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## AGENDA - REGULAR MEETING OF COUNCIL

Monday, June 13, 2022 @ 2:00 PM

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

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*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](http://portalberni.ca) or contact the Director of Corporate Services at 250.720.2823 or by email [twyla\\_slonski@portalberni.ca](mailto:twyla_slonski@portalberni.ca) or the Deputy City Clerk at 250.720.2822 or by email [sara\\_darling@portalberni.ca](mailto:sara_darling@portalberni.ca)*

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### **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 1:00 pm and Regular Council meeting held at 2:00 pm on May 24, 2022 and Special meeting held at 10:00 am on June 6, 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 June 13, 2022, be received and the cheques numbered \_\_\_\_\_ to \_\_\_\_\_ inclusive, in payment of accounts totalling \$ \_\_\_\_\_, be approved.*



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2. **Director of Engineering and Public Works – Award of General Municipal Engineering Services** - Page 12  
Report dated June 2, 2022 from the Director of Engineering and Public Works requesting Council's authorization for award of General Municipal Engineering Services.  
*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.*
3. **Director of Engineering and Public Works – Financial Plan Amendment and Award of Proposal | Argyle Sewer Forcemain** - Page 16  
Report dated June 3, 2022 from the Director of Engineering and Public Works requesting Council's consideration of a Financial Plan amendment and award of proposal for replacement of the Argyle Sewer Forcemain.
- a. *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.*
- b. *THAT Council award RFP No. 006-22 Argyle Sanitary Forcemain Somass River Crossing to Industra Construction Corp. in the amount of \$2,922,483.77 excluding GST.*
4. **Director of Finance – Statement of Financial Information** - Page 25  
Report dated June 6, 2022 from the Director of Finance requesting Council's approval of the Statement of Financial Information for 2021.  
*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.*
5. **Director of Finance – 2021 Development Cost Charges** - Page 37  
Report dated June 6, 2022 from the Director of Finance providing Council with the 2021 Development Cost Charges account information.  
*THAT Council receive the report of the Director of Finance dated June 6, 2022 and titled "2021 Development Cost Charges".*



## **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. **Manager of Planning – Proposed Zoning Bylaw Amendment | 5450 Greenard Street - Page 40**  
Report dated June 6, 2022 from the Manager of Planning requesting Council's consideration of first and second reading of the proposed bylaw and to waive the Public Hearing.
  - a. *THAT "Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056" be now introduced and read for a first time.*
  - b. *THAT "Zoning Map Amendment No. 51 (5450 Greenard Street - Hopkins), Bylaw No. 5056" be read a second time.*
  - c. *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.*
2. **Development Planner – Proposed OCP & Zoning Bylaw Amendments | 4738 Athol Street - Page 53**  
Report dated May 25, 2022 from the Development Planner requesting Council's consideration of first and second reading of the proposed bylaws and authorization to advance the bylaws to a Public Hearing.
  - a. *THAT "Official Community Plan Amendment No. 37 (4738 Athol Street - Rai), Bylaw No. 5046" be now introduced and read a first time.*
  - b. *THAT "Zoning Text Amendment No. T31 (CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street), Bylaw No. 5047" be now introduced and read a first time.*
  - c. *THAT "Zoning Map Amendment No.48 (4738 Athol Street - Rai), Bylaw No. 5048" be now introduced and read a first time.*
  - d. *THAT "Official Community Plan Amendment No. 37 (4738 Athol Street - Rai), Bylaw No. 5046" be read a second time.*
  - e. *THAT "Zoning Text Amendment No. T31 (CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street), Bylaw No. 5047" be read a second time.*
  - f. *THAT "Zoning Map Amendment No.48 (4738 Athol Street - Rai), Bylaw No. 5048" be read a second time.*



- g. THAT appropriate consultation as required for an Official Community Plan amendment has been undertaken in accordance with section 475 of the Local Government Act.*
- h. THAT the proposed amending bylaws for 4738 Athol Street and numbered 5046, 5047 and 5048, be advanced to a Public Hearing on Monday July 11, 2022 at 6:00 pm in City Hall, Council Chambers.*

**3. Development Planner – Proposed Zoning Bylaw Map Amendment | 5249 Pineo Road**  
- Page 103

Report dated June 1, 2022 from the Development Planner requesting Council's consideration of third reading of the proposed bylaw.

- a. THAT "Zoning Map Amendment No. 50 (5249 Pineo Road – Hammer), Bylaw No. 5049" be read a third time.*
- b. 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.*

**4. Development Planner – Proposed Bylaw Amendment | 4109 Kendall Avenue**  
- Page 134

*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.*

**5. Director of Corporate Services – Election and Assent Voting - Page 135**

Report dated June 6, 2022 from the Director of Corporate Services requesting Council's consideration of three readings of the proposed bylaw.

- a. THAT "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022" be now introduced and read a first time.*
- b. THAT "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022" be read a second time.*
- c. THAT "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022" be read a third time.*



6. **Director of Corporate Services – Freedom of Information and Protection of Privacy**  
- Page 148

Report dated June 6, 2022 from the Director of Corporate Services requesting Council's consideration of three readings of the proposed bylaw.

- a. *THAT "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022" be now introduced and read a first time.*
- b. *THAT "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022" be read a second time.*
- c. *THAT "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 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. **Alberni District Fall Fair Association | Friday Night Market** - Page 153

Letter dated June 2, 2022 from the Alberni District Fall Fair Association requesting Council's authorization to host a Friday Night Market.

*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]*

2. **Port Alberni Funtastic Sports Society | Okee Dokee Slo-Pitch Tournament**

Request for Council to authorize the Port Alberni Funtastic Sports Society, Okee Dokee Slo-Pitch Tournament.

*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]*



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**I. PROCLAMATIONS**

**1. Vancouver Island Economic Alliance - Page 155**

Email dated May 26, 2022 from the Vancouver Island Economic Alliance requesting a proclamation.

*THAT Council proclaim the week of June 20-26, 2022 as 'Island Good Days' 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 156**

- a. Agricultural Land Commission Compliance & Enforcement | McLean Mill File Closure
- b. Island Health | Appreciation for City support during COVID-19
- c. Broombusters Invasive Plant Society | Scotch Broom Update
- d. Leslie Walerius | Questions resulting from the November 2021 Audit Committee Meeting
- e. Ministry of Transportation & Infrastructure | Cathedral Grove Safety Improvements
- f. Alberni Valley Museum and Heritage Commission | May 4, 2022 Minutes

**K. REPORT FROM IN-CAMERA**

**L. COUNCIL REPORTS**

**1. Council and Regional District Reports - Page 182**

**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  
TUESDAY, MAY 24, 2022 @ 1:00 PM  
In City Hall Committee Room | 4850 Argyle Street, Port Alberni**

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

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

Call to order: @ 1:00 pm

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

**Section 90 (1)(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 1:55 pm

CERTIFIED CORRECT

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Mayor

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Corporate Officer

**ENTERED**

B1a



**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Tuesday, May 24, 2022 @ 2:00 PM**  
**In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC**

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**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 adopted as printed and circulated.*

**CARRIED**

**B. ADOPTION OF MINUTES**

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

**CARRIED**

**C. PUBLIC INPUT PERIOD**

**D. DELEGATIONS**

**E. UNFINISHED BUSINESS**

1. **Resolution Submission to UBCM | Tabular Stumpage Rates & Increased Senior Supports**

*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.*

*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.*

*THEREFORE, be it resolved that the UBCM lobby the province to maintain the current tabular rate stumpage structure for community forests.*

**CARRIED | Res. No. 22-109**

*MOVED AND SECONDED, 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.*

**CARRIED | Res. No. 22-110**



**F. STAFF REPORTS**

**1. Accounts**

*MOVED AND SECONDED, THAT the certification of the Director of Finance dated May 24, 2022, be received and the cheques numbered 150531 to 150600 inclusive, in payment of accounts totalling \$ 898,580.54, be approved.*

**CARRIED**

**2. Director of Corporate Services – Council Meeting Schedule**

*MOVED AND SECONDED, THAT Council re-schedule its Regular meeting of Monday, June 20, 2022 to Monday, June 27, 2022.*

**CARRIED | Res. No. 22-111**

**3. Director of Finance – Financial Software | Service Agreement**

*MOVED AND SECONDED, 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 for the three-year service agreement.*

**CARRIED | Res. No. 22-112**

**G. BYLAWS**

**1. Development Planner – Proposed Amendment to City of Port Alberni Sign Bylaw No. 4843 | 4109 Kendall Avenue**

*MOVED AND SECONDED, THAT “Sign Amendment No. T1 (4109 Kendall Avenue – Seventh Day Adventist Church), Bylaw No. 5055” be now introduced and read a first time.*

**CARRIED | Res. No. 22-113**

*MOVED AND SECONDED, THAT “Sign Amendment No. T1 (4109 Kendall Avenue – Seventh Day Adventist Church), Bylaw No. 5055” be read a second time.*

**CARRIED | Res. No. 22-114**

*MOVED AND SECONDED, THAT “Sign Amendment No. T1 (4109 Kendall Avenue – Seventh Day Adventist Church), Bylaw No. 5055” be read a third time.*

**CARRIED | Res. No. 22-115**

**H. CORRESPONDENCE FOR ACTION**

**1. Alberni Valley Pride Society**

*MOVED AND SECONDED, 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.*

**CARRIED | Res. No. 22-116**



2. **Port Alberni Folkfest Multicultural Society**

*MOVED AND SECONDED, 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]*

**CARRIED | Res. No. 22-117**

**I. PROCLAMATIONS**

**J. CORRESPONDENCE FOR INFORMATION**

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

- a. Township of Spallumcheen | Luxury Tax on Recreational Boats
- b. Peter Finch | Fire Smart
- c. Ministry of Transportation and Infrastructure | Reply - Cathedral Grove Safety
- d. Deana Huntsbarger | Fencing around Totem Pole at Millstone Park
- e. Roland Smith | Financial Spending
- f. Alberni Valley Museum and Heritage Commission | April 6, 2022 Minutes

**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**

**Neil Anderson**

Inquired regarding the benefit of Council submitting a separate, stand-alone resolution to senior government in support of increased senior financial supports.

**O. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 2:36 pm.*

**CARRIED**

CERTIFIED CORRECT

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Mayor

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Corporate Officer



**MINUTES OF THE SPECIAL MEETING OF COUNCIL  
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING  
MONDAY, JUNE 6, 2022 @ 10:00 AM  
In City Hall Committee Room | 4850 Argyle Street, Port Alberni**

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**PRESENT:** Councillor R. Corbeil  
Councillor R. Paulson  
Councillor H. Poon  
Councillor D. Washington, Acting Mayor [Chair]

**Absent:** Mayor S. Minions  
Councillor D. Haggard  
Councillor C. Solda

**Staff:** S. Smith, Director of Development Services  
A. McGifford, Director of Finance  
T. Slonski, Director of Corporate Services

Call to order: @ 10:00 am

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

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

**CARRIED**

The meeting was terminated at 10:35 am

CERTIFIED CORRECT

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Mayor

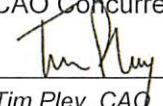
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Corporate Officer

**ENTERED**  
B1C



Date: June 2, 2022  
File No: 5240-01  
To: Mayor & Council  
From: Tim Pley, CAO  
Subject: Award of General Municipal Engineering Services

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|--|--|--|
| Prepared by:<br><i>R. DICKINSON</i><br>Director of Engineering<br>and Public Works | Supervisor:<br><i>T. PLEY</i><br>CHIEF ADMINISTRATIVE<br>OFFICER | CAO Concurrence:<br><br>Tim Pley, CAO |
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#### RECOMMENDATION[S]

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.

#### PURPOSE

To retain a municipal engineering firm to provide engineering design and construction administration.

#### BACKGROUND

Municipalities commonly hire professional services related to municipal engineering infrastructure management to augment internal staffing resources and to provide professional expertise. General municipal engineering services are one of those key services where a consultant is retained to support the Engineering and Public Works departments with project management, infrastructure planning, design, contract administration, inspection and other engineering services as needed.

The City of Port Alberni has a practice of hiring a consultant for each specific process and/or project. This practice is not always ideal for the following reasons:

- Can be out of compliance with the City's Procurement Policy;
- Results in the City being the lowest level priority for engineering firms who serve their contracted clients first;
- Represents inefficient use of staff resources; and
- Can result in late tendering and incomplete tender documents, both of which can increase overall construction costs.

By tendering a multi-year contract local government can work with the same consultant that is familiar with the nuances of that local government and its infrastructure, and can provide long-range engineering perspectives. Year to year engineering support can result in better quality construction, lower costs and tighter schedules.

ENTERED  
F2



During the City's financial planning process Council approves municipal engineering infrastructure management in each capital year, providing the ability to start designing a year before construction. The proposed contract will support that initiative and would result in the best opportunities to receive competitive market tenders on City capital projects.

Multi-year contracting of general municipal engineering services is a common practice in municipalities to ensure consistent, high quality consulting support. After three years another RFP would be issued to allow the City to seek the best proposals. This motivates current and prospective service providers to offer a high level of service.

Should Council approve the recommendation to award general municipal services to Koers & Associates Engineering Ltd., the proposed work would include engineering reporting, design and contract administration related to the City of Port Alberni Capital Program approved as part of the City's 2022-2026 *Financial Plan*. A Request for Proposals was issued April 8, 2022 and closed on May 6, 2022 with submissions received from four consultants as follows:

| RFP Respondents                               |
|---|
| Koers & Associates Engineering Ltd.           |
| R.F. Binnie & Assoc., with McGill Engineering |
| McElhanney                                    |
| Timberlake-Jones                              |

The evaluation process utilized by the City was consistent with the criteria to provide best value for taxpayer's dollars determined by a combination of cost, project team experience, comprehension of the project/scope and references related to past performance. The weighting of the evaluations as provided below found Koers & Associates was the preferred candidate.

| Scored Criteria                                     | Weighting |
|---|-----------|
| Project Team & Qualifications                       | 30 points |
| Relevant Experience & Past Performance of the Team  | 30 points |
| Annual Project Delivery Plan                        | 10 points |
| Understanding of Typical Project Risks & Mitigation | 15 points |
| Cost  | 15 points |



### **ALTERNATIVES/OPTIONS**

Alternatives for Council are as follows:

1. 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 until May 31, 2025.
2. That Council not award the contract for general municipal engineering services.
3. That Council provide alternate direction.

### **ANALYSIS**

Each capital project funding budget within the City's Financial Plan will include professional services related to municipal engineering infrastructure management. The three-year contract for engineering services will enable the City to work with a consultant on multi-year projects and commence engineering earlier thereby improving schedules, cost and quality of work. Tendering capital projects at the right time of year requires planning over multiple years in order to achieve the best value for taxpayers' dollars.

The importance of testing the market and confirming service expectations will provide both the City and the consulting engineer a work plan that both parties can benefit from and improve efficiency in the planning and delivery of services versus performing work piecemeal which could result in committing to projects while not having the resources and expertise available to complete the project in the desired time frame.

### **IMPLICATIONS**

The City has retained various consultants over the years to provide professional services to assist with the delivery of capital programs. It is estimated that the contract would reflect annual fees of approximately \$400,000. There are no anticipated cost implications as cost projections of capital projects within the Financial Plan include a portion dedicated to municipal engineering infrastructure management.

### **COMMUNICATIONS**

Not applicable.

### **BYLAWS/PLANS/POLICIES**

Council approval to award this contract is required under the City's Purchasing Procedure Policy. The purchasing policy for professional services of the City of Port Alberni is administered by the CAO. Retention of professional services is generally required to access specialized expertise not able to be provided by City Staff. Such expertise includes municipal engineering for infrastructure management.



## **SUMMARY**

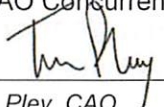
Municipalities commonly hire professional services related to municipal engineering infrastructure management to augment internal staffing resources and to provide professional expertise. Following the issuance of RFP No. 005-22 | General Municipal Engineering Services, the City received four submissions. Following evaluations based on scored criteria, Koers & Associates Engineering Ltd, were found to be the preferred candidate. Staff are recommending Council award a three-year contract for general municipal engineering services to Koer & Associates Engineering Ltd., enabling the City to complete its capital programs in an efficient, timely and suitable manner.

## **ATTACHMENTS/REFERENCE MATERIALS**

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



Date: June 3, 2022  
File No: 5330-20-ASFM  
To: Mayor & Council  
From: T. Pley, CAO  
Subject: Financial Plan Amendment and Award of Proposal | Argyle Sewer Forcemain

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|--|--|---|
| Prepared by:<br><i>R. DICKINSON</i><br>Director of Engineering<br>and Public Works | Supervisor:<br><i>T. PLEY</i><br>CHIEF ADMINISTRATIVE<br>OFFICER | CAO Concurrence:<br><br>T. Pley, CAO |
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#### RECOMMENDATION[S]

- a. 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.
- b. 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.

#### PURPOSE

For Council to consider a financial plan amendment and award of proposal for replacement of the Argyle Sewer Forcemain.

#### BACKGROUND

The City has five sewer forcemains that cross underneath the Somass River to the Wastewater Treatment Facility on the west side of the Alberni Inlet. Two sewer mains are steel and asbestos concrete materials [in service for approximately fifty years] and are at end of their useful life. The three other sewer mains under the Somass River are constructed of HDPE pipe and were installed more recently.

The Argyle Sewer Forcemain (ASFM) [from the sewer pump station on Argyle Street at the Harbour Quay] required repairs summer of 2021. The pipe has been modified and currently is redirecting waste water to the Wallace Sewer Forcemain [WSFM]. While repairing the pipe it was evident the infrastructure is at end of life. The City engaged a consultant engineer to assess and provide options for the reconstruction of the City's two older forcemains. The ASFM incurred a break in a separate location in December 2021 at which time it was determined that the break could not be repaired without risking further breaks and discharge to the environment [Somass River].

ENTERED  
F3



At a Regular meeting on March 14, 2022 Council approved an amendment to the Five-Year Financial Plan allocating \$1.89 million toward replacement of the Argyle Sewer Forcemain and authorizing staff to purchase pipe and related materials required for the replacement in the amount of \$400,000 prior to adoption of the Financial Plan. A call for proposals was issued for which the City received one submission.

| PROPONENT                   | PROPOSAL PRICE | COMPLETION                            |
|-----------------------------|----------------|---------------------------------------|
| Industra Construction Corp. | \$2,922,483.77 | Fisheries Window<br>(July 1 – Sept 1) |

#### **ALTERNATIVES/OPTIONS**

Alternatives for Council are as follows:

1. 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.*

#### **AND**

That Council award RFP No. 006-22 Argyle Sanitary Forcemain Somass River Crossing to Industra Construction Corp. in the amount of \$2,922,483.77 excluding GST.

2. That Council not approve award of this proposal and direct staff to cancel, or postpone this project.
3. That Council provide alternative direction.

#### **ANALYSIS**

The Argyle Sewer Forcemain is not currently in service and cannot be repaired. Replacement is the only option. Sanitary sewer that would ordinarily flow through the Argyle Sewer Forcemain is being re-routed through another forcemain, resulting in an increase of combined sewer overflows into the Alberni Inlet during periods of rainfall.

Contractors that are qualified to undertake trenchless (tunneling) installation of a sewer forcemain are under considerable demand at this time. Reissuing a proposal for this work is not expected to result in responses from other qualified bidders or a reduction in bid price. Reissue of a proposal could also result in delays that would cause the City to miss the construction “fish window” of July 1 – September 1, 2022.



## IMPLICATIONS

Not proceeding with this work at this time would result in continued higher than normal volumes of untreated effluent being released into the natural environment through combined sewer overflows, and in the event that another sewer forcemain fails, that would result in considerable and perhaps constant combined sewer overflows.

The project requires additional funding of \$1.77 million, in addition to the \$1.89 million that has been already allocated, bringing the total funding required to \$3.66 million. Over the past eight years, grants, borrowing and the Sewer Infrastructure Reserve Fund [SIRF] have provided the capital funding for various sanitary sewer projects. The most significant sewer project undertaken by the City was the purchase and construction of a new sewer lagoon at a cost of \$41 million.

Available funds to undertake the Argyle Sanitary Forcemain Somass River Crossing Project are limited. It is recommended that the Harbour Road Trunk Sewer Replacement Project be delayed from 2022/2023 to 2024 in order that funds can be reallocated to this higher priority project. Completion of the Argyle Sanitary Forcemain Somass River Crossing Project will require \$1.22 million of internal borrowing from the City's General Fund and Water Reserve Fund. These funds would be accessed once the Sewer Reserve Fund has been exhausted.

| Funding source   | Amount           |
|--|------------------|
| Coal Creek Phase 3 & 4 Unspent Funding                 | 437,930          |
| Harbour Road Trunk Sewer Replacement 2022              | 300,000          |
| Harbour Road Trunk Sewer Replacement 2023              | 300,000          |
| Water Infrastructure Reserve Fund - Internal Borrowing | 732,070          |
| <b>Total additional funding required</b>               | <b>1,770,000</b> |

## COMMUNICATIONS

This project will be completed during the DFO fish window of July 1 to Sept 1, 2022. Public notification regarding construction timing and impacts will be advertised by the City through various means.

## BYLAWS/PLANS/POLICIES

Council approval to award this proposal is required under the City's Purchasing Procedure Policy.

## SUMMARY

A call for proposals was issued for trenchless construction of a sewer force main under the Somass River to replace the failed Argyle Street Forcemain. One bid proposal was received. The bid price was \$2,922,483.77, which is over the budgeted amount for the project (\$1,890,000).

Council's direction is sought on the recommendation to amend the Financial Plan and award the proposal to Industra Construction Corp. A combination of internal borrowing and reprioritizing of projects is recommended in order to fund the over-budget project costs.

## ATTACHMENTS/REFERENCE MATERIALS

1. May 26, 2022 proposal review | Koers & Associates Engineering Ltd
2. Staff Report dated March 14, 2022

Copy: A. McGifford, Director of Finance  
T. Slonski, Director of Corporate Services  
C. Wright, Manager of Operations





**KOERS  
& ASSOCIATES  
ENGINEERING LTD.**  
*Consulting Engineers*

PO BOX 790  
194 MEMORIAL AVENUE  
PARKSVILLE, BC V9P 2G8  
Phone: (250) 248-3151  
Fax: (250) 248-5362  
[www.koers-eng.com](http://www.koers-eng.com)

May 26<sup>th</sup>, 2022  
File: 2171-01

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

**Attention:** Mr. Rob Dickinson  
Director of Engineering & Public Works

**Re: RFP006-22 Argyle Sanitary Forcemain Somass River Crossing  
Review of Proposals**

---

Proposals in response to the Argyle Sanitary Forcemain Somass River Crossing Request for Proposals were received digitally and were opened at the City of Port Alberni City Hall on Thursday May 26, 2022 at 2:00 p.m.

The work on this project involves replacement of a section of existing sanitary sewer forcemain crossing the Somass River between the Catalyst Mill and the old sewage lagoon which was identified for replacement due to multiple breaks within the estuary and the river itself. This includes the supply and installation of approximately 660m of 600mm dia. HDPE sewer forcemain by directional drilling, connections to the existing mains, surface restoration, and associated works.

Only one proposal was received. This proposal was from Industra Construction Corp., who are based out of Surrey, BC. The proposal evaluation committee, comprised of City & Koers staff, reviewed and evaluated this proposal in accordance with the requirements of the Request for Proposals. This proposal was considered a qualified proposal which met each of the criteria and objectives of the RFP and was awarded a score of 87.5/100. The total price for the work included in the proposal was \$2,922,483.77 excl. GST. After review of the pricing, it was noted that there was a minor mathematical error and that the corrected price should be reduced by \$45.00 to a total of \$2,913,438.77 excl. GST.

We understand that this price is higher than the City's budget for this work. We have witnessed steep increases in pricing on recent projects due to labour, equipment, and material shortages and volatile markets. These trends are also likely exacerbated by the limited number of specialized contractors capable of completing the complex installation required for this project, as well as the compressed project schedule. The schedule for this project is driven by the Department of Fisheries & Oceans (DFO) window of least risk (July 1 – Sept 1) for the river crossing, as well as the City's need to replace the broken Argyle Sanitary Forcemain as soon as possible.

.../2





May 26<sup>th</sup>, 2022

File: 2171-01

Industra Construction Corp. is deemed to be experienced and capable of completing this work, and based on the critical nature of the work, we recommend the City notify Industra Construction Corp. of their selection as the Preferred Proponent, as outlined in the RFP documents. A draft letter to be issued by the City has been attached for this purpose. Following notification, we recommend entering negotiations with Industra in an attempt to identify areas of potential cost savings, before entering into an installation contract. We understand that approval of the final contract award would then be subject to approval by City Council.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.



Kevin Dougan, P.Eng.  
Project Engineer  
Permit to Practice No. 1001658

Enclosures

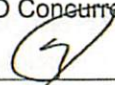
KOERS & ASSOCIATES ENGINEERING LTD.



ASSOCIATION OF CONSULTING  
ENGINEERING COMPANIES  
BRITISH COLUMBIA



Date: March 7, 2022  
 File No: 5330-20-ASFM  
 To: Mayor & Council  
 From: Scott Smith, Acting CAO | Director of Development Services  
 Subject: Argyle Sewer Forcemain – Financial Plan Amendment | Purchase of Project Material

|  |   |  |
|--|---|--|
| Prepared by:<br><i>R. DICKINSON</i><br>DIRECTOR OF ENGINEERING<br>& Public Works | Supervisor:<br><i>S. SMITH</i><br>Acting CAO, Director of<br>Development Services | CAO Concurrence:<br><br>Scott Smith, Acting CAO,<br>Director of Development<br>Services |
|--|---|--|

#### RECOMMENDATIONS

- 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.
- 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".

#### PURPOSE

To seek an amendment to the "City of Port Alberni 2022-2026 Financial Plan Bylaw No. 5045, 2022" to fund the Argyle Sewer Forcemain [ASFM] project in 2022, including approval for early consent to proceed with the purchase of material required for the project.

#### BACKGROUND

The City has five sewer forcemains that cross underneath the Somass River to the Wastewater Treatment Facility on the west side of the Alberni Inlet. Two sewer mains are steel and asbestos concrete materials [in service for approximately fifty years] and are at end of their useful life. The three other sewer mains under the Somass River are constructed of HDPE pipe and were installed more recently.

The ASFM [from the sewer pump station on Argyle at the Harbour Quay] required repairs last summer. The pipe has been modified and currently is redirecting waste water to the Wallace Sewer Forcemain [WSFM]. While repairing the pipe it was evident the infrastructure is at end of life. The City engaged a consultant engineer to assess and provide options to reconstruct our two older forcemains. The ASFM incurred a break in a separate location in December 2021 at which time it was determined that the break could not be repaired without risking further breaks and discharging to the environment [Somass River].

ENTERED

F3



The engineering consultant has since completed a topographic survey and a geotechnical investigation to determine how the main could be replaced. The recommended construction methodology is a trenchless approach [in essence drilling under the Somass River]. Detailed design drawings are being prepared to enable a tender for completion in 2022. Initial archeological investigation is ongoing at this time and construction methodology is being shared with the Hupacasath and Tseshah First Nations for any information and traditional knowledge they can provide to support the project and in respect of any archeological opportunities.

#### **ALTERNATIVES/OPTIONS**

1. 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 and further, 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"*.
2. That Council not approve funding until adoption of the Financial Plan.
3. That Council provide alternate direction.

#### **ANALYSIS**

The break of the ASFM required waste water flows to be redirected from the Argyle Pumpstation to the WSFM which has limited capacity to manage the flows from both pump stations. During high flow events [significant rainfall], there is an increased possibility of Combined Sewer Overflows [CSO's] into the Alberni Inlet or Somass River. The ASFM requires replacement as soon as possible to address potential CSO's.

The consulting engineer has identified the pipe size, material, length, fittings and appurtenances to replace the existing forcemain. Due to ongoing market and manufacturing concerns it is recommended to purchase the pipe, fittings and appurtenances before tendering the work. This will avoid likely delays for pipe delivery and enable the City to purchase pipe prior to cost escalations that tend to occur as the construction season commences in North America, especially with material shortages that have been seen for the past couple years.

Two pits will be excavated as roughly shown on the attached *Figure 1*, with the first pit at the end of Nuupts' Ikapis Way and the other pit adjacent to the City's old lagoon. The pits will be the only surficial ground disturbance, with the sewer main being drilled below the surface of the Somass River bed. This method of construction will avoid significant impacts to the Somass River and estuary.

The engineering consultant anticipates tendering the project in the next couple months with construction during the summer such that the forcemain would be operating before the rainy season this fall. Replacement of the ASFM is the highest priority and the replacement of the second fifty-year-old forcemain is being reviewed and will be forwarded to Council for construction in the next couple years.

#### **IMPLICATIONS**

To complete this project the funding recommendation is a combination of project deferrals, use of committed unspent sewer capital projects not anticipated to be required and internal borrowing. The projects that have been deferred will be prioritized in future years. There are two Municipal Finance Authority of BC surplus accounts that are available to be used to access funding [if required for internal borrowing]. These are not Sewer Fund Reserves and would need to be paid back and the interest forgone would be an operating expense for the Sewer Fund.



The cost estimate is \$1.89 million and the funding reallocation recommended is as follows:

**Table 1 | Amendments to Financial Plan and previously committed unspent Capital Projects**

| Project  | Source             | Amount             |
|--|--------------------|--------------------|
| Argyle & Josephine Forcemain Somass River Crossing inspection and design | 2022 Sewer Capital | 120,000            |
| CSO - 7th Ave-Redford to Bute 180m                                       | 2022 Sewer Capital | 79,000             |
| Sewer Crawler  | 2022 Sewer Capital | 80,000             |
| Small Capital Main Replacements  | 2022 Sewer Capital | 100,000            |
| Transfer to Infrastructure Capital Reserve                               | 2022 Sewer Ops     | 422,198            |
| Argyle Forcemain Somass River Crossing                                   | 2019 Sewer Capital | 100,000            |
| Small Capital Main Replacements  | 2018 Sewer Capital | 100,000            |
| 3rd Ave Argyle St. Mar St. Beautification                                | 2020 Sewer Capital | 400,000            |
| MFA surplus – General fund – internal borrowing                          | Reserve fund       | 230,000            |
| MFA surplus – Water fund – internal borrowing                            | Reserve fund       | 258,802            |
|  | <b>Total</b>       | <b>\$1,890,000</b> |

## COMMUNICATIONS

When the design team confirmed the construction methodology we reached out to the Tseshaht and Hupacasath First Nations regarding any concerns, comments or traditional knowledge that they could share to enable protection of archeological artifacts. Public notification regarding construction timing and impacts will be advertised via the City website and other means once scheduled.

## BYLAWS/PLANS/POLICIES

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

## SUMMARY

This project represents an important replacement of the City sewer system to avoid public health concerns and adverse impacts to the environment. The requested early budget approval will enable staff to purchase the pipe and materials for the project minimizing the risk of delays and avoiding cost escalation of materials. Budget approval enables completion of the project.

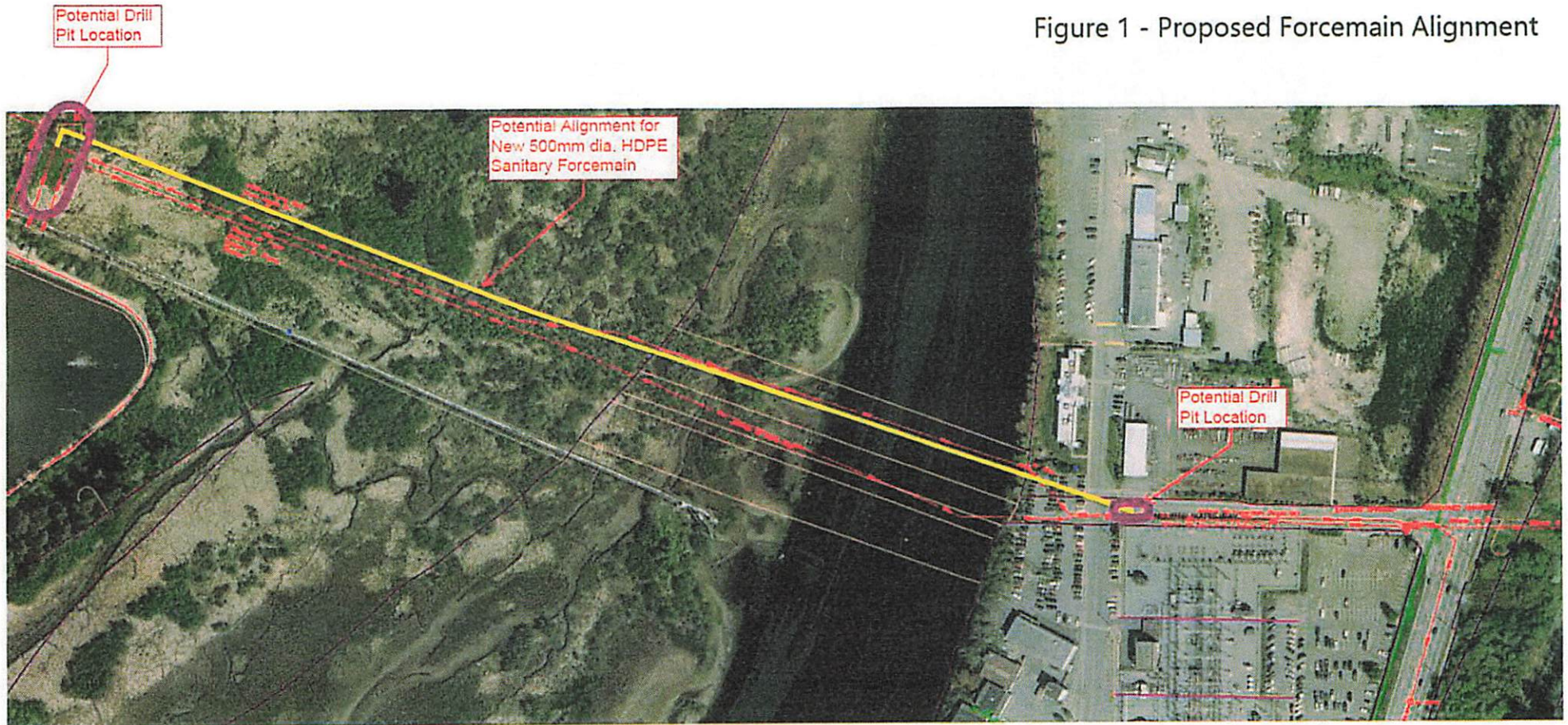
## ATTACHMENTS/REFERENCE MATERIALS

- Figure 1 - Proposed Forcemain Alignment

c: A. McGifford, Director of Finance  
C. Wright, Manager Operations

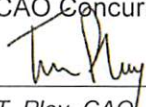


Figure 1 - Proposed Forcemain Alignment





Date: June 6, 2022  
File No: 1880-22-SOFI  
To: Mayor & Council  
From: T. Pley, CAO  
Subject: Statement of Financial Information - Year Ending December 31, 2021

|   |   |  |
|---|---|--|
| Prepared by:<br><i>A. MCGIFFORD</i><br>_____<br>Director of Finance | Supervisor:<br><i>T. PLEY</i><br>_____<br>CHIEF ADMINISTRATIVE<br>OFFICER | CAO Concurrence:<br><br>_____<br>T. Pley, CAO |
|---|---|--|

#### RECOMMENDATION

*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.*

#### PURPOSE

For Council to receive and approve the Statement of Financial Information for the year ended December 31, 2021.

#### BACKGROUND

Pursuant to Section 2 of the *Financial Information Act*, the Local Government must prepare a Statement of Financial Information. The format is prescribed by regulation pursuant to Section 3 of the *Financial Information Regulation*. The requirement that Council must approve the statement is prescribed by Section 9(2) of the *Financial Information Regulation*.

The Statement of Financial Information is attached, including all statements and schedules that are required for submission.

#### ALTERNATIVES/OPTIONS

Not applicable.

#### ANALYSIS

Not applicable.

#### IMPLICATIONS

The Statement of Financial Information must be approved and submitted to the Ministry of Municipal Affairs by June 30, 2022.

ENTERED  
F4



**COMMUNICATIONS**

Not applicable.

**BYLAWS/PLANS/POLICIES**

Not applicable.

**SUMMARY**

Not applicable.

**ATTACHMENTS/REFERENCE MATERIALS**

- Statement of Financial Information - year ending December 31, 2021

C:        *T. Slonski, Director of Corporate Services*



**CITY OF PORT ALBERNI  
STATEMENT OF FINANCIAL INFORMATION  
FOR THE YEAR ENDED DECEMBER 31, 2021**



**SCHEDULES:**

**SCHEDULE OF DEBTS & SCHEDULE OF GUARANTEE OR INDEMNITY**

**COUNCIL MEMBERS' REMUNERATION**

**EMPLOYEES' WAGES OVER \$75,000 AND RELATED EXPENSES**  
(including consolidated totals for all others)

**LISTING OF SEVERANCE AGREEMENTS COMMENCED DURING THE YEAR**

**AMOUNTS PAID TO SUPPLIERS IN EXCESS OF \$25,000**  
(including consolidated totals for all other amounts paid)



**CITY OF PORT ALBERNI**

**SCHEDULE OF DEBTS**

**FOR THE YEAR ENDED DECEMBER 31, 2021**

*Prepared Under the Financial Information Regulation, Schedule 1, Section 4*

Information on all long-term debts for this organization is included in Note 8 and Schedule 3 to the Financial Statements.

**SCHEDULE OF GUARANTEE OR INDEMNITY**

**FOR THE YEAR ENDED DECEMBER 31, 2021**

*Prepared Under the Financial Information Regulation, Schedule 1, Section 5*

Information on all Guarantees and Indemnities for this organization is included in Note 14 to the Financial Statements.



**SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE**

**1. Elected Officials, Employees appointed by Cabinet and Members of the Board of Directors**

| Name  | Position         | Remuneration         | Taxable Benefits & Other | Expenses            |
|---|------------------|----------------------|--------------------------|---------------------|
| CORBEIL, RON  | Elected Official | \$ 18,990.68         | \$ 45.52                 | \$ 1,621.93         |
| HAGGARD, DEBBIE   | Elected Official | \$ 18,990.68         | \$ 49.41                 | \$ 2,747.11         |
| MINIONS, SHARIE *   | Elected Official | \$ 42,848.48         | \$ 94.88                 | \$ 1,413.44         |
| PAULSON, RON  | Elected Official | \$ 18,990.68         | \$ 4.08                  | \$ 2,140.66         |
| POON, MAN SHUN HELEN  | Elected Official | \$ 18,990.68         | \$ 94.88                 | \$ 2,138.65         |
| SOLDA, CINDY  | Elected Official | \$ 18,990.68         | \$ 94.88                 | \$ 1,056.43         |
| WASHINGTON, DAN   | Elected Official | \$ 18,990.68         | \$ 94.88                 | \$ 1,492.93         |
| <b>Total: elected officials, employees appointed by Cabinet and members of the Board of Directors (A)</b> |                  | <b>\$ 156,792.56</b> | <b>\$ 478.53</b>         | <b>\$ 12,611.15</b> |

\* credit from 2020 expense in 2021 totaling \$1,420.50, lowering the 2021 expenditures from \$2,833.94

**2. Other employees (excluding those listed in Part 1 above)**

| Name                 | Position                                 | Remuneration  | Taxable Benefits & Other | Expenses    |
|----------------------|--|---------------|--------------------------|-------------|
| ANDERSEN, DOUGLAS    | Water System - Meters & Cross Connection | \$ 78,685.98  | \$ 580.10                | \$ -        |
| ARENTSEN, KEITH      | LAN Administrator/Systems Operator       | \$ 76,698.63  | \$ 580.10                | \$ -        |
| ARNETT, MIKE         | Maintenance Co-ordinator                 | \$ 75,801.50  | \$ 580.10                | \$ 52.49    |
| BERKE, KARRY         | Sewer Chargehand                         | \$ 99,522.10  | \$ 580.10                | \$ 120.00   |
| BODIN, KRISTA        | Manager of Human Resources               | \$ 122,958.63 | \$ 991.91                | \$ 1,030.75 |
| BOOTH, ANTHONY       | Fire Fighter                             | \$ 105,925.39 | \$ 752.67                | \$ -        |
| BOUCHARD, TORY       | Superintendent - Fleet & Solid Waste     | \$ 80,859.12  | \$ 277.21                | \$ 293.99   |
| BOURGOIN, SHAWN      | Manager of Recreation Services           | \$ 93,126.35  | \$ 760.33                | \$ 229.90   |
| BURROWS, SCOTT       | Fire Captain                             | \$ 137,422.04 | \$ 946.42                | \$ -        |
| COLCLOUGH, BRANDON   | Water System Technician                  | \$ 78,576.66  | \$ 580.10                | \$ -        |
| CROSS, TRAVIS        | Firefighter                              | \$ 112,431.76 | \$ 791.20                | \$ -        |
| CUSSON, DAVID        | Manager of Community Policing            | \$ 81,162.59  | \$ 664.09                | \$ -        |
| DARLING, SARA        | Deputy Director of Corporate Services    | \$ 86,314.32  | \$ 701.21                | \$ 1,925.06 |
| DEAKIN, PATRICK      | Manager of Economic Development          | \$ 106,557.36 |                          | \$ 7,003.10 |
| DICKINSON, ROBERT    | Director of Engineering and Public Works | \$ 136,428.84 | \$ 1,055.36              | \$ 3,627.50 |
| FINES, DERRIN        | Firefighter                              | \$ 117,668.39 | \$ 775.38                | \$ -        |
| FUDGE, NORMAN        | Mechanic                                 | \$ 76,790.23  | \$ 680.10                | \$ -        |
| GAUDREAU, ROBERT     | Building Inspector                       | \$ 89,848.13  | \$ 609.30                | \$ -        |
| GIRI, AMARJEET       | Waterworks Chargehand                    | \$ 81,261.80  | \$ 580.10                | \$ -        |
| GUERIN, ANDRE        | Firefighter                              | \$ 134,225.80 | \$ 916.85                | \$ 281.15   |
| HALEY, JOHN          | Firefighter                              | \$ 146,410.41 | \$ 946.42                | \$ -        |
| HALYCHUK, BENJAMIN   | Firefighter                              | \$ 103,936.15 | \$ 775.38                | \$ -        |
| HARDING, SHELLY      | Museum Curator                           | \$ 78,866.26  | \$ 549.80                | \$ -        |
| HEIMAN, DAVID        | Streets Chargehand                       | \$ 83,902.88  | \$ 580.10                | \$ 33.60    |
| KRANEVELDT, ROBERT   | Facilities Operations Supervisor         | \$ 95,055.98  | \$ 774.38                | \$ -        |
| LANDSVIK, ERIK       | Gardener                                 | \$ 77,061.87  | \$ 580.10                | \$ -        |
| LEPINE, TREVOR       | Wastewater Treatment Plant Technician    | \$ 76,540.68  | \$ 580.10                | \$ -        |
| LEYENAAR, CURTIS     | Chargehand - Parks                       | \$ 77,297.09  | \$ 580.10                | \$ -        |
| LOW, CAILEAN         | Firefighter                              | \$ 118,746.23 | \$ 821.04                | \$ 100.00   |
| MACAULEY, ROSALYN    | Deputy Director of Finance               | \$ 100,625.29 | \$ 795.07                | \$ 2,074.99 |
| MCCOOMBS, GERALD     | Truck Driver                             | \$ 76,878.65  | \$ 580.10                | \$ -        |
| MCGIFFORD, ANDREW    | Director of Finance                      | \$ 133,564.17 | \$ 1,063.87              | \$ 2,089.30 |
| MCHALE, CONSTANTINE  | Facilities Maintenance Technician        | \$ 77,737.93  | \$ 580.10                | \$ 34.06    |
| MCLOUGHLIN, BRIAN    | Planner                                  | \$ 76,245.76  | \$ 580.10                | \$ 996.75   |
| MIGUEZ, JOHN         | Firefighter                              | \$ 125,017.33 | \$ 778.88                | \$ -        |
| MURPHY, WENDY        | Manager of Police Services               | \$ 81,358.14  | \$ 668.90                | \$ 261.50   |
| NADIG, HERBERT       | Fire Captain                             | \$ 146,702.12 | \$ 946.42                | \$ -        |
| OWENS, MICHAEL       | Fire Chief                               | \$ 134,246.08 | \$ 1,095.29              | \$ 1,580.56 |
| PATTERSON, CHARLES W | Deputy Fire Chief                        | \$ 120,543.90 | \$ 985.00                | \$ -        |
| PELECH, JEFF         | Manager of Information Technology        | \$ 110,101.78 | \$ 899.43                | \$ -        |
| PLEY, TIMOTHY        | Chief Administrative Officer             | \$ 190,891.01 | \$ 1,458.92              | \$ 1,564.42 |
| PORTTILA, LINDA      | Senior Maintenance Worker                | \$ 77,137.19  | \$ 580.10                | \$ 693.33   |
| POVEY, BRIAN         | Wastewater Systems Operator              | \$ 77,692.75  | \$ 580.10                | \$ 110.00   |
| RITCHIE, IAN         | Firefighter                              | \$ 132,789.75 | \$ 900.31                | \$ -        |
| ROBERTS, JASON       | Firefighter                              | \$ 108,315.92 | \$ 767.78                | \$ -        |
| ROGERS, BRADLEY      | Firefighter                              | \$ 107,214.64 | \$ 775.38                | \$ 75.00    |
| ROSE, BRENT          | Firefighter                              | \$ 111,260.00 | \$ 775.38                | \$ 110.00   |
| RUEL, TYLER          | Firefighter                              | \$ 92,624.83  | \$ 644.17                | \$ -        |
| SELVA, ANTHONY       | Firefighter                              | \$ 102,614.74 | \$ 752.67                | \$ -        |
| SEXTON, RYAN         | Carpenter                                | \$ 77,313.28  | \$ 680.10                | \$ -        |



SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE

| Name  | Position                                    | Remuneration            | Taxable Benefits<br>& Other | Expenses            |
|---|---|-------------------------|-----------------------------|---------------------|
| SLONSKI, TWYLA  | Director of Corporate Services              | \$ 133,335.77           | \$ 1,024.91                 | \$ -                |
| SMITH, SCOTT  | Director of Development Services/Deputy CAO | \$ 128,385.97           | \$ 1,014.53                 | \$ 1,198.00         |
| STELMACKER, JAMES   | Mechanic                                    | \$ 77,753.20            | \$ 680.10                   | \$ -                |
| STEPHEN, JOHN   | Water System Technician                     | \$ 77,799.22            | \$ 603.13                   | \$ 100.00           |
| THOEN, RANDOLPH   | Fire Captain                                | \$ 75,321.14            | \$ 237.54                   | \$ 600.00           |
| THORPE, WILLA   | Director of Parks, Recreation & Heritage    | \$ 133,335.77           | \$ 1,024.91                 | \$ 14,245.63        |
| TOURANGEAU, BRENNAN   | Firefighter                                 | \$ 95,864.93            | \$ 666.34                   | \$ -                |
| TURNER, RYAN  | Firefighter                                 | \$ 107,130.61           | \$ 775.38                   | \$ -                |
| VOYSEY, SCOTT   | Carpenter                                   | \$ 76,810.72            | \$ 680.10                   | \$ 30.00            |
| WEILER, MARK  | Carpenter                                   | \$ 77,067.85            | \$ 680.10                   | \$ -                |
| WETMORE, DANIEL   | Engineering Technologist                    | \$ 79,068.86            | \$ 580.10                   | \$ 411.08           |
| WIATR, ROMAN  | Water System Technician                     | \$ 79,824.61            | \$ 580.10                   | \$ -                |
| WONG, S. BOYD   | Engineering Technologist                    | \$ 89,105.75            | \$ 580.10                   | \$ 411.08           |
| WRIGHT, CLINTON   | Manager of Operations                       | \$ 114,768.38           | \$ 919.09                   | \$ -                |
| ZAPLOTINSKY, BLADON   | Firefighter                                 | \$ 118,854.12           | \$ 775.38                   | \$ -                |
| <b>Consolidated total of other employees with remuneration and expenses of \$75,000 or less</b> |   | <b>\$ 7,223,499.18</b>  | <b>\$ 46,845.60</b>         | <b>\$ 14,892.32</b> |
| <b>Total: Other Employees ( B )</b>   |   | <b>\$ 13,778,884.51</b> | <b>\$ 94,145.53</b>         | <b>\$ 56,175.56</b> |

**3. Reconciliation**

|  |                          |
|--|--------------------------|
| Total remuneration - elected officials, employees appointed by cabinet and members of the Board of Directors ( A ) | \$ 157,271.09            |
| Total remuneration - other employees ( B )   | \$ 13,873,030.04         |
| <b>Subtotal</b>  | <b>\$ 14,030,301.13</b>  |
| Reconciling Items  |                          |
| <b>Total per Statement of Revenue and Expenditure</b>  | <b>\$ 17,069,209.00</b>  |
| <b>Variance Note 1</b>   | <b>\$ (3,038,907.87)</b> |

**NOTE 1**

A formal reconciliation of the figures cannot be presented due to the functional reporting of expenditures.

The variance is due to the following reasons:

- the financial statement reports benefits as a percentage of salaries and wages whereas remuneration is the amount paid directly to the employee as defined in the Financial Information Regulation, Schedule 1, subsection 6(1).



**CITY OF PORT ALBERNI**

**STATEMENT OF SEVERANCE AGREEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2021**

There were zero (0) severance agreements under which payment commenced between the City of Alberni and its non-unionized employee during fiscal year 2021.

This statement is prepared under the Financial Information Regulation, Schedule 1, Subsection 6(7).



1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

| Supplier Name                              | Aggregate Amount Paid To Supplier |
|--|-----------------------------------|
| 0946982 BC LTD                             | 79,585.24                         |
| ACE COURIER SERVICES                       | 29,316.47                         |
| ACCENT REFRIGERATION SYSTEMS               | 35,830.98                         |
| ADDY POWER LTD                             | 191,323.74                        |
| ALBERNI CLAYOQUOT REGIONAL HOSPITAL DIST.  | 671,425.00                        |
| ALBERNI DRUG & ALCOHOL PREVENTION SERVICES | 29,000.00                         |
| ALBERNI PAVING & CONTRACTING LTD           | 28,801.50                         |
| ALBERNI VALLEY REFRIGERATION               | 141,071.78                        |
| ALBERNI VALLEY TOURISM                     | 44,296.88                         |
| ANDREW SHERET LIMITED                      | 286,936.28                        |
| ASSOCIATED ENGINEERING (BC) LTD            | 875,164.87                        |
| B C ASSESSMENT AUTHORITY                   | 187,633.67                        |
| B C HYDRO & POWER AUTHORITY                | 1,179,107.16                      |
| B C TRANSIT                                | 529,436.52                        |
| BAILEY ELECTRIC CO LTD                     | 241,053.54                        |
| BASRA, PIARA                               | 220,587.70                        |
| BATES, COLIN                               | 63,993.80                         |
| BC EMPLOYER HEALTH TAX                     | 344,961.82                        |
| BERK'S INTERTRUCK LTD                      | 37,226.22                         |
| BLACK PRESS GROUP                          | 35,822.63                         |
| BOWERMAN EXCAVATING LTD.                   | 345,505.49                        |
| BRENNTAG CANADA INC.                       | 53,258.51                         |
| CANADIAN MARITIME ENGINEERING LTD          | 34,120.26                         |
| CANADIAN UNION OF PUBLIC EMPLOYEES         | 175,772.62                        |
| CANSEL                                     | 86,935.28                         |
| CDW CANADA                                 | 63,415.90                         |
| CENTRAL SQUARE                             | 38,707.20                         |
| CIRCLE DAIRY 1987 LTD                      | 27,411.38                         |
| CITY OF PORT ALBERNI                       | 37,337.81                         |
| COMMUNICATION CONNECTION                   | 45,352.03                         |
| COMMUNITY FUTURES DEVELOPMENT CORP         | 102,536.50                        |
| CO-OPERATORS, THE                          | 160,929.92                        |
| CRAIG'S ENTERPRISES                        | 645,530.05                        |
| DANIELA KARRASS COMMUNICATIONS             | 64,547.44                         |
| DB PERKS & ASSOCIATES LTD.                 | 34,013.87                         |
| DIGITAL POSTAGE ON CALL                    | 36,750.00                         |
| DOLANS CONCRETE LTD                        | 54,631.06                         |
| DOROTHY CLARKSTONE IN TRUST                | 105,781.16                        |
| DUNCAN ELECTRIC MOTOR LTD                  | 33,329.88                         |
| EMCO LIMITED                               | 38,736.20                         |
| ENCORE BUSINESS SOLUTIONS INC              | 61,303.80                         |
| ENEX FUELS LTD.                            | 315,697.84                        |
| FOOTPRINTS SECURITY PATROL INC             | 50,476.01                         |
| FORT GARRY FIRE TRUCKS                     | 392,808.47                        |
| FORTIS BC - NATURAL GAS                    | 158,186.38                        |
| FRED SURRIDGE LTD                          | 60,154.01                         |
| H2X CONTRACTING LTD                        | 43,021.13                         |
| HAYLOCK BROS PAVING LTD                    | 65,563.73                         |
| ICONIX WATER WORKS LP                      | 168,097.03                        |
| ITEL NETWORKS INC                          | 48,962.55                         |
| JACK'S TIRE SALES & SERVICES LTD           | 42,398.40                         |
| JOHN S MANSON, P.ENG                       | 53,741.63                         |
| JULIE M CASE                               | 32,025.00                         |



| Supplier Name                                   | Aggregate Amount Paid To Supplier |
|---|-----------------------------------|
| KENDRICK EQUIPMENT 2003 LTD.                    | 26,248.23                         |
| KGC FIRE RESCUE INC                             | 54,004.68                         |
| KNAPPETT INDUSTRIES LTD.                        | 49,861.32                         |
| KOERS & ASSOCIATES ENGINEERING LTD              | 267,528.17                        |
| L B WOODCHOPPERS LTD                            | 45,640.64                         |
| LEUCO CONSTRUCTION INC                          | 994,762.57                        |
| LONG VIEW SYSTEMS CORPORATION                   | 27,924.64                         |
| M B LABORATORIES LTD                            | 56,109.04                         |
| MASTERCARD - DIR OF FINANCE                     | 163,288.65                        |
| MCELHANNEY CONSULTING SERVICES LTD.             | 40,875.45                         |
| MCGILL & ASSOCIATES                             | 42,238.69                         |
| METRO MOTORS                                    | 41,356.00                         |
| MINISTRY OF ENVIRONMENT                         | 52,266.32                         |
| MNP LLP   | 54,450.37                         |
| MUNICIPAL INSURANCE ASSOC OF BC                 | 413,900.00                        |
| NCS FLUID SYSTEMS                               | 66,593.37                         |
| ND GRAPHICS                                     | 33,000.30                         |
| NEILSON STRATEGIES INC                          | 29,287.13                         |
| NOMAD TREE SERVICE                              | 62,841.00                         |
| NORTH ISLAND COLLEGE                            | 113,885.00                        |
| NORTHWEST HYDRAULIC CONSULTANTS LTD             | 31,681.67                         |
| ORGANIZED CRIME AGENCY OF BC                    | 65,654.64                         |
| PACIFIC BLUE CROSS                              | 491,329.07                        |
| PATOLA, TODD                                    | 59,243.08                         |
| PENSION CORPORATION                             | 2,511,573.86                      |
| PIPE-EYE VIDEO INSPECTIONS & SERVICES LTD       | 34,828.51                         |
| PLANETCLEAN (NANAIMO) LTD                       | 30,438.58                         |
| PORT ALBERNI FIRE FIGHTERS ASSOC                | 72,804.00                         |
| PORT ALBERNI PORT AUTHORITY                     | 72,154.74                         |
| PRECISION SERVICE & PUMPS INC                   | 36,594.77                         |
| PUTSEY, BRITTANY                                | 65,329.98                         |
| PWL PARTNERSHIP LANDSCAPE ARCHITECTS INC        | 155,531.43                        |
| R A WATSON PAINTING                             | 34,019.10                         |
| RAYNER BRACHT CONSTRUCTION                      | 66,040.70                         |
| RECEIVER GENERAL FOR CANADA - COMMISSIONER RCMP | 5,311,532.25                      |
| RECEIVER GENERAL FOR CANADA - REVENUE CANADA    | 3,845,338.05                      |
| REGIONAL DISTRICT OF ALBERNI CLAYOQUOT          | 2,676,014.10                      |
| RICOH CANADA INC                                | 50,210.04                         |
| ROLLINS MACHINERY LTD                           | 265,392.34                        |
| S P C A   | 159,959.48                        |
| SANDALE UTILITY PRODUCTS                        | 29,409.13                         |
| SHARE CANADA                                    | 32,204.56                         |
| SHAW BUSINESS                                   | 39,713.00                         |
| SHAW CABLE                                      | 29,870.38                         |
| SLR CONSULTING (CANADA) LTD                     | 26,070.60                         |
| SOFTCHOICE CORP                                 | 33,070.75                         |
| SOUTHSIDE AUTO SUPPLY LTD                       | 61,337.98                         |
| TELUS   | 76,383.16                         |
| TELUS MOBILITY CELLULAR INC                     | 55,593.08                         |
| TERRAWEST ENVIRONMENTAL INC                     | 82,427.20                         |
| TOTEM TREE OPERATIONS                           | 81,306.15                         |
| TRITECH GROUP LTD                               | 4,244,255.00                      |
| URBAN SYSTEMS LTD                               | 30,254.85                         |
| VAN ISLE FORD                                   | 43,160.08                         |
| VANCOUVER ISLAND HAZMAT                         | 25,944.45                         |



| Supplier Name   | Aggregate Amount Paid To Supplier |
|---|-----------------------------------|
| VANCOUVER ISLAND REGIONAL LIBRARY                     | 804,622.00                        |
| VANCOUVER ISLAND UNIVERSITY                           | 28,875.00                         |
| WAYMARK   | 310,661.42                        |
| WESTLAND INSURANCE                                    | 72,029.00                         |
| WHITE PACIFIC AUTOMATION                              | 28,311.50                         |
| WINDSOR PLYWOOD                                       | 25,191.95                         |
| WORKSAFE BC   | 405,734.80                        |
| YOUNG, ANDERSON                                       | 182,676.23                        |
| YOUNG, ANDERSON, IN TRUST                             | 5,600,015.00                      |
| <b>Total aggregate amount paid to suppliers ( A )</b> | <b>\$39,950,463.57</b>            |

**2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less**

|              |                       |
|--------------|-----------------------|
| <b>( B )</b> | <b>\$2,612,312.74</b> |
|--------------|-----------------------|

**3. Total of payments to suppliers for grants and contributions exceeding \$25,000**

|  |                     |
|--|---------------------|
| ALBERNI VALLEY CHAMBER OF COMMERCE   | 312,754.18          |
| Consolidated total of grants exceeding \$25,000.00                                 | 312,754.18          |
| Consolidated total of contributions exceeding \$25,000.00                          | \$ -                |
| <b>Consolidated total of all grants and contributions exceeding \$25,000 ( C )</b> | <b>\$312,754.18</b> |

**4. Reconciliation**

|   |                         |
|---|-------------------------|
| Total of aggregate payments exceeding \$25,000 paid to suppliers ( A )      | \$ 39,950,463.57        |
| Consolidated total of payments of \$25,000 or less paid to suppliers ( B )  | 2,612,312.74            |
| Consolidated total of all grants and contributions exceeding \$25,000 ( C ) | 312,754.18              |
| Reconciling items   |                         |
| Total per Statement of Revenue and Expenditure                              | 21,451,757.43           |
| Variance Note 2   | <b>\$ 21,423,773.06</b> |

**NOTE 2**

A formal reconciliation cannot be presented due to the functional reporting of expenditures.

The variance is due to the following reasons:

- collections for others;
- payments made to suppliers for payroll purposes eg. Receiver General, Pension Corporation etc.;
- GST and HST are included in the payments to suppliers but is not included in the financial statement total.
- acquisition of capital assets
- amortization expense



## **CITY OF PORT ALBERNI MANAGEMENT REPORT**

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Audit Committee of Council. The Audit Committee meets with management four times a year, and the external auditors once a year.

The Director of Finance has the responsibility for assessing the management systems and practices of the corporation.

The external auditors, MNP -LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Audit Committee of Council and meet with it on a regular basis.

On behalf of the City of Port Alberni

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|         |                            |
|---------|----------------------------|
| Name    | Andrew McGifford, CPA, CGA |
| Title * | Director of Finance        |
| Date    | June 13, 2022              |

\* For municipalities, the officer assigned responsibility for financial administration signs

☐ Prepared pursuant to Financial Information Regulation, Schedule 1, section 9



**CITY OF PORT ALBERNI  
FOR THE YEAR ENDED DECEMBER 31, 2021**

**STATEMENT OF FINANCIAL INFORMATION APPROVAL**

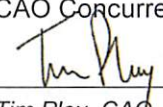
The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information , produced under the *Financial Information Act*.

\_\_\_\_\_  
Andrew McGifford, CPA, CGA  
Director of Finance  
June 13, 2022

\_\_\_\_\_  
Dan Washington  
Council Member on behalf of Council  
Audit Committee Chair



Date: June 6, 2022  
File No: 1765-01  
To: Mayor & Council  
From: T. Pley, CAO  
Subject: 2021 Development Cost Charges [DCC]

|  |  |  |
|--|--|--|
| Prepared by:<br><i>A. MCGIFFORD</i><br>Director of Finance | Supervisor:<br><i>T. PLEY</i><br>CHIEF ADMINISTRATIVE<br>OFFICER | CAO Concurrence:<br><br>Tim Pley, CAO |
|--|--|--|

#### RECOMMENDATION

That Council receive the report of the Director of Finance dated June 6, 2022 and titled "2021 Development Cost Charges".

#### PURPOSE

Provide information about the annual collection, expenditures, reserve balances, and waivers/reductions related to the City's Development Cost Charges [DCC] accounts.

#### BACKGROUND

DCC's are charges levied on new development to assist local governments in financing the costs of growth-related infrastructure. The use of DCC's, in combination with other funding sources, is needed to fund the construction of new or expanded infrastructure that supports population growth in the City. DCC's provide funding for transportation improvements, parkland acquisition, development of certain park improvements, as well as utility infrastructure including water, sewer and drainage.

DCC's collected in 2021 were based on the rates established by the City's *Development Cost Charges, 2009, Bylaw No. 4713, "Development Cost Charge Amendment [Grace Period Extension], Bylaw No. 4766 and "Development Cost Charges Reduction Bylaw No. 4947"*. Funds collected through the DCC bylaws must be deposited in a separate account and may only be used to pay for the capital costs of the works that are identified in the corresponding DCC program upon which the rates are based. The purpose of the bylaw is to impose development cost charges to assist the City in paying the capital costs of providing, constructing, altering or expanding water, sewage, drainage, highway facilities and proving and improving park land in order to serve, directly or indirectly, the development for which the charge was imposed.

As per *Section 569* of the *Local Government Act*, the City of Port Alberni is required to report annually on the DCC's received and expended during the year. *Appendix 'A'* attached to this report identifies the DCC accounts as of December 31, 2021 and includes the following information:

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- 
- a) The amount of Development Cost Charges received during the year;
  - b) The expenditures from the Development Cost Charges accounts during the year including interest being paid;
  - c) The balance in the Development Cost Charges accounts at the start and the end of the applicable year; and
  - d) Any waivers and reduction under *Section 563(2) of the Local Government Act*.

#### **ALTERNATIVES/OPTIONS**

Not applicable.

#### **ANALYSIS**

The current balance in the City of Port Alberni's combined DCC account is \$1,889,119, with \$1,774,119 uncommitted as at December 31, 2021. *Appendix 'A'* provides a detailed summary of the individual DCC balances at year end December 31, 2021.

In 2021, no waivers or reductions under *Section 563(2) of the Local Government Act* were provided.

#### **IMPLICATIONS**

This report provides financial information regarding the DCC accounts for 2021 and potential funding for eligible projects in future years.

#### **COMMUNICATIONS**

No communications are required.

#### **BYLAWS/PLANS/POLICIES**

- *Development Cost Charges, Bylaw Nos 4713, 4766, 4947*
- *Local Government Act*

#### **SUMMARY**

- DCC's are charges levied on new development to assist local governments in financing the costs of growth-related infrastructure.
- This report fulfills the statutory requirement to report information regarding the 2021 DCC collected and expended during the year and the balance in the DCC accounts.

#### **REFERENCE MATERIALS**

- Appendix A - Development Cost Charge Accounts as of December 31, 2021
- Development Cost Charges, Bylaw Nos. 4713, 4766 and 4947

C: T. Slonski, Director of Corporate Services  
S. Smith, Director of Development Services | Deputy CAO

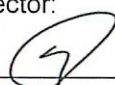
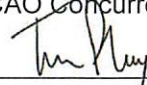


**City of Port Alberni  
Development Cost Charges - Deferred Revenue  
December 31, 2021**

|   | <b>Water</b>      | <b>Sewer</b>      | <b>Storm</b>      | <b>Roads</b>      | <b>Parkland</b>   | <b>Total DCC</b>    |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| <b>Opening Balance at January 1, 2020</b>     | 639,950.70        | 366,697.80        | 194,814.67        | 374,674.17        | 187,502.94        | <b>1,763,640.28</b> |
| <b>Receipts:</b>                              |                   |                   |                   |                   |                   |                     |
| 2021 Gross DCC Contributions                  | 96,603.90         | 70,363.53         | 24,869.39         | 62,565.53         | 29,829.74         | <b>284,232.09</b>   |
| <b>Credit and Rebates:</b>                    |                   |                   |                   |                   |                   |                     |
| 2021 DCC Credits and Rebates                  | -                 | -                 | -                 | -                 | -                 | <b>-</b>            |
| <b>Expenditures:</b>                          |                   |                   |                   |                   |                   |                     |
| 2019 - Portview Landing/4000 Burde St         | -                 | 75,000.00         | -                 | -                 | -                 | <b>75,000.00</b>    |
| 2021 - Uplands II Park - playground           | -                 | -                 | -                 | -                 | 90,907.21         | <b>-</b>            |
| <b>Balance before interest earned in 2021</b> | <b>736,554.60</b> | <b>362,061.33</b> | <b>219,684.06</b> | <b>437,239.70</b> | <b>126,425.47</b> | <b>1,881,965.16</b> |
| <b>Interest earned in 2020</b>                |                   |                   |                   |                   |                   |                     |
| Interest earned                               | 2,418.37          | 1,739.97          | 673.99            | 1,623.25          | 698.22            | <b>7,153.80</b>     |
| <b>Funding Available January 1, 2022</b>      | <b>738,972.97</b> | <b>363,801.30</b> | <b>220,358.05</b> | <b>438,862.95</b> | <b>127,123.69</b> | <b>1,889,118.96</b> |
| <b>Committed funds from previous years</b>    |                   |                   |                   |                   |                   |                     |
| 2019 - Portview Landing/4000 Burde St         | -                 | -                 | 50,000.00         | 65,000.00         | -                 | <b>115,000.00</b>   |
| <b>Uncommitted funding at January 1, 2022</b> | <b>738,972.97</b> | <b>363,801.30</b> | <b>170,358.05</b> | <b>373,862.95</b> | <b>127,123.69</b> | <b>1,774,118.96</b> |



Date: June 6, 2022  
File No: 3360-20-5450 Greenard  
To: Mayor & Council  
From: T.Pley CAO  
Subject: **DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendments**  
**5450 Greenard Street**  
LOT A (DD EG63433) DISTRICT LOT 112 ALBERNI DISTRICT PLAN VIP17300  
LOT 7 DISTRICT LOT 112 ALBERNI DISTRICT PLAN VIP17300  
PID: 018-262-317; 000-838-161  
**Applicant:** Dion Hopkins

|   |  |   |
|---|--|---|
| Supervisor:<br><b>M. Wade</b><br>Marianne Wade<br>Manager of Planning | Director:<br><br>S. Smith, Dir. of<br>Development Services  <br>Deputy CAO | CAO Concurrence:<br><br>T. Pley, CAO |
|---|--|---|

#### RECOMMENDATIONS

- THAT "Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056" be now introduced and read a first time.
- THAT "Zoning Map Amendment No. 51 (5450 Greenard Street - Hopkins), Bylaw No. 5056" be read a second time.
- 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.

#### PURPOSE

To consider a development application to amend Zoning Bylaw 2014, No. 4832 for 5450 Greenard Street. The subject properties are located at 5450 Greenard Street. The applicant is proposing to consolidate two existing R1 single family residential zoned lots and create 5 small lot single family lots. In order to be able to create five small lot single family lots, the lands need to be rezoned to R3 Small Lot Single Family Residential Zone.

#### BACKGROUND

The City of Port Alberni has received a development application for 5450 Greenard Street. The applicant proposes to re-zone the properties in order to facilitate the subdivision to 5 single-family residential lots. There are two lots that are currently split-zoned 'R1 Single Family Residential' and 'P2 Parks and Recreation'. The portion of the two lots zoned 'R1 Single Family Residential' is proposed to be rezoned to 'R3 Small Lot Single Family Residential'. The portion of the two lots currently zoned 'P2 Parks and Recreation' will remain as currently zoned. The applicant will be submitting a subdivision application to consolidate these two lots and create 5 lots. As part of the rezoning amendment process a Preliminary Layout Review will be required to be issued prior to adoption of

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the proposed bylaw. The proposed zoning map amendment aligns with the Official Community Plan land use designations, Residential and Parks and Open Space.

#### Status of the Application

The development application to rezone 5450 Greenard Street was circulated to relevant agencies for comment. No major issues with the proposed change in land use were raised. Site servicing and other infrastructure details will need to be confirmed with the Director of the Engineering department, identified in the Preliminary Layout Review and be addressed prior to construction commencing.

The Advisory Planning Commission reviewed the development application at the May 19, 2022 meeting. Summary meeting minutes are attached. The APC recommended that City Council proceed with the Zoning Bylaw amendment.

#### **ALTERNATIVES/OPTIONS**

1. That "Zoning Map Amendment No. 51 (5450 Greenard Street – Hopkins), Bylaw No. 5056" given introduced and given two readings and that Council waive the public hearing for proposed bylaw in accordance with section 464 (2) of the *Local Government Act* [LGA], as the proposed amendment aligns with the Official Community Plan designations and provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.
2. That Council provide alternative direction.
3. That Council not proceed.

Staff support Option #1.

#### **ANALYSIS**

##### Zoning

The subject property consists of two legal lots which are currently split zoned with *R1 – Single Family Residential* and *P2 – Parks and Recreation*. The applicant is proposing to rezone the portion of the two lots currently zoned 'R1 Single Family Residential' to 'R3 Small Lot Single Family Residential' to facilitate the subdivision of the property. The portion of the two lots currently zoned P2- *Parks and Recreation* will remain P2- *Parks and Recreation*. The total property area of the proposed development is approximately 4978 square metres. The table below compares the site development regulations between the R1 and R3 zones.

| Table 1 - Site Development Regulations |                    |                          |                    |                          |
|--|--------------------|--------------------------|--------------------|--------------------------|
|  | R1                 |                          | R3                 |                          |
| Minimum Lot Area                       | 600 m <sup>2</sup> | (6,458 ft <sup>2</sup> ) | 350 m <sup>2</sup> | (3,767 ft <sup>2</sup> ) |
| Minimum Frontage                       | 15 m               | (49.2 ft)                | 10 m               | (32.8 ft)                |
| Maximum Coverage                       | 40%                |                          | 50%                |                          |
| Minimum Setbacks:                      |                    |                          |                    |                          |
| Front yard                             | 7.5 m              | (24.6 ft)                | 5 m                | (16.4 ft)                |



|  |       |           |       |           |
|--|-------|-----------|-------|-----------|
| Rear yard                                    | 9 m   | (29.5 ft) | 5.5 m | (18 ft)   |
| Side yard                                    | 1.5 m | (4.9 ft)  | 1.5 m | (4.9 ft)  |
| Maximum Floor Area Ratio                     | 0.5   |           | 0.5   |           |
| Maximum Height, Principal Building           | 10 m  | (32.8 ft) | 10 m  | (32.8 ft) |
| Maximum Number of Principal Building Storeys | 2.5   |           | 2.5   |           |

The proposed subdivision plan to create 5 small lot single family lots aligns with the R3 site development regulations. Each of the five proposed lots meet or exceed the minimum frontage requirement of 10 metres (33 ft.) and a minimum lot area requirement of 350 m<sup>2</sup> (3,767 ft<sup>2</sup>). The maximum site coverage permitted in the R3 zone is 50% and the proposed development is proposing 92.9 m<sup>2</sup> (1000 ft<sup>2</sup>) building foot print which is well under the maximum site coverage.

#### Surrounding Area

The proposed residential use at 5450 Greenard Street is consistent with the surrounding neighbourhood, which includes properties zoned R1 Single Family Residential, R2 One and Two Family Residential, R3 Small Lot Single Family Residential, and P2 Parks and Recreation. A direction-based summary of the surrounding site land uses provided below:

| Table 2 – Neighbourhood Land Use Mix |   |
|--------------------------------------|---|
| North                                | P2 Parks and Recreation, R1 Single Family Residential   |
| South                                | R1 Single Family Residential, P2 Parks and Recreation   |
| East                                 | R3 Small Lot Single Family Residential, R1 Single Family Residential, R2 One and Two Family Residential |
| West                                 | ACRD – Rural District (A2)  |

#### Environmental and Geotechnical Assessments

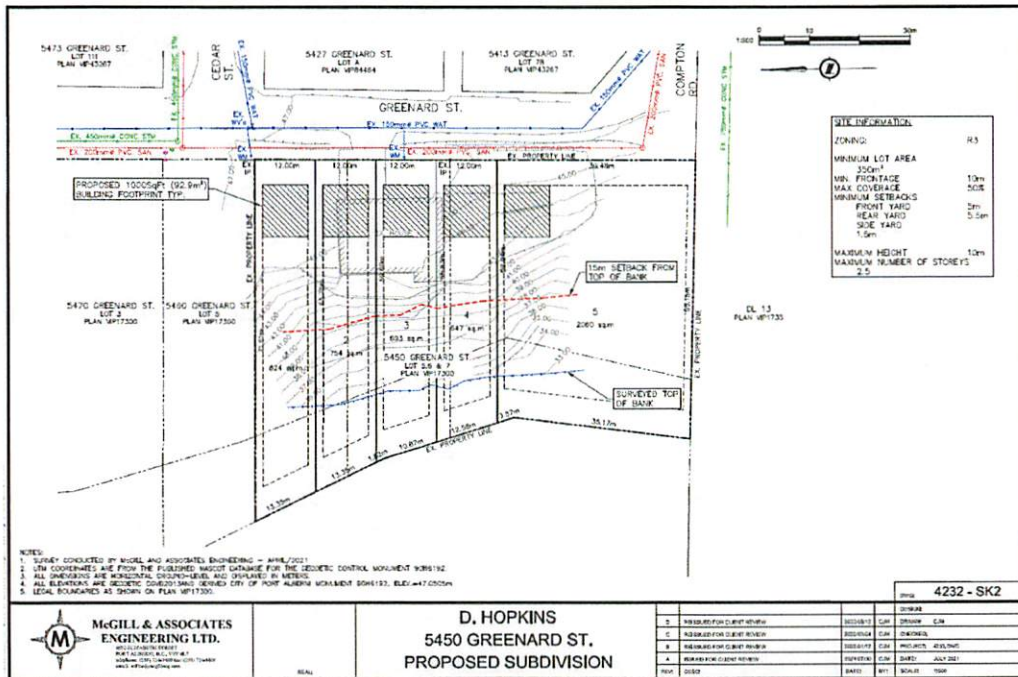
Section 1.0 The Natural Environment in the OCP outlines policies requiring setbacks be established by a registered professional to protect the riparian area in conjunction with federal and provincial agencies regulations. Section 6.3 of the Zoning Bylaw outlines regulations for the location of buildings and structures adjacent to watercourses to be located no less than 15 metres from the natural boundary of a water body.

An environmental assessment was submitted on November 4, 2021 to review the impact of the proposed subdivision on Kitsuksis Creek, along the west side of the property. The report noted there were no rare species occurrences mapped in the vicinity of the property by BC Conservation Data Centre. It was also noted the property falls outside the City of Port Alberni *Floodplain Bylaw* area. The report recommended a setback of 15 metres from the surveyed top of bank (noted in red on the site plan) and that a fence be installed during future development of the property. A section 219 covenant for environmental protection will be registered on title as



part of the development approval process. The report has recommended that a geotechnical assessment be conducted for as part of the construction process.

CONCEPTUAL SITE PLAN: [see attachment for larger scale of plan]



The geotechnical assessment submitted on March 1, 2022 looked to evaluate the subsurface conditions and assessment of the slope conditions of the property and provides recommendations for foundation design and construction. This report will be attached to a section 219 covenant for geotechnical requirements to guide the proposed development and be registered on title as part of the development process. The report noted the required setback from the upper slope crest, the type of materials upon which the building foundations must be founded along with the recommended tree clearing limitations.

### Infrastructure

**Water:** There is currently a water main to the east of the subject property, along Greenard Street.

**Sewer:** The 200 mm sewer main exists to the east of the subject property, along Greenard Street.

**Storm:** The storm sewer main will need to be extended to service the new lots.

**Sidewalks:** No sidewalks exist along this street.

### IMPLICATIONS

The proposal for 5450 Greenard Street is being brought forward to Council for a decision on how to proceed with the application. In considering the proposed Zoning Bylaw amendment, City Council should consider whether it is appropriate for the site and for the community.



As part of the development approval process for 5450 Greenard Street, the applicant will be required to receive a Preliminary Layout Review letter issued by the City's Approving Officer before Council considers final adoption of Bylaw.

Staff have identified the following rationale in support of the proposed Zoning Bylaw amendment:

A change of zone from *R1 Single Family Residential* to *R3 Small Lot Single Family Residential* to allow for the subdivision and development of 5 small lot single-family residential lots is consistent with the surrounding neighbourhood.

- Both the environmental and geotechnical assessments found the site to be suitable for the proposed development in identified areas.
- Staff does not anticipate negative impacts on the surrounding neighbourhood.

#### COMMUNICATIONS

A sign has been placed on the site and no correspondence has been received to date by staff on the proposed application. The proposed Zoning Map Amendment Bylaw No. 5046 is consistent with the Official Community Plan land use designations and meets the criteria for Council to pass a resolution to waive the public hearing under section 464 (2) of the *Local Government Act*, and direct staff to prepare a public notice as per section 467 of the *Local Government Act*.

Should Council not wish to waive the public hearing, a public hearing date can be set for July 11, 2022 at 6:30 pm. Before the public hearing, public notice would be given in two consecutive issues of the local newspaper, not less than 3 days and not more than 10 days before the public hearing. Public notice would also be mailed/delivered to all parcels within 75m of the subject property, at least 10 days prior to the public hearing.

This property is within 800 metres of a provincial highway and as per the Local Government Act will require Ministry of Transportation and Infrastructure to authorize prior to Adoption of the Bylaw.

#### BYLAWS/PLANS/POLICIES

The proposed application is to amend Zoning Bylaw, 2014 No. 4832. The following Zoning Bylaw amendment is proposed:

1. A portion of the subject properties is currently zoned '**R1 Single Family Residential**' on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to change the zoning to '**R3 Small Lot Single Family Residential**'.

#### SUMMARY

In considering the application to rezone the subject properties, City Council should consider if and how the proposed changes in use align with the Official Community Plan objectives.

The proposed change in zoning from '*R1 Single Family Residential*' to '*R3 Small Lot Single Family Residential*' is consistent with adjacent land uses and the overall proposal aligns with the OCP land use designations.

Staff supports proceeding with the proposed amendment as it aligns with the OCP and provides additional small lot single family residential lots.



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**ATTACHMENTS/REFERENCE MATERIALS**

- *Advisory Planning Commission May 19, 2022 meeting minutes*
- *"Zoning Map Amendment No. 51 (5450 Greenard Street - Hopkins), Bylaw No. 5056"*
- *Conceptual Site Plan*

*Copy: T. Slonski, Director of Corporate Services*

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**Summary Report / Minutes of the Advisory Planning Commission Meeting  
held on May 19, 2022 at 12:00 p.m.  
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

**Commission Members Present**

Amy Anaka, (Acting for Chair)  
Ken McRae, (Vice - Chair)  
Stefanie Weber  
Chris Washington, S.D.70  
Joe McQuaid  
Councillor Cindy Solda, Alt. Council Liaison  
Peter Dionne, R.C.M.P. Liaison  
Andre Guerin, P.A.F.D. Liaison

**Regrets**

Ed Francoeur (Chair)  
Callan Noye  
Ken Watts, (CEO Tseshah (č išaa?ath) F.N)  
Jolleen Dick, Councillor, Hupačasath F.N  
Amy Needham, Parks Operations Liaison  
Councillor Deb Haggard, Council Liaison  
Marianne Wade, Manager of Planning

**Staff**

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

**Guests**

Applicant: Dion Hopkins

**Alternates (not in attendance)**

Larry Ransom (Alt.- S.D.70)  
Roger Nopper CEO, (Alt. - Hupačasath F.N.)  
Councillor Helen Poon (Alt.- Council Liaison)  
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)



**1. Acknowledgements and Introductions –**

Acknowledgement, by A. Anaka, 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. Vice-Chair, K. McRae, was able to join the meeting via phone after the adoption of the March 17 minutes.

**2. Minutes - Adoption of March 17, 2022 Minutes**

**Motion:**

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

**(Weber / Anaka) CARRIED**

**3. DEVELOPMENT APPLICATION – Zoning Bylaw amendment**

**5450 Greenard Street -**

*Lot A (DD EG63433), District Lot 112, Alberni District, Plan VIP17300 PID: 018-262-317; and  
Lot 7, District Lot 112, Alberni District, Plan VIP17300 PID: 000-838-161*

**Applicant: D. Hopkins**

- City Development Planner (P.L.) summarized his report dated May 19, 2022.
- APC discussed the proposed amendments and report.
  - The location of the ravine that forms a portion of the site was clarified. A portion of the site that is a steep ravine for Kitsuksis Creek is zoned P2 Parks and Recreation. The P2 portion is not a dedicated City Park.



- The ACRD is currently looking into the Maplehurst Park on Willow Rd. and it was noted that the subject properties were not a part of that study area.
- The applicant indicated to the APC that a geotechnical assessment of the property provides recommendations for foundation design and construction. The report noted the required setback from the upper slope crest along with the recommended tree clearing limitations.
- APC members voiced support for the application.

