
AGENDA - REGULAR MEETING OF COUNCIL

Monday, November 28, 2022 @ 2:00 PM

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

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

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

That the agenda be approved as circulated.

B. ADOPTION OF MINUTES - Page 6

1. Special meeting held at 9:30 am and regular Council meeting held at 2:00 pm on November 14, 2022 and special meeting held at 3:00 pm on November 21, 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

1. **Municipal Pension Retirees Association [MPRA]** - Page 11
Gay Allen, Chairperson and Randy Thoen, 2nd Vice Chairperson in attendance to present on the Municipal Pension Retirees Association | District 24.
2. **Dea Charlton** - Page 12
Ms. Charlton in attendance to discuss the Port Alberni Shelter and surrounding area.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

1. **Director of Corporate Services – City Works Facility Relocation** - Page 20
Report dated November 23, 2022 from the Director of Corporate Services providing Council information as to the status of the City Works Facility relocation.

This report is provided for information only.

2. **Notice of Motion - Regular Council and Committee of the Whole Meeting Times | Introduced by Councillor Mealey at November 14, 2022 regular meeting**
THAT Council direct staff to consider amending the Regular Council meeting time from 2:00 pm to 7:00 pm and the Committee of the Whole meeting time from 4:00 pm to 6:00 pm effective 2023.
3. **Notice of Motion - United Nations Declaration on the Rights of Indigenous People | Introduced by Councillor Patola at November 14, 2022 regular meeting**
THAT Council consider directing staff to prepare a report outlining actions taken by the City to date as it relates to the application of UNDRIP [United Nations Declaration on the Rights of Indigenous Peoples].

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. **Director of Development Services/Deputy CAO – 25 Year Employee Recognition Award**
Presentation of 25 Year Employee Recognition award to Cara Foden, Planning Technician.
2. **Accounts**
THAT the certification of the Director of Finance dated November 28, 2022, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.
3. **Manager of Economic Development – Quarterly Departmental Report - Page 104**
Manager of Economic Development providing an overview of activities for the period of July 1, 2022 – September 30, 2022.

This report is provided for information only.

G. BYLAWS

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

1. **Director of Finance – Waterworks and Sewer Bylaw Amendments 2022 - Page 107**
 - a. *THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5062.*
 - b. *THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be now finally adopted, signed by the Mayor and Corporate Officer and numbered 5063.*

-
2. **Director of Finance – City of Port Alberni 2022 – 2026 Financial Plan Amendment Bylaw No. 5045-1, 2022** - Page 115
Report dated November 7, 2022 from the Director of Finance requesting Council consideration for three readings of the proposed bylaw.
 - a. *THAT the “City of Port Alberni 2022 – 2026 Financial Plan Amendment Bylaw No. 5045-1, 2022” be now introduced and read a first time.*
 - b. *THAT “City of Port Alberni 2022 – 2026 Financial Plan Amendment Bylaw No. 5045-1, 2022” be read a second time.*
 - c. *THAT “City of Port Alberni 2022 – 2026 Financial Plan Amendment Bylaw No. 5045-1, 2022” be read a third time.*
 3. **Deputy Director of Finance – Canada Community-Building Reserve Fund Bylaw** - Page 120
Report dated November 16, 2022 from the Deputy Director of Finance requesting Council consideration for three readings of the proposed bylaw.
 - a. *THAT the “City of Port Alberni, Canada Community-Building Reserve Fund Bylaw No. 5073, 2022” be introduced and read a first time.*
 - b. *THAT “City of Port Alberni, Canada Community-Building Reserve Fund Bylaw No. 5073, 2022” be read a second time.*
 - c. *THAT “City of Port Alberni, Canada Community-Building Reserve Fund Bylaw No. 5073, 2022” be read a third time.*
 4. **Director of Development Services/Deputy CAO – Development Application | Zoning Bylaw Amendment 5801 and 5837 Compton Road** - Page 126
Report dated November 17, 2022 from the Director of Development Services/Deputy CAO requesting Council consider third reading of the proposed bylaw.
THAT “Zoning Map Amendment No. 55 (5801 and 5837 Compton Road – Cicon), Bylaw No. 5065” be read a third time.
 5. **Manager of Planning – Proposed Zoning Bylaw Amendment | 2244 Mallory Drive** - Page 140
Report dated November 14, 2022 from the Manager of Planning requesting Council consider third reading of the proposed bylaw.
 - a. *THAT “Zoning Map Amendment No. 56 (2244 Mallory Drive – Saywell Developments), Bylaw No. 5066” be read a third time.*
 - b. *THAT a section 219 covenant be registered on title to restrict vehicle access from Plywood Drive prior to Council’s consideration for final adoption of Bylaw No. 5066.*

6. **Manager of Planning – Proposed Zoning Bylaw Amendment | 2272 Mallory Drive -**
Page 150
Report dated November 14, 2022 from the Manager of Planning requesting Council consider third reading of the proposed bylaw.
 - a. *THAT “Zoning Map Amendment No. 57 (2272 Mallory Drive – Saywell Developments), Bylaw No. 5067” be read a third time.*
 - b. *THAT a section 219 covenant be registered on title to restrict vehicle access from Plywood Drive prior to Council’s consideration for final adoption of Bylaw No. 5067.*
7. **Planner II – Proposed Zoning Bylaw Amendment | 3911 & 3909 Cedar Street –**
Page 160
Report dated November 9, 2022 from Planner II requesting Council consider first and second reading of the proposed bylaw and waiving of the Public Hearing.
 - a. *THAT “Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072” be now introduced and read a first time.*
 - b. *THAT “Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072” be read a second time.*
 - c. *THAT Council waive the public hearing for proposed “Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072” in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.*

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.

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

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

1. **Correspondence Summary - Page 171**
 - a. Ambulance Paramedics of British Columbia | Congratulations on Election and Invitation to meet
 - b. Association of Vancouver Island Coastal Communities | 2023 AGM and Convention & Call for Resolutions and Nominations for AVICC Executive
 - c. Ministry of Mental Health and Addictions | Follow up letter Re: 2022 UBCM Convention Meeting
 - d. R. Terepocki | Redford Street Tim Hortons Location/Access Concerns

K. REPORT FROM IN-CAMERA

1. **Release from In-Camera | Chief Administrative Officer Recruitment & Contract Extension** - Page 181

Report dated November 22, 2022 from the Director of Corporate Services regarding the City's CAO position.

This report is being provided for Council's information.

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'.

1. **Director of Corporate Services – 2023 Regular Council, Committee & Commission Meeting Schedules** - Page 184

Report dated November 17, 2022 from the Director of Corporate Services requesting Council approval of the 2023 meeting schedules.

- a. *THAT City of Port Alberni Council approve the 2023 regular meeting schedule attached to this report and confirm that regular meetings will commence at [time to be inserted] and further, that staff be authorized to publish notice of availability of the schedule.*
- b. *THAT City of Port Alberni Council approve the 2023 meeting schedules attached to this report for the Committee of the Whole, and confirm that Committee of the Whole meetings will commence at [time to be inserted], Audit Committee, Advisory Planning Commission, Advisory Traffic Committee, and Alberni Valley Heritage Commission.*

2. **Deputy City Clerk – Authorize Council Registration | Truck Loggers Convention January 18 – 20, 2023 | Vancouver** - Page 193

Report dated November 16, 2022 from the Deputy City Clerk seeking Council authorization for Council registration at the Truck Loggers Association Convention and Trade Show.

THAT Council authorize Mayor Minions and [names to be inserted] to attend the 78th Annual Truck Loggers Association Convention & Trade Show taking place on January 18 - 20, 2023 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.

N. QUESTION PERIOD

An opportunity for the public to ask questions of Council.

O. ADJOURNMENT

That the meeting adjourn at PM

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
Monday, November 14, 2022 @ 9:30 AM
In City Hall Committee Room | 4850 Argyle Street, Port Alberni**

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

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

Call to order: @ 9:30 am

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

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

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

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

Section 90 (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both and a third party.

CARRIED

The meeting was terminated at 5:20 pm

CERTIFIED CORRECT

Mayor

Corporate Officer

MINUTES OF THE REGULAR MEETING OF COUNCIL
Monday, November 14, 2022 @ 2:00 PM
In the City Hall Council Chambers – 4850 Argyle Street, Port Alberni, BC

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

Gallery:

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

B. ADOPTION OF MINUTES

1. *MOVED AND SECONDED, THAT Special meeting held at 10:00 am, Regular Council meeting held at 2:00 pm on October 24, 2022, Special meeting held at 10:00 am on October 31, 2022 and Inaugural meeting held at 7:00 pm on November 7, 2022 be adopted.*

C. PUBLIC INPUT PERIOD

Robert Webster

Commented on previous experiences related to City services.

D. DELEGATIONS

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. Accounts

MOVED AND SECONDED, THAT the certification of the Director of Finance dated November 14, 2022, be received and the cheques numbered 151618 to 151737 inclusive, in payment of accounts totalling \$1,787,742.17, be approved.

CARRIED

2. Director of Parks, Recreation and Heritage - Canadian National Oldtimers Baseball Federation Championships

MOVED AND SECONDED, THAT Council for the City of Port Alberni provide early budget approval of \$240,000 in the 2023-2027 Financial Plan for the cost to prepare Lon Miles and Recreation Park baseball diamonds to host the 2023 Canadian National Oldtimers Baseball Federation Championship.

CARRIED | Res. No. 22-247

3. **Director of Finance – Award of Request for Proposal [RFP] #008-22 | Investment Management Services**
MOVED AND SECONDED, THAT Council award Request for Proposal #008-22 – Investment Management Services to Cash Management Group – Canaccord Genuity for a five-year term.
CARRIED | Res. No. 22-248
4. **Director of Corporate Services – 2022 General Local Election Results**
The Director of Corporate Services provided Council with a summary of the 2022 election results.

G. BYLAWS

1. **Director of Finance – Waterworks and Sewer Bylaw Amendments 2022**
MOVED AND SECONDED, THAT Council rescind third reading of "City of Port Alberni Waterworks Bylaw No. 5062, 2022", Resolution No. R22-171.
CARRIED | Res. No. 22-249

MOVED AND SECONDED, THAT "City of Port Alberni Waterworks Bylaw No. 5062, 2022" be read a third time as amended.
CARRIED | Res. No. 22-250

MOVED AND SECONDED, THAT Council rescind third reading of "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022", Resolution No. R22-174.
CARRIED | Res. No. 22-251

MOVED AND SECONDED, THAT "City of Port Alberni Sewer Connection and Regulation Bylaw No. 5063, 2022" be read a third time as amended.
CARRIED | Res. No. 22-252

MOVED AND SECONDED, THAT Council authorize staff to amend "City of Port Alberni 2022-2026 Financial Plan Bylaw No. 5045, 2022" by reducing Water Fund revenue by \$56,031 and Sewer Fund revenue by \$51,071 in 2022.
CARRIED | Res. No. 22-253

H. CORRESPONDENCE FOR ACTION

I. PROCLAMATIONS

J. CORRESPONDENCE FOR INFORMATION

- The Director of Corporate Services summarized correspondence to Council as follows:*
- a. Alberni Valley United Church | Thank You Re: Citaapi Mahtii Housing Development
 - b. Correspondence from Ministries | Follow up Re: 2022 UBCM Convention & Reply to Friends of Burde Street Beaver Ponds Steering Committee
 - c. MLA, Josie Osborne | Congratulations to Newly Elected Mayor and Council
 - d. Port Alberni Port Authority | Congratulations on Election

- e. Advisory Planning Commission Minutes | September 15, 2022
- f. Alberni Valley Museum and Heritage Commission Minutes | October 5, 2022
- g. Draft Traffic Advisory Committee Minutes | October 19, 2022
- h. Association of Vancouver Island Coastal Communities | Net Pen Transition Plan Engagement Session | November 25th

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

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

M. NEW BUSINESS

- 1. **BC Non-Profit Housing Association Conference | Housing Central Conference**
THAT Council authorize Councillor Patola to attend the BC Non-Profit Housing Association 'Housing Central Conference' taking place November 21 – 23, 2022 in Vancouver.
- 2. **Notice of Motion | Regular Council and Committee of the Whole Meeting Times**
THAT Council consider amending the Regular Council meeting time from 2:00 pm to 7:00 pm and the Committee of the Whole meeting time from 4:00 pm to 6:00 pm effective 2023.
- 3. **Notice of Motion | United Nations Declaration on the Rights of Indigenous People**
THAT Council consider directing staff to prepare a report outlining actions taken by the City to date as it relates to the application of UNDRIP [United Nations Declaration on the Rights of Indigenous Peoples].

N. QUESTION PERIOD

Neil Anderson

Questioned the status of Council's Chief Administrative Officer search.

O. ADJOURNMENT

MOVED AND SECONDED, THAT the meeting adjourn at 3:52 pm.

CARRIED

CERTIFIED CORRECT

Mayor

Corporate Officer

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
Monday, November 21, 2022 @ 3:00 PM
In City Hall Committee Room | 4850 Argyle Street, Port Alberni**

PRESENT: Acting Mayor | Chair Councillor C. Mealey
Councillor D. Dame
Councillor J. Douglas
Councillor D. Haggard
Councillor C. Solda

Absent: Mayor Minions
Councillor T. Patola

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

Call to order: @ 9:30 am

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

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

CARRIED

The meeting was terminated at 3:35 pm

CERTIFIED CORRECT

Mayor

Corporate Officer



NOV 14 2022

CITY OF PORT ALBERNI

CONTACT INFORMATION: (please print)

Full Name: Leslie Walenrus

Organization (if applicable):

Municipal Pension Retirees Association

Street Address: [REDACTED]

Phone: [REDACTED]

Mailing Address: [REDACTED] PA

Email: [REDACTED]

No. of Additional Participants:

[Name/Contact Information]

Gary Allen, Lorne Tetraue, Randy Thoen, Neil Anderson, Wayne Cheveldave

MEETING DATE REQUESTED:

Nov 28, 2022

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

For Council to consider re-establishing the "Seniors Advisory Committee"

Requested Action by Council (if applicable):

TO reestablish the Seniors Advisory Committee!

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

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

SIGNATURE(S):

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

Leslie Walenrus

Signature:

Nov 13, 2022

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: Nov 28, 2022

Date Approved: Nov 14, 2022

Applicant Advised:

Approved: (Deputy City Clerk)

[Signature]

☒ Council ☐ Economic Development
☒ Mayor ☐ Engineering/PW
☒ CAO ☐ Parks, Rec. & Heritage
☐ Finance ☐ Development Services
☒ Corporate Services ☐ Community Safety
☐ Agenda ☐ Other RCM Nov 28, 22
File # 0550-30

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

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

ENTERED

D.1



CONTACT INFORMATION: (please print)

Full Name: Dea Charlton Organization (if applicable):
 Street Address: [REDACTED] Phone: [REDACTED]
 Mailing Address: [REDACTED] Port Alberni, V9Y 4V1 Email: [REDACTED]
 No. of Additional Participants:
 [Name/Contact Information]

MEETING DATE REQUESTED: Nov. 28, 2022

PURPOSE OF PRESENTATION: (please be specific)

Provide an overview of your presentation below, or attach a one-page (maximum) outline of your presentation:

To speak about the shelter, and the surrounding area.

Requested Action by Council (if applicable):

Supporting Materials/PowerPoint Presentation: ☐ No ☒ Yes

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

SIGNATURE(S):

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

Dea Charlton

Nov. 15, 2022

Signature:

Date:

OFFICE USE ONLY:

Scheduled Meeting Date: Nov 28, 2022
 Date Approved: Nov 17, 2022
 Applicant Advised: Nov 17, 2022

Approved: (Deputy City Clerk)

[Signature]

☒ Council ☐ Economic Development
☒ Mayor ☐ Engineering/PW
☒ CAO ☐ Parks, Rec. & Heritage
☐ Finance ☐ Development Services
☒ Corporate Services ☐ Community Safety
☒ Agenda ☐ Other
 File # 0550-30

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

ENTERED

D.2



Mending Fence

2022-10-21

Dee Charlton
Abigail Mae Byatt

Port Alberni, V9Y 4V1

Overview

We first like to say that we are aware of the current HealthCare crisis. We all have personal connections to these issues. The solutions we are presenting are to aid the neighbourhood and ensure the safety of the residents of the Center.

The toxic drug crisis has created situations, stresses, and staffing shortages in an already taxed healthcare system; however, the neighbourhood should not be afraid to go outside. They should not have to put up with people defecating on their lawns; school children should not have to walk past people dying on the street; or needles and crack pipes on the streets, properties, and alleyways they walk to school.

It is time for the community to work with the Center, Island Health, and BC Housing to achieve reasonable and actionable solutions to the problems plaguing the neighbourhood.

We are proposing the placement of a fence, cameras, and lighting. As a community, this will stop using the rear alleyway for drug use and drug dealing. In turn, improving the safety of the neighbourhood and the safety and Mental Health of the residents welcomed to the center.

Goals

1. Repair Relations between the neighbourhood and the residents of the Center. We can live harmoniously and work together to help the neighbours and residents, making it a community again.
2. Create alternative actionable solutions to common problems plaguing these neighbourhoods and many more.
3. To see the residents of the Center not only survive but obtain the life skills required to thrive.

Actionable Solutions

Current Issues

1. 9th Avenue is currently used as a thoroughfare from the safe injection site to the street. People have begun to assemble there, and they are dying there. The non-residents of the Center are currently using the secure injection site and then leave their shopping carts, buggies, garbage needles, pipes, and fecal matter strewn everywhere.
2. BC Ambulance, Fire and Rescue have been using this access point which has become highly disruptive to the neighbourhood, especially since the influx of harmful or toxic drugs in our community.
3. The selling of drugs on the property line. Increasing theft on our block.
4. Use the Hydro box for a non-safe injection site where residents of the center frequently overdose. Recently and tragically, people have been dying there. The overdose crisis is everyone's problem. BC Housing, Island Health, and the Center's duty of care is to protect this community's children and elderly residents. Fear and insecurity created by having people who have been ejected from the center and left to cause problems in our neighbourhood when they can be dangerous to society must not continue. There is a school down the Block, and children walk and play.

Actionable Solutions

1. Installation of a fence, attaching to the existing fence installed by Island Health to the driveway of the Center. Where we request they install a gate to limit access to their staff. This will force people to use the safe injection site and access the Center from the front doors. This will allow the Center more Control over the Safe Injection site and its residence. In conjunction will also give the existing Security more control over who is accessing the safe injection and inhalation site.
2. Install Cameras along the side of the Center, bordering 9th, and on the back side of the center to monitor and deter the sale of drugs. The toxic drugs are causing increased overdoses and, tragically, death.
3. Light up! People congregate in the dark shadows and along the trees bordering the shelter.







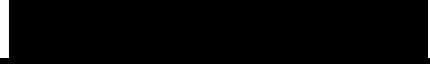
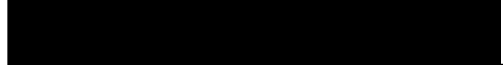
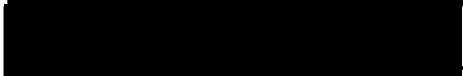

Moving Forward

















We hope to build an ongoing, positive relationship with the residents and the Center. We request to be informed of the project's progress through a community representative. We believe we have a much better chance of succeeding if we do so together.

My concerns are;

1. I find needles, burnt tinfoil, needle caps in my yard, in the alley, trucks that pull up in the alley, loud tunes in trucks and cars.
2. Hang around green power box at the back of the shelter doing dope, and shooting up.
3. People screaming at night.
4. Neighbours have caught people in my yard when I'm at work.
5. Human waste in my yard.
6. Have had my lawn equipment stolen.
7. My truck has been scratched on both sides.
8. All the grocery carts left on the street full of garbage
9. Tent people housing themselves on 9th when they get kicked out of the shelter.

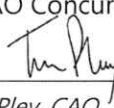
Signatory Page

Russ Hodgson
THERESA PREUSCHÉ
BILL PREUSCHÉ
 x2 Dave & Larissa Almgren
Teggan Eyford
Carson Nicholson
Gloria Webber
YVES DRAPEAU











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Date: November 23, 2022
File No: 0810-20-PWF
To: Mayor & Council
From: T. Pley, Chief Administrative Officer
Subject: City Works Facility Relocation

Prepared by: T. SLONSKI Director of Corporate Services	Supervisor: T. PLEY CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

This report is provided for information only.

PURPOSE

This report is provided to inform Council of the status of the City Works Facility relocation.

BACKGROUND

In 2016 the Alberni Clayoquot Regional District (ACRD) partnered with Emergency Management BC (EMBC) to host Exercise Coastal Response, a large-scale emergency exercise based in the Alberni Valley. The scenario for that exercise was a 9.0 magnitude earthquake followed by 20 metre tsunami, reflecting the known risk from a Cascadia fault line earthquake which last occurred in 1700.

The ACRD summary report (attached) included 47 recommendations, including:

"Conduct risk assessments of all key government infrastructure assets in the Alberni Valley starting with City Works facility (6th Ave); develop mitigation plan if required"

Based on the above recommendation the City allocated \$30,000 in the 2018 Financial Plan for a third-party assessment of the City Works facility relative to the risks of earthquake and tsunami. McGill Engineering was engaged. The resulting report (attached) was received by Council in 2019. The report outlined that City Works facility structures are not adequate to withstand a 9.0 magnitude earthquake, and the site is within the identified tsunami inundation zone. While the earthquake risk to structures could be mitigated through renovation, the exposure to tsunami could not be mitigated at that location. The report identified three potential sites to which the City Works facility could be relocated.

On January 13, 2020 Council received a staff report recommending a budget allocation of \$50,000 to further review the three potential sites identified for a new City Works facility and develop budget projections adequate to prepare a City Works facility replacement project to be "grant-ready." Council directed on January 13, 2020 that:

“MOVED and SECONDED, THAT Council direct staff to add \$50,000 to the 2020 – 2024 Draft Five Year Financial Plan for the purposes of undertaking the next steps in exploring the relocation of the City’s Public Works Facility, namely further exploration of suitable sites, facility preliminary design and budget development work as outlined in the report prepared by McGill & Associates Engineering Ltd., titled “Public Works Facility Assessment dated December 2019.” **CARRIED | Res. No. R20-3**

Subsequently, during a Committee of the Whole meeting on February 3, 2020 members of the Committee recommended:

“THAT Council instruct staff to remove the City Works Facility Relocation Plan in the amount of \$50,000 from the year 2020 and reallocate to the 2021 calendar year”. **CARRIED**

In reviewing Council regular meeting minutes following the February 3rd Committee of the Whole meeting, the above recommendation was not formally ratified by Council and while the \$50,000 was removed from the Financial Plan in the 2020 calendar year, it was not reallocated in 2021 and no further action has been taken on this matter since that time.

