
AGENDA - REGULAR MEETING OF COUNCIL

Monday, February 28, 2022 @ 2:00 PM

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

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 or contact the Director of Corporate Services at 250.720.2823 or by email twyla_slonski@portalberni.ca or the Deputy City Clerk at 250.720.2822 or by email sara_darling@portalberni.ca

Given the opportunity for the public to once again participate in-person at Council meetings, Council will no longer be receiving submissions electronically for the **public input or question period** of the Council meeting.

Members of the public who wish to attend meetings of Council are required to wear a mask and physical distancing will be in effect.

Introductory Remarks from Mayor Minions | Public Engagement

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 7

1. Special meeting held at 9:30 am, Regular Council meeting held at 2:00 pm on February 14, 2022 and Special meetings held at 2:00 pm on February 15, 2022 and at 3:00 pm on February 22, 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. **Twinning Society** - Page 14

Dave Grant and Laurie Money in attendance to present Council with a historical booklet created by the City of Abashiri documenting the 35 Year Sister City friendship.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **Director of Finance– “City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022”** - Page 15

Report dated February 23, 2022 from the Director of Finance requesting Council’s consideration of amendments to the “City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022”.

THAT Council amend the “City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022” as follows:

- i. Allocate the remaining \$2,241,022 COVID-19 Restart Funding as outlined in Table 1 – ‘Finalization of COVID-19 Restart Funding’ of this report.*
- ii. Allocate \$482,000 of surplus from 2021 for the appropriated operational expenditures as outlined in Table 2 – 2022 ‘Appropriated Surplus’ of this report.*
- iii. Allocate \$250,000 of surplus from 2021 as follows:*
 - a. \$200,000 to the Connect the Quays Pathway project;*
 - b. \$50,000 to Tree Planting in the 2022 Capital Plan; and thereby reducing general taxation in the amount of \$250,000.*

2. **Five Year Financial Plan Q&A Summary** - Page 25

Summary of questions and responses as it relates to the 2022-2026 Financial Planning process.

3. **Old Growth Deferral** - Page 28

Copy of a letter addressed to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development requesting the opportunity to collaborate with the province in the Old Growth Deferral strategy process.

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 February 28, 2022, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. **Development Planner – Development Variance Permit No. 110 | 4841 Redford Street**
- Page 29

Report from the Development Planner dated February 16, 2022 requesting Council's authorization to issue Development Variance Permit No. 110 to facilitate a lot line relocation at 4841 Redford Street.

THAT Council authorize the issuance of Development Variance Permit No. 110 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 4841 Redford Street:

- a) Vary section 5.31.2 Site Development Regulations to permit a reduction of the required front yard setback of 4841 Redford Street along 4th Avenue from 7.5 metres to 3.2 metres, a variance of 4.3 metres.*
- b) Vary section 5.31.3 Conditions of Use to permit a reduction of the total of both side yards of 4841 Redford Street from 20 percent to 19.4 percent of the proposed lot width.*

3. **Manager of Facilities – Award of RFP #024-21 | Public Safety Building Renovations**
- Page 45

Report from the Manager of Facilities requesting Council award Request for Proposal #024-21 | Renovations of the Public Safety Building.

- a. THAT Council amend the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" to increase the Capital Plan for the Public Safety Building by \$400,000 coming from the Emergency Reserve.*
- b. THAT Council for the City of Port Alberni award proposal #024-21, City of Port Alberni Public Safety Building Renovations to COPCAN Construction in the amount of \$631,480.00 plus applicable taxes, with funding coming from the Emergency Reserve.*

4. **Acting CAO | Director of Development Services – Award of Construction Manager Services for Childcare Centre | 3045 8th Avenue - Page 47**

Report from the Acting CAO/Director of Development Services dated February 18, 2022 requesting Council award Request for Proposal 023-21 | Construction Manager: Child Care Center.

THAT Council for the City of Port Alberni award "Request for Proposal 023-21, Construction Manager: Childcare Center" to MKM Projects Ltd., for a fixed fee of \$39,000, plus a variable fee at 6.66% of the construction costs [construction cost based on Class 'A' estimate] and 6.66% administration charge on reimbursable expense, plus applicable taxes.

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 Official Community Plan Bylaw & Zoning Bylaw Amendments | 4835 & 4825 Burde Street, 3618 & 3614 5th Avenue - Page 49**
Report from the Development Planner dated February 17, 2022 requesting that Council consider first and second reading of the proposed bylaws and the scheduling of a Public Hearing.
 - a. *THAT "Official Community Plan Amendment No. 36 (5th Avenue & Burde Street Carniato), Bylaw No. 5042" be now introduced and read a first time.*
 - b. *THAT "Zoning Text Amendment No. T30 (CD3 - Comprehensive Development – Multi-Family Residential Infill – 5th Avenue & Burde Street), Bylaw No. 5043" be now introduced and read a first time.*
 - c. *THAT "Zoning Map Amendment No.47 (5th Avenue & Burde Street - Carniato), Bylaw No. 5044" be now introduced and read for a first time.*
 - d. *THAT "Official Community Plan Amendment No. 36 (5th Avenue & Burde Street - Carniato), Bylaw No. 5042" be read a second time.*
 - e. *THAT "Zoning Text Amendment No. T30 (CD3 - Comprehensive Development – Multi-Family Residential Infill – 5th Avenue & Burde Street), Bylaw No. 5043" be read a second time.*
 - f. *THAT "Zoning Map Amendment No.47 (5th Avenue & Burde Street - Carniato), Bylaw No. 5044" be read a second time.*
 - g. *THAT as part of the development process the applicant be required to complete the following before Council proceeds with final adoption:*
 - 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.*
 - h. *THAT the amending bylaws No. 5042, 5043, and 5044 be advanced to a Public Hearing on Tuesday March 29, 2022 at 6:00 pm in City Hall, Council Chambers.*

2. **Development Planner – Proposed Official Community Plan Bylaw & Zoning Bylaw Amendments | 4440 Vimy Street** - Page 89

Report from the Development Planner dated February 15, 2022 requesting that Council consider third reading of the proposed bylaws.

- a) *THAT “Official Community Plan Amendment No. 35 (4440 Vimy Street – BC Housing – ACAWS), Bylaw No. 5036” be read a third time.*
- b) *THAT “Zoning Map Amendment No. 46 (4440 Vimy Street – BC Housing – ACAWS), Bylaw No. 5037” be read a third time.*

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. **BC Farmers’ Markets** - Page 99

Letter dated February 9, 2022 from the BC Farmers’ Markets reporting the results of the 2021 BC Farmers’ Market Nutrition Coupon Program and requesting that the City send a thank you letter to the Honourable Adrian Dix, Minister of Health.

THAT Council direct staff to prepare a letter of thanks to the Honourable Adrian Dix, Minister of Health in support of the BC Farmers’ Market Nutrition Coupon Program.

I. PROCLAMATIONS

1. **World Down Syndrome Day** - Page 100

Email dated February 13, 2022 from the Vancouver Island Down Syndrome Society requesting that Council proclaim March 21, 2022 as ‘World Down Syndrome Day’.

THAT Council proclaim March 21, 2022 as ‘World Down Syndrome Day’ in 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 101

- a. BC Ombudsperson | Quarterly Report October 1 – December 31, 2021
- b. Village of Chase | In support of the BC Wildfires Petition
- c. Ministry of Public Safety and Solicitor General | Vancouver Island Integrated Major Crime Unit Expansion
- d. BC Senior Games Society | Bid Application Package for 55+ BC Games
- e. R.L. Miller | Recommendation for Outstanding Citizen Award | Kathy Krznaric
- f. Ministry of Jobs, Economic Recovery and Innovation | StongerBC Economic Plan
- g. Ministry of Transportation and Infrastructure | Beaver Creek & River Rd. Intersection Improvements
- h. R. Fraser | Financial Plan Enquiries
- i. R. Smith | Financial Plan Enquiries & Question Period Procedure
- j. L. Walerius | Hybrid Council Meetings

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Council and Regional District Reports - Page 120

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, FEBRUARY 14, 2022 @ 9:30 AM
In City Hall Committee Room | 4850 Argyle Street, Port Alberni**

PRESENT: Mayor Minions
Councillor R. Corbeil
Councillor H. Poon | Electronically
Councillor C. Solda
Councillor D. Washington

Absent: Councillor D. Haggard
Councillor R. Paulson

Staff: S. Smith, Acting CAO | Director of Development Services
A. McGifford, Director of Finance
T. Slonski, Director of Corporate Services
W. Thorpe, Director of Parks, Recreation & Heritage @ 9:30 am
P. Deakin, Manager of Economic Development @ 10:51 am

Call to Order: @ 9:30 am

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

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

Section 90 (2)(c) *a matter investigated under the Ombudsperson Act of which the municipality has been notified under section 14 of the Act.*

CARRIED

The meeting was terminated at 11:47 am

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, February 14, 2022 @ 2:00 PM
In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC

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

ABSENT: Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

MOVED AND SECONDED, THAT the agenda be amended to include items E.2 | Alberni Pacific Division Update, E.3 | Old Growth Deferral Update and E.4 | Street Line Painting. The agenda was then approved as amended.

CARRIED

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Special meeting held at 10:00 am and Regular Council meeting held at 2:00 pm on January 31, 2022 be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

1. Broombusters Invasive Plant Society

Executive Director, Joanne Sales presented Council with an update as to the work accomplished by volunteers in 2021 and requested Council's support as they continue their efforts to remove 'broom in bloom' throughout 2022.

CARRIED

E. UNFINISHED BUSINESS

1. Director of Finance – Five Year Financial Plan Q&A Summary

The Director of Finance provided a summary of questions and responses as it relates to the 2022-2026 Financial Planning process.

CARRIED

2. Alberni Pacific Division Curtailment Update

Staff continue to communicate with Western Forest Products regarding operations at Alberni Pacific Division. Councillor Corbeil will be invited to attend the next meeting once a date had been determined.

3. **Old Growth Deferral**

Further to Council's direction at the November 8th Regular meeting, a letter was prepared requesting that the City be provided the opportunity to provide input into the Old Growth Deferral strategy. In light of ongoing communications between City representatives and local related agencies regarding this issue, the letter had not yet been sent. Council will now revisit the letter and determine the appropriate distribution.

4. **Street Line Painting Timeline**

The pandemic and associated supply chain issues impacted the completion of street line painting in 2021. Annual street line painting will once again commence in the Spring.

F. STAFF REPORTS

1. **Accounts**

MOVED AND SECONDED, THAT the certification of the Director of Finance dated February 14, 2022, be received and the cheques numbered 149945 to 150029 inclusive, in payment of accounts totalling \$735,566.28 be approved.

CARRIED

2. **Fire Chief – Aerial Apparatus, Financial Plan Amendment & Contract Award**

MOVED AND SECONDED, THAT Council amend the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" increasing the funding allocation by \$674,879 for an Aerial Truck with funding from the Equipment Replacement Reserve Fund;

CARRIED | Res. No. 22-18

MOVED AND SECONDED, THAT Council approve a repayment plan for ten years to recover the \$674,879 back to the Equipment Replacement Reserve Fund beginning in 2023;

CARRIED | Res. No. 22-19

MOVED AND SECONDED, THAT Council award the contract for the 100' Platform Truck to Safetek Emergency Vehicles Ltd. for the price of \$1,863,886 plus applicable taxes to be paid after a successful final inspection in 2023.

CARRIED | Res. No. 22-20

3. **Director of Finance - Council Chambers | Audio-Visual Upgrades**

MOVED AND SECONDED, THAT Council allocate \$75,000 of the COVID-19 Restart Funding to undertake audio-visual upgrades in Council Chambers.

CARRIED | Res. No. 22-21

MOVED AND SECONDED, THAT Council authorize staff to accept the quote for audio-visual upgrades in Council Chambers from Pacific Audio Works in the amount of \$71,476.14 including taxes, plus associated travel costs.

CARRIED | Res. No. 22-22

4. Director of Corporate Services | Appointment of Chief Election Officer and Deputy Chief Election Officer

MOVED AND SECONDED, THAT City of Port Alberni Council, pursuant to Section 58(1) and (2) of the Local Government Act, appoint Twyla Slonski as Chief Election Officer for conducting the 2022 General Local Election with the power to appoint other election officials as required for the administration and conduct of the 2022 General Local Election.

CARRIED | Res. No. 22-23

MOVED AND SECONDED, THAT Sara Darling and Tanis Feltrin be appointed as Deputy Chief Election Officers for the 2022 General Local Election.

CARRIED | Res. No. 22-24

G. BYLAWS

H. CORRESPONDENCE FOR ACTION

1. ADSS 2022 Parent Prom Committee

MOVED AND SECONDED, THAT Council authorize the ADSS 2022 Parent Prom Committee access to City streets on Saturday, June 25, 2022 from 5:00 to 6:30 pm for the purpose of a prom parade from Burde St. to 10th Ave. to Roger St., ending at the Athletic Hall [3727 Roger St] subject to:

- *the notification of emergency services and BC Transit*
- *consultation with all affected businesses/residents*
- *implementation of a Traffic Plan*
- *provision of standard liability insurance in the amount of \$2M [minimum]*
- *COVID-19 Safety Plan or Communicable Disease Plan in accordance with Provincial Health orders and guidelines in effect at the time of the event*

CARRIED | Res. No. 22-25

2. Wounded Warrior Run BC

MOVED AND SECONDED, THAT Council authorize Wounded Warrior Run BC access to City streets on Thursday, March 3, 2022 for the purpose of a Wounded Warrior Run from Hwy 4 [Johnston Rd.] to Gertrude St. to Roger St. to Victoria Quay, ending at the Port Alberni Legion Branch #293 subject to:

- *the notification of emergency services and BC Transit*
- *consultation with all affected businesses/residents*
- *implementation of a Traffic Plan*
- *provision of standard liability insurance in the amount of \$2M [minimum]*
- *COVID-19 Safety Plan or Communicable Disease Plan in accordance with Provincial Health orders and guidelines in effect at the time of the event*

CARRIED | Res. No. 22-26

I. PROCLAMATIONS

1. BC Epilepsy Society

MOVED AND SECONDED, THAT Council proclaim March 26, 2022 as 'International PURPLE DAY®' in Port Alberni on behalf of the BC Epilepsy Society.

CARRIED | Res. No. 22-27

J. CORRESPONDENCE FOR INFORMATION

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

- a. Randy Fraser | Sale of Martin Mars Water Bomber
- b. City of Abashiri | Celebrating 35 Years of Friendship
- c. Statistics Canada | 2021 Census Data
- d. Heritage BC | Heritage Week – February 21-27, 2022
- e. CMHA, Uchuklesah Tribe Govt, Uptown Merchants, BCEHS | In Support of Public Washroom Facilities
- f. The Abbeyfield Houses Alberni Valley Society | Request for Dedicated Parkland
- g. Alberni Valley Museum and Heritage Commission | January 5, 2022 Minutes
- h. Twin City Brewing | Temporary Expanded Service Area
- i. LeFevre & Company | Development Approval Process
- j. Elizabeth Parfitt | Dunbar Street and 10th Avenue Intersection
- k. Rebecca Terepocki | Public Washroom Facility Locations
- l. District of Stewart | In Support of BC Wildfires Petition
- m. City of Victoria | Support for the Legal Challenge Against Bill 21
- n. Village of Cumberland | In Support of Bill C-216

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

N. QUESTION PERIOD

O. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 3:28 PM.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
TUESDAY, FEBRUARY 15, 2022 @ 2:00 PM
In City Hall Committee Room | 4850 Argyle Street, Port Alberni**

Due to lack of quorum, and as per section 14 | Adjourning Meeting Where No Quorum, of Council's Procedures Bylaw, 2013, Bylaw No. 4830, the Corporate Officer proceeded to record the names of those present as follows:

PRESENT: Mayor Minions
Councillor R. Corbeil
Councillor C. Solda

Absent: Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon
Councillor D. Washington

Staff: T. Slonski, Director of Corporate Services
K. Bodin, Manager of Human Resources

The Corporate Officer adjourned the meeting at 2:15 pm

CERTIFIED CORRECT

Mayor

Corporate Officer

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
TUESDAY, FEBRUARY 22, 2022 @ 3:00 PM
In City Hall Committee Room | 4850 Argyle Street, Port Alberni**

PRESENT: Mayor Minions
Councillor R. Corbeil
Councillor D. Haggard | Electronically
Councillor H. Poon
Councillor C. Solda

Absent: Councillor R. Paulson
Councillor D. Washington

Staff: T. Slonski, Director of Corporate Services
K. Bodin, Manager of Human Resources

Call to Order: @ 3:00 pm

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)(c) *labour relations or other employee relations*

CARRIED

The meeting was terminated at 3:59 pm

CERTIFIED CORRECT

Mayor

Corporate Officer



CITY OF PORT ALBERNI

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☐ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other

DELEGATION APPLICATION

File # 0230-01/282022 0550-30

CONTACT INFORMATION: (please print)

Full Name: Dave Grant Organization (if applicable): P.A. Twinning Society
 Street Address: 3306 Waterfern Dr. Phone: 250-423-3104
 Mailing Address: V9Y0A5 Email: daveanddoreen@shaw.ca
 No. of Additional Participants: _____
 [Name/Contact Information] Laurie Money, _____

MEETING DATE REQUESTED: Feb 28 /22.

PURPOSE OF PRESENTATION: (please be specific)

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

Presentation of Historical documents & Historical Booklet
of PA and Alberni Twinning history

Requested Action by Council (if applicable):

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes Videos of history book & Alberni display
 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.

Dave Grant
Signature:

Feb. 7/22
Date:

OFFICE USE ONLY:

Approved: (Deputy City Clerk)

Scheduled Meeting Date: Feb 28, 2022

Date Approved: Feb. 7, 2022

Applicant Advised: Feb. 7, 2022


S. Darling

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*.

ENTERED

Date: February 23, 2022
File No: 1700-20-2022-2026
To: Mayor and Council
From: Scott Smith, Acting CAO | Director of Development Services
Subject: "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022"

Prepared by: A. MCGIFFORD Director of Finance	Supervisor: S. SMITH S. SMITH, ACTING CAO, DIRECTOR OF DEVELOPMENT SERVICES	CAO Concurrence:  Scott Smith Acting CAO
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RECOMMENDATION[S]

THAT Council amend the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" as follows:

- i. Allocate the remaining \$2,241,022 COVID-19 Restart Funding as outlined in Table 1 – 'Finalization of COVID-19 Restart Funding' of this report.
- ii. Allocate \$482,000 of surplus from 2021 for the carry forward of operational expenditures as outlined in Table 2 – 2022 'Carry forward Surplus' of this report.
- iii. Allocate \$250,000 of surplus from 2021 as follows:
 - a. \$200,000 to the Connect the Quays Pathway project;
 - b. \$50,000 to Tree Planting in the 2022 Capital Plan; and thereby reducing general taxation in the amount of \$250,000.

PURPOSE

That Council consider recommended amendments and provide any additional direction to staff as it relates to the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022".

BACKGROUND

The "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" was introduced at the Committee of the Whole [CoW] meeting held January 24th and Council gave 1st reading on January 31st. Further discussion and review occurred on February 22nd during the CoW meeting. At this time, the draft Plan reflects a preliminary increase in property taxes for general purposes of 4.97%. The draft Plan is a living document and Council will continue to review the plan and consider amendments over the next couple of months.

ALTERNATIVES/OPTIONS

1. That Council support the recommendations to amend the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" as listed above.
2. That Council proceed with additional amendments or seek additional information.
3. That Council provide alternate direction.

ANALYSIS

Council may consider the following options to amend the 2022 – 2026 Financial Plan. The following items are coming forward after the preliminary annual surplus has been identified and the final allocation of the COVID-19 Safe Restart grant. The recommendations would result in the overall taxation increase being lowered from 4.97% to 3.96% for 2022 if supported by Council.

COVID Restart Grant Allocation

The COVID-19 Safe Restart Grant for Local Governments was provided to local governments to assist with the increased operating costs and revenue shortfalls as a result of the COVID-19 pandemic. The COVID-19 Safe Restart Grant may be used towards specific eligible costs for funding such as addressing revenue shortfalls, facility reopening and operating costs, emergency planning and response costs, bylaw enforcement and protective services, computer and other technology costs, and services for vulnerable persons.

The City of Port Alberni received \$3,536,000 in COVID-19 Safe Restart Grant funding and the closing balance of unspent funds is \$2,241,022. Staff are recommending the following allocations noting that Council may choose to support any or all of the allocations listed.

Table 1 – Finalization of COVID-19 Restart funding

Item	Description	Amount
Parks and Recreation Revenue – 2021	Revenue in plan but not realized - Facilities	318,219
Parks and Recreation Revenue - 2021	Revenue in plan but not realized – Programs	130,234
Gaming Revenue - 2021	Revenue in plan but not realized – Grant	231,966
Committee Room – connectivity - 2021	To improve Committee Room to function electronically	10,000
Zoom License - 2021	Platform to conduct electronic meetings	16,835
Tempest - 2021	Update the software to function online	43,500
Direct COVID costs - 2021	Costs directly linked to deal with COVID in operations	122,745
RCMP Administration – 2021	Expenditures over plan in 2020 and 2021	300,850
Parks and Recreation - 2021	Support revenue reductions made in 2021	345,288
Parks and Recreation – 2022	Anticipated revenue shortfall for 2022 – in FP	500,000
Tempest – 2022	Further electronic upgrades – E-comm, e-apply, mobile	86,385
GIS – Software and training - 2022	To enable functionality for staff and public	45,000
Fire hall ventilation - 2022	Sleeping quarters – improve the space air movement	15,000
Council Chamber – A/V upgrade -2022	Per Council resolution February 14, 2022	75,000
	Total	2,241,022

Projects | Carry forward Surplus 2022

Every year specific projects are identified however, some of those previously planned projects may not be undertaken. The following projects have been identified for appropriated surplus. Council may choose to support any or all listed.

Table 2 – 2022 Carry forward Surplus

Item	Description	Amount
Official Community Plan	Total of the unspent funds for this project	150,000
Parks plan	Unspent funding allocated in 2021 – P&R Admin	30,000
Trees - not planted until 2022	Funding in Parks Maintenance unspent	75,000
Facility review	To inventory and create a renewal plan for facilities - new	50,000
Bridge R&M repairs not undertaken in 2021	Contractor unable to complete	55,000
Eco Development - consulting fees	Funds allocated for strategic priority	22,000
Additional line Painting and Road marking	Enable additional line painting to occur in 2022	100,000
	Total	482,000

Prior Year Surplus

At the time of writing this report, there are funds that are currently unallocated surplus identified from 2021. Council may consider a recommendation that will utilize some of those funds that would lower the overall taxation in 2022. The projects identified are strategic priorities of Council. That allocation may be supported by Council or reallocated to other items, including an additional contribution to a capital reserve.

IMPLICATIONS

To lower the taxation impact from over 4.97% Council may also consider using the 2021 surplus. The recommendations provided would result in a 3.96% taxation impact. Council can support recommendations provided or amend and provide alternate direction.

The final impact of the Financial Plan will not be confirmed until April 2022. The province requires adoption of the Financial Plan and associated bylaws before May 12th.

COMMUNICATIONS

The City has been proactively communicating various engagement opportunities with the public while Council works through its 2022 – 2026 financial planning process. The City will continue to bring the public's attention to opportunities for public engagement including details as to how citizens may participate at the E-Town Hall scheduled to be held March 7th. Members of the Committee will also be hosting an additional CoW meeting on March 21st to address tax rates, non-market change and tax burden allocations.

BYLAWS/PLANS/POLICIES

- "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022"

SUMMARY

- The "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" reflects a preliminary tax increase of 4.97%;
- Recommendations identified in this report may lower the overall taxation to 3.96% if supported;
- The draft Plan will continue to be reviewed and confirmed by Council;
- Adoption must occur prior to May 12th.

ATTACHMENTS/REFERENCE MATERIALS

- *"City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022"*

C: *T. Slonski, Director of Corporate Services*
R. Macauley, Deputy Director of Finance

**CITY OF PORT ALBERNI
BYLAW NO. 5045**

A BYLAW TO ESTABLISH A FIVE-YEAR FINANCIAL PLAN

WHEREAS Section 165 of the *Community Charter* stipulates that a municipality must have a financial plan that is adopted on an annual basis;

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

1. Schedules 'A' & 'B' attached hereto and forming part of this Bylaw is hereby adopted and is the Financial Plan of the City of Port Alberni for the five-year period from January 1, 2022 to December 31, 2026.
2. This Bylaw may be cited for all purposes as "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" and shall become effective upon adoption.