**Motions:**

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with the following bylaw amendment, with respect to Lot A (DD EG63433), District Lot 112, Alberni District, Plan VIP17300 and Lot 7, District Lot 112, Alberni District, Plan VIP17300 located at 5450 Greenard Street as follows:*

- a. *Amend the Zoning Bylaw (Schedule A – Zoning Map) to change the zoning on a portion of each of the subject properties from ‘R1 Single Family Residential’ to ‘R3 Small Lot Single Family Residential’.*

(Weber / McQuaid) CARRIED

**4. DEVELOPMENT APPLICATION – – Official Community Plan and Zoning Bylaw amendments  
3351 3rd Avenue**

*Lot 16, Block 52, District Lot 1, Alberni District, Plan VIP197B (PID:004-680-634); and*

**3359 3rd Avenue**

*Lot 17, Block 52, District Lot 1, Alberni District, Plan VIP197B (PID:004-680-642); and*

**3369 3rd Avenue**

*Lot 18, Block 52, District Lot 1, Alberni District, Plan VIP197B (PID:009-259-953*

**Applicant: D. Galloway**

- Director of Dev. Services (S.S.) summarized his report dated May 12, 2022.
- APC discussed the proposed amendments and report.
  - The challenging topography of the site was discussed. The topography of the site is quite steep so the applicant will be required to engage a Civil Engineer to address the need for retaining wall design and specifications.
  - Concerns were raised about the impact of the addition vehicle use that would be added to the laneway and the access/egress challenges. A Civil Engineer will need to be engaged to provide acceptable recommendations regarding parking, traffic flows, access/egress for the site.
  - With respect to parking concerns it was noted the site plan does not include visitor parking for the six multi-family units proposed although twelve spaces for the residential units were included.
  - It was noted that the development could provide much needed housing for the community.
  - The APC expressed that it would be necessary for the applicant to address the development challenges adequately given the level of opposition that the application has received through the neighbourhood consultation done by the City to date.
  - It was noted that the applicant had made a prior application that had proven impractical and this new application provided a more workable plan.
  - The Director of Development Services reinforced the need for the applicant to obtain a Development Permit prior to being issued a Building Permit if the application moves forward.
  - Agreement was expressed that it would be a positive development for a site that has remained vacant for many years.



**Motions:**

1. *THAT with respect to the following properties:*

- 3351 3rd Avenue - Lot 16, Block 52, District Lot 1, Alberni District, Plan VIP197B, (PID:004-680-634)
- 3359 3rd Avenue - Lot 17, Block 52, District Lot 1, Alberni District, Plan VIP197B, (PID:004-680-642)
- 3369 3rd Avenue - Lot 18, Block 52, District Lot 1, Alberni District, Plan VIP197B, (PID:009-259-953)

*the Advisory Planning Commission recommends to City Council;*

A. *That the City proceed with the following bylaw amendments:*

- i. *Amend the Official Community Plan Schedule A Land Use Map from 'Residential' to 'Multi-Family Residential'.*
- ii. *Amend the Official Community Plan Schedule B Development Permit Area Map to include the properties in 'Development Permit Area No. 1 (Multi-Family Residential)'.*
- iii. *Amend Schedule A Zoning Bylaw Map from 'R2 One and Two Family Residential' to 'RM1 Low Density Multiple Family Residential'.*

B. *THAT prior to the scheduling of a Public Hearing the applicant must submit:*

- i. *A preliminary engineering design for vehicle access as approved by the City's Engineering Department.*

C. *THAT prior to final adoption of the bylaws:*

- i. *Consolidation of 3351, 3359 and 3369 3rd Avenue into one legal parcel.*
- ii. *Submit a cost estimate for completion of off-site works as approved by the City's Engineering Department.*

**(Weber / McRae) CARRIED**

**5. STATUS UPDATE:**

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

- Upcoming developments that will likely be submitting applications for Building Permits in the near future.
- Public Hearing was held for 5249 Pineo Road rezoning and the application will proceed to 3<sup>rd</sup> reading.
- Application for 5<sup>th</sup> Ave. & Burde St. (Carniato) received 3<sup>rd</sup> reading.
- City owned land at 15<sup>th</sup> Ave. & Montrose St. – An application for OCP and Zoning amendments has been submitted and Subdivision will be required.
- Vancouver Resource Society (3507 Anderson Ave)
- Seymour Pacific (3553 Anderson Ave) – Multi-Family housing – hopeful for July start.
- San Group development (upper Burde St.) - Director of Development Services attended a Townhall meeting coordinated by the "Friends of the Burde Street Beaver Ponds" group. The San Group has not submitted a revised development application to date for the site.



B. OCP Review update:

- The Manager of Planning has taken a report to Council regarding the OCP update project. The contract awarded to McElhanney in October 2021 will be adjusted to reflect the engagement of FRANK Planning to support Phase 3 'Vision and Community Priorities'.
- An invitation has been sent out to community stakeholders/groups to participate in a workshop on June 2. The APC has been included in this invitation and it is hoped that many will be able to attend.

6. **OTHER BUSINESS** - None

7. **ADJOURNMENT** – The meeting adjourned at 1:00 pm. The next meeting is scheduled for 12:00 pm on **June 16, 2022**.

(McQuaid / Anaka) CARRIED



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Ken McRae (Vice-Chair)

DRAFT-APC-SummaryMinutes-May19-2022



# CITY OF PORT ALBERNI

## BYLAW NO. 5056

### A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

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

1. Title

This Bylaw may be known and cited for all purposes as **"Zoning Map Amendment No.51 (5450 Greenard Street – Hopkins), Bylaw No. 5056"**.

2. Zoning Amendment

2.1 A portion of Lot A (DD EG63433), District Lot 112, Alberni District, Plan VIP17300 and a portion of Lot 7, District Lot 112, Alberni District, Plan VIP17300, located at **5450 Greenard Street** and shown shaded on Schedule A, attached hereto and forming part of this bylaw, is hereby rezoned from 'R1 Single Family Residential' to **'R3 Small Lot Single Family Residential'**.

3. Map Amendment

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME THIS      DAY OF      , 2022.

READ A SECOND TIME THIS THIS      DAY OF      , 2022.

A PUBLIC HEARING WAS HELD THIS      DAY OF      , 2022.

READ A THIRD TIME THIS      DAY OF      , 2022.

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

ADOPTED THIS      DAY OF      , 2022.

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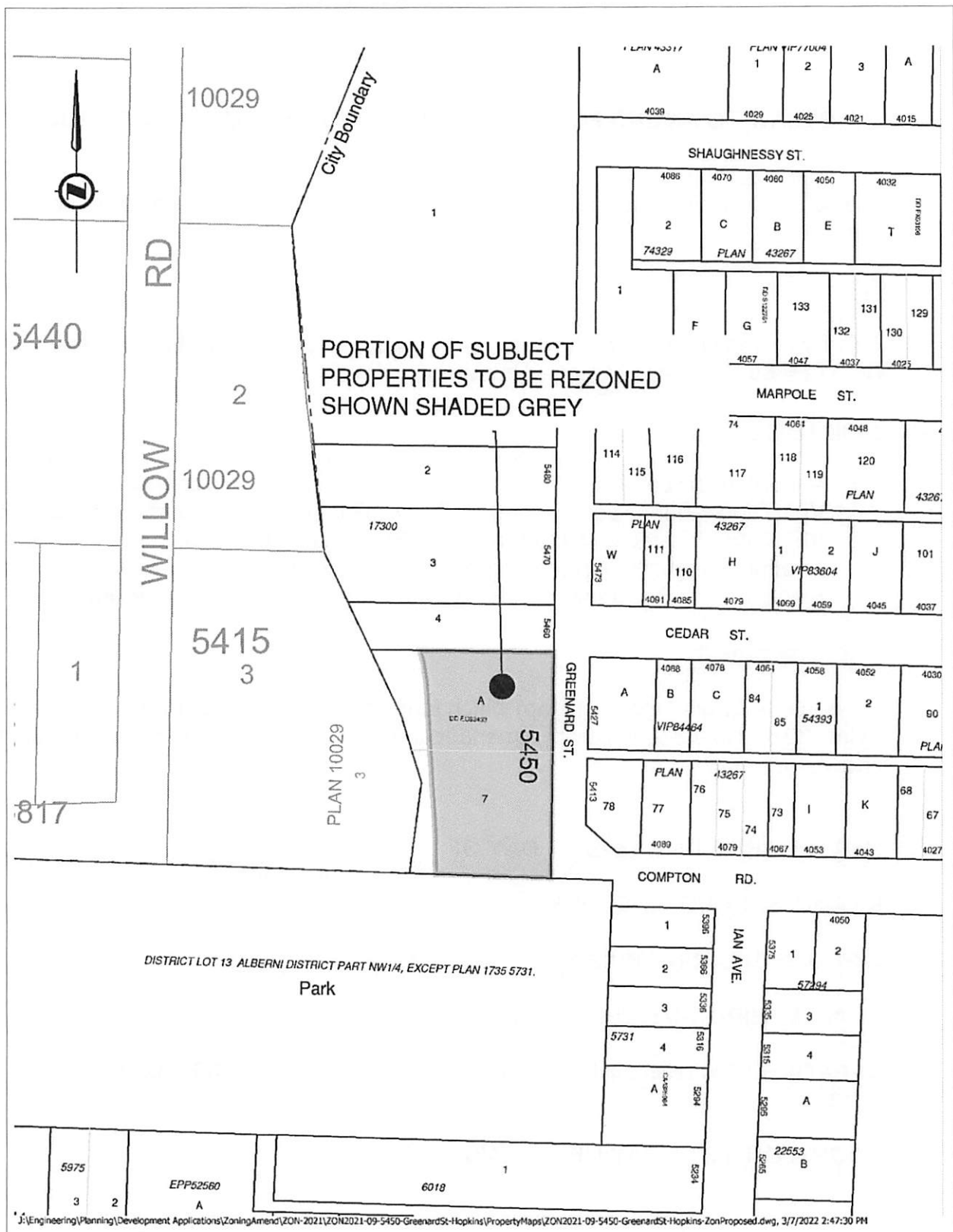
Mayor

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Corporate Officer

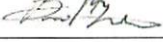
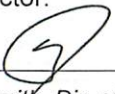
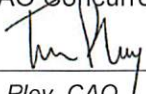


# Schedule "A" to Bylaw No. 5056





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

|   |   |  |   |
|---|---|--|---|
| Prepared by:<br><br>B. McLoughlin<br>Development Planner | Supervisor:<br><b>M. Wade</b><br>Marianne Wade<br>Manager of Planning | Director:<br><br>S. Smith, Dir. of<br>Development Services  <br>Deputy CAO | CAO Concurrence:<br><br>T. Pley, CAO |
|---|---|--|---|

#### RECOMMENDATION

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

ENTERED

G2

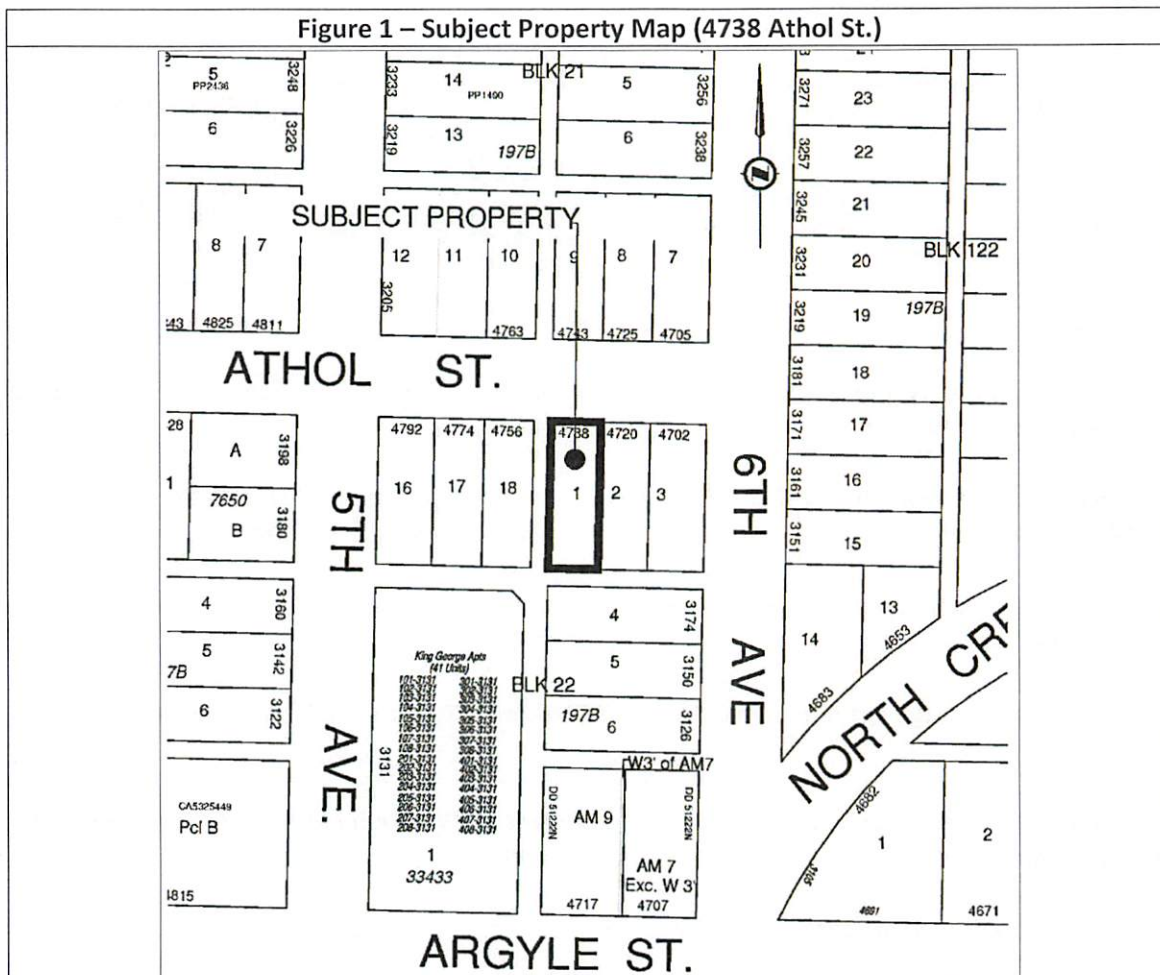


## PURPOSE

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

## BACKGROUND

### Subject Property Map





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### Status of the Application

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

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

### Existing and Proposed Land Use

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

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

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

### Official Community Plan (OCP) Policy

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



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### Comprehensive Development Zones

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

### New CD Zone vs Rezoning with Variances

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

### Alberni Valley Housing Needs Assessment – Final Report (2021)

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

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



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Residential Rental Housing and the *Local Government Act*

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

**ALTERNATIVES/OPTIONS**

The Development Services department supports Option #1.

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

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

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

**ANALYSIS**

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

Development Concept at 4738 Athol Street

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

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



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

#### Surrounding Area and Land Use

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

#### OCP Guidelines for Designation of lands as Multi-Family Residential

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

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

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

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



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

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

| Table 4 – Access to Transportation Network           |       |
|--|-------|
| Distance to Argyle Street (arterial road)            | 130 m |
| Distance to 3 <sup>rd</sup> Avenue (arterial road)   | 250 m |
| Distance to 4 <sup>th</sup> Avenue (major collector) | 151 m |
| Distance to 10 <sup>th</sup> Avenue (arterial road)  | 580 m |

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

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

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

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

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

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

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



### Proposed Comprehensive Development Zone (CD2)

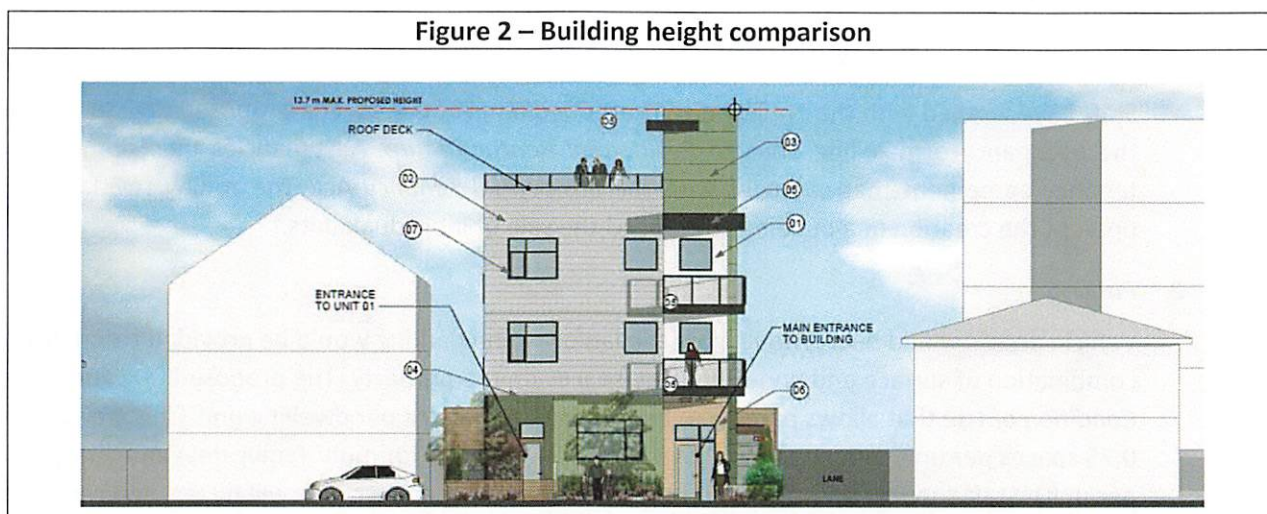
The following table shows how the proposed CD2 zone compares with existing residential zones in the Zoning Bylaw. The RM3 zone is currently the highest density zone for residential development in Port Alberni. The CD2 zone would permit a denser form of development than permitted in the RM3 zone. This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

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

| <b>Table 5 – Comparison of Site Development Regulations for Existing Zones</b> |                    |                    |                    |                    |                    |                      |                       |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------|-----------------------|
| <i>Site Development Regulations</i>  | R1                 | R2                 | R3                 | RM1                | RM2                | RM3                  | Proposed CD2          |
| <i>Minimum Lot area</i>  | 600 m <sup>2</sup> | 500 m <sup>2</sup> | 350 m <sup>2</sup> | 500 m <sup>2</sup> | 840 m <sup>2</sup> | 1,120 m <sup>2</sup> | 443 m <sup>2</sup>    |
| <i>Minimum Frontage</i>  | 15 m               | 15 m               | 10 m               | 30 m (+4 units)    | 25 m               | 30 m                 | 12 m                  |
| <i>Maximum Coverage</i>  | 40%                | 50%                | 50%                | 40%                | 50 %               | 50%                  | 58%                   |
| <i>Front yard</i>  | 7.5 m              | 7.5 m              | 5.0 m              | 7.5 m              | 6.0 m              | 6.0 m                | 3.5 m                 |
| <i>Rear yard</i>   | 9.0 m              | 9.0 m              | 5.5 m              | 9.0 m              | 9.0 m              | 9.0 m                | 5.0 m                 |
| <i>Side yard</i>   | 1.5 m              | 1.5 m              | 1.5 m              | 1.5 m              | 5.0 m              | 5.0 m                | 1.5 m                 |
| <i>Maximum Floor Area Ratio</i>  | 0.5                | 0.5                | 0.5                | 0.5                | 0.8                | 1.2                  | 1.34                  |
| <i>Maximum Height, Principal Building</i>                                      | 10 m               | 10 m               | 10 m               | 10 m               | 12.5 m             | 14 m                 | 13.7 m (to stairwell) |
| <i>Maximum Number of Principal Building Storeys</i>                            | 2                  | 2.5                | 2.5                | 2.5                | 3                  | 4                    | 3                     |
| <i>Maximum Number of Dwelling Units per lot</i>                                | 2                  | 2                  | -                  | -                  | -                  | -                    | 6                     |

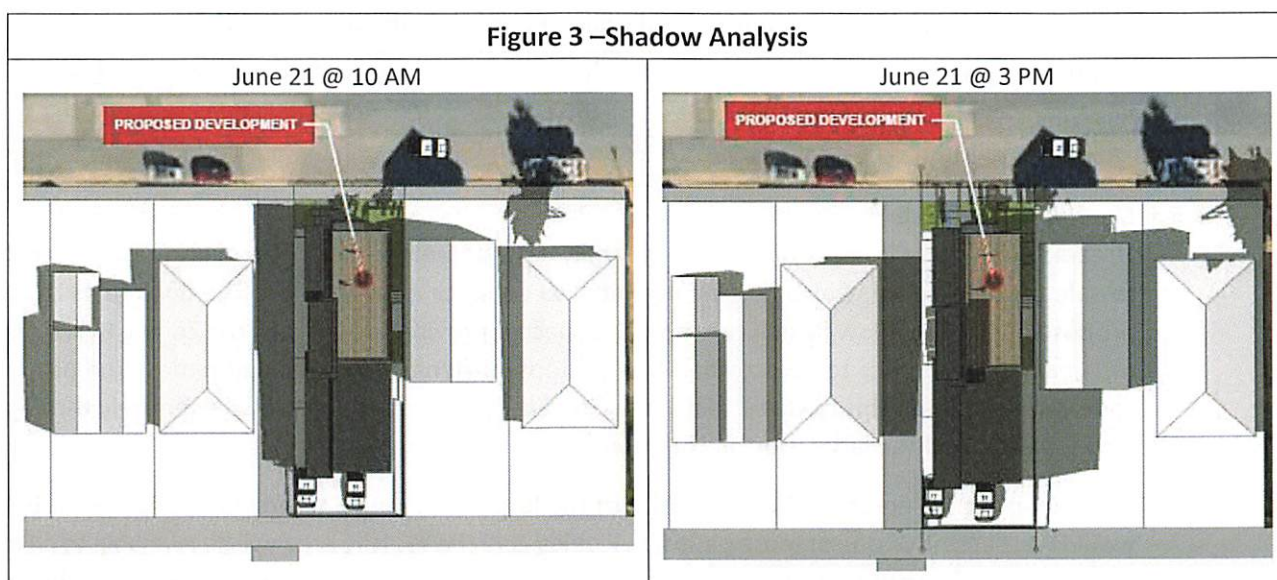


The applicant has also provided conceptual images to illustrate how the proposed development would appear next to neighbouring properties. The height of the building to the roofline would be 11 metres, though the maximum height would be 13.7 metres to account for the roof access stairwell structure.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



#### Shadow analysis

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





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### Conditions of Use - CD2 Zone

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

#### 1. Residential Rental Tenure

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

#### 2. Parking

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

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

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

#### 3. Useable Open Space

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

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



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### Engineering Servicing Report

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

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

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

### REFERRALS

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

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



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## **IMPLICATIONS**

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

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

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

## **COMMUNICATIONS**

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

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

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

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

In general, concern was expressed regarding:

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



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

## **BYLAWS/PLANS/POLICIES**

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

### Summary of Requested Bylaw Amendments

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

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

## **SUMMARY**

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

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

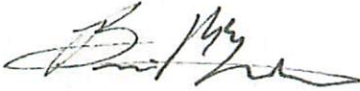
Through the use of a CD zone, the proposed development has been designed to best utilize the site for multi-family dwellings, while considering its context on a residential street near a commercial area. Given the need



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

Respectfully submitted,



Brian McLoughlin, MCP  
Development Planner

**ATTACHMENTS:**

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

C: to T. Slonski, Director of Corporate Services

J:\Engineering\Planning\Development Applications\ZoningAmend\ZON-2021\ZON2021-08-4738-AtholSt-Rai\Council\ZON21-08 - 4738-AtholSt-Rai - Council Memo 1st\_2nd.docx



SUBJECT PROPERTIES MAP – 4738 ATHOL STREET



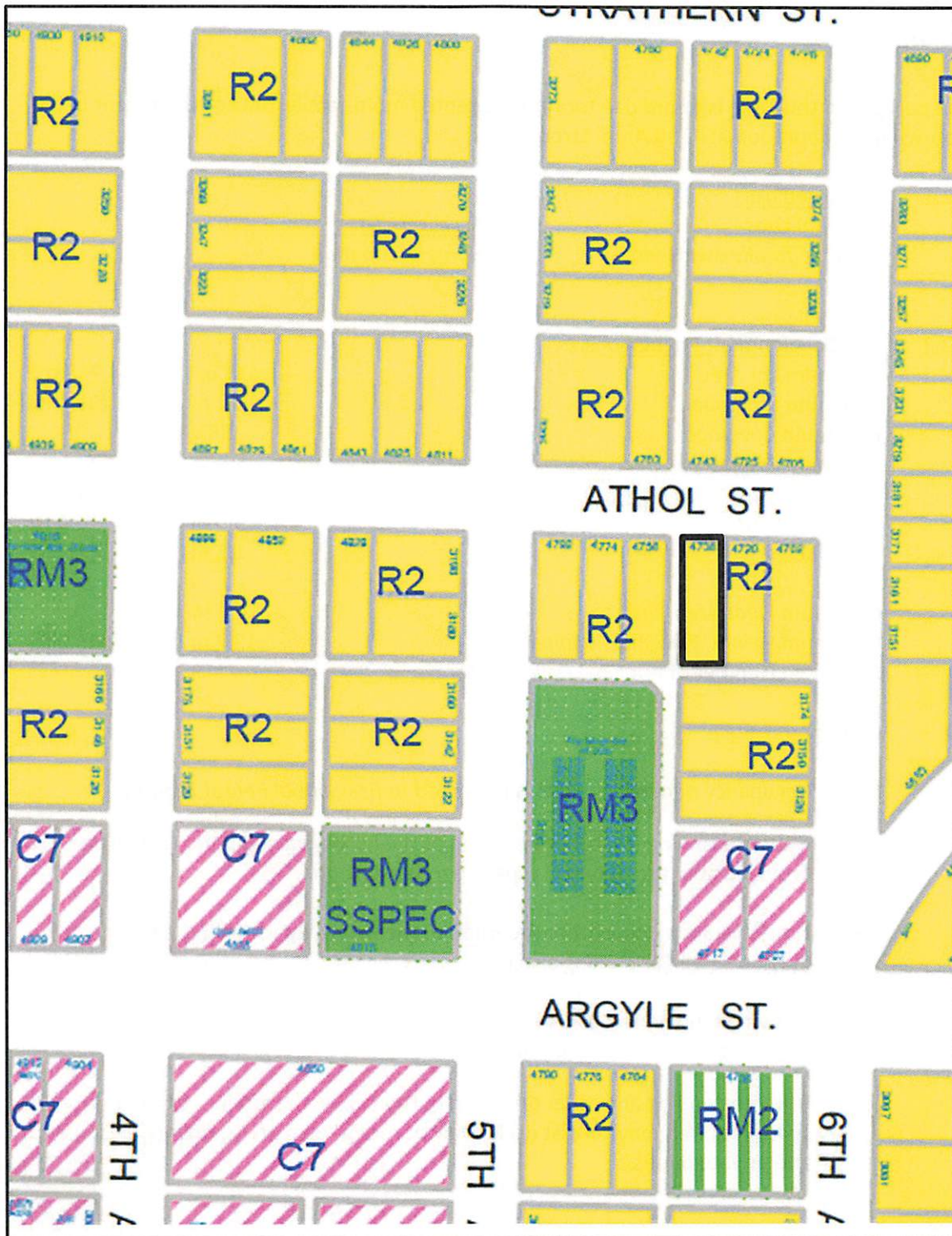


CURRENT OCP LAND USE DESIGNATION – 4738 ATHOL STREET





CURRENT ZONING CLASSIFICATION – 4738 ATHOL STREET





## PROPOSED NEW ZONE DESCRIPTION

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

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

8.2.1 Permitted uses

Principal Uses

Multiple family dwellings

Accessory Uses

Home occupation

8.2.2 Site Development Regulations

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

8.2.3 Conditions of Use

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



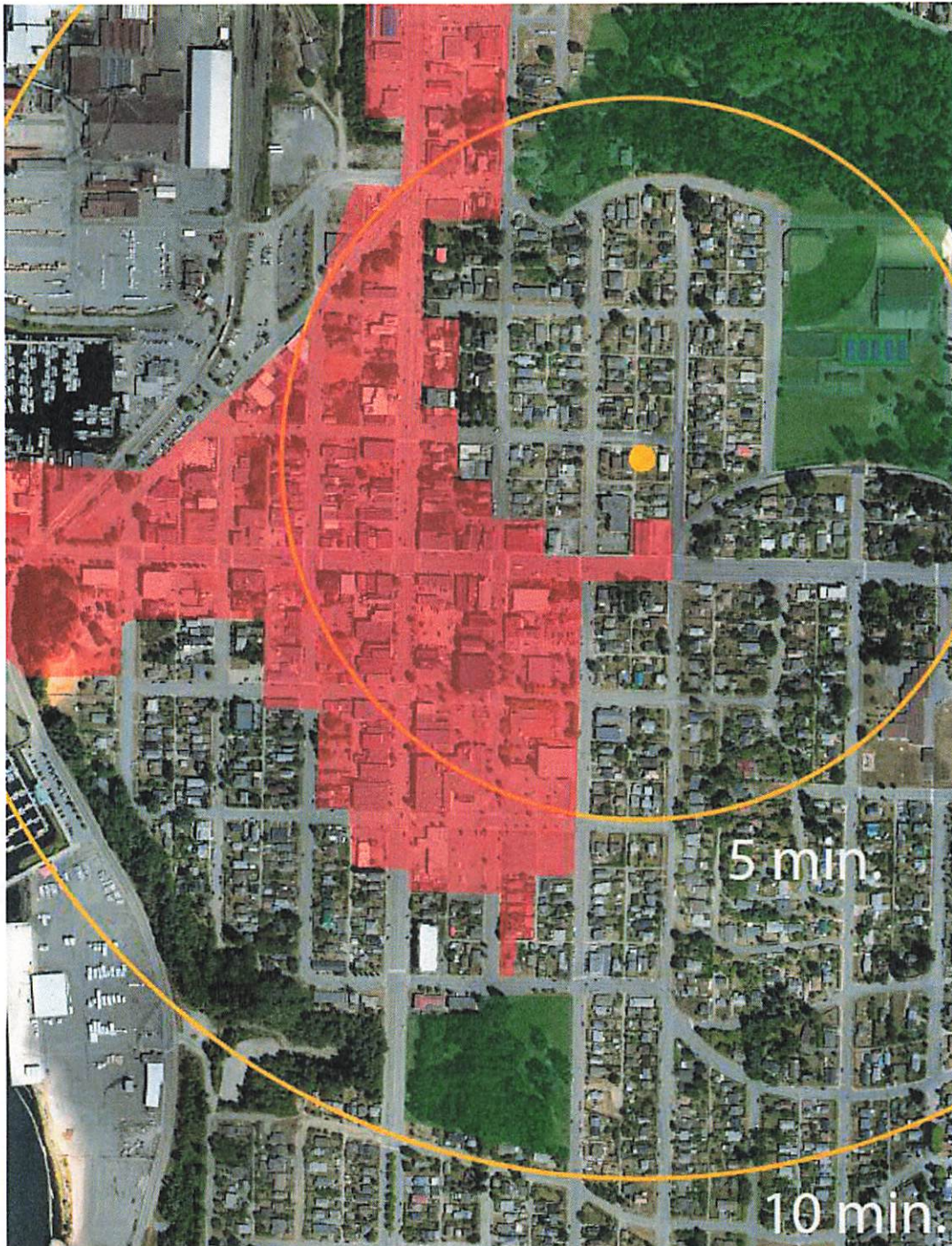
- (f) Permanent roof top structures are not permitted except where required for access.
- (g) Home occupation as a permitted use is restricted to office space for a business which is lawfully carried on at another location.



## WALKABILITY MAP – 4738 STREET

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

\*\*Red = commercial, Green = park





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

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



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





Ken McRae (Chair)  
Ed Francoeur (Vice-Chair)  
Stefanie Weber  
Amy Anaka  
Ed Francoeur  
Callan Noye  
Jim Tatoosh, Hupačasath F.N.

Chris Washington, S.D.70 Liaison  
John Douglas  
Anderson/Bigmore, Tseshaht (č' išaaʔath) F.N

**Larry Ransom (Alternate-SD70)**  
**Councillor Helen Poon (Alternate-Council)**  
**Ken Watts CEO Tseshah First Nation**  
**Roger Nopper CEO Hupacasath Nation**

## 75



- Housing Strategy and Action Plan
- Develop processes for ongoing monitoring of housing needs in Port Alberni
- The Commission was invited to make comments. There were comments regarding Census data age, City running out of land, development on Burde St. (sewer) long term vision.
- Census data is five years old (2016). Manager of Planning indicated that there are challenges with the Federal demographic data however the Provincial and local housing data is up to date. Highlight most recent information when presented for Council.
- Other comments:
  - Owners selling properties for investment purposes has contributed to a shortage of housing in the community.
  - Senior's housing complexes are not plentiful.
  - Need for affordable, higher end rental housing.
  - City is not currently permitting detached secondary units. Having that policy in place would open up opportunity for increasing density because there are so many large lots. Would City consider permitting three dwelling units on a lot (house with Sec suite AND a detached unit)
  - Short Term Rentals - a set of recommendations was brought forward but City needs to go back and review these in light of new Bus. Lic. policies.

#### 5. STATUS UPDATE:

##### **What's been happening since the last APC meeting:**

- Scott Smith – Director of Development Services / Deputy CAO
- UDRS workshop
- New rezoning, subdivision, and DP applications

##### **Public Hearing – March 9<sup>th</sup> at 6:00 pm**

- Cascadia Liquor Store – 10th Ave
- Single Family Home subdivision - Ravenhill Ave

##### **Coming to Council**

- Housing Needs Assessment - Report
- Rainbow Gardens (Housing Agreement)
- District Group (4000 Burde Street/Anderson Hill, Development Permit)
- 5546 Swallow Drive (Development Permit)
- Anderson and 14<sup>th</sup> Ave (Zoning amendment - 8 lots)

6. **OTHER BUSINESS** - The Chair and the Manager of Planning introduced Scott Smith as the City's new Dir. of Development Services/Deputy CAO. Scott gave a brief summary of his role and expressed his pleasure to be back in Port Alberni. Rick Newberry also introduced Andre Guerin as the new liaison for the P.A.F.D.

7. **ADJOURNMENT** – The meeting adjourned at 1:05 pm. The next meeting is scheduled for 12:00 pm on **March 18, 2021**.

**(Francoeur / Noye) CARRIED**

Ken McRae (Chair)







## Summary of Pre-engagement

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

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

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





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

#### **Nuisance and Crime**

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

#### **Parking, Access and Traffic**

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

#### **Utilities**

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

#### **Technical**

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





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





# CITY of PORT ALBERNI

## PLANNING DEPARTMENT

4850 Argyle Street, Port Alberni, B.C. V9Y 1V8  
T: 250.720.2830 or visit our website: [www.portalberni.ca](http://www.portalberni.ca)

Tuesday, March 8, 2022

File: OCP2021-05

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

Dear Sir/Madam:

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

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

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

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

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



Page 1 of 2





Sincerely,

A handwritten signature in black ink, appearing to read 'Brian McLoughlin'.

Brian McLoughlin, Development Planner  
City of Port Alberni



**THE CITY OF PORT ALBERNI**  
**ENGINEERING SERVICING REPORT**

**FILE:**

**DATE:** May 16, 2022

**LEGAL:** LOT 1, BLK22, Plan 197B

**LOCATION:** 4738 Athol St.

**SUBJECT:** Rezoning Application

---

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

**1.00 ROADS:**

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

**2.00 Sewerage**

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

**3.00 Drainage**

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



#### **4.00 Water**

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

#### **5.00 SHALLOW UTILITIES:**

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

#### **6.00 GEOTECHNICAL:**

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

#### **7.0 SITE GRADING:**

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

#### **8.00 GENERAL**

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

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

- . a) Provide engineering drawings for the works



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

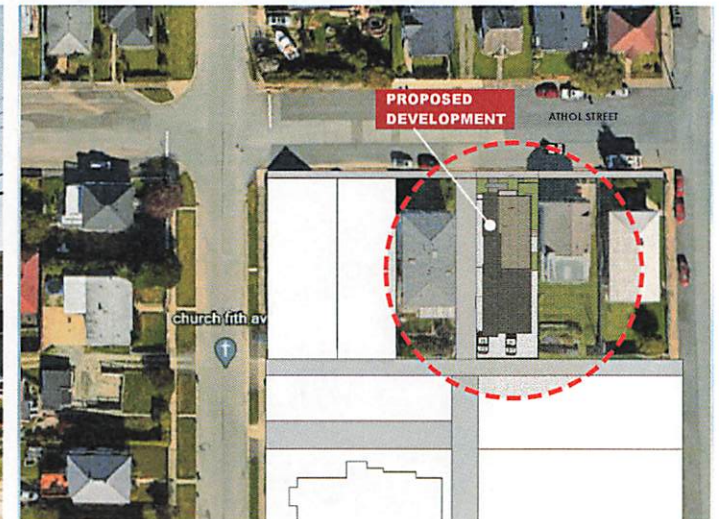




BUILDING VIEW



STREET VIEW



AERIAL VIEW OF SITE

**SHEET NUMBER SHEET NAME**

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

**PROJECT CONSULTANTS**

**PROJECT CONSULTANTS:**

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

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

**PROJECT DATA**

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

| <p><b>JOYCE TROOST ARCHITECTURE</b><br/>2515 GLENHAY DRIVE<br/>NANAIMO, BC V9S 3R9<br/>joyce@jrtarchitecture.com<br/>250.714.8749<br/>jrtarchitecture.com</p> | <p>THE DRAWINGS, SPECIFICATIONS AND MATERIALS OF CONSTRUCTION SHOWN HEREIN ARE THE EXCLUSIVE PROPERTY OF JOYCE TROOST ARCHITECTURE, INC. CONSULTANTS AND PROPERTY RIGHTS ARE EXPRESSLY RESERVED. THEY ARE NOT TO BE REPRODUCED, COPIED, APPROXIMATED, OR USED FOR ANY PURPOSES WITHOUT THE WRITTEN CONSENT OF JOYCE TROOST ARCHITECTURE, INC. IF THESE PLANS ARE A THIRD PARTY, THE THIRD PARTY SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE PROJECT.</p> <p>ARCH. STAMP<br/>JOYCE TROOST ARCHITECTURE<br/>250.714.8749<br/>2022-06-13</p> | <p><b>6 PLEX, ATHOL STREET</b><br/>4738 ATHOL STREET, PORT ALBERNI, BC</p> |  | <p>CLIENT<br/>HUKOM HOLDINGS LTD.</p> | <table border="1"> <tr> <th>REV</th> <th>DATE</th> <th>NUMBER</th> <th>DESCRIPTION</th> </tr> <tr> <td>1</td> <td>2022-06-13</td> <td>1</td> <td>COORDINATION SET OF</td> </tr> <tr> <td>2</td> <td>2022-06-13</td> <td>2</td> <td>ISSUE FOR DP</td> </tr> <tr> <td>3</td> <td>2022-06-13</td> <td>3</td> <td>PERMISSION 1</td> </tr> <tr> <td>4</td> <td>2022-06-13</td> <td>4</td> <td>PERMISSION 2</td> </tr> </table> | REV | DATE | NUMBER | DESCRIPTION | 1 | 2022-06-13 | 1 | COORDINATION SET OF | 2 | 2022-06-13 | 2 | ISSUE FOR DP | 3 | 2022-06-13 | 3 | PERMISSION 1 | 4 | 2022-06-13 | 4 | PERMISSION 2 | <p>DATE: JULY 15, 2021<br/>SCALE: SEE DRAWING</p> | <p>COVER SHEET</p> <p><b>A000</b></p> |
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| 1   | 2022-06-13  | 1  | COORDINATION SET OF                      |                                       |   |     |      |        |             |   |            |   |                     |   |            |   |              |   |            |   |              |   |            |   |              |   |                                       |
| 2   | 2022-06-13  | 2  | ISSUE FOR DP                             |                                       |   |     |      |        |             |   |            |   |                     |   |            |   |              |   |            |   |              |   |            |   |              |   |                                       |
| 3   | 2022-06-13  | 3  | PERMISSION 1                             |                                       |   |     |      |        |             |   |            |   |                     |   |            |   |              |   |            |   |              |   |            |   |              |   |                                       |
| 4   | 2022-06-13  | 4  | PERMISSION 2                             |                                       |   |     |      |        |             |   |            |   |                     |   |            |   |              |   |            |   |              |   |            |   |              |   |                                       |
| <p>DATE: JULY 15, 2021<br/>SCALE: SEE DRAWING</p>   |   |  | <p>DRAWN BY: JRT<br/>CHECKED BY: JRT</p> |                                       |   |     |      |        |             |   |            |   |                     |   |            |   |              |   |            |   |              |   |            |   |              |   |                                       |

