

# **A G E N D A**

## **REGULAR MEETING OF COUNCIL**

**MONDAY, NOVEMBER 25, 2019 AT 2:00 PM  
IN THE CITY HALL COUNCIL CHAMBERS**

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

### **PRESENT:**

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

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

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

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

#### **B. ADOPTION OF MINUTES - Page 8**

1. Special Meeting held at 12:45 pm and Regular Council Meeting held at 2:00 pm on November 12, 2019.

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

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

**D. DELEGATIONS**

**1. Royal Canadian Marine Search & Rescue**

Paul Cumberland, Director of Administration in attendance to join Mayor Minions in presenting the Canadian Coast Guard Auxiliary Administrative Excellence Medal.

**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 Acting Director of Finance dated November 25, 2019, be received and the cheques numbered \_\_\_\_\_ to \_\_\_\_\_ inclusive, in payment of accounts totalling \$\_\_\_\_\_, be approved.*

**2. City Clerk – Council Regular Meeting Times - Page 18**

Report dated November 21, 2019 from the City Clerk requesting consideration and confirmation of start times for Regular Council meetings.

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

Council direction requested.

**3. City Clerk – WVIHS Request for Funds – Glass Replacement – Train Coaches - Page 19**

Report dated November 19, 2019 from the City Clerk requesting consideration of funding for replacement of window glass in train coaches that were vandalized. [NOTE: Pete Geddes, President of WVIHS will be in attendance and available to answer any specific questions]

*That Council for the City of Port Alberni reimburse the Western Vancouver Island Industrial Heritage Society a total of \$9,072.00 for train coach glass repairs with funding from Contingency.*

**4. Manager of Planning – Cannabis Cultivation Zoning – Public Engagement Summary and Proposed Recommendations - Page 20**

Report dated October 20, 2019 from the Manager of Planning requesting consideration of changes to the City's zoning bylaw (Bylaw 4832) to introduce cannabis cultivation (both indoor and outdoor facilities based on various sales of production) as a permitted use within city limits.

*That the report from the Manager of Planning dated October 20, 2019 be received.*

**Cannabis Cultivation & Processing**

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

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

- 1. That Standard Cultivation Facilities (anything more than 200m2 in size) be allowed in the Light Industry (M1), Medium Industry (M2), and Heavy Industry (M3) zones.*
- 2. That Micro-Cultivation Facilities (anything up to 200m2 in size) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), and High Commercial (C4) zones.*
- 3. That Cannabis Nursery Facilities (limited to 50m2 in size, and only the production of seeds, seedlings, and clones – no dried flower) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), Highway Commercial (C4), and Agriculture (A1) zones.*

**Regarding outdoor facilities (farmed):**

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

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

**Those regarding other zoning bylaw regulations:**

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

**5. Director of Engineering and Public Works – Grandview Road Walkway (Compton Rd to Otter place) Construction Update - Page 39**

Report dated November 18, 2019 from the Director of Engineering and Public Works at the request of Council regarding construction of the Grandview Walkway project.

*That the Director of Engineering and Public Works report dated November 18, 2019 be received for information.*

**6. Economic Development Manager – Port Alberni Age-friendly Initiative Funded by UBCM - Page 41**

Report from the Economic Development Manager outlining the progress the contractor has made towards the Deliverables and Activities relating to the Age-friendly initiative.

*That Council direct staff to complete the 2019 Age-friendly funding commitments and not proceed with an application for additional funding in the 2020 calendar year at this time.*

**7. Chief Administrative Officer – 2020 – 2024 Five Year Financial Plan – Introduction**

Chief Administrative Officer to provide a verbal report to Council.

## **8. Managers' Reports**

*Providing information about current departmental operations.*

### **Director of Parks, Recreation and Heritage - Page 43**

*That the report from the Director of Parks, Recreation and Heritage dated November 25, 2019 providing information about current departmental operations, be received.*

## **G. BYLAWS**

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

## **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. City of Victoria - Page 45**

Letter dated November 12, 2019 requesting support of their resolutions to the Provincial Government regarding the opioid crisis across the Province.

*That the letter from Mayor Helps, City of Victoria dated November 12, 2019 requesting support of their resolutions to the Provincial Government regarding the opioid crisis, be received and Council direct staff to provide a letter of support to the Provincial Government.*

### **2. Kevin Goldsbury - Page 47**

Email dated November 20, 2019 requesting Council consider changing the relocation code for recycled homes to reflect the codes of other municipalities.

*That the email dated November 20, 2019 requesting Council consider changing the relocation code for recycled homes to reflect the codes of other municipalities, be received and that Council for the City of Port Alberni direct staff to bring forward a report and recommendation[s] for Council's consideration.*

**3. Margaret Lamb, Early Childhood Educator – Co-owner & Operator - Page 61**

Email dated November 21, 2019 requesting a letter of support to accompany their grant application for funding to open a childcare centre at 5100 Tebo Avenue.

*That the email dated November 21, 2019 requesting a letter of support to accompany their grant application for funding to open a childcare centre at 5100 Tebo Avenue, be received and that Council direct staff to prepare a letter of support.*

**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. Alberni Valley Museum and Heritage Commission - Page 62**

Minutes from the October 2, 2019 meeting.

**2. Pam Craig, Board Chair, Board of Education for School District 70 (Alberni) - Page 68**

News Release dated November 20, 2019 advising that the Board of Education for School District 70 (Alberni) is considering a name change for the school district as well as for Ucluelet Secondary School and AW Neill Elementary School.

**3. Nuu-chah-nulth Tribal Council - Page 70**

Letter dated November 7, 2019 from Amelie Duquette, Quu%asa Youth Worker requesting a letter of support to accompany an application for a Civic Forfeiture Grant on “Crime Prevention” to develop a drop in centre.

Staff will be meeting with the letter writer early December to discuss the initiative as outlined in their letter. Following this meeting, any actions required on the part of Council will be brought forward to a Regular meeting in January 2020.

**4. Alberni Valley Chamber of Commerce - Page 71**

Copy of a letter dated November 19, 2019 from Bill Collette, CEO to Technical Safety BC expressing their concern with the ongoing shutdown of the Alberni Valley Multiplex and the impact on the community.

*That Informational Correspondence items numbered 1 through 4 be received and filed.*

**K. REPORT FROM IN-CAMERA**

**L. COUNCIL REPORTS**

**1. Council and Regional District Reports - Page 73**

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

**M. NEW BUSINESS**

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

**N. QUESTION PERIOD**

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

**O. ADJOURNMENT**

*That the meeting adjourn at      pm.*

**MINUTES OF THE SPECIAL MEETING OF COUNCIL  
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING  
TUESDAY, NOVEMBER 12, 2019 AT 12:45 PM  
IN THE CITY HALL COMMITTEE ROOM**

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

**STAFF:** Tim Pley, CAO  
Davina Hartwell, City Clerk  
Twyla Slonski, Deputy City Clerk  
Krista Tremblay, Manager Human Resources

*It was moved and seconded:*

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

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


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

CARRIED

The meeting was terminated at 1:49 p.m.

CERTIFIED CORRECT

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

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



**MINUTES OF THE REGULAR MEETING OF COUNCIL  
HELD TUESDAY, NOVEMBER 12, 2019 AT 2:00 PM  
IN THE CITY HALL COUNCIL CHAMBERS**

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

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

*It was moved and seconded:*

*That the agenda be approved with the addition of late items E. (1) Verbal report from Acting Director of Finance re: response to financial plan inquiry and (2) to receive a verbal update from Director of Parks, Recreation and Heritage re: Multiplex arena.*

CARRIED

**B. ADOPTION OF MINUTES**

*It was moved and seconded:*

*That the minutes of the Special Meeting held at 12:30 pm and Regular Council Meeting held at 2:00 pm on October 28, 2019 and Special Meeting held at 12:00 pm on October 29, 2019, be adopted.*

CARRIED

**C. PUBLIC INPUT PERIOD**

1. **Mr. Cahan** – commented about the Grandview Road Project and that he, along with neighbours in the area were not aware that this construction project was scheduled to begin.

**D. DELEGATIONS**

1. **CMHA – PA – Canadian Mental Health Association Request for Funding -**  
Mark Zenko, Associate Director provided Council with an overview of CMHAs desire to develop a Community Service Team [CST] and in order to do so, requesting a one-time grant from the City of Port Alberni.

**Director of Parks, Recreation and Heritage - Community Service Team Grant**

*It was moved and seconded:*

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

CARRIED

2. **Ad-Hoc Plastics Committee – Ban on Single Use Plastic**  
Representatives John Mayba, Shirley White and Sue Comeau requested Council consider a ban on single use plastic check-out bags and plastic straws.

*It was moved and seconded:*

*That Council direct staff to prepare a report identifying what plastic ban strategies other municipalities have implemented including information as to how the Alberni Valley currently handles its recycled plastics.*

CARRIED

3. **Shaila Somaia – Port Alberni Age-Friendly Initiative**  
Shaila Somaia provided Council with an update as to her work in meeting the deliverables and activities relating to the City's Age-friendly initiative funded by UBCM.

**Economic Development Manager – Port Alberni Age-Friendly Initiative funded by UBCM**

*It was moved and seconded:*

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

CARRIED

**E. UNFINISHED BUSINESS**

**1. City of Port Alberni Five-Year Financial Plan 2019 – 2023**

Acting Director of Finance, in response to a question from Council at its Regular meetings in October, spoke to the City's current Five-Year Financial Plan and those monies allocated in the year 2023 Capital Expenditures, noting that \$9M is allocated for works associated with two major capital water upgrades.

**2. Multiplex Update**

Director of Parks, Recreation and Heritage provided Council with a verbal update as it relates to the Multiplex arena and the status of repairs to the chiller.

**F. STAFF REPORTS**

**1. Accounts**

*It was moved and seconded:*

*That the certification of the Deputy Director of Finance dated November 12, 2019, be received and the cheques numbered 144836 to 144917 inclusive, in payment of accounts totalling \$2,528,944.30, be approved.*

CARRIED

**2. City Clerk – Appointment of Approving Officer**

*It was moved and seconded:*

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

CARRIED

*It was moved and seconded:*

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

CARRIED

**3. City Clerk – Cheque Signing Authority**

*It was moved and seconded:*

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

CARRIED

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

*It was moved and seconded:*

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

CARRIED

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

*It was moved and seconded:*

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

CARRIED

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

*It was moved and seconded:*

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

CARRIED

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

*It was moved and seconded:*

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

CARRIED

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

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

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

*Applicant: R. Jaenicke and L. Ranger*

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

*It was moved and seconded:*

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

CARRIED

*It was moved and seconded:*

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

CARRIED

## **Cannabis Cultivation & Processing**

The Manager of Planning provided Council with a summary of the level and results of public engagement as well as proposed recommendations in moving forward in considering cannabis cultivation and processing within the City.

Following the presentation, Council requested additional time to consider the impacts outdoor cultivation and processing may have prior to staff moving forward with bylaw preparations.

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

*It was moved and seconded:*

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

CARRIED

### **G. BYLAWS**

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

*It was moved and seconded:*

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

CARRIED

### **H. CORRESPONDENCE FOR ACTION**

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

*It was moved and seconded:*

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

CARRIED

**2. Port Alberni Port Authority – Dry Dock Committee**

*It was moved and seconded:*

*That Council appoint Councillors Corbeil and Paulson as liaisons to the Port Alberni Port Authority Dry Dock Committee with terms concluding December 31, 2020.*

CARRIED

**J. INFORMATIONAL CORRESPONDENCE**

**1. Ministry of Finance, Gaming Policy and Enforcement Branch**

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

**2. Union of British Columbia Municipalities**

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

**3. Ministry of Jobs, Trade and Technology**

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

**4. Association of Vancouver Island and Coastal Communities (AVICC)**

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

**5. Alberni Low Energy Housing Society**

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

*It was moved and seconded:*

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

CARRIED

**K. REPORT FROM IN-CAMERA**

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

*It was moved and seconded:*

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

CARRIED

Councillor Washington left the meeting at 4:18 pm declaring a perceived conflict of interest due to the nature of his employment.

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

*It was moved and seconded:*

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

CARRIED

Councillor Washington returned to the meeting at 4:20 pm

**L. COUNCIL REPORTS**

**1. Council and Regional District Reports**

*It was moved and seconded:*

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

CARRIED

**M. NEW BUSINESS                      NIL**

**N. QUESTION PERIOD**

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



O. ADJOURNMENT

*It was moved and seconded:*

*That the meeting adjourn at 4:33 pm.*

CARRIED

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor

Dawn Hartwen  
Clerk

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## CITY OF PORT ALBERNI

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### CLERK'S DEPARTMENT REPORT TO COUNCIL

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TO: Tim Pley, CAO

FROM: Davina Hartwell, City Clerk

COPIES TO: Mayor and Council  
Twyla Slonski, Deputy City Clerk

DATE: November 21, 2019

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**SUBJECT: Regular Council Meeting Start Times**

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**Issue:**

Consideration and confirmation of start times for Regular council meetings.

**Background:**

Council's Procedures Bylaw stipulates that Regular Council meetings must:

- *begin at 2:00 p.m. or 7:00 p.m.*
- *be adjourned no later than 3 hours after being called to order unless Council resolves to proceed beyond that time*

In previous years Regular council meetings were held at 7:00 p.m. and often ran until well past 9:00 or even 10:00 p.m. In 2018 the meetings during July and August were held at 2:00 p.m. Starting in 2019 all Regular meetings have taken place at 2:00 p.m. They are also livestreamed and are subsequently archived on our website.

As we approach Council's Annual Organizational meeting on December 2, 2019 where meetings schedules for 2020 will be confirmed, staff is seeking input from Council in regards to the start time of Regular meetings.

**Recommendation:**

It is staff's perception that 2:00 p.m. meetings are well attended and with livestreaming and the ability to watch meetings at any time it would be staff's recommendation that the 2:00 p.m. start time for Regular meetings be continued.

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

Council direction requested.

Respectfully submitted,

Davina Hartwell  
City Clerk



## CITY OF PORT ALBERNI

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### CLERK'S DEPARTMENT REPORT TO COUNCIL

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TO: Tim Pley, CAO  
FROM: Davina Hartwell, City Clerk  
COPIES TO: Rosalyn Macauley, A/Director of Finance  
DATE: November 19, 2019

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

Tim Pley, CAO

**SUBJECT: WVIHS Request for Funds  
Glass Replacement – Train Coaches**

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**Issue:**

Consideration of funding for replacement of window glass in train coaches that were vandalized.

