
AGENDA - REGULAR MEETING OF COUNCIL

Monday, July 11, 2022 @ 2:00 PM

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

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports please refer to the City's website portalberni.ca or contact the Director of Corporate Services at 250.720.2823 or by email twyla_slonski@portalberni.ca or the Deputy City Clerk at 250.720.2822 or by email sara_darling@portalberni.ca

A. **CALL TO ORDER & APPROVAL OF THE AGENDA**

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

That the agenda be approved as circulated.

B. **ADOPTION OF MINUTES** - Page 7

1. Special meeting held at 9:30 am and Regular Council meeting held at 2:00 pm on June 27, 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.

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 July 11, 2022, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. **Economic Development Manager – Municipal and Regional District Tax | Funding Contribution** - Page 13

Report dated July 4, 2022 from the Economic Development Manager requesting Council approval for an annual funding contribution for a five year term to Alberni Valley Tourism in support of the Municipal Regional District Tax Plan.

THAT Council approve a contribution of \$10,000 annually (for a five-year term) to Alberni Valley Tourism (AVT) from the Economic Development allocation in support of marketing initiatives as identified in the AVT Municipal Regional District Tax (MRDT) 5 Year Plan (2023-2028) attached to this report and dated May 2, 2022.

3. **Manager of Planning – Temporary Use Permit – 3130 3rd Avenue** - Page 47

Report dated June 30, 2022 from the Manager of Planning requesting Council consideration to issue a temporary use permit.

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.*

Correspondence received in relation to the TUP as follows:

June 29, 2022 | Flandangles Kitchen & Gifts - Support

June 30, 2022 | Sage Haven Society – Support

July 4, 2022 | Dog Mountain Brewing Ltd. – Support

July 5, 2022 | Chris Lee – Concerns

July 6, 2022 | H & R Block – Concerns

July 6, 2022 | Keith Ambrose

July 7, 2022 | Coastal Restoration Society – Support

July 7, 2022 | GLR Properties – Concerns

July 7, 2022 | Central Island Investments Ltd. – Concerns

4. **Director of Corporate Services – Rescheduling of Public Hearing | 4738 Athol Street**

Verbal report from the Director of Corporate Services requesting Council reschedule a Public Hearing.

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.

5. **Director of Corporate Services – Summary of 2022 Council Resolutions** - Page 74
Verbal report from the Director of Corporate Services providing a summary of Council Resolutions as of June 30, 2022.

This report is being provided for Council's information.

6. **Community Economic Development Initiative Program [CEDI]**
Verbal report from the Director of Corporate Services providing an overview of the CEDI Program.

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 [name to be inserted] 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).*
- C. *Support the CEDI team to organize and participate in five 1-1.5-day joint workshops between June 2022 and January 2025; ensuring there is representation of the elected officials, senior administration, economic development and land management/planning staff from each community at each workshop.*
- D. *Organize ongoing community engagement to keep the community informed about CEDI program participation, partnership with Hupacasath First Nation and Tseshah First Nation and the joint community economic development initiatives.*
- E. *Agree to maintain communication with CEDI staff and to assist with coordinating the logistics of community visits, strategic meetings and workshops, as appropriate.*

- F. *Provide in-kind and financial resources, above and beyond what can be reimbursed through the CEDI program, to hold the meetings and workshops. These expenses could include Council or staff mileage to and from venue, in-kind meeting space, and extra catering expenses.*
- G. *Provide additional administrative and subject-matter staff time and support as required by the joint Working Group.*
- H. *Actively participate in the planning for and management of the jointly accessed Capacity Development Grant.*

BE IT HEREBY RESOLVED THAT Council for the City of Port Alberni supports the participation in First Nation-Municipal Community Economic Development Initiative (CEDI) from the date of this Council Resolution until January 2025.

G. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing. A bylaw requires four separate resolutions to be adopted and must be considered over a minimum of two [2] Council meetings. Each reading enables Council to reflect on the bylaw before proceeding further.

1. **Director of Finance – Waterworks and Sewer Bylaw Amendments 2022** - Page 89
Report dated July 4, 2022 from the Director of Finance requesting Council consideration for introduction and three readings of the proposed bylaws.
 - a. *THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be now introduced and read a first time.*
 - b. *THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be read a second time.*
 - c. *THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be read a third time.*
 - d. *THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be now introduced and read a first time.*
 - e. *THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be read a second time.*
 - f. *THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be read a third time.*

H. CORRESPONDENCE FOR ACTION

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

1. Coastline Endurance Running | Trail Running Event - Page 100

Email received July 6, 2022 from Coastline Endurance Running requesting Council authorization for access to City streets/trails for a trail running event.

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:

- *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*

2. Alberni District Fall Fair Association | Annual Fall Fair & Parade - Page 103

Letter dated July 5, 2022 from the Alberni District Fall Fair Association providing information regarding the 75th Annual Fall Fair scheduled to take place September 9 – 11, 2022 and requesting access to City streets for the Fall Fair parade.

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:

- *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*

I. PROCLAMATIONS

1. Special Olympics British Columbia - Page 104

Letter received July 6, 2022 from Special Olympics British Columbia requesting a proclamation.

THAT Council proclaim the week of July 18-24, 2022 as 'Special Olympics Global Week of Inclusion' in the City of Port Alberni.

J. CORRESPONDENCE FOR INFORMATION

Correspondence found here provides information to Council. It may also include correspondence that may not be relevant to City services and responsibilities. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included.

1. **Correspondence Summary** - Page 106
 - a. Island Health | Extreme Heat Information
 - b. B. Kanngiesser | Connect the Quays Pathway Project
 - c. Planning Institute of BC | City of Port Alberni Winner of 2022 Award for Excellence in Planning Practice for the *Uptown District Revitalization Strategy*

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. **Council and Regional District Reports** - Page 113

M. NEW BUSINESS

An opportunity for Council to raise issues as a result of the business of the meeting or to identify new items for subsequent meetings by way of a 'Notice of Motion'.

N. QUESTION PERIOD

An opportunity for the public to ask questions of Council.

O. ADJOURNMENT

That the meeting adjourn at PM

MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, JUNE 27, 2022 @ 9:30 AM
In City Hall Committee Room | 4850 Argyle Street, Port Alberni

PRESENT: Mayor S. Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon @ 9:49 am
Councillor C. Solda
Councillor D. Washington

Staff: T. Pley, Chief Administrative Officer
S. Smith, Director of Development Services | Deputy CAO
A. McGifford, Director of Finance
T. Slonski, Director of Corporate Services

Call to order: @ 9:30 am

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

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

Section 90 (1)(f) *discussions with municipal officers and employees respecting municipal objectives, measures and progress reports.*

CARRIED

The meeting was terminated at 12:31 pm

CERTIFIED CORRECT

Mayor

Corporate Officer

ENTERED
B1a

MINUTES OF THE REGULAR MEETING OF COUNCIL

Monday, June 27, 2022 @ 2:00 PM

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

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

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 for the purpose of reordering F.3 'Temporary Use Permit' 22-02 to follow 'Public Input Period'. The agenda was then adopted as amended.

CARRIED

B. ADOPTION OF MINUTES

1. *MOVED AND SECONDED, THAT the minutes of the Special meeting held at 10:00 am and Regular Council meeting held at 2:00 pm on June 13, 2022 be adopted.*

CARRIED

C. PUBLIC INPUT PERIOD

Wayne Oliver

Expressed concerns regarding illegal left turns entering the Tim Hortons on 10th Avenue and Redford Street and requested the matter be reviewed.

***F. STAFF REPORTS**

Mayor Minions left the meeting at 2:04 pm, declaring a conflict of interest as it relates to the Salvation Army's employment of her spouse.

Acting Mayor, Councillor D. Washington assumed the Chair at 2:04 pm.

F.3. Manager of Planning – Temporary Use Permit TUP22-02 | Transition House Use

MOVED AND SECONDED, 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.

CARRIED | Res. No. 22-146

Mayor Minions returned to the meeting at 2:24 pm and assumed the Chair.

D. DELEGATIONS

1. Fire Smart Coordinator – Alberni Clayoquot Regional District

Randy Thoen, Fire Smart Coordinator presented on the Fire Smart Program including the availability of free home and property assessments, yard waste and debris removal and a \$500 rebate program currently offered to residents. For more information residents can call 250.720.2700 or email firesmart@acrd.bc.ca.

ENTERED

E. UNFINISHED BUSINESS

F. STAFF REPORTS CONTINUED...

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated June 27, 2022, be received and the cheques numbered 150705 to 150796 inclusive, in payment of accounts totalling \$717,170.18, be approved.

CARRIED

2. Director of Finance – Draft Procurement Policy

MOVED AND SECONDED, THAT Council approve City of Port Alberni Procurement Policy No. 3009-1.

CARRIED | Res. No. 22-147

MOVED AND SECONDED, THAT Council rescind the following policies:

- *“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*

CARRIED | Res. No. 22-148

4. Deputy Director of Finance – Strategic Asset Management Plan | Policy & Framework

MOVED AND SECONDED, 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.

CARRIED | Res. No. 22-149

5. Manager of Planning – Official Community Plan | Communications Strategy Update -

MOVED AND SECONDED, 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. *Tseshaht First Nation; and*
- iii. *Other stakeholders as listed in the Engagement and Communication Strategy prepared by FRANK Planning Collaborative June 20, 2022.*

CARRIED | Res. No. 22-150

THAT Council endorse the Engagement and Communication Strategy for the Vision and Guiding Principles prepared by FRANK Planning Collaborative and dated June 20, 2022.

MOVED AND SECONDED, THAT Council table the motion.

CARRIED | Res. No. 22-151

6. **Director of Corporate Services – Funding Opportunities | Strategic Priorities Fund**
MOVED AND SECONDED, 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.

CARRIED | Res. No. 22-152

MOVED AND SECONDED, 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.

CARRIED | Res. No. 22-153

7. **Economic Development Manager – Local Food Infrastructure Fund**
MOVED AND SECONDED, 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.

CARRIED | Res. No. 22-154

THAT Council authorize the allocation of \$2,500 of Economic Development funds towards the project pending a successful grant application.

CARRIED | Res. No. 22-154(a)

8. **Director of Corporate Services – Presentation of the Annual Report**
MOVED AND SECONDED, THAT Council for the City of Port Alberni endorse the Annual Report for the year ended December 31, 2021 as presented.

CARRIED | Res. No. 22-155

G. BYLAWS

1. **“City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022”**
MOVED AND SECONDED, 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.
CARRIED | Res. No. 22-156
2. **“City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022”**
MOVED AND SECONDED, THAT “City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5050.
CARRIED | Res. No. 22-157

3. **Director of Development Services/Deputy CAO – Proposed Official Community Plan and Zoning Bylaw Amendments | 4210 Cedarwood Street - Page 219**
MOVED AND SECONDED, THAT “Official Community Plan Amendment No. 38 (4210 Cedarwood Street – Citaapi Mahtii Housing Society), Bylaw No. 505” be read a third time.
CARRIED | Res. No. 22-158

MOVED AND SECONDED, THAT “Zoning Map Amendment No. 49 (4210 Cedarwood Street – Citaapi Mahtii Housing Society), Bylaw No. 5052” be read a third time.
CARRIED | Res. No. 22-159
4. **Development Planner – Proposed Zoning Bylaw Amendment | 4925 Leslie Avenue**
MOVED AND SECONDED, THAT “Zoning Map Amendment No. 53 (4925 Leslie Avenue – Needham), Bylaw No. 505” be now introduced and read a first time.
CARRIED | Res. No. 22-160

MOVED AND SECONDED, THAT “Zoning Map Amendment No. 53 (4925 Leslie Avenue – Needham), Bylaw No. 5059” be read a second time.
CARRIED | Res. No. 22-161

MOVED AND SECONDED, THAT Council waive the public hearing for “Zoning Map Amendment No. 53 (4925 Leslie Avenue – Needham), Bylaw No. 5059” 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.
CARRIED | Res. No. 22-162
5. **Director of Finance – City of Port Alberni Wastewater Treatment Facility Upgrade Loan Authorization Bylaw No. 5038, 2021 | Adoption**
MOVED AND SECONDED, THAT “City of Port Alberni Wastewater Treatment Facility Upgrade Loan Authorization Bylaw No. 5038, 2021” be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5038.
CARRIED | Res. No. 22-163

H. CORRESPONDENCE FOR ACTION

1. **Uptown Merchants Association | Uptown Market**
MOVED AND SECONDED, THAT Council authorize the temporary road closures of 3rd Avenue from Argyle Street to Mar Street as requested by the Uptown Merchant’s Association for the purpose of holding a market every Wednesday evening from 4:00 pm – 8:00 pm starting on July 6, 2022 to August 31, 2022 subject to:
 - *the notification of emergency services and BC transit*
 - *consultation with all affected businesses/residents*
 - *implementation of a Traffic Plan / Traffic Control*
 - *provision of standard liability insurance in the amount of \$5M [minimum]***CARRIED | Res. No. 22-164**

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

1. *The Director of Corporate Services summarized correspondence to Council as follows:*
 - a. Ministry of Forests | Reply to City of Port Alberni letter dated March 10, 2022 regarding the Old Growth Deferral process.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

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

M. NEW BUSINESS

N. QUESTION PERIOD

O. ADJOURNMENT

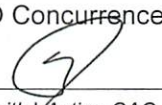
MOVED AND SECONDED, THAT the meeting adjourn at 4:17 pm.
CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

Date: July 4, 2022
File No: 6900-20-MRDT
To: Mayor & Council
From: S. Smith, Acting CAO
Subject: Municipal and Regional District Tax | Funding Contribution

Prepared by: <i>P. DEAKIN</i> Manager of Economic Development	Supervisor: <i>S. SMITH</i> ACTING CAO DIRECTOR OF DEVELOPMENT SERVICES	CAO Concurrence:  S. Smith Acting CAO
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RECOMMENDATION[S]

That Council approve a contribution of \$10,000 annually (for a five-year term) to Alberni Valley Tourism (AVT) from the Economic Development allocation in support of marketing initiatives as identified in the AVT Municipal Regional District Tax (MRDT) 5 Year Plan (2023-2028) attached to this report and dated May 2, 2022.

PURPOSE

This report is provided to request Council approval for a contribution to Alberni Valley Tourism (AVT) of approximately one-half of what has been provided annually over the last 5 years from the Economic Development allocation.

BACKGROUND

At the May 9th Regular meeting, following a delegation from Alberni Valley Tourism Council resolved as follows:

MOVED and SECONDED, THAT Council for the City of Port Alberni supports the Alberni Valley Tourism Association's application to apply for the Municipal and Regional District Tax (MRDT) at the rate of 2% within the boundaries of the City of Port Alberni and Alberni Clayoquot Regional District Electoral Areas B, D, E and F to support tourism marketing programs and projects.

CARRIED | Res. No. R22-94

Alberni Valley Tourism's MRDT application was submitted and as part of the process was reviewed by Destination BC (DBC), the primary funding agency for tourism marketing initiatives in BC. It should be noted that every Municipal and Regional District Tax (MRDT) application requires a review by DBC prior to going to the provincial Cabinet for consideration. Following the review by DBC it was requested that the City continue to make an annual financial commitment to AVT as evidence of the City's ongoing support of tourism marketing.

When the MRDT Plan was being created, the Economic Development Manager noted that the annual allocation to the operation of the Visitor Information Centre (currently \$89,167) and the allocation to the operation of the McLean Mill (currently \$150,000) should be acknowledged. That request was initially not supported by DBC whose view was that only funds that go to the applicant, in this case AVT, is considered as proof of support of tourism marketing. DBC has since agreed that the MRDT application can be revised to reflect the City's significant support of the tourism industry but continues to maintain its position that only funds going to the applicant can be considered as tourism marketing dollars.

ENTERED

While some assumed that the City's financial participation in tourism marketing would be ended once the MRDT was adopted, that has not turned out to be the case. The MRDT requires renewal every five years.

The City, through its economic development allocation has made an average annual contribution slightly in excess of \$20,300 to AVT over the last five years. That amount has in turn been matched or nearly matched by AVT (depending on the initiative) and then leveraged again by grants from DBC resulting in approximately \$300,000 being invested in tourism marketing over the last five years. These funds have gone into Zen Seekers videos and blogs, Adventure Guides, BC Ale Trail initiatives, television commercials, billboards, Touring & Exploring Guides, Road Trip maps and more.

For comparison, the City of Campbell River makes an annual commitment of \$250,000 to tourism marketing. Combined with their MRDT revenues, their annual investment in tourism marketing is now estimated to be approaching \$1 million. Other smaller communities that are the beneficiaries of larger investments in accommodation venues, are also contributing even though the MRDT brings in significantly more revenue than is anticipated here.

ALTERNATIVES/OPTIONS

1. That Council approve a contribution of \$10,000 annually (for a five-year term) to Alberni Valley Tourism (AVT) from the Economic Development allocation in support of marketing initiatives as identified in the AVT Municipal Regional District Tax (MRDT) 5 Year Plan (2023-2028) attached to this report and dated May 2, 2022.
2. Adopt a different amount for the City's share in tourism marketing.
3. Do not contribute to tourism marketing.
4. Move the ask of continued 'municipal' funding for the MRDT to the Alberni Clayoquot Regional District (ACRD).

ANALYSIS

Option 1: Approve an annual allocation of \$10,000 to Alberni Valley Tourism (for a five-year term) from the Economic Development allocation for investment in tourism marketing initiatives identified in the MRDT 5-Year Plan.

Pro: The annual allocation would be approximately one-half of what it has been for the last five years.

Pro: The investment, in part, has leveraged approximately three times the allocation over the last five years and should leverage more as the MRDT takes effect.

Con: Once committed, the allocation is an annual expense for the term of the five-year agreement.

Option 2: Adopt a different allocation to tourism marketing.

Pro: Reducing the allocation would allow some funds to be redirected into other municipal programs while increasing the allocation could boost tourism marketing initiatives.

Con: The \$10,000 allocation is approximately one-half of what has been invested in prior years.

Option 3: Do not contribute to tourism marketing.

Pro: The annual commitment being proposed could be invested in other economic development initiatives.

Pro: The MRDT, if adopted, should generate more than is currently being invested in tourism marketing.

Con: The decision not to contribute could jeopardize the MRDT application.

Option 4: Move the ask of continued 'municipal' funding for the MRDT to the ACRD.

Pro: Accommodation properties in the ACRD Electoral Areas adjacent to the City will be benefitting from tourism marketing.

Pro: Although the City would be the majority contributor to an allocation if approved by the Alberni Valley Committee and ACRD Board, some of the contribution would come from the adjacent Electoral Areas.

Con: There is no certainty that the ACRD will be able to contribute to AVT this year.

Con: The ask would delay the progress of the MRDT application.

IMPLICATIONS

The primary implications are that:

- approval would allow the MRDT application to go forward in a timely way, and
- approval is likely to support the provincial adoption of the MRDT, and
- the allocation would become an annual commitment for a five-year term.

COMMUNICATIONS

Council's decision will be communicated to Alberni Valley Tourism, 4VI (formerly Tourism Vancouver Island) and DBC.

BYLAWS/PLANS/POLICIES

In Council's *2019-2023 Corporate Strategic Plan*, the tourism marketing investment aligns with:

- Goal 2.1 The tourism/visitor sector of the local economy flourishes
- Strategy 2.1.2 Investigate the potential for implementation of the Municipal and Regional District Tax (MRDT) program or alternate means to support tourism
- Strategy 2.3.2 Explore an incentive program to support existing small businesses

SUMMARY

Council is being asked to provide a Resolution in support of an annual investment of \$10,000, for a five-year term, in tourism marketing from the Economic Development allocation to support the Municipal and Regional District Tax (MRDT) application.

ATTACHMENTS/REFERENCE MATERIALS

AVT Municipal Regional District Tax (MRDT) 5 Year Plan dated May 2, 2022
2019 – 2023 Corporate Strategic Plan [ref]

Copies:

- T. Pley, CAO
- T. Slonski, Director of Corporate Services
- A. McGifford, Director of Finance

Five-Year Strategic Business Plan

Designated Recipient: Alberni Valley Tourism Association

Community Name: Alberni Valley: City of Port Alberni, Alberni Clayoquot Regional District
Electoral Areas B, D, E and F

Date Prepared: May 2, 2022

MRDT Term Expiry Date:

Five Year Period: 2023-2028

Section 1: Five-Year Strategic Overview

1 Vision and Mission

1.1 Vision Statement

The vision of the AVTA is to develop, promote and market the Alberni Valley as a year-round visitor destination.

1.2 Mission Statement

AVTA's mission is to represent Alberni Valley's accommodators and tourism partners in promoting and marketing the region to attract more visitors, diversifies the tourism season and increases overnight stays.

2 Strategic Context

2.1 Global Tourism

The global tourism industry has been overwhelmed by the COVID-19 pandemic with all previous growth trajectories leading up to 2020 halted. While there was a rise of international tourist arrivals in 2021, it was another challenging year. According to the latest tourism data from the World Tourism Organization (UNWTO), global tourism experienced a 4% upturn in 2021, compared to 2020 (415 million versus 400 million). However, international tourist arrivals were still 72% below the pre-pandemic year of 2019. This follows 2020 as the worst year on record for tourism, when international arrivals fell by 73%.

The UNWTO indicates that rising rates of vaccination, combined with easing of travel restrictions due to increased cross-border coordination and protocols, have all helped release pent up demand. International tourism rebounded moderately during the second half of 2021, with international arrivals down 62% in both the third and fourth quarters compared to pre-pandemic levels. The pace of recovery remains slow and uneven across world regions due to varying degrees of mobility restrictions, vaccination rates and traveler confidence. Europe and

the Americas recorded the strongest results in 2021 compared to 2020 (+19% and +17% respectively), but still both 63% below pre-pandemic levels.

The economic contribution of tourism in 2021 (measured in tourism direct gross domestic product) is estimated at US\$1.9 trillion, above the US\$1.6 trillion in 2020, but still well below the pre-pandemic value of US\$ 3.5 trillion.

The majority of experts (64%) now expect international arrivals to return to 2019 levels only in 2024 or later. A rapid and more widespread vaccination roll-out, followed by a major lifting of travel restrictions, and more coordination and clearer information on travel protocols, are the main factors identified by experts for the effective recovery of international tourism.

While international tourism bounces back, domestic tourism continues to drive the recovery of the sector in an increasing number of destinations, particularly those with large domestic markets. According to experts, domestic tourism and travel close to home, as well as open-air activities, nature-based products and rural tourism are among the major travel trends that will continue shaping tourism in 2022.¹

2.2 Canada Tourism

Over the past decade, there has been steady growth in the economic performance of the Canadian tourism industry. However, this came to a sudden halt in 2020 with the onset of the COVID-19 pandemic. A full year after the start of the pandemic and the resulting collapse in tourism demand, tourism spending reached \$11.7 billion between April and June 2021, representing an increase of 44.4% when compared to the second quarter of 2020. Tourism demand still remained lower than pre-pandemic levels at 53.4% below the same quarter in 2019. With international arrivals restricted to essential travel, tourism spending by Canadians on domestic goods and services accounted for 95% of total tourism activities.

