
AGENDA - REGULAR MEETING OF COUNCIL
Tuesday, October 13, 2020 @ 2:00 PM
Via Video-Conference

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. 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 please refer to the City's website www.portalberni.ca or contact the Director of Corporate Services at 250.720.2823 or by email twyla_slonski@portalberni.ca or the Deputy City Clerk at 250.720.2822 or by email sara_darling@portalberni.ca

Members of the public who wish to provide input regarding agenda items may continue to submit written comments and questions by email to council@portalberni.ca, mail, or drop off at City Hall before 12:00 noon on the meeting day. Please include your name and address on public input/questions for identification purposes.

Those who wish to provide public input/questions in real time [by joining Council's virtual meeting], you must contact the Corporate Services Department **no later than 9:00 am on the day of the meeting** to register.

A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. Recognition of unceded Traditional Territories.
2. Late items identified by Councillors.
3. Late items identified by the City Clerk.
4. Notice of Video Recording (live-streaming and recorded/broadcast on YouTube)

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 6

Special Meeting held at 9:30 am on September 21, 2020, Special Meeting held at 9:30 am, and Regular Council Meeting held at 2:00 pm on September 28, 2020.

C. PUBLIC INPUT PERIOD

An opportunity for the public to address Council on topics relevant to City Council. A maximum of four [4] speakers/submissions will be accommodated.

D. DELEGATIONS

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

F. STAFF REPORTS

Members of the public may be recognized by Council to speak to a report if the report is a response to their correspondence or an application [currently suspended due to COVID-19].

1. Accounts

THAT the certification of the Director of Finance dated October 13, 2020 be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. Director of Corporate Services – Appointment of Deputy City Clerk - Page 12

Report dated October 6, 2020 from the Director of Corporate Services requesting Council appoint S. Darling as the City’s Deputy Clerk.

THAT Council for the City of Port Alberni appoint Sara Darling as the City’s Deputy City Clerk and assign the responsibilities of corporate administration as prescribed in the Community Charter to the Deputy City Clerk in the absence of the Director of Corporate Services.

3. Economic Development Manager – Community Economic Recovery Infrastructure Program – Applications for Funding - Page 14

Report dated October 5, 2020 from the Economic Development Manager advising Council of a funding opportunity through CERIP.

THAT Council provide direction to staff on which project[s] the City should submit applications for funding through the Community Economic Recovery Infrastructure Program (CERIP).

4. Manager of Community Safety – 3118 3rd Avenue [Harbourview Apartments] – Reconsideration Report – Page 17

Folded Hill Farms representatives in attendance to address Council and request Council’s reconsideration of remedial order.

Report dated October 5, 2020 from the Manager of Community Safety requesting Council to confirm the Remedial Action Requirement and to extend the time for the owner to carry out the Remedial Action Requirements.

THAT Council, pursuant to s. 78(4) of the Community Charter, hereby confirms the Remedial Action Requirement originally passed on September 14, 2020 and extends the time for the Owner to carry out the requirements until 30 days from the date that notice of this Resolution made October 13, 2020 is sent to the Owner.

THAT Council, pursuant to s. 78(5) of the Community Charter, hereby directs staff to provide notice that Council has confirmed the Remedial Action Requirement and extended the time for compliance, to the Owner and each holder of a registered charge in relation to the Property whose name is included on the assessment roll.

- 5. Acting Director of Engineering – Burde Street Pump Station Upgrade - Page 19**
Report dated September 24, 2020 from the Acting Director of Engineering requesting Council’s consideration of awarding tender RFT014-20 for the price of \$420,180.15.

THAT Council award the contract for the Burde Street Pump Station Upgrade to Bowerman Excavating Ltd. for the tendered price of \$420,180.15 plus GST.

G. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing.

- 1. Manager of Planning - Proposed Official Community Plan Bylaw and Zoning Bylaw Amendments – City Wide – Cannabis Cultivation and Processing - Page 24**
Report dated September 30, 2020 from the Manager of Planning requesting final adoption of bylaws amending the City’s Official Community Plan and Zoning Bylaw that would permit Cannabis Production Facilities (cultivation and processing) within city limits.
- a. THAT “Official Community Plan Amendment No. T5 (Cannabis Cultivation – Development Permit Area Regulations), Bylaw No. 5012”, be now finally adopted, signed by the Mayor and Corporate Officer, and numbered 5012.*
 - b. THAT “Zoning Bylaw Text Amendment No. T25 (Cannabis Cultivation), Bylaw No. 5013”, be now finally adopted, signed by the Mayor and Corporate Officer, and numbered 5013.*
- 2. Manager of Planning – Proposed Zoning Bylaw Map Amendment – 5381 Falls Street - Page 34**
Report dated September 30, 2020 from the Manager of Planning requesting third reading and final adoption of “Zoning Map Amendment No. 41 (5381 Falls Street – Faithful Construction), Bylaw No. 5014”.
- a. THAT “Zoning Map Amendment No. 41 (5381 Falls Street – Faithful Construction), Bylaw No. 5014”, be read a third time.*
 - b. THAT “Zoning Map Amendment No. 41 (5381 Falls Street – Faithful Construction), Bylaw No. 5014”, be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5014.*

H. CORRESPONDENCE FOR ACTION

Correspondence addressed to the Mayor and Council by an identifiable citizen included on an agenda is correspondence asking for a specific request of Council and the letter writers will be provided a response.

I. PROCLAMATIONS

1. Ministry of Children and Family Development – Page 43

Email dated October 1, 2020 from the Ministry of Children and Family Development requesting that Council proclaim the month of October 2020 as “Foster Family Month” in Port Alberni.

THAT the email dated October 1, 2020 from the Ministry of Children and Family Development requesting that Council proclaim the month of October 2020 as “Foster Family Month” in Port Alberni, be received and the month proclaimed as requested.

J. CORRESPONDENCE FOR INFORMATION

Correspondence found here provides information to Council and does not make a specific request. It may also include correspondence that may not be relevant to City services and responsibilities.

1. President and Vice-Chancellor, University of Victoria - Page 44

Letter dated September 15, 2020 regarding grant-in-lieu of property taxes for public post-secondary institutions and advising that the 2020 amount for Port Alberni is \$187.00.

2. Huu-Ay-Aht First Nations - Page 46

Letter dated September 23, 2020 from the Huu-ay-aht First Nations thanking the Mayor for her role in the upgrades to Bamfield Road.

3. Alberni Valley Museum and Heritage Commission - Page 47

Minutes provided for the Alberni Valley Museum and Heritage Commission meeting held September 2, 2020.

K. REPORT FROM IN-CAMERA

1. Property Disposal – Five [5] Lots on Anderson Road

At Council’s In-Camera meeting held September 28, 2020, Council authorized staff to provide Notice of the City’s intent to make available for sale lots 2289, 2291, 2293, 2295 and 2297 Anderson Road. The City will provide formal Notice via the AV News and the City’s website following completion of survey work.

L. COUNCIL REPORTS

1. Council and Regional District Reports – Page 55

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

M. NEW BUSINESS

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

N. QUESTION PERIOD

An opportunity for the public and the press to ask questions of 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 21, 2020 @ 9:30 AM
In City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC**

Present: Mayor S. Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon
Councillor C. Solda
Councillor D. Washington

Staff: T. Pley, CAO
D. Hartwell, City Clerk
T. Slonski, Deputy City Clerk

Call to Order: @ 9:30 am

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, and specifically outlined as follows.

Section 90(1)(l) discussion with municipal officers and employees respecting municipal objectives, measures and progress reports.

CARRIED

The meeting was terminated at 1:05 p.m.

CERTIFIED CORRECT

Mayor

Deputy City Clerk

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, SEPTEMBER 28, 2020 @ 9:30 AM
Via Video Conference – Zoom Platform**

Present: Mayor S. Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor C. Solda
Councillor D. Washington

Absent: Councillor H. Poon

Staff: T. Pley, CAO
A. McGifford, Director of Finance
T. Slonski, Director of Corporate Services
K. McDougall, Manager of Planning
K. Bodin, Manager of Human Resources

Call to Order: @ 9:30 am

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, and specifically outlined as follows.

Section 90(1)(a) personal information about identifiable individuals who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

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

Section 90(2)(b) The consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government and a third party.

CARRIED

The meeting was terminated at 11:48 a.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

REGULAR COUNCIL AGENDA - OCTOBER 13, 2020

ENTERED
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B.B.

MINUTES OF THE REGULAR MEETING OF COUNCIL
Held Monday, September 28, 2020 @ 2:00 PM
Via Video Conferencing [Zoom Platform]

PRESENT: Mayor S. Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor C. Solda
Councillor D. Washington

Absent: Councillor H. Poon

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 2:00 pm.

MOVED and SECONDED, THAT the agenda be approved as printed and circulated.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Special Meeting held at 9:30 am, Regular Council Meeting held at 2:00 pm on September 14 be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

Neil Anderson took this opportunity to speak to a meeting he had with the City's Building Inspector regarding questions he had with the ongoing renovation project at the Kingsway Hotel. The renovations have been underway for about two years and the owner of the building [Councillor Poon] renovated the building in the absence of permits/inspections. Mr. Anderson noted that his questions regarding the absence of permits/inspections remain unanswered.

D. DELEGATIONS

1. AV Chamber of Commerce

Bill Collette, CEO of the Alberni Valley Chamber of Commerce presented to Council conceptual ideas/design for a proposed welcome to Port Alberni sign at an estimated project cost of \$43,490.00. Council thanked Mr. Collette for his work noting that it is a great starting point. Council will spend time reviewing the proposal and continue to communicate with the Chamber prior to finalizing the project.

E. UNFINISHED BUSINESS *NIL*

F. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated September 28, 2020, be received and the cheques numbered 146801 to 146877 inclusive, in payment of accounts totalling \$ 2,117,551.19, be approved.

CARRIED

2. Manager of Planning – Development Variance Permit – 4191 Bute Street

R20-239

MOVED AND SECONDED THAT the City Council authorize the issuance of Development Variance Permit No. 105, to vary Zoning Bylaw 4832 as follows:

Vary ‘Section 6.12.2 Projections’, to allow a projection over 75% (0.6 metres) of the required side yard (0.8 metres) for a variance of 25% (0.2 metres) for development on land legally described as Lot 1, District Lot 1, Alberni District, Plan VIP81030 (PID: 026-679-043) and located at 4191 Bute Street.

CARRIED

3. Chief Administrative Officer – Connect the Quays

R20-240

MOVED AND SECONDED, THAT Council direct that an application be submitted to the Investing in Canada Infrastructure Program – British Columbia - Community, Culture and Recreation [CCR] Program for \$2.5 million to complete the Connect the Quays Pathway project.

CARRIED

R20-241

MOVED AND SECONDED, THAT Council direct that an application be submitted to the Investing in Canada Infrastructure Program – British Columbia – Rural and Northern Communities [RNC] Program for \$2.5 million to complete the Connect the Quays Pathway project.

CARRIED

R20-242

MOVED AND SECONDED, THAT Council authorize staff to amend the City’s “Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003” to include \$4,511,821 in City funding in 2021 for the Connect the Quays Pathway project.

CARRIED

4. Director of Corporate Services - VI Economic Summit – October 27 & 29, 2020

R20-243

MOVED AND SECONDED, THAT Council authorize Councillors Haggard and Paulson to participate in the 14th Annual Vancouver Island Economic Summit [VIES] – The ‘State of the Island’ Economic Summit taking place October 27 – 29, 2020 [virtually].

