

*Following the return to in-person Council meetings, the City continues to be committed to following the direction of the Provincial Health Officer and the Province of BC to ensure the health and safety of members of Council, staff and the public. **As such members of the public who wish to attend meetings of Council are required to wear a mask and physical distancing will be in effect.***

AGENDA - REGULAR MEETING OF COUNCIL

Monday, January 17, 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.*

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 6

1. Special meeting held at 10:00 am and Regular Council meeting held at 2:00 pm on December 13, 2021.

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. **Western Vancouver Island Industrial Heritage Society** - Page 13
David Hooper in attendance to provide a presentation to Council regarding the 'Hayes 100th Anniversary Truck Show'.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **Director of Corporate Services – 2021 Resolution Tracking Summary** - Page 14
Report dated January 10, 2022 from the Director of Corporate Services providing Council with an overview of outstanding 2021 resolutions.

This report is being provided for Council's information.

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 January 17, 2022, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.
2. **Deputy City Clerk – COFI | BC Council of Forest Industries Annual Convention | Authorize Council Registration** - Page 46
Report from the Deputy City Clerk dated December 30, 2021 seeking Council's direction for Council members to participate in the BC Council of Forest Industries Annual Convention.

THAT Council authorize [insert names] to attend the BC Council of Forest Industries [COFI] Annual Convention taking place on April 27-29, 2022 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.
3. **Manager of Community Safety – Cannabis Regulation** - Page 48
Report from the Manager of Community Safety dated January 10, 2022 providing Council with information regarding Cannabis regulations.

This report is being provided for Council's information.

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 – Development Application | Proposed Zoning Bylaw Amendment – 5405 Argyle Street - Page 51

Report dated January 10, 2022 from the Development Planner requesting Council's consideration of a development application proposing a text amendment to the Zoning Bylaw for 5405 Argyle Street.

- a. *THAT "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039" be now introduced and read a first time.*
- b. *THAT "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039" be read a second time.*
- c. *THAT "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039" be advanced to a Public Hearing on Tuesday February 15, 2022 at 6:00 pm.*

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. Director of Corporate Services - 2022 AGM and Convention | Association of Vancouver Island and Coastal Communities Resolution Notice & Submission Process - Page 83

THAT Council identify/contemplate resolution[s] for submission to the 2022 AVICC convention in advance of the deadline date of January 28, 2021 at noon.

2. Alberni Valley Community Forest - Page 84

Letter dated December 17, 2021 from the Alberni Valley Community Forest requesting Council support their decision to provide a donation to the Salvation Army for a community project at the corner of 10th Avenue and Redford Street.

THAT Council support the request from the Alberni Valley Community Forest to provide a donation to the Salvation Army for a community project at the corner of 10th Avenue and Redford Street in the amount of \$10,000.

I. PROCLAMATIONS

1. Twinning Society - Abashiri Week - Page 85

In celebration of the 35th Anniversary of Port Alberni and Abashiri as Sister Cities and further to a number of proposals brought forward by the Twinning Society in commemoration, it is requested that Council proclaim the week of February 7-13, 2022 as 'Abashiri Week' in recognition of February 9, 1986, on which the Sister City Agreement was signed.

THAT Council proclaim the week of February 7 – 13, 2022 as 'Abashiri Week' in Port Alberni in recognition of February 9, 1986, the signing of the Sister City Agreement.

2. Alberni Valley Chapter Canadian Council of the Blind - Page 86

Letter dated January 4, 2022 from the Alberni Valley Chapter Canadian Council of the Blind requesting that Council proclaim the week of February 6 – 12, 2022 as 'White Cane Week'.

THAT Council proclaim the week of February 6 – 12, 2022 as 'White Cane Week' in Port Alberni on behalf of the Alberni Valley Chapter Canadian Council of the Blind.

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 88

- a. Roland Smith | Council Meeting Procedure
- b. City of Abashiri | Sister City Exhibition 2021
- c. Marlie van Roy | Burde Street Beaver Ponds
- d. Alberni Climate Action | OCP Public Consultation Process
- e. BC SPCA | Reassessing the use of all rodenticides
- f. Shary and Ross Stevens | Connect the Quays/Somass Lands
- g. District of North Saanich | Elected Officials – Parental Leave
- h. Lookout Society | Annual Report and Strategic Plan
- i. Girl Guides of Canada | World Thinking Day
- j. Ministry of Transportation | Municipal Speed Limits
- k. BC Hydro | ReGreening Program Update
- l. Dave Jarrett | Burde Street Beaver Ponds
- m. Alberni Valley Museum & Heritage Commission | Minutes dated December 1, 2021

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Council and Regional District Reports - Page 128

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, DECEMBER 13, 2021 @ 10:00 AM
In City Hall Committee Room | 4850 Argyle Street, Port Alberni**

PRESENT: Mayor Minions
Councillor R. Corbeil
Councillor D. Haggard @ 11:24 am
Councillor R. Paulson
Councillor H. Poon
Councillor C. Solda
Councillor D. Washington @ 10:49 am

Staff: T. Pley, Chief Administrative Officer @ 11:04 am
S. Smith, Director of Development Services | Deputy CAO @ 11:04 am
A. McGifford, Director of Finance @ 11:04 am
T. Slonski, Director of Corporate Services
W. Thorpe, Director of Parks, Recreation & Heritage @ 11:23 am
K. Bodin, Manager of Human Resources
A. Needham, Manager of Parks @ 5:17 pm

Other: T. Kirshner | LEADERS INTERNATIONAL @ 10:00 am

Call to Order: @ 10:00 am

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

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

Section 90 (1)(c) *labour relations or other employee relations;*

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;*

CARRIED

The meeting was terminated at 5:28 pm

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, December 13, 2021 @ 2:00 PM
City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC

PRESENT: Mayor S. Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor H. Poon
Councillor R. Paulson @ 2:13 pm
Councillor C. Solda
Councillor D. Washington

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 an item under New Business | Alberni Pacific Division. The agenda was then approved as amended.

CARRIED

MAYOR – ANNUAL ADDRESS

City Council Annual Address presented by Mayor Minions.

B. ADOPTION OF MINUTES

MOVED AND SECONDED, THAT the minutes of the Special meeting held at 9:30 am and Regular Council meeting held at 2:00 pm on November 22, 2021, Special meeting held at 11:00 am on November 29, 2021, and Special meeting held at 2:00 pm on December 6, 2021 be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

1. Alberni Drug & Alcohol Prevention Services (ADAPS)

Maja Langrish, Policy Analyst, Ministry of Public Safety/Solicitor General and Debra Hamilton, Executive Director, ADAPS presented information on the “Situation Table” framework, a provincial initiative that helps front line staff from the public safety, health, and social service sectors to identify vulnerable people and collaboratively and rapidly connect them to services before they experience a negative or traumatic event.

MOVED AND SECONDED, THAT Council direct staff to provide a letter of support to Alberni Drug and Alcohol Prevention Services (ADAPS) to accompany their application to the Ministry of Public Safety and Solicitor General for the establishment of a ‘Situation Table’ framework in Port Alberni and further, should the application be successful, that the City receive and manage grant funding on behalf of ADAPS.

CARRIED | Res. No. 21-279

2. BC Conservation Foundation

Duncan Booth, Wildsafe Coordinator provided an overview of the 2021 Alberni Valley WildSafeBC Program.

3. Alberni Valley Transition Town Society

Member, Chris Alemany presented Council with a proposal for the restoration of the Dry Creek Estuary and requested that the proposal be considered as part of the City's Official Community Plan update.

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated December 13, 2021, be received and the cheques numbered 149530 to 149676 inclusive, in payment of accounts totalling \$1,789,273.00, be approved.

CARRIED

2. Director of Corporate Services – 2022 Regular Council Meeting Schedule, Committee/Commission Meeting Schedules & Appointments

The Director of Corporate Services presented the 2022 Council meeting schedules and appointments, noting that a number of meeting dates fall outside of the Council Procedures Bylaw in order to accommodate holidays, staff and Council conferences and the Local General Election.

MOVED AND SECONDED, THAT the 2022 Regular meeting schedule of City Council be approved as shown on Schedule 'A' and that staff be authorized to publish notice of availability of the schedule.

CARRIED | Res. No. 21-280

MOVED AND SECONDED, THAT the 2022 meeting schedules for the Committee of the Whole, Audit Committee, Advisory Planning Commission, Advisory Traffic Committee, and Alberni Valley Heritage Commission be approved as circulated.

CARRIED | Res. No. 21-281

MOVED AND SECONDED, THAT the 2022 Acting Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved as circulated.

CARRIED | Res. No. 21-282

3. Director of Corporate Services - 2022 AGM and Convention | Association of Vancouver Island and Coastal Communities Resolution Notice & Submission Process

The Director of Corporate Services provided Council with information regarding the 2022 AGM & Convention Resolution Submission process. Staff will prepare a resolution for Council's consideration and potential submission prior to the January 28th deadline regarding the capacity of Health Canada to manage challenges faced by municipalities related to cannabis regulations.

ENTERED

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- 4. Director of Parks, Recreation and Heritage – Community Investment Program | 2022 Recommendations**
MOVED AND SECONDED, That Council for the City of Port Alberni approve the 2022 Community Investment Program Committee recommendations as outlined in staff report dated November 30, 2021.
CARRIED | Res. No. 21-283
- 5. Director of Engineering and Public Works – LWMP | Plan Monitoring Committee**
The Director of Engineering and Public Works provided Council with an update relating to the City's Liquid Waste Management Plan including the reinstatement of the Plan Monitoring Committee to support implementation of the LWMP and operation of the Waste Water Treatment Plant.
- 6. Director of Engineering and Public Works – Connect the Quays Next Steps**
MOVED AND SECONDED, THAT Council direct staff to design and construct two segments of the Connect the Quays Pathway in 2022 as follows:
- i. Approximately 1100 metres of path between Harbour Quay and Tyee Landing complete with a view point into the Somass lands; and*
 - ii. Approximately 850 metres of path from Gertrude Street through Roger Creek Park to the bridge across Roger Creek.*
- CARRIED | Res. No. 21-284**
- MOVED AND SECONDED, THAT Council authorize staff to award the detailed design work for the 2022 Connect the Quays Pathway project to PWL Partnership Landscape Architects Inc. in the amount of \$90,000.*
CARRIED | Res. No. 21-285
- 7. Director of Development Services | Deputy CAO – Preliminary Development Application | Pacific Mayfair Estates – Burde St.**
The Director of Development Services/Deputy CAO provided Council with information regarding a preliminary development application by Pacific Mayfair Estates for properties on Burde Street, noting that the developers have indicated that they intend to make substantial changes to the application.

8. Development Planner –Development Variance Permit No. 108 & Development Permit No. 21-14

MOVED AND SECONDED, THAT Council authorize the issuance of Development Variance Permit No. 108, and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 3170, 3146, 3134 1st Avenue and 3197 Kingsway Avenue:

- a) Vary section 7.9 Required Amount of Parking to permit a reduction from 43 spaces to 33 spaces for a total reduction of 10 spaces.*
- b) Vary section 5.20.2 Site Development Regulations to permit an increase to the maximum height of a principal building from 10 metres to 11.2 metres for an increase of 1.2 metres.*

CARRIED | Res. No. 21-286

MOVED AND SECONDED, THAT Council authorize the issuance of Development Permit No. 21-14, and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B' [a through h], prepared by OCA Architecture Inc. issued for 'Alberni Power & Marine' and dated November 2, 2021, subject to the City of Port Alberni receiving the required landscaping security.

CARRIED | Res. No. 21-287

G. BYLAWS

1. Development Planner – Development Application | Proposed Official Community Plan Bylaw & Zoning Bylaw Amendments – 4440 Vimy Street

MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036" be now introduced and read a first time.

CARRIED | Res. No. 21-288

MOVED AND SECONDED, THAT "Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5037" be now introduced and read a first time.

CARRIED | Res. No. 21-289

MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036" be read a second time.

CARRIED | Res. No. 21-290

MOVED AND SECONDED, THAT "Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5037" be read a second time.

CARRIED | Res. No. 21-291

MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036", and "Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5037" be advanced to a Public Hearing on Tuesday, January 25, 2022 at 6:00 pm in Council Chambers.

CARRIED | Res. No. 21-292

2. Development Planner – Development Application – Proposed Zoning Bylaw Amendment – 5405 Argyle Street

MOVED AND SECONDED, THAT City Council request the applicant revise the development application, proposed Zoning Bylaw Amendment for 5405 Argyle Street according to the recommendation of staff, and direct staff to bring forward the application for Council's consideration once revised.

CARRIED | Res. No. 21-293

3. Director of Finance – “City of Port Alberni Financial Plan Amendment Bylaw No. 5023-1”

MOVED AND SECONDED, THAT “City of Port Alberni Financial Plan Amendment Bylaw No. 5023-1” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5023-1.

CARRIED | Res. No. 21-294

H. CORRESPONDENCE FOR ACTION

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

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

- a. Leslie Walerius | Connect the Quays & Somass Lands
- b. City of Pitt Meadows | Unfair Taxation Benefitting Railway and Industrial Operations
- c. UBCM 2021 Resolution Response | CPA Extending the Life of Fire Apparatus
- d. Advisory Traffic Committee | Minutes dated Oct. 20, 2021
- e. Forest Enhancement Society of BC | Winter 2021 Accomplishments Report
- f. Vancouver Island Crisis Society | BC Crisis Line Network
- g. Randy Fraser | City Trail/Path Maintenance
- h. Alberni Valley Museum & Heritage Commission | Minutes dated Nov. 3, 2021

K. REPORT FROM IN-CAMERA

1. Director of Corporate Services – Supportive Housing Task Force

Verbal report from the Director of Corporate Services regarding the establishment of a Task Force for the purpose of determining short and long-term supportive housing options in the Alberni Valley with the highest priority being relocation of citizens currently living in the trailers at 4th Avenue.

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

Alberni Pacific Division

Following the 3rd shutdown of 2021 for Alberni Pacific Division Sawmill, Council directed staff to engage with the province and other local stakeholders to explore potential solutions.

Kingsway Hotel Renovation Update

The Director of Development Services | Deputy CAO provided an update with regards to deficiencies identified following renovations undertaken at the Kingsway Hotel. Owner and Councillor, Helen Poon issued an apology to Council, City staff and the community for the negative impact of her actions.

N. QUESTION PERIOD

Ellen Froot | Alberni Community and Women's Services Society

Requested an update with regards to the City's Welcome Sign project and invited Council to register as a team for the Coldest Night of the Year fundraiser taking place February 26, 2022.

MOVED AND SECONDED, THAT Council reconvene its Special In-Camera meeting at 4:33 PM.

CARRIED

O. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 4:34 PM.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



WESTERN VANCOUVER ISLAND INDUSTRIAL HERITAGE SOCIETY

December 13, 2021

Ms. Twyla Slonski,
Director of Corporate Services,
City of Port Alberni.

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☒ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other _____
File # 0230-20-WV11HS

Dear Ms. Slonski,

Re. Jan. 17, 2022 Council Meeting

I would like to request to make a Presentation to Council re. The "Hayes 100th Anniversary Truck Show" in 2022. Could we please be included on the Agenda as a "Delegation to Council" at the January 17, 2022 Meeting?

Thank you.

Yours sincerely,

D. Hooper


David Hooper
W.V.I.I.H.S.

Email: dshooper@telus.net

ENTERED

D.1

Date: January 10, 2022
File No: 0550-02-RS
To: Mayor & Council
From: S. Smith, Acting CAO | Director of Development Services
Subject: Summary of 2021 Council Resolutions

Prepared by: <i>T. SLONSKI</i> Director of Corporate Services	Supervisor: <i>S. SMITH</i> ACTING CAO DIRECTOR OF DEVELOPMENT SERVICES	CAO Concurrence:  S. Smith Acting CAO
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RECOMMENDATION[S]

This report is being provided for Council's information

PURPOSE

To provide Council with a snapshot of 2021 Council resolutions and status of same.

BACKGROUND

In 2020 the Corporate Services department implemented a new process in which Council resolutions requiring action are numbered, tracked and assigned for follow-up. The tracking sheet simplifies the process in researching Council directives as well as assigns tasks to the applicable City department as well as to track follow-up.

The summary captures seven specific columns as follows:

1. No. – this is the resolution number assigned to action-orientated resolutions of Council and found at the left-hand margin of Council meeting minutes. For example, R21-01 represents the type of meeting R=Regular; 21 reflects the year in which the resolution was made; and is followed by an assigned number.
2. Meeting Date
3. Resolution – captures the resolution of Council in its entirety
4. Assigned [Dept.] – identifies the City department[s]/staff responsible for further action
5. Action – summarizes planned actions/next steps to be taken
6. Target Date – is the date assigned by the CAO and the date that staff work towards completing the action directed by Council; and
7. Status – provides a succinct account of what has been done, by whom and what date. If all aspects of the work have been completed, the column will reflect the word 'completed'.

Additional Notes:

- resolutions highlighted in yellow are outstanding
- resolutions highlighted in green are directives of Council that impact [and may require a formal amendment] to the City's Five-Year Financial Plan

ALTERNATIVES/OPTIONS

This report is being provided for informational purposes only, as such, alternatives/options are not identified.

ANALYSIS

The 2021 Summary of Council resolutions captures 294 directives of Council, nineteen [19] of which remain outstanding. Of the nineteen outstanding, staff have provided additional comment in the status column of the document speaking to new dates and/or steps to be taken to complete the directives.

IMPLICATIONS

n/a

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

n/a

SUMMARY

A process to capture resolutions of Council on an annual basis has been implemented and Council has requested that the Summary of Resolutions be provided to Council on a quarterly basis. As we enter a new year, the 2021 Summary of Council resolutions is being provided for Council's information.