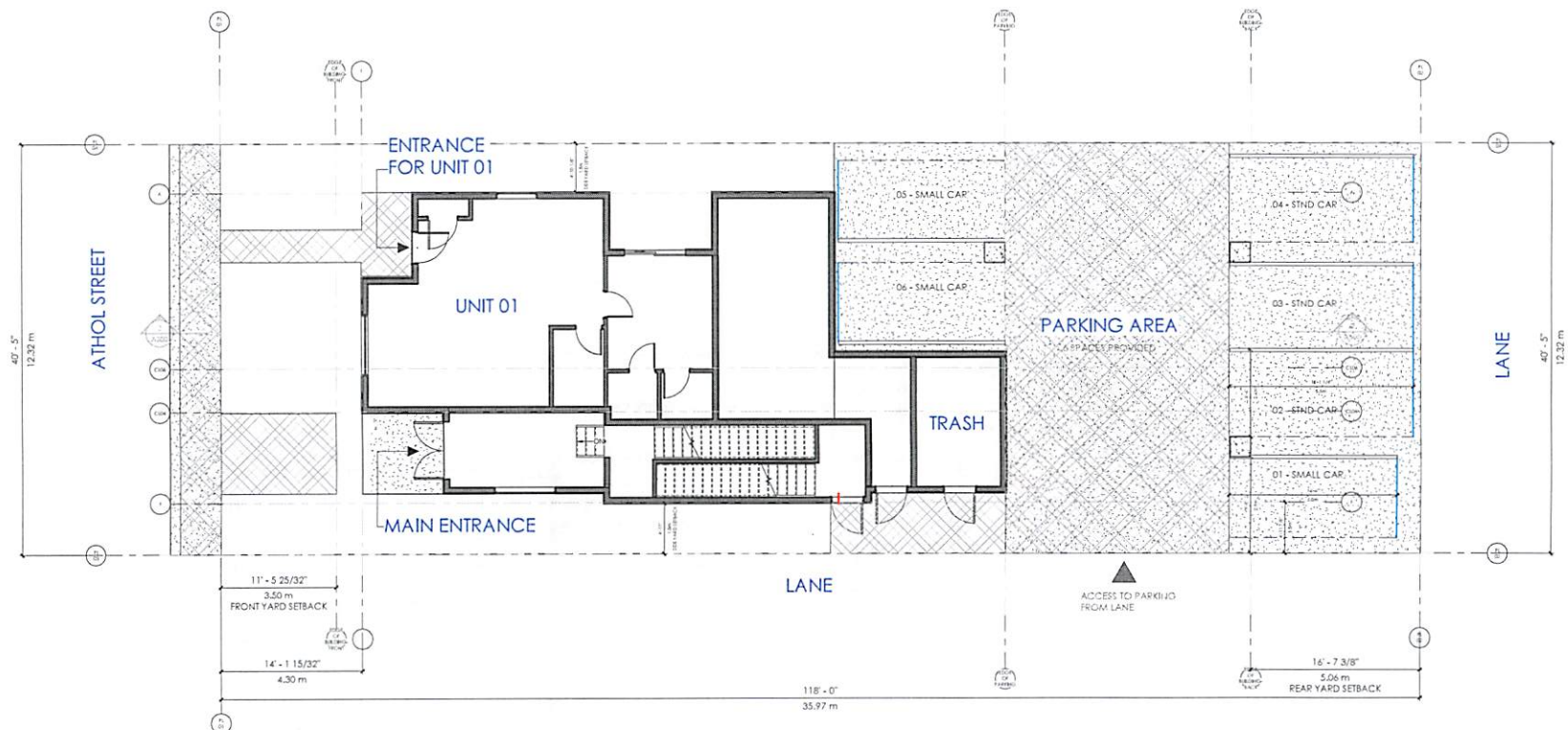




BIRDS EYE VIEW OF PROPOSED DEVELOPMENT AND NEIGHBOURHOOD

|  <p><b>JOYCE REID TROOST ARCHITECTURE</b><br/>         2515 GLENHAYR DRIVE<br/>         NANAIMO, BC V9S 3P9<br/>         joyce@jrtarchitecture.com<br/>         250.714.8749<br/>         jrtarchitecture.com</p> | <p>THE DRAWINGS, DESIGN IDEAS AND<br/>         FEATURES OF CONCEPTS OR APPROVED<br/>         HEREIN ARE THE EXCLUSIVE PROPERTY OF<br/>         JOYCE REID TROOST ARCHITECT. ALL<br/>         COMMUNICATIONS, ANY PROPERTY RIGHTS<br/>         AND OTHERWISE, RIGHTS THAT ARE NOT<br/>         TO BE REPRODUCED, COPIED, APPROVED, OR<br/>         USED FOR ANY PURPOSES ARE THE<br/>         TO BE ASSIGNED TO A THIRD PARTY<br/>         WITHOUT EXPRESS WRITTEN CONSENT. IN<br/>         THE EVENT OF ANY UNAUTHORIZED USE OF<br/>         THESE PLANS BY A THIRD PARTY, THE THIRD<br/>         PARTY SHALL HOLD JOYCE REID<br/>         TROOST ARCHITECT RESPONSIBLE.</p> | <p>ARCH. STAMP</p>  | <p>6 PLEX ATHOL STREET</p> <p>4738 ATHOL STREET, PORT ALBERNI, BC</p> |        | <p>CLIENT</p> <p>HUKOM HOLDINGS LTD.</p>             | <table border="1"> <thead> <tr> <th>REV. DATE</th> <th>NUMBER</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>14-05-20</td> <td>1</td> <td>COORDINATION SET 01</td> </tr> <tr> <td>21-07-15</td> <td>2</td> <td>ISSUE FOR DP</td> </tr> <tr> <td>21-10-18</td> <td>3</td> <td>REVISION 1</td> </tr> <tr> <td>20-06-13</td> <td>4</td> <td>REVISION 2</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | REV. DATE | NUMBER | DESCRIPTION | 14-05-20 | 1 | COORDINATION SET 01 | 21-07-15 | 2 | ISSUE FOR DP | 21-10-18 | 3 | REVISION 1 | 20-06-13 | 4 | REVISION 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <p>DATE: JULY 15, 2021</p> <p>SCALE: SEE DRAWING</p> <p>DATE: JULY 15, 2021</p> <p>SCALE: SEE DRAWING</p> | <p>AERIAL VIEW</p> <p>A001</p> |
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| 14-05-20  | 1  | COORDINATION SET 01  |   |        |  |   |           |        |             |          |   |                     |          |   |              |          |   |            |          |   |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |                                |
| 21-07-15  | 2  | ISSUE FOR DP   |   |        |  |   |           |        |             |          |   |                     |          |   |              |          |   |            |          |   |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |                                |
| 21-10-18  | 3  | REVISION 1   |   |        |  |   |           |        |             |          |   |                     |          |   |              |          |   |            |          |   |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |                                |
| 20-06-13  | 4  | REVISION 2   |   |        |  |   |           |        |             |          |   |                     |          |   |              |          |   |            |          |   |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |                                |
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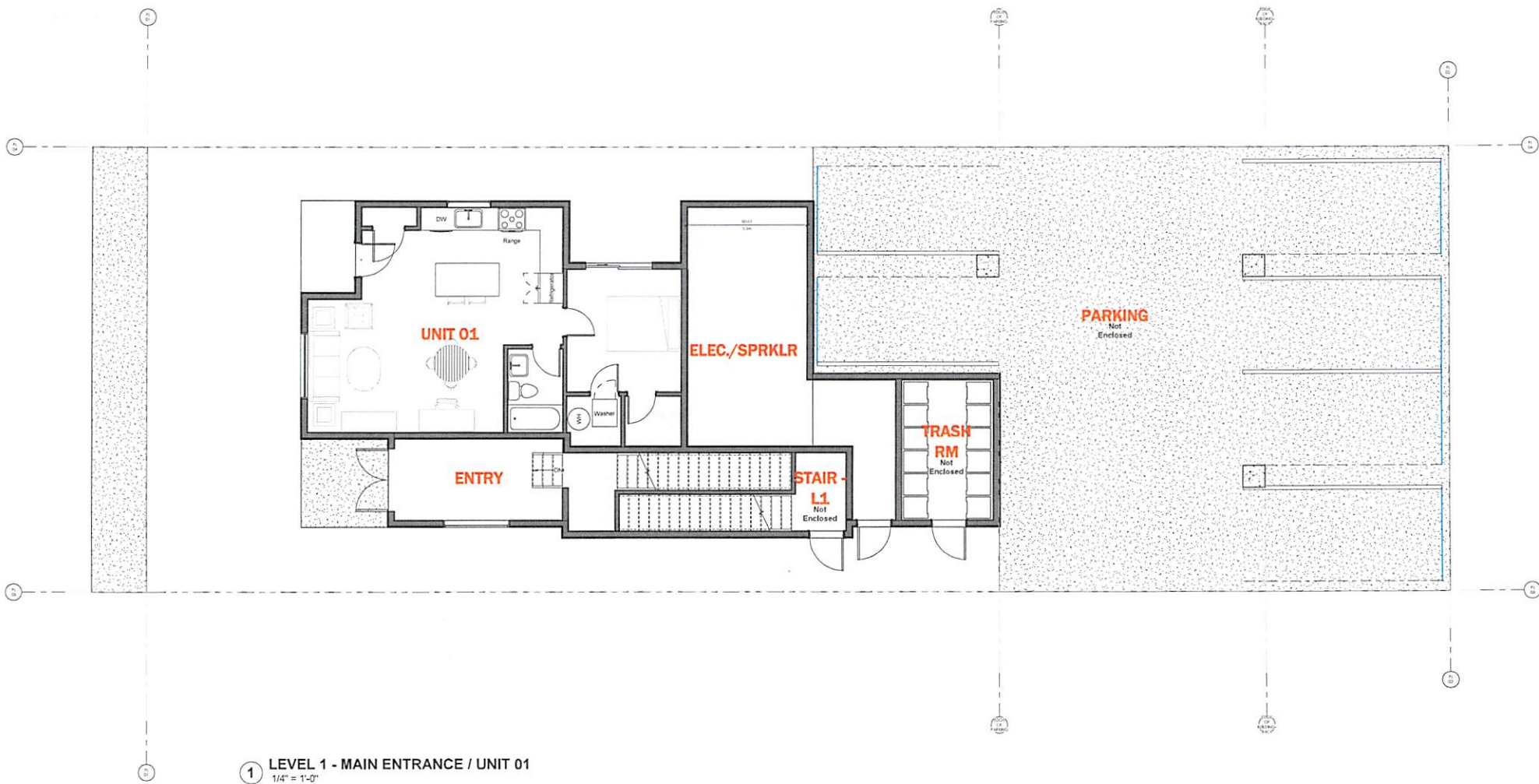




1 SITE PLAN  
3/16" = 1'-0"

|  | <b>JOYCE REID THIBODEAU ARCHITECTURE</b><br>2515 GLENHAYR DRIVE<br>VANANABO, BC V9S 3R9<br><br>joyce@rtharchitecture.com<br><br>250.714.8749<br><br>rtharchitecture.com | <p>THE DRAWINGS, SPECIFICATIONS AND NOTATIONS OF CONSTRUCTION DATED HEREIN ARE THE EXCLUSIVE PROPERTY OF JOYCE REID THIBODEAU ARCHITECT. ALL COMMUNICATIONS AND PROPERTY RIGHTS ARE HEREBY RESERVED. THEY ARE NOT TO BE REPRODUCED, COPIED, APPROXIMATED, OR USED FOR ANY PURPOSES WITHOUT THE WRITTEN CONSENT OF A THIRD PARTY. IN THE EVENT OF ANY UNAUTHORIZED USE OF THESE DRAWINGS, A THIRD PARTY, THE THIRD PARTY SHALL HOLD JOYCE REID THIBODEAU ARCHITECT RESPONSIBLE.</p> | <p>ARCH. STAMP</p>  | <p><b>6 PLEX, ATHOL STREET</b><br/>4708 ATHOL STREET, PORT ALBERNI, BC</p> | <p>CLIENT<br/><br/>HUKOM HOLDINGS LTD.</p> | <table><tr><th>REV</th><th>DATE</th><th>NUMBER</th><th>DESCRIPTION</th></tr><tr><td>1</td><td>1405-20</td><td>1</td><td>COORDINATION SET 01</td></tr><tr><td>2</td><td>11-01-15</td><td>2</td><td>ISSUE FOR RFP</td></tr><tr><td>3</td><td>11-10-15</td><td>3</td><td>REVISED 1</td></tr><tr><td>4</td><td>02-05-15</td><td>4</td><td>REVISED 2</td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></table> | REV | DATE | NUMBER | DESCRIPTION | 1 | 1405-20 | 1 | COORDINATION SET 01 | 2 | 11-01-15 | 2 | ISSUE FOR RFP | 3 | 11-10-15 | 3 | REVISED 1 | 4 | 02-05-15 | 4 | REVISED 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <p>DATE: JULY 13, 2021<br/><br/>SCALE: SEE DRAWING</p> | <p>SITE PLAN<br/><br/><b>A100</b></p> |
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| 1  | 1405-20   | 1  | COORDINATION SET 01  |  |  |   |     |      |        |             |   |         |   |                     |   |          |   |               |   |          |   |           |   |          |   |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                       |
| 2  | 11-01-15  | 2  | ISSUE FOR RFP  |  |  |   |     |      |        |             |   |         |   |                     |   |          |   |               |   |          |   |           |   |          |   |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                       |
| 3  | 11-10-15  | 3  | REVISED 1  |  |  |   |     |      |        |             |   |         |   |                     |   |          |   |               |   |          |   |           |   |          |   |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                       |
| 4  | 02-05-15  | 4  | REVISED 2  |  |  |   |     |      |        |             |   |         |   |                     |   |          |   |               |   |          |   |           |   |          |   |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                       |
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**JOYCE REID TROOST ARCHITECTURE**  
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250.714.8749  
jrtarchitecture.com

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ARCH. STAMP



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

CLIENT  
HUKOM HOLDINGS LTD.

| REV | DATE       | NUMBER | DESCRIPTION       |
|-----|------------|--------|-------------------|
| 01  | 2021-07-15 | 1      | COORDINATION WITH |
| 02  | 2021-07-15 | 2      | REVISION FOR EIP  |
| 03  | 2021-07-15 | 3      | REVISION 1        |
| 04  | 2021-07-15 | 4      | REVISION 2        |

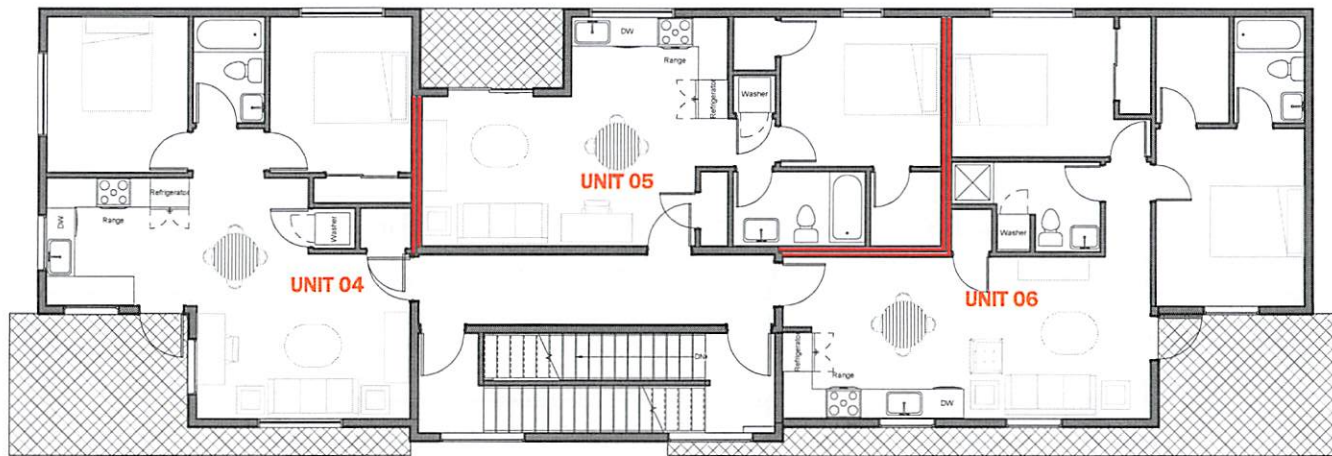
DATE JULY 15, 2021  
SCALE 1/4" = 1'-0"  
DRAWN BY DL CHECKED BY JRT

LEVEL 1  
**A102**









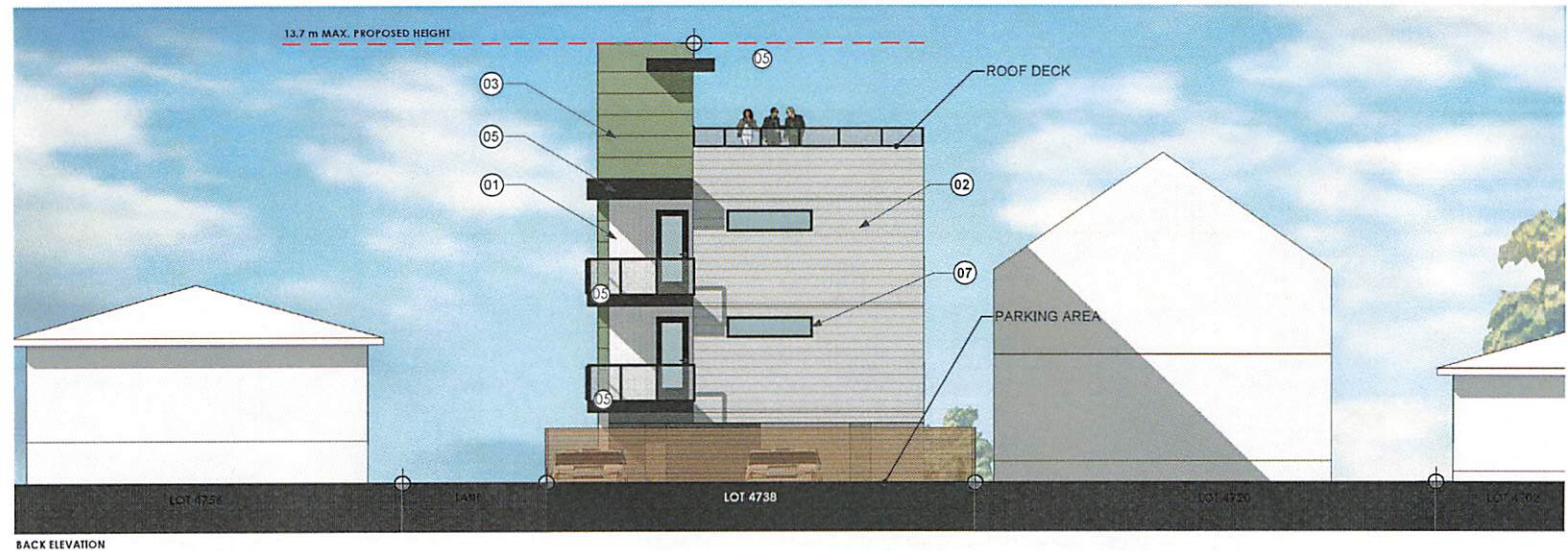
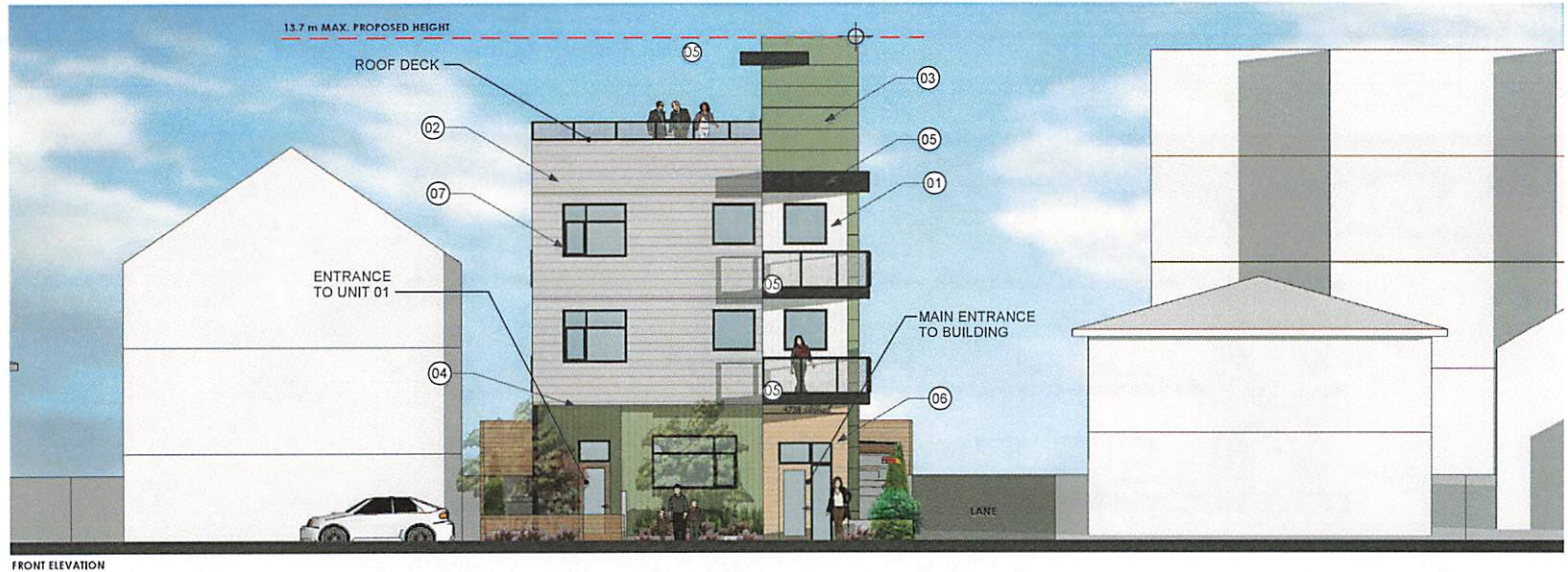
① LEVEL 3  
1/4" = 1'-0"

|  <b>JOYCE REID THROST ARCHITECTURE</b><br>2515 GLENAYR DRIVE<br>NANAIMO, BC V9S 3P9<br>joyce@jrarchitecture.com<br>250.714.8749<br>jrarchitecture.com | <small>THE DRAWINGS, DESIGN, IDEAS AND REVISIONS OF COURTESY OF THE CLIENT ARE THE EXCLUSIVE PROPERTY OF JOYCE REID THROST ARCHITECTURE. ALL CLAIMS, DAMAGES AND PROCEEDINGS ARE EXPRESSLY PROHIBITED. THIS ARCHITECT SHALL NOT BE RESPONSIBLE FOR ANY LOSS OF PROFITS, REVENUE, OR OTHER ECONOMIC LOSS, OR FOR ANY OTHER LOSS, IN THE EVENT OF ANY UNAUTHORIZED USE OF THESE PLANS BY A THIRD PARTY. THE THIRD PARTY SHALL NOT HOLD JOYCE REID THROST ARCHITECTURE RESPONSIBLE.</small> | <small>ARCH. STAMP</small><br> | <b>6 PLEX, ATHOL STREET</b><br>4738 ATHOL STREET, PORT ALBERNI, BC | <small>CLIENT</small><br>HUKOM HOLDINGS LTD. | <table border="1"> <thead> <tr> <th>REV.</th> <th>DATE</th> <th>NUMBER</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>14-05-20</td> <td></td> <td>COORDINATION SET 01</td> </tr> <tr> <td>2</td> <td>11-05-15</td> <td></td> <td>ISSUE FOR CP</td> </tr> <tr> <td>3</td> <td>21-10-18</td> <td></td> <td>REVISION 1</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> | REV. | DATE   | NUMBER      | DESCRIPTION | 1 | 14-05-20 |  | COORDINATION SET 01 | 2 | 11-05-15 |  | ISSUE FOR CP | 3 | 21-10-18 |  | REVISION 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <table border="1"> <tr> <td>DATE</td> <td colspan="2">JULY 15, 2021</td> </tr> <tr> <td>SCALE</td> <td colspan="2">SEE DRAWING</td> </tr> <tr> <td>DRAWN BY</td> <td>JRT</td> <td>CHECKED BY</td> </tr> <tr> <td></td> <td>JRT</td> <td></td> </tr> </table> | DATE | JULY 15, 2021 |  | SCALE | SEE DRAWING |  | DRAWN BY | JRT | CHECKED BY |  | JRT |  | LEVEL 3<br><br><br><br><br><br><br><br><br><br><b>A103</b> |
|---|--|---|--|--|--|------|--------|-------------|-------------|---|----------|--|---------------------|---|----------|--|--------------|---|----------|--|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|------|---------------|--|-------|-------------|--|----------|-----|------------|--|-----|--|--|
|   |  |   |  |  | REV.   | DATE | NUMBER | DESCRIPTION |             |   |          |  |                     |   |          |  |              |   |          |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |               |  |       |             |  |          |     |            |  |     |  |  |
| 1   | 14-05-20   |   | COORDINATION SET 01  |  |  |      |        |             |             |   |          |  |                     |   |          |  |              |   |          |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |               |  |       |             |  |          |     |            |  |     |  |  |
| 2   | 11-05-15   |   | ISSUE FOR CP   |  |  |      |        |             |             |   |          |  |                     |   |          |  |              |   |          |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |               |  |       |             |  |          |     |            |  |     |  |  |
| 3   | 21-10-18   |   | REVISION 1   |  |  |      |        |             |             |   |          |  |                     |   |          |  |              |   |          |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |               |  |       |             |  |          |     |            |  |     |  |  |
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| SCALE   | SEE DRAWING  |   |  |  |  |      |        |             |             |   |          |  |                     |   |          |  |              |   |          |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |               |  |       |             |  |          |     |            |  |     |  |  |
| DRAWN BY  | JRT  | CHECKED BY  |  |  |  |      |        |             |             |   |          |  |                     |   |          |  |              |   |          |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |               |  |       |             |  |          |     |            |  |     |  |  |
|   | JRT  |   |  |  |  |      |        |             |             |   |          |  |                     |   |          |  |              |   |          |  |            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |               |  |       |             |  |          |     |            |  |     |  |  |
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# MATERIAL LEGEND

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



|          | <b>JOYCE REID TROOST ARCHITECTURE</b><br>2515 GLENHAY DRIVE<br>NANAIMO, BC V9S 3P9<br>joyce@rtarchitecture.com<br>250.714.8749<br>rtarchitecture.com | THE DRAWINGS, SPECIFICATIONS AND<br>SCHEDULES OF CONSTRUCTION HEREBY<br>BECOME THE EXCLUSIVE PROPERTY OF<br>JOYCE REID TROOST ARCHITECTURE, AND<br>NO PART OF THEM SHALL BE REPRODUCED<br>OR TRANSMITTED IN ANY FORM OR BY<br>ANY MEANS, ELECTRONIC OR MECHANICAL,<br>INCLUDING PHOTOCOPYING, RECORDING,<br>OR BY ANY INFORMATION STORAGE AND<br>RETRIEVAL SYSTEM, WITHOUT THE<br>WRITTEN PERMISSION OF JOYCE REID<br>TROOST ARCHITECTURE. | ARCH. STAMP<br> | <b>6 PLEX ATHOL STREET</b><br>4738 ATHOL STREET, PORT ALBERNI, BC | CLIENT<br>HUKOM HOLDINGS LTD. | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>REV. DATE</th> <th>NUMBER</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>14-05-20</td> <td>1</td> <td>COORDINATION SET 01</td> </tr> <tr> <td>11-05-15</td> <td>2</td> <td>ISSUE FOR DP</td> </tr> <tr> <td>01-10-18</td> <td>3</td> <td>REVISION 1</td> </tr> <tr> <td>02-05-19</td> <td>4</td> <td>REVISION 2</td> </tr> </tbody> </table> | REV. DATE | NUMBER | DESCRIPTION | 14-05-20 | 1 | COORDINATION SET 01 | 11-05-15 | 2 | ISSUE FOR DP | 01-10-18 | 3 | REVISION 1 | 02-05-19 | 4 | REVISION 2 | DATE<br>JULY 15, 2021<br>SCALE<br>SEE DRAWING<br>DRAWN BY<br>JRT<br>DESIGNED BY<br>JRT | ELEVATIONS<br><b>A200</b> |
|----------|--|--|-----------------|---|-------------------------------|---|-----------|--------|-------------|----------|---|---------------------|----------|---|--------------|----------|---|------------|----------|---|------------|--|---------------------------|
|          | REV. DATE  | NUMBER   | DESCRIPTION     |   |                               |   |           |        |             |          |   |                     |          |   |              |          |   |            |          |   |            |  |                           |
| 14-05-20 | 1  | COORDINATION SET 01  |                 |   |                               |   |           |        |             |          |   |                     |          |   |              |          |   |            |          |   |            |  |                           |
| 11-05-15 | 2  | ISSUE FOR DP   |                 |   |                               |   |           |        |             |          |   |                     |          |   |              |          |   |            |          |   |            |  |                           |
| 01-10-18 | 3  | REVISION 1   |                 |   |                               |   |           |        |             |          |   |                     |          |   |              |          |   |            |          |   |            |  |                           |
| 02-05-19 | 4  | REVISION 2   |                 |   |                               |   |           |        |             |          |   |                     |          |   |              |          |   |            |          |   |            |  |                           |



# MATERIAL LEGEND



**JOYCE REID TROOST ARCHITECTURE**  
 2515 GLENHAVY DRIVE  
 NANAIMO, BC V9S 3P9  
 joyce@jrtarchitect.com  
 250.714.8749  
 jrtarchitect.com

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 TROOST ARCHITECTURE SHALL NOT BE  
 RESPONSIBLE.

ARCHITECT'S SEAL  
 JOYCE REID TROOST  
 2020-06-13

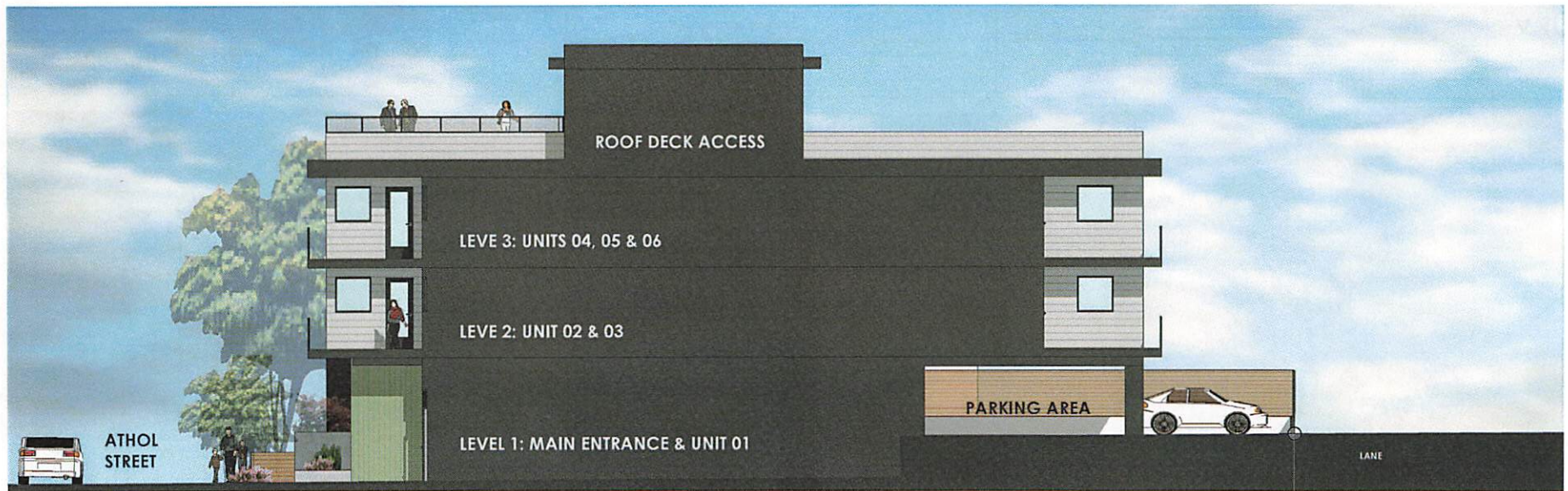
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 4738 ATHOL STREET, PORT ALBERNI, BC

CLIENT  
 HUKOM HOLDINGS LTD.

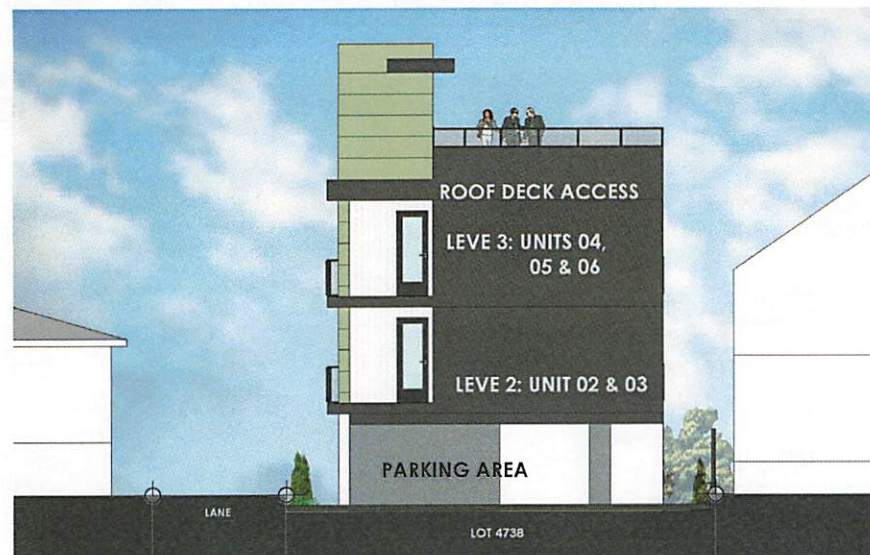
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|-----------|--------|---------------------|
| 14-05-20  | 1      | COORDINATION SET 01 |
| 17-07-15  | 2      | ISSUE FOR DIP       |
| 17-10-18  | 3      | REVISION 1          |
| 20-05-19  | 4      | REVISION 2          |
|           |        |                     |
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| DATE     | JULY 13, 2021 | ELEVATIONS |     |
| SCALE    | SEE DRAWING   |            |     |
|          |               | A201       |     |
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| DRAWN BY | JRT           | DRAWN BY   | JRT |

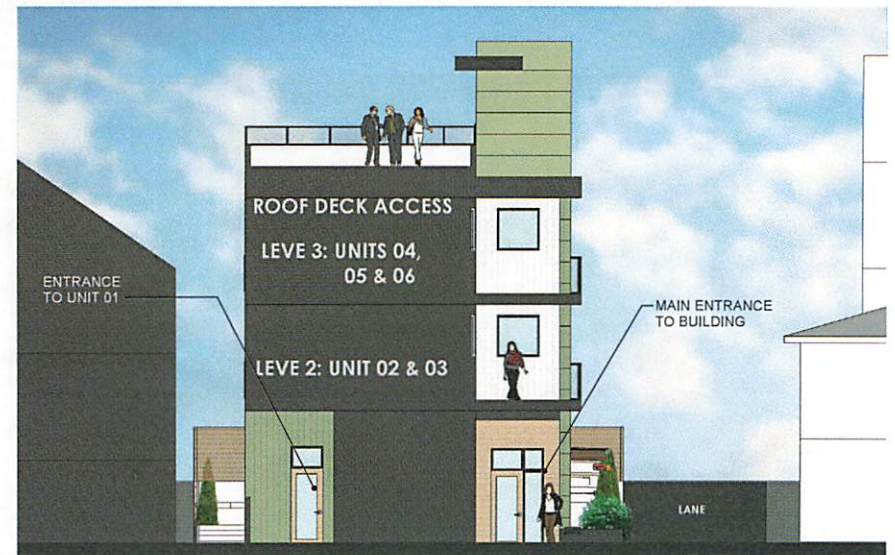




NORTH-SOUTH CROSS SECTION



EAST-WEST CROSS SECTION, BACK OF BUILDING



EAST-WEST CROSS SECTION, FRONT OF BUILDING

|  <p>JOYCE REID TROOST ARCHITECTURE<br/>2515 GLENVIEW DRIVE<br/>NANAIMO, BC V9S 3B9<br/>joyce@jrtarchitecture.com<br/>250.714.8749<br/>jrtarchitecture.com</p> | <p>THE DRAWINGS, DESIGN IDEAS AND<br/>CONCEPTS HEREIN ARE THE EXCLUSIVE PROPERTY OF<br/>JOYCE REID TROOST ARCHITECTURE. ALL<br/>COMMUNICATIONS AND PROPERTY RIGHTS<br/>AND EXPRESSLY RESERVED. THEY ARE NOT<br/>TO BE REPRODUCED, COPIED, APPROXIMATED OR<br/>USED FOR ANY PURPOSES WITHOUT THE<br/>WRITTEN CONSENT OF JOYCE REID TROOST ARCHITECTURE. IN<br/>THE EVENT OF ANY UNAUTHORIZED USE OF<br/>THESE PLANS BY A THIRD PARTY, THE THIRD<br/>PARTY SHALL HOLD JOYCE REID<br/>TROOST ARCHITECTURE RESPONSIBLE.</p> | <p>ARCH. STAMP</p>  | <p>6 PLEX ATHOL STREET<br/>4738 ATHOL STREET, PORT ALBERNI, BC</p> |  | <p>CLIENT<br/>HUKOM HOLDINGS LTD.</p> | <table border="1"> <thead> <tr> <th>REV.</th> <th>DATE</th> <th>NUMBER</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>14-05-20</td> <td>1</td> <td>COORDINATION SET 01</td> </tr> <tr> <td>2</td> <td>21-05-18</td> <td>2</td> <td>ISSUE FOR DP</td> </tr> <tr> <td>3</td> <td>21-10-18</td> <td>3</td> <td>REVISED 1</td> </tr> <tr> <td>4</td> <td>22-05-19</td> <td>4</td> <td>REVISED 2</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | REV. | DATE   | NUMBER      | DESCRIPTION | 1 | 14-05-20 | 1 | COORDINATION SET 01 | 2 | 21-05-18 | 2 | ISSUE FOR DP | 3 | 21-10-18 | 3 | REVISED 1 | 4 | 22-05-19 | 4 | REVISED 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <p>DATE: JULY 13, 2021<br/>SCALE: SEE DRAWING</p> | <p>SECTIONS<br/>A300</p> |
|---|---|--|--|--|---------------------------------------|--|------|--------|-------------|-------------|---|----------|---|---------------------|---|----------|---|--------------|---|----------|---|-----------|---|----------|---|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---|--------------------------|
|   |   |  |  |  |                                       | REV.   | DATE | NUMBER | DESCRIPTION |             |   |          |   |                     |   |          |   |              |   |          |   |           |   |          |   |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |                          |
| 1   | 14-05-20  | 1  | COORDINATION SET 01  |  |                                       |  |      |        |             |             |   |          |   |                     |   |          |   |              |   |          |   |           |   |          |   |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |                          |
| 2   | 21-05-18  | 2  | ISSUE FOR DP   |  |                                       |  |      |        |             |             |   |          |   |                     |   |          |   |              |   |          |   |           |   |          |   |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |                          |
| 3   | 21-10-18  | 3  | REVISED 1  |  |                                       |  |      |        |             |             |   |          |   |                     |   |          |   |              |   |          |   |           |   |          |   |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |                          |
| 4   | 22-05-19  | 4  | REVISED 2  |  |                                       |  |      |        |             |             |   |          |   |                     |   |          |   |              |   |          |   |           |   |          |   |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |                          |
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| <p>DRAWN BY: JRT    DESIGNED BY: JRT</p>  |   |  |  |  |                                       |  |      |        |             |             |   |          |   |                     |   |          |   |              |   |          |   |           |   |          |   |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |                          |





PERSPECTIVE VIEW



PERSPECTIVE VIEW



|  <p><b>JOYCE REID TROOST ARCHITECTURE</b><br/>2515 GLENAYR DRIVE<br/>NANAIMO, BC V9S 3P9<br/>joyce@jrtarchitecture.com<br/>250.714.8749<br/>jrtarchitecture.com</p> | <p>THE DRAWINGS, DESIGN AND ALL FEATURES OF CONSTRUCTION SHOWN HEREIN ARE THE EXCLUSIVE PROPERTY OF JOYCE REID TROOST ARCHITECTURE. ALL OTHER RIGHTS ARE RESERVED. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE PROJECT. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE PROJECT. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE PROJECT.</p> | <p>ARCH. STAMP</p>  | <p><b>6 PLEX ATHOL STREET</b><br/>4738 ATHOL STREET, PORT ALBERNI, BC</p> |             | <p>CLIENT<br/>HUKOM HOLDINGS LTD.</p> | <table border="1"> <thead> <tr> <th>REV.</th> <th>DATE</th> <th>NUMBER</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>14-05-20</td> <td>1</td> <td>COORDINATION SET 01</td> </tr> <tr> <td>2</td> <td>14-05-15</td> <td>2</td> <td>ISSUE FOR DP</td> </tr> <tr> <td>3</td> <td>14-10-18</td> <td>3</td> <td>REVISED 1</td> </tr> <tr> <td>4</td> <td>20-05-19</td> <td>4</td> <td>REVISED 2</td> </tr> </tbody> </table> | REV. | DATE | NUMBER | DESCRIPTION | 1 | 14-05-20 | 1 | COORDINATION SET 01 | 2 | 14-05-15 | 2 | ISSUE FOR DP | 3 | 14-10-18 | 3 | REVISED 1 | 4 | 20-05-19 | 4 | REVISED 2 | <p>DATE: JULY 15, 2021<br/>SCALE: SEE DRAWING</p> | <p>PERSPECTIVES<br/><b>A400</b></p> |
|---|---|--|---|-------------|---------------------------------------|--|------|------|--------|-------------|---|----------|---|---------------------|---|----------|---|--------------|---|----------|---|-----------|---|----------|---|-----------|---|-------------------------------------|
|   | REV.  | DATE   | NUMBER  | DESCRIPTION |                                       |  |      |      |        |             |   |          |   |                     |   |          |   |              |   |          |   |           |   |          |   |           |   |                                     |
| 1   | 14-05-20  | 1  | COORDINATION SET 01   |             |                                       |  |      |      |        |             |   |          |   |                     |   |          |   |              |   |          |   |           |   |          |   |           |   |                                     |
| 2   | 14-05-15  | 2  | ISSUE FOR DP  |             |                                       |  |      |      |        |             |   |          |   |                     |   |          |   |              |   |          |   |           |   |          |   |           |   |                                     |
| 3   | 14-10-18  | 3  | REVISED 1   |             |                                       |  |      |      |        |             |   |          |   |                     |   |          |   |              |   |          |   |           |   |          |   |           |   |                                     |
| 4   | 20-05-19  | 4  | REVISED 2   |             |                                       |  |      |      |        |             |   |          |   |                     |   |          |   |              |   |          |   |           |   |          |   |           |   |                                     |
| <p>DESIGNED BY: JRT DRAWN BY: JRT</p>   |   |  |   |             |                                       |  |      |      |        |             |   |          |   |                     |   |          |   |              |   |          |   |           |   |          |   |           |   |                                     |

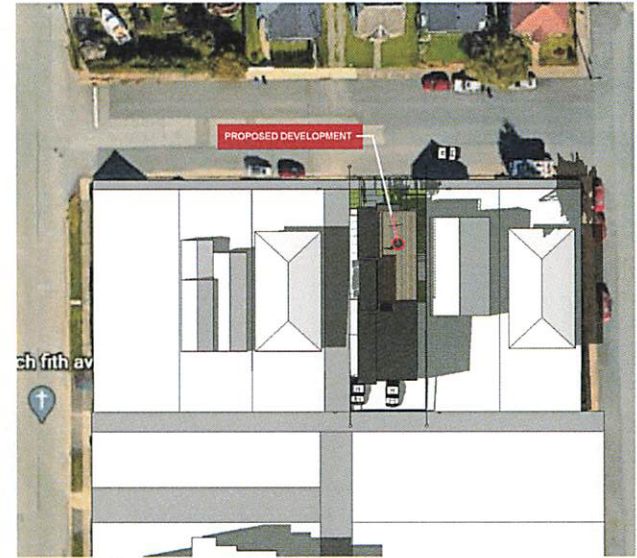




JUNE 21 @ 10 AM



JUNE 21 @ 12 PM



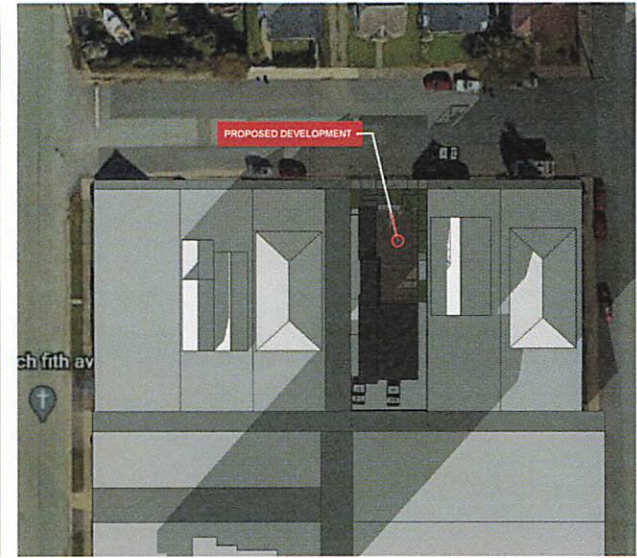
JUNE 21 @ 3 PM



DEC 21 @ 10 AM



DEC 21 @ 12 PM



DEC 21 @ 3 PM

|  <b>JOYCE RED TROOST ARCHITECTURE</b><br>2515 GLENAYR DRIVE<br>NANAIMO, BC V9S 3R9<br>joyce@jrtarchitecture.com<br>250.714.8749<br>jrtarchitecture.com | THE DRAWINGS, DESIGN AND ANALYSIS OF CONCEPTUAL DESIGN AND LAND USE DEVELOPMENT OF THIS PROJECT ARE THE SOLE PROPERTY OF JOYCE RED TROOST ARCHITECTURE. ALL INFORMATION AND MATERIALS CONTAINED HEREIN ARE UNCLASSIFIED AND NOT TO BE REPRODUCED, COPIED, OR DISTRIBUTED WITHOUT THE WRITTEN CONSENT OF JOYCE RED TROOST ARCHITECTURE. | ARCH. STAMP<br> | CLIENT<br>HUKOM HOLDINGS LTD.<br><br>6 PLEX ATHOL STREET<br>4736 ATHOL STREET, PORT ALBERNE, BC | <table border="1"> <thead> <tr> <th>REV. DATE</th> <th>NUMBER</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>11-20-20</td> <td>1</td> <td>COORDINATION SET 01</td> </tr> <tr> <td>11-20-20</td> <td>2</td> <td>ISLE FOR DP</td> </tr> <tr> <td>11-20-20</td> <td>3</td> <td>REVISION 1</td> </tr> <tr> <td>11-20-20</td> <td>4</td> <td>REVISION 2</td> </tr> </tbody> </table> | REV. DATE         | NUMBER      | DESCRIPTION | 11-20-20 | 1 | COORDINATION SET 01 | 11-20-20 | 2 | ISLE FOR DP | 11-20-20 | 3 | REVISION 1 | 11-20-20 | 4 | REVISION 2 | DATE<br>JULY 15, 2021<br>SCALE<br>SEE DRAWING | SHADOW STUDY<br><br>A500 |
|--|--|--|---|--|-------------------|-------------|-------------|----------|---|---------------------|----------|---|-------------|----------|---|------------|----------|---|------------|---|--------------------------|
|  |  |  |   | REV. DATE  | NUMBER            | DESCRIPTION |             |          |   |                     |          |   |             |          |   |            |          |   |            |   |                          |
| 11-20-20   | 1  | COORDINATION SET 01  |   |  |                   |             |             |          |   |                     |          |   |             |          |   |            |          |   |            |   |                          |
| 11-20-20   | 2  | ISLE FOR DP  |   |  |                   |             |             |          |   |                     |          |   |             |          |   |            |          |   |            |   |                          |
| 11-20-20   | 3  | REVISION 1   |   |  |                   |             |             |          |   |                     |          |   |             |          |   |            |          |   |            |   |                          |
| 11-20-20   | 4  | REVISION 2   |   |  |                   |             |             |          |   |                     |          |   |             |          |   |            |          |   |            |   |                          |
|  |  |  |   | DRAWN BY<br>JRT  | CHECKED BY<br>JRT |             |             |          |   |                     |          |   |             |          |   |            |          |   |            |   |                          |



CITY OF PORT ALBERNI

BYLAW NO. 5046

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN  
FOR THE CITY OF PORT ALBERNI

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

1. Title

This Bylaw may be known and cited for all purposes as "**Official Community Plan Amendment No. 37 (4738 Athol Street – Rai), Bylaw No. 5046**".