**Background:**

In August of this year the train coaches located at the Roundhouse were vandalized causing substantial damage and resulting in the windows being smashed. The two youth involved in the vandalism were caught and subsequently spent time cleaning up broken glass and other debris.

The WVIHS did set up a GoFundMe account to help raise funds for repairs. They have now requested the City reimburse the costs to replace glass in the windows of the train coaches. They received two quotations for the work from local companies with the lowest being \$9,072.00 (incl. GST). The City's insurance deductible is \$10,000.

**Recommendation:**

Should Council wish to consider reimbursing the WVIHS for glass replacement, it is recommended that funding would come from Contingency which currently has a balance of \$257,700.

*That Council for the City of Port Alberni reimburse the Western Vancouver Island Industrial Heritage Society a total of \$9,072.00 for train coach glass repairs with funding from Contingency.*

Respectfully submitted,

Davina Hartwell  
City Clerk





## CITY OF PORT ALBERNI


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### PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

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TO: Advisory Planning Commission  
FROM: Katelyn McDougall, Manager of Planning  
DATE: October 20, 2019

I concur, forward to next Regular  
Council Meeting for Consideration

  
Tim Pley, CAO

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**SUBJECT: Cannabis Cultivation Zoning - Public Engagement Summary and  
Proposed Recommendations**

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#### ISSUE

At issue is the consideration of changes to the City's zoning bylaw (*Bylaw 4832*) to introduce cannabis cultivation (both indoor and outdoor facilities based on various scales of production) as a permitted use within city limits. City Staff and students from Vancouver Island University's Master of Community Planning program have developed the suggested recommendations based on a review of best practices, and input gathered through the public engagement process. A summary of that information is provided in the report below.

#### BACKGROUND

In response to the legalization of cannabis (October 2018) the City of Port Alberni introduced zoning regulations to permit cannabis retail stores, and changes to the Zoning Bylaw were made at the end of 2018. In 2019 staff were directed by Council to identify zoning for the production of cannabis, while engaging the public and First Nations.

The Planning Department and students from Vancouver Island University's Master of Community Planning program (VIU MCP) developed a comprehensive, efficient (August to October) consultation process that included an online survey, two open houses, and an information booth at the Fall Fair. Key stakeholders and First Nations were contacted by letter inviting them to engage in the process or set up a meeting, at their convenience, with staff. The survey was designed to reflect Council's direction to gather input from the public on how to *enable* and *regulate* cannabis cultivation and processing within city limits.

The students from the VIU MCP program researched emerging trends in municipal approaches to regulating cannabis cultivation. This information has been summarized and included in the report, along with the public engagement results. Together this information has informed staff's proposed recommended changes to the Zoning Bylaw.

Attached in the appendix of the report is a copy of the public consultation survey, figures that summarize the public engagement highlights, a map of the zones being proposed for consideration, a summary table of the proposed changes, and a table that describes the different types of Cannabis Production Facilities (CPF).

## **Discussion**

### **Review of Other Municipal Approaches to Cannabis Cultivation**

Other municipalities and regional districts have enabled CPF as a permitted use. There are a variety of different ways that CPF have been regulated, but generally they are permitted in industrial and agricultural zones. It is common within different zones to differentiate for certain types of facilities based on size and type of structure (outdoor, indoor, warehouse, greenhouse, etc.). Specific zoning requirements such as minimums for setbacks, buffer zones (for example, from schools, parks, or institutions), and building character (especially when allowed in commercial zones) have been implemented.

Below is a brief summary of what several other jurisdictions have done to regulate cannabis cultivation:

<b>Comox Valley Regional District:</b>	<p style="text-align: center;"><b>Site Specific Analysis</b></p> <p>For certain Electoral Areas, the CVRD has not added Cannabis Production Facilities as a permitted use to any zone. Instead, a company wishing to operate a CPF must undergo a Rezoning or Temporary Use Permit application, allowing for site-specific analysis and requiring public engagement of some form.</p>
<b>City of Nanaimo:</b>	<p style="text-align: center;"><b>Industrial Zoning Only</b></p> <p>The City of Nanaimo allows for CPF in their I4 (Industrial) zone, and only allows for “micro cannabis production” in the I1 (Highway Industrial) and I2 (Light Industrial) zones. This ensures that large-scale CPF (larger than 200m<sup>2</sup>) are only permitted in heavier industrial areas, further away from more populated areas, and that only smaller scale CPF (smaller than 200m<sup>2</sup>) are permitted in industrial zones that may be closer to residential or commercial areas.</p>
<b>Regional District of Central Kootenay:</b>	<p style="text-align: center;"><b>Mix of Zoning</b></p> <p>The RDCK has added Cannabis Nursery Licenses (allows cannabis to be grown for the production of seeds, seedlings, and clones) and Cannabis Micro Cultivation (space smaller than 200m<sup>2</sup>) in their R3 (Rural Residential), R4 (Remote Residential), AG (Agricultural), and M (Industrial) zones, while only allowing larger CPF in their AG (Agricultural) and M (Industrial) zones.</p>
<b>Alberni-Clayoquot Regional District:</b>	<p style="text-align: center;"><b>Currently Exploring Greater Restrictions</b></p> <p>The ACRD is in the process of reviewing proposed bylaw changes to regulate the construction of new cement-based buildings for the production of medical and non-medical cannabis. The proposed zoning amendment would prohibit the construction of new cement-based structures used for cannabis productions (removing it from A1, A2, A3 and M1 Districts), and where cannabis production is a permitted use (under provincial legislation) the zoning amendment would introduce 60 meter setbacks from residential and institutional zoning districts and a 300 meter setback from existing schools and parks. Similar to the CVRD, new cement-based facilities would be assessed on a case-by-case basis via a rezoning application.</p>

While there are many different ways to regulate CPF at a municipal or regional level, Staff believe that identifying zones for cannabis production (with additional regulations and policies in place) will strengthen the City's ability to regulate the industry, as compared to taking a case-by-case approach.

### BC Agricultural Land Commission

It is important to note that the BC Agricultural Land Commission (ALC) decided that cannabis production is an acceptable farm use on land protected within the ALR as long as it is done in a manner that protects the land's productive capacity. As such, cannabis production within the Agricultural Land Reserve (ALR) cannot be prohibited if grown under any of the following circumstances:

- Outdoors in a field; or
- Inside a structure that has a base consisting entirely of soil; or
- Inside a qualifying concrete-based structure built, or under construction, prior to July 13, 2018.

A city or regional district in BC is unable to prohibit cannabis production in the ALR if it meets the ALC's requirements.

### Public Engagement Summary

Planning Department staff worked, together with students from the VIU MCP program, on a three-month (August to October) consultation process that gathered input and feedback on questions related to enabling cannabis cultivation as a permitted use within city limits.

A number of engagement events were held both online and in-person, including:

- An online survey, online mapping tool, and two quick public opinion polls (available from August 13 – September 13, 2019)
- An open house for gathering information, ideas, and comments from the public (hosted at the Echo Centre on August 28, 2019)
- A tabling event at the Port Alberni Fall Fair for gathering information, ideas, and comments (September 5, 2019)
- An open house for sharing public engagement results and to gather feedback on proposed recommendations for Council to consider (hosted at Port Alberni City Hall on October 9, 2019)

The engagement process resulted in 286 responses to the survey, and ~70 in-person interactions.

### Survey Highlights

The survey was available online and in-person, during the consultation process. In total 286 surveys were submitted, 56 participants completed one of the quick polls and 20 participants responded to the other quick poll. In terms of overall engagement with the survey the amount of participation is higher than compared to other online surveys the that City has conducted. It is important to note that the survey is not intended to gather a representative sample of residents' opinions, but is provided as one method for receiving input during the consultation process.

In response to the survey, 40% of respondents indicated they viewed cannabis cultivation as an agricultural use. Many (36%) thought it could be an industrial use or commercial use. 33% responded saying it could be any of those three types of land use. 14% of responses indicated that the appropriate land use category should be dependent upon the scale of the facility and 17% of responses indicated it should be dependent on actual operations of the facility. For this question

respondents were able to select as many zones as they agreed with, rather than the one they most agreed with. See image in the appendix for a breakdown of the results.

With respect to establishing a minimum parcel size requirement 47% of respondents indicated that no restrictions should be required versus 53% of respondents who indicated that a size minimum should be required. Of the 53% most tended to be in favor of larger parcel sizes: 25% indicated the minimum parcel size should be 5 acres, 12% indicated 1 acre, 9% indicated 2.5 acres, and 7% indicated at least half an acre.

To a question regarding buffer zone requirements (ensuring a minimum distance between CPF and cannabis retail stores) 48% of respondents thought that the City of Port Alberni should establish a 1000 meter separation distance between these uses, whereas 40% of respondents disagreed and 12% were unsure.

A majority (68%) of survey respondents thought that CPF should be required to obtain a Development Permit to ensure that specific criteria regarding built form and other characteristics are met. 22% said that a Development Permit should not be required, and 10% were undecided on the question.

Included in the survey was series of zoning statements that related to cannabis cultivation, and respondents were asked to indicate if they agreed or disagreed with those statements. Overall respondents tended to agree that setbacks and buffer zones should be used to regulate the industry. Most also agreed that the City should closely monitor Cannabis Production Facilities and evaluate zoning changes on an ongoing basis moving forward. The table below provides a breakdown how respondents responded to the statements they were asked about:

	Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
The City should develop strict setbacks from adjacent properties to mitigate potential nuisance concerns associated with small scale facilities.	36%	28%	16%	11%	9%
The City should develop strict setbacks from adjacent properties to mitigate potential nuisance concerns associated with large scale facilities.	34%	23%	18%	14%	12%
A 300-meter buffer zone should be put in place to keep Cannabis Production Facilities a minimum distance away from schools.	44%	25%	10%	9%	12%
The City should closely monitor Cannabis Production Facilities and evaluate zoning changes on an ongoing basis moving forward.	39%	35%	15%	6%	5%
Micro Production and Processing would be okay in some commercial areas.	28%	40%	11%	6%	15%
Large scale Cannabis Production Facilities should only be permitted in agricultural or industrial zones.	31%	33%	14%	10%	12%
Cultivation that occurs outdoors should only be considered as an agricultural (farm) use.	21%	32%	17%	13%	17%

A total of 72% of survey respondents agreed with the statement that “*allowing the production and processing of cannabis in Port Alberni will contribute to the economy*”, whereas 17% disagreed and 11% were neutral about the economic impact of the industry.

When asked specifically about “standard cultivation and processing” (facilities greater than 200 m<sup>2</sup>), “micro cultivation and processing” (facilities less than 200 m<sup>2</sup>), and “cannabis nurseries” (facilities under 50 m<sup>2</sup> for seeds only/no dried flower) respondents gave more specific answers about where each type of facility should be permitted. It should be noted that for questions about where the specific facilities should be permitted respondents were able to select as many zones as they agreed with, rather than only selecting one zone that they most agreed with.

In response to a question about where standard cultivation and processing should be permitted, 71% of respondents indicated they thought agricultural zones would be appropriate and 80% said industrial zones would be appropriate. Commercial areas were not as supported for standard cultivation facilities, but of the commercial zones 46% thought highway commercial areas would be appropriate, 36% said general commercial areas would be appropriate, and about 34% said service commercial would be appropriate. All other commercial zones were not supported for standard cultivation in comparison.

In response to a question about where micro cultivation and processing should be permitted, 71% of respondents indicated they thought agricultural zones would be appropriate and 84% said industrial zones would be appropriate. Compared to the other types of CPF ‘micro cultivation’ was most supported in commercial areas, though it was still more preferred in agricultural or industrial zones. Of the commercial zones 55% thought highway commercial areas would be appropriate for the ‘micro cultivation’ of cannabis, 44% said general commercial would be appropriate, 42% said service commercial, and only around 30% said core business and neighborhood commercial areas would be appropriate for this activity.

In response to a question about where cannabis nurseries should be permitted, 77% of respondents indicated agricultural zones would be appropriate and 79% felt industrial zones would be appropriate for this activity. Compared to ‘standard cultivation’ respondents thought that cannabis nurseries were more acceptable in commercial zones, but still less supported overall than micro-cultivation in commercial areas. Of the commercial zones 50% thought highway commercial areas would be appropriate for cannabis nurseries, 38% said general commercial would be appropriate. Only 34% said service commercial areas would be appropriate, about 25% said neighborhood commercial areas and 23% said core business areas would be appropriate.

Most respondents (37%) did not think that micro cultivation should be allowed as an accessory use in residential areas, compared to 18% who supported that idea, and the 21% who supported micro cultivation as an accessory use in rural or semi-rural areas. Similarly, most respondents (40%) did not think that cannabis nurseries should be allowed as an accessory use in residential areas, compared to 19% who supported that idea, and 24% who supported cannabis nurseries as accessory use in rural or semi-rural areas.

#### In-Person Engagement Highlights

Three in-person engagement events were hosted by the City as part of the consultation process. The first event was an Open House hosted at the Echo Centre in late August. Nine attendees came to share their opinion. Of those who attended the event the general opinion seemed to be split in terms of support or lack of support for CPF.



In discussion with those who were generally opposed to CPF most felt better about permitting the use only within agricultural or industrial areas if setbacks and buffer zones were also introduced. The most common concerns discussed were odor, noise, air quality and property value. The most common benefits mentioned were increased economic development, increased municipal tax revenue, and increased employment prospects within the city.

A tabling event was held at the Port Alberni Fall Fair on September 5, 2019 which was used for gathering information, ideas, and comments. Staff interacted with participants who did not want to (or were not able to) attend the open house at Echo Centre. At this event fewer people were neither completely for nor against cannabis cultivation. People were mainly curious and wanted to learn about how these facilities operated, and what types of impacts might result from allowing cultivation in certain areas of the city. The majority of individuals engaged at this event wanted to see regulations in place to mitigate odor and noise, and to restrict large facilities to rural or industrial properties.

On October 9, 2019 an open house for sharing public engagement results and to gather feedback on proposed recommendations, for Council to consider, was hosted at City Hall. The individuals who attended reiterated common sentiments expressed throughout the process. Of those who attended no one provided any objections, or proposed any alterations, to the recommendations as they appear below.

## **CONCLUSIONS**

Cannabis production and cultivation are now legal with a license from Health Canada, and industry proponents have been looking to the Alberni Valley for a place to start up new ventures. The legalization of cannabis may create economic opportunities for any community looking to diversify their economy. The City of Port Alberni has already permitted cannabis retail stores in certain commercial zones. After a three month discussion with the public about zoning for CPF staff have recommend an approach to help make room for this new industry.

