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## AGENDA - REGULAR MEETING OF COUNCIL

Monday, August 8, 2022 @ 2:00 PM

In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC

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*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 [portalberni.ca](http://portalberni.ca) or contact the Director of Corporate Services at 250.720.2823 or by email [twyla\\_slonski@portalberni.ca](mailto:twyla_slonski@portalberni.ca) or the Deputy City Clerk at 250.720.2822 or by email [sara\\_darling@portalberni.ca](mailto:sara_darling@portalberni.ca)*

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### 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 Corporate Officer.
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

1. Special meeting held at 10:30 am and Regular Council meeting held at 2:00 pm on July 11, 2022.

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

*An opportunity for the public to address Council on topics relevant to City Council. A maximum of four [4] speakers for no more than three [3] minutes each will be accommodated.*

### D. **DELEGATIONS**

1. **Friends of Burde Street Beaver Ponds** - Page 13  
Karen St. Pierre, Chair and Sandy McRuer in attendance to present to Council the ecological and social value of the Burde Street Beaver Ponds.

### E. **UNFINISHED BUSINESS**

*Includes items carried forward from previous Council meetings.*

1. **Committee of the Whole meeting July 25, 2022 | Official Community Plan Update** - Page 15  
Recommendations from the CoW held July 25, 2022 for Council's consideration:
  - a. *THAT Council accept the revisions to Touchstones Numbers 4 and 7 and the timeline graph as presented in the staff report dated July 14, 2022, and approve staff proceeding with seeking community feedback on the draft Official Community Plan Vision and Touchstones as amended.*

- b. *THAT Council further revise OCP Touchstones 'Responsible Infrastructure Management' | Number 3 to include the words "adaptation and mitigation".*
- c. *THAT Council direct staff to implement the Engagement and Communications Strategy for the Official Community Plan Vision and Guiding Principles prepared by FRANK planning collaborative and dated July 12, 2022.*

## **F. STAFF REPORTS**

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

### **1. Accounts**

*THAT the certification of the Director of Finance dated August 8, 2022, be received and the cheques numbered \_\_\_\_\_ to \_\_\_\_\_ inclusive, in payment of accounts totalling \$ \_\_\_\_\_, be approved.*

### **2. RCMP Department - Page 16**

Report from the Officer in Charge, Inspector Eric Rochette reporting on the 2<sup>nd</sup> Quarter of 2022 [April to June].

### **3. Director of Engineering & Public Works – Old Wastewater Lagoon Desludging - Page 19**

Report dated August 2, 2022 from the Director of Engineering and Public Works requesting Council consider awarding a portion of the contract for the Municipal Wastewater Lagoon Desludging.

*THAT Council award a portion of the contract for the Municipal Wastewater Lagoon Desludging (RFP 007-22) project to American Process Group (Canada) Ltd., for a total amount not to exceed \$450,000 excluding GST with said works to include scraping of drier materials [or skin] off the top of the sludge and hauling offsite [Alberni Valley Landfill].*

### **4. Director of Finance – Financial Plan Amendments - Page 23**

Report from the Director of Finance requesting Council authorize amendments to the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022"

*THAT Council direct that "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" be amended as follows:*

- a. *Add \$500,000 in 2023 from General Revenue [taxation] for the purpose of increasing the project contingency budget for the Child Care Center Project;*
- b. *Amend the overall budget for Project 21024 |Child Care Centre Project from 2,900,000 to \$4,644,989 to reflect a \$1,244,989 increase in grant funding [total grant funding \$4,144,989];*
- c. *Borrow \$210,000 from the Equipment Replacement Reserve Fund [ERRF] in 2022 for the purpose of completing project 21020 - Train Station Seismic Upgrades;*
- d. *Transfer \$60,000 in 2022 from Line 29911 - Contingency Funds for the purpose of completing project 21020 - Train Station Seismic Upgrades;*

- e. *Amend the overall budget for the capital project 21020 – Train Station Seismic Upgrades to \$860,000; and*
- f. *Assign \$140,000 from Line 29911 – Contingency Funds for the purpose of funding the City's contribution to construction of the 4<sup>th</sup> Avenue Sleeping Pod facility.*

## **G. BYLAWS**

*Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing. A bylaw requires four separate resolutions to be adopted and must be considered over a minimum of two [2] Council meetings. Each reading enables Council to reflect on the bylaw before proceeding further.*

**1. Development Planner – Proposed Zoning Bylaw Amendments | 5450 Greenard Street - Page 26**

Report dated July 20, 2022 from the Development Planner requesting Council consider third reading of the proposed bylaw.

*THAT “Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056” be read a third time.*

**2. Development Planner – Proposed Zoning Bylaw Amendment | 4925 Leslie Avenue - Page 37**

Report dated July 22, 2022 from the Development Planner requesting Council consider third reading of the proposed bylaw.

*THAT “Zoning Map Amendment No. 53 (4925 Leslie Avenue – Needham), Bylaw No. 5059” be read a third time.*

**3. Development Planner – Proposed OCP & Zoning Bylaw Amendments | 4835 & 4825 Burde Street and 3618 & 3614 5<sup>th</sup> Avenue - Page 53**

Report dated July 29, 2022 from the Development Planner requesting Council consider adoption of the proposed bylaws.

a. *THAT “Official Community Plan Amendment No. 36 (5<sup>th</sup> Avenue & Burde Street – Carniato), Bylaw No. 5042” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5042.*

b. *THAT “Zoning Text Amendment No. T30 (CD3 – Comprehensive Development – Multi- Family Residential Infill – 5<sup>th</sup> Avenue & Burde Street), Bylaw No. 5043” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5043.*

c. *THAT “Zoning Map Amendment No. 47 (5<sup>th</sup> Avenue & Burde Street – Carniato), Bylaw No. 5044” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5044.*

## **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. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included.*

1. **Pink Buffalo Films - Page 78**

Pink Buffalo Films are requesting permission to film at Johnston Road and Victoria Quay in relation to the Topaz Cable Landing project. The City's 'Filming on Location in Port Alberni' policy dated December 13, 1999 is attached for reference.

*THAT Council authorize Pink Buffalo Films, in accordance with the City's 'Filming on Location Policy' to film at Johnston Road and Victoria Quay in relation to the Topaz Cable Landing project on August 9, 2022.*

2. **Port Alberni Toy Run Association - Page 89**

Email received August 2, 2022 from David Wiwchar on behalf of the Port Alberni Toy Run Association requesting Council's support of the Toy Run activities and to proclaim the week of September 12 to 18, 2022 as 'Toy Run Week' in Port Alberni.

*THAT Council support the Port Alberni Toy Run Association's activities taking place on September 17 & 18, 2022 subject to:*

- *notification of emergency services and BC Transit*
- *provision of standard liability insurance in the amount of \$5M;*
- *receipt of Special Event Permit from the LCRB*

*AND FURTHER, that Council proclaim the week of September 12 to 18, 2022 as 'Toy Run Week' in Port Alberni.*

## **I. PROCLAMATIONS**

1. **Port Alberni Community Action Team - Page 90**

Letter dated July 14, 2022 from the Port Alberni Community Action Team requesting a proclamation.

*THAT Council proclaim August 31, 2022 as 'International Overdose Awareness Day' in the City of Port Alberni.*

## **J. CORRESPONDENCE FOR INFORMATION**

*Correspondence found here provides information to Council. It may also include correspondence that may not be relevant to City services and responsibilities. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included.*

1. **Correspondence Summary - Page 92**

- a. Alberni Valley Lions Club | AV Lions Bullhead Derby
- b. Union of British Columbia Municipalities | Community Works Fund Payment
- c. Rebecca Terepocki | Temporary Shelter on 3<sup>rd</sup> Avenue & Advertising of Cannabis
- d. 2022 Grad Class and Prom Committee | Thank you card
- e. Lesley Fox | Providing support to the Friends of Burde Street Beaver Ponds



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**K. REPORT FROM IN-CAMERA**

**L. COUNCIL REPORTS**

1. Council and Regional District Reports - Page

**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 by way of a 'Notice of Motion'.*

**N. QUESTION PERIOD**

*An opportunity for the public 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, JULY 11, 2022 @ 10:30 AM  
In City Hall Committee Room | 4850 Argyle Street, Port Alberni**

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**PRESENT:** Mayor S. Minions  
Councillor R. Corbeil  
Councillor D. Haggard  
Councillor R. Paulson  
Councillor H. Poon  
Councillor D. Washington

**Absent:** Councillor C. Solda

**Staff:** T. Pley, Chief Administrative Officer  
A. McGifford, Director of Finance  
T. Slonski, Director of Corporate Services  
R. Dickinson, Director of Engineering & Public Works  
W. Thorpe, Director of Parks, Recreation & Heritage

Call to order: @ 10:30 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, specifically outlined as follows:*

**Section 90 (1)(a)** *personal information about an identifiable individual who holds 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 (1)(g)** *litigation or potential litigation affecting the municipality.*

**CARRIED**

The meeting was terminated at 1:20 pm

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, July 11, 2022 @ 2:00 PM**  
**In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC**

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

**ABSENT:** Councillor R. Corbeil  
Councillor C. Solda

**Gallery:** 14

**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 adopted as printed and circulated.*

**CARRIED**

**B. ADOPTION OF MINUTES**

1. *MOVED AND SECONDED, THAT the minutes of the Special meeting held at 9:30 am and Regular Council meeting held at 2:00 pm on June 27, 2022 be adopted.*

**CARRIED**

**C. PUBLIC INPUT PERIOD**

**D. DELEGATIONS**

**E. UNFINISHED BUSINESS**

**F. STAFF REPORTS**

**1. Accounts**

*MOVED AND SECONDED, THAT the certification of the Director of Finance dated July 11, 2022, be received and the cheques numbered 150797 to 150874 inclusive, in payment of accounts totalling \$2,090,116.46, be approved.*

**CARRIED**

**2. Economic Development Manager – Municipal and Regional District Tax | Funding Contribution**

*MOVED AND SECONDED, THAT Council approve a contribution of \$10,000 annually (for a five-year term) to Alberni Valley Tourism (AVT) from the Economic Development allocation in support of marketing initiatives as identified in the AVT Municipal Regional District Tax (MRDT) 5 Year Plan (2023-2028) attached to this report and dated May 2, 2022.*

**CARRIED | Res. No. 22-165**



Mayor Minions left the meeting at 2:13 pm, declaring a conflict of interest as it relates to the Salvation Army's employment of her spouse.

Councillor D. Haggard assumed the Chair at 2:13 pm.

3. **Manager of Planning – Temporary Use Permit – 3130 3<sup>rd</sup> Avenue**

*MOVED AND SECONDED, THAT Council issue Temporary Use Permit No. 22-02, and that the Director of Corporate Services be authorized to sign the permit for that portion of property [ as shown on page three of the staff report and highlighted in yellow] located at 3130 3<sup>rd</sup> Avenue [Bread of Life Centre] to operate a Transition House subject to the following conditions being met to the satisfaction of the Director of Development Services as follows:*

- i. Completion of a Good Neighbour Agreement;*
- ii. An approved Fire Plan;*
- iii. Compliance with permits for renovations and operations that have been approved to the satisfaction of the Building Inspector; and*
- iv. An RCMP approved Safety Plan.*

**CARRIED | Res. No. 22-166**

Mayor Minions returned to the meeting at 3:03 pm and resumed the Chair.

4. **Director of Corporate Services – Rescheduling of Public Hearing | 4738 Athol Street**

*MOVED AND SECONDED, THAT Council re-schedule the Public Hearing scheduled for July 11, 2022 for 4738 Athol Street to Monday, August 8, 2022 at 6:00 pm in City Hall, Council Chambers and direct staff to re-issue public notice as required.*

**CARRIED | Res. No. 22-167**

5. **Director of Corporate Services – Summary of 2022 Council Resolutions**

The Director of Corporate Services provided Council with a summary of Council resolutions as of June 30, 2022 capturing 164 directives of Council, thirteen of which remain outstanding.

6. **Community Economic Development Initiative Program [CEDI]**

*WHEREAS the City of Port Alberni intends to improve intergovernmental relations and enter into a tripartite government-to-government relationship with Hupacasath First Nation and Tseshaht First Nation;*

*WHEREAS the City of Port Alberni commits the participation of the community in the First Nation – Municipal Community Economic Development Initiative (CEDI) program from this date of July 11, 2022 until January 2025;*

*WHEREAS the City of Port Alberni Council has appointed Mayor Sharie Minions as their elected official Working Group champion and Councillor Cindy Solda as the alternate;*

*WHEREAS the City of Port Alberni has appointed Scott Smith, Director of Development Services/Deputy CAO and Pat Deakin, Economic Development Manager as their staff Working Group champions; and*

*WHEREAS the City of Port Alberni commits to provide the following resources in collaboration with the Hupacasath First Nation and Tseshaht First Nation through a collaborative joint Working Group:*

- A. Elected and staff Working Group champions meet monthly with the Hupacasath First Nation and Tseshaht First Nation Working Group champions as a joint Working Group throughout the CEDI program. Elected official CEDI Champions will give an average of 3-hours each month to CEDI and staff CEDI Champions will give an average of 5-hours each month to CEDI.*
- B. Coordinate a contingency plan for the CEDI Working Group champions should a designated person leave their position prior to January 2025. Elected and staff CEDI Champions will prepare an onboarding process for the replacement Champion(s).*
- C. Support the CEDI team to organize and participate in five 1-1.5-day joint workshops between June 2022 and January 2025; ensuring there is representation of the elected officials, senior administration, economic development and land management/planning staff from each community at each workshop.*
- D. Organize ongoing community engagement to keep the community informed about CEDI program participation, partnership with Hupacasath First Nation and Tseshaht First Nation and the joint community economic development initiatives.*
- E. Agree to maintain communication with CEDI staff and to assist with coordinating the logistics of community visits, strategic meetings and workshops, as appropriate.*
- F. Provide in-kind and financial resources, above and beyond what can be reimbursed through the CEDI program, to hold the meetings and workshops. These expenses could include Council or staff mileage to and from venue, in-kind meeting space, and extra catering expenses.*
- G. Provide additional administrative and subject-matter staff time and support as required by the joint Working Group.*
- H. Actively participate in the planning for and management of the jointly accessed Capacity Development Grant.*

*BE IT HEREBY RESOLVED THAT Council for the City of Port Alberni supports the participation in First Nation-Municipal Community Economic Development Initiative (CEDI) from the date of this Council Resolution until January 2025.*

**CARRIED | Res. No. 22-168**



**G. BYLAWS**

1. **Director of Finance – Waterworks and Sewer Bylaw Amendments 2022**  
*MOVED AND SECONDED, THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be now introduced and read a first time.*  
**CARRIED | Res. No. 22-169**  
  
*MOVED AND SECONDED, THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be read a second time.*  
**CARRIED | Res. No. 22-170**  
  
*MOVED AND SECONDED, THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be read a third time.*  
**CARRIED | Res. No. 22-171**  
  
*MOVED AND SECONDED, THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be now introduced and read a first time.*  
**CARRIED | Res. No. 22-172**  
  
*MOVED AND SECONDED, THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be read a second time.*  
**CARRIED | Res. No. 22-173**  
  
*MOVED AND SECONDED, THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be read a third time.*  
**CARRIED | Res. No. 22-174**

**H. CORRESPONDENCE FOR ACTION**

1. **Coastline Endurance Running | Trail Running Event**  
*MOVED AND SECONDED, THAT Council authorize Coastline Endurance Running access to City streets/trails on Saturday, July 23, 2022 from 9:00 am to 4:00 pm for the purpose of a trail running event starting at the Port Alberni Rugby Club and following the route as outlined in the attached map subject to:*
  - *the notification of emergency services and BC Transit*
  - *consultation with all affected businesses/residents*
  - *responsible for implementation of a Traffic Safety Plan including qualified Traffic Control personnel as required*
  - *provision of standard liability insurance in the amount of \$5M*
  - *event organizers responsible for removal of all flagging tape and stakes*
  - *event organizers acknowledge that these trails are open to the public and as such trails will need to be shared accordingly*
  - *event organizers acknowledge trails will be enjoyed as-is***CARRIED | Res. No. 22-175**

2. **Alberni District Fall Fair Association | Annual Fall Fair & Parade**

*MOVED AND SECONDED, THAT Council authorize the Alberni District Fall Fair Association access to City streets on Saturday, September 10, 2022 from 11:00 am to approximately 12:00 pm for the purpose of a parade from 12<sup>th</sup> Avenue down Burde Street and along 10<sup>th</sup> Avenue to Alderwood Street, subject to:*

- *the notification of emergency services and BC Transit*
- *consultation with all affected businesses/residents*
- *responsible for implementation of a Traffic Safety Plan including qualified Traffic Control personnel as required*
- *provision of standard liability insurance in the amount of \$5M*

**CARRIED | Res. No. 22-176**

**I. PROCLAMATIONS**

1. **Special Olympics British Columbia**

*MOVED AND SECONDED, THAT Council proclaim the week of July 18-24, 2022 as 'Special Olympics Global Week of Inclusion' in the City of Port Alberni.*

**CARRIED | Res. No. 22-177**

**J. CORRESPONDENCE FOR INFORMATION**

1. *The Director of Corporate Services summarized correspondence to Council as follows:*

- a. *Island Health | Extreme Heat Information*
- b. *B. Kanngiesser | Connect the Quays Pathway Project*
- c. *Planning Institute of BC | City of Port Alberni Winner of 2022 Award for Excellence in Planning Practice for the Uptown District Revitalization Strategy*

**K. REPORT FROM IN-CAMERA**

**L. COUNCIL REPORTS**

1. *MOVED AND SECONDED, THAT the Council reports outlining recent meetings and events related to the City's business, be received.*

**CARRIED**

**M. NEW BUSINESS**

Council requested information related to the community doctor shortage and associated staffing challenges at West Coast General Hospital Emergency Room and were provided with an overview from the Manager of Economic Development regarding the City's role in supporting Island Health to formulate solutions.

**N. QUESTION PERIOD**

**B. Kanngiesser**

Commented on the correspondence submitted by himself regarding Council's plans for maintenance and costs associated with the Connect the Quays Pathway Project.

**Joseph Leskosek**

Queried whether the City has plans to salvage the metal that will be collected during the remediation of the Somass lands property?



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**O. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 3:45 pm.*

**CARRIED**

CERTIFIED CORRECT

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Mayor

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Corporate Officer

RECEIVED

JUL 26 2022

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Development Services
<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 0550-36 *RCM - Aug 8 - 22*

From: Karen StPierre <[REDACTED]>

Sent: July 26, 2022 10:14 AM

To: Corporate Services Department <[corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)>

Cc: Sandy McRuer [REDACTED]; Jean-Marc St Pierre [REDACTED]; Lenore Aspell [REDACTED]

Subject: Delegation Application

Hello,

Please see attached application for a delegation to Council by Friends of Burde Street Beaver Ponds. We would like to appear at the Aug 8/2022 meeting, or the next available meeting after that. Please advise what date our delegation is approved to attend.

We will have a Powerpoint presentation and some supporting documents to submit, and will do so before noon on Wednesday, Aug 3/2022.

Please let me know if anything else is required or if there are any questions.

Thank you,

Karen St. Pierre

Chair - Friends of Burde Street Beaver Ponds



CITY OF  
PORT ALBERNI

RECEIVED

JUL 26 2022

CITY OF PORT ALBERNI

## DELEGATION APPLICATION

### CONTACT INFORMATION: (please print)

Full Name: Karen St. Pierre

Organization (if applicable): Friends of Burde St. Beaver Ponds

Street Address: [REDACTED]

Phone: [REDACTED]

Mailing Address: Same

Email: [REDACTED]

No. of Additional Participants:

[Name/Contact Information] 1. Sandy McRuer [REDACTED]

MEETING DATE REQUESTED: August 8, 2022

### PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:  
Please see attached.

Requested Action by Council (if applicable):

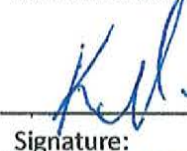
That Council pass a bylaw protecting riparian areas and include it in the new OCP, and that a hold be placed on all developments that impact riparian areas until the new OCP has been adopted.

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

Note: If yes, must be submitted by 12:00 noon on the Wednesday before the scheduled meeting date.

### SIGNATURE(S):

I/We acknowledge that only the above listed matter will be discussed during the delegation and that all communications/comments will be respectful in nature.

  
Signature:

  
Date:

### OFFICE USE ONLY:

Approved: (Deputy City Clerk)

Scheduled Meeting Date:

Date Approved:

Applicant Advised:

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act [FOIPPA]* and will only be used for the purpose of processing this application.

Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*.

4850 Argyle Street, Port Alberni, B.C. V9Y 1V8 T: 250-723-2146 F: 250-723-1003 E: [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca) W: [www.portalberni.ca](http://www.portalberni.ca)

## OCP VISION

We are a uniquely natural, progressive, and inclusive community in the Alberni Valley, acknowledging our shared Western and Indigenous histories. We are dedicated to taking care of each other, our land, our water, and our livelihoods - ensuring equitable access to food, shelter, mobility and supporting all peoples to live, work, stay and thrive here.

## OCP TOUCHSTONES (GUIDING PRINCIPLES)

**Environmental Protection and Leadership:** protect and improve Port Alberni ecosystems; support recovery of damaged ecosystems; be the leaders of environmental stewardship on the Island.

**Grow with Tomorrow in Mind:** develop within the reality of a changing climate; require progressive community-focused design and building concepts; provide a diversity of accessible options to move around Port Alberni.

**Responsible Infrastructure Management:** utilize what we already have and ensure new infrastructure is resilient to a changing climate, **including adaptation and mitigation.**

**Healthy, Vibrant, Inclusive Community:** care for those who need the most support; foster a sense of community, relationships, diverse cultures and active volunteerism.

**Livability:** quality of life for all residents by enabling housing options and affordability; food security; social connections and well-designed neighborhoods accessible by transit and other modes of transportation.

**Parks and Recreation:** preserve, increase and improve places and spaces for facilities, activities and trails to meet the changing needs of our community.

**Diverse, Balanced Economy:** **continue to support existing economic drivers while also adapting our economy** to support newly emerging sectors, and ensure there continue to be opportunities for youth and young families to stay in the community.

**Reconciliation:** Acknowledge and learn about our histories, celebrate the opportunities and foster strong relationships between Port Alberni, the Hupačasath Nation and the Tseshaht Nation.





## PORT ALBERNI RCMP DETACHMENT QUARTERLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during the second quarter of 2022 (April to June). Included in this report is a comparator to the same time frame during the previous four years.

The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during the quarter.

- Officers received and responded to a total of 3,490 calls for service, 2,857 of these calls occurred in the City of Port Alberni.
- The number of Criminal Offences are up by 18% for the quarter compared to 2021.
- The number of Property Offences are up by 16% for the quarter compared to 2021. The number of Violent Offences are up by 14% for the quarter compared to last year.
- The number of Domestic Violence reports are down by 24% for the quarter compared to 2021.

### **Port Alberni RCMP's 2022/2023 Annual Performance Plan Priorities:**

- **Traffic- Road Safety:** Increased enforcement, both tickets and warnings. Reduction of Impaired drivers on the roads through criminal code charges and Immediate Roadside Prohibitions. Joint operations with Island District Traffic Units and Speedwatch.
- **Family Violence:** Focus on education, awareness and community support to foster a "wrap around" approach of harm reduction. Creating a supportive environment for victims of family violence to come forward.
- **Crime Reduction (Property Crimes and Drugs):** Identifying and managing prolific offenders through enhanced enforcement and partnerships with community agencies. The focus will be on drug and property crime offenders.
- **Aboriginal Policing:** This includes traffic safety and enforcement on the First Nations, greater visibility at community events and meetings and a focus on First Nation Youth through prevention programs and involvement in schools and at youth events.

- **Youth:** Positive interactions with youth through school and sporting events. Increased, proactive engagement with the youth in our community.

Respectfully submitted,

Inspector Eric Rochette  
Officer in Charge  
Port Alberni RCMP



## Mayor and Council Report

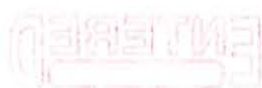
Port Alberni Municipal

Q2 2022 (April to June)

<i>Calls for Service</i>	Q2 2018	Q2 2019	Q2 2020	Q2 2021	Q2 2022
Total Calls for Service	2586	3010	2598	2896	2857

<i>Occurrences by Crime Type</i>	Q2 2018	Q2 2019	Q2 2020	Q2 2021	Q2 2022
Violent Crime	77	127	103	139	158
Property Crime	337	465	349	377	439
Other Criminal Code	173	160	178	227	291
Drug Offences	33	19	22	19	11
Total Criminal Code	620	771	652	762	899
Criminal Traffic	63	29	30	31	30

<i>Violent Crime</i>	Q2 2018	Q2 2019	Q2 2020	Q2 2021	Q2 2022
Assaults	33	58	39	75	79
Assault weapon/bod harm	9	7	12	12	13
Harassment	6	10	7	16	11
Robbery	3	3	1	5	3
Sex Offences	3	14	3	8	15



Uttering Threats	14	29	29	34	44
Domestic Violence	17	14	28	41	31



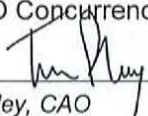
<i>Property Crime</i>	Q2 2018	Q2 2019	Q2 2020	Q2 2021	Q2 2022
Auto Theft	11	6	2	16	13
Bike Theft	15	19	8	11	7
Break and Enter - Business	15	16	7	7	15
Break and Enter - Residence	7	21	6	9	8
Break and Enter - Other	10	13	4	4	4
Mischief to Property	54	88	101	112	120
Theft	59	95	61	86	87
Possess Stolen Property	6	10	3	7	3
Shoplifting	48	48	41	34	42
Theft From Vehicle	34	77	75	58	29
Fraud	22	38	17	30	22

<i>Other Criminal Code</i>	Q2 2018	Q2 2019	Q2 2020	Q2 2021	Q2 2022
Cause Disturbance	98	68	91	88	128
Breach of Probation	31	25	20	14	15
Breach of Bail	20	39	50	60	39





Date: August 2, 2022  
File No: 5330-20-ASFM  
To: Mayor & Council  
From: Tim Pley, CAO  
Subject: Old Wastewater Lagoon Desludging | Award of Partial Contract

Prepared by: <i>R. DICKINSON</i> DIRECTOR OF ENGINEERING & Public Works	Supervisor: <i>T. PLEY</i> T. PLEY, CAO	CAO Concurrence:  T. Pley, CAO
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#### RECOMMENDATION[S]

THAT Council award a portion of the contract for the Municipal Wastewater Lagoon Desludging (RFP 007-22) project to American Process Group (Canada) Ltd., for a total amount not to exceed \$450,000 excluding GST with said works to include scraping of drier materials [or skin] off the top of the sludge and hauling offsite [Alberni Valley Landfill].