Respecting Lot 1, Block 22, District Lot 1, Alberni District, Plan VIP197B (PID: 009-262-962) located at **4738 Athol Street** and shown outlined in bold on Schedule "A" attached hereto and forming part of this bylaw, the following amendments apply:

2. Official Community Plan Amendments

2.1 **Schedule A (Land Use Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended to change the designation on the properties from 'Residential' use to '**Multi-Family Residential**' use.

2.2 **Schedule B (Development Permit Areas Map)** that forms an integral part of Official Community Plan Bylaw, No. 4602 is hereby amended by including the property in '**Development Permit Area No. 1 (Multiple Family Residential)**'.

READ A FIRST TIME THIS DAY OF , 2022.

READ A SECOND TIME THIS DAY OF , 2022.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2022.

READ A THIRD TIME THIS DAY OF , 2022.

ADOPTED THIS DAY OF , 2022.

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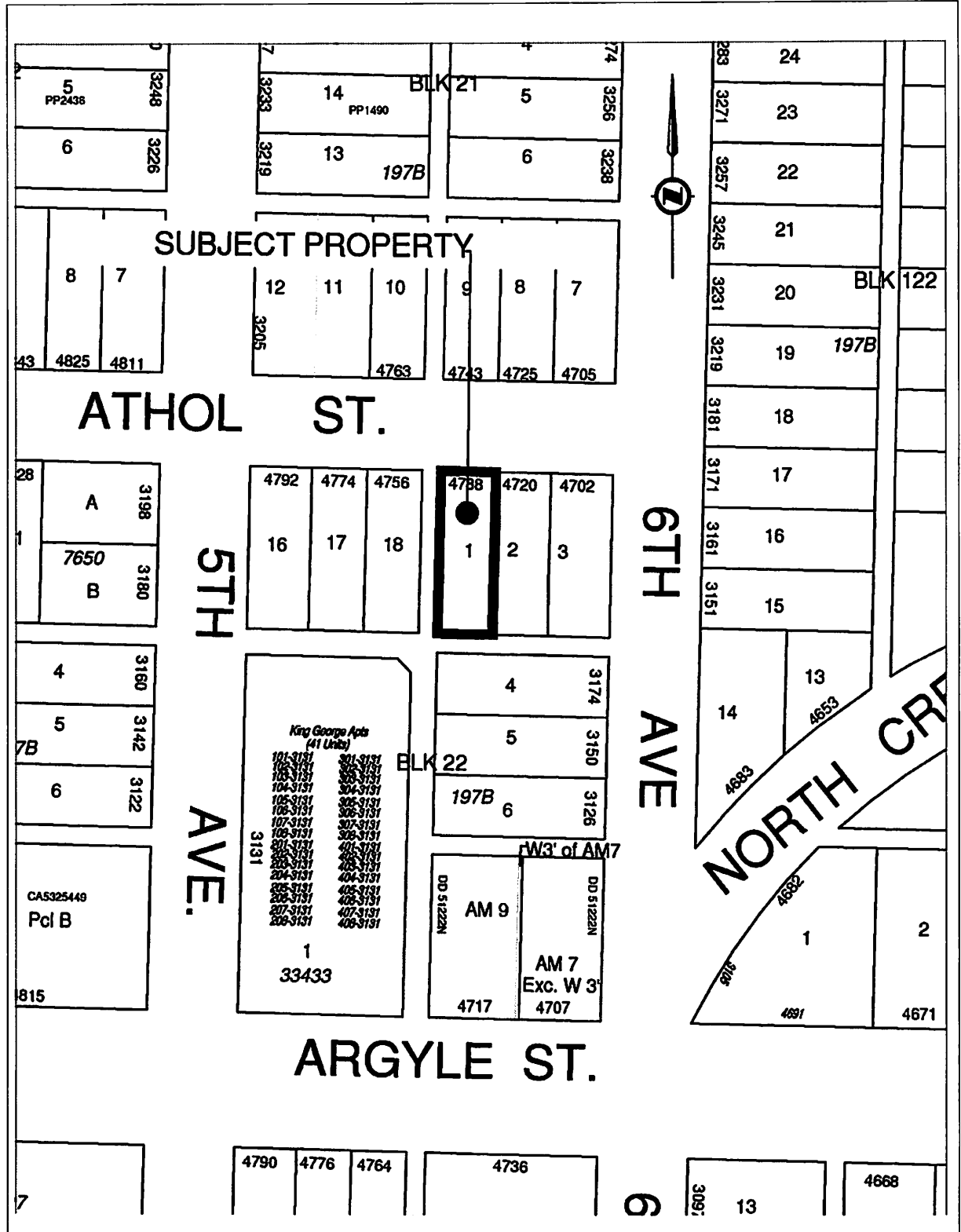
Mayor

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Corporate Officer



# Schedule "A" to Bylaw 5046



4738-AtholSt-Rai-OCPAmend37Bylaw5046



# CITY OF PORT ALBERNI

## BYLAW NO. 5047

### A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

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

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Text Amendment No. T31 (CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street), Bylaw No. 5047**".

2. Zoning Text Amendments

2.1 Adding the following text to Establishment of Zones Section 5.1:

*"CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol St."*

2.3 Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended by adding the following text under Section 8 Comprehensive Development Zones:

"8.2

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

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

8.2.1 Permitted uses  
Principal Uses  
Multiple family dwellings

Accessory Uses  
Home occupation

8.2.2 Site Development Regulations

|  |        |             |
|--|--------|-------------|
| Minimum Lot Area                             | 443 m2 | (4,768 ft2) |
| Minimum Frontage                             | 12 m   | (39.4 ft)   |
| Maximum Coverage                             | 58%    |             |
| Minimum Setbacks:                            |        |             |
| Front yard                                   | 3.5 m  | (11.5 ft)   |
| Rear yard                                    | 5.0 m  | (16.4 ft)   |
| Side yard                                    | 1.5 m  | (4.9 ft)    |
| Maximum Floor Area Ratio                     | 1.34   |             |
| Maximum Height, Principal Building           | 13.7 m | (45.9 ft)   |
| Maximum Number of Principal Building Storeys | 3      |             |

8.2.3 Conditions of Use

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



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

**READ A FIRST TIME THIS      DAY OF      , 2022.**

**READ A SECOND TIME THIS      DAY OF      , 2022.**

**A PUBLIC HEARING WAS HELD THIS      DAY OF      , 2022.**

**READ A THIRD TIME THIS      DAY OF      , 2022.**

**ADOPTED THIS      DAY OF      , 2022.**

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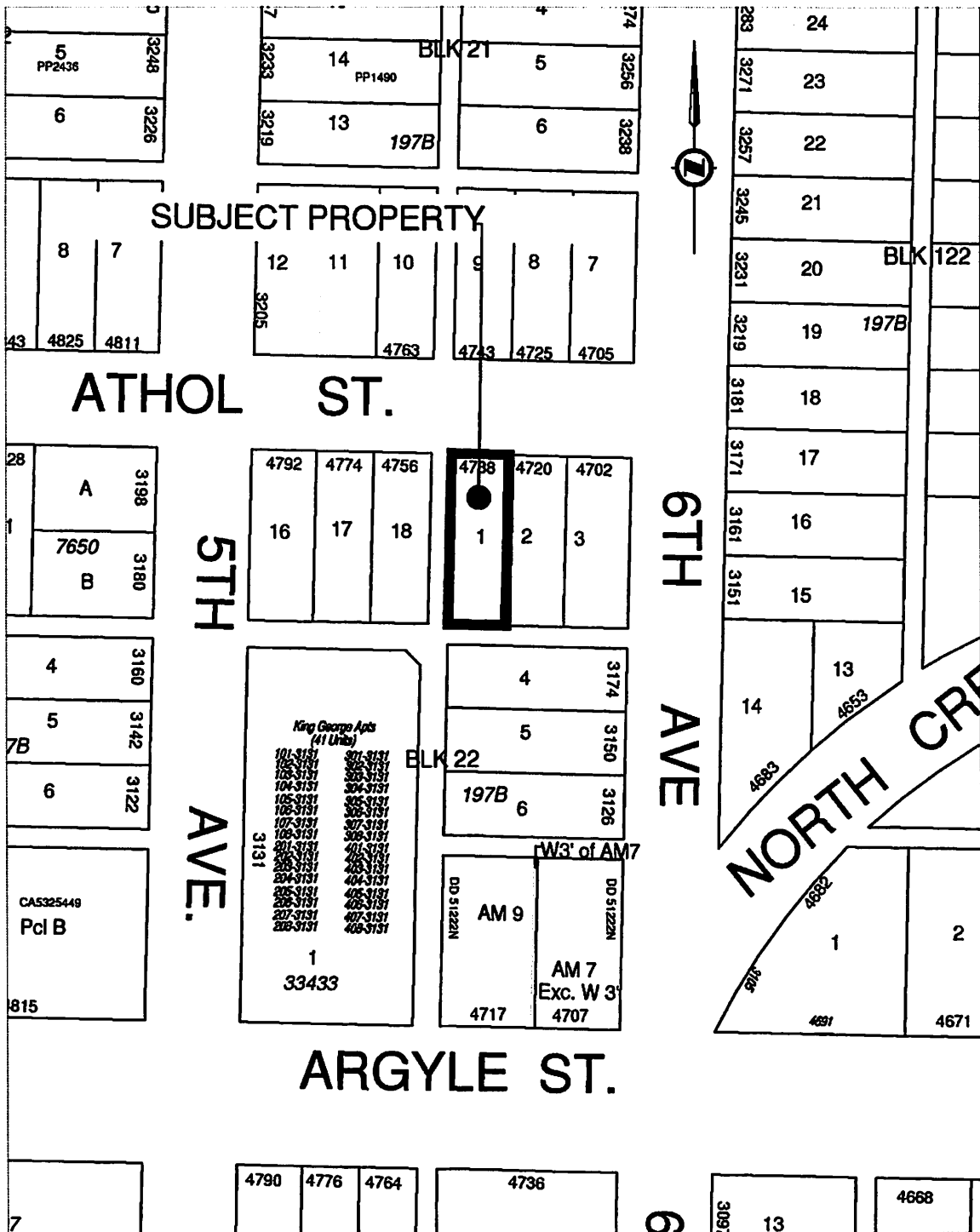
Mayor

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Corporate Officer



# Schedule "A" to Bylaw No. 5047



4738-AtholSt-Rai-ZonTextAmendBylaw



# CITY OF PORT ALBERNI

## BYLAW NO. 5048

### A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

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

1. Title

This Bylaw may be known and cited for all purposes as **"Zoning Map Amendment No. 48 (4738 Athol Street – Rai), Bylaw No. 5048"**.

2. Zoning Amendment

The property legally described as Lot 1, Block 22, District Lot 1, Alberni District, Plan VIP197B (PID: 009-262-962), and located at **4738 Athol Street**, as shown outlined in heavy black line on Schedule A attached hereto and forming part of this bylaw, is hereby rezoned from 'R2 One and Two Family Residential' to the **'CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol Street'** zone.

3. Map Amendments

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2 above.

**READ A FIRST TIME THIS    DAY OF    , 2022.**

**READ A SECOND TIME THIS    DAY OF    , 2022.**

**A PUBLIC HEARING WAS HELD THIS    DAY OF    , 2022.**

**READ A THIRD TIME THIS    DAY OF    , 2022.**

**ADOPTED THIS    DAY OF    , 2022.**

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Mayor

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Corporate Officer



The map displays a grid of streets and lots. The streets shown are Athol St., Argyle St., 5th Ave., and 6th Ave. The lots are numbered and color-coded. A specific lot at the intersection of Athol St. and 5th Ave. is highlighted with a black circle and the number 1. The map also shows a north arrow and various lot dimensions and addresses.


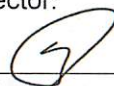
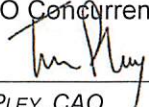
**Streets:** ATHOL ST., ARGYLE ST., 5TH AVE., 6TH AVE., NORTH CREEK

**Blocks:** BLK 21, BLK 22

**Lot Numbers:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 7



Date: June 1, 2022  
File No: 3360-20-5249 PINEO  
To: Mayor & Council  
From: T. Pley CAO  
Subject: **DEVELOPMENT APPLICATION** – Proposed Zoning Bylaw Map Amendment at 5249 Pineo Road Lot 2, District Lot 11, Alberni District Plan 6936(PID: 005-794-081)  
Applicant: P. Hammer

|   |  |  |   |
|---|--|--|---|
| Prepared by:<br><br>B. McLoughlin<br>Development Planner | Supervisor:<br><b>M. Wade</b><br>MANAGER OF PLANNING | Director:<br><br>S. Smith, Dir. of<br>Development Services  <br>Deputy CAO | CAO Concurrence:<br><br>T. PLEY, CAO |
|---|--|--|---|

#### RECOMMENDATION

- a. THAT "Zoning Map Amendment No.50 (5249 Pineo Road – Hammer), Bylaw No. 5049 be read a third time.
- b. 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.

#### PURPOSE

The City has received an application proposing to rezone a portion of the property at 5249 Pineo Road to R2 One and Two Family Residential to facilitate a subdivision that will enable the future development of two residential duplexes. The purpose of this report is to consider an application for a map amendment to Zoning Bylaw No. 4832.

#### BACKGROUND

##### Status of the Application

The application was reviewed by the Advisory Planning Commission (APC) at their meeting on March 17, 2022. The APC recommended that Council proceed with the application to rezone 5249 Pineo Road subject to the conditions of final approval recommended by staff. The APC raised questions regarding the status of the floodplain as agricultural land, and if any local creeks might be impacted by the proposed development. The APC supported the applicant's proposal for low density infill development in this area.

Council gave first and second reading of Zoning Bylaw Amendment No. 5049 at their April 11, 2022 meeting. The Public Hearing was held in Council Chambers at City Hall on May 11, 2022. There were no attendees from the public at the meeting, and no correspondence was received.

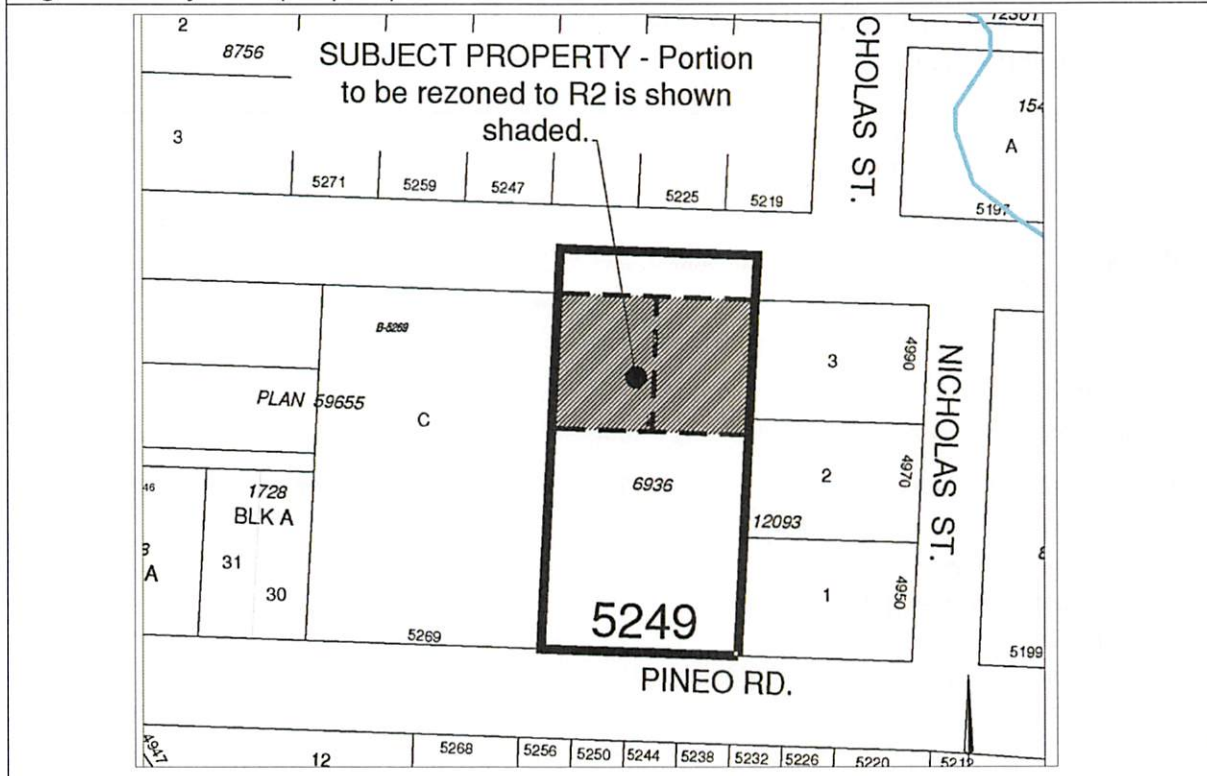
ENTERED



Subject Property: 5249 Pineo Road

The property at 5249 Pineo Road is currently occupied by a single-family dwelling with frontage on Pineo Road. The applicant is proposing to rezone the rear portion of the property to *R2 One and Two Family Residential* to facilitate a subdivision that would create two additional parcels. These parcels are north of the existing dwelling, and would have frontage on Forrest Road. The subject property is also located in an area designated as a floodplain by *Floodplain Bylaw No. 4288*.

Figure 1 – Subject Property Map



Current Official Community Plan (OCP) and Zoning Bylaw Designations

In the OCP, the subject property is currently designated *Residential on Schedule A – Land Use Map* which permits two-family dwellings. The property is not currently within a Development Permit Area. According to OCP policy, properties designated *Residential* are not required to be within a Development Permit Area. No OCP amendments are required for this application.

In the Zoning Bylaw, the property is currently classified *RR2 Semi Rural Residential on Schedule A – Zoning Map*. The applicant has requested to rezone a portion of the property to the *R2-One and Two Family Residential* zone. A map amendment to the Zoning Bylaw is required.



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Surrounding Land Use

The surrounding area contains several land uses that are generally low density. Closest to the subject property are semi-rural, multi-family, and single-family residential lots. A mix of parks, open space, agricultural, and commercial properties are also located nearby. To the east are a number of one and two-family residential lots zoned R2. To the west is the Ahahswinis Reserve and a number of semi-rural properties. The neighbouring multi-family property to the west is restricted to two dwelling units via restrictive covenant meaning it will remain low density. The Kitsukis Dyke public walking trail is easily accessible from the area, and the Northport commercial area is within approximately one kilometre of the property.

OCP Policy on Tsunami Hazard Area

The subject property is located within the Tsunami Hazard Area in the OCP. The OCP recognizes this land use hazard by identifying a “tsunami inundation zone” below the 6.0 metre contour line, and the document provides policy guidance for development in these areas. To summarize – agricultural, park and open space recreational uses are encouraged in flood susceptible areas to minimize potential property damage. On lands where development does occur, all structures must be flood-proofed as specified by the City of Port Alberni *Floodplain Bylaw No. 4288*.

Floodplain Bylaw No. 4288

1. The subject property is located within the floodplain identified by *Floodplain Bylaw No. 4288*. The bylaw contains regulations to protect from potential river flood hazards, though it is not intended to protect against potential tsunami events. The *Floodplain Bylaw* requires the underside of any floor system supporting a habitable area to be constructed at an elevation of at least 3.65 m G.S.C. The subject property has an approximate elevation of 3.1 m G.S.C.

**ALTERNATIVES/OPTIONS**

1. That "Zoning Map Amendment No.50 (5249 Pineo Road – Hammer), Bylaw No. 5049 be read a third time and as part of the development process, the applicant be required to complete a geotechnical report, stormwater management plan, site grading plan, the design and estimate for required off-site works, and receive a subdivision preliminary layout review letter from the City's Approving Officer before Council considers final adoption of Bylaw No. 5049.
2. Do not proceed with the proposed bylaw amendment.
3. Provide alternative direction.

**ANALYSIS**

Zoning & Site Plan

The subject property is currently zoned *RR2-Semi Rural Residential* and has one single family home and a detached garage on site. The primary consideration is ensuring the portion of property proposed to be rezoned meets the minimum requirements of the *R2 Site Development Regulations* in the Zoning Bylaw. Staff have reviewed the application, and found that this portion of the property meets the minimum lot area and minimum frontage required for an R2 lot.



The total area is approximately 4,057 m<sup>2</sup> (1 acre) with approximately 45 m of frontage onto Forrest Road, and enough area to create two R2 lots. Each additional lot will be 829 m<sup>2</sup> (0.22 acres). This exceeds the minimum lots size required for a two-family dwelling in the R2 zone which is 700 m<sup>2</sup> (0.17 acres).

The applicant intends to build a duplex on each new lot, and the site plan indicates there will be enough space for the buildings to meet all required setbacks from the property line. Furthermore, the remainder of the property would still meet the minimum requirements of the RR2 zone. This is important as the applicant intends to apply for a subdivision of the property.

#### Duplex Use (Two-Family Dwellings)

Duplexes are a common form of two-family dwelling consisting of a single building with dwelling units sharing a common wall. They are an important housing option for people seeking a low-density alternative to the single-family home. Two-family dwellings are supported under the *Residential* land use designation of the OCP, and permitted in the *R2 One and Two-Family Residential* zone.

According to the Zoning Bylaw, the purpose of the R2 zone is to provide for quiet, low-density, residential neighbourhoods characterized by single family and two-family homes. Staff consider duplexes to be a low-density form of housing that is compatible with the adjacent lands and surrounding neighbourhood.

#### Subdivision

Since the applicant intends to subdivide the property, staff recommend that final adoption of the zoning amendment be conditional upon receiving a Preliminary Layout Review (PLR) letter from the City's Approving Officer. The PLR will establish requirements for subdivision approval which shall include works and services.

#### Infrastructure & Site Engineering

Infrastructure upgrades will be required to properly service development at 5249 Pineo Road following subdivision. These improvements will be provided at the developer's cost. Key considerations are the capacity of the underground sewer at Forrest Road, and the management of stormwater/drainage.

Sewer and stormwater main upgrades may be required, along with new water service connections and driveway curb upgrades. A *Stormwater Management Plan* will also be required to confirm any potential issues with its location within a floodplain. Additionally, the applicant will be required to meet the 3.65 m G.S.C. elevation requirement of the *Floodplain Bylaw* in their building design and site layout. The Engineering Department has recommended that the following items be required from the applicant prior to approval:

- a) Geotechnical report
- b) Stormwater management plan
- c) Site grading plan
- d) Design and estimate for required off-site works

#### Parking and Access

The existing property is accessed only from Pineo Road. The proposed new lots would be accessed from Forrest Road, which is currently at the rear of the existing property. Traffic from the new development would enter the



neighbourhood from the Beaver Creek/Pineo Road intersection. This intersection is controlled by a stop sign, and staff do not anticipate that the addition of two duplexes would impact the flow of traffic in this area.

However, the Ministry of Transportation and Infrastructure will be required to sign-off on the bylaw amendment since the subject property is located within 800 m of a provincial highway. These approvals must be given before final adoption of the bylaw can be considered. To date, the Ministry has provided no objection to the bylaw amendments.

#### **IMPLICATIONS**

Supporting this application to rezone a portion of the property from RR2 to R2, would enable a subdivision of 5249 Pineo Road and the creation of two additional parcels zoned R2. This would enable the applicant to build a total of two duplexes – one on each R2 parcel.

Council should consider the appropriateness of the proposal including its location in a floodplain, potential neighbourhood impacts, and potential benefit to the community. This application will enable the creation of four dwelling units of low-density housing in an area that is primarily characterized by large lots with single family homes. Additionally:

- The property is located within the Tsunami Hazard Area of the OCP.
- The applicant will be required to provide infrastructure improvements to ensure the property can be properly serviced and accessed.
- The applicant will be required to build in compliance with *Floodplain Bylaw No. 4288* as per the OCP.

#### **COMMUNICATIONS**

Prior to the Public Hearing on May 11, 2022, staff completed all required statutory notices. This included notification to owners and occupants within 75 metres as per section 5 of the City's *Development Application Notice Bylaw No. 4614*, and notice in the newspaper as required by sections 465 and 466 of the *Local Government Act*. There were 35 notices mailed and no correspondence was received. There were no attendees from the public at the Public Hearing.

#### **BYLAWS/PLANS/POLICIES**

The applicant is requesting a map amendment to the Zoning Bylaw No.4832. The Zoning Map Amendment No. 5049 is attached to this report and a summary of this amendment is noted below:

1. Change the zoning classification of a portion of 5249 Pineo Road from *RR2 Semi-Rural Residential* to *R2 One and Two Family Residential*.

#### **SUMMARY**

The applicant has applied to rezone a portion of the property at 5249 Pineo Road from RR2 to R2, for the purpose of subdividing and constructing two duplex buildings. The proposal aligns with the OCP land use designation for the property, and high-level policy objectives supporting a diversity of housing options within the community. The Development Services department supports this application because it will enable the creation of new housing, while maintaining a low density of development comparable to the land use and zoning of the surrounding neighbourhood. The low density of the proposed development is also compatible with the location of the property within a floodplain.



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**ATTACHMENTS/REFERENCE MATERIALS**

- *Subject Property Map – 5249 Pineo Road*
- *OCP Land Use Designation*
- *Current Zoning Bylaw Classification*
- *Preliminary Site Plan*
- *Advisory Planning Commission March 17, 2022 Meeting Minutes*
- *Zoning Map Amendment No. 50 (5249 Pineo Road - Hammer), Bylaw No. 5049*

*Copy: T. Slonski, Director of Corporate Services*

*\\portalberni.local\files\Data\Engineering\Planning\Development Applications\ZoningAmend\ZON-2021\ZON2021-04-5249-PineoRd-Hammer\Council\ZON2021-04-5249-PineoRd-Hammer-Council3rdRead mw.docx*

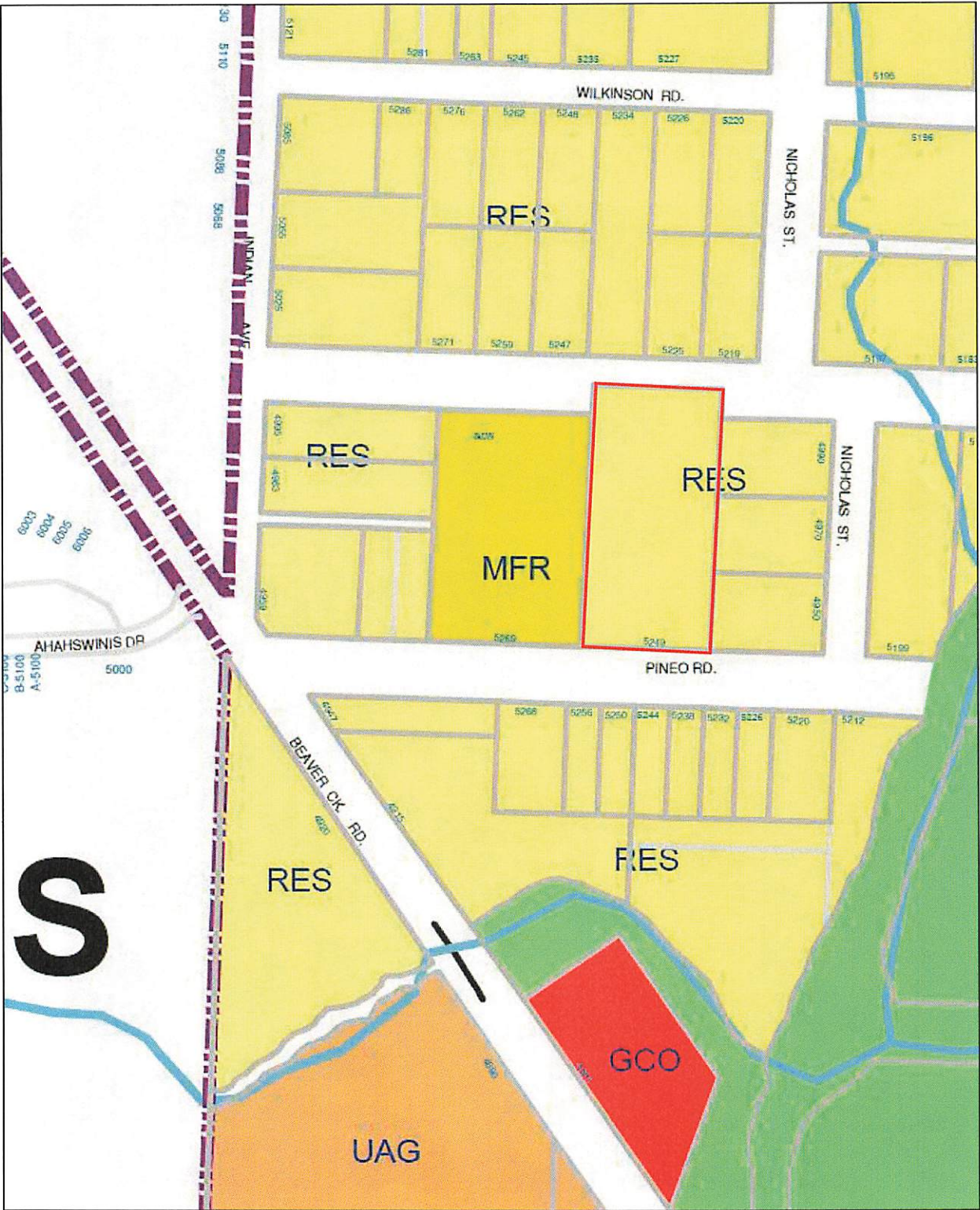


SUBJECT PROPERTY – 5249 PINEO ROAD



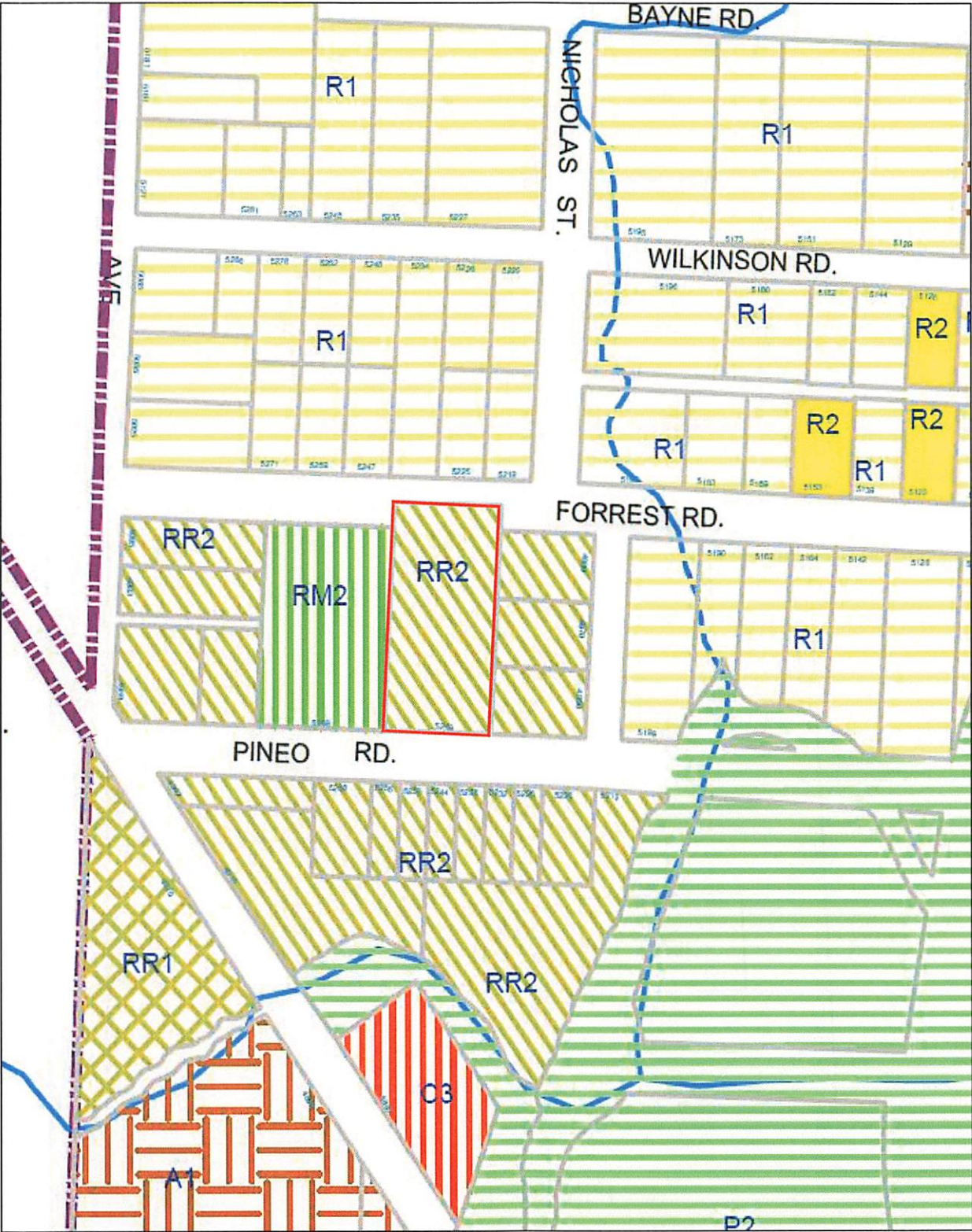


OCP LAND USE DESIGNATION





CURRENT ZONING BYLAW CLASSIFICATION





PRELIMINARY SITE PLAN – 5249 PINEO ROAD







**To: Port Alberni Advisory Planning Commission**

|                                  |   |
|----------------------------------|---|
| Ed Francoeur (Chair)             | Ken Watts (Tseshahṭ/č̓ išaaʔaṭh First Nation) |
| Ken McRae (Vice-Chair)           | Chris Washington - (SD #70)                   |
| Amy Anaka                        |   |
| Jolleen Dick (Hupačasath Nation) | Sgt. Peter Dionne, (R.C.M.P. Liaison)         |
| Stefanie Weber                   | Andre Guerin (P.A.F.D. Liaison)               |
| Callan Noye                      | Councillor Deb Haggard (Council Liaison)      |
| Joe McQuaid                      | Amy Needham (Parks Operations Liaison)        |

**From:** Scott Smith, Director of Development Services/Acting CAO

**Copy:** Larry Ransom - (Alternate - School District #70)  
Natasha Marshall, Les Sam (Alternate - Tseshahṭ (č̓ išaaʔaṭh) First Nation)  
Roger Nopper (Alternate - Hupačasath First Nation)  
Councillor Helen Poon - (Alternate - Council Liaison)  
Clerk's Dept.: Twyla Slonski, Sara Darling, Tanis Feltrin, Annie O'Connor  
City Staff: Brian McLoughlin, Price Leurebourg, Cara Foden

**Date:** March 10, 2022

**Re:** Advisory Planning Commission Meeting - **Thursday, March 17, 2022 at 12:00 pm**

A meeting of the Advisory Planning Commission has been scheduled for **Thursday, March 17, 2022 at 12:00 pm** in the **Council Chambers at City Hall** (4850 Argyle St.). Please wear a mask when you enter City Hall and for the duration of the meeting. If you have questions please contact Brian McLoughlin (Tel: 250-720-2806 / email: [brian\\_mcloughlin@portalberni.ca](mailto:brian_mcloughlin@portalberni.ca)) or Cara Foden (Tel: 250.720.2850 / email: [cara\\_foden@portalberni.ca](mailto:cara_foden@portalberni.ca)).

**AGENDA**

- 1. Acknowledgements and Introductions-** This APC meeting is being held within the un-ceded traditional territories of the Hupačasath and the Tseshahṭ/č̓ išaaʔaṭh First Nations.
- 2. Minutes** of the February 17, 2022 meeting of the Advisory Planning Commission.
- 3. DEVELOPMENT APPLICATION – Official Community Plan and Zoning Bylaw amendments**  
**5249 Pineo Road**  
Lot 2, District Lot 11, Alberni District, Plan VIP6936 (PID: 005-794-081)  
**Applicant: P. Hammer**
- 4. Status Update** – Director of Development Services/Acting CAO
- 5. Other business**
- 6. Adjournment** - The next regular APC meeting is scheduled for **April 21, 2022**.





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

**Commission Members Present**

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

**Regrets**

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

**Staff**

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

**Guests**

Members of the Public: None  
Applicants:

**Alternates (not in attendance)**

Larry Ransom (Alt.- S.D.70)  
L. Sam, (Alt. - Tseshah (č išaa?ath) F.N)  
Ed Francoeur (Chair)  
Roger Nopper CEO, (Alt. - Hupačasath F.N.)



