
AGENDA - REGULAR MEETING OF COUNCIL

Monday, January 9, 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 5

1. Special meeting held at 9:30 am and Regular Council meeting held at 2:00 pm on December 12, 2022.

C. PUBLIC INPUT PERIOD

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

D. DELEGATIONS

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **2022 Resolution Tracking Summary** - Page 11
Report dated January 3, 2023 from the Director of Corporate Services providing Council with an overview of outstanding 2022 resolutions.

This report is being provided for Council's information.

F. STAFF REPORTS

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

1. **Accounts**

THAT the certification of the Director of Finance dated January 9, 2023, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. **Freedom of the Municipality Policy - Page 41**

Report dated January 4, 2023 from the Director of Corporate Services requesting Council consideration of the Freedom of Municipality Policy.

THAT Council approve the City of Port Alberni Freedom of the Municipality Policy 3002-2.

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.

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 47**

Correspondence from AVICC providing information for the 2023 AGM and Convention resolution notice submission process and calling for nominations to the Executive Committee.

THAT Council identify resolution[s] for submission to the 2023 AVICC convention in advance of the deadline date of February 9, 2023 at noon.

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 55**
 - 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
 - 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

K. REPORT FROM IN-CAMERA

1. **Release from In-Camera | Appointment of Chief Administrative Officer & Director of Corporate Services - Page 83**

Report dated January 3, 2023 from the Director of Corporate Services informing the public of the extension of appointment for the City's Chief Administrative Officer and the appointment of the Director of Corporate Services as the Corporate Officer.

 - a. *THAT Council release 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.*
 - b. *THAT Council release In-Camera resolution IC22-86 appointing Danielle Leurebourg as Director of Corporate Services for the City of Port Alberni effective January 3, 2023.*

L. COUNCIL REPORTS

1. **Council and Regional District Reports - Page 84**

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. **Authorize Council Registration | 2023 BC Economic Summit - Page 87**

Report dated January 3, 2023 from the Deputy City Clerk providing information on the 2023 BC Economic Summit.

THAT Council authorize [insert names] 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.

2. **Authorize Council Registration | 2023 BC Council of Forest Industries Convention**
- Page 89

Report dated January 3, 2023 from the Deputy City Clerk providing information on the 2023 BC Council of Forest Industries Convention.

THAT Council authorize [insert names] 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.

N. QUESTION PERIOD

An opportunity for the public to ask questions of Council.

O. ADJOURNMENT

That the meeting adjourn at PM

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
Monday, December 12, 2022 @ 9:30 AM
In City Hall Committee Room | 4850 Argyle Street, Port Alberni**

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

Absent: Councillor D. Haggard

Staff: T. Pley, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
T. Slonski, Director of Corporate Services
W. Thorpe, Director of Parks, Recreation and Heritage
J. Pelech, Manager of Information Services

Call to order: @ 9:38 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)(d)** the security of the property of the municipality;
- Section 90 (1)(e)** the acquisition, disposition or expropriation of land or improvements and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90 (1)(g)** litigation or potential litigation affecting the municipality; and
- Section 90 (1)(i)** the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

The meeting was terminated at 12:58 pm

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, December 12, 2022 @ 2:00 PM
In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC

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

ABSENT: Councillor D. Haggard

Gallery: 8

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 revise the motions under New Business, items 3 and 4 to reflect Schedule 'B'. The agenda was then approved as amended.

CARRIED

B. ADOPTION OF MINUTES

1. *MOVED AND SECONDED, THAT the Special meeting held at 10:30 am and Regular Council meeting held at 2:00 pm on November 28, 2022 be adopted.*

CARRIED

C. PUBLIC INPUT PERIOD

Western Vancouver Island Industrial Heritage Society [WVIIHS]

Leslie Walerius of WVIIHS extended an invitation for Council to tour the various sites where Society members restore, maintain and operate vintage vehicles, trains and equipment including the Industrial Heritage Centre and the Alberni Pacific Railway.

Shanny Nadudvary

Inquired as to the status of the City amending zoning to permit opportunities for property owners to establish 'backyard rentals'.

D. DELEGATIONS

1. **United Way BC**

Julie Rushton, Community Impact Manager presented on the amalgamation of six United Ways serving the province to combat similar challenges of inflation, housing, social community services and emergency response, noting a number of local partners the United Way was able to provide funding assistance to in 2022.

2. **Alberni District Secondary School [A.D.S.S.] | Students for Change**

Council provided support for the presentation by students Faith Sutton, Riley Evans and Sabella Senft of A.D.S.S. Students for Change proposing the establishment of a Student City Council that will liaise with City Council on matters of community importance from a youth perspective.

E. UNFINISHED BUSINESS

1. **November 14, 2022 Regular Council Meeting Minutes | Correction**
Council approved corrections made to the November 14, 2022 Regular Council meeting minutes.
2. **Official Community Plan (OCP) Update**
MOVED AND SECONDED, THAT Council approve the updated Official Community Plan 'Vision and Touchstones' developed as a result of community feedback received during the period of August 31 to October 28, 2022.
CARRIED | Res. No. 22-277

F. STAFF REPORTS

1. **Accounts**
MOVED AND SECONDED, THAT the certification of the Director of Finance dated December 12, 2022, be received and the cheques numbered 151826 to 151915 inclusive, in payment of accounts totalling \$2,519,402.33, be approved.
CARRIED
2. **RCMP Department**
MOVED AND SECONDED, THAT the 3rd quarter report from the Officer in Charge, Inspector Eric Rochette, RCMP providing information about current department operations, be received.
CARRIED

G. BYLAWS

1. **Zoning Bylaw Amendments**
The Manager of Planning provided Council with proposed amendments to the Zoning Bylaw pertaining to secondary suites, accessory dwelling units, day cares, fencing, density calculations, density bonusing and height measurements. Staff will bring forward the draft bylaw to a Committee of the Whole meeting in January 2023.
2. **City of Port Alberni 2022-2026 Financial Plan Amendment Bylaw No. 5045-1, 2022**
MOVED AND SECONDED, THAT "City of Port Alberni 2022-2026 Financial Plan Amendment Bylaw No. 5045-1, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5045-1.
CARRIED | Res. No. 22-278
3. **City of Port Alberni, Canada Community-Building Reserve Fund Bylaw No. 5073, 2022**
MOVED AND SECONDED, THAT "City of Port Alberni, Canada Community-Building Reserve Fund Bylaw No. 5073, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5073.
CARRIED | Res. No. 22-279

H. CORRESPONDENCE FOR ACTION

1. Alberni-Clayoquot Regional District [ACRD] | Grant Application Request

MOVED AND SECONDED, THAT Council for the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Emergency Support Services and therefore, authorizes the ACRD to apply for, receive and manage grant funding on behalf of the City of Port Alberni.

CARRIED | Res. No. 22-280

MOVED AND SECONDED, THAT Council for the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Emergency Operations Centres & Training and therefore, authorizes the ACRD to apply for, receive and manage grant funding on behalf of the City of Port Alberni.

CARRIED | Res. No. 22-281

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

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

a. Alberni Valley Minor Softball Association | Maintenance, Echo Minor Softball Fields

MOVED AND SECONDED, THAT Council direct staff to prepare a report regarding the status of City owned ball fields.

CARRIED | Res. No. 22-282

b. British Columbia Lottery Corporation | Various Reports for 2021/22

c. Ministry and Senate | Election Congratulations

d. Ministry of Jobs, Economic Recovery and Innovation | Response to City of Port Alberni Letter of Support of Provincial Funding for Island Coastal Economic Trust

e. R. Terepocki | Panhandling

MOVED AND SECONDED, THAT Council direct staff to prepare a report outlining the City's ability to regulate and respond to panhandling.

CARRIED | Res. No. 22-283

f. Shaw Communications Inc. | Election Congratulations

g. G. and L. Walerius | Rainbow Gardens Development

h. BC SPCA | Local Government Action on Animal Welfare

i. Alberni Valley Museum and Heritage Commission Minutes | November 2, 2022

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

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

CARRIED

M. NEW BUSINESS

1. Rural Economic Diversification and Infrastructure Program

MOVED AND SECONDED, THAT Council approve the City as an applicant to the Economic Diversification Implementation Grant of the Rural Economic Diversification and Infrastructure Program (REDIP).

CARRIED | Res. No. 22-284

MOVED AND SECONDED, THAT Council direct that \$200,000 be allocated in 2023 in the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" with monies being taken from general revenue for the project proposed for the grant application to the Economic Diversification Implementation Grant of the Rural Economic Diversification and Infrastructure Program (REDIP).

CARRIED | Res. No. 22-285

2. Community Investment Program | 2023 Recommendations

Mayor Minions left the meeting at 3:47 pm, declaring a conflict of interest as it relates to the Kuu-us Crisis Line Society's employment of her spouse.

Councillor Dame assumed the Chair at 3:47 pm.

MOVED AND SECONDED, THAT Council for the City of Port Alberni approve the 2023 Community Investment Program Committee recommendation for Kuu-us Crisis Line Society as outlined in the staff report dated November 23, 2022.

CARRIED | Res. No. 22-286

Mayor Minions returned to the meeting at 3:48 pm and resumed the Chair.

Councillor Douglas left the meeting at 3:49 pm, declaring a conflict of interest as it relates to his employee relationship with the Port Alberni Shelter Society.

MOVED AND SECONDED, THAT Council for the City of Port Alberni approve the 2023 Community Investment Program Committee recommendation for the Port Alberni Shelter Society | Shelter Farm as outlined in the staff report dated November 23, 2022.

CARRIED | Res. No. 22-287

Councillor Douglas returned to the meeting at 3:50 pm.

Councillor Patola left the meeting at 3:50 pm, declaring a conflict of interest as it relates to his Toy Run member status.

MOVED AND SECONDED, THAT Council for the City of Port Alberni approve the 2023 Community Investment Program Committee recommendation for the Port Alberni Toy Run as outlined in the staff report dated November 23, 2022.

CARRIED | Res. No. 22-288

Councillor Patola returned to the meeting at 3:51 pm.

MOVED AND SECONDED, THAT Council for the City of Port Alberni approve the remaining 2023 Community Investment Program Committee recommendations as outlined in the staff report dated November 23, 2022.

CARRIED | Res. No. 22-289

3. **Development Application | 3008 2nd Avenue**
MOVED AND SECONDED, THAT Council authorize the issuance of Development Permit No. 22-04 and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B', prepared by Carsten Jensen Architect dated November 17, 2022.
CARRIED | Res. No. 22-290

4. **Development Application | 4467 Wallace Street**
MOVED AND SECONDED, THAT Council authorize the issuance of Development Permit No. 22-06 and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B', prepared by WSP dated December 5, 2022.
CARRIED | Res. No. 22-291

5. **Commission and Committee Appointments**
MOVED AND SECONDED, THAT Council reappoint Joe McQuaid to the Advisory Planning Commission for a two-year term commencing January 1, 2023 – December 31, 2024.
CARRIED | Res. No. 22-292

MOVED AND SECONDED, THAT Council reappoint Joshua Dahling, Callan Noye, Colin Schult and Craig Summers to the Community Investment Program for a one-year term commencing January 1, 2023 – December 31, 2023.
CARRIED | Res. No. 22-293

6. **Award of RFP 019-22 | Hyperconverged Infrastructure Solution**
MOVED AND SECONDED, THAT Council direct staff to allocate \$154,646.30 to the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" | 2023 Capital Plan – Server Replacement Fund with monies from General Revenue.
CARRIED | Res. No. 22-294

MOVED AND SECONDED, THAT Council award RFP 019-22 for the purchase of hyperconverged infrastructure equipment in the amount of \$324,646.30 to Myra Systems Corporation.
CARRIED | Res. No. 22-295

N. QUESTION PERIOD

Joseph Leskosek

Inquired as to the clearing of snow from City sidewalks particularly on the Johnston Road corridor and business fronts.

O. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 4:14 pm.

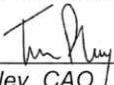
CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

Date: January 3, 2023
 File No: 0550-02-RS
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: Summary of 2022 Council Resolutions

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 being provided for Council's information.

PURPOSE

To provide Council with a snapshot of 2022 Council resolutions and status of same.

BACKGROUND

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

The summary captures seven specific columns as follows:

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

Additional Notes:

- resolutions highlighted in yellow are outstanding
- resolutions highlighted in green are directives of Council that impact the City's Five-Year Financial Plan [of which have been reflected on the amending bylaw adopted at the December 12th Regular Meeting]

ALTERNATIVES/OPTIONS

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

ANALYSIS

The 2022 Summary of Council resolutions captures 295 directives of Council, seven [7] of which remain outstanding. Of the seven [7] which remain outstanding, staff have provided additional comment in the status column speaking to new dates and/or steps to be taken to complete the directives.

IMPLICATIONS

n/a

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

n/a

SUMMARY

A process to capture resolutions of Council on an annual basis has been implemented and Council has requested that the Summary of Resolutions be provided to Council on a quarterly basis. As we begin 2023, a Summary of Council resolutions for the preceding year is being provided for Council's information.

ATTACHMENTS/REFERENCE MATERIALS

- *2022 Summary of Council Resolutions*

C: *S. Darling, Deputy City Clerk*

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
	RCM Jan 17					
R22-1		THAT Council authorize Mayor Minions and Councillors Corbeil and Haggard to attend the BC Council of Forest Industries [COFI] Annual Convention taking place on April 27-29, 2022 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.	Corporate Services/Finance	Corporate Services staff to proceed with registrations etc.	April 1, 2022	Mayor and Cnl. Corbeil registered. Cnl. Haggard will attend if virtual option becomes available. Note: If virtual option becomes available, offer registration to all Council members.
R22-2		THAT Council direct staff to bring forward a report for Council's consideration of potential amendments to the City of Port Alberni Nuisance Abatement Bylaw that may enable the City to regulate cannabis related odour complaints.	Community Safety/Corporate Services	Report highlighting proposed amendments to Bylaw in addition to addressing odour for Council's review prior to preparing amending bylaw.	February 28, 2022	Spring 2023
R22-3		THAT "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039" be now introduced and read a first time.	Development Services/Corporate Services	Corp. Services to apply reading date to Bylaw	January 18, 2022	Reading date applied to Bylaw
R22-4		THAT "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039" be read a second time.	Development Services/Corporate Services	Corp. Services to apply reading date to Bylaw	January 18, 2022	Reading date applied to Bylaw
R22-5		THAT "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039" be advanced to a Public Hearing on Tuesday February 15, 2022 at 6:00 pm.	Development Services/Corporate Services	Corp. Services to schedule Public Hearing. Dev Services to prepare notice for distribution, newspaper ad etc. PH to be held Feb. 15 '22	PH February 15, 2022	Public Hearing held Feb. 15, 2022. Scheduled for 3rd and Final March 14 RCM.
R22-6		THAT Council direct staff to prepare and submit resolutions to the 2022 AVICC convention in advance of the deadline date of January 28, 2021 at noon as follows: a. Health Canada Increased Cannabis Regulation Resources [Resolution currently being drafted]	Corporate Services	Corp. Services to submit to AVICC for consideration.	January 28, 2022	Resolutions submitted Thursday, January 27, 2022.
R22-7		b. Minimal Barrier Shelter Standards Whereas the Ministry of Social Development and Poverty Reduction funds housing for low income clients; And whereas the clients often arrange for monthly payments of rent directly to the landlord; And whereas these forms of housing often do not meet minimum standards; Therefore, be it resolved that the AVICC urge the Provincial Government to ensure they are funding clients to live in safe and clean affordable housing.	Corporate Services	Corp. Services to submit to AVICC for consideration.	January 28, 2022	Resolutions submitted Thursday, January 27, 2022.
R22-8		c. Helicopter BC Ambulance Service-Advanced Life Support paramedic services Whereas a number of communities and workplaces in British Columbia are a considerable distance to the appropriate medical care; And whereas a number of coroners' inquests have recommended a timelier response to incidents; Therefore, be it resolved that AVICC lobby the Province of BC to explore making BC Ambulance Service Advanced Life Support paramedic services available by local helicopter to all residents in British Columbia, including, people living and working in remote locations.	Corporate Services	Reconsideration was given to Helicopter resolution given previously considered in 2017 at UBCM. Council will be asked to rescind this direction at its RCM January 31.	RCM January 31, 2022	Rescinded at the Jan 31 RCM.