Over the second quarter of 2021, Canadians' tourism spending on domestic goods and services rose 42.6% when compared to 2020, still 37.2% below its 2019 pre-pandemic level. Despite a spike in the public health restrictions, an increase in vaccinations enabled some travel to resume. Tourism spending by Canadians rose 5.4% in the second quarter of 2021 relative to the preceding quarter.

Canadians continued to spend on pre-trip expenditures throughout the pandemic, which grew between April and June 2021 by 39.2% year-over-year, or by \$480 million. Pre-trip expenditures are those made on five single-purpose consumer durable goods used chiefly for travel, including motor homes, travel and tent trailers, luggage and travel sets, tents and camping equipment, and sleeping bags. Pre-trip expenditures were 37.1% higher than the second quarter of 2019, highlighting Canadians' intentions to travel outdoors.

Despite the Canadian border remaining closed to non-essential travel, tourism export reached \$585 million over the second quarter of 2021, up 89.9% over the \$308 million recorded over the second quarter of 2020 when Canada closed its borders to international visitors. Tourism

¹ UNWTO. 2022. Tourism Grows 4% but Remains Far Below Pre-Pandemic Levels.

spending by non-residents remained subdued at 92% below the \$7.4 billion earned in 2019.

Over the second quarter of 2021, tourism generated \$4.7 billion in value-added to the Canadian economy, representing 0.8% of Canada's GDP, which was a slight improvement over its contribution during the same quarter in 2020 (0.7%), but much lower than its pre-pandemic level of 2.1% in 2019. While the Canadian economy, over the second quarter of 2021, surpassed its pre-pandemic level in 2019 by 7.1%, tourism remained 56.5% below its 2019 performance — highlighting the significant impact of public health and safety measures on the tourism sector.

With tighter public health and safety measures needed to control the third wave in April and May 2021, jobs required to service visitors increased at a slower rate than overall tourism activities. Whereas the accommodation, food and beverage services, and recreation and entertainment sectors posted job gains exceeding 40% relative to the pandemic-stricken second quarter of 2020, the passenger transportation and travel services sectors continued to shed jobs due to continued weak demand for services.²

Destination Canada predicts that key trends shaping the future of Canada's tourism industry include: more local and domestic travel, a focus on leisure travellers, the need to adapt to a digitalized society, more competition for the international market, and more change as the tourism industry continues to evolve.³

2.3 British Columbia Trends

The secular uptrend in the BC tourism economy over the last 20 years, supported by record growth in international and domestic visitation, spending and employment was halted by the pandemic. Significant trends as of February 2022 include the following:

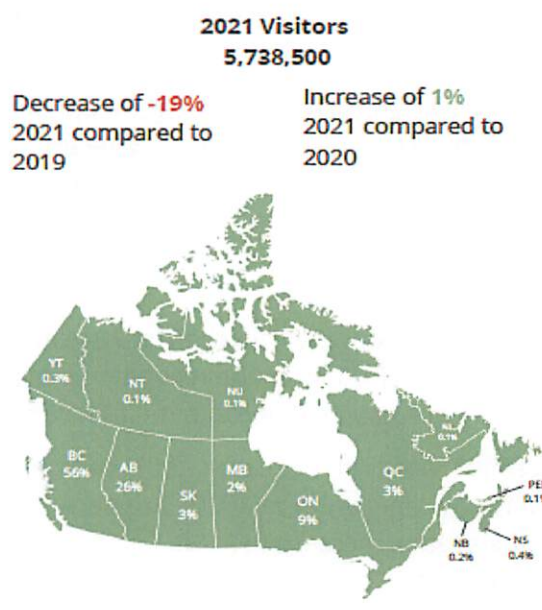
- BC's weekly domestic overnight visitation increased +90% compared to the same period in 2021 and +27% compared to the same week in 2020. Compared to the same week in 2019, weekly domestic overnight visitation increased +21%.
- All tourism regions showed growth in domestic visitation when compared to the same period in 2021:
 - Vancouver, Coast, & Mountains (+135%)
 - Vancouver Island (+95%)
 - Thompson Okanagan (+81%)
 - Cariboo Chilcotin Coast (+69%)
 - Kootenay Rockies (+53%)
 - Northern BC (+47%)
- 87% of BC residents feel safe travelling to other communities in their province.
- BC's average weekly occupancy rate (55%) increased +19 points compared to the same period in 2021.

² Destination Canada. 2021. National Tourism Indicators Q2 2021.

³ Destination Canada. 2021. Tourism's Big Shift: Key Trends Shaping the Future of Canada's Tourism Industry.

- BC's average daily rate is \$174. This represents an increase of +37% compared to the same period in 2021, and a decrease of -9% compared to 2019.
- Destination Analysts report that American travellers' level of excitement to travel now is at its highest point since the pandemic began.
- Latest Snapshot of BC Travel shows the Vancouver, Coast, & Mountains region made up 36% of domestic visitation while the Vancouver Island region made up 19%.
- Of air bookings made to BC, 62% were domestic and 38% were international
- BC's total tourism revenue in 2020 was \$7.1 billion, a decrease of -64.9% from 2019.⁴

Figure 1 Domestic Visitation to British Columbia, 2021 versus 2019 & 2020⁵

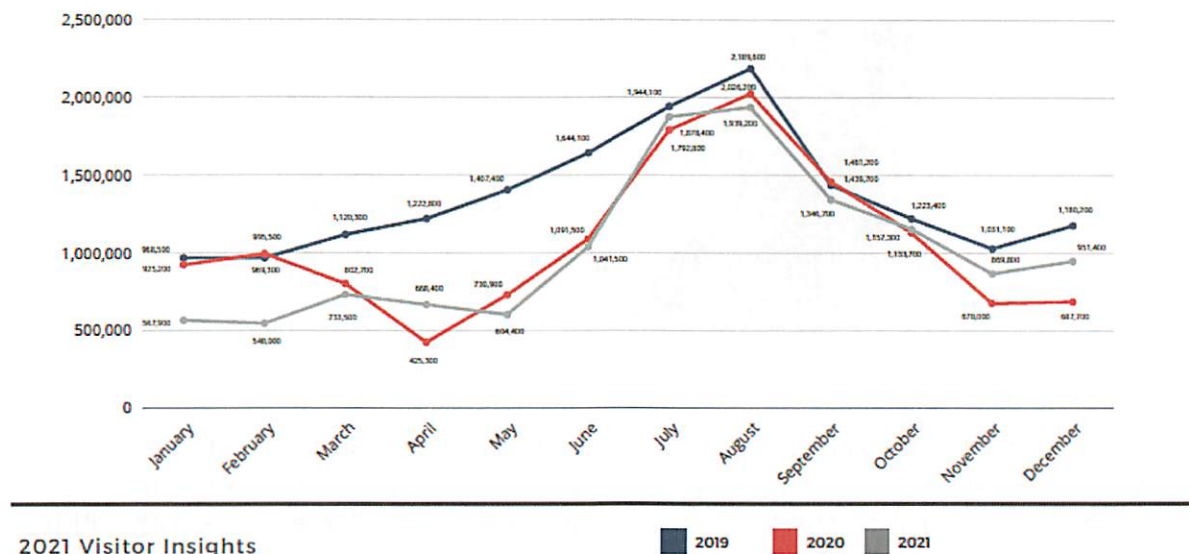


Visitation to BC has been hard hit by the pandemic and associated travel restrictions. In 2021 BC saw an average of 5,738,500 domestic visitors (Figure 1). This indicates a decrease of -19% compared to 2019 and an increase of 1% compared to 2020. Provincial visitation was consistent across all three years, with British Columbia and Alberta ranking as the top two domestic markets. International leisure travel virtually disappeared during this time, leading to considerable industry disruption and severely impacting critical inputs such as the labour market. Figure 2 compares the number of Canadian visitors travelling to BC by month from 2019-2021.

⁴ Destination BC. 2022. COVID-19 Research Roundup February 28, 2022.

⁵ Symphony Tourism Services. 2021. 2021 Year In Review. British Columbia.

Figure 2 Canadian Visitors Travelling to British Columbia by Month⁶



Destination BC's Domestic Market Profile shares important insight into BC's Canadian market. The average travel party size to BC is 1.5 visitors with the average spending per person at \$413. The average trip length in BC is 3.7 nights. Visits and nights by region are shown in Figure 3. The top five activities for Canadians visiting BC are sampling local cuisine, hiking or walking in nature, natural attractions, city green spaces, and road trips or driving tours. The top EQ types of Canadian visitors travelling to BC are Free Spirits, Gentle Explorers, and Authentic Experiencers. Looking at the purpose of their trip, 41% are travelling for holiday, leisure or recreation, 40% are travelling to visit friends and family, 11% are travelling for business, and 7% for other reasons.⁷

⁶ Ibid.

⁷ Destination BC. 2021. Domestic Market Profiles - Canada.

Figure 3 Average Visits and Trip Length of Canadian Visitors to BC by Region⁸



2.4 Vancouver Island Tourism

In 2021 Vancouver Island saw an average of 1,671,300 domestic visitors (Figure 4). This shows a decrease of -22% compared to 2019 (2,131,100 visitors) and an increase of 7% compared to 2020 (1,558,800 visitors). Provincial visitation was consistent across all three years, with British Columbia (74%) and Alberta (13%) ranking as the top two domestic markets.

Figure 4 Domestic Visitation to Vancouver Island, 2021 versus 2019 & 2020⁹

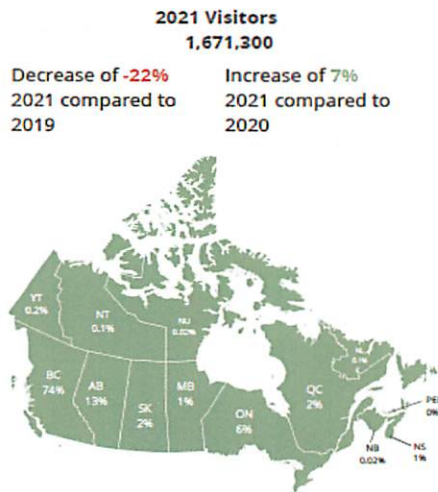


Figure 5 provides additional detail for BC and Alberta visitors.

⁸ Ibid.

⁹ Symphony Tourism Services. 2021. 2021 Year in Review. Vancouver Island Region.

The figure consists of three bar charts, each representing a different source of visitors to Vancouver Island. Each chart has a title, a y-axis representing the number of visitors, and x-axis labels for the years 2019, 2020, and 2021. The bars are dark blue, and the exact visitor count is labeled above each bar.

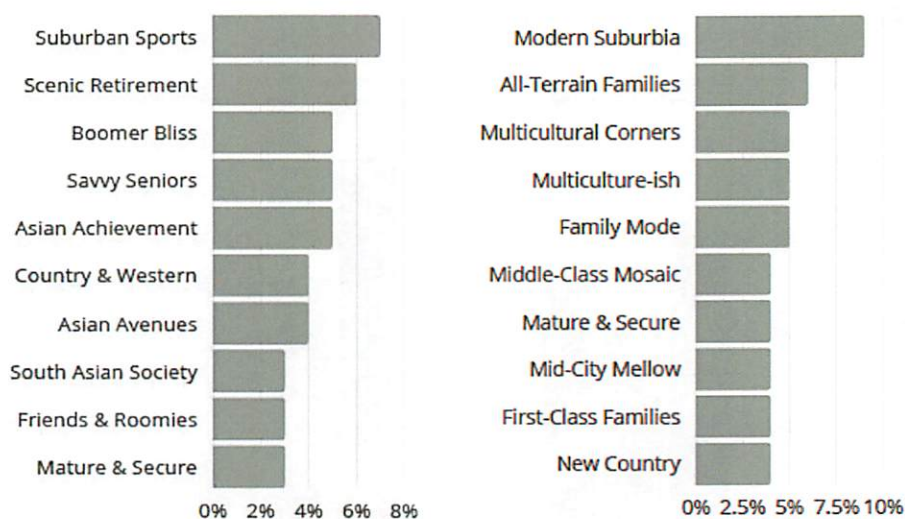
Source	2019	2020	2021
Number of Visitors to Vancouver Island from Canada	2,131,100	1,556,800	1,671,300
Number of Visitors to Vancouver Island from BC	1,617,700	1,206,800	1,244,200
Number of Visitors to Vancouver Island from Alberta	289,000	194,100	218,000

Figure 6 Top Prizm Segments of BC and Alberta Travellers to Vancouver Island, 2021¹¹



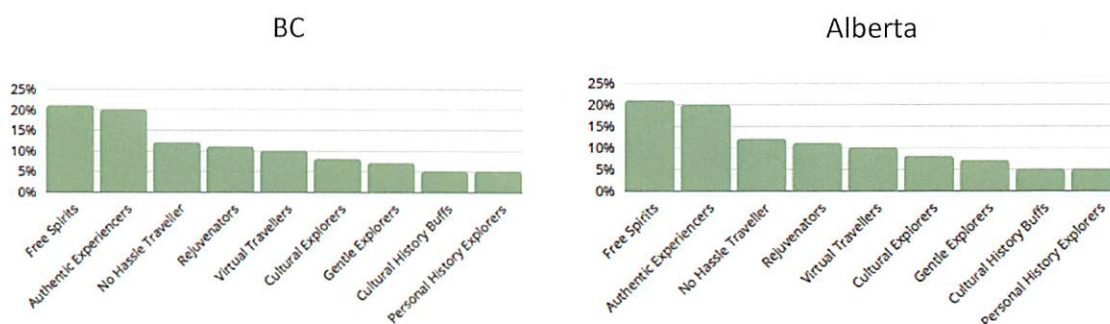
¹⁰ *Ibid.*

¹¹ *Ibid.*



The EQ share of travellers visiting Vancouver Island in 2021 is shown in Figure 7. Free Spirits, Authentic Experiencers, No-Hassle Travellers, Rejuvenators and Virtual Travellers represent the top five EQ segments for both BC and Alberta, implying a relatively consistent psychographic makeup for the Island’s critical regional markets.

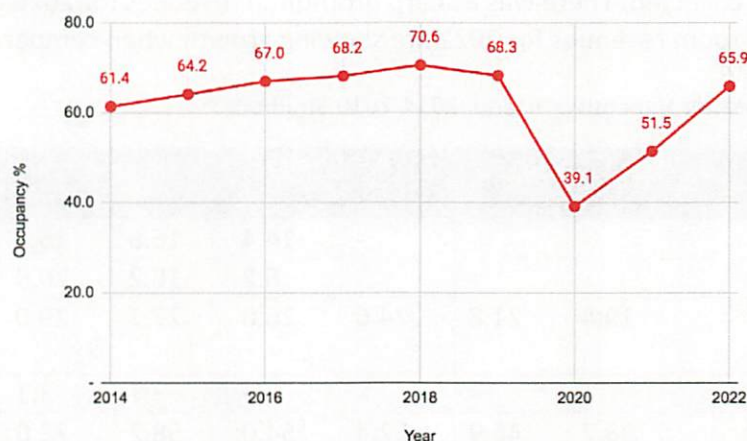
Figure 7 Top EQ Segments of BC and Alberta Travellers to Vancouver Island, 2021¹²



In 2020 occupancy on Vancouver Island dipped to its lowest; however, it is expected to steadily recover (Figure 8). Occupancy rates in 2020 decreased 29.2% compared to 2019. STR forecasts 2022 to be close to 2019 with just a 2.4% difference.

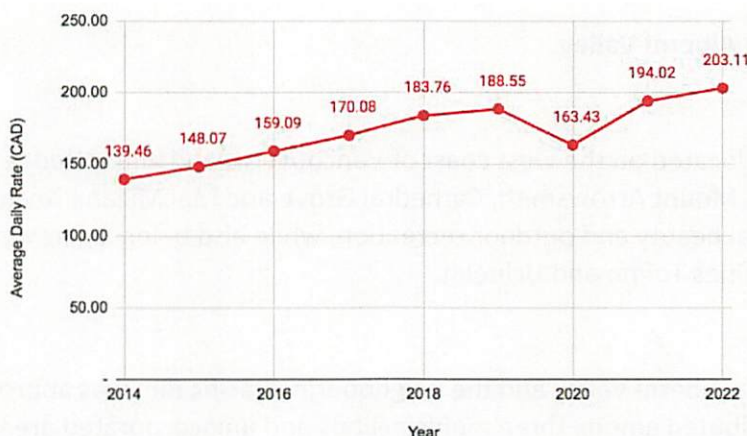
¹² Ibid.

Figure 8 Historical and Forecast Occupancy 2014-2022 Yearly Averages¹³



From 2014 to 2019 the average daily rate was steadily increasing. It dipped in 2020; however, steadily recovered in 2021 and is expected to exceed pre-pandemic years (Figure 9). The average daily rate appears to be moving in response to occupancy rates with the highest being in August. STR expects to see 2022 exceed 2019, matching only in May, then reaching a high of \$283.95 in August.

Figure 9 Historical and Forecast ADR 2014-2022 Yearly Averages¹⁴



As seen in Table 3, room revenues for Vancouver Island communities that collect the Municipal and Regional District Tax (MRDT) have been generally growing. The MRDT only measures room revenues subject to provincial sales tax. Total room revenues would exceed these figures once non-participating properties, B&B, vacation properties and other non-taxable property revenues are included. Vancouver Island's revenues rose 203% during the six-year period ending in 2019, due to an increased number of properties but also overall higher average

¹³ Tourism Vancouver Island. 2022. STR Historic & Forecast Report 2014-2022.

¹⁴ Ibid.

revenues per facility. When data for 2020 becomes available, it will show a sharp drop-off in revenues and MRDT collected. There was a sharp drop-off in revenues for 2020 due to the pandemic, however, room revenues for 2021 are showing growth when compared to 2020.

Table 3 Room Revenues for Vancouver Island, 2014-2019 \$millions¹⁵

Area	2014	2015	2016	2017	2018	2019	2020	2021 (to Oct)
Campbell River	-	-	-	14.4	16.8	15.7	9.1	9.1
Cowichan Valley	-	-	-	8.2	16.2	20.9	14.5	14.5
Parksville	19.4	21.8	24.6	26.0	27.1	29.0	15.0	15.0
Southern Gulf Islands	-	-	-	-	-	3.1	20.7	20.7
Tofino	38.7	46.9	52.4	54.0	58.2	72.0	22.2	22.2
Ucluelet	11.4	14.1	17.1	18.2	19.2	25.7	29.8	29.8
Victoria	139.0	158.7	177.0	186.3	205.0	222.9	11.7	11.7
Saanich, Oak Bay, Langford	19.2	22.3	27.7	28.8	33.3	44.4	21.1	21.1
Central and North Island [1]	23.4	42.3	54.5	60.6	63.9	75.3	52.1	52.1

2.5 Tourism in the Alberni Valley

2.5.1 Overview

The Alberni Valley is located on the west coast of Vancouver Island and includes the City of Port Alberni, Sproat Lake, Mount Arrowsmith, Cathedral Grove and MacMillan Provincial Park. It is an area rich in natural beauty and outdoor recreation, while also being a gateway to iconic West Coast communities Tofino and Ucluelet.

2.5.2 Population

The population of the Alberni Valley and the neighbouring Pacific Rim was approximately 33,000 in 2019, distributed among three municipalities and unincorporated areas. Population growth was approximately 5% between 2015 and 2019, and while all areas shared in this increase, Tofino saw the biggest expansion, with a 10% increase.

Table 2 Municipal and Regional District Population, 2015-2019¹⁶

Name	Area Type	2011	2012	2013	2014	2015
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¹⁵ BC Stats. 2021. Room Revenues by Municipal Jurisdictions Subject to MRDT. Calculated from Municipal and Regional District Tax (MRDT). Room Revenues in \$000, Annually.

¹⁶ BC Stats. 2021. British Columbia Regional District and Municipal Population Estimates.

Alberni-Clayoquot	RD	31,743	32,287	32,572	32,952	33,315
Port Alberni	CY	18,012	18,360	18,465	18,679	18,751
Tofino	DM	2,068	2,082	2,187	2,272	2,434
Ucluelet	DM	1,706	1,812	1,896	1,832	1,842
Unincorporated Areas	RDR	9,957	10,033	10,024	10,169	10,288

2.5.3 Key Tourism Features

The Pacific Rim sub-region provides a mix of natural, built and historical features of interest to visitors. The Alberni Valley is considered as the gateway to the following experiences:

- Pacific Rim National Park Reserve - The Pacific Rim National Park Reserve of Canada is made up of the Long Beach Unit, the Broken Group Islands Unit and the West Coast Trail Unit. There are hiking trails through rainforests and extensive, sandy beaches. Tofino and Ucluelet offer guided rainforest walks and opportunities to explore and learn about tide pool ecosystems and discover the heritage of the Nuu-chah-nulth First Nations.
- Wild Pacific Trail - The trail carves through old-growth thickets of the temperate coastal rainforest as it hugs the coastline of the Ucluth Peninsula. The Wild Pacific Trail is being developed from private, business and government donations to the Wild Pacific Trail Society. There are dramatic views of Barkley Sound and the Amphitrite Lighthouse, and an old-growth rainforest called Ancient Cedars.
- Hot Springs Cove - Natural unaltered hot springs accessible by seaplane or boat. A 1.5 kilometre trail provides access to seven successive (hot to cooler) geothermal hot spring pools.
- Clayoquot Sound – The sound encompasses 265,000 hectares of old-growth rainforest and is home to 45 animal species. Its mountains, valleys and islands are home to three of the broader region's Nuu-chah-nulth First Nations and represent Vancouver Island's largest intact ancient rainforest. In 2000, Clayoquot Sound became British Columbia's first UNESCO World Biosphere Reserve.
- Barkley Sound – Home to the Broken Group Islands, an archipelago of islands, inlets, and coves.
- Cathedral Grove – The grove, located within MacMillan Provincial Park, features ancient Western Red Cedars and old-growth Douglas Firs. A network of trails allows visitors to view the trees and surrounding flora and fauna.
- Della Falls – Located in the Alberni Valley, Della Falls is one of the tallest in North America, at 440m (1,450 feet). It is a cascade waterfall requiring a 16-kilometre (one-way) intermediate hike from the head of Great Central Lake along Drinkwater Creek.
- Stamp River Falls - 40 million Pacific salmon climb the ladders every year to reach the spawning beds. This migration starts in late August and continues into December. The riverside park offers walking and hiking trails through lush forests, always by lakes and streams.
- Tofino Botanical Gardens - Art installations are interspersed throughout the gardens adjacent to the Tofino Mudflats.
- Gibson Gardens - Over 1,000 varieties of rhododendrons on this residential property.