**1. Acknowledgements and Introductions –**

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

**2. Minutes - Adoption of January 20, 2022 Minutes**

**Motion:**

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

**( Weber / Washington ) CARRIED**

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

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

**Applicant: K. Rai**

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



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

- RCMP commented that the lack of an elevator was a concern as emergency response would be more challenging. An elevator is not a requirement for a building that is less than 4 storeys.
- The Fire Department commented that it would be their preference to see the addition of a fire hydrant (private or city owned) as one of the units cannot be reached by a ladder truck for emergency access. The Planner indicated that, although challenging, the emergency response requirements were adequate under the Building and Fire Codes.
- There was concern regarding the height of the building. The members discussed the proposal with respect to the potential impact for the building to impact immediate residential neighbours due to its height. It was noted that the OCP currently indicates that there should be an adequate transition between lower density housing that is respectful of the scale and character of the neighbourhood. The building itself is comparable to the height permitted in the RM2 zone but there is a stairwell enclosure to access the rooftop open space and that has added the overall height increase. The Director of Development Services indicated that if the stairwell was an actual elevator then the height added to the building, by the elevator shaft, is already permitted in the Zoning bylaw. The bylaw does not similarly specify that a stairwell is exempted from the height calculation but functionally and aesthetically there is no significant difference between a stairwell shaft and an elevator shaft.
- Several members noted that the height may not be totally out of line with the immediate neighbourhood and that many suites existed in the area already adding to density. There was an indication that the community was generally supportive of increased density for much needed housing units. It may not be possible to decrease the height of the development and preserve the economic viability of this development.
- Open space was considered. APC had questions and opinions regarding open space requirements, use of the proposed roof top and balconies and how the roof top space would be used, or not used, by tenants. The Planner indicated that although balconies are not a requirement the open space calculations included balcony and rooftop spaces and that balconies increased quality of life for tenants.
- The project will provide much needed housing in the community (6 units). The APC voiced the opinion that the number of similar applications is likely to increase in the future and the OPC review will be an opportunity to gauge community support for the increased density and neighbourhood impacts in specific areas.

**Motions:**

1. *That the Advisory Planning Commission recommends to City Council that with respect to Lot 1, Block 22, District Lot 1, Alberni District, Plan VIP197B PID: 009-262-962 located at **4738 Athol Street** the City proceed with the following map amendments to the Official Community Plan bylaw:*



- a. Amend the Official Community Plan (Schedule A – Land Use Map) to change the designation of the properties from ‘General Commercial’ to **‘Multi-Family Residential’** use;
  - b. Amend the Official Community Plan (Schedule B – Development Permit Areas Map) to remove the properties from Development Permit Area No. 2 General Commercial and to include the properties in **‘Development Permit Area No. 2 Multiple Family Residential’**.
2. That with respect to Lot 1, Block 22, District Lot 1, Alberni District, Plan VIP197B PID: 009-262-962 located at **4738 Athol Street** the City proceed with the following text amendments to the Zoning Bylaw:
- a. Define ‘Residential Rental Tenure’ by adding the following text to Section 4-Definitions:  
“Residential Rental Tenure means, in relation to a dwelling unit in a multi-family residential building or multiple dwelling, a tenancy governed by a tenancy agreement that complies with the Residential Tenancy Act”.
  - b. In Section 5.0 Establishment of Zones add the following text to the list of zones under Section 5.1  
“CD2 – Comprehensive Development – Multi-Family Residential Infill – 4738 Athol St.”
  - c. Under Section 8.0 Comprehensive Development Zones add Section 8.2 text as follows:

**8.2**

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

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

**8.2.1** Permitted uses

Principal Uses

Multiple family dwellings

Accessory Uses

Home occupation

**8.2.2** Site Development Regulations

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



### 8.2.3 Conditions of Use

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

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

( Washington / Weber ) CARRIED

#### 4. STATUS UPDATE:

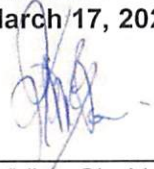
The Director of Development Services updated the APC with respect to the following:

○

#### 5. OTHER BUSINESS

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

( Dionne / McRae ) CARRIED



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Ken McRae (Vice-Chair)

APC-SummaryMinutes-Feb17-2022





# CITY OF PORT ALBERNI

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## PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Brian McLoughlin, Development Planner

DATE: Mar 1, 2022

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SUBJECT: **DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment**  
**5249 Pineo Road, Port Alberni**  
*Lot 2, District Lot 11, Alberni District, Plan VIP6936 (PID: 005-794-081)*

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### RECOMMENDATION

1. *THAT the Advisory Planning Commission recommends to Council that the City proceed with the application to rezone a portion of 5249 Pino Road from 'RR2 Semi Rural Residential' to 'R2- One and Two Family Residential'.*
2. *THAT prior to Final Adoption of the amending bylaw, the applicant be required to complete the following to the satisfaction of the Director of Engineering:*
  - a) *Geotechnical report*
  - b) *Stormwater management plan*
  - c) *Site grading plan*
  - d) *Design and estimate for required off-site works*

### PURPOSE

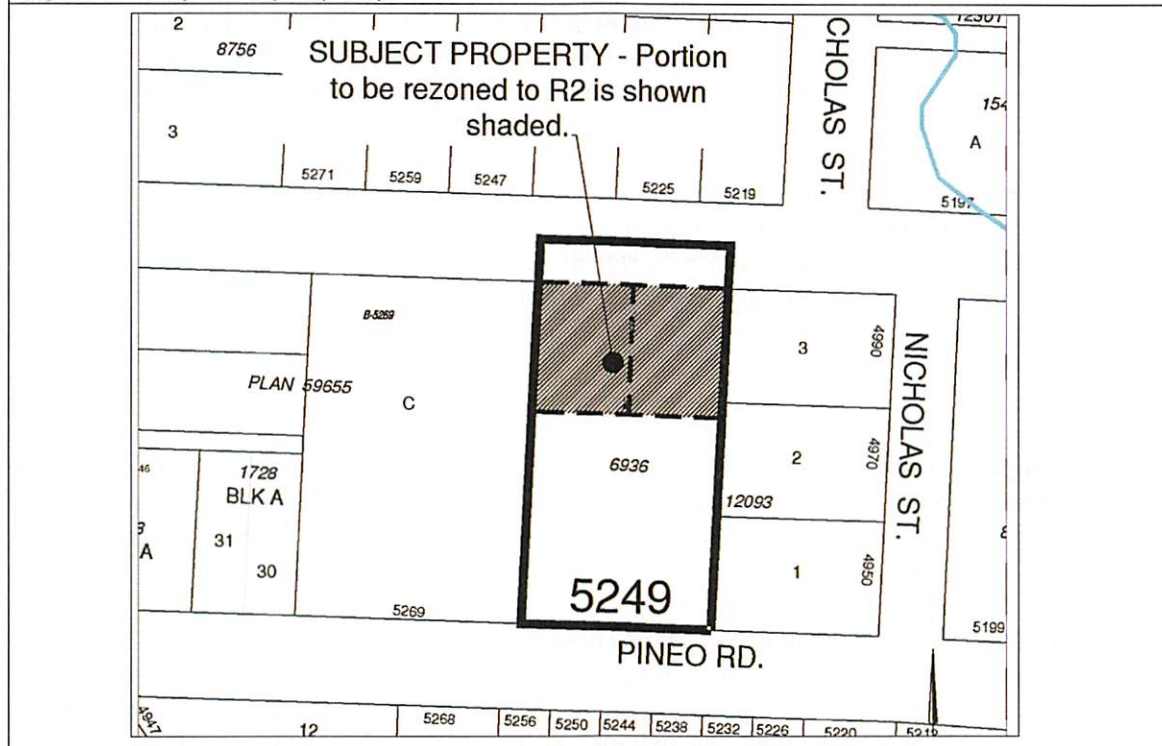
The application proposes to rezone a portion of the property at 5249 Pineo Road to enable a subdivision and future development of two residential duplexes. The purpose of this report is to consider an application for a map amendment to the Zoning Bylaw.

### BACKGROUND

The property at 5249 Pineo Road is currently occupied by a single family dwelling with frontage on Pineo Road. The applicant is proposing to rezone the rear portion of the property to *R2 One and Two Family Residential* to facilitate a subdivision that would create two additional parcels. These parcels are north of the existing dwelling, and would have frontage on Forrest Road. The subject property is also located in an area designated as a Flood Plain by *Flood Plain Bylaw No. 4288*.



Figure 1 – Subject Property Map



### Current Official Community Plan (OCP) and Zoning Bylaw Designations

1. The subject property, is currently designated '**Residential**' on the Official Community Plan Schedule A – Land Use Map. No amendment is required.
2. The subject property is not within a Development Permit Area on the Schedule B – Development Permit Areas Map. No amendment is required.
3. The subject property, is currently zoned '**RR2 Semi Rural Residential**' on the Zoning Bylaw Schedule A – Zoning Map. The applicant has requested a to rezone a portion of the property to '**R2 One and Two Family Residential**' zone. A map amendment to the Zoning Bylaw is required.

## ALTERNATIVES/OPTIONS

The Development Services Department supports Option #1.

1. Recommend to Council that the City proceed with the proposed Zoning Bylaw map amendment with conditions.
2. Recommend to Council that the City not proceed.

## ANALYSIS

The following section contains an analysis of the OCP and Zoning Bylaw amendments proposed by the applicant. This includes a preliminary review of servicing and access improvements required to develop the property.



OCP Policy on Tsunami Hazard Area

The property is located within the Tsunami Hazard Area in the OCP. Port Alberni is vulnerable to tsunami inundation as seen during the 1964 tidal wave generated by a powerful earthquake in Alaska. The OCP recognizes this hazard in land use designations by identifying a “tsunami inundation zone” below the 6.0 metre contour line. The OCP provides the following policy context statement:

*To protect against the loss and to minimize property damage associated with flooding events the Council encourages agricultural, park and open space recreational uses of flood susceptible lands. Where floodable lands are required for development, the construction and siting of buildings and manufactured homes to be used for habitation, business or the storage of goods damageable by floodwaters shall be flood proofed to those standards specified by the City of Port Alberni Floodplain Bylaw.*

Flood Plain Bylaw No. 4288

The subject property is located within the flood plain identified by *Flood Plain Bylaw No. 4288*. The Floodplain Bylaw contains regulations to protect from potential river flood hazards, and is not intended to protect against potential tsunami events. However, where development occurs within the floodplain there are specific minimum elevation requirements.

The Floodplain Bylaw requires the underside of any floor system supporting a habitable area to be at an elevation of at least 3.65 m G.S.C. The subject property has an approximate elevation of 3.1 m G.S.C. The applicant will be required to meet this elevation requirement in their site and building design. A stormwater management plan will also be required as a condition of development to confirm any potential issues with its location within a flood plain and tsunami inundation area.

OCP Policy on Residential and Duplexes

Duplexes are a low-density alternative to single family home ownership. **Section D, Part 4.0 – Residential** of the OCP contains housing policy that emphasizing support for a variety of housing types.

*A wide range of housing choice should be provided in the community in order to respond to diverse housing requirements or choices. This is a major element in the creation of complete and livable communities as it enables people that have special housing requirements to stay within the community rather than having to relocate.*

Zoning and Site Analysis:

The subject property is a large rectangular parcel approximately 90 m in length and 45 m wide. The total area is approximately 4,057 m<sup>2</sup> (1 acre). The property is currently zoned *RR2-Semi Rural Residential* and has one single family home and a detached garage on site. The applicant is requesting to rezone a portion of the property with frontage on Forrest Road to *R2-One and Two Family Residential*.

In terms of the site, the primary consideration is ensuring the portion of property proposed to be rezoned meets the minimum requirements of the *R2 Site Development Regulations* in the Zoning Bylaw. Staff have reviewed the application, and found that this portion of the property meets the minimum lot area and minimum frontage required for an R2 lot.

The property has approximately 45 m of frontage onto Forrest Road, with an area large enough to create two R2 lots. Each additional lot will be 829 m<sup>2</sup>. This exceeds the minimum lots size required for a two-family dwelling in the R2 zone which is 700 m<sup>2</sup>. The applicant intends to build a duplex on each new



lot, and the site plan they have provided indicates preliminary building footprints (attached). The site plan also indicates that there will be enough space for the proposed duplexes to meet all required setbacks from property line. Furthermore, the remainder of the property, which is zoned RR2, would still meet the minimum requirements of the RR2 zone. This is important as the applicant intends to apply for a subdivision of the property.

| <b>Table 1 – Proposed Lot Dimensions and R2 Site Development Regulations</b> |                       |   |  |   |
|--|-----------------------|---|--|---|
| <b>Site Regulations</b>  | <b>RR2 Semi-Rural</b> | <b>R2 One and Two Family (two family dwelling req.)</b> | <b>Dimensions of proposed R2 portion</b> | <b>Dimensions of proposed remaining RR2 portion</b> |
| Minimum Lot Area   | 1160 m <sup>2</sup>   | 700 m <sup>2</sup>                                      | 1,658.42 m <sup>2</sup>                  | 2,398.23 m <sup>2</sup>                             |
| Minimum Frontage   | 23 m                  | 20 m <sup>2</sup>                                       | 44.81 m                                  | 44.81 m   |

#### Duplex Use (Two Family Dwellings)

Duplexes are a common form of two-family dwelling consisting of a single building with dwelling units sharing a common wall. They are an important housing option for people seeking a low-density alternative to the single-family home. Two-family dwellings are supported under the Residential land use designation of the OCP, and permitted in in the *R2 One and Two Family Residential* zone.

According to the Zoning Bylaw, the purpose of the R2 zone is to provide for quiet, low-density, residential development characterized by single family homes and two-family dwellings. Staff consider duplexes to be a low-density form of housing that is compatible with adjacent lands and surrounding neighbourhood.

#### Surrounding Area

The surrounding area contains several land uses, which can be seen on the attached neighbourhood maps showing OCP and Zoning information. Closest to the subject property are semi-rural, multi-family, and single-family residential lots. A mix of parks and open space, agricultural, commercial properties, can also be found nearby. To the east are also a number of one and two family residential lots (R2). The Kitsuksis Dyke public walking trail is easily accessible from the area, and the Lower Johnston Road Northport Commercial within 1 km of the property.

North: Predominately a mix of semi-rural and single family residential.

South: A combination of rural, semi-rural, agricultural, service commercial, and parks and open space.

East: A combination of semi-rural and single family residential, and parks and open space.

West: Neighbouring lot is zoned RM2. Beyond this are several semi-rural residential properties, and the Ahaswinis Reserve.

#### Infrastructure & Site Engineering

Infrastructure upgrades will be required to properly service development at 5249 Pineo Road, or future subdivided parcels. These improvements will be provided at the developer's cost. Key considerations are



the capacity of the underground sewer at Forrest Road, and the management of stormwater/drainage. Sewer and a stormwater main upgrades may be required, along with new water service connections and driveway curb upgrades. Comments from the Engineering Department are attached to this report.

The Engineering Department has recommended that the following items be required from the applicant prior to Final Adoption by City Council:

- a) Geotechnical report
- b) Stormwater management plan
- c) Site grading plan
- d) Design and estimate for required off-site works

#### Parking and Access

The existing property is accessed only from Pineo Road. The proposed new lots would be accessed from Forrest Road, which is currently at the rear of the existing property. Traffic from the new development would enter the neighbourhood from the Beaver Creek/Pineo Road intersection. This intersection is controlled by a stop sign, and staff do not anticipate that the addition of two duplexes would impact the flow of traffic in this area.

However, the Ministry of Transportation and Infrastructure will be required to sign-off on the bylaw amendment since the subject property is located within 800 m of a provincial highway. These approvals must be given before final adoption of the bylaw can be considered. To date, they have provided no objections to the bylaw amendments.

#### REFERRALS

| Agency/department                       | Comments  |
|---|---|
| Tseshaht First Nation                   | <i>Tseshaht has reviewed the subdivision application for the Zoning bylaw for a portion of the property. At this time, with this application, Tseshaht has no objections to the work proposed.</i>  |
| CPA Engineering Department              | <i>Engineering has no objection to the proposed rezoning provided it conforms to current bylaw standards. Engineering Services Report dated Mar 1, 2022 submitted.</i>  |
| CPA Parks and Recreation Department     | <p><b>Parks:</b> <i>Only concern that Parks has is that the trees on the frontage along Forrest Rd. have their ownership confirmed. If they are city owned boulevard trees then they are to be preserved and maintained during all construction activities, including driveway installation.</i></p> <p><b>Recreation:</b> <i>Interests unaffected by proposed amendment.</i></p> |
| BC Hydro                                | <i>BC Hydro has single phase power available to the two proposed lots. Approved.</i>  |
| Min. Transportations and Infrastructure | <i>MoTI has no objections to the proposed zoning amendment.</i>   |



## IMPLICATIONS

Supporting this application to rezone a portion of the property from RR2 to R2, would enable a subdivision of 5249 Pineo Road and the creation of two additional parcels zoned R2. This would enable the applicant to build a total of two duplexes – one on each R2 parcel.

APC should consider the appropriateness of the proposal including its location in a flood plain, potential neighbourhood impacts, and potential benefit to the community. This application will enable the creation of four dwelling units of low-density housing in an area that is primarily characterized by large lots with single family homes. Additionally:

- The property is located within the Tsunami Hazard Area of the OCP.
- The applicant will be required to provide infrastructure improvements to ensure the property can be properly serviced and accessed.
- The applicant will be required to build in compliance with *Flood Plain Bylaw No. 4288* as per the OCP.

## COMMUNICATIONS

The rezoning process includes a Public Hearing. If Council chooses to advance the application to a Public Hearing staff will proceed with all required statutory notices.

## BYLAWS/PLANS/POLICIES

The applicant is requesting a map amendment to the Zoning Bylaw. The draft bylaw is attached to this report. A summary of the proposed Zoning Bylaw map amendment is listed below:

1. Change the zoning classification of a portion of 5249 Pineo Road from *RR2 Semi-Rural Residential* to *R2 One and Two Family Residential*.

## SUMMARY

This application proposes to rezone a portion of the property at 5249 Pineo Road from RR2 to R2, for the purpose of subdividing and constructing two duplex buildings. The proposal aligns with the OCP land use designation for the property, and high-level policy objectives supporting a diversity of housing options within the community.

Staff support this application because it will enable the creation of new housing, while maintaining a low density of development comparable to the land use and zoning of the surrounding neighbourhood. The low density of the proposed development is also compatible with the location of the property within a flood plain.

## ATTACHMENTS

- Subject Property Map – 5249 Pineo Road
- OCP Land Use Designation
- Current Zoning Bylaw Classification
- Preliminary Site Plan
- Proposed Zone Description
- Draft Amending Bylaw

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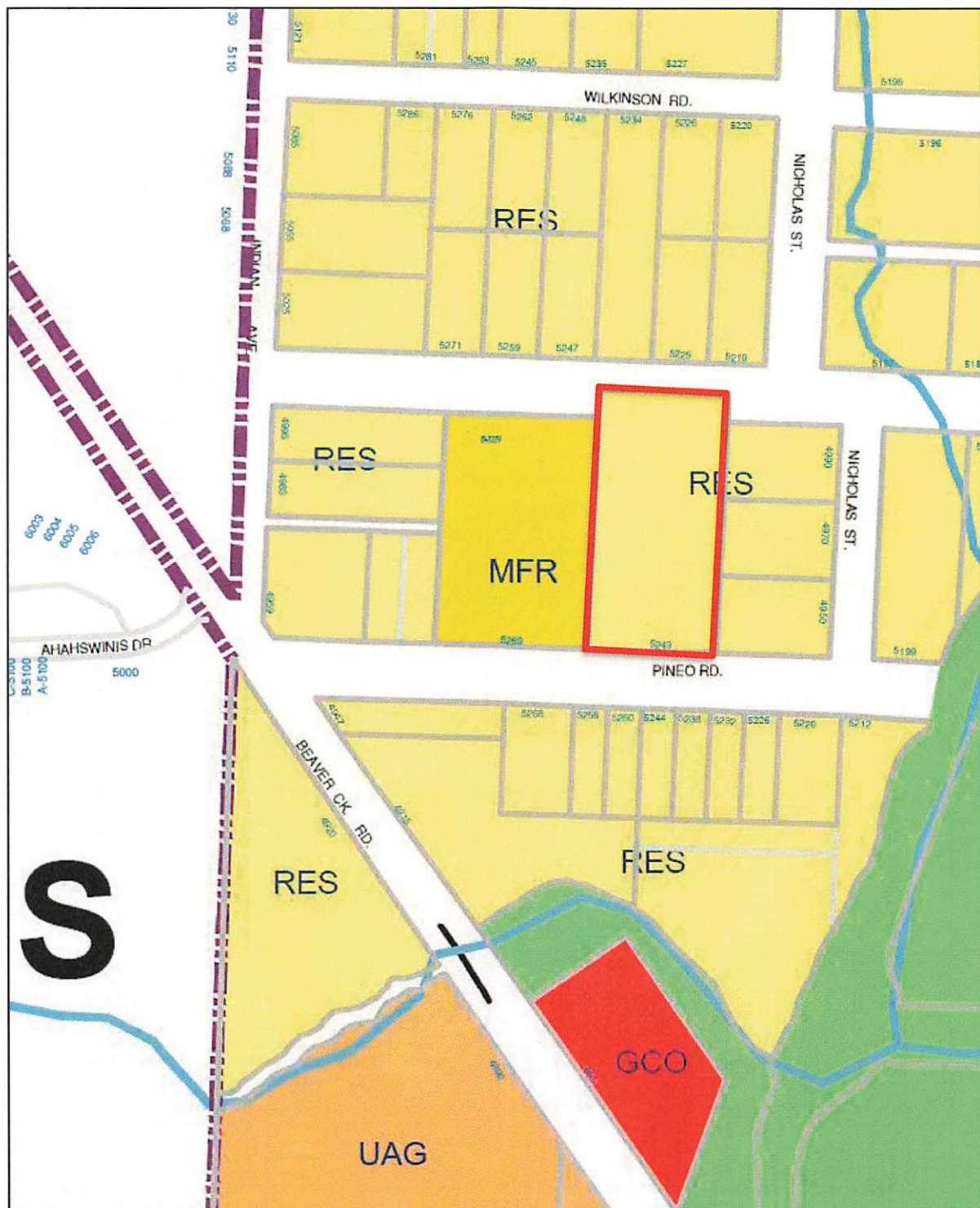


SUBJECT PROPERTY – 5249 PINEO ROAD



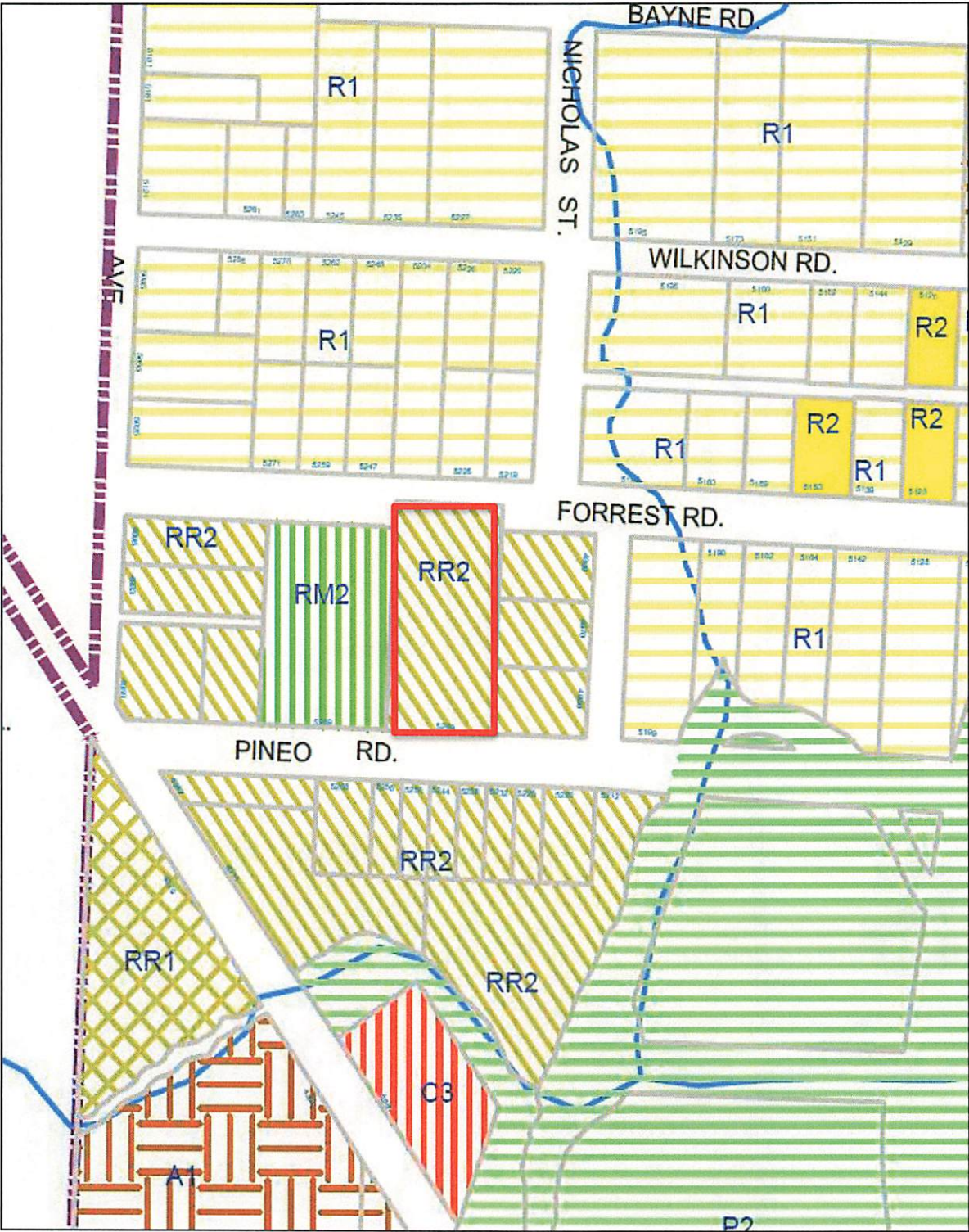


OCP LAND USE DESIGNATION



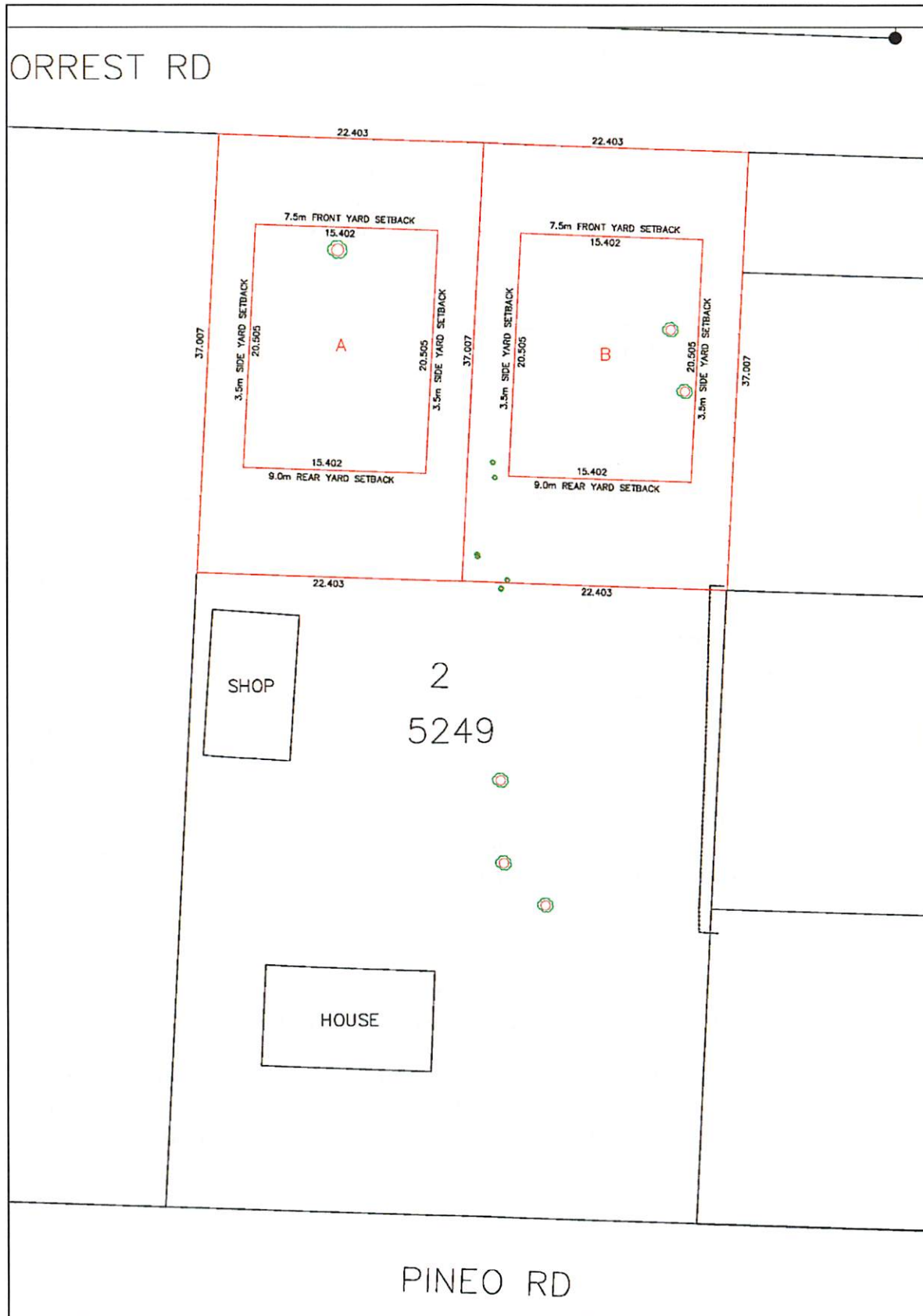


CURRENT ZONING BYLAW CLASSIFICATION





PRELIMINARY SITE PLAN – 5249 PINEO ROAD





## PROPOSED ZONE DESCRIPTION

**R2 – ONE AND TWO FAMILY RESIDENTIAL**

5.12 The purpose of this zone is to establish and maintain quiet, low density neighbourhoods featuring single *family* and two *family* dwellings.

5.12.1 Permitted usesPrincipal UsesSingle *family* dwellingTwo *family* dwellingAccessory Uses

Bed and breakfast

Home occupation

Secondary suite

Supportive housing

5.12.2 Site Development Regulations

## Minimum Lot Area

|   |                    |                          |
|---|--------------------|--------------------------|
| Single <i>family</i> dwelling                             | 500 m <sup>2</sup> | (5,382 ft <sup>2</sup> ) |
| Single <i>family</i> dwelling with <i>secondary suite</i> | 600 m <sup>2</sup> | (6,458 ft <sup>2</sup> ) |
| Two <i>family</i> dwelling                                | 700 m <sup>2</sup> | (7,535 ft <sup>2</sup> ) |

## Minimum Frontage

|   |      |           |
|---|------|-----------|
| Single <i>family</i> dwelling                             | 15 m | (49.2 ft) |
| Single <i>family</i> dwelling with <i>secondary suite</i> | 15 m | (49.2 ft) |
| Two <i>family</i> dwelling                                | 20 m | (65.6 ft) |

## Maximum Coverage

40%

## Minimum Setbacks:

|            |       |           |
|------------|-------|-----------|
| Front yard | 7.5 m | (24.6 ft) |
| Rear yard  | 9 m   | (29.5 ft) |
| Side yard  | 1.5 m | (4.9 ft)  |

## Maximum Floor Area Ratio

0.5

## Maximum Height, Principal Building

10 m (32.8 ft)

## Maximum Number of Principal Building Storeys

2.5

## Maximum number of residential units per lot

2

5.12.3 Conditions of Use

(a) Notwithstanding the provisions of 5.12.2:

- (i) On a *corner lot*, the *side yard* by the flanking *street* must be not less than 3.5 metres (11.5 ft) wide.
- (ii) For single *family* dwellings having no carport or attached garage and with no access to the rear or the side of the *lot* from a *street* or *lane*, the minimum *side yard* requirement shall be increased to 3 m (9.8 ft) for one *side yard*.



- 
- (b) For *supportive housing*, the maximum number of persons in care shall not exceed four (4).
  - (c) Only one of the three (3) following *accessory uses* is permitted on any lot: *bed and breakfast* OR *secondary suite* OR *supportive housing*.
  - (d) Notwithstanding any other provisions of this bylaw, *secondary suites* are not permitted in a duplex.
  - (e) Notwithstanding Section 5.12.1, on *lots* less than 500 m<sup>2</sup> in area that exist prior to the adoption of this Bylaw, single *family dwelling* is the only permitted use.



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**CITY OF PORT ALBERNI****BYLAW NO. xxxx****A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832**

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

1. Title

This Bylaw may be known and cited for all purposes as **"Zoning Map Amendment No. ?? (5249 Pineo Road - Hammer), Bylaw No. ?????"**.

2. Zoning Amendment

- 2.1 A portion of Lot 2, District Lot 11, Alberni District, Plan VIP6936 (PID: 005-794-081), located at **5249 Pineo Road** and shown shaded on Schedule A, attached hereto and forming part of this bylaw, is hereby rezoned from 'RR2 Semi-Rural Residential' to **'R2 One and Two Family Residential'**.

3. Map Amendment

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2 above.

READ A FIRST TIME THIS DAY OF , 2022.

READ A SECOND TIME THIS DAY OF , 2022.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2022.

READ A THIRD TIME THIS DAY OF , 2022.

APPROVED BY THE MINISTRY OF TRANSPORTATION THIS DAY OF , 2022

FINALLY ADOPTED THIS DAY OF , 2022.

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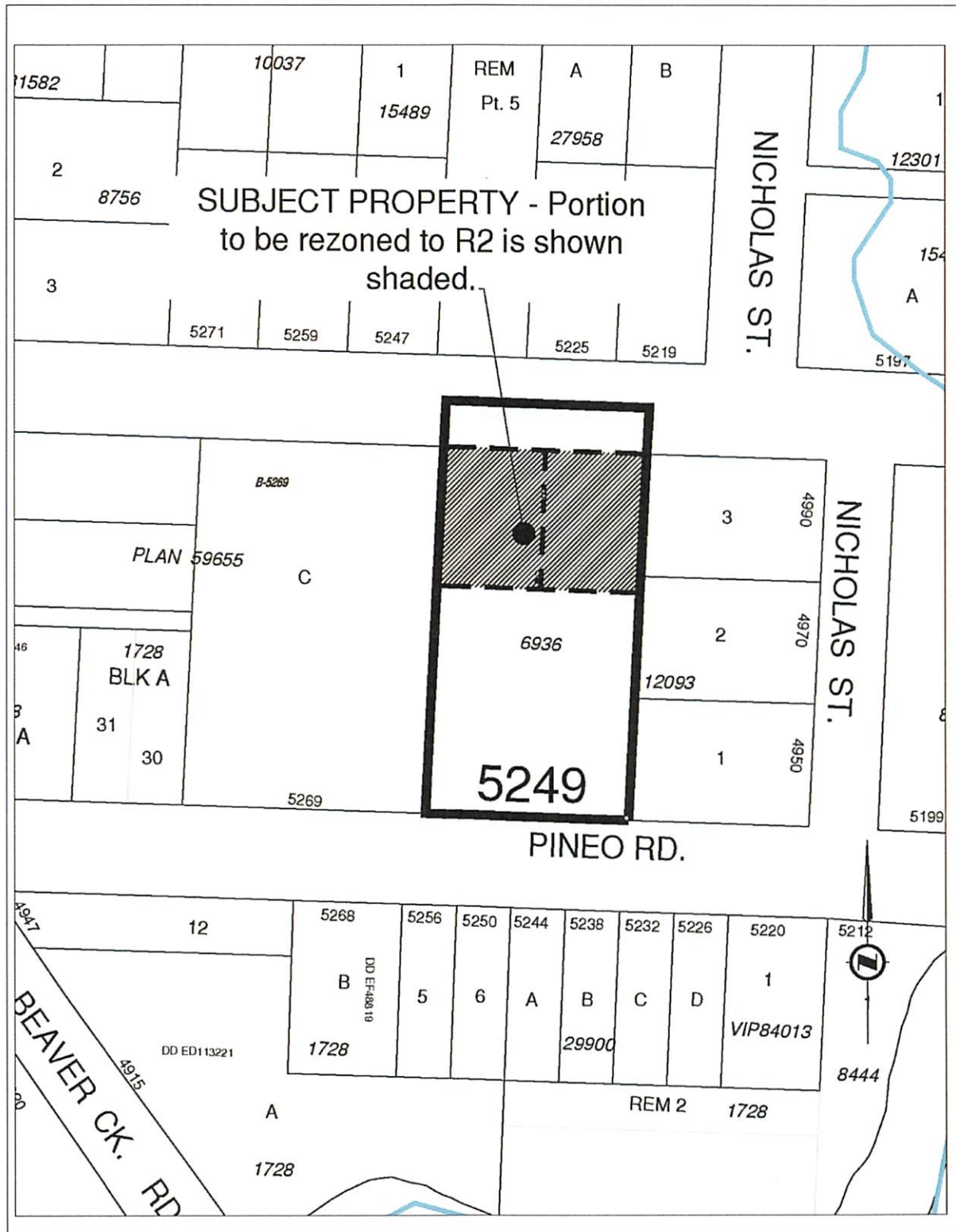
Mayor

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Director of Corporate Services



Schedule "A" to Bylaw No. xxxx





## CITY OF PORT ALBERNI

### BYLAW NO. 5049

#### A BYLAW TO AMEND PORT ALBERNI ZONING BYLAW 2014, NO. 4832

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

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Map Amendment No. 50 (5249 Pineo Road - Hammer), Bylaw No. 5049**".

2. Zoning Amendment

2.1 A portion of Lot 2, District Lot 11, Alberni District, Plan VIP6936 (PID: 005-794-081), located at **5249 Pineo Road** and shown shaded on Schedule A, attached hereto and forming part of this bylaw, is hereby rezoned from 'RR2 Semi-Rural Residential' to '**R2 One and Two Family Residential**'.

3. Map Amendment

Schedule "A" (Zoning District Map) which forms an integral part of Port Alberni Zoning Bylaw 2014, No. 4832 is hereby amended to denote the zoning outlined in Section 2 above.

**READ A FIRST TIME THIS 11<sup>TH</sup> DAY OF APRIL, 2022.**

**READ A SECOND TIME THIS 11<sup>TH</sup> DAY OF APRIL, 2022.**

**A PUBLIC HEARING WAS HELD THIS 11<sup>TH</sup> DAY OF MAY, 2022.**

**READ A THIRD TIME THIS     DAY OF     , 2022.**

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

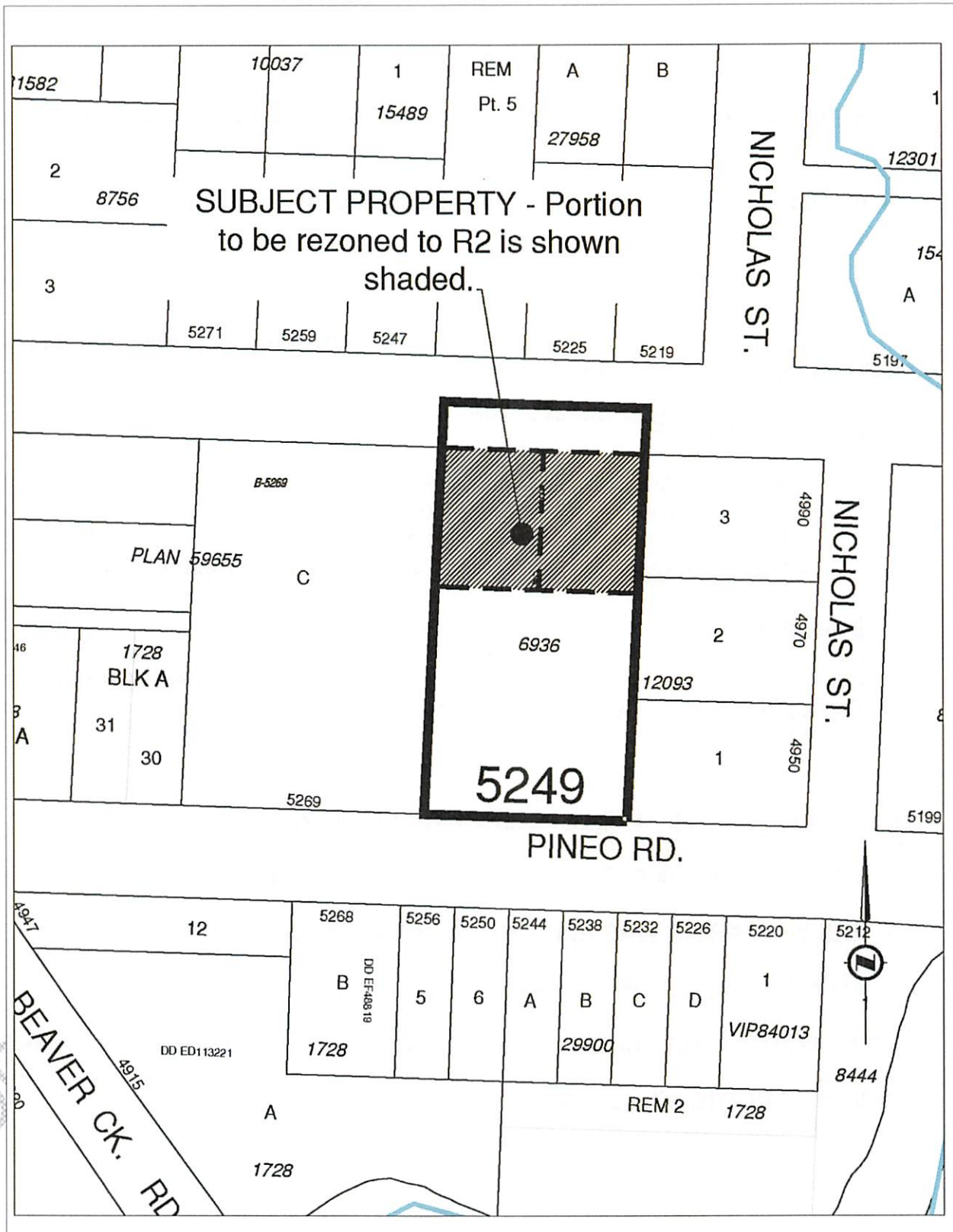
**FINALLY ADOPTED THIS     DAY OF     , 2022.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



Schedule "A" to Bylaw No. 5049





CITY OF PORT ALBERNI

BYLAW NO. 5055

A BYLAW TO AMEND CITY OF PORT ALBERNI SIGN BYLAW NO. 4843

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

Title

1. This Bylaw may be known and cited for all purposes as "Sign Bylaw Amendment No. T1 (4109 Kendall Avenue – Seventh Day Adventist Church), Bylaw No. 5055".