READ A FIRST TIME THIS 31ST DAY OF JANUARY, 2022.

READ A SECOND TIME THIS DAY OF , 2022.


READ A THIRD TIME THIS DAY OF , 2022.

FINALLY ADOPTED THIS DAY OF 2022.

Mayor

Corporate Officer

SCHEDULE A TO BYLAW NO. 5045

<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> CITY OF PORT ALBERNI CONSOLIDATED FINANCIAL PLAN 2022-2026 </div> </div>					
	2022	2023	2024	2025	2026
Revenue					
Taxes					
Property Taxes	25,901,671	27,128,281	28,406,820	27,566,050	28,802,719
Other Taxes	761,391	761,391	761,391	761,391	761,391
Grants in Lieu of Taxes	233,955	233,955	233,955	233,955	233,955
Fees and Charges					
Sales of Service	3,922,909	3,933,787	4,062,725	4,153,079	4,250,911
Sales of Service/Utilities	7,239,244	7,571,611	7,864,810	8,039,794	8,466,442
Service to other Government	100,000	100,000	100,000	100,000	100,000
User Fees/Fines	494,500	498,325	502,184	506,077	510,006
Rentals	153,500	156,570	159,701	162,895	166,153
Interest/Penalties/Miscellaneous	717,875	722,321	727,185	732,180	737,198
Grants/Other Governments	1,095,840	1,095,840	1,095,840	1,095,840	1,095,840
Other Contributions	-	-	-	-	-
	40,620,885	42,202,081	43,914,611	43,351,261	45,124,615
Expenses					
Debt Interest	488,170	583,795	1,156,665	1,156,665	1,156,665
Capital Expenses	6,664,911	8,378,035	5,134,847	5,669,011	4,825,756
Other Municipal Purposes					
General Municipal	4,646,792	4,805,437	4,927,374	4,991,714	5,124,132
Police Services	8,073,162	8,272,325	8,586,906	8,808,923	9,015,162
Fire Services	4,071,596	4,264,882	4,360,844	4,456,965	4,551,648
Other Protective Services	361,030	391,063	395,907	400,311	404,790
Transportation Services	4,533,697	4,679,899	4,781,381	4,880,723	4,978,094
Environmental Health and Development	3,171,306	3,261,754	3,111,997	3,165,232	3,220,303
Parks and Recreation	5,612,854	5,896,628	6,082,829	6,227,902	6,317,130
Cultural	1,500,346	1,514,983	1,547,745	1,561,173	1,585,480
Water	1,882,171	1,821,187	1,849,216	1,879,195	1,910,090
Sewer	1,490,521	1,515,827	1,541,694	1,567,102	1,592,976
Contingency	200,000	200,000	200,000	200,000	200,000
	42,696,556	45,585,815	43,677,405	44,964,916	44,882,226
Revenue Over (Under) Expenses Before Other	(2,075,671)	(3,383,734)	237,206	(1,613,655)	242,389
Other					
Debt Proceeds	-	-	-	-	-
Debt Principal	(371,426)	(572,870)	(572,870)	(572,870)	(572,870)
Transfer from Equipment Replacement Reserve	1,023,600	3,640,503	1,896,817	904,521	1,441,674
Transfer from Land Sale Reserve	-	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Reserves	1,421,497	314,101	(1,670,253)	1,170,804	(1,113,193)
	2,075,671	3,383,734	(344,306)	1,504,455	(242,389)
Balanced Budget	-	-	-	-	-

SCHEDULE B TO BYLAW NO. 5045 REVENUE POLICY DISCLOSURE

Objectives and Policies

The City of Port Alberni Corporate Strategic Plan provides municipal objectives and policy direction including strategic priorities in the areas of taxation, economic growth, and diversification.

Ongoing initiatives arising from these stated priorities relate directly to revenue generation, property taxation, and permissive tax exemptions. These are:

- Update and review regularly all fees and charges levied to maximize recovery of the cost of service delivery;
- Fund waste collection, sewer, and water utilities on a fee for service basis without contribution required from property taxation;
- Where it is strategic, market and sell City owned lands excess to needs;
- Ensure strategized initiatives and projects included in the corporate strategic plan are incorporated into the 2022-2026 financial plan to allow for successful implementation of corporate strategy
- Promote revitalization of the City's commercial areas;
- Undertake capital projects identified in the plan by a combination of use of general revenues, borrowing, senior government grant funding and reserve funding.

Considerable progress has been made on these policy directions as outlined in the City of Port Alberni's Annual Reports and Corporate Strategic Plan.

Proportion of Revenue from Funding Sources

Property Taxes – The majority of the City of Port Alberni's revenue arises from property tax; about 67% [excluding grants and borrowings] in 2022. Property tax collected between 2018 and 2022 increased by 15.2% over that five-year period.

The 2022-2026 Financial Plan provides for a 4.97% increase in property taxes collected in 2022 moving to 4.74% in 2023 then remaining at approximately 4.7% in the final three years of the plan. The planned annual increases will allow for successful implementation of all corporate strategic priorities set out by Council in the 2019 Strategic Plan as well commitments to capital projects, collective bargaining agreements, and projects that require debt service.

2022-2026 Annual Tax Rates

2022	2023	2024	2025	2026
4.97%	4.74%	4.71%	4.71%	4.72%

Parcel Taxes – No new parcel tax levies are proposed in the 2022-2026 Financial Plan.

Fees and Charges – In 2022, approximately 30% of the City of Port Alberni's revenues will be derived from fees and charges.

Services funded through fees and charges include water and sewer utilities, solid waste collection and disposal, building inspection, cemetery operations and a portion of the parks, recreation, heritage and cultural services.

City Council has directed that where possible it is preferable to charge a user fee for services that are identifiable to specific users instead of levying a general tax to all property owners.

Borrowing Proceeds – The City borrows as needed to finance significant capital projects, with more routine capital work funded through general revenue and gas taxes. In 2022, borrowing in this financial plan is approximately \$8.5 Million [approved in September 2021].

Other Sources – Other revenue sources are rentals of City-owned property, interest/penalties, payments in lieu of taxes and grants from senior governments.

Revenue from rentals and interest and penalties remain consistent from year to year and comprises 1 - 3% of the City's total revenues. Grants from senior governments vary significantly from year to year depending on successful application for conditional funding.

COVID-19 Safe Restart Grant for Local Governments the City of Port Alberni received a \$3.5 million grant from the Province of British Columbia through the COVID-19 Safe Restart Grant for Local Governments program. The grant program uses a formula that incorporates a flat amount of \$169,000 with an "adjusted per-capita" amount of \$308.34 [2018 population of 18,803]. In 2020 and 2021, Council applied grant funding to revenue shortfalls, expense escalation due to COVID and specific measures to operate under COVID. In 2022, the remaining funds will be identified and Council will be asked to approve the allocations.

Distribution of Property Taxes among Property Classes

Council will provide the policy directions which will be incorporated in the 2022-2026 Financial Plan.

Class 1 – Residential The residential tax increase will also reflect 4.97% again as a commitment to successful implementation of the corporate strategic plan. Between 2005 and 2021 the share of property taxation paid by Class 1 increased from 40.0% to 60.0%. Council will consider the share of taxation paid by the residential class.

Class 4 and 5 – Major Industry and Light Industry In 2006, Council directed that significant tax reductions be provided for Class 4 [Major Industry] taxpayers over a five-year period in response to continued market weakness in the coastal forest industry and higher than average municipal tax rates for Major Industry in Port Alberni. These reductions were implemented in 2006. The City subsequently further committed that through 2013 to 2017 there would be no increase in taxes for Major Industry as part of the agreement to purchase Catalyst's sewage lagoon infrastructure. The above noted reductions and freezes resulted in the Major Industry share of taxation decreasing from 41.8% in 2005 to 22.5% in 2021.

For 2021, Class 4 and 5 taxes were delinked and the tax burden for these classes totaled 22.5%. Council will consider the share of taxation paid by Class 4 and 5 for 2022 to allocate the tax increase of 4.97%.

Class 6 – Business In committing to successful implementation of our corporate strategic plan business rates be reviewed to allocate the increase of 4.97%. Business property tax rates dropped from \$27 per thousand dollars in assessed value in 2005 to \$14.52 per thousand in 2021. Council will consider the share of taxation paid by Class 6 for 2022.

Other Classes Approximately 0.3% of total taxation arises from the other property classes in Port Alberni. Council will consider the share of taxation paid by other classes for 2022 to allocate the tax increase of 4.97%.

Permissive Tax Exemptions

Permissive tax exemptions are provided by the City of Port Alberni as permitted under the *Community Charter* and in compliance with Council policy. Permissive tax exemptions must also fall within the budget constraints identified by Council to be considered for approval.

Generally, permissive tax exemptions are a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, and cultural) and delivering services economically. Specifically, the policy allows for annual application by eligible organizations for permissive tax exemptions on the lands or buildings they occupy, and who provide for:

- athletic or recreational programs or facilities for youth;
- services and facilities for persons requiring additional supports, mental wellness and addictions;
- programming for youth and seniors;
- protection and maintenance of important community heritage;
- arts, cultural or educational programs or facilities;
- emergency or rescue services;
- services for the public in a formal partnership with the City or;
- preservation of an environmentally or ecologically sensitive area designated within the Official Community Plan;

Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of duration equal to or greater than the period of tax exemption).

Since 2005 Council has approved, on average, annual permissive tax exemptions for 34 organizations (not including places of public worship) with a total annual municipal property tax exemption value of approximately \$250,000. In 2021, 51 organizations were approved, with a total annual property tax exemption value of approximately \$250,000.

Revitalization Tax Exemptions

Council adopted "City of Port Alberni Revitalization Tax Exemption Program, Bylaw No.4824" in 2013, an aggressive bylaw designed to encourage revitalization of the uptown area. Council amended the Bylaw in March 2016 to include Harbour Quay and City owned properties to the Schedule of eligible properties. Also, in 2016, Council adopted a new Revitalization Tax Exemption Bylaw covering all other commercial areas. Council's objective is to stimulate growth and development in the City's commercial areas by encouraging investment in new commercial space and improvements to existing commercial buildings. In 2020, one application was received and approved. This approved application experienced the first tax exemption in 2021 and is in effect for a period of five years [expires December 31, 2025].

Strategic Community Investment (SCI) and Traffic Fine Revenue Sharing (TFRS) Funds

The Strategic Community Investment Fund Plan is an unconditional grant from the Province to municipalities to assist in provision of basic services. The Traffic Fine Revenue Sharing Fund returns net revenues from traffic violations to municipalities responsible for policing costs.

The City is expecting to receive approximately \$591,500 in 2022. Performance targets are not expected to change from 2021 to 2022. SCI and TFRS funds are allocated to general revenue to support local government service delivery.

Community Gaming Funding

On October 23, 2007 the City of Port Alberni and the Province of BC signed the Host Financial Assistance Agreement providing for the transfer to the City (Host) of ten (10%) percent of net gaming revenue from the casino located within the City's boundaries. The budget assumes that the City of Port Alberni will continue to receive a share of gaming revenue through the five years of this financial plan. It should be noted that there is no long-term agreement in place with the Province.

Community gaming funds must be applied to Eligible Costs only. Eligible Costs are defined by the Province as "the costs and expenses incurred by the Host for any purpose that is of public benefit to the Host and within the lawful authority of the Host."

In 2020 and 2021, COVID-19 impacted the revenue received to support the annual funding to eligible costs. The draft plan continues the support of the eligible costs in 2022 with an expectation of normal funding through the entire year from the Host Financial Assistance Agreement.

2021 Funding Allocation	Funds (\$) Allocated
McLean Mill National Historic Site Operations	\$ 160,229
Visitor Centre Funding	87,411
Offset Economic Development	150,000
Community Investment Plan/Grants in Aid	48,200
Total commitments	\$445,840



CITY OF PORT ALBERNI

2022-2026 Budget Questions & Responses

The following is an active document reflecting questions and responses in relation to the 2022-2026 Financial Plan. This is a living document and as such, will continue to be updated accordingly throughout the Financial Planning process. Citizens are encouraged to engage throughout the process by submitting comments/questions to council@portalberni.ca.

Date	Q or C	QUESTION/COMMENT	RESPONSE
Jan. 24 COW	Q1	Are there dates proposed for the Connect the Quays Pathway funding? (announcement of grant funding result)	<i>The City has not been advised as to whether the City's application for funding has been awarded. Staff will keep Council informed as soon as information is received.</i>
	Q2	Will inflation be included in current rate?	<i>There is 3-4% anticipated for 2022 and reflected as higher in future years. Staff will continue to monitor and adjust to reflect increases if required or anticipated.</i>
	Q3	Were the COVID-19 funds used to assist Parks, Recreation and Heritage with revenue loss related to COVID-19 in 2021?	<i>Yes, funds from the COVID-19 Restart grant were allocated in 2020 and 2021. Some funds will also be assigned to support lower than anticipated revenue in 2022.</i>
	Q4	Does the RCMP budget include funding for body cameras?	<i>This item is identified as a future cost but is not included in the current RCMP contract. In follow-up by the Director of Finance, it appears that funding for this roll-out would be included in the 2024-25 contract cost.</i>
	Q5	Request to review Emergency Reserve Fund [ERF] to accommodate increases.	<i>Staff will provide a report showing allocation of funds.</i>
	Q6	Will the increase of new development alleviate the tax base?	<i>Non-market change from new development provides the option of diluting the tax burden should Council elect to do so.</i>
	Q7	Does the Roads and Street Maintenance budget include sidewalks?	<i>Yes, sidewalk improvements [new & replacements] and inspections are included within operational budget for Roads and Street maintenance.</i>
	Q8	Are replacement costs included within the Sewer and Water service fees?	<i>Yes, there is a contribution made each year, on average (approximately) 50% to Capital and 50% to Operational.</i>
	Q9	What portion of the curbside fees Organics collection service was covered by grants?	<i>The collection bins, staff resources, communications, education, and cart delivery was financially supported by the ACRD with grant funding. Recycling service delivery is covered by RecycleBC incentives, the remainder is from curbside utility fees.</i>
	Q10	Was the Public Transit Restart Grant part of City grant?	<i>No, BC Transit received its own grant over 2 operating years with fiscal year ending March 31. These funds were specifically to Local Governments that did not reduce level of service in transit through the pandemic.</i>
	Q11	What is the balance of the COVID-19 Restart Grant?	<i>Staff will provide a report showing allocation of funds at the February 22 CoW.</i>
	Q12	Are expenditures related to the operation of the Bylaw services department covered by fines?	<i>No, bylaw fines/fees do not cover operational costs of the Bylaw department.</i>
	Q13	Is the Asset Management Fund required?	<i>There are Capital and Operational reserves currently in place. Asset Management work continues to be completed and included within this budget cycle. Staff have a draft report in process to address reserves and will seek Council support for proposed changes.</i>
	Q14	Request for a summary of costs within RCMP Contract [i.e. cost per member].	<i>Staff to prepare a report and provide to Council at a future meeting [March 2022].</i>

Public Input/Question Period	Q15	Budget E-town Hall format explanation?	Public participation opportunities include: •Submission of comments/questions to council@portalberni.ca •Submission of comments/questions by mail or to City Hall •Attend a Committee of the Whole meeting in person •Attend a Regular meeting of Council in person. Members of the public are able to address Council directly at regular meetings either during Public Input and March 7, 2022 @ 7:00 pm, and will communicate more specific details as we approach the date
	Q16	Does the Payment in Lieu of Taxes [PILT] incorporate adjustments from the recent change in accord?	Yes, all PILT amounts expected are reflected in the Financial Plan.
	Q17	Are all COVID-19 Restart funds to be allocated by end of 2022?	Yes, funds had to be identified by the end of 2021 and spent by end of 2022.
	Q18	Are the 2022 Community Gaming Funds budgeted with the expectation of receiving the typical pre-COVID amounts?	Yes, the budget reflects full funding. Should there be a deficit, there is an option to use contingency to support any deficit in 2022.
	Q19	Given the cancellation of a number of conferences and/or move to a virtual format, how much of the Council travel budget was utilized in 2021 and given the continuation of virtual platforms and associated reduction in cost, should the 2022 budget be decreased to accommodate this change?	Council's travel budget identifies \$52,030 with \$12,723 being spent in 2021, so, yes, Council could consider reducing this item.
	Q20	In anticipation of Council considering a change to Building Permit fees, would greater revenue then be anticipated in the budget?	The amount in the budget wouldn't be predicated on Council increasing fees. The budget represents current rates and anticipated construction for 2022.
	Q21	Consider the world-wide environmental issues and the opportunities available to Port Alberni to mimic European initiatives. Wide City streets are ideal for utilizing public transit trolley systems. Shipping ports also present an advantage.	European initiatives provide a number of great examples. Some of Council's current Strategic Plan goals address utilizing the City's wide streets. For example, the City works regularly with the Island Corridor Foundation and the province to bring passenger rail back to the island. The City also works with PAPA and other associated agencies re: shipping ports.
	Q22	Request for Council to consider offering exterior grant funding or a loan program to Harbour Quay merchants to complete upgrades.	The City's Façade Improvement Program offered through the Economic Development Department matches funds and grants for businesses. The Harbour Quay requires a number of upgrades which will be considered during this budget cycle.
	Q23	When looking at the Consolidated Financial Plan, why does the debt interest increase over 50% in 2023?	The 54% increase in debt servicing is due to the final \$8.5M borrowing associated with the Sewage Lagoon scheduled to be undertaken in the Fall 2022, resulting in debt repayment beginning in 2023.
	Q24	When looking at the Consolidated Financial Plan, why does the Other Protective Services decrease by \$100,000 in 2022-2023?	Excel sum error - The sum calculation was not in 2023-2026 and reflected the 2021 actual budget amount not the total in the column.
	Q25	Revenue - Line 12210 What is a CBC Grant?	This is the Federal & Crown corporations grant in lieu of taxes. CBC is the CBC radio properties, one building and the utility infrastructure.
	Q26	Revenue - Line 14732 Have we over estimated revenue in previous years for Echo Aquatic Centre?	This is a facility that has seen a significant impact to revenue due to PHO, actual revenue in 2019 was just under \$300,000. 2020 and 2021 had approximately \$80,000 each year. The 2022 budget reflects the expected revenue.
	Q27	Expenses - Line 22480 What is included in repair and maintenance?	ERRF accounts for 80% of this expense line item, the remaining amount is associated with the supplies and parts to maintain the Fire fleet of vehicles
	Q28	Expenses - Lines 23136/23137 Public Works Yard & Building Maintenance What is planned for this increase?	All expenditure were reviewed over the past few years and the actual expenditures now are reflected in the Financial Plan. Nothing new planned.
Post meeting Q's R. Corbeil	Q29	Expenses - Line 28220 What does Transfers to General Capital Reserves mean i.e. big swings in Parks and Cultural Services?	This is the funding in current year that is required from taxation to complete capital projects planned in the current year. It increases and decreases depending on the projects in the year.
	Q30	Capital Projects -2022 What is the Parks Recreation Heritage Asset Renewal \$167,000?	These are the total projects that are required at all city facilities.

Feb. 22 COW	Q31	Provide the amount expended for sidewalk improvements within the Road and Maintenance budget.	<i>Staff are researching this request and will respond at the next available opportunity.</i>
	Q32	Is there a requirement for a budget increase with regards to line painting, including crosswalks and bike lanes to be sure all work completed?	<i>Following the paint supply chain issue in 2021, a new service provider was engaged. The new contractor is able to provide a higher quality product that offers increased reflection and is more environmentally sound. Work will commence in Spring 2022 beginning with arterial and collector roads followed by side streets. All line painting, including crosswalks and bike lanes [completed by City crews] are intended to be completed by Summer of 2022 and will be covered within monies allocated in the financial plan.</i>
	Q33	Is the \$88,000 identified in 2018 for the Fire Hall renovation [to accommodate aerial Fire Truck arriving in 2023] adequate given inflation rates?	<i>Staff are researching this item and will respond at the next available opportunity.</i>
	Q34	Where does the \$120,000 in funding for McLean Mill Capital projects come from and what are the specific projects to be undertaken?	<i>Funding is a combination of historical funds received from ACRD, grant funding and \$30,000 from the City. Listing of specific projects to be brought forward from the Director of Parks, Recreation and Heritage for Council's consideration.</i>
	Q35	Should gaming revenue projections be reflecting full capacity given current climate related to COVID-19.	<i>The last quarter payment received was reflective of previous years indicating that gaming revenues moving forward should meet pre-COVID amounts.</i>
	Q36	Requirement to budget for RCMP Body Cameras?	<i>RCMP 'E Division' has indicated that there will be a Request for Proposal issued in addition to ongoing pilot projects that will assist in formulating cost projections likely to be brought forward in 2024/25.</i>
	Q37	If grant funding is received for the Connect the Quays Pathway project, will the \$200,000 currently allocated be retracted?	<i>Staff will bring forward a report to the February 28th Regular meeting providing funding allocation options for Council's consideration.</i>
	Q38	What is the total budget allocated for paving and road construction and what is the cost per metre of road?	<i>Staff are researching this request and will respond at the next available opportunity.</i>
	Q39	Provide information regarding outstanding projects from previous years that were budgeted but not completed and the estimated completion date.	<i>Staff are researching this request and will respond at the next available opportunity.</i>
	Q40	Clarify surplus from prior years i.e Parks Plan \$30,000 and Facilities \$50,000?	<i>Parks Plan [\$30,000] is allocated towards a Parks Master Plan to be completed in conjunction with the Official Community Plan review. Facilities [\$50,000] is identified as a financial requirement related to asset management that will be utilized for a number of facility upgrades/repairs to be determined by Council.</i>
	Q41	Of the \$382,000 surplus carried forward what is the \$22,000 allocated as Economic Development Consulting for?	<i>Strategic Planning for the Somass Lands Site.</i>
	Q42	Should Council training and travel budget be decreased in light of virtual conference platforms?	<i>Upcoming conferences such as AVICC, UBCM and FCM are currently scheduled as in-person events. As such full funding would likely be required for registrations, travel, etc.</i>
	Q43	Is there the option to reduce taxation using surplus without decreasing planned projects or negatively impacting reserve funds?	<i>Staff will be providing a report to members of the Committee at its March 21, 2022 meeting regarding City Reserves and proposed Tax Rates for review and discussion.</i>
	Q44	Is the Non-market Change already factored into the 2022 Financial Plan?	<i>Tax burdens have yet to be set. Tax rates will be an item for discussion at the March 21, 2022 CoW meeting.</i>



CITY OF PORT ALBERNI

City Hall
4850 Argyle Street,
Port Alberni, BC V9Y 1V8
Telephone: 250-723-2146 Fax: 250-723-1003
www.portalberni.ca

Our File No. 0400-20-FLNR

February 24, 2022

Minister of Forests, Lands, Natural Resource Operations and Rural Development
PO Box 9049 Stn Prov Govt
Victoria, BC V8W 9E2
by email: FLNR.Minister@gov.bc.ca

Attn: Honourable Katrine Conroy

Dear Minister Conroy

Re: Old Growth Forest Deferrals

On behalf of Council for the City of Port Alberni and in response to the provincial announcement regarding old growth deferrals, we commend the Province for considering the voices of Indigenous communities in this process.

As part of the 56.2 million hectares of forest in B.C including 11.1 million hectares of old growth, we ask the province to consider the importance of receiving the input of communities and businesses in the development of the province's new approach to sustainable forest management. As such, we respectfully request the opportunity to collaborate with the province in the Old Growth Deferral strategy process.

As a community whose history has relied heavily on the forest industry, the opportunity to have a voice during this transformation, both with the deferral process and with the necessary supports required for rural communities, such as Port Alberni, to offset job and economic impacts that may follow new harvest restrictions, would be greatly appreciated.

While Council commends the leadership shown by the province in protecting B.C.'s most important old growth, a collaborative approach is fundamental in facilitating an innovative and sustainable approach to managing BC's old-growth forests.

Yours truly
CITY OF PORT ALBERNI

Sharie Minions
Mayor

C: Council
S. Smith, Acting CAO | Director of Development Services
T. Slonski, Director of Corporate Services
J:\EFS\0100_0699 Administration\0400 Cooperation_Liaison\0400_20 British Columbia Government\FLNR\2022_02_24_Old Growth Forest_FLNR.doc

Date: February 16, 2022
File No: 3090-20-DVP110
To: Mayor & Council
From: Scott Smith, Acting CAO | Director of Development Services
Subject: **DEVELOPMENT APPLICATION – Development Variance Permit No. 110**
4841 Redford Street
Lot B, District Lot 1, Alberni District Plan EPP79584
030-422-710
Applicant: Tectonica Management Inc.