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R-22-9		THAT Council as per Alberni Valley Community Forest Reserve Fund, Bylaw No. 4854 support the recommendation from the Alberni Valley Community Forest to provide a donation to the Salvation Army in the amount of \$10,000 for a community project at the corner of 10 th Avenue and Redford Street.	Corporate Services Finance	Director of Corporate Services to prepare cheque requisition and forward to Finance for processing. Cheque given to Councillor Corbeil for sharing with AVCFB and in advance of their formal presentation to The Salvation Army on Thursday, Jan. 27, 2022	January 18, 2022	Formal presentation by AVCFB members to The Salvation Army took place Thursday, Jan. 27, 2022 at 1:00 pm 10th & Redford.
R22-10		THAT Council proclaim the week of February 7 – 13, 2022 as 'Abashiri Week' in Port Alberni in recognition of February 9, 1986, the signing of the Sister City Agreement.	Corporate Services	Prepare letter and distribute	January 18, 2022	Letter sent January 24, 2022.
R22-11		THAT Council proclaim the week of February 6 – 12, 2022 as 'White Cane Week' in Port Alberni on behalf of the Alberni Valley Chapter Canadian Council of the Blind.	Corporate Services	Prepare letter and distribute	January 18, 2022	Letter sent January 24, 2022.
	RCM Jan 31					
R22-12		THAT Council rescind Resolution No. R22-8 'Helicopter BC Ambulance Service-Advanced Life Support Paramedic Services' for submission to the 2022 AVICC convention.	Corporate Services	Reconsideration was given to Helicopter resolution given previously considered in 2017 at UBCM. Council will be asked to rescind this direction at its RCM January 31.	February 1, 2022	Rescinded RCM Jan 31
R22-13		THAT City Council authorize the issuance of Development Permit No. 21-06, and that the Director of Corporate Services be authorized to sign the permit including the plans on Schedule 'B', prepared by ArchiType Design, issued for 3774 12th Avenue and dated April 1, 2021 subject to the City of Port Alberni receiving the required landscaping security in the amount of \$9,510.	Development Services/Corporate Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	February 1, 2022	Permit signed and distributed February 8, 2022
R22-14		THAT Council authorize the issuance of Development Variance Permit No. 109 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 5535 Woodland Crescent: a. Vary section 5.14.2 Site Development Regulations to permit a reduction of the required frontage from 30 metres to 27.192 metres, a variance of 2.8 metres. b. Vary section 5.14.2 Site Development Regulations to permit a reduction of the required rear yard setback from 9 metres to 7.5 metres, a variance of 1.5 metres.	Development Services/Corporate Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	February 1, 2022	Permit signed and distributed February 7, 2022
R22-15		THAT Council authorize the issuance of Development Permit No. 21-12 and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B', prepared by Dycon Construction Ltd., subject to the City of Port Alberni receiving the required landscaping security in the amount of \$21,588.	Development Services/Corporate Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	February 1, 2022	Permit signed and distributed February 7, 2022
R22-16		THAT Council authorize the issuance of Development Permit No. 21-10, and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B', prepared by Seymour Pacific Developments Ltd. issued for '3553 Anderson Ave' and dated July 2, 2021 subject to the City of Port Alberni receiving the required landscaping security in the amount of \$184,582.87.	Development Services/Corporate Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	February 1, 2022	Permit signed Feb. 16
R22-17		THAT the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" be now introduced and read a first time.	Finance/Corporate Services	Corporate Services to apply reading date to Bylaw and post draft Bylaw to website	February 1, 2022	Reading date applied to Bylaw
	RCM Feb. 14					

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-18		THAT Council amend the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" increasing the funding allocation by \$674,879 for an Aerial Truck with funding from the Equipment Replacement Reserve Fund;	Fire/Finance/Corp Services	Finance to amend bylaw for next CoW Mtg Feb 22	RCM Feb. 28, 2022	Complete
R22-19		THAT Council approve a repayment plan for ten years to recover the \$674,879 back to the Equipment Replacement Reserve Fund beginning in 2023;	Fire/Finance/Corp Services		November 30, 2022	Completed and included in the 2022-2026 Financial Plan Line 22480 includes the increase to reflect the required recovery starting in 2023
R22-20		THAT Council award the contract for the 100' Platform Truck to Safetek Emergency Vehicles Ltd. for the price of \$1,863,886 plus applicable taxes to be paid after a successful final inspection in 2023.	Fire/Finance/Corp Services	Prepare contract for signatures and distribute	February 15, 2022	Signed and distributed
R22-21		THAT Council allocate \$75,000 of the COVID-19 Restart Funding to undertake audio-visual upgrades in Council Chambers.	IT/Finance/Corp Services	Finance to amend	February 15, 2022	Amendment Completed within Financial Plan
R22-22		THAT Council authorize staff to accept the quote for audio-visual upgrades in Council Chambers from Pacific Audio Works in the amount of \$71,476.14 including taxes, plus associated travel costs.	IT/Finance/Corp Services	IT to place order/Finance to arrange payment	February 15, 2022	Equipment ordered. Delivery pending
R22-23		THAT City of Port Alberni Council, pursuant to Section 58(1) and (2) of the Local Government Act, appoint Twyla Slonski as Chief Election Officer for conducting the 2022 General Local Election with the power to appoint other election officials as required for the administration and conduct of the 2022 General Local Election.	Corporate Services	Prepare Oath for reading/signatures	February 15, 2022	Completed and sent to Elections BC
R22-24		FURTHER, THAT Sara Darling and Tanis Feltrin be appointed as Deputy Chief Election Officers for the 2022 General Local Election.	Corporate Services	Prepare Oath for reading/signatures	February 15, 2022	Completed and sent to Elections BC
R22-25		THAT Council authorize the ADSS 2022 Parent Prom Committee access to City streets on Saturday, June 25, 2022 from 5:00 to 6:30 pm for the purpose of a prom parade from Burde St. to 10th Ave. to Roger St., ending at the Athletic Hall [3727 Roger St] subject to: <ul style="list-style-type: none"> •the notification of emergency services and BC Transit •consultation with all affected businesses/residents •implementation of a Traffic Plan •provision of standard liability insurance in the amount of \$2M [minimum] •COVID-19 Safety Plan or Communicable Disease Plan in accordance with Provincial Health orders and guidelines in effect at the time of the event 	Corporate Services	Corporate Services to prepare letter. Copies to associated departments/emergency services	February 15, 2022	Letter sent February 17
R22-26		THAT Council authorize Wounded Warrior Run BC access to City streets on Thursday, March 3, 2022 for the purpose of a Wounded Warrior Run from Hwy 4 [Johnston Rd.] to Gertrude St. to Roger St. to Victoria Quay, ending at the Port Alberni Legion Branch #293 subject to: <ul style="list-style-type: none"> •the notification of emergency services and BC Transit •consultation with all affected businesses/residents •implementation of a Traffic Plan •provision of standard liability insurance in the amount of \$2M [minimum] •COVID-19 Safety Plan or Communicable Disease Plan in accordance with Provincial Health orders and guidelines in effect at the time of the event 	Corporate Services	Corporate Services to prepare letter. Copies to associated departments/emergency services	February 15, 2022	Letter sent February 17, 2022
R22-27		THAT Council proclaim March 26, 2022 as 'International PURPLE DAY®' in Port Alberni on behalf of the BC Epilepsy Society.	Corporate Services	Corporate Services to prepare letter.	February 15, 2022	Letter sent February 17, 2022
	RCM Feb 28					

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-39		THAT as part of the development process the applicant be required to complete the following before Council proceeds with final adoption: i.Consolidate the subject properties into two parcels on either side of the laneway. ii.Submit an estimate in the amount required for completion of off-site works as determined by the City's Engineering Department.	Development Services/Corporate Services	Development Services to inform Corporate Services once actions are completed	TBD	See resolution R22-74
R22-40		THAT the amending bylaws No. 5042, 5043, and 5044 be advanced to a Public Hearing on Tuesday March 29, 2022 at 6:00 pm in City Hall, Council Chambers.	Development Services/Corporate Services	Public Hearing to be scheduled and notice prepared and distributed by Dev. Services/Corp. Services	PH - March 29, 2022	PH held March 29, 2022
R22-41		THAT "Official Community Plan Amendment No. 35 (4440 Vimy Street – BC Housing – ACAWS), Bylaw No. 5036" be read a third time.	Development Services/Corporate Services	Corp. Services to apply reading date to Bylaw	March 1, 2022	Bylaw adopted March 14, 2022
R22-42		THAT "Zoning Map Amendment No. 46 (4440 Vimy Street – BC Housing – ACAWS), Bylaw No. 5037" be read a third time.	Development Services/Corporate Services	Corp. Services to apply reading date to Bylaw	March 1, 2022	Bylaw adopted March 14, 2022
R22-43		THAT Council direct staff to prepare a letter of thanks to the Honourable Adrian Dix, Minister of Health in support of the BC Farmers' Market Nutrition Coupon Program.	Corporate Services	Corporate Services to prepare letter	March 1, 2022	Letter sent March 4, 2022
R22-44		THAT Council proclaim March 21, 2022 as 'World Down Syndrome Day' in Port Alberni.	Corporate Services	Corporate Services to prepare letter	March 1, 2022	Letter sent March 9, 2022
	RCM March 14					
R22-45		THAT Council provide early approval and authorize staff to proceed with the Dam Safety Review - Lizard Lake and Bainbridge Lake as allocated in the "City of Port Alberni 2022-2026 Financial Plan Bylaw No.5045, 2022", Water Fund expenses in the amount of \$84, 656.16.	Eng & PW/Finance/Corp Services	Engineering to coordinate work plan with Tetra Tech Canada	March 2022	Project in progress
R22-46		THAT Council award completion of the Dam Safety Review - Lizard Lake and Bainbridge Lake to Tetra Tech Canada Inc. for the amount of \$84,656.16, plus applicable taxes.	Eng & PW/Finance/Corp Services	Prepare contract for signatures and distribute	March 2022	Service agreement signed in April 2022
R22-47		THAT Council amend the "City of Port Alberni 2022-2026 Financial Plan Bylaw No. 5045, 2022" by re-allocating \$1.89M towards replacement of the Argyle Sewer Forcemain in 2022 as outlined in 'Table 1' of the report titled 'Argyle Sewer Forcemain' and dated March 7, 2022.	Eng & PW/Finance/Corp Services	Finance to amend in advance of Mar 28 RCM	March 15, 2022	3rd Reading given March 28
R22-48		THAT Council authorize staff to purchase the pipe and related materials to replace the Argyle Sewer Forcemain in the amount of \$400,000 prior to the adoption of "City of Port Alberni 2022-2026 Financial Plan Bylaw No. 5045, 2022".	Eng & PW/Finance/Corp Services	Engineering to order supplies	March 15, 2022	Approach changed after review with consultation with the engineer to have purchase of pipe and related materials included in the RFP for works
R22-49		THAT Council amend the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" by allocating \$60,000 from the Gas Tax grant funds to "2022 Capital Plan – Parks Recreation & Heritage" for the replacement of the Glenwood Centre Boiler [HVAC].	PRH/Finance/Corp Services	Finance to amend in advance of the Mar 28 RCM	March 15, 2022	3rd Reading given March 28
R22-50		THAT "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" be read a second time.	Corp Services/Finance	Corp. Services to apply reading date to Bylaw	March 15, 2022	Reading date applied to Bylaw
R22-51		THAT "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039" be read a third time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw	March 15, 2022	Reading date applied to Bylaw
R22-52		THAT "Zoning Text Amendment No. T29 (Site Specific Use - W1 Waterfront Commercial), Bylaw No. 5039" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5039.	Dev Services/Corp Services	Corporate Services to apply reading to Bylaw/Distribute	March 15, 2022	Completed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-53		THAT "Official Community Plan Amendment No. 35 (4440 Vimy Street - BC Housing -ACAWS), Bylaw No. 5036" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5036.	Dev Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	March 15, 2022	Bylaw adopted March 14, 2022 and distributed
R22-54		THAT "Zoning Map Amendment No. 46 (4440 Vimy Street - BC Housing - ACAWS), Bylaw No. 5037" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5037.	Dev Services/Corp Services	Corporate Services to apply reading to Bylaw/Distribute	March 15, 2022	Bylaw adopted March 14, 2022 and distributed
R22-55		THAT Council proclaim the month of April 2022 as 'Parkinson's Awareness Month' in Port Alberni on behalf of Parkinson Society British Columbia.	Corporate Services	Corporate Services to prepare letter	March 15, 2022	Letter sent March 15, 2022
R22-56		THAT Council authorize the Corporate Officer to apply an extension to the Grassroots Homelessness Coalition, Licence to Occupy Agreement through to May 15, 2022 for the purpose of providing temporary warming places on City owned lands [Tidebrook Park & 4th Avenue].	Corporate Services	Corporate Services	March 2022	Amended Agreement in Progress
RCM March 28						
R22-57		THAT Council support the Rotary Club of Port Alberni community wide clean-up day scheduled Saturday, April 23, 2022 by providing a donation of gloves, trash bags and litter grabbers from the Public Works department.	Eng & PW/Corp Services	Corporate Services to prepare letter and coordinate donation of supplies with Public Works	April 21, 2022	Letter sent April 22, 2022
R22-58		THAT Council adopt the report from the Alberni Clayoquot Health Network titled 'Building Prosperity in the Alberni Clayoquot: Poverty Reduction Action Plan' dated December 2021 and FURTHER, THAT Council direct staff to include the report on the City website for reference.	Corporate Services	Corporate Services to post Plan on City website 'Document Library'	March 29, 2022	Report posted on City website document library
R22-59		THAT Council provide early approval and authorize staff to proceed with the Façade Improvement Program for 2022 as allocated in the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" in the amount of \$50,000.	Finance/Economic Development	Ec. Dev to work with Community Futures to coordinate and action 2022 Program including updating the City website	March 29, 2022	Applications closed April 22, 2022. Ec. Dev to continue facilitating
R22-60		THAT Council amend the "City of Port Alberni 2022-2026 Financial Plan Bylaw No. 5045, 2022" by allocating monies from the Water Reserve in the amount of \$700,000 for completion of the Burde Street Watermain Replacement Project.	Eng & PW/Finance/Corp Services	Finance to amend bylaw	March 29, 2022	3rd Reading given March 28 as amended
R22-61		THAT Council award ITT002-22 Burde Street Watermain Replacement to Bowerman Construction Ltd., for the tendered price of \$915,685 plus applicable taxes.	Eng & PW/Finance/Corp Services	Prepare contract for signatures and distribute	March 29, 2022	Awarded
R22-62		THAT Council authorize Councillor Haggard to participate in-person at the Federation of Canadian Municipalities 2022 'Together for Recovery' Annual Conference and Trade Show taking place as a hybrid event June 2 - 5, 2022 in Regina, Saskatchewan with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy and FURTHER, THAT Council authorize Councillor Paulson to participate in the conference virtually.	Corporate Services	Corporate Services to register Council members and book travel and accommodation	April 22, 2022 [Early Bird Deadline]	Corporate Services registered Council members and booked travel and accommodation
R22-63		THAT "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" be read a third time as amended.	Finance/Corporate Services	Corporate Services to apply reading and provide to Dir. of Finance	March 29, 2022	Reading date applied and copy sent to Finance
R22-64		THAT Council proclaim the month of April 2022 as 'Sexual Assault Awareness Month' in Port Alberni on behalf of the Alberni Community & Women's Services Society.	Corporate Services	Corporate Services to prepare letter	March 29, 2022	Letter sent March 31, 2022
R22-65		THAT Council authorize staff to establish an agreement that would allow for the Salvation Army to operate their mobile shower trailer intermittently on City owned land to assist the unhoused population with access to shower facilities.	Dev Serv/Corp Serv/Eng & PW	Departments to coordinate agreement for signing	April 1, 2022	Agreement signed April 12, 2022
RCM April 11						

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-79		THAT Council support the recommendation from the Alberni Valley Community Forest Corporation to provide a donation to the Alberni-Clayoquot Continuing Care Society Fir Park Village/Echo Village (ACCCS) in the amount of \$10,000 towards the purchase of a new bus.	Finance/Corp Serv	Finance to prepare cheque/Corporate Services to prepare resolution, letter and cheque for AVCFC	April 12, 2022	Chq picked up by Manager of AVCFC Chris Law May 5
R22-80		THAT Council proclaim April 24, 2022 as 'Human Values Day' in Port Alberni.	Corporate Services	Corporate Services to prepare letter	April 12, 2022	Letter emailed April 15
R22-81		THAT Council authorize the Mayor and the Corporate Officer to execute the Licence of Occupation Agreement between the City of Port Alberni and The Salvation Army effective April 12, 2022 and terminating October 31, 2022 for the purpose of providing a mobile shower facility on City owned land [3509 4th Avenue].	Dev Serv/Corp Serv	Contract signed by Acting Mayor Haggard and Corporate Officer and Salvation Army. Add to agreement file index	April 12, 2022	Contract executed and dated April 12
RCM April 25						
R22-82		THAT Council direct staff to establish a Memorandum of Understanding for City-owned lands at 3027-3037 2nd Avenue as it relates to the proposed housing development between New Commons Development, the Canadian Mental Health Association and BC Housing.	Corp Serv/Dev Serv	Corporate Services/Development Services to work with proponents to establish a MOU	June 30, 2022	In process
R22-83		THAT Council support Private Member's Bill C-216 submitted by MP Gord Johns [Courtenay-Alberni] to amend the Controlled Drugs and Substances Act and to enact the Expungement of Certain Drug-related Convictions Act and the National Strategy on Substance Use Act.	Corporate Services	Corporate Services to prepare a letter of support addressed to the Ministry of Mental Health and Addictions and copied accordingly to various senior govt departments	April 26, 2022	Letter emailed May 5, 2022
R22-84		THAT "City of Port Alberni Tax Rates Bylaw No. 5053, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5053.	Corp Serv/Finance	Corporate Services to follow up with signatures/filing/distribution to Finance and posting to website	April 26, 2022	Bylaw adopted April 25, 2022 and posted to website
R22-85		THAT Council authorize that the National Day of Mourning Flag be flown at half-mast on April 28, 2022 at City Hall through to May 6, 2022 and FURTHER, THAT the City of Port Alberni observe a moment of silence in respect of those who have died on the job.	Corp Serv/OHS	Corporate Services to prepare letter and coordinate flag duties with maintenance staff	April 28, 2022	Letter emailed and flag flown accordingly
R22-86		THAT Council for the City of Port Alberni direct staff to prepare a resolution for submission to the Union of BC Municipalities for Council's consideration in advance of the June 30th submission deadline in support of the BC Community Forest Association's request that the Province of British Columbia maintain the tabular rate structure for community forest agreements.	Corporate Services	Corporate Services to prepare a resolution for Council's consideration	May 24, 2022	Submitted June 29, 2022
R22-87		THAT Council proclaim the week of May 9 – 13, 2022 as 'Economic Development Week' in Port Alberni.	Corporate Services	Corporate Services to prepare letter of proclamation	April 26, 2022	Letter sent May 5, 2022
R22-88		THAT Council proclaim May 12, 2022 as 'Moose Hide Campaign Day' in Port Alberni.	Corporate Services	Corporate Services to prepare letter of proclamation	April 26, 2022	Letter sent May 5, 2022
R22-89		THAT Council proclaim May 17, 2022 as 'International Day Against Homophobia and Transphobia' in Port Alberni and authorize flying the Pride flag at City Hall in support of this day.	Corporate Services	Corporate Services to prepare letter of proclamation and coordinate flag duties with maintenance staff	April 26, 2022	Letter sent May 5, 2022 and flag flown May 17
R22-90		THAT Council proclaim June 8, 2022 as 'World Ocean's Day' in Port Alberni.	Corporate Services	Corporate Services to prepare letter of proclamation	April 26, 2022	Letter sent May 5, 2022
R22-91		THAT Council proclaim June 19, 2022 'Longest Day of SMILES' in Port Alberni.	Corporate Services	Corporate Services to prepare letter of proclamation	April 26, 2022	Letter sent May 5, 2022
R22-92		THAT Council proclaim the week of May 1 to 7, 2022 as 'Hospice Palliative Care Week in the Alberni Valley'.	Corporate Services	Corporate Services to prepare letter of proclamation and set up photo opportunity with the Mayor	April 26, 2022	Letter sent May 5, 2022. Photo taken and emailed to Hospice
RCM May 9						
R22-93		THAT the Auditor's Report and the 2021 Audited Financial Statements prepared by MNP Chartered Accountants, be received and approved as presented.	Finance/Corp Services	Finance to complete process/submit	April 26, 2022	Submitted, distributed and included in 2021 Annual Report