The City discontinued in-person meetings effective March 30, 2020 due to the COVID pandemic. Council subsequently adopted broad budget changes that resulted in some service reductions and a net reduction in property tax rates in 2020. Likely as a result of those changes the CoW recommendation regarding the City Works facility relocation project was not formally considered by Council [although members of the CoW are all members of Council].

ALTERNATIVES/OPTIONS

This report is provided for information only.

ANALYSIS

With the COVID pandemic largely behind us and services fully restored, the City Works facility relocation project will be reflected in the 2022 draft Financial Plan for Council’s consideration. The budget amount for the next step in that project will be increased to \$70,000 to reflect anticipated cost increases between 2020 and 2023.

COMMUNICATIONS

No action is requested from this informational report.

BYLAWS/PLANS/POLICIES

The Alberni Valley Emergency Plan

SUMMARY

A question was asked by a member of the public at a regular meeting of Council requesting an update regarding the City’s exploration into the relocation of the Public Works facility. This report identifies direction by Council along with a recommendation by members of the Committee. Presently, the City’s Five-Year Financial Plan has not captured monies associated with the exploration of the relocation of the Public Works Facility.



ATTACHMENTS

1. Staff Report to Council dated December 31, 2019
2. PW Facility Assessment Earthquake & Tsunami Risk Mitigation | McGill & Associates Eng., Ltd dated December 19, 2019
3. Project Timeline Graphic

Copy: T. Pley, Chief Administrative Officer
A. McGifford, Director of Finance
R. Dickinson, Director of Engineering and Public Works
C. Wright, Manager of Operations



CITY OF PORT ALBERNI

ENGINEERING AND PUBLIC WORKS DEPT

TO: Tim Pley, CAO

FROM: Wilf Taekema, Dir. of Engineering and Public Works

COPIES TO: Davina Hartwell, City Clerk
Rosalyn Macauley, A/ Director of Finance
Brian Mousley, Streets and Construction Superintendent
Wayne Cheveldave, Mechanical Services Superintendent

DATE: December 31, 2019

I concur, forward to next Regular Council Meeting for Consideration:


Tim Pley, CAO

SUBJECT: Public Works Facility Assessment Report

Issue:

McGill and Associates Engineering Ltd. were commissioned to produce the attached report, an assessment of the City's Public Works Facility (PWF) with regards to earthquake and tsunami risk.

Council's direction is sought with respect to the main recommendation included in the report, namely that the best mitigation approach to the earthquake and tsunami risk is to relocate the public works site to a location outside of the tsunami inundation zone.

Background:

In 2016 the Alberni Valley was the host location for Exercise Coastal Response, a province-wide scale emergency exercise. The scenario for that exercise was a 9.0 Cascadia fault line earthquake followed by a 20 meter elevation tsunami in the Alberni Harbour. During the post-exercise debriefing process, it was recommended that the City of Port Alberni undertake a review of the risk from earthquake and tsunami to the City's Public Works facility located at 4150 Sixth Avenue in Port Alberni. City council budgeted \$30,000 in the 2018 Capital Plan to undertake this study.

Discussion:

McGill's report identifies some major issues with the current Public Works Facility, built in 1966.

- The PWF is not able to fulfill its Emergency Operations function in the event of a major earthquake and/or tsunami;
- Existing PWF buildings are not built to withstand seismic forces or inundation by tsunami.

Other issues identified include:

- PWF buildings are not equipped with Heating Ventilating and Air Conditioning (HVAC), resulting in an uncomfortable work environment during summer months; the hot water boiler heating system is at end of service life; new roofs will be required within ten years;
- Lack of covered equipment storage;

The report identifies seismic retrofitting of the existing buildings as a possible risk mitigation action, however, there are no actions possible to mitigate the tsunami risk.

The conclusion of the report is that *"due to the high cost of retrofitting relatively old buildings to bring them up to Post Disaster levels of the current Building Code, and the inherent vulnerability of the existing low-lying site to tsunami risk the best mitigation approach is to relocate the PWF site to a new location outside of the tsunami inundation zone."*

McGill identified and evaluated a number of potential new PWF sites, short listing City-owned land adjacent to the current Fall Fair Grounds site, two sites on Maebelle Road (outside City limits), and the City-owned property on Cherry Creek Road as the most likely candidates that could be given further consideration.

Extensive planning, budgeting, and public engagement will be required to move forward. Occasionally grant funding is available from senior governments to assist in replacing local government infrastructure. In order for the City to be eligible for grant funding when it does become available, the City should have a shelf-ready project prepared. That could involve further exploring the possibilities and challenges of several potential sites for a new PWF, developing preliminary drawings of a new facility, and developing a budget for the project. A budget amount of \$50,000 is recommended to complete that work.

Recommendation:

It is recommended...

That Council direct staff to add \$50,000 to the 2020 – 2024 Draft Five Year Financial Plan for the purposes of undertaking the next steps in exploring the relocation of the City's Public Works Facility, namely further exploration of suitable sites, facility preliminary design, and budget development work as outlined in the report prepared by McGill & Associates Engineering Ltd., titled "Public Works Facility Assessment dated December 2019.

Respectfully submitted,

Wilf Taekema
Dir. of Engineering and Public Works

CITY OF PORT ALBERNI



PUBLIC WORKS FACILITY ASSESSMENT

4150 6th Avenue



Earthquake and Tsunami Risk Mitigation

Prepared by:
McGill & Associates Engineering Ltd.
Port Alberni, B.C.
Our Ref. #3721
December 2019





Table of Contents

1.0 Introduction.....	3
1.1 Authorization	3
1.2 Background.....	3
1.3 Scope of Work	4
2.0 Evaluation of Risk.....	6
2.1 Literature Review.....	6
2.2 Literature Evaluation Summary	8
3.0 Public Works Facility Assessment.....	11
3.1 Description.....	11
3.2 Facilities.....	12
3.3 Staff.....	12
3.4 Vehicles and Equipment	13
3.5 Emergency Response	13
3.6 Past Public Works Facility Assessments.....	14
3.7 Current Public Works Facility Assessment.....	14
4.0 Identification of Risk Mitigation Actions	19
4.1 Mitigative Measures for Seismic Risk to Buildings.....	19
4.2 Mitigative Measures for Tsunami Risk to Buildings.....	20
5.0 Identification and Evaluation of a New Public Works Facility Site	21
5.1 Public Works Facility Site Criteria	21
5.2 Potential Public Works Facility Sites.....	22
5.3 Proximity Analysis.....	24
5.4 Site Costs	25
5.5 Site Information	27
5.6 Sites Evaluation	27
5.7 Preferred Sites Discussion.....	28
6.0 Summary	30
6.1 Evaluation of Risk	30
6.2 Assessment of the Public Works Facility	30
6.3 Identification of Risk Mitigation Actions.....	31
6.4 Identification and Evaluation of a New Public Works Facility Site	32
7.0 Recommendations.....	33



Appendices:

1. City of Port Alberni Bylaw No. 4288
2. City of Port Alberni Official Community Plan Section D 1.0 The Natural Environment
3. Hazard Literature Review Summary
4. City of Port Alberni Vehicle and Equipment List 2018
5. City of Port Alberni Engineering Department Emergency Response Plan Excerpts.
 - Tsunami Roadblock Listing
 - Waterworks Emergency Response Plan
 - Wastewater Emergency Response Plan
 - Bridges Emergency Response Plan
6. Tables as included in the body of the report.



1.0 Introduction

1.1 Authorization

The City of Port Alberni has authorized McGill and Associates to undertake an assessment of the Public Works Facility (PWF) with regard to earthquake and tsunami risk and recommend mitigative measures for such risk that could prevent the City from maintaining and operating its essential infrastructure during an emergency situation. Alternatively, if the existing site is found to be at substantial risk to an earthquake or tsunami event, the Report will recommend the development of a new Public Works Facility in a different location.

The project proceeded in accordance with the McGill and Associates proposal dated September 7, 2018, City of Port Alberni, Public Works Facility, Earthquake and Tsunami Risk Mitigation.

1.2 Background

A tsunami in the Pacific Ocean resulted from an earthquake near Alaska in 1964. The tsunami inundated the low-lying coastal areas of the Alberni Inlet and the City of Port Alberni due to a 4-metre rise in the ocean level. The event caused considerable property damage, but no loss of life. From this first-hand experience, several initiatives and projects have been undertaken by the community to mitigate the risks from an earthquake or tsunami:

- The Cities of Alberni and Port Alberni amalgamated in 1967 and shortly thereafter constructed a dike system and instituted a floodplain bylaw to mitigate the effects of future tsunamis.
- A Tsunami Warning System was installed in 1989 and upgraded/expanded in 2012-2014. The audible emergency warning system comprises five loudspeakers strategically located in the vulnerable low-lying areas.
- Seismic upgrades were completed to the City Fire Station on 10th Ave in 2000.
- Several studies have been done by the City and other agencies on the impacts to the City from natural disasters. The studies are referenced in section 2.1 Literature Review.
- A new Regional Hospital (1990) and RCMP detachment (2005) have been built in recent years and met the current earthquake building design standards.
- An Emergency Operations Centre (EOC) has been set up in the Alberni-Clayoquot Regional District offices and is ready for activation at any time. A backup power generator has been installed at the site in 2018.
- An Emergency Operations Planning Committee has been formed from members of many organizations including the ACRD and City as well as other emergency responder agencies and meets regularly to discuss emergency planning issues.
- The Alberni Valley hosted a Provincial exercise in coastal emergency response in 2016. The scenario was a 9.0 Cascadia fault line earthquake followed by a 20 metre inundation tsunami in the Alberni Inlet. An official review of the exercise included a recommendation that the City evaluate the risk to the Public Works Facility from such an event.

Other events that have raised the community's awareness of earthquake/tsunamis to a high level include:

- Provincial Government seismic upgrades to schools and buildings
- News reports of devastating tsunamis; 2018 Indonesia, 2015/2016 Chile, 2011 Japan, 2004 Indian Ocean.



- Tsunami Warning Port Alberni, January 2018. This warning was triggered by a 7.9 magnitude earthquake off the coast of Kodiak, Alaska.

The Cascadia Subduction Zone (CSZ) is located off the west coast of Vancouver Island and stretches from the northern end of California to the northern end of Vancouver Island. Due to the composition of the fault, there is a significant risk of high-magnitude earthquakes from this fault, which in turn have the potential to generate a large tsunami.

The Public Works Facility at 4150 6th Ave. was built in 1966 and is located within the Tsunami Inundation Zone (TIZ). The 53 year old facility was constructed when seismic design requirements were not well developed. Building codes did not explicitly require buildings to have ductility built into them, limiting their ability to withstand a seismic event. There are a number of significant operational assets located at the Public Works Facility which will be vulnerable to earthquake and tsunami. They include heavy construction equipment, operations vehicles, parts and supply warehouses, utility and parks operations workshops, computerized system controls and operations communications centre, and emergency response equipment and supplies.

1.3 Scope of Work

In the evaluation of the risk to the Public Works Facility at its current location and identification of mitigation actions necessary, the Scope of Work is as follows:

Evaluation of Risk

- The project will begin with a thorough review of the risks associated with the anticipated 9.0-magnitude Cascadia Fault Line subduction earthquake and the ensuing tsunami with an expected inundation of 20-metres above tidewater (based on the Provincial Emergency Program and the international standard of 20m elevation). This evaluation will include a literature review of recent and reliable research on the Cascadia Subduction Zone, as well as an appraisal of the expected consequences from seismic and flood activity of this magnitude.
- The risk evaluation phase will further include an assessment of the expected sea level rise over the next 100 years and its impact and influence on the tsunami and flooding risks identified.

Detailed Assessment of City of Port Alberni Public Works Facility

This assessment will include a thorough description of the existing City of Port Alberni Public Works Facility, including its age, size, elevation, and constructed facilities, along with details related to on-site personnel and equipment, materials storage, and the intended use during emergency and non-emergency events.

Identification of Risk Mitigation Actions

- Based on the seismic risks and related tsunami and flood risks identified in the previous section, McGill will identify the measures necessary to mitigate these risks and maintain the City's Public Works Facility at its current location. This step will include a Class C cost estimate of the implementation of these risk mitigation actions.



Identification of Sites for Relocation

- McGill will identify necessary characteristics for alternative sites for the City's public works facility based on the risks identified previously. Requirements will also account for the physical and operational requirements of the facility. Based on these characteristics, viable alternate locations will be identified. A Class D cost estimate will be provided for the development of each of the sites identified.

Recommendations

- The technical evaluation will conclude with recommendations for mitigation strategies based on the risks identified above and the relative costs of the options available to the City.

The Scope of Work will also include meetings with the City's Planning and Engineering Department to gather, review, and discuss information that will be used for a strong presentation to government agencies for project grant funding of the City Public Works Facility earthquake and tsunami risk mitigation.



2.0 Evaluation of Risk

2.1 Literature Review

First, a review of the current City of Port Alberni bylaws will be noted:

City of Port Alberni Bylaw No. 4288 – August 1996 (see Appendix 1)

A bylaw to designate floodplains, set levels for construction and development on floodplains and to regulate land subject to flood hazards. This bylaw effectively prohibits building habitable space below an elevation of 3.65m G.S.C.

City of Port Alberni Official Community Plan (see Appendix 2)

Section D, Plan Policies, 1.0 The Natural Environment, 1.4 Hazardous Areas, Council Policy - The City will maintain and update as necessary the Tsunami Floodplain Management Strategy which shall address such issues as:

- the emergency measures plan,
- a tsunami warning system,
- potential evacuation routes,
- flood control infrastructure,
- development and land use regulations for the 6m contour areas identified within the tsunami hazard area shown on Figure 1- Map 2 Tsunami Hazard (following page), and
- regulation of the storage and security of petroleum products, chemicals or hazardous goods in those areas identified within the tsunami hazard area.



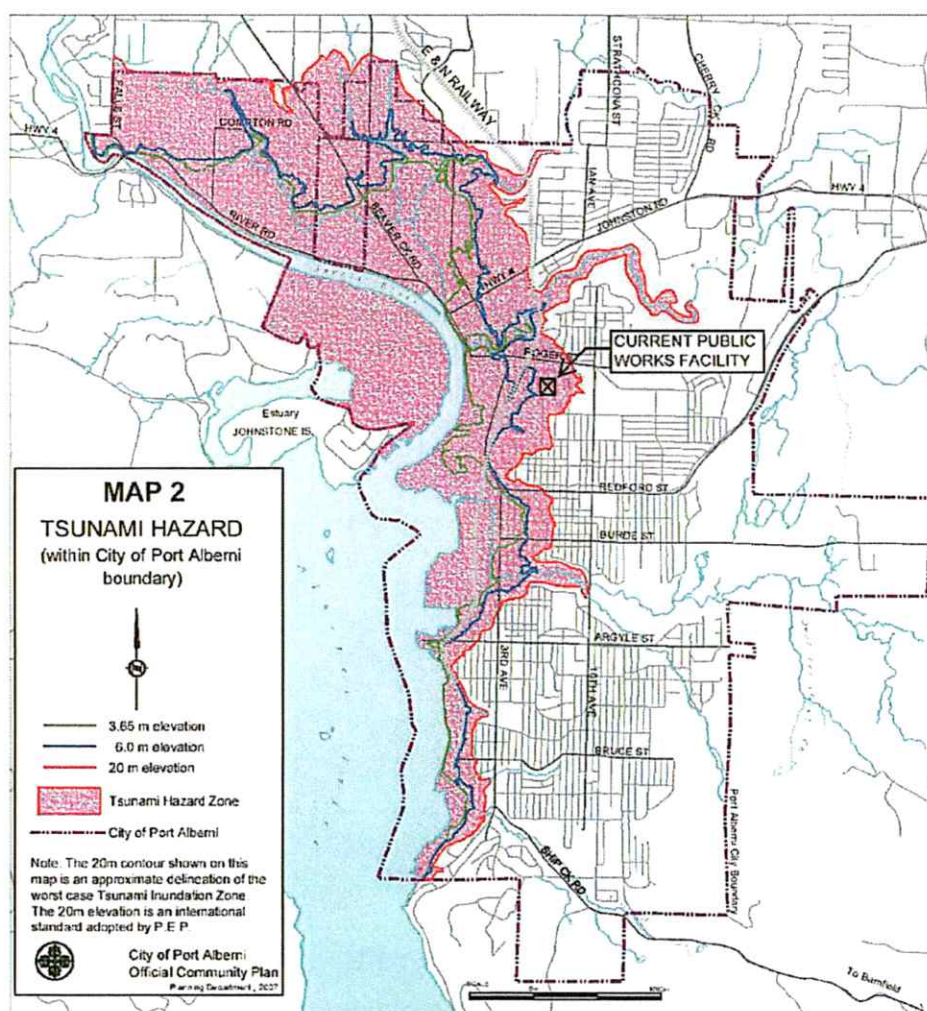
Figure 1 – Map 2 Tsunami Hazard



City of Port Alberni

Official Community Plan

Map 2: Tsunami Inundation





The literature reviewed of recent and reliable research on the Cascadia Subduction Zone, regarding risks and the expected consequences from seismic and flood activity of this magnitude, is noted below and a summary of the articles are included in Appendix 3.:

1 Exercise Coastal Emergency Response – Alberni Clayoquot Regional District's Involvement in Exercise Coastal Response and a Five-Year Plan for the Emergency Program, February 2017.

2 Community clusters of tsunami vulnerability in the US Pacific Northwest – Nathan J. Wood, Jeanne Jones, Seth Spielman, and Mathew C. Schmidlein. PNAS, April 28, 2015, volume 112, no. 17

3 California's Tsunami Risk, A Call for Action – California Tsunami Policy Working Group, 2014

4 The Earthquake Threat in Southwestern British Columbia: A Geologic Perspective – John J. Clague. Natural Hazards 26: 7-34 2002

5 A review of geological records of large tsunamis at Vancouver Island, British Columbia, and implications for hazard – John J. Clague, Peter T. Bobrowsky, Ian Hutchinson. Quaternary Science Reviews Vol 19, Issue 9, May 2000, 849-863

6 Tsunami Inundation Zone Study – UMA Engineering Ltd March 1992

7 Evaluation of Tsunami Levels Along the British Columbia Coast – Seaconsult Marine Research Ltd., Report March 1988

8 Port Alberni Tsunami Study Tsunami Analysis, Phase 1 – G.E. Simmons Assistant Deputy Minister, Minister of Environment. Letter April, 1979.

9 Tsunami Frequency at Tofino and Port Alberni. – Sydney O. Wigen, Institute of Ocean Sciences, March 1979

10 Climate Change, Change in Sea Level in B.C. (1910-2014) – Sea Level, Environmental Reporting B.C. <http://www.env.gov.bc.ca/soe/indicators/climate-change/sea-level.html>

11. Perspectives on Canada's West Coast Region; in Canada's Marine Coasts in a Changing Climate. Vadeboncoeur, N. University of British Columbia, p. 207-252 (2016)

12. Sea-Level Rise is Accelerating; The Real Question is How Fast?; Karin Bodtke, MRM, Coastal Ocean Research Institute, an Ocean Wise initiative, Ocean Watch B.C. Coast Edition p. 282-300.

2.2 Literature Evaluation Summary

Risk in this context is the likelihood of a place being harmed if exposed to a hazard of an earthquake and tsunami. Key findings of the literature reviewed on the Cascadia Subduction Zone earthquakes, about risks and the expected consequences from seismic and flood activity of this magnitude are noted below:

Hazards:

Tsunamis can originate hundreds or even thousands of kilometres away from coastal areas. The most serious tsunami would come from a mega thrust earthquake occurring in the Cascadia Subduction Zone, located off the West Coast of Vancouver Island. The entire West Coast of North America is recognized as a high risk area in the event of a mega thrust earthquake and the resulting tsunami.



Since the disastrous 2004 Indian Ocean tsunami, there have been a sequence of devastating tsunamis around the world and new research over the past decade has found that California's (Pacific Northwest) potential tsunami risk is far greater than previously thought, giving rise to a more urgent need to lessen the impact of these rare, but credible, threats.

The most vulnerable areas to future tsunamis of this type (large subduction earthquakes) are the outer coast and inlets of Vancouver Island, where damage to some coastal communities would be large.

Numerical modeling suggests that the waves from these tsunamis may reach up to 5m along the outer coast of Vancouver Island and up to 15m to 20m at the heads of some fjords.

One principal finding of a study is that the destructive tsunami of March 28, 1964 was not a unique event, but that it will probably be equalled or exceeded in a 100 year period. Tsunamis, therefore, need to be recognized as a significant factor in planning for land use in low lying areas, both at Port Alberni and other vulnerable portions of the British Columbia coast.

Recurrence:

The last great earthquake in the Cascadia subduction zone occurred in 1700. It is recorded by buried soil at more than 20 estuaries on the Pacific coast between central Vancouver Island and northern California (Atwater et al., 1995; Clague, 1997).

Geological studies have demonstrated that historically unprecedented, magnitude 8 to 9 earthquakes have struck the coastal Pacific Northwest on average once every 500 years over the last several thousand years; another earthquake of this size can be expected in the future.

Expected Sea Level Rise:

Key findings of the literature reviewed of the expected sea level rise on the West Coast of Vancouver suggest that sea level rise will not affect all areas of the British Columbia coast equally, largely due to differences in vertical land movement. Over a longer time period, changes in relative sea level across the West Coast region show significant variability. During the past 50 years, for example, sea level rose by 3.1 cm at Victoria and 2.0 cm at Vancouver but declined by 8.4 cm at Tofino (Bornhold and Thomson, 2013). Projected relative sea level rise for the year 2100 using the median value of the high emissions scenario (RCP8.5; after James et al., 2014-2015), for Ucluelet B.C. is 30 cm to 40 cm.

It should also be noted that new research by top climate scientists suggest that global sea level rise could accelerate much faster than previously predicted.