Prepared by:  Price Leurebourg, Development Planner	Supervisor:  Scott Smith, Director of Development Services / Acting CAO	CAO Concurrence:  Scott Smith, / Acting CAO
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RECOMMENDATIONS

That Council authorize the issuance of Development Variance Permit No. 110 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 4841 Redford Street:

- Vary section 5.31.2 Site Development Regulations to permit a reduction of the required front yard setback of 4841 Redford Street along 4th Avenue from 7.5 metres to 3.2 metres, a variance of 4.3 metres.*
- Vary section 5.31.3 Conditions of Use to permit a reduction of the total of both side yards of 4841 Redford Street from 20 percent to 19.4 percent of the proposed lot width.*

PURPOSE

To consider Development Variance Permit No. 110 with regards to an application for a setback reduction. The variance would facilitate a lot line relocation. The subject property is located at 4841 Redford Street.

BACKGROUND

The purpose of this variance application at 4841 Redford Street (Lot B) is to facilitate a proposed multi-family residential development on Lot A. This initial application for variance is triggered by a subdivision application to relocate the interior lot line. The applicant owns both parcels and is looking to relocate the lot line separating the two properties 11.0 metres to the south, thereby increasing the size of Lot A. Relocating the interior lot line benefits the development of Lot A in terms of increased open space, increased landscaped areas, and more appropriate siting of buildings. The impact of this lot line relocation is a shift to the front, rear and side yards of 4841 Redford Street (Lot B) as defined in the City's Zoning Bylaw, leading to non-compliance with regards to setback requirements.

ENTERED

ALTERNATIVES/OPTIONS

- Option 1 – *Proceed with issuing Development Variance Permit No. 110.*
- Option 2 – *Do not proceed with issuing Development Variance Permit No. 110, and request further revisions from the applicant.*
- Option 3 – *Provide alternative direction.*

Staff have reviewed the proposal and are in support of Option 1.

ANALYSIS

The applicant is proposing to develop multi-family residential units on what is currently Lot A. To accommodate this development, the applicant has submitted a subdivision application to relocate the interior lot line between Lot A and Lot B 11.0 meters to the south. Once the subdivision has been approved, the lots will be re-registered as Lot 1 (northerly lot) and Lot 2 (southerly lot). The report will refer to the current Lot A and Lot B as “future Lot 1” and “future Lot 2”, respectively. The drawings supporting the Development Variance Permit application are labelled using the future lot designators.

As a result of the reduced distance between the north and south boundaries of future Lot 2, the front yard as defined by the Zoning Bylaw shifts from the south boundary along Redford Street to the west boundary along 4th Avenue. The south boundary along Redford Street now becomes a side yard, as does the internal lot boundary. The east boundary abutting 5th Avenue will then be considered the rear yard.

As future Lot 2 is fully developed with existing buildings that date back to the 1970's and earlier, the change in front yard creates a scenario where an existing building encroaches into the new front yard setback. Located 3.2 metres from the new front yard, the applicant is requesting a 4.3-metre variance (57%) from the required 7.5-metre setback.

The second variance request is due to the location of the new side yards. The side yard along the interior lot line will be 4.3 metres deep and the side yard along Redford Street will be 9.2 metres deep. The lot line relocation does not result in encroachments into the new side yard setbacks or the new rear yard setback; however, the development fails to meet the condition of use requirement in the P1 – Institutional zone that the total of both side yards equal at least 20% of the lot width.

*Zoning Bylaw Section
5.31.3(a):
Institutional Zone
Conditions of Use*

*Notwithstanding the provisions of 5.31.2, the total of both
side yards must be equal or greater than 20% of the lot
width.*

Following the lot line relocation, the width of future Lot 2 will be 69.6 metres, therefore, the total of both side yards should be no less than 13.92 metres. While the minimum required side yard setback is met, the additional condition of use under section 5.31.3(a) means that the combined total of both side yards is 0.42 metres short at 13.5 metres. The existing buildings make compliance with this condition of use impossible based on the proposed location of the interior lot line. The applicant is requesting a reduction of the minimum ‘total of both side yards’ requirement from 20% to 19.4% of the lot width.

Table 2 – 5.31.3 Conditions of Use		
	Required	Proposed
Total of both side yards	20% of lot width	19.4% of lot width

The variances are required from a technical perspective and no changes are proposed to buildings or structures on future Lot 2. No negative impacts are anticipated and the safety of users, drivers and passersby is unaffected.



The development of future Lot 1 will require OCP and Zoning Bylaw amendments as well as the Development Permit application. These will be considered following this Development Variance Permit application and the Subdivision Approval Process for future Lot 2 which triggered the need for the variance. Without the variance, the Subdivision Approving Officer will not be able to approve the lot line relocation as this would create a lot that is not compliant with the Zoning Bylaw.

IMPLICATIONS

1. Development Variance Permit No. 110

Issuing the Development Variance Permit will allow the Subdivision Approving Officer to proceed with the internal lot line relocation via the subdivision process. This will, in turn, provide the applicants with sufficient space on the northern lot (future Lot 1) to proceed with the next steps of their application. Staff have reviewed the application, and do not anticipate any negative impacts as a result of the reduced front yard setback nor the reduction to the required total of both side yards.

COMMUNICATIONS

Public notice of the requested variance was given as per the requirements of the *Local Government Act*. Owners and occupants of all properties within 75 metres of 4841 Redford Street were mailed a notice 10 days prior to the scheduled meeting date of February 28th.

BYLAWS/PLANS/POLICIES

1. Zoning Bylaw 2014 4832:

The application has been reviewed for compliance with the Zoning Bylaw. The purpose of P1 Institutional zone is to establish and maintain areas in which institutional uses can be accommodated and located in a manner complementary with surrounding uses. The subject property meets most of the Site Development Regulations of the P1 zone, however, 2 variances are required.

SUMMARY

The issue for consideration is a variance application requesting relief from front yard and side yard setback requirements of the Zoning Bylaw. The variance request is associated with a subdivision application received for 4841 Redford Street, wherein the owners are proposing to relocate the interior lot boundary separating future Lots 1 and 2. Staff have reviewed the application and are satisfied that the requested variances to the Zoning Bylaw are not likely to have a negative impact on the surrounding neighbourhood. The Planning Department supports approval and issuance of the Development Variance Permit.

ATTACHMENTS/REFERENCE MATERIALS

1. Development Variance Permit No. 110
2. Advisory Planning Commission January 20, 2022 Meeting Minutes
3. Staff Report to the Advisory Planning Commission

C: *T. Slonski, Director of Corporate Services*
A. McGifford, Director of Finance
R. Gaudreault, Building/Plumbing Inspector

CITY OF PORT ALBERNI
DEVELOPMENT VARIANCE PERMIT NO. 110

WHEREAS, pursuant to Section 498 of the *Local Government Act, RSBC 2015*, on application of an owner of land, a local government may, by resolution, issue a Development Variance Permit that varies, in respect to the land covered in the Permit, the provisions of a Zoning Bylaw adopted under Part 14 of the *Local Government Act*. Authorization is hereby granted to:

Ryan Anaka dba Uchucklesaht Capital Assets Inc., Inc. No. BC0965357
A-5251 Argyle St.
Port Alberni, BC V9Y 1V1

to:

- a) *Vary section 5.31.2 Site Development Regulations to permit a reduction of the required front yard setback of 4841 Redford Street along 4th Avenue from 7.5 metres to 3.2 metres, a variance of 4.3 metres.*
- b) *Vary section 5.31.3 Conditions of Use to permit a reduction of the total of both side yards of 4841 Redford Street from 20 percent to 19.4 percent of the proposed lot width.*

for development on lands legally described Lot B, District Lot 1, Alberni District, Plan EPP79584 (PID:030-422-710) and located at **4841 Redford Street**, as shown on the Schedule A map attached.

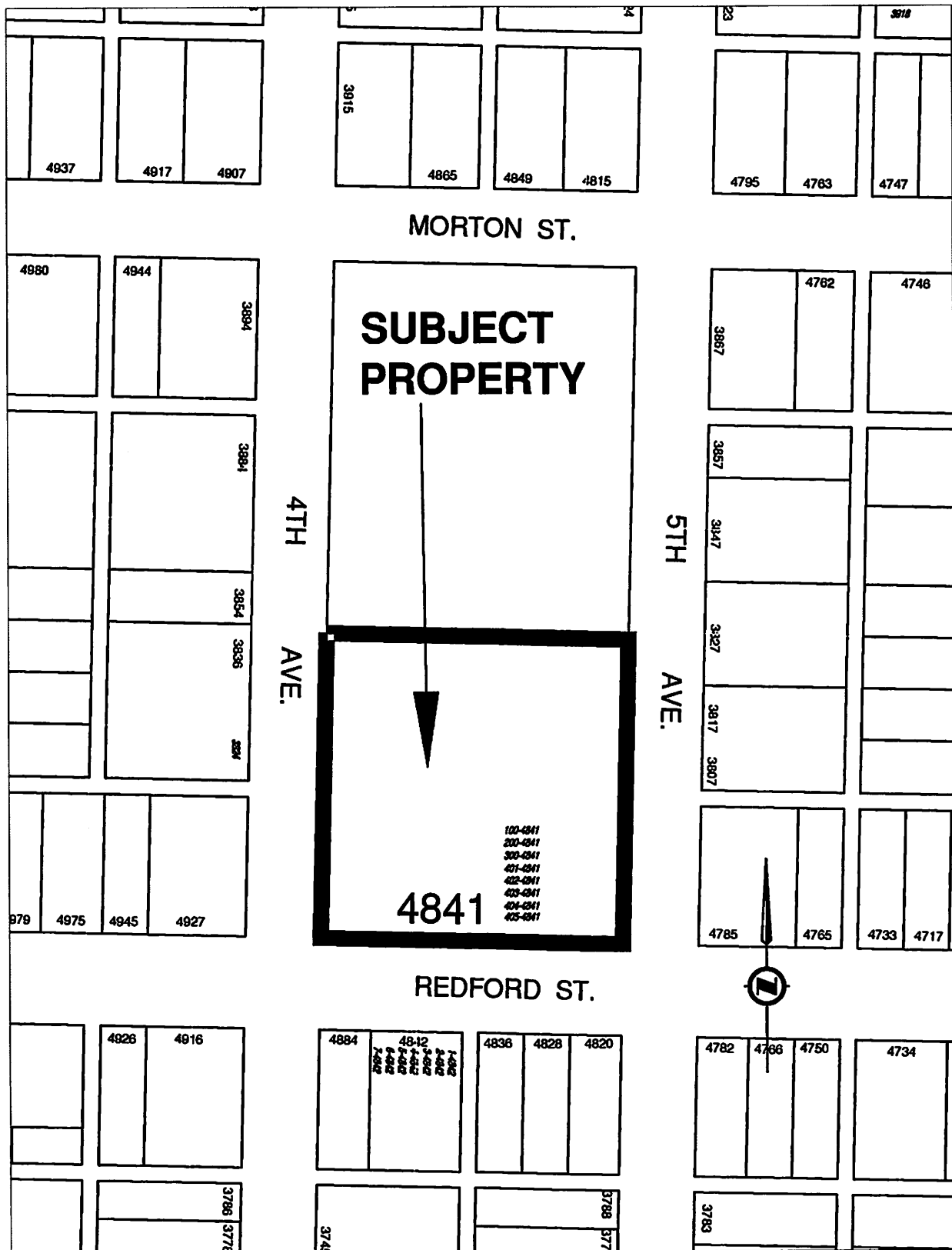
In accordance with the provisions of Section 498 of the *Local Government Act RSBC 2015*, approval of this Permit was granted by resolution of the City Council on Month, Day, Year.

This Permit is issued under the Seal of the City of Port Alberni on Month, Day, Year.

Mayor

Corporate Officer

SCHEDULE A TO DEVELOPMENT VARIANCE PERMIT NO. 110





**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on January 20, 2022 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Ed Francoeur (Chair)
Ken McRae (Vice-Chair)
Amy Anaka
Callan Noye
Stefanie Weber
Joe McQuaid
Chris Washington, S.D.70 Liaison
Peter Dionne, R.C.M.P. Liaison
Andre Guerin, P.A.F.D. Liaison
Councillor Deb Haggard, Council Liaison

Regrets

Jolleen Dick, Councillor, Hupačasath F.N.
Ken Watts, (CEO Tseshah (č išaaʔath) F.N)
Amy Needham, Parks Operations Liaison

Staff

Scott Smith, Dir. of Dev. Services/Acting CAO
Brian McLoughlin, Development Planner
Price Leurebourg, Development Planner
Cara Foden, Planning Technician

Guests

Members of the Public: None
Applicants: G. Carniato

Alternates (not in attendance)

Larry Ransom (Alt.- S.D.70)
Councillor Helen Poon (Alt.- Council)
L. Sam, (Alt. – Tseshah (č išaaʔath) F.N)
Roger Nopper CEO, (Alt. - Hupačasath F.N.)



1. Acknowledgements and Introductions –

- Acknowledgement, by the Chair, that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (č išaaʔath) First Nations.
- Welcome and introductions.

2. Minutes - Adoption of November 18, 2021 Minutes

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the November 18, 2022 regular meeting.

(Weber / McQuaid) CARRIED

3. Election of Chair and Vice-Chair for 2022

Elected Chair – Ed Francoeur
Elected Vice-Chair – Ken McRae:

4. DEVELOPMENT APPLICATION – Development Variance Permit

4841 Redford Street

Lot B, District Lot 1, Alberni District, Plan EPP79584 (PID: 030-422-710)

Applicant: B. Derby dba Tectonica Management Inc. as Agent for Ryan Anaka dba Uchucklesaht Capital Assets Inc., Inc. No. BC0965357

- Amy Anaka declared a potential conflict of interest for this application and left the room at 12:05 prior to the presentation of the application.
- City Development Planner (P.L.) summarized his report dated January 12, 2022.

- APC discussed the proposed amendments and report.
 - There was clarification of the purpose for the Variance (to facilitate subdivision) and how the new lots would be configured with respect to the Variances requested.

Motions:

- a) *That the Advisory Planning Commission recommends to City Council that they approve the Development Variance Permit requested for property legally described as Lot B, District Lot 1, Alberni District, Plan EPP79584 (PID:030-422-710) and located at 4841 Redford Street as follows:*
 - a) *Vary section 5.31.2 Site Development Regulations to permit a reduction of the required front yard setback of future Lot 1 along Fourth Avenue from 7.5 metres to 3.2 metres, a variance of 4.3 metres.*
 - b) *Vary section 5.31.3 Conditions of Use to permit a reduction of the total of both side yards of future Lot 1 from 20 percent to 19.4 percent of the proposed lot width*
(McQuaid / McRae) CARRIED
- Amy Anaka returned to the room at 12:17 pm following the decision of APC to support the application.

5. DEVELOPMENT APPLICATION – Official Community Plan and Zoning bylaw

3618 5th Avenue - Lot 10, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-092

3614 5th Avenue - Lot 11, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-131

4825 Burde Street - Lot 12, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-157

4835 Burde Street - Lot 13, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-190

Applicant: G. Carniato as agent Roger McKinnon dba QUAD DEVELOPMENT LTD., INC.NO. BC0320089.

- City Development Planner (B.M.) summarized his report dated January 13, 2022.
- APC discussed the proposed amendments and report.
 - There was substantial discussion regarding Comprehensive Development (CD) Zones, their application and purpose and how a CD zone would work positively for this application. The Director of Development Services and the Development Planner were able to speak to the use of CD zones in general terms and also speak about how the existing CD1 zone was implemented for a new subdivision on upper Burde St.
 - The APC also asked for more information regarding the inclusion of the condition, in the proposed CD zone, that would limit tenancy within the development to residential rental tenure only. There were expressions of support for the condition and use of the newly legislated power that Municipalities have to zone for residential rental tenure only. The proposed zone would be the first in Port Alberni to include a rental tenure requirement.
 - The APC also clarified the perpetual nature of the rental tenure requirement and the need for this type of accommodation in Port Alberni as identified in the recent Housing Needs Assessment completed in .
 - APC asked the applicant about comments received after the Neighbourhood Public Meeting hosted by the applicant. There were two interested persons who attended the meeting after the applicant sent out invitations to 36 owners and occupiers of surrounding properties. Both parties provided written comments in support of the application.

- The OCP review process was discussed and staff clarified that this application (plus one more) was moved forward because of the timeframe and extensive work that went into the review prior to starting the OCP review. Any new applications that might trigger the creation of a new CD zone will be placed on hold until the OCP review is over. These applications may provide useful insights for the OCP review.
- The height of the proposed buildings was noted and the Development Planner clarified that the height proposed did not exceed what would be allowed in the current zones. The proposed zone is very similar to the RM2 Medium Density Multi-Family Residential zone.
- Safety was mentioned and APC inquired about permitting barbeque's on balconies. The City doesn't currently regulate a tenant use of their balcony.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that with respect to:*
 - *Lot 12, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-157 located at **4825 Burde Street**; and*
 - *Lot 13, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-190 located at **4835 Burde Street**;**the City proceed with the following bylaw amendments:*
 - a. *Amend the Official Community Plan (Schedule A – Land Use Map) to change the designation of the properties from 'General Commercial' to '**Multi-Family Residential**' use;*
 - b. *Amend the Official Community Plan (Schedule B – Development Permit Areas Map) 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**'.*
2. *That the Advisory Planning Commission recommends that City Council proceed with the following amendments to the text of the Zoning Bylaw:*
 - a. *Define 'Residential Rental Tenure' by 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".
 - b. *In Section 5.0 Establishment of Zones add the following text to the list of zones under Section 5.1*

"CD3 – Comprehensive Development – Multi-Family Residential Infill – CD3 – Comprehensive Development – Multi-Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5th Ave."
 - c. *Under Section 8.0 Comprehensive Development Zones add Section 8.2 text as follows:*

"8.2

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

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

8.2.1	<u>Permitted uses</u>	
	<u>Principal Uses</u>	<u>Accessory Uses</u>
	Multiple family dwellings	Home occupation

8.2.2 Site Development Regulations

Minimum Lot Area	789.7 m ²	(8,500 ft ²)
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	

8.2.3 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."

3. That the Advisory Planning Commission recommends to City Council that with respect to:

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

the City proceed with amending the Zoning Bylaw (Schedule A – Zoning Map) to change the designation of the properties from 'RM2 Medium Density Multiple Family Residential' to '**CD3 – Comprehensive Development – Multi-Family Residential Infill – CD3 – Comprehensive**

Development – Multi-Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5th Ave.'

4. That the Advisory Planning Commission recommends to City Council that with respect to:
- Lot 10, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-092 located at **3618 5th Avenue;** and
 - Lot 11, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-131 located at **3618 5th Avenue;**
- the City proceed with amending the Zoning Bylaw (Schedule A – Zoning Map) to change the designation of the properties from 'C3-Service Commercial' to 'CD3 – Comprehensive Development – Multi-Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5th Ave.'*

(McRae / Weber) CARRIED

6. STATUS UPDATE:

The Director of Development Services updated the APC with respect to the following:

- Vimy Street – Subdivision has been registered and Public Hearing is on January 25/22
- Zoning – B. Toor (5405 Argyle St.) – Public Hearing scheduled for February 15/22
- Mother Centre on Kendall – Building Permit will likely be submitted in April 2022

7. OTHER BUSINESS

8. **ADJOURNMENT** – The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on **February 17, 2022.**

(Dionne / Weber) CARRIED

Ed Francoeur (Chair)

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APC-SummaryMinutes-Jan20-2022



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission
FROM: Price Leurebourg, Development Planner
DATE: January 12, 2021

SUBJECT: DEVELOPMENT APPLICATION – Proposed Development Variance Permit

4841 Redford Street
LOT B, DISTRICT LOT 1, ALBERNI DISTRICT PLAN EPP79584

Applicant: Tectonica Management Inc.

RECOMMENDATIONS

1. *That the Advisory Planning Commission recommends to City Council that they approve the Development Variance Permit requested for property legally described as Lot B, District Lot 1, Alberni District, Plan EPP79584 (PID:030-422-710) and located at **4841 Redford Street** as follows:*
 - a) *Vary section 5.31.2 Site Development Regulations to permit a reduction of the required front yard setback of future Lot 1 along Fourth Avenue from 7.5 metres to 3.2 metres, a variance of 4.3 metres.*
 - b) *Vary section 5.31.3 Conditions of Use to permit a reduction of the total of both side yards of future Lot 1 from 20 percent to 19.4 percent of the proposed lot width.*

ALTERNATIVES/OPTIONS

The Planning Department supports Option #1.

1. Recommend to Council that staff proceed with the requested variances.
2. Recommend to Council that staff do not proceed with the requested variances.
3. Request that staff gather additional information before proceeding with a recommendation for Council to consider.

ISSUE

For consideration is a variance application for setback reduction to facilitate a lot line relocation. The subject property is located at 4841 Redford Street.

BACKGROUND

The City of Port Alberni has received a series of development applications for 4841 Redford Street (Lot B) and the vacant lot abutting the property (Lot A). The applicant is proposing to develop 113 multi-family residential unit on what is currently Lot A. To accommodate this development, the applicant has submitted a subdivision application to relocate the interior lot line between Lot A and Lot B 11.0 meters to the south. Once the subdivision has been approved, the lots will be re-registered as Lot 1 (northerly lot) and Lot 2 (southerly lot). The report will refer to the current Lot A and Lot B as "future Lot 1" and "future Lot 2", respectively. The drawings supporting the Development Variance Permit application are labelled using the future lot designators.

The proposed subdivision will trigger the need for a Development Variance Permit. A variance would be required in order to allow the lot line relocation, as this will result in a reduction of the new front yard setback along with the reduction of the total of both side yards. Without the variance, the Subdivision Approving Officer cannot approve the lot line relocation.

ANALYSIS

Zoning

The subject property is currently zoned *P1 – Institutional*. No zoning bylaw amendments are required for future Lot 2.

Site Plan

The applicant has submitted a site plan as part of their application (attached).

The completed development proposal will place 113 new units on future Lot 1. The development of future Lot 1 will be subject to separate applications for OCP and Zoning Bylaw amendments as well as the Development Permit application. These will be made subsequent to this Development Variance Permit application and following the Subdivision Approval Process.

This initial application for variance is triggered by the subdivision application to relocate the interior lot line. The applicant owns both parcels and is looking to relocate the lot line separating the two properties. They are looking to move it 11.0 metres to the south, thereby increasing the size of future Lot 1. Ultimately, relocating the interior lot line benefits the development of future Lot 1 in terms of increased open space, increased landscaped areas, and more appropriate siting of buildings.

As a result of the reduced distance between the north and south boundaries of future Lot 2, the front yard as defined by the Zoning Bylaw shifts from the south boundary along Redford Street to the west boundary along Fourth Avenue. As future Lot 2 is fully developed with existing buildings that date back to the 1970's and earlier, the change in front yard creates a scenario where an existing building encroaches into the new front yard setback.

Table 1 – 5.31.2 P1 Site Development Regulations				
	Required		Proposed	
<i>Minimum Lot area</i>	500 m ²	(5,813 ft ²)	5,600 m ²	18,372.7 ft ²
<i>Minimum Frontage</i>	15 m	(49.2 ft)	69.6 m	228.4 ft
<i>Maximum Coverage</i>	40%		35.4%	
<i>Minimum Setbacks</i>				
<i>Front yard</i>	7.5 m	(24.6 ft)	3.2 m	(10.5 ft)
<i>Rear yard</i>	9 m	(29.5 ft)	9 m	(29.5 ft)
<i>Side yard</i>	1.5 m	(4.9 ft)	4.3 m	(14.1 ft)
<i>Side yard</i>	1.5 m	(4.9 ft)	9.2 m	(30.2 ft)
<i>Maximum Height, Principal Building</i>	12.5 m	(41 ft)	Existing	
<i>Maximum Number of Principal Building Storeys</i>	3		Existing	

Another outcome of the lot line relocation is that the two side yards shift from the lot lines abutting Fourth Avenue and Fifth Avenue, to the interior lot line and the boundary adjacent to Redford Street. The side yard along the interior lot line will be 4.3 metres deep and the side yard along Redford Street will be 9.2 metres deep. The lot line relocation does not result in encroachments into the new side yard setbacks or the new rear yard setback; however, the development fails to meet the condition of use requirement in the P1 – Institutional zone that the total of both side yards equal at least 20% of the lot width.