Sign Bylaw Text Amendment

2. Port Alberni Sign Bylaw No. 4843 is hereby amended as follows:

- 2.1. By adding the following text as subsection 5.5.10 to Section 5.5 of the Specific Sign Regulations:

"Notwithstanding Section 5.5.5, a **Freestanding Sign** for a place of worship is permitted on the property located at 4109 Kendall Avenue (Lot 5 Plan VIP19662 District Lot 45 Land District 01)."

- 2.2. By adding the following as subsection 5.5.10.1 to 5.5.10 of the Specific Sign Regulations:

"Notwithstanding any other section in this bylaw the requirements of a **Freestanding Sign** at the property located at 4109 Kendall Avenue (Lot 5 Plan VIP19662 District Lot 45 Land District 01)." shall match those permitted on a property zoned P1."

READ A FIRST TIME THIS 24<sup>TH</sup> DAY OF MAY, 2022.

READ A SECOND TIME THIS 24<sup>TH</sup> DAY OF MAY, 2022.

READ A THIRD TIME THIS 24<sup>TH</sup> DAY OF MAY, 2022.

FINALLY ADOPTED THIS      DAY OF      , 2022.

\_\_\_\_\_  
Mayor

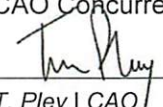
\_\_\_\_\_  
Corporate Officer

ENTERED

G4



Date: June 6, 2022  
File No: 3900-20-5054 [Local Government Elections & Assent Voting]  
To: Mayor & Council  
From: T. Pley, Chief Administrative Officer  
Subject: "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022"  
Consideration of Three Readings

|   |   |  |
|---|---|--|
| Prepared by:<br><i>T. Slonski</i><br>Director of Corporate Services | Supervisor:<br><i>T. Pley</i><br>CHIEF ADMINISTRATIVE OFFICER | CAO Concurrence:<br><br>T. Pley   CAO |
|---|---|--|

#### RECOMMENDATION[S]

1. THAT "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022" be now introduced and read a first time.
2. THAT "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022" be read a second time.
3. THAT "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022" be read a third time.

#### PURPOSE

For Council to consider giving 3 readings to "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022".

#### BACKGROUND

Section 52 of the *Local Government Act* states that elections for the mayor and all councillors of each municipality must be held in the year 2014 and in every fourth year after that. Further, general voting day for a general location election must be the third Saturday of October in the year of the election. As such, eligible electors in the City of Port Alberni will be heading to the polls on Saturday, October 15, 2022 to vote for their municipal and school district representatives.

Responsibility for the conduct of general local elections is shared between local governments and Elections BC with local governments primarily responsible for how to administer some aspects of a local election in a way that best meets the needs of their respective community such as:

- use of voting machines [including procedures]
- mail ballot voting [including procedures]
- additional advance voting opportunities
- voter registration [same day or in advance of]

ENTERED  
65



At Council’s regular meeting held February 28, 2022, Council appointed the Chief Election Officer and Deputy Chief Election Officers. In that report, it was noted that following the appointment of the CEO, the CEO would begin preparing amendments to the City’s “Election and Assent Voting, 2018, Bylaw No. 4964” and “Automated Vote Counting System Authorization and Procedure Bylaw No. 4963” for Council’s consideration and in advance of the July 4, 2022 deadline for adoption.

At the writing of this report, we are approximately four months away from general voting day. Staff have carried out a review of the City’s election related bylaws, and following this review, have prepared the attached bylaw for Council’s consideration.

For reference, Figure 1 below highlights some significant dates related to the 2022 general local election.



#### ALTERNATIVES/OPTIONS

1. That Council proceed to introduce and give first, second and third reading to “City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022”.
2. That Council provide alternate direction.

#### ANALYSIS

“City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022” combines, for the most part, the procedures captured in the City’s existing election related Bylaws [Bylaw Nos. 4963 & 4964] with one significant change, Mail Ballot Voting. Historically, the opportunity to vote by mail has not been offered to eligible electors in the City of Port Alberni however, prior to fall 2021, mail ballot voting was only available to voters with physical limitations, illness or injury or those that expected to be absent from the City on general voting day and at the times of all advance voting opportunities. The *Local Government Act* has now been amended to expand eligibility for voting by mail to all eligible electors including the ability to register to vote. While it is difficult to predict elector response to this new opportunity, we anticipate eligible electors will respond positively to this new opportunity. Further, should COVID-19 remain a concern, it may contribute to a large number of electors choosing to vote by mail.

In reviewing election history for the City of Port Alberni, staff have not included special voting opportunities in the proposed bylaw<sup>1</sup>. With the addition of mail ballot voting and the amendment to legislation which expands eligibility for voting by mail available to all eligible electors, staff are of the opinion that providing for special voting opportunities is not necessary. Staff would also like to note that curbside voting is an option available to voters who may have physical limitations at all voting opportunities.

<sup>1</sup>2018 records reflect a total of 51 ballots cast [Echo, Fir Park, WCGH & Rainbow Gardens]



### **IMPLICATIONS**

Costs associated with the conduct of the 2022 General Local Election are captured in the “City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022”. As 2022 will be the first time that the City of Port Alberni has offered mail ballot voting, expenditures will likely exceed what is currently identified in the plan.

### **COMMUNICATIONS**

There are a number of statutory notifications required by newspaper to alert voters to their opportunities to register, view the voters list, challenge an elector and vote. Statutory notices are also required to advertise the nomination period for candidates. In addition to the statutory notification requirements, City staff have updated the City’s website with 2022 general local election information including more recently, two notices placed in the AV News. Staff will continue to meet communication needs associated with the upcoming election including utilizing the City’s social media accounts.

### **BYLAWS/PLANS/POLICIES**

Since the last general location election was held in 2018, a number of legislative changes have taken place. As a result of these changes, staff have prepared “City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022” for Councils review and consideration.

### **SUMMARY**

“City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022” must be adopted on or before July 4, 2022 in order for the bylaw to be applicable to this year’s election. While the bylaw continues to capture the majority of procedures previously established by City Council, Bylaw No. 5054 now includes the opportunity for all eligible electors to vote by mail. Expanding on voting opportunities available to electors should have a positive reflection on voter turnout this fall.

### **ATTACHMENTS/REFERENCE MATERIALS**

Copy:        *Deputy Chief Election Officials*  
              *S. Darling, Deputy City Clerk*  
              *T. Feltrin, Receptionist | Corporate Services Department*



**CITY OF PORT ALBERNI  
BYLAW NO. 5054**

**A BYLAW TO PROVIDE FOR THE DETERMINATION OF VARIOUS PROCEDURES FOR THE CONDUCT OF  
LOCAL GOVERNMENT ELECTIONS AND ASSENT VOTING**

---

WHEREAS, pursuant to the *Local Government Act*, the Council of the City of Port Alberni may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and assent voting;

AND WHEREAS, the Council of the City of Port Alberni wishes to establish various procedures and requirements under these authorities;

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

**PART 1 | INTERPRETATION**

**Citation**

1.1 This Bylaw may be cited as "City of Port Alberni Election and Assent Voting Bylaw No. 5054, 2022"

**Repeal**

1.2 The following bylaws are hereby repealed:

"Automated Vote Counting System Authorization and Procedure Bylaw No. 4963"; and  
"Election and Assent Voting, 2018, Bylaw No. 4964"

**Definitions**

1.3 In this Bylaw the following terms have the following meanings:

**"acceptable mark"** means a mark that the **vote counting unit** is able to identify, which has been made by an elector in the space provided on the **ballot** opposite the name of any candidate or opposite either 'yes' or 'no' on any other voting questions.

**"applicant"** means an elector who wants to vote by mail and makes a request for a mail ballot.

**"authorized person"** means a person that the **applicant** has authorized, on the **applicant's** behalf, to:

- (a) pick up a mail ballot package; or
- (b) drop off a completed mail ballot package

**"automated vote counting system"** means a system that counts, records votes and processes and stores election results, which is comprised of:

- (a) a number of **ballot scan vote counting units**, each of which rests on two compartment ballot box, one compartment of which is for voted **ballots** and **returned ballots** which have been reinserted using the **ballot override procedure**, and the other of which is a **storage ballot compartment**;
- (b) a number of **portable ballot boxes** into which voted **ballots** are deposited where a **vote counting unit** is not being used, for counting after the close of voting on general voting day; and
- (c) A **data storage device**.



**"ballot"** means a single automated ballot card designed for use in an **automated vote counting system**, which shows:

- (a) the names of all of the candidates for each of the offices to be filled; and,
- (b) all of the choices on all of the other voting questions on which the opinion of, or assent of, the electors is sought.

**"ballot return override procedure"** means the use, by an election official, of a device on a **vote counting unit**, which causes the unit to accept a **returned ballot**.

**"certification envelope"** means the envelope on which an **Applicant** records their full name and address and declaration of their entitlement to vote.

**"City"** means the City of Port Alberni.

**"data storage device"** means a device which plugs into the **vote counting unit** and into which is pre-programmed;

- (a) the names of all of the candidates for each of the offices to be filled;  
and
- (b) all of the choice for each question on the ballot;

and which records and retains information on the number of **acceptable marks** made for each.

**"election headquarters"** means Port Alberni City Hall, 4850 Argyle Street, Port Alberni, British Columbia, or other location as designated by the Chief Election Officer.

**"memory card"** means a computer software device which is inserted into the **vote counting unit** and into which is pre-programmed the names of all the candidates for each of the offices to be filled, and the alternatives of "yes" or "no" for each question on the **ballot**, and which records and retains information on the number of **acceptable marks** made for each.

**"portable ballot box"** means a ballot box for use in the election, where a **vote counting unit** is not being used at the time of voting.

**"results tape"** means the printed record generated from a **vote counting unit** at the close of voting on general voting day which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each bylaw or other matters on which the opinion or assent of the electors is sought.

**"returned ballot"** means a voted **ballot** which was inserted into the **vote counting unit**, but which was not accepted and which was returned to the elector with an explanation of the **ballot** marking error that caused the **ballot** not to be accepted.

**"secrecy envelope"** means an envelope that has no identifying marks in which a mail ballot is placed by the elector to preserve the secrecy of their **ballot**.

**"secrecy sleeve"** means an open-ended folder or envelope available which may be used to cover **ballots** to conceal the choices made by each elector.



**"storage ballot compartment"** means one of two separate compartments in the ballot box under each **vote counting unit** into which voted **ballots** are temporarily deposited in the event that the unit ceases to function.

**"vote counting unit"** means the device into which voted **ballots** are inserted and which scans each **ballot** and records the number of votes for each candidate and for and against each question on which the opinion or assent of the electors is sought.

## **PART 2 | ELECTOR REGISTRATION**

- 2.1 As authorized under section 76 of the *Local Government Act* for all elections and opinion or assent voting, the most current available provincial list of voters prepared under the *Election Act*, becomes the register of resident electors on the 52<sup>nd</sup> day before general voting day.

## **Part 3 | NOMINATION DOCUMENTS**

- 3.1 As authorized by section 89 of the *Local Government Act* and in addition to access under section 89(7)(a), public access to nomination documents will be provided by posting the documents on the City website as soon as practicable after the time of delivery to the Chief Election Officer until 30 days after the declaration of the election results under section 146 of the *Local Government Act*.
- 3.2 Number of Nominators:
- (a) The minimum number of qualified nominators for Mayor or Councillor is 10.

## **Part 4 | ORDER OF NAMES ON BALLOT**

- 4.1 The order of names of candidates on the ballot will be determined by lot in accordance with section 117 of the *Local Government Act*.

## **PART 5 | USE OF VOTING MACHINES**

- 5.1 Council hereby provides for the use of an **automated vote counting system** for the conduct of elections and voting on bylaws or other matters on which the opinion or assent of the electors is sought.

## **PART 6 | AUTOMATED VOTING PROCEDURES**

- 6.1 The presiding election official for each voting place will offer and if requested, ensure that a demonstration of how to vote using a **vote counting unit** is provided to an elector, as soon as such elector enters the voting place and before a ballot is issued.
- 6.2 Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing **ballots**, who upon fulfilment of the requirements of the *Local Government Act*, shall then provide a ballot to the elector, a **secrecy sleeve** if requested by the elector, and any further instructions the elector requests.
- 6.3 Upon receiving a ballot, and **secrecy sleeve** if so requested, the elector shall immediately proceed to a voting booth to vote.



- 6.4 The elector may vote only by making an **acceptable mark** on the ballot:
- (a) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices to be filled; and
  - (b) beside a choice, up to the maximum number of choices permitted, on any other question on the ballot.
- 6.5 Once the elector has finished marking the ballot, the elector must place the ballot into the **secrecy sleeve**, if one has been requested; and proceed to the **vote counting units**, and under the supervision of the election official in attendance, insert the ballot directly from the **secrecy sleeve**, if applicable, into the **vote counting unit** without the **acceptable marks** on the ballot being exposed.
- 6.6 If, before inserting the ballot into the **vote counting unit**, an elector determines that a mistake has been made when marking the ballot or if the ballot is returned by the **vote counting unit**, the elector may return to the voting booth to correct the ballot or request a replacement **ballot** by informing the election official in attendance.
- 6.7 Upon being informed of the replacement ballot request, the presiding election official shall issue a replacement **ballot** to the elector and mark the **returned ballot** 'spoiled' and shall retain all such spoiled **ballots** separately from all other **ballots** and they shall not be counted.
- 6.8 If the elector declines the opportunity to obtain a replacement ballot and has not damaged the ballot to the extent that it cannot be reinserted into the **vote counting unit**, the election official shall, using the **ballot return override procedure**, reinsert the **returned ballot** into the **vote counting unit** to count any **acceptable marks** which have been made correctly.
- 6.9 Any ballot counted by the **vote counting unit** is valid and any **acceptable marks** contained on such **ballots** will be counted, subject to any determination made under a judicial recount.
- 6.10 Once the **ballot** has been inserted into the **vote counting unit** and the unit indicates that the **ballot** has been accepted, the elector must immediately leave the voting place.
- 6.11 During any period that a **vote counting unit** is not functioning, the election official supervising the unit shall insert all **ballots** delivered by the electors during this time, into the **storage ballot compartment**, on the understanding that if the **vote counting unit**:
- (a) becomes operational, or
  - (b) is replaced with another **vote counting unit**;
- the **ballots**, in the **storage ballot compartment** shall, as soon as reasonably possible, be removed by an election official and under the supervision of the presiding election official be inserted into the **vote counting unit** to be counted.
- 6.12 Any **ballots** which were temporarily stored in a **storage ballot compartment** during a period when the **vote counting unit** was not functioning, which are returned by the **vote counting unit** when being counted shall, through the use of the **ballot return override procedure** and under the supervision of the presiding election official be reinserted into the **vote counting unit** to ensure that any **acceptable marks** are counted.
- 6.13 The procedures for processing and counting mail **ballots** using an **automated vote counting system** are set out in Part 8 of this Bylaw.



- 6.14 A ballot used in an **automated vote counting unit** may be in the form set out by the Chief Election Officer.

## **PART 7 | ADVANCE VOTING PROCEDURES**

### **7.1 Required Advance Voting Opportunities**

- (a) As required under section 107 of the *Local Government Act*, in addition to the required advance voting opportunity on the 10<sup>th</sup> day before general voting day, the 3<sup>rd</sup> day before general voting day is hereby established as an advance voting opportunity for elections and voting on bylaws or other matters on which the opinion or assent of the electors is sought.
- (b) Voting hours for advance voting opportunities shall be from 8:00 am to 8:00 pm at locations designated by the Chief Election officer.

- 7.2 **Vote counting units** shall be used at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow as closely as possible, those described in section 6 of this Bylaw.

- 7.3 At the close of voting at each advance voting opportunity the presiding election official in each case shall ensure that:

- (a) no additional **ballots** are inserted in the **vote counting unit**;
- (b) the **storage ballot compartment** is sealed to prevent insertion of any **ballots**;
- (c) the **results tapes** in the **vote counting unit** are not generated; and
- (d) the **memory card** of the **vote counting unit** is secured.

- 7.4 At the close of voting at the final advance voting opportunity the presiding election official shall:

- (a) ensure that any remaining **ballots** in the **storage ballot compartment** are inserted into the **vote counting unit**;
- (b) secure the **vote counting unit** so that no more **ballots** can be inserted; and
- (c) deliver the **vote counting unit** together with the **memory card** and all other materials used in the election and return to the Chief Election Officer at **election headquarters**.

## **PART 8 | MAIL BALLOT VOTING**

### **Authorization**

- 8.1 As authorized under section 110 of the *Local Government Act*, voting may be done by mail ballot and registration of elector may be done by mail in conjunction with mail ballot voting.
- 8.2 The Chief Election Officer may establish the time limits in relation to voting by mail that are not otherwise established in this Bylaw.

### **Mail Ballot Application Procedures**

- 8.3 An **applicant** shall apply to vote by mail ballot by giving their name and address to the Chief Election Officer during the period established by the Chief Election Officer in the form prescribed by the Chief Election Officer.



- 8.4 Upon receipt of an application for a mail **ballot**, the Chief Election Officer shall:
- (a) make available to the **applicant**, a mail **ballot** package which contains:
    - (i) the content described in section 110(7) of the *Local Government Act*;
    - (ii) additional instructions; and
    - (iii) a statement advising the elector that the elector must meet the eligibility to vote criteria and that the elector must attest to such fact; and
  - (b) record in the register of mail **ballots**, and, upon request in person by an election official, candidate representative or elector, make available for inspection by any such person:
    - (i) the name and address of the person to whom the Chief Election Officer issued the mail **ballot** package;
    - (ii) the number of the elector or "new elector", if that person is not registered as an elector; and
    - (iii) any other information that the Chief Election Officer deems helpful to maintain the register of mail **ballots**.
- 8.5 As per the **applicant's** direction and subject to any time limits established by the Chief Election Officer, the Chief Election Officer may distribute the mail **ballot** package in any of the following ways:
- (a) sending the mail **ballot** package by Canada Post;
  - (b) sending the mail **ballot** package by courier at the expense of the **applicant**;
  - (c) having the mail **ballot** package picked up by the **applicant** at a time and location designated by the Chief Election Officer; or
  - (d) having the mail **ballot** package picked up by an **authorized person** at a time and location designated by the Chief Election Officer.
- 8.6 The Chief Election Officer may request that the **authorized person** show identification and sign a form before providing the **authorized person** with the mail **ballot** package.

### **Voting Procedure**

- 8.7 In order to vote using a mail **ballot**, the elector must mark the ballot in accordance with this Bylaw and any instructions contained in the mail **ballot** package provided by the Chief Election Officer.
- 8.8 After marking the **ballot**, the elector must:
- (a) place the **ballot** in the **secrecy envelope** provided, and then seal the **secrecy envelope**;
  - (b) place the **secrecy envelope** in the **certification envelope**, complete and sign the certification printed on the **certification envelope**, and then seal the **certification envelope**;
  - (c) place the **certification envelope**, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope; and
  - (d) mail or have delivered the outer envelope and its contents to the Chief Election Officer at the address specified so that the Chief Election Officer receives it no later than 8:00 p.m. on general voting day.



### Mail Ballot Acceptance or Rejection

- 8.9 Upon receipt of the outer envelope and its content, the Chief Election Officer must immediately record the date of receipt in the register of mail **ballots**, open the outer envelope, remove and examine the certification envelope and completed elector registration application, if applicable and if satisfied as to:
- (a) the identity of the elector as an **applicant** on the register of mail **ballots**;
  - (b) the entitlement to vote of the elector named in the certification;
  - (c) the completeness of the certification; and
  - (d) if a person is registering as a new elector, fulfilment of the requirements of Sections 65 & 66 and section 70 of the *Local Government Act* and completeness of the application to register,

mark the **certification envelope** as "accepted" and place the accepted **certification envelope** with the other **certification envelopes**.

- 8.10 If the Chief Election Officer:

- (a) is not satisfied as to the identity and entitlement to vote of the elector named in the certification, or the completeness of the certification;
- (b) is not satisfied that a person registering as a new elector has fulfilled the requirements of sections 65 or 66 and Section 70 of the *Local Government Act*, or has completed the application to register properly; or
- (c) receives the outer envelope after 8:00 p.m. on general voting day;

the Chief Election Officer must not open the **certification envelope**, and must mark the **certification envelope** as 'rejected', note the reason for the rejection, set aside the rejected **certification envelope**, and not count the ballot contained in the rejected **certification envelope** in the election.

- 8.11 A **certification envelope** rejected under section 8.10 of this Bylaw must remain unopened.

- 8.12 The Chief Election Officer shall retain in their custody all opened and unopened **certification envelopes**.

- 8.13 Each **certification envelope** accepted under section 8.9 must be inserted in a **portable ballot box** maintained in the custody of the Chief Election Officer until the **certification envelope** containing the secrecy envelope is opened in accordance with sections 8.19 and 8.20 of this Bylaw.

- 8.14 Each **certification envelope**, whether 'accepted' or 'rejected', and any related elector registration applications must remain in the custody of the Chief Election Officer for the purpose of dealing with any challenge.

### Challenge of Elector

- 8.15 A person who qualifies under section 126 of the *Local Government Act* may challenge the right of a person to vote by mail **ballot** on the grounds set out in section 126 of the *Local Government Act*.

### Elector's Name Already Used

- 8.16 If the Chief Election Officer determines that another person has already voted or received a mail **ballot** in that elector's name, section 127 of the *Local Government Act* applies to the extent applicable.



### Replacement of Spoiled Ballots

- 8.17 If an elector unintentionally spoils a mail **ballot** before returning it to the Chief Election Officer, the elector may request a replacement **ballot** by returning the spoiled **ballot** package in its entirety to the Chief Election Officer before 8:00 p.m. on general voting day.
- 8.18 Upon receipt of a spoiled **ballot** package, the Chief Election Officer must record such fact, mark the spoiled **ballot** package as spoiled, set aside the spoiled **ballot** package, and not count the **ballot** contained in the spoiled **ballot** package in the election.

### Processing of Mail Ballots

- 8.19 On general voting day, during the period established by the Chief Election Officer, the Chief Election Officer or presiding election official will, in the presence of at least one other person and any candidate representative:
- (a) deal with any challenges to the electors involving the accepted **certification envelopes**;
  - (b) open the **certification envelopes**;
  - (c) remove the **secrecy envelope** containing the **ballots**;
  - (d) open the **secrecy envelope** and insert the **ballots** into the **vote counting unit** designated for mail **ballot** voting; and
  - (e) secure the **vote counting unit** so that no more **ballots** can be inserted.
- 8.20 After 8:00 p.m. on general voting day, the Chief Election Officer or presiding election official will follow the procedures in Section 8.18 for all remaining accepted **certification envelopes** from mail **ballot** packages received prior to 8:00 p.m. on general voting day but not yet processed.

## PART 9 | PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY

- 9.1 After the close of voting on general voting day, each presiding election official, except those responsible for advance voting opportunities and mail **ballot** voting, shall undertake all of the following, generally in the order stipulated:
- (a) ensure that any remaining **ballots** in the **storage ballot compartment** are inserted into the **vote counting unit**;
  - (b) ensure that any mail **ballots** received are inserted into the mail ballot **vote counting unit**;
  - (c) secure the **vote counting unit** so that no more **ballots** can be inserted;
  - (d) generate three copies of the **results tape** from the **vote counting unit**;
  - (e) account for the unused, spoiled and voted **ballots** and place them, packaged and sealed separately, together with the **memory card** from the **vote counting unit** and one copy of the **results tape**, into the **ballots** and results box;
  - (f) complete the **ballot** account and place a copy in the **ballots** and results box;
  - (g) seal the **ballots** and results box;
  - (h) place the voting books, list of electors, the original copy of the ballot account, one copy of the **results tape**, completed registration forms, keys and all completed forms into the election materials box; and
  - (i) deliver, or have available for pick-up the sealed **ballots** and results box, **vote counting units** and the election materials box, to the Chief Election Officer at **election headquarters**.
- 9.2 At the close of voting on general voting day, the Chief Election Officer shall, for the advance voting opportunity where vote counting units were used, proceed in accordance with Section 9.1 of this bylaw so far as applicable.



- 9.3 At the close of voting on general voting day, the Chief Election Officer shall, for the voting opportunity where mail **ballots** were used, proceed in accordance with section 9.1 of this Bylaw so far as applicable.
- 9.4 If the **vote counting unit** is not functioning, **ballots** shall be counted manually.
- 9.5 The **memory cards** of all **vote counting units** shall not be cleared of the official election results, but shall be retained for the period of time required for retention of election materials.
- 9.6 Upon the fulfilment of the provisions of section 9, the Chief Election Officer shall, to obtain the election results, direct an election official to place the results in a spreadsheet, which may be used for display on the City Hall notice board and on the City's website, indicating the total preliminary election results.

## **PART 10 | RECOUNT PROCEDURES**

- 10.1 If a recount is required it shall be conducted under the direction of the Chief Election Officer using the **automated vote counting system** and generally in accordance with the following procedures:
- (a) the **portable ballots** of all **vote counting units** will be cleared;
  - (b) **vote counting units** will be designated for each voting place;
  - (c) all voted **ballots** will be removed from the sealed ballot boxes, except spoiled **ballots**, and reinserted in the appropriate **vote counting unit** under the supervision of the Chief Election Officer; and
  - (d) any **ballots**, returned by the **vote counting unit** during the recount process shall, through the use of the **ballot return override procedure**, be reinserted in the **vote counting unit** to ensure that any **acceptable marks** are counted or, if the **vote counting unit** is not functioning, **ballots** shall be counted manually;
  - (e) to obtain election results, the Chief or Deputy Chief Election Officer shall place the results of each voting place on spreadsheets so as to tally the total election results.
- 10.2 In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

## **PART 11 | GENERAL**

- 11.1 Any enactment referred to herein is a reference to the enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- 11.2 If any part, section, sentence, clause, phrase or word of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not effect the validity of the remainder which shall continue in full force and effect and be constructed as if the bylaw had been adopted without the invalid portion.



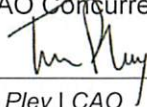
**READ A FIRST TIME THIS      DAY OF      , 2022.**  
**READ A SECOND TIME THIS      DAY OF      , 2022.**  
**READ A THIRD TIME THIS      DAY OF      , 2022.**  
**ADOPTED THIS      DAY OF      , 2022.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



Date: June 6, 2022  
File No: 3900-20-5050 [Freedom of Information and Protection of Privacy]  
To: Mayor & Council  
From: T. Pley, Chief Administrative Officer  
Subject: "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022  
Consideration of Three Readings

|  |  |  |
|--|--|--|
| Prepared by:<br><i>T. SLONSKI</i><br>Director of Corporate<br>Services | Supervisor:<br><i>T. Pley</i><br>CHIEF ADMINISTRATIVE<br>OFFICER | CAO Concurrence:<br><br>T. Pley   CAO |
|--|--|--|

#### RECOMMENDATION[S]

1. THAT "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022" be now introduced and read a first time.
2. THAT "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022" be read a second time.
3. THAT "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022" be read a third time.

#### PURPOSE

For Council to consider giving 3 readings to "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5054, 2022".

#### BACKGROUND

In October 1994, the BC's Freedom of Information and Protection of Privacy Act [the "Act"] applied to local governments. The Act requires that a municipality designate the Head [responsible for administration of the Act] and set any fees for services. Maximum fees are established by the Province in the Freedom of Information and Protection of Privacy Regulation 155/2012. Following implementation of the Act, the City of Port Alberni adopted "Freedom of Information Bylaw" No. 4200 in November 1994 and the bylaw remains in effect today. In 2021, Bill 22 received Royal Assent which amended the Act. It also included the introduction of a new \$10 application fee for non-personal request for Access to records.

#### ALTERNATIVES/OPTIONS

1. That Council proceed to introduce and give first, second and third readings to "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022"
2. That Council provide alternate direction.
3. That Council take no action.

ENTERED  
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## **ANALYSIS**

Council of the City of Port Alberni adopted its first Freedom of Information Bylaw in 1994. Since that time, the *Act* has undergone a number of amendments with the most recent being in November 2021 when Bill 22 received Royal Assent. In light of the amendments, along with the introduction of a new \$10 application fee [albeit not applicable to personal requests], and to improve processes when receiving Access requests, staff have prepared the attached bylaw for Council's review and consideration.

In addition to the above, the Local Government Management Association [LGMA] prepares a Toolkit to assist local government employees who have been designated as the Head or Coordinator for the purposes of administering the *Act*. While the *Act* does specify which position should be named as Head, the Toolkit notes that the "Officer responsible for Corporate Administration" as defined in the *Community Charter* is often appointed the Head for a local government.

The Director of Corporate Services, since joining the City in the fall of 2019 has been processing all Access requests. The proposed bylaw speaks to formally designating the Director of Corporate Services as the Head and designating the Deputy City Clerk as the Coordinator. The Bylaw also speaks to the Head and the Coordinator acting in their respective capacities for all Council, Boards, Commissions and Committees of the City of Port Alberni, as they too may be subject to Access requests.

## **IMPLICATIONS**

There are no financial implications associated with adoption of this bylaw. Fees assessed and applied for the administration of the *Act*, including processing requests for Access to Records reflect the maximum permitted under the Freedom of Information and Protection of Privacy Regulation, BC Reg. 155/2012.

## **COMMUNICATIONS**

There are no formal communications required. Staff will continue to process access requests when received, including advising the applicant of the new \$10 application fee should Council proceed with adoption of the bylaw.

## **BYLAWS/PLANS/POLICIES**

Should Council move forward with adoption of the proposed bylaw, this will repeal "Freedom of Information Bylaw" No. 4200. In addition, staff have identified that fees associated with Requests for Access to Records are captured in Schedule 'A' of the City's Fees and Charges Bylaw, 2007, Bylaw No. 4665". As fees are prescribed by Regulation, staff will be bringing forward an amendment to remove access fees captured in Scheduled 'A' of the City's Fees and Charges bylaw to a future meeting of Council.

## **SUMMARY**

As a result of amendments to the *Act* since its inception, including introduction of an application fee, and the time that has transpired since the City last considered its Freedom of Information Bylaw, staff have prepared "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No, 5050, 2022" for Council's consideration. The proposed bylaw designates staff in the Corporate Services department as the Head and Coordinator, for the purposes of the *Act*. The bylaw also includes an application fee and other related fees as



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found in Regulation No. 155/2012. Staff are recommending that Council consider three readings to the bylaw as presented.

**ATTACHMENTS/REFERENCE MATERIALS**

*Copy: S. Darling, Deputy City Clerk*



## **CITY OF PORT ALBERNI BYLAW NO. 5050**

### **A BYLAW FOR THE ADMINISTRATION OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

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WHEREAS, the *Freedom of Information and Protection of Privacy Act, RSBC 1996, Chapter 165*, as amended, requires that a municipality designate the Head and set any fees for services;

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

#### **Part 1 | INTERPRETATION**

##### **Citation**

- 1.1 This Bylaw may be cited for all purposes as "City of Port Alberni Freedom of Information and Protection of Privacy Bylaw No. 5050, 2022".

##### **Repeal**

- 1.2 Bylaw No. 4200, 1994 "Freedom of Information Bylaw" is hereby repealed.

##### **Definition**

- 1.3 The definitions contained in Schedule 1 of the *Act*, shall apply to this bylaw except where the context requires otherwise.

- 1.4 In this Bylaw the following terms have the following meanings:

**"Act"** means the *Freedom of Information and Protection of Privacy Act, RSBC, 1996 Chapter 165*, as amended from time to time;

**"Coordinator"** means the person designated as the Information and Privacy Coordinator of the municipality under Section 3 of this Bylaw;

**"Head"** means the persons designated as the Head of the municipality under Section 3 of this Bylaw; and

**"Request"** means a request under section 5 of the *Act*.

#### **PART 2 | ADMINISTRATION**

- 2.1 The Director of Corporate Administration is designated as the Head for the purposes of the *Act*.
- 2.2 The Deputy City Clerk is designated as the Information and Privacy Coordinator for the purposes of the *Act*.



- 2.3 For the purposes of the *Act*, the Head and the Coordinator shall act in their respective capacities for all Council, Boards, Commissions and Committees of the City of Port Alberni.

### **PART 3 | POWERS**

#### **The Head**

- 3.1 The Head shall perform the duties of the Head specified in the *Act*.
- 3.2 The Head may require an applicant who makes a request under Section 5 of the *Act* to pay the fees applicable.

#### **The Coordinator**

- 3.3 In accordance with the *Act*, the Head may delegate any of the Head's duties under the *Act* to the Coordinator.

### **PART 4 | FEES**

- 4.1 An applicant making a request shall pay to the City a non-refundable application fee of \$10.00. This application fee does not apply to a request for the applicant's own personal information.
- 4.2 The Schedule of Maximum Fees as established by Freedom of Information and Protection of Privacy British Columbia Regulation 155/2012, as amended from time to time, shall be the maximum fees charged by the City as permitted under the *Act* for:
- (a) locating, retrieving, and producing a record;
  - (b) preparing a record for disclosure;
  - (c) shipping and handling a record; and
  - (d) providing a copy of a record.

**READ A FIRST TIME** this      day of      , 2022.

**READ A SECOND TIME** this      day of      , 2022.

**READ A THIRD TIME** this      day of      , 2022.

**ADOPTED** this      day of      , 2022.

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Mayor

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Corporate Officer



RECEIVED

JUN 02 2022

CITY OF PORT ALBERNI



# ALBERNI DISTRICT FALL FAIR ASSOCIATION

June 2, 2022

City of Port Alberni  
c/o Twyla Slonski  
Director of Corporate Services  
[twyla\\_slonski@portalberni.ca](mailto:twyla_slonski@portalberni.ca)

☒ Council  
☒ Mayor  
☒ CAO  
☐ Finance  
☒ Corporate Services  
☒ Agenda  
☐ Economic Development  
☐ Engineering/PW  
☒ Parks, Rec. & Heritage  
☐ Development Services  
☐ Community Safety  
☐ Other \_\_\_\_\_  
Rec'd June 13, 2022  
File # 0230-20-ADFA

Dear Twyla,

Plans are underway for the Alberni District Fall Fair Association to host a Friday Night Market as a secondary event for the community to enjoy.

The event has been in the planning stages for some time, but now that the community is aware of the horse barns burning, they are rallying and asking us about donating to any fundraising opportunities that may arise. The fair board thought this event was the opportune time to kick start a fundraising campaign for the rebuild of the agricultural area used for community events. Our association was pleased to have endorsed the City of Port Alberni's bid for the 2026 BC Summer Games and recognize there will be a need for a functioning facility to host the equestrian events, the fair and other traditional community events that take place in that area yearly.

Fair Market Night Details -

Date: July 22, 2022

Location: On the fall fair grounds, 4090 Hollywood St. all activities will be located just inside the gates off Hollywood St.

Time: 5:00PM to 11:00PM with

5:00PM to 9:00PM as a vendor market that will include Food vendors, petting farm entertainment, and beverage garden.

Cost: free to the public or by donation

Live Entertainment: from 5:00PM to 10:30PM

Food Services: VIHA permitted food trucks, with an event plan in place through VIHA. All food services are required to show proof of insurance.

Petting Farm: 4-H overseeing the animals in a contained space

Beverage Garden: it is our intent to hold the capacity to 100, open from 5:00PM to 11:00PM with sales closing at 10:30PM

Location: near the entertainment with perimeter fencing surrounding the area.

Ticketed beverage sales will be at the entrance. All spectators wishing to purchase beverage tickets will be given colour coded bracelets for identification purposes for those serving the alcoholic beverages.

Anyone without the colour coded bracelet will not be served. Site and security plans will be in place to include one professional security guard holding a valid license to be in attendance at the entrance to the Beverage Garden.

ENTERED  
H1



Clear visible lighting will be in effect throughout the area being utilized.

Insurance: will be covered under the Alberni district Fall Fair general liability coverage.

We are in the process of getting ready to put in our online application for the Special Event Permit and would like to request a designation of municipal significance and be permitted an exemption to retain the profits from the Beverage Garden for the purpose solely to go to a special fund that has been put aside for the rebuild of the agricultural area.

I am available for more clarification on this initiative or any other discussion on this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Ann Siddall", written in a cursive style.

Ann Siddall  
Administrator



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MAY 26 2022

CITY OF PORT ALBERNI

☒ Council  
☒ Mayor  
☒ CAO  
☐ Finance  
☒ Corporate Services  
☒ Agenda  
☐ Economic Development  
☐ Engineering/PW  
☐ Parks, Rec. & Heritage  
☐ Development Services  
☐ Community Safety  
☐ Other  
Rcm June 13, 2022  
File # 0630-01

From: Diana . <diana@viea.ca>

Sent: May 26, 2022 12:33 PM

To: Sharie Minions <sharie\_minions@portalberni.ca>; Cindy Solda <cindy\_solda@portalberni.ca>; Dan Washington <dan\_washington@portalberni.ca>; Debbie Haggard <debbie\_haggard@portalberni.ca>; Helen Poon <helen\_poon@portalberni.ca>; Ron Corbeil <ron\_corbeil@portalberni.ca>; Ron Paulson <ron\_paulson@portalberni.ca>

Cc: Scott Smith <scott\_smith@portalberni.ca>

Subject: Request for Proclamation - Island Good Days June 20 - 26, 2022

Hello Mayor Minions and Council,

Please see the following proclamation request on behalf of George Hanson, President and CEO of Vancouver Island Economic Alliance (VIEA)

Address: P.O. Box 76, Stn. A, Nanaimo, V9R 5K4

Phone: [REDACTED]

Email: [george@viea.ca](mailto:george@viea.ca)

Request for Proclamation - Island Good Days June 20 - 26, 2022

We will be organizing media opportunities at participating stores and we will wish to invite the Mayor or their designate to attend and provide brief remarks.

Whereas: the Vancouver Island Economic Alliance, a non-government, non-profit organization created and launched the Island Good product brand in 2018 to make it easy for shoppers to find local products so that increasing sales of local products would improve the sustainability and resiliency of the Island region economy; and

Whereas: the Island Good brand continues as a social enterprise of VIEA to benefit Island goods producers and manufacturers by helping increase sales and market share; and

Whereas: 12 of 230 Island Good licensed companies operate in the City of Port Alberni and Island Good food and beverage products will be especially featured and celebrated in Quality Foods during the week of June 20-26, 2022.

NOW, THEREFORE, I, Sharie Minions, Mayor of the City of Port Alberni, do hereby proclaim the week of June 20-26, 2022 shall be know, as: "Island Good Days"

Many thanks and we look forward to hearing from you with regards to this request for proclamation.

Diana Jolly | Executive Assistant



P.O. Box 76, Station 'A', Nanaimo, BC, V9R 5K4  
T 250-240-9450 | E: [diana@viea.ca](mailto:diana@viea.ca) | [www.viea.ca](http://www.viea.ca)

Building Alliances for Economic Vitality & Sustainability

ENTERED

I 1





## Agricultural Land Commission

201 – 4940 Canada Way  
Burnaby, British Columbia V5G 4K6  
Tel: 604 660-7000  
Fax: 604 660-7033  
www.alc.gov.bc.ca

May 12, 2022

ALC C&E File: 144773

As agent, please ensure all affected parties are notified.

|   |  |
|---|--|
| <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 type="checkbox"/> Corporate Services | <input type="checkbox"/> Community Safety                  |
| <input checked="" type="checkbox"/> Agenda  | <input type="checkbox"/> Other                             |
| File #                                      | 3015-20-MM   |

### File Closure Letter

**CIVIC ADDRESS:** McLean Mill BC

**LEGAL:** Lot A, Plan VIP57991, District Lot 106, Alberni Land District, Except Plan  
VIP65071, LOOP FARMS

**PID:** 018-572-871  
(the "Property")

This letter serves to acknowledge that the Agricultural Land Commission (the "ALC") Compliance and Enforcement Department has received information that Application 62517 was approved on February 22, 2022 to exclude 11.5 ha of the Property.

Please ensure that all the conditions as imposed in this decision are met.

Considering the above information, I am satisfied that the Property is no longer in contravention of the *Agricultural Land Commission Act* (the "ALCA") and the *Agricultural Land Reserve Use Regulation* (the "Use Regulation") at this time and will be taking no further action. Our file has now been closed.

*This letter does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.*

Thank you for your cooperation in bringing this matter into compliance. If you require further information, I can be reached at

Sincerely,

Steven Laing  
ALC Compliance and Enforcement Officer

ENTERED

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RECEIVED

MAY 20 2022

CITY OF PORT ALBERNI



island health

Excellent health and care for everyone, everywhere, every time.

May 16, 2022

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Council            | <input type="checkbox"/> Economic Development   |
| <input checked="" type="checkbox"/> Mayor              | <input type="checkbox"/> Engineering/PW         |
| <input checked="" type="checkbox"/> CAO                | <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 #   | 0400-90   |

*Handwritten notes: PACMA, June 13'22*

On behalf of everyone at Island Health, I'd like to express our gratitude for your partnership and support of the COVID-19 pandemic response, in particular your assistance securing space for COVID-19 testing and assessment in Port Alberni.

