

CITY OF PORT ALBERNI - MEETING SCHEDULE

MONDAY, NOVEMBER 14, 2016

4:00 pm	Special In-Camera Meeting <i>@ Committee Room</i>	CLOSED TO PUBLIC
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7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING
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DATES TO NOTE

Mon. Nov 28 4:00 pm	Audit Committee Meeting <i>@ Committee Room</i>	OPEN MEETING
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7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING
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Mon. Dec 5 7:00 pm	Annual Organizational Meeting <i>@ Council Chambers</i>	OPEN MEETING
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A G E N D A

REGULAR MEETING OF COUNCIL

**MONDAY, NOVEMBER 14, 2016 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. 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 16

1. Regular Council Meeting held at 7:00 pm on October 24, 2016.

C. PUBLIC INPUT PERIOD

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

D. DELEGATIONS

1. **Mike Cooke – Call Center - Page 24**

In attendance to discuss the proposed creation of a call center in Port Alberni.

2. Industrial Heritage Society (IHS) - McLean Mill - Page 25

Members of the board in attendance to discuss the 2016 operating season and to request \$55,000 to cover a financial shortfall. *(Letter from IHS and Report from the Director of Finance attached detailing contingency funds available).*

3. Bill Surry – Thunder in the Valley

In attendance to discuss the economic impact of the 2016 Thunder in the Valley drag race event.

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 14, 2016 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

2. City Clerk - Alberni Valley Community Forest Corporation - Page 33

Report dated October 25, 2016 requesting Council's authorization of Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing.

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

3. 2017-2021 Five-Year Financial Plan

a) Deputy City Clerk/Communications Coordinator – 2017 Budget Survey Results - Page 35

Report dated November 8, 2016 providing the results of the 2017 Budget Survey.

That the report dated November 8, 2016 from the Deputy City Clerk/Communications Coordinator providing the results of the 2017 Budget Survey, be received.

b) Chief Administrative Officer - 2017-2021 Financial Plan

Council direction requested for the preparation of the 2017-2021 provisional financial plan.

4. Director of Finance - UBCM Asset Management Planning Grant Application - Page 58

Report dated October 27, 2016 from the Director of Finance requesting Council's resolution to support the City's application for grant funding of \$10,000 from UBCM/Province of British Columbia from its Asset Management Planning Program. (*Application deadline is November 18, 2016*).

That the report dated October 27, 2016 from the Director of Finance, be received and Council for the City of Port Alberni support the Asset Management Planning Program Grant application through the Union of BC Municipalities in the amount of \$10,000 with matching funds from Community Works Gas Tax.

5. Director of Finance - British Columbia Clean Water and Wastewater Fund Grant Application, City of Port Alberni Wastewater Treatment Upgrades Project - Page 59

Report dated November 7, 2016 from the Director of Finance requesting Council's resolution to support the City's application for grant funding of \$7.48 million from Canada - British Columbia Clean Water and Wastewater Program for the City of Port Alberni Wastewater Treatment Upgrades Project. (*Application deadline is November 23, 2016*).

That the report dated November 7, 2016 from the Director of Finance, be received and Council for the City of Port Alberni support the City of Port Alberni Wastewater Treatment Upgrades Project grant application through the Canada - British Columbia Clean Water and Wastewater Fund of \$7,480,000 with funds of \$3,820,000 from the Municipal Finance Authority; and commit to funding operations, maintenance, and plans for replacement of the City of Port Alberni Wastewater Treatment Upgrades Project infrastructure.

6. Chief Administrative Officer (CAO) - Compensation Policy for Exempt Staff Assuming Senior Responsibilities - Page 61

Report dated November 3, 2016 attaching a draft policy in response to the Judy Rogers' Organization and Compensation Review Report that identifies a pool of senior exempt employees who will act in the capacity of CAO during absences and setting out a compensation protocol of exempt employees while "acting" (covering an absence) in a higher capacity.

That the report dated November 3, 2016 from the CAO be received, and Council for the City adopt the policy entitled 'Acting Pay for Exempt Employees' dated November 14, 2016, as presented.

7. Deputy City Clerk/Communications Coordinator - Community Gardens - Page 64

Report dated November 7, 2016 from the Deputy City Clerk/Communications Coordinator providing a proposed Community Gardens Policy.

That Council for the City of Port Alberni approve and adopt the proposed City of Port Alberni "Community Gardens Policy" as attached.

8. Current Status Report - Page 69

That the Current Status Report be received.

9. Managers' Monthly Reports

Providing information about current departmental operations.

Planning Department - Page 75

That the monthly report from the City Planner providing information about current departmental operations, be received.

G. BYLAWS

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

1. "City of Port Alberni Cemetery Management, Amendment No. 1, Bylaw No. 4922"

That "City of Port Alberni Cemetery Management, Amendment No. 1, Bylaw No. 4922", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4922.

2. City Planner - Advisory Planning Commission - Page 76

The summary report of the October 20, 2016 meeting of the Advisory Planning Commission is provided for Council's consideration of the following applications:

Development Application: Official Community Plan Bylaw and Zoning Bylaw **2720 Burde Street** - Lot A, District Lot 139, Alberni District, Plan EPP53945; and **3551 Bulwer Avenue** - Lot 9, Block 27, District Lot 139, Alberni District Plan VIP1562

Applicant: C. Evans and C. Evans-Pauli

That Council for the City of Port Alberni proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lot A, District Lot 139, Alberni District, Plan EPP53945, located at 2720 Burde Street, from a mix of 'Future Residential' and 'Residential' use to 'Residential' use.

That Council for the City of Port Alberni proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot A, District Lot 139, Alberni District, Plan EPP53945, located at 2720 Burde Street, from 'FD - Future Development' to a mix of 'RR2 – Semi-Rural Residential' and 'R1 – Single Family Residential'.

That Council for the City of Port Alberni proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lot 9, Block 27, District Lot 139, Alberni District, Plan VIP1562, located at 3551 Bulwer Avenue, from 'Future Residential' use to 'Residential' use.

That Council for the City of Port Alberni proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot 9, Block 27, District Lot 139, Alberni District, Plan VIP1562, located at 3551 Bulwer Avenue, from 'FD - Future Development' to 'RR2 Semi-Rural Residential'.

That as part of the development process the applicant be required to receive a Preliminary Layout Approval letter, for a proposed subdivision, from the City of Port Alberni's Approving Officer before final adoption of the Bylaw.

Development Application: Zoning Bylaw

4080 McBride Street - Lot 21, District Lot 112, Alberni District, Plan 896, Except the East 300 Feet of the South 156 Feet and Except Part in Plans 23424, VIP56064 and EPP633356

Applicant: J. and P. Lindsay

That Council for the City of Port Alberni proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot 21, District Lot 112, Alberni District, Plan 896, Except the East 300 Feet of the South 156 Feet and Except Part in Plans 23424, VIP56064 and EPP633356, located at 4080 McBride Street, from 'FD Future Development' to a mix of 'P2 Parks and Recreation' and 'R1 – Single Family Residential'.

That as part of the development process the applicant be required to receive a Preliminary Layout Approval letter for a proposed subdivision from the City of Port Alberni's Approving Officer before final adoption of the Bylaw.

DEVELOPMENT APPLICATION: Official Community Plan Bylaw and Zoning Bylaw

5350 Russell Street - Lot 2, Section 9, Alberni District, Plan 15459

Applicant: John Jessup & Associates

That Council for the City of Port Alberni proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lot 2, Section 9, Alberni District, Plan 15459, located at 5350 Russell Street; from 'Parks and Open Space' to 'Institutional'.

That Council for the City of Port Alberni proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot 2, Section 9, Alberni District, Plan 15459, located at 5350 Russell Street; from 'P2-Parks and Recreation' to 'P1 Institutional'.

"Official Community Plan Amendment No. 22 (2270 Burde Street - Evans), Bylaw No. 4923

That "Official Community Plan Amendment No. 22 (2720 Burde Street - Evans), Bylaw No. 4923", be now introduced and read a first time.

That "Official Community Plan Amendment No. 22 (2720 Burde Street - Evans), Bylaw No. 4923", be read a second time.

"Zoning Amendment No. 17 (2720 Burde Street - Evans), Bylaw No. 4924"

That "Zoning Amendment No. 17 (2720 Burde Street - Evans), Bylaw No. 4924", be now introduced and read a first time.

That "Zoning Amendment No. 17 (2720 Burde Street - Evans), Bylaw No. 4924", be read a second time.

"Zoning Amendment No. 18 (4080 McBride Street - Lindsay), Bylaw No. 4925"

That "Zoning Amendment No. 18 (4080 McBride Street - Lindsay), Bylaw No. 4925", be now introduced and read a first time.

That "Zoning Amendment No. 18 (4080 McBride Street - Lindsay), Bylaw No. 4925", be read a second time.

Setting Public Hearing for Bylaws Numbered 4923, 4924 and 4925

That the following Bylaws be advanced to a Public Hearing on Monday, November 28, 2016 at 6:00 pm in the City Hall Council Chambers:

- *"Official Community Plan Amendment No. 22 (2720 Burde Street - Evans), Bylaw No. 4923",*
- *"Zoning Amendment No. 17 (2720 Burde Street - Evans), Bylaw No. 4924"; and*
- *"Zoning Amendment No. 18 (4080 McBride Street - Lindsay), Bylaw No. 4925"*

"Official Community Plan Amendment No. 23 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4926"

That "Official Community Plan Amendment No. 23 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4926", be now introduced and read a first time.

That "Official Community Plan Amendment No. 23 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4926", be read a second time.

**"Zoning Amendment No. 19 (5350 Russell Street - Rainbow Gardens),
Bylaw No. 4927"**

That "Zoning Amendment No. 19 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4927", be now introduced and read a first time.

That "Zoning Amendment No. 19 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4927", be read a second time.

Setting Public Hearing for Bylaws Numbered 4926 and 4927

That the following Bylaws be advanced to a Public Hearing on Monday, December 5, 2016 at 5:00 pm in the City Hall Council Chambers:

- *"Official Community Plan Amendment No. 23 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4926";*
- *"Zoning Amendment No. 19 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4927"*

**3. "Zoning Bylaw Map Amendment No. 14 (5820 Pierce Road - R. Van Vliet),
Bylaw No. 4909" - Page 121**

Report dated November 1, 2016 from the City Planner advising approval was received from the Ministry of Transportation on June 16, 2016 and the Approving Officer issued a Preliminary Layout Approval letter for the subdivision on September 22, 2016.

That "Zoning Bylaw Map Amendment No. 14 (5820 Pierce Road - R. Van Vliet), Bylaw No. 4909", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4909.

4. Five Year Financial Plan Bylaw 2016-2020, Amendment No. 1 - Page 122

Report dated November 4, 2016 from the Director of Finance requesting Council's approval for "Five Year Financial Plan 2016-2020, Amendment No. 1, Bylaw No. 4928.

That the report dated November 4, 2016 from the Director of Finance requesting approval of "Five Year Financial Plan 2016-2020, Amendment No. 1, Bylaw No. 4928", be received.

"Five Year Financial Plan Bylaw 2016-2020, Amendment No. 1, Bylaw No. 4928" - Page 133

That "Five Year Financial Plan Bylaw 2016-2020, Amendment No. 1, Bylaw No. 4928", be now introduced and read a first time.

That "Five Year Financial Plan Bylaw 2016-2020, Amendment No. 1, Bylaw No. 4928", be read a second time.

That "Five Year Financial Plan Bylaw 2016-2020, Amendment No. 1, Bylaw No. 4928", 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. Peter Finch - Page 135

E-mail dated October 25, 2016 expressing concern regarding interface fires and requesting a response regarding the City's plan to lessen the risk and damage from potential forest fires.

E-mail dated October 25, 2016 from Peter Finch expressing concern regarding interface fires, be received and referred to staff for a response.

2. Roman Catholic Parish - Page 136

Letter dated October 18, 2016 requesting use of City streets for their annual "Walk for Peace Day" on January 1, 2017 and inviting members of Council to attend. *(Note: the group will meet at 11:30 am at Glenwood Centre, walk from 12th Avenue to Roger Street, 10th Avenue to Redford Street and end at Abbeyfield Seniors' Home on Redford).*

That the letter dated October 18, 2016 from the Roman Catholic Parish requesting use of City streets for their annual "Walk for Peace Day" on January 1, 2017 be approved subject to no disruptions to traffic and the group assuming full responsibility for the event.

3. Greg Alkerton - Page 137

E-mail dated November 6, 2016 requesting Council's leadership to discourage marketing and other Christmas promotions until after Remembrance Day as a show of respect for veterans.

That the e-mail dated November 6, 2016 requesting Council's leadership to discourage marketing and other Christmas promotions until after Remembrance Day as a show of respect for veterans, be received and the writer acknowledged with thanks.

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. Gary Banys - Page 138

E-mail dated October 26, 2016 requesting traffic improvements to upper Redford Street. *(Note: this request has been forwarded to the Advisory Traffic Committee).*

2. BC Salmon Farmers Association - Page 139

Letter dated October 25, 2016 enclosing a copy of their Sustainability Progress Report *(in "Reading File")*.

3. Alberni Valley Community Stakeholders Initiative to End Homelessness (AVCSI) - Page 141

Notes from the October 28, 2016 AVCSI meeting.

4. RCMP, E Division HQ - Municipal Policing Agreement - Page 144

Letter dated July 20, 2016 providing expenditures to September 30, 2016.

5. The Truck Loggers Association - Page 149

E-mail dated October 28, 2016 regarding the Truck Loggers Association Convention at the Westin Bayshore Hotel in Vancouver from January 18 to 20, 2017.

6. Advisory Traffic Committee Meeting - Page 150

The minutes of the October 19, 2016 meeting.

7. Food Security and Climate Disruption Committee - Page 155

Minutes from the September 1 and October 6, 2016 meetings.

8. Ministry of Finance, Gaming Policy and Enforcement Branch - Page 159

Letter dated October 25, 2016 advising of the \$117,569.57 payment to the City representing casino revenue for the period July to September, 2016 and a report dated November 1, 2016 from the Director of Finance regarding the allocation of funds.

**9. Association of Vancouver Island and Coastal Communities (AVICC)
- Page 161**

Information regarding the 2017 AVICC Annual General Meeting & Convention, the Resolutions Notice/Request for Submissions and the Call for Nominations for AVICC Executive. (*Note: Resolutions and Nominations deadline is February 21, 2017*).

10. Minister of Children and Family Development - Page 171

E-mail dated November 2, 2016 provides information on "Adoption Awareness Month" and advising that a new online tool has been launched to streamline the adoptions process (www.gov.bc.ca/adoptbckids).

11. Ministry of Transportation and Infrastructure - Page 172

Providing the "Horne Lake Connector Updated Assessment" - Final Summary Report.

12. Western Forest Products Inc. - Page 183

News Release dated October 21, 2016 advising that a settlement has been reached for the April 2011 harvesting rights reduction in Tree Farm Licence 44.

13. Union of British Columbia Municipalities (UBCM) - Page 184

Letter dated October 31, 2016 replying to the Mayor's letter dated October 18, 2016 (*attached*) regarding the process and outcome of Resolution C-27 "Protection of Old-Growth Forests" at the UBCM Convention.

14. Laurel Lenormand - Page 188

Copy of a letter dated October 26, 2016 expressing concern regarding the recent destruction of a cougar and suggesting a deer cull be conducted instead.

That Informational Correspondence items numbered 1 through 14 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 Ruttan/Councillor McLeman)

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.

O. ADJOURNMENT

That the meeting adjourn at pm.

**MINUTES OF REGULAR MEETING OF COUNCIL
MONDAY, OCTOBER 24, 2016 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

PRESENT: Mayor Ruttan; Councillors Alemany, McLeman, Minions, Paulson, Sauvé and Washington

A. CALL TO ORDER AND APPROVAL OF AGENDA

It was moved and seconded:

That the agenda be approved as circulated with the addition of late items D. 3 Delegation – Heather Shobe and H.4 Correspondence – Stacey Gaiga.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Special Meeting held at 3:00 pm and Regular Council Meeting held at 7:00 pm on October 11, 2016, be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

Katrina Kyle commented on the correspondence from Aaron Brevick and suggested medical marijuana dispensary windows should be blacked out to ensure more privacy.

D. DELEGATIONS

1. Alberni Valley Chamber of Commerce

Bill Collette provided a brief update regarding the Tri-Conic Challenge and presented Council with T-shirts promoting the event. He also introduced the newly hired project manager for the Tourism Training project.

2. Rotary Arts District (RAD) Corps

Brent Ronning and Lily Diotte attended to request Council's support for a Creative Crosswalk project, particularly:

- Support for the Community Investment Program grant application for the Artists fee.
- Commitment to installation and on-going maintenance of the crosswalks.
- Participation on the Creative Crosswalks ad hoc committee.

It was moved and seconded:

That Council for the City of Port Alberni consider the Creative Crosswalk project further during the upcoming Five Year Financial Plan process.

CARRIED

3. Heather Shobe, ACRD Agriculture Development Committee

It was moved and seconded:

That Council for the City of Port Alberni provide a letter of support for the Alberni Clayoquot Regional District application to the Investment Agriculture Foundation of BC and the committee liaise with the Chief Administrative Officer regarding the potential for other city support.

CARRIED

E. UNFINISHED BUSINESS NIL

F. STAFF REPORTS

1. Accounts

It was moved and seconded:

That the certification of the Director of Finance dated October 24, 2016 be received and the cheques numbered 136636 to 136935 inclusive, in payment of accounts totalling \$916,546.73, be approved.

CARRIED

2. Chief Administrative Officer/Deputy City Clerk – Upcoming Budget 2017 – 2021

It was moved and seconded:

That the presentation from the CAO and verbal report from the Deputy City Clerk providing information pertinent to Council's direction on the upcoming budget and outlining the development process of the 2017 – 2021 Five Year Financial Plan, be received.

CARRIED

3. Economic Development Manager – Rural Dividend Fund

It was moved and seconded:

That Council for the City of Port Alberni authorize the submission of an application to the BC Rural Dividend Program, in partnership with FP Innovations, for the Port Alberni Maximized Value Wood-Biomass Eco-Industrial Cluster and that Council support this project through its duration.

CARRIED

4. Director of Finance – Port Alberni RCMP Detachment Occupancy Agreement

It was moved and seconded:

That Council for the City of Port Alberni authorize the Mayor and Clerk to enter into an occupancy agreement with the Royal Canadian Mounted Police for the Detachment Building at 4444 Morton Street for a five year period effective January 1st, 2017 ending December 31st, 2021.

CARRIED

5. Current Status Report

It was moved and seconded:

That the Current Status Report be received.

CARRIED

6. Managers' Monthly Reports

RCMP Department

It was moved and seconded:

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

CARRIED

Economic Development

It was moved and seconded:

That the monthly report from the Economic Development Manager providing information about current departmental operations, be received.

CARRIED

G. BYLAWS

1. "City of Port Alberni Cemetery Management, Amendment No. 1, Bylaw No. 4922"

It was moved and seconded:

That "City of Port Alberni Cemetery Management, Amendment No. 1, Bylaw No. 4922", be now introduced and read a first time.

CARRIED

It was moved and seconded:

That "City of Port Alberni Cemetery Management, Amendment No. 1, Bylaw No. 4922", be read a second time.

CARRIED

It was moved and seconded:

That "City of Port Alberni Cemetery Management, Amendment No. 1, Bylaw No. 4922", be read a third time.

CARRIED

H. CORRESPONDENCE FOR ACTION

1. Aaron Brevick

It was moved and seconded:

That the email dated October 17, 2016 requesting Council consider amending Zoning Text Amendment No. T7 (Marijuana Dispensary Regulations), Bylaw No. 4893 to remove adult based learning places (colleges and universities) from the interpretation and add preschools, daycares and childcare facilities which are not currently addressed, be received and Council refer the issue to staff to clarify issues in the bylaw including distances between dispensaries and from schools.

DEFEATED

It was moved and seconded:

That the email dated October 17, 2016 requesting Council consider amending Zoning Text Amendment No. T7 (Marijuana Dispensary Regulations), Bylaw No. 4893 to remove adult based learning places (colleges and universities) from the interpretation and add preschools, daycares and childcare facilities which are not currently addressed, be received.

CARRIED

2. Alina Hiltz – 4-H

It was moved and seconded:

That the email dated October 18, 2016 advising that November 2 – 8, 2016 is National 4-H Week and requesting that the City fly the 4-H flag during this week, be received and that the flag be flown at an appropriate City facility.

CARRIED

3. Derek Squires

It was moved and seconded:

That the letter dated September 14, 2016 from Derek Squires requesting the total costs of the Gertrude Street Bridge Project, be received and a response provided.

CARRIED

4. **Stacey Gaiga**

It was moved and seconded:

That the correspondence dated October 21, 2016 from Stacey Gaiga requesting Council's assistance to ask the Port Alberni Port Authority and Cantimber to delay emissions testing planned for the end of October, be received.

CARRIED

I. **PROCLAMATIONS** NIL

J. **INFORMATIONAL CORRESPONDENCE**

1. **Alberni Valley Lions Club**
Letter dated October 5, 2016 thanking Council for their attendance at the Lions Bullhead Derby on September 4, 2016.
2. **Local Government Management Association (LGMA)**
Letter dated September 27, 2016 providing a copy of the 2015 Annual Report.
3. **Seniors Advisory Committee**
The minutes of the August 11, 2016 meeting.
4. **BC Timber Sales**
Email dated September 15, 2016 advising that members of the public are being invited to review and provide comment on the Timber Supply Analysis Report (between September 15th and November 15th, 2016). Link can be found at: <http://www.for.gov.bc.ca/bcts/areas/tsg/tsg-tsrr.htm>
5. **Ministry of Forests, Lands and Natural Resource Operations**
Letter dated October 19, 2016 advising of the commencement of the review and comment period for the replacement of the West Coast Forest Stewardship Plan.
6. **Alberni Valley Community Stakeholders Initiative to End Homelessness (AVCSI)**
Minutes of September 16, 2016 meeting.
7. **Councillor Chris Alemany – Union of British Columbia Municipalities**
Report from Councillor Alemany's attendance the UBCM Convention.

8. **British Columbia Lottery Corporation (BCLC)**
Letter dated October 11, 2016 providing a copy of BCLC's Community Impact Report, Social Responsibility Report and a Community Impact Report specific to Port Alberni.
9. **Gord Johns, MP**
Email dated October 18, 2016 advising of a Seniors' Health Care Town Hall Public meeting on November 7, 2016 - 2:00 – 4:00 pm at the Qualicum Beach Community Centre (644 Memorial Avenue).
10. **Minister of Forest, Lands & Natural Resource Operations and Minister of Jobs, Tourism & Skills Training & Minister Responsible for Labour**
Letter received October 18, 2016 providing copies of a commemorative poster celebrating the achievement of agreements reached in the Great Bear Rainforest and advising additional posters are for sale online at www.gov.bc.ca/greatbearrainforest.

It was moved and seconded:

That Informational Correspondence items numbered 1 through 10 be received and filed.

CARRIED

K. REPORT FROM IN-CAMERA NIL

L. COUNCIL REPORTS

1. Mayor's Report

Travel Authorization

It was moved and seconded:

That the Mayor's verbal report be received and Council for the City of Port Alberni authorize travel expenses for the Mayor's trip to Ottawa on October 11 – 13, 2016 with the Port Alberni Port Authority to advance the PATH project.

CARRIED

It was moved and seconded:

That in accordance with Council's procedures Bylaw, the meeting continue beyond 10:00 p.m.

CARRIED

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 NIL

N. QUESTION PERIOD

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

O. ADJOURNMENT


It was moved and seconded:

That the meeting adjourn at 10:13 pm.

CARRIED

CERTIFIED CORRECT

Mayor



Clerk

From: m cooke [<mailto:mcooke049@gmail.com>]
Sent: Thursday, November 03, 2016 11:41 AM
To: Jake Martens
Subject: Re: Presentation to City Council - November 14

Hi Mr. Martens.

I will be presenting an infrastructure project to lay the platform for the call center industry to locate here in the Alberni Valley.

The creation of a call center which puts us on the map as a call center destination.

A state of the art Training department to certify agents to the highest standards to be employed in a call center or for the "call from home program".

A Quick Start department to promote the Alberni Valley as a high quality low cost destination that will bring employment to the Alberni Valley.

I hope this gives you enough information.

Sincerely.

Mike Cooke

ENTERED

7th November 2016

To Mayor and Council,

McLean Mill request for additional funding.

It is with regret that the Industrial Heritage Society is requesting additional funding from Council in order to meet our financial obligations for 2016. This is not something we do lightly, however decisions made by Council earlier this year to institute a new management system through the advisory committee, and in turn the future Board Members of the new Society led to recommendations that have greatly contributed to an operating shortfall.

The largest impact to the budget was the commitment by the new advisory committee to purchase a new kitchen for the Mill and commit to having it installed and operated by the seller. Funding was included in the capital plan presented to Council based on the verbal commitments made to the future Board. Because the WVIHS was the only legal entity and had the current contract to operate the McLean Mill, we signed the agreements with the vendor which included a \$10,000 down payment which came from the capital budget. Unfortunately this venture has since become a tremendous burden on the WVIHS. Increased revenue was anticipated from this upgraded kitchen and expanded menu to cover those costs. The vendor walked away from those commitments, placing us in the position of reverting to the previous volunteer cook, who now asked to be compensated for her work, which we did. In addition the working day was longer because all food had to be prepared offsite and brought to the Mill. With food prep off site we were very limited in what could be offered in the café and as a result our sales were down compared to previous years.

Other factors in our revenue losses were; the closure of the Chase & Warren Winery which meant we could no longer have our featured wine trains, the cancellation of Halloween and Christmas programs, because the visitor centre/future kitchen area was unavailable.

In capital funding the WVIHS received \$30,000 from the ACRD and has spent \$21,515 to date on the kitchen (with commitments of an additional \$15,000 to be paid to the vendor at years end). Completion of the kitchen will be the responsibility of the new Society in 2017, currently estimated to be \$37,000 plus the outstanding final payment for the purchase of the equipment. As stated previously the Society asked for an increase in the City's capital contributions to cover the installation of the kitchen but this request was denied. Other projects undertaken this year were the planned repairs to the roof of the R.B. McLean house and upgrade to the electrical system on site to allow for Christmas lighting and facilitate power requirements of entertainment on site. The last expense item which was unplanned was the replacement of the furnace in the Visitor Center which recently failed. Total capital expenditures for the current year were \$35,670. This includes the kitchen down payment but does not include the \$10,000 received from the City which went directly to a member of the new Board for courtyard, gift shop and visitor centre upgrades.

ENTERED

Our operating and capital budgets would have been sufficient as presented without these items outlined above. The bottom line is a loss of close to \$50,000 compared to our planned budget. We have looked at expected revenue and expenses to year end and we project an operating deficit of \$37,000 plus the \$15,000 capital owed to the seller of the kitchen equipment. As some of the revenue items are from the federal government and we cannot guarantee when they will be issued, and we have a commitment to pay our expenses, we are requesting \$55,000 with any unused funds to be returned to the City.

Yours sincerely,

Western Vancouver Island Industrial Heritage Society

Kevin Hunter – President

Ken Rutherford – Vice President & Acting Mill Manager

Hugh Grist - Director

2016 McLean Mill Budget

Operating and Capital/ Special Maintenance

	<u>2015</u>	<u>2015</u>	<u>2016</u>
	<u>Budget</u>		<u>Budget</u>
	<u>Approved</u>	<u>Actual</u>	<u>Presentation</u>
<u>Revenue (Operating)</u>			
Admissions	\$ 150,000	\$ 133,170	\$ 150,000
Concessions, Cookhouse etc.	\$ 40,000	\$ 41,298	\$ 40,000
Lumber & Custom Wood Sales	\$ 30,000	\$ 9,269	\$ 20,000
Outside Contributions (student grants etc.)	\$ 22,500	\$ 36,941	\$ 40,000
City of Port Alberni (operating contribution)	\$ 225,000	\$ 225,000	\$ 225,000
Miscellaneous	\$ 5,000	\$ 3,145	\$ 5,000
	\$ 472,500	\$ 448,823	\$ 480,000

Expenses (Operating)

	<u>2015 Budget</u>	<u>2015 Actual</u>	<u>2016 Budget</u>
Wages	\$ 235,000	\$ 207,147	\$ 225,000
Mill Maintenance	\$ 20,000	\$ 12,973	\$ 20,000
Train Maintenance	\$ 15,000	\$ 10,402	\$ 15,000
Mill/Roundhouse (Propane); Fuel Oil (Locomotive)	\$ 63,500	\$ 61,751	\$ 60,000
Utilities (incl. licences, fees etc.)	\$ 16,000	\$ 34,198	\$ 24,000
Safety	\$ 3,000	\$ 1,867	\$ 2,000
Marketing	\$ 30,000	\$ 38,061	\$ 35,000
Inventory (Concession, Cookhouse, Mill Fibre)	\$ 25,000	\$ 29,237	\$ 25,000
Insurance	\$ 44,000	\$ 34,851	\$ 44,000
Track Maintenance	\$ 2,000	\$ 3,917	\$ 5,000
Office Supplies (Acct'g., Moneris, Phone, Photocopy, Postage, Bank charges)	\$ 14,000	\$ 19,553	\$ 20,000
Prior Years Shortfall		\$ -	
Miscellaneous	\$ 5,000	\$ 6,615	\$ 5,000
	\$ 472,500	\$ 460,572	\$ 480,000
Surplus/(Shortfall)		-\$ 11,750	

<u>Revenue (Capital/Special Maintenance)</u>	<u>2016</u>	<u>Expenses (Capital/Special Maintenance)</u>	<u>2016</u>
		<u>McLean Mill Infrastructure</u>	
Regional District of Alberni/Clayoquot	\$ 29,900	Visitor Reception Area (furnace/heat pump)	\$ 10,000
		Visitor Reception Area (kitchen upgrade)	\$ 40,000
City of Port Alberni	\$ 20,000	Visitor Reception Area (courtyard patio & awning)	\$ 20,200
		Sawmill (lumber deck, trusses, observation deck)	\$ 33,788
City of Port Alberni	\$ 13,694	R.B.McLean House (roof repair)	\$ 1,200
		Bunkhouse (footings)	\$ 1,500
Parks Canada	\$ 12,822	Mill Site (electrical & fire panel upgrades, IP camera)	\$ 9,922
		sub total	\$ 116,610
		<u>Railway</u>	
Parks Canada	\$ 20,094	Rail track & bridge maintenance	\$ 21,997
		Hi-Rail Cab Repairs	\$ 2,000
carried forward from 2015	\$ 22,483	CN Caboose Restoration	\$ 531
		Hydraulic pump for "Lobster" brushing machine	\$ 4,000
		Passenger Coach (re-paint & letter)	\$ 3,800
sub total	\$ 118,993	sub total	\$ 32,328
		<u>Trucks & Industrial Heritage Centre</u>	
Island Corridor Foundation (Trackage)	\$ 21,997	Master cylinder for International "Hi-ab" Truck	\$ 1,500
		Industrial Heritage Centre (vehicle maint.)	\$ 10,000
B.C.Lottery Corp. (Gaming Funding for WVHHS Equip.)	\$ 29,000	sub total	\$ 11,500
		Education	
		Educational activities & materials at IHC & McLean Mill	\$ 7,169
			\$ 7,169
Total	\$ 169,990	Total	\$ 167,607



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

To: Tim Pley, CAO

From: Cathy Rothwell, Director of Finance

Copy: Mayor and Council
Davina Hartwell, City Clerk

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

Tim Pley, CAO

Date: November 8, 2016

Subject: Budget Considerations re McLean Mill Request for Additional Funding

With regards to the request to Council by the Western Vancouver Island Industrial Heritage Society (WVIIHS) for additional funding of \$55,000 for operations shortfall, the Director of Finance submits the following information for Council's information: expenses to date per the contract for operations; and payments made from contingency for 2016.

Contingency and Contract Fees for McLean Mill

2016	Operating contract	\$225,000
2016	Capital budget	10,000
	Total budgeted/contract expenses	\$235,000
	Committed payments from Contingency:	
May 26, 2016	WVIIHS for roundhouse roof	\$7,500
Oct. 11, 2016	Council approval granted for replacement of fire suppression pump and motor and rental of temporary fire suppression equipment	117,850
	Total contingency payments applicable to McLean Mill	\$125,350

Analysis of All Contingency Fund Expenses for 2016

2016	Budget	\$200,000
	Less:	
2016	Applicable to McLean Mill per above	(125,350)
May-Sep 2016	Davies Park (CAO recruitment expense exceeding budgeted amount)	(29,149)
	Total paid to date from Contingency Fund	(154,499)
	Remaining Contingency Fund at Nov. 8, 2016	\$ 45,501

Respectfully submitted,



Cathy Rothwell
Director of Finance

**CLERK'S DEPARTMENT
REPORT TO COUNCIL**

TO: Tim Pley, CAP
FROM: Davina Hartwell, City Clerk
COPIES TO: Mayor and Council
DATE: October 25, 2016

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



Tim Pley, CAO

SUBJECT: AV Community Forest Corporation

Issue:

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

Background:

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

- Requirement to hold Annual General Meeting (held July 20, 2016)
- Acceptance of the financial statements dated December 31, 2015
- Appointment of Directors to hold office until the next Annual General Meeting or until successors are elected or appointed (Directors are: Gary Swann, Ed Proteau, Warren Lauder, Chris Duncan, Jim Sears and Dwayne Hearn. (Director representing Sproat Lake currently vacant – Electoral Area Director seeking replacement)
- Endorsement of the appointment of Duncan Sabine Collyer Partners as auditor of the Company for the current fiscal year

Recommendation:

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

Respectfully submitted,



Davina Hartwell
City Clerk

ALBERNI VALLEY COMMUNITY FOREST CORPORATION
(the "Company")

RESOLUTIONS OF SHAREHOLDER IN WRITING

WHEREAS the City of Port Alberni is the sole shareholder of Alberni Valley Community Forest Corporation;

PURSUANT to the Articles of the Company, the following resolutions are passed as resolutions of the sole shareholder of the Company, duly consented to in writing by all of the directors of the sole shareholder of the Company.

RESOLVED that the requirement of holding the Annual General Meeting of Shareholders of the Company for the year of 2016, was held the ____ day of _____, 2016.

FINANCIAL STATEMENTS

RESOLVED that the presentation of a report of the Directors to the Shareholders on the affairs of the Company and financial statements dated December 31, 2015 be accepted, and that all acts and proceedings of the Directors since the date of recognition be confirmed and approved.

APPOINTMENT OF DIRECTORS

RESOLVED that the following persons be and are hereby appointed directors of the Company, so that the Board of Directors is therefore composed of the following seven persons, to hold office until the next Annual General Meeting or until their successors are elected or appointed.

Gary Swann
Ed Proteau
Warren Lauder

Chris Duncan
Jim Sears
Dwayne Hearn

AUDITOR

RESOLVED that the appointment of Duncan Sabine Collyer Partners LLP as auditor of the Company for the current fiscal year of the Company be endorsed.

Signed by the council members of the City of Port Alberni on the ____ day of _____, 20____.

Mayor: Mike Ruttan

City Clerk: Davina Hartwell



CLERK'S DEPARTMENT

TO: Tim Pley, CAO

FROM: Jake Martens, Deputy City Clerk/Communications Coordinator

COPIES TO: Davina Hartwell, City Clerk; Cathy Rothwell, Director of Finance

DATE: November 8, 2016

SUBJECT: 2017 Budget Survey

Purpose

The purpose of this report is to provide the feedback received through the 2017 Budget Survey.

Background

The Community Charter S.166 requires Council to undertake a process of public engagement regarding a proposed financial plan before it is adopted.

A broad public engagement process is undertaken each year to provide members of the public with an opportunity to express their views and weigh in on budget deliberations. A survey of the public regarding the City's services and budget has been completed as a first step in this process and is intended to support Council's direction to staff for creation of the 2017 provisional budget.

Discussion

The online budget survey opened on October 25, 2016 and closed on November 8, 2016. There were 808 visits to the survey website and 275 submissions were received. The results and comments have been summarized and attached to this report for reference.

Respondents, on average, identified a desire to maintain funding for the following departments and services: Parks and Trails, Community Centres, Engineering and Public Works, Economic Development, and Planning and Development. Respondents generally identified a desire to decrease funding for RCMP, Sports and Leisure Programs, Fire, General Government Services, Bylaw Enforcement, Museum Services, McLean Mill and External Services.

There were also over 100 candid, qualitative responses regarding City services and the budget provided which were not categorized but provided for Council's review.

Conclusion and Recommendation

The following resolution is proposed:

That the report dated November 8, 2016 from the Deputy City Clerk/Communications Coordinator providing the result of the 2017 Budget Survey, be received.