Through online and in-person engagement staff heard from many Port Alberni residents and visitors. Most people who attended events in-person seemed apathetic about cannabis cultivation, with standard and re-occurring concerns. Overwhelmingly, the majority of people who were engaged throughout the consultation process supported allowing CPF within city limits, and did not have an issue with the industry as long as it was properly managed and regulated.

A number of valid concerns were raised about Cannabis Production Facilities, regarding odor, air quality, and waste management. A small number of individuals were completely opposed to the legalization of cannabis and were thus opposed to any municipal zoning related to cannabis. Some individuals who participated in the consultation process expressed opposition to specific production facilities that were being discussed in the regional district, but did not clearly provide input on how to regulate the activity within city limits.

The recommendations below incorporate public input and consider practices, demonstrated in other communities, that could work in Port Alberni. The proposed approach is to permit cannabis cultivation in industrial zones, agricultural zones, and limited commercial zones based on the scale and type (indoor or outdoor) of facility. Large outdoor facilities (standard cultivation) have been excluded from staff's recommendations, as Staff would recommend that those types of operations are most appropriate for a rural agricultural or rural industrial setting, outside city limits, and are not suitable for urbanized areas.

Throughout the consultation process members of the public raised concerns about odor, noise, air quality, and environmental impact, so staff have proposed the use of setbacks, buffer zones, develop permit areas, and other regulations to help mitigate these concerns. It is important to note that any new legal CPF will involve some federal oversight as Health Canada regulates all cannabis production licenses – and all licensed facilities will be held to federal standards with regards to air quality, odor, etc.

#### Recommended Approach to Zoning for Cannabis Cultivation

1. Those regarding indoor facilities (greenhouse or warehouse):
  - a. That Standard Cultivation Facilities (anything more than 200m<sup>2</sup> in size) be allowed in the Light Industry (M1), Medium Industry (M2), and Heavy Industry (M3) zones.
  - b. That Micro-Cultivation Facilities (anything up to 200m<sup>2</sup> in size) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), and High Commercial (C4) zones.
  - c. That Cannabis Nursery Facilities (limited to 50m<sup>2</sup> in size, and only the production of seeds, seedlings, and clones – no dried flower) be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), Service Commercial (C3), Highway Commercial (C4), and Agriculture (A1) zones.
2. Those regarding outdoor facilities (farmed):
  - a. That outdoor micro-cultivation facilities be allowed in the Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), and Agriculture (A1) zones.
  - b. That outdoor Cannabis Nursery Facilities be allowed in Light Industry (M1), Medium Industry (M2), Heavy Industry (M3), and Agriculture (A1) zones.
3. Those regarding other zoning bylaw regulations:
  - a. That staff propose definitions for the types of Cannabis Facilities that are consistent with Health Canada's definitions.
  - b. That staff include recommendations for building setbacks, buffer zones, and regulations to help mitigate noise and odor concerns.
  - c. That any Cannabis Production Facility be required to obtain a Development Permit (regarding building form and character) to ensure a high-quality development and mitigate impacts to the visual landscape.

#### OPTIONS

1. Support the recommendations as presented and direct staff to prepare a bylaw with these proposed changes.
2. Recommend that staff take further time to consider the matter and bring back recommendations based on additional feedback from APC and Council.
3. That APC and Council provide alternative direction.

**RECOMMENDATION**

The Planning Department recommends options #1.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Katelyn McDougall', with a horizontal line underneath.

Katelyn McDougall, M.Urb  
Manager of Planning

## APPENDIX A: SURVEY



### How should Port Alberni zone for Cannabis Production & Processing Facilities?

Thank you for connecting with us on matters that mean the most to you. Please be sure to complete and submit this survey before **Friday September 13, 2019**. Prior to completing this survey, be sure to read the City of Port Alberni's FAQ sheet about Cannabis Production and Processing for more background information.

**1. When you think about land use, what does cannabis production and processing seem like to you? (select all that apply): (Choose all that apply)**

- ☐ An agricultural use      ☐ An industrial use  
☐ A commercial use      ☐ Any of the above  
☐ Depends on scale of the facility      ☐ Depends on the operations/intentions of the facility  
☐ Other

**If you chose "Other" please explain:**

**2. Should Cannabis Production Facilities be required to operate on a parcel of land that is a certain minimum size? (Choose one option)**

- ☐ No restrictions needed      ☐ Yes, at least half an acre  
☐ Yes, at least 1 acre      ☐ Yes, at least 2.5 acres  
☐ Yes, at least 5 acres

**3. Please indicate how you feel about the following statements:**

Questions	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
A 300 meter buffer zone should be put in place to keep Cannabis Production Facilities a minimum distance away from schools.					
Micro Production and Processing would be okay in certain commercial areas.					
Large scale Cannabis Production Facilities should only be permitted in agricultural or industrial zones.					
Cultivation that occurs outdoors should only be considered as an agricultural (farm) use.					
Allowing the production and processing of cannabis in Port Alberni will contribute to growing our economy.					
The City should develop strict setbacks from adjacent properties to mitigate potential nuisance concerns associated with small scale facilities.					
The City should develop strict setbacks from adjacent properties to mitigate potential nuisance concerns associated with large scale facilities.					

Questions	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The City should closely monitor Cannabis Production Facilities and evaluate zoning changes on an ongoing basis moving forward.					

4. The City of Port Alberni might want to propose a 1000 meter separation distance to ensure that cannabis retail stores and production facilities aren't clustered too close together. Do you support this idea? (Choose one option)

- ☐ Yes  
☐ No  
☐ Unsure

5. Beyond the Zoning Bylaw and regular Building Permits, should all Cannabis Facilities be required to obtain a Development Permit (regulating the built form and ensuring development follows a strict set of guidelines)? (Choose one option)

- ☐ Yes  
☐ No  
☐ Unsure

### Questions about zoning for Standard Cannabis Cultivation & Processing:

*What is Standard Cultivation? • Permits more than 200 square metres (2152 square feet) of canopy space indoors (higher security risk) - new applicants permitted 'unique genetics' • Can apply for multitude of licensing (processing, analytical testing, research and development, nursery) • Can sell wholesale (third party), direct sales to provincial distributor (LCRB), other processors or direct to medical patients (if licensed)*

*What is Standard Processing? • Authorizes the extraction of cannabis oil • Licensing can be stand alone or in conjunction with cultivation licensing • No limitation on the amount of dried flower processed annually*

6. Where should Standard Cultivation and Processing be permitted? (select all that apply):  
(Choose all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Agricultural areas            | <input type="checkbox"/> Industrial areas         |
| <input type="checkbox"/> Neighborhood commercial areas | <input type="checkbox"/> General commercial areas |
| <input type="checkbox"/> Service commercial areas      | <input type="checkbox"/> Highway commercial areas |
| <input type="checkbox"/> Core business areas           | <input type="checkbox"/> Other                    |

*If you chose "Other" please explain:*

### Questions about Cannabis Micro Cultivation & Processing:

*What is Micro Cultivation? • Permits 200 square metres (2152 square feet) of canopy space both indoors and outdoors – new applicants permitted 'unique genetics' • One license permitted per parcel • Can sell wholesale (third party), direct sales to provincial distributor (LCRB), other processors or direct to medical patients • Application to Health Canada requires notification to local government • Building must be constructed prior to issuance of a license.*

*What is Micro Processing? • Authorizes the extraction of cannabis oil • Licensing can be stand alone or in conjunction with cultivation licensing • Permitted to process up to 600 kg of dried flower annually*

**7. Where should Micro Cultivation and Micro-Processing be permitted? (select all that apply): (Choose all that apply)**

- |  |   |
|--|---|
| <input type="checkbox"/> Agricultural areas            | <input type="checkbox"/> Industrial areas         |
| <input type="checkbox"/> Neighborhood commercial areas | <input type="checkbox"/> General commercial areas |
| <input type="checkbox"/> Service commercial areas      | <input type="checkbox"/> Highway commercial areas |
| <input type="checkbox"/> Core business areas           | <input type="checkbox"/> Other                    |

*If you chose "Other" please explain:*

**8. Should Micro Cultivation and Micro-Processing be considered as an accessory use (less significant than, and secondary to, the principal use) in some residential zones? (Choose one option)**

- ☐ Yes, any residential area
- ☐ Only in a rural or semi-rural residential area No
- ☐ Unsure

**Questions about zoning for a Cannabis Nursery:**

*What is a Nursery? • Authorizes the cultivation of genetics (cannabis and hemp) for the production of seeds, seedlings and clones - new applicants permitted 'unique genetics' • Can be sold to any other type of license holder • Cultivation can be either indoors (greenhouse or warehouse) or outdoors (farmed) • Canopy space limited to 50 square metres (538 square feet) – does not permit cultivation of finished product (dried flower)*

**9. Where should Cannabis Nurseries be permitted? (select all that apply): (Choose all that apply)**

- |  |   |
|--|---|
| <input type="checkbox"/> Agricultural areas            | <input type="checkbox"/> Industrial areas         |
| <input type="checkbox"/> Neighborhood commercial areas | <input type="checkbox"/> General commercial areas |
| <input type="checkbox"/> Service commercial areas      | <input type="checkbox"/> Highway commercial areas |
| <input type="checkbox"/> Core business areas           | <input type="checkbox"/> Other                    |

*If you chose "Other" please explain:*

**10. Should Cannabis Nurseries be considered as an accessory use (less significant than, and secondary to, the principal use) in some residential zones? (Choose any one option)**

- ☐ Yes, any residential area
- ☐ Only in a rural or semi-rural residential area No
- ☐ Unsure

**11. Do you have any other comments you'd like to share with us about Cannabis Production and Processing in Port Alberni?****12. What is your gender? (Choose one)**

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| <input type="checkbox"/> Male   | <input type="checkbox"/> Transgender |
| <input type="checkbox"/> Female | <input type="checkbox"/> Other       |

**13. What area most closely identifies where you currently reside? (Choose any one option)**

- |  |  |
|--|--|
| <input type="checkbox"/> North Port Alberni          | <input type="checkbox"/> South Port Alberni      |
| <input type="checkbox"/> Cherry Creek                | <input type="checkbox"/> Westporte Place         |
| <input type="checkbox"/> Cameron Heights             | <input type="checkbox"/> Echo Village            |
| <input type="checkbox"/> Beaver Creek                | <input type="checkbox"/> Hupacasath First Nation |
| <input type="checkbox"/> Tseshaht First Nation Other |  |

**14. What is your age range? (Choose any one option)**

- |   |  |
|---|--|
| <input type="checkbox"/> Under 18 years old | <input type="checkbox"/> 18-24 years old |
| <input type="checkbox"/> 25-34 years old    | <input type="checkbox"/> 35-44 years old |
| <input type="checkbox"/> 45-54 years old    | <input type="checkbox"/> 55-64 years old |
| <input type="checkbox"/> 65+ years old      |  |

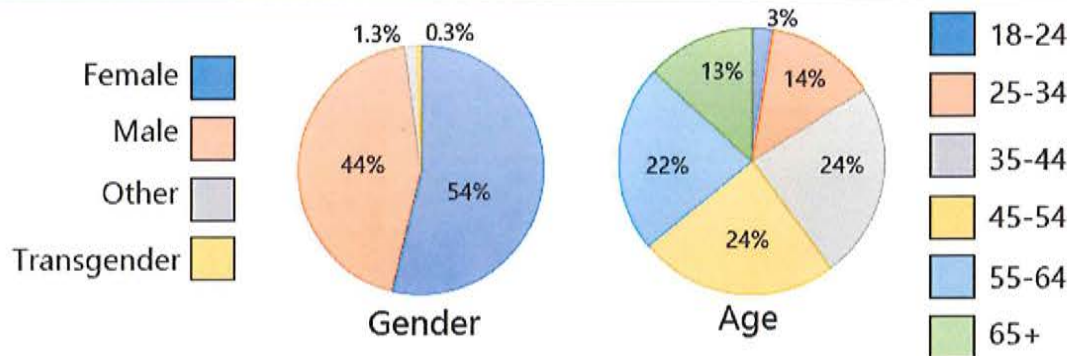
**15. Please describe your relationship to Port Alberni: (Choose all that apply)**

- |   |  |
|---|--|
| <input type="checkbox"/> I own a home in Port Alberni           | <input type="checkbox"/> I rent a home in Port Alberni     |
| <input type="checkbox"/> I run/own a business in Port Alberni   | <input type="checkbox"/> I commute to work in Port Alberni |
| <input type="checkbox"/> I visit Port Alberni from time to time | <input type="checkbox"/> Other                             |

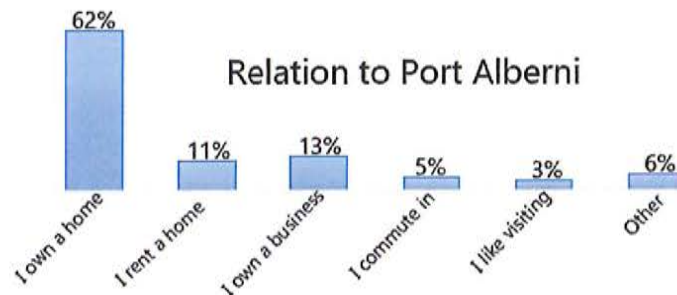
***If you chose "Other" please explain:***

## APPENDIX B: ENGAGEMENT HIGHLIGHTS

## Who Responded



## Relation to Port Alberni



## What Type of Land Use Does Cannabis Production Seem Like?



Any of the above? 33%

Depends on the scale of the facility? 14%

Depends on the operations of the facility? 17%

Other? 2%



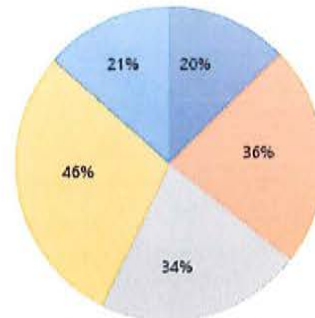
## How do Standard and Micro Cultivation Differ?



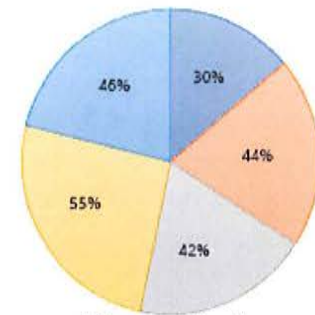
Standard cultivation: 71%  
Micro cultivation: 72%



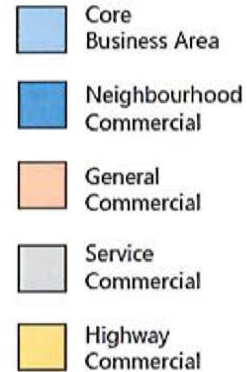
Standard cultivation: 80%  
Micro cultivation: 84%



Standard cultivation



Micro cultivation



## Statements of Agreement and Disagreement

### Agree

69%

A 300m buffer zone should be put in place to keep these facilities a minimum distance from schools.