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-114		THAT "Sign Amendment No. T1 (4109 Kendall Avenue – Seventh Day Adventist Church), Bylaw No. 5055" be read a second time.	Development Services/Corporate Services	Corp. Services to apply reading date to Bylaw	May 25, 2022	Reading date applied. Development Services to continue facilitating application
R22-115		THAT "Sign Amendment No. T1 (4109 Kendall Avenue – Seventh Day Adventist Church), Bylaw No. 5055" be read a third time.	Development Services/Corporate Services	Corp. Services to apply reading date to Bylaw	May 25, 2022	Reading date applied. Development Services to continue facilitating application
R22-116		THAT the letter dated May 12, 2022 from the Alberni Valley Pride Society requesting that City Hall fly the Pride flag during Pride Week, May 29 – June 3, 2022, be authorized as requested.	Corporate Services	Prepare letter and distribute and coordinate flag duties with maintenance staff	May 30, 2022	Letter emailed May 26 and flag flown accordingly
R22-117		THAT Council authorize the Port Alberni Folkfest Multicultural Society access to City streets on Friday, July 1, 2022 for the purpose of a Canada Day Parade beginning at 8:00 am for marshalling along Victoria Quay, with the parade commencing at 10:30 am continuing eastbound on the south side of Roger Street to Stamp Avenue, to Third Avenue, dispersing at Dunbar Street subject to: <ul style="list-style-type: none"> •notification of emergency services and BC Transit •consultation with all affected businesses/residents •implementation of a Traffic Plan •provision of standard liability insurance in the amount of \$2M [minimum] 	Corporate Services	Prepare letter and distribute Coordinate with PW for road closure	May 25, 2022	Letter emailed May 26
RCM June 13						
R22-118		THAT Council award RFP No. 005-22 General Municipal Engineering Services to Koers & Associates Engineering Ltd. for a term of three years commencing June 1, 2022 through to May 31, 2025.	Finance/Eng & PW/Corp Services	Prepare contract for signatures and distribute	June 2022	Complete
R22-119		THAT Council direct staff to amend the "City of Port Alberni 2022-2026 Financial Plan Bylaw No. 5045, 2022" as follows: i. Delay the Harbour Road Trunk Sewer Replacement Project expenditure of \$300,000 in 2022 and \$300,000 in 2023, to 2024 [\$600,000 plus inflationary provisions] and reallocate \$600,000 to the Argyle Sewer Forcemain Project [Somass River Crossing] in 2022. ii. Reallocate \$437,930 of underspent funding from Phase 3 and 4 of the Coal Creek Sewer Separation Project [Project No.'s 20090, 21038, 21037, and 21044] to the Argyle Sewer Forcemain Project [Somass River Crossing] in 2022. iii. Provide \$732,070 from the Water Infrastructure Reserve Fund to the Argyle Sewer Forcemain Project [Somass River Crossing] in the year 2022.	Finance/Eng & PW/Corp Services	Finance staff to schedule Plan amendment prior to year end	November 30, 2022	Amending Bylaw No. 5045-1 adopted at December 12 RCM
R22-120		THAT Council award RFP No. 006-22 Argyle Sanitary Forcemain Somass River Crossing to Industra Construction Corp. in the amount of \$2,922,483.77 excluding GST.	Finance/Eng & PW/Corp Services	Prepare contract for signatures and distribute	June 2022	Complete
R22-121		THAT Council approve the statements and schedules included in the Statement of Financial Information for 2021, prepared to comply with the Financial Information Act, as outlined in the report from the Director of Finance dated June 6, 2022.	Finance/Corp Services	Finance staff to provide copies of SOFI to ministry, et al. Corporate Services to post on website	June 30, 2022	Submitted to Ministry
R22-122		THAT Council receive the report of the Director of Finance dated June 6, 2022 and titled "2021 Development Cost Charges".	Finance/Corp Services		June 30, 2022	Received for information
R22-123		THAT "Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056" be now introduced and read for a first time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw	June/July 2022	Reading date applied. Development Services to continue facilitating application

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-124		THAT "Zoning Map Amendment No. 51 (5450 Greenard Street - Hopkins), Bylaw No. 5056" be read a second time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw	June/July 2022	Reading date applied. Development Services to continue facilitating application
R22-125		THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 51 (5450 Greenard Street - Hopkins), Bylaw No. 5056" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.	Dev Services/Corp Services	Dev. Services/Corp. Services to prepare notice	June/July 2022	Notice to be re-sent to properties within 75m radius and notice to be placed in newspaper [2 consecutive issues]. Will be considered at Aug. 8th RCM.
R22-126		THAT "Official Community Plan Amendment No. 37 (4738 Athol Street - Rai), Bylaw No. 5046" be now introduced and read a first time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw		Reading date applied. Development Services to continue facilitating application
R22-127		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.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw		Reading date applied. Development Services to continue facilitating application
R22-128		THAT "Zoning Map Amendment No.48 (4738 Athol Street - Rai), Bylaw No. 5048" be now introduced and read a first time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw		Reading date applied. Development Services to continue facilitating application
R22-129		THAT "Official Community Plan Amendment No. 37 (4738 Athol Street - Rai), Bylaw No. 5046" be read a second time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw		Reading date applied. Development Services to continue facilitating application
R22-130		THAT "Zoning Text Amendment No. T31 (CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street), Bylaw No. 5047" be read a second time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw		Reading date applied. Development Services to continue facilitating the application
R22-131		THAT "Zoning Map Amendment No.48 (4738 Athol Street - Rai), Bylaw No. 5048" be read a second time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw		Reading date applied. Development Services to continue facilitating the application
R22-132		THAT appropriate consultation as required for an Official Community Plan amendment has been undertaken in accordance with section 475 of the Local Government Act.	Dev Services/Corp Services			Ongoing
R22-133		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.	Dev Services/Corp Services	Dev. Services/Corp. Services to prepare notice	August 8, 2022	Due to notification requirements not being met Council rescheduled PH to August 8
R22-134		THAT "Zoning Map Amendment No. 50 (5249 Pineo Road – Hammer), Bylaw No. 5049" be read a third time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw	June/July 2022	Reading date applied. Next step MOTI approval
R22-135		THAT as part of the development process for 5249 Pineo Road, the applicant be required to complete the following before Council considers final adoption of Bylaw No. 5049: i.Geotechnical report ii.Stormwater management plan iii.Site grading plan iv.Design and estimate for required off-site works v.Receive a subdivision Preliminary Layout Review letter from the City's Approving Officer.	Dev Services/Corp Services	Development Services to inform Corporate Services once actions are completed	June/July 2022	In process

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-136		THAT "Sign Bylaw Amendment No. T1 (4109 Kendall Avenue – Seventh Day Adventist Church), Bylaw No. 5055" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5055.	Dev Services/Corp Services	Corporate Services to follow up with signatures/filing/distribution	June 14, 2022	Bylaw adopted June 13 and distributed
R22-137		THAT "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022" be now introduced and read a first time.	Corporate Services	Corp. Services to apply reading date to Bylaw	RCM June 27, 2022	Reading dates applied to Bylaw
R22-138		THAT "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022" be read a second time.	Corporate Services	Corp. Services to apply reading date to Bylaw	RCM June 27, 2022	Reading dates applied to Bylaw
R22-139		THAT "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022" be read a third time.	Corporate Services	Corp. Services to apply reading date to Bylaw	RCM June 27, 2022	Reading dates applied to Bylaw
R22-140		THAT "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022" be now introduced and read a first time.	Corporate Services	Corp. Services to apply reading date to Bylaw	RCM June 27, 2022	Reading dates applied to Bylaw
R22-141		THAT "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022" be read a second time.	Corporate Services	Corp. Services to apply reading date to Bylaw	RCM June 27, 2022	Reading dates applied to Bylaw
R22-142		THAT "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022" be read a third time.	Corporate Services	Corp. Services to apply reading date to Bylaw	RCM June 27, 2022	Reading dates applied to Bylaw
R22-143		THAT Council authorize the Alberni District Fall Fair Association to host a Friday Night Market on July 22, 2022 at 4090 Hollywood Street [fall fair grounds] from 5:00 pm to 11:00 pm subject to: •Confirmation that ADFFA has received an approved Special Event Permit from the LCRB •ADFFA providing notification of the event to emergency services and BC Transit •Provision of standard liability insurance in the amount of \$5M [minimum]	Corporate Services	Corporate Services to prepare letter and copy to emergency services	June 14, 2022	Letter sent June 15, 2022
R22-144		THAT Council authorize the Port Alberni Funtastic Sports Society to host the Okee Dokee Slo-Pitch Tournament to include a concert and beer garden taking place July 1 to July 3, 2022 at various City locations including Echo Park Ball Fields [Majors and Minors], Russell Fields, Bob Dailey Stadium and Field subject to: •Confirmation that PAFSS has received an approved Special Event Permit from the LCRB •PAFSS providing notification of the event to emergency services and BC Transit •Provision of standard liability insurance in the amount of \$5M [minimum]	Corporate Services	Corporate Services to prepare letter and copy to emergency services	June 14, 2022	Letter sent June 15, 2022
R22-145		THAT Council proclaim the week of June 20-26, 2022 as 'Island Good Days' in the City of Port Alberni.	Corporate Services	Corporate Services to prepare letter	June 14, 2022	Letter sent June 15, 2022
	RCM June 27					
R22-146		THAT Council direct staff to issue a notice of intent pursuant to Section 494 of the Local Government Act informing the public of the proposed Temporary Use Permit (TUP) No. 22-02 for the purpose of operating a Transition House within the Bread of Life Centre [3130 3rd Avenue] for a 3 (three) year term in advance of Council's consideration for approval on July 11, 2022.	Dev Services/Corp Services	Development Services to prepare and distribute Public Notice	RCM July 11, 2022	Public Notice prepared and distributed. Council to consider at July 11 RCM
R22-147		THAT Council approve City of Port Alberni Procurement Policy No. 3009-1.	Finance/Corp Services	Corporate Officer and Dir. Of Finance to sign. Corp. Services to include in Policy Manual	June 28, 2022	Complete

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-148		THAT Council rescind the following policies: <ul style="list-style-type: none"> •“Purchasing – Capital Expenditures” dated June 25, 2013 •“Purchasing – Capital Purchases and Projects” dated January 13, 2003 •“Capital Budget – Project Cost Variance Policy” dated March 10, 2014 •“Purchasing Procedure” dated March 10, 2014 •“Purchasing – Professional Services (Consultants)” dated May 12, 2014 	Finance/Corp Services	Corporate Services to update Policy Manual	June 28, 2022	Complete
R22-149		THAT Council approve the Strategic Asset Management Plan dated February 2022 and Asset Management Policy No. 3000-1, including Appendix ‘A’ Asset Management Framework as presented.	Finance/Corp Services	Corporate Services to update Policy Manual	June 28, 2022	Complete
R22-150		THAT in relation to the review and update of the City of Port Alberni Official Community Plan, Bylaw No. 4602 Council will provide the following opportunities it considers appropriate for consultation with persons, organizations, or authorities it considers will be affected in the early stages of the OCP update: i. Hupačasath First Nation; ii. Tshshaht First Nation; and iii. Other stakeholders as listed in the Engagement and Communication Strategy prepared by FRANK Planning Collaborative June 20, 2022.	Development Services	Development Services to incorporate in Communications Strategy as developed	June 28, 2022	To continue throughout OCP review and update process
R22-151		THAT Council endorse the Engagement and Communication Strategy for the Vision and Guiding Principles prepared by FRANK Planning Collaborative and dated June 20, 2022.	Development Services	Council to further discuss at July 18 COW meeting prior to endorsement	COW July 18, 2022	Reconsidered and endorsed at August 8th RCM
R22-152		THAT Council authorize staff to submit an application to the 2022 Strategic Priorities Fund Capital Infrastructure Stream titled “Sustainable Environmental Infrastructure Upgrade – Phase 1” and in advance of the deadline date of June 30, 2022.	Finance/Corp Services	Corporate Services to prepare certified resolution to accompany grant application. Finance to prepare and submit grant application	June 30, 2022	Grant application submitted June 30, 2022
R22-153		THAT Council authorize staff to submit an application to the 2022 Strategic Priorities Fund Capacity Building Stream titled “Digital Asset Management & GIS Strategy” and in advance of the deadline date of June 30, 2022.	Finance/Corp Services	Corporate Services to prepare certified resolution to accompany grant application. Finance to prepare and submit grant application	June 30, 2022	Grant application submitted June 30, 2022
R22-154		THAT Council reaffirm the City’s endorsement of the Alberni Valley Food Charter [2012] and direct staff to apply to the Government of Canada’s ‘Local Food Infrastructure Fund’ to receive and manage grant funding on behalf of the Port Alberni Port Authority, Agriculture Development Committee, Alberni Valley Food Security Group and the Alberni Valley Farmers Institute for infrastructure to expand food systems and in advance of the deadline date of July 15, 2022.	Economic Develop/Corp Services	Corporate Services to prepare certified resolution to accompany grant application. Economic Development to prepare grant application and submit.	July 15, 2022	Grant application submitted July 15, 2022
R22-154(a)		THAT Council authorize the allocation of \$2,500 of Economic Development funds towards the project pending a successful grant application.	Corporate Services	Pending successful grant application, Finance to coordinate funding to AVT		Grant application status pending
R22-155		THAT Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2021 as presented.	Corporate Services	Corp. Services to distribute electronically, update website, post on social media platforms, order hard copies, send to Province	June 30, 2022	Endorsed June 27, 2022
R22-156		THAT “City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5054.	Corporate Services	Corporate Services to apply signatures to Bylaw/Distribute and include on Website	June 28, 2022	Adopted June 27, 2022

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-166		THAT Council issue Temporary Use Permit No. 22-02, and that the Director of Corporate Services be authorized to sign the permit for that portion of property [as shown on page three of the staff report and highlighted in yellow] located at 3130 3rd Avenue [Bread of Life Centre] to operate a Transition House subject to the following conditions being met to the satisfaction of the Director of Development Services as follows: i.Completion of a Good Neighbour Agreement; ii.An approved Fire Plan; iii.Compliance with permits for renovations and operations that have been approved to the satisfaction of the Building Inspector; and iv.An RCMP approved Safety Plan.	Development Services/Corp Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	Subject to conditions	
R22-167		THAT Council re-schedule the Public Hearing scheduled for July 11, 2022 for 4738 Athol Street to Monday, August 8, 2022 at 6:00 pm in City Hall, Council Chambers and direct staff to re-issue public notice as required.	Development Services/Corp Services	Dev Services/Corp Services to prepare notice	PH August 8, 2022	Notice to be re-sent to properties within 75m radius and notice to be placed in newspaper [2 consecutive issues]
R22-168		WHEREAS the City of Port Alberni intends to improve intergovernmental relations and enter into a tripartite government-to-government relationship with Hupacasath First Nation and Tseshah First Nation; WHEREAS the City of Port Alberni commits the participation of the community in the First Nation – Municipal Community Economic Development Initiative (CEDI) program from this date of July 11, 2022 until January 2025; WHEREAS the City of Port Alberni Council has appointed Mayor Sharie Minions as their elected official Working Group champion and Councillor Cindy Solda as the alternate; WHEREAS the City of Port Alberni has appointed Scott Smith, Director of Development Services/Deputy CAO and Pat Deakin, Economic Development Manager as their staff Working Group champions; and WHEREAS the City of Port Alberni commits to provide the following resources in collaboration with the Hupacasath First Nation and Tseshah First Nation through a collaborative joint Working Group: A.Elected and staff Working Group champions meet monthly with the Hupacasath First Nation and Tseshah First Nation Working Group champions as a joint Working Group throughout the CEDI program. Elected official CEDI Champions will give an average of 3-hours each month to CEDI and staff CEDI Champions will give an average of 5-hours each month to CEDI. B.Coordinate a contingency plan for the CEDI Working Group champions should a designated person leave their position prior to January 2025. Elected and staff CEDI Champions will prepare an onboarding process for the replacement Champion(s).	Corporate Services	Corporate Services to prepare certified resolution	July 12, 2022	Certified resolution submitted to CEDI
R22-169		THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be now introduced and read a first time.	Finance/Corp Services/Eng & PW	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	July 12, 2022	Reading date applied and copies sent to Development Services
R22-170		THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be read a second time.	Finance/Corp Services/Eng & PW	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	July 12, 2022	Reading date applied and copies sent to Development Services
R22-171		THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be read a third time.	Finance/Corp Services/Eng & PW	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	July 12, 2022	Reading date applied and copies sent to Development Services