- The Eagle Aerie Galley – A Tofino landmark fashioned as a Northwest Coast longhouse, the gallery houses the art of Canadian artist Roy Henry Vickers.
- Ucluelet Aquarium – Displays of local marine life that is released back into Barkley Sound home waters when the Aquarium closes its doors for the season each October.
- Alberni Pacific Railway and McLean Mill National Historic Site – A 1929 Baldwin logging locomotive provides rides to the steam-powered McLean sawmill from the restored Canada Pacific Railway train station.
- Weiner Falls looks like it came out of a fairy tale story. You can access the falls from the top, or scramble down to the base, where there is an inviting, yet chilly, plunge pool. The falls are wrapped around towers of fern-lined rock walls and a canopy of trees overhead. Arrive at the falls after a short uphill hike through the Alberni Valley Community Forest.
- The Log Train Trail - this 25-kilometre historic trail transects the base of the Beaufort Range following the grade of the old Bainbridge Mill logging train. This historic trail is ideal for walking, bicycling, and horseback riding.
- The Whaling Sculpture - The Alberni Valley is home to two First Nations tribes, and the Whaling Canoe sculpture was for years an iconic fixture in Victoria's Royal BC Museum.
- MV Francis Barkley - Visitors can ride along as the crew of the Francis Barkley transports cargo, mail and up to 100 passengers on day trips up the Alberni Inlet. Viewing of grey and orca whales, black bears, eagles, sea otters, sea lions and seals are common.
- Petroglyphs - The eastern end of the lake is home to some of the finest prehistoric petroglyphs in British Columbia. Not much is known about the K'ak'awin petroglyph, but many believe it depicts ancient mystical monsters that once lived in a lake.

Outdoor activities include surfing, fishing, bear & whale watching, kayaking, forest walks, tide pool exploration, biking, bird watching, boating, fishing, golf, hot springs, and scenic float plane tours. Spa and wellness, art galleries, gift and book shops, First Nations history and cultural experiences are also available. Accommodations range from world-class resorts and majestic lodges to family and pet-friendly hotels, to rustic seaside cabins, enchanting B&Bs and spacious campgrounds.

The Nuu-chah-nulth First Nations people have lived on the west coast of Vancouver Island for over 10,000 years. Captain Cook was the first European to explore the area in 1778, while Tofino was named after Spanish hydrographer Captain Vincente Tofiño de San Miguel. The area's first trading post was built on Stubbs Island in 1875. Port Alberni is named after Captain Don Pedro de Alberni, a Spanish officer who commanded the fort at Nootka on Vancouver Island's west coast in the late 1700s. The stories of the Pacific Rim are compelling from the events leading up to and surrounding the Nootka Convention of the 1790s to the Graveyard of the Pacific, Westcoast Trail, Meares Island, forestry and commercial fisheries, the evolution of the highway and the formation of the national park reserve and marine highways.

2.5.4 Visitor Profile¹⁷

A survey of summer visitors to the region in 2015 generated the following visitor profile:

- 90% of visitors were Canadian, 60% were BC residents
- Average length of stay 4.3 nights
- Leisure was the trip purpose of 78%, followed by visiting friends and relatives (19%), combination of business and leisure (5%) and business (3%)
- 93% used either a personal (81%) or rented (12%) vehicle
- 27% planned their trip more than one month ahead, the other 73% less than a month
- Major trip planning information sources were friends and relatives (46%), personal experience (37%), website (36%), visitor guide (18%) and social media (15%)
- The majority of sites visited were shops, beaches, parks and trails and historical sites
- Over half of visitors booked tours and activities ahead of their trip, another 36% with a tour/activity company
- 48% of travellers were with a partner, 28% were in a family with children, another 18% were travelling with friends
- The net promoter score was 58.2

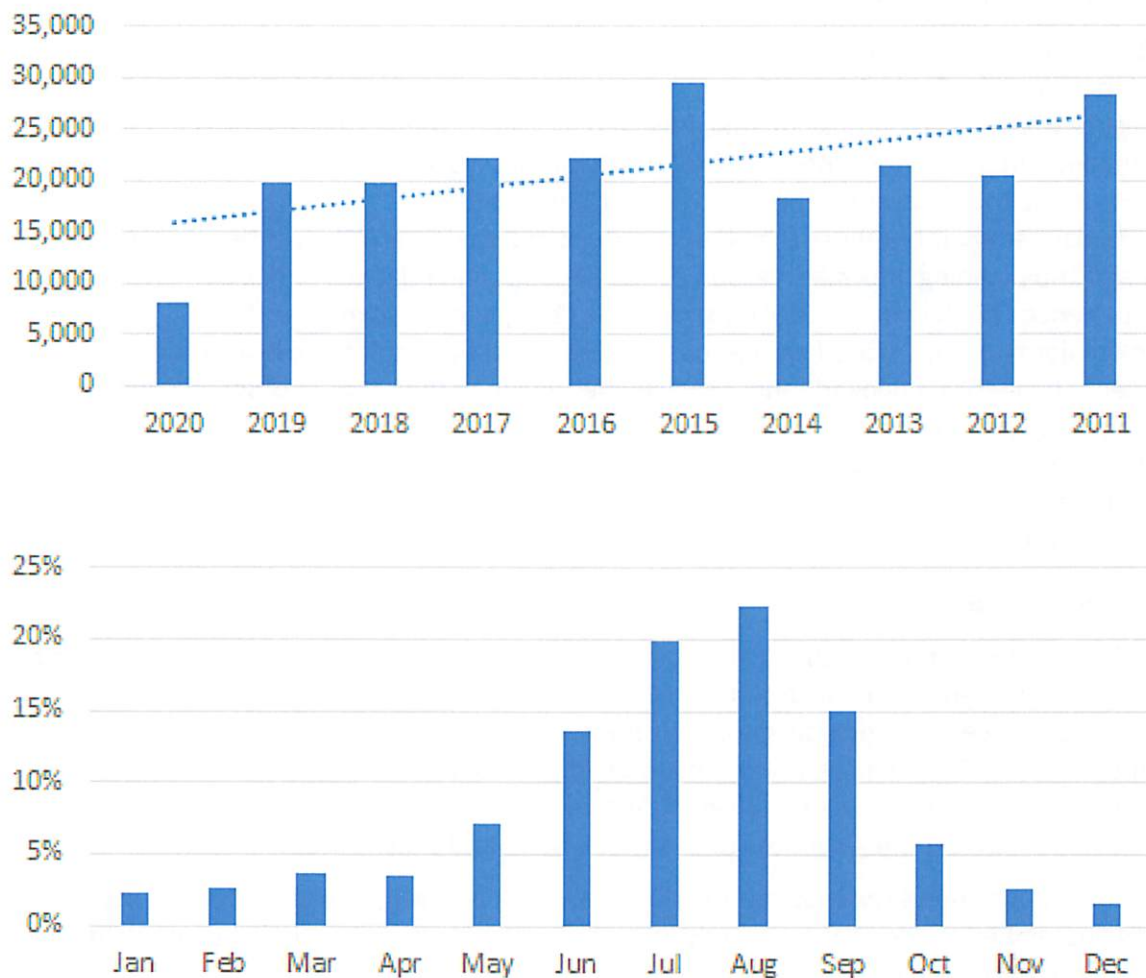
2.5.5 Local Trends

The indicators presented in Figure 1 shows local Visitor Centre attendance between 2011 and 2020 which has been in gradual decline because of the increasing prevalence of technology influences and access to digital forms of visitor information. Local Destination Management Organizations (DMOs) will have to think beyond bricks and mortar visitor services to reach travellers and create unique experiences. Tofino has had success with mobile visitor services where counsellors take their services to events, festivals and staging areas.

The second graph shows the seasonal distribution, which is heavily concentrated in the peak June to September period. Approximately 75% of all attendance occurs during this period. the November to April period is particularly slow.

¹⁷ City of Port Alberni. 2015. Visitor Profile Alberni Valley – Summer 2015.

Figure 10 Port Alberni Visitor Centre Trends, 2011-2020¹⁸

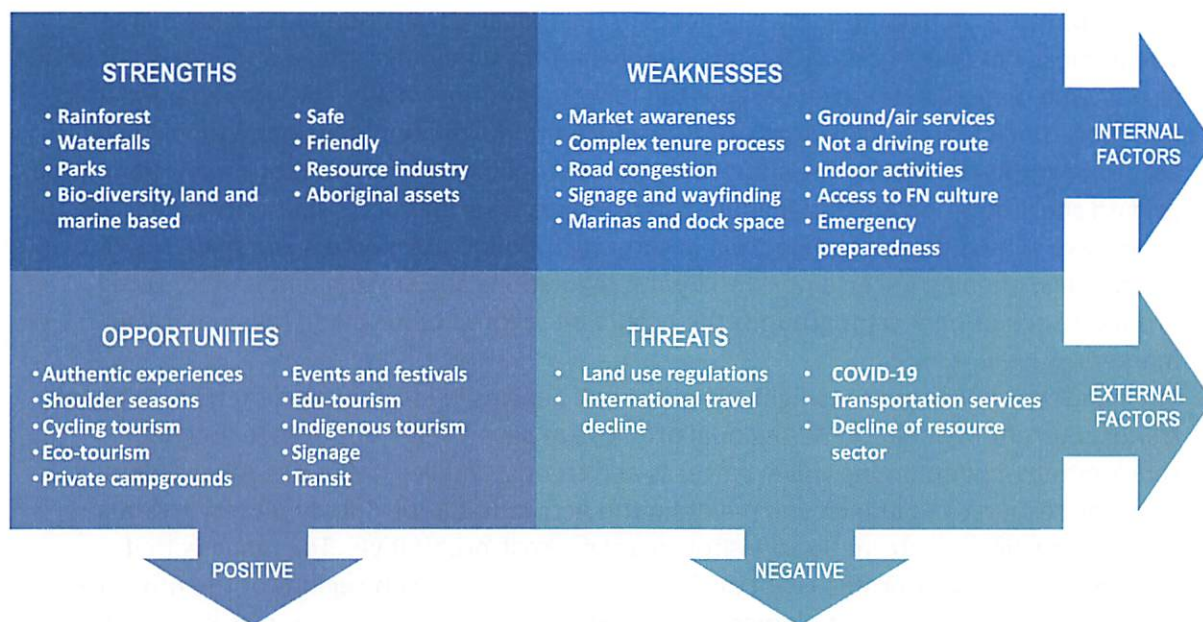


Other key metrics for the region, like national and provincial park attendance, is not yet available for the last three years. There had been robust growth over the last decade and while COVID-19 adversely affected many metrics, anecdotal evidence suggests that park attendance may well hit record highs due to travel restrictions and high levels of demand for local outdoor experiences.

¹⁸ Destination BC. 2021. Port Alberni Visitor Services Network Statistics Program Year Over Year Report 2021.

2.5.6 SWOT

Figure 11 Alberni Valley and Pacific Rim SWOT



2.6 Key Learnings

The MRDT is a key strategic initiative that could play an important role in strengthening market awareness domestically, particularly during the shoulder and 'off' seasons, and helping the transition through the COVID-19 pandemic.

Key learnings include the following:

- COVID-19 has completely disrupted the tourism economy and especially the practice of marketing given the almost complete disappearance of international visitors, and a major decline in all long-haul travel, including from Eastern Canada. Hotel occupancy, typically a measure of destination performance, has shown declines year over year of as much as 70% during some months of the pandemic. The impact has been to severely restrict the ability of Alberni Valley Tourism operators, accommodators and visitor-dependent businesses to draw enough traffic for sustainable revenue. The Alberni Valley is an emerging tourism destination that is significantly impacted by traffic to other Vancouver Island communities - growing and falling through the principles of dispersion and demand.
- Tourism industry losses noted at a provincial level are an accurate reflection of the losses experienced in the Alberni Valley: Businesses report revenue losses of (average) 31% compared to October 2019. About 20% of businesses in BC report being closed temporarily or permanently closed due to COVID-19.
- Local DMOs have always focused on reaching out to regional markets, as Destination BC and Destination Canada market the province and nation respectively through their various programs. What has changed in the last year is a major reorientation of high-value, high-performance operators who have traditionally relied on international trade. Many simply

did not operate in 2020 and while bookings are being taken for 2021, there is no guarantee that travel restrictions and in a worst-case scenario lockdowns will not occur again. DMOs and economic development agencies will likely have to reimagine their marketing programs and focus more on helping some segments of the industry transition to regional markets.

- The domestic market is clearly the most important for Vancouver Island and indeed all of BC at this time. Canadian travellers accounted for roughly 3 in 4 visitors before the pandemic and more since March 2020. Marketing, product and destination development will have to account for this change for the short and perhaps medium-term. This may mean reorienting toward short duration and last-minute trip planning, bookings and experiences. Package deals have always played a major role in catering to long-haul markets but given travel restrictions, ongoing uncertainty with health regulations and surging demand for some products such as park campgrounds they could be tailored to local and regional travel markets as well.
- The pandemic has brought to light the grave deficiencies in local tourism metrics, data and trends. Current Destination BC regional profiles are seven years out of date and not representative of emerging travel patterns and trends. Smaller DMOs like Alberni do not have the resources to launch and maintain the Accommodation Survey. Access to Stats Can's domestic and international visitor surveys is cost-prohibitive. The result is that a representative visitor profile is not available, as it is for most sub-regions of the province.
- Social media is an important element of marketing channel diversification as it drives return visits and recommended visits to our resort facilities, but traditional media is still proving to make the phones ring at a higher rate. Nevertheless, in pandemic times, an increasing effort will be needed in digital channels. Web metrics and SEO are showing an increasing number of interactions and conversations and providing more direct feedback on marketing expenditures. More research is being assembled on social media activity to determine its potential role in future marketing.
 - If AVTA is to be more successful in generating overnight stays, it will be necessary to develop more products, with the greatest potential in expanding Indigenous tourism by bringing more First Nations to the table.

3 Overall Goals, Objectives and Targets

The Alberni Valley is overwhelmingly associated with nature-based experiences based on comments through social media conversations.

Goal	Objective	Target	Comments
Increased Revenues	Increased overnight stays	Return to 2019 levels by 2023	Overnight stays deliver a much higher spend than day travel and is linked to maximum spinoff effects.
Seasonal and Source Market Dispersion	Increased shoulder, off-season and long-haul visits	Increase by 10% by 2024	Lengthening the season will spread out demand and better utilize assets and infrastructure while more long-haul visitors will raise yield.
Stakeholder Engagement	Increase stakeholder engagement and participation in Alberni Valley Tourism	\$10,000 in annual stakeholder buy in	Create opportunities for stakeholders to buy into cooperative marketing initiatives and to be more engaged with Alberni Valley Tourism

4 Strategies

Alberni Valley Tourism intends to align its marketing efforts with local, regional and provincial planning priorities and efforts. Strategic direction has been taken from the following:

- The Vancouver Island Regional Destination Development Strategy (RDDS)¹⁹ is the regional result of a two-year research and strategic planning initiative led by DBC. Designed to enhance the competitiveness of the region over the next 10 years and beyond, the Destination Development Program is a critical component of Destination BC's corporate strategy, which has been delivered in partnership with Tourism Vancouver Island and the Ministry of Tourism, Arts and Culture. The regional strategy is playing an important role in helping to help advance the destination development process through a unified planning framework. Major planning themes include transportation and infrastructure, exceptional trail experiences, innovation in tourism technologies, labour market development and experience development. The strategy emphasizes destination and product development in alignment with DBC's EQ targets and therefore represents part of the offer that DMOs are making to attract visitors.
- Tourism Vancouver Island is closely involved in DBC's Destination Development Program as well as the Co-operative Marketing Partnerships Program. MRDT funding targets are meant to complement and reinforce industry, community and operator planning priorities and in the case of cooperative programs, provincial fund pools. There are many other programs delivered by Tourism Vancouver Island such as Remarkable Experiences, travel media and trade and digital readiness that are built into this application.

¹⁹ Destination BC. 2019. Vancouver Island Destination Development Strategy April 2019.

- The 2019 Port Alberni Economic Development Strategy – Goal 2.1 of the strategy states that the tourism/visitor sector of the local economy will flourish through two pathways: tourism-related development and infrastructure, and implementation of the MRDT or alternative means to support tourism. This application is in direct support of the City’s strategy.

Specific strategies to be undertaken include the following:

- Leverage the Alberni Valley’s gateway status to Pacific Rim destinations.
- Conduct strategic advertising and marketing campaigns that promote the Alberni Valley in its core BC and Alberta markets.
- Continue to work with and support the Alberni Valley Tourism brand and #ExplorePortAlberni.
- Actively pursue cooperative marketing, and travel trade and media opportunities with Tourism Vancouver Island (TVI).
- Collaborate with neighbouring DMOs to include the Alberni Valley in touring and sector-based marketing programs.
- Undertake content gathering, creation and promotion, production and distribution of collateral, digital media and conventional advertising.
- Raise social media activity and conversations to expand awareness and draw more off-peak visitation and outreach.
- Attend industry conferences to understand the progression of tourism nationally and provincially, to identify new and emerging market opportunities and to learn about advances in the application of technology and innovations in tourism.
- Support operators to participate in travel trade markets, including attending or helping operators attend trade shows, and learning workshops on the trade market as offered by TVI.
- Support community organizations in their efforts to develop events that draw visitation to the region.
- Improve visitor market research to improve the deployment of marketing resources and programs.

5 Brand Positioning

The Alberni Valley Tourism brand was developed to feature on the <https://alberni-valleytourism.com/about/alberni-valley/> website, collateral materials and all communications. There is an explicit positioning toward outdoor adventure, geography and wildlife. “Into the Wild” is a statement of the destination, evoking a sense of getting out in nature for adventures. When someone comes to #ExplorePortAlberni, they are coming to hike the trails, paddle our waters or take in our cultural offerings - culture and nature-based.

Storylines and repositioning is in progress through a comprehensive consultative process with industry, community partners and residents, staff, municipal leaders, First Nations leaders, and the Advisory Committee. This is being undertaken as part of approved DMO Community Adaptation Funding Program funding received by AVTA. This will result in the delivery of

- Place-identity for the community;
- A model for sustainable tourism growth - as it will be messaged out through marketing;
- Best messaging and creative means to position product to travellers;
- Best tactics and channels for 2021 recovery; and
- Best metrics for critically evaluating success in 2021.

Market Audiences (EQ)

- Authentic Experienter
- Cultural Explorer
- Free Spirit

6 Target Markets

The key target market areas are British Columbia and Alberta which collectively represent a market of more than 16 million.

Season	Demography/Activity	Geography
Summer	FIT, travelling with or without children, 27-47 age group, personal vehicle/ferry transport, primarily Canadian and BC residents, BC's key EQ segments (Learners and Free Spirits)	<ul style="list-style-type: none"> • Lower Mainland • Southern Vancouver Island • Okanagan Valley
Spring/Fall	Authentic Experiencers and Cultural Explorers (Canada), Gentle Explorers, Authentic Experiencers and Free Spirits, older demographic, travelling w/o children, solo travellers, women, retirees	<ul style="list-style-type: none"> • Lower Mainland • Southern Vancouver Island • Calgary and Edmonton
	Marine enthusiasts, including kayakers, sailors and boaters	<ul style="list-style-type: none"> • Lower Mainland • Southern Vancouver Island
	Small meetings, conventions, incentive travel	<ul style="list-style-type: none"> • British Columbia • Alberta

7 Management, Governance and Administration

7.1 Alberni Valley Tourism Association

The Alberni Valley Tourism Association (AVTA) will be the eligible designated recipient of 2% MRDT funds. AVTA incorporated under the Society Act is actively engaged in tourism marketing.

AVTA was established in 2012 to represent tourism operators participating in Port Alberni's voluntary Destination Marketing Fee (DMF). The purpose of the society is to represent the region of Vancouver Island, British Columbia described as the Alberni Valley to increase the number of tourists to the region by promoting the region's tourism assets, events and facilities externally with the goal of attracting visitors to the community while encouraging overnight stays.

In order to secure the MRDT and to effectively develop and implement a strategic plan for the use of funds, it was necessary to amend and update the Society's bylaws around service area, memberships and board structure. It will be responsible for overseeing the development and implementation of the Alberni Valley Tourism Association's strategic plan and for managing staff and/or contractors as required.

The Board is led by nine voting Alberni Valley tourism industry stakeholders and supported by non-voting members representing the Alberni Valley Chamber of Commerce, the City of Port Alberni and ACRD Electoral Areas B, D, E and F

AVTA will oversee a Marketing Coordinator as it pertains to the delivery of regional tourism services. The Marketing Coordinator will be responsible for regular operations within this role including:

- Undertaking the administrative duties of the AVTA.
- Determining the methods by which the Board's directions will be executed and overseeing the implementation of all Board-approved tourism development and marketing plans – including initiatives funded by the 2% MRDT.
- Developing the annual product development and marketing plan and associated budget in collaboration with the Board.
- Building Valley-wide partnerships and promoting initiatives that embrace opportunities offered by a broader regional perspective.

8 Sources of Funding

In addition to the MRDT, partnership funding would be received from Destination BC, private businesses and local government. The tactical plan budget provides a conservative estimate for year one revenues. Historically, the City of Port Alberni has committed annual funds to support tourism marketing and promotion. As of June 2022, the City of Port Alberni is working to make a long-term and formal commitment to funding tourism promotional activities annually. Similarly, the Alberni-Clayoquot Regional District is working to provide annual funding to Alberni Valley Tourism. Although annual funding is expected to be in place, at the time of application the City and Regional District had yet to finalize funding amounts. At this time, a total local government contribution of \$15,000 has been committed.

9 Stakeholder Consultation

Stakeholder consultation was a critical component of this MRDT application. Stakeholder and partner engagement took place from January 2020 to April 2020 with a detailed review of local tourism governance models, priorities and funding opportunities. Through these engagement sessions, a new and more inclusive governance model for Alberni Valley Tourism was developed and supported by partners, and it was also agreed upon that securing MRDT for the Alberni Valley should be a top priority. These engagement sessions included representatives from the Alberni Clayoquot Regional District, First Nations, tourism businesses, hoteliers and the City of Port Alberni.

Governance and tourism prioritization sessions took place on the following dates:

- January 7, 2020
- January 24, 2020
- Feb 4, 2020
- Feb 27, 2020

In 2021 and 2022 several engagement sessions took place to inform the development of the 5-Year Strategic Business Plan and 1-Year Tactical Plan. These planning sessions culminated in an all-day tourism open house which enabled stakeholders to drop in and provide feedback on the draft 5-Year Strategic Plan. Attendees included representatives from the City of Port Alberni, First Nations, tourism businesses, Community Futures, the Historical Society, residents and other community organizations. In addition to in-person engagement opportunities available to all stakeholders, feedback on the 5-Year Plan was also encouraged to be provided over email, zoom and the phone.

Engagement sessions took place on:

- January 28, 2021
- February 1, 2021
- February 22, 2021
- October 18, 2021

The all-day tourism open house took place on April 26, 2022.

Destination BC also provided input on the draft 5-Year Strategic Business plan in late-April 2022. Alberni Valley Tourism is grateful to DBC for their time spent in review and for the valuable feedback.

10 Affordable Housing

There are no plans at this time to use MRDT revenues to support affordable housing initiatives.