#### PURPOSE

For Council to consider award of a portion of the contract for works associated with the Municipal Wasterwater Lagoon Desludging project [RFP 007-22].

#### BACKGROUND

The City commissioned the new wastewater treatment facility in January of this year. The City's old wastewater lagoon has remained in partial operation pending connection of incoming sewer mains to the new facility. That work was recently completed.

With the former lagoon no longer in service and surplus to the City's current or future needs, work can commence to decommission that facility prior to it being repurposed. The first steps in decommissioning involve drawing down of the surface level, removing sludge from the lagoon, and de-watering the removed sludge prior to transporting offsite.

The City's request for proposals for desludging work closed on July 12, 2022 with one submission received from American Process Group (Canada) Ltd., (APG) in the amount of \$1,019,148. Considering inflation, this value compares to the desludging contracts the City received in 2018. The City's Five-Year Financial Plan includes \$450,000 in 2022 from the combined grant, borrowing and reserve allocations.

## ALTERNATIVES/OPTIONS

Alternatives for Council are as follows:

1. That Council award a portion of the contract for the Municipal Wastewater Lagoon Desludging (RFP 007-22) project to American Process Group (Canada) Ltd., for a total amount not to exceed \$450,000 excluding GST with said works to include scraping of drier materials [or skin] off the top of the sludge and hauling offsite [Alberni Valley Landfill].
2. That Council approve award of the full scope of desludging work to be completed in 2022 and 2023, and increase the budget for the Lagoon project by \$600,000 in the 2023 capital plan;
3. That Council not approve award of any part of the desludging work and direct staff to provide a report outlining options.

## ANALYSIS

The desludging is best done during summer months, ideally July and August. The sludge moisture content must be low enough to meet standards of the Alberni Valley Landfill [AVLF] where it will become cover material. The landfill requires that the material must have a consistency closer to compost rather than mud.

The Proponent is not available to begin desludging the lagoon until late August, meaning that the full scope of desludging work cannot be completed prior to seasonal rains in the fall.

Desludging has 2 distinct phases of work. The first part involves scraping the drier materials, or skin, off the top off the sludge due to it being dry enough to excavate, place in dump trucks and hauled offsite. This less expensive part of the work can commence in August and as much work as possible can be completed while the weather conditions are favourable. Based on the Proponent's bid price, the City's consulting engineering firm recommends proceeding with this portion of the work with an upset cost of \$450,000 [as outlined in the attached letter].

The City's consultant, on behalf of the City, would negotiate the remaining contract to complete the remainder of work in 2023. Although inflationary impacts on pricing are a concern, it is expected that inflation will be somewhat countered by providing the contractor a much longer window to complete the work in 2023 where the risk of wet weather can be better mitigated. With completion of Phase 1 of the work the City will be able to more accurately determine the volume of sludge in the lagoon that must be removed, thereby reducing risk for the contractor. Reduced risk generally results in more competitive pricing.

This project will be completed during August and possibly September of 2022 and again next summer with hauling from the lagoon to the back gate of the AVLF.

Retendering the project is an option, but would prevent the City from starting the project in 2022.



## **IMPLICATIONS**

Not proceeding with a portion of this work at this time would result in the City retendering in 2023 with possible higher costs considering current inflation rates, not countered as noted above by accurate volume estimates and the benefit of some material having already been removed in 2022.

## **COMMUNICATIONS**

Phase One of this project is proposed to be completed during August and possibly September of 2022 with hauling from the lagoon to the back gate of the AVL. Given the work and use of private roads for transporting purposes, the need for public notification is reduced but not eliminated. The City will engage with adjacent property owners, governments, First Nations and utilize social media to make citizens aware that the work is underway, and that there may be an odor associated with the work.

## **BYLAWS/PLANS/POLICIES**

The Procurement Policy requires Council approval to award this contract as the anticipated project cost is higher than the approved budget available.

## **SUMMARY**

A call for proposals was issued for removal of the sludge from the old lagoon. One proposal was received. The proposed price for the entire contract was \$1,019,148. Staff are recommending that Council award a portion of the contract [Phase 1] for a maximum value of \$450,000 to American Process Group [Canada] Ltd., and to negotiate in good faith with the contractor to complete Phase 2 of the work in 2023. Division of the contract is required in order to move forward with the work at the driest time of year.

## **ATTACHMENTS/REFERENCE MATERIALS**

1. July 27, 2022 letter dated from Associated Engineering (B.C.) Ltd. providing details regarding the tender received and recommending partial award of the work.

*Copy: A. McGifford, Director of Finance  
T. Slonski, Director of Corporate Services*

July 27, 2022  
File: 2017-2972.00.C.01.00

TEL: 604.293.1411  
FAX: 604.291.6163  
www.ae.ca

Rob Dickinson, P.Eng.  
Director of Engineering & Public Works  
City of Port Alberni  
4850 Argyle Street  
Port Alberni, B.C., V9Y 1V8

Re: MUNICIPAL WASTEWATER LAGOON DESLUDGING (RFP 007-22)  
PROPOSAL REVIEW AND RECOMMENDATION

Dear Mr. Dickinson:

Proposals were received via email for the above project and opened at 4 p.m. on July 12, 2022. The scope of work covered in this RFP included desludging of the old City lagoon, by both direct excavation of dried sludge and dredging (or alternate) and dewatering of remaining sludge.

One proposal was received for this project from American Process Group (Canada) Ltd (APG), in the amount of \$1,019,147.72. The total proposal price includes the mobilization of equipment, desludging of the lagoon and hauling of dried or dewatered sludge to the landfill. APG proposes to dewater the sludge with centrifuges on site. APG is a residuals management company that has completed a significant number of similar projects across western Canada.

Based on our review, we understand that current schedule and budget constraints would preclude award of the full scope in the current year. However, there is significant advantage in completing a portion of the work during 2022. Therefore, we would recommend initiating negotiation with APG for completing a portion of the work this year, including direct excavation of dried sludge and hauling to the landfill, followed by sludge survey. Following successful negotiation, award for this portion of the work is not expected to exceed \$450,000.

The removal of remaining sludge, dewatering and hauling to landfill would then take place in 2023, and would be subject of a separate negotiation in early 2023.

If you have any questions or would like to discuss further, please feel free to contact the undersigned.

Date: August 3, 2022  
File No: 1700-20-2022  
To: Mayor & Council  
From: T. Pley, Chief Administrative Officer  
Subject: "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" | Proposed Amendments

#### RECOMMENDATION[S]

THAT Council direct that "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" be amended as follows:

- a. Add \$500,000 in 2023 from General Revenue [taxation] for the purpose of increasing the project contingency budget for the Child Care Center Project;
- b. Amend the overall budget for Project 21024 | Child Care Centre Project from 2,900,000 to \$4,644,989 to reflect a \$1,244,989 increase in grant funding [total grant funding \$4,144,989];
- c. Borrow \$210,000 from the Equipment Replacement Reserve Fund [ERRF] in 2022 for the purpose of completing project 21020 - Train Station Seismic Upgrades;
- d. Transfer \$60,000 in 2022 from Line 29911 - Contingency Funds for the purpose of completing project 21020 - Train Station Seismic Upgrades;
- e. Amend the overall budget for the capital project 21020 – Train Station Seismic Upgrades to \$860,000; and
- f. Assign \$140,000 from Line 29911 – Contingency Funds for the purpose of funding the City's contribution to construction of the 4<sup>th</sup> Avenue Sleeping Pod facility.

#### PURPOSE

For Council to consider amendments to "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. No. 5045" to reflect cost increases associated with three active capital projects.

#### BACKGROUND

Through the course of the fiscal year Council may consider amendments to its Five-Year Financial Plan. At this point in time several active projects require allocation of additional funding and more detailed information regarding each project is outlined below.

##### Child Care Center Project:

The City of Port Alberni has received grant funding totaling \$4,144,989 from the Ministry of Children and Family Development and UBCM to construct 88 new childcare spaces at 3045 8<sup>th</sup> Avenue. The architect and construction manager for the project have received the tender bids and due to continued cost escalation, the tender results exceed the current funding for this project. Staff have worked with the architect and construction manager to identify construction cost savings. In order for construction to proceed the City of Port Alberni will need to amend the "Five-Year Financial Plan Bylaw 2022-2026, Bylaw No. 5045" to approve the allocation of \$500,000 in the 2023 Capital Plan for this project. Staff will continue to work with the project team to manage the City's contributions.



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**Train Station Renovation Project:**

The Train Station renovation project currently underway is included in the *Five-Year Financial Plan Bylaw 2022-2026, Bylaw No. 5045*, [2022 Capital Plan]. The current Financial Plan includes \$590,000 in funding for the project. These funds were derived from grant funding of \$390,000 in 2021 and \$200,000 in General Revenue [taxation] in 2022. As a result of continued escalation of construction material costs, and changes to the scope of work beyond the capacity of the project contingency budget after the building walls and ceilings were exposed, the project requires a further \$270,000, bringing the total project budget to \$860,000.

**4<sup>th</sup> Avenue Sleeping Pod Facility:**

The City has partnered with the Port Alberni Friendship Center, Nuuchaltn Tribal Council, Hupacasath First Nation and Tseshaht First Nation, forming a task force to address unsafe housing conditions [recreational vehicles on 4<sup>th</sup> Avenue]. The task force has been developing plans to create a temporary sleeping pod facility on City-owned property on 4<sup>th</sup> Avenue. BC Housing has agreed to fund the facility's operating costs but not the capital (construction) costs. The Port Alberni Friendship Center will operate the facility. In order to construct the facility, the City is asked to contribute the following:

- use of City-owned land for a nominal annual lease fee;
- consideration of a Temporary Use Permit or other enabling process;
- provision of City services including water, sanitary and storm sewer;
- on site preparation work;
- fencing;
- electrical servicing by BC Hydro;
- security cameras; and
- construction oversight.

In order to proceed with the above-noted scope of work a budget allocation of \$140,000 is required.

**ALTERNATIVES/OPTIONS**

**Option One:** *THAT Council direct that "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" be amended as follows:*

- a. *Add \$500,000 in 2023 from General Revenue [taxation] for the purpose of increasing the project contingency budget for the Child Care Center Project;*
- b. *Amend the overall budget for Project 21024 | Child Care Centre Project from 2,900,000 to \$4,644,989 to reflect a \$1,244,989 increase in grant funding [total grant funding \$4,144,989];*
- c. *Borrow \$210,000 from the Equipment Replacement Reserve Fund [ERRF] in 2022 for the purpose of completing project 21020 - Train Station Seismic Upgrades;*
- d. *Transfer \$60,000 in 2022 from Line 29911 - Contingency Funds for the purpose of completing project 21020 - Train Station Seismic Upgrades;*
- e. *Amend the overall budget for the capital project 21020 – Train Station Seismic Upgrades to \$860,000; and*
- f. *Assign \$140,000 from Line 29911 – Contingency Funds for the purpose of funding the City's contribution to construction of the 4<sup>th</sup> Avenue Sleeping Pod facility.*

**Option Two:** Direct that no action be taken at this time.

**Option Three:** Provide alternative direction.

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## ANALYSIS

Each of the three projects noted in this report are critical to achieving Council's strategic goals. For each of the three projects City funding is leveraged significantly by grant funding from senior governments and in the case of the 4<sup>th</sup> Avenue Sleeping Pod Facility, also leveraged by considerable contributions from partner organizations.

The recommended commitment of funding for the Train Station and 4<sup>th</sup> Avenue Sleeping Pod projects requires funding in 2022. The Child Care Center project funding is recommended for 2023 as is the repayment of internally borrowed funds for the Train Station project.

## IMPLICATIONS

In order to fund the project shortfalls, "*City of Port Alberni 2022 – 2026 Financial Plan, Bylaw No. 5045*" must be amended. The available options to fund in 2022 included the annual \$200,000 contingency fund.

The taxation requisitioned by the City in 2022 was \$25,651,671. With the recommended amendments to the current Financial Plan, taxation in 2023 will increase by \$710,000 (2.77%). Viewed project by project, a \$500,000 budget increase in 2023 for the Child Care Center project would be approximately a 1.95% increase. The \$210,000 increase in 2023 to repay internal borrowing related to the Train Station project would result in a 0.82% increase in taxation in 2023. Utilizing 2022 Contingency funds for construction of the 4<sup>th</sup> Avenue Sleeping Pod Facility would have no direct impact on taxation in 2023.

## COMMUNICATIONS

None required at this time.

## BYLAWS/PLANS/POLICIES

Council may amend its Financial Plan throughout the year in order to meet the City's financial obligations, and these amendments will not have taxation impacts in the current year as the rates have already been set.

## SUMMARY

Since the adoption of the City's *2022 – 2026 Financial Plan*, cost escalations have occurred for projects currently in progress, specifically, the Child Care Centre, Train Station and 4<sup>th</sup> Avenue Sleeping Pod facility. In order for works to continue, amendments to "*City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022*" are required. This report identifies the additional funding required for each project, along with sources of revenue available within the City's Financial Plan that may be reallocated to support these project increases subject to Council direction received.

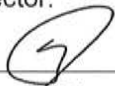
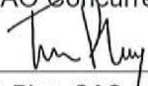
## ATTACHMENTS/REFERENCE MATERIALS

N/A

Copy: A. McGifford, Director of Finance  
T. Slonski, Director of Corporate Services  
S. Smith, Director of Development Services | Deputy CAO  
W. Thorpe, Director of Parks, Recreation and Heritage



Date: July 20, 2022  
File No: 3360-20-5450 Greenard  
To: Mayor & Council  
From: T.Pley CAO  
Subject: **DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendments**  
**5450 Greenard Street**  
LOT A (DD EG63433) DISTRICT LOT 112 ALBERNI DISTRICT PLAN VIP17300  
LOT 7 DISTRICT LOT 112 ALBERNI DISTRICT PLAN VIP17300  
PID: 018-262-317; 000-838-161  
**Applicant:** Dion Hopkins

Supervisor: <b>M. Wade</b> Marianne Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services   Deputy CAO	CAO Concurrence:  T. Pley, CAO
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#### RECOMMENDATIONS

THAT "Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056" be read for third time.

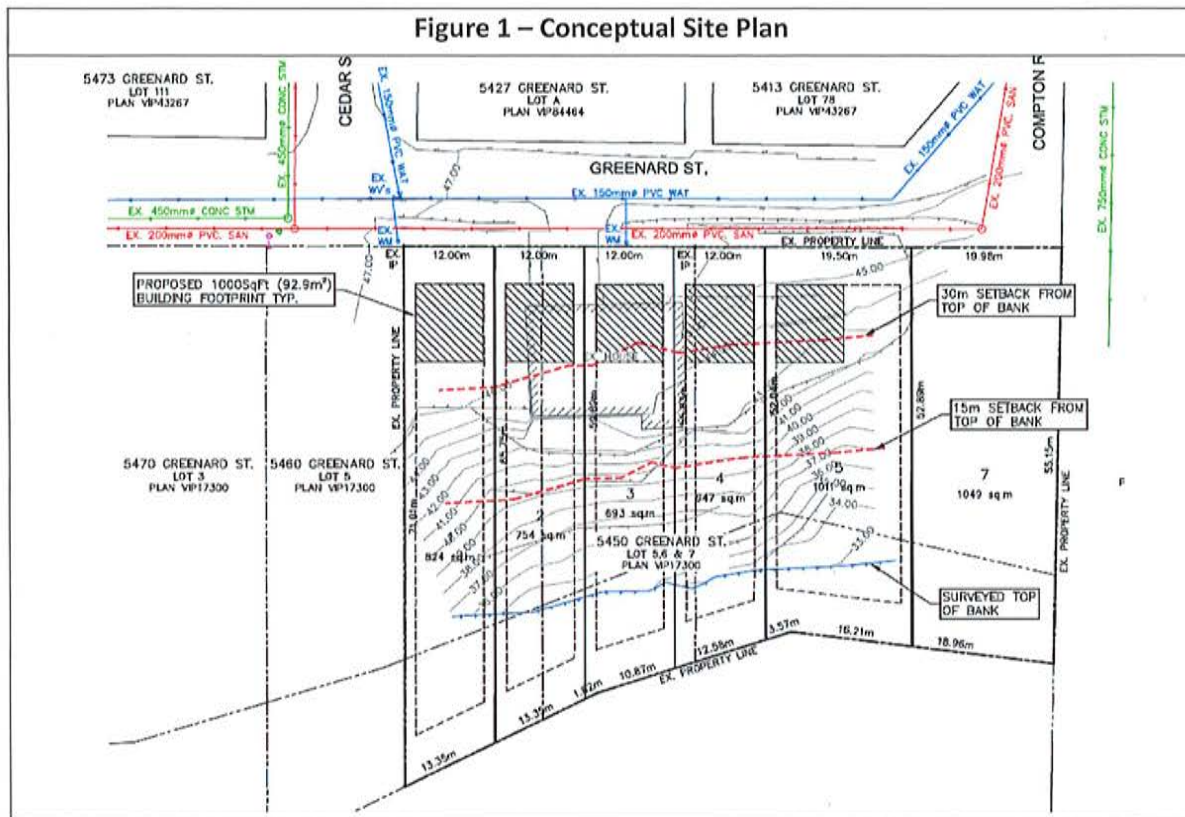
#### PURPOSE

To consider third reading of Zoning Map Amendment No.51 to rezone a portion of two properties at 5450 Greenard Street that are zoned *R1 Single Family Residential* to *R3 Small Lot Single Family Residential*.

#### BACKGROUND

The applicant intends to consolidate, rezone, then subdivide the lots to create 5 new R3 small lots for the construction of single-family homes.

Council gave 1<sup>st</sup> and 2<sup>nd</sup> reading to the amending bylaws at the meeting on June 13, 2022. Council also passed a resolution to waive the Public Hearing as permitted under the *Local Government Act* (s.467) since the application aligns with the OCP land use designation. Council report from June 13, 2022 is attached to this report.



### ALTERNATIVES/OPTIONS

1. That "Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056" be read a third time.
2. That Council provide alternative direction.
3. That Council not proceed.

Staff support Option #1.

### IMPLICATIONS

As part of the development approval process for 5450 Greenard Street, the applicant will be required to receive a Preliminary Layout Review letter issued by the City's Approving Officer prior to consideration of final adoption of the amending bylaw.

Additionally, the BC Ministry of Transportation and Infrastructure (MOTI) will be required to sign-off on the bylaw amendment as the property is located within 800m of a provincial highway. After Third reading of the proposed Zoning Map Amendment No.51, the bylaw will be sent to MOTI for consideration and signing. To date, MOTI has provided no objection to the application

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## COMMUNICATIONS

At the June 13, 2022 meeting, Council passed a resolution to waive the Public Hearing. Accordingly, staff issued 23 public notices to properties within a 75-metre radius of the property as per City's Zoning bylaw and section 467 of the *Local Government Act*. The applicant also updated their property sign to state the Public Hearing had been waived as per Council resolution under section 467 of the *Local Government Act*. Notices were placed in the newspaper according to the requirements of the *Local Government Act* sections 465 and 466. The notices provide an opportunity for the public to provide written feedback to Council. As of the date of this report, no items of correspondence have been received. If any correspondences is received, they will be brought forward by staff at the Council meeting.

## BYLAWS/PLANS/POLICIES

The application is to amend *Zoning Bylaw 2014 No. 4832*. The following amendment is proposed:

1. A portion of the subject properties is currently zoned *R1 Single Family Residential* on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to change the zoning to *R3 Small Lot Single Family Residential*.

## SUMMARY

In considering Third reading of Zoning Map Amendment No.51, City Council should consider if and how the proposed changes in use align with the Official Community Plan objectives. The proposed change in zoning from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential* is consistent with adjacent land uses, and the overall proposal aligns with the OCP land use destinations. Staff support proceeding with Third Reading of the bylaw as it aligns with the OCP and would create additional 'small lot' single family residential properties.

## ATTACHMENTS/REFERENCE MATERIALS

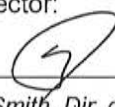
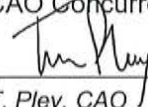
- *Attachment 1 Council report June 13, 2022*
- *"Zoning Map Amendment No. 51 (5450 Greenard Street - Hopkins), Bylaw No. 5056"*

Copy: T. Slonski, Director of Corporate Services  
R. Dickinson, Director of Engineering and Public Works

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Date: June 6, 2022  
File No: 3360-20-5450 Greenard  
To: Mayor & Council  
From: T.Pley CAO  
Subject: **DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendments**  
**5450 Greenard Street**  
LOT A (DD EG63433) DISTRICT LOT 112 ALBERNI DISTRICT PLAN VIP17300  
LOT 7 DISTRICT LOT 112 ALBERNI DISTRICT PLAN VIP17300  
PID: 018-262-317; 000-838-161  
**Applicant:** Dion Hopkins

Supervisor: <b>M. Wade</b> Marianne Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services   Deputy CAO	CAO Concurrence:  T. Pley, CAO
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#### RECOMMENDATIONS

- THAT "Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056" be now introduced and read a first time.
- THAT "Zoning Map Amendment No. 51 (5450 Greenard Street - Hopkins), Bylaw No. 5056" be read a second time.
- THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 51 (5450 Greenard Street - Hopkins), Bylaw No. 5056" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.

#### PURPOSE

To consider a development application to amend Zoning Bylaw 2014, No. 4832 for 5450 Greenard Street. The subject properties are located at 5450 Greenard Street. The applicant is proposing to consolidate two existing R1 single family residential zoned lots and create 5 small lot single family lots. In order to be able to create five small lot single family lots, the lands need to be rezoned to R3 Small Lot Single Family Residential Zone.

#### BACKGROUND

The City of Port Alberni has received a development application for 5450 Greenard Street. The applicant proposes to re-zone the properties in order to facilitate the subdivision to 5 single-family residential lots. There are two lots that are currently split-zoned 'R1 Single Family Residential' and 'P2 Parks and Recreation'. The portion of the two lots zoned 'R1 Single Family Residential' is proposed to be rezoned to 'R3 Small Lot Single Family Residential'. The portion of the two lots currently zoned 'P2 Parks and Recreation' will remain as currently zoned. The applicant will be submitting a subdivision application to consolidate these two lots and create 5 lots. As part of the rezoning amendment process a Preliminary Layout Review will be required to be issued prior to adoption of

the proposed bylaw. The proposed zoning map amendment aligns with the Official Community Plan land use designations, Residential and Parks and Open Space.

#### Status of the Application

The development application to rezone 5450 Greenard Street was circulated to relevant agencies for comment. No major issues with the proposed change in land use were raised. Site servicing and other infrastructure details will need to be confirmed with the Director of the Engineering department, identified in the Preliminary Layout Review and be addressed prior to construction commencing.

The Advisory Planning Commission reviewed the development application at the May 19, 2022 meeting. Summary meeting minutes are attached. The APC recommended that City Council proceed with the Zoning Bylaw amendment.

#### **ALTERNATIVES/OPTIONS**

1. That "Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056" given introduced and given two readings and that Council waive the public hearing for proposed bylaw in accordance with section 464 (2) of the *Local Government Act* [LGA], as the proposed amendment aligns with the Official Community Plan designations and provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.
2. That Council provide alternative direction.
3. That Council not proceed.

Staff support Option #1.

#### **ANALYSIS**

##### Zoning

The subject property consists of two legal lots which are currently split zoned with *R1 – Single Family Residential* and *P2 – Parks and Recreation*. The applicant is proposing to rezone the portion of the two lots currently zoned 'R1 Single Family Residential' to 'R3 Small Lot Single Family Residential' to facilitate the subdivision of the property. The portion of the two lots currently zoned *P2- Parks and Recreation* will remain *P2- Parks and Recreation*. The total property area of the proposed development is approximately 4978 square metres. The table below compares the site development regulations between the R1 and R3 zones.

Table 1 - Site Development Regulations				
	R1		R3	
Minimum Lot Area	600 m <sup>2</sup>	(6,458 ft <sup>2</sup> )	350 m <sup>2</sup>	(3,767 ft <sup>2</sup> )
Minimum Frontage	15 m	(49.2 ft)	10 m	(32.8 ft)
Maximum Coverage	40%		50%	
Minimum Setbacks:				
Front yard	7.5 m	(24.6 ft)	5 m	(16.4 ft)



Rear yard	9 m	(29.5 ft)	5.5 m	(18 ft)
Side yard	1.5 m	(4.9 ft)	1.5 m	(4.9 ft)
Maximum Floor Area Ratio	0.5		0.5	
Maximum Height, Principal Building	10 m	(32.8 ft)	10 m	(32.8 ft)
Maximum Number of Principal Building Storeys	2.5		2.5	

The proposed subdivision plan to create 5 small lot single family lots aligns with the R3 site development regulations. Each of the five proposed lots meet or exceed the minimum frontage requirement of 10 metres (33 ft.) and a minimum lot area requirement of 350 m<sup>2</sup> (3,767 ft<sup>2</sup>). The maximum site coverage permitted in the R3 zone is 50% and the proposed development is proposing 92.9 m<sup>2</sup> (1000 ft<sup>2</sup>) building foot print which is well under the maximum site coverage.