*Zoning Bylaw Section
5.31.3(a):
Institutional Zone
Conditions of Use*

Notwithstanding the provisions of 5.31.2, the total of both side yards must be equal or greater than 20% of the lot width.

Following the lot line relocation, the width of future Lot 2 will be 69.6 metres, therefore, the total of both side yards should be no less than 13.92 metres. While the minimum required side yard setback is met, the additional condition of use under section 5.31.3(a) means that the combined total of both side yards is 0.42 metres short at 13.5 metres. The existing buildings make compliance with this condition of use impossible based on the proposed location of the interior lot line.

Table 2 – 5.31.3 Conditions of Use		
	Required	Proposed
<i>Total of both side yards</i>	20% of lot width	19.4% of lot width

The applicant seeks the issuance of a Development Variance Permit to reduce the required Front Yard setback (Section 5.14.2) and Condition of Use for the total of both side yards (Section 5.31.3) of "Port Alberni Zoning Bylaw 2014, Bylaw No. 4832". The applicant is requesting a reduction of the future front yard along Fourth Avenue from 7.5 metres to 3.2 metres (57% variance) as well

as a reduction of the minimum 'total of both side yards' requirement from 20% to 19.4% of the lot width.

IMPLICATIONS

The proposal for 4841 Redford Street is being brought forward to the Advisory Planning Commission for review, and the APC will provide Council with a recommendation. In considering the requested variance application, the Advisory Planning Commission and City Council should consider whether the two variances are reasonable and appropriate for the site and for the community. The APC's recommendation on the proposal will be included in a future Council report to assist in their decision on the matter. Public notices will be sent out to neighboring residents, outlining the process to provide input on the application.

The goal of this application is to facilitate the proposed multi-family residential development on future Lot 1. The development of future Lot 1 will require applications for OCP and Zoning Bylaw amendments as well as the Development Permit application. These will be made following this Development Variance Permit application and the Subdivision Approval Process for future Lot 2 which triggered the need for the variance. Without the variance, the Subdivision Approving Officer will not be able to approve the lot line relocation as this would create a lot that is not compliant with the Zoning Bylaw.

Staff have identified the following rationale in support of the requested variances:

Reduction of front yard setback

- The existing buildings make compliance with this requirement unachievable.
- No negative impacts are anticipated as a result of the reduced front yard setback.

Reduction to total of both side yards

- No negative impacts are anticipated as a result of this variance.

CONCLUSIONS

The issue for consideration is a variance application requesting relief from front yard and side yard setback requirements of the Zoning Bylaw. The variance request is associated with a subdivision application received for 4841 Redford Street, wherein the owners are proposing to relocate the interior lot boundary separating future Lots 1 and 2. Staff have reviewed the application and are satisfied that the requested variances to the Zoning Bylaw are not likely to have a negative impact on the surrounding neighbourhood. The Planning Department supports approval and issuance of the Development Variance Permit.

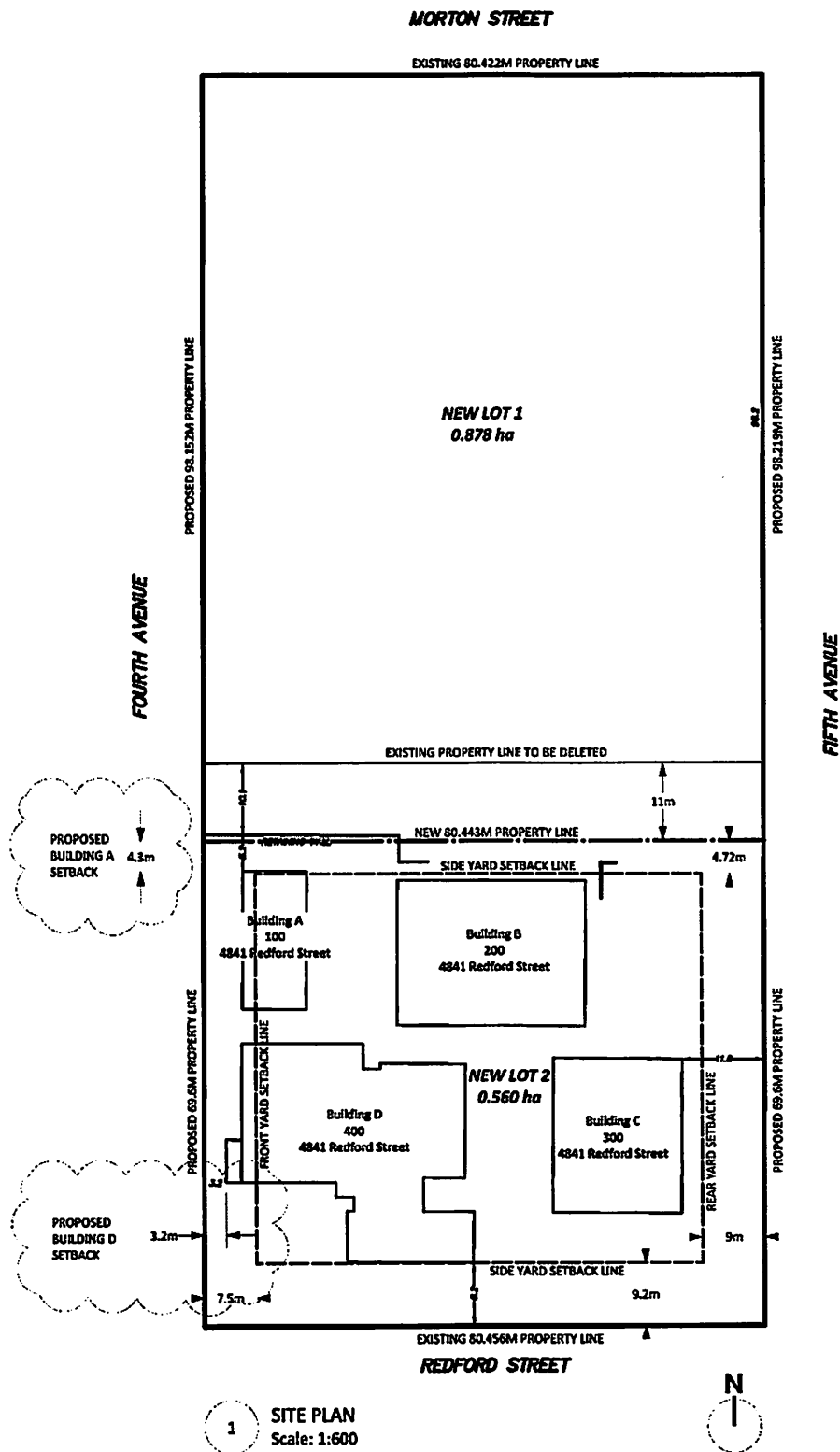
Respectfully submitted,





Price Leurebourg



Proposed Subdivision and Site Layout for Future Lot 2:



Date: February 23, 2022
File No: 0890-02 - 3075 3rd Ave
To: Mayor & Council
From: Scott Smith, Acting CAO | Director of Development Services
Subject: Award of RFP #024-21 for Public Safety Building Renovations

Prepared by:	Supervisor:	CAO Concurrence:
R. Kraneveldt		
R. Kraneveldt Manager of Facilities	W. Thorpe Director of Parks, Recreation and Heritage	S. Smith, Acting CAO

RECOMMENDATION[S]

- That Council amend the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" to increase the Capital Plan for the Public Safety Building by \$400,000 coming from the Emergency Reserve.
- That Council for the City of Port Alberni award proposal #024-21, City of Port Alberni Public Safety Building Renovations to COPCAN Construction in the amount of \$631,480.00 plus applicable taxes, with funding coming from the Emergency Reserve.

PURPOSE

That Council consider awarding proposal #024-21 | Renovations of the Public Safety Building to COPCAN Construction.

BACKGROUND

One of Council's priorities identified in its 2019 –2023 Corporate Strategic Plan is to "foster a complete community [safe, healthy and inclusive]" where "people are safe and feel safe" (strategic plan goal 5.2). In an effort to achieve this objective, the Strategic Plan identified the following strategy:

5.2.3: Develop a Public Safety Building in the Uptown District where City Bylaw Services and RCMP Community Policing Services are co-located.

A public request for proposal [#024-21] for renovations to the City-owned Public Safety Building was issued in December 2021. Proposals were received and opened in public at City Hall on January 13, 2022.

Summarized results of the three submissions received were ranked as follows:

1. COPCAN Construction
2. WJ Murphy Construction
3. Kinetic

Since the proposals received were significantly over the available budget of \$625,000 [for the purchase, demolition and renovation] Council authorized staff to work with the lowest bidder [COPCAN Construction], to explore a reduction in project scope to reduce the overall budget. Staff and COPCAN Construction have identified a savings of \$103,020 reducing the proposal price from \$734,500, to \$631,480.

ALTERNATIVES/OPTIONS

1. Council approves award of proposal #024-21 to COPCAN Construction at a price of \$631,480 plus applicable taxes.
2. Council provides alternate direction to staff.

ANALYSIS

Renovating the Public Safety Building meets ongoing facility operating and organizational needs and is aligned with Council's *Strategic Plan*.

IMPLICATIONS

In order for work to be completed by mid-2022, award of this proposal is required in February, 2022. Per City of Port Alberni Purchasing Policy, Council must approve award of proposals over \$75,000 in value.

COMMUNICATIONS

Staff will work closely with the proponent to ensure this work results in minimal impact to the public.

BYLAWS/PLANS/POLICIES

This proposal process aligns with Council's *2019-2023 Corporate Strategic Plan* and the priority of "Foster a complete community [safe, healthy and inclusive]".

SUMMARY

The Purchasing Policy requires that Council must approve award of proposals over \$75,000 in value. Staff recommend that Council for the City of Port Alberni award proposal #024-21, Renovations to the Public Safety Building, to COPCAN Construction for \$631,480 plus applicable taxes, with \$400,000 coming from the Emergency Reserve.

ATTACHMENTS/REFERENCE MATERIALS

C: A. McGifford, Director of Finance
 T. Slonski, Director of Corporate Services
 C. Baker, Manager of Community Safety

Date: February 18, 2022
File No: 4750-20-3045 8th Ave.
To: Mayor & Council
From: Scott Smith – Acting CAO | Director of Development Services
Subject: Award of Construction Manager Services for Childcare Centre | 3045 8th Avenue

RECOMMENDATION

That Council for the City of Port Alberni award "Request for Proposal 023-21, Construction Manager: Childcare Center" to MKM Projects Ltd., for a fixed fee of \$39,000, plus a variable fee at 6.66% of the construction costs [construction cost based on Class 'A' estimate] and 6.66% administration charge on reimbursable expense, plus applicable taxes.

PURPOSE

To award the contract for "Request for Proposal 023-21, Construction Manager: Child Care Center" at 3045 8th Avenue.

BACKGROUND

The City of Port Alberni submitted a \$2.9 million grant application to the Ministry of Children and Family Development under the Childcare BC New Spaces Fund and received 100% funding for the construction of a new child care centre at 3045 8th Avenue.

The childcare centre project incorporated construction management professional fees and will be covered by the grant funding received. The City issued the "Request for Proposal 023-21, Construction Manager: Child Care Center" for the new childcare centre in December 2021. The City received three proposals before closing on January 11, 2022. The proposals were ranked for project understanding and interpretation, fee proposal and terms, clarity and presentation of the proposal, project team qualifications and references. The ranking of the proposals is as follows:

1. MKM Project Ltd.
2. Kinetic Construction Ltd.
3. Vancouver Island PermaCulture Development

ANALYSIS

Vancouver Island PermaCulture Development's proposal had the lowest fees; however, considering the selection criteria set out in the RFP their proposal ranked third. Both MKM and Kinetic submitted strong proposals and have substantial experience, ranking them higher than the lowest cost proposal to undertake the construction management for the childcare centre project. MKM estimated fees are substantially lower than Kinetic and are within the cost estimate for the construction management fees. The estimated fees for MKM, based on the most current project cost projection are approximately \$240,000, plus 6.66% on reimbursable expenses [which are not easily quantified, but are expected to be a minor cost].

After a review of the three proposals and based on the evaluation criteria identified in the RFP, staff recommend MKM Projects Ltd. for the Construction Manager work for the childcare centre project. A Construction Manager for the new childcare centre project will provide professional expertise, working in the best interest of the City of Port Alberni to complete a successful project.

IMPLICATIONS

The childcare centre will be a new building tying into the existing Rollins Arts Centre, with a substantial scope of work. Not engaging a Construction Manager may add financial risk, draw on limited staff resources and the risk of not achieving a successful project.

COMMUNICATIONS

Not applicable.

BYLAWS/PLANS/POLICIES

The property at 3045 8th Avenue is zoned P1 – Institutional and a Childcare Centre is a permitted use. Under the City of Port Alberni Purchasing Policy, an award of professional services over \$50,000 in value, even with pre-existing budget approval, must be approved by Council.

SUMMARY

The City of Port Alberni submitted a \$2.9 million grant application to the Ministry of Children and Family Development under the Childcare BC New Spaces Fund and received 100% funding for the construction of a new childcare centre at 3045 8th Avenue.

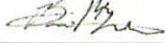

The childcare centre project incorporated construction management professional fees to be covered by grant funding. The City issued the *"Request for Proposal 023-21, Construction Manager: Child Care Center"* for the new childcare centre in December 2021. The City received three proposals before closing on January 11, 2022. Following review of the proposals, staff are recommending that Council award *"Request for Proposal 023-21, Construction Manager: Child Care Center"* to MKM Project Ltd.

ATTACHMENTS/REFERENCE MATERIALS

N/A

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

Date: Feb 17, 2022
File No: 3360-20-BURDE & 5th
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 5th Avenue**
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:  S. SMITH, ACTING CAO, DIRECTOR OF DEVELOPMENT SERVICES	CAO Concurrence:  S. Smith, Acting CAO
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RECOMMENDATIONS

- a. THAT "Official Community Plan Amendment No. 36 (5th Avenue & Burde Street - Carniato), Bylaw No. 5042" be now introduced and read a first time.
- b. THAT "Zoning Text Amendment No. T30 (CD3 - Comprehensive Development – Multi-Family Residential Infill – 5th Avenue & Burde Street), Bylaw No. 5043" be now introduced and read a first time.
- c. THAT "Zoning Map Amendment No. 47 (5th Avenue & Burde Street - Carniato), Bylaw No. 5044" be now introduced and read for a first time.
- d. THAT "Official Community Plan Amendment No. 36 (5th Avenue & Burde Street - Carniato), Bylaw No. 5042" be read a second time.
- e. THAT "Zoning Text Amendment No. T30 (CD3 - Comprehensive Development – Multi-Family Residential Infill – 5th Avenue & Burde Street), Bylaw No. 5043" be read a second time.
- f. THAT "Zoning Map Amendment No. 47 (5th Avenue & Burde Street - Carniato), Bylaw No. 5044" be read a second time.
- g. THAT as part of the development process the applicant be required to complete the following before Council proceeds with final adoption:
 - 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.
- h. THAT the amending bylaws No. 5042, 5043, and 5044 be advanced to a Public Hearing on Tuesday March 29, 2022 at 6:00 pm in City Hall, Council Chambers.

PURPOSE

To consider an application for 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 5th Avenue. 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*.

BACKGROUND

Current OCP Land Use & Zoning

In the Official Community Plan (OCP) the properties at 3618 & 3614 5th 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 5th 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"> • <i>This type of residential should be located in proximity to community services or major amenities.</i>
<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"> • <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> • <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>
<i>4.1 General Provisions</i>	<p><i>Council Policy</i></p> <ol style="list-style-type: none"> <i>2. The provision of a wide-range of housing choice for the benefit of all demographic and socioeconomic segments is encouraged.</i> <i>3. The City supports efforts to provide integrated special needs, affordable, and rental housing within the community.</i> <i>4. The City will encourage greater residential density in locations near commercial nodes and near transit routes.</i>

4.3 Multi-Family Residential (MFR)	<p>Council Policy</p> <p><i>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.</i></p> <p><i>4. When considering re-designation of areas to Multi-Family Residential (MFR), the City shall consider the following criteria:</i></p> <ul style="list-style-type: none"> • <i>Should be within walking distance (approximately 800 metres) of commercial, recreational, public/institutional nodes, or community scale parks;</i> • <i>Should be located on or in proximity to major collectors or arterial roads in order reduce traffic impacts on local roads;</i> • <i>An adequate transition between lower density housing, and compatibility with adjacent land uses must be provided;</i>
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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.

Status of the Application

The Advisory Planning Commission (APC) reviewed the application for OCP and Zoning amendments at 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 currently OCP process. Staff explained to the APC that work on this application was initiated in 2020 before the current OCP Review. Also, that future applications proposing a CD zone would not be supported by staff until the OCP Review is complete.

ALTERNATIVES/OPTIONS

The Development Services Department supports Option #1.

1. Proceed with 1st and 2nd Readings of the amending bylaws and advance set a date for Public Hearing on March 29, 2022.
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 5th Avenue and Burde Street, approximately 2 blocks east of 3rd Avenue. The 3rd 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. The following subsection discusses adjacent land uses in more detail.

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 3rd Avenue and 10th Avenue commercial areas. Increased walkability means more convenient access to recreation, services, and entertainment, and less reliance on automobile travel. See the attached Walkability Map for estimated walking times to nearby parks, recreation, and commercial areas.

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 3rd Avenue which is an arterial. Redford Street is also easily accessible from the site along 5th 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 4th 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 that is attached to this report. 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 5th Avenue, may be partially impacted by shadows cast from the proposed apartment building at 3618 & 3614 5th Avenue. The applicant has provided a preliminary shadow analysis in the attached plans to illustrate this effect.

Zones Comparison.

The 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 included as an attachment to this 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 (ie. 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 5th 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 5th Avenue. These areas will be landscaped with trees and seating, and the space provided will satisfy the 18 m² 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 City has used their ability to control rental housing under the Local Government Act. The intent is that the units created by this development will remain as rental housing, and help meet the need for more affordable 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.

Council should also consider whether the creation of a Comprehensive Development zone should be undertaken at this time, and if Council should establish policy outlining conditions for this process during the current OCP Review. 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.

Staff support this application for a CD zone 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.

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 5th, and written comments from attendees are attached to this report along with the invitation letter.

If Council proceeds with 1st and 2nd Reading and sets a Public Hearing date, staff will ensure that all required statutory notices are provided. A Public Hearing would be the next opportunity for community members to provide input to City Council.

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 be accomplished through a combination of map and text amendments to the OCP and Zoning Bylaw. The proposed zone description is attached to this report, and includes permitted uses, site development regulations, and conditions of use that are specific to this development. The following list is a summary of the proposed amendments:

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 5th Ave.*”
4. Change the zoning classification of 3618 & 3614 5th Avenue from *C3-Service Commercial* to “*CD3 – Comprehensive Development – Multi Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5th 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 5th Ave.*”
6. Add the attached zone description to “*CD3 – Comprehensive Development – Multi Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5th 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

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

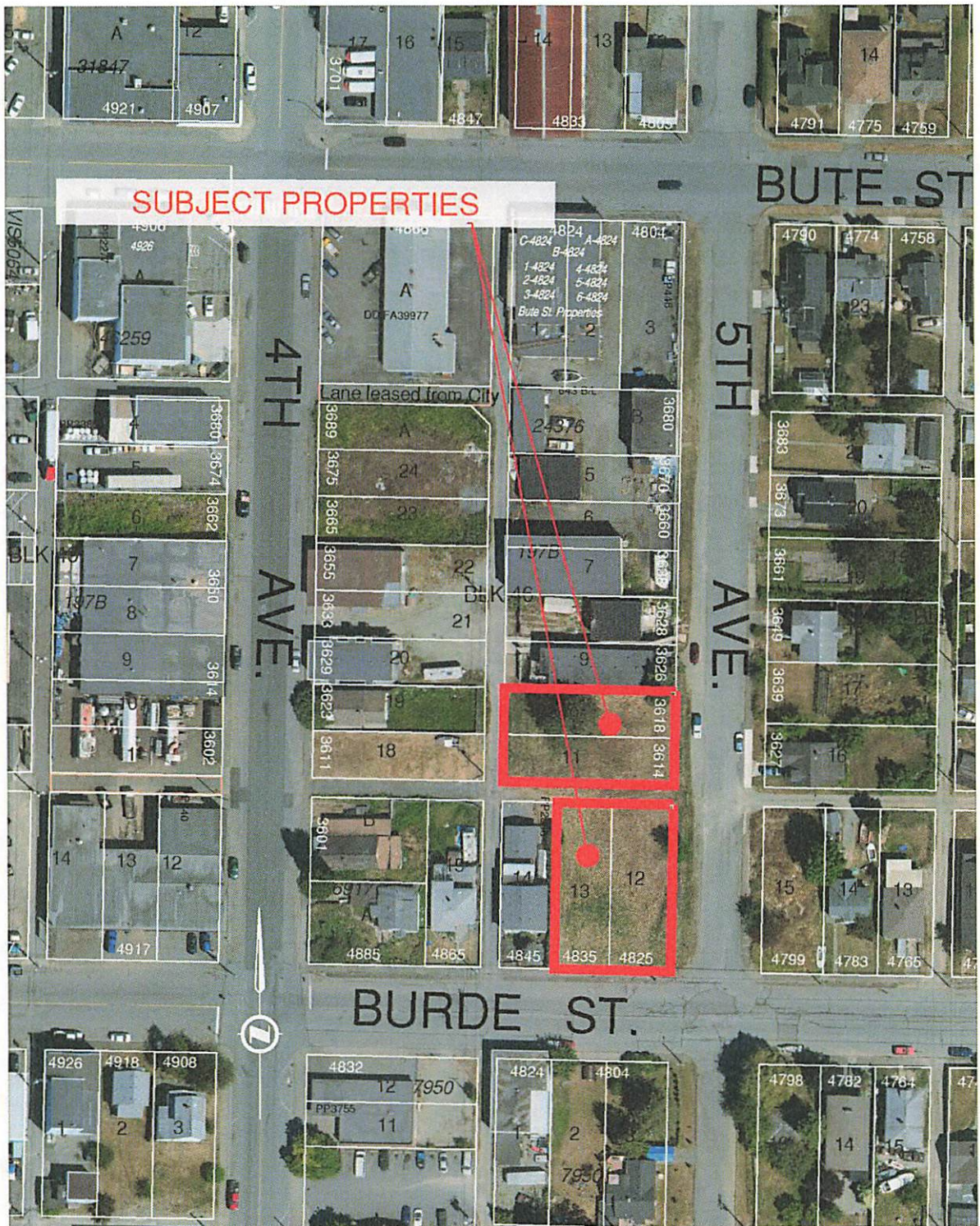
ATTACHMENTS:

- *Subject Property Map – 3619, 3614 5th Ave & 4835, 4825 Burde Street*
- *Comparison of Site Development Regulations with Existing Zones*
- *OCP Land Use Designations – 3619, 3614 5th Ave & 4835, 4825 Burde Street*
- *Zoning Classifications – 3619, 3614 5th Ave & 4835, 4825 Burde Street*
- *Current Zoning and Land Use Designations*
- *Proposed New Zone Description*
- *Comparison of Site Development Regulations*
- *Walkability Map*
- *Advisory Planning Commission January 20, 2021 Meeting Minutes*
- *Development Concept Plans – Quad Developments Ltd*
- *Neighbourhood Meeting Documents*
- *"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: to T. Slonski, Director of Corporate Services

