationship between NIC and the City of Port Alberni in 2019 and for years to come.

In the New Year, I will be requesting an opportunity to meet with you and your colleagues in order to provide a briefing regarding NIC's progress, challenges and priorities for the future. My office will be in touch to arrange a date and time.

We welcome your ideas and questions on how NIC and the City of Port Alberni can support each other to strengthen educational access and success, social well-being, economic prosperity and the health of the North Island.

Best wishes for great success in your new roles and next terms of office.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Bowman", written in a cursive style.

John Bowman
President

ENTERED

From: "MCF Info MCF:EX" <MCF.Info@gov.bc.ca>
Date: 2018-11-02 3:08 PM (GMT-08:00)
To: CityPa <citypa@portalberni.ca>
Subject: Letter from the Honourable Katrine Conroy

Ref: 240087

His Worship Mayor Mike Ruttan and Council
City of Port Alberni
E-mail: citypa@portalberni.ca

Dear Mayor Ruttan and Council:

As the Minister of Children and Family Development, I am honoured and delighted to proclaim November as Adoption Awareness Month. This annual proclamation offers an opportunity to celebrate the many families in the province who have opened their hearts and their homes through adoption, and to highlight the need for more families to consider adopting.

In your community and across the province, there are hundreds of children and youth in foster care hoping for a permanent home to call their own. Some are part of a sibling group, some have special needs, and some are teens. Each and every child deserves a family to belong to, a stable place to grow up, help and guidance preparing for the challenges of adulthood, and someone to rely on for support, encouragement and love.

This year the ministry is pleased to announce a new Adoption Campaign. For more information on this important campaign, please see the following Web link at: Adoptnow.ca.

There are many ways to celebrate adoptive families and help raise awareness of the need for more adoptive families in British Columbia. Your council could proclaim Adoption Awareness Month in your community, you could create an adoption display in your office, use a copy of the Provincial Proclamation, invite Ministry of Children and Family Development (MCFD) Adoption Social Workers to set up an information booth, have your community newspaper feature articles on adoption, and invite local adoptive parents to a “meet and greet”. If you are interested in exploring these ideas please contact MCFD staff at: MCF.AdoptionsBranch@gov.bc.ca.

The Adoptive Families Association of British Columbia (AFABC) has been supporting adoptive families in British Columbia for forty years. The AFABC's representative for your area can provide you with information on events in your community and on adoption in general. Their contact information, as well as contact information for the three licensed adoption agencies in British Columbia, can be accessed at: <https://www2.gov.bc.ca/gov/content/life-events/birth-adoption/adoptions/how-to-adopt-a-child>.

Adopt BC Kids Web site is an online portal that allows citizens to complete an adoption application online 24/7. Please take a look at the site and encourage community members who are interested in adopting a child in foster care to register at: www.gov.bc.ca/adoptbckids.

On behalf of the Ministry of Children and Family Development, thank you for helping us raise awareness about adoption and working with us to find homes for British Columbia's children and youth.

Sincerely,

ORIGINAL SIGNED BY

Katrine Conroy
Minister of Children and Family Development

Sent on behalf of the Minister by:



Client Relations Branch
Executive Operations
Ministry of Children and Family Development



RECEIVED

NOV 05 2018

CITY OF PORT ALBERNI

November 1, 2018

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

Dear Mayor and Councillors,

Congratulations on your election to serve your community as mayor and members of municipal council.

We are writing to you on behalf of the affordable housing providers across the province, both non-profit organizations and co-operatives, to ask that you make housing a central focus during your term in office.

As you likely heard on the doorsteps during the campaign, housing affordability and homelessness were by far the top issues for voters everywhere. Because housing affordability is an issue that impacts nearly every household in some way, and will take more than one term in office to solve, we believe there is an opportunity for partnership between all levels of government and the community housing sector. We want to actively support local government in making the most of this opportunity.

We hope that you had a chance during the campaign to review our *Make Housing Central* resources, launched in September to help candidates better understand the housing affordability landscape in their municipalities, and how municipalities can take a strong leadership role in addressing those issues. Our campaign, in its entirety, can be reviewed at www.housingcentral.ca

During the campaign we asked candidates to show their support for affordable housing by pledging, once elected, to implement actions to support affordable housing in their communities including: the contribution of public lands, protection of existing affordable housing, zoning for rental-only development, streamlining of permitting processes, and pursuit of partnerships to create new affordable housing developments. Candidates from across the province took the pledge. You can see the list at www.housingcentral.ca

As an ongoing initiative to support local government leaders in their efforts to deliver affordable housing in their communities, we are developing a series of free educational opportunities for your participation:

- A webinar introducing the community housing sector and a discussion of the tools available to municipalities to support affordable housing in their communities (*available December*)
- A half-day interactive forum for elected officials, non-profits and co-ops to exchange learnings about how to work collaboratively to create new affordable housing (*four workshops to be held throughout the province beginning spring 2019*)

Additionally, we are providing your municipal council with two complimentary registrations to our *Housing Central Conference*, the largest affordable housing event in the country, with up to 1,500 delegates. This conference is being held from Sunday, November 18th to Tuesday, November 20th at the Sheraton Vancouver Wall Centre. To claim your registrations, please contact our Government Relations Manager, Diana Dilworth at diana@bcnpha.ca or at 778-945-2170, who will assist in securing those registrations. Details of the conference can be found at www.housingcentral.ca

Congratulations again, and best wishes. We look forward to working with you on the issues of housing affordability and homelessness, and hope that we will see you in attendance at our events. We will remain in touch throughout your term in office and hope that with your support, we can ensure that every resident in BC has access to safe, affordable and stable housing.

Sincerely,



Jill Atkey,
Chief Executive Officer
BC Non-Profit Housing Association
www.bcnpha.ca



Thom Armstrong
Executive Director
Co-operative Housing Federation of BC
www.chf.bc.ca

About Housing Central: *Housing Central brings together the BC Non-Profit Housing Association (BCNPHA), Co-op Housing Federation of BC (CHF BC) Co-op Housing Federation of Canada (CHF Canada), Encasa Financial, Community Land Trust and COHO Management Services Society. Housing Central collaborates on cross-sector partnerships that help impact public, policy, media awareness and deliver world-class education and events to support its vision of a safe, affordable home for everyone. www.housingcentral.ca*

About BCNPHA: *Formed 25 years ago, BC Non-Profit Housing Association (BCNPHA) is the provincial umbrella organization for the non-profit housing sector comprised of nearly 600 members, including non-profit housing societies, businesses, individuals, partners and stakeholders. Together non-profit housing societies manage more than 100,000 units of long-term, affordable housing in over 2500+ buildings across the province.*

About CHFBC: *The Co-operative Housing Federation of BC (CHF BC) is the voice of housing co-ops in British Columbia. Made up of member housing co-ops and related stakeholders, the organization focuses on meeting the needs and supporting the opportunities for those living in co-op housing. The 250 co-op housing members in our province provide housing for approximately 15,000 families.*



DRAFT MINUTES FOR AQC MEETING

OCTOBER 11, 2018, 2pm
ACRD Board Room

Present: Larry Cross (Catalyst Paper)
Dave Jarrett (Community at large)
Earle Plain (MOE)
Anna Lewis (Chair)
Gary Swann (Agricultural Community member)
Judy Carlson (Community at large)
Patty Edwards (MLA's Office)
Keith Wyton (ACRD)
Chris Alemany (City of Port Alberni)
Stephanie Bruvall (Island Health)
Via phone: Karen Larsen (FNHA)
Via phone: Jade Yehia (Island Health)

Regrets: Representative from Fire dept.
Ashley Popovich (Catalyst Paper)
Mike Irg (ACRD staff)

Meeting called to order at 2:06

1. **WELCOME**

- acknowledgement of traditional territories
- roundtable of introductions

2. **APPROVAL OF AGENDA**

- additions:
Earle regarding update of AQ in Port Alberni Valley
Keith regarding concerns of Catalyst Sale to Paper Excellence

Chris Alemany moved to adopt agenda with additions. Dave Jarrett seconded.