Respectfully submitted,



Jake Martens
Deputy City Clerk/ Communications Coordinator

Attachments: Citizen Budget (2017 Budget Survey) Results

CITIZEN BUDGET RESULTS

City of Port Alberni



Online Budget Consultation Report

For the period October 25 to November 08, 2016

Prepared by Open North for: City of Port Alberni

808

Visitors

275

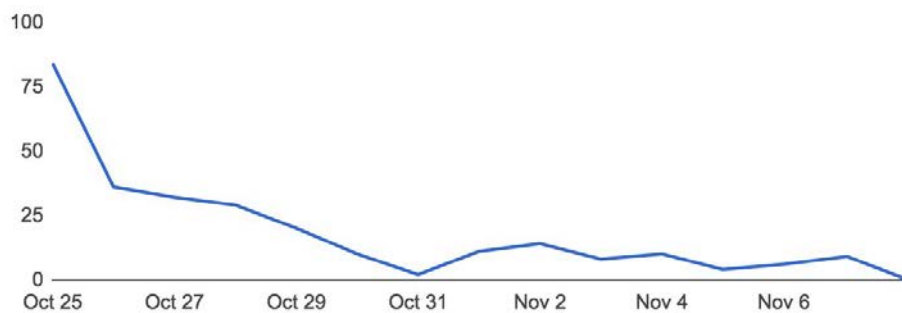
Responses

34% participation

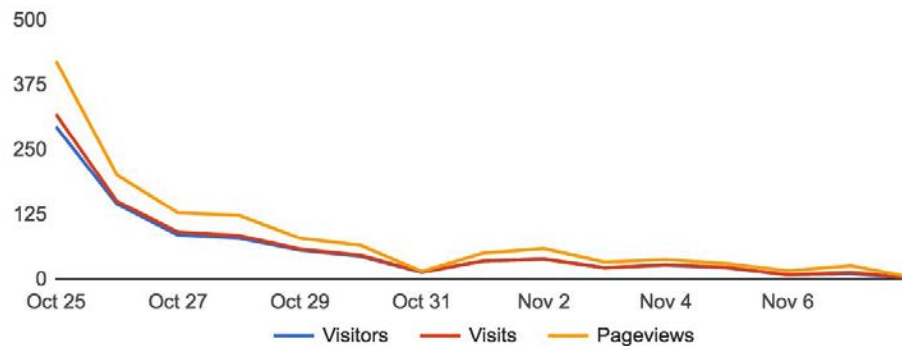
6 minutes

Median time to complete

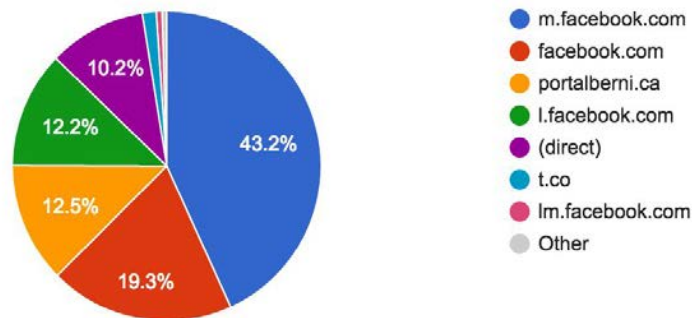
Responses per day



Web visits per day

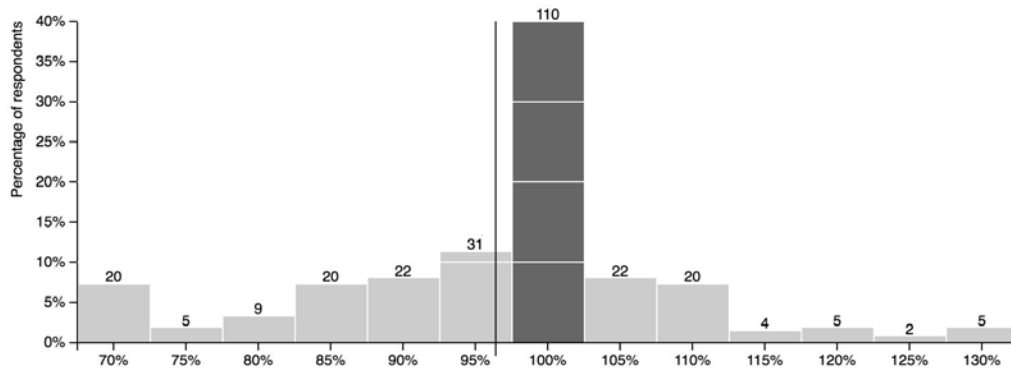


Web traffic sources



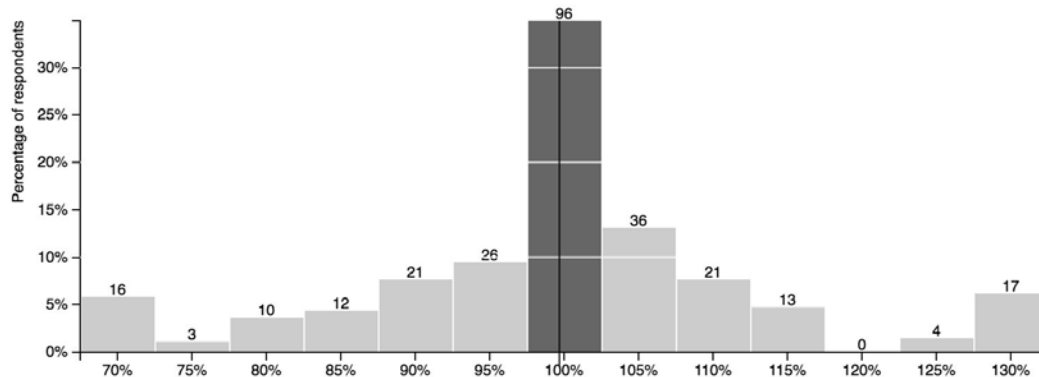
Police (RCMP)

How would you adjust your property tax funding to Police services?

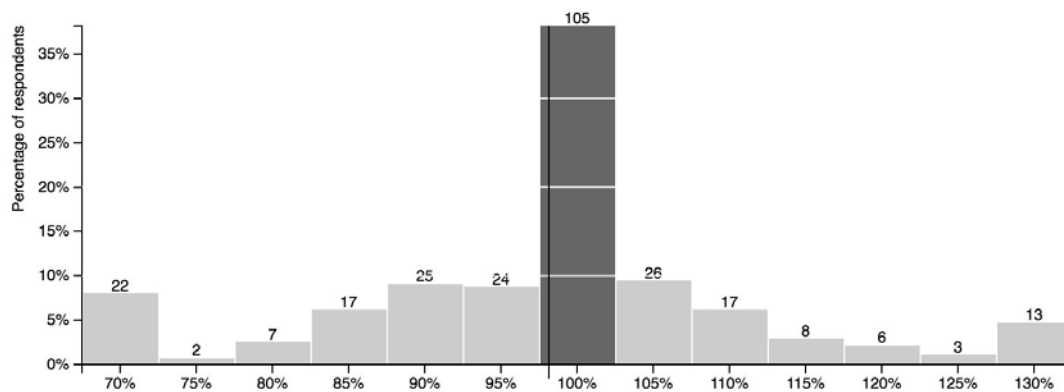


Parks & Recreation

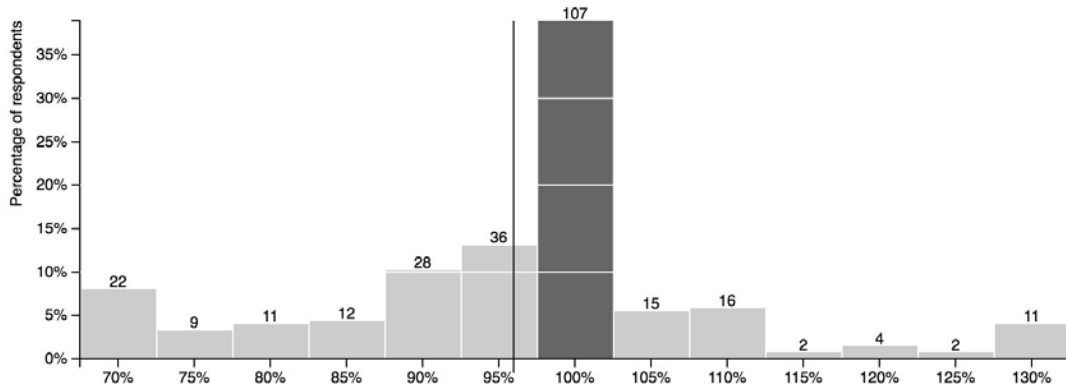
How would you adjust your property tax funding to parks, trails and playgrounds?



How would you adjust your property tax funding to community centers and other civic facilities?

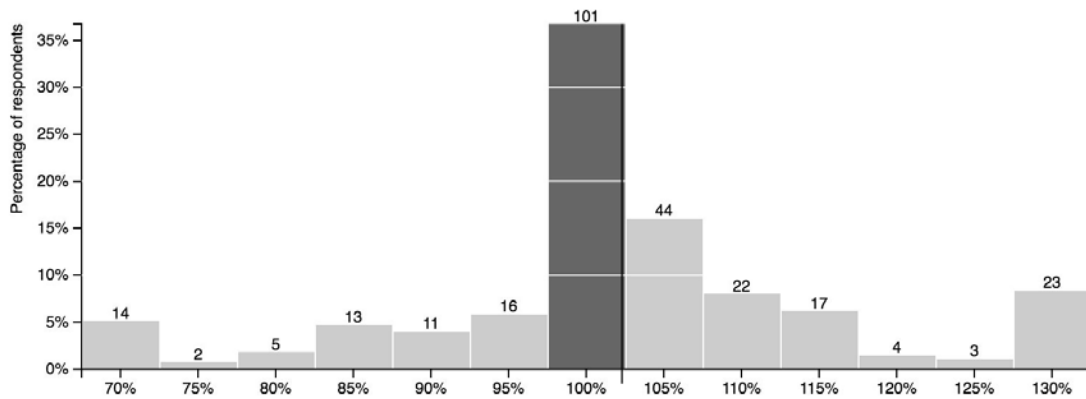


How would you adjust your property tax funding to sports and leisure programs?



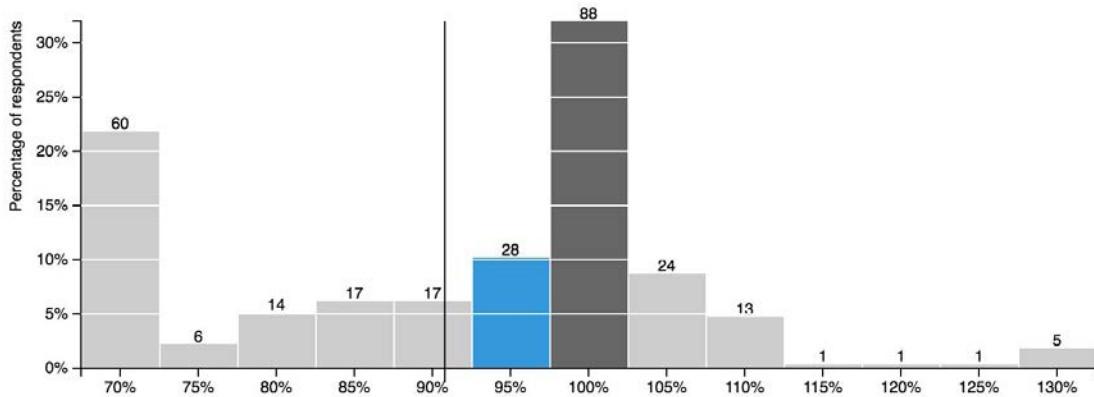
Engineering & Public Works

How would you adjust your property tax funding to Engineering & Public Works?



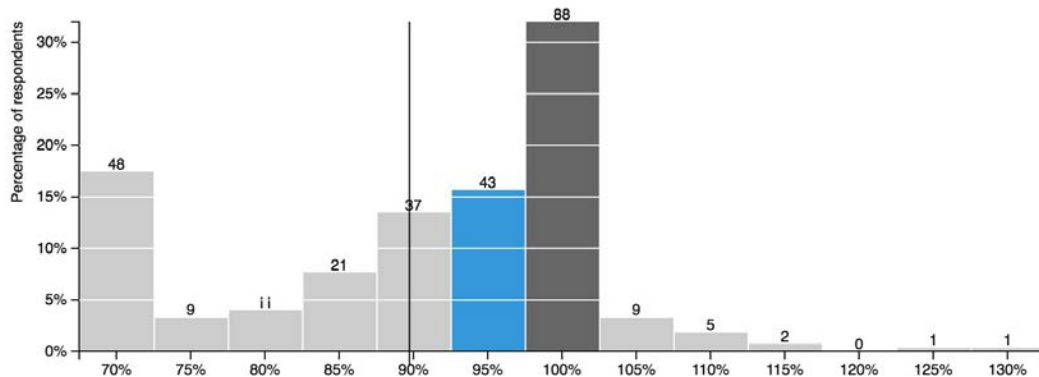
Fire Department

How would you adjust your property tax funding to Fire services?



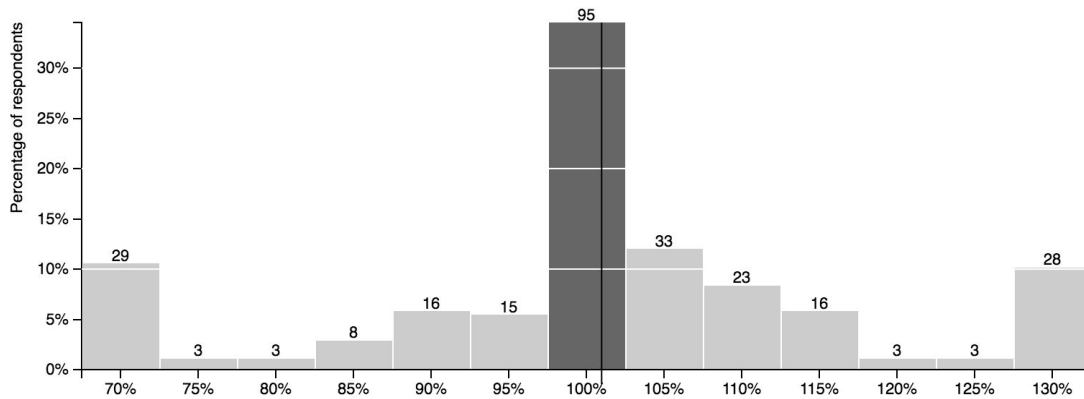
General Government

How would you adjust your property tax funding to General Government?



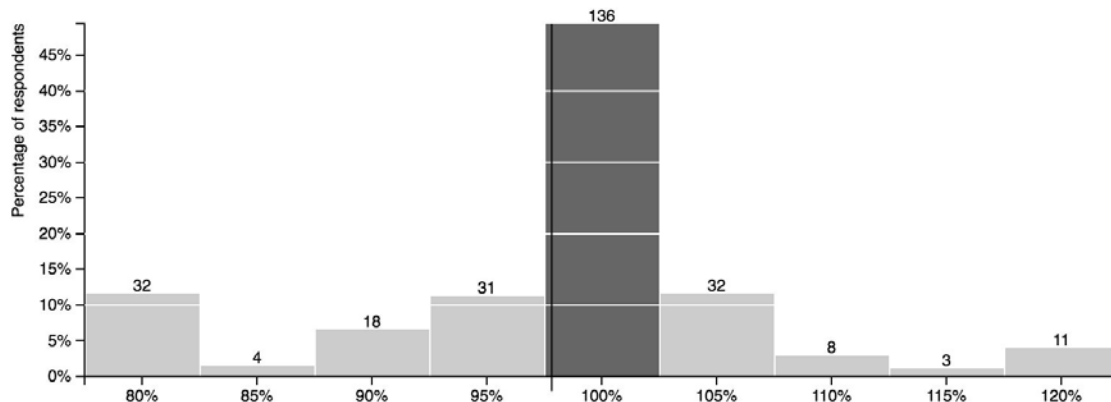
Economic Development

How would you adjust your property tax funding to Economic Development services?

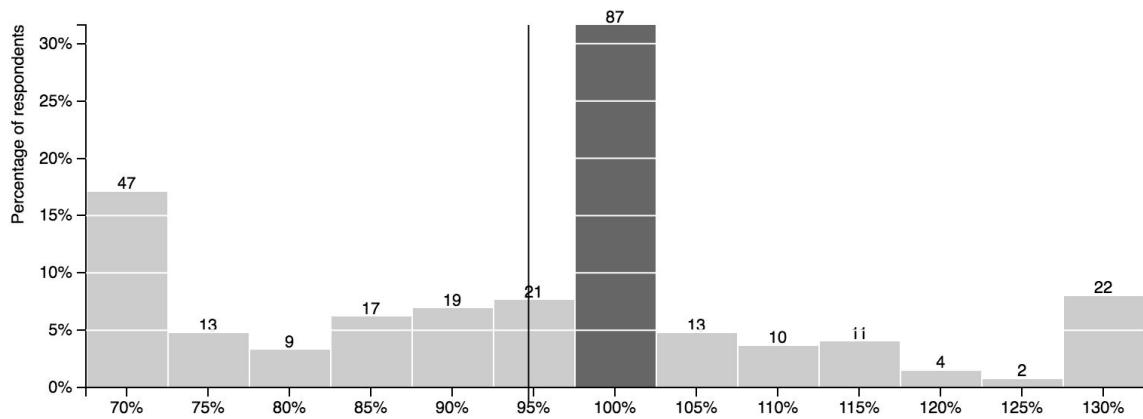


Planning & Development

How would you adjust your property tax funding to Planning & Development services?

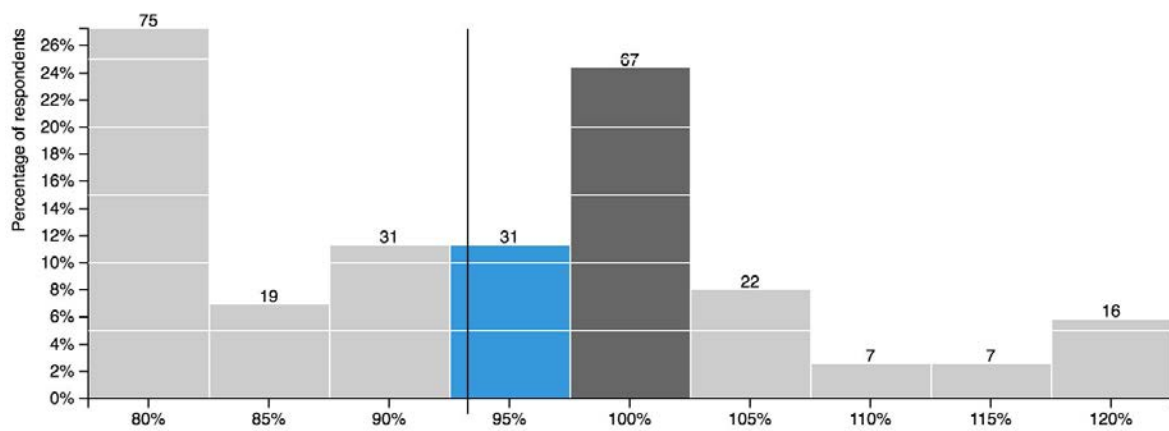


How would you adjust your property tax funding to Bylaw Enforcement services?

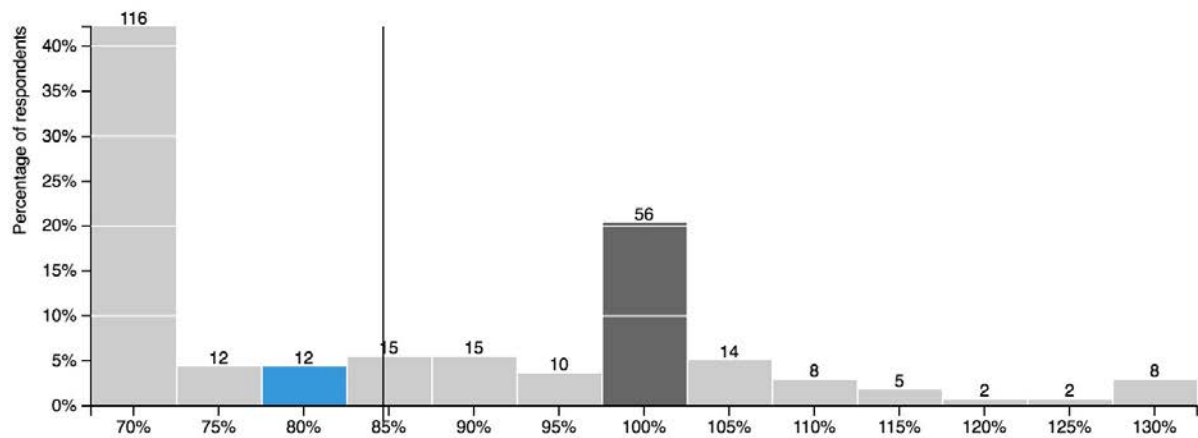


Heritage & Culture

How would you adjust your property tax funding to Museum services?

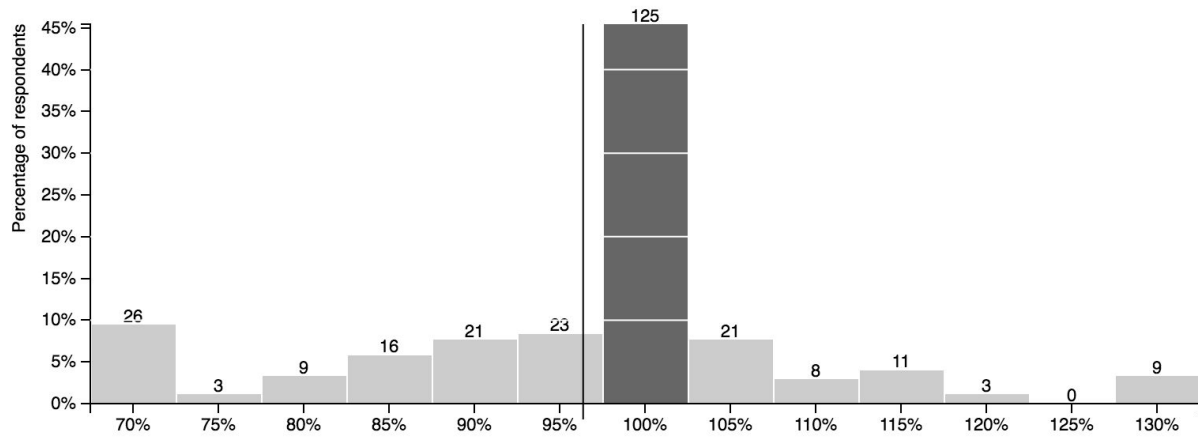


How would you adjust your property tax funding to McLean Mill and other heritage assets?



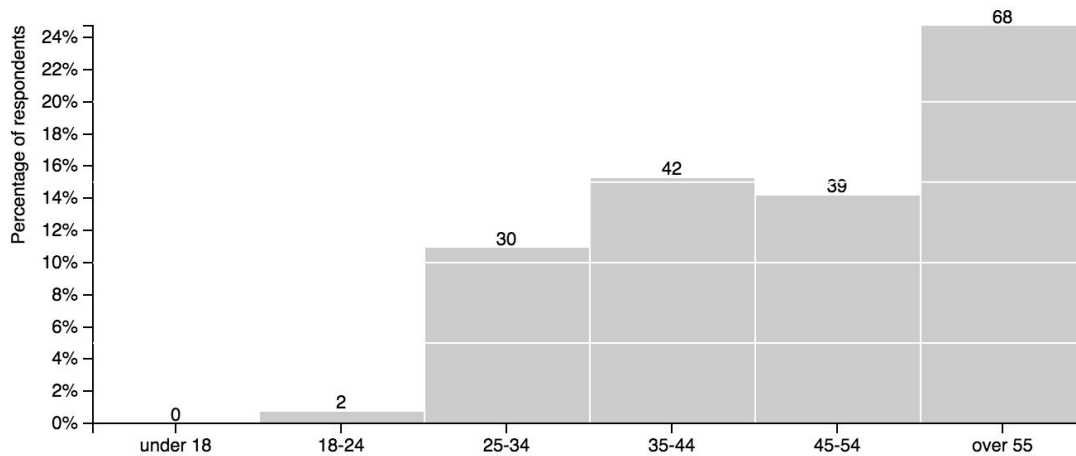
External Services

How would you adjust your property tax funding to external services?



Tell us about yourself

Age



What else would you like to share with us about the City's budget?

1) Port Alberni needs programs for YOUTHS ...or a place for them to hang out together and visitI hear Burde Beans has games there and other things for youth to do , they find that place interesting....maybe something similar but in the area of 3rd and Argyle

2) ambulance (how do I make that plural) more..Ambulances ?

3) clean up south port - seniors and students are moving into town ...

4) senior homes, my mom has been on a waitlist for years and years -...use one of the schools that shut down ??? or work together to build more senior homes, resources, placement .

Thank you

33% of our children live in poverty and are therefore food insecure. This is up from 30% in 2012. If we do not change our priorities, that figure will be over 40% and the police budget will double in five years, and that is not acceptable. Social problems should not be addressed by increasing the police budget. Otherwise, we have failed as a community. The police have moved away from a community policing model. They need to hire more women and First Nations to replace the old boys, and this will result in more appropriate service. Same goes for firefighters.

I was not impressed by the service provided by by-law enforcement; I felt he was complaining to me about his lack of a new vehicle, so could not do his job efficiently. Also, I do not believe by-law enforcement does anything about derelict buildings, and that needs to be addressed. Ex-cop enforcement officers seem to bring that old culture to the job; I would like to see more efficiencies in this department.

The library is a community centre that is well utilized, but could be even better with more outreach and creativity. Sunday openings would be nice.

Weekly garbage pick up is unnecessary and is a luxury that we don't need. I have lived in communities for the last twenty years that pick up garbage every two weeks, and it works just fine. Also, I would like to see a composting service on the alternate weeks instead.

As a general comment, I hear anecdotally that there is nepotism in hiring within the city staff. It's up to the CAO to implement a policy to put that to an end, and to ensure that all new hirings are gender balanced. I do not see this in Port Alberni.

a better evening route for the bus, new pool, internet infrastructure

<p>Actually send bylaw person to enforce existing bylaws and hold property owners accountable for keeping there properties in good condition.</p>
<p>Aging infrastructure. Sewer and water. New pool</p>
<p>art work on the crosswalks a total waste of money. Keep the recognized zebra stripes and white lines. Use the money to repair roads.</p>
<p>As a newcomer to Port Alberni I'm generally satisfied with how the budget is spent. I support modest increases across the board if required. I support new spending to make Port Alberni a better place to live. Especially changes to us more immune to climate change, less dependent on fossil fuels. I support any initiatives to make us less dependent on cars, (like expanded bus services, sidewalk improvements, bike lanes and cycling promotion). Economic development initiatives by the city should focus on the new economy, community based development, not resource hungry industry, or attracting big outside corporations.</p>
<p>As long-term residents we want to see the City maintain services and in a few cases, enhance them to look boost the 'liveability' aspects and to attract new comers/investors. SMALL tax increases are bearable as we see the results right at home.</p>
<p>At the community meeting this past weekend, the idea of taking away parking and creating more park space at Victoria Quay was put forward. This would be difficult because many people were there to support improved parking in the area. There is already free space nearby (yes, what is there could be better).</p> <p>We want to beautify and keep it functional for people trying to make a living on tourists being able to make a quick stop</p>
<p>Basically you need to hold the budget to no increase or at worst an increase at cost of living index, which is less than your 3% proposal. A hiring freeze will go a long way to balancing budget and city needed manning.</p> <p>Also you need to show water sewer and garbage collection fees as part of the tax package so your 5-6% overall yearly tax increases are made visible.</p>
<p>beautification of the town would make it much more pleasant to live here. And I'm so tired of seeing all of the trees just being lopped off at the top, that is not how you prune a tree and pretty much every city tree in this town looks terrible! Also the new planters on Johnson could be filled with plants that are somewhat more local. Tropical plants do not fit with our location. Also, what is going on with the window displays in the old Zellers building?!</p>
<p>Citizens cannot continue these increses in taxes. The job market here does not support the ability for people to continue having large increases. Seniors and people on fixed incomes cannot afford it. Cuts HAVE to be made even if its hard. The city also needs to ensure when</p>

contracting out jobs that the job is quoted accurately and is prepared ahead of time for cost overruns (Kitsuksis Bridge). Our Fire Department could be volunteer or a model with less paid firefighters. They do not need to respond to every single 911 call made!
City bus service runs empty a lot of the time. Smaller buses and more efficiency needed. Need to spend more on infrastructure improvement and maintenance. Preserve and support our heritage. Start working now on replacement of Echo Centre and Pool. We are lagging behind all other communities and will need a state of the art facility to draw in families and retirees.
City leadership needs to go and look at successful cities and follow their lead. We are considered the "Industrial hell hole" on the Island for a reason. I'm not happy with economic development, they are stuck in the old paradigm and their "successes" damage the towns recovery.
City needs to stick to basics, supplying clean drinkable water, sewage treatment, stable infrastructures, and nominal police and fire protection. Long term planning is required for financial budgeting to take into account the potential loss of major industrial tax contributors. At the rate of current timber harvesting, economical wood supply will be depleted in ten years. The city must be prepared for this. Other cities in b c have not. With the mountain pine beetle accelerated harvest in the interior, more towns and cities will need Prov. Gov't aid. Port alberni should not be one of them. Stick to the basics, no more fluff like bike lane. Take care of our aging infrastructure. Learn to say NO to non essential items, especially if not in the budget.
City needs to take steps to reduce admin costs, thus making room to be expansive in terms of services to citizens and opportunities. Rumours of lack of oversight and care in awarding city contracts resulting in poor work and delays (Gertrude Bridge is one glaring example.) Cutting tourism and services doesn't solve bloated and poor admin issues, it only encourages them. Also, why was reducing our property taxes not an option in this survey?
Combination fire department with professionals and volunteers, overtime paid for emergencies only, not for staff attending council meetings, have all council meetings during the day, less staff to attend council meetings, they can send written reports and respond to questions by email.
Control costs
Could lower city budget by cutting back on staff. If you can" lower their wages then eliminate positions.
Create a combined professional and volunteer Alberni Valley Fire Department.
Somehow get the adjacent rural areas and the province to pay much more for policing. This

an Alberni Valley issue, not solely a City issue.
Create a reasonable 5 year plan and follow it. Mr Pley is absolutely right.
CUT WAGES and BENEFITS ! across the spectrum Reduce Fire substantially make better use of temporary labour , increase Police presence .
Desperately need a second Bylaw Enforcement Officer and a truck route.
Developers a city campground. There is no where in the city to camp. You want to attract tourist. Give them somewhere to stay.
Do more with less, my parents taught me to live within my means. I in turn am teaching my children the same. Our town does not need services that serve the few/minority. Since moving here in 2008 I'm continually blown away by the waste I see of my tax dollars.
Fire dept is too expensive for our needs. Use savings to better infrastructure and healthy living
Focus on maintaining fire, police, community leisure activities as it values citizens. Include future planning for a good pool. Sorry, was not impressed with the bike lane expenditure...met a small minority "flavour of the month" (fluff).
Garbage pick up and recycling ... I'd like to have that improved and composting! ... I'm just not sure where that fits in with all these categories
get on the roads!!! Stop with all the annual flower planting. and STOP funding McLean's mill. it's supposed to be self sufficient! Mayors and elected officials don't need any more raises, it's not your main job.
Global warming means higher tides, How is Port Alberni going to cope with the rising water? Are king tides going to be a threat to those near sea level ? Could the city vote on a bylaw to make plastic grocery bags and plastic cutlery from fast food chains illegal in the city? How about making it mandatory to donate all "throw away " food stuffs to the impoverished ?
Hopefully our tax base will grow (population) if not lets tighten our belts.
I am in favor of shifting spending to be more proactive putting money to city services, environmental education, bike lanes, bike education, increased public transit, and the development of affordable housing as well as trail signage and improved sidewalks.
I believe that the outlying area's need to pay more for services in port alberni. Why are our taxes so different.
I believe fire does not need to respond to pure medical calls..... believe having ambulance

and first responders not necessarily needed for this.
I don't want any of my tax dollars going to industrial heritage society, especially mclean's mill
I don't we should be giving McLean any more money, for years we have been subsidising the Mill; and it's enough.
I encourage promotion of technology based services promoting new business start up. Beautifying the City streets to enhance the visual identification of our city. Travellers young and old need to be encouraged by low housing, recreational activities and abilities for both young and older families to settle here. Perhaps more funding and innovative people need to be allocated to economic development. Population growth is required for a stable tax base in order to be able to offer improvements in infrastructure, security services or recreational services. It's not easy to be in council's position and I appreciate the opportunity to share my ideas.
I feel less tax dollars should go towards general government administration. A way to effectively achieve this is to rollback senior administrator wages. It is my belief that given the size of our city, the wages exceed that of much larger cities. Wages need to be commensurate in order to retain high quality personnel, but no more. The taxpayers are paying too much in this regard. In summary, there is no need to reduce services or hours of operation etc., but its time to bring back into line the wages of our senior city officials.
I feel that our infrastructure,, roads, water, sewer,are important to maintain.. also our garbage is very important to maintain
<p>I like the idea of sticking to the Budget and not being sidetracked by new unexpected projects (eg. 1/4 mile strip on Stamp Avenue) and using grants when received (if grant to be used over 3 years, use when first received, as costs may increase during the delay in using funding). Save for future projects (eg. pool) to reduce borrowing costs. In 2016, I think I noticed a project for Johnston Street for tourists (approx. \$300,000+). I don't know where this idea came from. Instead of adding more items to maintain, perhaps focus on what the City currently has and maintain that (eg. Clocktower and saving for new pool with added features that tourists & folks from outside the community might want to come to Port Alberni to enjoy).</p> <p>Bottom line, stay focused on what the City currently has (reuse, recycle, repurpose) and let's learn to live within our means.</p>
I realize that costs keep rising, but I really think that city needs to realize that we are no longer a "rich" town. We haven't been for a number of years. A number of home owners are the "working poor". Many of the rental units (houses) around town have land lords who don't care about the state of disrepair of their property as long as they are receiving their rent. Lots of empty and abandoned houses around town.

I think our money is well spent and for the services we get we get more bang for our buck compared to larger municipalities

I think that this City Council, has been much like other City Councils of the past 3 decades. They spend too much and never look for cost reductions. In a City that has lost more than \$10 M in Industrial tax base, we still maintain a fully paid Fire Department, one of only 2 such jurisdictions on Vancouver Island with similar population base.

We have more than 2000 less children, has Parks and Rec really been downsized proportionately over the years.

We have maintained an over manned Police force, or 4 or 5 more than other similar sized cities, because we have and I, quote, we have a "higher crime rate." Time to look at those numbers and see if they still make sense.

I would go on about potential savings, including refurbishing Echo Pool, and not building a new one, unless grants can cover most of the cost. Bottom line, there is much opportunity to reduce costs, without greatly impacting services, but no one seems interested. They would rather paint bike lanes that are hardly used.

I was devastated about the Museum which I think is as good as Ottawa's. This is our history, our past without a past we have no future. I found out about the problem by chance, never mentioned City Hall agrees, save the Museum, train and Mill.

I would on a positive note, compliment the City Engineering department, works and parks. They do awesome work with resources available. I will be putting this in the Alberni News Paper shortly. These people need a pat on the back. I thank you.

I would like to say that I am offended by the comment below. Being fiscally responsible with money is something we all have to do. On fixed incomes we have to be frugal. We do not have the available or borrowed ability to buy all the extras. As a council I voted for you to do just that, be responsible and be aware that Parks and Rec, McLeans mill, fancy harbours and all the fluff that seems to be happening are NOT being responsible. At some point we need as a city to look at the reality and not to the past. It is not 1980 and it is not your money to waste. Thank you for the opportunity to give my opinion.

I would like to see the City use their own employees more rather than contracting out work that should be done with their own employees.

I would like to see us long-term saving and working towards a new pool facility and updating/improving the echo centre in general. Maintaining the library and improving on parks and recreation funding and infrastructure are other areas I think are of most importance for attracting young families to Port Alberni.

<p>I would not be looking for a tax decrease. Rather, all of the money saved by reduced spending on the areas identified above should be transferred to engineering & public works. Since industrial tax rates are unable to be altered in 2017, and any increase in the business class will only have the city realise a small increase in revenue, the residential class tax rate will have to increase by approximately 3% so that the city can cover normal inflationary increases for utilities, insurance, supplies, etc., and to cover the embedded rate increases for CUPE and IAFF, without cutting spending on infrastructure any further, but unfortunately also not increasing spending on infrastructure either. That can only happen if taxes on the residential class are increased more than 3%, or sales of service fees are increased enough to make a measurable difference to the city's revenue stream.</p>
<p>If possible as members of the fire department retire start to replace them with a mixed crew volunteers and full time employees. Also work with catalyst to have their own first responders on site to properly assist with calls.</p>
<p>If the goal is to attract new business and people then the first thing is to get us off "the worst place to live in Canada" . You have 4000 by laws more or less that are not enforced, the streets are a mess, garbage not picked up etc. Clean up our town, enforce the bylaws we have, and that will be a good start.</p>
<p>Increase tax support of public transit.</p> <p>Allocate funds to purchase Alberni's drinking watershed.</p> <p>Reduce the amount of per capita infrastructure, roads, water, sewage, by promoting higher density and allocate more funds to maintain it.</p>
<p>Increased wages and the # of city staff plus hiring consultants.. its making it tough. This city is not thriving or growing and hasn't in years... only the spending and wages continue to grow. Economic planning is needed addressing, long term planning for how to grow the city. municipal staff costs needs addressing.</p>
<p>Institute a city run bi-weekly composting pickup.</p>
<p>It's time the City got in tune with the times. This is not 1970. To many employees at City Works & Parks and Rec. Start cutting jobs. The people of Port Alberni can not afford keeping all the these people. Start cutting taxes.</p>
<p>Keep the steam train running but cut back on Maclean Mill funding and staff wages. I think the museum could be run just as well with one less staff member. I haven't found any of the staff there very personable at all. Thank you.</p>
<p>more money needs to be allocated to attracting business and development to Port Alberni. I believe a sufficient amount currently goes to schools, parks & rec, way too much money is</p>

spent on heritage/McLean's Mill. We need to attract decent employers for families to move here in order to enjoy and access schools, parks etc....no jobs, no families to enjoy these facilities
More money spent on advertisements for the events that go on in this town!
more street sweeping - removing grass/weeds from along sidewalks/roads
My knowledge of financial interests is very limited. My knowledge of a town falling victim to its lack of policing due to an overabundance of crime is first hand. I feel that the potential for Port Alberni is oh so close but not quite there, the main reason our family has chosen to live on the outskirts and remove ourselves from the core crime areas. Good luck guys!
No more expensive flowers all over the place
No more increase cut the fire department
No more supporting McLean Mill! More policing, crime and vandalism are out of control.
No need for a full-time HR manager position if your staff is less than 200. User pay for sports / recreation services. No more breaks for Bulldogs
no net tax increase please. retired on fixed income.
Normally I would advocate for an increase in Economic Development but I feel that the current council, taking direction from the current Mayor, is far too focused on recruiting big industry and attempting to relive Port Alberni's so-called glory days of high paying, low skill jobs. I truly don't believe that these jobs exist anymore and we as a community need to look at diversifying our economic background.
Nothing, we have gone thru an exercise such as this a few years back and did anything change for the better. Perhaps the Mayor et al should take less trips at tax payers expense. And perhaps user fees should be initiated for those who use city funded activities. There are many of us who don't use trails, or the Echo centre etc . Our infrastructure is falling apart and should be a priority. Police services have more man power but the crime rate is still going up. How much more money should the public have to pay. We are on limited incomes with increases yearly based on consumer price index, which as we all know is a joke. Many of us have lost money when we turned 65 on the superannuation pensions and in our case lost over \$1500 a month in pensions. Where one thinks we can pay more is beyond me. And in all honesty if pushed, I would personally claim bankruptcy and then let everyone else worry about where the money is coming from. Believe me, there are a lot of seniors who can't afford drugs or food and are in dire straights. When do they get help. And yes I have gone off topic.