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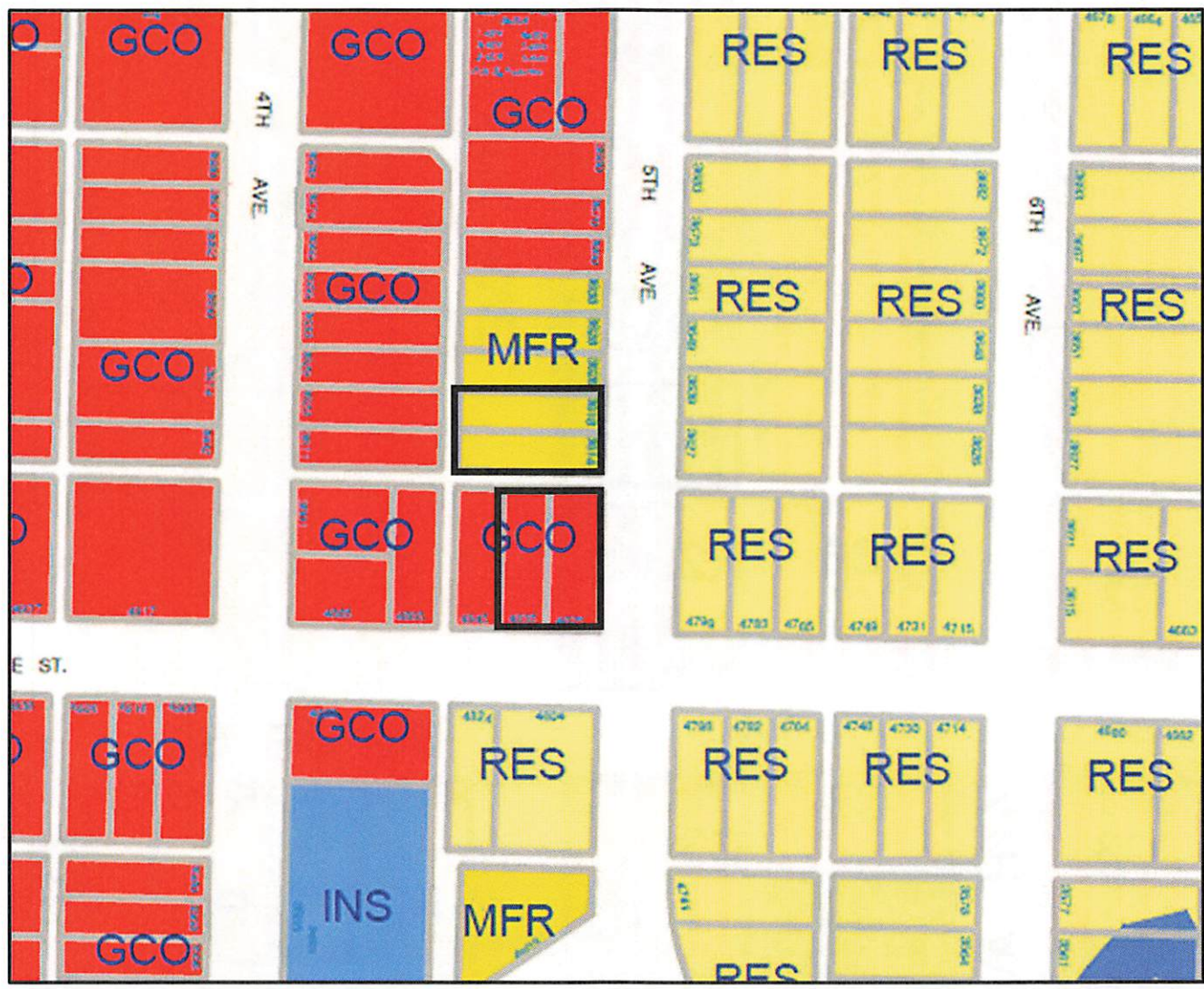
SUBJECT PROPERTIES MAP – 3619,3614 5TH AVE & 4835,4825 BURDE STREET



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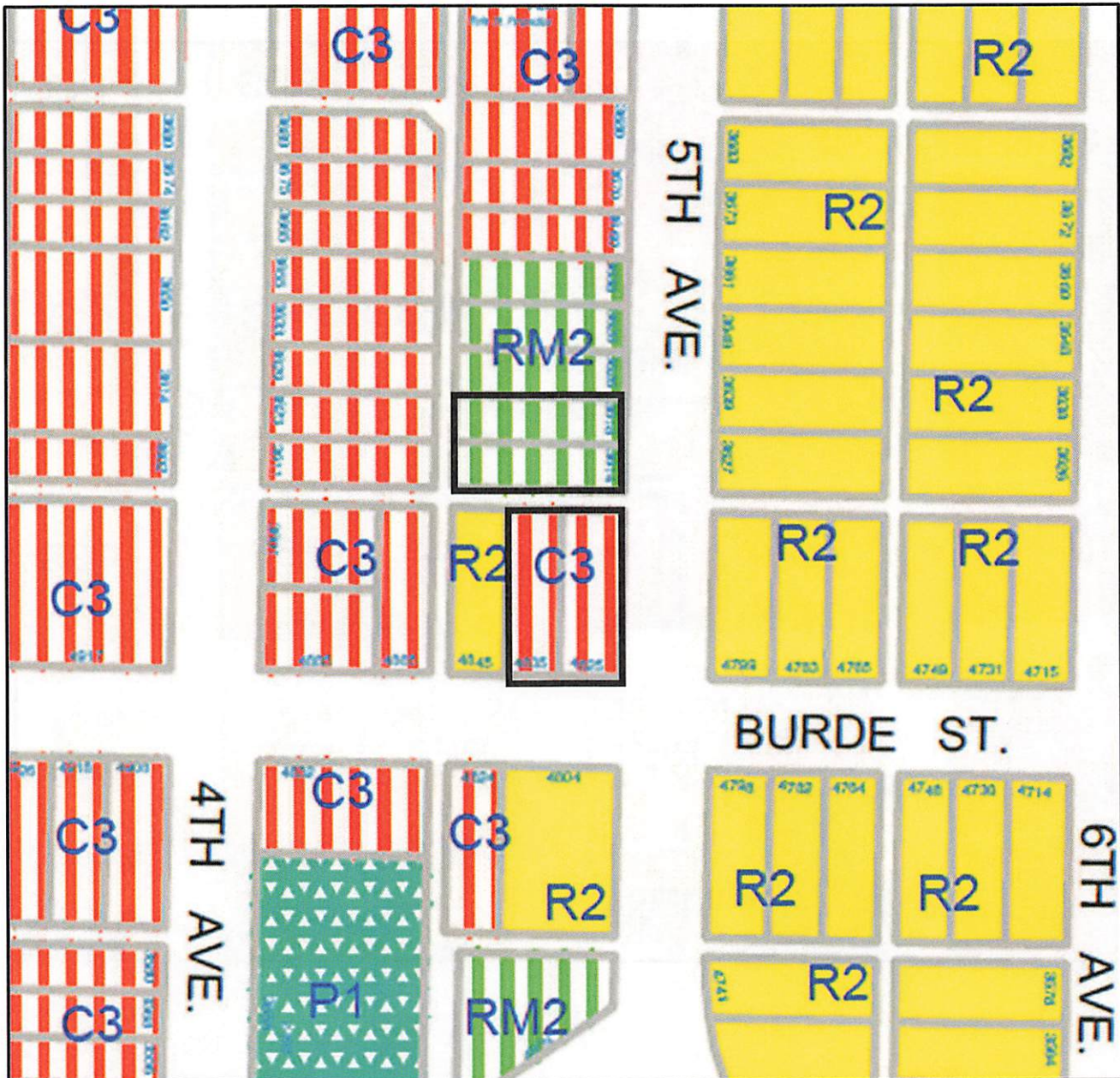
OCP LAND USE DESIGNATIONS – 3619,3614 5TH AVE & 4835,4825 BURDE STREET

**The subject properties are outlined in black



ZONING CLASSIFICATIONS – 3619,3614 5TH 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 5TH 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 <i>Lot Area</i>	789.7 m ²	(8,500 ft ²)
Minimum <i>Frontage</i>	20.7 m	(68.0 ft)
Maximum <i>Coverage</i>	50%	
Minimum <i>Setbacks</i> :		
<i>Front yard</i>	3 m	(9.84 ft)
<i>Rear yard</i>	8 m	(26.25 ft)
<i>Side yard (to street or neighbour)</i>	5 m	(16.4 ft)
<i>Side yard (to Lane)</i>	2 m	(6.56 ft)
Maximum <i>Floor Area Ratio</i>	1.0	
Maximum Height, Principal <i>Building</i>	12.5 m	(41.0 ft)
Maximum Number of Principal <i>Building Storeys</i>	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.

COMPARISON OF SITE DEVELOPMENT REGULATIONS

The following table shows the Site Regulations of the proposed CD3 zone (green) in comparison to existing zones in the Zoning Bylaw.

Site Development Regulations	R1	R2	R3	RM1	RM2	RM3	Proposed CD3
<i>Minimum Lot area</i>	600 m ²	500 m ²	350 m ²	500 m ²	840 m ²	1,120 m ²	789.7 m ²
<i>Minimum Frontage</i>	15 m	15 m	10 m	30 m (+4 units)	25 m	30 m	21 m
<i>Maximum Coverage</i>	40%	50%	50%	40%	50 %	50%	50%
<i>Front yard</i>	7.5 m	7.5 m	5.0 m	7.5 m	6.0 m	6.0 m	3.0 m
<i>Rear yard</i>	9.0 m	9.0 m	5.5 m	9.0 m	9.0 m	9.0 m	7.5 m
<i>Side yard</i>	1.5 m	1.5 m	1.5 m	1.5 m	5.0 m	5.0 m	5.0 m
<i>Side yard</i>	-	-	-	-	5.0 m	-	2.0 m
<i>Maximum Floor Area Ratio</i>	0.5	0.5	0.5	0.5	0.8	1.2	1.0
<i>Maximum Height, Principal Building</i>	10 m	10 m	10 m	10 m	12.5 m	14 m	12.5 m
<i>Maximum Number of Principal Building Storeys</i>	2	2.5	2.5	2.5	3	4	3
<i>Maximum Number of Dwelling Units per lot</i>	2	2	-	-	-	-	-

WALKABILITY MAP – 3619,3614 5TH AVE & 4835,4825 BURDE STREET

**The orange walk rings are based on a 5 min. per 400 m standard.





**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on January 20, 2022 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Ed Francoeur (Chair)
Ken McRae (Vice-Chair)
Amy Anaka
Callan Noye
Stefanie Weber
Joe McQuaid
Chris Washington, S.D.70 Liaison
Peter Dionne, R.C.M.P. Liaison
Andre Guerin, P.A.F.D. Liaison
Councillor Deb Haggard, Council Liaison

Regrets

Jolleen Dick, Councillor, Hupačasath F.N.
Ken Watts, (CEO Tseshah (č išaa?ath) F.N)
Amy Needham, Parks Operations Liaison

Staff

Scott Smith, Dir. of Dev. Services/Acting CAO
Brian McLoughlin, Development Planner
Price Leurebourg, Development Planner
Cara Foden, Planning Technician

Guests

Members of the Public: None
Applicants: G. Carniato

Alternates (not in attendance)

Larry Ransom (Alt.- S.D.70)
Councillor Helen Poon (Alt.- Council)
L. Sam, (Alt. – Tseshah (č išaa?ath) F.N)
Roger Nopper CEO, (Alt. - Hupačasath F.N.)



1. Acknowledgements and Introductions –

- Acknowledgement, by the Chair, that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (č išaa?ath) First Nations.
- Welcome and introductions.

2. Minutes - Adoption of November 18, 2021 Minutes

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the November 18, 2022 regular meeting.

(Weber / McQuaid) CARRIED

3. Election of Chair and Vice-Chair for 2022

Elected Chair – Ed Francoeur
Elected Vice-Chair – Ken McRae:

4. DEVELOPMENT APPLICATION – Development Variance Permit

4841 Redford Street

Lot B, District Lot 1, Alberni District, Plan EPP79584 (PID: 030-422-710)

Applicant: B. Derby dba Tectonica Management Inc. as Agent for Ryan Anaka dba Uchucklesaht Capital Assets Inc., Inc. No. BC0965357

- Amy Anaka declared a potential conflict of interest for this application and left the room at 12:05 prior to the presentation of the application.
- City Development Planner (P.L.) summarized his report dated January 12, 2022.

- APC discussed the proposed amendments and report.
 - There was clarification of the purpose for the Variance (to facilitate subdivision) and how the new lots would be configured with respect to the Variances requested.

Motions:

- a) *That the Advisory Planning Commission recommends to City Council that they approve the Development Variance Permit requested for property legally described as Lot B, District Lot 1, Alberni District, Plan EPP79584 (PID:030-422-710) and located at **4841 Redford Street** as follows:*

- a) *Vary section 5.31.2 Site Development Regulations to permit a reduction of the required front yard setback of future Lot 1 along Fourth Avenue from 7.5 metres to 3.2 metres, a variance of 4.3 metres.*

- b) *Vary section 5.31.3 Conditions of Use to permit a reduction of the total of both side yards of future Lot 1 from 20 percent to 19.4 percent of the proposed lot width*

(McQuaid / McRae) CARRIED

- Amy Anaka returned to the room at 12:17 pm following the decision of APC to support the application.

5. DEVELOPMENT APPLICATION – Official Community Plan and Zoning bylaw

3618 5th Avenue - Lot 10, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-092

3614 5th Avenue - Lot 11, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-131

4825 Burde Street - Lot 12, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-157

4835 Burde Street - Lot 13, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-190

Applicant: G. Carniato as agent Roger McKinnon dba QUAD DEVELOPMENT LTD., INC.NO. BC0320089.

- City Development Planner (B.M.) summarized his report dated January 13, 2022.
- APC discussed the proposed amendments and report.
 - There was substantial discussion regarding Comprehensive Development (CD) Zones, their application and purpose and how a CD zone would work positively for this application. The Director of Development Services and the Development Planner were able to speak to the use of CD zones in general terms and also speak about how the existing CD1 zone was implemented for a new subdivision on upper Burde St.
 - The APC also asked for more information regarding the inclusion of the condition, in the proposed CD zone, that would limit tenancy within the development to residential rental tenure only. There were expressions of support for the condition and use of the newly legislated power that Municipalities have to zone for residential rental tenure only. The proposed zone would be the first in Port Alberni to include a rental tenure requirement.
 - The APC also clarified the perpetual nature of the rental tenure requirement and the need for this type of accommodation in Port Alberni as identified in the recent Housing Needs Assessment completed in .
 - APC asked the applicant about comments received after the Neighbourhood Public Meeting hosted by the applicant. There were two interested persons who attended the meeting after the applicant sent out invitations to 36 owners and occupiers of surrounding properties. Both parties provided written comments in support of the application.

- The OCP review process was discussed and staff clarified that this application (plus one more) was moved forward because of the timeframe and extensive work that went into the review prior to starting the OCP review. Any new applications that might trigger the creation of a new CD zone will be placed on hold until the OCP review is over. These applications may provide useful insights for the OCP review.
- The height of the proposed buildings was noted and the Development Planner clarified that the height proposed did not exceed what would be allowed in the current zones. The proposed zone is very similar to the RM2 Medium Density Multi-Family Residential zone.
- Safety was mentioned and APC inquired about permitting barbeque's on balconies. The City doesn't currently regulate a tenant use of their balcony.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that with respect to:*
 - *Lot 12, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-157 located at **4825 Burde Street**; and*
 - *Lot 13, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-190 located at **4835 Burde Street**;**the City proceed with the following bylaw amendments:*
 - a. *Amend the Official Community Plan (Schedule A – Land Use Map) to change the designation of the properties from 'General Commercial' to '**Multi-Family Residential**' use;*
 - b. *Amend the Official Community Plan (Schedule B – Development Permit Areas Map) 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**'.*
2. *That the Advisory Planning Commission recommends that City Council proceed with the following amendments to the text of the Zoning Bylaw:*
 - a. *Define 'Residential Rental Tenure' by 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".
 - b. *In Section 5.0 Establishment of Zones add the following text to the list of zones under Section 5.1*

"CD3 – Comprehensive Development – Multi-Family Residential Infill – CD3 – Comprehensive Development – Multi-Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5th Ave."
 - c. *Under Section 8.0 Comprehensive Development Zones add Section 8.2 text as follows:*

"8.2

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

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

8.2.1 Permitted uses

Principal Uses

Multiple family dwellings

Accessory Uses

Home occupation

8.2.2 Site Development Regulations

Minimum Lot Area	789.7 m ²	(8,500 ft ²)
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	

8.2.3 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."

3. That the Advisory Planning Commission recommends to City Council that with respect to:

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

the City proceed with amending the Zoning Bylaw (Schedule A – Zoning Map) to change the designation of the properties from 'RM2 Medium Density Multiple Family Residential' to '**CD3 – Comprehensive Development – Multi-Family Residential Infill – CD3 – Comprehensive**

Development – Multi-Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5th Ave.'

4. That the Advisory Planning Commission recommends to City Council that with respect to:
- Lot 10, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-092 located at **3618 5th Avenue;** and
 - Lot 11, Block 46, District Lot 1, Alberni District, Plan 197B PID: 003-820-131 located at **3618 5th Avenue;**
- the City proceed with amending the Zoning Bylaw (Schedule A – Zoning Map) to change the designation of the properties from 'C3-Service Commercial' to 'CD3 – Comprehensive Development – Multi-Family Residential Infill – 4835 & 4825 Burde St. and 3614 & 3618 5th Ave.'*

(McRae / Weber) CARRIED

6. STATUS UPDATE:

- The Director of Development Services updated the APC with respect to the following:
- Vimy Street – Subdivision has been registered and Public Hearing is on January 25/22
 - Zoning – B. Toor (5405 Argyle St.) – Public Hearing scheduled for February 15/22
 - Mother Centre on Kendall – Building Permit will likely be submitted in April 2022

7. OTHER BUSINESS

8. **ADJOURNMENT** – The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on **February 17, 2022.**

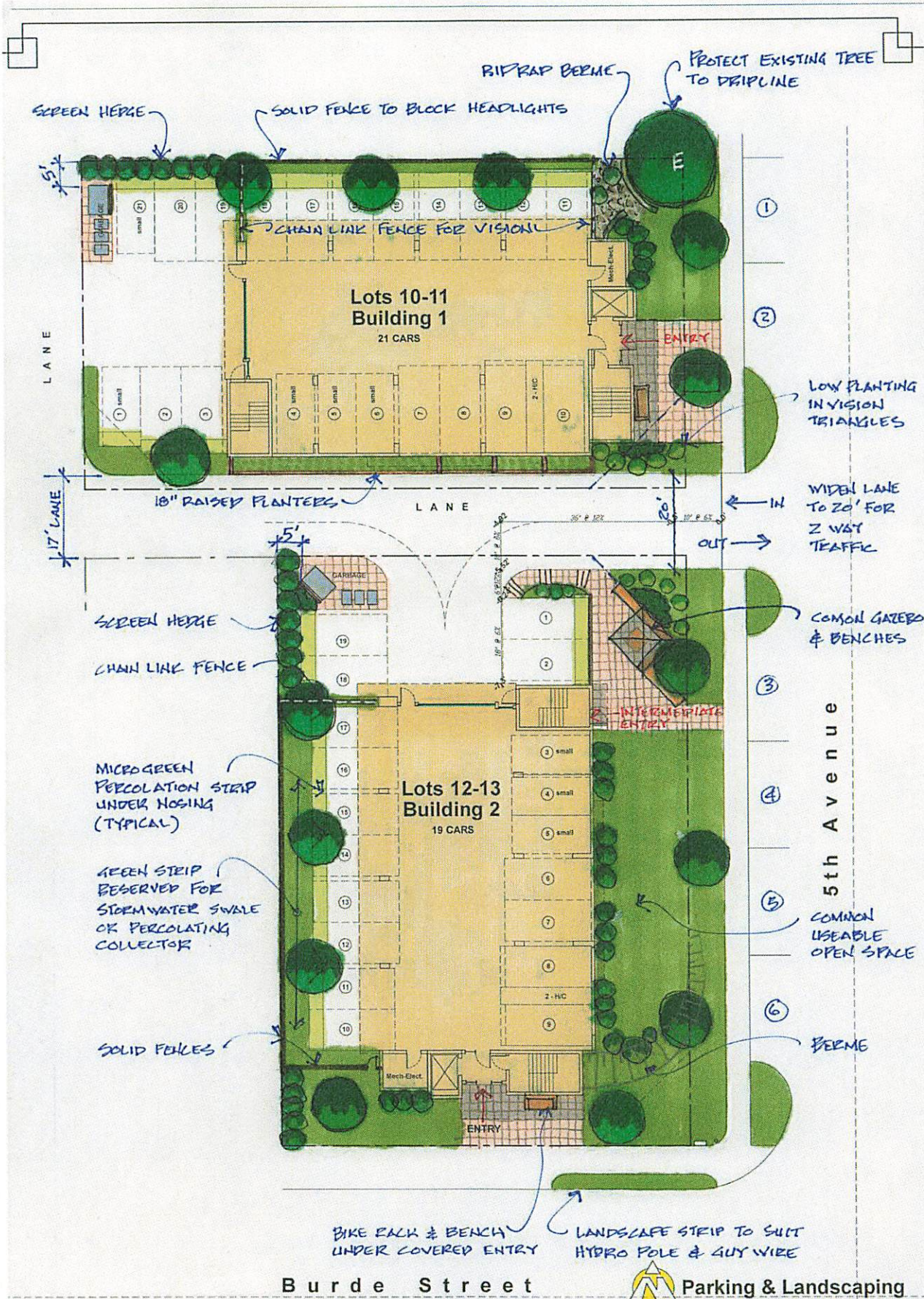
(Dionne / Weber) CARRIED

Ed Francoeur (Chair)

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APC-SummaryMinutes-Jan20-2022







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Parking & Landscaping

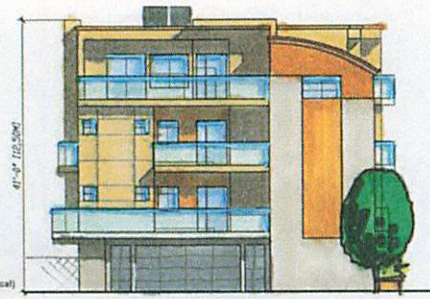
Project: PROPOSED ENTRY LEVEL HOUSING
5th Avenue & Burde Street, Port Alberni B.C.
For: McKinnon & Associates

By: GARY CARNIATO
1420 ALPHEDERBY ROAD
DANFORTH, ONTARIO, M1C 1P5
TEL: 416-298-9790
Date: Mar. 30, 2021

Sheet No.
2 of 6



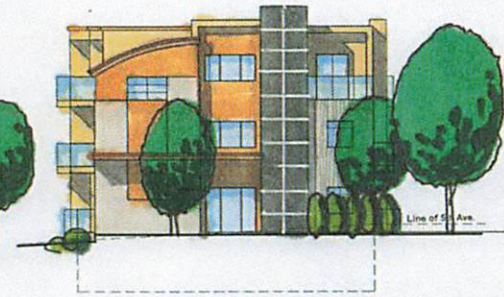
North Elevation - Neighbour



West Elevation - Lane

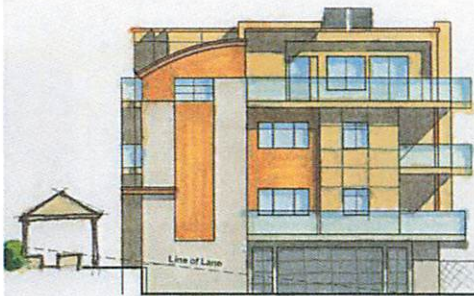


South Elevation - Lane

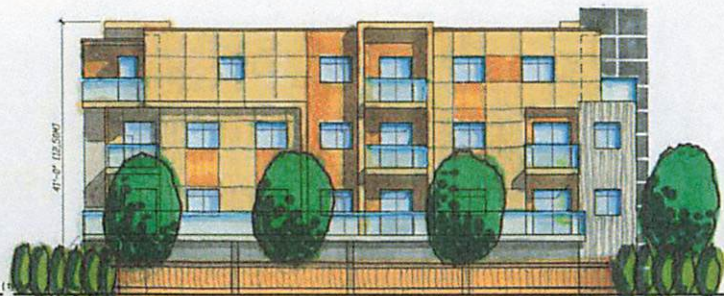


East Elevation - 5th Avenue

Building 1



North Elevation - Lane



West Elevation - Neighbour

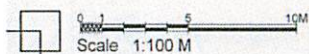


South Elevation - Burde Street

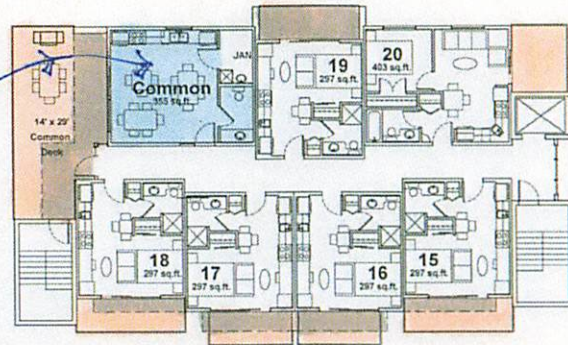


East Elevation - 5th Avenue

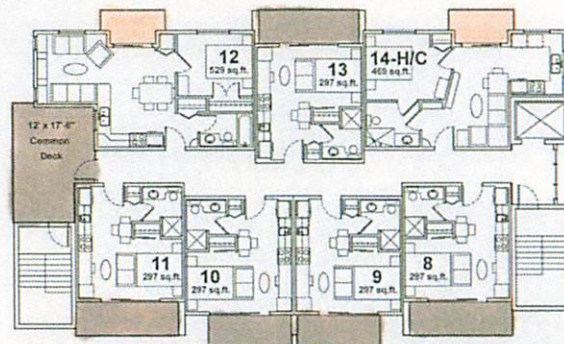
Building 2



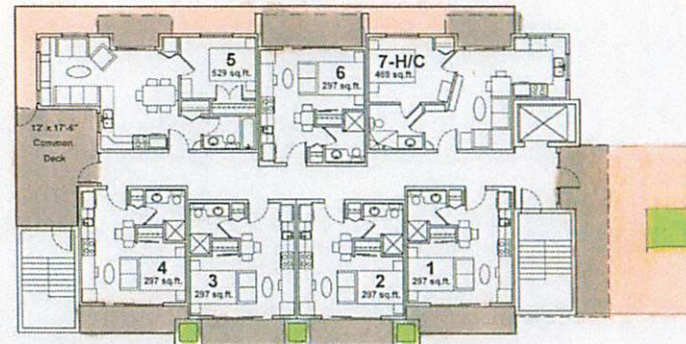
PENTHOUSE COMMON ROOM & DECK



Third Floor
2658 sq. ft. FAR



Second floor
2902 sq. ft. FAR



Main Floor
2902 sq. ft. FAR

Building - 1

Total FAR = 8462 sq. ft. / 8500 = 0.99



Building 1 Floor Plans

Project: PROPOSED ENTRY LEVEL HOUSING
5th Avenue & Burde Street, Port Alberni B.C.