Section 2: Tactical Plan with Performance Measures

Major Category: Marketing
Activity Title: Collateral
<p>Tactics:</p> <ul style="list-style-type: none"> • Update and produce printed and digital versions of #ExplorePortAlberni handbook and brochures. • Use as dual-purpose fulfillment, lure piece and for local distribution during the experience stage.
<p>Implementation Plan:</p> <ul style="list-style-type: none"> • Description: brochures and handbooks to support marketing and visitor services • Objectives: increase spring, fall and winter visits and occupancies, increase website activity, enquiries and bookings by supporting social media and influencers • Rationale: collateral is necessary to encourage purchase decisions and assisting visitors while they are in the region; it will provide detailed information around #ExplorePortAlberni • Action Steps: <ul style="list-style-type: none"> ▪ Develop new content to match EQ and PRIZM targets specific to Alberni Valley ▪ Continue producing #ExplorePortAlberni “Most Instagrammable” handbook helping audiences unlock the tourism experiences within the Alberni Valley. Categorized into itineraries with Instagram’s most popular tags; #Fun, #Nature and #Food ▪ Continue producing #ExplorePortAlberni “Most Instagrammable” brochure of Alberni Valley’s key spots curated from contributors who’ve used the tag over the past three years of its existence—used as a BC Ferries enticement marketing piece ▪ Prioritize digital versions, rationalize paper production and distribution • Potential Partnerships: City of Port Alberni, Huu-ay-aht Nation, ACRD • Resources/Funding: MRDT • Timeframe: annual, ongoing • Budget: \$10,000
<p>Performance Measures:</p> <ul style="list-style-type: none"> • Hard copy: demand-based guides • Digital: views, unique views, CTR, downloads, conversions, phone calls direct from guide • Tracking of incentives, coupons, contests, specials and other calls to action

Major Category: Marketing
Activity Title: Website
Tactics: <ul style="list-style-type: none"> • Enhancement of https://albernivalleytourism.com/ to improve the user experience and increase the likelihood of conversion (movement to a stakeholder website) • Align with partner and operator websites • Drive social media conversations and activity • Generate leads directly to tourism businesses
Implementation Plan: <ul style="list-style-type: none"> • Description: digital advertising through a renewed AVTA website • Objectives: increase website activity, enquiries, referrals and bookings • Rationale: the website remains the primary source for call to action and is critical for assisting travellers in all stages of the purchase cycle from inspiration to operator referrals • Action Steps: <ul style="list-style-type: none"> ▪ Ongoing hosting, development, maintenance of content and promotions ▪ Increase frequency of promotions, specials and activities ▪ Drive visits through social media conversations and content ▪ Undertake a user-experience audit every two years to keep current with changing consumer behaviour and technology. Ensure the content addresses the target audiences. • Potential Partnerships: Chamber of Commerce, Port Alberni Farmer's Market, Alberni Valley Outdoor Club, First Nations, tourism operators, local government • Resources/Funding: MRDT • Timeframe: 2023-2024 • Budget: \$15,000
Performance Measures: <ul style="list-style-type: none"> • Growth of unique visitors to the site, search engine tracking, length of time on site, organic search results, links through to listings (conversions)

Major Category: Marketing
Activity Title: Digital and Social Media
Tactics: <ul style="list-style-type: none"> ● Focus on content creation and digital advertising ● Utilize social media networks to amplify advocacy ● Purchase online display and paid search in targeted properties to drive website visits ● Purchase social media ads with a direct call-to-action ● Provide support for shoulder and low season experiences
Implementation Plan: <ul style="list-style-type: none"> ● Description: utilize popular social media channels to enhance awareness of the AVTA ● Objectives: increased conversations, brand awareness and conversions; reach consumers at all stages of purchase cycle ● Rationale: enhanced social media content and presence will inform and engage travellers about the destination through social media channels ● Action Steps: <ul style="list-style-type: none"> ▪ Targeted ad placements via spring, fall and winter campaigns ▪ Integrate content captured by the ZenSeekers and Miss604 networks ▪ Continue to enhance paid social media, direct digital buys, search engine marketing, retargeting, email marketing, native advertising and website promotions to amplify new visual and written content ▪ Increase influencer visits generating Instagram round-up stories, set to themes #Nature, #Fun, #Food, #ExplorePortAlberni and #ExploreBC ▪ Use media channels to drive engaged and informed referrals back to AVTA and partner websites ● Potential Partnerships: TVI, DBC, First Nations, operators ● Resources/Funding: MRDT ● Timeframe: annual - ongoing ● Budget: \$24,000
Performance Measures: <ul style="list-style-type: none"> ● Total followers, engagement rate, reach, #exploreBC hashtag amplification, total consumer use of hashtag #ExplorePortAlberni

Major Category: Marketing
Activity Title: Print and Broadcast Advertising
Tactics: <ul style="list-style-type: none"> ● Focus on traditional print, broadcast and Out-of-Home advertising ● Target preferred EQ/PRIZM segments on Vancouver Island, Lower Mainland, Alberta ● Feature outdoors, events, arts/culture, Pacific Rim access ● Off-season promotions to tap into drive markets
Implementation Plan: <ul style="list-style-type: none"> ● Description: traditional paid print and broadcast initiatives ● Objectives: increase brand awareness, visitation from regional markets ● Rationale: traditional media is still required for generating purchase decisions by some target segments, especially older age cohorts, but there is also potential to heighten and link to digital marketing tools (e.g., through a call to action to the website) ● Action Steps: <ul style="list-style-type: none"> ▪ Continue to refine the visual identity and value proposition ▪ Establish a print partnership with a vertical publication that targets prime Alberni Valley markets ▪ Use radio and television advertising in the Lower Mainland and on Vancouver Island to increase brand awareness in advance of events, specific promotions, and seasonal opportunities. Consider a Global ad buy in BC and Alberta. ● Potential Partnerships: accommodation providers, other VI DMOs (Pacific Rim, Bamfield), partners with media buying strategies ● Resources/Funding: MRDT, coop and stakeholder participants ● Timeframe: 2023 - ongoing ● Budget: \$15,000
Performance Measures: <ul style="list-style-type: none"> ● placement, distribution, viewership ● broadcast reach ● number of impressions ● tracking of contests and specials ● search engine tracking, links through to listings, purchases made

Major Category: Marketing
Activity Title: Travel Media and Travel Trade Relations
Tactics: <ul style="list-style-type: none"> ● Support Destination BC and TVI-led travel trade and media initiatives ● Proactively organize with TVI Familiarization opportunities for media and trade ● Conduct travel trade and travel media show representation ● Provide TVI with regular, ongoing product updates
Implementation Plan: <ul style="list-style-type: none"> ● Description: support travel trade and travel media relations in partnership and in alignment with other Vancouver Island DMOs ● Objectives: increase awareness and understanding of Alberni Valley through trade channels, generate un-paid, earned media coverage and expand partnerships with digital partners ● Rationale: AVTA can support DBC and TVI travel trade and media outreach, which helps builds awareness across the entire travel planning and booking process. Travel media relations continues to be a key focus across all markets, providing a cost-effective and credible way to increase awareness by generating unpaid media coverage through key media outlets ● Action Steps: <ul style="list-style-type: none"> ▪ Provide relevant and current content on products and experiences, including monthly updates to TVI and leading up to travel trade and media shows ▪ Develop content for and promote themed itineraries targeted at the travel trade ▪ Support travel trade and media fam tour opportunities featuring Alberni Valley partners ▪ Host press visits and coordinating private sector in-kind support ▪ Align with Pacific Rim communities for trade and media show representation where and when appropriate ▪ Support local attractions and operators to become export ready ▪ Provide opportunities for stakeholders to access industry best practices, innovative marketing support and training and industry resources ● Potential Partnerships: TVI, TAVI, Tourism Tofino, Tourism Ucluelet, Parksville Qualicum Beach Tourism, operators ● Resources/Funding: MRDT ● Timeframe: 2023 – ongoing Budget: \$1,000
Performance Measures: <ul style="list-style-type: none"> ● Travel trade and travel media relations contacts ● Referrals to partners ● Unpaid media coverage ● Hosted tours

Major Category: Marketing
Activity Title: Asset Development
Tactics: <ul style="list-style-type: none"> ● Contract writers to develop itineraries, articles and special digital guides ● Compile to BC Brand specification, imagery, video, B-roll, drone footage for web/print ● Tie back to target EQ audiences ● Include diversity of models in images ● Continue display campaigns to amplify new visual and written content pieces
Implementation Plan: <ul style="list-style-type: none"> ● Description: to provide better tools for carrying out marketing and promotional activities and social media connections (video proved to be a strong draw). ● Objectives: <ul style="list-style-type: none"> ▪ Alignment with EQ specs and DBC's brand ▪ Increase brand awareness and conversion through captivating ads ▪ Drive conversion ● Rationale: critical for digital media, conveying the uniqueness of the Valley that goes beyond the conventional landscape images and transmits action and adventure ● Action Steps: <ul style="list-style-type: none"> ▪ Produce and align audio-visual content to support "Into the Wild" theme ▪ Develop new written stories to convey the "Into the Wild" offerings set according to top Instagram tags ▪ Periodic audit and gap analysis ▪ Create and monitor campaigns ▪ Conduct ad buys ▪ Coordinate with DBC Brand Team (if appropriate) ▪ Commission content ● Potential Partnerships: TVI, DBC, tourism operators, local photographers and writers ● Resources/Funding: MRDT ● Timeframe: 2023 - ongoing ● Budget: \$20,000
Performance Measures: <ul style="list-style-type: none"> ● Meeting EQ criteria for content development ● Website and social media engagement

Major Category: Marketing
Activity Title: Research
Tactics: <ul style="list-style-type: none"> ● Refine target audiences using PRIZM/EQ and BCRTS ● Integrate geo-targeting into digital marketing ● Disseminate key findings to local stakeholders
Implementation Plan: <ul style="list-style-type: none"> ● Description: undertake research to support evidence-based decision making ● Objectives: <ul style="list-style-type: none"> ▪ up-to-date market research, profiles ▪ improved target marketing across all channels ▪ align experiences to appeal to target audiences ● Rationale: the regional research program of the BCRTS and new geo-fencing technology from Environics Analytics provides communities with current visitor research at reasonable costs. These data can provide ongoing integrated research and insights to enhance programming, resource allocation and strategic partnerships ● Action Steps: <ul style="list-style-type: none"> ▪ Define and geofence the Alberni Valley for current and future internet scraping ▪ Define and prioritize PRIZM segments unique to the Alberni Valley ▪ Identify visitor movement patterns ▪ Identify visitation trends by date, time of day, location ▪ Identify important attributes about visitors: where they are from, what activities they like to do, and media habits ▪ Develop profiles for web dashboard and use by partners ▪ Identify activities, experiences, promotions for efficient, successful, and cost-effective marketing campaigns ▪ Develop better messaging to influence desired behaviours in best match market ● Potential Partnerships: TVI, DBC, operators, BCRTS research services ● Resources/Funding: MRDT ● Timeframe: 2023 – ongoing ● Budget: \$15,000
Performance Measures: <ul style="list-style-type: none"> ● Increased campaign results ● Increased referrals to stakeholders ● Destination differentiation ● Consumer satisfaction ● Positive word-of-mouth advocacy on social media ● Increased online reputation, NPS

Section 3: MRDT Budget for Year One

Revenues	Budget \$
Carry-forward from previous calendar year	
MRDT	100,000
MRDT from online accommodation platforms	8,000
MRDT Subtotal	108,000
Local government contribution	15,000
Stakeholder contributions (i.e., membership dues)	
Co-op funds received (e.g., DBC Coop; DMO-led projects)	30,000
Grants – Federal	
Grants – Provincial	
Grants/Fee for Service - Municipal	
Total Revenues	\$163,000
Expenses	Budget \$
Marketing	
Marketing staff – wage and benefits	50,000
Marketing Collateral	10,000
Marketing Website	15,000
Marketing Digital and Social Media	24,000
Marketing Print and Broadcast Advertising	15,000
Travel media and travel trade relations	1,000
Asset development	20,000
Research	15,000
Other (please describe)	
Subtotal	150,000
Destination & Product Experience Management	
Destination & Product Experience Management Staff – wage and benefits	
Industry development and training	
Product experience enhancement and training	
Research, evaluation, analytics	
Infrastructure and events	
Subtotal	0
Visitor Services	
Visitor services activities	
Other (please describe)	
Subtotal	
Meetings, Conventions, Events and Sport	

Meetings, conferences, conventions, sales, events, sport, and grant programs, etc.	
Subtotal	0
Administration	
Management and staff unrelated to program implementation – wages and benefits	
Finance staff – wages and benefits	1,500
Human Resources staff – wages and benefits	
Board of Directors costs	1,000
Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)	
Travel	2,000
Office lease/rent	3,500
General office expenses	2,000
Subtotal	10,000
Affordable Housing	
General MRDT revenues	
Revenues from online accommodation platforms	
Subtotal	0
Other	
All other wages and benefits not included above	
Legal/insurance	3,000
Subtotal	3,000
Total Expenses:	\$163,000.
Balance or Carry Forward	\$0

Projected Spend by Market

Geographic Market	Total Marketing Budget by Market	% of Total \$ by Market
BC	\$120,000	80%
Alberta	\$30,000	20%
Ontario		
Other Canada (please specify)		
Washington State		
UK		

Germany		
Australia		
Other International <i>(Please specify)</i>		
Total	\$150,000	100%

Date: June 30, 2022
File No: 4520-20-TUP22-02
To: Mayor & Council
From: S. Smith | Acting CAO
Subject: **Temporary Use Permit No. 22-02 | Transition House Use**
3130 3rd Avenue, Port Alberni
LOT A, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 30733 (PID: 001-225-537)
Applicant(s): The Salvation Army

Submitted by: M. Wade Manager of Planning	Supervisor:  S. Smith, Dir. of Development Services Deputy CAO	A CAO Concurrence:  S. Smith, Acting CAO
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RECOMMENDATIONS

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.

PURPOSE

For Council to consider issuance of Temporary Use Permit [TUP] No. 22-02 for a portion of the property at 3130 3rd Avenue for a Transition House use to allow a low barrier shelter to be operated by The Salvation Army with funding from BC Housing.

BACKGROUND

At the June 27, 2022 Regular meeting, Council received a report from staff which provided information relating to temporary use permits generally, and also included information specific to this application for discussion purposes and in advance of seeking Council direction to proceed with issuing notice as per section 494 of the *Local Government Act*. A TUP is permitted under the *Local Government Act* for a period of up to three [3] years and may be renewed once. The objective of a TUP is to allow a use not permitted in the zone, and to specify general conditions of use in a permit issued by Council.

ENTERED
F3

OPTIONS

1. 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 as shown on page three of the staff report and highlighted in yellow for property 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.
2. Council provide alternate direction to the permissions/conditions outlined in the TUP No. 22-02.
3. Council can deny the TUP.

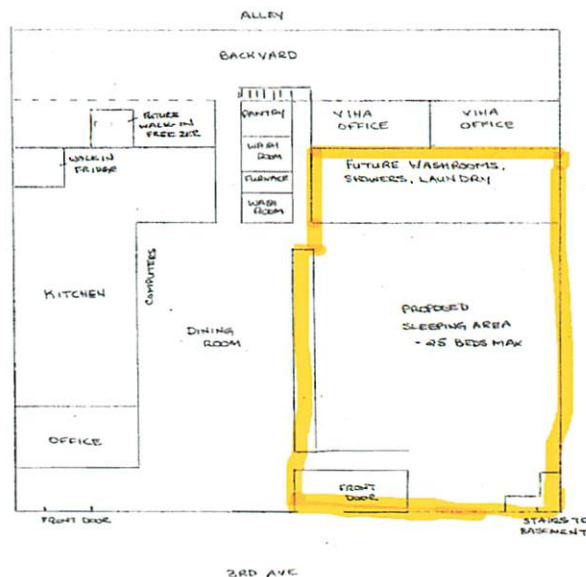
ANALYSIS

At Council's Regular meeting held June 27, 2022, staff provided an analysis of the existing land use for the subject property and reviewed the application for TUP No. 22-02 against the existing policies in the City's OCP Section C Plan Goals and Land use, Section 3.0 Temporary Use Permits.

Section 3.0 outlines four (4) policies for Council to consider when contemplating issuance of a TUP. Staff have reviewed the policies for alignment and confirms that the subject property meets the following policies:

1. Is designated General Commercial in the OCP, as required to consider a TUP.
2. The permit is for a three-year term, maximum permitted length time.
3. Meets long range policy through addressing Council strategic priority number five | *Fostering a Complete Community*, and
4. Maintains a reasonable level of compatibility with the surrounding development.

The current floor layout is illustrated below and the yellow highlighted area will be the portion used for the Transition House use. The Transition House use will be separated from the Soup Kitchen by fire doors and the two spaces will be addressed separately for ease of operations. The applicant's architect will be preparing a technical review of the area for code compliance prior to occupancy along with a to scale design drawing for review by City staff. City staff undertook a site inspection on June 29, 2022.



IMPLICATIONS

There is no expansion to the building but internal renovations will be required [highlighted in yellow] to accommodate the 25 beds along with upgrades to washroom facilities to include showers and laundry. The renovations will address accessibility requirements for clients' needs and safety. The floor plans are being designed by an Architect who will access the space for code requirements and provide The Salvation Army with the technical requirements for code compliance and for any required permits necessary prior to occupancy.

COMMUNICATIONS

Staff completed all required statutory notifications which included the mailing of 155 notices to owners and occupants of property within 75 metres as per the *City's Development Application Notice Bylaw No. 4614* as well as formal notice [two consecutive issues] being placed in the local newspaper as per *section 494 of the Local Government Act*.

Referrals were also sent to affected agencies inviting their comments which staff will summarize for Council at its meeting July 11th.

The Salvation Army has also initiated conversations with surrounding property owners [approximately 18 to date] and staff will be in a position to provide feedback to Council at the meeting.

BYLAWS/PLANS/POLICIES

The proposed application is to issue a Temporary Use Permit for a *Transition House* use for a portion of the property located at 3130 3rd Avenue for a three (3) year period commencing September 1, 2022. Required conditions will be outlined in the permit, and these will be provided to Council at the July 11, 2022 Regular meeting for their consideration.

SUMMARY

In considering the application to issue a Temporary Use Permit for a *Transition House* use at 3130 3rd Avenue, City Council should consider the policies outlined in this report and if they have been met.

The proposed temporary use aligns with OCP Section C Plan Goals and Land Use Classifications, 3.0 Temporary Use Permits as outlined in this report and addresses Council's strategic priority No. 5 | *Foster a Complete Community*.


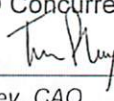
Staff supports proceeding with the proposed temporary use for a Transitions House use at Bread of Life Centre located at 3130 3rd Avenue and are recommending that Council issue the permit and authorize the Director of Corporate services to sign the permit once all the conditions captured in the recommendation portion of this report have been met and to the satisfaction of the Director of Development Services.

ATTACHMENTS/REFERENCE MATERIALS

1. *Staff report to Council | June 27, 2022*
2. *Temporary Use Permit No. 22-02*

Copy: T. Slonski, Director of Corporate Services
M. Owens, Fire Chief
E. Rochette, Inspector RCMP
C. Baker, Manager of Community Safety
R. Gaudreault, Building Inspector

Date: June 16, 2022
File No: 4520-20-TUP 22-02
To: Mayor & Council
From: T. Pley, CAO
Subject: Temporary Use Permit TUP22-02 – Transition House Use
3130 3rd Avenue, Port Alberni
LOT A, DISTRICT LOT 1, ALBERNI DISTRICT, PLAN 30733 (PID: 001-225-537)
Applicant(s): The Salvation Army

Submitted By  Marianne Wade Manager of Planning	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATIONS

This report is being provided for Council's information and to provide an opportunity for discussion and/or inquiries surrounding Temporary Use Permits generally and in particular TUP22-02 – Transition House Use in advance of notice being provided.

PURPOSE

The City has received an application for a Temporary Use Permit (TUP) to allow a transition house use to be located on the property at 3130 3rd Ave (Bread of Life Centre). The Salvation Army has received funding from BC Housing to operate a temporary low barrier shelter which will be reviewed on an annual basis. A TUP is allowed under the *Local Government Act* for a period up to three (3) years and may be renewed once. The objective of the TUP is to allow a use not permitted in the zone, and to specify general conditions of use in a permit issued by Council.

BACKGROUND

Status of the Application

The Advisory Planning Commission reviewed the development application at the June 16, 2022 meeting. Summary meeting minutes are attached. APC had quorum but one of the members declared a conflict, APC discussed the application but no motion could be made. APC provided comments in support for the proposed temporary use for a transition house on the subject property.

Referrals will be undertaken as part of the notice period.

OPTIONS

1. Council receive the report for information purposes, discussion and/or inquiries surrounding Temporary Use Permits in advance of notice being provided.
2. Council provide alternative direction to the permissions/conditions outlined in the draft TUP prior to notice being provided.

ENTERED

ANALYSIS

Official Community Plan (OCP) and Zoning Bylaw

The subject property is designated General Commercial in Schedule A (Land Use Map) in the OCP and is designated in the Zoning Bylaw as C7 *Core Business* zone which permits a diversity of uses including community care, multi-family housing, seniors housing, restaurants, personal services, retail, tutoring, and other commercial uses as outlined in attachment 1. The subject property along with site context is outlined in *Table 1* below:

Table 1 – Site context	
Location	The site is located mid-block between Athol Street and Argyle Street on the west side of 3 rd Avenue. The Bread of Life Centre is located on the property.
Current Zoning	C7 Core Business
Proposed Temporary Use	Transition House
Total Area	A portion of the site
Official Community Plan (OCP)	<ul style="list-style-type: none"> Schedule A - Land Use Map: General Commercial Schedule B - Development Permit Areas Map: DPA No. 2 - Commercial
Relevant Guidelines	<ul style="list-style-type: none"> Section C – 3.0 Temporary Use Permits

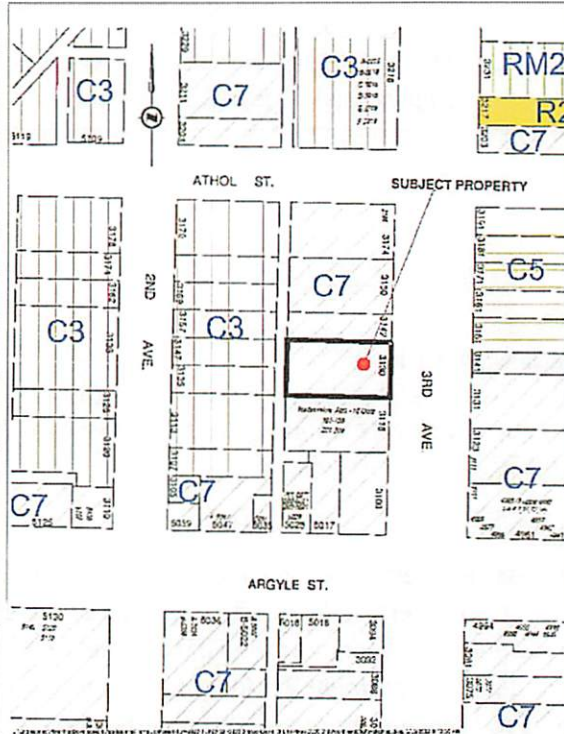


Table 2 – Neighbourhood Surrounding Land Use	
North	General Commercial
South	Multi-family, General Commercial
East	General Commercial, Multi-family residential, Residential
West	General Commercial

OCP Section 3.0 Temporary Use Permits (Bylaw Amendment No. 4818)

In June 2013, Council amended the OCP Section C Plan Goals and Land use Designations to include Section 3.0 Temporary Use Permits. Section 3.0 outlines four (4) policies for Council to consider when considering issuance of a TUP. Staff have reviewed the policies below for alignment:

1. Temporary Use Permits may be considered on all lands designated as Industrial Use or Commercial Use on the Schedule “A” (Land Use Map).
 - The subject lands are located in the General Commercial land use as per schedule A (Land use Map). As such a temporary Use Permit is permitted as per the OCP.
2. The issuance of a Temporary Use Permit is intended to provide a short-term opportunity for uses that either relocate or cease to exist within a maximum of a six-year period.
 - The temporary use permit is for a three (3) year period. Council can consider a shorter term if they wish. Over this three (3) year period consideration of this use will be given in the update to the OCP either in this location or other parts of the City. Council will have the option to consider one renewal of up to three (3) years prior to the expiration of this proposed permit.
3. Ensure long-term public policy for the area is not changed.
 - In *Council’s Strategic Plan* there are five strategic priorities listed, number five (5) *Fostering a Complete Community* focuses on supporting our most vulnerable. This proposed Transition House use addresses this priority by providing temporary shelter for up to 25 beds in an existing building with support services. There is no expansion to the building and the interior space is being reconfigured to accommodate up to 25 beds in the Drop-in Centre space to be operated from 8pm to 8am (24/7). During the day the Gateway programs will continue to operate from 9am to 4pm, as will the existing community kitchen. This is adding services for our most vulnerable community.
4. Maintain a reasonable level of compatibility with the surrounding development.
 - The proposed Transition House use is an added use to provide housing on a temporary basis from 8pm to 8am. Residential housing exists in the immediate surrounding area. Staff deem this proposed use to be compatible with existing uses in the area. The Bread of Life Centre offered temporary shelter under the emergency weather program funded by BC Housing over the last year.