68%

Micro production and processing would be okay to allow in certain commercial areas.

65%

Large scale Cannabis Production Facilities should only be permitted in agricultural and industrial zones.

60%

The City should develop strict setbacks from adjacent properties to mitigate potential nuisance issues.

### Disagree

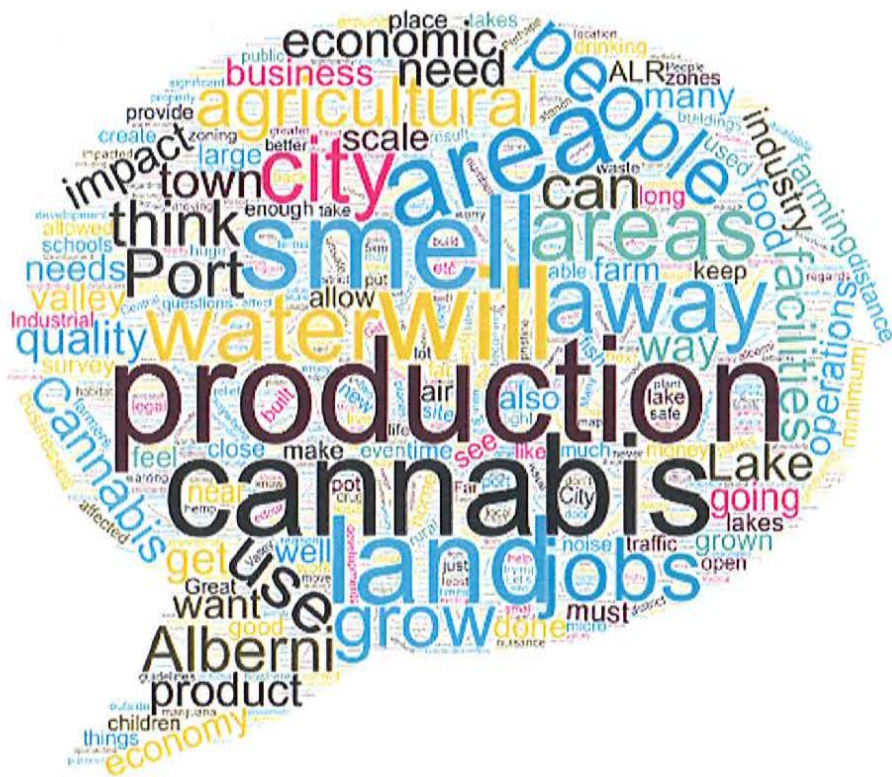
21%

21%

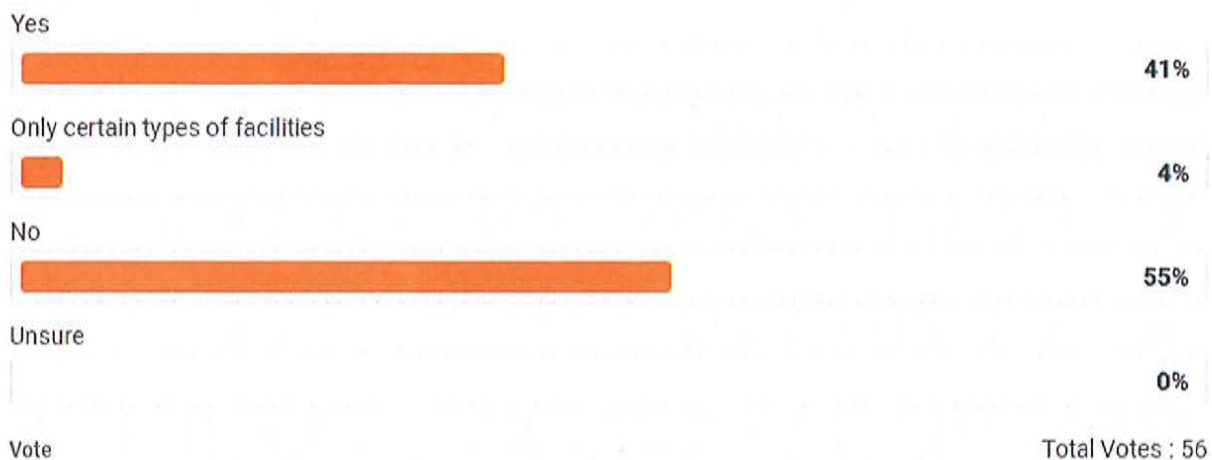
22%

23%

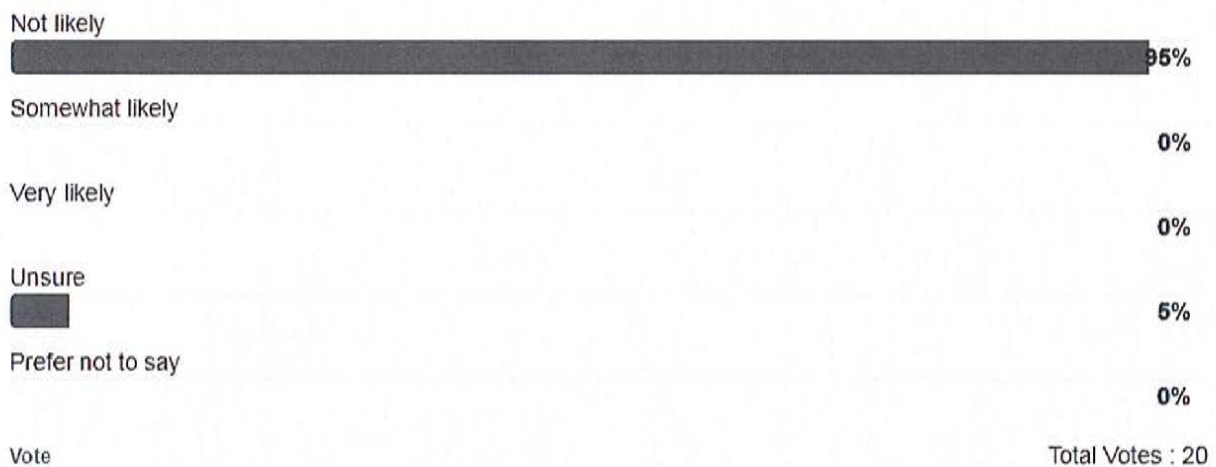
## Open-Ended Responses



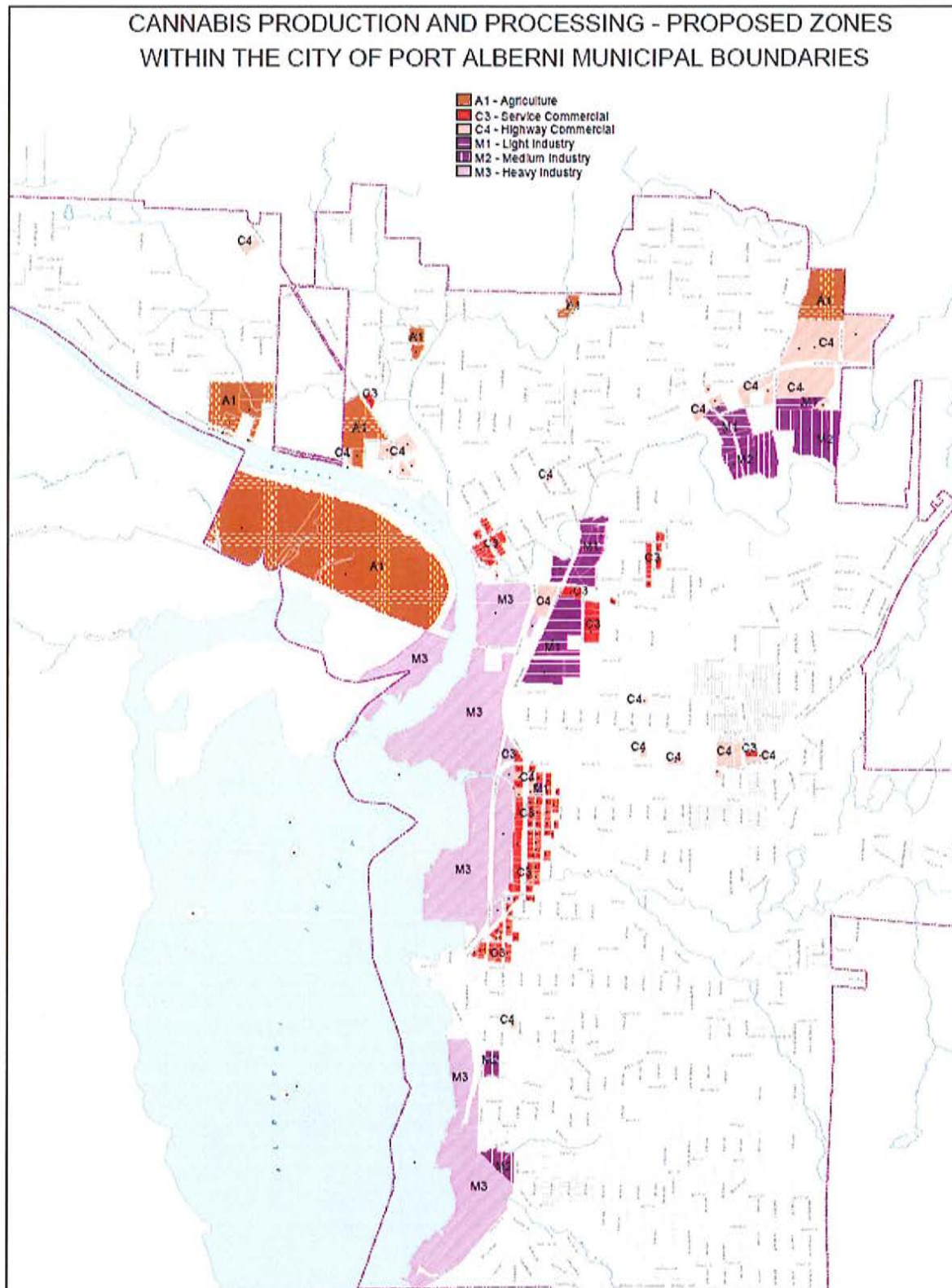
### Do you think Cannabis Production and Processing Facilities should be allowed within the City of Port Alberni?



### How likely is it that you would either produce or process cannabis as a business venture?





**APPENDIX C: ZONES FOR CONSIDERATION**

#### APPENDIX D: SUMMARY TABLE OF RECOMMENDATIONS

Zone Category	Type of Cultivation Proposed
Agricultural (A1 zone)	<u>Only outdoor small-scale facilities</u> <ul style="list-style-type: none"> <li>• Outdoor micro-cultivation</li> <li>• Outdoor nurseries</li> </ul>
Industrial (M1, M2, M3 zones)	<u>Any type of facility</u> <ul style="list-style-type: none"> <li>• Indoor standard cultivation &amp; processing</li> <li>• Indoor <u>and</u> outdoor micro-cultivation</li> <li>• Indoor micro-processing</li> <li>• Indoor <u>and</u> outdoor nurseries</li> </ul>
Service Commercial (C3 zone)	<u>Only indoor small-scale facilities</u> <ul style="list-style-type: none"> <li>• Indoor micro-cultivation &amp; processing</li> <li>• Indoor nurseries</li> </ul>
Highway Commercial (C4 zone)	<u>Only indoor small-scale facilities</u> <ul style="list-style-type: none"> <li>• Indoor micro-cultivation &amp; processing</li> <li>• Indoor nurseries</li> </ul>

### APPENDIX E: TYPES OF CANNABIS FACILITIES

Type of Facility	Plant Surface Area	Cultivation Activities Permitted	Processing Activities Permitted	Other Information
<b>Standard</b>	Up to or more than 200m <sup>2</sup> in size	<ul style="list-style-type: none"> <li>• Possession of cannabis, propagating/cultivating, altering properties, selling and distributing cannabis plants or seeds to other license holders, sell plants or seeds to nurseries, conduct ancillary activities (e.g., drying, trimming, milling, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Possession of cannabis, produce cannabis other than by cultivating/harvesting, sell and distribute to other license holders, sell and distribute to standard and micro cultivators certain products such as dried cannabis and seeds or cannabis produced for testing, sell and distribute to licensed nursery cannabis plants or seeds and cannabis for testing, send and deliver products to retail license holders</li> </ul>	<ul style="list-style-type: none"> <li>• Highest security standards</li> <li>• Processing must occur indoors.</li> <li>• Cultivation can occur outdoors or indoors</li> </ul>
<b>Micro</b>	Up to 200m <sup>2</sup> in size	<ul style="list-style-type: none"> <li>• Same as standard cultivation activities</li> </ul>	<ul style="list-style-type: none"> <li>• Same as standard processing, except cannabis cannot be obtained by synthesis</li> <li>• Limited to a maximum of 600kg of dried cannabis (or equivalent) in 1 calendar year</li> </ul>	<ul style="list-style-type: none"> <li>• Processing must be conducted indoors</li> </ul>
<b>Nursery</b>	Up to 50m <sup>2</sup> in size	<ul style="list-style-type: none"> <li>• Possession of cannabis, obtain cannabis plants or seeds, sell and distribute cannabis plants or cannabis plant seeds to other license holders, send and deliver cannabis products that are cannabis plants or cannabis plant seeds to the purchaser at the request of a license holder, conduct ancillary activities (e.g., drying)</li> </ul>	<ul style="list-style-type: none"> <li>• Not permitted</li> </ul>	<ul style="list-style-type: none"> <li>• Must destroy the flowering heads (with the exception of the cannabis plant seeds), leaves and branches of the plants within 30 days of harvesting them</li> </ul>

J:\Engineering\Planning\Reports\Research\Cannabis\Reports\Cannabis\_Cultivation-APCReport-REVISED Oct 2019.docx



## CITY OF PORT ALBERNI

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### ENGINEERING AND PUBLIC WORKS DEPT

---

TO: Tim Pley, CAO

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

COPIES TO: Davina Hartwell, City Clerk  
Brian Mousley, Streets and  
Construction Superintendent  
Amar Giri, Utilities Superintendent

DATE: November 18, 2019

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

Tim Pley, CAO

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**SUBJECT: Grandview Road Walkway (Compton Rd to Otter Place) Construction Update**

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**Issue:**

At the November 12, 2019 regular meeting of City Council, Grandview Road resident M. Cahan expressed concern that he and his neighbors were not aware that construction of the Grandview Walkway project was imminent, and in fact that the City had commenced construction that day.

