

**CITY OF PORT ALBERNI - MEETING SCHEDULE
TUESDAY, OCTOBER 10, 2017**

7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING
---------	--	--------------

DATES TO NOTE

Thurs. Oct 12 4:30 pm	Seniors' Advisory Committee <i>@ Council Chambers</i>	OPEN MEETING
Mon. Oct. 16 4:00 pm	Committee of the Whole Council Meeting <i>@ Council Chambers</i>	OPEN MEETING
Wed. Oct 18 10:00 am	Advisory Traffic Committee <i>@ Committee Room</i>	OPEN MEETING
Thurs. Oct 19 12:00 pm	Advisory Planning Commission <i>@ Committee Room</i>	OPEN MEETING
Mon. Oct. 23 7:00 pm	Regular Council Meeting <i>@ Council Chambers</i>	OPEN MEETING

A G E N D A

REGULAR MEETING OF COUNCIL

**TUESDAY, OCTOBER 10, 2017 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

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

PRESENT:

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

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

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

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

B. ADOPTION OF MINUTES - Page 10

1. Special Meeting held at 4:00 pm and Regular Council Meeting held at 7:00 pm on September 18, 2017.

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. Ray Letourneau

In attendance to present his plans as the new owner of the Arrowview Hotel.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

F. STAFF REPORTS

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

1. Accounts

That the certification of the Director of Finance dated October 10, 2017 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$_____, be approved.

2. City Clerk – ‘Argyle Stevenson’ Boundary Extension - Page 18

Report dated September 28, 2017 advising of the next steps in the ‘Argyle Stevenson’ boundary extension process and requesting Council’s approval to proceed with an Alternative Approval Process (AAP).

That the report from the City Clerk dated September 28, 2017 be received, and Council for the City of Port Alberni direct staff to proceed with the Alternative Approval Process (AAP) to obtain the approval of the electors to include Lots 5 & 6, Block 16, District Lot 132, ACRD within the city’s boundaries with a deadline for receipt of Elector Response Forms indicating opposition to the proposed boundary extension of 4:30 pm on Monday, November 27th, 2017.

3. City Clerk – Request for Boundary Extension – Johnston Road - Page 22

Report dated October 4, 2017 from the City Clerk regarding a request from the owner of 3376 and 3386 Johnston Road to include the properties within the City’s boundaries for development purposes.

That the report dated October 4, 2017 from the City Clerk be received and that Council for the City of Port Alberni proceed with a proposal to include Lot A, (DD EP41630) District Lot 152, Alberni District Plan 7451 Except Part in Plan VIP52692 (3376 Johnston Road) and Lot A, District Lot 152, Alberni District, Plan VIP57061 (3386 Johnston Road) within the City's boundaries;

And That Council for the City of Port Alberni authorize staff to develop, sign and submit the proposal to the Provincial Government.

4. McLean Mill Society – Monthly Report - Page 25

Report dated October 3, 2017 from the Executive Director of the McLean Mill Society providing an overview of current initiatives as well as financial statements to August 31, 2017.

That the monthly report and financial statements from the Executive Director of the McLean Mill Society, be received.

5. Current Status Report - Page 30

That the Current Status Report be received.

6. Managers' Monthly Reports

Providing information about current departmental operations.

Planning and Building Department - Page 36

That the monthly report from the Director of Development Services 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.

1. Director of Development Services – Advisory Planning Commission - Page 37

The summary report of the September 21, 2017 meeting of the Advisory Planning Commission is provided for Council's consideration of the following application:

**Development Application – Proposed Zoning Bylaw Amendment –
2549 – 16th Avenue**

Amended Lot 5 (DD 338856I), Block 4, District Lot 113, Alberni District, Plan
VIP5688 (PID: 003-667-375)

Applicant: J. and T. Bradbury

*That the summary report of the September 21, 2017 meeting of the
Advisory Planning Commission, be received and all recommendations
accepted.*

**Zoning Bylaw Amendment No. 26 (2549 – 16th Avenue – Bradbury), Bylaw
No. 4950 - Page 47**

*That “Zoning Bylaw Amendment No. 26 (2549 – 16th Avenue - Bradbury),
Bylaw No. 4950”, be now introduced and read a first time.*

*That “Zoning Bylaw Amendment No. 26 (2549 – 16th Avenue - Bradbury),
Bylaw No. 4950”, be read a second time.*

Setting Public Hearing for Bylaw Number 4950

*That Zoning Bylaw Amendment No. 26 (2549 – 16th Avenue - Bradbury),
Bylaw No. 4950 be advanced to a Public Hearing on November 14, 2017
at 6:15 pm in the City Hall Council Chambers.*

**2. Director of Development Services - Development Cost Charges Reduction
Bylaw, Bylaw No. 4947 - Page 49**

Report from the Director of Development Services dated October 3, 2017
requesting consideration of a Development Cost Charges Reduction Bylaw.

*That the report from the Director of Development Services dated October
3, 2017 be received.*

*That “Development Cost Charges Reduction Bylaw, Bylaw No. 4947”, be
now introduced and read a first time.*

*That “Development Cost Charges Reduction Bylaw, Bylaw No. 4947”, be
read a second time.*

*That “Development Cost Charges Reduction Bylaw, Bylaw No. 4947”, be
read a third time.*

3. “Five Year Financial Plan 2017-2021, Amendment No. 2, Bylaw No. 4949”

That "Five Year Financial Plan Bylaw 2017 – 2021 Amendment No. 2, Bylaw No. 4949", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4949.

*** Recess ***

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. Grandview Road Walkway - Page 53

- **Sylvia Irg**
Letter dated September 17, 2017 requesting the construction of a walking path along Grandview Road from Otter Place down to Compton Road.
- **Todd Patton**
Email dated September 23, 2017 advising of the dangers of walking on Grandview Road.
- **Danielle Eely**
Email dated September 19, 2017 requesting the construction of a walking path along Grandview Road from Otter Place down to Compton Road.

That the letter dated September 17, 2017 from Sylvia Irg, email dated September 23, 2017 from Todd Patton and email dated September 19, 2017 from Danielle Eely requesting the construction of a walking path along Grandview Road from Otter Place to Compton Road, be received and forwarded to the 2018 – 2022 Five Year Financial Plan budget process for consideration.

2. Roland Smith - Page 57

Letter dated October 3, 2017 requesting clarification of the ownership of the Alberni Pacific Railway.

That the letter dated October 3, 2017 requesting clarification of the ownership of the Alberni Pacific Railway, be received and referred to the Chief Administrative Officer for response.

3. Dr. Paul Hasselback, Medical Health Officer, Island Health - Page 65

Letter dated September 25, 2017 providing recommendations for local governments to improve air quality in their region.

That the letter dated September 25, 2017 suggesting ways for local governments to improve air quality in their region be received, referred to the Air Quality Council for information, and staff directed to respond to Dr. Hasselback confirming initiatives adopted by Council.

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. RCMP – Municipal Policing Agreement - Page 67

Letter dated September 15, 2017 providing expenditures to August 31, 2017.

2. Gary Lajeunesse - Page 72

Emails dated September 15th and 18th, 2017 expressing concern regarding air quality in the Alberni Valley.

3. Bread of Life - Page 74

Advising of their Annual Harvest Dinner and Silent Auction on Saturday, November 18, 2017, tickets are \$25.00 each.

4. Office of Seniors Advocate - Page 75

Providing a copy of the Office of the Seniors Advocate Residential Care Survey Provincial Results.

<https://www.seniorsadvocatebc.ca/app/uploads/sites/4/2017/09/Provincial-Results-Final-HQ.pdf>

5. Vancouver Island Regional Library - Page 87

Letter dated September 19, 2017 providing their 2018-2022 Financial Plan (*Financial Plan in the "Reading File"*), noting an average increase of 3.98% or a per capita increase of \$1.19.

6. Alberni Valley Museum & Heritage Commission - Page 90

Minutes from December 7, 2016, January 4, February 1, April 5, May 3 and June 7, 2017 meetings.

7. Food Security and Climate Disruption Committee - Page 116

The minutes of the August 3 and September 7, 2017 meetings.

8. Seniors Advisory Committee - Page 120

The minutes of the February 9, April 13 and August 10, 2017 meetings.

9. Union of British Columbia Municipalities Convention

Councillor Alemany's report regarding attendance at the UBCM Convention.
<http://www.chrisalemany.ca/archives/2017/09/24/ubcm-2017-so-many-meeting-with-ministers-and-staff-stay-tuned-all-week/>

10. Honourable Katrine Conroy, Minister of Children and Family Development - Page 123

Email dated October 4, 2017 recognizing October as Foster Family Month and encouraging local governments to recognize and celebrate Foster Family Month wherever possible.

11. BC Ministry of Environment and Climate Change Strategy - Page 124

Email dated October 4, 2017 providing a copy of the 2014-2016 Georgia Strait Air Zone Report noting the Ministry will continue to work with the City to address local air quality issues.

That Informational Correspondence items numbered 1 through 11 be received and filed.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Mayor's Report

That the Mayor's verbal report be received.

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

That the Regional District verbal report be received.

3. Councillors' Reports

That the Councillors' verbal reports be received.

M. NEW BUSINESS

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

1. Letter of Support

That Council for the City of Port Alberni provide a letter supporting the City of Langford's bid to host Amazon's second headquarters.

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
MONDAY, SEPTEMBER 18, 2017 AT 4:00 PM
IN THE CITY HALL COMMITTEE ROOM**

PRESENT: Mayor Ruttan, Councillors, McLeman, Paulson, Sauvé and Washington

LATE: Councillor Minions (4:29 p.m.)
Councillor Alemany (5:30 p.m.)

STAFF: Tim Pley, CAO
Scott Smith, Director of Development Services
Davina Hartwell, City Clerk

It was moved and seconded:

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

Section 90(1)(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;

CARRIED

The meeting adjourned at 6:40 p.m.

CERTIFIED CORRECT

Mayor Mike Ruttan



Davina Hartwell, City Clerk

**MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD MONDAY, SEPTEMBER 18, 2017 AT 7:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

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

A. APPROVAL OF AGENDA

It was moved and seconded:

That the agenda be approved as circulated.

CARRIED

B. ADOPTION OF MINUTES

It was moved and seconded:

That the minutes of the Special Meeting held at 6:00 pm and Regular Council Meeting held at 7:00 pm on September 5, 2017, be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

1. Cycle Alberni

John Mayba and Sarah Thomas attended to provide a review of the "Active Transportation Plan" and their recommendations. They also invited the community to a bike jamboree at Blair Park on September 24, 2017 from 12 – 3 pm.

2. Twinning Society

Sherri McKinnon and Laurie Morphet were in attendance to present information on Port Alberni's Sister City Society and present gifts from their recent adult trip to Abashiri. Interested community members are invited to their AGM on September 28, 2017, 7:00 pm, at the Alberni Elementary School Library. They are also seeking teacher leaders and students to travel to Abashiri in 2018/2019.

3. Alberni Valley Gaming Association

Joan Hall, Board Chair was in attendance to provide information regarding the 10th Anniversary of Chances RimRock Gaming Centre and its impacts on the community noting that the City has received almost \$4 million as the host municipality which has helped fund the Community Investment Program, McLean Mill, Economic Development and promotion of Tourism.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

It was moved and seconded:

That the certification of the Director of Finance dated September 18, 2017 be received and the cheques numbered 139676 to 139761 inclusive, in payment of accounts totalling \$584,527.17, be approved.

CARRIED

2. City Clerk – Curling Club Grant Funding Application

It was moved and seconded:

That the report from the City Clerk dated September 14, 2017 2017 be received, and Council for the City of Port Alberni authorize staff to provide a letter of agreement to the Alberni Valley Curling Club acknowledging that notwithstanding the terms of the lease agreement, the City of Port Alberni does not intend to exercise its option to acquire any ownership of the ice plant machinery including any upgrades or replacement of such machinery that may be undertaken.

CARRIED

3. Current Status Report

It was moved and seconded:

That the Current Status Report be received.

CARRIED

4. **Managers' Monthly Reports**

Parks, Recreation & Heritage Department

It was moved and seconded:

That the monthly report from Parks, Recreation and Heritage providing information about current departmental operations, be received.

CARRIED

G. **BYLAWS**

1. **Director of Finance – “Five Year Financial Plan 2017-2021, Amendment No. 2, Bylaw No. 4949”**

It was moved and seconded:

That the report from the Director of Finance dated September 6, 2017, be received.

CARRIED

It was moved and seconded:

That “Five Year Financial Plan 2017-2021 Amendment No. 2, Bylaw No. 4949, be now introduced and read a first time.

CARRIED

It was moved and seconded:

That “Five Year Financial Plan 2017-2021 Amendment No. 2, Bylaw No. 4949, be read a second time.

CARRIED

It was moved and seconded:

That “Five Year Financial Plan 2017-2021 Amendment No. 2, Bylaw No. 4949, be read a third time.

CARRIED

H. CORRESPONDENCE FOR ACTION

1. Hupacasath First Nation - Clutesi Haven Marina

It was moved and seconded:

That the letter dated August 29, 2017 confirming their withdrawal from the Clutesi Haven Marina RFP process, be received.

CARRIED

I. PROCLAMATIONS

1. Recycling Council of British Columbia

It was moved and seconded:

That the email dated September 6, 2017 from the Recycling Council of British Columbia requesting that October 16 to 22, 2017 be proclaimed as "Waste Reduction Week" in Port Alberni, be received and the week proclaimed as requested.

CARRIED

2. Canadian Institute of Public Health Inspectors

It was moved and seconded:

That the email dated September 8, 2017 from the Canadian Institute of Public Health Inspectors requesting that September 25 to 29, 2017 be proclaimed as "Environmental Public Health Week" in Port Alberni, be received and the week proclaimed as requested.

CARRIED

3. The Council of Senior Citizens' Organizations of BC

It was moved and seconded:

That the letter dated September 4, 2017 from The Council of Senior Citizens' Organizations of BC requesting that October 1st, 2017 be proclaimed as "International Day of Older Persons 2017" in Port Alberni, be received and the day proclaimed as requested.

CARRIED

J. INFORMATIONAL CORRESPONDENCE

- 1. Port Alberni Association for Community Living**
Invitation to the 60th Anniversary Gala on September 30, 2017, 5:00 pm, Echo Centre.
- 2. Ministry of Municipal Affairs and Housing - Green Communities Committee**
Letter dated September 1, 2017 acknowledging the City of Port Alberni in achieving climate action goals by reducing greenhouse gas emissions in 2016. The City has been awarded Level 3 recognition – ‘Accelerating Progress on Charter Commitments’.
- 3. BC Municipal Climate Leadership Council**
Letter dated September 6, 2017 inviting Mayor and Council to the Climate Leadership Institute Conference on November 1 – 3, 2017 in Richmond, BC. (Early registration fee is \$245.00)
- 4. City of Port Alberni**
Letter dated August 15, 2017 to the Alberni-Clayoquot Regional District requesting that the ACRD take a leadership role in the exploration of a new aquatic center and provision of aquatic services in our region. (letter referred to Alberni Valley Committee meeting Sept. 19th)
- 5. Selina Robinson – Minister of Municipal Affairs**
Email dated September 14, 2017 introducing herself as the new Minister and looking to connect prior to or during the upcoming UBCM Conference.

It was moved and seconded:

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

CARRIED

K. REPORT FROM IN-CAMERA

1. Reconciliation Committee

The Mayor announced that following Council's review of the many applications received, Sheena Falconer, Ian Benoit and Wally Samuel have been appointed to the Reconciliation Committee. Hupacasath and Tseshah First Nations representatives will be confirmed shortly and the first meeting will be scheduled for October. The Mayor thanked all the applicants for their interest.

It was moved and seconded:

That Council for the City of Port Alberni appoint Councillor Minions as a member of the Reconciliation Committee.

CARRIED

L. COUNCIL REPORTS

1. Mayor's Report

It was moved and seconded:

That the Mayor's verbal report be received.

CARRIED

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

It was moved and seconded:

That the Regional District verbal report be received.

CARRIED

3. Councillors' Reports

It was moved and seconded:

That the Councillors' verbal reports be received

CARRIED

M. NEW BUSINESS

1. Request for support at UBCM

It was moved and seconded:

That Council for the City of Port Alberni request the UBCM membership to continue to support a revised Open Burning Smoke Control Regulation.

CARRIED

N. QUESTION PERIOD

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

O. ADJOURNMENT

It was moved and seconded:

That the meeting adjourn at 8:29 pm.

CARRIED

CERTIFIED CORRECT

Mayor



Clerk

J:\Clerks\Council\RegularCouncilMeetings\Minutes\Sept18_lk.doc




CITY OF PORT ALBERNI

CLERK'S DEPARTMENT REPORT TO COUNCIL

TO: Tim Pley, CAO
FROM: Davina Hartwell, City Clerk
COPIES TO: Mayor & Council
DATE: September 28, 2017

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


Tim Pley, CAO

SUBJECT: 'Argyle Stevenson' Boundary Extension

Issue:

To advise of the next steps in the 'Argyle Stevenson' boundary extension process and obtain Council's approval to proceed with an Alternative Approval Process (AAP).

Background:

The province has reviewed the initial application for the 'Argyle Stevenson' boundary extension which would include Lots 5&6, Block 16, District Lot 132, ACRD within the City's boundaries and advised that we may now proceed to the next step which is to obtain the approval of the electors.

Section 86 of the Community Charter enables local governments to obtain the approval of the electors through an AAP. In accordance with section 86, electoral approval is deemed to have been obtained on a matter unless at least ten percent of the eligible electors indicate that they are opposed. If more than ten percent indicate they are opposed, then a referendum on the matter would need to be held before Council could proceed with an application.

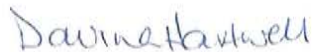
Staff recommends that the City proceed with an AAP with statutory notices provided in the Alberni Valley News on October 18th and 25th, 2017 as well as in the BC Gazette. The deadline for Electors opposed to the proposed boundary extension is 30 days following the last publication in a newspaper therefore will be November 27, 2017. Electors can indicate their opposition by completing and returning the Elector Response Form (copy attached) which will be provided.

For the purposes of the AAP, the number of eligible electors is estimated to be 12,594, meaning that at least 1,259 forms would need to be submitted in order to trigger a referendum on the matter or for Council not to proceed with submission of the application to the province.

Recommendation:

That the report from the City Clerk dated September 28, 2017 be received, and Council for the City of Port Alberni direct staff to proceed with the Alternative Approval Process (AAP) to obtain the approval of the electors to include Lots 5&6, Block 16, District Lot 132, ACRD within the City's boundaries with a deadline for receipt of Elector Response Forms indicating opposition to the proposed boundary extension of 4:30 p.m. on Monday, November 27th, 2017.

Respectfully,



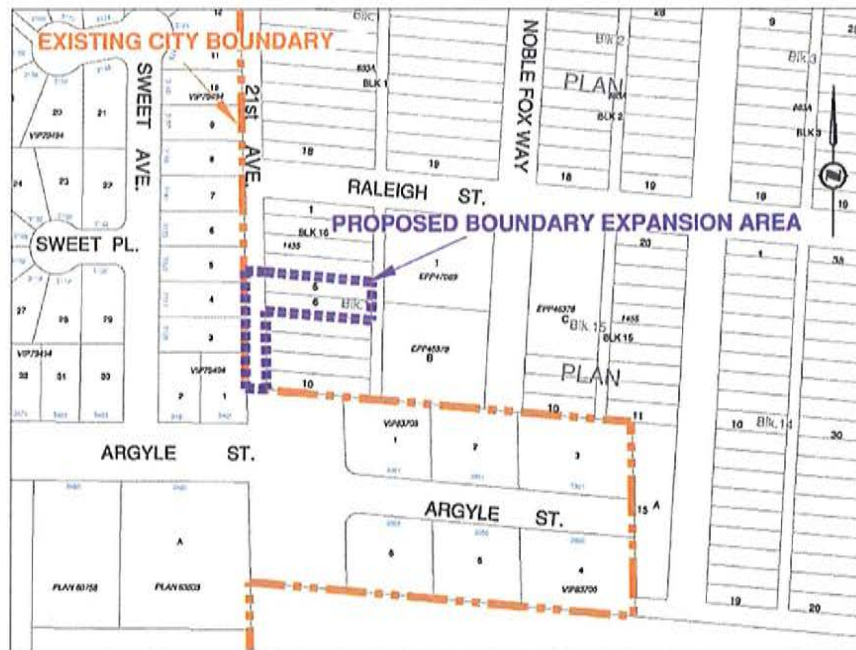
Davina Hartwell
City Clerk

J:\Clerks\Elections, Referendum\Alternate Approval Process\Argyle Stevenson 2017\Council Resolution_direction to proceed with AAP.doc



ELECTOR RESPONSE FORM ALTERNATIVE APPROVAL PROCESS PROPOSED BOUNDARY EXTENSION

The City of Port Alberni intends to petition the Minister of Municipal Affairs and Housing requesting an extension of the area of the municipality to include the lands outlined below and legally described as Lots 5 & 6, Block 16, District Lot 132, ACRD:



If you are an eligible elector in the City of Port Alberni and are opposed to the boundary extension, you may indicate your opposition by signing and returning this *Elector Response Form* to City Hall by **4:30 p.m. on Monday, November 27, 2017**.

I acknowledge that I am eligible to submit this *Elector Response Form*. I hereby certify that:

1. I am a Canadian citizen;
2. I am 18 years of age or older;
3. I have lived in British Columbia for at least the last six months;
4. I have been a resident of the City of Port Alberni for at least the past 30 days;
5. In the case of a Non-Resident Property Elector:
 - a) I am not entitled to vote as a Resident Elector in the City of Port Alberni for the purpose of this matter;
 - b) I have been a registered owner of real property in the City of Port Alberni for at least the past 30 days;

- c) I acknowledge that I may sign this *Elector Response Form* on behalf of only one property that I own in the City of Port Alberni;
 - d) If there is more than one individual who is the registered owner of the property, only one of these individuals may sign this *Elector Response Form* in relation to the property, assuming the Non-Resident Property Elector has the written consent of the number of individuals who, together with the person signing this *Elector Response Form*, constitutes a majority of the registered owners; and
6. I am not disqualified from voting under the *Local Government Act* or any other enactment or otherwise disqualified by law from voting.

I understand and acknowledge that I may not sign this Elector Response Form more than once in relation to this alternative approval process.

FULL NAME OF ELECTOR:	FULL RESIDENTIAL ADDRESS OF ELECTOR:
SIGNATURE OF ELECTOR:	ADDRESS OF PROPERTY (If Non-Resident Property Elector):

This *Form* may be mailed, faxed, emailed or submitted in person to:

Davina Hartwell, City Clerk
City of Port Alberni
4850 Argyle Street, Port Alberni, BC V9Y 1V8

Fax (250) 723-1003; email davina_hartwell@portalberni.ca
before 4:30 p.m. on **Monday, November 27, 2017**

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

TO: Tim Pley, CAO

COPY TO: Mayor and Council
Scott Smith, Director of Development
Services

FROM: Davina Hartwell, City Clerk

DATE: October 4, 2017

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


Tim Pley, CAO

SUBJECT: Request for Boundary Extension – Johnston Road

ISSUE:

Council resolution required to proceed with an application to extend the City's boundaries to include the properties at 3376 and 3386 Johnston Road.

BACKGROUND:

The City has received a request from the owner of 3376 and 3386 Johnston Road to include the properties within the City's boundaries for development purposes. These properties are contiguous to the City and a boundary extension proposal is likely to be straightforward as no other property owners/residents will be impacted.

BOUNDARY EXTENSION PROCESS:

The Ministry of Municipal Affairs and Housing prescribes the process to be followed when developing municipal boundary extensions. The municipality is responsible for taking the lead in developing proposals and submitting full documentation to the Ministry.

The Municipality is responsible for:

- Developing a proposal that meets provincial policy and legislative requirements;
- Communicating and providing information to the electors of the municipality;
- Communicating with, and providing information to property owners and residents of the area proposed for inclusion within the municipality;
- Submitting a complete proposal for a municipal boundary extension;
- Confirming the consent or opposition of those living in the proposed boundary extension area;
- Consulting with neighbouring municipalities and other agencies to determine their views, and addressing issues raised that are within the jurisdiction of the municipality;
- Meeting the legislative requirements for obtaining elector approval; and,

- Implementing the boundary extension in cooperation with the regional district and other jurisdictions, if the proposal is approved.

RECOMMENDATION:

That the report dated October 4, 2017 from the City Clerk be received and that Council for the City of Port Alberni proceed with a proposal to include Lot A, (DD EP41630) District Lot 152, Alberni District Plan 7451 Except Part in Plan VIP52692 (3376 Johnston Road) and Lot A, District Lot 152, Alberni District, Plan VIP57061 (3386 Johnston Road) within the City's boundaries;

And That Council for the City of Port Alberni authorize staff to develop, sign and submit the proposal to the Provincial Government.

Any further direction from Council to be provided.

Respectfully submitted

Davina Hartwell

Davina Hartwell, City Clerk

J:\Clerks\Boundary Extensions\Boundary Extensions 2017\North End A Johnston\Council_initial resolution to proceed_Oct4.doc

McLean Mill Historic Park & Properties

Executive Director's Report to City Council

DATE: October 3rd, 2017

It is with pleasure that I bring this month's report to council and the people of Port Alberni. Beginning June 9th 2017 despite a myriad of unforeseen (to our society) roadblocks concerning infrastructure in the areas of rail maintenance - we opened up the 2017 Season at McLean Mill Historic Park. I have been asked, why change the name as previously the location at 5633 Smith Rd has been registered as McLean Mill National Historic Site. Great question, and one that leads us to the development plans and overall vision for the property. Let's address the name first off. After the first 6 months of auditing all systems needed in order to run the Port Alberni tourist attraction in a financially sustainable and safe way - it was recommended by me to my board that we start separating out the assets contained within the whole structure of McLean Mill's 32-acre site along with the 6 miles (10 kms) of track that we use, our 3 locomotives and the second heritage site, the E&N Railway Station. Each of these things lay the foundation to build a spectacular and I hope with in our 5 year plan a world renown, remarkable experience. One that we as a community can both get behind and be incredibly proud to call our own.

We realized over this past year that the National Historic Site is at the core of our experience but in the same breath only part of the over all involvement for our guests and friends. We started to look at the demographics of people that regularly use the park, and who if provided the opportunity to see the value in visiting us, would. We asked good questions all the way along this process, inviting public input. We decided to take the opportunity to rip down the growth barriers and recognise that we have so much to offer right across the board and want to make better use of space in all areas. SO McLean Mill Historic Park was born.

Here is where we are today. It's the beginning of October, we have just held the first of 4 major fall events. Last weekends Harvest at McLean Mill will be the first of what I hope to make a yearly tradition. We hosted the Antique Tractor Club, had onsite Threshing demonstrations, our friends that take care of the City's collection of trucks out of the Industrial Heritage Centre created a fantastic display of old equipment and populated the Old Town Area - (The area of the Mill site that encompasses the National Historic Site, The Steam Saw Mill, The Pond, The Logging Show, the replica water tower and stage, & now our camp ground and the multi use area rebranded Shady Acres.) We teamed up with the Gleaning Club to host a Community Square-dance, and Our friends from the IHC helped us to create a rich and educational weekend for our guests. IN the Mill Village, *which is how we describe the newer area of the site - the general store, the steam pot café and the visitors center*, we worked with our Head Chef, Katie Stanford and our hospitality team to create a unique fall menu. For the weekend Chef Katie prepared slow Roasted Pork Shoulder on daily fresh made ciabatta buns, a vegetarian lasagna with hand rolled pasta created in out own kitchen, a beautiful apple crisp and of course for those with allergies as vegan /GF hearty home made soup. It was wildly successful, our café had the best day for revenue of the season. Nothing like going out with a bang.

Over this past season we have had many successes. We hosted 3 beautiful weddings, 2 family reunions, 3 corporate events, and a high school reunion. We had the opportunity to work with the community in putting on National Forestry Weeks day out with the Grade 5 students, we hosted school field trips, tour groups from Nanaimo, Victoria, Vancouver, and Seattle. We had the great fortune to host the Heritage

Fair, an Our Town, The Scouts Campout, and The Last Splash a community event for families which included a demonstration from Dr. Slime. We partnered up with Five Acre Productions to host the three-day music and art festival – The Shaker. This helped us learn of our potential to safely host groups as a venue for large scale 1500 – 10000 person events. Right here in our valley. I could not be more pleased with the data coming from all of these community events.