The ability to safely and quickly provide testing for COVID-19 was extremely important to the many people who needed to be diagnosed, as well as their families, friends, co-workers and neighbours who were at risk of infection. Working together we were able to reduce the spread of infection in the Alberni Valley.

Through frequent changes in the pandemic, weather impacts and other challenges, you and your organization worked with us to keep testing sites operating and achieve the shared goal of keeping our communities healthy and safe. Please share our thanks and appreciation with everyone on your team.

Most people can now safely use rapid tests at home to diagnose COVID-19 infection, allowing us to focus on tests for those most at need, such as health care workers, first responders and people who are especially vulnerable. You may be also interested to know that 90.5% of Island Health residents aged 5+ have received at least two doses of vaccine, and approximately 65% of people aged 12+ have also received their booster dose.

This pandemic has underscored the value of community relationships. As we begin to turn our attention towards recovery, I am hopeful that the bond between our organizations will continue for the benefit of our communities.

Thank you again for your support.

Warmest regards,

Marko Peljhan, Vice President  
Pandemic Planning

ENTERED  
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Broombusters Invasive Plant Society  
May 19, 2022

|  |  |
|--|--|
| <input checked="" type="checkbox"/> Council            | <input type="checkbox"/> Economic Development              |
| <input checked="" type="checkbox"/> Mayor              | <input type="checkbox"/> Engineering/PW                    |
| <input checked="" type="checkbox"/> CAO                | <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 # 2020-01 *Ken June 3, 22*

Dear Lawmakers,

You are receiving this document as an update to a delegation from Broombusters Invasive Plant Society in the spring of 2022. The key to my presentation was that while Broombuster volunteers are doing a great job of getting control of broom in the municipalities, there is a serious need for government bodies and representatives to take action or we will lose this fight about this dangerously aggressive invasive plant. Several directors and council members expressed interest in pursuing what could be done.

#### **Request of local governments:**

Endorse a resolution to be forwarded to the UBCM and member local governments requesting that the UBCM call on the Province of British Columbia to establish Scotch Broom as a noxious weed and establish laws to mitigate spread on lands controlled by crown corporations and lands within Provincial control.

Establish local bylaws to categorize Scotch broom as a NOXIOUS weed complete with regulations to mitigate the spread.

**“Scotch Broom is the invasive species causing the greatest harm to species at risk in BC”** according to an assessment study of Invasive Species Council of BC. In this case study of BC’s “Most Wanted” invasive species, Scotch broom is *the* top offender. Scotch broom is spreading over massive areas all over BC. Infested areas will not return to forests, meadows or farms.

#### **Why is Scotch broom a problem?**

- Scotch broom is an extreme fire hazard due to high oil content and naturally occurring dead branches. It is a volatile flash fuel, making forest fires more intense, more difficult to fight.
- Scotch broom forms dense monocultures, preventing regrowth of forests and native plants - a serious threat to biodiversity. It changes soil chemistry and is toxic to grazing wildlife.
- Scotch broom spreads rapidly, each mature plant produces approximately 18,000 seeds that are viable for 30-50 more years.

#### **What is contributing to the spread?**

- Scotch broom only grows in the sun, but quickly takes hold in large, cleared areas of land that are left without management or control measures in place.
- Cleared roadways, transmission lines and rights-of-way, and previously forested land (public and private) create an ideal environment for broom to flourish and spread across great distances. Seeds spread from land clearing, road building, gravel pits, and development.
- There are no government regulations to require control Scotch Broom.

ENTERED

J1C



**Obstacles to Action:**

- Scotch broom has spread so extensively that it will be difficult to eradicate.
- Scotch broom doesn't fit neatly into existing invasive species categories.
- The extent of its spread is often invisible to policy makers and residents. (I was told that BC Hydro only takes aerial photographs mid-summer when broom blends with other greenery.)

In 2021, over 600 Broombuster volunteers cut broom for over 7000 hours. In addition, there are other volunteer groups removing broom. But this problem cannot be solved by volunteers. We need the government on all levels to take action to remove and stop the spread of this aggressive, invasive alien species. The situation will just continue to get worse without the government action. We cannot leave this problem to our children.

Please feel free to get in contact with me with comments, suggestions or questions.  
Sincerely,  
Joanne

Joanne Sales  
Executive Director of Broombusters Invasive Plant Society  
[www.broombusters.org](http://www.broombusters.org). [info@broombusters.org](mailto:info@broombusters.org) [REDACTED]

**ADDENDUM: The Spread of Scotch Broom on BC Hydro Transmission Lines**

While BC Hydro recognizes that Scotch broom is a fire hazard, it can be perceived that the company benefits from Scotch broom growing in the transmission lines because broom prevents trees from growing. The company cuts down target species, mostly tall deciduous trees, but does nothing to remove broom. The company acknowledges that it will continue to let Scotch broom spread freely because there is no pressure from government entities, and because broom is not classified as a noxious weed.

This is an issue of great concern for those who live on and love the islands. Allowing a highly volatile invasive plant to grow densely over the extensive network of transmission lines from Campbell River to Victoria, creates a **dangerous pathway for wildfire to spread rapidly across the island**. In summer, dry Scotch broom burns like kerosene. Also, transmission lines go through forest and agricultural areas, spreading broom into newly cleared forest land and onto farms. The burden of removal then falls onto the farmers and has a serious detrimental impact on BC forestry industries. (In 2009, it was estimated that Scotch broom cost Oregon an estimated \$40 million per year in **lost timber revenue** and control efforts. A more recent estimate is closer to \$79 million. We don't know the loss in BC, but certainly the loss is substantial.)

**Suggested Steps for BC Hydro to protect the ecosystem and reduce risks of wildfire:**

- Seasonal workers could be employed to stop the spread of Scotch broom.
- Substantial sized, broom-free FIRE BREAKS should occur regularly along transmission lines.
- Aerial photos should be taken during Scotch broom blooming season to assess the spread.
- Scotch Broom should be removed near farms, urban areas and at least 30 feet from ecologically sensitive areas, recreational areas, and forest stands that will be harvested in the future.

\*Report from ISCBC <https://bcinvasives.ca/news/new-report-on-species-at-risk/>

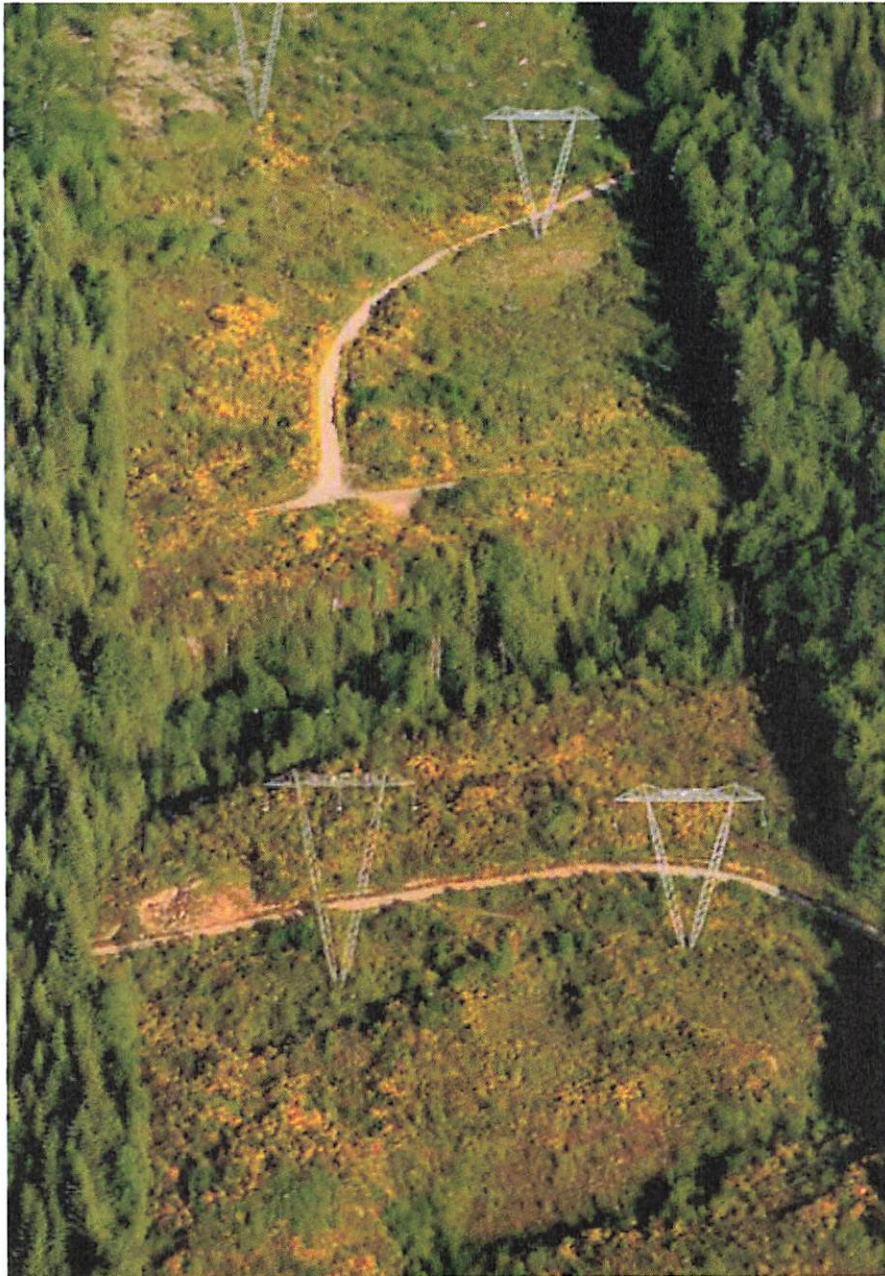


























## Audit Committee Meeting – February 28, 2022

### Questions: (November Audit 2021 Audit Meeting)

☒ Council  
☒ Mayor  
☒ CAO  
☒ Finance  
☒ Corporate Services  
☒ Agenda  
☐ Economic Development  
☐ Engineering/PW  
☐ Parks, Rec. & Heritage  
☐ Development Services  
☐ Community Safety  
☐ Other *Conc. Summary*  
File # *030-20-Audit*  
*Rcm June 13, 2022*

1. Project 20008 – 6<sup>th</sup> Avenue-Argyle St Angus St 150M (STORM)
- |                                     |            |            |         |     |
|-------------------------------------|------------|------------|---------|-----|
| a. As of Dec. 31, 2020 (unaudited)  | \$5178.32. | \$100,000. | \$94822 | WIP |
| b. 2021 & Pre.Yrs. Capital Projects | \$5178     | \$100,000. | \$94822 |     |

This Project was missing from the Audit reports in 2021 and is now showing on the Dec.31,2021 Report.  
Thank-you for adding in other missing Projects from the 2021 Audit Reports:

|       |                                  |
|-------|----------------------------------|
| 19003 | \$88,000                         |
| 19018 | \$150,000                        |
| 20004 | \$80000                          |
| 21044 | \$135000                         |
| 19024 | \$20000                          |
| 18417 | \$400000                         |
| 19029 | \$60000                          |
| 20008 | \$100000                         |
| 19055 | \$240000                         |
| 18600 | <u>\$100,000</u>                 |
| TOTAL | \$1,373,000. (10 Projects added) |

#### Question 1:

Andrew, could you confirm that 10 Projects were added (one of them being 20008) to the YE report that did not appear on your reporting to the Audit Committee in 2021.

#### Question 2:

When I looked at the Feb. 28,2022 - 2021 + Prior years Capital Projects, I thought the amount in the 2021 YE (Unaudited) column would be expenses from 2021, however, upon review of Project. 20008 It appears to be expenses from 2000 and \$0 spent in 2021. Can you confirm this?

### 2. Dec. 31, 2021 – Unaudited YE

#### a. 17506 & 21048 – Water Meter Replacement Program 6 years

i. 2021 Spent: \$26074 Budget 2021 \$400,000. (Please confirm)

ii. Review shows that in the Years:

|                       |   |                       |
|-----------------------|---|-----------------------|
| 1. \$136863.02        | Budget 2017 \$150,000                         | 91.2% complete        |
| 2. \$153590.05        | Budget 2018 \$400,000                         | 38.4% complete        |
| 3. \$199418.22        | Budget 2019 \$400,000                         | 49.9% complete        |
| 4. \$22,875.33        | Budget 2020 \$400,000                         | 5.7% complete         |
| 5. <u>\$26,074.00</u> | Budget 2021 <u>\$400,000</u>                  | <u>6.5% complete</u>  |
| <b>\$538,820.62</b>   | <b>\$1,750,000</b>                            | <b>30.8% complete</b> |
| 6. \$0                | Budget 2022 (Not in Financial Plan 2022-2026) |                       |

iii. The Water Meter Replacement Program (over the last 5 years) has not been meeting it's annual targets – this information should have been presented to Council as an urgent matter. It appears that this In-House Project has been mismanaged (2018 to present).

iv. QUESTION: What was accomplished for the \$538,820.62 spent? (No. of meters installed under this Project – not including NEW Housing developments etc.)

**ENTERED**



- v. QUESTION: In the Agenda the Director of Finance mentioned **Rescoping** this project. Please elaborate.
- vi. QUESTION: Will this information be provided to Council BEFORE they pass the 2022-2026 Financial Plan in March 2022?
- vii. QUESTION: What reasons will be given to Council for the mishandling of this Project?
- viii. QUESTION: What options will be presented to Council (Example)
  - 1. Stop the Project at this point. (reallocate funding to another project)
  - 2. Continue with In-House
  - 3. Create a BID Opportunity (Will addition funding be required?)

3. Capital Projects:

Review of Capital Projects – Budget Approved but no activity: (Zero \$'s spent to date)

|        |                |             |
|--------|----------------|-------------|
| 2018   | \$830,000      | 4 projects  |
| 2019   | \$724,240      | 8 projects  |
| 2020   | \$1,430,000    | 8 projects  |
| 2021   | \$4,664,145    | 26 projects |
| Totals | \$7,648,385.00 | 46 projects |

The Councilors should be provided with information on All Capital Projects so they can make an informed decision as to whether or not to proceed with projects that have not been started and a reason why they haven't purchased or started the work.

With good reporting, Councilors will have knowledge of when a project is on schedule or it's financial status (Over/Under Budget).

Will the Finance Department provide better reporting to the Councilors, in an easy to understand format that will accompany the Five Year Financial Plan and also be provided at each Audit Committee meeting—with information such as:

- 1. Status of each Project. (Percent Complete).
- 2. Provide Bid number if applicable
- 3. Reasons why project is delayed
- 4. Reasons why a project went over-budget

Thank-you for allowing me to ask these questions at today's Audit Committee Meeting.

Best Regards,  
Leslie Walerius

[Redacted Signature]



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JUN 01 2022

CITY OF PORT ALBERNI



☒ Council  
☒ Mayor  
☒ CAO  
☐ Finance  
☒ Corporate Services  
☒ Agenda  
File # 0400-20-MOTI

☐ Economic Development  
☐ Engineering/PW  
☐ Parks, Rec. & Heritage  
☐ Development Services  
☐ Community Safety  
☐ Other

Rcm June 13, 22

June 1, 2022

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

Mayor Sharie Minions  
[sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)

**Re: Picket Installation at Cathedral Grove, MacMillan Provincial Park**

Dear Mayor Minions,

The Ministry of Transportation and Infrastructure (MoTI) is writing to notify you of proposed interim safety improvements through Cathedral Grove on Highway 4 located at the MacMillan Provincial Park parking area.

Please be advised that the proposed work, outlined below, is an interim measure to address the safety concerns through Cathedral Grove while the MoTI continues to review and consider longer term comprehensive safety improvements.

|                                 |  |
|---------------------------------|--|
| PROPOSAL:                       | Installation of approximately 500m length of pickets through the MacMillan Provincial Park Parking Area and additional safety measures |
| LOCATION:                       | MacMillan Provincial Park Parking Area<br><br>Refer to Attachment A and B: Layout and Example Photos                                   |
| PROPOSED WORKS START/END DATES: | June 20 – June 30, 2022  |

**Context of the Proposal:**

MoTI plans to install flexible yellow pickets along the centre line to discourage unsafe turning movements currently already prohibited through signage. The pickets will be placed along the centre line at 1m intervals for a distance of approximately 500m with periodic 2m openings to

Ministry of  
Transportation  
and Infrastructure

Vancouver Island District  
South Coast Region

Mailing Address:  
3<sup>rd</sup> flr, 2100 Labieux Road  
Nanaimo BC V9T 6E9  
Telephone: 250 751-3246  
Fax: 250 751-3289

[www.gov.bc.ca/tran](http://www.gov.bc.ca/tran)

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allow for pedestrian movement. Pickets will either be glued down to the pavement or nailed into the surface with approximately 6inch nails and no extensive surface disturbance is anticipated.

The height of the pickets will be limited to 75cm to ensure that drivers recognize the presence of pedestrians through the park. To allow for winter maintenance activities along this corridor, the pickets may be removed during the winter season.

In addition to the pickets, MoTI will be employing temporary Transverse Rumble Strips, which will be placed on the road surface in advance of the parking areas to alert drivers of the reduced speed zone and possible congestion. Signage including: "Bump", "No U-Turn", and "50km/hr Ahead", will also be installed within the corridor.

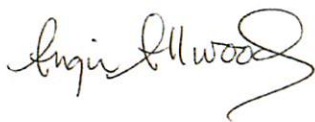
The works will be completed by Mainroad Mid Island with no anticipated ground disturbance.

**Preliminary Schedule:**

- Works begins: Approximately June 20, 2022
- Works complete: Approximately June 30, 2022

Should you have any questions, please feel free to contact me at 250-786-2099 or [Angie.Allwood@gov.bc.ca](mailto:Angie.Allwood@gov.bc.ca).

Sincerely,



Angie Allwood  
A/District Manager

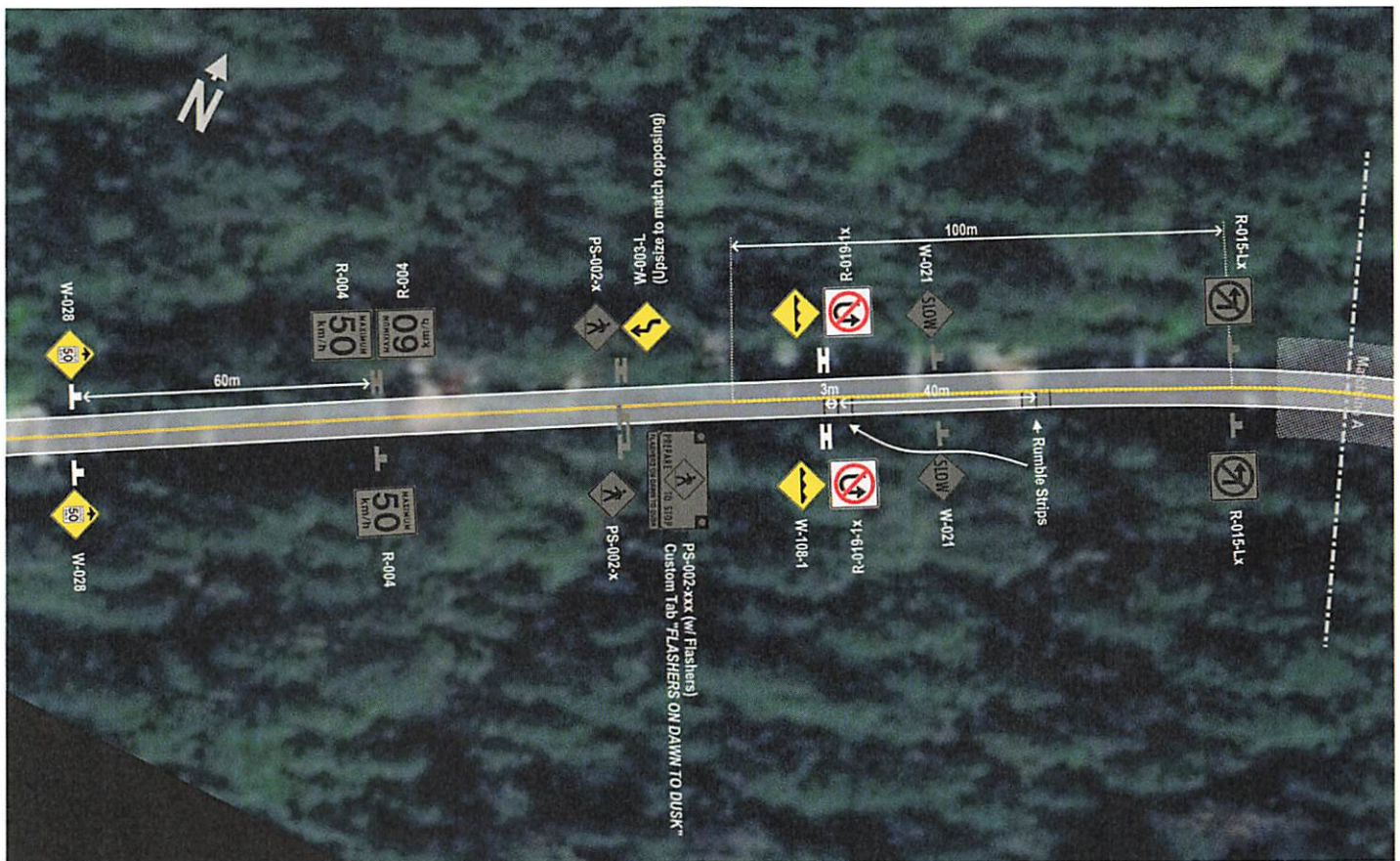
Cc: Daveena Thomas, Associate District Manager  
Janelle Staite, Deputy Regional Director

Attachments: A – Cathedral Grove Traffic Control Devices Layout  
B – Example Images of "Pickets" and "Temporary Rumble Strips"



APPENDIX A: CATHEDRAL GROVE TRAFFIC CONTROL DEVICES LAYOUT

Drawing 1





Drawing 2





Drawing 3





**APPENDIX B: Example Images of Pickets and Transverse Rumble Strips to be installed through Cathedral Grove**

**Example of Pickets**



**Example of Temporary Transverse Rumble Strips**





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JUN 02 2022

CITY OF PORT ALBERNI

Alberni Valley Museum  
and Heritage Commission



Wednesday, May 4, 2022  
7:00pm → Rollin Art Centre

Minutes

Attending:  
Bert Simpson  
Claudia Romaniuk  
Dan Washington  
Don Jones  
Don Mallon  
Gareth Flostrand  
Penny Cote  
Willa Thorpe (staff)

|  |  |
|--|--|
| <input checked="" type="checkbox"/> Council            | <input type="checkbox"/> Economic Development                |
| <input checked="" type="checkbox"/> Mayor              | <input type="checkbox"/> Engineering/PW                      |
| <input checked="" type="checkbox"/> CAO                | <input checked="" type="checkbox"/> Parks, Rec. & Heritage   |
| <input type="checkbox"/> Finance                       | <input type="checkbox"/> Development Services                |
| <input checked="" type="checkbox"/> Corporate Services | <input type="checkbox"/> Community Safety                    |
| <input checked="" type="checkbox"/> Agenda             | <input checked="" type="checkbox"/> Other <i>Com Summary</i> |
| File #   | <i>Rcm June 13, 22</i><br><i>0360-20-AMHC</i>                |

Regrets:  
Bill Collette  
Colin Schult  
Ed Ross  
Ken Watson  
Pam Craig

Called to order: 7:02pm

1. Bert Simpson is retiring from the Heritage Commission (Industrial Heritage Society); Don Mallon is replacing Bert.
2. Moved by Don M. that the minutes of the April 6, 2022 meeting be approved as circulated.
3. Old Business
  - a. Train Station update
    - i. The site visit for prospective tenants was April 25
    - ii. The RFP closes on June 17
4. Correspondence – none
5. New Business – none
6. Reports
  - a. Community Arts Council
    - i. Gallery Exhibits
      1. April 27 – May 20 ECEBC [Early Childhood Educators] Port Alberni Branch/Connections “Moments in Time”, Looking through the world through our children's eyes. The art is done by children up to 5 years of age and their teachers.
      2. May 25 – June 18 Spring – open Art Exhibit – Group Exhibit

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**Wednesday, May 4, 2022**  
**7:00pm→ Rollin Art Centre**  
**Minutes**

ii. Workshops

1. June 1 -2 Ionne McCauley, a 2-day workshop on Watercolours.  
10Am to 4pm each day.
  2. May 12 and 13 free workshop by Creative Coast in partnership with the Community Arts Council. The workshop is intended to give artists more access to digital resources to amplify their own art.
- iii. Book Sale Friday May 6, 6pm to 8pm, and Saturday May 7, 9am to 3pm at the Athletic Hall. We have been offered a double container by the San Group to store our left-over books until the fall. September 18, 9am to 3pm – second book sale due to large numbers of books.
- iv. Teas on the Terrace -At this time, we are planning for two teas in July, and two in August.
- v. Solstice Arts Festival to take place in mid-June.

b. Regional District





Wednesday, May 4, 2022  
7:00pm → Rollin Art Centre  
Minutes



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT AROUND THE REGION

### Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings April 2022

#### APRIL 13 MEETING

##### 10 YEARS OF WORKING TOGETHER

The Board hosted a celebration at the beginning of their meeting to recognize the 10th anniversary of when Huu-ay-aht and Yuułuḥíṭh join the Board as full voting members. Each nation was presented with a carving to recognize this important milestone.

##### AUDITED FINANCIAL STATEMENTS

A delegation from KMPG presented the audited financial statements for the year that ended on December 31, 2021.

The Board later approved the 2021 Audited Financial Statements for the ACRD.

##### COMMUNITY WORKS FUND CONTRIBUTION

The Board approved the Letter of Understanding with the Beaver Creek Community Club to increase the Community Works Funding from \$26,000 to \$76,000 to upgrade the Community Hall for cultural purposes.



ACRD Chair John Jack presented (above) Board Director Al McCarthy and Yuułuḥíṭh President Chuck McCarthy and Huu-ay-aht Chief Councillor Robert J. Dennis Sr. with a gift by local carver Hipolite Williams.

hupiiistalʔaλquuʔal  
they helped each other...

##### ALBERNI VALLEY REGATTA ASSOCIATION

The Board issued a noise exemption permit for the Alberni Valley Regatta Association for their regatta on July 8, 9, and 10, 2022 from 9 am to 5 pm.

##### EXTENDED TIPPING FEES FOR CLEAN-UP

The Board approved a one-year extension of a pilot project to receive up to 650 tonnes of coastal clean-up materials at the two landfills at a rate of \$175/tonne from the Coastal Restoration Society.

#### APRIL 27 MEETING

##### CONCERNS OVER RECYCLING DEPOT HOURS

The Board directed staff to send a letter to Recycle BC expressing concern over the reduction of hours at the Ucluelet and Tofino recycling depots.

##### MILLSTREAM WATER RATES AND REGULATIONS

The Board adopted the Millstream Local Service Area Rates and Regulations Amendments Bylaw, a quarterly rate increase of \$20 per parcel, effective July 1, 2022.

##### SALMON BEACH ROAD MAINTENANCE WORK

The Board authorized staff to undertake a Request for Quotation for the procurement of the Salmon Beach Road Maintenance for a one- to three-year term.

##### ZONING BYLAW REVIEW PROJECT TIMELINE

The Board endorsed the timeline for the Zoning Bylaw Review Project. They stressed the importance of ensuring each electoral area has an opportunity to equally share their input. For more information, go to Zoning Bylaw Review ([acrd.bc.ca](http://acrd.bc.ca)).

#### Share your opinion on the Maplehurst Park Plan

The ACRD will be hosting an open house to discuss the results of a recent survey conducted on the Maplehurst Park Plan. Come to the open house to hear draft recommendations for the plan and share your input on the future of this Alberni Valley trail.

May 18, 2022 - 4 to 7 pm Cherry Creek Hall

For details, go to [www.letsconnecteord.ca/maplehurst-pmp](http://www.letsconnecteord.ca/maplehurst-pmp). If you have any questions, call 250-720-2700 or email [info@acrd.bc.ca](mailto:info@acrd.bc.ca)

#### UPCOMING MEETINGS

Input on upcoming meetings may be emailed to: [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)

Alberni Valley and Bamfield Services Committee - May 4, 10 am; Boardroom/Zoom

Board of Directors - May 11, 1:30 pm, followed by the Regional Hospital District, ACRD Boardroom/Zoom

Board of Directors - May 25, 1:30 pm; Boardroom/Zoom

#### BOARD OF DIRECTORS

Chair: John Jack  
Huu-ay-aht First Nations

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

Director Bob Beckett  
Electoral Area "A" Bamfield

Director Tanya Shannon  
Electoral Area "B" Besufort

Director Kel Roberts  
Electoral Area "C" Long Beach

Director: Penny Cote  
Electoral Area "D" Sproat Lake

Director Dianne Bodnar  
Electoral Area "F" Cherry Creek

Mayor Sharie Minions  
City of Port Alberni

Councillor Ron Corbell  
City of Port Alberni

Councillor Tom Stere  
District of Tofino

Councillor Rachelle Cole  
District of Ucluelet

Councillor Kirsten Johnsen  
Toquaht Nation

Councillor Wilfred Cootes  
Uchucklesaht Tribe  
Government

Councillor Alan McCarthy  
Yuułuḥíṭh Government

For more information, agendas for meetings, and official minutes from the Board of Directors meetings, visit the ACRD Website ([www.acrd.bc.ca](http://www.acrd.bc.ca)) or contact the General Manager of Administrative Services at 250-720-2700 or e-mail [whomson@acrd.bc.ca](mailto:whomson@acrd.bc.ca).





**Wednesday, May 4, 2022**  
**7:00pm → Rollin Art Centre**  
**Minutes**

c. Maritime Heritage Society

- i. Lighthouse Roof Replacement – Javen Simon Roofing has been retained to undertake this work as their schedule and weather permit. In March we received notice that ACRD will contribute \$3,000 towards this project. In April we also got a positive response from the Port Alberni Port Authority indicating that they will help financially with this project as well. Thanks to Zoran Knezevic and the PAPA Board for their support on this important project.
- ii. Harbour History Pictorial Display – A new display consisting of a collection of Black & White photographs of Port Alberni's harbour, taken by John Taylor in the 1980's is coming soon. Dave Cox will be working with Kirsten Smith at the Alberni Valley Museum in May to frame this collection of historic maritime photographs for display at our Gallery. Thanks to the Museum staff for their help with this project and thanks to Dave Cox for his work on this as well. This new display will replace our current Vanlene shipwreck display so if you haven't seen that yet come on in and have a look before it is gone.
- iii. Nahanni Restoration Project – With Spring weather we are resuming the weekly work sessions on Monday's at 10 am restoring this WW 2 vintage RCAF crash boat. If you would like to get involved with this project there is lots of opportunity to roll up your sleeves participate. Thanks to Lawrence Charnell for being the leader on this project.
- iv. Summer Programs – We have made applications for funding from the Alberni Co-op and the Alberni Foundation to help cover the costs of hiring students for our 2022 summer programs. In April we were notified that the Alberni Valley Community Foundation will support our summer programs with a donation of \$3600 which will fund a summer student. Thanks to the Community Foundation for their support! Kendra Neary will stay on as our summer coordinator this year and we will be begin recruiting in May for summer students to join the program.
- v. Open Hours - we are open Thursday – Sunday, 11 am – 4 pm. Stop in at the Gallery to see the new Tsunami exhibit and the outgoing Vanlene exhibit and also renew your membership.

d. Chamber of Commerce

- i. Earlier this month we hosted an event called the Opioid Dialogue that was sponsored in part by the Port Alberni Shelter Society. More than 60 people registered for it so it was well-attended.
- ii. Our other primary focus is the Community Excellence Awards slated for Friday, June 10th at the McLean Mill. This will be our biggest event ever with





**Wednesday, May 4, 2022**  
**7:00pm → Rollin Art Centre**  
**Minutes**

upwards of 300 people in attendance. Our corporate sponsorship is phenomenal and that is allowing us to put on a much-needed quality event aimed at honouring the business community over the past 28 months of uncertainty.

- iii. The Chamber (including our McLean Mill operations) has received strong support from the Youth Employment program with confirmation of 6 people available to us, each for a period of 8 weeks between now and the end of August. We have also secured people from NETP.

e. McLean Mill

- i. We hosted a major program at the site for a week earlier in April. On the biggest day of the program more than 100 people were involved.
- ii. Two weeks ago we hired a woman fairly new to Port Alberni as the assistant to our Director of Operations and Opportunities. She understands the inner workings of townships and she is very tuned in to heritage and its importance as part of the identity of a community.
- iii. We have decided not to schedule any more weddings or similar events through to at least the end of September. This will help us ensure good results and good customer service for the events currently scheduled.

f. School District

- i. SD70 Pacific Rim's new District Principal – Indigenous Education, Jaime Hansen, has been hired for the 2022/23. Ms. Hansen is currently Principal at Ucluelet Elementary and has been a SD70 administrator for 13 years. Ms. Hansen is a Nuu-chah-nulth woman from the Ahousaht Nation.
- ii. "Annie" at ADSS May 6 & 7. Tickets online at ADSS website.
- iii. SD70 Board of Education toured the 'Mighty Learners' day care spaces at Tsuma-as Elementary recently. This new facility is a huge addition to providing safe and caring day care for young children all day as well as before and after school. Material shortages have caused some delays but completion is very close.
- iv. A.V. Wrestling Awards Wed. May 4th.
- v. SD70 will be extremely busy from now through June celebrating the successes of 2021/22 school year with award ceremonies, graduations, track meets, band concerts and much more.





**Wednesday, May 4, 2022**  
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**Minutes**

g. City Council

- i. Port Alberni, BC – The City of Port Alberni is pleased to announce the return of Tim Pley to the role of Chief Administrative Officer (CAO) beginning next week. Pley had previously served as the City's CAO from January 2016 until his retirement in December 2021.

In December 2021 the City enlisted the services of Leaders International, a professional executive search firm, to assist in finding a new CAO. While a number of applicants were considered, the search did not result in a preferred candidate being hired. Council for the City of Port Alberni intends to repost the CAO employment opportunity following the municipal election scheduled to take place in October 2022.

"Although best efforts were applied in this initial executive search, Council will now defer the hiring process to enable Council to continue to focus on key initiatives and projects already underway. We are fortunate to have Tim Pley return for a time, bringing experience and continuity to the pivotal leadership role of CAO. We expect deferring the hiring decision until after the municipal election will also help deliver the strongest possible field of candidates in our search for a new CAO," said Mayor Sharie Minions.

"We truly appreciate Tim's willingness to continue the critical work required to support our current needs and strategic priorities through 2022," concluded Mayor Minions.

Pley will assume the role of CAO effective April 12, 2022, and is expected to remain in that role until December 31, 2022.

- ii. Housing Development | 3027-3037 2nd Avenue

Dion Whyte, Director at New Commons Development and Katrina Kiefer, Executive Director for Canadian Mental Health provided Council with an update for the proposed housing development on City-owned lands located at 3027-3037 2nd Avenue.

The project, first introduced to Council in 2020, has been amended to now include a mixture of both supportive and affordable housing units in partnership with BC Housing. Council provided their continued support and directed staff to work with the proponents in establishing a Memorandum of Understanding.

- iii. Port Alberni Folkfest Multicultural Society

Members Angie Blake and Bonnie Ruttan of the Port Alberni Folkfest Multicultural Society provided information related to the 2022 Canada Day Parade and associated activities. Members also inquired regarding additional City support and expressed the need for community volunteers to help make the event a success. To volunteer please call 250.724.1997 [Angie Blake].





**Wednesday, May 4, 2022**  
**7:00pm → Rollin Art Centre**  
**Minutes**

- iv. "City of Port Alberni Tax Rates Bylaw No. 5053, 2022" was adopted. The Tax Rates bylaw will set the tax rates required to balance the municipalities taxing obligations as outlined in the Financial Plan.
  - v. Council proclaimed the week of May 9 – 13, 2022 as 'Economic Development Week' in Port Alberni, creating awareness and celebrating the value that economic development professionals bring to the community.
  - vi. Council proclaimed May 12, 2022 as 'Moose Hide Campaign Day' in Port Alberni in support of ending violence against women and children.
  - vii. Council proclaimed May 17, 2022 as 'International Day Against Homophobia and Transphobia' in Port Alberni and authorized flying the Pride flag at City Hall in support of this day.
  - viii. Council proclaimed June 8, 2022 as 'World Ocean's Day' in Port Alberni in support of efforts to protect 30 percent of the ocean by 2030.
  - ix. Council proclaimed June 19, 2022 'Longest Day of SMILES' in Port Alberni raising awareness on behalf of Operation Smile Canada whom provides surgery to those born with cleft conditions.
  - x. Council proclaimed the week of May 1 to 7, 2022 as 'Hospice Palliative Care Week in the Alberni Valley' in Port Alberni celebrating and sharing achievements of hospice care and raising awareness in support of palliative care programs and services.
- h. Historical Society
- i. During the month of April, the volunteers logged in 239 hours. Thank you, ladies!
  - ii. Our AGM will take place on Wednesday, June 8, 7 pm – 9 pm in the Dogwood Room at Echo Centre. There will be a 'guest' speaker(s).
  - iii. We are now welcoming researchers "in person". Our doors are open from 11 am – 3 pm, Tuesday – Thursday. Fridays by request.
  - iv. We are looking for Port Alberni School Year Books. If you have any that you are willing to donate to the Archives, please contact Gareth.
  - v. Volunteers are in the Archives - Tues – Thurs, 11 am – 3 pm.
- i. Industrial Heritage Society
- i. David Hooper spearheading the Hayes 100th birthday get together at the Fall Fairgrounds July 30/Aug1. Everyone welcome.
  - ii. A small group of IHS members helped out at the McLean mill movie shoot. They loaned some props and did some labour.
  - iii. My last report on the Farquhar steam tractor was wrong. Technical Safety has only approved the repairs for training purposes. We cannot run in





**Wednesday, May 4, 2022**  
**7:00pm → Rollin Art Centre**

**Minutes**

public. The repairs have to be signed off by qualified person. My understanding is that the steam crew is working at getting this done.

iv. Bob East continues on with the IHC safety plan.

j. Community at Large – no report

k. Museum

i. Art Show opening is tomorrow and runs until Sept. 3; almost 70 guests have RSVP'd

ii. Our second virtual Heritage Fair is on Friday; 11 students will vie for 3 spots in the provincial fair

iii. We have hired two additional casual Museum Assistants

l. Hupacasath First Nation – no report

m. Tseshaht First Nation – no report

7. Next Meeting

a. Wednesday, June 1 → 7pm (Maritime Heritage)

8. Adjourn

a. Moved by Bert to adjourn the meeting at 7:52pm.



**COUNCILLOR ACTIVITY REPORT**  
**PRESENTED BY COUNCILLOR RON PAULSON**  
**June 8, 2022**

1. **Wednesday, May 11/22 – Attended City of Port Alberni Public Hearing in Council Chambers.**
  - a. Rezoning application to subdivide property at 5248 Pineo Road.
2. **Friday, May 13/22 – Attended the Community Forest Open House at the Alberni Valley Regional Airport terminal building.**
3. **Monday, May 23/22 – Attended the Ribbon Cutting Ceremony for the official opening of a new business to the Alberni Valley. Congratulations to all involved in the new Wendy's franchise.**
4. **Tuesday, May 24/22 – Attended the quarterly Audit Committee Meeting as a member of the Audit Committee.**
5. **Saturday, May 28/22 – Attended the Gyro Club of the Albernis Incoming President Installation on behalf of Mayor and Council.**
6. **Tuesday, May 31/22 – Attended City of Port Alberni Public Hearing in Council Chambers.**
  - a. Rezoning application for the BC Housing and Ahousaht multi-family residential development (old Glenwood School site) on Cedarwood Road.
7. **Tuesday, May 31/22 – Attended the Port Alberni Community Forest AGM.**
  - a. Annual report and financials were presented.
  - b. As a measure of the success, innovative practices and exceptional management by the Community Forest Board and staff, a \$300,000.00 dividend check was presented to the City of Port Alberni.
8. **Thursday, June 2/22 – Attended the Official Community Plan community vision workshop at Echo Centre. The event was very well attended with considerable discussion on what the community might look like in the future.**
9. **Friday – Sunday, June 3-5/22 – Participated in the Federation of Canadian Municipalities (FCM) Conference plenary sessions via ZOOM. (A more comprehensive report will be presented at a future date for information).**
10. **Monday and Tuesday, June 6 -7/22 – Attended the FCM grant funded Community Economic Development Initiative (CEDI) Workshop #1.**
  - a. **Workshop #1 objectives:**
    - i. To build on and strengthen the pre-existing relationships between Hupacasath First Nation, City of Port Alberni and Tseshaht First Nation elected officials and staff.
    - ii. To engage in joint visioning for the future of all three communities, together in partnership.
    - iii. To learn about each other's community economic development practices and priorities.
    - iv. To identify and critically engage with potential collaborative community economic development initiatives.
  - b. A very full and comprehensive workshop with many discussion about past practices and what the future might hold for the tripartite partnerships that optimistically will evolve through this process.

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# Council report

18 May 2022 - I attended the Alberni Valley Transition Town Society meeting. Members of the AVTTS expressed their concerns about the progress on the Official Community Plan update and review and whether the stakeholder meetings had accurately captured all the opinions they wanted to share.

6 and 7 June 2022 - I attended the Community Economic Development Initiative sessions with Council and staff from City of Port Alberni, Hupacasath FN and Tseshah FN. We shared a couple meals together. We had very fruitful discussions on economic development that we can work together on - hopefully we will be able to identify a project to move forward on together. Many thanks to Hupacasath FN for hosting us in their hall, and feeding us so well.

Helen Poon  
Councillor, City of Port Alberni

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