Summary:

Given the information provided by the literature review above, the risk of a CSZ earthquake and ensuing tsunami hazard, the level of risk assessed with the catastrophic consequences of death and financial loss and almost certain likelihood that an event will occur is high.

Geological evidence indicates that large tsunamis from the CSZ have an average recurrence of about 500 years and given that the last great earthquake at the Cascadia subduction zone occurred in 1700, we should not be surprised if a disaster of this nature occurs in the not so distant future.



An earthquake in the order of magnitude 8 or 9 would certainly cause the collapse of the Public Works Yard unreinforced masonry block buildings. Any loss of life would depend on the occupancy at the time of the event. The ensuing tsunami, where the numerical modeling suggests that the waves may reach up to 15m to 20m at the heads of some fjords, would inundate the site with water and debris.

With regard to sea level rise, the projected relative sea level rise for the year 2100 using the median value of the high emissions scenario (RCP8.5; after James et al., 2014-2015), for Ucluelet B.C. is 30 cm to 40 cm.

The Public Works Facility located in central Port Alberni, built at an elevation of 4.5 - 8.5m will be inoperable and unable to serve the City as an infrastructure operation centre or provide any Emergency Response or Recovery support in a natural disaster such as this until the operation was reconstructed.



3.0 Public Works Facility Assessment

3.1 Description

The main building of the Public Works Facility at 4150 6th Avenue was built in 1966 at an elevation of 8.5m. The operations yard elevation is between 4.5m and 8.5m. The facility was built 2 years after the tsunami struck in 1964 which inundated areas below 3.65m. The 53 year old Public Works building was constructed when seismic design requirements were not well developed and building codes did not explicitly require buildings to have ductility built into them. It was also constructed at a time when there weren't any engineering or planning studies that would indicate a tsunami hitting the west coast of Vancouver Island would affect any lands above 3.65m elevation. Subsequently, the B.C. Provincial Emergency Program (PEP), delineated the area below 20m as the Tsunami Inundation Zone, based on the international standard.

The City Public Works Facility is centrally located East / West between 6th Ave and the E&N Railroad tracks and North / South Wallace Street and Roger Street. Refer to Figure 5 - 6th Ave Public Works Facility orthophoto on the following page.

Land area is irregular shaped and is more or less 4.5 ha, Part of Lot 1, District Lot 1, Plan 5330 and is zoned M1 Light Industry uses.

Figure 5 – 6th Ave Public Works Facility Orthophoto





3.2 Facilities

There are two principal Public Works buildings and a number of equipment and material sheds. The main building is for Public Works operations (elev. 8.5 m) and is approximately 15,700 sq ft. and has eight main functions.

1. Administrative offices for Public Works Superintendents.
2. Warehouse for important weather susceptible parts and supplies.
3. Utility Shops for computer controls system, sewer, water, carpentry, and traffic operations.
4. Mechanical Shop for automotive and heavy duty equipment.
5. Lunch Room for approximately 40 staff.
6. Public Service Reception area.
7. Emergency Operations hub.
8. Communications central for computer controls system (SCADA), 2-way fleet radios, wireless digital connection to City Hall.

The secondary building is the Parks Operations office (elev. 4.5 m) and it is approximately 4,500 sq ft. and it has four main functions.

1. Administrative offices for Parks Superintendents.
2. Warehouse for important weather susceptible parts and supplies.
3. Utility Shops for irrigation, carpentry, automotive and equipment.
4. Lunch Room for approximately 10 staff.

There are also several out-buildings for equipment and supplies. There are four equipment sheds, and three parts and material supply sheds.

The largest area of the Public Works Facility is allocated for storage of operations (elev. 5.0 m) supplies such as:

- Fuel and gasoline storage and dispensing (8.0m elev.)
- Inventory of water and sewer pipe and fittings
- de-icing liquid storage tanks and equipment
- de-icing salt and sanders
- gravel, soil, and rock stockpiles
- inventory of street lights

The Public Works Facility is the main base of infrastructure operations for Public Works and Parks operations and is centrally located to service all areas of the City. These operations are critical to the health and safety of the residents. More specifically it is the provision of potable water, sanitary sewer, and traffic services each day that highlight the importance of the operation.

3.3 Staff

All of the Public Works services are provided by a skilled workforce of 46 staff in the following areas:

- | | |
|--------------------------------|----|
| • Water and Wastewater Utility | 11 |
| • Street works and Solidwaste | 18 |
| • Mechanical Shop | 5 |
| • Parks Operations | 6 |
-



- Administration 6
- Total 46

3.4 Vehicles and Equipment

The City's asset management inventory accounts for over 100 pieces of equipment at the Public Works Facility for a total value of \$10,000,000. A listing of the various vehicles and pieces of equipment is included in Appendix 5. The inventory comprises of:

- 7 gravel trucks – single and tandem axle,
- 13 pcs heavy equipment – loaders, tractors, graders, garbage trucks, etc.
- 27 pcs light equipment – emergency generators, spreaders, mowers, compactors, forklifts, sweepers, etc.
- 32 staff vehicles – cars and pickup trucks for superintendents, chargehands, and trades
- 23 trailers – various small equipment, water tanks, generators, etc.
- 11 utility vehicles – purpose-specific utility trucks

All the equipment for the City's Engineering Department operations is serviced, managed and stored at the central Public Works Facility.

3.5 Emergency Response

The responsibility of the Engineering Department in an emergency is to respond, assess, and coordinate the disposition of departmental personnel, vehicles, and equipment to minimize hazards to life and property. The Public Works Facility is central to the municipality's emergency response and is also considered an intricate part of the regional Alberni Valley response to a large-scale incident, not only during the initial response efforts but during the recovery phase of the incident. The general responsibilities include:

1. Staffing of Public Works Emergency Operations Centre (EOC) and the City Hall EOC and have a representative at the Alberni Valley EOC.
2. Supply and equip the Public Works Emergency Operations Centre (EOC) with communications equipment.
3. Damage assessment and reporting.
4. Clear transportation corridors.
5. Traffic control and road closures to keep public out of hazard zones.
6. Restoration of damaged infrastructure eg. Water, sewer and road systems.
7. Coordinate through PEP EOC the support equipment for, and the individual emergency response plans of B.C. Hydro, Telus, and Fortis.
8. Supply vehicles and equipment where needed; both City and contracted.
9. Arrange for fuel supply and mechanical reports to vehicles, generators, and equipment.
10. Transportation of emergency personnel, materials and equipment.
11. Assist as requested in the location and rescue of trapped and injured people.
12. Other tasks assigned by the PEP Committee associated with an emergency or natural disaster.

Refer to Appendix 5 containing the following excerpts from the City of Port Alberni Engineering Department Emergency Response Plan, December 2003.



- Tsunami Roadblock Listing
- Waterworks Emergency Response Plan
- Wastewater Emergency Response Plan
- Bridges Emergency Response Plan

3.6 Past Public Works Facility Assessments

In 2001, a structural assessment on some vertical cracking was done by Herold Engineering Ltd. on some of the block pilasters on the south/west wall of the mechanical shop area. The architectural plans indicated a combination of 8-inch and 10-inch concrete block walls and did not indicate whether the walls were reinforced or grouted solid. It was suggested that the cracking in the pilasters is not due to any onerous loads on the pilaster and it appears the cracking would be like cracking in reinforced concrete elements exposed to the weather. (Ref. Letter June 4, 2001, Herold Engineering 01-182-003.)

In 1996, a hydrocarbon contamination site assessment was done by Seacor Environmental Inc. associated with the former underground fuel storage tanks located at the PWF. A site drilling program was undertaken to delineate the hydrocarbon impacted soils. The results of the hydrocarbon analyses indicated that the total extractable hydrocarbons exceeded the Commercial Land Use criterion in some areas. A Biocell Remediation Program was implemented, and the contaminated soils were remediated and Seacor Environmental recommended that the soils be disposed of for cover or fill material at the PWF. (Ref. Letters Oct 31, 1996, Nov 20, 1996, April 1, 1997 Seacor Environmental).

In 1990, an appraisal of the industrial land and improvements on the PWF was done by J. Ruissen Appraisals Ltd. (Ref. Report July 10, 1990). The assessment did not specify the City's purpose of the appraisal at the time, but it may be associated with a proposal to locate a natural gas-powered generation station at the location of the PWF. A failed proposal for the sale of the land was prepared by Pacific Electric in 1992.

3.7 Current Public Works Facility Assessment

The PWF accommodates all the existing service functions it was designed to meet in 1966. The serious challenges to the facility in 2019 are issues associated with Functional and Locational Obsolescence.

3.7.1 Functional Obsolescence

Building Deficiencies

1. Earthquake Resiliency - The 53 years old Public Works Facility was constructed when seismic design requirements were not well developed, and the B.C. Building Code did not explicitly require buildings to have ductility built into them, thus limiting its ability to withstand a seismic event. A 1990 Seismic Survey of City-owned Buildings by Choukalos Woodburn Mackenzie Maranda Ltd. and highlights weaknesses in the ½ inch plywood roof and unreinforced masonry walls and makes some upgrade recommendations that will only partially meet the B.C. Building Code.
2. Heating Ventilating and Air Conditioning (HVAC) –The buildings are not equipped with air conditioning systems and it results in a very uncomfortable work environment for the inside workers during the summer months. As well, the natural gas hot water boiler heating system is at the end of its service life, along with the radiant floor heating lines in the concrete floor that frequently leak.
3. Tar and gravel membrane roof is 20 years old and is expected to be replaced in 10 years.



4. Asbestos and lead materials – It is typical of institutional buildings of this age to be built with materials contains asbestos and lead. Asbestos has been identified in the structure along with hazardous lead paint.
5. Masonry wall cracking – As noted in section 3.6 Past Assessments, a structural assessment on masonry wall cracking was done in 2001 that effectively acknowledged the cracking and did not identify any dangerous or onerous loads.
6. Emergency Operations functions – The Public Works Facility is identified as an Emergency Operations Centre in section 3.5 Emergency Response, and it will not be able to fulfill its public function in the event of a natural disaster as described.

Site Deficiencies

1. Covered equipment storage – The 3 existing equipment sheds are not large enough to properly protect the \$10,000,000 of equipment that is stationed at the facility.
2. Site security – The perimeter fencing of the 4.5 ha site has been difficult to secure against the rise in vandalism and theft at the facility, even with security cameras.
3. Onsite management of street sweeping and catch basin debris – The existing waste management system for debris collected from the operation of the street sweeper and the vacuum truck is undersized and inadequate for current operations.
4. Wash rack – The existing truck washing and wastewater system is undersized and inadequate for current operations.

3.7.2 Locational Obsolescence

It was after the facility was built in 1966, that a series of studies and public awareness of the risk to tsunamis, led the municipality and the Provincial Emergency Program to designate the lands below 20m as a tsunami hazard zone.

In the current location (elevation 8.5m) the Public Works Facility cannot fulfill its function to the community in the event of a serious earthquake and or tsunami.

Currently, the facility is locationally obsolete.

3.7.3 Existing Structures Seismic Risk

The O&M Building and the Storage/Parks Building were built at the same time with similar designs. They are constructed primarily with partially reinforced masonry block walls and wood-framed roofing. The available architectural show that they were built circa 1966. The O&M building is approximately 15,700 ft² and consists of a single storey with two split levels to suit the grade of the site. The Parks building is a single storey 4,500 ft² building.

Roof Structure:

The flat roof structure of the O&M Building is made up of plywood sheathing on timber joists, supported on glue-laminated (glu-lam) beams or masonry block bearing walls. The roof line is constant, with the ceiling height varying from approximately 8' in the offices, to 12' in the shops and warehouse, to 16' in the service bays. The roof over the service bays bears on 10" steel beams.



The Parks Building roof consists of plywood sheathing on truss-joist style trusses, supported on glu-lam beams on steel pipe columns.

Walls:

The exterior walls of the O&M Building are typically built with 8" concrete masonry unit blocks, with 10" concrete blocks used for the taller walls within the service bays. Bearing points supporting glu-lam beams are built as 16" pilasters reinforced and fully grouted. Interior walls consist of 8" concrete blocks. Typical walls are reinforced with a 16" deep horizontal bond beam at the top of the wall, to which the roof joists are anchored with ½" anchors at 48" o/c. Other than the horizontal bond beam and the vertical pilasters, the concrete block is unreinforced, and is very susceptible to cracking in seismic events.

The steel beams carrying the service bay roof are supported on steel 6" wide flange columns.

Main Floor and Foundation:

The typical floor for the O&M Building is a 5" thick concrete slab on grade, reinforced with #3 (3/8" diameter) rebar spaced at 15" o/c each way.

The foundation for the perimeter walls is a 16x16" grade beam footing, reinforced with 4-#5 (5/8") bars. Pad footings are located beneath each pilaster and under each steel post in the service bays.

Horizontal Resisting Elements:

The O&M Building is located in the City of Port Alberni, which is one of Canada's most severe seismic regions.



Horizontal forces result from wind and seismic events which act parallel to the surface of the earth. Wind blowing on the walls of the building can cause failure of both non-structural elements (parapet walls, etc.) and those parts of the buildings which are responsible for holding up the roof (ie: columns and the walls themselves). Walls must be designed to resist wind blowing directly on their face as well as to act as supports for perpendicular walls when the wind comes from the other direction. Earthquake loads result from sudden movements of the earth below the building itself, causing the building to shake as it tries to catch up to the ground's movement. The heavier and higher the building is, the greater the resulting seismic load is.

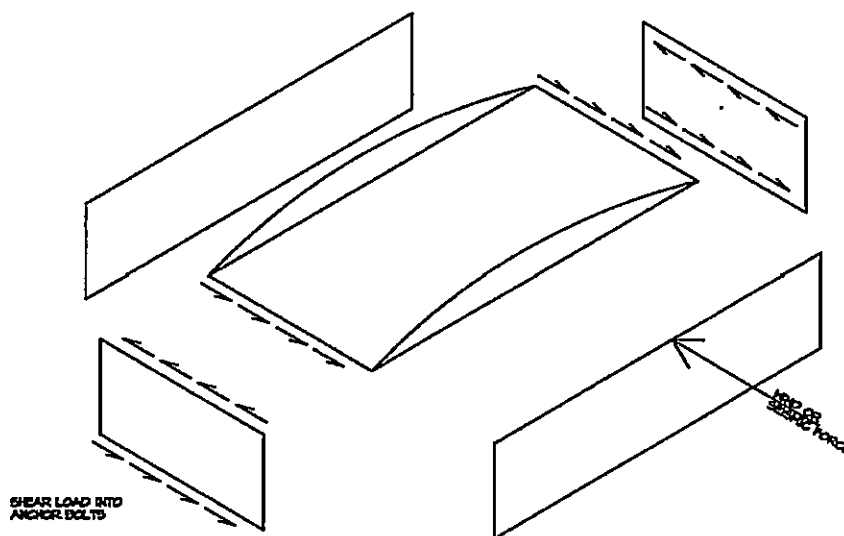


Figure 1: Diaphragm and Shearwall Load Path

Roof Diaphragm:

The roof diaphragm is acted upon when wind blows on the end walls or when seismic forces accelerate the roof mass itself. The diaphragm has to be strong enough to transmit these forces to the side walls. The O&M Building was built with plywood sheathing nailed to wood joists, as mentioned above. The diaphragm is unblocked and the nailing pattern of the sheathing is not noted. The roof joists are toenailed to a 2x6 plate anchored to the supporting concrete block walls.

Shear Walls:

Shear walls serve to transfer lateral loads from the roof level to the foundation. The concrete block walls, being largely unreinforced, are very brittle and lack the ductility needed to resist the cyclical nature of seismic forces. The lack of reinforcement means the walls will tend to crack, and once cracks have formed in the mortar joints, the concrete block units will tend to slip and move, resulting in the wall



ceasing to act as a monolithic element. As well, the unreinforced concrete block walls are not anchored to the foundation.

With the facility at 53 years old, it has outlived its usefulness as a primary municipal services facility being both functionally and locationally obsolete.

The local government will not be able to meet public expectation to respond to their needs. The operational assets located at the facility, including heavy construction equipment, operation vehicles, parts and supplies warehouses, utility and parks operation workshops, communications centre, and emergency response equipment and supplies are at a high risk and severely increase the vulnerability of the community in the event of either an earthquake, tsunami or both.



4.0 Identification of Risk Mitigation Actions

Risk mitigation planning is the process of developing options and actions to enhance opportunities and reduce threats to project objectives. As the PWF is located within a region susceptible to extreme seismic events along with flooding due to tsunami inundation, measures necessary to mitigate these risks and maintain the City's Public Works Facility at its current location have been explored.

4.1 Mitigative Measures for Seismic Risk to Buildings

Both buildings were designed and constructed in the 1960's, and as a result, were not designed to withstand anticipated seismic loadings. It is understood that any significant seismic event will likely cause structural damage and, possibly, collapse of these buildings. This is exacerbated by the importance level assigned to a facility required to be a Post-Disaster Building, such as the Operations and Maintenance Facility.

Structural damage and/or collapse of the building would compromise the City's ability to respond after an earthquake, and as a result would lead to escalation of emergency situations such as failure of the water distribution or sewage collection systems, or of damage to the road network relied upon for emergency response.

The seismic deficiencies of the existing buildings are primarily related to the unreinforced concrete block walls and their lack of ductile resistance in the event of an earthquake. The concern is that the concrete block walls would essentially begin to crack and crumble, causing the roof to collapse on the building's occupants.

Following is a summary of the mitigative measures required for a seismic retrofit of the primary buildings on the PWF site.

Roof Diaphragm

- Install blocking between joist members under unsupported plywood panel edges.
- Expose the plywood diaphragm and nail the sheathing to the framing and blocking members.
- Install Blocking and framing anchors at perimeter of roof diaphragm to transfer shear forces to exterior walls.
- Block and restrain glulam beams at supports to prevent overturning during lateral movement.

Exterior Shear Walls

- Install reinforcement in existing concrete block walls, including horizontal bond beams at minimum 8' height (or remove portions of concrete block wall and replace with reinforced concrete walls).
- Dowel into foundation wall to anchor base of wall to foundation.

A seismic building retrofit would be a costly and challenging effort. The Class D cost estimate for construction is in the order of \$800,000. This work would retrofit the PWF structures to a level that would allow the buildings to act as Post-Disaster facilities in the event of an earthquake. However, it will be much more challenging to overcome the issues related to tsunami inundation.



4.2 Mitigative Measures for Tsunami Risk to Buildings

Tsunami waves are typically the result of seismic events on the ocean floor or near coastal areas, when sudden movement of tectonic plates displaces the ocean water, propelling a fast moving wave outward from the epicentre. Tsunami waves can be amplified by entering a funneling channel such as the Alberni Inlet. As the tsunami approaches the shoreline and shallower waters, the wave slows down, but grows in both energy and height. Risks associated with tsunami events start with the impact of the enormous volume of water hitting coastal areas. Low lying structures can be extensively damaged by the force of the wave, causing total collapse and harm to the building's inhabitants.

Subsequent to the initial impact, flooding and water exposure would result, floating equipment and structures, saturating the buildings, spreading debris, causing electrical hazards and failure of water and sewer infrastructure.

Efforts to measure population vulnerability to tsunamis have primarily relied on indices that summarize population exposure, potential building damage, or institutional aspects of resilience. Vulnerability of specific sites to tsunami risk, however, can be assessed based on four primary factors:

- Elevation relative to the inundation zone.
- Aspect of the site slope relative to the anticipated wave direction of travel.
- Degree of average slope of the site
- Coastal proximity

Assessing the PWF for these parameters shows that the site is highly vulnerable to tsunami risk. That is, the elevation of the site is 4.5m to 8.5m and is well within the tsunami inundation zone of 20m. The facility's exposure faces toward the inlet and is relatively unprotected. The slope of the site itself is not steep enough to significantly dissipate the wave's energy, and the location is within one kilometre of the shoreline.

Options to mitigate tsunami risk reflect the fact that typical measures of eliminating the hazard or substituting it with a lesser risk are not possible. Tsunamis cannot realistically be stopped from happening, and it is not economically feasible to construct a barrier preventing the wave from inundating the land. Therefore, Tsunami Resilient Building Codes have been developed to encourage design and construction to allow for the risk-based assessment of anticipated tsunami forces and their impacts on proposed structures and project sites.

Utilizing the strategies described in these guidelines, mitigative measures to reduce tsunami impact include the following:

- Dry Flood-proofing the buildings by sealing them against water penetration and reinforcing them to resist lateral forces due to wave impact.
- Wet Flood-proofing to allow flow through of flood waters through the building, designing the site to be inundated.
- Raise the elevation of the PWF Site to the highest practical elevation relative to the existing building (approximately 8 metres elevation), by installing engineered fill and earth retaining structures.
- Relocating equipment and materials that are considered high priority for emergency response to the high ground closest to 6th Avenue, which would include building new equipment sheds.



- Relocate the communications systems, including two-way radio base station, SCADA, and main computer system, to a secure location outside of the inundation zone.
- Relocate the Public Works Facility. Construct to resist seismic forces and relocate to an area that is out of the tsunami inundation zone.

Unfortunately, no physical mitigative measure that can be taken at the present site will resist the full impact of the expected design event, which is anticipated to include flood levels in excess of 12 metres above the existing building elevation. For example, raising the overall site to match 6th Avenue, or wet flood-proofing the structures, would only be effective against smaller tsunami waves. Such retrofitting plans would not be sufficient to withstand total inundation in an extreme event.

Due to the high cost of retrofitting relatively old buildings to bring them up to Post Disaster levels of the current Building Code, and the inherent vulnerability of the existing low-lying site to tsunami risk, the best mitigation approach is to relocate the PWF site to a new location outside of the tsunami inundation zone.

5.0 Identification and Evaluation of a New Public Works Facility Site

Identification of sites for the development of a new Public Works Facility (PWF) takes into consideration the natural hazard risks identified and the physical and operational requirements of the facility. Nine criteria have been identified to help evaluate the most promising sites.