Lower the proposed increase in taxes where it will hurt the least.
Our high taxes make living in a nice neighbour almost unaffordable. Our city needs to take more due diligence in where and how are taxes are being spent so they don't keep going up but maybe one year go down.
<p>Our taxes are approx. \$5000 a year. We do not have a bus stop nearby, and the snow plow only comes within 50' of my driveway(cul de sac) in winter...an maybe only once a year on average. The taxes are ridiculous, considering that we are not on the river, or lake and are not downtown in city centre. Everyone is going to get driven out of town with the taxes going up. It needs to change.</p> <p>-The City wages are way too high for what they do. Firefighters and RCMP put themselves at risk, where as the City does not. They do not deserve what they get. That needs to change for a town this size.</p> <p>-We should have more than 1 bylaw officer. Too many burnt up and dialect properties, and slum landlords. Our town deserves more respect than what we have now.</p> <p>-The outlying areas of Cherry and Beaver Creek need to pay more into our taxes. Everyone that lives there uses most of our city services and therefore the taxes should be more equal between all of us. The city boundaries need to change and expand out and the outlying areas need to pay more for the city's services.</p>
Overall I think the city does a good job with the budget. It is a great city to live in.
Parks and rec is doing a wonderful job beautifying Johnston road.
Please improve the lower Johnson corridor visually. Replace the pathetic sign that welcomes visitors . It's a terrible first impression (the sign on the way up the hump)
<p>Rather than taxing the people here more, I would focus on drawing more people to live here to collect more taxes. Unfortunately our already high taxes likely influence people's decision to move here.</p> <p>Also, with people living in the district being so close and using so much of the city's services, perhaps it's time to look at amalgamation the area to have a larger base to draw taxes from.</p> <p>Thay said, from an outside perspective I am extremely unhappy with how my tax dollars are currently being spent.</p>
Reduce city works spending. Eliminate costly engineering "oversites" which cost unnecessary money. Eliminate fire hall. Pursue system much like Parksville.

Say what you mean mean what you say
Schools need work, most of them need a exterior work like painting etc need to be beautified alot more then they are now.
Serious consideration should be given to moving forward with the New Pool Capital Project. Overuse of outside consultants should be curtailed, or at the very least, scaled back.
<p>spend less on flowers and baskets -saving on water and upkeep and buying expense -plant trees and more greenery that doesn't use a lot of water.get rid of the bylaw officer- he only responds if someone complains- but he has a city vehicle and office and people could and would complain directly to the appropriate department or organization and save time and expense with the middleman. extend city bus out to the lake and at least out to mcleans mill especially in summer.this is not a budget idea but could you please move those ugly metal eyesores that are in front of city hall - put over by the other heritage object by Victoria quay. city hall has a classy look to her now - but they gotta go also, please get rid of those logging trucks off 3rd ave- or ARE you waiting for something to happen before you do not to mention the wear and tear on our downtown street.its not attractive as a tourist sight either. I woldlike to see some kind of gameplan for uptown too. Its beginning to look worse than prince Rupert main drag or prt hardy</p> <p>get rid of the flowers and baskets on streets- save water ,expense of products, upkeep- plant trees instead. get rid of by-law officer- he doesn't act on anything unless someone complains(I know that's how bylaws work, but what a joke)he has a car and office and doesn't do a lot of anything w3hen you do finally track him down.Have it that people phone directly to the applicable department or orginizations with their concerns.extend the city bus out to the lake and out at least to mcleans mill and maybe the ratepayers out there would chip in. off the subject in a way, get those ugly eyesores off the lawn at city hall. City hall is looking very smart these days but they aren't helping- stick them over by the other heritage thing by Victoria quay.also, please get those horrible logging trucks off third ave. or ARE you waiting for something to happen. Probably the streets will be needing replacement sooner than later.</p>
Start to stand up to the unions like Qualicum did and do some locking out if needed because these union wages are driving up taxes when in reality our property value is on a decrease. As for service reduction, what a joke as we don't see any except garbage pickup but that's it. Living in this city is a joke.
Stop funding Mclean mill
Stop wasting money building new parks and infrastructure while our old parks and infrastructure fall apart. Stop letting a few loud mouths push anti industry agendas that are killing every new project in town.
Tax cures to working people and give a tax break to whom keeps their property clean. "All

breathing humans pay taxes no rights due. To Colour rase or beleifs
The City needs to stop awarding out of town tenders even if the local tenders cost more. At least the money will stay in town. Sending our local tax dollars out of town is VERY short sighted. The recent Street light replacement tender is a perfect example. The City of PA should be ashamed!
The city needs to stop spending money on stupid things like bike lanes. How dare you threaten to raise taxes and continue with this irresponsible spending behavior. We need to attract more industry and stop being against it. A few Councillors on social media are so green oriented that they have opposed everything. We need the tax dollars from new businesses.
The city really needs to consider moving to a volunteer basis fire department.
The costs for police and fire should be even lower than your slider goes to the left, volunteer fire departments are what is needed in Alberni not the waste of tax dollars that is spent there now. Same for Policing this is the biggest waste of tax dollars, money better spent on a locally elected sherriff and a local deputy force, RCMP is overpaid.
The economic development budget is a joke. Increase the budget significantly and attract some real talent to this vital position.
The information is at too high a level to be really meaningful. I would fund some recreational and sports services but not the Hockey Team or the arena, I would fund buses, and public library but the animal control should be user pay from animal licensing and visitor services by the chamber of commerce. Need to be able to pick and choose within these broad categories.
The infrastructure throughout PA needs immediate attention. The condition of roads, and walkways, are really below average. My particular road sees negligible attention from the sweeper, probably less than yearly. It appears on a regular basis down the upper part of South Crescent and that is the terminal point. It turns around and disappears. Potholes abound throughout town. The walkway outside my place has a chunk missing. It appears to be adjacent to a water supply to the house. Once that fills with water, and we have a bad winter who knows what will happen. The gutters are a disgrace, or is it expected that the residents maintain those areas as well. How about during the low use Park season that Park employees could address the issue. The cycle lanes. In the weeks that I have regularly traversed 10th, and Reford I have notice 2 cyclists, and 3 mobility scooters using them. however, numerous cyclists still using the walkway. A waste of taxpayers cash pandering to a minority. Like others I have met ,Skateboarders that have no respect for "paid" road users are becoming a liability. I personally have been "buzzed" by skate boarders, the ones that I have encountered have no road sense, nor respect for road signs. One day there will be a serious accident, and the chances are the motorist will receive the wrath of the affected parents.. I

have no problem should they wish to take out insurance, but is too much to ask. Prior to retirement, (I had property on the mainland), I contacted the City to ascertain futures plans for the town. i was regaled with wonders of the future. That was in 2001.....obviously those plans are "long term". Resources appear to be concentrated on the main drag through Port Alberni, i.e. the transient route to the west coast in an apparent attempt to woo the visitors, until they are directed to the Harbour Quay, then they encounter Argyle.....that was certainly the opinion of some of my visitors. Port Alberni could be the town delight that I was "regaled" within 2001, however it appears priorities may be influenced by the minority. In conclusion I do enjoy Port, it just needs some serious TLC. Thanks for viewing my rant. No offence intended.

The Mayor and councillors shouldn't be afraid to make tough decisions, keep our taxes inline with cost of living.

The only comment I have to make is that I believe you guys are doing the best job possible for this city. The only thing I wish the city had was a 10th ave connector. I do a lot of running around for our business and it's a huge headache having to go all the way up to maebelle or down to stamp. I've seen some great suggestions on cost cutting for such a project (local bidders, just a dip like the other side of 10th near qf) and I'm sure it would benefit the city greatly by reducing the congestion down at stamp and johnston, as well as stamp and roger. Oh....and a crosswalk light at johnston and Elizabeth by bare bones would be awesome. Such a dangerous crosswalk!

The police department's budget should be increased to help deter crime and drugs within our community; I recommend an increase of 10%. Although beautiful, Parks & Rec could cut down a bit on the plants/beautification of Alberni Valley. I believe we need to reduce full-time staff from the fire department or go to a volunteer basis. House development continues to be on the rise in the Valley, so we should have the ability for faster rezoning, etc. The heritage centre specifically to ride the train is so expensive for locals and every town (almost) in BC has a mill - I cannot see this drawing people here; it is more for something to do. I would like to add that it is very hard to own a business here with such high taxes. As well as doing business because of limited zoning opportunities - Is there an opportunity to rezone ALR land?

There is no need for a paid fire department in a town of this size. Lawn mowing and landscaping of city property needs to be contracted out.

This city is long overdue for a road connection midway up Johnston. Maebelle is a dangerous turn around point especially when the majority of the cars are making a left hand turn onto the highway. It surprises me there haven't been serious accidents. Secondly the additional gas it takes to get across town. Thirdly the extra car pollution - we already have a big problem with that. Fourthly the time - which may in turn cause an accident if someone speeds to make up the time difference. Work on a better air quality mandate.

Time to get your wages and spending under control. As far as I'm concerned there should be no tax breaks for the pulp mill . In 5 years that we have lived in the city our taxes have far outpaced the value of our house. Being a senior with little income it is a consideration moving out of this city for what services we do use and receive. We need a more responsible mayor and councillors who actually know what they are doing . Gertrude street bridge, bike lanes, airport all very expensive and really not thought out well projects. What has been done in trying to bring in business for this airport. Don't count on Coulsons! They have done nothing to help support the airport or was it put on the taxpayers backs to help support Coulsons needs. Not good business deal.

We are a 2 person family and could easily go with once a month garbage pick up. I would suggest twice a month should be manageable for most households. I realize that the garbage pick-up may be a revenue neutral service however households that do require extra service should be able to put out an extra can on those days. The household billing should be reduced by the amount of the net savings. The driver is then freed up to work elsewhere. I am thinking there should be some labour and equipment operating cost savings here somewhere.

We are in desperate need of a new swimming pool. One that allows families of all ages access to utilize the facility and have fun! While not breaking their piggy bank. Families can go to the wave pool in Nanaimo and play all day for \$10

We desperately need to get serious about breaking ground for our new Aquatic Centre...

We have cheap real estate that could be incredibly valuable to the tech sector IF we partner with telecoms and cloud service providers to develop data center friendly gigabit plus fibre connectivity. We should also consider eco friendly tidal power generation. We need to make Port Alberni tech business friendly to significantly boost the economic situation here.

We need to change our fire department to volunteer, or the fire fighters need to take a huge pay cut. As well, we need to change the schedule for our city employees. We need to adapt the schedules to eliminate all the required overtime for the city works employees.

We need to find creative ways to live within our means and have clear and concise plans to move forward and rebuild our community. Continue trimming the fat and non essential services. Perhaps the RCMP will have to work a little bit harder if they are a couple members short, but it not a good reflection that we have the crime rates that we do in such a small community with as many officers as we employ... I believe the fire deparent numbers could be reduced by implementing a paid on call department especially that now all the volunteer departments have a mutual aid agreement in place with the city. Just my 2 bits on a couple of scenarios.

We need to make a new aquatic centre a priority!!

We need to quit wasting money on things like the airport and put the money into a swimming pool and tangible things that will bring young families and more employment here. Spending 8million on an airport with little chance of use besides for coulson is a waste of money.

where it says I have decreased tax dollar spending by \$85.36 or 4.73%. I would increase my tax dollars by 2% for increased infrastructure.

Why was a Fire Chief hired from outside Port Alberni? Was there not some one in the Fire Department that could do the job? Myself and a 'lot of people' do not like the consulting people that the City always brings in. They are a waste of money. City workers should be used to do work, NOT contractors.

With regards to Policing: I would like to see MUCH more traffic violation enforcement, on main corridors, school zones, both day time and evening until 10 pm. So many drivers are in a hurry, and do NOT take the time to check both ways, stop at corners, or signal their intentions, as some examples. If traffic enforcement is not better controlled now, I believe more accidents, possibly deaths will soon be part of the statistics.

Without expanding diversity through Economic Development we will not have the tax based resources to turn this town from extraction to attraction. We are behind many communities that figured this out over a decade ago...we also have to recognize what economists from the left to the right have said: millennials will NOT have the disposable income of the last generation.

Would like to see students hired in the Spring & Summer months to help clear grass & weed-infested sidewalks at a reduced rate (not popular with union employees) but at a decent rate, \$15.00 per hr.?

your scale doesn't go low enough for mcleans mill or the fire department and I don't see a city employees wage scale ... I would like to see public hearings about all land sales prior to selling them for a joke price



FINANCE DEPARTMENT REPORT

TO: Tim Pley – CAO
FROM: Cathy Rothwell – Director of Finance
COPIES TO: Mayor and Council
Davina Hartwell – City Clerk
DATE: October 27, 2016

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

Tim Pley, CAO

SUBJECT: UBCM Asset Management Planning Grant Application

ISSUE:

A Council resolution is required to support the City's application for grant funding of \$10,000 from UBCM/Province of British Columbia from its Asset Management Planning Program. The application deadline is November 18, 2016.

BACKGROUND AND DISCUSSION:

UBCM has advised that formalized Asset Management Planning will be a condition of receipt of Community Works Gas Tax funding for 2017 forward. The City receives approximately \$750,000 annually from Community Works Gas Tax, and depends on this funding for infrastructure and energy saving capital projects.

This project entails the first steps of a comprehensive Asset Management Plan: conducting a maturity assessment of the City's assets and providing a prioritized and sequenced Asset Management Roadmap that provides direction and guidance over the short and medium term.

The City will match the grant funding to a maximum of \$10,000, with funds from the Community Works Gas Tax Capacity Building stream (included in the annual payments).

RECOMMENDATION:

The Director of Finance recommends:

That the report from the Director of Finance dated October 27, 2016 be received and Council for the City of Port Alberni support the Asset Management Planning Program Grant application through the Union of BC Municipalities in the amount of \$10,000 with matching funds from Community Works Gas Tax.

Respectfully submitted,

Director of Finance



FINANCE DEPARTMENT REPORT

TO: Tim Pley – CAO

FROM: Cathy Rothwell – Director of Finance

COPIES TO: Mayor and Council
Davina Hartwell – City Clerk

DATE: November 7, 2016

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

Tim Pley, CAO

SUBJECT: Canada – British Columbia Clean Water and Wastewater Fund Grant Application, City of Port Alberni Wastewater Treatment Upgrades Project

ISSUE:

A Council resolution is required to support the City's application for grant funding of \$7.48M from Canada – British Columbia Clean Water and Wastewater program for the City of Port Alberni Wastewater Treatment Upgrades Project. The application deadline is November 23, 2016.

BACKGROUND AND DISCUSSION:

Canada and British Columbia governments are investing up to \$373.6M under the Clean Water and Wastewater Fund (CWWF) Program to support infrastructure projects in communities across the province. The federal government will contribute \$225.1M and the provincial government will contribute \$148.5M. Applications for funding will be evaluated on the following objectives: increased capacity of lifespan of the asset; improved environmental outcomes; and enhanced service. It is expected that the fund will be oversubscribed, and projects will be ranked according to meeting the objectives and eligibility criteria. Municipalities may submit two applications

This grant application is proposed to obtain provincial and federal funding for the projected \$11.3M Wastewater Treatment Upgrades, and if successful, support an application to the Municipal Finance Authority for borrowing the balance of the funds to complete the project, and servicing of that debt. Pending a successful grant application in the full amount, MFA borrowing is estimated at \$3.82M. The annual cost of servicing this debt is \$169,900, over a term of 30 years, and is covered by an increase in sewer user charges of approximately 6%.

Stipulations in the CWWF application include: the City must demonstrate that its share of funding is being secured (MFA borrowing of \$3.82M); that funds have been committed to operate, maintain, and plan for replacement (documented in Sewer Rates Review, prepared by Econics and received by Council March of 2015, and further supported by the Sewer Revenue Fund in the 2016-2020 5 Year Financial Plan); and that the City will pay all ineligible costs. Plans for replacement will be further supported in that the City is in the process of developing a comprehensive Asset Management Plan.

Under the terms of the Wastewater Treatment Systems Improvement 2013 grant from General Strategic Priorities Fund, the sewage infrastructure project has a completion deadline of March 31,

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2018. This deadline also applies for the CWWF funding. At the June 13, 2016 Regular Council Meeting, Council received the Background Report Regarding Sewage Treatment Upgrade Initiative, prepared by the City's Major Capital Projects Advisor that details the costs and the projected shortfall of \$11.3 M to complete the project. A copy is attached to this report for your convenience. An amended 5 Year Financial Plan 2016-2020 that includes the addition of this project to the 2017 capital budget has been prepared for Council approval.

RECOMMENDATION:

The Director of Finance recommends the following resolution:

That the report from the Director of Finance dated November 7, 2016 be received and Council for the City of Port Alberni support the City of Port Alberni Wastewater Treatment Upgrades Project grant application through the Canada – British Columbia Clean Water and Wastewater Fund of \$7,480,000 with funds of \$3,820,000 from the Municipal Finance Authority; and commit to funding operations, maintenance, and plans for replacement of the City of Port Alberni Wastewater Treatment Upgrades Project infrastructure.

Respectfully submitted,



Director of Finance



CITY OF PORT ALBERNI

CITY MANAGER'S REPORT

TO: City Council

FROM: Tim Pley, CAO

COPIES TO: Krista Tremblay, Manager of Human Resources
Davina Hartwell, City Clerk

DATE: November 3, 2016

SUBJECT: Compensation Policy for Exempt Staff Assuming Senior Responsibilities

Issue:

In response to recommendations made in the Judy Rogers' Organization and Compensation Review Report, Council for the City of Port Alberni directed that a policy be developed outlining procedures for;

- Identifying a pool of senior exempt employees who will act in the capacity of CAO during absences
- Setting out a compensation protocol of exempt employees while "acting" (covering an absence) in a higher capacity.

Background:

Prior to November 15, 2015 one exempt employee was identified as the City's Deputy City Manager. During absences of the City Manager the Deputy City Manager assumed the senior responsibilities.

In her Organization and Compensation Report, Judy Rogers recommended discontinuing the Deputy City Manager role, and replacing it with a pool of exempt employees who could assume the City Manager responsibilities during absences. Council for the City of Port Alberni implemented that recommendation, directing staff to develop a new policy to address the new practice.

The CAO has identified three exempt employees who assume the CAO's duties during his absences. That group may expand or contract over time as exempt employees develop capacity and/or choose whether or not to accept the added responsibilities.

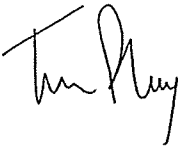
A draft policy (attached) sets out that exempt employees designated as deputies do not receive a salary increase when assuming the responsibilities of the senior position to which they report, unless that assumption of responsibilities extends beyond 30 days. This recognizes that deputy salaries already reflect the obligation for a deputy to, from time to time, assume more senior responsibilities.

The draft policy further sets out that when exempt employees who are not designated as deputies assume responsibilities of more senior positions, those employees will receive a salary increase if the coverage is of a duration that is two weeks or greater. The acting salary increase will be 10% of that employee's current salary, but not to exceed the salary of the senior position for which responsibilities are being assumed.

It is estimated that the policy will result in an annual cost of \$4,000.

Recommendation:

That the report from the CAO dated November 1, 2016 be received, and Council for the City adopt the policy entitled 'Acting Pay for Exempt Employees' dated November 14, 2016, as presented.



Timothy Pley
Chief Administrative Officer



CITY OF PORT ALBERNI POLICY MANUAL

Title: P6 – ACTING PAY FOR EXEMPT EMPLOYEES		
Department Responsible: Human Resources		
New	<input type="checkbox"/>	Pages: 1 OF 1
Amended	<input type="checkbox"/>	

During some absences of senior exempt employees, another employee may be designated to “act” in the capacity of the absent employee and will receive acting pay in accordance with the following guidelines.

Deputy Positions:

Where a deputy position exists, the deputy will not normally receive acting pay during times when they are acting in the capacity of the position to which they normally report.

In cases where the deputy is expected to act in the senior capacity for a period of greater than 30 consecutive days (or for a period of time that is unknown and likely to extend beyond 30 consecutive days), the deputy will receive a rate of pay 10% above their normal salary, provided this does not result in a rate of pay higher than that of the employee for whom they are acting. In this case the deputy will receive the rate of pay of that employee.

Acting Capacity (No Deputy Position):

Where no deputy position exists, and where an employee acts in a senior capacity for a period of two calendar weeks or more, that employee will receive a rate of pay 10% above their normal salary, provided this does not result in a rate of pay higher than that of the employee for whom they are acting. In this case the acting employee will receive the rate of pay of that employee.

Acting Capacity (Unionized Employee):

In cases where a unionized employee acts in the capacity of an absent exempt employee, compensation for that acting employee is considered in City Policy *P6 – Acting Pay For Schedule “B” Employees*.

Effective Date: November 14, 2016
Replaces:

Authorized By:



CLERK'S DEPARTMENT

TO: Tim Pley, CAO
FROM: Jake Martens, Deputy City Clerk/Communications Coordinator
COPIES TO: Davina Hartwell, City Clerk
DATE: November 7, 2016

SUBJECT: Proposed Community Gardens Policy

Purpose

The purpose of this report is to present Council with a proposed policy framework that outlines the City of Port Alberni's roles and responsibilities regarding the establishment and operation of community gardens on City-owned land.

Background

This report has been prepared in response to Council's January 11, 2016 resolution to receive and accept the recommendations from the 2015 Annual Report from the Food Security and Climate Disruption Committee.

Recommendation 5 of the report provides direction for City staff to draft a policy to recognize the potential future demand for new community gardens and to reinforce the work already completed by the Young Professionals of the Alberni Valley, School District 70 and other individuals and community groups.

Discussion

Community gardening is widely viewed as a healthy recreational activity that fosters social cohesion, food security and general health and well-being in communities. By adopting a Community Gardens Policy the City of Port Alberni joins a number of municipalities in recognizing the benefits of facilitating such activities on their lands and establishing guidelines to ensure a consistent approach is taken.

At the current time, two privately operated community gardens have been established in the City of Port Alberni, one by a formal non-profit organization and the other by a group of volunteers. Through the establishment of these gardens, staff has identified several key elements for inclusion within the draft policy; including: site maintenance, provision of necessary infrastructure and neighbourhood consultation. A review of the City of Nanaimo's Community Gardens Policy has also been undertaken as it was specifically referenced by the Food Security and Climate Disruption Committee.

The draft policy outlines the responsibilities of City of Port Alberni staff in the development of new community gardens on municipally-owned property. It is recommended that the Engineering and Public Works Department be the central point of communication with respect to community gardens and the Parks Supervisor or other designate be responsible for coordination of new community gardens and the establishment of agreements with user groups.

Financial Impact

There are no anticipated financial impacts associated with this report on the current approved budget, or on-going long-term costs associated with the proposed policy. Staff resources are expected to be minimal and within existing operations.

On-going operating funding is not contemplated as community gardens should be self-sustaining and community driven. Funding for community garden infrastructure and in-kind services may be considered through the Community Investment Program (CIP) process.

Conclusion and Recommendation

City Council may choose to:

1. Adopt the draft Policy as presented:

That Council for the City of Port Alberni approve and adopt the proposed City of Port Alberni "Community Gardens Policy" as attached;

2. Direct staff to make revisions to the proposed draft Policy attached to this report.
3. Not take action at this time.

Option 1 is recommended.

Respectfully submitted,



Jake Martens
Deputy City Clerk/ Communications Coordinator

Attachments: Community Gardens Policy (draft)



CITY OF PORT ALBERNI POLICY MANUAL

Title: COMMUNITY GARDENS POLICY	
Policy Number:	
Department Responsible: Engineering and Public Works	
Approved By: City Council	
New <input type="checkbox"/>	Pages: 1 OF 3
Amended <input type="checkbox"/>	

1. POLICY

The City of Port Alberni recognizes the need for community gardening as a valuable means of providing recreational and social opportunities to enhance health and well-being, community development, environmental awareness, food security and providing protection and use of public property. The City of Port Alberni encourages community gardening by collaborating with residents and community organizations in the development of community gardens.

2. PURPOSE

The purpose of this policy is to establish guidelines for the development and operation of community gardens on municipally owned lands. This policy establishes a framework to ensure equal access for all residents.

A community garden has the following features:

- Uses a plot of City land for the growing of produce such as vegetables and fruit for use and/or consumption.
- Stimulates social interaction.
- Encourages self-reliance.
- Beautifies neighbourhoods.
- Provides a catalyst for neighbourhood and community development.
- Produces nutritious food.
- Reduces family budgets.
- Creates opportunities for recreation-promoting exercise and therapy.
- Fosters educational opportunities.
- Preserves green space.
- Provides opportunities for intergenerational and cross-cultural connections
- Increases safety and stewardship of public land by providing increased surveillance.

3. DEFINITIONS

None.

4. SCOPE

This policy applies to all City of Port Alberni employees with respect to the development of community gardens on City-owned property.

5. RESPONSIBILITY

The Engineering and Public Works Department is responsible for being the central point of communication and coordination with respect to community gardens with the Parks Supervisor designated as the primary point of contact.

6. PROCEDURE

Administration

The Engineering & Public Works Department of the City of Port Alberni supports the development of a community garden by working with community groups (non-profit). The City of Port Alberni will support the development and operation of community gardens in the following ways:

- a) Providing access to information on the development and operation of a community garden;
- b) Developing an agreement with a community group for the use and maintenance of City land as a community garden when a suitable and approved site has been chosen;
- c) Promote and raise awareness of community gardens through the City's website and other opportunities.

Guidelines for Selecting New Community Garden Sites

The City of Port Alberni supports the creation of community gardens and will assist community groups in locating a new community garden on suitable and approved City land where:

- a) A community group expresses, in writing, an interest in developing a community garden on City owned land;
- b) The City has determined that the location of the proposed community garden is available and is suitable for this use;
- c) The neighbourhood/community residents have been consulted and indicate general support regarding the use of the City land as a community garden;
- d) The community garden does not conflict with established amenities/programs.

Conditions for Use of City-Owned Property

The following conditions will apply to a community garden on City land:

- a) A community garden is expected to be developed, managed and maintained at no direct cost to the City, and is expected to have minimal impact on City resources;
- b) The community group shall agree to develop, manage and operate the community garden in accordance with an agreement entered into between the community group

and the City.

- c) The agreement will provide for the terms of use, management responsibilities, capital improvements and access to the community garden, which will include but is not limited to the following:
- i. An initial term of three years, with an option to renew;
 - ii. Development of a plan by the community group that includes key principles such as the not for profit nature of the community group, common courtesy rules, how plots will be allocated and ensuring that unallocated plots are made available to the general public;
 - iii. Minimum maintenance standards including aesthetics, orderliness, signage, any fencing requirements and acceptable and/or prohibited plantings;
 - iv. That no chemical pesticides and uncomposted manure are to be used on the community garden;
 - v. The community group agrees to cover the cost to restore the lands to their original condition on termination of the Agreement;
 - vi. All community group practices shall comply with all Provincial legislation, regulation and all City policies and bylaws.

7. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

- Port Alberni Zoning Bylaw #4832
- Waterworks Bylaw #4494

1. Approvals:

Effective Date:
Replaces:

Authorized By: City Council

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
Chief Administrative Officer (CAO)					
1.	SICC Jan 7/08	Policy requiring review and adoption of Policy Manual following each general municipal election	Goal #5: Responsive Government	CAO/Clerk's Dept. - Recommend changes to Policy Manual. Ratification of all Policies in Manual by Council.	High
2.	Regular July 28/14	Further discussion regarding safe walkway Harbour Quay to Harbour Quay Marina	Goal #2: Connected Community	Works in progress primarily on former Esso site	Medium
3.	Regular Jan 11/16	City to task the Community Forest to investigate and report on implementing longer harvesting rotations (FSCDC Report).	Goal #3: Environmental Protection	Request forwarded to Community Forest	Low
4.	Regular Jan 11/16	Re-affirm Vision in the Strategic Plan to improve access to the Waterfront while also developing a plan in coordination with provincial authorities to address sea level rise and flood concerns from climate disruption (FSCDC Report).	Goal #3: Environmental Protection		Low
5.	Regular Jan 11/16	Community urban food inventory webpage and information (FSCDC Report).	Not a strategic priority		Low
6.	Regular May 24/16	Review Navcanada action undertaken by North Saanich and implications for Port Alberni	Goal #1: Live Within Our Means		Low
Clerk's Dept.					
7.	Regular May 26/14	Preparation of Bylaws and policies for implementation of bylaw adjudication system	Goal #5: Responsive Government	Clerk's Dept./Planning Dept. Order in Council effective July 14, 2014. Bylaws and policies being prepared. (Nov/16)	High
8.	Regular Nov. 24/14	Report on mail-in voting for future elections.	Goal #5: Responsive Government Not strategic priority	Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
9.	Regular Jan 12/15	Report & recommendations re revisions to Sign Bylaw with regards to election signage	Goal #5: Responsive Government	Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low
Community Services Dept.					
10.	Special Budget – Feb 23/16	Prepare a report outlining a comprehensive plan for the replacement of the Echo Aquatic and Fitness Centre	Goal #4: Revitalize Economy/Liveability	By end 2016	Medium
11.	Regular Jan 11/16	Public water bottle stations in City facilities - Multiplex and Echo Fieldhouse (FSCDC Report).	Goal #3: Environmental Protection	Multiplex complete (partially funded by ACRD).	Medium
12.	Regular August 8/16	Report re \$10,000 sponsorship request from Chamber of Commerce re TriConic Challenge event			Medium
13.	Regular Mar 9/15	Revisit options to ban smoking in City facilities and parks	Goal #3: Environmental Protection	Include actions taken by other communities for area specific smoking bans	Low
14.	Regular Sept. 28/15	Review 'Partner in Parks' Program (City of Nanaimo) and provide recommendations	Goal #5: Responsive Government		Low
15.	Regular Jan 11/16	Develop and bring to FSCDC a community garden implementation policy (FSCDC Report).	Goal #3: Environmental Protection	November 14/16 regular meeting	Low
16.	Regular June 27/16	Draft development plan options for Canal Beach for public consultation regarding a long-term development plan.	Goal #4: Revitalizing Economy/Liveability		Low

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
Economic Development Dept.					
17.	Regular Aug 10/15	Prepare RFP for Clutesi Haven Marina commercial development in conjunction with PAPA	Goal #5: Responsive Government	Working with Hupacasath regarding their response to RFP	High
18.	Regular Feb 22/16	Prepare contract re implementation of SPROUT Program	Goal #4: Revitalize Economy/Liveability	In progress	High
19.	Special Budget – Mar 30/15	Arrange mtg with Chamber/ AV Tourism/ACRD re external marketing of Alberni Valley	Goal #4: Revitalizing Economy/Liveability Goal #5: Responsive Government	AVTA partnering with Tourism Tofino and Tourism Ucluelet on a marketing campaign. Discussion in November/16	Medium
Engineering Dept.					
20.	Regular Sept 14/15	Report recommending alternate truck route options (other than 3 rd /Anderson)	Goal #2: Connected Community	On hold pending further discussions with WFP.	Medium
21.	Regular Jan 11/16	Create a phased implementation plan for all-abilities protected bike lanes including possible tree and garden planting (FSCDC Report)	Goal #2: Connected Community		Medium
22.	Regular Jan 11/16	Implement a pilot kitchen/yard waste pickup compost project (FSCDC Report).	Goal #3: Environmental Protection		Medium
23.	Special Budget – Feb 23/16	Community Solar	Goal #3: Environmental Protection	Feasibility and implementation plan for single city owned location of solar panel "farm" to sell energy to Grid. \$15,000 allocated in 2016 budget.	Medium
24.	Regular August 8/16	Work with ACRD to coordinate the connectivity of bike paths/lanes between the City and areas of the Valley	Goal #2: Connected Community		Medium

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
25.	Regular Mar 29/16	Report regarding request from Grandview Road residents for walking path on Grandview	Goal #2: Connected Community		Low
26.	Regular Aug 10/15	Review and report re rainbow crosswalks – upper 3 rd /Argyle	Not a strategic priority	Rotary Arts District creative crosswalks proposal referred to budget.	Low
27.	Regular Feb 10/15	Prepare Pesticide Reduction Policy/public education – best practices	Goal #3: Environmental Protection	Policy and public education plan under development	Low
Fire Dept.					
28.	Regular June 13/16	Work with BC Wildfire Service, ACRD and other stakeholders to create wildfire management plan for CPA	Goal #5: Responsive Government		High
Human Resources					
29.	Regular June 8/15	Investigate NIDMAR Consensus Based Disability Management System & Audit	Goal #5: Responsive Government	HR Manager - Following implementation of return to work program. City has engaged BCMSA audit tool.	Medium
30.	Regular Feb. 9/16	Prepare Policy outlining duties of Personnel Committee		CAO/HR Manager	Medium
Planning Dept.					
31.	Special Budget – Feb 23/16	Create environmental rebate initiatives for property owners (FSCDC Report).	Goal #3: Environmental Protection	November 28 th regular meeting.	High
32.	Regular October 11/16	Bring forward draft request for proposals for development of the former Tidebrook property.	Goal #4: Revitalize Economy/Liveability		Medium
33.	Regular June 22/15	Report and amendment to the Zoning Bylaw to restrict liquor sales in grocery stores.	Goal #5: Responsive Government		Medium

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
34.	SICC Oct. 14/14	Report re synopsis and options for consideration re Alberni Paving operations at Fall Fair grounds	Not a strategic priority	Meeting held on Nov 12 th . City Planner met with Alberni Paving Feb. 1/16 to discuss alternative locations. They are considering options.	Medium
35.	Regular Dec. 14/15	Report on secondary suite provisions of zoning bylaw including provisions for tiny houses/carriage houses	Goal #4: Revitalize Economy/Liveability		Medium
36.	Regular Feb. 9/16	Draft bylaw to establish a Social Planning Commission	Goal #5 Responsive Government		Medium
37.	Regular Mar 14/16	Report reviewing options for potential amendments to home occupation regulations – comparison to regulations in other municipalities and enforcement complaints	Goal #4: Revitalize Economy/Liveability		Medium
38.	Regular October 11/16	Report regarding amendments to the City's Zoning and Waterworks Bylaws to permit the sale of eggs and honey and provide urban farms with the same water consumption rates as industrial customers.	Goal #4: Revitalize Economy/Liveability	Supporting letter from Food Security Climate Disruption Committee to be included with report.	Low
39.	Regular Oct. 26/15	Report re use and potential regulation of drones within City boundaries	Not a strategic priority		Low
40.	Regular May 24/16	Report (based on Engineer's May 17 report) recommending amendments to the City's property maintenance bylaw to address vacant property concerns	Goal #4: Revitalize Economy/Liveability		Low

Organizational Structure Review (adopted by Council February 9/16)			
	Council Direction:	Assigned To:	Target Completion Date:
1.	Parks & Facilities Maintenance divisions become function of Public Works – Facilities Ops Supv and Parks Ops Supv report to designated Public Works Supt.	CAO/Director of Community Services	May 1, 2016 Transition complete
2.	Hire exempt Manager of Human Resources as soon as possible	CAO	June 30, 2016 (Complete May, 2016) Krista Tremblay commences in position May 30, 2016
3.	Identify pool of senior exempt staff to act in CAO's absence in succession plan and develop policy outlining compensation for employees acting in such capacity	CAO	September 30, 2016 Draft policy – November 14/16 regular meeting
4.	Modify one Public Works Supt. position to include increased responsibility – review through JE process	CAO	May 1, 2016 (Complete April 2016) Wilf Taekema promoted to Manager of Operations – announcement made April 11, 2016
5.	Upgrade Administrative Assistant position to include Communications and Deputy City Clerk role – review through JE process	CAO/City Clerk	May 1, 2016 (Complete April, 2016) Jake Martens promoted to Deputy City Clerk/ Communications Coordinator – announcement made April 11, 2016.
6.	Expand role of Fire Chief to include responsibility for fire protection, emergency services, oversight of RCMP municipal staff and bylaw enforcement	Fire Chief	September 30, 2016
7.	Pursue shared service opportunities with ACRD	CAO	In progress
8.	Update City's succession plan	CAO/Mgr Human Resources	September 30, 2016
9.	Review non-tax revenue opportunities (incl. review of all external contracts – best practices from other local govt's and input from working group	CAO/Director of Finance	November 1, 2016
10.	Review non-core services that could be provided by different level of gov't or could be discontinued	CAO	November 1, 2016
11.	Work with community and partners to determine alternate service delivery model for museum and heritage services – proposed work plan to be completed	CAO/Director of Community Services	July 1, 2017 In progress - Councillor Washington appointed to Stakeholder working group.