#### Surrounding Area

The proposed residential use at 5450 Greenard Street is consistent with the surrounding neighbourhood, which includes properties zoned R1 Single Family Residential, R2 One and Two Family Residential, R3 Small Lot Single Family Residential, and P2 Parks and Recreation. A direction-based summary of the surrounding site land uses provided below:

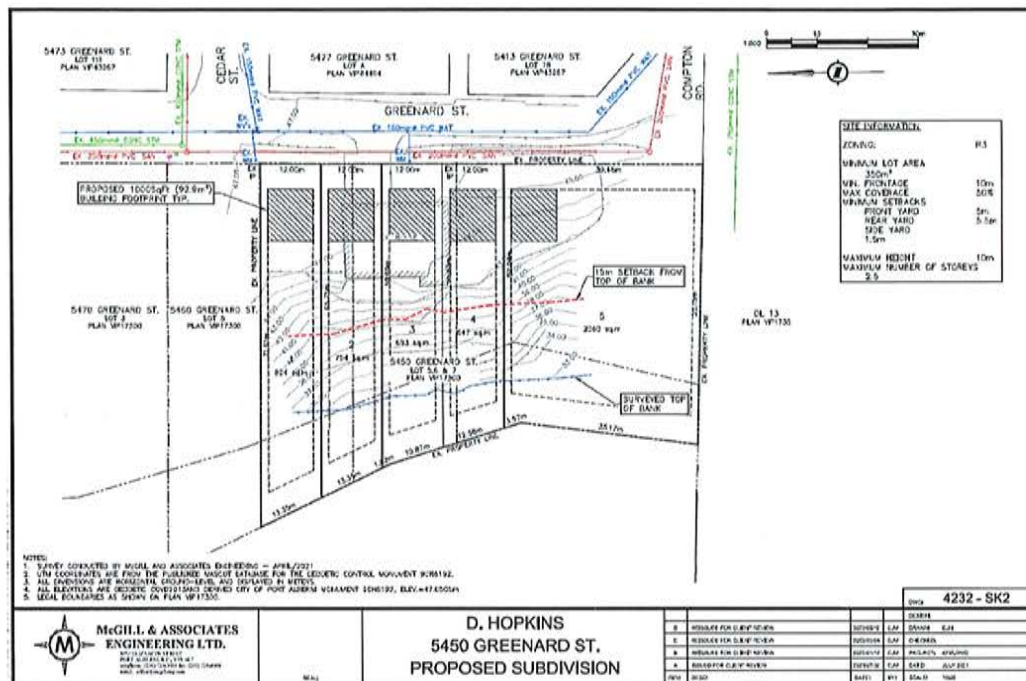
Table 2 – Neighbourhood Land Use Mix	
North	P2 Parks and Recreation, R1 Single Family Residential
South	R1 Single Family Residential, P2 Parks and Recreation
East	R3 Small Lot Single Family Residential, R1 Single Family Residential, R2 One and Two Family Residential
West	ACRD – Rural District (A2)

#### Environmental and Geotechnical Assessments

Section 1.0 The Natural Environment in the OCP outlines policies requiring setbacks be established by a registered professional to protect the riparian area in conjunction with federal and provincial agencies regulations. Section 6.3 of the Zoning Bylaw outlines regulations for the location of buildings and structures adjacent to watercourses to be located no less than 15 metres from the natural boundary of a water body.

An environmental assessment was submitted on November 4, 2021 to review the impact of the proposed subdivision on Kitsuksis Creek, along the west side of the property. The report noted there were no rare species occurrences mapped in the vicinity of the property by BC Conservation Data Centre. It was also noted the property falls outside the City of Port Alberni *Floodplain Bylaw* area. The report recommended a setback of 15 metres from the surveyed top of bank (noted in red on the site plan) and that a fence be installed during future development of the property. A section 219 covenant for environmental protection will be registered on title as

CONCEPTUAL SITE PLAN: [see attachment for larger scale of plan]



The geotechnical assessment submitted on March 1, 2022 looked to evaluate the subsurface conditions and assessment of the slope conditions of the property and provides recommendations for foundation design and construction. This report will be attached to a section 219 covenant for geotechnical requirements to guide the proposed development and be registered on title as part of the development process. The report noted the required setback from the upper slope crest, the type of materials upon which the building foundations must be founded along with the recommended tree clearing limitations.

## Infrastructure

Water:	There is currently a water main to the east of the subject property, along Greenard Street.
Sewer:	The 200 mm sewer main exists to the east of the subject property, along Greenard Street.
Storm:	The storm sewer main will need to be extended to service the new lots.
Sidewalks:	No sidewalks exist along this street.

## IMPLICATIONS

The proposal for 5450 Greenard Street is being brought forward to Council for a decision on how to proceed with the application. In considering the proposed Zoning Bylaw amendment, City Council should consider whether it is appropriate for the site and for the community.



As part of the development approval process for 5450 Greenard Street, the applicant will be required to receive a Preliminary Layout Review letter issued by the City's Approving Officer before Council considers final adoption of Bylaw.

Staff have identified the following rationale in support of the proposed Zoning Bylaw amendment:

A change of zone from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential* to allow for the subdivision and development of 5 small lot single-family residential lots is consistent with the surrounding neighbourhood.

- Both the environmental and geotechnical assessments found the site to be suitable for the proposed development in identified areas.
- Staff does not anticipate negative impacts on the surrounding neighbourhood.

#### COMMUNICATIONS

A sign has been placed on the site and no correspondence has been received to date by staff on the proposed application. The proposed Zoning Map Amendment Bylaw No. 5046 is consistent with the Official Community Plan land use designations and meets the criteria for Council to pass a resolution to waive the public hearing under section 464 (2) of the *Local Government Act*, and direct staff to prepare a public notice as per section 467 of the *Local Government Act*.

Should Council not wish to waive the public hearing, a public hearing date can be set for July 11, 2022 at 6:30 pm. Before the public hearing, public notice would be given in two consecutive issues of the local newspaper, not less than 3 days and not more than 10 days before the public hearing. Public notice would also be mailed/delivered to all parcels within 75m of the subject property, at least 10 days prior to the public hearing.

This property is within 800 metres of a provincial highway and as per the Local Government Act will require Ministry of Transportation and Infrastructure to authorize prior to Adoption of the Bylaw.

#### BYLAWS/PLANS/POLICIES

The proposed application is to amend Zoning Bylaw, 2014 No. 4832. The following Zoning Bylaw amendment is proposed:

1. A portion of the subject properties is currently zoned '**R1 Single Family Residential**' on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to change the zoning to '**R3 Small Lot Single Family Residential**'.

#### SUMMARY

In considering the application to rezone the subject properties, City Council should consider if and how the proposed changes in use align with the Official Community Plan objectives.

The proposed change in zoning from '*R1 Single Family Residential*' to '*R3 Small Lot Single Family Residential*' is consistent with adjacent land uses and the overall proposal aligns with the OCP land use designations.

Staff supports proceeding with the proposed amendment as it aligns with the OCP and provides additional small lot single family residential lots.

**ATTACHMENTS/REFERENCE MATERIALS**

- *Advisory Planning Commission May 19, 2022 meeting minutes*
- *"Zoning Map Amendment No. 51 (5450 Greenard Street - Hopkins), Bylaw No. 5056"*
- *Conceptual Site Plan*

*Copy: T. Slonski, Director of Corporate Services*

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# CITY OF PORT ALBERNI

## BYLAW NO. 5056

### 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 Map Amendment No.51 (5450 Greenard Street – Hopkins), Bylaw No. 5056**".

2. Zoning Amendment

2.1 A portion of Lot A (DD EG63433), District Lot 112, Alberni District, Plan VIP17300 and a portion of Lot 7, District Lot 112, Alberni District, Plan VIP17300, located at **5450 Greenard Street** and shown shaded on Schedule A, attached hereto and forming part of this bylaw, is hereby rezoned from 'R1 Single Family Residential' to '**R3 Small Lot Single Family Residential**'.

3. Map Amendment

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

**READ A FIRST TIME** this 13<sup>th</sup> day of June, 2022.

**READ A SECOND TIME** this 13<sup>th</sup> day of June, 2022.

**A PUBLIC HEARING WAS WAIVED** this 13<sup>th</sup> day of June, 2022.

**READ A THIRD TIME** this      day of      , 2022.

**RECEIVED** the approval by the Ministry of Transportation this      day of      , 2022.

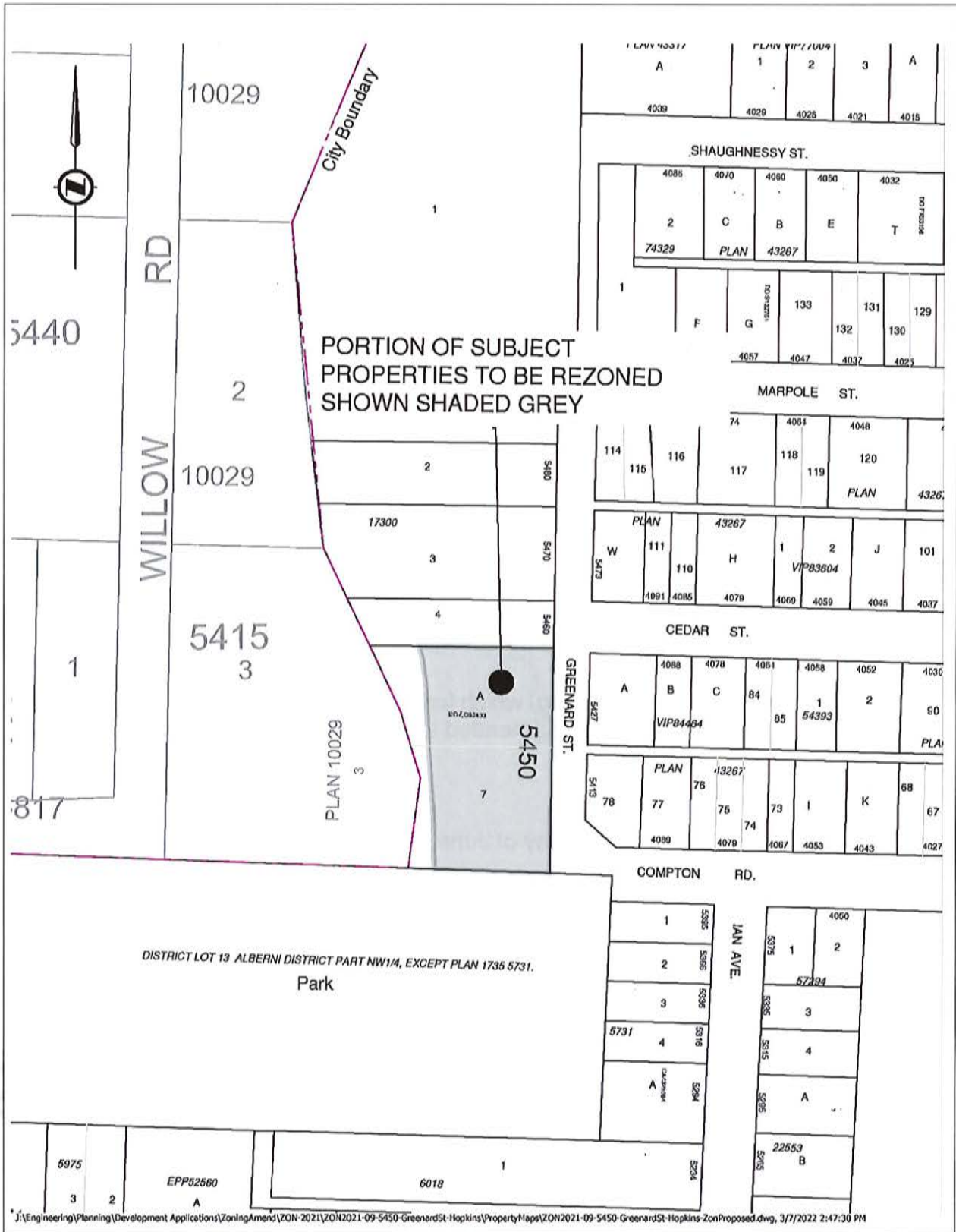
**ADOPTED** this      day of      , 2022.

\_\_\_\_\_  
Mayor


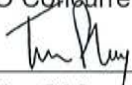
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Corporate Officer



## Schedule "A" to Bylaw No. 5056



Date: July 22, 2022  
File No: 3360-20-4925 Leslie  
To: Mayor & Council  
From: T. Pley, CAO  
Subject: **DEVELOPMENT APPLICATION - Proposed Zoning Bylaw Amendment**  
4925 Leslie Avenue  
*Lot 10 District Lot 13 Alberni District Plan 6096 (PID: 005-909-538)*  
*Lot 11 District Lot 13 Alberni District Plan 6096 (PID: 005-909-554)*  
Applicant: A. & C. Needham

Prepared by:  B. McLoughlin Development Planner	Supervisor: M. Wade MANAGER OF PLANNING	CAO Concurrence:  T. Pley CAO
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#### RECOMMENDATION

THAT "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be read a third time.

#### PURPOSE

To consider third reading of Zoning Map Amendment No.53 to rezone the property at 4925 Leslie Avenue currently zoned *R1 Single Family Residential* to *R3 Small Lot Single Family Residential*.

#### BACKGROUND

The applicant intends to consolidate, rezone, then subdivide the lots to create two lots, one that exits and one new lot for a construction of a new small lot single family home.

Council gave 1<sup>st</sup> and 2<sup>nd</sup> reading to the amending bylaws at the meeting on June 13, 2022. Council also passed a resolution to waive the Public Hearing as permitted under the *Local Government Act* (s.467) since the application aligns with the OCP land use designation. Council report from June 27, 2022 is attached to this report.

Figure 1 – Subject Property Map



#### ALTERNATIVES/OPTIONS

1. That "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be read a third time.
2. Provide alternative direction.
3. Do not proceed with the proposed bylaw amendment.

Staff support Option 1.

#### IMPLICATIONS

As part of the development approval process for 4925 Leslie Avenue, the applicant will be required to receive a Preliminary Layout Review letter issued by the City's Approving Officer prior to consideration of final adoption of the amending bylaw.

Additionally, the BC Ministry of Transportation and Infrastructure will be required to sign-off on the bylaw amendment as the property is located within 800m of a provincial highway. After third reading of the proposed Zoning Map Amendment No. 53, the bylaw will be sent to MOTI for consideration and signing. To date, MOTI has provided no objection to the application.



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## COMMUNICATIONS

At the June 27, 2022 meeting, Council passed a resolution to waive the Public Hearing. Accordingly, staff issued 45 public notices to properties within 70m of the subject property, as per section 467 of the *Local Government Act*. The applicant also updated their property sign to state that the Public Hearing had been waived. Notices were placed in the newspaper according to the requirements *Local Government Act* sections 465 and 466. The notices provided an opportunity for the public to give written feedback to Council. As of the date of this report, no items of correspondence have been received. If any correspondences are received, they will be brought forward by staff at the Council meeting

## BYLAWS/PLANS/POLICIES

### Zoning Bylaw No.4832

The application is to amend *Zoning Bylaw No. 4832*. The following map amendment is proposed:

1. Change the zoning classification of 4925 Leslie Avenue from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential* on *Schedule A – Zoning Map*.

## SUMMARY

This application is proposing to rezone the property at 4925 Leslie Avenue from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential* for the purpose of subdividing and constructing an additional dwelling. The Development Services Department supports this application because it aligns with the *Residential* land use designation in the OCP and policy 4.2.4 regarding infill development.

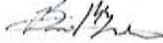
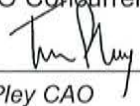
## ATTACHMENTS/REFERENCE MATERIALS

- Attachment 1 Council report June 17, 2022
- Attachment 2 Zoning Map Amendment No. 53 (4925 Leslie Avenue - Needham), Bylaw No. 5059.

copy: T. Slonski, Director of Corporate Services  
R. Dickinson, Director Engineering and Public Works

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Date: June 20, 2022  
File No: 3360-20-4925 Leslie  
To: Mayor & Council  
From: T. Pley, CAO  
Subject: **DEVELOPMENT APPLICATION - Proposed Zoning Bylaw Amendment**  
4925 Leslie Avenue  
*Lot 10 District Lot 13 Alberni District Plan 6096 (PID: 005-909-538)*  
*Lot 11 District Lot 13 Alberni District Plan 6096 (PID: 005-909-554)*  
Applicant: A. & C. Needham

Prepared by:  B. McLoughlin Development Planner	Supervisor: M. Wade MANAGER OF PLANNING	CAO Concurrence:  T. Pley CAO
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#### RECOMMENDATION

- a. THAT "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be now introduced and read a first time.
- b. THAT "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be read a second time.
- c. THAT Council waive the public hearing for "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the Local Government Act prior to consideration of further readings of the Bylaw.

#### PURPOSE

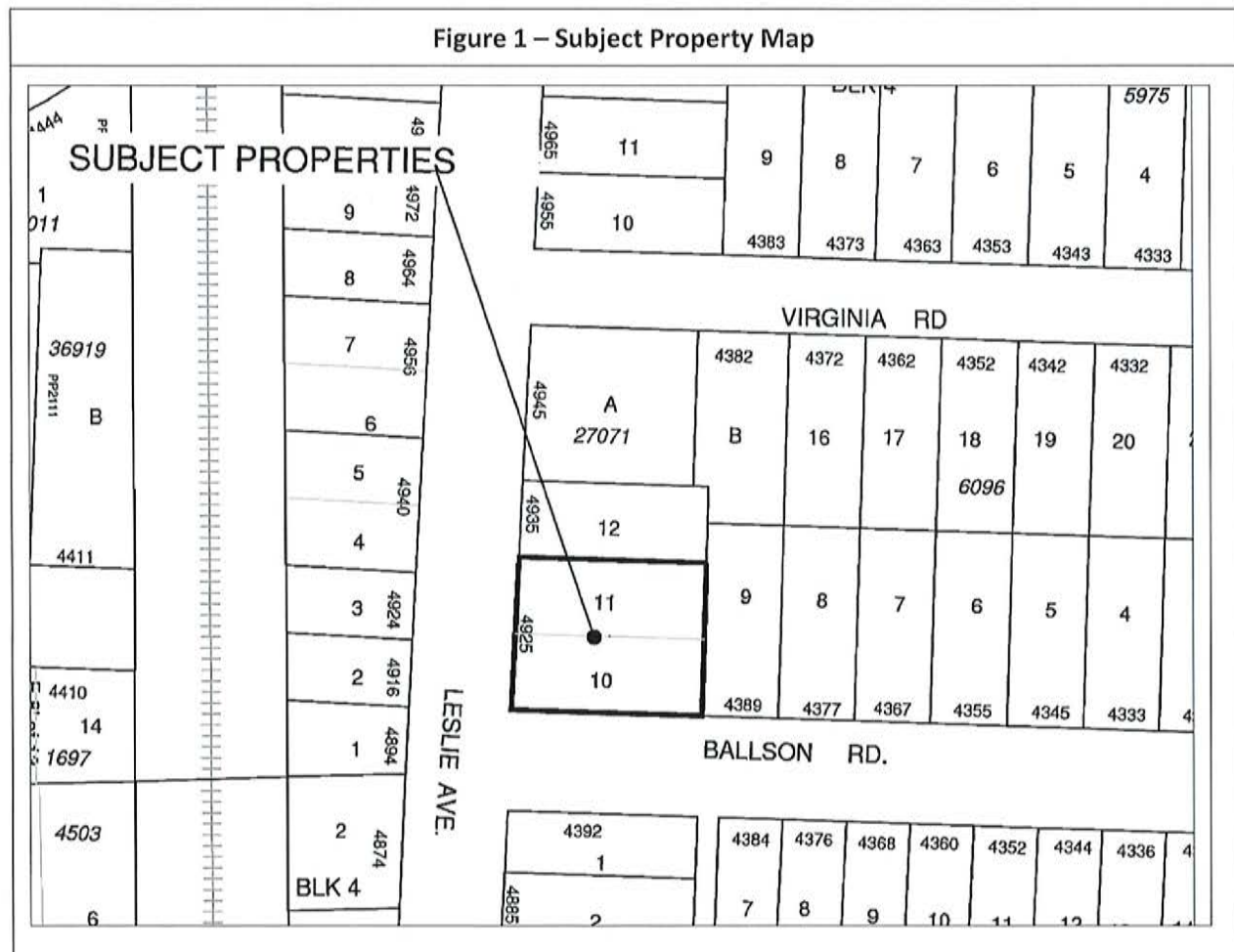
The City has received an application to rezone the properties at 4925 Leslie Avenue from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential*. The applicant is proposing to consolidate the two existing lots and reconfigure them to place the existing house on one lot and create the new lots according to the *R3 Small Lot Single Family Residential* site regulations. This would allow one new small lot single-family dwelling to be constructed. The application requires a map amendment to *Zoning Bylaw No. 4832*.

#### BACKGROUND

The properties at 4925 Leslie Ave are currently occupied by a single-family dwelling which crosses both legal parcels. Lot 11 has frontage onto Leslie Ave, while Lot 10 sits on the corner with frontage onto both Leslie Avenue

and Ballson Road. The site is located three blocks north of Johnston Street (Hwy 4) in a neighbourhood characterized by mid-century single-family homes.

Table 1 – Site Context	
Location	Northeast corner lot of the intersection of Leslie Avenue and Ballson Road approximately 375m north of Johnston Road.
Current Zoning	R1 Single Family Residential
Proposed Zoning	R3 Small Lot Single Family Residential
Total Area	1153 m2 (0.28 acres)
Official Community Plan (OCP)	<ul style="list-style-type: none"> <li>• Schedule A - Land Use Map: Residential (RES)</li> <li>• Schedule B Development Permit Areas Map: N/A</li> </ul>
Relevant Guidelines	<ul style="list-style-type: none"> <li>• Section D Plan Policies – 4.0 Residential</li> <li>• Section D Plan Policies – 4.2 Residential (RES)</li> </ul>





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Current Official Community Plan (OCP) and Zoning Bylaw Designations

In the OCP, the subject property is currently designated *Residential on Schedule A – Land Use Map* which permits one and two-family dwellings. According to OCP policy, properties designated *Residential* are not required to be within a Development Permit Area. No OCP amendments are required for this application. In the Zoning Bylaw, the properties are currently classified *R1 Single Family Residential on Schedule A – Zoning Map*. A map amendment to the Zoning Bylaw No.4832 is required. This proposed map amendment aligns with the OCP Land Use Designation-Residential (RES).

Surrounding Land Use

The surrounding neighbourhood includes properties zoned *R1 Single Family Residential, R2 One and Two Family Residential, R3 Small Lot Single Family Residential, and P2 Parks and Recreation*. The zoning classification of the surrounding neighbourhood is R1 with a few R3 properties to the east between Gordon Avenue and Regina Avenue. West of the rail corridor is a neighbourhood zoned R2. The portion of the Johnston Road corridor nearest the site is zoned R1 and *C7 Core Business*. To the north at the end of Leslie Avenue is the Kitsuksis Creek green space and parkland.

Table 2 – Neighbourhood Land Use Mix	
North	P2 Parks and Recreation, R1 Single Family Residential
South	R1 Single Family Residential, P2 Parks and Recreation
East	R3 Small Lot Single Family Residential, R1 Single Family Residential, R2 One and Two Family Residential
West	ACRD – Rural District (A2)

Status of the Application

The application was reviewed by the Advisory Planning Commission (APC) at their meeting on June 16, 2022. The APC passed a motion recommending that Council support the proposed rezoning at 4925 Leslie Avenue. Meeting minutes are attached.

**ALTERNATIVES/OPTIONS**

1. That "Zoning Map Amendment No.53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be introduced and given two readings and that Council waive the public hearing for the proposed bylaw in accordance with section 464 (2) of the *Local Government Act*, as the proposed amendment aligns with the Official Community Plan designations and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the bylaw.
2. Provide alternative direction.
3. Do not proceed with the proposed bylaw amendment.

## ANALYSIS

The applicant is proposing to rezone the property from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential*. Both are single family zones, though the R3 zone has a lower minimum lot size, shorter minimum frontage, reduced front and rear yard setbacks, and higher maximum lot coverage. Unlike the R1 zone, the R3 zone does not permit secondary suites.

The proposed rezoning aligns with Residential (RES) designation on *Schedule A - Land Use Map* in the OCP, and aligns with policy 4.2.4 regarding residential infill being "*suitably integrated into the adjacent neighbourhood*". Staff do not anticipate any impact on the surrounding neighbourhood resulting from this development. Increased traffic will be limited to one additional household as the R3 zone does not permit secondary suites.

In order for the subdivision to move forward, the proposed Zoning Bylaw amendment No. 5059 must first be considered and then adopted by Council.

### Site Layout

A proposed site plan is attached to this report. The applicant is proposing to create two lots which meet the requirements of the R3 zone site development regulations. The existing dwelling would remain on future Lot A with a new property (future Lot B) created to the east. A new small lot single-family house would be constructed on the future Lot B.

Currently, the front lot lines of both properties are on Leslie Avenue. Upon subdivision the front lot lines of both properties would be on Ballson Road (see attached plan). Lot B would be accessed from Ballson Road.

Table 3 – Proposed Lot Dimensions and R3 Site Development Regulations				
<i>Site Regulations</i>	<i>R1 Single Family Residential</i>	<i>R3 Small Lot single Family Residential</i>	<i>Lot A</i>	<i>Lot B</i>
<i>Minimum Lot Area</i>	600 m <sup>2</sup>	350 m <sup>2</sup>	588 m <sup>2</sup>	565 m <sup>2</sup>
<i>Minimum Frontage</i>	15 m	10 m <sup>2</sup>	19.33 m	18.86 m
<i>Maximum Lot Coverage</i>	40%	50%	16% (existing)	50% (max.)

### Infrastructure and Servicing

Utility service upgrades may be required during development. The Engineering Department has provided an Engineering Services report with details on improvements and required site information. Since the applicant intends to subdivide, these requirements will be confirmed by the Approving Officer and the Engineering Department during the subdivision process. The applicant will be responsible for the cost of all improvements.



## REFERRALS

Agency/department	Comments
CPA Engineering Department	See attached Engineering Servicing report. Requirements to be addressed at subdivision.
CPA Parks and Recreation Department	<i>Interests unaffected.</i>
Fire Department	<i>This is a residential property and as long as they give access to the property by a street or adequate laneway as per the access to building document, the fire department has no issue with the amendment.</i>
RCMP	<i>No objections to the proposed.</i>
Fortis	<i>Fortis BC has existing gas mains on Leslie Ave, 1 m west of 4925 Leslie Ave property line, as well as the south side of Ballson Rd, 2.5m from the north property line. Currently, there are no service connections on the lot(s) being subdivided and will have no conflict with Fortis BC. We can connect to each of the subdivided lots in the future if requested. Approval Recommended for Reasons Outlined</i>
Min. Transportations and Infrastructure	<i>MOTI interests are unaffected, no objections</i>

## IMPLICATIONS

Supporting this application at 4925 Leslie Avenue would enable a subdivision to create a vacant residential lot, which the applicant intends to construct a single-family dwelling upon. Council should consider the appropriateness of the proposal including potential neighbourhood impacts, and potential benefit to the community.