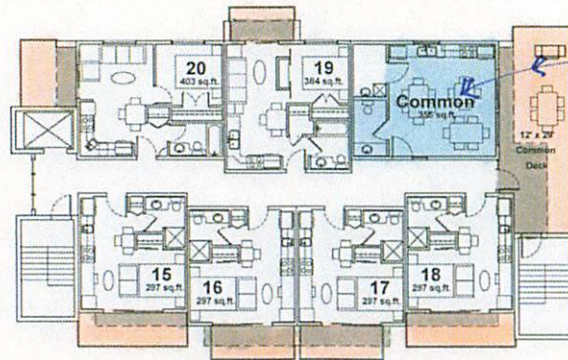
For: McKinnon & Associates

By: GARY CARNIATO
1458 HUPKESMAN ROAD
CARPENTERS RIVER, BC
V9W 5L3
TEL: 250-286-9790

Date: Mar. 30, 2021

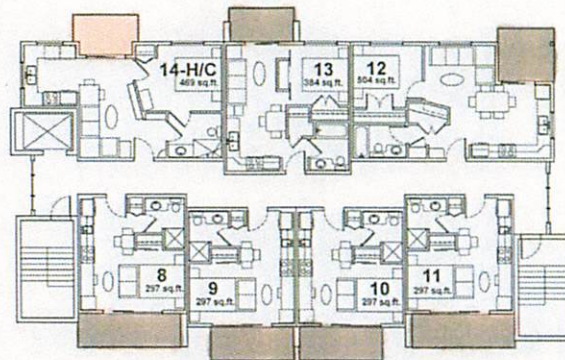
Sheet No:
4 of 6

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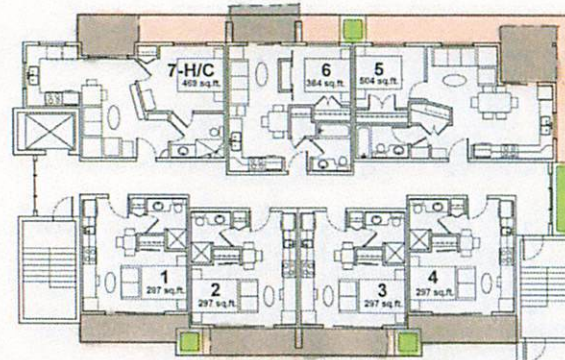


PENTHOUSE COMMON ROOM & DECK WITH VIEWS TO SUNSET & MOUNT ARROWSMITH

Third Floor
2741 sq.ft. FAR



Second floor
3028.5 sq.ft. FAR



Main Floor
3028.5 sq.ft. FAR

TOTAL FAR
8798 sq.ft. / 10370 = 0.84



Building 2 Floor Plans

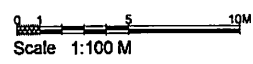
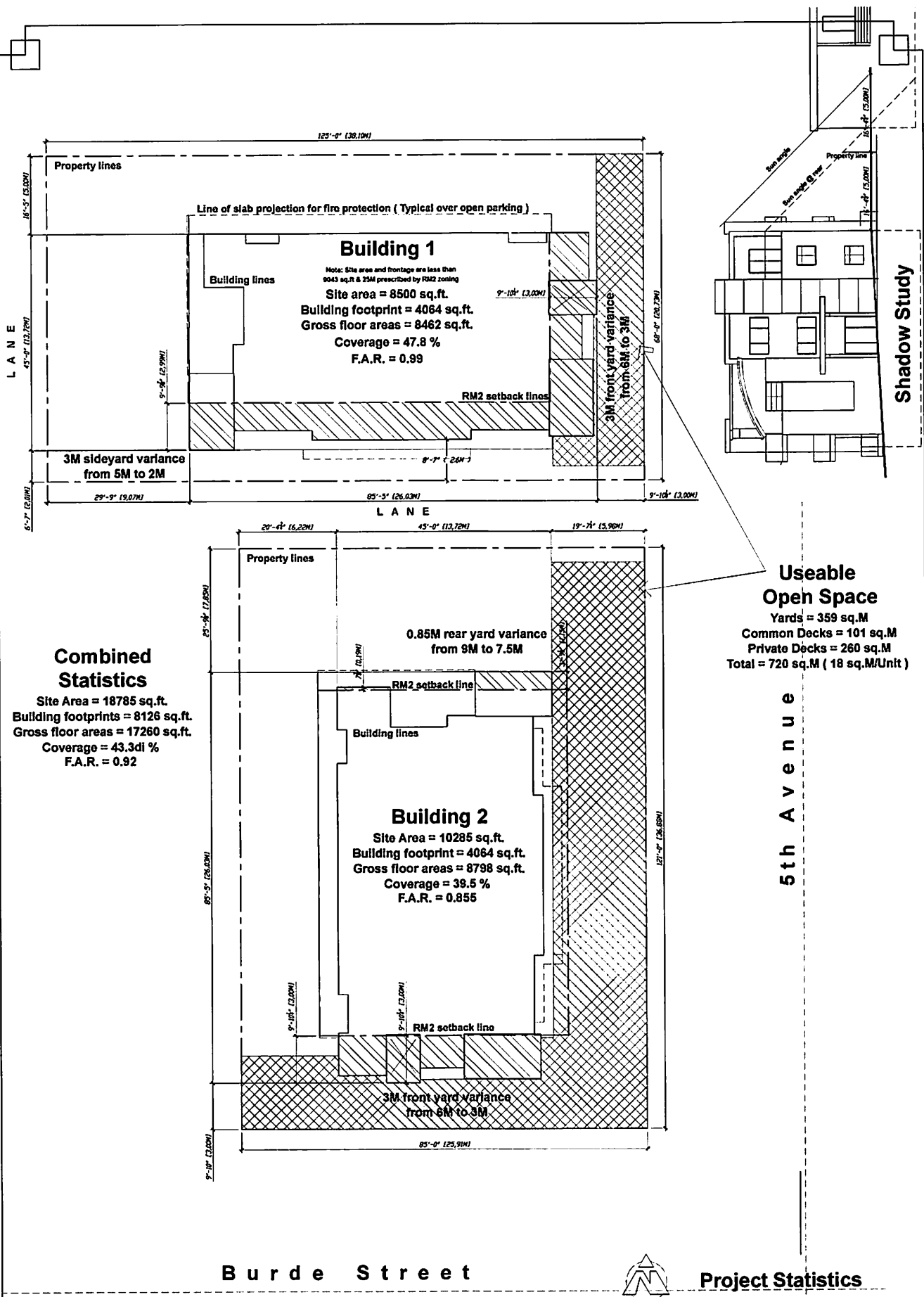
Project: PROPOSED ENTRY LEVEL HOUSING
5th Avenue & Burde Street, Port Alberni B.C.
For: McKinnon & Associates

By: GARY CARNIATO
103 HUMPHREY ROAD
CAMPELL, ALBERTA, BC
V1W 2L5
TEL: 250-286-9798

Date: Apr. 7, 2021

Sheet No.
5 of 6

Scale 1:100 M



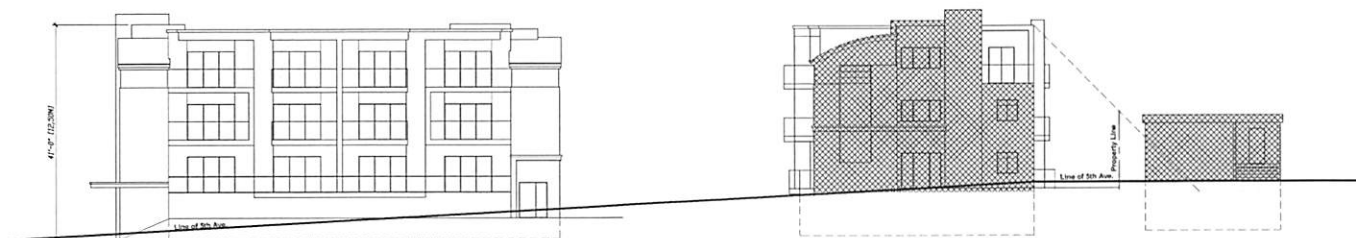
Project Statistics

Project: PROPOSED ENTRY LEVEL HOUSING
 5th Avenue & Burde Street, Port Alberni B.C.
 For: McKinnon & Associates

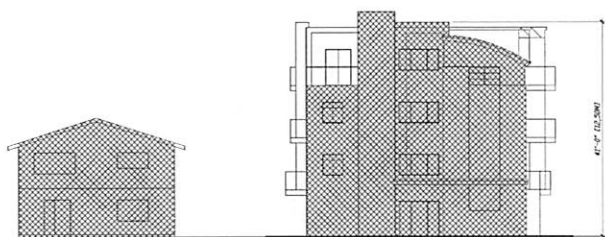
By: GARY CARNATO
 1428 HUNTERMAN ROAD
 CAMPBELL RIVER, BC
 V9V 5L3
 TEL: 250-264-9790

Date: Mar. 30, 2021

Sheet No. 6 of 6



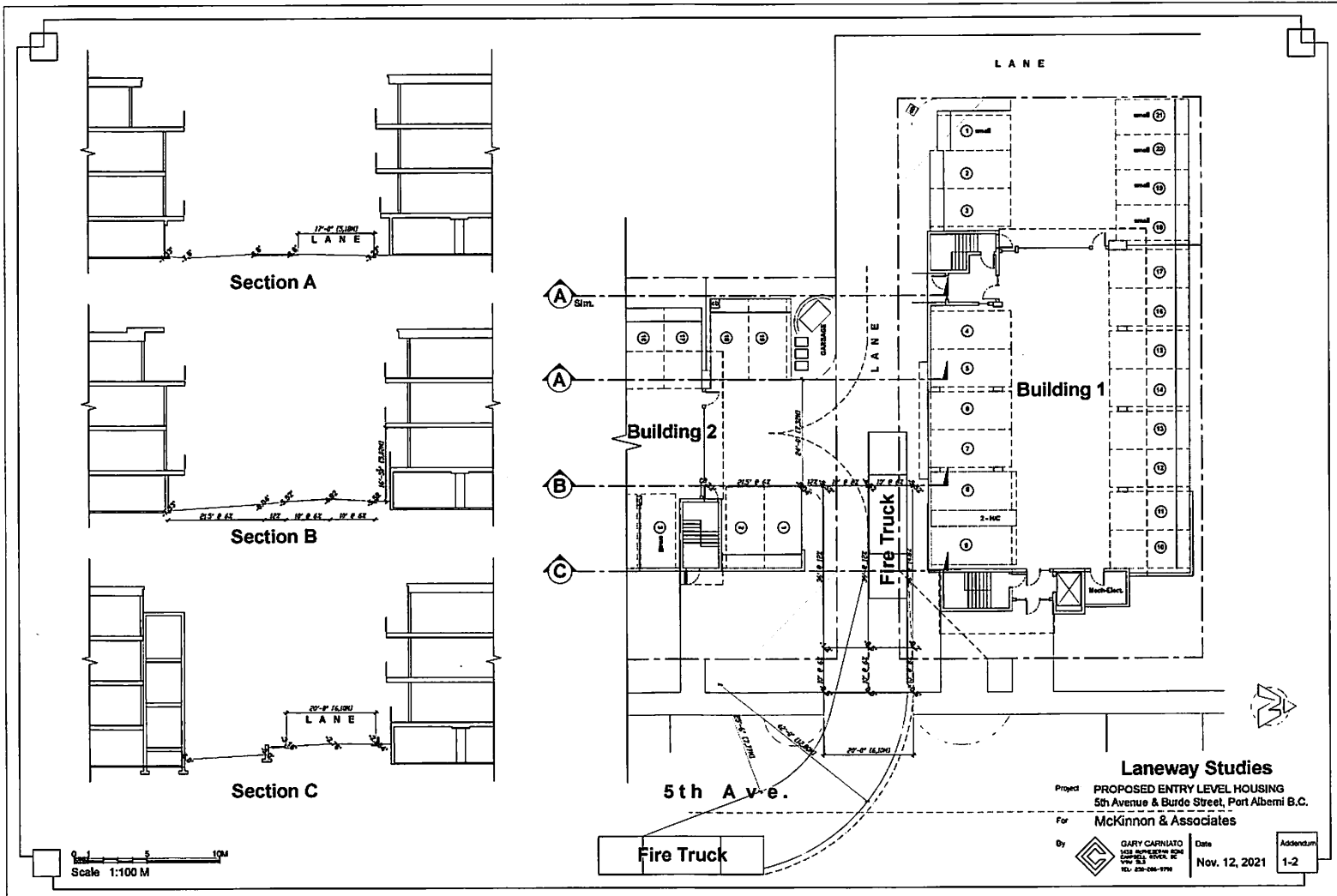
5 t h A v e n u e S t r e e t s c a p e



B u r d e S t r e e t s c a p e

0 1 5 10M
Scale 1:100 M

Streetscape Studies
Project PROPOSED ENTRY LEVEL HOUSING
5th Avenue & Burde Street, Port Alberni B.C.
For McKinnon & Associates
By  GARY CARMELITO
1410 ALPHEUSIAN RD
V1W 1L1
TEL: 250-266-9176
Date Nov 12, 2021
Addendum 1-1



November 20, 2021

Hello Neighbour ,

You are Invited to a neighbourhood meeting to explain our project and collect comments for the City of Port Alberni . We will be on site : Sunday December 5th from 1:00 until 2:00 to answer any questions you may have and to see our plans we have presented to the City for your neighbourhood .

We are very excited to present new development in this area and start making changes to improve it and we hope you agree.

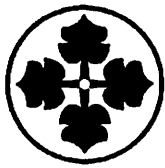
The proposal is modeled after the February 2021 ALBERNI VALLEY HOUSING NEEDS REPORT and using the current RM2 MEDIUM DENSITY RESIDENTIAL ZONING as a guideline for a comprehensive development.

Our goal is to provide small 1 bedroom attainable market housing units in 2- 3 storey buildings that justify parking below with elevators and 4 wheelchair accessible living units. This proposal provides housing for people being priced out of the market or downsizing as well as people seeking accessible independent living.



5th St & Burde Ave
Port Alberni, BC

Roger Mckinnon
250- 755-6465
Former Resident of Port Alberni



CITY of PORT ALBERNI

DEVELOPMENT SERVICES DEPARTMENT

4850 Argyle Street, Port Alberni, B.C. V9Y 1V8

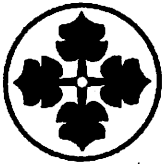
T: 250.720.2830 or visit our website: www.portalberni.ca

NEIGHBOUR INFORMATION MEETING

SUBJECT PROPERTIES: 4835 & 4825 Burde Street

COMMENTS:

* THIS IS A AMAZING THING TO HAPPEN
FOR OUR HOOD. TREVOR BETHURAND (250-717-7259)
4805 BUTE STREET (PROPERTY OWNER) TREVOR



CITY of PORT ALBERNI

DEVELOPMENT SERVICES DEPARTMENT

4850 Argyle Street, Port Alberni, B.C. V9Y 1V8

T: 250.720.2830 or visit our website: www.portalberni.ca

NEIGHBOUR INFORMATION MEETING

SUBJECT PROPERTIES: 4835 & 4825 Burde Street

COMMENTS: I LIKE IT, THE PROJECT WILL
IMPROVE THE NEIGHBOURHOOD.

Ray Brown

4799 Burde St

[Signature]

587-448-1111

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 (5th 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 DAY OF , 2022.

READ A SECOND TIME THIS DAY OF , 2022.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2022.

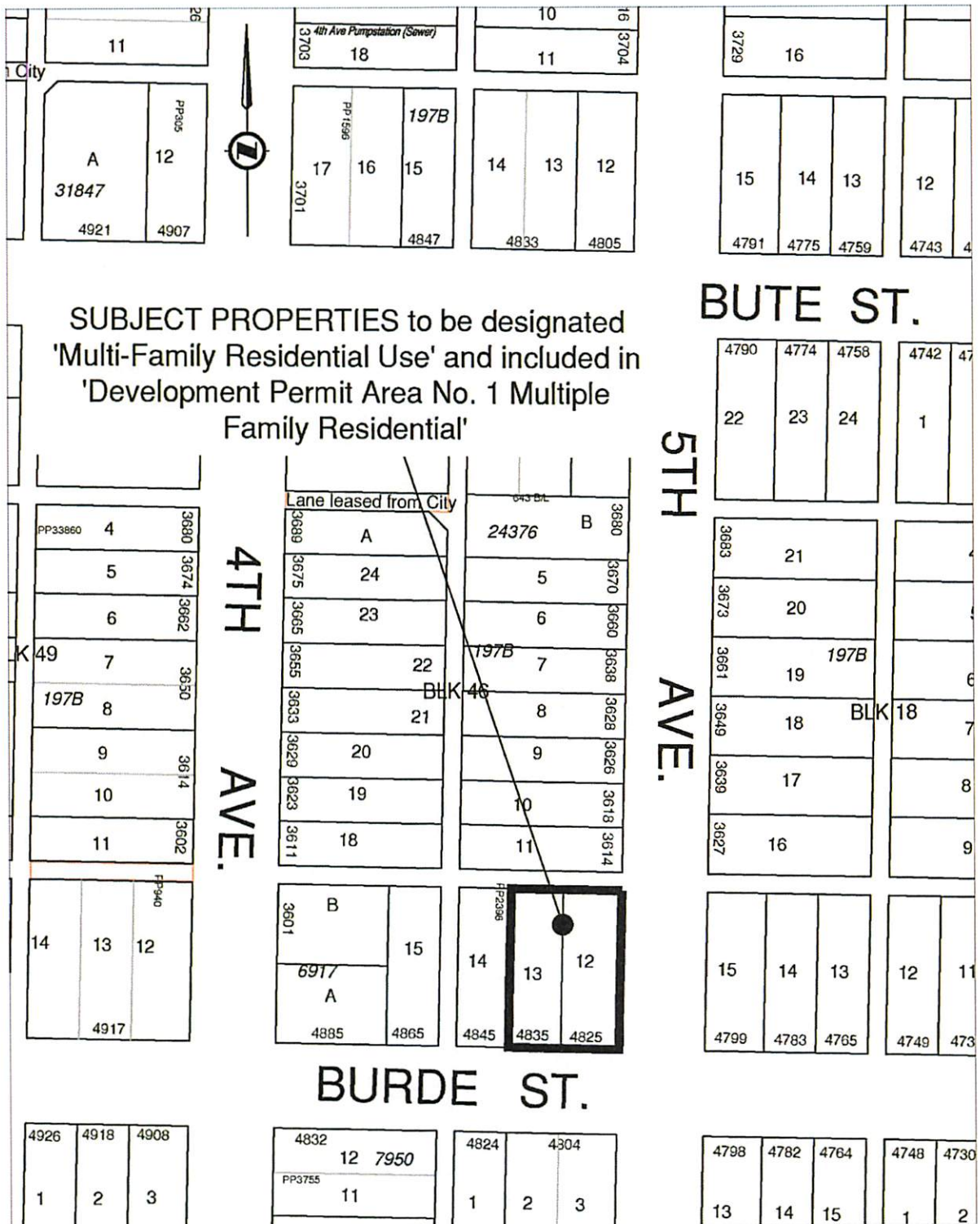
READ A THIRD TIME THIS DAY OF , 2022.

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 – 5th 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 5th 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 5TH 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
m²

(8,500 ft²)

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 DAY OF , 2022.

READ A SECOND TIME THIS DAY OF , 2022.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2022.

READ A THIRD TIME THIS DAY OF , 2022.

FINALLY ADOPTED THIS DAY OF , 2022.

Mayor

Corporate Officer

The map shows a grid of streets: 4th Ave, 5th Ave, Bute St, and Burde St. The subject properties are located at the intersection of 4th Ave and Burde St, and at the intersection of 5th Ave and Bute St. The map includes lot numbers, street names, and a north arrow.

SUBJECT PROPERTIES

4TH AVE.

5TH AVE.

BUTE ST.

BURDE ST.

4th Ave Pumpstation (Sewer) 3703

16 3704

3729 16

15 14 13 12

4791 4775 4759 4743

11

PR305

A 12

31847

4921 4907

17 16 15

PR1566

3701

197B

4847

14 13 12

4833 4805

4824 A-4824 4804

1-4824 B-4824

2-4824 4-4824

3-4824 5-4824

6-4824

Bute St. Properties

1 2 3

PR448

3680 B

24376

3670 3680 3670 3680 3638 3628 3626 3618 3614

3689 A

3675 24

3665 23

3655 22

3633 21

3629 20

3623 19

3611 18

3601 B

15

6917 A

4885 4865

4845 4835 4825

4824 4304

1 2 3

4798 4782 4764 4748 4730

13 14 15 1 2

4926 4918 4908

1 2 3

4832 12 7950

PP3755 11

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 (5th Avenue & Burde Street - Carniato), Bylaw No. 5044**".

2. Zoning Amendment

2.1 The following properties:

a) **3618 5th Avenue** - Lot 10, Block 46, District Lot 1, Alberni District, Plan 197B
PID: 003-820-092; and

b) **3614 5th 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 5th 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 5th 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 DAY OF , 2022.

READ A SECOND TIME THIS DAY OF , 2022.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2022.