Respectfully Submitted



Tim Pley - CAO

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CITY OF PORT ALBERNI PLANNING AND BUILDING DEPARTMENT

MONTHLY REPORT FOR OCTOBER, 2016

For the month of October 2016 the Planning Department reports the following significant items:

- The Advisory Planning Commission met on October 20, 2016 and considered the following reports from the City Planner:
 - The first report was regarding an application to amend the OCP and Zoning bylaws. The application would facilitate a subdivision on Burde Street.
 - The second report was regarding an application to amend the Zoning bylaw. The application would facilitate a subdivision on McBride Street.
 - The third report was regarding an application to amend the OCP and Zoning bylaws. The application would facilitate the expansion of Rainbow Gardens care facility for seniors housing.

DEVELOPMENT APPLICATION ACTIVITY REPORT		
Type	Year to Date - 2015	Year to Date - 2016
Subdivision	3	6
OCP and/or Rezoning	11	11
Development Variance	4	1
Development Permit	2	4
Temporary Use Permit	1	0
Sign Bylaw	0	0
Total Applications	21	22

RESIDENTIAL BUILDING UNITS COMPARISON		
Type	Year to Date - 2015	Year to Date - 2016
Single Family	16	32
Duplex	2	0
Multiple	37	2
Secondary Suite	4	4
Total Units	59 units	38 units



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on October 20, 2016,
in the Council Chambers at City Hall, at 12:00 p.m.)**

Advisory Planning Commission

Wes Hewitt – Chair
Seva Dhaliwal – Vice-Chair
Mark Millin
John Douglas
Hedley Crowther
Larry Ransom - (SD #70 Liaison)
Councillor Chris Alemany (Council Liaison)
S. Sgt. D.N. Dave Paddock - (R.C.M.P. Liaison)
Randy Thoen (P.A.F.D. Liaison)

Regrets

Jim Tatoosh (Hupacasath First Nation)
Jacob Colyn (Parks and Recreation Liaison)
C.C. Cynthia Dick (Tseshah First Nation)

Staff

Scott Smith, City Planner
Cara Foden, Planning Technician

Guests

C. Evans – Applicant
G. Lindsay – Applicant
J. Jessup – Applicant
Five (5) members of the public

Alternates (not in attendance)

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



1. Adoption of May 19, 2016 Minutes

- Introductions were made.
- The minutes of the May 19, 2016 meeting of the Advisory Planning Commission were adopted.
(Ransom / Dhaliwal) CARRIED

**2. DEVELOPMENT APPLICATION – Official Community Plan Bylaw and Zoning Bylaw
2720 Burde Street**

Lot A, District Lot 139, Alberni District, Plan EPP53945 PID: (029-691-036) and;

3551 Bulwer Avenue

Lot 9, Block 27, District Lot 139, Alberni District, Plan VIP1562 PID: (002-801-434)

Applicant: C. Evans and C. Evans-Pauli

- The City Planner summarized his report to the APC dated October 13, 2016.
- The APC discussed the application as follows:
 - Site and existing setbacks on Burde St. – there are no issues with the existing residence.
 - Access - development of Loewen Road would be required with the level of construction dependent on the development proposed.
 - Distance to the nearest Sanitary Sewer service will be roughly 300-500 m once the new phase of the uplands subdivision on Burde Street is complete.

MOTIONS:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lot A, District Lot 139, Alberni District, Plan EPP53945, (PID: 029-691-036), located at **2720 Burde Street**, from a mix of 'Future Residential' and 'Residential' use to '**Residential**' use.*
2. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot A, District Lot 139, Alberni District, Plan EPP53945, (PID: 029-691-036), located at **2720 Burde Street**, from 'FD - Future Development' to a mix of '**RR2 – Semi-Rural Residential**' and '**R1 – Single Family Residential**'.*
3. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lot 9, Block 27, District Lot 139, Alberni District, Plan VIP1562, PID: (002-801-434), located at **3551 Bulwer Avenue**, from 'Future Residential' use to '**Residential**' use.*
4. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot 9, Block 27, District Lot 139, Alberni District, Plan VIP1562, PID: (002-801-434), located at **3551 Bulwer Avenue**, from 'FD - Future Development' to '**RR2 Semi-Rural Residential**'.*
5. *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 a proposed subdivision, from the City of Port Alberni's Approving Officer.*

(Millin / Dhaliwal) CARRIED

3. DEVELOPMENT APPLICATION – Zoning Bylaw 4080 McBride Street

Lot 21, District Lot 112, Alberni District, Plan 896, Except the East 300 Feet of the South 156 Feet and Except Part in Plans 23424, VIP56064 and EPP63335 (PID: 008-257-396)

Applicant: J. and P. Lindsay

- The City Planner summarized his report to the APC dated October 12, 2016.
- The APC discussed the application as follows:
 - Public access to ravine is not proposed for McBride Street. There is a long term plan to provide public access to the ravine from a different location.

MOTIONS:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot 21, District Lot 112, Alberni District, Plan 896, Except the East 300 Feet of the South 156 Feet and Except Part in Plans 23424, VIP56064 and EPP63335, (PID: 008-257-396), located at **4080 McBride Street**, from 'FD Future Development' to a mix of '**P2 Parks and Recreation**' and '**R1 – 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 a proposed subdivision from the City of Port Alberni's Approving Officer.*

(Ransom / Douglas) CARRIED

4. DEVELOPMENT APPLICATION – Official Community Plan Bylaw and Zoning Bylaw 5350 Russell Street

Lot 2, Section 9, Alberni District, Plan 15459 (PID 001-823-591)

Applicant: John Jessup & Associates

- The City Planner summarized his report to the APC dated October 13, 2016.
- Larry Ransom, representing School District 70, indicated a possible conflict of interest in the application and removed himself from the room at 12:26 pm for the duration of the discussion and motions.
- The APC discussed the application as follows:
 - Councillor Alemany asked J. Jessup, the applicant, if the rental rates for the 20 proposed independent living units would be similar to the cottages at Echo Village. The applicant indicated they would be approximately \$600 - 700 / month but the Society was hoping to provide housing for low to moderate income seniors (incomes of ~ \$15,000 - 30,000 / year). The applicant also noted that the proposal has been submitted to BC Housing for capital construction funding but that no response has been received to date. The Society is hoping to obtain zoning approvals by year end in order to reinforce the proposal within the BC Housing approval process and remain viable in the competition for funding from that source.
 - S. Sgt. D.N. Dave Paddock - (R.C.M.P. Liaison) asked the applicant if provision had been made for safe walking areas. S. Casavant, also representing the Society, indicated that there is an existing sidewalk along Russell Street and that the development would be fenced on three sides to protect residents. An existing walkway is proposed to be extended, to connect the area proposed for park space, to the rest of the development. There is also a public right of way/path along the unconstructed portion of Compton Road adjacent to the north.

- There were questions from the members of the public in attendance and discussion was as follows:
 - J. Jessup, the applicant was asked how big the proposed park space would be and he indicated that the proposed 20 unit building footprint would cover roughly 0.5 acres. The future proposed building would cover another 0.5 acres of the 1.5 acre site. Approximately 2/3 of the site would be eventually be built leaving about 0.5 acres for park and garden space. Mr. Jessup also noted that the proposal has been submitted to BC Housing and that the Society is mostly committed to the plan and BC Housing would likely permit only minor deviation from the proposal.
 - S. Casavant noted that the plans were conceptual and that the community already has several underutilized Pickle ball Courts. Based on their research the Society may favour the installation of a multi-purpose activity court geared to providing benefits for all ages. The adult exercise area will be designed for residents. A community garden space will allow residents of the Independent and Complex Care units to enjoy healthy produce.
 - Fencing and safety from traffic on Russell Street was a concern from the public and the applicant indicated that fencing would be installed on three of the four sides of the property.
 - When asked if the Compton Road right of way would remain open to the public it was noted that the right of way is not included in the sale and remains in public ownership. No changes are proposed.
 - The applicant also noted that providing a facility that would allow residents to “Age in Place” with “Adaptive Housing” was a goal of the project. When asked if the ‘Independent Living’ units would become ‘Assisted Living’ and ‘Complex Care’ units S. Casavant reminded the members and guests that the current Rainbow Gardens facility was already providing Assisted Living and Complex Care and that the proposed expansion would complement the existing resources.
 - A guest inquired about the funding for the purchase of land and the applicant responded that the funding for the land purchase came solely from the Society’s resources. The applicant stated that no VIHA funding was used for the land purchase.

MOTIONS:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lot 2, Section 9, Alberni District, Plan 15459 (PID 001-823-591), located at 5350 Russell Street; from ‘Parks and Open Space’ to ‘**Institutional**’.*
2. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot 2, Section 9, Alberni District, Plan 15459 (PID 001-823-591), located at 5350 Russell Street; from ‘P2-Parks and Recreation’ to ‘**P1 Institutional**’.*

(Douglas / Crowther) **CARRIED**

- Larry Ransom was invited back in and returned to the room at 12.55 pm.

5. Update - City Planner - Status of current projects.

Final Adoption / Approval has been given to:

- "Zoning Text Amendment T9 (3135 2nd Avenue – K. Ambrose), Bylaw No. 4907"
- "Zoning Bylaw Map Amendment No. 15 (6031 River Road – Shaw), Bylaw No. 4911"
- "Zoning Bylaw Map Amendment No. 13 (4981 Ian Avenue – D. Paquette), Bylaw No. 4908"
- "Official Community Plan Amendment No. 21 (4815 Argyle Street – Patterson), Bylaw No. 4912"
- "Zoning Bylaw Map Amendment No. 16 (4815 Argyle Street – Patterson), Bylaw No. 4913"
- "Zoning Bylaw Text Amendment No. T10 (Site Specific Use – RM3 High Density Multiple Family Residential), Bylaw No. 4914"
- "Development Permit 16-03" located at 3131 5th Ave.
- "Development Permit 16-04" located at 4423 Margaret St.

Still Active:


- "Official Community Plan Amendment No. 19 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4899"
 - "Zoning Text Amendment T8 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4900"
 - "Zoning Map Amendment No. 11 (Burde Street – Phase 2 of Uplands Subdivision), Bylaw No. 4901"
 - "Official Community Plan Amendment No. 17 (3333 Burde Street - Harris), Bylaw No. 4889"
 - "Zoning Map Amendment No. 9 (3333 Burde Street - Harris), Bylaw No. 4890"
 - "Zoning Bylaw Map Amendment No. 14 (5820 Pierce Road – R. Van Vliet), Bylaw No. 4909"
- The City Planner estimated 30 single family housing Building Permits had been issued for the year to date.

6. Other business – No other business

7. Adjournment – The meeting adjourned at 1:00 p.m. The next regularly scheduled meeting will be **November 17, 2016** at 12:00 pm in the Committee Room at City Hall.

(Douglas / Crowther) CARRIED

Davina Hartwell - City Clerk



Wes Hewitt - Chair



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Scott Smith, City Planner

DATE: October 13, 2016

SUBJECT: Development Application – Official Community Plan and Zoning Bylaw Map Amendments

2720 Burde Street Lot A, District Lot 139, Alberni District, Plan

EPP53945 PID: (029-691-036) and;

3551 Bulwer Avenue Lot 9, Block 27, District Lot 139, Alberni District, Plan
VIP1562 PID: (002-801-434)

Applicant: Colin and Christine Evans

Issue

To consider an application for amendments to the Official Community Plan Bylaw and the Zoning Bylaw for properties at 2720 Burde Street and 3551 Bulwer Avenue.

Background

The larger of the two properties is 2720 Burde Street being 1.27 hectares (3.14 acres). There is currently one single family house on the northeast corner of the property. The second property is a small lot, addressed as 3551 Bulwer Avenue, located along the unconstructed Bulwer road right of way. The small lot is ~10.0 m x 37.2 m (~372 m²).

The application is for amendments to the OCP Bylaw and to the Zoning Bylaw in order to facilitate a subdivision application. The proposal is for a 3 lot subdivision (see attached concept plan).

Official Community Plan and Zoning Bylaw

- a) The Official Community Plan designation on the larger property is a mix of 'Residential' and 'Future Residential' use on the Official Community Plan Schedule A – Land Use Map. The smaller lot is designated 'Future Residential'. A map amendment is required to designate both properties as '**Residential**' use.
- b) The Zoning Bylaw designation is currently 'FD - Future Development' on both properties. A map amendment to the Schedule A - Zoning Bylaw Map is required to designate the properties to a mix of '**RR2 – Semi Rural Residential**' and '**R1 – Single Family Residential**'.

Discussion

Surrounding Area

The surrounding area is primarily single family residential use in character and includes a variety of lot sizes. There are small acreages, mid-sized lots and several urban sized lots including small lots that were historically created when the area was originally surveyed.

Zoning

The R1 zone (see attached) allows for development of lots with a minimum frontage of 15 m and minimum lot size of 600 m². The proposed R1 lots 1 and 2, would front onto Burde Street and would have frontages of over 21 m and lot sizes of approximately 883 m² and 904 m² exceeding the minimum requirement for the R1 zone.

The RR2 zone (see attached) allows for development of lots with a minimum frontage of 23 m and minimum lot size of 1160 m². The proposed RR2 lot 3 will be approximately 1.2 ha (~141 m x ~80 m) and would be made accessible from Bulwer Avenue or Loewen Road through requirements during the subdivision process.

Infrastructure

The applicant has indicated that the Loewen Road right-of-way will be used for access to proposed lot 3. Improvements to Loewen Road right-of-way will be required.

There is a City water main available along the front of the property on Burde Street. The existing house on proposed lot 1 is connected to the City water supply and proposed lot 2 would be a straightforward connection as well. The proposed lot 3 will require a water line extension through the Loewen Road right-of-way.

The sanitary sewer system does not extend to this section of the City of Port Alberni and would not be feasible for the proposed subdivision. The subdivision process will require that an on-site sewage disposal system for each of the proposed lots is proven to be feasible.

Drainage for the proposed lots 1 and 2 fronting Burde Street can be provided by the existing ditch. Drainage solutions will need to be proven for proposed lot 3, but should not be onerous, given the size of the property.

BC Hydro and other private utilities are available along Burde Street. BC Hydro has commented that the owners of proposed lot 2 should contact them prior to construction to avoid an aerial trespass. Proposed lot 3 will require a new powerline to be extended up Loewen Road.

The detailed issues regarding sanitary and storm sewer, water service and private utilities will be addressed in the preliminary layout approval during the subdivision process.

Conclusions

In considering the Official Community Plan and Zoning amendment the Advisory Planning Commission and City Council should consider whether the proposed amendments are appropriate for the site and for the community.

The small lot at 3551 Bulwer Avenue will be required to be consolidated with the larger lot (2720 Burde St.) during the subdivision process. The proposed subdivision is compatible with the character of the existing residential neighbourhood. The Planning Department supports the Official Community Plan and Zoning Bylaw amendments.

Recommendations

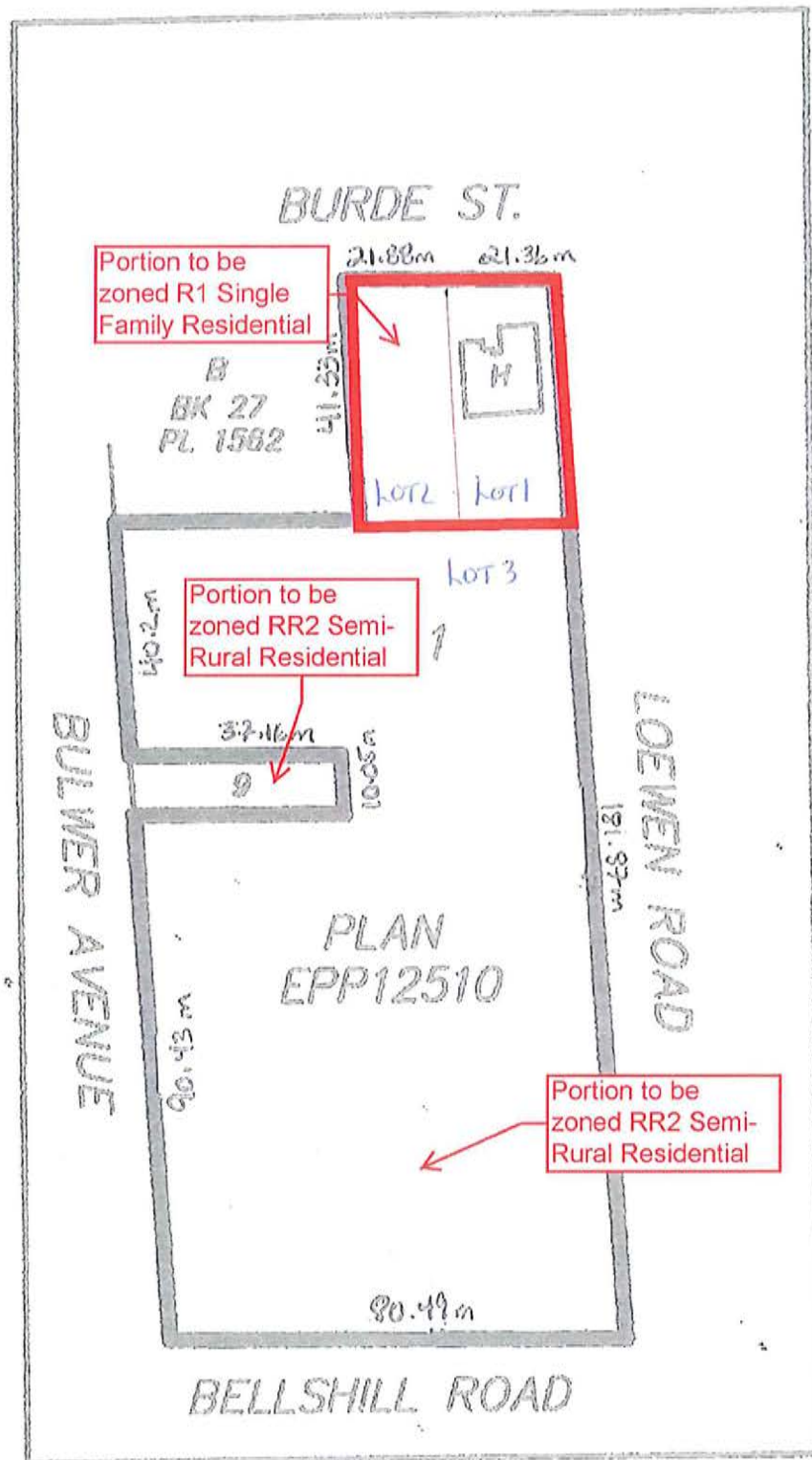
1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lot A, District Lot 139, Alberni District, Plan EPP53945, (PID: 029-691-036), located at **2720 Burde Street**, from a mix of 'Future Residential' and 'Residential' use to '**Residential**' use.*
2. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot A, District Lot 139, Alberni District, Plan EPP53945, (PID: 029-691-036), located at **2720 Burde Street**, from 'FD - Future Development' to '**RR2 – Semi-Rural Residential**' and '**R1 – Single Family Residential**'.*
3. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lot 9, Block 27, District Lot 139, Alberni District, Plan VIP1562, PID: (002-801-434), located at **3551 Bulwer Avenue**, from 'Future Residential' use to '**Residential**' use.*
4. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot 9, Block 27, District Lot 139, Alberni District, Plan VIP1562, PID: (002-801-434), located at **3551 Bulwer Avenue**, from 'FD - Future Development' to '**RR2 Semi-Rural Residential**'.*
5. *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 a proposed subdivision, from the City of Port Alberni's Approving Officer.*

Respectfully submitted,



Scott Smith, MCIP
City Planner





Bylaw 4832

R1 – SINGLE FAMILY RESIDENTIAL

5.11 The purpose of this *zone* is to establish and maintain quiet, low density neighbourhoods.

5.11.1 Permitted usesPrincipal Uses

Single family dwelling

Accessory Uses

Bed and breakfast

Home occupation

Secondary suite

Supportive housing

5.11.2 Site Development Regulations

Minimum Lot Area	600 m ²	6458 ft ²
Minimum Frontage	15 m	49.2 ft
Maximum Coverage	40%	
Minimum Setbacks:		
Front yard	7.5 m	(24.6 ft)
Rear yard	9 m	(29.5 ft)
Side yard	1.5 m	(4.9 ft)
Maximum Floor Area Ratio	0.5	
Maximum Height, Principal Building	10 m	(32.8 ft)
Maximum Number of Principal Building Storeys	2.5	
Maximum number of dwelling units per lot	2	

5.11.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.11.2:
 - (i) On a *corner lot*, the *side yard* by the flanking *street* must be not less than 3.5 metres (11.5 ft) wide.
 - (ii) 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*.
- (b) For *supportive housing*, the maximum number of persons in care shall not exceed four (4).
- (c) Only one of the three (3) following *accessory uses* is permitted on any *lot*: *bed and breakfast* OR *secondary suite* OR *supportive housing*.

Bylaw 4832

RR2 – SEMI RURAL RESIDENTIAL

5.10 The purpose of this zone is to provide for low density development of a semi-rural character.

5.10.1 Permitted usesPrincipal Uses

Single family dwelling

Accessory Uses

Bed and breakfast

Home occupation

Secondary Suite

Supportive housing

5.10.2 Site Development Regulations

Minimum Lot Area	1160 m ²	(12,487 ft ²)
Minimum Frontage	23 m	(75.5 ft)
Maximum Coverage	33%	
Minimum Setbacks:		
Front yard	7.5 m	(24.6 ft)
Rear yard	9 m	(29.5 ft)
Side yard	1.5 m	(4.9 ft)
Maximum Floor Area Ratio	0.4	
Maximum Height, Principal Building	10 m	(32.8 ft)
Maximum Number of Principal Building Storeys	2.5	
Maximum number of residential units per lot	2	

5.10.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.10.2:
 - (i) The sum of the width of both *side yards* must be equal to or greater than 20% of the *lot width*.
 - (ii) On a *corner lot*, the *side yard* by the flanking *street* must be not less than 3.5 metres (11.5 ft) wide.
 - (iii) 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*.
- (b) For *supportive housing*, the maximum number of persons in care shall not exceed four (4).
- (c) Only one of the three (3) following *accessory uses* is permitted on any *lot*: *bed and breakfast* OR *secondary suite* OR *supportive housing*.

CITY OF PORT ALBERNI

BYLAW NO. 4923

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

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

1. Title

This Bylaw may be known and cited for all purposes as “**Official Community Plan Amendment No. 22 (2720 Burde Street – Evans), Bylaw No. 4923**”.

2. Official Community Plan Amendments

- 1.1 **Schedule A (Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation of Lot A, District Lot 139, Alberni District, Plan EPP53945 PID: (029-691-036), located at **2720 Burde Street** and; Lot 9, Block 27, District Lot 139, Alberni District, Plan VIP1562 PID: (002-801-434) located at **3551 Bulwer Avenue**, from a mix of ‘Future Residential’ use and ‘Residential’ use to ‘**Residential**’ use as shown outlined in bold on Schedule “A” attached hereto and forming part of this bylaw.

READ A FIRST TIME THIS DAY OF , 2016.

READ A SECOND TIME THIS DAY OF , 2016.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2016.

READ A THIRD TIME THIS DAY OF , 2016.

FINALLY ADOPTED THIS DAY OF , 2016.

Mayor

Clerk

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Schedule "A" to Bylaw 4923



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CITY OF PORT ALBERNI

BYLAW NO. 4924

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 Amendment No. 17 (2720 Burde Street – Evans), Bylaw No. 4924**”.

2. Zoning Amendment

- 1.1 That Lot A, District Lot 139, Alberni District, Plan EPP53945 PID: (029-691-036), located at **2720 Burde Street** and; Lot 9, Block 27, District Lot 139, Alberni District, Plan VIP1562 PID: (002-801-434) located at **3551 Bulwer Avenue**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, are hereby rezoned from 'FD Future Development' to a mix of '**R1 Single Family Residential**' and '**RR2 Semi-Rural 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 DAY OF , 2016.

READ A SECOND TIME THIS DAY OF , 2016.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2016.

READ A THIRD TIME THIS DAY OF , 2016.

FINALLY ADOPTED THIS DAY OF , 2016.

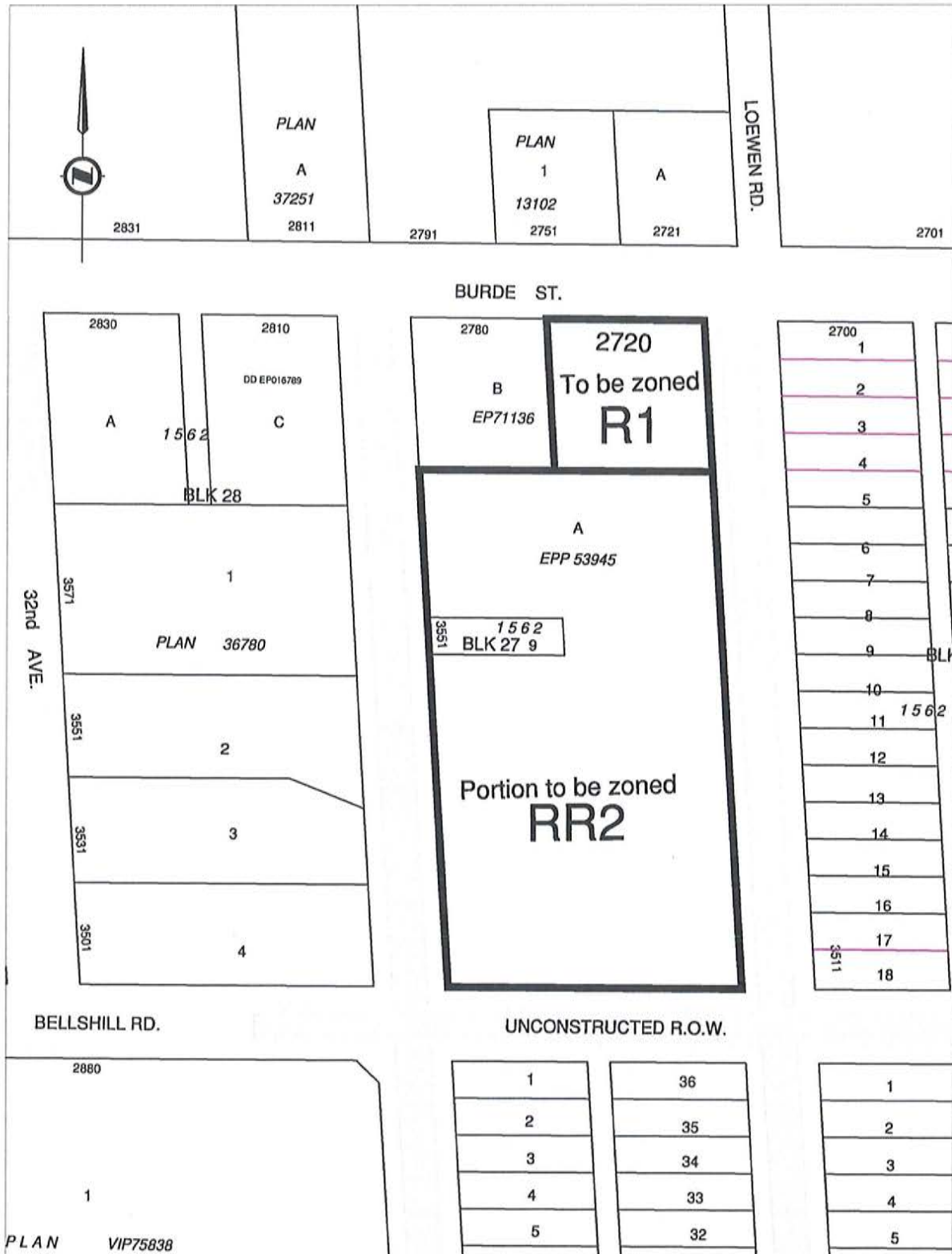
Mayor

Clerk

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ENTERED

Schedule "A" to Bylaw No. 4924



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CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Scott Smith, City Planner

DATE: October 12, 2016

SUBJECT: Proposed Zoning Bylaw Amendment
5604 Strathcona Street - Lot 21, District Lot 112, Alberni District, Plan 896,
Except the East 300 Feet of the South 156 Feet and Except Part in Plans 23424,
VIP56064 and EPP63335 (PID: 008-257-396)

Issue

To consider an application for an amendment to the Zoning Bylaw (Schedule A – Zoning Map) for property located at 5604 Strathcona Street.

Background

The purpose of the application is to amend the Zoning Bylaw to facilitate a proposed subdivision of the land. The large property is a remainder lot and is approximately 7,517 m² (1.85 ac). Prior to the recent dedication of the south half of McBride Street, the lot had a panhandle shape with frontage on Strathcona Street. The road dedication eliminated the frontage on Strathcona Street. Each of the proposed lots will have frontage on McBride Street (currently under construction) including the applicant's remainder lot on the western portion of the site.

The proposed subdivision is concurrent with a significant proposal for a multi-family patio home development proceeding to the north across McBride Street. The applicant has worked with that developer to ensure that the McBride Street will serve the development of both properties.

Official Community Plan and Zoning Bylaw

- a) The Official Community Plan Schedule A - Future Land Use map designation for 5604 Strathcona Street is currently a mix of **'Parks and Open Space'** and **'Residential'**. The proposed subdivision will not impact the respective portions of the property currently covered by each designation. No map amendment is required.
- b) The Zoning Bylaw designation for 5604 Strathcona Street is 'FD Future Development'. An amendment to the Schedule A - Zoning Bylaw map is required to zone the western portion of the property as **'P2 Parks and Recreation'**, in agreement with the Official Community Plan, and to zone the eastern portion of the property as **'R1 – Single Family Residential'** to facilitate a subdivision and development of the proposed residential lots.

Discussion

Surrounding Area

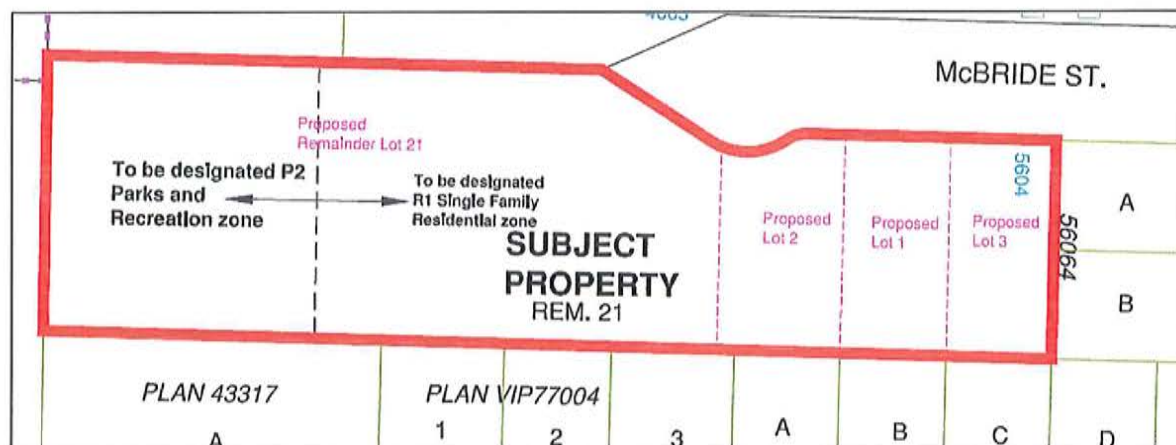
- North – A significant patio home development is proposed for the vacant lot zoned 'RM1 Low Density Multiple Family Residential' located on the north side of McBride Street adjacent to existing patio homes in the Cherry Creek Estates development. There is a City owned natural space to the west of the new patio home project side.
- West – A portion of the property is a ravine and greenspace area containing a branch of Kitsuksis Creek.
- South – Residential properties to the south are zoned primarily 'R1 Single Family Residential' and are consistent with the proposed development of the applicants property.
- East – Immediately adjacent to the east are two single family lots fronting on Strathcona Street. Across Strathcona Street the residential neighbourhood is primarily zoned R1.

Zoning

The current 'FD Future Development' zone requires a minimum lot size of 4000 m² and a minimum frontage of 150 m. In order to proceed with the proposed subdivision the applicant is requesting that a portion (~5296 m²) of the property be rezoned to 'R1 Single Family Residential'. The proposed lots 1-3 will easily meet the minimum area requirements in the R1 zone. The owner's current residence will be located on the remainder portion of the site that would be zoned 'R1 Single Family Residential' (~3162.1 m²).

R1 Zone	Required	Proposed Lot 1	Proposed Lot 2	Proposed Lot 3	Remainder Lot
Min. Area	600 m ²	684.9 m ²	764.1 m ²	684.9 m ²	~5383.1 m ² (~3162.1 m ² to be R1)
Min. Frontage	15 m	18.3 m	21.3 m	18.3 m	~23 m

The 'P2 Parks and Recreation' zone is proposed for the western, ravine portion (~2221 m²) of the remainder lot as shown in the diagram below.



Infrastructure

All the lots created by the proposed subdivision will have frontage and access on McBride Street (currently under construction) as per the attached site plan.

There are existing sanitary and storm sewer lines running north/south through the property to Shaughnessy Street. New sanitary and storm lines will be required along the rear of proposed lots 1-3 that will connect to these existing lines as shown on the attached site plan. Some drainage consideration will need to be given for future driveway crossing to the proposed lots during the subdivision process. A new water line is currently being constructed on McBride Street that will provide service to proposed lots 1-3.

The existing house has sanitary, storm and water services through a separate right-of-way to Shaughnessy Street.

BC Hydro has services along McBride Street that can provide service to the proposed lots. The detailed issues regarding servicing requirements will be detailed in a Preliminary Layout Approval as part of the subdivision process.

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 Official Community Plan is supportive of encouraging development within existing developed areas through infill and redevelopment. The western portion of the property that is a part of the Kitsuksis Creek Ravine cannot be developed. The P2 zone is appropriate for that portion. The proposed zoning and subdivision are compatible with the character of the neighbourhood. The Planning Department supports the Zoning bylaw amendments for 5604 Strathcona Street.

Recommendations

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot 21, District Lot 112, Alberni District, Plan 896, Except the East 300 Feet of the South 156 Feet and Except Part in Plans 23424, VIP56064 and EPP63335, (PID: 008-257-396), located at 5604 Strathcona Street, from 'FD Future Development' to a mix of **'P2 Parks and Recreation'** and **'R1 – 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 a proposed subdivision from the City of Port Alberni's Approving Officer.*

Respectfully submitted,

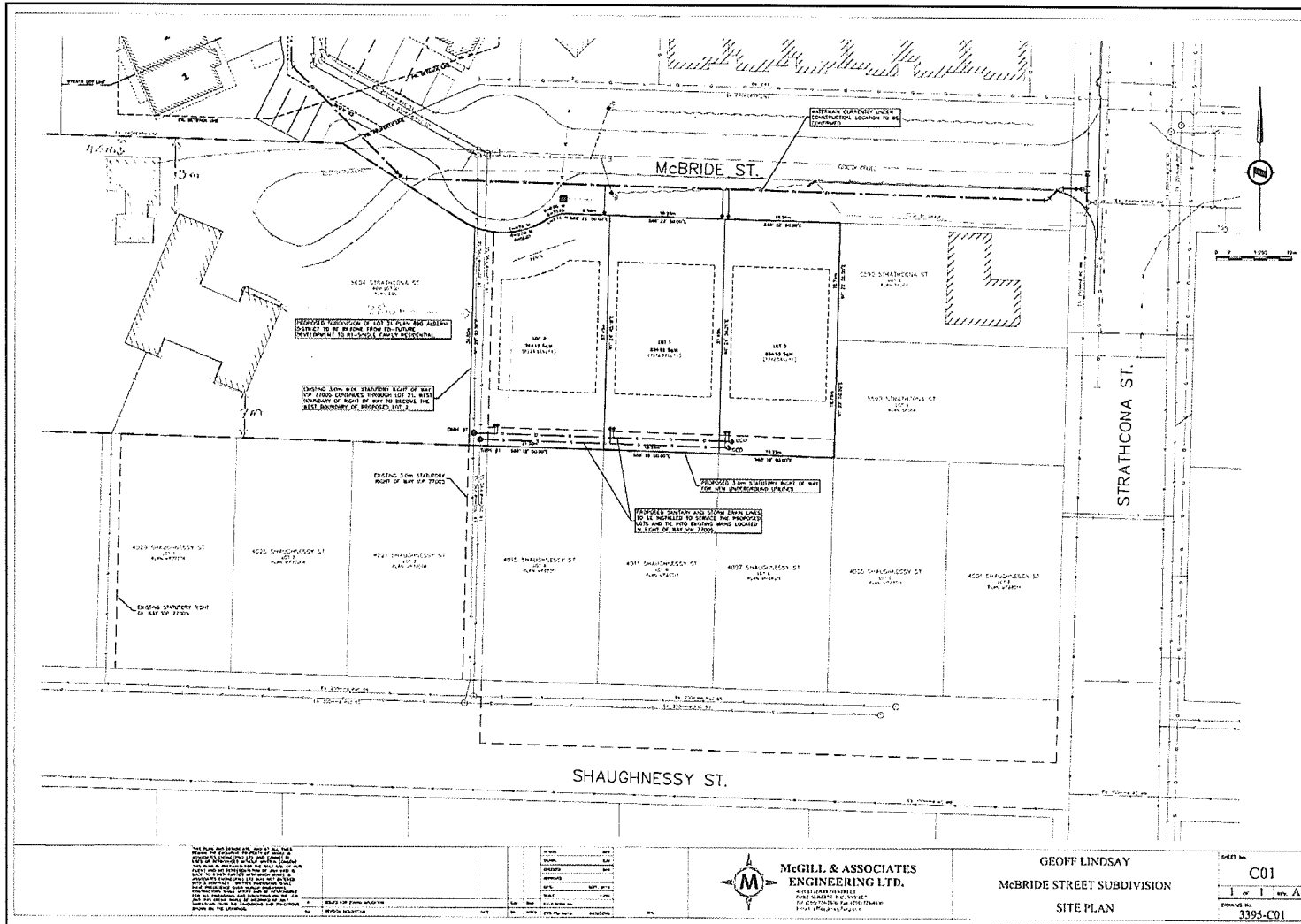


Scott Smith, MCIP, City Planner

SUBJECT SITE – 5604 STRATHCONA STREET



Conceptual – Site Plan



Bylaw 4832

R1 – SINGLE FAMILY RESIDENTIAL

5.11 The purpose of this zone is to establish and maintain quiet, low density neighbourhoods.

5.11.1 Permitted uses

Principal Uses

Single family dwelling

Accessory Uses

Bed and breakfast

Home occupation

Secondary suite

Supportive housing

5.11.2 Site Development Regulations

Minimum Lot Area	600 m ²	6458 ft ²
Minimum Frontage	15 m	49.2 ft
Maximum Coverage	40%	
Minimum Setbacks:		
Front yard	7.5 m	(24.6 ft)
Rear yard	9 m	(29.5 ft)
Side yard	1.5 m	(4.9 ft)
Maximum Floor Area Ratio	0.5	
Maximum Height, Principal Building	10 m	(32.8 ft)
Maximum Number of Principal Building Storeys	2.5	
Maximum number of dwelling units per lot	2	

5.11.3 Conditions of Use

- (a) Notwithstanding the provisions of 5.11.2:
 - (i) On a corner lot, the side yard by the flanking street must be not less than 3.5 metres (11.5 ft) wide.
 - (ii) 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.
- (b) For supportive housing, the maximum number of persons in care shall not exceed four (4).
- (c) Only one of the three (3) following accessory uses is permitted on any lot: bed and breakfast OR secondary suite OR supportive housing.