5.1 Public Works Facility Site Criteria

- Ground Elevation – The site must be greater than the 20m elevation Tsunami Inundation Zone that was an international standard adopted by the Provincial Emergency Program (PEP).
- Land Area – The present 6th Ave site is 4.5 ha. When the non-utilized areas are considered, a predominately level area of 3.0 to 3.5 ha would accommodate all foreseeable public works activities.
- Land Ownership – Suitable available sites in the City will be privately or publicly owned. Public lands may be held by the local, provincial, or federal government. The availability of the site will be determined through discussions with the land owner, which typically takes several months.
- Zoning / OCP – Land use planning is an important criterion. The zoning and Official Community Plan (OCP) would need to support a Light Industry type use. The public process of rezoning would be available to the City if a public works facility is not included in the proposed site's current zoning.
- Municipal Services – The municipal services required will include: water, sewer, drainage, power, telecom (W,S,D,P,T). The availability and costs of providing them is an important criterion.
- Accessibility – Access to the arterial road network is essential for efficient operations and service supplier deliveries. Local roads are not designed or expected to be used for regular public works vehicle traffic.
- Area Fit – Area fit is a general planning term that assesses whether the site fits with existing uses, buildings, and geography, around it. The premise is that there is no perfect site and there are some sites better than others.
- Proximity – The proximity of the Public Works Facility to different areas in the City will affect the time and fuel used to service them. This applies to all emergency and non-emergency operations based out of the facility.



- Cost – The cost to develop a facility on each of the sites will vary mainly due to land, site preparation, and site servicing costs. The costs for the main building, vehicle and material bays, equipment sheds, engineering, and contingencies will be assumed to be the same for each of the sites.

5.2 Potential Public Works Facility Sites

The following nine locations have been identified as potential sites for the development of a new public works facility as shown on Figure 6 - Site Proximity Map, on the following page.

Northeast Area

1. Maebelle Road – Ministry of Transportation and Infrastructure, Central Vancouver Island Service Area Maintenance Contractor Operations. (approx. 3.2 ha). Outside City Limits ACRD zone P2 Parks and Public Use District.
2. Maebelle Road – School District 70 Operations. (approx. 2 ha). Outside City Limits ACRD zone P2 Parks and Public Use District. Note: local governance joint servicing agreements do exist in the South Island municipalities, however, Provincial Government and Municipal Government have conflicting authorities or mandates and agreements may be problematic.
3. Cherry Creek Road, North of Extra Foods. -City of Port Alberni. (approx. 5.0 ha). Zone A1, OCP Urban Agriculture ALR

Central North Area

4. Fall Fair Grounds, North end area, east of 10th Ave. – City of Port Alberni. (approx. 4.0 ha) Zone - P2 Institutional, OCP – Institutional
5. North Island College, East of NIC and north of Roger St. (approx. 4.0 ha). Zone - P2 Institutional, OCP – Parks and Open Space.

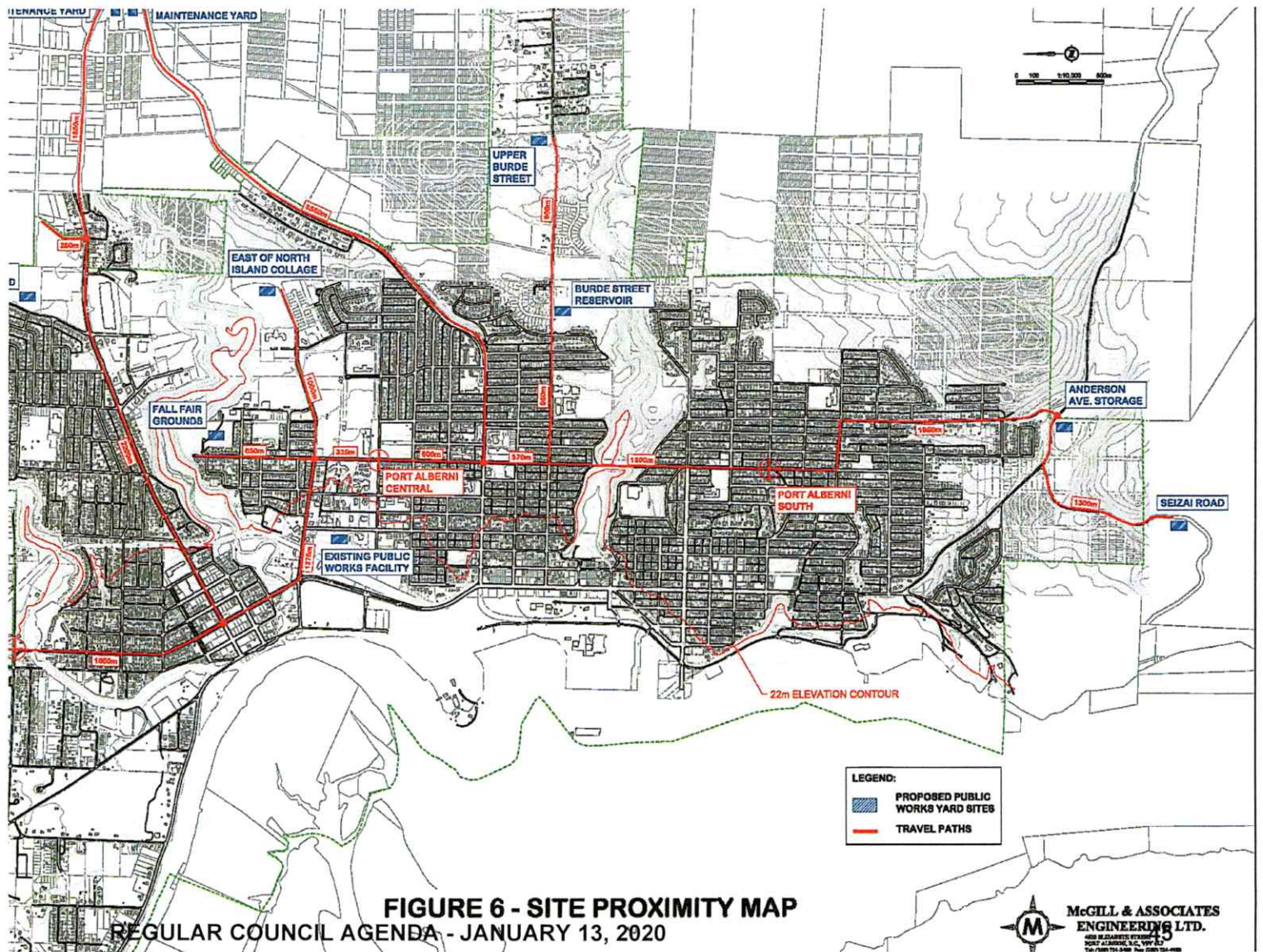
Central Area

6. Upper Burde Street – Privately owned. (approx. 3.5 ha) Zone – R1 Rural Residential, OCP – Future Residential
7. Burde Street Reservoir area - City of Port Alberni. (approx. 4.0 ha) Zone P2 Institutional, OCP – Future Residential

South Area

8. Anderson Avenue Public Works Storage, Anderson Ave and Ship Creek Road. - City of Port Alberni/Private. (approx. 1.8 ha) Zone FD Future Development, OCP Future Residential
9. Seizai Road – Privately owned. (approx. 2.5 ha) Zone ACRD zone P2.

Note: The large land requirement (3.0 – 3.5 ha) and specific building requirements made it impossible to identify any sites with buildings that could be renovated to suit.





5.3 Proximity Analysis

To model the proximity criterion, mentioned in section 5.1, a center point was selected for each of the **North** (Gertrude St @ Kitsuskus Creek), **Central** (10th Ave and Wallace St.) and **South** (10th Ave and Montrose St.) areas of the City. These points represent a location in the general areas where you can measure the distance (km) to each of the potential facility sites. The total distance (m) from the three points to each of the potential facilities will represent that site and be used to compare with the other sites. Refer to Figure 6 Site Proximity Map on the previous page.

This model broadly assumes that the public works facility provides its services equally across the City over time. This generally applies to services like garbage collection, water meter reading, snow removal, street sweeping, parks maintenance. Capital works such as underground utility replacements will be focused in the older parts of the City, but over time, the work will cover the entire City.

Table 5.3.1 Proximity Analysis, following, represents the simple model of the proximity criterion that differentiates each of the potential sites where assessments can be made between the sites.

1. The current 6th Ave site was modeled to be used as a reference point. It is well centered within the City when it was built in 1966, and this is shown with the lowest total distance score of 5570 m. It is closest to each of the three area points.
2. The last column in the table represents proximity relative to the current 6th Ave site.
3. Given that all evaluated sites are further away from the 3 main area center points in the City than the existing site, it is expected that the amount of time and fuel to service the City from any other site will increase.
4. Given that in 2017, 61,000 litres of gasoline and 163,000 litres of diesel fuel (total expense \$282,000) was used at the current site, fuel costs can be expected to increase relative to the proximity of the proposed site.
5. Travel time for workers to job sites will also be expected to increase relative to the proximity of the proposed site.
6. The three sites with the lowest proximity total distance score are the Fall Fair Grounds, North Island College, and Burde Street Reservoir area. Relative to the current 6th Ave site, they are 29%, 48%, and 57% greater distance respectively.



Table 5.3.1

PROXIMITY ANALYSIS					
	Area Center Point (distance in metres)				
	North Point	Central Point	South Point	Total Distance	Proximity Relative to Current 6th Ave Site
POTENTIAL SITES					
<u>Northeast</u>					
1. Maebelle Road – MoT	4800	3950	5020	13770	147%
2. Maebelle Road – SD 70	4800	3950	5020	13770	147%
3. Cherry Cr Road	3530	4080	6350	13960	151%
<u>Central North</u>					
4. Fall Fair Grounds	2975	975	3245	7195	29%
5. North Island College	3325	1325	3595	8245	48%
<u>Central</u>					
6. Upper Burde Street	5520	2870	3200	11590	108%
7. Burde Street Reservoir area	4570	1920	2250	8740	57%
<u>South</u>					
8. Anderson Avenue Works	6870	4220	1950	13040	134%
9. Selzai Road	8170	5520	3250	16940	204%
CURRENT 6TH AVE SITE	2000	650	2920	5570	0%

See Appendix 6 for full size copy of this table.

Traffic Generation – The nature of the PWF operations and the number of employees (46) that work there result in a significant traffic volume. The traffic arises mostly from coming/leaving work, lunch and coffee breaks, material supplies, work reassignment, equipment breakdowns, and service suppliers. It is estimated that there are approximately 500 trips to and from the PWF each day.

5.4 Site Costs

The most current costing experience for public works facility has been mostly provided by Quesnel B.C. Quesnel (pop. 10,000) is in the final phase of design and tendering for a very similar facility in the spring of 2019. A quantity surveyor provided Quesnel with a 2020 Class B cost estimate and some of this information was used to prepare Class C cost estimates for this project.

Land costs – Land costs will depend on whether the site is privately or publicly owned. The proposed site is to be 3.0 to 3.5ha with an estimated land cost of \$200,000/ha. The land costs will vary depending on the location, size, services and existing use. Public lands may be held by the local, provincial, or federal government. Long term leasing may also be an option.

Main Buildings costs - Given the current Public Works building has 15,700 ft² and Parks Operations building has 4,500 ft². The new facility is proposed to be 70% larger to accommodate meeting rooms and



increased utility shop space, for a total of 34,000 ft². The most common construction method is concrete tilt-up walls, and is estimated to cost \$225 / ft² for total estimated cost of \$7.7 million.

(The main building includes administrative offices, a small warehouse, utility shops, mechanical shop, lunch room, reception area communications centre.)

Enclosed vehicle bays – Enclosed bays are heated and proposed for equipment that is most susceptible to adverse weather conditions. The proposed area is 8,000 ft² at \$75.00 / ft² for a total estimated cost of \$600,000.

Equipment and material bays – Coverall type buildings use a 25 year polymer skin and would be enclosing less weather susceptible equipment, wash bay and materials such as water pipe, fittings, wash rack, salt, and brine equipment. The proposed area is 15,000 ft² at \$37.00 / ft² for a total estimated cost of \$555,000.

Site development – The final site development work will include earthworks, grading, paving, drainage, security fencing, with a fuel island, and is estimated to cost \$390,000.

Site servicing – The site services of water, sewer, power, telecom (W,S,D,P,T) will be estimated and provided by respective authorities. The values given below were estimated by McGill Engineering.

Engineering design – Professional design services that will include civil, structural, architectural, electrical and mechanical engineering are estimated to be 15 % of project costs.

Contingency – A contingency amount of 15% is budgeted for unforeseen design, costs, and construction items.

Table 5.4.1- Potential Site Costs summarizes the estimated cost for each items above for all of the potential PWF sites.

POTENTIAL SITE COSTS										
	COST ITEMS									
	Land	Main Building	Enclosed Vehicle Bays	Equipment and Material	Site Development	Site Servicing	Sub Total	Engineering Design (15%)	Contingency (15%)	Total
POTENTIAL SITES										
Northeast										
1. Maebelle Road – MoT	\$640,000	\$7,700,000	\$600,000	\$555,000	\$390,000	\$352,000	\$10,237,000	\$1,535,550	\$1,535,550	\$13,308,100
2. Maebelle Road – SD 70	\$400,000	\$7,700,000	\$600,000	\$555,000	\$390,000	\$352,000	\$9,997,000	\$1,499,550	\$1,499,550	\$12,996,100
3. Cherry Cr Road	\$0	\$7,700,000	\$600,000	\$555,000	\$390,000	\$630,000	\$9,875,000	\$1,481,250	\$1,481,250	\$12,837,500
Central North										
4. Fall Fair Grounds	\$0	\$7,700,000	\$600,000	\$555,000	\$390,000	\$150,000	\$9,395,000	\$1,409,250	\$1,409,250	\$12,213,500
5. North Island College	\$800,000	\$7,700,000	\$600,000	\$555,000	\$390,000	\$640,000	\$10,685,000	\$1,602,750	\$1,602,750	\$13,890,500
Central										
6. Upper Burde Street	\$700,000	\$7,700,000	\$600,000	\$555,000	\$390,000	\$920,000	\$10,865,000	\$1,629,750	\$1,629,750	\$14,124,500
7. Burde Street Reservoir	\$0	\$7,700,000	\$600,000	\$555,000	\$390,000	\$130,000	\$9,375,000	\$1,406,250	\$1,406,250	\$12,187,500
South										
8. Anderson Avenue	\$360,000	\$7,700,000	\$600,000	\$555,000	\$390,000	\$730,000	\$10,335,000	\$1,550,250	\$1,550,250	\$13,435,500
9. Selzal Road	\$500,000	\$7,700,000	\$600,000	\$555,000	\$390,000	\$710,000	\$10,455,000	\$1,568,250	\$1,568,250	\$13,591,500

See Appendix 6 for a full size copy of this table.



5.5 Site Information

Nine sites have been identified for the development of a new PWF and in the analysis, 9 important criteria have been identified above to help evaluate the most promising sites. Table 5.5.1 below summarizes the information for all the potential PWF sites.

POTENTIAL SITE INFORMATION									
POTENTIAL SITES	CRITERIA Ground Elevation Greater than 20m	Land Area 3.0 to 3.5 ha	Land Ownership Public / Private	Zoning / OCP Mid light Industrial	Site Services Water, sewer, drainage, power, telecom (W,S)	Accessibility Arterial road network	Proximity Analysis Score	Area Fit Do operations fit with existing uses and geography, (H, Med,	Cost Land, buildings, services, and development costs
Northeast									
1. Macbelle Road – Ministry of Transportation and	94m	3.2 ha	Province	ACRD P2	W,P,T	Hwy 4 / Redford St.	11,770	HI	\$13,308,100
2. Macbelle Road – School District 70 Maintenance Yard	94m	2.0 ha	Province	ACRD P2	W,P,T	Hwy 4 / Redford St.	11,770	HI	\$12,996,100
3. Cherry Cr Road	63m	5.0 ha	City	A1 / Urban Agriculture ALR	W,P,T	Cherry Cr Rd. / Broughton Rd.	13,960	HI	\$12,837,500
Central North									
4. Fall Fair Grounds	45m	4.0 ha	City	P2 Institutional / Institutional	W,S,D,P,T	10th Avenue	7,195	Med	\$12,213,500
5. North Island College	70m	4.0 ha	Province	P2 Institutional / Parks and Open Space	100m W,S,P,T	Roger St.	8,245	Med	\$13,890,500
Central									
6. Upper Burde Street	106m	3.5 ha	Private	R1 Rural Residential / Future Residential	W,S,P,T	Burde St. (Collector)	11,590	Lo	\$14,124,500
7. Burde Street Reservoir area	87m	4.0 ha	City	P2 Institutional / Future Residential	W,S,P,T	Burde St. (Collector)	8,740	Lo	\$12,187,500
South									
8. Anderson Avenue Public Works Storage	112m	1.8 ha	City / Private	FD Future Development / Future	W,P,T	Anderson Ave. / Shipcreek Rd.	13,040	HI	\$13,435,500
9. Seizal Road	148m	2.5 ha	Private	ACRD P2	W,P,T	Seizal Rd. / Shipcreek Rd.	16,940	HI	\$13,591,500

5.6 Sites Evaluation

Given the information regarding each site shown above, a weighted evaluation matrix model was used to help evaluate the most promising potential sites. First, a subjective weighting factor was assigned to each criterion to define the relative level importance. In this case, McGill and Associates used their best judgement in assigning the factor of 8 to standard criteria and 15 to more important criteria, however, the City of Port Alberni is in the best position to determine the importance of each criterion with their understanding of the associated trade-offs and can request a re-evaluation. The weighting factors add up to 100.

Next in the evaluation, each criterion is scored on how well the specific location meets the criterion using satisfaction levels.

- A score of 1.0 is given when the criterion is substantially satisfied.
- A score of 1.3 is given when the criterion is more fully satisfied.
- A score of 0.7 is given when the criterion is less fully satisfied.



Finally, weighted scores can be calculated for all the criteria for each potential location and added together for a total score and each of the locations can be ranked according to the model's scores and weighting factors. Table 5.6.1 below shows the potential site weighted evaluation matrix. The top four locations that have been identified for further considerations are:

1. Fall Fair Grounds site in the central area
2. Maebelle Road - Ministry of Transportation and Infrastructure in the north area
3. Maebelle Road – SD 70 Maintenance Department in the north area
4. Cherry Creek Road site in the north area

Table 5.6.1

POTENTIAL SITE WEIGHTED EVALUATION MATRIX										
	CRITERIA (Weighting Factor)			Zoning/ OCP	Site Services	Accessibility	Proximity Analysis	Area Fit	Cost	Total
	Ground Elevation	Land Area	Land Ownership	8	8	15	15	15	15	100
POTENTIAL SITES										
Northeast										
1. Maebelle Road – MoT	1.0	1.0	1.0	1.0	1.0	1.3	0.7	1.3	1.0	105
2. Maebelle Road – SD 70	1.0	0.7	1.0	1.0	1.0	1.3	0.7	1.3	1.0	102
3. Cherry Cr Road	1.0	1.0	1.3	0.7	0.7	1.3	0.7	1.3	1.0	102
Central North										
4. Fall Fair Grounds	1.0	1.0	1.3	0.7	1.0	1.0	1.3	1.0	1.3	109
5. North Island College	1.0	1.0	1.0	0.7	0.7	0.7	1.3	1.0	0.7	91
Central										
6. Upper Burde Street	1.0	1.0	1.0	0.7	0.7	0.7	1.0	0.7	0.7	82
7. Burde Street Reservoir area	1.0	1.0	1.3	0.7	1.0	0.7	1.3	0.7	1.3	100
South										
8. Anderson Avenue PW	1.0	0.7	1.3	1.0	0.7	1.0	0.7	1.3	1.0	98
9. Selzal Road	1.0	0.7	1.0	1.0	0.7	1.0	0.7	1.3	0.7	91

See Appendix 6 for a full size copy of the table.

5.7 Preferred Sites Discussion

Nine sites were identified for the development of a new PWF. They were analysed against 9 important criteria and four sites have been identified as the most promising sites.

1. Fall Fair Grounds - Central Area: For this site, each of the evaluation criteria is either substantially or more fully satisfied except for the Zoning criteria.

The public process around relocating the PWF here would be formidable even if a rezoning of the land is not required. Depending on the configuration and access points a few residential homes will be impacted because they will be adjacent to the site or en-route to the site. Further analysis of the neighbourhood will be required to determine the extent of the impact and approaches to attenuate concerns. Sight and sound barriers and land acquisition could be used in the development process.



It has the most attractive rating from the proximity analysis 7195, which means it is relatively the closest site to all areas within the City. The site also has the least incremental distance to areas of the City relative to the existing 6th Ave site, at 29%. Operation and Maintenance cost increases for fuel and travel time associated with this site would be the least.

Having the site being owned by the City is a very attractive feature given that land acquisition processes can be challenging. The estimated cost for the development is lowest at \$12.2 million but it is not significantly lower than other sites.

2. Maebelle Road, Ministry of Transportation and Infrastructure- North Area: For this site, located outside of the City limits, each of the evaluation criteria is either substantially or more fully satisfied except for the Proximity criteria.

It has a low rating from the proximity analysis 13,770, which means it is a relatively distant site to all areas within the City. The site also has a high incremental distance to areas of the City relative to the existing 6th Ave site, at 147%. Operation and Maintenance cost increases for fuel and travel time associated with this site would be significant.

The development of this area adjacent to the Redford Street Extension arterial road as a Ministry of Transportation public works facility provides good Area Fit and Accessibility ratings.

Although the site is owned by the Provincial Government for infrastructure purposes, it is anticipated that an agreement for purchase or a joint service agreement for the site will be protracted due to conflicting authorities or mandates.

3. Maebelle Road, SD 70 Maintenance Department – North Area: For this site, located outside of City limits, each of the evaluation criteria is either substantially or more fully satisfied except for the Proximity and Land Area criterion.

It has a low rating from the proximity analysis 13,770, which means it is a relatively distant site to all areas within the City. The site also has a high incremental distance to areas of the City relative to the existing 6th Ave site, at 147%. Operation and Maintenance cost increases for fuel and travel time associated with this site would be significant.

The land area of the site is small at approximately 2.0 ha and would require a significant re-evaluation of the area requirements or acquisition of part of the MOT site.

The development of this area adjacent to the Redford Street Extension arterial road as a School District maintenance facility provides good Area Fit and Accessibility ratings. Note, however, that the site is closer to residential housing than the MOT site

Although the site is owned by the Provincial Government for maintenance purposes, it is anticipated that an agreement for purchase or a joint service agreement for the site will be protracted due to conflicting authorities or mandates.