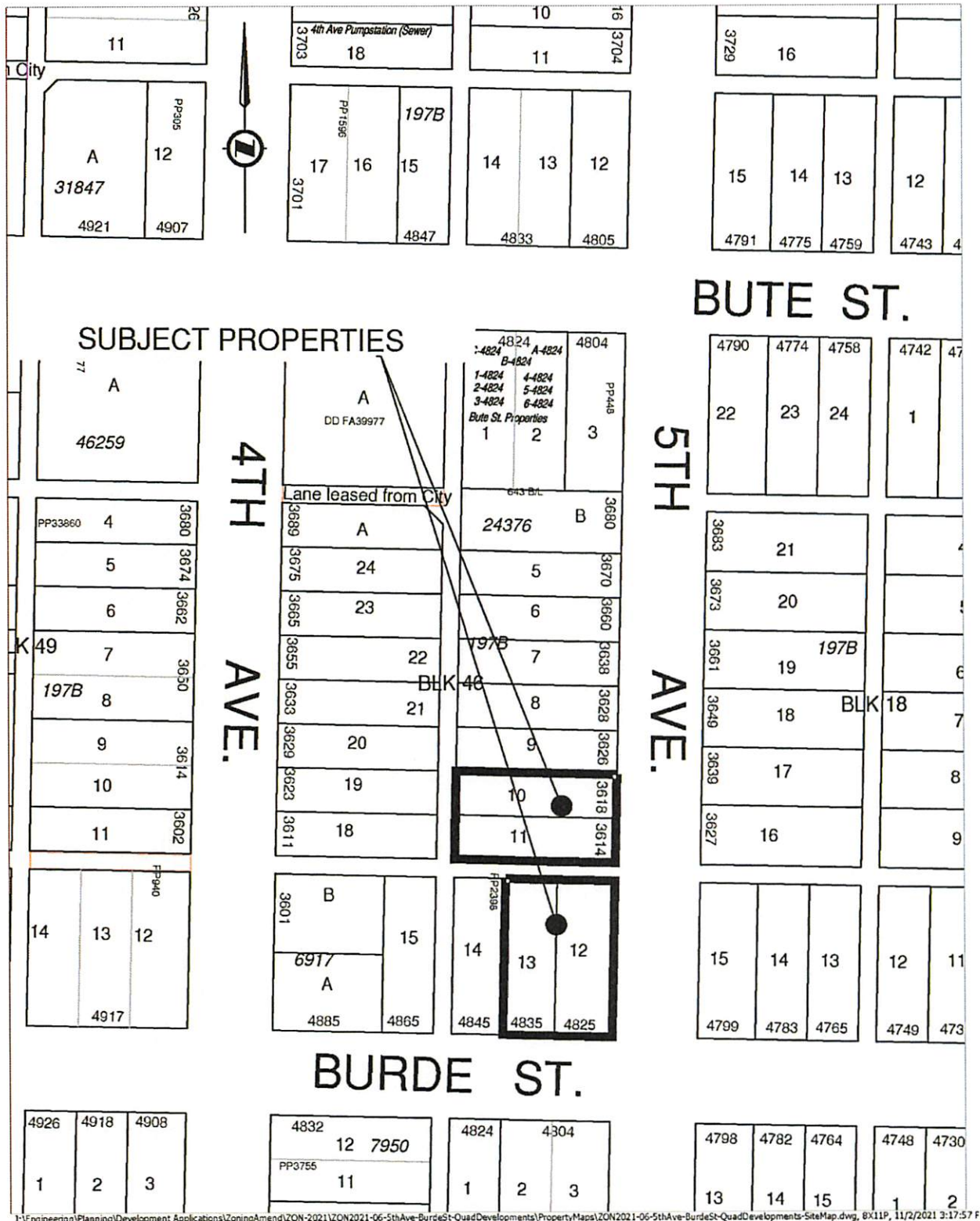
READ A THIRD TIME THIS DAY OF , 2022.

FINALLY ADOPTED THIS DAY OF , 2022.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5044



Date: February 15, 2022
File No: 3360-20-4440 Vimy
To: Mayor & Council
From: Scott Smith, Acting CAO | Director of Development Services
Subject: **DEVELOPMENT APPLICATION – Proposed Official Community Plan Bylaw & Zoning Bylaw Amendments**
4440 Vimy Street
Lot A, District Lots 1 and 92, Alberni District, Plan EPP110782
031-567-169
Applicant: Nicola Sharp dba BC Housing Management Commission

Prepared by:  Price Leurebourg, Development Planner	Supervisor:  Scott Smith, Director of Development Services / Acting CAO	CAO Concurrence:  Scott Smith, Acting CAO
---	---	--

RECOMMENDATIONS

- THAT "Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036" be read a third time.
- THAT "Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5037" be read a third time.

PURPOSE

To consider 3rd reading of the development application to amend the Official Community Plan and Zoning Bylaw for 4440 Vimy Street. The applicant is proposing the institutional zoning in order to facilitate the development of transition housing.

BACKGROUND

The City of Port Alberni has received a development application for 4440 Vimy Street requesting amendments to the Official Community Plan and Zoning Bylaws. The applicant proposes to re-zone the property in order to facilitate the construction of a 2-storey residential building under the use defined as Transition house. The development will provide 22 dwelling units, ranging from studios to three-bedroom units.

City Council gave first and second reading to the OCP and Zoning amendment bylaws on December 13, 2021. A Public Hearing was held on January 25, 2022. Representatives from BC Housing and the Alberni Community and Women's Services Society (ACAWS) attended and made presentations. The Public Hearing report is attached.

The site is owned by the City of Port Alberni. In December 2019, the City of Port Alberni and BC Housing entered into a Letter of Intent (LOI) with the objective of working together to address the need for second stage housing in the community. The LOI outlines the intention to allow BC Housing to lease the land at 4440 Vimy Street for the purpose of building second stage housing, pending OCP amendment, Zoning Bylaw amendment and building permit approvals.

The applicant is requesting to amend the OCP designation of a portion of the property from 'Parks and Open Space' to 'Institutional', and to rezone the property from 'P2 – Parks and Recreation' to 'P1 – Institutional'.

Status of the Application

The development application to rezone 4440 Vimy Street was circulated to relevant agencies for comment. No major issues with the proposed change in land use were raised. Site servicing details will be confirmed with the Director of the Engineering department and subsequently addressed in the lease agreement.

Prior to final adoption, the proposed bylaws will be sent to the Ministry of Transportation and Infrastructure for approval.

ALTERNATIVES/OPTIONS

1. That Council proceed with third reading of the bylaw amendments.
2. That Council not proceed with third reading of the bylaw amendments.
3. That Council provide alternative direction.

ANALYSIS

Official Community Plan and Zoning Bylaw

The OCP sets the policy direction for the City regarding the designation and regulation of land use. The land use categories established in the OCP are intended to guide community development; however, the OCP is also considered to be a "living document" and Council may consider OCP amendments that respond to changing circumstances within the City.

The proposed development is compatible with the institutional use designation, and there are numerous provisions for this type of housing facility in the OCP. The Institutional land use designation is also consistent with the surrounding neighbourhood, which features a high concentration of lands designated institutional.

The subject property is currently zoned *P2 – Parks and Recreation*. The applicant is proposing to rezone the property to *P1 – Institutional* to allow the construction and operation of a facility that will deliver housing and support services. Defined as a *Transition House*, the development is permitted in and aligns with the intent of the Institutional zone.

Development Permit Area

The subject property is not currently within, nor is it proposed to be included in, a Development Permit Area.

IMPLICATIONS

The proposed application would amend the Official Community Plan Bylaw to change the designation of a portion of the property from **'Parks and Open Space'** to **'Institutional'**. The proposed application would also amend the Zoning Bylaw to rezone the property from **'P2 Parks and Recreation'** zone to **'P1 Institutional'** zone.

The proposed amendments to the OCP and Zoning Bylaw would permit the development of a two-storey multi-family residential building providing second stage housing for women and children at risk of violence, or who have experienced violence. The 22-unit development would assist women and family transition to independent living, and include supportive educational programs.

COMMUNICATIONS

Notice of the application was referred to internal departments and external agencies for comment. In accordance with the *Local Government Act*, public notice was given for the Public Hearing held on January 25, 2022.

BYLAWS/PLANS/POLICIES

The proposed application is to amend the Official Community Plan Bylaw No. 4602 and Zoning Bylaw No. 4832. The following OCP and Zoning Bylaw amendments are proposed:

1. The subject property is designated **'Parks and Open Space'** on the Official Community Plan Schedule A – Land Use Map. An amendment is requested to change the designation to **'Institutional'**
2. The subject properties are currently zoned **'P2 Parks and Recreation'** on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to change the zoning to **'P1 Institutional'**.

SUMMARY

In considering the application to rezone the subject property, City Council should consider if and how the proposed changes in use align with the Official Community Plan objectives. City Council should also consider whether the proposed amendments are appropriate for the impacted site and other impacted zones where the proposed use is permitted. The impact of the changes to the immediate neighborhoods should be considered.

The proposed change in OCP land use designation from **'Parks and Open Space'** to **'Institutional'** is consistent with adjacent land uses. Additionally, the overall development along with the OCP and the Zoning Bylaw amendments align with OCP policy objectives. The Planning Department supports amending the Official Community Plan Bylaw and Zoning Bylaw for 4440 Vimy Street to facilitate the proposed use and future development.

ATTACHMENTS/REFERENCE MATERIALS

- *Public Hearing Report | January 25, 2022*
- *"Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036"*
- *"Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5037"*

Copy: T. Slonski, Director of Corporate Services

PUBLIC HEARING – REPORT
Tuesday, January 25, 2022 @ 6:00 PM
In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

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

STAFF: S. Smith, Acting CAO/Director of Development Services
T. Slonski, Director of Corporate Services
P. Leurebourg, Development Planner
S. Darling, Deputy City Clerk

Gallery: 8

CALL TO ORDER & APPROVAL OF THE AGENDA

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

CARRIED

Chair Minions read an opening statement pertaining to the process and conduct of the Public Hearing.

1. Description of the Application

The Director of Corporate Services provided a summary of the application as follows:

The applicant is applying to amend the Official Community Plan Bylaw and the Zoning Bylaw to facilitate use of the site for a 'Transition Housing' facility.

The proposed bylaws are:

- i. "Official Community Plan Amendment No. 35 (4440 Vimy Street – BC Housing - ACAWS), Bylaw No. 5036".

The Bylaw, if amended, will change the designation on a portion of the subject property from 'Parks and Open Space' use to 'Institutional' use.

- ii. "Zoning Map Amendment No. 46 (4440 Vimy Street – BC Housing - ACAWS), Bylaw No. 5037".

The Bylaw, if amended, will rezone the subject property from 'P2 Parks and Recreation' to 'P1 Institutional'.

2. Background Information from the Development Services Department

The Development Planner provided those in attendance with an overview of the application including a staff report dated January 19, 2022.

Following staff's presentation, representatives of BC Housing spoke to their application as follows:

- identified project partners
- ACAWS experience in the community
- the need for the project, site selection and design details
- the project will provide for temporary [18 months] independent/affordable housing for women in need

3. Correspondence

- Email dated January 20, 2022 from K. Langlois and T. Bottaro while supportive of the concept, opposed to the project being located in the area.

4. Late Correspondence Regarding the Matter

Late correspondence received and in support of the application is outlined as follows:

- Nuuchahnulth Tribal Council
- MP Gord Johns
- School District 70 Pacific Rim
- Port Alberni RCMP Detachment
- Canadian Mental Health Association
- Taylor Vatamaniuck
- Port Alberni Friendship Centre
- Tseshaht First Nation
- MLA Josie Osborne

Late correspondence received opposing the project is as follows:

- Marla Jaeger
- Petition submitted by Kyle MacRae with 48 signatures
- L. Svilane

5. Input from the Public regarding the Bylaws

Mr. J. Leskosek, Princess Road, commented as follows:

- Concerns with available parking, in particular when other community events are taking place.
- Is there a more suitable location?
- The institutional look of this building versus this type of housing when located in a residential neighbourhood.

6. Questions from Council:

Questions from Council included the following:

- Is 18 months too short of a transition period for individuals?
Applicant response –it may be too short but this project is not intended to provide for long-term housing. Flexibility may be exercised but again, this project is not meant to be permanent accommodations.
- Could the applicants expand on the type of building being constructed?
Applicant response – the building will be constructed encompassing new technology, Step Code 3, minimal energy consumption
- Are construction costs exceeding the original budget for this project?
Applicant Response - Partnership with City [land contribution] contributed to making the overall cost of this project feasible.

7. Closing Remarks by the Chair:

I would like to remind those present that once the Public Hearing has closed, members of Council may not, as a group or as individuals, receive any further oral or written presentations on this matter, including what might be perceived as informal discussions immediately after the termination of this meeting. I ask all parties to comply with this.

Before closing the Public Hearing, Chair Minions called three times for any further speakers on any of the matters contained in the proposed bylaws.

For the first time, @ 7:37 pm, Chair Minions asked for any further input from the public.

Mr. Joseph Leskosek, Princess Road commented as follows:

- Recalls communications regarding this project took place approximately 2 – 3 years ago – what stage is this project at now?
- will there be other opportunities for public engagement?

At 6:43 pm, Chair Minions called for a second time for input from the public.

Hearing none,

At 6:43 pm, Chair Minions called for a third time for input from the public

Hearing none, Chair Minions declared the Public Hearing closed.

8. Termination of the Public Hearing:

*MOVED and SECONDED, THAT this Public Hearing terminate at 6:45 pm
CARRIED*

Twyla Slonski, Corporate Officer

CITY OF PORT ALBERNI

BYLAW NO. 5036

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. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036**".

2. Official Community Plan Amendments

- 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 a portion of Lot A, District Lots 1 and 92, Alberni District, Plan EPP110782 (PID: 031-567-169), located at **4440 Vimy Street**, from 'Parks and Open Space' use to '**Institutional**' use as shown outlined in bold and shaded grey on Schedule "A" attached hereto and forming part of this bylaw.

READ A FIRST TIME THIS 13TH DAY OF DECEMBER, 2021.

READ A SECOND TIME THIS 13TH DAY OF DECEMBER, 2021.

A PUBLIC HEARING WAS HELD THIS 25TH DAY OF JANUARY, 2022.

READ A THIRD TIME THIS DAY OF , 2022.

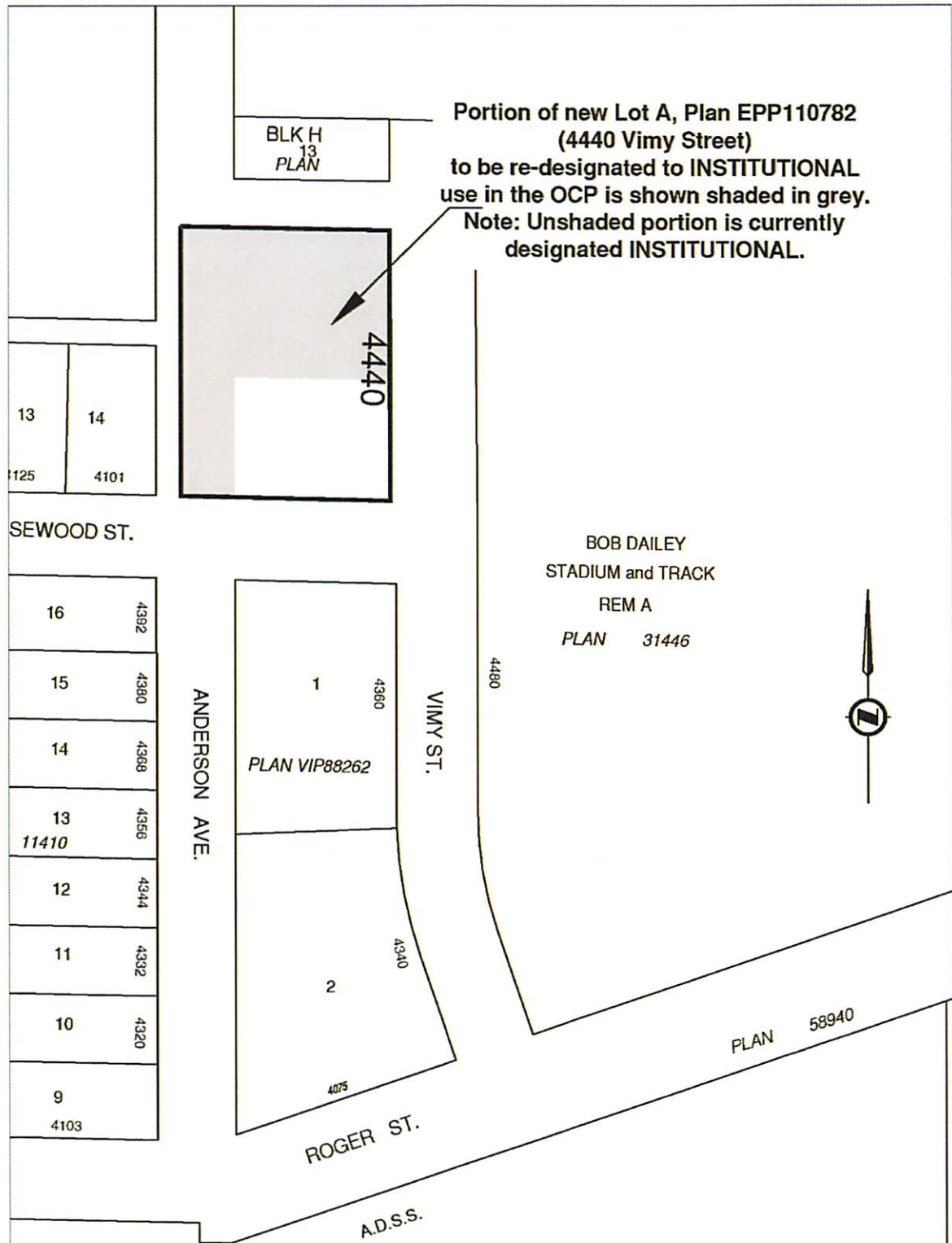
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS DAY OF ,
2022

FINALLY ADOPTED THIS DAY OF , 2022.

Mayor

Corporate Officer

Schedule "A" to Bylaw 5036



4440 VimySt-ACAWS-OCPAmendBylaw.docx

CITY OF PORT ALBERNI

BYLAW NO. 5037

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 intents and purposes as "**Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS) Bylaw No. 5037**"

2. Zoning Map Amendment

- 2.1 *Lot A, District Lots 1 and 92, Alberni District, Plan EPP110782 (PID: 031-567-169), located at **4440 Vimy Street** as shown outlined in bold on Schedule "A" attached, is hereby rezoned from 'P2 Parks and Recreation' to '**P1 Institutional**'.*
- 2.2 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 2.1 above.

READ A FIRST TIME THIS 13TH DAY OF DECEMBER, 2021.

READ A SECOND TIME THIS 13TH DAY OF DECEMBER, 2021.

A PUBLIC HEARING WAS HELD THIS 25TH DAY OF JANUARY, 2022.

READ A THIRD TIME THIS DAY OF , 2022.

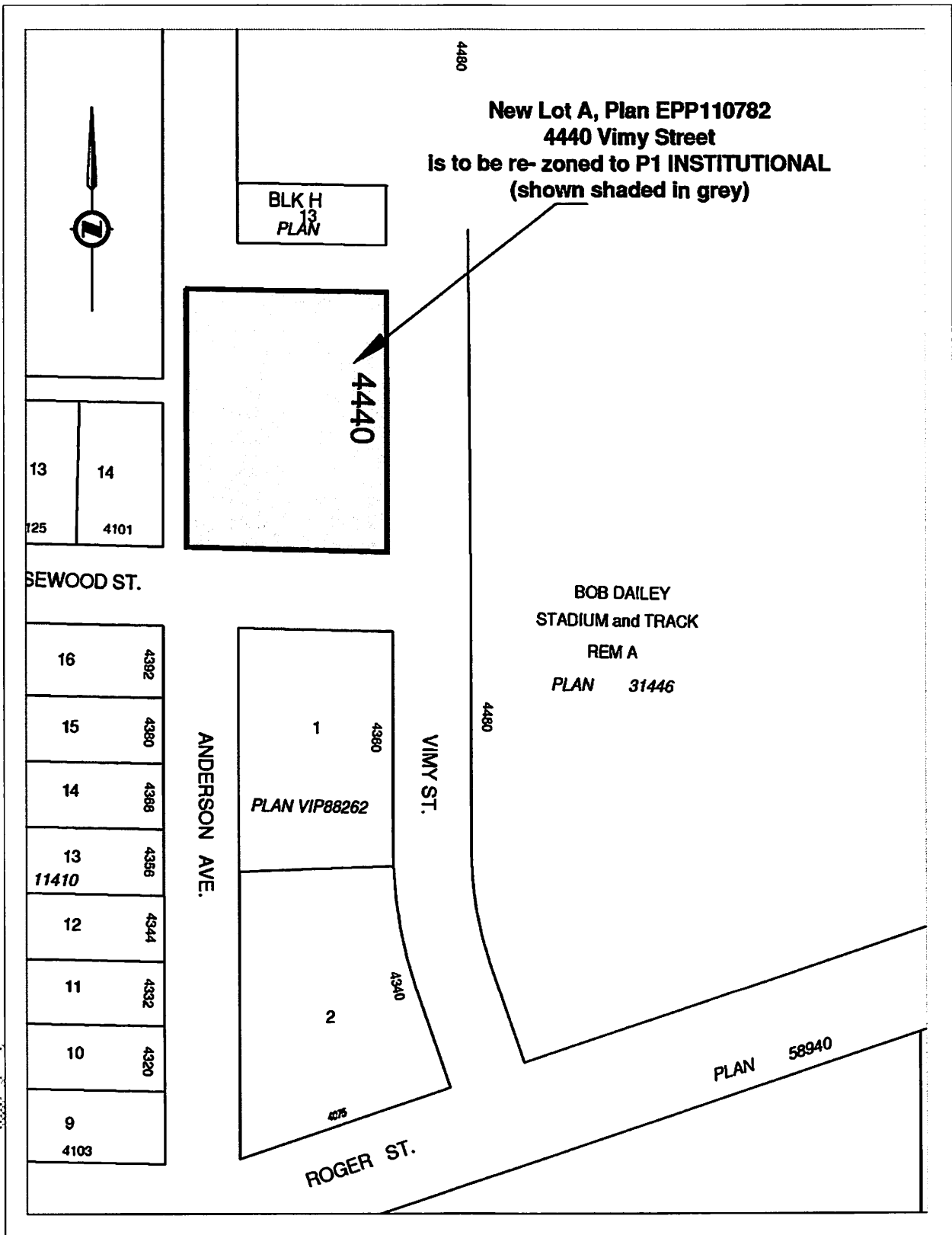
APPROVED BY THE MINISTRY OF TRANSPORTATION THIS DAY OF
, 2022.

FINALLY ADOPTED THIS DAY OF , 2022.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5037



RECEIVED

FEB 16 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 checked="" type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <i>Correction</i>

File # 0230-20-BCFM

February 9, 2022

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

Dear Mayor Minions and Council,

There is no question that 2021 was challenging for British Columbians. The province continued to struggle with the pandemic, economic consequences of the pandemic and multiple adverse weather events from the heat dome to floods and fire.

BC farmers and farmer's markets across the province were on the frontlines, doing the work to remain open, supporting our communities with food, and our farmers with a strong source of income.

BC Association of Farmers' Markets worked diligently with the Province of BC's Ministry of Health to deliver, for the 10th year, the BC Farmers' Market Nutrition Coupon Program across the province. We are extremely proud of its deep impact on both people and farmers across British Columbia. This valued program connected with **86** communities making fresh, healthy, local foods more accessible to over **19,000** lower-income British Columbians and directly benefited **1,125** farmers across British Columbia.

In **Port Alberni**, residents redeemed **\$13,794** with local farmers at the **Spirit Square Farmers Market** and we proudly partnered with **Island Health - Baby & Me, Island Health - Port Alberni Early Years Program** and **Port Alberni Community Health Services**.

These community partners provided lower-income pregnant people, families and seniors with coupons to purchase fruits, vegetables, cheese, eggs, nuts, fish, meat and herbs from farmers at your local farmers' market.

Over 88 lower-income residents from Port Alberni ate more local foods, learned about healthy eating, and felt connected to their community. At the same time, the local food system was strengthened with farmers in your community benefitting from additional revenue to sustain their farms.

Our Request To You

Our community partners, participants and farmers are grateful for this Program in Port Alberni. If you agree, we kindly ask you to send a letter to the Minister of Health Adrian Dix. Your encouragement and feedback can strengthen support for ongoing funding for the Farmers' Market Nutrition Coupon Program and ensure we continue to build healthier BC communities together.

We are ready to roll up our sleeves and work with your community again in 2022!

With gratitude,

Heather O'Hara
Executive Director

Vickey Brown
President, Board of Directors

BC Association of Farmers' Markets

208 - 1089 West Broadway Vancouver, BC V6H 1E5
604-734-9797 | bcfarmersmarket.org | bcfarmersmarkettrail.com

ENTERED

RECEIVED

FEB 15 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 type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <i>Com Summary</i>
File #	<i>ROM Feb 28, 22</i>
	<i>0630-01</i>

From: Michelle Hicker <info@vidownsyndrome.ca>

Sent: February 13, 2022 12:39 PM

To: CityPa <citypa@portalberni.ca>; Alicia Puusepp <alicia_puusepp@portalberni.ca>

Subject: Proclamation - World Down Syndrome Day - March 21st, 2022

Good afternoon,

I would like to place a request for a proclamation for World Down Syndrome Day on March 21st, 2022.

Our proposed wording for the proclamation is below:

WHEREAS World Down Syndrome Day is an international observance resolved by the General Assembly of the United Nations to raise public awareness of Down syndrome and promote equitable treatment of individuals with Down syndrome in accordance with the Convention on the Rights of Persons with Disability; and

WHEREAS at this time we take an opportunity to highlight the unique abilities, strengths and needs of our community members with Down syndrome; and

WHEREAS individuals with Down syndrome have tremendous potential to live full and fulfilling lives as contributing members of our community; and

WHEREAS as Canadians, we celebrate our similarities, as well as our differences, knowing we are richer, as a result; and

WHEREAS the City of Port Alberni values our citizens with Down syndrome and their families and supports the well-being of all individuals with Down syndrome so that they may achieve their fullest potential.

NOW KNOW YE THAT, We do by these presents proclaim that March 21st, 2022 shall be known as

World Down Syndrome Day

Thank you for your consideration!

Kind regards,

Michelle Hicker
President,
Vancouver Island Down Syndrome Society
info@vidownsyndrome.ca
www.vidownsyndrome.ca



OMBUDSPERSON
BRITISH COLUMBIA

RECEIVED

JAN 31 2022

CITY OF PORT ALBERNI

Her Worship Sharie Minions
Mayor
City of Port Alberni
4850 Argyle St.
PORT ALBERNI BC V9Y 1V8

January 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/A	<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 type="checkbox"/> Other
File #	RCM - Feb. 28 '22 0584-01

Dear Mayor Minions,

RE: Quarterly Reports: October 1 – December 31, 2021

This package of documents details the complaint files the Office of the Ombudsperson closed for the **City of Port Alberni** between October 1 and December 31, 2021. No action is required on your part, however we hope that you will find this information useful and share it within your organization.

These reports provide information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. Files currently open with the office are not included in these reports.

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under our jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.
- *If applicable:* Copies of closing summaries written about the complaint files we investigated. These summaries provide an overview of the complaint received, our investigation and the outcome. Our office produces closing summaries for *investigated* files only, and not for enquiries or those complaints we chose not to investigate.
- *If applicable:* A summary of the topics identified in the complaint files closed during the quarter. We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Our office tracks the topics of complaints we investigate and those we close without investigation, but not for enquiries. Because complaints to our office are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

If your organization received too few complaints to produce a summary of complaint topics but you would like further information about the complaints our office received about your organization, our Public Authority Consultation and Training (PACT) Team can provide further details upon request.

ENTERED

J. 1(a)

Finally, we have been tracking complaints related to the COVID-19 pandemic under the general heading of "COVID-19." If you would like more detailed information about those complaints, please contact our PACT Team.

If you have questions about our quarterly reports, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our Public Authority Consultation and Training Team, please contact us at 250-508-2950 or consult@bcombudsperson.ca.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Chalke', with a stylized flourish at the end.

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures



Type of complaint closure	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	0
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	2
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	Total: 1
<i>Reason for closing an Investigation:</i>	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority - When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	1
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0



All Local Government
City of Port Alberni

The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Public Authority Consultation and Training Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics - All Local Government

Business Licensing	3	2%
Bylaw Enforcement	44	33%
Council Member Conduct (incl. Conflict of Interest)	10	7%
Official Community Plan/Zoning/Development	24	18%
Fees/Charges (incl. Taxes)	8	6%
Open Meetings	8	6%
Procurement	1	1%
Services (incl. Garbage, Sewer, Water)	14	10%
Response to Damages Claim	3	2%
Other	20	15%

General Complaint Topics - All Local Government

COVID-19	4	2%
Disagreement with Decision or Outcome	59	31%
Accessibility	7	4%
Delay	8	4%
Administrative Error	3	2%
Treatment by Staff	20	10%
Communication	26	14%
Process or Procedure	53	28%
Review or Appeal Process	8	4%
Other	4	2%

RECEIVED

FEB 14 2022

CITY OF PORT ALBERNI



Village of Chase

PO Box 440, 826 Okanagan Ave,
Chase, British Columbia V0E 1M0
Office: 250.679-3238
Fax: 250.679-3070
www.chasebc.ca

February 1, 2022

Via email: mel.arnold@parl.gc.ca

Mel Arnold, Member of Parliament
North Okanagan-Shuswap
House of Commons
Ottawa, Ontario
Canada
K1A 0A6

Dear Mr. Arnold:

RE: BC Wildfires Petition-District of Lillooet

At their January 11, 2022 regular meeting, the Village of Chase Council considered correspondence from the District of Lillooet regarding the increasing risk and occurrences of wildfires, landslides and flooding in British Columbia.

In support of the 'Call to Action' petition and the District of Lillooet's motion, the following resolution was passed by Chase Council:

"THAT the Village of Chase send a letter to our Member of Parliament, Mel Arnold and copy our Member of the Legislative Assembly, Todd Stone, the Minister of Forests, Lands, Natural Resources Operations and Rural Development, the Minister of Public Safety and Solicitor General, the Premier of British Columbia (with copies to the District of Lillooet and all UBCM member local governments) requesting that our Provincial and Federal Governments provide better forest management and wildfire protection practices in British Columbia by reviewing and assessing the current policies and guidelines and inviting feedback from a wide variety of stakeholders, with the sincere intent to make meaningful changes to the forest management and wildfire protection practices in British Columbia to provide better protection for all of us from wildfires, landslides, and floods."

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other: *Fire + Corr. Summary*
RCM Feb 28, 22
File # *0400-60*

As we are all aware, the wildfires, landslides and floods that have ravaged so much of British Columbia over the past years will only continue to damage valuable forests, businesses, homes and take the lives of humans and animals, if no action is taken to lessen the effects of climate change in BC with particular attention to forest management and wildfire protection practices.

We respectfully request that you share this correspondence with the House of Commons, and that the Call to Action will be answered as quickly as possible.

Sincerely,

VILLAGE OF CHASE

A handwritten signature in black ink, appearing to read "Rod S. Crowe". The signature is fluid and cursive, with the first name "Rod" being more prominent.

Rod Crowe, Mayor

Cc: Todd Stone, MLA, Kamloops-South Thompson
District of Lillooet
All UBCM Member Local Governments

RECEIVED

FEB 16 2022

CITY OF PORT ALBERNI



BRITISH
COLUMBIA

<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
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File # *RCM - Feb. 28 '22*
0400-20-PSSG1

VIA EMAIL

Ref. 627292

February 16, 2022

Her Worship Sharie Minions
Mayor of the City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8
Email: sharie_minions@portalberni.ca

Dear Mayor Minions,

Thank you for your letter dated January 6, 2022, regarding expansion of the Vancouver Island Integrated Major Crime Unit (VIIMCU). I understand you recently met with members of the Serious and Organized Crime Division within the Policing and Security Branch as well as with members of the RCMP Major Crime Unit to discuss your request.

As you are aware, integration of police services across and within regions has long been the cornerstone of the vision for policing in British Columbia. The goal is to create service delivery models that integrate services that are highly technical and specialized. This integration of services reduces duplication, ensures the appropriate deployment of subject matter experts, and facilitates the provision of a seamless, timely and coordinated service.

The Vancouver Island Integrated Major Crime Unit (VIIMCU) is an example of such an integrated police service and the expansion of the service across all of Vancouver Island has been a topic of discussion for several years. I recognize that municipal governments across the island have been consulted on the possible expansion of VIIMCU on prior occasions. I am further advised that the ministry in conjunction with the RCMP have done a great deal of work in this area and that this work is ongoing.

Our government established the Special Committee on Reforming the Police Act. Part of its Terms of Reference include examining and making recommendations with respect to the structure and service delivery of policing in British Columbia. The Committee is scheduled to deliver its final report on April 28, 2022. The ministry will examine the Report and any recommendations which may inform future developments around integrated service delivery, including VIIMCU.

.../2

Ministry of
Public Safety
and Solicitor General

Office of the Minister
and Deputy Premier

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

One of the key tasks that the ministry will undertake as part of ongoing work is to examine the integrated funding model for VIIMCU. We recognize that the cost of a major investigation, particularly a homicide investigation, can have significant negative impacts on a municipality's budget. Any funding formula must ensure that costs are shared in a fair and equitable manner that maintains an adequate and effective level of policing in the area of major crimes across Vancouver Island.

Ministry staff will maintain contact with you and other municipal leaders to seek your input and keep you abreast of developments. In the interim, if you have any questions, I encourage you to contact Jacqueline Davies, Director of Policing Operations and Organized Crime at: 778-698-7786 or jacqueline.davies@gov.bc.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Farnworth", with a stylized flourish at the end.

Mike Farnworth
Minister of Public Safety and Solicitor General
and Deputy Premier



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File # *0230-20 BC GAMES*

January 31, 2022

Her Worship Sharie Minions, Mayor of Port Alberni
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8
sharie_minions@portalberni.ca

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FEB 15 2022

CITY OF PORT ALBERNI

Dear Mayor Minions,

RE: Bid Application Package for 2024, 2025 and 2026 55+ BC Games

On behalf of the BC Seniors Games Society, it is our pleasure to invite your community to host the 2024, 2025 or 2026 55+ BC Games to be held in August or September of each year. Your community may bid on any or all of these Games, however, only one will be awarded.

The 55+ BC Games has become an economic tourism event for any community. The last economic study was completed after the 2017 55+ BC Games in Vernon where over 3,500 residents of BC participated in 27 sports, leaving over \$3.3 million in the business community of Vernon and surrounding area.

The BC Seniors Games Society has made some changes, which will make hosting more viable for smaller communities and reduce the workload. In order to reduce the financial and organization demands on a community, the following policies have been implemented:

- ✓ Provide for a conference call for smaller communities who are considering submitting a bid to discuss how they can combine with neighbouring communities to make a submission
- ✓ Consult with communities to match the number of sports held to the venues available
- ✓ Reduce the workload of the host society by increased collaboration with the provincial sport organizations and our organization

The deadline for the bid application submissions is **12:00 pm NOON PT on June 30, 2022**. Details on your submissions are included in the attached bid application package.

If you have any questions regarding the bid process, please contact the BC Seniors Games Society Bid Committee Chair Paul Kingan at 250-338-2137 or via email at bid@55plusbcgames.org

We look forward to receiving your bid application package.

Sincerely,

Paul Kingan
President and Bid Committee Chair, BC Seniors Games Society

ENTERED



112-5700 Pierce Rd.
Port Alberni, BC
V9Y 0A3

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File # 0220-01 *RCM Feb 28, 22*

16 February 2022

Mayor & Council
City of Port Alberni
4850 Argyle St.
Port Alberni, BC
V9Y 1V8

RECOMMENDATION FOR OUTSTANDING CITIZEN AWARD
KATHY KRZNARIC

I highly recommend the Mayor and Council of Port Alberni formally recognize the (former) owner of the Little Bavaria Restaurant, Kathy Kznaric, on her retirement for her outstanding contribution and support to our community.

Yours truly,



R.L. Miller, MMM, SSM, CD2
Commander (Ret'd.)

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FEB 16 2022

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File #	<i>Rm Feb 28/22</i> <i>0400-20-JER</i>

From: Minister, JERI JERI:EX <JERI.Minister@gov.bc.ca>

Sent: February 17, 2022 12:25 PM

To: Sharie Minions <sharie_minions@portalberni.ca>

Subject: BC LAUNCHES NEW ECONOMIC PLAN – StrongerBC: A Plan for Today, a Vision for Tomorrow

Ref: 156934

Good afternoon:

The last two years of the pandemic, the toxic drug supply and extreme weather events have changed our lives, our economy, and our future. We have been through a lot together and these events have exposed vulnerabilities in our economy. Taken together, these events have underlined the need for a renewed approach to economic policy—one that focuses on building an inclusive, sustainable economy that works for more British Columbians.

I am pleased to share British Columbia's (BC) new economic plan, "StrongerBC: A Plan for Today, a Vision for Tomorrow." The plan was launched today and is our Government's economic vision for the province over the next 10 to 15 years.

The plan puts BC on a path to achieve two important goals—inclusive growth and clean growth—while filling one million jobs over the next decade as outlined in the recent Labour Market Outlook, which can be viewed at: <https://www.workbc.ca/labour-market-industry/labour-market-outlook.aspx>.

This plan focusses on investing in our most valuable asset—the skills, talents, and ambitions of British Columbians—to help build an economy that supports the success of all British Columbians.

Our plan will build a people-first, high-care, low-carbon economy that all British Columbians share in.

As always, meaningful reconciliation remains central to our work. The plan gives us a clear path for better collaboration and partnerships with Indigenous Peoples as we work together to support communities and create opportunities. Conversations have already begun and will now be a standard part of our economic decision-making.

You can find more information at the following sites:

- Visit the StrongerBC Economic Plan website: <https://strongerbc.gov.bc.ca/plan>
- Read the news release: <https://news.gov.bc.ca/releases/2022JERI0004-000230>
- Watch a recording of the live announcement event: <https://www.youtube.com/user/ProvinceofBC>

As we move forward with our economic plan and vision for the long-term growth of our Province, we want to keep hearing from you. This is an evolving plan based on the experiences of British Columbians and is designed to be adapted and adjusted. I encourage everyone to continue to share their economic priorities and ideas online at: <https://strongerbc.gov.bc.ca/engage>.

Inclusive growth and clean growth are important goals we can all rally around, and I hope you will join me in working towards these goals for a sustainable, innovative, and inclusive economy that works for all British Columbians.

Sincerely,

Ravi Kahlon
Minister of Jobs, Economic Recovery
and Innovation

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FEB 10 2022

CITY OF PORT ALBERNI



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<input checked="" type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW
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File #	<i>RCM Feb 28, 22</i>
	<i>0400-20-MOT1</i>

February 9, 2022

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

Reference: 305268

Dear Mayor Minions:

Re: UBCM Meeting 2021

Thank you for taking the time to meet with me virtually during the Union of British Columbia Municipalities (UBCM) Convention.

It was great to discuss with you proposed improvements at the intersection of Beaver Creek Road and River Road and Cathedral Grove in MacMillan Provincial Park.

It is a privilege to come together during the UBCM Convention to collectively envision how the challenges we face can be transformed into a resilient future for all British Columbians. The dedication and compassion local governments continue to demonstrate while protecting our communities and balancing diverse priorities is truly admirable.

As indicated during our meeting, the ministry expects to complete design work for the intersection of Beaver Creek Road and River Road by fall 2022. I was pleased to hear your positive feedback about local ministry staff and District Manager Michael Pearson regarding this project. The ministry will continue to engage with the City, the Tseshah First Nation and the Hupačasath First Nation as work continues. As always, you may also contact Mr. Pearson anytime at 250 751-3287 or Michael.Pearson@gov.bc.ca.

I also appreciated the opportunity to share perspectives on Cathedral Grove and would be happy to discuss this with you in more detail in the future.

As we move forward as a province, our transportation network will play a vital role in supporting economic recovery and creating healthy, sustainable communities. Thanks to leaders like you, we can overcome any obstacle as we work together to create new opportunities for innovation and growth.

.../2

Ministry of Transportation
and Infrastructure

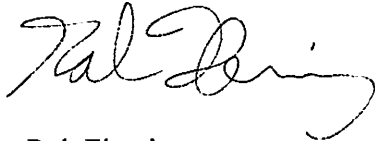
Office of the Minister

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

ENTERED

Thank you again for taking the time to meet.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Fleming". The signature is fluid and cursive, with the first name "Rob" and last name "Fleming" clearly distinguishable.

Rob Fleming
Minister

Copy to: Kaye Krishna
 Deputy Minister

Kevin Richter
Associate Deputy Minister

Michael Pearson, District Manager
Vancouver Island District

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FEB 23 2022

CITY OF PORT ALBERNI

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File # 1700-20-2022-2026 *RCM Feb 28, 22*

From: [REDACTED]

Sent: February 22, 2022 3:46 PM

To: Council <council@portalberni.ca>

Cc: Twyla Slonski <Twyla_Slonski@portalberni.ca>; Sara Darling <sara_darling@portalberni.ca>

Subject: Budget questions to Council

Hello Twyla

Please find my questions to council for todays budget meeting.

1. How many kilometres of road paving has the City completed over the last 3 years?
2. Using the commonly accepted standard that the average life span of a paved road is 25 years, and with the city's inventory of 150Km of paved roads, could the Engineer provide an annual estimate for paving that is required in order to sustainably renew our asphalt infrastructure?
3. At one time, the city had a great banner program that included installing themed banners along Johnson Rd, Redford Rd, Argyle St, and 3rd ave. But years ago the city stopped this program. If not for the Rotary Club's banner painting initiative for the arts district there would be no banners in the city. During the summer cities throughout the island have banners up. It is an easy, cost effective, and popular way to brighten up a city. Should it not be reinstated in Port Alberni?

Thank you

Randy Fraser

Sent from my iPad

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FEB 23 2022

CITY OF PORT ALBERNI

February 23rd, 2022

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other *Cor-Summary*
RCM Feb 28, 22
File # *0530-01*

Attention: Mayor Minions & Council for the City of Port Alberni

As a citizen who is following the financial planning process currently under way by our Council, I was disappointed and frustrated to learn that the questions I submitted to council@portalberni.ca on the afternoon of February 22 for the Committee of the Whole meeting held on that date, would not be considered at that meeting, but rather, at a future date. The reason given was that the city has reverted to pre-Covid procedures for the public's asking questions of Council in real time. You have to be physically in chambers to ask a question about any part of the discussion of the meeting that just took place.

For any meeting, but particularly during a financial planning process, comments or questions submitted to Council from the public for how their tax dollars will be allocated in the budget, should be acknowledged by the City and Council in a timely manner. It should not matter that some questions are submitted by other means a few hours prior to the question period portion of a specific meeting taking place. Public questions have more relevance at the time a meeting is under way. Technology exists that permits the submission of questions to Council in real time that allows for more public input than having to physically appear in Council Chambers to participate. It is important to distinguish the difference between the ability to ask a question of the board in real time in a variety of manners, as opposed to hearing something, writing a letter, submitting it before deadline for a subsequent meeting, and then waiting to see if the question will be addressed, or not.

There are citizens who spend several hours researching budget information. They also allocate significant time to consider various data. Based on their research and interest in participating in the process, they put the effort in to compose written questions to council in a considered and respectful manner in order to seek further information. To then not have questions answered that were relevant for the meeting that took place, is again, frustrating and disappointing. It also serves to undermine the willingness of public participation in the democratic process at a time we need more positive involvement from the public – not less.

Council chambers is still in a form of Covid protocol. I have attended budget sessions that, while rare in occurrence, have had more attendees to council chambers than there are seats. We are in the 21st Century, and the pandemic has clearly shown that there are ways through modern technology to communicate in real time. Therefore, Mayor Minions, I respectfully request that you have a discussion with your Council colleagues, and staff, towards amending your procedures for the manner in which you will accept questions for question period in real time from the public during any meeting. This change would make it more efficient and more accessible for many other people who want to ask questions relevant to Council's deliberations at the time, but who are, for various life reasons, unable to contribute to a Council discussion by asking questions by appearing physically in Council chambers.

Respectfully submitted,
Roland Smith

REGULAR COUNCIL AGENDA - FEBRUARY 28, 2022

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FEB 23 2022

CITY OF PORT ALBERNI

From: [REDACTED]

Sent: February 22, 2022 3:58 PM

To: Council <council@portalberni.ca>

Subject: Questions for COW meeting on February 22nd.

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW
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File # *RCM Feb 28, 22*
1700-20-2022-2026

Good afternoon Twyla,

Please accept the following 3 questions to be introduced at today's budget meeting. Thank you in advance for your assistance and consideration. Have a good meeting.

Respectfully,
Roland Smith

1) On page 27 of today's agenda in line 5 under TRANSPORTATION SERVICES, there is reference to replacing the city's Linkbelt Excavator, which was purchased new in 2013. On page 17 of the 2013-2017 financial plan in the last line under TRANSPORTATION SERVICES, there is reference to purchasing the Linkbelt Excavator, along with a trade in value noted in the financial plan for the Hitachi excavator that the city was disposing of at that time in 2013. Seeing as most of the large excavating jobs for city infrastructure are now undertaken by contractor excavators, and reflecting that the Linkbelt unit could only have had 8 operating seasons of casual use, why has it become necessary to replace the Linkbelt at this time? How many hours are on the Linkbelt Excavator? And why is there no trade in value noted for the Linkbelt Excavator in the current financial plan, when there was a value assigned to the Hitachi Excavator when that excavator was removed from service to acquire the Linkbelt Excavator in 2013?

2) In the first line on page 28 of today's agenda under SEWER SYSTEM, there is reference to the inspection and design of the Argyle and Josephine force main Somass River crossing. The word design suggests that something must be repaired, or replaced. I have reviewed a lot of the Liquid Waste Management reports as they pertain to the upgrading of the city's sewage lagoon, and I cannot find a reference to the need of repair or replacement of the sewer pipes that transport sewage from the east side of the Somass River, to connect with the new lagoon on the west side of the Somass River. What is inferred by the word design for this line item in the financial plan? Would the city please elaborate?

3) Included in the past two year's financial plans on the last page of each plan, was a data sheet that breaks out net taxable value, tax share, percent tax share, effective tax rate per thousand for all property classes in the city. This data also presented the number of single-family homes, and average assessment value used to determine the taxation mil-rate. That data sheet is not presented in the current draft financial plan. Is this simply an oversight, and if so, would the city please provide this data sheet in the next copy of the draft financial plan prior to the next C.O.W. meeting? Thank you.

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FEB 23 2022

CITY OF PORT ALBERNI

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File # 0530-01 *RCM Feb. 28, 2022*

Good Afternoon Mayor and Council,

February 23, 2022

RE: Council Meetings – Face-to-Face and Zoom

Last evening at the Committee of the Whole meeting, the Director of Corporate Services said that she received two pieces of correspondence and the messages did not meet the deadline for the CoW agenda, therefore, the correspondence would not be addressed at the meeting and would be referred to the Regular Council Meeting on February 28, 2022.

I would like to share information about an Association, with 100+ members locally. During the Pandemic, it was not possible for the local Association executive &/or members to meet in person. Our Regional Representative acquired a ZOOM license for the 7 districts on Vancouver Island.

With the ZOOM license all the VI districts held their own district ZOOM meetings. Now that restrictions are decreasing, many are looking forward to returning to Face-To-Face, but also realize that there is a need for some members to stay connected via ZOOM as well. Discussions are currently happening around a Hybrid model – Face-to-Face with a ZOOM component.

The hybrid model allows all members a choice to attend in person meetings or join in via ZOOM. The reason to continue with ZOOM is due to health concerns (recovering from surgery or cancer treatments or perhaps they have a cold), driving (evening, long-distances, lack of transportation) and other responsibilities (family).

During the Pandemic, many folks (youth, middlers, young at heart) made adjustments in order to stay connected when meeting in person was not an option. Technology was there to support this new way of staying connected.

The City of Port Alberni may want to consider modernizing its' methods of communicating with the Public. Hybrid models will soon be considered the norm whether it's for managing a business, connecting volunteers or attending meetings.

Council held meetings during the Pandemic that allowed the public to participate via ZOOM, asking their questions or providing comments during the Public Comment/Question period and I would like to see Council adopt a Hybrid model for all meetings such as, Regular Council and Committee of the Whole Meetings.

Limiting the Public to In-person only is limiting access to Council and this maybe seen as not being transparent. Please consider a Hybrid Model that supports both Council and the Public.

Best Regards,
Leslie Walerius. V9Y 8E4

REGULAR COUNCIL AGENDA - FEBRUARY 28, 2022

ENTERED
J. 119

Council report

5 Feb 2022 - visited the Town of Nelson. Toured their vibrant downtown area full of shops and services housed in Edwardian and Art Deco buildings. Noted their 'port-a-loo' public toilets that are well used and available to all on a 24/7 basis.

16 Feb 2022 - attended Alberni Transition Town Society. Shared with the group the upcoming Financial Plan Committee of the Whole meetings, and OCP meetings.

17 Feb 2022 - attended Advisory Planning Commission meeting. Discussion centred on the proposed six plex at Athol St with a mix of 1, 2 and 3 bedroom units.

22 Feb 2022 - attended In-camera Council meeting

22 Feb 2022 - attended Committee of the Whole meeting on the Financial Plan

Helen Poon
Councillor, City of Port Alberni