CARRIED

G. BYLAWS

1. Manager of Planning – Proposed Zoning Bylaw Amendments – 4202 and 4238 8th Avenue

R20-244 *MOVED AND SECONDED, THAT “Zoning Bylaw Map Amendment No. 35 (4202 and 4238 8th Avenue - deBeeld), Bylaw No. 4993”, be read a third time.*
CARRIED

R20-245 *MOVED AND SECONDED, THAT “Zoning Bylaw Map Amendment No. 35 (4202 and 4238 8th Avenue - de Beeld), Bylaw No. 4993”, be now finally adopted, signed by the Mayor and Clerk, and numbered 4993.*
CARRIED

R20-246 *MOVED AND SECONDED, THAT “Zoning Text Amendment No. T22 (Site Specific Uses – RM3 High Multiple Family Residential), Bylaw No. 4994”, be read a third time.*
CARRIED

R20-247 *MOVED AND SECONDED, THAT “Zoning Text Amendment No. T22 (Site Specific Uses – RM3 High Density Multiple Family Residential), Bylaw No. 4994” be now finally adopted, signed by the Mayor and Clerk, and numbered 4994.*
CARRIED

2. Manager of Planning - Proposed Official Community Plan Bylaw and Zoning Bylaw Amendments – City Wide – Cannabis Cultivation and Processing

MOVED AND SECONDED, THAT the report of the Public Hearing held September 14, 2020 regarding Bylaw No.'s 5012 & 5013 be received.
CARRIED

R20-248 *MOVED AND SECONDED, THAT “Official Community Plan Amendment No. T5 (Cannabis Cultivation – Development Permit Area Regulations), Bylaw No. 5012”, be read a third time.*
CARRIED

R20-249 *MOVED AND SECONDED, THAT “Zoning Bylaw Text Amendment No. T25 (Cannabis Cultivation), Bylaw No. 5013”, be read a third time.*
CARRIED

3. Deputy Director of Finance – 2021 Permissive Tax Exemption Bylaws 4997-1 & 4998-1 – Approval of Bylaw as Amended

R20-250 *MOVED AND SECONDED, THAT “Permissive Tax Exemptions Bylaw, 2020, Amendment No. 1, Bylaw No. 4997-1” be now introduced and read a first time.*
CARRIED

R20-251 *MOVED AND SECONDED, THAT “Permissive Tax Exemptions Bylaw, 2020, Amendment No. 1, Bylaw No. 4997-1” be read a second time.*
CARRIED

R20-252 *MOVED AND SECONDED, THAT "Permissive Tax Exemptions Bylaw, 2020, Amendment No. 1, Bylaw No. 4997-1" be read a third time.*
CARRIED

R20-253 *MOVED AND SECONDED, THAT "Places of Public Worship 2020, Amendment No. 1, Bylaw No. 4998-1" be now introduced and read a first time.*
CARRIED

R20-254 *MOVED AND SECONDED, THAT "Places of Public Worship 2020, Amendment No. 1, Bylaw No. 4998-1" be read a second time.*
CARRIED

R20-255 *MOVED AND SECONDED, THAT "Places of Public Worship 2020, Amendment No. 1, Bylaw No. 4998-1" be read a third time.*
CARRIED

H. CORRESPONDENCE FOR ACTION

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

M. NEW BUSINESS

N. QUESTION PERIOD

O. ADJOURNMENT

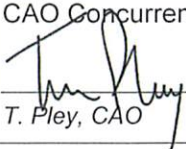
MOVED and SECONDED, THAT the meeting adjourn at 3:38 pm
CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

Date: October 6, 2020
 File No: Personnel File
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: Appointment of Deputy City Clerk & Assignment of Duties

Prepared by: <i>T. SLONSKI</i>	Supervisor: <i>T. PLEY</i>	CAO Concurrence: 
<i>Dir. Of Corporate Services</i>	<i>T. PLEY, CAO</i>	<i>T. Pley, CAO</i>

RECOMMENDATION[S]

THAT Council for the City of Port Alberni appoint Sara Darling as the City's Deputy City Clerk and assign the responsibilities of corporate administration as prescribed in the Community Charter to the Deputy City Clerk in the absence of the Director of Corporate Services.

PURPOSE

For Council to appoint the City's Deputy City Clerk and assign the responsibilities of corporate administration to the Deputy City Clerk in the absence of the Director of Corporate Services.

BACKGROUND

The *Community Charter* requires that one of the municipal officer positions be assigned the responsibility of corporate administration which includes a number of powers, duties and functions as outlined in sec. 148. The Director of Corporate Services is assigned those responsibilities.

ALTERNATIVES/OPTIONS

n/a

ANALYSIS

To ensure appropriate continuity of City business, maintain customer service and to ensure that the business of the City moves forward, the appointment of the Deputy City Clerk is being proposed in order to carry out the various statutory duties in the absence of the Director of Corporate Services.

With the recent retirement of D. Hartwell, City Clerk, the internal appointment of T. Slonski to the position of Director of Corporate Services, this left the Deputy City Clerk position vacant. The Deputy City Clerk position was advertised and closed the latter part of August and Sara Darling was awarded the position effective September 28, 2020.

IMPLICATIONS

Should Council choose not to assign the responsibilities of corporate administration to the Deputy City Clerk in the absence of the Director of Corporate Services, it may lend itself to City business being unnecessarily delayed.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

The *Community Charter* requires that one of the municipal officers must be assigned the responsibilities of corporate administration. In the absence of the Director of Corporate Services, and to ensure continuity of City business, assigning the responsibility of corporate administration to the Deputy City Clerk allows the statutory work of the City to continue.


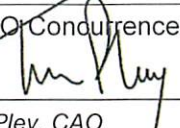
SUMMARY

The appointment of the Deputy City Clerk will enhance the efficiency and effectiveness of the City's Corporate Services department and will ensure the continuity of City business is maintained in the absence of the Director of Corporate Services. Therefore, Council is being asked to support the recommendation identified in this report.

ATTACHMENTS/REFERENCE MATERIALS

J:\Clerks\Reports\TLS\2020_10_07_S_Darling_Appointment

Date: October 5, 2020
File No: 1855-20-CERIP
To: Mayor & Council
From: T. Pley, CAO
Subject: Community Economic Recovery Infrastructure Program – Applications for Funding

Prepared by:  ECONOMIC DEVELOPMENT MANAGER	Supervisor: T. PLEY CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

THAT Council provide direction to staff on which project[s] the City should submit applications for funding through the Community Economic Recovery Infrastructure Program (CERIP).

PURPOSE

The purpose of this report is to advise Council of a funding opportunity and to seek Council's direction on which projects [one or two] should be the subject of City funding applications.

BACKGROUND

On October 1, 2020 the Province released their guidelines for the Community Economic Recovery Infrastructure Program (CERIP). This program suggests that applicants may be eligible for a one-time 100% funded project of up to \$1 million. The deadline for applications is Thursday, October 29th and consist of 4 streams of funding.

- the Community Economic Resilience (CER) stream is being administered by the Ministry of Municipal Affairs & Housing and has \$30 million in funding available
- the Destination Development (DD) stream is being administered by the Ministry of Tourism, Arts and Culture and has \$20 million in funding available
- the Unique Heritage Infrastructure (UHI) stream and the Rural Economic Recovery (RER) streams are being administered by two different divisions in the Ministry of Forest, Lands, Natural Resources and Rural Development. Each of these streams has \$20 million in funding.

In discussing the funding streams with provincial personnel, we have heard two things:

1. **It is not likely that any community will get a full \$1 million for any project;** (the expectation is that the average application is to be in the \$300,000 to \$500,000 range though some communities may make a million-dollar ask).
2. **The projects that are likely to receive funding will have an emphasis on jobs;** (this comment stems from the questions asked on the project reporting template).

A news release for CERIP provided some basic information and some suggested eligible project themes as follows:

Community Economic Recovery: short term and small-scale infrastructure projects such as revitalizing outdoor recreation, parks, washrooms and downtown areas; accessing additional space for social distancing; improving emergency preparedness and upgrading public buildings.

Destination Development: projects that bring visitors back to B.C. communities, such as new or enhanced tourism infrastructure and attractions to attract visitors, including: Interpretive, cultural or tourism welcome centres; tourism causeways, construction of destination trails and event facilities.

They will also fund tourism products and amenities that improve the visitor experience, including: wayfinding, interpretive and First Nations signage; washroom facilities; lighted pathways and accessibility improvements; and seasonal adaptation and expansion projects.

Tourism adaptation projects that help facilities adjust to COVID-19 protocols will also be funded, including: patio expansion; staff accommodation modifications; enhancement of gathering spaces; plexiglass installations and touch free modifications

Unique Heritage Infrastructure: This stream is focused on projects that conserve, repair, rehabilitate or develop cultural heritage infrastructure, such as: heritage structures, cultural heritage sites, landscapes or trails; facilities that support the safeguarding and transmission of history and/or cultural heritage knowledge and practices or traditional trades and crafts; facilities that support cultural heritage documentary history research and facilities that house and safeguard cultural heritage materials and belongings, including repatriated Indigenous materials

Rural Economic Recovery: This stream is focused on helping rural Indigenous and non-Indigenous communities accelerate their recovery from COVID-19 through community-led projects, such as: building necessary infrastructure to support local industries, diversify and attract new investment; supporting the retention and expansion of existing local businesses; identifying local or regional economic recovery needs and required responses

The projects are to start in 2021 and be completed by 2023.

Arguably, there are several goals within Council's Strategic Plan that could form the basis for more than a dozen projects which could be advanced or achieved with this funding. There are many projects that are not in the Strategic Plan that could also form the basis for a strong application.

A partial list of projects that Council may wish to consider includes:

- the beginnings of a municipal fibre network to attract the tech industry
- train station
- railway upgrade between Train Station and McLean Mill
- McLean Mill
- infrastructure that would support a business (i.e. Cascadia Seaweed, CME, San, the Coulson Group or another) in such a way as to result in more [local] jobs
- a trail connecting the Scott Kenny Trail and Roger Creek Park

It is expected that Council may have other projects they would like to consider.

ALTERNATIVES/OPTIONS

1. Identify two projects that would form the basis for applications.
2. Identify one project that would form the basis for an application.

ANALYSIS

Option 1: Identify two projects that could form the basis for applications.

Pro: there is an almost endless list of projects that could be framed in such a way to qualify for the funding.

Con: Given the imminent deadline and the onerous application requirements, the City may not have adequate resources to develop more than one strong proposal.

Option 2: Identify one project that could form the basis for an application.

Pro: Resources could be concentrated on assembling all required information for the funding stream

Con: A focus on one project only may 'hamstring' the chance of success if one or more challenging or insurmountable project variables become apparent during the application phase.

IMPLICATIONS

The primary implication of the recommendations is that, given the short deadline and current work on the Rural and Northern Communities grant application (due October 22nd), some contractual resources will be required to complete one or two applications for funding by the October 29th deadline.

COMMUNICATIONS

Once Council has identified the project or projects that are to be the subject of an application, Tseshah First Nation, Hupacasath First Nation, any regulatory agencies that are likely to be involved and any affected landowners would be contacted immediately.

SUMMARY

Council is being asked to provide direction to staff as to which one, or two projects are to constitute an application to the Community Economic Recovery Infrastructure Program (CERIP).

OTHER CONSIDERATIONS

It is assumed Council will want to take advantage of this funding envelope.