CITY OF PORT ALBERNI

BYLAW NO. 4925

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 Amendment No. 18 (4080 McBride Street – Lindsay), Bylaw No. 4925**".

2. Zoning Amendment

- 2.1 That Lot 21, District Lot 112, Alberni District, Plan 896, Except the East 300 Feet of the South 156 Feet and Except Part in Plans 23424, VIP56064 and EPP63335 (PID: 008-257-396), located at **4080 McBride Street**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'FD Future Development' to a mix of '**R1 Single Family Residential**' and '**P2 Parks and Recreation**'.

3. Map Amendment

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

READ A FIRST TIME THIS DAY OF , 2016.

READ A SECOND TIME THIS DAY OF , 2016.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2016.

READ A THIRD TIME THIS DAY OF , 2016.

FINALLY ADOPTED THIS DAY OF , 2016.

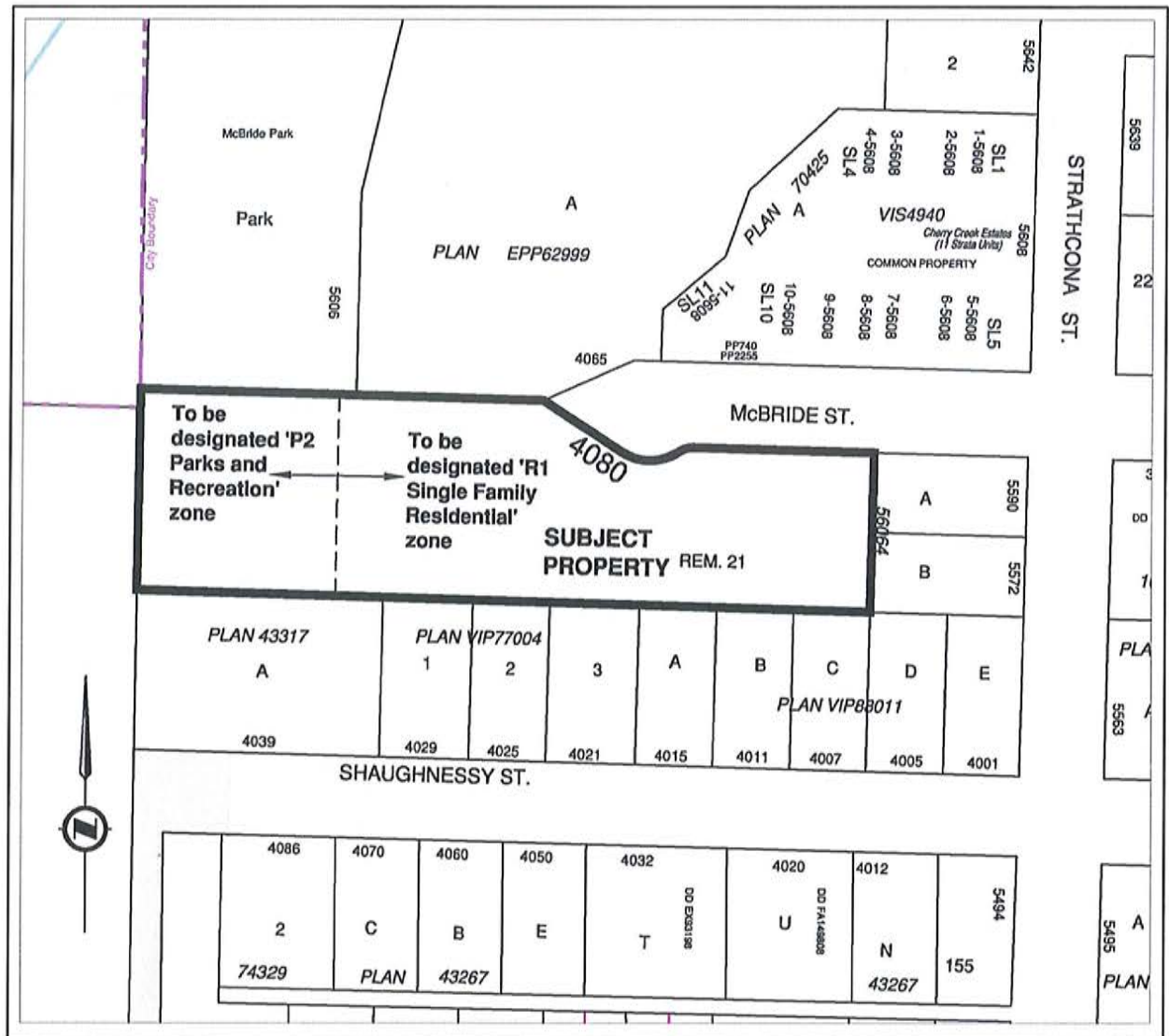
Mayor

Clerk



✓
2(c)

Schedule "A" to Bylaw No. 4925



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CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Scott Smith, City Planner

DATE: October 13, 2016

SUBJECT: Development Application – Official Community Plan and Zoning Bylaw Map Amendments
5350 Russell Street – Applicant: John Jessup & Associates
Lot 2, Section 9, Alberni District, Plan 15459 (PID 001-823-591)

Issue

To consider an application for amendments to the Official Community Plan Bylaw and the Zoning Bylaw for a property at 5350 Russell Street.

Background

The property at 5350 Russell Street is ~5957.6 m² (~1.5 ac). The land is currently owned by the Westcoast Native Health Care Society. The land was recently purchased from the City for the purpose of expanding the Rainbow Gardens facility.

The application is to amend the OCP Bylaw and the Zoning Bylaw in order to facilitate the proposed expansion of the Rainbow Gardens care facility for senior housing (see attached concept plan).

Official Community Plan and Zoning Bylaw

- a) The Official Community Plan designation is 'Parks and Open Space' use on the Official Community Plan Schedule A – Land Use Map. A map amendment is required to designate the property as '**Institutional**' use.
- b) The Zoning Bylaw designation is currently 'P2-Parks and Recreation'. A map amendment to the Schedule A Zoning Bylaw Map is required to designate the property as '**P1 Institutional**'.

Discussion

Surrounding Area

The Rainbow Gardens facility is located directly adjacent to the west of the site. To the north, east and south the neighbourhood is primarily residential with a large tract of city owned land further to the east that is designated for future development and greenspace.

Rainbow Gardens expansion

The Westcoast Native Health Care Society purchased the property from the City for future expansion of their seniors care facility (Rainbow Gardens). Rainbow Gardens is directly adjacent to 5350 Russell Street and has been operated as a Senior Care facility for 22 years.

The concept plans show a 10 unit complex care addition on the existing Rainbow Gardens property at 6151 Russell Place and a 20 unit, senior's housing building on 5350 Russell Street. Additional senior's housing is conceptually shown on 5350 Russell Street as potential future development. A park area is also shown, on the concept plans, consisting of garden areas, gazebo, pathways, children's playground and pickle-ball courts.

Port Alberni has a relatively high percentage (20.7%) of persons over the age of 65 years according to 2011 Census data. This is higher than the BC Provincial average of 15.7% of persons over the age of 65 years. Based on Statistics Canada 2011 Census highlights seven of the 10 municipalities with the highest proportion of seniors were in British Columbia. (<http://www12.statcan.ca/census-recensement/2011/as-sa/98-311-x/98-311-x2011001-eng.cfm>)

With a relatively high portion of the City population over the age of 65 years, the need for additional senior housing of all types is clearly necessary.

Parking / Traffic

Development on 5350 Russell Street would likely result in a small increase to traffic and parking. This would likely be limited to staff and visitors. An addition to the existing main parking lot for new parking spaces is shown on the concept plan. The final number of new parking spaces that will be required will be determined during the building permit process. The two properties will need to be consolidated or a parking easement will be required.

The City of Port Alberni has not received comments on this application from the Ministry of Transportation as of the date of this report. The Planning department will ensure that any Ministry's comments are available before the public hearing.

Infrastructure

There is adequate City of Port Alberni water, sanitary and storm sewer services in the area to accommodate the proposed facility.

Conclusions

In considering the Official Community Plan and Zoning amendment the Advisory Planning Commission and City Council should consider whether the proposed amendments are appropriate for the site and for the community.

The proposed P1 zone is not covered by Development Permit guidelines. The building permit process will cover many details, but the City will not have any control over items such as landscaping, form and character of the buildings or the actual park development. There is no certainty that the development will contain the elements proposed in the concept plans. If Council wishes to have input regarding the final form and character of the project or to ensure that a park is included, they could direct staff to pursue a binding agreement with Rainbow Gardens.

The proposed bylaw amendments would allow Westcoast Native Health Care Society (Rainbow Gardens) to construct additional seniors housing for the community. The proposed rezoning of 5350 Russell Street for seniors housings meets the strategic objective to promote Port Alberni as a destination to live and visit and the initiative to promote development of seniors oriented housing and facilities. The Official Community Plan supports a wide choice of housing options for the community. With a fairly high portion of the City population over the age of 65, the need for additional senior housing of all types is clearly necessary. The Planning Department supports the bylaw amendments.

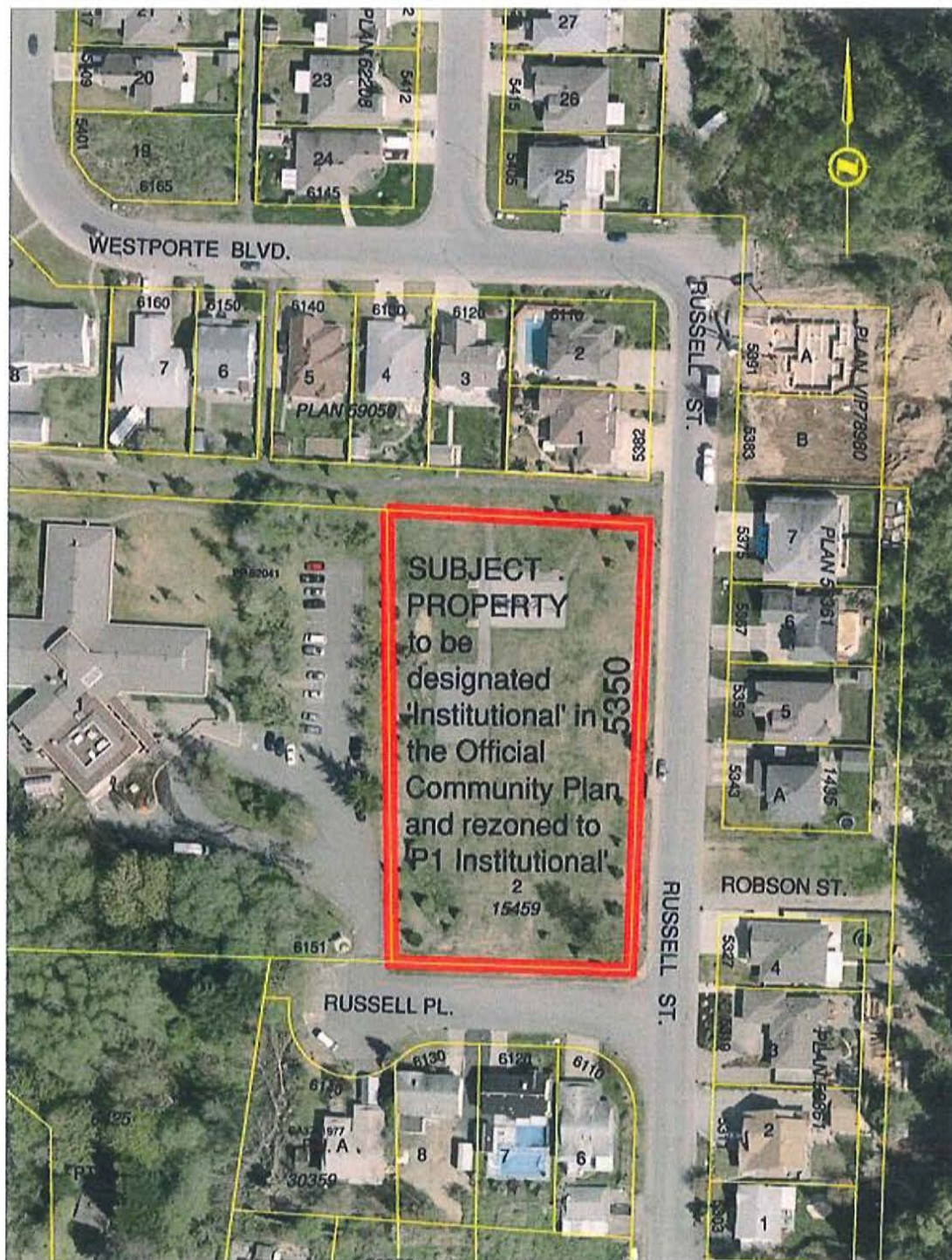
Recommendations

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Official Community Plan Schedule A Land Use Map to change the designation of Lot 2, Section 9, Alberni District, Plan 15459 (PID 001-823-591), located at 5350 Russell Street; from 'Parks and Open Space' to '**Institutional**'.*
2. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Schedule A Zoning Bylaw Map to rezone Lot 2, Section 9, Alberni District, Plan 15459 (PID 001-823-591), located at 5350 Russell Street; from 'P2-Parks and Recreation' to '**P1 Institutional**'.*

Respectfully submitted,

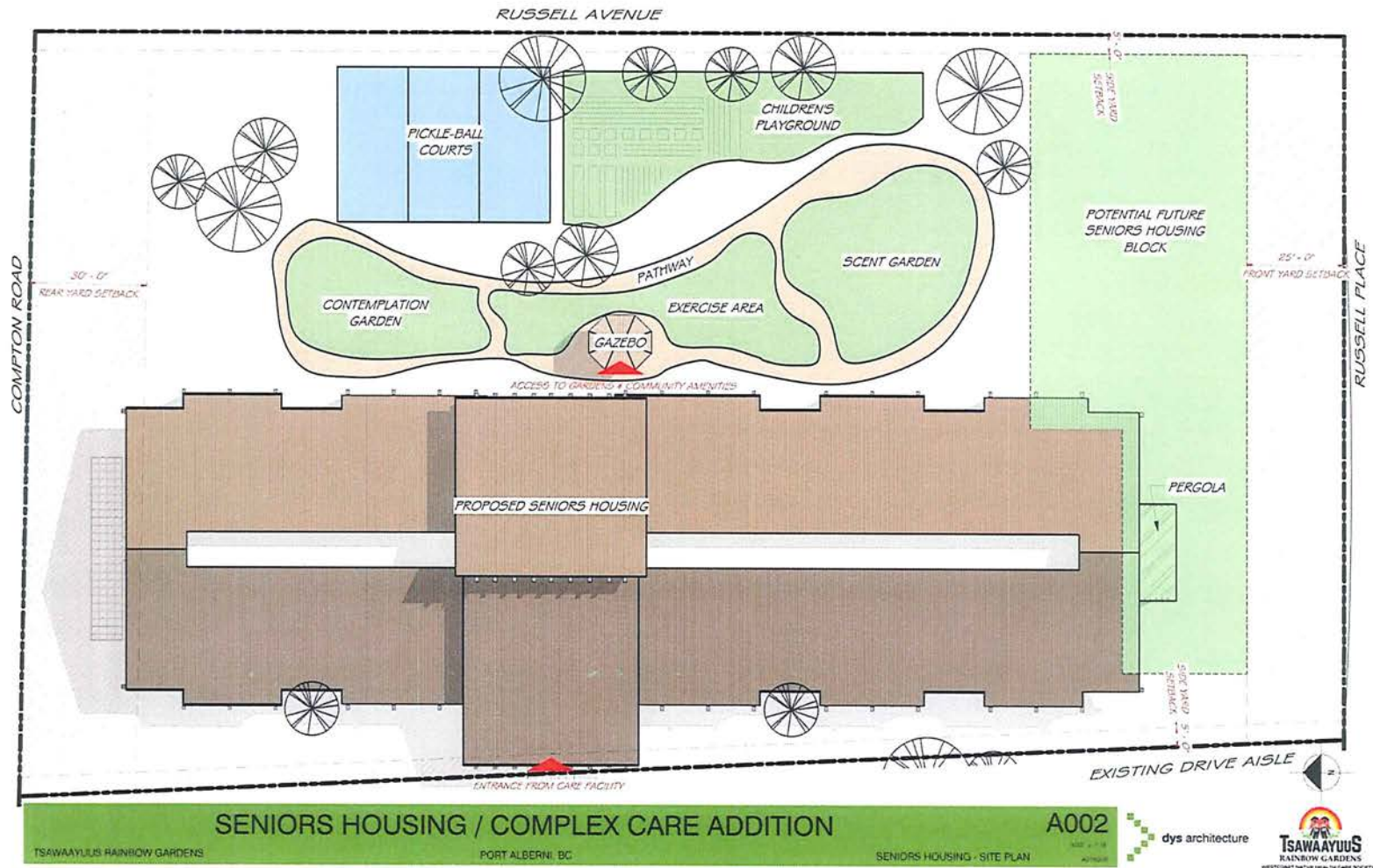


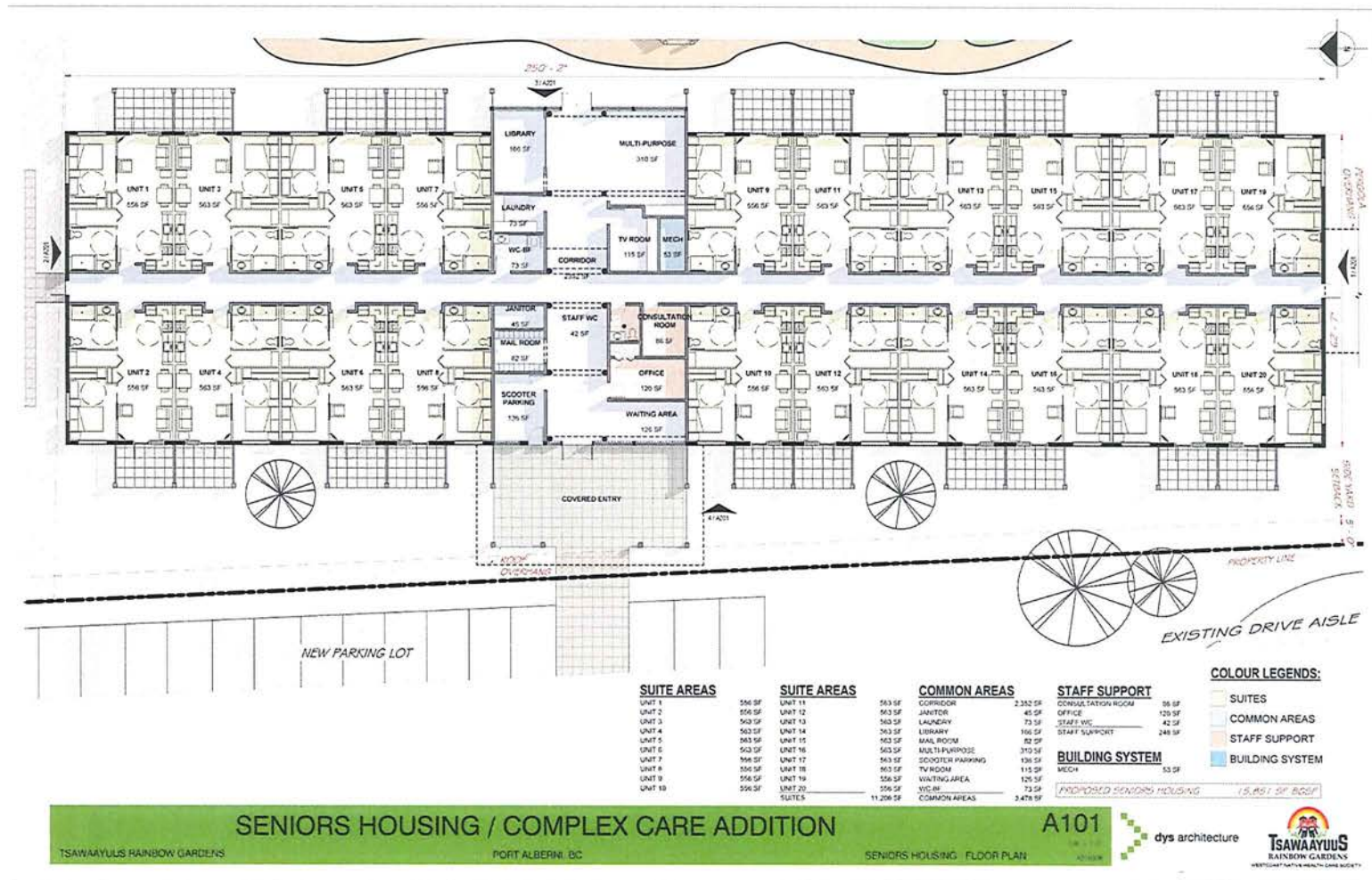
Scott Smith, MCIP
City Planner

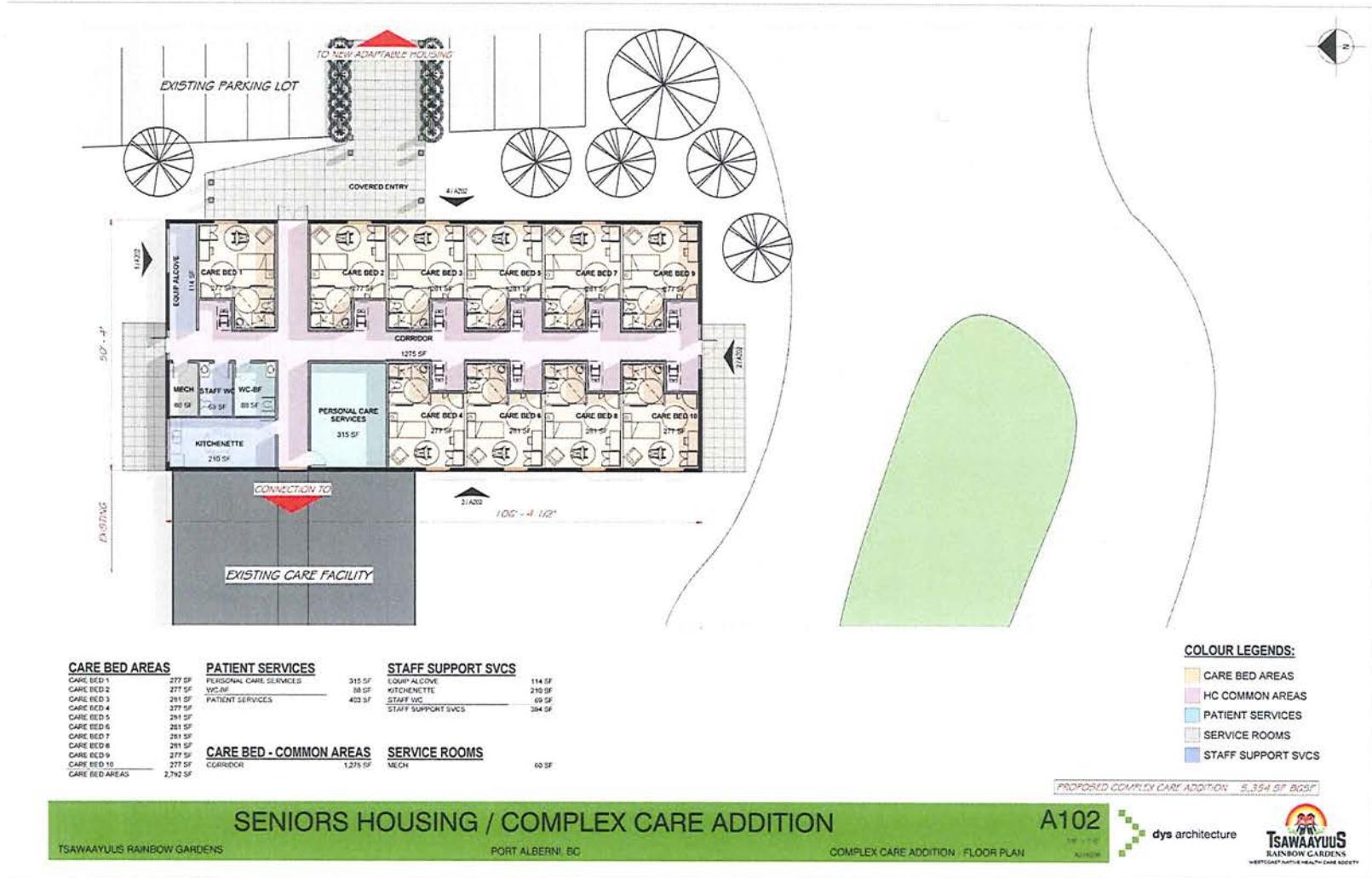


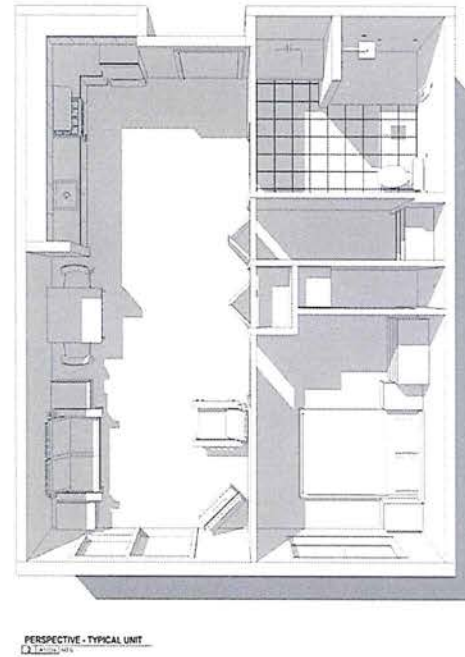
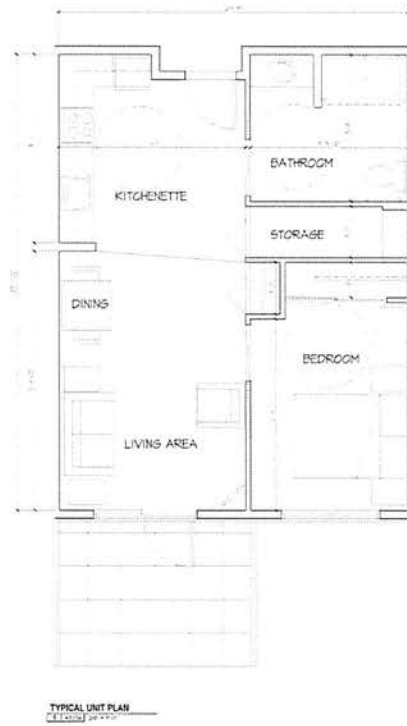




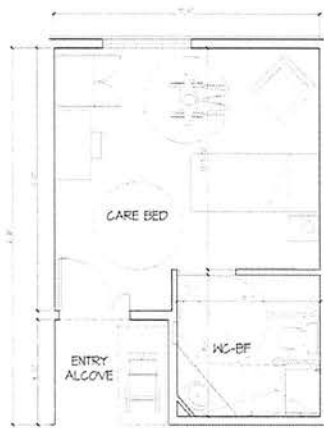




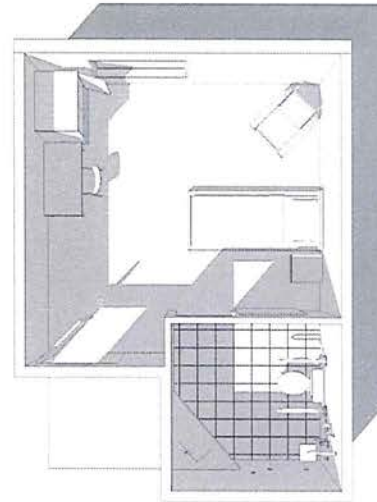




<p>SENIORS HOUSING / COMPLEX CARE ADDITION</p>		<p>A103a</p>		
<p>TSAWASSEN RAINBOW GARDENS</p>	<p>PORT ALBERNI, BC</p>	<p>TYPICAL UNIT - SENIORS HOUSING</p>		



TYPICAL UNIT PLAN
1:100



PERSPECTIVE - TYPICAL UNIT
1:100

SENIORS HOUSING / COMPLEX CARE ADDITION

A103b

TSAWAAYUUS RAINBOW GARDENS

PORT ALBERNI, BC

TYPICAL UNIT - COMPLEX CARE ADDITION



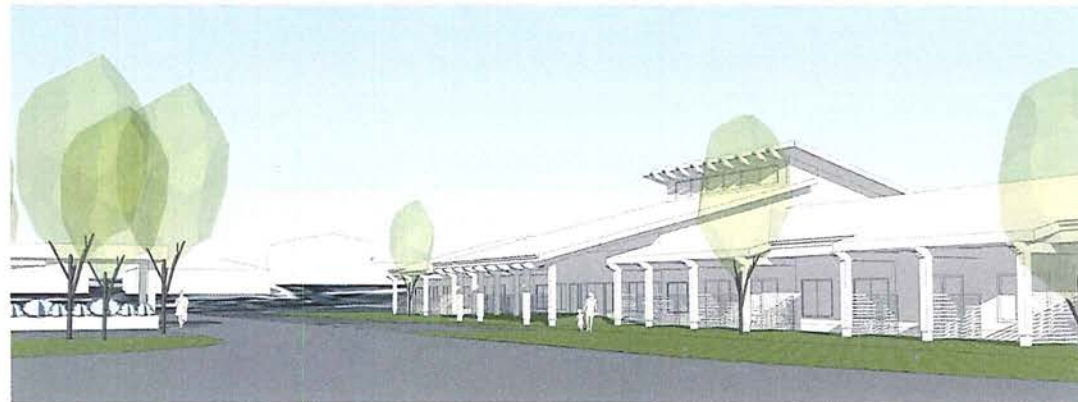


SENIORS HOUSING / COMPLEX CARE ADDITION
 A201
 TSAWAAYUUS RAINBOW GARDENS
 PORT ALBERNI, BC
 SENIORS HOUSING - ELEVATIONS
 dys architecture
 TSAWAAYUUS RAINBOW GARDENS
 HOUSING PARTIAL PHASE 2B



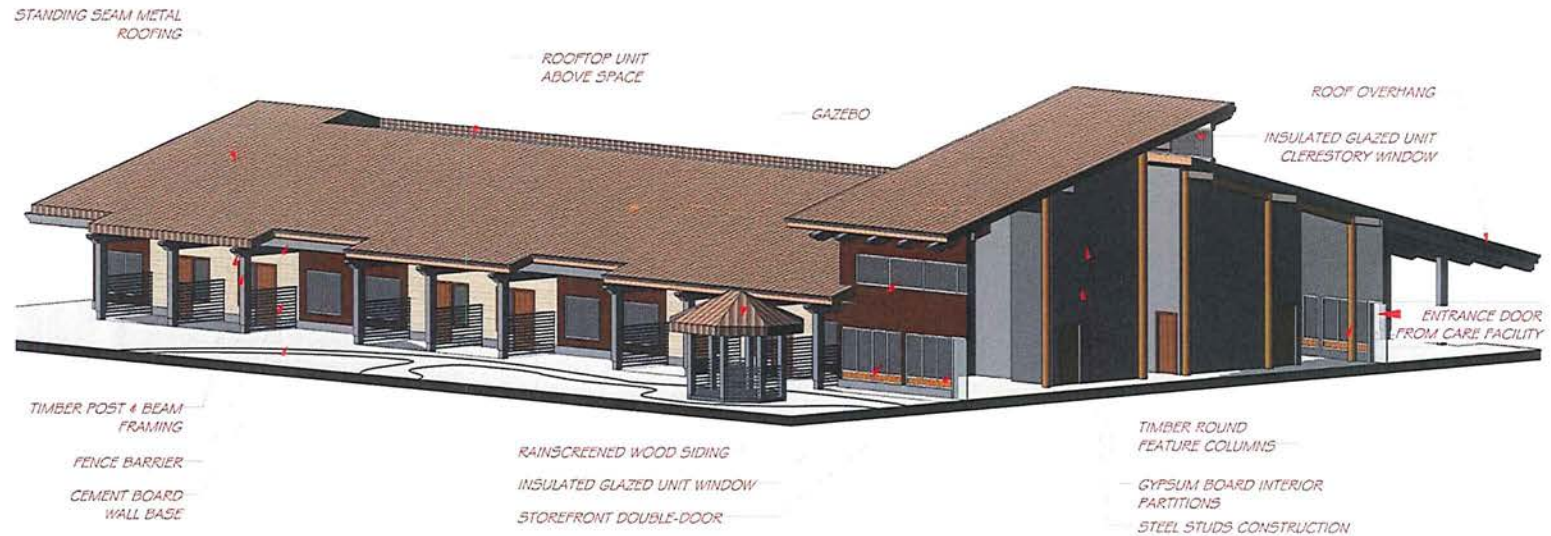


RUSSELL STREET
[21.500]



CARE FACILITY TO ADAPTABLE HOUSING
[21.500]

ADAPTABLE HOUSING / CARE BED EXPANSION		A300	dys architecture	
TSAWAAYUUS RAINBOW GARDENS	PORT ALBERNI, BC	PERSPECTIVES		



SENIORS HOUSING / COMPLEX CARE ADDITION

A301

TSAWAAYUUS RAINBOW GARDENS

PORT ALBERNI, BC

SENIORS HOUSING - CROSS SECTION PERSPECTIVE



Bylaw 4832

P1 – INSTITUTIONAL

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

5.31.1 Permitted usesPrincipal Uses

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

Accessory Uses

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

5.31.2 Site Development Regulations

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

5.31.3 Conditions of Use

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

Bylaw 4832

- (b) *Community care facilities* for seniors may include an accessory beauty shop or other provision of other *personal services*, limited to 16m² (172 ft²) in floor area and 2 service chairs, operating between the hours of 8:30 am to 5:00 pm, Monday to Friday and 9:00 am to 12:00 pm on Saturday.
- (c) Notwithstanding the permitted *use* provisions of the P1 *zone*, for the property with the legal description of Lot 1, District Lot 13, Alberni District, Plan VIP78180, located at 5100 Tebo Ave., the following *accessory uses* are permitted:
 - *Artist's studio*
 - Cabinet making
 - Custom woodworking
 - Furniture repair and upholstery
 - Ornamental metal working
 - Printing, publishing and allied industry
 - Signs and displays industry
 - *Small repair shop*
- (d) Notwithstanding the maximum *coverage* provisions of Section 5.31.2, for the property known as Fir Park Village, located at 4411 Wallace Street, legally described as Lot B, District Lot 1, Alberni District, Plan 32448, a maximum *coverage* of 58% is permitted.

5.31.4 For all Accessory Uses referenced in 5.31.3 (c):

- (a) All business activity shall be conducted within a completely enclosed *building* except for parking and loading facilities.
- (b) The total area occupied shall not exceed 1077 m² (11,592 ft²).
- (c) No *retail* activity is permitted as part of any business located on the property.

CITY OF PORT ALBERNI

BYLAW NO. 4926

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

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

1. Title

This Bylaw may be known and cited for all purposes as “**Official Community Plan Amendment No. 23 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4926**”

2. Official Community Plan Amendments

- 1.1 **Schedule A (Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation of Lot 2, Section 9, Alberni District, Plan 15459 (PID 001-823-591), located at **5350 Russell Street**, from ‘Parks and Open Space’ use to ‘**Institutional**’ use as shown outlined in bold on Schedule “A” attached hereto and forming part of this bylaw.

READ A FIRST TIME THIS DAY OF , 2016.

READ A SECOND TIME THIS DAY OF , 2016.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2016.

READ A THIRD TIME THIS DAY OF , 2016.