4. Cherry Cr Road – North Area: For this site, each of the evaluation criteria is either substantially or more fully satisfied except for the Proximity, site services, and zoning criterion.

It has a low rating from the proximity analysis 13,960, which means it is a relatively distant site to all areas within the City. The site also has a high incremental distance to areas of the City relative to the



existing 6th Ave site, at 151%. Operation and Maintenance cost increases for fuel and travel time associated with this site would be significant.

Given that the site forested and is zoned A1 Urban Agriculture ALR, site servicing costs and rezoning will be issues to face.

The development of this area adjacent to Cherry Creek Road/Broughton Street and Johnston Road Shopping Mall, provides good Area Fit and Accessibility ratings.

Having the site being owned by the City is a very attractive feature given that land acquisition processes can be challenging.

6.0 Summary

6.1 Evaluation of Risk

- The risk of a CSZ earthquake and ensuing tsunami hazard, the level of risk assessed with the catastrophic consequences of death and financial loss is high during the lifespan of the PWF.
- Geological evidence indicates that large tsunamis from the CSZ have an average recurrence of about 500 years and given that the last great earthquake at the Cascadia subduction zone occurred in 1700, we should not be surprised if a disaster of this nature occurs in the not so distant future.
- An earthquake in the order of magnitude 8 or 9 would certainly cause the collapse of the existing PWF unreinforced masonry block buildings. Any loss of life would depend on the occupancy at the time of the event. The ensuing tsunami, where the numerical modeling suggests that the waves may reach up to 15m to 20m at the heads of some fjords, would inundate the site with water and debris.
- The Public Works Facility located in central Port Alberni, built at an elevation of 8.5m will be inoperable and unable to serve the City as an infrastructure operation centre or provide any Emergency Response or Recovery support in a natural disaster such as this until the operation was reconstructed.
- The Public Works Facility at 4150 6th Ave. was built in 1966 at an elevation of 4.5-8.5m. The facility was built 2 years after the tsunami struck in 1964 which inundated areas below 3.65m. The 52 years old Public Works building was constructed when seismic design requirements were not well developed and building codes did not explicitly require buildings to have ductility built into them. It was also constructed at a time when there weren't any engineering or planning studies that would indicate a tsunami hitting the west coast of Vancouver Island would affect any lands above 3.65m elevation.

6.2 Assessment of the Public Works Facility

- The Public Works Facility includes over 20,000 sq ft in the main buildings and 10 outer buildings for equipment and supplies on a 4.5 ha site. The PWF is the main base of infrastructure operations for Public Works and Parks operations and is centrally located to service all areas of the City. These operations are critical to the health and safety of the residents. More specifically it is the provision of potable water, sanitary sewer, and traffic services each day that highlight the importance of the operation.
- All the Public Works services are provided by a skilled workforce of 46 staff in various trades and positions.



- The City's asset management inventory accounts for over 100 pieces of equipment at the Public Works Facility for a total value of \$10,000,000.
- The responsibility of the Engineering Department in an emergency is to respond, assess, and coordinate the disposition of departmental personnel, vehicles, and equipment to minimize hazards to life and property. The Public Works Facility is central to the municipality's emergency response and is also considered an intricate part of the regional Alberni Valley response to a large-scale incident, not only during the initial response efforts but during the recovery phase of the incident.
- With the facility at 53 years old, it has outlived its usefulness as a primary municipal services facility being both functionally and locationally obsolete.
- The local government will not be able to meet public expectation to respond to their needs. The operational assets located at the facility, including heavy construction equipment, operation vehicles, parts and supplies warehouses, utility and parks operation workshops, communications centre, and emergency response equipment and supplies are at a high risk and severely increase the vulnerability of the community in the event of the expected natural disaster.

6.3 Identification of Risk Mitigation Actions

- Seismic Risk Mitigation - The PWF buildings were not designed to withstand anticipated seismic loadings. The seismic deficiencies of the buildings are primarily related to the unreinforced concrete block walls and their lack of ductile resistance in the event of an earthquake.
- The mitigative measures required for a seismic retrofit of the primary buildings on the PWF site:
 - Install blocking between roof joist members under unsupported plywood panel edges.
 - Expose the plywood roof diaphragm and nail the sheathing to the framing and blocking members.
 - Install Blocking and framing anchors at perimeter of roof diaphragm to transfer shear forces to exterior walls.
 - Block and restrain glulam beams at supports to prevent overturning during lateral movement.
 - Install reinforcement in existing concrete block walls, including horizontal bond beams.
 - Dowel into foundation wall to anchor base of wall to the foundation.
- A seismic building retrofit would be a costly and challenging effort. The Class D cost estimate for the construction is in the order of \$800,000. This work would retrofit the PWF structures to a level that would allow the buildings to act as Post-Disaster facilities in the event of an earthquake. However, it will be much more challenging to overcome the issues related to tsunami inundation.
- Tsunami Risk Mitigation - The PWF buildings are highly vulnerable to tsunami as they are well within the tsunami inundation zone of 20m,
- Options to mitigate tsunami risk reflect the fact that typical measures of eliminating the hazard or substituting it with a lesser risk are not possible.
- Due to the high cost of retrofitting relatively old buildings to bring them up to Post Disaster levels of the current Building Code, and the inherent vulnerability of the existing low-lying site to tsunami risk, the best mitigation approach is to relocate the PWF site to a new location outside of the tsunami inundation zone.



6.4 Identification and Evaluation of a New Public Works Facility Site

- Given the current Public Works building has 15,700 ft² and Parks Operations building has 4,500 ft². The new facility is proposed to be 70% larger to accommodate meeting rooms and increased utility shop space, for a total of 34,000 ft²
- Nine sites have been identified for the development of a new PWF and in the analysis, 9 criteria have been identified above to help evaluate the most promising sites. Table 5.5.1 summarizes the information for all the potential PWF sites.
- Given that all new sites are further away from the 3 main area center points in the City than the existing site, it is expected that the amount of travel time and fuel to access job sites around the City will increase. The four preferred sites can expect up to 151 percent increase in time and fuel costs, with the preferred Fall Fair site having only a 29% increase due to proximity relative to the existing 6th Ave. site.
- A weighted evaluation matrix model was used to help evaluate the most promising potential sites. The top four locations that have been identified for further consideration are:
 1. Fall Fair Grounds – City of Port Alberni site in the central area
 2. Maebelle Road - Ministry of Transportation and Infrastructure in the north area
 3. Maebelle Road – SD 70 Maintenance Department in the north area
 4. Cherry Creek Road - City of Port Alberni site in the north area
- Refer to Section 5.7 Preferred Sites Discussion for details on each of the four sites.
- The **Fall Fair Grounds** site in the central area was the most preferred site. It either substantially satisfied or more fully satisfied all the evaluation criteria except for the Zoning criteria.
- The public process around relocating the PWF to the Fall Fair Grounds would be formidable, even if rezoning the land is not required. Depending on the configuration and access points a few residential homes will be impacted because they will be adjacent to the site or on route to the site. Further analysis of the neighbourhood will be required to determine the extent of the impact and approaches to attenuate the concerns. Sight and sound barriers and land acquisition could be used in the development process.
- The Fall Fair Grounds has the most attractive rating from the proximity analysis 7195, which means it is relatively the closest site to all areas within the City. The site also has the least incremental distance to areas of the City relative to the existing 6th Ave site, at 29%. Operation and Maintenance cost increases for fuel and travel time associated with this site would be the least of the sites considered.
- Having the site being owned by the City is a very attractive feature given that land acquisition processes can be challenging. The estimated cost for the development is lowest at \$12.2 million but it is not significantly lower than other sites.



7.0 Recommendations

McGill and Associates's technical assessment of the City of Port Alberni's Public Works Facility recommends the following mitigative measures (strategies) for the essential services of the Public Works Facility to continue during the Response and Recovery phases of the City's Emergency Response:

- Review the new Public Works Facility proposal with City Council and include it with Council's Strategic Priorities.
- Obtain City Council approval to plan a public engagement process, to garner support for the broader concept of the need's analysis presented in this report. This process would start with a communications strategy.
- Develop a financing plan that reviews funding options such as borrowing, alternate approval, referendum, grants, and general revenue financing.
- Explore site availability with the prospective landowners early in the process.
- Undertake an internal building design consultation process with staff to optimize the function of a new facility with respect to services, equipment, and capacity. This would include a tour of other facilities around the Province.
- Pursue a land acquisition policy in advance of grant funding application, as it does not typically include land costs, and an application is stronger if the land component is secured.
- Include in the Official Community Plan update, a review of the City planning policies regarding tsunami inundation risk and consider natural hazard development permit areas.
- Update Engineering Department Emergency Response Plan and exercise tsunami hazard scenarios.
- Strengthen the relationship for natural hazard emergency response between the City of Port Alberni and the Alberni Clayoquot Regional District in order to present a comprehensive regional approach for favourable grant funding.
- Model any new sites identified in the public engagement process with the assessment and proximity models provided.

Prepared by:



Guy Cicon, P. Eng.

Reviewed by:



Brad West, P. Eng.



APPENDIX 1

City of Port Alberni Bylaw No. 4288

CITY OF PORT ALBERNI

BYLAW NO. 4288

A BYLAW TO DESIGNATE FLOODPLAINS, SET LEVELS FOR CONSTRUCTION AND DEVELOPMENT ON FLOODPLAINS AND TO REGULATE LAND SUBJECT TO FLOOD HAZARDS.

WHEREAS:

- A. The Council may pursuant to S. 969 of the Municipal Act, R.S.B.C. 1979, c. 290, designate floodplains within the City and set levels for development on such floodplains;
- B. The Council may regulate the development of land situate in areas designated as floodplain;
- C. Council considers it desirable to regulate development on a floodplain to reduce risk of injury to person and damage to property.

1. Title

This Bylaw may be cited as "Floodplain Bylaw".

2. Interpretation

In this Bylaw:

- (A) "Building Inspector" means the Building Inspector for the City of Port Alberni";
- (B) "Existing Building or Structure" means a building or structure existing as of the date of the adoption of this Bylaw;
- (C) "Flood Construction Level" means the minimum elevation expressed in metres determined by reference to the G.S.C., below which no underside of any floor system, nor the top of any pad, supporting a Habitable Area shall be placed, constructed or located;
- (D) "ft" means foot or feet;
- (E) "G.S.C." means Geodetic Survey of Canada;

- (F) "Habitable Area" means any room in a building or structure (including a manufactured building) designed, intended or used for dwelling, living, sleeping, eating or food preparation, or for the display or storage of goods and things susceptible to flood damage including display or storage as aforesaid for commercial, industrial or any other purposes;
- (G) "m" means metre(s).

3. Building Restrictions in the Floodplain Area

- 3.1 This Bylaw shall apply to all lands bounded on the south by the Somass River, on the east by Kitsuksis Creek Floodway and Gertrude Street north thereof, on the north by Compton Road, Golden Street and Georgia Road and on the west by the City boundary.
- 3.2 a) No building other than a garage, carport or accessory building shall be erected, constructed or located at a flood construction level lower than elevation 3.65m (12.0 ft) G.S.C..
- b) In addition to the foregoing:
- (i) unless the building is situated on lands the natural elevation of which is 3.65m (12 ft) G.S.C. or greater, any basement, cellar or crawl space shall not exceed 1.2m (4 ft) in height to the underside of the floor joists;
 - (ii) such cellar, basement or crawl space shall not be used for the storage of goods or containment of a heating unit; and
 - (iii) on ground above elevation 2.75m (9.0 ft) G.S.C. any fill placed within the area covered by the building shall not extend more than 6.1m (20 ft) from the building periphery, nor so as to impair the drainage of any adjoining parcel or public allowance.
- 3.3 On any land described in this Bylaw no excavation for a basement, cellar or crawl space shall be permitted which provides for a finished floor level of the basement, cellar or crawl space below elevation 3.65m (12.0 ft) G.S.C..

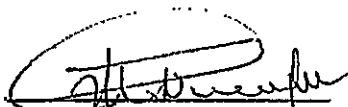
- 3.4 If any existing building erected on the lands herein described which is now in contravention of Section 3.2 hereof is destroyed or damaged to the extent of 75% or more of its value above foundations as determined by the Building Inspector, it shall be lawful for the owner thereof to rebuild or replace the said building, provided that when constructed, the building shall conform to the provisions of Section 3.2.


READ A FIRST TIME THIS 27TH DAY OF MAY, 1996.

READ A SECOND TIME THIS 12TH DAY OF AUGUST 1996.

READ A THIRD TIME THIS 12TH DAY OF AUGUST 1996.

FINALLY ADOPTED THIS 26TH DAY OF AUGUST 1996.


MAYOR


CLERK

tm\4288

August 26, 1996



APPENDIX 2

City of Port Alberni Official Community Plan

Section D 1.0 The Natural Environment

Section D: Plan Policies

1.0 THE NATURAL ENVIRONMENT

1.1 Environmental Protection

The City of Port Alberni is set against a majestic mountain backdrop which is punctuated by Mount Arrowsmith to the east. Verdant forest surrounds the City and extends natural fingers along creek corridors to the waters of Alberni Inlet. On its western boundary, the City is contained by the waters of the Alberni Inlet, Somass Estuary, and Somass River, which is home to a productive aquatic and terrestrial ecosystem.

Recognizing the tremendous value of this asset, the City endeavours to balance economic growth and community development with the protection of its natural attributes. This is reflected within the community by residents who have indicated that the natural setting and features is one of Port Alberni's major strengths. As such, protection and acquisition of additional green space/ natural areas is a priority.

Council Policy

1. Ravines, watercourses and riparian areas will be preserved in their natural state, and wherever possible, will be linked to other park spaces or natural areas to create a comprehensive network of green space. Trail opportunities within these areas may also be considered when not detrimental to the environment.
2. Where possible, the City will consider conserving or protecting areas having significant wildlife values, and/ or significant wildlife corridors in an effort to maintain habitat and access.
3. The City supports efforts by community groups and public agencies to promote public awareness concerning conservation of water and energy.
4. The use of alternative forms of energy which reduce or eliminate environmental pollution and/ or improve conservation and efficiency of consumption is encouraged.
5. The City will promote an environmental ethic concerning the value of reducing, reusing and recycling resources, and will encourage lifestyles and development that contribute to the enhancement of environmental quality. As part of this the City will endeavour to facilitate development of a more comprehensive recycling program.
6. The City recognizes the value of habitat restoration in the overall health of local ecosystems and supports efforts to undertake restoration projects.
7. The City will work with government agencies, environmental groups, and citizen groups in an effort to reduce harmful emissions and improve air quality.



8. The City will encourage the use of innovative development standards particularly in regard to storm water management.

1.2 Watercourses

Council Policy

1. The City will attempt to protect Fisheries Sensitive Zones in conjunction with the Federal and Provincial agencies by protecting natural vegetation within riparian areas, requiring an appropriate development setback from the "top of bank".
2. The City may require development in or around watercourses (including watercourse crossings) to complete an environmental report as a part of any development approval process.
3. The City will work to manage the quality and quantity of stormwater runoff in order to help protect and/or enhance aquatic habitats.
4. Riparian setback areas will be preserved in a natural state except for public trails, benches, and interpretive signage where not detrimental to the habitat.
5. Redford Ponds and tributaries and similar environmentally sensitive areas comprise significant wildlife habitat and shall be subject to habitat protection policies as determined through detailed environmental analysis.

1.3 Marine Environment

Council Policy

1. Shoreline habitat and aquatic and terrestrial life is to be protected in the Somass Estuary by working toward to the guidelines contained in the Somass Estuary Plan.
2. Public access to the shoreline is to be provided wherever possible, and view corridors through to the Alberni Inlet are to be protected and preserved.

1.4 Hazardous Areas

Council Policy

1. The City will maintain and update as necessary the Tsunami Floodplain Management Strategy which shall address such issues as:
 - the Emergency Measures Plan;
 - a tsunami warning system;
 - potential evacuation routes;
 - flood control infrastructure;
 - development and land use regulations for the 6m contour areas identified within the tsunami hazard area on Map 2; and



- regulating the storage and security of petroleum products, chemicals or hazardous goods in those areas identified within the tsunami hazard area on Map 2.
- 2. 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.



APPENDIX 3

Hazard Literature Review Summary

APPENDIX 3

Literature Summary

The literature reviewed of recent and reliable research on the Cascadia Subduction Zone, and sea level rise, regarding risks and the expected consequences from seismic and flood activity of this magnitude, is noted below:

1 Exercise Coastal Emergency Response – Alberni Clayoquot Regional District's Involvement in Exercise Coastal Response and a Five-Year Plan for the Emergency Program, February 2017.

The Alberni Valley hosted Exercise Coastal Response in June 2016. Over the course of four days, 52 agencies and 600 individuals participated in the province's first full-scale earthquake and tsunami exercise. Though the exercise was initially designed to test the province's capacity to respond to a large disaster, it also allowed both the Alberni Clayoquot Regional District and the City of Port Alberni to build internal capacity to provide emergency response, specifically operations of an Emergency Operations Centre.

Between June 7th and 10th 2016, City and Regional District staff, alongside personnel from external agencies, ran an Emergency Operations Centre. The Emergency Operations Centre is activated during Level 2 and 3 emergency responses, and this exercise with an earthquake and tsunami merited a level 3 response.

Just as the exercise demonstrated the strengths of the local emergency program and participants, it also shone a light on opportunities for improvement in the Alberni Valley Emergency Program. Recommendation #6 in the exercise final report was, – "Conduct risk assessments of all key government infrastructure assets in the Alberni Valley starting with the City Works facility (6th Ave); develop mitigation plan if required".

2 Community clusters of tsunami vulnerability in the US Pacific Northwest – Nathan J. Wood, Jeanne Jones, Seth Spielman, and Mathew C. Schmidlein. PNAS, April 28, 2015, volume 112, no. 17

Although tsunami scenarios are often regional, local vulnerability varies because of how communities choose to use tsunami-prone areas, the types of people in hazard zones, the local conditions that enable or hinder evacuations, and the ability and willingness to mitigate threats.

The sustainability and hazards literature includes multiple efforts to conceptualize vulnerability, yet they share a common perspective that is influenced by the exposure, sensitivity, and resilience of the system to a threat. Efforts to measure population vulnerability to tsunamis have primarily relied on indices that summarize population exposure, potential building damage, or institutional aspects of resilience.

Of all tsunami-prone areas in the United States, Cascadia Subduction Zone related tsunamis represent one of the greatest threats to human safety based on regional extent of the source, the limited amount of time available for evacuations (15-30 minutes for many communities), and the thousands of people that need to self-evacuate.

3 California's Tsunami Risk, A Call for Action – California Tsunami Policy Working Group, 2014

Since the disastrous 2004 Indian Ocean tsunami, there have been a sequence of devastating tsunamis around the world and new research over the past decade has found that California's potential tsunami risk is far greater than previously thought and giving rise to a more urgent need to lessen the impact of these rare, but credible, threats.

The frequency of damaging tsunami waves striking the California coast from major earthquakes from around the Pacific Rim is on the order of a hundred to a few hundred years.

Implement Tsunami Resilient Building Codes – Amend existing design and construction codes to include the risk-based assessment of anticipated tsunami forces and their impacts on proposed structures and project sites. Support continuation of the California Geological Survey's work with the ASCE Subcommittee on Tsunami Loads and Effects to develop prototype probabilistic inundation maps from local and distant tsunami sources to assist in the development of tsunami building code provisions.

4 The Earthquake Threat in Southwestern British Columbia: A Geologic Perspective – John J. Clague. Natural Hazards 26: 7-34 2002

Geological studies have demonstrated that historically unprecedented, magnitude 8 to 9 earthquakes have struck the coastal Pacific Northwest on average once every 500 years over the last several thousand years; another earthquake of this size can be expected in the future.

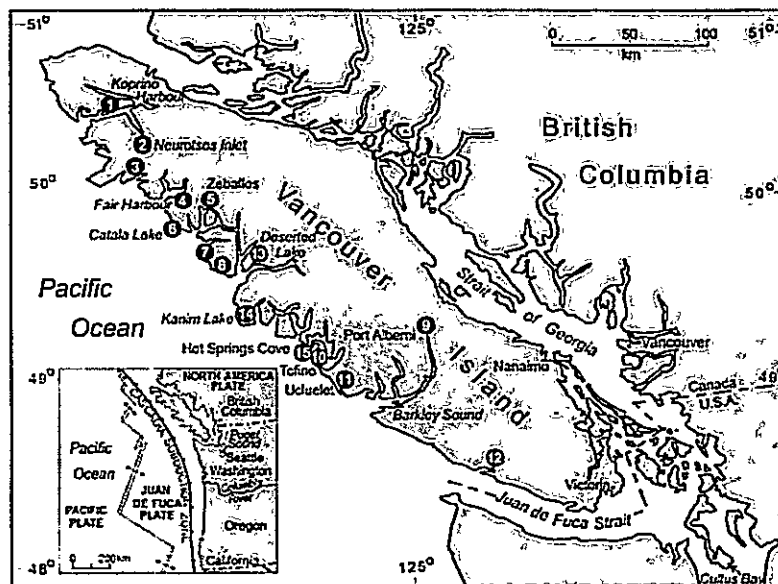
Ten moderate to large (moment magnitude, M, 6-7) earthquakes have occurred within 250 km of Vancouver and Victoria during the last 130 years (Rogers, 1998). This statistic alone indicates that the earthquake risk in the region is relatively high. The historic record, however, is short and may misrepresent the actual hazard: an earthquake larger than any in the last 130 years could strike the south coast, seriously damaging one or more cities in the region.

This record indicates that a magnitude 7 earthquake can be expected somewhere in southwestern British Columbia or northern Washington approximately once every 30-40 years, a magnitude 6 earthquake once about every 20 years, and a magnitude 5 earthquake once every 5 years. Earthquakes smaller than magnitude 5 are common, but most cause little or no damage.

Collectively, the data suggest that a great plate-boundary earthquake or a large, crustal or interpolate earthquake centered near any of the large cities in the Pacific Northwest will cause tens of billions of dollars damage (Munich Reinsurance Company, 1992). Considerable damage will also result from secondary phenomena, include liquefaction, landslides and tsunamis.