## COMMUNICATIONS

The proposed Zoning Map Amendment Bylaw No. 5059 is consistent with the Official Community Plan and meets the criteria for Council to pass a resolution to waive the Public Hearing under section 464 (2) of the *Local Government Act*, and issue public notice (s.467).

If Council does not waive the public hearing, a date can be set for August 8, 2022 at 6:00 pm. If Council chooses to advance the application to a Public Hearing staff will proceed with all required statutory notices. This will include notification to owners and occupants within 75 metres as per section 5 of the City's *Development Application Notice Bylaw No. 4614*, and notice in the newspaper as required by sections 465 and 466 of the *Local Government Act*.



Additionally, the BC Ministry of Transportation and Infrastructure will be required to sign-off on the bylaw amendment since the property is located within 800m of a provincial highway. Approvals must be provided before final adoption of the bylaw can be considered. To date, MOTI has provided no objection to the application.

## **BYLAWS/PLANS/POLICIES**

### Official Community Plan

Section D, Policy 4.2.4 on Residential (RES) land use, states: *"The City supports the development of residential infill provided that the scale and character are suitably integrated into the adjacent neighbourhood"*.

### Zoning Bylaw No.4832

The application is to amend *Zoning Bylaw No. 4832*. The following map amendment is proposed:

1. Change the zoning classification of 4925 Leslie Avenue from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential* on *Schedule A – Zoning Map*.

## **SUMMARY**

This application is proposing to rezone the property at 4925 Leslie Avenue from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential*, for the purpose of subdividing and constructing an additional dwelling. The Development Services Department supports this application because it aligns with the *Residential* land use designation in the OCP and policy 4.2.4 regarding infill development.

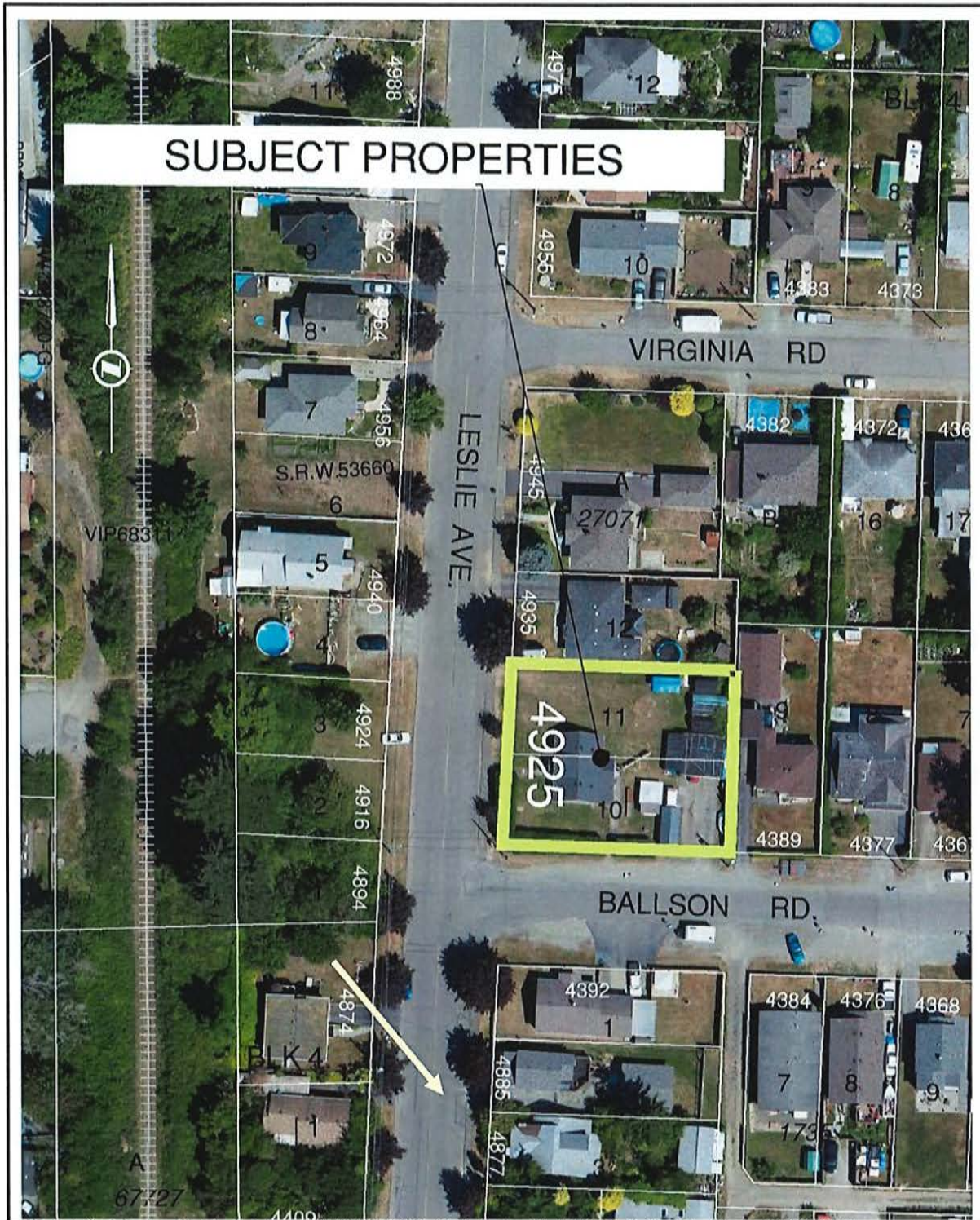
## **ATTACHMENTS/REFERENCE MATERIALS**

- *Subject Property Map – 4925 Leslie Avenue*
- *OCP Land Use Designation*
- *Current Zoning Bylaw Classification*
- *Proposed Site Plan*
- *Proposed Zone Description – Zoning Bylaw No. 4832*
- *Advisory Planning Commission June 16, 2022 Meeting Minutes*
- *Engineering Servicing Report – June 13, 2022 4925 Leslie Avenue*
- *Zoning Map Amendment No. 53 (4925 Leslie Avenue - Needham), Bylaw No. 5059.*

copy: T. Slonski, Director of Corporate Services

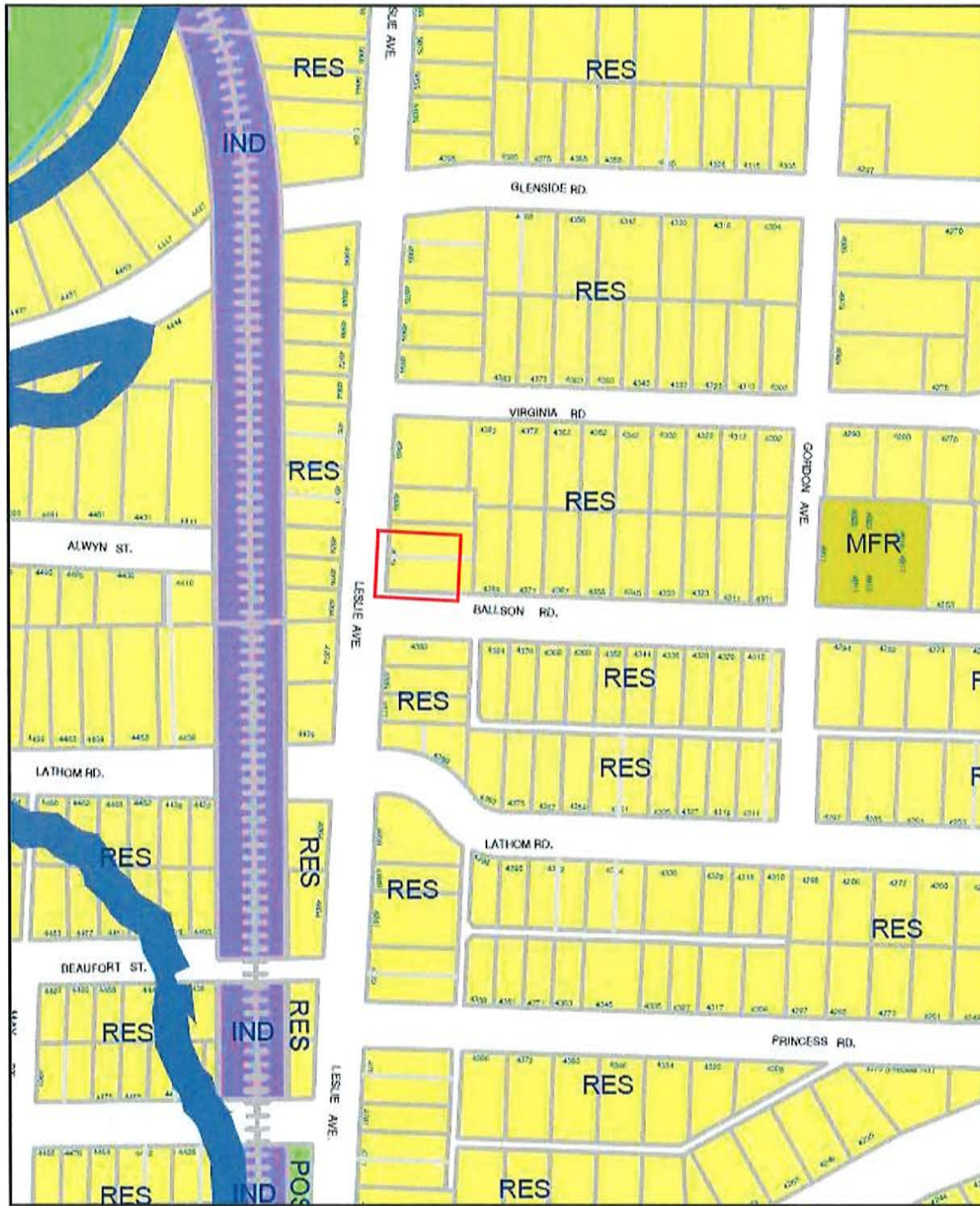
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SUBJECT PROPERTY MAP – 4925 LESLIE ROAD



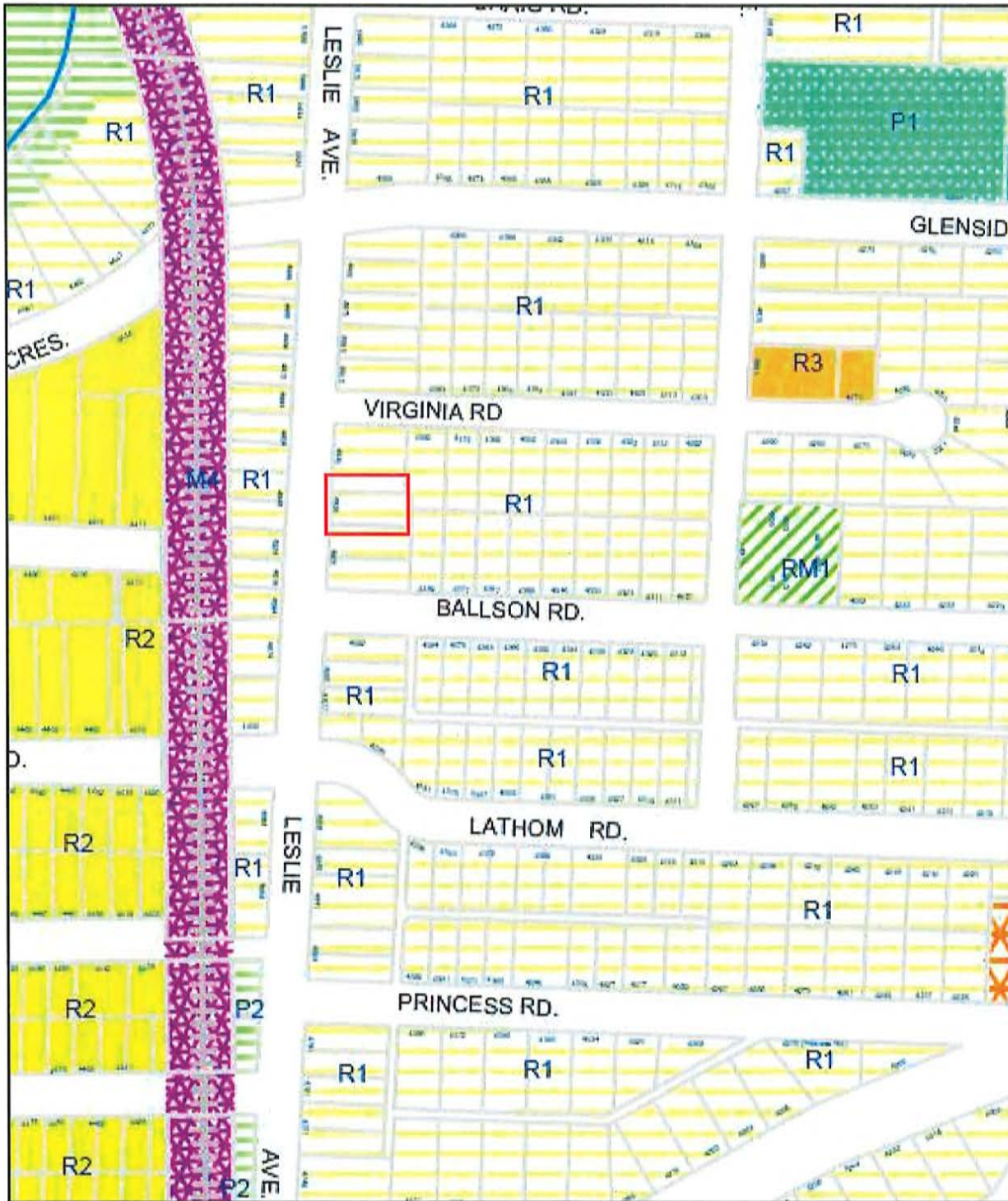


OCP LAND USE DESIGNATION

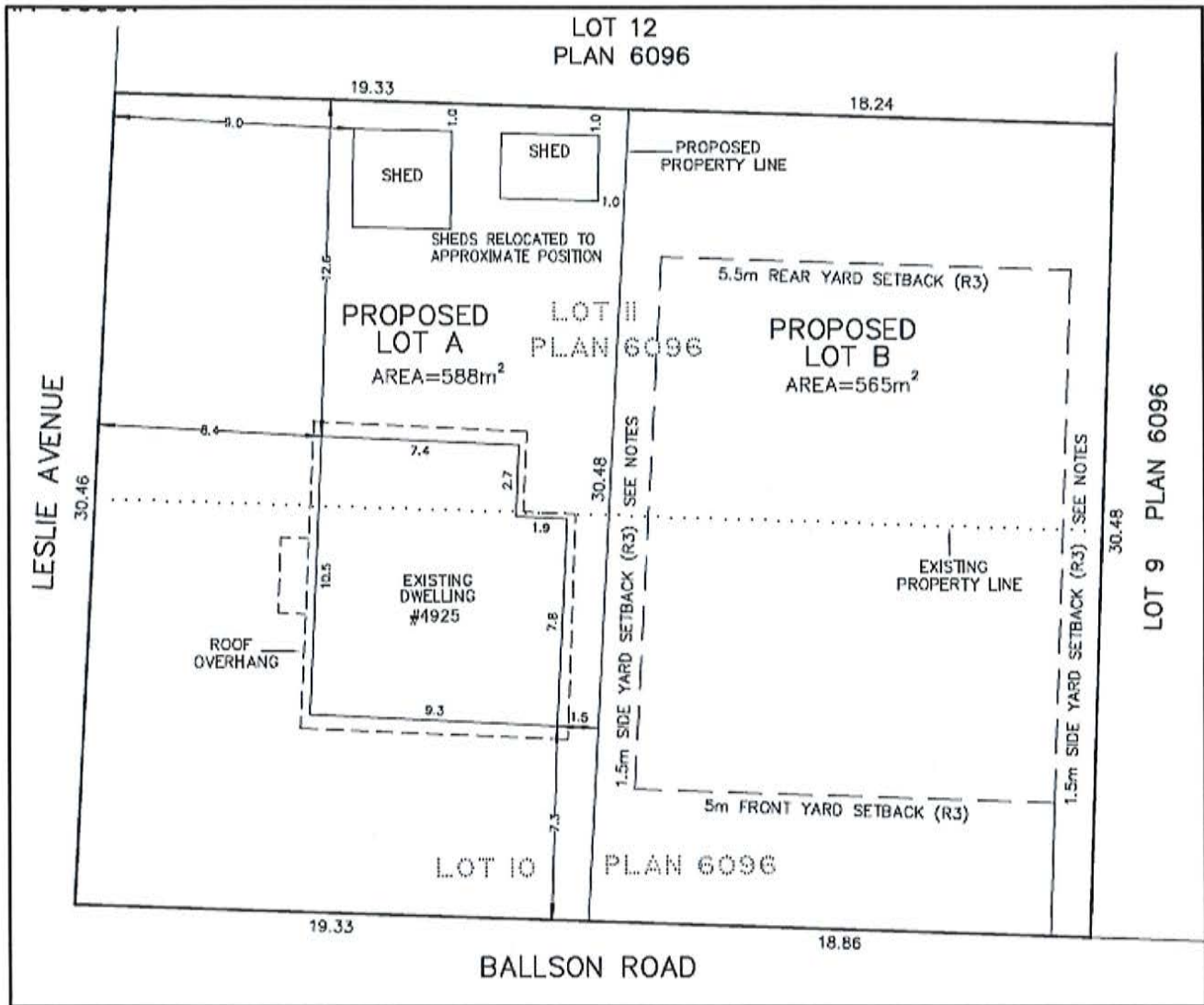




CURRENT ZONING BYLAW CLASSIFICATION



PROPOSED SITE PLAN – 4925 LESLIE AVENUE



PROPOSED ZONE DESCRIPTION – ZONING BYLAW NO. 4832

Bylaw 4832

**R3 – SMALL LOT SINGLE FAMILY RESIDENTIAL**

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

5.13.1 Permitted uses

Principal Uses

Single family dwelling

Accessory Uses

Home occupation

5.13.2 Site Development Regulations

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

5.13.3 Conditions of Use

Notwithstanding the provisions of 5.13.2,

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



# CITY OF PORT ALBERNI

## BYLAW NO. 5059

### 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 Map Amendment No. 53 (4925 Leslie Avenue - Needham) Bylaw No. 5059"**.

2. Zoning Amendment

2.1 Lot 10 and Lot 11, District Lot 13, Alberni District, Plan 6096 (Lot 10 PID: 005-909-538 and Lot 11 PID: 005-909-554), located at **4925 Leslie Avenue** and shown shaded on Schedule A, attached hereto and forming part of this bylaw, are hereby rezoned from 'R1 Single Family Residential' to **'R3 Small Lot Single Family Residential'**.

3. Map Amendment

Schedule "A" (Zoning 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 27<sup>th</sup> day of June, 2022.

**READ A SECOND TIME** this 27<sup>th</sup> day of June, 2022.

**A PUBLIC HEARING WAS WAIVED** this 27<sup>th</sup> day of June, 2022.

**READ A THIRD TIME** this     day of     , 2022.

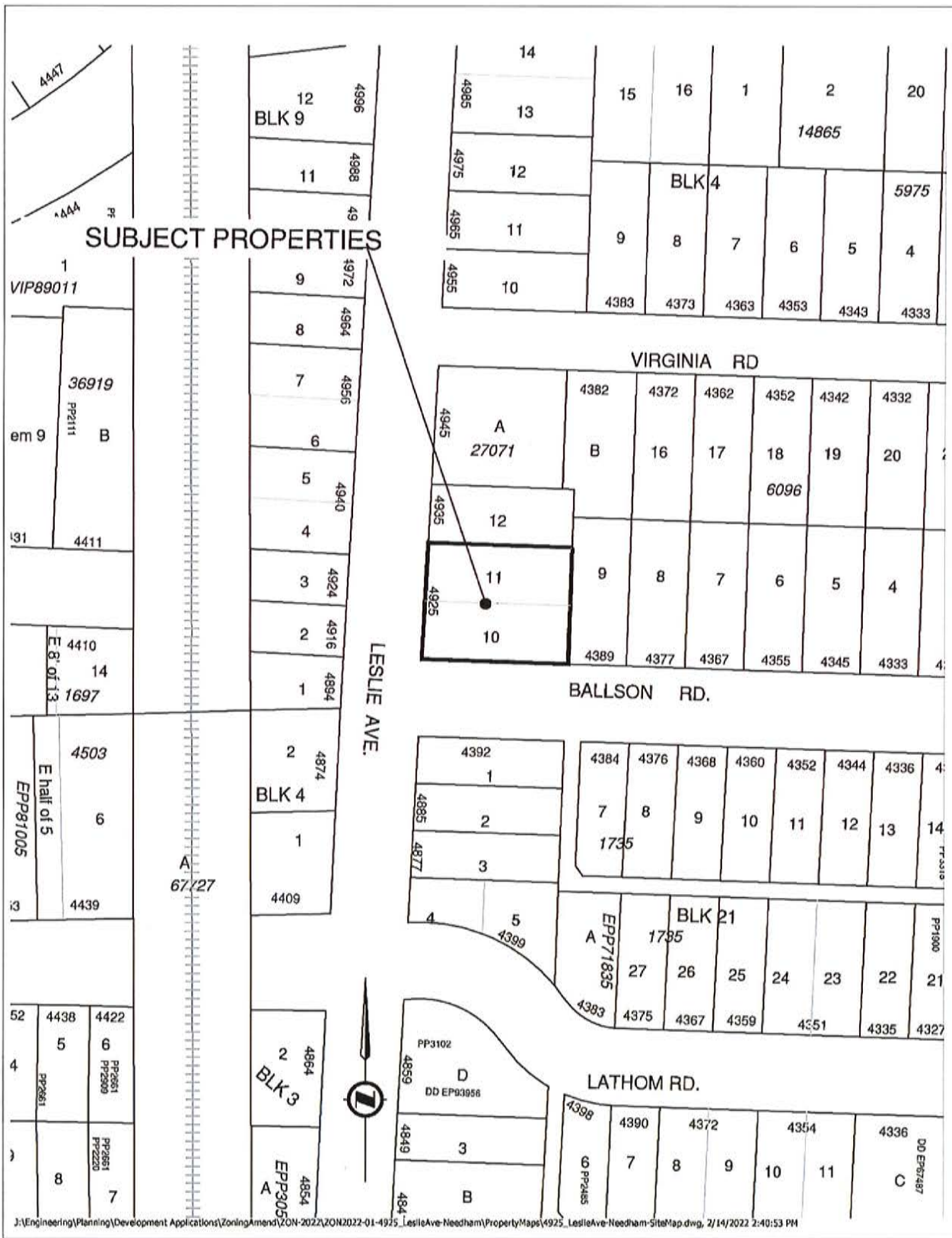
**RECEIVED** the approval by the Ministry of Transportation this     day of     , 2022.

**ADOPTED** this     day of     , 2022.

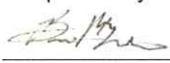
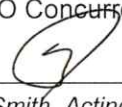
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

## Schedule "A" to Bylaw No. 5059



Date: July 29, 2022  
File No: 3360-20-BURDE & 5<sup>TH</sup>  
To: Mayor & Council  
From: Scott Smith – Acting CAO | Director of Development Services  
SUBJECT: **DEVELOPMENT APPLICATION – Proposed OCP & Zoning Bylaw Amendments – Multi-Family Residential In-Fill at 4835 & 4825 Burde Street, and 3618 & 3614 5<sup>th</sup> Avenue | Final Reading**  
PARCEL C (BEING A CONSOLIDATION OF LOTS 10 AND 11, SEE CB54990) BLOCK 46 DISTRICT LOT 1 ALBERNI DISTRICT PLAN 197B (PID: 031-732-542)  
PARCEL B (BEING A CONSOLIDATION OF LOTS 12 AND 13, SEE CB54989) BLOCK 46 DISTRICT LOT 1 ALBERNI DISTRICT PLAN 197B (PID: 031-732-534)  
**Applicant:** Gary Carniato dba Quad Developments Ltd.

Prepared by:  B. McLoughlin Development Planner	Supervisor: <b>M. Wade</b> MANAGER OF PLANNING	CAO Concurrence:  S. Smith, Acting CAO
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## RECOMMENDATIONS

- THAT "Official Community Plan Amendment No. 36 (5<sup>th</sup> Avenue & Burde Street - Carniato), Bylaw No. 5042" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5042.
- THAT "Zoning Text Amendment No. T30 (CD3 - Comprehensive Development – Multi-Family Residential Infill – 5<sup>th</sup> Avenue & Burde Street), Bylaw No. 5043" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5043.
- THAT "Zoning Map Amendment No.47 (5<sup>th</sup> Avenue & Burde Street - Carniato), Bylaw No. 5044" be Now finally adopted, signed by the Mayor and Corporate Officer and numbered 5044.

## PURPOSE

That Council consider final adoption of Official Community Plan Amendment No.36 and Zoning Text Amendment No. T30 and Zoning Map Amendment No. 47 to enable a high-density multi-family in-fill development at the following properties: 4835 & 4825 Burde Street, 3618 & 3614 5<sup>th</sup> Avenue.