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-172		THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be now introduced and read a first time.	Finance/Corp Services/Eng & PW	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	July 12, 2022	Reading date applied and copies sent to Development Services
R22-173		THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be read a second time.	Finance/Corp Services/Eng & PW	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	July 12, 2022	Reading date applied and copies sent to Development Services
R22-174		THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be read a third time.	Finance/Corp Services/Eng & PW	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	July 12, 2022	Reading date applied and copies sent to Development Services
R22-175		THAT Council authorize Coastline Endurance Running access to City streets/trails on Saturday, July 23, 2022 from 9:00 am to 4:00 pm for the purpose of a trail running event starting at the Port Alberni Rugby Club and following the route as outlined in the attached map subject to: <ul style="list-style-type: none"> •the notification of emergency services and BC Transit •consultation with all affected businesses/residents •responsible for implementation of a Traffic Safety Plan including qualified Traffic Control personnel as required •provision of standard liability insurance in the amount of \$5M •event organizers responsible for removal of all flagging tape and stakes •event organizers acknowledge that these trails are open to the public and as such trails will need to be shared accordingly •event organizers acknowledge trails will be enjoyed as-is 	Corporate Services/PRH	Corporate Services to prepare letter and copy to emergency services	July 12, 2022	Letter sent July 13 & 14, 2022
R22-176		THAT Council authorize the Alberni District Fall Fair Association access to City streets on Saturday, September 10, 2022 from 11:00 am to approximately 12:00 pm for the purpose of a parade from 12th Avenue down Burde Street and along 10th Avenue to Alderwood Street, subject to: <ul style="list-style-type: none"> •the notification of emergency services and BC Transit •consultation with all affected businesses/residents •responsible for implementation of a Traffic Safety Plan including qualified Traffic Control personnel as required •provision of standard liability insurance in the amount of \$5M 	Corporate Services/Eng & PW	Corporate Services to prepare letter and copy to emergency services	July 12, 2022	Letter sent July 13 & 14, 2022
R22-177		THAT Council proclaim the week of July 18-24, 2022 as 'Special Olympics Global Week of Inclusion' in the City of Port Alberni.	Corporate Services	Corporate Services to prepare letter	July 12, 2022	Letter sent July 18, 2022
	RCM Aug 8					
R22-178		THAT Council accept the revisions to Touchstones Numbers 4 and 7 and the timeline graph as presented in the staff report dated July 14, 2022, and approve staff proceeding with seeking community feedback on the draft Official Community Plan Vision and Touchstones as amended.	Development Services/Corp Services		Revisions August 9, 2022 & Engagement Opportunities TBD	
R22-179		THAT Council further revise OCP Touchstones 'Responsible Infrastructure Management' Number 3 to include the words "adaptation and mitigation".	Development Services/Corp Services		August 9, 2022	
R22-180		THAT Council direct staff to implement the Engagement and Communications Strategy for the Official Community Plan Vision and Guiding Principles prepared by FRANK planning collaborative and dated July 12, 2022.	Development Services/Corp Services	Development Services to proceed with public engagement utilizing Communications where needed	Engagement Opportunities TBD	Ongoing engagement scheduled for August and September
R22-181		THAT Council award a portion of the contract for the Municipal Wastewater Lagoon Desludging (RFP 007-22) project to American Process Group (Canada) Ltd., for a total amount not to exceed \$450,000 excluding GST with said works to include scraping of drier materials [or skin] off the top of the sludge and hauling offsite [Alberni Valley Landfill].	Eng/PW/Finance/Corp. Services	Eng/Finance to coordinate signing of contract.	August 19, 2022	Contract executed and work undertaken

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-182		THAT Council direct that "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" be amended as follows: a. Add \$500,000 in 2023 from General Revenue [taxation] for the purpose of increasing the project contingency budget for the Child Care Center Project; b. Amend the overall budget for Project 21024 Child Care Centre Project from \$2,900,000 to \$4,644,989 to reflect a \$1,244,989 increase in grant funding [total grant funding \$4,144,989]; c. Borrow \$210,000 from the Equipment Replacement Reserve Fund [ERRF] in 2022 for the purpose of completing project 21020 - Train Station Seismic Upgrades; d. Transfer \$60,000 in 2022 from Line 29911 - Contingency Funds for the purpose of completing project 21020 - Train Station Seismic Upgrades; e. Amend the overall budget for the capital project 21020 – Train Station Seismic Upgrades to \$860,000; and f. Assign \$140,000 from Line 29911 – Contingency Funds for the purpose of funding the City's contribution to construction of the 4th Avenue Sleeping Pod facility.	Finance/Corporate Services	Finance to amend bylaw	November 30, 2022	Amending Bylaw No. 5045-1 adopted at December 12 RCM
R22-183		THAT "Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056" be read a third time.	Development Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	August 9, 2022	Reading date applied and copies sent to Development Services. Next step MOTI approval
R22-184		THAT "Zoning Map Amendment No. 53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be read a third time.	Development Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	August 9, 2022	Reading date applied and copies sent to Development Services. Next step MOTI approval
R22-185		THAT "Official Community Plan Amendment No. 36 (5 th Avenue & Burde Street – Carniato), Bylaw No. 5042" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5042.	Development Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	August 9, 2022	Bylaw adopted August 8, 2022 and distributed
R22-186		THAT "Zoning Text Amendment No. T30 (CD3 – Comprehensive Development – Multi-Family Residential Infill – 5th Avenue & Burde Street), Bylaw No. 5043" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5043.	Development Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	August 9, 2022	Bylaw adopted August 8, 2022 and distributed
R22-187		THAT "Zoning Map Amendment No. 47 (5 th Avenue & Burde Street – Carniato), Bylaw No. 5044" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5044.	Development Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	August 9, 2022	Bylaw adopted August 8, 2022 and distributed
R22-188		THAT Council authorize Pink Buffalo Films, in accordance with the City's 'Filming on Location Policy' to film at Johnston Road and Victoria Quay in relation to the Topaz Cable Landing project on August 9, 2022.	Corporate Services	Corporate Services to prepare letter	August 9, 2022	Letter sent August 9, 2022
R22-189		THAT Council support the Port Alberni Toy Run Association's activities taking place on September 17 & 18, 2022 subject to: • notification of emergency services and BC Transit • provision of standard liability insurance in the amount of \$5M; • receipt of Special Event Permit from the LCRB AND FURTHER, that Council proclaim the week of September 12 to 18, 2022 as 'Toy Run Week' in Port Alberni.	Corporate Services	Corporate Services to prepare letter and copy to emergency services	August 9, 2022	Letter sent August 11, 2022
R22-190		THAT Council proclaim August 31, 2022 as 'International Overdose Awareness Day' in the City of Port Alberni.	Corporate Services	Corporate Services to prepare letter	August 9, 2022	Letter sent August 16, 2022
	RCM Sept 6					

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-191		THAT Council authorize the issuance of Development Variance Permit No. 107 and that the Director of Corporate Services be authorized to sign the permit granting the following variance to the Zoning Bylaw at 3747 10th Avenue: <i>i. Vary section 7.9 Required Amount of Parking to permit a reduction of the required on-site parking from 274 spaces to 215 spaces for a variance of 59 spaces.</i>	Dev Services/Corp Services/Finance	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	September 7, 2022	With Development Services for completion
R22-192		THAT Council authorize the issuance of Development Permit No. 21-13 and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B', prepared by Raymond de Beeld Architect Inc. and dated July 25, 2022, subject to the City of Port Alberni receiving the required landscaping security in the amount of \$9,414.	Dev Services/Corp Services/Finance	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	September 7, 2022	DP Signed. Letter to Land Titles Oct 20, 2022
R22-193		THAT Council authorize the issuance of Development Variance Permit No. 112 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 5019 Montrose Street: <i>I. Vary Section 7.9 Required Amount of Parking to reduce the required parking from a total 10 spaces to 8 spaces for a variance of 2 spaces. A reduction from 1.25 spaces per dwelling unit to 1.0 spaces. II. Vary Section 5.15.2 RM2 Site Development Regulations to: i. Reduce the minimum side yard setback from 5.0 metres to 0.48 metres for a variance of 4.52 metres at the south property line. ii. Reduce the minimum front yard setback from 6.0 metres to 0.48 metres for a variance of 5.52 metres at the west property line. iii. Reduce the minimum frontage from 25 metres to 20.11 metres for a variance of 4.89 metres at the west property line. iv. Reduce the minimum lot area from 840 m² to 766 m² for a variance of 74 m² at the west property line.</i>	Dev Services/Corp Services/Finance	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	September 7, 2022	Waiting on Landscaping Security
R22-194		THAT Council authorize the issuance of Development Permit No. 21-15 and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B', prepared by Azurean Architecture Inc., subject to the City of Port Alberni receiving the required landscaping security in the amount of \$52,586.69.	Dev Services/Corp Services/Finance	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	September 7, 2022	Waiting on Landscaping Security
R22-195		THAT Council receive this report for a Temporary Use Permit TUP22-01 – Temporary low barrier shelter to permit up to 30 units of temporary transitional housing in "Tiny Shelters", two sanitary stations, one office, bicycle parking, two outdoor gathering areas with a cover and furnishings, garbage area, and soft landscaping. To be located on City lands at 3665,3675, and 3689 4th Avenue.	Development Services/Corporate Services	Development/Corp Services to continue facilitating application	RCM Sept 26, 2022	Informational report received.
R22-196		THAT Council direct staff to send notice as per section 494 (2) to (4) of the Local Government Act and send to owners and occupants within 75 metres of the subject property.	Development Services/Corporate Services	Development/Corp Services to prepare notice	RCM Sept 26, 2022	Proposed public notice distribution for the weeks of Sept 14 and 21 for further consideration of Council at <u>Sept 26 RCM</u>
R22-197		THAT Council direct staff to advertise in the newspaper the disposition of land for a two (2) year lease as per section 26 and 94 of the Community Charter and Section 286 of the Local Government Act to the Port Alberni Friendship Centre for a temporary low barrier shelter.	Development Services/Corporate Services	Corporate Services to prepare notice of disposition	RCM Sept 26, 2022	Notice distribution Sept 21 and 28 for further consideration of Council at Sept 26 RCM

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-207		THAT Council proclaim October 9 – 15, 2022 as 'Fire Prevention Week' in the City of Port Alberni.	Corporate Services	Corporate Services to prepare letter	September 7, 2022	Letter sent Sept. 20, 2022
R22-208		THAT Council proclaim the month of October 2022 as 'Community Inclusion Month' in the City of Port Alberni.	Corporate Services	Corporate Services to prepare letter	September 7, 2022	Letter sent Sept. 20, 2022
R22-209		THAT Council support the appointment of Mayor Minions to the Ministry of Forests, Forestry Workers Supports and Community Resiliency Council.	Corporate Services	Corporate Services to assist as necessary in preparation of Mayor's appointment	September 7, 2022	Government Appointees to Agencies, Boards and commissions Indemnity form signed and submitted Sept 20, 2022
RCM Sept 26						
R22-210		THAT Council authorize the issuance of Development Variance Permit No. 113 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 3045 and 3053 Kingsway Avenue subject to the City of Port Alberni receiving a consolidated legal plan for the property: Vary Section 5.15.2 RM2 Site Development Regulations to: i.Reduce minimum side yard setback from 5.0 metres to 1.5 metres for a variance of 3.5 metres. ii.Reduce required minimum frontage from 25 metres to 20.12 metres for a variance of 4.88 metres. i.Reduce required minimum lot area from 840 m2 to 766 m2 for a variance of 74 m2 (797 ft2).	Dev Services/Corp Services/Finance	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	September 27, 2022	Requires consolidated plan and landscape security prior to issuance. Status updated Dec 1
R22-211		THAT Council authorize the issuance of Development Permit No. 22-02 and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B', prepared by Streamside Homes Inc., subject to the City of Port Alberni receiving the required landscaping security in the amount of \$88,000.00.	Dev Services/Corp Services/Finance	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	September 27, 2022	Requires consolidated plan and landscape security prior to issuance. Status updated Dec 1
R22-212		THAT Council issue Temporary Use Permit No. 22-01, and that the Director of Corporate Services be authorized to sign the permit for City lands located at 3665, 3675, and 3689 4th Avenue to permit a temporary low barrier shelter of up to 30 units of temporary transitional housing in "Tiny Shelters", two sanitary stations, one office, bicycle parking, two outdoor gathering areas with a cover and furnishings, garbage area, and soft landscaping with attachments as noted in the Temporary Use Permit 22-01 once all the conditions noted in the permit have been met to the satisfaction of the Director of Development Services.	Dev Services/Corp Services/Finance	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	TBD	TUP Signed. Letter to Land Titles Nov 30, 2022
R22-213		THAT Council authorize the Director of Corporate Services to execute the Letter of Intent between the City of Port Alberni, Port Alberni Friendship Centre and BC Housing Management Commission dated September 12, 2022 and attached to this report.	Dev Services/Corp Services/Finance	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	TBD	Executed November 2022
R22-214		THAT Council authorize the Mayor and the Corporate Officer to enter into a lease agreement with the Port Alberni Friendship Centre for City owned lands at 3665, 3675, and 3689 4th Avenue for a two-year term for the purposes of operating a temporary low barrier shelter.	Dev Services/Corp Services/Finance	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	TBD	Executed Nov 8, 2022
R22-215		THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be now introduced and read a first time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	September 27, 2022	Reading date applied and copies sent to Development Services
R22-216		THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be read a second time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	September 27, 2022	Reading date applied and copies sent to Development Services

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-217		THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" 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.	Dev Services/Corp Services	Dev. Services/Corp. Services to prepare notice	September 27, 2022	Proposed public notice distribution for the weeks of Oct 12 and Oct 19 for further consideration of Council at the Oct 24 RCM
R22-218		THAT the applicant be required to submit a consolidated legal plan for the properties at 3151 and 3141 3rd Avenue before Council considers final adoption of Bylaw No. 5064.	Dev Services/Corp Services	Development Services to continue facilitating application	September 27, 2022	In process
R22-219		THAT "City of Port Alberni, Permissive Tax Exemption Bylaw No. 5068, 2022" be now introduced and read a first time.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	September 27, 2022	Reading date applied and copies sent to Development Services
R22-220		THAT "City of Port Alberni Permissive Tax Exemption Bylaw No. 5068, 2022" be read a second time.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	September 27, 2022	Reading date applied and copies sent to Development Services
R22-221		THAT "City of Port Alberni Permissive Tax Exemption Bylaw No. 5068, 2022" be read a third time.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	September 27, 2022	Reading date applied and copies sent to Development Services
R22-222		THAT "City of Port Alberni Permissive Tax Exemption Bylaw No. 5069, 2022" be now introduced and read a first time.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	September 27, 2022	Reading date applied and copies sent to Development Services
R22-223		THAT "City of Port Alberni Permissive Tax Bylaw No. 5069, 2022" be read a second time.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	September 27, 2022	Reading date applied and copies sent to Development Services
R22-224		THAT "City of Port Alberni Permissive Tax Exemption Bylaw No. 5069, 2022" be read a third time.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	September 27, 2022	Reading date applied and copies sent to Development Services
R22-225		THAT Council direct staff to explore remedial action requirements as it relates to the property located at 3358 6th Avenue.	Community Safety/Corp Services/Development Services	Bylaw Services to work with associated departments to assess remedial action requirements	September 27, 2022	In process
	RCM Oct 24					
R22-226		THAT Council for the City of Port Alberni supports Port Alberni Cubs Oldtimers Baseball Club request to play host to the Canadian National Oldtimers Baseball Federation Championship in August 2023 in the City of Port Alberni, and that staff move forward with scheduling the necessary field improvements/upgrades needed to support the Championship in 2023.	PRH/Finance		October 25, 2022	Report to Council Nov 8 RCM outlining details and budget requests
R22-227		THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2023 Spring Borrowing Session, in the amount of \$8,500,000 as authorized through "City of Port Alberni Wastewater Treatment Facility Upgrade Loan Authorization Bylaw No. 5038, 2021" and that the Alberni-Clayoquot Regional District be requested to consent borrowing over a 30-year term and include the borrowing in a Security Issuing Bylaw.	Finance/Corp Services	Corporate Services to prepare certified resolution	October 25, 2022	Certified resolution submitted to ACRD
R22-228		THAT Council for the City of Port Alberni authorize Bowerman Construction to continue providing project management services to the City in relation to the Somass Lands until December 31, 2022 pursuant to a Notice of Intent, with costs to not exceed \$150,000 (not including revenues).	Finance/Corp Services	Finance/Corporate Services to coordinate contract	October 25, 2022	Contract executed and work completed as of December 31, 2022
R22-229		THAT "City of Port Alberni, Permissive Tax Exemption Bylaw No. 5068, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5068.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	October 25, 2022	Bylaw adopted October 24, 2022 and distributed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-230		THAT "City of Port Alberni Permissive Tax Exemption Bylaw No. 5069, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5069.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	October 25, 2022	Bylaw adopted October 24, 2022 and distributed
R22-231		THAT "Zoning Map Amendment No. 54 (3151 3rd Avenue – Dog Mountain Brewing), Bylaw No. 5064" be read a third time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	October 25, 2022	Reading date applied and copies sent to Development Services
R22-232		THAT the applicant be required to submit a consolidated legal plan for the properties at 3151 and 3141 3rd Avenue before Council considers final adoption of Bylaw No. 5064.	Dev Services/Corp Services	Development Services to continue facilitating application	October 25, 2022	In process
R22-233		THAT "Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065" be now introduced and read a first time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	October 25, 2022	Reading date applied and copies sent to Development Services
R22-234		THAT "Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065" be read a second time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	October 25, 2022	Reading date applied and copies sent to Development Services
R22-235		THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065" in accordance with section 464 (2) of the Local Government Act as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the Local Government Act prior to consideration of further readings of the Bylaw.	Dev Services/Corp Services	Dev. Services/Corp. Services to prepare notice	October 25, 2022	Public notice Nov 9 & 16 3rd Reading Nov 28
R22-236		THAT "Zoning Map Amendment No. 56 (2244 Mallory Drive - Saywell Developments), Bylaw No. 5066" be now introduced and read a first time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	October 25, 2022	Reading date applied and copies sent to Development Services
R22-237		THAT "Zoning Map Amendment No. 56 (2244 Mallory Drive - Saywell Developments), Bylaw No. 5066" be read a second time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	October 25, 2022	Reading date applied and copies sent to Development Services
R22-238		THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 56 (2244 Mallory Drive – Saywell Developments), Bylaw No. 5066" 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.	Dev Services/Corp Services	Dev. Services/Corp. Services to prepare notice	October 25, 2022	Proposed public notice provided November 9 & 16 3rd Reading Nov 28 RCM
R22-239		THAT "Zoning Map Amendment No. 57 (2272 Mallory Drive - Saywell Developments), Bylaw No. 5067" be now introduced and read a first time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	October 25, 2022	Reading date applied and copies sent to Development Services
R22-240		THAT "Zoning Map Amendment No. 57 (2272 Mallory Drive - Saywell Developments), Bylaw No. 5067" be read a second time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	October 25, 2022	Reading date applied and copies sent to Development Services
R22-241		THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 57 (2272 Mallory Drive – Saywell Developments), Bylaw No. 5067" 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.	Dev Services/Corp Services	Dev. Services/Corp. Services to prepare notice	October 25, 2022	Public notice Nov 9 & 16 3rd Reading Nov 28