We took the opportunity to produce a free concert series all summer long, every Sunday called Music in the Park. In this setting we hosted musicians from all over British Columbia to play an outdoor concert FREE for our guests. By August I am pleased to report our concerts we being attended by regulars, week after week we had people coming out to enjoy a show under the McLean Mill Maple (thank you Lance LaPointe for making up a song for us about this!) which is located on our brand new three tier deck.

One of our greatest and most controversial components to the property – and one now I will take a moment to rave on – The Steam Pot Café. We didn't change the name, however everything else has been made new. Mid June of this season, days before we were due to host our very first catered event, we tentatively opened our café space. We knew that our guests wanted food services while visiting us. I know from my time auditing travel destination experiences around the world that culinary arts, is not just nomenclature – *food is art* and todays travelers really do appreciate excellence when it comes in a sustainable way. We decided right from the beginning we wanted to be a 100 mile kitchen, using as many locally produced products as we could. We literally created a farm to table experience each day, creating seasonal menus that change weekly dependant on what is in season and available. Each week our chef makes her rounds to the community farms purchasing local produce and products. This is something we are proud of, not only are we serving the highest standard of culinary greatness but we are supporting our local farmers. This is really important to all of us.

Going forward through fall you can expect a lunch opening, the opportunity to cater lunch for your office, and a bread program. We will be offering hot coffee, tea and hot cocoa through the rainy season in order to help our local guests have a space to warm up after a relaxing walk through old town, our nature trails or rides on their bikes. We are a picturesque place to unwind. We will be continuing with art moments for kids and families and we will be offering indoor and outdoor birthday packages.

We have three large community events coming up, Jeepers Creeper which will include a long table dinner Friday Oct 27th, and Saturday and Sunday of the same weekend fall family fun. Haunted Houses, S'more Kits, Scary Story time, Arts and Crafts, a SPOOKTACULAR Halloween train and much more. Tickets will be available online. In November we are partnering with The Rollin Art Center to host a wonderful craft fair serviced by train, as well as Tashia Potter will be offering Mini Sessions for your families Christmas Pictures. Old time woodland setting and Kris Kringle, you wont want to miss that. Our last and largest event for 2017 – will be McLean's Christmas in the Park. Five days of lights, light up, hand bells, Bulldogs, Breakfasts, Bratwurst, Cider, Pretzels, Ale, Santa, Magic, and much more.

This really has been a fantastic season and I want to take this opportunity to thank Mr. Mayor Ruttan, Council, the Regional District and the residents of the Alberni Valley and surrounding areas – THANK YOU ALL for supporting the potential. Thank YOU.

Looking a head:

We are focusing our attention on sourcing funds to support the next part of our development which will include repairing the two trestles at Roger and Kinsuksis Creek. We are putting forth efforts in applying

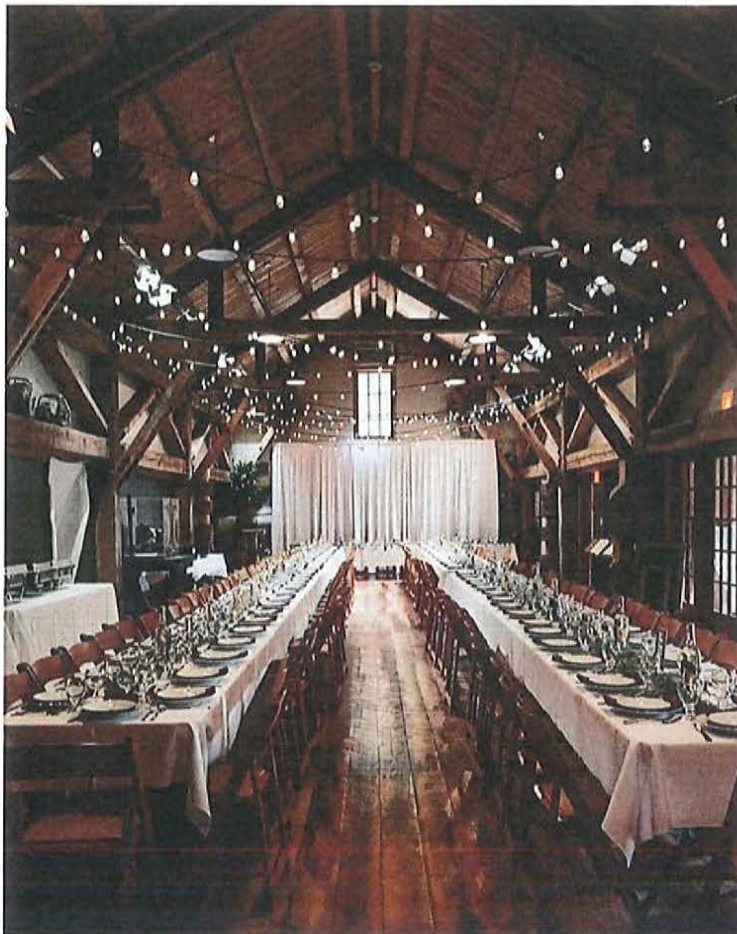
for grants, and other financial opportunities in hopes to bring back steam to the Alberni Pacific Railway. We love the opportunity that our guests enjoy taking the scenic 40 minute journey via rail to visit McLean Mill Park and we know the No 11 with her rich and interesting history is doing a good job carrying our guest to and fro but ultimately we are going to pursue all areas of potential funding to ensure we can continue to utilize all our rail assets.

We are finishing the campground area, although we have used it this past season – we have a little bit more finishing work to do to complete the project totally.

We are pleased to share that the Steam Saw mill decking is about to be finished, thanks to Dr. Jamie Morton's tireless efforts to secure funding that was nearly lost last year before the change of management. There are talks happening now to do some refurbishment working on the green chain as well.

We have begun the process to prepare an RFP for the train station, and will be reaching out to our Arts District neighbours to have them weigh in on what they envision for the further development of that corner. This is a great time to have the public's input as well, as always I welcome all feedback.

Thank you for your time and attention on this post summer update. Please find enclosed our most recent financials.



A picture of the Visitors Center Hall – Ready for a Wedding .

McLean Mill Society
Departmental Income Statement - January 1 to August 31, 2017

	YEAR TO DATE			DEPARTMENTAL INCOME										
	BUDGET	REVENUE & EXPENSES	PERCENTAGE OF BUDGET	ADMIN	HISTORIC BUILDINGS	LUMBER MILL OPERATION	MCLEAN MILL GENERAL STORE	MCLEAN MILL CAFÉ	MCLEAN MILL PARK	TRAIN	TRAIN STATION	TRAIN TRACKS	SPECIAL PROJECTS	TOTAL
REVENUE														
Canada Summer Student/NETP Grants	20,000	24,054	120%	24,054	-	-	-	-	-	-	-	-	-	24,054
City of Port Alberni Grants	225,000	225,000	100%	225,000	-	-	-	-	-	-	-	-	-	225,000
Events	20,000	30,558	153%	48	-	-	-	1,994	1,019	10,750	4,515	-	12,233	30,558
Fundraising/Donations/Sponsorships	20,000	-	0%	-	-	-	-	-	-	-	-	-	-	-
Train Ticket Sales	192,500	52,223	27%	-	-	-	-	-	-	-	52,223	-	-	52,223
Food Sales	30,000	23,858	80%	-	-	-	-	23,858	-	-	-	-	-	23,858
General Store Sales	32,000	15,563	49%	-	-	-	15,563	-	-	-	-	-	-	15,563
Other	-	2,878	N/A	14	-	2,218	-	-	646	-	-	-	-	2,878
TOTAL REVENUE	539,500	374,135	69%	249,116	-	2,218	15,563	25,853	1,664	10,750	56,738	-	12,233	374,135
EXPENSE														
Cost of Goods Sold	25,900	15,081	58%	-	-	-	497	12,667	-	-	-	-	1,918	15,082
General Expenses	281,600	113,685	40%	26,897	2,338	9,647	1,896	8,390	22,448	18,007	2,718	20,146	1,197	113,685
Wages & Salaries	232,000	121,480	52%	43,824	1,540	1,540	1,540	17,736	27,597	23,814	1,088	1,088	1,712	121,480
TOTAL EXPENSE	539,500	250,247	46%	70,721	3,878	11,187	3,933	38,794	50,044	41,821	3,807	21,235	4,827	250,247
NET INCOME / LOSS	-	123,888		178,395	(3,878)	(8,969)	11,629	(12,941)	(48,380)	(31,071)	52,931	(21,235)	7,406	123,888

CAPITAL ASSETS - January 1 to August 31, 2017

	YEAR TO DATE			CAPITAL ASSETS - DEPARTMENTAL										
	BUDGET	REVENUE & EXPENSES	PERCENTAGE OF BUDGET	ADMIN	HISTORIC BUILDINGS	LUMBER MILL OPERATION	MCLEAN MILL GIFT SHOP	MCLEAN MILL KITCHEN	MCLEAN MILL PARK	TRAIN	TRAIN STATION	TRAIN TRACKS	SPECIAL PROJECTS	TOTAL
City of Port Alberni - Capital Grants	125,000	40,200	32%	40,200	-	-	-	-	-	-	-	-	-	40,200
Capital Expense	125,000	35,764	29%	-	-	-	-	22,963	9,111	-	3,690	-	-	35,764
REVENUE LESS CAPITAL EXPENSE	-	4,435		40,200	-	-	-	(22,963)	(9,111)	-	(3,690)	-	-	4,435

McLean Mill Society
Income Statement & Budget Comparison
Year To Date and August 2017

ACCOUNT		BUDGET	YEAR TO DATE	% of BUDGET	CURRENT MONTH
REVENUE					
4570	Canada Summer Student/NETP Grants	20,000	24,054	120%	-
4600	City of Port Alberni	225,000	225,000	100%	-
4650/4655	Events	20,000	30,558	153%	1,900
4700	Fundraising/Donations/Sponsorships	20,000	0	0%	-
4010	Train Tickets	192,500	52,223	27%	26,039
4030	Food Sales	30,000	23,858	80%	9,161
4040	General Store Sales	32,000	15,563	49%	7,347
4200	Other Sales	-	2,878	0%	646
	TOTAL REVENUE	539,500	374,135	69%	45,092

EXPENSE					
5030	Cost of Goods for General Store	16,000	65	0%	-
5040	Cost of Food: Café & Events ¹	9,900	15,016	152%	4,606
5610	Accounting & Legal	10,000	2,700	27%	1,040
5615	Advertising & Promotions	25,000	14,478	58%	8,374
5625	Business Fees & Licences	15,000	8,761	58%	(113)
5628	Caretaker Expense	10,000	2,743	27%	1,671
5670	Fundraising/Donations/Sponsorships	3,000	-	0%	-
5675	Fuel	43,000	4,534	11%	1,838
5680	I.H.S. Honourarium	25,000	-	0%	-
5685	Insurance	8,000	1,685	21%	-
5690	Interest & Bank Charges	3,000	1,888	63%	1,569
5692	Janitorial Expenses	5,000	2,815	56%	1,019
5700	Office Supplies	5,000	1,977	40%	300
5715	Propane	15,000	6,826	46%	-
5740	Meeting/Programming Expenses ²	21,000	11,823	56%	5,986
5745/5825	Mileage/Travel	5,000	67	1%	-
5750	Miscellaneous/Contingency	2,400	42	2%	-
5765	Repairs & Maintenance	47,500	35,094	74%	7,391
5775	Security	5,000	255	5%	63
5778	Supplies	7,800	5,831	75%	439
5633/5780/5790/5850	Telephone/Utilities	25,000	11,121	44%	3,521
5830	Volunteer Appreciation	900	1,046	116%	-
	TOTAL EXPENSES	307,500	128,767	42%	37,704

WAGES & SALARIES					
5410-5464	Wages & Salaries	232,000	121,480	52%	31,632
	TOTAL WAGES & SALARIES	232,000	121,480	52%	31,632

TOTAL EXPENSE	539,500	250,247	-	69,336
----------------------	----------------	----------------	----------	---------------

NET INCOME	-	123,888	-	(24,244)
-------------------	----------	----------------	----------	-----------------

¹ Cost of Food includes café & events, e.g. weddings, Chamber of Commerce dinner meeting, etc.

Revenue from Events to date is \$12,233.

² Meeting/Programming Expenses include Consultation Fees, Executive Director's Vehicle & Cellphone Allowances

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
Chief Administrative Officer (CAO)					
1.	Regular July 10/17	Pursue provision of kitchen and yard waste collection service utilizing City resources	Goal #3 – Environmental Protection	Truck Tender has closed. Reviewing options.	High
2.	Regular March 27/17	Pursue development of a tripartite agreement between City, Tseshaht and Hupacasath for operation of the Alberni Valley Museum	Goal #1 Live Within Our Means	Letters of request sent to Tseshaht and Hupacasath May 15 th – meeting to be arranged shortly	High
3.	Regular March 27/17	MOU between City and Hupacasath First Nation	Goal #5: Responsive Government	consideration of Reconciliation Committee.	High
4.	Regular March 27/17	Renewal of Protocol Agreement with Tseshaht First Nation	Goal #5: Responsive Government	consideration of Reconciliation Committee.	High
5.	Regular March 27/17	Report regarding the Truth and Reconciliation Commission's specific Calls to Action and the United Nations Declaration of Indigenous Peoples	Goal #5: Responsive Government	Consideration of Reconciliation Committee	High
6.	Org. Structure Review	Pursue Shared Service opportunities with ACRD	Goal #5: Responsive Government	Ongoing. Direction from Council (May 15/17) to schedule meeting of Council to discuss this matter before requesting a meeting with the ACRD.	Medium
7.	Regular May 24/16 Special Dec 12/16	Staff to investigate potential for receiving market revenues for services from properties under jurisdiction of senior governments.		Ongoing	Low
8.	Org. Structure Review	Review services that could be provided by different level of gov't or could be discontinued	Goal #5: Responsive Government	Ongoing	Low

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
Clerk's Dept.					
9.	SICC Jan 7/08	Policy requiring review and adoption of Policy Manual following each general municipal election	Goal #5: Responsive Government	Recommend changes to Policy Manual. Ratification of all Policies in Manual by Council.	Medium
10.	Regular Feb 27/17	Request from Chamber for business licence revenues to be placed in separate account for major projects	Goal #4: Revitalize Economy/Liveability	For discussion at Committee of the Whole meeting during 2017 – scheduled for October 16 th	Medium
11.	Regular Nov. 24/14	Report on mail-in voting for future elections.	Goal #5: Responsive Government Not strategic priority	Draft bylaw prepared – will bring forward early 2018 following full review of Election Bylaw.	Low
12.	Regular Jan 12/15	Report & recommendations re revisions to Sign Bylaw with regards to election signage	Goal #5: Responsive Government	Report with options to be provided in with time to allow adoption in advance of 2018 election.	Low
13.	Regular Jan 11/16	Community urban food inventory webpage and information (FSCDC Report).	Not a strategic priority	Working with ACRD Agricultural Committee – grant application submitted.	Low
14.	Regular Sep 5/17	Update AV Community Forest Terms of Reference			Low
Parks, Recreation & Heritage					
15.	Regular Mar 9/15 Feb 14/17	Revisit options to ban smoking in City facilities and parks Review letter from Island Health encouraging smoke-free environment in more public spaces	Goal #3: Environmental Protection	Include actions taken by other communities for area specific smoking bans.	Low
16.	Regular Sept. 28/15	Review 'Partner in Parks' Program (City of Nanaimo) and provide recommendations	Goal #5: Responsive Government		Low

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
17.	Regular June 27/16	Draft development plan options for Canal Beach for public consultation regarding a long-term development plan.	Goal #4: Revitalizing Economy/Liveability	Kiwanis delegation April 24/17 – initiatives supported by Council. WFP informed verbally of plans. Follow up letter to be sent to WFP advising of planned improvements	Low
Economic Development Dept.					
18.	Special Budget – Mar 30/15	Arrange mtg with Chamber/ AV Tourism/ACRD re external marketing of Alberni Valley	Goal #4: Revitalizing Economy/Liveability Goal #5: Responsive Government	Ongoing discussions taking place	Medium
Engineering Dept.					
19.	Regular Sept 14/15	Report recommending alternate truck route options (other than 3 rd /Anderson)	Goal #2: Connected Community	Truck counts complete on primary routes, and alternate routes to be considered to support further discussions with PAPA and WFP	High
20.	Regular April 10/17 Regular Jan 11/16	Update of Active Transportation Plan with options for “AAA” bike facilities Create a phased implementation plan for all-abilities protected bike lanes including possible tree and garden planting (FSCDC Report)	Goal #2: Connected Community		Medium
21.	Regular Sep 5/17	Investigate improvements to intersection of Gertrude & Southgate		Traffic counts have been completed. Report pending	Medium
22.	Regular Sep 5/17	Investigate improvements to intersection of Argyle & Anderson		Traffic counts have been completed. Report pending	Medium

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
23.	Regular April 10/17	Prepare report regarding options for restricting the use of pesticides within the community	Goal #3: Environmental Protection	Report to Council providing broad overview of issue, and re-examining previous City actions and reports.	Low
	Regular Feb 10/15	Prepare Pesticide Reduction Policy/public education – best practices			
24.	Regular Jan 11/16	Develop a plan in coordination with provincial authorities to address sea level rise and flood concerns from climate disruption (FSCDC Report).	Goal #3: Environmental Protection	Meeting held with Minister during 2017 UBCM	Low
Finance					
25.	Regular April 10/17	Report on Shaw Go WiFi service.		Report provided May 8/17 meeting. Staff to initiate survey to determine broader public response.	Low
Fire Dept.					
26.	Regular July 10/17	Work with ACRD re mitigation for interface fires	Goal #3: Environmental Protection	In progress – various initiatives underway	High
Human Resources					
27.	Org. Structure Review	Update City's succession plan		October 2017	Medium
Operations Dept.					
28.	Regular Sep 5/17	Prepare RFP seeking proposals for supply and installation of solar generation equipment on buildings identified in Veridian Report		RFP being prepared	Medium

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
Development Services Dept.					
29.	Regular Dec. 14/15	Report on secondary suite provisions of zoning bylaw including provisions for carriage houses	Goal #4: Revitalize Economy/Liveability		High
30.	Regular May 23/17	Commence remedial action against owner of Arrowview Hotel, Athol Street.	Safety Issue	October 23	High
31.	Regular June 12/17 Regular Aug 14/17	Prepare report and draft Rate Reduction Bylaw in response to West Coast Native Healthcare Society request for waiver of DCCs.		Report and draft bylaw August 14/17. Bylaw and criteria defining eligible developments for 3 readings October 10	High
32.	Regular Jan 23/17	Issue RFP for sale and development of a portion of City owned property adjacent to Westporte	Goal #4: Revitalize Economy/Liveability	RFP to be issued	Medium
33.	Regular Feb. 9/16	Draft bylaw to establish a Social Planning Commission	Goal #5 Responsive Government		Medium
34.	Regular April 10/17 Regular May 23/17	Report on options for active bylaw enforcement plan to address derelict/ vacant properties Mtg with CAO, Director of Dev Svces and Bylaw Enforcement to discuss the fees for services, including building and business licensing, sewer connection and regulation, soil removal and deposit, second-hand dealers, and medical marijuana dispensaries.	Goal #4: Revitalize Economy/Liveability	Report on options for active bylaw enforcement to also include information requested in May 23/17 request for meeting. Also consider City Engineer's May 17, 2016 report recommending amendments to the City's property maintenance bylaw to address vacant property concerns.	Medium
35.	Regular May 23/17	Report regarding the City's Nuisance Abatement Bylaw, including enforcement and increases to the fees and charges recoverable	Goal #4: Revitalize Economy/Liveability		Medium

Council Directed Action Items on Current Status Report					
	Meeting Date	Item	Strategic Plan Fit	Status / Recommendation	Priority
36.	Regular Aug. 14/17	Report re amendment to Waterworks Bylaw to exempt homes required to have sprinkler systems to satisfy Building Code from higher fixed system charges		Request withdrawn. Building Inspector worked with proponent regarding solution.	Medium
37.	Regular Oct. 26/15	Report re use and potential regulation of drones within City boundaries	Not a strategic priority		Low
38.	Regular March 27/17	Report re general regulation and licensing of dogs			Low
39.	Regular March 27/17	Report re the current provision of parking enforcement within business districts	Goal #4: Revitalize Economy/Liveability		Low

Respectfully Submitted



Tim Pley - CAO

J:\Clerks\Council\RegularCouncilMeetings\Status Reports\2017\Oct_10_17.doc

CITY OF PORT ALBERNI DEVELOPMENT SERVICES DEPARTMENT

MONTHLY REPORT FOR SEPTEMBER, 2017

For the month of September 2017 the Development Services Department reports the following significant items:

- The Approving Officer issue two preliminary layout approval letters for subdivision. The first for a proposed 4-lot subdivision on 9th Avenue and the second for a 3-lot subdivision on Meares Drive. The Approving Officer gave final approval to a 2-lot subdivision on Margaret Street and a building strata conversion for a duplex on Swallow Drive.

DEVELOPMENT APPLICATION ACTIVITY REPORT		
Type	Year to Date - 2016	Year to Date - 2017
Subdivision	4	7
OCP and/or Rezoning	11	10
Development Variance	1	0
Development Permit	4	4
Temporary Use Permit	0	0
Sign Bylaw	0	0
Total Applications	20	21

RESIDENTIAL BUILDING UNITS COMPARISON		
Type	Year to Date - 2016	Year to Date - 2017
Single Family	24	29
Duplex	0	2
Multiple	2	0
Secondary Suite	4	5
Total Units	30 units	36 units



**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on September 21, 2017,
in the Committee Room at City Hall, at 12:00 p.m.)**

Advisory Planning Commission

Wes Hewitt – Chair
Seva Dhaliwal – Vice-Chair
Jim Tatoosh (Hupacasath First Nation)
Larry Ransom - (SD #70 Liaison)
John Douglas
Amy Anaka
Councillor Chris Alemany (Council Liaison)
Rick Newberry Thoen (P.A.F.D. Liaison)
S/Sgt. Terry Smith (R.C.M.P. Liaison)

Staff

Scott Smith, Director of Development Services
Cara Foden, Planning Technician

Guests

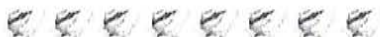
Members of the Public – 0

Regrets

Hedley Crowther
Cynthia Dick (C.C. Tseshah First Nation)
Rob Gaudreault (Parks Operations Liaison)
Ken McCrae

Alternates (not in attendance)

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



1. Adoption of August 17, 2017 Minutes

- Introductions were made and S/Sgt. Terry Smith (R.C.M.P. Liaison) was welcomed as the new RCMP Liaison.
- The minutes of the August 17, 2017 meeting of the Advisory Planning Commission were adopted.

(Douglas / Dhaliwal) CARRIED

2. DEVELOPMENT APPLICATION – Zoning Bylaw

2549 16th Avenue

*Amended Lot 5 (DD 338856I), Block 4, District Lot 113, Alberni District, Plan VIP5688
(PID: 003-667-375)*

Applicant: J. and T. Bradbury

- The Director of Development Services (D.D.S.) summarized his report to the APC dated September 11, 2017.
- The APC discussed the application as follows:
 - Setback requirements for the existing home if subdivision proceeds.

MOTIONS:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A – Zoning Map) to change the designation of Amended Lot 5 (DD 338856I), Block 4, District Lot 113, Alberni District, Plan VIP5688 (PID: 003-667-375) located at 2549 16th Avenue from 'R1 - Single Family Residential' to 'R3 – Small Lot Single Family Residential'.*

2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:*

- a) *Receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.*

(Douglas / Ransom) CARRIED

3. **Update** - City Planner - Status of current projects.


- "Zoning Map Amendment No. 9 (3333 Burde Street - Harris), Bylaw No. 4890" sits at 3rd reading. Applicant has been advised that file will be closed at the end of October if no action taken.
- "Zoning Bylaw Amendment No. 24 (3790 Meares Drive – Blue), Bylaw No. 4944" sits at 3rd reading. Applicant has submitted application for subdivision.
- "Zoning Bylaw Amendment No. 23 (4465 and 4453 9th Avenue – Poirier), Bylaw No. 4937" – Final Adoption on September 5.
- "Zoning Amendment No. 21(2881 and 2911 Burde Street - McLellan and Ryles), Bylaw No. 4935" sits at 3rd Reading.
- "Zoning Bylaw Amendment No. 20 (4849 Regina Avenue – Tsai), Bylaw No. 4931" sits at 3rd Reading. The existing house has been demolished.
- "Zoning Bylaw Text Amendment No. T11 (Site Specific Use – C3 Service Commercial), Bylaw No. 4930" sits at 3rd Reading.
- "Zoning Bylaw Amendment No. 25 (4850 Regina Avenue – Knutson), Bylaw No. 4948" received 1st and 2nd reading on September 5.
- Two new applications will come forward to the October meeting.

4. **Other business** - No other business

5. **Adjournment** – The meeting adjourned at 1:00 p.m. The next regularly scheduled meeting will be held on **October 19, 2017** at 12:00 pm in the Committee Room at City Hall.

(Ransom / Tatoosh) CARRIED

Davina Hartwell - City Clerk



Wes Hewitt - Chair



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Scott Smith, Director of Development Services

DATE: September 11, 2017

SUBJECT: DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment
2549 16th Avenue - Amended Lot 5 (DD 338856I), Block 4, District Lot 113,
Alberni District, Plan VIP5688 (PID: 003-667-375)
Applicant: J. and T. Bradbury

Issue

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

Background

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

Official Community Plan and Zoning Bylaw

- a) The Official Community Plan designation on **2549 16th Avenue, Amended Lot 5 (DD 338856I), Block 4, District Lot 113, Alberni District, Plan VIP5688 (PID: 003-667-375)**, is currently 'Residential' on the Official Community Plan Schedule A – Land Use Map. The property does not lie within a Development Permit Area on the Schedule B – Development Permit Areas Map. No amendments are required.
- b) The property at **2549 16th Avenue, Amended Lot 5 (DD 338856I), Block 4, District Lot 113, Alberni District, Plan VIP5688 (PID: 003-667-375)**, is currently zoned R1 - Single Family Residential. A map amendment to the Zoning Bylaw Schedule A - Zoning Map is required to designate the property as **R3 – Small Lot Single Family Residential**.

Discussion

Zoning:

The property at 2549 16th Avenue has a frontage along 16th Avenue that measures 30.2 metres (99.1 ft.) and a lot depth measuring 38.0 metres (124.7 ft.). The total lot area is $\pm 1,147 \text{ m}^2$ (12,353 ft²).

The R3 zone has a minimum frontage requirement of 10 metres (33 ft.) and a minimum lot area requirement of 350 m^2 (3,767 ft²). With the total site area being $\pm 1,147 \text{ m}^2$ (12,353 ft²) it would be possible to subdivide the property to create one larger lot accommodating the existing residence plus one smaller lot, to the south, that would meet the minimum lot size requirement of 350 m^2 in the R3 zone. The smaller of the two proposed lots would have frontage of $\pm 10.7 \text{ m}$ ($\pm 35 \text{ ft.}$) along 16th Avenue and a total area of $\pm 406 \text{ m}^2$ ($\pm 4,376 \text{ ft}^2$). The maximum site coverage permitted in the R3 zone is 50% which is adequate to allow development on the smaller lot. See attached conceptual site plan.

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

Surrounding Area

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

Infrastructure

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

Water: Main runs along 16th Ave.

Sewer: Main runs along 16th Ave.

Storm: Main runs along 16th Ave.