Zoning Bylaw No. 4832

A Transition House use is permitted in Public Institutional (P1) and is defined as:

“Means a facility providing temporary accommodation and/or counselling to persons in need or distress. Facilities operated under the Community Care Facilities Act, Correction Act or Mental Health Act are not included in this definition.”

IMPLICATIONS

The Salvation Army has received funding from BC Housing to operate a low barrier shelter for up to 25 beds on an annual basis to address the needs of our vulnerable residents. The 2021 Homeless Count for Port Alberni

indicates that there are 125 people experiencing homelessness. This program will assist in creating shelter for some of our most vulnerable residents. The Salvation Army is a recognized operator by BC Housing.

The current Drop-in Centre which is open from 9 am to 4 pm, is proposed to be converted to a shelter from 8 pm to 8 am. During the day the shelter space will be used as the Drop-in Centre for various counselling, training and health programs which are currently being offered through the Gateway programs. The community soup kitchen will remain operating from 8 am to 8 pm daily. There will be a separation of the community soup kitchen and the Drop-in Centre through an interior renovation to the building.

There is no expansion to the building but internal renovations will be required to accommodate the 25 beds in the existing Drop-in Centre space, along with upgrades to washroom facilities to include showers and laundry. The renovations will address accessibility requirements for clients' needs and safety. The floor plans are under design for permit requirements in coordination with BC Housing, The Salvation Army, and City staff to address all Building Code requirements. The Salvation Army has retained the necessary professionals to address building and fire requirements for permits required for occupancy.

COMMUNICATIONS

Should Council wish to pass a resolution to consider Temporary Use Permit (TUP22-02), and direct staff to issue public notice as per section per *section 494 (2) to (4) of the Local Government Act*, staff will issue advertisements in the local paper for two consecutive issues and send notices to occupants within 75 metres of the subject property. The permit will be made available in the Development Services department for viewing by the public on June 28 ,2022. A report would be prepared for Council's consideration at the July 11, 2022 Council meeting.

Referrals will be sent out to the affected agencies for their comments. These comments will be reported back to Council in a staff report for July 11, 2022.

BYLAWS/PLANS/POLICIES

The proposed application is to issue a Temporary Use Permit (TUP22-02) for a *Transition House* use at the property located at 3130 3rd Avenue for a three (3) year period. Required conditions will be outlined in the TUP, and these will be provided to Council at the July 11, 2022 meeting for their consideration. A draft TUP is attached to this report.

SUMMARY

In considering the application to issue a Temporary Use Permit for a *Transition House* use at 3130 3rd Avenue, City Council should consider the Council Policies outlined in this report and if they have been met.

The proposed temporary use aligns with OCP Section C Plan Goals and Land Use Classifications, 3.0 Temporary Use Permits as outlined in this report and addresses Council's strategic priority #5 *Foster a Complete Community*.

Staff supports proceeding with the proposed temporary use for a transition house use at Bread of Life Centre located at 3130 3rd Avenue.

ATTACHMENTS/REFERENCE MATERIALS

- *Advisory Planning Commission June 16, 2022 Meeting Minutes*
- *C7-Core Business Zone Description*
- *Draft Temporary Use Permit (22-02)*

Copy: T. Slonski, Director of Corporate Services

J:\Common\A_Items_for_Agenda\Reports for Approval\Draft TUP22-02 3130 3rd Ave Bread of Life MW.docx



**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on June 16, 2022 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Ed Francoeur (Chair)
Ken McRae, (Vice - Chair)
Joe McQuaid
Amy Anaka, (Acting for Chair)
Larry Ransom (Alt.- S.D.70)
Councillor Deb Haggard, Council Liaison
Peter Dionne, R.C.M.P. Liaison
Andre Guerin, P.A.F.D. Liaison

Staff

Marianne Wade, Manager of Planning
Brian McLoughlin, Development Planner
Cara Foden, Planning Technician

Guests

Applicant: A. Needham
Applicant: C. Minions, M. Ramsey
Members of Public: 1

Regrets

Chris Washington, S.D.70
Stefanie Weber
Callan Noye
Jolleen Dick, Councillor, Hupačasath F.N
Ken Watts, (CEO Tseshah (č išaa?ath) F.N)
Scott Smith, Dir. of Dev. Services/Deputy CAO

Alternates (not in attendance)

Roger Nopper CEO, (Alt. - Hupačasath F.N.)
L. Sam, (Alt. - Tseshah (č išaa?ath) F.N)
Natasha Marshall, (Tseshah (č išaa?ath) F.N)
Vicky White, (Tseshah (č išaa?ath) F.N)
Councillor Helen Poon (Alt.- Council Liaison)



1. Acknowledgements and Introductions:

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

2. Minutes: Adoption of May 19, 2022 Minutes

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the March 17, 2022 regular meeting.

(McRae / McQuaid) CARRIED

3. APC reports and procedures update: Manager of Planning

- New Manager of Planning, Marianne Wade, introduced herself to the APC members and provide a brief verbal summary of her background and experience.
- The new format for APC reports and recommendations was introduced.

4. DEVELOPMENT APPLICATION – Zoning Bylaw amendment

4925 Leslie Avenue, Port Alberni

Lot 10 District Lot 13 Alberni District Plan 6096 (PID: 005-909-538)

Lot 11 District Lot 13 Alberni District Plan 6096 (PID: 005-909-554)

Applicant(s): Amy and Curtis Needham

- City Development Planner (B.M.) summarized his report dated June 6, 2022.
- APC discussed the proposed amendment with respect to the following:
 - It was noted that the Engineering Department has submitted their comments this morning.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that Council support the proposed zoning amendment.*

(McRae / McQuaid) CARRIED

5. DEVELOPMENT APPLICATION – Temporary Use Permit

3130 3rd Avenue, Port Alberni

Lot A, District Lot 1, Alberni District, Plan VIP30733 (PID: 001-225-537

Applicant(s): Bread of Life Centre

- The Chair recused himself and left the meeting at 12:13 pm citing personal interest in the application. This left the APC short of a quorum. The Manager of Planning indicated that the meeting would proceed and that the APC comments would be submitted to Council for consideration as it was not possible to vote on a formal motion/s.
- The Manager of Planning (M.W.) summarized her report dated June 14, 2022.
- APC discussed the proposed amendment with respect to the following:
 - Clientele – applicant indicated to APC that the Temporary Use Permit was for a Transition House within the existing Bread of Life building and that it would not be restricted by gender.
 - Hours of operation: applicant indicated that the Bread of Life kitchen would continue to operate within the current hours of 8:00 am to 8:00 pm. The Transition House portion of the building would be operational 24 hours per day and 7 days per week only for the clients using the Transition House .
 - It was noted by the applicant that the Bread of Life Centre is now operated by the Salvation Army and the intent of the Temporary Use Permit was to allow more time to explore other possible options for a long-term facility and to determine and assess community impact.
 - APC members expressed some concerns regarding the impact of the proposal on the adjacent commercial area and efforts currently focused on renewal of the downtown core. It was noted that the area is already under a great deal of pressure due to prevalent social issues. The applicants indicated that it was their hope that they would be able to contribute to the improvement of the area by providing an alternative to people that would take them off the streets by providing shelter. He indicated that night outreach teams were planned and would be supporting and encouraging people, currently living on the streets, to make use of the shelter.
 - Safety: a sprinkler system would be required as part of the renovation to accommodate the Transition House.
 - R.C.M.P. noted they are aware of issues at the neighbouring Harbourview Apartments building.
 - A recent sale of the empty, nearby Bank of Montreal building has taken place and the Bread of Life has not yet met with the new owners.
 - Public Notice is required for this application.
 - The applicant assured the APC that they are aware of the temporary nature of the permit should it be approved and they are prepared for the eventuality that the use may not be permanent. A rezoning process would have to take place in the future if the applicant decided to pursue a permanent Transition Home in the C7 Core Business zone.

APC Comments

- The members present indicated support for the application.

- The members are supportive of the Temporary nature of the Permit versus a rezoning which would be of a permanent nature.
- APC is happy to see that the applicant has been in consultation with BC Housing and that they are taking the BC Building Code requirements into consideration.
- The Chair returned to the meeting at 1:35 pm following the discussion.

6. Status and OCP Update: Manager of Planning

A. June 13 Council

- 5249 Pineo Road rezoning application received 3rd reading.
- 5450 Greenard Street rezoning application received 1st and 2nd reading. Public Hearing waived.
- 4738 Athol Street OCP/ZON amendments received 1st and 2nd reading. Public Hearing July 11.
- A Sign Bylaw amendment to allow for a sign at the Seventh Day Adventist Church (4109 Kendall Ave.) was approved by Council.

B. OCP Review update:

- Stakeholders/groups participated in a workshop on June 2. APC members were invited to participate. Feedback from the workshop is being used to prepare a communication plan that will be presented to Council in late summer.
- Environmentally Sensitive Areas and Parkland will be included in the process for the OCP update.

7. OTHER BUSINESS:

- Status of Carriage Homes in Zoning regulation: The Manager of Planning commented that the City is working with a Consultant regarding the integration of relevant regulations in the Zoning bylaw.
- Configuration of Council Chambers for the needs of APC was discussed. The Manager of Planning will explore options for meeting space.
- The APC expressed that public education is needed as many people in the community are not informed about the differentiation between private versus public greenspaces and dedicated parks. Communication regarding OCP designations on existing greenspace is also a component of ensuring the public is aware of long-term vision for such spaces.
- Existing OCP contains a requirement for Neighbourhood Plans to accompany applications such as the one for the City owned land at 15th and Montrose St. where the designation is 'Future Residential'. The APC noted that such "one-off" applications should not be considered without enforcing the requirement for broader area Neighbourhood Plans.

8. ADJOURNMENT: The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on July 21, 2022.

(Anaka / Francoeur) CARRIED

Ed Francoeur (Chair)

C7 – CORE BUSINESS

5.24 The purpose of this *zone* is to establish and maintain vibrant mixed use commercial core areas, with attention to providing goods and services to residents, the travelling public and tourists.

5.24.1 Permitted usesPrincipal Uses*Adult retail**Amusement establishment**Appliance repair**Artist's studio**Assembly**Automotive sales, repair and servicing**Bakery**Bank or other financial institution**Boat or recreational vehicle sales and repair**(Bylaw 4979) Cannabis Retail Store, subject to 6.26**Club or lodge**Community care facility**Day care or other preschool**Gasoline service station**Hotel, Motor hotel and Hostel**Live-work**Lumber and Building Materials Retailers and Wholesalers**Medical service**(Bylaw 5033) Micro-Brewery/Micro-Distillery**Multiple family dwelling**Nightclub, Cabaret, Bar and Pub**Office**Parking lot**Pawn shop**Personal service**Place of worship**Printing, publishing and allied industry*Principal Uses (continued)*Professional service**Public market**Restaurant, including drive-through**Retail**School**Seniors housing**Shopping centre**Single family or two family dwelling (built prior to the adoption of this bylaw)**Small appliances and electronics, sales and repair**Social service centre**Theatre**Tourist Services**Transportation Dispatch and Depot**Tutoring Service**(Bylaw 4979) (Bylaw No. 4893) Medical Marijuana Dispensary (Subject to 6.26)*Accessory Uses*Home Occupation**Residential above commercial*Site-Specific Uses*Dwelling units at ground level**Glass shop**Liquor, wine, and beer store*

5.24.2 Site Development Regulations

Minimum Lot Area	540 m ²	(5812.7 ft ²)
Minimum Frontage	15 m	(49.2 ft)
Maximum Coverage	90%	
Minimum Setbacks:		
Front yard	0 m	
Rear yard	3 m	(9.8 ft)
Side yard	0 m	
Maximum Height, Principal Building	14 m	(45.9 ft)
Maximum Number of Principal Building Storeys	4	
Maximum Floor Area Ratio	3.0	

5.24.3 Conditions of Use

- (a) All business uses shall be conducted within a completely enclosed *building* except for outdoor display, rental, sales or *storage yards*, restaurant patios, activities that are normally done at gasoline service pumps, parking and loading, and activities related to the operation of a *drive-through* or *drive-in* facility.
- (b) In mixed-use residential and commercial *buildings*, residential uses shall be located above the first *storey*, except as provided in (d).
- (c) A shared public access to the residential *dwelling* unit(s) shall be provided separate from any other use from a ground floor entrance opening directly onto the public *street*.
- (d) Where multiple *family dwelling* units or seniors housing are located below the second *storey*, the Site Development Regulations of the RM3 Higher Density Residential zone shall apply.
- (e) Notwithstanding any other provision of this Bylaw, only one-half (0.5) *parking space* for every residential *dwelling* unit is required above a commercial use in a mixed commercial-residential *building*.
- (f) No *club* or *lodge* shall have more than three machines on which mechanical, electrical automatic, digital or computerized games are played for amusement, recreation, competition or entertainment and for which a fee is charged for use or for which a coin or token must be inserted.
- (g) In *dwelling* units above or behind commercial uses, *home occupation* as a permitted use is restricted to *office* space for a business which is lawfully carried on at another location.

5.24.4 Density Bonusing for Mixed-Use Residential-Commercial Developments:

The maximum height permitted may be increased up to six (6) *storeys* and up to 18 m (60 ft), and the maximum *floor area ratio* permitted may be increased up to 3.5 from that indicated in 5.24.2 where all of the following conditions are met:

- (a) A minimum of one *storey* or sixteen and one-half percent (16.5%) of the *gross floor area* of the *building* is used for commercial purposes;
- (b) Greater than seventy-five percent (75%) of the required parking is provided *underground* or enclosed underneath the principle *building*;
- (c) Elevators are provided to all *storeys* in the *building*;
- (d) A minimum of ten percent (10%) of the *dwelling* units are designed as *accessible*;
- (e) A minimum of ten percent (10%) of the *dwelling* units are designated as *affordable*, as specified in a *Housing Agreement* and where the owners enter into a *Housing Agreement* with the City, and where this Agreement is filed with the Land Title Office; and
- (f) A common meeting room or amenity room containing a minimum of 22 m² (235 ft²) is provided.

5.24.5 Site Specific Uses

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

<u>Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
(Bylaw 4914) Dwelling units at street level	4815 Argyle Street	Parcel A, Block 41, Plan VIP197B, Alberni Land District (Being a consolidation of Lots 8 & 9, See FB348042)
Glass shop	4650 Margaret Street	Lot A, District Lot 1, Alberni District, Plan VIP28247
Liquor, wine, and beer store	(Bylaw 4869) 5170 Argyle Street	Lots 23 & 24, Block 86, District Lot 1, Alberni District, Plan 197
Liquor, wine, and beer store	4963 Angus Street	That portion of Lot B, District Lot 1, Alberni District, Plan 32610 north of Angus Street
Liquor, wine, and beer store	5086 Johnston Road	Lot 1, District Lot 1, Alberni District, Plan EPP13767

TEMPORARY USE PERMIT

Permit No: TUP22-02

Registered Owner: Bread of Life Society/Centre INC NO S36591

Operator: The Salvation Army

Subject Property: 3130 3rd Avenue, Port Alberni BC

Description of Land: Parcel Identifier: 001-225-537
Legal Description: Lot A, District Lot 1, Alberni District, Plan VIP30733

Proposal: Temporary Use Permit – Transition House use for up to 25 beds within the building (Bread of Life Centre) .

Conditions of Permit:

1. This permit is issued subject to compliance with all relevant City of Port Alberni Bylaws, except as specifically varied or supplemented by this permit.
2. This permit applies to the lands described above, and any buildings, structures, and other developments thereon (hereinafter called 'the Lands').
3. The Lands and building which are subject to this permit shall be developed in accordance with the terms and conditions of this permit and in accordance with the following schedules:

Schedule A – Location Map

Schedule B – Temporary Emergency Shelter Layout

Schedule C – Temporary Use Permit Application Package

Schedule D – Operating Agreement with BC Housing

4. The following specific conditions must be met:
 - a. That the operator (The Salvation Army) adheres to the project program outlined in Schedule C of this permit with regards to procedures, on- and off-site support, staffing and security plans, and commitment to the neighbouring community.
 - b. No visitors outside of support, or related services shall be permitted in the Transition House Area as illustrated in Schedule B.
 - c. Adequate lighting shall be provided in all areas where people will be on site and shall be shielded and reflected away from adjacent uses.
 - d. Adequate management, support staff, and security must be present during the hours of operation of the facility.
 - e. A security plan shall be submitted to the RCMP for review and comment.
 - f. A good neighbour agreement will be in place approved by the City of Port Alberni, BC Housing and The Salvation Army.
 - g. All interior renovations must be in compliance with City of Port Alberni and other government agencies regulations to operate and occupy for a Transition House use (low barrier shelter) as defined in Zoning Bylaw #4832.
5. This permit authorizes the temporary use, beginning on September 1, 2022, and expiring on September 1, 2025, at which time the rights granted under this permit will cease.

- 6. This permit may be extended one time, by application to Council, prior to the expiry date of September 1, 2025, for a period not more than the previously issued permit, as per the regulations set out in section 497(2) of the *Local Government Act* and Section C 3.0 of Official Community Plan Bylaw No. 4602, 2007.
 - 7. This permit is not a building permit.
 - 8. Any damage to City of Port Alberni property fronting the subject property will be borne by The Salvation Army to repair.
 - 9. City Council has the right to terminate this permit with any breach of the above-mentioned conditions.
 - 10. This Temporary Use Permit is granted to The Salvation Army for operating the temporary shelter and support services in the area identified in Schedule B. No other agent will be permitted to operate the shelter, unless approved by City Council.
-

Authorized by

Mayor

Corporate Officer

I HEREBY CERTIFY that I have read the terms and conditions of the Temporary Use Permit contained herein. I understand and agree that the City of Port Alberni has made no representations, covenants, warranties, guarantees, promises, or agreements (verbal or otherwise) with The Salvation Army, other than those contained in this Permit.

Owner/Agent (signature)

Print Name

Date

Witness (signature)

Print Name

Date

[illegible]

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JUL 04 2022

CITY OF PORT ALBERNI

Flandangles Kitchen & Gifts
Gibson's Fine Linens
3036/3034 Third Avenue
Port Alberni, BC
V9Y 2A5
Tel: (250) 724-5851
chris.flandangles@shaw.ca

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

File # 4520-20-14822-02 *RCM July 11, 22*

29 June 2022

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

Dear Mayor and Council:

Re: Temporary Use Permit for Beds at the Bread of Life

We have been provided with an opportunity to respond to the City with respect to the above Temporary Use Permit through a standard form. I believe that this is a matter that is far too important for just a form response.

The Salvation Army provides a very necessary service in our community, specifically through the Bread of Life on Third Avenue. For the past year they were open 24 hours, and had individuals sleeping on mattresses on the floor. It provided a place for individuals who would otherwise have been sleeping in doorways and/or wandering the streets in the Uptown area. During this time and due to their continued efforts, we have seen fewer issues in the area than in previous years.

It provides a bed, washroom, shower and supervision for people who would otherwise be sleeping in the streets.

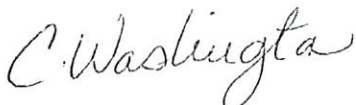
I believe we need to show compassion and provide any form of dignity that we can for individuals who are struggling.

A very smart lady once said to me, "No one wakes up one morning and says to themselves – I want to be a drug addict." That has stuck with me ever since.

All of my youth I was taught, "There but for the grace of God go I."

So let's step up to the plate and assist the Salvation Army in what they are doing to provide this support. They did not have to ask for the permit when it was just mattresses. Let's not take this away because they now wish to provide actual beds.

Yours sincerely,



Chris Washington



CITY OF PORT ALBERNI

DEVELOPMENT APPLICATION - INVITATION TO COMMENT

Civic Address/General Location: 3130 3rd Avenue, Port Alberni, BC

Property Description: PID: 001-225-537

Lot A, District Lot 1, Alberni District, Plan VIP30733

AGENCY (select agency or specify other):

☐

R.C.M.P.

☐

Fortis Gas

☐

B.C.Hydro

☐

V.I.H.A.

☐

Ambulance Service

☐

School District 70

☐

Telus

☐

Shaw Cable

☐

Chamber of Commerce

Other(Please specify): 3rd Avenue (Uptown) Merchant

COMMENTS (attach separate sheet if necessary):

We are in favour of any development up here that takes care of people living on the street and gives them a bed for the night. What the Salvation Army is doing is admirable

Recently, we had an Uptown Merchants' Meeting and no one spoke against this development.

RESPONSE SUMMARY (choose one)

☒

Approval Recommended for Reasons Outlined

☐

Approval Recommended Subject to Conditions

☐

Interests Unaffected by Bylaw

☐

Approval not Recommended for Reasons Outlined

Christine Washington

Print Name

Owner/Manager

Title

27 June 2022

Date

Signature

C. Washington

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JUL 05 2022

CITY OF PORT ALBERNI

Sage Haven Society
3082 3rd Ave.
Port Alberni, BC
V9Y 2A5
Tel: (250) 724-7111
efrood@acaws.ca

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

File # 4520-20-TUP 22-02 *Rem-July 11, 22*

30 June 2022

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

Dear Mayor and Council:

Re: Temporary Use Permit for Shelter Beds at the Bread of Life

We have been provided with an opportunity to respond to the City with respect to the above Temporary Use Permit through a standard form. I believe that this is a matter that is far too important for just a form response. Sage Haven Society is pleased to offer this letter of support for the Temporary Use Permit for the shelter beds at the Bread of Life.