APPROVAL OF MINUTES – June 12th, 2017

All in favor

3. **PRESENTATION: Genevieve Huneault of Social Roots Consulting: A Protocol for Collective Action: Steps towards an Airshed Management Plan for the Alberni Valley**

The purpose of engaging with both the community “at large” and target stakeholder groups was to:

- hold space where participants could speak to air quality concerns
- discuss potential solutions for action
- address areas for improvement on an individual and collective level
- inform the development of the TOR and input into airshed management plan

The project included 4 phases:

- 1) Scoping, Exploring, Preparation
- 2) Initial Outreach (identifying where we are currently at)
- 3) Deeper Dive (community voices included)
- 4) Synthesis (what did we learn)

The community and stakeholder engagement sessions were poorly attended despite a large outreach via email invitations, social media, posters, and radio ads. Low attendance could correlate to time of year; air quality tends to fall off people's radars in the spring. Attendance did not impact the quality of data and discussion that occurred, but it becomes relatively difficult to collate information to adequately represent the community.

Three main themes emerged out of the stakeholder sessions:

- 1) Encouraging and promoting the implementation of enforcement, bylaws, and provincial legislation.
 - There needs to be an increased pressure on the regions governing bodies to enforce and instill regulations and bylaws that meet the practical needs and practices of rural burning, and waste management.
 - Wood stove burning practices are not yet met with compliance and enforcement measures; bylaws should be reviewed and addressed to fit community health needs.
- 2) Education, research, and awareness
 - A need for educational campaigns and information sharing was prevalent during discussions. A gap in current air quality research and public awareness was acknowledged among participants.
 - An interest in creating messaging around current and daily air quality was brought up, although that information is available on the BC Provincial website it does not seem to be getting disseminated to residents and in a form that fosters a clear understanding (scientific versus layman).
- 3) Alternative options
 - Stakeholders and council members were interested in continuing to have meetings involving 'decision makers' to encourage alternative methods for disposing agricultural/rural waste.
 - A few suggestions that were noted were the conception of a composting site (both residential and industrial), and having an accessible wood chipping facility or operation available.

Coffee house sessions were not a deep dive into air quality issues but rather attracted people primarily looking for information. People want to know how to access information and then be able to synthesize and understand the information presented. Questions such as "How to access real time information in the Alberni Valley"? and then further understanding the impact of that information. There were speculations around potential air pollution sources.

Recommendations for next steps:

1. Increase the community outreach
2. Liaise with organizations that can support educational campaigns
3. Encourage a diverse representation of people to sit on the AQC.

Discussion that emerged after the presentation ranged from questions varying from succession planning within the AQC to how to represent and reach the different demographics in the community. How to keep the messaging simple. I.e. What is air quality? How does it impact my life? How am I contributing? What changes can I make? There needs to be a targeted outreach to the community and consistency in communications plan to build momentum. If social media is how most people are accessing information how can we best utilize and be effective?

4. UPDATES

- **VIU: Regional Mapping Project**

Anna

VIU completed their summer sampling in July/August that included one full day per week over five weeks and three overnights. The route plan was followed as prescribed last spring (with the addition of a short excursion out Cherry Ck road) and included stops at the Port Authority, Harbour Quay, Catalyst, Victoria Quay, Sewage lagoons and Landfill. They are still working up the data so too early to draw conclusions. They were able to observe a couple of VOC point sources at relatively low concentrations. There are a few days where they also observed the high PM from fires.

They are planning to conduct the winter sampling runs in Dec/Jan and would like to review the route plan with the AQC before then. They are happy to come out and discuss preliminary results and share what they have been up to with AQC and others in the community as appropriate.

They are interested in community engagement and happy to work with the AQC on rolling this out. As presented initially the idea is that the Vancouver Island University will do two stakeholder meetings to go over findings from summer sampling and then winter sampling as well as one community engagement piece in February/March 2019. Erik will be asked to attend our December meeting and present on preliminary findings.

Earle: VIU is currently running nephelometer in conjunction with MOE in Nanaimo to confirm accuracy.

- **Update from UBCM**

Chris

Port Alberni city councilors met with Minister Honorable George Haymen to express support for the new OBSCR regulations and obtaining an update. The Ministry is gathering more information but planning on implementing in January.

The conversation organically delved into a request for first nations funding for capacity building to participate on the AQC. The province is currently assessing need. Questions have arisen around is the issue capacity? Is funding needed?

Anna: There is an open invitation for both First Nations to participate on the AQC. The Tseshaht have stated that until the AQC has adopted a terms of reference (TOR) to guide the AQC they will not be at the table.

Karen Larsen: Could help facilitate a discussion with Tseshaht once the TOR is developed. Until this is done funding is premature. Emphasis should be on developing protocol.

Keith: Spoke to the issue of capacity. The AQC is not an adequate forum to satisfy an expectation of government to government relationships. The AQC's mandate is to act as a community liaison and forum for community groups to collaborate around air quality issues.

- **Woodstove Exchange**

Anna

The ACRD has facilitated 7 of a possible 36 exchanges. The breakdown of exchanges is: 3 of 27 vouchers completed at the \$250 level (plus 2 outstanding vouchers) and 4 of 9 vouchers completed at the \$400 level.

Anna personned a table in conjunction with the ACRD Emergency Response Coordinator and the volunteer fire departments and displayed banners/pamphlets/other appropriate material to promote the woodstove exchange for the duration of the annual Fall Fair. This was an excellent way to connect with a broad cross section of the population, urban and rural alike, and speak to open burning bylaws, woodstoves, impacts of smoke on human health, etc.

There is news to report from the province regarding this upcoming woodstove exchange regarding extra funding to spent on "Red Zone" communities (those exceeding or recently exceeding the national PM standards). In applications proposed by red zone communities they have been asked to consider the following:

1. Extra \$100 incentive for clean appliances (gas, pellet, heat pump) in Red zone communities
2. This year they will pilot a general wood stove replacement in those Red zone communities that want to try it. The way this will work is that there will still be the general wood stove exchange identical to now changing out uncertified wood stoves for new wood stoves (\$250 incentive) or new gas or pellet stoves or heat pumps (\$500 = 400 +100 incentive). There will be a supplemental program where people can change any wood appliance more than 5 years old, even certified ones for either a gas, pellet appliance or a heat pump and get a \$500 = 400 +100 incentive. If this proves successful, the province will roll it out provincewide the following year
3. Funding for additional educational initiatives. This includes: Door to door visits, Additional workshops, production of materials, Radio advertisements or anything else would work best in your specific community.

What was asked for in this upcoming woodstove exchange proposal: 40 exchanges. 20 for straight woodstove exchanges and 20 at the higher rate (\$500) for switching out 5-year-old stoves or older to cleaner energy. I also requested additional funds for advertising campaigns (radio ads, impress article with Blackpress) and development of materials.

Discussion emerged around the low number of exchanges. The drive to exchange stoves could potentially be attributed to no enforcement or effective policy. There is no strategy at the municipal level to implement new regulatory bylaw.

- **Status of ACRD bylaw development**

Anna

Mike Irg is ACRD staff person tasked with developing bylaws and this has not fallen off the radar and will be given priority after the cannabis bylaws and election is complete. Earle is meeting with Mike to discuss further on November 15th and solidify language of bylaw. The idea is to draft something based off of the model bylaws and/or other jurisdictions on the Island. He has

been sent appropriate links to what other communities are doing within the province, open burning resources, smoke management framework, etc.

Mike Irg and Earle Plaine will be meeting in November to solidify language of bylaw. There is currently no timeframe as of yet in terms of bringing forward to the board; probably will not occur until after the new year once the new OBSCR regulations are rolled out which is estimated to be in early January.

Jade requested that the AQC have the opportunity to review bylaw prior to being presented to the board.

- **Nov. 7-9 PNWIS conference**

Anna

PNWIS stands for Pacific Northwest (BC, Yukon and VI chapters) Air & Waste Management Association as is to be held at the Vancouver Island Conference Centre in Nanaimo, BC Canada on November 7-9, 2018. Anna is planning on attending in some sort of capacity.