Intervals between successive great Cascadia earthquakes have ranged from perhaps as little as 100 years to more than 1000 years, making it difficult to estimate the time of the next event. Refer to Figure 2 Vancouver Island and its Tectonic Setting.

Figure 2 - Vancouver Island and it's Tectonic Setting



5 A review of geological records of large tsunamis at Vancouver Island, British Columbia, and implications for hazard – John J. Clague, Peter T. Bobrowsky, Ian Hutchinson. Quaternary Science Reviews Vol 19, Issue 9, May 2000, 849-863

Tsunamis are ocean waves generated by underwater disturbances of the seafloor or by surface impacts. They are triggered by earthquakes and, less commonly, by landslides, volcanic eruptions, and meteorite impacts. Earthquake triggered tsunamis are also called seismic sea waves and, erroneously, tidal waves.

British Columbia is also affected by tsunamis of more distant Pacific earthquakes. The largest tsunami to strike British Columbia this century was generated by the great (M 9.2) Alaska earthquake of March 27, 1964 (Wigen and White, 1964; Murty and Boilard, 1970). A series of waves radiated outward from the earthquake rupture area off south-central Alaska and, within a few hours, reached the outer coast of British Columbia, causing about \$40 million damage mainly to the Vancouver Island communities of Port Alberni, Hot Springs Cove, and Zeballos.

The west coast of Vancouver Island is located at the north end of the Cascadia subduction zone, close to the source of great tsunami – producing earthquakes.

Western Vancouver Island has risen relative to the sea at a net rate of about 1m ka (exp -1) over the last several thousand years (Clague et al., 1982; Freile and Hutchinson, 1993).

The last great earthquake at the Cascadia subduction zone occurred in 1700. It is recorded by buried soil at more than 20 estuaries on the Pacific coast between central Vancouver Island and northern California (Atwater et al., 1995; Clague, 1997).

Recurrence - Previous estimates of average recurrence intervals for tsunami-generating earthquakes at the Cascadia subduction zone range from 200 to 600 yr, but these estimates have uncertainties that may total

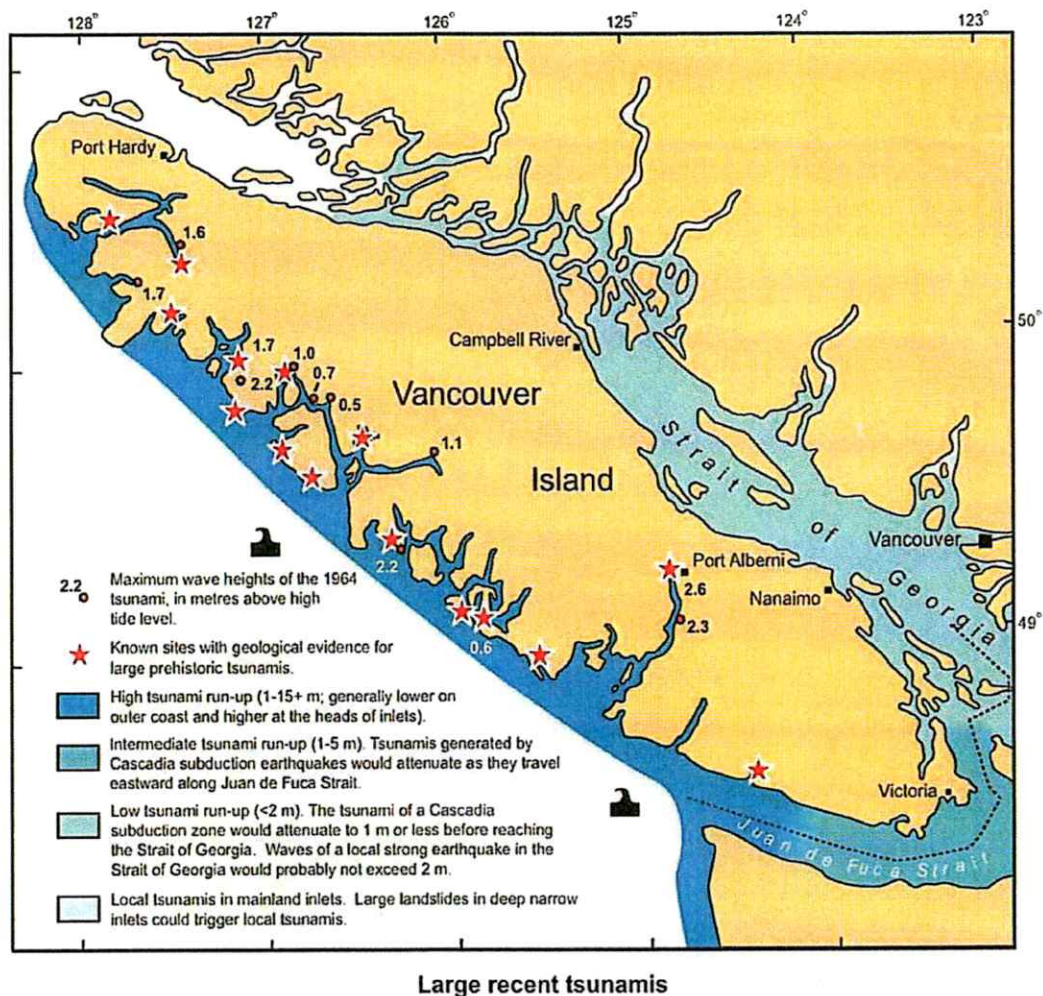
many hundreds of years (Atwater et al., 1995). The most recent and best estimate of average recurrence, about 500 yr, comes from a detailed study of buried soils at estuaries in southwestern Washington (Atwater and Hemphill-Haley, 1997).

Hazard - The most vulnerable areas to future tsunamis of this type (large subduction earthquakes) are the outer coast and inlets of Vancouver Island, where damage to some coastal communities would be large. Refer to Figure 3 – Large Recent Tsunamis, on following page and Figure 4 – Tectonic setting of Southwestern British Columbia, following.

Figure 3 – Large Recent Tsunamis

860

J.J. Clague et al. / Quaternary Science Reviews 19 (2000) 849–863



1700 A great earthquake on the Cascadia subduction zone triggered a tsunami that deposited coarse sediment in tidal marshes and low-lying lakes on western Vancouver Island. The distribution of the deposits indicates that the tsunami was much larger than the 1964 tsunami.

1960 A magnitude - 9.5 earthquake in Chile produced a tsunami that travelled the length of the Pacific Ocean. A 1.2 m wave was recorded at the Tofino tide gauge, and run-up was higher in many other areas. Log booms along the west coast of Vancouver Island and on the Queen Charlotte Islands were damaged.

1964 A magnitude - 9.2 earthquake in Alaska produced a tsunami that caused about \$10 million damage on Vancouver Island. The amplitude of the highest wave at Port Alberni was over 6 m, damaging 260 buildings in the community. The maximum wave height at the Tofino gauge was 2.4 m.

Fig. 13. Generalized tsunami hazard map for south-coastal British Columbia based on the distribution of tsunami deposits and numerical modelling of wave heights. The map shows four generalized hazard zones, as well as sites with evidence for large prehistoric tsunamis and maximum wave heights of the 1964 Alaska tsunami. Details on three important recent tsunamis are given at the bottom.

Figure 4 - Tectonic Setting of Southwestern British Columbia

8

JOHN I. CLAGUE

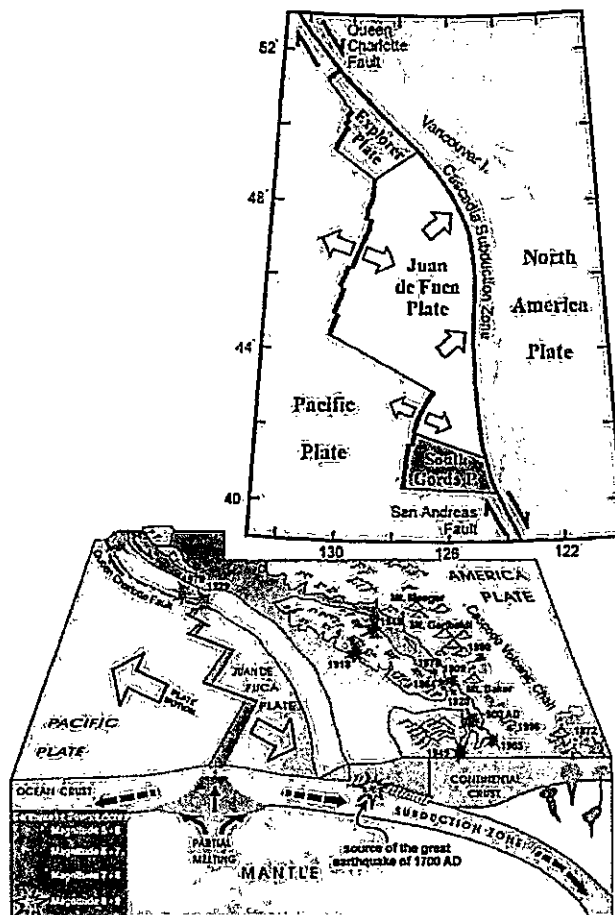


Figure 1. Tectonic setting of southwestern British Columbia and northwestern Washington. The oceanic Juan de Fuca plate is subducting beneath the continental crust of North America along the Cascadia subduction zone. Subduction and displacement of blocks of the North America plate on crustal faults are responsible for the large earthquakes that occur in the region.

Geological evidence indicates that large tsunamis from this source (Cascadia subduction zone) have an average recurrence of about 500 yr. Numerical modeling suggests that the waves from these tsunamis may reach up to 5m along the outer coast of Vancouver Island and up to 15m to 20m at the heads of some fjords. When such a tsunami next occurs, the first waves will strike less than 30 min after the earthquake, thus there will be little time to evacuate low lying areas.

6 Tsunami Inundation Zone Study – UMA Engineering Ltd March 1992

UMA Engineering Ltd. has been contracted to complete a Tsunami Inundation Zone Study for the City of Port Alberni. The purpose of the study is to develop land use policies and provisions concerning development of the lands within the established Tsunami Inundation Zone. The intent is to provide a rationale which enables policies to be developed which assist in reducing post-inundation recovery time in the affected area.

The total depth of inundation from a tsunami and the speed with which it occurs are greater than for a river flood. The 10.3 metre depth of inundation at Port Alberni would occur over a period of 25 minutes; or at a rate of rise in water level of over 1 metre in three minutes.

The shape of Alberni Inlet causes magnification of the wave height by a factor of about three between Barkley Sound and the head of the Inlet at Port Alberni. Movement of the tsunami up Alberni Inlet is also quite rapid.

The multiple wave aspect of the tsunami accentuates the inundation damage. The same is true of water borne objects from the lower part of the Zone (logs, boats, cars, etc.) which act as projectiles that impinge on structures.

Based on an earthquake similar to the March 27, 1964 earthquake in Alaska, it has been determined that a tsunami reaching Port Alberni could affect lands up to an elevation of 8.3 metres. The Zone in Port Alberni has been determined by combining high tide levels with a storm surge and this tsunami amplitude. The upper limit of the Zone is established at an elevation of 10.3 metres.

7 Evaluation of Tsunami Levels Along the British Columbia Coast – Seaconsult Marine Research Ltd., Report March 1988

Maximum tsunami water levels and currents along the British Columbia outer coast have been computed for waves originating from Alaska, Chile, the Aleutian Islands (Shumagin Gap) and Kamchatka. Three computer models have been developed to generate and propagate a tsunami from each of these source regions in the Pacific Ocean to the continental shelf off Canada's west coast, and into twenty separate inlet systems. The model predictions have been verified against water level measurements made at tide gauges after the March 28, 1964 Alaska earthquake.

The largest amplitudes can be seen to occur for the Shumagin Gap simulation, although several exceptions to this occur. Heights increase toward the head of Alberni Inlet as expected, reaching up to 8.3m.

8 Port Alberni Tsunami Study Tsunami Analysis, Phase 1 – G.E. Simmons Assistant Deputy Minister, Minister of Environment. Letter April, 1979

There is no doubt that the 1964 tsunami did occur and there is a high probability that it will be equalled or exceeded in the future. Assuming the recurrence of the 1964 tsunami at H.H.W. Mean Tide, inundation would reach 6.0 metres G.S.C.

9 Tsunami Frequency at Tofino and Port Alberni. – Sydney O. Wigen, Institute of Ocean Sciences, March 1979

Principal finding of the study is that the destructive tsunami of March 28, 1964 was not a unique event, but that it will probably be equalled or exceeded in a 100 year period. Tsunamis therefore need to be recognized as a significant factor in planning for land use in low lying areas, both at Port Alberni and

other vulnerable portions of the British Columbia coast. There is a need also to plan for educational programs and emergency preparedness measures in order that losses when a tsunami occurs will be minimal.

The literature reviewed of recent and reliable research on sea level rise in B.C.:

10 Climate Change, Change in Sea Level in B.C. (1910-2014) – Sea Level, Environmental Reporting B.C.
<http://www.env.gov.bc.ca/soe/indicators/climate-change/sea-level.html>

Sea level changes when the overall volume of water in the ocean increases or decreases and when land moves vertically from geological processes (post glacial rebound). Thermal expansion - when the atmosphere warms, sea water warms and expands in volume – is a major influence on past changes in sea level and is expected to make the greatest contribution to a rising sea level over the next century. Sea level also changes when the overall volume of water in the ocean increases or decreases. As glaciers, ice caps and ice sheets lose mass from melting, water previously stored on land as ice and snow is added to the ocean.

Average sea level has risen along most of the B.C. coast over the past century. Average sea level rose at a rate of 13.3 cm per century at Prince Rupert, 6.6 cm per century at Victoria and 3.7 cm per century at Vancouver. In contrast, average sea level fell at Tofino at the rate of 12.4 cm per century.

11. Perspectives on Canada's West Coast Region; in Canada's Marine Coasts in a Changing Climate. Vadeboncoeur, N. University of British Columbia, p. 207-252 (2016)

Sea -level rise will not affect all areas of the British Columbia coast equally, largely due to differences in vertical land movement. Over a longer time period, changes in relative sea level across the West Coast region show significant variability. During the past 50 years, for example, sea level rose by 3.1 cm at Victoria and 2.0 cm at Vancouver but declined by 8.4 cm at Tofino (Bornhold and Thomson, 2013). Projected relative sea-level rise for the year 2100 using the median value of the high emissions scenario (RCP8.5; after James et al., 2014-2015), for Ucluelet B.C. is 30 cm to 40 cm.

12. Sea-Level Rise is Accelerating; The Real Question is How Fast?; Karin Bodtke, MRM, Coastal Ocean Research Institute, an Ocean Wise initiative, Ocean Watch B.C. Coast Edition p. 282-300.

New research by top climate scientists suggest that global sea level rise could accelerate much faster than previously predicted. Now cutting edge research from Hansen, former head of the NASA Goddard Institute for Space Studies, and others is telling us that we could see several meters of sea level rise over the next 50 to 150 years because feedback mechanisms caused by melting ice in Greenland and Antarctica are amplifying and accelerating the melt.



APPENDIX 4

City of Port Alberni

Vehicle & Equipment List (2018)

Vehicle and Equipment List 2018

UNIT #	DESCRIPTION	YEAR	DEPARTMENT
130	Dodge Durango SSV	2015	City Hall - Bylaw Enforcement
131	Mitsubishi Outlander PHEV	2018	City Hall - Bylaw Enforcement
140	GMC 5500 utility truck	2007	Public Works Sewer Dept.
141	Dodge 5500 Service truck	2009	Public Works Sewer Dept.
150	Dodge 3500 Flat Deck	2008	Public Works Mechanic Shop
151	Dodge 2500 P/U	2008	Streets Superintendent Wilf Taekema
153	Chevrolet P/U	1994	Public Works - Fuel truck - (Ecav.)
154	Ford Ranger P/U 4X4	2008	Mechanic Supt - W Cheveldave
155	Dodge Ram 1500 4X4 P/U	2016	Public Works Streets Chargehand
156	Dodge Ram 3500	2019	Public Works - Paint Shop
157	Nissan NV200	2015	City Hall - Surveyor Tech.
158	Toyota RAV 4 Crossover	2014	City Hall - Surveyor Tech.
168	Ford F150 P/U	2003	Public Works Sewer Chargehand
169	Ford F350 - Service truck	2004	Public Works - Paint Shop
170	Ford Ranger P/U	2005	Utility Superintendent - B Mousley
171	Ford Ranger P/U	2008	Public Works
172	Ford F150 P/U 4WD	2019	Public Works
173	Ford F150 P/U 4WD	2019	Public Works
200	EZ. Loader boat Trailer	2007	Public Works - Lagoon Boat
240	GMC 5500 Service truck	2007	Public Works
241	Ford F550 Utility truck	2017	Public Works
259	GMC dump truck Single axle	1998	Public Works
260	GMC dump truck Single axle	1999	Public Works
262	Volvo dump truck Tandem axle	2002	Public Works
263	Ford Utility truck	2004	Public Works

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REGULAR COUNCIL AGENDA - JANUARY 13, 2020

Page 1 of 4

74

UNIT #	DESCRIPTION	YEAR	DEPARTMENT
264	Volvo dump truck Tandem axle	2005	Public Works
265	Volvo dump truck Tandem axle	2007	Public Works
266	Freightliner truck Asphalt Patch	2011	Public Works
267	Volvo dump truck Tandem axle	2013	Public Works
300	Tiger Sabre Boom Mower	2004	Public Works
302	John Deere Backhoe	2007	Public Works
303	Case Backhoe	2009	Public Works
304	Cat Forklift GP40	1995	Public Works
332	Tampo wheel compactor	1962	Public Works
336	Rebco Trailer 6 X 10 Emerg.	2008	Public Works Emerg. Response Equi.
337	Rebco Trailer 5 X 8 20 KW	2008	Public Works Emerg. Generator
338	Express Trailer Flatdeck	2000	Public Works
340	John Deere Grader 772BH	1998	Public Works
342	Linkbelt Excavator 145X3DZ	2013	Public Works
350	John Deere Loader 624J	2005	Public Works
355	Volvo Grader 726B	2006	Public Works
359	Trailer with water tank	1983	Public Works U - Built Trailer
360	White / Hercules trailered	1984	Public Works Cowichan Genset
361	Snake River Genset 100 Kw	2013	Public Works Emerg. Generator
367	Langfab Pup Trailer	2006	Public Works Dump Box
369	Britco Trailer (lunchroom)	1990	Public Works Model 10X24
370	Trailer Fldck (Nicholls)	1990	Public Works (Yellow)
371	Sterling Box trailer(Paint Sprayer)	2014	Public Works (Paint Shop)
372	Stanley Hydraulic power unit	1991	Public Works HP -175
376	John Deere Loader	1992	Public Works
377	Ingersoll Rand air compressor	1992	P125DWD Air Compressor (Trailer)
378	Hi - Sander for 259	1992	Model - E2020-8
381	Stanley Compactor for backhoe	2015	Public Works
382	Swensen Sander for 264	1993	Model - EVRGH-100 (stainless)
383	Shoring Trailer	1994	Public Works - North West
385	Target Pavement cutter	1995	Public Works

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REGULAR COUNCIL AGENDA - JANUARY 13, 2020

Page 2 of 4

75

UNIT #	DESCRIPTION	YEAR	DEPARTMENT
387	Langfab Pup Trailer	2016	Public Works Dump Box
388	JCTR flatdeck-lowbed triple axle	1996	Public Works - Trailer AT - 3
389	Wellscargo travel trlr for sewer	1997	Public Works Camera Equipment
393	Miller Welder (Portable)	1997	Public Works Shop (Big - 40)
395	Bomag Drum Roller	1995	Public Works
396	Express flatdeck	1998	Public Works
398	Swenson Sander for 265	2001	Public Works EV100 (stainless)
399	New Holland Tractor TV145	2004	Public Works
401	Freightliner Garbage Truck	2018	Public Works Residential
402	Freightliner Garbage Truck	2018	Public Works Residential
403	Freightliner Garbage Truck	2018	Public Works Residential
411	Tymco Sweeper 600	2016	Public Works
435	International Combo Hydro-vac	2012	Public Works - Flusher truck
518	Chevrolet Service truck	2003	Public Works Water works
520	Ford F350 service truck	2005	Public Works Water works
521	Chev, Silverado service truck	2012	Public Works Water Chargehand
522	Toyota Tacoma 4X4 P/U	2014	Public Works Water Tech
523	Nissan NV Van	2014	Public Works Water Works meters
524	Dodge Ram 5500	2019	Public Works Water works
602	Ford Ranger P/U	2000	Parks & Rec / Multiplex
604	U- Built Box trailer	2000	Parks & Rec
605	U- Built Box trailer	2000	Parks & Rec
608	Zamboni (Propane)	2003	Parks & Rec / Multiplex
609	Ventrac Tractor Mower	2004	Parks & Rec
610	Ford F250 P/U 4X4	2005	Parks & Rec
613	Ford F550 haul all	2006	Parks & Rec Garbage truck
614	GMC 5500 Hort. Utility truck	2005	Parks & Rec / Gardner
615	GMC 5500 Utility truck	2005	Parks & Rec
616	Chev cube van	2004	Parks & Rec - Carpenter
618	Portable Welder U-Built trlr	1973	Parks & Rec
619	Ford E350 15 pass. Van	2006	Parks & Rec / Echo

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REGULAR COUNCIL AGENDA - JANUARY 13, 2020

Page 3 of 4

76

UNIT #	DESCRIPTION	YEAR	DEPARTMENT
620	Rebco (Trailer)	2005	Parks & Rec
621	Multi - Quip. Cement mixer	2006	Parks & Rec
622	Ford F350 P/U 4X4	2007	Parks & Rec - Carpenter
623	Nissan Forklift	2000	Parks & Rec / Multiplex
624	John Deere Tractor	2007	Parks & Rec
625	Kubota F3680 Mower	2010	Parks & Rec
626	Tycrop Spreader	2007	Parks & Rec
627	Ford Ranger P/U	2008	Parks & Rec Dave Shanks mechanic
629	GMC 3500 4 X 4 P/U	2011	Parks & Rec
630	Toyota Tacoma P/U	2013	Parks Superintendent Jacob Colyn
631	Calkins Canoe trailer	1978	Parks & Rec
632	Toyota Tacoma P/U	2013	Building Superintendent Mark ZenKo
633	Toro Mower	2013	Parks & Rec
634	Yanmar Track Quad machine	2010	Parks & Rec
635	Express Custom Trailer	1990	Parks & Rec
636	Zamboni 552 (Electric)	2014	Parks & Rec / Multiplex
637	Ventrac Tractor Mower	2015	Parks & Rec
638	Pull Tank Water	1977	Paks & Rec
639	Boat Trailer canoe's ect.	1981	Parks & Rec
640	Vermeer Chipper BC 1000XL	2014	Parks & Rec
660	U - Built Equipment trailer	1989	Parks & Rec
671	Ty Crop Spreder (Retained)	1992	Parks & Rec
675	Ford E150 Variaty Club Van	1992	Parks & Rec / Echo
720	Ford F Star Van	2004	City Hall - IT Dept.
721	Dodge Caliber Car	2007	City Hall - Building Inspector
722	Chrysler Pacifica Plugin Hybrid	2017	City Hall- IT Dept.