The Salvation Army provides a very necessary service in our community, specifically through the Bread of Life on Third Avenue. For the past year they were open 24 hours and had individuals sleeping on mattresses on the floor. They provided a place for individuals who would otherwise have been sleeping in doorways and/or wandering the streets in the Uptown area. During this time and due to their continued efforts, we have seen fewer issues in the area than in previous years.

I believe we need to show compassion and provide any form of dignity that we can for individuals who are struggling. Housing and shelter are a basic human right. Through the offering of shelter services, the Salvation Army continues to open doors for individuals providing a pathway to recovery, restoring dignity, and improving functionality across multiple life domains.

Sage Haven Society works to affirm the inherent value and worth of all individuals. The establishment of these shelter beds is a huge step in helping those who are unhoused find not just support and resources, but also dignity.

We welcome this project on the 3rd Avenue corridor and applaud Salvation Army for their efforts.

Yours sincerely,



Ellen Frood
Executive Director
Sage Haven Society

RECEIVED

JUL 04 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 checked="" type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 4520-20-TUP22-62 RCM July 11, 22

Dear Mayor and Council,

We write to you today to express our support for the Bread of Life Center to have a three year temporary use permit for the purpose of a shelter.

When we came to Port Alberni and constructed our business, we knew what the Bread of Life was and do not feel that their current operations have impacted our business in a negative way. We feel that the organization is managed well and they will approach this new level of care for our community in the same manner.

It is our understanding that the other shelter in town is currently running over capacity and that immediate action is needed in order to fill this need in our community. Now more than ever it's important to treat each other with kindness and respect, no matter what challenges we face in life.

We have a good relationship with the Bread of Life and should any issues arise that concern us, we are comfortable with approaching them directly.

Cheers,

Andy and Robin
Dog Mountain Brewing Ltd
3141 3rd Ave
Port Alberni BC V9Y 4C7
dogmountainbrew.com
Proudly Brewed in Port Alberni

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JUL 05 2022

CITY OF PORT ALBERNI

From: Chris Lee [REDACTED]
Sent: July 5, 2022 3:35 PM
To: Council <council@portalberni.ca>
Subject: Transition house worries

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

File # 4520-20-TUP 22-02 *Rem July 11, 22*

I have concerns over the transition house proposed for third Ave.

- 1) that building is zoned for C7 Wich is core business....not a residential zoning.
- 2) the people it will cater too will be a nuisance to me and my property(located across the street) as I already deal with drug addicts and homeless already stealing from my property on the weekly almost daily.
- 3) did the city not just spend ALOT of money on that new fancy housing near the police station?

RECEIVED

JUL 06 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 checked="" type="checkbox"/> Development Services
<input type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 4520-20-TGP22-02 *Rem July 11, 22*

I have been paying commercial property taxes and purchasing business licenses from the City of Port Alberni for 34 years, my business is located at 3142 3rd Ave, right next door to the "Bread of Life".

I did not complain when it began operating and I have dealt with numerous inconveniences in the ensuing years including numerous syringes (beside and in front of building) drug paraphernalia, discarded food stuffs, garbage, dirty clothing, vulgar people and on more then one occasion human feces!

Most nights, especially when the "warming center" was operating people sleep on my front steps. When I come home (as I live in this building as well as run a business) there is almost always an argument as to whose steps they really are!!

I have had customers of my business call the office and ask us to remove people loitering from the steps as the clients do not feel safe to enter the business, not to mention the lack of parking as the staff/volunteers are parked out front all day sadly this makes it difficult for some of our elderly clients to get into the office.

In regard to parking, have a suitable number of spaces been arranged considering the 25 transitioning occupants and their visitors??

The Bread of Life location is too small for a 25-bed transition house. There is no outdoor space for any of the people who frequent this establishment and therefore we will have up to 25 people more loitering up and down one of the busiest streets in Port Alberni. If some of the occupants are "transitioning" away from drug addiction, they will be right next door to one of the busiest drug locations (Harbour View apartments) in Port Alberni.

It seems to me little to no consideration has been made for a more feasible long-term location, instead the city is using a temporary use permit to stifle community involvement; circumvent the official community plan and avoid the normal process of re-zoning this property. I have attached a copy of by-law #4818 as I feel this temporary use permit is not within the parameters of said by-law.

In Dismay and Disappointment

Rick Slemko, Owner

H & R Block

RECEIVED

JUL 06 2022

CITY OF PORT ALBERNI

To the 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 checked="" type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	

July 6, 2022

I Keith Ambrose wish to speak before city council at the Monday July 11 regular council meeting.

The subject matter arises as a result of the possible use of the bread of life as a transition house. The subjects I wish to speak about are: city planning, zoning changes, and inclusiveness in relation to this application.

Yours truly,

Keith Ambrose



COASTAL RESTORATION SOCIETY

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other
File #	4520-20-TUP22-02

Andrea McQuade
Director
Coastal Restoration Society
andrea@coastrestore.com
250.266.1540

RECEIVED

JUL 07 2022

CITY OF PORT ALBERNI

Honorable Mayor Minions, esteemed members of Council,

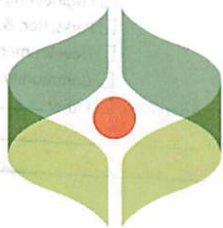
On behalf of Coastal Restoration Society (CRS) and our Board of Directors, with the backing of our staff, are proud to submit a letter of support in favour of the Salvation Army/Bread of Life's application for a Temporary Use Permit for 3130 3rd Avenue. As their neighbour at 3100 3rd Ave we support, without equivocation, their efforts to provide shelter and supportive services to Port Alberni community members who do not have homes and are experiencing homelessness.

Our work at CRS aims to uplift communities through environmental stewardship and meaningful, well paid employment opportunities. Our conception of stewardship does not end with the environment but rather encompasses supporting the creation of a thriving community which supports and includes all members - including those who are most vulnerable and targeted by social systems. We see our work and the work of the Bread of Life as part of the same continuum of community stewardship.

We selected Port Alberni as our hub of operations specifically because of its diverse community, forward thinking OCP, and network of nonprofits, businesses, and groups working to foster a thriving community. We are grateful to be in this process with organizations like the Bread of Life and we see our work and theirs as contributing to the goals of the OCP. While our work furthers section 1.4 Environmental Stewardship of the OCP, this proposal supports and furthers the OCP goals in section 1.5 ("To ensure that a range of housing choice is provided in order to meet the needs of current and future residents") and 3.4 ("The City will work closely with the appropriate health care providers for the purposes of improving the provision of health care services to meet the current and future needs of residents").

We believe this shelter is a place that will provide support, safety, and care for those that need it, and provides housing within the community instead of outside of it. This endeavor highlights the importance of welcoming all members of our community into public commercial spaces while ensuring they have safe spaces to sleep at night.

As the Bread of Life noted in their application, as of 2021 there were 125 people experiencing homelessness in Port Alberni. While we are grateful that 25 people will be supported by the proposed Transition House we are concerned for the remaining 100 who are still in need of



COASTAL RESTORATION SOCIETY

supportive housing. We hope that the City of Port Alberni supports this TUP and we look forward to the solutions that will be uncovered in the time this gives the Salvation Army to explore other options for a long-term facility.

Please don't hesitate to contact me if you require any further clarity on our position.

Warmly,

Andrea McQuade

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JUL 07 2022

CITY OF PORT ALBERNI



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

File # 4520-20-POP-22-02 *RCM July 11, 22*

Dear Mayor and Council of Port Alberni,

I'm writing to you on behalf of GLR Properties Ltd. (formerly Rener Holdings Ltd.) with regards to the proposed Transition House Temporary Use Permit at 3130 3rd Avenue. We currently own the neighbouring properties listed below:

- 3239 2nd Ave
- 3247 2nd Ave
- 3257 2nd Ave
- 3242 3rd Ave
- 3150 3rd Ave

We were notified by our neighbour about this proposed use at the end of June as we didn't receive our notice in the mail until July 6th. It seems that this notice was given with short notice with the intent of reducing the pushback by the community. Through my experience with other municipalities in BC, I would expect at least several weeks or months of notice to be given for such a proposed use.

The implication of an approved transition house in a central location of Port Alberni would be a detriment to the future growth of that area. It will most definitely deter future development of commercial and residential spaces by diminishing the quality of the neighbourhood and increasing concerns of safety. We tend to see higher levels of property crime, break-ins, and general theft when such a facility is nearby. Properties in close proximity generally become considerably less desirable than those without. We see this in all the major cities we're involved and operate in such as Vancouver and Burnaby. We have spoken with many other property and business owners in the area and they have all expressed the same concerns that we have. Additionally, we have experienced countless temporary use permits for facilities such as this and once implemented, they tend to become permanent.

Having such a facility this close to our properties would deter us from any future development plans that we have for the area and I'm certain it will do the same for many other property owners. Between this proposal, the difficulty to contact city staff, and the lack of interest regarding building affordable rental housing in the area, the likelihood of investing in this community is currently low. We want to see the City of Port Alberni improve and expand but it has so far proven to be unpredictable, unprofessional, and inconsiderate of the people that would like to make a difference for the city as a whole.

Regards,

GLR Properties
E: rentals@glrproperties.ca

RECEIVED

JUL 07 2022

CITY OF PORT ALBERNI

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

File # 4520-20-7DP22-02 RCM July 11 22

From: michael.sue.nagy@gmail.com <michael.sue.nagy@gmail.com>

Sent: Thursday, July 7, 2022 10:02 AM

To: Council <council@portalberni.ca>

Cc: 'Brian Cochrane - Canada' <ciim7566@gmail.com>

Subject: 3130 3rd Ave Use Permit

To: Council
4850 Argyle Street
Port Alberni BC V9Y 1V8

From: Michael Nagy
Central Island Investments Ltd.
PO Box 336
Lazo, BC V0R 2K0

We own the property at 3174 3rd Ave, very close to the property under consideration at 3130 3rd Ave.

We **STRONGLY** object to use of the 3130 3rd Ave property as a shelter, as we've already been very negatively impacted by the current shelter situation in the area.

This has caused a **safety concern for the tenant of our building and our employees**, as well as having a negative cost impact on our business.

Examples of the problems we've been forced to deal with, without compensation or any consideration by the Port Alberni City Council:

- Constant need for cleanup of needles, condoms, human feces, women's pads, blood, vomit, urine, even having a women's pad smeared on the front door of our business
- People are camping in our doorways constantly
- We were forced to modify the building at our side entrance, as people were camping there and building campfires in the doorway, using the area as a bathroom and an area to use needles
- We are constantly impacted by graffiti on our doors and walls
- The glass of our front door was recently broken when someone tried to break into the building

In addition to not allowing additional shelter facilities in the area, we would like to see the current issue addressed to reduce the impact on our tenants and our business.

Sincerely,
Michael Nagy
Director, Central Island Investments Ltd.
(250) 339-7566

Cc: Brian Cochrane, General Manager, Central Island Investments Ltd.

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	Manager of Community Safety to prepare report highlight proposed amendments to Bylaw in addition to addressing odour for Council's review prior to preparing amending bylaw.	February 28, 2022	
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.		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 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: •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: •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
R22-28		THAT Council amend the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" as follows: i. Allocate the remaining \$2,241,022 COVID-19 Restart Funding as outlined in Table 1 – 'Finalization of COVID-19 Restart Funding' of this report. ii. Allocate \$482,000 of surplus from 2021 for the carry forward of operational expenditures as outlined in Table 2 – 2022 'Carry forward Surplus' of this report. iii. Allocate \$250,000 of surplus from 2021 as follows: a. \$200,000 to the Connect the Quays Pathway project; b. \$50,000 to Tree Planting in the 2022 Capital Plan; and thereby reducing general taxation in the amount of \$250,000.	Finance/Corporate Services	Finance to amend in advance of the Mar 14 RCM	March 1, 2022	2nd Reading given March 14, 2022
R22-29		THAT Council authorize the issuance of Development Variance Permit No. 110 and that the Director of Corporate Services be authorized to sign the permit granting the following variances to the Zoning Bylaw at 4841 Redford Street: a) Vary section 5.31.2 Site Development Regulations to permit a reduction of the required front yard setback of 4841 Redford Street along 4th Avenue from 7.5 metres to 3.2 metres, a variance of 4.3 metres. b) Vary section 5.31.3 Conditions of Use to permit a reduction of the total of both side yards of 4841 Redford Street from 20 percent to 19.4 percent of the proposed lot width.	Development Services/Corporate Services	Corporate Services to follow up with signatures/filing. Development Services to continue facilitating application	March 2022	Permit signed March 1, 2022
R22-30		THAT Council amend the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" to increase the Capital Plan for the Public Safety Building by \$400,000 coming from the Emergency Reserve.	Community Safety/Mgr of Facilities/Finance/Corp Services	Finance to amend in advance of the Mar 14 RCM	March 2022	Completed. 2nd Reading given March 14, 2022
R22-31		THAT Council for the City of Port Alberni award proposal #024-21, City of Port Alberni Public Safety Building Renovations to COPCAN Construction in the amount of \$631,480.00 plus applicable taxes, with funding coming from the Emergency Reserve.	Community Safety/Mgr of Facilities/Finance/Corp Services	Prepare contract for signatures and distribute	March 2022	Contract executed on March 15, 2022, with completion on target for end of August 2022.
R22-32		THAT Council for the City of Port Alberni award "Request for Proposal 023-21, Construction Manager: Childcare Center" to MKM Projects Ltd., for a fixed fee of \$39,000, plus a variable fee at 6.66% of the construction costs [construction cost based on Class 'A' estimate] and 6.66% administration charge on reimbursable expense, plus applicable taxes.	Development Services/PRH/Finance/Corp Services	Prepare contract for signatures and distribute	March 2022	Contract Awarded
R22-33		THAT "Official Community Plan Amendment No. 36 (5th Avenue & Burde Street Carniato), Bylaw No. 5042" be now introduced and read a first time.	Development Services/Corporate Services	Corp. Services to apply reading date to Bylaw	March 1, 2022	Reading date applied to Bylaw
R22-34		THAT "Zoning Text Amendment No. T30 (CD3 - Comprehensive Development – Multi-Family Residential Infill – 5th Avenue & Burde Street), Bylaw No. 5043" be now introduced and read a first time.	Development Services/Corporate Services	Corp. Services to apply reading date to Bylaw	March 1, 2022	Reading date applied to Bylaw
R22-35		THAT "Zoning Map Amendment No. 47 (5th Avenue & Burde Street - Carniato), Bylaw No. 5044" be now introduced and read for a first time.	Development Services/Corporate Services	Corp. Services to apply reading date to Bylaw	March 1, 2022	Reading date applied to Bylaw
R22-36		THAT "Official Community Plan Amendment No. 36 (5th Avenue & Burde Street - Carniato), Bylaw No. 5042" be read a second time.	Development Services/Corporate Services	Corp. Services to apply reading date to Bylaw	March 1, 2022	Reading date applied to Bylaw
R22-37		THAT "Zoning Text Amendment No. T30 (CD3 - Comprehensive Development – Multi-Family Residential Infill – 5th Avenue & Burde Street), Bylaw No. 5043" be read a second time.	Development Services/Corporate Services	Corp. Services to apply reading date to Bylaw	March 1, 2022	Reading date applied to Bylaw
R22-38		THAT "Zoning Map Amendment No. 47 (5th Avenue & Burde Street - Carniato), Bylaw No. 5044" be read a second time.	Development Services/Corporate Services	Corp. Services to apply reading date to Bylaw	March 1, 2022	Reading date applied to Bylaw

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, 2022
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, 2022 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
R22-66		THAT Council for the City of Port Alberni authorize the Mayor and the Corporate Officer to enter into the 'Building Inspector Resource Sharing Agreement' with Alberni Clayoquot Regional District for a five (5) year term effective March 24, 2022 and expiring March 31, 2027.	Dev Serv/Corp Serv	Director of Corp. Services/Mayor to Sign agreement	April 12, 2022	City signed and sent to ACRD - Waiting on receipt of fully executed copy.
R22-67		THAT "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5045.	Finance/Corporate Services	Corporate Services to apply signatures to Bylaw/Distribute/Post to Website	April 12, 2022	Bylaw adopted April 11, 2022 and posted to website
R22-68		THAT "City of Port Alberni Tax Rates Bylaw No. 5053, 2022" be now introduced and read a first time.	Finance/Corporate Services	Corporate Services to apply reading and distribute copy to Finance	April 12, 2022	Reading date applied and copy sent to Finance
R22-69		THAT "City of Port Alberni Tax Rates Bylaw No. 5053, 2022" be read a second time.	Finance/Corporate Services	Corporate Services to apply reading and distribute copy to Finance	April 12, 2022	Reading date applied and copy sent to Finance
R22-70		THAT "City of Port Alberni Tax Rates Bylaw No. 5053, 2022" be read a third time.	Finance/Corporate Services	Corporate Services to apply reading and distribute copy to Finance	April 12, 2022	Reading date applied and copy sent to Finance
R22-71		THAT "Official Community Plan Amendment No. 36 (5th Avenue & Burde Street Carniato), Bylaw No. 5042" be read a third time.	Dev Serv/Corp Serv	Corporate Services to apply reading and distribute copy to Development Services	April 12, 2022	Reading date applied. Development Services to continue facilitating the application
R22-72		THAT "Zoning Text Amendment No. T30 (CD3 - Comprehensive Development – Multi-Family Residential Infill – 5th Avenue & Burde Street), Bylaw No. 5043" be read a third time.	Dev Serv/Corp Serv	Corporate Services to apply reading and distribute copy to Development Services	April 12, 2022	Reading date applied. Development Services to continue facilitating the application
R22-73		THAT "Zoning Map Amendment No.47 (5th Avenue & Burde Street - Carniato), Bylaw No. 5044" be read a third time.	Dev Serv/Corp Serv	Corporate Services to apply reading and distribute copy to Development Services	April 12, 2022	Reading date applied. Development Services to continue facilitating the application
R22-74		THAT as part of the development process the applicant be required to complete the following before Council considers final adoption of Bylaw No.'s 5042, 5043, 5044: 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.	Dev Serv/Corp Serv	Development Services to inform Corporate Services once actions are completed	April 12, 2022	In process
R22-75		THAT "Zoning Map Amendment No. 50 (5249 Pineo Road – Hammer), Bylaw No. 5049" be now introduced and read a first time.	Dev Serv/Corp Serv	Corporate Services to apply reading and distribute copy to Development Services	April 12, 2022	Reading date applied. Development Services to continue facilitating the application
R22-76		THAT "Zoning Map Amendment No. 50 (5249 Pineo Road – Hammer), Bylaw No. 5049" be read a second time.	Dev Serv/Corp Serv	Corporate Services to apply reading and distribute copy to Development Services	April 12, 2022	Reading date applied. Development Services to continue facilitating the application
R22-77		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 Serv/Corp Serv	Development Services to inform Corporate Services once actions are completed	TBD	In process
R22-78		THAT "Zoning Map Amendment No. 50 (5249 Pineo Road – Hammer), Bylaw No. 5049", be advanced to a Public Hearing on Wednesday, May 11, 2022 at 6:00 pm in City Hall, Council Chambers.	Dev Serv/Corp Serv	Corporate Services to schedule Public Hearing for May 11	PH May 11, 2022	PH held May 11, 2022

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
R22-94		THAT Council for the City of Port Alberni supports the Alberni Valley Tourism Association's application to apply for the Municipal and Regional District Tax (MRDT) at the rate of 2% within the boundaries of the City of Port Alberni and Alberni Clayoquot Regional District Electoral Areas B, D, E and F to support tourism marketing programs and projects.	Corp Services/Finance/Economic Development	Corporate services to prepare certified resolution to accompany AVT application. Ec Dev to liaise with AVT throughout process	May 12, 2022	AVT have submitted application. Related funding request for Council's consideration July 11 RCM
R22-95		THAT Council for the City of Port Alberni award Invitation to Tender No. 003-22 Port Alberni Train Station Trade Contractor – Cedar Shake Roofing, to RAM Roofing Ltd., in the amount of \$117,800 plus GST, with funds coming from 2022 Capital Plan – Train Station Project.	PRH/Finance/Corp Services	Prepare contract for signatures and distribute	May 10, 2022	Awarded
R22-96		THAT the Mayor and the Director of Corporate Services be authorized to execute the BC Transit 2022 - 2023 Annual Operating Agreement between the City of Port Alberni and British Columbia Transit as attached to this report and in effect from April 1, 2022 to March 31, 2023.	Corp Services/Finance	Prepare agreement for signatures and distribute	May 12, 2022	Agreement executed
R22-97		THAT Council of the City of Port Alberni extends its endorsement of the City's Guidelines for Temporary Sidewalk Patios and use of the Licence to Occupy agreement until March 31, 2023 while the City continues to work on establishing criteria that commercial operators will be required to meet in order to be considered permanent.	Corp Serv/Dev Serv/Eng & PW	Various departments to coordinate and prepare criteria for permanency	March 31, 2023	Completed
R22-98		THAT Council authorize staff to extend current executed Licences to Occupy up to March 31, 2023, aligning with the LCRB Policy Directive No. 22-05 dated April 7, 2022 subject to Licensees being required to remove any materials and/or improvements located in the expanded areas that impede safe pedestrian access.	Corp Serv/Dev Serv/Eng & PW	Prepare agreements for Alberni Brewing, Twin City & All Mex'd Up for signatures and distribute	May 10, 2022	Agreement executed
R22-99		THAT Council award the Statement of Work Quote for corporate communications support to ZINC Strategies Inc., in an amount not to exceed \$37,500.	Corp Services/Finance	Prepare contract for signatures and distribute	May 10, 2022	Complete
R22-100		THAT Council authorize staff to engage a facilitator to assist Council with developing a Council Code of Conduct.	Corporate Services	Corporate Services to engage facilitator	August 1, 2022	Mtg to be held Aug. 17, and facilitator engaged
R22-101		THAT Council for the City of Port Alberni appoint Marianne Wade, Manager of Planning, as the City of Port Alberni's Deputy Approving Officer effective May 9, 2022.	Corp Services/Dev Services	Prepare Resolution for signature	May 10, 2022	Completed - Resolution signed May 12, 2022
R22-102		THAT "Official Community Plan Amendment No. 38 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5051" be now introduced and read a first time.	Dev Services/Corp Services	Corp. Services to apply reading date to bylaw	PH May 31, 2022	Reading date applied. Development Services to continue facilitating application
R22-103		THAT "Zoning Map Amendment No. 49 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5052" be now introduced and read a first time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw	PH May 31, 2022	Reading date applied. Development Services to continue facilitating application
R22-104		THAT "Official Community Plan Amendment No. 38 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5051" be read a second time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw	PH May 31, 2022	Reading date applied. Development Services to continue facilitating application
R22-105		THAT "Zoning Map Amendment No. 49 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5052" be read a second time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw	PH May 31, 2022	Reading date applied. Development Services to continue facilitating application