On Tuesday, Nov. 6th there is a professional development day which is an introduction to Air Quality Modelling Course. This one-day introductory course is designed for permitting staff, regulators, engineers, and managers with ambient air quality management responsibilities. The course will consist of technical lectures with relevant examples. Topics covered will include air quality issues, fundamentals of meteorology, air quality model types and selection.

The goal is for those attending to have a better understanding of the key meteorological processes that impact air quality; be able to select the appropriate model(s) to address specific air quality issues; be able to assess necessary input data and critically review air quality modelling studies

More information can be found at the following link: <http://www.pnwis.org/pnwis-annual-conference/>

4. AQC Terms of Reference

Anna

The draft TOR put together by Social Roots Consulting will be distributed via email to the members of the AQC. Homework was assigned. Anna requested council members review and provide input so a final draft for be completed for adoption.

5. Update of Air Quality in Port Alberni

Earle

See Appendix A for graphs.

The period of record shown in the graph is 2010-18. The impact of wildfires is very obvious. The wildfires in the north island are cross referenced in the 2018 period. In 2017, Port Alberni saw 18 days of exceedances (13 of those due to wildfire impacts). The magnitude is quite high but to keep in perspective Port Alberni did not have the same number of impacted days as Nanaimo and Victoria.

Wildfire adjusted value comes down almost a microgram per cubic meter. There has been a lot of burning in Cherry Creek area that has smoked out the valley and impacted exceedances. Anna

spoke with farmer responsible for fires due to agricultural land clearing and he currently has 20 piles left which he plans to burn prior to Jan and new OBSCUR laws.

The biggest difference in open burning smoke control regulations is the 3 different zones communities will fall into. In a high smoke sensitivity zone, you can currently burn for 72 hours; under new regulations this will be reduced to 36 hours.

6. Sale of Catalyst to Paper Excellence

Keith

See Appendix B for article distributed and links to other relevant articles.

Keith referred to minutes of AQC dated May 2013 in which discussion was first initiated around the potential reduction of the industrial emissions permit that Catalyst held. At that point in time it was decided to not pursue. This was prior to Port Alberni being listed as a red zone community.

With the recent purchase of Catalyst by Paper Excellence it would be timely to reopen this conversation. Papers were distributed by Keith regarding new owners of Catalyst and Pictou County which is currently undergoing some opposition.

When compliance issues arise, it is a cumbersome process of reducing pollution permit. The capacity to absorb pollution within our airshed (now a red zone community) is at a critical threshold. It needs to be noted that Catalyst has achieved a level of emissions which is exemplary in the community. Catalyst has been purchased by a company that has a very checkered track record with regards to community health and pollution. In Pictou County, NS, they were out of compliance 5X last year. Want to ensure that new owners don't increase operations to meet threshold of current industrial emissions permit.

Discussion around the potentially change in ownership potentially being marked by a change in direction. If Catalyst has been consistently well under permitted levels for the past decade this gap should be closed to ensure pollution does not increase. Old permits do not come up for renewal automatically when a company is sold. The Ministry could do an internal amendment but not often done.

Keith Wyton moved the motion that:

“The AQC writes a letter to the MOECC to consider reducing Catalyst industrial emission permit level to a more suitable maximum to reflect the current threshold of the Alberni airshed.”

Gary Swann seconded.

Anna to draft and send out prior to next AQC meeting.

7. Air Emissions Inventory

Earle/Anna

The province has allocated \$20,000 of the \$30,000 air emissions inventory to occur. The AQS needs to confirm that it can fund the remaining \$10,000. Anna will request that the AQS meets to discuss and gives the province confirmation of funding, so the process can officially begin.

8. Plan H Grant

Anna

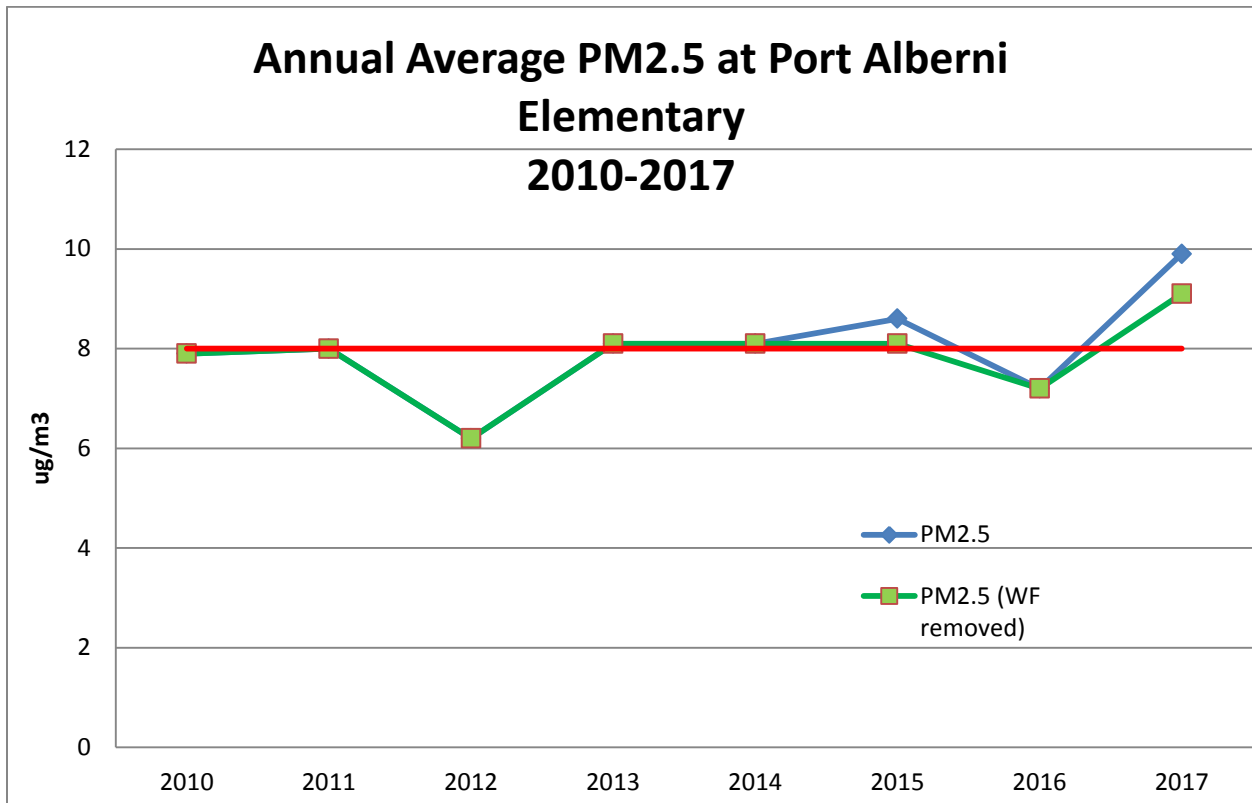
The AQS via the ACRD was successful in a \$5000 grant application although still no public announcement as transfer agreement is still in process. The primary activities outlined in the grant were to build formal capacity to develop an airshed management plan which incorporates the needs and views of the community and to convene a community to enhance community awareness around the linkages between air quality and human health.

Earle: Suggested that Dr. Michael Brauer and Sarah Henderson (BC Lung Association) be brought in to present.

9. Next Meeting and presentation

The next meeting is scheduled for Thursday, Nov. 1st 2-4pm at the ACRD boardroom. Jade Yehia is going to present on Health Data and where to find it.

Meeting adjourned at 4:08pm.