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-242		THAT "Official Community Plan Amendment No. 38 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5051" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5051.	Dev Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	October 25, 2022	Bylaw adopted October 24, 2022 and distributed
R22-243		THAT "Zoning Map Amendment No. 49 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5052" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5052.	Dev Services/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	October 25, 2022	Bylaw adopted October 24, 2022 and distributed
R22-244		THAT Council for the City of Port Alberni authorize the Alberni- Clayoquot Regional District to apply to the Union of BC Municipalities 2023 Community Resiliency Investment Program, to receive and manage grant funding on behalf of the City of Port Alberni as it relates to increasing the community's resiliency by undertaking community based FireSmart planning and activities that reduce the community's risk of wildfire.	Corp Services/Finance	Corporate Services to prepare certified resolution	October 25, 2022	Certified resolution submitted to ACRD
R22-245		THAT Council authorize the Mayor and the Corporate Officer to enter into and execute a Licence to Occupy Agreement between the City of Port Alberni and the Grass Roots Homelessness Coalition effective October 15, 2022 and terminating April 30, 2023 for the purpose of providing temporary warming places on City owned lands.	Corp Services/Finance	Director of Corp. Services/Mayor to Sign agreement	October 25, 2022	Agreement signed October 31, 2022
R22-246		THAT Council proclaim November 20 – 26, 2022 as 'Restorative Justice Week' in the City of Port Alberni.	Corporate Services	Corporate Services to prepare letter	October 25, 2022	Letter sent November 1, 2022
RCM Nov 14						
R22-247		THAT Council for the City of Port Alberni provide early budget approval of \$240,000 in the 2023-2027 Financial Plan for the cost to prepare Lon Miles and Recreation Park baseball diamonds to host the 2023 Canadian National Oldtimers Baseball Federation Championship.	PRH/Finance	PRH to issue RFP for works	November 15, 2022	RFP issued December 2022
R22-248		THAT Council award Request for Proposal #008-22 – Investment Management Services to Cash Management Group – Canaccord Genuity for a five-year term.	Finance/Corp Services	Prepare contract for signatures and distribute	December 1, 2022	Contract to be executed Jan 2023
R22-249		THAT Council rescind third reading of "City of Port Alberni Waterworks Bylaw No. 5062, 2022", Resolution No. R22-171.	Finance/Corp Services	Corporate Services to update Bylaw	November 15, 2022	Rescinded Nov 14, 2022
R22-250		THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be read a third time as amended.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	November 15, 2022	Reading date applied and copies sent to Development Services
R22-251		THAT Council rescind third reading of "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022", Resolution No. R22-174.	Finance/Corp Services	Corporate Services to update Bylaw	November 15, 2022	Rescinded Nov 14, 2022
R22-252		THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be read a third time as amended.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	November 15, 2022	Reading date applied and copies sent to Development Services
R22-253		THAT Council authorize staff to amend "City of Port Alberni 2022-2026 Financial Plan Bylaw No. 5045, 2022" by reducing Water Fund revenue by \$56,031 and Sewer Fund revenue by \$51,071 in 2022.	Finance/Corp Services	Finance to amend Bylaw	RCM November 28, 2022	Amending Bylaw No. 5045-1 adopted at December 12 RCM
R22-254		THAT Council authorize Councillor Patola to attend the BC Non-Profit Housing Association 'Housing Central Conference' taking place November 21 – 23, 2022 in Vancouver, BC.	Corp Services/Finance	Councillor Patola to register for the conference and book hotel	November 15, 2022	Councillor Patola attended conference
RCM Nov 28						
R22-255		THAT Council direct staff to provide a letter to the Port Alberni Shelter Society in support of building a fence for the property at 3939 8th Avenue to assist in the peaceful enjoyment of the neighborhood.	Corporate Services	Corporate Services to prepare letter of support.	November 29, 2022	Letter sent December 7, 2022

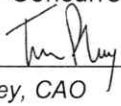
NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-256		THAT Council direct staff to prepare a report outlining actions taken by the City to date as it relates to the application of UNDRIP [United Nations Declaration on the Rights of Indigenous Peoples] including reconciliation efforts.	Corporate Services	Corporate Services to prepare a report for the New Year	November 29, 2022	RCM Jan/Feb 2023
R22-257		THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5062.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	November 29, 2022	Bylaw adopted and distributed
R22-258		THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5063.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	November 29, 2022	Bylaw adopted and distributed
R22-259		THAT the "City of Port Alberni 2022 – 2026 Financial Plan Amendment Bylaw No. 5045-1, 2022" be now introduced and read a first time.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Finance	November 29, 2022	Reading date applied and copies sent to Finance
R22-260		THAT "City of Port Alberni 2022 – 2026 Financial Plan Amendment Bylaw No. 5045-1, 2022" be read a second time.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Finance	November 29, 2022	Reading date applied and copies sent to Finance
R22-261		THAT "City of Port Alberni 2022 – 2026 Financial Plan Amendment Bylaw No. 5045-1, 2022" be read a third time.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Finance	November 29, 2022	Reading date applied and copies sent to Finance
R22-262		THAT the "City of Port Alberni, Canada Community-Building Reserve Fund Bylaw No. 5073, 2022" be introduced and read a first time.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Finance	November 29, 2022	Reading date applied and copies sent to Finance
R22-263		THAT "City of Port Alberni, Canada Community-Building Reserve Fund Bylaw No. 5073, 2022" be read a second time.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Finance	November 29, 2022	Reading date applied and copies sent to Finance
R22-264		THAT "City of Port Alberni, Canada Community-Building Reserve Fund Bylaw No. 5073, 2022" be read a third time.	Finance/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Finance. Final adoption for consideration Dec 12 RCM	November 29, 2022	Reading date applied and copies sent to Finance Adopted Dec 12 RCM
R22-265		THAT "Zoning Map Amendment No. 55 (5801 and 5837 Compton Road – Cicon), Bylaw No. 5065" be read a third time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	November 29, 2022	3rd Reading applied Next step MOTI Approval
R22-266		THAT "Zoning Map Amendment No. 56 (2244 Mallory Drive – Saywell Developments), Bylaw No. 5066" be read a third time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	November 29, 2022	Reading date applied and copies sent to Development Services
R22-267		THAT a section 219 covenant be registered on title to restrict vehicle access from Plywood Drive prior to Council's consideration for final adoption of Bylaw No. 5066.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	TBD	In process
R22-268		THAT "Zoning Map Amendment No. 57 (2272 Mallory Drive – Saywell Developments), Bylaw No. 5067" be read a third time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	November 29, 2022	Reading date applied and copies sent to Development Services
R22-269		THAT a section 219 covenant be registered on title to restrict vehicle access from Plywood Drive prior to Council's consideration for final adoption of Bylaw No. 5067.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	TBD	In process
R22-270		THAT "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" be now introduced and read a first time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	November 29, 2022	Reading date applied and copies sent to Development Services
R22-271		THAT "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" be read a second time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	November 29, 2022	Reading date applied and copies sent to Development Services
R22-272		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.	Dev Services/Corp Services	Dev. Services/Corp. Services to prepare notice	November 29, 2022	Proposed public notice distribution for the weeks of Jan 11 and 18 3rd Reading Jan 23 RCM

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-273		THAT City of Port Alberni Council approve the 2023 regular meeting schedule attached to this report and confirm that regular meetings will commence at 2:00 pm and further, that staff be authorized to publish notice of availability of the schedule.	Corporate Services	Corporate Services to prepare notice.	November 29, 2022	Public Notice provided Dec 7 & 14, 2022
R22-274		THAT City of Port Alberni Council approve the 2023 meeting schedules attached to this report for the Committee of the Whole, and confirm that Committee of the Whole meetings will commence at 6:00 pm, Audit Committee, Advisory Planning Commission, Advisory Traffic Committee, and Alberni Valley Heritage Commission.	Corporate Services	Corporate Services to distribute and add schedules to website.	November 29, 2022	Schedules distributed
R22-275		THAT Council authorize Mayor Minions and Councillor Haggard to attend the 78th Annual Truck Loggers Association Convention & Trade Show taking place on January 18 - 20, 2023 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.	Corporate Services	Corporate Services to register Council members and book travel and accommodation	November 29, 2022	Registered and travel accommodations booked
R22-276		THAT Council direct staff to extend an invitation for Tsawaayuus (Rainbow Gardens) to attend a future Council meeting as a delegation to provide an update on current and future expansion efforts.	Corporate Services	Corporate Services to extend invitation.	November 29, 2022	Invitation to attend as a delegation extended. Board to determine a date in the New Year
RCM Dec 12						
R22-277		THAT Council approve the updated Official Community Plan 'Vision and Touchstones' developed as a result of community feedback received during the period of August 31 to October 28, 2022.	Dev Services/Corp Services	Development Services to develop an engagement and communication strategy for the policy development, Phase 4, of the OCP for Council consideration for the January 2023 Committee of the Whole meeting	January 2023	COW Jan 2023
R22-278		THAT "City of Port Alberni 2022-2026 Financial Plan Amendment Bylaw No. 5045-1, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5045-1.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	December 13, 2022	Bylaw adopted and distributed
R22-279		THAT "City of Port Alberni, Canada Community-Building Reserve Fund Bylaw No. 5073, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5073.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	December 13, 2022	Bylaw adopted and distributed

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-280		THAT Council for the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Emergency Support Services and therefore, authorizes the ACRD to apply for, receive and manage grant funding on behalf of the City of Port Alberni.	Finance/Corp Services	Corporate Services to prepare certified resolution for ACRD	January & March 2023	Certified resolution distributed to ACRD
R22-281		THAT Council for the City of Port Alberni agrees to provide approval for the Alberni-Clayoquot Regional District (ACRD) to apply for the Union of BC Municipalities Community Emergency Preparedness Fund for Emergency Operations Centres & Training and therefore, authorizes the ACRD to apply for, receive and manage grant funding on behalf of the City of Port Alberni.	Finance/Corp Services	Corporate Services to prepare certified resolution for ACRD	January & March 2023	Certified resolution distributed to ACRD
R22-282		THAT Council direct staff to prepare a report regarding the status of City owned ball fields.	PRH/Finance	PRH to prepare Council report	January/February 2023	January/February 2023
R22-283		THAT Council direct staff to prepare a report outlining the City's ability to regulate and respond to panhandling.	Corp Services/Comm Safety	Corporate Services to prepare Council report	January/February 2023	January/February 2023
R22-284		THAT Council approve the City as an applicant to the Economic Diversification Implementation Grant of the Rural Economic Diversification and Infrastructure Program (REDIP).	Econ Dev/Finance/Corp Serv	Corporate Services to prepare certified resolution and distribute to Ec. Dev for inclusion in grant application	January 4, 2023	Certified resolution distributed to Ec. Dev
R22-285		THAT Council direct that \$200,000 be allocated in 2023 in the "City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023" with monies being taken from general revenue for the project proposed for the grant application to the Economic Diversification Implementation Grant of the Rural Economic Diversification and Infrastructure Program (REDIP).	Econ Dev/Finance/Corp Serv	Finance to include in the 2023 Budget allocation.	January 4, 2023	Grant application pending
R22-286		THAT Council for the City of Port Alberni approve the 2023 Community Investment Program Committee recommendation for Kuu-us Crisis Line Society as outlined in the staff report dated November 23, 2022	PRH/Finance	PRH to coordinate with Finance the distribution of funds	January 2023	Funds/In Kind services to be distributed throughout 2023 as required
R22-287		THAT Council for the City of Port Alberni approve the 2023 Community Investment Program Committee recommendation for the Port Alberni Shelter Society Shelter Farm as outlined in the staff report dated November 23, 2022.	PRH/Finance	PRH to coordinate with Finance the distribution of funds	January 2023	Funds/In Kind services to be distributed throughout 2023 as required
R22-288		THAT Council for the City of Port Alberni approve the 2023 Community Investment Program Committee recommendation for the Port Alberni Toy Run as outlined in the staff report dated November 23, 2022.	PRH/Finance	PRH to coordinate with Finance the distribution of funds	January 2023	Funds/In Kind services to be distributed throughout 2023 as required
R22-289		THAT Council for the City of Port Alberni approve the remaining 2023 Community Investment Program Committee recommendations as outlined in the staff report dated November 23, 2022.	PRH/Finance	PRH to coordinate with Finance the distribution of funds	January 2023	Funds/In Kind services to be distributed throughout 2023 as required
R22-290		THAT Council authorize the issuance of Development Permit No. 22-04 and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B', prepared by Carsten Jensen Architect dated November 17, 2022.	Dev Services/Corp Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	December 13, 2022	DP Signed and Letter sent to Land Titles December 14, 2022
R22-291		THAT Council authorize the issuance of Development Permit No. 22-06 and that the Director of Corporate Services be authorized to sign the permit including the development plans as shown on Schedule 'B', prepared by WSP dated December 5, 2022.	Dev Services/Corp Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	December 13, 2022	DP Signed and Letter sent to Land Titles December 15, 2022

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-292		THAT Council reappoint Joe McQuaid to the Advisory Planning Commission for a two-year term commencing January 1, 2023 – December 31, 2024.	Corp Serv/Dev Serv PRH	Corporate Services to prepare letter confirming reappointment. Dev. Services to update member list	December 31, 2022	Letter sent December 16, 2022
R22-293		THAT Council reappoint Joshua Dahling, Callan Noye, Colin Schult and Craig Summers to the Community Investment Program for a one-year term commencing January 1, 2023 – December 31, 2023.	Corp Serv/Dev Serv/PRH	Corporate Services to prepare letter confirming reappointment and update member list	December 31, 2022	Letters sent December 14, 2022
R22-294		THAT Council direct staff to allocate \$154,646.30 to the “City of Port Alberni 2023 – 2027 Financial Plan Bylaw No. 5075, 2023” 2023 Capital Plan – Server Replacement Fund with monies from General Revenue.	Information Serv/Finance/Corp Services	Finance to allocate in 2023 Budget	Budget 2023	2023 Budget Process
R22-295		THAT Council award RFP 019-22 for the purchase of hyperconverged infrastructure equipment in the amount of \$324,646.30 to Myra Systems Corporation.	Information Serv/Finance/Corp Services	IT/Finance to issue PO for Infrastructure	December 31, 2022	PO Issued for Infrastructure

Date: January 4, 2023
 File No: 3950-20
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: Freedom of the Municipality Policy

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]

THAT Council approve the City of Port Alberni Freedom of the Municipality Policy 3002-2.

PURPOSE

To provide Council with a formal process by which Council can formally honour distinguished service to the community of the City of Port Alberni.

BACKGROUND

Freedom of the Municipality is the highest honor that Council can bestow on an individual, and is reflective of exceptional merit and contribution. The City of Port Alberni has been awarding Freedom of the Municipality to outstanding individuals that serve the community since 1959. However, there has not been an official policy in place that identifies the process for awarding this honour, or identifying who is eligible to nominate a person for this award.

Section 158 of the *Community Charter* permits Councils to confer the Freedom of the Municipality award on a distinguished person, or a distinguished unit of the armed forces of Canada or other nation. A unanimous vote of Council is required to support the granting of this award. An individual who receives this award is deemed to be an elector of the municipality and is eligible to be registered as such and vote in an election, be nominated for election, and hold office.

The policy reiterates the requirements outlined in the legislation. Further, it clarifies the selection criteria for Council consideration, as well as the award process including that nominations may be submitted by Council at any time, and that recommendations may be submitted from the public in writing.

Past recipients of the Freedom of the Municipality include:

Year	Date	Name
2011	November 28	Kenn Whiteman
2011	November 28	Ken McRae
2004	November 12	Donna Brett
2002	February 22	Gillian Trumper (deceased)
2001	January 29	Hugh Anderson (deceased)
1999	December 6	Dr. Garnet Reynolds (deceased)
1999	December 6	Clifford Coulson (deceased)
1987	November 23	F. J. Sawyer (deceased)
1978	December 4	Mayor E.L. Hammer (deceased)
1974	January 7	Mayor F.A. Bishop (deceased)
1967	October 26	Lt. Governor G.R. Pearkes (deceased)
1964	January 1	Mayor L.K. Jordan (deceased)
1959	May 11	Mayor W.C. Hamilton (deceased)

ALTERNATIVES/OPTIONS

1. *That Council approve the City of Port Alberni Freedom of the Municipality Policy 3002-2.*
2. *That Council request further amendments to the proposed policy prior to approval.*
3. *That Council take no action.*

ANALYSIS

The current policy draft is consistent with the requirements of the legislation and specifies the process for the award of the Freedom of the Municipality. Staff is confident in the process outlined in the draft policy to effectively meet the needs of Council, administration and the public in providing clarity around the conferring of this honour.

Council may elect to provide staff with further direction or recommend changes to the policy with very limited risk. The Act does not require more than eligibility criteria outlined and that unanimous consent from Council is required. Beyond that, Council has discretion to outline a process that meets their needs.