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-106		THAT "Official Community Plan Amendment No. 38 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5051", and "Zoning Map Amendment No. 49 (4210 Cedarwood Street - Citaapi Mahtii Housing Society), Bylaw No. 5052" be advanced to a Public Hearing on Tuesday May 31, 2022 at 6:00 pm in City Hall, Council Chambers.	Dev Services/Corp Services	Corporate Services to schedule Public Hearing for May 31	PH May 31, 2022	PH held May 31, 2022
R22-107		THAT Council authorize the Alberni Valley Drag Racing Society to conduct the 'Thunder in the Valley, Keeping the Dream Alive' event to take place at the Alberni Athletic Hall beginning with a Car Show and Charity Cruise on Saturday, August 6, 2022 and ending with a Swap Meet on Sunday, August 7, 2022 subject to: <ul style="list-style-type: none"> •the notification of emergency services and BC transit •consultation with all affected businesses/residents •provision of route map [by June 30, 2022] •implementation of a Traffic Plan •provision of standard liability insurance •Communicable Disease Plan in accordance with Provincial Health orders and guidelines in effect at the time of the event, if applicable 	Corporate Services	Corp. Services to prepare letter	May 12, 2022	Letter emailed May 18, 2022
R22-108		THAT Council proclaim June 4, 2022 as 'Access Awareness Day' in the City of Port Alberni.	Corporate Services	Corp. Services to prepare letter	May 10, 2022	Letter emailed May 18, 2022
	RCM May 24					
R22-109		WHEREAS non-profit community forests currently pay stumpage to the province using the tabular rate system, and the Province is proposing to move community forests to a market-based stumpage system, that will drastically increase the fees paid. <p>AND WHEREAS non-profit, community forest boards will no longer have the funds available to support socio-economic projects, innovative forest practices including wildfire risk reduction, old growth management, and ecosystem restoration initiatives for the communities they operate in. Community forest organizations will be reduced to completing only the minimal forest practice requirements.</p> <p>THEREFORE, be it resolved that the UBCM lobby the province to maintain the current tabular rate stumpage structure for community forests.</p>	Corporate Services	Corp. Services to prepare resolution for consideration to UBCM	May 25, 2022	Submitted to UBCM June 29, 2022
R22-110		THAT Council for the City of Port Alberni direct staff to prepare a letter to the Union of BC Municipalities in support of the City of Victoria's motion endorsed during the 2022 AVICC Convention requesting that the province revise provincial Income Assistance programs to provide a liveable income for seniors, people with disabilities, and community members living in poverty.	Corporate Services	Corp. Services to prepare letter	May 25, 2022	Submitted to UBCM June 29, 2022
R22-111		THAT Council re-schedule its Regular meeting of Monday, June 20, 2022 to Monday, June 27, 2022.	Corporate Services	Corp. Services to prepare Public Notice	May 25, 2022	Public Notice distributed
R22-112		THAT Council award the quote for service for implementation, training and software support to FH Black Inc. for \$20,227 per year, totalling \$60,681.	Finance/Corporate Services	Prepare contract for signatures and distribute	May 2022	Service agreement signed. Project starting July 2022
R22-113		THAT "Sign Amendment No. T1 (4109 Kendall Avenue – Seventh Day Adventist Church), Bylaw No. 5055" be now introduced and read a first 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

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: •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	
R22-120		THAT Council award RFP No. 006-22 Argyle Sanitary Forcemain Somass River Crossing to Industria 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			In process
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 to consider motion to reschedule Public Hearing and reissue notice at RCM
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. Development Services to continue facilitating the application
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 signed 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	
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	
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	
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	
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: •“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.Tseshah 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	TABLED
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	Ec. Dev. Working on grant application for July 15 deadline.
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		
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	Complete
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	Complete

NO.	MEETING DATE	RESOLUTION	ASSIGNED [Dept.]	ACTION	TARGET DATE	STATUS
R22-157		THAT "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5050.	Corporate Services	Corporate Services to apply signatures to Bylaw/Distribute and include on Website	June 28, 2022	Complete
R22-158		THAT "Official Community Plan Amendment No. 38 (4210 Cedarwood Street – Citaapi Mahtii Housing Society), Bylaw No. 5051" be read a third time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	June 28, 2022	Reading date applied and copies sent to Development Services. Next step MOTI approval
R22-159		THAT "Zoning Map Amendment No. 49 (4210 Cedarwood Street – Citaapi Mahtii Housing Society), Bylaw No. 5052" be read a third time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	June 28, 2022	Reading date applied and copies sent to Development Services. Next step MOTI approval
R22-160		THAT "Zoning Map Amendment No. 53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" 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	June 28, 2022	Reading date applied and copies sent to Development Services
R22-161		THAT "Zoning Map Amendment No. 53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" be read a second time.	Dev Services/Corp Services	Corp. Services to apply reading date to Bylaw and copy to Dev. Services	June 28, 2022	Reading date applied and copies sent to Development Services
R22-162		THAT Council waive the public hearing for "Zoning Map Amendment No. 53 (4925 Leslie Avenue – Needham), Bylaw No. 5059" 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	June 28, 2022	Proposed public notice distribution for the weeks of July 27 and Aug 3 for further consideration of Council at Aug 8 RCM
R22-163		THAT "City of Port Alberni Wastewater Treatment Facility Upgrade Loan Authorization Bylaw No. 5038, 2021" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5038.	Finance/Corp Services	Corporate Services to apply signatures to Bylaw/Distribute	June 28, 2022	Challenge period [1 month] following adoption. Certificate of approval to follow
R22-164		THAT Council authorize the temporary road closures of 3rd Avenue from Argyle Street to Mar Street as requested by the Uptown Merchant's Association for the purpose of holding a market every Wednesday evening from 4:00 pm – 8:00 pm starting on July 6, 2022 to August 31, 2022 subject to: •the notification of emergency services and BC transit •consultation with all affected businesses/residents •implementation of a Traffic Plan / Traffic Control •provision of standard liability insurance in the amount of \$5M [minimum]	Corporate Services	Prepare letter and distribute, copy to emergency services.	June 28, 2022	Letter sent June 29, 2022
						Updated June 30, 2022

Date: July 4, 2022
File No: 3900-20-5062_5063 [Water & Sewer Rates]
To: Mayor & Council
From: S. Smith, Acting CAO
Subject: Waterworks and Sewer Bylaw Amendments 2022

Prepared by: <i>A. McGIFFORD</i> Director of Finance	Supervisor: <i>S. SMITH</i> DIRECTOR OF DEVELOPMENT SERVICES ACTING CAO	CAO Concurrence:  Scott Smith, Acting CAO
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RECOMMENDATION

- a. THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be now introduced and read a first time.
- b. THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be read a second time.
- c. THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be read a third time.
- d. THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be now introduced and read a first time.
- e. THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be read a second time.
- f. THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be read a third time.

PURPOSE

For Council to consider amending the water and sewer rates subsequent to City Council adopting the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" in advance of the September 1, 2022 billing period.

BACKGROUND

On June 24, 2013 JP Joly from Econics Enterprises [now Waterworth] attended the Regular meeting of Council to present information regarding the City's water and sewer rates outlining the need for increases over the next 20 years in order for the system to be sustainable and to provide incentives for water conservation. At that time the City Engineer also presented a report recommending implementation of a Water Conservation Plan. The *Water Conservation Plan* was adopted by Council May 9, 2013.

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On July 28, 2014 JP Joly from Econics Enterprises attended Council's Regular meeting to present an overview of the proposed water conservation rate structure and outlined a three-pronged approach as follows:

- full cost recovery [long term sustainability];
- establishing the cost of the service and equity [fairness and public acceptability]; and
- design rates to meet objectives [promote conservation, minimize billing impacts].

It was at this same time that the City's Engineer noted that senior governments will no longer grant funding to municipalities unless they are able to demonstrate a conservation-based rate structure is in place.

ALTERNATIVES/OPTIONS

1. That "City of Port Alberni Waterworks Bylaw No. 5062, 2022" and "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be introduced and read three times.
2. That Council request revisions prior to applying readings of the proposed bylaws.

ANALYSIS

"City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" includes a 5% increase in metered sales of water consumption, connections and sundry services; and a 5% increase for sewer fees, connections and sundry charges. The sewer fee increase includes projected debt servicing on borrowed funds to complete the sewage treatment system.

IMPLICATIONS

With the adoption of the "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" and the approved water and sewer budgets, the City's existing water and sewer rates bylaw require amendments prior to the September 1, 2022 billing period. Increases noted within the amending bylaws are as follows:

- 5% water rate for metered sales, connections and sundry services; and
- 5% in sewer fees, connections and sundry charges.

The rate reviews are required to ensure:

- revenue sufficiency for system maintenance and capital replacements;
- rate equity for fairness;
- resource conservation to improve management and reduce operating costs.

[NOTE: the Waterworks Bylaw Amendment identifies 6 categories of users where users have an inclining block conservation-based structure and the others have a single block rate, based on the amount of water consumed. The fixed rate for each category is based on the size of the water service.

The sewer rate structure identifies 3 categories of users with a single block rate, based on the amount of water consumed. The fixed rate for each category is based on the size of the water service.]

COMMUNICATIONS

An information insert [City Connect] speaking to the increase to water and sewer rates will be included with the 3rd quarterly utility bills.

BYLAWS/PLANS/POLICIES

Bylaw amendments are required in order to apply new rates applicable to water consumption/connections as well as sewer fees/connections and amendment bylaws are attached to this report for Council's consideration of first, second and third reading.

ATTACHMENTS/REFERENCE MATERIALS

- Proposed – "*City of Port Alberni Waterworks Bylaw No. 5062, 2022*"
- Proposed – "*City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022*"

Copy: T. Slonski, Director of Corporate Services
R. Dickinson, Director of Engineering and Public Works

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CITY OF PORT ALBERNI

BYLAW NO. 5062

A BYLAW TO AMEND WATERWORKS BYLAW NO. 4494

The Municipal Council of the City of Port Alberni in Open Meeting Assembled enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**City of Port Alberni Waterworks Bylaw No. 5062, 2022**".

2. Amendments

Waterworks Bylaw No. 4494 is hereby amended as follows:

Schedules "A" and "B" attached to Waterworks Bylaw No. 4494 are hereby deleted and Schedules "A" and "B" attached hereto are substituted and shall become effective for the third billing period of 2022 [September 1, 2022].

3. Repeal

Upon effect of Bylaw No. 5062, "Waterworks Bylaw, Amendment No. 12 Rate Changes, Bylaw No. 5035" shall be hereby repealed.

READ A FIRST TIME this day of ,2022.

READ A SECOND TIME this day of ,2022.

READ A THIRD TIME this day of ,2022.

FINALLY ADOPTED this day of ,2022.

Mayor

Corporate Officer

SCHEDULE "A" TO WATERWORKS BYLAW, NO. 5062

METERED CONSUMPTION RATES AND BILLING

1. Rates for Water Consumption

Rates for Water Consumption are calculated on the basis of cubic metre (m³).
One m³ equals 1,000 litres.

Customer Category	Description	Volume Rate
Single Family Residential	Service to a single-family dwelling unit is billed at the residential unit rate	First 60 m ³ : \$0.67 per m ³ Over 60 m ³ : \$0.89 per m ³
Multifamily Residential	Service that is shared by two or more single family dwelling units, including duplexes, apartments, and condominiums, is billed at the multifamily rate	\$0.67 per m ³
Commercial	Service to commercial and light industrial units	\$0.59 per m ³
Industrial	Service to specific high-volume customers	\$0.40 per m ³
Outside Residential	Single family residential outside City boundaries	First 60 m ³ : \$0.91 per m ³ Over 60 m ³ : \$1.22 per m ³
Special Service Agreement	Bulk provision to Hupacasath First Nation; Tseshahat First Nation; Beaver Creek	\$0.50 per m ³

2. Fixed System Charge

Fixed System Charges are calculated monthly, based on the size of Meter in metric (millimetre or mm) measure.

Meter Size millimetres	Meter Size inches	Inside City Boundaries Monthly Charge	Outside City Boundaries Monthly Charge
16	5/8	\$ 20.51	\$ 27.71
19	3/4	\$ 20.51	\$ 27.71
25	1	\$ 42.62	\$ 57.54
38	1 1/2	\$ 55.03	\$ 74.28
50	2	\$ 71.95	\$ 97.10
75	3	\$ 113.89	\$ 153.76
100	4	\$ 161.32	\$ 217.77
150	6	\$ 273.04	\$ 368.64
200	8	\$ 399.81	\$ 539.74
250	10	\$ 541.61	\$ 731.19

3. Billing Period

Unless otherwise determined by resolution of Council, Meters shall be read and the Water Consumption determined of at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

SCHEDULE "B" TO WATERWORKS BYLAW, NO. 5062

UNMETERED CONSUMPTION RATES AND BILLING

1. Rates for Water Consumption

Category of Single Family Residential or Commercial Premises	Monthly Rate
(a) Unmetered (refusals)	\$ 167.07
(b) Inside City Boundaries - awaiting Meter installation	\$ 41.77
(c) Outside City Boundaries - awaiting Meter installation	\$ 56.35

The establishment of a rate for unmetered (refusals) Premises in (a) above does not interfere with or relieve an Owner from the obligation under Section 34 of this Bylaw to have a Meter installed on their Premises.

2. Fire Line Rates

The monthly rate for all Fire Lines shall be \$27.87.

3. Billing Period

Unless otherwise determined by resolution of Council, accounts for the above shall be billed every four months in advance and shall be due and payable on the date stated on the invoice. No prepayment for any service shall prevent the amount of any increase being charged to and collected from any Owner.

CITY OF PORT ALBERNI

BYLAW NO. 5063

**A BYLAW TO AMEND
SEWER CONNECTION AND REGULATION BYLAW, NO. 3224**

The Municipal Council of the City of Port Alberni in Open Meeting Assembled enacts as follows:

1. Title

This Bylaw may be known and cited for all purposes as "**City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022**".

2. Amendments

Sewer Connection and Regulation Bylaw, Bylaw No. 3224 is hereby amended by:

(a) Deleting Schedule 'A' and substituting it with Schedule 'A' attached hereto and forming part of this bylaw.

(b) Amending Schedule 'B' Customer Service Charges as follows:

1. Septage Dump Fee

A charge of \$170.00 per load shall be charged for dumping of septage by tanker trucks.

(c) Deleting Section 7A02 and replacing it with the following:

7A. Fish Processing Facilities

7 A02 Liquid Industrial Wastes discharged from fish processing facilities into the City's Sewerage System will be subject to user charges set out in Table 1 below. These charges are in addition to the usual charges associated with any connection to and use of the City's Sewerage System:

Table 1 Special User Charges for Fish Processing Facilities		
Quality Indicator	Concentration	Fee
a) Biochemical Oxygen Demand (BOD5)	0 - 0.69 tonne per day	No Charge
	0.7 - 1.6 tonne per day	\$395 per tonne
	over 1.6 tonne per day	Not Permitted
(b) Total Suspended Solids (TSS)	0 - 1.1 tonne per day	No Charge
	1.2 - 2.6 tonne per day	\$210 per tonne
	Over 2.6 tonne per day	Not Permitted

3. Repeal

Upon effect of Bylaw No. 5063, “**Sewer Connection and Regulation Bylaw, Amendment No. 14 (Sewer Rates and Dumpage Fee) 2021, Bylaw No. 5034**” shall be hereby repealed.

READ A FIRST TIME this day of ,2022.

READ A SECOND TIME this day of ,2022.

READ A THIRD TIME this day of ,2022.

FINALLY ADOPTED this day of ,2022.

Mayor

Corporate Officer

**CITY OF PORT ALBERNI
SEWER CONNECTION AND REGULATION BYLAW
SCHEDULE "A"
METERED CONSUMPTION RATES AND BILLING**

1. Rates for City Sewerage System

1.1. Rates for Sewer User Consumption

Rates for connection to the City Sewerage System for all users are based on water consumption in of cubic metres (m³). One cubic metre is 1,000 litres. Sewer user consumption rates are as follows:

Customer Category	Description	Volume Rate
Residential	Service to a single family dwelling unit is billed at the residential unit rate	\$0.45 per m ³
Non-Residential (low volume)	Service that is not to a single family dwelling and that is consuming less than 35,000 cubic meters of water per year is billed for sewer at the non-residential low use rate	\$0.63 per m ³
Non-Residential (high volume)	Service that is not to a single family dwelling and that is consuming more than 35,000 cubic meters of water per year is billed for sewer at the non-residential high rate	\$0.56 per m ³

1.2. Fixed System Charge

Fixed System Charges are calculated monthly based on the size of water meter.

Meter Size (millimetres)	Meter Size (inches)	Monthly Charge
16	5/8	\$ 21.28
19	3/4	\$ 21.28
25	1	\$ 21.28
38	1 1/2	\$ 44.34
50	2	\$ 44.34
75	3	\$124.15
100	4	\$124.15
150	6	\$124.15
200	8	\$124.15
250	10	\$266.05

2. Billing Period

Unless otherwise determined by resolution of Council, Meters shall be read and the Water Consumption and Fixed System Charge determined at least three times a year and the resulting charges shall be due and payable on the date stated as the "Due Date".

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CITY OF PORT ALBERNI

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

File # 8100-01 *Ren July 11, 22*

Dear Mayor and Council of the City of Port Alberni,

We are looking to host an event in the City of Port Alberni dated for July 23, 2022. We were planning on bringing the Vancouver Island Trail Running Series to Port Alberni in 2023 but due to an unforeseen cancellation with another event, we are seeking the City's support to bring the Vancouver Island Trail Running Series to Port Alberni in 2022.

The event team has all necessary equipment to host the event and will also ensure we recruit the volunteers required to help put on this event.

Here are some specifics about our proposed event for Port Alberni:

Course Set Up: Friday July 22, 2022 – All day

Race Date: July 23, 2022

Long Course Start: 10:45am

Short Course Start: 11:10am

Kid's Race Start: 10:30am

Event day preparations will begin at 9am and event will be finished no later than 4pm.

I have attached a rough map of the long course route (subject to change based on final approval). We will need approval for runners to run on the sidewalk on Burde Street and China Creek Road.

- China Creek Road will not need to be closed as runners can just run on the sidewalk of the road. We plan on having the start/finish at the Port Alberni Rugby Club.
- Burde Street will have runners crossing and we will have crossing volunteers who help runners cross the road, keeping traffic open and allowing runners to cross only when there is no traffic. Burde Street is extremely light for traffic so this would be of minimal disruption.

The run route would be marked with pink surveyors flagging tape attached to branches and vegetation and we use black arrows on yellow laminated signs attached to stakes hammered into the ground at major intersections. This practice of course marking has been very effective and causes no damage or disruption to the environment. Course markings will be taken down by race staff at the conclusion of the event.

We can post signs at the trail heads a few weeks prior to the next to notify trail users of the event, however, we do not need to close the trails and will ensure the public has equal access to the trails on the day of the event.

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We would need approval to use city trails as per the attached map. I can provide an insurance certificate with \$5 million liability (please let me know who needs to be listed on the certificate). We can also coordinate with local emergency services to ensure they are aware of the event.

As for general demographics, we expect approximately 400 runners (which would be a larger trail running race for British Columbia). 70% of our participants from our last race in Nanaimo were from out of town which would provide a huge influx of revenue for local businesses and ecotourism for the City of Port Alberni. Our races are predominantly run by residents of Vancouver Island; however, given the diversity and beauty of our trail networks on Vancouver Island, we are starting to attract participants from across the country and Europe.

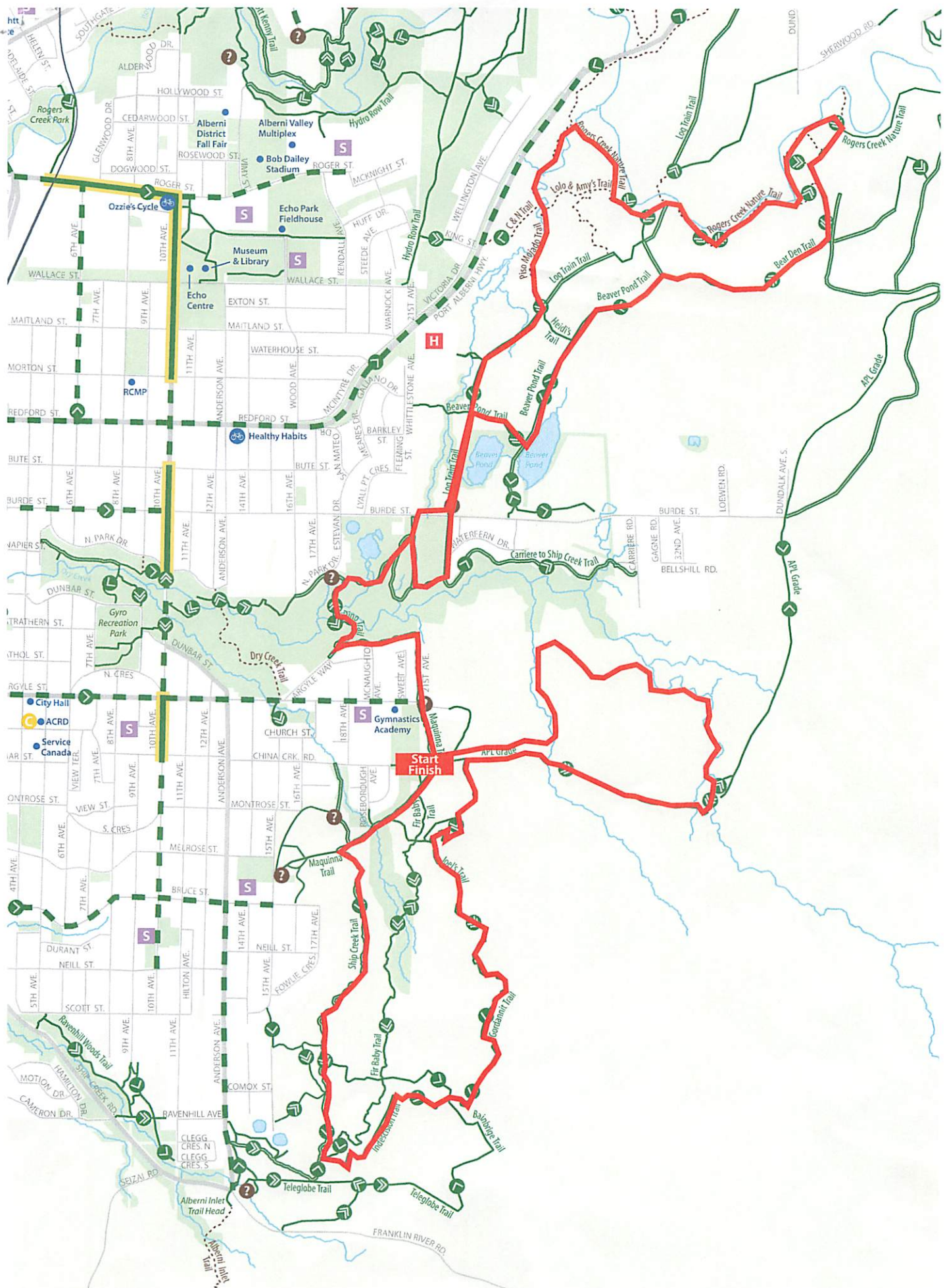
Our races are very family-oriented events. We host a long course distance and a short course distance event along with a kids race. We host post-race food as well (we did grilled cheese sandwiches at our Cobble Hill event, perogies at our Nanaimo event and Pancakes at our Royal Roads events).