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

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

Conclusions


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

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

Recommendations

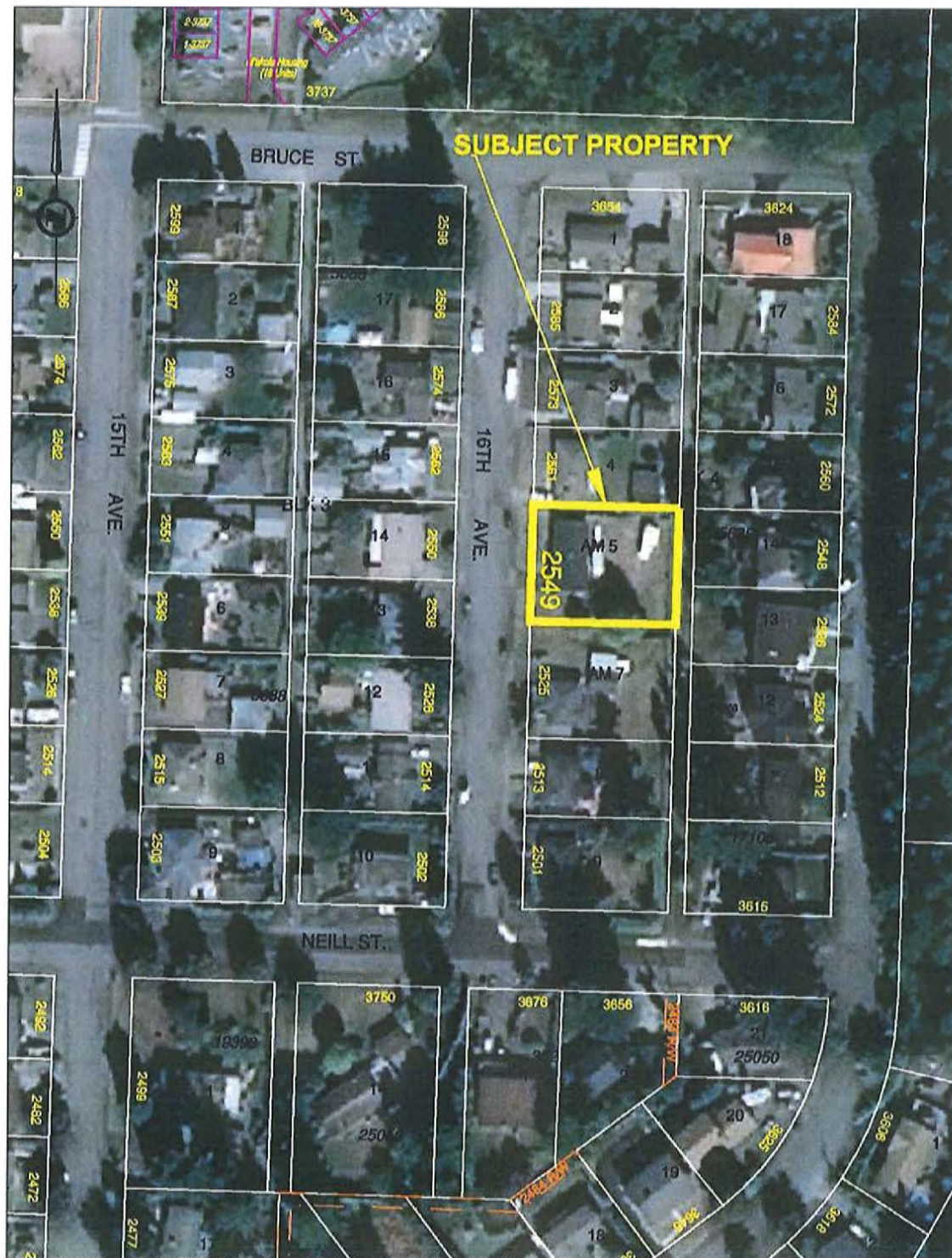
1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A – Zoning Map) to change the designation of Amended Lot 5 (DD 338856I), Block 4, District Lot 113, Alberni District, Plan VIP5688 (PID: 003-667-375) located at **2549 16th Avenue** from 'R1 - Single Family Residential' to '**R3 – Small Lot Single Family Residential**'.*
2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:*
 - a. *Receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.*

Respectfully submitted,

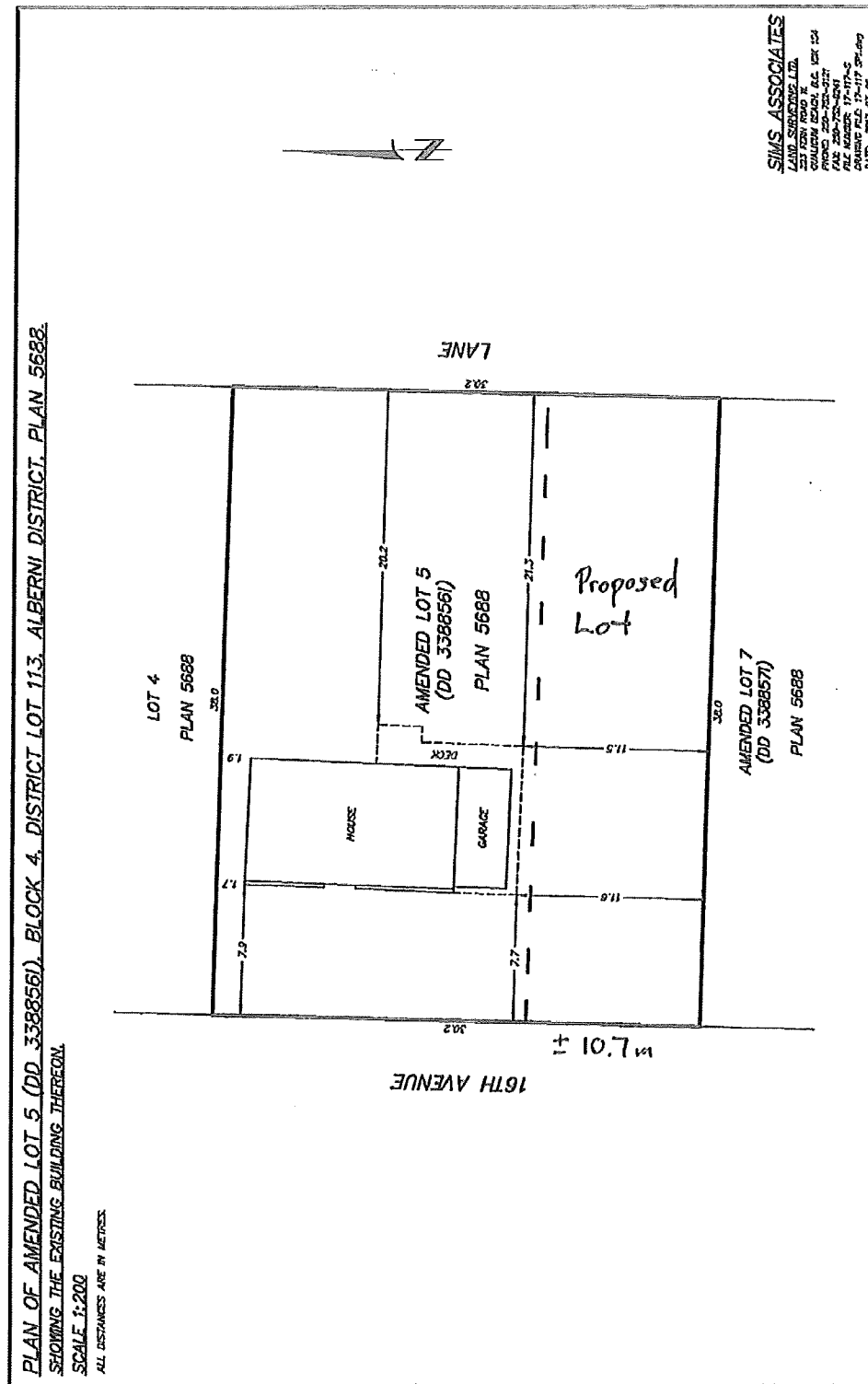


Scott Smith, MCIP
Director of Development Services

SUBJECT PROPERTY – 2549 16th Avenue



Conceptual Layout – 2 Lots



Bylaw 4832

R3 – SMALL LOT SINGLE FAMILY RESIDENTIAL

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

5.13.1 Permitted usesPrincipal Uses

Single family dwelling

Accessory Uses

Home occupation

5.13.2 Site Development Regulations

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

5.13.3 Conditions of Use

Notwithstanding the provisions of 5.13.2,

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



WATER & SEWER SERVICE CONNECTION RECORD CARD

NOTE: Distances in meters unless otherwise shown

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

HOUSE No.	STREET	D.L.	BLK.	LOT	PLAN
2549	16TH AVE	113	4	AM5	5688

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



J:\Engineering\Planning\Development Applications\ZoningAmend\ZON-2017\2549-16thAve-Bradbury\2549-16thAve-Bradbury-APCReport.docx

CITY OF PORT ALBERNI

BYLAW NO. 4950

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

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

1. Title

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

2. Zoning Amendment

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

3. Map Amendment

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

READ A FIRST TIME THIS DAY OF , 2017.

READ A SECOND TIME THIS DAY OF , 2017.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2017.

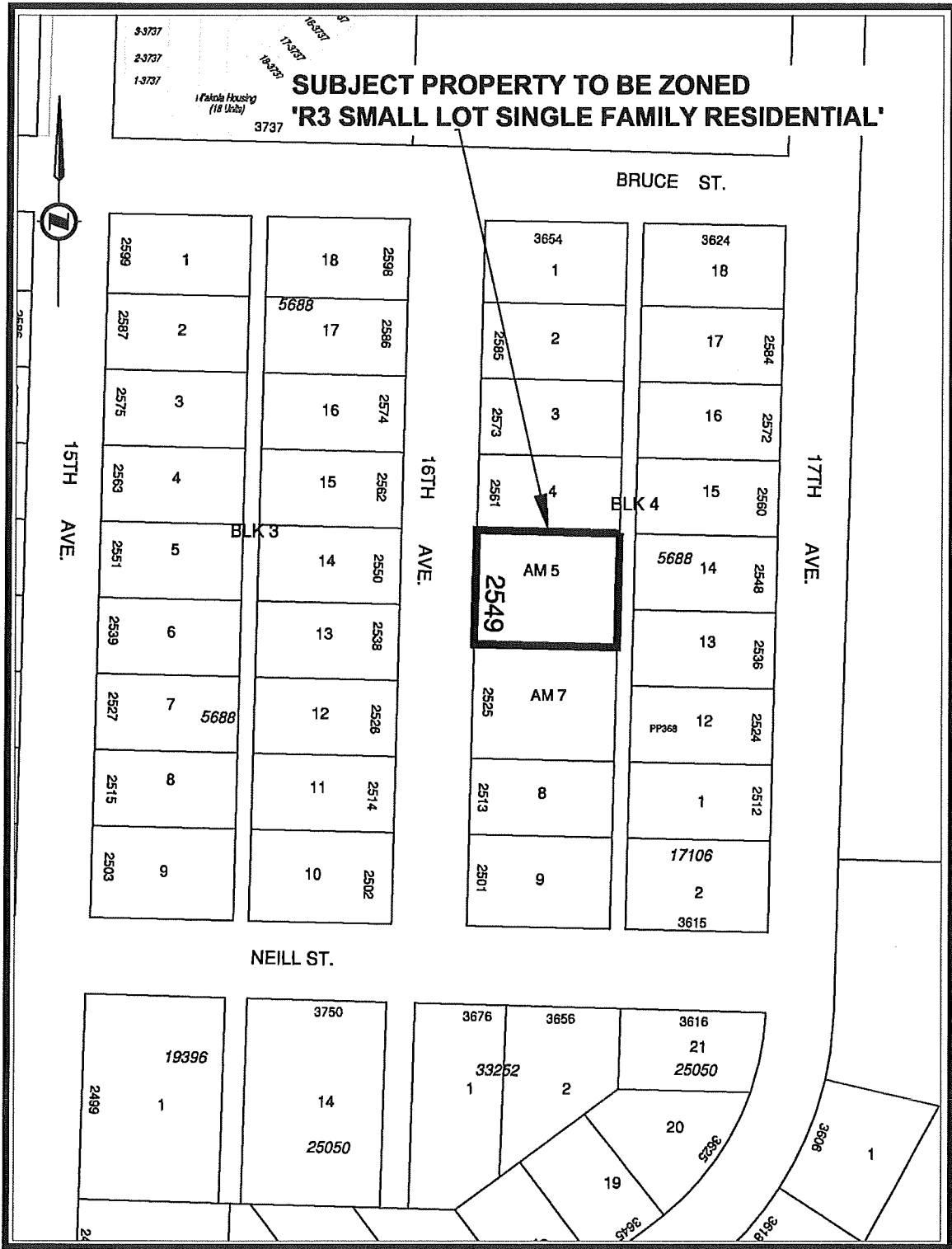
READ A THIRD TIME THIS DAY OF , 2017.

FINALLY ADOPTED THIS DAY OF , 2017.

Mayor

Clerk

Schedule "A" to Bylaw No. 4950





CITY OF PORT ALBERNI

PLANNING DEPARTMENT

TO: Tim Pley, CAO
FROM: Scott Smith, Director of Development Services
DATE: October 3, 2017

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

Tim Pley, CAO

SUBJECT: Development Cost Charges Reduction Bylaw

Issue

To consider a Development Cost Charges Reduction Bylaw.

Background

City Council directed staff to prepare a Development Cost Charges Reduction Bylaw for Council's consideration.

Discussion

Development Cost Charges

Development Cost Charges (DCC's) are collected from developers by a municipality to help pay for the cost of off-site infrastructure services that are needed to accommodate future growth. DCC's can be used to help offset the cost to the general taxpayer to fund road, sewer, drainage, water and parks upgrades. The DCC's collected for each service must be placed in reserve funds and can only be used for that purpose.

Section 563.1 of the Local Government Act does allow City Council to waive or reduce DCC's for certain "Eligible Developments" under the following categories:

1. Not-for-profit rental housing, including supportive living housing;
2. For-profit, affordable rental housing;
3. A subdivision of small lots that is designed to result in low greenhouse gas emissions;
4. A development that is designed to result in a low environmental impact.

Waiving or reduction of DCC's must be done in accordance with a bylaw adopted by the City of Port Alberni.

Key elements of the proposed DCC Reduction Bylaw are as follows:

- The bylaw would provide a 50% reduction in the Development Cost Charges for Eligible Developments.

- Eligible Developments are limited to “not-for-profit rental housing, including supportive living housing”.
- Supportive Living is defined as housing that provides on-site supports and services to residents who cannot live independently.
- Affordable housing means that the dwelling units shall be occupied by tenant's with a gross household income at or below the BC Housing Income Limits. This will be implemented through a Housing Agreement registered on Title.
- Requirement that 50 percent of the rental units be Affordable.

Housing Income Limits are published by BC housing and represent the income required to pay the average market rent for an appropriately sized unit in the private market. Average rents are derived from CMHC's annual Rental Market Survey.

If City Council is supportive of the DCC reduction bylaw as presented, it is recommended that they consider three readings of the bylaw. If Council would like to consider changes, direction is requested.

Recommendation

That the report from the Director of Development Services dated October 3, 2017 be received.

That “Development Cost Charges Reduction Bylaw No. 4947” be now introduced and read a first time.

That “Development Cost Charges Reduction Bylaw No. 4947” be read a second time.

That “Development Cost Charges Reduction Bylaw No. 4947” be read a third time.

Respectfully submitted,



Scott Smith, MCIP
Director of Development Services

CITY OF PORT ALBERNI

BYLAW NO. 4947

A BYLAW TO REDUCE DEVELOPMENT COST CHARGES FOR ELIGIBLE DEVELOPMENTS

WHEREAS the Council may under, under Section 563.1 of the Local Government Act, waive or reduce development cost charge for an eligible development, as defined by bylaw, by an amount or rate of reduction described in the bylaw;

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

1. Title

This Bylaw may be known and cited for all purposes as the "Development Cost Charges Reduction Bylaw No. 4947"

2. Definitions

- a) "Eligible Development" means not-for-profit rental housing, including supportive living housing.
- b) "Affordable Housing" means that the dwelling units shall be occupied by tenant's with a gross household income at or below the BC Housing Income Limits.
- c) "Supportive Living" means housing that provides on-site supports and services to residents who cannot live independently.
- d) "Development Cost Charges Bylaw" means the City of Port Alberni Development Cost Charges, 2009, Bylaw No. 4713 as amended or superseded.

3. Not for profit rental housing

- a) For the purposes of this Bylaw, not-for-profit rental housing shall meet the following:
 - i. At least 50 percent of the rental units shall be "Affordable Housing".
 - ii. The "Affordable Housing" shall be subject to a Housing Agreement under Section 483 of the Local Government Act which has been registered on title of the land on which the development is located.

4. Reduction

The Development Cost Charges payable under the Development Cost Charges Bylaw shall be reduced by 50% for an Eligible Development.

READ A FIRST TIME THIS DAY OF , 2017.

READ A SECOND TIME THIS DAY OF , 2017.

READ A THIRD TIME THIS DAY OF , 2017.

FINALLY ADOPTED THIS DAY OF , 2017.

Mayor

Clerk

J:\Clerks\Bylaws\BYLAWS\4947_DevelopmentCostChargesReductionBylaw_tf.docx

RECEIVED

SEP 18 2017

CITY OF PORT ALBERNI

c. Ngr of Ops ✓
Div of Dev Svcs ✓
TF

Sept. 17, 2017

PORT ALBERNI MAYOR AND COUNCIL

**GRANDVIEW ROAD WALKWAY FROM OTTER PLACE TO
COMPTON ROAD ON OTTER PLACE SIDE**

As a resident of Otter Place, Port Alberni I would like to draw your attention to our previous request in the petition raised and submitted to Port Alberni Council in the Spring of 2016.

In this petition we requested and are still requesting that funds be approved in the budget and directed to constructing a walking path along side Grandview Road from Otter Place down to Compton Road (on the Otter Place side). We are of the understanding that Port Alberni City Council has turned down approval for funding twice for the construction of the walking path twice since our original Petition was submitted in the spring of 2016.

Walking along Grandview Road is very dangerous and hazardous. It is a huge safety hazard!! There is no shoulder to walk on and deep ditches, one on either side of Grandview Road. When there is traffic on the road it is "like taking your life in your own hands" to venture out for a walk!! There is nowhere to escape if need be when walking. I live on Otter Place and I have walked daily for 4 years with my little dog on Grandview Road to get to the dyke and enjoy that walkway. I have had several "near misses" with cars coming too close to me and nowhere to escape their side view mirrors.

Vehicles tend to speed along this road as well which greatly increases the already present danger for pedestrians to enjoy their walk along Grandview Road. There are school children also using Grandview Road as a means to walk to A.W. Neill School.

I (we) request that the necessary funds be approved to implement this walkway project along Grandview Road in the City of Port Alberni's 2018 Budget. We as residents of Otter Place haven't forgotten nor will we forget our request in the form of our signed Petition submitted to City Council in the Spring of 2016. We will persist.

We consider this matter of grave concern for our safety as well as the safety of other nearby residents. We ask that your immediate attention be given to this matter before someone gets seriously hurt.

Yours truly,

A handwritten signature in blue ink, appearing to read 'S. J. Irg'.

Sylvia Irg
5375 Otter Place
Port Alberni, B. C.
V9Y 8X7

Cell: (250) 720-1116

From: Todd Patton <tplumber@telus.net>
Sent: Saturday, September 23, 2017 5:48 AM
To: Wilf Taekema
Cc: Mike Ruttan
Subject: Walk way Otter Place to Compton Rd.

Good Morning. We have been living on Otter Place for 9 years and have been using Grandview Road to access the rest of the community both as drivers and as pedestrians. As a driver I have a few terrifying experiences with pedestrians on early winter mornings when the light is low and it's raining. The pedestrians have to be on the street because there is no shoulder or walkway. It's usually the kids heading for the bus stop dressed in dark clothes walking down the road in the dark that have the close calls.

Our family also like to access the dyke for walking. Unfortunately, there is no alternate route to get there other than braving the very dangerous stretch of Grandview Road from Otter Place to Compton. My Daughter attends AW Neill, but we cannot allow her to walk because of this portion of road. My wife or I have to start work late each day just to keep our daughter safe from this stretch. I was under the understanding that this was once also a concern of the cities, but now the allocated money for the improvements has been spent on other projects.

There will be a pedestrian strike on this portion of road if action is not taken to make it safer. Sadly, it will probably be a child headed to or from school as they seem to be the least interested in making themselves visible to traffic.

I have watched the city's tax base grow on our street over the past 9 years. It would be nice to see some of that money spent to make our access street a little safer. I would welcome a meeting on Grandview at any point to discuss this further. All it would take is a walk down the road to understand the danger and concerns. Thank you for your consideration.

Todd Patton

From: Danielle <danielle_eely@hotmail.com>
Sent: Tuesday, September 19, 2017 12:42 PM
To: Wilf Taekema
Cc: Mike Ruttan
Subject: Grand view walk way

Attention Mike Ruttan and Wilf Taekema,

The walk way from Otterplace to Compton road is still a major safety hazard and so far no action has been taken by the city to address this issue with regards to the petition that was delivered previously to city council.

This letter is written to bring awareness to the City of Port Alberni for a safe walking area on Grandview Road. We are all tax paying Port Alberni residents and feel that building a safe pathway from our homes off of Grandview road to Compton Street should be made an urgent priority. At this point to walk to get our mail and or public transportation as well as to and from school with our families and or pets is very dangerous. There is no safe alternate route to take. We urge you to take our safety seriously and act on this petition as soon as possible.

Sincerely Danielle Eely

October 3rd, 2017

Attention: Mayor and Council for the City of Port Alberni

As a result from my asking council for details on both the Alberni Pacific Railway (APR) and McLean Mill Society (MMS) operating model over the past 9 months, a few public responses have been elicited at various times from various councillors, such as, "the new group (MMS) has only been together a short amount of time", or "it's too late in the game to be having these discussions now", or "I don't know why these questions are coming up now", and "these questions have already been asked, so asking them again is just wasting staff time." But a better response would have been, "Is he raising valid points? If he is, maybe we should consider those points more closely. If they're not valid points, maybe we should improve our messaging to the public."

Immediately after council approved the new MMS operating model, I began asking verbally about the status of the documentation between and among all of the legal entities affiliated with operating, or charged with oversight of the McLean Mill and APR, and formalized the first of those questions in my letter of January 3, 2017. On March 3, 2017, I followed up and asked about a Minister's Certificate, a Safety Management System and an Operating Permit for the Alberni Pacific Railway.

On March 9, 2017, I wrote the following to council:

"Once council is in receipt of an assessment report for the condition of the railway, and that costs for upgrades and future maintenance of the railway are known, council must also determine that the organizational structure, including formalized agreements between the various parties involved with the operation, maintenance and ownership of the railway and rolling stock have been completed; that employee fitness and certification documents are current; and that any other permits, safety management systems, operating certificates, and etc. for the railway operation, are up to date.

On May 17, 2017, I asked a second time who the registered owner of the APR was. The response provided by the City advised me that the owner of the APR is the Western Vancouver Island Industrial Heritage Society, and that I would have to ask the WVIHS to produce the required railway operating documentation, as the city couldn't provide it – apparently the city does not keep copies of the railway operating documentation in their files. This should have been done before authorizing the WVIHS to operate and maintain city owned railway assets, and before extending liability insurance coverage to the WVIHS to operate trains on track leased by the city. It's common practice for companies to provide proof of various documentation about each other when entering into contracts with each other, and to keep certain copies of the other company's qualifications and certifications in their own files. Why wouldn't the city do the same when entering into a contract with the WVIHS? When they are hired, city employees have to provide documented proof of certification or licensing in their respective fields, and copies of those documents are held in files maintained by the city. But it would seem that in the case of the APR, file copies of the aforementioned documents pertaining to the APR being certified to operate a railroad were not obtained by the city. If this is true, it was a misstep. Is it true?

Council approved by resolution, all of the language in the McLean Mill National Historic Site Operations and Management Agreement between the City of Port Alberni and the McLean Mill Society in a document signed August 4, 2017, and that legally came into force and is dated for reference at January 1, 2017. Language in this agreement, in section 5.2 under **City's Covenants** states an agreement is in place between the City and the Island Corridor Foundation (ICF) for a non-exclusive track license agreement, and is in place between the City and the WVIIHS that requires the WVIIHS to "operate and maintain the City-owned railway assets." The first agreement is definitely in place. But the second one, the agreement between the City and the WVIIHS is not, which was confirmed by the Director of Parks, Recreation and Heritage in her report at the meeting of council on September 18, 2017. So this reality contradicts the covenant terms in the agreement between the City and MMS that states there is an agreement in place between the City and the WVIIHS as at January 1, 2017.

Further, throughout the Rail Track License Agreement between the City and ICF, the City is identified as being the "operator" of the APR, and as the "operator", the City cannot under ARTICLE 15.4, Binding Effect "**assign its rights under this Agreement or any interest therein, or attempt to have any other person assume its obligations under this Agreement, without the prior written consent of ICF.**"

Presuming that council directed staff to obtain written consent from the ICF that would permit the City to transfer its obligations as the "operator" of the APR from themselves to the WVIIHS, as required by language in the Rail Track License Agreement, I submit that a copy of the direction from council to obtain that letter, and a copy of the consent letter from the ICF that acknowledges the WVIIHS as operator of the APR, both be entered into the public record. I would also like to obtain a copy of each for my files.

By following the documents above, it would be reasonable to conclude that the "operator" of the APR was first the City, and then later, the WVIIHS. But when I investigated further, I determined that the Ministry of Transportation and Infrastructure has identified the McLean Mill Society as the "operator" of the APR, and not the WVIIHS. This information contradicts the statement in the McLean Mill National Historic Site Operations and Management Agreement between the City and MMS signed just over 8 weeks ago on August 4, 2017, where it states that the WVIIHS is required to "operate and maintain the City-owned railway assets."

I made an email enquiry to the Ministry of Transportation and Infrastructure to ask who they recognized as the operator of the APR, and I received the following response:

The Alberni Pacific Railway is operated by the McLean Mill Society which is a non-profit organization. I presume that the directors of the organization change over time.

<https://www.alberniavalleynews.com/news/mclean-mill-society-has-new-executive-director/>

Here is link to a site that contains an email contact address.

<http://www.alberniheritage.com/alberni-pacific-railway>

Kirk Rockerbie | Manager Transportation Policy | Registrar of Railway Safety | Transportation Policy Branch
| BC Ministry of Transportation and Infrastructure | M 250.480.9729 | E Kirk.Rockerbie@gov.bc.ca

So now Deanna Beaudoin, the Executive Director of the MMS, signs email messages as the Executive Director of both the MMS and the APR. Since it has become even less clear which legal entity controls the APR and which individuals operate the railway, the questions have to be asked again. Who exactly is the registered owner of the Alberni Pacific Railway and who are the people in charge of operating that railroad company? Has written consent been obtained by the City from the ICF permitting the City to transfer to either the IHS or the MMS, its obligations as the “operator” of the APR per the language of the agreement between the City and the ICF? I have already been told in writing by the city that the APR is registered to the WVIIHS, or owned by them. In the discussion for the Train Station Lease, language in the discussion states, “It is further intended that WVIIHS will continue to be owner/operator of APR.” Can the City actually pronounce who the intended owner of any registered company doing business with the city should be? Why would a railway company registered to and owned by the WVIIHS be handed over by them to the MMS? Was the City considering a transfer to another legal entity? Where is the documentation that supports this corporate transfer, or re-organization? It needs to be revealed.

Observing statements in documents that conflict statements in other documents, and reflecting on information that has been provided in answers by the City to some of my questions (answers that just ended up raising more questions), prompted me to conduct a corporate registry search on September 15, 2017, to search for public documents regarding the Alberni Pacific Railway. A search by an agent at the local ServiceBC office produced no results, so the agent contacted the registry office in Victoria. The registry office in Victoria confirmed that no records existed for an incorporated or registered railway company called the Alberni Pacific Railway, or for a company close to that name. So to test my suspicion that there may in fact be no “official” Alberni Pacific Railway in existence, on September 18, 2017, I applied to Corporate Registry to reserve and pay for the name ALBERNI PACIFIC RAILWAY LTD. for my new company to see if the name would be rejected according to the naming rules at Corporate Registry. It was not rejected. On September 20th, 2017, I received confirmation that I have the name reserved awaiting my next instruction.

According to the British Columbia Railway Act, the first step toward operating a railway in British Columbia is by submitting an application for a Minister’s Certificate. Such application can only be made by a company with an “official” company name and the applicant must provide proof of company ownership as required under Part 9, Division 1, Section 263 of the Business Corporations Act (SBC 2002) Chapter 57. Further, a list of the company’s principals, addresses and means of contact must be provided.