APPROVED BY THE MINISTRY OF TRANSPORTATION THIS DAY OF
, 2016

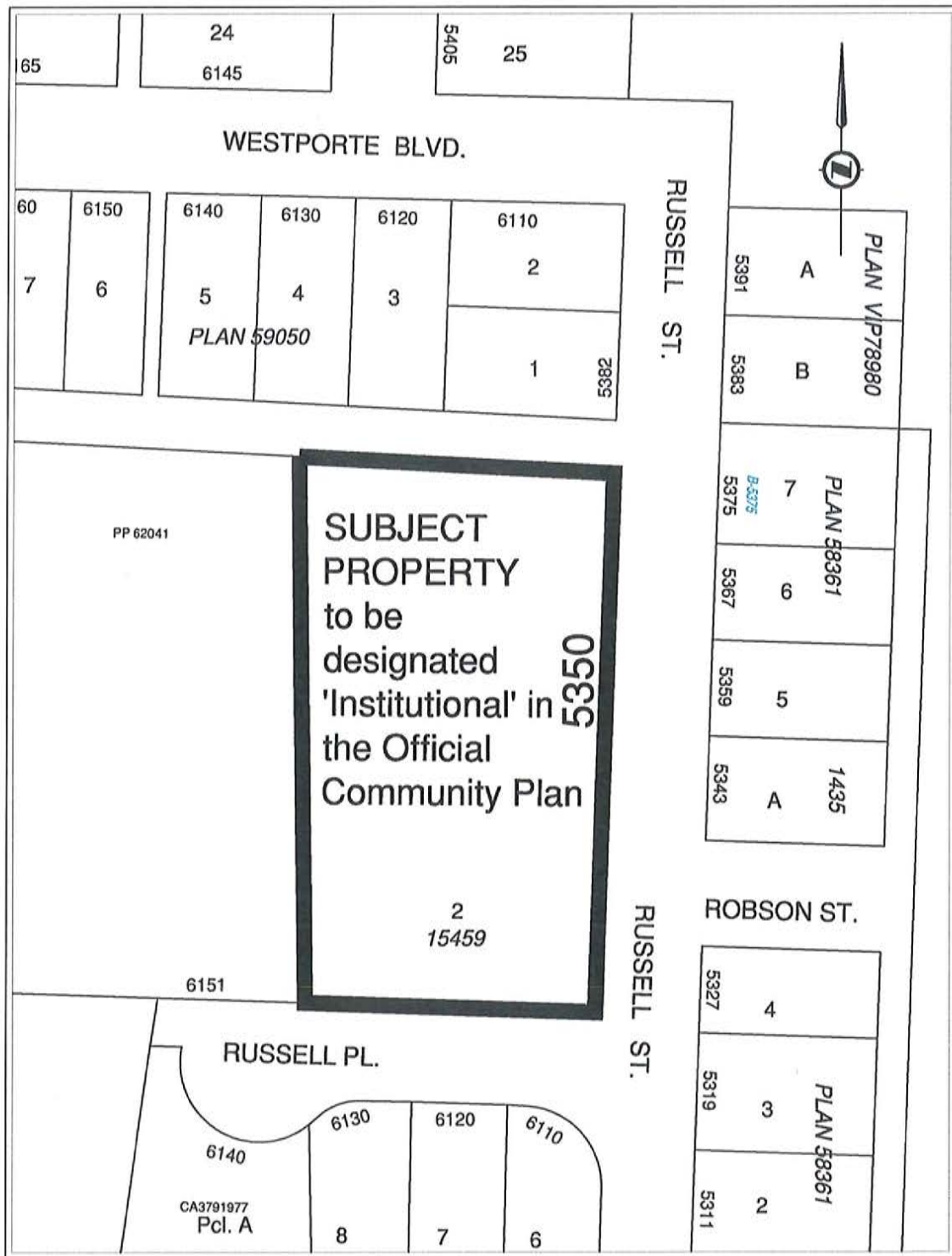
FINALLY ADOPTED THIS DAY OF , 2016.

Mayor

Clerk

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Schedule "A" to Bylaw 4926



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CITY OF PORT ALBERNI

BYLAW NO. 4927

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 Amendment No. 19 (5350 Russell Street - Rainbow Gardens), Bylaw No. 4927**".

2. Zoning Amendment

- 1.1 That Lot 2, Section 9, Alberni District, Plan 15459 (PID 001-823-591), located at **5350 Russell Street**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'P2 Parks and Recreation' to '**P1 Institutional**'.

3. Map Amendment

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

READ A FIRST TIME THIS DAY OF , 2016.

READ A SECOND TIME THIS DAY OF , 2016.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2016.

READ A THIRD TIME THIS DAY OF , 2016.

APPROVED BY THE MINISTRY OF TRANSPORTATION THIS DAY OF , 2016

FINALLY ADOPTED THIS DAY OF , 2016.

Mayor

Clerk

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5405 25

24
6145

5

WESTPORTE BLVD.

0 6150 6140 6130 6120 6110 2 1 5382

7 6

5 4 3

PLAN 59050

PP 62041

05350

SUBJECT
PROPERTY
to be rezoned to
'P1 Institutional'

2
15459

6151

RUSSELL PL.

6140 6130 6120 6110 8 7 6

CA3791977
Pcl. A

RUSSELL ST.

RUSSELL ST.

PLAN V/P78980

5391 A 5383 B

PLAN 58361

5375 7 5367 6 5359 5 5343 A 1435

ROBSON ST.

5327 4 5319 3 5311 2

PLAN 58361




CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT

TO: Tim Pley, Chief Administrative Officer
FROM: Scott Smith, City Planner
DATE: November 1, 2016

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


Tim Pley, CAO

SUBJECT: 5820 Pierce Road - Zoning Bylaw Amendment

Issue

To consider final adoption of Zoning Bylaw Map Amendment No. 14 (5820 Pierce Road – R. Van Vliet), Bylaw No. 4909.

Background

The zoning amendment is to rezone the property to the R1 – Single Family Residential to facilitate a subdivision.

Zoning Bylaw Map Amendment No. 14 (5820 Pierce Road – R. VanVliet), Bylaw No. 4909 received 1st and 2nd reading on May 9, 2016. A public hearing was held on May 30, 2016 and the bylaw amendment received 3rd reading on June 13, 2016.

Final adoption of the bylaw is subject to approval by the Ministry of Transportation and issuance of a Preliminary Layout Approval letter for subdivision. The Ministry approved the bylaw on June 16, 2016 and the Approving Officer issued a PLA letter for the subdivision on September 22, 2016. On October 25, 2016 the applicant requested that final adoption be considered.

Recommendation

That Council for the City of Port Alberni give final adoption to Zoning Bylaw Map Amendment No. 14 (5820 Pierce Road – R. VanVliet), Bylaw No. 4909.

Respectfully submitted



Scott Smith, MCIP
City Planner

CouncilAdoptionMemoNov2016



CITY OF PORT ALBERNI

FINANCE DEPARTMENT

TO: Tim Pley, CAO

FROM: Cathy Rothwell, Director of Finance

COPIES TO: Mayor and Council
Davina Hartwell, City Clerk

DATE: November 4, 2016

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

Tim Pley, CAO

SUBJECT: Five Year Financial Plan 2016-2020, Amendment No. 1, Bylaw No. 4928

Purpose

This report seeks Council's approval for the attached Five Year Financial Plan 2016-2020, Amendment No. 1, Bylaw No. 4928.

Background

Section 165(1) of the Community Charter provides authority for the City's Five Year Financial Plan. Section 165(2) allows the City to amend the Financial Plan, by bylaw, at any time in order to provide for changes that occur during the year. Section 173 of the Charter indicates that expenditures not provided for in the Financial Plan are unauthorized expenditures.

Discussion

The City's practice, which is common to other municipalities, is to review budget to actual amounts for revenues and expenditures and/or capital project changes throughout the year and to amend the City's Five Year Financial Plan near the end of the year so the Plan reflects more accurate budget projections. This amendment is proposed primarily in order to include the \$11.3M Sewage Treatment Upgrade cost to completion in the 2017 Sewer Capital Budget, and to support a grant funding application of \$7.48M to be submitted November 23, 2016, and if successful, support an application to the Municipal Finance Authority for borrowing the balance of the funds to complete the project, and servicing of that debt. If the grant application is successful for the full amount, MFA borrowing would be \$3.82M. Under the terms of the first grant from General Strategic Priorities Fund, the project has a completion deadline of March 31, 2018. At the June 13, 2016 Regular Council Meeting, Council received the Background Report Regarding Sewage Treatment Upgrade Initiative, prepared by the City's Major Capital Projects Advisor. A copy is attached to this report for your convenience.

Other changes include reallocation of Accord funds from the Port Alberni Port Authority to the Clutesi Haven redevelopment initiative, and revisions to a federal payment in lieu of taxes and provincial grant funding.

Analysis

General Revenue Fund

The net effect of the changes to the General Revenue Fund is zero. The amendments to the 2016-2020 Financial Plan are in the General Revenue Fund and the Sewer Capital Expenditures.

Revenues:	Increase (Decrease)
Federal Building Grant	(\$9,500)
Museum-Provincial Grants	(\$5,000)
Miscellaneous Revenue (Accord)	(\$89,600)
Revenue Sharing-Traffic Fines	(\$67,200)
Total	(\$171,300)
Expenses:	
Decrease in transfer to surplus	(\$171,300)
Total Net	\$0

Sewer Revenue Fund

Revenues:	Increase (Decrease)
Sewer Fees	\$169,900
Expenses:	
Interest payments on debentures	\$89,505
Principal payments on debentures	\$80,395
Total	\$169,900
Total Net	\$0

Capital Purchases and Construction

The 2017 Sewer Capital Expenditure Program has been amended to include the Sewage Treatment Upgrade Initiative, for \$11.3M, with sources of funds from Canada-British Columbia Clean Water and Wastewater Fund pending application for \$7.48M and MFA borrowing of \$3.82M.

Financial Impact

The financial impact of the changes to general operating expenses is zero for 2016 – the decreased revenues and increased expenses are offset by the reduced transfer to surplus. The financial impact to sewer operating expenses is an increase in sewer fees to cover the MFA debt servicing costs of \$169,900 over the 30 year term of the loan.

Conclusion and Recommendation

That the report from the Director of Finance dated November 4, 2016 requesting approval of "Five Year Financial Plan 2016-2020, Amendment No. 1, Bylaw No. 4928", be received.

Respectfully submitted,



Cathy Rothwell
Director of Finance

Attachments: 5 Year Financial Plan 2016-2020 Amendment No. 1 Bylaw 4904
 Background Report Regarding Sewage Treatment Upgrade Initiative

STAFF REPORT

TO: City Council FILE

FROM: Major Capital Projects Advisor – Ken Watson

COPIES TO: City Clerk – Davina Hartwell
Acting City Manager – Tim Pley
City Engineer – Guy Cicon
Director of Finance – Cathy Rothwell

DATE: June 13, 2016

SUBJECT: Background Report Regarding Sewage Treatment Upgrade Initiative

Issue:

As requested by Council, this is an information report providing background on the City's sewage treatment facility with a focus on the Liquid Waste Management Plan, the Federal grant supporting sewage treatment upgrades, and the current status and cost estimates for completion of the treatment facility redevelopment.

Sewer Lagoon History:

The City's sewage treatment lagoon in the Somass estuary has generally provided effective, reliable and extremely cost effective treatment over the past 50 years.

The lagoon, its access road as well as the Wallace pumpstation and connecting forcemain was installed in 1958 by Rayner & Bracht Construction for a bid price of \$125,000 to specifications designed by Associated Engineering. Initially it was a facultative facility (no aeration) and it served what is now central Port Alberni.

The lagoon received its Operating Permit(PE- 297) from Provincial MOE in 1969 authorizing up to 34,100 m³/day discharge at maximum of 70mg/l each of TSS and BOD₅. These discharge parameters are still in use today.

In 1970 aeration was added to the lagoon changing it to an extended aeration facility. This was undertaken to treat the additional flows being brought to the lagoon by construction of addition pumpstations and forcemains. Margaret pumpstation serving Alberni (1963); Argyle pumpstation serving southport (1971); Josephine pumpstation serving Westport (1977).

This configuration served the City well until 1995 when NovaTec Consulting was retained to provide recommendations to upgrade the treatment facility to accommodate new flows from the Port Fish Surimi plant, as well as anticipated flows from the landfill leachate and new provincial municipal sewage discharge criteria. NovaTec recommended biosolids removal, addition of curtain walls and source control at the fish plant.

Biosolids were removed in 1997 and curtain walls install in 1998. A series of upgrades to on-site treatment were also undertaken by Port Fish. Notwithstanding these improvements the seasonal surimi discharge caused significant compliance outages at the treatment lagoon and created periodic smell problems which were very upsetting to impacted neighborhoods. These issues recurred intermittently during the period the fish plant was operational.

In 2005 the City undertook the Northport Sewer Overflow Abatement project and in 2008 the Argyle Pumpstation was replaced. Both these projects reduced combined sewer overflows but also significantly increased flows to the lagoon. These projects as well as increased inflow and infiltration in our ageing collection system have contributed to frequent non-compliance with our treatment permit regarding sewage volume discharged.

Those issues noted above and frequent notifications from the Ministry of Environment regarding non-compliance made it a priority for the City to start planning for replacement of our aging treatment facility via adoption of a Liquid Waste Management Plan.

Liquid Waste Management Plan (LWMP) Background:

The LWMP process is set out by the Province for municipalities to achieve a comprehensive, long term strategy for dealing with all aspects of liquid waste ensuring protection of public health and the environment and achieving compliance with both Provincial and Federal municipal sewage discharge criteria.

Public and stakeholder consultation must be included to ensure that multiple interests have been considered and that the LWMP is supported by the community. Stakeholders required to be involved and a recommended committee structure is set out by the Province.

The LWMP is required to be developed in three stages, with Provincial approval as each stage is completed. Stages are:

- Stage 1 - Existing conditions are examined, development projections estimated , and list of options developed
- Stage 2 – Detailed evaluation of options and selection of preferred option(s), and planning recommendations.
- Stage 3 - Plan summary with projected funding and implementation schedule.

More detailed information on the LWMP process can be found at the following Provincial Government web link:

<http://www2.gov.bc.ca/gov/content/environment/waste-management/sewage/liquid-waste-management-plans>

Port Alberni's LWMP:

Stage 1 - The City began its LWMP process in 1999 and retained Associated Engineering to undertake the technical evaluation needed and to coordinate the public and stakeholder input required. The Stage 1 document was completed and received Provincial MOE approval in 2001. This document is available for review on the City website in the documents library.

In summary, the Stage 1 document provided a comprehensive review including assembling background data, identifying wastewater management issues, estimating future populations and waste generation rates, documentation of our existing wastewater treatment and effluent disposal practices, identification and discussion of non-domestic wastewater discharges (fish plant and landfill leachate), discussion of source control issues, discussion of effluent and biosolids reuse options, discussion of wet weather flow management options, development and description of wastewater management options, discussion of future storm water management options and documentation of the Stage 1 public involvement process.

With regard to future wastewater treatment, three options were identified in Stage 1 as follows:

- Option 1 – Treatment facility remains where it is with upgrades to treatment and/or disposal, potentially including shared use of the Pacifica Papers (now Catalyst) lagoon, as required.
- Option 2 – Abandon the existing treatment facility and a new mechanical treatment plant be developed either on the southern foreshore (Plywoods site) or in an area adjacent to the Alberni Valley landfill.
- Option 3 – Existing treatment lagoons kept but they would only service the northern half of Port Alberni. The southern half of Port Alberni would be serviced by a new mechanical treatment plant located on the southern foreshore/dock area (Plywoods site).

Stage 2 - The stage 2 process was undertaken by Associated Engineering beginning in 2001. The Stage 2 document included a comprehensive analysis of the options (and sub options) which were identified in the Stage 1 document. Input and direction was obtained from the City OCP as well as from the Technical and Public Advisory Committees of the LWMP. Rough cost estimates to facilitate comparison of options and sub-options were developed in the Stage 2 process. A "Draft Final Report LWMP Stage 2" was received from Associated Engineering in March 2003. This document is available for review on the City website in the documents library.

With regard to the three future wastewater treatment options identified in Stage 1, a summary of the analysis and cost comparisons provided in Stage 2 is as follows:

- Option 1 - Two sub-options were considered with option 1A being the most cost effective. Option 1A included upgrade of the existing lagoon for primary treatment with addition on site of a mechanical plant to provide screening and secondary treatment. An outfall was also included as well as primary treatment at each CSO. Total capital Cost was estimated at \$35.1 Million with annual O&M of \$0.63 for an estimated present value cost of \$43.5 Million.
- Option 2 – Replace the existing lagoon with a mechanical treatment plant located at either the Weyerhaeuser Shops (Sproat Division Shops) as option 2A or at the old plywood plant site as option 2B. Both options included primary treatment at CSO sites. Option 2B was most cost effective of the two with a capital cost estimated at \$42.5 Million with annual O&M of \$1.2 Million for an estimated present value cost of \$59.8 Million.
- Option 3 – A hybrid of Option 1A and 2B had two sub options of which option 3B was cheapest. This included retention of the existing lagoon with addition of screens, UV disinfection and an outfall to serve northport, plus construction of a new mechanical treatment plant at the old plywoods site to serve Southport. Capital cost was estimated at \$31.4 with annual O&M of \$0.76 for an estimated present value cost of \$41.7 Million.

Option 3B was therefore estimated to be the most cost effective and recommended by Associated Engineering as the preferred option. Option 1A was a close second (only 4% more) and had the advantage of not requiring the valuable and politically sensitive plywoods site to be used for a treatment plant.

Unfortunately, the Stage 2 draft plan completed in 2003 did not consider the use of the paper mill lagoons as an option even though this was contemplated as a possibility in Stage 1. This option was not contemplated in Stage 2 because discussions with Pacifica Papers indicated that they were not interested in any way in selling, renting, or sharing their lagoon even though it was a backup facility to their main treatment plant constructed on the mill site in 1992.

City staff, LWMP Advisory committee members and Associated Engineering all agreed that the utilization of the paper mill lagoon had the potential to be part of a much more cost effective option if it was to become available. Since Pacific Papers had sold the Port Alberni Paper Mill to Norske Skog Canada during the development of the Stage 2 report it was decided to put the Stage 2 recommendations on hold until negotiations with the new mill owner could be undertaken regarding use of their lagoon.

Catalyst Lagoon Acquisition:

Discussions with Norske (which became Catalyst Paper in 2005) were somewhat more encouraging but were protracted with senior staff changes on Catalyst's side requiring several new approaches. Discussions halted for a period of about 3 years while Catalyst and the City were in court regarding property tax issues.

An agreement in principle (AIP) was reached with Catalyst regarding the acquisition of the lagoon and other issues in 2010. This AIP did not specify the purchase price of the lagoon which was left for future negotiation.

The purchase price negotiation began in late 2010 with the two parties far apart on the expected price. To help move forward the parties jointly commissioned an appraisal of the lagoon facility by Cunningham & Rivard Appraisals Ltd. This report was received in May, 2011 with an appraised value of the facility determined to be \$13 Million. This evaluation was much more than the City had considered paying and reinforced Catalyst's position of a high value for the facility. The appraisal relied on report from Sandwell Engineering in determining the depreciated value of components of the facility. The City disagreed with some of the Sandwell's assumptions particularly regarding the value of earthworks on the site and hired EBA Engineering to review the report on our behalf.

The negotiation continued throughout 2011 with the inclusion of acquisition of industrial road lands to create a package agreement that was beneficial to both parties.

The negotiation concluded in early 2012 with the Mayor of Port Alberni and CEO of Catalyst agreeing on a package price for acquisition of the lagoon facility as well as acquisition of waterfront industrial road alignment and dedication of additional road to create a City owned waterfront road between Argyle Street and Redford Street. The total package price was \$5.75 Million with \$5 Million paid on the closing date (Sept 30, 2012) and \$0.75 Million paid one year later. In addition the agreement specified that the City not increase Catalyst's property taxes above the 2012 level for a period of 5 years (2013- 2017).

A breakdown of value of items in the package agreement is as follows:

• Lagoon and Infrastructure -	\$3,896,700
• Prepaid Sludge Disposal Agreement -	\$1,270,000
• Value of PAPA lease transfer -	\$ 155,000
• Land Lot A (Harbour Rd, Roundhouse, tracks)-	\$ 345,300
• Road Dedication (to Redford across mill lot)	<u>\$ 83,000</u>

Total Purchase Price	\$5,750,000
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Catalyst also agreed under a separate but related agreement that they would accept all sludge that the City would remove from the lagoon facility up to September 30, 2016. This agreement was valued at \$1,270,000 in the transaction valuation. In February 2016 Council approved a contract with Terrapure Environmental to remove sludge from the old Catalyst lagoon at a cost of \$1.9 Million and truck it to Catalyst's Block 105 landfill. This work began in late April and is scheduled to be complete in late June.

Federal Grant Funding

After the agreement in principal was reached with Catalyst paper (but before final agreement on the lagoon purchase price) the City made a grant application under the Federal Gas Tax Agreement's General Strategic Priorities Fund (GSPF). April 29, 2011 was the deadline for applications for that round of funding. The application contained information at a conceptual level of design for implementation of upgrades required to convert the Catalyst industrial lagoon to treat Port Alberni's municipal wastewater. Capital cost estimates included for this project were completed by Associated Engineering.

Total Cost for the project described in the application was \$14.2 Million with \$11.2 Million of that amount considered eligible for funding under the GSPF Program. The project cost was broken down as follows:

○ Pumpstation and Forcemain between Lagoons -	\$2,520,000
○ Aeration System Equipment Supply & Install -	\$2,550,000
○ Building for Equipment and Control Panels -	\$1,000,000
○ Effluent Outfall -	\$ 270,000
○ Overhead Power Transformers & Distribution	\$ 406,000
○ Initial Lagoon Dredging	\$1,050,000
○ Environmental Impact Assessment & Permitting	\$ 150,000
○ Catalyst Lagoon Acquisition (Civil, Buildings, Electrical)	<u>\$1,400,000</u>
▪ Sub Total	\$9,876,000
○ Contingency	\$2,469,000
○ Engineering	\$1,851,750
Estimated Total	\$14,200,000

In January 2012 it was announced that Port Alberni's application had been successful and the total eligible amount of \$11.2 Million would be provided for this project. This was the largest capital grant that has ever been received by the City of Port Alberni. Under the terms of the grant agreement the project must be completed by September 30, 2018 and all funds expended by December 31, 2018.

The Gas Tax Fund is a tripartite agreement between Canada, British Columbia and UBCM that delivers infrastructure funding to local governments primarily for capital projects that lead to cleaner air, cleaner water or reduced greenhouse gas emissions. UBCM administers the Gas Tax Fund in B.C. in collaboration with Canada and British Columbia.

LWMP Stage 2 – Continued:

After the acquisition of the Catalyst Lagoon and the award of the GSPF Grant funding, the City re-engaged the LWMP Stage 2 process to complete the Liquid Waste Management plan with wastewater treatment undertaken incorporating the Catalyst Lagoon.

Due to committee membership overlap, the Technical and Public advisory committees were merged into one; the Wastewater Advisory Committee (WAC). This committee includes representatives from a spectrum of community organizations and stakeholders including; City, Regional District, Tseshaht First Nation, Hupacasath First Nation, Environment Canada, DFO, West Coast Aquatic, Somass Estuary Management Plan Committee, Alberni Valley Enhancement Association (AVEA), Catalyst Paper, Western Forest Products, Port Alberni Port Authority, Ministry of Environment, Ministry of Health, Ducks Unlimited, Chamber of Commerce, Worley Parsons, McGill & Associates Engineering and Associated Engineering.

Coordinated by City staff, and assisted by Associated Engineering's technical input, this committee has been working productively on the details of the LWMP, having met seven times as a group since re-engaging in 2013. Significant investigative work has also been undertaken to assist the Committee in its deliberations including an Environmental Impact Study and an Archeological Impact Study both of which are currently underway.

Additional information regarding the LWMP including minutes from WAC meetings is available on the City website at link: <http://www.portalberni.ca/liquid-waste-management-plan>

Environmental Impact Study (EIS)

The EIS began in mid 2013 undertaken by Associated Engineering with assistance from Great Pacific Engineering & Environmental and ongoing monitoring by the WAC. The study investigated water quality and flow patterns, dilution processes and biodiversity in the Somass Estuary. Initially it was assumed that the discharge point being modeled would need to be at a minimum 10m depth (at low tide) in order to meet the most recent Ministry of Environment Municipal Wastewater Regulations (MWR) for discharge in an estuary.

Fisheries experts on the WAC reviewed the initial dilution modeling and determined that the 10m deep discharge mandated by the MWR would be below the halocline and have potentially negative impacts on salmon and that a shallower discharge above the halocline would be preferable. Based on this, addition scenarios were developed with shallower discharge points and additional fieldwork undertaken to model these scenarios.

In January 2015, the Ministry of Environment, based on input from our WAC and our ongoing EIS process, stated that a *substitution* would be considered for a shallower discharge depth provided the final EIS identified a scenario wherein human health & environmental effects could be

satisfactorily mitigated. During the remainder of 2015 additional engineering work was undertaken to locate a suitable outfall site that would meet both the MWR and fisheries protection criteria.

The recommended outfall discharge depth and location issue still requires finalization by the committee and then approval from senior government. The depth and therefore length of the outfall pipe have a significant impact on the estimate total capital cost of LWMP implementation .

Treatment Facility Upgrade Components:

Design of the upgrades to be implemented at the Lagoons site is well underway and can be broken down into a number of components as follows:

- Piping from existing treatment lagoon to new lagoon
- Influent Screening and solids removal
- Diffused fine bubble sub-surface aeration
- Effluent disinfection using Ultraviolet treatment (non-chemical)
- Pumping to Outfall
- Outfall across beach and seabed to approved discharge point

In addition, work of the LWMP Stage 2 WAC has determined that with incorporation of the former Catalyst Lagoon as the City's new treatment facility, the existing lagoon should be decommissioned and returned insofar as practical to its natural state.

The City made an application to the Federal Environment Canada National Wetland Conservation Fund in 2014 for the decommissioning and restoration of the existing sewage lagoon. This application was accepted in May 2015 and grant funding for \$164,030 awarded.

Project Funding and Estimated Cost to Completion:

The table below shows Project expenditures and funding to date as well as estimated costs through to project completion. A more detailed breakdown of future cost components is attached to the report for information.

Project Component	Year	Expenditure	Revenue	Source of Funds
Catalyst Lagoon Purchase	2012	\$5,321,700	\$5,321,700	Long Term Borrowing
Federal GSPF Grant	2012		\$11,200,000	Grant
Engineering, Environmental Impact Study, Archaeological and CSO monitoring(to date)	2013-2016	\$1,005,425		GSPF Grant
National Wetland Grant	2015		\$164,030	Wetland Grant
Lagoon Sludge Removal	2016	\$1,970,000		GSPF Grant
Lagoon Upgrade Capital Est.	2017	\$19,138,844		Partly GSPF
Decommission Old Lagoon	2018	\$355,530		Partly Wetland Grant
Additional Funding Required	2018		\$11,105,770	?
TOTAL ESTIMATED COST		\$27,791,500	\$27,791,500	

Based on the above, the total project cost is estimated to be \$27.8 million. Additional funds required to complete the project, beyond those already in hand, is estimated to be \$11.1 million

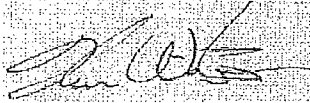
Conclusion:

Hopefully this report provides the background information Council requested regarding the Liquid Waste Management Plan, our sewage treatment facility, and its planned upgrading components and costs.

The following resolution is proposed:

That the report from the Major Capital Projects Advisor dated June 13, 2016 providing information on sewage treatment upgrades and the Liquid Waste Management Plan, be received.

Respectfully submitted



Major Capital Projects Advisor

* * * *

CITY OF PORT ALBERNI

BYLAW NO. 4928

A BYLAW TO AMEND THE FINANCIAL PLAN FOR THE YEARS 2016-2020

**NOW THEREFORE 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 "Five Year Financial Plan 2016-2020, Amendment No. 1, Bylaw No. 4928".

2. Financial Plan

Schedule "A" attached to Bylaw No. 4904, is hereby deleted and the Schedule "A" attached hereto is substituted therefore.

READ A FIRST TIME THIS DAY OF , 2016.

READ A SECOND TIME THIS DAY OF , 2016.

READ A THIRD TIME THIS DAY OF , 2016.

FINALLY ADOPTED THIS DAY OF , 2016.

Mayor

Clerk

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✓
ENTERED



**SCHEDULE "A" TO BYLAW NO. 4928
CITY OF PORT ALBERNI
AMENDED FINANCIAL PLAN 2016-2020**

	2016	2017	2018	2019	2020
Revenue					
Taxes					
Property Taxes	21,504,124	25,342,102	24,386,663	24,550,995	26,386,143
Other Taxes	174,198	178,518	179,636	180,777	181,941
Grants in Lieu of Taxes	707,700	737,700	737,700	737,700	737,700
Fees and Charges					
Sales of Service	3,250,952	3,265,754	3,313,955	3,362,831	3,412,677
Sales of Service/Utilities	5,526,507	6,245,584	6,464,855	6,693,399	6,930,916
Service to other Government	167,000	167,000	167,000	167,000	167,000
User Fees/Fines	214,100	214,100	214,100	214,100	214,100
Rentals	138,720	141,494	144,324	147,211	150,155
Interest/Penalties/Miscellaneous	428,094	429,473	429,777	430,086	430,402
Grants/Other Governments	1,026,494	8,875,830	6,062,800	1,063,300	1,064,300
Other Contributions	280,000	532,500	1,025,000	25,000	25,000
	<u>33,417,888</u>	<u>46,130,056</u>	<u>43,125,811</u>	<u>37,572,400</u>	<u>39,700,334</u>
Expenses					
Debt Interest	373,811	393,133	393,133	778,133	778,133
Capital Expenses	3,446,138	22,145,186	26,099,300	4,879,100	6,054,800
Other Municipal Purposes					
General Municipal	3,332,797	3,374,783	3,443,960	3,455,054	3,508,311
Police Services	6,799,009	6,920,888	7,301,651	7,433,553	7,779,701
Fire Services	3,327,355	3,402,542	3,461,129	3,542,592	3,626,043
Other Protective Services	259,416	265,790	271,601	276,977	282,421
Transportation Services	4,294,945	4,447,851	4,487,408	4,552,211	4,620,474
Environmental Health and Development	1,724,624	1,616,213	1,641,792	1,668,132	1,694,032
Parks and Recreation	5,335,904	5,439,887	5,559,531	5,718,517	5,782,506
Cultural	1,355,229	1,386,149	1,423,824	1,461,574	1,499,683
Water	1,449,050	1,477,031	1,505,572	1,534,683	1,564,377
Sewer	1,212,238	1,235,685	1,259,598	1,283,990	1,308,870
Contingency	200,000	200,000	200,000	200,000	200,000
	<u>33,110,516</u>	<u>52,305,138</u>	<u>57,048,500</u>	<u>36,784,517</u>	<u>38,699,351</u>
Revenue Over (Under) Expenses Before Other	<u>307,372</u>	<u>(6,175,082)</u>	<u>(13,922,689)</u>	<u>787,883</u>	<u>1,000,983</u>
Other					
Debt Proceeds	-	4,195,000	14,000,000	-	-
Debt Principal	(298,471)	(334,952)	(334,952)	(606,151)	(606,151)
Transfer from Equipment Replacement Reserve	476,000	1,860,670	715,300	1,057,900	590,800
Transfer from Land Sale Reserve	140,000	250,000	-	-	150,000
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Other Reserves	(832,069)	202,364	(459,659)	(1,241,632)	(1,137,632)
Transfer from (to) Surplus	205,168	-	-	-	-
	<u>(307,372)</u>	<u>6,175,082</u>	<u>13,922,689</u>	<u>(787,883)</u>	<u>(1,000,983)</u>
Balanced Budget	<u>(0)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-</u>

From: Peter Finch P.Eng [<mailto:pdfmgmt@shaw.ca>]

Sent: Tuesday, October 25, 2016 12:01 PM

To: Chris Alemany; Dan Washington; Denis Sauve; Jack McLeman; Mike Ruttan; Ron Paulson; Sharie Minions

Cc: Davina Hartwell; Timothy Pley

Subject: Interface fires

Mayor and Councillors

Well we have made it through another fire season without any fires close to the city. Maybe I am unaware of activities that the city is undertaking to lessen the risk/damage from interface fires but I am concerned that I have not heard of any activities. Nor have I seen any activities when I hike the local trails.

Would you clarify what actions you, as the City, are taking to lessen the impact of forest fires on Port Alberni, particularly as they apply to the interface zone? No, I do not want to hear of studies, (a favourite delaying tactic), I wish to hear of concrete plans of actions and activities underway to protect the city for such a fire. We have, after all, always been living close to the forest so lessons learned elsewhere, over many years, should have been, or should be already understood and applied here.

The danger from interface fires was definitely driven front and center by the Fort MacMurray fire, and the earlier Kelowna fire. We have many similarities with them. Forest right up to outer subdivisions, and as in the case of Fort MacMurray, green belts/ways extending far into the residential areas. The Kelowna fire investigation and now the Fort MacMurray fire pointed out that a city must have an interface fire protection plan in place and must actively work to reduce fuels in these zones. Recommendations from the investigations clearly stated that fuels must be removed from these zones. As well owners of properties in the zone can take several actions to lessen risk.

Looking forward to your response and action plan.

Peter Finch

Port Alberni

ENTERED

OCT 24 2016

CITY OF PORT ALBERNI

**ROMAN CATHOLIC PARISH****4731 Burke Road****Port Alberni, BC V9Y 5P1****Telephone (250) 723-8912**

Fax (250) 723-8912

rc-portalberni@shaw.ca

October 18th, 2016

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

WORLD DAY OF PEACE WALK

Dear members of City Council:

Our Development and Peace Organization would like to hold our 18th annual Walk for Peace on January 1st, 2017, and we are asking once again for permission to hold this event.

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

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

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

God Bless,

Jack Granneman
Development and Peace

JG/tmd

ENTERED

From: greg alkerton [mailto:guitar_art@hotmail.com]

Sent: Sunday, November 06, 2016 10:42 AM

To: Davina Hartwell

Subject: Remembrance Day suggestion

I am writing this email in order that I may make a suggestion towards a City bylaw or at least have the city show some leadership on this issue. I am Greg Alkerton, a Port Alberni resident and an injured veteran. I have been concerned about the gradual "Christmas Creep", that our commercial businesses have been engaging in over the last few years. One area of concern is that it has been a long held tradition in the British Commonwealth, that Christmas decorations aren't put up until after Remembrance Day, (which is not to be confused as being over when the minute of silence is over), as a sign of respect for veterans. This year there are also a number of Christmas craft fairs starting on that day as well. I will be protesting outside those events so that the people organizing, whom I've asked nicely not to, will understand what it is that they are doing, showing great disrespect.

I am humbly asking that Port Alberni City Council, undertake a bylaw or guideline that discourages municipal buildings, organizations and businesses from putting up or marketing Christmas in general until the 12th of November. It is a small thing when you consider the injured, disabled and families torn apart by war, have to live with their lot in life everyday.

Thank you for your consideration

Greg Alkerton

#B 4342 11th ave.

Port Alberni BC

V9Y 4Z6

guitar_art@hotmail.com

250 735 3356 cell

250 723 1086 home

ENTERED

From: Gary Banys [hockeydad@shaw.ca]

Sent: October-26-16 11:03 AM

To: Guy Cicon; caroline robinson; mike elston; darrin ramey; Mike Ruttan; Jack McLeman; Sharie Minions; Denis Sauve; Chris Alemany; Ron Paulson; Dan Washington

Cc: Jake Martens

Subject: Request for improvements to traffic flow and safety on upper Redford Street

Hi everyone,

I wasn't sure who to direct this to, so I decided on City Council and some members of the Advisory Traffic Committee. Thanks for taking the time to read this and don't feel obliged to reply - totally your call... Besides, if any action results from my request, I'll see it firsthand!

I would like to request upgrading / improvements to upper Redford Street to allow for safer and more efficient flow of traffic.

My concern is with the allowance of on-street parking on Redford St. between Tenth Avenue and Wood Avenue. It creates a tight squeeze when vehicles occupy all 4 lanes. Add to that the serious ruts in the pavement which create little tributaries when it's raining, and you have very little room for driver error in less than optimal conditions. I have witnessed close calls involving other vehicles countless times - and each time I see a rather simple solution:

- A) Eliminate the marginal amount of on-street parking that presently exists on upper Redford Street
- B) Realign and widen the lanes - there's lots of room!
- C) Add bike lanes

My perspective is taken from the viewpoint of a driver travelling east, entering town at the top of Redford. Once you are at the corner of Wood & Redford and until you reach Tenth Avenue, you're driving through a horrible stretch of road that is more than wide enough IF you remove on-street parking.

Will businesses with on-street parking be concerned? Perhaps, but truthfully there are other options. The larger businesses all offer off-street parking and for the smaller ones who don't, there is "around the corner" parking.

Redford Street really annoys me as a motorist. The mix of pedestrians, cars and big rigs in this area is a recipe for turmoil.

I don't believe I need to convince anyone that upper Redford Street is due for some modernizing so could we please invest in making Redford Street safer and more user friendly?

Maybe throw in a resurfacing to smooth out the ruts too. Seriously. Please.

Cheers,

Gary Banys
Port Alberni



RECEIVED

OCT 27 2016

CITY OF PORT ALBERNI

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

October 25, 2016

RE: BC Salmon Farmers Association's 2016 Sustainability Progress Report (in "Reading File")

Dear Mike,

On behalf of the BC Salmon Farmers Association, please accept a copy of our second annual Sustainability Progress Report.

Salmon farmers in British Columbia are continuing to work to increase the understanding of modern salmon aquaculture practices and provide greater transparency for the public. Today, B.C. salmon farmers are investing in their businesses and rapidly advancing practices – resulting in achieving third-party certifications as fast, or faster, than any region in the world.

100% of BCSFA member operated Chinook salmon farms are Certified Organic and 100% of Atlantic salmon farms are certified by the Global Aquaculture Alliance's Best Aquaculture Practices (BAP). In addition, 15% of active Atlantic salmon farms are certified to the Aquaculture Stewardship Council's (ASC) salmon standard. By 2020, farmers raising Atlantic salmon have committed to being 100% certified to the ASC salmon standard.

B.C. farm-raised salmon is the province's most valued agricultural export, and is sold in 11 markets around the world. Salmon farmers in B.C. raise 60% of Canada's annual harvest, account for 5,000 jobs, and generate more than \$1.14-billion towards the provincial economy.