Here is a link to our event photographer (Matt Cecill Visuals) photo essay from our Cobble Hill event to give you a visual about what our events look like: <https://mattcecill.exposure.co/cobble-hill-3>

Lastly, we'd love to have the Mayor there to give a pre-race welcome and start the race, if possible.

Please let me know what else you need, and I will get it to you promptly,

Myke LaBelle
Owner/Head Coach/Race Director,
Coastline Endurance Running
Phone: 250-884-5177
Instagram: [@coastline.endurance](https://www.instagram.com/coastline.endurance)
Facebook: www.facebook.com/coastline.endurance
Website: <http://www.coastlineendurancerunning.com>



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CITY OF PORT ALBERNI



www.albernifair.com

Email Contact: albernifair@shaw.ca

250 723-9313

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

File # 8100-20-ADFFA *Rec'd July 11, 22*

July 5, 2022

Port Alberni City Council

Re: 2022 Alberni District Fall Fair and Parade

The Alberni District Fall Fair Board of Directors are eagerly planning a special celebration for our 75th Fair. As part of these celebrations, we have brought back some of our popular attractions and have added some new changes we think the community will enjoy. We will be hosting an Opening Ceremonies followed by a reception on Thursday Sept. 9th. A separate invitation will be forwarded to invite city council to participate.

Part of the traditional attractions is our annual community parade. Preparations are in place to get back to holding the parade Saturday Sept 10th starting at 11:00AM from 12th Avenue down Burde Street and along 10th Avenue to Alderwood Street. Kristy Salter is our Parade Marshal this year, and the Arrowsmith Amateur Radio Club will assist in placing the entries.

Upon approval of the parade from City Council, all emergency agencies in Port Alberni will be informed along with BC Transit. We will have the assistance of Ace Flagging on all major intersections and have road stanchions placed on all other streets affected by the parade. There will be signage placed before the junction on Highway 4 leading into the south side of the city and on Redford St. to inform the public of the parade in progress. The parade would normally be about one hour in length from start to finish. Our annual certificate of insurance will be forwarded naming the City of Port Alberni for all events planned for the fair for 2022.

We appreciate your consideration to allow us to hold our annual parade on city streets.

Sincerely,

Ann Siddall
Administrator

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CITY OF PORT ALBERNI

To Mayor and Council,

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input 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 # 0630-01 RCM-July 11, 22

Special Olympics British Columbia invites you to show leadership for inclusion and respect of people with intellectual disabilities, by participating in our upcoming Special Olympics Global Week of Inclusion.

Year-round Special Olympics BC sport programs in the Port Alberni community create vital opportunities for your friends and neighbours with intellectual disabilities to enrich their lives through the power of sport.

Special Olympics athletes have historically experienced immense feelings of isolation and exclusion. Throughout the COVID-19 pandemic, those feelings have only escalated, making this year's Special Olympics Global Week of Inclusion especially important. We invite your City Council to come together with us to stand for inclusion and ensure that people with intellectual disabilities experience respect, friendship, and ongoing access to the Special Olympics programs where they belong and thrive.

During the Special Olympics Global Week of Inclusion, Special Olympics BC will highlight and celebrate Champions of Inclusion, those who step forward to show leadership for inclusion and respect of people with intellectual disabilities, who are still left behind and forgotten far too often in society. This year, we are asking for your council to make an official proclamation for the Special Olympics Global Week of Inclusion 2022, from July 18-24, 2022.

You can find more information about our organization [here](#). I look forward to working with you to celebrate our amazing athletes and help foster a more inclusive world for all. Please don't hesitate to reach out to me if you have any further questions or require any more information and I will be happy to help.

Kind regards,

Mia Mackenzie
Special Olympics BC Communications Assistant
mmackenzie@specialolympics.bc.ca
(604) 803 5912

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Special Olympics Global Week of Inclusion

WHEREAS July 2022 marks the anniversary of the global Special Olympics movement, with the first International Special Olympics Games being held on July 20, 1968, at Soldier Field in Chicago; and

WHEREAS Special Olympics has become a global movement for change and social justice, using sports, health and education to empower more than 3 million athletes with intellectual disabilities and create inclusive communities around the world; and

WHEREAS Special Olympics sport programs operate year-round here in our community, providing vital opportunities for people with intellectual disabilities to show their skills, build their health and fitness, and create vital friendships; and

WHEREAS The pandemic has been extremely difficult for people with intellectual disabilities, who were already far too familiar with the pain of isolation, and today it is more important than ever to support them and the year-round Special Olympics sport programs where they belong and thrive; and

WHEREAS Special Olympics will celebrate their Global Week of Inclusion in July 2022, calling for people around the world to commit to making their communities more inclusive for people with intellectual disabilities;

THEREFORE I, as Mayor of the City of Port Alberni do hereby proclaim July 18-24, 2022, as

Special Olympics Global Week of Inclusion

In the City of Port Alberni, Province of British Columbia

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CITY OF PORT ALBERNI

HEMBCHealth Emergency
ManagementFirst Nations Health Authority
Health through wellness

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

File # 0400-90

Rem July 11, 22

**EXTREME HEAT INFORMATION FOR COMMUNITY HEALTH PARTNERS AND LOCAL GOVERNMENTS:**

[Health Emergency Management BC](#), [First Nations Health Authority](#) and [Island Health](#) have joined together to provide this resource to all of our communities as extreme heat affects us all. Our region had 55 heat-related deaths from June 25 - July 1, 2021. The heat dome overwhelmed BC Emergency Health Services, emergency rooms and the BC Coroners Service. The [Coroners Service reported](#) that 67% of deaths involved those more than 70 years old, and 98% occurred indoors.

A two-tiered [BC Heat Alert Response System \(HARS\)](#) is being launched in 2022 to alert the public of heat risk through an organized communication system. The two tiers are: Heat Warning and Extreme Heat Emergency. The ultimate objective of a HARS is to increase community resilience to extreme heat and develop actions that are most effective in reducing heat-health risks, especially for those who are most vulnerable.

You can follow heat alerts through the [WeatherCAN app](#).

THOSE MOST VULNERABLE TO EXTREME HEAT:

Those who have:	Older people who live alone
Mental illness	People who are socially isolated
Chronic illnesses, such as heart disease, diabetes	People who use substances
	People who are materially and socially deprived
	People who are insecurely housed

SIGNS OF HEAT-RELATED ILLNESS

Heat Exhaustion	Heat Stroke
Heavy sweating, headache, muscle cramps, extreme, thirst, dark urine	High body temperature, confusion, dizziness/fainting and flushed skin with no sweating
If these symptoms develop, seek a cooler environment, drink plenty of water, and use water to cool your body. Wear a wet shirt or apply damp towels to cool your skin.	Heat stroke is a medical emergency – call 911. While waiting for help, cool the person right away by moving them to a cool place, if you can; applying cold water to large areas of the skin.

HealthLink BC: [Beat the Heat resource](#) and online tool for [Heat related illnesses: Check your symptoms](#)

POTENTIAL ACTIONS TO PREPARE FOR HEAT EVENTS:

- Prepare a heat response plan and train staff/and volunteers on what to do to protect individuals during extreme heat events
- Prepare community heat health messages, including print and online resources
- Create/Check contingency planning for air-conditioning and power supply in your buildings

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- Where able carry out a [vulnerability assessment](#) identifying those most susceptible to heat-related illness
- Keep a list of public air-conditioned buildings, including community centres, libraries and swimming pools that could be utilized as cooling centres
- Assess locations of cooling centres (for accessibility, hours, appropriate space for high-risk or vulnerable populations)
- Create/review/update your heat health outreach plans geared towards vulnerable and high-risk populations that you support
- Ensure all relevant staff subscribe to receive heat health alerts
- Identify relevant information sources for your clients who may be at risk of extreme heat

POTENTIAL ACTIONS DURING AN EXTREME HEAT EMERGENCY:

- Activate heat response and communication plans
- Encourage/provide wellness checks for people at high risk of severe outcomes
- Consider establishing overnight cooling centers, temporary cooling spaces (e.g. adding temporary air conditioning to existing spaces, setting up outdoor cooling stations in close proximity to highly vulnerable client populations), extending hours of operation of pre-existing cool public spaces to support vulnerable populations, and reducing the cost of accessing cool spaces (e.g. swimming pools)
- Share local cooling shelter information through all feasible formal and informal communications
- Explore options for coordinating free transport with local public transport provider for accessing cooling shelters
- Consider distributing water to at-risk populations outdoors (e.g. portable water stations) and share information on locations of public water fountains
- Update websites and social media pages with consistent community messages and heat health information or messaging
- Encourage local services, clubs and organizations to reschedule services or major events to cooler times of the day. Particularly relevant for outdoor events or venues without air conditioning
- Reschedule any non-essential events, meetings and services to another day, or to a cooler part of the day. Particularly relevant for outdoor events or venues without air conditioning
- Consider adjusting work schedules to cooler parts of the day as appropriate for the location and type of work
- Monitor local weather conditions at [Environment Canada](#)

COOLING STRATEGIES TO LESSEN INDOOR TEMPERATURES:

- Fans alone cannot effectively lower core body temperature, especially for older adults
- Turn on air-conditioning units, or consider installing air-conditioning units
- Shade windows from the outside
- Close windows and pull indoor shades by 10 am to trap cooler air inside
- Open windows and doors around 8 pm to let cooler overnight air in (check that outside temperatures are below inside temperatures)

INDOOR TEMPERATURE GUIDE:

Indoor environments may be most dangerous overnight, especially for individuals who live alone. If you are a susceptible individual and you have no way to cool the inside of your home, relocate to another cooler location or outside.

- Sustained exposure to temperatures 26° C and below is safe
- Sustained exposure to temperatures 26 °C to 31 °C may pose a risk to the most vulnerable
- Sustained exposure to temperatures over 31 °C should be avoided for vulnerable populations whenever possible. If they cannot be avoided, monitoring of the environment (thermometers) and the individual (heart rate) should be considered. In both cases, values that increase rather than remain stable indicate danger

DUAL WILDFIRE SMOKE AND EXTREME HEAT EVENT

Overheating is generally a bigger risk to health than smoke inhalation. Many people are at risk of potential severe injury and death if they overheat, while a much smaller proportion are at risk of severe acute respiratory or cardiovascular attack. Individuals most at risk from smoke are also at risk from heat. Therefore, most people should prioritize staying as cool as possible in very hot weather.

Both heat and smoke are important environmental exposures and their risks may be compounding when they co-occur. Seek cooler, cleaner indoor air – at home if possible, and elsewhere if not.

RESOURCES

[Irreversible Extreme Heat: Protecting Canadians and Communities from a Lethal Future](#)

[BCCDC Heat Event Response Planning](#)

[NCCEH Health Checks during Extreme Heat Events Document](#)

[Prepared BC's Extreme Heat Preparedness Guide](#)

CONTACT US

Health Protection and Environmental Services Office Sites

<https://www.islandhealth.ca/our-locations/health-protection-environmental-services-locations>



Brennan Macdonald
Vice President, Regional Operations
Vancouver Island Region
First Nations Health Authority



Gerry Delorme
Director of Provincial Operations
HEMBC
Provincial Health Services Authority



Murray Fyfe MD, MSc, FRCPC
Interim VP Population and Public Health &
Chief Medical Health Officer
Island Health

July 4, 2022

Mayor and Council
City of Port Alberni

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CITY OF PORT ALBERNI

<input checked="" type="checkbox"/> Council	<input checked="" type="checkbox"/> Economic Development
<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> Engineering/PW
<input checked="" type="checkbox"/> CAO	<input checked="" type="checkbox"/> Parks, Rec. & Heritage
<input checked="" type="checkbox"/> Finance	<input checked="" type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <i>Comm Summary</i>
File #	<i>Rcm July 11, 22</i> <i>6240-20-0045</i>

The remarks of Mayor Minions at the Chamber AGM Wednesday June 15, 2022 listed the successes of the Council of the City of Port Alberni over the past 3 plus years. Council has every reason to be pleased of their work. Council has generally provided good Leadership to our City.

However, there is one plan that is clearly an error of our City Leadership.

I speak of the Quay to Quay Trail plan to link Victoria Quay along the waterfront to Harbour Quay. Such a walkway has long been a "dream" of Port Alberni. However, with the Paper Mill looming large on the waterfront, such a waterfront pathway is impossible. Somehow that "dream" got shifted away from the waterfront to link Victoria Quay to Roger Park, to the Somass lands, to Tyee Landing and Harbour Quay. The proposed Quay to Quay Trail is nowhere near fulfilling the dream of a waterfront trail. I suggest Council pause, take a 1,000 foot aerial view of the proposed trail along a railway, through the back yards of industrial sites, across major thoroughfares, past piles of hog fuel, overgrown blackberry bushes and swamp; ask yourselves, will locals want to walk this trail? Will tourists be attracted to visit our City because of this trail? Will the City be able to maintain this trail when unable or unwilling to properly maintain the many existing trails in the City?

Will this major investment be a true economic benefit to our City and the Alberni Valley? Is this a wise investment of tax dollars when there are so many other worthwhile projects needed in the City; a new aquatic center, a second crossing of Roger Creek, improvements at Harbour Quay, further development of Canal Beach, continued upgrades to existing road, sewer and water infrastructure, redevelopments of both the Johnston Road and Uptown areas? There are many existing trails in the City and immediate area – do we need another?

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I realize that the proposed Quay to Quay Trail will be largely funded by other government grants with minimal impact on City taxes. But I remind you that these other tax revenues come out of our tax payer's pockets be they Federal, Provincial or Municipal tax payers. I believe taxes are better spent on more needed and worthwhile projects in our City and Canada.

And it is not just the funding you must consider. You must also consider the City staff time required to oversee and manage the Quay to Quay Trail project. Your staff will need to allocate time to this project and put other necessary work to the side of their desk for later consideration. Is this project a wise priority of staff time?

I ask Council; show your strength of Leadership and cancel the proposed Quay to Quay Trail.

Bob Kanngiesser
3909 Whittlestone Ave
Port Alberni BC V9Y 8C8



JUL 06 2022



FOR IMMEDIATE RELEASE CITY OF PORT ALBERNI

PIBC Announces Winners of 2022 Awards for Excellence in Planning

July 6, 2022 (Vancouver, BC) – The Planning Institute of British Columbia (PIBC) is excited to announce the winners of this year's Awards for Excellence in Planning & Individual Achievement, as well as the recipients of its annual Student Fellowship Award.

The Institute annually recognizes the professional work and individual accomplishments of members across British Columbia and Yukon through its awards and recognition program. The **Awards for Excellence in Planning & Individual Achievement** honour the best in professional planning work undertaken by members.

The 2022 PIBC Award winners were announced and recognized today during the Elevation 2.0 National Planning Conference (July 5 - 8), co-hosted by PIBC with the Canadian Institute of Planners (CIP) in Whistler, BC. This was the first in-person conference and awards presentation held since 2019, as the past two ceremonies were virtual and held online due to the COVID-19 pandemic.

"More so than ever, we are seeing and experiencing first-hand how inclusive, thoughtful, and innovative planning can significantly help communities, and the people who live and work in them, thrive. This year, it is our pleasure to recognize, in-person, the exceptional work & achievements of registered professional planners (RPPs), their teams and project partners," said Emilie Adin RPP, MCIP, Chair of PIBC's Awards & Recognition Committee.

PIBC also celebrated the recipients of this year's **Annual Student Fellowship Awards** which provide funding to support selected university planning student members so that they may attend and present their academic work or research to professional colleagues as part of the program at PIBC's annual conference.

It is with great pleasure that PIBC announced the following 2022 award winners:

AWARDS FOR EXCELLENCE IN POLICY PLANNING – CITY & URBAN AREAS

Gold: City of New Westminster - *Seven Bold Steps for Climate Action*

Silver: Township of Langley, MODUS Planning, Design & Engagement, Solstice Sustainability Works, and Strandberg Consulting - *Our Thriving Community: Township of Langley Social Sustainability Strategy*

Silver: City of Coquitlam - *City of Coquitlam Child Care Partnership Strategy*

Silver: District of Saanich - *Saanich Housing Strategy*

AWARDS FOR EXCELLENCE IN PLANNING PRACTICE – CITY & URBAN AREAS

Gold: District of West Vancouver and Neighbourhood Character Working Group - *Community-led approach to Neighbourhood Character*

AWARDS FOR EXCELLENCE IN POLICY PLANNING – SMALL TOWN & RURAL AREAS

Gold: City of Vernon - *City of Vernon Climate Action Plan*

Silver: City of Castlegar and Resilience Planning - *City of Castlegar Housing Strategy*

AWARDS FOR EXCELLENCE IN PLANNING PRACTICE – SMALL TOWN & RURAL AREAS

Gold: City of Port Alberni, Vancouver Island University, and Mount Arrowsmith Biosphere Region Research Institute - *Uptown District Revitalization Strategy*

Silver: City of Prince Rupert, iPlan Planning and Development Services, and CIVITAS Studio - *Prince Rupert OCP and Visioning Processes*

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

AWARDS FOR RESEARCH & NEW DIRECTIONS IN PLANNING

Gold: CitySpaces Consulting Ltd. and BC Non-Profit Housing Association - *A Path to Partnership: A Guide to Navigating Non-Profit Partnerships with Developers in Mixed-Tenure Developments*

Silver: Origin Sustainable Design + Planning and AES Engineering - *Local Government Low Carbon Building Policy Toolkit*

AWARDS FOR INDIVIDUAL ACHIEVEMENT – LEADERSHIP IN ADVOCACY & INNOVATION

Kim A. Fowler, RPP, MCIP

The Award for Leadership in Advocacy & Innovation honours and recognizes a registered professional planner who demonstrates outstanding leadership, tenacity, and advocacy on planning issues either in their community, provincially, or more broadly. Their continual persistence and/or innovation contribute to the ongoing success of PIBC and the planning profession.

PIBC ANNUAL STUDENT FELLOWSHIP AWARDS

Jasmin Senghera - University of British Columbia, School of Community & Regional Planning
The 15-Minute Suburb: Determining the Accessibility of Amenities in the City of Surrey

Kristina Bell - Vancouver Island University, Master of Community Planning
Unpacking Form-based Codes in a British Columbia Planning Context

Mailyn Lai - Vancouver Island University, Master of Community Planning
"Natural" Disasters and Natural Assets: The Path to Climate Change Resiliency

Chris Oberg - Vancouver Island University, Master of Community Planning
Indigenous Protected and Conserved Areas Certificate – Building Capacity for Professional Planners in BC

Congratulations to this year's PIBC award winners! For more information, please visit:

- PIBC Awards at <http://www.pibc.bc.ca/pibc-awards>
- PIBC Annual Student Fellowship Award at <https://www.pibc.bc.ca/pibc-annual-student-fellowship-award>

About the Planning Institute of British Columbia (PIBC): "Forward Thinking, Shaping Communities"

The Planning Institute of British Columbia (PIBC) is the professional association of planners in British Columbia and Yukon and is affiliated with the Canadian Institute of Planners (CIP) – the national association.

A non-profit professional organization incorporated in 1958 under the *Societies Act*, the Institute's current membership includes over 1,700 professional planners that work in both the public and private sectors in many different fields of planning including land-use and development, municipal and regional planning, policy and law, heritage conservation, transportation, environmental sustainability, social planning, First Nations community planning, and more.

Our forward-thinking mission is to advance, promote, and support the planning profession with professional certification, services, events, and activities that help professional planners shape more livable, sustainable communities. **Our Certified Members have the exclusive right and privilege to utilize the professional title 'Registered Professional Planner' and the designation 'RPP' in British Columbia & Yukon.** They also may use the designation 'MCIP' to indicate their professional status nationally with the Canadian Institute of Planners.

For more information about PIBC, visit www.pibc.bc.ca or follow us on [Twitter](#), [Facebook](#) or [LinkedIn](#).

News & Media Contact:

Cindy Cheung, PIBC Communications & Marketing Specialist

t: 604-307-3968 e: cindy.cheung@pibc.bc.ca

**COUNCILLOR ACTIVITY REPORT
PREPARED BY COUNCILLOR RON PAULSON
July 5, 2022**

1. **Thursday, June 9/22 – Attended the Alberni Valley Learning Council quarterly meeting at North Island College.**
 - a. **Geoff Crawford, Community Adjustment Manager, Regional and Rural Development – Ministry of Jobs, Economic Recovery and Innovation – guest speaker.**
 - i. **Discussed land based aquaculture opportunities.**
 - ii. **Post pandemic – what's next for the work force?**
 - iii. **Identifiable new industry – Work From Home.**
 - b. **Round table discussions covered a wide variety of subjects from the arts, Bamfield Road construction update (behind schedule), Alberni Low Energy Housing update (new apartment building now open).**
2. **Friday, June 10/22 – Attended the Chamber of Commerce Community Excellence Awards event held at McLean Mill. Congratulations to all the nominees for their recognition and thank you for being such great contributors to our community.**
3. **Sunday, June 12/22 – Attended the Alberni Valley Regional Airport Open House. Thank you to all the pilots from many other communities around the province who attended. It was great to see the activity at our newest resource. A big shout out to the Alberni Valley Flying Club for organizing the day!**
4. **Wednesday, June 15/22 – Attended the Alberni Clayoquot Regional District Housing Workshop held at the Barclay Hotel.**
 - a. **Presentation by BC Assessment**
 - b. **Housing ownership = personal equity. This concept is becoming more and more difficult to achieve in today's housing market.**
 - c. **Elizabeth Tang, Canada Mortgage and Housing Corporation (CMHC) presented.**
 - i. **New building and revitalization funding source (CMHC)**
 - ii. **CMHC is available for emergent repairs to older facilities.**
 - iii. **Mortgage requirements need to be flexible depending on the community of choice.**
5. **Thursday, June 16/22 – Attended the First Nations Smudging and Blessing Ceremony of the 4th Avenue Pod project.**
6. **Tuesday, June 21/22 – Attended the National Indigenous Peoples Day and Wolf Tower Dedication and Art unveiling at Alberni Harbour Quay.**
7. **Wednesday, June 22/22 – Attended the North Island College Graduation Ceremony held at the Alberni Athletic Hall. Congratulations to all of this year's Grads!**

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- 8. Tuesday, June 28/22 – Attended the Alberni Clayoquot Continuing Care Society Directors Meeting held at Chances.**
 - a. Executive Directors Report – Highlighting the Provincial Policies regarding medical professionals wanting to move to British Columbia and the difficulties and roadblocks the B.C. College of Doctors and medical Professionals have put into place.**
 - b. There is still an acute nursing shortage all across the medical system in B.C.**
 - c. The Annual General Meeting has been rescheduled to July 26, 2022 at 7:00 PM (Chances)**
- 9. Friday, July 1/22 – Participated in the Canada Day Parade. Thank you to Pete Geddes and the Industrial Heritage Society for providing a “ride” to Mayor and Council.**