Next, a Safety Management System specific to that railway operation must be submitted to the Minister for approval, and then, if all is in order, an Operating Permit is issued and the railway can begin operations. An explanation from council is required for how it would have been possible for any of this documentation to have been completed if the Alberni Pacific Railway is not registered, notwithstanding the APR is referenced in Agreements approved by council. Or is it the case that the APR is just a numbered company that was simply given the trade name APR? If it is a numbered company, then the numbered company should be referenced and written into all of the legal agreements approved by council. Still, a numbered company would have to have an official company name before being able to apply for a Minister’s Certificate to operate a railway, and no name close to Alberni Pacific Railway existed on the corporate registry – until I reserved the name. Whatever the case is here, named or numbered company, it would have to be registered. Control of any registered company can’t just be given away to another controlling interest without filing the necessary paperwork.

In the meantime, three different sources of information indicate three different operators of the APR. In the Agreement language between the City of Port Alberni and the ICF, the City is identified as the “operator”. In the Agreement language between the City and MMS, the WVIIHS is *required* to be the “operator”. And in an email message I received from the Ministry of Transportation and Infrastructure, the MMS is identified as the “operator”. It makes no sense to me how three separate legal entities, who have not come together to form one legal partnership to operate the APR, could somehow all simultaneously be the single operator of the APR, more so in light of the fact that it appears the Alberni Pacific Railway was not legally registered or incorporated in the Province of British Columbia. I’m willing to be enlightened. Somebody needs to provide an explanation and produce the documentation to prove this is not the case.

I am providing this letter to Council, City officials, the MMS President and Executive Director and the WVIIHS ahead of it being published in the agenda package for the October 10th meeting of council to provide all of you a little more time to consider it. I am not looking to embarrass anyone, though that may end up being the result anyway if the paperwork around the railway is really as messed up as it appears it may be. Rather, I’m asking these questions because I am looking for accountability. I want to know that council, comprised of the only people who have the authority to approve agreements, also have in their possession the documentation I have been asking about for months that supports the terms of those agreements. It was not “too late in the game to be asking these questions” months ago when I first started to ask, nor is it too late to ask now. The current council authorized the creation of the new MMS operating model, populated its board with their choice of people, and made council the only member. It is completely this council’s responsibility to have determined the information that I am currently seeking, way before I wrote this letter, before council approved the MMS model and associated Agreements for governance of the APR and McLean Mill, and before council authorized hundreds of thousands of dollars of more spending this year on the venture, adding to the millions already spent, especially when the whole “business plan” of Council’s MMS operating model relies on an expensive to operate railway, for which the APR’s legal status, and who has custody of operational control, appears to be in question.

I also want to make it understood that for the unpaid volunteers who are involved, and for the paid city staff that are involved, this is and never has been about anyone in particular doing a bad job. Ultimately, the only way any service or program in the city is curtailed, continued or enacted, is at council’s direction. The officers of the Corporation of the City of Port Alberni are the people sworn to occupy elected office. They are the only people with the authority to approve or reject any agreement the city enters into with any organization, including for the agreements referenced in this letter. They are at the top of the command chain. Those people are Council. Staff cannot do anything without Council’s direction first and foremost.

Incidents with the railway such as what occurred on May 27, 2017, during the Sorority event when the weight of the entire train must not have been calculated properly because the assigned locomotive, being unable to haul all of the rail cars up the 1.5% grade to the mill, resulted in a decision to de-couple two rail cars from the train part way up the grade. The cars were left on the main track, not on a siding with a derail device to prevent the cars from rolling down the main track in the event of a loss of the brakes. There were passengers onboard each rail car and the rail cars were left on a 1.5% incline north of several road crossings, including the highway 4 corridor. Both the de-coupling and the leaving behind of two rail cars on the main track with passengers aboard on a 1.5% incline, probably doesn’t fit with the BC Safety Authority, the insurance underwriter’s opinion, or the opinions of other interested third parties of what “Best Practices” for the railroad are.

Anecdotal feedback of that day from people who were there say the decoupling became necessary partly due to the vegetation overgrowing the rails that once pressed, made the rails greasy and caused the Number 11 engine to lose motive traction. Others thought it might simply be the train's total weight that was too much for the little engine to handle. Regardless, the locomotive selected for the run was unable to haul the weight of five cars of passengers up the grade, so two rail cars were left behind part way up, with brakes set just 5 weeks after the Englewood incident here on Vancouver Island, and four years after the Lac Mégantic incident in Quebec, where in both cases, trains rolled away and crashed, and despite those trains not carrying passengers, people died anyway. The APR is a train operator that carries passengers. All the more reason to be absolutely certain of knowing the entity with operational custody of the APR, and which individuals are in charge and responsible for the railroad, should a serious incident arise. The documentation currently available does not make that clear, but the BC Safety Authority, WorkSafe BC, the Minister of Transportation and Infrastructure, the City's insurer, and Transport Canada to name a few, would likely want to know this, should an unfortunate incident with the railroad occur. The public and media surely would be interested. Lawyers will definitely find out.

To be clear, I'm letting council know that I won't wait for weeks or months for clarity around the organizational structure or for clarity of which entity has the operational custody of the APR. I'm looking for answers in short order. This has gone on long enough. I'm on the third council administration in a row in my continuing, years-long attempt to untangle and peel back the multitude of layers to get at the nub of the operational and financial issues related to this city venture - all the while trying to gain understanding of what is in order, what is not in order, bringing awareness to the public of the operational and financial issues regarding the railway and mill, and by doing so, holding to account the people elected to public office who are ultimately responsible for what occurs during their term in government. Three years is plenty of time for this iteration of council administration to have come to an understanding of the issues specific to this file, and really sort them out. I won't wait to pursue this with a fourth council administration.

Respectfully submitted,
Roland Smith

Links to acts and regulations referenced in this letter are provided below. Following the links, one page shows the name Alberni Pacific Railway Ltd. is currently in reserved status at Corporate Registry and the next page shows the name Alberni Pacific Railway Ltd. is currently reserved under my name. That wouldn't be possible if the Alberni Pacific Railway was already registered and owned by the WVIHS, or some other legal entity.

Business Corporations Act

http://www.bclaws.ca/civix/document/id/complete/statreg/02057_00

Minister's Certificate Template – BC Safety Authority

https://www.safetyauthority.ca/sites/default/files/application_for_railway_certificate_template.doc

Railway Safety Act (Canada):

<https://www.tc.gc.ca/eng/acts-regulations/acts-1985s4-32.htm>

British Columbia Railway Act (RSBC 1996) CHAPTER 395:
http://www.bclaws.ca/civix/document/id/lc/statreg/96395_01

British Columbia Railway Safety Adopted Provisions Regulation:
http://www.bclaws.ca/civix/document/id/lc/statreg/210_2004

Heritage Railway Safety Regulations:
<https://www.safetyauthority.ca/regulations/railways/heritage-railway-safety-regulation-guidelines>



B.C. Home

BC Registry Services

[Name Requests Online](#)

[Read Important
Information](#)

[Research Choices](#)

[Submit Name Approval
Request](#)

[View Status](#)

[We want your
feedback!](#)

Help Desk: 250 370-1033 or
1 877 370-1033

Related Links

- [OneStop Business
Registry](#)
- [Corporate Online](#)
- [Societies Online](#)
- [NUANS](#)
- [Trademarks](#)
- [Small Business BC](#)
- [BC Online](#)
- [Small Business &
Revenue](#)
- [Canada Revenue
Agency](#)
- [WorkSafeBC](#)



NAME REQUESTS ONLINE

Research Name Choices ?

This search tool is used to compare your name with existing [corporate names](#) on the BC Corporate Registry. When you pick your name, use unique words like: an individual's name; a geographic location; a coined, made-up word; or an acronym.

The search will find each of the words you entered, and in some cases the search results will include [words that are similar in meaning](#).

BC Registry Services has the right to accept or reject any name based on BC name examination rules and guidelines, and cannot guarantee that your name will be available and approved at the time it is examined.

If you are interested in trademarking your name, you should check the Government of Canada's [NUANS Names search system](#).

Enter name choice: Alberni Pacific Railway

[Search Names](#)

Results:

9 items found, displaying all items.

Name	Type
ALBERNI PACIFIC RAILWAY LTD.	Reserved
CANADIAN NORTHERN PACIFIC RAILWAY COMPANY	Private Act
EDMONTON YUKON & PACIFIC RAILWAY CO (V.C. 70-1912)REFERENCE ONLY NAMES UNIT	NON
PACIFIC AND ARCTIC RAILWAY AND NAVIGATION COMPANY	Extraprovincial Registration
PACIFIC AND GREAT EASTERN - REFERENCE ONLY NAMES UNIT - THIS IS A RAILWAY SO DO NOT GIVE IN A NAME	NON
PACIFIC COAST RAILWAY STAFFING INC.	B.C. Company
PACIFIC NORTHWEST RAILWAY SERVICES LTD.	B.C. Company
PACIFIC RAILWAY COMPANY	Private Act
PACIFIC WILDERNESS RAILWAY COMPANY LTD.	Railway

Suggestions:

If you have found a close or an exact match, you may wish to add an additional word or words such as:

1. an additional [distinctive element](#);
2. the name of an individual; or
3. a geographic location.

[Back](#)

[Top](#)

NRO-02

[COPYRIGHT](#) | [DISCLAIMER](#) | [PRIVACY](#) | [ACCESSIBILITY](#)



YOUR NAME REQUEST #: NR 3770252

SMITH, Roland Allan
2702 - 11TH AVENUE
PORT ALBERNI BC V9Y 2R6
CANADA

Name: ALBERNI PACIFIC RAILWAY LTD.

Status: APPROVED

Type: B.C. COMPANY



NAME REQUEST #: NR 3770252 WILL EXPIRE ON: NOVEMBER 15, 2017



Step 1: Name Approved



Step 2: Go to: www.corporateonline.gov.bc.ca

Please complete the filing before the expiry date. If it is not used before it expires, a new name request will be required.

Excellent care, for everyone,
everywhere, every time.



September 25, 2017
19150

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

Dear Mayor Ruttan and Council:

Re: Air Quality Related Health Concerns due to Domestic Wood Burning

On an ongoing basis, our office receives concerns expressed by residents about exposure to outdoor smoke produced by wood-burning appliances and backyard burning. While some residents are bothered by the nuisance created by smoke, most are concerned about the potential health effects this exposure may have on them and others within their families. We would therefore like to draw your attention to recent developments related to wood-burning appliances and wood-smoke, and outline actions Council can take to reduce the impact.

While wood-burning appliances are used as a primary or secondary source of heat in many homes, the health effects from the resulting wood-smoke have become increasingly recognized. Wood smoke contains many of the same harmful substances that are found in tobacco smoke and is a significant source of fine particulate matter (PM_{2.5}), a major component of air pollution and a detriment to health. When inhaled, PM_{2.5} embeds deep inside the tissue of the lung. Exposure is associated with a shortened lifespan, and can lead to lung cancer, reduced lung functioning and worsening of heart disease and asthma among those who suffer from these conditions. Building upon existing research, a February 2017 Health Canada study (mcgill/newsroom/woodstoves), using air quality data from three BC cities (including Courtenay/Comox), found that an increase in PM_{2.5} specifically due to wood burning in the winter was associated with a 19 percent increase in hospitalization for heart attacks among those 65 years or older.

On September 19, 2016 the government of BC adopted the new Solid Fuel Burning Domestic Appliance Regulation (SFB DAR) (BCReg218/2016). Changes include the requirement for domestic wood burning appliances sold in BC to be USEPA certified to meet PM emissions standards, and provisions regarding the kind of fuel that can be burnt. In addition, there is now a requirement for the use of noncertified hydronic wood boilers (that were installed prior to May 1, 2017) to be discontinued by 2026 unless they meet an 80 metre setback requirement from a property line. However, the SFB DAR does not stipulate a similar requirement for existing noncertified wood stoves.

Given that SFB DAR does not require discontinuation of existing noncertified wood stoves, the potential for ongoing exposure to elevated PM_{2.5} will continue in many communities. And, while wood smoke air pollution receives most attention in valley communities, it also contributes to poor air quality in localized areas where wood source space heating is used by one or more households within a neighbourhood.

Medical Health Officer

Located at: 3rd Floor 6475 Metral Drive | Nanaimo, BC V9T 2L9

Tel: 250.739.6304 | Fax: 250.755.3372

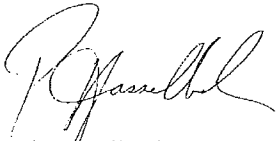


Local governments are uniquely positioned to lower PM_{2.5} emission, improve air quality and thus achieve better health outcomes by addressing gaps not covered in SFB DAR. There are a number of ways to effect change, such as:

1. Update and/or implement air quality bylaws that afford more stringent controls on the type and use of wood burning appliances, such as requiring the replacement of existing noncertified appliances. This is currently being done at the local level through a bylaw in at least one community on Vancouver Island.
2. Offer incentive programs that support wood alternative heating sources. A program that focuses on exchanging woodstoves for alternative heating methods, such as heat pumps, will achieve more substantial improvements than one that focuses on exchanging a noncertified woodstove for a certified one. The provincial woodstove exchange program can be utilized. It offers higher incentives for cleaner heating options and has made heat pumps eligible.
3. Social marketing and educational campaigns that provide awareness to local residents about the health effects due to wood stove.
4. Implement bylaws that restrict backyard burning, including limitations on materials, setbacks and time periods. Most Vancouver Island local municipalities and regional districts currently have bylaws in place to address backyard burning, many of which include seasonal burning bans. Existing bylaws can be further strengthened to include burning restrictions year round in urban containment areas.

We encourage council to consider adopting one or more of these strategies. Island Health appreciates any opportunity to engage with municipalities with respect to initiatives that lead to health outcome improvements. For further discussion around air quality please contact us at HBE@viha.ca.

Yours in Health,



Paul Hasselback, MD, MSc, FRCPC
Medical Health Officer

c.c.: Earle Plain, Air Quality Meteorologist, Ministry of Environment

PH/cl



Royal
Canadian
Mounted
Police

Gendarmerie
royale
du
Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

September 15, 2017

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

Your File Votre référence
100-157

Our File Notre référence
E753-28-5

Municipal Policing Agreement
April 1, 2017 to March 31, 2018 Fiscal Year

In compliance with article 17.3.a) of the Municipal Policing Agreement, please find attached our monthly Financial Statement. The statement provides a year end forecast of expenditures as of **August 31, 2017**.

This Statement lists all the direct expenditures incurred to provide police services to your municipality from April 1, 2017 to **August 31, 2017**. This statement also contains reference to indirect costs which are included in the year end forecast.

Retroactive payments resulting from the most recent member pay agreement have been included in the attached forecast which will affect your surplus/deficit situation. Over the past couple of years, we have communicated the need to set aside funds for this purpose. Please ensure you are aware of the additional resources required for these payments. Retroactive payments will be invoiced in the upcoming Quarter 2 billing, which you should expect to receive in November.

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

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

c.c. OIC Port Alberni Detachment

Canada

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

PORT ALBERNI

19-Sep-17

Expenditures to 2017/08/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
STANDARD OBJ. 01 - PERSONNEL					
CEG 10 - PAY - PUBLIC SERVICE EMPLOYEES	0	0	0	0	0
CEG 30 - PAY - MEMBERS:					
CE 500110 - REGULAR PAY	3,159,545	225,532	1,081,260	2,645,964	513,581
CE 500112 - RETROACTIVE PAY		0	24,459	24,459	-24,459
CE 500113 - ACTING PAY	17,605	1,519	4,769	17,605	0
CE 500114 - SERVICE PAY	85,341	6,536	31,316	85,341	0
CE 500117 - SHIFT DIFFERENTIAL	51,000	4,211	13,331	45,000	6,000
CE 500164 - SENIOR CST ALLOWANCE	41,950	3,804	21,387	50,000	-8,050
CE 501127 - RETRO PAY - PRIOR YEAR		6,394	159,532	159,532	-159,532
CE 501194 - REGULAR TIME - RESERVISTS	10,250	0	0	5,000	5,250
CE 502103 - OPERATIONAL CLOTHING ALLOWANCE	6,765	397	2,152	6,765	0
MISC. CE's INCLUDED UNDER CEG 30	2,600	0	3,218	7,777	-5,177
CEG 30 - PAY - MEMBERS - TOTAL	3,375,055	240,393	1,341,425	3,047,443	327,612
CE 500111 - OVERTIME	300,000	28,926	89,317	330,075	-30,075
CE 501110 - OPERATIONAL AVAILABILITY		1,295	5,075	5,075	-5,075
CE 501128 - RETROACTIVE OVERTIME		337	21,964	21,964	-21,964
CEG 31 - OVERTIME - MEMBERS - TOTAL	300,000	30,557	116,356	357,114	-57,114
CEG 45 - PERSONNEL - PAY RAISE CONTINGENCY	0	0	0	0	0
TOTAL STANDARD OBJ. 01 - PERSONNEL	3,675,055	278,950	1,457,781	3,404,558	270,497
STANDARD OBJ. 02 - TRANSPORTATION & TELECOMMUNICATION					
CEG 50 - TRAVEL	42,000	4,356	8,713	42,000	0
CEG 51 - TRAVEL ADVANCES (Credit Item)		0	0	0	0
CEG 52 - TRAINING TRAVEL (DCCEG)	34,840	1,656	7,374	34,840	0
CEG 53 - TRAINING TRAVEL (POST)	5,835	0	1,111	5,835	0
CEG 54 - IPA & FSD TRAVEL	0	0	0	0	0
CEG 55 - CENTRALIZED TRAINING TRAVEL	0	0	0	0	0
CEG 70 - FREIGHT, POSTAGE, ETC.	4,600	1,804	2,784	7,500	-2,900
CEG 100 - TELECOMMUNICATIONS SERVICES (DCCEG)	0	0	0	0	0
CEG 101 - TELEPHONE SERVICES (POST)	0	0	0	0	0
CEG 140 - COMPUTER COMM SERVICES (SSC)	0	0	0	0	0
TOTAL STANDARD OBJ. 02 - TRANSPORTATION & TELECOM	87,275	10,241	19,981	90,175	-2,900
STANDARD OBJ. 03 - INFORMATION					
CEG 120 - ADVERTISING	0	0	11	11	-11
CEG 130 - PUBLICATION SERVICES	0	0	0	0	0
TOTAL STANDARD OBJ. 03 - INFORMATION	0	0	11	11	-11
STANDARD OBJ. 04 - PROFESSIONAL & SPEC. SVCS					
CEG 170 - CONTRACTED SERVICES (DCCEG)	0	0	0	0	0
CEG 171 - CONTRACTED SERVICES (POST)	0	0	0	0	0
CEG 190 - TRAINING & SEMINARS (DCCEG)	68,145	0	10,965	68,145	0
CEG 191 - TRAINING & SEMINARS (POST)	3,710	0	0	3,710	0
CEG 192 - OFFICIAL LANGUAGE TRAINING (Credit Item)		0	0	0	0
CEG 219 - PROFESSIONAL SERVICES	41,975	2,032	9,157	41,975	0
CEG 220 - OTHER SERVICES	5,585	106	1,025	5,585	0
CEG 221 - IMIT SERVICES	51,000	0	18,989	51,000	0
CEG 223 - RADIO COMMUNICATIONS SYSTEMS	10,475	0	0	10,475	0
CEG 228 - CADIC SPENDING OF PROCEEDS	0	0	0	0	0
CEG 229 - CADIC ALLOCATED (Credit)		0	-674	-674	674
CEG 230 - DIV FUND TRANSFER	0	0	0	0	0
CEG 231 - DCM FUND TRANSFER	0	0	0	0	0
CEG 232 - O&M OPERATIONAL CONTINGENCY	0	0	0	0	0
CEG 233 - CORPORATE CONTINGENCY	0	0	0	0	0
TOTAL STANDARD OBJ. 04 - PROFESSIONAL & SPEC. SVCS	180,890	2,139	39,462	180,216	674
STANDARD OBJ. 05 - RENTALS					
CEG 240 - RENTAL-LAND,BLDG & WORKS (DCCEG)	0	0	0	0	0
CEG 241 - RENTAL-LAND,BLDG & WORKS (POST)	824	0	0	824	0
CEG 250 - RENTAL - COMMUNICATION EQUIP (DCCEG)	0	0	0	0	0
CEG 251 - RENTAL - COMMUNICATION EQUIP (POST) SSC	0	0	0	0	0
CEG 258 - RENTAL - MOTORIZED VEHICLES	0	0	0	0	0
CEG 260 - RENTAL OF CONVEYANCE	0	0	0	0	0
CEG 261 - LEASING OF AIRCRAFT	0	0	0	0	0
CEG 265 - LEASED VEHICLES	0	0	0	0	0

PORT ALBERNI

19-Sep-17

Expenditures to 2017/09/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
CEG 280 - INFORMATION TECHNOLOGY RENTALS	3,162	3,201	4,023	12,069	-8,907
CEG 290 - RENTAL - OTHERS	4,120	98	592	4,120	0
TOTAL STANDARD OBJ. 05 - RENTALS	8,106	3,299	4,615	17,013	-8,907

STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAINTENANCE

CEG 310 - REPAIR OF BUILDINGS & WORKS (DCCEG)	0	0	0	0	0
CEG 311 - REPAIR OF BUILDINGS & WORKS (POST)	0	0	0	0	0
CEG 350 - REPAIR SHIPS & BOATS	0	0	0	0	0
CEG 360 - REPAIR OF AIRCRAFT	0	0	0	0	0
CEG 370 - REPAIR OF VEHICLES	50,000	925	12,342	50,000	0
CEG 380 - REPAIR OF OFFICE & LAB EQUIPMENT	0	0	0	0	0
CEG 390 - REPAIR OF MISC. EQUIPMENT	1,545	7	2,473	3,000	-1,455
CEG 392 - REPAIR OF AFIS EQUIP	0	0	0	0	0
CEG 393 - IT REPAIR AND MAINTENANCE	459	0	0	459	0
TOTAL STANDARD OBJ. 06 - PURCHASED, REPAIR AND MAIN	52,004	932	14,815	53,459	-1,455

STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPPLIES

CEG 400 - UTILITIES	0	0	0	0	0
CEG 430 - FUEL	65,000	6,503	29,337	75,000	-10,000
CEG 470 - PHOTOGRAPHIC GOODS	743	108	808	1,300	-557
CEG 500 - STATIONERY	17,613	676	3,978	17,613	0
CEG 510 - CLOTHING & KIT	15,450	636	2,959	15,450	0
CEG 530 - LABORATORY SUPPLIES	0	0	0	0	0
CEG 540 - SUPPLY & SUNDRY EQUIPMENT	23,460	1,997	8,369	23,460	0
CEG 541 - ACQUISITION CREDIT CARDS	0	0	0	0	0
CEG 550 - HOUSE FURNISHINGS	0	0	0	0	0
CEG 630 - MESS PURCHASES	0	0	0	0	0
CEG 640 - MESS CREDITS	0	0	0	0	0
TOTAL STANDARD OBJ. 07 - UTIL, MATERIAL AND SUPP	122,266	9,921	45,450	132,823	-10,557

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

CEG 440 - TRANSPORT SUPPLIES	4,200	191	6,908	20,000	-15,800
CEG 441 - VEHICLE CHANGEOVERS	24,000	740	740	24,000	0
CEG 450 - COMNS PARTS & CONSUMABLES	2,040	0	0	2,040	0
CEG 480 - FIREARMS & AMMUNITION	12,500	0	1,318	12,500	0
CEG 770 - RADIO COMMUN. EQUIPMENT- SYSTEM AND USE	17,784	0	0	17,784	0
CEG 771 - COMMS. EQUIPMENT	453	0	0	453	0
CEG 810 - LABORATORY EQUIPMENT	0	114	190	200	-200
CEG 811 - PROJECT DEVELOPMENT - NON SALARY	0	0	0	0	0
CEG 812 - PROJECT DEVELOPMENT - SALARY	0	0	0	0	0
CEG 820 - PHOTOGRAPHIC EQUIPMENT	0	0	0	0	0
CEG 821 - AFIS EQUIP	0	0	0	0	0
CEG 822 - IDENT EQUIPMENT	0	0	0	0	0
CEG 830 - FURNITURE AND FIXTURES	0	0	0	0	0
CEG 840 - COMPUTER EQUIPMENT AND SOFTWARE	0	0	0	0	0
CEG 841 - ACQUISITION OF COMPUTER EQUIPMENT	15,000	0	0	15,000	0
CEG 842 - ACQUISITION OF SOFTWARE	0	0	0	0	0
CEG 845 - SPECIALIZED EQUIPMENT (CAPITAL)	0	0	0	0	0
CEG 850 - AUDIO VISUAL AIDS	0	0	0	0	0
CEG 860 - INVESTIGATIONAL EQUIPMENT	5,150	31,500	31,500	31,500	-26,350
CEG 870 - SHIPS AND BOATS (CAPITAL)	0	0	0	0	0
CEG 871 - MISC. BOATS	0	0	0	0	0
CEG 880 - AIRCRAFT (CAPITAL)	0	0	0	0	0
CEG 890 - VEHICLES (CAPITAL)	64,000	0	0	64,000	0
CEG 891 - MISC. VEHICLES	0	0	0	0	0
CEG 900 - OTHER EQUIPMENT	0	0	0	0	0
CEG 910 - OFFICE MACHINES	4,243	357	744	4,243	0
CEG 920 - SECURITY EQUIPMENT	2,000	0	0	2,000	0
TOTAL STANDARD OBJ. 09 - MACHINERY & EQUIPMENT	151,370	32,902	41,400	193,720	-42,350

PORT ALBERNI

19-Sep-17

Expenditures to 2017/08/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) / DEFICIT(-)
STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS					
CEG 570 - PRISONER EXPENSES	0	0	0	0	0
CEG 580 - SECRET EXPENSES	4,738	300	1,700	4,738	0
CEG 581 - SPECIAL "I" EXPENDITURES	0	0	0	0	0
CEG 590 - MISC. EXPENDITURES	0	0	0	0	0
CEG 650 - WRITE-OFF	0	0	0	0	0
TOTAL STANDARD OBJ. 12 - OTHER SUBSIDIES & PAYMENTS	4,738	2,077	1,700	4,738	0

TOTAL DIRECT COSTS	4,281,704	341,260	1,625,214	4,076,712	204,992
---------------------------	------------------	----------------	------------------	------------------	----------------

INDIRECT COST (Summary)					
1) RM Pensions	746,112			673,100	73,012
2) RM CPP	89,162			78,700	10,462
3) Employer's Contr. to E.I. for R/M's	40,880			36,100	4,780
4) Division Administration (per cap x avg.# RM's)	897,600			786,000	111,600
5) Recruitment & Training	167,212			147,500	19,712
6) National Programs, Other Indirect Costs & Consolidated Svcs.	86,078			76,000	10,078
7) Police Dog Service Training	25,233			23,200	2,033
8) Amortization of Equipment > \$150,000 @ 10%	-			-	-
9) CPP & EI for Reservists	428			200	228
10) Cost of ERC/PCC as a Per Capita of...(PCC incl. under Nat. Pro	-			-	-
TOTAL INDIRECT COSTS	2,052,704			1,820,800	231,904
TOTAL COSTS (Direct + Indirect) @ 100%	6,334,408			5,897,512	436,896
FEDERAL COST 10 %	633,441			589,751	43,690
TOTAL MUNICIPAL POLICING COSTS 90%	5,700,967			5,307,761	393,206

FTE - FULL TIME EQUIVALENTS	ESTABLISHED STRENGTH			CURRENT UTILIZATION	
RM / CM - ESTABLISHED	34.00				
RM / CM - FUNDED	34.00			30.00	4.00
RESERVISTS	0.11			0.05	0.05