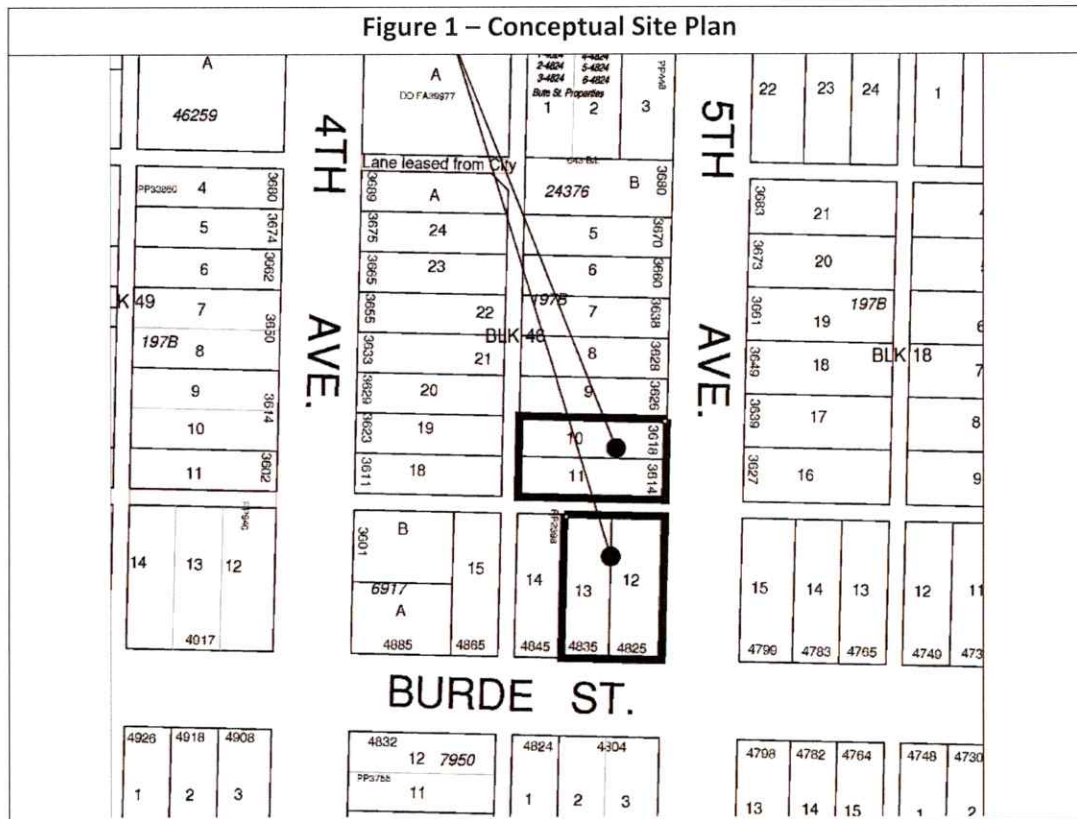
## BACKGROUND

On April 11, 2022 Council gave 3<sup>rd</sup> Reading to the amending bylaws and passed a motion requiring the applicant to meet the following conditions prior to consideration of final adoption:

- Consolidate the subject properties into two parcels on either side of the laneway.
- Submit an estimate in the amount required for completion of off-site works as determined by the City's Engineering Department.



The applicant has satisfied these conditions and staff have brought the bylaw amendments to Council to consider adoption



#### ALTERNATIVES/OPTIONS

The Development Services Department supports Option #1.

1. Proceed with Final adoption of the amending bylaws.
2. Do not proceed.
3. Provide alternative direction to staff.

#### ANALYSIS

Staff reviewed the application according to criteria in the OCP for re-designation of lands as Multi-Family Residential (MFR) paraphrased in the list below:

1. Walkability and Distance to Services
2. Proximity to major collectors and arterial roadways
3. Compatibility with adjacent land uses

Staff determined that the proposed development application satisfies these OCP criteria. For a full analysis including details of the proposed Comprehensive Development zone (CD2) see the attached staff report dated March 30, 2022 for Council meeting of April 11, 2022.

## IMPLICATIONS

This application will create 40 units of bachelor and 1-bedroom rental housing that is in high demand according to the recent *Alberni Valley Housing Needs Assessment*. However, these properties are located in a neighbourhood that includes single-family housing, and there may be impacts related to this development including increased traffic, noise, decreased privacy, and building shadows. Staff consider these to be mitigated by the design of the site, however they are common sources of public concern in the development of multi-family housing.

Staff support this application because it will enable the development of much needed housing in a location that meets the guidance for consideration of new multi-family lands in the OCP.

## BYLAWS/PLANS/POLICIES

The proposed amendments to the bylaws will create a new Comprehensive Development (CD) zone to enable a multi-family development. These proposed amendments entail:

1. Change the designation of 4835 & 4825 Burde Street from *General Commercial* to *Multi-Family Residential* on the OCP Bylaw Future Land Use Map
2. Remove the property at 4835 & 4825 Burde Street from *Development Permit Area No.2 Commercial Development* and add it to *Development Permit Area No.1 Multiple Family Residential*.
3. Change the zoning classification of 4835 & 4825 Burde Street from *RM2 Medium Density Multiple Family Residential* to "*CD3 – Comprehensive Development – Multi Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5<sup>th</sup> Ave.*"
4. Change the zoning classification of 3618 & 3614 5<sup>th</sup> Avenue from *C3-Service Commercial* to "*CD3 – Comprehensive Development – Multi Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5<sup>th</sup> Ave.*"
5. Add the following text to Part 5 section 5.1 *Establishment of Zones*: "*CD3 – Comprehensive Development – Multi Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5<sup>th</sup> Ave.*"
6. Add the attached zone description to "*CD3 – Comprehensive Development – Multi Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5<sup>th</sup> Ave.*" as a new section under *Part 5 Establishment of Zones*.
7. Add a definition for '*Residential Rental Tenure*' to the Zoning Bylaw under *Section 4 – Definitions* as follows:

**“Residential Rental Tenure** means, in relation to a dwelling unit in a multi-family residential building or multiple dwelling, a tenancy governed by a tenancy agreement that complies with the Residential Tenancy Act”.

## SUMMARY

Following 3<sup>rd</sup> Reading on March 30, 2022 the applicant has satisfied all conditions of the development application. Should Council proceed with final adoption of the associated bylaws, it will create a Comprehensive Development (CD) zone that would apply only to the newly created parcels.

Staff consider this proposal to meet the policy guidelines established in the OCP for Council’s consideration of new Multi-Family Residential lands. While there may be minor impacts on adjacent properties, these are not uncommon for the development of multi-family housing, and the applicant has used the flexibility allowed by a CD zone to mitigate these affects where possible. Given the need for housing in Port Alberni, staff support this application including the creation of a CD zone.

Respectfully submitted,



Brian McLoughlin, MCP  
Development Planner

## ATTACHMENTS:

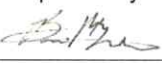
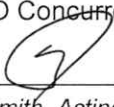
- *Attachment 1: Council Report April 11, 2022*
- *Official Community Plan Amendment No. 36 (5th Avenue & Burde Street - Carniato), Bylaw No. 5042*
- *Zoning Text Amendment No. T30 (CD3 - Comprehensive Development – Multi-Family Residential Infill – 5th Avenue & Burde Street), Bylaw No. 5043*
- *Zoning Map Amendment No.47 (5th Avenue & Burde Street - Carniato), Bylaw No. 5044*

C: T. Slonski, Director of Corporate Services  
R. Dickinson, Director of Engineering and Public Works

J:\Engineering\Planning\Development Applications\ZoningAmend\ZON-2021\ZON2021-06-5thAve-BurdeSt-QuadDevelopments\Council\FINAL\_ZON21-06 - 5thAve\_BurdeSt-Council Memo final reading.docx



Date: March 30, 2022  
File No: 3360-20-BURDE & 5<sup>TH</sup>  
To: Mayor & Council  
From: Scott Smith – Acting CAO | Director of Development Services  
SUBJECT: **DEVELOPMENT APPLICATION – Proposed OCP & Zoning Bylaw Amendments – Multi-Family Residential In-Fill at 4835 & 4825 Burde Street, and 3618 & 3614 5<sup>th</sup> Avenue | 3<sup>rd</sup> Reading**  
LOT 10, BLOCK 46, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197B  
LOT 11, BLOCK 46, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197B  
LOT 12, BLOCK 46, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197B  
LOT 13, BLOCK 46, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197B  
**Applicant:** Gary Carniato dba Quad Developments Ltd.

Prepared by:  B. McLoughlin Development Planner	Supervisor: <b>M. Wade</b> MANAGER OF PLANNING	CAO Concurrence:  S. Smith, Acting CAO
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#### RECOMMENDATIONS

- a. THAT "Official Community Plan Amendment No. 36 (5<sup>th</sup> Avenue & Burde Street - Carniato), Bylaw No. 5042" be read a third time.
- b. THAT "Zoning Text Amendment No. T30 (CD3 - Comprehensive Development – Multi-Family Residential Infill – 5<sup>th</sup> Avenue & Burde Street), Bylaw No. 5043" be read a third time.
- c. THAT "Zoning Map Amendment No.47 (5<sup>th</sup> Avenue & Burde Street - Carniato), Bylaw No. 5044" be read a third time.
- d. THAT as part of the development process the applicant be required to complete the following before Council considers final adoption of Bylaw No.'s 5042, 5043, 5044:
  - i. Consolidate the subject properties into two parcels on either side of the laneway.
  - ii. Submit an estimate in the amount required for completion of off-site works as determined by the City's Engineering Department.

## PURPOSE

To consider 3<sup>rd</sup> Reading of amendments to the Official Community Plan (OCP) and Zoning Bylaw to enable a high-density multi-family in-fill development at the following properties: 4835 & 4825 Burde Street, 3618 & 3614 5<sup>th</sup> Avenue.

## BACKGROUND

The applicant is proposing to build 40 affordable apartments in two separate three-storey buildings. They are also proposing the City create a new Comprehensive Development zone for the project with occupancy limited to Residential Rental Tenure.

### Current OCP Land Use & Zoning

In the Official Community Plan (OCP) the properties at 3618 & 3614 5<sup>th</sup> Avenue are designated as *Multi-Family Residential*, while the parcels addressed 4835 & 4825 Burde Street are designated *General Commercial*.

In the Zoning Bylaw, the parcels at 4835 & 4825 Burde Street are zoned *C3 Service Commercial*. The parcels addressed 3618 & 3614 5<sup>th</sup> Avenue are zoned *RM2 Medium Density Multiple Family Residential*.

### Official Community Plan (OCP)

The OCP provides policy direction regarding the regulation of Multi-Family Residential lands. This includes where the City should consider the designation of new Multi-Family Residential land and additional density. The current application proposes to change the OCP land use designation of 4835 & 4825 Burde Street from *General Commercial* to *Multi-Family Residential*. Table 1 contains OCP policy statements related to Multi-Family land use in Port Alberni.

Table 1 – Relevant OCP Policy for Designation of Multi-Family Residential Lands	
<i>Table 3 – Multi-Family Residential</i>	<ul style="list-style-type: none"> <li>• <i>This type of residential should be located in proximity to community services or major amenities.</i></li> </ul>
<i>Plan Policies - 4.0 Residential – Multi-Family Housing</i>	<p><i>Typically, this form of housing is within or adjacent to established single-family residential neighbourhoods.</i></p> <ul style="list-style-type: none"> <li>• <i>They are also typically situated near strategic amenity or service locations such as commercial nodes, parks, schools, community facilities, or in relation to significant transportation corridors.</i></li> <li>• <i>The objective is to facilitate compact urban form which reduces vehicle trips, increases the likelihood of social interaction, increases the economic viability of commercial nodes, and leads to a more sustainable lifestyle.</i></li> </ul>

4.1 General Provisions	<p><i>Council Policy</i></p> <p>2. The provision of a wide-range of housing choice for the benefit of all demographic and socioeconomic segments is encouraged.</p> <p>3. The City supports efforts to provide integrated special needs, affordable, and rental housing within the community.</p> <p>4. The City will encourage greater residential density in locations near commercial nodes and near transit routes.</p>
4.3 Multi-Family Residential (MFR)	<p><i>Council Policy</i></p> <p>3. Land designated Multi-Family Residential (MFR) on Schedule “A” (Land Use Map) shall be designated as a Development Permit Area to control the form and character of development in order to ensure an appropriate fit with the adjacent neighbourhood.</p> <p>4. When considering re-designation of areas to Multi-Family Residential (MFR), the City shall consider the following criteria:</p> <ul style="list-style-type: none"> <li>• Should be within walking distance (approximately 800 metres) of commercial, recreational, public/institutional nodes, or community scale parks;</li> <li>• Should be located on or in proximity to major collectors or arterial roads in order reduce traffic impacts on local roads;</li> <li>• An adequate transition between lower density housing, and compatibility with adjacent land uses must be provided;</li> </ul>

#### Alberni Valley Housing Needs Assessment – Final Report

The *Alberni Valley Housing Needs Assessment* was completed by the City in February 2021. The report includes detailed findings regarding the provision of multi-family housing in Port Alberni. In particular, the primary rental vacancy rate reached a low of 0.7% in October 2018 but increased to 3% in October 2020. Also, the report identified that there is a shortage of bachelor and 1-bedroom units, and those with 3+ bedrooms. It concludes that addressing housing affordability by constructing units with 0 – 2 bedrooms is most appropriate given that the cost of smaller dwelling units is generally lower.

In total, the *Alberni Valley Housing Needs Assessment* concluded that between 2021 and 2025 a total of 194 units of housing will need to be added to the community in order to keep up with projected demand. However, this estimate is based on data from the 2016 federal census meaning it may not reflect current conditions in the community.

#### Residential Rental Housing and the Local Government Act

Section 481.1 of the BC *Local Government Act* gives the City the authority to designate lands for multi-family rental housing in the Zoning Bylaw. This power was enacted by the Province in July 2018, and provides municipalities with a means of planning for the creation and retention of rental housing, which can be an important tool for addressing local need for rental housing.



## ALTERNATIVES/OPTIONS

The Development Services Department supports Option #1.

1. Proceed with 3<sup>rd</sup> Reading of the amending bylaws.
2. Do not proceed.
3. Provide alternative direction to staff.

## ANALYSIS

The following section contains an analysis of the OCP and Zoning Bylaw amendments proposed by the applicant. This analysis focuses primarily on high-level land use issues and key qualities of the proposed Comprehensive Development Zone.

### Development Concept

The applicant is proposing to construct two similarly designed 3-storey buildings with an existing laneway for access between them. These buildings would contain 20 dwellings each with a mix of bachelor and 1-bedroom units. In total, 40 dwelling units would be created. These small apartments are considered to be “affordable” in that rental rates are typically at the lower end of the market. The *Alberni Valley Housing Needs Assessment* identifies a need for these units in the community. The design concept also includes elevator access, 4 accessible units, and a large common room in each building.

### Surrounding Area and Land Use

The subject properties are located at the corner of 5<sup>th</sup> Avenue and Burde Street, approximately 2 blocks east of 3<sup>rd</sup> Avenue. The 3<sup>rd</sup> Avenue commercial area is located directly to the east, with a residential neighbourhood to the west. To the north is the Alberni Valley Sobering Centre operated by the Port Alberni Shelter Society. The attached OCP and Zoning maps provide an overview of adjacent property designations and the proximity of nearby uses in relation to the proposed development.

### OCP Guidelines for Designation of lands as Multi-Family Residential

The OCP establishes criteria for Council to consider when designating new lands as Multi-Family Residential. These guidelines form the basis of the following analysis. More detailed information is included in the attached report to the Advisory Planning Commission.

#### *1. Walkability and Distance to Services*

The subject properties are located within a relatively short walking distance of commercial nodes, natural parks, and recreation facilities, making it a desirable location for multi-family development. The walkability of this area is supported by the *Port Alberni Active Transportation Plan* which shows the subject properties to be within the “Commercial Walksheds” created by the 3<sup>rd</sup> Avenue and 10<sup>th</sup> Avenue commercial areas. Increased walkability means more convenient access to recreation, services, and entertainment, and less reliance on automobile travel.

2. *Proximity to major collectors and arterial roadways*

The subject properties are located within close proximity to major collector roads and arterial roads. The property is located on Burde Street which is a major collector, and approximately 170 m from the site is 3<sup>rd</sup> Avenue which is an arterial. Redford Street is also easily accessible from the site along 5<sup>th</sup> Avenue.

3. *Compatibility with adjacent land uses*

The proposed change in OCP land use to *Multi-Family Residential* is generally compatible with adjacent land uses:

- Lands to the west are designated General Commercial
- Lands to the east are designated Residential
- Lands to the north are designated Multi-Family Residential
- Lands to the south are designated Residential

The subject properties are located on a boundary where multiple land uses meet. It is desirable to locate multi-family development on the edges of a commercial area because services and amenities are more accessible to residents. At the same time, it is important to ensure that nearby commercial uses will not negatively impact future residents. Staff consider the nearby commercial uses near Burde Street and 4<sup>th</sup> Avenue to be compatible with multi-family development.

The property at 4845 Burde Street is most likely to be impacted by the change in land use. This property is located to the west of 4835 & 4825 Burde Street, and is designated *General Commercial* in the Official Community Plan. However, it is currently occupied by a two-story residential home. To illustrate how the proposed development will appear next to this property the applicant has provided a Streetscape Study (attached). While the proposed apartment building will have a greater height (12.5 metres), it will cast limited shadows onto the home due to its east/west facing orientation. Given the orientation of the dwelling, the distance between structures, and the relatively low height of the apartment building, staff consider these land uses to be compatible.

Additionally, the Alberni Valley Sobering Centre, which is located directly north of the subject properties at 3626 5<sup>th</sup> Avenue, may be partially impacted by shadows cast from the proposed apartment building at 3618 & 3614 5<sup>th</sup> Avenue. The applicant has provided a preliminary shadow analysis in the attached plans to illustrate this effect.

Zones Comparison

The proposed Comprehensive Development zone has been designed so that it matches the *RM2-Medium Density Multiple Family Residential* zone as closely as possible. The density of the proposed development by Floor Area Ratio is 1.0, which is half-way between that allowed by the RM2 and RM3 zones. The lot coverage and building height also match the RM2 zone. The most significant difference between the proposed CD3 zone and existing multi-family zones is the reduced front, rear, and side yard setbacks. A table comparing the *Site Development Regulations* of the proposed CD3 zone with existing residential zones is in the attached APC report.



### CD3 Zone Conditions of Use

*Conditions of Use* are requirements that must be met in order to develop or use land in a particular zone. In general, the *Conditions of Use* of the proposed CD3 zone are written to grant the developer more flexibility with their site design (i.e. parking, useable open space). However, the *Conditions of Use* are also used to limit the occupancy of dwelling units to *Residential Rental Tenure*.

#### 1. *Parking*

Vehicle access will be provided from the laneway that intersects with 5<sup>th</sup> Avenue, and parking will be available through a combination of surface and under-building spaces. The proposed CD3 zone includes a *Condition of Use* that allows parking to be provided at 1 space per dwelling unit. This is a reduction of 0.25 spaces per unit compared to what is currently required for multi-family development (1.25 spaces per unit). Staff support this reduction because it will ensure each unit has 1 dedicated parking space, which is reasonable given the small size of the apartments. However, this means that visitors will be required to park on the street. Fortunately, there will be considerable street parking available for this development given its location on a corner. At development, the applicant will also be required to improve the road/sidewalk infrastructure to ensure this parking is safe and useable. *Table 4* contains a breakdown of the parking requirements for residential dwelling types in the Zoning Bylaw:

Table 6 – Comparison of Existing Parking Requirements					
Dwelling Type	Suites	Multi-family	Single family	Two family	CD3
Parking Spaces Required per unit	1	1.25	2	4	1

#### 2. *Useable Open Space*

*Useable Open Space* is important for multi-family development because it provides residents with access to safe outdoor space, which has the potential to enhance quality of life. In the Zoning Bylaw, *Useable Open Space* is required for all multi-family developments and may consist of a combination of private balconies, patios, roof top gardens, and side or rear yard spaces. The *Conditions of Use* in the proposed CD3 zone allow flexibility in how this space is provided. Specifically, it allows *Useable Open Space* to be provided in front yard areas. This is necessary due to the small size of the lots, and the need to maintain reasonable front yard setbacks from both Burde Street and 5<sup>th</sup> Avenue. These areas will be landscaped with trees and seating, and the space provided will satisfy the 18 m<sup>2</sup> per dwelling requirement of the Zoning Bylaw. The applicant has also designed each building with a common room containing a large public balcony. This is in addition to the private balconies provided with each dwelling unit.

#### 3. *Residential Rental Tenure*

The *Conditions of Use* for the proposed CD zone restrict occupancy of all dwelling units to '*Residential Rental Tenure*'. This means that all occupancy would need to be governed by a tenancy agreement that complies with the *Residential Tenancy Act*. This would be the first time the City has used its powers to regulate rental housing under the *Local Government Act*. The intent is that units created by this



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development will remain as rental housing, and help meet the need for rental units in the community. The proposed amendments would add a definition for “*Residential Rental Tenure*” to the Zoning Bylaw.

## IMPLICATIONS

At this stage of the application process, Council should consider the appropriateness of the proposal including its location, potential neighbourhood impacts, and potential benefit to the community. This application will create 40 units of bachelor and 1-bedroom rental housing that is in high demand according to the recent *Alberni Valley Housing Needs Assessment*.

However, these properties are located in a neighbourhood that includes single-family housing, and there may be impacts related to this development including increased traffic, noise, decreased privacy, and building shadows. Staff consider these to be mitigated by the design of the site, however they are common sources of public concern in the development of multi-family housing.

Staff support this application because it will enable the development of much needed housing in a location that meets the guidance for consideration of new multi-family lands in the OCP. The pre-application process with the applicant began in November 2020 before the current OCP Review was initiated. Future applications for a CD zone will not be supported by staff until the OCP Review is complete.

## COMMUNICATIONS

As per the requirements of the *Local Government Act*, the applicant has provided an additional opportunity for input from surrounding property owners and occupants. The applicant mailed all adjacent property owners and occupants with invitations to an informal meeting as directed by City staff. The meeting occurred on Sunday December 5, 2021, and written comments from attendees are in the attached APC report along with the invitation letter. Prior to the Public Hearing staff provided all required statutory notifications.

## BYLAWS/PLANS/POLICIES

The applicant is requesting that a new Comprehensive Development (CD) zone be created by the City in order to enable a multi-family development. This would require amendments to the OCP and Zoning Bylaws. A summary of proposed amendments is below:

1. Change the designation of 4835 & 4825 Burde Street from *General Commercial* to *Multi-Family Residential* on the OCP Bylaw Future Land Use Map
2. Remove the property at 4835 & 4825 Burde Street from *Development Permit Area No.2 Commercial Development*, and add it to *Development Permit Area No.1 Multiple Family Residential*.
3. Change the zoning classification of 4835 & 4825 Burde Street from *RM2 Medium Density Multiple Family Residential* to “*CD3 – Comprehensive Development – Multi Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5<sup>th</sup> Ave.*”

4. Change the zoning classification of 3618 & 3614 5<sup>th</sup> Avenue from *C3-Service Commercial* to “*CD3 – Comprehensive Development – Multi Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5<sup>th</sup> Ave.*”
5. Add the following text to Part 5 section 5.1 *Establishment of Zones*: “*CD3 – Comprehensive Development – Multi Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5<sup>th</sup> Ave.*”
6. Add the attached zone description to “*CD3 – Comprehensive Development – Multi Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5<sup>th</sup> Ave.*” as a new section under *Part 5 Establishment of Zones*.
7. Add a definition for ‘*Residential Rental Tenure*’ to the Zoning Bylaw under *Section 4 – Definitions* as follows:

“**Residential Rental Tenure** means, in relation to a dwelling unit in a multi-family residential building or multiple dwelling, a tenancy governed by a tenancy agreement that complies with the *Residential Tenancy Act*”.

## STATUS OF THE APPLICATION

The Advisory Planning Commission (APC) reviewed the application for OCP and Zoning amendments for the subject properties at the January 20, 2022 meeting. Summary meeting minutes are attached to this report. As stated in the minutes, the Commission supported the proposed development and bylaw amendments. Members of APC expressed support for the Residential Rental Tenure requirement, and asked staff to clarify the creation of a new Comprehensive Development zone in relation to the current OCP process. Staff explained to the APC that work on this application was initiated in 2020 before the current OCP Review. Also, that new applications proposing a CD zone would not be supported by staff until the OCP Review is complete.

At the Regular meeting on February 28, 2022, Council gave 1st and 2nd Readings of the amending bylaw, and a Public Hearing was held on March 29, 2022. There were no attendees at the Public Hearing, though Council did receive correspondence expressing opposition to the creation of a Comprehensive Development zone for the development. In addition, there was some confusion between this application and another that Council has yet to consider which Corporate Services clarified with the public.

## SUMMARY

The applicant is requesting amendments to the OCP and Zoning Bylaw that would enable the construction of two apartment buildings, and deliver 40 dwelling units. This would involve the creation of a Comprehensive Development (CD) zone that would apply only to 4835 & 4825 Burde Street and 3618 & 3614 5<sup>th</sup> Avenue.

Staff consider this proposal to meet the policy guidelines established in the OCP for Council’s consideration of new Multi-Family Residential lands. While there may be minor impacts on adjacent properties, these are not uncommon for the development of multi-family housing, and the applicant has used the flexibility allowed by a CD zone to mitigate these affects where possible. Given the need for housing in Port Alberni, staff support this application including the creation of a CD zone.