**Background:**

The Grandview Road Walkway project has been publicly debated at City Council over the past several years, resulting in this project being included in the 2019 Capital Plan with an approved budget amount of \$125,000. The project consists of 385 metres of culverted ditch infill, gravel road widening, and paving of a 1.5 metre wide shoulder walkway.

**Discussion:**

Staff have been working diligently to complete quite a number of capital projects over the course of the year, and were able to fit construction of the Grandview Road walkway in between other projects and during a stretch of forecasted good weather. Prior to work starting on the morning of Nov 12<sup>th</sup>, staff was able to speak with someone from the two residences fronting the west side of Grandview Road who are directly affected by construction. Unfortunately, staff spoke only with Mr. Cahan's partner and he was not advised of this prior to attending Council's afternoon meeting.

Normally, staff will work with the City's Manager of Communications to provide area residents with an informational flyer on upcoming project work; however, in this case the decision was made to proceed on short notice based on the opportune timing and weather. As of the date of this report, construction was going well, with widening work scheduled to be complete by November 25, and paving shortly thereafter.

ENTERED

---

**Recommendation:**

It is recommended...

*THAT the Director of Engineering and Public Work's report dated November 18, 2019 be received;*

Respectfully submitted,

Wilf Taekema  
Dir. of Engineering and Public Works



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## ECONOMIC DEVELOPMENT REPORT

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TO: Timothy Pley, CAO

FROM: Pat Deakin, Economic  
Development Manager

COPY TO: Davina Hartwell, City Clerk

DATE: For November 25<sup>th</sup>, 2019 Council Meeting

RE: Port Alberni Age-friendly Initiative funded by UBCM

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



Tim Pley, CAO

### **ISSUE:**

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

### **BACKGROUND:**

The contractor, Shaila Somaia, of Akira Personal Computer Training, was a delegation to Council on November 12<sup>th</sup>. Thus far the interviews and surveys she has done indicate that the three highest priorities for seniors are housing, transportation and health care. Ms. Somaia recommends that more assessment work be done in the other domains specified for a complete Age-friendly assessment so that multiple perspectives are brought to bear on Age-friendly issues before a plan is developed.

### **DISCUSSION:**

City staff make the following observations:

1. The project was approved for the calendar year 2019. In mid-November there are almost as many activities remaining to be completed as are considered to have been fully addressed.
2. It is likely impossible to get to a point where every factor affecting Age-friendly issues are available for consideration in developing a plan.
3. Based on survey results to date, the current highest priority of concern for seniors is housing. The City has been funded to do a mandatory Housing Needs Assessment for the community and the results of that work will be applicable to the Age-friendly assessment and may help in the formulation of a plan.
4. The Alberni-Clayoquot Regional District is just launching their Age-friendly Needs Assessment initiative for the Alberni Valley Electoral Areas. Their staff have expressed concern about creating confusion among the community's seniors by having two relatively identical surveys in the public domain at the same time.
5. Although an 'advisory committee' inclusive of a City Councillor, has been assembled for the City's Age-friendly initiative, City staff have not been able to give this work as much support / oversight as is normal for new contract personnel.
6. Five initiatives that the Economic Development Manager has secured funding for in late 2018 and early 2019 are only in very early stages of implementation and need immediate attention.

## **OPTIONS**

Two options are considered:

### **I. Complete only the 2019 Age-friendly funding commitments at this time**

#### **Financial Implications**

- The work was fully funded by UBCM; no City cash contributions were required
- It is unlikely that UBCM will attempt to 'claw back' any of the funding already received by the City for this assessment work given that progress can be demonstrated

#### **Strategic Plan Implications**

- Goals 1.3, 3.4 and 5.2 in the City's Corporate Strategic Plan are addressed

#### **Other Considerations**

- The 'head of steam' which has been built around the Age-friendly Needs Assessment this year may be diminished or lost
- That reduced 'head of steam' could be mitigated some by seeing that the findings of the Housing Needs Assessment are related back to the housing needs of seniors as identified in the Age-friendly initiative
- The City may be able to 'piggy-back' on some of the Age-friendly work done by the ACRD in the Alberni Valley Electoral Areas
- Staff time can be invested in some of the funded initiatives that need attention.

### **II. Complete the 2019 Age-friendly deliverables and activities AND apply for the 2020 funding to address the assessment work remaining.**

#### **Financial Implications**

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

#### **Strategic Plan Implications**

- Goals 1.3, 3.4 and 5.2 in the City's Corporate Strategic Plan would be addressed

#### **Other Considerations**

- Given current workloads, City staff have limited capacity to monitor the additional commitments that would result from the additional funding

## **RECOMMENDATIONS:**

Option I: Complete only the 2019 Age-friendly funding commitments at this time.

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

*That Council for the City of Port Alberni direct staff to complete only the 2019 Age-friendly funding commitments at this time and to forego the opportunity to make an application for funding in 2020 to continue the Age-friendly Needs Assessment work.*

Respectfully submitted



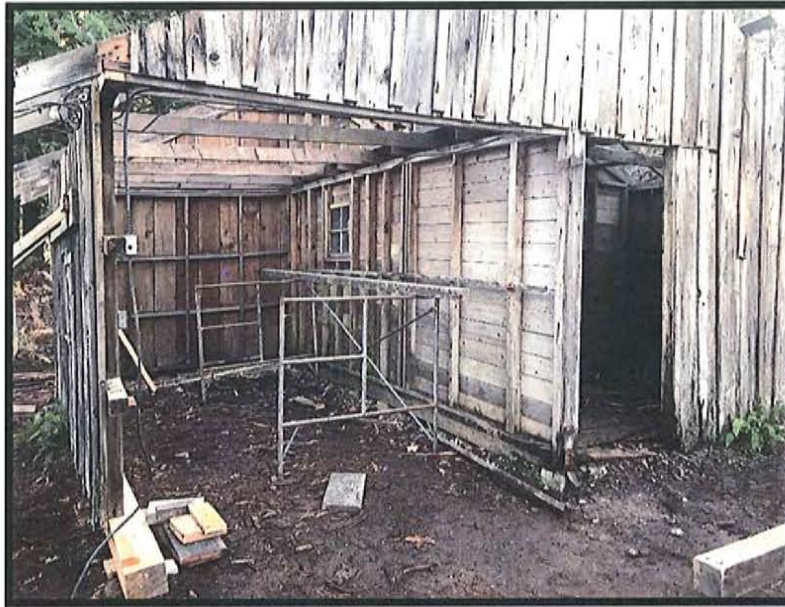
Economic Development Manager



Regular Meeting of Council  
November 25, 2019  
Parks, Recreation and Heritage → Staff Report

Projects

- Work continues on the Arnold McLean Garage, with roofing restoration/replacement on schedule (completion: December 2019) and on budget



Programs/Events

- Staff are working with the Bulldogs' Director of Scouting, Rick Schievink, to develop adult introductory hockey programs
- Learn-to-skate lessons are currently full; staff are exploring offering additional dates/times to accommodate participants currently on waitlists
- The Halloween Skate was "as busy as an Everyone Welcome skate at Winter Wonderland!"
- The Halloween Swim included 115 guests, an increase of 30 guests from 2018
- Strong registration at swimming lessons continues; revenues are up \$1,000 for the November lesson set versus November 2018
- Continued positive feedback from community regarding the extended concession hours at the Multiplex

## Alberni Valley Museum

- “Our Living Languages” exhibit – staff worked with a Nuu-Chah-Nulth Storyteller and Language Activist Joshua Shaw to present school and public programs with the exhibit (7 classes attended).
- Staff are working with School District 70 to host the Project with Heart Canoe and Speaking to Memory Exhibits starting November 7, until May 2020.
- Fall Film Fest series has gone off well this fall with all shows sold out (171 tickets each)
- Kirsten Smith attended the annual BC Museum Association Conference to present a workshop on Exhibit design and development for the smaller museum.
- Shelley Harding has been asked to mentor a UVic student for a three-week practicum, focusing on developing an Indigenous Language plan for the Museum.
- Upcoming Museum events:
  - Hot Springs Cove book event: November 14 at 7pm
  - Secret Coast Expedition lecture: November 19 at 7pm



THE CITY OF VICTORIA



OFFICE OF THE MAYOR

RECEIVED

NOV 14 2019

CITY OF PORT ALBERNI

on file 0400-20  
copy ~ Mayor & Council  
CAO/Clerks  
agenda ~ Rem Nov. 25 '19  
action ~ Clerk's Dept

November 12, 2019

Dear UBCM Member Local Governments,

I am writing on behalf of Victoria City Council, requesting favourable consideration of these resolutions and that you share this support with the Provincial Government for the following resolutions. Unfortunately, despite the fact that we have an opioid crisis across the Province, these resolutions did not make it onto the floor of the UBCM at this year's convention as the resolutions session ran out of time.

(B171) Safer Drug Supply to Save Lives

Whereas It has been two years since BC declared a public-health emergency due to increased overdoses, yet the death toll for those consuming substances continues to rise due to an unpredictable and highly-toxic drug supply;

And whereas people with opioid use disorder, a chronic relapsing medical condition, are at high risk of overdose- related harms including death and an estimated 42,200 people inject toxic substances in British Columbia, it is not possible for the treatment system to rapidly increase services fast enough to manage this number of people as "patients" within a medical treatment model given the many challenges in achieving and retaining the people on opioid use disorder treatment, people at risk of overdose in British Columbia do not have access to a safer alternative to the unpredictable, highly-toxic drug supply:

Therefore be it resolved that in an effort to save lives and reduce harm due to an unpredictable and highly-toxic drug supply, and as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery, that the Province of British Columbia work with local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions, and the Ministry of Health ensure that people at risk of overdose harm have access to safer alternatives.

(B172) Observed Inhalation Sites for Overdose Prevention

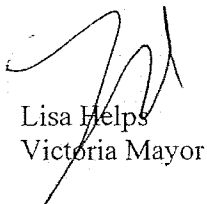
Whereas British Columbia is currently experiencing an unprecedented public health emergency due to an unpredictable and highly-toxic drug supply, and smoking or inhalation is the second most common mode of consumption among all people who have died from a suspected illicit drug overdose and the most common mode of consumption among men and those between the ages of 15 and 29;

And whereas observed consumption services (i.e. supervised consumption services and overdose prevention services) are evidence-based harm reduction approaches shown to reduce overdose-related harm, and there is not adequate access to observed consumption services that provide space for inhalation where communities are facing crisis:

Therefore be it resolved that to ensure that people at risk of overdose across BC have access to observed consumption services that provide space for inhalation, that the Province of British Columbia fund and work through local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions and the Ministry of Health to provide these services as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery.

We eagerly look forward to your support on this matter.

Sincerely,



Lisa Helps  
Victoria Mayor



**From:** Kevin Goldsbury [<mailto:kevin@midasbc.net>]  
**Sent:** Wednesday, November 20, 2019 11:53 AM  
**To:** Davina Hartwell  
**Subject:** changing the building code for recycled homes

Hi Davina

As we talked at city hall yesterday I am interested in purchasing a house and moving it to my lot in Port Alberni. I talked to Kevin Peters about what would be required by the city to possibly move a recycled house to Port Alberni. He said the house would have to be brought up to code. I asked what code would that be he said my contractor would know. I didn't have a contractor yet but I did manage to talk to three different contractors and all three of them asked me the same question what code. They wanted to know if it was the code for the age of the house, the foundation, maybe the wiring or snow load or was it for a new house code. They said if its for a new house code that wouldn't be realistic that I would be better off building a new house. I went back to the city and talked to Kevin again and he still wasn't very clear other than saying if the house doesn't have 2x6 framing, or have new style vapour barrier or new insulation that would all have to be upgraded in other words I took that as brand new house code. I told him that is totally unrealistic that the whole house would have to be gutted and started over. He said that is why no one has decided to move a recycled house there.

I talked to Nickel Brothers the house moving company and they claim most other city on the island allow recycled homes. Victoria, Nanaimo, Courtenay and Qualicum are a few. Please see attached requirements from other cities. I called the city of Nanaimo and they told me that they don't require any upgrades to the interior of the home at all. They just want to be sure the structure is sound and it fits the lot correctly etc. of course the foundation has to be to code.

I think I have found a great recycled house that has been recently renovated taken right down to the studs. Please see a few attached pictures. This house would be a major improvement over the house that used to be on my lot.

There is a few other things to consider with moving recycled homes for example the one I am trying to purchase. The area in North Vancouver where this house is currently has been bought up by a huge developer. They are building 3 or 4 condo buildings there. If this perfectly good house can't be moved they will have to tear it down and send everything to the landfill which to me seems crazy. Moving this house will employ a lot of people as well as helping the local Port Alberni businesses. We will have to buy foundation supplies, lumber, plumbing, heating, electrical, landscaping, etc etc. To me I don't see the negative here.

I'm asking if council can consider changing the relocation code to the same as Nanaimo and Courtenay's

I understand you have a council meeting on Monday is it possible you could bring it up then? If you need us there I talked to Nickel brothers and they said they could possibly arrange for someone to be there to answer any questions that the council might have. Can you please let me know if this can be added to Mondays agenda that would be great.

Thanks for your help with this.

Kevin Goldsbury

## **(Regional District of Nanaimo)**

### **18. MOVED ON BUILDINGS<sup>1</sup>**

- (1) No person shall move or cause to be moved any building into the Regional District or from one parcel to another in the Regional District without first obtaining a Building Permit to carry out such move and to site the building on the parcel to which it is to be moved.
- (2) The following information must be provided when applying for a Building Permit for a moved-on building:
  - (a) Certification from a Registered Professional that the structure is safe for its intended use;
  - (b) Detailed plans and specifications of the proposed relocation and rehabilitation of the building;
  - (c) Detailed plans and specifications of the building siting, parcel landscaping, paving, and other site improvements proposed on the parcel;
  - (d) A report from an accredited appraiser (A.A.C.I.) showing the appraised value of the moved-on building; and,
  - (e) The building must appraise (as determined by an accredited appraiser (A.A.C.I.) at a value equal to or greater than 100 percent of the average assessed value of the improvements (as determined by the BC Assessment Authority) of the neighbouring developed properties within 100 metres;
  - (f) Security in the form of a standby irrevocable letter of credit without an expiry date or a certified cheque for an amount equal to five percent of the appraised value to a maximum of \$10,000 as identified in Section 18(2) (d).
- (3) If the building or part of it is not completed or an occupancy permit has not been issued within the specified time, the Building Official may send a written notice to the owner stating that the building does not comply with this bylaw or other enactment and direct the owner to remedy the non-compliance within thirty days from the date of service of the notice. If the non-compliance is not remedied within the thirty-day period, the certified cheque or other security shall be forfeited to the Regional District of Nanaimo.