INDIRECT COSTS - DETAILS					
REGULAR & CIVILIAN MEMBERS					
1) Pensions (Total Pensionable Earnings)	3,286,836			2,965,297	
Pension Rate	22.70%			22.70%	
Total Cost of RM/CM Pension.....	746,112			673,122	72,989
2) CPP (Pensionable Items) based on a Per Capita Cost of...	2,622			2,622.00	
Total Cost CPP (per Cap times FTE)	89,162			78,656.15	10,505
3) Employer's Contributions to EI based on a Per Capita Cost of	1,202			1,202.00	
Total Cost of E.I. Contributions (per Capita x FTE)	40,880			36,058	4,821
4) Division Administration based on a Per Capita Cost of...	26,400			26,200	
Total Cost of Div. Administration (Per Capita x FTE)	897,600			785,961	111,639
5) Recruitment & Training					
Per Capita Cost of Training.....(effective 2015/16)...	1,358			3,560	
Per Capita Cost of Recruiting....	3,560			1,358	
Total Cost of Recruitment & Trng (Per Capita X FTE Utili	167,212			147,533	19,679
6) National Programs, Other Indirect Costs & Consolidated Serv	2,532			2,532	
Total Cost of National Programs (See Below)	86,078			75,956	10,122
7) Police Dog Svc. Trng. based on a Per Cap. cost of (eff. F/Yr. 2	25,233			25,233	
Total Cost of PDS.Trng (Per cap. X # of PD Teams)	25,233.00			23,213.35	2,020
TOTAL INDIRECT COSTS - RM's & CM's	2,052,276			1,820,501	231,776

PORT ALBERNI

19-Sep-17

Expenditures to 2017/09/31

REPORTING OBJECT	BUDGET CAP	CURRENT MONTH	YEAR TO DATE	YEAR END FORECAST	EST. SURPLUS(+) DEFICIT(-)
INDIRECT COSTS - Reservists					
a) CPP for Reservists Per Capita Cost of	2,622			2,622	
Total Cost of Reservists CPP (Per Capita x FTE)	280			137	144
b) Employer's Contr. to E.I. Per Capita Cost	1,378			1,378	
Total Cost of Reservist's E.I. Contributions (Per Capita x	147			72	75
TOTAL INDIRECT COSTS - RESERVISTS	428			209	219
TOTAL INDIRECT COSTS	2,052,704			1,820,709	231,995

NATIONAL PROGRAMS, OTHER INDIRECT COSTS & CONSOLIDATED SERVICES					
OTHER INDIRECT COSTS					
Public Complaints Committee (PCC)	494.00			494.00	
Enhanced Reporting & Accountability	174.15			174.00	
Legal Advisory Services	119.57			120.00	
Estimated Severance Payout	1,023.00			1,023.00	
CONSOLIDATED SERVICES					
Shared Services Canada	721.00			721.00	
Accounting Operations	-			-	
TOTAL PER CAPITA COST	2,531.72			2,532.00	

YEAR TO DATE CREDITS (INFO ONLY)					
MEDICAL LEAVE / SUSPENSION > 30 DAYS - CEG 32		-	901		
TRANSFER ALLOWANCES - CEG 40 & 41		-	-		
TRANSFER COSTS - CEG's 60 - 66		2,425	12,898		
CE 1080		-	-		
LEGAL FEES CEG 160, OFF.LANG.TRNG CEG 192		-	(181)		
HEALTH SERVICES CEG 200-202, PROTECT. SVCS CEG 210		-	-		
COMP. CLAIMS & EX-GRATIAS - CEG 620		2,577	2,577		
ICBC REPAIRS TO POLICE VEHICLE CREDITS		-	-		
REFUND OF CREDITS UNDER CE 1691 / 1680 / 1687		-	-		
TOTAL CREDITS		5,002	16,194		

SUMMARY	BUDGET CAP			YEAR END FORECAST	EST. SURPLUS / DEFICIT
PAY	3,675,055			3,404,558	270,497
BENEFITS (RM Pensions, CPP & E.I.)	876,153			787,837	88,316
OPERATING & MAINTENANCE	455,279			478,434	(23,156)
CAPITAL	151,370			193,720	(42,350)
INDIRECTS	1,176,551			1,032,963	143,588
TOTAL DIRECT and INDIRECT	6,334,408			5,897,512	436,896
MUNICIPAL COST 90 %	5,700,967			5,307,761	393,206

From: Gary Lajeunesse [<mailto:garylaj@icloud.com>]
Sent: Friday, September 15, 2017 9:49 AM
To: Davina Hartwell
Subject: RE: Air Quality
Importance: High

Dear Mayor and Council,

I'm writing to you people to inform you all that the air quality in north port is absolutely unacceptable daily as the air is horrid with the smell of emissions from Catalyst burning their hog fuel and TDF mixture, and this is toxic and with all the science on the health effects from biomass burning as well as the added effects from wildfire smoke makes this valley as bad as Chemical Valley Sarnia in Ontario. I think it's time for our mayor and council to start to lobby Catalyst to quit burning and start to look at what they are doing to the health of the community with all the burning of hog fuels and tires as well as all their solid wastes and go back to LGN seeings how it's so plentiful and cheap it is according to our government.

I spent the day in Tofino yesterday and out of all the people I talked to did not approve of Alberni Air as they all notice the difference when passing through but they don't know why, and when I inform them that the mill burns 100 cord of wet wood per day they were amazed that tis goes on when there is the option of a cleaner source but biomass burning is cheaper regardless of the health of the community. Then they were horrified when I told them in order to get the wet wood burning hotter they add up to 40,000 lb. of chipped up tires and the smell is horrid and eye watering as well as deadly when breathing this daily which science has proven. Time to work to a cleaner air shed and move this town forward with times of living a healthier lifestyle in PA instead of continuing to be in the top two of being the most unhealthiest community in British Columbia.

It's bad enough that industry has taken over all the prime real-estate in PA only to pollute the land to the point of never ever being able to develop the properties into a viable community development to move PA out of the dark ages.

I also think PA should do more research in Tofino on what people would like to see and do in PA as this is the best place for this as this is destination of 1.5 million plus tourists every summer that have passed through PA for clean air and nature. This will give PA a better understanding of what be needed to create a plan to make changes with the times in order to draw more people to stay. There's an attitude in PA that if it's good enough for them then it's good enough for everyone and this is not the case and standards must be raised.

Gary Lajeunesse
garylaj@icloud.com

From: Gary Lajeunesse [<mailto:garylaj@icloud.com>]
Sent: Monday, September 18, 2017 11:48 AM
To: Davina Hartwell
Subject: RE: Air Quality
Importance: High

Dear CityPA, Mayor & Council,

I would like to share with you that the air in north PA is absolutely horrid with noxious emissions from Catalyst burning their hog and TDF as it smells like burning plastic and is burning our eyes, throat and nose and had to close up windows and doors and will probably have to leave town again it's so bad. This is unacceptable practice in this day and age and nothing healthy about living beside a facility that burns 277,400,000 lb. of hog fuel that converts to 2,774 highway logging truck loads of wet wood and with a maximum allowable amount of TDF (tire derived fuel) at 14,600,000 lb. which works out to approximately 292 truck loads going on 50,000 lb. load per year. With a well known and documented air inversion problem in the PA valley and a very low health index you would think our public servants would look for a better ways and move forward with promoting cleaner and greener ways from homes to industry to promote a healthier place to live and stand out for the better, not the worse and most polluted. Now would be a good time to lobby government to give Catalyst a good rate on LGN as the project up the north coast has been cancelled and there's such an abundance of LGN and cheap that it only makes sense, and I quote councillor Ron Poulson, "It's not rocket science." You all push for recycling and clean streets but you allow the air shed to be used as a garbage dump by allowing age old practices.

Gary Lajeunesse
garylaj@icloud.com



BREAD OF LIFE CENTRE

ANNUAL HARVEST DINNER & SILENT AUCTION

Saturday Nov. 18, 2017

3130-3rd Avenue

Doors open at 5:30pm

Dinner at 6pm

**Appetizers, Buffet Dinner,
Entertainment, Silent Auction & Great
Company all for a wonderful cause.**

Tickets \$25 each

Available at the Bread of Life Centre Office

**Full Menu available at
portalbernibreadoflife.weebly.com**



OFFICE OF THE
SENIORS ADVOCATE
BRITISH COLUMBIA

Every Voice Counts

Office of the Seniors Advocate
Residential Care Survey
Provincial Results

September 2017

September 15, 2017

Over 27,000 seniors in B.C. live in a residential care facility. Often times called the “care” or “nursing” home, it is a place that keeps our most frail and vulnerable seniors safe and secure. The vast majority of seniors will live their entire life in the comfort of their own home and will never directly experience residential care. This fact, however, does not diminish the commitment seniors, their family members and indeed most British Columbians have to ensuring that the final years of life spent in a care home in B.C. are as dignified, meaningful and enjoyable as possible.

As the Seniors Advocate, I meet with many seniors and their families who have both inspiring and heartbreaking stories about residential care. In my travels to many care homes in all parts of the province, I see a significant diversity of facilities in terms of design, staffing, approaches to care and, without exception, some very dedicated staff. I see residents who are joyful and engaged and some who are struggling to find meaning and happiness. The range of care needs is vast, from some residents with whom I have very spirited discussions (sliding into debate at times) while walking down the hallway, to others who are unable to communicate with anyone and are completely dependent on others for all of their physical care needs.

Residential care is a licensed facility that provides safety and security for residents and peace of mind for family members. We enforce robust regulations and track a wide range of indicators such as falls, infection rates, staffing levels, complaints, and use of certain medications to name but a few. We in the system have looked to these indicators as a measure of quality—too many falls or citations from licensing equates to lower quality for example. While it is important to monitor these activities, what about other aspects of life? Do residents have friends, how do the staff treat them, are meals enjoyable, are there meaningful things to do—these are all important aspects of daily life for residents. How are we measuring success in achieving quality in these areas?

In the consumer world, when assessing quality, we look for feedback from people who have actually used the product. The discerning traveller is going to want to read the feedback from the people who have actually stayed in the hotel versus the official website with the professional photos and marketing department descriptions. Customer feedback is obviously important as we are constantly requested to complete satisfaction surveys. In residential care, we have been slower to adopt this approach as a means to improving quality.

The Office of the Seniors Advocate has a statutory obligation to monitor services to seniors and to report to the public on issues of concern. These duties combined to produce the decision that my office would undertake a survey of all residents in all publicly funded care facilities, to ask their opinion about how well we are doing in meeting their needs and we would also ask the opinion of their family members.

The support and co-operation received for this undertaking was nothing short of phenomenal. From the Ministry of Health who has funded this initiative, to the health authorities who provided critical data, to the care operators who welcomed the surveyors into their facilities with open arms. However, the most inspiring support, without a doubt, is the incredible contribution of over 800 volunteers across this province who dedicated over 25,000 hours of their time sitting down with almost 10,000 residents to hear their stories, ask their opinions, and engage with them as equals in a conversation about what life is like in the place where they live.

The stories, the feedback and the results paint a picture of a rich and diverse group of men and women who, through circumstances beyond their control, have found themselves: living with folks many of them don't really know; eating food that some like more than others; waiting for help that is sometimes too long in coming; and lacking the freedom to go and do what they want when they want. Despite all of these challenges however, most describe themselves as happy and many would recommend that others come and live with them. We should all be humbled by the grace and equanimity demonstrated by seniors in residential care in this province and recognize how deserving they are of our care and attention.

This report is not the "voice" but the "voices" of residential care as the diversity of opinions is apparent in the results. Together, these voices are telling us that our residential care system has some good aspects—even very good for some—but, taken as a whole, we need to do better and, in some cases, much better. You will read in the report of residents who are waiting too long to get the help they need, who are frustrated by the rigidity of fixed schedules and who want to have more to do and people they can talk to. In a number of different ways, the message that prevails is "more staff", "more freedom" and "engage with me."

The first step in fixing a problem is diagnosing the problem, and this survey is an instrument that probes what residents think about a number of activities in their care home. The survey allows us to hear from the users of our service, how we are, or are not, meeting their needs. There is a proverb: not to know is bad, not to want to know is worse. The support for this survey from so many, tells us that we want to know; now we need to learn from the results and develop a plan for improvement.

Sincerely,



Isobel Mackenzie
Seniors Advocate
Province of British Columbia

Acknowledgements

The OSA Residential Care Survey was a mammoth undertaking on a scale not seen before in Canada. To be effective the survey needed rigorous oversight of testing, implementation and protocols. It needed co-ordination across a vast geography with five health authorities, over a hundred different operators and many residents who spoke a language other than English.

The success of the survey is the result of the efforts of almost 1,000 people and to name them all would not be possible, but there are some key acknowledgements to make.

First and foremost are the over 800 volunteers. Their willingness to engage directly with the residents was, without a doubt, one of the main reasons for such a high response rate. A survey where every resident was asked for their opinion simply would not have been possible without the dedication of these volunteers.

Secondly, the consultation group which grew at one point to include over 25 people. Your voices were important to ensure we asked the right questions the right way. The diversity of perspectives from front line staff to policy makers to administrators, funders and family members was critical to ensure we had a result that would allow us to turn the thoughts of the residents into action.

The Ministry of Health, Health Authorities and Providence Health Care invested significant time in securing the funding for this project, ensuring we meet all regulatory requirements and provided us with needed data and information.

Facility Operators were key to the success of this undertaking. All facilities ensured that volunteers were welcomed and supported and that the paperwork was handled properly.

The Regional Engagement Leads in each health authority undertook the task of recruiting, screening, training, deploying and monitoring the 800 volunteers this project engaged. The results speak to the success of their work.

A team of consultants and academics from across Canada were involved to ensure that we were adhering to protocols and that data results were processed quickly and accurately.

The staff of the OSA were engaged in the project since inception and have shepherded the project over the past two plus years ensuring we stayed focused on our main mission.

The ability to successfully complete this project at all, never mind the fact it came in under budget and on time was without a doubt only possible because of the leadership of Lena Cuthbertson, Provincial Executive Director of the Office of Patient-Centred Management & Improvement. Without Lena's tenacious oversight of every segment in the process of taking the audacious idea of asking every resident in every facility to tell us what they think and bringing it to reality, we would not have given voice to the almost 10,000 seniors we have heard from.

Contents

Report Summary	2
About Residential Care in B.C.	9
The OSA Residential Care Survey	13
Overall Results	17
Personal Control	20
Social Life	23
Staff Responsiveness	26
Caring Staff	29
Food	33
Physician Care	35
Medications	37
Hand Washing	39
Family Council	40
How Residents View Their Health and Well-Being	41
Conclusion	44
Recommendations	45

Report Summary

Background

This survey is the first time that any jurisdiction in Canada has undertaken a survey of all residents in all care facilities at the same time, using the same survey. The survey has been led by the Office of the Seniors Advocate of BC (OSA), an independent office of the provincial government with the statutory duty to monitor seniors services. This report is in partial fulfillment of Section 3(1)(a) and (2)(d) and Section 4(2) of the *Seniors Advocate Act*, Province of British Columbia.

Highlights of this report include:

- The survey was planned over a 14-month consultative process that included academics and research experts in survey design, community groups, front line staff, care providers, union representatives, health authority funders and operators, and family members. The consultative group chose to work with the *interRAI Self-Reported Resident Quality of Life Survey for Long Term Care Facilities* for this project as it is the most widely used survey instrument in Canada to understand the experience of seniors living in residential care. An additional 20 custom questions on a range of topics including medication use, quality of physician care and handwashing were added to the survey. All custom questions were developed by the consultation group and the OSA, and were field tested prior to implementation.
- To understand the perspectives of family or friends who are a resident's most frequent visitor, we chose to work with the *interRAI Family Survey for Long Term Care*, a rigorously developed and tested companion to the resident survey tool. A set of 40 custom questions was added to the family survey. As with the resident survey, all custom questions were field tested.
- To conduct the survey, the consultative group chose the model of one-to-one interviews conducted by volunteers. In support of this, over 800 volunteers were recruited, screened and trained to conduct the survey. These volunteers logged over 25,000 hours of service.
- Over 22,000 residents in 292 facilities were asked to participate in the survey, with 9,605 completing the survey, resulting in a 43% response rate.
- The survey asked 103 questions including two questions on overall quality. Questions were grouped into the following categories:
 - Personal Control
 - Social Life
 - Staff Responsiveness Caring Staff
 - Food
 - Physician Care
 - Medications
 - Hand Washing
 - Family Councils
 - Resident Views of Their Health and Well-Being

- Residents' most frequent visitors or MFV (usually but not always a family member) were also surveyed with 104 questions and their responses were matched to the responses of their loved one, allowing comparisons. Family members could respond to the survey on paper and mail it in or respond on-line. There were 19,906 surveys delivered to family members through postal mail, from which 9,604 responses were received, for a 48% response rate.
- The surveys completed by the residents are linked to their health assessment (interRAI RAI MDS 2.0; assessments are conducted on a quarterly basis in residential care) allowing analysis of patterns of health characteristics that exist relative to survey results. We are also able to determine the health profiles of those who responded to the survey relative to those who did not.
- The survey was piloted in May and June 2016 and rolled out throughout the rest of the province from September 2016 to May 2017.
- Every resident was approached up to three times to determine if they could/would complete the survey. The only exclusions were for residents who were deceased, discharged, palliative, or whose behavioural challenges could place the surveyor at risk. These criteria excluded 2,154 residents, leaving 22,162 residents invited to participate.
- Results of the survey are tabulated at the provincial, health authority and facility levels. This report is focused on the provincial level results. Health Authority level results are available in an addendum document available online at www.seniorsadvocatebc.ca. Facility level results will be available later in 2017 and they will be posted online and linked to the individual facility through the OSA's *British Columbia Residential Care Quick Facts Directory*.

Results

The full report provides answers to all questions asked of residents and family members. This section provides some highlights that help to demonstrate the balance between those areas where we are doing well, areas where we might be okay but could improve, and still other areas where we clearly need to improve.

Most questions had the possible answers framed on a five point scale. The top two answers were taken as positive and the bottom two as negative. The middle answer, often expressed as "sometimes," could be taken as positive, negative or neutral depending on the question. For example, "sometimes" getting one's favourite foods is much different from "sometimes" being taken to the toilet when needed.

If 80% or more of respondents gave a positive answer, it was considered that we are doing fairly well; otherwise, it was considered an area for improvement. How much improvement is needed, and how quickly, is a combination of the specific issue and the spread of responses over the entire five point scale.

What residents are telling us about the overall experience of living in their care home:

- **4 out of 10** residents living in residential care **do not want to be there**, yet 77% would likely recommend the facility to others;
- **50%** of residents rated the overall quality of the care home as **very good or excellent**; and
- **65% of family members** rated the facility **8 or higher** when 10 was the highest possible score.

Where are specific areas where we are doing well:

- **88%** of residents **feel safe** in the care home, although this dips to 77% who feel their possessions are safe;
- **80%** say they can **decide for themselves** what clothes they can wear and what they will spend their time doing;
- **90%** of residents report **family can visit whenever they want** and **86%** of family members report they **can find a place to visit** that is private and appropriate;
- **86%** of residents report that the staff treat them with **respect**;
- **83%** of residents believe the **staff know what they are doing**;
- **80%** of residents indicate they **get the services they need**;
- **88%** of family members who have witnessed aggressive residents report that **staff handled the matter appropriately**;
- **88%** of family members report being **involved in decisions** about the care of their loved one;
- **89%** of family members report **knowing who to talk to** for information;
- **88%** of families report that facility staff **address concerns of family/MFV** always or most of the time; and
- **93%** of family members think the care home is **clean** and **82%** think it **smells good**.

Where are the areas for improvement:

- Well over half (**62%**) of residents say they **do not get to bathe or shower** as often as they want, with a full **50% saying it rarely or never happens as often as they want**;
- **One in four** residents only **sometimes, rarely or never get help to the toilet** when needed;
- **25%** of residents report staff tries to **relieve physical discomfort** only sometimes (16%), rarely (5%) or never (4%);
- Over **a third** of residents **do not usually decide for themselves** when they can get up in the morning with a full 24% saying they rarely or never get to decide;
- Over **a third** of residents (38%) report that there is **rarely or never enjoyable things to do** in the **evening** and this holds true for **weekends** as well, with 36% reporting there is nothing to do on Saturdays and Sundays;

- **51%** report that they are **rarely** or **never asked** for their help/advice;
- Almost half, **46%** of residents report that there is **no one** living in the facility that they consider a **close friend** and 45% report there is no one for them to do things with;
- Just over half (**57%**) report that the care facility "**feels like home**," 18% say "sometimes" with **one out of four** saying it **rarely or never** feels like home;
- Just over half (**58%**) have a **staff member** they consider a **friend** always or most of the time;
- **34%** of residents report staff only **sometimes, rarely or never have enough time** for them;
- **24%** of residents **don't tell** staff **when** they are **not happy** about something, yet 74% report feeling safe in expressing their opinion without fear of reprisal;
- **49%** of residents only sometimes, rarely or never have the **same care aide on most weekdays**;
- Less than half (**46%**) of staff regularly **make time for friendly conversation** with the resident;
- **52%** of residents report that they **don't really get to eat when they want**, 21% say it happens only sometimes while 14% say it is a rare occurrence and 17% report they never get to eat when they want;
- 4 out of 10 (**41%**) say there is **not enough variety** in their **food**; while one-third believe we could do a better job at making sure meals are served at the correct temperature;
- More than **one-third** of residents are only sometimes (20%), rarely (7%) or never (11%) **getting the help they need** at mealtimes to eat and this perception is reinforced with similar observations by family members;
- Less than half (**43%**) of residents report that the **doctor visits** them when they are sick and **only 44% rate** the overall quality of their **physician care as excellent or very good**. Family members share similar views;
- **42%** of residents report they **do not know** what **medications they are taking** and 38% report they are not consulted about their medications while 65% of family members report being consulted about medication changes;
- Only **25%** of family members report being instructed on **where to wash their hands** with only 16% actually shown proper handwashing. Seventy-nine percent of family members have seen staff washing their hands; and
- **26%** of family members report they are **not aware of Family Councils**, while of those who are aware, 38% never attend meetings.

Recommendations

1. Increase staffing levels in care facilities.

While many residents felt that staff were competent and respectful, a common theme throughout the survey was that there were not enough staff to fully meet their needs. This observation is reinforced by survey results from family members and is one of the more frequently referenced issues in the comments section.

Maintaining a commitment made in March 2017 by the B.C. Ministry of Health to ensure a minimum of 3.36 funded care hours per resident per day, resulting in almost 3 million additional care hours a year, is a critical first step and staffing levels must be carefully monitored and enforced. More staff will inevitably mean improvements in the consistency of staff and response times for basic care needs such as using the toilet, more responsive bathing times and help eating meals. Increased staffing also allows for important interpersonal relationships to develop between staff and residents such as time for conversation and companionship, a key component in an individual's quality of life, and one that is currently lacking for many residents.

2. Increase flexibility around when and how care, services and activities are delivered.

It is clear from many residents' responses that the personal freedom of when and how to engage in many of the basic activities of daily living is lacking for some. While some restrictions are the inevitable outcome of communal living, results would indicate we can still do better than our current state. Accommodating personal preferences of when an individual wants to bathe, eat or get up in the morning are examples of areas where we have implemented policies that are constructed to maximize ease on staffing. We need to look at these activities through the lens of first asking residents what they want and then determining how we can best make that happen.

3. Increase activities for weekends and evenings and create more meaningful experiences overall.

Lack of engagement can lead to social isolation even when living in a facility with dozens or even hundreds of other people. Social isolation has long been recognized as a negative influence on health and a potential trigger for accelerating dementia. In the survey many residents have told us there are not enough activities on weekends and in the evening and that, during the week, activities are not as meaningful for them as they could be. We need to examine how we approach activities, and recognize the different ability levels of residents who are living in the same facility. An activity that is engaging for someone with high cognitive but low physical function will not likely be appropriate for someone who has low cognitive and physical function. Yet, we often create "the activity" for the morning or afternoon and expect all residents to find it fulfilling. Clearly some do, but many are being left behind and we can do better.

Ensuring appropriate and engaging activities are available is only half the equation in ensuring the outcome of higher social engagement. Creating an environment and culture that encourages residents to participate in the life of the care home through engaging with other residents and staff is equally important. The relatively low scores for social engagement indicate this is an area where improvement is necessary.

4. Provide better physician care either through GPs and/or explore further increasing the role of nurse practitioners to improve care.

Only 44% of residents found the quality of care from doctors excellent or very good. In addition, less than half of residents' most frequent visitors say they are usually given information by the resident's doctor. The physician can play a significant role in determining the quality of life for residents. Medication regimes, decisions on transfer to the hospital, determining the appropriate tests and diagnostics are all significant issues that are ultimately decided by the physician. The majority of residents and their family members are ambivalent at best about the quality of this service.

Given this, within the context of the resource challenges in the physician sector, this may be the catalyst to explore and more fully embrace the potential of the nurse practitioner to provide primary care to those in residential care, with physician care as the exception.

5. Examine opportunities to improve the meal time experience.

Most people in the general public have the impression that one of the worst things about residential care is the quality of the food. In this survey we found that one third of residents are not regularly enjoying mealtimes. The top complaint about the food was related to timing; residents were not able to eat when they wanted. While we can also do better with the variety of the food and ensure that it is hot enough, a big improvement would be to allow people more freedom in choosing when they want to eat. We also must ensure that those who need assistance to eat, receive that assistance. This last point links to the first recommendation on increasing staff.

6. Provide on-going education for all care staff on the importance of resident emotional well-being and focus on developing staff skills in supporting this important aspect of care.

While care staff are trained in the fundamentals of care such as bathing, transferring, lifting, etc., there is often not formalized training in how to support residents emotionally. The survey results indicate we are doing a good job in training staff to be competent in undertaking the tasks of care, but we may be falling short in ensuring care staff are equipped at understanding how to meet the emotional and social needs of residents. While some of this is undoubtedly related to staffing levels (care staff triage the important physical care needs first, leaving little or no time for the other needs), we know training also places heavy emphasis on the physical care needs, potentially at the expense of emotional care.

How to support a resident who is depressed, how to draw out a resident's personal background and life story, how to help connect residents with other like-minded residents—these are all important pieces of the totality of care and are often overlooked. Focused training on these aspects of care will reinforce their importance.

The OSA, in response to low scores in the social engagement parts of the survey will begin to track and report the interRAI MDS 2.0 index on social engagement (ISE) and if possible the revised index (RISE) for facilities and look at year over year progress.

7. Health Authorities to require facilities to administer the interRAI Self-Reported Quality of Life Survey for Long Term Care Facilities and the interRAI Family Survey for Long Term Care in two years and publish the results.

We must build on the work of this survey and measure progress. The key is ensuring that all facilities use the same survey questions and methodology and that full results are published. It will take time to determine how to make improvements and then we must allow for improvements to be implemented and residents to appreciate the difference before we will reasonably know if we have made progress.

Fairness and accuracy requires that all care facilities use the same survey and we must be able to measure results against the baseline results of this survey to measure progress. Therefore, we recommend the Ministry of Health require all Health Authorities to survey all publicly funded residents in long term care in 2019/2020 using the interRAI *Self-Reported Resident Quality of Life Survey for Long Term Care Facilities* as well as family members using the companion *Family Survey for Long Term Care* and to publish the results. This will be followed by another OSA province-wide survey in 2021/2022.

8. Foster greater engagement with family members in two key areas.

Responses from family members show that in many areas there is good to excellent communication with families. Two areas that require attention, however, are in the promotion of family councils and hand washing. Currently 24% of those who answered the survey were unaware of family councils. The fact the family members answered the survey indicates they want to be engaged and part of making sure the care home can be as good as possible for their loved one, yet one in four did not know about family councils.

While family members gave a high rating to facilities' cleanliness, which is important for infection control, they gave low marks on promoting hand washing for visitors. Research is very clear that frequent and proper hand washing is the single biggest improvement we can make to lower infection rates and given the physical frailty of many who reside in care homes, it is a critical area to improve.



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

September 19, 2017

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

Dear Mayor Ruttan,

Re: Adopted 2018 – 2022 Financial Plan

On behalf of the Board of Trustees of Vancouver Island Regional Library (VIRL), please find enclosed important information regarding the recently adopted 2018 – 2022 Financial Plan: Looking to the Future. This information can also be found at www.virl.bc.ca/about-us/reports-and-plans.

As dictated by provincial legislation, the VIRL Board has adopted a balanced budget for 2018. The Financial Plan and supporting information (which includes an "At a Glance" sheet, informative video and press release) provides you with the necessary details to address questions that may arise in your community.

The Board has adopted a balanced budget of \$36,487,912 for 2018. Municipal and rural levies will contribute \$22,092,086 to the library budget, an average increase of 3.98% or a per capita increase of \$1.19. The vote amongst Trustees was 100% in favour of the budget.