PM2.5 Concentrations Port Alberni Elementary School

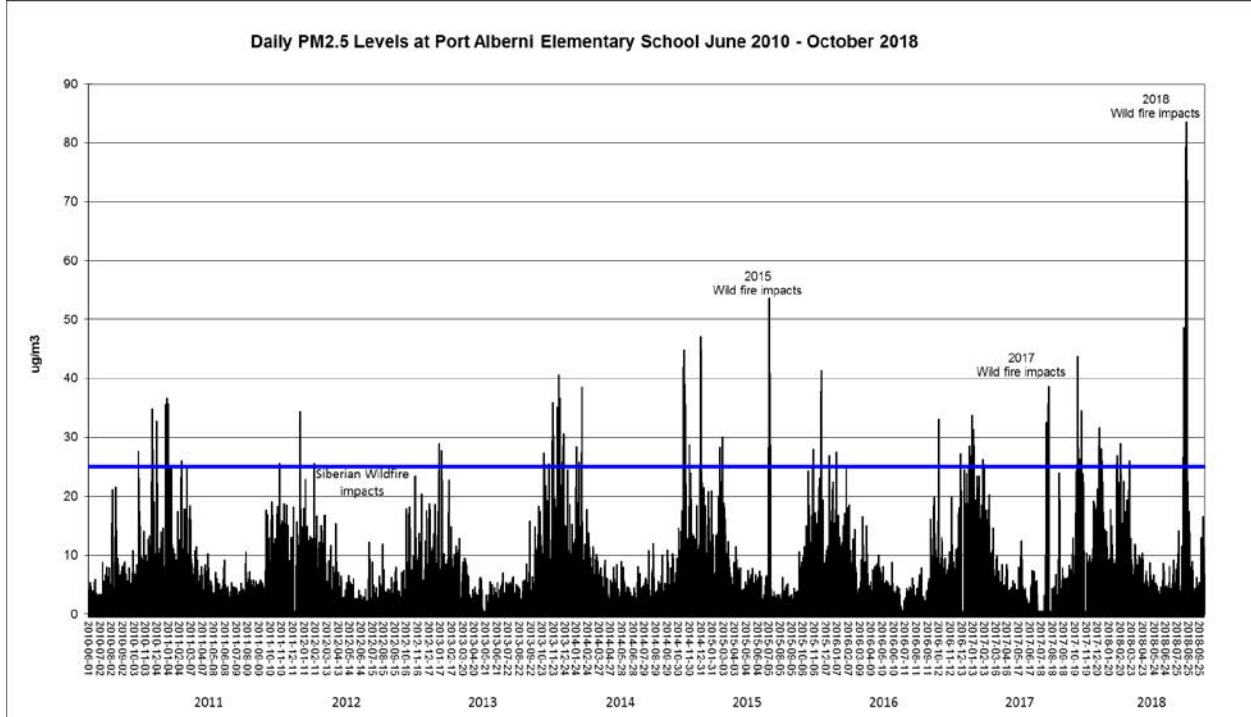
Year	Annual Average ug/m3	Annual Average WF smoke removed	Annual 98 th %ile of daily ug/m3	Annual 98 th %ile of daily ug/m3 WF smoke removed	# of Daily values > 25 ug/m3	% of time > 25 ug/m3
2011	8.0	8.0	24.8	24.9	6	1.7
2012	6.2	6.2	17.9	17.9	1	0.3
2013	8.1	8.1	30.6	30.6	20	5.7
2014	8.1	8.1	34.7	34.8	15	4.1
2015	8.6	8.1	29.7	27.9	9	2.5
2016	7.2	7.2	22.3	22.3	3	0.9
2017	9.9	9.1	32.3	29.3	18	5.7

Provincial Air Quality Objectives for PM2.5:

- 8 ug/m3 – Annual
- 6 ug/m3 – Annual Planning Goal
- 25 ug/m3 – 98th percentile 24-hour value annually

Highlighted cells - wildfire smoke impacts removed

APPENDIX A CONT.



Uproar in Nova Scotia over plan to dump pulp effluent into Northumberland Strait

By [Joan Baxter](#) in [Analysis](#), [Energy](#), [Politics](#) | July 25th 2018

Kinder Morgan's Trans Mountain expansion may be hot in the media spotlight right now, but on the East Coast, another industrial storm is brewing.

Nova Scotia's Northern Pulp mill has proposed a 10-kilometre pipeline to transport [up to 85 million litres](#) of warm pulp effluent every day directly into the Northumberland Strait — a beautiful part of the Gulf of St. Lawrence and a lucrative fishing ground.

Public protest over this pulp pipe proposal has spawned the #NOPIPE movement, which has sown division among communities in Pictou County. #nspoli #novascotia

The idea of dumping treated waste from the Northern Pulp's mill in Pictou Country directly into such a rich ecosystem — without giving it an additional month to settle, as it currently does in a lagoon before it is slowly released into the Strait — has many First Nations, fishers, citizens and local communities up in arms.

Earlier this month, Prime Minister Justin Trudeau turned his back on them as he declined to commit to a federal environmental assessment of the pipeline proposal, [justifying his decision](#) as respect for "provincial jurisdiction." In other words, the prime minister is satisfied that the Nova Scotia government can handle the assessment.

But with the province being responsible, through an indemnity agreement, for part of the project's design and cost — critics are worried that the pipeline won't receive a thorough, unbiased assessment. To boot, they add, the Northern Pulp mill's foreign corporate owners have troubling ties to illegal deforestation abroad.

Sowing division in Pictou County

The pipeline in question is for Northern Pulp's 51-year-old bleached kraft pulp mill in Pictou County on the north shore of Nova Scotia. If approved, it would be almost a metre in diameter and 10 kilometres long, carrying millions of litres of effluent and releasing it through six dispersal pipes into the Northumberland Strait.

The Northumberland Strait separates Prince Edward Island from New Brunswick and Nova Scotia in the Gulf of St. Lawrence; an extremely rich and sensitive fishing ground, on which thousands of people across the Maritimes depend for fisheries and tourism.

Critics of the project [fear](#) it would pollute coastal waters, harm crucial fish habitat and [marine life](#), and put those vital industries [at risk](#). As a result, the plan has sparked widespread opposition

and public protest, spawning the hashtag, “#NOPIPE.” It has been condemned by fishermen, tourism operators and First Nations groups, [sowing division](#) in traditionally tight-knit communities in its wake.

The project also comes with a form of ultimatum for government regulators:

“No pipe equals no mill,” is how Kathy Cloutier, director of communications for Paper Excellence, the mill's parent company, put it to me in an email.

Paper Excellence [acquired](#) the Northern Pulp mill in 2011, and owns [four other mills](#) in Canada — three in British Columbia and one in Saskatchewan, as well as two in France. While the company has headquarters in Canada, its larger holding company of Paper Excellence B.V. [operates as a subsidiary](#) of Asia Pulp and Paper Group, and is based in the Netherlands.

Paper Excellence is the fifth largest foreign corporation that has owned the mill in Pictou since it opened in 1967, and has ties to a shocking history of ripping up endangered forests in Southeast Asia.



Northern Pulp's mill in Pictou County, N.S., which produces northern bleached softwood Kraft pulp, is seen in August of 2014. Photo by Gerry Farrell

A dismal overseas record

Paper Excellence is [part of the corporate empire](#) of the billionaire Widjaja family of Indonesia, which also owns Sinar Mas Group. Sinar Mas despite its denial, [has ties](#) to devastating fires and deforestation in Southeast Asia under its international trade name, Asia Pulp and Paper (APP), and the dubious distinction of being responsible for Asia's [worst corporate default](#) — US\$ 13.9 billion in 2001 after a 20-per-cent plunge in global paper prices over three months.

APP pledged to clean up its act, following [boycotts](#) in 2012 of its paper products by several prominent corporate brands, as a result of its role in illegal logging in Indonesia. It adopted a “forest conservation policy,” developed with support from [Greenpeace International](#) to help it accomplish this, but in May 2018, after evidence emerged that APP was still responsible for destroying forests in Indonesia — Greenpeace [ended all engagement](#) with APP and Sinar Mas Group.

None of this appears to have dampened relations between the Nova Scotia government, however, and the owners of the Northern Pulp mill. As has been the pattern for the past half-century, the province seems intent on doing the mill’s bidding.

How Nova Scotia was captured by a pulp mill

In 2017, Nova Scotia’s Department of Environment determined that the pipe warranted a “smaller in scale” [Class I environmental assessment](#), which takes just 50 days and leaves the final approval decision to the minister of environment. Critics say the pipe should undergo a more thorough [Class II](#) assessment, which takes 275 days and involves an environmental assessment panel.

