



**Summary Report / Minutes of the Advisory Planning Commission Meeting  
held on June 15, 2023 at 12:00 p.m.  
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

**Commission Members Present**

Joe McQuaid

Dan Holder

Stefanie Weber

Councillor Dustin Dame, Council Liaison

Derrin Fines, P.A.F.D. Liaison

**Regrets**

Ed Francoeur (Chair)

Ken Watts, ECC, Tseshah (č išaaʔath) F.N

Representative TBD, Hupačasath F.N

Christine Washington, SD70

Callan Noye

Sandy McRuer

Peter Dionne, R.C.M.P. Liaison

**Staff**

Brian McLoughlin, Manager of Planning

Haley Stevenson, Planner I

**Guests**

Applicant/s: None present

**Alternates (not in attendance)**

Harley Wylie (Alt. – Tseshah (č išaaʔath) F.N)

Larry Ransom (Alt.– S.D.70)

S./Sgt. Mike Thompson (Alt.– RCMP)

Councillor Deb Haggard, Alt. Council Liaison



**1. Acknowledgements and Introductions**

- An acknowledgement was made that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (č išaaʔath) First Nations.

Quorum was not met by 12:15 pm. The APC members present indicated they would proceed with an informal discussion of the agenda items.

**2. Election of Chair for 2023**

- Quorum was not met and therefore the 2023 position of Chair for the Advisory Planning Commission was not elected. This item is to be carried over to the July 2023 meeting.

**3. Adoption of previous meeting minutes**

- Quorum was not met and therefore the Draft Summary Minutes from the APC Meeting held on May 18, 2023 were not adopted. This item is to be carried over to the July 2023 meeting.

**4. DEVELOPMENT APPLICATION – Proposed OCP and Zoning Bylaw Amendments  
2780 Burde Street**

*Lot B (See EP71136) Block 27, District Lot 139, Alberni District, Plan 1562 PID: 024-836-117)*

**APPLICANT:** B. Elliott

- Planner I summarized the report dated June 5, 2023.
- Attendees discussed the proposed OCP and Zoning Bylaw amendments and report.

**5. Updates from the Manager of Planning**

- Attendees were updated on Council's resolution allowing Staff to apply for a Complete Communities Grant, which could provide up to \$150,000 to support GIS mapping analysis for City projects with the intent of creating a complete community.
- Attendees were notified that *Development Procedures Bylaw No. 5076, 2023* and *Building*

*Bylaw No. 5077, 2023* had now been finally adopted.

- Attendees were updated on the status of previously reviewed development applications, and was notified of recent Development Permits issued by the Director of Development Services who was delegated authority to do so under the newly adopted *Development Procedures Bylaw No. 5076, 2023*.
- Attendees were notified that Staff plan to bring a modernized Zoning Bylaw to Council for consideration in the coming weeks. Proposal includes a number of small but significant changes, including but not limited to:
  - Permitting accessory dwelling units on certain residential properties;
  - allowing development on properties with areas and frontage dimensions below the minimum requirements outlined in the zone's Site Development Regulations;
  - regulations on use of sea cans on properties, and
  - regulations on permitted types of fencing.
- Attendees and Staff discussed fence regulations within the community.

## **6. Other Business**

- 7. Adjournment** – The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on **July 20, 2023**.

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(Chair)

*DRAFT-APC-SummaryMinutes-June15-2023*