By adopting this Budget, the Board continues to support our Strategic Plan: Your Voice, Your Library. The 2018 Budget underscores our commitment to investing in facilities as per the [Consolidated Facilities Master Plan](#); to developing innovative programming, collections, and resources; to investing in digital technologies and innovations; and to committing to reconciliation with Indigenous Peoples. With the lowest increase in four of the past five years, the 2018 Budget positions VIRL well for the future.

Our goal as a Board is to deliver leading library services in a fiscally responsible manner. This commitment to financial sustainability and quality service delivery for our communities underpins the entire the **2018 – 2022 Financial Plan**.

Sincerely,

A handwritten signature in black ink, appearing to read "Barry Avis".

Barry Avis
Chair, Vancouver Island Regional Library Board of Trustees

Cc: Councillor Sharie Minions, VIRL Trustee, City of Port Alberni
Tim Pley, CAO, City of Port Alberni

2018 BUDGET: "LOOKING TO THE FUTURE"

- The 2018 Budget is firmly grounded in the deliverables designated by the Board of Trustees and follows the direction provided by and supported by the Board's 5-year Strategic Plan: Your Voice, Your Library;
- The Budget continues to balance the priorities of today with the long-term visioning that will guide us forward;
- The Budget addresses the challenges of meeting our service standards and the needs of our communities, as well as the need to maintain our facilities in a sustainable manner;
- 2018 represents the 8th year of a 15-year program developed under the Consolidated Facilities Master Plan to fund the rejuvenation and the long term sustainability of our facilities;
- New budget requests consist of staff-driven proposals to improve customer service and accessibility to VIRL's services;
- The Board of Trustees takes the management and stewardship of public funds very seriously and continues to demonstrate financial leadership, ensuring value for the tax dollars spent. The 2018 Budget continues to build on core values and business practices, with consensus and cooperation, to move the Strategic Plan forward.

ABOUT THE BOARD OF TRUSTEES

- The Board of Trustees govern the library system in accordance with the Library Act and consists of representatives appointed from 28 member municipalities and 10 regional districts;
- An autonomous board guides and supports the operation of all public library services in VIRL's service area. In addition to governance, two primary functions are lobbying and advocacy to ensure that resources are available to fulfill the Mission, Vision and Values of Vancouver Island Regional Library.

ABOUT VANCOUVER ISLAND REGIONAL LIBRARY

- Serves more than 430,000 people in 39 branch libraries, a virtual branch and books-by-mail service;
- The fifth largest library system in British Columbia circulating over five-million items including books, magazines, CD's and DVD's, employing over 390 people;
- With a cooperative spirit, VIRL participates in the provincial interlibrary loan program which creates extraordinary value for money spent.

2018 BUDGET

AT A GLANCE:
LEVY INCREASE

CORE SERVICES

1.67%

NEW BUDGET REQUESTS

1.09%

FACILITIES MASTER PLAN

1.22%

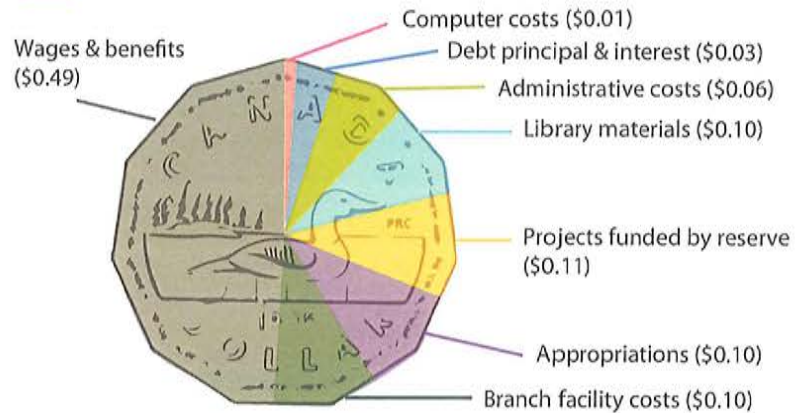
TOTAL AVERAGE INCREASE

3.98%

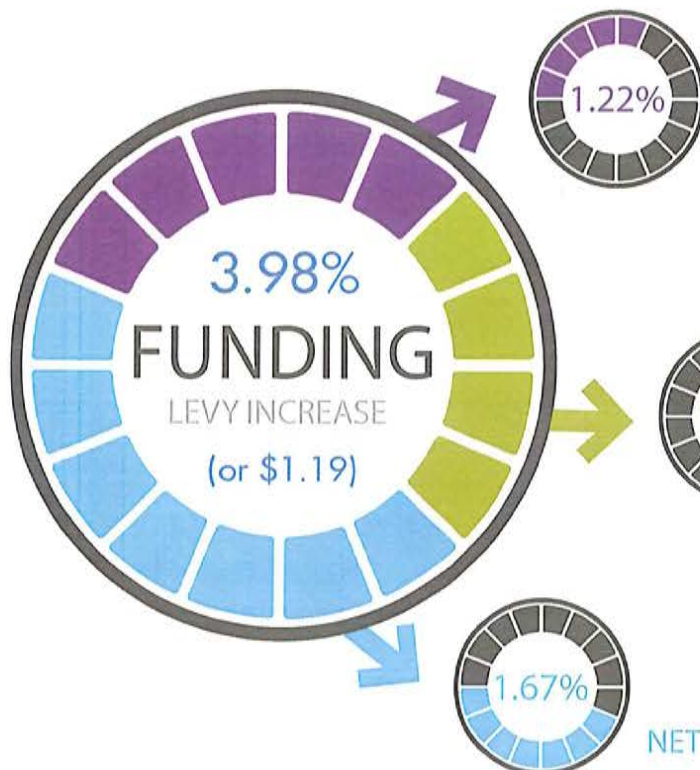
BUDGET BREAKDOWN

1 AVERAGE
PER CAPITA
INCREASE
\$1.19

2 HOW YOUR \$1.00 IS SPENT



3 This Year's
INCREASE: 3.98%



CONSOLIDATED
FACILITIES
MASTER PLAN
Facilities maintenance
Furniture, fixtures
and equipment

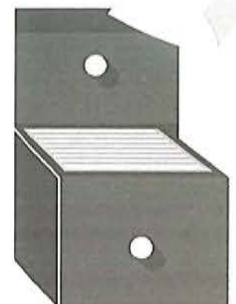
NEW BUDGET
REQUESTS

Innovation Incubator
Indigenous Voices Initiatives
VIRL Trainer
Advocacy, Partnerships
and Promotion

NET OPERATIONS

TOTAL VISITORS TO
VIRL* IN 2017...

2.6
million



*in-branch & online

Alberni Valley Museum
and Heritage Commission



Alberni Valley Museum and Heritage Commission
Meeting of Wednesday December 7, 2016
7:00 pm in the AV Museum

Minutes

Attending:

Bert Simpson
John Douglas
Judy Carlson
Penny Cote
Gareth Flostrand
Pam Craig
Marta Williamson
Nancy Blair
Dan Washington
Jamie Morton, Manager of Museum, Heritage and Culture

Regrets:

David Taberner
Libby Manson
Neil Malbon
Jolleen Dick
Paul McDougall

Called to order 7:00 PM.

1. Moved by Marta Williamson that the agenda of the November 2, 2016 meeting be approved.
2. Moved by Judy Carlson, seconded by Pam Craig, that the minutes of the November 2 meeting be approved.
3. Correspondence
 - No correspondence.

Museum and Heritage Commission City of Port Alberni
4255 Wallace Street Port Alberni BC Canada V9Y3Y6
TEL (250) 723 2181 FAX (250) 723 1035

4. Updates:

a. McLean Mill Society:

- i. Application for registration under the Societies Act has been submitted.
- ii. Three new members have been appointed by City Council, with the Board of Directors now numbering seven.
- iii. Still many details to iron out, concerning restaurant development and payment of amounts owing, operational structure between the City of Port Alberni, McLean Mill Society, and WVHHS, etc.

b. Arts, Culture, and Heritage Plan:

- i. Pam Craig summarized the December 5 meeting, missed by a number of members of the stakeholders' group. A second meeting has been called for Monday, December 12 at 9:00 AM.
- ii. At the December 5 meeting, consultant Nene Kraneveldt presented the plan for a Community Engagement Day on Saturday, January 21, at Echo Centre, which will gather together the various organizations in the sector for interactive public presentations, with the goal of eliciting community input concerning attitudes and desired levels of support for arts, culture, and heritage

5. Reports:

5.1 Marta Williamson reported for the Community Arts Council

- Arts Administrator Melissa Martin attended a Gaming Grant Writing Workshop, to assist with submitting the next application for funds.
- Promoting the CAC Membership Appreciation Days – including 20% discounts at the Mistletoe Market, December 8-9 – everyone should join the CAC!
- The Mistletoe Market runs until December 23, with late opening on December 9 & 16.
- Membership will now provide artists with a listing on the CAC website, with a short biography and samples of their work
- Nancy Blair noted that the Rollin Art Centre gardens were dry and in good condition, providing a nice place for seasonal visits.
- Marta Williamson announced that this would be her last official meeting as a Heritage Commissioner, with Nancy Blair to take over as the CAC representative to the Commission. Thanks were expressed to both Marta Williamson, for her past service, and to Nancy Blair for her assumption of the position.

5.2 Gareth Flostrand reported for the Community at Large.

- The Blue Marlin's Christmas Sail Past on December 4 was a great addition to Christmas events – the fireworks were spectacular!
- The Classical Concert Series requires more subscriptions to be purchased.
- The Alberni Valley News Annual Story Contest is open, with classes for K-12 students and for adults – the deadline for entries is 5:00 PM December 14.
- The Capital Theatre is presenting *Musical Memories: Celebrating 80 Years* on December 16, 17, 30, and in January 2017.
- The Winter Artisan Market will be held at the Art Matters Art Centre at Harbour Quay on December 17 & 18.

- The “Sing Your Heart Out” musical event will be held on Friday December 23, 7:00 – 9:00 PM, at Trinity Church.

5.3 Pam Craig reported for the School Board

- It’s an extremely busy time at the schools – for instance with Christmas programs at EJ Dunn and AW Neill Schools.
- The School Board hosted a public meeting on November 29 to discuss the sale of the former Girls’ Project property on 10th Avenue – it has been underutilized for some time, so disposal is being considered.

5.4 Penny Cote reported for the ACRD

- A reminder that it is budget time at the ACRD – so grant-in-aid proposals should be submitted soon.
- Elections will be held on Friday – the last Board meeting of 2016.
- The airport project is progressing well.

5.5 Dan Washington reported for the City of Port Alberni.

- Reported that Nene Kraneveldt’s presentation to Council about the Arts, Culture, and Heritage Plan went well – Councillors overall seemed receptive and supportive of the initiative.
- December 5 had been the annual organizational meeting, and the last Council meeting of the year will be held on December 12.

5.6 Bert Simpson [for Neil Malbon] reported for McLean Mill.

- Under the Parks Canada Cost-Sharing Program, the mill crew had been re-hired to work on truss replacement above the Green Chain.

5.7 Bert Simpson reported for the WVIHS.

- The Santa Train event is taking place this weekend – ticket sales are strong, with few seats available – because the #7 Baldwin steam locomotive is undergoing maintenance work, the #11 diesel-electric locomotive will be used this year.
- “Bertha” – the society’s primary highway tractor – is under repair for the driveline issues that occurred this summer.
- A couple of volunteers are working on the recently-acquired 1941 International fire truck – intending to convert it into a parade vehicle.

5.8 John Douglas reported for PAMHS

- Noted that the part-time coordinator – Nicole Shanks-Startup – who has contributed a great deal with operations over the summer and fall, is leaving to take another full-time position – the PAMHS board hopes to recruit a replacement coordinator.
- The PAMHS Board will be doing strategic planning early in the New Year.
- The New Year’s Day Polar Bear Swim at Canal Beach will have a 1:00 PM start this year – everyone is invited to participate.

5.9 Judy Carlson reported for the ADHS

- Christmas cards have been sent to members and lapsed members – hoping to bring some of the latter back into the society.

- January 20 will be the first luncheon workshop of 2017.

6.8 Jamie Morton reported for the AV Museum.

- Heritage Awards preparation – next event – always a pleasant event, and deserving recipients.
- The Winter 2017 season of the AV Museum's Film Fest is coming up – tickets produced and for sale soon – a four-film series, with three already chosen, and one surprise choice for the last one.
- Gareth Flostrand noted that the film showings were on Jan.29, Feb.26, Mar.26, and Apr.23 – all Sundays, at 5:00 PM.
- The travelling exhibit from the Royal BC Museum – "BC's War: 1914-1918" – has been popular, with a well-attended opening on November 9, and a large number of school tours visiting.
- The related program to learn to knit WWI-pattern socks has been popular also, with an additional session added in the New Year – strong interest in this sort of program.
- In-Museum filming started on Nov.28 for the Shaw TV Community Access program dealing with local heritage produced and presented by Gerald Labute, focussing on WWI and the Alberni Valley – location shooting, editing etc. still to take place – will be showing on Shaw early in January.
- Penny Cote noted that the Island Agricultural Show was being hosted in the Alberni Valley in February, and the AV Museum had offered museum tours for participants.

6. Next Meeting

- 7:00 PM, Wednesday, January 4, 2017, at the AV Museum.

7. Adjournment

- Moved at 7:00 by Pam Craig to adjourn the meeting.



Gareth Flostrand, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni

Alberni Valley Museum
and Heritage Commission



Alberni Valley Museum and Heritage Commission
Meeting of Wednesday January 4, 2017
7:00 pm in the AV Museum

Minutes

Attending:

Bert Simpson
Libby Manson
David Taberner
Meg Scoffield, for Judy Carlson
Penny Cote
Pam Craig
Nancy Blair
Dan Washington
Jamie Morton, Manager of Museum, Heritage and Culture

Regrets:

Gareth Flostrand
Judy Carlson
John Douglas
Jolleen Dick
Paul McDougall

Called to order 7:00 PM.

1. Moved by Bert Simpson that the agenda of the January 4, 2017 meeting be approved.
2. Moved by Nancy Blair, seconded by Libby Manson, that the minutes of the December 7 meeting be approved.
3. Correspondence
 - No correspondence.

Museum and Heritage Commission City of Port Alberni
4255 Wallace Street Port Alberni BC Canada V9Y3Y6
TEL (250) 723 2181 FAX (250) 723 1035

4. Updates:

a. McLean Mill Society:

- i. Board of Directors is meeting regularly – developing vision and budget for presentation to City Council.
- ii. Executive Director has been hired – Deanna Beaudoin – who will be managing the operations of McLean Mill, and possibly more.
- iii. The situation is still very fluid, subject to budgets, agreements between the City of Port Alberni, McLean Mill Society, and WVIHS, etc.
- iv. Discussion, with concerns expressed about many aspects of the process for changing the administrative model, as well as the various operational details which have not yet been addressed.

b. Arts, Culture, and Heritage Plan:

- i. Pam Craig & Jamie Morton reported on developments – the major initiative is the Community Engagement Event planned for Saturday, January 21, from 1:00 – 4:00. Held at Echo Centre & the AV Museum, this will include a “trade show” with the various arts, culture, & heritage organizations presenting information on their activities, as well as presenting opportunities for members of the public to offer their opinions about how the sector could operate, and recommendations for organizational models.
- ii. Discussion of whether or not the Heritage Commission would participate as an entity – generally members would be there, representing their own organizations.

5. Setting Heritage Commission Priorities for 2017:

- This was tabled – further discussion is planned for the February meeting – there are currently many uncertainties relating to the status of the AV Museum, the role of the Heritage Commission, etc.
- Nancy Blair suggested that the structure of the Heritage Commission, and how it fits into the larger Heritage Network in the Alberni Valley, should be presented graphically at the January 21 Community Engagement Event – as a mechanism for clarifying its role – this will be included in the materials presented at the event.
- Meg Scofield raised the idea of investigating alternate funding mechanisms, such as endowments, to support the AV Museum, in the event that City Council decisions will impact its financial sustainability.

6. Reports:

6.1 Meg Scofield reported [for Judy Carlson] for the ADHS

- The ADHS will be holding a lunch and strategic planning session on January 20, facilitated by Theresa Kingston.
- For the January 21 Community Engagement Event, the ADHS will have the Community Archives open, and will host interactive programs.
- Work is proceeding on revising the constitution in accordance with the new BC Societies Act.
- On April 20 the ADHS will be hosting a presentation by Michael Layland, author of “A Perfect Eden,” early explorers’ responses to Vancouver Island.
- The AGM of the ADHS will be held in May 2017.

- Various Archives projects are continuing – particularly the digitization of newspaper records to provide search capabilities.

6.2 Jamie Morton reported for the AV Museum.

- Grant applications have been submitted, both for the major BCAC operational funding grant, and for the YCW/CMA summer student program – now just waiting to hear if they are successful.
- The travelling exhibit from the Royal BC Museum – “BC’s War: 1914-1918” – has been popular, with a large number of school tours visiting – this exhibit will be taken out on January 12, and the “Vacation Land” exhibit remounted.
- The first instalment of the Shaw TV Community Access program – “Time Traveller” – dealing with local heritage produced and presented by Gerald Labute, focussing on WWI and the Alberni Valley – using elements of the above exhibit – has been completed, and started rotation on Shaw TV on January 3 – the next instalment, based on the Vacation Land exhibit, will start shooting in later January, to be broadcast in February. A web link to the first program on YouTube will be distributed to the Heritage Commission.
- The Winter 2017 season of the AV Museum’s Film Fest is coming up – tickets produced and for sale soon – a four-film series, with three already chosen, and one surprise choice for the last one – the film showings will be on Jan.29, Feb.26, Mar.26, and Apr.23 – all Sundays, at 5:00 PM.
- Penny Cote asked about the AV Museum’s participation in the Island Agricultural Show, hosted in the Alberni Valley on February 3-4 – we have heard nothing back from the organizers concerning the offer of museum tours for participants, but will follow up with them.

6.3.a David Taberner reported for the WVIHS.

- The Santa Train event sold out, even with additional runs [5 on Saturday and 4 on Sunday] – so a very good result, even with using the #11 diesel-electric locomotive rather than the #7 steam locomotive.
- Sad to report that Dan Gledhill, the rail & steam mechanic who maintained the #7 locomotive, passed away on December 30 – a significant personal and operational loss for the WVIHS and its members.
- The Port Alberni Port Authority has booked the train for January 17, for a trip to, and tour of, McLean Mill.
- The WVIHS AGM is to be held in the week of February 19, 2017.
- Work had stopped temporarily on the #112 locomotive due to the weather.
- Also weather-related, there was significant flooding around the Roundhouse in December, due to the heavy rains.

6.3.b Bert Simpson reported for the WVIHS.

- The WVIHS has been taking inventory in the Gift Shop at McLean Mill, as part of the turnover arrangements with the new McLean Mill Society.
- Keys are being changed at McLean Mill as part of the changeover.
- Hank Bakken has nearly completed the project to finish the operating model of the Challenger truck.

- The WVIHS will have a truck or trucks at the January 21 Community Engagement Event, as well as hosting one of the trade show booths.

6.4 Pam Craig reported for the School Board

- Aaron Watts has prepared and gifted a Nuu chah nulth celebration song to SD70, to be presented at an event on Tuesday January 10. The song will be owned by SD 70 following this.
- The regular Board meeting scheduled for next week will be moved to ADSS to accommodate the ceremony for the donation of the song.

6.5 Penny Cote reported for the ACRD

- A reminder that it is budget time at the ACRD – so grant-in-aid proposals should be submitted soon.
- Following the elections at the end of 2016, John Jack, representing Huu-ay-aht First Nation, is the Chair, and Josie Osborne, representing Tofino, is the Vice-Chair, of the ACRD Board. Appointments have not been made yet, but Penny Cote expects to remain as the Heritage Commission representative.

6.6 Dan Washington reported for the City of Port Alberni.

- Noted the controversy that had been opened up, and the amount of Council time devoted to it, following the leak to the media of Councillor Alemany's initiative to rename streets, based on his wish to contribute to the cause of reconciliation.
- This led to discussion, with various perspectives being offered on the question, and the issues which could be encountered.

6.7 Nancy Blair reported for the Community Arts Council

- CAC memberships for 2017 are now due - \$20 regular, \$15 seniors, and \$22 for a family.
- The call is going out for donations for the annual CAC Book Sale in May – with the usual exceptions, such as magazines, encyclopaedias, and text books.
- The next show at Rollin Art Centre, "Sockeye King," featuring works by Doug Blackwell, starts January 12, with an opening event on January 14, and runs through February 3.
- The series of classical music concerts at Char's Landing starts on February 12, with the piano duo of Marcel & Elizabeth Bergmann.
- The Jane Austen Society is planning a Ball in April, preceded by dance training classes to be held on Tuesday evenings, with a rehearsal on April 21, and the Ball itself on April 23, 2017.

6.8 Libby Manson reported for the Community at Large.

- The Totem Pep Rally was held today, and was a great event, with exhibits, dance performances, etc.
- The Totem Tournament itself starts on Thursday, January 5 – everyone should wear red!
- Ten students, and two teachers are arriving next week from Abashiri, Port Alberni's Japanese Twin City, for a visit in this community – they will be touring and visiting.

7. Other Business
 - Meg Scoffield noted that the Chemainus Theatre was presenting *Pride and Prejudice*, and the production has a Port Alberni connection, as the play was adapted from the Jane Austen book by Port Alberni-raised playwright Janet Munsil, who has had plays produced in many cities, as well as acting as writer in residence for different organizations.
8. Next Meeting
 - 7:00 PM, Wednesday, February 1, 2017, at the AV Museum.
9. Adjournment
 - Moved at 8:10 by David Taberner to adjourn the meeting.



Gareth Flostrand, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni

Alberni Valley Museum
and Heritage Commission



Alberni Valley Museum and Heritage Commission
Meeting of Wednesday February 1, 2017
7:00 pm in the AV Museum

Minutes

Attending:

Gareth Flostrand
Judy Carlson
John Douglas
Bert Simpson
Libby Manson
David Taberner
Penny Cote
Pam Craig
Nancy Blair
Jamie Morton, Manager of Museum, Heritage and Culture

Regrets:

Dan Washington
Jolleen Dick
Paul McDougall
Deanna Beaudoin

Called to order 7:00 PM.

1. Moved by Pam Craig that the agenda of the February 1, 2017 meeting be approved.
2. Moved by Nancy Blair, seconded by Pam Craig, that the minutes of the January 4 meeting be approved.
3. Correspondence
 - Notified of the AV Museum's successful application for the BC Arts Council Operating Assistance Grant of \$65,000 – cheque to follow.

Museum and Heritage Commission City of Port Alberni
4255 Wallace Street Port Alberni BC Canada V9Y3Y6
TEL (250) 723 2181 FAX (250) 723 1035

4. Updates:
 - a. Arts, Culture, and Heritage Plan: Consultant Nene Kraneveldt was present to administer the survey in support of this project to the Heritage Commission.
 - i. Introduction, and thanks from Ms. Kraneveldt for the participation of Commissioners in the Community Engagement Event at Echo Centre on January 21 – over 210 people attended.
 - ii. Online survey available until 9:30 AM tomorrow morning.
 - iii. Then went through the questions in the organizational survey in turn:
 - a. Sustainability? – discussion of the undercutting of Heritage Commission responsibilities and mandate – eg. formation of new groups to steer McLean Mill.
 - b. Collaboration? – yes, inherent in the structure of the Heritage Commission.
 - c. Characteristics of leaders? – wide range of answers – dedication and enthusiasm high on list.
 - d. Successes? – Heritage Awards presented as a particular way to recognize the importance of heritage, and those that contribute. Also others, including Community Heritage Register, Fall Fair participation, fundraisers such as Antique Fair, etc.
 - e. Will Arts, Culture & Heritage support the local economy? – Yes, definitely, through cultural tourism.
 - f. Three Wishes for the sector? – sustainable funding, professional staff, that the Heritage Commission continue to serve its mandate, worldwide marketing, preserve and present living history, define Arts, Culture & Heritage as a “core value” again, as it was in the past
 - iv. Brief discussion of the progress of the MMS & the transition from WWIHS operation of McLean Mill NHS & the APR – primary issues include the level of repair required to the rail line to make it operable again, and how City Council will receive the new society’s strategic plan and budget.
 - v. Brief summary and discussion of the next steps in the development of the Arts, Culture & Heritage Plan for the City of Port Alberni, and how that will affect the development of an alternate operating model for the AV Museum.
5. Setting Heritage Commission Priorities for 2017:
 - Tabled to the next meeting – too many uncertainties at the moment.
6. Reports:
 - 6.1.a Bert Simpson reported for the WWIHS.
 - The WWIHS Board participated in the Arts, Culture & Heritage survey with Nene Kraneveldt – pleased with the responses and result.

- A Celebration of Life for Dan Gledhill will be held at McLean Mill on Staurday.
- A meeting was held to discuss the condition of the APR rail line, and an inspection is to be done by Pacific Northwest Rail – much debate about condition.
- Island Timberlands is expected to move a large donated logging arch to McLean Mill – anticipated to be set up near the entrance.
- Various meetings have been held between WVIHS liaison Directors and MMS – no report on results.
- Bob East toured the McLean Mill barn with Island Timberlands and MMS ED Deanna Beaudoin.
- February 22 – the WVIHS AGM – Jamie Morton presenting on General Jack Stewart.

6.1.b David Taberner reported for the WVIHS.

- The PA Port Authority tour was modified due to the rail conditions – to a harbourfront train ride, and a tour of McLean Mill and the Hatchery.
- Reminder of the memorial for Dan Gledhill this Saturday.

6.2 Pam Craig reported for the School Board

- An offer has been received on the former ADSS property on Burde St. – revenue will be directed at the loan on the new ADSS – will help the SD's finances. More details not available on the purchaser or plans for the site.
- 3-400 students to participate in the Island Agricultural Show.
- The Invitational Wrestling event is coming up this weekend.

6.3 Penny Cote reported for the ACRD

- News of the Island Agricultural Show – this weekend Feb. 3 – 5 – booths are all booked, 40 signed up for "Young New Agrarians," aquaculture is included, sessions are all filled, and a promotional brochure was published in the *Times Colonist* – very positive to have it held in Port Alberni.
- Yesterday [Jan.31] was the deadline for grant applications for this year's ACRD budget.
- Very productive "Art of Hosting" workshop attended in Tofino – including techniques such as world café, open space, etc. – directed at reconciliation and other First Nations events, food banks, foundations, etc. – may have some application for the Heritage Commission?

6.4 Nancy Blair reported for the Community Arts Council

- The next show at Rollin Art Centre, "Facing West," opens Feb. 9., and features west coast landscapes in acrylic by Ariane Terez.
- The CAC AGM is to be held Feb. 23 at the AV Museum, and will feature Theresa Kingston speaking on the Arts, Culture & Heritage initiative.
- Planning is under way for Harbour Day in late May, and for Canada 150-related events on July 1, including Folkfest.
- The BC Arts Council provincial conference is to be held April 27-30 in Ucluelet & Tofino.
- The annual CAC Book Sale is coming in May – donations will be accepted until the end of April.

6.5 Libby Manson reported for the Community at Large.

- Alberni Teens Can Rock fundraiser was held at Char's Landing – for child & youth initiatives.
- The Salvation Army is moving its facility to the former Federal Building on Argyle Street.
- The visit of the ten students and two teachers from Abashiri, Port Alberni's Japanese Twin City, was very successful, as they toured and visited the community.
- Organizing has started for the presentation of the "Rock of Ages" show at ADSS in April 2017.
- Ivan Coyote is presenting at ADSS on Feb. 17 – sponsored by the Gay Straight Alliance.
- More City budget meetings are coming up in February.
- Feb. 10 is a free skate event at the Multiplex.
- Rotary is holding its Mardi Gras fundraiser on February 18.
- Char's Landing is presenting David Gogo on February 4, and the Beverly McKeen Band on Feb. 10.
- The PA Association for Community Living is holding a Valentines Day Dance fundraiser at the Kin Hut on Saturday, Feb. 11.

6.6 John Douglas reported for the PAMHS

- The Feb. Maritime Heritage Evening will be held on Feb. 23, with Jamie Morton presenting on the development of the salmon canning industry.
- Strategic planning is continuing, with some new goals being established for PAMHS, such as the acquisition of property.