Respectfully submitted,



Brian McLoughlin, MCP  
Development Planner

ATTACHMENTS:

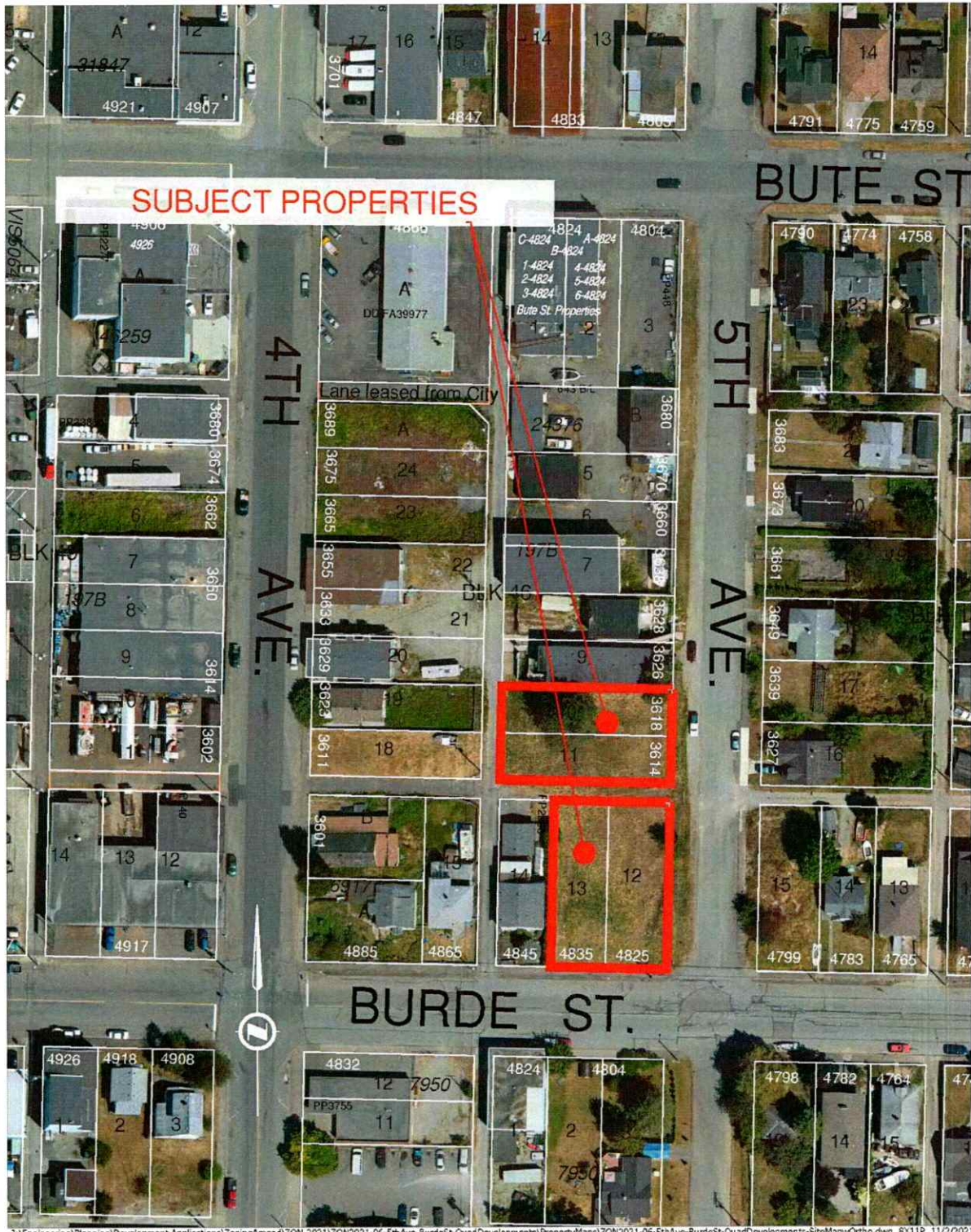
- *Subject Property Map – 3618, 3614 5th Ave & 4835, 4825 Burde Street*
- *OCP Land Use Designations – 3618, 3614 5th Ave & 4835, 4825 Burde Street*
- *Zoning Classifications – 3618, 3614 5th Ave & 4835, 4825 Burde Street*
- *Proposed New Zone Description*
- *Advisory Planning Commission January 20, 2022 Meeting Minutes*
- *Staff Memo - Advisory Planning Commission January 20, 2022 Meeting*
- *Official Community Plan Amendment No. 36 (5th Avenue & Burde Street - Carniato), Bylaw No. 5042*
- *Zoning Text Amendment No. T30 (CD3 - Comprehensive Development – Multi-Family Residential Infill – 5th Avenue & Burde Street), Bylaw No. 5043*
- *Zoning Map Amendment No.47 (5th Avenue & Burde Street - Carniato), Bylaw No. 5044*
- *Public Hearing Minutes March 29, 2022*

C: T. Slonski, Director of Corporate Services

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SUBJECT PROPERTIES MAP – 3618,3614 5<sup>TH</sup> AVE & 4835,4825 BURDE STREET

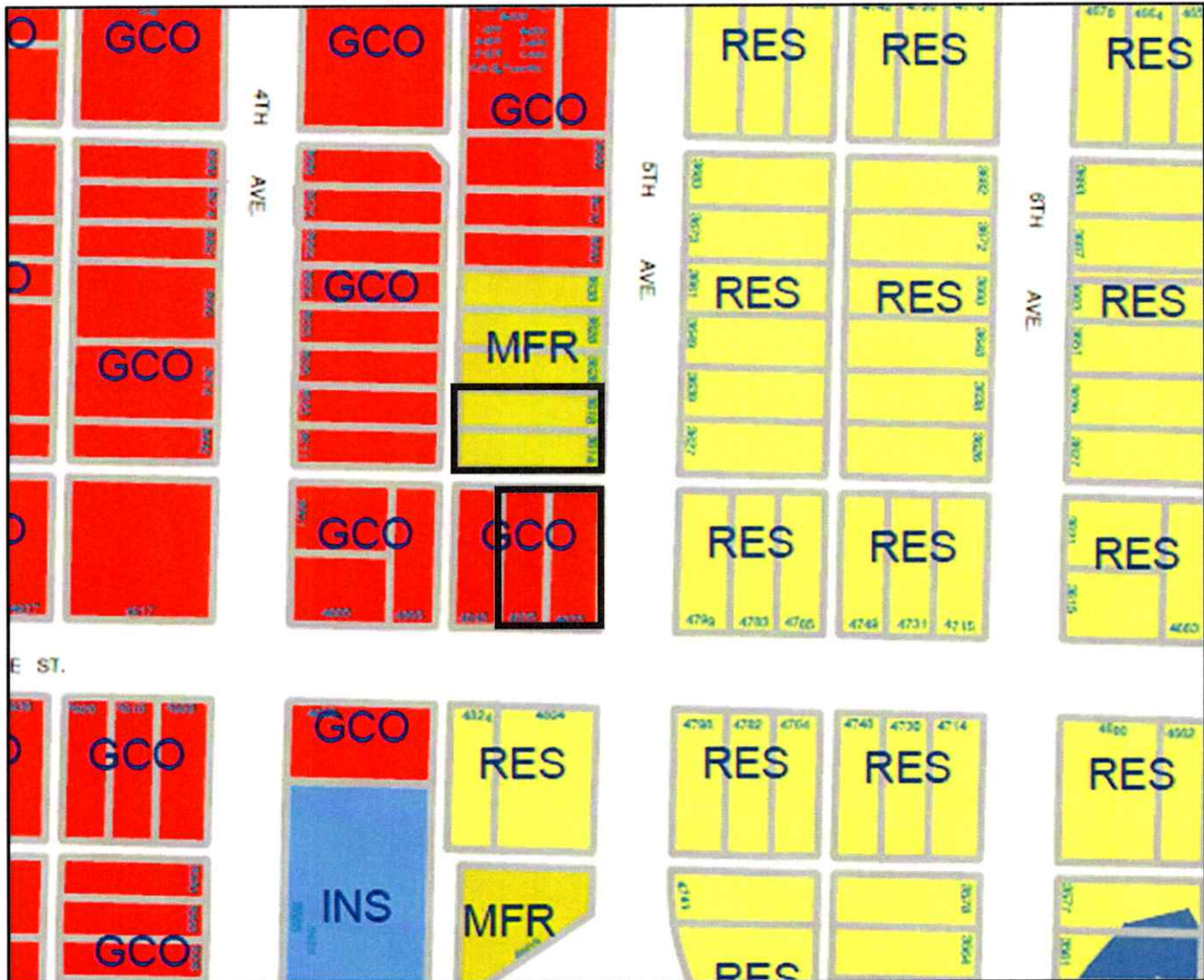


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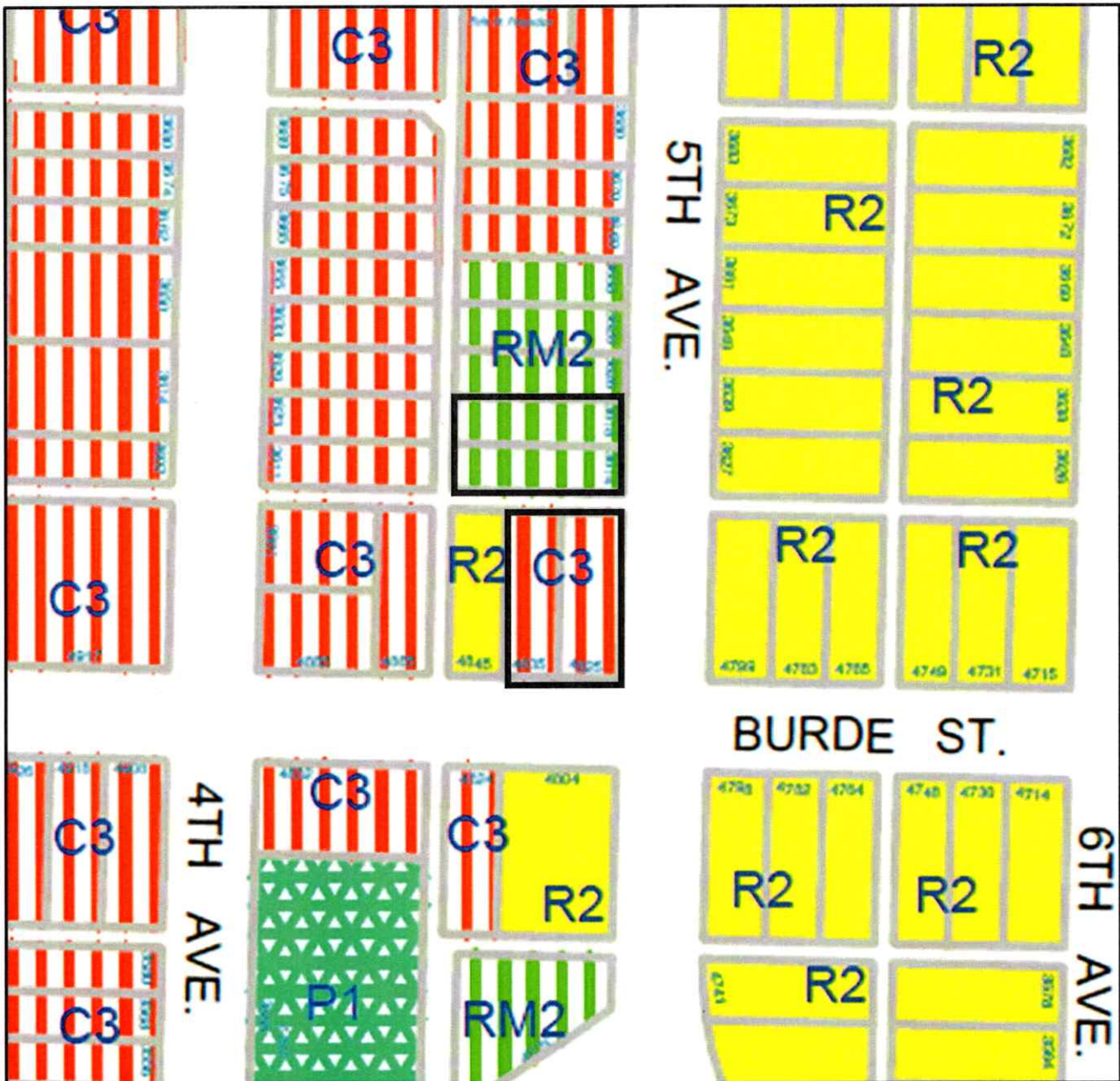
OCP LAND USE DESIGNATIONS – 3618,3614 5<sup>TH</sup> AVE & 4835,4825 BURDE STREET

\*\*The subject properties are outlined in black



ZONING CLASSIFICATIONS – 3618,3614 5<sup>TH</sup> AVE & 4835,4825 BURDE STREET

\*\*The subject properties are outlined in black





## PROPOSED NEW ZONE DESCRIPTION

### ***CD3 – COMPREHENSIVE DEVELOPMENT – MULTI FAMILY RESIDENTIAL INFILL – 4835 & 4825 BURDE ST. AND 3614 & 3618 5<sup>TH</sup> AVE.***

10.1 The purpose of this zone is to provide for in-fill development of multi-family residential rental units.

10.1.1 Permitted uses

Principal Uses

Multiple *family* dwellings

Accessory Uses

Home occupation

10.1.2 Site Development Regulations

Minimum Lot Area	789.7 m <sup>2</sup>	(8,500 ft <sup>2</sup> )
Minimum Frontage	20.7 m	(68.0 ft)
Maximum Coverage	50%	
Minimum Setbacks:		
Front yard	3 m	(9.84 ft)
Rear yard	8 m	(26.25 ft)
Side yard (to street or neighbour)	5 m	(16.4 ft)
Side yard (to Lane)	2 m	(6.56 ft)
Maximum Floor Area Ratio	1.0	
Maximum Height, Principal Building	12.5 m	(41.0 ft)
Maximum Number of Principal Building Storeys	3	

10.1.3 Conditions of Use

- (a) Occupancy of dwelling units is restricted to *Residential Rental Tenure*.
- (b) Notwithstanding any other provision of the Bylaw, on-site parking shall be provided at a rate of one (1) space per dwelling unit.
- (e) Notwithstanding any other provision of the Bylaw, up to eight (8) parking spaces may be Small Car parking spaces.
- (c) Groups multiple *family* dwellings are permitted, as an exception to Section 6.1 of this bylaw.
- (d) Notwithstanding any other provision of the Bylaw, *useable open space* may be provided in a required front yard.

- (e) Home occupation as a permitted use is restricted to office space for a business which is lawfully carried on at another location.
- (f) Notwithstanding Section 6.8.2, waste bins must be screened on three sides at a height not less than 1.5 m and not more than 1.85 m.

CITY OF PORT ALBERNI

BYLAW NO. 5042

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. 36 (5<sup>th</sup> Avenue & Burde Street - Carniato), Bylaw No. 5042**".

2. Official Community Plan Amendments

Respecting the following properties:

- a) **4825 Burde Street** - Lot 12, Block 46, District Lot 1, Alberni District, Plan 197B  
PID: 003-820-157; and
- b) **4835 Burde Street** - Lot 13, Block 46, District Lot 1, Alberni District, Plan 197B  
PID: 003-820-190

as shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw, the following amendments apply:

- 2.1 **Schedule A (Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation on the properties from 'General Commercial' use to '**Multi Family Residential**' use.
- 2.2 **Schedule B (Development Permit Areas Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to remove the properties from 'Development Permit Area No. 2 (General Commercial)' and to include the properties in '**Development Permit Area No. 1 (Multiple Family Residential)**'.

READ A FIRST TIME this 28<sup>th</sup> day of February, 2022.

READ A SECOND TIME this 28<sup>th</sup> day of February, 2022.

A PUBLIC HEARING WAS HELD this 29<sup>th</sup> day of March, 2022.

READ A THIRD TIME this 11<sup>th</sup> day of April, 2022.

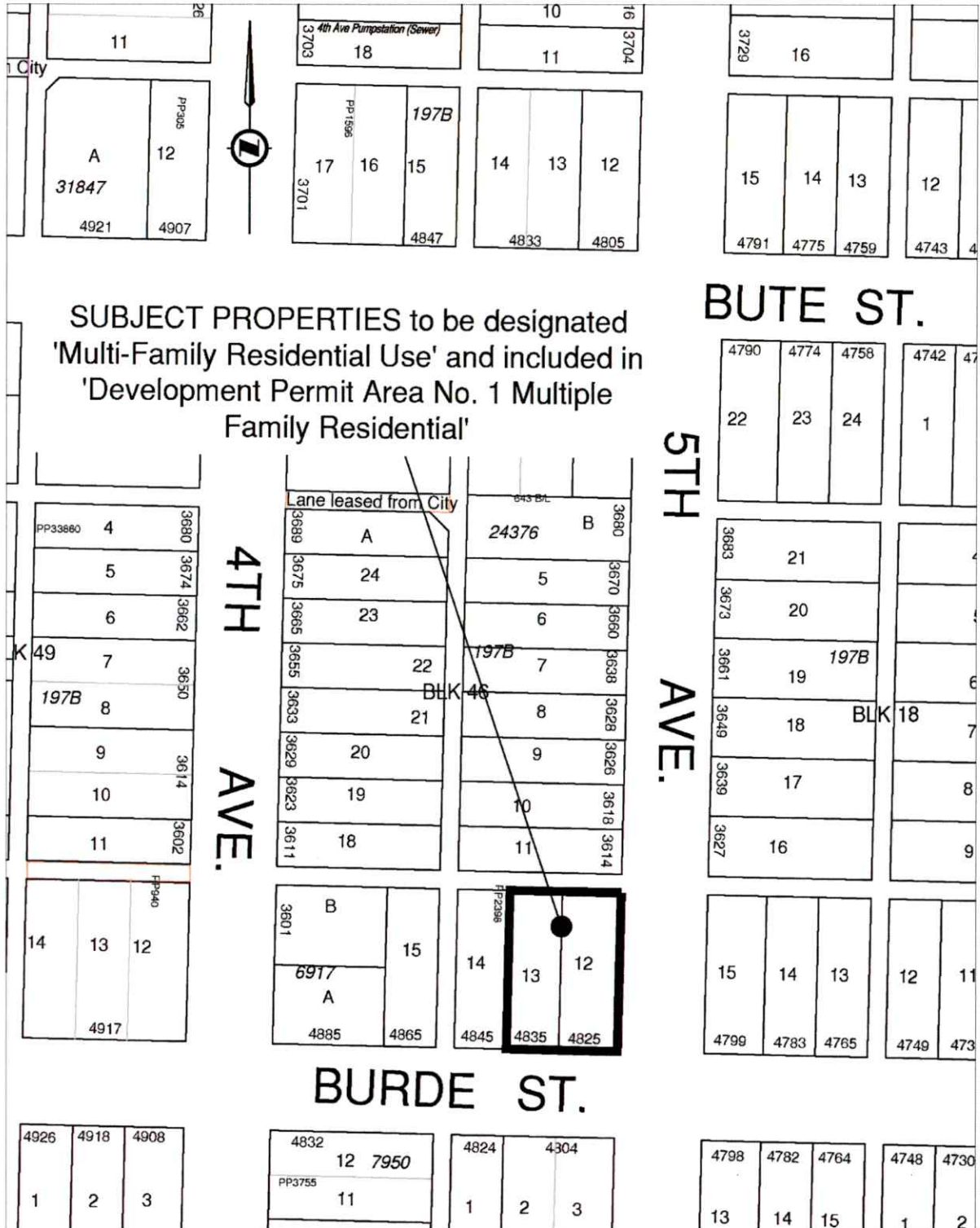
FINALLY ADOPTED this     day of     , 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



# Schedule "A" to Bylaw 5042



OCP2021-04-5thAve-BurdeSt-QuadDevelopments-OCPAmendBylaw\_5042

# CITY OF PORT ALBERNI

## BYLAW NO. 5043

### 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 Text Amendment No. T30 (CD3 - Comprehensive Development – Multi-Family Residential Infill – 5<sup>th</sup> Avenue & Burde Street), Bylaw No. 5043**”.

2. Zoning Text Amendments

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

2.1.1 Adding the following text to Section 4 Definitions:

*“Residential Rental Tenure means, in relation to a dwelling unit in a multi-family residential building or multiple dwelling, a tenancy governed by a tenancy agreement that complies with the Residential Tenancy Act”.*

2.1.2 Adding the following text to Establishment of Zones Section 5.1:

*“CD3 – Comprehensive Development – Multi-Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5<sup>th</sup> Ave.”*

2.2 Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended by adding the following text under Section 8 Comprehensive Development Zones:

“8.3

**CD3 – COMPREHENSIVE DEVELOPMENT – MULTI FAMILY RESIDENTIAL INFILL – 4835 & 4825 BURDE ST. AND 3614 & 3618 5<sup>TH</sup> AVE.**

8.3 The purpose of this zone is to provide for in-fill development of multi-family residential rental units.

8.3.1 Permitted uses

Principal Uses

Multiple family dwellings

Accessory Uses

Home occupation

8.3.2 Site Development Regulations

Minimum Lot Area

789.7 m<sup>2</sup> (8,500 ft<sup>2</sup>)

Minimum Frontage

20.7 m (68.0 ft)

Maximum Coverage

50%

Minimum Setbacks:

Front yard	3 m	(9.84 ft)
Rear yard	8 m	(26.25 ft)
Side yard (to street or neighbour)	5 m	(16.4 ft)
Side yard (to Lane)	2 m	(6.56 ft)
Maximum Floor Area Ratio	1.0	
Maximum Height, Principal Building	12.5 m	(41.0 ft)
Maximum Number of Principal Building Storeys	3	

### 8.3.3 Conditions of Use

- (a) Occupancy of dwelling units is restricted to *Residential Rental Tenure*.
- (b) Notwithstanding any other provision of the Bylaw, on-site parking shall be provided at a rate of one (1) space per dwelling unit.
- (c) Notwithstanding any other provision of the Bylaw, up to eight (8) parking spaces may be Small Car parking spaces.
- (d) Groups of multiple family dwellings are permitted, as an exception to Section 6.1 of this bylaw.
- (e) Notwithstanding any other provision of the Bylaw, useable open space may be provided in a required front yard.
- (f) Home occupation as a permitted use is restricted to office space for a business which is lawfully carried on at another location.
- (g) Notwithstanding Section 6.8.2, waste bins must be screened on three sides at a height not less than 1.5 m and not more than 1.85 m.”.

**READ A FIRST TIME** this 28<sup>th</sup> day of February, 2022.

**READ A SECOND TIME** this 28<sup>th</sup> day of February, 2022.

**A PUBLIC HEARING WAS HELD** this 29<sup>th</sup> day of March, 2022.

**READ A THIRD TIME** this 11<sup>th</sup> day of April, 2022.

**FINALLY ADOPTED** this     day of     , 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer





CITY OF PORT ALBERNI

BYLAW NO. 5044

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 Map Amendment No.47 (5<sup>th</sup> Avenue & Burde Street - Carniato), Bylaw No. 5044**".

2. Zoning Amendment

2.1 The following properties:

- a) **3618 5<sup>th</sup> Avenue** - Lot 10, Block 46, District Lot 1, Alberni District, Plan 197B  
PID: 003-820-092; and
- b) **3614 5<sup>th</sup> Avenue** - Lot 11, Block 46, District Lot 1, Alberni District, Plan 197B  
PID: 003-820-131; and

shown outlined in heavy line on Schedule A, attached hereto and forming part of this bylaw, are hereby rezoned from 'RM2 Medium Density Multiple Family Residential' to '**CD3 – Comprehensive Development – Multi-Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5<sup>th</sup> Ave.**' zone.

2.2 The following properties:

- a) **4825 Burde Street** - Lot 12, Block 46, District Lot 1, Alberni District, Plan 197B  
PID: 003-820-157; and
- b) **4835 Burde Street** - Lot 13, Block 46, District Lot 1, Alberni District, Plan 197B  
PID: 003-820-190

shown outlined in heavy line on Schedule A, attached hereto and forming part of this bylaw, are hereby rezoned from 'C3 Service Commercial' zone to '**CD3 – Comprehensive Development – Multi-Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5<sup>th</sup> Ave.**' zone.

3. Map Amendments

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 28<sup>th</sup> day of February, 2022.

**READ A SECOND TIME** this 28<sup>th</sup> day of February, 2022.

**A PUBLIC HEARING WAS HELD** this 29<sup>th</sup> day of March, 2022.

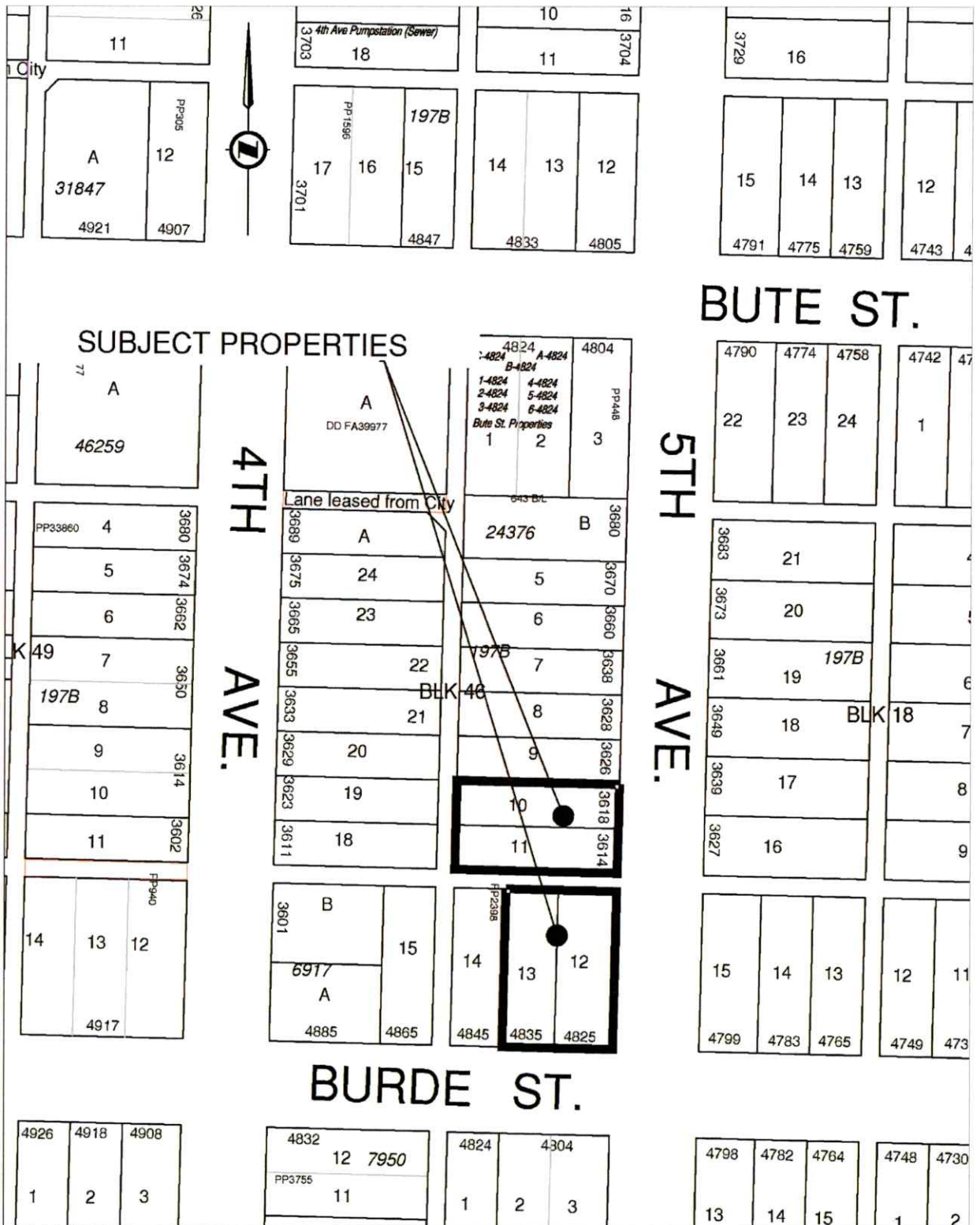
**READ A THIRD TIME** this 11<sup>th</sup> day of April, 2022.