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REGULAR COUNCIL AGENDA - JANUARY 13, 2020

Page 4 of 4

77



APPENDIX 5

City of Port Alberni Engineering Department

Emergency Response Plan Excerpts

- Tsunami Roadblock Listing
- Waterworks Emergency Response Plan
- Wastewater Emergency Response Plan
- Bridges Emergency Response Plan

Dec 2003

**CITY OF PORT ALBERNI
ENGINEERING DEPARTMENT**

EMERGENCY RESPONSE PLAN

ENGINEERING RESPONSIBILITIES

The responsibility of the Engineering Department in an emergency is to respond, assess, and coordinate the disposition of departmental personnel, vehicles, and equipment to minimize hazards to life and property.

GENERAL RESPONSIBILITIES

1. Staffing of Public Works EOC and the City Hall EOC, and have a representative at the Alberni Valley EOC.
2. Supply and equip the Public Works EOC with communications equipment.
3. Damage assessment and reporting.
4. Clear transportation corridors.
5. Traffic control and road closures to keep the public out of hazard zones.
6. Restoration of damaged infrastructure eg. water, and sewer and road systems.
7. Coordinate through the PEP EOC the support equipment for, and the individual emergency response plans of B.C. Hydro, B.C. Telephone and Centra Gas.
8. Supply vehicles and equipment where needed; both City and Contracted.
9. Arrange for fuel supply and mechanical reports to vehicles, generators, and equipment.
10. Transportation of emergency personnel, materials and equipment.
11. Assist as requested in location and rescue of trapped and injured people.
12. Other tasks assigned by the PEP Committee associated with an emergency or natural disaster.

March 2006

**CITY OF PORT ALBERNI
ENGINEERING DEPARTMENT**

EMERGENCY RESPONSE PLAN

APPENDIX 7

TSUNAMI ROADBLOCK LISTING

In the event of a Tsunami Alert the Engineering Department shall deploy staff and equipment at the listed locations to stop traffic and advise motorists of the Tsunami hazard and direct them via routes not entering the Tsunami Zone whenever possible. Crews manning the checkpoints should strongly advise against entering the hazard zone however they should not restrain motorists from doing so if they insist.

Crews should be equipped with barricades, safety vests, traffic paddles, flashlights, and appropriate detour signs.

	LOCATION	CREW	DIRECTION
1.	River Road @ Falls Road	0	Reroute Alberni bound traffic up Falls Road via Malibar/Beaver Crk/Smith/Cowley/Cherry Cr /Johnston/Maebelle. (May be relieved by Highways Dept. Staff)
2	Falls Road @ Compton Road	2	Turn back traffic bound for River Road. Reroute same as above.
3	Russell Road @ Russell Place	0	Turn back traffic bound for River Road. Reroute same as above.
4	Beaver Creek Road @ Compton Road	2	Reroute southbound north on Smith/Cowley/Cherry Cr.
5	Beaver Creek/Compton/Josephine	0	To direct the flow of traffic north on Beaver Creek.
6	Compton & Grandview	0	Turn back traffic bound for Compton.
7	Gertrude Street @ Compton Road at tracks	1	Reroute southbound & westbound on Compton. Direct South via Compton/Kitsuksis/Best/Cowley/Cherry Cr/Johnston/Maebelle

	LOCATION	CREW	DIRECTION
8	Kitsuksis & Short St.	1	Reroute southbound back along Kitsuksis/Best/Cowley/Cherry Creek/Johnston/Maebelle
9	Lathom Road @ Leslie Street	0	Close Lathom Road west of Leslie using unmanned barricades and detour signs.
10	Johnston Road at Leslie	2	Turnback westbound traffic. (May be relieved by Highways Dept Staff
11	Roger Street at 6 th Avenue	0	Stop traffic going south on Roger.
12	8 th Avenue & Roger	2	Stop westbound.
13	Redford Street @ 6 th Avenue	2	Reroute westbound traffic east on Redford.
14	4 th Avenue & Redford	0	On top of hill stopping southbound traffic.
15	6 th Avenue @ Bute Street Burde St to N. Park Dr. & 5 th	0	Close Bute St., Burde St., & North Park Drive eastbound from 7 th Avenue with unmanned barricades and detour signs
16	5 th Avenue @ Dunbar	0	Reroute northbound traffic east onto Dunbar Street and direct to 10 th Avenue Fill.
17	4 th Avenue & Strathern	0	Stop northbound traffic.
18	3 rd Avenue @ Athol	2	Reroute northbound traffic east onto Athol St., and direct to 10 th Avenue Fill. Close Athol St., westbound.
19	Kingsway & 3 rd Avenue	0	To direct traffic south on 3 rd and stop traffic heading south on Kingsway.
20	Argyle Street @ 1 st	2	Reroute westbound traffic south onto 2 nd then back east.

	LOCATION	CREW	DIRECTION
21	Kingsway Street @ Angus Street	0	Reroute northbound traffic east onto Angus to Argyle Street to 10 th Avenue Fill.
22	2 nd Ave @ Bruce Street., Stirling & South Streets.	0	Close Stirling St., Bruce St., & South Street eastbound from 2 nd Avenue with unmanned barricades and detour signs

TOTAL STAFF 25

L:\Admin\Emergency Response Plan\Appendix 7 Tsunami Roadblock Listing.doc

May 2009

**CITY OF PORT ALBERNI
ENGINEERING DEPARTMENT
EMERGENCY RESPONSE PLAN
APPENDIX 8**

**WATERWORKS EMERGENCY
RESPONSE PLAN**

Distribution:
Brian Mousley
Steve Crowshaw
Ken Watson
Guy Cicon
Waterworks Office
Waterworks Vehicles
Emergency Operations Centre - 4th Ave
Ministry of Environment
Medical Health Officer
Dam Safety Officer

Nov 2006

**CITY OF PORT ALBERNI
ENGINEERING DEPARTMENT
EMERGENCY RESPONSE PLAN**

APPENDIX 8

WATERWORKS EMERGENCY RESPONSE PLANS

INDEX

- 8a) Waterworks Emergency Response Plan.
- 8b) Waterworks Inventory Summary
- 8c) Waterworks Emergency Procedures
 - 1) Contamination of Water Supply System
 - 2) Loss of water supply.
 - 3) Water Main Break (Distribution)
 - 4) Chlorine Gas Leak
 - 5) Dam Breach
 - 6) Tsunami Flood Conditions
 - 7) Earthquake
 - 8) Cross Connection or Backflow Incident
 - 9) Chlorinator Failure
 - 10) Spills of chlorinated water into Fish Bearing Stream
 - 11) Power Outages
 - 12) Boil Order Advisories
- 8d) Water Restrictions (4 Stages)

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WATERWORKS EMERGENCY RESPONSE PLAN

PURPOSE OF PLAN:

The Plan is to prepare Waterworks Personnel and others to respond quickly and efficiently in the event of an emergency affecting the water system, so that water supply may be safeguarded, maintained or returned to working condition as quickly as possible.

The plan is to be reviewed and updated regularly. Suggestions and changes to the plan should be forwarded to Norm Meunier, Utilities Superintendent (norm_meunier@city.port-alberni.bc.ca)

ACTIVATION OF PLAN:

All levels of government under their different Emergency Acts and Bylaws can activate the Plan when a "State of Emergency" is declared.

An Engineering Department Manager can also activate the Plan when the operation of the water supply is concerned.

Supervisors or Chargehands will call out staff as required for regular emergency situations. In the event of a major emergency or disaster, employees' first thought should be for their own safety and that of their family and home. Once personal and home safety has been established all personnel shall report to the Public Works Yard.

EMERGENCY ORGANIZATION

The Engineering Department Organization chart and Operations Callout list are attached. A list of Emergency Telephone numbers are also attached.

The Public Works Yard at 4150 - 6th Avenue will act as the Command Centre and assembly point for emergencies. As an alternate or in the event of a major emergency, the Main Command Centre will be the Emergency Operations Centre at 3004 - 4th Avenue

COMMUNICATIONS

Two-way radio communications will hopefully be in service to transmit assessment reports and directions. A portable 2-way radio is in the Works Yard meeting trailer. HAM Radio (AV Communications Club) may be available as a secondary communication system.

Initial Communication would likely be with the Public Works Yard Command Centre. Depending on the scope of the emergency, communication may shift to a person in the Emergency Operations Centre (EOC) on 4th Avenue.

Direct all media and public questions to a Public Communications person in City Hall or the EOC.

DESCRIPTION OF WATER SYSTEM

The City of Port Alberni obtains water from two high quality surface coverage courses: China Creek and Bainbridge lake. There is also an intake on the Somass River for use during peak demands. Within the City there are five water storage reservoirs, 23 Pressure Regulating Valves 150 km of watermain, 715 Fire Hydrants, and 3 Dams. Water is disinfected via chlorination to meet Ministry of Health requirements.

Basemap drawings of the Water System are posted in the Waterworks Shop and are carried in Waterworks Vehicles. More detailed records of the system can be found in the Engineering Department at City Hall.



CITY OF PORT ALBERNI - ENGINEERING DEPARTMENT INFRASTRUCTURE INVENTORY SUMMARY

* updated to end of 2008

WATERWORKS

Watershed - China Creek basin	6202 Ha	
- Bainbridge Lake Catchment	1310 Ha	
Intakes (Surface Supply)	3	
- China Creek - gravity	24,451	m3/day permit
- Bainbridge Lake - pumped	9,763	m3/day permit
- Somass River - pumped	13,564	m3/day permit
Total Permitted Volume	47,778	m3/day permit
Dams	3	
- China Creek - intake - concrete El. 184m (603.7')	5000	m3 storage
- Lizard Lake - concrete/earthfill (440 acre ft) El. 732m (2	545,000	m3 storage
- Bainbridge Lake - earthfill (1000 acre ft) El. 150m (492')	1,230,000	m3 storage
	1780000	
Pumpstations	5	
- Bainbridge - 2x50 HP @ 2508 gpm	100	Hp
- Somass - 2x60 HP @ 750 gpm ea.	245	Hp
- 1x125 HP @ 1390 gpm		
- Cowichan - 2x60 HP @ 2400 gpm	125	Hp
- 1x5 HP @ 65 gpm		
- Johnston - 4x60 HP @ 800 gpm ea.	538	Hp
- 1x7.5 HP @ 120 gpm		
- 2x145 HP diesel @ 2100 gpm		
- Arrowsmith - 2x5 HP @ 65 ea.	10	Hp
Total Pumpstation Horsepower	1018	Hp
Chlorination Stations	3	
- Bainbridge Pumpstation (gas injection)		
- Somass Pump/Intake (gas injection)		
- Johnston Pumpstation (gas injection)		
Chlorine Residual Test Points - Daily	9	
Bacterial Test Locations - Monthly	20	
Reservoirs	5	
- Upper Cowichan - floating cover El. 158m	11,250	m3 1962/1963
- Lower Cowichan - floating cover El. 146m	6,750	m3 1937
- Burde - floating cover El. 86.8m	6,750	m3 1947
- Johnston - 2 cells, concrete El. 66.8m	9,000	m3
- Arrowsmith - 1 cells, steel tank El. 173.6m	250	m3
Total Reservoir Storage Volume	34,000	m3

Supply mains steel- 400mm	1.32 km
Supply mains HDPE- 500mm	1.92 km
Supply mains PVC- 500mm	1.49 km
Supply mains steel- 600mm	4.83 km
Total Supply Mains	9.56
Distribution mains < 150mm	89.5 km
Distribution mains 200-300mm	48.5 km
Distribution mains > 300mm	22.1 km
Total Distribution Mains	160.1 km
Distribution mains - Asbestos Cement	77.5 km
Distribution mains - Cast Iron	32.8 km
Distribution mains - P.V.C.	31.9 km
Distribution mains - Ductile Iron	7.6 km
Distribution mains - Galvanized Iron	0.0 km
Distribution mains - Steel	0.8 km
Distribution mains - Wood Stave	0.0 km
Distribution mains - Type Unknown	9.5 km
Pressure Reducing Stations	19
Pressure Zones	12
Line Valves	1404
Air Valves	44
Hydrants (City)	718
Hydrants (Private)	35
Connections - Residential	6362
- Commercial	304
- Industrial	13
- City	62
Meters (Active)	6741
Meter Size Breakdown	
15 or 19 mm inside City	6345
15 or 19 mm outside City	50
25mm inside	100
25mm outside	2
40mm inside	77
40mm outside	2
50mm inside	114
50mm outside	5
75mm inside	22
75mm outside	1
100mm inside	6
100mm outside	1
150mm inside	10
150mm outside	3
over 150mm	3
	6741

Average Annual Volume Served	6,192,489 m3
Peak Day Usage	18,347 m3
Minimum Day Usage	3,305 m3
Average Day Usage	10,905 m3

March 2006

**CITY OF PORT ALBERNI
ENGINEERING DEPARTMENT**

EMERGENCY RESPONSE PLAN

APPENDIX 9

WASTEWATER EMERGENCY RESPONSE PLANS

INDEX

- 9a) Wastewater Inventory Summary
- 9b) Tsunami or Flood Conditions
- 9c) Earthquake
- 9d) Flood Control Maintenance Lists
 - 1) Floodplain culvert listing with photos
 - 2) Culvert and catch-basin emergency list
 - 3) Problem catch-basins due to snow and leaves
 - 4) Problem catch-basins to check after a heavy rain event

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CITY OF PORT ALBERNI - ENGINEERING DEPARTMENT INFRASTRUCTURE INVENTORY SUMMARY

* updated to end of 2008

SEWER & DRAINAGE

Connections	6436
Storm Sewers	97.2 km
Sanitary & Combined Sewers	156.2 km
Sanitary & Combined Manholes	2229.0
Storm Manholes	1323.0
Catchbasins	2297
Grit Chambers	11
Sump Manholes	19
Pipe Type	
PVC Sanitary & Storm	53.6 km
AC Sanitary & Storm	51.7 km
Conc Sanitary & Storm	80.0 km
Vit Sanitary & Storm	26.2 km
Reline Sanitary & Storm	2.1 km
Other Sanitary & Storm	5.3 km
Unknown Sanitary & Storm	34.5 km
	253.4
Pipe Diameter	
150mm and less	18.6 km
200mm	101.0 km
250mm	36.9 km
300mm	33.5 km
350mm	3.8 km
375mm	10.4 km
400mm	3.3 km
450mm	9.0 km
500mm	2.2 km
525mm	2.1 km
600mm	10.4 km
>600mm	13.5 km
mixed & unknown	8.7 km
	253.4
Sewage Pumpstations	5
- Wallace - 2x40 Hp @ gpm, 1x10 hp jockey	90 Hp
- Argyle - 2x140 Hp @ 250l/sec- only one at a time	280 Hp
- Josephine - 2x20 Hp submersibles	40 Hp
- Margaret - 2x20 Hp @ 1200 gpm	40 Hp
- 4th Ave - 2x10 Hp @ 400 gpm, submersibles	20 Hp
Storm Liftstation	1
- Margaret - 2x 75 Hp @ 20,000gpm	150 Hp
Forcemains	9.3 km
Storm Outfalls	95
Combined Overflows	4
Flood Gates	25

Major Culverts > 900mm	52
Ditches	9 km
Sewage Treatment Facility (Lagoon)	1
Aeration - 2 x 30HP (splash), 3 x 25 HP self-aspirating, 2 x 75 HP (splash), 2 x 30HP (directional) =	345 HP
Capacity (Volume)	80,000 m3
Average Flow	16,484 m3/day
Max Flow	42,774 m3/day
Min Flow	7,752 m3/day
Permit PE 297 - Flow (Continuous)	34,100 m3/day permit
- BOD5 (Monthly)	38mg/l avera 70 mg/l permit
- TSS (Monthly)	49 mg/l aver 70 mg/l permit
- DO (Weekly)	2.2 mg/l average 2008
Annual Volume Treated	6,016,538 m3

**CITY OF PORT ALBERNI
ENGINEERING DEPARTMENT**

EMERGENCY RESPONSE PLAN

APPENDIX 11

EMERGENCY RESPONSE PLANS

BRIDGES

GERTRUDE STREET AT ROGER CREEK

Construction

The Gertrude Street at Rogers Creek Bridge is a three span structure carrying four traffic lanes and two sidewalks over Rogers Creek. This superstructure consists of painted steel beams with a composite concrete deck. The substructure consists of creosote treated timber piles at the piers and abutments. Although the abutments are placed square to the roadway, the piers are skewed at 20 degrees to accommodate the creek alignment.

Gas on east side of bridge running north-south
Water main on west side running north south

GERTRUDE STREET AT KITSUKSIS CREEK

Construction

The Gertrude Street at Kitsuksis Creek Bridge, is a four span structure carrying two traffic lanes and sidewalks over Kitsuksis Creek. The superstructure and substructure consist of creosote treated timber components. The main span consists of glulam slab girders, with a 200mm transverse nail laminated deck, while the approach spans consist of sawn timber stringers with a 100mm transverse nail-laminated deck. The wearing surface is a reinforced asphalt overlay

Waterline running on east side running north-south
Gas.

FOURTH AVENUE BRIDGE AT DRY CREEK

Construction

The Fourth Avenue Bridge at Dry Creek is a single span structure carrying two traffic lanes and a sidewalk over Dry Creek. The superstructure consists of a longitudinally laminated treated timber deck with a composite cast-in-place concrete topping and an asphalt wearing surface. The substructure consists on cast-in-place concrete abutments on spread footings.

Water.
Telephone

VICTORIA QUAY AT ROGERS CREEK

Construction

The Victoria Quay at Rogers Creek Bridge is a four span structure carrying two traffic lanes and sidewalks over Rogers Creek. The superstructure consists of painted steel beams with a composite concrete deck. The substructure consists of creosote treated timber piles and caps.

Water

THIRD AVENUE BRIDGE AT DRY CREEK

Construction

The Third Avenue Bridge at Dry Creek is a two span cast-in-place concrete, open bottom type culvert type structure carrying five traffic lanes and two sidewalks over Dry Creek. The span reinforcement appears to consist of embedded railway rails supported by concrete abutments and a median wall



APPENDIX 6

Tables as included in body of report

PROXIMITY ANALYSIS					
	Area Center Point (distance in metres)				
	North Point	Central Point	South Point	Total Distance	Proximity Relative to Current 6th Ave Site
POTENTIAL SITES					
<u>Northeast</u>					
1. Maebelle Road – MoT	4800	3950	5020	13770	147%
2. Maebelle Road – SD 70	4800	3950	5020	13770	147%
3. Cherry Cr Road	3530	4080	6350	13960	151%
<u>Central North</u>					
4. Fall Fair Grounds	2975	975	3245	7195	29%
5. North Island College	3325	1325	3595	8245	48%
<u>Central</u>					
6. Upper Burde Street	5520	2870	3200	11590	108%
7. Burde Street Reservoir area	4570	1920	2250	8740	57%
<u>South</u>					
8. Anderson Avenue Works	6870	4220	1950	13040	134%
9. Selzal Road	8170	5520	3250	16940	204%
CURRENT 6TH AVE SITE	2000	650	2920	5570	0%

POTENTIAL SITE COSTS										
	COST ITEMS									
	Land	Main Building	Enclosed Vehicle Bays	Equipment and Material	Site Development	Site Servicing	Sub Total	Engineering Design (15%)	Contingency (15%)	Total
POTENTIAL SITES										
Northeast										
1. Maebelle Road – MoT	\$640,000	\$7,700,000	\$600,000	\$555,000	\$390,000	\$352,000	\$10,237,000	\$1,535,550	\$1,535,550	\$13,308,100
2. Maebelle Road – SD 70	\$400,000	\$7,700,000	\$600,000	\$555,000	\$390,000	\$352,000	\$9,997,000	\$1,499,550	\$1,499,550	\$12,996,100
3. Cherry Cr Road	\$0	\$7,700,000	\$600,000	\$555,000	\$390,000	\$630,000	\$9,875,000	\$1,481,250	\$1,481,250	\$12,837,500
Central North										
4. Fall Fair Grounds	\$0	\$7,700,000	\$600,000	\$555,000	\$390,000	\$150,000	\$9,395,000	\$1,409,250	\$1,409,250	\$12,213,500
5. North Island College	\$800,000	\$7,700,000	\$600,000	\$555,000	\$390,000	\$640,000	\$10,685,000	\$1,602,750	\$1,602,750	\$13,890,500
Central										
6. Upper Burde Street	\$700,000	\$7,700,000	\$600,000	\$555,000	\$390,000	\$920,000	\$10,865,000	\$1,629,750	\$1,629,750	\$14,124,500
7. Burde Street Reservoir	\$0	\$7,700,000	\$600,000	\$555,000	\$390,000	\$130,000	\$9,375,000	\$1,406,250	\$1,406,250	\$12,187,500
South										
8. Anderson Avenue	\$360,000	\$7,700,000	\$600,000	\$555,000	\$390,000	\$730,000	\$10,335,000	\$1,550,250	\$1,550,250	\$13,435,500
9. Seizal Road	\$500,000	\$7,700,000	\$600,000	\$555,000	\$390,000	\$710,000	\$10,455,000	\$1,568,250	\$1,568,250	\$13,591,500