6.7 Judy Carlson reported for the ADHS

- The ADHS was pleased with the response to the Arts, Culture & Heritage Community Engagement event on Jan. 21 – many visitors to the Archives, opened by the volunteers for the event.
- The Archives has been working with a researcher working on an article about Mark Mosher.
- On April 20 the ADHS will be hosting a presentation by Michael Layland, author of "A Perfect Eden," early explorers' responses to Vancouver Island.
- At the May meeting, there will be a presentation from Ty Watson House about the book being developed based on the memoirs of loggers.

6.8 Jamie Morton reported for the AV Museum.

- Participated in the Jan. 21 Arts, Culture & Heritage Community Engagement event – over 200 visitors – interactive programming, speakers' booth, etc. Now waiting to see the results, and what will come out relative to the AV Museum.
- The exhibit *Vacation Land: Pleasurable Diversions in the Alberni Valley* is now remounted, and will remain up until June, when our summer exhibit, *Home Front: WWII in British Columbia* will be installed.
- *Vacation Land* will be the topic of the next segment of the Shaw TV Community Access program – "Time Traveller," produced and presented by Gerald Labute – it

has been shot, and will start its rotation on Shaw TV in early February – it will also be available on Youtube.

- We are applying for a BC Museums Association 150 grant, to support the development of the *Home Front* exhibit, in collaboration with the Royal BC Museum, as a travelling exhibit that could tour the province.
- Preparations, meetings, and presentations are under way in preparation for the 2017 Regional Heritage Fair in May.
- The Winter 2017 season of the AV Museum's Film Fest continues, with the Canadian/Chinese production of *Old Stone* showing next, on February 26, and remaining films to be shown on Mar.26, and Apr.23 – Sundays, at 5:00 PM.
- The AV Museum will be offering guided tours of the museum for participants in the Island Agricultural Show, on Feb. 3-4.

6.9 Jamie Morton reported [for Deanna Beaudoin] for McLean Mill NHS

- First month of operations of MMS – so mostly organizational.
- We have been sorting out operations, responsibilities and our plans to increase revenue.
- We are making plans to bring everything UP to code so that we can proceed with regulations and systems going forward in the areas of track maintenance, and safety on the property.
- We are also working through budgets at this time.

7. Other Business

- It was noted that Della's Café, at Sproat Lake Landing, was intending to act as more of a gallery also, and would include some historical/heritage content.

8. Next Meeting

- 7:00 PM, Wednesday, March 1, 2017, at the AV Museum.

9. Adjournment

- Moved at 9:00 by Pam Craig to adjourn the meeting.



Gareth Flostrand, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni

Alberni Valley Museum
and Heritage Commission



**Alberni Valley Museum and Heritage Commission
Meeting of Wednesday April 5, 2017
7:00 pm in the AV Museum**

Minutes

Attending:

Gareth Flostrand
Bert Simpson
David Taberner
Pam Craig
Penny Cote
Kathy Berry [for Nancy Blair]
Shelley Harding [for Jamie Morton]

Regrets:

Judy Carlson
Dan Washington
John Douglas
Jolleen Dick
Paul McDougall
Deanna Beaudoin
Libby Manson
Jamie Morton, Manager of Museum, Heritage and Culture

Called to order 7:00pm

1. Introduction and welcome of Kathy Berry attending on behalf of Nancy Blair for the Community Arts Council.
2. Moved by Pam Craig that the agenda of the April 5, 2017 meeting be approved.
3. Moved by Penny Cote, seconded by Bert Simpson, that the minutes of the February 1, 2017 meeting be approved.
4. Correspondence
 - AV Hospice – Letter to CPA, re: Raw Log Bench to be placed on Third Ave. Letters were read – discussion re: is this the role of the Heritage Commission?, refer to the Bylaw and Public Art Policy – defer further discussion to next meeting.

Museum and Heritage Commission City of Port Alberni
4255 Wallace Street Port Alberni BC Canada V9Y3Y6
TEL (250) 723 2181 FAX (250) 723 1035

5. Updates:
 - a. Arts, Culture and Heritage Plan – Presented to City Council. Request it be sent to all Commission members.
 - b. AV Museum Operating Model – Gareth Flostrand reported and read out the three options presented to City Council at their March 27 meeting and reviewed the proposed tripartite option between the City and the Two First Nations.
 - i. Discussion re: what that relationship would look like and the length of time this may take, the dissolving of the Commission, possible Friends of Society. Commissioners would like to see a report to City Council that outlines all the work the Commission has done.
 - ii. Defer further discussion of this request to next mtg.
6. Setting Heritage Commission Priorities for 2017:
 - a. discussion – the future of the Commission is the main priority right now and consultation with City Council about who and what we are.
 - b. Discussion of what the Arts and Culture Cooperative would look like.
 - c. Continue discussion over next few meetings.
7. Reports:
 - 7.1 Bert Simpson and David Taberner reported for the WVIHS.
 - A Work Bee was held to cut fire wood for Steam Donkey on Saturday.
 - Boiler inspection coming up at Mill plus for steam donkey, steam tractor and train.
 - Railroad – ties being replaced.
 - Discussion of summer runs – reduced to one per day.
 - Discussion and concerns re the McLean Mill Society – who do the IHS take orders from? – are plans being approved by Museum? – concerns re: skyline, Japanese area, campsites and bbqs, sanitation, log pond/trout pond.
 - Moved by Penny Cote, seconded by Pam Craig: "That a formal letter be sent to the McLean Mill Society asking for assurance that heritage preservation of the Mill site be a priority and that a representative of the Heritage Commission be appointed to their board." Carried.
 - 7.2 Penny Cote reported for the ACRD
 - Heritage Commission attendance at the Council meetings was important and made a difference. Theresa Kingston made a great presentation.
 - Transportation has been a big project for the ACRD – road improvements in Beaver Creek and Sproat Lake. Maintenance contract out for bids.
 - City Council approved the 2017 Budget, and the McLean Mill Society received its requested budget.
 - 7.3 Gareth Flostrand reported [for Judy Carlson] for the ADHS
 - Next public meeting is on Thursday April 20 at the AVM, with a presentation by Michael Layland, author of "A Perfect Eden," early explorers' responses to Vancouver Island.
 - More researchers are coming in.

- ADHS is working on computer program updates.

7.4 Shelley Harding reported [for Jamie Morton] for the AV Museum.

- The final screening of this series of the Alberni Film Fest screening – *Maudie* – will be on Sunday April 23.
- "Canada on Screen" – a Canada 150 program – will support a free screening of *The Sweet Hereafter* on Wednesday, April 19.
- Heritage Fair preparation is under way – held on May 5-6 – with 140 students registered.

7.5 Gareth Flostrand reported for the Community at Large.

- Coming events include: A Easter Bunny Bash – Apr. 15.
- Business Fair Apr.8.
- Timbre Choir Concert – Sunday April 30.
- Fundraiser for the Aquarium Centre April 22 at Ruby Club. 6.2

7.6 Pam Craig reported for the School Board

- Vancouver Island school districts all met in Ucluelet.
- ADSS installed six reproductions of art works of Residential School survivors on permanent display.
- Wrestlers awards on April 18.
- Public Meeting of SD70 on April 11 in Tofino.
- Bursary deadline is April 18.

7.7 Kathy Berry reported [for Nancy Blair] for the Community Arts Council

- At the recent CAC AGM a new president was elected and some new members joined.
- The annual CAC Book Sale is coming on May 12-13 at Echo Centre – donations will be accepted until the end of April.
- The Rollin Garden clean-up is on April 22.

8. Next Meeting

- 7:00 PM, Wednesday, May 3, 2017, at the AV Museum.

9. Adjournment

- Moved at 8:25 by David Taberner to adjourn the meeting.



Gareth Flostrand, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni

Alberni Valley Museum
and Heritage Commission



**Alberni Valley Museum and Heritage Commission
Meeting of Wednesday May 3, 2017
7:00 pm in the AV Museum**

Minutes

Attending:

Gareth Flostrand
Bert Simpson
Pam Craig
Penny Cote
Nancy Blair
Judy Carlson
Dan Washington
John Douglas
Jamie Morton, Manager of Museum, Heritage and Culture

Regrets:

Jolleen Dick
Paul McDougall
Deanna Beaudoin
Libby Manson

Called to order 7:02pm

1. Noted the recent resignation of David Taberner as a Director of the WVIHS, and so as one of the two WVIHS representatives to the AV Museum and Heritage Commission.
2. Moved by Penny Cote, seconded by Pam Craig, that the agenda of the May 3, 2017 meeting be approved.
3. Moved by Penny Cote, seconded by Pam Craig, that the minutes of the April 5, 2017 meeting be approved.

Museum and Heritage Commission City of Port Alberni
4255 Wallace Street Port Alberni BC Canada V9Y 3Y6
TEL (250) 723 2181 FAX (250) 723 1035

4. Correspondence
 - AV Hospice update from April meeting – Raw Log Bench proposal – following the direction of the Heritage Commission, this project has been referred to CPA Community Planning and Development Services to ensure that it meets the functional requirements of the City as a non-heritage installation.
 - ACRD letter and attachment of April 28, 2017 – seeking input from the AVMHC concerning a support letter for the Friends of Rails to Trails Vancouver Island's proposal to convert the E & N corridor to trails.
 - a. Penny Cote, as ACRD representative, provided further context.
 - b. Discussion resulted in a motion; moved by Pam Craig, seconded by Judy Carlson, that the AV Museum and Heritage Commission supports the maintenance of the corridor, but does not support a rail to trail conversion, preferring the installation of trails in addition to the rail right-of-way, so as to not impede potential rail use. Carried.
5. Updates:
 - McLean Mill Society and McLean Mill NHS – discussion of developments, and revisited the motion from the April meeting – “That a formal letter be sent to the McLean Mill Society asking for assurance that heritage preservation of the Mill site be a priority and that a representative of the Heritage Commission be appointed to their board.”
 - Direction to Jamie Morton to prepare such a letter for the Heritage Commission to send to the MMS Board.
6. Setting Heritage Commission Priorities for 2017:
 - Pam Craig noted the declining representation from the groups involved in the Heritage Commission, leading to a loss of influence.
 - There is currently no representative from the Chamber of Commerce or the Tseshah First Nation, and non-attendance by some other institutional members.
 - Discussion of the “tripartite” administrative model, in partnership with the Tseshah and Hupacasath First Nations, and its potential impact on the role of the Heritage Commission.
 - Discussion of the lack of support from Council for heritage, and how to build community support. Promotional strategies such as community TV programming, ElderCollege courses, Facebook and social media use, and a heritage component to be included in Council meetings were raised.
 - It was noted that with the current uncertainty, it was difficult for the Commissioners to commit to any large initiatives.
 - It was agreed that for this year, informal meetings would be held through the summer months on the usual schedule – July 5 and August 2 – to maintain more consistent effort.
 - One of the topics for the summer meetings will be the development of a “Friends of the Alberni Valley Museum” organization.

7. Reports:

7.1 Judy Carlson reported for the ADHS

- The last public meeting on April 20, with a presentation by Michael Layland, author of "A Perfect Eden," was very well received, with good attendance.
- The ADHS AGM is taking place in two weeks, with a presentation on the book project from Ty Watson House focussed on the memories of loggers and logging.
- Interpretive text has been prepared for the Inlet Trail signage, and was distributed to the Commission – Pam Craig suggested that the text be produced as a publication also.

7.2 Jamie Morton reported for the AV Museum.

- Heritage Fair is coming soon – on May 5-6 – with about 125 students registered, and up to 80 community volunteers. Because the APR is not running, there was a scramble to obtain bus transportation to McLean Mill NHS, with the problem solved through the efforts of the staff of SD70.
- The Museum only received funding for one summer student this year, who will be based at the Museum.
- The AVM has received a \$21,000 Canada 150 grant from the BC Museums Association. This will fund the development of a travelling exhibit, "Home Front: WWII in British Columbia," in cooperation with the Royal BC Museum. It will commemorate the 1942 arrival of changes in BC, due to the start of the War in the Pacific. The core sections, dealing with the provincial story, will travel to other communities, while there will be Alberni-specific sections for the exhibit in the AVM. Other receiving communities will develop their own local content to complement the core exhibit.

7.3 Pam Craig reported for the School Board.

- Very busy with year-end activities and budgeting issues.
- Anticipating a meeting in early June to discuss the issue of class size and composition.
- Looking forward to graduate exit interviews tomorrow – with trustees interviewing Grade 12 graduates at ADSS.
- Thanks to Lee Gibson for coordinating the buses for Heritage Fair following the cancellation of the train transport to McLean Mill.

7.4 Dan Washington reported for the City of Port Alberni.

- The Kiwanis Club has taken on the development of the "waterfront park" at Canal Beach – an exciting proposition in that it will combine grant funding with volunteer labour to create an attractive recreational space.

7.5 John Douglas reported for the Port Alberni Maritime Heritage Society.

- The PAMHS AGM was held on April 27 – the primary change is that Directors David Whitworth and Pamela Day have resigned – Director Don Jones has taken over as Treasurer.
- Work is starting on the summer program – and continues on the historic vessel display.

7.6 Gareth Flostrand reported for the Community at Large.

- May 5-6 – Ty Watson House fundraiser at the Italian Hall – a Mother's Day Shopping Extravaganza.
- May 6 – 1st Anniversary of the Alberni Aquarium – 10:00 – 2:00 – free admission & lots of children's activities.
- May 6, 9:00 – noon – PAGO Grannies Annual Giant Garage Sale at Trinity Church Hall.
- May 5, 6, 11, 12, & 13 – Portal Players Youth Theatre presents "Anne of Green Gables" – all shows at 7:30 PM, with a 2:00 PM matinee on May 7.
- May 13, 10:00 – 11:00 AM – Community Band Concert at Harbour Quay.
- May 27, SPCA Silent Auction & Dinner at Cherry Creek Hall – Dinner at 5:00 PM.
- Community Arts Council Annual Book Sale – May 12 6:00 – 8:00 PM & May 13 9:00 AM – 3:00 PM at Echo Centre.

7.7 Penny Cote reported for the ACRD

- Attended the Rail to Trail presentation [see Correspondence, above].
- Attended the AVICC Conference – and re-elected as a Director on the AVICC Board – led an Open Space meeting discussing health networks.
- Drew Mitchell was the keynote speaker at the Conference – presenting on Physical Literacy – noting impact on youth in particular – this is an issue for all levels of government to ensure the ongoing health of the population.

7.8 Nancy Blair reported for the Community Arts Council

- May 4 – 26 the Alice Chiko exhibit, "From Sketches to Flowers," will be featured.
- The Solstice Arts Festival is coming up on June 16-18, with a variety of events.
- The Valley Musicians Garden Party fundraiser is coming on July 9.
- Raffle prize baskets are being prepared, and the CAC is seeking donations to fill them.
- An Artist Open House event is being hosted on June 25 from 1:00 – 4:00.
- Funding has been obtained for two summer students this year.
- The CAC will be involved in a Christmas Market at McLean Mill NHS.
- A book signing with local author Joan Donaldson-Yarmey will be held at Rollin on May 20, 1:00 – 3:00.
- As previously mentioned, the CAC Book Sale will be held on May 12 6:00 – 8:00 PM & May 13 9:00 AM – 3:00 PM at Echo Centre.

7.9 Bert Simpson reported for the WVIHS.

- Work proceeds on the APR tracks – 400 ties replaced, as well as many joint bars, etc. – next is the inspection of the trestles.
- The inspection of the #7 locomotive and the Farquhar steam tractor have been completed – the McLean steam donkey still needs inspection.
- WVIHS volunteers have been working on the clean-up of McLean Mill.
- Worksafe hold on the sawmill operation – other initiatives are waiting for signed agreements between the City, MMS, & WVIHS.
- Four WVIHS Directors have resigned in the past two weeks, due to the uncertainty of the current situation.
- WVIHS volunteers are ready for the Heritage Fair on Friday.

- Pam Craig asked if the WVHHS-operated vehicles would be able to cope with the new & more circuitous Canada Day Parade route – Bert Simpson replied that they could.
8. Other Business
 - John Douglas circulated a book from, and discussed his recent experience of the heritage tourism offerings of, the Ruhr District in Germany – a former industrial region that has transformed itself into a tourist destination by emphasizing its industrial heritage.
 9. Next Meeting
 - 7:00 PM, Wednesday, June 7, 2017, at the AV Museum. Bert Simpson has kindly agreed to act as Chair.
 10. Adjournment
 - Moved at 9:02 by Nancy Blair to adjourn the meeting.



Gareth Flostrand, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni

Alberni Valley Museum
and Heritage Commission



**Alberni Valley Museum and Heritage Commission
Meeting of Wednesday June 7, 2017
7:00 pm in the AV Museum**

Minutes

Attending:

Bert Simpson
Penny Cote
Libby Manson
Judy Carlson
John Douglas
Jamie Morton, Manager of Museum, Heritage and Culture

Regrets:

Pam Craig
Jolleen Dick
Deanna Beaudoin
Nancy Blair
Gareth Flostrand
Dan Washington

Called to order 7:05pm

1. Thank you to Bert Simpson for acting as Chair at this meeting, in the absence of Gareth Flostrand.
2. Moved by Penny Cote, seconded by Judy Carlson, that the agenda of the June 7, 2017 meeting be approved.
3. Moved by Penny Cote, seconded by John Douglas, that the minutes of the May 3, 2017 meeting be approved.
4. Correspondence
 - No correspondence – but noted that Shaw TV had started running a new "Time Traveller" segment discussing the 1967 Amalgamation of Alberni & Port Alberni.

Museum and Heritage Commission City of Port Alberni
4255 Wallace Street Port Alberni BC Canada V9Y3Y6
TEL (250) 723 2181 FAX (250) 723 1035

5. Updates:
 - Read the letter responding to the ACRD request for input from the AVMHC concerning the Friends of Rails to Trails Vancouver Island's proposal to convert the E & N corridor to trails, following the motion carried at the May meeting:
 - a. that the AV Museum and Heritage Commission strongly endorsed the maintenance of the corridor, but does not support a rail to trail conversion, preferring the installation of trails in addition to the rail right-of-way, so as to not impede potential rail use.
 - Heritage Notes – taken from the 1967 newspapers in the Community Archives collection – are being prepared for presentation at the City Council meetings in the fall – final arrangements for their presentation TBD.
 - It was decided that informal, open Heritage Commission meetings would be held in July and August this year, to focus on the form the Commission should take moving forward. John Douglas offered the use of the Maritime Discovery Centre for the first meeting, to be held at 7:00 PM, July 5, 2017, at the Hutcheson Gallery of PAMHS.

6. Reports:
 - 6.1 Bert Simpson reported for the WVIHS.
 - The trains are running – the BCIT training is taking place this week – but the heavier locomotives are restricted to the city side of the trestles – the #7 Baldwin steam locomotive is up and running, but its range restricted because of this. There was some discussion – Bert Simpson clarified that the #11 diesel-electric switching engine could run to McLean Mill, as it weighs 45 tons, compared to 90 tons for the #7, and 135 tons for the Alco diesel-electric locomotive. This places it within the current load-bearing capacity of the trestles.
 - Les Stevens & Mike Hobson plan to take steam equipment to McLean Mill for demonstrations, but not until an on-site caretaker is hired.
 - The JJ Logging operation, following some minor adjustments to meet Worksafe requirements, is cleared to offer its demonstrations this summer, on Fridays only. Work Bee was held to cut fire wood for Steam Donkey on Saturday.
 - The IHC contingent is getting trucks ready for the July 1 Canada Day parade – the Centennial Belles will be riding on the lowbed, although it sounds like City Councillors will not be riding with the WVIHS this year.

 - 6.2 Judy Carlson reported for the ADHS
 - The ADHS AGM took place on May 18, with the same Board, but two new directors, Sandy Smith & Marta Williamson. Sharon Hill presented on the book project from Ty Watson House, based on 70 interviews with loggers.
 - In October, the Historical Society will be presenting a program in cooperation with the PAMHS.

 - 6.3 Jamie Morton reported for the AV Museum.
 - There is no news of progress on the proposed tripartite agreement for the management of the Alberni Valley Museum.
 - Preliminary talks and work is starting on the development of the "Home Front" exhibit, in cooperation with the Royal BC Museum, funded by the \$21,000 Canada 150 grant

from the BC Museums Association. Objects and graphic materials will be selected from the RBCM collection to present the "provincial" section of the exhibit.

- Our summer student will be starting soon, and as well as some work on the exhibit above, will be working to develop updated walking tours, as well as interpretive materials for the permanent galleries of the AVM.
- The 2017 Regional Heritage Fair took place successfully on May 5-6 – with a good turnout of students, and about 80 community volunteers. In spite of the lack of a train, the visit to McLean Mill NHS went smoothly, due to the efforts of the staff of SD70. Thanks are due to all the students, teachers, volunteers, sponsors, and organizing committee who make this event possible
- Alberni Film Fest will be returning in the fall, with a three-film series – as well as providing films otherwise unavailable to the community, this raises funds for the AVM education program.

6.4 John Douglas reported for the PAMHS.

- Students are hired for the summer season.
- Jenn Preedy has been working out well as the group's Co-ordinator.
- Preparing for Port Days on June 17 – things are going well.
- Work is continuing on the shelter for the steam launch *Swan*, and interpretive materials will be prepared for it also.
- The MDC hosted a travelling group of Thai Rotary members – they also visited the AV Museum.

6.5 Libby Manson reported for the Community at Large.

- The ADSS Drama presentation of "Rock of Ages" May 11-13 was successful – a good production.
- The Valedictorian and Master of Ceremonies were chosen today for the 2017 ADSS Graduation Ceremonies – the last day of school – June 21 – is coming up quickly.
- Port Alberni Pride Fest is coming on the July 22-23 weekend, with a range of activities offered over two days

6.6 Penny Cote reported for the ACRD

- The annual Sproat Lake Regatta is taking place again on the weekend of July 14-16.
- The Sproat Lake Community Hall has had an AED Defibrillator installed for cardiac emergencies, and community members are being trained in its use.
- Noted the issues and controversy over the closure of McCoy Lake Road due to the washing out of the Nook Creek Bridge – presents a delay for first responder access – but on private land – and the landowner and Ministry of Transport both have gates up. A temporary bridge is to be installed this month in advance of the salmon run – discussion continues between landowner & government.
- The Airport expansion project is completed – the airport is now operational and open again.
- Pleased with the "Time Traveller" series as a way of promoting heritage & the AV Museum.

7. Next Meeting
 - Discussion about holding informal meetings of the Heritage Commission in July & August – it was decided to do so – with the July meeting to be facilitated by Penny Cote, following the Open Space and World Café models.
 - 7:00 PM, Wednesday, July 5, 2017, at the Maritime Discovery Centre of the PAMHS.
8. Adjournment
 - Moved at 8:10 by Penny Cote to adjourn the meeting.



Gareth Flostrand, Chair
Alberni Valley Museum and Heritage Commission

Davina Hartwell, City Clerk
City of Port Alberni

FOOD SECURITY AND CLIMATE DISRUPTION COMMITTEE

THURSDAY, August 3rd, 2017, 4:30 p.m. in the City Hall Committee Room

Present: John Mayba, Rosalind Chapman, Gary Swann, Chris Alemany,

Regrets: Guy Langlois, Branden Chase, Samantha Brownlee, Sandra Gentleman.

Guests: Pamela Day, Director, Bread of Life Society; and Heather Shobe.

Motion to approve the agenda by John Mayba, Chris Alemany seconded. Passed.

Motion to approve the minutes of the June meeting by Gary Swann, John Mayba seconded. Passed.

Pamela Day report on new weekend meals program:

- The Bread of Life Society operates almost exclusively on community donations. The City of Port Alberni provides a small grant. Island Health grant received in 2017 has enabled seven day service (weekends added) because hunger is a daily problem. Some BOL training and jobs have been given to former guests.
- Perception of Bread of Life sometimes a problem. BOL is in reality, part of the solution. It is more than a soup kitchen –nurses, physicians, and social and mental health workers provide regular service to guests who would not otherwise be able to access these services. Also, drug overdose prevention kits are readily available.
- There is more evidence of drug addiction, and fentanyl deaths in the community that BOL serves.
- How we can help – change the perception of the Bread of Life service. Deal with the drug dealers and bad landlords. Help make downtown more attractive and safe.

Heather Shobe, report on Army Worms issue, as it affects food security in Port Alberni and the Valley:

- Worms came in on air current in spring of 2017 from southern US; not expected to live through this winter, but no concrete information to confirm this. Not the first time, but this is the first major infestation . May need to spray due to scale. The worms eat grass and hay.

- People affected – water buffalo farm; Oosterom's beef farm. No one has crop insurance in the Valley and very few on the island. Estimate of \$100,000 losses.
- Heather is encouraging the ministry to provide information, and do research on future possibilities. She is going to meet with the ministry before or at UBCM on another issue; will add army worms to presentation.
- Local farmers use more traditional methods, as opposed to commercial/convention paradigm that the ministry is used to. Therefore, more innovation is possible.
- What can the City, ACRD, and province do to help resiliency?

Heather Shobe – report on Food Directory

- John explained the genesis of the food directory and inventory website content.
- Committee discussed how the recommendation evolved into a directory and 'food map.' The City and ACRD applied for a grant to develop a website.
- Current ideas are to have 1. Tools 2. Directory. 3. By laws. 4. Reducing redundancy. 5. Benefiting consumers and producers. 6. Where people go to learn about local food.
- Jake Martens (city staff member) leaving is having an impact. Heather needs someone to replace Jake in terms of contact at the City to work on the grant application for September 6th. Chris will contact CAO on who to identify for that.

John Mayba Report

- John is recommending we read a book called An Army of Problem Solvers by Shaun Loney. <http://www.armyofproblemsolvers.com/about/>
- The book is about social enterprise projects that install renewable energy (geothermal, solar, etc.) employing people who need the work. Much of this work is being done by First Nations on their land. It's important to have the support of government and corporations like Manitoba Hydro to provide financing and legislation.
- John provided the book to the committee to read and share. He is hoping to bring the author to Port Alberni to speak.

Interface Fires

- How they will affect the Valley. This is on everyone's mind due to the wildfire situation in the interior of the province.
- General discussion.

Chris Alemany – Rail transportation in Europe based on his recent family vacation.

- Rail travel in Europe is cheap, user friendly, fast, and easy.

Next meeting: September 7th, 2017

Chris will bring forward sign bylaw information as it applies to urban farmers with plants/produce for sale.

Adjourned 6:35.

Rosalind Chapman, Chair

Davina Hartwell, City Clerk

FOOD SECURITY AND CLIMATE DISRUPTION COMMITTEE

THURSDAY, September 7, 2017

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

Chair: Rosalind Chapman

Present: Sam Brownlee, Rosalind Chapman, Gary Swann, Branden Chase, Chris Alemany, Sandra Gentleman

Regrets: Guy Langois, John Mayba

Motion to approve the agenda – Branden Chase, seconded by Sandra Gentleman. Approved

Motion to approve the minutes – Gary Swann, seconded by Sam Brownlee. Approved

Item for discussion – Information on sign bylaws presented by Chris Alemany.

Motion (Sam): The committee should make a recommendation that the City review the bylaw and amend it to be consistent with the City's commitment to encouraging urban farming to enhance local food supply/security. Seconded: Chris Alemany.

Item for discussion: Speaking engagement, Sean Loney, November 30th.

A number of people/groups should be made aware of this event. John Mayba and small group of others leading project which also has support from Transition Town Society. Several people were identified for contact including local First Nations, Breaker Electric, FN Building, City Council. John will have info on who has been contacted, etc. Sam Brownlee and Branden Chase expressed an interest in assisting with the project. Sam will contact John when he returns from vacation.

Motion: The committee supports efforts to bring Sean Loney to speak in Port Alberni and will offer further support where possible.

Item: Chris Alemany announced that the City Council has passed a motion to issue an RFP for solar panels to be installed on a city building.

Item: Branden is investigating the feasibility of having a recycling transfer point on Cherry Creek. Further details to follow.

Next meeting: Thursday, October 5.

Motion (Chris Alemany) to adjourn at 6:10 Seconded by Sam Brownlee

Rosalind Chapman, Chair

Davina Hartwell, City Clerk

SENIORS ADVISORY COMMITTEE
Minutes of Meeting Thursday February 9, 2017
4:30 pm in the City Chambers

Present: Councillor Denis Sauve, Jan Cole, Ian Stanton and Margaret Vatamaniuk and Daniel Watts of the Sunshine Club

Absent:

The minutes of the last meeting were accepted as read with no changes.