Thank you for your continued support,

A handwritten signature in black ink, appearing to read "Jeremy Dunn", is written over a light blue horizontal line.

Jeremy Dunn, Executive Director
BC Salmon Farmers Association

ENTERED

sustainability progress report



Salmon Aquaculture in B.C.

2016

REGULAR COUNCIL AGENDA - NOVEMBER 14, 2016



From: avcsi@googlegroups.com [<mailto:avcsi@googlegroups.com>] **On Behalf Of** Edwards, Patty
Sent: Monday, November 07, 2016 11:43 AM
To: avcsi@googlegroups.com
Subject: Notes from meeting held October 28th, 2016

Good morning:

Please find attached a copy of the notes from our last AVCSI meeting.

We are in the process of organizing a Homeless Count on Tuesday, November 22, 2016. This will require a large volunteer effort.

Please contact Terry Deakin at 250-723-4675 to participate.

Cheers,
Patty Edwards
Chair
Alberni Valley Community Stakeholders Initiative To End Homelessness

ENTERED

Notes from the Alberni Valley Community Stakeholders Initiative To End Homelessness

Held on Friday, October 28, 2016, at the ACRD Boardroom

Meeting started at 9:00 a.m.

Present: Patty Edwards, Dan Schubart, Terry Deakin, Kate Walton, Ellen Frood, Insp .Brian Hunter, Marcie DeWitt

A round table of introductions and updates by members.

Co-ordinator Terry Deakin gave a report on her activities:

- A review of the Federal Homelessness Strategy revealed that we are too late to apply for first round of funding but we will be able to put in for the second round.
- November 22, 2016, is the date set for a **Point in Time Homelessness Count** in Port Alberni which will include an absolute and sheltered count. There will be a need for volunteers and two training sessions will be available on Thursday, November 17. There will be a "goodie bag" provided to all who participate in answering the questionnaire.
- The city of Parksville has completed a Count previously and Terry will be contacting that group for input on how to have a successful event.
- Investigation conducted in bringing the Homeless Documentary "Us and Them" to the Alberni Valley. This is a 80 minute documentary on Homelessness that was ten years in the making. There is a \$500. License fee to bring the movie here. Courtenay and Tofino are in discussions bring it here so hopefully we can get sponsorship and book it as a piggy back. The Film Maker is also available to lead a discussion after the film.

Old Business:

Funding for Co-ordinator's position : The Chair has managed to raise \$11,500. And this has been matched by ACRD grant in Aid. There is still \$8500. Available from the Grant in Aid if other funding can be obtained before March 31, 2017.

The Committee has determined that an election of an Executive will take place at our January, 2017, meeting. Three positions will be available (Chairperson, Vice- Chair and Secretary/Treasurer).

Marcie DeWitt, Co-ordinator of the Alberni-Clayoquot Regional Health Network gave an update on the process of using the Theory of Change to address the issue of Poverty in the region. One of the goals of the Working Together to Reduce Poverty Workshop was "Increase number of social housing units for people earning a low income". An indicator for change in this area was identified as "Add and enhance collaboration in community and regionally to prioritize community housing projects and present unified support to funding agency."

BC Housing call for proposals update was postponed as no applicants were present.

New Business:

Need for low barrier housing in the Alberni Valley was identified as a high need.

A copy of the **Still At Home In The Alberni Valley: Recommended Implementation Actions Initial 1-3 years** was circulated. A discussion took place regarding which of the 9 priorities should be shortlisted to give the Coordinator direction to accomplish within the next year.

The three top priorities were identified as:

Item # 2 expansion of AVCSI

Item #3 Request local governments take a more proactive leadership role

Item #4 Commence immediate communication to stakeholders and the public.

Next meeting of the Alberni Valley Community Stakeholders Initiative To End Homelessness is scheduled for Friday, December 2, 2016, at the ACRD Boardroom from 9:00-11:00.

RECEIVED

OCT 24 2016



Royal
Canadian
Mounted
Police

Gendarmerie
royale
du
Canada

CITY OF PORT ALBERNI

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

October 19, 2016

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

Your File Votre référence
100-157

Our File Notre référence
E753-28-5

Municipal Policing Agreement
April 1, 2016 to March 31, 2017 Fiscal Year

In compliance with article 17.3.a) of the Municipal Policing Agreement, please find attached our monthly Financial Statement. The statement provides a year end forecast of expenditures as of **September 30, 2016**.

This Statement lists all the direct expenditures incurred to provide police services to your municipality from April 1, 2016 to **September 30, 2016**. This statement also contains reference to indirect costs which are included in the year end forecast.

Should you have any questions regarding this material, please contact Autumn Longley, Acting Sr. Manager Contract Policing at 778-290-4804.

Max Xiao, MBA, CPA, CMA
Regional Director
Finance Section, E & M Division
Corporate Management & Comptrollership Branch

c.c. OIC Port Alberni Detachment

ENTERED

Canada

RCMP E Division HQ
Finance Section, Mailstop #908
14200 Green Timbers Way
Surrey, BC Canada V3T 6P3

PORT ALBERNI

19-Oct-16

Expenditures to 2016/09/30

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
STANDARD OBJ. 01 - PERSONNEL					
CEG 10 - PAY - PUBLIC SERVICE EMPLOYEES	0	2,855	11,080	11,080	-11,080
CEG 30 - PAY - MEMBERS:					
CE 500110 - REGULAR PAY	3,085,682	225,531	1,335,868	2,549,929	535,753
CE 500112 - RETROACTIVE PAY		0	0	0	0
CE 500113 - ACTING PAY	20,300	418	4,197	20,300	0
CE 500114 - SERVICE PAY	82,000	6,765	38,848	82,000	0
CE 500117 - SHIFT DIFFERENTIAL	50,000	3,892	16,513	50,000	0
CE 500163 - MARKET ADJUSTMENT ALLOWANCE	0	0	0	0	0
CE 500164 - SENIOR CST ALLOWANCE	38,000	3,289	21,811	38,000	0
CE 500117 - SHIFT DIFFERENTIAL		0	0	0	0
CE 501194 - REGULAR TIME - RESERVISTS	10,000	0	-814	10,000	0
CE 501198 - BILINGUAL BONUS - Current	0	0	0	0	0
CE 502103 - OPERATIONAL CLOTHING ALLOWANCE	6,600	380	2,032	6,600	0
MISC. CE's INCLUDED UNDER CEG 30	2,600	0	1,111	2,688	-88
CEG 30 - PAY - MEMBERS - TOTAL	3,295,182	240,275	1,419,566	2,759,517	535,666
CEG 31 - OVERTIME - MEMBERS	277,880	17,178	105,028	277,880	0
CEG 32 - PAY - MEMBERS (POLICY CENTRE) Credit Item		0	0	0	0
CEG 40 - TRANSFER ALLOWANCES - INTRA-RCMP (Credit Item)		0	30,411	0	0
CEG 41 - TRANSFER ALLOWANCES - INTER-RCMP (Credit Item)		0	0	0	0
CEG 45 - PERSONNEL - PAY RAISE CONTINGENCY	0	0	0	314,828	-314,828
TOTAL STANDARD OBJ. 01 - PERSONNEL	3,573,062	260,308	1,566,085	3,363,305	209,757
STANDARD OBJ. 02 - TRANSPORTATION & TELECOMMUNICATION					
CEG 50 - TRAVEL	35,290	404	3,889	35,290	0
CEG 51 - TRAVEL ADVANCES	0	0	0	0	0
CEG 52 - TRAINING TRAVEL (DCCEG)	26,800	1,006	13,046	26,800	0
CEG 53 - TRAINING TRAVEL (POST)	5,665	149	3,152	6,000	-335
CEG 54 - IPA & FSD TRAVEL	0	0	0	0	0
CEG 55 - CENTRALIZED TRAINING TRAVEL	0	0	0	0	0
CEG's 60-66 - TRANSFER COSTS (Credit Item)	0	27,720	145,665	0	0
CEG 70 - FREIGHT, POSTAGE, ETC.	4,200	1,985	3,672	7,000	-2,800
CEG 100 - TELECOMMUNICATIONS SERVICES (DCCEG)	0	0	0	0	0
CEG 101 - TELEPHONE SERVICES (POST)	0	0	0	0	0
CEG 140 - COMPUTER COMM SERVICES (SSC)	0	0	0	0	0
TOTAL STANDARD OBJ. 02 - TRANSPORTATION & TELECOM	71,955	31,264	169,425	75,090	-3,135
STANDARD OBJ. 03 - INFORMATION					
CEG 120 - ADVERTISING	0	0	11	12	-12
CEG 130 - PUBLICATION SERVICES	0	0	0	0	0
TOTAL STANDARD OBJ. 03 - INFORMATION	0	0	11	12	-12
STANDARD OBJ. 04 - PROFESSIONAL & SPEC. SVCS					
CEG 160 - LEGAL SERVICES (Credit Item)		0	0	0	0
CEG 170 - CONTRACTED SERVICES (DCCEG)	0	0	147	147	-147
CEG 171 - CONTRACTED SERVICES (POST)	0	0	0	0	0
CEG 190 - TRAINING & SEMINARS (DCCEG)	38,500	0	12,606	38,500	0
CEG 191 - TRAINING & SEMINARS (POST)	3,605	0	17	3,605	0
CEG 192 - OFFICIAL LANGUAGE TRAINING (Credit Item)	0	0	0	0	0
CEG 200 - HEALTH SERVICES - MEMBER (Credit Item)	0	0	0	0	0
CEG 201 - HEALTH SERVICES - OTHERS (Credit Item)	0	0	0	0	0
CEG 202 - HEALTH SERVICES - PENSIONERS (Credit Item)	0	0	0	0	0
CEG 210 - PROTECTION SERVICES (Credit Item)	0	0	0	0	0
CEG 213 - CORPS OF COMMISSIONAIRES	0	0	0	0	0
CEG 218 - CONTAMINATED SITES	0	0	0	0	0
CEG 219 - PROFESSIONAL SERVICES	40,760	3,393	14,107	40,760	0
CEG 220 - OTHER SERVICES	5,430	102	5,108	6,000	-570
CEG 221 - IM/IT SERVICES	12,500	0	0	12,500	0
CEG 223 - RADIO COMMUNICATIONS SYSTEMS	46,000	0	18,445	46,000	0
CEG 228 - CADIC SPENDING OF PROCEEDS	0	0	0	0	0
CEG 229 - CADIC ALLOCATED (Credit)		0	-5,278	-5,278	
CEG 230 - DIV FUND TRANSFER	0	0	0	0	0
CEG 231 - DCM FUND TRANSFER	0	0	0	0	0
CEG 232 - O&M OPERATIONAL CONTINGENCY	0	0	0	0	0
CEG 233 - CORPORATE CONTINGENCY	0	0	0	0	0
TOTAL STANDARD OBJ. 04 - PROFESSIONAL & SPEC. SVCS	146,795	3,495	45,151	142,234	4,561
STANDARD OBJ. 05 - RENTALS					
CEG 240 - RENTAL-LAND,BLDG & WORKS (DCCEG)	0	0	0	0	0

PORT ALBERNI

19-Oct-16

Expenditures to 2016/09/30

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
CEG 241 - RENTAL-LAND,BLDG & WORKS (POST)	800	0	0	0	800
CEG 250 - RENTAL - COMMUNICATION EQUIP (DCCEG)	0	0	0	0	0
CEG 251 - RENTAL - COMMUNICATION EQUIP (POST) SSC	0	0	0	0	0
CEG 258 - RENTAL - MOTORIZED VEHICLES	0	0	0	0	0
CEG 260 - RENTAL OF CONVEYANCE	0	0	0	0	0
CEG 261 - LEASING OF AIRCRAFT	0	0	0	0	0
CEG 265 - LEASED VEHICLES	0	0	0	0	0
CEG 280 - INFORMATION TECHNOLOGY RENTALS	3,100	0	0	3,100	0
CEG 290 - RENTAL - OTHERS	4,000	76	591	4,000	0
TOTAL STANDARD OBJ. 05 - RENTALS	7,900	76	591	7,100	800

STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINTENANCE

CEG 310 - REPAIR OF BUILDINGS & WORKS (DCCEG)	0	0	0	0	0
CEG 311 - REPAIR OF BUILDINGS & WORKS (POST)	0	0	0	0	0
CEG 350 - REPAIR SHIPS & BOATS	0	0	0	0	0
CEG 360 - REPAIR OF AIRCRAFT	0	0	0	0	0
CEG 370 - REPAIR OF VEHICLES	48,000	3,289	15,682	48,000	0
CEG 380 - REPAIR OF OFFICE & LAB EQUIPMENT	0	0	0	0	0
CEG 390 - REPAIR OF MISC. EQUIPMENT	1,500	54	85	1,500	0
CEG 392 - REPAIR OF AFIS EQUIP	0	0	0	0	0
CEG 393 - IT REPAIR AND MAINTENANCE	450	0	0	450	0
TOTAL STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINT	49,950	3,342	15,767	49,950	0

STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPPLIES

CEG 400 - UTILITIES	0	0	0	0	0
CEG 430 - FUEL	65,000	4,419	30,972	65,000	0
CEG 470 - PHOTOGRAPHIC GOODS	730	605	880	950	-220
CEG 500 - STATIONERY	17,100	1,927	5,625	17,100	0
CEG 510 - CLOTHING & KIT	15,000	934	11,357	15,000	0
CEG 530 - LABORATORY SUPPLIES	0	0	0	0	0
CEG 540 - SUPPLY & SUNDRY EQUIPMENT	23,000	1,524	11,130	23,000	0
CEG 541 - ACQUISITION CREDIT CARDS	0	0	0	0	0
CEG 550 - HOUSE FURNISHINGS	0	0	0	0	0
CEG 630 - MESS PURCHASES	0	0	0	0	0
CEG 640 - MESS CREDITS	0	0	0	0	0
TOTAL STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPP	120,830	9,409	59,965	121,050	-220

STANDARD OBJ. 09 - CONSTR. OR ACQUIS. OF MACHINES & EQUIPMENT <\$10,000 OR ASSETS UNDER CONSTR.

CEG 440 - TRANSPORT SUPPLIES	3,600	30	2,453	3,600	0
CEG 441 - VEHICLE CHANGEOVERS	23,000	0	0	23,000	0
CEG 450 - COMMS PARTS & CONSUMABLES	2,000	0	0	2,000	0
CEG 480 - FIREARMS & AMMUNITION	10,000	2,376	5,846	10,000	0
CEG 770 - RADIO COMMUN. EQUIPMENT- SYSTEM AND USER EQUIP	17,100	0	0	17,100	0
CEG 771 - COMMS. EQUIPMENT	440	0	0	440	0
CEG 810 - LABORATORY EQUIPMENT	0	0	0	0	0
CEG 811 - PROJECT DEVELOPMENT - NON SALARY	0	0	0	0	0
CEG 812 - PROJECT DEVELOPMENT - SALARY	0	0	0	0	0
CEG 820 - PHOTOGRAPHIC EQUIPMENT	0	0	0	0	0
CEG 821 - AFIS EQUIP	0	0	0	0	0
CEG 822 - IDENT EQUIPMENT	0	0	0	0	0
CEG 830 - FURNITURE AND FIXTURES	0	0	0	0	0
CEG 840 - COMPUTER EQUIPMENT AND SOFTWARE	0	0	0	0	0
CEG 841 - ACQUISITION OF COMPUTER EQUIPMENT	10,000	0	186	10,000	0
CEG 842 - ACQUISITION OF SOFTWARE	0	0	0	0	0
CEG 845 - SPECIALIZED EQUIPMENT (CAPITAL)	0	0	0	0	0
CEG 850 - AUDIO VISUAL AIDS	0	0	0	0	0
CEG 860 - INVESTIGATIONAL EQUIPMENT	5,000	0	0	5,000	0
CEG 870 - SHIPS AND BOATS (CAPITAL)	0	0	0	0	0
CEG 871 - MISC. BOATS	0	0	0	0	0
CEG 880 - AIRCRAFT (CAPITAL)	0	0	0	0	0
CEG 890 - VEHICLES (CAPITAL)	64,000	0	0	64,000	0
CEG 891 - MISC. VEHICLES	0	0	0	0	0
CEG 900 - OTHER EQUIPMENT	0	0	0	0	0
CEG 910 - OFFICE MACHINES	4,120	785	1,784	4,120	0
CEG 920 - SECURITY EQUIPMENT	2,127	0	0	1,000	1,127
TOTAL STANDARD OBJ. 09 - CONSTR. OR ACQUIS. OF MACHINES &	141,387	3,191	10,268	140,260	1,127

PORT ALBERNI

Expenditures to 2016/09/30

19-Oct-16

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
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STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS

CEG 570 - PRISONER EXPENSES	0	67	141	141	-141
CEG 580 - SECRET EXPENSES	4,600	0	153	4,600	0
CEG 581 - SPECIAL "I" EXPENDITURES	0	0	0	0	0
CEG 590 - MISC. EXPENDITURES	0	0	0	0	0
CEG 591 - DISCOUNT FOR EARLY PAYMENT	0	0	0	0	0
CEG 592 - PAYMENT IN LIEU OF TAXES	0	0	0	0	0
CEG 600 - FOREIGN SERVICE	0	0	0	0	0
CEG 620 - CLAIMS and COMP. SETTLEMENTS (Credit Item)		860	860	0	0
CEG 650 - WRITE-OFF	0	0	0	0	0
TOTAL STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS	4,600	927	1,155	4,741	-141

SUB-TOTAL DIRECT COSTS (Before Credits & Adjustments)	4,116,479	312,012	1,868,418	3,903,741	212,738
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YEAR TO DATE CREDITS					
MEDICAL LEAVE / SUSPENSION > 30 DAYS - CEG 32		-	-	-	-
TRANSFER ALLOWANCES - CEG 40 & 41		-	30,411	-	-
TRANSFER COSTS - CEG's 60 - 66		27,720	145,665	-	-
100% SHARED SERVICES CANADA - (Various CEGs)		-	-	-	-
LEGAL FEES CEG 160, OFF. LANG. TRNG CEG 192		-	-	-	-
HEALTH SERVICES CEG 200-202, PROTECT. SVCS CEG 210		-	-	-	-
COMP. CLAIMS & EX-GRATIAS - CEG 620		860	860	-	-
ICBC REPAIRS TO POLICE VEHICLE CREDITS				-	-
REFUND OF CREDITS UNDER CE 1691 / 1680				-	-
TOTAL CREDITS		28,580	176,936	-	-

TOTAL DIRECT COST AFTER CREDITS	4,116,479		1,691,481	3,903,741	212,738
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INDIRECT COST (Summary)					
1) RM Pensions	727,690			606,074	121,616
2) RM CPP	86,930			75,988	10,942
3) Employer's Contr. to E.I. for R/M's	39,954			34,839	5,114
4) Division Administration (per cap x avg. # RM's)	839,800			757,370	82,430
5) Recruitment & Training	148,682			131,188	17,494
6) National Programs, Other Indirect Costs & Consolidated Svcs.	85,977			75,203	10,774
7) Police Dog Service Training	27,788			24,860	2,928
8) Amortization of Equipment > \$150,000 @ 10%	-			-	-
9) CPP & EI for Reservists	418			475	(57)
10) Cost of ERC/PCC as a Per Capita of... (PCC incl. under Nat. Programs)	-			-	-
TOTAL INDIRECT COSTS	1,957,238			1,705,997	251,240

TOTAL COSTS (Direct + Indirect) @ 100%	6,073,717			5,609,739	463,978
FEDERAL COST 10 %	607,372			560,974	46,398
TOTAL MUNICIPAL POLICING COSTS 90%	5,466,345			5,048,765	417,580

FTE - FULL TIME EQUIVALENTS	ESTABLISHED STRENGTH			CURRENT UTILIZATION	
RM / CM - ESTABLISHED	34.00				
RM / CM - FUNDED	34.00			29.70	4.30
RESERVISTS	0.11			0.12	(0.01)
PDSTC					

PORT ALBERNI

Expenditures to 2016/09/30

19-Oct-16

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
INDIRECT COSTS - DETAILS					
REGULAR & CIVILIAN MEMBERS					
1) Pensions (Total Pensionable Earnings)	3,205,682			2,669,929	
Pension Rate	22.70%			22.70%	
Total Cost of RM/CM Pension.....	727,690			606,074	121,616
2) CPP (Pensionable Items) based on a Per Capita Cost of...	2,557			2,558.44	
Total Cost CPP (per Cap times FTE)	86,930			75,987.66	10,942
3) Employer's Contributions to EI based on a Per Capita Cost of...	1,175			1,173.01	
Total Cost of E.I. Contributions (per Capita x FTE)	39,954			34,839	5,114
4) Division Administration based on a Per Capita Cost of...	24,700			25,500	
Total Cost of Div. Administration (Per Capita x FTE)	839,800			757,370	82,430
5) Recruitment & Training					
Per Capita Cost of Training.....(effective 2015/16)...	1,181			3,198	
Per Capita Cost of Recruiting....	3,192			1,219	
Total Cost of Recruitment & Trng (Per Capita X FTE Utilization)	148,682			131,188	17,494
6) National Programs, Other Indirect Costs & Consolidated Services	2,529			2,532	
Total Cost of National Programs (See Below)	85,977			75,203	10,774
7) Police Dog Svc. Trng. based on a Per Cap. cost of (eff. F/Yr. 2015/16)	27,788			27,023	
Total Cost of PDS.Trng (Per cap. X # of PD Teams)	27,788.00			24,860.08	2,928
TOTAL INDIRECT COSTS - RM's & CM's	1,956,820			1,705,522	251,298
INDIRECT COSTS - Reservists					
a) CPP for Reservists Per Capita Cost of	2,557			2,558	
Total Cost of Reservists CPP (Per Capita x FTE)	273			312	(38)
b) Employer's Contr. to E.I. Per Capita Cost	1,350			1,344	
Total Cost of Reservist's E.I. Contributions (Per Capita x FTE)	144			164	(19)
9) TOTAL INDIRECT COSTS - RESERVISTS	418			475	(57)
TOTAL INDIRECT COSTS	1,957,238			1,705,997	251,240

NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDATED SERVICES					
OTHER INDIRECT COSTS					
Public Complaints Committee (PCC)	493.59			494.39	
Enhanced Reporting & Accountability	119.57			118.11	
Legal Advisory Services	171.57			170.34	
Estimated Severance Payout	1,023.00			1,023.00	
CONSOLIDATED SERVICES					
Shared Services Canada	721.00			726.18	
Accounting Operations	-			-	
TOTAL PER CAPITA COST	2,528.73			2,532.02	

SUMMARY	BUDGET CAP	YEAR END FORECAST	EST. SURPLUS / DEFICIT
PAY	3,573,062	3,363,305	209,757
BENEFITS (RM Pensions, CPP & E.I.)	854,573	716,901	137,672
OPERATING & MAINTENANCE	543,417	540,436	2,981
CAPITAL	-	-	-
CREDITS	-	-	-
INDIRECTS	1,102,665	989,097	113,568
Adjustments		-	
TOTAL DIRECT and INDIRECT	6,073,717	5,609,739	463,978
MUNICIPAL COST 90 %	5,466,345	5,048,765	417,580

From: The Truck Loggers Association [<mailto:brenda=tlc.ca@mail148.atl121.mcsv.net>] **On Behalf Of**
The Truck Loggers Association
Sent: Friday, October 28, 2016 6:01 AM
To: Davina Hartwell
Subject: Convention Room Block Selling Fast - Book Your Room Now!

Book your convention hotel room now! Our Westin Bayshore Hotel room block is selling fast.

Is this email not displaying correctly?
[View it in your browser.](#)



Hot Sheet

Urgent or Time Sensitive News from the TLA

Book Your Hotel Room Now!
Our Westin Bayshore Hotel Room Block is Selling Fast.

January 18 – 20, 2017

Westin Bayshore Hotel, Vancouver, BC

[Book your room today!](#)

The rate starts at \$130/night + taxes & fees.

Please be advised that the group rate includes in-room internet during your stay and entitles you to a special self parking rate of \$25/night.

BC Forestry – In it for the Long Run

[Read the convention program here.](#)



City of Port Alberni

ADVISORY TRAFFIC COMMITTEE MEETING

Minutes from the Meeting held Wednesday, October 19, 2016 at 10:00 am

PRESENT: Scott Smith, City Planner - Chair, Wilf Taekema, Streets Superintendent, Ron Paulsen (City Councillor), Cameron McKinnon (Diversified Transportation), Phil Atkinson (Diversified Transportation), Pat Dahlquist (SD#70), Caroline Robinson (ICBC), Peggy Gibbs (ICBC), Sgt. Dave Boyce (RCMP), Cst. Tamara Aquilini, (Central Vanc. Island Traffic Services)

REGRETS: Cpl. Mike Elston (Central Vanc. Island Traffic Services), Sgt. Darrin Ramey (Central Vanc. Island Traffic Services), Wes Patterson, Deputy Fire Chief (PAFD)

DELEGATIONS

Action
By

UNFINISHED BUSINESS

1. **Request by Pat Dahlquist for a sidewalk for walking on Compton Road in front of AW Neill Elementary School.** City Council has since received a request from the Principal of AW Neill to have the ditch filled in and create more parking. Council has referred the request to staff for cost estimates and design for the 2017 budget. This will likely be a phased project. WT
2. **Request from a member of the public for a deer crossing at 4026 Johnston Road.** The Ministry of Transportation would support the City installing "Expect Deer on Your Roads" signage at entrance points to the community. Peggy will meet with Bob Weir, Director of Engineering in Qualicum and will report back any information he can give as to what the Town of Qualicum Beach has done to alleviate this issue. WT
3. **Concern expressed by Jessie McKay to Councillor Paulson, regarding speeding drivers through our school zones – Wood Elementary in particular.** Speedwatch volunteers have been patrolling the area and have mailed out a large number of warning letters to speeders. The Committee suggested a 4-way stop may be warranted at the intersection of Wallace Street and Wood Avenue. Peggy will run a preliminary warrant for the intersection and will report back. Sgt. Dave Boyce will report on any traffic counts taken by Speedwatch recently. It was mentioned that there is a sightline issue caused by a hedge on private property at the southeast corner of the intersection that should be investigate as well. WT
4. **Request by Julia Payne for a crosswalk on River Road by Riverbend Park.** The Ministry of Transportation will investigate a pedestrian-activated crosswalk at the Park. It appears sightlines would be adequate. The Ministry will review, examine and report whether they're prepared to support a crosswalk at the Park or another location. WT

WT
ENTERED

NEW BUSINESS

1. **Request by that Municipal Governments in BC consider increased safety initiatives for senior pedestrians was received and referred to the Advisory Traffic Committee by City Council.** The Committee discussed that the City has made some significant improvements over time such as audible signals etc. ICBC can supply us with a tremendous amount of educational information that can be used on our website. There is an ICBC pedestrian campaign on currently. Councillor Paulsen suggested that the City make sure crosswalk lines and signage near seniors' centres are continually maintained. WT
2. **Request from a concerned citizen regarding truck traffic using 3rd Avenue, failing to stop at the 4-way stop sign at the Angus Street intersection.** The RCMP reports that they are receiving the same complaints as the City and ICBC reports crash data at this intersection from 2011-2015 indicates only 3 intersection-related crashes and none speed-related. The City will continue to monitor and the Manager of Operations will investigate the cost of hanging 4-way flashing lights or some other option to draw attention to the stop signs. WT
3. **Request from a concerned citizen regarding unclear right-of-way at the intersection of Chapman Road and Pierce Road.** ICBC reports no crashes at this intersection between 2011-2015. The City will paint a centreline on the road around the corner onto Chapman Road to show that Chapman Road traffic has the right of way. Temporary tape will be used immediately until the lines can be painted. WT

LATE ITEMS

None

DISCUSSION

1. Caroline reported on ICBC's Pedestrian Campaign and Distracted Driving and Campaign
2. Cam reported that the new bike lanes are a positive addition to City streets
3. John Mayba, Chair, Cycling Alberni asked if he could make a presentation at the next Advisory Traffic Committee meeting. He reported that the cycling community is generally happy with the new bike lanes and they have brought more awareness to cycling. This is a huge education issue. Caroline also reminded that there are partnerships available with ICBC for "Share the Road" educational materials.
4. Wilf commented on a concern from a homeowner about the large volumes of traffic generated from special events in the Echo Centre area. The Committee determined that there is no solution at this time. Wilf reported that the ICBC-funded "end of school zone" signs have been installed on the backs of all school zone signs. Wilf also reported that the City is currently replacing all City-owned streetlights with LED lights.
5. Peggy reported that there is up-to-date ICBC crash data available to municipalities. The City must sign a confidentiality agreement and then will be mailed a CD with the database information from ICBC.

NEXT PROPOSED MEETING DATES FOR 2017:

January 18, 2017

April 19, 2017

July 19, 2017

October 18, 2017

Meeting was adjourned at 11:45 a.m.

DISTRIBUTION

Council

Tim Pley –City Manager

Davina Hartwell - City Clerk

City Engineer

Wilf Taekema - Streets Superintendent

Scott Smith - City Planner

Tim Hautzinger - Bylaw Enforcement Officer

Theresa Kingston, Director of Community Services

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 dcn.49@hotmail.com

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

Cpl. Mike Elston, Central Vanc. Island Traffic Services, email agenda to mike.elston@rcmp-grc.gc.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

City Hall Engineering Department

4850 Argyle Street,

Port Alberni, B.C. V9Y 1V8

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

www.portalberni.ca

October 24, 2016

Lucie Jackson
Port Alberni BC

Email: ljackson1167@gmail.com

Dear Lucie,

Re: Concerns regarding truck traffic at intersection of 3rd Avenue and Angus Street

Thank you for your email received August 17, 2016 with regards to your concern about big trucks not realizing there is a 4-way stop at the intersection of 3rd Avenue and Angus Street.

On Wednesday, October 19th, 2016 the Advisory Traffic Committee met and reviewed your concerns. ICBC crash data at this intersection from 2011-2015 indicates three intersection-related crashes and none related to speed. The Committee recommended that the City continue to monitor this intersection and the Manager of Operations will investigate the cost of hanging 4-way flashing lights or some other option to draw attention to the stop signs.

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

Yours truly,

CITY OF PORT ALBERNI



Scott Smith, MCIP
City Planner



CITY OF PORT ALBERNI

City Hall Engineering Department

4850 Argyle Street,

Port Alberni, B.C. V9Y 1V8

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

www.portalberni.ca

October 24, 2016

Kathy Krznaric
5844 Pierce Road
Port Alberni BC
V9Y 8K3

Dear Kathy,

Re: Concerns regarding truck traffic at intersection of Pierce Road and Chapman Road

Thank you for your letter received October 12, 2016 with regards to your concern that the right-of-way is unclear at the intersection of Pierce Road and Chapman Road.

On Wednesday, October 19th, 2016 the Advisory Traffic Committee met and reviewed your concerns. ICBC crash data from 2011-2015 indicates no crashes at this intersection. The Committee recommended that the City paint a centerline on the road around the corner onto Chapman Road to show that Chapman Road traffic has the right of way. Temporary tape will be used immediately until the lines can be painted.

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

Yours truly,

CITY OF PORT ALBERNI



Scott Smith, MCIP
City Planner

FOOD SECURITY AND CLIMATE DISRUPTION COMMITTEE

THURSDAY, SEPT. 1, 2016 AT 4:30 PM IN THE COMMITTEE ROOM

Present: Gary Swann
Chris Alemany
Rosalind Chapman
John Mayba
Sam Brownlee

Regrets: Bob Haynes, Sandra Gentleman, Guy Langlois

1. **Approval of Minutes of the August 4, 2016 meeting.**
Gary Swann moved to approve, John Mayba seconded.
2. **Approval of Agenda**
John Mayba moved to approve, Rosalind Chapman seconded.
3. **Presentation by Marcie DeWitt, Coordinator of the Alberni Clayoquot Health Network.**
Marcie was responsible for the *Working Together to Reduce Poverty Event* held May 30, 2016. (Rosalind Chapman attended.) Her role, funded by Island Health, is to identify social determinants such as poverty, and to facilitate conversations to improve outcomes in the Region's communities. One of the five outcomes developed at that event was **'reducing the number of hungry children'** in our community, given that 33 percent of our kids are living in poverty, and are therefore, food insecure. Lengthy discussion followed on food security for children.
Marcie will send out a number of questions to our committee, and we will devote some time at our next meeting to discuss our responses to those questions.
We also requested that the committee be notified of future events she is organizing.
4. **Drag Races**
Issue is whether city council intends to approve Thunder in the Valley ongoing for five years, and the position of the FSCD committee with regard to this event.
Councillor Alemany will be bringing forward a motion to the next City Council meeting to request that staff do a full financial report on this year's races, prior to a decision being made regarding the future plans for this event.
5. **Plastic Bags**
Issue is whether to recommend that there be a city-wide ban on plastic bags.
Sam Brownlee indicated that municipalities do not have the legislative authority to implement such a ban. It's possible it may come up at the next UBCM in Victoria, but it is now too late to submit a resolution from this committee for council to consider. Further discussion as to possibly bringing it to the AVICC for next year's consideration. Sam Brownlee will provide committee members with data regarding biodegradability of various grocery bags.

6. **Hupacasath waste disposal project.**

Issue is whether this First Nations project would consider doing a kitchen scraps and garden waste pilot program – is this an opportunity? Discussion. Agreed to wait for the city's response to the FSCD committee's recommendation for such a program.

7. **Announcement – John Mayba, Cycle Alberni.**

John announced that now that the cycling lanes are done, an urban cycling workshop for adults will be held October 14th and 15th, with actual on-road cycling instruction. Excellent news.

Next meeting – October 6, 2016.

Meeting Adjourned 6:00 pm.



Sam Brownlee, Chair

Davina Hartwell, City Clerk

MINUTES

FOOD SECURITY AND CLIMATE CHANGE COMMITTEE

THURSDAY, October 6 2016

4:30 p.m. in the City Hall Committee Room

Present: John Mayba, Sam Brownlee, Guy Langlois, Rosalind Chapman, Gary Swann,
Chris Alemany, Sandra Gentleman

Regrets: Bob Haynes,

Guests: Jane Oliver – View Street Market
Marcus Lobb - Alberni Valley Transition Town Society Food Hub Coordinator

1. Approval of Minutes from Sept 1, 2016

Gary Swann moved to approve, Chris Alemany Seconded

2. Approval of Agenda

John Mayba moved to approve, Sandra Gentleman Seconded

3. Jane Oliver – View Street Market – Discussion on establishing a water rate for urban farmers.

Guy Langlois would prefer that the rate be tied in with a water conservation program where urban farmers will qualify for the water rate if they first install drip irrigation system and timers.

Action: Guy Langlois will draft a letter of support to Council for establishing a water rate for urban farmers.

4. The report from the Alberni Health Network was tabled for future discussion.
5. Chris Alemany – Report on reaction from City Council regarding the request for a detailed report from Thunder in the Valley on the economic impact and costs associated with the event.

City Council did not vote in favour of requesting a report from Thunder in the Valley.

Gary Swan expressed dissatisfaction regarding the city promoting an event that was not being held accountable for excessive CO2 emissions.

Guy Langlois expressed dissatisfaction with the amount of noise pollution from drag racers around town after the event.

6. A public meeting to present the report on the Abattoir will be held October 27, 2016.
7. Discussion regarding the public meeting to present a report on air quality issues from CanTimber Biotech.

Stacey Gaiga has put two full page ads in the local newspaper stating that CanTimber is doing experimental research.

8. Marcus Lobb - Alberni Valley Transition Town Society (AVTTS) Food Hub Coordinator

Reported on the status of the Food Action Plan and is looking for feedback from the FSCD Committee.

The AVTTS has been given funding to develop collaboration with other food hubs on the island.

There will be no Food Connections Forum this year.

The AVTTS is looking for ideas for training that could be offered in the valley to improve food security.

The Port Alberni Shelter Society has been looking into developing a farm program

There has been some interest by local groups to start a food recovery program in the Alberni valley. The Salvation Army has expressed interest in providing financial support for this initiative.

9. Sam Brownlee report on the issue of banning the use of plastic bags.

Current provincial regulations prevent a ban on plastic bags to be enforced by municipalities.

Action: Sam Brownlee will draft a letter to the local stores requesting consideration to ban the use of plastic bags.

Action: Guy Langlois will visit the local recycling depot to find out how plastic bags are recycled.

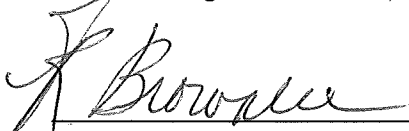
10. Rosalind Chapman announced that the City of Port Alberni will be seeking new appointments to the Food Security and Climate Change Committee.

11. John Mayba announced that there will be an Urban Cycling Safety course on October 14 and 15, 2016.

12. John Mayba moved to adjourn the meeting. Gary Swann seconded.

The meeting adjourned at 6:05PM

13. Next meeting: November 3, 2016.



Sam Brownlee, Chair

Davina Hartwell, City Clerk

J:\Clerks\Committees\Food Security & Climate Disruption\Minutes\2016\Oct 6.docx



Know your limit, play within it.

October 25, 2016

File No: 65320/20

Cliff # 354223

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 Minister of Finance, I am writing to inform you that \$117,569.57 was transferred electronically to the City of Port Alberni the week of October 24-28, 2016. This represents your share of casino revenue for the period July to September, 2016.

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

Ministry of Finance

Gaming Policy and
Enforcement Branch
Operations Division

Mailing Address:
PO BOX 9311 STN PROV GOVT
VICTORIA BC V8W 9N1
Telephone: (250) 5087156

Location:
Third Floor, 910 Government Street
Victoria, BC

Web: www.gaming.gov.bc

ENTERED



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: November 1, 2016

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

Tim Pley, CAO

Subject: City share of Gaming Revenue July 1 – September 30, 2016

The City received \$117,569.57 as its 10% share of Chances RimRock slot machine revenue for the quarter July 1 through September 30, 2016. 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 the 2016 quarter is approximately \$10,500 less than the same period in 2015, and is slightly below track with the 2016 budget. The 2016 budget of \$445,000 averages \$111,250 per quarter, and actual funds received to date total \$327,282.