## **(City of Courtenay)**

### **14. Moving Buildings BL2576**

**14.1** No Person shall move or cause to be moved any building into the City of Courtenay or from one parcel to another in the City without first obtaining a Building Permit to carry out such move and to site the building on the parcel to which it is to be moved.

**14.2** The following information must be provided when applying for a Building Permit for a moved-on building:

**14.2.1** Certification from a Registered Professional that the structure is safe for its intended use including the structure's new foundation and siting;

**14.2.2** Detailed plans and specifications of the proposed relocation and rehabilitation of the building;

**14.2.3** Detailed plans and specifications of the building siting, parcel landscaping, paving, and other site improvements proposed on the parcel;

**14.2.4** A report from an accredited appraiser (A.A.C.I.) showing the appraised value of the moved-on building after relocation and completion;

**14.3** The building must appraise at a value equal to or greater than 100 per cent of the average assessed value of the improvements (as determined by the B.C Assessment Authority) of the neighbouring developed properties within 100 metres of the parcel. **14.4** The security shall be drawn upon by the City in the form of a standby irrevocable letter of credit without an expiry date or a certified cheque for the amount equal to five (5) percent of the appraised value to a maximum of \$10,000.00 as identified in section **14.2.4**.


**14.5** If the building or part of it is not completed or an occupancy permit has not been issued within a twelve (12) month subsequent to the issuance of a Building Permit, the Building Official may send a written notice to the owner stating that the building does not comply with this bylaw or other enactment and direct the owner to remedy the non-compliance within thirty (30) days from the date of service of the notice. If the noncompliance is not remedied within the thirty day period, the certified cheque or other security shall be forfeited to the City of Courtenay.

**(City of Port Alberni)**

**20. Relocation**

**20.1 No person shall:**

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

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

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

**From:** Kevin Peters <kevin\_peters@portalberni.ca>  
**Sent:** June 21, 2018 3:33 PM  
**To:** 'kevin@midasbc.net'  
**Subject:** moving relocation

**20. Relocation**

**20.1 No person shall:**

- 20.1.1** Move or cause to be moved any Building or Structure from one parcel to another without first obtaining a permit;
- 20.1.2** Move or cause to be moved any Building or Structure unless it has been determined to the satisfaction of the Building Official that the Building or Structure meets the requirements of the Building Code and any enactments; or the applicant provides plans and specifications to the satisfaction of the Building Official detailing any and all upgrading required to meet the requirements of this Bylaw and any enactments after the Building or Structure is moved to a new site; or
- 20.1.3** Relocate a residential Building or part of it to another parcel of land within the City unless it can be shown that the residential Building, once reestablished on this new site, will have an assessed value not less than 1¼ times the average assessed values of all residential Buildings situated within 50 metres of the site or parcel of land to which the Building is to be moved.

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

Kevin Peters Building/Plumbing Inspector  
City of Port Alberni  
4850 Argyle Street  
Port Alberni BC  
V9Y 1V8  
Ph 250 720 2832  
[kevin\\_peters@portalberni.ca](mailto:kevin_peters@portalberni.ca)





## Moving a Building or Structure

A **Permit for Extraordinary Traffic**, must be obtained prior to moving a building or structure. The permit will be issued once the following conditions have been satisfied:

- A completed application has been received and approved by the applicable departments;
- The building or structure meets the requirements of the Building Code and any enactments OR the applicant provides plans and specifications to the satisfaction of the Building Inspector which detail all upgrading that will be necessary to meet requirements after it is moved;
- It can be shown that the residential building, once relocated, will have an assessed value not less than 1.25 times the average assessed values of all residential buildings situated within 50 metres of the site where it is to be moved;
- A certified cheque or other financial security in the amount of \$2000.00, payable to the City, has been received by the City to ensure that the building will be completely re-erected on the new site within 12 months.
- If the building or structure is to be relocated outside the City the property must be left in a neat, clean and safe condition after the removal.

Download an Application for a [Extraordinary Traffic Permit \(http://www.portalberni.ca/node/108\)](http://www.portalberni.ca/node/108).

See [Fees and Charges \(http://www.portalberni.ca/node/169\)](http://www.portalberni.ca/node/169) for Miscellaneous Work Permits (under Public Works)

For more information, please contact

**Kevin Peters**  
*Building Inspector*

4850 Argyle Street  
Port Alberni BC V9Y 1V8

they are also means of escape. It will not be enough that electrical and current reduces the risk safety factor.

may be the fire regulation, but also necessary parts are alerted so they can escape routes are

that moisture is the deterioration of moisture prevent from entering, the building deterioration of materials can be stopped.

renovation, should be found in the buildings are

to a Seniors'

is being home. No valid and most. The hotel that detectors corridor. A called under an was built.

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especially critical because older people can be expected to respond more slowly both to alarms and in evacuating. Heat detectors within the suites, while considered to be acceptable in some earlier codes, are no longer considered to provide sufficient early warning of fire within a suite. Wired-in smoke alarms should be provided in each suite. (See 9.10.18.1, 9.10.18.2, and 9.10.18.4. in Appendix A of this Guide.)

To protect the occupants during the evacuation period, the escape route should be fire separated from adjacent rooms for the required period, and the travel distance should not exceed that specified in the current NBC unless other safety measures are provided to compensate for the added risk (e.g. provision of sprinklers).

Since some tenants will be wheelchair users or need other walking aids, accessibility is also an important consideration. This will entail accessibility for wheelchairs from the parking lot to an entrance, and from the building entrance to each suite on the ground floor. The bathroom door in each suite should also be made wide enough to allow the entry of a wheelchair.

**Rationale:** Even though a change in major occupancy classification has not occurred, the difference in actual use must be considered in reviewing the need for upgrading safety facilities. In this case, although no special care is given to the occupants, the fact that they are elderly must be taken into consideration in the building evaluation in order to make changes to maintain a reasonable standard of safety. Accessibility is also a priority in an occupancy such as this to ensure that the building occupants can make use of the available facilities.

## Individual Issues and Solutions for Existing Buildings National Building Code.

### Application of the NBC [NBC 1.1.]

#### Case 11 -A: Application of the NBC to Relocated House [NBC 1.1.2.1.]

**Problem:** An owner has relocated a house from another community onto a new foundation constructed under current

requirements. Although the house is generally sound, it was constructed under a much earlier code and therefore does not conform to current requirements in a number of areas.

**Solution:** There are obvious areas where the relocated building must conform to current requirements, such as the new foundation, basement columns and any new central heating equipment. However, it would be unrealistic to require all aspects of the house to conform to new requirements. As a generalization, only those structural elements that show signs of distress must be strengthened. Obviously, a general inspection should be made of those elements that can be easily seen, such as the roof rafters and roof sheathing and the first floor joists. Those showing significant decay or structural damage should, of course, be reinforced. Since the interior finish has structural functions in a building, it should be repaired as necessary to perform its functions (see 9.29.1.1 in Appendix A of this Guide)

When a building has been able to withstand snow, wind and occupancy loads for a significant time without distress, there is little reason to suspect it will not continue to do so; it can be considered to meet the structural requirements of the NBC under the general provisions in NBC Article 2.5.1.3. Where structural distress is indicated, the appropriate parts must be reinforced.

The building should also be inspected for signs of water entry into the structure, either as a result of condensation, or rainwater or snow-melt leakage. Telltale signs such as water stains, decay, or softening or sagging of the interior finish should be investigated further to determine reasonable corrective action. Visual examination of the condition of the roofing, flashing and cladding, including caulking, should also be undertaken and corrective action taken as necessary.

The obvious sources of potential fire, such as the electrical system, fireplace, chimney, cooking range and heating system, should also be inspected for general safety—including required clearances—and appropriate corrective action taken when indicated.



## Case Studies: Change of Occupancy and Renovation Work

**Rationale:** It is obvious that an older house cannot be made to conform to each NBC Article that may have been changed since the house was first built. The house must be evaluated in terms of its performance in resisting occupancy loads and loads due to wind and snow.

Of particular importance, however, are potential sources of fire such as the electrical, heating and cooking facilities, including venting and clearances. Probably the most significant factor in the deterioration of a building is the presence of moisture in the structure either as a result of rainwater or snow-melt leakage or from condensation. If this is prevented, buildings in most cases will last indefinitely if they are structurally adequate to begin with.

### Case 1.1.-B: Application of the NBC to Existing Building with Horizontal Addition [NBC 1.1.2.1.]

**Problem:** A building constructed under an earlier edition of the NBC is deemed to have a number of deficiencies when evaluated against the current NBC. It is proposed to construct an addition to the building (same occupancy class), but there are insufficient funds available to undertake a complete renovation of the entire building. There are no obvious unsafe conditions that need to be addressed.

**Solution:** Construct the addition so that it does not interfere with the functions of the existing building. That is, it should have a self-contained means of egress to the exterior, and self-contained services that do not impose a demand on existing services (e.g. heating load, cooling load, electrical load and ventilation). In this case, only the extension must conform to the current requirements. Otherwise, where the extension imposes any load on the existing services (including occupant load), the system subject to the additional loads must be checked against current NBC requirements for adequacy.

**Rationale:** If the extension is essentially self-contained, it imposes no demands on existing services. Therefore, if there are no obvious unsafe conditions in the existing building, a general upgrading cannot be justified. Whenever the extension interfaces with the existing building to create an additional load on the building, the effect of the new load (including service loads) must be

evaluated and appropriate remedial actions taken. If the extension causes the total building area to exceed 600 m<sup>2</sup>, however, the extension and the effect on the existing building then fall within the scope of other parts of the NBC, unless the extension is separated by means of a firewall.

### Case 1.1.-C: Application of the NBC to Existing Building with Vertical Addition [NBC 1.1.2.1.]

**Problem:** An additional storey, having the same occupancy classification as the existing building, is to be added to a 2-storey building. The existing 2-storey portion was constructed under an earlier edition of the NBC and therefore certain aspects do not conform to current requirements. A structural analysis has shown that the additional storey can be safely supported by the existing framing.

**Solution:** All significant life-safety deficiencies of the existing building should be brought into conformance with current NBC requirements. In effect, the entire building must conform to the current requirements in NBC Sections 9.9. and 9.10. for a 3-storey building. Minor deficiencies affecting property protection may be forgiven, as may those items having a negligible effect on safety, those completely unaffected by the new storey. Existing services addressed in NBC Sections 9.31., 9.32., 9.33. and that are unaffected and are not used by the addition need not be altered. Existing deficiencies having a direct effect on life safety (such as those affecting the means of egress, compartmentation and flame-spread limits) may be acceptable if a sprinkler system is installed throughout the building. However, the third storey must meet all of the requirements of the current NBC.

**Rationale:** When an additional storey is added, many aspects of the existing building can be affected, including the means of egress and existing services used by the addition. Also, some requirements are based on the number of storeys in the building (for example, alarm and detection systems, structural, and fire protection), and when the number of storeys is changed, the existing building may have major deficiencies in these areas. For these reasons, the building



## Building Inspections

### Dwelling Relocation Permit

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**A Building Permit for relocation of a structure is valid for 12 months.**

#### **Documents Required for Application:**

Confirmation that the dwelling is structurally sound:

- A sealed report by a Structural Engineer stating that the dwelling is structurally sound and suitable for relocation in Nanaimo. If the engineer identifies structural upgrades that will be required, design drawings and a Schedule B will need to be submitted as part of the application.

Drawings required:

**Site Plan**.....2 Sets ..... 1/16" scale  
**Floor Plans** .....2 Sets ..... 1/4" scale  
**Foundation Plan** .....2 Sets ..... 1/4" scale  
**Elevations** .....2 Sets ..... 1/4" scale  
**Cross Section** .....2 Sets ..... 1/4" scale  
(detailing new construction), photographs if possible

**NOTE:** Identify all new finished areas, laundry facilities, water heater, furnace and all window sizes

#### **Applicant to Consider and Confirm:**

- Required setbacks and height restrictions can be met
- That services to storm, sanitary and water are available
- If no sanitary sewer is available, approval of application from Ministry of Health is required to reuse or install a new septic system
- If no storm sewer is available, a design for a storm drainage system must be submitted (on site plan)
- Any requirement for a Geotechnical Engineer's input (eg: coal mining area, drainage problems, water course etc.)

#### **Value of Dwelling:**

- The value of dwelling, once re-established on the new site, must be assessed at not less than 1.25 times the average assessed values of all dwellings situated within 50 metres of the site or parcel of land to which the dwelling is to be moved. The value of the dwellings within this radius shall be the value of the improvements (land excluded) as determined by the BC Assessment Authority. The Building Inspections Section will calculate this value.
- The value of the dwelling to be relocated shall be the assessed value as determined by the BC Assessment Authority. It is the responsibility of the applicant to ensure that this value reflects only the value of the dwelling, or portion thereof, to be relocated.

### **Demolition, Disconnection & Moving Permits:**

- Contact City Engineering Department at 250-755-4409 if moving a dwelling on city streets, and the Ministry of Highways if moving on major arterial roads.
- Demolition and service disconnect permit will be required for dwellings to be moved from property within the city of Nanaimo prior to the issuance of a permit to relocate the dwelling. A \$750.00 bond will be required.
- Prior to the issuance of a permit to relocate a dwelling, a demolition permit will be required for any structures to be removed from the property to which the dwelling is to be relocated. Only one \$750.00 bond is required at the new site.

### **Permit Fees:**

- Building permit fees vary depending on improvements to the value of the relocated dwelling.
- Plumbing fees vary depending on additional fixtures / rough in plumbing and hook-ups to sanitary, storm and water.
- Special Inspection Fee **\$100.00**
- Non Refundable Application Fee **\$175.00** required if value of new construction is over **\$20,000.00**.
- Relocation Fee **\$50.00**
- Demolition Fee **\$40.00**
- Bonding **\$2000.00** to ensure completion
- Bonding **\$750.00** for damage to City property

**\*\*Bonds to be refunded after Final Approval**



## GRACE – PNE PRIZE HOME



Price includes house with a local delivery and installation. Prices may vary based on final location, site accessibility, utility line work involved and/or barging requirements.