Among those calling for the Class II assessment are [Karla MacFarlane](#), interim leader of the Nova Scotia Progressive Conservative Party, and [Tim Houston](#), who represents Pictou East in the legislature and is vying for the leadership of the PC party in the October convention.

Before the decision to proceed with a Class I assessment had been made however, Nova Scotia's Department of Environment had concerns about the pipe plan. According to [internal emails](#) obtained through freedom of information legislation by Linda Pannozzo for *The Halifax Examiner*, officials were worried that the mill’s plan to treat effluent on-site in a new activated sludge system, and then pump it through a pipe into the Strait, had the “potential for eutrophication,” meaning excess nutrients could lead to oxygen depletion.

Then, the consultants working on the pipe proposal, KSH Solutions Inc, reminded Department of Environment officials that there was a “fixed completion date” for the project, and any delays stemming from public consultations were “of concern.” The new system had to be operating by July 2019, so that by January 2020, the mill’s effluent would no longer flow into, and settle in Boat Harbour, as it has done since 1967.

Boat Harbour is Nova Scotia's largest environmental contaminated site and an egregious example of environmental racism.



An effluent aeration pond close to Boat Harbour in Nova Scotia is pictured on July 20, 2016.
Photo by Joan Baxter

Threats of expropriation

In the 1960s, when the PC government of then-premier Robert Stanfield was pushing to get the pulp mill built, it engaged two government officials to convince the Pictou Landing First Nation to sign over Boat Harbour, their precious tidal estuary, to the government for mill effluent.

In his book, *We Were Not the Savages*, Mi'kmaq scholar Daniel Paul describes the way these officials obtained control of Boat Harbour as "full of deceit and maliciousness." The officials

took the chief and a councillor from Pictou Landing First Nation to a non-functioning domestic sewage facility in New Brunswick in 1965, and told them the water in their estuary would be just as clear and clean as the fresh, spring-fed brook at the site. They were also told, he wrote, that if they didn't sign an agreement allowing the government to use Boat Harbour for the mill's effluent, it would be expropriated.

Deceived and under pressure, the chief and councillor agreed, signing away the tidal estuary that had provided their First Nation community with much of their food for countless generations. Boat Harbour immediately became a [toxic wasteland](#).

To entice Scott Paper to build the mill, the provincial government had already bestowed numerous expensive gifts on the American pulp and paper giant. Among them, as detailed in the [the 1965 Scott Maritimes Limited Agreement](#) and a report for the Nova Scotia cabinet in 1965, were: a causeway linking the Town of Pictou with the mill site on Abercrombie Point; a dam across a river to provide the mill with more than 100 million litres of fresh water daily; a 50-year lease on 230,000 acres of Crown land with rock-bottom stumpage rates; and a slew of generous tax breaks.

To top it off, on Sept. 30, 1970, the government of former Progressive Conservative premier G.I. Smith signed an unprecedented agreement with Scott Paper, in which the province agreed “at its cost,” to “own, operate and maintain the Effluent Treatment System and continue to accept in such system all effluent from the mill.”

Pouring millions into the mill

Over the years, successive provincial governments in Nova Scotia have lavished hundreds of millions of dollars on the mill in loans and grants. The federal government has also chipped in [millions of dollars](#) for environmental improvements.

Even that's not the end of the government largesse.

In 1995, the Liberal government of former premier John Savage signed an indemnity agreement "saving harmless" anyone who worked for the mill from all responsibility for environmental problems with its effluent. It also made the government — that is, the people of Nova Scotia — responsible for effluent and reconfigurations of the mill related to its treatment and disposal, forever.

As it stands, the effluent – an average of [80 million litres daily](#) – flows from the mill through a pipe under inner Pictou Harbour, then comes onshore at Pictou Landing. There it goes into settling ponds, then an aeration basin for a week before it flows into the 350-acre Boat Harbour lagoon. It is released through a dam into a small cove in the Northumberland Strait, following up to a month of further settling.

The new plan would remove that crucial last step: the effluent would be treated on-site in a new facility beside the mill and go directly into the Strait, without the settling of solids that currently happens in Boat Harbour.

In 2014, that effluent pipe ruptured, spilling 47 million litres of toxic effluent near sacred Mi'kmaq burial grounds. The people of Pictou Landing First Nation set up a blockade, joined by others concerned about the mill's air and water pollution over the years.

The mill was shut down while the pipe was replaced and the First Nation issued an ultimatum to the current Liberal government of Premier Stephen McNeil: legislate the closure of Boat Harbour.

One year later, McNeil's government, with the support of both opposition parties, passed the Boat Harbour Act, which stipulated that no effluent could flow into the lagoon after Jan. 31, 2020. After that, Boat Harbour would be remediated and restored to its former state.

For a time, there was optimism that the province would finally crack down on the mill for its poor environmental performance over the years.

Those hopes were dashed when, in late 2017, Northern Pulp announced its plan to pipe effluent directly into the Northumberland Strait, and the government decided to go with a Class I environmental assessment.

Appearing before the Public Accounts Committee of the Nova Scotia legislature in February, Deputy Environment Minister Frances Martin defended the Class I assessment as appropriate, claiming that, "while the effluent treatment plant will be a new plant and a new design, it is a modification to an existing undertaking and that is the pulp mill itself."

Northern Pulp, however, clearly states that it is designing and building a "new treatment facility."

This decision to go with the Class I assessment for the treatment facility became even more inexplicable when the Department of Environment announced that it was requiring the more extensive Class II assessment for the clean up of Boat Harbour.

Nova Scotia in a conflict of interest

Like Kinder Morgan's embattled Trans Mountain expansion, the proposed pulp pipe is pitting provincial governments of similar political stripes against each other – in this case, two provincial Liberal governments in Nova Scotia and P.E.I.

Prince Edward Island Premier Wade MacLaughlan wrote McNeil and federal Environment and Climate Change Minister Catherine McKenna in January this year, demanding a "more comprehensive assessment" that involves his province.

In response, a spokesperson for the Nova Scotia government said that P.E.I. would have a chance to submit its comments once the proposal had been registered for a provincial environmental assessment. Given that such commenting is the right of every citizen, this response was a firm snub of one Liberal premier by another.

As a result of the government's indemnity agreement with the mill, Nova Scotia taxpayers appear to be on the hook not just for the new effluent and disposal facility, but also the reconfiguration of the mill to accommodate the change. To date, neither Northern Pulp nor the Nova Scotia government has divulged the cost of the new facility or who will be paying for it. However, [local media](#) cite a 2015 letter from Northern Pulp to the government saying that the cost might be in "excess of \$100 million."

Nova Scotians will also cover the costs of the Boat Harbour clean up, [estimated at](#) \$133 million and counting.

In 2002, the government of former premier John Hamm passed an Order in Council extending the mill's lease for the use of Boat Harbour until 2030. Hamm now is chair of the board of Northern Pulp, and the mill manager, Bruce Chapman, has been reminding the province of this commitment, [saying](#) that Northern Pulp will expect to be compensated by the province for the loss of the use of Boat Harbour for 10 years.

Nova Scotia citizens may also have to compensate the mill for any [lost profits](#) if it has to be idled because of a delay in getting a new effluent system up and running.

This puts the provincial government in a conflict of interest, and the impossible position of trying to regulate and assess the new effluent system, while it is responsible for its costs and any losses incurred by its delay.

More than 50 years of protest

Since the pipe plan was made public in late last year, thousands of citizens have mobilized against it. They have also launched a [letter-writing campaign](#) and an [e-petition](#) to convince Ottawa to undertake a federal environmental assessment.

On July 6, a [land-and-sea rally](#) to protest the pipe plan, organized by the Friends of Northumberland Strait, several fishers' associations and unions, the Pictou Landing First Nation, the Pictou Lobster Carnival, tourism operators and environmental groups, drew thousands of people to the waterfront, many on foot and others in an impressive flotilla of fishing boats.

Protesters at the rally, including First Nation chiefs from three provinces, called for a federal environmental assessment.

A few days later, McKenna told reporters she would not rule out a federal assessment, but that the decision would have to wait until the final proposal had been submitted to the province.