ATTACHMENTS/REFERENCE MATERIALS

- *2021 Summary of Council Resolutions*

Copy: S. Darling, Deputy City Clerk

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
	RCM - January 11					
R21-1		THAT Council receive the report from the Manager of Community Safety providing a status update regarding works carried out for the property located at 3118 3rd Avenue in response to Council's Remedial Action Order. Further, that staff provide a property update to Council in six months' time.	Bylaw Enforcement	Follow up Report - Manager of Community Safety	July 12, 21 - RCM	Completed/Provided to Council Sept. 2021
R21-2		THAT Council rescind the motion resolved at Council's Regular meeting held March 11, 2019, declaring the property located at 2808 10th Avenue and legally described as Lot 10, Block 163, District Lot 1, Alberni District PL VIP 197B [the "Property"] a nuisance property, thereby removing the subject property from the City's Nuisance Property listing.	Bylaw Enforcement / Corporate Services	Manager of Community Safety to remove property from the Nuisance Property Listing	January 12, 2021	Completed
R21-3		THAT Council, pursuant to s. 78(4) of the Community Charter, hereby confirms the Remedial Action Requirement originally passed on November 23, 2020 for 3629, 3633 and 3655 4th Avenue and extends the time for the Owner[s] to carry out the Requirements by 14 days from the date that notice of this Resolution made January 11, 2021 is sent to the Owner[s].	Bylaw Enforcement / Corporate Services	Letter to Owners	January 26, 2021	Property Owner has not met conditions of the Order
R21-4		THAT Council, pursuant to s. 78(5) of the Community Charter, hereby directs staff to provide notice that Council has confirmed the Remedial Action Requirement for 3629, 3633 and 3655 4th Avenue and extended the time for compliance, to the Owner[s] and each holder of a registered charge in relation to the Properties whose name is included on the assessment roll.	Bylaw/Corporate Services	Manager of Community Safety to prepare letter of extension	January 12, 2021	Council considering other options
R21-5		THAT City Council authorize the issuance of Development Permit No. 20-07, and that the Director of Corporate Services be authorized to sign the permit including the following development plans prepared by DIALOG Design titled 'Alberni District Co-operative Association Convenience Store Renovation at Johnston Road' as shown on Schedule 'B' attached to this permit and dated November 18, 2020.	Planning/Corporate Services	Corporate Services to prepare documents and forward to lawyers for registration	January 12, 2021	Completed
R21-6		THAT Council direct the CAO to engage the property owner [S.Pottier] regarding a timeline on addressing the remaining work at 5109 Athol Street [former Arrowview Hotel] and provide a follow-up report to Council at the January 25, 2021 Regular meeting.	Administration	CAO to follow-up with Owner and report back to Council	RCM - Jan 25, 2021	Completed
R21-7		THAT "Housing Agreement [6151 Russell Place – Rainbow Gardens], Bylaw No. 5021" be now introduced and read a first time.	Planning / Corporate Services	Corporate Services to follow up with signatures/filing. Planning to notify applicants	Jan. 12, 2021	Completed
R21-8		THAT "Housing Agreement [6151 Russell Place – Rainbow Gardens], Bylaw No. 5021" be read a second time.	Planning / Corporate Services	Corporate Services to follow up with signatures/filing. Planning to notify applicants	Jan. 12, 2021	Completed
R21-9		THAT "Housing Agreement [6151 Russell Place – Rainbow Gardens], Bylaw No. 5021" be read a third time.	Planning / Corporate Services	Corporate Services to follow up with signatures/filing. Planning to notify applicants	Jan. 12, 2021	Completed
R21-10		THAT the email dated December 15, 2020 from Softball British Columbia seeking financial support for softball athletes from across BC that will be representing BC at the Canada Summer games in 2022 in Niagara, Ontario, be received and referred to the City's Community Investment Program for consideration.	Corporate Services / PRH	Corporate Services to refer email to CIP	Jan. 12, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
	RCM - January 25					
R21-11		THAT Council for the City of Port Alberni award proposal #016-20, LED Lighting Upgrade for the Multiplex, to Addy Power in the amount of \$163,707.00 plus GST, for a total of \$171,892.35, with \$100,000.00 coming from Carbon Trust and \$71,892.35 coming from the Parks and Recreation Reserve Fund.	Finance/PRH	PRH to prepare contract documents etc., and forward contracts to Corporate Services department for signature.	Jan. 26, 2021	Completed
R21-12		THAT Council for the City of Port Alberni, in partnership with the Alberni Clayoquot Regional District [ACRD], authorize staff to prepare and submit a grant funding application through the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Emergency Support Services in the amount of \$50,000. Further, that Council authorize staff to receive and manage grant funding on behalf of the Alberni Clayoquot Regional District.	Finance/PRH	PRH to submit grant application UPDATE: RCM May 25, 2021 \$50,000 in funding received.	Jan. 29, 2021	Completed
R21-13		THAT the Mayor and the Director of Corporate Services be authorized to execute the BC Transit 2020 – 2021 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit in effect until March 31, 2021 attached as Schedule 'A' to this report.	Corporate Services/Finance	Corporate Services and Mayor to sign for submission	Jan. 26, 2021	Completed
R21-14		THAT Council support the utilization of the 'COVID-19 Safe Restart Grants for Local Governments' based on anticipated revenue and expense impacts experienced in 2020 due to COVID-19, and provide further direction to staff as to how to reflect the allocation of these funds within the City's "Five Year Financial Plan 2021-2025.	Finance	Further direction to be provided throughout Financial Plan process	Jan. 26, 2021	Completed
R21-15		THAT City Council authorize the issuance of Development Permit No. 20-05, and that the Director of Corporate Services be authorized to sign the permit including the following development plans prepared by WSP titled 'Alberni District Co-Op New Bulk Plant and Cardlock' as shown on Schedule 'B' attached to this permit and dated August 2020.	Corporate Services/ Planning	Corporate Services to prepare documents and forward to lawyers for registration	Jan. 26, 2021	Completed
R21-16		THAT Council for the City of Port Alberni authorize staff to apply to the Canada-BC Investing in Canada Infrastructure Program COVID-19 Resilience Infrastructure Stream, for the Linking Roger Creek Trails project.	Economic Development/Finance	Corp. Services prepare Resolution for Grant Application	Jan. 27, 2021	Completed
R21-17		THAT Council for the City of Port Alberni commit to the annual trail maintenance costs and any associated ineligible costs or cost overruns relating to the Linking Roger Creek Trails project.	Economic Development/PRH	Corp. Services prepare Resolution for Grant Application	Jan. 26, 2021	Completed
R21-18		THAT Council authorize the Mayor and the Director of Corporate Services to enter into a Reciprocal Insurance Exchange Agreement with the Municipal Insurance Association of British Columbia for a three-year term commencing January 31, 2021 for the purpose of providing liability and property insurance coverage for the City of Port Alberni.	Corporate Services/Finance	Corp Serv. and Mayor to sign-off	Jan. 31, 2021	Completed
R21-19		THAT Council authorize staff to obtain \$2M Cyber Liability coverage from MIABC at an additional cost of \$10,600.	Corporate Services/Finance	Corp Serv. and Mayor to sign-off	Jan. 31, 2021	Completed
R21-20		THAT Council identify/contemplate resolution[s] for submission to the 2021 AVICC Virtual convention in advance of the deadline date of February 26, 2021	Corporate Services	Resolutions to be brought forward for approval at next regular meeting	RCM Feb. 8, 2021	Completed
R21-21		THAT the "Five Year Financial Plan Bylaw 2021-2025, Bylaw No. 5023" be now introduced and read a first time.	Finance/Corporate Services	Corporate Services to follow up with signatures/filing	Jan. 26, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-22		"Zoning Map Amendment No. 44 (14th Avenue and Anderson Avenue – City Residential), Bylaw No. 5024" be now introduced and read a first time.	Planning/Corporate Services	Corporate Services to follow up with signatures/filing	Jan. 26, 2021	Completed
R21-23		"Zoning Map Amendment No. 44 (14 th Avenue and Anderson Avenue – City Residential), Bylaw No. 5024" be read a second time	Planning/Corporate Services	Corporate Services to follow up with signatures/filing	Jan. 26, 2021	Completed
R21-24		THAT City Council waive the public hearing requirement for proposed "Zoning Map Amendment No. 44 (14th Avenue and Anderson Avenue – City Residential), Bylaw No. 5024" in accordance with section 464(2) of the Local Government Act (LGA), and provide notice [waiver for certain zoning bylaws] in accordance with section 467 of the LGA prior to consideration of third reading and final adoption of the bylaw on February 22, 2021.	Planning/Corporate Services	Corporate Services to prepare notice	RCM Feb. 22, 2021	Completed
RCM - February 8						
R21-25		THAT Council, in the absence of progress being made on the part of the property owner to address the Remedial Action Requirements as ordered by Council, return to an in-camera meeting to consider Council's next steps in addressing properties located at 3629, 3633 and 3655 4th Avenue, noting that further considerations of this item in an in-camera meeting meets Section 90(1)e of the Community Charter.	Bylaw Enforcement/Corporate Services	In-Camera Mtg	IC Feb. 22, 2021	Completed
R21-26		THAT Council direct staff to amend the "Five Year Financial Plan 2021 – 2025, Bylaw No. 5023" as follows: i. Reducing line item 21390 – Insurance from \$480,000 to \$450,000 in 2021. ii. Adding \$25,000 to the 2021 Capital Plan "Linking Roger Creek Trail"; capturing the total cost of the project inclusive of the anticipated grant funding. iii. That the RCMP storage requirements within the 2021 Capital Plan be reduced by \$23,000 and renamed "RCMP Storage & Renovation".	Finance	Finance to amend bylaw for next Regular Mtg	RCM Feb. 22, 2021	Completed
R21-27		THAT Council direct staff to prepare resolutions for submission to the 2021 AVICC Virtual convention pertaining to 'extending life of fire apparatus' and 'access to treatment centres' for consideration at the February 22, 2021 Regular meeting and in advance of the deadline date of February 26, 2021.	Corporate Services	Corp. Services to prepare resolutions and background for next regular mtg.	RCM Feb. 22, 2021	Completed
R21-28		THAT Council authorize Mayor Minions and Councillor Haggard to participate in the BC Economic Summit via virtual platform March 8 – 11, 2021.	Corporate Services	Corp. Services to register participants	Feb. 9, 2021	Completed
R21-29		THAT "Zoning Bylaw Text Amendment No. T27 (Site Specific Use – C2 General Commercial), Bylaw No. 5022" be now introduced and read a first time.	Planning/Corporate Services	Corporate Services to follow up with signatures/filing. Planning to notify applicants	Feb. 9, 2021	Completed
R21-30		THAT "Zoning Bylaw Text Amendment No. T27 (Site Specific Use – C2 General Commercial), Bylaw No. 5022" be read a second time.	Planning/Corporate Services	Corporate Services to follow up with signatures/filing. Planning to notify applicants	Feb. 9, 2021	Completed
R21-31		THAT "Zoning Bylaw Text Amendment No. T27 (Site Specific Use – C2 General Commercial), Bylaw No. 5022" be advanced to a Public Hearing on Tuesday, March 9, 2021 at 6:00 pm by videoconferencing [zoom platform].	Planning/Corporate Services	Corp. Services./Planning to prepare notice, mail out	Mar. 9, 2021 - PH	Completed
R21-32		THAT "Official Community Plan Amendment No. 33 (4279 Ravenhill Avenue - Jaenicke), Bylaw No. 5018" be now introduced and read a first time.	Planning/Corporate Services	Corporate Services to follow up with signatures/filing. Planning to notify applicants	Feb. 9, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-33		THAT "Official Community Plan Amendment No. 33 (4279 Ravenhill Avenue - Jaenicke), Bylaw No. 5018" be read a second time.	Planning/Corporate Services	Corporate Services to follow up with signatures/filing. Planning to notify applicants	Feb. 9, 2021	Completed
R21-34		THAT "Zoning Bylaw Amendment No.43 (4279 Ravenhill Avenue - Jaenicke), Bylaw No. 5019" be now introduced and read a first time.	Planning/Corporate Services	Corporate Services to follow up with signatures/filing. Planning to notify applicants	Feb. 9, 2021	Completed
R21-35		THAT ""Zoning Bylaw Amendment No.43 (4279 Ravenhill Avenue - Jaenicke), Bylaw No. 5019" be read a second time.	Planning/Corporate Services	Corporate Services to follow up with signatures/filing. Planning to notify applicants	Feb. 9, 2021	Completed
R21-36		THAT "Official Community Plan Amendment No. 33 (4279 Ravenhill Avenue - Jaenicke), Bylaw No. 5018" and "Zoning Bylaw Amendment No.43 (4279 Ravenhill Avenue - Jaenicke), Bylaw No. 5019" be advanced to a Public Hearing on Tuesday, March 9, 2021 at 6:00 pm by videoconferencing [zoom platform].	Planning/Corporate Services	Corp. Services/Planning to prepare notice, mail out	PH Mar. 9, 2021	Completed
R21-37		THAT Council rescind third reading of "Housing Agreement [6151 Russell Place – Rainbow Gardens], Bylaw No. 5021.	Planning/Corporate Services	Corporate Services to follow up with signatures/filing. Planning to notify applicants	Feb. 9, 2021	Completed
R21-38		THAT Council give third reading to "Housing Agreement [6151 Russell Place – Rainbow Gardens], Bylaw No. 5021" as amended.	Planning/Corporate Services	Corporate Services to follow up with signatures/filing. Planning to notify applicants	Feb. 9, 2021	Completed
R21-39		THAT staff prepare a report providing an overview of the City's actions in response to renovations undertaken at the Kingsway Pub and Hotel in 2020.	Development Services	Director of Dev. Services to prepare for future Regular Mtg.	RCM May 10, 2021	Completed
R21-40		THAT staff prepare a report providing 'beautification' initiatives for the Uptown District area based on funding allocated within the 2020 budget.	PRH/Planning	PRH/Planning to prepare for future Regular mtg. including maintenance costs, etc.	July/August 2021	Completed - RCM June 28 [Focus shifted to a Uptown District Clean-up]
RCM - February 22						
R21-41		<p>THAT Council endorse the resolutions as outlined for submission and consideration by delegates at the 2021 AVICC Annual General Meeting and Convention taking place virtually May 28, 2021.</p> <p>a. Improved Access to Detox and Treatment Centres</p> <p>Whereas there are extensive waitlists and limited access for individuals seeking entry to provincially funded residential detox and recovery treatment centres;</p> <p>And whereas individuals struggling with addiction are often required to complete medical detox prior to accessing/obtaining rehabilitation treatment;</p> <p>Therefore, be it resolved that AVICC petition the province to improve access to and reduced wait times for individuals seeking treatment for their addictions through medical detox and rehabilitation treatment centres.</p>	Corporate Services	Corp. Services to submit to AVICC for consideration.	Feb. 26, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-42		Whereas the 'Fire Underwriters Survey' requires that in order to receive credit for fire insurance grading purposes, all first line fire apparatus in small and rural communities should be replaced after 20 years of service and may only be extended up to 25 years when fire apparatus is tested and proven to be in excellent mechanical condition; And whereas small and rural local governments often are financially challenged to replace high cost and minimally used fire apparatus on a 20-25-year rotational basis; Therefore, be it resolved that AVICC petition the province to advocate to the Insurance Bureau of Canada for the recognition and acceptance of an annual professional engineer certification of the mechanical condition of fire fighting apparatuses to extend service life beyond 20 years.	Corporate Services	Corp. Services to submit to AVICC for consideration.	Feb. 26, 2021	Completed
R21-43		THAT Council authorize the issuance of Development Permit No. 20-04, and that the Director of Corporate Services be authorized to sign the permit, including the plans prepared by MCM, PMG, and Aplin Martin Ltd., as shown in Schedule 'B' of the attached permit and dated January 13, 2021.	Planning/Corporate Services	Corporate Services to prepare documents and forward to lawyers for registration	Feb. 23, 2021	Completed
R21-44		THAT Council authorize the issuance of Development Permit No. 20-09, and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B' – Permit, prepared by Mountain Design and Drafting issued for '5546 Swallow Drive' and dated January 19, 2021.	Planning/Corporate Services	Corporate Services to prepare documents and forward to lawyers for registration	Feb. 23, 2021	Completed
R21-45		THAT Council adopt the Housing Needs Report dated February 2021, as attached for submission to the Union of BC Municipalities.	Planning/Finance	Planning to submit to UBCM	Feb. 23, 2021	Completed
R21-46		THAT Council authorize staff to reduce General Municipal Taxation in the amount of \$790,419 by setting the 2021 Tax Rates bylaw to reflect this reduction in order to correct the City's collection of excess revenues in the 2020 calendar year.	Finance	Finance to amend	Feb. 23, 2021	Completed
R21-47		THAT "Zoning Map Amendment No. 44 (14th Avenue and Anderson Avenue – City Residential), Bylaw No. 5024" be read a third time.	Planning/Corporate Services	Corporate Services to follow up with signatures/filing.	Feb. 23, 2021	Completed
R21-48		THAT "Zoning Map Amendment No. 44 (14th Avenue and Anderson Avenue – City Residential), Bylaw No. 5024" be now finally adopted, signed by the Mayor and the Corporate Officer and numbered 5024.	Planning/Corporate Services	Corporate Services to follow up with signatures/filing.	Feb. 23, 2021	Completed
R21-49		THAT "Housing Agreement (6151 Russell Place – Rainbow Gardens), Bylaw No. 5021", be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5021.	Planning/Corporate Services	Corporate Services to follow up with signatures/filing. Planning to notify applicants.	Feb. 23, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-50		THAT Council direct staff to amend the "City of Port Alberni 2021 – 2025 Financial Plan Bylaw No. 5023" as follows: i. Add \$20,000 to "Line 23121 - Engineering Consulting Services" to support ICBC Network Screening Study funding at a 50/50 cost share, using prior year surplus. ii. Defer the Capital purchase to replace the Fire Department - 2006 Ford F550 Rescue Truck #8 into 2022 Capital Plan and contribute \$35,400 assigned from taxation into the Equipment Replacement Reserve Fund. iii. Remove the Capital purchase of the Dump Box #241 with the funding to remain within the Equipment Replacement Reserve Fund. iv. Add Uplands Park - \$86,000 to come from the Development Cost Charge fund for Parks. v. Approve early adoption for capital projects: a. Coal Creek Phase 4 - \$1,547,000 b. Cowichan Reservoir Trunk Main - \$1,386,000	Finance	Finance to amend prior to next COW mtg.	COW Mar. 1, 2021	Completed
R21-51		THAT the "City of Port Alberni 2021 – 2025 Financial Plan Bylaw No. 5023" be given second reading as amended.	Finance/Corporate Services	Corporate Services to follow up with signatures/filing.	Feb. 23, 2021	Completed
R21-52		THAT March 6, 2021 be proclaimed Lymphedema Awareness Day in Port Alberni.	Corporate Services	Corp. Services to prepare proclamation letter	Feb. 23, 2021	Completed
	RCM - March 8					
R21-53		THAT Council support the Rotary Club of Port Alberni community wide clean-up day scheduled Saturday, April 17, 2021 on the condition that all activities proposed meet Island Health requirements and recommendations in relation to the COVID-19 Pandemic.	Corporate Services	Corp. Services to provide letter in support and follow-up with Public Works to arrange donation of supplies	March 9, 2021	Completed
R21-54		THAT Council for the City of Port Alberni appoint Scott Smith, Director of Development Services/Deputy Chief Administrative Officer, as the City's Statutory Approving Officer effective immediately in accordance with the requirements of the Land Title Act.	Corporate Services	Land Titles contacted/do not require notification. No further action	March 9, 2021	Completed
R21-55		THAT Council for the City of Port Alberni direct staff to prepare and submit an application to the Island Coastal Economic Trust 'Rural Business and Community Recovery Program' for support of a program that will provide funding for temporary employment to support business and community economic recovery and resilience in advance of the application deadline of March 12, 2021.	Ec. Development/Corp. Services	Corporate Services to prepare formal resolutions/Ec Dev to prepare and submit grant application	March 12, 2021	Completed
R21-56		THAT Council for the City of Port Alberni direct staff to prepare and submit an application to the Government of Canada 'Healthy Communities Initiative' for improvements that will create a safe and vibrant public space at Harbour Quay in Port Alberni in advance of the application deadline of March 9, 2021.	Ec. Development/Corporate Services	Corporate Services to prepare formal resolutions/Ec Dev to prepare and submit grant application	March 9, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-57		THAT Council direct staff to develop applications for additional funding opportunities as follows: a. Union of BC Municipalities 'Strengthening Communities' Services' seeking funding related to minor Public Safety Building renovations, Bylaw Services operating costs and the contribution of City services for temporary low-barrier housing solutions in the way of neighbourhood and facility garbage collection. b. Tourism Vancouver Island 'Targeted Regional Tourism Development Services' funding opportunity for the purposes of supporting the creation of a Trail Steering Group to implement a signage and wayfinding system for trails within the Region.	Ec. Development/Corp. Services	Ec. Dev to prepare a report to Council for consideration UPDATE: Council authorized submission at the April 12th RCM	RCM April 12, 2021	Completed
R21-58		THAT Council provide a letter of support to the Alberni Low Energy Housing Society to accompany their grant application to the Federation of Canadian Municipalities for the Maitland Street Village project.	Corporate Services	Corp. Services to prepare letter for Mayor's signature	March 9, 2021	Completed
R21-59		THAT the letter dated March 1, 2021 from the Alberni Valley Hospice Society requesting that Council proclaim the month of May, 2021 as "Hospice Palliative Care Month" be proclaimed as requested.	Corporate Services	Corp. Services to prepare letter	March 9, 2021	Completed
R21-60		THAT Council for the City of Port Alberni direct staff to amend the "City of Port Alberni 2021-2025 Financial Plan Bylaw No. 5023" to establish a contingency fund for the purpose of reserving monies for the future replacement of Echo Aquatic Centre [pool].	Finance/Corporate Services	Finance to amend bylaw/Corp Services to receive for next COW meeting	COW Mar. 15, 2021	Completed
R21-61		THAT Council schedule a Special meeting of Council at 2:00 pm on Monday, March 29, 2021 for the purpose of receiving the results of the Public Hearing held March 23, 2021 regarding the McLean Mill Agricultural Land Commission Exclusion Application and to consider providing a resolution to forward or not forward the application to the Agricultural Land Commission for consideration.	Corporate Services	Schedule Meeting UPDATE: Council authorized application to be forwarded to the ALC for consideration at the March 29th Special Meeting	SM March 29, 2021	Completed
R21-62		THAT Council defer the request of an emergency resolution submission to the Association of Vancouver Island and Coastal Communities [AVICC] for consideration by delegates at the Annual General Meeting and Convention taking place virtually May 28, 2021 relating to 'Public Access to Waterways on Private Land' to the March 22, 2021 Regular meeting. ☐	Corporate Services	Locate background information. Prepare a report to Council UPDATE: Council elected to not send a resolution	Mar. 22, 2021 - RCM	Completed
RCM - March 22						
R21-63		THAT Council direct staff to provide a letter in support of Ms. Cathy Peters' advocacy work to raise awareness concerning Human Sex Trafficking, Sexual Exploitation and Child Sex Trafficking within BC.	Corporate Services	Prepare letter and forward information	Mar. 23, 2021	Completed
R21-64		THAT Council authorize all members of Council to attend the BC Council of Forest Industries [COFI] Annual Convention taking place virtually on April 8, 2021.	Corporate Services	Register Members and Staff for convention	Mar. 23, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-65		THAT Council amend the scope of work associated with the City's application to the Community Economic Recovery Infrastructure Program for the Train Station Project as follows: <ul style="list-style-type: none"> • Structural upgrades to meet the BC Building Code for improved seismic performance and fire safety; • Increased energy performance from the installation of new insulation and doors; • Install new roofing and moisture controls to eliminate leaking and water damage; and • Electrical and mechanical upgrades including heating system upgrades for improved efficiencies FURTHER, that Council amend the "City of Port Alberni Financial Plan 2021 – 2025, Bylaw No. 5023" by allocating \$590,000 to the 2021/2022 Capital Plan – Train Station project.	Finance/Corp. Services	Finance to Amend Application/Bylaw	Mar. 23, 2021	Completed
R21-66		THAT the Mayor and the Director of Corporate Services be authorized to execute the agreement with Heritage BC for the Unique Heritage Infrastructure stream of the Community Economic Recovery Infrastructure Program award in the amount of \$390,000 for the City's Train Station Project.	Corporate Services	Agreement to be signed and submitted	Mar. 23, 2021	Completed
R21-67		THAT Council direct staff to update the Train Station 'Expression of Interest' to reflect the current scope of work and to allow for the process to commence.	Finance/Corp. Services	Expression of Interest to be updated for the EOI process to commence	March 23, 2021	Completed and issued November 2021
R21-68		THAT Council direct staff to apply the non-market change in Residential [class 1] and Utilities [class 2] for contribution to the contingency fund for the future replacement of Echo Aquatic Centre [pool], and that Business and Commercial [class 6] be redistributed within the same class.	Finance	Update Financial Plan to reflect recommendation	March 23, 2021	Completed
R21-69		THAT Council defer the following recommendations to [direct blocking the tax burden percentage for major industry and light industry at 22.64% and assign the same tax rate to each class for the year 2021] and [in the year 2022 revisit major and light industrial tax burden options as per the Director of Finance's report dated March 2, 2021 and the Revitalization Tax Exemption Bylaw to the April 12, 2021 Regular meeting.]	Finance/Corp. Services	Bring forward to April 12 RCM	RCM April 12, 2021	Completed
R21-70		THAT the "City of Port Alberni 2021 – 2025 Financial Plan Bylaw No. 5023" be given third reading as amended.	Finance/Corp. Services	Corp. Services to apply reading to Bylaw	March 23, 2021	Completed
R21-71		THAT "Official Community Plan Amendment No. 33 (4279 Ravenhill Avenue – Jaenicke), Bylaw No. 5018" be read of third time.		Corp. Services to apply reading to Bylaw. Dev. Services to continue facilitating application	March 23, 2021	Completed
R21-72		THAT "Zoning Bylaw Amendment No. 43 (4279 Ravenhill Avenue – Jaenicke), Bylaw No. 5019" be read a third time.		Corp. Services to apply reading to Bylaw. Dev. Services to continue facilitating application	March 23, 2021	Completed
R21-73		THAT "Zoning Bylaw Text Amendment No. T27 (Site Specific Use – C2 General Commercial), Bylaw No. 5022" be read a third time.		Corp. Services to apply reading to Bylaw. Dev. Services to continue facilitating application	March 23, 2021	Completed
R21-74		THAT "Housing Agreement [4517 Redford Street], Bylaw No. 5027, 2021" be now introduced and read a first time.		Corp. Services to apply reading to Bylaw. Dev. Services to continue facilitating application	March 23, 2021	Completed
R21-75		THAT "Housing Agreement [4517 Redford Street], Bylaw No. 5027, 2021" be read a second time.		Corp. Services to apply reading to Bylaw. Dev. Services to continue facilitating application	March 23, 2021	Completed
R21-76		THAT "Housing Agreement [4517 Redford Street], Bylaw No. 5027, 2021" be read a third time.		Corp. Services to apply reading to Bylaw. Dev. Services to continue facilitating application.	March 23, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-77		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.	Corporate Services	Letter prepared and sent	March 23, 2021	Completed
R21-78		THAT Council for the City of Port Alberni agrees to partner with the Alberni-Clayoquot Regional District and therefore, authorizes the ACRD to apply for, receive and manage grant funding on behalf of the City of Port Alberni as it relates to the Community Emergency Preparedness Program fund for Emergency Operations Centres and Training fund, to improve EOC operations and to enhance EOC capacity through training and exercises.	Corporate Services	Certified Resolution prepared and sent to ACRD	March 23, 2021	Completed
R21-79		THAT the letter dated March 2, 2021 from the 93.3 The PEAK [CIAV-FM] requesting that Council proclaim the month of April 2021 as "CIAV Month" be proclaimed as requested and a letter of congratulations sent on celebrating 75 years of operation in the Alberni Valley.	Corporate Services	Prepare letter of congratulations for Mayor's signature	March 23, 2021	Completed
R21-80		THAT the email dated March 16, 2021 from the Alberni Community & Women's Services Society (ACAWS) requesting that Council proclaim the month of April 2021 as "Sexual Assault Awareness Month" be proclaimed as requested.	Corporate Services	Prepare letter for signature	March 23, 2021	Completed
SM21-81		THAT Council direct staff to forward the City's application to exclude 11.5 ha of land located at 5366 Smith Road, Port Alberni and commonly known as the McLean Mill National Historic Site to the ALC for consideration.	Corporate Services	Corporate Services to forward application	April 1, 2021	Completed
SM21-82		THAT "Housing Agreement [4517 Redford Street], Bylaw No. 5027, 2021" be now finally adopted, signed by the Mayor and the Corporate Officer and numbered 5027.	Corporate Services	Corporate Services to follow up with signatures/filing	March 30, 2021	Completed
RCM - April 12						
R21-83		THAT Council direct staff to provide a letter in support of the Alberni Valley Curling Club's grant application for the replacement of the ice plant including confirmation of the City's prior commitment of 40,000 in funding subject to grant approval, and verification regarding equipment ownership and lease extension.	Corporate Services	Prepare letter	May 31, 2021	Completed
R21-84		THAT Council authorize Mayor Minions and any additional Councillors who are interested to participate in the Federation of Canadian Municipalities 2021 Annual Conference and Trade Show taking place via virtual platform May 31-June 4, 2021.	Corporate Services	Register Council members	April 23, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-85		THAT Council for the City of Port Alberni direct staff to prepare and apply for funding to the UBCM Strengthening Communities' Services COVID-19 Restart Funding for Local Governments in the amount of \$450,000 and by the application deadline date of April 16, 2021 for projects that will improve the overall health and safety of the City's unsheltered homeless population and that are in alignment with the programs intended outcomes as follows: •the improved health and safety of unsheltered homeless people living in public or private spaces; •reduced community concerns about public health and safety in neighbourhoods where unsheltered homeless populations are seeking temporary shelter and services; •improved coordination among eligible applicants and health/social service providers; and •increased capacity of eligible applicants to work with homeless persons and Indigenous organizations towards culturally safe and trauma-informed responses.	Ec. Dev/Corporate Services	Corp. Services to provide certified resolution. Economic Development to prepare and submit grant application	April 16, 2021	Completed
R21-86		THAT the "City of Port Alberni 2021 – 2025 Financial Plan Bylaw No. 5023" be now finally adopted, signed by the Mayor and the Corporate Officer and numbered 5023.	Finance/Corporate Services	Corporate Services to follow up with signatures/filing, update website	April 13, 2021	Completed
R21-87		THAT Council set the tax rates for Major and Light Industrial classes [Class 4 and 5] as outlined in the "Tax Rates 2021, Bylaw No. 5025" with Class 4 assigned a 21.19% burden of overall taxation and Class 5 assigned a 1.31%.	Finance	Finance to finalize rates	April 13, 2021	Completed
R21-88		THAT "Tax Rates 2021, Bylaw No. 5025" be now introduced and read a first time.	Finance/Corporate Services	Corp. Services to apply reading to Bylaw	April 13, 2021	Completed
R21-89		THAT "Tax Rates 2021, Bylaw No. 5025" be read a second time.	Finance/Corporate Services	Corp. Services to apply reading to Bylaw	April 13, 2021	Completed
R21-90		THAT "Tax Rates 2021, Bylaw No. 5025" be read a third time.	Finance/Corporate Services	Corp. Services to apply reading to Bylaw	April 13, 2021	Completed
R21-91		THAT "Tax Rates 2021, Bylaw No. 5025" be now finally adopted, signed by the Mayor and Corporate Officer and number 5025.	Finance/Corporate Services	Corporate Services to follow up with signatures/filing	April 13, 2021	Completed
R21-92		THAT "Official Community Plan Amendment No. 32 (4305 Kendall Avenue - BC Housing Oomiiqsu), Bylaw No. 5015" be read a second time.	Dev. Services/Corp. Services	Corp. Services to apply reading to Bylaw. Dev. Services to continue facilitating application	April 13, 2021	Completed
R21-93		THAT "Zoning Map Amendment No. 42 (4305 Kendall Avenue – BC Housing Oomiiqsu), Bylaw No. 5016" be read a second time.	Dev. Services/Corp. Services	Corp. Services to apply reading to Bylaw. Dev. Services to continue facilitating application	April 13, 2021	Completed
R21-94		THAT "Zoning Bylaw Text Amendment No. T26 (Site Specific Use – P1 Institutional), Bylaw No. 5017" be read a second time as amended.	Dev. Services/Corp. Services	Corp. Services to apply reading to Bylaw. Dev. Services to continue facilitating application	April 13, 2021	Completed
R21-95		THAT "Official Community Plan Amendment No. 32 (4305 Kendall Avenue– BC Housing Oomiiqsu), Bylaw No. 5015", "Zoning Map Amendment No. 42 (4305 Kendall Avenue - BC Housing Oomiiqsu), Bylaw No. 5016" and "Zoning Bylaw Text Amendment No. T26 (Site Specific Use - P1 Institutional), Bylaw No. 5017" be advanced to a Public Hearing on Thursday, May 13, 2021 at 6:00 pm by web conferencing [Zoom platform].	Dev. Services/Corp. Services	Corp. Services to apply dates to Bylaw and schedule webinar. Dev. Services to continue facilitating application	April 13, 2021	Completed
R21-96		THAT the email dated March 25, 2021 from Khalsa Aid Canada requesting Council proclaim April 'Sikh Heritage Month' and that the Sikh flag be flown at City Hall on April 20, 2021 be proclaimed as requested.	Corporate Services	Corp Services to prepare letter and arrange receipt of flag	April 13, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-97		THAT the email dated April 4, 2021 from Walk for Values on behalf of the Steering Committee requesting that Council proclaim April 24, 2021 as 'Human Values Day' be proclaimed as requested.	Corporate Services	Corp. Services to prepare letter	April 13, 2021	Completed
R21-98		THAT the email dated April 2, 2021 from Sue Zhang on behalf of Falun Dafa Association of Vancouver requesting that Council proclaim May 13, 2021 as 'Falun Dafa Day' be proclaimed as requested.	Corporate Services	Corp. Services to prepare letter	April 13, 2021	Completed
	RCM - April 26					
R21-99		THAT Council authorize the issuance of Development Permit No. 21-01, and that the Director of Corporate Services be authorized to sign the permit, including the plans prepared by Phi Architecture Inc., as shown in Schedule 'B' of the attached permit and dated April 14, 2021.	Dev. Services/Corp. Services	Corporate Services to prepare documents and forward to lawyers for registration	April 26, 2021	Completed
R21-100		THAT Council authorize the issuance of Development Permit No. 21-02, and that the Director of Corporate Services be authorized to sign the permit, including the plans prepared by McGill Engineering & Associates, as shown in Schedule 'B' of the attached permit and dated March 31, 2021.	Dev. Services/Corp. Services	Corporate Services to prepare documents and forward to lawyers for registration	April 26, 2021	Completed
R21-101		THAT Council authorize the Alberni Valley Community Forest Corporation Board to directly allocate \$10,000 annually to special community projects that benefit the community as a whole.	Corporate Services	Corporate Services to research process and prepare follow-up report to Council	RCM May 10, 2021	Completed
R21-102		THAT Council for the City of Port Alberni direct staff to prepare and apply to the UBCM Local Government Development Approvals Program for funding to engage an employee and/or contractor to undertake the works identified in Schedule 'A' attached to this report.	Eco. Dev./Corp. Services	Corp. Services to prepare certified resolution for Ec. Dev to submit with grant application. Ec. Dev to prepare and submit application	May 7, 2021	Completed
R21-103		THAT "City of Port Alberni Lane, Road Closures and Removal of Dedication Bylaw No. 5026, 2021" be now introduced and read a first time.	Corporate Services	Corp. Services to apply reading to Bylaw	April 27, 2021	Completed
R21-104		THAT "City of Port Alberni Lane, Road Closures and Removal of Dedication Bylaw No. 5026, 2021" be read a second time.	Corporate Services	Corp. Services to apply reading to Bylaw	April 27, 2021	Completed
R21-105		THAT "City of Port Alberni Lane, Road Closures and Removal of Dedication Bylaw No. 5026, 2021" be read a third time.	Corporate Services	Corp. Services to apply reading to Bylaw/Notice to AV News	April 27, 2021	Completed
R21-106		THAT the letter dated April 19, 2021 from ACRD requesting Council proclaim May 3-8, 2021 as 'Emergency Preparedness Week' be proclaimed as requested.	Corporate Services	Corp. Services to prepare letter to ACRD acknowledging proclamation. Communications advised to assist in social media campaign	April 27, 2021	Completed
R21-107		THAT Council direct the Director of Engineering and Public Works to prepare a report regarding safety improvement options for the intersection of 10 th Avenue and Dunbar Street.	Engineering/Public Works	Director of Engineering and Public Works to prepare report for next RCM	RCM May 10, 2021	Completed
	RCM - May 10					
R21-108		THAT the Auditor's Report and the 2020 Audited Financial Statements prepared by MNP Chartered Accountants, be received and approved as presented.	Finance		May 11, 2021	Completed
R21-109		THAT Council direct staff to review the City's Sewer Connection and Regulation Bylaw and propose for Council's consideration amendments that address collection and treatment of potential contaminants in a manner that reflects best practices and applicable Federal and Provincial Regulations and Guidelines.	Engineering/Public Works	Review bylaws and prepare follow-up report to Council with recommendation. Update Currently under review by various City departments	Fall 2021 Amended Spring 2022	

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-110		THAT City Council authorize the issuance of Development Permit No. 20-03, and that the Director of Corporate Services be authorized to sign the permit including development plans prepared by NSDA Architects as shown in Schedule 'B', titled 'Timberline at North Park' and dated March 22, 2021.	Develop. Services/Corp. Services	Corporate Services to prepare documents and forward to lawyers for registration	May 11, 2021	Completed
R21-111		THAT City Council authorize the issuance of Development Variance Permit No. 104, to vary Zoning Bylaw 4832 for the property located at 3500 Anderson Avenue and legally described as Lot 1, District Lot 46, Alberni District Plan EPP105398 (PID: 031-362-389) as follows: a) Vary Section 5.16.2 Site Development Regulations to increase the maximum height of a principal building from 14.0 metres to 16.2 metres, a variance of 2.20 metres. b) Vary Section 5.16.2 Site Development Regulations to increase the maximum storeys of a principal building from 4 storeys to 5 storeys, a variance of 1 storey. c) Vary Section 5.16.2 Site Development Regulations to reduce the minimum side yard setback from 5 metres to 3.8 metres, a variance of 1.2 metres.	Develop. Services/Corp. Services	Corporate Services to prepare documents and forward to lawyers for registration	May 11, 2021	Completed
R21-112		THAT Council award the contract for the Coal Creek Sewer Separation Project to Leuco Construction Inc. for the tendered price of \$1,706,137.59 [includes GST].	Eng./PW/Finance	Prepare contract for signatures and distribute	May 31, 2021	Completed
R21-113		THAT the Mayor and the Director of Corporate Services be authorized to execute the BC Transit 2021 - 2022 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to this report and in effect from April 1, 2021 to March 31, 2022.	Finance/Corporate Services	Prepare agreement for signatures and submit to BC Transit	May 11, 2021	Completed
R21-114		THAT Council for the City of Port Alberni authorize staff to apply for funding to the UBCM Active Transportation Planning Grant program in the amount of \$20,000 in advance of the deadline date of May 21, 2021.	Eng./PW/Corporate Services	Corp. Services to prepare certified resolution to accompany grant application. Eng/PW to prepare and submit application	May 21, 2021	Completed
R21-115		THAT the "City of Port Alberni Lane, Road Closures and Removal of Dedication Bylaw No. 5026, 2021" be now finally adopted, signed by the Mayor and the Corporate Officer and numbered 5026.	Corporate Services	Corporate Services to follow up with signatures/filing	May 11, 2021	Completed
R21-116		THAT Council direct staff to prepare a letter of support to Reaplywood Design and Research Incorporated to accompany their application to the BC Accelerating Manufacturing Scale-Up Grant Program.	Corporate Services	Prepare letter for Mayor's signature	May 12, 2021	Completed
R21-117		THAT Council direct staff to prepare a report in response to Mr. Roland Smith's inquiries as outlined in a letter dated May 3, 2021 regarding Dry Creek Trail and the proposed Connect the Quay's project.	Corporate Services	Prepare report for RCM	RCM June 14, 2021	Jan 2022 - Corporate Officer to follow up directly with Mr. Smith given the City's acquisition of the Somass lands and recent progress with the Connect the Quays Pathway project
R21-118		THAT the email dated May 4, 2021 requesting Council proclaim the week of May 9-15, 2021 as Economic Development Week, be proclaimed as requested.	Corporate Services	Prepare letter and distribute	May 12, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-119		That the letter dated May 6, 2021 requesting Council proclaim the week of May 23-29, 2021 as Anti-Racism Awareness Week, be proclaimed as requested.	Corporate Services	Prepare letter and distribute	May 12, 2021	Completed
	RCM - May 25					
R21-120		THAT Council authorize the issuance of Development Permit No. 21-04, and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B' – Permit, prepared by McElhanney issued for '4760 Tebo Ave' and dated May 7, 2021.	Dev. Services/Corp. Services	Corporate Services to prepare documents and forward to lawyers for registration	May 26, 2021	Completed
R21-121		THAT "Official Community Plan Amendment No. 32 (4305 Kendall Avenue-BC Housing Oomiiqsu), Bylaw No. 5015" be read a third time.	Dev. Services/Corp. Services	Corp. Services to apply reading to Bylaw	May 26, 2021	Completed
R21-122		THAT "Zoning Map Amendment No. 42 (4305 Kendall Avenue-BC Housing Oomiiqsu), Bylaw No. 5016" be read a third time.	Dev. Services/Corp. Services	Corp. Services to apply reading to Bylaw	May 26, 2021	Completed
R21-123		THAT "Zoning Bylaw Text Amendment No. T26 (Site Specific Use-P1 Institutional), Bylaw No. 5017" be read a third time.	Dev. Services/Corp. Services	Corp. Services to apply reading to Bylaw	May 26, 2021	Completed
R21-124		THAT "Official Community Plan Amendment No. 32 (4305 Kendall Avenue-BC Housing Oomiiqsu), Bylaw No. 5015" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5015.	Dev. Services/Corp. Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application.	May 26, 2021	Completed
R21-125		THAT "Zoning Map Amendment No. 42 (4305 Kendall Avenue-BC Housing Oomiiqsu), Bylaw No. 5016" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5016.	Dev. Services/Corp. Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application.	May 26, 2021	Completed
R21-126		THAT "Zoning Bylaw Text Amendment No. T26 (Site Specific Use-P1 Institutional), Bylaw No. 5017" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5017.	Dev. Services/Corp. Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application.	May 26, 2021	Completed
R21-127		THAT "City of Port Alberni Road Closures and Removal of Dedication Bylaw No. 5028, 2021" be introduced and read a first time.	Corporate Services	Corp. Services to apply reading to Bylaw	May 26, 2021	Completed
R21-128		THAT "City of Port Alberni Road Closures and Removal of Dedication Bylaw No. 5028, 2021" be read a second time.	Corporate Services	Corp. Services to apply reading to Bylaw	May 26, 2021	Completed
R21-129		THAT "City of Port Alberni Road Closures and Removal of Dedication Bylaw No. 5028, 2021" be read a third time.	Corporate Services	Corp. Services to apply reading to Bylaw/Notice to AV News	May 26, 2021	Completed
R21-130		THAT "Alberni Valley Community Forest Reserve Fund, Amendment No. 2, Bylaw No. 4854-2" be introduced and read a first time.	Corporate Services	Corp. Services to apply reading to Bylaw	May 26, 2021	Completed
R21-131		THAT "Alberni Valley Community Forest Reserve Fund, Amendment No. 2, Bylaw No. 4854-2" be read a second time.	Corporate Services	Corp. Services to apply reading to Bylaw	May 26, 2021	Completed
R21-132		THAT "Alberni Valley Community Forest Reserve Fund, Amendment No. 2, Bylaw No. 4854-2" be read a third time.	Corporate Services	Corp. Services to apply reading to Bylaw	May 26, 2021	Completed
R21-133		THAT the letter from Alberni Valley Pride Society requesting City Hall fly the rainbow flag the week of June 1 – 6, 2021 for Pride Week be authorized as requested.	Corporate Services	Prepare letter and distribute	May 26, 2021	Completed
	RCM - June 14					
R21-134		THAT Council direct staff to prepare a detailed report regarding the City's Welcome Sign, with said report to be based on incorporating the sign submitted by Susan Roth and to include costs associated with sign development, installation and maintenance.	Dev. Services/PRH/Eng/PW	Staff to coordinate and prepare report for Councils consideration	Fall 2021 Amended Spring 2022	
R21-135		THAT Council award the contract for the 15th Avenue Trunk Water Project to Bowerman Excavating Ltd., for the tendered price of \$1,042,611.15 [includes GST].	Eng/PW/Corp Services	Prepare contract for signatures and distribute	June 1, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-136		THAT Council authorize the issuance of Development Permit No. 21-03, and that the Director of Corporate Services be authorized to sign the permit including the following development plans prepared by McGill & Associates Engineering titled 'Façade Improvements 3123 3rd Avenue' and dated April 14, 2021.	Dev. Services/Corp. Services	Corporate Services to prepare documents and forward to lawyers for registration	June 15, 2021	Completed
R21-137		THAT Council authorize the issuance of Development Permit No. 21-07, and that the Director of Corporate Services be authorized to sign the permit including the following development plans prepared by McGill & Associates titled 'Ruissen Addition 5062 Angus Street' and dated March 25, 2021.	Dev. Services/Corp. Services	Corporate Services to prepare documents and forward to lawyers for registration	June 15, 2021	Completed
R21-138		THAT Council authorize the issuance of Development Permit No. 21-08, and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B' – Permit, prepared by Knudsen Homes and Design issued for '3573 11th Avenue' and dated April 21, 2021.	Dev. Services/Corp. Services	Corporate Services to prepare documents and forward to lawyers for registration	June 15, 2021	Completed
R21-139		THAT Council approve the statements and schedules included in the Statement of Financial Information for 2020, prepared to comply with the Financial Information Act, as outlined in the report from the Director of Finance dated June 7, 2021.	Finance/Corp. Services	Finance staff to provide copies of SOFI to ministry, et all	June 15, 2021	Completed
R21-140		THAT Council direct staff to submit a funding application to ICET under the Economic Infrastructure and Innovation Program in the amount of \$84,820 for the purpose of undertaking an Innovation Economy Initiative which will include engaging a qualified third party to undertake portions of the work.	Economic Development	Corp. Services to provide Ec. Dev with a certified resolution. Ec Dev. to submit grant application	June 30, 2021	Completed
R21-141		THAT Council award the contract in the amount of \$125,500 to Spring Activator to assist the City in developing the conditions for an innovation economy.	Ec. Dev/Finance/Corp. Services	Prepare contract for signatures and distribute	June 30, 2021	Completed
R21-142		THAT Council on behalf of the City of Port Alberni authorize a temporary road closure on Argyle Street between 4th and 5th Avenue on Monday, June 21, 2021 from 10am-4pm to conduct a Flag Raising Ceremony in honour of the raising of both the Hupacasath and Tseshaht Flags for permanent display at City Hall, subject to the notification of emergency services, consultation with all affected businesses to minimize potential conflict and traffic concerns and that the event be held in accordance with Provincial Health orders/guidelines.	Corp. Services	Coordinate with PW for road closure	June 21, 2021	Completed
R21-143		THAT "Official Community Plan Amendment No. 33 (4279 Ravenhill Avenue – Jaenicke), Bylaw No. 5018" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5018.	Dev. Services/Corp. Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application.	June 15, 2021	Completed
R21-144		THAT "Zoning Bylaw Amendment No. 43 (4279 Ravenhill Avenue – Jaenicke), Bylaw No. 5019" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5019.	Dev. Services/Corp. Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application.	June 15, 2021	Completed
R21-145		THAT "City of Port Alberni Road Closures and Removal of Dedication Bylaw No. 5028, 2021" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5028.	Dev. Services/Corp. Services	Corporate Services to follow up with signatures/filing.	June 15, 2021	Completed
R21-146		THAT "Alberni Valley Community Forest Reserve Fund, Amendment No. 2, Bylaw No. 4854-2" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 4854-2.	Corp. Services/Finance	Corporate Services to follow up with signatures/filing.	June 15, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-147		THAT Council authorize the temporary road closure of Argyle Street between 4th and 5th Avenue July 1st, August 1st, and September 5th, 2021 from 9:00 am to 12midnight for the purpose of holding a Family Arts and Culture gathering subject to: <ul style="list-style-type: none"> •The notification of emergency services and BC Transit, •Consultation with all affected businesses/residents •Implementation of a Traffic Plan •Provision of standard liability insurance •Regulation of noise as per City 'Noise Control Bylaw 2009, No. 4718' •COVID-19 Safety Plan in accordance with Provincial Health orders/guidelines •Capacity/attendees to align with 'BC Restart Plan' guidelines 	Corp. Services/Eng/PW/Various	Letter to event organizers outlining specifications of Council resolution and copy to staff pertinent to event planning functions	Subject to Event Date	Completed
R21-148		THAT Council direct staff to prepare a policy speaking to the use and application of pesticides within the City for Council's consideration at a future meeting.	PRH/Corp. Services	Director of PRH to prepare draft policy for Council's consideration	Fall 2021 Amended Spring 2022	
	RCM - June 28					
R21-149		THAT Council, in principle, support the Alberni Valley Drag Racing Association's 2021 Thunder in the Valley Drag Racing event subject to a letter providing event details to be considered by Council at its July 12 th Regular meeting.	Eng/PW/Corp Services	AVDRA to submit letter for July 12th RCM	RCM July 12, 2021	Completed
R21-150		THAT Council decline adding a late submission for the Welcome Sign Project as presented by the Alberni Valley Chamber of Commerce.	Corp. Services	Email to AVCC regarding Council's direction/Next step report to Council re: Susan Roth design [see Res. No. R21-134]	June 29, 2021	Completed
R21-151		THAT Council award the Request for Quotations No. 002-21 to Kendrick Equipment for the purchase of new Tandem Axle Combination – Flusher/Hydro Excavation Truck in the amount of \$379,835 [plus applicable taxes].	Eng/PW/Finance	Prepare contract for signatures and distribute	July 15, 2021	Completed
R21-152		THAT Council authorize staff to amend the City's "Five Year Financial Plan Bylaw 2021 – 2025, Bylaw No. 5023, by increasing the City's Equipment Replacement Reserve Fund [ERRF] in the amount of \$18,452 for the purpose of purchasing two new dump trucks.	Eng/PW/Finance/Corp. Services	Eng/PW to prepare contract documents/NOA etc., and forward to Corp. Services for signature. Finance staff to schedule plan amendment prior to year end	November 30, 2021	Completed
R21-153		THAT Council award the Request for Quotations No. 003-21 to P and R Truck Center for the purchase of two [2] new Freightliner Dump Trucks with Falcon Equipment Dump bodies in the amount of \$393,414.72 [plus applicable taxes].	Eng/PW/Finance	Prepare contract for signatures and distribute	July 15, 2021	Completed
R21-154		THAT Council authorize staff to amend the City's "Five Year Financial Plan Bylaw 2021 – 2025, Bylaw No. 5023, by increasing the City's Equipment Replacement Reserve Fund [ERRF] in the amount of \$15,018 for the purpose of purchasing a new Refuse Truck.	Eng/PW/Finance/Corp. Services	Eng/PW to prepare contract documents/NOA etc., and forward to Corp. Services for signature. Finance staff to schedule plan amendment prior to year end	November 30, 2021	Completed
R21-155		THAT Council award the Request for Tender 004-21 to Rollins Machinery Limited and purchase the new Refuse Truck C/W Dump Box in the amount of \$139,830.00 [plus applicable taxes].	Eng/PW/Finance	Prepare contract for signatures and distribute	July 15, 2021	Completed
R21-156		THAT Council authorize staff to amend the City's "Five Year Financial Plan Bylaw 2021 – 2025, Bylaw No. 5023,"by increasing the City's Equipment Replacement Reserve Fund [ERRF] in the amount of \$38,970 for the purpose of purchasing a new truck.	Eng/PW/Finance/Corp. Services	Eng/PW to prepare contract documents/NOA etc., and forward to Corp. Services for signature. Finance staff to schedule plan amendment prior to year end	November 30, 2021	Completed
R21-157		THAT Council award the Request for Tender 006-21 to Commercial Truck Equipment and purchase the new truck with Service Body and Crane in the amount of \$120,532.00 [plus applicable taxes].	Eng/PW/Finance	Prepare contract for signatures and distribute	July 15, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-158		THAT Council approves the issuance of a Request for Proposal (RFP) for an aerial apparatus to be delivered in 2022.	Finance/Fire Department	Fire Dept to create RFP/Finance to manage the process	July 30, 2021	
R21-159		THAT Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2020 as presented.	Corporate Services	Corp. Services to distribute electronically, update website, post on social media platforms, order hard copies, send to Province	June 29, 2021	Completed
R21-160		THAT Council support the initiative as requested by the developers, Dave Koszegi and Craig Bowerman, to name the park located in the new Uplands II subdivision 'Griffin Park' in memory of Griffin Dolling.	PRH/Development Services	Letter to Dave Koszegi providing Council's direction. Copies to Parks Ops Supervisor and Dir. of PRH	June 29, 2021	Completed
R21-161		THAT Council authorize the temporary road closures of Third Avenue from Argyle Street to Angus Street as requested by the Uptown Merchant's Association for the purpose of holding a market every Wednesday evening from 4:30 pm – 8:00 pm starting July 7, 2021 to Aug 25, 2021 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 •COVID-19 Safety Plan in accordance with Provincial Health orders guidelines •Capacity/attendees to align with 'BC Restart Plan' guidelines.	Eng/PW/Corp Services	Letter to event organizers outlining specifications of Council resolution and copy to staff pertinent to event planning functions	June 29, 2021	Completed
R21-162		THAT Council authorize Pink Buffalo Films, in accordance with the City's 'Filming on Location Policy' to film at 2170 Mallory Drive in relation to the Topaz Cable Landing project currently underway at Plywood Drive [Canal Waterfront Park] from Friday, July 16 through to Sunday, July 18, 2021.	Corporate Services	Corp. Services to follow up with agreement	June 29, 2021	Completed
R21-163		THAT Council direct staff to coordinate hosting a Committee of the Whole meeting at Alberni District Secondary School in October 2021.	Corporate Services	Corp. Services to contact SD70 staff to coordinate meeting	Fall 2021 Amended Spring 2022	Postponed due to COVID-19. Email sent to SD70 December 29th to coordinate a date in 2022.
RCM - July 12						
R21-164		THAT Council approve an amendment to the contract with Waymark Architecture, for architectural services related to the completion of a childcare centre for 3045 8th Avenue, to add additional services including security system design, complete fire protection services and commissioning in an amount of \$51,900.00.	Dev. Services/Fin./Corp. Services	Contract amended to be signed by Corp. Officer	July 13, 2021	Completed
R21-165		THAT a staff report be provided for Council's consideration outlining potential actions that could be implemented by the City to address recommendations outlined within the Verdict at Coroner's Inquest report dated June 30, 2021 for which the City is an addressee.	CAO/RCMP/Community Safety/HR	Applicable departments to coordinate and prepare a report for Council's consideration.	Fall 2021 Amended Spring 2022	
R21-166		THAT effective January 1, 2023 remuneration for the position of Mayor be increased to \$59,100 plus adjustments for Consumer Price Index equal to BC for the years 2022 and 2023, and remuneration for the position of Councillor be increased to \$26,300 plus adjustments for Consumer Price Index equal to BC for the years 2022 and 2023.	Finance/Corp. Services		January 1, 2023	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-167		THAT Council for the City of Port Alberni authorize staff to prepare and submit an application for funding to the Canada Community Revitalization Fund for the proposed Clock Tower/Story Tower Project in advance of the application deadline of July 23, 2021. Further, that Council direct staff to continue working with the Port Alberni Port Authority on designing a waterfront gathering space concept for future funding opportunities.	Corporate Services	Corp. Services to prepare certified resolution to accompany grant application. Eng/PW to prepare and submit application	July 1, 2021	Completed
R21-168		THAT Council authorize the temporary road closure of 10th Avenue and Burde Street along to Alderwood Street as requested by the Alberni District Fall Fair Association for the purpose of holding a parade Saturday, September 11, 2021 from 11:00am to 12:30pm subject to: <ul style="list-style-type: none"> •The notification of emergency services and BC transit •Consultation with all affected businesses/residents •Implementation of a Traffic Plan •Provision of standard liability insurance •COVID-19 Safety Plan or Communicable Disease Plan in accordance with Provincial Health orders and guidelines in effect at the time of the event •Capacity/attendees to align with 'BC Restart Plan' guidelines, if applicable 	Corporate Services	Letter to event organizers outlining specifications of Council resolution and copy to staff and agencies pertinent to event planning functions	July 13, 2021	Completed
R21-169		THAT Council direct staff to revisit the meeting frequency of the Audit Committee to reflect quarterly meetings.	Finance/Corporate Services	Finance to amend the Terms of Reference for Council's approval	RCM July 26, 2021	Completed
	RCM - July 26					
R21-170		THAT Council provide Lookout Housing and Health Society [Lookout] and the Bread of Life Centre with a letter of support as it relates to their funding application through the National Housing Strategy Rapid Housing Initiative – CMHC.	Corporate Services	Corp. Services to prepare letter	July 13, 2021	Completed
R21-171		THAT Council authorize the Alberni Valley Drag Racing Association to conduct a Charity Cruise from 7:00 pm to 8:00 pm on Friday, August 6, 2021 beginning at the Alberni Athletic Hall and ending at Boston Pizza subject to: <ul style="list-style-type: none"> •The notification of emergency services and BC transit •Consultation with all affected businesses/residents •Implementation of a Traffic Plan •Provision of standard liability insurance •COVID-19 Safety Plan or Communicable Disease Plan in accordance with Provincial Health orders and guidelines in effect at the time of the event, if applicable •Capacity/attendees to align with 'BC Restart Plan' guidelines, if applicable 	Eng/PW/Corp Services	Corp. Services to prepare letter and copy to applicable departments and agencies	July 13, 2021	Completed
R21-172		THAT Council authorize staff to amend the City's "Five Year Financial Plan 2021-2025, Bylaw No.5023", by allocating monies from the General Operating Reserve in the amount of \$51,922 for the purpose of funding the Harbour Quay Clock Tower Remediation.	Finance/Corp Services	Finance staff to schedule plan amendment prior to year end	November 30, 2021	Completed
R21-173		THAT Council award the contract for "Harbour Quay Clocktower Remediation" to Bowerman Excavating Ltd. for the contract price of \$375,000.	Eng/PW/Finance/Corp. Services	Prepare contract for signatures and distribute	July 13, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-174		THAT Council authorize the issuance of Development Permit No. 21-11, and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B', prepared by Collabor8 Architecture + Design Inc. issued for 'Unit 118-3550 Johnston Road' and dated April 2021.	Corp Services/Dev Services	Corporate Services to prepare documents and forward to lawyers for registration	July 27, 2021	Completed
R21-175		THAT Council authorize the City's continued participation in the Provincial Nominee Program Entrepreneur Immigration Regional Pilot [Phase 2] extended to March 31, 2021 in advance of the July 30, 2021 deadline.	Ec. Dev./Corp Services	Ec. Dev. To coordinated continued participation	July 30, 2021	Completed
R21-176		THAT "Zoning Bylaw Text Amendment No. T27 (Site Specific Use – C2 General Commercial), Bylaw No. 5022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5022.	Corp Services/Dev Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application.	July 27, 2021	Completed
R21-177		THAT "Solid Waste Collection & Disposal Bylaw 5030, 2021" be now introduced and read a first time.	Finance/Corp Services	Corp. Services to apply reading to Bylaw	July 27, 2021	Completed
R21-178		THAT "Solid Waste Collection & Disposal Bylaw 5030, 2021" be read a second time.	Finance/Corp Services	Corp. Services to apply reading to Bylaw	July 27, 2021	Completed
R21-179		THAT "Sewer Connection and Regulation Bylaw, Amendment No. 14, Bylaw No. 5034" be now introduced and read a first time.	Finance/Corp Services	Corp. Services to apply reading to Bylaw	July 27, 2021	Completed
R21-180		THAT "Sewer Connection and Regulation Bylaw, Amendment No. 14, Bylaw No. 5034" be read a second time.	Finance/Corp Services	Corp. Services to apply reading to Bylaw	July 27, 2021	Completed
R21-181		THAT "Sewer Connection and Regulation Bylaw, Amendment No. 14, Bylaw No. 5034" be read a third time.	Finance/Corp Services	Corp. Services to apply reading to Bylaw	July 27, 2021	Completed
R21-182		THAT "Waterworks Bylaw, Amendment No. 12 Rate Changes, Bylaw No. 5035" be now introduced and read a first time.	Finance/Corp Services	Corp. Services to apply reading to Bylaw	July 27, 2021	Completed
R21-183		THAT "Waterworks Bylaw, Amendment No. 12, Rate Changes, Bylaw No. 5035" be read a second time.	Finance/Corp Services	Corp. Services to apply reading to Bylaw	July 27, 2021	Completed
R21-184		THAT "Waterworks Bylaw, Amendment No. 12, Rate Changes, Bylaw No. 5035" be read a third time.	Finance/Corp Services	Corp. Services to apply reading to Bylaw	July 27, 2021	Completed
R21-185		THAT the email dated July 16, 2021 from Ron Merk on behalf of the Port Alberni Community Action Team requesting that Council proclaim August 31, 2021 as 'International Overdose Awareness Day' be proclaimed as requested.	Corporate Services	Letter to CAT with copies to associated agencies	July 26, 2021	Completed
RCM Aug 9						
R21-186		THAT City of Port Alberni Council authorize staff to apply for funding through the BC Active Transportation Infrastructure Grant Program for the Beaver Creek Path Project, a joint project between the City of Port Alberni and Hupacasath First Nations, at a total estimated project cost of \$192,800. AND FURTHER THAT, Council also confirms the following: • Funding for the Beaver Creek Path Project is available and supported by Council; • The project is a municipal priority and therefore, shovel ready; and • The City will complete the project by the stipulated deadline of March 2023.	Eng/PW/Corp Services	Corp. Services to prepare certified resolution to accompany grant application. Eng/PW to prepare and submit application	August 10, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-187		THAT Council appoints Councillor Solda as the City of Port Alberni Voting Delegate to the Municipal Insurance Association of British Columbia [MIABC] meetings of Subscribers in order to meet the requirements of Article 6.13 of the Reciprocal Agreement between the City of Port Alberni and the MIABC; AND FURTHER, THAT Council appoints, Councillor Poon as the first alternate voting delegate and Councillor Haggard as the second alternate voting delegate to attend meetings and vote in the absence of the Voting Delegate.	Corporate Services	Email sent to MIABC	August 10, 2021	Completed
R21-188		THAT the Director of Corporate Services be authorized to execute the BC Transit 2021 - 2022 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to this Report and in effect from April 1, 2021 to March 31, 2022 [for the change to fee structure for Children 12 and under].	Corp Services/Finance	Prepare agreement for signatures and submit to BC Transit	August 10, 2021	Completed
R21-189		THAT Council review and approve the Audit Committee Terms of Reference as amended with said amendment increasing meeting frequency from twice per year to once every quarter.	Corp Services/Finance	Finalize TOR and schedule additional meetings	August 10, 2021	Completed
R21-190		THAT Council authorize the issuance of Development Permit No. 21-09, and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B', prepared by Bowerman Excavating Ltd. issued for '4924 Broughton Street' and dated July 20, 2021, subject to the City of Port Alberni receiving the required landscaping security in the amount of \$19,860.	Corp Services/Dev Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application.	August 10, 2021	Completed
R21-191		THAT Council direct that the professional services of John S. Manson P. Eng., and PWL Partnership Landscaping be secured to assist the City in the completion of the public engagement phase of the Connect the Quays Pathway Project.	Corporate Services	Prepare contract for signatures and distribute	August 10, 2021	Completed
R21-192		THAT "Solid Waste Collection & Disposal Bylaw 5030, 2021" be read a third time.	Corporate Services	Corp. Services to apply reading to Bylaw	August 10, 2021	Completed
R21-193		THAT "Sewer Connection and Regulation Bylaw, Amendment No. 14, Bylaw No. 5034" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5034.	Corp Services/Finance	Corporate Services to follow up with signatures/filing.	August 10, 2021	Completed
R21-194		THAT "Waterworks Bylaw, Amendment No. 12, Rate Changes, Bylaw No. 5035" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5035.	Corp Services/Finance	Corporate Services to follow up with signatures/filing.	August 10, 2021	Completed
R21-195		THAT "Official Community Plan Amendment No. 34 (4905 Cherry Creek Road - Evans), Bylaw No. 5031" be now introduced and read a first time.		Corp. Services to apply reading to Bylaw	August 10, 2021	Completed
R21-196		THAT "Zoning Map Amendment No. 45 (4905 Cherry Creek Road - Evans), Bylaw No. 5032" be now introduced and read a first time.		Corp. Services to apply reading to Bylaw	August 10, 2021	Completed
R21-197		THAT "Zoning Text Amendment No. T28 (Definition - Micro-Brewery/Micro-Distillery), Bylaw No. 5033" be now introduced and read a first time.		Corp. Services to apply reading to Bylaw	August 10, 2021	Completed
R21-198		THAT "Official Community Plan Amendment No. 34 (4905 Cherry Creek Road - Evans), Bylaw No. 5031" be read a second time.		Corp. Services to apply reading to Bylaw	August 10, 2021	Completed
R21-199		THAT "Zoning Map Amendment No. 45 (4905 Cherry Creek Road - Evans), Bylaw No. 5032" be read a second time.		Corp. Services to apply reading to Bylaw	August 10, 2021	Completed
R21-200		THAT "Zoning Text Amendment No. T28 (Definition - Micro-Brewery/Micro-Distillery), Bylaw No. 5033" be read a second time.		Corp. Services to apply reading to Bylaw	August 10, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-201		THAT "Official Community Plan Amendment No. 34 (4905 Cherry Creek Road - Evans), Bylaw No. 5031", "Zoning Map Amendment No. 45 (4905 Cherry Creek Road - Evans), Bylaw No. 5032 and "Zoning Text Amendment No. T28 (Definition - Micro-Brewery/Micro-Distillery), Bylaw No. 5033" be advanced to a Public Hearing on Monday, August 30, 2021 at 6:00 pm by videoconferencing.	Corp Services/Dev Services	Corp. Services to apply reading to Bylaw and schedule Public Hearing	PH August 30, 2021	Completed
R21-202		Whereas the opioid crisis is one of the largest public health emergencies of our lifetime, with a death on average every two hours and a death toll of 21, 174 in the past five years alone (January 2016 to December 2020); And whereas other countries have significantly reduced drug-related fatalities with reforms such as legal regulation of illicit drugs to ensure safe supply and decriminalization for personal use; And whereas the federal government has indicated it is premature to discuss these measures until there are comprehensive supports for people to get well; And whereas supports are needed, but measures that save lives are essential if people are to survive and access supports; And whereas the Canadian Association of Chiefs of Police has stated that they agree the evidence suggests "decriminalization for simple possession as an effective way to reduce the public health and public safety harms associated with substance use", causing the government to indicate that it is now "deliberating" over decriminalization; And whereas the overdose crisis rages, showing few signs of abating; Therefore, be it resolved that Council for the City of Port Alberni request that the Government of Canada declare the overdose crisis a national public health emergency so that it is taken seriously and funded appropriately; And Further, that the Government of Canada immediately seek input from the people most affected by this crisis and meet with provinces and territories to develop a comprehensive, pan-Canadian overdose action plan, which includes comprehensive supports and full consideration of reforms that other countries have used to significantly reduce drug-related fatalities and stigma, such as legal regulation of illicit drugs to ensure safe supply of pharmaceutical alternatives to toxic street drugs, and decriminalization for personal use.	Corporate Services	Prepare resolution and copy to CAT and associated agencies	August 10, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-203		<p>THAT Council authorize the temporary road closures of Dunbar Street, between 7th & 9th Avenue as requested by the Western Vancouver Island Industrial Heritage Society for the purpose of holding the annual "Antique Trucks & Machinery Show on Friday, September 4, 2021 at 6 pm to Sunday, September 6, 2021 at 5 pm subject to:</p> <ul style="list-style-type: none"> •The notification of emergency services and BC Transit •Consultation with all affected businesses/residents •Implementation of a Traffic Plan •Provision of standard liability insurance •COVID-19 Safety Plan or Communicable Disease Plan in accordance with Provincial Health orders and guidelines in effect at the time of the event •Capacity/attendees to align with 'BC Restart Plan' guidelines, if applicable 	Corp Services/PW	Postponed until further notice		Postponed until further notice at the request of WVIHS due to ongoing COVID-19 pandemic
	RCM Sept 7					
R21-204		THAT Council authorize staff to design and construct the recommended 'Option 2' intersection improvements as prepared by Urban Systems and dated for reference May 14, 2021 at 10th Avenue and Redford Street, including extension of cycling facilities from Morton Street and Bute Street to the north and south.	Eng/PW/Finance	Eng to organize moving forward with project	Fall 2021	Ongoing Designs to be considered during 2022 Financial Planning process
R21-205		THAT Council authorize staff to design and construct the recommended 'Option 1' intersection improvements as prepared by Urban Systems and dated for reference May 14, 2021 at 10th Avenue and Dunbar Street, including cycling improvements through "the dip".	Eng/PW/Finance	Eng to organize moving forward with project	Fall 2021	Ongoing Designs to be considered during 2022 Financial Planning process
R21-206		THAT Council authorize staff to amend the City's "Five-year Financial Plan 2021-2025, Bylaw No.5023" by allocating \$55,000 from the operating reserve for the design and construction of the intersections at 10th Avenue and Redford Street and 10th Avenue and Dunbar Street.	Eng/PW/Finance	Finance staff to schedule plan amendment prior to year end	November 30, 2021	Completed
R21-207		THAT Council direct staff to engage adjacent property owners for consideration of their concerns in the design of the intersections of 10th Avenue and Redford Street and 10th Avenue and Dunbar Street.	Eng/PW/Finance	Eng to organize engagement with adjacent property owners	Fall 2021	Ongoing

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-208		<p>THAT Council direct staff to amend the "Five-year Financial Plan Bylaw 2021-2025, Bylaw No.5023" as follows:</p> <p>i. Reallocate an annual expenditure of \$1.3M starting in 2022 towards Combined Sewer Overflow separation.</p> <p>ii. Reallocate sewer funding from "Small Capital Main Replacements" for the installation of monitoring equipment at the four Combined Sewer Overflows in the amount of \$68,000 with additional consideration during the 2022-2026 budget process for increasing the ongoing annual sewer operation and maintenance budget by \$6,000 to maintain the equipment.</p> <p>iii. Reallocate \$8,000 of sewer funding from the "Small Capital Main Replacements" for the installation of signage at the four outfalls and the creation of a webpage to support the public notification process for Combined Sewer Overflow events in order to meet annual Provincial and Federal reporting requirements.</p> <p>iv. Reallocate the entire \$80,000 of sewer funding from the "sewer crawler" for the purpose of engaging an engineering firm to prioritize the Combined Sewer Overflow separation projects for the next 5 years with a conceptual strategy for completion of the CSO separation in the next 50 years.</p>	Eng/PW/Fin/Corp Serv	Finance staff to schedule plan amendment prior to year end	November 30, 2021	Completed
R21-209		THAT Council approve the public and stakeholder notification process for Combined Sewer Overflow events; AND FURTHER, THAT Council enables the Director of Engineering and Public Works to amend this Standard Operating Procedure as necessary while informing Council of any changes.	Eng/PW/Fin/Corp Serv	Eng/PW to coordinate notification process with communications, IT and other applicable contractors	Fall 2021 Amended Spring 2022	In progress 2022 Implementation
R21-210		THAT Council authorize staff to amend the City's "Five-year Financial Plan 2021-2025, Bylaw No. 5023", by allocating \$3.12M in additional funding for the completion of the Wastewater Treatment Plant project and that the additional funding be provided from the City's Sewer Infrastructure Reserve Fund [SIRF] in the amount of \$300,000 and external borrowing in the amount of \$2,820,000.	Finance	Finance staff to schedule plan amendment prior to year end	November 30, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-211		<p>THAT Council amend the City's "Five Year Financial Plan 2021-2025, Bylaw No. 5023", to reflect the purchase of properties with the civic address of 3500 Harbour Road, legally described as Lot 1, District Lot 1, Alberni District and Part of the Bed of the Public Harbour of Alberni, Plan VIP67137 Except Part in Plans VIP68454, VIP69746 and EPP23679 and Lot C, District Lot 1, Alberni District, Plan VIP68454, Except Part in Plan EPP18429; and as referenced in the Purchase & Sale Agreements dated August 6 & 12, 2021 respectively, in the amount of \$5,326,375 plus the net share of property taxes and utilities of \$174,965 for a total purchase price of \$5,501,340 with funding to be taken from the following reserves:</p> <p>a) Alberni Valley Community Forest Corporation Reserve \$2,259,346 b) Land Sale Reserve \$1,691,876 c) Loss on Taxation reserve \$1,351,000 d) General Reserve \$ 199,118 \$5,501,340</p>	Finance/Corp Services	Finance staff to schedule plan amendment prior to year end	November 30, 2021	Completed
R21-212		THAT Council authorize the Mayor and Corporate Officer to enter into a 'Three-Stream Waste Collection Service Transition' agreement with Alberni-Clayoquot Regional District, for a four-month term beginning September 13, 2021 and expiring December 31, 2021 for the purpose of collecting curbside recycling materials within the City.	Corp Services/Finance	Prepare contract for signatures and distribute	September 8, 2021	Completed
R21-213		THAT Council authorize the issuance of Development Variance Permit No. 106 and Development Permit No. 21-05, and that the Director of Corporate Services be authorized to sign the permits including the development plans as shown on Schedule 'B' – Permit, prepared by Daryoush Firouzli Architecture Inc. and dated July 29 2021, subject to the City of Port Alberni receiving the required landscaping security in the amount of \$3,800.	Corp Services/Dev Services	Corporate Services to follow up with signatures/filing once landscaping security received. Development Services to continue facilitating application.	September 9, 2021	Completed
R21-214		THAT Council direct staff to issue four Requests for Proposals for the purpose of selecting proponents to undertake work for which the City has received funding from the UBCM "Strengthening Communities' Services" grant to support unsheltered homeless populations and address community related impacts.	Community Safety/Finance	Manager of Community Safety to prepare and coordinate with Purchasing to distribute RFP's	September 8, 2021	Completed
R21-215		THAT "Solid Waste Collection & Disposal Bylaw 5030, 2021" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5030.	Corp Services/Finance	Corporate Services to follow up with signatures/filing.	September 8, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-216		<p>THAT Council authorize the temporary road closures of the access roads at the intersections of Roger and Gertrude Street, Margaret Street and Southgate Road, and Johnston Road and Victoria Quay as requested by the Tseshaht First Nation for the purpose of holding a pole unveiling on Saturday, September 18, 2021 from 9:00 am to 12:00 pm subject to:</p> <ul style="list-style-type: none"> •the notification of emergency services and BC Transit •consultation with all affected businesses/residents •implementation of a Traffic Plan •provision of standard liability insurance •COVID-19 Safety Plan or Communicable Disease Plan in accordance with Provincial Health orders and guidelines in effect at the time of the event •capacity/attendees to align with 'BC Restart Plan' guidelines, in effect at the time of the event 	Corp Services/PW	Letter to event organizers outlining specifications of Council resolution and copy to staff and agencies pertinent to event planning functions	September 8, 2021	Completed
R21-217		<p>THAT Council authorize the Beaver Creek Volunteer Fire Department access to City streets on Saturday, September 11, 2021 from 1:00 pm to 1:30 pm for the purpose of a funeral procession from Wallace Street and 10th Avenue to Roger Street, finishing on Vimy Street [Glenwood Centre] subject to:</p> <ul style="list-style-type: none"> •the notification of emergency services and BC Transit •consultation with all affected businesses/residents •implementation of a Traffic Plan •provision of standard liability insurance •COVID-19 Safety Plan or Communicable Disease Plan in accordance with Provincial Health orders and guidelines in effect at the time of the event •capacity/attendees to align with 'BC Restart Plan' guidelines, in effect at the time of the event 	Corp Services/PW	Letter to event organizers outlining specifications of Council resolution and copy to staff and agencies pertinent to event planning functions	September 8, 2021	Completed
R21-218		THAT Council proclaim the week of October 3 to 9, 2021 as 'Fire Prevention Week' in Port Alberni, as requested by the Port Alberni Fire Department.	Corporate Services	Letter to organization and copies to applicable departments	September 8, 2021	Completed
R21-219		THAT Council proclaim September 10, 2021 as 'Suicide Prevention & Awareness Day' in Port Alberni, as requested by Faydra Arsenault.	Corporate Services	Letter to organization and copies to applicable departments	September 8, 2021	Completed
R21-220		THAT Council proclaim the week of September 13 to 19, 2021 as 'Toy Run Week' in Port Alberni as requested by the Toy Run Association.	Corporate Services	Letter to organization and copies to applicable departments	September 8, 2021	Completed
R21-221		THAT Council proclaim October 2, 2021 as 'Wrongful Conviction Day' in Port Alberni as requested by the International Wrongful Conviction Day Committee.	Corporate Services	Letter to organization and copies to applicable departments	September 8, 2021	Completed
R21-222		THAT Council proclaim September 20, 2021 as 'Bullying Elimination Day' in Port Alberni as requested by Ryan Doyle.	Corporate Services	Letter to organization and copies to applicable departments	September 8, 2021	Completed
R21-223		THAT Council direct staff to prepare a report that encompasses all facets of Cannabis regulation, including the associated effects related to zoning within the City of Port Alberni.	Community Safety/Corp Services	Manager of Community Safety to prepare a report for Council's consideration	RCM Jan 17, 2022	Completed
	RCM Sept 27					
R21-224		THAT Council for the City of Port Alberni authorize staff to allocate \$44,500 from the UBCM Strengthening Communities' Services grant project to bolster youth programming targeting prevention of homelessness.	PRH/Finance/Corp Services	Finance to allocate funding to PRH	September 28, 2021	Allocated by Council approval

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-225		THAT Council of the City of Port Alberni extends its endorsement of the City's Guidelines for Temporary Sidewalk Patios and use of the Licence to Occupy agreement until June 1, 2022.	Corporate Services	Director of Corporate Services to work with applicants on extension agreements	September 28, 2021	Completed
R21-226		THAT Council direct staff to establish criteria that commercial operators would be required to meet in order to be considered permanent including but not limited to public safety, accessibility, construction materials, designs, sidewalk grades, barriers from street traffic, permitting requirements and agreement fees.	Eng/Dev Services/Corp Services	Staff to research and establish criteria for permanent occupancy	Fall 2021 Amended Spring 2022	
R21-227		THAT Council authorize that the \$10,000 allocated in the 2020 Financial Plan for a Western Vancouver Island Industrial Heritage Society [WVHIS] business plan be redirected to undertake WVHIS internal organizational changes and external relationship building and further; that Council authorize the release of these funds to WVHIS.	Finance	Finance to release funds to WVHIS	September 28, 2021	Completed
R21-228		THAT Council authorize Councillor Haggard's virtual participation in the 15th Annual Vancouver Island Economic Summit [VIES] - The 'State of the Island' taking place October 27 and 28, 2021.	Corporate Services/Finance	Corporate Services to register Councillor Haggard	September 28, 2021	Completed
R21-229		THAT Council authorize Councillor Corbeil to participate in the Island Wood Industries Forum taking place October 12, 2021 in Port Alberni.	Corporate Services/Finance	Corporate Services to register Councillor Corbeil	September 28, 2021	Completed
R21-230		THAT "Official Community Plan Amendment No. 34 (4905 Cherry Creek Road – Evans), Bylaw No. 5031" be read a third time.	Dev Services/Corp Services	Corporate Services to apply reading to Bylaw	September 28, 2021	Completed
R21-231		THAT "Zoning Map Amendment No. 45 (4905 Cherry Creek Road – Evans), Bylaw No. 5032" be read a third time.	Dev Services/Corp Services	Corporate Services to apply reading to Bylaw	September 28, 2021	Completed
R21-232		THAT "Zoning Text Amendment No. T28 (Definition – Micro-Brewery/Micro-Distillery), Bylaw No. 5033" be read a third time.	Dev Services/Corp Services	Corporate Services to apply reading to Bylaw	September 28, 2021	Completed
R21-233		THAT "Permissive Tax Exemption Bylaw, 2022, Amendment No. 2, Bylaw No. 4997-2" be now introduced and read first time.	Finance/Corp Services	Corporate Services to apply reading to Bylaw	September 28, 2021	Completed
R21-234		THAT "Permissive Tax Exemption Bylaw 2022, Amendment No. 2, Bylaw No. 4997-2" be read a second time.	Finance/Corp Services	Corporate Services to apply reading to Bylaw	September 28, 2021	Completed
R21-235		THAT "Permissive Tax Exemption Bylaw 2022, Amendment No. 2, Bylaw No. 4997-2" be read a third time.	Finance/Corp Services	Corporate Services to apply reading to Bylaw	September 28, 2021	Completed
R21-236		THAT "Places of Public Worship Exemption, Amendment No. 2, Bylaw No. 4998-2" be now introduced and read a first time.	Finance/Corp Services	Corporate Services to apply reading to Bylaw	September 28, 2021	Completed
R21-237		THAT "Places of Public Worship Exemption, Amendment No. 2, Bylaw No. 4998-2" be read a second time.	Finance/Corp Services	Corporate Services to apply reading to Bylaw	September 28, 2021	Completed
R21-238		THAT "Places of Public Worship Exemption, Amendment No. 2, Bylaw No. 4998-2" be read a third time.	Finance/Corp Services	Corporate Services to apply reading to Bylaw	September 28, 2021	Completed
R21-239		THAT Council for the City of Port Alberni authorize the Alberni-Clayoquot Regional District to apply to the Union of BC Municipalities Community Resiliency Investment Program, to receive and manage grant funding on behalf of the City of Port Alberni as it relates to increasing our community's resiliency by undertaking community based FireSmart planning and activities that reduce the community's risk of wildfire.	Corporate Services	Corporate Services to prepare certified resolution and submit to ACRD to accompany grant application	September 28, 2021	Completed
R21-240		THAT Council proclaim the month of October 2021 as 'Community Inclusion Month' in Port Alberni.	Corporate Services	Corporate Services to prepare letter of proclamation and coordinate photo opportunity with Mayor	September 28, 2021	Completed
R21-241		THAT Council proclaim the month of October 2021 as 'Foster Family Month' in Port Alberni.	Corporate Services	Corporate Services to prepare letter of proclamation	September 28, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
	RCM Oct 12					
R21-242		THAT Council authorize staff to allocate \$28,710 from the UBCM Strengthening Communities' Services grant project as follows: i. Authorize staff to enter into a service agreement with Bespoke Insights Consulting for the provision of services related to the facilitation of a Coordination Hub and other related duties in the amount of \$15,390 [excludes GST]. ii. That \$13,320 be available to the City's Community Services department [Community Safety Manager] in providing further support in the administration of this funding program and its outcomes.	Community Safety/Corp Services/Finance	Corporate Services to authorize service agreement, Finance to distribute funds, Community Safety to coordinate with contractor.	October 2021	Completed
R21-243		THAT Council award Request for Proposal No. 012-21 to McElhanney Limited who will assist the City of Port Alberni in a review and update of the City's Official Community Plan in the amount of \$148,807.00.	Dev Services/Finance/Corp Services	Corporate Services to authorize contract, Finance to distribute funds, Development Services to coordinate with contractor.	October 2021	Completed
R21-244		THAT Council authorize the Mayor and the Corporate Officer to execute the Licence to Occupy Agreement between the City of Port Alberni and the Grass Roots Homelessness Coalition as amended to include the additional option of providing same day lunch service, effective October 15, 2021 and terminating April 15, 2022 for the purpose of providing temporary warming places on City owned lands.	Corp Services/Community Safety	Corporate Services to authorize agreement, Community Safety to notify associated agencies of service agreement particulars i.e. RCMP	October 2021	Completed
R21-245		THAT "Official Community Plan Amendment No. 34 (4905 Cherry Creek Road – Evans), Bylaw No. 5031" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5031.	Dev Services/Corp Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application.	October 13, 2021	Completed
R21-246		THAT "Zoning Map Amendment No. 45 (4905 Cherry Creek Road – Evans), Bylaw No. 5032" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5032.	Dev Services/Corp Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application.	October 13, 2021	Completed
R21-247		THAT "Zoning Text Amendment No. T28 (Definition – Micro-Brewery/Micro-Distillery), Bylaw No. 5033" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5033.	Dev Services/Corp Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application.	October 13, 2021	Completed
	RCM Oct 25					
R21-248		THAT Council for the City of Port Alberni declare a state of Climate Emergency.	Engineering/Public Works	Corp. Services to prepare and send letter with resolution to Alberni Climate Action	October 26, 2021	Completed
R21-249		THAT Council direct staff to provide the final report titled "Together for Climate Project Report 2020 on the City website for public information.	Corporate Services	Add report to website	October 26, 2021	Completed
R21-250		THAT Council consider the report titled "Together for Climate Project Report 2020" and its proposed "Actions" in the 2021 OCP review and update and in future strategic plans.	Dev Services/Eng & PW/Corp Services	To be considered in OCP and future strategic plans	Open Timeline	Ongoing
R21-251		THAT Council for the City of Port Alberni appoint Mayor Minions and CAO Play as City representatives to the Connect the Quays Pathway Advisory Working Group.	Corporate Services		October 26, 2021	Completed
R21-252		THAT "Permissive Tax Exemption Bylaw 2022, Amendment No. 2, Bylaw No. 4997-2" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 4997-2.	Corp Services/Finance	Corporate Services to follow up with signatures/filing and email to BC Assessment	October 26, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-253		THAT three readings given to the "Places of Public Worship Exemption, Amendment No. 2, Bylaw No. 4998-2" on September 27, 2021 be rescinded.	Corp Services/Finance	Bylaw rescinded and file	October 26, 2021	Completed
R21-254		THAT Council authorize the request from the Alberni Clayoquot Metis Society to fly the Metis flag at City Hall on Monday, November 15, 2021 in recognition of Louis Riel Day.	Corporate Services	Corp. Services to send letter to Metis Society and coordinate flag raising with Maintenance staff	October 26, 2021	Completed
	RCM Nov 8					
R21-255		THAT Council for the City of Port Alberni direct staff to collect the annual payments as per the Payment in Lieu of Taxes [PILT] Act from the Port Alberni Port Authority.	Finance/Corporate Services	Finance to make necessary amendment	November 9, 2021	Completed
R21-256		THAT Council continue to work with the Port Alberni Port Authority on mutually beneficial projects and initiatives that align with the City of Port Alberni's Corporate Strategic Plan, and consider the funding of those projects in the City's Financial Planning process.	Corporate Services/Finance	Dependent on projects/initiatives brought forward by Council	2021-2022 Financial Planning Process	Ongoing
R21-257		THAT Council assigns the Port Alberni Port Authority 2020 Payment in Lieu of Taxes in the amount of \$191,516.41 to the City's Dock+ project.	Finance/Corporate Services	Finance to make necessary amendment	November 9, 2021	Completed
R21-258		THAT Council direct staff to include an annual 'Intersection Improvement Program' in the City's 5-year Financial Plan to address safety concerns throughout the City and based on the priority intersections presented in the 'Network Screening' Report dated October 2021.	Engineering & Public Works/Finance	To be addressed during the FP process in the new year	January 1, 2022	
R21-259		THAT Council endorse the Alberni Valley Community Forest Corporation Resolutions of Shareholder in Writing as presented.	Corporate Services	Corporate Services to sign and prepare a certified resolution	November 9, 2021	Completed
R21-260		THAT pursuant to the Library Act, Council appoints Councillor Haggard as the City of Port Alberni's representative to serve on the Vancouver Island Regional Library Board of Trustees for a term ending December 31, 2022.	Corporate Services	Corporate Services to complete paperwork and send in by deadline	December 10, 2021	Completed
R21-261		THAT pursuant to the Library Act, Council appoints Councillor Paulson as the City of Port Alberni's alternate representative to serve on the Vancouver Island Regional Library Board of Trustees for a term ending December 31, 2022.	Corporate Services	Corporate Services to complete paperwork and send in by deadline	December 10, 2021	Completed
R21-262		THAT Council proclaim the month of November 2021 as 'Adoption Awareness Month' in Port Alberni.	Corporate Services	Corporate Services to send letter	November 9, 2021	Completed
R21-263		THAT Council proclaim the month of November 2021 as 'Accessible Parking Awareness Month' in Port Alberni.	Corporate Services	Corporate Services to send letter	November 9, 2021	Completed
R21-264		THAT Council direct staff to prepare a letter to the province requesting that the City be provided the opportunity to partner and provide input into the Old Growth Deferral strategy process and further, that staff contact local related agencies that may be impacted by this decision.	Corporate Services	Corporate Services to prepare letter to send to province		
R21-265		THAT Council direct staff to prepare a status report for the Harbourview Apartments [3118 Argyle St.].	Corporate Services/Community Services	Manager of Community Safety to prepare report	RCM Feb 28, 2022	
	RCM Nov 22					
R21-266		THAT Council for the City of Port Alberni direct the Director of Engineering and Public Works to prepare a report outlining a timeline and next steps for the Connect the Quays Pathway project for Council's consideration.	Engineering & PW	Director of Engineering and Public Works to prepare report for next RCM	RCM Dec 13, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-267		THAT Council for the City of Port Alberni award proposal #020-21 / Construction Manager: Port Alberni Train Station, to MKM Projects Ltd., in the amount of \$27,500 plus GST and 7% of the Construction Costs (estimated at \$23,000), with funds coming from the 2021/2022 Capital Plan – Train Station project.	PRH/Finance/Corp Services	PRH to coordinate preparation and signing of contract with Corporate Services and Finance	November 30, 2021	Contract Executed Jan 2022/Completed
R21-268		THAT Council authorize the Mayor and the Corporate Officer to enter into a 'Three-Stream Waste Collection Service' agreement with the Alberni-Clayoquot Regional District, for a two-year term beginning January 1, 2022 and expiring December 31, 2023 for the purpose of collecting curbside recycling materials within the City.	Corporate Services/Finance	Corporate Services and Finance to coordinate signing and distribution	November 23, 2021	Completed
R21-269		THAT Council authorize the Mayor and the Corporate Officer to enter into the Master Services Agreement with Recycle BC, for a two-year term beginning January 1, 2022 and expiring December 31, 2023 for the purpose of collecting curbside recycling materials within the City.	Corporate Services/Finance	Corporate Services and Finance to coordinate signing and distribution	November 23, 2021	Completed
R21-270		THAT Council authorize Mayor Minions and Councillors Haggard, Paulson and Poon to participate in the annual BC Economic Development Association's [BCEDA] '2022 BC Economic Summit: Reconciliation and Resiliency - A Future for BC.' taking place as a hybrid event April 3-5, 2022 with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.	Corporate Services	Corporate Services to register authorized Council members by the Early Bird Registration deadline of December 31, 2021. Location to be determined	November 23, 2021	Completed
R21-271		THAT Council authorize Mayor Minions and Councillors Corbeil and Haggard to attend the Truck Loggers Association Convention & Trade Show taking place on January 12, 13 & 14, 2022 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.	Corporate Services	Corporate Services to register authorized Council members and book accommodations	November 23, 2021	Completed
R21-272		THAT "City of Port Alberni Wastewater Treatment Facility Upgrade Loan Authorization Bylaw No. 5038, 2021", be now introduced and read a first time.	Finance/Corporate Services	Corporate Services to apply reading to Bylaw	November 23, 2021	Completed
R21-273		THAT "City of Port Alberni Wastewater Treatment Facility Upgrade Loan Authorization Bylaw No. 5038, 2021", be read a second time.	Finance/Corporate Services	Corporate Services to apply reading to Bylaw	November 23, 2021	Completed
R21-274		THAT "City of Port Alberni Wastewater Treatment Facility Upgrade Loan Authorization Bylaw No. 5038, 2021", be read a third time.	Finance/Corporate Services	Corporate Services to apply reading to Bylaw/Send to Ministry for Inspector Approval	November 23, 2021	Completed
R21-275		THAT Council authorize staff to amend "City of Port Alberni 2021-2025 Financial Plan Bylaw No. 5023," by allocating \$30,000 to the Alberni Clayoquot Regional District's Alberni Valley Aquatics Facility – Funding of Feasibility Study in 2021 with monies to be taken from the City's Parks and Recreation Reserve Fund.	Finance/Corporate Services	Finance to include amendment within the Financial Plan Amendment Bylaw	November 23, 2021	Completed
R21-276		THAT the "City of Port Alberni 2021-2025 Financial Plan Amendment Bylaw No. 5023-1" be introduced and read a first time.	Finance/Corporate Services	Corporate Services to apply reading to Bylaw	November 23, 2021	Completed
R21-277		THAT the "City of Port Alberni 2021-2025 Financial Plan Amendment Bylaw No. 5023-1" be read a second time.	Finance/Corporate Services	Corporate Services to apply reading to Bylaw	November 23, 2021	Completed
R21-278		THAT the "City of Port Alberni 2021-2025 Financial Plan Amendment Bylaw No. 5023-1" be read a third time.	Finance/Corporate Services	Corporate Services to apply reading to Bylaw	November 23, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
	RCM Dec 13					
R21-279		THAT Council direct staff to provide a letter of support to Alberni Drug and Alcohol Prevention Services (ADAPS) to accompany their application to the Ministry of Public Safety and Solicitor General for the establishment of a 'Situation Table' framework in Port Alberni and further, should the application be successful, that the City receive and manage grant funding on behalf of ADAPS.	Corp Serv/Comm Safety/Finance	Corporate Services to prepare letter and distribute	December 14, 2021	Completed
R21-280		THAT the 2022 Regular meeting schedule of City Council be approved as shown on Schedule 'A' and that staff be authorized to publish notice of availability of the schedule.	Corporate Services	Corporate services to submit advertisement to AV News and distribute schedule to Council and Staff, post on website and public notice board	December 14, 2021	Completed
R21-281		THAT the 2022 meeting schedules for the Committee of the Whole, Audit Committee, Advisory Planning Commission, Advisory Traffic Committee, and Alberni Valley Heritage Commission be approved as circulated.	Corporate Services	Corporate Services to distribute schedule to Council and Staff, post to website	December 14, 2021	Completed
R21-282		THAT the 2022 Acting Mayor appointments, appointments to Committees and Council representatives to public bodies, commissions and select committees be approved as circulated.	Corporate Services	Corporate Services to distribute schedule to Council and Staff, post to website	December 14, 2021	Completed
R21-283		That Council for the City of Port Alberni approve the 2022 Community Investment Program Committee recommendations as outlined in staff report dated November 30, 2021.	PRH/Finance	PRH to coordinate with Finance the distribution of funds	January 2022	In progress
R21-284		THAT Council direct staff to design and construct two segments of the Connect the Quays Pathway in 2022 as follows: i. Approximately 1100 metres of path between Harbour Quay and Tyee Landing complete with a view point into the Somass lands; and ii. Approximately 850 metres of path from Gertrude Street through Roger Creek Park to the bridge across Roger Creek.	Eng&PW/Dev Serv/Fin/Corp Serv	Engineering, Development Services, and PWL Landscape Architects to design and construct segments for Council's consideration	January 2022	In progress
R21-285		THAT Council authorize staff to award the detailed design work for the 2022 Connect the Quays Pathway project to PWL Partnership Landscape Architects Inc. in the amount of \$90,000.	Finance/Corporate Services	Corporate Services to coordinate contract signing and distribution	January 2022	In progress
R21-286		THAT Council authorize the issuance of Development Variance Permit No. 108, and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 3170, 3146, 3134 1st Avenue and 3197 Kingsway Avenue: a) Vary section 7.9 Required Amount of Parking to permit a reduction from 43 spaces to 33 spaces for a total reduction of 10 spaces. b) Vary section 5.20.2 Site Development Regulations to permit an increase to the maximum height of a principal building from 10 metres to 11.2 metres for an increase of 1.2 metres.	Develop. Services/Corp. Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application.	January 2022	Completed
R21-287		THAT Council authorize the issuance of Development Permit No. 21-14, and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B' [a through h], prepared by OCA Architecture Inc. issued for 'Alberni Power & Marine' and dated November 2, 2021, subject to the City of Port Alberni receiving the required landscaping security.	Develop. Services/Corp. Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application.	January 2022	Completed
R21-288		THAT "Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036" be now introduced and read a first time.	Develop. Services/Corp. Services	Corporate Services to apply reading to Bylaw	December 14, 2021	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R21-289		THAT "Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5037" be now introduced and read a first time.	Develop. Services/Corp. Services	Corporate Services to apply reading to Bylaw	December 14, 2021	Completed
R21-290		THAT "Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036" be read a second time.	Develop. Services/Corp. Services	Corporate Services to apply reading to Bylaw	December 14, 2021	Completed
R21-291		THAT "Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5037" be read a second time.	Develop. Services/Corp. Services	Corporate Services to apply reading to Bylaw	December 14, 2021	Completed
R21-292		THAT "Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5036", and "Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5037" be advanced to a Public Hearing on Tuesday, January 25, 2022 at 6:00 pm in Council Chambers.	Develop. Services/Corp. Services	Corp. Services to schedule Public Hearing	PH January 25, 2022	
R21-293		THAT City Council request the applicant revise the development application, proposed Zoning Bylaw Amendment for 5405 Argyle Street according to the recommendation of staff, and direct staff to bring forward the application for Council's consideration once revised.	Develop. Services/Corp. Services	Development Planner to work with applicant and bring forward revised application to Council	RCM Jan 17, 2022	
R21-294		THAT "City of Port Alberni Financial Plan Amendment Bylaw No. 5023-1" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5023-1.	Finance/Corporate Services	Corporate Services to follow up with signatures/filing	December 14, 2021	Completed

Date: December 30, 2021
File No: 0390-01
To: Mayor & Council
From: S. Smith, Acting CAO | Director of Development Services
Subject: COFI | BC Council of Forest Industries Annual Convention | Authorize Council Registration

Prepared by: <i>SARA DARLING</i> Deputy City Clerk	Supervisor: <i>T. Slonski</i> T. SLONSKI, DIRECTOR OF CORPORATE SERVICES	A CAO Concurrence: <i>S. Smith</i> S. Smith, Acting CAO
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RECOMMENDATION[S]

THAT Council authorize [insert names] to attend the BC Council of Forest Industries [COFI] Annual Convention taking place on April 27-29, 2022 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.

PURPOSE

To provide Council with information regarding the BC Council of Forest Industries [COFI] Annual Convention taking place April 27-29, 2022 and request direction regarding the registration of Council members.

BACKGROUND

Held on an annual basis, the COFI annual convention brings together industry executives, managers, suppliers, business and professional services with government, community and First Nations leaders to discuss key challenges and opportunities for the forest sector in British Columbia and Canada.

City Policy No. P6 – Travel Expense Policy requires authorization by Council as it pertains to members of Council attending a conference/convention other than AVICC and UBCM.

ALTERNATIVES/OPTIONS

1. That Council authorize all members of Council to participate in the BC Council of Forest Industries Annual Convention.
2. That Council provide authorization for a select number of Council to participate in the BC Council of Forest Industries Annual Convention.
3. That Council not authorize members of Council to participate in the BC Council of Forest Industries Annual Convention.

ANALYSIS

Option 1- COFI is offering one complimentary registration with additional registrations offered at the member rate of \$675 per registrant. An early bird discount of \$100 per person is applicable to delegates who register for the full convention and submit funds prior to April 1, 2022. Should Council wish to authorize member's attendance at this convention, staff estimate total costs to be approximately \$1600 per person. This estimate includes convention registration, two-nights accommodation, ferry charges, per-diem and vehicle mileage.

While the 2022 – 2026 Five-Year Financial Plan has yet to be adopted, Council has allocated \$52,551.00 to fund 2022 Council and Travel Development of which approximately \$43,551.00 remains at the writing of this report.

Option 2 – Council may wish to choose a select number of Council members to attend the Convention based on anticipated costs and convention content.

Option 3 – It is Council’s prerogative to either support and/or deny the attendance of Council members at a particular conference/convention outside of those identified in the City’s *Travel Expense Policy No. P6*. When considering an item based on policy, Council is encouraged to consider the merits of the conference and development being offered and how City representation will contribute to the betterment of the City.

IMPLICATIONS

Financial implications associated with attendance at the COFI Convention are estimated to be approximately \$1600.00 per person which includes convention registration, accommodation, per diem, ferry charges and vehicle mileage. While the 2022 – 2026 Five-Year Financial Plan has yet to be adopted, Council has allocated \$52,551.00 to fund 2022 Council and Travel Development of which approximately \$43,551.00 remains at the writing of this report.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

In accordance with City policy [*P6 – Travel Expense Policy*], Council attendance/participation outside of AVICC and UBCM requires a resolution of Council.

The request also aligns with Council’s Strategic Priorities, in particular, No. 2 | Enable the new economy. Council’s representation at this Convention will assist in providing information on key challenges and opportunities for the forest sector in British Columbia as it relates to the City of Port Alberni.

SUMMARY

The BC Council of Forest Industries Annual Convention is scheduled to take place April 27-29, 2022 in Vancouver, BC. Participants will benefit from receiving information on key challenges and opportunities for the forest sector in British Columbia to assist the City in charting a path forward for a healthy and sustainable economic future.

ATTACHMENTS/REFERENCE MATERIALS

1. *P6 – Travel Expense Policy [ref.]*
2. *2019-2023 Corporate Strategic Plan [ref.]*

C: A. McGifford, Director of Finance

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Date: January 10, 2022
File No: 4000-01
To: Mayor & Council
From: S. Smith, Acting CAO | Director of Development Services
Subject: Report for Information Concerning Cannabis Regulations

Prepared by: <i>C. BAKER</i> MANAGER OF COMMUNITY SAFETY	Supervisor: <i>T. SLONSKI</i> DIRECTOR OF CORPORATE SERVICES	A CAO Concurrence:  S. Smith
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RECOMMENDATION[S]

This report is being provided for Council's information.

PURPOSE

This report aims to describe the framework of cannabis regulation. Cannabis regulation involves three levels of government and is currently in a state of change.

BACKGROUND

Resolution No. 21-223 directed staff "to prepare a report that encompasses all facets of Cannabis regulation, including the associated effects related to zoning within the City of Port Alberni."

ANALYSIS

Cannabis regulation involves Federal, Provincial and Municipal spheres of jurisdiction. Until legalization in 2018 the *Controlled Drugs and Substances Act, S.C. 1996, c.19* was the principle law concerning Cannabis. With the passing of the *Cannabis Act, S.C. 2018, c.16* on October 17, 2018 the federal government significantly broadened the exemptions to allow for the possession, use, production and sale of non-medical cannabis.

In 2020 the City of Port Alberni amended the Official Community Plan and the Zoning Bylaw to allow for cannabis related enterprises in certain zones and applied general regulations in section 6 of the Zoning Bylaw.

In broad terms the separate spheres of regulation contain the following elements:

- Federal:
 - Cannabis Production
 - Cannabis Possession limits
 - Trafficking
 - Oversight of medical cannabis regime (Health Canada)

- Provincial:
 - Wholesale and retail distribution of cannabis
 - Selection of retail distribution model
 - Workplace safety
- Municipal:
 - Zoning
 - Business Licensing
 - Nuisance
 - Smoking restrictions (Public places)

With the advent of the *Cannabis Act*, municipalities were not given additional authorities or tools to address concerns that arise at the local level related to cannabis production and sale. Zoning and Business Licensing are areas municipalities have the authority to regulate by bylaw under the *Community Charter*. Local governments in British Columbia have individually and via the Union of British Columbia Municipalities expressed challenges in addressing the nuisances relating to cannabis to the federal and provincial governments. The Ministry of Public Safety and Solicitor General for the Province of British Columbia responded to UBCM EB16 “Medical Cannabis Safety Concerns” with the following:

The Province supports medical cannabis program reform and greater information sharing with Provinces, law enforcement, local and Indigenous governments.

However, it is important to note that medical cannabis and commercial cannabis production are regulated by the federal government under the federal Cannabis Act and regulations. Cannabis production, whether federally authorized for personal medical use or commercially licensed, is subject to local government bylaws, building and fire code requirements.

While commercial cannabis production facilities must notify local authorities in writing of their intent to apply for a licence and complete construction prior to submitting an application to Health Canada, this is not the case with personal/designated medical cannabis producers.

A medical patient may register with Health Canada and receive an authorization to grow cannabis for their own personal medical use or designate another individual to grow on their behalf. Health Canada does not disclose personal information regarding these personal medical authorizations, such as home addresses, except to law enforcement for investigation purposes. Health Canada may be able to provide aggregate information about the number of personal/designated growers in your community. You can contact Health Canada at omc-bcm@hc-sc.gc.ca or by phone, at 1-866-337-7705.

Diverting cannabis produced under these authorizations for illicit commercial sale is an offence under the Cannabis Act.

Concerns about the medical cannabis program and/or commercial cannabis production licensing can be directed to Health Canada at: cannabis@canada.ca.

Health Canada will be undertaking a legislated three-year review of the Cannabis Act and associated regulations, commencing in October 2021. The Province of BC will be looking to engage further on these issues prior to this review through the UBCM Cannabis Policy Technical Working Group.

IMPLICATIONS

n/a

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

In 2017 the City of Campbell River amended their public nuisance bylaw to include regulation of offensive odours. After speaking with a member of their bylaw enforcement team they explained that what they originally intended to address was odours related to restaurants and food processing businesses. They mentioned having some success applying the requirements to Cannabis businesses. The requirement in the bylaw is to engage a third party to recommend a course of action seems wise. The third party is then responsible for the technical knowledge to make recommendations and not the city's enforcement staff.

SUMMARY

Regulating the production and sale of Cannabis is relatively new for all three levels of government in Canada. Some aspects of the federal component of the regulations is currently under review and will hopefully be improved as a result of this review process. Local Governments have not been given any new powers specific to regulating Cannabis related issues. Local Governments may by bylaw regulate nuisance odours using their *Community Charter* authority to regulate businesses.

ATTACHMENTS/REFERENCE MATERIALS

Municipal Guide to Cannabis Legalization: A roadmap for Canadian local governments. Federation of Canadian Municipalities. Spring 2018.

Cannabis: The Whole Picture. Young Anderson Barristers and Solicitors, Michael Moll and Elizabeth Anderson. November 23, 2018

City of Campbell River Public Nuisance Bylaw No. 3543, 2014 (Consolidated Version)

Date: January 10, 2022
File No: 3360-20-5405 Argyle

To: Mayor & Council
From: Scott Smith, Acting Chief Administrative Officer | Director of Development Services
SUBJECT: **DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment**
5405 Argyle Street
Lot A, District Lots 1 and 118, Alberni District, Plan VIP13074. PID: 003-925-536

Applicant: Bobby Toor dba. Parmtronics Marine Limited

Prepared by:  B. McLoughlin Development Planner	Supervisor: S. Smith S. Smith, Acting CAO Dir. of Development Services	A CAO Concurrence:  S. Smith, Acting CAO
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RECOMMENDATIONS

- THAT "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039" be now introduced and read a first time.
- THAT "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039" be read a second time.
- THAT "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039" be advanced to a Public Hearing on Tuesday, February 15, 2022 at 6:00 pm.

PURPOSE

To consider a development application proposing a text amendment to the Zoning Bylaw for 5405 Argyle Street.

BACKGROUND

The subject property is located at the corner of Argyle Street and Bird Avenue at the entrance to Harbour Quay. The owner, Parmtronics Marine Limited, has applied to rezone the property with the intent of adding additional uses. These uses include specific personal services, and a residential use that would enable an existing second storey suite.

At Council's direction, the applicant has revised their application to remove a request for 'Office' as a permanent *principal* use at the property. In 2018, City Council approved a Temporary Use Permit (TUP) for the property to allow offices as a *principal use* within three units of the building. The TUP (No. 18-01) approved for this property expired on August 22, 2021.

ENTERED

Current Zoning & Uses

The subject property is split-zoned *W1-Waterfront Commercial*, and *W2-Waterfront Industrial*. This application concerns only the portion of property zoned *W1-Waterfront Commercial*. This is the portion with a commercial building facing Argyle Street. The building contains several commercial units currently occupied by restaurant, office, and retail businesses. The second storey of the building also contains an unoccupied apartment/suite.

Official Community Plan (OCP)

The subject property is designated *General Commercial (GCO)* in the OCP. *Section D – Part 5.2 Southport* outlines a vision for the neighbourhood as a destination for visitors and residents with a recognizably distinct character within the community. OCP policy also supports residential dwellings above commercial units in Southport as a means of creating a vibrant and attractive neighbourhood. Additionally, the OCP highlights the area at the entrance of Harbour Quay as a distinct social node.

W1-Waterfront Commercial Zone & Shoreline Master Plan

The *W1-Waterfront Commercial* zone is designed to permit a very limited set of uses, and this zone is located only at Harbour Quay and Clutesi Haven Marina. The purpose of the zone is to maintain areas for tourist, public, and marine-oriented activities. These uses align with those identified for Harbour Quay in the *Port Alberni Shoreline Master Plan*: *retail, restaurant, microbrewery, nightclub, cabaret, bar, pub, public market*. The remaining uses permitted by the zone are related to marine-oriented commercial business.

Status of the Application

The Advisory Planning Commission (APC) reviewed the application to rezone 5405 Argyle Street at the September 29, 2021 meeting. Summary meeting minutes are attached to this report. As stated in the minutes, the Commission agreed that 'Office' as a *principal use* was not desirable at Harbour Quay, and that the current OCP review should be used to determine any future policy changes for the area. Accordingly, the APC recommended against permitting 'Office' as a *principal use* at the property, but supported enabling specific personal service uses and the second storey apartment/suite.

Following the APC meeting, the applicant revised their application to align with the APC's recommendation to support specific personal service uses (*barber, beauty shop, salon, spa*). However, the applicant also wished to proceed to Council with a request to add 'Office' as a *principal use* at the property.

At its Regular meeting on December 13, 2021 Council considered 1st Reading of the amending bylaw. Council voted to not proceed with 1st Reading and instead directed the applicant to revise their application by removing the request for a *principal* 'Office' use at the property. Council also directed staff to bring the application forward once revised.

ALTERNATIVES/OPTIONS

The Development Services Department supports Option #1.

1. Proceed with 1st and 2nd readings of the amending bylaw and set a date for the Public Hearing on February 15, 2022.
2. Do not proceed with 1st reading and deny the application.
3. Provide alternative direction to staff.

ANALYSIS

The applicant has requested that *residential above commercial, barber, beauty shop, salon, and spa* be added to the W1-Waterfront Commercial zone as uses at 5405 Argyle Street.

Residential Above Commercial at Harbour Quay

A second storey dwelling unit above a commercial business is compatible with the OCP, and is currently permitted by the Zoning Bylaw along other portions of Argyle Street. It would also provide a much-needed dwelling unit for the community, and has the potential to increase safety in the area outside of business hours by providing additional ‘eyes on the street’.

However, there is no space for parking available on the property, and parking at Harbour Quay is limited to 3 hours between 9 A.M. and 6 P.M. This means future occupants of the suite will not have a dedicated place to park a vehicle, but this is not uncommon in the Uptown neighbourhood. In fact, the current Zoning Bylaw only requires 0.5 parking stalls per dwelling unit and zero parking stalls for commercial businesses in the *C7-Core Business* zone which includes the Uptown commercial area. The parking requirements are intentionally low because the neighbourhood is a highly-walkable commercial district, meaning that residents aren’t necessarily dependent on a vehicle for day to day activities. While this property is zoned *W1-Waterfront Commercial* the property is within the same highly walkable neighbourhood.

Should a future occupant of the suite require a space to park a vehicle they will have the following options:

1. The owner of the building can make private arrangements for parking.
2. The tenant may park on the street in areas where parking is permitted for up to 96 hours at a time according to *Traffic Regulation Bylaw, 2009, Bylaw No. 4670*.

Also, given that this rezoning will affect only a single building staff consider the potential impact on parking availability to be very low. Should a parking violation occur in the future the City will have the option of enforcement action through the Traffic Regulation Bylaw.

Specific Personal Services at Harbour Quay (barber, beauty shop, salon, spa)

Allowing specific personal services at 5405 Argyle Street has the potential to enhance Harbour Quay in ways that align with City policy goals for the waterfront. This is especially true for services that are sought by tourists and residents alike, or that otherwise create visible activity. For example, the proposed personal service uses could add vibrancy to the area if combined with retail in a way that allows customers, or tourists, to enter and browse freely.

In the Zoning Bylaw, these uses are included under the definition of ‘Personal Service’. However, this definition in the Zoning Bylaw is too broad to be compatible with the waterfront. Therefore, the applicant is requesting to add only barber, beauty shop, salon, and spa, as these are uses which most align with City policy for land use at Harbour Quay.

IMPLICATIONS

In evaluating this application, it is important to consider that Harbour Quay is a unique community destination that attracts visitors to Port Alberni. However, it is equally important to consider how the needs of the community may have changed since the W1 zone was created in the 1990s, and that the City’s land use regulations may need to be updated. Council should consider if second storey residential would complement

Harbour Quay if permitted at this property, and if it is acceptable to allow a suite without dedicated parking in a highly walkable commercial neighbourhood. Additionally, Council should consider if enabling specific personal services (*barber, beauty shop, salon, spa*) would benefit the community if located at Harbour Quay. Staff consider these uses to be compatible with City policy that supports Harbour Quay as a waterfront destination and attraction.

COMMUNICATIONS

At this stage of the process there are no required communications. If Council proceeds with 1st and 2nd reading and sets a Public Hearing date, staff will ensure that all required statutory notices are provided.

BYLAWS/PLANS/POLICIES

The applicant is requesting additional uses at 5405 Argyle Street. This would require the following site-specific text amendment to the *W1-Waterfront Commercial* zone:

- A. Add the following text to Section 5.33.1:

“Site Specific Uses

Barber

Beauty Shop

Residential above commercial

Salon

Spa”

- B. Add the following text as section 5.33.4 *Site Specific Uses* in the form of a table:

5.33.4 Site Specific Uses

The following uses shall be permitted on a site-specific basis:

<u><i>Principal Use</i></u>	<u><i>Accessory Use</i></u>	<u><i>Site Address</i></u>	<u><i>Site Legal Description</i></u>
<i>Barber, Beauty Shop, Salon, Spa</i>	<i>Residential above commercial</i>	<i>5405 Argyle St.</i>	<i>Lot A, District Lots 1 and 118, Alberni District, Plan VIP13074.</i>

SUMMARY

The applicant is requesting an amendment to the Zoning Bylaw that would add *Residential above commercial, Barber, Beauty shop, Salon, Spa* as site-specific uses to the *W1-Waterfront Commercial* zone at 5405 Argyle Street. The Development Services Department supports the application as it aligns with City policy for Harbour Quay and the general intent of the Waterfront Commercial zone. Staff recommend that Council proceed with 1st and 2nd readings of the amending bylaw and a Public Hearing date for February 15, 2022.

ATTACHMENTS/REFERENCE MATERIALS

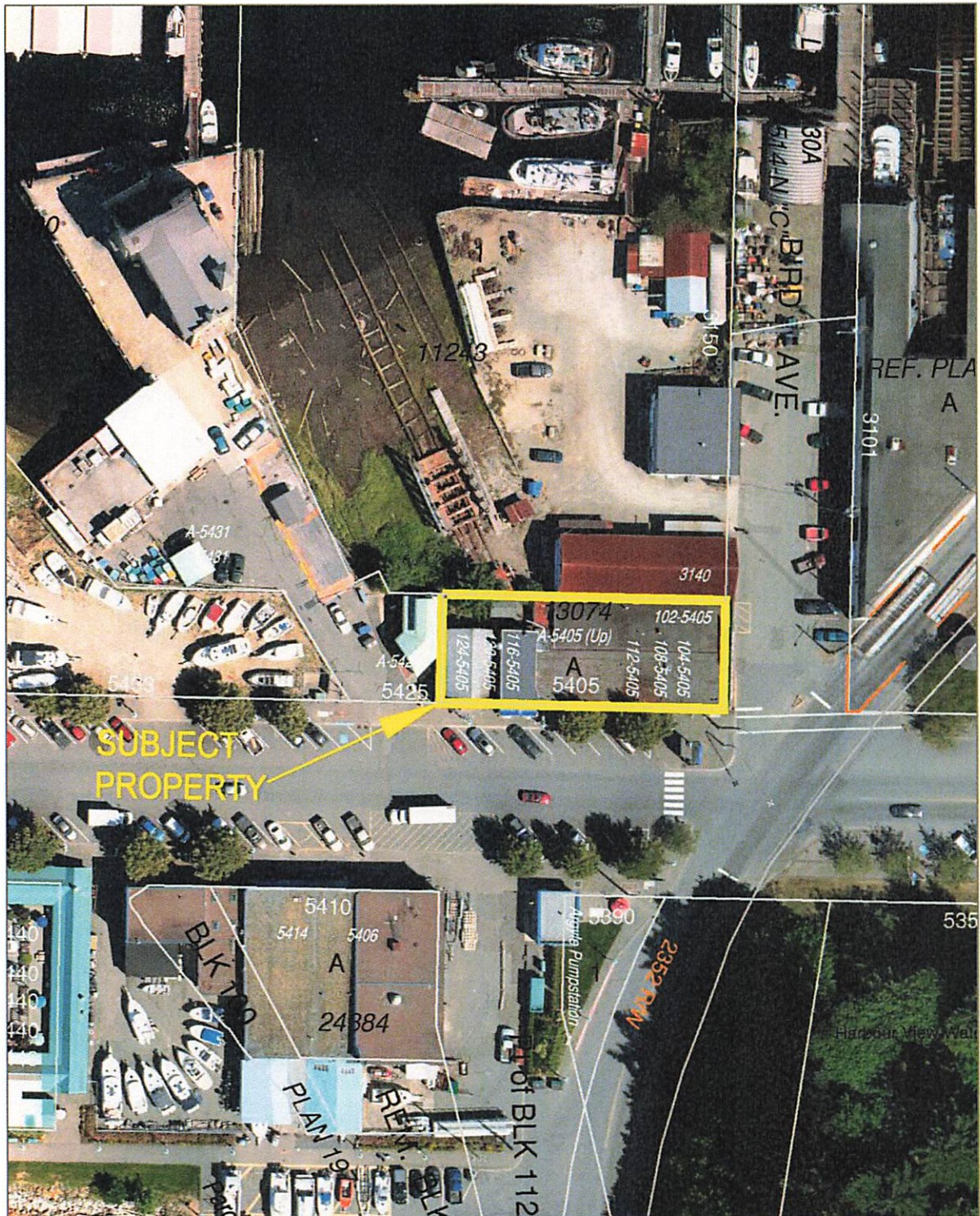
- *Subject Property Map - 5405 Argyle Street*
- *Council Memo December 13, 2021 - Proposed Zoning Bylaw Amendment 5405 Argyle Street*

-
- *Advisory Planning Commission September 29, 2021 Meeting Minutes*
 - *Staff Report to the Advisory Planning Commission*
 - Draft "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039"

c: T. Slonski, Director of Corporate Services

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SUBJECT PROPERTY MAP – 5405 ARGYLE STREET





CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Brian McLoughlin, Development Planner

DATE: August 19, 2021

SUBJECT: DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment
5405 Argyle Street
(Lot A, District Lots 1 and 118, Alberni District, Plan VIP13074. PID: 003-925-536)
Applicant: Bobby Toor dba Parmtronics Marine Inc.

RECOMMENDATION

THAT the Advisory Planning Commission recommends to City Council:

- a) The following site-specific 'Personal Service' uses be added to the W1-Waterfront Commercial zone for the property at 5405 Argyle Street: Barber, Beauty Shop, Salon, Spa;*
- b) 'Residential Above Commercial' be added to the W1-Waterfront Commercial zone as a site-specific use for the property at 5405 Argyle Street;*
- c) Prior to Final Adoption of the amending Bylaw the owner of 5405 Argyle Street be required to enter an agreement with the City for management of residential street parking.*

ALTERNATIVES/OPTIONS

The Development Services Department supports Option #2.

1. Recommend to Council that the City proceed with the bylaw amendment.
2. Recommend to Council that the City proceed with adding the following 'Personal Service' uses to the property: *Barber, Beauty Shop, Salon, Spa*. And that *'Residential Above Commercial'* be added as an accessory use, subject to the property owner entering agreement with the City for management of residential street parking.
3. Recommend to Council that the City not proceed with the bylaw amendment as written, and request the applicant revise their application before proceeding.
4. Recommend that Council not proceed with the bylaw amendment.

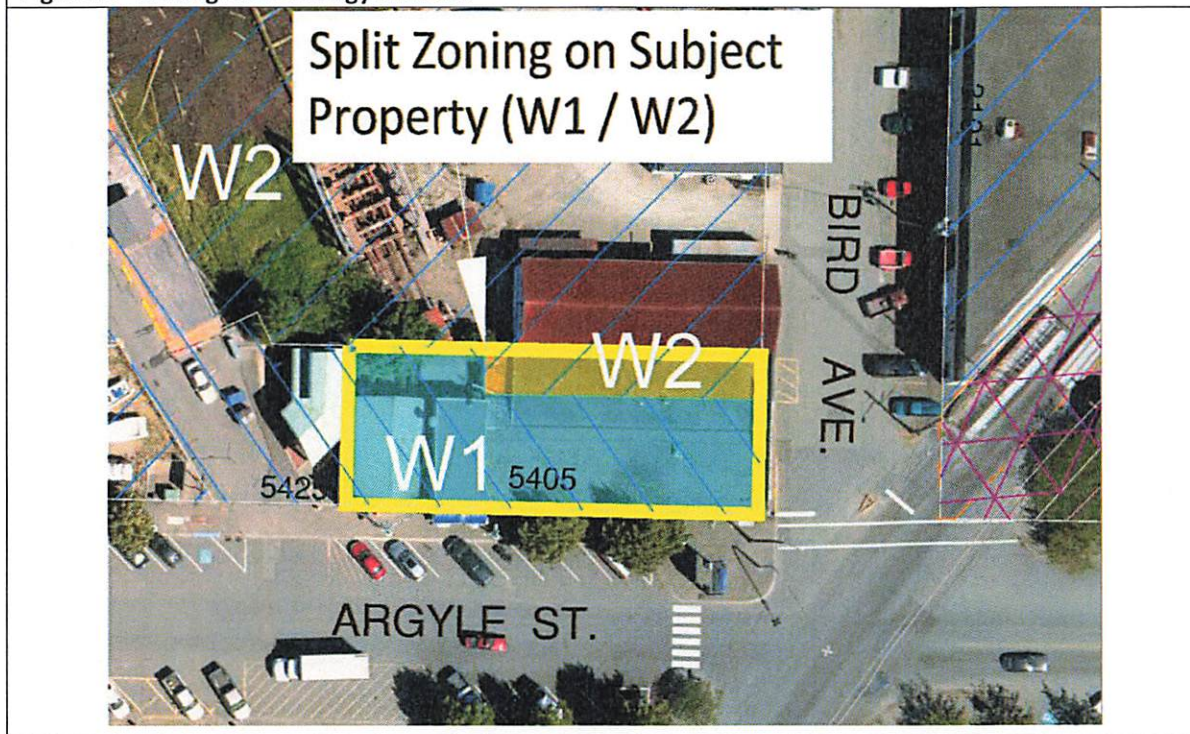
ISSUE

The City has received an application to amend the Zoning Bylaw to add additional commercial and residential uses to the *W1-Waterfront Commercial* zone at 5405 Argyle Street.

BACKGROUND

The subject property is located at the corner of Argyle Street and Bird Avenue at the entrance to Harbour Quay, and two commercial buildings are oriented east to west on the property. The parcel is split-zoned, meaning it has different zones on different areas of the property. The southern portion of the parcel facing Argyle Street is zoned *W1-Waterfront Commercial*, while the northern portion fronting onto Bird Avenue is zoned *W2-Waterfront Industrial*.

Figure 1 – Zoning at 5405 Argyle Street



The commercial building contains a variety of business uses including a restaurant, offices, and retail, though some of the units are currently vacant. The doors of the commercial building exit onto Argyle Street. The second storey of the building also contains an apartment/suite formerly used by the Longshoremen. City of Port Alberni records list the following Business Licenses active or pending at 5405 Argyle Street:

Table 1 – Business Licenses currently issued or pending at 5405 Argyle Street.		
Unit 102	Parmtronics Marine Limited (Marine Electronics Sales and Services)	Active Permit
Unit 104	Pinto Goods and Refillery (Retail)	Pending Permit
Unit 108	23 Hour Club (Retail)	Active Permit
Unit 112	No Information	No License Issued

Unit 116	No Information	No License Issued
Unit 120	Blue Door Café (Restaurant)	Active Permit
Unit 124	Trans-Pacific Trading Ltd (Office)	Active Permit <i>[subject to Temporary Use Permit]</i>

The portion of the property zoned *W2-Waterfront Industrial* is not included in the rezoning application. However, for context, the industrial portion of the property is occupied by a garage-like storage building for boats or other marine equipment, and a business license for Parmtronics Marine Ltd is registered to this space. There are no off-street parking spaces at the subject property. All parking is located on Argyle street in front of the commercial building. Angle parking on Argyle Street is the only parking available at this location.

Proposed Zoning Bylaw Text Amendment

The applicant is requesting that additional uses be permitted on the *W1-Waterfront Commercial* portion of the property at 5405 Argyle Street. This would be accomplished through a site-specific text amendment to the *W1 Waterfront Commercial* zone that would affect only this property. Table 2, lists the uses the applicant is requesting be added to the W1 zone at 5405 Argyle Street along with clarification on how these uses are defined in the Zoning Bylaw:

Table 2 – Requested Uses and Definitions		
Use	Type	Definition (Zoning Bylaw)
PERSONAL SERVICE	Principal	<p><i>"Personal Service means establishments primarily engaged in providing services involving the care of a person or his or her personal goods or apparel. Personal services usually include the following: dry cleaning, laundry, including cleaning and pressing service, linen supply, diaper service, beauty shops, barbershops, shoe repair, funeral home, steam baths, fitness centres, reducing salons and health clubs, clothing rental, locker rental, porter service, and domestic services. Can include animal grooming services".</i></p> <p><i>*Health clinics, including chiropractic, are not considered to be Personal Service. As primary health care providers they are regulated as Medical Service under the Zoning Bylaw.</i></p>
OFFICE	Principal	<i>"Office means the use of a room or group of rooms within a building to conduct the affairs of a business, profession, service, industry, or government".</i>
RESIDENTIAL ABOVE COMMERCIAL	Accessory	Is defined in the <i>Conditions of Use</i> in section 5.24.3 of the Zoning Bylaw. In mixed-use residential and commercial buildings, residential uses shall be located above the first storey. A separate entrance is required for the dwelling units, along with 0.5 parking spaces each.

Adding the above uses would require the following text amendment to the Zoning Bylaw:

- a) Amend the text of the Zoning Bylaw by adding the following text to the W1-Waterfront Commercial Zone as section 5.33.4 *Site Specific Uses*.

5.33.4 Site Specific Uses

The following uses shall be permitted on a site-specific basis:

<u>Principal Use</u>	<u>Accessory Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
Office, Personal Service	Residential above commercial	5405 Argyle St.	Lot A, District Lots 1 and 118, Alberni District, Plan VIP13074.

Temporary Use Permit for Offices at 5405 Argyle Street

In 2018, City Council approved a Temporary Use Permit for 5405 Argyle Street to allow offices as a *principal use* within three units of the building (Unit A, 116, and 124). Temporary Use Permits are granted to allow temporary relief from the requirements of the Zoning Bylaw, and are often used to provide owners an opportunity to transition away from non-compliant land uses on their property.

The Temporary Use Permit (TUP-18-01) approved for offices at 5054 Argyle Street will expire on August 22, 2021. Under the Local Government Act, Temporary Use Permits may only be renewed once, for up to an additional three years. The applicant has not applied to the City to renew the Temporary Use Permit, but has instead applied to rezone the property to make offices a permanent *principal use*, along with the other uses that have been requested.

Without the Temporary Use Permit, offices are not permitted as a *principal use* in the *W1-Waterfront Commercial* zone, though they are permitted as an *accessory use*. This means that under the Zoning Bylaw, an office may only exist in the W1 zone if it is used to conduct business of another use within the building. For example, if a retail store needed office space for managing their operations.

Official Community Plan (OCP) Policy

The OCP sets the policy direction for the City regarding the designation and regulation of commercial lands, including the Southport neighbourhood and the waterfront. Similar to all commercial properties at Harbour Quay, the parcel at 5405 Argyle Street is designated as *General Commercial (GCO)* on the OCP Schedule "A" Land Use map.

The following policy items from *Section D – Part 5.2 Southport (Within the General Commercial (GCO) Designation)* outline the vision for Southport and Harbour Quay as a destination for visitors and residents that has a recognizably distinctive character within the community.

(2) The role of Southport as a primary shopping, tourist, cultural, residential and social node with a distinctive sense of place is supported...

(4) Together with the restored E & N railway station at the entrance of the Harbour Quay, this area of the community has evolved as a major focal point. Adjacent development that capitalizes on this location by building on the distinctive character of this enclave is encouraged. This can include mixed used developments or niche development such as destination hotels.

OCP policy also supports residential dwellings above commercial units in Southport as a means of creating a vibrant and attractive neighbourhood:

(7) Densification of Southport with residential above ground floor commercial is supported in an effort to provide different forms of housing, increase vibrancy in the area, and enhance the area as a people place...

The OCP also states that the City should continue to support marine-based activity at Harbour Quay through a balanced mix of uses:

(8) The City supports the continued use of the harbour as a “working harbour” but will seek to achieve a balance between commercial/ industrial and public uses.

Zoning Regulations (Zoning Bylaw No. 4832, 2014)

The *W1-Waterfront Commercial* zone exists only at Harbour Quay and the Clutesi Haven Marina. The W1 zone currently permits the tourist, public, and marine-oriented activities listed in *Table 3*. The permitted uses of the *W1- Waterfront Commercial* zone match the uses identified for Harbour Quay in the *Port Alberni Shoreline Master Plan*. City records indicate the W1 zone has been in the Port Alberni Zoning Bylaw since at least 1996, though policies may have been in place as early as the 1993 Official Community Plan. *Table 3* lists the currently permitted uses of the *W1-Waterfront Commercial* zone.

Table 3 – Current Permitted Uses of W1- Waterfront Commercial Zone	
Principal Uses	
<ul style="list-style-type: none"> • Boat rental operations • Boat tour and charter operations • Commercial mooring facilities • Docks, wharves, and floats for the use of water taxis, ferries, float planes and amphibious vessels • Fish product industry • Marina • Marine fueling operations • Marine-oriented clubs such as yacht clubs • Microbrewery • Nightclub, Cabaret, Bar and Pub • Observation tower • Public Market • Restaurant, excluding drive-in or drive-through • Retail 	
Accessory Uses	
<ul style="list-style-type: none"> • Loading facility • Office • Permanent residence on one boat or vessel for security and fire protection of another use • Private floats and wharves • Storage • Temporary boat storage • Temporary or seasonal residence on a boat or vessel for commercial fishing purposes 	

Harbourfront Feasibility and Design Study for a Tourism Project in Port Alberni (1982)

Harbour Quay area was conceptualized, developed and maintained as means of attracting visitors to Port Alberni, and preserving land for important marine-based commercial businesses. It was developed as both a tourist attraction and a community asset. A feasibility study for the project was produced in 1982 by design consultants hired by the City's Waterfront Planning Committee. It was funded by the Province through the Travel Generators section of the *Canada-British Columbia Travel Industry Development Subsidiary Agreement*. The study includes a detailed design for the Harbour Quay area including properties that were both publicly and privately owned.

The study strongly tied the success of the waterfront area to its ability to attract visitors. According to the study, the project was *"intended to harness Port Alberni's potential for an exciting waterfront attraction"* that would *"stimulate tourism and benefit the community"*. The study argues that while 300,000 – 400,000 tourists were travelling to the Pacific Rim area per year they were not spending time, or money, in Port Alberni. Excerpt from the report below:

"[Visitors] are typically highly mobile; primarily interested in outdoor recreation; likely to spend relatively little on food, entertainment or retail goods; and mainly oriented to spending time at the Pacific Rim. These visitors make limited use of Port Alberni as a tourism destination."

The objectives behind developing Harbour Quay as a destination on the waterfront were as follows:

1. *"To appeal to the type of visitor now coming to the region and over time, encourage visitors to stay longer, spend more and regard Port Alberni as more of a destination."*
2. *"To provide an attraction to visitors and a resource for residents. "*

The marine-based commercial businesses or *"working waterfront"* was seen as an important element in attracting visitors to the Harbour and maintaining land for those industries. The working waterfront was recognized as adding interest, activity, and a strong sense of identity to the area.

Port Alberni Shoreline Master Plan (1991) & Shoreline Master Plan Review (2000)

In 1991, the City worked with the Port Authority (formerly the Harbour Commission) to produce the *Shoreline Master Plan*, which was a vision and land use strategy for Port Alberni's waterfront. The resulting policy was added to Port Alberni's 1993 Official Community Plan. In 2000, the *Shoreline Master Plan* was reviewed and updated. The resulting document re-affirmed the original goals and objectives for the waterfront, while also adding new items. To summarize, the Master Plan contains the following relevant objectives and policies:

- To ensure that development in the area contains a broad mix of year-round uses that are public oriented;
- To act as a tourism generator;
- To function as an amenity for local residents of all ages and incomes;
- To guide development so that the shoreline becomes a cohesive visual and recreational asset to the community and to visitors
- To be complimentary to planning and economic development aspirations of the City, particularly to contribute the economic diversification with emphasis on waterfront tourism wherever possible
- Tourist oriented development of the shoreline should offer enhanced opportunities for economic diversification.

- The Harbour Quay area is an important “public place” for community events and special occasions

With regard to specific land uses at Harbour Quay, the *Shoreline Master Plan* lists the following tourism uses as a priority: Restaurants, bars, art galleries, craft shops, adventure tourism charter offices, markets.

The plan also prioritizes the following maritime uses:

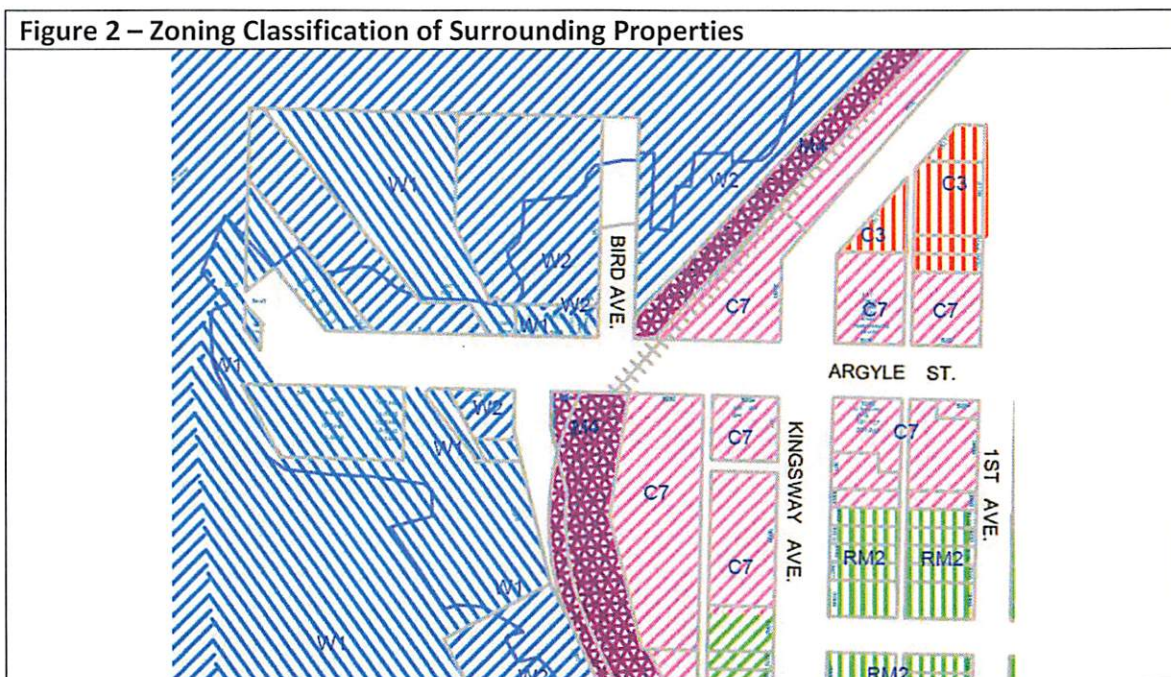
- Fish and seafood processing and sales
- Goods and supplies related to commercial and pleasure boats including sales and repairs.

ANALYSIS

The following section contains a detailed analysis of land use at Harbour Quay as relates to the zoning changes requested by the applicant.

Surrounding Area and Land Use

All waterfront lands that form the Harbour Quay area are designated either *W1-Waterfront Commercial* or *W2-Waterfront Industrial* in the Zoning Bylaw. To the east, the Harbour Road corridor containing rail lines is designated *M4-Utilities*. The commercial properties beyond this are zoned *C7-Core Business*, including the train station, the mixed commercial/residential buildings at the intersection of Kingsway, and the undeveloped lands south of Argyle Street. The *C7-Core Business* zone east of Harbour Road permits the uses requested by the applicant, however, these uses are not permitted in the *W1-Waterfront Commercial* zone.



Harbour Quay consists of a number of publicly-owned and privately-owned properties. Generally, properties on the west side of Harbour Quay are owned by the City of Port Alberni, and properties on the east side are owned privately. However, the Port Alberni Port Authority also owns property on the east side of Harbour Quay, on the south side of Argyle Street. *Figure 3* shows City and non-City owned lands at Harbour Quay in relation to the subject property (green dashed line).

Commercial Uses of the W1 Zone at Harbour Quay

The tourist-oriented commercial uses of the W1 zone are intentionally *active uses*, because they create visible activity and contribute to a sense of 'vibrancy' at Harbour Quay. The W1 zone currently permits: retail, restaurant, microbrewery, nightclub, cabaret, bar, pub, public market. The remaining uses permitted by the zone are related to marine-oriented commercial business.

Active uses have a critical role in the design of Harbour Quay because they make the area an attractive destination for people. In urban design and planning, *active uses* have the following general characteristics:

- They are pedestrian-oriented with an emphasis on ground floor activity
- They attract pedestrians including non-customers and tourists
- They allow pedestrians to enter freely or browse or sit inside
- They allow pedestrians outside to see activity inside (ie. transparent windows, open façade)
- They generate activity around the business (ie. outdoor seating)
- They generate many visits over an extended period of the day (ie. morning, afternoon, and evening)

Accordingly, new uses added to the *W1-Waterfront Commercial* zone should also meet the intent of the zone, and align with policies established by the City for maintaining Harbour Quay as a tourism generator, and a community destination.

Non-Market Commercial Units and Land Use at Harbour Quay

The City of Port Alberni owns and leases 17 commercial units at Harbour Quay. These units were purposefully designed to host the tourist-oriented uses the *W1-Waterfront Commercial* zone permits. Current tenants include a variety of retail and food vendors, including a gift shop and full dining restaurant. There is also an aquarium.

Figure 3 – City and Non-City-owned lands at Harbour Quay



These publicly-owned commercial units have been a core component of Harbour Quay since its early design concept. These uses are vital to making Harbour Quay a destination for visitors and locals. In 2010, the City expanded the commercial capacity of Harbour Quay by adding additional lease units as part of the grant-funded Spirit Square upgrade. These units are primarily occupied by food vendors, though the City also maintains a unit for community policing, and leases another to Tseshah First Nation.

The *W1-Waterfront Commercial* zone is intentionally restrictive in the land uses that are permitted. While the zone was created with the purpose of maintaining Harbour Quay as a tourist attraction with a commercial marine-based “working waterfront”, privately-owned properties, such as 5405 Argyle Street, are also subject to this same restrictive zoning.

Staff have toured the building at 5405 Argyle Street with the applicant, and have determined that the most viable uses permitted by the W1 zone would be tourist-oriented commercial such as retail, restaurant, or boat tour and charter operations. While the limitations of the W1 zone do not necessarily subject the owner to undue competition with the City, it is worth reviewing whether the viability of Harbour Quay requires restrictive zoning at 5405 Argyle Street.

Evaluation of Proposed Additional Uses at 5405 Argyle Street

The applicant has requested that ‘Residential Above Commercial’, ‘Office’, and ‘Personal Service’ be added to the *W1-Waterfront Commercial* zone as uses at 5405 Argyle. The following section evaluates the viability of permitting these uses at the subject property.

1. Residential Above Commercial at Harbour Quay

Second storey dwelling units above commercial businesses at 5405 Argyle Street is compatible with existing policy that envisions Harbour Quay as an attraction for visitors and tourists. Residents at Harbour Quay has the potential to add vibrancy to the area through increased activity – especially in the evenings. It also has the potential to improve safety in the area by providing additional ‘eyes on the street’ outside of business hours. Mixed-use commercial units are already permitted in the Uptown neighbourhood along other portions of Argyle Street, including east of Harbour Road near the subject property.

Residential units at this property would exist in close proximity to waterfront industrial land uses such as boat repair, and other mechanical services, but has the potential to benefit Harbour Quay and provided much needed dwelling units for the community. However, residential units at this property will impact existing street parking at Harbour Quay since there are no spaces available on-site.

2. Offices at Harbour Quay

Permitting offices as a *principal use* at 5405 Argyle Street, would allow the entire building to be converted to offices. This use of the property is not compatible with the intent of the *W1-Waterfront Commercial* zone, or the *Port Alberni Shoreline Master Plan* – specifically, policies that encourage waterfront lands to be used as a generator for tourism, as recreation space, or for diversifying the local economy. It also contradicts OCP policy goals that the Harbour Quay area remain a tourist, cultural, and residential social node with a distinctive sense of place.

Offices are not a use that attracts visitors or residents in a way that would contribute to a vibrant waterfront neighbourhood. They are typically low-traffic, offer none or limited services to the public, and often require a high level of privacy. Depending on the number of employees, offices can also place a higher demand on long-term parking during business hours.

3. Personal Services at Harbour Quay

Allowing specific personal services at the subject property has the potential to enhance Harbour Quay in ways that align with City policy goals for the waterfront. This is especially true for services that are sought by tourists and residents alike, or that otherwise create visible activity. For example, certain personal services can add vibrancy to an area when combined with retail in a way that allows customers or tourists to enter and browse freely. For example:

- Barber
- Beauty Shop
- Salon
- Spa

However, the current definition of 'Personal Service' in the Zoning Bylaw is too broad. Enabling 'Personal Service' at 5405 Argyle Street would permit uses that are not compatible with City policy objectives for Harbour Quay. Permitted uses would include *funeral home, linen supply, domestic services, and dry cleaning* in addition to other uses defined, and not defined, by the Zoning Bylaw. Even though the applicant may intend to allow only specific personal services at the property (ie. a nail salon), the City must approach the bylaw amendment as enabling all potential uses.

Given existing City policy, and how the land use at Harbour Quay is intentionally limited, the applicant should be encouraged to request a specific set of personal services. Furthermore, these uses should support the existing policy vision for Harbour Quay.

REFERRALS

In reviewing Zoning Bylaw amendments staff request referral comments from various City departments and external agencies. The following table summarized the feedback received for this development application.

AGENCY/DEPARTMENT	COMMENTS
RCMP	Concerns for emergency service access to residential location proposed at second story of building, in particular if the proposal is for multi-unit/family accommodations. Fire Code compliance and access for medical services personnel and equipment would result in no objection to proposal in principle.
PARKS OPERATIONS	No objections or concerns
PARKS RECREATION	No objections or concerns.
BUILDING	Owner/Business will have to meet all safety and building codes from BCBC 2018 and Fire Code.
ENGINEERING	No issues from Engineering perspective.
CHAMBER OF COMMERCE	No comments received.

CANADA POST

If approved we request the developer contact us in advance to plan mail delivery. A developer supplied Lock Box Assembly will be required and we will need access via our master lock in the intercom.

IMPLICATIONS

In this application, the property owner at 5405 Argyle Street is requesting that additional commercial uses be permitted at their property so that they may attract more viable tenants. In evaluating this application, it is important to consider that Harbour Quay is a unique community destination, and that the purpose of its special zoning is to maintain uses that will attract visitors to Port Alberni, to provide amenity for residents, and to provide important commercial space for marine-based businesses. However, it is equally important to consider how markets, neighbourhoods, and the needs of the community may have changed since the W1 zone was created in the 1990s, and that the City's land use regulations may need to be updated.

Below is a list of key items that require consideration by the APC:

1. *Residential Above Commercial in the W1-Waterfront Commercial Zone*

The APC should consider if second storey dwelling units would complement Harbour Quay, and if measures would need to be implemented to manage resident parking on Argyle Street.

2. *Offices as a Principal Use of the W1-Waterfront Commercial Zone*

The APC should consider if permitting an office building at Harbour Quay would benefit the area in a way that aligns with City policy for the waterfront. Offices are not an *active use* that would attract visitors or residents to Harbour Quay in a significant way.

Furthermore, given the amount of vacant commercial space in Uptown, where offices are fully permitted as a principal use, the APC should also consider if allowing an office building on the waterfront is important for the community. The City will be writing a new Official Community Plan starting late 2021 and into 2022, and changes to high-level land use policy at Harbour Quay may be best determined during that process.

3. *Personal Service in the W1-Waterfront Commercial Zone*

The APC should consider if allowing 'Personal Service', as defined in the Zoning Bylaw, would benefit the community if located at Harbour Quay. Currently this includes businesses such as *funeral home, linen supply, domestic services, and dry cleaning*.

The APC should also consider if it is more suitable to list the specific personal services that will be permitted at the property – in particular, services that are compatible with City policy that maintains Harbour Quay as a waterfront destination and attraction.

CONCLUSIONS

The applicant is requesting to amend the Zoning Bylaw to permit additional uses in the W1 zone at 5405 Argyle Street. The Development Services Department does not support the current application, as it proposes uses that do not align with City policy for Harbour Quay and the waterfront. Specifically, 'Office' as a *principal use*, and 'Personal Service' as a *principal use*. The rationale is summarized below:

- 'Office' is not a use that is compatible with City land use policies regarding Harbour Quay and the waterfront.

- The Zoning Bylaw definition of 'Personal Service' is too broad to support it being enabled in the W1 zone. The addition of 'Personal Service' as it is currently defined would enable uses on the property that are not compatible with City land use policies for Harbour Quay and the waterfront.

In principle, staff support updating the permitted uses of the *W1-Waterfront Commercial* zone, however, changes to permitted land uses on the waterfront that deviate from existing City policy should be postponed until after those policies have been reviewed.

The City of Port Alberni last reviewed its waterfront land use policies with the OCP in 2005, and the *Shoreline Master Plan Review* in 2000. Staff will bring forward a report to Council in September 2021 to request direction on future management of land use at Harbour Quay. The City will also be developing an updated Official Community Plan beginning in fall 2021 that is expected to include a review of waterfront land use and the role of Harbour Quay within the community.

Until staff receive further direction from Council, it is recommended that the following compatible uses be added to the *W1-Waterfront Commercial* zone at 5404 Argyle Street.

- *Barber*
- *Beauty Shop*
- *Salon*
- *Spa*
- *Residential Above Commercial (accessory)*

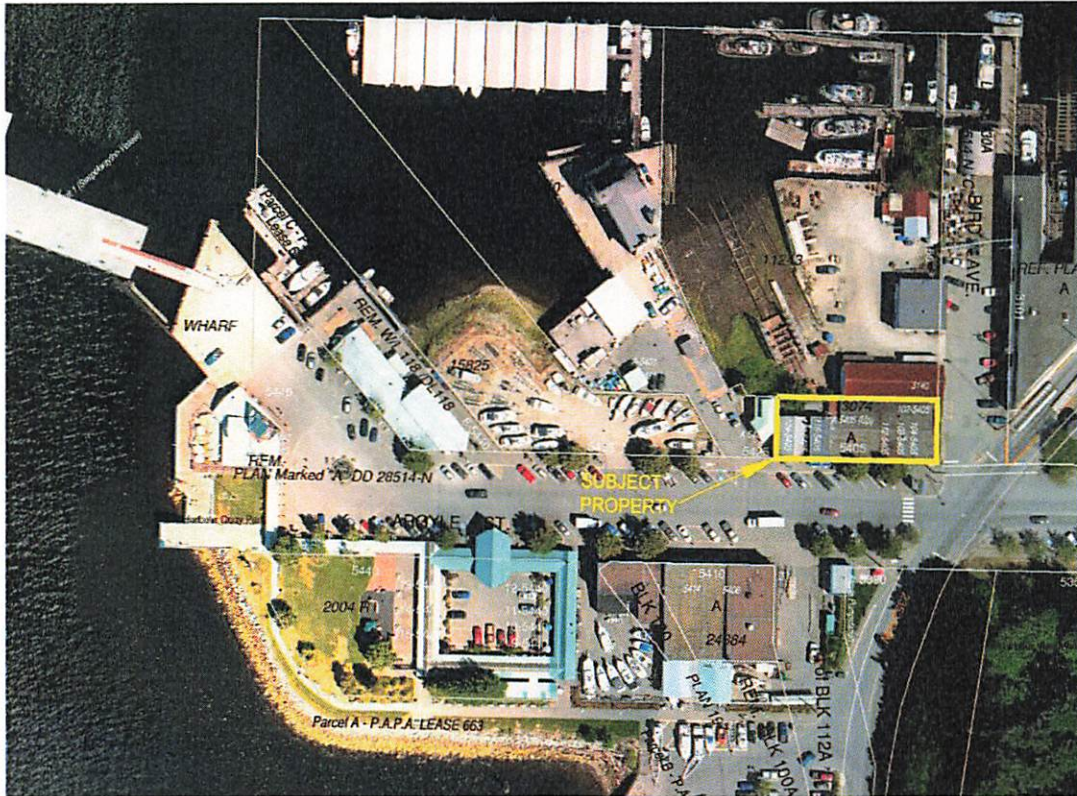
Furthermore, enabling 'Residential Above Commercial' should be conditional upon the property owner entering into an agreement with the City of Port Alberni for the management of on-street residential parking.

Respectfully submitted,



Brian McLoughlin, MCP
Development Planner

SUBJECT PROPERTY – 5405 ARGYLE STREET



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**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on September 29, 2021 at 12:00 p.m.
(Via remote access through Zoom software platform)**

Commission Members Present

Ken McRae (Chair)
Stefanie Weber
Amy Anaka
Jolleen Dick, Councillor, Hupačasath F.N.
Chris Washington, S.D.70 Liaison
Callan Noye
Joe McQuaid
Ken Watts, CEO Tseshah (č išaa?ath) F. N.
N. Marshall (Alt. – Tseshah (č išaa?ath) F.N)

Staff

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

Guests

Members of the Public: None
E. Frood, ACAWS (Applicant)
N. Sharp, BC Housing (Applicant)
F. Dow, Architect (Applicant)

Regrets

Andre Guerin, P.A.F.D. Liaison
Amy Needham, Parks Operations Liaison
Councillor Deb Haggard, Council Liaison
Peter Dionne, R.C.M.P. Liaison
Ed Francoeur (Vice-Chair)

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 July 15, 2021 Minutes

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the July 15, 2021 regular meeting.

(Washington / McQuaid) CARRIED

3. DEVELOPMENT APPLICATION: Proposed Zoning Bylaw Amendments

5405 Argyle St.

Lot A, District Lots 1 and 118, Alberni District, Plan VIP13074. PID: 003-925-536

Applicants: Parmtronics Marine Ltd. Inc. No. BC 0419343

- The City Development Planner (B.M.) summarized his report dated August 19, 2021.
- APC discussed the proposed amendments and report.
 - Broad discussion of the following significant topics:
 - ♦ Residential above Commercial uses on this site
 - ♦ Changes of use in the Harbour Quay area and impacts of OCP update process
 - ♦ Parking challenges

- The APC was generally supportive in principal of recommending that the City support the development of one or two suites above commercial space for this specific site. The need for housing in the community was cited and it was noted that this building is the only one at Harbour Quay, at this time, where residential above commercial is an option so the impact on Harbour Quay would not be a major change to the site that already has one suite above the commercial space. The upcoming review and development of a new Official Community Plan (OCP) may impact Harbour Quay more significantly and APC felt that the OCP review should be used to help to determine any future policy and direction changes for the Harbour Quay area.
- The APC considered the impact of a zoning change versus the recommended amendment to the W1 Waterfront Commercial zone. The recommended site specific amendment would allow the OCP review to proceed without prematurely impacting the current vision for the Harbour Quay area. It was noted that there are many empty commercial spaces within the community that would be more suitable for office use than the Harbour Quay.
- It was agreed that 'Office' as a principal use was not a desirable objective for the Harbour Quay. The recommendation to allow several very specific types of personal service uses rather than incorporating all of the uses permitted in the definition of 'personal services' was discussed and supported. It was noted that the recommended services permitted did not include a review of marine traveler service needs and that integration with Port Authority boat traffic services could be examined in future. Overall the APC was supportive of limiting the types of permitted personal services to those contained in the staff recommendation.
- The limited parking available at Harbour Quay, and the resulting challenges, were discussed. The APC voiced concerns regarding the designation of parking for residences above the commercial space. The APC supported the recommendation that the applicant be required to enter into an agreement with the City for management of residential street parking. Creativity may be required to satisfy parking needs and the neighbouring Train Station property was noted as a possible avenue to explore for off-site parking. Permitting of the tenants' vehicles to allow for street parking in undesignated/unguaranteed spots within a specific area was also mentioned as a possible solution that has been used successfully in Nanaimo. From a parking perspective the negative impact of allowing for "Offices" as a permitted use at Harbour Quay would be high.
- General discussion about the nature of the recently expired Temporary Use Permit (TUP) and the Planner noted that applying for an extension of the TUP was not the applicant's preference.

Motions:

1. *That the Advisory Planning Commission recommend to City Council that:*

- a) *The following site-specific 'Personal Service' uses be added to the W1-Waterfront Commercial zone for the property at 5405 Argyle Street: Barber, Beauty Shop, Salon, Spa;*
- b) *That 'Residential Above Commercial' be added to the W1-Waterfront Commercial zone as a site-specific use for the property at 5405 Argyle Street;*
- c) *Prior to Final Adoption of the amending Bylaw the owner of 5405 Argyle Street be required to enter an agreement with the City for management of residential street parking.*

(Anaka / Washington) CARRIED

4. DEVELOPMENT APPLICATION – Proposed Official Community Plan Bylaw and Zoning Bylaw Amendments

4440 Vimy Street

Lot A, EPP110782

Applicant: Nicola Sharp dba BC Housing Management Commission

- The City Development Planner (P.L.) summarized his report dated September 23, 2021.
- APC discussed the proposed amendments and report as follows:
 - The diversity of commercial, residential, recreational and light industrial uses in the area was noted.
 - The applicants have presented a design that is very compatible with residential development.
 - The applicant clarified the intended staffing for the facility indicating that it would be staffed seven (7) days a week but would not be staffed 24 hours a day.
 - The applicants were commended and thanked for proposing a much needed facility into the community.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with the following bylaw amendments, with respect to Lot A, EPP110782 located at 4440 Vimy Street:*

- a) *Amend the Official Community Plan (Schedule A - Future Land Use Map) to change the designation on a portion of 4440 Vimy Street from 'Parks and Open Space' to 'Institutional'.*
- b) *Amend the Zoning Bylaw (Schedule A – Zoning Map) to change the zoning on 4440 Vimy Street from 'P2 Parks and Recreation' to 'P1 Institutional'.*

(Anaka / Washington) CARRIED

5. STATUS UPDATE:

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

- OCP RFP – six submissions received are in review.
- Colin Evans – OCP/ZON amends for 4905 Cherry Ck Rd received 3rd reading on Sep. 27 and will go to an upcoming Council meeting for Final Adoption.
- City owned land RFP's – Director of Development Services/Deputy CAO has been directed by Council to take appropriate next steps with submissions that Council would like to focus on.

6. OTHER BUSINESS - None

7. ADJOURNMENT – The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on **October 21, 2021.**

(McRae / Anaka) CARRIED

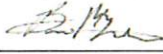
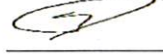
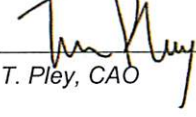
Ken McRae (Chair)



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Date: December 2, 2021
File No: 3360-20-5405 Argyle
To: Mayor & Council
From: T. Pley, CAO
SUBJECT: **DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment | 5405 Argyle Street**
Lot A, District Lots 1 and 118, Alberni District, Plan VIP13074. PID: 003-925-536

Applicant: Bobby Toor dba Parmtronics Marine Limited

Prepared by:  B. McLoughlin Development Planner	Supervisor:  S. Smith, Dir. of Development Services/Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATIONS

- a. THAT "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039", be now introduced and read a first time.
- OR**
- b. THAT City Council request the applicant revise the development application, proposed Zoning Bylaw Amendment for 5405 Argyle Street according to the recommendation of staff, and direct staff to bring forward the application for Council's consideration once revised.

PURPOSE

To consider a development application proposing a text amendment to the Zoning Bylaw for 5405 Argyle Street. The applicant is requesting that the following site-specific uses be added to the property under the W1-Waterfront Commercial zone: Office, Residential Above Commercial, Barber, Beauty Shop, Salon, Spa.

BACKGROUND

The subject property is located at the corner of Argyle Street and Bird Avenue at the entrance to Harbour Quay. In 2018, City Council approved a Temporary Use Permit (TUP) for the property to allow offices as a *principal use* within three units of the building. The TUP (No. 18-01) approved for this property expired on August 22, 2021.

The owner, Parmtronics Marine Limited, has not applied to the City to renew the TUP, but has instead applied to rezone the property with the intent of making the office use permanent. They are also applying for additional uses that would enable an existing residential suite along with specific personal services. While offices are already permitted on the property as an *accessory use*, the application is requesting that offices be permitted as a *principal use*. This would allow commercial units in the building to be leased exclusively as office space.

Current Zoning & Uses

The subject property is split-zoned W1-Waterfront Commercial, and W2-Waterfront Industrial. This application concerns only the portion of the property zoned W1-Waterfront Commercial. This is the portion with a

commercial building facing Argyle Street. The building contains several commercial units currently occupied by restaurant, office, and retail businesses. The second storey of the building also contains an unoccupied apartment/suite.

The *W1-Waterfront Commercial* zone exists only at Harbour Quay and Clutesi Haven Marina, and the purpose of the zone is to maintain areas for tourist, public, and marine-oriented activities. The *W1-Waterfront Commercial* zone is intentionally designed to permit a very limited set of land uses. These uses align with those identified for Harbour Quay in the *Port Alberni Shoreline Master Plan: retail, restaurant, microbrewery, nightclub, cabaret, bar, pub, public market*. The remaining uses permitted by the zone are related to marine-oriented commercial business.

Harbour Quay & the Shoreline Master Plan

Primarily, the Harbour Quay area was designed, built, and maintained by the City as a tourist attraction and as a community destination for residents. It was also intended to preserve land for important marine-based commercial businesses. According to the original *Feasibility and Design Study* produced by the City, the Harbour Quay project was “intended to harness Port Alberni’s potential for an exciting waterfront attraction” that would “stimulate tourism and benefit the community”.¹ The study strongly tied the success of the waterfront area to its ability to attract visitors.

The City’s *Shoreline Master Plan* also stresses the importance of Port Alberni’s waterfront as a community asset. It is described as a tourism generator, a public destination, a recreational asset, and as an economic opportunity. With regards to Harbour Quay, the Master Plan emphasizes the area as an important “public place” for community events and special occasions, and places priority on uses including restaurants, bars, art galleries, craft shops, adventure tourism charter offices, and markets.

Official Community Plan (OCP)

The subject property is designated *General Commercial (GCO)* in the OCP. *Section D – Part 5.2 Southport* outlines a vision for the neighbourhood as a destination for visitors and residents with a recognizably distinct character within the community. OCP policy also supports residential dwellings above commercial units in Southport as a means of creating a vibrant and attractive neighbourhood. Additionally, the OCP highlights the area at the entrance of Harbour Quay as a distinct social node.

Status of the Application

The Advisory Planning Commission (APC) reviewed the application to rezone 5405 Argyle Street at the September 29, 2021 meeting. Summary meeting minutes are attached to this report. As stated in the minutes, the Commission agreed that ‘Office’ as a *principal use* was not desirable at Harbour Quay, and that the current OCP review should be used to determine any future policy changes for the area. The APC also noted that there are many empty commercial spaces within the community that would be more suitable for an office use than Harbour Quay. Accordingly, the APC recommended against permitting ‘Office’ as a *principal use* at the property, but supported enabling specific personal service uses and the second storey apartment/suite.

¹ City of Port Alberni. *Harbourfront Feasibility and Design Study for a Tourism Project in Port Alberni* (1982). The Cumberland Group & Norman Hotson Architects.

Following the APC meeting, the applicant revised their application to align with the APC's recommendation to support specific personal service uses (*barber, beauty shop, salon, spa*), however, the applicant wished to proceed to Council with their request to make 'Office' a *principal use* on the property.

The application was also circulated to relevant agencies for comment. No major issues with the requested zoning changes were raised, however, the Building Department and RCMP emphasized the need for inspections and adequate emergency access if the second storey residential use is permitted.

ALTERNATIVES/OPTIONS

The Development Services Department supports Option #2.

1. Proceed with 1st Reading of the amending bylaw.
2. Do not proceed with 1st Reading of the amending bylaw and request the applicant revise the application according to staff's recommendation. Also, direct staff to bring forward the application once revised.
3. Do not proceed with 1st Reading and deny the application.
4. Provide alternative direction to staff.

ANALYSIS

The applicant has requested that *office, residential above commercial, barber, beauty shop, salon, and spa* be added to the *W1-Waterfront Commercial* zone as uses at 5405 Argyle Street. In reviewing this application, it was important to consider existing City plans and policies for the waterfront, including the purpose behind the development of Harbour Quay, and the function it was intended to serve within the community.

1. Offices at Harbour Quay

Enabling 'Office' as a *principal use* at 5405 Argyle Street, would allow the entire building to be leased as offices. However, this use of the property is not compatible with the intent of the *W1-Waterfront Commercial* zone, or the *Port Alberni Shoreline Master Plan* – specifically, policies that encourage waterfront lands to be used as a generator for tourism, as recreation space, or for diversifying the local economy. It also contradicts OCP policy goals that the neighbourhood be a primary tourist, cultural, and residential social node with a distinctive sense of place.

Offices do not typically attract visitors or residents in a way that contributes to a vibrant waterfront neighbourhood. They are often low-traffic, offer no or limited services to the public, and usually require a high level of privacy. Depending on the number of employees, offices can also place a higher demand on long-term parking during business hours.

2. Residential Above Commercial at Harbour Quay

A second storey dwelling unit above a commercial business is compatible with the OCP, and is currently permitted by the Zoning Bylaw along other portions of Argyle Street. It would also provide at least one much-needed dwelling unit for the community, and has the potential to increase safety in the area outside of business hours by providing additional 'eyes on the street'. However, existing street parking at Harbour

Quay would be impacted since there is no parking available for residents on the property. A parking agreement between the owner and the City may be required to manage on-street residential parking.

3. Specific Personal Services at Harbour Quay (barber, beauty shop, salon, spa)

Allowing specific personal services at 5405 Argyle Street has the potential to enhance Harbour Quay in ways that align with City policy goals for the waterfront. This is especially true for services that are sought by tourists and residents alike, or that otherwise create visible activity. For example, the proposed personal service uses could add vibrancy to the area if combined with retail in a way that allows customers, or tourists, to enter and browse freely.

In the Zoning Bylaw, these uses are included under the definition of 'Personal Service'. However, this definition in the Zoning Bylaw is too broad to be compatible with the waterfront. Therefore, the applicant is requesting to add only *barber, beauty shop, salon, and spa*, as these are uses which most align with City policy for land use at Harbour Quay.

IMPLICATIONS

The owner of 5405 Argyle Street is requesting that additional commercial uses be permitted at their property. In evaluating this application, it is important to consider that Harbour Quay is a unique community destination, and that the purpose of its special zoning is to maintain uses that will attract visitors to Port Alberni, to provide an amenity for residents, and to preserve important commercial space for marine-based businesses. However, it is equally important to consider how markets, neighbourhoods, and the needs of the community may have changed since the W1 zone was created in the 1990s, and that the City's land use regulations may need to be updated.

Below is a list of key items that require consideration:

1. Offices as a Principal Use of the W1-Waterfront Commercial Zone

Council should consider if enabling an office building at Harbour Quay would benefit the area in a way that aligns with City policy for the waterfront. Staff do not consider the 'Office' use to align with City policy that emphasizes Harbour Quay as an attraction for visitors or residents.

Furthermore, given the amount of vacant commercial space in Uptown where offices are fully permitted as a *principal use*, Council should consider if allowing an office building on the waterfront is a priority for the community. Also, the City has initiated a review of the Official Community Plan, and changes to land use policy at Harbour Quay may be best determined during that process.

If Council does not support the applicant's request, the existing office tenant will be required to find a new location. Staff would work with the building owner to determine a reasonable timeline for this transition.

2. Residential Above Commercial in the W1-Waterfront Commercial Zone

Council should consider if second storey residential would complement Harbour Quay if permitted at this property, and if an agreement would be required to manage street parking. The building currently has one fully constructed second storey suite.

3. Barber, Beauty Shop, Salon, Spa in the W1-Waterfront Commercial Zone

Council should consider if enabling specific personal services (*barber, beauty shop, salon, spa*) would benefit the community if located at Harbour Quay. Staff consider these uses to be compatible with City policy that supports Harbour Quay as a waterfront destination and attraction.

COMMUNICATIONS

At this stage of the process there are no required communications. If the application proceeds to 2nd reading, staff will request that City Council set a date for a Public Hearing, after which staff will carry out all Public Notice requirements.

BYLAWS/PLANS/POLICIES

The applicant is requesting additional uses at 5405 Argyle Street. This would require the following site-specific text amendment to the *W1-Waterfront Commercial* zone:

- a) Amend the text of the Zoning Bylaw by adding the following text to the *W1-Waterfront Commercial* Zone as section 5.33.4 *Site Specific Uses*.

5.33.4 Site Specific Uses

The following uses shall be permitted on a site-specific basis:

<u>Principal Use</u>	<u>Accessory Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
Office, Barber, Beauty Shop, Salon, Spa	Residential above commercial	5405 Argyle St.	Lot A, District Lots 1 and 118, Alberni District, Plan VIP13074.

SUMMARY

The applicant is requesting an amendment to the Zoning Bylaw that would add additional site-specific uses to the *W1-Waterfront Commercial* zone at 5405 Argyle Street. The Development Services Department does not support the current application as it does not align with City policy for Harbour Quay nor the intent of the Waterfront Commercial zone. Specifically, staff do not support 'Office' as a *principal use* at Harbour Quay, which would permit the entire building to be leased as offices.

In principle, staff support updating the permitted uses of the *W1-Waterfront Commercial* zone, and support the applicant's request for the following compatible uses:

- *Residential above commercial*
- *Barber*
- *Beauty shop*
- *Salon*
- *Spa*

However, changes to permitted land uses on the waterfront that deviate substantially from the intent of the current zone should be postponed until after City policies have been reviewed. The City's current OCP review process is expected to include the waterfront and the role of Harbour Quay in the community.

Accordingly, staff recommend that Council not proceed with 1st reading to the amending bylaw, and instead request the applicant revise their application as follows:

1. Remove the request for 'Office' as a *principal use* in the W1-Waterfront Commercial zone at 5405 Argyle Street.

Once revised, staff will again bring forward the application for Council's consideration.

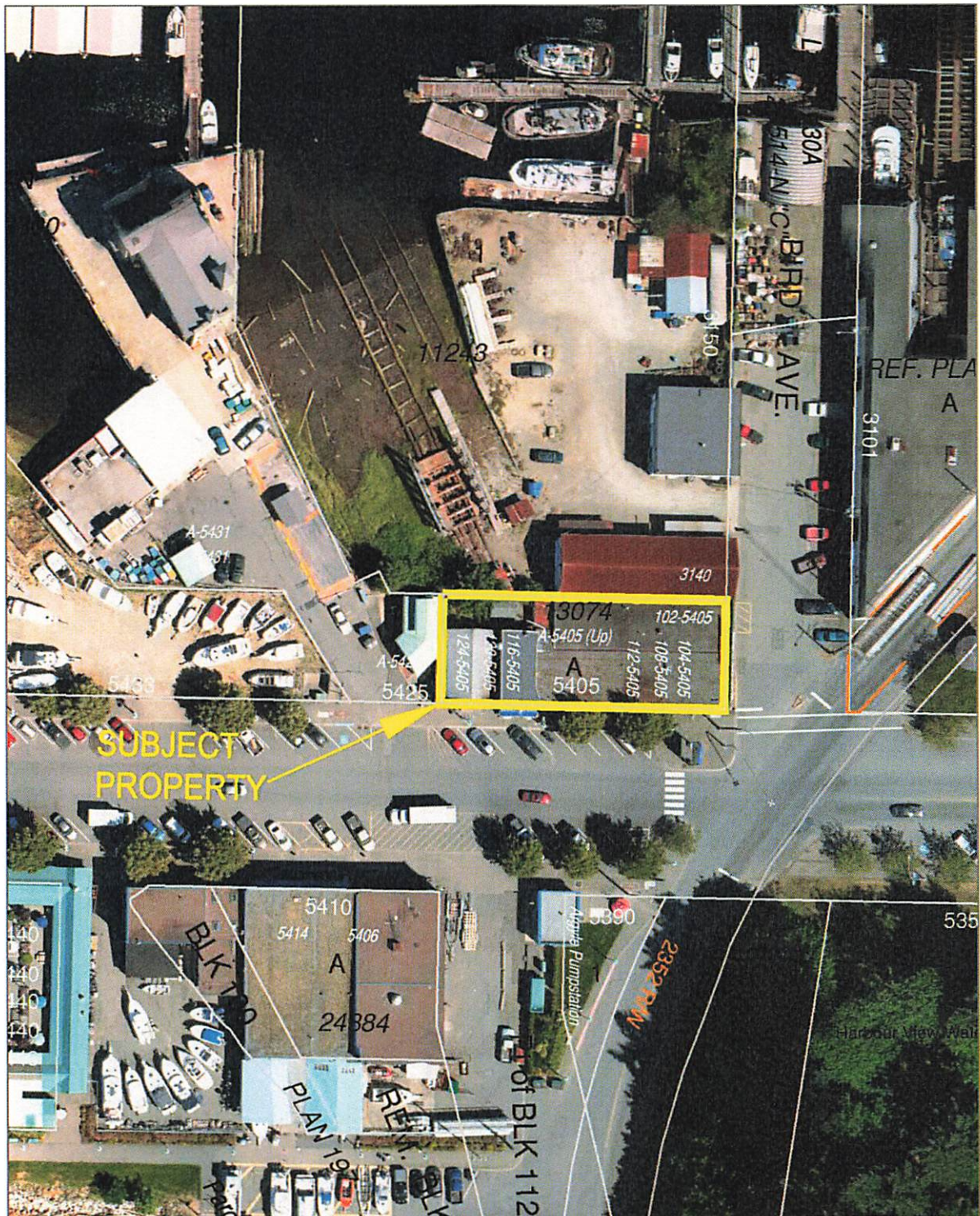
ATTACHMENTS/REFERENCE MATERIALS

- *Subject Property Map - 5405 Argyle Street*
- *Advisory Planning Commission September 29, 2021 Meeting Minutes*
- *Staff Report to the Advisory Planning Commission*
- *Draft "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039"*

C: T. Slonski, Director of Corporate Services

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SUBJECT PROPERTY MAP – 5405 ARGYLE STREET



CITY OF PORT ALBERNI

BYLAW NO. 5039

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

1. This Bylaw may be known and cited for all purposes as "**Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039**".

2. Zoning Text Amendment

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

- A. Adding the following text to Section 5.33.1:

"Site Specific Uses

Barber

Beauty Shop

Residential above commercial

Salon

Spa"

- B. Adding the following Section 5.33.4 Site Specific Uses, in the form of a table:

"5.33.4 Site Specific Uses

The following uses shall be permitted on a site-specific basis:

<u>Principal Use</u>	<u>Accessory Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
<i>Barber, Beauty Shop, Salon, Spa</i>	<i>Residential above Commercial</i>	<i>5405 Argyle St.</i>	<i>For a portion of Lot A, District Lots 1 and 118, Alberni District, Plan VIP13074 zoned as W1 Waterfront Commercial and shown in Schedule A to this bylaw (Attached) ."</i>

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.

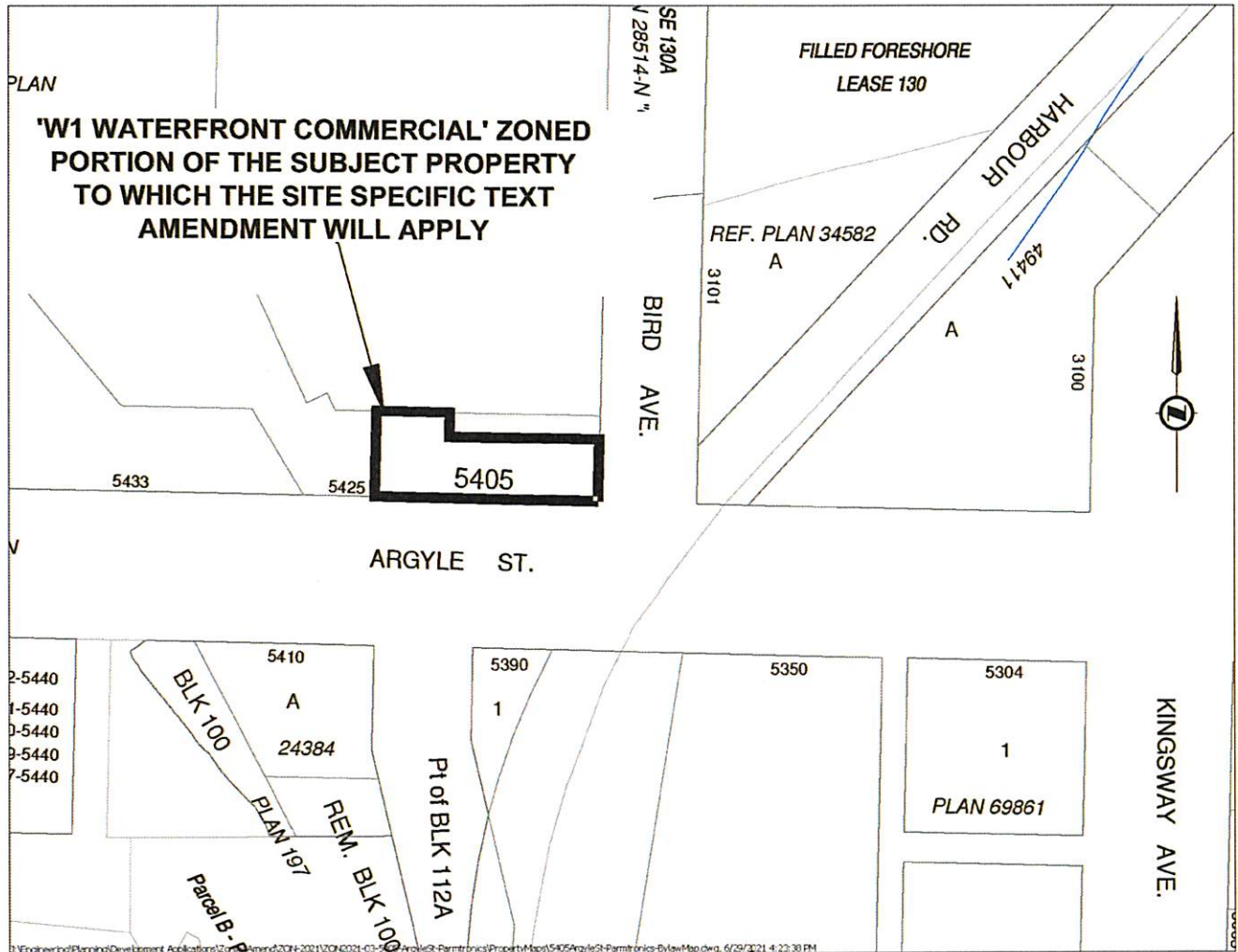
READ A THIRD TIME THIS DAY OF , 2022.

FINALLY ADOPTED THIS DAY OF , 2022.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5039





2022 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2022 Nominating Committee is Past President Carl Jensen.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received by noon, Friday, January 28, 2022**

4. AT CONVENTION

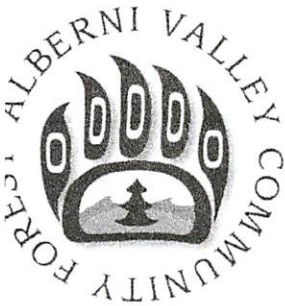
Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

5. FURTHER INFORMATION

All enquiries should be directed to:

Past President Carl Jensen, Chair, 2022 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8
Phone: (250) 356-5122
email: avicc@ubcm.ca

AVICC AGM & Convention – April 1-3, 2022 – Victoria



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DEC 22 2021

CITY OF PORT ALBERNI

☒ Council
☒ Mayor
☒ CAO
☒ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☒ Development Services
☐ Community Safety
☐ Other
Rem. Jan. 17 '22
File # 0230-20-AVCF

Re: AVCF 2021 Donations

December 17, 2021

Dear Twyla,

We write you today asking for the City Council's support in our selection for the 2021 Alberni Valley Community Forest (AVCF) community donation.

The AVCF board of directors met and reviewed proposals for donations to a community project and have chosen the Salvation Army.

The Salvation Army will be addressing the vacant lot at the corner of 10th Avenue and Redford street. Their plans are to put in grass, planter boxes and potentially displays from the Industrial Heritage Society.

The project is set to start early in the new year, and we plan to make the presentation of the donation then. It is hoped that by the summer of 2022 the project will be near completion.

The Salvation Army has told us that by making this donation they will have the funds to significantly complete the project, as they will also rely on donated time and materials.

Sincerely,

Jim Sears,

AVCF Board Chair



Our File No. 0400-01

November 24, 2021

City of Abashiri, City Hall
Minami 6, Higashi 4
Abashiri, Hokkaido Japan

Attn: Abashiri City Council

Dear Mayor Yoichi Mizutani

Re: Sister City 35th Anniversary

As we come to the close of 2021 marking the City of Port Alberni and Abashiri's 35th anniversary as Sister Cities, we wish to celebrate this momentous occasion.

The City of Port Alberni wishes to acknowledge the 35 years of efforts and devotions from people on both sides: Mayors, Councillors, City officials, and countless volunteers and delegations from each City who have made this milestone possible.

During this special occasion, we would like to express our commitment to our friendship and ongoing sistership. Council for the City of Port Alberni, together with the Twinning Society have collaborated to work on a number of initiatives in honour of this 35-year milestone.

Most recently, the Twinning Society presented to Council a history of the friendship and activities that have taken place between our two cities over the last 35 years. Together, we hope to emulate Abashiri's 'Port Alberni Garden' with our own 'Abashiri Garden' and commemorative plaque. We also look forward to proclaiming a 'Port Alberni/Abashiri week' early in 2022.

We understand that Abashiri is currently working on the creation of the history of the Sister City relationship. We thank you for this and look forward to sharing this document with our community once completed.

As the COVID-19 pandemic continues to bring challenges to all corners of the world, we continue to think of our Sister City, Abashiri and we extend our care and concern for the well-being of your community. We eagerly await the day when we can resume our activities to travel and meet again.

Yours truly,
CITY OF PORT ALBERNI

Sharie Minions
Mayor

c: Laurie Morphet, Twinning Society lmorphet@shaw.ca
T. Pley, CAO
T. Slonski, Director of Corporate Services

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RECEIVED

JAN 05 2022

CITY OF PORT ALBERNI

3909 Whittlestone Ave

Port Alberni BC V9Y 8C8

jeanbob@telus.net

250 724 1272

January 4, 2022

Mayor and Council

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 /Acting	<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 Jan 17, 2021 0630-01

On behalf of the Alberni Valley Chapter Canadian Council of The Blind, we request The City of Port Alberni declare the week of February 6 to 12, 2022 as "White Cane Week."

In 1921, English photographer James Biggs was blinded in an accident. On release from hospital, he had the idea of painting his cane white to be easily seen at night. His innovation soon became the internationally accepted symbol of blindness.

Under a Canadian Council of The Blind initiative, the first week of February has traditionally been "White Cane Week" in Canada since 1946. The objective of White Cane Week is educational, serving to focus public attention on blindness and visual impairment.

The Canadian Council of The Blind, a charitable non-profit organization was founded in 1944 by blinded war veterans, dedicated to providing leadership opportunities for blind individuals in order that they may achieve their full potential while offering guidance, resources, education and awareness to the general population.

The Alberni Valley Chapter Canadian Council of The Blind, with a membership of about 20, meets the first Wednesday morning monthly September to June in the basement meeting room of Abbeyfield. Our focus is community awareness, active living, peer support and social interaction.

We look forward to increasing community awareness of blind and visually challenged citizens of the Alberni Valley during White Cane Week.

Yours truly,

Jean S Kanngiesser, President

Alberni Valley Chapter Canadian Council of The Blind.

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input checked="" 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 - Jan. 17 '22 0530001

December 17th, 2021

Attention: Twyla Slonski – Director of Corporate Services – City of Port Alberni
C.E.O. and/or Deputy C.E.O. for the City of Port Alberni
Mayor and Council for the City of Port Alberni

An update on the Kingsway Hotel was not mentioned in any of the following sections of the agenda package for the Regular Council Meeting held on December 13, 2021: sections E: UNFINISHED BUSINESS, F: STAFF REPORTS, G: BYLAWS, H: CORRESPONDENCE FOR ACTION, or in Section J: CORRESPONDENCE FOR INFORMATION. The Kingsway Hotel was also not identified as a topic under Section M: NEW BUSINESS, which would mean a discussion would occur at a subsequent Regular Council Meeting by way of a 'Notice of Motion'.

Section M: NEW BUSINESS, follows Section L: COUNCIL REPORTS, and New Business in the agenda is defined as follows:

"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'."

The Kingsway issue was not raised at the December 13, 2021, Regular Council Meeting (RCM) as a result of the business of that meeting, so the topic should have been discussed at a subsequent meeting by notice of motion given at the December 13, 2021, RCM, according to the parameters above.

Near the conclusion of the RCM on Monday December 13, 2021, after Council had voted to receive the Councillor Reports as itemized in the Agenda Package under Section "L", and as Council entered Section "M", the mayor said, "On Kingsway Hotel, I was hoping we could have a bit of an overview of a current update for what's been happening from our Director of Development Services."

After being asked by the mayor, the Director of Development Services approached the podium and delivered a brief update on the Kingsway Hotel which revealed the City of Port Alberni has recently become aware of more structural deficiencies and renovation irregularities committed at the Kingsway Hotel. Councillor Poon then read a prepared statement into the public record acknowledging her awareness of these irregularities, and that she was now, as she was supposedly doing after January 2021, taking steps to address the matter of renovation irregularities at her property.

At the beginning of the December 13, 2021, RCM, the Mayor asked if there were any late items. Councillor Corbeil requested an opportunity to discuss operations at the APD Mill under Section M: NEW BUSINESS. The mayor then asked if there were any other late items from Councillors, and there were none. The mayor asked staff the same question, and staff replied there were no new or late items. The Kingsway Hotel update and topic somehow was not introduced as a late item for the agenda at the beginning of the December 13, 2021, meeting, and was never discussed during the meeting prior to New Business. Yet, the topic arose unexpectedly during New Business and the meeting pivoted to a discussion on the Kingsway Hotel affairs, including Councillor Poon's reading of her prepared statement. The topic arose without notice to the public that it would, and without any documents relevant to the topic having been included in the agenda package for public review prior to this meeting. The ensuing discussion does not appear to have met the intent of Section "M" as that intent is worded in the agenda package.

The most recent infractions committed at the Kingsway Hotel by Councillor Poon appear to have been in the City's awareness for at least a few weeks. What was not made clear at the December 13, 2021, RCM, is that the recent infractions seem not to be related to the infractions that were brought to the City's attention last year by a citizen. Instead, they appear to be new and additional infractions committed by Councillor Poon after the City had dealt with the earlier infractions for which Councillor Poon provided a letter of apology, which was included in the January 25, 2021, agenda package.

Why was the distinction not made perfectly clear for whether or not the latest infractions at the Kingsway Hotel are new infractions, separate from the infractions identified in early 2020, or whether the infractions mentioned at the December 13, 2021, RCM, are a continuation of the previous infractions? And either way, Helen Poon remained in defiance of the City's efforts to work with her to rectify regulatory non-compliance for renovations at the Kingsway Hotel.

Why was the Kingsway Hotel topic not included in the agenda package for Council for their regular meeting held on December 13, 2021?

If it is a case that the Kingsway Hotel topic missed the agenda deadline, then why, when asked by the chair at the beginning of the December 13th meeting, was this item not introduced to the agenda as a late item?

How is the public to be aware of topics of interest to them, if a topic misses the agenda package deadline, and if missing the agenda deadline, when those topics are not introduced to a particular meeting as a late item at the beginning of the RCM for which the topic will be discussed? Can the City clarify the procedures for this?

Given the City has a bylaw and enforcement department, and given the number of infractions at this property, has there been, or will there be, financial penalties or fines issued by the city against the property owner, Helen Poon, for any of the infractions identified thus far?

It would be good to have these questions answered with some immediacy.

It's not just the citizen who brought his concerns before council who is interested in the Kingsway Hotel saga. Much of the community is also interested, but not because of the activities of the private life of Councillor Poon. It is because of the high degree of disregard she has shown for the regulatory and compliance processes that are applicable to a property she owns in this city: regulatory and compliance processes that should be seen to be respected by herself, and by all citizens and businesses in this city. The difference is that she has the additional legal authority to govern citizens and businesses as an elected official of our community. The citizen who originally brought this issue before the city deserved to know that the Kingsway topic would be discussed at the December 13, 2021, RCM, and to have the opportunity to participate in that discussion. But the way the city handled it this time, negated his opportunity to do so.

It may very well not have been the intent of Council to appear to be extending preferential treatment to Councillor Poon for the way she has handled issues at the Kingsway Hotel. However, for a topic that arose unannounced and seemingly out of nowhere at the end of the December 13th RCM, and due to the appearance of the level of preparedness by Council and the City in response to a topic that arose suddenly, leaves the public with the perception that there is some undeserving accommodation being afforded to Councillor Poon by the city apparatus to try to keep this issue dialed down as much as possible.

Quote from Councillor Poon January 25, 2021: ***“I am an elected member of City Council, and as such I should be more aware of municipal regulation or ensure that I learn about them prior to starting renovation work. I strive to model regulatory compliance, but in this instance, I did not do so appropriately.”***

With respect to Helen Poon’s approach to compliance of regulations affecting the renovation of commercial buildings she owns, she committed at least one known instance of non-compliance in Vancouver in 2015, and now two known instances of non-compliance in Port Alberni over the past 3 years. She has modeled regulatory non-compliance in more than one instance. Such conduct by Helen Poon does the opposite of helping to keep the topic of regulatory non-compliance at the Kingsway Hotel dialed down.

Quote from Councillor Poon during a discussion at the RCM held on August 12, 2019, on potential non-compliance of the McLean Mill with Agricultural Land Reserve Act and Regulations: ***“I don’t understand why we have to reach out. They have to send the regulator if there was an issue.”***

It seems Helen Poon’s mindset is to approach regulations and compliance with a certain level of indifference. That approach has, unfortunately, dragged all of the current Council administration, and several city staff, into a circumstance that none of them appreciate. Helen Poon should tender her resignation, as it is likely that for the remaining months of this Councils’ term, that her fellow councillors and staff will remain wary of her, and she will just end up being an unnecessary distraction to the business of Council.

Respectfully submitted,
Roland Smith

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☐ Garbage Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other *Corr. Summary*
 File # 0400-01 *Run Jan 17, 2022*

From: shinko.tsunoda@city.abashiri.hokkaido.jp <shinko.tsunoda@city.abashiri.hokkaido.jp>
 Sent: Wednesday, December 22, 2021 12:32 AM
 Subject: Sister City Exhibition 2021

****Warning**** This email originated outside of Canada. Take caution when clicking links or opening attachments.

Dear Mayor Minions,

First of all, I would like to extend my warmest wishes for this holiday season.

We were pleased to get your letter and it made us very emotional. We are deeply grateful to you for your friendship, support and hard work.

I would like to tell you that our mayor will write you back soon, so I will try to translate it as soon as possible.

Now, Abashiri Sister City Society is holding a special exhibition to share our history as sister city. We've shared a video on facebook so we would like to ask you to watch it when you have time.

<https://fb.watch/a2yAqP-ARu/>

I'm not sure if you can open this up so please let me know if I should send it another way.

Once again, thank you very much for your continued support of our Sister City endeavours and for making our 35th anniversary such a memorable one.

I wish you a very Merry Christmas and a Happy New Year!!

Shinko Tsunoda
 Coordinator for Sister City Exchange Programs City of Abashiri



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DEC 10 2021

CITY OF PORT ALBERNI

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☐ Finance
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☐ Community Safety
☒ Other *Comm. Summary*
RCM Jan 17, 2021
File # *3010-01*

Dec 1, 2021

To Port Alberni City Council:

My name is Marlie van Roy. I am new to this community, but already I feel a strong connection to what many others treasure here as well: the access to outdoor spaces so close to town. When I moved to Port Alberni, the pandemic was two weeks shy of becoming official. Working from home in a new town, with very few friends, I took to exploring the vast network of trails accessed from my front door. In doing so I accidentally stumbled upon the Beaver Ponds. I still remember the feeling I had upon my discovery: one of awe, joy, and disbelief that this beautiful nature sanctuary was so easy to access. I assumed they were already a park. These ponds felt more special, somehow, than any other trail; perhaps because of their ecological function of providing crucial habitat for wildlife. Looking back on it now, I feel that visiting these ponds regularly played a huge part in improving my mental health during the early pandemic. It goes without saying that being in nature has massive benefits for people. It breaks my heart to know that these ponds could be irreparably harmed if this development goes through.

I urge you to take the concerns of those who ^{are} in opposition to this project seriously. This development is problematic on so many levels. The environmental, social, and ethical implications are so intertwined it is hard to know where to start. If my personal story doesn't land well with you, perhaps considering things more objectively might:

environmental disasters, the most current of which will take months to recover from, and perhaps years to fully assess the damage. We know that wetlands provide cheap and reliable flood control. Beaver dams and ponds help dissipate water energy and velocity and decrease the risk (and costs) of major flooding. The forested area around the ponds also provide water storage and control. To remove this forest and introduce pavement would mean altering an incredibly fragile ecosystem, and potentially increasing flood damage to properties in the future. Given our rapidly changing climate, is this a risk you are willing to take? Are you confident in the buffer suggested in the Environmental Assessment to mitigate these risks and prevent disturbance to the beavers?

Furthermore, ponds trap and store sediment which improves water quality downstream. If we are talking about protecting the cono run in Wolf Creek, we need to consider the implications of severely disrupting the upstream natural filtering processes by disturbing the beavers. I hope that at the very least robust consultation with the Ministry of Environment and Department of Fisheries and Oceans will be ongoing and transparent should this development go through.

Lastly, by damming up ponds and raising water levels, beaver ponds create wetlands that provide habitat for a variety of birds, plants, and wildlife. This biodiversity will indisputably be disrupted with the level of density proposed in the Son Group's drawings. Of most concern is the Western Painted Turtle, which has been identified at the ponds and is listed as endangered by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC).

rapid increase in roads, development, and people.

Alongside the many negative ecological implications, I would also implore you to consider the impacts of removing or altering public access to this beautiful natural space:

Recent research has shown that 1 in 4 adults on Vancouver Island have experienced mental health difficulties, including anxiety and depression. Further research suggests that time outdoors can have significant improvements in mental health. On any given day you can find people of all ages enjoying these trails, discovering the wonders of the natural world around them, or sitting by the pond on the bench that was once generously donated. Reading the comments on Sandy McRuer's blog post 'Let's Talk about the Burde Street Beaver Ponds' reaffirms that many Port Alberni citizens have a strong connection to this space and would be devastated to lose it.

I am curious what other options exist that could both satisfy a desire to grow this town and provide housing, while keeping intact this ecological treasure. What about changing the zoning around tiny homes, so property owners can create extra housing on their properties? Or investing in some of the vacant lots in the downtown area? What about property behind the Rugby field on Argyle? I sincerely hope there will be more transparency about this project moving forward, so that residents know exactly what it is we stand to lose. That includes making the environmental assessment public, more town hall meetings, and more engagement with community to talk about options. Already 760 citizens have signed the petition calling on City Council to protect this area and consider other options for development. I can assure

I do agree there is tremendous opportunity for Port Alberni to become a vibrant thriving community. And I also recognize the benefit of high-density housing, particularly as an adaptation to what could be a tenuous and uncertain future for housing in BC, with more properties likely to become uninsurable and lost to natural disasters.

I commend the city council for looking to improve the housing situation and for their optimism in the future of this town. However, I truly do not believe that destroying this ecologically invaluable green space is necessary for that future to exist. My hope and recommendation for this site is that it be created into a park and protected from future development for all residents to enjoy and access. My hope is for all of us to have some more imagination when it comes to creating a livable future for all inhabitants of this city, not just the lucky few who may end up living in these Estates. We can re-imagine growth and progress, by investing in spaces that provide innumerable benefits to ALL community members. Make these ponds a protected space.

Thank you so much for your time and care in reading this,

Marlie van Roy

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DEC 23 2021

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☒ Development Services
☐ Community Safety
☒ Other *Comm Summary*
File # *6480-20-2021*

From: Robert Gunn <alberniclimate@gmail.com>

Sent: Thursday, December 23, 2021 8:44 AM

To: Cindy Solda <cindy_solda@portalberni.ca>; Dan Washington <dan_washington@portalberni.ca>; Debbie Haggard <debbie_haggard@portalberni.ca>; Helen Poon <helen_poon@portalberni.ca>; ron_corbiel@portalberni.ca; Ron Paulson <ron_paulson@portalberni.ca>; Sharie Minions <sharie_minions@portalberni.ca>

Subject: OCP Public Consultation Process

Dear Mayor and Council Members

On behalf of Alberni Climate Action, I attach for your information a note on the need for a robust public consultation during the development of the OCP. We further note that the government requirement that municipal green house gas emissions be addressed was not specifically mentioned in the RFP.

When you meet with the contractors in January, we hope that you will be able to satisfy yourselves that the very fast timeline set for the project will fully allow for the former and that they will be addressing your legislated requirements around GHG's.

Robert Gunn
for Alberni Climate Action

**Alberni Climate Action
Request Mayor and Council for Adoption of
Best Practices in the Public Engagement Process
for Official Community Plan Development**

Alberni Climate Action requests that the public engagement process for developing the Port Alberni Official Community Plan (OCP) should be designed to elicit a robust and extensive response that reflects the full diversity of the community. Armed with this input, and the associated community support, Council will know that ‘buy in’ has occurred and that they can proceed with confidence to adopt the recommendations.

For Port Alberni this will be the first OCP review and update process which has to include climate emission mitigation planning. Along with a Housing Strategy, the provincial government has made GHG mitigation planning a legislated requirement for OCPs.

This requirement is stated on the BC Government website and is included below:~

Local Government Act of British Columbia
Part 14, Division 4
Section 473.3

“An official community plan must include targets for the reduction of greenhouse gas emissions in the area covered by the plan, and policies and actions of the local government proposed with respect to achieving those targets.”

As the OCP development process has evolved within the province there is a developing body of best practice around public engagement. This reflects the importance of the final document in guiding future developments.

The following three links show examples of community engagement plans to encourage input from the public for Ladysmith, Ucluelet and Qualicum. All of these communities are in the process or recently completed extensive public engagement processes to inform the content of their OCPs.

<https://www.ladysmith.ca/city-hall/OCP/community-engagement>

https://ucluelet.ca/images/2017_May_9_report_OCP_Engagement-R.pdf

<https://qualicumbeach.civicweb.net/filepro/document/6946/Detailed%20Engagement%20Schedule%20-%20Fall%202017%20FINAL.pdf?handle=BB4C68B749AC4164BE8EF8A39150605F>

We are aware that your contractors will be outlining their proposed process and timelines to Council in early January. We also acknowledge that public input can be a time consuming and contentious process, but is one that leads to a better, and more widely accepted outcome.

Alberni Climate Action requests that the Port Alberni OCP public engagement process delivers a robust response that reflects the full diversity of the community and that the tools and processes used employ the best practices as they are evolving in the province that enable local governments to engage meaningfully with their citizens.

For more information, Alberni Climate Action

Robert Gunn [REDACTED]

Keith Wyton [REDACTED]

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DEC 14 2021

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 checked="" 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 # 5280-05 *Car Summary*
Rcm - Jan 17, 2022

From: Sara Dubois <sdubois@spca.bc.ca>

Sent: December 13, 2021 3:24 PM

To: CityPa <citypa@portalberni.ca>; Sharie Minions <sharie_minions@portalberni.ca>; Cindy Solda <cindy_solda@portalberni.ca>; dan washinton@portalberni.ca; Debbie Haggard <debbie_haggard@portalberni.ca>; Helen Poon <helen_poon@portalberni.ca>; Ron Corbeil <ron_corbeil@portalberni.ca>; Ron Paulson <ron_paulson@portalberni.ca>

Subject: BC SPCA offer of support: changes to rodenticide use in Port Alberni

Dear Mayor Minions and Council,

I am writing on behalf of the BC SPCA to offer support to your community in reassessing the use of all rodenticides and to educate residents about the many harms to wildlife, pets, and people that can occur from using such poisons. Many municipalities in B.C. have already made a significant difference at a local level through recent motions or operational practices to **end all rodenticide use** on public-owned properties. We have a list of the municipalities that have made this humane change so far (<https://spca.bc.ca/safe-from-poison>) and hope you will join us in further protecting animals and the environment.

Municipal leadership was no doubt a contributing factor to the Province's July 21st decision this year, to temporarily ban the sales and use of three second-generation anticoagulant rodenticides (SGARs) for 18 months. The SGAR restrictions are a major milestone for our province, and we hope that the change will become permanent. However, there are a number of **exemptions and gaps** that still leave a high risk of exposure for non-target animals like owls and other raptors, and even domestic cats and dogs.

The Minister's Order, in effect until January 2023 includes:

- Restricting who can buy and use SGARs (allowed for essential services only)
- Requiring sellers to prevent unauthorized buyers
- Requiring that SGARs are only used as part of an Integrated Pest Management (IPM) program. This involves identifying the species, determining their population level, identifying and sealing entry points, removing attractants and shelter, incorporating alternatives to rodenticides, and evaluating if the control measures are effective.
- Requiring proper disposal of SGARs
- Requiring record keeping for the sale and use of SGARs (for 3 years)

Unfortunately, **only three specific SGAR products are covered by this Order**. First-generation anticoagulant rodenticides (FGARs) like warfarin, chlorophacinone, and diphacinone are still legal for personal and professional use. These products are an older, slower-acting, and less potent product compared to SGARs – but rodents still suffer the same effects and can develop resistance to these products, making them ineffective for long-term use. Certain non-anticoagulant rodenticides such as bromethalin, which are generally neurotoxins, are also still legal for personal and professional use. There is no antidote for bromethalin if it is accidentally ingested by cats or dogs. Their only hope is to make it to a veterinarian in time to induce vomiting. Once a pet is showing signs of bromethalin poisoning – seizures, muscle tremors, or inability to walk – it's generally too late to treat them, and death is inevitable.

Additionally, designated essential services with a certified pesticide applicator on staff may still buy and use SGARs. While it is important that these essential services control rodent populations for health, safety, and critical societal functioning, the exemption means rodent control operators are unlikely to change their service model. **Integrated Pest Management (IPM) – using prevention and attractant management first** – is often skipped to the default use of rodenticide baiting programs that do not aim to solve the initial pest problem. Further, compliance with IPM regulations for such programs is low. In 2019, a total of 311 inspections were conducted by provincial IPM Officers. Of these, only 39% were in compliance. Although many of these non-compliances were administrative or minor in nature, it highlights an existing problem with enforcement and user understanding.

The BC SPCA recognizes that unfortunately, there are currently no fast-acting or pain-free rodenticides and therefore recommends that rodenticides only be used in limited cases of infestation when human health and safety are at immediate risk. If they must be used in essential service locations, precautions to minimize exposure to non-target wildlife and pets must be taken, such as limiting the length of time used and retrieving leftover bait. Alternatively, using snap or captive-bolt traps can provide humane lethal control. We are also optimistic that a new rodent contraception being used in the U.S., and a new multi-capture kill trap under development locally, will be available here in the near future, providing additional effective alternatives to rodenticides.

Local leaders can make a major difference for animal welfare and the environment. For example, in June 2020, the BC SPCA supported the District of North Vancouver Council, to create policies to cease using all rodenticides on all District-owned properties, including new requirements for their contractors. In 2021, the BC SPCA also provided student support to the District to develop and operationalize a rodent risk assessment checklist for municipalities. The risk assessment and other resources for all municipalities are available online at: <https://animalkind.ca/wildlife/resources-for-municipalities/>

It's not too late for Port Alberni to be a leader in progressive measures to protect wildlife, pets and local greenspaces **by prohibiting all rodenticide use on public-owned properties and looking at strategies to reduce use on private properties.** BC SPCA staff biologists are available for presentations to Mayor and Council, and can provide resources to support your own internal policies and/or public education materials. Let us know what we can do to help your community in making the commitment to reduce risks of poisoning.

Thank you for your time and consideration,



Dr. Sara Dubois, RPBio

(she/her/elle)

Director, Science & Policy Division

BC SPCA Chief Scientific Officer

778.772.9762

sdubois@spca.bc.ca • spca.bc.ca

Animal Cruelty and Wildlife Hotline: 1.855.622.7722

Respectfully acknowledging that I work on, and this email was sent from, the unceded traditional territory of the downriver hən̓qəmin̓əm̓ speaking peoples - ,xʷməθkʷəy̓əm (Musqueam), and səliłwətaʔt (Tsleil-Waututh) Nations, and the Skwxwú7mesh-ulh Sníchim speaking peoples - Skwxwú7mesh Uxwumixw (Squamish) Nation whose historical relationships with the land continue to this day.

OUR MISSION: *To protect and enhance the quality of life for domestic, farm and wild animals in British Columbia. The BC SPCA is a not-for-profit organization reliant on donations from the public. Charitable Tax # BN 11881 9036 RR0001*

This message and any attachments or links are for the sole use of the intended recipient(s) and may contain privileged and confidential information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please notify us immediately and destroy the original message. Thank you.

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DEC 16 2021

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☒ Development Services
☐ Community Safety
☒ Other
File # 0890-20-SOMASS
Corr. Summary
Rcm Jan 17, 2021

From: Ross & Shary [REDACTED]

Sent: Friday, December 10, 2021 8:22 AM

To: Sharie Minions <sharie_minions@portalberni.ca>; Cindy Solda <cindy_solda@portalberni.ca>;
dan_washington@portalberni.ca; Debbie Haggard <debbie_haggard@portalberni.ca>; Helen Poon
<helen_poon@portalberni.ca>

Cc: Ron Corbeil <ron_corbeil@portalberni.ca>; Ron Paulson <ron_paulson@portalberni.ca>; Twyla
Slonski <Twyla_Slonski@portalberni.ca>

Subject: Quay to Quay

Good Morning:

A quick thought.....It's a shame the Somass mill is being torn down and literally thrown away in the
garbage!

Why not keep the building in place and have the Quay to Quay walk way go right through the middle of it.

You can have a Granville Island type affair with shops, cultural sites, museum, gathering spaces, you
name it the potential is there and under cover.

All the markets in Europe have utilized these old industrial sites and capitalized. Look at Granville Island
in Vancouver.

That building can never be replaced once it's gone! Can't even think about the costs if you were to build
something!

Shary and Ross Stevens
Forestry feeds our family
Port Alberni BC



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DEC 16 2021

CITY OF PORT ALBERNI

Sent via email: MUNI.Minister@gov.bc.ca

December 15, 2021

File No. 0550-20

Honorable Josie Osborne
Minister of Municipal Affairs
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2

Dear Honorable Josie Osborne:

Re: Elected Officials – Parental Leave

At its meeting held November 15, 2021, the District of North Saanich Council approved its Council Maternity & Parental Leave Policy and passed the following resolution:

"That a letter be sent to the Honourable Josie Osborne, Minister of Municipal Affairs, requesting the Provincial Governments urgent attention to the matter of parental leave provisions for elected officials, and further, that copies of this letter be sent to all local governments in British Columbia encouraging Councils to express the same direction."

The District of North Saanich Council requests the urgent attention from the Provincial Government to include provisions in the *B.C Community Charter* that enable Council members who are new parents to take time off without being disqualified from Council.

The Policy is enclosed for your information and should you have any questions please contact the undersigned.

Rachel Dumas
Director of Corporate Services

cc: all BC municipalities
Encl

☒ Council
☒ Mayor
☐ CAO
☐ Finance
☒ Corporate Services
☐ Agenda
File # 0400-60

☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other Conv Summ - Jan 17 '22

DISTRICT OF NORTH SAANICH

SECTION NO.	SECTION NAME:	POLICY NO.
1000	LEGISLATIVE	1002.20
SUBJECT: COUNCIL MATERNITY & PARENTAL LEAVE		

1.0 POLICY:

This Council Policy provides guidance on eligibility, process and principles for leaves under section 125(7) of the *Community Charter* when a Member of Council is a new parent.

2.0 LEGISLATION:

The Community Charter does not contemplate a situation where a Member of Council would be on leave due to pregnancy or parental reasons.

Section 125(5) of the *Community Charter* provides as follows: If a council member is absent from council meetings for (a) A period of 60 consecutive days, or (b) 4 consecutive regularly scheduled council meetings, whichever is the longer time period, the council member is disqualified from holding office in accordance with subsection (6).

Section 125(7) of the *Community Charter* provides, "*disqualification under subsection (5) does not apply if the absence is because of illness or injury or is with the leave of the council.*"

3.0 SCOPE:

This Policy applies to District of North Saanich Members of Council.

4.0 DEFINITIONS:

"Parent" - A parent is defined as: a natural or adoptive parent; or a person who is in a relationship of some permanence with the natural or adoptive parent of the child and intends to treat the child as their own.

"Maternity Leave" – Maternity Leave is leave entitlement for a person giving birth to a child.

"Parental Leave" – Parental leave is leave entitlement for a parent.

5.0 NOTICE OF LEAVE:

Prior to taking maternity leave or parental leave, a Member of Council must give six (6) weeks' written notice to the Mayor and CAO of their intention to do so.

The Notice of Leave should include:

- the start date of the leave and the expected return date;

- information about any Council duties that the Member of Council requests continue to perform during the leave; and
- any workplace accommodations requested for the duration of the leave.

No Council motion is required for approval of the leave. The Notice of Leave will fulfill the requirement of Section 125(7) of the *Community Charter*.

6.0 LEAVES (In accordance with the *Employment Standards Act*):

Maternity Leave

A Member of Council is eligible for a maternity leave, covering pre-and post-natal time, for a period of up to seventeen (17) consecutive weeks of unpaid leave (unless otherwise agreed upon by the employer and employee), which must be taken during the period that begins:

- (a) no earlier than 13 weeks before the expected birth date, and
- (b) no later than the actual birth date

and ends no later than the 17 weeks after the leave begins.

Parental Leave

A Member of Council is eligible for parental leave if their spouse or partner has given birth, or if they have adopted a child.

A Member of Council is eligible for parental leave:

- (a) up to sixty-one (61) consecutive weeks of unpaid leave beginning immediately following the end of the maternity leave, unless the employer and employee agree otherwise;
- (b) for a parent who does not take maternity leave, up to sixty-two (62) consecutive weeks of unpaid leave beginning after the child's birth and within seventy-eight (78) weeks after that event;
- (c) for an adopting parent, up to sixty-two (62) consecutive weeks of unpaid leave beginning within seventy-eight (78) weeks after the child has been placed with the parent.

7.0 PRINCIPLES OF LEAVE:

By this policy, Council confirms its intention to provide a leave approval based on the following:

- (a) A Member of Council who takes leave pursuant to this policy shall not be disqualified from Council by being absent from Council meetings during the leave.
- (b) A Member of Council who takes maternity or parental leave pursuant to this Policy is not required to participate in Council meetings, public hearings and Council committee meetings or meetings of other bodies to which they are appointed by Council.
- (c) Despite being on maternity or parental leave, a Member of Council may attend any meeting of Council and exercise all rights and privileges of office. Such exercise of rights and privileges of office will not affect Council's leave approval.

(d) For the purposes of the minutes, a Member of Council absent from a meeting due to maternity or parental leave, shall be recorded in the minutes as on approved leave.

(e) During a Member of Council's maternity or parental leave, Council may authorize the temporary assignment of the Member's committee membership(s) or regional appointment(s). The Member of Council shall provide written notice to the Mayor and CAO of their intent to resume any of the Council-approved appointments.

(f) All memberships and appointments will be returned to the Member of Council at the end of their leave unless the membership(s) and appointment(s) expire before their return.

8.0 COMPENSATION AND BENEFITS:

(a) During the maternity or parental leave, the Member of Council will be compensated the difference between the EI benefit being received by the member and one hundred **(100%)** of their gross Council earnings. This benefit would be paid for the first seventeen (17) weeks of the leave, which includes the two (2) week EI waiting period.

(b) While on maternity or parental leave, the Member of Council will continue to participate in any benefit programs offered by the District.

December 13th, 2021

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

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DEC 30 2021

CITY OF PORT ALBERNI

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☐ Community Safety
☒ Other *Corr. Summary*
 File # 5040-01 *Rcm Jan 17, 2022*

Dear Mayor Minions,

On behalf of Lookout Housing and Health Society, I write to express my sincere gratitude for your support as we continue to bring hope and innovative solutions to the most vulnerable populations in the City of Port Alberni. It is particularly encouraging to see the wide scope of support for our projects from guests, residents, businesses, community agencies, health providers as well as all levels of government.

Lookout provides a variety of services across 15 municipalities in BC including shelters, transitional housing, supervised consumption sites, health supports, and outreach programs. Our broad range of housing and health services are designed to address the complex challenges of living with extreme poverty, substance use, mental health and other barriers frequently experienced by British Columbia's most vulnerable populations. Lookout's vision is to help people live safer and more stable lives through the provision of respectful, trauma-informed services. Our services are designed with minimal barriers for our guests. Through collaboration with stakeholders like you, we seek to empower individuals to reach their full potential while increasing overall quality of life.

2021 has been challenging for everyone, but we have experienced encouraging achievements along the way. Over the last year, Lookout made beds available for **83,813** guests in need of emergency shelter, provided extreme weather resources for **2,827** vulnerable community members and served over **650,000** nutritious meals to people with limited resources.

Many of these services would not have been possible without the commitment of the City of Port Alberni. Your leadership and vision play a vital role in the future of the populations we serve and we ask for your continued support as we work together to strengthen this community. Please find enclosed is a copy of our annual report and strategic plan.

Please contact me directly if you are interested in discussing ways we may collaborate in the future.

Thank you again for all you do in making positive steps towards ending the cycle of homelessness.

Sincerely,


Shayne Williams
Chief Executive Officer

ANNUAL TREASURER'S REPORT

April 1, 2020 to March 31, 2021

The year that was dominated by Covid 19 is a year that will be unmatched in the level of financial challenge faced by the Society. The demands of this extraordinary year meant an influx of dollars and an even greater struggle to meet the growing needs of our community. Receipts increased by over 19% while expenses soared by close to 22%.

This sort of growth stretches operational staff to the maximum, and the Lookout Housing and Health team have risen to that challenge team with aplomb, but this growth also challenges the strength of the financial infrastructures. I am pleased to say that management's financial leadership has risen to the challenge. Controls grow stronger, reports arrive sooner and information continues to focus on highlighting challenges, struggles and successes. This is the essence of good financial management.

The financial records of Lookout Housing and Health Society for the fiscal year April 1, 2020 to March 31, 2021 have been reviewed and audited by BDO Canada LLP, Chartered Accountants.

The auditors have concluded that in their opinion,

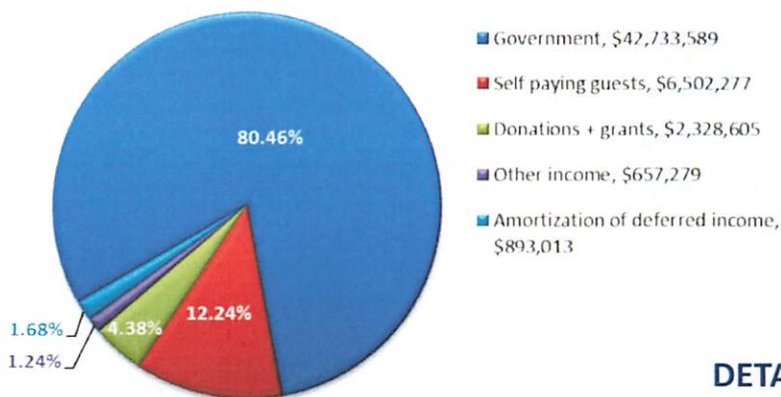
"the Society's financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2021, and the results of its operations, changes in net assets, and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations."

Information in this report agrees with the audited financial statements and copies of the statements are available by contacting Lookout's administrative offices.

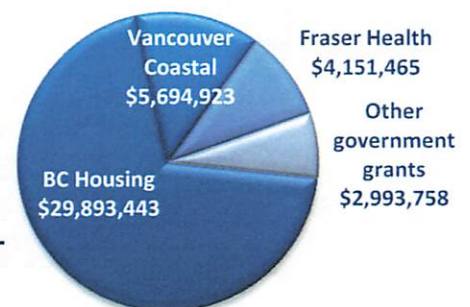


Grant T. Smith
Treasurer, Board of Directors

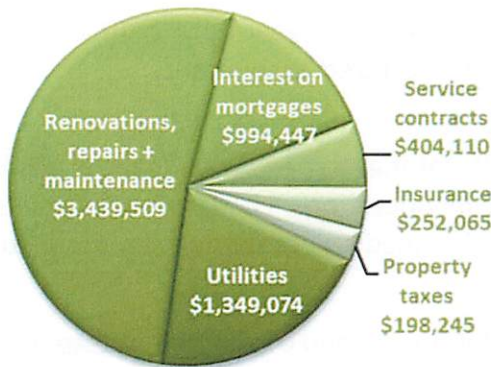
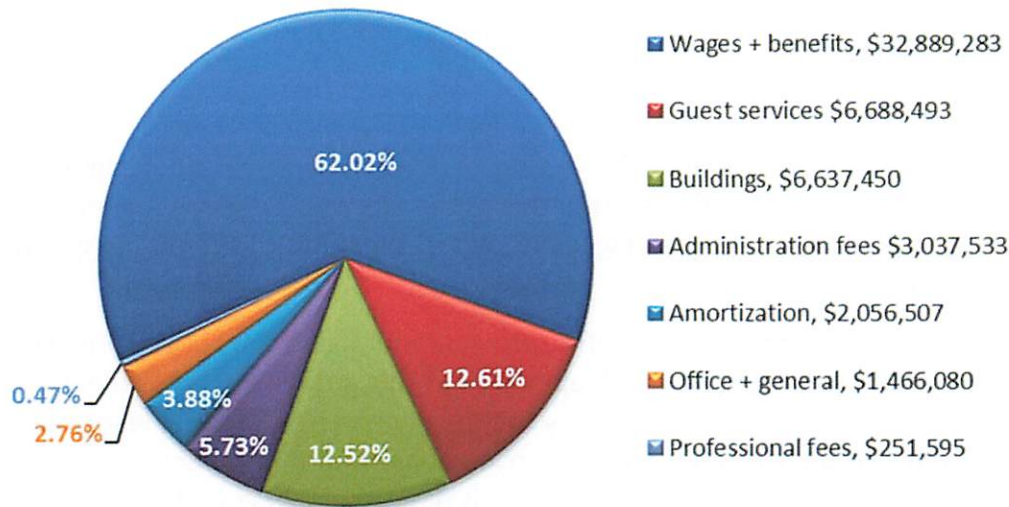
INCOME SOURCES, \$53.1M



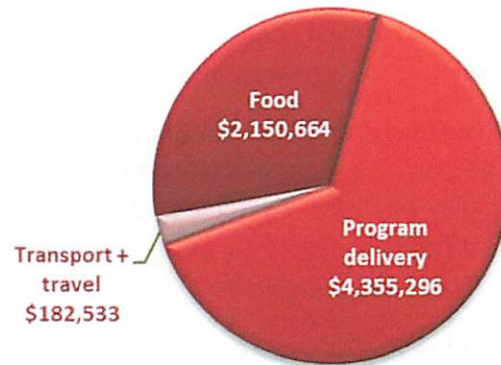
DETAIL OF GOVERNMENT INCOME



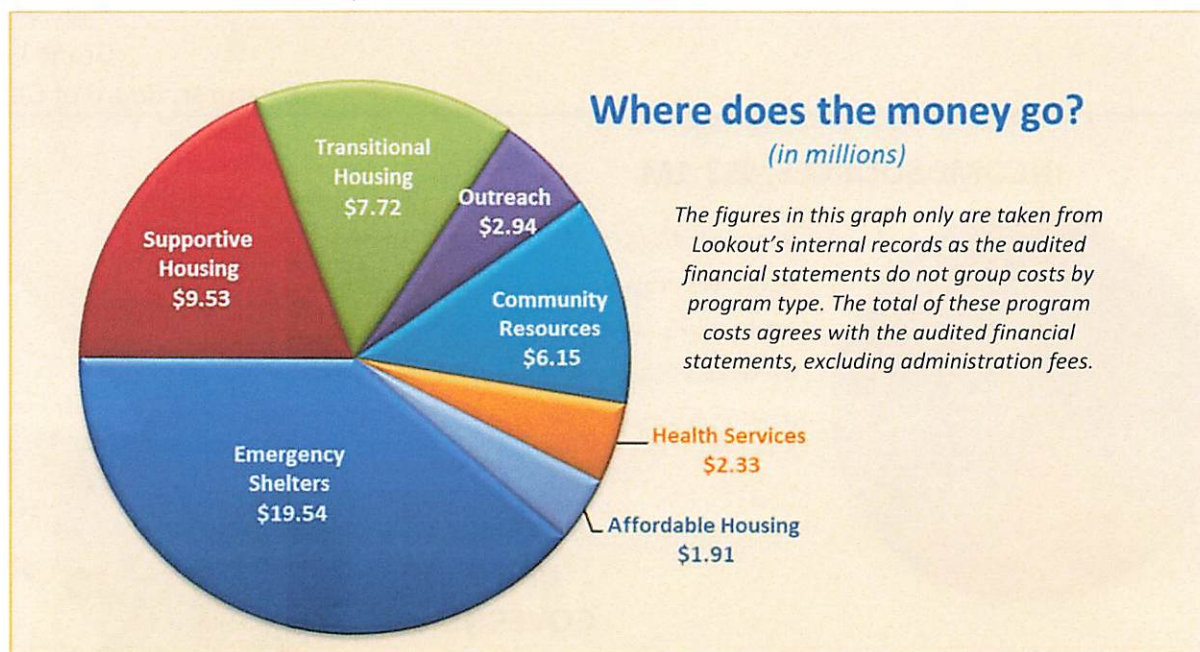
EXPENDITURES, \$53.0M



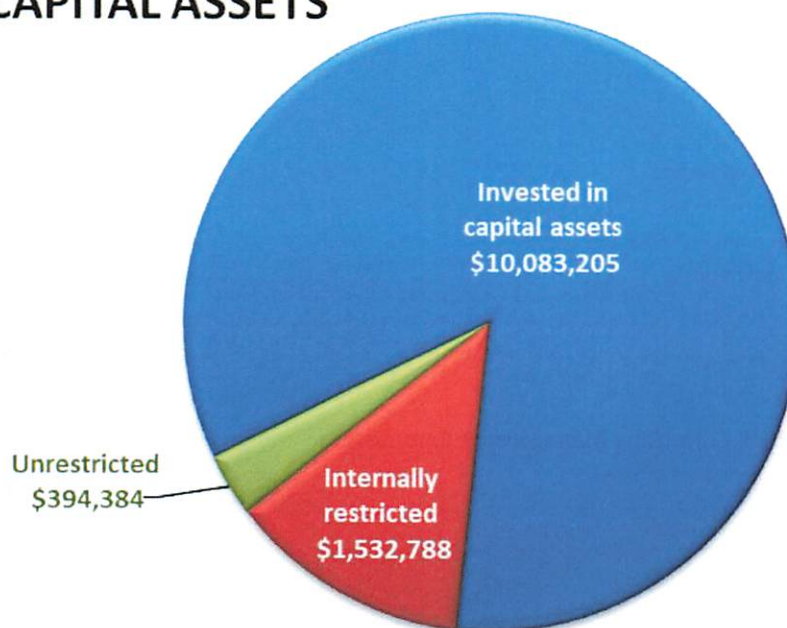
DETAIL OF BUILDING EXPENSES



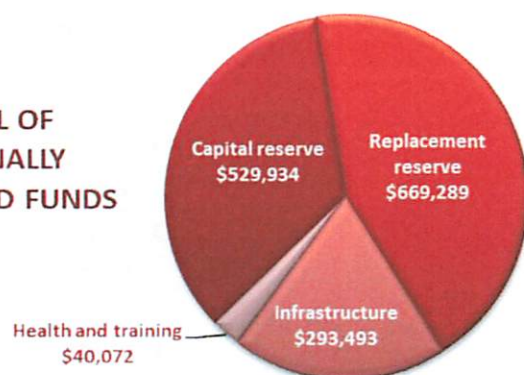
DETAIL OF GUEST SERVICES



CAPITAL ASSETS



DETAIL OF INTERNALLY RESTRICTED FUNDS



Donations

Donations include amount received in cash and in-kind from a variety of organizations, businesses and individuals. Some substantial and sustaining donations came from:

Benefaction Foundation, Robert Craig, Centra Cares Foundation, Chef Brandz Inc., City of North Vancouver Charitable Giving Campaign, Dundarave Festival, John Eckersley, Estate Of Marjorie Marling Greene, First West Credit Union (Envision Financial), Fluor Canada Ltd, Green Century Enterprises Inc., Green Timbers Covenant Church, GWIL Industries, Vincent Hanlon, Hockey Helps the Homeless, Brenda Hogg, Mona Hunter, David and Carol Lansdowne, Warren Mitchell, McCarthy Tetrault Foundation, Mount Olivet Lutheran Church, New Westminster Secondary School, North Shore Unitarian Church, Parq Vancouver, Phuoc Lac Charity Society, Raymond James Canada Foundation, Gregor Reid, Roderick Swenson, The Parish of St. John The Evangelist, Randy Tynyskou, Transworld Management Ltd., Urban Impact Recycling Ltd., Don Vicic, Westshore Terminals Limited Partnership, Wholly Noggin Foods, WV Fire Fighters Charitable Society, Helen Yee and Peter Whitelaw, Youth And Philanthropy Initiative Canada

Statement of Financial Position

As at 31 March	2021	2020
ASSETS		
Current Assets		
Cash and equivalents	\$ 11,086,164	9,411,283
Current portion of investments	2,925,290	1,717,559
Accounts receivable	1,966,710	727,135
Goods and services tax receivable	77,349	59,039
Prepaid amounts and deposits	391,834	226,623
Due from Lookout Foundation	-	141,618
	16,447,347	12,283,257
Investments	3,936,336	4,692,597
Cash Held in Trust by B.C. Housing Management Commission	35,607	338,039
Capital assets	72,661,504	64,002,405
	\$ 93,080,794	\$ 81,316,298
LIABILITIES		
Current Liabilities		
Accounts payable and accrued liabilities	6,934,639	6,073,938
Security deposits	307,408	254,404
Deferred contributions	9,697,629	5,923,162
Current portion of mortgages payable	1,306,408	1,038,219
Due to Lookout Foundation	97,345	-
	18,343,429	13,289,723
Replacement Reserves	1,868,296	1,841,660
Mortgages Payable	37,630,826	32,758,403
Forgivable Loans Payable	6,910,618	7,016,054
Deferred Capital Contributions	16,317,248	15,165,646
	81,070,417	70,071,486
NET ASSETS		
Invested in capital assets	10,083,205	8,362,122
Internally restricted	1,532,788	2,761,901
Unrestricted	394,384	120,789
	12,010,377	11,244,812
	\$ 93,080,794	\$ 81,316,298

Contingent Liabilities

Under two agreements with BC Housing, BC Housing provided for the funding to the Society to enable the Society to complete building envelope repairs to the Jeffrey Ross Residence and the Jim Green Residence. The funding was comprised partially of repayable subsidies and loans. At the option of BC Housing, the repayable subsidy portion of the funding may be repayable to BC Housing, if any proceeds of litigation are received. There are no litigation proceeds expected and therefore no expectation to repay the subsidies. Accordingly, no liability has been recorded.

RECEIVED

JAN 07 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 checked="" type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <i>Corr. Summary</i>
File # <i>0230-01</i>	

From: BC PR & Communications Adviser <bc-prcomm@girlguides.ca>

Sent: January 6, 2022 9:14 PM

To: CityPa <citypa@portalberni.ca>

Subject: Guiding Lights Across BC - Feb 22 2022

Hi Mayor and Council,

On behalf of Girl Guides of Canada's British Columbia Council, I am writing to **ask for your support for girl empowerment in BC this February 22, by lighting up your building(s) with exterior lighting or interior window lights in the colour blue.** Blue is the well-known colour of Girl Guides and girls/women in BC have worn their blue Girl Guide uniforms with pride for many generations. Last year we had 85+ landmarks across the Province light up blue!

Every year on February 22, Girl Guides celebrate World Thinking Day, a day of international friendship. It is an opportunity to speak out on issues that affect girls and young women, celebrate the founding of Girl Guides, and be connected to the 10 million members around the world who are part of the Guiding movement.

Here in British Columbia, we have thousands of girls and women who are members of Girl Guides of Canada. We have Girl Guide programs in nearly every community in BC, and our girls/volunteers light up their communities year-round through leadership, community service, and efforts to create *a better world, by girls*. Girls typically participate in annual Thinking Day activities held on/around February 22. Due to the continuing effects of COVID-19, our usual large gatherings, campfire singalongs, community events, special camps, and other activities are impacted, and so this year will again look different than usual.

For Thinking Day 2022, we will be celebrating in a way that is COVID-friendly, keeps our communities safe, and brings a smile to the faces of girls, families, volunteers, and the public: **Guiding Lights Across British Columbia**. This community initiative will light up outdoor landmarks, bridges, buildings, stadiums, and other illuminated locations, with blue lights, in celebration of the sisterhood of Guiding across BC and beyond, on February 22. A map of previous participating locations can be found at www.girlguides.ca/guidinglightsacrossbc

We will be mobilizing our members to admire these lit-up sites in ways that comply with COVID-19 rules (both from public health authorities and Girl Guides' own member safety protocols) in effect at that time, posting photos on social media, emailing our members with info about how to participate, and more. We are excited for this open-air opportunity that will enable everyone to safely celebrate.

Our Girl Guide members and broader network of supporters would be thrilled to have your landmarks lit up as part of Guiding Lights Across British Columbia, and to highlight

your participation as part of this province-wide event. Please contact us at bc-prcomm@girlguides.ca to confirm your ability to participate in this February 22, 2022, activity.

Thank you for your support for Guiding in BC!

Isabella Lee (she/her) | BC Public Relations and Communications Adviser

BC Council, Girl Guides of Canada

bc-prcomm@girlguides.ca [REDACTED]

I respectfully acknowledge that I live and work within the ancestral, traditional, and unceded territory of the Songhees, Esquimalt, and WSÁNEĆ Nations.



Everything she wants to be.

RECEIVED

JAN 06 2022

CITY OF PORT ALBERNI

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

File # 0400-20-MOT1 *Rcm Jan 17/22*

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

Sent: January 5, 2022 3:55 PM

Cc: Minister, MSI TRAN:EX <Minister.SI@gov.bc.ca>; Wood, Jeremy TRAN:EX <Jeremy.Wood@gov.bc.ca>

Subject: 306334 – Municipal speed limits

306334 – Municipal speed limits

Dear Union of British Columbia Municipalities members:

Municipalities throughout British Columbia are committed to creating safer streets for all road users, and the ministry shares in this commitment. Reducing speed limits is one available avenue to meet this goal and, under the Motor Vehicle Act (MVA), municipalities have the authority to set and change speed limits on municipal roads as they deem appropriate. The purpose of this letter is to provide clarity about the options available to municipalities for enacting changes to speed limits.

Section 146 of the MVA establishes a “default” speed limit of 50 km/h on municipal roads unless a municipality provides otherwise by way of:

- a bylaw directing the rate of speed at which a person may drive or operate a motor vehicle on a highway in the municipality; and,
- signs that have been erected or placed limiting the rate of speed of motor vehicles driven or operated on a designated portion of the highway.

The MVA does not specify the frequency or placement of speed limit signage—it is not necessarily the case that a municipality establishing either a 30 or 40 km/h speed limit on roads within specific geographic areas in the community will need to post speed signs on every block. Communities should take into consideration a range of factors when considering the placement of signage to support enforcement of speeding offences. Local factors such as the road network in the area under consideration, as well as advice from legal counsel and police are all important considerations in making adjustments to speed limits on local roads.

There are a number of municipalities that have taken different approaches to lowering speed limits and we encourage communities to engage one another and share best practices. The City of Nelson is an example of a community with a long-standing blanket speed limit of 40 km/hr, which is enforced using perimeter signage at highway entry points into the community. For examples of local speed reduction pilots, the Cities of Vancouver and Surrey have each recently implemented projects using a combination of street markings, gateway and speed limit signs to inform drivers about new slow streets initiatives and the reduced speed limits of 30 or 40 km/hr as applicable on specific neighbourhood roads.

Division 23, Schedule 1, of the Motor Vehicle Act Regulations sets out signage standards, and local governments may apply for funding of signs through the Active Transportation Grant.

We look forward to learning of the approaches that communities take to lowering speeds and continuing to work together to expand networks of active transportation to meet the CleanBC goal of doubling trips taken by walking, biking and other kinds of active networks by the year 2030. Thank you for your commitment to road safety, and we hope the information above provides clarity around options available to municipalities for adopting changes to speed limits.

If you have questions about the authority under the Motor Vehicle Act for local governments to reduce speed limits along their local roads, please do not hesitate to contact the Senior Legislative Director for the Transportation Policy and Legislation Branch, Jeremy Wood. Mr. Wood can be reached at 778 698-5191 or Jeremy.Wood@gov.bc.ca and would be happy to help.

Sincerely,

Rob Fleming
Minister

Copy to: Honourable Bowinn Ma
Minister of State for Infrastructure
MLA, North Vancouver-Lonsdale

Jeremy Wood, Senior Legislative Director
Transportation Policy and Legislation Branch

From: Vancouver Island <vancouverisland@bchydro.com>
Sent: January 11, 2022 2:47 PM
Cc: Olynyk, Ted <Ted.Olynyk@bchydro.com>
Subject: BC Hydro Community ReGreening Program Update

January 11, 2022

Dear Mayor and Council:

Re: BC Hydro Community ReGreening Program Update

RECEIVED

JAN 11 2022

CITY OF PORT ALBERNI

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☒ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other *Low Summary*
File # *1855-01*

BC Hydro is proud to assist local governments through our Community ReGreening Program which supports the planting of trees and other vegetation that help enhance ecological networks across the province. The Program also helps to ensure the right trees are planted near our power lines.

Our ReGreening grants fund small-scale community planting projects and are open to all municipal and Indigenous Nations' governments within [BC Hydro's service area](#).

The Program was recently updated to include:

- A new online application process administered directly by BC Hydro*
- An expanded scope to fund a wider variety of projects
 - Street or park trees that don't interfere with electrical equipment
 - Trees and other vegetation for habitat restoration or enhancement
 - Plants for pollinator gardens
 - Plants of cultural significance to Indigenous Nations (qualifying plants are at the discretion of the applying Nation, so long as plants' mature height meet our [requirements](#) if planted in proximity to power lines)

**If you are a recipient of a 2021 BC Hydro ReGreening grant through Tree Canada, please complete your final report and submit it to Tree Canada.*

All new applications for 2022 ReGreening grants should be submitted directly to BC Hydro and are now being accepted through our online form. The **deadline** to apply for a 2022 ReGreening grant is **January 31, 2022**. All applicants will be notified of funding decisions in March 2022.

The online application and additional details regarding the Program, including evaluation criteria, can be found at: www.bchydro.com/regreening.

Sincerely,
Ted Olynyk

Ted Olynyk | Mgr, Community Relations
Vancouver Island - Sunshine Coast

BC Hydro
PO Box 1500, 400 Madsen Rd
Nanaimo, BC V9R 5M3

bchydro.com

Smart about power in all we do.

RECEIVED

JAN 13 2022

CITY OF PORT ALBERNI

From: marjorie jarrett [REDACTED]
Sent: January 12, 2022 11:08 AM
To: Sharie Minions <sharie_minions@portalberni.ca>
Subject: Burde Street Beaver Ponds

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

File # 3010-01 *RCM Jan 17/22*

Mayor Minions

An Opportunity Not To Be Missed.

I want to add my support to the preservation of the Burde Street Beaver Ponds. I think there are sound recreational and ecological reasons for extending the protected areas around the ponds, with the ultimate aim of establishing a small park.

Since I retired, I have spent seventeen years volunteering with the trail-building crew. Frank Stini and many others left us a legacy of access trails to notable places of interest in the valley. We spend many hours every year working in the vicinity of the ponds keeping access points open and safe, clearing ditches and removing debris.

In the past, our community missed the opportunity to preserve the Burde Street Beaver Ponds. It is significant that the current Official Community Plan mentions the Ponds specifically as an "environmentally sensitive area", and that a 15 metre strip on the south side of the lower pond should be zoned P2, to act as a protective buffer.

In my view, the city acted progressively at the time, but didn't go far enough. In 2015, it decided against buying the Harris Property at 3333 Burde Street, and left a very narrow strip of land around the ponds beyond that property designated "parks and open space". This strip is too narrow to provide adequate protection of the ponds and leaves them vulnerable to damage caused by development.

The ponds are fed from the east and north by small creeks which should be included in a protective zone, and it is possible that a spring or other underground source helps to fill them.

Wolf Creek flows west from the lower pond and then north to join Roger Creek. I have video of Coho salmon swimming up Wolf Creek and there are reports of fry also being present.

The variety of flora, fauna and fungi living around the ponds is striking. The casual walker may not notice this abundance, but half an hour of quiet observation reveals this wealth.

I am often struck by what other people have seen there that I have missed, and surprised that they haven't seen what I have. There's always something new to be noted. A survey would reveal this diversity and justify further protective measures.

At a time when other municipalities on the island are trying to protect wetlands and woodlands within their boundaries, we are in danger in this instance of falling behind in our vision of what a healthy community should provide its citizens.

Easy access to trails, lakes and woodland isn't a given, even in a community surrounded by what's left of a forest. The Log Train Trail provides an easy walk for everyone, from those with walker-frames, push chairs and baby-carriages to the more adventurous joggers, hikers and cyclists, and all of these people can access the ponds and surrounding trails. This is a very heavily used recreational area.

Planners sing the praises of "densification". The San Group's plans for Burde Street seem to contradict this concept, in that they introduce yet another node to a city with at least four existing focal points. Lower-key development would be entirely in keeping with the current growth pattern along Burde, but shouldn't be allowed to encroach on the area surrounding the ponds. As I mentioned before, the ponds are part of a quite small watershed which should be considered as a whole and preserved as such.

I feel the revision of the OCP in 2022 should include extended protection of the ponds and the surrounding area. This could be the first step towards the formation of a small park surrounding the ponds, which would be a significant recreational and ecological benefit to the whole community.

Regards

Dave Jarrett



Wednesday, December 1, 2021
7:00pm → McLean Mill National Historic Site
Minutes

Attending:

Bert Simpson
Bill Collette
Colin Schult
Dan Washington
Gareth Flostrand
Ken Watson
Nancy Blair
Pam Craig
Penny Cote

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☐ Corporate Services
☐ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☐ Other _____
File # 0360-20-AVMHC

Regrets:

Ed Ross
Willa Thorpe (staff)

Called to order: 7:00pm

1. Moved by Nancy, seconded by Penny, that the agenda of the December 1, 2021 meeting be approved as circulated.
2. Moved by Penny, seconded by Ken, that the minutes of the November 3, 2021 meeting be approved as circulated.
3. Old Business
 - a. Train Station
 - i. Construction Manager has been awarded to MKM Projects
 - ii. Class B cost estimate has arrived; working with MKM on finding cost savings
 - iii. RFP for prospective tenants is being drafted by the Economic Development department; no timeline yet on distribution/closing dates
4. Correspondence – none
5. New Business
 - a. 2022 Meeting Locations

January	Alberni Valley Museum
February	Industrial Heritage Centre
March	Alberni Valley Museum
April	Alberni Valley Museum
May	Alberni Valley Museum
June	Maritime Heritage
September	Alberni Valley Museum
October	Alberni Valley Museum
November	Alberni Valley Museum
December	Alberni Valley Museum



Wednesday, December 1, 2021
7:00pm → McLean Mill National Historic Site
Minutes

6. Reports

a. Chamber of Commerce

- i. We are very busy with the final portion of our website development. As of December 1st, we are now able to internally manage our membership invoices through an online invoicing system.
- ii. With the website we have re-written every membership listing ensuring that we are up to date. As example: School District 70 Pacific Rim | Alberni Valley Chamber of Commerce (albernichamber.ca)
- iii. We are thrilled to confirm that we did receive the full ask for our Shop Local Grant application. We are taking the lead for all three west coast Chambers including ourselves, Ucluelet and Tofino.
 1. Our grant permits us to purchase \$13,500 worth of gift cards distributed as follows: \$7400. Port Alberni, \$3100. Ucluelet, \$3000. Tofino. Additionally, we will be purchasing just under \$4,000 worth of grand prizing. We are also developing a professional video that will showcase at least three local businesses in each of the three communities.
 2. Lucky shoppers who enter the contest (via QR code found inside the participating businesses) have a chance of winning any one of 27 – Gift Card packages each worth \$500. Packages could contain gift cards for any of/each of the three communities.
 3. Please check out our website for ongoing and up to date information on the Shop Local program. SHOP THE WEST COAST – morphing to DINE-OUT WEST COAST in January. Shop the West Coast & Win | Alberni Valley Chamber of Commerce (albernichamber.ca)
- iv. The Visitor Centre itself is quite slow as one would expect in our current world. That noted we continue to see new residents come into the Visitor Centre. Very few tourists.
- v. Tim Horton's have once again opted to leverage our Better Buy Port Alberni website for their employee Christmas bonuses. It is expected that they will distribute over \$7500 to their employees through us thus ensuring that the money they contribute finds its way into the hands of local business.

b. McLean Mill

- i. The Heritage Christmas Village starts this Friday afternoon at the site. We currently have just over 1100 people registered. The program is by pre-registration only. We have about 2500 spots still available over the 9 evenings.



Wednesday, December 1, 2021
7:00pm→ McLean Mill National Historic Site
Minutes

1. We ended up with 15 sponsored trees as part of the Festival of Trees component. So far, we've raised close to \$10,000 for the BC Children's Hospital Foundation.
 2. 60% of the trees are now decorated. It's going to be a tough race for the winning one.
 - ii. The Story of Mitten Walk went well last weekend especially considering the rather wet weather.
 - iii. The San Group have indicated a desire to start to run some events at the McLean Mill starting as early as Valentine's Day in 2022.
 - iv. Wedding bookings continue – we currently have about a dozen booked for 2022
 - v. As part of the Shop Local program through the Chamber the McLean Mill Giftshop will be featured in the video program. The gift shop looks beautiful right now with lots of inventory on hand.
 - vi. We expect to offer an Event Manager/food and beverage position under the lead of Anita Sutherland very soon.
- c. Museum
- i. Exhibits:
 1. Body Language: Reawakening Cultural Tattooing of Northwest Coast exhibit closes December 11
 2. Snapshots of Canada from the Canadian Museum of History exhibit runs January to April, 2022
 - ii. The 2021 Christmas Social and Heritage Awards have been postponed until 2022 (date to be determined)
 - iii. Film Fest
 1. The federal film fest folks have confirmed that they are still onboarding new staff and film fest will return to Port Alberni in fall 2022
- d. School District
- i. Dec 14 is the last Public Board meeting before the Winter break. The next meeting will be Jan 11, 2022
 - ii. The Curriculum Implementation Day on Jan 28/22 is a Professional Day dedicated to Intercultural competence. All staff and Trustees are included in participating in this very important day of learning to bridge cultural differences. In conjunction with the Intercultural Competencies, the district is also doing Policy research in the BC Antiracism Report. The Ministry of Education is also working on a program for BC schools re: Antiracism focus. SD70 wants to augment this process by finding what works best for SD70.



Wednesday, December 1, 2021
7:00pm → McLean Mill National Historic Site

Minutes

- iii. SD70 has Literacy, Numeracy and Mental Health as the three top priorities for the district. These areas of focus were identified in the district's required report to the Ministry in September for Enhancing Student Learning and SD70 Strategic Plan. The new District website has many Mental Health resources accessible for families. "ERASE – Expect Respect and A Safe Education" is an example of one of the programs used by SD70 to build a safe and caring school community.
 - iv. The province announced on Nov 26th the Provincial Immunization Program for children 5 – 11 years of age. Parents can register on the Health Authority website for a time to take their children in for immunization. School Districts are required under the School Act to provide space for immunizations as requested by the Health Authority.
 - v. 'Salmon in the Classroom Program' is back for Elementary students. Students have visited the Dave Chitty Education Centre at McLean Mill to observe the salmon spawning in the gravel beds in Kitsuksis Creek at the mill. They watched the fish jumping the fish-ladder and dissected some salmon. AV Enhancement Assoc. and DFO's Stream to Sea Program were onsite to teach the students.
- e. Community Arts Council
- i. Rollin Art Centre hours are Tuesday through Saturday 11 a.m. to 4 p.m.
 - ii. CURRENT EXHIBIT
We are in Mistletoe Market! We have hundreds of items crafted by local artists and artisans, with new items being added weekly. Runs until December 23. Open Fridays until 8 pm on December 3, 10, and 17. We also have "mystery" bags of books for sale again - \$20 = 10 books/per bag – fiction, mystery, romance, etc. or we can do a special, mixed bag). Great as Christmas gifts.
 - iii. APPRECIATING OUR MEMBERS
If you hold a current Arts Council membership you are entitled to purchase items in the gift shop and Mistletoe Market at 20% off during Friday, December 3 (11 am – 8 pm) and Saturday, December 4 (11-4). This is also a great time to purchase a membership or renew yours for 2022.
 - iv. UPCOMING EXHIBITS
February 1 – 26, 2021, Sarah Williams. Watercolours, mixed media, and acrylic paintings.
 - v. RAFFLES
Valerie Thompson was thrilled to win the Travelling Quilt draw! We now have two baskets for raffle (one Christmas-themed and one First Nations-themed), along with a watercolour print by Julie Gyori.



Wednesday, December 1, 2021
7:00pm → McLean Mill National Historic Site
Minutes

vi. REAWAKENING THE ARTS

The steering committee has chosen May 13, 14, 15, 2022 for this series of events. The idea is to join in the buzz and awareness created by the Arts Council's Giant Book Sale May 6/7, and the Museum's juried art show "Emergence: New Works, New Beginnings" that runs May 5 to September 3. The Capitol Theatre/Portal Players will host an event Friday May 13, Rollin Art Centre will host on Saturday May 14, and Char's Landing will host an event with Art Rave on Sunday, May 15 and possibly the evening before, as well. CAC is working on ideas now and we'll all meet again in January. We welcome any suggestions.

vii. ANNUAL CLOSURE

Rollin Art Centre will be closed December 24, 2021 – February 1, 2022. We will be doing clean-up, inventory, strategic planning, etc., and Melissa will use up remaining 2021 vacation time; Mary-Ann, will be working her usual hours.

f. Maritime Heritage Society – no report



Wednesday, December 1, 2021
7:00pm → McLean Mill National Historic Site
Minutes

g. Regional District



Around our Region

Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors' Meetings - November 2021

NOVEMBER 10TH MEETING

ELECTIONS OF CHAIR & VICE-CHAIR
The Board held elections for the positions of Chair and Vice-Chair of the Alberni-Clayoquot Regional District (ACRD)/Alberni-Clayoquot Regional Hospital District (ACRHD) for 2021/2022. Director John Jack was acclaimed as Chairperson of the ACRD and Vice-Chairperson of the ACRHD for 2021/2022. Director John McNabb was acclaimed as Vice-Chairperson of the ACRD and Chairperson of the ACRHD for 2021/2022.

ISLAND HEALTH SERVICE FUNDING CONTRACT – ALBERNI-CLAYOQUOT HEALTH NETWORK (ACHN)
The Board will enter into another three-year funding service contract with Island Health on behalf of the ACHN in the amount of \$80,000 per year for a total of \$240,000.00 commencing December 1, 2021. The ACHN works to take action to improve the social determinants of health within the region. The Network is a community driven mechanism that helps to build partnerships and capacity; share concerns, ideas and resources and create innovative solutions that impact the social determinants of health and work towards sustainable healthy communities. For further information on the Network visit their website at <https://achn.ca/>

SPROAT LAKE VOLUNTEER FIRE DEPARTMENT (SLVFD) – WATER TENDER APPARATUS RFP
The Board award the contract to supply a Water Tender Apparatus to the SLVFD to Hub Fire Engines & Equipment Ltd in the amount of \$436,409.00 plus taxes.

NOVEMBER 24TH MEETING

NEW CHIEF ADMINISTRATIVE OFFICER (CAO) WELCOMED
The Chairperson introduced and welcomed Mr. Daniel Sailland, new Chief Administrative Officer for the Alberni-Clayoquot Regional District.

BAMFIELD VOLUNTEER FIRE DEPARTMENT (BVFD) – MINI-PUMPER FIRE APPARATUS RFP
The Board awarded the contract to supply a Mini-Pumper Fire Apparatus, for the Bamfield Volunteer Fire Department, to Fort Garry Fire Trucks in the amount of \$328,090.00 plus taxes.

BYLAW ENFORCEMENT POLICY AND BYLAW ENFORCEMENT OFFICER DESIGNATION.
The Board adopted the ACRD Bylaw Enforcement Policy as presented November 24, 2021 and designated Jason Kevis and Charity Hallberg Dodds as Bylaw Enforcement Officers. With the adoption of the policy, the ACRD intends to establish clear and consistent procedures, roles, expectations, and standards for ACRD Bylaw Enforcement services. Designation of the Bylaw Enforcement Officers allows for authorized issuance of bylaw notices, including penalties.

CAMPGROUND & DEVELOPMENT ISSUES AT THE LONG BEACH AIRPORT
The Board supported in principle long-term development planning for lands at the Long Beach Airport and will complete an assessment of resource needs and financial implications to support this objective as part of the 2022-2026 Financial Planning process.

Board of Directors

Chair: John Jack
(Huu-ay-aht First Nation)

Vice-Chair: John McNabb
(Electoral Area "E"
Beaver Creek)

Director Bob Beckett
(Electoral Area "A"
Bamfield)

Director Tanya Shannon
(Electoral Area "B"
Beaufort)

Director Kel Roberts
(Electoral Area "C"
Long Beach)

Director Penny Cote
(Electoral Area "D"
Sproat Lake)

Director Dianne Bodnar
(Electoral Area "F"
Cherry Creek)

Mayor Sharie Minions
(City of Port Alberni)

Councillor Ron Paulson
(City of Port Alberni)

Councillor Tom Stere
(District of Tofino)

Councillor Rachelle Cole
(District of Ucluelet)

Councillor Kirsten Johnson
(Toquaht Nation)

Councillor Wilfred Coates
(Uchucklesaht Tribe
Government)

Councillor Alan McCarthy
(Yuulul'ni'pat' Government)

2021 Wood Stove Exchange Program
There is still time to receive up to \$1300 in savings and rebates.
Visit www.acrd.bc.ca for more information.



UPCOMING MEETINGS – Input on upcoming meetings may be emailed to: responses@acrd.bc.ca
Alberni Valley & Bamfield Services Committee – December 1st, 1:30 pm; ACRD Boardroom/Zoom
Electoral Area Directors Committee Meeting – December 8th, 10:00 am; ACRD Boardroom/Zoom
Board of Directors – December 8th, 1:30 pm, followed by the **Regional Hospital District**; ACRD Boardroom/Zoom

This is not the official minutes, but an information report summarizing the Regular Board of Directors Meeting.
For more information visit the ACRD Website at www.acrd.bc.ca or contact the General Manager of Administrative Services at 250-720-2706 or e-mail info@acrd.bc.ca.



Wednesday, December 1, 2021
7:00pm → McLean Mill National Historic Site
Minutes

h. City Council

- i. Council awarded proposal #020-21, Construction Manager: Port Alberni Train Station, to MKM Projects Ltd. in the amount of \$27,500 plus GST and 7% of the Construction Costs (estimated at \$23,000) (for an estimated total of \$50,500), with funds coming from the 2021|2022 Capital Plan – Train Station project.
- ii. President, Bill Collette and Director of Operations, Anita Sutherland provided a summary of 2021 activities at McLean Mill including information on upcoming holiday events. For information on events visit <https://mcleanmill.ca/>. Council expressed their thanks for the Chamber's excellent work and positive transformation of the national historic site.
- iii. Representatives Dave Grant and Laurie Money from the Twinning Society discussed the 35th Commemoration of Port Alberni and Abashiri Sister Cities and presented Mayor and Council with historical documents claiming the sister ship back to the City. Council will continue to work with the Twinning Society on a number of proposals to commemorate this significant anniversary.
- iv. Members of the public questioned Council regarding the City's following of Provincial COVID-19 mandates. Council responded that the City will continue to follow Provincial Health Orders.

i. Historical Society

- i. Archive hours are Tues-Thurs, 10 am – 3 pm for volunteers only. No public researchers as yet. Masks are mandatory!
- ii. Requests for research are coming in by emails and/or phone calls. This is keeping our volunteers busy.
- iii. Indexing projects are continuing – Newspaper clipping files, business locations & date of business, list of Mayor's & Alderman (both Alberni & Port Alberni), birth, marriage & death notices from local newspapers & biographical files.
- iv. We will be closed from Dec. 23 – Jan 4/2022.

j. Industrial Heritage Society

- i. Most City artefacts that are stored outdoors are tarped
- ii. Work on the fire safety plan at IHC continues
- iii. The railroad group has met with Lucas Banton with the goal of getting the steam train running
- iv. Les Stevens is leading a group to get their antique boiler operators certification on the Farquhar steam tractor. This will include inspection and certification of the boiler.



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- v. David Hooper has organized a Christmas art show and sale for Dec 5 at the Industrial Heritage Centre from 11am – 4pm

- k. Community at Large

- i. December activities around town:

- 1. 2nd – 26th at various times – Winter Wonderland @ AV Multiplex
 - 2. 3rd – 19th from 4:00-8:30 – Heritage Light Up and Festival of Trees @ McLean Mill
 - 3. 5th – Art Show & Sale – “Island Scenes” featuring VI Artist Michael Dean @ Industrial Heritage Centre 11am – 4pm
 - 4. 18th – Legion Christmas Fundraiser Dinner 6-9pm Pre-Purchase tickets only \$25
 - 5. 25th – Santas for Seniors @ Tsawaayuus Rainbow Gardens
 - 6. 29th – Eileen Haggard Memorial Poker Tournament @ 5pm

- l. Hupacasath First Nation – no report

- m. Tseshah First Nation – no report

- 7. Next Meeting

- a. Wednesday, January 5 → 7pm (Alberni Valley Museum)

- 8. Adjourn

- a. Moved by Pam to adjourn the meeting at 8:30pm.

Council report

15 Dec 2021 - attended Alberni Valley Transition Town Society meeting.

28 Dec 2021 - Met with Cynthia Dick, Board Member, Port Alberni Port Authority and extended seasons greetings and discussed areas of mutual interest regarding the future of Port Alberni's marine based industries and economic opportunity.

28 Dec 2021 - Met with Ed Ross, Councillor, Tseshaht First Nation, extended seasons greetings and discussed areas of mutual interest.

28 Dec 2021 - I toured the city with a prospective investor. I discussed all the important city initiatives and went through our corporate strategic plan. I also gave them a tour of McLean Mill National Historic Site.

29 Dec 2021 - I attended the Alberni Valley Museum and shared the history of our region with an out of town guest.

Helen Poon
Councillor, City of Port Alberni