IMPLICATIONS

This policy aligns with the legislation. While a policy is not required, it is best practice to clearly outline the process for conferring an award of this magnitude to ensure consistent application. There are minor financial implications with the recipient being presented a name badge, certificate, and plaque at City Hall.

COMMUNICATIONS

Once adopted by Council, the policy will be posted to the City's webpage.

BYLAWS/PLANS/POLICIES

There are no current policies or bylaws in place that reflect the decision being made. The policy does support a provision of legislation allowing for the conferring of the Freedom of the Municipality honour. This policy reflects the guiding principles of the 2019-2023 Corporate Strategic Plan to be respectful, communicative and

accountable in ensuring fair and consistent practices, and sharing this policy publicly to support transparency and accountability.

SUMMARY

This policy supports the legislated ability of Council's to confer the Freedom of the Municipality to outstanding individuals that serve the Port Alberni community. The policy is not a legislated requirement but it clearly outlines the process of conferring this honour to create consistency and accountability.

ATTACHMENTS/REFERENCE MATERIALS

- *Draft Freedom of the Municipality Policy 3002-2*

C: *T. Pley, CAO*
 S. Smith, Director of Development Services | Deputy CAO
 A. McGifford, Director of Finance
 R. Macauley, Deputy Director of Finance

POLICY No. 3002-2 | Freedom of the Municipality

PURPOSE

To provide a process by which Council can formally honour distinguished service to the community of the City of Port Alberni.

POLICY

Freedom of the Municipality is the highest honour a municipality may bestow upon individuals to recognize their distinguished service. This policy is a guideline for nominating, selecting and awarding a distinguished individual or an armed forces unit, the honour of Freedom of the Municipality. As outlined in the *Community Charter*, bestowing the honour of Freedom of the Municipality will only be by a unanimous vote of Council and in accordance with this Policy. Granting Freedom of the Municipality is at the sole discretion of Council and only to individuals of the highest merit.

Eligibility

Nominees for selection:

- A resident or non-resident of the City of Port Alberni who has given long-term distinguished service to the community, preferably in more than one capacity and who has demonstrated an outstanding commitment or service to Port Alberni resulting in a significant improvement in City life, culture and well-being of our community.
- May include residents and/or non-residents who have achieved success, recognition or celebrity in their chosen field or talent or other special achievement, who have gained national or international acclaim and who have, as a result, brought positive recognition to Port Alberni or the Alberni Valley as a whole.

Outstanding contributions may be related to the arts, business, culture, environment, humanities, politics, community service, science, sports, professional endeavors, or any other service that Council chooses to honour.

A serving member of Council is not eligible for nomination and Freedom of the Municipality cannot be bestowed posthumously. With the exception of a distinguished unit of the armed forces of Canada or another nation, groups or organizations are not eligible for this honour.

Selection Criteria

Nominees for selection:

- Council will make their selection of a nominee based on their record of service to the community or achievement and in consideration of the following:
 - i. length of service in a field or activity
 - ii. level of commitment to the field or activity
 - iii. benefit to the community
 - iv. personal leadership qualities and special achievements in the related field

Nomination, Selection and Awarding Process

- Nominations may be submitted by Council at any time.
- Nomination requests may be submitted by a member of the community however, the City will not formally solicit this request from the public.
- Nominations shall be submitted in writing and clearly outline the history of community service, accomplishments and/or the distinguished contribution that the individual or military unit nominated has made to the City of Port Alberni or to British Columbia or Canada in general.
- Nominations must be made in the strictest of confidence without the nominee's knowledge.
- Nominations will be considered in a closed meeting of Council [In-Camera]. The form of approval is a motion passed by a unanimous vote of all members of Council, and confidentiality shall be maintained until the presentation ceremony, except as provided in this policy.
- There is no obligation upon Council to confer the honour of Freedom of the Municipality on a regular basis, it is to be awarded when Council deems it is warranted.
- In the event that Council approves a nomination, and prior to any announcement, the Chief Administrative Officer or the Corporate Officer shall personally contact the nominee, confidentially, to confirm their acceptance of the award.
- On confirmation of acceptance, administration will inform Council at its next available closed meeting and a ceremony will be scheduled for a mutually agreeable meeting date, photo scheduled, certificate and engraving ordered, and media release drafted.
- Should the nominee decline acceptance, Council will be informed at its next available closed meeting.

Ceremony

Unless otherwise directed by Council, recipients of Freedom of the Municipality are to be recognized during a special ceremony at a meeting of Council. The special ceremony is to consist of the Mayor, or designated representative of Council, reading and then presenting the recipient with a framed certificate summarizing the recipient's distinguished service to the City. At the conclusion of the presentation, the recipient to be given an opportunity to respond and a photo is taken.

Privileges

Recipients of the Freedom of the Municipality:

- Will be presented with a name badge that identifies them as an Honourary Freeman of the municipality.
- Will be presented with a certificate and photo to commemorate receiving the award.
- Have a photograph displayed at City Hall with an engraving indicating their name and special status.
- May be invited to ceremonial or formal functions hosted by Council.
- Have the right to be registered and to vote in the election for Mayor and Councillors, despite current or future residency or property ownership in the City of Port Alberni.
- Are listed first in the City's Voters list; and
- If Canadian, are qualified to be nominated, elected and hold office in the City of Port Alberni.

Privileges cannot be transferred or bequeathed and the title carries no privileges other than those set out in this policy. The Commanding Officer of a unit honoured with Freedom of the Municipality has the same qualifications and privileges as an individual honoured with the Freedom of the Municipality.



Contact Information:

If you have any questions about this policy please contact Corporate Services 250.723.2146 or by email corp_serv@portalberni.ca

AUTHORITY TO ACT:

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

PROCESS:

This policy is to be reviewed by Council following a general local election.

RELATED DOCUMENTS:

Community Charter s.158

DRAFT





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, its "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

AVICC AGM & Convention – April 14-16, 2022 – Nanaimo

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**

AVICC AGM & Convention – April 14-16, 2022 – Nanaimo



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

DEC 22 2022

CITY OF PORT ALBERNI

Council
 Mayor
 CAO
 Finance
 Corporate Services
 Agenda
 Economic Development
 Engineering/PW
 Parks, Rec. & Heritage
 Development Services
 Community Safety
 Other
File # 0530-03 (2022)

----- Original message -----

From: [REDACTED]
Date: 2022-12-22 7:37 a.m. (GMT-08:00)
To: Twyla Slonski <Twyla_Slonski@portalberni.ca>
Subject: Snow on the Dike

City council

Just wanted to say how much we appreciate that the dike is plowed when it snows. Hats off to city works. We walk every day and appreciate the quiet and beauty. City street are virtually unwalkable after snow so the dike provides a safe lovely route for us.

Again, thank you to the works department for taking care of us.

Yours sincerely

Mae LeBlanc
[REDACTED]



RECEIVED

DEC 20 2022

CITY OF PORT ALBERNI

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda Jan 9 (RCM)
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other
- File # 0230-01

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

December 13, 2022

Dear Mayor Minions,

My name is John, and I am the Executive Director of Connective in Nanaimo, a community-based social services nonprofit working to create safe, healthy, and inclusive communities for all.

You may be more familiar with us as the Nanaimo Region John Howard Society, a name we held until September 7 of this year, when we announced we would be sharing a name and brand with the existing Connective organization that operates across BC and the Yukon.

As our team and services in Nanaimo evolved over the years, we recognized the need for a new name that better reflected our scope, diversity, and inclusivity, and our vision for the future. We have a long history of working closely with the Connective team and are honoured and excited to now share a name and brand.

On behalf of Connective, I would like to congratulate you on a successful campaign, and on your recent re-election as the Mayor of Port Alberni.

As you recover from the hectic pace of the campaign and begin to tackle the complex and ever-evolving challenges that lie ahead, I wanted to share a little about our organization, and how we might extend our support and collaboration and make meaningful contributions to the efforts as Mayor.

Connective's history stretches back almost 90 years, to origins in the Vancouver area. Here in Nanaimo, we have been honoured to offer innovative and person-centered programming for more than 50 years. Today, we put our expertise supporting those facing complex challenges and multiple, compounding barriers into practice through a broad range of life skills, outreach, employment, and community-based programs and services, including our nationally and internationally recognized Restorative Justice Program.

Over the years our approaches have grown to reflect the unique assets of the people and communities we serve, and to complement the resilience of those rewriting their own narrative while working against systems that are deeply flawed. Our direct service work

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 56
 J. T. (b)

affords us a platform from which to challenge these systems, lead policy change, and affect lasting social change, for all.

Day in and day out in our work, we see firsthand the evolving challenges facing our community, and know the importance of collaboration in responding to them – I hope we have an opportunity to connect in the coming weeks and months as we work together to create meaningful change and a safe, healthy, and inclusive community for all.

Congratulations once again on your re-election as Mayor of Port Alberni. I wish you all the best. Please don't hesitate to reach out to us for any support, resources, or insight that may assist you as you engage in decisions that will shape Port Alberni's future.

Sincerely,

John Horn
Executive Director
Connective – Nanaimo
john.horn@connective.ca

Mark Miller
Chief Executive Officer
Connective
mark.miller@connective.ca

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DEC 13 2022

CITY OF PORT ALBERNI

From: Cathy Casey [redacted]
Date: 2022-12-13 9:02 p.m. (GMT-08:00)
To: Twyla Slonski <Twyla_Slonski@portalberni.ca>
Subject: Re parks in Westporte Place

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agents
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other
- File # 0220-20 *rem Jan. 9th for info*

Dear council:

It has been several years since I attended a council meeting about the closing of our main park in favour by council only (not most residents in the subdivision) for an independent living complex. That meeting was standing room only as the majority of the Westporte Place residents attended to voice their opposition. After approx. 6 months an "in camera" council meeting took place and the park lands were sold, without consideration to the residents. The climbing structure disassembled and building then commenced.

At this time we were promised another park and a supposed "pickle ball" court, which I have yet to see happen.

Instead, the subdivision now has unsightly hoarding conditions in the front of some of the suites that spill onto street facing entrances, which have no patio barriers to which hide this.

The grounds have not been seeded and are full of weeds. For 3 years there was earth moving equipment parts laying on the ground, near the fence.

Now the only neighborhood park has now been claimed by the city and recently a fence was erected around it to prevent its usage.

My question to council is:

#1 do you plan to address the hoarding conditions of the tenants

#2 do you plan to honour the promise of a park to replace the one you expropriated from the neighborhood.

#3 do you plan to upgrade the small park we have on site, for younger children and families to enjoy again.

If so, what kind of timeline could the neighborhood expect to have these promises honoured?

I would appreciate a timely response to this letter.

Best regards,

Cathy Casey



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DEC 15 2022

CITY OF PORT ALBERNI

Council
 Mayor
 CAO
 Finance
 Corporate Services
 Agenda
 Economic Development
 Engineering/PW
 Parks, Rec. & Heritage
 Development Services
 Community Safety
 Other
File # 0530-03

From: Vancouver Island <vancouverisland@bchydro.com>

Sent: December 14, 2022 2:32 PM

To: Sharie Minions <sharie_minions@portalberni.ca>

Cc: Louwers, Karla <karla.louwers@bchydro.com>; Olynyk, Ted <Ted.Olynyk@bchydro.com>; Timothy Pley <timothy_pley@portalberni.ca>

Subject: Congratulations

Dear Mayor Minions and Council:

Congratulations to you and all members of the City of Port Alberni council on your recent election.

BC Hydro looks forward to working with Port Alberni's new council and building relationships with all members. We hope that if you have questions regarding BC Hydro issues, such as vegetation management, reliability, or construction, you and your council never hesitate to reach out to Karla Louwers or myself for any assistance.

Again, congratulations to you and your council and thank you for your decision to serve your community.

Sincerely,
Ted Olynyk

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

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

P 250 755 7180
M 250 618 6267
E ted.olynyk@bchydro.com

bchydro.com

Smart about power in all we do.

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REGULAR COUNCIL AGENDA - JANUARY 9, 2023

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J. 159



**PAPER
EXCELLENCE**

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DEC 12 2022

CITY OF PORT ALBERNI

December 8, 2022

Mayor Sharie Minions & Council
City of Port Alberni

Sent by email

Dear Mayor Minions & Council:

Congratulations on your recent (re)election to the City of Port Alberni.

We look forward to continuing working with you and gaining a better understanding of your priorities and engaging in how our company can help support them.

As one of the largest pulp and paper companies in Canada, Paper Excellence takes very seriously its obligations to the communities within which we operate. As you know we operate the Catalyst Port Alberni Mill in your community with approximately 320 men and women employed with an additional 730 indirect jobs.

You have an open invitation to tour the facility when it suits you.

Once again, congratulations, and we look forward to an opportunity for discussion in the new year. All the best to you and your families through the holiday season.

Sincerely,

Stewart Gibson
Chief Operating Officer
Paper Excellence Canada

Walter Tarnowsky
General Manager
Catalyst Paper Port Alberni

CC: Tim Pley, Chief Administrative Officer

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other *Corr Summary*
- File # 6220-01 *Jan 9, 23*

RECEIVED

DEC 15 2022

CITY OF PORT ALBERNI

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

File # 0230-01 *Rem Jan 9*

From: Emily Sharma <emilys@mnai.ca>

Sent: December 15, 2022 11:43 AM

Subject: Protect you community with natural asset management - MNAI

Dear Mayor and Council,

Protecting your community's natural assets and saving money: how's that for a 2023 New Year's resolution? As BC local government leaders on a new council, it is easier than you may think.

Already, 80% of Canadians live in the interface between natural and urban areas where nature is very important — but also very vulnerable. And over the last few years, you have watched extreme weather events directly impact the health and economy of many BC communities.

These challenges are layered onto aging engineered infrastructure systems and limited municipal budgets. We can't just build our way out of this problem.

And you may not need to. The [Municipal Natural Assets Initiative](#) (MNAI), a BC-based not-for-profit, works with local governments to change the way municipalities deliver everyday services through **natural assets management**.

Natural asset management is a growing approach that enables local governments understand, account for, restore and protect nature as one of our most vital assets for core services such as stormwater management, flood mitigation and drinking water.

You can seize the opportunity presented by the fast-growing practice of **natural assets management** to deliver core service in a changing climate, through a few straightforward steps. We have included a brochure on our methods, successes and guidance on where to start, wherever your government's progress is on natural infrastructure and climate adaptation.

MNAI has worked with over 100 local governments across Canada, and has completed projects with many right here in BC, including:

- City of Colwood
- City of Surrey
- City of New Westminster
- Resort Municipality of Whistler
- Township of Langley
- City of Abbotsford
- City of Prince George
- District of Kent
- City of Kelowna

REGULAR COUNCIL AGENDA - JANUARY 9, 2023

ENTERED
J. 61

- West Kelowna
- Town of Gibsons
- City of Courtenay
- District of Sparwood
- Regional District of Nanaimo
- District of West Vancouver
- Grand Forks

People want a healthy environment as well as a healthy economy. Natural assets enhance the sustainable livability and beauty of our communities with less maintenance and replacement expenses than “built” infrastructure. And to top it off, this infrastructure — nature — already exists and provides you with everyday services.

You now have the chance to work *with* nature instead of against it. Read more to find out how, and let us know if you would like to fulfil the resolution in 2023.

Best,
Emily

--

Emily Sharma (she/her),
Communications and Outreach Advisor



Website: [MNAI.ca](https://www.mnai.ca)

Facebook: <https://www.facebook.com/municipalnaturalassets/>

Twitter: @natural_assets

[Sign up for our newsletter](#)

I respectfully acknowledge that I live and work on the unceded Indigenous lands of the Kanien'kehá:ka/Mohawk Nation.

MNAI is the winner of:

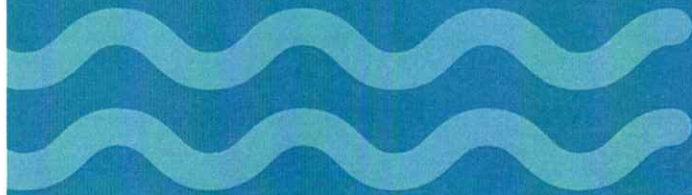
[Clean 50 - Top Project Award - 2023](#)

[Clean 50 - Best Project Award - 2018](#)

[EcoStar - Ecological Stewardship \(Non-Profit\) Award - 2018](#)

[Real Estate Foundation of BC - Land Use and Conservation Award - 2018](#)

NATURAL ASSET MANAGEMENT FOR LOCAL GOVERNMENTS: RELIABLE, SUSTAINABLE, COST-EFFECTIVE SERVICE DELIVERY



LOCAL GOVERNMENT CHALLENGES

Severe weather events are happening more often and **climate change** will keep them coming. Communities are facing more risks from hazards such as flash floods, atmospheric rivers, heat domes, forest fires, rising sea levels. At the same time, the Federation of Canadian Municipalities indicates that 1/3 of infrastructure is already in very poor to fair condition. We don't have the resources to simply build our way out of this urgent, crumbling infrastructure crisis in the face of a changing climate.



LOCAL GOVERNMENT OPPORTUNITIES



Local governments can fulfill their responsibility to provide core services such as water filtration, stormwater management and protection from flooding in more sustainable, climate-resilient, and cost-effective ways. They can do so by understanding, protecting and managing **natural assets**, which provide these core services as well as many health, recreation and cultural benefits that make communities desirable to live in.



WHAT ARE NATURAL ASSETS?



Natural assets can include forests, streams, meadows, wetlands, green spaces, coastal dunes, eelgrass beds, and much more.

WHY NATURAL ASSET MANAGEMENT?

THE BUSINESS CASE

Local governments are under-resourced. Healthy natural assets help deliver sustainable services on a limited tax base.

Ignoring natural assets can escalate risks and costs to local governments.

Well-managed natural assets can increase climate resilience.

POPULAR APPEAL

People want to see practical, tangible action to address the climate crisis.

People want a healthy economy and a healthy environment.

Natural assets enhance the sustainable liveability and beauty of our communities.