**FINALLY ADOPTED** this     day of     , 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

# Schedule "A" to Bylaw No. 5044



J:\Engineering\Planning\Development Applications\Zoning\Amend\ZON-2021\ZON2021-06-5thAve-BurdeSt-QuadDevelopments\PropertyMaps\ZON2021-06-5thAve-BurdeSt-QuadDevelopments-SiteMap.dwg, 8X11P, 11/2/2021 3:17:57 F



On Thu, Jul 21, 2022 at 4:01 PM Taylor Johansson wrote:

Hi Twyla,

We have confirmed our shoot date as August 9th. Looping in my coworker, Sarah, to liaise regarding the permit while I'm out of office next week.

**From:** Taylor Johansson

**Sent:** Tuesday, July 12, 2022 10:58 AM

**To:** Twyla Slonski <[Twyla\\_Slonski@portalberni.ca](mailto:Twyla_Slonski@portalberni.ca)>

**Subject:** Re: Filming in Port Alberni

Hi Twyla,

We are hoping to film another portion of this project in Port Alberni again this summer. We will be mostly filming with the Hupacasath nation on their property, but there are 2 areas in which we would like to confirm the city's permission to film at.

I filled out the same application from last time, which is attached to this email.

The dates of filming are not 100% locked at this point, but I wanted to connect with you and start the application process.

Let me know if you have any questions about my request,

Thank you kindly,  
Taylor

On Wed, Jul 28, 2021 at 11:00 AM Taylor Johansson wrote:

Thanks so much!

On Wed, Jul 28, 2021 at 10:52 AM Twyla Slonski wrote:

Hi Taylor,

Thank you for providing me with a copy of the pilot certificate.

I've provided you with the attached letter which notes that you are authorized to film in City of Port Alberni.

Let me know if you require anything further.

Regards

Twyla



**Twyla Slonski**

Director of Corporate Services

**A** City Hall, 4850 Argyle Street, Port Alberni, BC V9Y 1V8

**O** 250.720.2823 **W** [portalberni.ca](http://portalberni.ca)



## SCHEDULE "A"

### LOCATION FILMING APPLICATION

Date of Application: July 12, 2022

Company Name: Pink Buffalo Films

Business Address: Unit 500 - 68 Water Street, Vancouver BC V6B 1A4

Phone Number: 604 569 3789 Fax #: No Fax #

Designated Representative On Site: Taylor Johansson

Name of Film / Commercial: Topaz Cable Landing - Hupacasath

Give details of the area(s) you request, when you need them and for how long, including dates and details concerning set-up and takedown:

- Our filming is currently scheduled to happen August 9th, 2022, but has not been locked in. If the dates shuffle we will update as soon as possible.
- We are intending to capture footage of the totems located at Johnston Rd and Victoria Quay.
- We are also intending to capture drone footage of the building at 2170 Mallory Drive, Port Alberni. Our pilot will be fully Transport Canada certified and we will provide their license to the city prior to filming.

Number of People: Film Crew, 6-7 people

Number of Vehicles: 2 vehicles

Type of Vehicles and Parking Requirements: 2 Vans, parking will be onsite.

Subject of Film / Shot: Hupacasath Nation

Special Effects / Props / Noise: None

Do you wish to deny public access to any public areas? No If yes, give details and safety precautions:

Are there any services you need to have provided by City of Port Alberni staff?

If yes, give details:

No

TITLE: FILMING ON LOCATION IN PORT ALBERNI				
EFFECTIVE DATE: Dec 13/99	DEPARTMENT: Economic Development	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 9

## **POLICY:**

It is the policy of the City of Port Alberni to encourage the use of Port Alberni for location filming. The use of Port Alberni for location filming can generate significant benefits for the local economy.

The promotion of the film industry, however, must be balanced against the impact of this industry's activities on Port Alberni's citizens. Where the two conflict, the municipality has a responsibility to protect the well-being and interests of the residents. The municipality must also recover its costs for the use of municipal services by the filming industry.

All filming within the City of Port Alberni will be done under permit and will be subject to the terms and conditions of this policy. Depending on selected filming locations other agencies within the geographic area that may also be involved in the approval process are: RCMP, Transport Canada, Fisheries and Oceans Canada, the Ministry of Transportation & Highways, the Regional District of Alberni Clayoquot, Weyerhaeuser Canada and the Port Alberni Port Authority, Pacifica Papers Ltd., and Coulson Forest Products Ltd.

## **POLICY OBJECTIVES:**

To facilitate the motion picture industry in its production endeavours by providing centralized and efficient procedure for obtaining City authorization when necessary for filming-on-location in the City Of Port Alberni.

To promote the City of Port Alberni as an inviting environment for filming-on-location.

To minimize any inconvenience to the general public and the citizens of Port Alberni as a result of filming-on-location activities.

That by issuing City authorization to utilize public facilities for filming-on location, the City is provided with appropriate liability insurance.

To ensure that filming-on-location will not cause any damage to public or private property and in the event such damage does occur, the film company shall be responsible for all such repairs as required.

To ensure that filming-on-location shall not jeopardize the safety and well being of the general public.

To ensure that the City recovers its costs for all services rendered associated with filming-on-location activities.

To ensure that filming-on-location activities fully observe the bylaws of the City.

The City of Port Alberni reserves the right to approve or deny any request for filming-on-location involving property, assets, rights-of-way, etc. owned or governed by the City.



**GUIDELINES:****1. Applications**

- a) In order to obtain approval for filming-on-location which involves City property, including beaches, parks facilities, buildings, equipment, and streets, an application must be made to the City Clerk;
- b) The application must be made well in advance of the project and not less than five (5) working days prior to commencement of filming activities. For complicated projects, additional advance notice will be required. The City cannot guarantee its authorization of the film project and/or provision of services if insufficient advance notice is given.
- c) The application shall take the form of a *Location Filming Application Form*, a copy of which is attached to this policy as Schedule "A."
- d) Application forms are available from City Hall.

**2. Liability Insurance**

- a) It will be the responsibility of the applicant to submit all required insurance documents with the *Location Filming Application* before the commencement of filming activities.
- b) The following insurance requirements must be satisfied:
  - i) The City of Port Alberni must be named as a co-insured in the applicant's liability policy;
  - ii) A *Hold Harmless Agreement* as set out in Schedule "B" must be entered into with the City,
  - iii) Liability policy must not be less than \$2 million, and under situations of potential greater exposure to the City, the liability insurance may be increased accordingly at the sole discretion of the City;
  - iv) The insurance policy must include a thirty (30) day cancellation clause;
  - v) Cross liability endorsement must be included in the insurance provisions;
  - vi) Proof of automobile insurance with \$5,000,000 liability insurance when any vehicles are used in the film.

**3. Damage Deposit**

A damage and clean-up deposit (minimum of \$500.00) shall be submitted to cover any potential damage to City facilities equipment, etc. and shall be made prior to the commencement of filming;

Damage deposits will be submitted to City Hall by certified cheque, payable to the City of Port Alberni.

Deposits will be refunded upon completion of the filming activities, an inspection by City staff and final approval of the City Clerk.

Any required repair, clean-up, or restoration will be undertaken by the film company. Any repairs, restoration, etc. not undertaken by the film company will be provided by the City, the cost of which will be drawn from the damage and clean-up deposit, along with overhead and administration fees.

**4. Fees and Charges**

All fees associated with filming are based on cost recovery for the services provided by the City. A non-refundable fee of \$100.00 will be charged for processing each application.

Fee amounts for the use of City beaches, parks, streets, equipment, staff, etc. are outlined in Schedule "C".

## **5. Traffic Management**

### Parking on City Streets

Parking of film production vehicles on City streets is subject to prior approval of the City Engineer. Requests must be made to the City Clerk as far in advance as possible prior to commencement of filming.

The placement of "special event" signs to accommodate film production vehicles may be permitted by the City. Fees to cover costs of sign placement and removal will be charged to the film production company.

### Street Closures

Complete closure of streets for filming on-location is subject to the prior approval of the City Engineer. Advance notice of two (2) weeks is required for street closures.

The City will arrange for the placement of barricades, signs, etc. as required to ensure that the effects of the street closure are minimized. A fee for placement and removal will be charged to the film production company.

The film production company will be responsible for all public relations with private citizens, businesses, and residents who may be affected by parking of vehicles and street closures. The film production company must notify in writing those individuals who may be affected by filming activities.

Any film projects involving Highways will require approval from the Ministry of Transportation and Highways.

### Traffic Control

Engineering Department staff may provide traffic control at the cost of the film production company upon request to the City Clerk. Advance notice of three (3) working days is required for this purpose.

The film crew may provide private traffic control through the use of qualified personnel and equipment, subject to authorization by the City Engineer.

If film companies wish to employ the R.C.M.P. for traffic control, they are to make such arrangements directly with the R.C.M.P.

## **6. Fire Department Services**

All requests for the use of Fire Department equipment, vehicles, and personnel should be made to the City Clerk. Such requests will be subject to the approval of the Fire Chief.

Any and all equipment and vehicles can be recalled without notice in case of emergency.

Only Fire Department personnel will be permitted to operate equipment and vehicles and the Fire Department will specify the manpower required for such operation. Related costs will be charged to the film production company.



**PROCEDURE FOR MAKING APPLICATION  
AND CARRYING OUT FILMING IN PORT ALBERNI**

1. The production company submits an application form to the City Clerk at the City of Port Alberni.
2. The City Clerk reviews the application form or letter to ensure completeness.
3. The City Clerk contacts the production company contact person and obtains any necessary additional information over the telephone and completes the application form where necessary.
4. A copy of the completed application form is distributed by the City Clerk to applicable City departments and other agencies for review.
5. City approval is indicated by telephone and the production company is to come in with a certified cheque to cover fees and charges and the damage and clean-up deposits. Follow-up documentation will be sent to confirm approval.
6. Upon receipt of all fees and charges, including damage and clean-up deposits, proof of liability insurance and *Hold Harmless Agreement*, the City Clerk provides a letter of approval to the production company.
7. The day before filming activities are to proceed, the production company contacts the City Clerk to confirm that all activities are to proceed as planned. The City Clerk confirms arrangements with emergency response agencies (i.e. RCMP, Fire Department and BC Ambulance).
8. The production company proceeds with their shoot.
9. The production company cleans up the locations and arranges for repair of any damage resulting from its activities.
10. The production representative and other City staff as required review and inspect the site to ensure that there is no remaining damage.
11. In the case where there is no damage, and the site has been satisfactorily cleaned-up, the City Clerk returns the damage and clean-up deposits. In the case where damage to the site is evident, or the site has not been cleaned-up, the City Clerk informs the production company representative to rectify the damage and/or clean up the site.
12. In the case where the damage has not been rectified or the site cleaned up within 30 days of cessation of filming, the City rectifies the damage and/or clean-up and invoices the film production company for all costs plus overhead.

**POLICY AND GUIDELINES FOR FILMING IN THE CITY OF PORT ALBERNI****SCHEDULE "A"****LOCATION FILMING APPLICATION**

Date of Application: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_

Designated Representative On Site: \_\_\_\_\_

Name of Film / Commercial: \_\_\_\_\_

Give details of the area(s) you request, when you need them and for how long, including dates and details concerning set-up and takedown:

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Number of People: \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

Type of Vehicles and Parking Requirements: \_\_\_\_\_

Subject of Film / Shot: \_\_\_\_\_

Special Effects / Props /Noise: \_\_\_\_\_

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Do you wish to deny public access to any public areas? \_\_\_\_\_

If yes, give details and safety precautions: \_\_\_\_\_

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Are there any services you need to have provided by City of Port Alberni staff? \_\_\_\_\_

If yes, give details: \_\_\_\_\_

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- \* The applicant must hold insurance (public liability) in the amount of two million dollars (\$2,000,000) or such greater amount as the City, in its sole discretion may require. Proof of Insurance Certificate must accompany this application and name the City of Port Alberni as an insured.
- \* The *Hold Harmless Agreement*, as provided herein, must accompany this application (see Schedule "B").
- \* Fees for filming are shown in Schedule "C". The applicant agrees to pay any and all charges assessed by the City of Port Alberni.
- \* A damage deposit in the amount of \$500, unless otherwise specified, must be attached to the application. The damage deposit must be in the form of a certified cheque payable to the City of Port Alberni.
- \* A \$100 fee payable to the City of Port Alberni must be submitted for the processing of this application.
- \* The City of Port Alberni reserves the right to reject any applications.

The applicant agrees that if permission to film is granted pursuant to this application, it will abide by the Policy and Regulations for Filming in the City of Port Alberni in all matters related to the exercise of the permission so granted.

Date: \_\_\_\_\_

\_\_\_\_\_(Signature)

<b>FOR CITY OF PORT ALBERNI USE ONLY:</b> Check when complete:	
Application Fee Received	( )
Damage Deposit Received	( )
Proof of Insurance Filed	( )
Indemnification Agreement Filed	( )
Municipal Equipment to be used Approved by Appropriate Departments	( )
Staff Time and Charges Approved by All Affected Departments	( )
Total Fees Paid (including \$500 Damage Deposit): -	
Permit Granted _____	City Clerk
Date _____	



**POLICY AND GUIDELINES FOR FILMING IN THE CITY OF PORT ALBERNI  
SCHEDULE "B"**

**HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ agrees to assume and hold harmless the City of Port Alberni, its officers, employees, and agents from all liability to any person or property of whatsoever kind or nature which occurs as a result of filming activities for which they have granted a permit by the City of Port Alberni. Further, \_\_\_\_\_ agrees to indemnify and defend, saving harmless the City of Port Alberni, its officers, employees, and agents against liability, or claims of liability, brought or made on behalf of any person for personal injury or property damage caused by or arising out of any act or omission of either the licensee, his agents or employees, including any officers or employees of the City of Port Alberni, or caused by or arising out of the condition of any City owned or controlled property, whether real or personal, and occurring during the period and as a result of the activities for which this permit was issued.

Business Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted for the City of Port Alberni

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

**POLICY AND GUIDELINES FOR FILMING IN THE CITY OF PORT ALBERNI****SCHEDULE "C"****FEE SCHEDULE**

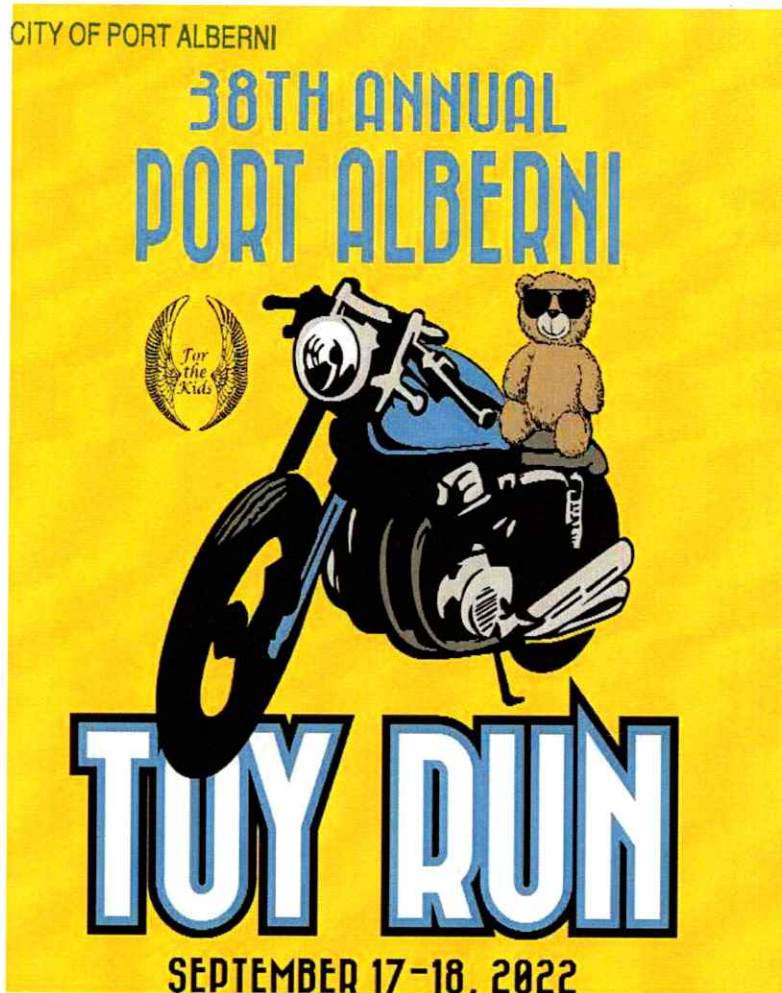
- |   |                                   |
|---|-----------------------------------|
| 1. Film Application Fee (non-refundable)  | \$100.00                          |
| 2. Daily Use Fee  | \$200.00 per day*                 |
| *the daily fee may be increased based on exclusivity,<br>impact, term of activity, and degree of risk |                                   |
| 3. Staff Time   |                                   |
| Location Supervision (minimum 4 hours)  | \$50.00 per hour                  |
| General services  | \$40.00 per staff member per hour |
| Fire Crew   | \$40.00 per crew member per hour  |
| Other   | As determined by the City Clerk   |
| 4. Equipment (comes with Operator)  |                                   |
| Fire Pumper Truck   | \$250.00 per hour                 |
| Fire Tanker Truck   | \$150.00 per hour                 |
| Rescue Vehicle  | \$250.00 per hour                 |
| Service Vehicle   | \$75.00 per hour                  |
| Street Sweeper  | \$80.00 per hour                  |
| 5. Clean-up/Damage Deposit  | \$500.00 minimum*                 |

\*additional coverage may be required and is subject to the City Clerk's discretion. This is refunded if the site requires no City of Port Alberni clean-up and no damages.

The Manager, Clerk, Director of Finance and Assessor are designated as "Municipal Employees" pursuant to the *"Public Officials & Disclosure Act"*.

RECEIVED

AUG 03 2022



Dear Port Alberni City Council,  
managers & staff.

We are hoping for your continued support this year, for the **38th Annual Port Alberni Toy Run** on September 17th & 18th, 2022.

Similar to recent years, we are thankful for the use of Glenwood Center, as well as the use of your large tents, snow fencing, steel barriers, tables and chairs.

We greatly appreciate the support of the Community Investment Fund in allowing use of the facilities and equipment at no cost.

We would also ask City Council if they would declare the week of September 12th to 18th as **Toy Run Week** in the City of Port Alberni.

In the past 37 years we have raised more than **\$1.5 million** in toys and money for the children and families of the Alberni Valley and surrounding area.

With your help, we have become the largest children's charities fundraising event in the Alberni Valley and the largest motorcycle event on Vancouver Island, attracting more than **1400 motorcycles** each Toy Run Weekend, filling local hotels and restaurants.

We greatly appreciate the support of the City of Port Alberni over the past many years, and look forward to a continued relationship, for the benefit of our Alberni Valley.

Please contact me if you have any questions, comments, or concerns.

Sincerely;

David Wiwchar, chair  
Port Alberni Toy Run

(250) 731-4728

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input checked="" type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	

*Recd. Aug. 8 '22*  
*8100-20-TR*

ENTERED

H.2



RECEIVED

JUL 14 2022

CITY OF PORT ALBERNI



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

July 14, 2022

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input checked="" type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	<u>0630-01</u>

**Subject: International Overdose Awareness Day 2022**

Dear Mayor Minions:

On Wednesday, August 31<sup>st</sup>, 2022, people around the world will observe the 22nd [International Overdose Awareness Day](#). International Overdose Awareness Day (IOAD) is about remembering the loved ones we have lost and acknowledging the grief of family and friends left behind. It is also about taking real action to save lives.

"We are out of time" –was part of the message that Vancouver Island Community Action Teams heard from Michael Egilson's presentation to us on May 12, 2022. Mr. Egilson is Chair of the Toxicity Drug [Death Review Panel Report](#) dated March 9, 2022, to the Chief Coroner of British Columbia (BC). The BC Coroners Service report on [Illicit Drug Toxicity Deaths in BC](#), released July 14, 2022, noted that from January to May 2022, the Alberni Clayoquot region had 11 deaths.

This year, the Port Alberni Community Action Team (CAT) is hosting a town hall event in conjunction with our CAT members at the Trinity Anglican + Lutheran Church at 4766 Angus Street, Port Alberni from 7-9 pm. The event is open to the public and the topic of discussion is around creating solutions for Port Alberni around the toxic drug crisis.

We are asking for your support for the following:

- Promote the town hall event.
- Issue a proclamation recognizing August 31<sup>st</sup> as International Overdose Awareness Day in Port Alberni (draft proclamation attached).
- Fly flags at half-mast over government buildings.
- Continue to make it easier for people to access lifesaving Narcan (naloxone) or opioid substitution therapies that help them stay safe.
- Invite the community to light candles in their homes to remember people who have passed away because of overdose.

Together, we can make a difference on this International Overdose Awareness Day. Thank you for your continual support to the Port Alberni Community Action Team.

Sincerely,

A handwritten signature in black ink that reads "Ron Merk".

Ron Merk  
Co-Chair  
Port Alberni Community Action Team



14/07/2022

REGULAR COUNCIL AGENDA - AUGUST 8, 2022

ENTERED

90

I.2



*WHEREAS, the City of Port Alberni does affirm and acknowledge the harm and hardship caused by drug overdose; and*

*WHEREAS, we recognize the purpose of International Overdose Awareness Day as remembering loved ones lost to overdose and ending the stigma of drug-related deaths; and*

*WHEREAS, we resolve to play our part in reducing the toll of overdose in our community, which claimed the lives of 11 people in the Alberni Clayoquot region of Vancouver Island from January to May 2022, and*

*WHEREAS, we affirm that the people affected by overdose are our sons and daughters, our mothers and fathers, our brothers and sisters, and deserving of our love, compassion and support;*

*THEREFORE, I, Sharie Minions, Mayor, do hereby proclaim August 31st, 2022, as Overdose Awareness Day in the City of Port Alberni.*



## Alberni Valley Lions Club

Box 44  
Port Alberni, BC  
V9Y 7M6



**We Serve**

Port Alberni Mayor and Council  
4850 Argyle St.  
Port Alberni, BC V9Y 1V8

**RECEIVED**

JUL 27 2022

CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <i>Cory Summa</i>
File # <i>0220-01</i>	<i>ACM Aug. 8 '22</i>

July 27, 2022

Dear Mayor and Council

The Alberni Valley Lions are planning to hold the annual AV Lions Bullhead Derby on Saturday, Aug. 20. This is a community service event. There is no registration fee .

In the past prior to covid, the participation of the Mayor and many City Councillors has been a highlight of the event. We would be appreciative of continued support this year in the measuring of bullheads and handing out prizes. Rubber gloves will be provided to handle some of the uncooperative bullheads.

The past couple of years we have had 125 children fishing accompanied by parents, grandparents and various relatives.

Saturday Aug. 20  
Measuring from 9:30 until 11:15  
Port Alberni Maritime Heritage Discovery Centre

Thank you

Art Halsall  
Bullhead Derby chair  
AV Lions



RECEIVED

JUL 28 2022

CITY OF PORT ALBERNI



July 25, 2022

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

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 1855-20-ATT *RCM - Aug 8 '22* *Corr Summary*

Dear Mayor Sharie Minions and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: FIRST COMMUNITY WORKS FUND  
PAYMENT FOR 2022/2023**

I am pleased to advise that UBCM is in the process of distributing the first Community Works Fund (CWF) payment for fiscal 2022/2023. An electronic transfer of \$417,961.71 is expected to occur early August. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund (Gas Tax Fund) can be found on our [website](https://www.ubcm.ca).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or by phone at 250-356-5134.

Sincerely,

Councillor Laurey-Anne Roodenburg  
UBCM President

PC: Andrew McGifford, Director of Finance

ENTERED

J.1(b)

RECEIVED

JUL 18 2022

CITY OF PORT ALBERNI

TO: PORT ALBERNI MAYOR & COUNCIL  
RE: TEMPORARY SHELTER ON 3<sup>RD</sup> AVENUE  
DATE: JULY 18, 2022  
FROM: CONCERNED CITIZENS

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <i>Corr. document</i>

File # *4520-20-TP22-02*

This memo letter addresses the Alberni Valley News article included below.

Upon reading this article, one sees the repeat of an ongoing problem in the city of Port Alberni. Many of the issues raised are the same as the ones that the “neighbouring” businesses to the Overdose Prevention Site have experienced and continue to experience.

Does it really matter if some “neighbours” are opposed and others are in favour? If one or more neighbours are opposed, it should be considered opposition and likely for good reason. Most established businesses do not want to see the homeless sleeping or leaving residue on their doorstep. This does not bode well for business.

The question is, does the city want to turn the complete side of town, which 3<sup>rd</sup> Avenue runs through, into a homeless shelter? Not minding what businesses are located along that avenue. It would seem so.

And why does the new Port Alberni Shelter, “**Our Home on 8<sup>th</sup>**”, with its full-fledged commercial kitchen and all, which cost around 7 million, not have the capacity to house the identified 150 homeless in Port Alberni ?

The municipal affairs and housing ministry announced the project at 3939-8th Ave. will have 30 self-contained housing units and five shelter spaces that will sleep up to four people per unit at an estimated cost to the province of **\$7.4 million**.

The new shelter, called Our Home on 8th, **will have a slight increase in numbers over the previous facility**: 30 self-contained units upstairs, 18 short-term shelter beds, a family unit that can house six people and an additional 18 “wet weather” spots. There is a full commercial kitchen and some common areas such as a dining room in the building, as well as adequate bathroom facilities.

“This building is an example of what you can accomplish with modular construction,” Hewitt said.

ENTERED



That is great Wes, but with modular construction and 7 million you can not even house your city's homeless? **"OVER CAPACITY"**? Something, does not add up here.

What is happening at the old shelter building on 8<sup>th</sup>, opposite the new one. Is it sitting empty filling up with cats, rats and bats, whilst 150 homeless continue to afflict this town?

What about other possible locations for more permanent housing and bread of life support?

Sproat Lake Elementary school sits rotting. Gill School Elementary school sits vacant and up for sale. Surely the "Gem on the Water" i.e., the 43 acres of old Somass Mill lands must contain plenty of space and building coverage to house 150 individuals.

The reality is that there are **OTHER OPTIONS** than the solutions which have been presented. Huge amounts of money have been fed into the current solutions and yet the final result leaves the same 150 individual homeless, out on the streets.

**"WRONG LOCATION"** has been identified on numerous occasions, even by one on city council and yet no one seems to listen.

Rick Slemko's comment regarding "little or no consideration" for business life, about sums up the essence of what is going on here.