The same day, then-minister of fisheries and oceans Dominic LeBlanc [told reporters](#) that the responsibility for the environmental assessment lay with the province of Nova Scotia. On Trudeau's July 17 visit to northern Nova Scotia, McNeil defended the province's environmental assessment process, and the prime minister echoed this sentiment.

It was a profound disappointment to those who, like [Chief Andrea Paul](#) of PictouLanding First Nation, had been counting on the federal government to do a thorough assessment of the pipe proposal.



A flotilla of civilian vessels takes part in the #NOPIPE land-and-sea rally against the Northern Pulp mill in Nova Scotia on July 6, 2018. Photo by Gerard J. Halfyard

Not giving up hope on Ottawa

In an email, a spokesperson for the Canadian Environmental Assessment Agency (CEAA) stated that even if a proposed project is not included in the list of activities that trigger federal assessments, it can be designated for one if the federal environment minister determines it “may cause adverse environmental effects or public concerns related to those effects.”

So far, neither the mill nor the province has been able to demonstrate that the proposed pipe will not cause “adverse environmental effects” to the precious fishing areas of the Strait, suggesting

that grounds for federal intervention do exist. Additionally, the [federal government](#) has “broad responsibilities for the stewardship and management” of all of Canada's oceans — including the Gulf of St. Lawrence — and by extension, the Northumberland Strait.

When Northern Pulp’s general manager and technical manager, together with the consultant engineer in charge of the project, [met with](#) P.E.I.’s Standing Committee on Agriculture and Fisheries earlier this year, they were unable to answer basic questions about the potential effect of the effluent on lobsters and the Strait.

Earlier this month, Northern Pulp [admitted](#) that its proposal to lay the pipe along the bottom of Pictou Harbour and out into the Strait, which it had planned to submit to the province in the summer, would not work — something fishers had been saying all along.

Pictou Harbour, the company determined, was too shallow, a collapsed pier and shipwreck were in the way, and an alternate route and outfall for the pipe would have to be found, pushing the registration of the proposal back to the fall of 2018.

None of this reassures people worried about the proposed pipe. For the past 51 years, the provincial government has consistently failed to protect citizens and the environment from the harmful effects the mill has had on air, water, forests and human health.

Nova Scotia’s auditor general has strongly [criticized](#) the province’s environmental assessment process, saying that environmental “approvals are issued without consulting inspectors who know risks,” and describing the monitoring of projects as “poor.”

Citizens concerned about the pipe [point out](#) that the provincial government is a party to designing the treatment facility, and can hardly be considered an “unbiased judge” of the proposal.

This is why, despite Trudeau’s refusal to commit to federal involvement, many continue to sign petitions, write letters, and pin their hopes on the federal government to step in and undertake an environmental assessment.

Other attached links to news articles about Sinar Mas and companies they own, included for the record.

<https://www.cbc.ca/news/canada/nova-scotia/northern-pulp-air-emission-tests-fails-again-1.4295686>

<https://mail.google.com/mail/u/1?ui=2&ik=decc8c4d61&attid=0.3&permmsgid=msg-f:1614129264220192111&th=16668a0387683d6f&view=att&disp=inline>

<https://mail.google.com/mail/u/1?ui=2&ik=decc8c4d61&attid=0.4&permmsgid=msg-f:1614129264220192111&th=16668a0387683d6f&view=att&disp=inline>

<https://mail.google.com/mail/u/1?ui=2&ik=decc8c4d61&attid=0.5&permmsgid=msg-f:1614129264220192111&th=16668a0387683d6f&view=att&disp=inline>

NOV 13 info CORRESP
c. Insp B. Hunter

RECEIVED

OCT 29 2018

CITY OF PORT ALBERNI

112-5700 Pierce Rd.
Port Alberni, BC
V9Y 0A3

Tel: 778-419-3620

27 October 2018-09-17

Her Worship Mayor Minions & City Council
Port Alberni City Hall

DANGEROUS DRIVING/LACK OF TRAFFIC CONTROL

It is requested the (new) Mayor and Council direct the Inspector of the RCMP assign (permanent) resources to resolve the endemic speeding, vehicle deficiencies and dangerous driving within the City of Port Alberni.

Please have the foregoing read into the minutes of the next City Council meeting.

Yours truly,



R.L. Miller, MMM, SSM, CD2
Cdr (Ret'd.)

Minutes FSCD August 2

FSCD AUGUST 2

Moved Agenda - John

Moved Minutes - Sam

John, Sam, Brendan, Rosalind, Gary, Chris attended

Heather Shobe presenting:

- ☐ family farms day in september (adding residential gardens!)
- ☐ Klitsa Garden and Sunshine Club are doing garden tours. (Mostly ornamental)
- ☐ Working on interim report (west coast related mostly) on Alberni Ag Plan
- ☐ Emergency preparedness being worked on for livestock in ACRD
- ☐ The fall fair grounds are a potential gather point for livestock depending on fire activity.

Starting in preliminary discussions.

☐ Gary Swann mentioned that the fire workshop was very good and his farmer has already implemented some sprinklers.

☐ Gary noted his cedar trees are dying due to prolonged drought and Doug Fir are stressed.

☐ Heather noted Food Security is not part of the provincial Agricultural frameworks. Heather is seeing Ag Ministry noting Food Security more.

☐ Growers Forum and Seedling sale for grow local was a thank you. Thank you to the City for donation of the room.

☐ The burde street orchard will be collecting fruit at Burde orchard for fruit pressings event for juice. Community will be able to come and donate their fruit. October 20 is pressing day. Gleaning Project will use it as well.

☐ The press pasteurizes and packages. Paid by ACRD grant in aid.

☐ Gleaning Project has operated since 2012.

☐ The Grow Local program was quite successful... will be encouraging that the province continue.

Heather asked what at the City could inform her AG Plan development

Gary Noted that he will be willing to work with the planning for the 2020 Composting program announced by the ACRD recently to encourage local composting.

“Given what is happening, we will have to grow our own food.”

John Mayba noted the next step after composting more encouragement to grow locally and teach what is easy to grow.

John noted that free home consultations are a great way to encourage and inspire people and give people the ability to get started on a garden.

Heather noted the ACRD ag committee could make recommendations to the composting process around encouraging backyard composting and recovering compost from the system.

Square Dance will be Oct 13.

Healthy Harvest / CMHA will not be running the farm but Anna Lewis/Hupacasath will be using the full farm.

.....
Chris presented a terms of reference from Saanich as a potential template for a env Commission.

Chris will distribute and bring to next meeting to be able to


Water should be added to the Terms of Reference
Food Security should be a main bullet. - Gary indicates food security should be the main purpose and may require its own committee.

.....
We discussed updates on recommendations.
Rosalind asked if community garden policy that was sent to Jake 2016 was written? Will follow up.

.....
Rosalind is goin* to approach Rollin Arts Centre to hold the September meeting.

John moved adjournment


Rosalind Chapman, Chair


Davina Hartwell, City Clerk

FOOD SECURITY AND CLIMATE DISRUPTION COMMITTEE

THURSDAY, October 4, 2018

4:30 p.m. in the City Hall Committee Room

Present: John Mayba, Sam Brownlee, Gary Swann, Chris Alemany, Sam Brownlee in Chair.

Regrets: Rosalind Chapman (Chair), Guy Langlois, Branden Chase

1. Motion to approve the agenda by John Mayba

2. Motion to approve the minutes of the September 6th meeting by John Mayba seconded by Chris Alemany. Passed.

3. Presentation by John Mayba: A Proposal for Combating Climate Change.

John suggests in light of the failure of federal and provincial governments to take effective action on climate change and specifically their inability/unwillingness to implement effective carbon pricing, that individuals might consider implementing a "voluntary carbon tax" on their own use of carbon. People would assign a dollar value to their activities which have a significant carbon footprint (flying, driving for example) a pay that amount to a local project of their choosing which is doing effective work to mitigate climate change. John suggested paying \$200 per tonne of carbon to a proposed society which would hire a full or part time person to coordinate "all things cycling" in Port Alberni. Suggestions were made by the committee that there were other projects which might be more appealing to some citizens. John stated that the beauty of his proposal is that the contributions would stay in the community to benefit the community and that choice of project to be funded would be the choice of each individual.