EXAMPLE

**CITY OF
GRAND
FORKS, BC**



CHALLENGE

Massive river floods in 2017 and 2018

OPPORTUNITY

MNAI worked with the City of Grand Forks and demonstrated that the Kettle River floodplain provides \$500 - \$3,500/hectare in flood damage reduction for downtown buildings during high flow events. In January 2019, the City of Grand Forks received confirmation of \$51.6 million for floodplain-related efforts including property buy-back and restoration.

EXAMPLE

**TOWN OF
RIVERVIEW
IN SOUTH-
EASTERN
NEW
BRUNSWICK**

CHALLENGE

The Town of Riverview wanted to identify key natural areas within the Mill Creek watershed to be retained as natural assets to minimize engineered stormwater management infrastructure costs associated with a new, large development.

OPPORTUNITY

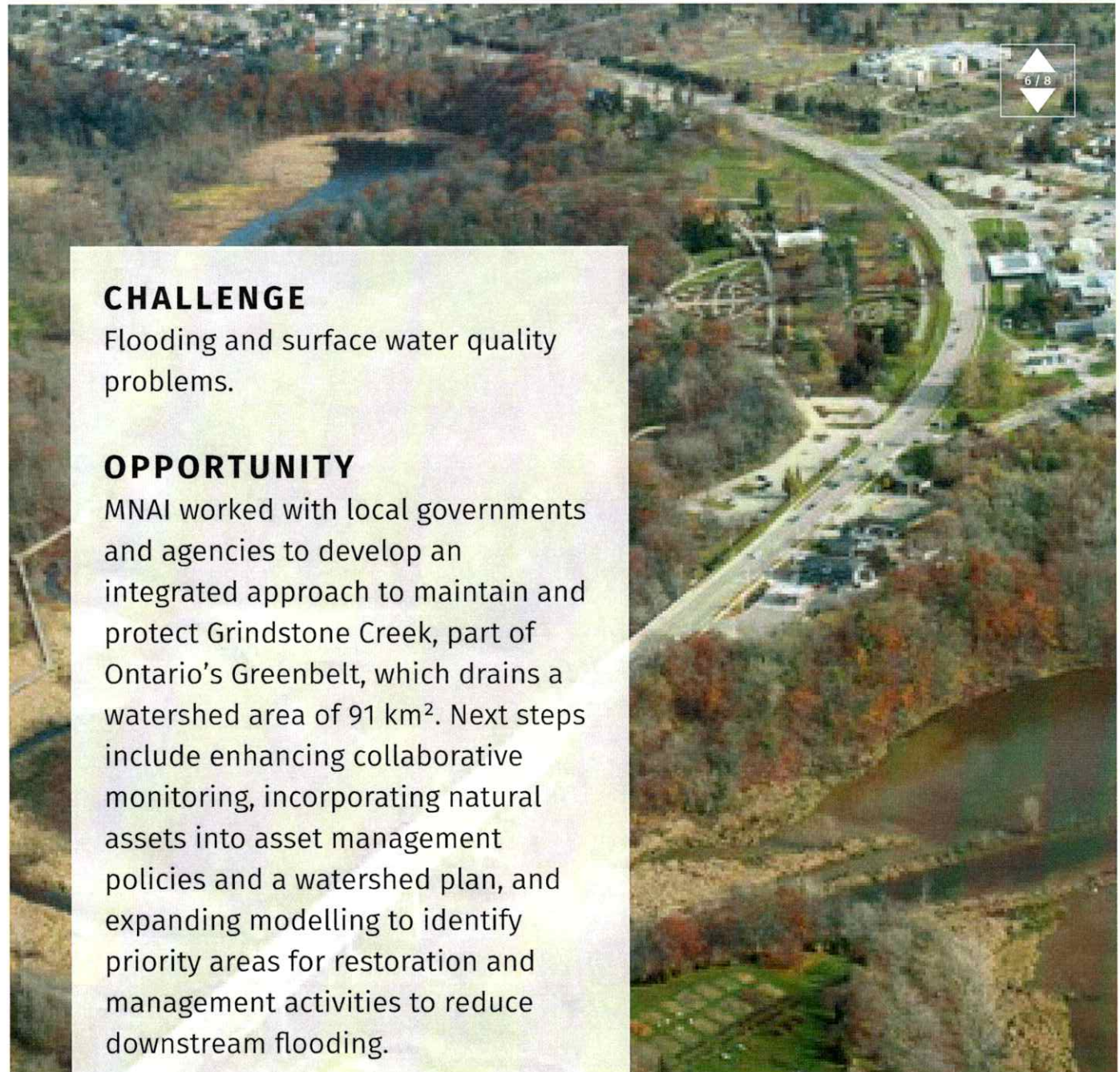
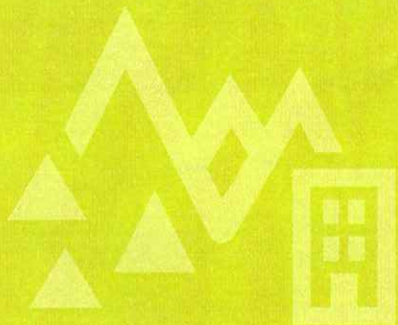
MNAI worked with the Town of Riverview and showed that for a 1-in-100-year storm event, the wetlands provide a stormwater service value of roughly \$1.40 million under the current climate. Factoring in future development and future climate conditions increases the value to \$2.73 million. The regional government and Riverview are reviewing options for the Mill Creek area's protection in their community plan and bylaw in 2022.



EXAMPLE

**GRINDSTONE
CREEK
ONTARIO
GREENBELT
PROJECT**

City of Hamilton,
City of Burlington,
Conservation
Halton,
Royal Botanical
Gardens



CHALLENGE

Flooding and surface water quality problems.

OPPORTUNITY

MNAI worked with local governments and agencies to develop an integrated approach to maintain and protect Grindstone Creek, part of Ontario's Greenbelt, which drains a watershed area of 91 km². Next steps include enhancing collaborative monitoring, incorporating natural assets into asset management policies and a watershed plan, and expanding modelling to identify priority areas for restoration and management activities to reduce downstream flooding.

HOW TO START?



Canadian local governments are responsible for providing sustainable, reliable and cost-effective service delivery by using modern, structured asset management processes. Incorporating natural assets into their asset management processes is therefore an extension of the work they already do. Local governments can develop and implement approaches adapted to their unique, local conditions. This is something that can start today.

...IF YOU ONLY HAVE 3 HOURS

Organize a facilitated staff or council meeting to discuss:

- What natural assets you rely on and for what services.
- What you know about those natural assets ... and what you don't.
- What risks the natural assets face.
- What webinars or trainings are available.

...IF YOU HAVE 3 WEEKS

Sign up [here](#) to be one of 40 local governments to work with MNAI to develop a high-level natural asset management roadmap that will:

- Set high-level objectives to make progress in natural asset management.
- Build municipal staff capacity.

...IF YOU HAVE 3 MONTHS

Start an inventory of your natural assets:

- A natural asset inventory determines the type of **natural assets** a local government relies upon, their condition, and the risks they face. It is an essential first step in the full natural asset management project, which the completed inventory will inform.

Contact info.MNAI@gmail.com for more details.

ABOUT MNAI:



The Municipal Natural Assets Initiative (MNAI) is a Canadian not-for-profit that is changing the way municipalities deliver everyday services - increasing the quality and resilience of infrastructure at lower costs and reduced risk.

MNAI uses methodologies and tools rooted in standard asset management and provides a range of advisory services to help local governments implement them. MNAI has developed the methods and tools with significant investments, piloting, refinement, peer review, and documentation of lessons in multiple Canadian provinces.

MNAI's mission is to make natural asset management a mainstream practice across Canada and, in support of this, for local governments to accept and use the methodologies and tools in standard ways across the country.

MNAI has worked with approximately 100 local governments on natural asset management projects.

mnai.ca



[@municipal-natural-assets-initiative](https://www.linkedin.com/company/municipal-natural-assets-initiative)



[@natural_assets](https://twitter.com/natural_assets)



[@municipal-naturalassets](https://www.facebook.com/municipal-naturalassets)



[@UCSJUU1S58F9AYmaBYGQNPQ](https://www.youtube.com/channel/UCSJUU1S58F9AYmaBYGQNPQ)



RECEIVED
DEC 12 2022
CITY OF PORT ALBERNI

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

File # 0230-20-CAC *RCM Jan 9, 22*

December 3, 2022.

Bev Frolic



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

Dear Members of PA City Council,

I wish to add my voice to those of others who would like to see the Community Arts Council remain at the Harbour Quay. The Grove adds a wonderful new dimension to the space, providing a great location for tourists, visitors and residents. It improves the visibility and exposure of our local artists enhancing our community as a viable artistic hub. This location complements other businesses and provides diversity. With the addition of a new quay to quay walkway, it will become even more viable. Tourism is an important draw for our city, but we do need to offer things to do and see.

I hope you will consider allowing The Grove to remain in its current location. It is the ideal place for them to promote the arts and enhance tourism.

Sincerely,

Bev Frolic

ENTERED

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other
- RCM Jan 9, 22*
6300 01
Case Summary

TO: CITY OF PORT ALBERNI, MAYOR & COUNCIL
RE: SAN GROUP TREE REMOVAL
DATE: DECEMBER 12, 2022
FROM: CONCERNED CITIZENS OF PORT ALBERNI

RECEIVED
 DEC 12 2022
 CITY OF PORT ALBERNI

This letter concerns the removal of trees by the San Group, which bordered Roger Street and Stamp Avenue, alongside the mill property.

It is obvious that people are upset and concerned. When I first noticed that these trees were missing, I was horrified. The ugliness of the industrial element of the mill, completely interrupted my usual drive past the Victoria Quay and around the corner by the mill property. It was always the trees there that caught my attention.

Of concern and as pointed out in the included news article, is the issue that citizens expressed when the dirt berm was first created about how it would affect the trees. It seems clear that San Group addressed this issue by stating that "...we knew they would die at some point...."

I have to say that I was observing the early construction of the San Group sight and witnessed their excavator savagely ripping through these trees, both Maple and Poplar, tearing down limbs randomly.

So, why is it that during the first of November of this year, the San Group stated that a dozen mature trees, dying or dead, were removed due to hazard? If one were to look at the area, there are more than a dozen trees that were removed.

Furthermore, why has the city left this ravaging of tree removal unchecked, which has clearly disfigured a landmark area of the city?

Where are the protective bylaws or allowance for the citizen's voice?

Large trees are essential in city limits, to provide both buffers and to add breathable air to the community. To replace these trees with metal or wood sculpted art is seemingly what may have been the plan all along. A plan which may have been known of to only a select few.

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So, the problem here is that the public was not contacted for an opinion on this. Many of us, many of our parents or relatives have worked at the Pulp Mill over the years and some still live in this valley.

Putting unrecognizable artworks in the place of large trees is not going to replace the trees. Nor is it a good location for this type of art which belongs on flat ground, typically in a city square, a park or the like.

Drivers are too busy keeping their eyes on the road, as they move to and from, along the lower end of Roger Street, to be distracted by unrecognizable artworks. I say that this is a hazard for drivers.

Perhaps, if there had been more honesty and “transparency” with the citizens of this town who pay city taxes, there would be no need for a news article to point out the citizen’s discontent.

Make a bylaw to protect the trees or provide the public with a report and a plan.

R. Terepocki

Concerned Citizens of Port Alberni, BC

Removal of trees on San Group property in Port Alberni causes public concern - Dec. 7, 2022 Susie Quinn

Trees were dying, becoming a hazard along a main road, company says

The removal of what a forestry company in Port Alberni determined were hazardous trees has stirred up much public discussion.

San Group built a dirt berm lining their property at Stamp Avenue and Roger Street when they began building their remanufacturing plant, as a sound barrier to construction and future work on the site, said company spokesperson Amit Chandra Shekar.

The berm was built at the base of the trees, and many people complained that the dirt would be detrimental to the trees. San Group brought in gardeners to plant trees and shrubs along the berm and were plagued with thefts of the plants. Subsequent work was done to lessen the amount of dirt around the tree bases.

“The trees were there and we didn’t want to cut them down,” he said. “We knew they would die at some point. We planted four trees for every one.”

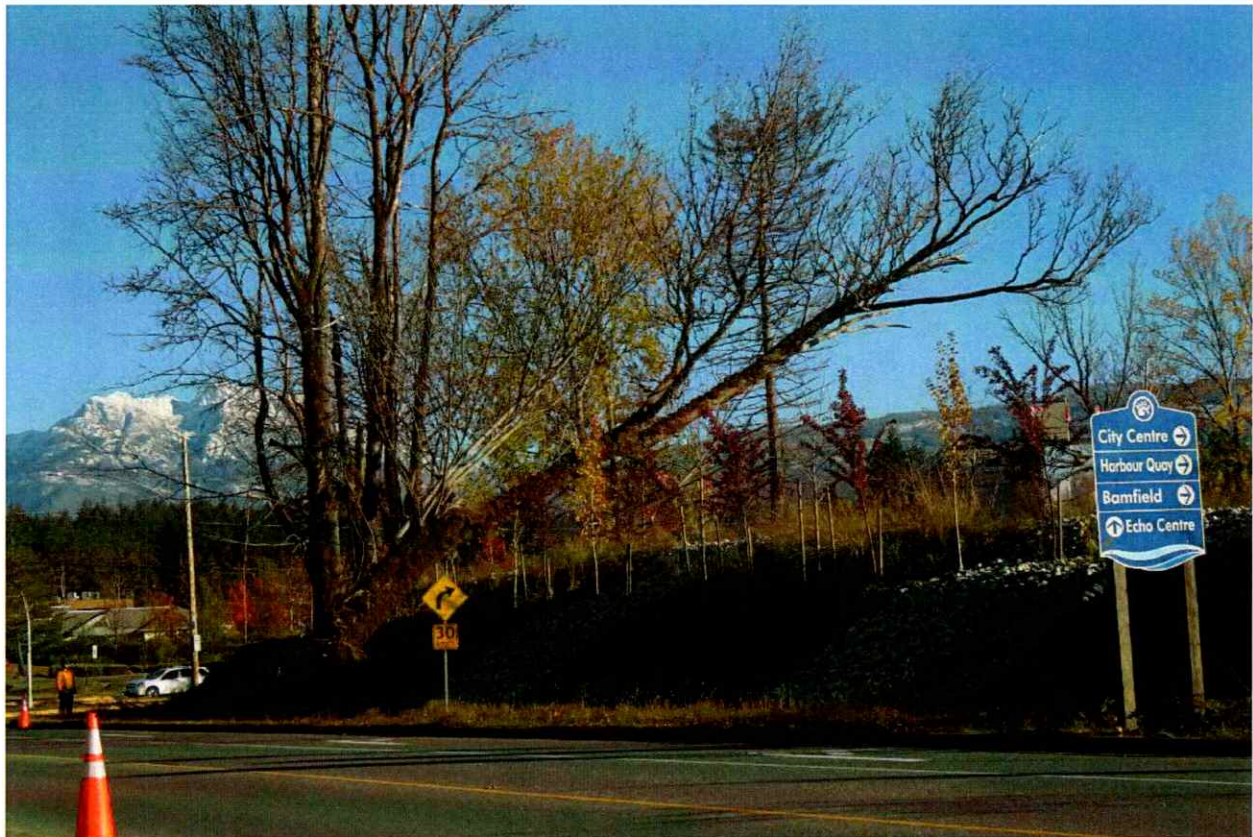
During the first week of November, San Group had at least a dozen of the mature trees removed, saying they were dying or dead and becoming a hazard.

The City of Port Alberni does not have a tree removal bylaw so no permit was required to remove the trees, a city spokesperson said. San Group took the initiative to remove the trees and all the city asked is that they used a certified arborist inspect the trees and carry out the work.

Tilleys Trucking and Excavating from Port Alberni handled the tree removal, hiring Nomad Tree Service to inspect the trees and Ace Flagging to assist with traffic control.

Chandra Shekar said Tilleys cut the trees into shorter pieces and hauled them away—they weren’t used at the remanufacturing plant. He said he’d like to see a chain saw artist come and create designs on the remaining stumps; if that doesn’t happen then the stumps will be removed.

Now that the berm is opened up while the trees planted within the past two years mature, San Group is looking at using it as a site to display public art. Port Alberni artist Michael Wright has already installed two metal sculptures, a sea turtle and a whale.



Crews from Tilleys Trucking and Excavating remove trees from the San Group property at the corner of Stamp Avenue and Roger Street in Port Alberni on Nov. 8, 2022.

RECEIVED

DEC 14 2022

CITY OF PORT ALBERNI

Canada Community-Building Fund BC



December 9, 2022

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

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
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 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other *Comm. Summary*
- File # 1855-04 *RCM Jan 9, 22*

Mayor Sharie Minions and Council:

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

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

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

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

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

Sincerely,

Councillor Jen Ford
UBCM President

PC: Andrew McGifford, Director of Finance

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DEC 12 2022

CITY OF PORT ALBERNI

From: AVICC <avicc@ubcm.ca>
Sent: Monday, December 12, 2022 3:24 PM
To: AVICC <avicc@ubcm.ca>
Subject: Responsible Conduct Course; UBCM Newsletter

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other
- File # 0390-20-AVICC *Rem Jan 9/22 Carr. Summary*

Please forward to elected officials, the CAO and Corporate Officer:

I am writing to draw your attention to a couple of resources from the UBCM that may be of value:

The first is a new online resource to support responsible conduct. The course uses scenarios to introduce the principles that support positive conduct by local elected officials. The feedback so far has been quite positive with over 150 elected officials taking the course. Here is the link to the course: <https://learning.ubcm.ca/registration/>. To access the course, please use course code **VV81-5TFM**

In addition, with many newly elected officials in local government, we are encouraging all of our members to check to see if they are subscribed to the UBCM weekly newsletter, the Compass. The signup portal is in the footer over every page on their website: www.ubcm.ca

If you have any questions or comments, please contact avicc@ubcm.ca

Association of Vancouver Island and Coastal Communities
604-270-8226 ext 221
avicc@ubcm.ca
www.avicc.ca



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DEC 15 2022

CITY OF PORT ALBERNI

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<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other _____
File #	0390-20

From: AVICC <avicc@ubcm.ca>

Sent: Thursday, December 15, 2022 1:48 PM

To: AVICC <avicc@ubcm.ca>

Cc: dfo.pacaquacultureengagement-engagement delaquaculturepac.mpo@dfo-mpo.gc.ca
<dfo.pacaquacultureengagement-engagementdelaquaculturepac.mpo@dfo-mpo.gc.ca>

Subject: Aquaculture Update from DFO - Net Pen Transition Plan Engagement FOLLOW UP Session-
January 16, 2023

Please forward to elected officials, the CAO and Corporate Officer:

The Department of Fisheries and Oceans would like to thank those that attended the virtual Transition Plan engagement session on November 25th. Further details about the background on this session can be found in the invite that was sent out for that session (below).