Seriously, it appears that other agendas are operating in the background, which involve big bucks, personal agendas and sloughing this problem into the area of 3<sup>rd</sup> Avenue, with no mind to which businesses happen to be located along that route, whether opposed or not.....

Until this mayor & council and related government agencies, get their act together, put their priorities in the right place, this problem will continue to afflict this town.

It does have an answer, a solution that could work. But knocking on the same old, same old, or using a band-aid fix, or building crystal chandeliers, is not going to work. Too many excuses, not enough solutions....

Figure it out....

R. Terepoczki for concerned citizens of the Alberni Valley



## **Temporary shelter approved at Bread of Life in Port Alberni** - *Some neighbours opposed, others in favour of shelter*

Elena Rardon Jul. 13, 2022

Business owners and residents of Port Alberni's Uptown are torn over a new low-barrier shelter that has been approved for the Bread of Life on Third Avenue.

Port Alberni city council voted in favour of a temporary use permit on Monday, July 11 that will allow the local Salvation Army to operate an overnight shelter with 25 beds at the Bread of Life's drop-in centre.

BC Housing will be funding the shelter on an annual basis.

Colin Minions of the Salvation Army said a temporary drop-in centre was created at the Bread of Life in late 2020 because the city lacked open public spaces in the wake of the COVID-19 pandemic. The Salvation Army was approached by BC Housing, said Minions, about opening a year-round, overnight shelter, because the current shelter on Eighth Avenue is "over capacity most nights."

Minions said he tried to touch base with most of the neighbouring businesses in the area about the Salvation Army's plans, but one business owner denied this.

Rick Slemko of H&R Block, which is located next door to the Bread of Life, says no one at the Salvation Army reached out to him. In a letter to council, he says that his business has been negatively impacted by the Bread of Life, from garbage left outside to people sleeping in his entrance.

During Monday's meeting, he added that he approves of the work that the Bread of Life is doing, but believes it is in the wrong location.

"They're bad neighbours already and I'm sure it's going to get worse," he said on Monday.

A few other business owners expressed their concerns about the shelter via letter, and nearby resident Keith Ambrose added his opposition in person on Monday.

"The soup kitchen has been a horrendous neighbour," he said.

City CAO Tim Pley noted that the shelter will operate separately from the soup kitchen.

A few other neighbours wrote letters of support to city council. Coastal Restoration Society, which recently purchased the former BMO building on the corner of Third Avenue and Argyle Street, said they are in favour of the temporary use permit. So did the owners of Dog Mountain Brewing, which is located across the street from the Bread of Life.



“When we came to Port Alberni and constructed our business, we knew what the Bread of Life was and do not feel that their current operations have impacted our business in a negative way,” Dog Mountain Brewing owners Andy Richards and Robin Miles said in their letter to council.

Cherie Edgar, a hereditary chief for Tseshah First Nation who also volunteers at the Bread of Life, said the shelter will not be drawing anyone new to the area.

“We feed 150 people a day and then they’re off and they’re sleeping in everybody’s doorways because they don’t have a place to go,” said Edgar. “All we’re doing is trying to give 25 people a place to sleep.”

A few other speakers on Monday expressed concern about the long-term plan for the area. A temporary use permit, unlike a rezoning, is only good for three years and can be withdrawn by council at any time.

“It seems to me little or no consideration has been made for a more feasible, long-term location,” said Slemko.

Council voted on Monday to approve the temporary use permit. Before they open the shelter, the Salvation Army must complete a “Good Neighbour Agreement” which is a document that outlines terms and conditions around cleanliness and noise infractions.

The Salvation Army must also complete an updated fire plan and RCMP-approved safety plan, as well as comply with all permits for renovations and operations.

Councillor Ron Paulson voted against the motion, because he says he still believes it is in the wrong area.

“The environment in that location is not good,” he said.

Port Alberni Mayor Sharie Minions recused herself from the decision and discussion because her husband works with the Salvation Army.

RECEIVED

JUL 29 2022

CITY OF PORT ALBERNI

**From:** rebecca terepocki [REDACTED]  
**Sent:** Thursday, July 28, 2022 12:12 PM  
**To:** Twyla Slonski <[Twyla\\_Slonski@portalberni.ca](mailto:Twyla_Slonski@portalberni.ca)>  
**Subject:** Fw: Material for next City Council Meeting

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Development Services
<input type="checkbox"/> Corporate Services	<input checked="" type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <i>Corr. Summary</i>
File #	<i>Rec. - Aug. 8 '22</i> <i>4010 - ON</i>

Hello Twyla,

I hope you are well. Can you have this memo letter prepared for the next available council meeting which is think is Aug 8? Sara is away for a week.

Thank you.

Rebecca Terepocki  
Port Alberni

----- Forwarded Message -----

**From:** rebecca terepocki [REDACTED]  
**To:** Sara Darling <[sara\\_darling@portalberni.ca](mailto:sara_darling@portalberni.ca)>  
**Sent:** Thursday, July 28, 2022 at 09:01:01 a.m. PDT  
**Subject:** Material for next City Council Meeting

Hello Sara,

I hope you are well and enjoying the summer weather.

Please prepare the attached memo letter for the next available city council meeting and confirm. I have sent a copy to the city bylaw officer but it needs to go to council to be heard.

The city will have an original copy of the letter sent by the Chief Medical Health Officer and this should be included along with the attachment in this email for council.

Thank you so much for your help.

Rebecca Terepocki, Port Alberni



JUL 29 2022

CITY OF PORT ALBERNI

**TO:** PORT ALBERNI CITY MAYOR & COUNCIL  
**RE:** ADVERTISING OF CANNABIS IN THE CITY  
**DATE:** JULY 12, 2022  
**FROM:** CONCERNED CITIZENS OF PORT ALBERNI

This memo letter questions why there are a number of businesses in the City of Port Alberni, openly advertising the sale of cannabis and related products to the youth and the general public?

A letter was sent from the Office of the Chief Medical Officer to all Municipalities, Regions and First Nations in September 2018, detailing the importance of restricting open advertising of cannabis and related products in the municipality.

I refer you to page 2, paragraph 2 of this letter Re: A Public Health Approach to Non-Medical Cannabis p.2 paragraph 2, and outlines the purpose of the letter and the appropriate action:

***Ensure local retail sales of non-medical cannabis should be limited to reduce the unintended exposure by youth and harmful patterns of consumption in the general population:***

***Restrict marketing of cannabis such as sandwich boards, exterior signage, flyers, and sign spinners;***

It is quite clear that the businesses below are advertising the sale of cannabis to the general public, for the purpose of recreational use etc. The provincial government has established an outlet called BC Cannabis Store in the Pacific Rim Mall which addresses medicinal needs. There is another outlet in Port Alberni called **Bean Cannabis Shop - 3755 10th Ave N Unit 9C**, for which no images are included.

For example the Hive Cannabis website advertises "YOURBESTBUZZ"....

Why does a small town have so many advertised outlets of cannabis?

Please address the matter of the marketing & advertising of this drug in the appropriate manner and reply.

Rebecca Terepocki for Concerned Citizens of the Alberni Valley



## MEDICAL HEALTH OFFICERS

### Office of the Chief Medical Health Officer

September 10, 2018

Dear:  
Mayor and Council – Municipal Governments,  
Chair and Directors – Regional Districts  
Chief and Council – First Nations

#### Re: A Public Health Approach to Non-Medical Cannabis

**COWICHAN AREA**  
250.331.8591  
Shannon Waters  
MD MHS, FRCPC  
601-222 Cowichan Way  
Duncan, BC V9L 6P4

**NORTH ISLAND**  
250.331.8591  
Charmaine Enns  
MD, MHS, FRCPC  
355-11th Street  
Courtenay, BC V9N 1S4

**CENTRAL ISLAND**  
250.739.6304  
Paul Hasselback  
MD, MSc, FRCPC  
3rd Floor 6475 Metrol Drive  
Nanaimo, BC V9T 2L9

**SOUTH ISLAND**  
250.519.3406  
Richard Stanwick, CMHO  
MD, MSc, FRCPC, FAAP  
Murray Fyfe  
MD, MSc, FRCPC  
Dee Hoyano  
MD, FRCPC

430 – 1900 Richmond Ave.  
Victoria, BC V8R 4R2

**After Hours On Call**  
1.800.204.6166

Dried cannabis, cannabis oils and seeds will be legalized in Canada on October 17, 2018. Evidence suggests that the prohibition of cannabis has not achieved the intended objective of reducing use and associated harms. Legalization with regulation has been recommended as likely more effective.<sup>1</sup> In implementing these changes, a balance between the intended benefits and expected harms must be achieved. Island Health Medical Health Officers (MHOs), in addition to other MHOs provincially, support a public health approach to cannabis access and use<sup>2,3</sup>. Such an approach includes legalization with market regulation aimed at protecting and promoting health while allowing access at levels that reduce the negative outcomes associated with illicit distribution.

Multiple sectors of society, and all levels of government, have roles to play in a comprehensive public health approach to cannabis legalization. Local governments, in particular, can adopt regulations aimed at 1) reducing youth exposure to non-medical cannabis, 2) reducing high-risk use in general (e.g., heavy or frequent use, use with other substances), and 3) unwanted exposure to second-hand cannabis smoke and vapour. Local governments can also support increasing public knowledge and awareness, to support risk reduction and de-stigmatization, without normalization or promotion.

Local governments' jurisdiction in zoning, land use, business licensing, building codes, nuisance and clean air by-laws, and enforcement, as well as their ability to advocate to higher levels of government, can all be leveraged to promote a public health approach to cannabis.<sup>4</sup> Some specific areas of best practice<sup>5</sup> where local governments can support a public health approach include:

1. Restrict public consumption of cannabis and exposure to environmental cannabis products. By limiting where cannabis can be consumed, local governments can reduce unwanted exposure to second-hand cannabis smoke or vapour, and can reduce the

<sup>1</sup> Haden, M., Emerson, B. (2014). "A vision for cannabis regulation: a public health approach based on lessons learned from the regulation of tobacco and alcohol." Open Medicine 8(2):e73. Available online: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4085088/>

<sup>2</sup> Canadian Public Health Association's position statement on Legalization, Regulation, and Restriction of Access to Cannabis. Available online: <https://www.cpha.ca/sites/default/files/uploads/policy/positionstatements/cannabis-positionstatement-e.pdf>

<sup>3</sup> Canadian Chief Medical Officers and Urban Public Health Network. (2016). Public health perspectives on cannabis policy and regulation. Available online: <http://uphn.ca/wp-content/uploads/2016/10/Chief-MOH-UPHN-Cannabis-Perspectives-Final-Sept-26-2016.pdf>

<sup>4</sup> Federation of Canadian Municipalities. (2018). Municipal Guide to Cannabis Legalization: A Roadmap for Canadian Governments. Ottawa, ON: Federation of Canadian Municipalities.

<sup>5</sup> Recommendations are derived from Peloquin R, Scarr J. (2017). Cannabis Regulation and Youth: A Jurisdictional Review. Vancouver: Child Health BC, and Tyler, I., Schwandt, M., Padhi, S. (2018). Recommendations to support municipal bylaw development regulating cannabis access and use. Surrey, BC: Fraser Health Authority.



visibility of cannabis consumption for youth, making it less normative, and more likely that youth delay initiation or never start:

- Prohibit public cannabis consumption wherever tobacco or alcohol consumption is already prohibited. This should include areas not covered by provincial legislation including enclosed public spaces, transit shelters, common areas of apartment buildings and community care facilities, and areas frequented by children and youth, such as parks, beaches, pools, playgrounds, and sports fields; and,
  - Prohibit smoking/vaping lounges, including mobile units; and,
  - Facilitate multi-unit dwelling policies that limit unwanted exposure to environmental cannabis emissions
2. Ensure local retail sales of non-medical cannabis should be limited to reduce the unintended exposure by youth and harmful patterns of consumption in the general population:
    - Restrict marketing of cannabis such as sandwich boards, exterior signage, flyers, and sign spinners;
    - Establish a minimum separation of 300 metres between cannabis retail outlets, to limit overall density of cannabis availability in the community;
    - Establish a minimum buffer zone of 300 metres and preferably 600 metres between cannabis retail outlets and schools, recreation centres, and other areas where children and youth frequent;
    - Ensure any site specific siting within 600 metres of schools and on major school transportation routes should actively involve the school community and school districts in ensuring impact on students is negligible, and,
    - Limit hours of sale to at least correspond with alcohol sale policy, while greater restriction would provide additional health and safety benefits.
  3. Include public messaging on safer use and potential risks in local government communications to residents.
  4. Limit personal use growth and small grow operations to reduce nuisance odour concerns in residential settings.
  5. Be cognizant of and prepared to revise local restrictions and limitations on cannabis when and if edible cannabis products for consumption are approved for sale. Exclusion of on-premise edible consumption is likely to be recommended as peak effects will be delayed in most circumstances to after the departure of consumers from the premises. The concurrent consumption of cannabis and alcohol is known to increase risk and zoning and approval decisions should dissuade co-consumption opportunities

Other restrictions are already required under provincial and/or federal law, but local government can reinforce and strengthen these restrictions through setting higher standards, imposing additional penalties, and of course enforcement actions. The Municipal Guide to Cannabis Legalization, published by the Federation of Canadian Municipalities, which provides extensive practical guidance on these matters is a good resource to consult.

Certain specific recommendations may not be feasible in very small communities, e.g. relating to the physical separation of cannabis retail from areas where youth congregate. We still encourage local governments to follow the spirit, if not the letter, of the recommendations, e.g. striving for whatever physical separation is possible.

Island Health Medical Health Officers and colleagues across the province strongly caution against pursuing economic gain from the legalization of non-medical cannabis use. When cannabis production and sales are

Page 2 of 4



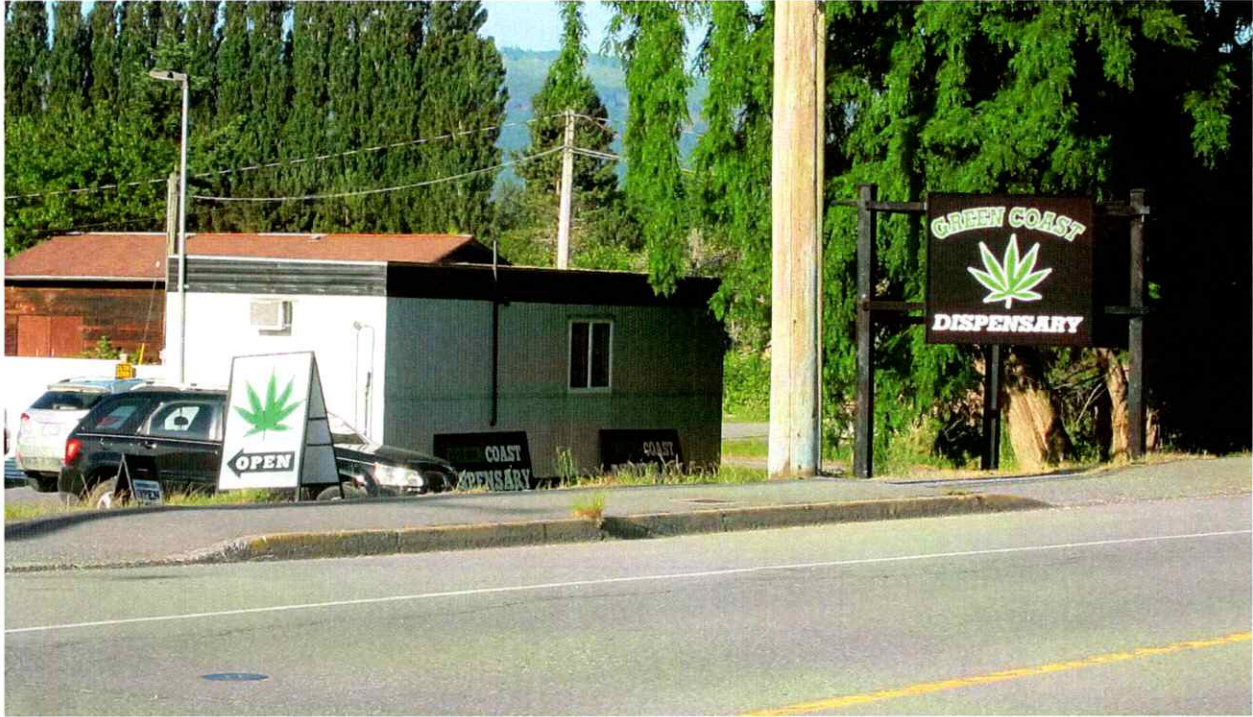
**A-1 Alberni Inn**  
**3805 Redford St, Port Alberni**







**Green Coast Dispensary**  
**2950 Alberni Hwy, Port Alberni, BC V9Y 8R4**



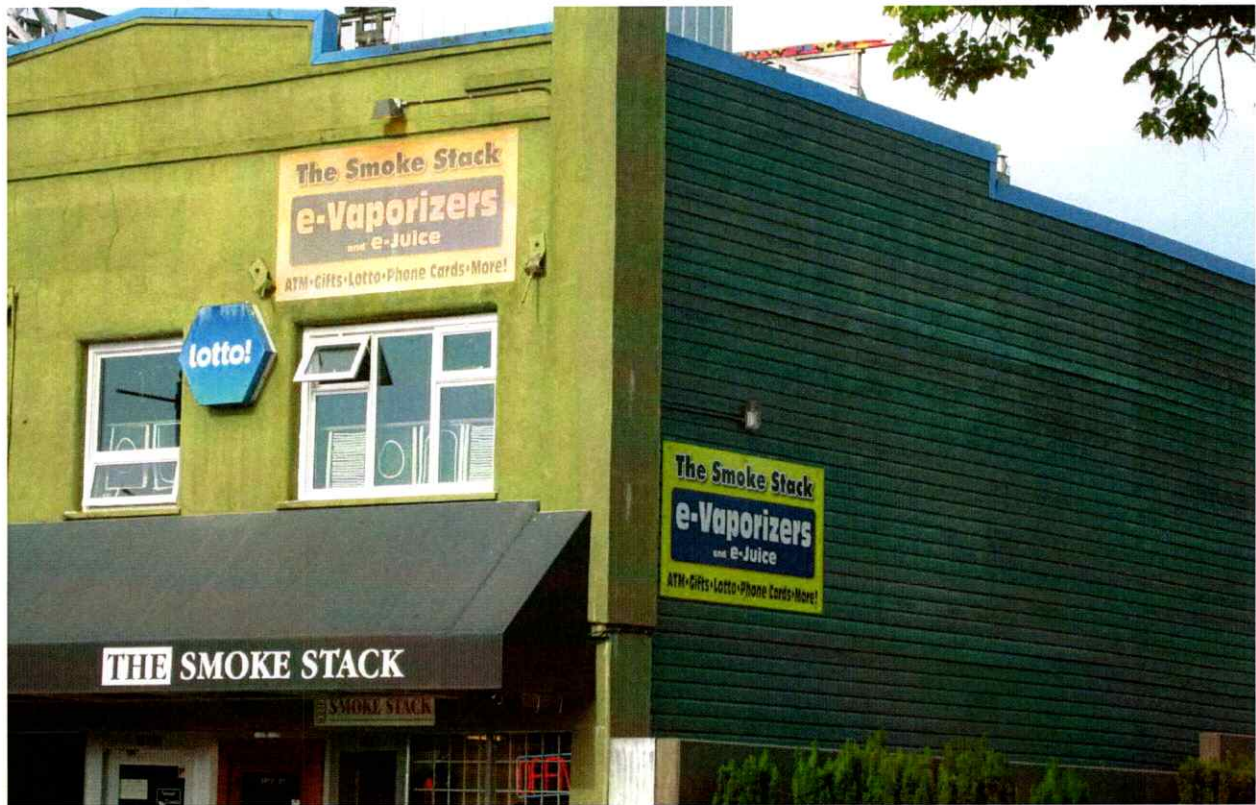


## The Smoke Stack

3013 3rd Ave, Port Alberni, BC







## Hive Cannabis

103-4152 Redford St Port Alberni, BC











RECEIVED

JUL 29 2022

CITY OF PORT ALBERNI

☒ Council  
☒ Mayor  
☒ CAO  
☐ Finance  
☐ Corporate Services  
☒ Agenda  
☐ Economic Development  
☐ Engineering/PW  
☐ Parks, Rec. & Heritage  
☐ Development Services  
☐ Community Safety  
☒ Other *Civil Summary*  
*RCM - Aug 8th '22*  
File # *0220-01 0*

City of Port Alberni

Thank you so much for  
approving the use of city streets  
for the 2022 Prom Parade. The  
parade was a big success and we  
appreciate your assistance!

Thank you,

The 2022 Grad Class & Prom Committee

REGULAR COUNCIL AGENDA 100 AUGUST 8, 2022

RECEIVED

AUG 03 2022

CITY OF PORT ALBERNI

**From:** Lesley Fox <[REDACTED]>  
**Sent:** Tuesday, August 2, 2022 2:49 PM  
**To:** Sharie Minions <[sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)>; Cindy Solda <[cindy\\_solda@portalberni.ca](mailto:cindy_solda@portalberni.ca)>; dan washinton@portalberni.ca; Debbie Haggard <[debbie\\_haggard@portalberni.ca](mailto:debbie_haggard@portalberni.ca)>; Helen Poon <[helen\\_poon@portalberni.ca](mailto:helen_poon@portalberni.ca)>; Ron Corbeil <[ron\\_corbeil@portalberni.ca](mailto:ron_corbeil@portalberni.ca)>; Ron Paulson <[ron\\_paulson@portalberni.ca](mailto:ron_paulson@portalberni.ca)>  
**Cc:** Sandy McRuer <[REDACTED]>  
**Subject:** Letter of support re Friends of Burde St. Beaver Ponds

Dear Mayor Minions and Council,

It has come to my attention that on Monday, August 8th, representatives from the Friends of Burde St. Beaver Ponds will be appearing as a delegation before council.

As part of their presentation, they will be asking council to:

- 1.) Adopt the full requirements of the BC Riparian Areas Protection Regulation by enacting a bylaw with the strength of Tofino's Riparian bylaw
- 2.) Include the bylaw in the Official Community Plan, and
- 3.) Place a hold on all developments that impact riparian areas until the new OCP has been adopted.

**As I am not able to attend this meeting, I am sending this email to support the efforts of the Friends of Burde St. Beaver Ponds.** I am extremely concerned about the potential for development around these ponds, and I urge council to ensure Port Alberni has updated legislation as it pertains to riparian areas.

I believe these asks to be reasonable and fair.

Thank you for your consideration.

Lesley Fox  
[REDACTED]

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Development Services
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<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <i>Cor Summary</i>
File # <u>3030-01</u> <i>RCM - Aug 8'22</i>	



## **Councillor Report**

For August 8, 2022

### **Councillor Debbie Haggard**

**June 23, 2022 – Alberni Valley Chamber of Commerce Board** meeting – Highlights include:

- Welcome to the new Executive and Directors
- Presentation on a skateboard park

**June 29, 2022 – The Vancouver Island Regional Library** Executive Director, Mayor Minions and I met to discuss the very disappointing decision not to proceed with the library renovations in Port Alberni. However, the Executive Director assured us that the renovations will still happen, they are just tabled at this time.

**July 1, 2022 – Mayor Minions, Councillors Washington and Paulson and I** participated in the **Canada Day parade**. Thank you to the Industrial Heritage Society for allowing us to catch a ride in their amazing heritage vehicles.

**July 13, 2022 – I** volunteered a shift for the **Tim Horton's Camp Day**. I would like to thank the employees for allowing a rookie to help with the drive through on a morning shift. The staff work extremely hard in a very busy work environment, and they do it with grace and fun!

**July 14, 2022 – Community Action Team -** Highlights include:

- The Port Alberni Fire Department added a button to the overdose calls so they can capture more data. From June 13 – July 13, 2022 they responded to 27 overdose calls within the City of Port Alberni.
- Members thanked Mayor and Council for supporting the temporary use permit for the shelter beds at the Bread of Life.
- Island Health presented the recent updates on the administration of Naloxone.

**July 16, 2022 – I** met with the Coordinator of CAT to finalize details for the International Overdose Awareness Day local event. The theme for the event is "solutions that are unique to Port Alberni around the drug crisis". It will be held on August 31 at the Trinity Anglican & Lutheran Church from 7:00 – 9:00 pm. Mayor Sharie Minions, MP Gord Johns and MLA Josie Osborne will speak at the event. All members of the public are invited to attend.

**July 19, 2022 – Alberni Valley Tourism Association** annual general meeting was held. The yearly financial statements were presented and elections for a new Board was held. There was discussion on marketing strategies for the upcoming year.

**July 26, 2022 – Mayor Minions and I** held our monthly meeting. I updated her on meetings that I have attended and current activities that I have been working on.

**July 28, 2022 – Advisory Planning Commission – Highlights include:**

- Development Variance Permit for 3747 10<sup>th</sup> Avenue - The applicant is proposing to redevelop a commercial unit into three separate units. The number of parking stalls does not meet the requirements of the current zoning bylaw. The applicant has applied for a variance to bring the property into compliance.
- Development Variance Permit for 5019 Montrose - The applicant is proposing to add three townhouse units and renovate the existing building currently on the property. The applicant is requesting variances to minimum parking, setbacks and frontage in order to bring the current property into compliance.

**August 2, 2022** – I met with the Executive Director of **ADAPS** (Alberni Drug & Alcohol Protection Services) in order to discuss the immediate and long term needs of youth in our community.

## **Council report**

13 July 2022 - I met with Laurey-Anne Roodenburg, Councillor, City of Quesnel, and UBCM President; Sarah Fowler, Councillor, Village of Tahsis and UBCM small communities rep; and Pete Fry, Councillor, City of Vancouver.

14 July 2022 - I had lunch with Ange Qualizza, Mayor of Fernie and UBCM 2nd Vice President.

22 July 2022 - Met with Cynthia Dick, Director, Port Alberni Port Authority, and Leisa Hassall, Councillor, Tseshaht First Nation. We discussed areas of mutual interest.

24 July 2022 - Met with Cynthia Dick, Director, Port Alberni Port Authority, and Zoran Knzevic, CEO, Port Alberni Port Authority. We discussed areas of mutual interest.

25 July 2022 - Attended Committee of the whole for the OCP.

Helen Poon  
Councillor, City of Port Alberni