Respectfully submitted,

Cathy Rothwell
Director of Finance

From: Liz Cookson [<mailto:lcookson@ubcm.ca>]

Sent: Tuesday, November 01, 2016 2:24 PM

To: AVICC

Subject: AVICC Member Update - Call for 2017 Resolutions and Nominations

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

Attached is a memo from AVICC President, Barbara Price with the Resolutions Notice for the 2017 Convention to be held in Campbell River from April 7-9, 2017.

This attachment also includes the Call for Nominations for the AVICC Executive to be elected for 2017-2018.

This year's resolutions and nomination deadline is Tuesday, February 21, 2017. Resolutions should be submitted online at http://ubcm.formstack.com/forms/avicc_2017_resolutions_submission_form

Members are encouraged to submit proposals for sessions they would like to see included in the 2017 Convention, especially if they relate to resolutions they expect to forward on new policy topics. Proposals may be submitted online at http://ubcm.formstack.com/forms/avicc_2017_session_proposal by Friday, December 2, 2016.

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

Regards,

Liz Cookson

Executive Coordinator, AVICC

Union of BC Municipalities

525 Government Street

Victoria, BC, V8V 0A8

(250) 356-5122

ENTERED



TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers

FROM: President Barbara Price

DATE: November 1, 2016

RE: **RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS**
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE COMMITTEE

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Tuesday, February 21, 2017**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates.

Debating of Resolutions by the Area Association in Advance of Submission to UBCM

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM and have appreciated that you have responded.

Number of Resolutions

We continue to hear from delegates during the AVICC Resolutions Sessions that some of the resolutions being considered are too general or focus on topics that are not under local government purview. Another concern is that bringing forward too many resolutions detracted from debate on the most important issues, and might not be to the benefit of local government because other levels of government could get side tracked on issues that are of lesser importance. Let's continue to ensure that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest.

Late Resolutions

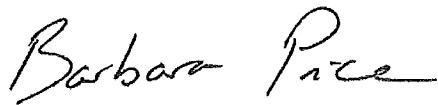
Last year, AVICC received six resolutions after the regular resolutions deadline with only one recommended that it be admitted for debate as a result of meeting the late resolutions criteria.

All three issues noted above will continue to be improved by adhering to the following two recommendations:

- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Tuesday, February 21, 2017**.
- ✓ Focus resolutions on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to enter a search to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.

Sincerely,

A handwritten signature in black ink that reads "Barbara Price". The signature is written in a cursive, flowing style.

Councillor Barbara Price,
President, AVICC



2017 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 21, 2017**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:
AVICC
525 Government Street
Victoria, BC
V8V 0A8

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
 - a) Online http://ubcm.formstack.com/forms/avicc_2017_resolutions_submission_form
 - b) Email to avicc@ubcm.ca (Word version of the resolution itself preferred)
- The resolution should not contain more than two "whereas" clauses; and
- Background documentation **must** accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 5, 2017**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. Focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. Avoid repeat resolutions.

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122
email: avicc@ubcm.ca

AVICC AGM & Convention – April 7-9, 2017 – Campbell River



2017 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. **POSITIONS OPEN TO NOMINATIONS**

The following positions are open for nomination:

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

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

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2017 Nominating Committee will be Past President Joe Stanhope, Nanaimo Regional District Director.

3. **NEXT STEPS**

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 21, 2017**

4. AT CONVENTION

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Joe Stanhope, Chair
2017 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122
Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2017-18 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Name: _____

Local Gov't Position (Mayor/Councillor/Director): _____

Municipality or Regional District Represented: _____

AVICC Executive Office Nominated For: _____

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution². I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Tuesday, February 21, 2017**.

- 2"x3" Photo in digital format should be sent to avicc@ubcm.ca
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be emailed to avicc@ubcm.ca

Printed Name: _____

Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**

AVICC AGM & Convention – April 7-9, 2017 – Campbell River, BC

November 2, 2016

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

Dear Mayor Ruttan and Council:

November is Adoption Awareness Month, and British Columbia is making history as the first province in Canada to design and launch an online tool that will streamline the adoptions process for waiting families and help ensure kids find the loving homes that they deserve, sooner.

Created with input from the Adoptive Families Association of British Columbia (AFABC), 'Adopt BC Kids' provides a personalized and user-friendly platform for adoptive families to view their application process, track what documents have been received and better understand next steps. A built-in matching service ensures that matching criteria between a prospective parent and adoptee is automatically flagged, connecting waiting children and teens with forever homes, faster. Anyone interested in becoming an adoptive parent can begin their journey online at: www.gov.bc.ca/adoptbckids.

In your community and across the province, there are young people right now hoping for a family to call their own. Over the past 10 years, an annual average of approximately 270 children have been adopted in British Columbia, but there are still approximately 1,000 children and youth in government care who are waiting for a forever home. Some are part of a sibling group, some have special needs, and some are teens. Regardless of personal circumstances, each and every child deserves a family to belong to, a place to grow up, help with preparing for the challenges of adulthood, and someone to rely on for support, encouragement and love.

Together with the AFABC, we are working to find those 1,000 families. The 1000familiesbc campaign is our joint effort to connect waiting children with caring families. Please help us raise awareness on Facebook and Twitter by using the hashtag #1000familiesbc or by directing members of your community to 1000familiesbc.com.

There are many other ways you can celebrate adoptive families and help raise awareness of adoption, for example by creating an adoption display in your office or helping to promote the celebration events for adoptive families in your community throughout the month of November.

The AFABC's representative for your area can provide you with more information on these events, or about adoption in general. Their contact information, as well as contact information for the four licensed adoption agencies in British Columbia, can be accessed at: <http://gov.bc.ca/howtoadopt>.

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

Sincerely,

ORIGINAL SIGNED BY

Stephanie Cadieux
Minister of Children and Family Development

ENTERED

Horne Lake Connector Updated Assessment Final Summary Report



**Ministry of Transportation and Infrastructure
South Coast Region**

JULY 27, 2012

1. Background

The provision of an alternate access to Port Alberni was initially examined in 1993 as part of the Vancouver Island Valley Link Study in 1993. This study was updated in 2004. At that time the cost of the Horne Lake Connector was estimated to cost \$57M and was predicted to have a benefit to cost ratio of 0.37.

In 2005 the Ministry retained ND Lea Associates to develop alternative alignments to Highway 4. The attributes of the new route were to include: a 60km/h speed limit with minimal speed reductions; a maximum elevation of 422 m; and maximum grades of 10%. This study produced two alignment options for a two lane highway that traversed the north and south sides of Horne Lake. The costs (in 2012\$) ranged from \$44M to \$52M with a benefit to cost ratio of 0.6.

In 2007, the Alberni-Clayoquot Regional District (ACRD) commissioned a study of a slightly shorter route than the one developed by the ND Lea Associates. This route was estimated to cost \$55M (2012\$) and based on Ministry assessment had a benefit to cost ratio of 0.14.

Figure 1 describes the various alignments discussed above.

2. 2012 Horne Lake Connector Updated Assessment

At the request of the Alberni Connector Working Group, comprised of representatives of the Port Alberni Port Authority, the City of Port Alberni, the ACRD, the Tseshah First Nation, and the Alberni Chamber of Commerce, the Ministry undertook an updated assessment of a Horne Lake Connector (HLC) Route. The Ministry retained Urban Systems to:

- Review all previous alignments developed;
- Develop an alignment for a new connector that would encourage 50% or more of the existing traffic from Highway 4 to divert to this new route; and
- Provide updated cost estimates for the construction of such a route.

Travel Demand

Figure 2 describes the 2012 Average Annual Daily Traffic (AADT) on Highways 4 and 19. Out of a total of approximately 10,000 vehicles per day travelling both directions on Highway 4 between Port Alberni and Highway 19, about 300 (3%) consists of all types of truck traffic. Traffic varies significantly by time of year. Summer Average Daily Traffic (SADT) is roughly 30% higher than the AADT. Figure 3 describes the peak travel patterns in the study area. The major demand destinations are the Nanaimo and Qualicum areas, with only 10% of peak traffic travelling to the North via Highway 19.

July 27, 2012

Page 1

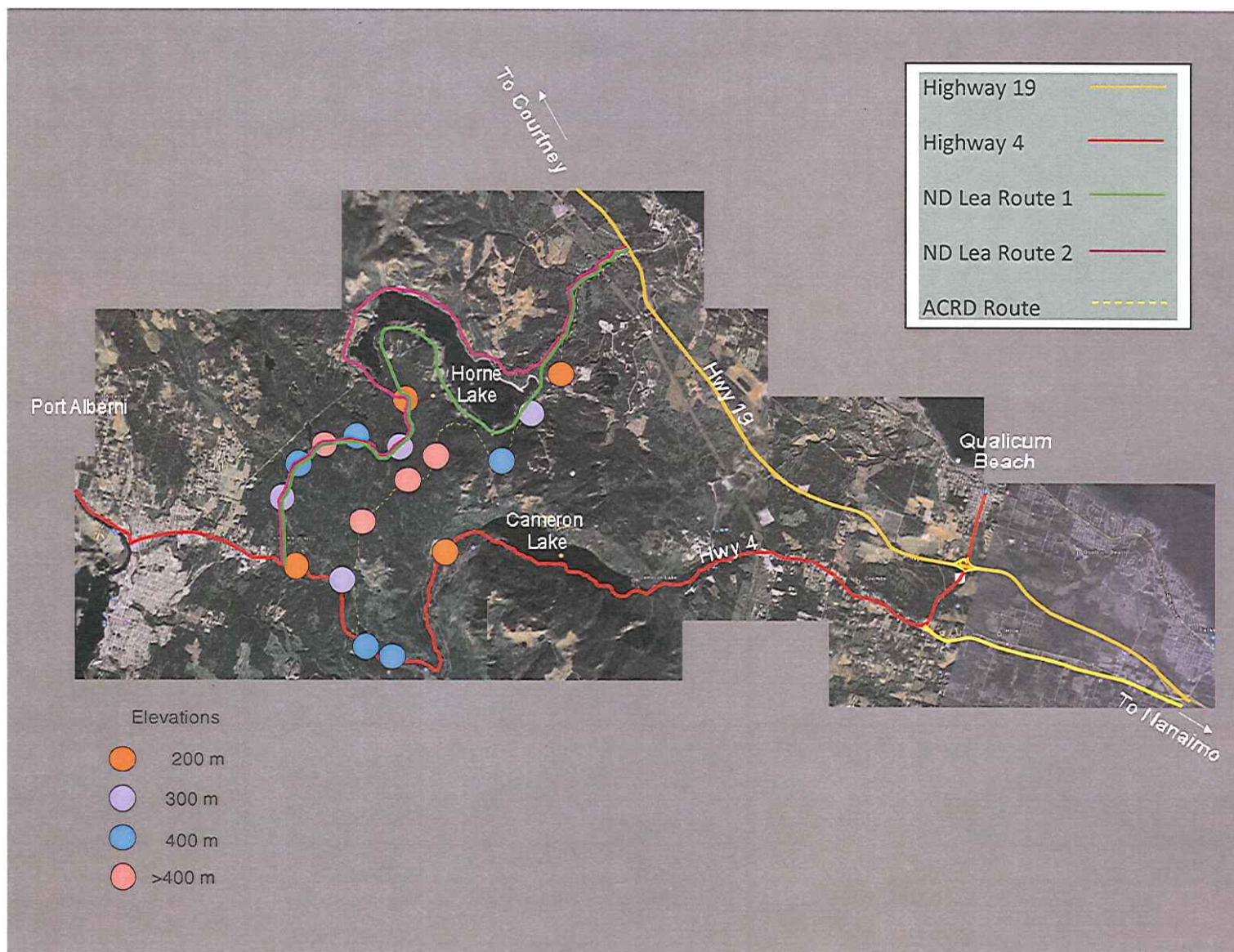


Figure 1: Horne Lake Connector Route Alignment

July 27, 2012

Page 2

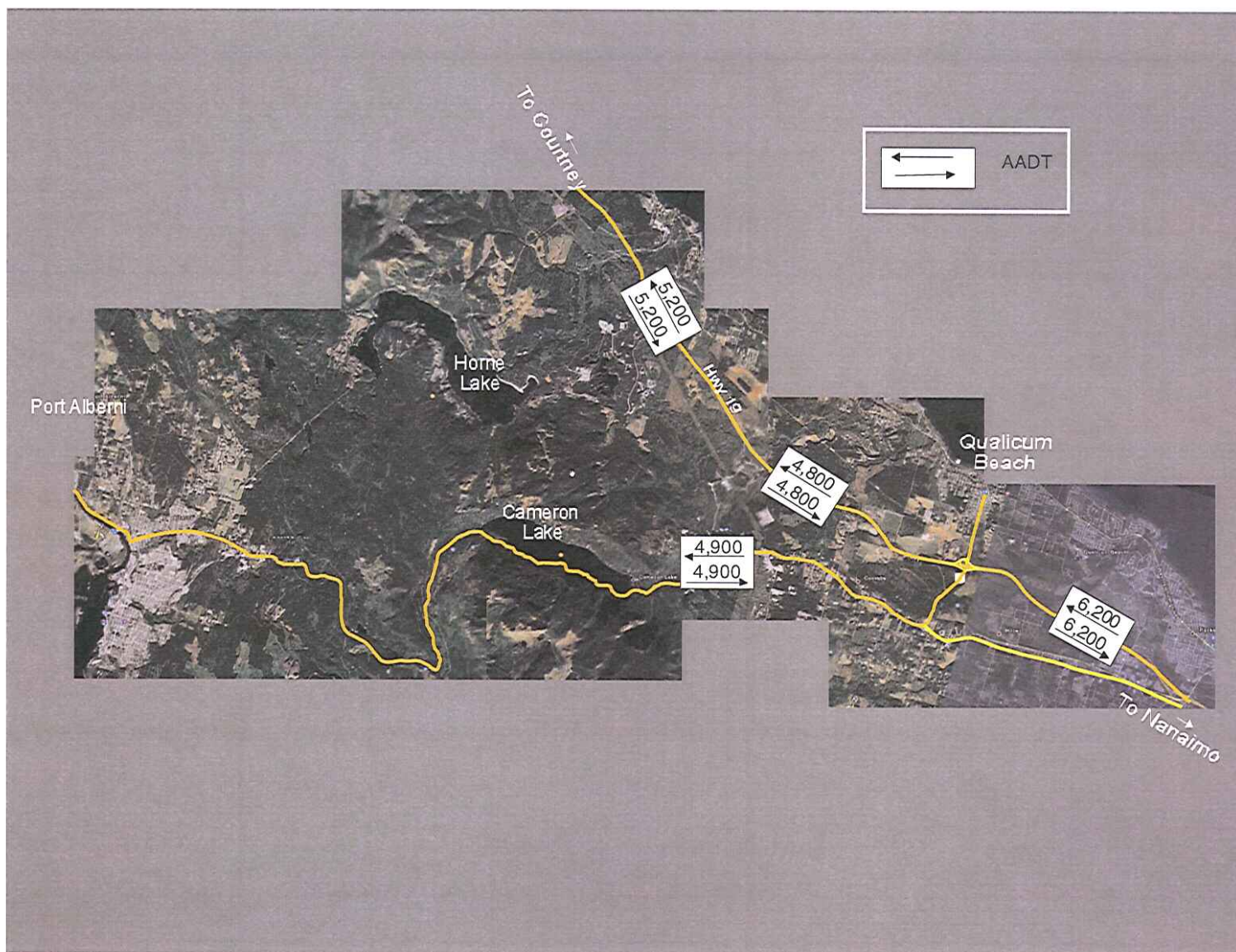


Figure 2: Highway 4 and Highway 19 Average Annual Daily Traffic (AADT)

July 27, 2012

Page 3

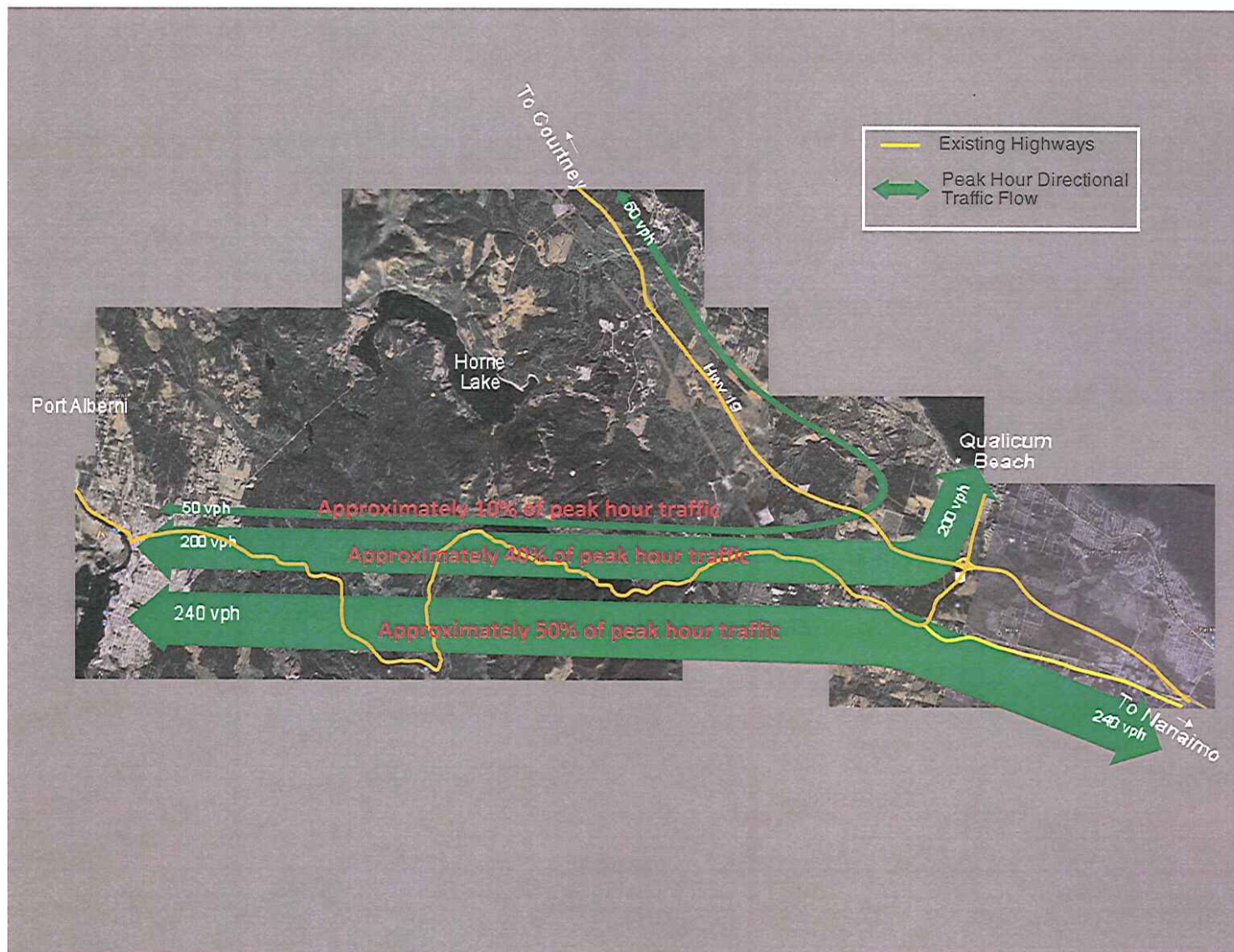


Figure 3: Highway 4 Peak Hour Travel Demands

July 27, 2012

Page 4

Alignment Review

All previously developed alignments for the Horne Lake Connector were reviewed to:

- Assess and identify major differences in the assumptions and design criteria between previous concepts;
- Assess the warrant for climbing lanes required in each concept based on previous design work;
- Complete preliminary evaluation of where climbing lanes would be required in each option; and
- Prepare associated order of cost magnitude estimates for each option.

The cost estimates for each climbing lane are summarized in Table 1, along with the original cost estimates, estimated cost escalation, and the combined total estimated project cost with climbing lanes included.

**Table 1: Updated Cost Estimates
(All Values in Million Dollars)**

Option	Previous Cost Estimate		Climbing Lane Cost ((2012 Dollars)	Combined Project Cost (2012 Dollars)
	Original Dollar Value	2012 Dollars		
ND Lea Route 1 (2005)	\$41.53M	\$58.94M	\$5.97M	\$64.91M
ND Lea Route 2 (2005)	\$45.51M	\$64.59M	\$7.48M	\$72.07M
ACRD (2008)	\$37.59M	\$54.97M	\$10.21	\$65.18M

The ACRD Alignment with truck climbing lanes was found to have the best potential for provision of travel speeds that can meet the 50% diversion target and would produce the best cost benefit. Therefore the ACRD alignment with the addition of truck climbing lanes was advanced for further analysis. It must be noted that all new alignments developed will result in some sections of roadway having challenging geometry and terrain similar to the existing Highway 4.

Traffic Assessment

In order to provide an un-biased assessment of traffic diversion and a quantification of travel effects associated with the diversion, a micro-simulation modeling was utilized. Previous analysis of the Horne Lake connector utilized the INTEGRATION model.

The INTEGRATION model is an assignment model that allocates traffic demand to available routes based on comparative travel times from a defined origin-destination trip table. It is capable of accurately reflecting freeways, arterial roadways, and collector roadways. The INTEGRATION model can consider continuous time varying traffic demands on an individual lane basis and is fully capable of simulating both auto and truck demands, with their performance provided on an individual basis.

The INTEGRATION model roadway network is represented by a set of nodes and links which can be further characterized into individual lanes with specific movements and intersection control including traffic signals, stop and yield signs, and ramp meters. Traffic demand is generated from vehicle trip matrices and a route choice assignment model.

The model consists of: a description of the network and its attributes; network traffic controls; and a trip table defining hourly demand by vehicle type.

Network Demand

Traffic demand is represented by peak hour vehicle and truck trip tables. The trip tables describe the peak hour demand between all of the origins and destinations in the model. The 2012 trip table demands were developed from existing traffic counts on Highway 4. Approximately 9,800 vehicles travel Highway 4 between Port Alberni and Highway 19 on average per day throughout the year, with about 4,900 travelling each direction. About 300 of these vehicles are trucks (3%). Given the seasonal variance in traffic demand throughout the year, a peak hour variance of plus and minus 15% from the average annual daily traffic was assessed, reflecting an overall variance of 30%.

For 2037, total traffic volume on Highway 4 between Port Alberni and Highway 19 is estimated to reach approximately 11,300 vehicles on average per day, with about 5,600 total vehicles travelling in each direction. This increased demand was developed by applying the historic traffic growth rates for this area (about 0.5% per year). For truck traffic, the model

assumed that truck traffic would increase on Highway 4 by another 350 vehicles per day, for a total of 650 trucks travelling this section of Highway 4 per day (over 100% increase).

This estimated level of 100%+ increase for truck traffic on Highway 4 between Port Alberni and Highway 19 by 2037 was done to ensure all potential future economic development initiatives in the area were accounted for in the modeling process. This 100+% increase in truck traffic assumed by this model exceeds current estimates publicly available for truck traffic generated from the Raven Coal Mine proposal, which is estimated to be 4-6 trucks per hour or 40-60 additional trucks per day.

Scenarios Modeled

The following three scenarios were modeled:

- Highway 4 – Existing Network
- 2008 ACRD Alignment
- 2012 ACRD Alignment with truck climbing lanes

The performance of the various scenarios is described by: travel time and estimated traffic diversion to the new route.

Table 2 provides a performance comparison of the three scenarios under all demand assumptions.

The addition of truck climbing lanes resulted in greater travel speeds and increased rate of diversion (to the new route) under all demand assumptions. Unlike previously developed routes, the 2012 ACRD route with climbing lanes now accommodates not only trips originating and terminating to the north but also a small portion of travel originating or destined from the south (mostly to Qualicum). This results in an overall reduction of total time travelled, however a slight increase in kilometers travelled. Although, the rate of utilization from the new route increases with traffic demand, the significant difference in demand between destinations to the north (Courtenay) and south (Nanaimo/Qualicum) restricted route diversion to a maximum of 43%. Unless, there is significant increase in demand between Port Alberni and locations north of Qualicum it will be unlikely to achieve diversion rates over 50%.

Table 2: Scenario Performance Comparison

Scenario	Peak Hour veh-hrs	Peak Hour veh-km	Avg. Network Speed	% Diversion to HLC
Average Demand (average annual daily traffic)				
Highway 4	687	54,400	79 km/h	N/A
2008 ACRD	640	52,683	82 km/h	32%
2012 ACRD with climbing lanes	632	52,930	84 km/h	41%
Low Demand (15% less than the average annual daily traffic)				
Highway 4	548	44,655	82 km/h	N/A
2008 ACRD	521	43,818	84 km/h	32%
2012 ACRD with climbing lanes	520	43,935	85 km/h	36%
High Demand (15% greater than the average annual daily traffic)				
Highway 4	780	60,316	77 km/h	N/A
2008 ACRD	736	59,439	81 km/h	37%
2012 ACRD with climbing lanes	727	59,664	82 km/h	43%

3. Economic Assessment

The economic feasibility of all three routes was assessed for a 25 year investment period using discount rates of 4%, 6%, and 8%. The discount rate is the interest rate that the Province incurs when borrowing money.

Costs included initial capital costs, rehabilitation costs (20% of initial capital costs every 15 years) and annual maintenance costs (\$5,000/lane km/year). Table 3 identifies the quantified annual traveler time costs, vehicle operating costs, and collision costs for all three routes.

Benefits included travel time (\$13.50/hr), vehicle operating costs (\$0.61/km for automobiles and \$1.44 for trucks) and collision costs (\$0.92/km for automobiles and \$0.20/km for trucks).

The benefit to cost ratio for both the 2008 ACRD alignment and the 2012 ACRD alignment (including truck climbing lanes) was calculated for all demand assumptions and discount rates. Table 4 provides a summary of economic performance.

The benefit to cost ratios are higher for the 2012 ACRD route (including truck climbing lanes) under all demand assumptions varying between 0.2 and 0.48 with the average benefit to cost ratio at 0.41. This indicates that the investment is unable to recover the capital costs required to construct and operate the new route.

**Table 3: Present Value Annual Traveler Time Costs,
Vehicle Operating Costs and Collision Costs
(Million \$)**

Scenario	Traveler Time Cost	Vehicle Operating Cost	Collision Cost
Average Demand			
Highway 4	\$26.60	\$80.15	\$12.10
2008 ACRD	\$25.50	\$79.43	\$11.75
2012 ACRD with climbing lanes	\$25.18	\$79.80	\$11.80
Low Demand			
Highway 4	\$21.19	\$65.79	\$9.94
2008 ACRD	\$20.22	\$65.66	\$9.75
2012 ACRD with climbing lanes	\$20.00	\$65.58	\$9.79
High Demand			
Highway 4	\$30.16	\$88.86	\$13.43
2008 ACRD	\$28.55	\$88.57	\$13.23
2012 ACRD with climbing lanes	\$28.11	\$88.59	\$13.25

Table : Benefit to Cost Summary

Scenario	4% Discount Rate	6% Discount Rate	8% Discount Rate
Average Demand			
2008 ACRD	0.44	0.38	0.34
2012 ACRD with climbing lanes	0.47	0.41	0.36
Low Demand			
2008 ACRD	0.27	0.23	0.20
2012 ACRD with climbing lanes	0.29	0.25	0.22
High Demand			
2008 ACRD	0.46	0.40	0.35
2012 ACRD with climbing lanes	0.48	0.42	0.37

4. Conclusions

Per the objectives of the 2012 Horne Lake Connector updated Assessment, described at the beginning of this report, all previous alignments were reviewed by Urban Systems and capital costs updated to reflect 2012 costs.

The ACRD Alignment with truck climbing lanes was found to have the best potential for provision of travel speeds that can meet the 50% diversion target and would produce the best cost benefit. Therefore the ACRD alignment with the addition of truck climbing lanes was advanced for further analysis. It must be noted that all new alignments developed will result in some sections of roadway having challenging geometry and terrain similar to the existing Highway 4.

The updated capital costs for the ACRD Alignment with truck climbing lanes was estimated by Urban Systems to be \$65 Million in 2012 dollars.

The analysis indicates the enhanced Horne Lake Connector (ACRD Alignment with the addition of truck climbing lanes) would likely divert approximately 43% of existing Highway 4 traffic to the new route (this reflects travel in both directions). However, the cost to construct and maintain the roadway significantly exceeds the travel time benefits that would be derived from the new route. Assuming current continued traffic growth rates, a positive benefit to cost ratio will likely not be achieved for 15 to 20 years.

The analysis supports the continued use of Highway 4 as a safe and reliable corridor between Port Alberni and Highway 19, which will be capable of supporting general and commercial traffic growth that could arise from economic development activities in the region.



Western Forest Products Inc.

DEFINING A HIGHER STANDARD™

800 – 1055 West Georgia Street
Royal Centre, PO Box 11122
Vancouver, British Columbia
Canada V6E 3P3
Telephone: 604-648-4500

FOR IMMEDIATE RELEASE

TSX: WEF

Western Forest Products Inc. Announces Settlement for the April 2011 Tenure Extinguishment In a Portion of Tree Farm Licence 44

October 21, 2016 – Vancouver, British Columbia – Western Forest Products Inc. (TSX: WEF) ("Western" or the "Company") announces that the Province of British Columbia has agreed to compensate Western in the amount of \$14 million for the partial tenure extinguishment from the Maa'nulth First Nations Final Agreement Act (the "Treaty") that came into effect April 1, 2011. The creation of Treaty Settlement Lands and associated protected area tied to the Treaty resulted in the permanent harvesting rights reduction of 104,000 cubic metres in Tree Farm Licence 44. The Company intends to use the proceeds of compensation to pay down outstanding debt.

"We are pleased to have reached a settlement that fairly reflects the value of harvesting rights at the time they were extinguished" said Stephen Williams, the Company's Senior Vice-President, Chief Financial Officer and Corporate Secretary.

About Western Forest Products Inc.

Western is an integrated Canadian forest products company and is the largest coastal British Columbia woodland operator and lumber producer. The Company has an annual available harvest of approximately 6.1 million cubic metres of timber, of which approximately 5.9 million cubic metres is from Crown lands. Western has a lumber capacity in excess of 1.1 billion board feet from seven sawmills and two remanufacturing plants. Principal activities conducted by the Company include timber harvesting, reforestation, sawmilling logs into lumber and wood chips, and value-added remanufacturing. Substantially all of Western's operations, employees, and corporate facilities are located in the coastal region of British Columbia.

For further information, please contact:

Stephen Williams
Senior Vice-President, Chief Financial Officer and Corporate Secretary
(604) 648-4500

October 31, 2016



RECEIVED

NOV 03 2016

CITY OF PORT ALBERNI

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

Dear Mayor Ruttan,

Thank you for your letter dated October 18, 2016, expressing your disagreement with the process and outcome of Resolution C-27, "Protection of Old-Growth Forests" at the UBCM Convention.

Resolution C-27 was classified in the Resolutions book as a "C" category resolution by the UBCM Resolutions Committee. The committee felt that was a regional issue and recommended this resolution be referred back to the Association of Vancouver Island and Coastal Communities (AVICC). Resolutions in the "C" category are included in our Resolutions book but are not scheduled to be brought forward for debate.

However, in this instance, a delegate moved a motion to amend the Conference agenda in order to have Resolution C-27 brought forward for immediate debate. This motion is permitted under UBCM conference rules but requires a super-majority of 60% of voting delegates to amend the agenda. The 60% threshold was received from the delegates and Resolution C-27 was brought forward and debated and amended in accordance with the same rules in place for all other resolutions.

While cumbersome to amend the agenda in this manner, the procedures followed were correct and respect our Convention rules. It is also worth noting that the ultimate decisions to amend the agenda and the resolution were approved by a majority of the voting delegates present.

As a membership based organization, UBCM must follow the direction set out by the delegates at our Convention. We are unable to take action that is contrary to the will of the majority. We will follow the course of action set out in the amended resolution.

My understanding is that your Area Association has done considerable work on this file and it also remains part of their advocacy agenda. You might also wish to touch base with AVICC.

Similarly, UBCM's Community Economic Development (CED) Committee has undertaken extensive outreach to forest industry associations and the Province with a goal to establishing better consultation and engagement opportunities around forest policy decision-making. That work was advanced at the Monday pre-conference forestry session and will be continued as part of a key element in our CED Committee's work plan for the coming year. Our CED Committee recognizes that the forest industry continues to be a key economic driver for many of our members and are working to build

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better relations between the industry, provincial government and local governments. A summary of the round table discussions from the Monday pre-conference session will be considered by our CED Committee in November; and will be released to members. The CED Committee's work plan will address next steps so we can continue to advocate for our members on forestry issues and work collaboratively with our key partners. A copy of your letter will also be provided to the CED Committee members at their upcoming meeting so they are aware of your concerns.

Thank you for making your views known, we appreciate your feedback.

Yours truly,



Councillor Murry Krause
President, UBCM

cc. Director Wendy Booth, Chair, Resolutions Committee
Chair Art Kaehn, Vice-Chair, Resolutions Committee
Councillor Arjun Singh, Second Vice President, UBCM
Mayor Maja Tait, Third Vice President, UBCM
Marie Crawford, Associate Executive Director, UBCM



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CITY OF PORT ALBERNI

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

October 18, 2016

Councillor Murry Krause
President
Union of BC Municipalities
Suite 60 – 10551 Shellbridge Way
Richmond, B.C. V6X 2W9

RE: UBCM Resolution C-27

Dear Councillor Krause,

I write this letter to express concern over a matter that arose during the 2016 Union of British Columbia Municipalities (UBCM) Convention.

On the morning of Wednesday, September 28, numerous community representatives, delegates and myself found the procedure that transpired with Resolution C-27 "Protection of Old-growth Forests" unclear. In less than 12 minutes, a motion was moved and carried to move the resolution to debate, and then it was amended to instruct UBCM to write a letter to the Government of British Columbia to "protect all of Vancouver Island's remaining old-growth forest on provincial Crown land."

At the time, and in the hours following, many attendees did not understand the kind of ramifications that could result from a resolution made in such short order and one that is central to the health of coastal communities.

As Mayor of the City of Port Alberni, I believe this issue requires a cooperative approach involving communities, forest companies, First Nations, and stakeholder groups. Our local economy, and approximately 2,500 jobs, relies on diverse and co-existing industries to thrive. There is no all or nothing solution for our communities – working together, we can find the right balance to ensure we have a diverse economy with good jobs.

In closing, I ask that all future UBCM resolutions are made by a process that generates well-informed decisions made in a transparent way and that reflect the views of the communities represented at UBCM. When this resolution was originally raised with the Association of Vancouver Island and Coastal Communities (AVICC), it was a split vote

to move it forward. UBCM rightly referred it back to the area association (AVICC) at the time, and it should remain as a discussion point in that forum.

Yours truly
CITY OF PORT ALBERNI

ORIGINAL SIGNED BY

Mike Ruttan
Mayor

pc. Director Wendy Booth, Chair, Resolutions Committee
Chair Art Kaehn, Vice-Chair, Resolutions Committee
Councillor Arjun Singh, Second Vice President, UBCM
Mayor Maja Tait, Third Vice President, UBCM
Marie Crawford, Associate Executive Director, UBCM
Rick Jeffery, Coast Forest Products

Laurel Lenormand
4240 Virginia Rd
Port Alberni BC
V9Y 7R1

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CITY OF PORT ALBERNI

October 26, 2016

Cougar or Deer?

I am appalled that a cougar was recently shot for doing what a cougar was born and bred to do. It had hunted and successfully killed its **natural** prey, a deer, and was waiting for a safe time to take it off to eat. According to Conservation Officers, last year 135 cougars were killed in BC. So far this year there have been 45 killings. In Port Alberni the conservation officer told the home owner, who reported the cougar in her yard, that it could not be relocated as it would 'starve to death'. Isn't that what happens in the wild, survival of the fittest?

A few months ago there was an uproar about a cougar sighting in Port Alberni. Is it any wonder that there are cougar living among us when we are sheltering so many of their prey? Let's talk about the deer problem in Port Alberni.

- Deer, especially during the rut, are **dangerous**. They have attacked people, yes that's right, adults, children and our pets. They have been known to kill with their sharp hoofs.
- Deer devastate gardens. People trying to stretch their food budget by planting a few vegetables are very distressed when they see their hard work gone in one night.
- Deer cause motor vehicle accidents, especially in the rainy season.
- Deer carry ticks which bite our pets, and humans. Deer ticks have also been found to be the source of Lyme disease. How long will it be before we have an epidemic of this devastating illness?

In the last 15 years we have seen the population of urban deer explode in our community. Prior to this they were seen from time to time, but now, we have multiple sightings **every day**.


It is only natural that we will begin to see more cougars. moving into urban areas where their prey is abundant is only naturel. If we don't do something about the deer, then should the cougars have to pay the price?

People, including conservation officers, say that they need to protect children and pets in our community and that having a cougar in our community is dangerous. Well if we truly believe that cougars are dangerous in urban areas then it is time for a major cull of deer. **If we don't harbor the prey, we will not attract the predator.** The way to protect children and pets is to minimise deer in urban spaces, not kill cougars.

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Having a deer cull is not cruel. We have not allowed their naturel predators to maintain a healthy balance. Killing cougars for doing their job is the height of cruelty to animals in this situation. If there are no deer, there will be no cougars in urban centers.

I say leave the cougars alone. **It is time for a deer cull.**



Laurel Lenormand
Concerned citizen

CC: Port Alberni City Counsel
Conservation officers
Alberni Valley News