There was a lot of active discussion at the November meeting, and DFO appreciated the feedback on elements of a Net Pen Transition Plan. They have indicated that some points that were brought forward included:

- The importance of third-party monitoring for DFO to improve trust and transparency
- Communication to be in plain language
- Having all levels of government involved in the transition
- Discussion around funding needed for sewage treatment, power and housing for the aquaculture workforce
- The desire for a Center of expertise for aquaculture innovation that meets on a regular basis.

During the meeting, attendees expressed a desire to hold another session in January, and the DFO has organized another virtual meeting for **January 16th from 9:00am-12:00pm**. They are looking forward to another session and to hear your recommendations on a Plan. The Department of Fisheries and Oceans is requesting that the Mayor or Chair of each interested local government, or their designate, attend this session.

To register, please RSVP directly to DFO.PACAquacultureEngagement-EngagementdelaquaculturePAC.MPO@dfo-mpo.gc.ca and indicate that you would like to confirm your attendance at the January 16, 2023 local government session.

Association of Vancouver Island and Coastal Communities
604-270-8226 ext 221
avicc@ubcm.ca
www.avicc.ca

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REGULAR COUNCIL AGENDA - JANUARY 9, 2023

J. 177



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From: AVICC <avicc@ubcm.ca>

Date: Monday, November 7, 2022 at 4:44 PM

To: AVICC <avicc@ubcm.ca>

Subject: Aquaculture Update from DFO - Net Pen Transition Plan Engagement Session- November 25, 2022

Please forward to elected officials, the CAO and Corporate Officer:

The Minister of Fisheries and Oceans was mandated to work with the Province of British Columbia and Indigenous communities on a responsible plan to transition from open-net pen salmon farming in coastal British Columbia. As part of the first phase of engagement, a Discussion Framework document was released on July 30 to guide discussions and provide background on the initiative: <https://www.pac.dfo-mpo.gc.ca/consultation/aquaculture/bc-transition-cb/cadre-discussion-framework-eng.html>

Virtual engagement sessions were held with First Nations and stakeholders throughout the summer and explored the various themes of the Framework. A virtual workshop session for local governments was held on September 1st, 2022 to review the draft Framework and discuss questions within the document.

The project is currently in the next phase of engagement which will gather input from various constituencies of interest to develop recommendations for the plan. The plan is scheduled to be finalized for late spring 2023.

A virtual engagement session to review the draft framework and to engage with local governments on the development of a Net Pen Transition Plan for salmon aquaculture in B.C. will be held on **Friday, November 25, 2022 from 9:00 a.m. to 12:00 p.m.** The main topics to be discussed with local governments include collaborative governance, policy and regulation, and licensing. Socio-economic themes will be woven in all of those topics. The Department of Fisheries and Oceans is requesting that the Mayor or Chair of each local government, or their designate, attend this session.

To register for the November 25th session, email DFO.PACAquacultureEngagement-EngagementdelaquaculturePAC.MPO@dfo-mpo.gc.ca and indicate that you would like to attend the local government session on November 25th.

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CITY OF PORT ALBERNI

CITY OF ABASHIRI

- Council
 - Mayor
 - CAO
 - Finance
 - Corporate Services
 - Agenda
 - Economic Development
 - Engineering/PW
 - Parks, Rec. & Heritage
 - Development Services
 - Community Safety
 - Other *Cor. Summary*
- File # 0400-01 *RCM Jan 9, 22*



City Hall,
 Minami 6, Higashi 4,
 Abashiri, Hokkaido, JAPAN 093-8555

December 20, 2022

Mayor Sharie Minions
 City of Port Alberni
 4850 Argyle Street,
 Port Alberni, B.C. Canada

Dear Mayor Minions,

Season's Greetings and Best Wishes for the New Year.

I am pleased to inform you that effective 1st December 2022, I have been re-elected as mayor of the City of Abashiri. I am very happy indeed to be able to continue my duties for a period of four years. I am determined to do my best to contribute for our city, Abashiri.

The City of Abashiri is honoured to have been a Sister City with Port Alberni for these past 36 years. We look forward to a continued positive and rewarding relationship in future years.

Wishing you and the citizens of Port Alberni all the best!

Sincerely,

Yoichi MIZUTANI, Mayor
 City of Abashiri, Hokkaido, JAPAN

ENTERED



**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. – Tseshahṭ (ć iṣaaʔaṭṭ) 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, Tseshahṭ (ć iṣaaʔaṭṭ) 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 ć iṣaaʔaṭṭ (Tseshahṭ) 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.

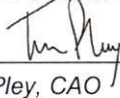
7. ADJOURNMENT: The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on November 17, 2022.

(Noye / McQuaid) CARRIED



Ed Francoeur (Chair)

Date: January 3, 2023
 File No: 2240-25
 To: Mayor & Council
 From: T. Pley, CAO
 Subject: Release from In-Camera | Appointment of Chief Administrative Office & Corporate Officer

Prepared by: <i>D. LEUREBOURG</i> DIRECTOR OF CORPORATE SERVICES	Supervisor: <i>T. PLEY</i> CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley, CAO
--	---	---

RECOMMENDATION[S]

- a. THAT Council release In-Cameral 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.
- b. THAT Council release In-Camera resolution IC22-86 appointing Danielle Leurebourg as Director of Corporate Services for the City of Port Alberni effective January 3, 2023.

PURPOSE

To inform the general public of the extension of the appointment of the City’s Chief Administrative Officer (CAO) and the appointment of the Director of Corporate Services as the City’s Corporate Officer.

BACKGROUND

Council engaged Tim Pley as interim CAO for a term effective April 12, 2022 and ending December 31, 2022. Following the conclusion of the municipal election, and allowing for the new Council to determine when to begin recruitment for the permanent position of CAO, Council made the decision to extend the term of the interim CAO contract until March 31, 2023.

Following the retirement of Twyla Slonski as Director of Corporate Services, Danielle Leurebourg has been appointed to the role effective January 3, 2023.

SUMMARY

Tim Pley will continue in the role of interim Chief Administrative Officer effective January 1, 2023 through March 31, 2023. Danielle Leurebourg was appointed to the role of Director of Corporate Services January 3rd and as such requires appointment as the City’s Corporate Officer.

January 2023 Report from Councillor John Douglas

Over the past two months of our new City Council I have been thrilled to see that we are an enthusiastic group committed to working together while of course having individual goals. I would beg the listening patience of Council this one time, at the beginning of our New Year, to share some of my Xmas (I know it is late) wish list for 2023 .

One of the points of this report, essentially my Councillor report on the first two months of this term, is to help provide a kick start to our planning later this month, to start stimulating some conversations not just within Council but within our community, to start making “the rubber meet the road”. This report consists of some assessments, observations and possible suggestions that those observations have resulted in.

So much of what we do at Council meetings revolves simply around the mechanics of running a City, very critical items such as keeping our water safe and our sewers working; perhaps this can be a time to step back and remind ourselves of additional reasons why we chose to run for Council and what we wish to accomplish while having the privilege to serve on Council.

My Twelve Wishes of Xmas (2023) :

1. Limit in camera meetings to once per month, for example the second Council meeting of each month. In camera meetings have become too routine.
2. Hesitate and think hard before asking staff to “give a report”. Presenting a report generates a great deal of staff time while residents are waiting for other issues to be resolved such as bylaw adjustments, zoning conflicts, building permits and so on. A simple verbal assessment in front of Council by the appropriate department head will most often accomplish what is needed and can often be done at the same meeting.
3. Bring on Zoom. Council members are unable (I have been informed) to attend Council meetings virtually. This is amazing considering the Covid challenges we have all recently been through. If a Council member is a bit under the weather or out of town they should still be able to take part in the meetings virtually without fear of passing their sniffles around. It also provides more accountability to the taxpayer as opposed to simply being absent.

ENTERED

4. Question period at Council meetings should be opened up to the on line community. Surely we can receive questions during the meeting via text to be read out to Council and answered if practical (standard protocols would of course apply). A simple way would be for a Council member to offer up their text number for the meeting, to be announced at the agenda start.
5. Specific Councillors be assigned to a specific area representation within the City. A very much modified ward system.
6. Light a fire under the much needed new aquatic facility, working with the Regional District, proposing a parcel tax option as done previously with our Multi Plex. This would allow all users to pay their fair share in providing a state of the art new pool for all.
7. Move forward with our exciting prospects on the Somass waterfront lands, collaborating with industrial partners San and Catalyst on a continuous waterfront boardwalk, while at the same time integrating a path from Victoria Quay up Roger Creek, connecting with Roger Creek Park and trail system.
8. Earmark China Creek South (Cameron Shops and Link Mill) for an Industrial Park and eventual almagamation with the City.
9. Reawaken our beach area to share with our Tseshaht neighbours, rekindling our waterfront recreational interest at the former plywood site, complete the process of decking our pier along with an offshore gazebo, reviving our Polar Bear Dip and inventing other beach events.
10. Brighten up our North Port mall area with street light power and agreements from local retailers for seasonal lighting (ie Xmas lights)
11. Help provide a focus for lobbying with our provincial and federal governments for Medical detox facilities and long term recovery programs so that we can invest in our people who are struggling with substance use.
12. Now that the Somass waterfront project is starting to find legs, begin to focus on the APD lands to help create employment, skills and educational opportunities for those who are having their jobs taken from them. Let us create employment and economic diversity from another extremely valuable waterfront property.

That's it, the twelves wishes of Xmas!

Thank you for your indulgence..

John D.



Councillor Report

For January 9, 2023

Councillor Debbie Haggard

November 29 2022 – Mayor Minions and I met with the Chair and the Coordinator of the **Community Action Team** to discuss steps that we can take on the Action Plan developed by CAT as a result of the International Overdose Awareness day public event. The City will continue to take an advocacy role whenever possible.

November 29, 2022 – Mayor Minions and I met with the Coordinator from the **Alberni Clayoquot Health Network** regarding youth needs in the community. We discussed initiatives that could be developed jointly as possible supports for at risk youth.

November 30, 2022 – The **Alberni Valley Hospice Society** held their annual raffle and asked me to draw the winning tickets. The funds will go towards the newly completed counselling room for children and youth and counselling services for this group.

December 6, 2022 – **Alberni Valley Tourism Association** – A new video will be developed to promote dining out for the month of January and February, which is historically a slower time of the year for revenues for the hospitality industry. It was decided that AVTA needs to hire a part time consultant to do social media work in order to adequately promote and market the Alberni Valley.

December 7, 2022 – The Economic Development Manager and I met in order to discuss recruitment of much needed medical personnel in our community. We will continue to work with the ACRD on this initiative.

December 16, 2022 – I met with the Chair of the **Port Alberni Port Authority**. We meet on a regular basis in order to continue to build relationships between the City and the PAPA Board.

December 21, 2022 – Mayor Minions and I worked at the Salvation Army Kettle Campaign. My heartfelt thanks to all of the volunteers who gave their time for a very worthy cause that helps so many people in our community!

Date: January 3, 2023
 File No: 0390-01
 To: Mayor & Council
 From: T. Pley, Chief Administrative Officer
 Subject: **BCEDA | 2023 BC Economic Summit | Authorize Council Registration**

Prepared by: <i>SARA DARLING</i> Deputy City Clerk	Supervisor: <i>D. LEUREBOURG</i> DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

THAT Council authorize [insert names] 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.

PURPOSE

To provide Council with information regarding the BCEDA’s 2023 BC Economic Summit taking place in Penticton, BC, April 16-18, 2023 and request direction regarding the registration of Council members.

BACKGROUND

Held on an annual basis, the BCEDA Summit provides relevant and timely economic development information to assist communities in charting a path forward for a healthy and sustainable economic future.

City Policy No. P6 – Travel Expense Policy requires authorization by Council as it pertains to members of Council attending a conference/convention/summit other than AVICC [April 14-16, 2023, Nanaimo, BC] and UBCM [September 18-22, 2023, Vancouver, BC].

ALTERNATIVES/OPTIONS

1. That Council authorize [insert names] 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.
2. That Council provide alternate direction.

ANALYSIS

Option 1 - While the 2023 – 2027 Five-Year Financial Plan has yet to be adopted, Council has allocated \$71,000.00 to fund 2023 Council and Travel Development.

ENTERED

Should Council wish to authorize member's attendance at this Summit, staff estimate total costs to be approximately \$2000.00 per person. This estimate includes Summit registration, accommodation, travel and per diem.

Option 2 – It is Council's prerogative to either support and/or deny the attendance of Council members at a particular conference/convention/summit outside of those identified in the City's *Travel Expense Policy No. P6*. When considering an item based on policy, Council is encouraged to consider the merits and how City representation at this Summit will contribute to the betterment of the City.

IMPLICATIONS

Financial implications associated with participation in the Summit is approximately \$2000.00 per registrant. The 2023 – 2027 Five-Year Financial Plan [yet to be adopted], includes \$71,000.00 to fund 2023 Council and Travel Development.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

In accordance with City policy [*P6 – Travel Expense Policy*], Council attendance outside of AVICC [April 14-16, 2023, Nanaimo, BC] and UBCM [September 18-22, 2023, Vancouver, BC] requires a resolution of Council authorizing attendance.

The request also aligns with Council's Strategic Priorities, in particular, No. 2 | Enable the new economy, Goal 2.4 "the community has a strategy that effectively encourages investment and sustainable growth". The 2023 BC Economic Summit will bring together Economic Developers, Indigenous Leaders, Local Government Leaders, Administration, Community Futures, Chambers and Boards of Trade, the Private Sector, and more to discuss issues important the local, regional, and provincial economy. Council's representation at this Summit will assist in identifying current and future implications to local government for long-term success.

SUMMARY

The BCEDA Annual Economic Summit is being held in Penticton, BC April 16-18, 2023. Costs associated with participating are approximately \$2000.00 per registrant. While the 2023 – 2027 Five-Year Financial Plan has yet to be adopted, Council has allocated \$71,000.00 to fund 2023 Council and Travel Development. Participants will benefit from relevant and timely economic development information to assist the City in charting a path forward for a healthy and sustainable economic future.

ATTACHMENTS/REFERENCE MATERIALS

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

c: A. McGifford, Director of Finance



Date: January 3, 2023
 File No: 0390-01
 To: Mayor & Council
 From: T. Pley, Chief Administrative Officer
 Subject: COFI | BC Council of Forest Industries Annual Convention | Authorize Council Registration

Prepared by: <i>SARA DARLING</i> Deputy City Clerk	Supervisor: <i>DANIELLE LEUREBOURG</i> DIRECTOR OF CORPORATE SERVICES	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

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

PURPOSE

To provide Council with information regarding the BC Council of Forest Industries [COFI] Annual Convention taking place April 12-14, 2023 and request direction regarding the registration of Council members.

BACKGROUND

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

City Policy No. P6 – Travel Expense Policy requires authorization by Council as it pertains to members of Council attending a conference/convention other than AVICC [April 14-16, 2023, Nanaimo, BC] and UBCM [September 18-22, 2023, Vancouver, BC].

ALTERNATIVES/OPTIONS

1. That Council authorize [insert names] 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.
2. That Council provide alternate direction.

ANALYSIS

Option 1- COFI is offering one complimentary registration with additional registrations offered at the member rate of \$675 per registrant. An early bird discount of \$100 per person is applicable to delegates who register for the full convention and submit funds prior to March 10, 2023. Should Council wish to authorize member’s attendance at this convention, staff estimate total costs to be approximately \$2400 per person. This estimate includes convention registration, accommodation, flights, per-diem and vehicle mileage. While the 2023 –

2027 Five-Year Financial Plan has yet to be adopted, Council has allocated \$71,000.00 to fund 2023 Council and Travel Development.

Option 2 – It is Council’s prerogative to either support and/or deny the attendance of Council members at a particular conference/convention outside of those identified in the City’s *Travel Expense Policy No. P6*. When considering an item based on policy, Council is encouraged to consider the merits and how City representation at this convention will contribute to the betterment of the City.

IMPLICATIONS

Financial implications associated with attendance at the COFI Convention are estimated to be approximately \$2400.00 per person which includes convention registration, accommodation, flights, per-diem and vehicle mileage. The 2023 – 2027 Five-Year Financial Plan [yet to be adopted], includes \$71,000.00 to fund 2023 Council and Travel Development.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

In accordance with City policy [*P6 – Travel Expense Policy*], Council attendance outside of than AVICC [April 14-16, 2023, Nanaimo, BC] and UBCM [September 18-22, 2023, Vancouver, BC] requires a resolution of Council authorizing attendance.

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

SUMMARY

The BC Council of Forest Industries Annual Convention is scheduled to take place April 12-14, 2023 in Prince George, BC. Costs associated with participating are approximately \$2400.00 per registrant. While the 2023 – 2027 Five-Year Financial Plan has yet to be adopted, Council has allocated \$71,000.00 to fund 2023 Council and Travel Development. Participants will benefit from receiving information on key challenges and opportunities for the forest sector in British Columbia to assist the City in charting a path forward for a healthy and sustainable economic future.

ATTACHMENTS/REFERENCE MATERIALS

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

C: A. McGifford, Director of Finance