- 1- Councillor Sauve introduced all in attendance and explained the mandate of the Seniors Advisory Committee.
- 2- Councillor Sauve of the City of Port Alberni facilitate election of Chair / Vice Chair / Secretary
- 3- Following results of Seniors Advisory Board Elections:
 - Mr. Ian Staton, CHAIR
 - Mrs Jan Cole, VICE CHAIR
 - Mrs. Margaret Vatamaniuk, SECRETARY
- 4- Mr. Daniel Watts in attendance/ President of the Sunshine Club. Left meeting early stating he will discuss who will be identified as the Sunshine Club Representative.
- 5- Discuss the function of the Advisory Committee and its purpose in assisting City Port Alberni Council on Senior issues in the City of Port Alberni.
- 6- Meeting adjourned at 1715Hrs.

Next meeting to take place June 8th, 2017 at 4:30 pm in City board room.

Ian Staton, Chair

Davina Hartwell, City Clerk

J:\Clerks\Committees\Seniors Advisory Committee\Minutes\2017\Feb_9.docx

SENIORS ADVISORY COMMITTEE
Minutes of Meeting Thursday April 13, 2017
4:30 pm in the City Chambers

Present: Councilor Denis Sauve, Jan Cole, Ian Stanton and Margaret Vatamaniuk and Daniel Watts of the Sunshine Club

Absent:

The minutes of the last meeting were accepted as read with no changes.

- 1- Councilor Sauve introduced all in attendance and explained the mandate of the Seniors Advisory Committee.
- 2- Councilor Sauve of the City of Port Alberni facilitate election of Chair / Vice Chair / Secretary
- 3- Following results of Seniors Advisory Board Elections:
 - Mr. Ian Staton, CHAIR
 - Mrs Jan Cole, VICE CHAIR
 - Mrs. Margaret Vatamaniuk, SECRETARY
- 4- Mr. Daniel Watts in attendance/ President of the Sunshine Club. Left meeting early stating he will discuss who will be identified as the Sunshine Club Representative.
- 5- Discuss the function of the Advisory Committee and its purpose in assisting City Port Alberni Council on Senior issues in the City of Port Alberni.
- 6- Meeting adjourned at 1715Hrs.

Next meeting to take place June 8th, 2017 at 4:30 pm in City board room.

Ian Staton, Chair

Davina Hartwell, City Clerk

J:\Clerks\Committees\Seniors Advisory Committee\Minutes\2017\April_13.docx

**Minutes for Meeting of August 10, 2017
Seniors Advisory Committee**

4:30pm - Meeting called to order

No minutes from previous meeting.

Attendees: Ian Staton, Margaret Vatamaniuck. City Council Liaison - Denis Sauve.

Absent: Jan Cole

1. Better at Home Book discussed. Discussion of this project and the impact it will have on seniors in the Valley. Barb Stevenson will be invited to our meeting in October to give a report on meetings taking place in Vancouver.
2. Christmas Hampers program: Letter will be required from the Chairman of Seniors Committee
3. Bus system: Getting bus access to Burde Hill Estates area.

Meeting Adjourned at 6:00pm

Next meeting October 12, 2017

Ian Staton, Chair

Davina Hartwell, City Clerk

From: Kuharic, Rhea MCF:EX [<mailto:Rhea.Kuharic@gov.bc.ca>]
Sent: Wednesday, October 04, 2017 12:56 PM
To: Davina Hartwell
Subject: Letter from the Honourable Katrine Conroy
Ref: 233709

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

Dear Mayor Ruttan and Council:

As the new Minister of Children and Family Development, I am honoured and delighted to proclaim October as Foster Family Month. This is the 27th Anniversary of Foster Family Month in British Columbia – a time to acknowledge, celebrate and express our appreciation to foster caregivers for their incredible commitment and support to the children, youth and their families in our communities.

The Ministry of Children and Family Development and Delegated Aboriginal Agencies provide supports and services in your community. With approximately 6,900 children and youth in care across British Columbia, government relies on caregivers to provide day-to-day stability, care, and support to the children and youth placed in their care.

Foster Family Month is a wonderful opportunity to express our gratitude and thank caregivers for their many years of service to the fostering community and the citizens of this province. Foster caregivers are a crucial component of the child welfare system and we depend on these individuals to fulfill this challenging and important role. Foster caregivers are compassionate, dedicated, caring citizens whose important work often goes unnoticed. They are amazing people who reach out to help a child during their greatest time of need.

The Fostering Connection Web site has information to help raise awareness of fostering in your community. For more information please open the following link at: <http://fosteringconnections.ca>. We will also be featuring interviews with foster caregivers whose first-hand experience – speaks to the joys, challenges and rewards of this important role. These will be available on the Government of British Columbia Facebook page.


I encourage you to take time to recognize and celebrate Foster Family Month wherever possible. Your personal acknowledgement and recognition of caregivers will help to raise the awareness of fostering in your community.

On behalf of the Government of British Columbia, thank you for your recognition and continued support of foster caregivers in your community who care for this province's children- and youth-in-care.

Sincerely,

ORIGINAL SIGNED BY

Katrine Conroy
Minister of Children and Family Development

 **Client Relations Branch**
Executive Operations
Ministry of Children and Family Development

From: Okrainetz, Glen R ENV:EX [<mailto:Glen.Okrainetz@gov.bc.ca>]
Sent: Wednesday, October 04, 2017 2:44 PM
To: Timothy Pley
Cc: 'steve@hupacasath.ca'
Subject: RE: Air Zone report - Port Alberni

Dear Mr Pley

As follow up from the letter you received from David Morel earlier this week, please find attached a copy of the 2014-2016 report for the Georgia Basin Air Zone,

You can find all of the Air Zone reports here:

<http://www2.gov.bc.ca/gov/content/environment/air-land-water/air/reports/latest-air-zone-reports>

The ministry will continue to work with the City of Port Alberni to address local air quality issues.

Please do not hesitate to contact me if you would like to discuss this issue further. I would be happy to meet with representatives of the City of Port Alberni if that is of assistance.

Sincerely,

Glen Okrainetz

Director, Clean Air Section
Environmental Standards Branch
BC Ministry of Environment and Climate Change Strategy
Ph: 778-698-4903 **NEW**

Web: <http://www.gov.bc.ca/bcairquality>

Introduction

This is the fourth annual air quality report for the Georgia Strait Air Zone. Annual air zone reporting is a commitment under the national Air Quality Management System (AQMS). This report describes achievement of the Canadian Ambient Air Quality Standards (CAAQS) for ground-level ozone (O₃) and fine particulates (PM_{2.5}), the associated management levels and recent actions to improve air quality. A province-wide summary can be found at: <http://www.env.gov.bc.ca/soe/indicators/air/>.

Background

The AQMS is the national approach to managing air quality in Canada. Under the AQMS, the CAAQS are developed to drive action to protect human health and the environment. Air zones are areas that exhibit similar air quality characteristics, issues and trends, and that form the basis for monitoring, reporting and taking action on air quality. The Georgia Strait Air Zone (see Figure 1) is one of seven broad air zones across the province. Under the AQMS, progressively more rigorous actions are expected as air quality approaches or exceeds the CAAQS. The level of action is guided by the Air Zone Management Framework outlined in Table 1.

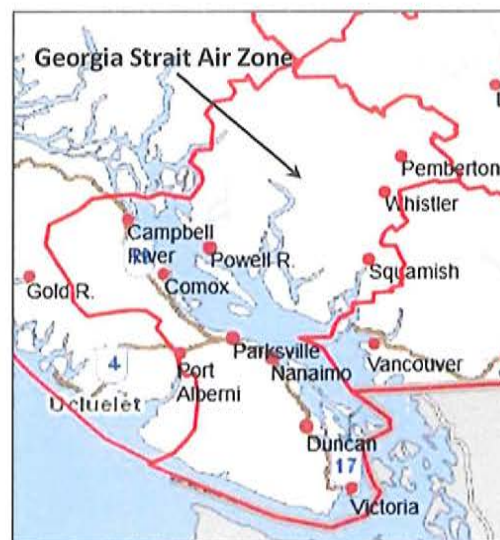


Figure 1. Georgia Strait Air Zone.

Table 1. Air zone management framework for ground-level ozone and PM_{2.5}. The CAAQS define the upper threshold, separating the “red” and “orange” management levels.

Management Level	O ₃ (ppb)		PM _{2.5} – Annual (µg/m ³)		PM _{2.5} - 24h (µg/m ³)	
	2015	2020	2015	2020	2015	2020
Red	Actions for Achieving Air Zone CAAQS					
Threshold (CAAQS)	63	62	10	8.8	28	27
Orange	Actions for Preventing CAAQS Exceedance					
Threshold	56		6.4		19	
Yellow	Actions for Preventing Air Quality Deterioration					
Threshold	50		4		10	
Green	Actions for Keeping Clean Areas Clean					

Ozone Levels

Ozone measurements in the Georgia Strait Air Zone are summarized in Figure 2. Concentrations ranged from 44 ppb in Nanaimo to 52 ppb in Whistler.¹ All sites achieved the national standard of 63 ppb.

Trends in annual ozone levels are shown in Figure 3.² Concentrations have remained below the national standard over the 10-year period.

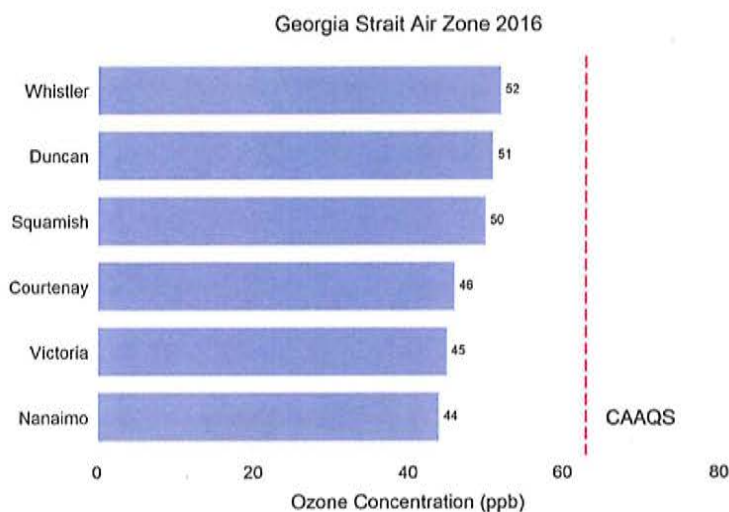


Figure 2. Ozone concentrations in the Georgia Strait Air Zone, based on annual 4th highest daily 8-hour maxima, averaged over 2014-2016. Red dashed line identifies the CAAQS of 63 ppb.

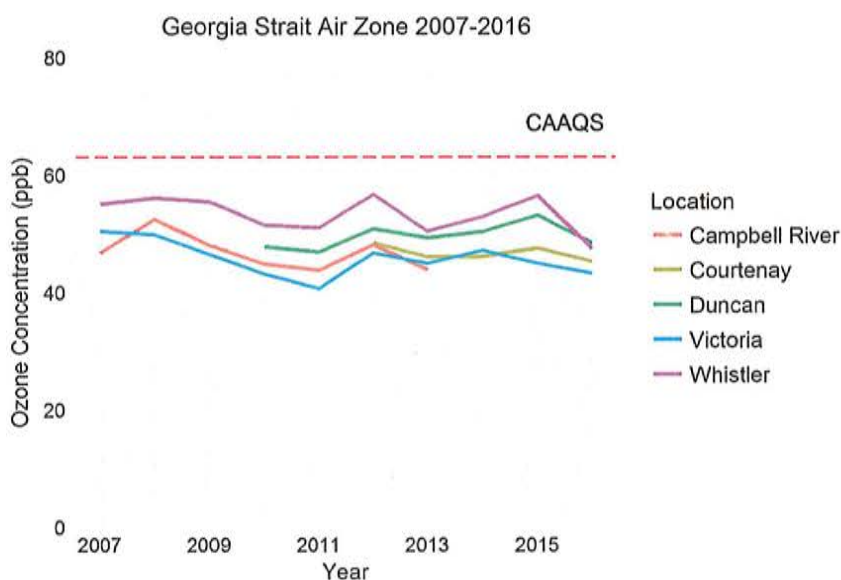


Figure 3. Annual trends in ozone concentrations (2007-2016), based on annual 4th highest daily 8-hour maxima for a single year. Red dashed line identifies CAAQS of 63 ppb.

¹ Concentrations based on 4th highest daily 8-hour maximum, averaged over three years (2014-2016).

² Concentrations based on 4th highest daily 8-hour maximum, averaged over a single year.

PM_{2.5} Levels

PM_{2.5} refers to inhalable particles up to 2.5 micrometres in diameter. PM_{2.5} measurements are summarized in Figure 4. A distinction is made between data collected using the new Federal Equivalent Method (FEM) technology and the older TEOM instruments that are being phased out. The FEMs are the preferred instrument as they provide a more complete measure of PM_{2.5} than the TEOMs.

Daily concentrations (upper plot) ranged from 7 to 33 $\mu\text{g}/\text{m}^3$.³ The national standard of 28 $\mu\text{g}/\text{m}^3$ was exceeded at two sites: Courtenay and Port Alberni. Annual concentrations (lower plot) ranged from 2.6 to 8.5 $\mu\text{g}/\text{m}^3$.⁴ All monitoring sites achieved the national standard of 10 $\mu\text{g}/\text{m}^3$.

Trends in annual mean concentrations between 2007 and 2016 are shown in Figure 5 for a subset of these sites.⁵ A shift to higher reported concentrations is seen with the change from TEOM to FEM instruments from about 2010 onward. However, all monitoring sites have recorded annual mean concentrations below the CAAQS level since 2014.

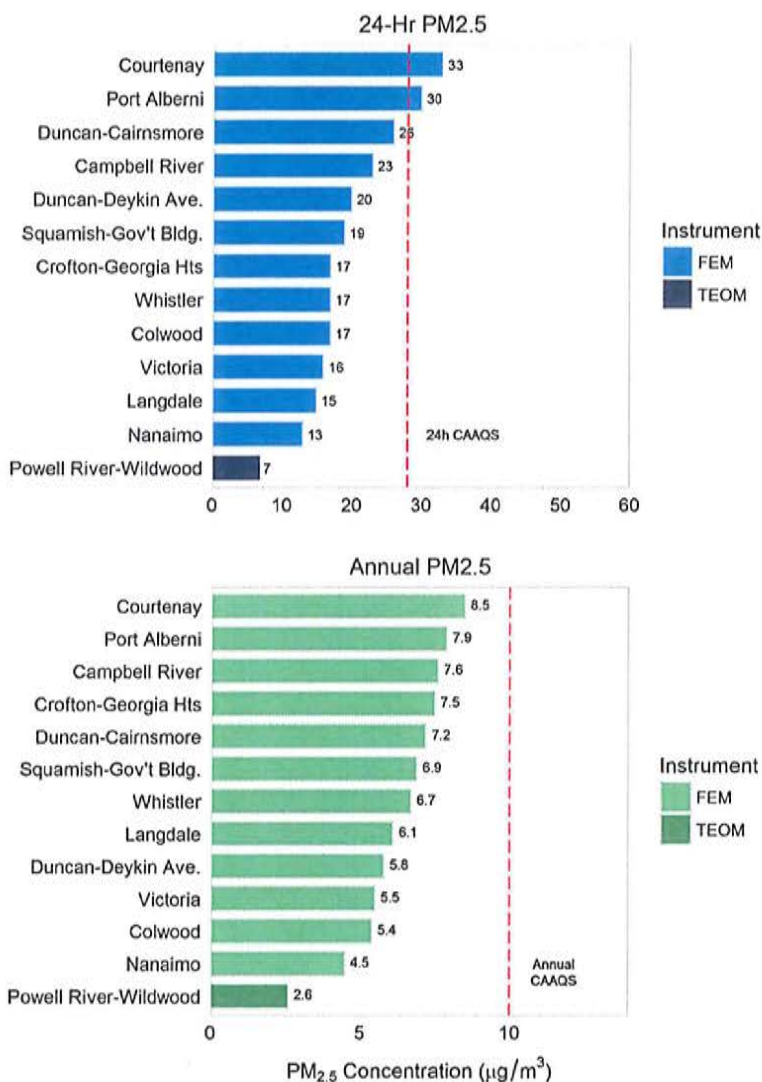


Figure 4. PM_{2.5} concentrations in the Georgia Strait Air Zone. Upper plot based on 24-hour concentration (annual 98th percentile, averaged over 2014-2016). Lower plot based on annual mean concentration (averaged over 2014-2016). Red dashed lines identify CAAQS of 28 $\mu\text{g}/\text{m}^3$ (upper plot) and 10 $\mu\text{g}/\text{m}^3$ (lower plot).

³ Concentrations based on annual 98th percentile of 24-hour values, averaged over three years (2014-2016).

⁴ Concentrations based on annual average of 24-hour values, averaged over three years (2014-2016).

⁵ Concentrations based on annual average of 24-hour values over single year.

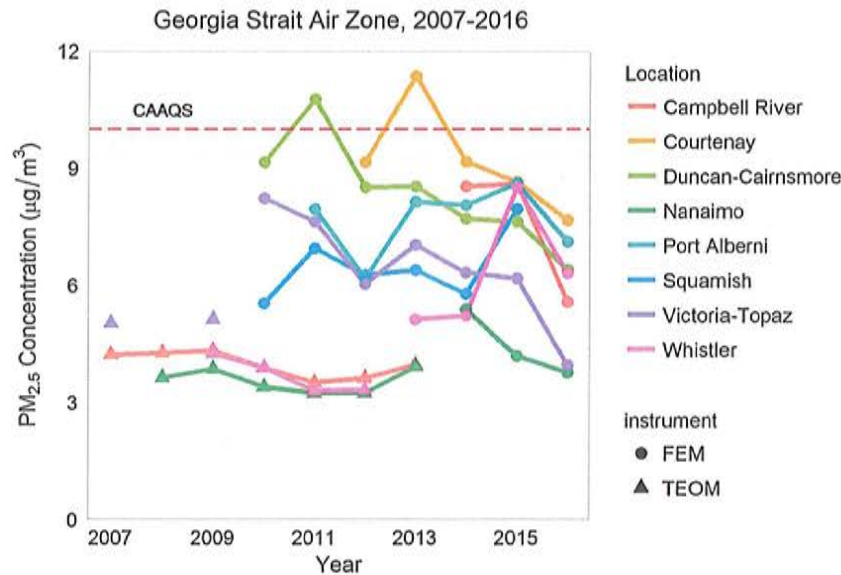


Figure 5. Trends in $PM_{2.5}$ concentrations (2007-2016), based on annual mean concentrations from a single year. The CAAQS value of $10 \mu\text{g}/\text{m}^3$ is shown by the dashed line. $PM_{2.5}$ measurements prior to 2011 are reported at 25°C and 1 atm. From 2011 onward, measurements are reported at local conditions.

Air Zone Management Levels

Air zone management levels are assigned on the basis of the highest concentrations within an air zone, excluding contributions from transboundary flows (TF) and exceptional events (EE) such as wildfires. This is done so that long-term management strategies are not developed on the basis of events that are beyond local or provincial control.

In the Georgia Strait Air Zone, wildfires are the primary contributor to TF/EE. The methodology for identifying wildfire-influenced data is provided in Appendix I. Excluded data are identified in Appendix II. For the period of 2014-2016, wildfire influences were primarily restricted to the summer of 2015, when smoke from wildfires in the Pemberton area and on southern Vancouver Island contributed to periods of elevated $PM_{2.5}$.

Table 2 summarizes the as-measured concentrations for ground-level ozone and the management levels after any TF/EE influences have been removed. No TF/EE influences were identified for ozone. The ozone management level for the Georgia Strait Air Zone remains in the "yellow", based on concentrations in Whistler and Duncan. This indicates that ozone-related actions should continue to focus on preventing further air quality deterioration.

Table 3 summarizes both as-measured $PM_{2.5}$ concentrations and management levels once estimated wildfire influences have been removed. The overall $PM_{2.5}$ management level remains in the "red", based

on 24-hour PM_{2.5} concentrations in Courtenay and Port Alberni. This means that PM_{2.5}-related actions should focus on meeting the standards in these communities. For more information on the estimated wildfire influences, see Appendix I.

Table 2. Summary of ozone concentrations as measured and air zone management levels for the Georgia Strait Air Zone (based on 2014-2016 data). All concentrations in ppb.

Location	No. Valid Years	4 th Highest Daily 8-hour Maxima		Air Zone Management Level
		As Measured	TF/EE Influences Removed	
Colwood	3	49	49	Goal: Preventing Further Deterioration
Courtenay	3	46	46	
Duncan-Cairnsmore	3	51	51	
Nanaimo	3	44	44	
Squamish	2	50	50	
Victoria	3	45	45	
Whistler	3	52	52	

Table 3. Summary of PM_{2.5} concentrations as measured and air zone management levels for the Georgia Strait Air Zone (based on 2014-2016 data). All concentrations in µg/m³.

Location	Monitor Type	No. Valid Years	Daily Mean (98 th Percentile)		Annual Mean		Air Zone Management Level
			As Measured	TF/EE Removed	As Measured	TF/EE Removed	
Campbell River	FEM	3	23	23	7.6	7.5	Goal: Achieving the CAAQS
Colwood	FEM	3	17	17	5.4	5.4	
Crofton-Georgia Hts.	FEM	2	17	17	7.5	7.4	
Courtenay	FEM	3	33	32	8.5	8.4	
Duncan-Cairnsmore	FEM	3	26	26	7.2	7.2	
Duncan-Deykin Ave.	FEM	3	20	20	5.8	5.8	
Langdale	TEOM	2	15	14	6.1	5.8	
Nanaimo	TEOM/FEM	3	13	13	4.5	4.3	
Port Alberni	FEM	3	30	29	7.9	7.8	
Powell River	TEOM	2	7	7	2.6	2.6	
Squamish	FEM	2	19	15	6.9	6.5	
Victoria	FEM	3	16	16	5.5	5.5	
Whistler	FEM	3	17	17	6.7	6.1	

Actions to Protect Air Quality

The reduction of PM_{2.5} emissions remains a focus in both the Cowichan and Comox Valleys. The Cowichan Valley is implementing an airshed protection strategy that identifies a number of actions to reduce emissions from open burning, residential wood combustion and other sources.⁶ Emission inventory⁷ and health studies⁸ in the Comox Valley are helping to establish local priorities for action. Preliminary results from mobile monitoring studies in the province indicate that wood smoke levels in Cumberland may be comparable to those in the much larger community of Courtenay⁹, and support ongoing efforts to replace older woodstoves with cleaner-burning models. Between 2014 and 2016, wood stove change-out programs were supported in the Sunshine Coast, the Regional Districts of Campbell River, Comox Valley, Nanaimo, the Alberni Valley and the Cowichan Valley to encourage residents to change out their older, smoky wood stoves for low-emission appliances. Funding support is also being provided to the Strathcona Regional District in 2017.

A description of other activities underway in B.C. air zones can be found in the "Air Zone Management Response for British Columbia" (see: www.gov.bc.ca/bcairquality).

⁶ See: <http://bc-cowichanvalley2.civicplus.com/DocumentCenter/View/70959>.

⁷ See:

http://www.comoxvalleyrd.ca/assets/Community/Documents/170317_CV_PM_Emissions_Inventory_Final_Report.pdf

⁸ Weichenthal, S., Kulka, R., Lavigne, E. et al. (2017) Biomass burning as a source of ambient fine particulate air pollution and acute myocardial infarction. *Epidemiology* 28 (3), pp. 329-337.

⁹ BC Lung Association (2017) 2017 State of the Air Report. Available at:

<https://bc.lung.ca/sites/default/files/State%20of%20the%20Air%202017%20-%20merged.pdf>.

Appendix I – Approach to Identify Wildfire-influenced Data

Summertime air quality in British Columbia is periodically influenced by wildfire smoke – from local fires as well as long-range transport from outside of the province. The wildfire season in B.C. typically occurs between May and September, when warm and dry conditions prevail.

A myriad of different pollutants are emitted from wildfires, including PM_{2.5} and gaseous pollutants such as nitrogen oxides and volatile organic compounds (VOCs) that can react in the atmosphere to form ground-level ozone and additional PM_{2.5}.

Given that smoke-affected areas may be extensive, and that smoke may linger for days before being fully dispersed from an airshed, the current analysis has focussed on those periods when wildfire smoke may have contributed to an exceedance of the CAAQS levels for PM_{2.5} levels. Criteria used to flag and evaluate wildfire-influenced data included the following:

- 24-hour PM_{2.5} concentrations exceeded the CAAQS level of 28 µg/m³ or 8-hour daily maximum ozone levels exceeded the CAAQS level of 63 ppb between May and September,
- Wildfires of interest were identified based on data from B.C. Wildfire Management Branch,
- Wildfire smoke advisories had been issued by the Ministry of Environment & Climate Change Strategy during the period of interest,
- MODIS satellite images indicated smoke impacts over the region,
- Multiple monitoring sites in the area of concern exhibited similar air quality characteristics, suggesting a common source or contributing source, and
- Modelling studies identify enhanced pollutant concentrations due to wildfire smoke.

Wildfire-influenced data were then excluded from the calculation of air zone management levels. Excluded data are as summarized in Appendix II. This resulted in only minor adjustments to site-specific management levels and no changes to the overall air zone management level.

Appendix II – Wildfire-influenced Data in the Georgia Strait Air Zone (2014-2016)

Table II-1 Wildfire-influenced PM_{2.5} data.

Location	Date	24-hr PM _{2.5} (µg/m ³)	Wildfire Smoke- Related Air Quality Advisory?
Squamish Gov't Bldg	2015-06-15	28.9	
Langdale Elementary	2015-07-05	58.7	Y
Nanaimo Labieux Road	2015-07-05	49.4	Y
Port Alberni Elementary	2015-07-05	28.3	Y
Powell River James Thomson School	2015-07-05	96.3	Y
Powell River Wildwood	2015-07-05	85	Y
Courtenay Elementary School	2015-07-06	50.3	Y
Crofton Georgia Hts	2015-07-06	46.5	Y
Duncan Cairnsmore	2015-07-06	33.8	Y
Duncan Deykin Avenue	2015-07-06	41.8	Y
Elk Falls Dogwood	2015-07-06	47.2	Y
Langdale Elementary	2015-07-06	75	Y
Nanaimo Labieux Road	2015-07-06	81.1	Y
Port Alberni Elementary	2015-07-06	37.2	Y
Powell River James Thomson School	2015-07-06	54	Y
Powell River Wildwood	2015-07-06	66.6	Y
Squamish Gov't Bldg	2015-07-06	88.2	Y
Whistler Meadow Park	2015-07-06	133.5	Y
Whistler Meadow Park	2015-07-06	127.9	Y
Courtenay Elementary School	2015-07-07	39.1	Y
Elk Falls Dogwood	2015-07-07	31	Y
Langdale Elementary	2015-07-07	28.5	Y
Port Alberni Elementary	2015-07-07	53.6	Y
Powell River James Thomson School	2015-07-07	32.1	Y
Powell River Wildwood	2015-07-07	32.8	Y
Squamish Gov't Bldg	2015-07-07	42.3	Y
Whistler Meadow Park	2015-07-07	260.4	Y
Whistler Meadow Park	2015-07-07	280.1	Y
Langdale Elementary	2015-07-08	37.3	Y
Port Alberni Elementary	2015-07-08	40.9	Y
Squamish Gov't Bldg	2015-07-08	59.9	Y
Whistler Meadow Park	2015-07-08	136.1	Y
Whistler Meadow Park	2015-07-08	121.8	Y

Table II-1 (continued)

Location	Date	24-hr PM _{2.5} (µg/m ³)	Wildfire Smoke- related Air Quality Advisory?
Langdale Elementary	2015-07-09	43.4	Y
Port Alberni Elementary	2015-07-09	28.6	Y
Squamish Gov't Bldg	2015-07-09	50.5	Y
Whistler Meadow Park	2015-07-09	78.3	Y
Whistler Meadow Park	2015-07-09	67.4	Y
Courtenay Elementary School	2015-07-10	31.8	Y
Whistler Meadow Park	2015-07-10	30.3	Y
Crofton Georgia Hts	2015-08-20	36.7	Y
Duncan Cairnsmore	2015-08-20	46.8	Y