4. Discussion re the possibility of converting the steam train to run on natural gas instead of diesel fuel. Given commitments to cruise ship operators to have the train running for 2019 visits, it would be impossible to convert the #7 train (owned by the City) in time, however it might be possible to convert the #113 during the restoration process. The #113 is owned by IHS so there would have to be considerable consultation and an MOU developed. It might also be possible to use carbon funds to finance the conversion.


Motion : To write a letter to the City requesting that staff investigate the possibility of using carbon funds to convert one or both trains to run on natural gas. The letter should emphasize risk reductions related to fire hazard and air quality as well as reduced energy costs and lower carbon fees. Motion: Chris Alemany, seconded by Gary Swann. Passed

5. The committee members reviewed the draft of the TOR and agreed on both the name, The Urban Food Security, Environment and Climate Advisory Committee and the Terms of Reference.

Motion: To submit the TOR to the CEO, Tim Pley for review with the intent of bringing it forward to Council at the November 15th meeting. Motion: Chris Alemany, seconded by John Mayba. Passed.

Next meeting: Thursday, November 1, 2018.

Meeting adjourned at 6:00 PM.



Rosalind Chapman, Chair

Davina Hartwell, City Clerk

November 7, 2018

Honourable Claire Trevena
Minister of Transportation and Infrastructure
PO Box 9055 Prov Stn Govt
Victoria, BC V8W 9E2
Via email to Minister.Transportation@gov.bc.ca

Dear Minister Trevena;

Re: Enhanced connectivity on BC Highway 4

We write as a group of local government and First Nations leaders deeply concerned about the lack of connectivity on BC Highway 4, particularly along the 75 km stretch between the Tofino-Ucluelet junction and the Sproat Lake area near Port Alberni and the Maggie Lake Forest Service road to Macoah.

It is unfortunate that human injuries or fatalities precipitate calls for enhanced road safety measures, and the timing of this letter is no different. On October 29th, 2018, a motor vehicle accident resulted in at least a 30-minute delay before emergency services could be notified by a passerby who had to drive in order to reach cell service and contact emergency services. (Fortunately, no life threatening injuries were sustained.) This is just one example of many where faster access to emergency services can make a critical difference to human lives or to the environment. Recalling the June 2017 fuel tanker incident in which an estimated 3,000 litres of jet fuel was spilled along Highway 4, immediate communication with emergency services may have resulted in quicker response or different immediate actions that would have decreased risk to the environment and to human health and safety.

We understand that the Province and private communications providers have done significant work to increase connectivity on some of BC's remote and rural highways, for example the summer 2018 installation of micro-cells in strategic locations between Hope and Princeton on BC Highway 3. Closer to our home, BC Highway 4 sees use from over a million people a year travelling to visit the Tofino-Ucluelet region, in addition to the thousands and thousands of trips made by the region's residents for employment, education, and health appointments.

We urge the Ministry of Transportation and Infrastructure to work with partners such as Telus or others to increase connectivity and access to emergency services, such as micro-cell service in key areas or emergency call boxes similar to those found on interstate highways in California and Florida. Regardless of the particular technology chosen to improve connectivity and access to emergency services, we are committed to working with you to explore and find solutions.

We respectfully request a meeting with you or with officials from your Ministry to hear what steps will be taken.

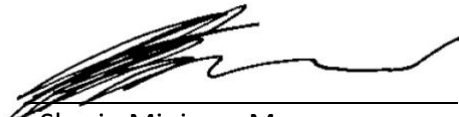
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November 5, 2018 cont'd

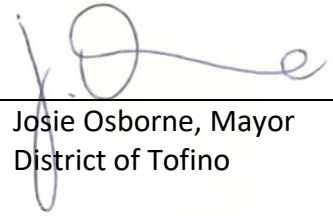
Sincerely,

Moses Martin

Moses Martin, Chief Councillor
Tla-o-qui-aht First Nation



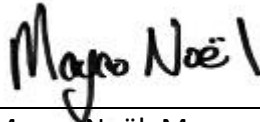
Sharie Minions, Mayor
City of Port Alberni



Josie Osborne, Mayor
District of Tofino



Chief Anne Mack
Toquaht Nation



Mayor Noél, Mayor
District of Ucluelet

Les Doiron

Les Doiron, President
Yuułuʔiłʔatḥ Government

Attachment: Ahousaht First Nation letter
Copy: Scott Fraser, MLA Alberni-Pacific Rim



**Alberni Valley Museum and Heritage Commission
Meeting of Wednesday September 5, 2018
7:00 pm in the Alberni Valley Museum**

Minutes

Attending:

Pam Craig
Bert Simpson
Ken Watson
Dan Washington
Sheena Falconer
Nancy Blair
Judy Carlson
Penny Cote
Gareth Flostrand
Jamie Morton, Manager of Museum, Heritage and Culture

Regrets:

Bill Collette
Jay Manson
Jolleen Dick

Guests:

Willa Thorpe, Director of Parks, Recreation & Heritage
Shelley Harding, Curator of Education, AV Museum

Called to order 7:00 pm

1. Moved by Pam Craig that the agenda of the September 5, 2018 meeting be approved.
2. Moved by Nancy Blair, seconded by Bert Simpson, that the minutes of the June 6, 2018 meeting, as amended, be approved.
3. Correspondence
 - Chair Gareth Flostrand noted the Heritage Commission's June 20, 2018 letter to City Council concerning the demolition of the First Aid Shack at McLean Mill NHS, and read portions of the response from the McLean Mill Society.
 - Discussion – Pam Craig confirmed that she had personally, not as a Heritage Commissioner, contacted the AV News about this issue. Bert Simpson expressed his disappointment with the whole situation. Sheena Falconer noted that input at the recent MMS public meeting had endorsed the continuing NHS status of the site. Willa Thorpe noted that it would be good if Heritage Commissioners continued to participate in public events concerning the site. Sheena Falconer and Gareth Flostrand pointed out the importance of clear communication between all parties involved.
 - Jamie Morton noted that a letter had been sent to the Young Professionals of the Alberni Valley requesting that it send a representative to the Community Heritage Commission.



**Alberni Valley Museum and Heritage Commission
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Minutes

4. Updates:
- Election of Heritage Commission Chair and Vice-Chair
 - Gareth Flostrand was acclaimed as Chair, and Pam Craig as Vice-Chair for the next year.
 - “Echoes in the Ice” Travelling Exhibit – March-June 2019
 - Shelley Harding outlined the scope of this exciting exhibit and related programming – for instance a presentation by Dr. Robyn Woodward of SFU, and a showing of the film “Passages” from the NFB. Meetings were held in the summer with Gareth Flostrand and Pam Craig concerning the role of the Heritage Commission in sponsorship and promotion of the exhibit.
 - Discussion of logistics – the agreement has been signed, rental deposit paid, and application made for an MAP grant to assist with rental and transportation costs.
 - Island-wide promotion and marketing anticipated – this is the only BC showing, other than Prince George last year.
 - Sponsorship sheet was distributed, Commissioners are signing up to approach potential sponsors – cash or in-kind.
 - Committee meeting scheduled for September 26 at 10:00 AM to discuss Commission involvement in this exhibit.
 - Exhibit Topics for 2019-2021
 - Somewhat revised list distributed.
 - Heritage Commission endorsed the installation of a Tsunami 1964 exhibit for Summer 2019, following “Echoes in the Ice,” and “The Port Alberni Waterfront” for Winter 2019-2020. They also endorsed the continuation of the Community Art Show for Spring 2020, as a biennial event. Following that, there was strong support for a George Clutesi show, Nuuchahnulth basketry, and Comic Books.
 - Request for “Orange Bridge” information – from Pat Squire – referred from City Council.
 - Gareth Flostrand provided a timeline for the Riverbend Bridge, developed by the Archives volunteers of the ADHS.
 - Discussion – Director Willa Thorpe was to convert this information into a form to respond to City Council, so it could respond to Mr. Squire.
5. Reports:
- 5.1 Sheena Falconer reported for the MMS
- Bill Collette has resigned as President, and Sheena Falconer is Acting President of the MMS until the next AGM.
 - Planning meetings are being held in preparation for the development of a detailed plan for 2019.
 - There are issues with the APR locomotives, as well as with the McLean Mill steam donkey – cancellations as a result.



