



**Summary Report / Minutes of the Advisory Planning Commission Meeting  
held on December 15, 2022 at 12:00 p.m.  
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

**Commission Members Present**

Ed Francoeur (Chair)  
Ken McRae (Vice-Chair)  
Harley Wylie (Alt. – Tseshahṭ (č iṣaaʔath) F.N)  
Jolleen Dick, Councillor, Hupačasath F.N  
Christine Washington, SD70  
Amy Anaka  
Callan Noye  
Joe McQuaid  
Stefanie Weber  
Derrin Fines, P.A.F.D. Liaison

**Regrets**

Ken Watts, ECC, Tseshahṭ (č iṣaaʔath) F.N  
Scott Smith, Dir. of Dev. Services/Deputy CAO  
Peter Dionne, R.C.M.P. Liaison  
Councillor Deb Haggard, Council Liaison

**Staff**

Marianne Wade, Manager of Planning  
Brian McLoughlin, Planner II  
Cara Foden, Planning Technician

**Guests**

Applicant: W. Hoogland  
Public: 0

**Alternates (not in attendance)**

Councillor TBD, Council Liaison  
S./Sgt. Mike Thompson (Alt.– RCMP)  
Larry Ransom (Alt.– S.D.70)



**1. Acknowledgements and Introductions:**

The Chair acknowledged that this Advisory Planning Commission (APC) meeting is being held within the un-ceded, traditional territories of the Hupačasath Nation and the č iṣaaʔath (Tseshahṭ) First Nation. Welcome and introductions.

**2. Minutes:** Adoption of October 20, 2022 Minutes

**Motion:**

*That the City of Port Alberni Advisory Planning Commission adopt the minutes of the October 20, 2022 regular meeting.*

**( J. Dick / C. Washington ) CARRIED**

**3. DEVELOPMENT APPLICATION – Development Variance Permit (DVP 115)**

**4210 Cedarwood Street – Lot 1, District Lot 1, Alberni District, Plan EPP117819**

**PID: 031-660-266**

**APPLICANT:** Walter Hoogland for Citaapi Mahtii Housing Society

- The Planner summarized the report to the APC dated December 8, 2022.
- APC discussed the development application with respect to the following:
  - The R.C.M.P. provided a written statement to the APC indicating they had no objections or concerns regarding the application.
  - APC asked and it was clarified that there were no plans to develop the soccer field behind the proposed development.
  - Parking was discussed and the M.O.P. indicated that the development for 35 units would have 11 units that did not have assigned parking. Research data was statistically supportive of the proposed parking Variance.

**Motion:**

*That the Advisory Planning Commission recommends to City Council that Council support the application.*

**( K. McRae / C. Washington ) CARRIED**

**4. Status Updates:**

**OCP Vision and Touchstones**

- The Manager of Planning (M.O.P.) presented "What we Heard". Document will be emailed to APC members.
- APC asked if developers/contractors had been engaged. Some contractors chose not to participate in the public engagement opportunities however the Port Authority and San Group had both been represented. It is hoped that contractors will participate in upcoming public engagement opportunities when the draft OCP is prepared.
- 272 responses was considered a respectable response rate when considered in conjunction with initial survey results and subsequent discussion sessions. Demographically all age groups were represented in varying degrees.
- Public engagement will continue and an internal technical review will precede upcoming engagement.
- Island Health and social sectors provided input.
- The City did advertise the engagement opportunities and used social media platforms as well. Poster, bookmarks and pop-ups were also used. It was noted that it would be helpful to increase engagement with indigenous populations in future by advertising in the Ha-Shilth-Sa newspaper (local Nuu-chah-nulth news sources).

**Zoning Bylaw**

The M.O.P. provided a high-level overview of the Zoning Bylaw project that is underway in conjunction with the OCP project and was presented to Council at their regular meeting on December 12. Topics included:

- Accessory Dwelling Units (Suites, Carriage homes, Garden Suites)
- Density Bonusing
- Density Calculations
- Day Care
- Lot frontage, coverage
- Legislation updates

The APC was interested in technical aspects of the Zoning Bylaw that would remove current impediments to development and encourage "gentle infill". There was agreement that new Day Care provisions for child care in all zones were a positive direction. The M.O.P. also informed the APC that a new Development Procedures bylaw had been drafted and would likely come to Council in the January. The new bylaw would allow for Council to delegate some permit approvals to staff to reduce processing times.

**5. APC status update – Manager of Planning**

- Outgoing APC members (A. Ananka, K. McRae) were recognized and thanked for their service on the Commission.
- APC members were updated regarding new APC members and Liaisons who have been appointed for 2023.

6. **Other Business** – None at this time

7. **ADJOURNMENT:** The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on **January 19, 2023**.

( E. Francoeur / K. McRae ) CARRIED



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Ed Francoeur (Chair)