Reference #: 01-21-209

DOWNLOAD OFFER TO PURCHASE - CAN ([HTTPS://WWW.NICKELBROS.COM/RESIDENTIAL/WP-CONTENT/UPLOADS/SITES/2/2016/12/OFFERTOPURCHASE-CAN](https://www.nickelbros.com/residential/wp-content/uploads/sites/2/2016/12/OFFERTOPURCHASE-CAN))

PRINT LISTING ([HTTPS://WWW.NICKELBROS.COM/RESIDENTIAL/HOMES/GRACE-PNE-PRIZE-HOME/?PRINT=PDF](https://www.nickelbros.com/residential/homes/grace-pne-prize-home/?PRINT=PDF))

### Listing Information

Listing Name:	GRACE – PNE Prize Home
Listing Status:	✓ Available
Location:	Lower Mainland, British Columbia
Local Office:	Port Coquitlam

### Listing Details

Square Footage:	1,400 sq.ft
Dimensions:	28' x 54'
Style:	Custom
Bedrooms:	4
Bathrooms:	2

## GRACE – PNE PRIZE HOME



Price includes house with a local delivery and installation. Prices may vary based on final location, site accessibility, utility line work involved and/or barging requirements.

Reference #: 01-21-209

DOWNLOAD OFFER TO PURCHASE - CAN ([HTTPS://WWW.NICKELBROS.COM/RESIDENTIAL/WP-CONTENT/UPLOADS/SITES/2/2016/12/OFFERTOPURCHASE-CAN](https://www.nickelbros.com/residential/wp-content/uploads/sites/2/2016/12/offer-topurchase-can))

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Bathrooms:	2

**From:** Alberni Valley Saplings Childcare <[avsaplings@outlook.com](mailto:avsaplings@outlook.com)>  
**Date:** Thursday, November 21, 2019 at 1:21 PM  
**To:** Sharie Minions <[sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)>  
**Subject:** Letter of support

Hi Sharie

Jessica and I are still in the process of opening up our own childcare centre. We will be called Alberni Valley Sapling and will be located within 5100 Tebo Avenue. (Jericho Road Church). The centre will consist of two multi-age room to accommodate some of the infant and toddler demands within Port Alberni. There will be spaces for 6 children under 3 and 10 spaces for children ages 3-12.

We attempted to submit our grant applications without municipal or government support but heard back today that we do in fact need such a letter.

We are asking if you would be able to write us a letter stating the need for childcare in our community and that the municipality supports and understands that need.

Thank you for your time

Margaret Lamb

Early Childhood Educator  
Co-Owner & Operator

Alberni Valley Saplings  
5100 Tebo Avenue, Port Alberni BC  
[avsaplings@outlook.com](mailto:avsaplings@outlook.com)



**Wednesday, October 2, 2019**  
**7:00pm → Hemlock Room**  
**Minutes**

**Attending:**

Bert Simpson  
Dan Washington  
Gareth Flostrand  
Ken Watson  
Pam Craig  
Penny Côté

**Regrets:**

Bill Collette  
Jolleen Dick  
Judy Carlson  
Lyndon Cassell  
Nancy Blair

**Guest:**

Willa Thorpe, Director of Parks, Recreation & Heritage

Called to order: 7:05pm

(No quorum)

1. Moved by Pam Craig that the agenda of the October 2, 2019 meeting be approved as amended.
2. Moved by Ken Watson that the minutes of the September 4, 2019 meeting be approved as circulated.
3. Old Business
  - a. BC Arts Council Operating Grant
    - i. Parks, Recreation and Heritage staff submitted the annual application for the Arts Council 2020 grant cycle
4. Correspondence
  - a. Tseshaht First Nation
    - i. Darren Mead-Miller (Executive Director) e-mailed on Sept. 5 to indicate he's exploring venue availability for hosting a future Heritage Commission meeting and will be in touch
5. Updates
  - a. Museum → Collecting Admission
    - i. Shelley to reach out to the working group to setup a next meeting date
6. Reports
  - a. Museum – no report

**ENTERED**

J. I





**Wednesday, October 2, 2019**  
**7:00pm → Hemlock Room**  
**Minutes**

b. Community Arts Council

- i. NEW GALLERY ASSISTANT – I mentioned last meeting that our new gallery assistant is from Venezuela. Marta Chauvin is actually from Barcelona in Spain.
- ii. NEXT EXHIBIT – October 8 – October 30 – Spirits of Earth, Wind and Water features bird artwork by Shelley Penner and wood carvings of otters by Nigel Atkin.
- iii. FUNDRAISER for Rollin Art Centre – Ache Brasil is a fantastic entertainment troupe coming on Sunday, November 3, at 3pm, at ADSS Auditorium. This will be an afternoon of incredible music, dance and spectacle for the whole family, representing the culture and traditions of Brazil. Adult tickets are \$25 and there is special pricing for seniors and children under 12 years. Tickets are available from Rollin Art Centre.
- iv. GARDEN – We are putting the gardens to bed with the help of volunteers and Peak Landscaping Service, with whom we have contracted to do the bulk of the garden work throughout the year. We are aiming to raise funds to pay for the garden maintenance through a new online campaign.
- v. CHILDREN'S PROGRAMMING – Krafty Kids Korner, a fun afternoon for ages 7--13 runs Saturdays 1-3 pm October 5 to December 12 at Rollin Art Centre.
- vi. PERMISSIVE TAX EXEMPTION – The City has reduced our PTE by almost 20%.
- vii. BOARD MEMBERS – We are seeking additional board members.

c. City Council

- i. Mayor and Council attended UBCM last week, encompassing everything to climate change to the opioid epidemic.
  1. Our Mayor and various council members met with Ministers throughout the week and we were all very happy with the work done and hopefully see results soon.
  2. Not all the resolutions brought to the conference were debated; seems this happens every year. It would be nice for all the resolutions to be debated.
  3. Highlights included a keynote address by Peter Mansbridge; an interesting life in the news with CBC.
  4. Congratulations to Councillor Poon being elected to Director at Large on the UBCM executive!



**Wednesday, October 2, 2019**  
**7:00pm → Hemlock Room**  
**Minutes**

d. School Board

- i. Next regular Public Board Meeting Tues. Oct. 8, 2019 – Ucluelet. Main topic will be to update community on the construction upgrades for Ucluelet Elementary & Ucluelet Secondary. Board will meet with the Ucluelet Council
- ii. DPAC mtg. Sept 25th - parent's major concern for effects of vaping and vaping advertising to students. I presented information on Vaping information from BC Lung Association.
- iii. Several Welcome BBQs – I attended ADSS Sept 26 & EALC Sept 25th.
- iv. Child Care Planning Project – Sept 25th – looking at possible solutions for local child care crisis – attendees offering ideas to co-design action strategies.
- v. 'Ready Set Learn' program Oct 16 & 17 on West Coast – Nov. 2nd in Port Alberni. Play-based learning activities for 0 – 6 yr. olds
- vi. ADSS Social Justice Class organized 'Information Walk' on Climate Change Sept 27th. Students rallied on their lunch hour in front of the MP's Campaign office. Board was uneasy with the idea of a strike which would have students skip classes, student safety, require informed consent from parents etc. We wanted to encourage students to take action and build awareness.
- vii. "The Path to Reconciliation: Mike Downie's Creation of the Secret Path" – Friday Oct 25th 7pm ADSS. Limited tickets available at ADSS and School Board Office. Event by donation suggested \$10.00.

e. Hupacasath First Nation – no report

f. Community at Large

- i. Oct 3, Thurs. – AV Lions Club fundraiser – presents Valdy – ADSS – 7:30 pm – Tix. \$25 at Echo & Rollin
- ii. Oct 5, Sat. – Classical Concert Series kicks off with Orontes Guitar Quartet – Arrowsmith Baptist Church
- iii. Oct 5, Sat – Breakfast with the Bulldogs at Smitty's, 10:30 am. Breakfast is held on all home game day mornings.
- iv. Oct 6, Sun. – Open House – BC SPCA on Broughton St. – 11 am – 3 pm
- v. Oct 10, Thurs. – All Candidates Meeting at the Italian Hall – 7-9 pm
- vi. Oct 16, Wed. – Working Wonders, Women in Business – Day-long conference – Chances Rim Rock – 9am – 4pm
- vii. Oct 17-19, 23, 25-27 & Nov 1-2 – Mamma Mia – Capitol Theatre
- viii. Oct 19, Sat. – Sunshine Club Tea & Bazaar – Echo Centre – 1-3 pm





**Wednesday, October 2, 2019**

**7:00pm → Hemlock Room**

**Minutes**


- ix. Oct 19, Sat – Royal Canadian Legion Fall Bazaar – Noon – 3pm – Serving light lunch
  - x. Oct 20, Sun – Film Fest presents Gordon Lightfoot: If You Could Read My Mind – 5 pm – Paramount Theatre
  - xi. Oct 20, Sun – Robertson Creek Hatchery Open House – 10 am – 3 pm – Free admission! – Central Lake Rd.
  - xii. Oct 22-24, Tues – Thurs – Blood Donor Clinic – Italian Hall
- g. Industrial Heritage Society
- i. Logging show for Swedish tour group at the Mill – used an air compressor to use the Steam Donkey
  - ii. Truck Show Weekend – lots of people, good show, weather cooperated
  - iii. Fall Fair Parade/Exhibit
  - iv. The Boilermakers have started back on re-tubing the #7
  - v. The student who damaged the equipment have completed some restorative justice projects
  - vi. Participated in McLean Mill Day and Forestry Day – a lot of community support and involvement
- h. Chamber of Commerce – no report

Wednesday, October 2, 2019

7:00pm → Hemlock Room

Minutes


i. Maritime Heritage Society




**MARITIME  
DISCOVERY  
CENTRE**  
PORT ALBERNI

**PAMHS Report to Heritage Commission**  
**October 2, 2019**

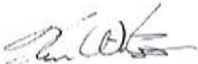
- **Language Revitalization Pole**- Work continues on the huge cedar log being carved by Tim Paul and Gordon Dick of Port Alberni in recognition of the UN 2019 International Year of Indigenous Languages. Initial plans were that the pole's final destination would be at the University of Victoria. Recent discussions indicate that it may be possible for the pole to remain in the Alberni Valley. A number of stakeholders are considering this opportunity.



- **Maritime Heritage Night Presentations**
  - **September 19<sup>th</sup>** – History of Diving presentation by Bryce Casavant was well attended with about 40 people. Thanks to Bryce and Jenn Preedy, and Edna Cox for putting this together. This presentation complemented our current exhibit titled "Knights Of The Deep, Heritage Diving On the West Coast" which will be on display until April 2020.
  - **October 24<sup>th</sup>** - Indigenous Languages Pole Presentation by Cecil Dawson and Jeff Cook. 7pm start time.
- **Facility Coordinator Position** - Our thanks and congratulations to Jenn Preedy who has been our Facility Coordinator for the past 3 years. Jen has recently been able to realize her career goal of pursuing a teaching degree at VIU. We are undertaking a job search for a new Facility Coordinator in the coming weeks. Job advertisements will appear on the PAMHS Facebook page and the Employment Canada website. If you know anyone who would be interested in this position please let them know.



Respectfully submitted:



Ken Watson – PAMHS President

j. Historical Society

- i. Corner Store evening: Oct. 17, 7pm at the Museum... what was your favourite candy store?! Come and share your memories. Free admission
- ii. Lots of research for environment studies

k. Regional District

- i. Participating in the Art of Hosting workshop this weekend
- ii. ACRD attended UBCM – didn't notice any heritage-related items on the agenda
- iii. Minister of Education meeting postponed to Oct. 22 to discuss Library funding
- iv. Lots of protestors at UBCM
- v. Working on Cannabis and zoning bylaws
- vi. Beach clean-up on Sunday at Sproat Lake



Wednesday, October 2, 2019

7:00pm → Hemlock Room

Minutes

l. Tseshaht First Nation – no report

m. McLean Mill

i. Fall Logging show on September 29:

1. 275 guests
2. Driven by MMS volunteers
3. Food donated by sponsors
4. Silent Auction
5. Old time fiddlers playing as people entered the courtyard
6. Hand rail pumper car
7. Boyko axe toss
8. Hay rides
9. Black powder group did demo's and shot a cannon
10. Kevin Hunter and Frank Holmes telling the story of McLean Sawmill and offered guided tours

7. New Business

a. Heritage Commission Mandate

i. Review of the Heritage Commission Bylaw 4959 and Council's Strategic Plan

ii. Train Station recommendation to Council

1. Action items:

- a. Gareth to confirm historic designation of train station
- b. Ken to review architect's report

8. Next Meeting

a. Wednesday, November 6 (7pm → Alberni Valley Museum)

9. Adjournment

a. Moved at 8:37pm by Pam Craig to adjourn the meeting

A handwritten signature in blue ink, reading 'G Flostrand'.

Gareth Flostrand, Chair  
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk  
City of Port Alberni





## School District 70 (Alberni)

4690 Roger Street, Port Alberni, B.C. V9Y 3Z4 Ph: (250) 723-3565 Fax (250) 723-0318

### FOR IMMEDIATE RELEASE

November 20, 2019

The Board of Education for School District 70 (Alberni) is considering a name change for the school district as well as for Ucluelet Secondary School and AW Neill Elementary School.

At a district level, Trustees understand that following amalgamation with SD79 (Ucluelet-Tofino) in 1970 the name "Alberni" has failed to capture the geographic diversity served by the district. Instead, it now seeks to find a district name that better represents our region yet retains a name recognition that will resonate locally, provincially, nationally and internationally. To this end, Trustees propose that SD70 (Alberni) become either **SD70 (Pacific Rim)** or **SD70 (Alberni-Pacific Rim)**.

At a school level, Ucluelet Secondary School serves students all along the West Coast. Currently, USS is in the early stages of seismic renovations and upgrades that will essentially result in a new secondary school, suggesting the time is right to consider a new school name that reflects its entire catchment area. Trustees propose that Ucluelet Secondary become either **Pacific Rim Secondary School** or **West Coast Secondary School**.

Finally, in the Alberni Valley, much discussion has taken place about the values and actions of A. W. Neill and whether or not AW Neill Elementary School should continue to bear this individual's name. Trustees propose that AW Neill Elementary become either **Compton Elementary School** or **Kitsuksis Elementary School**.

The names suggested above are in keeping with School District 70 Administrative Procedure 3290 which outlines the criteria and process by which schools are named and/or renamed. Generally, individual's names are avoided, with preference given to street names, geographic features, or regions associated with a catchment area.