ATTACHMENTS/REFERENCE MATERIALS

The URL for the funding guidelines which thoroughly explains the emphasis of each stream is provided here:

https://www2.gov.bc.ca/assets/gov/economic-recovery/community-infrastructure-program/cerip_guide.pdf

- C: *T. Pley, CAO*
 A. McGifford, Director of Finance
 T. Slonski, Director of Corporate Services

Date: October 5, 2020
 File No: 4020-30-NR_3118 3rd Ave
 To: Mayor & Council
 Subject: 3118 3rd Avenue [Harbourview Apartments] – Reconsideration Report

Prepared by: <i>G. THOROGOOD</i> G. Thorogood, Manager of Community Safety	Supervisor: <i>T. SLONSKI</i> T. SLONSKI, DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

1. That Council, pursuant to s. 78(4) of the Community Charter, hereby confirms the Remedial Action Requirement originally passed on September 14, 2020 and extends the time for the Owner to carry out the requirements until 30 days from the date that notice of this Resolution made October 13, 2020 is sent to the Owner.
2. That Council, pursuant to s. 78(5) of the Community Charter, hereby directs staff to provide notice that Council has confirmed the Remedial Action Requirement and extended the time for compliance, to the Owner and each holder of a registered charge in relation to the Property whose name is included on the assessment roll.

PURPOSE

For Council to confirm the Remedial Action Requirement originally passed on September 14, 2020 and to extend the time for the Owner to carry out the Remedial Action Requirements.

BACKGROUND

Council, at its Regular meeting on September 14, 2020, ordered remedial action requirements for the property located at 3118 3rd Avenue. The property owner, Folded Hills Farms [FHF] has made a request for reconsideration under section 77(1) of the *Community Charter*. Under section 78(3) of the *Community Charter* Council is required to provide the person with an opportunity to make representations to Council.

ALTERNATIVES/OPTIONS

- 1) The Council confirm the remedial action requirement.
- 2) That Council amend the remedial action requirement.
- 3) That Council cancel the remedial action requirement.

ANALYSIS

Option 1 - Due to the variety of bylaw infractions, calls requiring emergency response and impacts to public health and safety, Folded Hills Farms is the subject of a Remediation Order declared by Council at its Regular meeting held September 14, 2020. At the writing of this report, the property owner [Folded Hills Farms] has

not made any significant changes to the property at 3118 3rd Avenue, and has made a request to Council for reconsideration of the matter. When a request for reconsideration is received, and after hearing from the owner, Council has three options, confirm, amend or cancel the remedial action requirement. Staff are recommending that Council confirm its remedial action requirement and extend the period of time to the property owner to address the remediation requirements as directed by Council at its September 14th Regular meeting.

Option 2 – The property owner has requested that Council reconsider the remedial action requirement and has been provided with an opportunity to address Council at this meeting. Subject to hearing from the property owner, Council has the ability to and may wish to amend the remedial action requirement.

Option 3 – As noted in Option 2, the property owner has requested that Council reconsider the remedial action requirement. Subject to hearing from the property owner, Council may wish to cancel the remedial action requirement.

IMPLICATIONS

Should Council confirm its remedial action requirements subject to hearing representation from the property owner, it would result in an extension of time required for the property owner to complete the works and would recommend that Council extend the time by an additional 30 days. Should Council elect to amend its remedial action requirement, implications would be subject to amendments made. Should Council elect to cancel its remedial order, it would lend itself to the issues at 3118 3rd Avenue going unresolved.

COMMUNICATIONS

As per the *Community Charter* Notice of a decision of Council under subsection 78 (4), must be provided in accordance with sections 77(1) and (2). Subject to Council direction received, staff will notify accordingly.

BYLAWS/PLANS/POLICIES

SUMMARY

On September 14, 2020, Council passed an Order to Remediate, requiring the property owner of 3118 3rd Avenue, Folded Hill Farms to carry out works as detailed in the order within 30 days. Property owners subject to remedial actions by Council are afforded an opportunity to have Council reconsider the matter if so requested. FHF requested such an opportunity. Following Council's reconsideration of a remedial order, Council has three options - confirm, extend and/or cancel the remedial action requirement [CC sec. 78(4)]. Council has now had the opportunity to hear from the property owner. Given the ongoing infractions, calls for service and the impacts to public health and safety, staff are recommending that Council confirm its remedial action requirement and that a 30-day extension be granted to gain compliance.


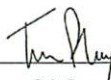
ATTACHMENTS/REFERENCE MATERIALS

- *Report from September 14, 2020 Regular Council Meeting*

C: T. Pley, CAO
T. Slonski, Director of Corporate Services

Date: September 24, 2020
File No: 5330-20-BSPS

To: Mayor & Council
From: T. Pley, CAO
Subject: Award of Tender RFT014-20 – Burde Street Pump Station Upgrade

Prepared by:  Ken Watson A/Dir of Eng.	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATIONS

THAT Council award the contract for the Burde Street Pump Station Upgrade to Bowerman Excavating Ltd. for the tendered price of \$420,180.15 plus GST.

PURPOSE

For Council to consider awarding the tender for the City’s Burde Street Pump Station Upgrade.

BACKGROUND

This project was approved as part of the 2019 Five-Year Financial Plan. Designs were undertaken in 2019 and the majority of the project funding reserved for expenditure in 2020. The work was tendered in August and closed on September 23rd with bids received from ten contractors as shown below:

TENDERER	PRICE (exl GST)
Bowerman Excavating Ltd.	\$420,180.15
CanWest Mechanical Inc.	\$525,992.00
CopCan Civil Ltd.	\$607,263.00
Ecklundson Construction Ltd.	\$616,768.00
Industra Construction Corp.	\$657,607.00
IWC Excavation Ltd.	\$646,512.00
Knappett Industries Ltd	\$568,000.00
Leuco Construction Ltd.	\$576,623.13
Tritech Group Ltd.	\$597,085.23
Upland Contracting Ltd.	\$533,767.00

Funds allocated for this project are being drawn primarily from the Water Revenue Reserve Fund. The budget funds allocated versus the anticipated project costs are summarized in the following table:

Source of Funds		Estimated Expenditure	
Water Revenue Reserve	\$500,000	Tender Price	\$420,180
Developer Contribution	\$62,500	Engineering	\$65,000
Salvage Sale (ACRD)	\$5,000	Permits & Misc.	\$8,000
		Contingency (5%)	\$24,660
Total Budget	\$567,500	Total Estimated Cost	\$517,840

ALTERNATIVES/OPTIONS

Alternatives for Council are to approve awarding this tender as recommended or to not approve and provide staff with direction on cancelling or postponing this project.

ANALYSIS/ IMPLICATIONS

This pump station project provides a required water system upgrade for the Arrowsmith Heights Neighborhood. Water pressure and volume available for Arrowsmith Heights will be boosted to meet the increased demand from the 120 lots in the new “Uplands” Subdivision as well as provide additional capacity for future development in this neighborhood. A contribution of \$62,500 toward costs of this pump station was required from the Uplands Developer.

COMMUNICATIONS

This project will be completed within 200 days of the award. Public notification regarding construction timing and impacts will be advertised via the City website and its social media outlets.

BYLAWS/PLANS/POLICIES

Council approval to award this tender is required under the City’s Purchasing Procedure Policy.

SUMMARY

This project represents an important upgrade to the water supply for the Arrowsmith Heights Neighborhood. It will ensure adequate supply for the current residents and provide additional capacity for future development. Adequate funding is provided in the Financial Plan to complete the project. Council’s approval of awarding the tender to the low bidder, Bowerman Excavating Ltd. is recommended.

ATTACHMENTS/REFERENCE MATERIALS

1. Letter dated September 25, 2020 | McGill and Associates Engineering Ltd.

C: A. McGifford, Director of Finance
 C. Wright, Utilities Superintendent



McGILL & ASSOCIATES ENGINEERING LTD.

Consulting Engineers

4610 Elizabeth Street, Port Alberni, BC V9Y 6L7
Phone 250-724-3400

09/25/2020

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

Attention: Ken Watson

Re: Project No. 3040-007 - City of Port Alberni Tender 014-20
Burde St. Pump Station

Dear Sirs and Mesdames:

This letter reviews the tenders received on September 23, 2020, for the above referenced project and recommends the award of the contract to Bowerman Excavating Ltd. as described below:

1. Tenders Received

Ten tenders were received as follows:

Tenderer	Bid Bond	Total Tender Price Including GST
Tritech Group Ltd.	Yes	\$626,939.49
Industra Construction Corp.	Yes	\$690,487.35
Knappett Industries Ltd.	Yes	\$596,400.00
CanWest Mechanical Inc.	Yes	\$552,291.60
Bowerman Excavating Ltd.	Yes	\$441,189.16
Copcan Civil Ltd.	Yes	\$637,626.15
Ecklundson Construction Group	Yes	\$647,606.40
Upland Contracting Ltd.	Yes	\$560,455.35
IWC Excavation Ltd.	Yes	\$678,837.60
Leuco Construction Inc.	Yes	\$606,454.29

All tenders were properly signed and sealed. A more detailed comparison of all tenders is attached.

2. Arithmetic Check

An arithmetic check of all ten (10) Tenders indicated no arithmetic errors. However, CanWest Mechanical was missing page 7 of the Form of Tender, which lists the Tender Summary by section as well as the total before and after 5% GST.

3. Bid Bonds and Consents of Surety

All tenderers submitted the required Bid Bonds and Consents of Surety.

4. Balancing Unit Prices

A comparison across the tenders (see attached sheet) shows considerable variation across individual items. None of the variations appear to be indicative of any disingenuous efforts on the part of the individual contractors.

In most instances, lump sum costs clustered around one to three price points, with occasional outliers. Mobilization/demobilization costs are an example of this, with an outlier at \$1,900 (Bowerman, low bidder). Notable outliers include some mechanical and structural/architectural items.

In the mechanical section, IWC Excavation has exceptionally high values for the building pipework (\$177,000 versus the next highest with Ecklundson at \$133,420).

Within the structural/architectural section, Bowerman, the lowest and the overall low bid, has a particularly low cost for the pump station concrete work (\$11,500) and the lowest cost for the architectural elements such as doors, insulation, etc. (\$16,950). On the opposite end, the highest costs for both pump station concrete work (\$56,587.04) and the same architectural elements (84,889.96) are found in Knappett's bid, both substantially higher than the average value for these items.

Please note that Tritech Group submitted a bid revision which modified the total pre-tax value of their bid rather than identifying the differences to each item on the Schedule of Quantities and Prices. Therefore, their numbers have not been included in this discussion as the detailed numbers available do not reflect their submitted tender amount.

5. Variations in Submitted Tenders

There is a notable difference between the low tender and the next lowest (\$111,102.44). This is attributed to familiarity with the project area, reduced concrete and gravel costs which we assume to be due to access to their own materials, and reduced mobilization/demobilization costs due to being based out of Port Alberni.

6. Schedule

The schedule for completion of the project ranged between 50 days to 280 days with the low tender indicating completion within 200 days of the Notice of Award and a construction schedule of 8 weeks from Mobilization to Demobilization. The next lowest tender, Canwest Mechanical Inc. at \$552,291.60, indicated 161 days to completion. The third lowest tender, Upland Contracting Ltd. at \$560,445.35, indicated 50 days to completion.

7. Acknowledgement of Addenda

All tenderers acknowledged receipt of the five (5) addenda.

8. Force Account Rates

Force Account rates proposed by the low tenderer, Bowerman Excavating Ltd., appear normal for the industry and location.

9. Alternate Proposals

No alternatives were proposed by the Contractors.

10. Contractor Qualifications

We have worked with Bowerman Excavating Ltd. in the past. Their projects can be described as well organized and professionally run. Based on this we are satisfied they are able to perform the work specified under this contract.

11. Contractors Supervisory Personnel

We have worked with Darcy Peffers in the past. He is a capable superintendent.

12. Sub-Contractors

The sub-contractors proposed by Bowerman Excavating Ltd. are established in the local area.

We recommend that this contract be awarded to Bowerman Excavating Ltd. for the following reasons:

1. **Tender Price** – Bowerman Excavating Ltd. submitted the lowest qualifying tender.
2. **Schedule** – The tender submitted was for a reasonable time period for this project. As outlined in Section 6, the next lowest bid does not substantially reduce the time to completion compared to the cost increase. To reduce the time to completion significantly would require going up to the third lowest bidder and entails an increase in cost of 27 percent, or \$119,266.19 (including GST) over the low bid. Due to the significant difference in cost to gain a shorter construction timeline, we do not recommend prioritizing schedule over cost.

We would be pleased to review this with you at your convenience.

Yours truly, .

For McGill & Associates Engineering Ltd.



Mike Lange, P. Eng.

**ML/mm
Encl.**

Date: September 30, 2020
 File No: 3360-20-CCW
 To: Mayor & Council
 Subject: **Proposed Official Community Plan Bylaw and Zoning Bylaw Amendments**
 City Wide – Cannabis Cultivation and Processing
 Applicant: City of Port Alberni

Prepared by: <i>Katelyn McDougall</i> Katelyn McDougall, Manager of Planning	Supervisor: <i>T. PLEY</i> T. Pley, CAO	CAO Concurrence: <i>T. Pley</i> T. Pley, CAO
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RECOMMENDATIONS

1. That "Official Community Plan Amendment No. T5 (Cannabis Cultivation - Development Permit Area Regulations), Bylaw No. 5012", be now finally adopted, signed by the Mayor and the Corporate Officer, and numbered 5012.
2. That "Zoning Bylaw Text Amendment No. T25 (Cannabis Cultivation), Bylaw No. 5013", be now finally adopted, signed by the Mayor and the Corporate Officer, and numbered 5013.

PURPOSE

To consider final adoption of bylaws amending the City's Official Community Plan and Zoning Bylaw that would permit Cannabis Production Facilities (cultivation and processing uses) within city limits.

BACKGROUND

The City of Port Alberni is considering implementing regulations to permit Cannabis Production Facilities within city limits. Staff have developed recommendations that both incorporate public input and consider best practices demonstrated in other communities. The proposed approach will permit certain types of Cannabis Production Facilities in industrial zones and limited commercial zones. Additional regulations are being proposed to mitigate concerns about odour, noise, air quality, and clustering of cannabis uses. All Cannabis Productions Facilities will be required to obtain a development permit to also help mitigate concerns and help ensure high quality development standards.

STATUS OF THE APPLICATION

In 2019 the City went through a three-month online and in-person engagement process which helped identify locations for Cannabis Production Facilities, and gathered other public feedback. People who engaged in the process were generally supportive of the use, and key concerns typically involved odour, air quality, and waste management. At the conclusion of the public engagement process staff developed high-level recommendations that were brought to the Advisory Planning Commission and City Council for further input and refinement. At the November 25, 2019 Regular Council meeting preliminary direction was given to staff to prepare bylaw amendments.

Staff developed the proposed bylaw amendments and the Advisory Planning Commission reviewed the amendments at the May 8, 2020 meeting. There was considerable discussion but the majority of the feedback was in regards to buffer zones around schools, parks and playgrounds. The APC recommended Council support the proposed bylaw amendments.

City Council gave 1st and 2nd reading to the proposed Official Community Plan and Zoning Bylaw amendments at the May 25, 2020 Regular Council Meeting. Public notice was given in accordance with the requirements of the *Local Government Act*, advising of the Public Hearing scheduled for September 14, 2020.

A public hearing was held on September 14, 2020. Members of the public attended the Public Hearing – virtually in addition to some correspondence being received. A summary of the concerns expressed includes the following:

- Potential impact of temperature inversions in the Alberni Valley
- Odour and emissions not being properly regulated and controlled
- Pollutants
- Location of industrial zones near the waterfront and breezes coming off the inlet
- Odour issues with existing medical marijuana facilities
- Outdoor growing operations on ALR land
- Enforcement of the bylaws

Council proceeded to give 3rd reading to the bylaw amendments at its September 28, 2020 Regular meeting. Council is still able to request further revisions to the bylaws, however making further amendments to the proposed bylaws would require additional steps in the process to occur, including holding a new public hearing at a future date.

Amendments to the Business License Bylaw, an administrative bylaw amendment, will come forward under a separate report to Council. No public hearing would be required for the consideration of administrative bylaws.

ALTERNATIVES/OPTIONS

1. Proceed with final reading of the proposed bylaw amendments.
2. Do not proceed with final reading, and direct staff to further refine the proposed bylaw amendments.
3. Provide an alternative direction.

ANALYSIS

Should Council proceed with giving final readings to proposed bylaws, Indoor Cannabis Production Facilities will be defined and permitted in the following zones:

- Light Industry (M1), Medium Industry (M2), and Heavy Industry (M3) zones would permit Standard Cultivation Facilities, Micro-Cultivation Facilities, and Cannabis Nursery Facilities; and
- Service Commercial (C3) and High Commercial (C4) zones would permit Micro-Cultivation Facilities and Cannabis Nursery Facilities.

Adopting the bylaws will also introduce a required amount of parking of 1 per employee or 1 per 190 m² (2045 ft²) of gross floor area, whichever is the greater, for a Cannabis Production Facility. The following general regulations will also apply to all Cannabis Production Facilities:

6.27.1 Any operational Cannabis Production Facility must be regulated, approved and licensed by Health Canada. A City Business License is also required for operations.

6.27.2 A Cannabis Production Facility is not permitted within 300 metres of the nearest property line of a site containing a school, licensed daycares, or another Cannabis Production Facility.

6.27.3 If zoned favorably a Cannabis Production Facility may operate a cultivation, processing, and retail use in conjunction on site. A Cannabis Production Facility is not permitted in conjunction with any other use.

6.27.4 A Cannabis Production Facility must be built to contain odor, noise, light and glare within the facility as to avoid adverse effects that impair the use, safety or livability of adjacent properties.

6.27.5 Any Cannabis Production Facility must obtain a Development Permit from the City. Architectural, landscaping, signage, and lighting plans are required to be submitted in order to be considered for approval.

6.27.6 A Cannabis Production Facility must limit their hours of operation to occur be between 8:00 am and 8:00 pm.

Finally, the proposed bylaws will introduce specific form and character development criteria for all Cannabis Production Facilities. These guidelines will help address things such as building design, providing buffers and setbacks, venting and odor, lighting, and screening.

Council should proceed with final reading only if they are satisfied with the proposed bylaw amendments as currently written. Proceeding with final reading of the bylaw amendments will result in the bylaws being adopted into law.

IMPLICATIONS

Adopting the bylaws will permit cannabis production facilities within city limits in a controlled manner. Industry proponents have been looking to the Alberni Valley for a place to start up new ventures, and the proposed bylaw amendments would identify where and how certain types of indoor facilities would be allowed. As a result, the city may see a more diversified economy, new employment opportunities, and other economic benefits. However, the bylaws may increase the competition for the already scarce industrial land. Furthermore, inviting the Cannabis Industry may have undesired environmental consequences.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

The proposed application is to amend the Zoning Bylaw No. 4832 (Schedule A – Zoning Map) to introduce Cannabis Production Facility uses to the M1, M2, M3, C3 and C4 zones, add general regulations, amend the parking regulations, and provide additional definitions. The proposed bylaw amendments also introduce additional development permit guidelines to the Official Community Plan.

SUMMARY

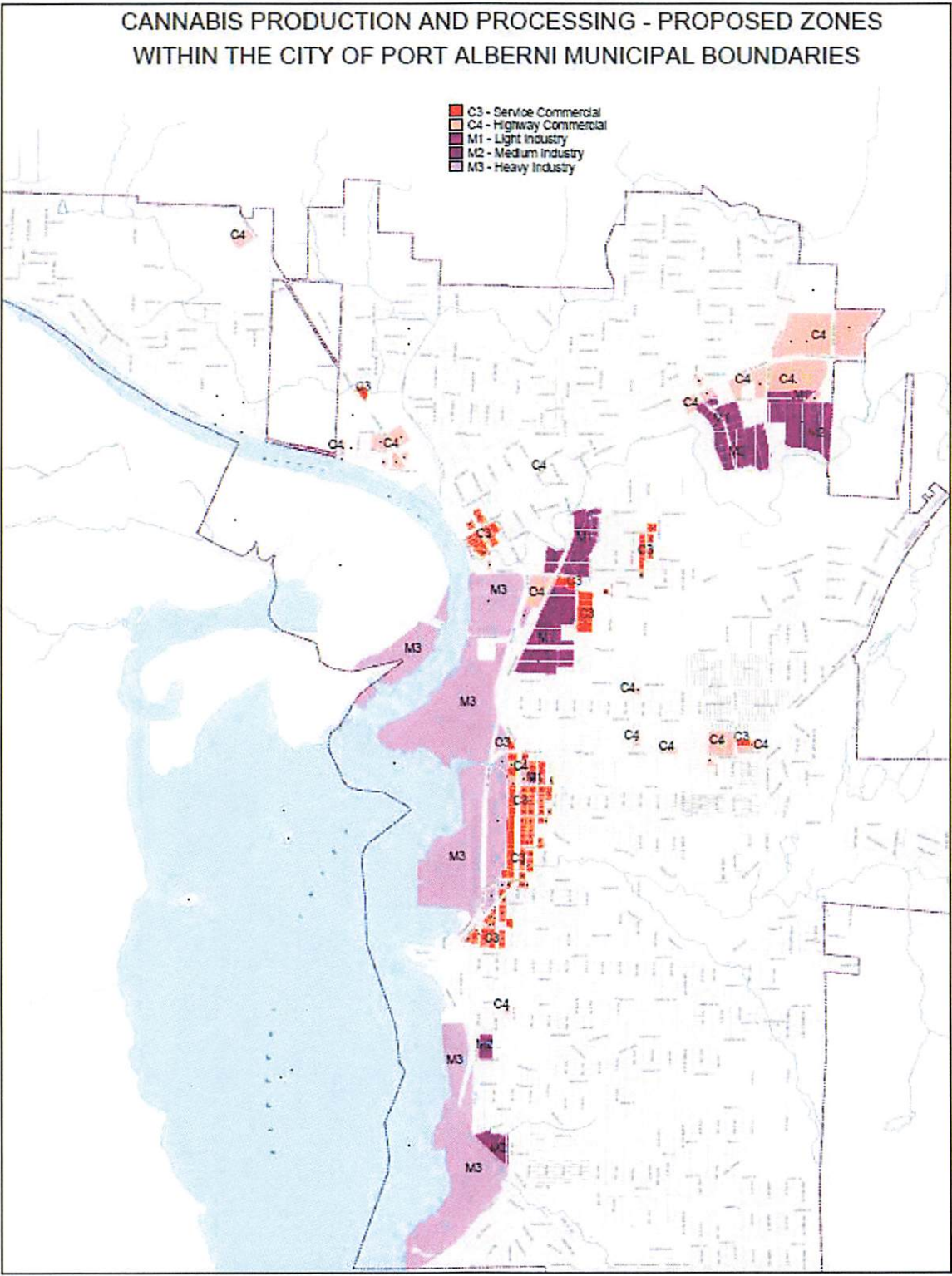
The City of Port Alberni is considering implementing regulations to permit Cannabis Production Facilities within city limits. Staff have developed recommendations that both incorporate public input and consider best practices demonstrated in other communities. The proposed approach will permit certain types of Cannabis Production Facilities in industrial zones and limited commercial zones. Additional regulations have been proposed to help mitigate concerns about odour, noise, air quality, and clustering of cannabis uses. All Cannabis Production Facilities would be required to obtain a development permit to also help mitigate concerns and help ensure high quality development standards.

Council is being asked to give final reading to the proposed bylaw amendments. Proceeding with final reading will result in the bylaws being adopted. Council should proceed with final reading only if they are satisfied with the proposed bylaw amendments as currently written. In considering final reading of the bylaws Council should consider whether the proposed bylaw amendments seem complete, and how the proposed amendments will impact the community.

ATTACHMENTS/REFERENCE MATERIALS

Map – Proposed Zones for Consideration

PROPOSED ZONES FOR CONSIDERATION



CITY OF PORT ALBERNI

BYLAW NO. 5012

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

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

1. Title

This Bylaw may be known and cited for all purposes as "Official Community Plan Amendment No. T5 (Cannabis Cultivation - Development Permit Area Regulations), Bylaw No. 5012".

2. Official Community Plan Text Amendments

Schedule One" that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended by:

A. Adding a subsection below Section E, Implementation, 1.2 Development Permit Area No.2 – Commercial Development, iii) Highway Commercial (HCO) – Additional guidelines as follows:

"iv) Commercial Cannabis Production Facilities – Additional Guidelines

1. Any Cannabis Production Facility to be located within a commercial zone must follow relevant Commercial Development Permit Area Design Guidelines, Sign Bylaw requirements and any other design guidelines. Development permit area exemptions do not apply.
2. Development permit application submissions shall include information on venting, as well as information on how odors from the business would be addressed (e.g. location of venting, carbon filters, etc.).
3. Repetitive and featureless monotonous buildings and barriers (such as solid fences and blank walls) shall be avoided.
4. Fences located in the front yard setback are strongly discouraged. Landscaping generally shall be used, in preference to fences and walls, to provide buffers and screens.
5. Sound attenuation measures should be employed. May include planting, grade changes and greater separation of uses in preference to fences.
6. Loading zones and/or garbage facilities shall be screened and/or located away from public entrances and front of building activity. Loading entrances should be secure.
7. A sidewalk 1.9 metres in width shall be provided (or improved) along road frontages.
8. Setbacks and buffers should provide adequate separation from conflicting adjacent uses."
9. On-site lighting should permit identification of another person's face at a 23 metre distance."

B. Adding the following text below Section E, Implementation, 1.3 Development Permit Area No. 3 – Industrial Development Guidelines 5:

“6. Industrial Cannabis Production Facilities – Additional Guidelines

- a. Any Cannabis Production Facility to be located within an industrial zone shall follow relevant Industrial Development Permit Area Design Guidelines, Sign Bylaw requirements and any other design guidelines. Development permit area exemptions do not apply.
- b. Development permit application submissions shall include information on venting, as well as information on how odors from the business would be addressed (e.g. location of venting, carbon filters, etc.).
- c. The site shall provide a hard-landscaped buffer (i.e. fence or wall) and a landscaped buffer consisting of some combination of trees, shrubs, hedges, ground cover, lawns, or other horticultural elements.
- d. Repetitive and featureless monotonous buildings and barriers (such as solid fences and blank walls) shall be avoided.
- e. Sound attenuation measures should be employed. May include planting, grade changes and greater separation of uses in preference to fences.
- f. Loading zones and/or garbage facilities shall be screened and/or located away from public entrances and front of building activity. Loading entrances should be secure.
- g. Setbacks and buffers should provide adequate separation from conflicting adjacent uses.
- h. On-site lighting should permit identification of another person's face at a 23 metre distance.
- i. Large industrial facilities should incorporate signage into formal entrance features.”

READ A FIRST TIME THIS 25TH DAY OF MAY, 2020.

READ A SECOND TIME THIS 25TH DAY OF MAY, 2020.

A PUBLIC HEARING WAS HELD THIS 14TH DAY OF SEPTEMBER, 2020.

READ A THIRD TIME THIS 28TH DAY OF SEPTEMBER, 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor

City Clerk

CITY OF PORT ALBERNI

BYLAW NO. 5013

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 Text Amendment No. T25 (Cannabis Cultivation), Bylaw No. 5013**"

2. Zoning Text Amendment

Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended by:

A. Under **Section 4 Definitions of the Zoning Bylaw**, add the following text:

"CANNABIS" means a cannabis plant, including the phytocannabinoids produce by or found in such a plant regardless of whether that part has been processed or not and any substance or mixture of substances that contains or has on it and part of such a plant and any substance that is identical to a phytocannabinoid produced by or found in such a plant regardless of how the substance was obtained. Marijuana shall have the same definition.

"CANNABIS PRODUCTION FACILITY" means the use of land, buildings or structures for the cultivation, processing, testing, destruction, packaging and shipping of cannabis/marijuana, or any products containing or derived from cannabis that are regulated under the federal Cannabis Act. These facilities may be further categorized as either a standard or micro-cultivation use, a cannabis nursery use, or standard or micro-processing use. May also include any medical marihuana facility regulated under the Access to Cannabis for Medical Purposes Regulations. Specifically excludes storefront or retail outlet distribution of cannabis.

"STANDARD CULTIVATION, CANNABIS" means the indoor large-scale growing of cannabis plants and harvesting material from those plants, as well as associated activities. Canopy space up to or more than 200 square metres (2152 square feet) is permitted.

"MICRO-CULTIVATION, CANNABIS" means the indoor small-scale growing of cannabis plants and harvesting material from those plants, as well as associated activities. Canopy space up to 200 square metres (2152 square feet) is permitted.

"NURSERY, CANNABIS" means the indoor growing of cannabis plants to produce starting material (seed and seedlings) and associated activities. Canopy space must not exceed 50 square metres (538 square feet).

"STANDARD PROCESSING, CANNABIS" means the large-scale manufacturing, packaging and labelling of cannabis products destined for sale to consumers, and the

intra-industry sale of these products, including to provincially/territorially authorized distributors, as well as associated activities. There is no limitation on the amount of dried flower processed annually.

"MICRO-PROCESSING, CANNABIS" means the small-scale manufacturing, packaging and labelling of cannabis products destined for sale to consumers, and the intra-industry sale of these products, including to provincially/territorially authorized distributors, as well as associated activities. Up to 600 kg of dried flower may be processed annually.

B. Under Section 5 Establishment of Zones of the Zoning Bylaw, add text as follows:

To section 5.27.1 (the list of Principal Permitted Uses) in the **M1 – Light Industry Zone**:

- "Standard cultivation, Cannabis"*
- "Standard processing, Cannabis"*
- "Micro-cultivation, Cannabis"*
- "Micro-processing, Cannabis"*
- "Nursery, Cannabis"*

To section 5.28.1 (the list of Principal Permitted Uses) in the **M2 – Medium Industry Zone**:

- "Standard cultivation, Cannabis"*
- "Standard processing, Cannabis"*
- "Micro-cultivation, Cannabis"*
- "Micro-processing, Cannabis"*
- "Nursery, Cannabis"*

To section 5.29.1 (the list of Principal Permitted Uses) in the **M3 – Heavy Industry Zone**:

- "Standard cultivation, Cannabis"*
- "Standard processing, Cannabis"*
- "Micro-cultivation, Cannabis"*
- "Micro-processing, Cannabis"*
- "Nursery, Cannabis"*

To Section 5.20.1 (the list of Principal Permitted Uses) in the **C3 - Service Commercial Zone**:

- "Micro-cultivation, Cannabis"*
- "Micro-processing, Cannabis"*
- "Nursery, Cannabis"*

To Section 5.21.1 (the list of Principal Permitted Uses) in the **C4 - Highway Commercial Zone**:

- "Micro-cultivation, Cannabis"*
- "Micro-processing, Cannabis"*
- "Nursery, Cannabis"*

C. Under Section 6 General Regulations of the Zoning Bylaw, add text as follows:

"Section 6.27 Cannabis Production Facilities:

All Cannabis Production Facilities shall conform to the following:

- 6.27.1 Any operational Cannabis Production Facility must be regulated, approved and licensed by Health Canada. A City Business License is also required for operations.
- 6.27.2 A Cannabis Production Facility is not permitted within 300 metres of the nearest property line of a site containing a school, licensed daycares, or another Cannabis Production Facility.
- 6.27.3 If zoned favorably a Cannabis Production Facility may operate a cultivation, processing, and retail use in conjunction on site. A Cannabis Production Facility is not permitted in conjunction with any other use.
- 6.27.4 A Cannabis Production Facility must be built to contain odor, noise, light and glare within the facility as to avoid adverse effects that impair the use, safety or livability of adjacent properties.
- 6.27.5 Any Cannabis Production Facility must obtain a Development Permit from the City. Architectural, landscaping, signage, and lighting plans are required to be submitted in order to be considered for approval.
- 6.27.6 A Cannabis Production Facility must limit their hours of operation to occur be between 8:00 am and 8:00 pm.

D. Under Section 7 Parking and Loading Regulations of the Zoning Bylaw, add text as follows:

To section 7.9 **Required Amount of Parking** table under **Commercial Use Required Parking Spaces** add:

"Cannabis Production Facility: 1 per employee or 1 per 190 m² (2045 ft²) of gross floor area, whichever is the greater."

To section 7.9 **Required Amount of Parking** table under **Industrial Use Required Parking Spaces** add:

"Cannabis Production Facility: 1 per employee or 1 per 190 m² (2045 ft²) of gross floor area, whichever is the greater."

READ A FIRST TIME THIS 25TH DAY OF MAY, 2020.

READ A SECOND TIME THIS 25TH DAY OF MAY, 2020.

A PUBLIC HEARING WAS HELD THIS 14TH DAY OF SEPTEMBER, 2020.

READ A THIRD TIME THIS 28TH DAY OF SEPTEMBER, 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor

Clerk

Date: September 30, 2020
 File No: 3360-20-5381 Falls St
 To: Mayor & Council
 Subject: **DEVELOPMENT APPLICATION**
 Proposed Zoning Bylaw Map Amendment
 5381 Falls Street - Lot 2, Section 9, Alberni District, Plan 8919 (PID: 005--487-081)
 Applicant: L. Teufel dba Faithful Construction

Prepared by: <i>Katelyn McDougall</i> Katelyn McDougall, Manager of Planning	Supervisor: <i>T. PLEY</i> T. PLEY, CAO	CAO Concurrence: <i>T. Pley</i> T. Pley, CAO
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RECOMMENDATIONS

THAT "Zoning Map Amendment No. 41 (5381 Falls Street - Faithful Construction), Bylaw No. 5014" be read a third time.

THAT "Zoning Map Amendment No. 41 (5381 Falls Street - Faithful Construction), Bylaw No. 5014" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5014.

PURPOSE

To consider third reading and final adoption of the Zoning Bylaw Amendment for 5381 Falls Street.

BACKGROUND

The City has received an application to rezone 5381 Falls Street from **R1 – Single Family Residential** to **R2 – One and Two Family Residential**. No amendments to the Official Community Plan (OCP) are required. The purpose of the amendment is to facilitate the conversion of a single-family dwelling into a duplex. The proposed second dwelling unit will be approximately 120 m², taking up the entire second storey of the building. The size of the second dwelling unit is too large to be classified as a secondary suite in accordance with the Zoning Bylaw.

Status of the Application

The Advisory Planning Commission reviewed the rezoning application at the August 20, 2020 meeting. The APC recommended that City Council proceed with the Zoning Bylaw amendment. City Council gave 1st and 2nd reading to the proposed Zoning Bylaw amendment at the September 14, 2020 Regular Council meeting. On September 14, 2020 City Council also waived the public hearing requirement for proposed Zoning Bylaw Amendment in accordance with section 464 (2) of the *Local Government Act* (LGA), and gave direction to provide public notice in accordance with section 467 of the LGA.

The Ministry of Transportation (MOTI) and Infrastructure has provided signature and approval of bylaw amendment. As all conditions have been met, Council may now consider further readings to the bylaw.

ALTERNATIVES/OPTIONS

1. Proceed with the third and final reading of the bylaw amendment.
2. Provide alternative direction.

ANALYSIS

The proposed Zoning Bylaw amendment is consistent with the Official Community Plan. The change from single-family to two-family residential is consistent with the character of the neighbourhood as there are several multi-family developments and the Rainbow Gardens assisted living facilities nearby. The proposed zone is the most appropriate zone to accommodate a two-family dwelling. Additionally, the subject property has sufficient space to provide the additional required on-site parking stalls.

IMPLICATIONS

N/A

COMMUNICATIONS

In accordance with section 464 (2) of the *Local Government Act* (LGA), Council waived the public hearing requirement. Public notice was given in accordance with section 467 of the LGA. At the writing of this report, no correspondence has been received either in support or opposition to the proposed amendment.

BYLAWS/PLANS/POLICIES

The proposed application is to amend the Zoning Bylaw No. 4832 (Schedule A – Zoning Map) to rezone the property from **R1 – Single Family Residential** to **R2 – One and Two Family Residential**. The proposed amendment is consistent with the Official Community Plan land use designation, and meets the strategic objectives of the OCP.

SUMMARY

An application has been made to amend Zoning Bylaw No. 4832 to rezone 5381 Falls Street from the 'R1 Single Family Residential' zone to the 'R2 One and Two Family Residential' zone for the purpose of converting a single-family dwelling into a duplex. The Planning Department and Advisory Planning Commission support amending the Zoning Bylaw for this application. Allowing a two-family use at the subject property aligns with the Official Community Plan and encourages a variety of housing options for residents within the community.

ATTACHMENTS/REFERENCE MATERIALS

1. *Subject Property Map*
2. *Public Notice*
3. *Zoning Map Amendment No. 41 (5381 Falls Street - Faithful Construction), Bylaw No. 5014*

SUBJECT PROPERTY MAP – 5381 FALLS STREET





CITY OF PORT ALBERNI NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT, pursuant to Section 467 of the *Local Government Act*, the City of Port Alberni has waived a Public Hearing in relation to proposed "**Zoning Map Amendment No. 41 (5381 Falls Street - Faithful Construction), Bylaw No. 5014**".

APPLICANT: L. Teufel dba Faithful Construction - The applicant is applying to amend the Zoning Bylaw to facilitate the conversion of an existing single family dwelling into a duplex on the subject property. The amendment being considered is as follows:

A. Zoning Bylaw Map Amendment:

1. Applying to amend the **Schedule A Zoning District Map** which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 by re-zoning Lot 2, Section 9, Alberni District, Plan 8919 (PID: 005--487-081), located at **5381 Falls Street**, from 'R1 Single Family Residential' to '**R2 – One and Two Family Residential**' as shown outlined on the map below.

Section 464 (2) of the *Local Government Act* provides for the waiving of a public hearing in relation to land use bylaws that are consistent with an Official Community Plan Bylaw. An Official Community Plan applies to the areas that are the subject to " Zoning Map Amendment No. 41 (5381 Falls Street - Faithful Construction), Bylaw No. 5014" and the City of Port Alberni considers this Bylaw to be consistent with the City Port Alberni Official Community Plan Bylaw No. 4602.

Council will consider Third Reading and Final Adoption of the proposed Bylaw No. 5014 at its Regular Meeting of Council commencing at **2:00 pm on Tuesday, October 13, 2020**. Due to the COVID-19 Pandemic, this meeting will be conducted via zoom videoconferencing and will be live-streamed through the City's website to provide meeting transparency. While City facilities remain closed to the public and while Council continues to conduct its business virtually due to the COVID-19 Pandemic, comments will only be accepted through WRITTEN SUBMISSIONS.

Any persons who deem their property affected by the above-noted application are invited to submit their written comments in the following ways:

- By Mail addressed to Mayor and Council, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
- By submitting written comments in the drop-box located at the entrance to City Hall.
- Via email to council@portalberni.ca.

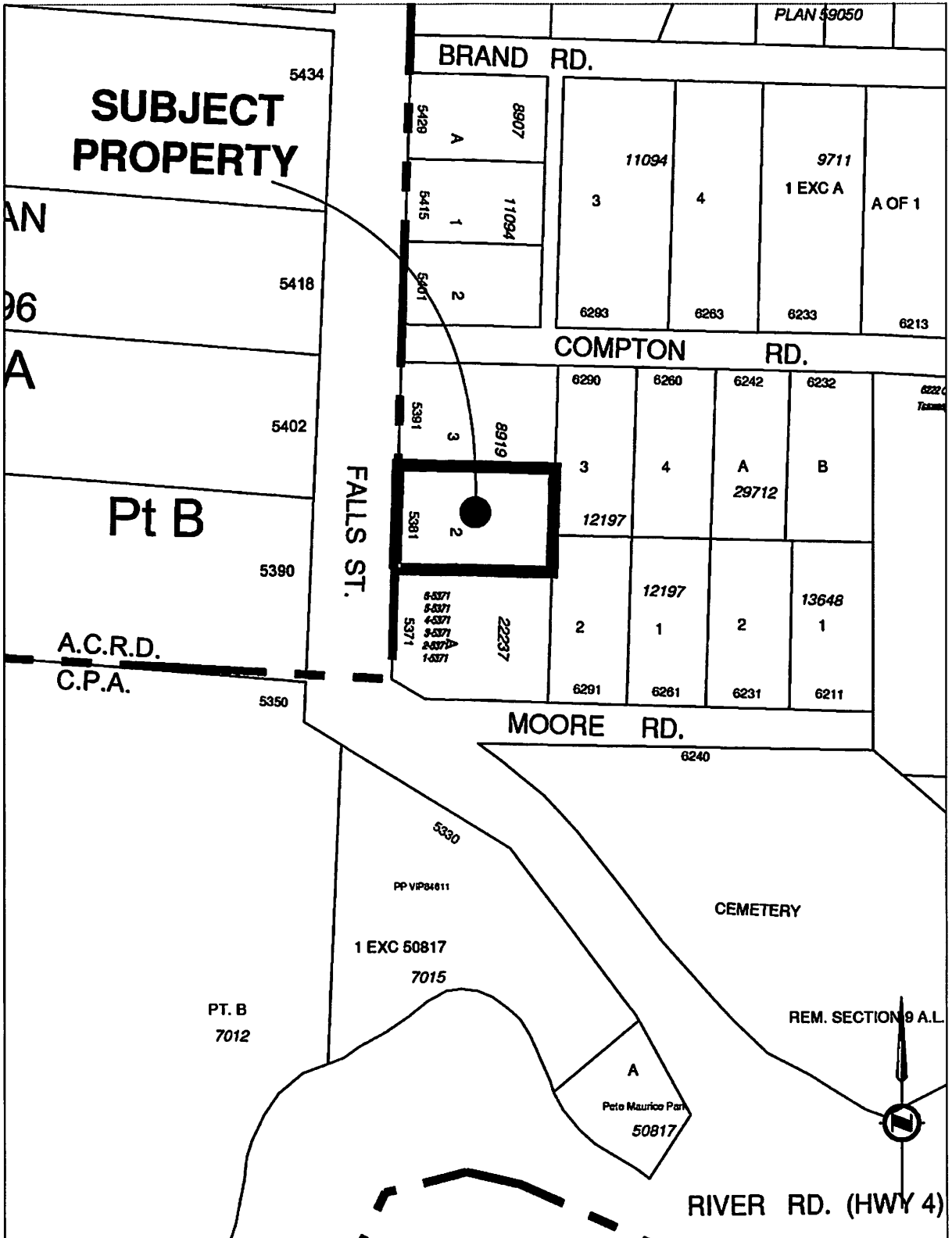
Written submissions received by **12:00 noon on Tuesday, October 13, 2020** will be provided to Council for their consideration.

To view the staff report, proposed bylaw and other supporting documentation being considered by Council, please visit the Public Notice Posting Place on the City website (at <https://www.portalberni.ca/public-notice-posting-place>) or contact the Planning Department at 250-720-2806 on weekdays from Monday through Friday between the hours of 8:30 am to 4:30 pm. The meeting agenda will be available on the City's website on Friday, October 9, 2020 - visit <http://portalberni.ca> and select "Your Government, Council Meetings" from the drop down menu.

DATED AT PORT ALBERNI, B.C. this 30th day of September, 2020

Katelyn McDougall, M.Urb., Manager of Planning (Katelyn_McDougall@portalberni.ca)

SUBJECT PROPERTY



J:\Engineering\Planning\Development Applications\Zoning\Amend\ZON-2020\5301-FallsSt-Faithful\Construction\Referrals\5301-FallsSt-Faithful\Construction-SiteMap.dwg, 8/5/2020 9:47:06 AM

Approved pursuant to section 52(3)(a) of
the Transportation Act
CITY OF PORT ALBERNI

this 30th day of September 2020

BYLAW NO. 5014 Ministry of Transportation and Infrastructure

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

TIM HENDY,
DEVELOPMENT
OFFICER

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 Map Amendment No. 41 (5381 Falls Street - Faithful Construction), Bylaw No. 5014".

2. Zoning Amendment

2.1 That Lot 2, Section 9, Alberni District, Plan 8919 (PID: 005--487-081), located at **5381 Falls Street**, 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 '**R2 – One and Two 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 14th DAY OF SEPTEMBER, 2020.

READ A SECOND TIME THIS 14th DAY OF SEPTEMBER, 2020.

A PUBLIC HEARING WAS WAIVED THIS 14th DAY OF SEPTEMBER, 2020.

READ A THIRD TIME THIS DAY OF OCTOBER, 2020.

APPROVED BY THE MINISTRY OF TRANSPORTATION THIS 30th DAY OF September, 2020

FINALLY ADOPTED THIS DAY OF OCTOBER, 2020.

Mayor

City Clerk

CITY OF PORT ALBERNI

BYLAW NO. 5014

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

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2. Zoning Amendment

2.1 That Lot 2, Section 9, Alberni District, Plan 3919 (PID: 005--487-081), located at **5381 Falls Street**, 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 '**R2 – One and Two 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 14TH DAY OF SEPTEMBER, 2020.

READ A SECOND TIME THIS 14TH DAY OF SEPTEMBER, 2020.

PUBLIC HEARING REQUIREMENT WAS WAIVED BY COUNCIL THIS 14TH DAY OF SEPTEMBER, 2020.

APPROVED BY THE MINISTRY OF TRANSPORTATION THIS 30TH DAY OF SEPTEMBER, 2020

READ A THIRD TIME THIS DAY OF , 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor

City Clerk

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: Thursday, October 1, 2020 10:34 AM
To: CityPa <citypa@portalberni.ca>
Subject: E-mail from Cory Heavener, Provincial Director of Child Welfare

VIA E-MAIL
Ref: 244644

Her Worship Mayor Shari Minions and Council
City of Port Alberni
E-mail: citypa@portalberni.ca

Dear Mayor Minions and Council:

What a year so far! With a global pandemic being the centre of attention for most of this year, I am happy to move the focus back to a familiar month of gratitude. I am pleased to announce that October will once again be declared Foster Family Month in British Columbia. It is my particular honour this year to celebrate the 30th year of Foster Family Month proclamations. Some members of your community have been foster parents for those 30 years, and some are brand new. All are critically important to the health and safety of our province's most vulnerable children.

As the Provincial Director of Child Welfare, I am pleased to acknowledge, with deep gratitude, the many caregivers who have given their time and love to raising young people in British Columbia. This month, we recognize their dedication to improving the lives of those children who need them, and who may continue to need them as they grow.

This year has been challenging, both globally and provincially. I know that the pandemic has been difficult for most British Columbians, and most certainly for these caregivers, who have taken on the additional challenge of conducting visits with social workers and families virtually. Last year, Government announced an increase to the Family Care Rate in February, and although this will have helped to lessen the stress of this year for caregivers, we know there is more work to do. The pandemic has shown us that we need to continue being creative in finding solutions to support caregivers, children, and families.

Please join me in celebrating October as Foster Family Month to show those in your community how important the role of a caregiver is. Please make time to honour the incredible individuals and households who are dedicated around the clock to ensure children and youth in care are safe and cared for. Although the global pandemic has halted in-person festivities, I invite you to find new ways to champion and promote the hard work of these caregivers in your community.

On behalf of the Government of British Columbia, thank you for your continued support in recognizing the extended family and foster caregivers in your community.

Sincerely,

Cory Heavener
Provincial Director of Child Welfare
Sent on behalf of the Provincial Director by:



Client Relations Branch
Executive Operations
Ministry of Children and Family Development

ENTERED



RECEIVED

SEP 24 2020

CITY OF PORT ALBERNI

15 September 2020

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

- Council
 - Mayor
 - CAO
 - Finance
 - Clerk's
 - Agenda
 - Eng. & PW
 - Parks, Rec. & Heritage
 - Planning
 - Bylaw
 - Other
- File # 1855-03

*Copy of cheq to file -
RCM - Oct. 13, 2020*

Dear Mayor Minions,

As you may be aware, in 1996 the University Act, R.S.B.C. 1979, c.419 was amended to add the following paragraph:

- (t.1) to pay to a municipality incorporated by or under an Act a grant in a year not exceeding the lesser of:
 - (i) the amount that would be payable as general municipal taxes in the year on property of the university within the municipality if the property were not exempt from these taxes; and
 - (ii) the amount specified by the minister or calculated in the manner specified by the minister.

A cheque in the amount of \$187.00, as specified by the Ministry of Advanced Education, Skills and Training as a grant in lieu of taxes, is enclosed.

Yours sincerely,

Jamie Cassels, QC
President and Vice-Chancellor

cc: Mr. Phil Hancyk, Executive Director, Post-Secondary Finance Branch
Ministry of Advanced Education, Skills and Training

Gayle Gorrill, Vice-President Finance and Operations, University of Victoria

ENTERED



UNIVERSITY OF VICTORIA
ACCOUNTING SERVICES - P.O. BOX 3040
VICTORIA BC V8W 3N7

VENDOR NAME: City of Port Alberni
VENDOR ID: CITPOR

Cheque No 01855538
Cheque Date 22 09 2020

Invoice Number	Date	Description	PO #	UVIC Ref #	Amount
GRANTTAX2020	21/09/20	GRANTS IN LIEU OF TAXES 2020		11945186	187.00
Cheque Amount					*** 187.00

Please detach before presenting for payment

THIS DOCUMENT IS PRINTED ON WHITE PAPER WITH A COLORED BACKGROUND, THE BORDER CONTAINS MICROPRINTING



UNIVERSITY OF VICTORIA
ACCOUNTING SERVICES - P.O. BOX 3040
VICTORIA BC V8W 3N7

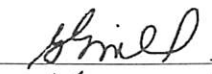
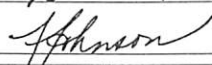
RBC ROYAL BANK
1079 DOUGLAS STREET
VICTORIA, BC, V8W 2C5

Cheque No **01855538**
Date 22 09 2020
dd mm yyyy

PAY ***One Hundred Eighty-Seven & 00/100

CAD \$ *****187.00

TO THE ORDER OF
City of Port Alberni
City Hall
4850 Argyle St
Port Alberni BC V9Y 1V8

PER 
PER 

THIS PAPER CONTAINS SECURITY FEATURES



huu ay aht

ANCIENT SPIRIT, MODERN MIND

- Council
- Mayor
- CAO
- Finance
- Clerk's
- Agenda
- File #
- Eng. & PW
- Parks, Rec. & Heritage
- Planning
- Bylaw
- Other

Recd. Oct. 13th, Corr for info.
 0220-01 +
 0400-70

September 23, 2020

RECEIVED

OCT 05 2020

CITY OF PORT ALBERNI

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

Re: Upgrades to Bamfield Road – Huu-ay-aht First Nations

Dear Sharie Minions,

On September 11, 2020, the Province of British Columbia announced that Bamfield Road would receive the upgrades it so desperately needs. Huu-ay-aht First Nations is extremely pleased by this development, and we acknowledge we did not get to this point without a lot of help and support along the way.

On behalf of Huu-ay-aht First Nations Hāwiih and Executive Council, we would like to thank you for the part you played in reaching this important milestone. We believe it is because of the strong support we received that this project moved forward at this time.

Our Nation has been dedicated to ensuring upgrades come to the road for many decades. As the announcement was made in Victoria, emotions ran high among our community. Since the road became public, safety has been a concern for our citizens and residents of Bamfield who travel this stretch of road on a regular basis. These upgrades will help keep people safe on their journeys in the future.

As a treaty Nation, we honour and respect the relationships we have built in our community, with local governments, and both Canada and the Province of B.C. We see this announcement as another example of the positive change that is possible when everyone works together on a common goal. Thank you for being part of this journey. We look forward to continuing to work together in the future to make our community even stronger.

Respectfully,

Robert J. Dennis Sr.
 Elected Chief Councillor
 Huu-ay-aht First Nations

Tayii Hāwiih ʔiisiiin
 Derek Peters, Hereditary Chief
 Huu-ay-aht First Nations

Office: Anacra Government Office, 170 Nookemus Road, Anacra B.C. V0R 1B0

Phone: 1.888.644.4555 | 250.728.3414 | Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C. V9Y 6N4 | Phone: 250.723.0111
 250.723.4646

ENTERED



Wednesday, September 2, 2020
7:00pm → Conference Call
Minutes

Attending:
Colin Schult
Dan Washington
Gareth Flostrand
Ken Watson
Pam Craig
Penny Cote
Willa Thorpe

Regrets:
Bert Simpson
Bill Collette
Jolleen Dick
Nancy Blair

No Quorum

1. Old Business
 - a. Museum → Collecting Admissions
 - i. Adopt an Artefact: Shelley Harding will be invited to the October Heritage Commission meeting to present the draft program; staff are aiming to implement the program in November 2020
2. Correspondence
 - a. BC Arts Council Grant
 - i. Reminder from the BC Arts Council to submit the application for the remaining 50% of the operating grant (the application was submitted on July 2, 2020)
3. New Business
 - a. Hosting a Heritage Commission meeting at Sproat Lake Community Hall in spring 2021
4. Reports
 - a. Tseshaht First Nation – no report
 - b. Chamber of Commerce
 - i. Most of my attention since March has been 'Chamber' related. Our stability was of major concern as we are very reliant on Membership revenues, Event revenues and various local contracts. Our membership revenues are nowhere near 2019 which of course had to be expected.
 - ii. Some Chambers have failed and others have simply shuttered the doors to wait this out. That is not something I was prepared to consider as the 'Chamber' should be front/centre during times like this.
 - iii. We have done (me actually) a ton of advocating through the BC Chamber and CDN Chamber on many of the programs now in place. Our efforts led directly



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to many of the things we now take for granted - especially the revamped CEWS.

- iv. We developed a website called www.BetterBuyPortAlberni.ca that has about 50 local businesses on it. Most are active, some are not. Moving forward this website should become a local hub for online shopping. We will be pushing this site hard in the coming weeks as the summer winds down and sales in retail stores slow due to the season. The question should be: Amazon or BBPA? Who do we support?
- v. I am also pushing for a local APP but I'm waiting now to see what develops between the City and Community Futures as there is some website activity going on. If an APP isn't part of that then I'd like to lead a project on a community APP.
- vi. Back to point one. Our Chamber is stable for 2020. We've rebuilt much of our website and our entire membership portfolios. Our newsletter is rated one of if not the best-read Chamber Newsletter in the Province based on 'Open Rate/Click Rates.' Average is about 20% open whereas ours routinely exceeds 50% and it should be noted that people can read the entire thing without actually opening it.
- vii. I am now committed to one per week (where possible) vs. the 3-4 that I was doing at the height of the crisis.
- viii. We are struggling with limited staff this year. With the unknowns surrounding the summer I didn't push too hard for staffing as I was concerned about our financial ability. In the end we got two people (usually have four) plus another two for the Mill operations (usually four there too). Overall, we've made it work. One thing we do now is set up our Visitor Tent daily on the lot which serves as opportunity for people to get what they may need without entering the building. It helps us control numbers inside and so far, all comments received have been very positive.
- ix. The Gift Shop at the VC, also developed by Anita, is looking wonderful. Sales in the GC are similar to those being achieved at the MM and we're doing that with about 20% of normal visitations.
- x. Our GS has a 'historical' flavour to it. We have an decades old canvas tent on display, a 50-year-old bicycle is at the shop (not yet displayed), a 103-year-old outboard motor (1917 Evinrude) is also sitting in my office - donated to us by Bob Cole. I've also got both Alberni Industrial Marine and Port Boat House looking to find us a 2017 outboard (non-working) so that we can display 100 years of boating in the Valley.
- xi. I've asked the IHS to consider loaning us an old chain saw.
- xii. It should be noted that in terms of the Gift Shop our best years were 2016 and 2017 when Blue Fish Gallery was in the shop. Those summers we



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averaged \$15,000. per month in sales (June through Sept). In 2018/2019 sales dropped to about 10% of that (yikes) and now with only 20% of visitors, and closed through the first week of July we're doing about \$5000. per month. Extrapolating that further we should be looking to surpass our best years as soon as COVID is behind us.

c. School Board

- i. We are urging all families to contact their regular school to confirm their student's attendance for in-class instruction, need for bus transportation, Home schooling or Distance Learning. SD70 has created a short-term school-based alternative for elementary students to in-class instruction that blends online learning with some in-person support. Secondary students have a DL option available through school-based Learning Commons. These are transitional models that continue to connect learners to their schools while parents resolve any uncertainty or anxiety about returning their children to in-class instruction.
- ii. The Ministry of Education's K-12 Education Restart Plan expects all schools in B.C. will start up in 'Stage 2. The goal is to maximize in-class instruction for all students within in the revised Public Health Guidelines. All schools are controlled environments with enhanced cleaning and disinfecting. Students will be in learning groups to reduce the number of people each student or staff member comes into contact with. The learning groups will remain together for the instructional day including breaks and lunch times. Depending on school size, physical layout and supervision needs, a cohort might be an individual class or grade assigned to a specific area on the playground. Mandated health and safety expectations apply like physical distancing and wearing masks for ages 10 and up when physical distancing cannot happen i.e. Hallways and common spaces. ADSS and USS have reorganized under a quarter model, reducing in-class instruction to two courses per term for 10 weeks.
- iii. Some families are nervous about sending their children, we are holding their child's place in their assigned elementary school until Sept 18th. There is also an option to 'Home school' students and families need to register with the School District to do that. At secondary schools, students may choose Distance Learning, SD70 CHOICES program for the 2020/21 school year.
- iv. For the first week of school, all schools will be organizing student orientations on a gradual basis, staggered on September 10 and 11. The schedule will be posted to district and school websites.



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- d. Museum
 - i. Staff are aiming to open the Museum to the public in October; details to be confirmed
- e. Regional District
 - i. Opening this week by appointment only
 - ii. Recycling Centre to open Oct. 1ish
 - iii. UBCM/AVICC virtual in December this year
- f. Community at Large
 - i. This weekend: Tyee Club Fishing Derby
 - ii. Sept. 6, 20, 27 – Music in the Park at McLean Mill
 - iii. Sept. 12 – Community Garage Sale
 - iv. Sept. 24 – Community Forest AGM
- g. City Council
 - i. June 03- Attended (via Zoom) the monthly Alberni Museum and Heritage Commission Meeting.
 - ii. Still working on a plan to collect admission at the Museum. Shelley to arrange a conference call.
 - iii. Reviewed the Train Station RFP.
 - iv. Reports were received from the Chamber of Commerce, Regional District, City Council, Mclean Mill, Community Arts Council, Industrial Heritage Society, Maritime Heritage Society, Historical Society, Community at Large, and Museum.
 - v. June 08- In Camera Meeting at City Hall, Regular Council Meeting (via Zoom).
 - vi. June 15- Special In-Camera Meeting at City Hall.
 - vii. June 22- In Camera Meeting at City Hall, Regular Council Meeting (via Zoom).
 - viii. July 06- Chaired Audit Committee Meeting (via Zoom), Personal Committee Meeting at City Hall.
 - ix. July 13- In Camera Meeting at City Hall, Regular Council Meeting (via Zoom).
 - x. July 20- In Camera Meeting at City Hall.
 - xi. July 27- In Camera Meeting, and Regular Council Meeting (both via Zoom).
 - xii. Notes:
 - xiii. For the first time since 1985 the “Our Town” events were cancelled due to COVID. This year would have marked 35 years. I was there in the beginning when “Our Town” was an idea from the Kiwanis Club of Port Alberni and we were thrilled if 30-40 folks attended an event.
 - xiv. In 2019, we saw attendances of 500 to 700 at each event. Special thanks to Parks, Recreation and Heritage for coming on board to now host these events.
 - xv. On July 26 Port Alberni lost a local Legend with the passing of K.G. (Soup) Campbell. Soup was instrumental with the building of Mt. Arrowsmith Ski Park and the formation of the Industrial Heritage Society. You will be missed.



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- h. Historical Society
 - i. The Historical Society Executive met at the end of July at Diane Dobson's new home – on her sun deck and socially distanced. After all these months, it was nice to see our fellow Archive Volunteers. Reports were made from those who are doing work from home. We discussed how the Archives will be staffed in the future. We will be in the Archives (only 2 at a time), but not open to the public. Hopefully this will start in October.
 - ii. There won't be any Public Meetings in 2020. We will revisit this in the New Year.
 - iii. Stay safe everyone!
- i. Hupacasath First Nation – no report
- j. Maritime Heritage Society
 - i. Re-opening After Covid-19 Shutdown: The Maritime Gallery and Lighthouse re-opened on July 4th after our Covid-19 shutdown period with the adoption of appropriate safety protocols from the B.C. Museum Association Guide for re-opening.
 - ii. Summer Events: Three summer students assisted our Facility Coordinator with summer programs this year. Our students were Kai Blomquist, Bella Hall and Kendra Neary. The BC Museums Association Recommended Safety Measures were paramount in planning events. About 30 people attended the Pirate Day event and about 20 kids attended programs as part of the Maritime Monday events. Four summer camp groups and two-day care groups toured the facilities during the summer.
 - iii. Students also each undertook a research paper related to Maritime Heritage and helped with improvements to the Gallery and Lighthouse with signage and interpretation upgrades, display preparation and painting.
 - iv. Summer programs wrapped up on August 29th with a BBQ farewell for our students.
 - v. Social Media: Our website upgrade has now been unveiled, thanks to Emily Jones for all her work on this. In addition thanks to Chris Fenton for production of a virtual tour of the gallery and lighthouse which is now viewable on the website. <https://www.portalbernimaritimeheritage.ca/>
 - vi. Vanlene Exhibit: On July 25th we opened our new exhibit showcasing the story of "The Vanlene; Bamfield's Vehicular Grave". This exhibit recounts the 1972 tale of Captain Lo Chung Hung, and his crew's attempts to navigating the ship from Japan to Canada with nothing but a compass. The crash, rescue, clean-up, and lasting impact are recounted alongside original artefacts and photographs. Come check out our exhibit on this Vancouver Island local legend.



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- k. McLean Mill
- i. The Gift Shop is our number one achievement for this year. Spearheaded by Anita Sutherland I must give her full credit for everything there. Great systems in place, the shop looks awesome and the product mix is working well for us. Even with low visitor numbers we are averaging between \$150. and \$200. per day in sales. Not huge numbers but based on all things it's pretty darn good.
 - ii. The food services have been okay but have not met our overall expectations. Many reasons for this but of course the entire COVID world is the number one challenge for us on so many fronts. Our contracted employee finishes his term with us on Sept 14th. He's done a respectable job, is capable and the food component has received a total of ZERO complaints. He runs a clean ship but is not motivated to 'sell' thus our sales have been disappointing.
 - iii. The campground has much room to grow and develop. We've recently installed water to the 7 RV sites which is a significant improvement as pointed out by an otherwise happy guest. The site is quiet, well-controlled and it offers immense opportunity for us. Should point out that the one couple who advised me of their water concerns have been invited back, on us, for a two-night stay. The fellow responded asking that he be permitted to stay longer during which time he'd love to assist us in whatever we needed for the site improvements. This ironically is an avenue that I've wanted to explore for some time.
 - iv. All events cancelled for 2020 and some for 2021 have also cancelled. That said we did receive a small wedding booking for this September. The bride has been wonderful to deal with and has created a very good safety plan that exceeds all expectations. The event will be held in the courtyard, deck areas with no more than 40 people on site. I will be the designate staff person at this event as our manager is away that week.
 - v. Moving into the fall/winter I am pushing to have a 'light-up' program in place for people to view through at least December. Perfect world we'll find a way to be open 7 days per week from 6pm through 9pm for nice strolls through the non-historic and historic sites. We'd have coffee, tea, hot-drinks, muffins, cookies etc., available in the grand-hall and we'd control access with small limits of people allowed at any given time. Love to include some background live music if that could be an option. Entry by donation and potentially use the donations to assist other local charities after expenses covered. We will need help to pull something like this off. I have very few staff available and a minimal budget to work with. Still, if I can get support - we'll do it.
 - vi. We have developed a nice tour of the site through the efforts of Emily Jones. Unfortunately, Emily wasn't near as available to us as we'd initially hoped but



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she still got lots done for us. Moving this further I'd like to see / contract Emily to develop community wide tours once COVID is but a mere bad memory.

- vii. We are also working with outside sources, and the city itself, to develop a Cedar Fence to surround the caretaker's trailer. Right now, the trailer is bordered by an ugly plastic fence that encompasses about 10000 square feet. I have secured tentative donation from the SAN GROUP for some/all of the fencing material required to make the property about 3600 square feet. I have also reached out to a local fellow for a quote on building the fence. Haven't heard back from him at this point. Ideally this is complete in 2020 thus falling into our 2020 budget.
- viii. Emily is also working on Signage.
- ix. We continue to ensure that the finances of the project stay within our budget so that the Chamber itself isn't left on the hook for shortfalls.
- I. Industrial Heritage Society
 - i. unveiling Ken MacDonald model collection at IHS centre and drive by for Ken's funeral
 - ii. Porsche club visit to IHS centre and roundhouse
 - iii. assisting Soup Campbell's son with Soup's collection. Also accepting supplies, tools, and collectables from Soup's family
 - iv. at the roundhouse work continues on the caboose, the tracks and the #7 locomotive
 - v. the new executive met with island corridor foundation, Bill Collette, and Tim Pley
- m. Community Arts Council
 - i. Rollin Arts Centre is currently closed for our two-week annual shutdown. It will reopen Tuesday, September 8.
 - ii. Our summer was better than expected: our outdoor children's' art programs were all full, and we held a successful mini book sale/artisans fair in the gardens. We were eventually granted one student through Canada Summer Jobs program.
 - iii. Current Exhibit → "TOGETHER" features five local artists in a spectacular display of First Nations art.
 - iv. Next Exhibit → Pam Turner: Oct 7-31
 - v. Online presence → Our gallery and gift shop items are now uploaded for online shopping.
 - vi. Booksale → Covid-19 permitting, we hope to hold our large, annual book sale at the Athletic Hall on Friday Nov 6 and Saturday Nov 7. We are not accepting new books until January.
 - vii. Childcare Centre → We are working with SD 70, NI College and licencing authorities to create appropriate specs for the childcare centre, and we will



Wednesday, September 2, 2020
7:00pm → Conference Call
Minutes

be touring the Rollin site with the architect next week, in preparation for funding application.

- viii. Lumina → We are talking with a company called Moment Factory that creates incredible light installations for clients on a global basis. Will be having a meeting with one of their producers, Pat Deakin and Bill Collette next week to explore the notion of bringing some kind of permanent display to the Alberni Valley. First Nations are invited but we have not yet heard back from them. This could be a very exciting opportunity for CAC and Port Alberni.

5. Next Meeting

- a. Wednesday, October 7 → 7pm (Maritime Discovery Centre, 2900 Harbour Rd.)

6. Adjournment

- a. Moved by Pam Craig at 7:53pm.

Gareth Flostrand
Chair
Alberni Valley Museum and Heritage Commission

Twyla Slonski
Director of Corporate Services
City of Port Alberni

Councillor Report

For October 13, 2020

Councillor Debbie Haggard

September 9, 2020 – Alberni-Clayoquot Regional District Board meeting – Highlights include:

- Support for the proposed transfer on Tree Farm License 44 providing Huumiis Ventures Ltd. Partnership a 51% ownership and Wester Forest Products Inc. 49% ownership
- Provide a letter of support for the Port Alberni Maker Spaces grant application for the interior upgrades for their leased space
- Letter of support for School District 70 School Garden Programs

September 15, 2020 – Resource Breakfast Series – Mining – A panel with representatives from local and provincial government as well as industry to discuss the latest developments and plans for the mining sector in BC.

September 16, 2020 – Resource Breakfast Series – Virtual Energy – A panel with industry representatives to discuss the latest developments and plans for the energy sector in BC and Canada.

September 17, 2020 – Resource Breakfast Series – Forestry – This themed session explored topics such as building a sustainable forestry sector, industry innovation and resiliency.

September 22 - 24, 2020 – Union of BC Municipalities virtual conference – UBCM was a virtual conference this year. I attended the following recorded sessions:

- **Public Transit: Recovery and Rebuild** – Focus on the next steps needed to help communities from financial losses and rebuild public transit in BC.
- **Reimagining Leadership: Lessons from the Pandemic** – A panel discussion about the value of diverse leadership for resilience in the face of a society-shifting event and what lessons and best practices can be applied at the local level.
- **Digitally-enabled, Remote & Ready** - Local governments have adopted online tools for their core business functions. More than ever all areas of the province must have broadband internet connectivity.
- **Confronting Systemic Racism in Canada** – Panel discussion on concrete approaches to confronting systemic racism in Canada.
- **Economic Recovery: Building Back Better and Stronger** – Presenters shared resources on what communities can do to build back better and stronger, making themselves more resilient to future disasters.
- **Keynote Address: Margaret Atwood** – Ms. Atwood explored the themes of climate change, Covid-19 and community in a session that was though provoking, insightful and animated.
- **Senior’s Homes: What Has the Pandemic Taught Us?** – This session explored the different structures and funding of long-term care homes. The panelists discussed a variety of models moving forward.
- **The New Now: Life After Covid** – As we continue to adapt to the virus, it has become apparent that its disruptions will have a lasting influence on how we are organized as a society. The panelists

discussed the longer-term impacts of the pandemic in four key sectors: public transit, the economy, the workplace and urban planning.

October 1, 2020 – Facing the Future – The Local Government Leadership Academy hosted a discussion on topics that are important to elected officials and new challenges and opportunities facing our communities.

October 6, 2020 – AV Emergency Policy group – Heather Zenner, Protective Services Manager, presented an update on the Alberni Valley Emergency Program.