**Alberni Valley Museum and Heritage Commission
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Minutes

- The #7 locomotive requires boiler repairs – possibly retubing – Pete Geddes is leading a group to facilitate boiler inspections and develop a plan for repairs and maintenance.
- Issues with deteriorating buildings – intent to move forward with repairs.
- ED Deanna Beaudoin is off on sick leave – expected to return October 1.
- Jorge Barandiaran has resigned as a Director of the MMS.
- In request to questions, Sheena Falconer noted that the MMS role was changing – and more collaboration was encouraged – she & Rod Clark would act as the representatives to the Heritage Commission.

5.2 Ken Watson reported for PAMHS

- Have just completed the summer season, with three students and co-ordinator Jenn Preedy.
- Participated in Port Day on June 16 – the wooden seagull was named Gulliver as part of the festivities.
- An historic vessels exhibit – featuring the *Swan* – has been installed in the Hutcheson Gallery.
- The Naval League Cadets will be bringing their large-scale model of the *Rainbow* to the historic vessel compound.
- Two more potential acquisitions are being considered – more news to follow.
- Planning is under way for Halloween-themed events, including a maze, pumpkin-carving, etc.

5.3 Nancy Blair reported for the Community Arts Council

- Rollin Art Centre currently closed – until September 11.
- A new program for children – “Rollin Buds” – gardening & music for 7-10 year olds is starting – led by Cheryl, a new volunteer.
- Teas on the Terrace has wrapped up for the year.
- Strategic Planning training led by Theresa Kingston has been taking place – governance training to follow.
- Upcoming exhibit – “This is Us” – Sept. 11 – Oct. 12 – Linda & Art Campbell – paintings and carvings – Artists’ reception Sept. 15 – 1:00 – 3:00.
- “Clean out Your Sewing Room” – Sept. 15 – 10:00 – 2:00.
- Watercolour Workshops with Joanne Thomas – for experienced artists on September 20 and beginners on October 19.

5.4 Pam Craig reported for SD70.

- The school year is off to a good start – next Tuesday the first Board meeting.
- ADSS Cheerleaders and Girls’ Rugby team were helping out at the Salmon Festival.
- Elections coming up – Pat Dahlquist the only current trustee not running.
- Between 9 and 11 International students are registered in the District



**Alberni Valley Museum and Heritage Commission
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Minutes

- Preparing for provincial BC School Trustees event in Vancouver – in November – delayed due to local elections.
- Trustees will attend three graduation events in the next few weeks, including 118 students from alternate programs at the Eighth Avenue Learning Centre, and 220 from ADSS
- Pam Craig is enrolled in Nuuchahnulth language classes.
- Ucluelet Secondary School – requires upgrades or a new school – important to keep SD70 on the Department of Education radar.

5.5 Dan Washington reported for the City of Port Alberni

- Council has approved the largest City contract ever - \$17 million plus – over two years – for waste water treatment.
- The new elevator at City Hall will officially open tomorrow – 10:00 - 11:30.
- A successful 33rd season of the annual Our Town program – thanks to Karen & Jessica of Parks, Recreation, & Heritage – noted that PR&H volunteers – Ambassadors of Awesomeness – did a good job.
- A successful 47th Salmon Festival – distributed \$55,000 in cash & prizes – 38.7 lb. winner – from Crofton – 2,600 caught – 11 lb average.
- 3,500 lbs. of Pink salmon barbecued – overall a great success – discussion – noted that Tyee Landing seems to work well as a venue.
- Dan Washington is running for City Councillor again – on his way to UBCM this weekend.

5.6 Bert Simpson reported for the WVHHS.

- Two students finished their terms on the weekend – at the Truck Show – a big success.
- Various issues with steam machinery - #7 locomotive & McLean steam donkey.
- BC Technical Safety did an audit of the APR last week – waiting on results.
- Improved relationship with the MMS now that Sheena Falconer is Acting President.
- Work proceeding on replacing railway ties as required.
- Soup Campbell & crew continues to work on the #112 Baldwin locomotive.
- The newly-acquired 1973 Hayes rock truck was cosmetically restored in time for Truck Show.

5.7 Jamie Morton reported for the AV Museum.

- The “Dressing Alberni” exhibit is nearly ready – Kirsten Smith, part-timers, and Parks carpenters working hard.
- Jamie Morton working on finalizing grant applications etc. prior to retiring.
- Summer students finished their term last week – our grant-funded intern continues to work primarily on collections, and ultimately toward renewal of the permanent galleries.



**Alberni Valley Museum and Heritage Commission
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Minutes

- The Manager of Museum, Heritage & Culture position will not be restaffed until the new City Council is installed – in the interim Director Willa Thorpe will assume the role of secretary with the Heritage Commission. Shelley Harding will be the point person for the “Echoes in the Ice” travelling exhibit.

5.8 Judy Carlson reported for the ADHS.

- The ADHS held its lunch get-together in August.
- An academic researcher from Wisconsin, based at Cameron Lake, spent four days in the Archives – researching attitudes toward Japanese residents of the region – scanned a great deal of material, including AW Neill scrapbooks.
- October 18 – a joint meeting with PAMHS, where Robert Turner will speak on a maritime-related theme.
- ACRD & Backcountry Horsemen are supporting the installation of signs on the Log Train Trail – Horne Lake Junction, McLean Mill, Summers Rd.
- Penny Cote asked if there was a map of historic resources in the ACRD – answer was no – although some work has been done – eg. Neil Malbon for Macmillan Bloedel, First Nations resource & traditional territory maps, etc – example of Cumberland, where such maps have been developed – Judy Carlson noted that historic mapping wasn’t an area that ACRD staff had experience in.

5.9 Penny Cote reported for the ACRD.

- Discussion of raise for Directors – and potential loss of tax benefits.
- Penny Cote to attend UBCM – she will advocate for heritage themes.
- Noting algae bloom in Sproat Lake – and resulting monthly testing by the Department of Environment – climate change-related?
- Advocating for mapping of potential fire risks.
- Noting the question of lake bottom ownership as it applies to Sproat Lake.
- Election coming – Penny Cote is running for Sproat Lake Director.

5.10 Gareth Flostrand reported for the Community at Large.

- PA Association for Community Living AGM – Oct. 3, 6:00 PM, 4471 Margaret Street.
- AV Chamber of Commerce coffee chats with mayoral candidates – starts Wednesday Sept. 12 at Smitty’s, 10:00 – 11:30 – starting with Mike Ruttan.
- Fall Fair Sept. 6 – Sept. 9 – parade on Saturday Sept. 8 along 10th Ave.
- DRAW Gallery hosts AV Paint Out Sept.8-9 – Saturday at Sproat Lake Prov. Park & Sunday at Harbour Quay.
- Timbre! Choir started Sept. 11 – new members welcome.
- PA Parkinson’s Support Group hosting Parkinson’s Superwalk, Sept. 9 at Victoria Quay – 11:00 AM.
- Barkley Sounds Community Choir starts Sept. 12, 6:45 – 9:00 PM at AV United Church – everyone welcome.
- AV Bulldogs Home Opener vs. Victoria Grizzlies – Sept. 14 at 7:00 PM.



**Alberni Valley Museum and Heritage Commission
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Minutes

- PA Toy Run Sept. 15-16 – starts at Little Qualicum Falls at noon Sept. 15.
 - Terry Fox Run – Sept. 16 – Royal Canadian Legion – registration at 9:00 AM, run at 10:00 AM.
 - McLean Mill public input meeting – at McLean Mill NHS Sept. 18 – 6:00-8:00 PM.
 - All Candidates' Meeting – Italian Hall – 7:00-9:00 PM October 9,
6. Next Meeting
- 7:00 PM, Wednesday, October 3, 2018, at the AV Museum.
7. Adjournment
- Moved at 9:15 by Penny Cote to adjourn the meeting.

Gareth Flostrand, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni