
AGENDA - REGULAR MEETING OF COUNCIL

Monday, January 23, 2023 @ 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 danielle_leurebourg@portalberni.ca or the Deputy City Clerk at 250.720.2822 or by email sara_darling@portalberni.ca

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 7

1. Special meeting held at 9:30 am and Regular Council meeting held at 2:00 pm on January 9, 2023.

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. **Comprehensive Youth Strategy** – Page 12
Indigenous Policing Constable, Elizabeth O'Connor, Alberni Drugs and Alcohol Prevention Service Executive Director, Deb Hamilton and School District 70 Indigenous Contact, Dave Maher in attendance to present a 5-year Comprehensive Youth Strategy for Port Alberni.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **Official Community Plan (OCP) Review & Update | Engagement Strategy** - Page 13
Report dated January 16, 2023 from the Manager of Planning requesting Council support of the draft Engagement Strategy for the policy development phase of the OCP review and update.

THAT Council support the Engagement Strategy for the policy development phase of the Official Community Plan review and update dated January 2023 and prepared by FRANK Planning Collaborative.

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 23, 2023, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. **RCMP Department** - Page 31

Sergeant Thompson in attendance on behalf of Inspector Eric Rochette reporting on the 4th Quarter of 2022 [October to December].

This report is being provided for Council's information.

3. **Privacy Policy** - Page 35

Report dated January 16, 2023 from the Director of Corporate Services requesting Council consideration of an updated Privacy Policy.

a. THAT Council rescind "Freedom of Information and Protection of Privacy Policy" (2005).

b. THAT Council approve the "City of Port Alberni Privacy Policy 3002-3".

4. **UN Declaration on the Rights of Indigenous Peoples [UNDRIP] | Update** – Page 48

Report dated January 13, 2023 from the Director of Corporate Services providing Council with an overview of UNDRIP and the BC *Declaration of the Rights of Indigenous Peoples Act* in the context of municipal governance and as it relates to the City of Port Alberni.

THAT Council receive the report from the Director of Corporate Services dated January 13, 2023 and entitled "UNDRIP Update Report" for 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. **Proposed OCP & Zoning Bylaw Amendments | 4738 Athol Street** - Page 105
Report dated December 29, 2022 from the Development Planner requesting Council consider final reading of the proposed bylaws.
 - a. *THAT "Official Community Plan Amendment No. 37 (4738 Athol Street - Rai), Bylaw No. 5046" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5046.*
 - b. *THAT "Zoning Text Amendment No. T31 (CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street), Bylaw No. 5047" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5047.*
 - c. *THAT "Zoning Map Amendment No. 48 (4738 Athol Street - Rai), Bylaw No. 5048" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5048.*

2. **Zoning Bylaw Amendment | 3911 & 3909 Cedar Street** - Page 172
Report dated January 10, 2023 from the Development Planner requesting Council consider third reading of the proposed bylaw.
THAT "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" be read a third time.

H. CORRESPONDENCE FOR ACTION

Correspondence addressed to the Mayor and Council by an identifiable citizen included on an agenda is correspondence asking for a specific request of Council and the letter writers will be provided a response. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included.

1. **2023 AGM and Convention | Association of Vancouver Island and Coastal Communities Resolution Notice and Submission Process** - Page 191
Correspondence from AVICC providing final call for Council to submit resolutions for consideration at the 2023 AGM and Convention and for submissions of nominations to the Executive Committee.
Council direction required.

2. **Bones of Crows Film Screening** - Page 199
Correspondence from Ian Speirs, National Tour Director for the film 'Bones of Crows' providing information regarding free screenings and requesting Council's attendance and financial support of the film.
THAT Council support the ILFP [I Love First Peoples] free public screening of Bones of Crows, scheduled Saturday, February 11th at Alberni District Secondary School Theatre at 7:00 pm and direct staff to contribute \$150.00 towards theatre costs.

3. **Faydra Arsenault | Valentine's Day Dance - Page 201**

Correspondence from Faydra Arsenault requesting Council approval for a special event.

THAT Council support Faydra Arsenault in hosting a Valentine's Day Dance on February 11, 2023 at Glenwood Centre with proceeds going to the Brayden Arsenault Memorial Bursary supporting School District 70 graduates pursuing a secondary education in the Mental Health/Human Services fields subject to:

- *authorized [signed] facility rental agreement;*
- *provision of standard liability insurance in the amount of \$5M; and*
- *receipt of confirmation that a Special Event Permit from the LCRB has been issued.*

I. PROCLAMATIONS

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 202**

- a. Ministry of Forests | Spongy Moth Aerial Spray Program Scheduled for City
- b. Gord Johns, MP | Bus Transport Crisis on Vancouver Island
- c. Canadian Federation of Independent Business | Election Congratulations and Introduction
- d. Copy of Letter from City to Mayor of Abasahiri [Sister City] Offering Election Congratulations
- e. Society for the Advancement of Young Scientists | Invitation to Vancouver Island Regional Science Fair April 16 & 17, Victoria, BC
- f. MLA Josie Osborne | Rental Protection Fund Announcement
- g. Randy Fraser | City Parks and Trail Maintenance
- h. Alberni Valley Museum and Heritage Commission | December 7, 2022 Minutes

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. **Council and Regional District Reports - Page 225**

M. NEW BUSINESS

New items of business requiring Council direction as well as 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'.

1. **City Street Lights - Request for Staff Report | Notice of Motion provided January 9, 2023**

THAT Council direct staff to prepare a report for Council's consideration regarding City street lights including the process for reporting repairs and outages.

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2. **Strategic Priorities - Request for Staff Report | Notice of Motion provided January 9, 2023**
THAT Council direct staff to prepare a report for Council listing all issues requiring Council's consideration with a recommendation as to each one's priority.

 3. **Council Code of Conduct | Notice of Motion provided January 9, 2023 - Page 226**
Background attachments: Staff report dated January 18, 2023 and Working Group on Responsible Conduct | Model Code of Conduct.

THAT Council consider the immediate implementation of the Model Code of Conduct produced by the Working Group on Responsible Conduct dated October 2022, in its basic form.

FURTHER, THAT the Council Code of Conduct be placed on the Regular meeting agenda no less than one year from January 23, 2023 to consider adding additional policies, including but not limited to, enforcement and penalties.

 4. **Routine Release of In-Camera Information Policy | Notice of Motion provided January 9, 2023 - Page 239**
Background attachments: City of Nanaimo Policy COU-194 | Routine Release of In Camera Agendas.

THAT Council consider passing a policy on the routine release of In-camera agendas, including supporting materials, subject to appropriate vetting, in a form similar to the City of Nanaimo Policy COU-194.

 5. **Development Application | 4210 Cedarwood Street - Page 242**
Report dated January 13, 2023 from the Manager of Planning requesting Council consideration for issuance of Development Variance Permit No. 115 and Development Permit No. 22-01.
 - a. *THAT Council authorize the issuance of Development Variance Permit No. 115 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 4210 Cedarwood Street:*
 - i. *Vary Section 5.16.2 RM3 Site Development Regulations, Maximum Height, Principal Building from 14 metres to 15.24 metres, a variance of 1.24 meters.*
 - ii. *Vary Section 7.4.1 Required Amount of Parking Regulations, 'Regular Parking Space' from 44 spaces to 35 spaces for a variance of 9 spaces.*
 - b. *THAT Council authorize the issuance of Development Permit No. 22-01 and that the Director of Corporate Services be authorized to sign the permit.*

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6. **Development Application | 3900 Burde Street - Page 287**
Report dated January 13, 2023 from the Director of Development Services/Deputy CAO requesting Council consideration for issuance of Development Permit No. 22-05.
- a. *THAT Council discharge the existing Development Permit No. 20-04.*
 - b. *THAT Council authorize the issuance of Development Permit No. 22-05 and that the Director of Corporate Services be authorized to sign the permit subject to receiving the required additional landscaping security in the amount of \$100,464.93.*

7. **Eagles Hall | Cold Weather Shelter - Page 329**
Report dated January 16, 2023 from the Manager of Planning requesting Council permit a cold weather shelter at Eagles Hall.

WHEREAS cold weather shelter provides urgently needed temporary accommodation free of charge to anyone who is homeless or at risk of homelessness during extreme weather conditions;

AND WHEREAS Eagles Hall, located at 3561 3rd Avenue (LOT 21 BLOCK 50 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197B) is available to be used for such an emergency cold weather shelter, but is zoned commercial and for which an emergency cold weather shelter is not a permitted use;

AND WHEREAS the Salvation Army requested the City of Port Alberni's permission to operate a cold weather shelter at the Eagles Hall until March 31, 2023 and the registered owner of Eagles Hall has consented to this use of the property;

AND WHEREAS the British Columbia Housing Management Commission has agreed to fund the operation of the cold weather shelter;

COUNCIL OF THE CITY OF PORT ALBERNI resolves to temporarily defer strict enforcement of the Zoning Bylaw at Eagles Hall so as to enable the operation of the temporary cold weather shelter until March 31, 2023, subject to the following:

- i. *The Salvation Army agreeing to be responsible for all aspects of the temporary cold weather shelter, including implementing any mitigative action necessary to minimize the impact on surrounding properties; and*
- ii. *The Fire Chief inspecting Eagle Hall and concluding that there are no immediate life safety concerns with the proposed use.*

N. QUESTION PERIOD

An opportunity for the public to ask questions of Council.

O. ADJOURNMENT

That the meeting adjourn at PM

MINUTES OF THE IN-CAMERA MEETING OF COUNCIL
MONDAY, January 9, 2023 @ 9:30 AM
City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC

PRESENT: Mayor Minions
Councillor D. Dame
Councillor J. Douglas
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda

Staff: T. Pley, Chief Administrative Officer
S. Smith, Deputy CAO/Director of Development Services
D. Leurebourg, Director of Corporate Services
A. McGifford, Director of Finance
W. Thorpe, Director of Parks, Recreation and Heritage
K. Bodin, Manager of Human Resources

Guests: S. Manhas (Joined at 11:00 a.m., left the meeting at 12:30 p.m.)

Call to order: @ 9:30 AM

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

Section 90 (1)(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)(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 5:45 p.m.

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, January 9, 2023 @ 2:00 PM
In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC

PRESENT:

Council: Mayor Minions
Councillor D. Dame
Councillor J. Douglas
Councillor D. Haggard
Councillor C. Mealey
Councillor T. Patola
Councillor C. Solda

Staff: T. Pley, Chief Administrative Officer
D. Leurebourg, Director of Corporate Services
S. Darling, Deputy City Clerk/Recording Secretary

Gallery: 2

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

MOVED AND SECONDED, THAT the agenda be amended to include items under New Business as follows: M.3 | Notice of Motion - City Street Lights, M.4 | Notice of Motion - Strategic Priorities, M.5 | Notice of Motion - Council Code of Conduct and M.6 | Routine Release of In-Camera Information and under Correspondence for Information J.L | BC Housing. The agenda was then adopted as amended.

CARRIED

B. ADOPTION OF MINUTES

1. *MOVED AND SECONDED, THAT the minutes of the Special meeting held at 9:30 am and Regular Council meeting held at 2:00 pm on December 12, 2022, be adopted as presented.*

CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

E. UNFINISHED BUSINESS

1. **2022 Resolution Tracking Summary**

The Director of Corporate Services provided Council with a summary of the 2022 Council resolutions, noting of 295 directives, 7 remain outstanding.

F. STAFF REPORTS

1. **Accounts**

MOVED AND SECONDED, THAT the certification of the Director of Finance dated January 9, 2023, be received and the cheques numbered 151917 to 152037 inclusive, in payment of accounts totalling \$1,607,067.74, be approved.

CARRIED | Res. No. 23-1

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2. **Freedom of the Municipality Policy**
MOVED AND SECONDED, THAT Council approve the City of Port Alberni Freedom of the Municipality Policy 3002-2.
CARRIED | Res. No. 23-2

G. BYLAWS

H. CORRESPONDENCE FOR ACTION

1. **2023 AGM and Convention | Association of Vancouver Island and Coastal Communities Resolution Notice and Submission Process**
MOVED AND SECONDED, THAT Council identify resolution[s] for submission to the 2023 AVICC convention in advance of the deadline date of February 9, 2023 at noon.
CARRIED | Res. No. 23-3

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

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

- a. M. LeBlanc | Expressing Appreciation to City Crews for Snow Removal at Kitsuksis Dyke
- b. Connective | Introduction of Services
- c. C. Casey | Westporte Place Parks
- d. BC Hydro & Paper Excellence Canada | Election Congratulations
- e. Municipal Natural Assets Initiative | Introduction

MOVED AND SECONDED, THAT Council direct staff to prepare a report expanding on the Municipal Natural Assets Initiative and its potential as it relates to the City of Port Alberni.

CARRIED | Res. No. 23-4

- f. B. Frolic | Community Arts Council Location at the Harbour Quay
- g. R. Terepocki | Tree Removal on Stamp Avenue
- h. Union of British Columbia Municipalities | Community Works Fund payment
- i. Association of Vancouver Island and Coastal Communities | Responsible Conduct Course & Aquaculture Update from DFO [Virtual Meeting January 16, 2023]
- j. City of Abashiri | Informing of Election Results
- k. Advisory Planning Commission Minutes | October 20, 2022
- l. BC Housing | Termination of Operating Agreement with the Port Alberni Shelter Society effective March 31, 2023

K. REPORT FROM IN-CAMERA

1. Release from In-Camera | Appointment of Chief Administrative Officer & Director of Corporate Services

The Director of Corporate Services released In-Camera Resolution IC22-85 appointing Tim Pley as Chief Administrative Officer for the City of Port Alberni effective January 1, 2023 and terminating March 31, 2023 and IC22-86 appointing Danielle Leurebourg as Director of Corporate Services for the City of Port Alberni effective January 3, 2023.

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 | Res. No. 23-5

M. NEW BUSINESS

1. Authorize Council Registration | 2023 BC Economic Summit

MOVED AND SECONDED, THAT Council authorize Councillors Patola and Solda to participate in the annual BC Economic Development Association's [BCEDA] '2023 BC Economic Summit: Creating the WOW Factor.' taking place April 16-18, 2023 in Penticton, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 –Travel Expense Policy.

CARRIED | Res. No. 23-6

2. Authorize Council Registration | 2023 BC Council of Forest Industries Convention

MOVED AND SECONDED, THAT Council authorize Mayor Minions and Councillor Douglas to attend the BC Council of Forest Industries [COFI] Annual Convention taking place on April 12-14, 2023 in Prince George, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 –Travel Expense Policy.

CARRIED | Res. No. 23-7

3. Notice of Motion | City Street Lights

THAT Council consider directing staff to prepare a report regarding City Street lights including the process for reporting repairs and outages.

4. Notice of Motion | Strategic Priorities

THAT Council consider directing staff to prepare a report for Council listing all issues requiring Council's consideration with a recommendation as to each one's priority.

5. Notice of Motion | Council Code of Conduct

THAT Council consider the immediate implementation of the Model Code of Conduct produced by the Working Group on Responsible Conduct dated October 2022, in its basic form and that the Council Code of Conduct be placed on the Regular meeting agenda no less than one year from January 23, 2023 to consider adding additional policies, including but not limited to, enforcement and penalties.

6. **Notice of Motion | Routine Release of In-Camera Information**

THAT Council consider passing a policy on the routine release of In-camera agendas, including supporting materials, subject to appropriate vetting, in a form similar to the City of Nanaimo Policy COU-194.

N. QUESTION PERIOD

Bob Kanneiser

Queried regarding the Connect the Quays Pathway proposed routing.

Neil Anderson

Inquired regarding the Council Procedures Bylaw [Question Period], opportunities for the public to provide resolutions for submission to the Union of BC Municipalities, parks planning, and the Chief Administrative Officer search.

O. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 2:50 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer



DEC 15 2022

CITY OF PORT ALBERNI

CONTACT INFORMATION: (please print)

Full Name: Elizabeth O'Connor Organization (if applicable): RCMP/SD70/ADAPS

Street Address: 4444 Morton Street Phone: [REDACTED]

Mailing Address: Same as above Email: Elizabeth.O'CONNOR@rcmp-grc.gc.ca

No. of Additional Participants: [Name/Contact Information] Deb Hamilton, Dave Maher,

MEETING DATE REQUESTED: January 23rd 2022

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation: In consultation with community partners, Indigenous Policing has developed a 5 year Comprehensive Youth Strategy for Port Alberni. This proposal is in response to increase in youth violence, substance use, criminality, gang-like activity, as well as the 2021 Coroners Inquest into the in-custody death of an 18 year old Nuu-chah-nulth youth.

Requested Action by Council (if applicable):

Supporting Materials/PowerPoint Presentation: [] No [X] Yes

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

SIGNATURE(S):

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

Signature: _____

Date: _____

OFFICE USE ONLY:

Approved: (Deputy City Clerk)

Scheduled Meeting Date:

Date Approved:

Applicant Advised:


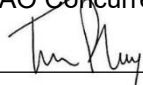
- Council [X] Economic Development []
Mayor [] Engineering/PW []
CAO [] Parks, Rec. & Heritage []
Finance [] Development Services []
Corporate Services [] Community Safety [X]
Agenda [X] Other []

File # 0560-30 Rcm Jan 23

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

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

Date: January 16, 2023
 File No: 6480-20-2023
 To: Mayor & Council
 From: T. Pley CAO
 Subject: **Official Community Plan (OCP) Update | Engagement Strategy for Policy Development Phase**

Prepared by:  <hr/> MANAGER OF PLANNING	Supervisor: S. SMITH <hr/> DIRECTOR OF DEVELOPMENT SERVICES/DEPUTY CAO	CAO Concurrence:  <hr/> T. Pley, CAO
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RECOMMENDATION

THAT Council support the Engagement Strategy for the policy development phase of the Official Community Plan review and update dated January 2023 prepared by FRANK Planning Collaborative.

PURPOSE

Staff are requesting Council’s support of the draft Engagement Strategy for the policy development phase of the OCP review and update.

BACKGROUND

At the December 12, 2022 Regular Council meeting, Council supported the revised Vision and Touchstones. This sets the framework for the development of policy for the OCP. Staff have met internally as the OCP Team to review the draft engagement strategy, provide comments and revisions were made. This document is now ready for Council consideration.

ALTERNATIVES/OPTIONS

1. THAT Council support the Engagement Strategy for the policy development phase of the Official Community Plan review and update dated January 2023 prepared by FRANK Planning Collaborative.
2. THAT Council can pass a resolution to provide alternative direction to staff.
3. THAT Council can recommend not proceed.

Staff recommend Option 1.

ANALYSIS

Engagement Approach

The Engagement Strategy is designed based on a global best practice in engagement using the International Association of Public Participation (IAP2) approach.

Project Constraints

The project scope is provided to be transparent about certain realities the project manager and team must manage.

1. Budget – there is a finite amount of budget available to complete the OCP review and update project.
2. Schedule – Staff has committed to Council that a draft OCP will be prepared for them to review by October/November 2023
3. Capacity – City staff have limited capacity, time, and a number of competing interests. The public also face these same constraints, so the process has been designed to acknowledge this reality and adapt as needed.

Project Goals

1. Equity and Inclusion

While some individuals or organizations may have more time and capacity than others, it will be important to ensure the limited resources are finding ways to hear from those that are often not represented in public processes. In Port Alberni school aged children, youth aged 18 – 25 and those that identify as Indigenous and as visible minorities have been underrepresented in community-wide processes and the engagement process will work to hear from those demographics.

2. Transparency

To help build trust in the process and the outcomes, the project team is committed to transparency which will be actioned through reporting back to the public. There will be situations where public ideas or feedback cannot be used, included or are not implementable. Reporting back on why something was not used will increase process transparency.

3. Make Engaging Easy

Where possible, the project team will go to where people are already gathering. This may be community events, organizations' meeting times, classroom time at schools, pop ups at grocery stores and places where people regularly gather.

4. Measure

Engagement targets are outlined in this document so the project team can understand what is working, what needs to be improved or adjusted along the way.

Project Roles

Council

Council is the legislated decision maker. Council will be involved in the process through updates from City staff on research outcomes, engagement plans and outcomes and will be invited to public sessions. Staff intend to utilize Committee of the Whole meetings to present information at key milestones and Council will be asked to support, provide revisions or alternatives before the project team moves to the next phase of work.

OCP Project Manager

The Manager of Planning, Marianne Wade is responsible for project management and ensuring the process is on time and on budget. Marianne manages consultants, the engagement process, and reporting to City management and Council.

The OCP Project Team (OPT)

OCP engagement requires buy in and support from City departments. The OPT is comprised of representatives from the following departments: planning, engineering, corporate services, parks and recreation, emergency services and economic development. This team will meet monthly and be responsible for review and feedback on the process proposed, provide insight and feedback on technical information, promote and champion the engagement process internally with their department staff and externally.

Community Representative Team (CRT)

CRT members will be tasked with providing advice, insights and feedback to OPT. CRT will help get the word out to their networks about the OCP project and promote how the community can be involved. It is anticipated the CRT will meet once per month between February and April 2023 and then work with the project team to establish the best approach to the policy development phase.

Engagement Tactics and Timeline

In the attached plan, this section outlines the participation goal and objective (promise to the public from IAP2) which the City of Port Alberni is committing to utilize at different levels of engagement during the timeline noted below.



Key Messages

Primary

- Engagement has already taken place to create a 20-year community OCP Vision and Touchstones. The Vision and Touchstones will guide policy development.
- Port Alberni community members will have opportunities to be involved and provide feedback.
- Port Alberni City Council is the legislated decision-maker. That means that Council is tasked with making the final decision about officially adopting the OCP as a bylaw.
- By the end of 2023, the City of Port Alberni Council, with the involvement of the community and First Nations, will consider adoption of the Official Community Plan.

IMPLICATIONS

Initial risks and opportunities that could impact the success of the engagement process have been identified as follows:

1. City Staff Capacity:
Staff time is required to execute items such as webpage posting, media, advertisements, responding to inquiries, engagement work, etc. If there is limited staff availability for engagement events or communication implementation, there may be scheduling delays.
2. Community Interest:
Day to day responsibilities and other interests for community members will likely affect the interest level and capacity to engage on a topic like the OCP. The project team will continually adjust, be flexible and learn of ways to make communications materials and engagement opportunities accessible for community members.

COMMUNICATIONS

As per section 475 and 476 of the *Local government Act*, this engagement strategy is providing early consultation to the development of the Official Community Plan review and update prior to consideration of Council in the formal public hearing process as per section 464 of the *Local Government Act*.

The OPT met on two occasions to review the draft engagement strategy, revisions were made and they support the engagement plan attached to this report.

Within the engagement strategy plan, communication and engagement targets have been identified for: project launch, baseline information, climate action and growth scenarios.

BYLAWS/PLANS/POLICIES

The Official Community Plan is a document, created by a bylaw, that informs our community's growth and success over a long term 20-year horizon. The OCP has objectives and policies that guide planning and land use management. It provides direction related to elements such as location and type of residential, commercial, and industrial development; availability of transportation choices and utility servicing; and environmental, social and economic issues. It must align with the requirements in the *Local Government Act* and *Community Charter* which include green house gas emission targets, housing targets, and environmental policies. Most recent municipal OCPs in British Columbia have been developed from extensive community engagement and input.

SUMMARY

Staff support the Engagement Strategy prepared by FRANK planning collaborative dated January 2023 to initiate the policy development phase of the OCP review and update.

ATTACHMENTS/REFERENCE MATERIALS

- Engagement Strategy prepared by FRANK Planning Collaborative [OCP Policy Development] | January 2023

*Copy: D. Leurebourg, Director of Corporate Services
R. Dickinson, Director of Engineering and Public Works
W. Thorpe, Director of Parks, Recreation & Heritage
A. McGifford, Director of Finance
P. Deakin, Manager of Economic Development*



ENGAGEMENT STRATEGY

INTERNAL DISCUSSION DOCUMENT



Submitted to City of Port Alberni, Planning Department

January 2023

INTRODUCTION

It's been 15 years since the City of Port Alberni updated its Official Community Plan (OCP), and much has changed in that time. An OCP affects all lands within the City and by extension all people who live and work in Port Alberni. Council, City staff, developers, planners, engineers, and architects use the OCP to understand what the community wants as it relates to land uses. This could be affordable housing, parks, shopping, transportation, utility infrastructure or other community amenities.

The OCP is also used to understand which areas are suitable for development and which are not (environmentally sensitive areas, steep slopes, hazardous areas, etc.). The public can also use the OCP to gain a better understanding of local issues and how they are planned to be addressed or what changes may happen in their neighbourhood.

The process to develop the Port Alberni OCP will involve Council, the public, City staff, community organizations, businesses, schools and First Nation communities. Council will be the decision maker when it is time to consider adopting the OCP. The purpose of the OCP engagement strategy is to outline who will be involved, to what extent they will be involved, how we will report the results back as well as how we will measure success of the approaches being used.

BACKGROUND

The City began the OCP project in November 2021. So far, background information has been compiled and analyzed to understand the current situation in Port Alberni and engagement has taken place to create a 20-year community vision and touchstones (guiding principles). The vision and touchstones will be used to guide policy development – the focus of this engagement strategy.



ENGAGEMENT APPROACH

The Engagement Strategy is designed based on a global best practice in engagement: the International Association of Public Participation (IAP2). The following section provides an outline of when engagement will take place, and the opportunities for engagement. The approach can be described as circular: we start with the public, analyze, circle back to the public to make sure we reflect the overall intent, then move forward to the next 'circle'.

Decision Statement

By **November 2023**, the City of Port Alberni Council is to consider adoption of an Official Community Plan developed by involving the community and area First Nations.

Project Constraints

The project scope is provided to be transparent about certain realities the project manager and team must manage.

1. **Budget** – there is a finite amount of budget available to complete the OCP project
2. **Schedule** – Staff has committed to Council that a draft OCP will be prepared for their review by October/November 2023
3. **Capacity** – City staff have limited capacity, time, and a number of competing interests. The public also face these same constraints, so the process has been designed to acknowledge this reality and adapt as needed.

Project Goals

1. **Equity and Inclusion.** While some individuals or organizations may have more time and capacity than others, it will be important to ensure the limited resources are finding ways to hear from those that are often not represented in public processes. In Port Alberni school aged children, youth aged 18 – 25 and those that identify as Indigenous and as visible minorities have been underrepresented in community-wide processes and the engagement process will work to hear from those demographics.
2. **Transparency.** To help build trust in the process and the outcomes, the project team is committed to transparency which will be actioned through reporting back to the public. There will be situations where public ideas or feedback cannot be used, included or are not implementable. Reporting back on why something was not used will increase process transparency.
3. **Make Engaging Easy.** Where possible, the project team will go to where people are already gathering. This may be community events, organizations' meeting times, classroom time at schools, pop ups at grocery stores and places where people regularly gather.
4. **Measure.** Engagement targets are outlined in this document so the project team can understand what is working, what needs to be improved or adjusted along the way.

Level of Engagement

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. **The engagement goal in the table starting on page 6 indicates the level of engagement (inform to involve) on the IAP2 spectrum.**

IAP2 Engagement Spectrum



	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.



PROJECT ROLES

For the engagement strategy to be implemented, there are a variety of people involved along the way. The following engagement tactics and timeline chart outlines who is involved and what their roles are.

Council

Council is the legislated decision maker. That means that Council will be tasked with making the final decision about officially adopting the OCP as a bylaw (a bylaw means it is a statutory document, has legal standing and must be adhered to). Council will be involved in the process through updates from City staff on research outcomes, engagement plans and outcomes and will be invited to public sessions. Council will have opportunities to ask questions of staff and the project team when the OCP is brought before them at Committee of the Whole meetings. Council will be presented information at key milestones and be asked to support, provide revisions or alternatives before the project team moves to the next phase of work.

Indigenous Communities

The City is committed to working directly with the Hupačasath Nation and the Tseshaht Nation to understand how best to work together on developing the OCP.

OCP Project Manager

The project manager is the Manager of Planning, Marianne Wade. Marianne is responsible for project management and ensuring the process is on time and on budget. Marianne manages consultants, the engagement process, and reporting to City management and Council.

The OCP Project Team (OPT)

OCP engagement requires buy in and support from City departments. The OPT is comprised of representatives from the following departments: planning, engineering, corporate services, parks and recreation, emergency services and economic development. This team will meet monthly and be responsible for: review and provide feedback on the process proposed, provide insight and feedback on technical information, promote and champion the engagement process internally with their department staff and externally.

The OPT will be supported by FRANK planning collaborative and McElhanney consultants. FRANK will provide engagement and communication services and McElhanney will provide technical consulting services.



Community Representative Team (CRT)

CRT members will be tasked with providing advice, insights and feedback to OPT. CRT will help get the word out to their networks about the OCP project and promote how the community can be involved. It is anticipated the CRT will meet once per month between February and April 2023 and then work with the project team to establish the best approach to the policy development phase.

The recruitment process for the CRT will be designed to ensure a diversity of perspectives, demographics, local knowledge and a variety of professional backgrounds and expertise. The CRT will be comprised of:

- Organizational representatives involved in the OCP process to date (2 social, 2 environmental, 2 economic, 2 cultural representatives)
- Two high school aged youth
- One 19 – 25-year-old young adult
- Two Public members at large

The City will also inquire directly to the Hupačasath Nation and the Tseshaht Nation to understand if they are interested in having representatives on CRT.

Underrepresented Groups

Monitoring who has been engaged in the OCP process so far has demonstrated which community groups or community members should have engagement designed to support their involvement.

These groups include:

- School aged participants: Grades 4 – 12
- Young Adults: 19 – 25
- Indigenous residents
- Social sector practitioners and the community members they support





Community




The public will have opportunities to be involved throughout the process. The engagement strategy outlines when and how the public can be involved.







ENGAGEMENT TACTICS AND TIMELINE




The City of Port Alberni has committed to utilizing different levels of engagement during various milestones of the project.

The public participation goal and objective (*promise to the public*) are outlined in the table below.

Project Phase <i>Why?</i>	ENGAGEMENT GOAL Engagement Objective	Who	How When
1. Phase Preparation: Baseline and Best Practice Snapshots <i>To provide objective information about the issues to be addressed in the OCP</i>	INFORM Provide the baseline information snapshots so public is informed of the current situation, available projections and sample best practices. 	Council OPT Public	<ul style="list-style-type: none"> • Presentation for information to Committee of the Whole • Snapshots posted to LetsConnect and through direct email • Hard copy booklets available at City Hall, Echo Centre, other (?) <p style="text-align: right;">February</p>
1.a CRT Recruitment <i>Recruit members of the public that may be interested in participating as a CRT member</i>	INFORM Advertise the opportunity to participate on CRT 	Public	<ul style="list-style-type: none"> • Social Media, direct email campaign, LetsConnect newsletter, newspaper ad • Direct email to organizations on community list <p style="text-align: right;">February</p>
2. Climate Discussion <i>To understand the level of climate action supported by the community</i>	CONSULT Ask questions to understand what level of climate action the community supports 	Public Underrepresented Groups OPT City staff assist with pop ups (3)	<ul style="list-style-type: none"> • Ideas Board for the public to weigh in on how aggressive they want to be for climate action. • Digital on LetsConnect • Travelling hard copy poster boards - Echo, a brewery/coffee shop patio (?) • Pizza Pop Up at College • School discussion kits <p style="text-align: right;">Mid February</p>
	INVOLVE Facilitate a Climate Action discussion using the CEA Climate Action Tool. 	Council CRT OPT	<ul style="list-style-type: none"> • Half-day session <p style="text-align: right;">Late February</p>

	INFORM 	Council	<ul style="list-style-type: none"> Update will be presented to Council <p style="text-align: right;">March</p>
	INFORM 	Public	<ul style="list-style-type: none"> A summary report of the outcomes will be posted to LetsConnectPA.ca <p style="text-align: right;">March</p>
3. Growth Scenario Exploration <i>To establish a growth model that will guide policy development for the OCP</i>	INVOLVE Work with CRT, underrepresented groups and the public to ensure constraints, opportunities, and priorities are understood and reflected in the alternatives used for policy development 	Public CRT Underrepresented Groups	<ul style="list-style-type: none"> Scenario Session – A half-day session hosted by OPT and CRT, open to the public (youth will be invited to attend) Scenario Session – designed specifically for school aged children, the OPT will work with schools to engage youth in scenario exploration (i.e. outdoor event demonstrating ‘home to store’ status quo, nodes/corridors, compact) Scenario Boards – travelling scenario options pop ups for members of the public to provide their ideas. Target: young adults (brewery, coffee shop, college) Scenario Boards digital – LetsConnectPA will provide an online opportunity for the public to provide their ideas on their own time The social sector will be consulted to understand the best way to engage them on this item <p style="text-align: right;">March to April</p>

	INFORM 	Council	<ul style="list-style-type: none"> Update will be presented to Council <p style="text-align: right;">April</p>
	INFORM 	Public	<ul style="list-style-type: none"> A summary report from the sessions will be posted to LetsConnectPA <p style="text-align: right;">April</p>
4. Policy Development <i>To ensure there is community support and partnerships built into the OCP policy and actions</i>	INVOLVE Set goals for each of the touchstones CRT works with OPT to develop policy ideas by touchstone section <i>*This is a significant volunteer commitment, and every effort will be made by the OPT to make it as efficient as possible</i>	 CRT OPT	<ul style="list-style-type: none"> Eight sections of policy will be tested and revised with the CRT* through a series of working sessions. Some preparation work will be required by CRT members. <p style="text-align: right;">April - June</p>
	INFORM 	Council	<ul style="list-style-type: none"> An update will be provided to Council <p style="text-align: right;">June</p>
5. Draft OCP	INFORM The OPT will draft an OCP document (June – August)	 Council	<ul style="list-style-type: none"> The Draft OCP will be presented to Council <p style="text-align: right;">August</p>
	INFORM Communicate/get the word out on how the community can provide their input on the Draft OCP	 Public	<ul style="list-style-type: none"> The OPT will have Pop Ups in various locations around the City to let the public know of the engagement opportunity Communicate in a variety of media/social media, meeting presentations <p style="text-align: right;">August - September</p>

	<p>CONSULT Provide draft OCP to the public for feedback to understand the level of support before proceeding to Council</p> 	Public	<ul style="list-style-type: none"> Draft OCP document provided to the public with a feedback survey <p>Early September</p>
	<p>INFORM</p> 	Council	<ul style="list-style-type: none"> Provide Council with the results of the public feedback on the draft OCP <p>Late September</p>
6. Council Considers OCP	<p>CONSULT + DECIDE As the legislated decision maker, Council will be presented with the draft OCP for consideration to adopt.</p> 	Council Public	<ul style="list-style-type: none"> A public hearing will be scheduled for Council to hear directly from the public on whether they support, do not support or request considerations for revisions. <p>October - November (October 10 first, second reading)</p>



COMMUNICATIONS APPROACH

The communications plan is designed with the following guidelines in mind:

- **Consider all audiences:** Review all stakeholders affected by the work underway and use tactics to best meet their needs.
- **Open and honest:** Adhere to the commitment of sharing information and other materials to help establish trust and credibility.
- **Factual, relevant, and accurate:** Present information clearly, outlining the need and benefits of the process, as well as the considerations being reviewed, such as potential challenges and the implications for various decisions.
- **Linked to strategy:** All communications key messages align with the OCP Engagement Strategy to demonstrate the OCP project purpose, how and when engagement is being completed and who is involved.
- **Timely:** Information is provided to stakeholders at regular intervals.

How we will communicate – recommended tactics

Continue to use the following for communication/engagement/feedback as per the initial phase of the OCP project:

- OCP vision engagement plan brand/combined with PA logo
- Email Address: OCP@portalberni.ca
- Port Alberni – Let’s Connect site: letsconnectpa.ca/ocp

Tactics will include (but are not limited to) these items:

- Let’s Connect OCP page Engagement Site
 - Subscriber’s newsletter
 - Process graphic – updated to show current process milestone
 - Homepage updates
 - Surveys/Polls/Feedback
- Advertising (Alberni Valley News)
- Direct emails to stakeholder lists
- City Staff email communication (276 internal employees)
- Social Media campaign: FB, Tw (post frequency TBD)
- Poster(s)
- Bookmarks (or other promotional)
- City Connect Newsletter (quarterly newsletter)
- Port Alberni.ca website: portalberni.ca/official-community-plan (updates to OCP landing page – content and graphics)
- First Nations’ Newsletters

First Nations Communication

- First Nations’ communication (Tseshaht First Nation and the Hupačasath First Nation) will be facilitated separately by the City’s senior management team.



KEY MESSAGES

Primary

- Engagement has already taken place to create a 20-year community OCP vision and touchstones. The vision and touchstones will guide policy development.
- Port Alberni community members will have opportunities to be involved and provide feedback.
- Port Alberni City Council is the legislated decision-maker. That means that Council is tasked with making the final decision about officially adopting the OCP as a bylaw.
- By **the end of 2023**, the City of Port Alberni Council, with the involvement of the community and First Nations, will consider adoption of the Official Community Plan.

Secondary

- The process to develop the Port Alberni OCP involves Council, the public, City staff, community organizations, businesses, schools, and First Nation communities.

ENGAGEMENT AND COMMUNICATION RISKS AND OPPORTUNITIES

Initial risks and opportunities that could impact the success of the engagement process have been identified as follows:

1. **City Staff Capacity:** Staff time is required to execute items such as webpage posting, media advertisements, responding to inquiries, engagement work, etc. If there is limited staff availability for engagement events or communication implementation, there may be scheduling delays.
2. **Community Interest:** Day to day responsibilities and other interests for community members will likely affect the interest level and capacity to engage on a topic like the OCP. The project team will continually adjust, be flexible and learn of ways to make communications materials and engagement opportunities accessible for community members.



COMMUNICATION AND ENGAGEMENT TARGETS

Target 1: Project Launch

- 8,450 households in Port Alberni are informed about the project and understand how to access information on how to engage.
 - Direct mail notice
- 1 direct email to OCP workshop list (78 community organizations, institutions, other levels of government representatives)
- 1 newspaper advertisement
- 1 Parks and Recreation newsletter
- Echo Centre advertisement screens
- 15 posters distributed throughout the community

Target 2: Baseline Information

- Track that 1660 individuals are informed of the Snapshots (10% of Port Alberni 2021 population ages 10+)
 - SM post audience, Letsconnectpa.ca 'informed', information sources reach (school news bulletins, community organizations' newsletters, City newsletter, newspaper reach, etc.)

Target 3: Climate Action

- Generally representative sample of the population age groups provide their input into how aggressive they want to be for climate action:
 - 35% 60+
 - 24% 40 – 59
 - 21% 20 – 39
 - 18% 0 – 19
- 7% of the participants identify as Indigenous (50% representative sample of Indigenous population in Port Alberni)
- Direct engagement occurs with social sector and school aged children
- CEA Tool Session
 - Balance of economic, environmental, social perspectives represented at this session

Target 4: Growth Scenarios

- Generally representative sample of the population age groups provide their input on growth scenarios:
 - 35% 60+
 - 24% 40 – 59
 - 21% 20 – 39
 - 18% 0 – 19
- 7% of the participants identify as Indigenous (50% representative sample of Indigenous population in Port Alberni)
- Direct engagement occurs with social sector and school aged children

Consultant project engagement contact:

Kelly Learned, RPP MCIP
Principal
FRANK planning collaborative
Treaty 7 Territory and Métis Region 3
Canmore, AB

Kelly@frankplans.com



PORT ALBERNI RCMP DETACHMENT QUARTERLY REPORT



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

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

- Officers received and responded to a total of 3,135 calls for service, 2,545 of these calls occurred in the City of Port Alberni.
- The number of Criminal Offences are down by 8% for the quarter compared to 2021.
- The number of Property Crime Offences are down by 21% for the quarter compared to 2021.
- The number of Violent Offences are up by 32% for the quarter compared to 2021.

Port Alberni RCMP's 2022/23 Annual Performance Plan Priorities:

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

proactive engagement with the youth in our community.

Respectfully submitted,

Inspector Eric Rochette
Officer in Charge
Port Alberni RCMP



Mayor and Council Report

Port Alberni Municipal

Q4 2022 (October to December)

<i>Calls for Service</i>	Q4 2018	Q4 2019	Q4 2020	Q4 2021	Q4 2022
Total Calls for Service	2594	2829	2659	2333	2545

<i>Occurrences by Crime Type</i>	Q4 2018	Q4 2019	Q4 2020	Q4 2021	Q4 2022
Violent Crime	98	119	142	114	151
Property Crime	336	475	322	428	340
Other Criminal Code	152	231	215	182	173
Drug Offences	13	12	12	11	13
Total Criminal Code	599	837	691	735	677
Criminal Traffic	47	27	18	28	18

<i>Violent Crime</i>	Q4 2018	Q4 2019	Q4 2020	Q4 2021	Q4 2022
Assaults	51	62	59	65	71
Assault weapon/bod harm	10	11	13	10	16
Harassment	9	11	20	14	13
Robbery	4	1	4	0	9
Sex Offences	9	8	6	7	14
Uttering Threats	11	23	32	36	36

Domestic Violence	30	42	47	45	37
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<i>Property Crime</i>	Q4 2018	Q4 2019	Q4 2020	Q4 2021	Q4 2022
Auto Theft	4	2	3	5	10
Bike Theft	11	9	6	12	9
Break and Enter - Business	20	14	4	11	3
Break and Enter - Residence	13	22	5	13	15
Break and Enter - Other	18	17	1	9	6
Mischief to Property	56	97	84	142	144
Theft	61	96	71	76	66
Possess Stolen Property	4	1	2	5	0
Shoplifting	37	54	10	34	35
Theft From Vehicle	29	79	28	52	23
Fraud	11	11	14	13	24

<i>Other Criminal Code</i>	Q4 2018	Q4 2019	Q4 2020	Q4 2021	Q4 2022
Cause Disturbance	77	105	111	99	82
Breach of Probation	22	28	18	36	27
Breach of Bail	20	51	58	53	55

<i>Provincial Statutes</i>	Q4 2018	Q4 2019	Q4 2020	Q4 2021	Q4 2022
Intoxicated in Public	38	36	46	35	53

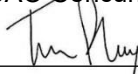


Statistics for 2022

<i>Calls for Service</i>	2018	2019	2020	2021	2022
Total Calls for Service	10393	11669	11088	10433	10839

<i>Occurrences by Crime Type</i>	2018	2019	2020	2021	2022
Violent Crime	348	523	536	524	591
Property Crime	1409	1858	1607	1558	1606
Other Criminal Code	663	770	827	856	963
Drug Offences	96	73	61	58	64
Total Criminal Code	2516	3224	3031	2996	3224
Criminal Traffic	216	128	119	91	107

Date: January 16, 2023
 File No: 3950-20-3002-3
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: City of Port Alberni Privacy Policy 3002-3

Prepared by: <i>DANIELLE LEUREBOURG</i> DIRECTOR OF CORPORATE SERVICES	Supervisor: <i>TIM PLEY</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

- a. THAT Council rescind “Freedom of Information and Protection of Privacy Policy” (2005).
- b. THAT Council approve City of Port Alberni Privacy Policy 3002-3.

PURPOSE

The purpose of the City of Port Alberni’s Privacy Policy is to describe how the City collects, uses, and protects personal information. This policy provides a framework for how the City will operate in order to ensure personal information is managed in accordance with the *Freedom of Information and Protection of Privacy Act*. This policy also gives examples of what personal information the City needs, and examples of how it uses and discloses personal information.

BACKGROUND

On November 28, 2022 Order in Council No. 638 was issued, which brings into force *Freedom of Information and Protection of Privacy Act (FOIPPA)* section 36.2 - Privacy Management Programs and section 36.3 - Mandatory Privacy Breach Notifications effective February 1, 2023. As part of 2021 amendments to FOIPPA, public bodies must:

- Notify individuals and the Office of the Information and Privacy Commissioner (OIPC) when there has been a privacy breach that could result in significant harm, such as identity theft or financial loss.
- Put into place a privacy management program to encourage accountability and transparency in how public bodies manage and protect personal information.

Council previously approved “Freedom of Information and Protection of Privacy Policy” January 10, 2005. The policy has not been amended since that time. The old policy simply identified the Freedom of Information Coordinator for the City of Port Alberni, that the Act applies to municipalities, and reiterated some key information from the Act. The new policy keeps these base elements, but expands on how the City collects information, what the City collects, how information is used and circumstances where it may or may not be disclosed in accordance with the Act. The policy also addresses the recourse for individuals to correct their personal information held by the City, and how an individual can request to access their own information.

Lastly the policy outlines briefly the process for making privacy-related complaints to the City, how those complaints will be handled, privacy breaches, and outlines roles and responsibilities.

The City of Port Alberni already has an existing Bylaw “Freedom of Information and Protection of Privacy Bylaw 5050, 2022,” which sets the frameworks for privacy to be a central component of City business practices and day-to-day operations. This policy supports this framework by outlining further how the City will operate to manage personal information in accordance with the Act, as well as outlining how the City uses and discloses personal information under the Act.

Specific Administrative policies have been drafted to support this policy to ensure there is a clear process for managing complaints against disclosure of personal information, as well as handling breaches in privacy.

ALTERNATIVES/OPTIONS

1. *That Council rescind “Freedom of Information and Protection of Privacy Policy” (2005).
That Council approve City of Port Alberni Privacy Policy 3002-3.*
2. *That Council direct staff to amend the policy.*
3. *That Council take no action.*

ANALYSIS

The policy is designed to support the existing bylaw and fulfill obligations set out in Order in Council 638. This policy specifically supports the requirement for municipalities to have a privacy management program to ensure accountability in how the City collects and discloses personal information.

Council may direct staff to amend the policy if Council feels as though there are areas in need of clarification, or areas that need to be addressed.

Council may choose to take no action. The City does have a bylaw in place, but a policy to support the bylaw is recommended to provide additional clarity and accountability in the City’s privacy management program.

IMPLICATIONS

This policy brings the City in further alignment with the legislated requirements under recent revisions to FOIPPA to ensure municipalities notify of breaches to individuals and the Office of the Information and Privacy Commissioner (OIPC) where a breach could result in significant harm, such as identity theft or financial loss.

COMMUNICATIONS

The Policy will be added to the Policy Manual and posted on the website for public consumption.

BYLAWS/PLANS/POLICIES

Council Bylaw 5050, 2022 “Freedom of Information and Protection of Privacy” and associated administrative policies as required.

SUMMARY

Administration is seeking Council approval of the draft policy to align the City of Port Alberni with requirements under FOIPPA and Order in Council 638. The old policy will be rescinded and replaced with this update. The policy supplements the current bylaw in place and further establishes a framework for the collection and disclosure of personal information, complaint processes and breach procedures. Additional administrative policies to outline specific processes may be required.

ATTACHMENTS/REFERENCE MATERIALS

List all materials used, referenced when compiling your report

- *Draft Policy 3002-3 Privacy Policy*
- *Freedom of Information and Protection of Privacy Policy (2005)*
- *Order in Council 638.*

C: *T. Pley, CAO*
Scott Smith, Director of Development Services
Andrew McGifford, Director of Finance
Willa Thorpe, Director of Parks, Recreation and Heritage
Rob Dickinson, Director of Engineering

POLICY No. 3002-3 | Privacy Policy

Approved:

Resolution No.:

Date of Last Review

CITY OF
PORT ALBERNI



PURPOSE

The purpose of the City of Port Alberni's Privacy Policy is to describe how the City collects, uses, and protects personal information. This policy provides a framework for how the City will operate in order to ensure personal information is managed in accordance with the *Freedom of Information and Protection of Privacy Act*. This policy also gives examples of what personal information the City needs, and examples of how it uses and discloses personal information.

DEFINITIONS

The following definitions are used in this policy:

- a. "Act" means the *Freedom of Information and Protection of Privacy Act* (British Columbia);
- b. "City" means the City of Port Alberni;
- c. "employee" means an employee of the City, including a volunteer and a service provider;
- d. "personal information" means recorded information about an identifiable individual (but does not include information to enable an individual at a place of business to be contacted, such as the name, position name or title, business telephone number, business address, business email or business fax number of the individual);
- e. "privacy breach" means the theft or loss of personal information, or the access, collection, use or disclosure of personal information in the custody or control of the City that is not authorized by FOIPPA.
- f. "privacy complaint" means a complaint from an individual about a breach of their own personal information.
- g. "service provider" means a person we retain under a contract to perform services for us;
- h. "us" refers to the City, as do "our", "we" and similar terms, not to any employees or elected or appointed City officials;
- g. "you" refers to anyone whose personal information we collect, use or disclose.

SCOPE

This policy applies to personal information that the City collects, uses or discloses in any form (including verbal, electronic or written personal information).

POLICY

This policy is established in accordance with the City's "*Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022*". It sets the framework for privacy to be a central component of our business practices and a built-in component of our day to day program operations.

1. COLLECTION OF PERSONAL INFORMATION

The City collects personal information:

- a. where collection is authorized under a statute, such as the *Community Charter* (British Columbia) and the *Local Government Act* (British Columbia), or is authorized under City bylaws;
- b. for the purposes of City activities, services and programs;
- c. for the purposes of planning or evaluating City activities, services and programs;
- d. for law enforcement purposes, including enforcing City bylaws; and
- e. at presentations, ceremonies, performances, sport meets, or similar events, that are open to the public and where individuals voluntarily appear, such as public meetings and public hearings.

The City collects personal information directly from individuals, but we may also collect it from another source if the individual has consented to the City doing so. The City may also collect personal information from another source as permitted under the Act, including in these cases:

- f. where another law allows the City to do so;
- g. for law enforcement, for a court proceeding, to collect a debt or fine, or to make a payment to an individual;
- h. where an individual's personal information is necessary for the City to deliver, or evaluate, a common or integrated program or activity;
- i. where an individual's personal information is necessary to establish, manage or terminate an employment relationship between the City and the individual;
- j. if the personal information may be disclosed to the City under Part 3 of the Act; or
- k. where the City collects personal information for the purpose of determining your suitability for an honour or award.

2. USE AND DISCLOSURE OF PERSONAL INFORMATION

The City will use and disclose personal information only for the purpose the City collected it for or for a purpose that is consistent with why the City collected it in the first place.

The City may also use or disclose personal information for another purpose if the individual has identified the information and consented to the City's other use. Lastly, the City may use personal information for a purpose for which it can be disclosed to us under Part 3 of the Act.

The City may also disclose an individual's personal information:

- a. if the individual has identified the information and consented in writing to its disclosure;
- b. to City employees or service providers if the information is necessary for their duties, for delivery of a common or integrated program or activity, or for planning or evaluating a City program or activity;
- c. if an individual's personal information is made publicly available in British Columbia by a law that authorizes or requires it to be made public;
- d. to a public body or law enforcement agency to assist in a specific investigation or law enforcement proceeding;



- e. to an individual's union representative who is making an inquiry, if the individual has given the representative written authority to make the inquiry or it is otherwise authorized;
- f. to the City's legal counsel for the purpose of legal advice or for use in legal proceedings involving the City;
- g. to the individual's Member of the Legislative Assembly if the individual has asked them to help resolve a problem; or
- h. as otherwise permitted or required under Part 3 of the Act.

Please note that all information provided at open meetings of Council or its committees is considered to be public. If an individual provides or discloses their personal information to the City for that purpose, they are consenting to that information being available to the public, including through posting on the City website or webcasting. This information is considered to be a part of the public record and cannot be removed or changed. However, if the individual satisfies the City in advance that they have legitimate personal safety concerns for them self or an immediate family member, the City may allow the individual to submit their personal information to Council or a committee in confidence. The City will not make it publicly available in that case, although the City will keep it in the Corporate Services office, as part of the record.

3. ACCURACY OF PERSONAL INFORMATION

The City makes every reasonable effort to ensure that personal information used to make a decision directly affecting individuals is accurate and complete.

4. ACCESS TO PERSONAL INFORMATION

An individual can ask the City to give them a copy of their personal information that is in the City's custody or control by contacting the Corporate Services department. If an individual is an employee and would like a copy of their own employee personal information, they will need to contact the Human Resources department.

If the City believes the individual's request may involve someone else's personal information, or information protected under the Act, the City may require the individual to make a formal request under the Act for access to records. The Act gives the City 30 business days to respond to a formal request, starting on the date the request is received (the Act also allows that time to be extended). Please note that in some cases the Act may require the City to refuse access to even an individual's own personal information. The City will give the individual written reasons for every decision on a formal request.

Before disclosing personal information, the City will require an individual to verify their identity, so the City can be assured that they are the individual whose information is being requested. This helps ensure the City does not disclose personal information to someone to whom it should not be given.



5. CORRECTION OF PERSONAL INFORMATION

If an individual believes there is an error or omission in or from their personal information, they can contact the City in writing and ask the City to correct it. If the City decides to correct the individual's information, the City will do so as soon as reasonably possible. If the City decides not to correct the information, the City will note the individual's requested change on the information as well as why the City did not correct the information as asked.

6. RETENTION AND DISPOSAL OF PERSONAL INFORMATION

If the City uses an individual's personal information to make a decision that directly affects the individual, the City will keep it for at least one year after the decision is made. The City also keeps personal information in accordance with the relevant record retention schedules. The City uses reasonable efforts to ensure that personal information is destroyed securely when the time comes under the records retention schedules.

7. RESPONSIBLE USE OF INFORMATION AND INFORMATION TECHNOLOGY

Individual privacy matters to the City, so the City uses reasonable security arrangements to protect personal information against such risks as unauthorized access, collection, use and disclosure. These arrangements may include information technology measures, as well as policies and practices, to protect personal information.

If the City discloses personal information to a City service provider, the City will make reasonable efforts to impose contractual protections on the service provider. Those protections vary according to the nature and sensitivity of the personal information involved. The City requires service providers not to use or disclose personal information other than for the purpose of performing services for the City.

All City employees are required to respect the confidentiality of personal information they receive or compile and are required to use and disclose it only in accordance with this policy and the Act.

8. RESPONDING TO PRIVACY-RELATED COMPLAINTS

Any complaint about any privacy-related matter under this policy or under the Act must be made to the City in writing.

The City will consider the complaint, including about a breach of an individual's privacy, and will disclose the outcome to the individual in writing. The City expects individuals to co-operate reasonably and in a timely way with City work, including by promptly providing the City with information that the City might reasonably need to do the work. Individual failure to do so may result in the City deciding not to proceed any further with the complaint.

Individual's can make a written formal complaint to the Office of the Information and Privacy Commissioner for British Columbia, although the City encourages individuals to use the City complaint procedure first.



9. PRIVACY RISK ASSESSMENTS

Privacy impact assessments (PIAs) are conducted to determine if a proposed system, project, program or activity meets or will meet the requirements of Part 3 of *FIPPA*. A PIA will be done for any new system, project, program or activity involving personal information and for any new collection, use or disclosure of personal information. A PIA will also be conducted for common or integrated programs or activities and data-linking initiatives, as well as when significant modifications are made to existing systems, projects, programs or activities.

10. PRIVACY BREACH MANAGEMENT & PROTOCOLS

Information regarding our procedures for responding to a privacy breach is outlined in Administrative Policy No. ADM 3006-1

11. SERVICE PROVIDER MANAGEMENT

Employees who prepare or manage contracts with service providers are to include the privacy protection schedule or standard privacy language, as designated by the Corporate Officer, in all contracts that involve the service provider having access to, or collecting, using or disclosing, personal information in the custody or under the control of the City.

12. EXTERNAL COMMUNICATIONS

The City will contact an individual in the following circumstances:

- To give notice of collection of their personal information;
- When individuals request access to their personal information or access to records where someone else's personal information is involved;
- When responding to requests for correction of personal information;
- When personal information is disclosed without consent for compelling health or safety reasons; and
- When the City intends to give access to personal information in response to a freedom of information request.



13. ROLES & RESPONSIBILITIES

Chief Administrative Officer

- Approves policy and procedures and ensures all employees are given notice of, and access to, a copy of the policy.

Department Heads

- Support and co-operate with the FOI HEAD in implementing the policy and in complying with *FIPPA*.

Corporate Officer/FOI Head

- Responsible for overseeing the duties and responsibilities of the Privacy Coordinator.

Privacy Coordinator

- Under the direction of the FOI Head, responsible for the development, management and implementation of the City's privacy management program including ongoing assessments and revisions.
- Coordinates employee training and education, ensuring that all new employees receive *FIPPA* orientation and training within the first year of their employment.

Contact Information:

If you have any questions about this policy or your personal information please contact Corporate Services 250.720.2823 or by email corp_serv@portalberni.ca.

AUTHORITY TO ACT:

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy and *FIPPA*.

PROCESS:

This policy shall be reviewed by the Corporate Officer at least every 3 years.

RELATED DOCUMENTS:

Legislation

- "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022"
- *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c. 165)



TITLE: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY				
EFFECTIVE DATE: Jan 10/05	DEPARTMENT: Clerks	AUTHORIZED BY: Council	REPLACES: Original	PAGE 1 OF 1

The Freedom of Information and Protection of Privacy Manual is prepared to provide both staff and the public with an overview of the *Freedom of Information and Protection of Privacy Act* and its application to the records of the City of Port Alberni.

Any questions regarding the *Act*, or the City of Port Alberni's policies with respect to the release or retention of information, may be directed to the City Clerk, the "coordinator" for *Freedom of Information and Protection of Privacy* for the City of Port Alberni.

The Freedom of Information and Protection of Privacy Act (the Act) applies to provincial ministries and agencies, **local governments**, provincial crown corporations, hospitals, school boards, and some self-governing professional organizations to make them more accountable to the public and protect personal privacy. The *Act* has applied since 1994.

The *Act* gives individuals rights to access information held by local government and protects their privacy by placing restrictions on local governments when collecting or disclosing personal information. This means that there is a legislated set of rules governing what information can and cannot be released.

The *Act* establishes a process by which any person may request access to information contained in records held by the City of Port Alberni. An individual may also review information of a personal nature directly pertaining to that individual.

The general right of access to information is restricted by certain **specified and limited exceptions**, necessary to protect a variety of needs of confidentiality, and the right of individuals to privacy.

A person must pay reasonable fees for information. The City is not required to provide information free of charge.

The City of Port Alberni may only collect personal information that it is expressly authorized to do so, where collection is related directly to and is necessary for an operating program, or is collected for the purposes of law enforcement. The information can be used only for the reasons it was obtained.

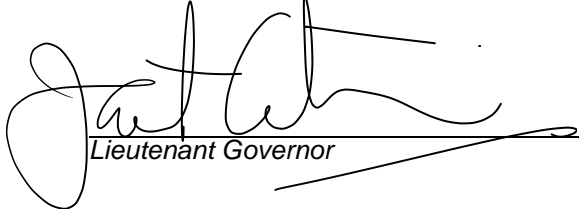
If personal information is not needed the City shall not collect it.

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 638

, Approved and Ordered November 28, 2022



Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective February 1, 2023,

- (a) section 25 of the *Freedom of Information and Protection of Privacy Amendment Act, 2021*, S.B.C. 2021, c. 39, is brought into force, and
- (b) the Freedom of Information and Protection of Privacy Regulation, B.C. Reg. 155/2012, is amended as set out in the attached Schedule.



Minister of Citizens' Services



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Freedom of Information and Protection of Privacy Amendment Act, 2021*, S.B.C. 2021, c. 39, s. 73;
Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165, ss. 36.3 and 76

Other: OIC 491/2012

R20625311

SCHEDULE

1 The Freedom of Information and Protection of Privacy Regulation, B.C. Reg. 155/2012, is amended by adding the following sections:

Privacy breach notifications – affected individuals

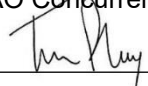
- 11.1** (1) A notification under section 36.3 (2) (a) of the Act must
- (a) subject to subsection (2) of this section, be given directly to each affected individual in writing, and
 - (b) include the following information:
 - (i) the name of the public body;
 - (ii) the date on which the privacy breach came to the attention of the public body;
 - (iii) a description of the privacy breach including, if known,
 - (A) the date on which or the period during which the privacy breach occurred, and
 - (B) a description of the nature of the personal information involved in the privacy breach;
 - (iv) confirmation that the commissioner has been or will be notified of the privacy breach;
 - (v) contact information for a person who can answer, on behalf of the public body, questions about the privacy breach;
 - (vi) a description of steps, if any, that the public body has taken or will take to reduce the risk of harm to the affected individual;
 - (vii) a description of steps, if any, that the affected individual could take to reduce the risk of harm that could result from the privacy breach.
- (2) A notification may be given to an affected individual in an indirect manner if
- (a) the public body does not have accurate contact information for the affected individual,
 - (b) the head of the public body reasonably believes that providing the notice directly to the affected individual would unreasonably interfere with the operations of the public body, or
 - (c) the head of the public body reasonably believes that the information in the notification will come to the attention of the affected individual more quickly if it is given in an indirect manner.
- (3) If, under subsection (2), a notification may be given in an indirect manner, the notification must
- (a) be given by public communication that can reasonably be expected to reach the affected individual, and
 - (b) contain the information set out in subsection (1) (b).

Privacy breach notifications – commissioner

11.2 A notification under section 36.3 (2) (b) of the Act must be given to the commissioner in writing and must include the following information:

- (a) the name of the public body;
- (b) the date on which the privacy breach came to the attention of the public body;
- (c) a description of the privacy breach including, if known,
 - (i) the date on which or the period during which the privacy breach occurred,
 - (ii) a description of the nature of the personal information involved in the privacy breach, and
 - (iii) an estimate of the number of affected individuals;
- (d) contact information for a person who can answer, on behalf of the public body, questions about the privacy breach;
- (e) a description of steps, if any, that the public body has taken or will take to reduce the risk of harm to the affected individuals.

Date: January 13, 2023
 File No: 0640-01
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: UNDRIP Update Report

Prepared by: <i>DANIELLE LEUREBOURG</i> DIRECTOR OF CORPORATE SERVICES	Supervisor: <i>TIM PLEY</i> CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

THAT Council receive the report from the Director of Corporate Services dated January 13, 2023 and entitled “UNDRIP Update Report” for information.

PURPOSE

The purpose of this report is to provide Council with an overview of the UN Declaration on the Rights of Indigenous Peoples (UNDRIP) and the BC Declaration of the Rights of Indigenous Peoples Act (DRIPA) in the context of municipal governance, and to provide an update on progress the City of Port Alberni has made relative to the UNDRIP recommendations.

BACKGROUND

UNDRIP and DRIPA

UNDRIP was adopted by the United Nations in 2007. UNDRIP recognizes the rights of Indigenous people in several areas including education, self determination, and control of lands. The concept of “free, prior and informed consent” is a prominent component of UNDRIP that occurs throughout the principles outlined. UNDRIP consisted of 46 articles. Between 2007 and 2015, the Government of Canada established the Truth and Reconciliation Commission (TRC). In 2015 the TRC presented a report on its findings and released 94 recommendations, or “calls to action.”

In 2019, BC enacted the Declaration on the Rights of Indigenous Peoples Act, Bill 41 (DRIPA). This legislation commits to aligning BC legislation with UNDRIP. Bill 41 is intended as a “Framework for Reconciliation” in working towards ensuring BC laws, new and revised, align with the principles outlined in UNDRIP.

While there are no legislated requirements for municipalities to consider UNDRIP, DRIPA and promotion of reconciliation, some municipalities are working towards improving municipal and Indigenous communications and relationships, often through adopting a framework or agreement. Because DRIPA is a framework that does not give legal force to UNDRIP, there is limited legal impact on municipalities at present. As more BC legislation is amended and introduced that is aligned with UNDRIP, municipalities will be obligated to abide by the changes when that legislation affects local governments.

In March 2022, the BC government unveiled its 5-year action plan to implement UNDRIP, including 89 actions to be implemented by 2027. The Plan has four themes: self-determination and the right to self-government, title rights of Indigenous people, ending Indigenous-specific racism and discrimination, and social, cultural and economic well-being. Progress on actions outlined in the Plan will be tracked and reported on annually by June 30 each year.

UNDRIP is a declaration and therefore it acts as a normative statement on how states and governments should interact with Indigenous communities. Like DRIPA, it does not impose legal obligations. To date, there is limited Canadian case law on the application of UNDRIP or DRIPA. While UNDRIP and DRIPA have been presented in numerous cases, the courts tend to find that UNDRIP is not legally binding and too general in nature to “provide real guidance to the courts.” That being said, despite the limitations of the legal enforceability of UNDRIP or DRIPA at present, as part of each individual municipality’s commitment to UNDRIP and acting on reconciliation, municipalities could consider the application of UNDRIP principles in their practices ahead of any legislated requirements, where the application does not immediately conflict with current legislation.

BC Municipalities Actions on UNDRIP:

Vancouver

- October 2022 – Formally adopted a strategy for the implementation of UNDRIP at the municipal level (First in Canada).
- March 2021 – Established UNDRIP Task Force comprised of Council and neighbouring First Nations communities to develop recommendations as to how Vancouver could implement UNDRIP to foster reconciliation.
- February 2013 – Council endorsed UNDRIP.

District of Mission

- April 2021 – Endorsed 9 Principles of Reconciliation as District moves toward becoming a “City of Reconciliation”.

Nanaimo

- 2005 – Memorandum of Understanding prioritizing mutual respect and cooperation and a set of principles to guide government to government relationship with Snuneymuxw.
- 2009 – Government to Government Protocol Agreement renewed in 2019.

Victoria

- 2022 - Reconciliation Contribution Fund.
- 2019 - Seven-part Victoria Reconciliation Dialogue series guided by members of the City Family.
- 2017 - Witness Reconciliation Program.

City of Port Alberni

The City of Port Alberni is located entirely within the traditional unceded territory of the Hupacasath and Tseshaht First Nations. Both are Nuu-chah-nulth Nations, which consists of 14 independent First Nations located on western Vancouver Island.

In February of 2017 Council directed staff to prepare a report outlining potential options to further the City's efforts and commitment towards reconciliation with First Nations in the community. Following this report Council resolved for the City to continue to work with local First Nations government and organizations to advance working relationships through protocol agreements, engagement and other efforts at the same time seeking First Nations input regarding additional recommendations.

In March, 2017 Council received a delegation from Hupacasath and Tseshaht First Nations providing historical context and potential solutions to create a stronger relationship between Indigenous and Non-Indigenous governments after which Council resolved to establish a select committee of Council to consider and report back on potential community-based actions towards reconciliation with First Nations.

In July 2017, Council adopted a Terms of Reference establishing the Reconciliation Committee. Over the course of the next two years, the Committee met regularly including hosting a community forum "Advancing Reconciliation in Port Alberni." The input received from the event assisted in forming the basis for 27 recommendations developed by the Committee. These recommendations were broken down into nine categories: Cityscapes, Government Relations, Education, Events, Partnerships, Languages, Urban First Nations, Other and the Next Generation.

In July of 2019, Council received the Reconciliation Committee's final report containing the 27 recommendations and directed staff to investigate implementation of the recommendations in conjunction with the City's strategic Plan.

Since that time, a number of the recommendations have been actioned or are in process as reflected in the table following table.

THEME	RECOMMENDATION
Cityscapes	Redesign the City’s logo to incorporate First Nation elements.
	Add First Nations words/names to numbered streets and other destinations/locations/structures within City limits and include First Nations words/names on the City’s <i>Approved Street Names</i> list. 4 Stop Signs gifted from Tseshaht FN in Indigenous language installed on City streets.
	Install two new flag poles at City Hall to fly the two local First Nation flags year-round. In the meantime, fly both Hupacasath and Tseshaht flags on Aboriginal Day (June 21st). Installation completed June of 2021 and a Flag Raising Ceremony conducted.
Government Relations	Create a Working Group with the ACRD, City of Port Alberni, Hupacasath and Tseshaht with Terms of Reference to aid govt-to-govt. relations.
	Engage and encourage First Nations to get involved in local politics, seek political office and join various committees. <ul style="list-style-type: none"> Encourage diversity on committees by various means, including but not limited to sending “Expressions of Interest” to First Nations for consideration. FN Council member reps on AVMHC, Advisory Planning Commission, and Connect the Quays Advisory Working Group. Council of the City of Port Alberni, Hupacasath and Tseshaht Nations jointly formed a Working Group for Community Economic Development Initiative where the three Councils are working on a joint economic development opportunity that will be mutually beneficial to all communities. The City of Port Alberni has entered into accords with both Tseshaht and Hupacasath Nations. Regular government to government meetings are held with each Nation as per the agreements.
	Develop a reconciliation protocol to guide collaborative processes between Port Alberni, Hupacasath and Tseshaht communities.
	Develop a process to jointly pursue grant funding opportunities. There is no specific process in place, but a number of joint grant funding opportunities have been applied/awarded: Applied Province of BC Ministry of Transportation & Infrastructure BC Active Transportation Infrastructure Grant for the Beaver Creek Path Project between CPA & Hupacasath First Nation. Awarded Gov’t of Canada/Cando/FCM First Nation - Municipal CEDI Program City of PA/Hupacasath First Nation/Tseshaht First Nation 3yr participation stream (2022-2025) Applied Heritage BC 150 Time Immemorial Grant Program

	<p>Hupacasath Cultural Heritage Improvements to Victoria Quay</p> <p>Review Community to Community funding opportunities for development of a quad-partite agreement between the City, Hupacasath, Tseshahat and Friendship Centre.</p> <p>That the City review its policies and procedures to reflect intent and specific actions of the TRC Calls to Action and UNDRIP.</p> <p>That the City, when next amending their Strategic Plan, seek to include the intent of the TRC Calls to Action and UNDRIP.</p> <p>That the City creates a policy to establish a government-to-government engagement process for major projects.</p>
Education	<p>Provide educational opportunities within the community on the history of local First Nations, the resources available and the purpose of UNDRIP and the TRC Calls to Action.</p>
Events	<p>Hold a Blanket Exercise for City staff and Councillors</p> <p>Promote First Nations events on social media and within the City (Orange Shirt Day, National Aboriginal Peoples Day, etc.) Provide support yearly to Orange Shirt Day events [services, funding], recognition of National Aboriginal Peoples Day via social media, City Flag Raising event, Wolf Tower Event held on this day in 2021/2022.</p> <p>That March 27th be proclaimed a day that recognizes reconciliation in Port Alberni henceforth. September 30 marks the National Day for Truth and Reconciliation [Federal Stat Holiday] recognized by City of Port Alberni</p> <p>That the City, Tseshahat, Hupacasath and Friendship Centre hold joint community events twice annually. One to be a reconciliation workshop the other to be a celebration.</p> <p>That the City, Hupacasath, Tseshahat and Friendship Centre host joint screening events of the First Contact series at the Paramount Theater with support.</p>
Partnerships	<p>Compile report identifying obstacles that create inequality in the opportunities for First Nations employment in the workforce. Currently partnering on 4th Avenue housing project, a cooperative approach involving a task Force of NTC, TFN, HFN PAFC, and the City.</p> <p>Identify a means to increase employment opportunities for First Nations people in the City and the community.</p>
Languages	<p>Draft a letter endorsed by the City, Hupacasath, Tseshahat, and Friendship Centre with recommendations on how to further support approaches for teaching traditional languages within Port Alberni’s educational jurisdiction.</p> <p>Incorporate language into Council meetings (i.e. part of welcome/acknowledgment of traditional territories.) Included in Council meeting opening remarks and at any public events.</p>

	<p>Educate on place names in Port Alberni using original First Nations names. Example: rename Canal Beach to Tiipis Beach 2019 Catalyst Paper subdivided and sold some of their property at 4000 Stamp Avenue, creating a new street where there had formerly only been an access road. The new street was officially named Nuupts' ikapis Way (pronounced NOOPT-see-cup-is) by Council and means "one tree on the beach" and is the name of a former village at the mouth of the Somass River.</p>
Urban First Nations	<p>The committee lobbies to improve access to services for First Nations living away from home. Memorandum of Understanding between City and Ahousaht First Nation for Cedarwood School property at 4210 Cedarwood Street for a 4-storey affordable rental residential building [Citaapi Mahtii Housing Society].</p>
Other	<p>Commission a joint public art piece that is representative of all four groups. Wolf Tower [Represents Tseshaht]</p>
	<p>That the City seek funding opportunities to hire a person dedicated to leading reconciliation actions, events and initiatives in the community.</p>
	<p>That the City embeds funding in their annual budget for reconciliation. \$50,000 Reconciliation Fund budgeted annually</p>
	<p>That the City creates a program, similar to the Community Investment Program (CIP), for reconciliation events or that a dollar amount from the CIP is dedicated to reconciliation.</p>
The Next Generation	<p>The Reconciliation Committee recommend that the City, Tseshaht, Hupacasath, and the board of the Friendship Centre support the creation of a new committee similar to the current one with the intention of fostering and advancing reconciliation between Indigenous and Non-Indigenous people in the Alberni Valley.</p>

ALTERNATIVES/OPTIONS

1. *THAT Council receive the report from the Director of Corporate Services dated January 13, 2023 and entitled "UNDRIP Update Report" for information.*
2. *Council may direct further action on specific items or initiatives contained within the report.*
3. *That Council take no action.*

ANALYSIS/ SUMMARY

The City of Port Alberni has made progress on a number of initiatives since the report was released in 2019. It is clear from the above summary of recommendations that there is still much work to be done. To formally address this work and ensure continued government to government relationships, an Accord was struck with between the City and both Nations for the purpose of sharing information, improving communications, addressing specific concerns, and to undertake initiatives of mutual interest as well as to raise awareness and understanding off each Nation’s Titles and Rights. These principles of cooperation are evidenced through regular meetings between the Nations Chief Councillors, Mayor and staff as well as annual Council to Council

forums. Progress has been made in building the government to government relationships with the Hupacasath and Tseshaht Nations particularly through partnership on various initiatives including the 4th Avenue Walyaqil Tiny Home Village, Community Economic Development Initiative, the Wolf Tower Project [formerly Clock Tower], and a number of other developments where the City has assisted in the provision of land or other services. Where opportunities arise, the City strives to work with and assist the various other Nations in our Region on projects and initiatives of mutual interest such as the recent Memorandum of Understanding struck between the City and Ahousaht First Nation for the acquisition of Cedarwood School for provision of safe accessible housing for Ahousaht members within the community.

Another area where the City has been called to make improvements includes those recommendations outlined within the Verdict at Coroner’s Inquest report dated June 30, 2021 for which the City is an addressee. At the July 12, 2022 Regular meeting, Council directed staff prepare a report outlining potential actions that could be implemented to address the recommendations. Staff are working with the R.C.M.P. to jointly formulate such a report.

The path to reconciliation persists through these ongoing partnerships, the continued acknowledgement and implementation of the UNDRIP principles, and consideration of these in the day-to-day business of Council and municipal operations and projects.

ATTACHMENTS/REFERENCE MATERIALS

- *Reconciliation Report 2019*
- *TFN Accord*
- *HFN Accord [unsigned]*
- *Lidstone & Co. Law Letter | March 2021 Edition Administrative Bodies and UNDRIP – Will Pollitt*

C: *T. Pley, CAO*
S. Smith, Deputy CAO, Director of Development Services
A. McGifford, Director of Finance
P. Deakin, Manager of Economic Development



JULY 2019

RECONCILIATION REPORT



CITY OF
PORT ALBERNI



hupacasath



Tseshaht First Nation
[ciša'asah]

REGULAR COUNCIL AGENDA - JANUARY 23, 2023

Contents

Background

3 *Objective*

History

4 *First Nations*

7 *European Settlers*

National and International Efforts

8 *UNDRIP*

9 *Calls to Action*

Reconciliation Committee

10 *Background*

12 *Committee Members*

Progress to Date

20 *Background*

25 **Next Steps**

27 **Reference Materials**



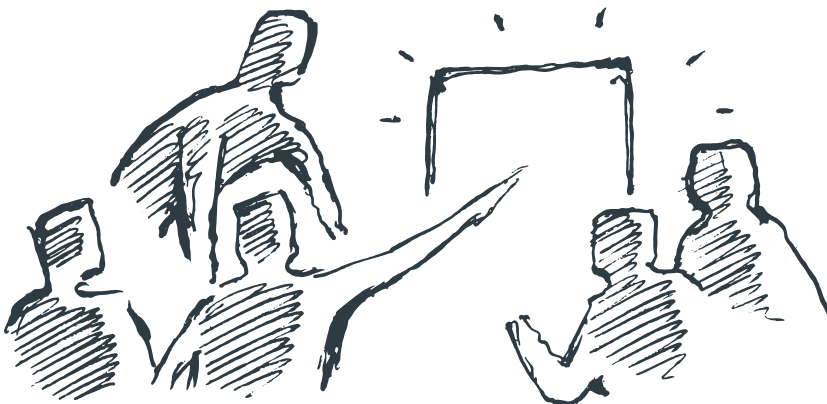
Background

In 2017, discussion began at a local level around the issue of reconciliation in Port Alberni following a walk for reconciliation on March 27. By September of that year, the City of Port Alberni (the City) formed a committee and work began to establish a path toward reconciliation between the City, Tseshaht First Nation and Hupačasath First Nation.

The Committee is made up of two representatives from Tseshaht, two from Hupačasath, one from City Council, and three from the community at large. To date, the Reconciliation Committee has met 17 times since its inaugural meeting on November 30, 2017.

OBJECTIVE

The objective of this report is to provide council, its partners at Tseshaht and Hupačasath, and the general public an overview of the progress of the committee to date and recommended next steps in the local reconciliation process.



History

FIRST NATIONS

The city of Port Alberni is located within the traditional unceded territories of the *číšaaʔaḥ* (sis sha ahtah – Tseshaht) and the *Hupačasath* First Nation.

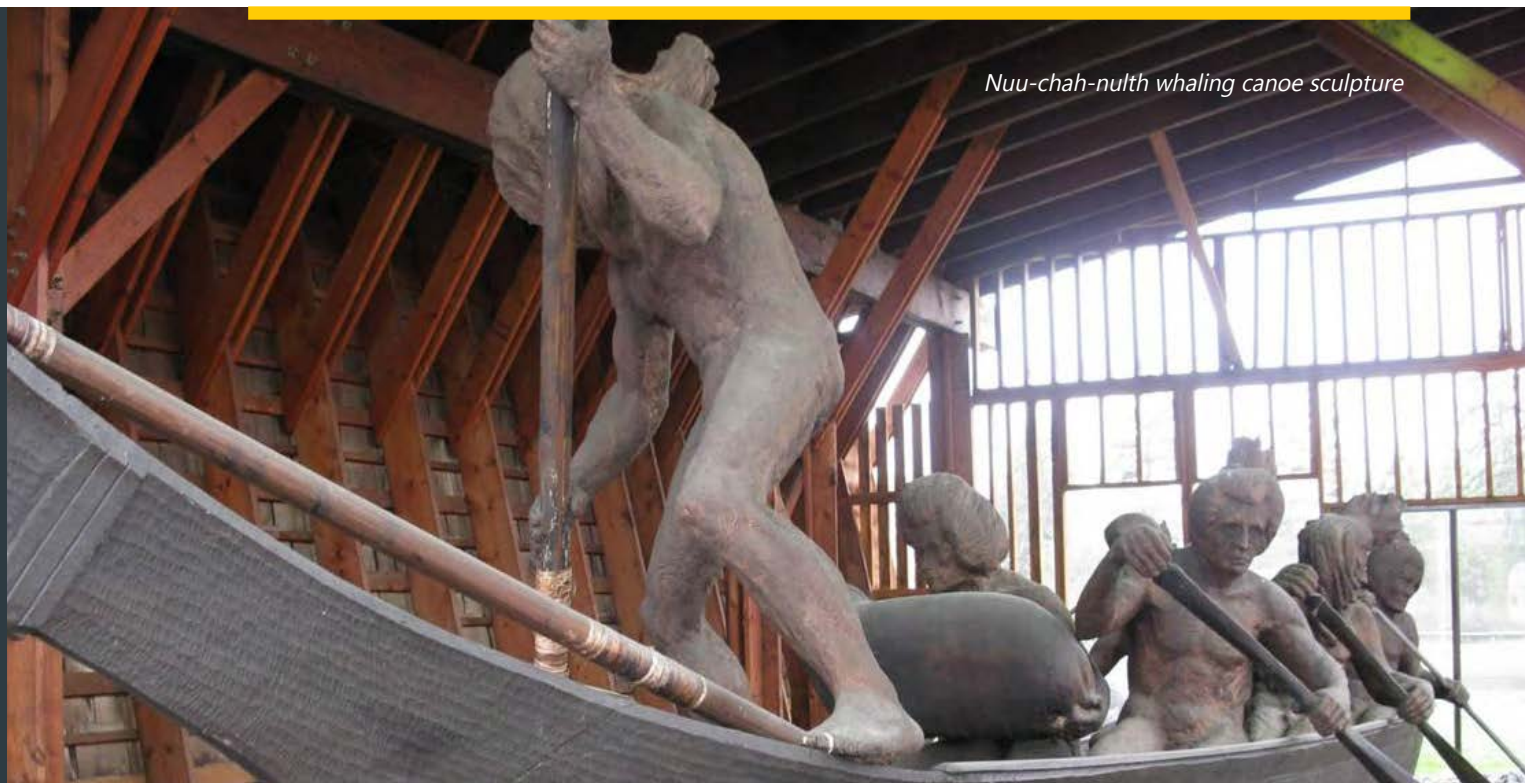
Both nations are members of the *Nuučaañuł* (Nuu-chah-nulth Nations), which consists of 14 nations located on western Vancouver Island. Originally known by Europeans as the Nootka people, the *Nuu-chah-nulth* are all people of the land and sea.

Tseshaht translates into “people of a rancid smelly place.” It is believed this name is a reflection of their history as great whalers and, as a result their village reeked of whale oil, which some considered a good thing as it tended to signify wealth. Tseshaht is made up of five tribes. The Nation’s birthplace is believed to be Benson Island, the furthest west of the islands now referred to as the Broken Group of Islands.

Tseshaht members reside mainly on the west side of the Somass River, on Tsehaheh Reserve, where they have their administration office, long house, a number of businesses, and an elementary school. Tseshaht families also live at Polly’s Point (Tee-pis) on the shore of the Alberni Inlet.

Hupačasath is believed to mean “people residing above water.” It is made up of three distinct tribes; the *Muh-uulth-aht*, *Kleh-koot-aht* and *Cuu-ma-as-aht* (Ahahswinis) and resided in different parts of the territory. The three tribes amalgamated just prior to the arrival of European settlers. It is believed this was done in order to defend their territory from encroachment by other First Nations.

Hupačasath members reside primarily on Ahahswinis Reserve where their administration building, House of



Nuu-chah-nulth whaling canoe sculpture



Alberni's first council (1912)
Photo credit: Alberni Valley Museum

Gathering, and a number of businesses are located. There is also a significant residential presence at Klehkoot along the banks of the Sproat River.

Today most of the two Nations' members call the Alberni Valley home, although traditionally their territory was spread out all the way down the Alberni Inlet and into the Barclay Sound.

In pre-contact and early post-contact times, the Nuu-chah-nulth people were significantly greater in numbers. Warring and outbreaks of diseases believed to have come with European traders, such as small pox, decreased the Nuu-chah-nulth population. It is estimated that as high as 90 per cent of Nuu-chah-nulth people died as a result of outbreaks by the 1830s.

First contact with European explorers and traders is believed to have occurred in the early 1700s when Russian and Spanish ships visited the area. In 1778 James Cook visited Nuu-chah-nulth territory in search of a western entrance to the much sought-after Northwest Passage between Europe and Asia. Cook's expedition traded furs with Mowachaht/Muchalaht people in what became known as Friendly Cove on Nootka Island. Those furs were resold for immense profit, thus triggering a fur trade industry in

Nuu-chah-nulth territory that brought European and American traders to the coast.

In 1860 Captain Stamp arrived in the Alberni Harbour. He purchased access rights to land and timber for the purpose of building and operating a sawmill; the first sawmill on the coast purpose-built for export. After a brief attempt to negotiate for a prime location on which a Tseshaht village was located, Captain Stamp forced the Tseshaht from that site under threat of violence. European occupancy in the Alberni Valley continued from that point, as did the practices of resource extraction and displacement of Tseshaht and Hupačasath people from their land onto reserves designated by Canada's Indian Agents.

First Indian Residential School built in Alberni
Photo credit: Alberni Valley Museum





Indian Residential School students at Alberni
Photo credit: Alberni Valley Museum

Through the late 1800s, while the Alberni Valley experienced continued expansion of European presence and settlement, the Canadian government began to take measures that would change the lives of First Nations inhabitants. Residential schools were built, First Nations children were removed from their homes, and housed in centrally located residential schools.

In 1892, the Alberni Indian Residential School (AIRS) opened, originally known as the Alberni Girls' Home until 1899 when it was renamed. It served initially as a school for children primarily from Tsehaht and Hupačasath communities. Eventually the school grew and included children from other First Nations around the province.

Located on the west bank of the Somass River on the Tsehaheh Reserve, the school was managed by the Women's Foreign Mission Society of the Presbyterian Church and the United Church of Canada. Later management and operation of the school was taken over by the Department of Indian Affairs. In 1967, the school became known as the Alberni Indian Student Residence. The school remained open until 1973.

Although originally occupied by mostly local First Nations children, in 1948 the residential

school opened a day school for children from Tsehaht and Hupačasath. This made room at the residential school for children from reserves around the province. By 1950, students from Tsehaht and Hupačasath began attending the provincial school in Port Alberni.

Although the 1950s saw an integration of school-aged children in the Alberni Valley, communities within the Alberni Valley remained quite independent of each other. This was especially true in terms of the divide between indigenous and non-indigenous communities. Through the ensuing years, efforts have been made to reverse the damage that was done by the residential school system, and through the years the communities of the Alberni Valley have come together as neighbours. The Reconciliation Committee was formed in the spirit of moving beyond being neighbours in the same valley and toward being a more integrated, inclusive community.



EUROPEAN SETTLERS

The influence of the early presence of Spanish explorers on the coast is evident in the proliferation of Spanish place names within Nuu-chah-nulth territory. The name “Alberni” was derived from Captain Don Pedro de Alberni, a Spanish officer who commanded Fort San Miguel at Nootka Sound on the west coast of Vancouver Island between 1790 and 1792. As European activities turned from trading to resource extraction, European settlement increased. A European community sprung up in the Alberni Valley. In 1912, the City of Port Alberni was incorporated,

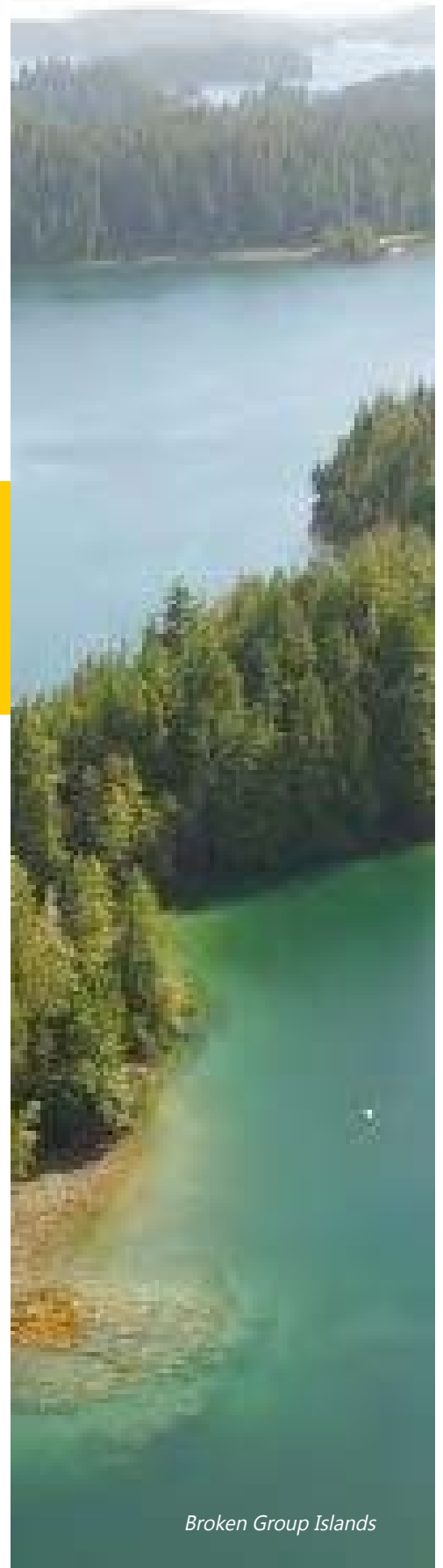
“ The Reconciliation Committee was formed in the spirit of moving beyond being neighbours in the same valley and toward being a more integrated, inclusive community.”

and in 1913 the City of Alberni was incorporated. Significant early settlement also occurred in the rural areas of the Alberni Valley.

The arrival of the Esquimalt and Nanaimo Railway brought many changes to the Valley. The railway opened the door for effective and timely overland travel and trade out of the valley. The trans-pacific telegraph cable terminating at Bamfield, and later in Port Alberni, also contributed to urban growth and development. The Alberni Valley became a hub for mining, fishing, and forestry. That activity largely bypassed Tseshaht and Hupačasath people, and contributed to their further displacement from their lands and traditional way of life.

In 1964, a tsunami struck Nuu-chah-nulth coastal areas, resulting in significant damage in low-lying areas of the Alberni Valley. The tsunami provided the impetus for the ongoing discussion of amalgamation of the Cities of Alberni and Port Alberni. In 1967 the two cities were merged into one.

Today the broader Alberni Valley community of approximately 30,000 people is made up of the City of Port Alberni, regional areas known as Cherry Creek, Sproat Lake, Beaver Creek and Beaufort, as well as the Tseshaht and Hupačasath communities.



Broken Group Islands

National and International Efforts

UNDRIP

The *United Nations Declaration on the Rights of Indigenous Peoples* (UNDRIP) was adopted by the UN in September 2007. Its goal was to protect the collective rights of Indigenous People that might not be covered under other human rights charters that address only rights of the individual. A report, the *"Study of the Problem of Discrimination against Indigenous Populations,"* released in 1982 by the UN Special Rapporteur of the Subcommission on the Prevention of Discrimination and Protection of Minorities started the ball rolling for UNDRIP. From its findings the Working Group on Indigenous Populations was formed. By 1985 this group had begun to draft a declaration of Indigenous Rights.

In general terms, UNDRIP is a non-legally binding declaration designed to outline how Indigenous Peoples should be treated. It protects their traditions, culture, and language, and prohibits any form of discriminations against them. After almost 25 years, in 2007 the draft was approved by the majority of the UN General Assembly. Canada was one of four countries that did not sign. The others were Australia, New Zealand, and the US. Each had concerns around the amount of autonomy recognized for Indigenous peoples. They also believed that they already upheld human rights for all people. By 2010, these four countries reversed their position and supported UNDRIP.

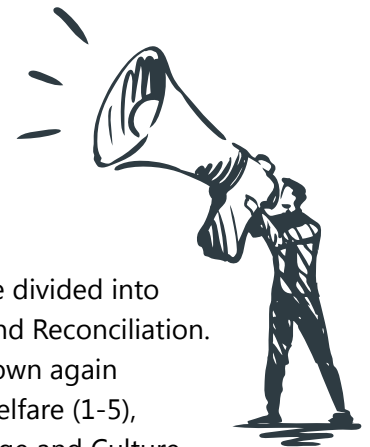
In Canada's statement of support issued in 2010 it said, "The Government's vision is a future in which Aboriginal families and communities are healthy, safe, self-sufficient and prosperous within a Canada where people make their own decisions, manage their own affairs and make strong contributions to the country as a whole." It went on to say, "In endorsing the Declaration, Canada reaffirms its commitment to build on a positive and productive relationship with First Nations, Inuit, and Métis peoples to improve the well-being of Aboriginal Canadians, based on our shared history, respect, and a desire to move forward together."

According to the declaration it is a "document that describes both individual and collective rights of Indigenous peoples around the world". It offers guidance on cooperative relationships with Indigenous peoples to states, the United Nations, and other international organizations based on the principles of equality, partnership, good faith and mutual respect. It addresses the rights of Indigenous peoples on issues such as: culture, identity, religion, language, health, education, and community.

The declaration is made up of 46 articles. To look at the full declaration, go to www.un.org.



Flags flying at City Hall.



CALLS TO ACTION

Between 2007 and 2015, the Government of Canada established the Truth and Reconciliation Commission (TRC) of Canada to facilitate reconciliation among former students, their families, their communities, and all Canadians. It was an opportunity to begin their healing journey, and part of that involved participating in the Truth and Reconciliation Hearings. The TRC travelled across the country for six years and heard from more than 6,500 witnesses. They also hosted educational events and opportunities to honour and share the stories and experiences of former students.

In 2015, the TRC presented a report on its findings and released 94 recommendations, or what they referred to as their “calls for action.”

The 94 Calls to Action are divided into two categories: Legacy and Reconciliation. These are then broken down again into six sections: Child Welfare (1-5), Education (6-12), Language and Culture (13-17), Health (18-24), Justice (25-42), and Reconciliation (43-94). According to the CBC’s Beyond 94 in-depth research, 70 of the 94 items are in progress with projects underway. They broke it down into 32 not started, 33 in progress – projects proposed, 19 in progress – projects underway, and 10 complete.

The full report on the Truth and Reconciliation Commission of Canada: Calls to Action is available online at nctr.ca.

SOME OF THE KEY RECOMMENDATIONS INCLUDE

<p>All levels of government adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation</p>	<p>The Federal Government launch a national inquiry into the missing and murdered aboriginal women</p>	<p>The Federal Government enact the Aboriginal Language Act</p>
<p>The Federal Government create a national holiday to remember and honour the survivors of residential schools, their families, and communities</p>	<p>Canada will, in consultation with Aboriginal groups, establish a National Council for Reconciliation</p>	<p>All levels of government acknowledge that the current state of Aboriginal health in Canada is a direct result of previous Canadian government</p>
<p>All levels of government commit to offering opportunities for people to be educated on the history that lead up to the TRC final report</p>	<p>The Federal Government draft a new Aboriginal legislation that will include a commitment to sufficient funding</p>	<p>All levels of government commit to offering opportunities for people to be educated on the history that lead up to the TRC final report</p>

Reconciliation Committee

BACKGROUND

Reconciliation talks began in the Alberni Valley following the outcome of the Truth and Reconciliation Commission's report in 2015. The 94 Calls to Action released by the commission encouraged all levels of government to work together. This report inspired elected officials across Canada to begin working on repairing the scars of the past to create a future where provincial, federal, and municipal governments work side-by-side with First Nations communities.

On March 27, 2017, the broader community of the Alberni Valley took a significant step toward reconciliation. On that day, more than 200 people from all different backgrounds gathered for a walk for reconciliation. It was an opportunity to come together to demonstrate a collective desire for change in the Valley. The walk concluded at City Hall, where an inspiring rally was followed by a joint delegation to Port Alberni City Council. The delegation encouraged Council to:

- engage in building stronger relationships between Indigenous and non-Indigenous governments;
- fully adopt UNDRIP as a framework for reconciliation;
- implement the TRC Calls to Action; and
- acknowledge that the City of Port Alberni is on the unceded territories of Hupačasath and Tseshaht First Nations at the start of council meetings and events.

City Council saw reconciliation as an important step for the community of Port Alberni. Located on the unceded territories of Hupačasath and Tseshaht First Nations, it is also home to the head office of the Nuu-chah-nulth Tribal Council, which



Reconciliation Walk
Photo credit: AV News

carries out different services for its 14 member nations. Many of Port Alberni citizens are also First Nations members, and the community serves as a hub for a number of First Nations administration, education, and commercial offices.

The reconciliation walk was successful in acting as a catalyst for change in Port Alberni. From that initial meeting, the City has taken steps toward reconciliation with local First Nations and First Nation citizens.

Council adopted the Reconciliation Committee draft terms of reference on July 10, 2017, and put a call out for members of the committee. On September 18, 2017, Council announced the members of the committee.



The committee was comprised of then City Councillor Sharie Minions representing City Council, two Hupačasath members, two Tseshaht members, and three residents from the Alberni Valley, appointed by City Council.

The purpose of the committee is to “investigate practical actions for the City and the community to help foster reconciliation between indigenous and non-indigenous peoples.” The committee met for the first time on November 30, 2017, and has since met 17 times.

“ The committee was comprised of then City Councillor Sharie Minions representing City Council, two Hupačasath members, two Tseshaht members, and three residents from the Alberni Valley, appointed by City Council.”



Reconciliation Forum
Photo credit: AV News

COMMITTEE MEMBERS

ANN ROBINSON

COMMITTEE MEMBER

Ann Robinson is a member of Tseshaht First Nation, and is the fourth eldest daughter of Kathy and Doug Robinson. Ann was born and raised in the Alberni Valley, but left the community for a short time. Eventually she got married and returned to live with her husband, Keith Hunter, on the Tsehaheh Reserve.

“ In order to change, all of us have to change... it is not just the obligation of the political bodies, it's up to all of us.”

Ann is an active member of her tribe, volunteering on the treaty team when it was active and numerous other committees.

Through the years, Ann has work at a number of places in Port Alberni, including stores, the museum, USMA, the Nuuchah-nulth Tribal Council, and her Nation. She and her husband now own and operate First Nations Wildcrafters.

Ann represents Tseshaht on the Reconciliation Committee and was interested in getting involved because she grew up in the community and has been stereotyped as a teen, adult, and elder. “I want a different life for my grandchildren. I’m not afraid to say what needs to be said to create open, straight forward conversation.”

She said a lot of the work on the Reconciliation Committee comes down to respect and a willingness to work together around the table realizing that the truth is what needs to be said, but not in a hurtful way. Ann believes the committee is the foundation for change.

“In order to change, all of us have to change,” she said. “It is not just the obligation of the political bodies, it's up



to all of us.” She added that elected officials must find a way to implement those changes because it has to be more than just talk.

Reconciliation has to be rooted in honesty and there must be a willingness to see the problem and move towards healing. She said it is easy to get held up by policy and forget that people have to be part of reconciliation so that the whole community benefits and heals.

Ann acknowledges that there are many challenges, and there is nothing wrong with that. The biggest of these is that there is so much fear and uncertainty that comes along with change. It is essential in Ann’s eyes to have a plan that involves the people who live in the Alberni Valley, because everyone has a voice that needs to be heard.



Longhouse Lahal, Tseshaht First Nation



“ A ridiculous amount of time is wasted on both sides to put each other down.”

BRANDY LAUDER

COMMITTEE MEMBER

Brandy Lauder is a Hupačasath First Nation member and elected councillor. She was born in Port Alberni and grew up in the Alberni Valley. She is in her second term as an elected councillor for her nation.

Brandy also works for her nation at the office as a computer mapper (GIS). In addition to this, she also does archaeology and anthropology. When she is not exploring those passions, she enjoys being

outdoors camping, hunting, and fishing. Brandy also enjoys exploring her creative side by sewing, drawing, painting, carving, knitting, and doing embroidery. All of her life she has taken part in traditional activities, such as dancing, bark stripping, and collecting berries and medicines. She also likes to learn new things and is always up for a challenge.

Brandy was appointed to the Reconciliation Committee by Hupačasath's elected council. She is glad to serve on the committee, and sees its importance.

Being raised on reserve, Brandy has seen racism from both sides – natives hating non-natives, and non-natives hating natives.

“A ridiculous amount of time is wasted on both sides to put each other down,” she said.

She believes that reconciliation is the amalgamation of both people together. This can be done by working together and sharing through language and songs. She also believes both sides must recognize each other's differences and respect each other.

Brandy believes the Reconciliation Committee faces two major obstacles – fear and racism.



Hupačasath Welcome Figures in Spring
Photo credit: Erica Watson

CYNTHIA DICK

COMMITTEE CO-CHAIR

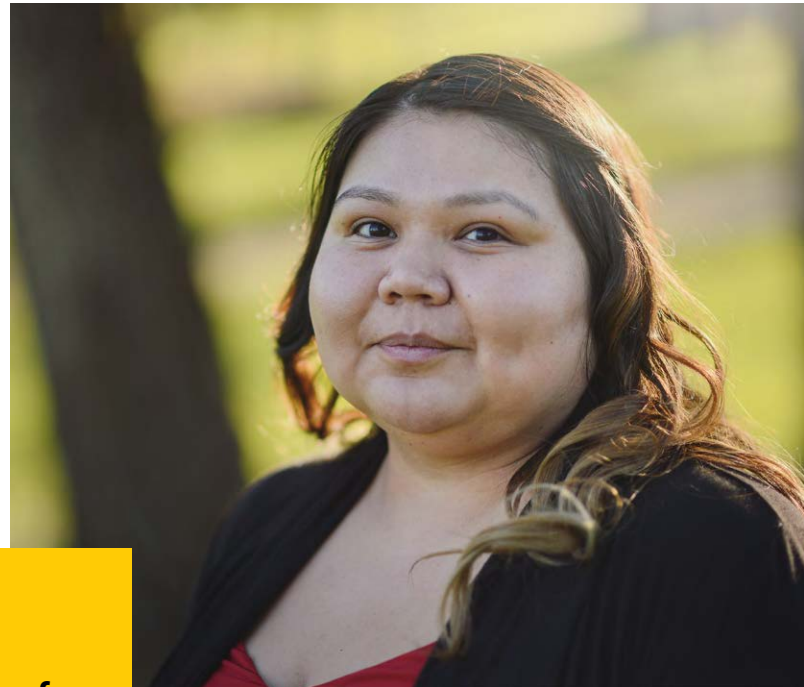
Cynthia Dick is a proud member of Tseshaht First Nation and elected councillor for her tribe. In 2016, she was appointed by council to sit as the Nation's Chief Councillor. In addition to representing her Nation as co-chair of the Reconciliation Committee, she was appointed to the Board of Directors for the Port Alberni Port Authority and sits as a director for the Bread of Life.

“ Reconciliation is us doing our part to leave a good path for our children. It is creating the space for everyone to feel safe, feel heard and supported to their fullest potential.”

Cynthia grew up in the Tseshaht community and is the mother of a young daughter, Arianna. She says her daughter is her motivation to make the world a better place. Cynthia is passionate about working for her community and giving back where she can. In her spare time, she enjoys time with her family, travelling, hiking, and being on the water.

Growing up in the Alberni Valley, Cynthia could see misinformation and misguided beliefs and attitudes exist when it comes to Indigenous people. She completed her Bachelor of Arts from Vancouver Island University, majoring in Sociology and minoring in Psychology. It was then she realized those misconceptions were common everywhere. She then became passionate about creating social change for the betterment of communities and all people and living things.

For Cynthia, the teachings of the past and present are essential to reconciliation and creating stronger relationships with one another, with ourselves, and with the valley and all that inhabit it.



“Reconciliation is being able to put our best forward, together,” she said. “Reconciliation is us doing our part to leave a good path for our children. It is creating the space for everyone to feel safe, feel heard and supported to their fullest potential.”

Cynthia says the Alberni Valley has so much potential but to reach it we must eliminate the division that exists and begin to work together collaboratively. Instead of letting our differences keep us apart, she believes we need to work together to see the commonalities and opportunity in each other.

For Cynthia, fear of change is one of the greatest challenges in the reconciliation process. However, with collaboration, understanding and acceptance, she believes we can work together to change for the better.



Administration Building, Tseshaht First Nation



“ Port Alberni had existing political, legal, economic, and social systems prior to the assertion of the Crown's sovereignty. These systems were not disposed of by any acceptable means and, as such, still deserve our observance.”

IAN BENOIT

COMMITTEE MEMBER

In 2014, Ian Benoit moved to Port Alberni from Haida Gwaii, where he was born and raised. He lived for a short time in Victoria where he studied political science at the University of Victoria. He then received his Masters of Public Policy at Simon Fraser University. In 2012, his travels took him home to work as a policy analyst for the Council of the Haida Nation. His move to Port Alberni came when he got a similar position with Huu-ay-aht First Nations.

Ian is active in his community as a long-distance runner and hiker. He is a member of the Young Professionals of the Alberni Valley, the Alberni Valley Search and Rescue Squad, and the Sproat Lake Volunteer Fire Department.

Ian believes Port Alberni is a community that struggles with poverty and associated social problems. He sees the Reconciliation Committee as having an important part to play in reducing the inequalities between First Nations populations and the general population.

It can also improve the well-being of people in the community who need it most.

Through his work experience and education, Ian brings a combination of academic and real-world experience engaged in issues relevant to reconciliation.

“I see reconciliation as a mutually accepted remedy to the problems created by the imposition of colonial order of law,” he explains. “Port Alberni had existing political, legal, economic, and social systems prior to the assertion of the Crown's sovereignty. These systems were not disposed of by any acceptable means and, as such, still deserve our observance.”

He believes that, in an absolute sense, reconciliation would involve the restoration of past systems in such a way that it respects the well-being of all people who call the Alberni Valley home. In a practical sense it is more unknown because this has never been accomplished. In Port Alberni, Ian believes to make practical and meaningful progress the City must make concerted efforts to receive the consent of First Nations with respect to decisions affecting their asserted interests.

Given that so many First Nations people call Port Alberni home, the City must be acutely sensitive to their rights.

JIM TATOOSH

COMMITTEE MEMBER

Jim Tatoosh is a member of Hupačasath First Nation. He grew up in the Alberni Valley and has always dedicated his time to making his community a better place to live. Jim is in his fourth term on council for his nation.

“ The members of my Nation think it's important so I go out of my way to make it better for others through the committee's work.”

Jim worked at the pulp mill in Port Alberni, now Catalyst, from the time he graduated from university to his retirement in 2008. He enjoyed his 29 years at the mill, but was glad when the time to retire came. He is now living with his partner in Parksville and travels to Port Alberni for council business from Monday to Thursday.

He enjoys serving his community on council and says he definitely does not do it for the money but for the contribution he is making. This is one reason he was



happy to be appointed to the Reconciliation Committee by his Nation.

“I think reconciliation it going to take a long time,” Jim said. “The members of my Nation think it’s important so I go out of my way to make it better for others through the committee’s work.”

By bringing his viewpoint to the committee, he makes it more diverse. By asking the tough questions, it helps bring information to light that, in the end, will help others process what a huge task lies ahead.

Jim has a strong hope that things will get better and sees a lot of positive things coming out of the work that is being done on reconciliation. He believes the big picture is that people are working hard together to get there, and they must continue on.

He thinks education is the key, but also one of the most challenging aspects of reconciliation. By ensuring people with the wrong information or attitude are educated things will change.

Jim is proud of the work the reconciliation committee has taken on to date, and he looks forward to the day when all three communities are working together for real change.





My years on council have taught me a lot about working with people who have varied backgrounds. It has taught me it's important to listen and learn first, then form opinions and try to bring the group to consensus through conversation."

SHARIE MINIONS

COMMITTEE CO-CHAIR

Sharie Minions grew up in Port Alberni and is now raising her own family here with her husband Colin. She is a politician, mortgage broker, and restaurant owner, and any spare moment she spends with her children.

Sharie is Port Alberni's current mayor, but she was appointed to the Reconciliation in her first term as a city councillor. Although she was nervous about the opportunity, she was also excited.

"I've always enjoyed learning about First Nations and thought this would be a great opportunity," she said. "My years on council have taught me a lot about working with people who have varied backgrounds. It has taught me it's important to listen and learn first, then form opinions and try to bring the group to consensus through conversation."

This was a quality she would use on the committee as in the first meeting she was elected co-chair, along with Cynthia Dick.

Sharie sees relationships as the key to reconciliation. She believes governments can reconcile by genuinely changing the way they work together. This involves taking in each other's input at an early stage and building plans together, while building relationships and friendships. If this is successful, it creates open dialogue and each party can call on the other when they have questions or concerns.

Sharie believes that the Reconciliation Committee is important and thinks there is a huge opportunity to define Port Alberni as a community through the diverse culture backgrounds. By working together, the Alberni Valley can showcase its differences and be proud. In order to do that, relationships must be built and reconciliation must happen first.

She believes it is a challenging process because it is so personal to the people involved in the committee, and they all genuinely care about the results and process. She is thankful that after a few meetings the committee took the time to talk and get to know each other. This allowed them to recognize the commonalities in their values. After that they started working more efficiently together. Sharie thinks it will always be a tough process, but getting to know each other is key.

SHEENA FALCONER

COMMITTEE MEMBER

Sheena Falconer has lived in Port Alberni for more than 20 years. She has raised her children and is now enjoying her time as a grandmother.



“ I struggle with the term reconciliation... As I don't think it speaks clearly to what we are trying to achieve.”

Since coming to Port Alberni, Sheena has become involved with many groups and organizations that are working to improve quality of life in the Alberni Valley. This includes work in environmental restoration, and volunteering with the Alberni Valley Hospice Society, and McLean Mill.

When Sheena saw that the City was forming a Reconciliation Committee, she wanted to get involved. She believes the Reconciliation Committee is important because it will bring the community together in a meaningful way.

Through her career and work life, Sheena has gained experience working with all kinds of people with different backgrounds. By working together with

various stakeholders, she has gained an understanding of the importance of differing points of view. She points out that the key is working as a team while still respecting the different opinions and perspectives others bring.

Although she sees reconciliation as an important step for Port Alberni to take, she has a hard time defining it. “I struggle with the term reconciliation,” she said. “I don't think it speaks clearly to what we are trying to achieve.”

Sheena thinks reconciliation in Port Alberni is evolving and changing, and is passionate about that journey and what it could do for the community.



Photo credit: AV News



“ I understand the effects on our First Nations people who do not live in their home villages.”

WALLY SAMUEL

COMMITTEE MEMBER

Wally Samuel is a member of Ahousaht First Nation, the largest of the Nuu-chah-nulth nations.

In 1966, Wally moved to Port Alberni where he continues to be an active volunteer in community activities and youth sports, including activities that promote Ahousaht culture.

Although he has called the city of Port Alberni home for more than 50 years, it has not always been an easy experience. Wally is a residential school survivor. He has lived and experienced the effects of government policy and residential school.

As a visible First Nations person, he has experienced the racism and prejudices often shown to First Nations people. He has also experienced and witnessed the stereotyping that First Nations people face on a daily basis. It is this understanding that made him want to volunteer for the Reconciliation Committee.

Through his experiences, he became interested in helping others. For 25 years, until his retirement, Wally has worked for First Nations organizations in community programming, advocating for Indigenous people locally, as well as provincially and federally.

“I have lived and experienced the strife, suffering, and trauma of First Nations people,” he said. “I understand the effects on our First Nations people who do not live in their home villages.”

He believes that understanding is what he brings to the Reconciliation Committee, and it is the main reason he wanted to get involved. He wants people in this community to have a better respect and appreciation of each other’s history.

By respecting and understanding each other, Wally thinks Port Alberni will be a more productive and thriving city. But he believes that also is what makes the goals of the Reconciliation Committee challenging.

Progress to Date

The Reconciliation Committee is a select committee of Port Alberni City Council. It is appointed for the purpose of investigating practical actions for the City and the community to help foster reconciliation between indigenous and non-indigenous people.

Once the committee members were selected, the group set out to establish the needs of the community.

In 2018, the City was successful in receiving a grant from the Union of BC Municipalities (UBCM). The grant money was used to host a community forum planned for March 27, 2018, the anniversary of the walk for reconciliation, and focused on furthering reconciliation efforts and cultivating cross-cultural awareness in Port Alberni.

The event was successful, attracting 112 people. It was a diverse crowd made up of valley residents, local First Nations, City staff and elected officials. The World Café model was used to gather feedback from the participants to better inform the committee's approach. The World Café involved a series of conversations around ten facilitated questions with shifting groups of people, allowing participants to choose the topics that mattered most to them. The questions were:

- What does reconciliation mean to you?
- What can the community do to advance reconciliation in Port Alberni?

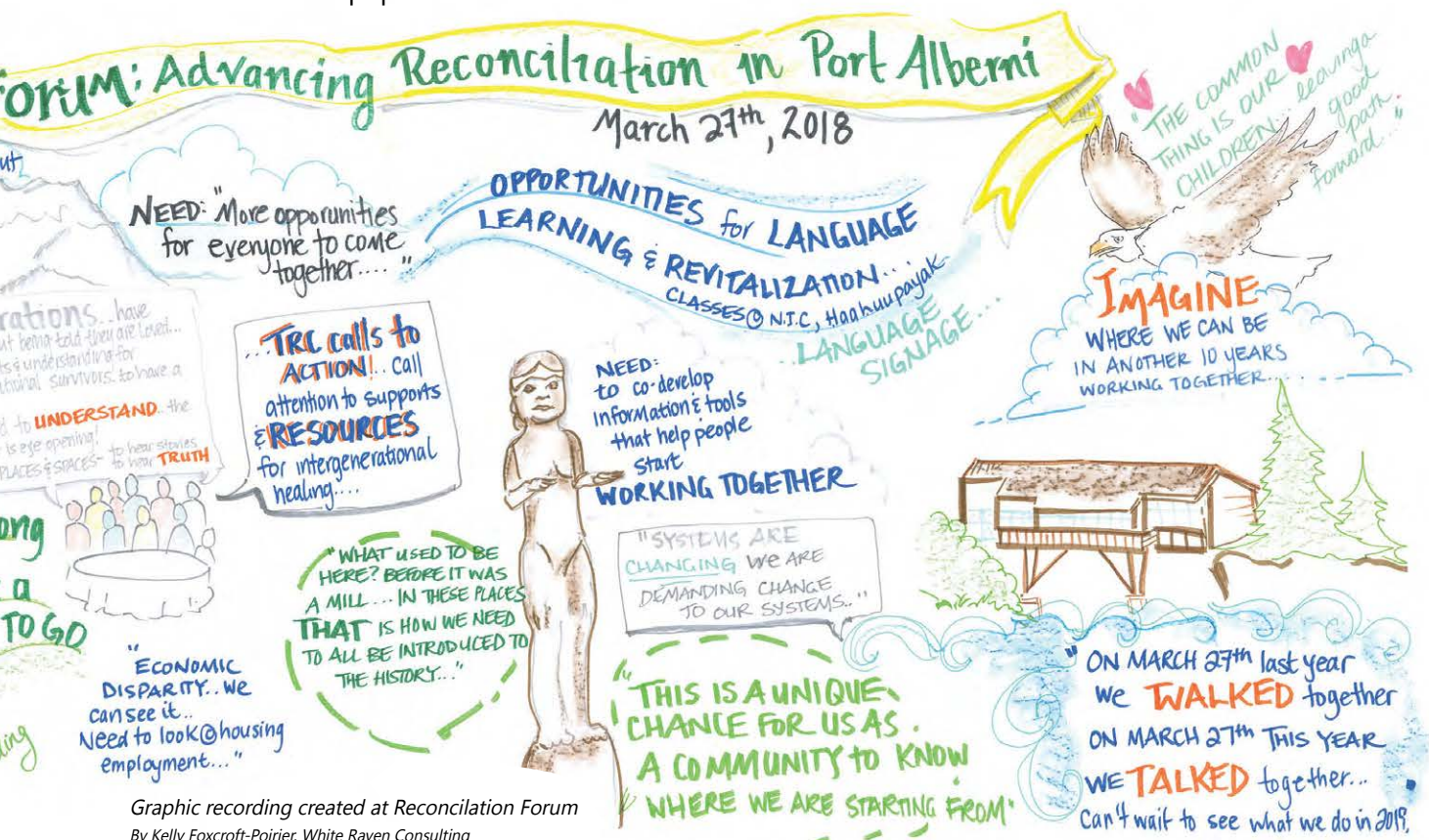


- What do you know about the Truth and Reconciliation Calls to Action and Declaration on the Rights of Indigenous Peoples, and how could we better educate people on these two documents?
- What does Port Alberni look like as a more reconciled community?
- What would you like to see the City of Port Alberni, Tseshaht First Nation, and Hupačasath First Nation do to further reconciliation in Port Alberni?
- What do you know about the Reconciliation Committee and its work, and do you have any suggestions for the committee going forward?
- What are some reconciliation success stories you've heard?
- What does reconciliation look like in the urban First Nations population?

- What are some of the positive things happening in our community?
- Who needs to be part of the reconciliation discussions?

As a result of that forum, the Advancing Reconciliation in Port Alberni document was created to summarize the information gathered from the ten tabletop discussions. The full report can be found at www.portalberni.ca by searching "reconciliation."

The information received that night was integral in the formation of the Committee's 27 recommendations. These recommendations were broken down into nine categories, including cityscapes, government relations, education, events, partnerships, languages, urban First Nations, other, and the next generation.



Graphic recording created at Reconciliation Forum
By Kelly Foxcroft-Poirier, White Raven Consulting

The information received that night was integral in the formation of the Committee's 27 recommendations. These recommendations were broken down into nine categories; cityscapes, government relations, education, events, partnerships, languages, urban First Nations, other, and the next generation.

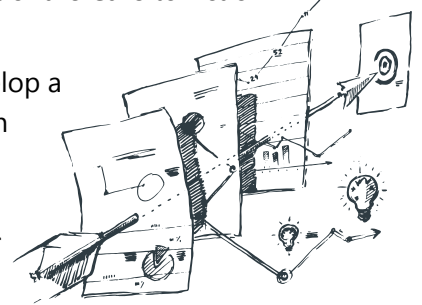


CITYSCAPES

- The City of Port Alberni will redesign its logo to incorporate First Nation elements
- Within the city, add First Nations words and names to numbered streets and other destinations, locations, and structures. In planning, include First Nations words and names on the City's Approved Street Names list.
- Two new flag poles will be installed at City Hall to fly the flags of Tseshaht and Hupačasath. Until they are available, ensure that the flags of both nations are flown at City Hall on National Indigenous Peoples Day.

GOVERNMENT RELATION

- Create a working group with the Alberni-Clayoquot Regional District, the City of Port Alberni, Hupačasath, and Tseshaht with the terms of reference to aid government-to-government relations.
- Encourage diversity by engaging and encouraging First Nations people to get involved in local politics, seek political office or join various committees. This could be done by sending expressions of interest notices to First Nations offices in the area for consideration.
- Develop a reconciliation protocol to guide collaborative processes between Hupačasath, Tseshaht, and the City.
- Develop a process to enable joint grant funding opportunities.
- Review community-to-community funding opportunities for the development of a quadripartite agreement between the City, Hupačasath, Tseshaht, and the Friendship Center.
- Undergo a review of the City's policies and procedures to ensure they reflect the intent of UNDRIP and the TRC Calls to Action.
- In its next Strategic Plan, the City will seek to include the intent of the Calls to Action and UNDRIP.
- The City will develop a policy to establish a government-to-government process for major projects.

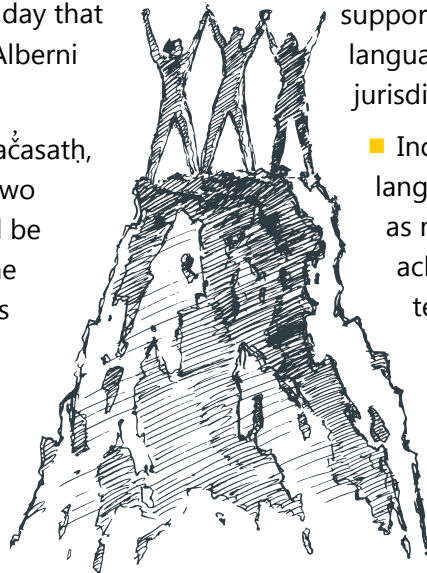


EDUCATION

- The City will help make educational opportunities available in the community that will inform people on the history of local First Nations. Funding should be available through grants as it is meeting the recommendations of UNDRIP and the Calls to Action.

EVENTS

- Hold a KAIROS Blanket Exercise for City staff and councillors. This is a participatory history lesson. Developed in collaboration with First Nations elders, knowledge keepers, and educators, it is designed to “foster truth, understanding, respect, and reconciliation among Indigenous and non-Indigenous people”.
- Promote First Nations events on social media and within the city. This can be such things as Orange Shirt Day or National Indigenous Peoples Day.
- Proclaim that March 27 will be a day that recognizes reconciliation in the Alberni Valley.
- Annually the City, Tseshaht, Hupačasath, and the Friendship Center hold two joint community events. One will be a reconciliation workshop and the other a celebration. These parties will also host a joint screening event of the First Nations series at the Paramount Theatre with support from other organizations.



PARTNERSHIPS

- Compile a report identifying obstacles that create inequality in the opportunities for First Nations employment in the workplace.
- Identify a means to increase employment opportunities for First Nation people in the City and community.

LANGUAGES

- Draft a letter endorsed by the City, Tseshaht, Hupačasath, and the Friendship Center that contains recommendations on how to further support approaches for teaching traditional languages within Port Alberni's educational jurisdiction.
- Incorporate the Nuu-chah-nulth language into Council meetings, such as making it part of the welcome and acknowledgements of traditional territories.
- Educate the public on the original First Nations names for common places around the Alberni Valley.

URBAN FIRST NATIONS

- The committee lobbies to improve access to services for First Nations living away from their traditional territory.

OTHER

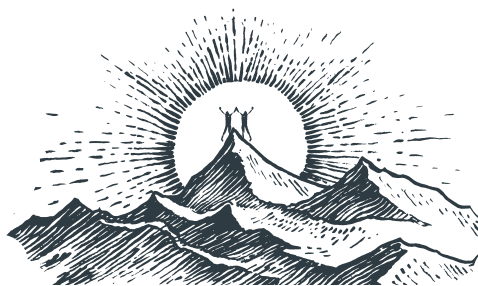
- Commission a joint public art piece that represents the City, Tseshaht, Hupačasath, and the Friendship Center.
- The City will seek funding opportunities to hire a person dedicated to leading reconciliation actions, events, and initiatives in the community.
- The City will create a program, similar to the Community

Investment Program (CIP), for reconciliation events or that a dollar amount from the CIP is dedicated to reconciliation.

- That the City embeds funding in their annual budget for reconciliation.

THE NEXT GENERATION

- The Reconciliation Committee recommend that the City, Tseshaht, Hupačasath, and the board of the Friendship Center support the creation of a new committee similar to the current one with the intention of fostering and advancing reconciliation between Indigenous and non-Indigenous people in the Alberni Valley.



*Woven basket
Photo credit: Alberni Valley Museum*

**RESERVED FOR
"NEXT STEPS"**

**RESERVED FOR
"NEXT STEPS"**

Reference Materials

ONLINE RESOURCES

www.portalberni.ca/reconciliation-committee
www.un.org
www.trc.ca
www.hupacasath.ca
www.tseshaht.com
www.pafriendshipcenter.com
www.nuuchahnulth.org
www.nationaltoday.com/national-aboriginal-day

GRANT OPPORTUNITIES

www.ubcm.ca/EN/main/funding/lgps/community-to-community-forum.html

www.ubcm.ca/assets/Funding~Programs/LGPS/UCPR/ucpr-pilot-2019-program-guide.pdf

<https://fcm.ca/en/programs/first-nation-municipal-collaboration/community-economic-development-initiative>

KEY DOCUMENTS

The United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) is the framework for reconciliation for all sectors of Canadian society.

ELECTRONIC: Click [here](#) for the United Nations Declaration on the Rights of Indigenous Peoples [PDF].

PRINT: Visit www.un.org for the United Nations Declaration on the Rights of Indigenous Peoples.

Truth and Reconciliation Commission (TRC) of Canada: Calls to Action are an appeal to mobilize all levels of government, organizations and individuals to make concrete changes in society to advance reconciliation.

ELECTRONIC: Click [here](#) for the TRC Calls to Action [PDF].

PRINT: Visit www.trc.ca for the TRC Calls to Action.

To further reconciliation efforts and cultivate cross-cultural awareness in Port Alberni the committee hosted a community forum on March 27, 2018. The input provided at the event was compiled into a summary document which was used to develop the 27 recommendations put forward by the Reconciliation Committee.

ELECTRONIC: Click [here](#) for the forum's Summary of Input [PDF].

PRINT: Visit www.portalberni.ca/reconciliation-committee for the forum's Summary of Input.

The City conducts all of its business on the traditional unceded territories of Hupačasath First Nation and Tseshaht First Nation and gives thanks to the nations for that.

Kleco-kleco

Government to Government Accord

This ACCORD dated for reference the 14 day of JAN, 2018.

BETWEEN: THE TSESHAHT FIRST NATION

AND: THE CITY OF PORT ALBERNI

WHEREAS (The Parties)

- A. The Tseshaht First Nation and the City of Port Alberni (the "City") each have distinct governance authorities and responsibilities towards their residents and members, and acknowledge that the interests of persons living in their communities are best served by working together in the spirit of cooperation.
- B. The Parties recognize that establishing a formal government-to-government relationship now will create a level of certainty for the Parties' communities and jurisdictions and begin an important dialogue in anticipation of successful community development.
- C. The Parties recognize the following documents and principles as guides to effective inter-governmental relations:
 - United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)
 - The Truth and Reconciliation Commission's 94 Calls to Action
 - lisaak (respect), hishukish-tsawalk (everything is interconnected) and uu-a-thluk (taking care of)

NOW THEREFORE the Parties enter into this Accord with the intention and desire to establish a cooperative government-to-government relationship for the purpose of sharing information, improving communications, addressing specific concerns, and raising awareness and understanding of Tseshaht First Nation Title, Rights and responsibilities and the rights of the City under the Community Charter and Local Government Act.

1.0 PURPOSE

- 1.1 The purpose of this Accord is to enter into a more formal arrangement between the Tseshaht First Nation and the City with respect to establishing and maintaining a long-term cooperative government-to-government relationship through effective communications.

2.0 PRINCIPLES OF COOPERATION

The Parties agree that the Tseshaht First Nation and the City will:

- 2.1** Meet regularly to promote and encourage open and constructive dialogue based on mutual trust, honesty, respect and understanding.
- 2.2** Work cooperatively to ensure that the Parties have a full understanding of each other's governing structures, capacities, traditions, roles, responsibilities and current projects.
- 2.3** Maintain respect for the views and authority of each of the Parties.
- 2.4** Explore potential partnerships and collaborative opportunities that help support a strong local economy. Each Party will endeavor to advise the other Party at the early stages of consideration about economic development projects that may impact the other Party.

3.0 KEY JOINT INTERESTS

The Parties agree to work together on the following, but not limited to areas of mutual interest:

- Governance
- Intergovernmental Relations
- Economic Development
- Cultural, Language and Heritage Protection
- Tourism
- Environmental Protection
- Public Safety
- Capacity Building
- Infrastructure
- Service Delivery
- Poverty
- Sustainable Healthy Communities

4.0 COMMUNICATIONS

4.1 The Parties recognize the success of a government-to-government relationship is predicated upon:

- Open and transparent communication
- Effectiveness and efficiency
- Cooperation and collaboration

- 4.2 The parties acknowledge and recognize that communication and information sharing for the interests set out in this Accord may be subject to Federal and Provincial Freedom of Information and Protection of Privacy Legislation.
- 4.3 The Parties agree to seek and explore opportunities to incorporate Tseshaht and First Nations culture, history and language into communications, advertising and signage.
- 4.4 The Parties agree to jointly develop and implement a strategy for interaction between the Parties for the purposes of improving timely communication on matters referred to in this Accord.

5.0 Implementation and Dispute Resolution

- 5.1. This Accord shall be administratively implemented through the CAO of the City and the Executive Director of the Tseshaht First Nation. In the event that a dispute arises pertaining to this Accord, the CAO and Executive Director shall meet to seek resolution of that dispute.
- 5.2 If the Administration of both Parties cannot resolve any dispute as referenced above, the Mayor of the City and the Chief Councillor of the Tseshaht First Nation shall meet to develop solutions in accordance with this Accord.
- 5.3 If a dispute cannot be resolved at the levels of Administration or Mayor and Chief Councilor, then a meeting of both Councils shall occur to resolve the matter in accordance with this Accord.

6.0 COUNCIL TO COUNCIL FORUM

- 6.1 The elected Councils will meet at least annually and as required to monitor and evaluate the implementations of this Accord and the specific initiatives undertaken thereto. Councils will also provide vision, policy and strategic direction to the Administrations of their respective governments in accordance with this Accord.

7.0 TERMS OF THE ACCORD

- 7.1 The Parties agree that this Accord shall take effect by a formal resolution by each respective Council.
- 7.2 The Parties agree that this Accord is a living document and may be subject to revision from time to time by mutual consent. The revisions must be agreed to in writing, and by formal resolution by each respective Council.

- 7.3 The Accord will remain in effect continuously unless terminated by either of the Parties by providing sixty (60) days' notice in writing, to be delivered by hand, facsimile or registered mail.
- 7.4 The Accord will be reviewed jointly by the Parties on an annual basis.
- 7.5 This Accord does not affect any aboriginal right, or any title or interest of the Tseshahht First Nation.
- 7.6 This Accord does not prejudice or affect the City's rights, powers, duties or obligations in the exercise of its functions pursuant to the *Community Charter* and *Local Government Act* as amended from time to time.
- 7.7 This Accord is non-binding and is not intended to and does not create any legal rights or obligations.

8.0 ADDRESS FOR SERVICE

TSESHAHT FIRST NATION
5091 Tsuma-as Drive
Port Alberni, BC V9Y 8X9

CITY OF PORT ALBERNI
4850 Argyle Street
Port Alberni BC, V9Y 1V8

IN WITNESS THEREOF The Parties have hereunto affixed their signatures as of the day and year first written above.



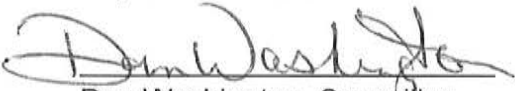
Sharie Minions, Mayor
City of Port Alberni




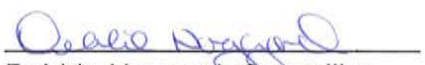
Cynthia Dick, Chief Councilor
Tseshahht First Nation



Cindy Solda, Councillor
City of Port Alberni



Corey Anderson, Councillor
Tseshah First Nation



Dan Washington, Councillor
City of Port Alberni



Hugh Braker, Councillor
Tseshah First Nation



Debbie Haggard, Councillor
City of Port Alberni


Melanie Cranmer, Councillor
Tseshah First Nation


Helen Poon, Councillor
City of Port Alberni


Luke George, Councillor
Tseshah First Nation

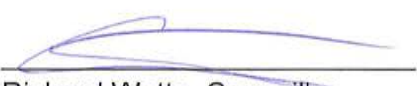

Ron Corbeil, Councillor
City of Port Alberni


John Gomez, Councillor
Tseshah First Nation


Ron Paulson, Councillor
City of Port Alberni


Eunice Joe, Councillor
Tseshah First Nation


Ken Watts, Councillor
Tseshah First Nation


Richard Watts, Councillor
Tseshah First Nation

Government to Government Accord

This ACCORD dated for reference the ____ day of ____, 2019.

BETWEEN: THE HUPACASATH FIRST NATION

AND: THE CITY OF PORT ALBERNI

WHEREAS (The Parties)

- A.** The Hupacasath First Nation and the City of Port Alberni (the “City”) each have distinct governance authorities and responsibilities towards their residents and members, and acknowledge that the interests of persons living in their communities are best served by working together in the spirit of cooperation.
- B.** The Parties recognize that establishing a formal government-to-government relationship now will create a level of certainty for the Parties’ communities and jurisdictions and begin an important dialogue in anticipation of successful community development.
- C** The Parties recognize the following documents and principles as guides to effective inter-governmental relations:
 - United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)
 - The Truth and Reconciliation Commission’s 94 Calls to Action
 - Itsaak (respect), hishukish-tsawalk (everything is interconnected) and uu-a-thluk (taking care of)

NOW THEREFORE the Parties enter into this Accord with the intention and desire to establish a cooperative government-to-government relationship for the purpose of sharing information, improving communications, addressing specific concerns, and raising awareness and understanding of Hupacasath First Nation Title, Rights and responsibilities and the rights of the City under the Community Charter and Local Government Act.

1.0 PURPOSE

- 1.1** The purpose of this Accord is to enter into a more formal arrangement between the Hupacasath First Nation and the City with respect to establishing and maintaining a long-term cooperative government-to-government relationship through effective communications.

2.0 PRINCIPLES OF COOPERATION

The Parties agree that the Hupacasath First Nation and the City will:

- 2.1** Meet regularly to promote and encourage open and constructive dialogue based on mutual trust, honesty, respect and understanding.
- 2.2** Work cooperatively to ensure that the Parties have a full understanding of each other's governing structures, capacities, traditions, roles, responsibilities and current projects.
- 2.3** Maintain respect for the views and authority of each of the Parties.
- 2.4** Explore potential partnerships and collaborative opportunities that help support a strong local economy. Each Party will endeavor to advise the other Party at the early stages of consideration about economic development projects that may impact the other Party.

3.0 KEY JOINT INTERESTS

The Parties agree to work together on the following, but not limited to areas of mutual interest:

- Governance
- Intergovernmental Relations
- Economic Development
- Cultural, Language and Heritage Protection
- Tourism
- Environmental Protection
- Public Safety
- Capacity Building
- Infrastructure
- Service Delivery
- Poverty
- Sustainable Healthy Communities

4.0 COMMUNICATIONS

- 4.1** The Parties recognize the success of a government-to-government relationship is predicated upon:
 - Open and transparent communication
 - Effectiveness and efficiency
 - Cooperation and collaboration

- 4.2 The parties acknowledge and recognize that communication and information sharing for the interests set out in this Accord may be subject to Federal and Provincial Freedom of Information and Protection of Privacy Legislation.
- 4.3 The Parties agree to seek and explore opportunities to incorporate Hupacasath First Nations culture, history and language into communications, advertising and signage.
- 4.4 The Parties agree to jointly develop and implement a strategy for interaction between the Parties for the purposes of improving timely communication on matters referred to in this Accord.

5.0 Implementation and Dispute Resolution

- 5.1. This Accord shall be administratively implemented through the CAO of the City and the Chief Executive Officer of the Hupacasath First Nation. In the event that a dispute arises pertaining to this Accord, the CAO and Chief Executive Officer shall meet to seek resolution of that dispute.
- 5.2 If the Administration of both Parties cannot resolve any dispute as referenced above, the Mayor of the City and the Chief Councillor of the Hupacasath First Nation shall meet to develop solutions in accordance with this Accord.
- 5.3 If a dispute cannot be resolved at the levels of Administration or Mayor and Chief Councillor, then a meeting of both Councils shall occur to resolve the matter in accordance with this Accord.

6.0 COUNCIL TO COUNCIL FORUM

- 6.1 The elected Councils will meet at least annually and as required to monitor and evaluate the implementations of this Accord and the specific initiatives undertaken thereto. Councils will also provide vision, policy and strategic direction to the Administrations of their respective governments in accordance with this Accord.

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- 7.1 The Parties agree that this Accord shall take effect by a formal resolution by each respective Council.
- 7.2 The Parties agree that this Accord is a living document and may be subject to revision from time to time by mutual consent. The revisions must be agreed to in writing, and by formal resolution by each respective Council.

- 7.3 The Accord will remain in effect continuously unless terminated by either of the Parties by providing sixty (60) days' notice in writing, to be delivered by hand, facsimile or registered mail.
- 7.4 The Accord will be reviewed jointly by the Parties on an annual basis.
- 7.5 This Accord does not affect any aboriginal right, or any title or interest of the Hupacasath First Nation.
- 7.6 This Accord does not prejudice or affect the City's rights, powers, duties or obligations in the exercise of its functions pursuant to the *Community Charter* and *Local Government Act* as amended from time to time.
- 7.7 This Accord is non-binding and is not intended to and does not create any legal rights or obligations.

8.0 ADDRESS FOR SERVICE

HUPACASATH FIRST NATION
5091 Tsuma-as Drive
Port Alberni, BC V9Y 8X9

CITY OF PORT ALBERNI
4850 Argyle Street
Port Alberni BC, V9Y 1V8

IN WITNESS THEREOF The Parties have hereunto affixed their signatures as of the day and year first written above.

Sharie Minions, Mayor
City of Port Alberni

Steven Tatoosh, Chief Councillor
Hupacasath First Nation

Cindy Solda, Councillor
City of Port Alberni

Warren Lauder, Councillor
Hupacasath First Nation

Dan Washington, Councillor
City of Port Alberni

Jim Tatoosh, Councillor
Hupacasath First Nation

Debbie Haggard, Councillor
City of Port Alberni

Brandy Lauder, Councillor
Hupacasath First Nation

Helen Poon, Councillor
City of Port Alberni

Ron Corbeil, Councillor
City of Port Alberni

Ron Paulson, Councillor
City of Port Alberni

LIDSTONE & COMPANY

LAW LETTER

<i>In This Issue</i>				
OIPC/UNDRIP Decision	Purchasing Technology	Latecomer Agreements	Trailer Parks	O.K. Industries Ltd. v District of Highlands
<i>Will Pollitt</i>	<i>Rahul Ranade</i>	<i>Lindsay Parcels</i>	<i>Anthony Price</i>	<i>Sara Dubinsky</i>
Page 3	Page 5	Page 7	Page 9	Page 11

Greenhouse Gas Pricing

The Supreme Court of Canada has released its decision regarding the federal *Greenhouse Gas and Pollution Pricing Act*. Vancouver, Victoria, Richmond, Squamish, Nelson, and Rossland intervened in the appeal to uphold the carbon pricing regime. Their joint submission was embraced by Canada as part of the submission in favour of the federal scheme. The case included three appeals, one each from the Ontario, Saskatchewan, and Alberta Courts of Appeal.

Upholding the federal scheme means it will continue to apply in provinces which do not have a substantially equivalent system. In British Columbia, the carbon tax which has been in place for 13 years has already been held to be equivalent.

The BC carbon tax is revenue neutral. It applies to the purchase of fossil fuels and proceeds are spent on climate action measures which for local governments include industry competitiveness, new green initiatives, and low-carbon innovation and emission reduction projects.

There are other key benefits of the court decision for British Columbia municipalities. In the context of the discussion of “taxes” versus “regulatory charges”, the court noted that a charge or fee can have the purpose of altering behaviour. In this regard, section 194(1) of the *Community Charter* provides that a council may impose a fee in respect of the exercise of the authority to regulate, prohibit or impose requirements (in addition to the authority to impose a fee for a service/work/facility or use of municipal property). The Supreme Court of Canada decision opens the door for carefully designed fee structures to help alter behaviour in the context of climate change action and resilience, if combined with valid and reasonable regulatory bylaws.

Two of the provincial appeal courts had said climate change, and governments’ willingness to mitigate and adapt, is the most pressing issue of our time. The key issue in this case is the extent the federal government can require minimum emissions pricing in all provinces.

Chief Justice Richards of the Saskatchewan Court of Appeal stated that climate change impacts on Canadians include “...thawing permafrost, increases in extreme weather and extreme weather events such as forest fires, degradation of soil and water resources, increased frequency and severity of heat waves, and expansion of the ranges of vector-borne diseases. Predictions

consequences of climate change, and in addition to their own collective local efforts must look to the other orders of government to implement changes to control greenhouse emissions. Local governments also have an interest in one of the central legal issues before the Court – the distinction between regulatory charges and taxes. The criteria for distinguishing taxes and regulatory fees, and limits on regulatory fees, affect the powers to impose such fees in other contexts beyond greenhouse emissions.

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This Newsletter is circulated in PDF format by request.

show that Canada’s temperature, particularly in the Arctic, will warm at a faster rate than that of the world as a whole”.

The Ontario Court of Appeal Court decided the environment is an area of shared constitutional responsibility and the carbon pricing legislation “is Parliament’s response to the reality and importance of climate change while securing the basic balance between the two levels of government envisioned by the Constitution”. Local governments are at the front line in the struggle to resist and respond to adverse

“The municipalities argued the pith and substance of the legislation is properly framed as an issue of “national concern” and housed under the Peace Order and Good Government powers of Canada.”

To ensure all matters were given to one head of government or another, the *Constitution Act 1867* included two important catch-all provisions. Under section 92(16), the Provinces have “generally all Matters of a merely local or private Nature in the Province”. The federal government, under section 91, has the residual power to “make Laws for the Peace, Order, and good Government of Canada, in relation to all Matters not coming within the Classes of Subjects by this Act assigned Exclusively to the Legislatures of the Provinces”.

After determining a law’s “pith and substance” or “true character” (by examining both intrinsic evidence, such as the preamble, and extrinsic evidence, such as the surrounding circumstances), the Court must determine whether the matter falls under any of the powers of the provinces or Canada.

The leading case on “national concern” is *Crown Zellerbach*: does the matter have a distinctiveness and indivisibility that clearly distinguishes it from matters of provincial concern? In this regard, a court considers the

effect on extra-provincial interests of a provincial failure to regulate the “matter” and whether the scale of impact of the federal Act is reconcilable with the constitutional distribution of legislative power.

In the carbon pricing case, the Supreme Court of Canada has affirmed Canada’s power to promote climate action at the national level, while providing for minimum standards in the provinces. Chief Justice Wagner wrote: “Any province’s failure to act threatens Canada’s ability to meet its international obligations (and) ability to push for international action to reduce GHG emissions”.

DRIPA and the Declaration impact this framework is therefore an open legal question.

In *British Columbia (Health) (Re)*, 2020 BCIPC 66 (CanLII), <<https://canlii.ca/t/jcbrw>> (the “**Decision**”), the Information and Privacy



Commissioner considered arguments on how DRIPA and the Declaration impacted the legislative framework for its decision making. This decision is not legally binding or factually relevant for local governments. However, it is an example of how other administrative bodies are grappling with DRIPA and the Declaration.

Background

In 2007, the United Nations adopted the Declaration. The Declaration is a broad

Administrative Bodies and UNDRIP

In 2019, British Columbia enacted the *Declaration on the Rights of Indigenous Peoples Act* (“**DRIPA**”). DRIPA commits the province to bring its laws into harmony with the United Nations Declaration on the Rights of Indigenous

Peoples (“**Declaration**”). DRIPA is the first legislation of its kind in Canada and follows rising public interest in reconciliation.

Many local governments are interested in DRIPA and the Declaration. Indigenous governing bodies increasingly expect local governments to comply with DRIPA and the Declaration. Local governments may also experience growing public pressure to promote reconciliation and to adopt or affirm the Declaration.

These efforts can raise particular challenges for local governments. As administrative bodies, local governments are constrained by their statutory framework, and their decisions must be reasonable or correct given that framework. This can create friction in that neither the Declaration or DRIPA amend municipal legislation in BC, despite their political or social significance. How

statement of how states should interact with Indigenous peoples. It addresses a range of issues, from self-determination to education and land rights. In Canada, the Declaration is often associated with the concept of “free, prior and informed consent.” This reoccurs throughout the Declaration, and generally requires states make good faith efforts to obtain Indigenous peoples’ free, prior and informed consent prior to legislative or administrative decisions that may impact them.

“The Decision is interesting for how administrative bodies in the province apply DRIPA and the Declaration. Indigenous governing bodies increasingly cite the Declaration and DRIPA in their interactions with local governments.”

DRIPA commits the Province to “take all measures necessary to ensure the laws of British Columbia are consistent with the Declaration”: s. 3. It also creates procedural mechanisms to guide this process, like creation of an action plan and regular update reports. DRIPA does not however substantively change provincial legislation. In introducing DRIPA, the Province has generally described it as a roadmap or framework for reconciliation. In the short run, however, it does not substantively amend the Province’s laws.

The Decision

In the Decision, three Indigenous governing bodies sought disclosure regarding the spread of COVID-19 in surrounding communities. Section 25(1) of the *Freedom of Information and Protection of Privacy Act* (“FIPPA”), and FIPPA broadly, provided the legislative framework for this request. The Indigenous governing bodies, in making their request, argued the Commissioner was required to interpret this framework consistently with DRIPA and the Declaration:

para. 26. Substantively, they argued this shifted the evidentiary burden under section 25 of FIPPA, such that the Province would have to establish why disclosure was inappropriate.

The Province, through the Ministry of Health, opposed this application of DRIPA. It argued DRIPA had “not created a duty on government to support new statutory interpretations or take a retrospectively revised view on the intent of the Legislature”: para. 30.

The Commissioner disagreed with the Indigenous governing bodies on this issue. It found DRIPA was not part of the same statutory scheme as FIPPA as both dealt with different subject matters: para. 32. As such, DRIPA would not significantly inform the interpretation of FIPPA under the modern approach to statutory interpretation. Substantively, it found that, had the Province intended to change the operation of FIPPA, the Province would have amended the legislation. It acknowledged the strong policy concerns surrounding Indigenous self-government and reconciliation but found these did not allow it to “read words into FIPPA”: para. 34. The Commissioner ultimately declined to order disclosure of the information sought.

Significance for Local Governments

Further to the introduction, the Decision has no direct legal significance for local governments. The Commissioner’s decision is not binding and, in any event, considered a separate statutory and factual framework than local governments.

However, the Decision is interesting for how administrative bodies in the province apply DRIPA and the Declaration. Indigenous governing bodies increasingly cite the Declaration and DRIPA in their interactions with local governments. For example, arguing local governments should apply its land use planning scheme consistently with DRIPA or the Declaration. The reasoning in the Decision however suggests DRIPA and the Declaration do

not alter the statutory scheme for local government decisions. Moreover, neither DRIPA nor the Declaration would substantively alter the legal rights or obligations of local governments until the Province amends this statutory scheme.

~ Will Pollitt

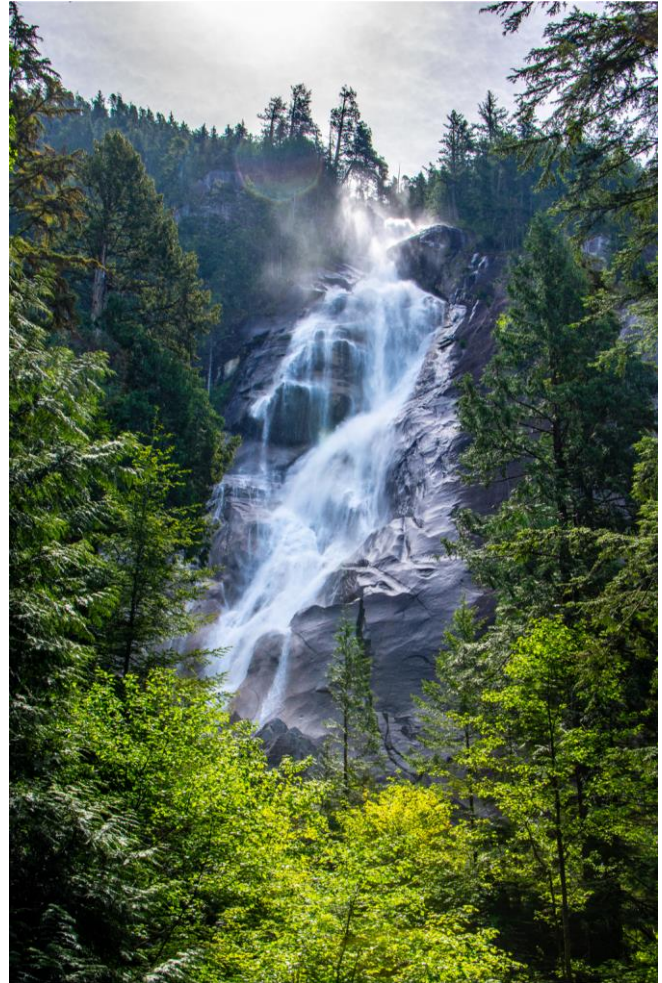
Purchasing Technology

Local governments today spend significant resources on purchasing services and products related to information technology. Such purchases span the range from municipality-wide systems (e.g., GIS-based work order management system) to individual mobile or desktop devices for staff use.

Typically, when purchasing low-value items “off the shelf”, there is little room to negotiate contract terms. However, when making major technology purchases, local governments have the opportunity, and should use it, to ensure that unfavourable contract terms are avoided. In this article, I will discuss some common contracting pitfalls present in technology purchases, and how local governments may approach such terms during the procurement or negotiation process.

The challenge to negotiating contract terms in technology contracts is that unlike construction procurement where industry-standard contractual documents such as MMCD are available to the local governments, there are no similar tried-and-tested contractual documents for technology purchases. Instead, purchasers have to rely on vendors’ cookie-cutter terms (sometimes called “standard terms”) as the starting point for negotiations. Such standard terms proposed by vendors tend to favour the vendors’ interest and must therefore be reviewed carefully.

Below are some undesirable contractual provisions that are frequently found in contract language proposed by vendors.



Limitation on liability

Technology vendors that provide long-term services (say, 3-year software support after installation) typically seek to limit their monetary liability to *actual* fees paid to the vendor over a 6- or 12-month period prior to the dispute arising. The problem with such a term is that payment on such contracts is often front-loaded and little fees may be paid in later years. If a dispute arises in the fourth year of a 5-year contract, the fees paid in the preceding 6- or 12-month duration may represent a very small fraction of the contract price, thus significantly

restricting the local government's monetary remedy.

Limitation on warranty period

Technology vendors will often propose a short warranty period (say, 3 months) on products, even if such products have an intended service life of several years. The hazard presented by such a short warranty period is that the local government may not, in that short and early period, get an opportunity to test and use the product sufficiently to detect defects. Often, these early months are spent in mobilization of the new infrastructure and training of staff.

During contract negotiations, local governments should consider if the proposed warranty period will be sufficient for testing the product and detecting defects. If not, a longer warranty period may be insisted upon. There is no 'golden

In negotiating limitations on liability, local governments should insist on maintaining a limitation on liability that is not less than either (a) the *total contract price* or (b) the *total fees paid* from the time the contract was executed to the time the dispute arises.

rule' for how long a warranty period should be; it will vary by nature of the product and how quickly it can be sufficiently tested in real-world scenarios.

Auto-renewal of contracts

Vendors who provide multi-year technology support services often propose terms requiring that the contract be automatically renewed upon expiry unless the purchaser takes affirmative steps to reject such renewal. The risk here is that unless the local government has a robust contract management system (which is often not the case), such vendor contracts may get renewed even when the vendor's performance has not been satisfactory during the original

contract term or the vendor's offering is no longer needed.

Unless the local government intends such auto-renewal and has high confidence in its own contract management system, it should insist on removing any automatic renewal clauses from technology contracts.

Out-of-province dispute resolution

Because technology vendors are often out-of-province companies (e.g., headquartered in Ontario or in the US), proposed contract terms may include a provision stating that disputes arising from the contract must be resolved in courts of Ontario or California and the law of that jurisdiction would apply. Agreeing to such a term puts the local government purchaser at a severe disadvantage as it effectively lessens the possibility of the purchaser finding a legal remedy. This is so because, unless the purchase is of significant value (say, \$50,000 or higher), it may not be financially viable to attempt litigation in an out-of-province court or American court. Further, all legal protections available in British Columbia may not be available in that outside jurisdiction, whether within Canada or elsewhere.

To avoid this unpleasant result, local governments should pay attention to the dispute resolution clause during contract negotiations and make sure that the contract allow the local government to bring action in a British Columbia court and that the law of British Columbia will apply.

A tactical note

Unlike construction contracts, technology products and services are typically sought through the RFP process (as opposed to an invitation to tender), which means that negotiation of terms is often pushed to the end of the procurement process. If all compliant vendors propose unfavourable terms such as those discussed above, the local government's

negotiating leverage is limited. To avoid such a situation, local governments should identify certain critical contractual clauses within the RFP and require that proponents provide a statement in their proposal that, if shortlisted for negotiation, such clauses will be accepted as proposed in the RFP.

~ **Rahul Ranade**

that will serve land other than the land being subdivided or developed.

Under s. 507(3) of the *LGA*, if a local government makes a requirement for excess or extended services, the costs for excess or extended

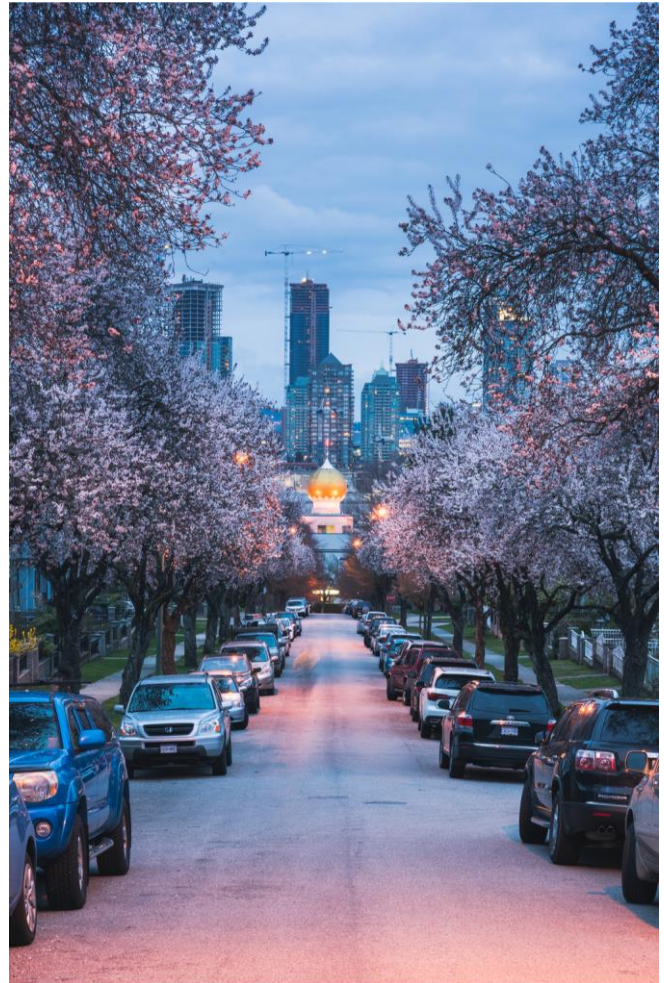
Latecomer Agreements

Legislative framework

A latecomer agreement is an agreement between a local government and a landowner who subdivides and develops the land and is required by the local government to provide “excess or extended services” and to pay all or part of the cost of those services in connection with the subdivision or development. The statutory requirements for latecomer agreements flow from s. 506 *Local Government Act* (BC) (the “*LGA*”) and are prescribed in ss. 507 and 508 of the *LGA*.

Section 506 of the *LGA* permits local governments, by bylaw, to regulate and require the provision of works and services in respect of the subdivision or development of land. Under s. 506 of the *LGA*, local governments may, as a condition of the approval of a subdivision, or the issuance of a building permit, require that the owner of the land provide works and services, in accordance with the standards established in the bylaw.

As part of the works and services, a local government may also require that the owner of land that is to be subdivided or developed provide “excess or extended services” which are defined in s. 507(a) as: (a) as a portion of a road that will provide access to land other than the land being subdivided or developed; or (b) a portion of a water, sewage or drainage system



services may be paid by the local government or, if the local government considers its costs to provide all or part of the services to be excessive, it may require the owner to pay all or part of the costs. Where the local government pays all or part of the cost of excess or extended services, under s. 508(3), it may recover its costs by: (a) a “latecomer charge”; (b) a local service tax imposed in accordance with Division 5 of Part 7 of the *Community Charter*; or (c) by fee imposed

in accordance with s. 397 of the *LGA* or s. 194 of the *Community Charter*.

Under s. 508(1) of the *LGA*, if the owner is required to pay all or part of the costs of excess or extended services, the local government must: (a) determine the proportion of the cost of providing the highway or water, sewage or drainage facilities that it considers constitutes the excess or extended services; (b) determine which part of the excess or extended services that it considers will benefit each of the parcels of land that will be served by the excess or extended services; and (c) impose, as a condition of an owner connecting to or using the excess or

“The costs for excess or extended services may be paid by the local government or, if the local government considers its costs to provide all or part of the services to be excessive, it may require the owner to pay all or part of the costs.”

extended services, a charge related to the benefit determined under paragraph (b). Under s.508(2), the local government must pay the owner all the latecomer charges collected under s. 508(1)(c), if the owner pays all the costs, or a corresponding proportion of all latecomer charges collected if the owner pays a portion of the costs.

Under s. 508(4) of the *LGA*, the latecomer charge must include interest calculated annually at a rate established by bylaw, payable for the period beginning when the excess or extended services were completed, up to the date that the connection is made or the use begins. Under s.

508(5), the latecomer charges must be collected during the period beginning when the excess or extended services are completed, up to a date to be agreed on by the owner and the local government, or if there is no agreement, a date

determined under the *Arbitration Act* (BC). Under s. 508(6), no latecomer charges are payable beyond 15 years from the date the services are completed.

Contents of latecomer agreements

A latecomer agreement should include the following terms:

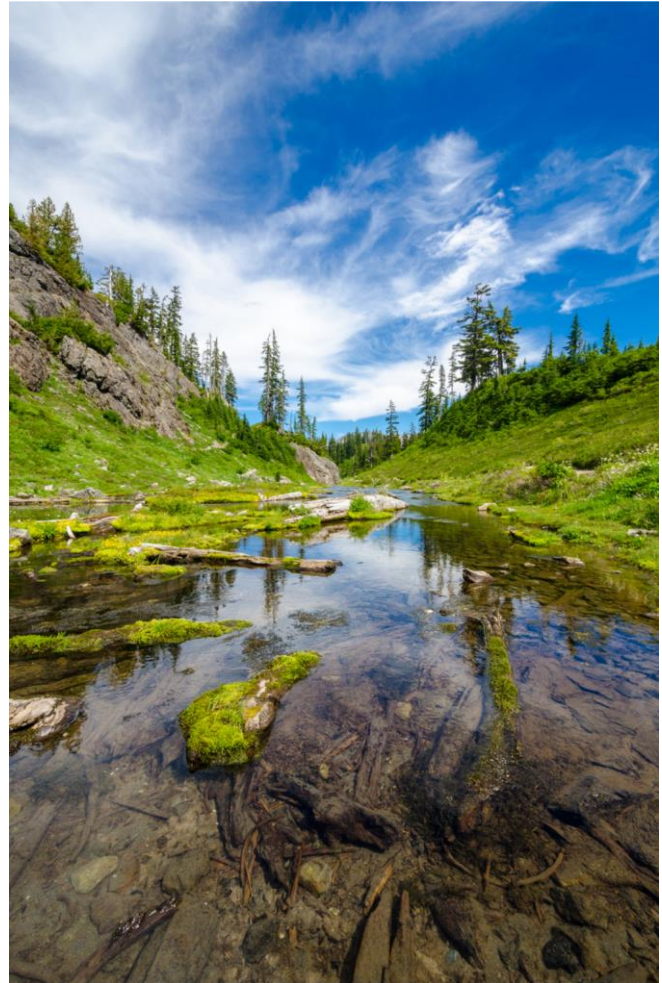
- **The names of the parties.** In the case of the owner, the name should be the same as the name registered against title to the lands being subdivided or developed.
- **The effective date that the services are completed and the term.** This important because under s. 508(5) of the *LGA*, the term of the agreement is a date to be agreed on by the owner and the local government, subject to s. 508(6) of the *LGA* which limits the term to no more than 15 years from the date the services are completed.
- **The excess and extended services constructed.** The nature and location of the works should be reasonably specific and should differentiate between highway, water, sewage and drainage system works. The description of the excess and extended services should also include a map attached as a schedule to the agreement that shows the location and nature of the services.
- **The costs for the works.** Costs for the excess and extended services should also be detailed in the agreement. Costs will be based on amounts agreed to by the local government and owner and accompanied by receipts and other documentation supporting the costs. The cost information should include: 1) the total cost of each of the services constructed by the owner (highway, water, sewage or drainage) and 2) the proportion of the cost of providing the facilities that constitutes the excess or extended services. This information

is often detailed in a schedule attached to the agreement.

- **Who pays the costs for the excess or extended services.** Responsibility for payment of the costs for excess or extended services will be either the local government or the owner or a combination of both.
- **The benefitting lands.** The lands that will benefit from the excess and extended services should be legally described and it is recommended that a schedule showing the benefitting lands be included with the latecomer agreement.
- **How latecomer charges are to be calculated and recovered from benefitting lands.** Section 508 of the LGA does not specify how latecomer charges are to be calculated against benefitting lands and so the latecomer agreement should specify how this is to be done. For example, latecomer charges may be calculated on the basis of area with the costs of excess and extended services distributed among benefitting lands in accordance with their respective areas. Alternatively, latecomer charges may be calculated on the basis of frontage with the costs of excess and extended services distributed among benefitting lands based on their respective frontage on the road or utilities lines constituting excess or extended services. Whichever method is used, the calculation and recovery of latecomer charges should be equitable and readily calculated.
- **No assurance of recovery of latecomer charges and release.** The latecomer agreement should also include provisions that the owner acknowledges and agrees that the local government provides no assurance that latecomer charges will be recovered under the agreement and that the owner releases the local government from any

claims in the event that latecomer charges are not recovered

~ Lindsay Parcels



How to Avoid Becoming a Landlord of a Trailer Park

Some people live in their vehicles. The reasons for doing so can vary. They might live in their vehicle as a lifestyle choice or due to poverty. Some local governments operate campgrounds. The reason for doing so usually does not vary. The campgrounds are typically intended for short term recreational use and not a place of permanent residence.

In fact, the RTB revised its policy in May 2020 so that it is now easier for an RV dweller to become a tenant in a “campground”. If a camper is deemed to be a tenant, it will then likely be difficult (and potentially expensive) to evict the camper from the campground. We expect that most local governments would prefer to avoid inadvertently becoming a landlord of a “trailer park”.

The purpose of this article is to briefly identify the risk of the MHPTA and provide some general suggestions on how to mitigate that risk. We encourage local governments to obtain legal advice if there are longer term vehicle dwellers staying in their campgrounds.

The RTB will apply the MHPTA if there is a “tenancy” at what is considered by the RTB to be a place of “permanent residence”. The RTB’s focus is on the specific camper and specific site, and the tenancy legislation might apply even if adjacent sites are only used on a short term basis by recreational campers. The RTB decisions indicate that a typical example of an RV dweller becoming a tenant is when someone has lived at a campsite for a few years, with permanent services provided to the site (such as a frost-free water connection) and some permanent features added to the site, such as wood decking.

The RTB’s approach is that the wording of any campsite agreement is not conclusive because if it was vulnerable tenants might be forced to contract out of their rights under tenancy legislation. The RTB will consider the wording of the agreement but will also look at a number of other factors to determine if the legislation applies. Local governments therefore should not assume that their campground agreements alone provide for “immunity” from the MHPTA.

Municipal bylaws may also not be conclusive. If the campground is regulated by a parks bylaw or a campground bylaw, a recent RTB decision has indicated that the RTB may defer to such council regulation. However, the RTB policy also

provides that zoning which prohibits residential use is not a critical factor when assessing if there is a tenancy. Section 40(1)(j) of the MHPTA allows a landlord to evict if needed to comply with an “order” of a “municipal government authority”, but this is premised on someone already being a tenant, and the meaning of “order” in this section has yet to be definitively interpreted.

Some suggestions to mitigate the risk of the MHPTA applying to a municipal campground are as follows:

1. Campground fees should be charged on a daily and not monthly basis, GST should always be charged on fees, and a camper should not pay directly for any utilities which they specifically used.
2. The camping agreement should at the very least expressly state that it is only granting a license to use a campsite, that possession remains with the local government, and that the agreement can be cancelled at any time.
3. The local government should maintain control of sites by prohibiting the construction of even temporary looking structures, by restricting visiting hours, and by having staff regularly attend at sites without notice to enforce campground rules or carry out cleaning.
4. Campers could be prohibited from staying at a specific site for more than a certain period of time (such as 2 weeks or 1 month) so that specific sites do not become “homes” in their eyes or the eyes of the RTB. This policy might allow campers to relocate to a different campsite in the same campground, with the vacated campsite then cleaned up and made available to someone else.

5. A campground bylaw with provisions allowing for evictions may provide for bylaw enforcement outside of the jurisdiction of the RTB.
6. If a local government is interested in operating a campground as a social housing venture, it may wish to work with the province so that an express exemption is provided for in the tenancy regulations. Such exemptions do exist under the Residential Tenancy Act, SBC 2002, c. 78 for other social housing projects, but this does not appear to have yet occurred for situations which look more like manufactured home parks.

~ Anthony Price

the company commenced the court proceedings seeking orders that its quarry is not subject to any of the following District bylaws: the OCP and



O.K. Industries Ltd. v District of Highlands, 2021 BCSC 81

A recent decision of the BC Supreme Court is making waves in local government circles.

In *O.K. Industries Ltd. v District of Highlands* the Chief Justice ruled that the District's OCP and six other bylaws have no application to provincially permitted mines or activities integral to mining, and will only resume legal effect when the mining activities are complete.

O.K. Industries Ltd. purchased a property from the Province in 2015. The property is within the District's boundaries. The company received a quarry permit from the Senior Inspector of Mines in March 2020, which authorized drilling, blasting, excavation, hauling, crushing, screening, stockpiling, load-out and reclamation activities. It also contained conditions regarding when clearing and logging could take place.

The company began logging the site in October 2020, without a municipal tree cutting permit. This prompted the District's bylaw enforcement officer to issue a cease work order. In response,

DP areas, Zoning Bylaw, Soil Use Bylaw, Blasting Bylaw, Tree Management Bylaw and Building Bylaw. The District had indicated to the company that each of these bylaws required the company to obtain permits in order to engage in the quarrying operation. In short, the Chief Justice disagreed.

The basis of the ruling is an earlier Court of Appeal decision, *Cowichan Valley (Regional District) v. Cobble Hill Holdings Ltd.*, 2016 BCCA 432, which held that the Province has exclusive jurisdiction over all activities that fall within the scope of the definition of "mine" in the *Mines Act* and which are authorized by a provincial permit. The rationale underlying the *Cobble Hill* decision

results from the combined effect of the definition of “land” under the *Community Charter*, which expressly excludes (aspects of) mines, and the broad definitions of “mines” and “mining activity” under the *Mines Act*. In essence, the Court of Appeal held that local governments do not have jurisdiction to regulate mines, because local government jurisdiction over “land” excludes mines.

However, the definition of “land” in the *Community Charter* does not on its face exclude all mines and mining activity, which is how it appears to have been applied by the Court of Appeal in *Cobble Hill*. Rather, the express language is that “mines or minerals belonging to the Crown” and “mines or minerals for which title in fee simple has been registered in the land title office” are excluded from the definition of land. Prior decisions interpreted this to mean that something narrower than all mines and mining activity is exempt from the definition of land.

The CVRD sought leave to appeal the *Cobble Hill* decision to the Supreme Court of Canada, however leave was denied and so *Cobble Hill* remains binding jurisprudence in BC.

Ultimately, because the Chief Justice was bound to follow the earlier Court of Appeal decision, the result in the *Highlands* case is not surprising. It remains to be seen if the Court of Appeal can be persuaded to revisit the broad conclusions reached in *Cobble Hill* in a subsequent case.

~ Sara Dubinsky

Introducing Greg Vanstone

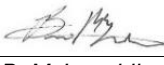
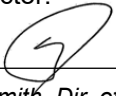
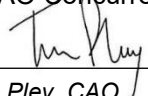
Greg Vanstone is joining our firm April 19 as Senior Counsel. Greg has devoted the majority of his 37-year legal career to representing local governments and school boards. After being called to the bar in 1984, Greg practiced with one of the first boutique municipal law firms in British Columbia, Thompson & McConnell, until 2002, acting for numerous local governments in BC. Following that he spent 18 years as City Solicitor for City of Delta.

Having spent most of his career providing advice to local governments, Greg has lived the entire range of issues. At our firm, he will be focusing on real property, land use & development files, and drafting/reviewing legal opinions. He will also be a mentor for the benefit of more junior solicitors in our firm. In the past Greg has helped local governments navigate numerous issues, including land use regulation, real estate development, expropriation, land acquisition and disposition, procurement, taxation, governance, claims, risk management, and bylaw drafting and interpretation. He has law and commerce degrees from UBC and has presented papers on subjects such as Subdivisions: Highways, Parks and School property.

Greg enjoys playing soccer, golfing, traveling, listening to classic rock and driving his convertible with the top down, regardless of how cold it is. He is married with two adult children.

LIDSTONE & COMPANY is the merged law firm of Lidstone and Murdy & McAllister and acts primarily for local governments in Alberta and BC. The firm also acts for entities that serve special local government purposes, including local government authorities, boards, commissions, corporations, societies, or agencies, including police forces and library boards. Lidstone & Company has been selected by the Municipal Insurance Association of British Columbia to be the provider of its Casual Legal Services available to MIABC Casual Legal Services subscribers.

Date: December 29, 2022
 File No: 3360-20-4738 Athol
 To: Mayor & Council
 From: T. Pley, CAO
 SUBJECT: **DEVELOPMENT APPLICATION – Proposed OCP & Zoning Bylaw Amendments – Multi-Family Residential In-Fill at 4738 Athol Street**
 LOT 1, BLOCK 22, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197B (PID: 009-262-962)
Applicant: Kim Rai dba Hukam Holdings Ltd.

Prepared by:  B. McLoughlin Development Planner	Supervisor: M. Wade Marianne Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

- a. THAT "Official Community Plan Amendment No. 37 (4738 Athol Street - Rai), Bylaw No. 5046" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5046.
- b. THAT "Zoning Text Amendment No. T31 (CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street), Bylaw No. 5047" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5047.
- c. THAT "Zoning Map Amendment No.48 (4738 Athol Street - Rai), Bylaw No. 5048" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5048.

PURPOSE

To consider final reading of Official Community Plan Amendment No. 5046, Zoning Text Amendment No. 5047 and Zoning Map Amendment No. 5048, that would enable a high-density, multi-family infill rental development at 4738 Athol Street.

BACKGROUND

At the June 13, 2022 Regular meeting, Council gave first and second Reading to the proposed amending bylaws and scheduled a Public Hearing for July 11, 2022. The Public Hearing was later re-scheduled to August 8, 2022 due a lack of signage at the property advertising the date and time of the hearing. The Public Hearing was held on August 8, 2022. On September 6, 2022, Council gave third Reading to the proposed bylaw amendments and set conditions for additional engineering information to be provided. These engineering requirements have now been met. The Council report from the Regular meeting of June 13, 2022 and September 6, 2022 is attached to this report as is the Public Hearing Report of August 8, 2022.

ALTERNATIVES/OPTIONS

1. That "Official Community Plan Amendment No. 37 (4738 Athol Street - Rai), Bylaw No. 5046" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5046.
That "Zoning Text Amendment No. T31 (CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street), Bylaw No. 5047" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5047.
That "Zoning Map Amendment No.48 (4738 Athol Street - Rai), Bylaw No. 5048" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5048.
2. THAT Council pass a resolution to provide alternative direction to staff.
3. THAT Council pass a resolution to not proceed.

Staff support Option #1.

IMPLICATIONS

Staff support the final reading of the bylaws as it addresses Council's strategic priority 5.1.2 "*fostering a complete community*" by providing much needed purpose-built rental housing.

Regarding conditions set by Council at third reading, the Director of Engineering is satisfied all necessary information has been received from the applicant prior to Council's consideration of final reading. Additional information will be required from the applicant during the Building Permit review process.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

Summary of Requested Bylaw Amendments

1. Change the designation of 4738 Athol Street from *Residential* to *Multi-Family Residential* on *OCP Bylaw No. 4602 Schedule A - Land Use Map*;
2. Add the property at 4738 Athol Street to *Development Permit Area No.1 Multiple Family Residential* on *OCP Bylaw No. 4602 Schedule B – Development Permit Areas Map*.
3. Update *Zoning Bylaw, 2014 No. 4832 Schedule A Zoning Map* to change the zoning classification of 4738 Athol Street from *R2 One and Two Family Residential* to "*CD2-Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street*";
4. Add the following text to *Zoning Bylaw, 2014 No. 4832* under Part 5, section 5.1 *Establishment of Zones*: "*CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol St.*";
5. Add the attached zone description "*CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol St.*" to *Zoning Bylaw, 2014 No. 4832* as a new section under *Part 5 Establishment of Zones*.

SUMMARY

Staff recommend final reading of the bylaws as the development application meets OCP policy, and addresses the need for rental units identified by the *Alberni Valley Housing Needs Assessment*.

Respectfully submitted,



Brian McLoughlin, MCP
Planner II

ATTACHMENTS:

- *Public Hearing Report – August 8, 2022*
- *Staff Report to Council, June 13, 2022 – 4738 Athol Street*
- *Staff Report to Council, September 6, 2022 – 4738 Athol Street*
- *Bylaws No. 5046, 5047, 5048*

C: *D. Leurebourg, Director of Corporate Services*
R. Dickinson, Director of Engineering and Public Works
A. McGifford, Director of Finance
R. Gaudreault, Building/Plumbing Inspector

J:\Engineering\Planning\Development Applications\ZoningAmend\ZON-2021\ZON2021-08-4738-AtholSt-Rail\Council\ZON21-08 - 4738-AtholSt-Rai - Council Memo - Final.docx

PUBLIC HEARING REPORT
Monday, August 8, 2022 @ 6:00 PM
In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC

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

Staff: T. Pley, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
T. Slonski, Director of Corporate Services
M. Wade, Manager of Planning
B. McLoughlin, Development Planner
S. Darling, Deputy City Clerk

Gallery: 25

CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 6:00 pm.

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

CARRIED

Chair Minions noted that the Public Hearing is held pursuant to section 464, 465 and 466 of the *Local Government Act*. Chair Minions then invited the Director of Corporate Services to provide a summary of the application.

1. Description of the Application:

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

The applicant is applying to amend the Official Community Plan Bylaw and the Zoning Bylaw to facilitate the development of a high-density, multi-family infill development at 4738 Athol Street consisting of a three-storey building which will have 6 apartments and create a Comprehensive Development Zone for the building that will limit the 6 units to rental-only.

The proposed bylaws are:

- i. "Official Community Plan Amendment No. 37 (4738 Athol Street - Rai), Bylaw No. 5046".

The bylaw if amended, will change the designation of the site from 'Residential' use to 'Multi-Family Residential' prompting the addition of the site to Development Permit Area No. 1 – Multiple Family Residential.

- ii. "Zoning Text Amendment No. T31 (CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street), Bylaw No. 5047”.

The bylaw if amended, will add the following text and zone description ‘CD2 - Comprehensive Development - Multi-Family Residential Infill – 4738 Athol St.’.

- iii. "Zoning Map Amendment No.48 (4738 Athol Street - Rai), Bylaw No. 5048”.

The bylaw if amended, will change the zoning classification from ‘R2 One and Two Family Residential’ to ‘CD2 - Comprehensive Development - Multi-Family Residential Infill – 4738 Athol Street’.

2. **Background Information from the Development Services Department:**

The Development Planner provided background information regarding the proposed amendments by way of summarizing the report of June 13, 2022.

3. **Correspondence:**

- Emails dated March 25 and 28, 2022 from V. Baggaley
- Letter dated March 28, 2022 from C. Doman and A. Cullen
- Email dated July 4, 2022 from K. Moore
- Letter dated August 1, 2022 from C. Quach, P. Huynh, K. Huynh and L. Huynh
- Email dated August 3, 2022 from M. Pearson
- Email dated August 3, 2022 from T. Pearson

4. **Late Correspondence Regarding the Matter:**

1. Email dated August 8, 2022 from J. Banks

5. **Questions/Comments from Council:**

Questions from Council included the following:

- What is your experience with comprehensive developments of this nature with regards to placement, best practices, etc.?

6. **Chair Minions called for input from the public:**

Kaylee Huynh, Athol Street commented as follows:

- Believes there are conflicts of interest present with Council.

Val Baggaley, 6th Avenue commented as follows:

- Comprehensive development zones should be placed on larger sites.
- The present area is zoned R2 not multi-family.
- The infill size is half of that of regular sites.
- Allowable coverage amount of 58 percent of lot does not include the overhang of the proposed building.
- Notification was not received and required property signage didn't have information regarding Public Hearing date until a few days ago.
- The rescheduling of the Public Hearing was not adequately communicated.

Kathy Moore, Athol Street commented as follows:

- Proposed development completely shadows neighboring yard/garden.
- Most residences in the neighborhood are single family homes.
- The development would negatively impact the mood of the neighbourhood.
- Lanes will need to be utilized by emergency vehicles and are not presently paved.

Scott Staley, 5th Avenue commented as follows:

- Beautiful complex, wrong location.
- Dwarfs neighboring properties.
- Increased parking will cause issues.

Graham McDonald, Dunbar Street commented as follows:

- Agrees with need for hi-density housing, shares concerns over the size of lot.
- Official Community Plan does not offer enough guidance on where and when a Comprehensive Zone may be developed.

Suzanne Green, Dunbar Street commented as follows:

- Use of Comprehensive Development zones stems from Climate Action and though the zone has been made available to municipalities, it is not made for a single small lot.
- The Official Community Plan [OCP] provides no guidance.
- The development is in conflict with the current zoning regulations.
- City appears to be providing one-sided projection of development.
- Perhaps complete the OCP and upgrade planning bylaws first.
- 15 resident letters were received in relation to the development and are not fully reflected in the staff report.
- The process needs to be followed and communicated.

Todd Patola, Lathom Road commented as follows:

- Comprehensive Development zone is a particular use and in this case being mis-used.
- The community needs further density but also needs to follow a specific process as would be outlined in an Official Community Plan [OCP] of which the City is currently conducting a review and update.
- It was noted that Council desires to continue current nature of neighborhoods, this development would not align with that sentiment.
- How many developments are going to be approved and constructed before making a long-term plan, before the potential for other small properties to be rezoned at high density without an updated OCP in place?
- On the basis that Council proceed simply because they are allowed, doesn't mean they should and puts all properties at risk of being redeveloped.
- The shadow analysis provided is misleading given the time of year it was conducted not accurately reflecting the times of year that do not have extended daylight.
- What is the City's experience with high density developments?
- Is there a flaw in the process given the previous public comments?

- Recommend instead of slipping in an individual application, review the process and wait to have a cohesive process within the updated OCP.

Richard Andrew, 6th Avenue commented as follows;

- Opposed to a 6-unit apartment building in this area.
- The building, so high in comparison to neighboring buildings and close in proximity to surrounding family homes, would be an eye sore.
- Added concentration of additional people and associated parking could have a negative effect on the neighborhood.
- Concerns over building becoming underregulated and undermanaged.

Suzanne Green, Dunbar Street commented as follows:

- Process appears imbalanced.
If the resounding comments from neighbours and residents are in opposition, why is the City not reflecting that?

Chair Minions re-stated that the intent of the Public Hearing is for Council to hear from the public and those who believe that their interest in property is affected by the proposed bylaws.

Graham McDonald, Dunbar Street commented as follows:

- Interested in the numbers of correspondence received that are in support versus in opposition of the development?

Kathy Moore, Athol Street commented as follows:

- Why not develop other more suitable properties with this development?

Scott Staley, 5th Avenue commented as follows:

- Does staff have experience with other developments of this proportion on a similar lot size?

Gail Bull, Athol Street commented as follows:

- Lives two properties down on a similar lot size and can't imagine that number of units and people living in that space.
- Parking a concern.
- Building will loom over neighbouring properties.

Thomas Pearson, Athol Street commented as follows:

- Will this affect the crime rate in the area?

Annette Agar, Athol Street commented as follows:

- Has previously lived in areas with rental and high-density units and crime rate was prevalent and upsetting.
- Purchased this home as a retirement home and privacy will be affected negatively with the construction of this development.

Kaylee Huynh, Athol Street commented as follows:

- Staff report of June 13th states Comprehensive Development Zones are to be used for an area where it would not otherwise be permitted.
- Other areas in town where similar developments reside match those of their neighbouring properties and are placed on larger lots.
- The *Alberni Valley Housing Needs Assessment* reports that the vacancy rate in Port Alberni is on par with the national average.
- The allotted parking spaces are not adequate.
- Staff report notes alternative options available to Council of 'do not proceed' or 'provide alternate direction'. Would like to see alternate direction provided.
- Single family homes surround the development, this development does not 'fit in'.
- Site specifications noted in the staff report for lot sizes only fits single family residential.
- Quality of life for those living in the neighbourhood will be impacted.
- The neighbourhood meeting planned for December 2021 was largely unattended due to snow.
- Access to arterial streets will be limited with additional parking on streets.
- Zoning states permanent roof structures are not permitted except for access – is the patio space presented in the development not a permanent roof structure?
- An alternative and adequate transition would be to encourage more legal suites.
- A greater impact on housing needs would be increased high rise buildings.

7. **Closing Remarks by the Chair:**

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

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

Graham McDonald, Dunbar Street commented as follows:

- Wonders if the rest of the community were aware of this proposed development what the consensus would be?

Councillor Washington inquired what the rough number of residences within the 75 metre notification radius was?

Todd Patola, Lathom Road commented as follows:

- Were mail outs sent to owners and/or also to renters?
- Does the 90 pieces of correspondence distributed include the 40 or more people who would have been under one address?

Suzanne Green, Dunbar Street commented as follows:

- Are notices sent to the civic address or tax payer?

Councillor Haggard asked if there is a possibility to reduce the development to 2- storeys?

Chair Minions called for a third and final time for input from the public.

There being no further speakers, Chair Minions declared the Public Hearing closed.

8. **Termination of the Public Hearing:**

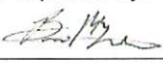

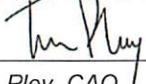
MOVED AND SECONDED, THAT this Public Hearing terminate at 7:30 pm

CARRIED



Twyla Slonski, Corporate Officer

Date: May 25, 2022
 File No: 3360-20-4738 Athol
 To: Mayor & Council
 From: T. Pley, CAO
 SUBJECT: **DEVELOPMENT APPLICATION – Proposed OCP & Zoning Bylaw Amendments – Multi-Family Residential In-Fill at 4738 Athol Street**
 LOT 1, BLOCK 22, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197B (PID: 009-262-962)
Applicant: Kim Rai dba Hukam Holdings Ltd.

Prepared by:  B. McLoughlin Development Planner	Supervisor: M. Wade Marianne Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

- a. THAT "Official Community Plan Amendment No. 37 (4738 Athol Street - Rai), Bylaw No. 5046" be now introduced and read a first time.
- b. THAT "Zoning Text Amendment No. T31 (CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street), Bylaw No. 5047" be now introduced and read a first time.
- c. THAT "Zoning Map Amendment No.48 (4738 Athol Street - Rai), Bylaw No. 5048" be now introduced and read a first time.
- d. THAT "Official Community Plan Amendment No. 37 (4738 Athol Street - Rai), Bylaw No. 5046" be read a second time.
- e. THAT "Zoning Text Amendment No. T31 (CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street), Bylaw No. 5047" be read a second time.
- f. THAT "Zoning Map Amendment No.48 (4738 Athol Street - Rai), Bylaw No. 5048" be read a second time.
- g. THAT appropriate consultation as required for an Official Community Plan amendment has been undertaken in accordance with section 475 of the Local Government Act.
- h. THAT the proposed amending bylaws for 4738 Athol Street and numbered 5046, 5047 and 5048, be advanced to a Public Hearing on Monday July 11, 2022 at 6:00 pm in City Hall, Council Chambers.

ENTERED

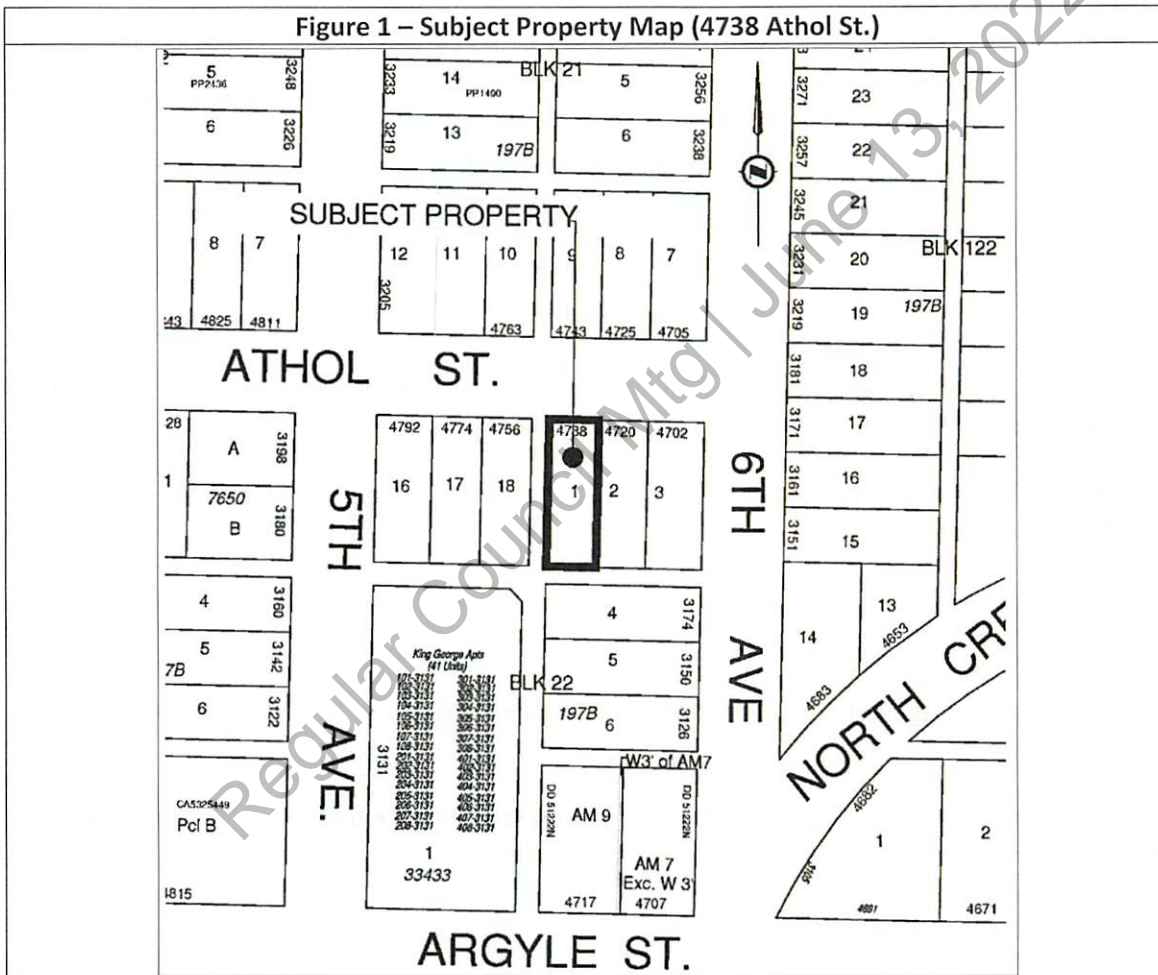
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PURPOSE

The City has received an application requesting amendments to the Official Community Plan (OCP) No. 4602 and Zoning Bylaw 2014, No. 4832 that would enable a high-density, multi-family infill development at 4738 Athol Street. The applicant is proposing to construct a three-storey building which will have 6 apartments and to create a Comprehensive Development Zone for the building that will limit the 6 units to rental-only.

BACKGROUND

Subject Property Map



Status of the Application

The Advisory Planning Commission (APC) reviewed the application for OCP Bylaw Amendment No. 5046 and Zoning Bylaw Amendments No. 5047 and 5048 at the February 18, 2022 APC meeting. Summary meeting minutes are attached to this report. The Commission supported the proposed development and bylaw amendments. The APC discussed a number of issues related to the proposal including accessibility, building height, and the use of the rooftop as useable open space.

The APC expressed concern that the building did not have an elevator, and that the ground floor dwelling unit did not have a level-entry. The applicant responded to the APC’s concerns to include a level entry for the ground floor dwelling unit in their updated plans.

Existing and Proposed Land Use

The applicant is requesting amendments to the Official Community Plan (OCP) No. 4602 and Zoning Bylaw No. 4832 to change the permitted land use at 4738 Athol Street from *Residential* to *Multi-Family Residential* and to have it included in development permit area No.1 (multi-family). The proposed change in land use is shown in Table 1.

Table 1 – Existing and Proposed Land Use at 4738 Athol Street		
	Existing Land Use	Proposed Land Use
<i>Official Community Plan (Bylaw No. 4602)</i>	Residential	Multi-Family Residential
<i>Zoning Bylaw No. 4832</i>	R2 – One and Two Family Residential	CD2 – Comprehensive Development - Multi-Family Residential Infill - 4738 Athol Street

The applicant is also requesting that a new Comprehensive Development (CD) zone be created to enable the purpose-built rental housing development. This would be accomplished through a combination of map and text amendments to the *Official Community Plan Bylaw No. 4602* and *Zoning Bylaw No. 4832*. The proposed zone description is attached to this report, and includes permitted uses, regulations, and conditions that would be specific to this development.

Official Community Plan (OCP) Policy

The OCP sets the policy direction for the City regarding the designation and regulation of multi-family residential lands, including where the City should consider additional density. This application proposes to change the OCP land use designation of 4738 Athol Street from *Residential* to *Multi-Family Residential* which will enable this form of development on the property, the existing OCP policy statements related to Multi-Family land use in Port Alberni are attached to this report.

Comprehensive Development Zones

Comprehensive Development (CD) zones are typically one-off zones created to enable development according to a specific site plan in a specific location. CD zones are usually created when a proposed development cannot easily comply with a local government's existing zones. Creating a new CD zone allows the City, and the owner, to engage in creative negotiation to form a feasible plan for development that also meets the goals of the community. Most importantly, CD zones allow greater flexibility in the design so a development can be shaped to fit its context. In this case, the creation of a CD zone is an option for meeting the community's need for multi-family rental housing on where it would otherwise not be permitted due to the dimensions of the lot and limits of existing zone.

New CD Zone vs Rezoning with Variances

A new CD zone provides the developer more flexibility in their design, and allows the City to streamline the application review, while undertaking the same rigorous public process. The alternative would be to rezone the properties for high-density multi-family residential, and follow this with a multitude of variances at the Development Permit stage. This process would be administratively complex, and limits both the City and the developer's ability to achieve a positive outcome for the community. However, the Official Community Plan provides no guidance to City Council on when or where a new CD zone should be supported.

Alberni Valley Housing Needs Assessment – Final Report (2021)

The *Alberni Valley Housing Needs Assessment* was completed by the City in February 2021. The list below summarizes the findings of the report as relates to the provision of multi-family housing in Port Alberni:

- Primary rental vacancy rates reached a low of 0.7% in October 2018 but increased to 3% in October 2020.
- The low vacancy rate means that many people are forced to choose housing options that are expensive, inadequate, and/or unsuitable.
- In Port Alberni, most primary rental units have either only one or two bedrooms, which often does not meet the needs of young families.
- There is a shortage of both smaller units such as bachelor and 1-bedroom, and those with 3+ bedrooms.
- The demand for affordable housing is increasing in Port Alberni, with an increasing number of renters spending more than 30% of their income on shelter costs.
- The average household is two people in Port Alberni, and the number of households containing only one or two people has steadily increased in Port Alberni.
- Between 2021 and 2025 a total of 194 units of housing will need to be added to the community in order to keep up with projected demand. However, this estimate is based on data from the 2016 federal census meaning it may not reflect current conditions in the community.

Residential Rental Housing and the *Local Government Act*

Section 481.1 of the BC *Local Government Act* gives the Council the authority to designate lands for multi-family rental housing in the Zoning Bylaw. This power was enacted by the Province in July 2018, and was subsequently upheld in a ruling by the BC Supreme Court in March 2019. This new zoning power means municipalities have the ability to plan for the creation and retention of rental housing in their communities, which is important in addressing the housing crisis and meeting the goals of the *Alberni Valley Housing Needs Assessment (2021)*.

ALTERNATIVES/OPTIONS

The Development Services department supports Option #1.

1. Proceed with 1st and 2nd Readings of:
 - "Official Community Plan Amendment No. 37 (4738 Athol Street - Rai), Bylaw No. 5046"
 - "Zoning Text Amendment No. T31 (4738 Athol Street - Rai), Bylaw No. 5047"
 - "Zoning Map Amendment No.48 (4738 Athol Street - Rai), Bylaw No. 5048"

And advance to a Public Hearing on Monday, July 11, 2022 at 6:00 pm in City Hall, Council Chambers.

2. Do not proceed with the proposed bylaw amendments.
3. Provide alternative direction.

ANALYSIS

The following section contains an analysis of the OCP and Zoning Bylaw amendments proposed by the applicant. If the application proceeds, technical engineering details including servicing and off-site works will be resolved. If the amending bylaws are adopted by Council, the applicant would still require a Development Permit. At this time staff would conduct additional review.

Development Concept at 4738 Athol Street

The subject property is approximately 0.11 acres with frontage on Athol Street, and laneways to the side and rear. The applicant is proposing to construct a three-storey apartment building on this property for a total of six dwelling units, with a mix of one, two, and three-bedroom apartments. The *Alberni Valley Housing Needs Assessment (2021)* identifies a need for one and three-bedroom units in the community. One-bedroom apartments are considered to be more affordable option for renters in that rates are typically at the lower end of the market, while the two and three-bedroom units are more suited to families. *Table 2* identifies the mix of unit types in the proposed building.

Table 2 – Proposed Dwelling Units in Development Concept	
Unit Type	Number of Units
1-Bedroom	2
2-Bedroom	2
2-Bedroom + Den	1
3 Bedroom	1
Total Units	6

The design of the development benefits from its location at laneway intersection. Lanes on two sides are favourable for in-fill development because it improves site access, expands options for utility servicing and garbage removal.

Surrounding Area and Land Use

The subject property is located on Athol Street between 5th Avenue and 6th Avenue, one block north of Argyle Street. Directly to the south is the Uptown Commercial area with residential lands to the east, west, and north. Several multifamily properties, including apartment buildings are located in the vicinity along Argyle Street, Athol Street, and directly south of the property on 5th Avenue.

OCP Guidelines for Designation of lands as Multi-Family Residential

The OCP section 4.3 Multi-family Residential (MFR) outlines Council policy for multi-family residential. In section 4.3.4 three specific criteria are listed for Council to consider when re-designating lands to *Multi-Family Residential*. Staff have reviewed the proposed development utilizing the three criteria, and outlined how the proposed development aligns with Council Policy.

1. *Should be within walking distance (approximately 800 metres) of commercial, recreational, public/institutional nodes, or community scale parks;*

The subject property is located within the Port Alberni *Active Transportation Plan*, a 5-minute “commercial walkshed” of the uptown commercial area. It is good planning practice to encourage multi-family development on the edges of commercial areas to provide residents with access to services and amenities. This reduces automobile trips and increases walkability. See the attached *Walkability Map* for estimated walking times to nearby parks, recreation, and commercial areas. Additionally, *Table 3* contains a breakdown of estimated distances via nearest street and estimated walk times. The proposed development meets these criteria with services, parks, etc. being less than 800 metres from the subject property.

Table 3 - Distance to Services, Parks, and Amenities		
To Commercial Areas / Services	Distance	Approx. walking time
Uptown commercial area (at 4 th Ave.)	250 m	3 min.
10 th Ave & China Creek Rd. neighbourhood commercial area (Quality Foods)	730 m	9 min.
Harbour Quay (via Athol St.)	780 m	10 min.
To Recreation and Parks		
Dry Creek Park / Trails	485 m	6 min.
Gyro Recreation Park	237 m	3 min.

2. *Should be located on or in proximity to major collectors or arterial roads in order reduce traffic impacts on local roads;*

The subject property is located within close proximity to major collector roads and arterial roadways as shown in *Table 4* Proximity to major roadways is a matter of access to the transportation network. Increased access means less traffic congestion, and less wear and tear on smaller roads which may not be designed for a heavy volume of vehicles. While Athol Street is a local road, it is a short distance to Argyle Street, 3rd Avenue, and 4th Avenue which are major collectors and arterials. The proposed development is in proximity to major and arterial roadways, meeting these criteria.

Distance to Argyle Street (arterial road)	130 m
Distance to 3 rd Avenue (arterial road)	250 m
Distance to 4 th Avenue (major collector)	151 m
Distance to 10 th Avenue (arterial road)	580 m

3. *An adequate transition between lower density housing, and compatibility with adjacent land uses must be provided;*

At the neighbourhood level, the proposed change in OCP land use from *Residential* to *Multi-Family Residential* is compatible with adjacent land uses:

- Lands to the west are designated Residential, Multifamily Residential, and Commercial
- Lands to the east are designated Residential
- Lands to the north are designated Residential
- Lands to the south are designated Residential, Multifamily Residential and Commercial

The subject property is located on the boundary of the uptown commercial area where multiple land uses interface, which makes it a suitable location for multi-family development including single-family homes with suites, multi-family apartments, and commercial businesses.

The four-storey King George apartments are located approximately 20 metres south east of the property at 3131 5th Avenue, and the four-storey Downtown Manor apartments are located 160 metres west at 4916 Athol Street. The proposed *Multi-Family* land use is characteristic of the area.

The residential uses on neighbouring properties to the west and the east, although designated residential, have more than one dwelling unit contained within them according to City records. The buildings are large in size, with a comparable height to the proposed building as shown in *Figure 2*. The transition from the existing two-family land use to six dwelling units is an adequate transition and meets this criterion.

Additionally, the three criteria outlined in section 4.3.4 of OCP policy, Part D section 4.0 recognizes that multi-family development will typically occur “*within or adjacent to established single-family residential neighbourhoods*” (p. 35). The proposed use on these lands meets this policy.

Proposed Comprehensive Development Zone (CD2)

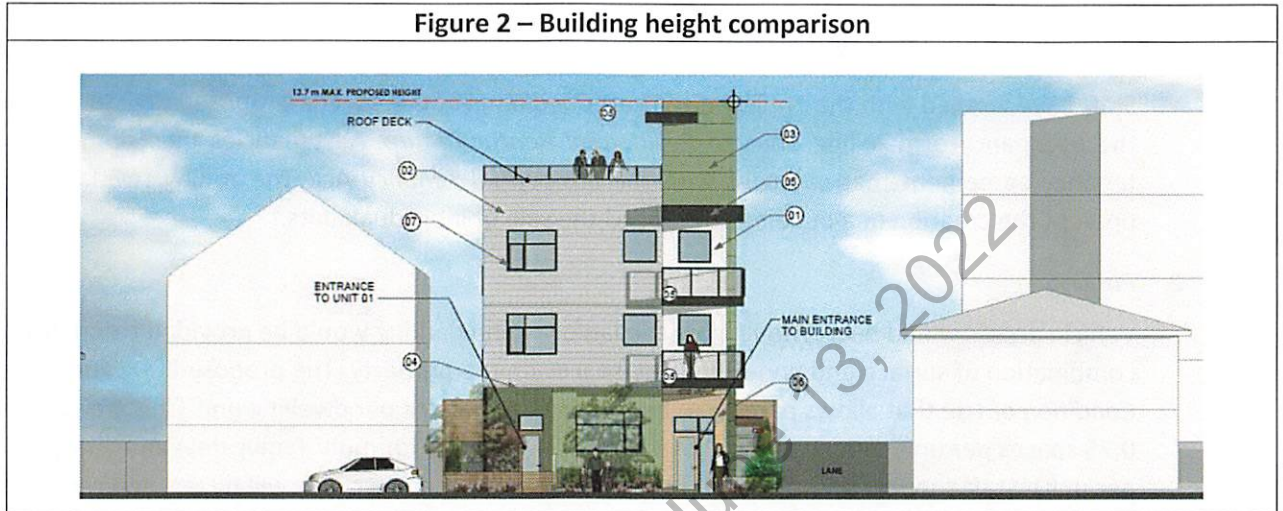
The following table shows how the proposed CD2 zone compares with existing residential zones in the Zoning Bylaw. The RM3 zone is currently the highest density zone for residential development in Port Alberni. The CD2 zone would permit a denser form of development than permitted in the RM3 zone. This is not unusual for multifamily in-fill development since the intent is to add more dwelling units to an existing lot within an established neighbourhood. The density by Floor Area Ratio would be 1.34, which is greater than the 1.2 permitted by the RM3 zone. Accordingly, the proposed zone would also permit greater lot coverage, and reduced front, side, and rear yard setbacks. See notes below:

- “Coverage” in the Zoning Bylaw is defined at the first storey meaning the proposed 58% lot coverage does not include the portion of the building that overhangs two parking spaces to the rear of the site.
- Reduced side yard setback on the east property line (1.5 metres) is less than other multi-family zones; however, the architect has ensured the design meets all building/fire code regulations.

Table 5 – Comparison of Site Development Regulations for Existing Zones

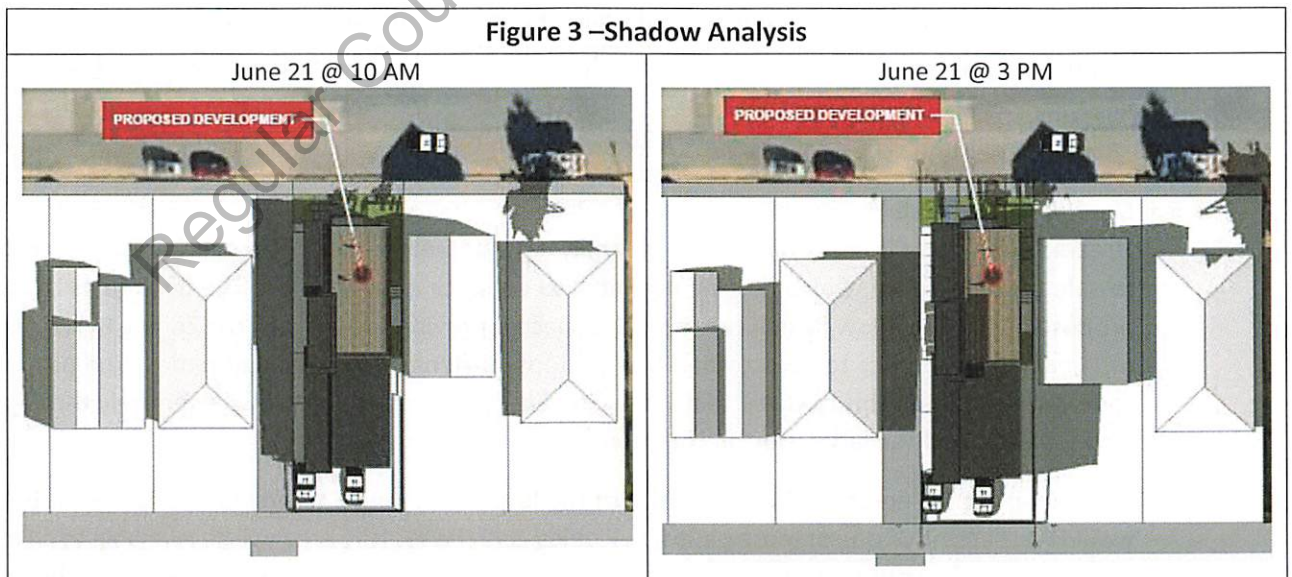
<i>Site Development Regulations</i>	R1	R2	R3	RM1	RM2	RM3	Proposed CD2
<i>Minimum Lot area</i>	600 m ²	500 m ²	350 m ²	500 m ²	840 m ²	1,120 m ²	443 m ²
<i>Minimum Frontage</i>	15 m	15 m	10 m	30 m (+4 units)	25 m	30 m	12 m
<i>Maximum Coverage</i>	40%	50%	50%	40%	50 %	50%	58%
<i>Front yard</i>	7.5 m	7.5 m	5.0 m	7.5 m	6.0 m	6.0 m	3.5 m
<i>Rear yard</i>	9.0 m	9.0 m	5.5 m	9.0 m	9.0 m	9.0 m	5.0 m
<i>Side yard</i>	1.5 m	1.5 m	1.5 m	1.5 m	5.0 m	5.0 m	1.5 m
<i>Maximum Floor Area Ratio</i>	0.5	0.5	0.5	0.5	0.8	1.2	1.34
<i>Maximum Height, Principal Building</i>	10 m	10 m	10 m	10 m	12.5 m	14 m	13.7 m (to stairwell)
<i>Maximum Number of Principal Building Storeys</i>	2	2.5	2.5	2.5	3	4	3
<i>Maximum Number of Dwelling Units per lot</i>	2	2	-	-	-	-	6

The applicant has also provided conceptual images to illustrate how the proposed development would appear next to neighbouring properties. The height of the building to the roofline would be 11 metres, though the maximum height would be 13.7 metres to account for the roof access stairwell structure. The height is in keeping with the surrounding existing buildings.



Shadow analysis

Shadow analysis provided by the applicant shows that during winter solstice the longest shadows will be cast to the north and northwest across Athol Street resulting in minimal shadow impact to surrounding properties. However, during summer solstice the property at 4720 Athol Street would be partially impacted by shadows cast into the rear yard during mid to late afternoon as shown in Figure 3. Residents will still have full sun in the morning but partial access to direct sunlight in the late afternoon.



Conditions of Use - CD2 Zone

Conditions of Use are requirements that must be met in order to develop or use land in a particular zone. Generally, the *Conditions of Use* of the proposed CD2 zone have been written to grant the developer more flexibility with their site design and to restrict permitted uses.

1. *Residential Rental Tenure*

Staff have worked with the applicant to draft *Conditions of Use* for the proposed CD2 zone which limits the occupancy of dwelling units to *Residential Rental Tenure*. All tenancies must be governed by a tenancy agreement that complies with the *Residential Tenancy Act*. The zoning regulations will also prevent the creation of a building strata, and the sale of individual units.

2. *Parking*

Vehicle access would be provided from the laneway and parking would be provided through a combination of surface and under-building spaces on the property. The proposed CD2 zone includes a *Condition of Use* that allows parking to be provided at 1 space per dwelling unit. This is a reduction of 0.25 spaces per unit compared to what is currently required for multi-family development (1.25 spaces per unit). Staff support this reduction because it ensures that each unit will have a dedicated parking space. Visitors will be required to park on the street. As part of the engineering requirements, the applicant will be required to improve the road/sidewalk in a way that ensures this parking is safe and useable.

Table 6 contains a breakdown of parking requirements for residential dwelling types in the Zoning Bylaw. Additionally, the CD2 zone contains a *Condition of Use* allowing two of the required on-site parking spaces to be provided at the dimensions specified in the Zoning Bylaw for small cars.

Table 6 – Comparison of Parking Requirements in Zoning Bylaw					
Dwelling Type	Suites	Multi-family	Single family	Two family	CD2
Parking Spaces Required per unit	1	1.25	2	4	1

3. *Useable Open Space*

Useable open space is important for multi-family development because it provides residents with access to safe outdoor space, which has the potential to enhance quality of life. The *Conditions of Use* in the proposed CD2 zone allow flexibility in how this space is provided. Currently, the Zoning Bylaw allows 50% of *Useable Open Space* to be provided by roof tops gardens, balconies, and patios. The proposed CD2 zone would increase this to 100%, and allow *Useable Open Space* to be provided entirely through private decks, patios, and the large rooftop common area.

This allowance is necessary due to the size of the lot, and the need to provide parking on-site. All units would have access to one or more patios/balconies, and the rooftop area will be available to all residents. In total, 169 m2 of outdoor private and common space would be provided which exceeds the amount of *Useable Open Space* normally required by the Zoning bylaw.

Engineering Servicing Report

Infrastructure upgrades would be required to properly service the proposed development at 4738 Athol Street. These requirements are detailed in the attached *Engineering Servicing Report*. Key considerations are the capacity of the underground sewer on Athol Street, improvements to the storm drain main and service connection, management of site drainage, and hard-surfacing of the laneway. Improvements to the site frontage and off-site requirements will be outlined in the works and services agreement by the City's Engineering department.

Based on the *Engineering Servicing Report*, the following items will be required from the applicant prior to Final Adoption of the amending bylaws:

- Design of required off-site works with associated cost estimate
- Storm water management plan
- Geotechnical report
- Site grading plan

REFERRALS

Staff's review of OCP and Zoning Bylaw amendments include referral to other agencies. The following table summarizes feedback received for this development application.

AGENCY/DEPARTMENT	COMMENTS
TSESHAHT FIRST NATION	<i>Tseshaht has no objections at this time to the work proposed.</i>
RCMP	<i>No Policing issues with the application.</i>
CPA PARKS, RECREATION, HERITAGE	<i>Interests unaffected.</i>
CPA ENGINEERING DEPARTMENT	<i>See attached Engineering Servicing Report.</i>
VIHA	<i>There are no concerns with the approval of this rezoning application given the properties will be connecting to the municipal drinking water system and sewer system.</i>
CANADA POST	<i>If approved, to avoid delay and ensure delivery can be provided we request the developer contact us in advance to confirm mail delivery requirements. A developer supplied lock box to current standards and building access will be required.</i>

IMPLICATIONS

At this stage of the application process, Council should consider the appropriateness of the proposal including its location, potential neighbourhood impacts, and potential benefit to the community. This application will create 6 units of one, two, and three-bedroom rental housing that is in high demand according to the 2021 *Alberni Valley Housing Needs Assessment*.

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

Staff support this application because the location of the property at the edge of a core commercial area is ideal for high-density multi-family development. This project will also provide much needed purpose-built rental housing.

COMMUNICATIONS

As per section 475 of the *Local Government Act* (LGA), the City has provided an additional opportunity for input by those whose interests may be affected by the development – specifically, owners and occupants of surrounding properties. This is required for all amendments to an Official Community Plan. This pre-engagement was conducted from March 8, 2022 to March 28, 2022. Further details are provided below:

In December of 2021, the applicant invited neighbouring residents to an informal meeting to discuss the proposed development. This was intended to meet the LGA requirement, and was conducted at the direction of City staff. This meeting had no attendees and staff have heard from residents that this was likely due to the pandemic, snowy weather, and a lack of information provided. The applicant also submitted a summary of their one-on-one conversations with neighbours that was included in the February 10, 2022 staff report to the Advisory Planning Commission. The residents have since informed staff that that they feel the summary provided by the applicant does not accurately represent their concerns.

In consideration of the above, along with feedback from the Advisory Planning Commission, staff determined that additional engagement was required to meet the City's obligation under section 475 of the LGA.

On March 8, 2022, staff mailed letters to all owners and occupants of property within 75 metres of 4738 Athol Street as per *Development Application Notice Bylaw No. 4614*. The letter contained information and images regarding the proposed OCP amendment and development plans. Recipients were invited to provide feedback by March 28, 2022. A total of 90 letters were mailed, and 15 responses were received. Respondents included residents both inside and outside the 75-metre mailing area.

In general, concern was expressed regarding:

- Density of development
- Building height (shadows, loss of privacy)
- Increased vehicle traffic
- Potential changes to the character of the neighbourhood

A summary of comments is attached to this report. If the application proceeds further through the process, a full Public Hearing will be held, and all required statutory notices will be provided.

BYLAWS/PLANS/POLICIES

The applicant is requesting amendments to the Official Community Plan (OCP) and Zoning Bylaws to enable a multifamily development. This includes the creation of a new Comprehensive Development (CD) zone. The proposed zone description is attached to this report, and includes permitted uses, site development regulations, and conditions of use that are specific to this development.

Summary of Requested Bylaw Amendments

The following list is a summary of amendments to the OCP and Zoning Bylaws that would be required in order to enable the proposed development:

1. Change the designation of 4738 Athol Street from *Residential* to *Multi-Family Residential* on OCP Bylaw No. 4602 Schedule A - Land Use Map;
2. Add the property at 4738 Athol Street to *Development Permit Area No.1 Multiple Family Residential* on OCP Bylaw No. 4602 Schedule B – Development Permit Areas Map.
3. Update *Zoning Bylaw, 2014 No. 4832 Schedule A Zoning Map* to change the zoning classification of 4738 Athol Street from *R2 One and Two Family Residential* to “CD2-Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street”;
4. Add the following text to *Zoning Bylaw, 2014 No. 4832* under Part 5, section 5.1 *Establishment of Zones*: “CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol St.”;
5. Add the attached zone description “CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol St.” to *Zoning Bylaw, 2014 No. 4832* as a new section under *Part 5 Establishment of Zones*.

SUMMARY


The applicant is requesting amendments to the OCP and Zoning Bylaw that would enable the construction of an apartment building and create six rental dwelling units of mix bedroom type. This would involve the creation of a Comprehensive Development (CD) zone that would apply to only 4738 Athol Street.

Staff consider this proposal to meet the policy guidelines established in section 4.3 of the OCP for Council’s consideration of new Multi-Family Residential lands. In addition, this application also meets Council’s strategic priority 5.1.2 of fostering a complete community through the in-fill of vacant lots that contribute to vibrancy.

Through the use of a CD zone, the proposed development has been designed to best utilize the site for multi-family dwellings, while considering its context on a residential street near a commercial area. Given the need

for housing in Port Alberni, staff support this application as it meets OCP policy, and addresses the need for rental housing identified by the *Alberni Valley Housing Needs Assessment*.

Respectfully submitted,



Brian McLoughlin, MCP
Development Planner

ATTACHMENTS:

- Subject Property Map
- Current OCP Land Use Designation
- Current Zoning Designation
- Proposed New Zone Description
- Walkability Map
- OCP Policy for Re-designation of Multi-Family Residential Lands
- Advisory Planning Commission Minutes dated February 18, 2022
- Pre-Engagement Letter and Feedback Summary
- Engineering Servicing Report
- Development Concept Plans

C: to T. Slonski, Director of Corporate Services

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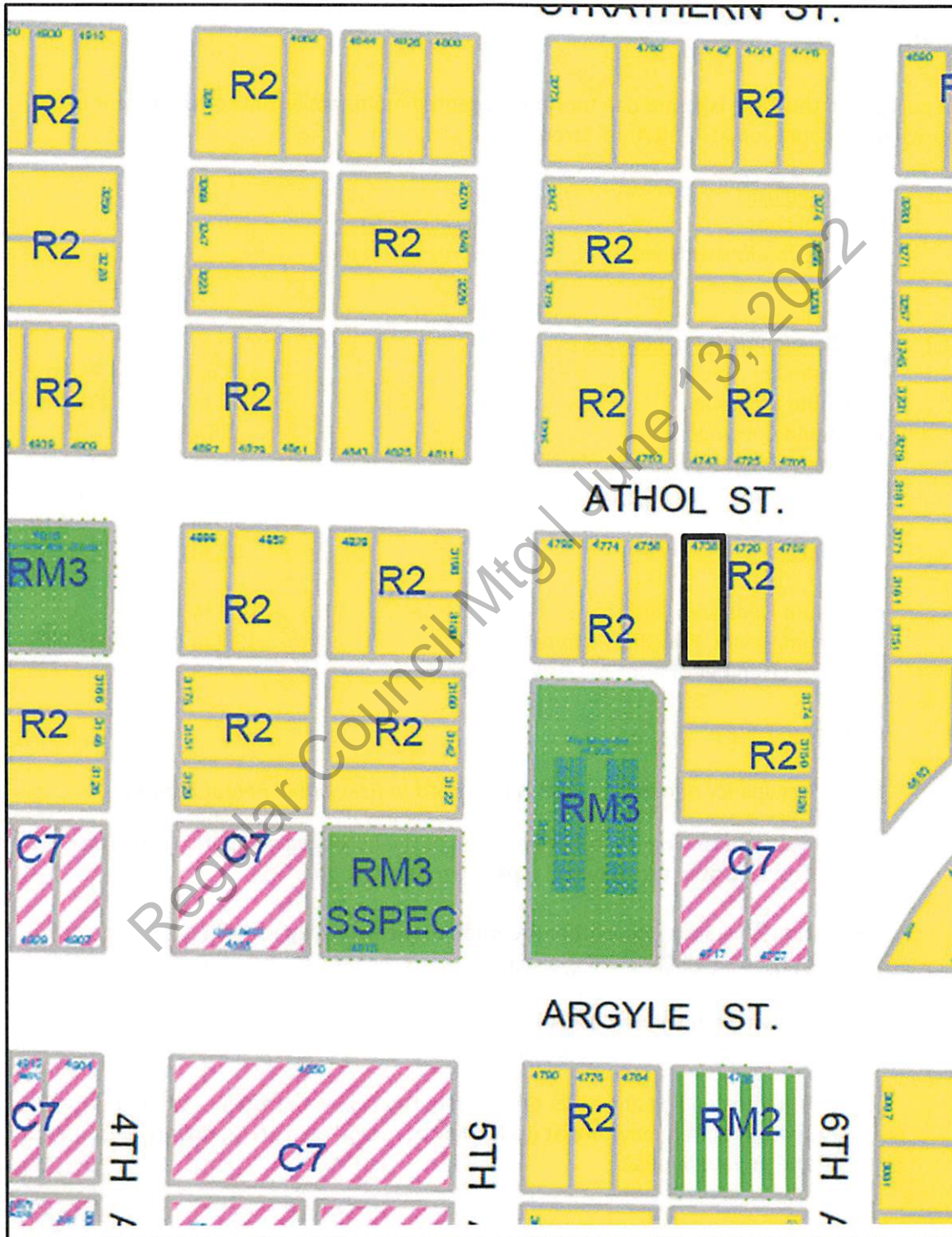
SUBJECT PROPERTIES MAP – 4738 ATHOL STREET



CURRENT OCP LAND USE DESIGNATION – 4738 ATHOL STREET



CURRENT ZONING CLASSIFICATION – 4738 ATHOL STREET



PROPOSED NEW ZONE DESCRIPTION

CD2 – COMPREHENSIVE DEVELOPMENT – MULTI-FAMILY RESIDENTIAL INFILL – 4738 Athol Street

8.2 The purpose of this zone is to provide for rental-oriented multi-family in-fill development in the Uptown neighbourhood at 4738 Athol Street.

8.2.1 Permitted uses

Principal Uses

Multiple family dwellings

Accessory Uses

Home occupation

8.2.2 Site Development Regulations

Minimum Lot Area	443 m ²	(4,768 ft ²)
Minimum Frontage	12 m	(39.4 ft)
Maximum Coverage	58%	
Minimum Setbacks:		
Front yard	3.5 m	(11.5 ft)
Rear yard	5.0 m	(16.4 ft)
Side yard	1.5 m	(4.9 ft)
Maximum Floor Area Ratio	1.34	
Maximum Height, Principal Building	13.7 m	(45.9 ft)
Maximum Number of Principal Building Storeys	3	

8.2.3 Conditions of Use

- (a) Occupancy of dwelling units is restricted to *Residential Rental Tenure*.
- (b) Notwithstanding any other provision of the Bylaw, on-site parking shall be provided at a rate of one (1) space per dwelling unit.
- (c) Notwithstanding any other provision of the Bylaw, up to two (2) parking spaces may be Small Car parking spaces.
- (d) Notwithstanding any other provision of the Bylaw, the amount of *useable open space* required shall be 169 m².
- (e) Notwithstanding any other provision of the Bylaw, the amount of *useable open space* required may consist exclusively of roof garden areas, private balconies, and private patios.

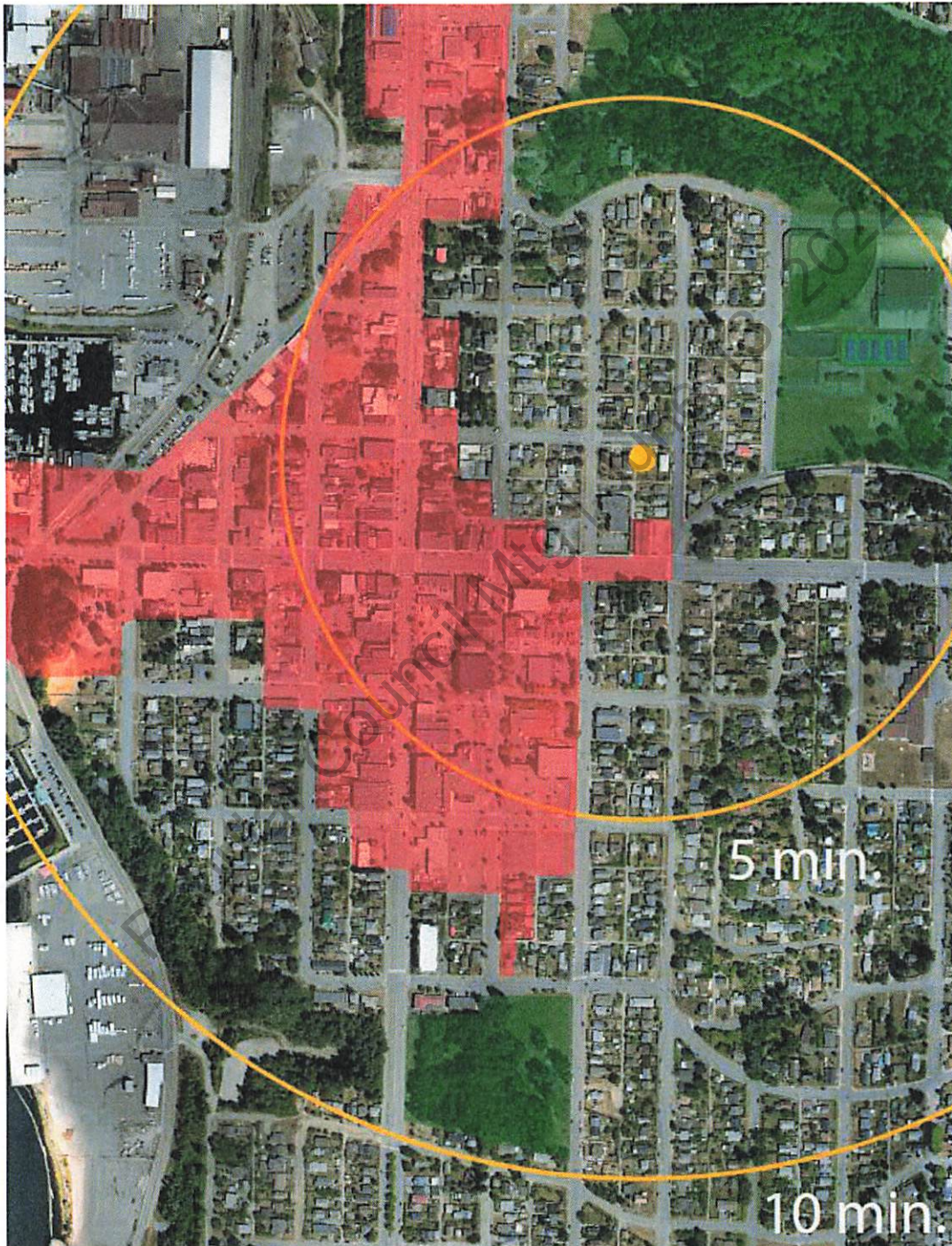
- (f) Permanent roof top structures are not permitted except where required for access.
- (g) Home occupation as a permitted use is restricted to office space for a business which is lawfully carried on at another location.

Regular Council Mtg | June 13, 2022

WALKABILITY MAP – 4738 STREET

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

**Red = commercial, Green = park



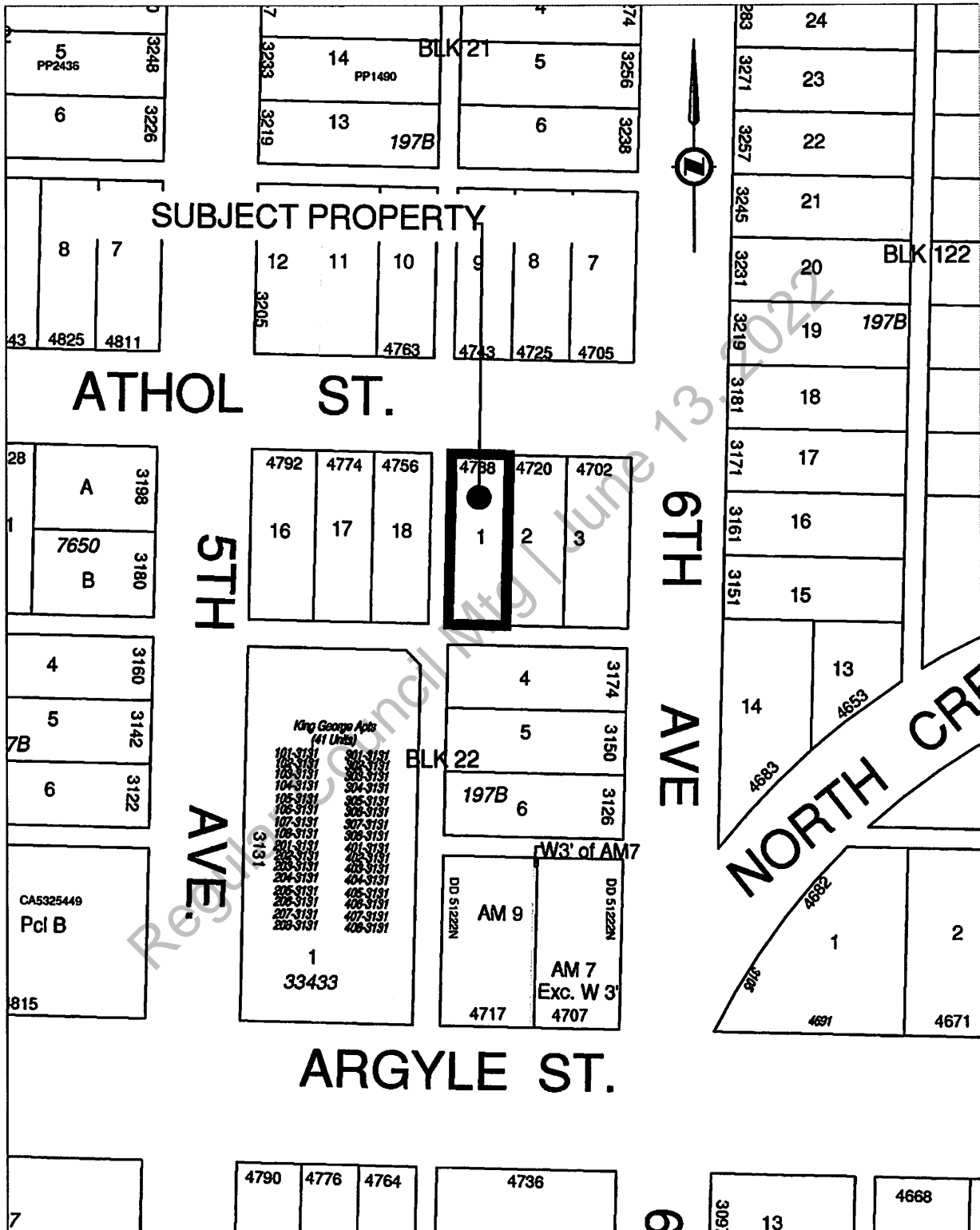
OCP Policy for Re-Designation of Multi-Family Residential Lands

SECTION	OCP TEXT
1.1 Growth	<ul style="list-style-type: none"> To encourage the efficient use of land and infrastructure, and development of compact built form by encouraging sensitive in-fill and intensive forms of development in key locations of the City.
1.5 Community	<p>Residential</p> <ul style="list-style-type: none"> To ensure that a range of housing choice is provided in order to meet the needs of current and future residents.
Table 3 – Multi-Family Residential	<ul style="list-style-type: none"> This type of residential should be located in proximity to community services or major amenities.
Plan Policies - 4.0 Residential	<ul style="list-style-type: none"> Residential capacity could be substantially increased well beyond the 20-year horizon through the provision of a range of higher density housing forms... A wider choice of housing options translates into greater access to housing and a more livable community for a greater range of age groups. This is a fundamental objective in creating complete and inclusive communities.
Plan Policies - 4.0 Residential – Multi-Family Housing	<p>Typically, this form of housing is within or adjacent to established single-family residential neighbourhoods.</p> <ul style="list-style-type: none"> They are also typically situated near strategic amenity or service locations such as commercial nodes, parks, schools, community facilities, or in relation to significant transportation corridors. The objective is to facilitate compact urban form which reduces vehicle trips, increases the likelihood of social interaction, increases the economic viability of commercial nodes, and leads to a more sustainable lifestyle.
Plan Policies - 4.0 Residential – Affordable Housing	<p>...A range of affordable housing options should be provided to accommodate a wide range of lifestyles and economic profiles such as young families, seniors, singles, those on a fixed income or are low-income households. Such housing can consist of a range of forms including multi-family, high density detached single-family residential, or secondary suites within or associated with single-family dwellings in single-family neighbourhoods.</p> <p>[The OCP] promotes integration of such housing throughout the community in order to provide greater housing diversity.</p>

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

Regular Council Meeting May 25, 2022

Schedule "A" to Bylaw No. 5048





**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on February 17, 2022 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Ken McRae (Vice-Chair)
Amy Anaka
Ken Watts, (CEO Tseshahat (č išaaʔath) F.N)
Stefanie Weber
Chris Washington, S.D.70
Peter Dionne, R.C.M.P. Liaison
Andre Guerin, P.A.F.D. Liaison
Councillor Helen Poon (Alt.- Council Liaison)

Regrets

Ed Francoeur (Chair)
Callan Noye
Joe McQuaid
Amy Needham, Parks Operations Liaison
Councillor Deb Haggard, Council Liaison
Jolleen Dick, Councillor, Hupačasath F.N.

Staff

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

Guests

L. Sam, (Alt. – Tseshahat (č išaaʔath) F.N)
Applicants: K. Rai

Alternates (not in attendance)

Larry Ransom (Alt.- S.D.70)
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 Tseshahat (č išaaʔath) First Nations.
Welcome and introductions.

2. Minutes - Adoption of January 20, 2022 Minutes

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the January 20, 2022 regular meeting as amended.

(Weber / Washington) CARRIED

**3. DEVELOPMENT APPLICATION – Official Community Plan and Zoning Bylaw amendment
4738 Athol Street -**

Lot 1, Block 22, District Lot 1, Alberni District, Plan VIP197B PID: 009-262-962

Applicant: K. Rai

- City Development Planner (B.M.) summarized his report dated February 15, 2022.
- APC discussed the proposed amendments and report.
 - There was a question regarding the numbering for the CD2 zone proposed. It was clarified that two applications for new “CD” zones are being processed and numbering will be adjusted accordingly as the amendments move forward.
 - Accessibility was discussed. The Planner indicated that there are no plans for an Elevator to be included. The applicant will require a Development Permit and a Building Permit prior to construction. The APC inquired whether there were plans for a wheelchair ramp to be

included and if there would be an accessible, level access to the building through the back, adjacent to the parking lot. The applicant verbally indicated that accessibility was important to consider. It was noted by the Director of Development Services that the final plan and construction details would be evaluated during the permitting stages.

- RCMP commented that the lack of an elevator was a concern. Emergency response will be more challenging. An elevator is not a requirement for a building less than 4 storeys.
- The Fire Department commented that the addition of a fire hydrant (private or city owned) would be desirable. One of the units cannot be reached by a ladder truck for emergency access. The Planner indicated that the Architect has designed the building to meet the Building and Fire Codes.
- There was concern expressed regarding the height of the building. The APC discussed the proposal with respect to the potential impact of the building to immediate residential neighbours due to its height. It was noted that the OCP currently indicates that there should be an adequate transition, between lower and higher density housing, that is respectful of the scale and character of the neighbourhood. The building itself is comparable to the height permitted in the RM2 zone but a stairwell enclosure, to access the rooftop open space, has added additional height comparable to that of an elevator shaft.
- Several members noted that the height may not be out of line with the immediate neighbourhood and that many suites existed in the area already adding to density. There was an indication that the community was generally supportive of increased density for much needed housing units. It may not be possible to decrease the height of the development and preserve its economic viability.
- Open space was considered. APC had questions regarding open space requirements, use of the proposed roof top and balconies and how the roof top space would be used, or not used, by tenants. The Planner indicated that the balcony areas are included in meeting the open space area requirement. Open space calculations also include the rooftop space. He also noted that balconies are generally considered to increase the quality of life for tenants.
- The project will provide much needed housing in the community (6 units). The APC voiced the opinion that the number of similar applications is likely to increase in the future and the OCP review will be an opportunity to gauge community support for increased density. The OCP review should consider neighbourhood impacts in specific areas.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that with respect to Lot 1, Block 22, District Lot 1, Alberni District, Plan VIP197B PID: 009-262-962 located at **4738 Athol Street** the City proceed with the following map amendments to the Official Community Plan bylaw:*
 - a. *Amend the Official Community Plan (Schedule A – Land Use Map) to change the designation of the properties from ‘General Commercial’ to **‘Multi-Family Residential’** use;*

- b. Amend the Official Community Plan (Schedule B – Development Permit Areas Map) to remove the properties from Development Permit Area No. 2 General Commercial and to include the properties in ‘**Development Permit Area No. 2 Multiple Family Residential**’.
2. That with respect to Lot 1, Block 22, District Lot 1, Alberni District, Plan VIP197B PID: 009-262-962 located at **4738 Athol Street** the City proceed with the following text amendments to the Zoning Bylaw:

- a. Define ‘Residential Rental Tenure’ by adding the following text to Section 4-Definitions:
 “Residential Rental Tenure means, in relation to a dwelling unit in a multi-family residential building or multiple dwelling, a tenancy governed by a tenancy agreement that complies with the Residential Tenancy Act”.
- b. In Section 5.0 Establishment of Zones add the following text to the list of zones under Section 5.1
 “CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol St.”
- c. Under Section 8.0 Comprehensive Development Zones add Section 8.2 text as follows:

8.2

CD2 – COMPREHENSIVE DEVELOPMENT – MULTI-FAMILY RESIDENTIAL INFILL – 4738 ATHOL ST.

8.2 The purpose of this zone is to provide for rental-oriented multi-family in-fill development in the Uptown neighbourhood at 4738 Athol Street.

8.2.1 Permitted uses

Principal Uses

Multiple family dwellings

Accessory Uses

Home occupation

8.2.2 Site Development Regulations

Minimum Lot Area	400 m ²	(4,305 ft ²)
Minimum Frontage	12 m	(39.4 ft)
Maximum Coverage	58%	
Minimum Setbacks:		
Front yard	3.5 m	(11.5 ft)
Rear yard	5.0 m	(16.4 ft)
Side yard	1.5 m	(4.9 ft)
Maximum Floor Area Ratio	1.34	
Maximum Height, Principal Building	13.7 m	(45.9 ft)
Maximum Number of Principal Building Storeys	3	

8.2.3 Conditions of Use

- (a) Occupancy of dwelling units is restricted to *Residential Rental Tenure*.

- (b) Notwithstanding any other provision of the Bylaw, on-site parking shall be provided at a rate of one (1) space per dwelling unit.
- (c) Notwithstanding any other provision of the Bylaw, up to two (2) parking spaces may be Small Car parking spaces.
- d) Notwithstanding any other provision of the Bylaw, the amount of *useable open space* required shall be 169 m².
- (e) Notwithstanding any other provision of the Bylaw, the amount of *useable open space* required may consist exclusively of roof garden areas, private balconies, and private patios.
- (f) Temporary or permanent roof top structures are not permitted except where required for access.
- (g) *Home occupation* as a permitted use is restricted to office space for a business which is lawfully carried on at another location.”

3. *That with respect to Lot 1, Block 22, District Lot 1, Alberni District, Plan VIP197B PID: 009-262-962 located at 4738 Athol Street the City proceed with a map amendment to the Zoning Bylaw (Schedule A – Zoning Map) to change the designation of the property from 'R2 One and Two Family Residential' to 'CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol St.'*

(Washington / Weber) CARRIED

4. STATUS UPDATE:

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

- o A.C.A.W.S. (Vimy St. project) – Public Hearing held. Bylaws to Council for 3rd Read on February 28th
- o 5405 Argyle (B. Toor) – Public Hearing held.
- o 4841 Redford (Uchucklesaht) - Development Variance Permit to Council on February 28th
- o 5th Ave. & Burde St. (Carniato) – Bylaws to Council on February 28th for 1st reading.

5. OTHER BUSINESS

6. **ADJOURNMENT** – The meeting adjourned at 12:40 pm. The next meeting is scheduled for 12:00 pm on **March 17, 2022.**

(Dionne / McRae) CARRIED

Ken McRae (Vice-Chair)

Summary of Pre-engagement

Application: OCP/ZON21-08	
Address: 4738 Athol St.	Date: April 14 2022
Applicant: Hokum Holdings	

RE: Application to amend Official Community Plan to change land designation from Residential to Multi-Family Residential

Description:	On Tuesday March 8 th , 2022, a letter was mailed to all owners and occupants of property within 75 metres of 4738 Athol St. This letter contained a description of the requested OCP amendment and proposed development, along with two conceptual images provided by the applicant as part of their application. The letter provided instructions on how to contact City staff with comments on the proposal either in-person at City Hall, or by email or phone. The letter requested that all feedback be received by Monday March 28 th .
Details:	<p>A total of 90 letters were mailed to property owners, occupants within 75 metres of the 4738 Athol St. The distance of the mail-out is consistent with the City of Port Alberni's <i>Development Application Notice Bylaw</i>.</p> <p>A total of 15 responses were received. Respondents included residents both inside and outside the 75 metre mailing area.</p>
Summary of Responses:	<p><u>Areas of Support</u></p> <ul style="list-style-type: none"> • Support for making Port Alberni more dense to make services more accessible for residents • Support for making Port Alberni more dense to and reduce required driving • Support for providing housing <p><u>Areas of concern:</u></p> <p>Impact on Neighbourhood</p> <ul style="list-style-type: none"> • Concern that people chose to live in the neighbourhood because they perceive it to be single-family. • Concern that apartment building does not "belong" on a residential street. • Concern that rental-only units would remove opportunity for private home ownership. • Concern this will make developers buy local properties for for-profit rentals • Concern development will reduce values of homes in the neighbourhood. • Concern common area on roof will create noise and reduce privacy of neighbours • Concern overall development will reduce privacy for some neighbours • Concern that building height is too much compared to surrounding homes • Concern shadow from building would affect neighbours' physical and mental health, and ability to garden in yards. • Concern development will block views • Concern the size of the building is too big for the lot and will "cramp" area

- Concern the building does not fit neighbourhood character
- Concern development would change the character of the neighbourhood as “quiet, low density, neighbourhood”.
- Concern there is already enough multifamily housing in the area.
- Concern 6-unit building would “ruin the aesthetics” of the neighbourhood.
- Concern that short setbacks are a fire hazard.
- Concern construction process would disrupt the neighbourhood

Nuisance and Crime

- Concern development would cause significant disruption of neighbourhood and residents.
- Concern that too many people living on one property will have a negative effect on the community
- Concern building would be poorly managed and a source of crime and nuisance
- Concern that six vehicles means more CO2 emissions, dust, and noise.
- Concern over pet waste on neighbours’ yards because of lack of open space in development.
- Concern that tenants smoking outside will affect air quality
- Concern that crime will increase meaning residents cannot leave courier packages outside.
- Concern that complex will not be maintained.

Parking, Access and Traffic

- Concern there is not enough on-site parking for building
- Concern that reduced parking will create problems for local residents
- Concern over guests parking in street and decreasing available street parking
- Concern over traffic safety in neighbourhood (means more congestion)
- Concern about increased traffic issues at intersections of 5th and Athol
- Concern that traffic on alley to rear of development will increase
- Concern that lanes at side and back are single lane and not suitable for traffic from this development.
- Concern about truck access to laneway for garbage removal
- Concern about fire truck access to laneway
- King George apartments uses street parking
- Street parking used most at evening/night. Movie theatre customers use street parking on 6th Ave.

Utilities

- Water run-off/drainage issues in laneway need to be solved.
- Are there adequate water and sewer to support six units?

Technical

- Concern that covered not parking included in lot coverage
- Concern that OCP policy 4.3.4. regarding designation of new lands as multifamily has not been met (consideration of transition to and compatibility with adjacent land uses)
- Concern that OCP is under review and application should wait.

	<ul style="list-style-type: none">• Disagree with how a comprehensive development zone is used.• Disagree with changing the OCP and Zoning Bylaw to increase density and allow multifamily housing.
--	--

Regular Council Mtg | June 13, 2022



CITY of PORT ALBERNI

PLANNING DEPARTMENT

4850 Argyle Street, Port Alberni, B.C. V9Y 1V8
T: 250.720.2830 or visit our website: www.portalberni.ca

Tuesday, March 8, 2022
File: OCP2021-05

RE: DEVELOPMENT APPLICATION – Amendments to the City of Port Alberni Official Community Plan
4738 Athol Street
Lot 1, Block 22, District Lot 1, Alberni District, Plan VIP197B PID: 009-262-962
Applicant: K. Rai dba Hukam Holdings Ltd.

Dear Sir/Madam:

You are receiving this letter because you are the occupant or owner of property within 75 metres of 4738 Athol Street in Port Alberni, BC. The City of Port Alberni has received an application to redevelop 4738 Athol Street for multi-family housing consisting of six apartment units. The City of Port Alberni is providing you an early opportunity to ask questions or send comments on this proposal.

The applicant has requested an amendment to the Official Community Plan (OCP) to change the land use designation at 4738 Athol Street from 'Residential' to 'Multi-Family Residential'. The property would also be added to 'Development Permit Area No.1 – Multi-Family Residential'. These amendments to the OCP would enable a rezoning of the property for multi-family development.

If you have any questions or comments on this amendment to the Official Community Plan, please contact the Development Services Department at City Hall by Monday, March 28th in one of the following ways:

- In-person at the Development Services counter (Monday to Friday 8:30 am to 4:30 pm)
- By email: brian_mcloughlin@portalberni.ca
- Or by phone: **250-720-2806**

Information related to the proposed OCP amendments may be viewed at the Development Services counter at City Hall during regular hours. If the development application proceeds, a full Public Hearing will be held at a later date.





Sincerely,

Brian McLoughlin, Development Planner
City of Port Alberni

THE CITY OF PORT ALBERNI
ENGINEERING SERVICING REPORT

FILE:

DATE: May 16, 2022

LEGAL: LOT 1, BLK22, Plan 197B

LOCATION: 4738 Athol St.

SUBJECT: Rezoning Application

Engineering has no objection to the proposed rezoning provided it conforms to current bylaw standards. The following report identifies key site specific requirements and bylaw issues which are to be satisfactorily addressed.

1.00 ROADS:

1.01 The Applicant to engage a Civil Engineer licensed in the Province of BC to provide a half road design to be approved by the CPA Director of Engineering. Design to include non mountable concrete curb and gutter, 1.52m sidewalk tight to C&G, grass Blvd and 5.5m of pavement center in the road ROW. A design for hard surface and drainage will also be required for the existing gravel lane West of the property.

2.00 Sewerage

2.01 The Applicant to engage a Civil Engineer licensed in the Province of BC to confirm sewer capacity in the existing sewer main on Athol St between SMH's F136 and F140. Size confirmation of the existing 100mm sanitary connection at the P/L should also be done if reused for the proposed new build.

3.00 Drainage

3.01 The Applicant to engage a Civil Engineer licensed in the Province of BC to provide a storm water management plan and related drain design to be approved by the CPA Director of Engineering. A storm drain main will need to be designed and installed on Athol St from DMH KB10 to the shared P/L between 4720 & 4738 Athol St. Design should include future proposed gravity storm drain connection to each of the properties on the South side of Athol, East of 5th Ave. A storm drain connection to be sized and installed to the P/L of 4738 Athol St.

4.00 Water

- 4.01 The CPA will install a new water service connection as per approved Building Plans plumbing fixture count. The cost to the Applicant will be the current CPA Fees and Charges rate.

5.00 SHALLOW UTILITIES:

- 5.01 All conditions of BC Hydro, Telus, Fortis Gas and CATV must be satisfied. All shallow utilities must be shown on the engineering plans prior to approval.

6.00 GEOTECHNICAL:

- 6.01 A geotechnical investigation of the site will be required. The report should address all geotechnical issues which may affect the proposed development such as:
- a) Site soil and groundwater characteristics.
 - b) Site suitability for intended development.
 - c) Recommendations for foundation design.
 - d) Recommendations for slab-on-grade construction.
 - e) Any special requirements for construction.
 - f) Location and stability of fill areas.
 - g) Restricted building areas.
 - h) Road design.
 - i) Drainage practices.
 - j) Potential flood areas.

7.0 SITE GRADING:

- 7.01 Site grading plans for on site development will be required to ensure the proposed grading fits with surrounding areas, drainage and any identified hazards.

8.00 GENERAL

8.01 Approved engineering plans will be required for all servicing and for connections to existing infrastructures. The Applicant's Engineer should consult with the Engineering Department prior to commencement of detailed engineering design.

8.01 All works within existing City Rights of Way will require that the applicant:

- a) Provide engineering drawings for the works

- b) Enter into a Development Agreement, provide security in a form acceptable to the Director of Engineering in the amount of 100% of the cost of construction of the road works and 100% for the pipe works within the City road or Right of Way.
- c) Obtain a Work on City Streets Permit from the Engineering Department for construction within a City Right of Way.

Regular Council Mtg | June 13, 2022



BUILDING VIEW

SHEET NUMBER SHEET NAME

A000	COVER SHEET
A001	AERIAL VIEW
A100	SITE PLAN
A101	LEVEL 1
A102	LEVEL 2
A103	LEVEL 3
A200	ELEVATIONS
A201	ELEVATIONS
A300	SECTIONS
A400	PERSPECTIVES
A500	SHADOW STUDY

PROJECT CONSULTANTS

PROJECT CONSULTANTS:

ARCHITECT:
 JOYCE TROOST
 JRT ARCHITECTURE
 250.714.8749
 joyce@jrtarchitecture.com

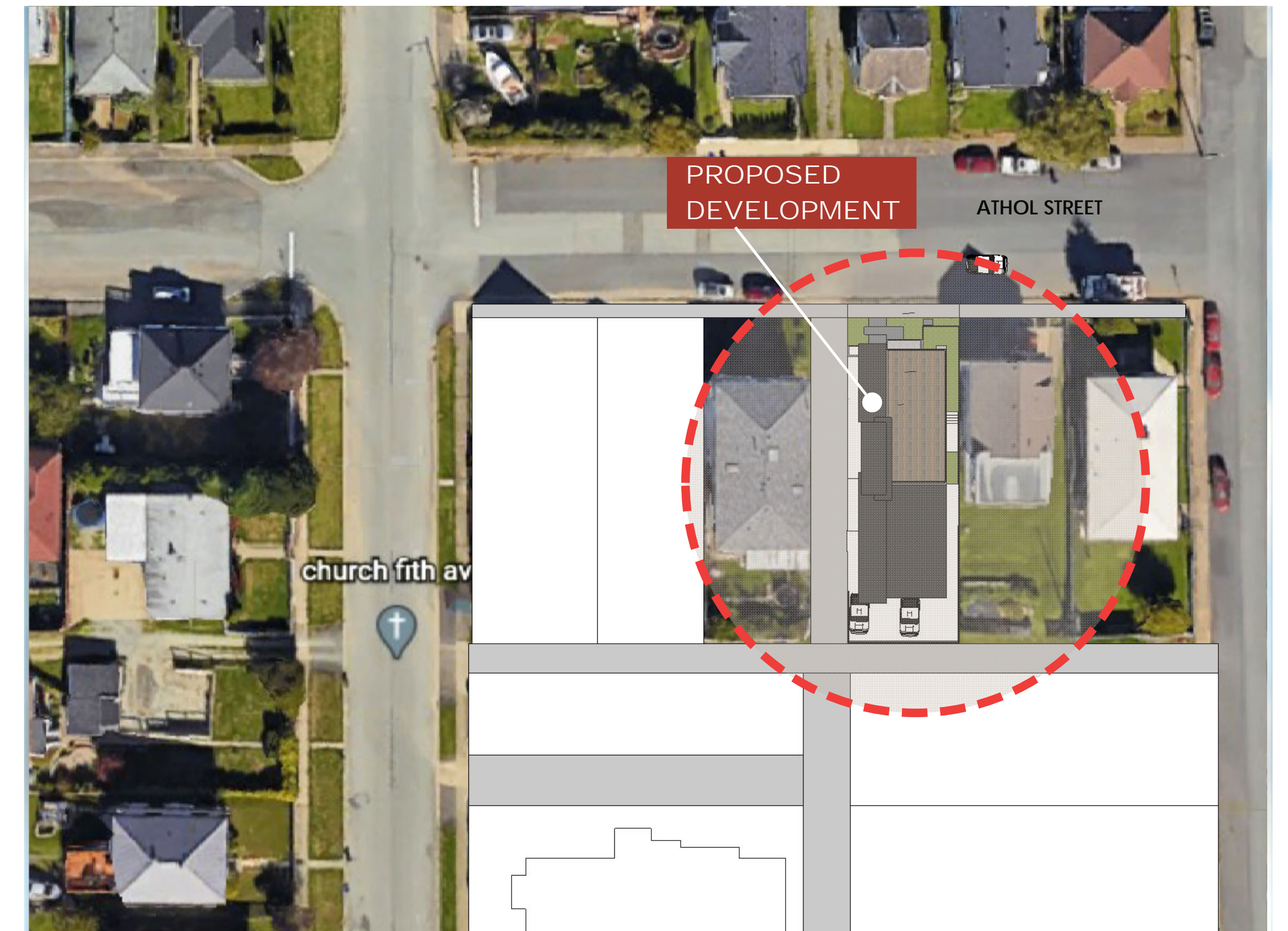
LANDSCAPE ARCHITECT:
 KATE STEFIUK
 KINSHIP DESIGN ART ECOLOGY
 250-753-8093
 kate.stefiuk@kinshipdesign.ca

PROJECT DATA

SITE AREA	4,769.17SF	UOS CALCULATION
ZONE	R2 (Original Zone)	Balcony Areas
PROPOSED ZONE	CD3	Level 2
		Unit 2 126 SF + 56 SF
		Unit 3 129 SF
PROPOSED:		Level 3
FAR	1.34 (GFA 6,409 SF)	Unit 4 126 SF
SETBACKS	Front Yard = 3.5 m	Unit 5 56 SF
	Side Yards = 1.5 m	Unit 6 129 SF
	Rear Yard = 5.0 m	Total Balcony Areas 622 SF
LOT COVERAGE	58% (Footprint 2,777 SF)	Front Porches
BUILDING HEIGHT	13.7 M	Level 1
		Unit 1 41 SF
		Main Entrance 63 SF
PARKING REQUIREMENT	1.25 STALLS/unit 7.5 STALLS required (1 Small Car Allowed)	Total Front Porches 104 SF
	Accessible Parking 0	Roof Top Patios 1089 SF
		TOTAL UOS 1815 SF
PARKING REQUIREMENT	Provided 6 spaces 4 Standard 2 Small cars (1.5 variance in total count)	
UNITS	6 Units: 2 - 1 BDRM 2 - 2 BDRM 1 - 2 BEDROOM + DEN 1 - 3 BEDROOM	UNIT 01: 1B UNIT 02: 3B UNIT 03: 2B + Den UNIT 04: 2B UNIT 05: 1B UNIT 06: 2B



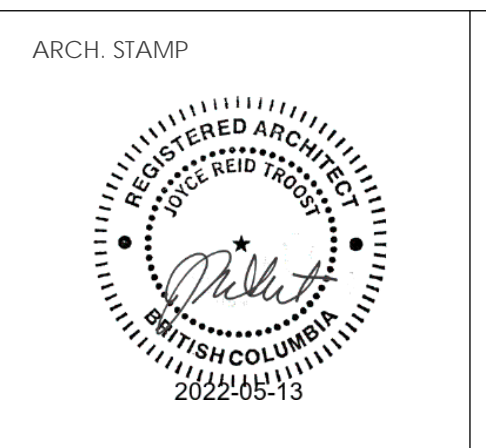
STREET VIEW



AERIAL VIEW OF SITE

JOYCE REID TROOST ARCHITECTURE
 2515 GLENAYR DRIVE
 NANAIMO, BC V9S 3R9
 joyce@jrtarchitecture.com
 250.714.8749
 jrtarchitecture.com

THE DRAWINGS, DESIGN IDEAS AND FEATURES OF CONSTRUCTION DEPICTED HEREIN ARE THE EXCLUSIVE PROPERTY OF JOYCE REID TROOST ARCHITECT. ALL COMMON COPY AND PROPERTY RIGHTS ARE EXPRESSLY RESERVED. THEY ARE NOT TO BE REUSED, COPIED, REPRODUCED, OR USED FOR ANY PURPOSES NOR ARE THEY TO BE ASSIGNED TO A THIRD PARTY WITHOUT EXPRESSED WRITTEN CONSENT. IN THE EVENT OF ANY UNAUTHORIZED USE OF THESE PLANS BY A THIRD PARTY, THE THIRD PARTY SHALL NOT HOLD JOYCE REID TROOST ARCHITECT RESPONSIBLE.



6 PLEX, ATHOL STREET

4738 ATHOL STREET, PORT ALBERNI, BC

REGULAR COUNCIL AGENDA - JANUARY 23, 2023

CLIENT
 HUKOM HOLDINGS LTD.

REV. DATE	NUMBER	DESCRIPTION
14-05-20	1	COORDINATION SET 01
21-07-15	2	ISSUE FOR DP
21-10-18	3	REVISION 1
22-05-13	4	REVISION 2

DATE JULY 15, 2021
 SCALE SEE DRAWING
 DRAWN BY JRT DRAWN BY JRT

COVER SHEET
A000
 149




BIRDS EYE VIEW OF PROPOSED DEVELOPMENT AND NEIGHBOURHOOD



JOYCE REID TROOST ARCHITECTURE
 2515 GLENAYR DRIVE
 NANAIMO, BC V9S 3R9
 joyce@jrtarchitecture.com
 250.714.8749
 jrtarchitecture.com

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ARCH. STAMP



6 PLEX ATHOL STREET

4738 ATHOL STREET, PORT ALBERNI, BC

REGULAR COUNCIL AGENDA - JANUARY 23, 2023

CLIENT
 HUKOM HOLDINGS LTD.

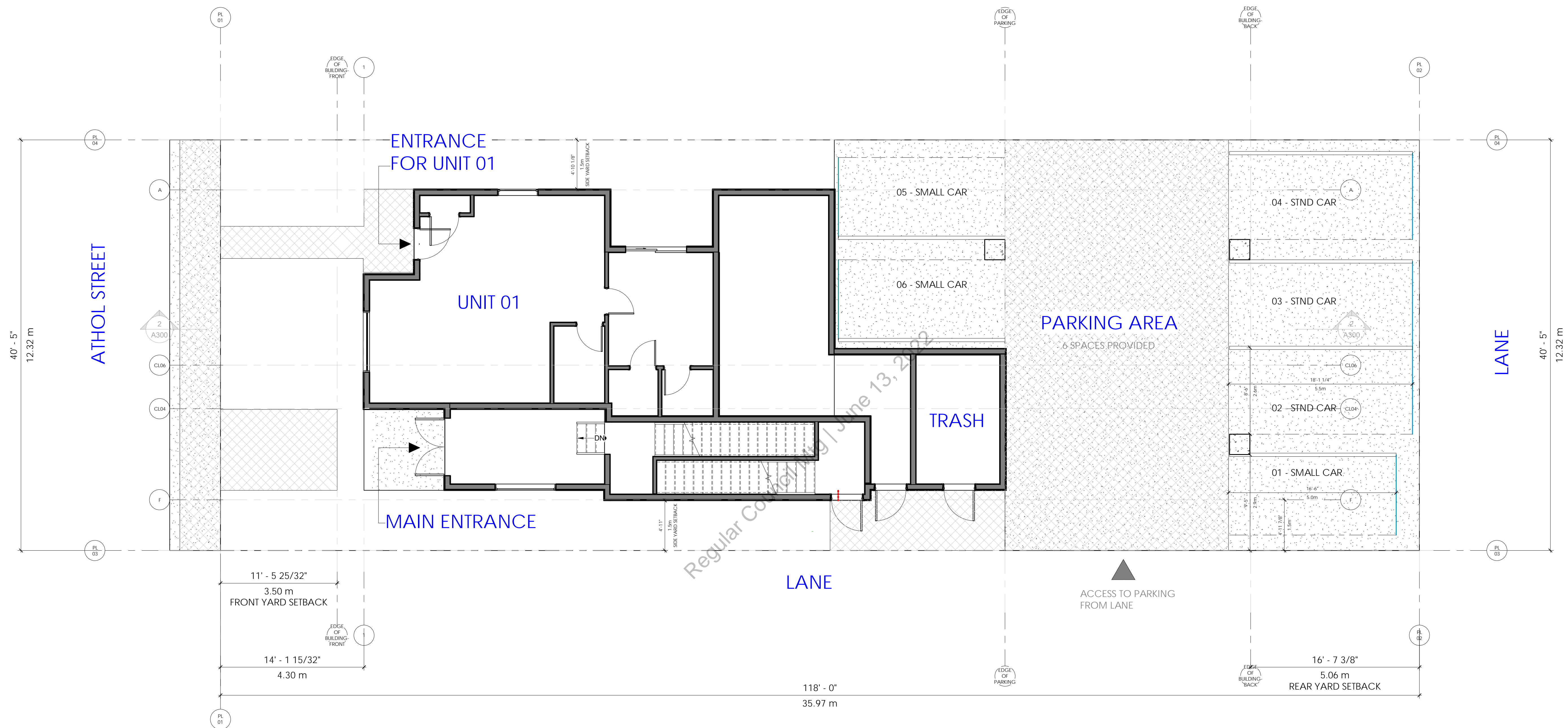
REV. DATE	NUMBER	DESCRIPTION
14-05-20	1	COORDINATION SET 01
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21-10-18	3	REVISION 1
22-05-13	4	REVISION 2

DATE	JULY 15, 2021
SCALE	SEE DRAWING
DRAWN BY	JRT
DRAWN BY	JRT

AERIAL VIEW

A001

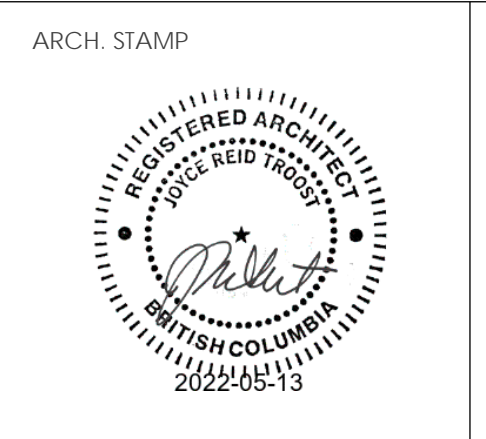
150



1 SITE PLAN
3/16" = 1'-0"

JOYCE REID TROOST ARCHITECTURE
2515 GLENAYR DRIVE
NANAIMO, BC V9S 3R9
joyce@jrtarchitecture.com
250.714.8749
jrtarchitecture.com

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6 PLEX, ATHOL STREET
4738 ATHOL STREET, PORT ALBERNI, BC

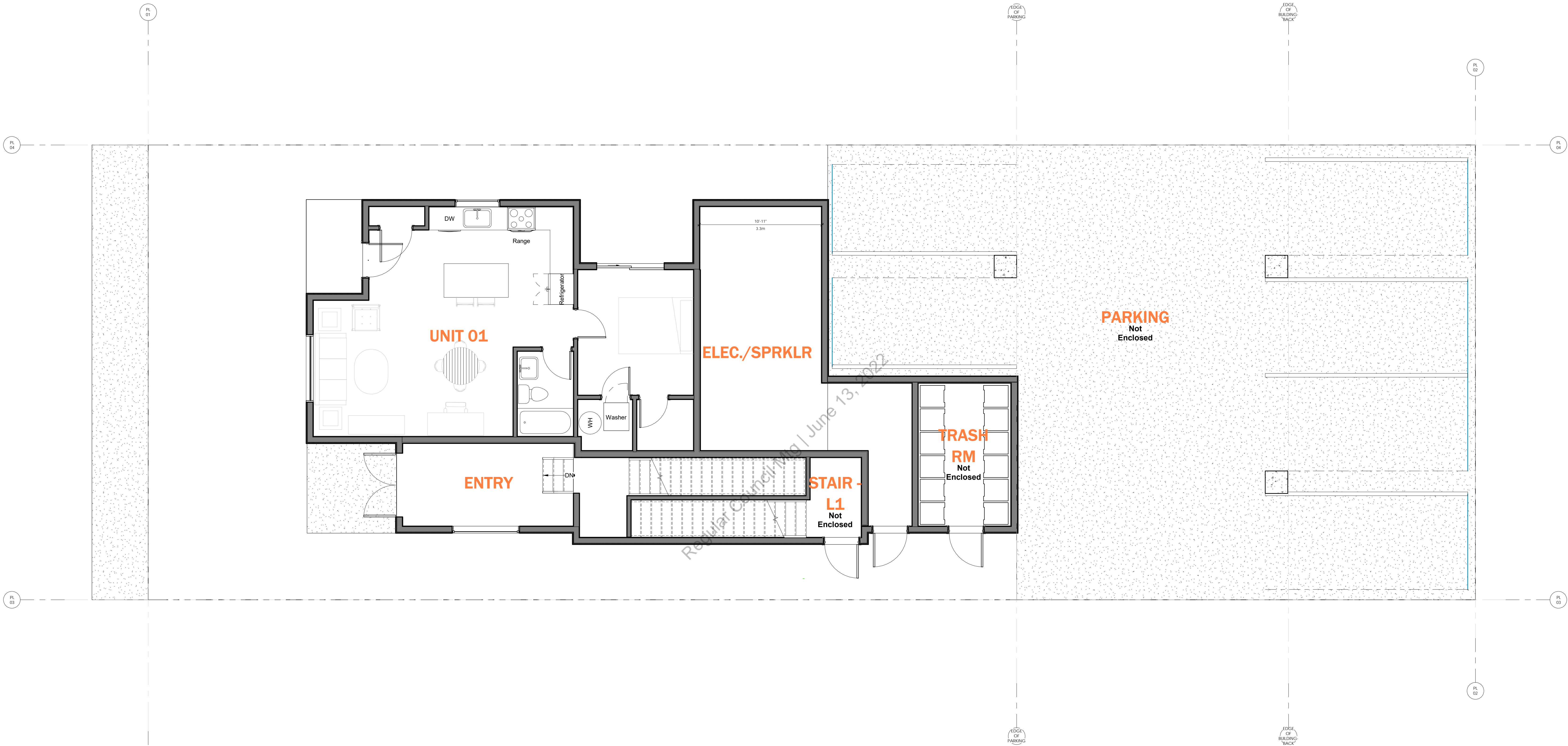
REGULAR COUNCIL AGENDA - JANUARY 23, 2023

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REV. DATE	NUMBER	DESCRIPTION
14-05-20	1	COORDINATION SET 01
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22-05-13	4	REVISION 2

DATE JULY 15, 2021
SCALE SEE DRAWING
DRAWN BY JRT DRAWN BY JRT

SITE PLAN
A100
151



1 LEVEL 1 - MAIN ENTRANCE / UNIT 01
1/4" = 1'-0"

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ARCH. STAMP

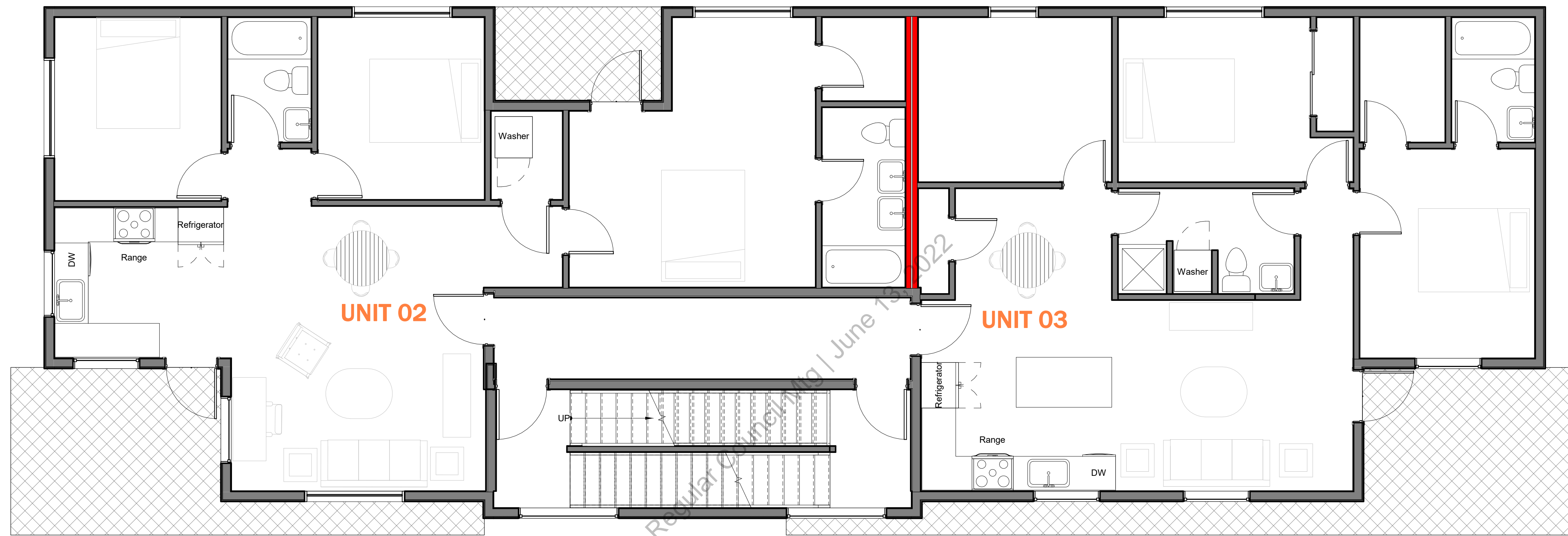
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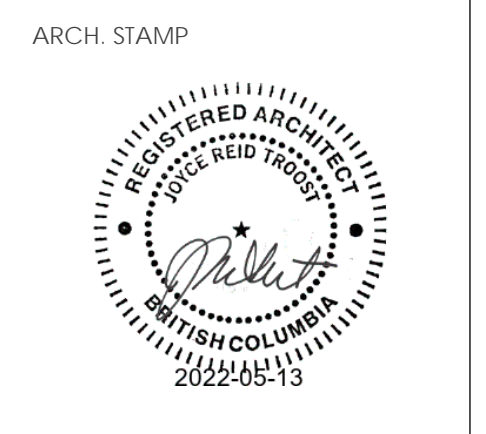
LEVEL 1
A102



1 LEVEL 2
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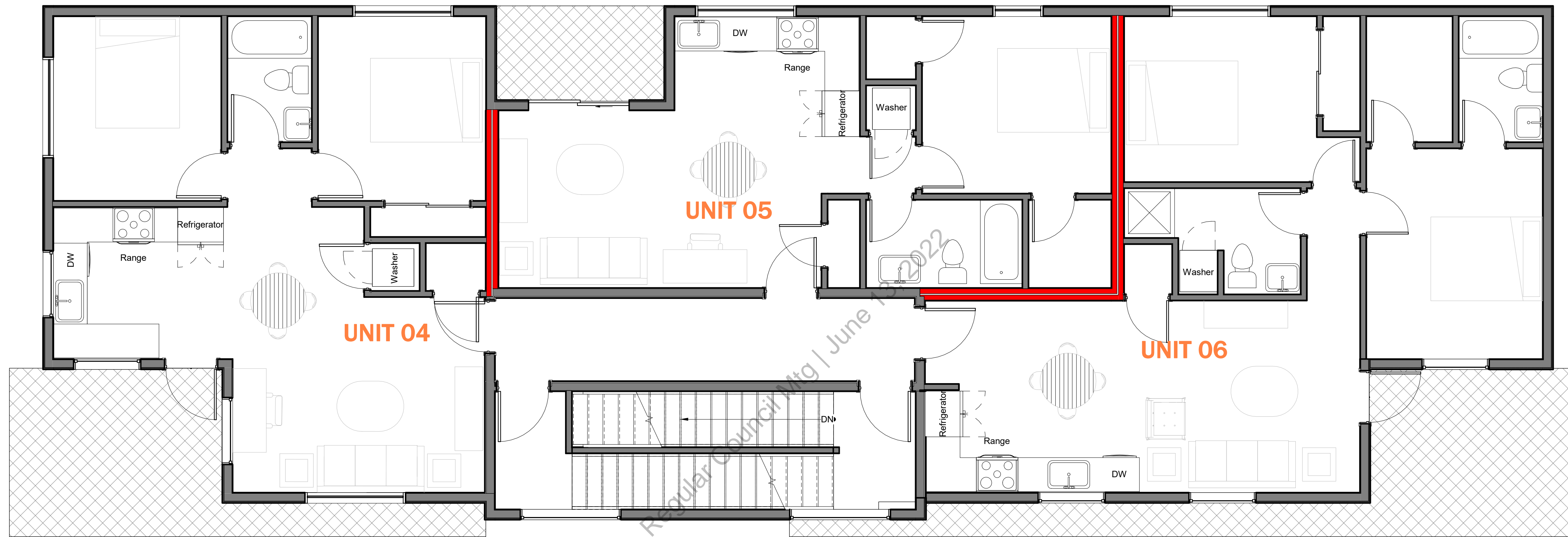
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SCALE	SEE DRAWING
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LEVEL 2

A102

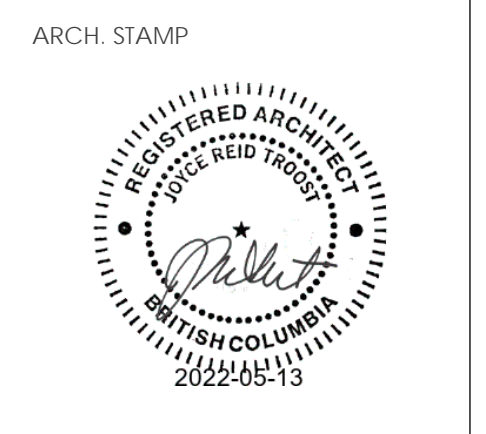
153



1 LEVEL 3
1/4" = 1'-0"

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DRAWN BY	JRT

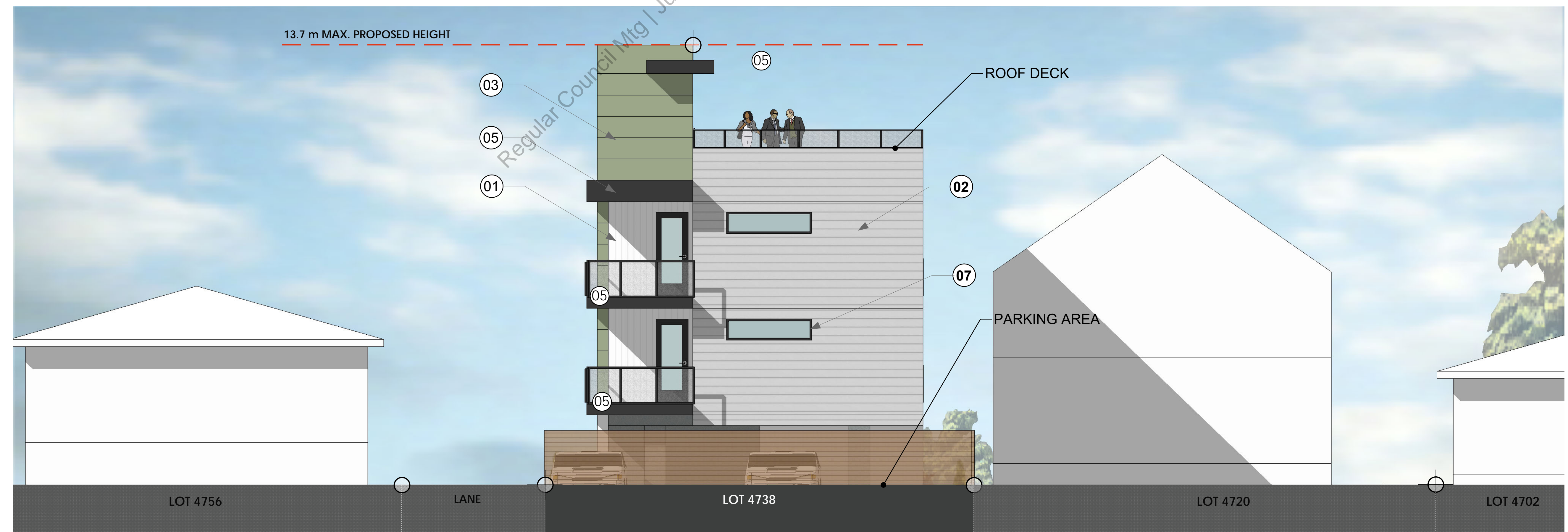
LEVEL 3
A103
154

MATERIAL LEGEND

- 01 BOARD & BATTEN ARCTIC WHITE
- 02 HARDIE LAP SIDING PEARL GREY
HARDIE 7" LAP SIDING
- 03 HARDIE PANEL HEATHERED MOSS
- 04 BOARD & BATTEN HEATHERED MOSS
- 05 IRON GREY TRIM
- 06 WOOD FINISH STAINED HARDIE
- 07 BLACK WINDOWS



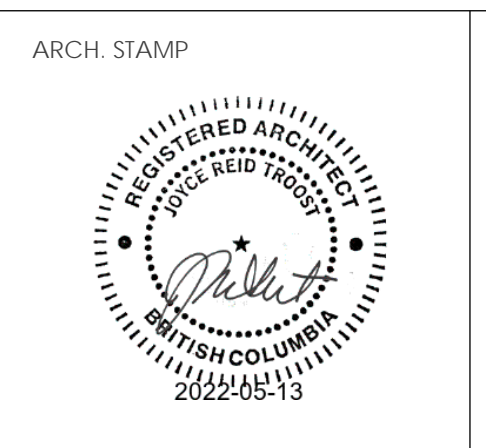
FRONT ELEVATION



BACK ELEVATION

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 DRAWN BY JRT DRAWN BY JRT

ELEVATIONS
A200
 155

MATERIAL LEGEND

- 01 BOARD & BATTEN ARCTIC WHITE
- 02 HARDIE LAP SIDING PEARL GREY
HARDIE 7" LAP SIDING
- 03 HARDIE PANEL HEATHERED MOSS
- 04 BOARD & BATTEN HEATHERED MOSS
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- 07 BLACK WINDOWS



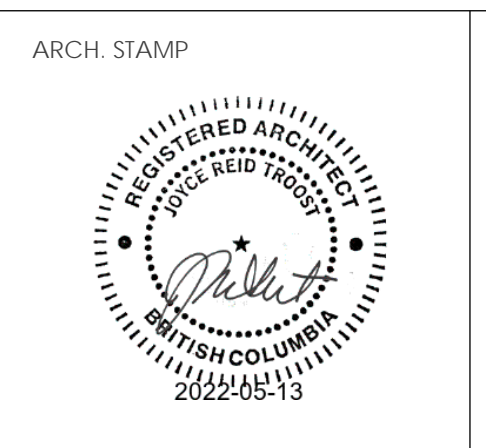
EAST ELEVATION



WEST ELEVATION

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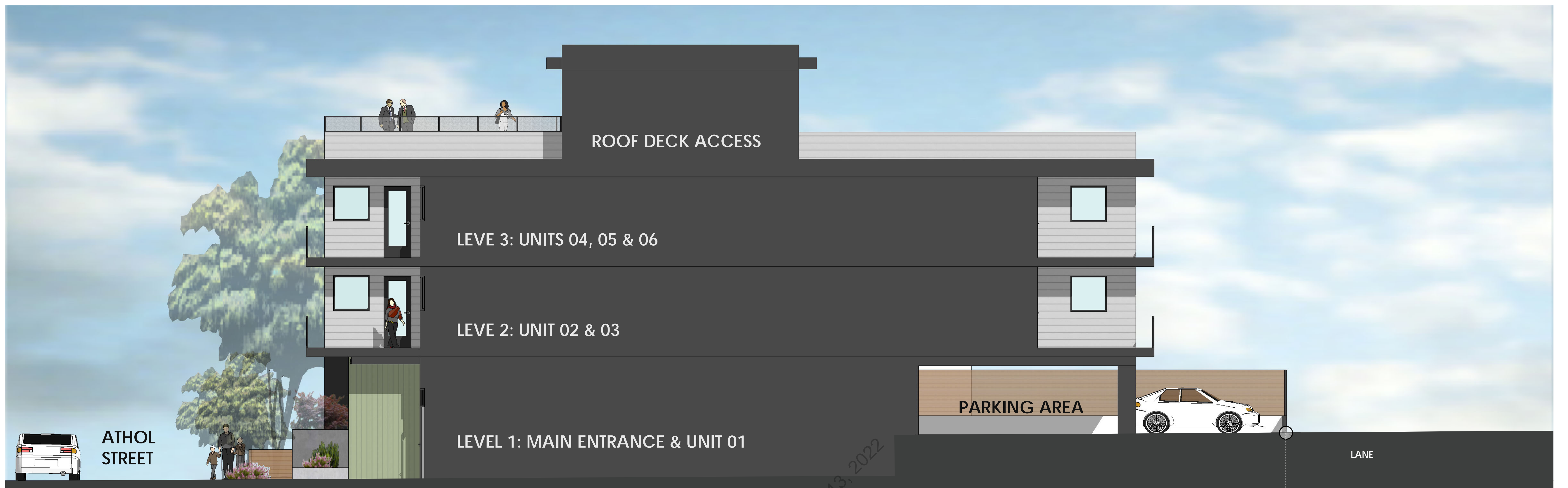
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SCALE	SEE DRAWING
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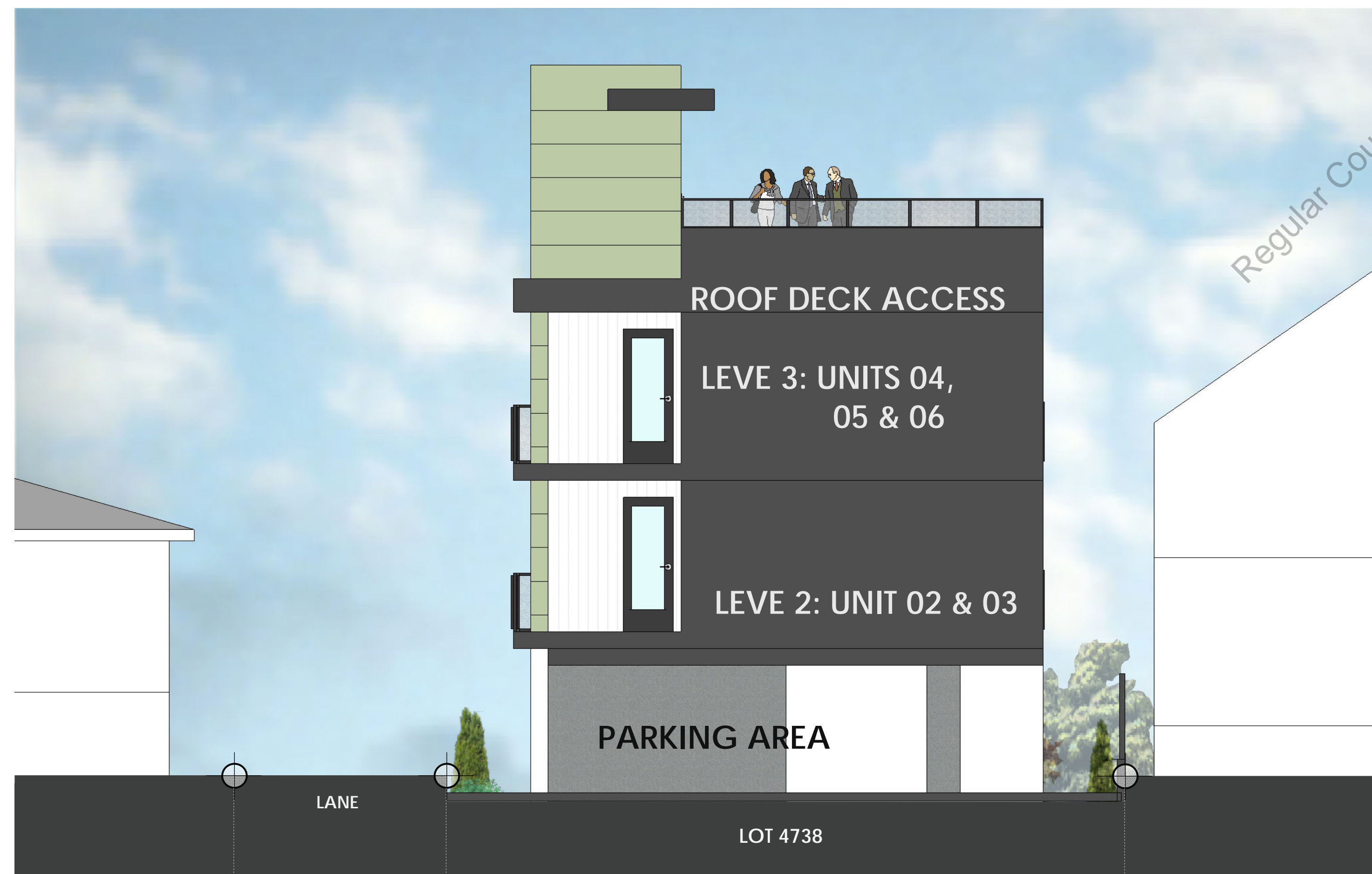
ELEVATIONS

A201

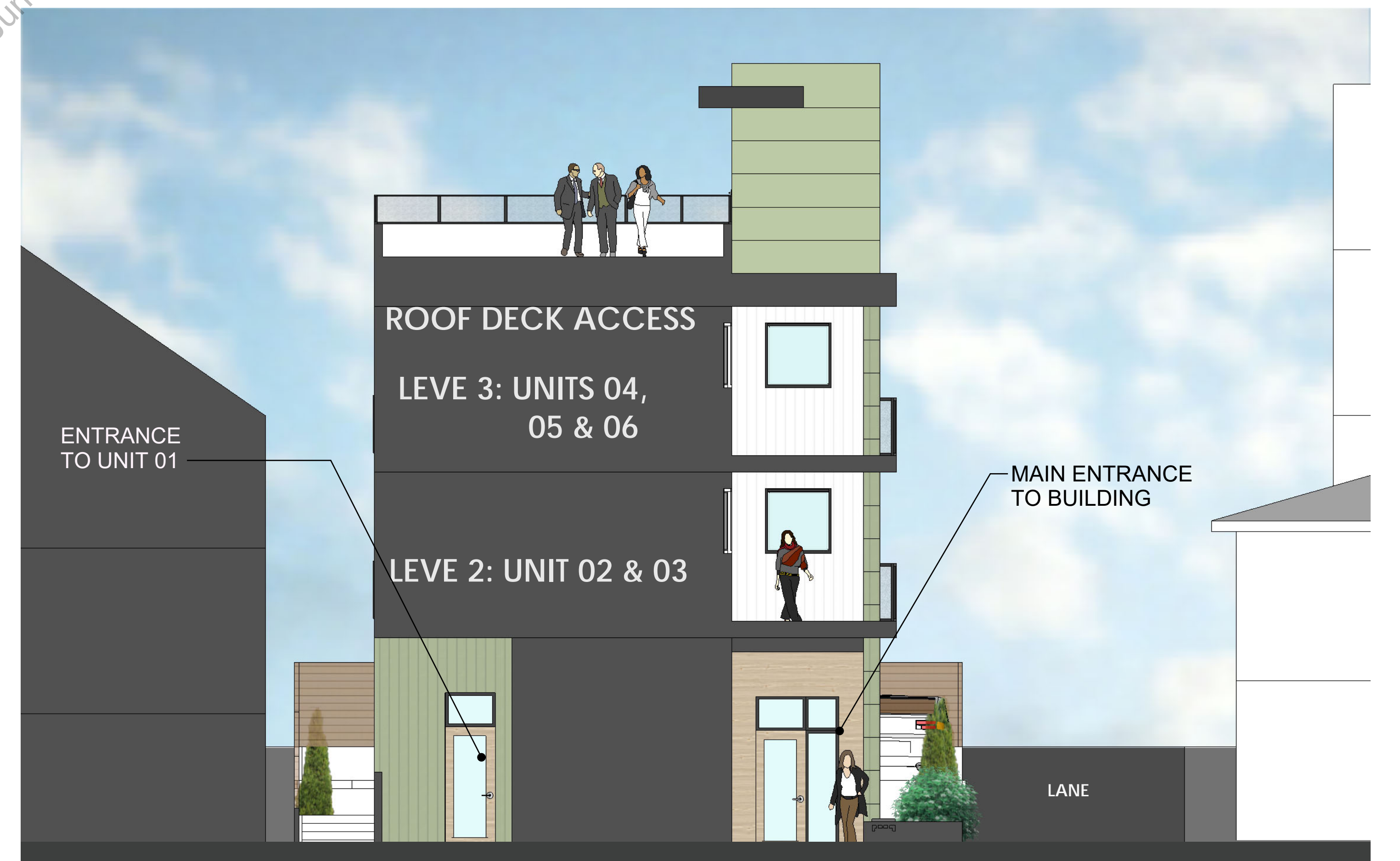
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NORTH-SOUTH CROSS SECTION



EAST-WEST CROSS SECTION, BACK OF BUILDING

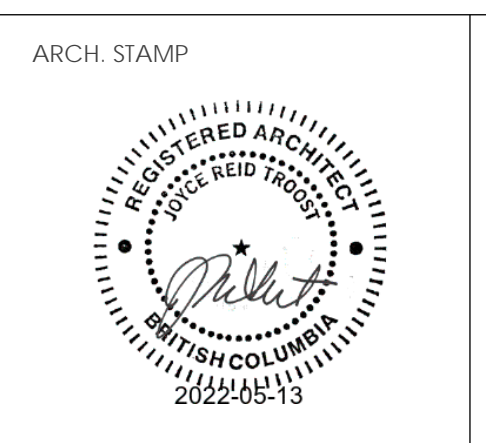


EAST-WEST CROSS SECTION, FRONT OF BUILDING

Regular Council Mtg | June 13, 2022

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SCALE	SEE DRAWING
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SECTIONS
A300
 157



PERSPECTIVE VIEW



PERSPECTIVE VIEW



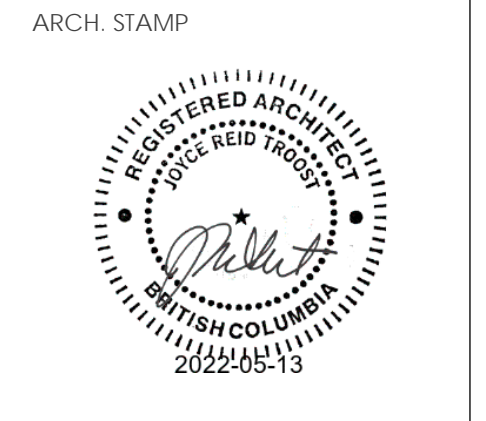
PERSPECTIVE VIEW



PERSPECTIVE VIEW

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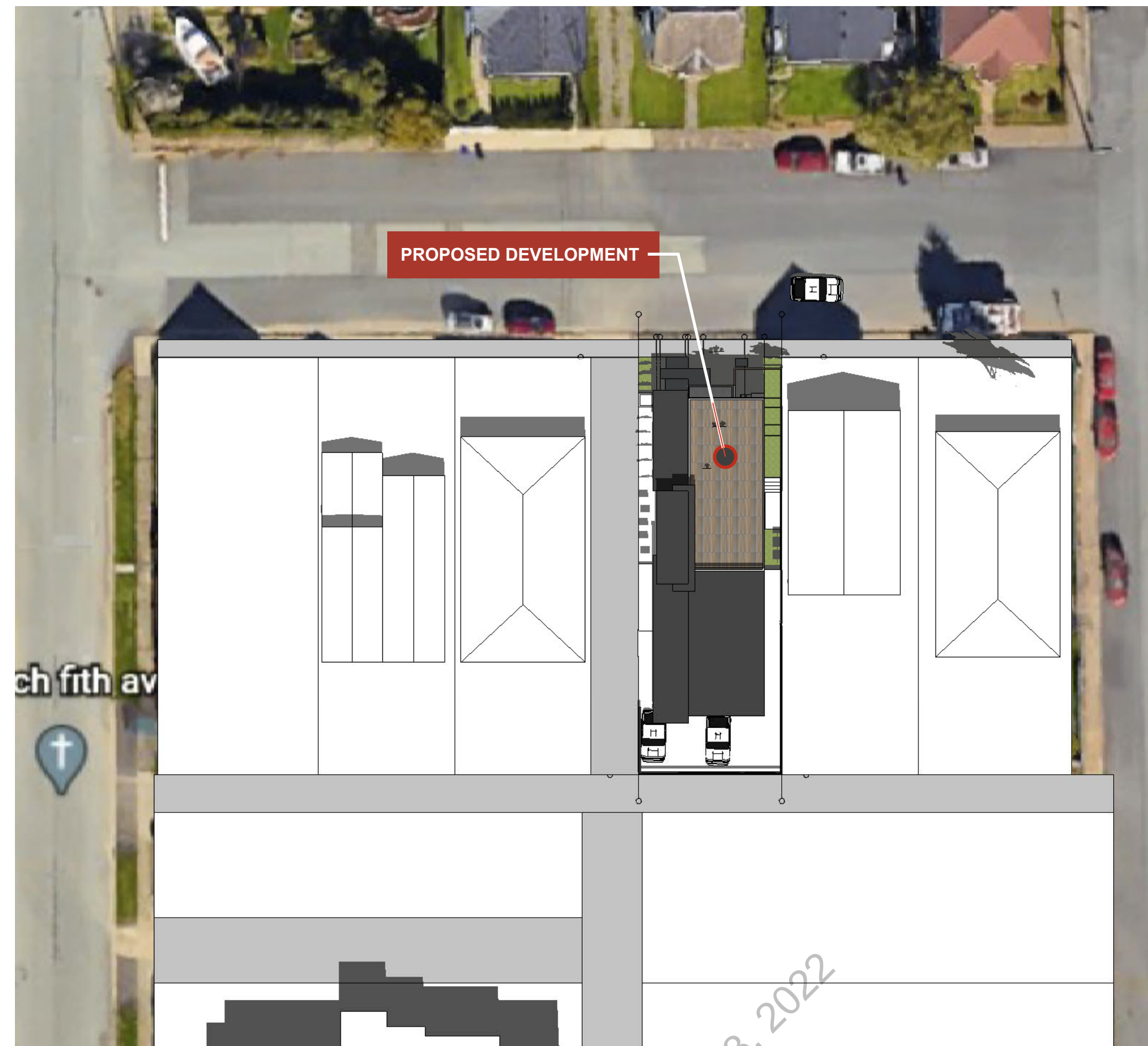
PERSPECTIVES

A400

158



JUNE 21 @ 10 AM



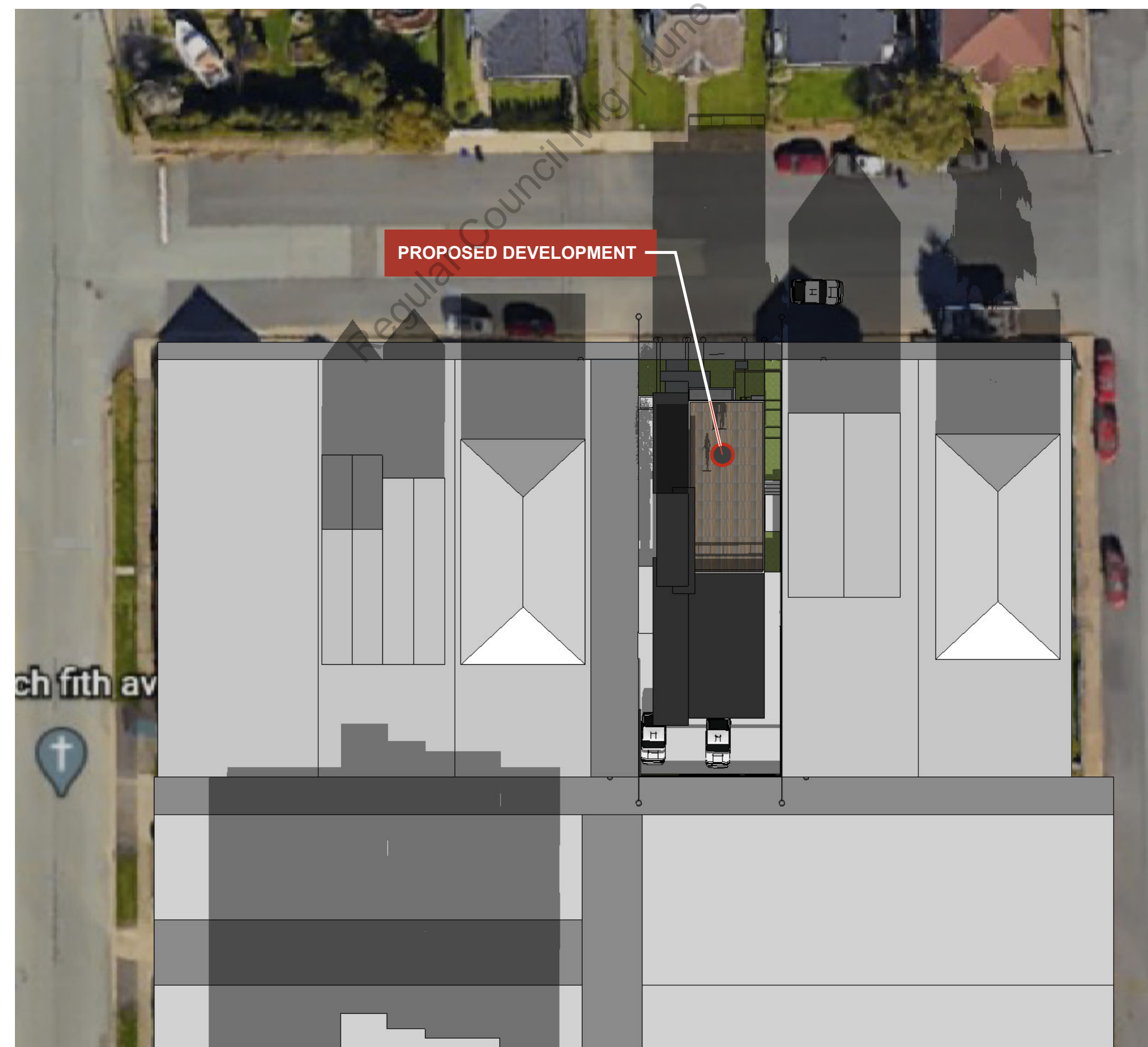
JUNE 21 @ 12 PM



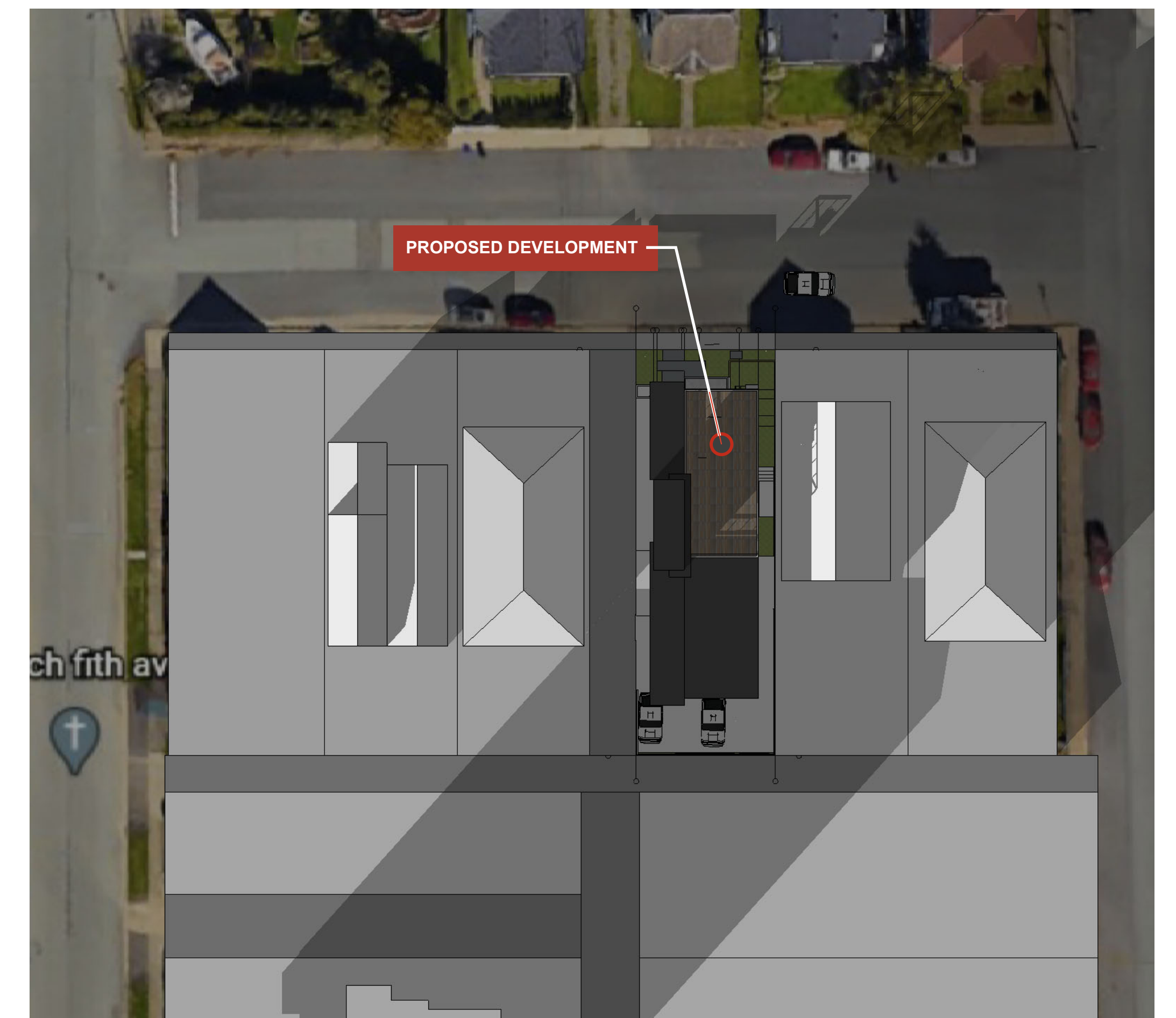
JUNE 21 @ 3 PM



DEC 21 @ 10 AM



DEC 21 @ 12 PM

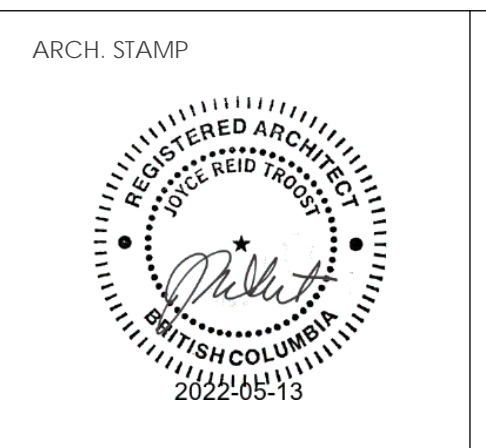


DEC 21 @ 3 PM



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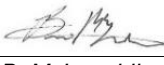
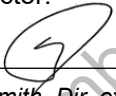
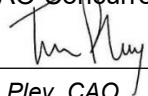
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DATE JULY 15, 2021
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SHADOW STUDY
A500
 159

Date: August 24, 2022
 File No: 3360-20-4738 Athol
 To: Mayor & Council
 From: T. Pley, CAO
 SUBJECT: **DEVELOPMENT APPLICATION – Proposed OCP & Zoning Bylaw Amendments – Multi-Family Residential In-Fill at 4738 Athol Street**
 LOT 1, BLOCK 22, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 197B (PID: 009-262-962)
Applicant: Kim Rai dba Hukam Holdings Ltd.

Prepared by:  B. McLoughlin Development Planner	Supervisor: M. Wade Marianne Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

- a. THAT "Official Community Plan Amendment No. 37 (4738 Athol Street - Rai), Bylaw No. 5046" be read a third time.
- b. THAT "Zoning Text Amendment No. T31 (CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street), Bylaw No. 5047" be read a third time.
- c. THAT "Zoning Map Amendment No.48 (4738 Athol Street - Rai), Bylaw No. 5048" be read a third time.
- d. THAT as part of the development process for 4738 Athol Street, the applicant be required to complete the following before Council considers final adoption of Bylaw No.'s 5046, 5047 and 5048:
 - i. Design of required off-site works with cost estimate;
 - ii. Storm water management plan;
 - iii. Geotechnical report; and
 - iv. Site grading plan.

PURPOSE

The City has received an application requesting amendments to the Official Community Plan (OCP) No. 4602 and Zoning Bylaw 2014, No. 4832 that would enable a high-density, multi-family infill development at 4738 Athol Street. The applicant is proposing to construct a three-storey building with 6 apartments, and to create a Comprehensive Development zone for the building that will limit the units to rental-only.

BACKGROUND

The applicant is requesting to change the permitted land use at 4738 Athol Street from Residential to Multi-Family Residential and to include it in Development Permit Area No.1 (multi-family). The applicant has also requested that a new Comprehensive Development (CD) zone be created to enable the purpose-built rental housing development. The proposed zone description is captured in the attached June 13, 2022 report to Council, and includes permitted uses, regulations, and conditions that would be specific to this development.

Status of the Application

The Advisory Planning Commission (APC) reviewed the application for OCP Bylaw Amendment No. 5046 and Zoning Bylaw Amendments No. 5047 and 5048 at the February 17, 2022 APC meeting. Comments from the Commission are included in the staff report dated June 13, 2022 and attached to this report. The Commission passed a motion to support the proposed bylaw amendments.

At the June 13, 2022 Regular meeting, Council gave 1st and 2nd Reading to the proposed amending bylaws and scheduled a Public Hearing for July 11, 2022. The Public Hearing was later re-scheduled to August 8, 2022 due to a lack of signage at the property advertising the date and time of the hearing. The Public Hearing was held on August 8, 2022.

ALTERNATIVES/OPTIONS

The Development Services department supports Option #1.

1. THAT "Official Community Plan Amendment No. 37 (4738 Athol Street - Rai), Bylaw No. 5046" be read a third time.

THAT "Zoning Text Amendment No. T31 (CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street), Bylaw No. 5047" be read a third time.

THAT "Zoning Map Amendment No.48 (4738 Athol Street - Rai), Bylaw No. 5048" be read a third time.

THAT as part of the development process for 4738 Athol Street, the applicant be required to complete the following before Council considers final adoption of Bylaw No.'s 5046, 5047 and 5048:

- i. Design of required off-site works with cost estimate;
 - ii. Storm water management plan;
 - iii. Geotechnical report; and
 - iv. Site grading plan.
2. That Council not proceed with 3rd reading of the proposed bylaw amendments.
3. That Council provide staff with alternative direction.

ANALYSIS

The applicant proposes to construct a three-storey apartment building on this property with a total of six rental dwelling units, with a mix of one, two, and three-bedroom apartments. The 2021 *Alberni Valley Housing Needs Assessment* identifies a need for one and three-bedroom units in the community.

The OCP section 4.3 Multi-family Residential (MFR) outlines Council policy for Multi-Family Residential. In section 4.3.4, three specific criteria are listed for Council to consider when re-designating lands to Multi-Family Residential. Staff reviewed the proposed development utilizing these criteria, and are satisfied it aligns with Council policy. A detailed analysis of this policy, including the proposed Comprehensive Development zone and infrastructure requirements, is in the attached *Staff Report to Council* dated June 13, 2022.

IMPLICATIONS

Supporting this application would enable 6 rental dwelling units with a mix of one, two, and three-bedroom rental housing which is identified in the 2021 *Alberni Valley Housing Needs Assessment* as high need.

This property is located in a neighbourhood that has mixed land uses that include single-family housing. There may be impacts related to this development concerning traffic, noise, privacy, and building shadows.

Staff considered these possible impacts and worked with the applicant to try to mitigate concerns heard by the APC and residents through the design of the site, but they remain common sources of public concern in the development of multi-family housing. Staff support this application because the location of the property at the edge of a core commercial area is ideal for high-density multi-family development, and meets the section 4.3 Council policies of the OCP. It also addresses Council's strategic priority 5.1.2 "*fostering a complete community*" by providing much needed purpose-built rental housing.

If Council gives 3rd reading to the amending bylaws, the applicant will be required to satisfy outstanding conditions prior to Council considering final adoption of the bylaws.

COMMUNICATIONS

Prior to the Public Hearing on August 8, 2022 all required statutory notifications were completed. This included mailed letters to owners and occupants of property within 75 metres as per section 5 of the City's *Development Application Notice Bylaw No. 4614*. Notices were placed in the newspaper as required by sections 465 and 466 of the *Local Government Act* (LGA). As per section 475 of the LGA, the City also provided an additional opportunity for input by those whose interests may be affected by the development. Owners and occupants of surrounding properties were contacted between March 8, 2022 to March 28, 2022 to provide feedback on the proposal.

Public Hearing August 8, 2022

Eleven speakers addressed City Council at the Public Hearing with their concerns regarding the proposed OCP and Zoning Bylaw amendments. The Public Hearing report has been included as an attachment. An overview of issues raised by speakers included:

- Density of development
- Building height (shadows, loss of privacy)
- Increased vehicle traffic
- Potential changes to the character of the neighbourhood
- Use of Comprehensive Development zones
- Council authority to determine land use
- Rental vacancy rate
- Location of multifamily housing
- Rental housing and perceptions of crime
- Proposed amendments in relation to the OCP review and update presently underway

Clarification on Statements from Attendees

The following clarifications are provided in response to some of the issues presented by residents to Council at the Public Hearing.

Issue	Clarification
City Council ability to determine land use.	City Council has broad authority to determine the use of land by establishing and maintaining OCP and Zoning bylaws. Authority is granted by Part 14 of the BC <i>Local Government Act</i> , and has been repeatedly affirmed by the courts where statutory processes have been followed.
Due process on the development application.	The City provided all required statutory notices and engagement opportunities for the development application according to the BC <i>Local Government Act</i> , and the City's <i>Development Application Notices Bylaw No. 4614</i> . Where necessary the City took additional measures to ensure process requirements were met.
Comprehensive Development zones	Authority to create a 'zone' to regulate land use is granted by the <i>Local Government Act</i> . Comprehensive Development zones are typically used to create comprehensive site-specific land use regulations in cases where other zones would be inadequate. Considerations are made based on existing or future surrounding developments, and the interest of the public and applicant. While the current OCP does not specify when a CD zone will be considered, Council has the authority to designate new zones following a statutory public process.
Proposed amendments in relation to the OCP review and update	Council has the authority to amend an Official Community Plan while it is under review. The review and update that is presently underway is expected to continue into 2023.

BYLAWS/PLANS/POLICIES

Summary of Requested Bylaw Amendments

The following list is a summary of amendments to the OCP and Zoning Bylaws that would be required in order to enable the proposed development:

1. Change the designation of 4738 Athol Street from *Residential* to *Multi-Family Residential* on OCP Bylaw No. 4602 Schedule A - Land Use Map.
2. Add the property at 4738 Athol Street to *Development Permit Area No.1 Multiple Family Residential* on OCP Bylaw No. 4602 Schedule B – Development Permit Areas Map.

3. Update *Zoning Bylaw, 2014 No. 4832 Schedule A Zoning Map* to change the zoning classification of 4738 Athol Street from *R2 One and Two Family Residential* to “CD2-Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street”.
4. Add the following text to *Zoning Bylaw, 2014 No. 4832* under Part 5, section 5.1 *Establishment of Zones*: “CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol St.”.
5. Add the attached zone description “CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol St.” to *Zoning Bylaw, 2014 No. 4832* as a new section under *Part 5 Establishment of Zones*.

SUMMARY

Staff consider this proposal to meet the policy guidelines established in section 4.3 of the OCP for Council consideration of new Multi-Family Residential lands. Additionally, this application meets Council’s strategic priority 5.1.2 of fostering a complete community through the in-fill of vacant lots to enable those sites to contribute to the vibrancy of the community.

Given the need for rental housing in Port Alberni, staff support this application as it meets OCP policy, and addresses the need for rental units identified by the *Alberni Valley Housing Needs Assessment*.

Respectfully submitted,



Brian McLoughlin, MCP
Planner II

ATTACHMENTS:

- *Public Hearing Report – August 8, 2022*
- *Staff Report to Council, June 13, 2022 – 4738 Athol Street*

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

J:\Engineering\Planning\Development Applications\ZoningAmend\ZON-2021\ZON2021-08-4738-AtholSt-Rai\Council\ZON21-08 - 4738-AtholSt-Rai - Council Memo 3rd.docx

CITY OF PORT ALBERNI

BYLAW NO. 5046

**A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN
FOR THE CITY OF PORT ALBERNI**

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Official Community Plan Amendment No. 37 (4738 Athol Street – Rai), Bylaw No. 5046**".

Respecting Lot 1, Block 22, District Lot 1, Alberni District, Plan VIP197B (PID: 009-262-962) located at **4738 Athol Street** and shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw, the following amendments apply:

2. Official Community Plan Amendments

2.1 **Schedule A (Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation on the properties from 'Residential' use to '**Multi-Family Residential**' use.

2.2 **Schedule B (Development Permit Areas Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended by including the property in '**Development Permit Area No. 1 (Multiple Family Residential)**'.

READ A FIRST TIME this 13th day of June, 2022.

READ A SECOND TIME this 13th day of June, 2022.

A PUBLIC HEARING WAS HELD this 8th day of August, 2022.

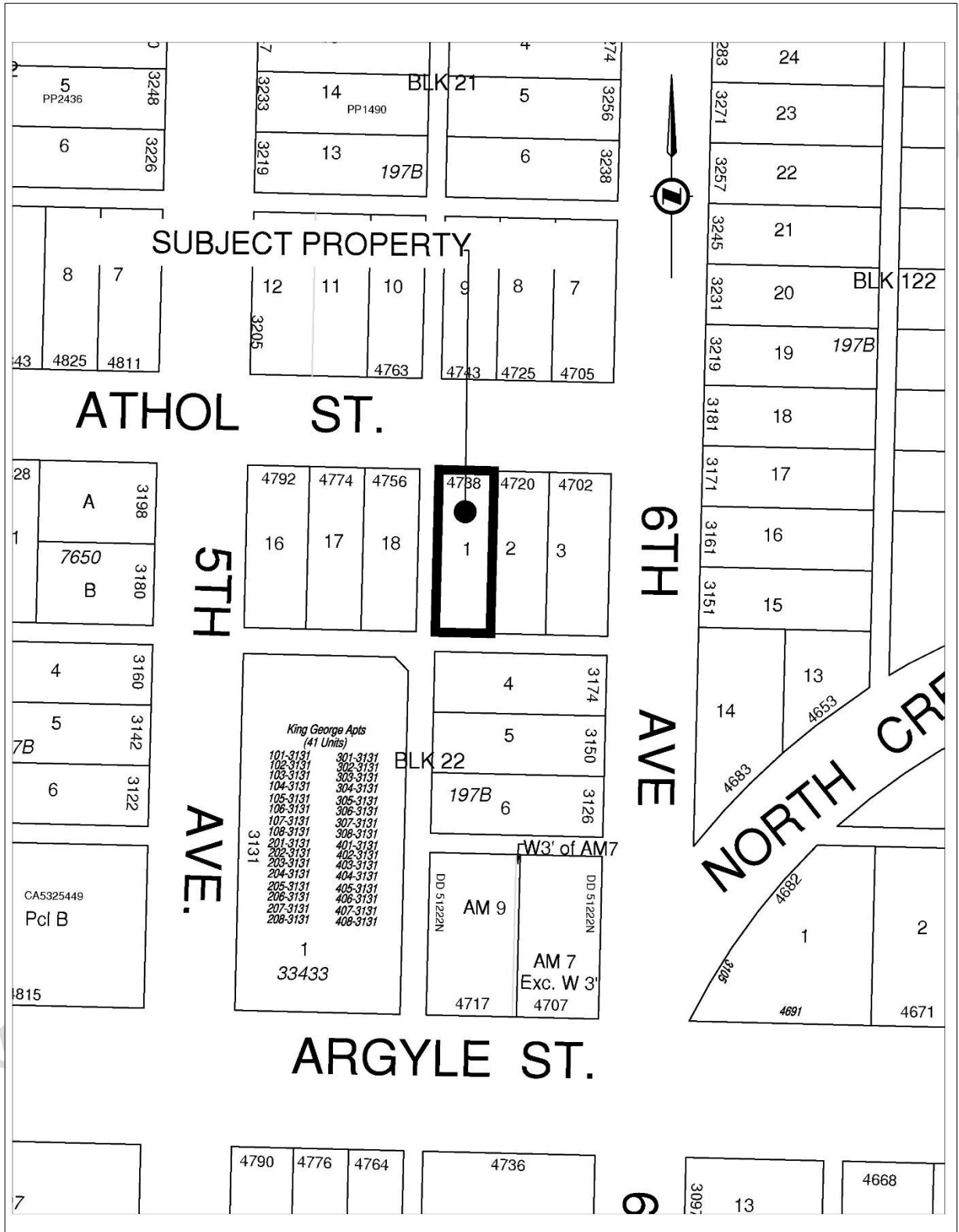
READ A THIRD TIME this 6th day of September, 2022.

ADOPTED this day of , 2023.

Mayor

Corporate Officer

Schedule "A" to Bylaw 5046



4738-AtholSt-Rai-OCPAmend37Bylaw5046

CITY OF PORT ALBERNI

BYLAW NO. 5047

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Text Amendment No. T31 (CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street), Bylaw No. 5047**".

2. Zoning Text Amendments

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

"CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol St."

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

"8.2

CD2 – COMPREHENSIVE DEVELOPMENT – MULTI-FAMILY RESIDENTIAL INFILL – 4738 Athol Street

The purpose of this zone is to provide for rental-oriented multi-family in-fill development in the Uptown neighbourhood at 4738 Athol Street.

8.2.1 Permitted uses

Principal Uses

Multiple family dwellings

Accessory Uses

Home occupation

8.2.2 Site Development Regulations

Minimum Lot Area

443 m² (4,768 ft²)

Minimum Frontage

12 m (39.4 ft)

Maximum Coverage

58%

Minimum Setbacks:

Front yard

3.5 m (11.5 ft)

Rear yard

5.0 m (16.4 ft)

Side yard

1.5 m (4.9 ft)

Maximum Floor Area Ratio

1.34

Maximum Height, Principal Building

13.7 m (45.9 ft)

Maximum Number of Principal Building Storeys

3

8.2.3 Conditions of Use

- (a) Occupancy of dwelling units is restricted to Residential Rental Tenure.
- (b) Notwithstanding any other provision of the Bylaw, on-site parking shall be provided at a rate of one (1) space per dwelling unit.
- (c) Notwithstanding any other provision of the Bylaw, up to two (2) parking spaces may be Small Car parking spaces.
- (d) Notwithstanding any other provision of the Bylaw, the amount of useable open space required shall be 169 m2.
- (e) Notwithstanding any other provision of the Bylaw, the amount of useable open space required may consist exclusively of roof garden areas, private balconies, and private patios.
- (f) Permanent roof top structures are not permitted except where required for access.
- (g) Home occupation as a permitted use is restricted to office space for a business which is lawfully carried on at another location.”

READ A FIRST TIME this 13th day of June, 2022.

READ A SECOND TIME this 13th day of June, 2022.

A PUBLIC HEARING WAS HELD this 8th day of August, 2022.

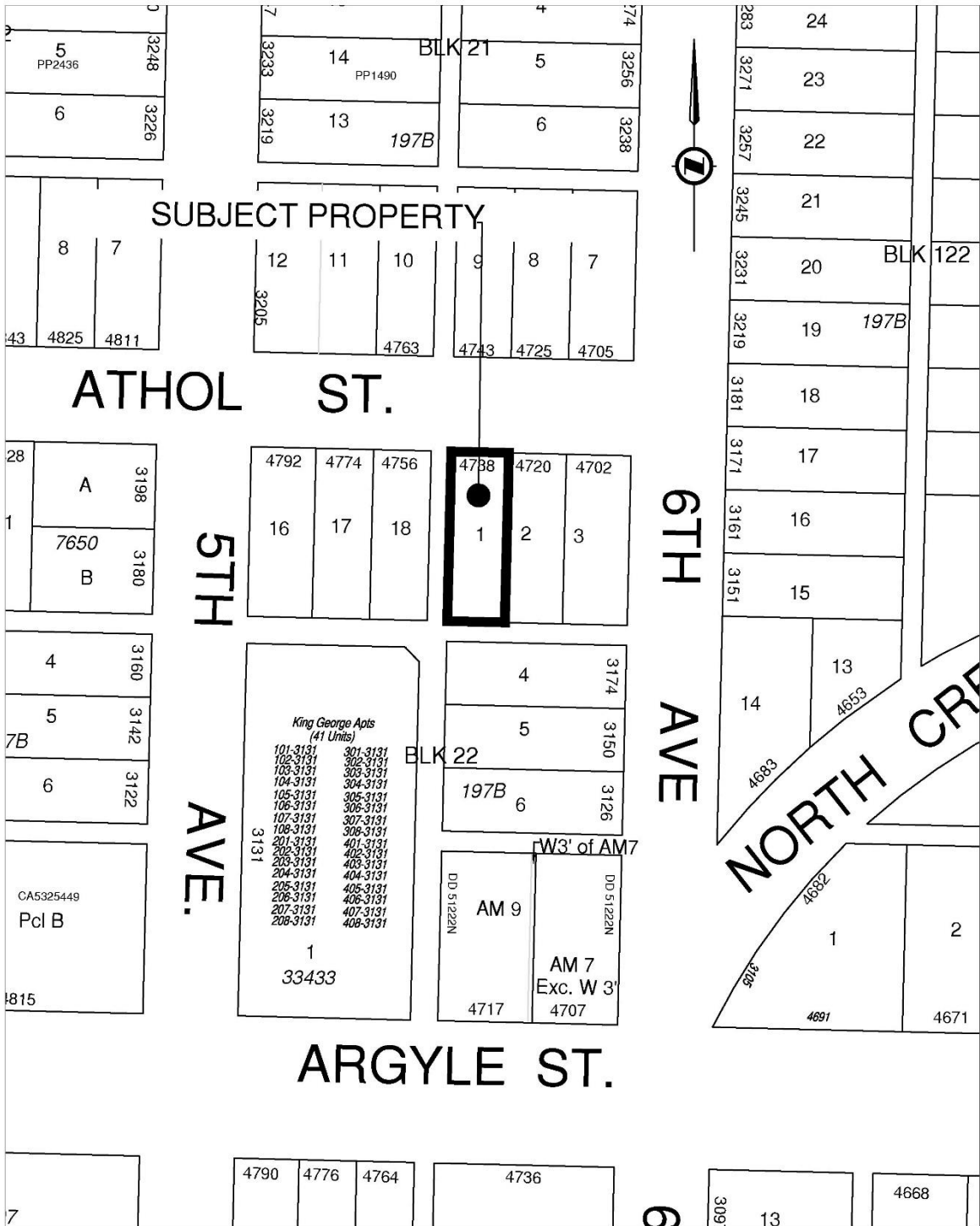
READ A THIRD TIME this 6th day of September, 2022.

ADOPTED this day of , 2023.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5047



4738-AtholSt-Rai-ZonTextAmendBylaw

CITY OF PORT ALBERNI

BYLAW NO. 5048

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Map Amendment No. 48 (4738 Athol Street – Rai), Bylaw No. 5048**".

2. Zoning Amendment

The property legally described as Lot 1, Block 22, District Lot 1, Alberni District, Plan VIP197B (PID: 009-262-962), and located at **4738 Athol Street**, as shown outlined in heavy black line on Schedule A attached hereto and forming part of this bylaw, is hereby rezoned from 'R2 One and Two Family Residential' to the '**CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street**' zone.

3. Map Amendments

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

READ A FIRST TIME this 13th day of June, 2022.

READ A SECOND TIME this 13th day of June, 2022.

A PUBLIC HEARING WAS HELD this 8th day of August, 2022.

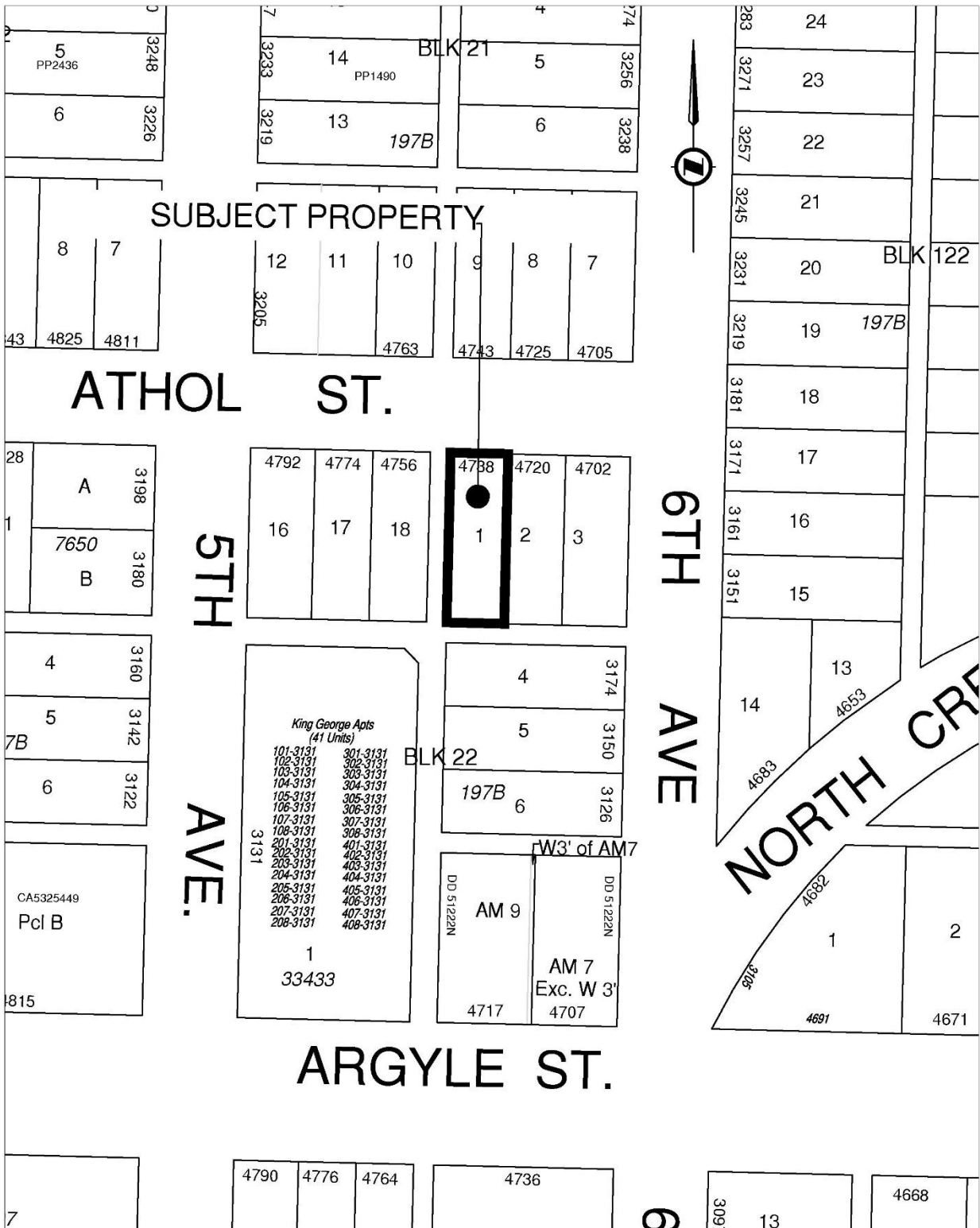
READ A THIRD TIME this 6th day of September, 2022.

ADOPTED this day of , 2023.



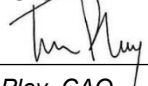
Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5048



Date: January 10, 2023
 File No: 3360-20-3911_3909_Cedar St
 To: Mayor and Council
 From: T. Pley, CAO
 Subject: **DEVELOPMENT APPLICATION – Zoning Bylaw Amendment at 3911 & 3909 Cedar Street, Port Alberni**
 LOT S (DD EX32142) DISTRICT LOT 112, ALBERNI DISTRICT, PLAN 43267 PID: 026-235-731
 LOT 17, DISTRICT LOT 112, ALBERNI DISTRICT, PLAN 43267 PID: 004-985-419
 Applicant: Dion Hopkins dba. 1077823 BC Ltd.

Prepared by:  B. McLoughlin Planner II	Supervisor: M. Wade M. Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

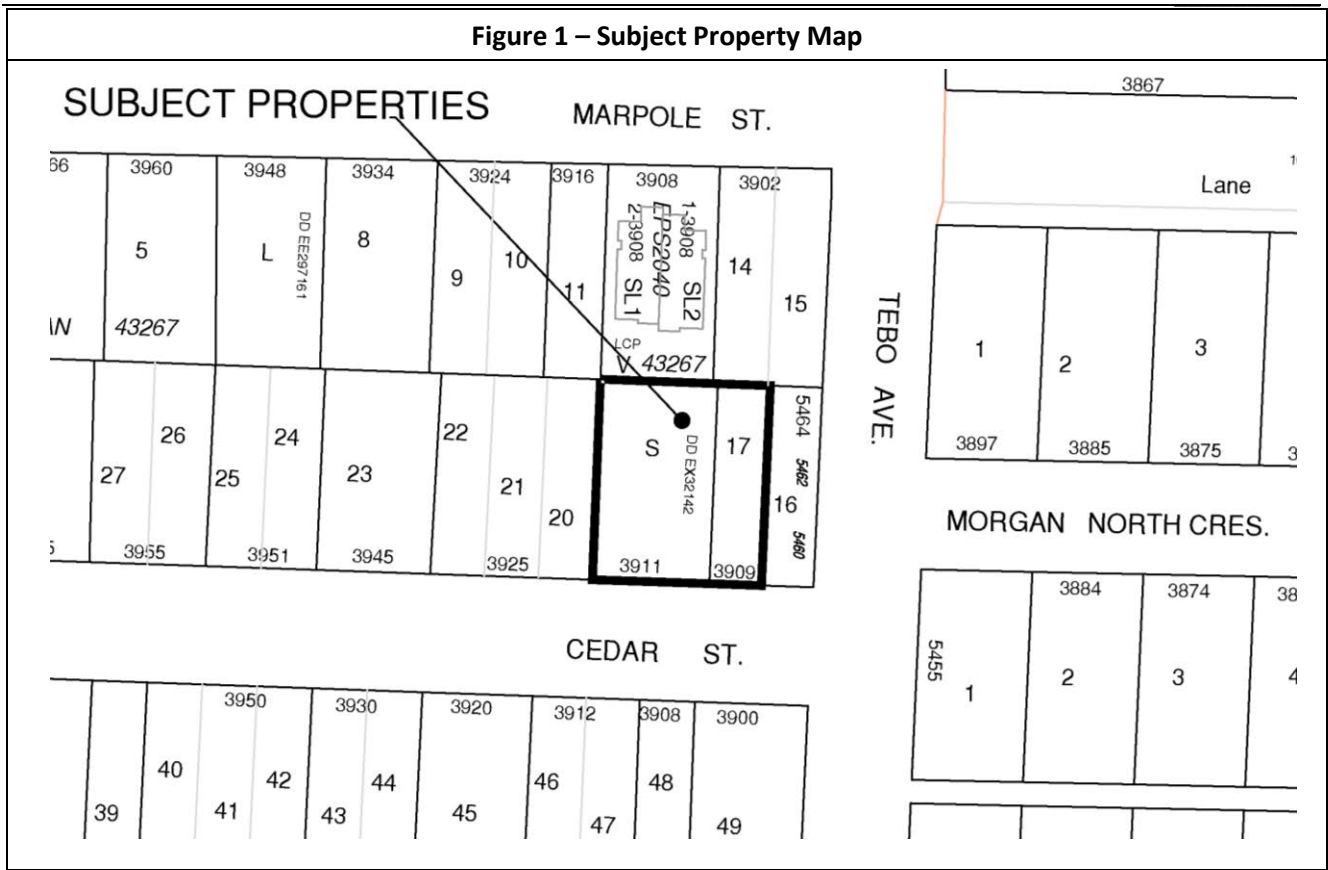
1. THAT "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" be read a third time.

PURPOSE

To consider third reading of Zoning Map Amendment No. 59 to rezone the properties at 3911 and 3909 Cedar Street from R1 to R3. This would enable a subdivision application (lot line adjustment) with the aim of building a new single detached dwelling at 3909 Cedar Street.

BACKGROUND

Council gave first and second reading to the amending bylaw at its Regular meeting of November 28, 2022. The subject properties at 3909 and 3911 Cedar Street are illustrated in Figure 1 below. The property at 3909 Cedar Street is currently vacant, while the property at 3911 is occupied by a single-detached residential home. Both properties have a frontage onto Cedar Street, and share a common side lot line. The staff report from November 28, 2022 is attached for further information.



ALTERNATIVES/OPTIONS

1. That "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" be read a third time.
2. That Council pass a resolution to provide staff with alternate direction.
3. That Council not give third reading.

IMPLICATIONS

Supporting this application at 3911 and 3909 Cedar Street would enable a subdivision application for a lot line adjustment, and create an opportunity for infill construction of one additional single-family home. This format of housing provides additional choice for a changing demographic.

COMMUNICATIONS

At the November 28, 2022 meeting, Council passed a resolution to waive the Public Hearing under section 464 (2) of the *Local Government Act*. Accordingly, staff issued 55 public notices to properties within 75 metres as per section 5 of the *City's Development Application Notice Bylaw No. 4614*. Notice was also published in the newspaper as required by sections 465 and 466 of the *Local Government Act*. Additionally, the applicant updated signage on the property to state the Public Hearing had been waived.

The notices provided an opportunity for the public to give written feedback to Council. As of the date of this report, no items of correspondence have been received. If any correspondences are received, they will be brought forward by staff at the Council meeting.

Prior to adoption of the bylaw, MOTI will be required to approve the bylaw and sign it.

BYLAWS/PLANS/POLICIES

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

1. To change the zoning from R1 Single Family Residential to R3 Small Lot Single Family Residential.

SUMMARY

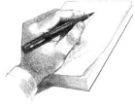
Staff recommend *Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072* be given third reading as the rezoning aligns with the OCP land use designation and requirements of the R3 Zone.

ATTACHMENTS/REFERENCE MATERIALS

- *Advisory Planning Commission October 20, 2022 Meeting Minutes*
- *Staff Report to Council | November 28, 2022*
- *Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072*

C: *D. Leurebourg, Director of Corporate Services*
A. McGifford, Director of Finance
R. Gaudreault, Building/Plumbing Inspector
R. Dickinson, Director of Engineering and Public Works

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

Commission Members Present

Joe McQuaid (Acting as Chair)
Harley Wylie (Alt. – Tseshaht (č išaaʔath) F.N)
Jolleen Dick, Councillor, Hupačasath F.N
Amy Anaka
Callan Noye
Peter Dionne, R.C.M.P. Liaison
Amy Needham, Parks Liaison
Councillor Deb Haggard, Council Liaison

Regrets

Ken Watts, Chief, Tseshaht (č išaaʔath) F.N)
Ed Francoeur (Chair)
Christine Washington, SD70
Ken McRae, (Vice - Chair)
Stefanie Weber
Scott Smith, Dir. of Dev. Services/Deputy CAO
Derrin Fines, P.A.F.D. Liaison

Staff

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

Guests

Applicant: Steve Irg
Applicant: Dion Hopkins
Public:

Alternates (not in attendance)

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



1. Acknowledgements and Introductions:

The Acting Chair acknowledged that this Advisory Planning Commission (APC) meeting is held within the unceded, traditional territories of the Hupačasath Nation and the č išaaʔath (Tseshaht) First Nation. Welcome and introductions.

2. Minutes: Adoption of September 15, 2022 Minutes

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the September 15, 2022 regular meeting.

(Noye / Dick) CARRIED

3. DEVELOPMENT APPLICATIONS – Official Community Plan and Zoning Bylaw amendments

2601 Burde Street - Block 24, District Lot 139, Alberni District, Plan 1401A (PID:007-437-161)

APPLICANT: S. and T. Irg

- The Planner summarized his report to the APC dated October 5, 2022.
- APC discussed the proposed permit with respect to the following:
 - The APC asked questions about the water and sewer services that would be required.
 - The Planner indicated that a water line was available along Burde St. and the applicant would likely be required to extend the line to service a proposed subdivision.
 - The Planner also indicated that the City Engineer had requested that a Section 219 Covenant be registered on the Land Title in order to ensure that the property owner/s, and/or future property owners, would be required to connect to a city sanitary sewer main if it becomes available. The

proposed OCP and Zoning bylaw amendments would facilitate subdivision but would require the approval of Island Health for appropriate septic system installations.

- The APC voiced concern about increasing development in the upper Burde St. area and asked staff if the City had a plan in place for future servicing of the area. Staff indicated that there is not a plan in place currently however the issue of future servicing would be a subject of review and policy discussion as the new Official Community Plan review continues to move forward. Public engagement has been significant to date.
- The timing of the proposed OCP amendment was discussed as the OPC is currently under review and the new OCP may have implications for the applicant.
- The APC asked for clarification on the impacts of proceeding with amending the OCP while the OCP review project is still active. It was noted that the current OCP contains policy that all development proposals, for land within the 'Future Residential' designation, be subject to preparation and approval of a Neighbourhood Plan. The APC commented that a Neighbourhood Plan had not been required of the applicant and asked for clarification.
- The Manager of Planning provided information regarding the rights of the applicant / landowner and potential ramifications if the City were to attempt to "freeze" the current rights of the landowner for the duration of the OCP review project. Staff also described the density proposed as being consistent with current rural policy in the OCP. The applicant has not proposed an "urban" level of development or density.
- Park dedication requirements will be reviewed during the subdivision process.

Motion:

That the Advisory Planning Commission recommends to City Council that Council support the application with the condition that a Section 219 Covenant be registered on the Land Title to ensure that the property owner/s, and/or future property owners, would be required to connect to a city sanitary sewer main if it becomes available.

(Wylie / Noye) CARRIED

4. DEVELOPMENT APPLICATIONS – Zoning Bylaw amendment

3911 Cedar Street - Lot 5 (DD EX32142) District Lot 112, Alberni District, Plan 43267 PID: 026-235-731;

3909 Cedar Street - Lot 17, District Lot 112, Alberni District, Plan 43267 PID: 004-985-419

APPLICANT: D. Hopkins dba 1077823 BC Ltd.

- The Planner II summarized his report to the APC dated October 5, 2022.
- APC discussed the proposed permit with respect to the following:
 - The APC asked if both properties were being amended to the R3 zone and noted that the R3 zone does not permit secondary suites. The APC were advised that the applicant had indicated to staff that the existing home on 3911 Cedar St. did not currently contain a secondary suite and was aware that rezoning from R1 to R3 would remove the potential for a suite to be created in the existing home.

Motion:

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

(Anaka / Noye) CARRIED

5. Status Update: OCP Vision and Guiding Principles

- The Manager of Planning gave a verbal update regarding the status of the OCP review project including public engagement to-date. She indicated that the City had received 300 of the surveys that had been made available online and via hardcopy. Five pop-up opportunities had been completed and a number of targeted meetings. A workshop was well attended on September 14th. A “Bull’s Eye” exercise with students and teachers had received positive feedback and Councilor Haggard thanked the Manager of Planning for involving youth in the OCP project.
- Analysis of the public input is being compiled for presentation in a report that will present potential direction for the OCP policy development phase of the project.

6. OTHER BUSINESS:

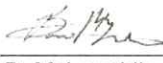
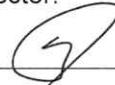

- The Manager of Planning indicated to the APC that the November Agenda will include a discussion of APC membership as two current APC members are not eligible for reappointment having served the maximum term allowable under the APC Bylaw.

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

(Noye / McQuaid) CARRIED

Ed Francoeur (Chair)

Date: November 9, 2022
 File No: 3360-20-3911_3909_Cedar St
 To: Mayor and Council
 From: T. Pley, CAO
 Subject: **DEVELOPMENT APPLICATION – Zoning Bylaw Amendment at 3911 & 3909 Cedar Street, Port Alberni**
 LOT S (DD EX32142) DISTRICT LOT 112, ALBERNI DISTRICT, PLAN 43267 PID: 026-235-731
 LOT 17, DISTRICT LOT 112, ALBERNI DISTRICT, PLAN 43267 PID: 004-985-419
 Applicant: Dion Hopkins dba. 1077823 BC Ltd.

Prepared by:  B. McLoughlin Planner II	Supervisor: M. Wade M. Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

1. THAT "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" be now introduced and read a first time.
2. THAT "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" be read a second time.
3. THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.

PURPOSE

The City has received an application to rezone the properties at 3911 and 3909 Cedar Street from R1 to R3. This would enable a subdivision application (lot line adjustment) with the aim of building a new single detached dwelling at 3909 Cedar Street. The application requires a map amendment to *Zoning Bylaw No. 4832*.

BACKGROUND

The subject properties are designated Residential (RES) in the Official Community Plan (OCP), and are classified R1 Single Family Residential in *Zoning Bylaw No. 4832*. The property at 3909 Cedar Street is currently vacant, while the property at 3911 is occupied by a single-detached residential home. Both properties have a frontage onto Cedar Street, and share a common side lot line.

ENTERED

The properties are located approximately 680 metres north of Johnston Street (Hwy 4) in a neighbourhood characterized by single-family homes. Zoning of the surrounding neighbourhood is R1 with R2 properties to the east. Several R3 properties exist to the west and southwest on Cedar Street and Compton Road. John Howitt Elementary School is located nearby, with the Kitsuksis Creek parklands and Cherry Creek Trail approximately 300 metres north.

Subject Property and Site Context

Location	At the east end of Cedar St. approximately 12 metres west of the intersection with Tebo Avenue.
Current Zoning	R1 Single Family Residential
Proposed Zoning	R3 Small Lot Single Family Residential
Total Area	Both properties total approx. 1,108 m ² (0.28 acres)
Official Community Plan (OCP)	<ul style="list-style-type: none"> • Schedule A - Land Use Map: Residential (RES) • Schedule B Development Permit Areas Map: N/A
Relevant Guidelines	<ul style="list-style-type: none"> • Section D Plan Policies – 4.0 Residential • Section D Plan Policies – 4.2 Residential (RES)

Figure 1 – Subject Property Map

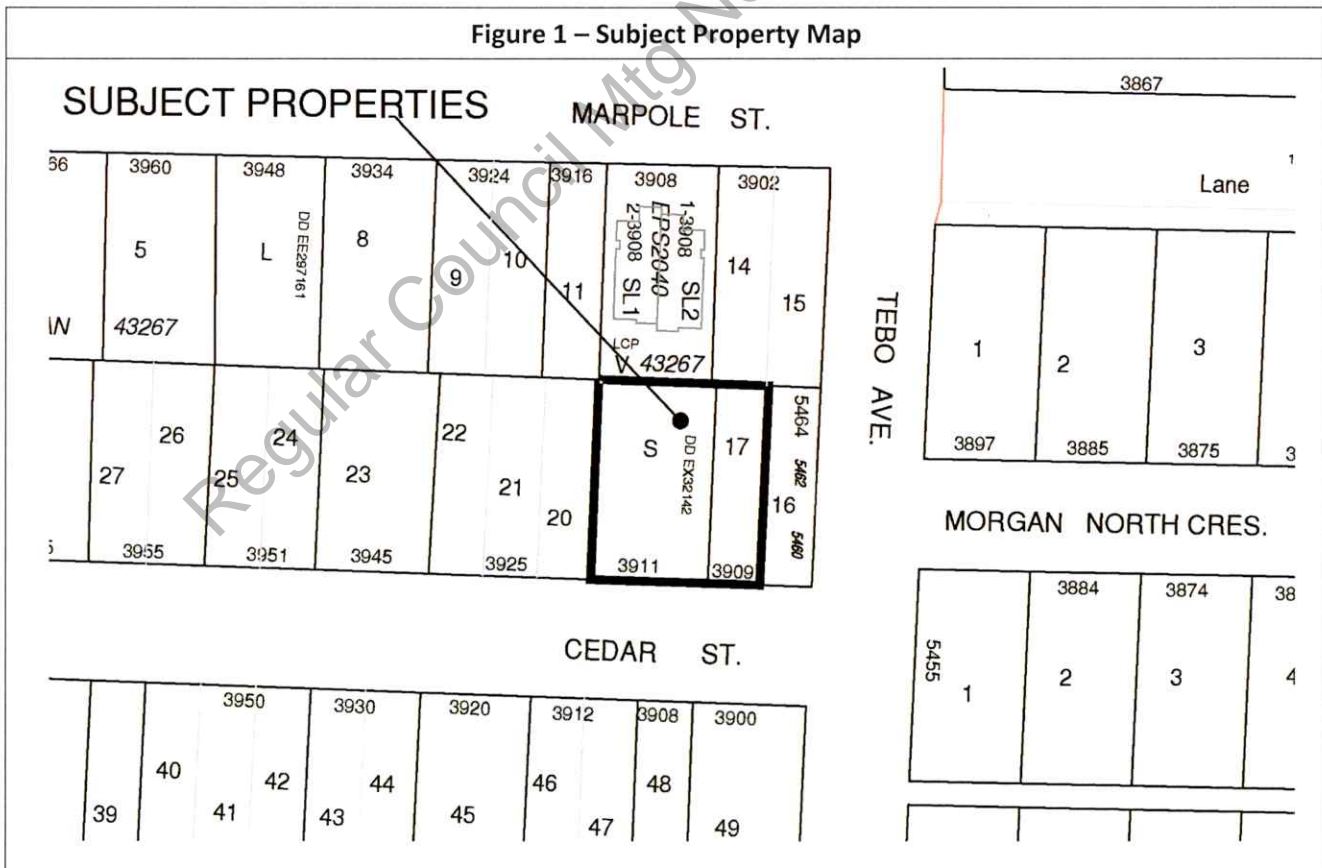
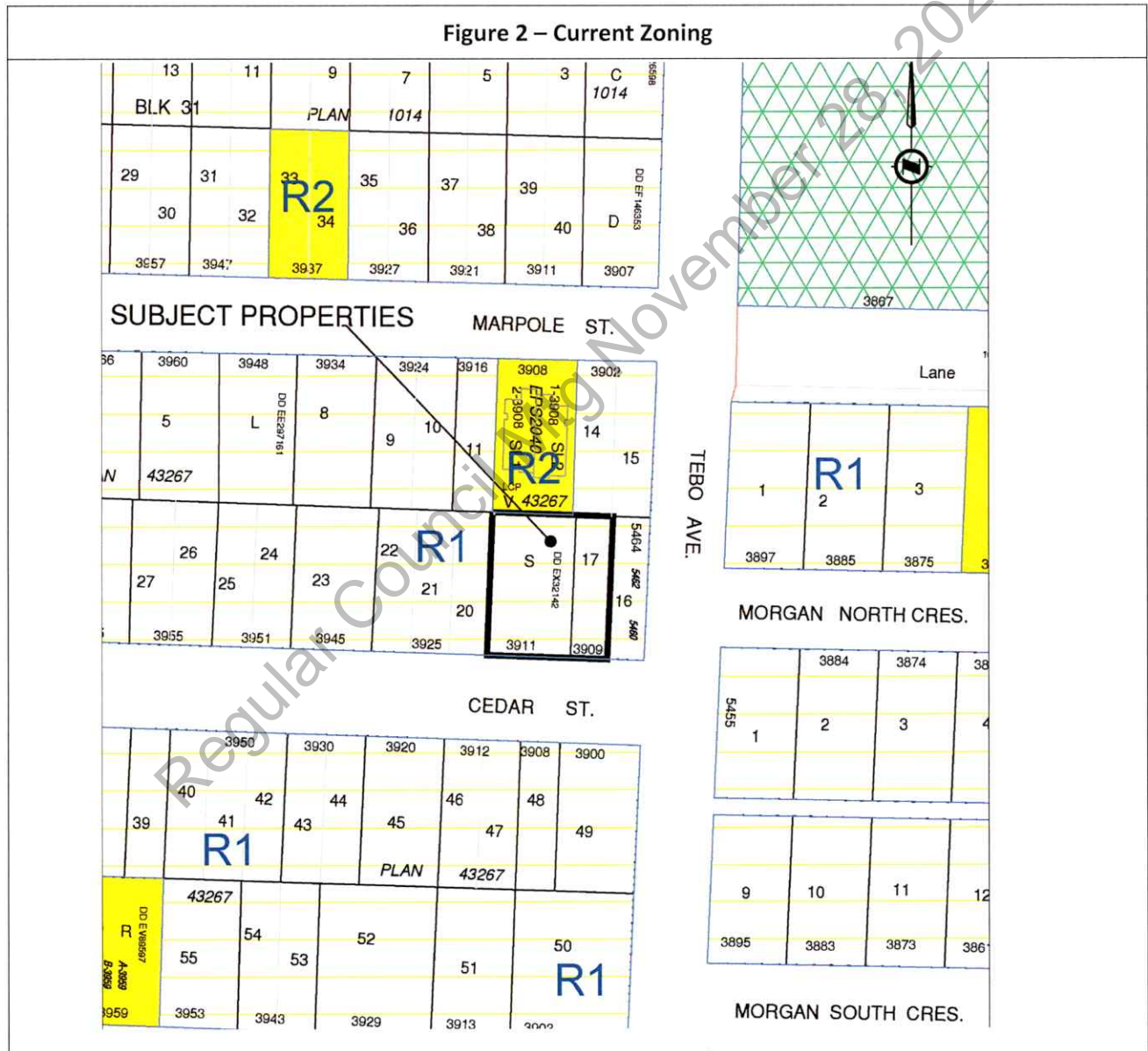


Table 1 – Surrounding Neighbourhood Land Use	
North	R1 Single Family Residential, R2 One and Two Family Residential, P1 Institutional (John Howitt Elementary School), P2 Parks and Recreation (Kitsuksis Creek).
South	R1 Single Family Residential, P2 Park and Recreation (Seredick Park)
East	R1 Single Family Residential, R2 One and Two Family Residential.
West	R1 Single Family Residential, R2 One and Two Family Residential, R3 Small Lot Single Family



ALTERNATIVES/OPTIONS

1. That "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" be now introduced and read a first time.
2. That "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" be read a second time.
3. That Council waive the Public Hearing for proposed "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.
4. That Council not give first reading.
5. That Council pass a resolution to not waive the public hearing.
6. That Council pass a resolution to provide staff with alternate direction.

ANALYSIS

Zoning

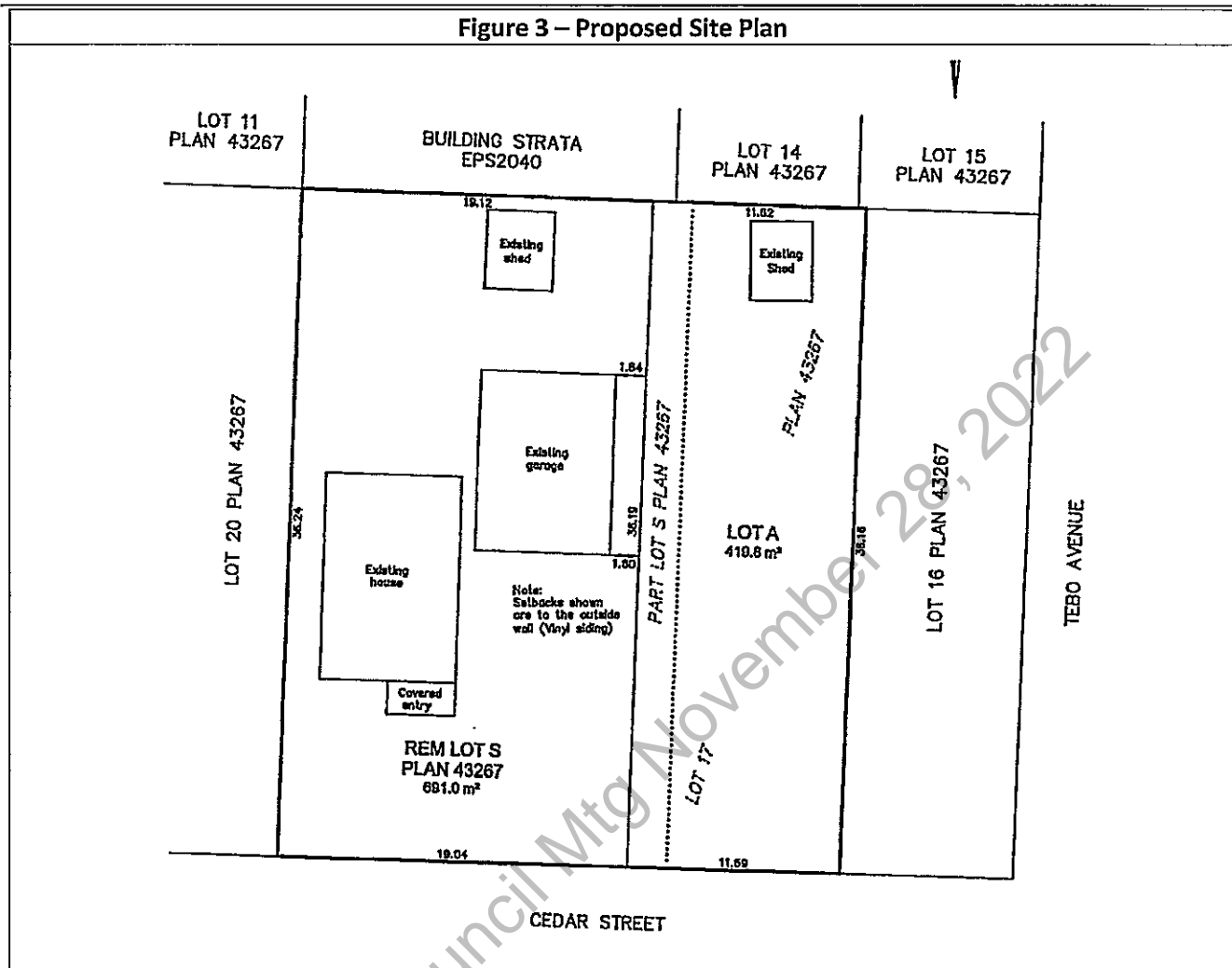
The applicant is proposing to rezone both properties from R1 Single Family Residential to R3 Small Lot Single Family Residential. The R1 and R3 zones are both single family residential zones that align with the Residential (RES) land designation in the OCP. However, the R3 zone permits a smaller lot size, shorter frontage, reduced front and rear yard setbacks, and higher lot coverage. This makes the R3 zone suitable for single-family residential infill development.

Site Plan

Currently, Lot 17 (3909 Cedar Street) does not meet the minimum 10 metre frontage of the R3 zone. A subdivision application for a lot line adjustment is required to increase the frontage and meet the R3 requirement. To enable the lot line adjustment, both properties must be rezoned from R1 to R3.

Table 1 – Site Development Regulations and Proposed Lot Dimensions				
Site Regulations	R1 Single Family Residential	R3 Small Lot single Family Residential	Lot S 3911 Cedar St.	Future Lot A (current Lot 17) 3909 Cedar St.
Minimum Lot Area	600 m ²	350 m ²	691.0 m ²	419.8 m ²
Minimum Frontage	15 m	10 m	19.04 m	11.59 m

The applicant is proposing the shared lot line be moved 2.16 metres west to increase the frontage of future Lot A (3909 Cedar Street) to 11.59 metres. The frontage of existing Lot S (3911 Cedar Street) would be reduced to 19.04 metres. The resulting two lots would exceed the required frontage of the R3 zone. This is illustrated below in Figure 3:



Infrastructure and Servicing

Infrastructure upgrades may be required to service the development. This may include utility upgrades and improvements to the property access. This will be confirmed by the Engineering department during the subdivision process. The applicant will be responsible for the cost of all improvements.

Staff Notes:

- Increased traffic will be limited to one additional household as R3 zone does not permit secondary suites.
- Development Permit will not be required as single-family properties are not included on *Schedule B Development Permit Areas Map* in the OCP.
- *Local Government Act* section 464(2) allows Council to waive the Public Hearing for amendments that are consistent with the OCP.
- Staff do not anticipate any significant impact on the surrounding neighbourhood from this development application.
- BC Ministry of Transportation and Infrastructure will be required to sign-off on the bylaw amendment since the subject property is located within 800 metres of a provincial highway. Approvals must be provided before final adoption of the bylaw can be considered. To date, MOTI has provided no objection to the application.

REFERRALS

Referrals were sent out to internal departments and external agencies. No concerns were raised.

IMPLICATIONS

Supporting this application at 3911 and 3909 Cedar Street would enable a subdivision application for a lot line adjustment and an opportunity for infill construction of one additional single-family home in this area.

COMMUNICATIONS

The development application (ZON22-09) was reviewed by the Advisory Planning Commission at their meeting on October 20, 2022. The Commission passed a motion recommending Council support the application.

Additionally, the *proposed "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072"* is consistent with the Official Community Plan, and meets the criteria for Council to pass a resolution to waive the Public Hearing under section 464 (2) of the *Local Government Act*, and issue public notice (s.467).

If Council does not waive the public hearing, the public hearing may be set for January 23, 2023 at 6:00 pm, in City Hall Council Chambers. Whether Council chooses to waive or advance the application to a Public Hearing staff will proceed with all required statutory notices including notification to owners and occupants within 75 metres of the subject property and notice in the newspaper as required by sections 465 and 466 of the *Local Government Act*.

BYLAWS/PLANS/POLICIES

1. Official Community – Section D: Plan Policies – 4.0 Residential.

The application aligns with following OCP Council policies for Residential development:

4.2.4 *The City supports the development of residential infill provided that the scale and character are suitably integrated into the adjacent neighbourhood.*

2. Zoning Bylaw, 2014 (Bylaw 4832):

The application aligns with the purpose of the *R3-Small Lot Single Family Residential* zone:

"To provide for greater density in areas of the city that are being redeveloped and where small lots already exist".

SUMMARY

Staff recommend *Zoning Map Amendment No. 59 (3911 Cedar Street – Hopkins), Bylaw No. 5072* be given first and second reading, and that the public hearing be waived as per Section 464(2) of the *Local Government Act* as the rezoning aligns with the OCP land use designation and the requirements of the R3 Zone.

ATTACHMENTS/REFERENCE MATERIALS

- *Advisory Planning Commission October 20, 2022 Meeting Minutes*
- *Draft Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072*

C: T. Slonski, Director of Corporate Services
A. McGifford, Director of Finance
R. Gaudreault, Building/Plumbing Inspector
R. Dickinson, Director of Engineering and Public Works



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

Commission Members Present

Joe McQuaid (Acting as Chair)
Harley Wylie (Alt. – Tseshah̓t (č̓ išaaʔath) F.N)
Jolleen Dick, Councillor, Hupačasath F.N
Amy Anaka
Callan Noye
Peter Dionne, R.C.M.P. Liaison
Amy Needham, Parks Liaison
Councillor Deb Haggard, Council Liaison

Regrets

Ken Watts, Chief, Tseshah̓t (č̓ išaaʔath) F.N)
Ed Francoeur (Chair)
Christine Washington, SD70
Ken McRae, (Vice - Chair)
Stefanie Weber
Scott Smith, Dir. of Dev. Services/Deputy CAO
Derrin Fines, P.A.F.D. Liaison

Staff

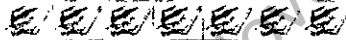
Marianne Wade, Manager of Planning
Brian McLoughlin, Development Planner
Cara Foden, Planning Technician

Guests

Applicant: Steve Irg
Applicant: Dion Hopkins
Public:

Alternates (not in attendance)

Councillor Helen Poon (Alt.- Council Liaison)
S./Sgt. Mike Thompson (Alt.- RCMP)
Larry Ransom (Alt.- S.D.70)



1. Acknowledgements and Introductions:

The Acting Chair acknowledged that this Advisory Planning Commission (APC) meeting is held within the unceded, traditional territories of the Hupačasath Nation and the č̓ išaaʔath (Tseshah̓t) First Nation. Welcome and introductions.

2. Minutes: Adoption of September 15, 2022 Minutes

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the September 15, 2022 regular meeting.

(Noye / Dick) CARRIED

3. DEVELOPMENT APPLICATIONS – Official Community Plan and Zoning Bylaw amendments

2601 Burde Street - Block 24, District Lot 139, Alberni District, Plan 1401A (PID:007-437-161)

APPLICANT: S. and T. Irg

- The Planner summarized his report to the APC dated October 5, 2022.
- APC discussed the proposed permit with respect to the following:
 - The APC asked questions about the water and sewer services that would be required.
 - The Planner indicated that a water line was available along Burde St. and the applicant would likely be required to extend the line to service a proposed subdivision.
 - The Planner also indicated that the City Engineer had requested that a Section 219 Covenant be registered on the Land Title in order to ensure that the property owner/s, and/or future property owners, would be required to connect to a city sanitary sewer main if it becomes available. The

proposed OCP and Zoning bylaw amendments would facilitate subdivision but would require the approval of Island Health for appropriate septic system installations.

- The APC voiced concern about increasing development in the upper Burde St. area and asked staff if the City had a plan in place for future servicing of the area. Staff indicated that there is not a plan in place currently however the issue of future servicing would be a subject of review and policy discussion as the new Official Community Plan review continues to move forward. Public engagement has been significant to date.
- The timing of the proposed OCP amendment was discussed as the OPC is currently under review and the new OCP may have implications for the applicant.
- The APC asked for clarification on the impacts of proceeding with amending the OCP while the OCP review project is still active. It was noted that the current OCP contains policy that all development proposals, for land within the 'Future Residential' designation, be subject to preparation and approval of a Neighbourhood Plan. The APC commented that a Neighbourhood Plan had not been required of the applicant and asked for clarification.
- The Manager of Planning provided information regarding the rights of the applicant / landowner and potential ramifications if the City were to attempt to "freeze" the current rights of the landowner for the duration of the OCP review project. Staff also described the density proposed as being consistent with current rural policy in the OCP. The applicant has not proposed an "urban" level of development or density.
- Park dedication requirements will be reviewed during the subdivision process.

Motion:

That the Advisory Planning Commission recommends to City Council that Council support the application with the condition that a Section 219 Covenant be registered on the Land Title to ensure that the property owner/s, and/or future property owners, would be required to connect to a city sanitary sewer main if it becomes available.

(Wylie / Noye) CARRIED

4. DEVELOPMENT APPLICATIONS – Zoning Bylaw amendment

3911 Cedar Street - Lot 5 (DD EX32142) District Lot 112, Alberni District, Plan 43267 PID: 026-235-731;

3909 Cedar Street - Lot 17, District Lot 112, Alberni District, Plan 43267 PID: 004-985-419

APPLICANT: D. Hopkins dba 1077823 BC Ltd.

- The Planner II summarized his report to the APC dated October 5, 2022.
- APC discussed the proposed permit with respect to the following:
 - The APC asked if both properties were being amended to the R3 zone and noted that the R3 zone does not permit secondary suites. The APC were advised that the applicant had indicated to staff that the existing home on 3911 Cedar St. did not currently contain a secondary suite and was aware that rezoning from R1 to R3 would remove the potential for a suite to be created in the existing home.

Motion:

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

(Anaka / Noye) CARRIED

5. Status Update: OCP Vision and Guiding Principles

- The Manager of Planning gave a verbal update regarding the status of the OCP review project including public engagement to-date. She indicated that the City had received 300 of the surveys that had been made available online and via hardcopy. Five pop-up opportunities had been completed and a number of targeted meetings. A workshop was well attended on September 14th. A “Bull’s Eye” exercise with students and teachers had received positive feedback and Councilor Haggard thanked the Manager of Planning for involving youth in the OCP project.
- Analysis of the public input is being compiled for presentation in a report that will present potential direction for the OCP policy development phase of the project.

6. OTHER BUSINESS:

- The Manager of Planning indicated to the APC that the November Agenda will include a discussion of APC membership as two current APC members are not eligible for reappointment having served the maximum term allowable under the APC Bylaw.

7. ADJOURNMENT: The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on November 17, 2022.

(Noye / McQuaid) CARRIED

Ed Francoeur (Chair)

CITY OF PORT ALBERNI

BYLAW NO. 5072

A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

The Municipal Council of the City of Port Alberni in Open Meeting Assembled Enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street - Hopkins) Bylaw No. 5072**".

2. Zoning Amendment

2.1 That Lot S (DD EX32142), District Lot 112, Alberni District, Plan 43267 (PID: 026-235-731), located at **3911 Cedar Street**; and Lot 17, District Lot 112, Alberni District, Plan 43267 (PID: 004-985-419) located at **3909 Cedar Street**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, are hereby rezoned from 'R1 Single Family Residential' to '**R3 Small Lot Single Family Residential**'.

3. Map Amendment

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

READ A FIRST TIME this day of , 2022.

READ A SECOND TIME this day of , 2022.

A PUBLIC HEARING WAS WAIVED this day of , 2022.

READ A THIRD TIME this day of , 2023.

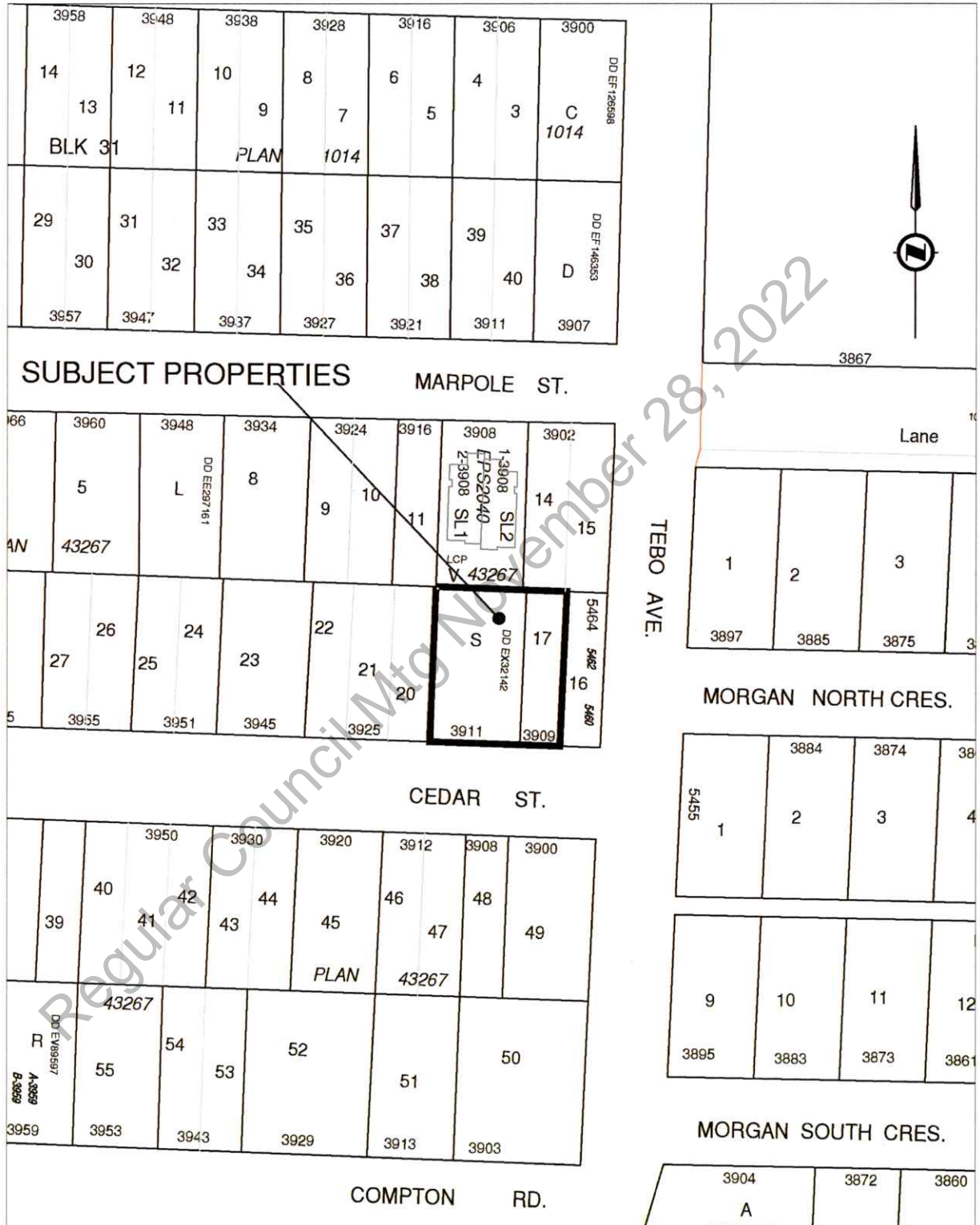
RECEIVED the approval by the Ministry of Transportation this day of , 2023.

ADOPTED this day of , 2022.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5072



DRAFT-ZON2022-09-3911-3909CedarSt-Hopkins-ZonAmendBylaw

CITY OF PORT ALBERNI

BYLAW NO. 5072

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3. Map Amendment

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

READ A FIRST TIME this 28th day of November, 2022.

READ A SECOND TIME this 28th day of November, 2022.

A PUBLIC HEARING WAS WAIVED this 28th day of November, 2022.

READ A THIRD TIME this day of , 2023.

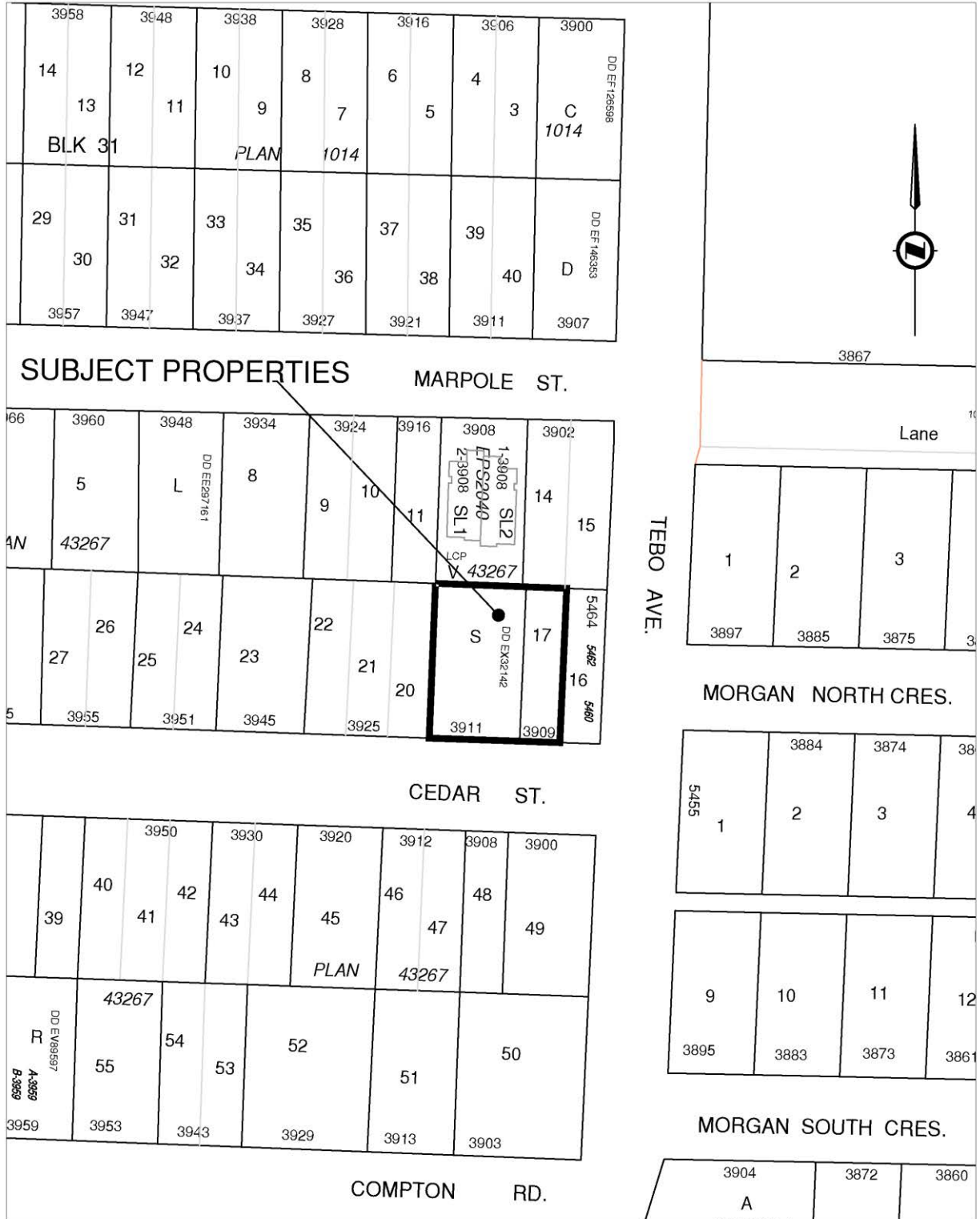
RECEIVED the approval by the Ministry of Transportation this day of , 2023.

ADOPTED this day of , 2023.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5072



COPY



2023 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2023 AGM and Convention that, subject to public health order restrictions, will be held in Nanaimo at the Vancouver Island Conference Centre as an in-person event from April 14-16, 2023.

Members are now asked to submit resolutions with the requirements outlined in the following pages.

DEADLINE FOR RESOLUTIONS

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 9, 2022**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to avicc@ubcm.ca by the deadline; AND
2. One copy of the resolution by regular mail that may be received after the deadline to: AVICC, 525 Government Street, Victoria, BC V8V 0A8

AVICC's goal is to have resolutions that can be clearly understood, and that have specific actions. If a resolution is endorsed, it's "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. Please contact AVICC & UBCM for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

AVICC AGM & Convention – 2023 April 14-16

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 12th, 2023**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

3. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.



2023 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 2023 Nominating Committee is Past President Ian Morrison.

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 4:30 PM, Thursday, February 9, 2023**

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 Ian Morrison, Chair, 2022 Nominating Committee
c/o AVICC**

**525 Government Street
Victoria, BC V8V 0A8**

Phone: (604) 270-8226 ext 221
email: avicc@ubcm.ca

NOMINATIONS FOR THE 2023-24 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to avicc@ubcm.ca by **4:30 PM, Thursday February 9, 2023**.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.
² All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Ian Morrison, Chair, Nominating Committee,
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

“The Executive shall manage or supervise the management of the Society”

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

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

COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Executive Director. All members of the Executive serve on the Resolutions Committee.

CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

3. EXECUTIVE MEETINGS

The full Executive normally meets in person five times a year, following this pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those held in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Online meetings usually occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention. AVICC does not provide Executive members with complimentary registration for the AGM and Convention.

RECEIVED

JAN 17 2023

CITY OF PORT ALBERNI

From: ILFP <ilovefirstpeoples@gmail.com>
Sent: January 16, 2023 4:29 PM
To: Sara Darling <sara_darling@portalberni.ca>
Subject: Bones of Crows FREE screenings in Port Alberni Feb.9th & 11th

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other "all staff"
- RCM Jan 23, 23
File # 8100-01

Dear Ms Mayor Sharie Minions and councillors,

I am the tour director for [Bones of Crows](#) and we are in the midst of a BC Tour and have been doing FREE screenings to the public in Indigenous based communities ahead of our theatrical release across Canada in mid Spring 2023.

We are honoured to be doing 2 FREE screenings in your community Thursday Feb. 9th at the Alberni School Theatre at 12 p.m. for the grade 10-12 students and on Saturday Feb. 11th at the same theatre at 7.00 p.m. for the general public. The 14A movie is 2 hours long followed by a 15 to 20 min q&a with an actor and producer.

The total cost was around \$1000 with \$850 already covered we are hoping that your council can cover the remaining \$150

We are hoping that you Mayor Minions and your councillors can all attend 1 or both of these FREE screening events.

Here is more info on the film.

<https://www.wltribune.com/community/marie-clements-new-film-bones-of-crows-to-screen-in-williams-lake-on-dec-8/>

<https://www.princegeorgecitizen.com/local-news/grace-dove-starring-in-bones-of-crows-movie-airs-in-prince-george-6126468>

<https://www.cbc.ca/listen/live-radio/1-108-daybreak-kamloops/clip/15953450-indigenous-film-bones-crows-tours-interior>

Attached is a poster from our Vernon screening where we would list your city and sponsors and corresponding dates in February.

Looking forward to hearing from you soon.

Best,
Ian

Ian Speirs, ILFP Director & Cofounder
National Tour Director, Bones of Crows film
C. 613.790.9118
www.ilfp.ca

Our organization is located on the ancestral unceded territory of the Anishinaabe Algonquin first peoples. Our work aims to advance the United Nations' SDGs #3 (Good Health & Wellbeing), #4 (Quality Education), #10 (Reduced Inequalities) and #17 (Partnerships for the Goals).

"BONES OF CROWS IS A SOUL-CHANGING
FILM. IT'S SIMPLY EXQUISITE
STORYTELLING."
- REEL NEWS DAILY

"AN EPIC TALE OF
INDIGENOUS RESILIENCE"
- THE PLAYLIST

Official Selection

tiff

Toronto International
Film Festival 2022

BONES OF CROWS

COMMUNITY SCREENINGS

SUNDAY DECEMBER 11TH

7:00 pm

VERNON & DISTRICT PERFORMING ARTS CENTRE
3800 33 St, Vernon, BC
V1T 5T6

PROUDLY SPONSORED BY



RECEIVED

JAN 18 2023

CITY OF PORT ALBERNI

From: FAYDRA ARSENAULT <[REDACTED]>
Sent: January 18, 2023 12:01 PM
To: Sara Darling <sara_darling@portalberni.ca>
Subject: ATT: Mayor and Council

<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 checked="" type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other. <i>Com Action</i>

File # 8100-01 *RCM Jan 23/23*

I am asking permission to hold a Special Event (Valentine's Dance) on February 11th at Glenwood Center.

I have been issued the Special Event License, applied and been approved for liability insurance (Schill), submitted the floor plan to our local Fire Dept for approval and submitted all necessary forms to Barbi at Echo Center.

Our event will offer support to our local SD70 students, and 100% of the proceeds will stay in our community.

Please consider approving this request so that we can educate more people in the occupation involving Mental Health.

Sincerely,
Faydra Arsenault

RECEIVED

JAN 10 2023

CITY OF PORT ALBERNI



- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other *Conc. Summary*
- File # 0400-20-MOF

December 22, 2023

VIA EMAIL: sharie.minions@portalberni.ca

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

Dear Mayor Minions and Councillors,

The Ministry of Forests (FOR) has planned an aerial spray program to eradicate an establishing spongy moth (formerly referred to as gypsy moth) population around Port Alberni, British Columbia (B.C.). The aerial spray program is planned for the spring of 2023 and will cover a 763-hectare parcel. A map is attached for your reference.

Trapping and monitoring results from 2022 indicate spongy moth populations are establishing on Vancouver Island and require eradication. If these detections are not treated, spongy moth could establish and spread to other areas via transportation routes, and cause significant damage to the local forests, farms, orchards and urban trees, including the rare and endangered Garry Oak.

Spongy moth is not native to B.C., although it is established in eastern Canada where it causes substantial damage to deciduous forests and other vegetation. This insect is periodically introduced into communities throughout the province through the transport of goods and household items (i.e., outdoor furniture) from infested areas in the east. These periodic introductions are detected by the Canadian Food Inspection Agency (CFIA) which carries out an extensive pheromone-trapping program on an annual basis in high-risk areas, notably on Vancouver Island, the Gulf Islands and the Lower Mainland/Fraser Valley. The remainder of the province is surveyed at a lower intensity. The province has carried out numerous eradication projects in several areas of the province since the late 1970's. More information regarding spongy moth and the threat it poses to the ecosystems of B.C. may be found on the following MOF website: <http://www.gov.bc.ca/spongymoth>

Eradication programs are an essential component of our Long-Term North America Spongy Moth Management Plan for B.C. This ensures a "spongy moth free status" for the province, allowing continued open trade with the western U.S. states, which also remains spongy moth free.

The active ingredient of the spray is a bacterium (Btk; *Bacillus thuringiensis*) that is found naturally in soils, and it affects only the larvae of moths and butterflies that are feeding at the time of the spray. Humans, pets, birds, bees, plants and other wildlife are not affected. The B.C. Conservation Data Centre has

completed a species at risk review for the treatment area and has confirmed no listed or endangered moths or butterflies are within the treatment area.

There are three proposed applications: the first treatments will occur in late April or May 2023 (weather dependent) and then two more treatments will occur at seven- to ten-day intervals. Spray operations will be completed around 8:30 am for each spray day (three spray days in total). There are strict weather restrictions in the Pesticide Use Permit which prohibit spraying during windy conditions (maximum wind speed of 8 km/hour) to avoid spray drifting outside the permitted area. Spraying will be completed by 8:00 am over areas that include schools or daycares.

An open house will be held virtually on Monday, January 23, 2023, to address any questions or concerns residents may have. All residents, schools, daycares, and care homes will be notified of the open house and will also be notified 7-10 days prior to the first spray with postcards that are mailed through Canada Post. Additionally, regular program updates will be provided on the FOR website and using street and highway signs around the treatment boundary.

Further information regarding our planned 2023 spongy moth spray eradication program and studies relating to the impact on non-target moths and human health are also available on the FOR website (<http://www.gov.bc.ca/spongymoth>).

If you have any specific questions or concerns regarding the program, please contact me directly.

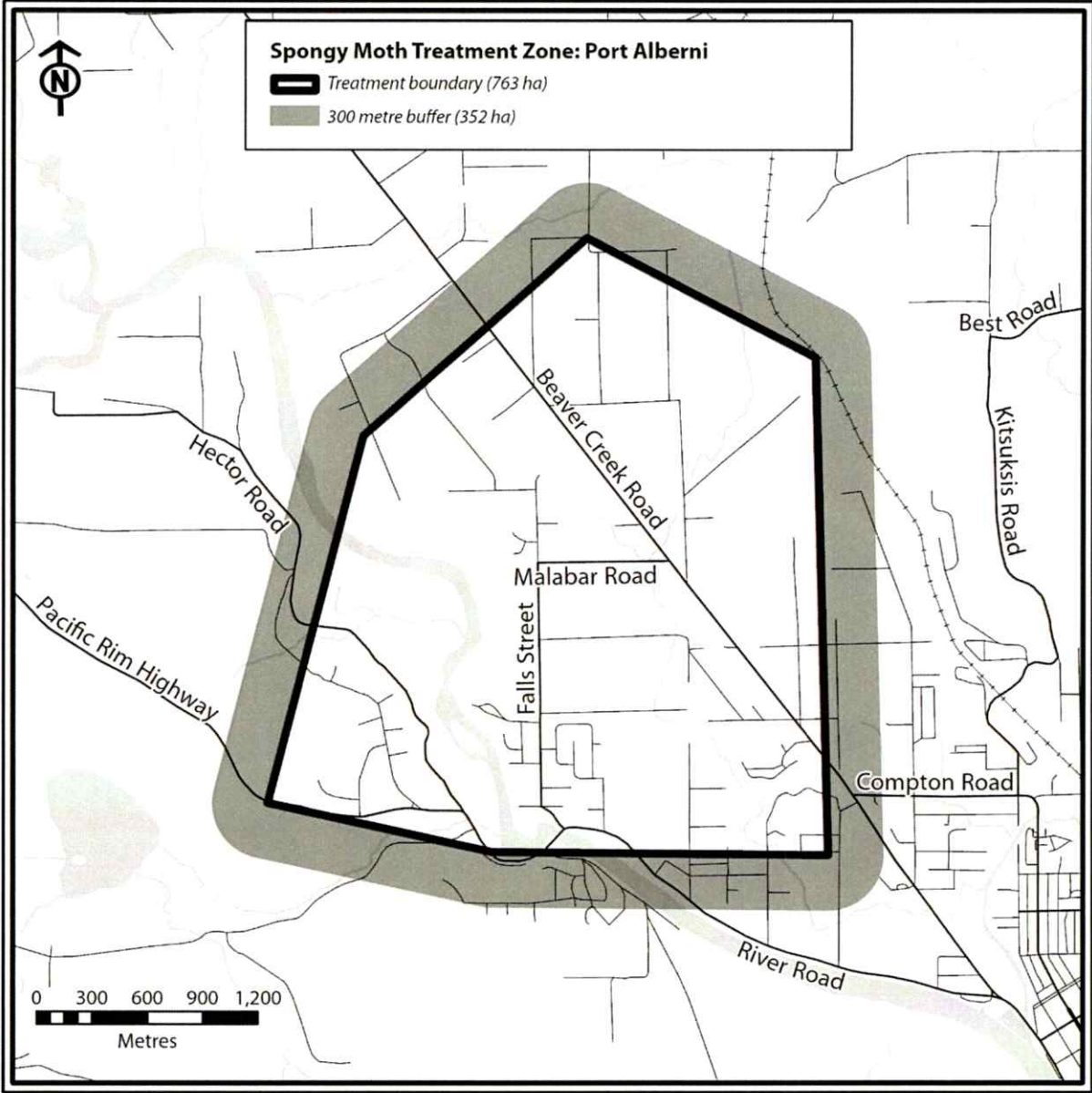
Sincerely,

B Bains

Babita Bains, MSc, RPF
Provincial Forest Entomologist
Forest Science, Planning and Practices Branch
Ministry of Forests
Tel: (236) 468-2295
Email: Babita.Bains@gov.bc.ca
#200 – 10470 152nd Street, Surrey, B.C., V3R 0Y3

Enclosure: 2023 Port Alberni Spongy Moth Treatment Area (763 ha)

2023 Port Alberni Spongy Moth Treatment Area (763 ha):



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JAN 06 2023

CITY OF PORT ALBERNI

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other *Cor Summary*
- File # 0400-20-HP *RCH Jan 23, 22*

January 6, 2023

The Honourable Omar Alghabra
Valour Building, Suite 980
House of Commons
Ottawa, Ontario, K1A 0A6

omar.alghabra@parl.gc.ca

Re: Bus Transport Crisis on Vancouver Island

Dear Minister,

I am writing to you regarding the urgent need for federal action to solve the bus transportation crisis in my riding on Vancouver Island and other underserved areas of British Columbia.

This week Wilson's Transportation, the private company that manages the Vancouver Island Connector and Tofino Bus, which connect Victoria, Nanaimo, Campbell River and Tofino with dozens of municipalities and First Nations, suspended service on a route serving the west coast until the spring. Wilson's cannot afford to keep running at a loss.

Since Greyhound left in 2021 private companies such as Wilson's have been subsidizing essential transportation routes.

Members of rural communities and First Nations rely on intercity bus transport to stay connected with family, attend medical appointments and get to work, among other things. Without safe and reliable travel those who do not have their own vehicle may be unable to access essential services or find themselves in harms way. Losing the bus service between communities on Vancouver Island overwhelmingly affects lower income people, marginalized people, people with disabilities, seniors, youth and First Nations peoples.

The National Inquiry into Missing and Murdered Indigenous Women and Girls found that lack of access to reliable transportation will exacerbate the risk of harm to Indigenous women and girls. In the 231 Calls for Justice formulated by the National Inquiry, plans and funding for reliable, safe and affordable transportation is Call to Justice 4.8. The federal government has committed to addressing the Calls to Justice.

Highway 16 and the development of an intercity bus service in Northern BC is an excellent example of what can happen when the federal government partners with the Province on solutions. We need to see this kind of collaboration for Vancouver Island.

Motor Coach Canada and the Tourism Industry Association of Canada are asking the federal government to take a leadership role by redeveloping bus routes and



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Ottawa

Room 524
Confederation Building
Ottawa, Ontario
K1A 0A6
Tel.: 613-992-0903
Fax.: 613-992-0913

Parksville

Main Community Office
1209 East Island Hwy,
Suite 12
Parksville, BC
V9P 1R5
Tel.: 250-947-2140
Fax.: 250-947-2144



Gord Johns

Member of Parliament
Courtenay — Alberni

Gord.Johns@parl.gc.ca
<http://gordjohns.ca/>

Port Alberni

Satellite Community Office
Open Tuesdays
2533 Port Alberni Hwy
Port Alberni, BC
V9Y 8P2
Tel: 1-844-620-9924

Courtenay

Satellite Community Office
Open Wednesdays
437 5th Street
Courtenay, BC
V9N 1J7
Tel: 1-844-620-9924

by earmarking five percent of the federal transit investment to support operators.

Whatever the solution is to this crisis, a permanent solution cannot be found without timely federal involvement.

I urge to you meet with the Provincial transportation minister, First Nations and community leaders so this transportation crisis may be resolved quickly.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gord John', with a long horizontal stroke extending to the right.

Gord John, MP
Courtenay-Alberni

Cc:

Minister of Transport and Infrastructure Rob Fleming
MLA Mid Island-Pacific Rim Josie Osborne
President Nuu-chah-nulth Tribal Council Judith Sayers
Tofino Mayor Dan Law
Ucluelet Mayor Marilyn McEwen
Port Alberni Mayor Sharie Minions
Chair, Alberni-Clayoquot Regional District John Jack
Board Chair, Regional District Nanaimo Vanessa Craig

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JAN 06 2023

CITY OF PORT ALBERNI

January 5, 2023

Dear Mayor and council,

On behalf of the 9,200 small-and-medium-sized enterprises (SMEs) the Canadian Federation of Independent Business (CFIB) represents across British Columbia we wish to sincerely congratulate you on your recent election.

We would like to take this opportunity to familiarize you with our organization and its mission. CFIB is the largest non-profit, and non-partisan organization exclusively representing the interests of small and medium-sized independent businesses at all levels of government. In B.C., we represent small businesses across all industries, with a large share in the retail, hospitality, personal services, and manufacturing sectors. Most of our members in the province have 10 or less employees and generate less than \$1 million in sales a year.

Small businesses are an integral part of the local economy with 86% of B.C businesses stating that they employ members of the community, use products or materials from another local businesses (76%), and donate goods and services to charities or causes (72%). Businesses have also been coping with slow economic recovery, inflationary pressures, rising interest rates, overwhelming stress, and government cost increases. With these realities in mind, this term is an opportunity for council to focus on the priorities and challenges facing B.C. small businesses. CFIB is pleased to offer its insights on the current state of small businesses in your municipality that will help guide policy decisions and programs that support economic growth.

We also want to draw your attention to the upcoming release of our first annual *Municipal Business Report*, which discusses the top municipal priorities of small businesses across eight cities across western Canada. The report evaluates three areas: municipal taxation of businesses, red tape reduction, and small business-friendliness policies. The report offers recommendations for best practices and ways to improve business friendliness within your municipality. It is our hope that this report is used as a benchmark for municipal governments to improve in these three areas and learn from other municipalities.

We look forward to working with you and welcome the opportunity to meet to discuss the priorities of our members, the report, and how to strengthen your municipality's small business environment. To arrange a meeting please contact us directly at ms.bc@cfib.ca.

Sincerely,

Annie Dormuth
Director, Provincial Affairs,
British Columbia & Alberta

Jairo Yunis
Senior Policy Analyst,
British Columbia

Emily Boston
Policy Analyst,
British Columbia

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other *Comm. Summary*
- RCM Jan 23, 22
File # 0230-01



CANADIAN FEDERATION
OF INDEPENDENT BUSINESS
In business for your business.

625 Howe Street, Suite 1430
Vancouver, British Columbia V6C 2T6



Our File No. 0400-01

January 12, 2023

City of Abashiri, City Hall
Minami 6, Higashi 4,
Abashiri, Hokkaido, JAPAN 093-8555

Attn: Mayor Yoichi Mizutani

Dear Mayor Mizutani

Re: Mayoral Re-election

On behalf of Council, please accept our sincerest congratulations on your successful re-election as Mayor to our Sister City of Abashiri.

Since 1986 the City of Port Alberni and the City of Abashiri have been engaged in a twinning relationship to foster a mutual understanding and friendship between the two communities.

As we move into 2023 marking the City of Port Alberni and Abashiri's 37th Anniversary as Sister Cities we look forward to continuing our friendship and hope to see the return of visitor and student exchanges which serve to promote economic, educational and cultural awareness and contribute to the good will between our countries.

We wish you success on your second term in office.

Yours truly
CITY OF PORT ALBERNI

A handwritten signature in blue ink, appearing to read "Sharie Minions".

Sharie Minions
Mayor

RECEIVED

JAN 12 2023

From: Andrea Chan <sayspresident@gmail.com> CITY OF PORT ALBERNI
Sent: January 11, 2023 6:40 PM
To: Andrea Chan <sayspresident@gmail.com>
Subject: Invitation to Vancouver Island Regional Science Fair

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other *Com Summary*
- File # 0230-01 *RCM Jan 23, 23*

Dear Mayor and Council,

I am contacting you on behalf of the Society for the Advancement of Young Scientists (SAYS), which has been registered under the Societies Act of BC since 1974 as a non-profit society. The objective of SAYS is to foster scientific inquiry among young people by running the Vancouver Island Regional Science Fair (VIRSF).

I would like to cordially invite you and your council to visit the fair this year and to help us recognize the youth from grades 4 to 12 of today, the efforts that they have put into their projects, and the interest they have shown in education and exploration of scientific and engineering topics.

VIRSF is being hosted at the University of Victoria in the Student Union Building. The fair is on April 16-17, 2023. Public viewing will take place on April 16th from 1:00pm-4:00pm and April 17th from 10:00am-12:30pm.

VIRSF provides a platform for young scientists to showcase their hard work, research, and inquiry projects while connecting with experts, professionals, and community members. Our catchment area includes lower Vancouver Island (south of Campbell River) and the Gulf Islands. It would be an honour to have representatives of the mayor and council from districts within our catchment area to come and show support for our local young scientists.

Thank you very much for your consideration!

Kind regards,

Andrea
President of the Society for the Advancement of Young Scientists
sayspresident@gmail.com
<https://www.virsf.ca/>

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JAN 17 2023

CITY OF PORT ALBERNI

From: Osborne.MLA, Josie <Josie.Osborne.MLA@leg.bc.ca>
Sent: January 16, 2023 2:04 PM
To: Osborne.MLA, Josie <Josie.Osborne.MLA@leg.bc.ca>
Subject: Announcement from Government

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other
- File # 0400-20-MLA *Cons Summary*
Rev. Jan 23, 23

Hello all,

MLA Osborne wanted to highlight this important announcement on the Rental Protection Fund!

The Rental Protection Fund will provide one-time capital grants to non-profit housing organizations so they can purchase affordable residential rental buildings and ownership co-operatives listed for sale to protect the renters who are living there and safeguard those rental units for the longer term. The fund is expected to protect thousands of affordable housing units throughout the province. The Rental Protection Fund will be operational in the coming months and will be financed prior to March 31, 2023.

The fund will be managed by an external entity, the Housing Protection Fund Society, consisting of the BC Non-Profit Housing Association (BCNPHA), Co-operative Housing Federation B.C. (CHFBC), and the Aboriginal Housing Management Association (AHMA).

More information on this announcement can be found [here](#).

Please let our office know if you have any questions.

Cheers,

Andrea McDonald | Constituency Assistant
office of **Josie Osborne, MLA**
Mid Island-Pacific Rim
(pronouns: she/her/hers)



We acknowledge that we are living and working on the traditional lands of the Ahousaht, Ditidaht, Hesquiaht, Hupaçasath, Huu-ay-aht, K'ómoks, Qualicum, Tla-o-qui-aht, Toquaht, Tse-shaht, Uchucklesaht, and Yuuluʔiʔath.

CONFIDENTIALITY NOTICE: The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.

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JAN 18 2023

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 checked="" type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <i>Comm Summary</i>
File # <u>5810-01</u>	<i>Rec'd Jan 23, 23</i>

To Mayor and Council,

Two decades ago, the Westporte Place subdivision was developed on the north-west end of the city near River Road and Falls Road. It included a large grass field and play structure as well as a small “tots” play area. In 2017 the city sold the large park to Rainbow Gardens who were going to provide a new play area within their new development plan as part of purchase agreement. To date nothing has been built. The city still maintains ownership of the small tots play area.

In March 2020 I emailed the Parks & Recreation Director about the terrible condition of the small park’s playground structures. Her reply was that “Staff are currently exploring further options for repair/replacement of equipment in that same park this year”. Nothing was done until the parks crew arrived this past November 17th 2022 to erect fencing and closed the play area due to unsafe conditions. The city has also removed playground equipment from a number of other parks throughout the city because they were also deemed unsafe and have yet to be replaced.

At the October 24th 2022 council meeting the Port Alberni Cubs Oldtimers Baseball team representatives were asking council to have 2 baseball fields brought up to an acceptable playing standard to host the Canadian National Oldtimers Championships. If the team representatives had not asked for the improvements, I doubt the city would have proactively planned to do any of the work to improve them.

Included in the December 12th 2022 council meeting agenda was a letter from the Alberni Valley Minor Softball Association regarding the terrible conditions of ball fields and the frustration over the years of getting them to a decent playing standard. This is clearly not just a one off...the city even closed a ball field this past summer because it was deemed unsafe.

This raises a few questions:

- How did the ball fields and playground equipment get to this poor state in the first place?
- Have they not received regular maintenance and improvements?
- Is there a lack of staff or lack of organization necessary to schedule and conduct the work?

There was a time when the city maintained high standards of quality for our parks, playgrounds, and ballfields that were the envy of out of town teams who played on them. But over the last 6 years the condition of our city’s assets, not just ball fields, have continually dropped to the point where this administration’s answer seems to be to ignore, remove, or close them.

I have emailed the City many times over the last year about the lack of maintenance of the trails including photos showing the overgrowth of the trails and drainage issues along them. After a conversation with the Director of Corporate Services on April 28th 2022, and at her request, I emailed photos of tripping hazards along the Kitusksis Dyke Walkway as well as rotten directional signs on other City trails.

After 3 weeks (May 20th 2022) of hearing nothing back and seeing no repair work or maintenance done on the walkway, I wondered if the email was lost so I followed up. This time I sent the same email to the Deputy Clerk and also included the Director of Parks and Rec, since the walkway falls under her jurisdiction, as well as the City Engineer, since in the email there were pictures of erosion of the bank and riprap from run-off under the Gertrude St. Bridge that would require his attention.

To date nothing has been done to correct any of the problems.

Again, why have these important assets not been maintained? It can't be for lack of funding since the city has redirected \$1.6 million from the Parks Reserve fund for the quay-to-quay path. In addition, another \$780,000 has been spent on said path per the last audit update with nothing to show for it except deteriorating city assets. And now, per comments from the mayor, council is going back to the drawing board to try to create "loops" at each Quay that might seem more attractive. Seems to me that this project has not been well thought out or planned from the beginning.

During this upcoming budget process, it may be time for this new council to get its priorities straight and conduct a serious review of the quay-to-quay project and stop pushing its value. Close to a million dollars of tax payer money has been wasted on it that could have been used to fix many other city assets that are in dire need of maintenance and repairs. Not just ball fields, play grounds, or trails; but roads, sidewalks, city buildings, and facilities too. Not to mention that nothing has been saved towards a new aquatic centre.

Randy Fraser

P.S. Included are a few photos of the overgrown trails, rotten signs, trip hazards on the dyke and the washout of the bank under Gertrude St. Bridge that I previously submitted which have yet to be addressed.

Pictures showing plants growing over and interfering with the paths along various city trails



Pictures showing tripping hazards along Kitsuksis Dyke walkway



Picture of the eroding bank at the Gertrude St bridge on the Dyke walkway



Picture of one of the many deteriorating signs along the Maquinna trail



Picture of the eroding bank at the Gertrude St bridge on the Dyke walkway



Picture of one of the many deteriorating signs along the Maquinna trail



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JAN 09 2023

CITY OF PORT ALBERNI

Alberni Valley Museum
and Heritage Commission



Heritage Commission Meeting
December 7, 2022

Minutes

Location:
Alberni Valley Museum

Attendees:
Charles Mealey
Claudia Romaniuk
Colin Schult
Don Mallon
Gareth Flostrand
Ken Watson
Penny Cote
Willa Thorpe (staff)

Regrets:
Bill Collette
Ed Ross
Pam Craig

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other *Comp. Summary*
- File # 0360-20-AVHC

Called to order: 7:00pm

1. Moved by Ken that the agenda of the December 7, 2022 meeting be approved as circulated.
2. Moved by Don, seconded by Penny, that the minutes of the November 2, 2022 meeting be approved as circulated.
3. Old Business
4. Correspondence
 - a. Parks Canada Cost-Sharing Grant
 - i. The annual grant application process is live and staff will be applying before the January 6 deadline.
5. New Business – none
6. Reports
 - a. Regional District

Heritage Commission Meeting
December 7, 2022
Minutes



**Highlights from the Alberni-Clayoquot Regional District
(ACRD) Board of Directors Meetings - November 2022**

NOVEMBER 9 MEETING

ELECTION OF CHAIR AND VICE-CHAIR

The Board of Directors chose Director John Jack for the chairperson role for 2022/2023, and Director Debbie Haggard will fill the role of vice-chairperson.

DECLARATION OF THE 2022 ELECTION RESULTS

The Board received the 2022 Declaration of Official Election Results and Determination of Official Election Results for the following Directors: "C" (Long Beach), "D" (Sprat Lake), "E" (Beaver Creek), "F" (Cherry Creek) and the Declaration of Acclamation for Directors: Electoral Area "A" (Bamfield) and Electoral Area "B" (Beaufort). (The members of the Board are listed to the right.)

PRESENTATION ON RENT BANK SERVICE

A delegation presented on the Rent Bank Service. This service provides financial assistance to tenants who are unable to pay rent or essential utilities due to unexpected short-term crisis. The Connective Support Society is hoping to extend their service across Vancouver Island. The delegation requested an annual contribution of \$10,000 from the Alberni-Clayoquot Regional District or the Rent Bank Service and advised they will be making a similar pitch to all Regional Districts and Municipalities on Vancouver Island.

VANCOUVER ISLAND REGIONAL LIBRARY BOARD

The Board of Directors appointed Director Cole to the Vancouver Island Regional Library Board for 2023, and Director Jack was appointed the alternate.

BAMFIELD ADVISORY PLANNING COMMISSION

The Board appointed Bob Baden to the Bamfield Advisory Planning Commission for a two-year term.

UPCOMING MEETINGS

West Coast Committee Meeting - December 7, 10 am - ACRD Boardroom/Zoom
Board of Directors Meeting - December 14, 1:30 pm, followed by the Regional Hospital District - ACRD Boardroom/Zoom
Closure for holiday break - The ACRD office will be closed from December 28 to January 3, re-opening on January 3. All meetings are held in the ACRD Boardroom, and virtually. Visit the Regional District website at www.acrd.bc.ca for further details on public participation in meetings. Input on upcoming meetings may be emailed to: meetings@acrd.bc.ca

NOVEMBER 23 MEETING

CELEBRATING STAFF MILESTONES & BEGINNINGS



The Board of Directors were introduced to Rich Takunas, the ACRD's new information technology technician, who started on October 31. They also recognized Charity Halberg Dodds (left), planning technician/bylaw enforcement officer, for her 15 years of service with the ACRD. Water Utilities Lead Matt McLeod (right) was also recognized for five years with the Regional District (pictured with Director Haggard).

TSAWIK-QUIN PUBLIC ADVISORY GROUP

The Board appointed Director Roth to the Tsawik-quin Public Advisory Group for 2022/2023, with Director Jack as the alternate.

APPLYING FOR UBCM FUNDS FOR EMERGENCIES

The Board passed a motion to apply to the Union of BC Municipalities - Community Emergency Preparedness Program Fund for Emergency Support Services and Emergency Operations Control and Training, with interested grant partners.

RESOLUTION FOR THE VICC CONVENTION

A motion passed asking Board member to submit resolutions for consideration at the 2023 Association of Vancouver Island & Coastal Communities Convention by January 13, 2023 and, based on submissions received, staff will bring back drafted resolutions and background materials for consideration of endorsement by the Board of Directors prior February 9, 2023.

BAMFIELD LIQUID WASTE MANAGEMENT UPDATE

The Board supported staff proceeding with community engagement on establishing a wastewater collection service. This will involve presenting details on what a wastewater service would entail, including the physical requirements, phased options, geographical scope, potential grants, and costs to the community.

BOARD OF DIRECTORS

- Chair: John Jack**
Hus-a-yah First Nations
- Director Susan Roth**
Electoral Area "E" Beaver Creek
- Director Bob Beckwith**
Electoral Area "A" Bamfield
- Director Fred Boyko**
Electoral Area "B" Beaufort
- Director Vaida Siga**
Electoral Area "C" Long Beach
- Director Penny Cole**
Electoral Area "D" Sprat Lake
- Vacant**
Electoral Area "F" Cherry Creek
- Mayor Shari Minton**
City of Port Alberni
- Councillor Debbie Haggard**
City of Port Alberni (vice-chair)
- Councillor Tom Stern**
District of Tofino
- Mayor Marilyn McEwen**
District of Ucluelet
- Councillor Kirsten Johnson**
Towquah Nation
- Councillor Wilfred Coates**
Uchuckwastit Tribe Government
- Councillor Charles McCarthy**
Yuulw'ath Government (Alternate director)

For more information, agendas for meetings, and official minutes from the Board of Director meetings, visit the ACRD Website (www.acrd.bc.ca) or contact the General Manager of Administrative Services at 250-720-2700 or e-mail wforshaw@acrd.bc.ca.



Heritage Commission Meeting
December 7, 2022
Minutes

- b. Maritime Heritage Society
- i. Our AGM was held on December 5th and the current Board of Directors was re-elected for another year. The Board consists of Ken Watson (President), Dave Cox (Vice-President), Don Jones (Treasurer), Gareth Flostrand (Secretary) and five Directors; Lawrence Charnell, Pete Geddes, Jean McIntosh, Ken McKinnon and Geo Monrufet. Thanks to Hugh Grist for conducting the election for us.
 - ii. The past year has been a busy one for our organization as we recovered from COVID-related issues and got back to “normal” operations. We were successful in keeping the Gallery open to the public all year, hosting several interesting new exhibits and in providing our child and youth-oriented summer programming.
 - iii. Tsunami Exhibit – in March The 1964 Tsunami Exhibit upgrade was completed at the Gallery. This is a great n new permanent exhibit for the Gallery. Thanks to David Cox as well as Kirsten Smith and Amy Vandal from the AV Museum for all their work on this
 - iv. Vanlene Exhibit — Thanks to Joe Stanhope and his family who loaned many of the artefacts for this great exhibit. It was taken down in June to make way for a new temporary display and the loaned artefacts were returned to their owners. Thanks to Dave Cox and Emily Jones for their work creating this exhibit.
 - v. Harbour History Pictorial Display - A new exhibit consisting of a collection of Black & White photographs of Port Alberni’s harbour taken by John Taylor in the 1980’s was completed in the gallery in July and on display until October. Thanks to Dave Cox and to the AV Museum staff for their help with this project.
 - vi. Summer Programs – During July and August our Summer programs were presented successfully by Kendra Neary, our Coordinator, assisted by T.J. Barrowcliff and Debbie Price. Our 2022 summer season saw a total of 1,992 visitors. We did not receive a Canada Summer Jobs Grant this year but were able instead to secure funding from the Alberni District Co-op and the Alberni Valley Community Foundation.
 - vii. Facility Coordinator Position – In September Kendra Neary, our Facilities Coordinator for the past year left to go to university. Thanks to Kendra for all her hard work. In October Chris Johnson was recruited to take on the Coordinator position. Chris has already come up with many new ideas and has been putting up very interesting maritime related posts on our Facebook page as well as doing some amazing research on our local maritime history.
 - viii. Canoe Exhibit – A new exhibit is now in the Gallery centering around the wonderful “Ladies Canoe” that is on loan to us from the Tseshaht First



Heritage Commission Meeting
December 7, 2022
Minutes

Nation. This display also includes the beautifully carved Hesquiaht canoe model created by Tim Paul. This model was presented to PAMHS by Tim at a recent Reconciliation Day Ceremony in recognition of hosting Tim and his fellow carvers in our compound while they created the Language Revitalization Pole now erected at Millstone Park. Thanks to Dave Cox and Geo Monrufet for their work on this exhibit.

- ix. Photo Contest – In October we sponsored a photo contest via our Facebook page inviting submission of images featuring our harbour, the Alberni Inlet and Barclay Sound. We were pleased to receive many excellent images. These are now on display in the Gallery.
 - x. Lighthouse Repairs – This iconic Port Alberni waterfront building is now over 20 years old and its maintenance and repair required considerable effort and expense for us this year. The roof began leaking in several spots early this year. Kudos to Javen Simon Roofing who were able to make emergency repairs in poor weather and install a completely new roof this fall. We were fortunate in receiving financial assistance for this roof replacement from both the Port Authority and ACRD. In addition, weather and vandalism have caused considerable damage to the building's shingle siding, particularly on the water side. Repairs were recently undertaken to the water side wall and more work is required. There have also been some plumbing and wiring issues to be addressed.
 - xi. Pelican Project - Work sessions on this project continue and the vessel is starting to take shape.
 - xii. Teak Lady – This heritage vessel which has a colourful history both in the far east and the Alberni Valley was donated to us by Bob Cole last year. We have set aside some funding for the protection and restoration of this vessel to start in 2023.
- c. Industrial Heritage Society
- i. The fellows at the IHS building have been trying to stay warm, they are in process of rebuilding the brakes on the Museum owned 1938 Railroad Mack, we presently have 90 percent of what's required and you can appreciate finding these pieces can be a challenge.
 - ii. On November 21st we hosted a group of 15 five to eight year olds from the Parks, Recreation and Heritage Pro-D Day camp having a tour and experiencing some of the hands-on activities that the club has set up; the feedback was it was a success.
 - iii. December 10 from 11 am to 3 pm at the Industrial Heritage Centre we are hosting a Christmas Pop-Up Market. We are featuring West Coast artist Michael Dean who will be selling his maritime, fishing and logging scenes.



Heritage Commission Meeting
December 7, 2022
Minutes

We will also have stocking Stuffers on sale, Vital Voices, calendars, museum gifts, T-shirts etc. Also, an activity table for kids.

- iv. Two antique trucks have been decorated with lights and will cruise around the town sometime in December, we have also decorated the inside of the IHC for the upcoming market.

d. Historical Society

- i. Volunteer hours in November totalled 206 hrs. Way to go Ladies!
- ii. Our volunteers will take a much-deserved break from Dec. 15 – Jan 3. If you need anything from the Archives during Christmas week, contact Maxine Munsil.
- iii. Volunteers are in the Archives - Tues – Thurs, 11 am – 3 pm. Masks are mandatory!

e. Community at Large

i. December Activities Around Town

ALL MONTH – Winter Wonderland @ Multiplex

8th – TOTEM 67 Media Day – ADSS 315-515pm

8th - The OK, DOPE Stand-up Comedy Tour live at Dog Mountain Brewing
7pm

9th - Dog & Cat Teeth Cleaning @ Bosley's

9th and 10th - Brock's Cream & Soapery annual pop-up in PA @ Jumping
Slug Cyclery 11-4

10th - Family Affair Holiday Market @ 4271 Southgate – Vendors 10-4

10th and 11th – Portal Players presents 'twas the Night before Christmas
reading followed by photos with Santa 1-3pm by donation

11th – San Group 3rd Ave – Hot Food for those in Need – 11am

13th – San Group – Guests will join SG at Rim Rock Casino for dinner 530pm
– for those needing help to celebrate Christmas, Individuals or Families in
need.

13th – AV Nature Club hosts a talk titled "Invasive Plants: What can we do?"
@ AV Christian Reform Church Roger St 7pm

16th – Leave Her Wild Mini Market – Indoor market 4-8pm

17th – Portal Players presents a special reading of "A Christmas Carol" @
730pm – by donation

17th and 18th - Portal Players presents 'twas the Night before Christmas
reading followed by photos with Santa 1-3pm by donation

25th – Santas for Seniors 9am – no other details yet

26th - The Zattzoo Boxing Day Memorial Cup – 6-10pm @ Multiplex



Heritage Commission Meeting
December 7, 2022
Minutes

- 31st - Caleb Hart & Co. w/ DJ Surgery & PK Funk | NYE in Port Alberni – Kinsmen Community Centre
31st - New Year's Extravaganza @ Fish and Duck Sproat Lake Resort
6pm=1am
- ii. January 7th - Christmas Tree Recycling @ Echo Community Centre 10-4pm – by donation to KidSport PA
- f. School District
- i. The next Public Board Meeting is Dec 13 at 5pm at the Board Office.
 - ii. The Board of Education recently held the Education Committee of the Whole. At this meeting, the Board learned about the successes of the District's International Program. The District has 25 students from Germany, Italy, Spain, Netherlands, Luxembourg, Taiwan, China and Thailand. The International program is important for those students who come to our District but also, more importantly, the enrichment of the learning environment for local students. The District is conversing with agencies from other countries to diversify the program, for example, Japan and Korea. The District has 21 active homestays with an additional 10 homestays available for September 2023.
 - iii. SD70 will be developing a second "Elder's Cultural Council" on the West Coast to incorporate the Nations on the coast to advise the district on many First Nation's programs and events. The Elder's Cultural Council in the Alberni Valley has been very active by contributing strategies for improving student success and overall achievement. The Elder Cultural Councils will be consulted on the creation of locally developed First Nation Courses. All B.C. Students are required starting in 2024 to take a First Nations studies course as a graduation requirement.
 - iv. The District has applied for New Child Care Spaces at EJ Dunn, Tsuma-as, Wickaninnish, Howitt and Maquinna for a total award of \$5,201,618.00. The District also has a grant request in to the Ministry for New Spaces at Ucluelet Secondary for \$598,285.14.
 - v. All schools are preparing and rehearsing many seasonal celebrations like concerts, band Concerts, Santa Christmas Shop, skating at Winter Wonderland, and much more.
 - vi. Totem planning is well underway and Totem has announced 'Totem Spirit' Candidates. Put Totem in your calendar for January 3 – 5 at ADSS (all games at ADSS this year). Totem is unique. There is nothing else in the Province that parallels the culture that this tournament has created for the community.



**Heritage Commission Meeting
December 7, 2022
Minutes**

- g. Chamber of Commerce
 - i. We are pleased to confirm that our lovely display of Christmas lights is shining brightly at the Visitor Centre. We thank the team at Port Alberni Association for Community Living for once again helping us with this annual task.
 - ii. Our visitor counts continue to lag behind pre-pandemic times, but we are seeing some indicators of increased travel through 2023. One bright spot for BC is its being named as a top destination on the planet – I believe at number 23.
 - iii. We are currently looking for an Office Manager to join our team. Of particular interest to us is someone with exceptional knowledge of the Alberni Valley.
 - iv. December is a big month for the Chamber's annual renewal process. We are thrilled with the response for December end as about 20% of members who received their invoices on December 1st have already submitted payment (in 3 business days).

- h. McLean Mill
 - i. Due to staffing challenges we opted to cancel our initial plans for a Heritage Christmas Event and Festival of Trees. Upon review of our planning and execution from 2021, a year with some significant restrictions in play, we realized that we did not and do not have the horsepower to pull these simultaneous events off.
 - ii. Because of the above we have moved all retail inventory to the Visitor Centre so that we can sell from the one site only during the holiday season. Longer term plans call for a revamp of our inventory holdings such that we are even more closely aligned to 'Island Good' products.
 - iii. Though we are 'closed' for the season we are still getting enquiries for weddings and other events. At present we have 11 weddings booked for 2023 and we typically meet with at least 1-2 couples per week for consultations.
 - iv. Our staff are currently working on the Bike Seat program by way of repairing and cleaning of the e-bikes and we are also refreshing our picnic tables for use in 2023.

- i. Community Arts Council
 - i. Gallery Exhibits
 - 1. At present we have our annual Mistletoe Market until December 23- membership appreciation days Friday, December 2, and Saturday, December 3.



Heritage Commission Meeting
December 7, 2022
Minutes

2. Beginning January 31-March 24 we have a Port Alberni Landmark art Exhibit. Artists may choose any landmark and any medium. We are doing this in partnership with the Rotary Club. The community will be able to vote on their favourite artwork, and it will be made into a puzzle image. Artist meet and greet will be on Saturday February 4, 1-3 pm.
- ii. Workshops
 1. Michelle Frost felted ornament class on Friday, December 9th.
 2. Olivia Gojdova – Kids craft drop in, 1-3, Saturday December 10
 - iii. Fundraisers
 1. Celtic Chaos – happened on Sunday, November 6 at 2 pm. 122 tickets sold
 2. Art Throwdown Tuesday November 15. Another one is being considered for the summer.
 - iv. Light Up
Held on Friday December 2 at the Quay. The event was well attended and the ADSS carol band provided a great selection of Christmas music (70 members)
 - v. Conversation Café
Final one of 2022 was held on December 1 at Steampunk Cafe. Group decided to form a new group called the Arts Hub that will meet once a week at the Capitol Theatre.
- j. City Council – no report
- k. Museum
- i. Exhibits: The Suitcase Project and Marvellous Mushrooms – the Suitcase Project opened December 2 – a multimedia exhibit showcasing the work of photographer Kayla Isomura. Kayla began her research by asking yonsei and gosei (fourth and fifth generation) Japanese Canadians and Americans what they would pack if uprooted from their homes in a moment's notice. While these descendants of the WW2 internment and incarceration may never have to endure the same forced uprooting as their ancestors, Kayla Isomura's work examines how they, and those descended from families who experienced other forms of discrimination, remain affected by this history today. Will run through to January 23. The Mushroom exhibit runs through to January 7
 - ii. Film Fest – Our first series since before COVID-19 has been a success; all three films were sold out and have received great comments from folks about the line-up. The Peace by Chocolate products we brought in were also



Heritage Commission Meeting
December 7, 2022
Minutes

a hit and all were sold out by November 29th. We have submitted our requested films for winter 2023 series and hope to have it all confirmed and tickets available before Christmas.

- iii. Museum Shop – There are lots of new products for Christmas some really lovely gifts ideas so please remember to come in and have a look and tell others. We have worked with Coombs Country Candy to produce two new Christmas chocolate bars with unique flavours and the label features an antique Christmas card from our collection. The bars went on sale Dec. 1; staff will have museum shop products and children’s activities at tables at the Industrial Heritage Center’s Christmas Market on December 10 from 11-4.
- iv. School and Public programs have been going well – Lots of interest and use of the Mushroom school program as well as the four core programs we have brought back. Birthday parties have been popular and as well as two combined programs with the Library. We held a combined Christmas card and letter writing and Museum Shop at Christmas evening. We are doing family drop in Christmas craft and game evenings 6 to 8pm Thursdays December 7, 14, 21. Preparations are underway for a school program for the suitcase exhibit.
- v. The Clutesi Exhibit is well in progress and will open at the Alberni Valley Museum on March 16, 2023. This is a big and important exhibit and project for the Museum; we are honoured to be opening it first here in Nuu-Chah-Nulth territory. We have been in meetings with planning team and work is progressing well.
- vi. Discussions are still underway with members of the Huu-ay-aht regarding repatriation of artefacts and have provided accession and documentation records to the contract curator and will proceed with discussions again in the New Year.
- vii. On behalf of Ron Hamilton we have received a repatriated paddle from the Buxton Museum and Art Gallery, Derbyshire, UK. We are strictly the stewards of this piece and safe repository – there has been no official announcement of its arrival – that will come under the direction of Ron.

l. Hupacasath First Nation – no report

m. Tseshaht First Nation – no report

7. Next Meeting

- a. Wednesday, January 4 → 7pm (Alberni Valley Museum)



Heritage Commission Meeting
December 7, 2022
Minutes

8. Adjourn
 - a. Moved by Colin to adjourn the meeting at 8:05pm

Councillor Report

For January 23, 2023

Councillor Debbie Haggard

January 5, 2023 – Elected Chief Councillor of the Tseshaht First Nation, Ken Watts, and I met to further strengthen the relationship between the City and the Tseshaht Council. We discussed projects that are important to each of us and committed to regular meetings.

January 10, 2023 – Alberni Valley Tourism Association – Highlights include:

- Review of the financial statements for the year 2022
- Review of two proposals for the position of a Social Media Ambassador. It was decided to more clearly define the wants and needs of the AVTA.
- Discussion on AIRDNA. It was agreed that we need to find out who our travellers are. However, because this is a new Board, it was decided to ask if they could give a presentation to the Board before a final decision is made on whether to utilize this service.

January 10 – 11, 2023 – Community Economic Development Initiative (CEDI) workshop – City Council and Council members of both the Tseshaht and Hupacasath First Nation, came together for a two day workshop to establish and support a community economic development project.

January 11, 2023 – Alberni Clayoquot Regional District board meeting – Highlights include:

- Endorsed the creation of the Alberni Valley Aquatic Advisory Committee
- Marcie Dewitt, Coordinator for the Alberni Clayoquot Health Network, gave the Board an overview of the annual activities report and plans for the UBCM Poverty Reduction grant.

January 12, 2023 – I met with the Executive Director of the **Alberni Valley Chamber of Commerce** to discuss potential community projects. The Chamber is very active in working with other groups and is always eager to include the City in those discussions.

January 12, 2023 – Community Action Team – Highlights include:

- Hiring of a part time Peer Coordinator
- Presentation from the BCCDC partnership with health authorities and community partners to send anonymous toxic drug and health alerts by text in BC
- CAT purchased 400 mylar ponchos that have been distributed throughout the community

MODEL CODE OF CONDUCT

Getting Started on a Code of Conduct for Your Council / Board

Produced by the Working Group on Responsible Conduct

Updated in October 2022



Table of Contents

INTRODUCTION & EXPLANATORY NOTES	3
What is a code of conduct?	3
What is the purpose of this document?	3
What are some considerations in developing and using a code of conduct?	4
MODEL CODE OF CONDUCT	6
A. INTRODUCTION	6
B. HOW TO APPLY AND INTERPRET THIS CODE OF CONDUCT	6
C. FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT	7
D. OPTIONAL: VALUE STATEMENTS	7
E. STANDARDS OF CONDUCT	8
F. ENCOURAGED: ENFORCEMENT MECHANISMS	10
G. OPTIONAL: ADDITIONAL POLICIES	11

The Working Group on Responsible Conduct is a joint initiative between the Union of BC Municipalities, the Local Government Management Association, and the Ministry of Municipal Affairs. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.

INTRODUCTION & EXPLANATORY NOTES

What is a code of conduct?

- A code of conduct is a written document that sets shared expectations for conduct or behaviour. A local government council or board can adopt a code of conduct to establish shared expectations for how members should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for their community.
- Responsible conduct of elected officials is not optional; it is essential to good governance. Responsible conduct refers to how government elected officials conduct themselves with their elected colleagues, with staff, and with the public. It is grounded in conducting oneself according to principles such as integrity, accountability, respect, and leadership and collaboration.
- A code of conduct is one tool that can be used by a local government council or board to promote or further responsible conduct. See the [Forging the Path to Responsible Conduct in Your Local Government](#) guide for complementary tools.

What is the purpose of this document?

- The purpose of this document is to provide local government council or board members with a model code of conduct which establishes a set of principles and general standards of conduct that can be used as a starting point to develop their own code of conduct.
- This model code of conduct may also be useful for councils or boards who already have a code of conduct in place but are required to consider updating their code following the 2022 general local elections.
- The Working Group on Responsible Conduct has also developed a “Companion Guide” to accompany this document that provides discussion questions, things to keep in mind, and other tips to facilitate a council or board’s conversation in developing a code of conduct.
- The general standards of conduct set out in this model code of conduct reflect the foundational principles of integrity, respect, accountability, and leadership and collaboration. Local governments are required to reflect on these principles when considering whether to establish or update a code of conduct.
- Councils or boards may choose to customize and expand on the general standards of conduct provided in this model code of conduct by:
 - Adding examples of specific behaviours or other details to further elaborate on the standards of conduct that are provided;
 - Including additional standards of conduct that address topics of importance to the council or board and which are not directly dealt with by the standards of conduct already provided;
 - Including additional provisions in the code of conduct to support compliance or to cover informal resolution processes, formal enforcement processes such as complaints investigation and final resolution, and sanctions; and/or

- Incorporating, referencing or attaching other policies that are generally related to responsible conduct (such as social media policies), where a council or board feels it is appropriate.

What are some considerations in developing and using a code of conduct?

- In developing a code of conduct, council or board members should consider not just the content of the code of conduct, but also how to make it meaningful for members, both as individuals and as a collective decision-making body. While there is no ‘right’ way to develop and use a code of conduct, councils or boards should consider the following to maximize the effectiveness of their code of conduct:
 - *Don’t overlook the importance of the process when developing and adopting a code of conduct:* How a code of conduct is developed and adopted matters; providing opportunities for council or board members to discuss not just the “what” but also the “why” of a code of conduct will help ensure its effectiveness.

To start with, understanding the context for developing and adopting a code of conduct is important – is the council or board being proactive or have there been particular incidents of concern; does the council or board need to consider its collective “blind spots”, such as identifying and airing subconscious assumptions or systemic barriers? Discussing the language and content of the code of conduct and how it can best be customized to meet the needs of the council or board and individual members is also important. Discussing shared expectations as a part of the orientation process for newly elected officials or including the code of conduct as an outcome of a strategic planning process (with dedicated follow-up opportunities for development) could be good ways of ensuring a code of conduct is adopted in a meaningful way.

- *Make the code of conduct meaningful:* Finding ways to integrate the code of conduct into the council or board’s ongoing governance will help ensure that it remains a relevant and effective living document. For instance, some councils or boards may choose to refer to the code of conduct at every meeting; others may have a copy included in every agenda package or framed on the wall in the meeting room or placed on the desk of each elected official as a regular point of reference.
- *Make sure the code of conduct is consistent with existing laws and policies:* Council or board members may include a variety of topics in their code of conduct. Where existing laws or policies deal with topics they choose to include in their code of conduct (i.e., privacy legislation; Human Resources policies; etc.), they must ensure that their code of conduct is consistent with those laws and policies.
- *Offer ongoing advice, education, and support:* A council or board will also want to consider how members can best be supported in working with their code of conduct. This could include, for example, general education around the purpose of codes of conduct, opportunities for members to receive specific advice on how the code of conduct should be interpreted and applied, as well as other ongoing opportunities for support and education – for example, orientation when new members join the council or board or regular debriefings following council or board meetings to discuss how effectively the code of conduct guided the discussion.
- *Revisit it regularly:* Council or board members should approach their code of conduct as a living document to be reviewed and amended from time to time, to ensure that it remains a relevant and

effective tool. At a minimum, councils and boards are required to consider updating their code of conduct following a general local election; however, it is encouraged that councils and board review it more often than once per term.

MODEL CODE OF CONDUCT ¹

A. INTRODUCTION

As local elected representatives (“members”), we recognize that responsible conduct is essential to providing good governance for the [city / municipality / regional district / district] of [name of local government].

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

B. HOW TO APPLY AND INTERPRET THIS CODE OF CONDUCT

This code of conduct applies to the members of [city / municipality / regional district / district] of [name of local government]. It is each member’s individual responsibility to uphold both the letter and the spirit of this code of conduct in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This code of conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable federal and provincial laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to members individually or as a collective council or board.

¹ Some sections of this code of conduct include additional information in a shaded box. This information is for guidance and context only and is not intended to be included in a local government’s code of conduct.

C. FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

Information about the Foundational Principles:

The foundational principles of integrity, respect, accountability and leadership and collaboration have been identified by the Working Group on Responsible Conduct as being important to promoting and furthering responsible conduct and should be incorporated into every code of conduct.

A high-level definition of each foundational principle, along with a general description of the type of conduct that upholds each principle, is provided below. These principles are intended to provide members with a shared understanding of responsible conduct and guide them in fulfilling their roles and responsibilities both as individual elected officials and as a collective council or board. Key standards of conduct are set out in subsequent sections of this model code of conduct to provide specific examples of the types of conduct that demonstrate the foundational principles.

These four principles, in conjunction with the key standards of conduct, can be used as a guide for elected officials against which to assess their own conduct.

1. **Integrity** – means conducting oneself honestly and ethically.
2. **Respect** – means valuing the perspectives, wishes, and rights of others.
3. **Accountability** – means an obligation and willingness to accept responsibility or to account for one’s actions.
4. **Leadership and Collaboration** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts.

D. OPTIONAL: VALUE STATEMENTS

Information about including Value Statements:

A council or board may wish to customize their code of conduct to include ‘value statements’. These are high-level statements that identify the values that the council or board consider important and feels should be included for context in their code of conduct.

A council or board may find the “Companion Guide” to this code of conduct useful as they consider how ‘value statements’ may be incorporated into their own code of conduct.

E. STANDARDS OF CONDUCT

Information about the Standards of Conduct:

The following section provides general standards of conduct that reflect the foundational principles identified above. A council or board can customize their code of conduct by including additional standards of conduct, or by expanding on existing standards of conduct to more clearly demonstrate how a member can exemplify responsible conduct.

A council or board may find the “Companion Guide” to this code of conduct useful as they consider how these general standards of conduct may be customized to best fit their needs.

Integrity: Integrity is demonstrated by the following conduct:

- Members will be open and truthful in all local government dealings, while protecting confidentiality where necessary.
- Members will behave in a manner that promotes public confidence, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct.
- Members will act in the best interest of the public and community.
- Members will ensure actions are consistent with the shared principles, values, policies, and bylaws collectively agreed to by the council or board.
- Members will demonstrate the same ethical principles during both meetings that are open and closed to the public.
- Members will express sincerity when correcting or apologizing for any errors or mistakes made while carrying out official duties.

Respect: Respect is demonstrated through the following conduct:

- Members will treat elected officials, staff, and the public with dignity, understanding, and respect.
- Members will acknowledge that people’s beliefs, values, ideas, and contributions add diverse perspectives.
- Members will create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.

- Members will refrain from any form of discriminatory conduct against another elected official, staff, or the public.
- Members will honour the offices of local government and fulfill the obligations of Mayor/Chair and Councillor/Director dutifully.
- Members will recognize and value the distinct roles and responsibilities of local government staff.
- Members will call for and expect respect from the community towards elected officials and staff.
- Members will ensure that public statements and social media posts that concern other elected officials, staff, and the public are respectful.

Accountability: Accountability is demonstrated through the following conduct:

- Members will be transparent about how elected officials carry out their duties and how council conducts business.
- Members will ensure any information and decision-making processes are accessible to the public while protecting confidentiality where necessary.
- Members will correct any mistakes or errors in a timely and transparent manner.
- Members will accept and uphold that the council/board is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for their behaviour and individual decisions.
- Members will listen to and consider the opinions and needs of the community in all decision-making and allow for public discourse and feedback.
- Members will act in accordance with the law, which includes, but is not limited to, the statutes, bylaws, and policies that govern local government.

Leadership and Collaboration: Leadership and collaboration is demonstrated through the following conduct:

- Members will demonstrate behaviour that builds public confidence and trust in local government.

- Members will provide considered direction on municipal policies and support colleagues and staff to do the same.
- Members will educate colleagues and staff on the harmful impacts of discriminatory conduct, and take action to prevent this type of conduct from reoccurring if necessary
- Members will create space for open expression by others, take responsibility for one’s own actions and reactions, and accept the decisions of the majority.
- Members will advocate for shared decision-making and actively work with other elected officials, staff, the public, and other stakeholders to achieve common goals.
- Members will foster positive working relationships between elected officials, staff, and the public.
- Members will commit to building mutually beneficial working relationships with neighbouring First Nations to further advance reconciliation efforts.
- Members will positively influence others to adhere to the foundational principles of responsible conduct in all local government dealings.

F. ENCOURAGED: ENFORCEMENT MECHANISMS

Information about including Enforcement Mechanisms:

A council or board may want to include enforcement mechanisms to support compliance of their code of conduct. These mechanisms may include informal resolution, administratively fair and formal complaint processes, third-party investigators, and sanctions. Local governments are always first encouraged to focus on continuous improvement to foster responsible conduct, maintain good governance, and resolve conduct issues informally. A council or board may want to consult the “Companion Guide” and the “Forging the Path to Responsible Conduct in Your Local Government” guide for tips and resources that support the development of practical enforcement mechanisms.

G. OPTIONAL: ADDITIONAL POLICIES

Information about including Additional Policies:

A council or board may choose to include additional policies as part of their code of conduct. These additional policies may be useful in addressing matters of importance that require deeper attention or that are connected to the four foundational principles. Some examples of the types of policies that a council or board could include are provided below.

A council or board may want to consult the “Companion Guide” for tips and resources for including additional policies.

Policies About Communications

- *Use of social media by members.*
- *How members communicate as representatives of the local government.*

Policies About Personal Interaction

- *Interactions between members and others, such as the public, staff, bodies appointed by the local government, and other governments and agencies (e.g., respectful workplace policies).*
- *Roles and responsibilities of staff and elected officials.*


Policies About How Information is Handled

- *Proper handling and use of information, including information which is confidential or otherwise protected and is made available to members in the conduct of their responsibilities.*
- *Retention and destruction of records.*
- *How and when information that was relevant to the decision making process is made publicly available.*

Policies About Other Matters

- *Creation, use, and retention of the local government’s intellectual property.*
- *Personal use of local government resources.*
- *Receipt of gifts and personal benefits by members.*
- *Provision of remuneration, expenses, or benefits to members in relation to their duties as members.*

Date: January 18, 2023
 File No: 3710-01
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: Council Code of Conduct

Prepared by: <i>D. LEUREBOURG</i> DIRECTOR OF CORPORATE SERVICES	Supervisor: <i>T. PLEY</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

This report is provided for Council Information.

PURPOSE

The purpose of this report is to summarize potential options for Council consideration in relation to the Council Code of Conduct.

BACKGROUND

Council is required to consider a code of conduct within 6 months of its first Council Meeting following an election. Council’s Inaugural meeting was held November 7, 2022; therefore, Council must consider a code of conduct no later than May 7, 2023.

The Community Charter outlines: “Requirement to consider code of conduct

- 113.1 (1) Within 6 months after its first regular council meeting following a general local election, a council must decide
- (a) whether to establish a code of conduct for council members, or
 - (b) if a code of conduct for council members has already been established, whether it should be reviewed.
- (2) Before making a decision under subsection (1), the council must
- (a) consider the prescribed principles for codes of conduct,
 - (b) consider the other prescribed matters, if any, and
 - (c) comply with the prescribed requirements, if any, including requirements respecting public notice or consultation.
- (3) If the council decides, under subsection (1), not to establish a code of conduct or review an existing code of conduct, it must make available to the public, on request, a statement respecting the reasons for its decision.

Reconsideration of decision respecting code of conduct

113.2 (1) If a council decides, under section 113.1, not to establish a code of conduct or review an existing code of conduct, the council must reconsider that decision before January 1 of the year of the next general local election.

(2) In a reconsideration under subsection (1), the council must

- (a) consider the prescribed principles for codes of conduct,
- (b) consider the other prescribed matters, if any, and
- (c) comply with the prescribed requirements, if any, including requirements respecting public notice or consultation.

(3) If the council confirms the decision that is the subject of the reconsideration, the council must make available to the public, on request, a statement respecting its reasons for confirming the decision.”

While Council has the option to consider the Model Code of Conduct presented by UBCM, Council had previously directed that a facilitated discussion be undertaken for Council to develop a Code of Conduct (resolution R22-100), which was originally scheduled for August 2022, but was postponed until after the election. Council saw value in a newly-elected Council creating their own code of conduct that is developed by Council for Council. Staff was planning to arrange the facilitator for February or March 2023 (subject to facilitator availability).

ALTERNATIVES/OPTIONS

1. *Adopt the Model Code of Conduct and choose to review and revise at a later date.*
2. *Administration to schedule a facilitator to develop a Code of Conduct with Council prior to May 2023.*
3. *Council not to establish a Code of Conduct under Section 113.2 of the Community Charter and reconsider that decision before January 1, 2026.*
3. *That Council take no action.*

ANALYSIS

The Model Code of Conduct provides all the required foundational principles of a Code of Conduct under the Act, drawn from best practice. The model Code of Conduct provides a number of areas in which Council customization is recommended to suit their unique circumstances and needs. Within this, there are a number of categories that are optional or encouraged for inclusion.

Council had previously directed that a facilitator be brought in to develop a Code of Conduct unique to Port Alberni Council. The Model Code of Conduct provides an excellent reference point or starting point, but it does not address specific and unique circumstances, nor does it capture any specific areas Council feel should be included that are not outlined. If Council is to adopt the Model Code of Conduct, it would be best practice that Council review this decision within a year to ensure that Council’s needs continue to be met.

While it is an option for Council to decide not to have a Code of Conduct, this is not recommended. A Code of Conduct is a municipal governance best practice and provides a mechanism for Council to address specific areas of misconduct not specifically outlined in the Act. It establishes a process for Council to address issues, including enforcement of the code when misconduct occurs.

IMPLICATIONS

Community Charter Section 113.1 and 113.2 (See above).



RCRS Secondary:	GOV-02	Effective Date:	2013-MAY-13 COUNCIL
Policy Number:	COU-194	Amendment Date/s:	2013-SEP-23 IC COUNCIL 2019-JUL-22
Title:	Routine Release of In Camera Agendas	Repeal Date:	
Department:	Legislative Services	Approval Date:	2013-MAY-13 COUNCIL

PURPOSE:

To provide a process for ensuring that the City of Nanaimo is being open and transparent in conducting City business at In Camera meetings.

DEFINITIONS:

Agenda: Information package distributed to Council in advance of a meeting containing minutes and reports.

In Camera Meeting: A meeting closed to the public under *Community Charter* section 90(1) or 90(2).

SCOPE:

This policy applies to all In Camera meetings of Council and its committees.

It is acknowledged that this policy does not limit a person’s right of access to records under the *Freedom of Information and Protection of Privacy Act*.

Authority to Act – Delegated to Staff.

POLICY:

Council has identified Governance Excellence as a theme in their strategic plan. Council, along with Staff are responsible for providing governance excellence. The routine release of In Camera meeting agendas, once the requirement for confidentiality has passed, will support Council’s goals of openness and transparency, which is a significant element of good governance.

Council has approved the release of voting results of resolutions considered at In Camera Meetings. Redacted In Camera agendas, which include minutes and reports, will be publically released on a monthly basis. Exceptions for release apply.

PROCESS:

The Corporate Officer shall ensure the implementation of the Routine Release of “In Camera” Agendas Policy by releasing agendas through the City of Nanaimo’s website on a monthly basis.

Due to confidentiality obligations, some content of agendas may not be initially releasable. If documents are unable to be released initially, staff will review redacted documents and documents withheld from release to determine if the period of confidentiality has passed, and if the document can be released at a later date. Some documents or sections of documents, depending on subject matter, such as third party information or legal matters may never be released.

If the document can be released, staff will remove redactions and post the updated version to the City’s website. If content cannot be released, staff will review it at the next scheduled monthly session to determine if by that time the content is releasable.

Documents or sections of documents may be withheld from release for the following reasons:

- third party information;
- 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;
- personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- labour relations or other employee relations;
- the security of the property of the municipality;
- the acquisition, disposition or expropriation of land or improvements, if the staff considers that disclosure could reasonably be expected to harm the interests of the municipality;
- law enforcement, if staff considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- litigation or potential litigation affecting the municipality;
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the staff, could reasonably be expected to harm the interests of the municipality if they were held in public;
- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];
- a matter that, under another enactment, is such that the public may be excluded from the meeting;
- the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- a matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 [Ombudsperson to notify authority] of that Act;
- a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under section 23 (2) of the Auditor General for Local Government Act.

Responsibilities

Council is responsible for adoption and periodic review of this policy.

CAO is responsible for committing to the implementation and ongoing improvement of the policy to support achievement of the City's goals related to Governance Excellence, openness and transparency, while balancing the need to protect personal and sensitive information.

Corporate Officer is responsible for coordination and administration of this policy.

Report writers/City Staff are responsible for:

- ensuring In Camera reports include a release clause;
- only including necessary information in In Camera reports.

Benefits of Compliance

Implementing this policy will:

- Support Council's priority related to Governance Excellence by providing for the timely and routine release of information;
- Ensure decisions made In Camera, once confidentiality has passed, are made public; and
- Ensure confidential information remains confidential.

Review Date

This policy should be reviewed from time to time as appropriate.

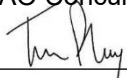
RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A

Date: January 13, 2023
 File No: 3090-20-DVP115 & 3060-20DP 22-01
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: DEVELOPMENT APPLICATION Development Variance Permit (DVP 115) and Development Permit (DP22-01) 4210 Cedarwood Street, Port Alberni Lot 1 District Lot 1 Alberni District Plan EPP117819 (PID: 031-660-266)

Prepared by: <i>M. WADE</i> MANAGER OF PLANNING	Supervisor: <i>S. SMITH</i> DIRECTOR OF DEVELOPMENT SERVICES/DEPUTY CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

1. THAT Council authorize the issuance of Development Variance Permit No. 115 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 4210 Cedarwood Street:
 - i. Vary Section 5.16.2 RM3 Site Development Regulations, 'Maximum Height, Principal Building from 14 metres to 15.24 metres, a variance of 1.24 metres.
 - ii. Vary Section 7.4.1 Required Amount of Parking regulations, 'Regular Parking Space' from 44 spaces to 35 spaces for a variance of 9 spaces.
2. THAT Council authorize the issuance of Development Permit No. 22-01 and that the Director of Corporate Services be authorized to sign the permit.

PURPOSE

The City has received an application for a Development Variance Permit and Development Permit at 4210 Cedarwood Street for a proposed 35-unit affordable housing development at 4210 Cedarwood Street. The application does not conform to the height and parking requirements of Zoning Bylaw No. 4832.

BACKGROUND

Council previously approved an application to amend the Official Community Plan No. 4602 and Zoning Bylaw No. 4832 for 4210 Cedarwood Street. The new OCP designation included the property in 'Development Permit Area No. 1 Multi-Family Residential' which requires the submission of a development permit application.

The proposed development is a four-story apartment building with 35 units that includes a mix of studio, 1-bedroom, 2-bedroom, 3-bedroom and 4-bedroom apartments. The location is central and close to schools, shopping, hospitals, government services, parks, and playgrounds. The project will also provide indoor and outdoor amenity spaces for the residents.

The applicant has also requested a variance to:

- Increase in the maximum height of the principal building in the RM3 zone from 14 metres (45.9 feet) to 15.24 metres (50 feet).
- Reduction in the number of parking spaces from 44 to 35.

Subject Property and Site Context



Table 1 – Site Context	
Location	Replacing the Port Alberni Youth Centre on Cedarwood Street
Current Zoning	RM3 – High Density Multiple Family Residential
Total Area	16,610 m ² (54,495 ft ²)
Official Community Plan (OCP)	<ul style="list-style-type: none"> • <i>Schedule A - Land Use Map: Residential (RES)</i> • <i>Schedule B Development Permit Areas Map: Multi-Family Residential</i>
Relevant Guidelines	<ul style="list-style-type: none"> • <i>Section D Plan Policies – 4.0 Residential</i> • <i>Section D Plan Policies – 4.3 Multi-family</i>

ALTERNATIVES/OPTIONS

1. That Council authorize the issuance of Development Variance Permit No. 115 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 4210 Cedarwood Street:
 - i. Vary Section 5.16.2 RM3 Site Development Regulations, ‘Maximum Height, Principal Building from 14 metres to 15.24 metres, a variance of 1.24 metres.
 - ii. Vary Section 7.4.1 Required Amount of Parking regulations, ‘Regular Parking Space’ from 44 spaces to 35 spaces for a variance of 9 spaces.

That Council authorize the issuance of Development Permit No. 22-01 and that the Director of Corporate Services be authorized to sign the permit.

2. That Council can pass a resolution to provide alternate direction to staff.
3. That if Council denies the issuance of Development Variance Permit No.115 that the applicant would have to redesign the building to comply with the RM3 regulations and the development permit come back at a later date for Council’s consideration.

Staff recommended Option 1.

ANALYSIS

Development Variance Permit

The applicant has requested a Development Variance Permit for 4210 Cedarwood street. The applicant is requesting the following variances:

Table 2 - Text of Proposed Variances to Zoning Bylaw No. 4832	
5.16.2 RM3 Site Development Regulations	To allow a maximum height of 15.24 metres for a variance of 1.24 metres
7.4.1 Off-Street Parking	Reduce required parking spaces to 35 or a variance of 9 spaces.

Height Variance

The applicant has requested a variance to the maximum height of the principal building in the RM3 zone from 14 metres (45.9 feet) to 15.24 metres (50 feet). The design has a sloped roof with the high point at the north with the ridge line being the highest point of the roof to create a slightly higher floor to floor height. This allows ducting for the HRV system for increased efficiency of the building. Not all of the roof surface exceeds the maximum height of the zone. *Figure 1* illustrates the proposed roofline.

Table 3 – Proposed Height Variance				
	Required		Proposed	
<i>Maximum Height, Principal Building</i>	14 m	(45.9 ft)	15.24 m	(50 ft)



Figure 1 – 4210 Cedarwood Street proposed development

Parking Variance

The applicant will also seek a reduction in the number of parking spaces from 44 to 35. BC Housing and the Society will enter into an operating agreement which outlines parking requirements under the program based upon the needs of the residence. The formula indicates that eleven units will not require parking and the applicant is proposing 24 units that will require parking. They have proposed 35 spaces which includes some visitor parking. This results in 0.94 ratio cars to units. *Figure 2* illustrates the proposed parking.

Table 4 – Proposed Parking Variance		
	Required	Proposed
<i>Regular Parking Space</i>	44	35

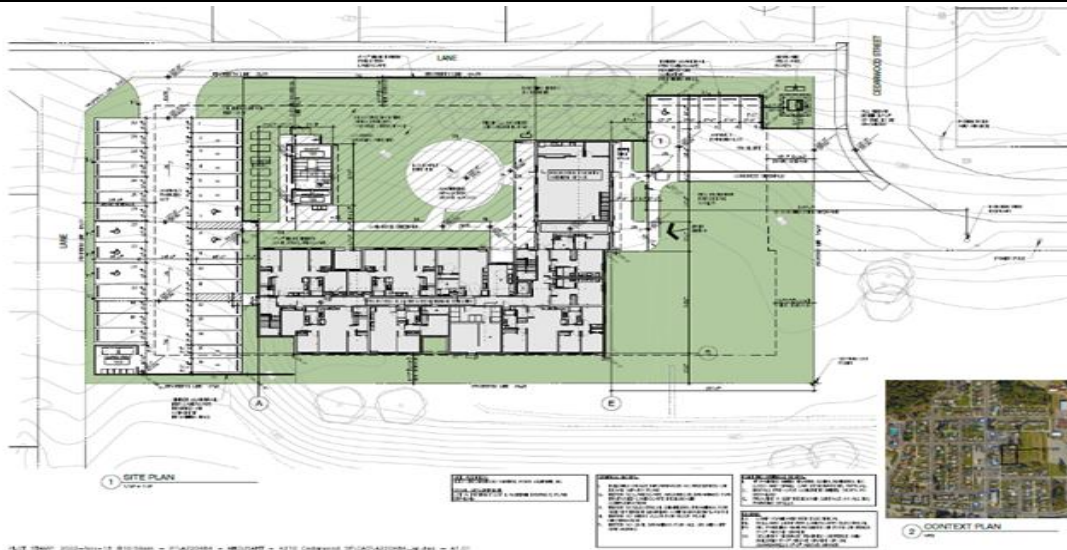


Figure 2 – 4210 Cedarwood Street proposed site plan

Staff Notes:

- Height variance is to permit a design that encourages building efficiency and results in a ridge line that exceeds the RM3 height in a portion of the roof.
- Parking is accessed through the laneway. The applicant has been notified that laneway improvements will be required at time of Building Permit.
- This proposed affordable housing development addresses some of the housing needs outlined in the *Housing Needs Assessment Report* dated February 2021.
- Parking studies conducted by BC Housing have indicated that a portion of units in the Community Housing Fund program do not generate parking needs and as such BC Housing has parking formulas based upon the research conducted.
- An Irrevocable Letter of Credit or other security will be required in the amount of \$146,640.00 for landscaping at time of Building Permit.

Development Permit

The property is within Development Permit Area No. 1 Multi-Family Residential and requires a Development Permit to proceed. Staff have reviewed the design and are satisfied it meets the intent of the development permit guidelines in *Section E: Implementation – 1.1 Development Permit Area No.1 Multiple Family Residential* of the OCP.

Staff Notes:

- Architecture and Design features of the drawings align with the guidelines providing similar sloped rooflines to surrounding buildings, utilizing building efficiency in design, and incorporating cultural components.
- Landscaping addresses guidelines, provides screening from adjacent sites, retaining some trees, breaking up blank walls, and incorporating cultural components.

- Open Space has been provided which aligns with the guidelines through provision of natural spaces for program play and cultural activities including a fire pit with seating.
- Additional review of site servicing by the Engineering Department would be required at the Building Permit stage.

IMPLICATIONS

Supporting this application would allow the development of much needed affordable housing units within the City of Port Alberni that are targeted towards a vulnerable population and supporting Step Code 3 or better building performance to improve energy efficiency. The proposed building integrates cultural design and activities.

COMMUNICATIONS

The Development Variance Permit (DVP115) was reviewed by the Advisory Planning Commission at their meeting on December 15, 2022. The Advisory Planning Commission provided support for the application. Draft minutes are attached to this report.

As per the *Local Government Act* s.499, notice was mailed out to 42 residents within 75 metres of 4210 Cedarwood Street. As of the date of this report no comments were received. Staff will bring forward any comments received to Council at its Regular meeting of January 23, 2023.

BYLAWS/PLANS/POLICIES

1. *Official Community Plan Policy – Development Permit Areas (Section E: Implementation)*
This application has been reviewed according to Section E – Implementation, 1.1 Development Permit Area No.1 Multiple Family Residential of the City of Port Alberni’s OCP.
2. *Zoning Bylaw 2014 (Bylaw 4832):*
The application has been reviewed for compliance with Zoning Bylaw No. 4832.

SUMMARY

Staff support issuance of Development Variance Permit DVP-115 and Development Permit 22-01 for 4210 Cedarwood Street with the conditions outlined in the attached permit.

ATTACHMENTS/REFERENCE MATERIALS

1. *Development Variance Permit (DVP-115)*
2. *Development Permit (DP22-01)*
3. *Draft Advisory Planning Commission December 15, 2022 Meeting Minutes*

*C: Danielle Leurebourg, Director of Corporate Services
Rob Dickinson, Director Engineering and Public Works
Rob Gaudreault, Building Inspector*

J:\Engineering\Planning\Development Applications\Development Permits\DP-2022\DP22-01-4210 Cedarwood-DYS Architecture\Council



DEVELOPMENT VARIANCE PERMIT

Development Variance Permit No: 115

Registered Owner(s): Citaapi Mahtii Housing Society

Applicant: W. Hoogland dba DYS Architecture and acting as agent for Citaapi Mahtii Housing Society

Subject Property: 4210 Cedarwood Street, Port Alberni BC

Legal Description: Lot 1, District Lot 1, Alberni District, Plan EPP117819

Parcel Identifier: 031-660-266

Purpose: To vary the minimum required on-site parking, and increase maximum height.

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

Citaapi Mahtii Housing Society
3568 7th Avenue, Port Alberni BC V9Y 4N4

to:

- a) Vary Section 5.16.2 RM3 Site Development regulations, 'Maximum Height, Principal Building' from 14 metres to 15.24 metres, a variance of **1.24 metres**.
- b) Vary Section 7.4.1 Required Amount of Parking regulations, 'Regular Parking Space' from 44 spaces to 35 spaces for a variance of **9 spaces**.

for development on the lands legally described as Lot 1, District Lot 1, Alberni District, Plan EPP117819 (PID: 031-660-266) and located at **4210 Cedarwood Street**, as shown on the Schedule A map attached.

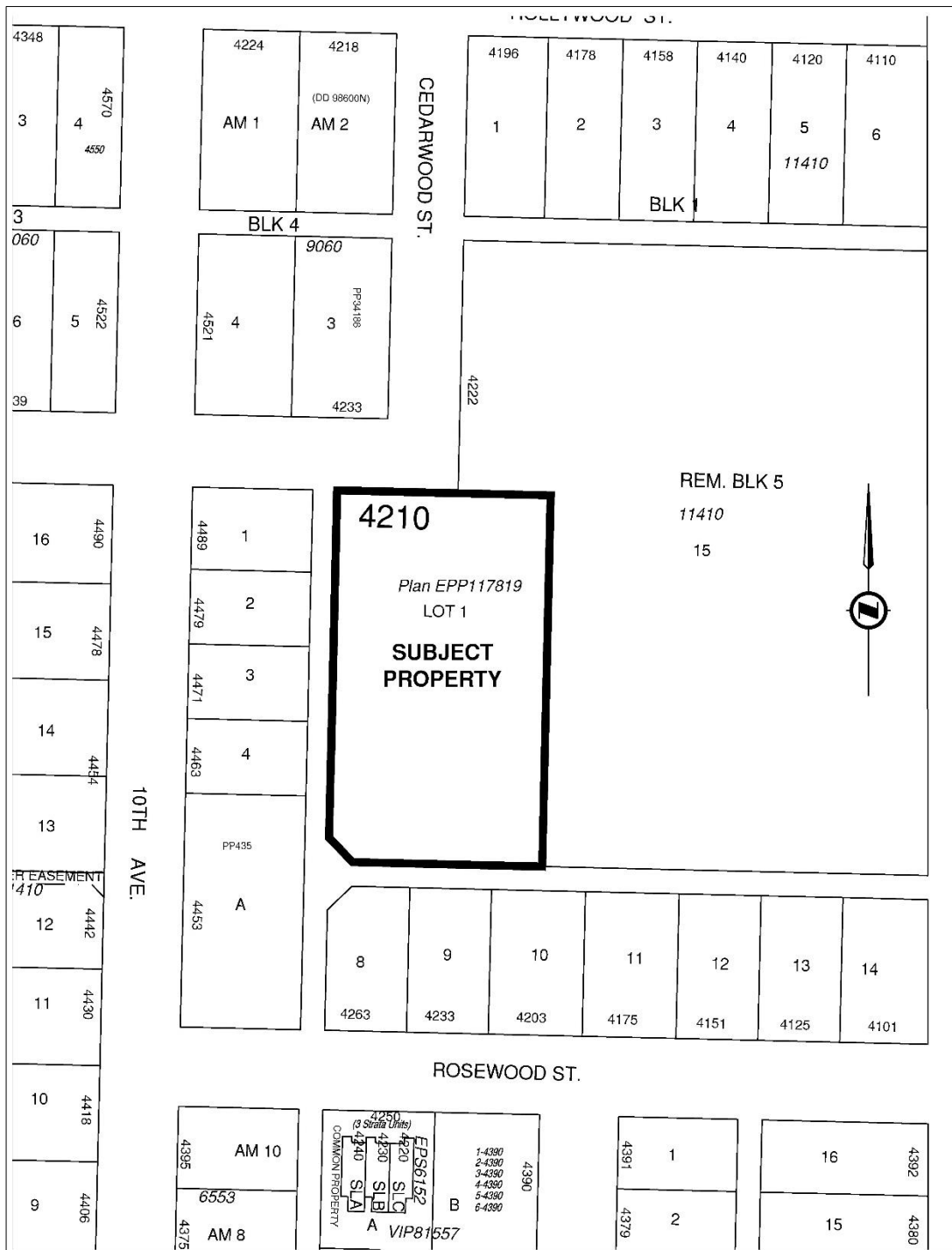
In accordance with the provisions of Section 498 of the *Local Government Act RSBC 2015*, approval of this Permit was granted by resolution of the City Council on _____, __, 2023.

Authorized by

Corporate Officer

This Permit is issued under the Seal of the City of Port Alberni on _____, _____, 2023.

Schedule A – Location Map





DEVELOPMENT PERMIT

Development Permit No: 22-01

Registered Owner: Citaapi Mahtii Housing Society

Operator: Wally Samuel dba Citaapi Mahtii Housing Society
3568 7th Avenue, Port Alberni BC V9Y 4N4

Subject Property: 4210 Cedarwood Street, Port Alberni, BC

Legal Description: Lot 1, District Lot 1, Alberni District, Plan EPP117819

Parcel Identifier: 031-660-266

Proposal: Multi-Family Apartment Complex

CONDITIONS of PERMIT:

1. Development of the land to be undertaken shall be limited to the area shown on Schedule A.
2. Development of the land to be undertaken shall be in accordance with the development plans shown on Schedule B attached hereto and forming part of Development Permit No. 22-01.
3. The owner of the land shall provide the general contractor and all professionals associated with the development with copies of this permit.
4. The owner of the land shall maintain any undeveloped land in a neat and tidy condition at all times.
5. If there has not been any substantial commencement of construction with respect to which the permit was issued within two years after the date it was issued, the permit lapses.

The City of Port Alberni shall file notice of this permit in the Land Title Office stating the land is subject to Development Permit No. 22-01.

THIS IS NOT A BUILDING PERMIT

Development Permit No. 22-01

Page 2 of 4

January 16, 2023

In accordance with the provisions of Section 489 of the *Local Government Act RSBC 2015*, approval of this Permit was granted by resolution of the City Council on _____.

Authorized by

Corporate Officer

This Permit is issued under the Seal of the City of Port Alberni on _____, _____ 2023.

SCHEDULE A – Location Map



Development Permit No. 22-01

Page 4 of 4

January 16, 2023

**SCHEDULE B
DYS Drawings**

CITAAPI MAHTII PROJECT

4210 CEDARWOOD STREET, PORT ALBERNI, BC



CLIENT

**CITAAPI MAHTII
(HOUSING) SOCIETY**

NO. | DATE | ISSUE

- 1 | 2020-11-18 | ISSUED FOR RE-ZONING
- 2 | 2021-07-13 | BCH SCHEMATIC SUBMITTAL
- 3 | 2022-04-26 | REISSUED FOR RE-ZONING
- 4 | 2022-05-12 | 50% BC HOUSING REVIEW
- 5 | 2022-06-10 | 70% REVIEW
- 6 | 2022-11-18 | RE-ISSUED FOR DP

NO. | DATE | REVISION

PROJECT STATISTICS

SITE ADDRESS 4210 CEDARWOOD STREET, PORT ALBERNI, BC		GROSS BUILDING AREA (GF) CALCULATED PER CITY OF P.A. ZONING BYLAW	
LEGAL DESCRIPTION LOT A, DISTRICT LOT I, ALBERNI DISTRICT, PLAN EPP94096 PID: 028-345-584		LEVEL 1 9884.6 LEVEL 2 8942.6 LEVEL 3 8268.1 LEVEL 4 8268.1 TOTAL 35,413.4	
LOT SIZE:	54,495sf (5,062.8sm)		
FGR:	0.65		
ZONING:	RMB		
PROPOSED USE:	MULTI-FAMILY RESIDENTIAL		
UNIT COUNT			
STUDIO	8 UNITS		
1 BED ACCESSIBLE	7 UNITS		
2 BED	4 UNITS		
3 BED	12 UNITS		
4 BED	4 UNITS		
TOTAL	35 UNITS		
LOT COVERAGE		ALLOWABLE (50%)	PROPOSED (25.8%)
		27,241sf (2,531.4sm)	14,046sf (1,304.9sm)
USEABLE OPEN SPACE:			
		REQUIRED	PROPOSED
3 & 4 BED UNITS	16 @ 484.5 = 7,752.0 sf		
STUDIO, 1 & 2 BED UNITS	19 @ 193.3 = 3,672.7 sf		
TOTAL	11,424.7 sf	11,813 sf	
UNITS PER ACRE:	28.0		
SETBACKS			
		ALLOWABLE	PROPOSED
FRONT YARD	19'7" (6.0m)	21'6" (24.8m)	
REAR YARD	24'5" (7.4m)	72'4" (22.2m)	
WEST SIDE	16'5" (5.0m)	35'1" (10.7m)	
EAST SIDE	16'5" (5.0m)	16'4" (5.1m)	
BUILDING HEIGHT			
		ALLOWABLE	PROPOSED
MAX. 45'9" (14.00m)		4 STOREYS	
50'0" (15.24m)		4 STOREYS	
PARKING			
		REQUIRED	PROPOSED
ON-SITE RESIDENTIAL (1.25/ UNIT)	44 STALLS	30 STALLS	
SMALL CARS (20%)	8 STALLS*	7 STALLS*	
ACCESSIBLE (1/ HC UNIT)	7 STALLS*	6 STALLS*	
VISITORS	0 STALLS	5 STALLS	
TOTAL	44 STALLS	35 STALLS	
*ACCESSIBLE & SMALL CAR STALLS ARE INCLUDED IN ON-SITE RESIDENTIAL COUNT			

CONSULTANT TEAM

CLIENT

CITAAPI MAHTII (HOUSING) SOCIETY
PORT ALBERNI, BC

HOUSING CONSULTANT

WALTER HOOGLAND
784 CANTON CRESCENT ROAD
QUILICUM BEACH, BC
TEL: 250-152-2300
CELL: 250-228-6133

FUNDING AGENCY

BC HOUSING
1701-4555 KINGSMAY
VANCOUVER, BC V6J 3G7
TEL: 604-664-7110
FAX: 604-456-8871

ARCHITECT

DYS ARCHITECTURE
260-1770 BURRARD STREET
VANCOUVER, BC V6J 3G7
TEL: 604-664-7110
FAX: 604-664-6629

STRUCTURAL

SORENSEN TRILOGY ENGINEERING
5107 SOMERSET DRIVE UNIT C
NANAIMO, BC V9T 2K5
TEL: 250-585-1360

ELECTRICAL

RB ENGINEERING LTD.
#4 - 1850 NORTHFIELD ROAD
NANAIMO, BC V9S 3E3
TEL: 250-156-4228

CONTRACTOR

ISLAND WEST COAST DEVELOPMENTS LTD.
2214 MCGILLOUGH ROAD
NANAIMO, BC V9S 4M8
TEL: 250-156-4665
FAX: 250-156-4615

GEOTECHNICAL

LENKOWICH ENGINEERING ASSOCIATES LTD.
SUITE A-2569 KENWORTH ROAD
NANAIMO, BC V9T 3M4
TEL: 250-156-0355
FAX: 250-156-3891

CIVIL

MCGILL & ASSOCIATES ENGINEERING LTD.
4610 ELIZABETH STREET
PORT ALBERNI, BC V9Y 6L7
TEL: 250-124-3400
FAX: 250-124-4400

LANDSCAPE

MACDONALD GRAY CONSULTANTS
814 SHOREWOOD DRIVE
PARKSVILLE, BC V9P 1S1
TEL: 250-248-3089

ENVELOPE

HEROLD ENGINEERING LTD
3701 SHENTON ROAD
NANAIMO, BC V9T 2H1
TEL: 250-151-8558

MECHANICAL

AVALON CONSULTANTS LTD.
5220 DUBLIN WAY #103
NANAIMO, BC V9T 0H2
TEL: 250-585-2180

DRAWING LIST

ARCHITECTURAL

A0.01	COVER, DRAWING LISTS
A0.02	3D VIEWS
A0.03	3D VIEWS
A0.04	SITE SURVEY
A1.01	SITE PLAN
A1.02	MAINTENANCE BUILDING
A2.01	LEVEL 1 FLOOR PLAN
A2.02	LEVEL 2 FLOOR PLAN
A2.03	LEVEL 3 FLOOR PLAN
A2.04	LEVEL 4 FLOOR PLAN
A2.05	ROOF PLAN
A2.06	ENLARGED LEVEL 1 - SOUTH
A2.07	ENLARGED LEVEL 1 - NORTH
A2.08	ENLARGED LEVEL 2 - SOUTH
A2.09	ENLARGED LEVEL 2 - NORTH
A2.10	ENLARGED LEVEL 3 - SOUTH
A2.11	ENLARGED LEVEL 3 - NORTH
A2.12	ENLARGED LEVEL 4 - SOUTH
A2.13	ENLARGED LEVEL 4 - NORTH
A2.14	RESIDENTS' AMENITY SPACE
A3.01	NORTH & EAST ELEVATIONS
A3.02	SOUTH & WEST ELEVATIONS
A4.01	BUILDING SECTIONS
A4.02	BUILDING SECTIONS
A4.01	WINDOW AND DOOR SCHEDULES
A4.02	MATERIAL LEGEND, FINISH SCHEDULES AND CONSTRUCTION ASSEMBLIES

Project Name	Citaapi Mahtii Housing				
Address	4210 Cedarwood St. Port Alberni, BC				
Building Type	Wood-frame Apartments				
Parking Type	Surface				
Function	Description of units/ space	ft ² / unit or roof	# of units	Total ft ²	Total m ²
a - Residential Units	Studio A1	361.6	2	723.2	67.2
	Studio A2	363.5	4	1454.0	135.1
	Studio A3	368.3	2	736.6	68.4
	One Bedroom B1 (Accessible)	591.0	4	2364.0	219.6
	One Bedroom B2 (Accessible)	592.7	3	1778.1	165.2
	Two Bedroom C	743.2	4	2972.8	276.2
	Three Bedroom D1	947.0	4	3788.0	351.9
	Three Bedroom D2	937.0	4	3748.0	348.2
	Three Bedroom D3	932.5	4	3730.0	346.5
	Four Bedroom E	1177.7	4	4710.8	437.6
	HRV Level 1 (Units)	77.6	1	77.6	7.2
	HRV Level 2-4 (Units)	87.1	3	261.3	24.3
b - Resident's Amenity	Residents' Amenity Space Level 1	1459.7	1	1459.7	135.6
	Residents' Amenity Space Mezzanine	578.9	1	578.9	53.8
	H/C W/C	63.4	1	63.4	5.9
	Studio Storage	152.7	1	152.7	14.2
c - Administration	Laundry	221.7	4	886.8	82.4
	Office	99	1	99.0	9.2
d - Circulation	Storage	47.5	1	47.5	4.4
	Corridor Level 1	1592.9	1	1592.9	148.0
e - Service Rooms	Corridor Level 2	1263.6	1	1263.6	117.4
	Corridor Level 3-4	1265.4	2	2530.8	235.1
	Elevator Mechanical	72.6	1	72.6	6.7
Summary	Janitor	60.8	1	60.8	5.6
	Elec/ Mech closet Level 2-4	60.8	3	182.4	16.9
	Mechanical Level 1 (Exterior)	192.8	1	192.8	17.9
	Electrical Level 1 (Exterior)	184.2	1	184.2	17.1
a - Total Net Residential Area*				26344.4	2447.4
b - Total Net Resident's Amenity*				3141.5	291.8
c - Total Net Administration*				146.5	13.6
d - Total Circulation				5387.3	500.5
e - Total Net Service*				243.2	22.6
g - Net Livable*				35262.9	3275.9
Overall Building Efficiency				0.75	
Overall Building Efficiency (excluding Cultural Wing)				0.81	

*Net areas have been measured to the outside face of plywood sheathing



PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

COVER SHEET

This drawing, as an instrument of service, is the property of dys architecture and may not be reproduced without their permission and provided always that any production carries their name. All designs and other information shown on this drawing are for use on the specified project only and shall not be used otherwise without written permission of dys architecture. Payment of all sums due to dys architecture up to the date of use of this drawing is a condition precedent to the use thereof.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and dys architecture shall be informed of any variations from the dimensions and conditions shown on the drawings. Shop drawings shall be submitted to dys architecture for review before proceeding with fabrication.

PROJECT A220484

DRAWN DI CHECKED DS

SCALE NTS
DATE 2022-06-10

A0.01

CLIENT

**CITAAPI MAHTII
(HOUSING) SOCIETY**

NO. | DATE | ISSUE

- 1 | NOV. 18 | ISSUED FOR RE-ZONING
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- 5 | 2022-06-10 | 70% REVIEW
- 6 | 2022-11-18 | RE-ISSUED FOR DP

NO. | DATE | REVISION



1 NORTH VIEW



2 EAST VIEW



PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

3D VIEWS

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PROJECT A220484

DRAWN DI CHECKED DS

SCALE NTS
DATE 2022-06-10



A0.02

CLIENT

**CITAAPI MAHTII
(HOUSING) SOCIETY**

NO. | DATE | ISSUE

- 1 | NOV. 18 | ISSUED FOR RE-ZONING
- 2 | 2021-07-13 | BCH SCHEMATIC SUBMITTAL
- 3 | 2022-04-26 | REISSUED FOR RE-ZONING
- 4 | 2022-05-12 | 50% BC HOUSING REVIEW
- 5 | 2022-06-10 | 70% REVIEW
- 6 | 2022-11-18 | RE-ISSUED FOR DP

NO. | DATE | REVISION



1 SOUTH WEST VIEW



2 NORTHWEST VIEW



PROJECT

4210 CEDARWOOD STEET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

3D VIEWS

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PROJECT A220484

DRAWN DI **CHECKED** DS

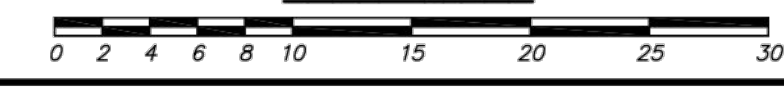
SCALE NTS
DATE 2022-06-10



A0.03



PROPOSED SUBDIVISION PLAN OF LOT A, PLAN EPP9096, AND PART OF LOT 15, BLOCK 5, PLAN 11410, EXCEPT THAT PART IN PLAN EPP9096, BOTH OF DISTRICT LOT 1, ALBERNI DISTRICT.
SCALE 1:300



LEGEND
 ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF
 ALL DISTANCES ALONG CURVES ARE ARC DISTANCES
 ALL DIMENSIONS AND AREA ARE SUBJECT TO FINAL SURVEY.
 DL DENOTES DISTRICT LOT
 REM DENOTES REMAINDER
 ha. DENOTES HECTARES

No.	DATE	REVISION
1	2021/02/11	INITIAL PROPOSAL

SIMS ASSOCIATES
 LAND SURVEYING LTD.
 223 FERN ROAD, W.
 QUALICUM BEACH, B.C. V9K 1S4
 PHONE: 250-752-9121
 FAX: 250-752-9241
 FILE NUMBER: 20-066-S
 DRAWING NUMBER: 20-066 P1.DWG
 DATE: 2021/02/11

CLIENT

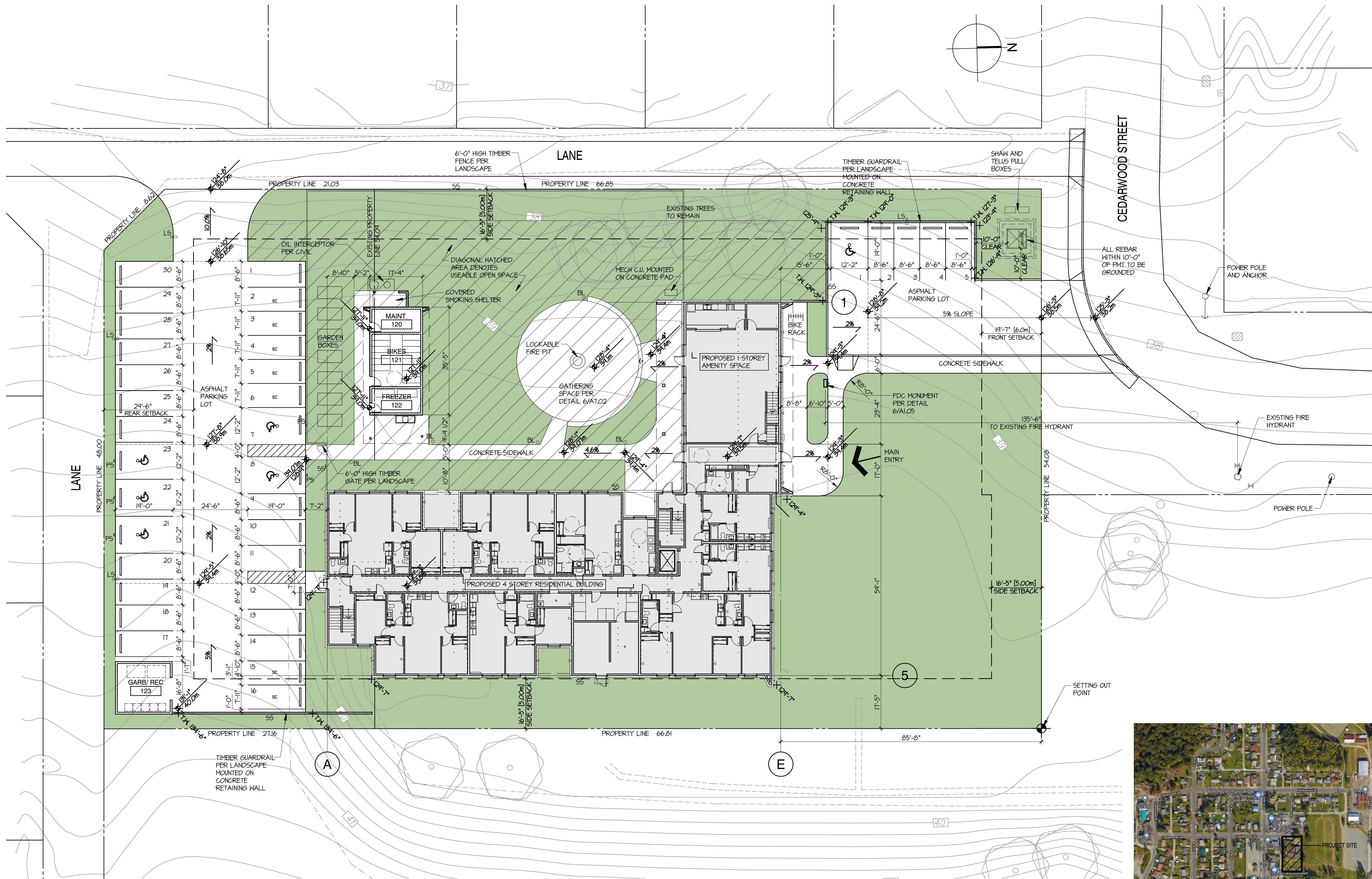
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NO. | DATE | REVISION

- | NO. | DATE | REVISION |
|-----|------|----------|
| | | |



1 SITE PLAN
1/16" = 1'-0"

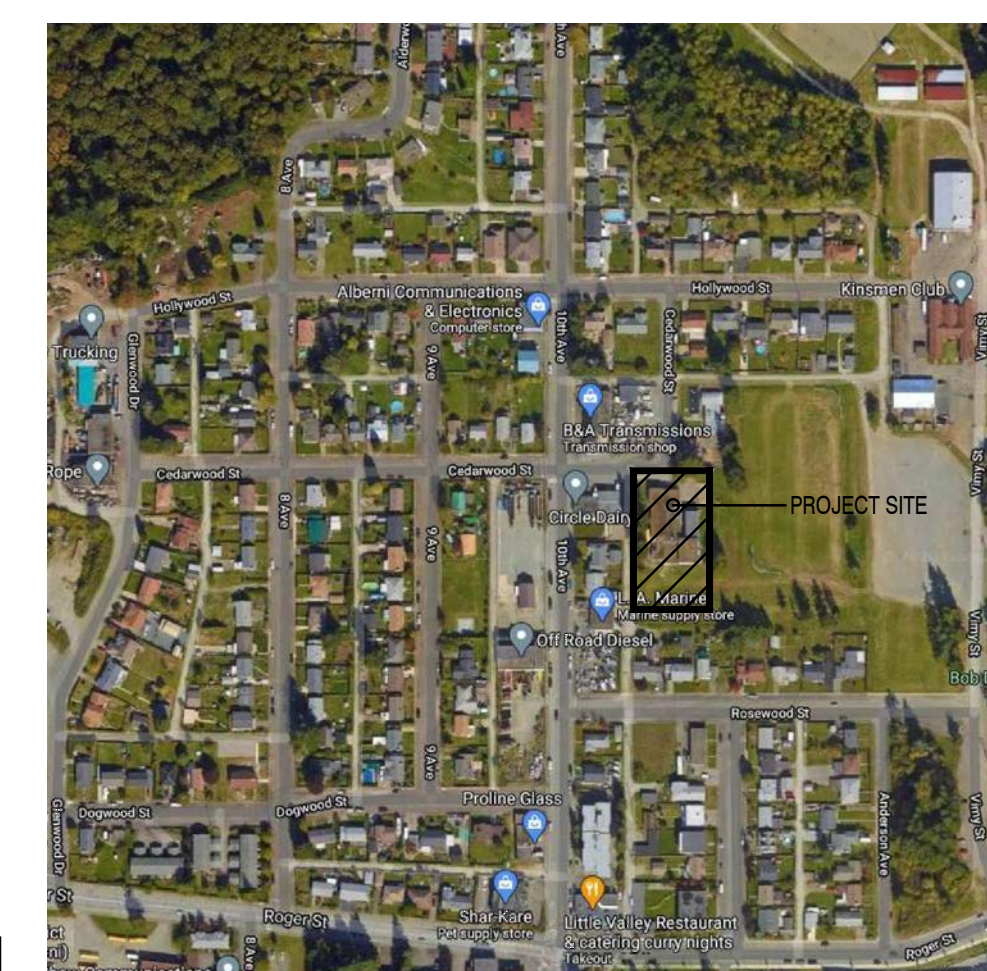
SITE ADDRESS
4210 CEDARWOOD STREET, PORT ALBERNI, BC

LEGAL DESCRIPTION
LOT A, DISTRICT LOT I, ALBERNI DISTRICT, PLAN EPP4046

- GENERAL NOTES:**
1. BUILDING GRADE INFORMATION AS PRESENTED ON LEGAL SURVEY PLAN
 2. REFER TO LANDSCAPE ARCHITECTS DRAWINGS FOR PROPOSED LANDSCAPE DESIGN AND CONFIGURATION
 3. REFER TO ELECTRICAL ENGINEERS DRAWINGS FOR SITE/ EXTERIOR LIGHTING CONFIGURATION LAYOUT
 4. REFER TO SHEET A2.05 FOR ROOF PLAN INFORMATION
 5. REFER TO CIVIL DRAWINGS FOR ALL ON AND OFF SITE WORKS

- PARKING GENERAL NOTES:**
1. 4" PAINTED WHITE TRAFFIC LINES, NUMBERS, H/C LOGO AND SMALL CAR DESIGNATIONS, TYPICAL.
 2. INSTALL PRE-CAST CONCRETE WHEEL STOPS AS DETAILED
 3. PROVIDE A SLIP RESISTANT SURFACE AT ALL H/C PARKING STALLS

- LEGEND**
- LS LAMP STANDARD PER ELECTRICAL
 - BL BOLLARD LIGHT PER LANDSCAPE/ ELECTRICAL
 - H/C H/C PARKING SIGN MOUNTED ON POST OR FENCE 5'-0" ABOVE GRADE
 - SS SECURITY SIGNAGE MOUNTED ON FENCE AND BUILDING 5'-0" ABOVE GRADE OR ON GUARDRAILS 3'-0" ABOVE GRADE



2 CONTEXT PLAN
NTS

PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

SITE PLAN

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PROJECT A220484

DRAWN DI CHECKED DS

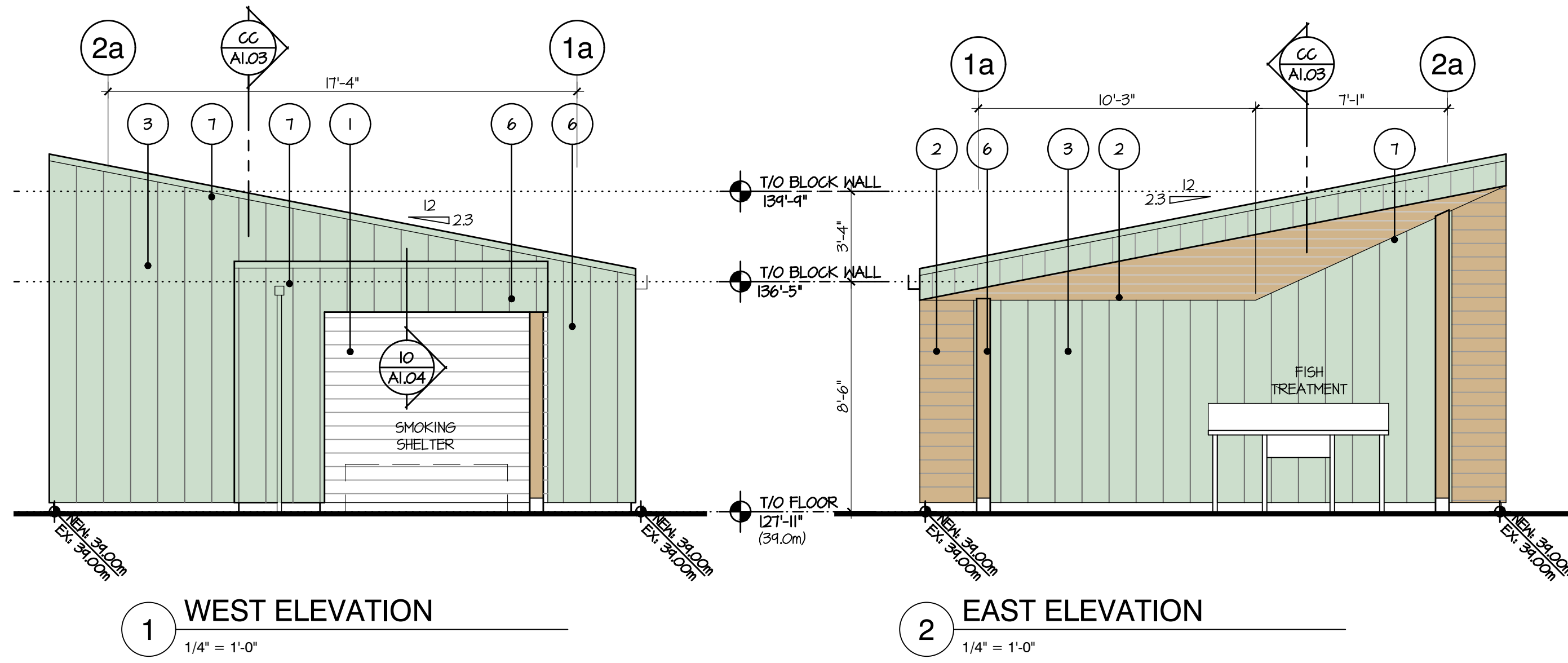
SCALE 1/16" = 1'-0"
DATE 2022-06-10

CLIENT

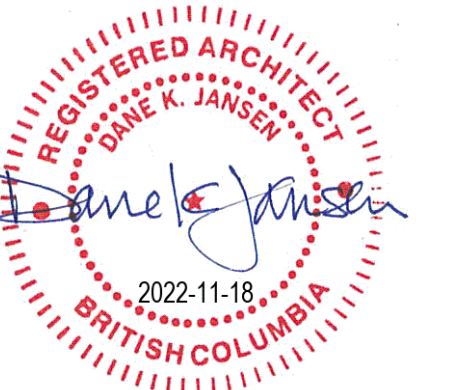
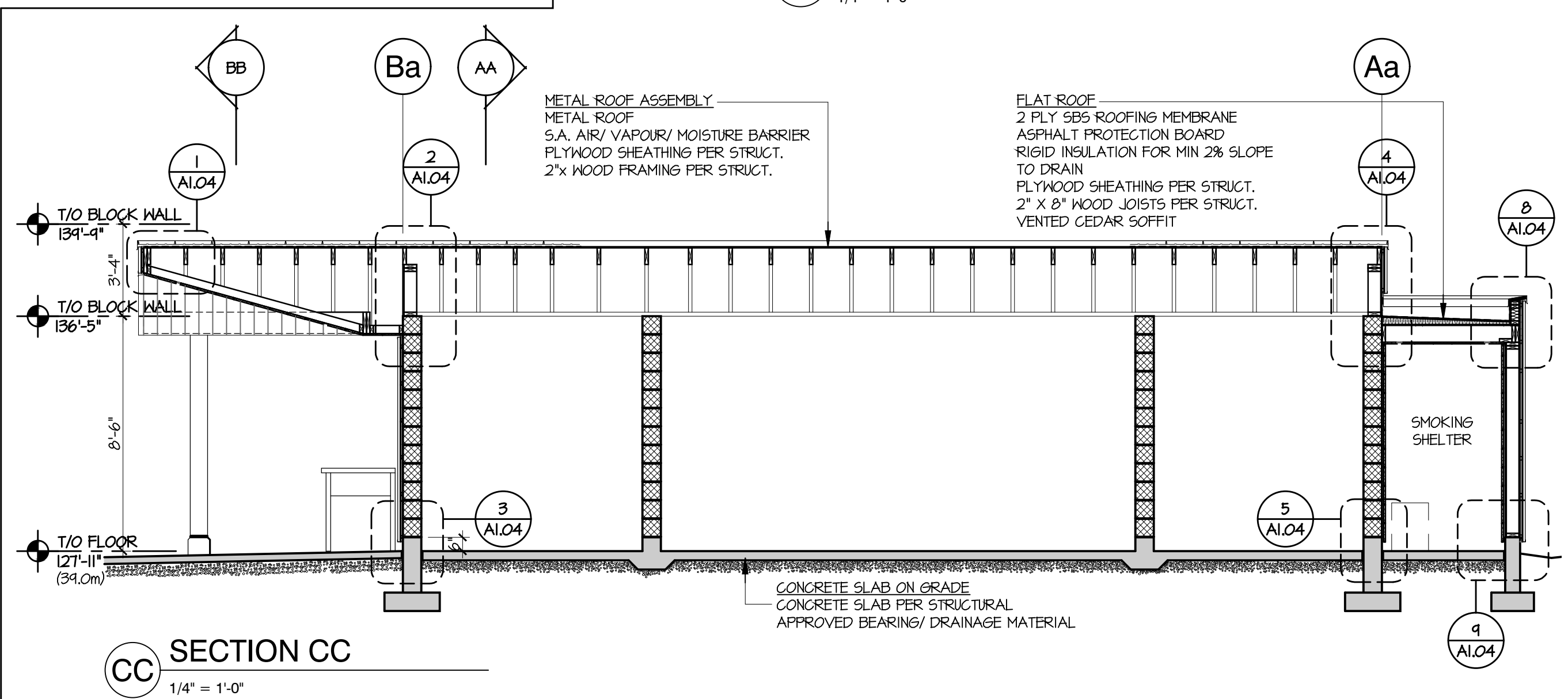
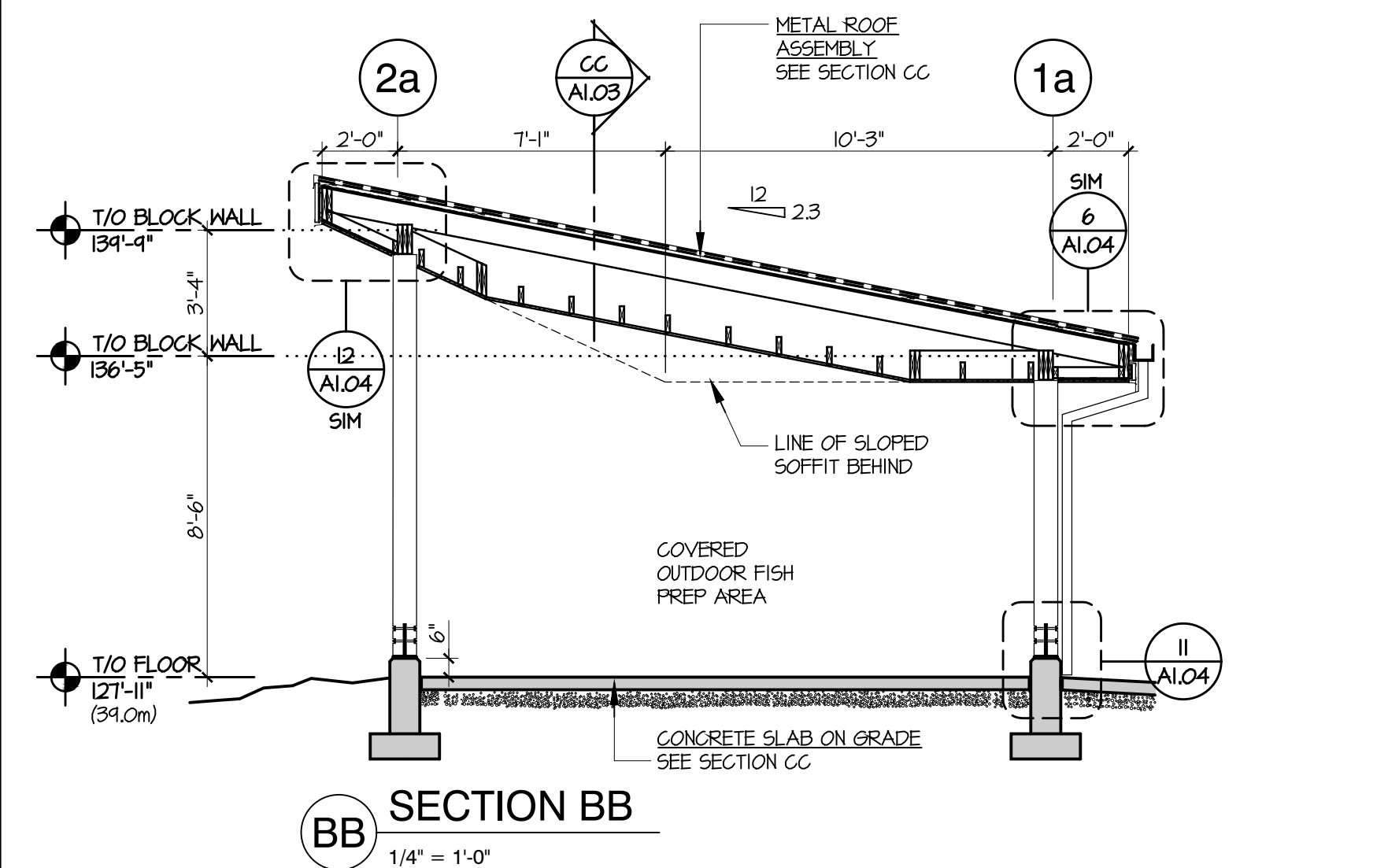
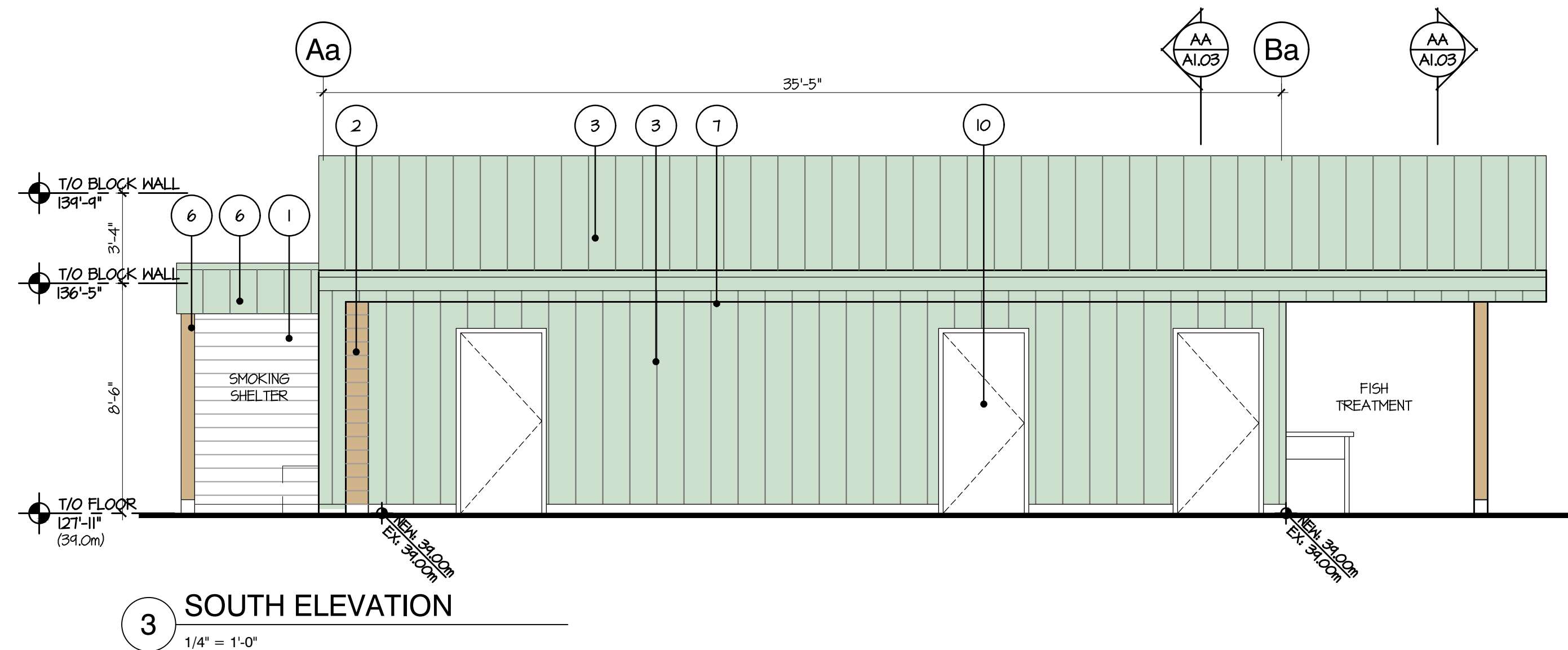
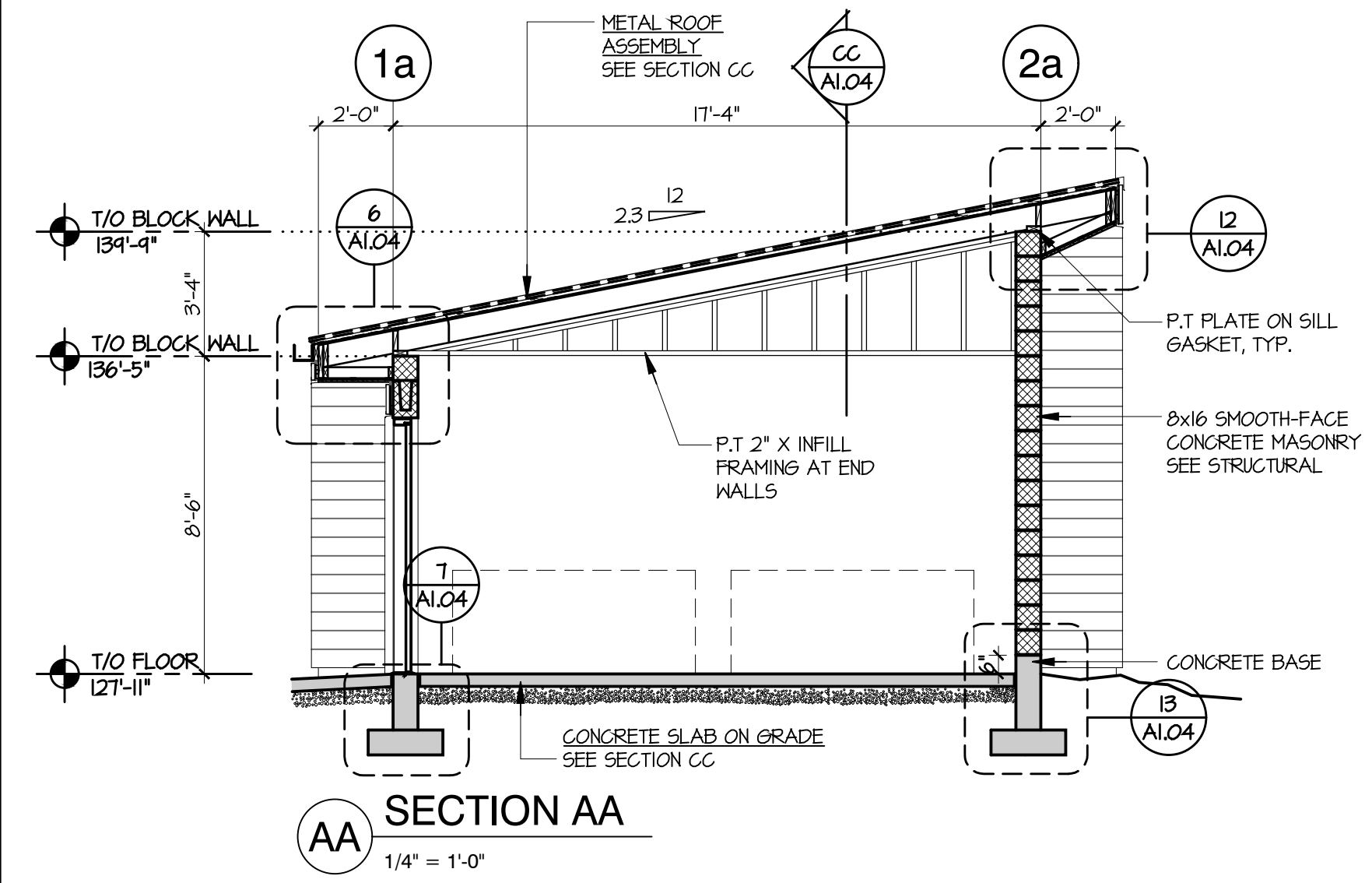
CITAPPI MAHTII
(HOUSING) SOCIETY

NO.	DATE	ISSUE
1	2022-04-26	REISSUED FOR RE-ZONING
2	2022-05-12	50% BC HOUSING REVIEW
3	2022-06-10	70% REVIEW
4	2022-11-18	RE-ISSUED FOR DP

NO.	DATE	REVISION



MATERIAL LEGEND	COLOUR
1 6" HORIZONTAL CEDAR SHIPLAP SIDING AND SOFFIT	TINTED SEALER
2 STANDING SEAM METAL ROOF AND SIDING	MIST GREEN (STANDARD CASCADIA)
3 PAINTED SMOOTH-FACE CONCRETE MASONRY	SW ????
4 2 PLY SBS ROOFING MEMBRANE	GREY
5 GLULAM POSTS	TINTED SEALER
6 PRE-FINISHED METAL FLASHING	MIST GREEN (STANDARD CASCADIA)
7 PAINTED PVC RAIN WATER LEADER	SW 2812 ROCKWOOD JADE
8 ARCHITECTURAL FINISHED CONCRETE	CLEAR SEALER
9 PAINTED INSULATED STEEL DOORS	SW 2812 ROCKWOOD JADE
10 PAINTED BENT METAL GUTTER	SW 2812 ROCKWOOD JADE



PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

MAINTENANCE
BUILDING

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PROJECT A220484
DRAWN DI CHECKED DS

SCALE AS NOTED
DATE 2022-06-10

A1.02

CLIENT

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(HOUSING) SOCIETY**

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NO. | DATE | REVISION

- 1
- 2
- 3
- 4
- 5
- 6

PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

LEVEL 1 FLOOR PLAN

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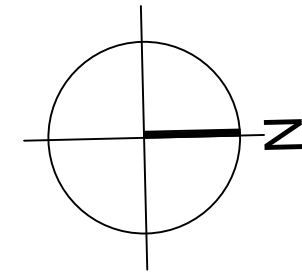
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PROJECT A220484

DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"
DATE 2022-06-10

A2.01



- GENERAL NOTES:**
1. ALL INTERIOR WALL DIMENSIONS ARE TO FACE OF STUD, CONCRETE BLOCK, OR CONCRETE WALL UNO.
 2. ALL INTERIOR STUD WALLS ARE TYPE 'M' UNO.
 3. LARGER STUD SIZES FOR PLUMBING LINES AS PER MECHANICAL DRAWINGS, CONFIRM SIZES & LOCATION OF STUDS AT EACH FLOOR.
 4. PROVIDE CEILING DROPS AS NEEDED IN BATHROOMS, & WHERE NOTED & AS DETAILED, (SEE RCP'S)
 5. PROVIDE SOLID BLOCKING FOR WASHROOM ACCESSORIES AND MILLWORK.
 6. COORDINATE ALL INTERIOR LOAD-BEARING WALLS W/ STRUCTURAL DWGS.
 7. AT FLUSH HEAD TO HEAD JOINTS BETWEEN TWO DRYWALL ASSEMBLIES WITH DIFFERENT THICKNESSES TO GNB, ALWAYS USE THE THICKER GNB ON BOTH ASSEMBLIES.
 8. USE MOISTURE RESISTANT GNB IN ALL JANITOR ROOMS AND AROUND TUBS/ SHOWERS IN SUITE BATHROOMS.
 9. GNB TO RUN CONTINUOUS BEHIND ALL TUBS/ SHOWERS, BULKHEADS, CABINETS, ETC. AT FULL WALL HEIGHT, TYPICAL.
 10. SEE INTERIOR ELEVATION DWGS & SCHEDULES FOR ALL FINISHES, INTERIOR ELEVATIONS & MILLWORK DETAILS UNO.
 11. WHERE SHEAR WALL SHEATHING IS NOT CONTINUOUS PROVIDE FURRING TO MATCH
 12. ALL DOORS TO BE LOCATED 3" FROM WALL AT HINGE SIDE UNO.
 13. INSTALL 1 LAYER 5/8" TYPE 'X' GNB BETWEEN BACK TO BACK ELECTRICAL OUTLETS IN PARTY WALLS
 14. REFER TO DETAILS 1 & 2/A5.06 FOR SUITE SHOWER/TUB REQUIREMENTS AND CONTROL LOCATIONS
 15. PROVIDE 2" X 12" SOLID BLOCKING FOR FUTURE GRAB BARS AT TUBS AND TOILETS IN ALL WASHROOMS
 16. ACCESSIBLE UNIT CLOTHES CLOSETS - RODS TO BE MOUNTED BETWEEN 4'-0" AND 4'-8" A.F.F.
 17. ACCESSIBLE UNIT LINEN AND STORAGE CLOSETS - SHELVES TO BE MOUNTED BETWEEN 1'-4" AND 4'-0" A.F.F.

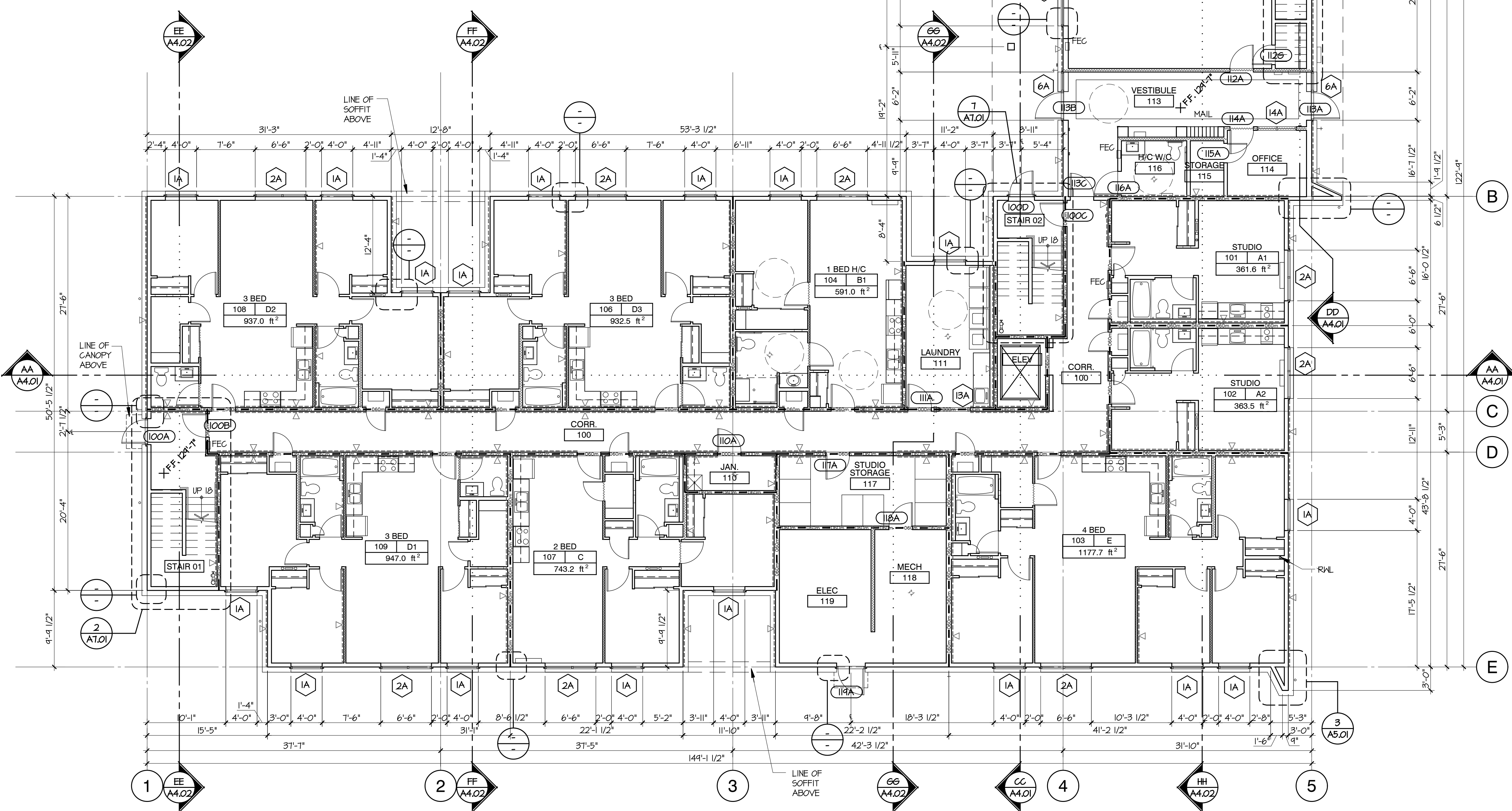
LEGEND:

0 HOUR FIRE SEPARATION ——— 000m ——— 000m ——— 000m ———
 3/4 HOUR FIRE SEPARATION ——— 045m ——— 045m ——— 045m ———
 1 HOUR FIRE SEPARATION ——— 090m ——— 090m ——— 090m ———
 SHEAR WALL (PER STRUCTURAL) - - - - -

DESIGN ELEVATION ——— X FF FEET
 FINISHED FLOOR ELEVATION ——— X FF FEET
 EXISTING ELEVATION ——— X FEET

HORIZONTAL ENCLOSURE OR BULKHEAD ———
 CHANGE IN FLOOR FINISH ———
 WALL TYPE ———

DOOR TYPE ———
 WINDOW TYPE ———



CLIENT

CITAAPI MAHTII
(HOUSING) SOCIETY

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- 1 | 2020-11-18 | ISSUED FOR RE-ZONING
- 2 | 2021-07-13 | BCH SCHEMATIC SUBMITTAL
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- 6 | 2022-11-18 | RE-ISSUED FOR DP

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PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

LEVEL 2 FLOOR PLAN

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PROJECT A220484

DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"

DATE 2022-06-10

A2.02

261

- GENERAL NOTES:
1. ALL INTERIOR WALL DIMENSIONS ARE TO FACE OF STUD, CONCRETE BLOCK, OR CONCRETE WALL UNO.
 2. ALL INTERIOR STUD WALLS ARE TYPE 'M' UNO.
 3. LARGER STUD SIZES FOR PLUMBING LINES AS PER MECHANICAL DRAWINGS, CONFIRM SIZES & LOCATION OF STUDS AT EACH FLOOR.
 4. PROVIDE CEILING DROPS AS NEEDED IN BATHROOMS, & WHERE NOTED & AS DETAILED, (SEE RCP'S)
 5. PROVIDE SOLID BLOCKING FOR WASHROOM ACCESSORIES AND MILLWORK.
 6. COORDINATE ALL INTERIOR LOAD-BEARING WALLS W/ STRUCTURAL DWGS.
 7. AT FLUSH HEAD TO HEAD JOINTS BETWEEN TWO DRYWALL ASSEMBLIES WITH DIFFERENT THICKNESSES TO GNB, ALWAYS USE THE THICKER GNB ON BOTH ASSEMBLIES.
 8. USE MOISTURE RESISTANT GNB IN ALL JANITOR ROOMS AND AROUND TUBS/ SHOWERS IN SUITE BATHROOMS.
 9. GNB TO RUN CONTINUOUS BEHIND ALL TUBS/ SHOWERS, BULKHEADS, CABINETS, ETC. AT FULL WALL HEIGHT, TYPICAL.
 10. SEE INTERIOR ELEVATION DWGS & SCHEDULES FOR ALL FINISHES, INTERIOR ELEVATIONS & MILLWORK DETAILS UNO.
 11. WHERE SHEAR WALL SHEATHING IS NOT CONTINUOUS PROVIDE FURRING TO MATCH
 12. ALL DOORS TO BE LOCATED 3" FROM WALL AT HINGE SIDE UNO.
 13. INSTALL 1 LAYER 5/8" TYPE 'X' GNB BETWEEN BACK TO BACK ELECTRICAL OUTLETS IN PARTY WALLS
 14. REFER TO DETAILS 1 & 2/A5.06 FOR SUITE SHOWER/TUB REQUIREMENTS AND CONTROL LOCATIONS
 15. PROVIDE 2" X 12" SOLID BLOCKING FOR FUTURE GRAB BARS AT TUBS AND TOILETS IN ALL WASHROOMS
 16. ACCESSIBLE UNIT CLOTHES CLOSETS - RODS TO BE MOUNTED BETWEEN 4'-0" AND 4'-8" A.F.F.
 17. ACCESSIBLE UNIT LINEN AND STORAGE CLOSETS - SHELVES TO BE MOUNTED BETWEEN 1'-4" AND 4'-0" A.F.F.

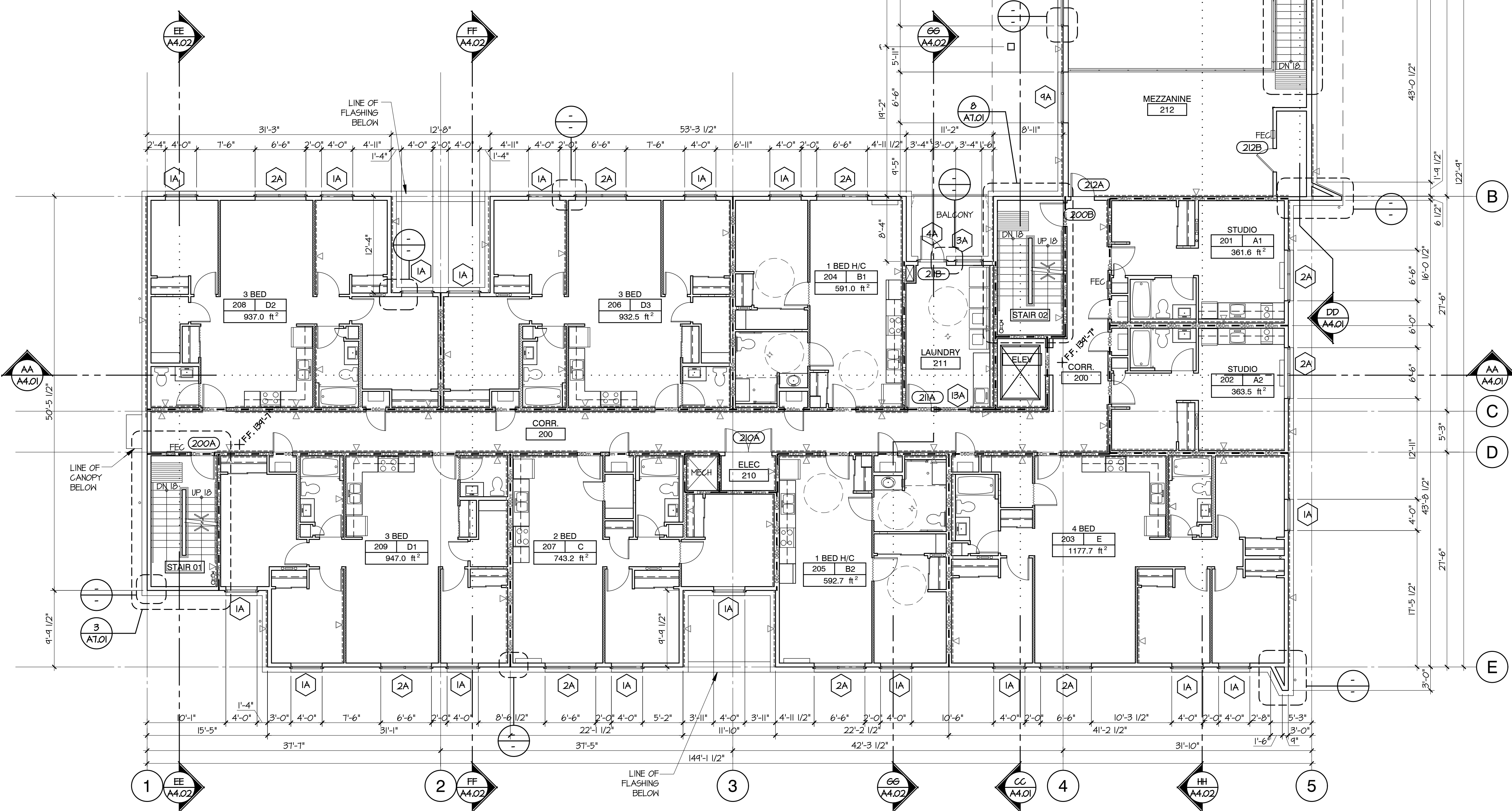
LEGEND:

0 HOUR FIRE SEPARATION ——— 000m ——— 000m ——— 000m ———
 3/4 HOUR FIRE SEPARATION ——— 045m ——— 045m ——— 045m ———
 1 HOUR FIRE SEPARATION ——— 090m ——— 090m ——— 090m ———
 SHEAR WALL (PER STRUCTURAL) - - - - -

DESIGN ELEVATION ——— X FEET
 FINISHED FLOOR ELEVATION ——— X FF FEET
 EXISTING ELEVATION ——— X FEET

HORIZONTAL ENCLOSURE OR BULKHEAD ———
 CHANGE IN FLOOR FINISH ———
 WALL TYPE ———

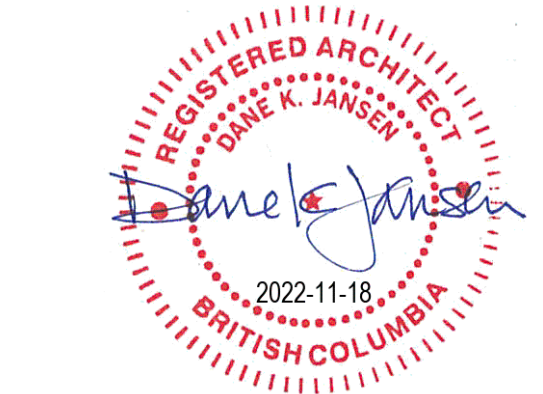
DOOR TYPE ———
 WINDOW TYPE ———



CLIENT
**CITAAPI MAHTII
(HOUSING) SOCIETY**

NO.	DATE	ISSUE
1	[2020-11-18]	ISSUED FOR RE-ZONING
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5	[2022-06-10]	70% REVIEW
6	[2022-11-18]	RE-ISSUED FOR DP

NO.	DATE	REVISION



PROJECT
4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

LEVEL 3 FLOOR PLAN

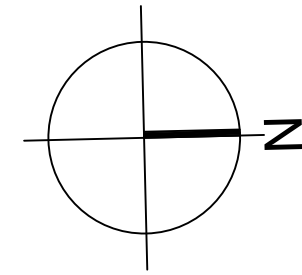
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PROJECT A220484
DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"
DATE 2022-06-10

A2.03



- GENERAL NOTES:**
- ALL INTERIOR WALL DIMENSIONS ARE TO FACE OF STUD, CONCRETE BLOCK, OR CONCRETE WALL UNO.
 - ALL INTERIOR STUD WALLS ARE TYPE 'M' UNO.
 - LARGER STUD SIZES FOR PLUMBING LINES AS PER MECHANICAL DRAWINGS, CONFIRM SIZES & LOCATION OF STUDS AT EACH FLOOR.
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 - SEE INTERIOR ELEVATION DWGS & SCHEDULES FOR ALL FINISHES, INTERIOR ELEVATIONS & MILLWORK DETAILS UNO.
 - WHERE SHEAR WALL SHEATHING IS NOT CONTINUOUS PROVIDE FURRING TO MATCH
 - ALL DOORS TO BE LOCATED 3" FROM WALL AT HINGE SIDE UNO.
 - INSTALL 1 LAYER 5/8" TYPE 'X' GNB BETWEEN BACK TO BACK ELECTRICAL OUTLETS IN PARTY WALLS
 - REFER TO DETAILS 1 & 2/A5.06 FOR SUITE SHOWER/TUB REQUIREMENTS AND CONTROL LOCATIONS
 - PROVIDE 2" X 12" SOLID BLOCKING FOR FUTURE GRAB BARS AT TUBS AND TOILETS IN ALL WASHROOMS
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 - ACCESSIBLE UNIT LINEN AND STORAGE CLOSETS - SHELVES TO BE MOUNTED BETWEEN 1'-4" AND 4'-0" A.F.F.

LEGEND:

0 HOUR FIRE SEPARATION ——— 000m ——— 000m ——— 000m ———
 3/4 HOUR FIRE SEPARATION ——— 045m ——— 045m ——— 045m ———
 1 HOUR FIRE SEPARATION ——— 090m ——— 090m ——— 090m ———
 SHEAR WALL (PER STRUCTURAL) - - - - -

DESIGN ELEVATION ——— X FF FEET
 FINISHED FLOOR ELEVATION ——— X FF FEET
 EXISTING ELEVATION ——— X FF FEET

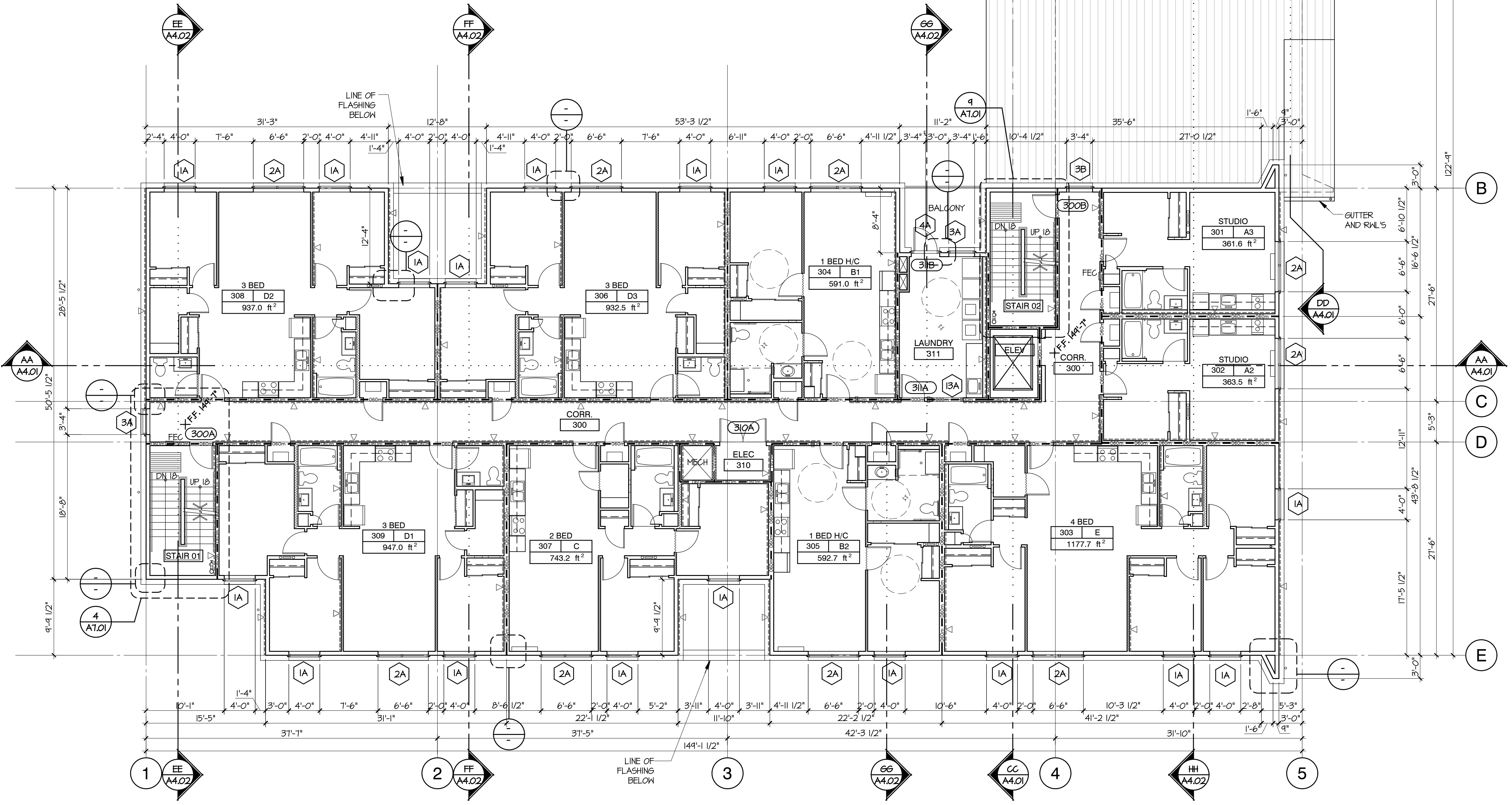
HORIZONTAL ENCLOSURE OR BULKHEAD ———

CHANGE IN FLOOR FINISH ———

WALL TYPE ———

DOOR TYPE ———

WINDOW TYPE ———



CLIENT

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NO. | DATE | REVISION

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PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

LEVEL 4 FLOOR PLAN

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PROJECT A220484

DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"

DATE 2022-06-10

A2.04

263

- GENERAL NOTES:
1. ALL INTERIOR WALL DIMENSIONS ARE TO FACE OF STUD, CONCRETE BLOCK, OR CONCRETE WALL U.N.O.
 2. ALL INTERIOR STUD WALLS ARE TYPE 'M' U.N.O.
 3. LARGER STUD SIZES FOR PLUMBING LINES AS PER MECHANICAL DRAWINGS, CONFIRM SIZES & LOCATION OF STUDS AT EACH FLOOR.
 4. PROVIDE CEILING DROPS AS NEEDED IN BATHROOMS, & WHERE NOTED & AS DETAILED, (SEE RCP'S)
 5. PROVIDE SOLID BLOCKING FOR WASHROOM ACCESSORIES AND MILLWORK.
 6. COORDINATE ALL INTERIOR LOAD-BEARING WALLS W/ STRUCTURAL DWGS.
 7. AT FLUSH HEAD TO HEAD JOINTS BETWEEN TWO DRYWALL ASSEMBLIES WITH DIFFERENT THICKNESSES TO GNB, ALWAYS USE THE THICKER GNB ON BOTH ASSEMBLIES.
 8. USE MOISTURE RESISTANT GNB IN ALL JANITOR ROOMS AND AROUND TUBS/ SHOWERS IN SUITE BATHROOMS.
 9. GNB TO RUN CONTINUOUS BEHIND ALL TUBS/ SHOWERS, BULKHEADS, CABINETS, ETC. AT FULL WALL HEIGHT, TYPICAL.
 10. SEE INTERIOR ELEVATION DWGS & SCHEDULES FOR ALL FINISHES, INTERIOR ELEVATIONS & MILLWORK DETAILS U.N.O.
 11. WHERE SHEAR WALL SHEATHING IS NOT CONTINUOUS PROVIDE FURRING TO MATCH
 12. ALL DOORS TO BE LOCATED 3" FROM WALL AT HINGE SIDE U.N.O.
 13. INSTALL 1 LAYER 5/8" TYPE 'X' GNB BETWEEN BACK TO BACK ELECTRICAL OUTLETS IN PARTY WALLS
 14. REFER TO DETAILS 1 & 2/A5.06 FOR SUITE SHOWER/TUB REQUIREMENTS AND CONTROL LOCATIONS
 15. PROVIDE 2" X 12" SOLID BLOCKING FOR FUTURE GRAB BARS AT TUBS AND TOILETS IN ALL WASHROOMS
 16. ACCESSIBLE UNIT CLOTHES CLOSETS - RODS TO BE MOUNTED BETWEEN 4'-0" AND 4'-8" A.F.F.
 17. ACCESSIBLE UNIT LINEN AND STORAGE CLOSETS - SHELVES TO BE MOUNTED BETWEEN 1'-4" AND 4'-0" A.F.F.

LEGEND:

0 HOUR FIRE SEPARATION ——— 000m — 000m — 000m —

3/4 HOUR FIRE SEPARATION ——— 045m — 045m — 045m —

1 HOUR FIRE SEPARATION ——— 090m — 090m — 090m —

SHEAR WALL (PER STRUCTURAL) - - - - -

DESIGN ELEVATION ——— X FEET

FINISHED FLOOR ELEVATION ——— X FF FEET

EXISTING ELEVATION ——— X FEET

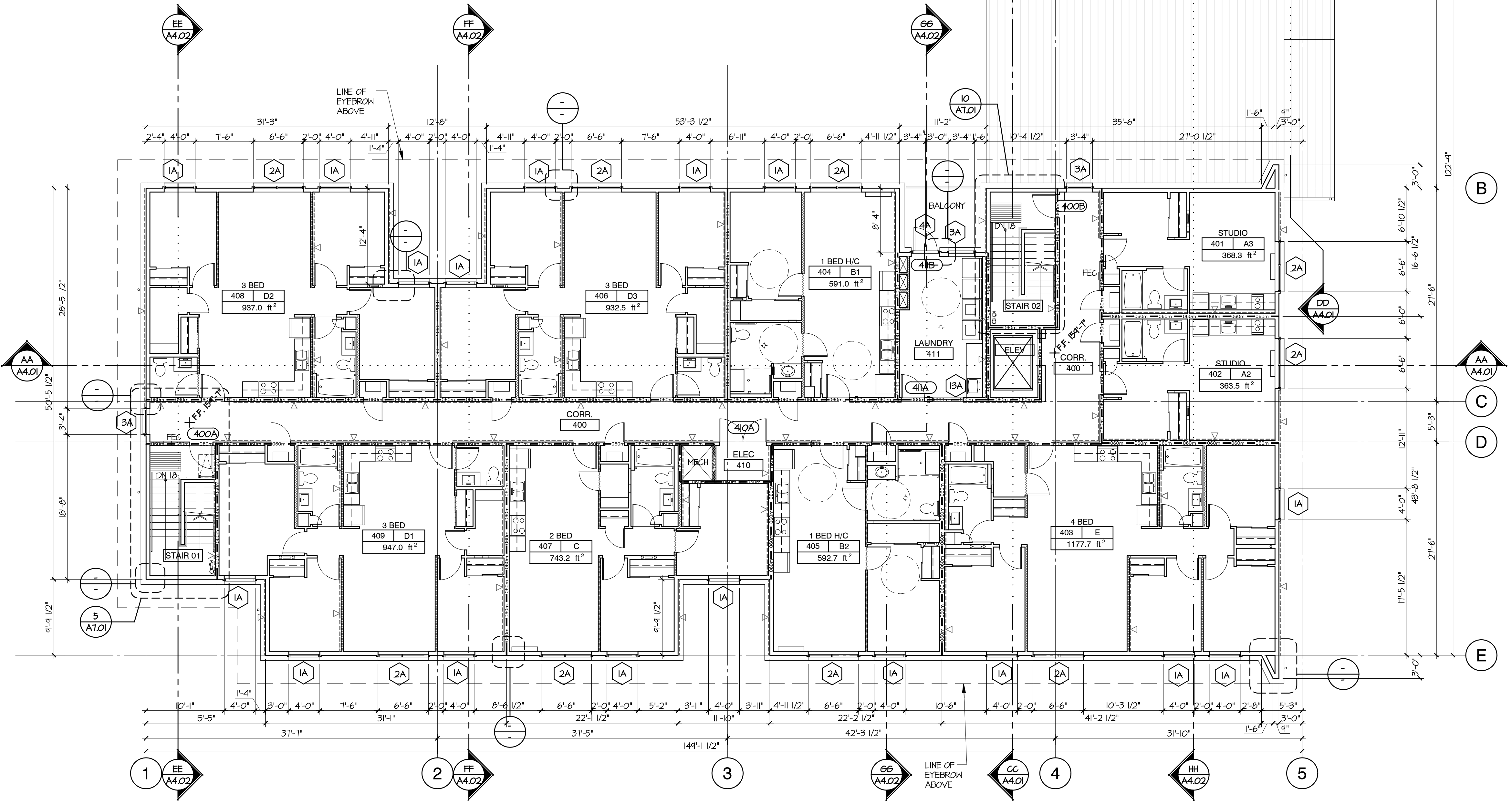
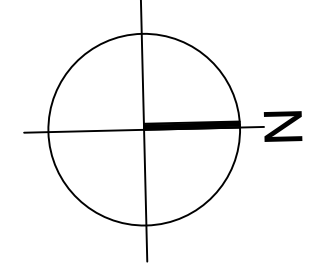
HORIZONTAL ENCLOSURE OR BULKHEAD [Symbol]

CHANGE IN FLOOR FINISH [Symbol]

WALL TYPE [Symbol]

DOOR TYPE [Symbol]

WINDOW TYPE [Symbol]



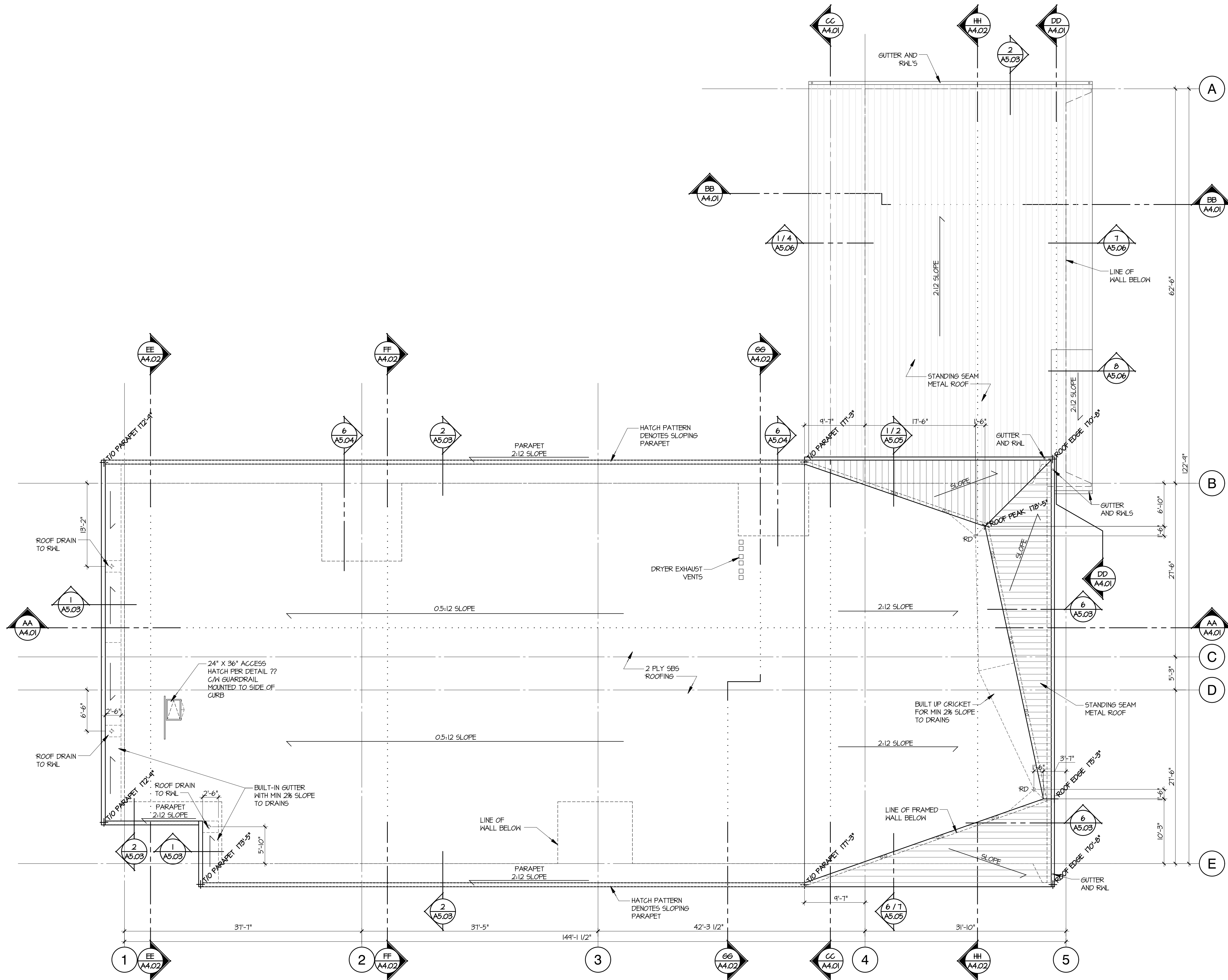
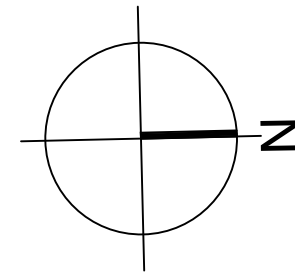
CLIENT

**CITAAPI MAHTII
(HOUSING) SOCIETY**

NO. | DATE | ISSUE

- 1 | 2020-11-18 | ISSUED FOR RE-ZONING
- 2 | 2021-07-13 | BCH SCHEMATIC SUBMITTAL
- 3 | 2022-04-26 | REISSUED FOR RE-ZONING
- 4 | 2022-05-12 | 50% BC HOUSING REVIEW
- 5 | 2022-06-10 | 70% REVIEW
- 6 | 2022-11-18 | RE-ISSUED FOR DP

NO. | DATE | REVISION



PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

ROOF PLAN

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PROJECT A220484

DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"
DATE 2022-06-10

A2.05

CLIENT

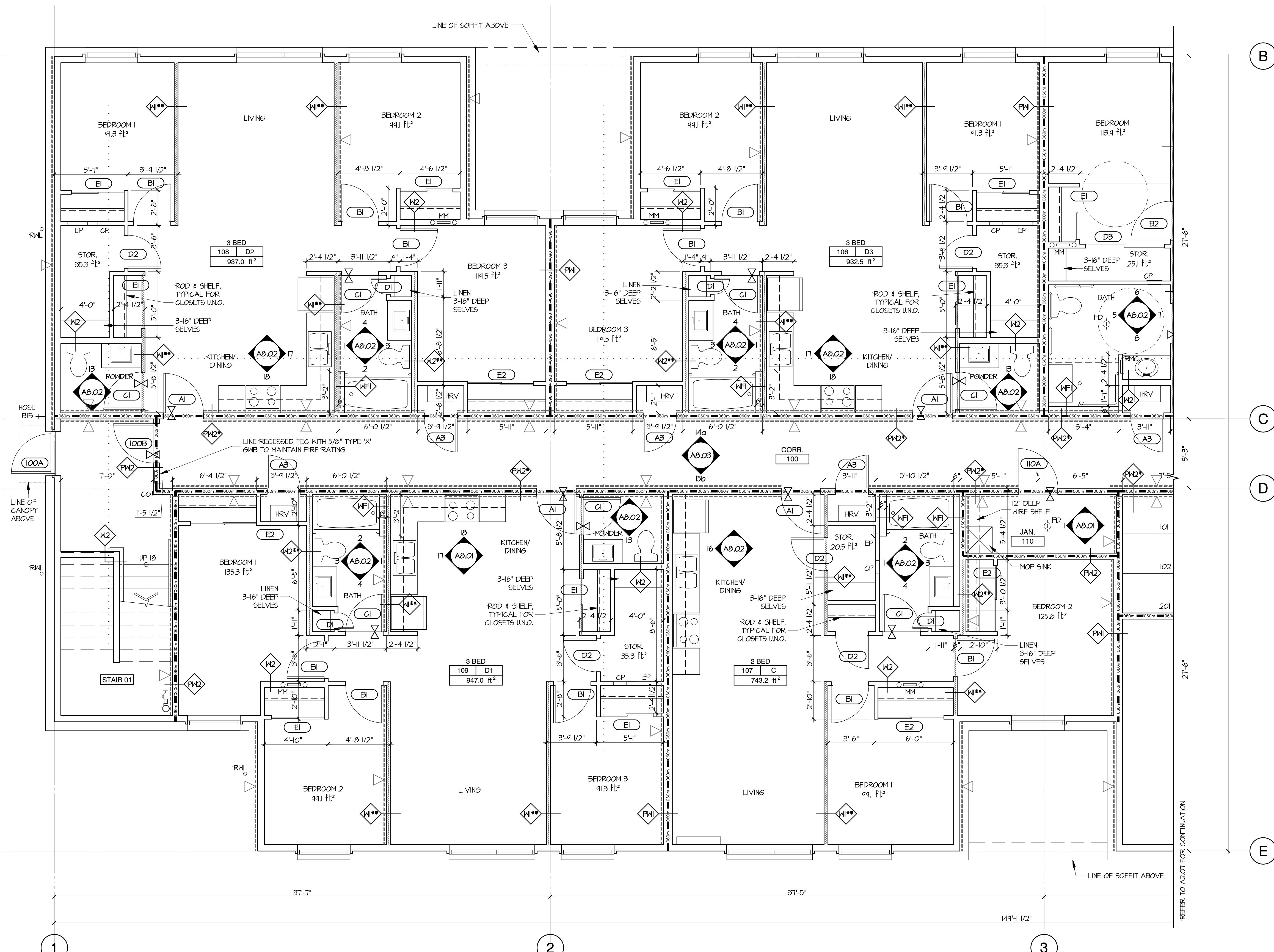
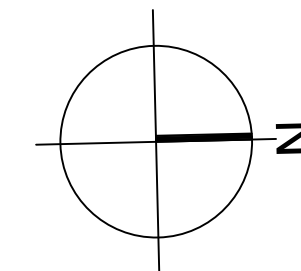
**CITAAPI MAHTII
(HOUSING) SOCIETY**

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NO. | DATE | REVISION

- | NO. | DATE | REVISION |
|-----|------|----------|
| | | |
| | | |
| | | |
| | | |



LEGEND:

0 HOUR FIRE SEPARATION	— 000mm — 000mm — 000mm —
3/4 HOUR FIRE SEPARATION	— 045mm — 045mm — 045mm —
1 HOUR FIRE SEPARATION	— 060mm — 060mm — 060mm —
SHEAR WALL (PER STRUCTURAL)	— — — — —
DESIGN ELEVATION	— FEET — FEET —
FINISHED FLOOR ELEVATION	— FEET — FEET —
EXISTING ELEVATION	— FEET — FEET —
HORIZONTAL ENCLOSURE OR BULKHEAD	■
CHANGE IN FLOOR FINISH	⊗
WALL TYPE	◇
DOOR TYPE	○
WINDOW TYPE	◻

- GENERAL NOTES:**
1. ALL INTERIOR WALL DIMENSIONS ARE TO FACE OF STUD, CONCRETE BLOCK, OR CONCRETE WALL UNO.
 2. ALL INTERIOR STUD WALLS ARE TYPE 'W' UNO.
 3. LARGER STUD SIZES FOR PLUMBING LINES AS PER MECHANICAL DRAWINGS, CONFIRM SIZES & LOCATION OF STUDS AT EACH FLOOR.
 4. PROVIDE CEILING DROPS AS NEEDED IN BATHROOMS, & WHERE NOTED & AS DETAILED. (SEE RCP'S)
 5. PROVIDE SOLID BLOCKING FOR WASHROOM ACCESSORIES AND MILLWORK.
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 17. ACCESSIBLE UNIT LINEN AND STORAGE CLOSETS - SHELVES TO BE MOUNTED BETWEEN 1'-4" AND 4'-0" A.F.F.

UNIT PLAN LEGEND:

MM	MECHANICAL MANIFOLD
EP	ELECTRICAL PANEL
CP	COMMUNICATION PANEL
	COORD. HEIGHT WITH SHELVING
RMC	RECESSED MEDICINE CABINET



PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

**LEVEL 1 FLOOR PLAN
ENLARGED (SOUTH)**

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PROJECT A220484

DRAWN DI CHECKED DS

SCALE 1/4" = 1'-0"
DATE 2022-06-10

A2.06

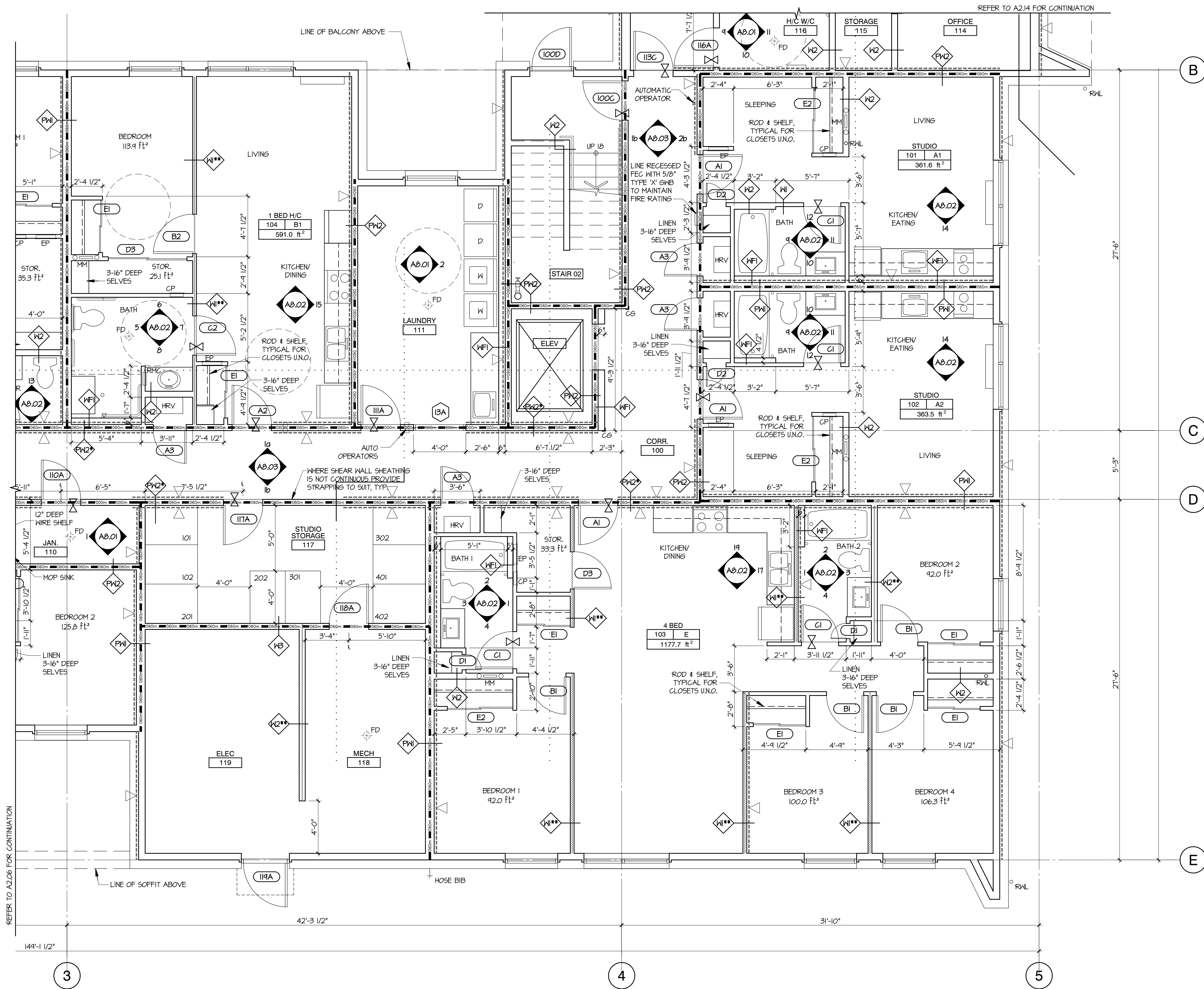
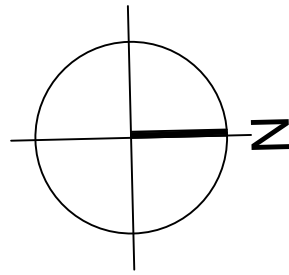
CLIENT

**CITAAPI MAHTII
(HOUSING) SOCIETY**

NO. | DATE | ISSUE

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- 3 | 2022-05-12 | 50% BC HOUSING REVIEW
- 4 | 2022-06-10 | 70% REVIEW
- 5 | 2022-11-18 | RE-ISSUED FOR DP

NO. | DATE | REVISION



LEGEND:

0 HOUR FIRE SEPARATION	— 000mm — 000mm — 000mm —
3/4 HOUR FIRE SEPARATION	— 045mm — 045mm — 045mm —
1 HOUR FIRE SEPARATION	— 060mm — 060mm — 060mm —
SHEAR WALL (PER STRUCTURAL)	-----
DESIGN ELEVATION	X FEET X METERS
FINISHED FLOOR ELEVATION	X FEET X METERS
EXISTING ELEVATION	X FEET X METERS
HORIZONTAL ENCLOSURE OR BULKHEAD	▬
CHANGE IN FLOOR FINISH	⊗
WALL TYPE	◇
DOOR TYPE	◡
WINDOW TYPE	◻

- GENERAL NOTES:**
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 2. ALL INTERIOR STUD WALLS ARE TYPE 'W' UNO.
 3. LARGER STUD SIZES FOR PLUMBING LINES AS PER MECHANICAL DRAWINGS, CONFIRM SIZES & LOCATION OF STUDS AT EACH FLOOR.
 4. PROVIDE CEILING DROPS AS NEEDED IN BATHROOMS, & WHERE NOTED & AS DETAILED. (SEE RCP'S)
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UNIT PLAN LEGEND:

MM	MECHANICAL MANIFOLD
EP	ELECTRICAL PANEL
CP	COMMUNICATION PANEL
	COORD. HEIGHT WITH SHELVING
RMC	RECESSED MEDICINE CABINET



PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

**LEVEL 1 FLOOR PLAN
ENLARGED (NORTH)**

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PROJECT A220484

DRAWN DI CHECKED DS

SCALE 1/4" = 1'-0"
DATE 2022-06-10

A2.07

CLIENT

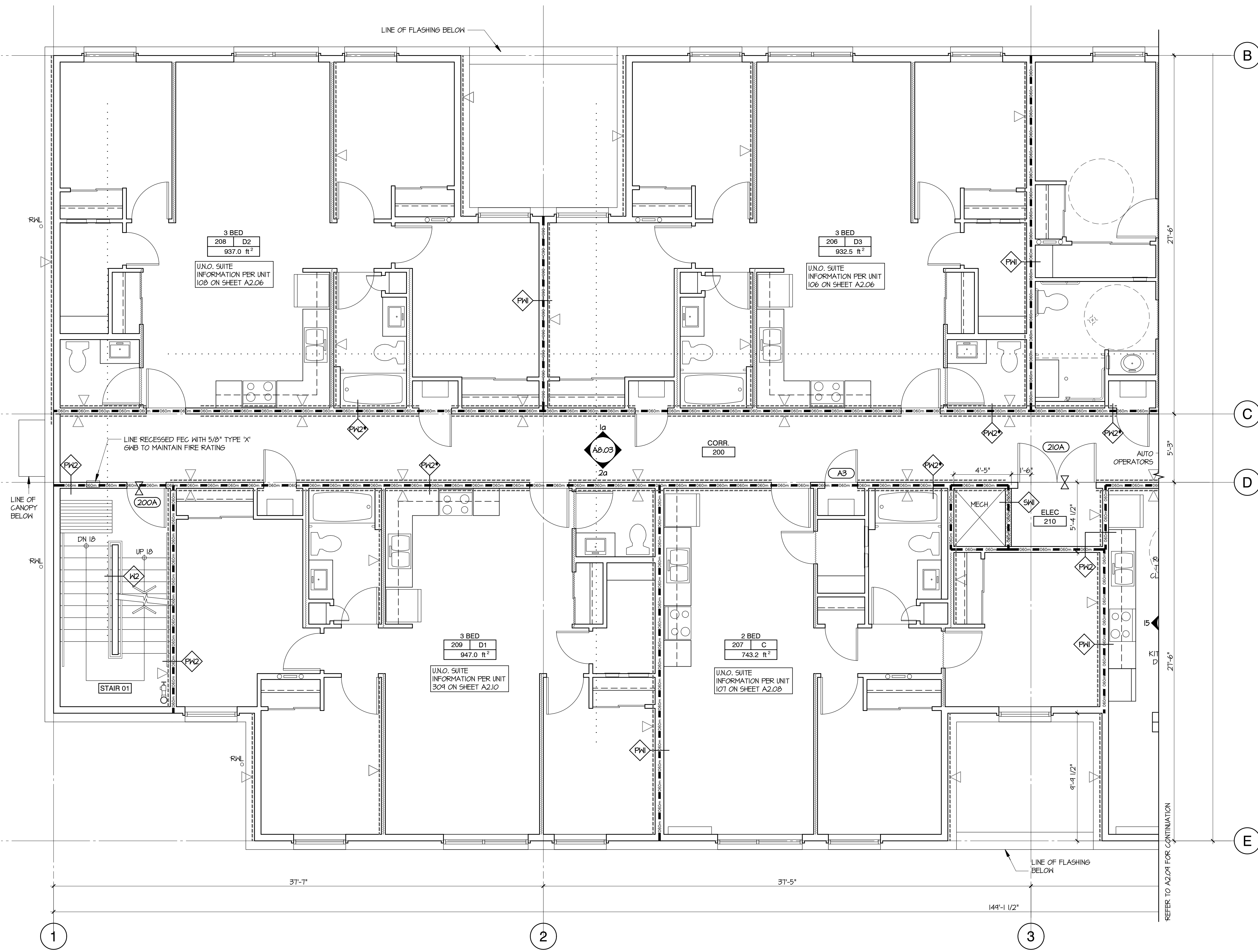
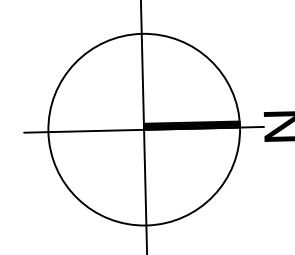
**CITAAPI MAHTII
(HOUSING) SOCIETY**

NO. | DATE | ISSUE

- 1 | 2021-07-13 | BCH SCHEMATIC SUBMITTAL
- 2 | 2022-04-26 | REISSUED FOR RE-ZONING
- 3 | 2022-05-12 | 50% BC HOUSING REVIEW
- 4 | 2022-06-10 | 70% REVIEW
- 5 | 2022-11-18 | RE-ISSUED FOR DP

NO. | DATE | REVISION

-
-
-
-
-



LEGEND:

0 HOUR FIRE SEPARATION	— 000m — 000m — 000m —
3/4 HOUR FIRE SEPARATION	— 045m — 045m — 045m —
1 HOUR FIRE SEPARATION	— 060m — 060m — 060m —
SHEAR WALL (PER STRUCTURAL)	— — — — —

DESIGN ELEVATION	X FEET
FINISHED FLOOR ELEVATION	X FEET
EXISTING ELEVATION	X FEET
HORIZONTAL ENCLOSURE OR BULKHEAD	■
CHANGE IN FLOOR FINISH	⊗
WALL TYPE	◇
DOOR TYPE	⬢
WINDOW TYPE	⬠

- GENERAL NOTES:**
1. ALL INTERIOR WALL DIMENSIONS ARE TO FACE OF STUD, CONCRETE BLOCK, OR CONCRETE WALL U.N.O.
 2. ALL INTERIOR STUD WALLS ARE TYPE 'W' U.N.O.
 3. LARGER STUD SIZES FOR PLUMBING LINES AS PER MECHANICAL DRAWINGS, CONFIRM SIZES & LOCATION OF STUDS AT EACH FLOOR.
 4. PROVIDE CEILING DROPS AS NEEDED IN BATHROOMS, & WHERE NOTED & AS DETAILED. (SEE RCP'S)
 5. PROVIDE SOLID BLOCKING FOR WASHROOM ACCESSORIES AND MILLWORK.
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UNIT PLAN LEGEND:

MM	MECHANICAL MANIFOLD
EP	ELECTRICAL PANEL
CP	COMMUNICATION PANEL
	COORD. HEIGHT WITH SHELVING
RMC	RECESSED MEDICINE CABINET



PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

**LEVEL 2 FLOOR PLAN
ENLARGED (SOUTH)**

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PROJECT A220484

DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"
DATE 2022-06-10

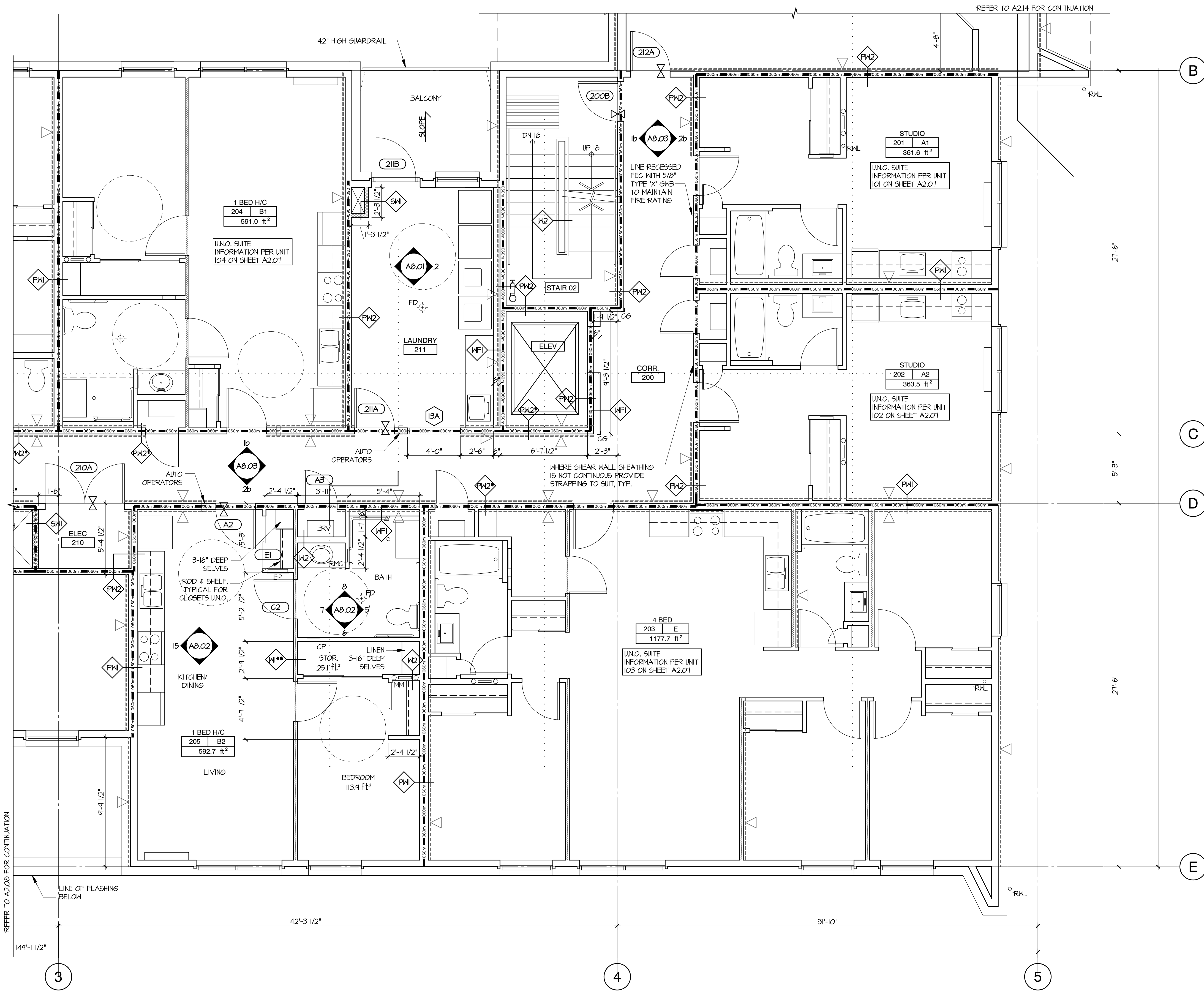
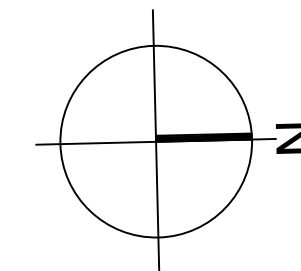
A2.08

CLIENT

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(HOUSING) SOCIETY**

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5	2022-11-18	RE-ISSUED FOR DP

NO.	DATE	REVISION
6	2022-11-18	RE-ISSUED FOR DP



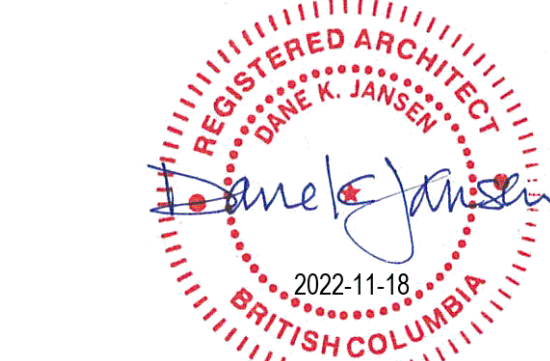
LEGEND:

0 HOUR FIRE SEPARATION	— 000m — 000m — 000m —
3/4 HOUR FIRE SEPARATION	— 045m — 045m — 045m —
1 HOUR FIRE SEPARATION	— 060m — 060m — 060m —
SHEAR WALL (PER STRUCTURAL)	-----
DESIGN ELEVATION	X FEET
FINISHED FLOOR ELEVATION	X FEET
EXISTING ELEVATION	X METERS
HORIZONTAL ENCLOSURE OR BULKHEAD	6 [2022-11-18] RE-ISSUED FOR DP
CHANGE IN FLOOR FINISH	◇
WALL TYPE	◇
DOOR TYPE	○
WINDOW TYPE	◻

- GENERAL NOTES:**
- ALL INTERIOR WALL DIMENSIONS ARE TO FACE OF STUD, CONCRETE BLOCK, OR CONCRETE WALL U.N.O.
 - ALL INTERIOR STUD WALLS ARE TYPE 'W' U.N.O.
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UNIT PLAN LEGEND:

MM	MECHANICAL MANIFOLD
EP	ELECTRICAL PANEL
CP	COMMUNICATION PANEL
	COORD. HEIGHT WITH SHELVING
RMC	RECESSED MEDICINE CABINET



PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

**LEVEL 2 FLOOR PLAN
ENLARGED (NORTH)**

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PROJECT A220484
DRAWN DI CHECKED DS
SCALE 1/8" = 1'-0"
DATE 2022-06-10

A2.09

CLIENT

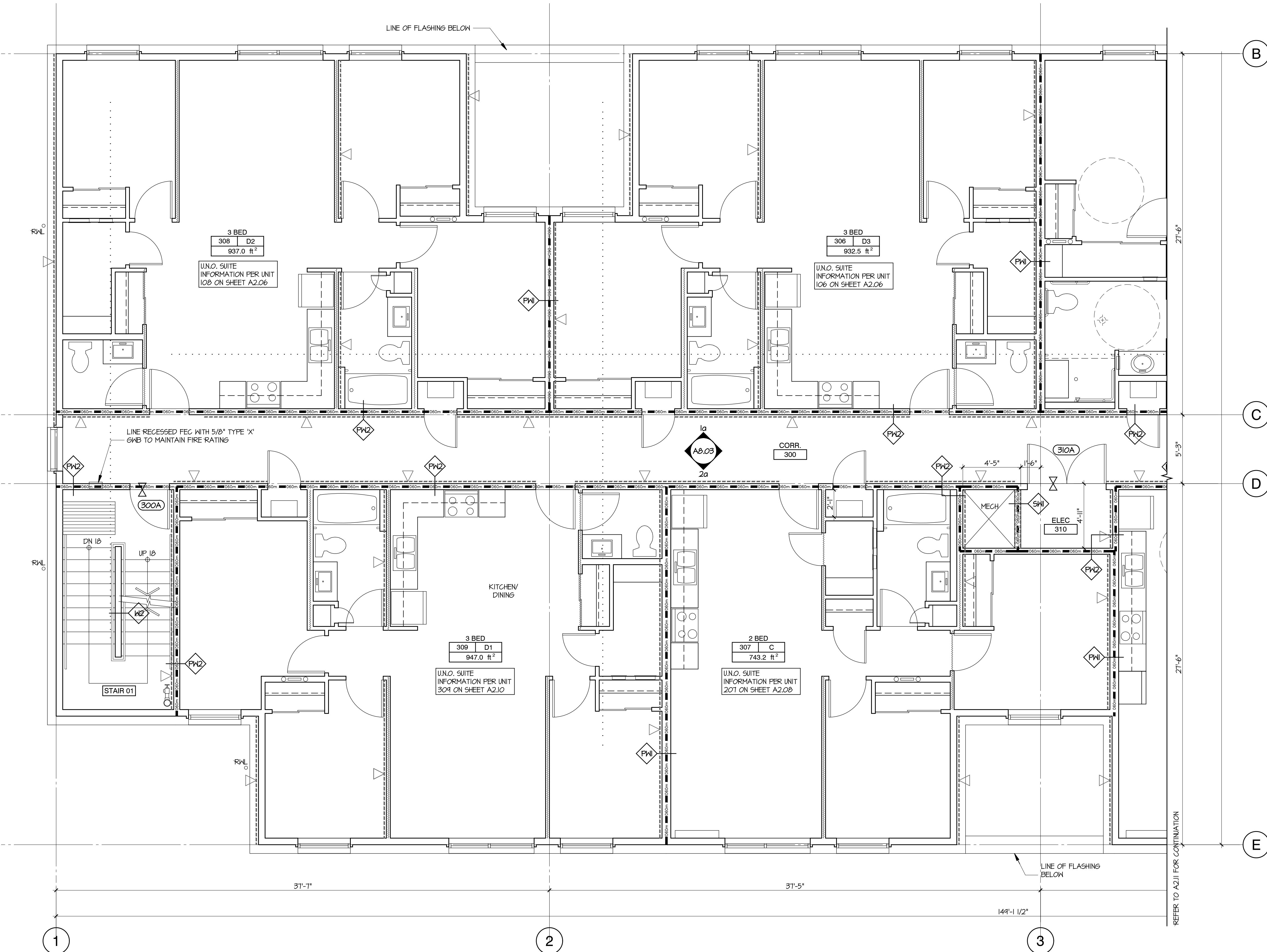
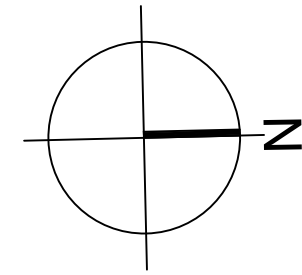
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NO. | DATE | REVISION

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-
-



LEGEND:

0 HOUR FIRE SEPARATION	— 000m — 000m — 000m —
3/4 HOUR FIRE SEPARATION	— 045m — 045m — 045m —
1 HOUR FIRE SEPARATION	— 060m — 060m — 060m —
SHEAR WALL (PER STRUCTURAL)	— — —
DESIGN ELEVATION	X FEET
FINISHED FLOOR ELEVATION	X FF. FEET
EXISTING ELEVATION	X FEET
HORIZONTAL ENCLOSURE OR BULKHEAD	■
CHANGE IN FLOOR FINISH	◇
WALL TYPE	◇
DOOR TYPE	○
WINDOW TYPE	◡

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 - AT FLUSH HEAD TO HEAD JOINTS BETWEEN TWO DRYWALL ASSEMBLIES WITH DIFFERENT THICKNESSES TO GWB, ALWAYS USE THE THICKER GWB ON BOTH ASSEMBLIES.
 - USE MOISTURE RESISTANT GWB IN ALL JANITOR ROOMS AND AROUND TUBS/ SHOWERS IN SUITE BATHROOMS.
 - GWB TO RUN CONTINUOUS BEHIND ALL TUBS/ SHOWERS, BULKHEADS, CABINETS, ETC. AT FULL WALL HEIGHT, TYPICAL.
 - SEE INTERIOR ELEVATION DWGS & SCHEDULES FOR ALL FINISHES, INTERIOR ELEVATIONS & MILLWORK DETAILS U.N.O.
 - WHERE SHEAR WALL SHEATHING IS NOT CONTINUOUS PROVIDE FURRING TO MATCH
 - ALL DOORS TO BE LOCATED 3" FROM WALL AT HINGE SIDE U.N.O.
 - INSTALL 1 LAYER 5/8" TYPE 'X' GWB BETWEEN BACK TO BACK ELECTRICAL OUTLETS IN PARTY WALLS
 - REFER TO DETAILS 1 & 2/A5.06 FOR SUITE SHOWER/TUB REQUIREMENTS AND CONTROL LOCATIONS
 - PROVIDE 2" X 12" SOLID BLOCKING FOR FUTURE GRAB BARS AT TUBS AND TOILETS IN ALL WASHROOMS
 - ACCESSIBLE UNIT CLOTHES CLOSETS - RODS TO BE MOUNTED BETWEEN 4'-0" AND 4'-8" A.F.F.
 - ACCESSIBLE UNIT LINEN AND STORAGE CLOSETS - SHELVES TO BE MOUNTED BETWEEN 1'-4" AND 4'-0" A.F.F.

UNIT PLAN LEGEND:

MM	MECHANICAL MANIFOLD
EP	ELECTRICAL PANEL
CP	COMMUNICATION PANEL
	COORD. HEIGHT WITH SHELVING
RMG	RECESSED MEDICINE CABINET



PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

**LEVEL 3 FLOOR PLAN
ENLARGED (SOUTH)**

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PROJECT A220484

DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"
DATE 2022-06-10

A2.10

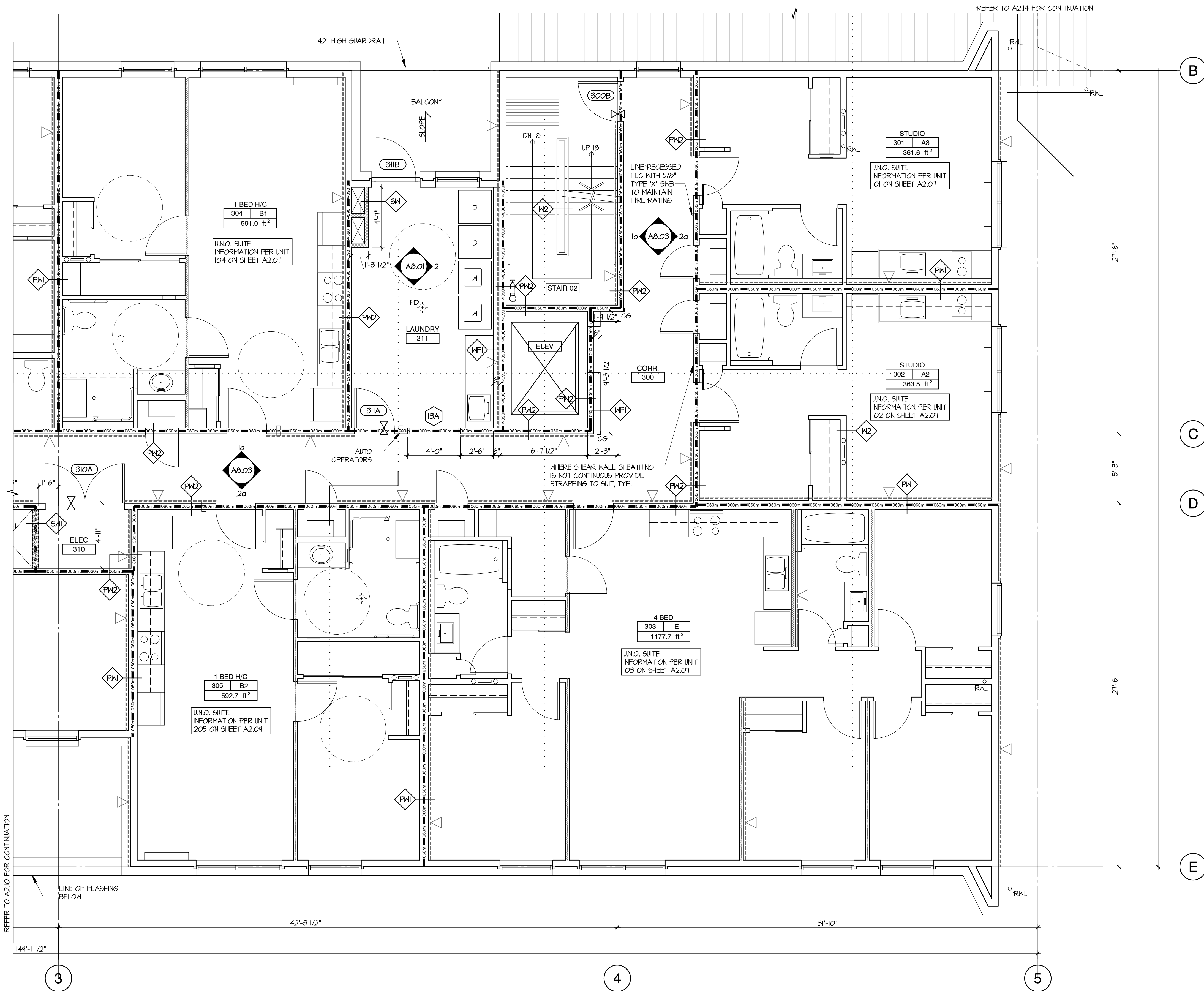
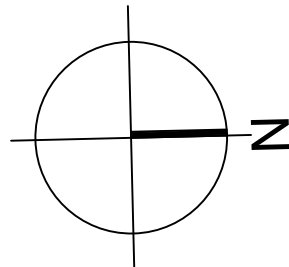
CLIENT

**CITAAPI MAHTII
(HOUSING) SOCIETY**

NO. | DATE | ISSUE

- 1 | 2021-07-13 | BCH SCHEMATIC SUBMITTAL
- 2 | 2022-04-26 | REISSUED FOR RE-ZONING
- 3 | 2022-05-12 | 50% BC HOUSING REVIEW
- 4 | 2022-06-10 | 70% REVIEW
- 5 | 2022-11-18 | RE-ISSUED FOR DP

NO. | DATE | REVISION



LEGEND:

0 HOUR FIRE SEPARATION	— 000m — 000m — 000m —
3/4 HOUR FIRE SEPARATION	— 045m — 045m — 045m —
1 HOUR FIRE SEPARATION	— 060m — 060m — 060m —
SHEAR WALL (PER STRUCTURAL)	-----
DESIGN ELEVATION	X FEET
FINISHED FLOOR ELEVATION	X FEET
EXISTING ELEVATION	X FEET
HORIZONTAL ENCLOSURE OR BULKHEAD	■
CHANGE IN FLOOR FINISH	⊗
WALL TYPE	◇
DOOR TYPE	⬢
WINDOW TYPE	⬠

- GENERAL NOTES:**
1. ALL INTERIOR WALL DIMENSIONS ARE TO FACE OF STUD, CONCRETE BLOCK, OR CONCRETE WALL U.N.O.
 2. ALL INTERIOR STUD WALLS ARE TYPE 'W' U.N.O.
 3. LARGER STUD SIZES FOR PLUMBING LINES AS PER MECHANICAL DRAWINGS, CONFIRM SIZES & LOCATION OF STUDS AT EACH FLOOR.
 4. PROVIDE CEILING DROPS AS NEEDED IN BATHROOMS, & WHERE NOTED & AS DETAILED. (SEE RCP'S)
 5. PROVIDE SOLID BLOCKING FOR WASHROOM ACCESSORIES AND MILLWORK.
 6. COORDINATE ALL INTERIOR LOAD-BEARING WALLS W/ STRUCTURAL DWGS.
 7. AT FLUSH HEAD TO HEAD JOINTS BETWEEN TWO DRYWALL ASSEMBLIES WITH DIFFERENT THICKNESSES TO GNB, ALWAYS USE THE THICKER GNB IN BOTH ASSEMBLIES.
 8. USE MOISTURE RESISTANT GNB IN ALL JANITOR ROOMS AND AROUND TUBS/ SHOWERS IN SUITE BATHROOMS.
 9. GNB TO RUN CONTINUOUS BEHIND ALL TUBS/ SHOWERS, BULKHEADS, CABINETS, ETC. AT FULL WALL HEIGHT, TYPICAL.
 10. SEE INTERIOR ELEVATION DWGS & SCHEDULES FOR ALL FINISHES, INTERIOR ELEVATIONS & MILLWORK DETAILS U.N.O.
 11. WHERE SHEAR WALL SHEATHING IS NOT CONTINUOUS PROVIDE FURRING TO MATCH
 12. ALL DOORS TO BE LOCATED 3" FROM WALL AT HINGE SIDE U.N.O.
 13. INSTALL 1 LAYER 5/8" TYPE 'X' GNB BETWEEN BACK TO BACK ELECTRICAL OUTLETS IN PARTY WALLS
 14. REFER TO DETAILS I & 2/A5.06 FOR SUITE SHOWER/TUB REQUIREMENTS AND CONTROL LOCATIONS
 15. PROVIDE 2" X 12" SOLID BLOCKING FOR FUTURE GRAB BARS AT TUBS AND TOILETS IN ALL WASHROOMS
 16. ACCESSIBLE UNIT CLOTHES CLOSETS - RODS TO BE MOUNTED BETWEEN 4'-0" AND 4'-8" A.F.F.
 17. ACCESSIBLE UNIT LINEN AND STORAGE CLOSETS - SHELVES TO BE MOUNTED BETWEEN 1'-4" AND 4'-0" A.F.F.

UNIT PLAN LEGEND:

MM	MECHANICAL MANIFOLD
EP	ELECTRICAL PANEL
CP	COMMUNICATION PANEL
	COORD. HEIGHT WITH SHELVING
RMC	RECESSED MEDICINE CABINET



PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

**LEVEL 3 FLOOR PLAN
ENLARGED (NORTH)**

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PROJECT A220484

DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"
DATE 2022-06-10

A2.11

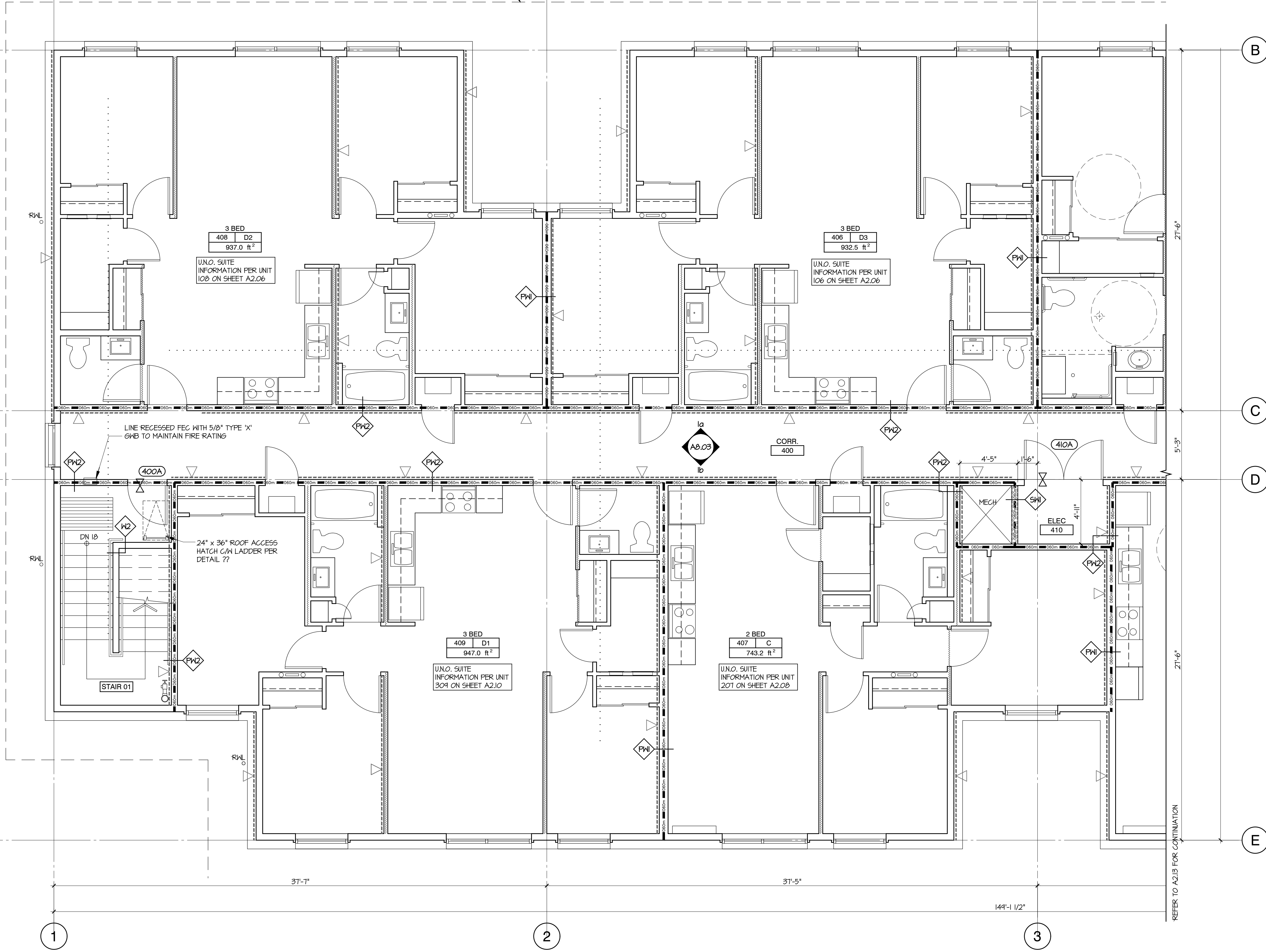
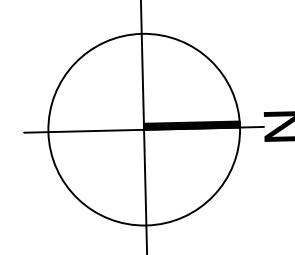
CLIENT

**CITAAPI MAHTII
(HOUSING) SOCIETY**

NO. | DATE | ISSUE

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- 4 | 2022-06-10 | 70% REVIEW
- 5 | 2022-11-18 | RE-ISSUED FOR DP

NO. | DATE | REVISION



LEGEND:

0 HOUR FIRE SEPARATION	— 000m — 000m — 000m —
3/4 HOUR FIRE SEPARATION	— 045m — 045m — 045m —
1 HOUR FIRE SEPARATION	— 060m — 060m — 060m —
SHEAR WALL (PER STRUCTURAL)	-----

DESIGN ELEVATION	X FEET
FINISHED FLOOR ELEVATION	X FF FEET
EXISTING ELEVATION	X FEET
	X METERS

HORIZONTAL ENCLOSURE OR BULKHEAD	
CHANGE IN FLOOR FINISH	
WALL TYPE	
DOOR TYPE	
WINDOW TYPE	

- GENERAL NOTES:**
- ALL INTERIOR WALL DIMENSIONS ARE TO FACE OF STUD, CONCRETE BLOCK, OR CONCRETE WALL U.N.O.
 - ALL INTERIOR STUD WALLS ARE TYPE 'W' U.N.O.
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UNIT PLAN LEGEND:

- MM MECHANICAL MANIFOLD
- EP ELECTRICAL PANEL
- CP COMMUNICATION PANEL
- COORD. HEIGHT WITH SHELVING
- RMC RECESSED MEDICINE CABINET



PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

**LEVEL 4 FLOOR PLAN
ENLARGED (SOUTH)**

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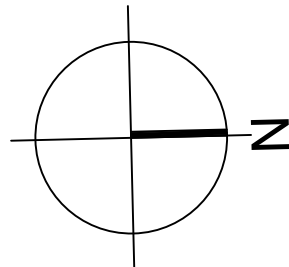
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PROJECT A220484

DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"
DATE 2022-06-10

A2.12



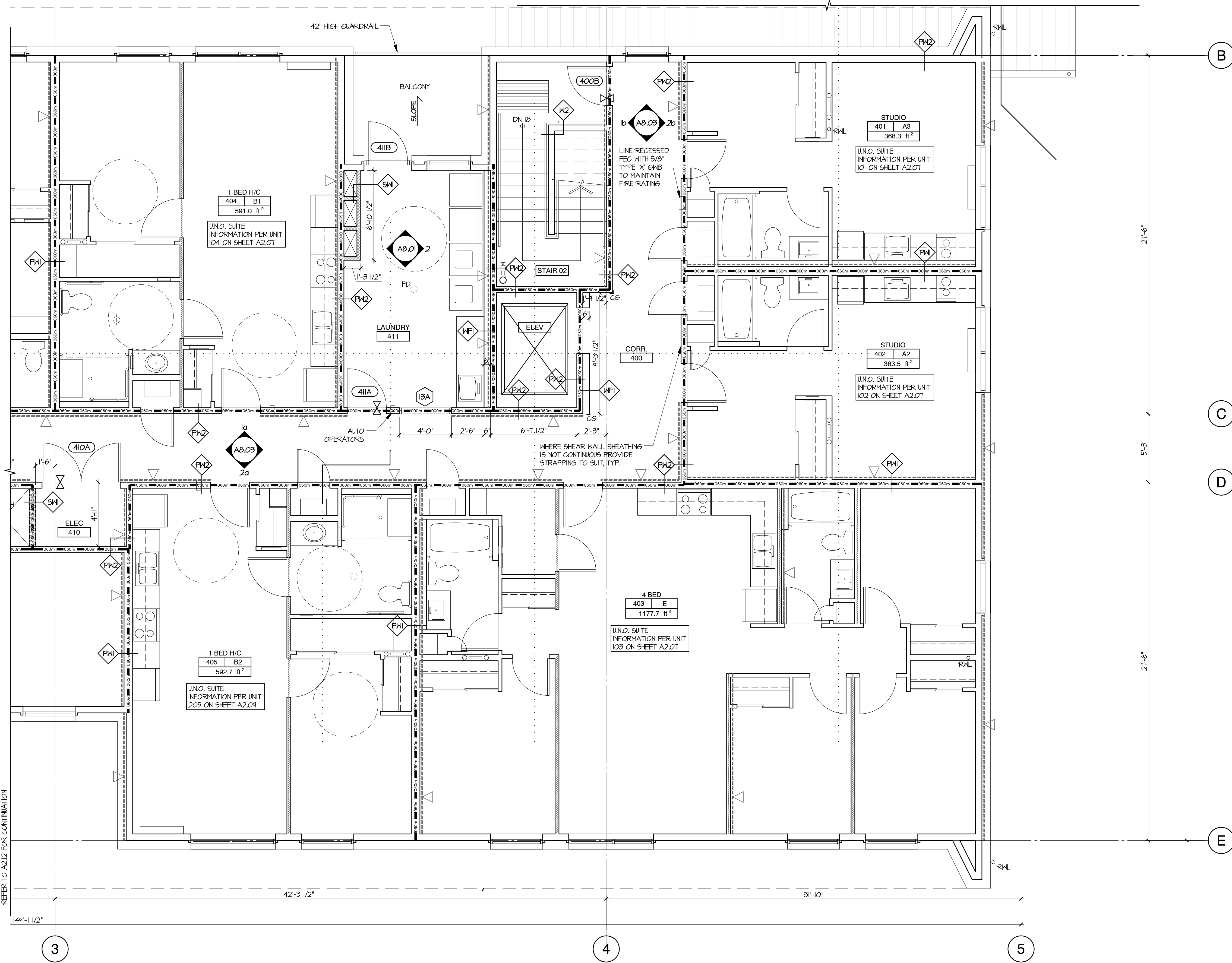
CLIENT

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(HOUSING) SOCIETY**

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LEGEND:

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3/4 HOUR FIRE SEPARATION	— 045m — 045m — 045m —
1 HOUR FIRE SEPARATION	— 060m — 060m — 060m —
SHEAR WALL (PER STRUCTURAL)	-----
DESIGN ELEVATION	X FEET X METERS
FINISHED FLOOR ELEVATION	X FEET X METERS
EXISTING ELEVATION	X FEET X METERS
HORIZONTAL ENCLOSURE OR BULKHEAD	[Grey Box]
CHANGE IN FLOOR FINISH	[X Symbol]
WALL TYPE	[Diamond Symbol]
DOOR TYPE	[Oval Symbol]
WINDOW TYPE	[Hexagon Symbol]

- GENERAL NOTES:**
1. ALL INTERIOR WALL DIMENSIONS ARE TO FACE OF STUD, CONCRETE BLOCK, OR CONCRETE WALL U.N.O.
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UNIT PLAN LEGEND:

MM	MECHANICAL MANIFOLD
EP	ELECTRICAL PANEL
CP	COMMUNICATION PANEL
	COORD. HEIGHT WITH SHELVING
RMC	RECESSED MEDICINE CABINET



PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

**LEVEL 4 FLOOR PLAN
ENLARGED (NORTH)**

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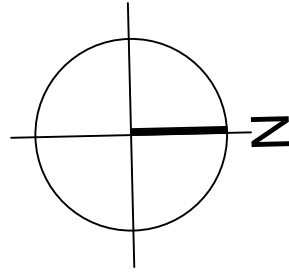
PROJECT A220484

DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"
DATE 2022-06-10



A2.13

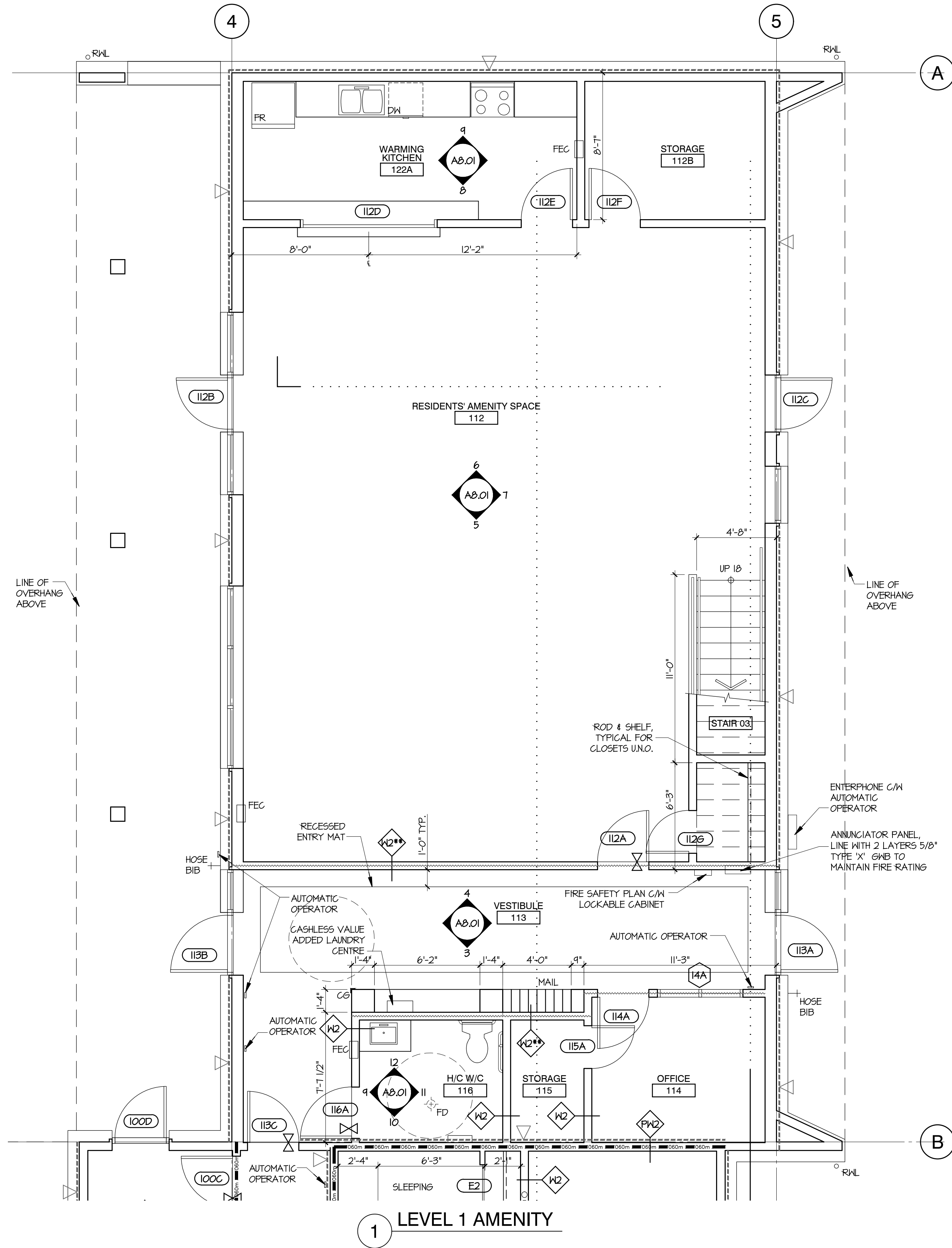


CLIENT

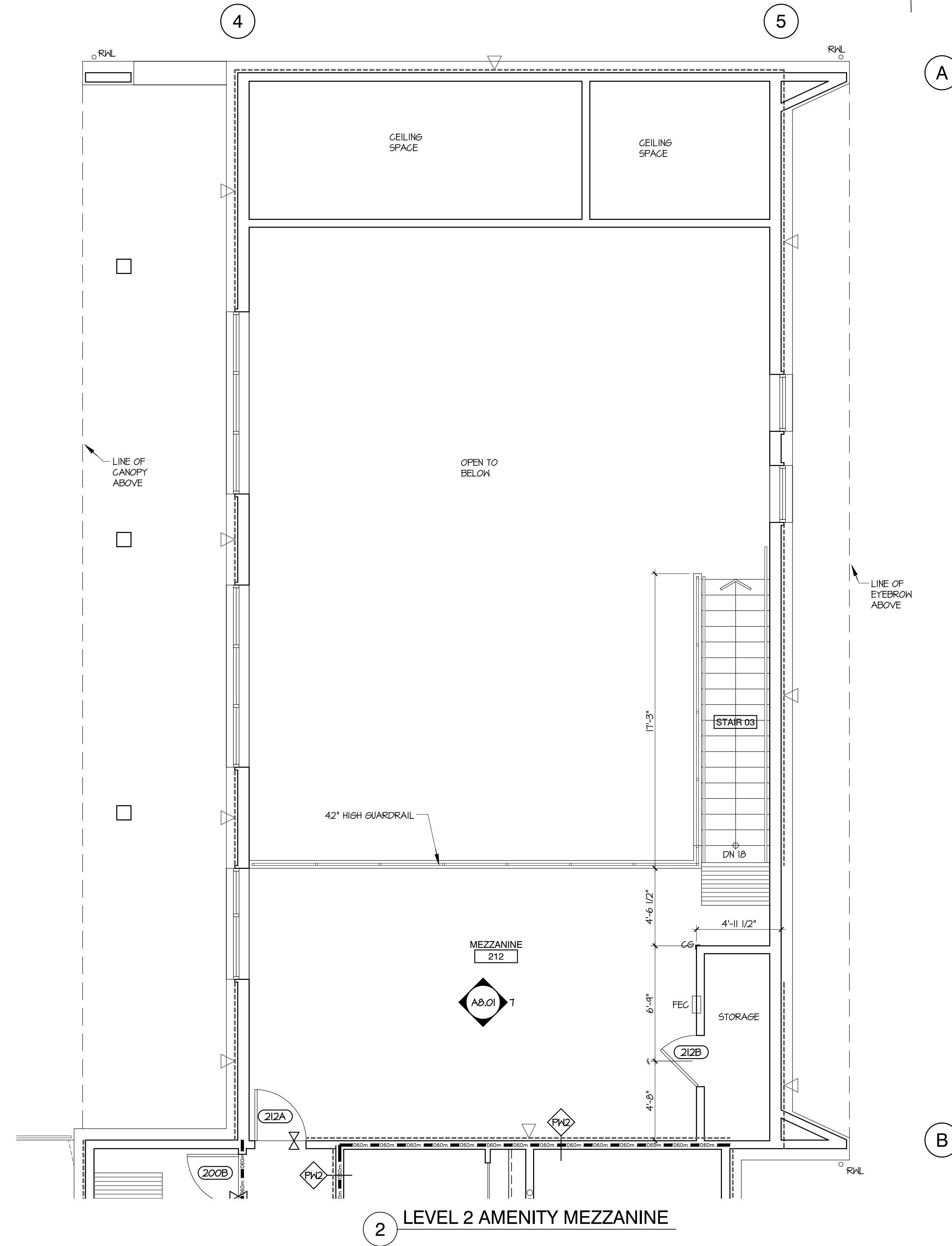
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(HOUSING) SOCIETY**

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NO.	DATE	REVISION
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1 LEVEL 1 AMENITY



2 LEVEL 2 AMENITY MEZZANINE



PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

**RESIDENTS'
AMENITY SPACE**

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PROJECT A220484

DRAWN DI CHECKED DS

SCALE 1/4" = 1'-0"
DATE 2022-06-10

A2.14

CLIENT

**CITAAPI MAHTII
(HOUSING) SOCIETY**

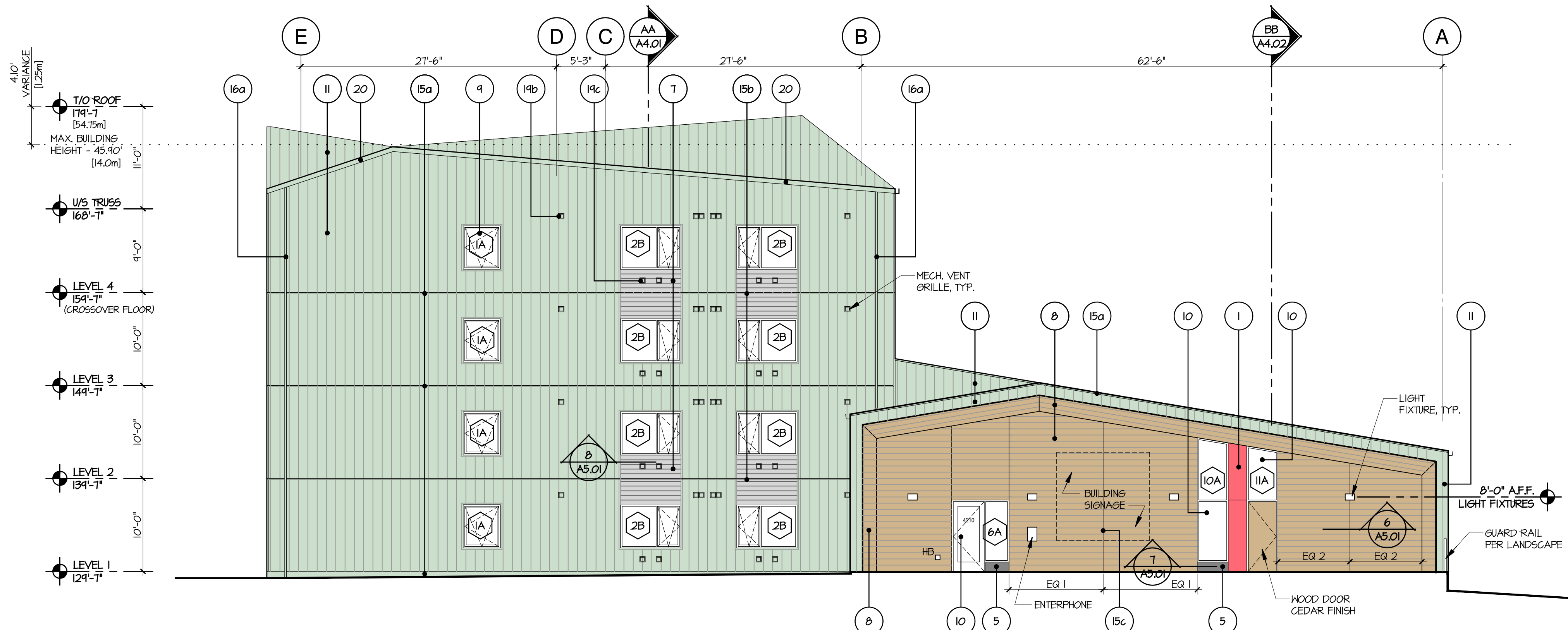
NO. | DATE | ISSUE

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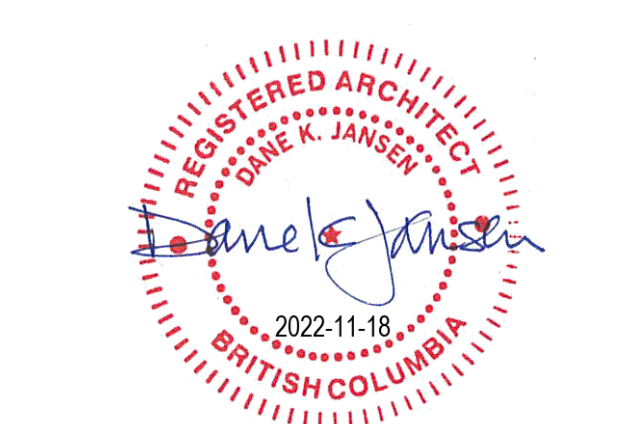
MATERIAL LEGEND	COLOUR	
1 FIBRE CEMENT PANEL SIDING SMOOTH FINISH (PAINTED)	SW 7508 SHOW STOPPER	
2 FIBRE CEMENT PANEL SIDING SMOOTH FINISH (PAINTED)	SW 6910 DAISY	
3 FIBRE CEMENT PANEL SIDING SMOOTH FINISH (PAINTED)	SW 6719 GECKO	
4 FIBRE CEMENT PANEL SIDING SMOOTH FINISH (PAINTED)	SW 6454 BLUE CHIP	
5 FIBRE CEMENT PANEL SIDING SMOOTH FINISH (STATEMENT COLLECTION)	IRON GRAY	
6 6" HORIZONTAL FIBRE CEMENT LAP SIDING WOOD GRAIN FINISH (STATEMENT COLLECTION)	AGED PEPPER	
7 6" HORIZONTAL FIBRE CEMENT LAP SIDING WOOD GRAIN FINISH (RUSTIC SERIES)	COASTAL GRAY	
8 6" HORIZONTAL CEDAR SHIPLAP SIDING AND SOFFIT	TINTED SEALER	
9 DOUBLE GLAZED VINYL WINDOWS AND DOORS C/W CLEAR GLASS	MATTE BLACK	
10 DOUBLE GLAZED CURTAIN WALL ASSEMBLY C/W CLEAR GLASS	MATTE BLACK	
11 STANDING SEAM METAL ROOF AND SIDING (CASCADIA STANDARD COLOURS)	MIST GREEN	
12 2 PLY SBS ROOFING MEMBRANE	GREY	
13 GLULAM POSTS	TINTED SEALER	
14 PRE-FINISHED ALUMINUM PICKET GUARDRAIL	MATTE BLACK	
15a PRE-FINISHED METAL FLASHING 15a - AT METAL SIDING & ROOFING	(CASCADIA STANDARD COLOURS)	
15b - AT COASTAL GRAY SIDING	MIST GREEN	
15c - AT CEDAR SIDING	CHARCOAL	
15d - ALL OTHER LOCATIONS	BLACK	
16 PAINTED PVC RAIN WATER LEADER 16a - AT MIST GREEN SIDING	SW 2012 ROCKWOOD JADE	
16b - ALL OTHER LOCATIONS	SW 1613 PEPPER CAST	
17 ARCHITECTURAL FINISHED CONCRETE	CLEAR SEALER	
18 PAINTED INSULATED STEEL DOOR 18a - AT SOUTH EXIT	(ALL FRAMES SW 6258 TRICORN BLACK)	
18b - ALL OTHER STEEL DOORS	SW 1613 PEPPER CAST (BOTH SIDES)	
19 MECHANICAL EXHAUST VENTS 19a - AT CEDAR SIDING	23 - TAUPE	
19b - AT MIST GREEN SIDING	SW 2012 ROCKWOOD JADE (PAINTED)	
19c - ALL OTHER LOCATIONS	28 - DARK GREY	
20 PAINTED BENT METAL GUTTER	SW 2012 ROCKWOOD JADE	



1 NORTH ELEVATION



2 EAST ELEVATION



PROJECT
4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

ELEVATIONS

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PROJECT A220484
DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"
DATE 2022-06-10

A3.01

CLIENT

**CITAAPI MAHTII
(HOUSING) SOCIETY**

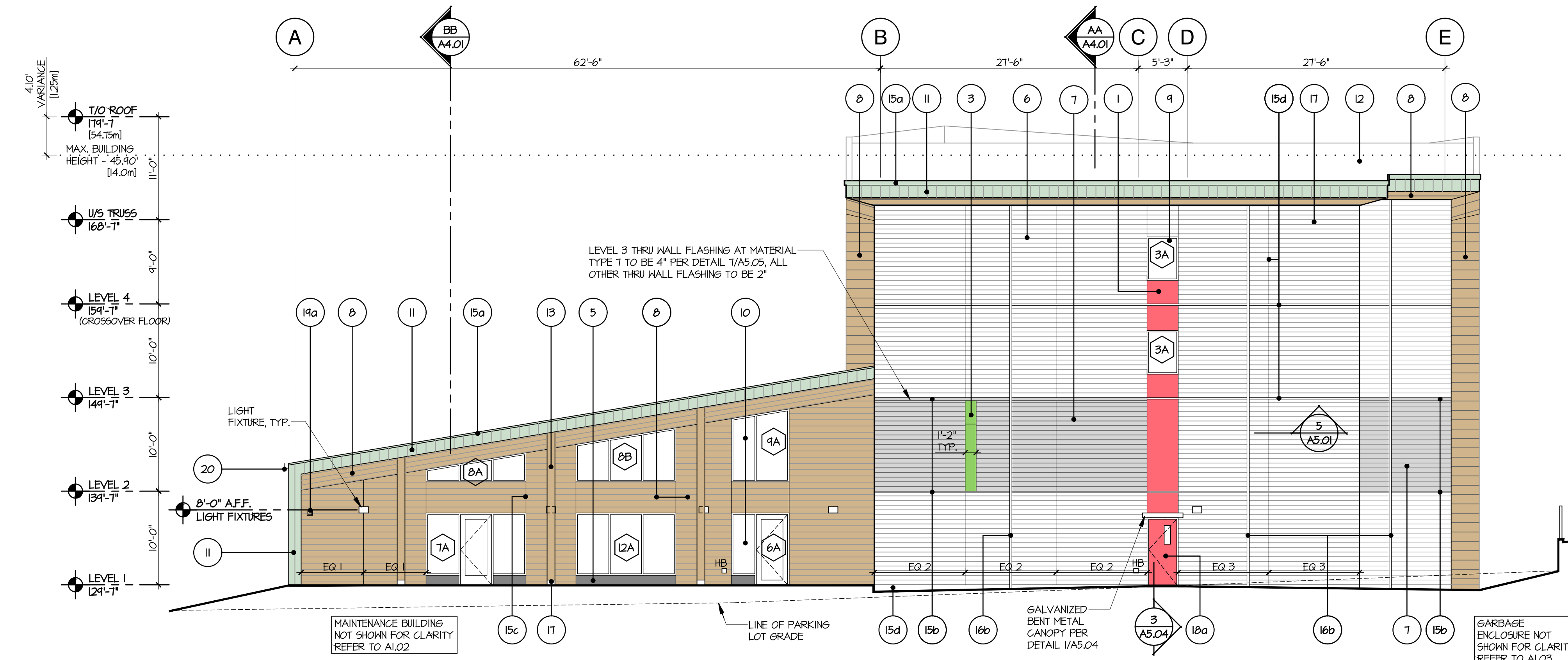
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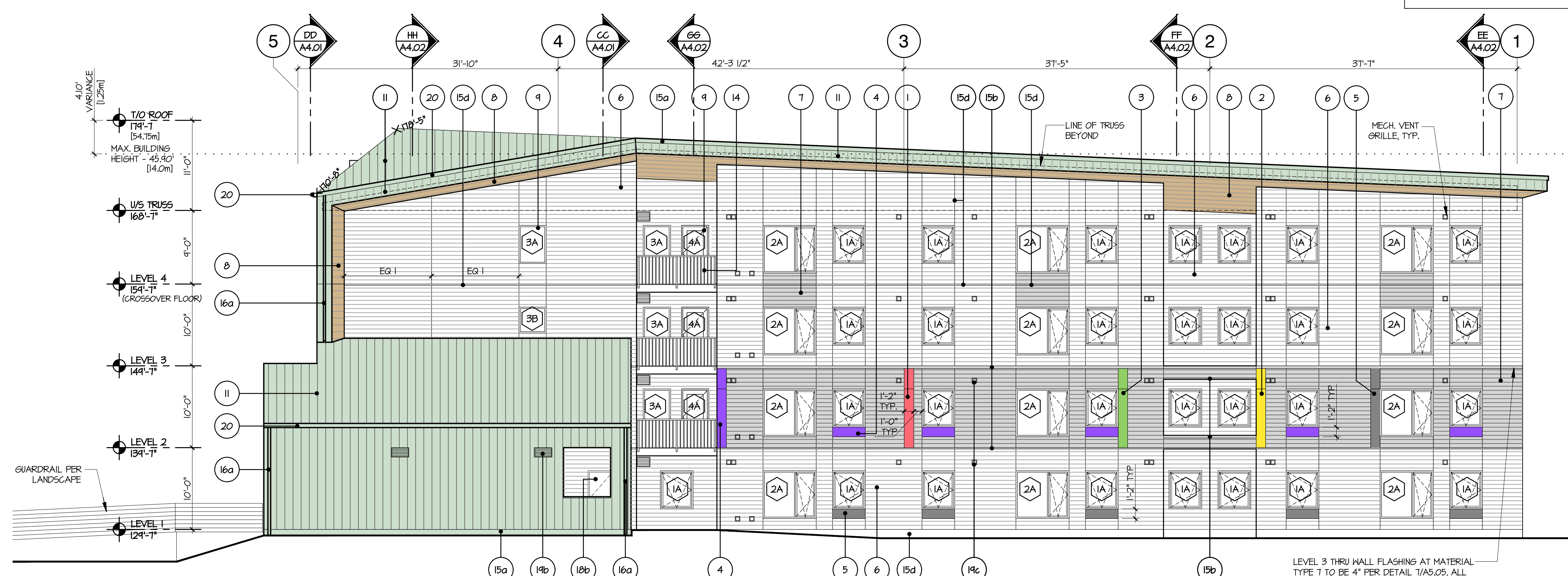
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- 3
- 4
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MATERIAL LEGEND	COLOUR	
1 FIBRE CEMENT PANEL SIDING SMOOTH FINISH (PAINTED)	SW 7588 SHOW STOPPER	
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6 6" HORIZONTAL FIBRE CEMENT LAP SIDING WOOD GRAIN FINISH (STATEMENT COLLECTION)	AGED PEPPER	
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8 6" HORIZONTAL CEDAR SHIPLAP SIDING AND SOFFIT	TINTED SEALER	
9 DOUBLE GLAZED VINYL WINDOWS AND DOORS C/M CLEAR GLASS	MATTE BLACK	
10 DOUBLE GLAZED CURTAIN WALL ASSEMBLY C/M CLEAR GLASS	MATTE BLACK	
11 STANDING SEAM METAL ROOF AND SIDING (CASCADIA STANDARD COLOURS)	MIST GREEN	
12 2 PLY SBS ROOFING MEMBRANE	GREY	
13 GLULAM POSTS	TINTED SEALER	
14 PRE-FINISHED ALUMINUM PICKET GUARDRAIL	MATTE BLACK	
15a PRE-FINISHED METAL FLASHING 15a - AT METAL SIDING & ROOFING	(CASCADIA STANDARD COLOURS) MIST GREEN	
15b - AT COASTAL GRAY SIDING	CHARCOAL	
15c - AT CEDAR SIDING	BLACK	
15d - ALL OTHER LOCATIONS	REGENT GRAY	
16 PAINTED PVC RAIN WATER LEADER 16a - AT MIST GREEN SIDING	SW 2812 ROCKWOOD JADE	
16b - ALL OTHER LOCATIONS	SW 7673 PEPPER CAST	
17 ARCHITECTURAL FINISHED CONCRETE	CLEAR SEALER	
18 PAINTED INSULATED STEEL DOOR 18a - AT SOUTH EXIT	(ALL FRAMES SW 6258 TRICORN BLACK)	
18b - ALL OTHER STEEL DOORS	SW 7588 SHOW STOPPER (BOTH SIDES)	
	SW 7673 PEPPER CAST (BOTH SIDES)	
19 MECHANICAL EXHAUST VENTS 19a - AT CEDAR SIDING	(PRIMEX STANDARD COLOURS UN.O) 23 - TAUPE	
19b - AT MIST GREEN SIDING	SW 2812 ROCKWOOD JADE (PAINTED)	
19c - ALL OTHER LOCATIONS	28 - DARK GREY	
20 PAINTED BENT METAL GUTTER	SW 2812 ROCKWOOD JADE	



1 SOUTH ELEVATION



2 WEST ELEVATION

ALL EXTERIOR BUILDING ENVELOPE PENETRATIONS (MECHANICAL GRILLES, PIPES, ELECTRICAL WIRES, ETC.) TO BE COORDINATED WITH GENERAL CONTRACTOR TO ENSURE FULLY SEALED CONTINUOUS AIR BARRIER IS MAINTAINED, TYPICAL.



PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

ELEVATIONS

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PROJECT A220484
DRAWN DI CHECKED DS

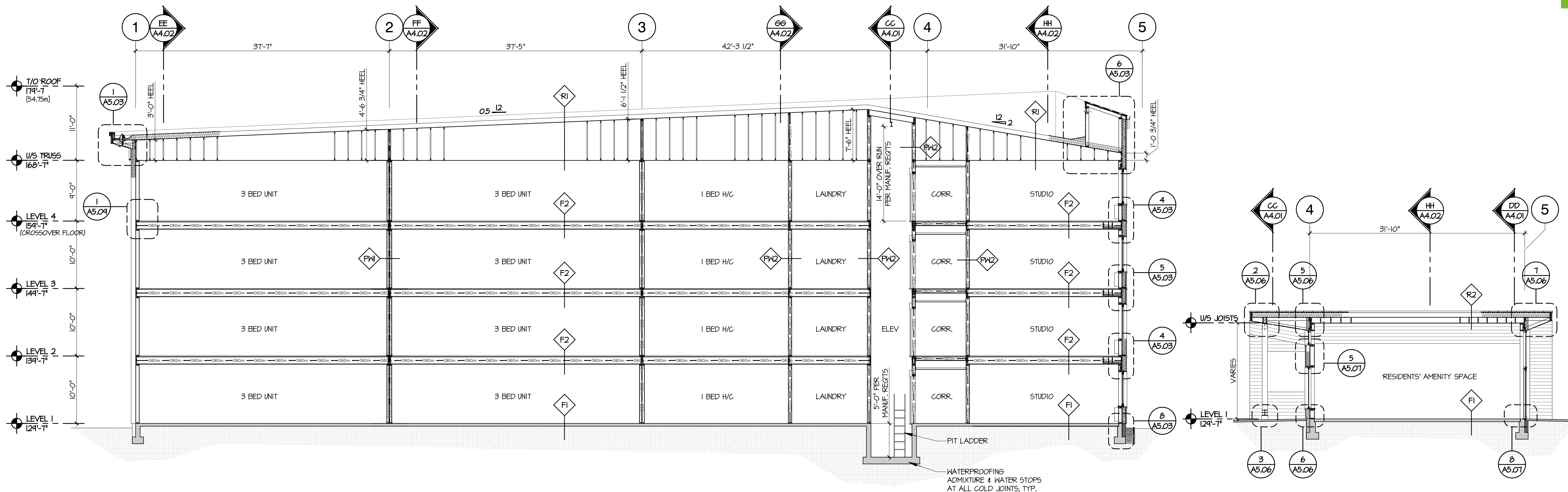
SCALE 1/8" = 1'-0"
DATE 2022-06-10

CLIENT

**CITAAPI MAHTII
(HOUSING) SOCIETY**

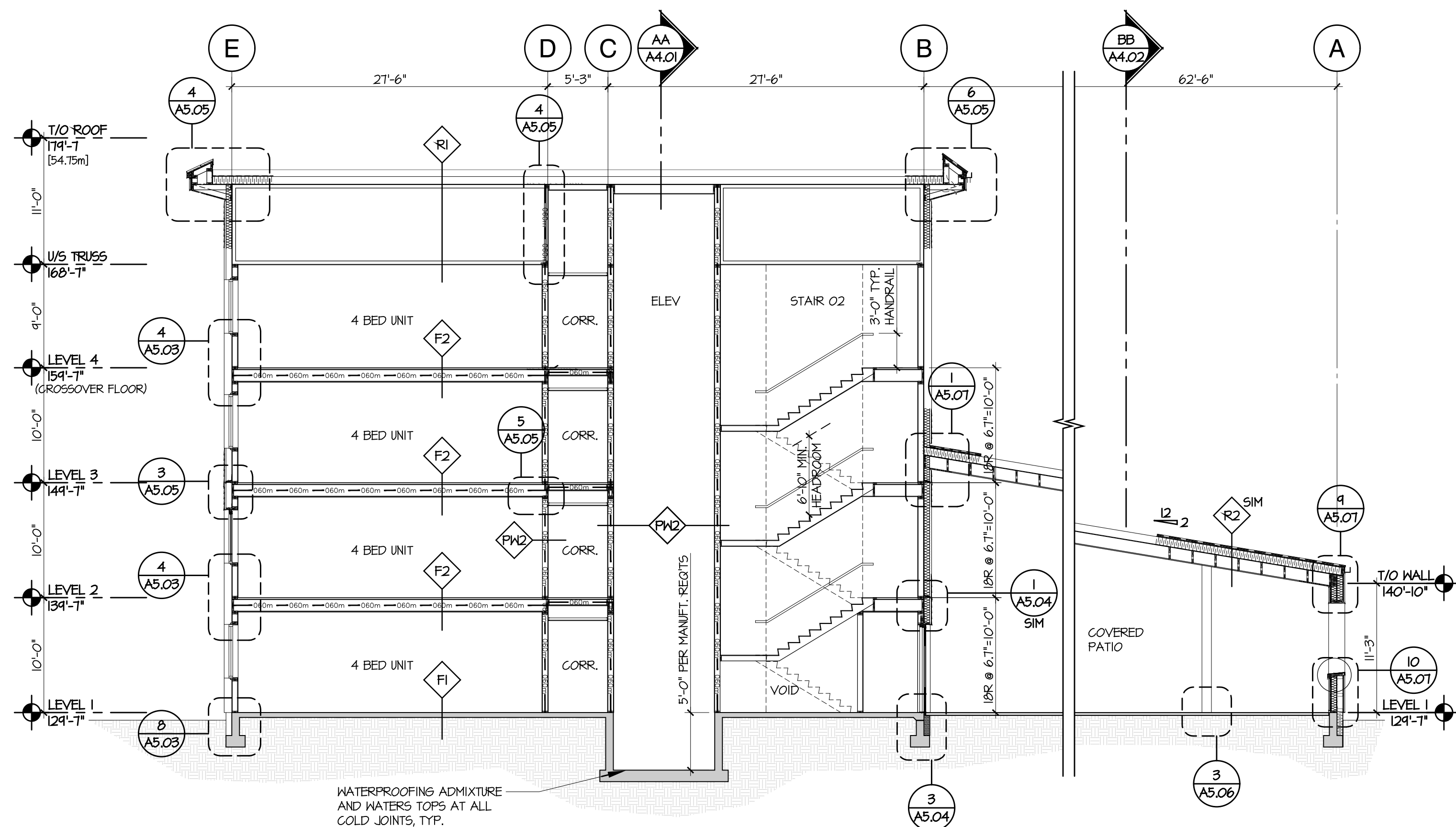
NO.	DATE	ISSUE
1	2022-04-26	REISSUED FOR RE-ZONING
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3	2022-06-10	70% REVIEW
4	2022-11-18	RE-ISSUED FOR DP

NO.	DATE	REVISION

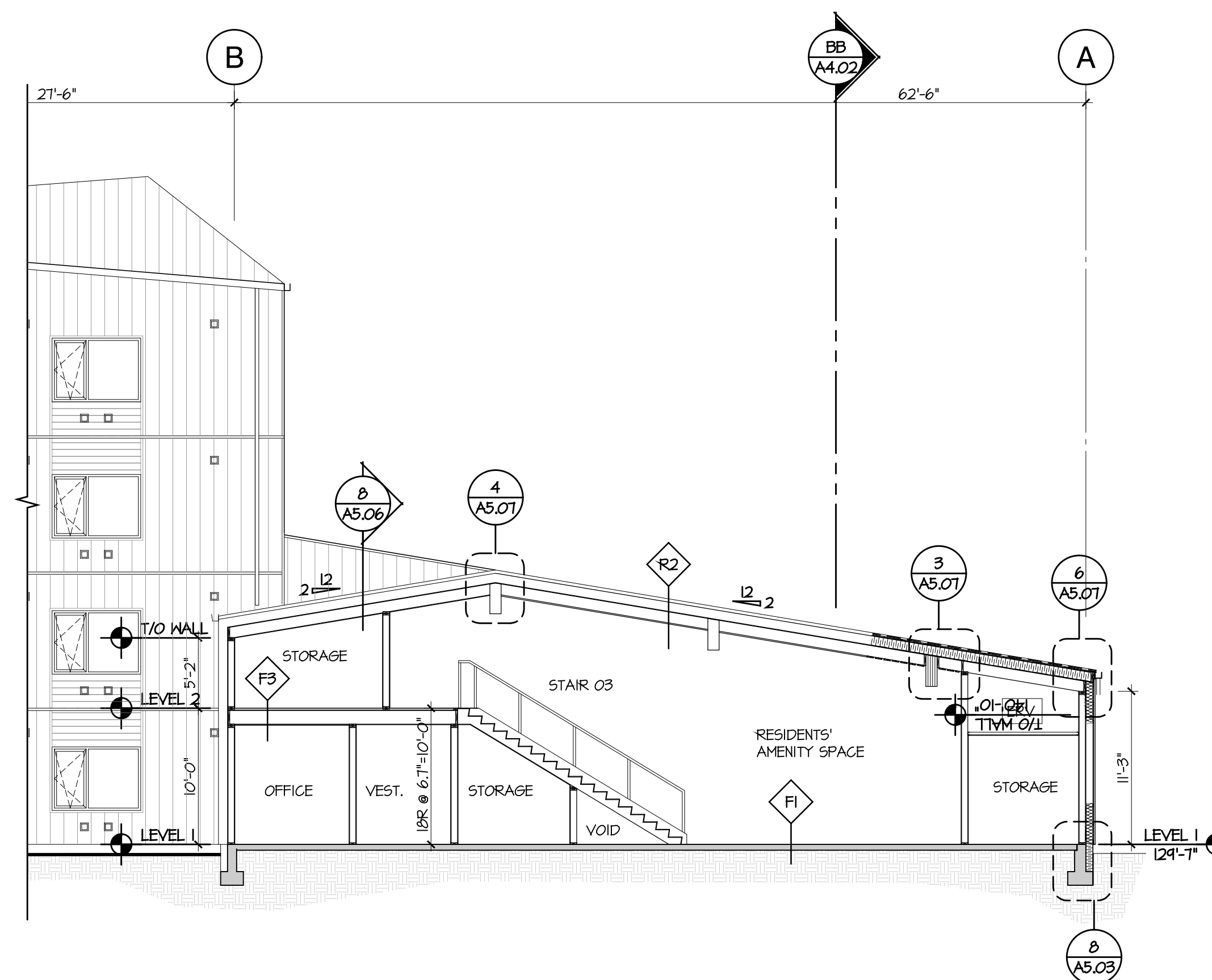


AA SECTION AA
1/8" = 1'-0"

BB SECTION BB
1/8" = 1'-0"



CC SECTION CC
1/8" = 1'-0"



DD SECTION DD
1/8" = 1'-0"



PROJECT

4210 CEDARWOOD STREET

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PORT ALBERNI, BC

BUILDING SECTIONS

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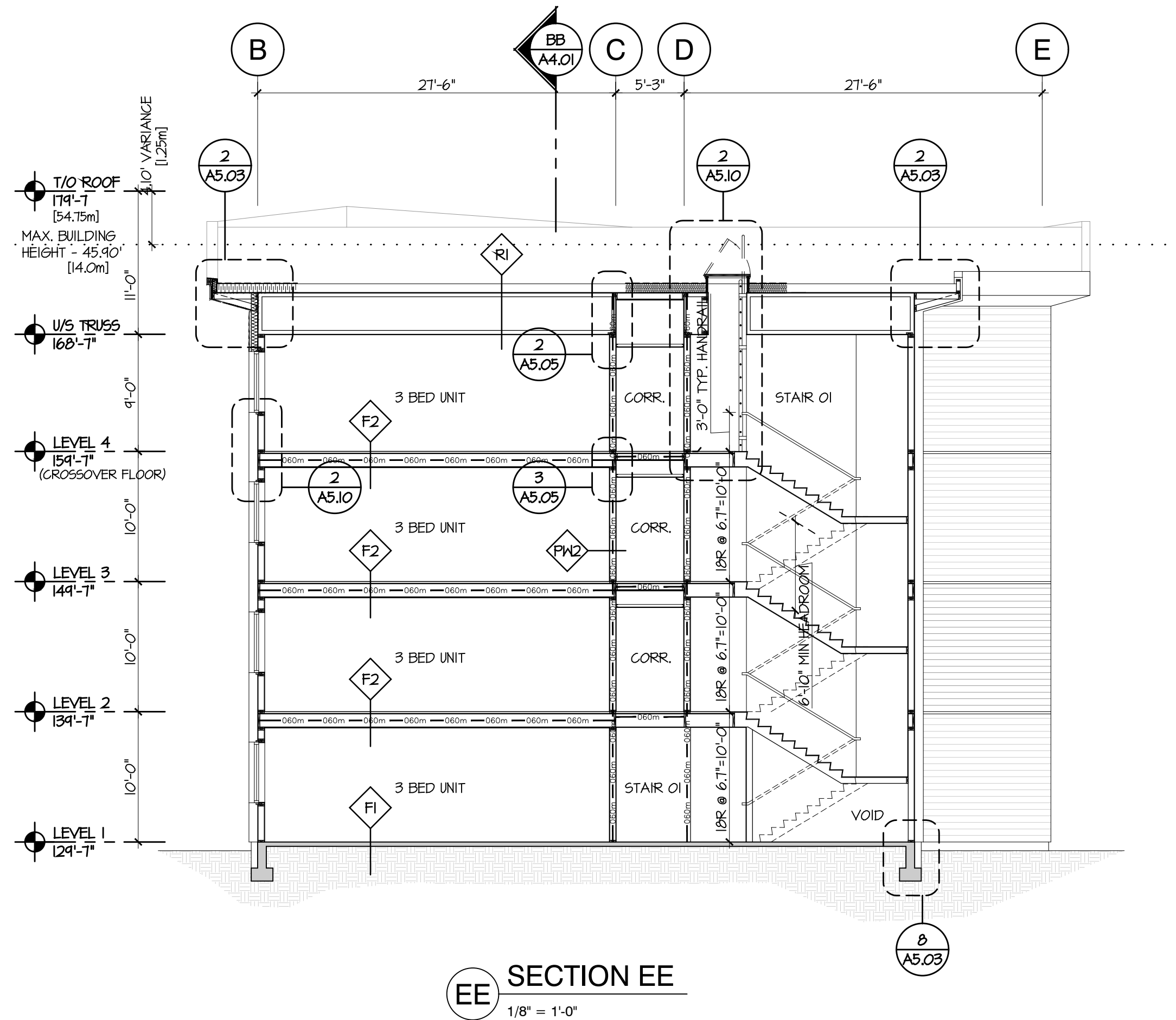
CLIENT

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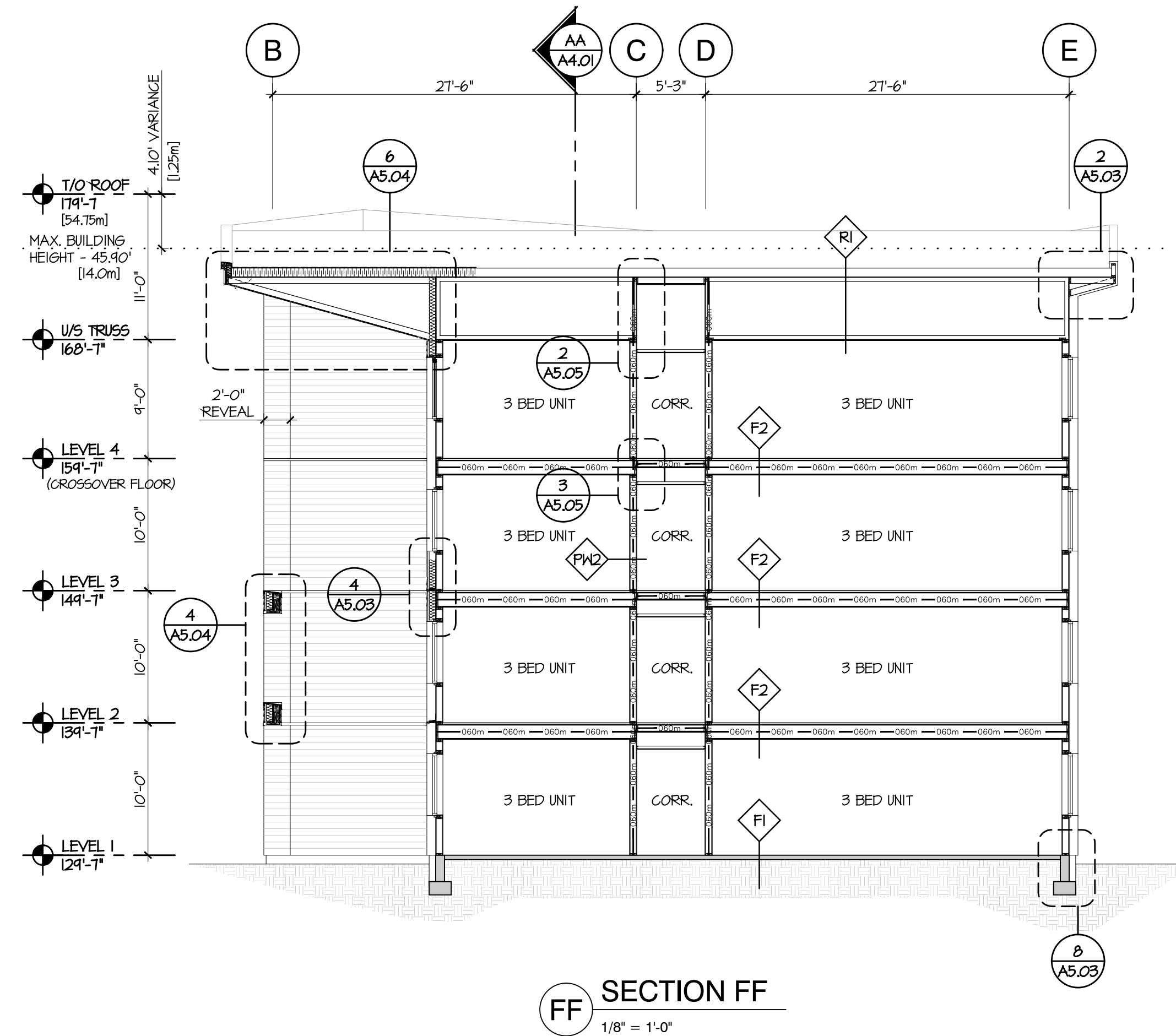
NO. | DATE | ISSUE

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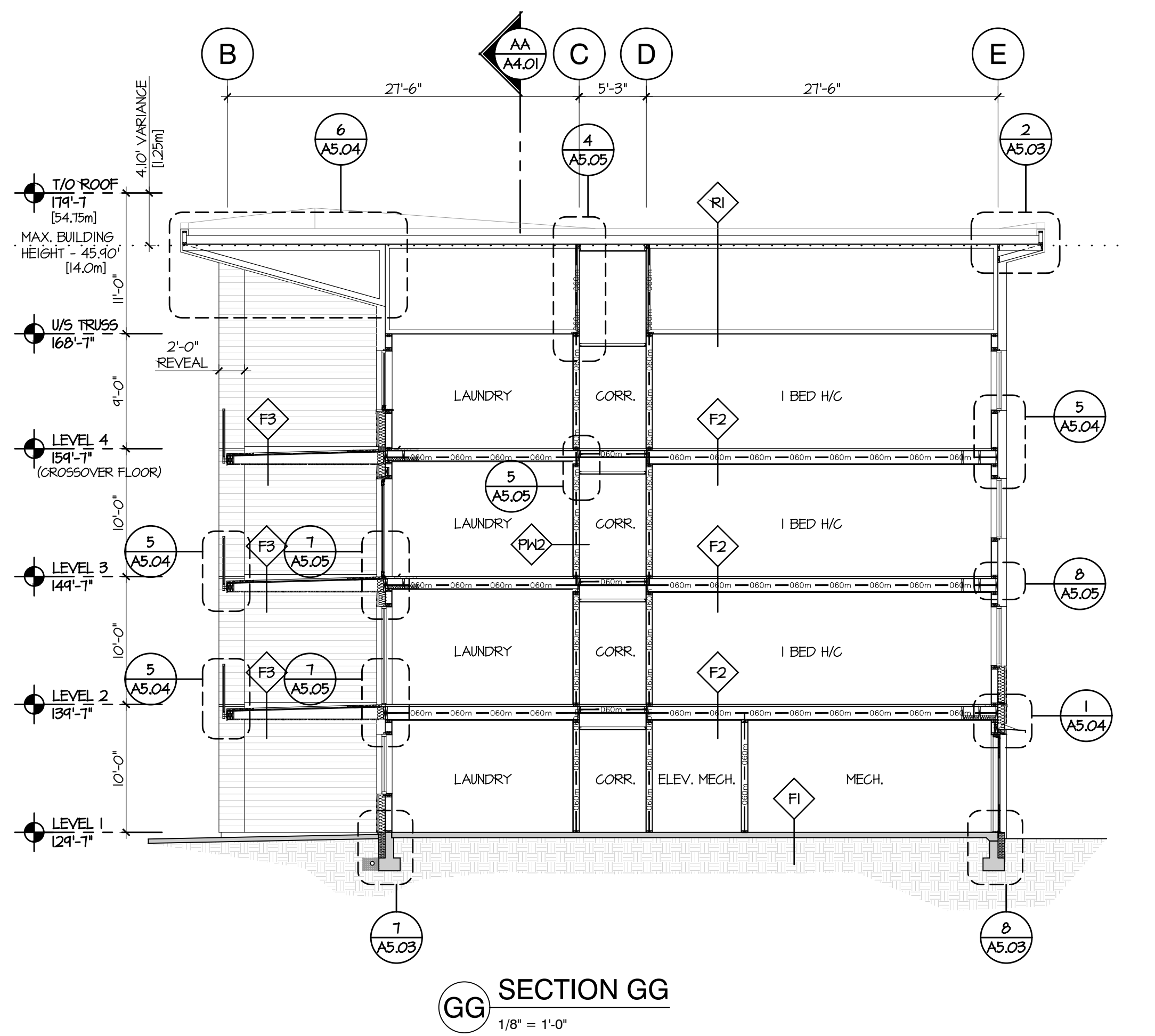
NO. | DATE | REVISION



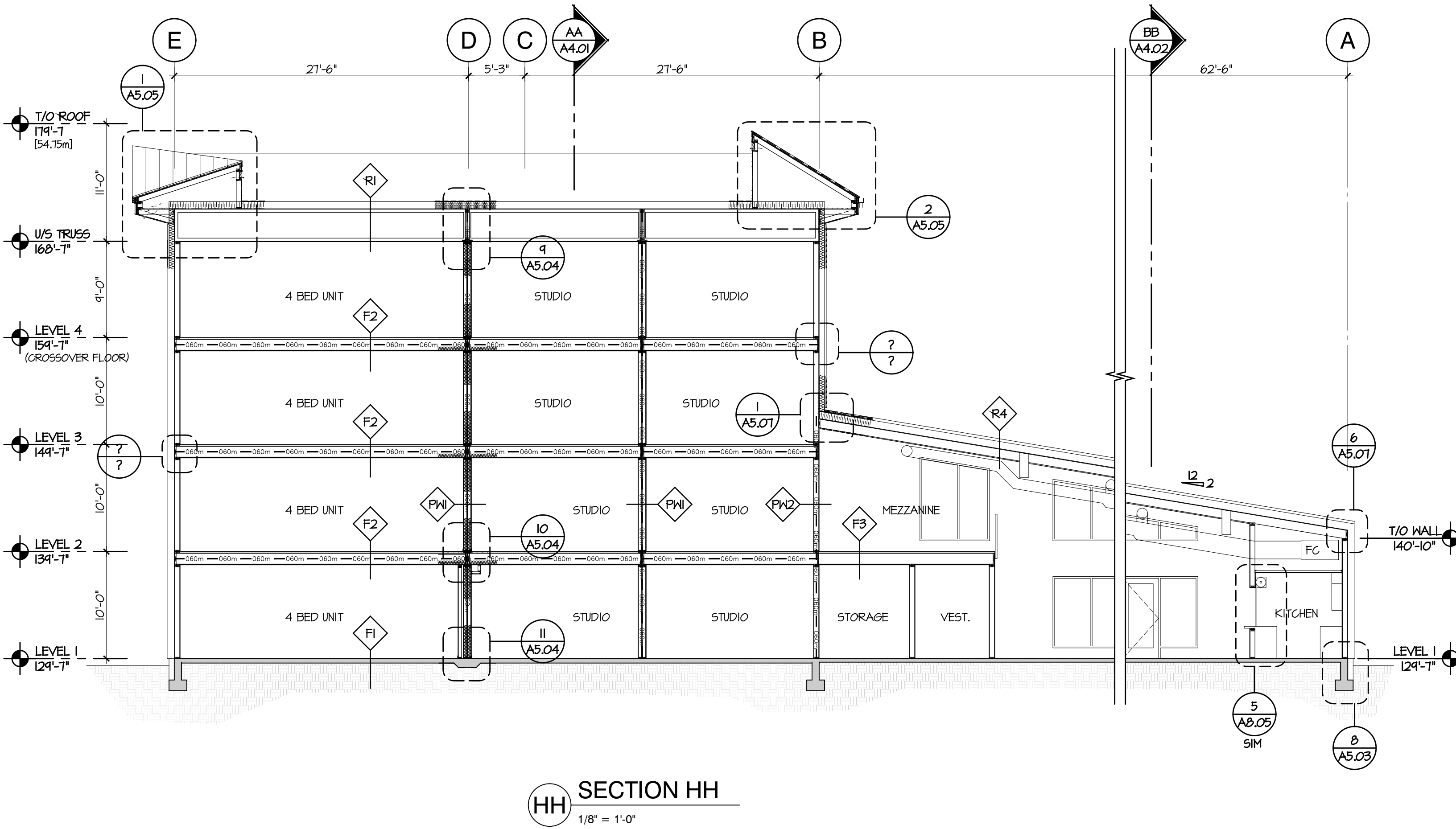
EE SECTION EE
1/8" = 1'-0"



FF SECTION FF
1/8" = 1'-0"



GG SECTION GG
1/8" = 1'-0"



HH SECTION HH
1/8" = 1'-0"



PROJECT

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BUILDING SECTIONS

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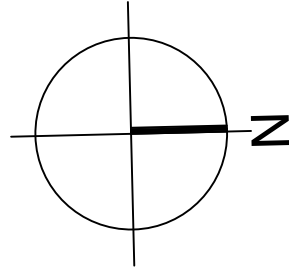
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PROJECT A220484

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A4.02



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NO.	DATE	REVISION



PROJECT
4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

**LEVEL 1 REFLECTED
CEILING PLAN**

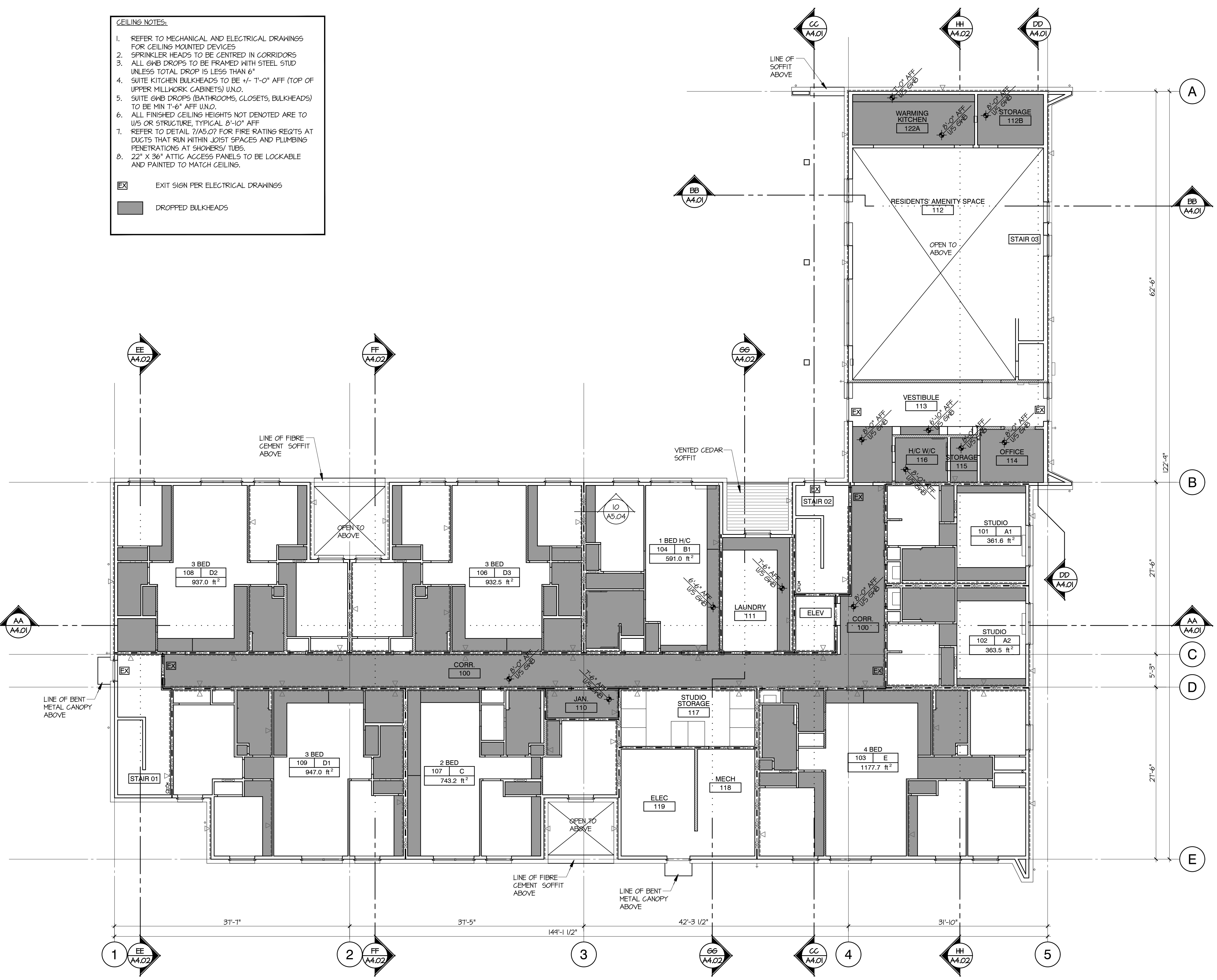
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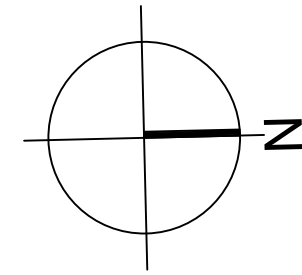
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DRAWN DI CHECKED DS
SCALE 1/8" = 1'-0"
DATE 2022-06-10

A6.01

- CEILING NOTES:**
- REFER TO MECHANICAL AND ELECTRICAL DRAWINGS FOR CEILING MOUNTED DEVICES
 - SPRINKLER HEADS TO BE CENTRED IN CORRIDORS
 - ALL GMB DROPS TO BE FRAMED WITH STEEL STUD UNLESS TOTAL DROP IS LESS THAN 6"
 - SUITE KITCHEN BULKHEADS TO BE +/- 1'-0" AFF (TOP OF UPPER MILLWORK CABINETS) U.N.O.
 - SUITE GMB DROPS (BATHROOMS, CLOSETS, BULKHEADS) TO BE MIN 1'-6" AFF U.N.O.
 - ALL FINISHED CEILING HEIGHTS NOT DENOTED ARE TO U/S OR STRUCTURE, TYPICAL 8'-10" AFF
 - REFER TO DETAIL 2/A5.07 FOR FIRE RATING REQ'TS AT DUCTS THAT RUN WITHIN JOIST SPACES AND PLUMBING PENETRATIONS AT SHOWERS/ TUBS.
 - 22" X 36" ATTIC ACCESS PANELS TO BE LOCKABLE AND PAINTED TO MATCH CEILING.
- EX EXIT SIGN PER ELECTRICAL DRAWINGS
 DROPPED BULKHEADS





CLIENT
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PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

**LEVEL 2 REFLECTED
CEILING PLAN**

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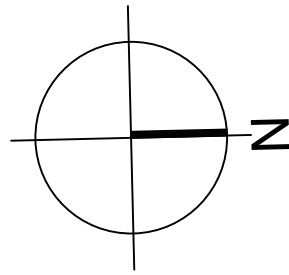
PROJECT A220484
DRAWN DI CHECKED DS

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DATE 2022-06-10

A6.02

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 DROPPED BULKHEADS

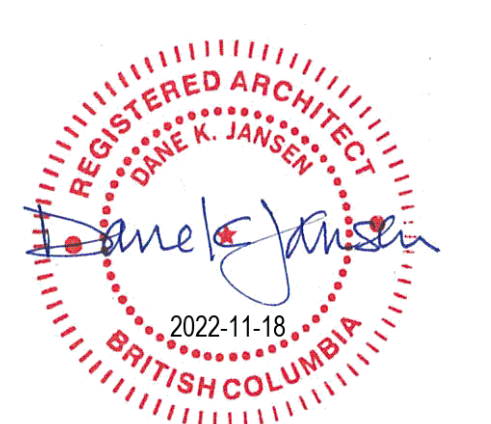




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NO.	DATE	REVISION
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PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

**LEVEL 3 REFLECTED
CEILING PLAN**

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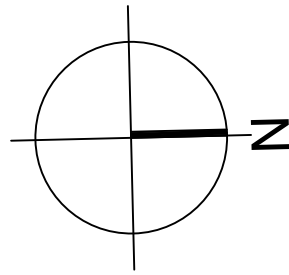
PROJECT A220484
DRAWN DI CHECKED DS

SCALE 1/8" = 1'-0"
DATE 2022-06-10

A6.03

- CEILING NOTES:**
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NO.	DATE	REVISION



PROJECT
4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

**LEVEL 4 REFLECTED
CEILING PLAN**

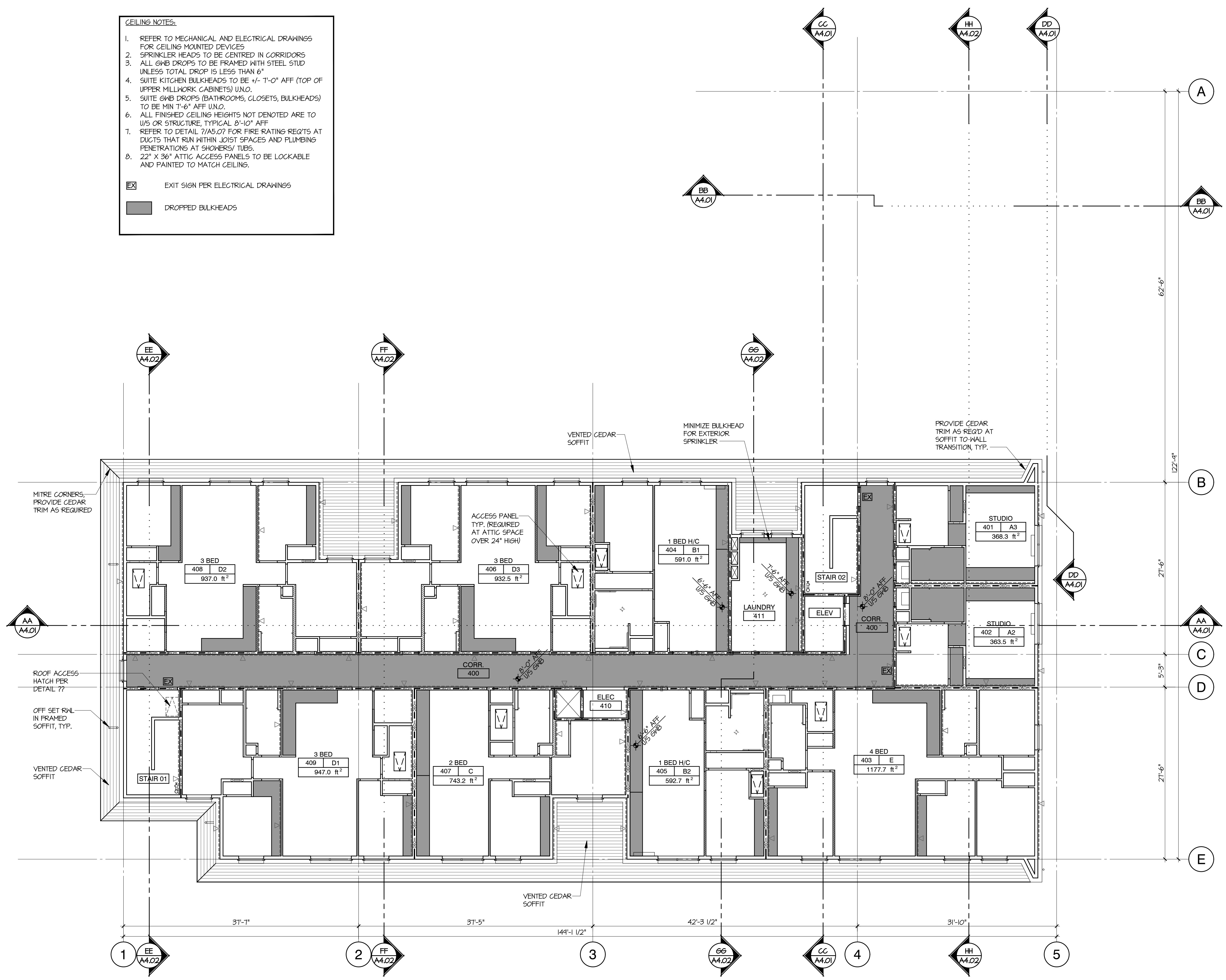
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A6.04
281

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CLIENT

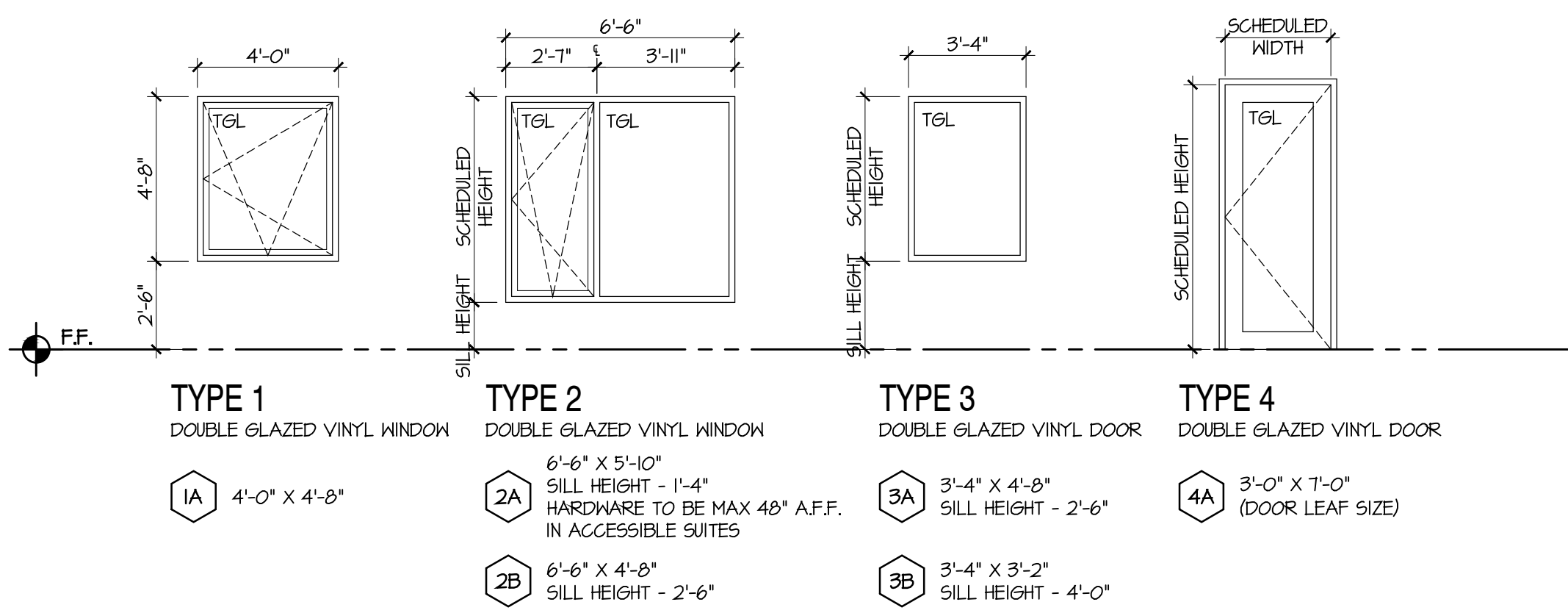
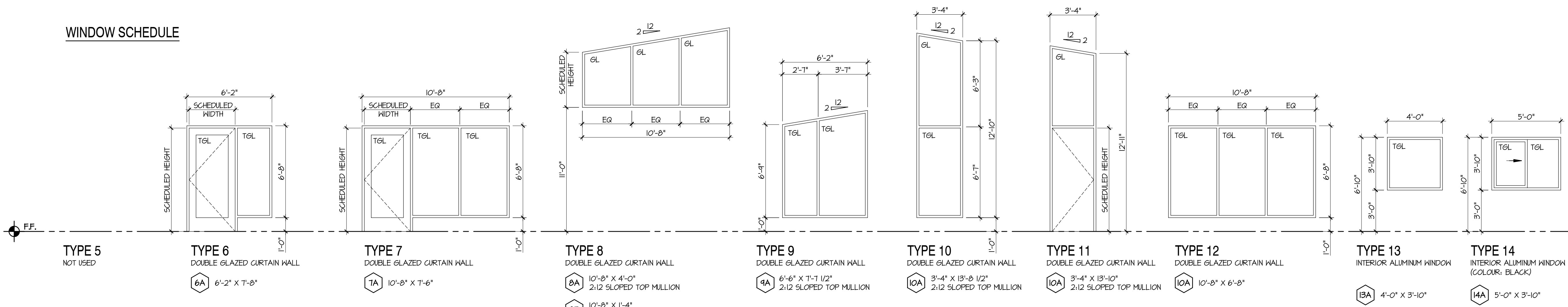
CITAAPI MAHTII
(HOUSING) SOCIETY

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NO. | DATE | REVISION

WINDOW SCHEDULE

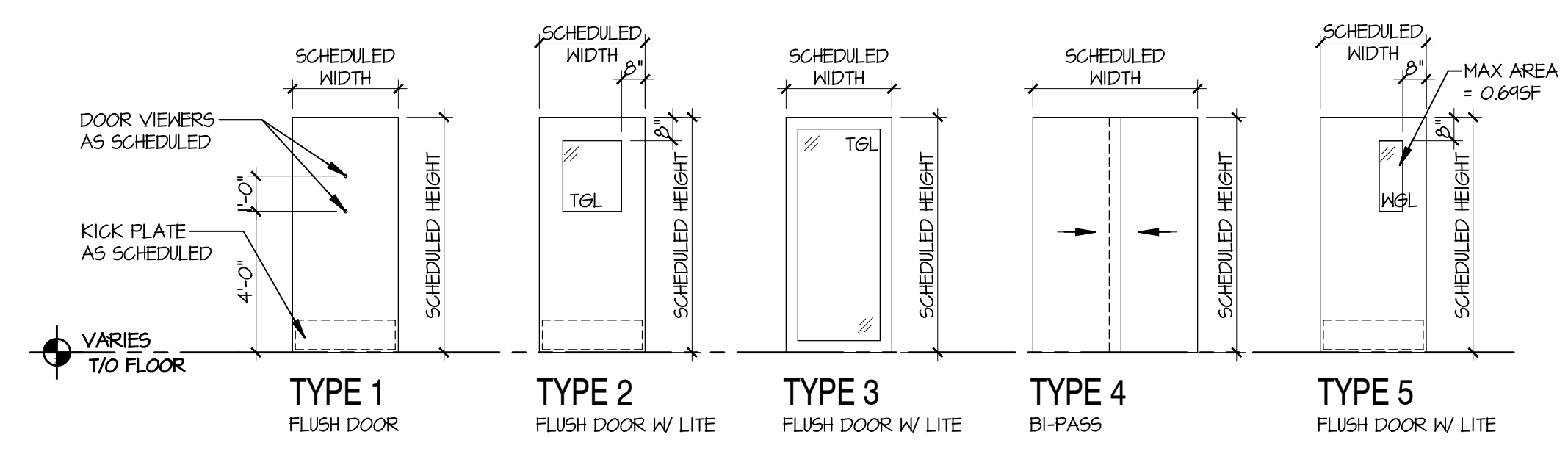


LEGEND
GL - GLAZING AS SPECIFIED
TGL - TEMPERED GLAZING AS SPECIFIED

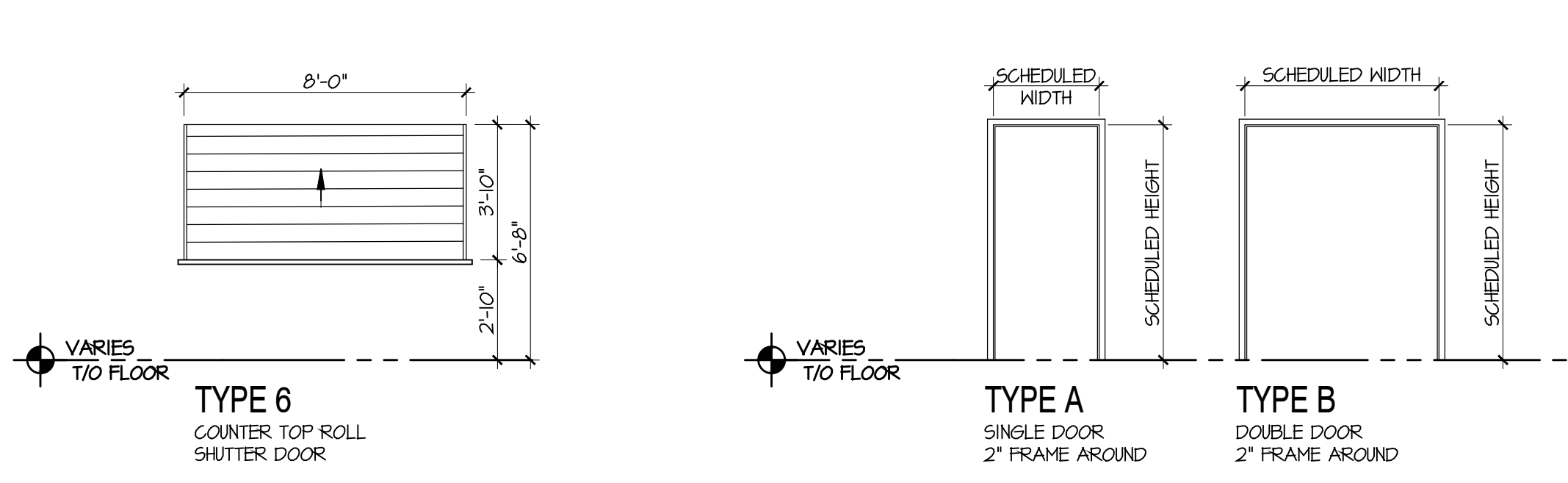
GENERAL NOTES
1. ALL OPERABLE WINDOWS (EXCEPT TYPE 2) LESS THAN 1 METRE (39.37") ABOVE FINISH FLOOR TO HAVE RESTRICTORS AS PER BCBC TYPICAL.
2. ALL DIMENSIONS ARE NOMINAL ROUGH OPENING ONLY. SITE MEASURE ALL WINDOWS PRIOR TO FABRICATION.
3. ALL GLAZING LESS THAN 1010mm (3'-6") ABOVE FINISH FLOOR TO HAVE TEMPERED GLASS.
4. SEE DOOR SCHEDULE FOR ALL DOOR/ FRAME DIMENSIONS, MATERIALS AND FINISHES.
5. WINDOW HARDWARE IN ACCESSIBLE SUITES TO BE LOCATED MAX. 48" A.F.F.

DOOR SCHEDULE		LEGEND / ABBREVIATIONS		Date: November 18, 2022					
DOOR NO.	ROOM NAME / LOCATION	DOOR SIZE	DOOR	FRAME	LOCK SET	FIRE	MISC.	REMARKS	REV.
260 - 1770 Burrard Street Vancouver, BC V6J 3G7 tel 604/669 7710 fax 604/669 6629 email: info@dysarchitecture.com		Project: Citaapi Mahtii Address: 4210 Cedarwood St. Port Alberni, BC Project #: A220484		WD- Wood HM- Hollow Metal IHM- Insulated Hollow Metal HC- Hollow Core SC- Solid Core Wood (Maple) CC- Clear Coat Finish PSF- Fully Welded Pressed St. Frame (Thermally Broken) VG- Ventilation Grille FR- Specialty Fire Rated Door Frame		VIN- Vinyl Door Assembly FG- Fiberglass Passive House Certified AL- Aluminum HSS- Hollow Steel MI- Mirror SG- Safety Glass MB- Mini-Blind RB- Roller Blinds LSG- Laminated Security Glass PF- Pre-finished PT- Paint PL- Plastic Laminate WGL- Wired Glass TGL- Tempered Glass WF- Window Film GL- Clear Glass FRG- Fire Rated Ceramic Glass SF- Security Film		Issue / Revision No. Date	
COORDINATE ALL HARDWARE WITH OWNER. Refer to Mechanical specification for ventilation grille specifications.		General Notes: 1. All doors requiring fire protection ratings or smoke separations to have closers & latches.							
Level 1	100A Stair 01	3'-0" 7'-0" 1 3/4"	5 IHM PT TGL P5	A PSF PT - - - P2				Thermally Broken frame, Kickplate, Astreal, Ext only	
Level 2	200A Stair 01	3'-0" 6'-8" 1 3/4"	5 HM PT WGL P2	A PSF PT - - - P2		45		Kickplate	
Level 3	300A Stair 01	3'-0" 6'-8" 1 3/4"	5 HM PT WGL P2	A PSF PT - - - P2		45		Kickplate	
Level 4	400A Stair 01	3'-0" 6'-8" 1 3/4"	5 HM PT WGL P2	A PSF PT - - - P2		45		Kickplate	

DOOR ELEVATIONS



DOOR ELEVATIONS



PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

WINDOW AND DOOR SCHEDULES

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DRAWN DI CHECKED DS

SCALE 1/4" = 1'-0"
DATE 2022-06-10

FINISH SCHEDULE

Issue / Revision	No.	Date
1		
2		
3		
4		
5		

Material Legend

SPEC SECTION	MATERIAL	CODE	DESCRIPTION	COLOUR / CODE	REMARKS
09 90 00	Paint	P1	Sherwin Williams	Cotton White SW 7104	All walls and ceilings, base and trim, U.N.O
09 90 00	Paint	P2	Sherwin Williams	TBD	Doors and Frames as noted
9 90 00	Paint - Feature Colour	P3	Sherwin Williams	Blue Chip SW 6959	Level 1 suite entry doors (both sides) frames to be P2 & fibre cement feature colour
9 90 00	Paint - Feature Colour	P4	Sherwin Williams	Gecko SW 6719	Level 2 suite entry doors (both sides) frames to be P2 & fibre cement feature colour
9 90 00	Paint - Feature Colour	P5	Sherwin Williams	Show Stopper SW 7588	Level 3 suite entry doors (both sides) frames to be P2 & fibre cement feature colour
9 90 00	Paint - Feature Colour	P6	Sherwin Williams	Daisy SW 6910	Level 4 suite entry doors (both sides) frames to be P2 & fibre cement feature colour
9 90 00	Paint - Exterior	P7	Sherwin Williams	Pewter Coat SW 7673	As noted on Building Elevations
9 90 00	Paint - Exterior	P8	Sherwin Williams	Rookwood Jade SW 2812	As noted on Building Elevations
9 90 00	Paint - Exterior	P9	Sherwin Williams	Troorn Black SW 6256	As noted on Building Elevations
10 99 00	Wall Covering	WC1	Fibre-reinforced Plastic (FRP) panels Smooth texture	White	Maintenance & Janitor rooms
10 99 00	Wall Covering	WC2	Forbo - Buleitein Board c/w aluminum frame	TBD	See interior elevations for locations & sizes
10 99 00	Wall Covering	WC3	3M Print Wrap Film U180mC-10 c/w 3M Scotchcal Overlaminate	TBD	Wall Protection Mural
10 99 00	Corner Guards	CG1	CS Acrovyn Corner guard LG-300 3" leg size, height as noted on drawings	Clear	Common area as noted on floor plans
09 65 00	Sheet Vinyl Flooring	SF1	Expona Commercial Sheet Vinyl Flooring 2mm thick, Heterogeneous vinyl sheet	Blond Limed Oak	Residential Suite, Level 1 Corridor, Vestibule and Office
09 65 00	Slip retardant Sheet Vinyl Flooring	SF2	Polyflor Pearlazon 2mm thick, Heterogeneous vinyl sheet	Toasted Almond	Suite Washrooms
09 65 00	Slip retardant Sheet Vinyl Flooring	SF3	Polyflor Palettone 2mm thick, Heterogeneous vinyl sheet	Garden Sage	Laundry, Common W/C & Service Areas
09 65 00	Vinyl Stair System	SF4	Tarkett Vinyl Stair Treads Safe-T-Grip, c/w Grit tape with contrasting colour	TBD	Include vinyl stringer and riser for a complete system
09 65 00	Rubber Flooring	SF5	Johnsontite Circulinity Tile, Fast Lane 3.2mm thickness	TBD	Elevator Cab
09 68 00	Carpet Tile	CPT1	Tandus Centra - Haphazard, Tile Application, Antron Lumina Nylon, 100% solution dyed	Haphazard II	Level 2-4 Corridors and Mezzanine
	Recessed Entry Mat	CPT2			Vestibule
06 20 00	6" Paint Grade Wood Base	B1	6" x 1/2" Flat stock painted base	Cotton White SW 7104	Common Areas
06 20 00	4" Paint Grade Wood Base	B2	4" x 1/2" Flat stock painted base	Cotton White SW 7104	Residential Suites
09 65 00	6" Rubber Base	B3	Johnsontite - Traditional Base, 6" high	TBD	Service Areas and Stairs
06 20 00	2" Paint Grade Wood Door Trim	B4	2" x 1/2" Flat stock painted trim, mitre corners	Cotton White SW 7104	All wood door frames
06 20 00	2" Tub/shower Wood Trim	B5	2" x 1/2" Flat stock painted trim, mitre corners	Cotton White SW 7104	Residential Suites
09 65 00	4" Rubber Base	B6	Johnsontite - Traditional Base, 4" high	TBD	Residential Suite Washrooms
06 40 00	Plastic Laminate	PL1	Arborite, Post-formed c/w 3.5" backsplash, Eased edges Eased edges, Matte Finish	Nuno Clay	Suite Kitchen & Common Area Countertops
06 40 00	Plastic Laminate	PL2	Arborite, Post-formed c/w 3.5" backsplash, Eased edges Eased edges, Fine velvet Finish	Organic Illusion	Suite Washroom Countertops
06 40 00	Plastic Laminate	PL3	Arborite, Flat panel Casual Rustic Finish	Downtown Urban Walnut	Suite Kitchen Vertical Surfaces
06 40 00	Plastic Laminate	PL4	Arborite, Flat panel Casual Rustic Finish	Brown Fused Anigre	Suite Washroom Vertical Surface
06 40 00	Plastic Laminate	PL5	Arborite, Flat panel Casual Rustic Finish	Natural Artisan Walnut	Common Area Vertical Surfaces
06 40 00	Melamine	PL6		White	All Cabinet interiors U.N.O
12 21 00	Black out Curtains	DR		TBD	All Suite exterior windows, Office interior windows, Laundry and Amenity exterior windows, see interior elevations

FLOORS	CONSTRUCTION ASSEMBLIES	FIRE RATINGS	STC RATINGS
F1	CONCRETE SLAB ON GRADE FLOOR FINISH AS SPECIFIED CONCRETE SLAB PER STRUCTURAL 10 MIL POLY VAPOUR BARRIER (SEAL ALL JOINTS AND PENETRATIONS) APPROVED BEARING/ DRAINAGE MATERIAL PER CIVIL		
F2	TYPICAL RATED FLOOR FLOOR FINISH AS SPECIFIED 1 1/2" CONCRETE TOPPING PLYWOOD FLOOR SHEATHING PER STRUCTURAL (GLUED AND SCREWED) 4 1/2" FLOOR JOISTS PER STRUCTURAL 3 1/2" ABSORPTIVE MATERIAL RESILIENT CHANNELS @ 24" O.C. 2 LAYERS 5/8" TYPE 'X' GNB	1 HOUR APPENDIX D TABLE D.2.3.4.B, D.2.3.4.F, D.2.3.4.G AND D.2.3.10.I	61 TABLE 410.3.1.B F2d
F3	UN-RATED FLOOR FLOOR FINISH AS SPECIFIED 1 1/2" CONCRETE TOPPING PLYWOOD SHEATHING PER STRUCTURAL (GLUED AND SCREWED) 4 1/2" FLOOR JOISTS PER STRUCTURAL 3 1/2" ABSORPTIVE MATERIAL RESILIENT CHANNELS @ 24" O.C. 5/8" GNB		

WALLS & FURRING	CONSTRUCTION ASSEMBLIES	FIRE RATINGS	STC RATINGS
W1	INTERIOR WALL 1/2" GNB 2"x4" WOOD STUDS @ 16" O.C. - SEE STRUCTURAL 1/2" GNB		
W2	INTERIOR WALL @ PLUMBING RISERS 1/2" GNB 2"x6" WOOD STUDS @ 16" O.C. - SEE STRUCTURAL 1/2" GNB		
W3	RATED WALL 5/8" TYPE 'X' GNB 2"x6" WOOD STUDS @ 16" O.C. - SEE STRUCTURAL 5 1/2" MINERAL FIBRE INSULATION (MIN. MASS 0.6kg/m ²) 5/8" TYPE 'X' GNB	1 HOUR BCBC APPENDIX D TABLE D-2.3.4.-A, D-2.3.4.-E & D-2.3.4.-G	30-34
W4	INTERIOR WALL FURRING FRAMED WALL/ BLOCK WALL 1/2" AIR SPACE OR AS DIMENSIONED 2"x4" WOOD STUDS @ 16" O.C. - SEE STRUCTURAL 1/2" GNB		
**	INTERIOR LOAD BEARING WALLS INSTALL 5/8" TYPE 'X' GNB IN LIEU OF 1/2" GNB AT LOAD BEARING WALLS	1 HOUR	
W5	RESIDENTIAL SUITE TO SUITE 5/8" TYPE 'X' GNB SHEAR WALL SHEATHING (WHERE NOTED ON STRUCT.) 2"x4" WOOD STUDS @ 16" O.C. - SEE STRUCTURAL 3 1/2" MINERAL FIBRE INSULATION (MIN. MASS 0.6kg/m ²) SHEAR WALL SHEATHING (WHERE NOTED ON STRUCT.) 1" AIR SPACE 2"x4" WOOD STUDS @ 16" O.C. - SEE STRUCTURAL 3 1/2" MINERAL FIBRE INSULATION (MIN. MASS 0.6kg/m ²) 5/8" TYPE 'X' GNB	1 HOUR BCBC APPENDIX D TABLE D-2.3.4.-A, D-2.3.4.-E & D-2.3.4.-G	51 TABLE 410.3.1-A TYPE W3a
W6	RESIDENTIAL SUITE TO COMMON AREA 5/8" TYPE 'X' GNB RESILIENT CHANNELS @ 24" O.C. SHEAR WALL SHEATHING (WHERE NOTED ON STRUCT.) 2"x6" WOOD STUDS @ 16" O.C. - SEE STRUCTURAL 5 1/2" MINERAL FIBRE INSULATION (MIN. MASS 0.6kg/m ²) SHEAR WALL SHEATHING (WHERE NOTED ON STRUCT.) 5/8" TYPE 'X' GNB	1 HOUR BCBC APPENDIX D TABLE D-2.3.4.-A, D-2.3.4.-E & D-2.3.4.-G	50-54 NRCC TL-43-103
*	AT DOUBLE SHEAR WALL LOCATIONS DELETE RESILIENT CHANNELS AND SUBSTITUTE 1 LAYER GNB WITH 5/8" TYPE 'X' ACOUSTIC GNB		

SHAFT	CONSTRUCTION ASSEMBLIES	FIRE RATINGS	STC RATINGS
S1	SHAFT WALL 1 LAYER 5/8" FROROC TYPE 'C' GYPSUM PANELS 2 1/2" STEEL C-T STUDS @ 16" O.C. 1" FROROC SHAFT LINER PANEL (STUD WALLS GREATER THAN 10'-0" TALL TO BE ENGINEERED)	1 HOUR ULC DESIGN W452	34-39
B1	MASONRY BLOCK WALL 1 1/2" (140mm) MASONRY BLOCK WALL NOTE: USE ULC CERTIFIED MASONRY BLOCK LOOSE FILL OR SOLID GROUT	1 HOUR ULC DESIGN NO. U405	
R1	TYPICAL FLAT ROOF 2 PLY 5/8" ROOFING MEMBRANE ASPHALT PROTECTION BOARD 8" RIGID POLYISO INSULATION (R50 TOTAL) AIR VAPOUR BARRIER (FULLY ADHERED TO SHEATHING AND AT PENETRATIONS, TYPICAL) PLYWOOD SHEATHING PER STRUCTURAL SLOPED WOOD TRUSSES PER STRUCTURAL 5/8" GNB		
R2	INSULATED SLOPED METAL ROOF STANDING SEAM METAL ROOF SYSTEM SLIP SHEET PER MANUFACTURERS RECOMMENDATION 1 PLY 5.A. MODIFIED BITUMINUS UNDERLAYMENT PLYWOOD SHEATHING 8" RIGID POLYISO INSULATION (R50 TOTAL) THERMALLY BROKEN Z-GIRTS @ 24" O.C. AIR VAPOUR BARRIER (FULLY ADHERED TO SHEATHING AND AT PENETRATIONS, TYPICAL) PLYWOOD SHEATHING PER STRUCTURAL SLOPED WOOD JOISTS PER STRUCTURAL 1" X 6" WOOD SLATS (OR 5/8" GNB PER RCP)		
R3	BUILT-UP SLOPED METAL ROOF STANDING SEAM METAL ROOF SYSTEM SLIP SHEET PER MANUFACTURERS RECOMMENDATION 1 PLY 5.A. MODIFIED BITUMINUS UNDERLAYMENT PLYWOOD SHEATHING BUILT-UP WOOD FRAMING PER STRUCTURAL		
R4	ACCESSIBLE BALCONY 1" X 6" CEDAR PLANKS ON 1" X P.T. WOOD SLEEPERS (NOT FASTENED THROUGH MEMBRANE) 60 mil PVC MEMBRANE PLYWOOD SHEATHING PER STRUCTURAL 2" X 12" WOOD JOISTS RIPPED FOR MIN 2% SLOPE CEDAR SOFFIT C/W STRIP VENTS		

CLIENT

**CITAAPI MAHTII
(HOUSING) SOCIETY**

NO. | DATE | ISSUE

- 1 | 2022-04-26 | REISSUED FOR RE-ZONING
- 2 | 2022-05-12 | 50% BC HOUSING REVIEW
- 3 | 2022-06-10 | 70% REVIEW
- 4 | 2022-11-18 | RE-ISSUED FOR DP

NO. | DATE | REVISION

PROJECT

4210 CEDARWOOD STREET

4210 CEDARWOOD STREET
PORT ALBERNI, BC

**MATERIAL LEGEND,
FINISH SCHEDULE
AND CONSTRUCTION
ASSEMBLIES**

This drawing, as an instrument of service, is the property of dys architecture and may not be reproduced without their permission and provided always that any production carries their name. All designs and other information shown on this drawing are for use on the specified project only and shall not be used otherwise without written permission of dys architecture. Payment of all sums due to dys architecture up to the date of issue of this drawing is a condition precedent to the use thereof.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and dys architecture shall be informed of any variations from the dimensions and conditions shown on the drawings. Shop drawings shall be submitted to dys architecture for review before proceeding with fabrication.

PROJECT A220484

DRAWN DI CHECKED DS

SCALE AS NOTED
DATE 2022-06-10





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

Commission Members Present

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

Regrets

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

Staff

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

Guests

Applicant: W. Hoogland
Public: 0

Alternates (not in attendance)

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



1. Acknowledgements and Introductions:

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

2. Minutes: Adoption of October 20, 2022 Minutes

Motion:

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

(J. Dick / C. Washington) CARRIED

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

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

PID: 031-660-266

APPLICANT: Walter Hoogland for Citaapi Mahtii Housing Society

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

Motion:

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

(K. McRae / C. Washington) CARRIED

4. Status Updates:

OCP Vision and Touchstones

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

Zoning Bylaw

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

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

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

5. APC status update – Manager of Planning

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

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

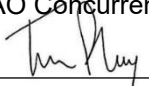
7. **ADJOURNMENT:** The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on **January 19, 2023.**

(E. Francoeur / K. McRae) CARRIED

Ed Francoeur (Chair)

DRAFT

Date: January 13, 2023
 File No: 3060-20-22-05
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: **DEVELOPMENT APPLICATION – Development Permit No. 22-05**
 Lot 1, District Lot 46, Alberni District, Plan EPP112454, Except Strata Plan EPS7511 (PID: 031-607-241 - **3900 Burde Street**
Applicant: Kurtis Buick (District Development Corporation) dba. Anderson Hill (1) Nominee Ltd.

Prepared by: S. SMITH DIRECTOR OF DEVELOPMENT SERVICES/DEPUTY CAO	Supervisor: T. Pley Chief Administrative Officer	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATIONS

1. THAT Council discharge existing Development Permit No. 20-04.
2. THAT Council authorize the issuance of Development Permit No. 22-05 and that the Director of Corporate Services be authorized to sign the permit subject to receiving the required additional landscaping security in the amount of \$100,464.93.

PURPOSE

To consider an application for Development Permit No. 22-05 regarding a proposed multifamily residential development at 3900 Burde Street. The proposed DP No. 22-05 would replace the current DP No. 20-04.

BACKGROUND

The subject property at 3900 Burde Street was rezoned in 2019, as part of a larger development scheme of the former Alberni District Secondary School site. The parcel is currently zoned RM3 – High Density Multiple Family Residential and is included in Development Permit Area No. 1, which guides the form and character of multifamily development. The purpose of the Development Permit is to review the design according to the Development Permit Area guidelines and Zoning Bylaw requirements.

The current DP No. 20-04 was issued on March 2, 2021 to construct 6 duplex buildings and 10 four-plex buildings for a total of 52 dwellings. The construction began and several dwelling units have been completed. Since the original development permit was issued the applicant has increased the size of the development property and revised the plans for the overall project. The new Development Permit No. 22-05 is proposing to construct 3 duplex buildings, 13 four-plex buildings and 3 six-plex buildings for a total of 76 dwellings.

The applicant has worked with staff to ensure their proposal meets all applicable Development Permit Area guidelines in the Official Community Plan (OCP). This new development permit will allow the applicant to move forward with their plans to construct a series of duplex, four-plex and six-plex buildings totalling 76 residential dwelling units.

ALTERNATIVES/OPTIONS

Option 1 – *THAT Council discharge existing Development Permit No. 20-04.*

THAT Council authorize the issuance of Development Permit No. 22-05 and that the Director of Corporate Services be authorized to sign the permit subject to receiving the required additional landscaping security in the amount of \$100,464.93.

Option 2 – *Do not proceed with issuing the Development Permit, and request further revisions from the applicant.*

Option 3 – *Provide alternative direction.*

In support of Option 1, an analysis of the proposed development (site plan, building, and landscaping) is detailed below. Detailed plans have been submitted by the applicant to support this review.

ANALYSIS

Site Plan

The subject property is located at the south west corner of Burde Street and 16th Avenue intersection. The lot is 3.02 hectares (7.46 acres) and the elevation slopes significantly from east to west. A slope divides the site into two east/west sections that are below and above the slope, respectively. According to an analysis provided by the applicant, the bank varies in slope from approximately 10% to 50%. The design of site, including the layout the buildings, parking, access roads, and landscaping is proposed in consideration of the topography.

In total, 19 buildings are proposed for the development site. This includes 3 duplex buildings, 13 four-plex buildings and 3 six-plex buildings. Eighteen of the buildings will be accessed from two separate driveways off Burde Street, with the remaining five buildings accessed from 16th Avenue. All four-plex and six-plex buildings are provided with parking spaces in the form of nearby 'clusters' throughout the site, while the duplexes include private garages and driveways.

Though the site is large, the amount of land suitable for construction is limited by the topography. Despite this, portions of open space are provided for residents within the development. A public trail is also proposed along the west property line to allow for pedestrian connectivity through the site. The trail will allow public access from Dry Creek through to Burde Street.

Buildings

The proposed buildings are characteristic of residential development. Exterior building materials will be high-quality, and include a combination of horizontal and vertical cement-fiber lap-siding (Hardie board), vinyl windows, wooden fascia boards, and wooden trim and posts. The six-plex buildings also have brick cladding as an additional building material. The attached elevation plans illustrate the exterior appearance of the buildings.

Landscaping

The applicant has submitted plans which detail considerable landscaping throughout the site. Areas around dwellings will be landscaped with a combination of shrub gardens and lawn. Trees are also placed strategically to provide shade, privacy, and screening of parking areas.

The landscaping will also include the installation of street trees along Burde Street and 16th Avenue. Eight trees are proposed for the road right-of-way along Burde Street, with 10 trees proposed along 16th Avenue. Additional trees are proposed within the development to screen the buildings on the west and south property lines. A row of cedars is also proposed along the south property line to screen a parking area from view of homes on Parkview Crescent.

Given the topography of the site, a number of retaining walls will be required in order to construct the proposed multifamily buildings and to provide safe access. The applicant has indicated on their site plan that all retaining walls will be less than 1.8 metres and compliant with the Zoning Bylaw.

The applicant provided a landscape security of \$198,200.75 under the current Development Permit No. 20-04. The applicant provided an additional estimate for soft landscaping of \$100,464.93 for the revised development permit. If Council approves this development application, the additional landscape security will be accepted by staff prior to issuing the permit for a total of \$298,665.68.

IMPLICATIONS

In accordance with the guiding legislation, the City's OCP has designated *Development Permit Area No. 1 – Multiple Family Development*.

The OCP states that the intent of this permit area is to ensure development fits appropriately with surrounding neighbourhoods, and maximizes the liveability of higher density residential development. This is implemented by the City through Design Guidelines in the OCP that provide direction on siting, massing, and form which apply to the building, as well as landscaping, parking, and common areas.

Staff have reviewed the proposed development, and after working with the applicant on revisions, are satisfied it meets the intent of the multifamily Development Permit Area Design Guidelines. Issuing Development Permit No. 22-05 will authorize the construction of additional multifamily units at 3900 Burde Street.

COMMUNICATIONS

N/A

BYLAWS/PLANS/POLICIES

1. Official Community Plan Policy - Development Permit Areas (Section E – Implementation)
This application has been reviewed according to the Multiple Family Residential Guidelines listed in Section E – Implementation, 1.0 Development Permit Areas of the City of Port Alberni' OCP.
2. Zoning Bylaw 2014, 4832:

The proposed development has been reviewed for compliance with the City's Zoning Bylaw. While all provisions of the Zoning Bylaw were reviewed, only the most relevant are specified in this report.

RM3 Site Development Regulations

The purpose of the *RM3 – High Density Multiple Family Residential* zone is to provide for higher density residential development such as apartments and housing complexes. Accordingly, the placement of buildings, site access, and landscaping are intended to reflect this use. The subject property and the proposed buildings meet the Site Development Regulations of the RM3 Zone.

Parking

The proposed development will provide more on-site parking than is required by the Zoning Bylaw. The following tables detail how the proposal exceeds the parking requirements of the Zoning Bylaw.

Table 8 - Section 7.9 Required Amount of Parking		
	Required	Proposed
Two Family Dwelling - 4 per building	12	12
Multi Family Dwelling - 1.25 per dwelling	87.5	123
Accessible parking spaces	0	4
Total	100	139

Useable Open Space

The applicant has exceeded the required amount of Useable Open Space within the development. Allocated areas are indicated on the site plan. Approximately 34% of the required Useable Open Space is provided in the form of private balconies and patios. In addition, the developer will construct a paved public trail from Burde Street and connect into existing City gravel trails along Dry Creek ravine. This trail is covered by a statutory right of way to ensure public access.

Table 9 - Section 5.16.3(a) Conditions of Use - Useable Open Space		
	Total Required	Total Proposed
Requirement Calculation:		
<ul style="list-style-type: none"> • 18 m² per 2-bed dwelling • 45 m² per 3 bed dwelling 	2430 m ²	3587 m ²

SUMMARY

The City has received a revised application for a Development Permit at 3900 Burde Street. Development Permit No. 22-05 would replace the current DP No. 20-04 for a proposed multifamily residential development. Issuing the permit will enable the construction of a multifamily residential development consisting of 3 duplex buildings, 13 four-plex buildings and 3 six-plex buildings for a total of 76 dwellings to be built in multiple phases.

Staff have reviewed the design and are satisfied that the proposal meets all applicable Development Permit Area guidelines in the Official Community Plan. The proposed development meets the requirements of the Zoning Bylaw, including all the *Site Development Regulations* of the RM3 zone.

The Planning Department supports the issuance of Development Permit No. 22-05 for the subject property, with conditions outlined in the attached Development Permit.

ATTACHMENTS/REFERENCE MATERIALS

1. Development Permit

- Schedule A – Subject Property Map
- Schedule B – Drawings
 - a) *MCM Partnership Project 218013 – A101 – Key Plan*
 - b) *MCM Partnership Project 218013 – A102 – Enlarged Site Plan*
 - c) *MCM Partnership Project 218013 – A103 – Enlarged Site Plan*
 - d) *MCM Partnership Project 218013 – A104 – Enlarged Site Plan*
 - e) *MCM Partnership Project 218013 – A105 – Enlarged Site Plan*
 - f) *MCM Partnership Project 218013 – A201 – Duplex Main Floor Plan*
 - g) *MCM Partnership Project 218013 – A202 – Duplex Roof Plan*
 - h) *MCM Partnership Project 218013 – A211 – Fourplex Type “A” Main Floor Plan*
 - i) *MCM Partnership Project 218013 – A212 – Fourplex Type “A” Second Floor Plan*
 - j) *MCM Partnership Project 218013 – A213 – Fourplex Type “A” Roof Plan*
 - k) *MCM Partnership Project 218013 – A221 – Fourplex Type “B” Main Floor Plan*
 - l) *MCM Partnership Project 218013 – A222 – Fourplex Type “B” Second Floor Plan*
 - m) *MCM Partnership Project 218013 – A223 – Fourplex Type “B” Roof Plan*
 - n) *MCM Partnership Project 218013 – A224 – Fourplex Type “C” Main Floor Plan*
 - o) *MCM Partnership Project 218013 – A225 – Fourplex Type “C” Second Floor Plan*
 - p) *MCM Partnership Project 218013 – A226 – Fourplex Type “C” Roof Plan*
 - q) *MCM Partnership Project 218013 – A231 – Sixplex Type “C” Roof Plan*
 - r) *MCM Partnership Project 218013 – A232 – Sixplex Type “C” Second and Third Floor Plan*
 - s) *MCM Partnership Project 218013 – A233 – Sixplex Type “C” Roof Plan*
 - t) *MCM Partnership Project 218013 – A301 – Duplex Elevations*
 - u) *MCM Partnership Project 218013 – A302 – Duplex Elevations*
 - v) *MCM Partnership Project 218013 – A311 – Fourplex Type “A” Elevations*
 - w) *MCM Partnership Project 218013 – A312 – Fourplex Type “A” Elevations*
 - x) *MCM Partnership Project 218013 – A321 – Fourplex Type “B” Elevations*
 - y) *MCM Partnership Project 218013 – A322 – Fourplex Type “B” Elevations*
 - z) *MCM Partnership Project 218013 – A324 – Fourplex Type “C” Elevations*
 - aa) *MCM Partnership Project 218013 – A324 – Fourplex Type “C” Elevations*
 - bb) *MCM Partnership Project 218013 – A331 – Sixplex Elevations*
 - cc) *MCM Partnership Project 218013 – A332 – Sixplex Elevations*
 - dd) *PMG Landscape Architects Project 20-060 – L1 – Landscape Plan*
 - ee) *PMG Landscape Architects Project 20-060 – L2 – Landscape Plan*
 - ff) *PMG Landscape Architects Project 20-060 – L3 – Landscape Shrub Plan*
 - gg) *PMG Landscape Architects Project 20-060 – L4 – Landscape Details*
 - hh) *PMG Landscape Architects Project 20-060 – L5 – Landscape Specifications*

C: *D. Leurebourg, Director of Corporate Services*
R. Gaudreault, Building/Plumbing Inspector



DEVELOPMENT PERMIT

Development Permit No: 22-05

Registered Owner:	District Development Corporation dba. Anderson Hill (1) Nominee Ltd.
Applicant:	Kurtis Buick
Subject Properties:	3900 Burde Street, Port Alberni, BC
Legal Description:	Lot 1, District Lot 46, Alberni District, Plan EPP112454, Except Strata Plan EPS7511
Parcel Identifier:	031-607-241
Proposal:	Multi-Family Residential

CONDITIONS of PERMIT:

1. Development of the land to be undertaken shall be limited to the area shown on Schedule A.
2. Development of the land to be undertaken shall be in accordance with the development plans shown on Schedule B attached hereto and forming part of Development Permit No. 22-05.
3. The owner of the land shall provide the general contractor and all professionals associated with the development with copies of this permit.
4. The owner of the land shall maintain any undeveloped land in a neat and tidy condition at all times.
5. If there has not been any substantial commencement of construction with respect to which the permit was issued within two years after the date it was issued, the permit lapses.
6. An Irrevocable Letter of Credit or other security is required in the amount of \$298,665.68 for landscaping.

The City of Port Alberni shall file notice of this permit in the Land Title Office stating the land is subject to Development Permit No. 22-05.

THIS IS NOT A BUILDING PERMIT

Development Permit No. 22-05

Page 2 of 37

January 23, 2023

In accordance with the provisions of Section 489 of the *Local Government Act RSBC 2015*, approval of this Permit was granted by resolution of the City Council on _____, __, 2023.

Authorized by

Corporate Officer

This Permit is issued under the Seal of the City of Port Alberni on _____, __, 2023.

SCHEDULE A – Location Map



SCHEDULE B TO DEVELOPMENT PERMIT 22-05

b) MCM Partnership Project 218013 – A102 – Enlarged Site Plan



SCHEDULE B TO DEVELOPMENT PERMIT 22-05

c) MCM Partnership Project 218013 – A103 – Enlarged Site Plan



MCM

Musson Cattell Mackey Partnership

Architects Designers Planners

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 Canada V6C 3K1
 T: 604.683.2990
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3100 BIRD BELLER STREET,
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 CANADA V6P 3T1
 T: 604.232.5785
 DRYDEN@DRYDEN.PA

2022 MAY 02 Issued for Development Permit 048
 2021 SEP 24 Issued for Development Permit 048
 2021 APR 13 Issued for Development Permit 048
 2020 DEC 18 Issued for Development Permit 048
 2020 JUN 24 Issued for Development Permit 048

Revisions: 1/10 MAY 20

Site:
ANDERSON HILL DUPLEX / FOURPLEX DEVELOPMENT

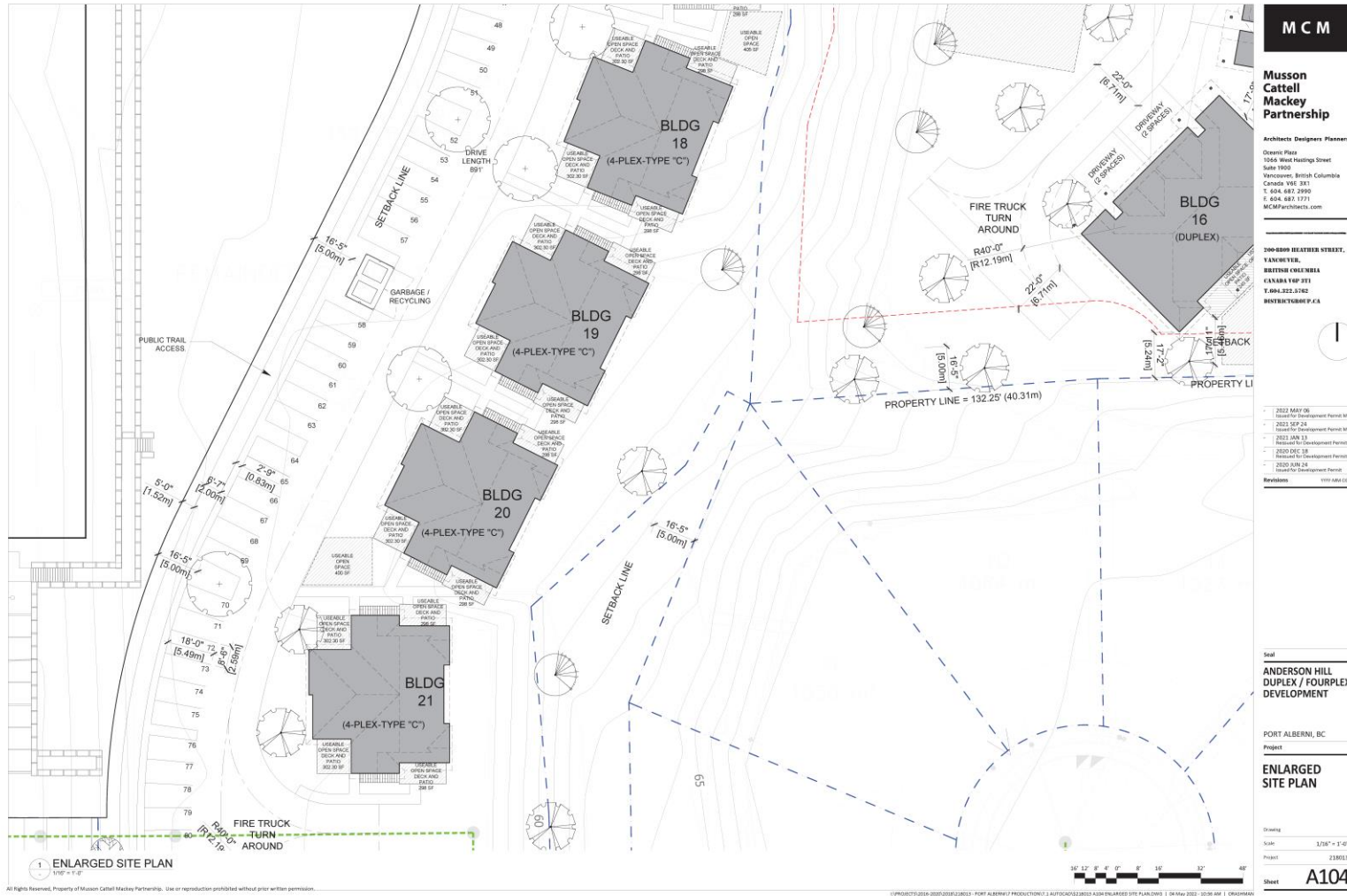
PORT ALBERNI, BC
 Project:

ENLARGED SITE PLAN

Scale: 1/32" = 1'-0"
 Project: 218013
 Sheet: **A103**

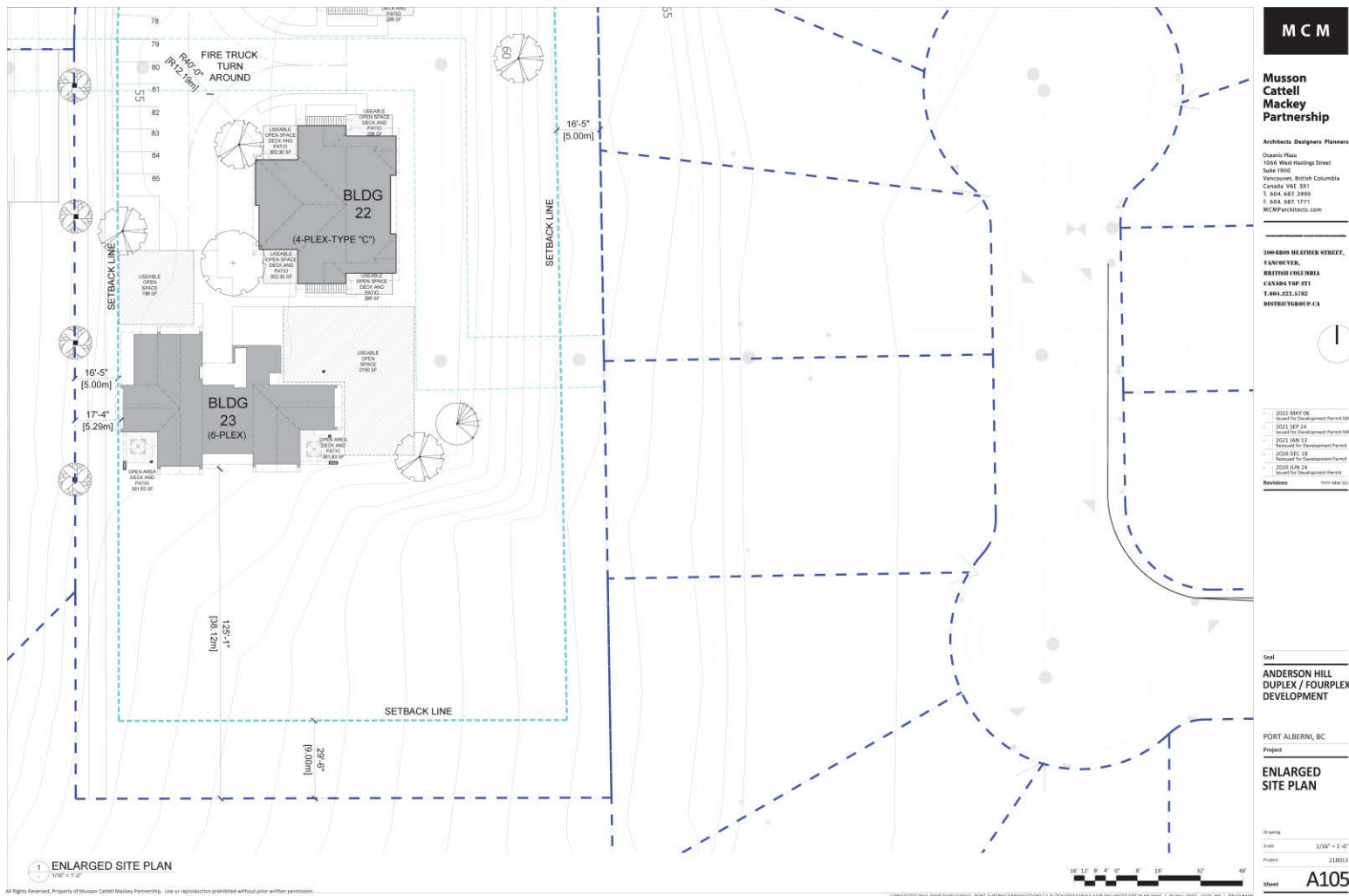
SCHEDULE B TO DEVELOPMENT PERMIT 22-05

d) MCM Partnership Project 218013 – A104 – Enlarged Site Plan



SCHEDULE B TO DEVELOPMENT PERMIT 22-05

e) MCM Partnership Project 218013 – A105 – Enlarged Site Plan



SCHEDULE B TO DEVELOPMENT PERMIT 22-05

f) MCM Partnership Project 218013 – A201 – Duplex Main Floor Plan

MCM

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 2021 SEP 24
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 2021 APR 13
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 2020 APR 24
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Revisions: V101-M1-00

Seal

**ANDERSON HILL
 DUPLEX / FOURPLEX
 DEVELOPMENT**

PORT ALBERNI, BC

Project

**DUPLEX
 MAIN FLOOR
 PLAN**

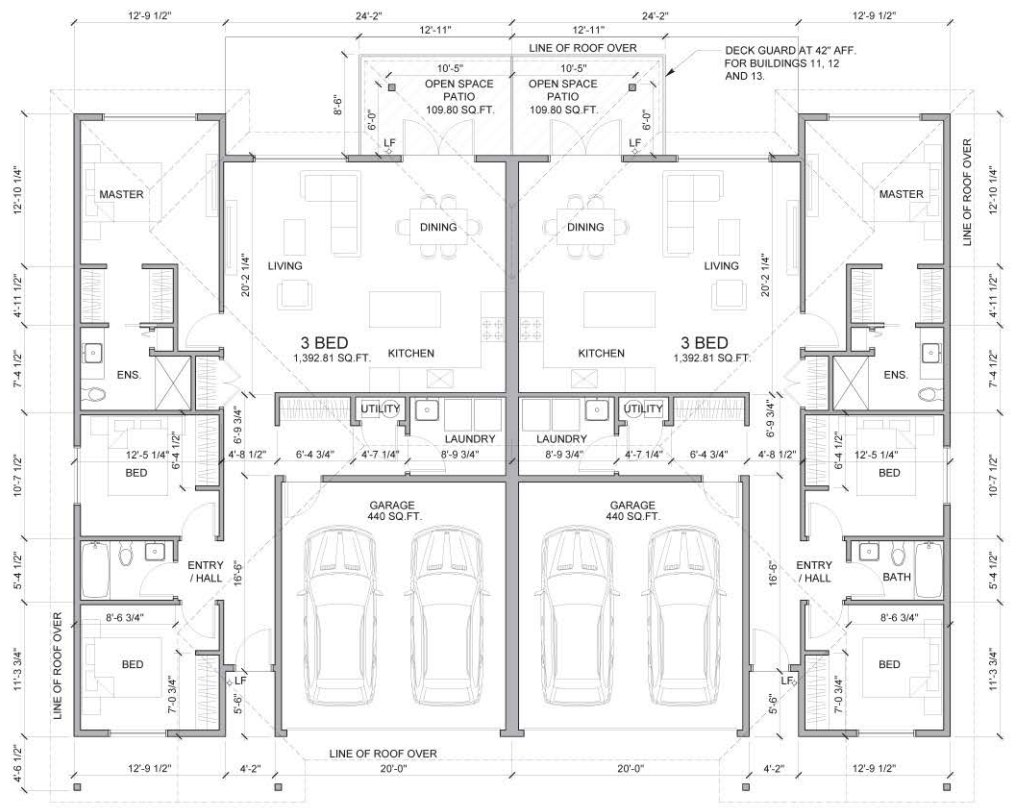
Drawing

Scale: 1/8" = 1'-0"

Project: 218013

A201

Sheet



1 DUPLEX MAIN FLOOR PLAN
1/8" = 1'-0"

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BUILDINGS 14, 15, AND 16



\\P001\CT\2022-2023\218013\02 - PORT ALBERNI\3 PRODUCTION\1_3 AUTO\040223013 A201 DUPLEX 3 BED FLOOR PLAN.DWG | 04 May 2022 | 10:38 AM | C:\MSOFT\

SCHEDULE B TO DEVELOPMENT PERMIT 22-05

g) MCM Partnership Project 218013 – A202 – Duplex Roof Plan

BUILDINGS 14, 15, AND 16

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Revisions 1010 MCM 00

Seal

**ANDERSON HILL
DUPEX / FOURPLEX
DEVELOPMENT**

PORT ALBERNI, BC

Project

**DUPEX
ROOF PLAN**

Drawing

Scale 1/8" = 1'-0"

Project 218013

Sheet **A202**

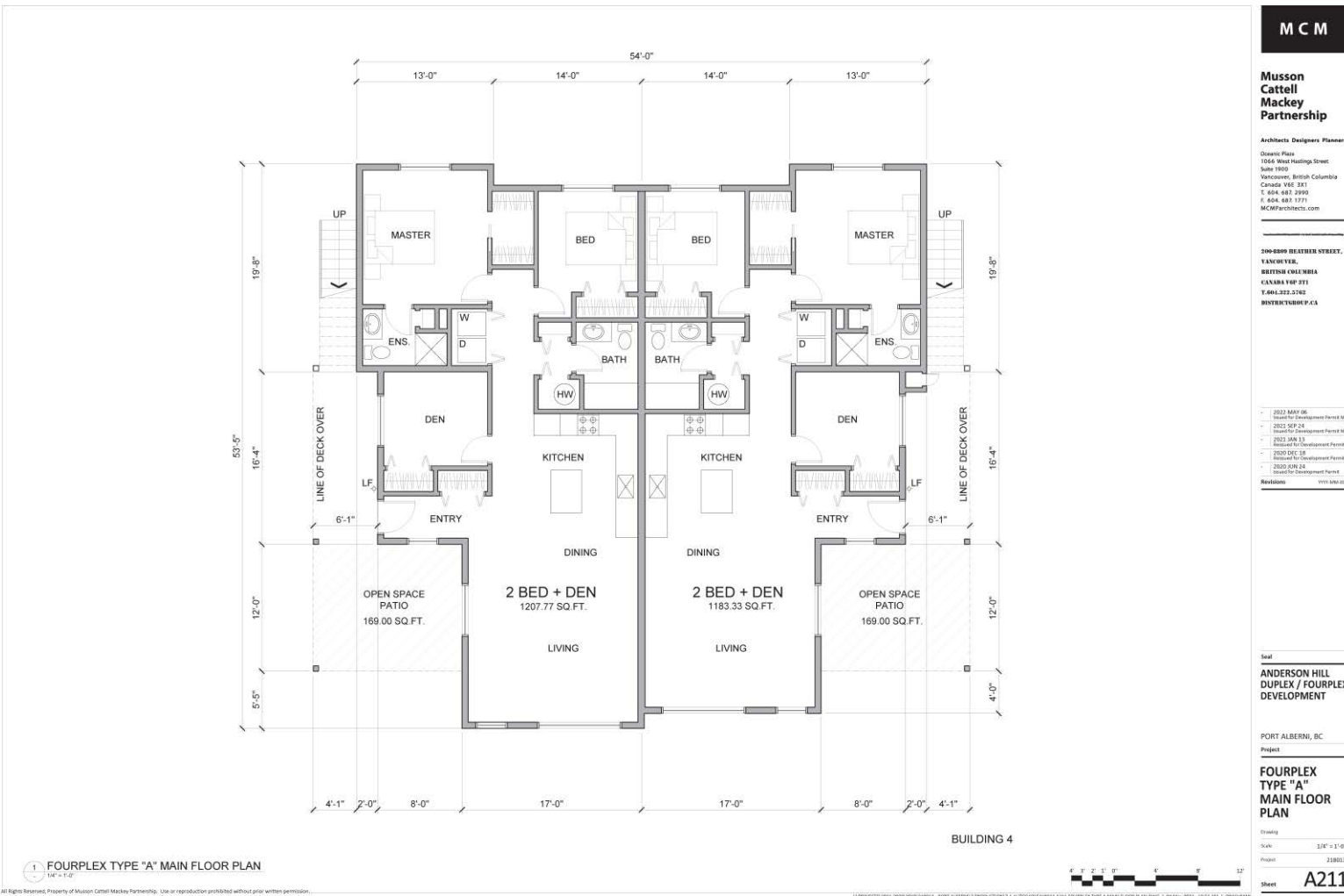
1 **DUPEX ROOF PLAN**
1/8" = 1'-0"

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1:\PROJECT\2022\218013\PORT ALBERNI\PROJECT\DWG\1-AUTOCAD\218013 A202 DUPLEX 3 BLDG ROOF PLAN.DWG 1 24 MAY 2022 10:58 AM 1 CROSMAN

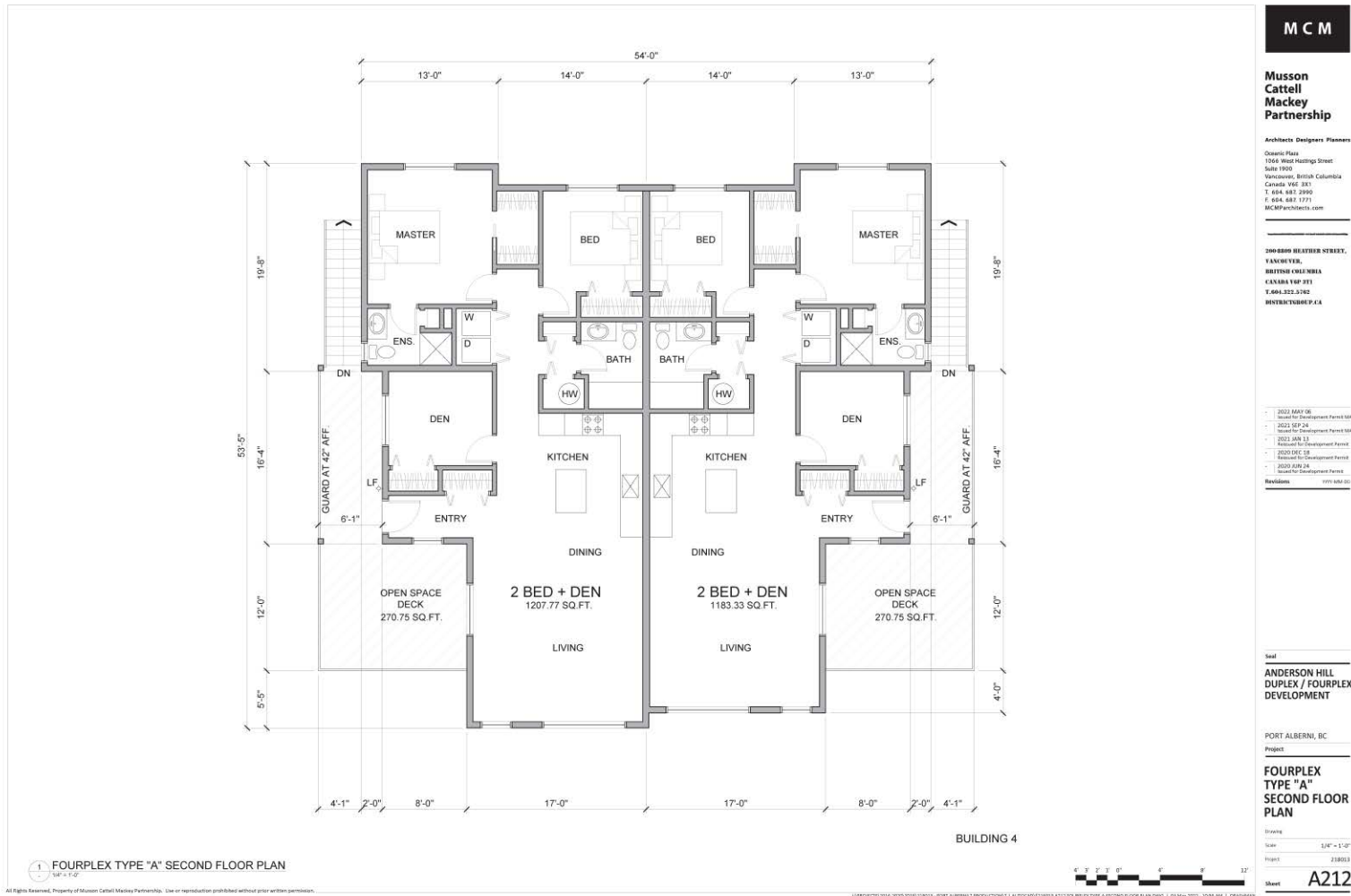
SCHEDULE B TO DEVELOPMENT PERMIT 22-05

h) MCM Partnership Project 218013 – A211 – Fourplex Type "A" Main Floor Plan



SCHEDULE B TO DEVELOPMENT PERMIT 22-05

i) MCM Partnership Project 218013 – A212 – Fourplex Type "A" Second Floor Plan



SCHEDULE B TO DEVELOPMENT PERMIT 22-05

j) MCM Partnership Project 218013 – A213 – Fourplex Type “A” Roof Plan



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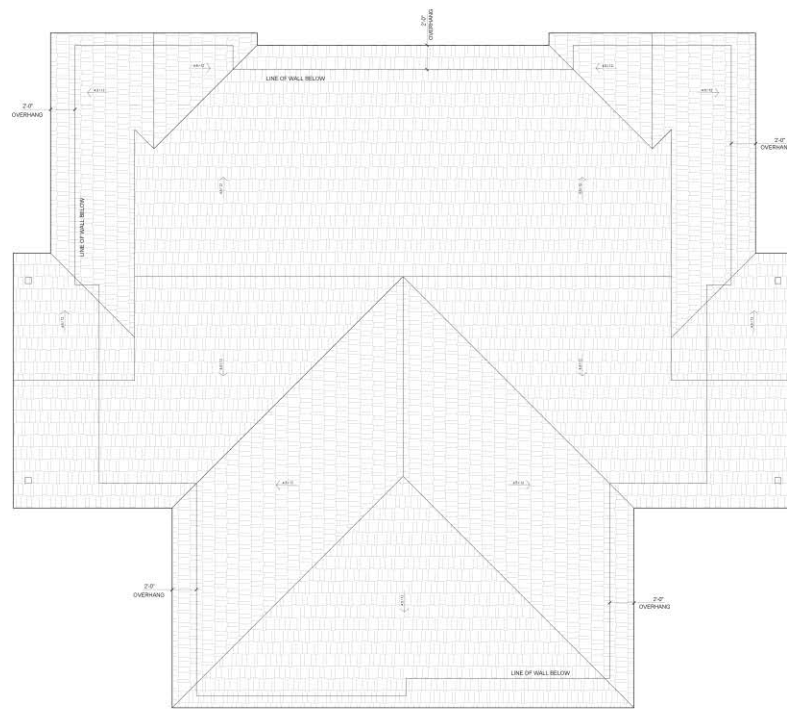
Revisions: 1/19/1901/01

Seal
**ANDERSON HILL
 DUPLEX / FOURPLEX
 DEVELOPMENT**

PORT ALBERNI, BC
 Project

**FOURPLEX
 TYPE "A"
 ROOF PLAN**

Drawing: _____
 Scale: 1/8" = 1'-0"
 Project: 218013
 Sheet: **A213**



FOURPLEX TYPE "A" ROOF PLAN
 1/8" = 1'-0"

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F:\PROJECTS\2022\2022-0180\218013 - PORT ALBERNI\PRODUCT\010 - 1 AUTOCAD\218013\218013 FOURPLEX TYPE "A" ROOF PLAN.DWG | 04 May 2022 | 10:57 AM | 04623690

SCHEDULE B TO DEVELOPMENT PERMIT 22-05

k) MCM Partnership Project 218013 – A221 – Fourplex Type “B” Main Floor Plan



SCHEDULE B TO DEVELOPMENT PERMIT 22-05

1) MCM Partnership Project 218013 – A222 – Fourplex Type “B” Second Floor Plan

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Revisions: 1/11 08A-02

Seal

**ANDERSON HILL
 DUPLEX / FOURPLEX
 DEVELOPMENT**

PORT ALBERNI, BC
 Project

**FOURPLEX
 TYPE “B”
 SECOND FLOOR
 PLAN**

Drawing: _____
 Scale: 1/4" = 1'-0"
 Project: 218013

Sheet **A222**



1 FOURPLEX TYPE "B" SECOND FLOOR PLAN
 Scale = 1/4" = 1'-0"

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SCHEDULE B TO DEVELOPMENT PERMIT 22-05

m) MCM Partnership Project 218013 – A223 – Fourplex Type “B” Roof Plan

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2021 1848 12
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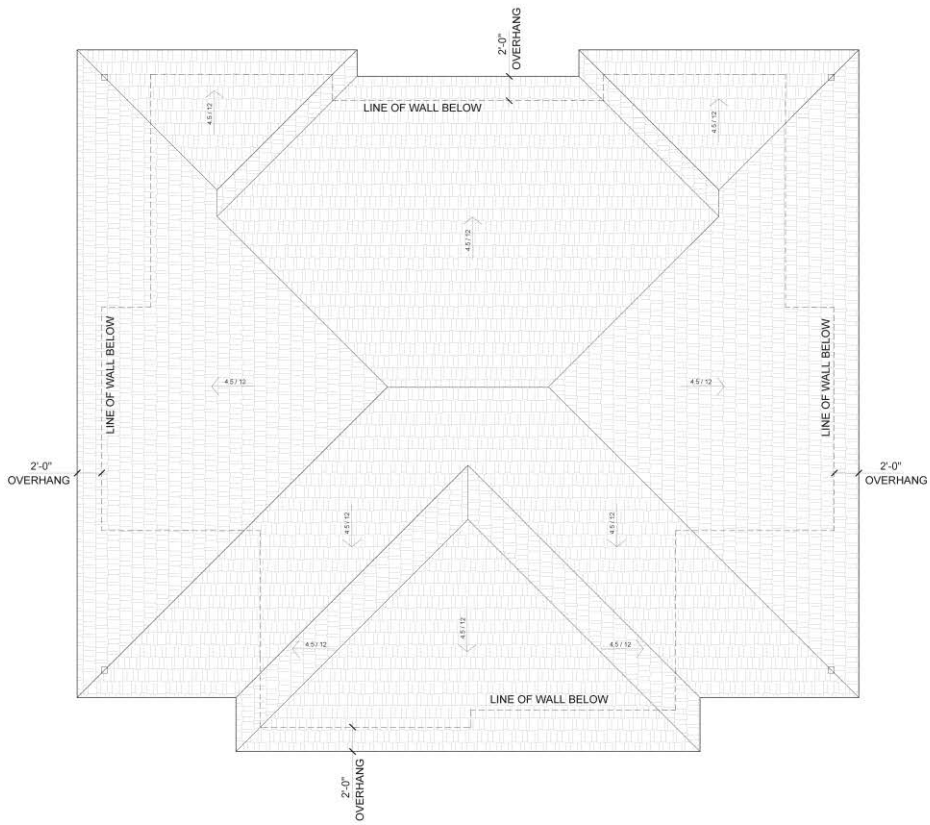
Seal

**ANDERSON HILL
 DUPLEX / FOURPLEX
 DEVELOPMENT**

PORT ALBERNI, BC
 Project

**FOURPLEX
 TYPE "B"
 ROOF PLAN**

Drawing
 Scale: 1/4" = 1'-0"
 Project: 218013
 Sheet: **A223**



FOURPLEX TYPE "B" ROOF PLAN
 1/4" = 1'-0"

BUILDINGS 6, 8, 9 AND 10



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PROJECT: 2018-2022 (218013) PORT ALBERNI PRODUCTION & AUTOMATICALLY A223 FOURPLEX TYPE B ROOF PLAN.DWG | 04 May 2022 - 10:57 AM | DWG3608

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n) MCM Partnership Project 218013 – A224 – Fourplex Type “C” Main Floor Plan



SCHEDULE B TO DEVELOPMENT PERMIT 22-05

o) MCM Partnership Project 218013 – A225 – Fourplex Type "C" Second Floor Plan



1 FOURPLEX TYPE "C" SECOND FLOOR PLAN

BUILDINGS 3,5,17,18,19,20,21 AND 22



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Drawn by:
 ANDERSON HILL
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PORT ALBERNI, BC
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FOURPLEX
 TYPE "C"
 SECOND FLOOR
 PLAN

Drawing
 Scale: 1/4" = 1'-0"
 Project: 218013
 Sheet: **A225**

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T:\PROJECTS\2180-2025\02\218013 - PORT ALBERNI PRODUCTION\1. AUTOCAD\218013 A225 FOURPLEX TYPE C SECOND FLOOR PLAN DWG | 01 May 2022 - 10:57 AM | DRAGAN

SCHEDULE B TO DEVELOPMENT PERMIT 22-05

p) MCM Partnership Project 218013 – A226 – Fourplex Type “C” Roof Plan



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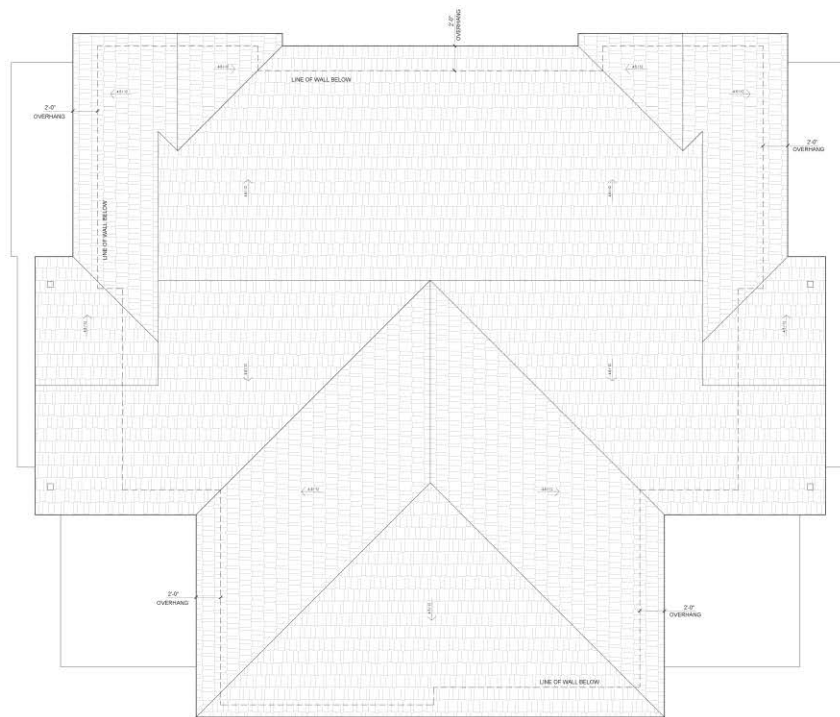
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**ANDERSON HILL
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 DEVELOPMENT**

PORT ALBERNI, BC
 Project

**FOURPLEX
 TYPE “C”
 ROOF PLAN**

Drawing
 Scale: 1/8" = 1'-0"
 Project: 218013
 Sheet: **A226**



BUILDINGS 3,5,17,18,19,20,21 AND 22



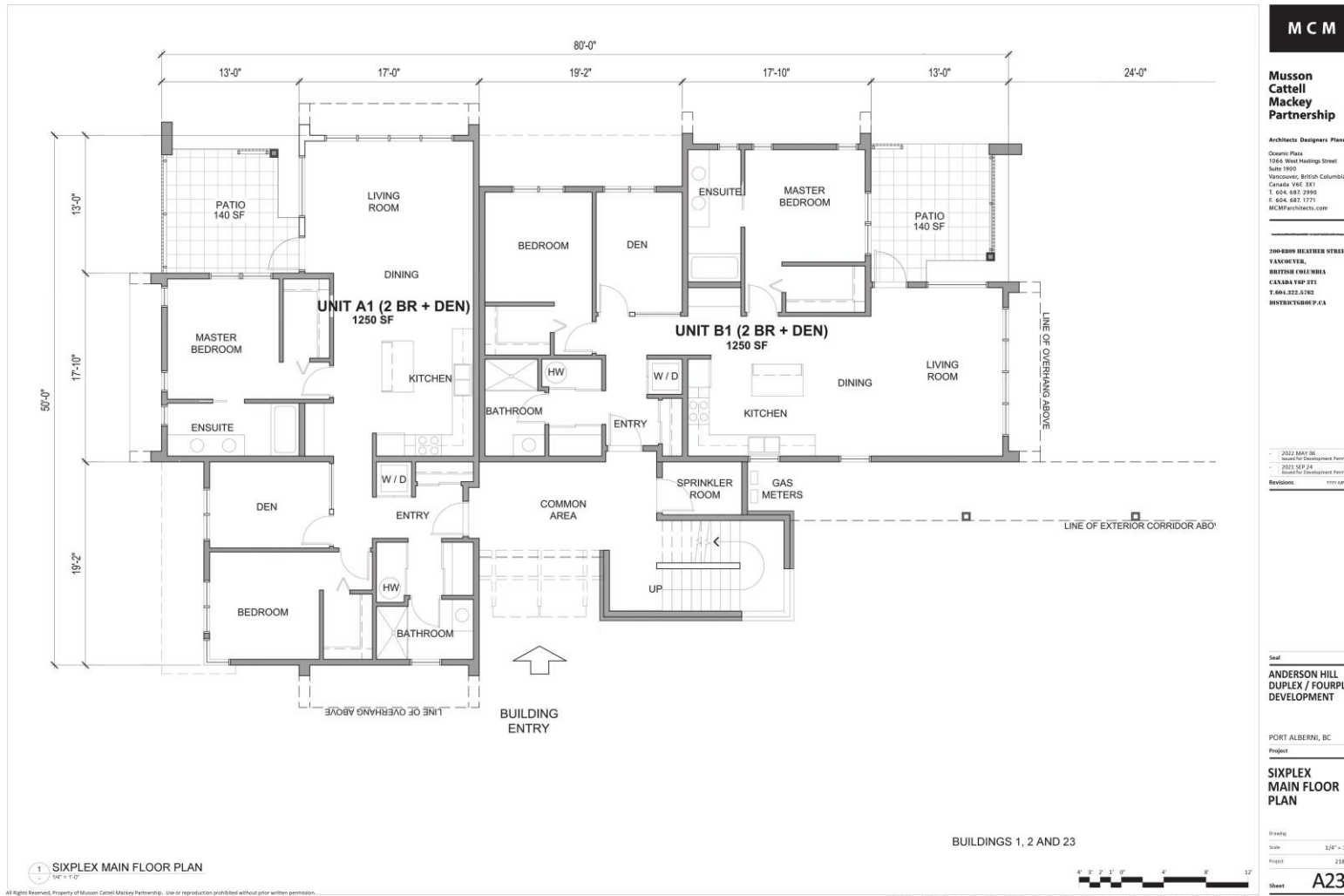
FOURPLEX TYPE “C” ROOF PLAN
 1/8" = 1'-0"

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\\PROJECTS\2018-2020\2022\218013 - PORT ALBERNI\7 PRODUCTION\1 AUTOCAD\2218013 A226 FOURPLEX TYPE C ROOF PLAN.DWG | 04 May 2022 - 10:57 AM | C:\ADMIN

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q) MCM Partnership Project 218013 – A231 – Sixplex Type “C” Roof Plan



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**ANDERSON HILL
 DUPLEX / FOURPLEX
 DEVELOPMENT**

PORT ALBERNI, BC

Project

**SIXPLEX
 MAIN FLOOR
 PLAN**

Drawing

Scale 1/4" = 1'-0"

Project 218013

Sheet **A231**

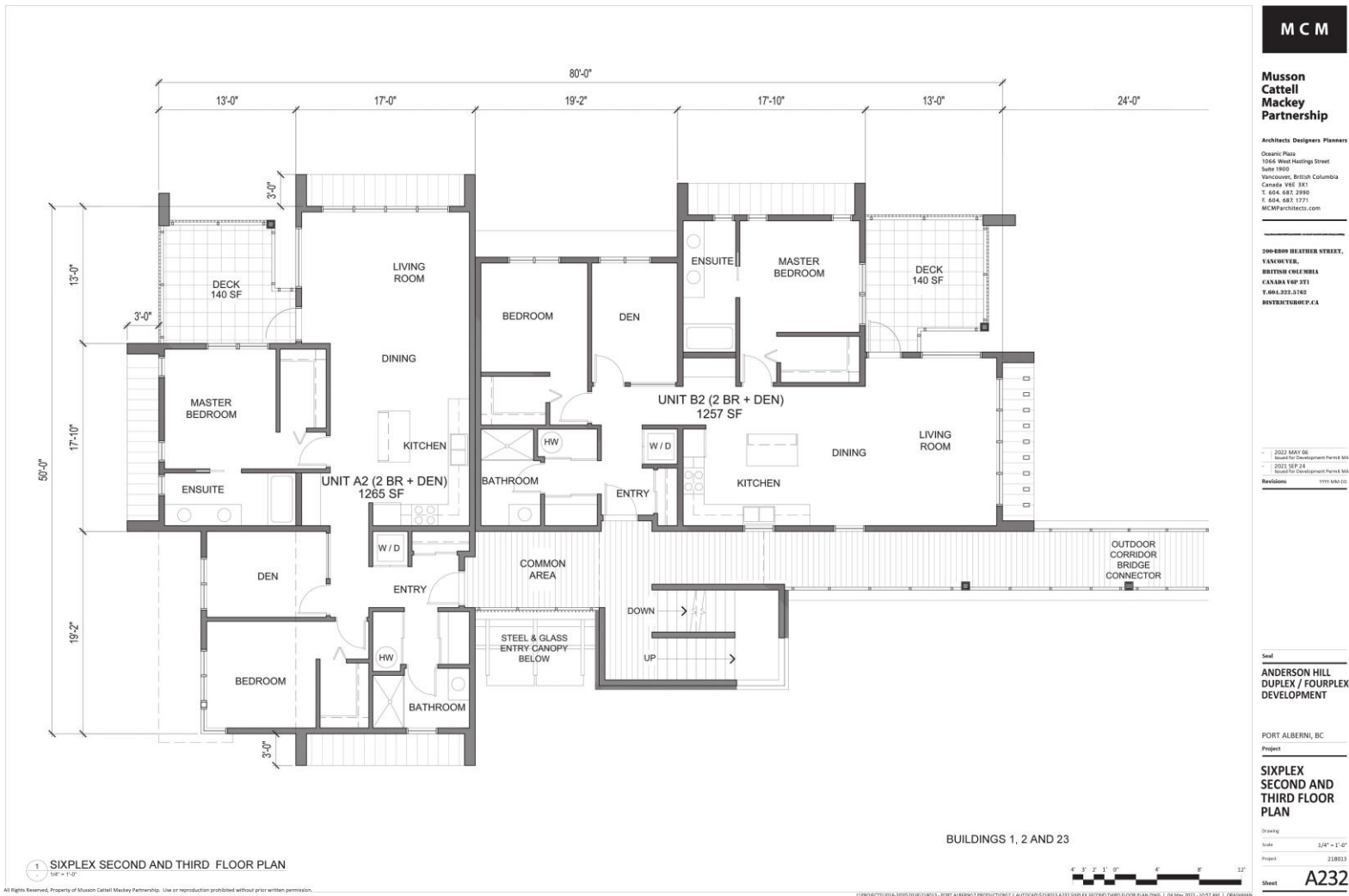
SIXPLEX MAIN FLOOR PLAN
 1/4" = 1'-0"

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\\PDR\BCT\2024-2025\DP\218013 - PORT ALBERNI\7\PRODUCTION\1_A\PROJECT\220813_A231_SIXPLEX_MAIN_FLOOR_PLAN.DWG | 04 May 2022 - 10:57 AM | 08836080

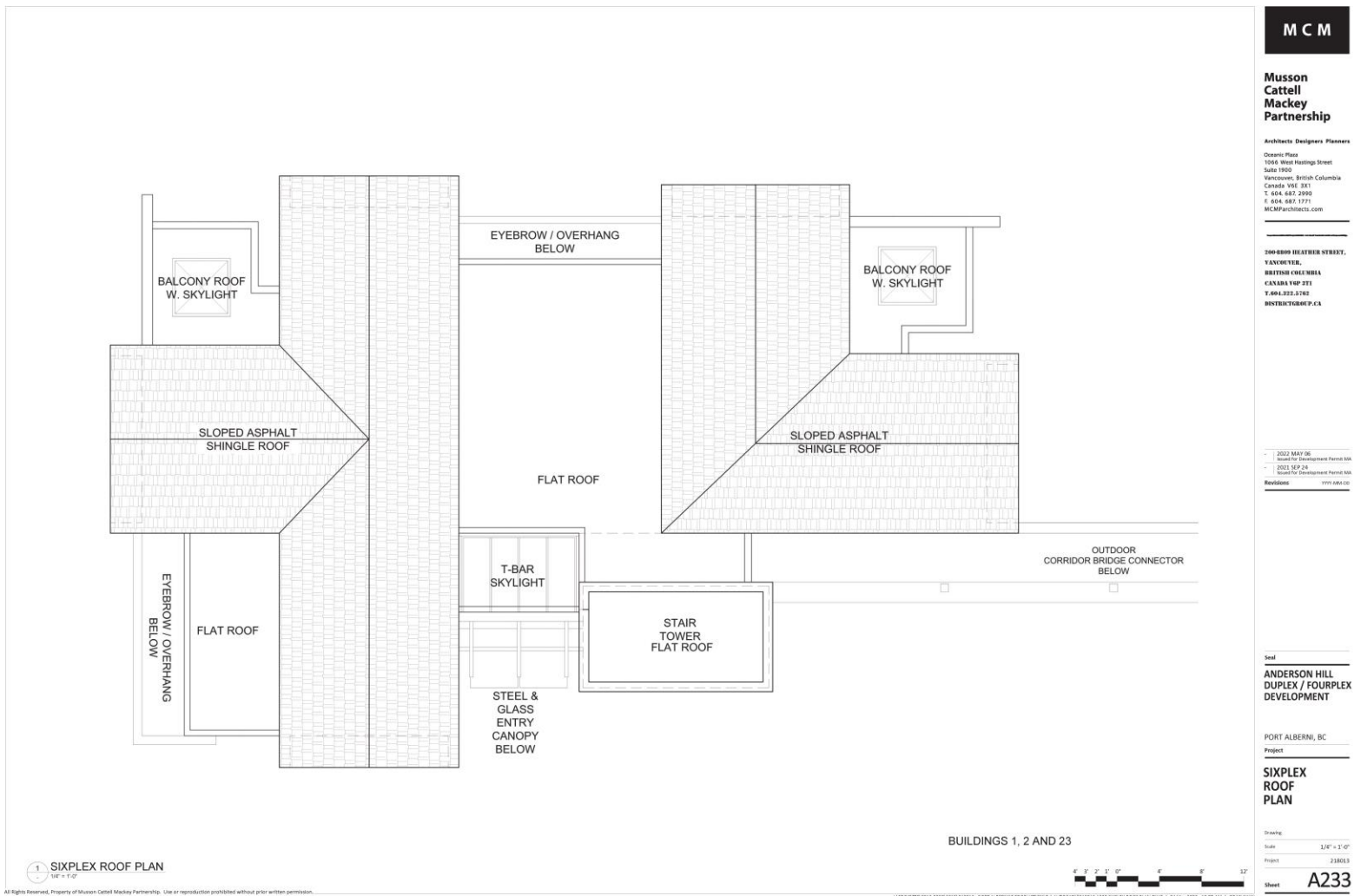
SCHEDULE B TO DEVELOPMENT PERMIT 22-05

r) MCM Partnership Project 218013 – A232 – Sixplex Type “C” Second and Third Floor Plan



SCHEDULE B TO DEVELOPMENT PERMIT 22-05

s) MCM Partnership Project 218013 – A233 – Sixplex Type “C” Roof Plan



SCHEDULE B TO DEVELOPMENT PERMIT 22-05

t) MCM Partnership Project 218013 – A301 – Duplex Elevations

1 DUPLEX FRONT ELEVATION
 1/4" = 1'-0"

2 DUPLEX SIDE ELEVATION
 1/4" = 1'-0"

BUILDINGS 14, 15, AND 16

MATERIAL LEGEND

1	CEMENTITIOUS SIDING
2	ASPHALT SHINGLE ROOFING
3	VINYL WINDOWS / DOORS
4	WOOD GARAGE DOOR
5	ALUMINUM VENTED BOFFI
6	PREFABRICATED ALUMINUM GUTTER OR RAIN WATER LEADER
7	WOOD PANDA BOARD - PAINTED
8	WOOD TRIM - PAINTED
9	PREFABRICATED ALUMINUM GUARDRAILS
10	DECORATIVE WOOD POST
11	EXPOSED CONCRETE

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2020 APR 24
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Seal

**ANDERSON HILL
 DUPLEX / FOURPLEX
 DEVELOPMENT**

PORT ALBERNI, BC

Project

**DUPLEX
 ELEVATIONS**

Drawing

Scale: 1/4" = 1'-0"

Project: 218013

Sheet: **A301**

1" = 0' 0" 2' 0" 4' 0" 6' 0" 8' 0" 10' 0" 12'

\\P001\CT\2018-2020\2022\218013 - PORT ALBERNI\PRODUCTION\1-LAUFORD\DESIGN\BILLS OF MATERIAL\218013-1-180 ELEVATIONS.DWG | 24 May 2022 | 10:16 AM | OKADRAW

SCHEDULE B TO DEVELOPMENT PERMIT 22-05

u) MCM Partnership Project 218013 – A302 – Duplex Elevations

1 DUPLEX REAR ELEVATION
1/8" = 1'-0"

2 DUPLEX SIDE ELEVATION
1/8" = 1'-0"

BUILDINGS 14, 15, AND 16

MATERIAL LEGEND

- 1 CEMENTITIOUS HARDBOARD CLADDING
- 2 ASPHALT SHINGLE ROOFING
- 3 VINYL WINDOWS / DOORS
- 4 WOOD GARAGE DOOR
- 5 ALUMINUM VENTED SOFFIT
- 6 PREFINISHED ALUMINUM GUTTER OR RAIN WATER LEADER
- 7 WOOD FACED BOARD - PAINTED
- 8 WOOD TRIM - PAINTED
- 9 PREFORMED ALUMINUM GUARDRAILS
- 10 DECORATIVE WOOD POST
- 11 EXPOSED CONCRETE

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**ANDERSON HILL
DUPLEX / FOURPLEX
DEVELOPMENT**

PORT ALBERNI, BC

Project

**DUPLEX
ELEVATIONS**

Drawing

Scale 1/8" = 1'-0"

Project 218013

Sheet **A302**

SCHEDULE B TO DEVELOPMENT PERMIT 22-05

v) MCM Partnership Project 218013 – A311 – Fourplex Type “A” Elevations

1 FOURPLEX TYPE "A" FRONT ELEVATION
 1/4" = 1'-0"

2 FOURPLEX TYPE "A" SIDE ELEVATION
 1/4" = 1'-0"

BUILDING 4

MATERIAL LEGEND

- 1 CEMENTITIOUS HARDBOARD CLADDING
- 2 ASPHALT SHINGLE ROOFING
- 3 VINYL WINDOWS / DOORS
- 4 WOOD GARAGE DOOR
- 5 ALUMINUM VENTED BOFFIT
- 6 PREFINISHED ALUMINUM GUTTER OR RAIN WATER LEADER
- 7 WOOD PANGA BOARD - PAINTED
- 8 WOOD TRIM - PAINTED
- 9 PREFORMED ALUMINUM GUARDRAILS
- 10 DECORATIVE WOOD POST
- 11 EXPOSED CONCRETE

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**ANDERSON HILL
 DUPLEX / FOURPLEX
 DEVELOPMENT**

PORT ALBERNI, BC
 Project

**FOURPLEX
 TYPE "A"
 ELEVATIONS**

Drawing
 Scale: 1/4" = 1'-0"
 Project: 218013

Sheet
A311

1" = 10' 0"

SPROCKET2024 (20240923) - PORT ALBERNI PRODUCTIVITY & AUTOGOS2023 (2023) A311 FOURPLEX TYPE A ELEVATIONS.DWG | 24 May 2022 10:56 AM | CAD/CAM

SCHEDULE B TO DEVELOPMENT PERMIT 22-05

w) MCM Partnership Project 218013 – A312 – Fourplex Type “A” Elevations

1 FOURPLEX TYPE "A" REAR ELEVATION
 1/4" = 1'-0"

2 FOURPLEX TYPE "A" SIDE ELEVATION
 1/4" = 1'-0"

BUILDING 4

MATERIAL LEGEND

- 1 CEMENTITIOUS HARDBOARD CLADDING
- 2 ASPHILT SINGLE ROOFING
- 3 VINYL WINDOWS / DOORS
- 4 WOOD GARAGE DOOR
- 5 ALUMINUM VENTED SOFFIT
- 6 FINISHED ALUMINUM GUTTER OR RAIN WATER LEADER
- 7 WOOD FASCIA BOARD - PAINTED
- 8 WOOD TRIM - PAINTED
- 9 PREFORMED ALUMINUM GUARDRAILS
- 10 DECORATIVE WOOD POST
- 11 EXPOSED CONCRETE

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Seal
**ANDERSON HILL
 DUPLEX / FOURPLEX
 DEVELOPMENT**

PORT ALBERNI, BC
 Project
**FOURPLEX
 TYPE "A"
 ELEVATIONS**

Drawing
 Scale: 1/4" = 1'-0"
 Project: 218013
 Sheet: **A312**

SCHEDULE B TO DEVELOPMENT PERMIT 22-05

x) MCM Partnership Project 218013 – A321 – Fourplex Type “B” Elevations

MATERIAL LEGEND

- 1 GEMENTITIOUS HARDBOARD CLADDING
- 2 ASPHALT SHINGLE ROOFING
- 3 VINYL WINDOWS / DOORS
- 4 WOOD GARAGE DOOR
- 5 ALUMINUM VENTED SOFFIT
- 6 PREFINISHED ALUMINUM GUTTER OR RAIN WATER LEADER
- 7 WOOD FACIA BOARD - PAINTED
- 8 WOOD TRIM - PAINTED
- 9 PREFORMED ALUMINUM GUARDRAILS
- 10 DECORATIVE WOOD POST
- 11 EXPOSED CONCRETE

1 FOURPLEX TYPE "B" FRONT ELEVATION
 1/4" = 1'-0"

2 FOURPLEX TYPE "B" SIDE ELEVATION
 1/4" = 1'-0"

BUILDINGS 6, 8, 9 AND 10

MCM

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TITLE
**ANDERSON HILL
 DUPLEX / FOURPLEX
 DEVELOPMENT**

PORT ALBERNI, BC

Project
**FOURPLEX
 TYPE "B"
 ELEVATIONS**

Drawing
 Scale 1/4" = 1'-0"
 Project 218013

Sheet **A321**

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(PROJECTS) 2018-2020/2021/2022/2023 - PORT ALBERNI PRODUCTIONS 3-AUTOCAD/2022/2023/2024/2025 FOURPLEX TYPE B ELEVATIONS DWG | 04 May 2022 | 2:58 AM | DRAGSHAW

SCHEDULE B TO DEVELOPMENT PERMIT 22-05

Y) MCM Partnership Project 218013 – A322 – Fourplex Type “B” Elevations

1. FOURPLEX TYPE “B” REAR ELEVATION
 Scale = 1/4" = 1'-0"

2. FOURPLEX TYPE “B” SIDE ELEVATION
 Scale = 1/4" = 1'-0"

BUILDINGS 6, 8, 9 AND 10

MATERIAL LEGEND

1. IDENTITOUS HORIZONTAL CLADDING
2. ASPHALT SHINGLE ROOFING
3. VINYL WINDOWS/DOORS
4. WOOD GARAGE DOOR
5. ALUMINUM VENTED SOFFIT
6. PREPAINTED ALUMINUM GUTTER OR RAIN WATER LEADER
7. WOOD FASCIA BOARD - PAINTED
8. WOOD TRIM - PAINTED
9. PREFORMED ALUMINUM GUARDRAILS
10. DECORATIVE WOOD POST
11. EXPOSED CONCRETE

MCM

**Musson
 Cattell
 Mackey
 Partnership**

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 VANCOUVER,
 BRITISH COLUMBIA
 CANADA V6P 2E1
 T: 604.322.3762
 BENTLEYORAM.P.C.A**

2022 MAY 06
 Issued for Development Permit 22-05
 2022 APR 24
 Issued for Development Permit 22-05

2022 APR 13
 Revised for Development Permit 22-05
 2022 DEC 08
 Revised for Development Permit 22-05

2022 APR 28
 Issued for Development Permit 22-05

Revisions: VVVV 000100

Seal
**ANDERSON HILL
 DUPLEX / FOURPLEX
 DEVELOPMENT**

PORT ALBERNI, BC
 Project
**FOURPLEX
 TYPE “B”
 ELEVATIONS**

Drawing
 Scale: 1/4" = 1'-0"
 Project: 218013

A322

SCHEDULE B TO DEVELOPMENT PERMIT 22-05

z) MCM Partnership Project 218013 – A324 – Fourplex Type “C” Elevations

1 FOURPLEX TYPE "C" REAR ELEVATION
3/4" = 1'-0"

2 FOURPLEX TYPE "C" SIDE ELEVATION
3/4" = 1'-0"

BUILDINGS 3,5,17,18,19,20,21 AND 22

MATERIAL LEGEND

- 1 CEMENTITIOUS FIBREBOARD CLADDING
- 2 ASPHALT SHINGLE ROOFING
- 3 VINYL WINDOWS / DOORS
- 4 WOOD GARAGE DOOR
- 5 ALUMINUM VENTED SOFFIT
- 6 PREFORMED ALUMINUM GUTTER OR RAIN WATER LEADER
- 7 WOOD FASCIA BOARD - PAINTED
- 8 WOOD TRIM - PAINTED
- 9 PREFORMED ALUMINUM GUARDRAILS
- 10 DECORATIVE WOOD POST
- 11 EXPOSED CONCRETE

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 Revisions: 1000 Max. 100

Seal
**ANDERSON HILL
 DUPLEX / FOURPLEX
 DEVELOPMENT**

Project
 PORT ALBERNI, BC

Project
**FOURPLEX
 TYPE "C"
 ELEVATIONS**

Sheet
A324

Drawing

Scale 3/4" = 1'-0"

Project 218013

Sheet A324

4' 3' 2' 1' 0' 4' 8' 12'

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 V:\PROJECTS\2022\20220505\218013 - PORT ALBERNI\PRODUCTIVITY\AUTOCAD\218013 AS324 FOURPLEX TYPE ELEVATIONS.DWG | 04 May 2022 - 10:58 AM | ORASARAN

SCHEDULE B TO DEVELOPMENT PERMIT 22-05

aa) MCM Partnership Project 218013 – A324 – Fourplex Type “C” Elevations

1 FOURPLEX TYPE "C" FRONT ELEVATION
1/8" = 1'-0"

2 FOURPLEX TYPE "C" SIDE ELEVATION
1/8" = 1'-0"

BUILDINGS 3,5,17,18,19,20,21 AND 22

MATERIAL LEGEND

- 1 CEMENTITIOUS SIDINGBOARD CLADDING
- 2 ASPHALT SHINGLE ROOFING
- 3 VINYL WINDOWS/DOORS
- 4 WOOD GARAGE DOOR
- 5 ALUMINUM VENTED SOFFIT
- 6 PREFINISHED ALUMINUM GUTTER OR RAFF WATER DRAINAGE
- 7 WOOD FINISH BOARD - PAINTED
- 8 WOOD TRIM - PAINTED
- 9 PREFORMED ALUMINUM GUARDRAILS
- 10 DECORATIVE WOOD POST
- 11 EXPOSED CONCRETE

MCM

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 BENTONTOBIN P.C.A.

2023 MAY 06
 Issued for Development Permit 22-05

Revisions: 0001 MAY 10

Seal
**ANDERSON HILL
 DUPLEX / FOURPLEX
 DEVELOPMENT**

PORT ALBERNI, BC
 Project

**FOURPLEX
 TYPE "C"
 ELEVATIONS**

Drawing
 Scale: 1/8" = 1'-0"
 Project: 218013
 Sheet: **A323**

SCHEDULE B TO DEVELOPMENT PERMIT 22-05

b) MCM Partnership Project 218013 – A331 – Sixplex Elevations



**Musson
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209 BOW BELLER STREET,
 VANCOUVER,
 BRITISH COLUMBIA
 CANADA V6P 2T1
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 DISTRICTSRBC.CA

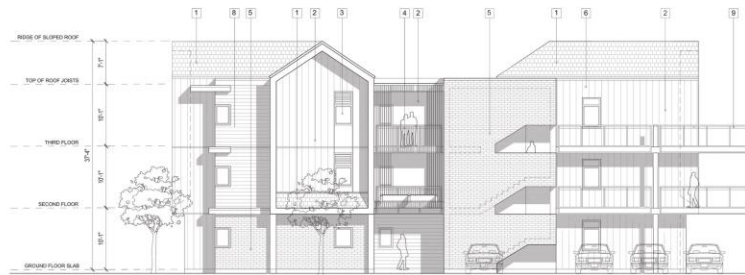
2022 MAY 06
 Issued for Development Permit SA
 2023 SEP 24
 Issued for Development Permit SA
 Revisions: 1/11 AM EG

Seal
**ANDERSON HILL
 DUPLEX / FOURPLEX
 DEVELOPMENT**

PORT ALBERNI, BC
 Project

**SIXPLEX
 ELEVATIONS**

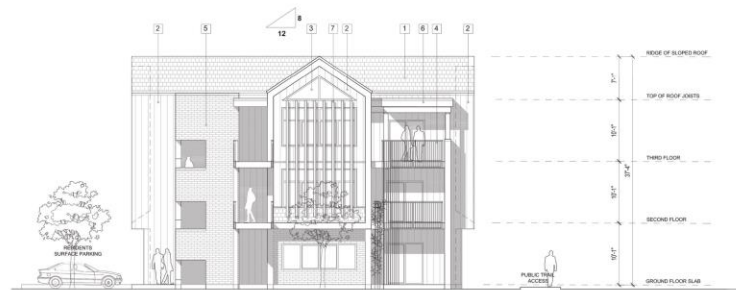
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 Scale: 1/8" = 1'-0"
 Project: 218013
 Sheet: **A331**



1 SIXPLEX FRONT ELEVATION
 1/8" = 1'-0"

MATERIAL INDEX:

- 1 ASPHALT SHINGLE ROOF
- 2 CEMENT BOARD VERTICAL SIDING WALL PANEL
- 3 VINYL FRAME WINDOWS
- 4 PAINTED ALUMINUM PICKET RAILINGS/SCREEN
- 5 BRICK CLADDING
- 6 TIMBER POST & BEAM BALCONY STRUCTURE
- 7 WOOD TIMBER PRIVACY SCREEN
- 8 SHIP-LAP HARDI CEMENT BOARD
- 9 ALUMINUM FRAME & GLASS RAILINGS
- 10 FAUX WOOD LONGBOARD METAL CLADDING & SOFFITS



2 SIXPLEX SIDE ELEVATION
 1/8" = 1'-0"

BUILDINGS 1, 2 AND 23



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SCHEDULE B TO DEVELOPMENT PERMIT 22-05

cc) MCM Partnership Project 218013 – A332 – Sixplex Elevations



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 Cattell
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 INTERCUBE.PA

2022 MAY 06
 Issued for Development Permit 22-05
 2022 SEP 24
 Issued for Development Permit 22-05
 Revisions: VVVV VVVV 50

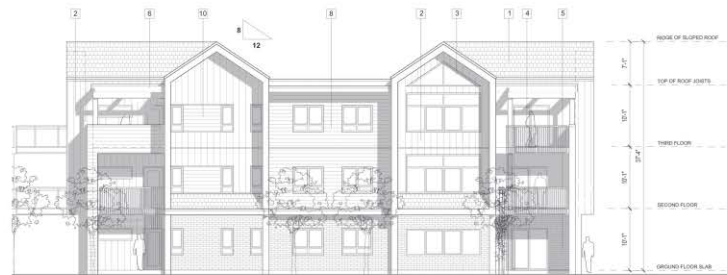
Seal
**ANDERSON HILL
 DUPLEX / FOURPLEX
 DEVELOPMENT**

PORT ALBERNI, BC

Project

**SIXPLEX
 ELEVATIONS**

Drawing
 Scale: 1/8" = 1'-0"
 Project: 218013
 Sheet: **A332**



BUILDINGS 1, 2 AND 23

1 SIXPLEX REAR ELEVATION
 1/8" = 1'-0"

MATERIAL INDEX:

- 1 ASPHALT SHINGLE ROOF
- 2 CEMENT BOARD VERTICAL SIDING WALL PANEL
- 3 VINYL FRAME WINDOWS
- 4 PAINTED ALUMINUM PICKET RAILINGS / SCREEN
- 5 BRICK CLADDING
- 6 TIMBER POST & BEAM BALCONY STRUCTURE
- 7 WOOD TIMBER PRIVACY SCREEN
- 8 SHIP-LAP HARDY CEMENT BOARD
- 9 ALUMINUM FRAME & GLASS RAILINGS
- 10 FAUX WOOD LONGBOARD METAL CLADDING & SOFFITS



BUILDINGS 1, 2 AND 23

2 SIXPLEX SIDE ELEVATION
 1/8" = 1'-0"



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\\projects\218013\218013\218013-PORT ALBERNI\PROJECTS\1-218013\218013-332\SIXPLEX ELEVATIONS.DWG | 2022 MAY 06 | 2022 SEP 24 | 04/24/2022 | 20:19:40 | 04/24/2022

SCHEDULE B TO DEVELOPMENT PERMIT 22-05

dd) PMG Landscape Architects Project 20-060 – L1 – Landscape Plan



20-060-01	SP	LANDSCAPE PLAN	KS
20-060-02	CONCEPT PLAN	KS	
20-060-03	CONCEPT PLAN	KS	
20-060-04	CONCEPT PLAN	KS	
20-060-05	CONCEPT PLAN	KS	
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20-060-49	CONCEPT PLAN	KS	
20-060-50	CONCEPT PLAN	KS	

CLIENT: ANDERSON HILL DUPLEX/FOURPLEX
 PORT ALBERNI
 PROJECT: ANDERSON HILL DUPLEX/FOURPLEX
 PORT ALBERNI
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 DATE: 23.01.2023
 SCALE: 1/8" = 1'-0"
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]
 PROJECT NUMBER: 20-060



PLANT PALETTE



TREES



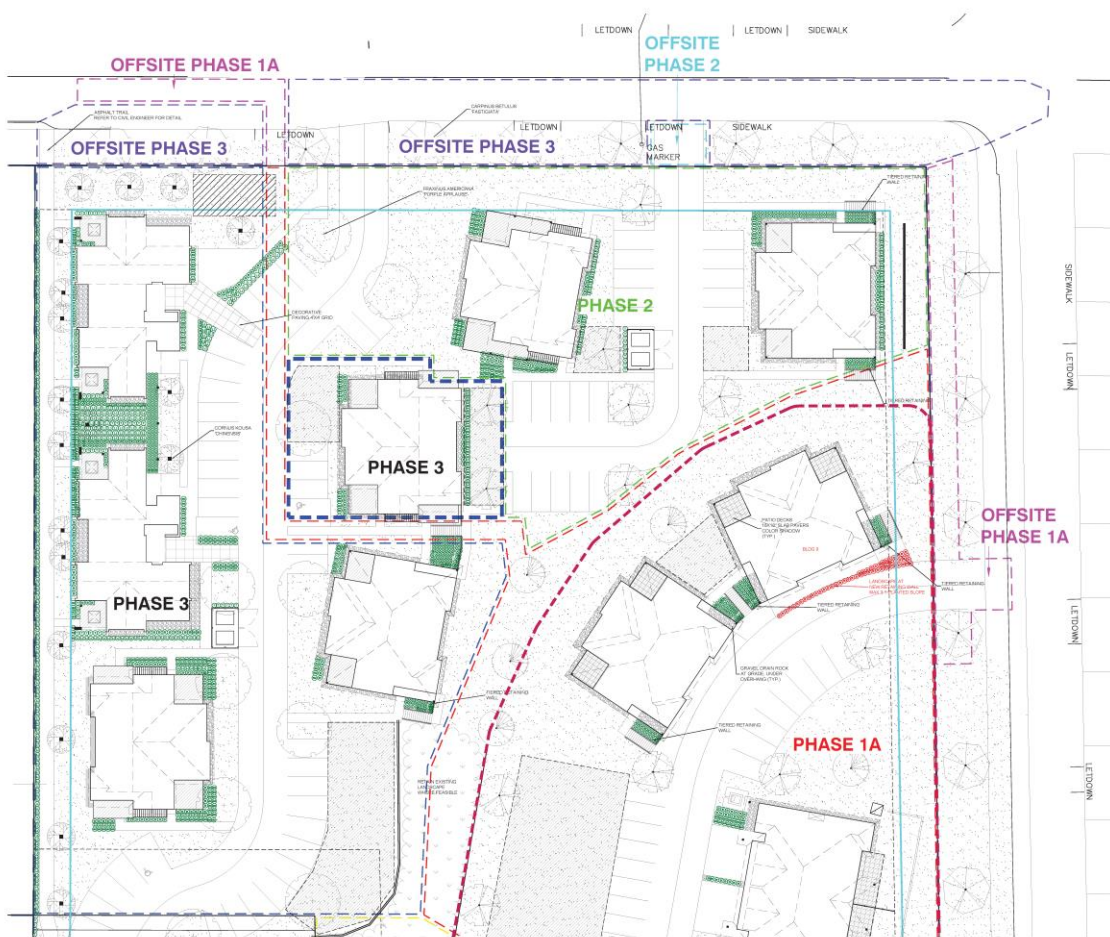
SHRUBS AND GROUNDCOVER

SYM.	SYM.	SCIENTIFIC NAME	COMMON NAME	PLANTED SIZE / REMARKS	PROJ. JOB NUMBER	20060
T01	28	ACER RUBRUM BOWBALL	COLUMBIAN BOWBALL MAPLE	800 CAL 1.8M STD B-B		
T02	29	CORNUS NIGRA PACIFICATA	PANICULAR EUROPEAN HORNBEAM	700 CAL 1.8M STD B-B		
T03	30	CORNUS KOHA CHENSIS	CHINESE KOHA DOORWOOD	800 CAL 1.8M STD B-B		
T04	31	PRUNUS AMERICANA PEARLE BRILLIANCE	PEARLE APL	700 CAL 1.8M STD B-B		
T05	32	PRUNUS CHENSIS BRILLIANCE	BRILLIANCE SPRUCE	4.0M HT B-B		
S01	400	SOLIDAGO MEDIOPLUMBAEFORMIS	WORMWOOD	1.5M HT B-B		
S02	401	TRILIA OCCIDENTALIS TIBERNOLO	EMERALD GREEN CEDAR	1.8M HT B-B		
S03	702	CAREX OSHANESIS EVERGOLD	EVERGOLD JAPANESE SEDGE	1.0 POT		
S04	404	LONGISSIMA PLATANUS	PRIVATE HOME FRUSTRATE	2.0 POT 20CM		
S05	405	PROXYGANDRA TERMINALIS	JAPANESE SPONGE	1.0 POT 20CM		

NOTES: PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARDS AND CANADIAN LANDSCAPE STANDARDS, LATEST EDITION. CONTAINER SIZES REFERRED TO ARE 10 LITRE. WITH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. REFER TO SPECIFICATIONS FOR DETAILS ON CONTAINER MEDIA, MEDIA, AND OTHER PLANT MATERIAL REQUIREMENTS. SEARCH AND REVIEW HAVE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE MEDIA AND TRUCKS ONLY. SUBSTITUTIONS SHALL BE SUBJECT TO THE DISCRETION OF THE LANDSCAPE ARCHITECT. PROJECT MATERIALS SUBSTITUTIONS TO THE SPECIFIED MATERIALS, UNLESS NOTED OTHERWISE, WILL BE REJECTED. ALLOW A MINIMUM OF 24 HOURS TO DELIVER FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARDS AND CANADIAN LANDSCAPE STANDARDS. VERIFICATION OF CONDITIONS OF AVAILABILITY. ALL PLANTING MATERIAL REQUIREMENTS MUST BE MET FOR THE BC LANDSCAPE STANDARDS. A FUTURE SCHEDULE IS MARKED AT THE BOTTOM. ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. BIO-SOLIDS NOT PERMITTED IN GROWING MEDIUM UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.

SCHEDULE B TO DEVELOPMENT PERMIT 22-05

ee) PMG Landscape Architects Project 20-060 – L2 – Landscape Plan



pmg
 LANDSCAPE ARCHITECTS
 5401-1000 - 4780 BELLEVILLE ST. S.W.
 VANCOUVER, BRITISH COLUMBIA V6V 2G6
 TEL: 604-269-0011 FAX: 604-269-0022

SEAL

NO.	DATE	REVISION/DESCRIPTION	DR.
01	04/14	FOR APPROVAL	BA
02	04/27	FOR APPROVAL	BA
03	05/07	FOR APPROVAL	BA
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CLIENT:

PROJECT:
 ANDERSON HILL
 DUPLEX/FOURPLEX
 PORT ALBERNI

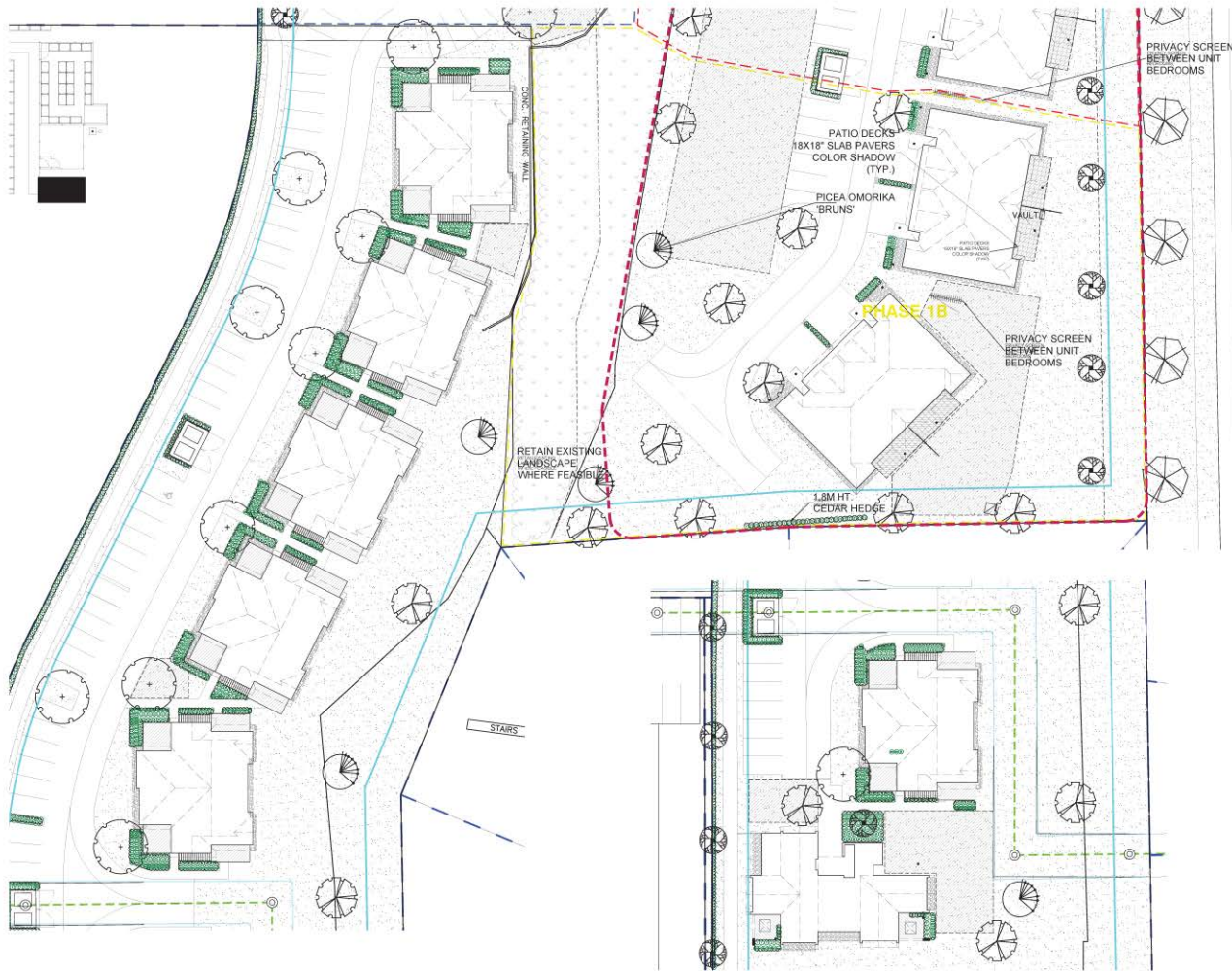
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 DESIGNER: BA
 CHECK: DR/5

PROJECT NUMBER: 20-060

SCHEDULE B TO DEVELOPMENT PERMIT 22-05

ff) PMG Landscape Architects Project 20-060 – L3 – Landscape Shrub Plan



pmg
 LANDSCAPE ARCHITECTS
 5401 130th Street, Suite 100, Port Alberni, BC V1A 5K1
 Tel: 250-246-0811 Fax: 250-246-0822

SCALE: _____

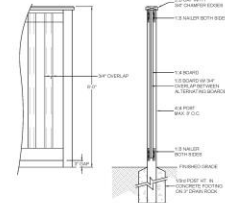
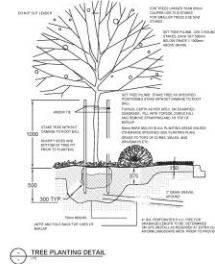
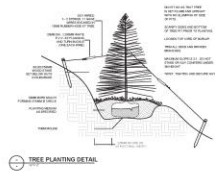
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PROJECT: ANDERSON HILL DUPLEX/QUPLX
 PORT ALBERNI

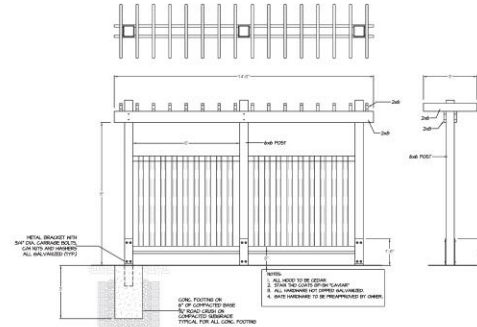
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SCHEDULE B TO DEVELOPMENT PERMIT 22-05

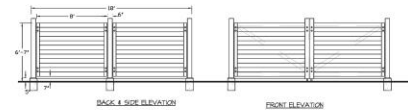
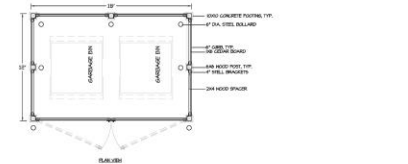
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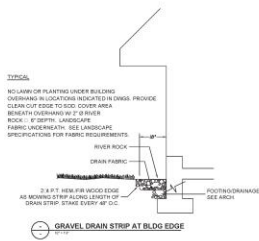
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2. ALL HARDWARE NOT CONTACTING WOOD.
3. ALL HARDWARE NOT CONTACTING WOOD.
4. ALL HARDWARE NOT CONTACTING WOOD.
5. ALL HARDWARE NOT CONTACTING WOOD.



METAL BUCKET WITH 3/4\"/>



DOUBLE DUMPSTER GARBAGE ENCLOSURE



GRAVEL DRAIN STRIP AT BLDG EDGE



DATE: 01/13/23
 SCALE: AS SHOWN
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 CHECK: SA

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PROJECT: ANDERSON HILL DUPLEX COMPLEX
 PORT ALBERTA

DRAWING TITLE: LANDSCAPE DETAILS

DATE: 01/13/23 DRAWING NUMBER: L4
 SCALE: AS SHOWN
 DESIGNED: SA
 CHECKED: SA
 DRAWN: SA

PROJECT NUMBER: 20-060

h) PMG Landscape Architects Project 20-060 – L5 – Landscape Specifications

SCHEDULE B TO DEVELOPMENT PERMIT 22-05



SCALE

PROJECT: ANDERSON HILL OXLEYPOUR HILL

PORT ABERN

DRAWING NO. L5

DATE: 2022-01-10

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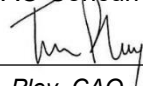
PART ONE GENERAL REQUIREMENTS
1.1 INTRODUCTION 1.1.1 PURPOSE AND SCOPE 1.1.2 APPLICABILITY
1.2 GENERAL REQUIREMENTS 1.2.1 DESIGN AND CONSTRUCTION 1.2.2 MATERIALS 1.2.3 INSTALLATION 1.2.4 MAINTENANCE
1.3 SPECIFICATIONS 1.3.1 PLANTING 1.3.2 IRRIGATION 1.3.3 LIGHTING 1.3.4 FURNITURE 1.3.5 SIGNAGE 1.3.6 SECURITY 1.3.7 ACCESSIBILITY 1.3.8 SAFETY 1.3.9 ENVIRONMENTAL 1.3.10 HISTORICAL 1.3.11 CULTURAL 1.3.12 ARTISTIC 1.3.13 TECHNICAL 1.3.14 FINISHES 1.3.15 COLOURS 1.3.16 TOLERANCES 1.3.17 TESTING 1.3.18 RECORDS 1.3.19 TRAINING 1.3.20 INSPECTION 1.3.21 PROTECTION 1.3.22 DEMONSTRATION 1.3.23 HANDOVER 1.3.24 DEFECTS 1.3.25 WARRANTY 1.3.26 LIABILITY 1.3.27 INDEMNIFICATION 1.3.28 ASSIGNMENT 1.3.29 SUBCONTRACTING 1.3.30 ASSIGNMENT OF RIGHTS 1.3.31 CONFIDENTIALITY 1.3.32 FORCE MAJEURE 1.3.33 ENTIRE AGREEMENT 1.3.34 SEVERABILITY 1.3.35 GOVERNING LAW 1.3.36 DISPUTE RESOLUTION 1.3.37 NOTICES 1.3.38 HEADINGS 1.3.39 REFERENCES 1.3.40 INTERPRETATION 1.3.41 CONTRACT DOCUMENTS 1.3.42 CONTRACTOR'S OBLIGATIONS 1.3.43 CONTRACTOR'S RESPONSIBILITIES 1.3.44 CONTRACTOR'S OBLIGATIONS TO THE PUBLIC 1.3.45 CONTRACTOR'S OBLIGATIONS TO THE ENVIRONMENT 1.3.46 CONTRACTOR'S OBLIGATIONS TO THE COMMUNITY 1.3.47 CONTRACTOR'S OBLIGATIONS TO THE EMPLOYER 1.3.48 CONTRACTOR'S OBLIGATIONS TO THE SUPPLIER 1.3.49 CONTRACTOR'S OBLIGATIONS TO THE SUBCONTRACTOR 1.3.50 CONTRACTOR'S OBLIGATIONS TO THE CLIENT

PART TWO SOFT LANDSCAPE DEVELOPMENT
2.1 INTRODUCTION 2.1.1 PURPOSE AND SCOPE 2.1.2 APPLICABILITY
2.2 GENERAL REQUIREMENTS 2.2.1 DESIGN AND CONSTRUCTION 2.2.2 MATERIALS 2.2.3 INSTALLATION 2.2.4 MAINTENANCE
2.3 SPECIFICATIONS 2.3.1 PLANTING 2.3.2 IRRIGATION 2.3.3 LIGHTING 2.3.4 FURNITURE 2.3.5 SIGNAGE 2.3.6 SECURITY 2.3.7 ACCESSIBILITY 2.3.8 SAFETY 2.3.9 ENVIRONMENTAL 2.3.10 HISTORICAL 2.3.11 CULTURAL 2.3.12 ARTISTIC 2.3.13 TECHNICAL 2.3.14 FINISHES 2.3.15 COLOURS 2.3.16 TOLERANCES 2.3.17 TESTING 2.3.18 RECORDS 2.3.19 TRAINING 2.3.20 INSPECTION 2.3.21 PROTECTION 2.3.22 DEMONSTRATION 2.3.23 HANDOVER 2.3.24 DEFECTS 2.3.25 WARRANTY 2.3.26 LIABILITY 2.3.27 INDEMNIFICATION 2.3.28 ASSIGNMENT 2.3.29 SUBCONTRACTING 2.3.30 ASSIGNMENT OF RIGHTS 2.3.31 CONFIDENTIALITY 2.3.32 FORCE MAJEURE 2.3.33 ENTIRE AGREEMENT 2.3.34 SEVERABILITY 2.3.35 GOVERNING LAW 2.3.36 DISPUTE RESOLUTION 2.3.37 NOTICES 2.3.38 HEADINGS 2.3.39 REFERENCES 2.3.40 INTERPRETATION 2.3.41 CONTRACT DOCUMENTS 2.3.42 CONTRACTOR'S OBLIGATIONS 2.3.43 CONTRACTOR'S RESPONSIBILITIES 2.3.44 CONTRACTOR'S OBLIGATIONS TO THE PUBLIC 2.3.45 CONTRACTOR'S OBLIGATIONS TO THE ENVIRONMENT 2.3.46 CONTRACTOR'S OBLIGATIONS TO THE COMMUNITY 2.3.47 CONTRACTOR'S OBLIGATIONS TO THE EMPLOYER 2.3.48 CONTRACTOR'S OBLIGATIONS TO THE SUPPLIER 2.3.49 CONTRACTOR'S OBLIGATIONS TO THE SUBCONTRACTOR 2.3.50 CONTRACTOR'S OBLIGATIONS TO THE CLIENT

PART THREE SOFT LANDSCAPE DEVELOPMENT - CONT
3.1 INTRODUCTION 3.1.1 PURPOSE AND SCOPE 3.1.2 APPLICABILITY
3.2 GENERAL REQUIREMENTS 3.2.1 DESIGN AND CONSTRUCTION 3.2.2 MATERIALS 3.2.3 INSTALLATION 3.2.4 MAINTENANCE
3.3 SPECIFICATIONS 3.3.1 PLANTING 3.3.2 IRRIGATION 3.3.3 LIGHTING 3.3.4 FURNITURE 3.3.5 SIGNAGE 3.3.6 SECURITY 3.3.7 ACCESSIBILITY 3.3.8 SAFETY 3.3.9 ENVIRONMENTAL 3.3.10 HISTORICAL 3.3.11 CULTURAL 3.3.12 ARTISTIC 3.3.13 TECHNICAL 3.3.14 FINISHES 3.3.15 COLOURS 3.3.16 TOLERANCES 3.3.17 TESTING 3.3.18 RECORDS 3.3.19 TRAINING 3.3.20 INSPECTION 3.3.21 PROTECTION 3.3.22 DEMONSTRATION 3.3.23 HANDOVER 3.3.24 DEFECTS 3.3.25 WARRANTY 3.3.26 LIABILITY 3.3.27 INDEMNIFICATION 3.3.28 ASSIGNMENT 3.3.29 SUBCONTRACTING 3.3.30 ASSIGNMENT OF RIGHTS 3.3.31 CONFIDENTIALITY 3.3.32 FORCE MAJEURE 3.3.33 ENTIRE AGREEMENT 3.3.34 SEVERABILITY 3.3.35 GOVERNING LAW 3.3.36 DISPUTE RESOLUTION 3.3.37 NOTICES 3.3.38 HEADINGS 3.3.39 REFERENCES 3.3.40 INTERPRETATION 3.3.41 CONTRACT DOCUMENTS 3.3.42 CONTRACTOR'S OBLIGATIONS 3.3.43 CONTRACTOR'S RESPONSIBILITIES 3.3.44 CONTRACTOR'S OBLIGATIONS TO THE PUBLIC 3.3.45 CONTRACTOR'S OBLIGATIONS TO THE ENVIRONMENT 3.3.46 CONTRACTOR'S OBLIGATIONS TO THE COMMUNITY 3.3.47 CONTRACTOR'S OBLIGATIONS TO THE EMPLOYER 3.3.48 CONTRACTOR'S OBLIGATIONS TO THE SUPPLIER 3.3.49 CONTRACTOR'S OBLIGATIONS TO THE SUBCONTRACTOR 3.3.50 CONTRACTOR'S OBLIGATIONS TO THE CLIENT

PART THREE SOFT LANDSCAPE DEVELOPMENT - CONT
3.4 INTRODUCTION 3.4.1 PURPOSE AND SCOPE 3.4.2 APPLICABILITY
3.5 GENERAL REQUIREMENTS 3.5.1 DESIGN AND CONSTRUCTION 3.5.2 MATERIALS 3.5.3 INSTALLATION 3.5.4 MAINTENANCE
3.6 SPECIFICATIONS 3.6.1 PLANTING 3.6.2 IRRIGATION 3.6.3 LIGHTING 3.6.4 FURNITURE 3.6.5 SIGNAGE 3.6.6 SECURITY 3.6.7 ACCESSIBILITY 3.6.8 SAFETY 3.6.9 ENVIRONMENTAL 3.6.10 HISTORICAL 3.6.11 CULTURAL 3.6.12 ARTISTIC 3.6.13 TECHNICAL 3.6.14 FINISHES 3.6.15 COLOURS 3.6.16 TOLERANCES 3.6.17 TESTING 3.6.18 RECORDS 3.6.19 TRAINING 3.6.20 INSPECTION 3.6.21 PROTECTION 3.6.22 DEMONSTRATION 3.6.23 HANDOVER 3.6.24 DEFECTS 3.6.25 WARRANTY 3.6.26 LIABILITY 3.6.27 INDEMNIFICATION 3.6.28 ASSIGNMENT 3.6.29 SUBCONTRACTING 3.6.30 ASSIGNMENT OF RIGHTS 3.6.31 CONFIDENTIALITY 3.6.32 FORCE MAJEURE 3.6.33 ENTIRE AGREEMENT 3.6.34 SEVERABILITY 3.6.35 GOVERNING LAW 3.6.36 DISPUTE RESOLUTION 3.6.37 NOTICES 3.6.38 HEADINGS 3.6.39 REFERENCES 3.6.40 INTERPRETATION 3.6.41 CONTRACT DOCUMENTS 3.6.42 CONTRACTOR'S OBLIGATIONS 3.6.43 CONTRACTOR'S RESPONSIBILITIES 3.6.44 CONTRACTOR'S OBLIGATIONS TO THE PUBLIC 3.6.45 CONTRACTOR'S OBLIGATIONS TO THE ENVIRONMENT 3.6.46 CONTRACTOR'S OBLIGATIONS TO THE COMMUNITY 3.6.47 CONTRACTOR'S OBLIGATIONS TO THE EMPLOYER 3.6.48 CONTRACTOR'S OBLIGATIONS TO THE SUPPLIER 3.6.49 CONTRACTOR'S OBLIGATIONS TO THE SUBCONTRACTOR 3.6.50 CONTRACTOR'S OBLIGATIONS TO THE CLIENT

Date: January 16, 2023
 File No: 3070-TUP 22-02
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: Cold Weather Shelter | Eagles Hall 3561 3rd Avenue
 LOT 21 BLOCK 50 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197B (PID: 002-306-662)

Prepared by: <i>MARIANNE WADE</i> Manager of Planning	Supervisor: <i>S. SMITH</i> DIRECTOR OF DEVELOPMENT SERVICES/DEPUTY CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATIONS

WHEREAS cold weather shelter provides urgently needed temporary accommodation free of charge to anyone who is homeless or at risk of homelessness during extreme weather conditions;

AND WHEREAS Eagles Hall, located at 3561 3rd Avenue (LOT 21 BLOCK 50 DISTRICT LOT 1 ALBERNI DISTRICT PLAN VIP197B) is available to be used for such an emergency cold weather shelter, but is zoned commercial and for which an emergency cold weather shelter is not a permitted use;

AND WHEREAS the Salvation Army requested the City of Port Alberni’s permission to operate a cold weather shelter at the Eagles Hall until March 31, 2023 and the registered owner of Eagles Hall has consented to this use of the property;

AND WHEREAS the British Columbia Housing Management Commission has agreed to fund the operation of the cold weather shelter;

COUNCIL OF THE CITY OF PORT ALBERNI resolves to temporarily defer strict enforcement of the Zoning Bylaw at Eagles Hall so as to enable the operation of the temporary cold weather shelter until March 31, 2023, subject to the following:

- A. *The Salvation Army agreeing to be responsible for all aspects of the temporary cold weather shelter, including implementing any mitigative action necessary to minimize the impact on surrounding properties; and*
- B. *The Fire Chief inspecting Eagle Hall and concluding that there are no immediate life safety concerns with the proposed use.*

PURPOSE

For Council to make a policy decision not to enforce the C3 zone at 3561 3rd Avenue until after March 31, 2023 to permit the relocation of the extreme weather shelter from the Bread of Life Centre located at 3130 3rd Avenue to the Eagles Hall located at 3561 3rd Avenue. Staff support this policy decision and the recommended resolutions.

BACKGROUND

The Bread of Life Centre is currently providing emergency extreme weather shelter which will need to be relocated as they commence the interior renovation for a low barrier shelter that was authorized by Council under a Temporary Use Permit [TUP22-02]. The TUP was approved by Council at its Regular meeting of July 11, 2022 with conditions that have now been met and TUP22-02 has been issued. While conditions were being met, this space was being used for an extreme weather shelter funded by BC Housing and who has requested that this extreme weather shelter be moved to 3561 3rd Avenue (Eagles Hall) and will transfer the existing operating agreement to this property. The owner of the property has provided permission to the Salvation Army to operate this Cold Weather Shelter in this space until March 31, 2023.

Once the low barrier shelter is opened at the Bread of Life, the cold weather shelter will be closed at 3561 3rd Avenue. The Cold Weather Shelter will be open every evening and staffed by the Salvation Army.

ALTERNATIVES/OPTIONS

1. *That Council make a policy decision to not enforce C3 zone at 3561 3rd Avenue until after March 31, 2023 by resolutions.*
2. *That Council direct staff to provide alternative direction.*
3. *That Council take no action.*

ANALYSIS

The subject property is zoned C3 Service Commercial. The intent of this zone is to establish and maintain areas for retail and service operations that are vehicle-oriented or require large storage areas.

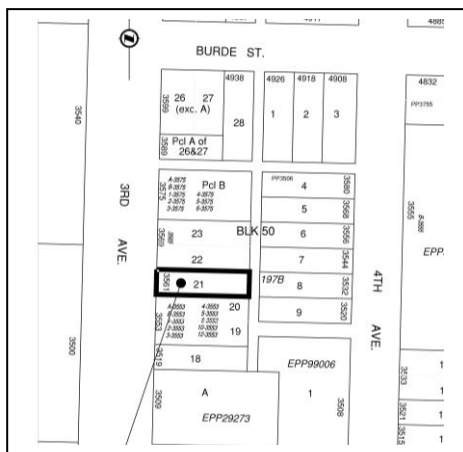


Figure 1 Site Location

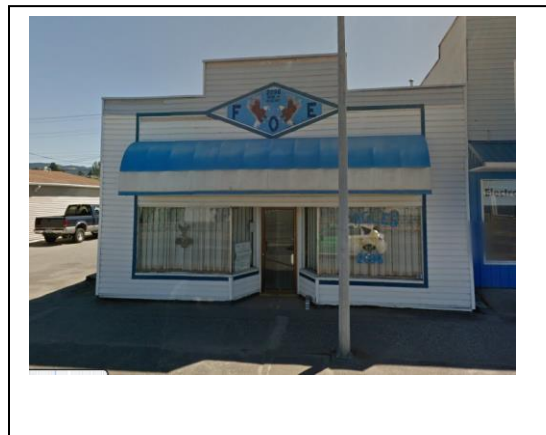
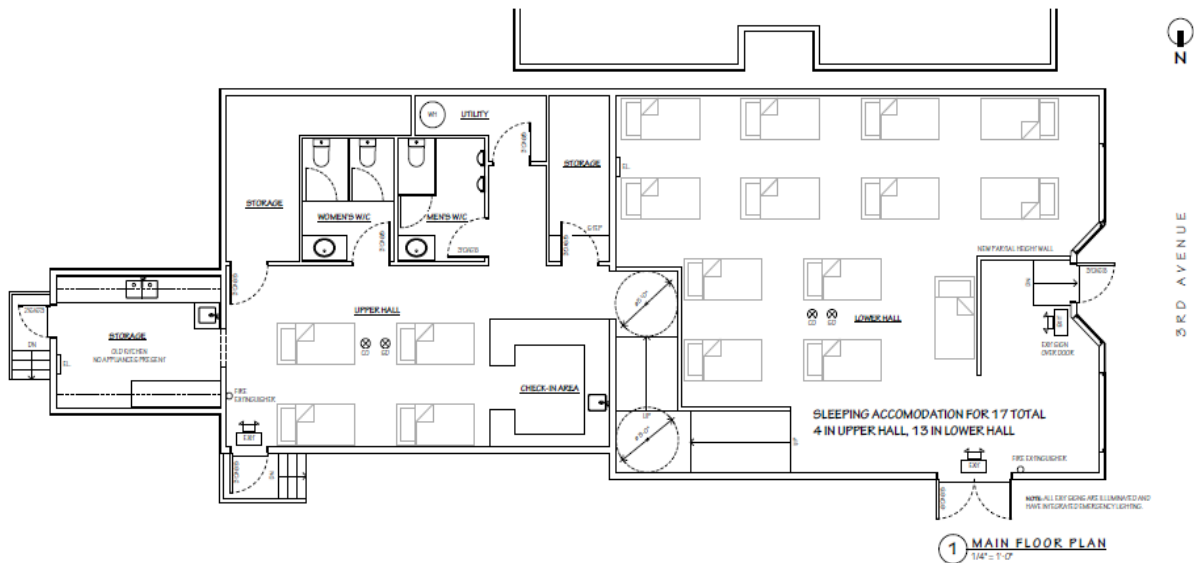


Figure 2 Eagles Hall 3561 3rd Avenue

The space has been reviewed by an architect for the intended purposes as a shelter and the plan below meets life safety requirements of part 9 of the BC Building Code. This floor plan, shown below, has been reviewed by the City’s building consultant and fire department for life safety compliance.



IMPLICATIONS

If the extreme weather shelter is not relocated to the Eagles Hall at 3561 3rd Avenue it would have to shut down as there are no other spaces available at this time to house an extreme weather shelter.

COMMUNICATIONS

There are no requirements for a public process under the *Local Government Act*.

BYLAWS/PLANS/POLICIES

Section 274(1) of the *Community Charter* only authorizes municipalities, and not private parties, to enforce bylaws. As such, municipalities have the discretion to enforce, or not enforce, their bylaws. Thus, by policy Council can consider to not enforce.

SUMMARY

Staff support the policy decision recommendations to not enforce the C3 zone at 3561 3rd Avenue until after March 31, 2023 for the purpose of temporarily relocating the extreme weather shelter from the Bread of Life Centre to the Eagles Hall.

C: D. Leurebourg , Director of Corporate Services
M. Owens Fire Chief

J:\Engineering\Planning\Development Applications\Emergency Shelters\Eagles Hall\Council