The Board of Education will decide in the Spring of 2020 whether or not to make a name change or to retain current district and school names. In the meantime, Trustees want to hear your thoughts on the issue and have created [namechange@sd70.bc.ca](mailto:namechange@sd70.bc.ca) to receive your feedback. Let us know if you support the name change(s), which names you prefer or if you have an alternate name for consideration.

Yours truly,

Pam Craig  
Board Chair  
Board of Education for School District 70 (Alberni)

**Twyla Slonski**

---

**From:** Sharie Minions  
**Sent:** November 12, 2019 10:45 AM  
**To:** Davina Hartwell; Timothy Pley; Twyla Slonski  
**Subject:** FW: culturally based drop in center in Port Alberni  
**Attachments:** letter for support Civil forfeiture grant.docx

**RECEIVED**

NOV 12 2019

CITY OF PORT ALBERNI

on file 0400-70  
copy ~ Mayor & Council  
CAO/Clerks/PR&M/

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**From:** Amelie Duquette <Amelie.Duquette@nuuchahnulth.org>  
**Date:** Tuesday, November 12, 2019 at 8:02 AM  
**To:** Sharie Minions <sharie\_minions@portalberni.ca>  
**Subject:** culturally based drop in center in Port Alberni

action ~ Clerk's dept  
agenda Raul ~ Nov. 25th '19

Good morning Sharie Minions,

My name is Amelie Duquette I am the Youth worker at Quu'asa. Quu'asa is a program within the Nuuchahnulth tribal council. This program uses traditional, cultural and spiritual practices to support and promote mental and emotional healing for former Residential School survivors and their families. As a Youth worker my role is to provide culturally based support to individual under the age of 24 years old that are at risk or have been involved in high risk life-styles.

I am currently applying for a Civic Forfeiture Grant on "Crime Prevention." We are proposing to open a culturally based drop-in center huu%ii+ +u>mis for Youth here in Port Alberni. Please see the attach file for more information.

In the context of the Civic Forfeiture grant we need a letter of direct support that explain the role that the City of Port Alberni could potentially play or how you could directly support a culturally based drop-in center.

This is an amazing opportunity for the Youth in Port Alberni to have a culturally safe place to hang out and make connections.

If you have any questions please contact me via email. I am outside of the province at the moment but I have my work computer.

Best regards,

Chuu

Amélie Duquette  
NTC Quu'asa Youth Worker



# Nuu-chah-nulth Tribal Council

AHOUSAHT  
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P.O. BOX 1383  
PORT ALBERNI, BC  
V9Y 7M2

Tel: 250.724.5757  
Fax: 250.723.0463

November-07-19

Dear Sharie Minions,

The Nuu Chah Nulth Quu'asa program is currently applying for a Civic Forfeiture Grant on "Crime Prevention." We are proposing to open a culturally based drop-in center for Youth here in Port Alberni. As you are aware, Port Alberni is lacking safe spaces for youth, especially culturally safe space for Indigenous youth age 19 and under. Opening a drop-in center that incorporated Nuu-Chah-Nulth culture as prevention and intervention would reduce substance use among our youth and guide them on the path of wellness. We believe that the City of Port Alberni and our Quu'asa program would benefit and support the Youth by collaborating together.

It would be an honor to have our Port Alberni Mayor to provide a Letter of support for the huu%ii+ +u>mis drop-in center.

Our cultural workers, Joseph Tom and Lee Lucas gave the name huu%ii+ +u>mis which means "taking back the good things"

Best Regards,

Amelie Duquette  
Quu'asa Youth Worker  
250-724-3939



ag-into  
**RECEIVED**

NOV 20 2019



Tuesday, November 19, 2019

Mr. Bart Wojtkiewicz,  
Safety Officer,  
Technical Safety BC  
Suite 600 – 2889 East 12th Avenue  
Vancouver, BC  
V5M 4T5

via E-Mail [Bart.Wojtkiewicz@technicalsafetybc.ca](mailto:Bart.Wojtkiewicz@technicalsafetybc.ca)

Dear Mr. Wojtkiewicz:

We are writing to you today citing our concern regarding the ongoing shutdown of the Alberni Valley Multiplex.

While we appreciate, and fully respect the services offered by Technical Safety BC we are becoming increasingly worried about the impact this is having on our community. At first we considered the 'ripple effect' but now after the loss of hockey tournaments, figure skating programs, old-timers hockey, minor hockey, public skating, and of course the Alberni Valley Bulldogs we can't help but consider this to be more like a 'Tsunami effect.'

Since early November we have monitored all reports surrounding the initial leak during which time we've been fully satisfied with the actions and remedies as coordinated by the City of Port Alberni. To our understanding the City quickly identified the problem(s) and through consult with your organization, and the manufacturer, the necessary & mandated repairs were completed, and tested, resulting in what we believe should have been an approval to restart the Ice-plant.

This problem presents huge economic challenges for many in Port Alberni. Our primary user of the Multiplex – The Alberni Valley Bulldogs are in limbo and to date have lost valuable practice time, and several games have now been postponed, or relocated to other communities. The long planned Parents Weekend was lost to this issue and while on the surface that may seem minor to some, it was anything but. A major tournament was canceled and others are following suit. Each of those brings people to our community resulting in off-season revenues for our Businesses community – the very organizations that donate generously to the ice-user groups, such as those listed above (Minor Hockey, Figure Skating, Old-Timer's Hockey, Men's / Women's leagues, Winter Wonderland, & the AV Bulldogs).

The users of the Multiplex are now scrambling to provide the expected services with

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Alberni Valley Chamber of Commerce 2533 Port Alberni Highway, Port Alberni, BC V9Y 8P2  
[www.albernichamber.ca](http://www.albernichamber.ca) p 250.724.6535 f 250.724.6560 e [office@albernichamber.ca](mailto:office@albernichamber.ca)

**ENTERED**

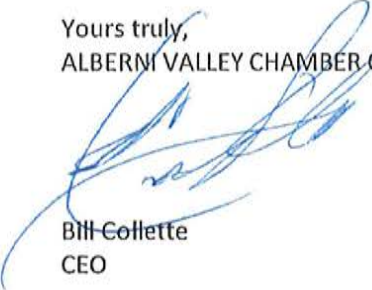
some taking their programs to other communities and by default relocating their spending habits away from Port Alberni, away from the very organizations that sponsor them. In other cases the users are simply out of luck.

Businesses directly affected include our Hotels, Motels, B&B's, Restaurants, Coffee Shops, and many Retailers. In one case a hotel employee is quoted as saying *"We went from full capacity during the long-weekend to pick a room."* Thousands in revenues lost – One business, One day.

With respect, we are requesting that Technical Safety BC grant the required operating permit for the ice-plant *unless* there is clear evidence that the system will fail again. By no means are we suggesting a risk to public safety but we do encourage a committed effort to both operate the Multiplex while working with all stakeholders to ensure that the system is indeed safe to operate for years to come.

Finally, on behalf of the local business community we ask that you provide us with updates on this matter until such time as it's permanently resolved.

Yours truly,  
ALBERNI VALLEY CHAMBER OF COMMERCE



Bill Collette  
CEO

[bill@albernichamber.ca](mailto:bill@albernichamber.ca)

Cc: Paige Hill – Technical Safety BC - [Paige.Hill@technicalsafetybc.ca](mailto:Paige.Hill@technicalsafetybc.ca)  
Phil Gothe – Technical Safety BC - [Phil.Gothe@technicalsafetybc.ca](mailto:Phil.Gothe@technicalsafetybc.ca)  
Sharie Minions – Mayor of Port Alberni  
Hon. Scott Fraser – MLA – Mid-Island Pacific Rim

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Alberni Valley Chamber of Commerce 2533 Port Alberni Highway, Port Alberni, BC V9Y 8P2  
[www.albernichamber.ca](http://www.albernichamber.ca) p 250.724.6535 f 250.724.6560 e [office@albernichamber.ca](mailto:office@albernichamber.ca)



## Ron Corbeil: Report to City Council November 25, 2019

On behalf of the Port Alberni City Council I attended:

1. November 7, 2019, I attended the Air Quality Council meeting. Some of the discussion was regarding the wood stove bylaw and the need to ensure wood stoves are up to code upon sales. Wood stove exchange program over the past 10 years is approximately 500 wood stoves. We discussed the possibility of using inexpensive air monitors to identify air quality. Purple Air monitors are approximately \$250. [betterhomesBC.ca](http://betterhomesBC.ca) is a website that helps find rebates for home improvement for energy efficiencies.
2. November 8, 2019 I attended the celebration of former Port Alberni Mayor and MLA Gillian Trumper's life.
3. November 12, 2019, I attended the School District 70 Trustees meeting. Some things discussed was the increase in graduation rates. The great Remembrance ceremonies across the district. There was a delegation that had concerns for the prevalence funding model. The school district will have a web site that people can provide feedback into potential name changes for the school district, Ucluelet Secondary and A.W. Neill schools. The web site is: [namechange@sd70.bc.ca](mailto:namechange@sd70.bc.ca).
4. November 18, 2019 along with the rest of Council we attended a Committee of the Whole (COW) meeting with Cynthia Wright from BC Assessment. Cynthia presented to the Council the basics about BC Assessment and how assessments are determined in BC and the City.

## **Councillor Report**

For November 25, 2019

### **Councillor Debbie Haggard**

**November 8, 2019** – I attended the celebration of life for the late Gillian Trumper. It was a lovely tribute to a great lady! She will be missed.

**November 11, 2019** – Councillor Poon and I laid the wreath at the Remembrance Day ceremonies on behalf of the City of Port Alberni. The event was very well attended. Of special note was the number of young people attending the ceremony.

**November 16, 2019** – I volunteered the afternoon to work in the kitchen at the Cherry Creek Hall Christmas in the Country craft fair. I am always amazed at the number and caliber of talented craft persons in our community.

**November 18, 2019** – There was a Committee of the Whole meeting which included a presentation from BC Assessment. The presentation included how property taxes are calculated. The presentation also included examples of recently sold houses in Port Alberni, showing price points, age and condition of the houses.

**November 19, 2019** – I met with a local business person and discussed the attraction of tech industry to Port Alberni. Currently, the greatest obstacle is the lack of available skilled labour.

## Councillor Poon

7th-8th November 2019 - I attended the BCMCLC Climate Leadership Institute workshop. One of the key takeaways perhaps is that "[climate change] is happening a lot faster than you think." One of the workshops that I found particularly useful was placing yourself in the shoes of an average character in the community and devising accessible climate action solutions for them. We also heard how the City of Surrey is using anerobic processes to turn their organic waste into biofuel to power their waste management trucks. We heard about the Step Code and its focus on energy efficiency. Perhaps most refreshing though was hearing from a number of youth activists who urged elected officials to find more ways to engage youth in the climate action discussion.

11th November 2019 - Attended ceremonies at Glenwood, Greenwood Cemetery and the Legion to mark Remembrance Day. Councillor Haggard and I laid a wreath on behalf of Mayor and Council at Glenwood. Mayor Minions and I also laid a wreath at Greenwood Cemetery. Mayor Minions and I later attended the Legion where we met with veterans and thanked them for their service.

18th November 2019 - Attended Committee of the Whole meeting to hear a presentation from Cynthia Wright of BC Assessment on the valuation and appeals process.

Councillor Report  
25 November 2019

Mainroad Mid Island Contracting  
Winter Agencies Meeting  
RCMP, Cherry Creek Fire Department, some directors from the ACRD, Ambulance, some of the attendees discussing

ACRD Board Meeting  
Election - Chair John Jack  
Vice-Chair - Mayor Josie Osborne

Presentation: TimberWest

ACRD adopted the BC Transit cash fare recommendation of \$2.00 per ride; effective April 1, 2020  
Age - Friendly Community 2019 Plan to be completed April 2020. Focusing on 55 plus mail out.  
City is doing a study and ACRD plan.  
Set priorities - zoning, housing, aging in place, healthy built environment  
AV agricultural plan 2011, Parts promoting access and emergency plan

Emergency Room - Cost has been escalating. So they have to defer some projects which does not sit well this this board. So there is a meeting coming up in the next week and Chair of the Hospital Board - Director Osborne will have a discussion with them regarding postponement.

Reconcilliation Circle at the Friendship Centre  
Everyone sat at a table with a group - 6 to 7 people. Same set of questions asked at each table. We all discussed them and gave our answers. Than we shared with all.

What is Reconcilliation: acknowledgment and moving forward  
(Pot Latch, History, Language, Cultural, respect your and others, being at the table and working together and so much more)  
What Changes within the educational system to support reconciliation: communication, hands on, teachers reading to kids and than let them read; everything we do do and the history.  
Example: What is a friendship Center? Sharing values, etc..at home, the community, listening to one another. Teach our perspective in school. Teaching at mealtime and story time. Exposing people to art, teaching multiculturalism. Invite all to cultural events. Sharing circles. Still bullying, fascism, violence and teachers should stop it. Children need to hear the truth to heal. Everyone needs to heal.  
So much more happened during the circle. I really enjoyed being part of the reconciliation circle and would like to thank the Friendship Centre for the invite. Klecko, Klecko

Committee of the Whole Meeting  
Presentation from the Assessment Office

Respectfully Submitted

Cindy N. Solda

## Councillors Report- Dan Washington

Nov.06-Alberni Valley Museum and Heritage Commission: Heritage Awards will not be presented this year due to lack of capacity of the museum to present and prepare. Heritage Commission will hold their regular meeting in December. A full report will be presented at the next regular meeting of Council.

Nov.08- Celebration of Life for Gillian Trumper: I was honoured to speak and share stories of then Mayor Trumper's last council before becoming our MLA. Gillian was one of those people that walk so softly into your heart, you don't even realize that they're there, until they have to walk out.

## Nov.12- Regular Council Meetings

Nov.16- Uptown Merchants Christmas Gathering: Held at the Brie and Barrel. Met with the merchants and happy to report the energy of this group to make Uptown a destination. Thanks to Mayor Minions for speaking on behalf of Council.

Nov.18- Committee of the Whole: Cynthia Wright, Deputy Assessor, Vancouver Island Region was in attendance to discuss B.C. Assessment's role in the community.

Nov.19- Alberni District Fall Fair Annual General Meeting: Congratulations to the new executives. Chairman Scott Green, Vice Chair Carol Brown, Directors, Dave Best, Mike Foster, Keith Gagnon, Dan Hamelin, Darin Kozlowski, Gary Ruissen, and Kryssie Thomson. 2020 marks 75 years of Fall Fair in the Alberni Valley!