	CRITERIA								
	Ground Elevation	Land Area	Land Ownership	Zoning / OCP	Site Services	Accessibility	Proximity Analysis	Area Fit	Cost
POTENTIAL SITES	Greater than 20m	3.0 to 3.5 ha	Public / Private	M1 light Industrial	Water, sewer, drainage, power, telecom (W,S, D,P,T)	Arterial road network	Score	Do operations fit with existing uses and geography. (HI, Med, Lo)	Land, buildings, services, and development costs
Northeast									
1. Maebelle Road ~ Ministry of Transportation and Infrastructure	94m	3.2 ha	Province	ACRD P2	W,P,T	Hwy 4 / Redford St.	13,770	HI	\$13,308,100
2. Maebelle Road ~ School District 70 Maintenance Yard	94m	2.0 ha	Province	ACRD P2	W,P,T	Hwy 4 / Redford St.	13,770	HI	\$12,996,100
3. Cherry Cr Road	63m	5.0 ha	City	A1 / Urban Agriculture ALR	W,P,T	Cherry Cr Rd. / Broughton Rd. (Collector)	13,960	HI	\$12,837,500
Central North									
4. Fall Fair Grounds	45m	4.0 ha	City	P2 Institutional / Institutional	W,S,D,P,T	10th Avenue	7,195	Med	\$12,213,500
5. North Island College	70m	4.0 ha	Province	P2 Institutional / Parks and Open Space	100m W,S,P,T	Roger St.	8,245	Med	\$13,890,500
Central									
6. Upper Burde Street	106m	3.5 ha	Private	R1 Rural Residential / Future Residential	W,S,P,T	Burde St. (Collector)	11,590	Lo	\$14,124,500
7. Burde Street Reservoir area	87m	4.0 ha	City	P2 Institutional / Future Residential	W,S,P,T	Burde St. (Collector)	8,740	Lo	\$12,187,500
South									
8. Anderson Avenue Public Works Storage	118m	1.8 ha	City / Private	FD Future Development / Future Residential	W,P,T	Anderson Ave. / Shipcreek Rd.	13,040	HI	\$13,435,500
9. Seltral Road	148m	2.5 ha	Private	ACRO P2	W,P,T	Seltral Rd. / Shipcreek Rd.	16,940	HI	\$13,591,500

POTENTIAL SITE WEIGHTED EVALUATION MATRIX										
	CRITERIA (Weighting Factor)									
	Ground Elevation	Land Area	Land Ownership	Zoning / OCP	Site Services	Accessibility	Proximity Analysis	Area Fit	Cost	Total
	8	8	8	8	8	15	15	15	15	100
POTENTIAL SITES										
<u>Northeast</u>										
1. Maebelle Road – MoT	1.0	1.0	1.0	1.0	1.0	1.3	0.7	1.3	1.0	105
2. Maebelle Road – SD 70	1.0	0.7	1.0	1.0	1.0	1.3	0.7	1.3	1.0	102
3. Cherry Cr Road	1.0	1.0	1.3	0.7	0.7	1.3	0.7	1.3	1.0	102
<u>Central North</u>										
4. Fall Fair Grounds	1.0	1.0	1.3	0.7	1.0	1.0	1.3	1.0	1.3	109
5. North Island College	1.0	1.0	1.0	0.7	0.7	0.7	1.3	1.0	0.7	91
<u>Central</u>										
6. Upper Burde Street	1.0	1.0	1.0	0.7	0.7	0.7	1.0	0.7	0.7	82
7. Burde Street Reservoir area	1.0	1.0	1.3	0.7	1.0	0.7	1.3	0.7	1.3	100
<u>South</u>										
8. Anderson Avenue PW	1.0	0.7	1.3	1.0	0.7	1.0	0.7	1.3	1.0	98
9. Selzal Road	1.0	0.7	1.0	1.0	0.7	1.0	0.7	1.3	0.7	91

PUBLIC WORKS FACILITY RELOCATION: STEPS TO PURSUING FUNDING OPPORTUNITIES

FAST FACTS

- The City's Public Works Facility (PWF) was built in 1966 in preparation for the amalgamation in 1967
- The facility is located within the Tsunami Inundation Zone
- It was constructed when seismic design requirements were not well developed
- It houses significant operational assets that would be vulnerable to an earthquake or tsunami

ASSESSING THE RISKS

Based on a recommendation received as a result of the Exercise Coastal Response in 2016, the previous Council budgeted \$30,000 in the 2018 Capital Plan to undertake a risk assessment study, awarded to McGill & Associates Engineering. The measures by which risk was assessed consisted of:

- an anticipated 9.0-magnitude Cascadia Fault Line subduction earthquake and ensuing tsunami (with a projected inundation of 20-metres above tidewater. The 1962 tsunami reached 4-metres)
- a literature review of recent and reliable research on the Cascadia Subduction Zone
- an appraisal of the expected consequences
- projected sea level rise over the next 100 years

THE FINDINGS

The conclusion of the report states that "due to the high cost of retrofitting relatively old buildings to bring them up to Post Disaster levels of the current Building Code, and the inherent vulnerability of the existing low-lying site, the best mitigation approach is to relocate the PWF to a new location outside of the tsunami inundation zone."

NEXT STEPS

To undertake such a move is costly. Extensive planning, budgeting and public engagement would be required. However, funding could be pursued through grants from senior governments. But to apply for government grants, a project must be "shelf ready" and meet certain eligibility criteria. More often than not, this means the applicant must demonstrate proper planning by conducting studies to support the need, design, build and operation of a new facility.

Without laying the groundwork for any infrastructure project, an organization runs the risk of missing out on grant opportunities and bearing 100 per cent of the financial cost to complete the project. Knowing this, City Council is considering that the addition of \$50,000 be added to the Five Year Financial Plan to undertake a feasibility study to relocate the PWF, positioning the City for future grant funding opportunities.



ECONOMIC DEVELOPMENT

PURPOSE

This report provides Council with an overview of Economic Development Manager activities for the period of July 1st to September 30st 2022.

PREAMBLE

Council's Strategic Plan directs efforts to enable the new economy with particular attention to tourism, an emphasis on small business and sectors that are strategic.

The Economic Development Manager has determined sectors that are strategic for Port Alberni are the blue economy, the innovation economy, the circular economy and outdoor recreation gear manufacturing. Each of these are explained briefly below.

The World Bank defines the blue economy as "the sustainable use of ocean resources for economic growth, improved livelihoods, and jobs while preserving the health of ocean ecosystems". The federal government's focus on the blue economy includes fisheries, fish and seafood processing, aquaculture, marine transport, ports and harbours, shipbuilding and boat building, coastal and marine tourism, ocean-based energy, ocean technology, future oriented ocean sectors and the health of the oceans. Both of the federal and provincial governments are steadily increasing their investments in the blue economy. Approximately 400 people work full-time in the blue economy in Port Alberni.

The innovation economy emphasizes innovation and entrepreneurship in every sector of the economy. The City has a matching funds grant from the Island Coastal Economic Trust for this work which is contracted to Community Futures Alberni-Clayoquot. The funding allows for one-day per week to be invested in it. In recent months, the focus has been on food security, safety and supply with particular attention to our food hub (the Dock +). Our innovation economy initiative will shift into the blue economy and the forest industry over the next few quarters.

Wikipedia defines the circular economy as a 'model of production and consumption which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible'. Port Alberni is one of six communities on Vancouver Island participating in a 'pay to play' pilot project Circular Economy initiative. Our buy-in allows for one business to take part in the project. After a call-out to agricultural businesses did not yield a response, an invitation went out to our breweries. Dog Mountain Brewing was the first to respond and so far, is the only company on the Island to have completed an audit with Synergy, the Foundation leading the project. 41 circular opportunities were identified with the potential to reduce up to 14 tonnes CO₂ and divert 7,344 kg of waste from landfill annually.

The Kootenay Outdoor Recreation Enterprise Society (KORE) is the first initiative in Canada of its kind focused on developing collaboration among outdoor recreation gear manufacturers in the East and West Kootenays. The Society was contracted by the provincial government to do a scan of possibilities in other regions of BC and identified significant concentrations of gear manufacturers in the Sea to Sky region and on Vancouver Island. Port Alberni is currently serving as the champion for the Islands region in part to stake a claim on the initiative and with the intention of attracting some gear manufacturers to the former Somass Mill site.

3RD QUARTER 2022 WORK

RECRUITMENT OF DOCTORS AND OTHER HEALTH CARE PROFESSIONALS

- Meetings with doctors and ACRD CAO
- Ads in various publications
- Develop a 'Road Map'

GRANT APPLICATIONS, REPORTS AND PROJECT MONITORING

- Linking Roger Creek Park & Scott Kenny Trail
- Local Food Infrastructure Fund
- Wolf Tower

SUPPORT FOR SME'S

- Assist work to resolve business licence issues
- Clutesi Haven Marina uplands Food Truck Pod
- Purchase and distribution of Island Good licences to qualified businesses
- Assist efforts to secure financing for four companies
- Assist site relocation exploration of two companies
- Assist in resolving product supply challenge faced by one company
- *NB: one small business is visited each week*

TOURISM

- Municipal Regional District Tax (MRDT) completion of business plan & application
- Conversations with potential hotel developers
- Marketing conversations with new Board of Directors

BLUE ECONOMY

- Participate in national strategic planning work
- Advance prospects of a \$25,000 'challenge'
- Training and other opportunities presented by Coastal Restoration Society
- Link Food Hub tenants to possible new markets and value-added opportunities

FOREST INDUSTRY

- Assist efforts to secure fibre and support food-grade paper making transition

OTHER

- Train Station Request For Proposal
- BC Provincial Nominee Entrepreneur Immigration Regional Pilot Program
- Choose Port Alberni investment attraction website www.choseportalberni.ca
- Support of Developers
- VICEDA Tech Island (also a pay to play initiative)
- INFilm inquiry
- CEDI

COMMUNICATIONS / MARKETING

Ads were taken out for recruitment of trades for Port Alberni businesses, and recruitment of doctors and other health care professionals

A monthly column on a variety of topics is submitted to the Business Examiner.

Social media stories are placed

Participation in Neighbourhood Welcome Packages (survey invitation)

Participation in Alberni Valley Tourism marketing campaigns

4TH QUARTER 2022 FOCUS with possible funding commitments required

Grant application for redevelopment of Somass Mill site
Recruitment of doctors and other health care professionals
Blue economy challenge
Train Station lease

AFFILIATIONS

- The City of Port Alberni is a member of:
 - Canada's Ocean Supercluster (OSC)
 - BC Economic Development Association (BCEDA)
 - Vancouver Island Economic Alliance (VIEA)
 - Vancouver Island Coast Economic Developers Association (VICEDA)
 - VICEDA Tech Attraction Initiative
 - VICEDA Circular Economy Pilot
- The Economic Development Manager is a:
 - Director of the Economic Developers Association of Canada
 - Member of the OSC Ecosystem Innovation Working Group
 - Member of the VIEA Foreign Trade Zone Vancouver Island Committee
 - Member of the Board of BCEDA as Past President

Note: In the 3rd quarter of 2022, the Economic Development Assistant was reassigned to the Development Services Department with the intent of reducing application approval times.

CITY OF PORT ALBERNI

BYLAW NO. 5062

A BYLAW TO AMEND WATERWORKS BYLAW NO. 4494

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

1. **Title**

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

2. **Amendments**

Waterworks Bylaw No. 4494 is hereby amended as follows:

Schedules "A" and "B" attached to Waterworks Bylaw No. 4494 are hereby deleted and Schedules "A" and "B" attached hereto are substituted and shall become effective for the first billing period of 2023 [January 1, 2023].

3. **Repeal**

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

READ A FIRST TIME this 11th day of July, 2022.

READ A SECOND TIME this 11th day of July, 2022.

READ A THIRD TIME this 14th day of November, 2022.

FINALLY ADOPTED this day of , 2022.

Mayor

Corporate Officer

SCHEDULE "A" TO WATERWORKS BYLAW, NO. 5062

METERED CONSUMPTION RATES AND BILLING

1. Rates for Water Consumption

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

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

2. Fixed System Charge

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

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

3. Billing Period

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

SCHEDULE "B" TO WATERWORKS BYLAW, NO. 5062

UNMETERED CONSUMPTION RATES AND BILLING

1. Rates for Water Consumption

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

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

2. Fire Line Rates

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

3. Billing Period

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

CITY OF PORT ALBERNI

BYLAW NO. 5063

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

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

1. Title

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

2. Amendments

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

- (a) Deleting Schedule 'A' and substituting it with Schedule 'A' attached hereto and forming part of this bylaw attached hereto are substituted and shall become effective for the first billing period of 2023 [January 1, 2023].

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

1. Septage Dump Fee

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

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

7A. Fish Processing Facilities

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

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

3. **Repeal**

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

READ A FIRST TIME this 11th day of July, 2022.

READ A SECOND TIME this 11th day of July, 2022.

READ A THIRD TIME this 14th day of November, 2022.

FINALLY ADOPTED this day of , 2022.

Mayor

Corporate Officer

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

1. Rates for City Sewerage System

1.1. Rates for Sewer User Consumption

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

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

1.2. Fixed System Charge

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

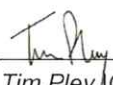
Meter Size (millimetres)	Meter Size (inches)	Monthly Charge
16	5/8	\$ 21.28
19	3/4	\$ 21.28
25	1	\$ 21.28
38	1 1/2	\$ 44.34
50	2	\$ 44.34
75	3	\$124.15
100	4	\$124.15
150	6	\$124.15
200	8	\$124.15
250	10	\$266.05

2. Billing Period

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

COPY AVAILABLE FOR PUBLIC INSPECTION

Date: November 18, 2022
File No: 3900-20-5045-1
To: Mayor & Council
From: T. Pley, CAO
Subject: City of Port Alberni 2022-2026 Financial Plan Amendment Bylaw No. 5045-1, 2022

Prepared by: <i>A. McGIFFORD</i> Director of Finance	Supervisor: <i>T. PLEY</i> T. PLEY, CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  Tim Pley, CAO
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RECOMMENDATION

1. THAT "City of Port Alberni 2022-2026 Financial Plan Amendment Bylaw No. 5045-1, 2022" be now introduced and read a first time.
2. THAT "City of Port Alberni 2022-2026 Financial Plan Amendment Bylaw No. 5045-1, 2022" be read a second time.
3. THAT "City of Port Alberni 2022-2026 Financial Plan Amendment Bylaw No. 5045-1, 2022" be read a third time.

PURPOSE

For Council to consider three readings to the "City of Port Alberni 2022-2026 Financial Plan Amendment Bylaw No. 5045-1".

BACKGROUND

Section 165(1) of the *Community Charter* provides authority for the City's Five-Year Financial Plan. Section 165(2) allows Council to amend the Financial Plan, by bylaw, at any time in order to provide for changes that occur during the year. The City's practice, which is common among other municipalities, is to review budget to actual amounts for revenues and expenditures and/or capital project changes throughout the year and to amend the City's Five-Year Financial Plan towards the end of the year so the Plan accurately reflects budget projections for operations and capital.

The amendments noted below have been approved by Council in the form of a resolution made throughout the 2022 calendar year and are included here for Council's reference.

At Council's June 13, 2022 Regular meeting, Council resolved as follows:

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.*

CARRIED | Res. No. R22-119

At Council's August 8, 2022 Regular meeting, Council resolved as follows:

THAT Council direct that "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" be amended as follows:

- a. Add \$500,000 in 2023 from General Revenue [taxation] for the purpose of increasing the project contingency budget for the Child Care Center Project;*
- b. Amend the overall budget for Project 21024 |Child Care Centre Project from \$2,900,000 to \$4,644,989 to reflect a \$1,244,989 increase in grant funding [total grant funding \$4,144,989];*
- c. Borrow \$210,000 from the Equipment Replacement Reserve Fund [ERRF] in 2022 for the purpose of completing project 21020 - Train Station Seismic Upgrades;*
- d. Transfer \$60,000 in 2022 from Line 29911 - Contingency Funds for the purpose of completing project 21020 - Train Station Seismic Upgrades;*
- e. Amend the overall budget for the capital project 21020 – Train Station Seismic Upgrades to \$860,000; and*
- f. Assign \$140,000 from Line 29911 – Contingency Funds for the purpose of funding the City's contribution to construction of the 4th Avenue Sleeping Pod facility.*

CARRIED | Res. No. R22-182

At Council's September 6, 2022 Regular meeting, Council resolved as follows:

THAT Council authorize staff to amend "City of Port Alberni 2022 – 2026 Financial Plan Bylaw No. 5045, 2022" by allocating \$290,000 towards the Roger Creek Connector Trail Project in 2023.

CARRIED | Res. No. R22-199

At Council's November 14, 2022 Regular meeting, Council resolved as follows:

THAT Council authorize staff to amend "City of Port Alberni 2022-2026 Financial Plan Bylaw No. 5045, 2022" by reducing Water Fund revenue by \$56,031 and Sewer Fund revenue by \$51,071 in 2022.

CARRIED | Res. No. R22-253

ALTERNATIVES/OPTIONS

1. That *"City of Port Alberni 2022-2026 Financial Plan Amendment Bylaw No. 5045-1, 2022"* be now introduced and read a first, second and third time.
2. That Council provide alternative direction.

ANALYSIS

Throughout the 2022 calendar year Council has considered and provided direction, by way of formal resolutions, to amend its *"City of Port Alberni 2022-2026 Financial Plan Bylaw No. 5045"*. Prior to December 31, 2022 Council must formally amend its Five-Year Financial Plan Bylaw to reflect the amendments that have been directed. The bylaw attached to this report reflects the amendments identified in the background portion of this report.

IMPLICATIONS

The financial impact of the changes to general operating expenses nets to zero for 2022. There is no tax impact for any of these amendments within the 2022 year.

COMMUNICATIONS

Not applicable.

BYLAWS/PLANS/POLICIES

- *City of Port Alberni 2022-2026 Financial Plan Amendment Bylaw No. 5045, 2022*
- *City of Port Alberni 2022-2026 Financial Plan Amendment Bylaw No. 5045-1, 2022*

SUMMARY

The budget amendment is considered for the purpose of consolidating all changes made by Council resolution in 2022 affecting the 2022-2026 Five Year Financial Plan. Amendments to the Financial Plan must be made no later than December 31, 2022.

ATTACHMENTS/REFERENCE MATERIALS

1. *"City of Port Alberni 2022-2026 Financial Plan Amendment Bylaw No. 5045-1, 2022"*

c: T. Slonski, Director of Corporate Services

CITY OF PORT ALBERNI

BYLAW NO. 5045-1

**A BYLAW TO AMEND THE CITY OF PORT ALBERNI 2022-2026 FINANCIAL PLAN,
BYLAW No. 5045, 2022**

WHEREAS section 165 of the *Community Charter* stipulates that a municipality must have a financial plan that is adopted on an annual basis;

AND WHEREAS section 165 (2) of the *Community Charter* stipulates that for certainty, the financial plan may be amended by bylaw at any time;

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

**THE MUNICIPAL COUNCIL OF THE CITY OF PORT ALBERNI IN OPEN MEETING
ASSEMBLED ENACTS AS FOLLOWS:**

1. That "City of Port Alberni 2022 - 2026 Financial Plan Bylaw No. 5045, 2022" is hereby amended by deleting Schedule 'A' in its entirety and substituting Schedule 'A' as attached hereto and forming part of this Bylaw.
2. This Bylaw may be known and cited for all purposes as "City of Port Alberni 2022-2026 Financial Plan Amendment Bylaw No.5045-1, 2022" and shall become effective upon adoption.

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

Schedule "A"

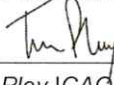
"City of Port Alberni 2022-2026 Financial Plan Amendment Bylaw No.5045-1, 2022"



**CITY OF PORT ALBERNI
CONSOLIDATED FINANCIAL PLAN 2022-2026**

	2022	2023	2024	2025	2026
Revenue					
Taxes					
Property Taxes	25,651,671	28,128,281	28,406,820	29,746,090	31,148,975
Other Taxes	761,391	761,391	761,391	761,391	761,391
Grants in Lieu of Taxes	233,955	233,955	233,955	233,955	233,955
Fees and Charges					
Sales of Service	3,922,909	3,933,787	4,062,725	4,153,079	4,250,911
Sales of Service/Utilities	7,132,142	7,571,611	7,864,810	8,039,794	8,466,442
Service to other Government	100,000	100,000	100,000	100,000	100,000
User Fees/Fines	494,500	498,325	502,184	506,077	510,006
Rentals	153,500	156,570	159,701	162,895	166,153
Interest/Penalties/Miscellaneous	717,875	722,321	727,185	732,180	737,198
Grants/Other Governments	1,095,840	1,095,840	1,095,840	1,095,840	1,095,840
Other Contributions	-	-	-	-	-
	<u>40,263,783</u>	<u>43,202,081</u>	<u>43,914,611</u>	<u>45,531,301</u>	<u>47,470,871</u>
Expenses					
Debt Interest	488,170	583,795	583,795	583,795	583,795
Capital Expenses	10,548,155	8,378,035	5,734,847	5,669,011	4,825,756
Other Municipal Purposes					
General Municipal	4,646,792	4,805,437	4,927,374	5,019,214	5,096,632
Police Services	8,073,162	8,272,325	8,586,906	8,808,923	9,015,162
Fire Services	4,086,596	4,264,882	4,360,844	4,456,965	4,551,648
Other Protective Services	361,030	391,063	395,907	400,311	404,790
Transportation Services	4,688,697	4,679,899	4,781,381	4,881,862	4,979,256
Environmental Health and Development	3,368,306	3,261,754	3,111,997	3,165,232	3,220,303
Parks and Recreation	5,907,854	5,896,628	6,082,829	6,227,902	6,317,130
Cultural	1,500,346	1,514,983	1,547,745	1,561,173	1,585,480
Water	1,882,171	1,821,187	1,849,216	1,879,195	1,910,090
Sewer	1,490,521	1,515,827	1,541,694	1,567,102	1,592,976
Contingency	-	200,000	200,000	200,000	200,000
	<u>47,041,800</u>	<u>45,585,815</u>	<u>43,704,535</u>	<u>44,420,685</u>	<u>44,283,018</u>
Revenue Over (Under) Expenses Before Other	<u>(6,778,017)</u>	<u>(2,383,734)</u>	<u>210,076</u>	<u>1,110,616</u>	<u>3,187,853</u>
Other					
Debt Proceeds (*Sewer fund 2022, approved in 2021)	8,500,000	-	-	-	-
Debt Principal	(371,426)	(572,870)	(572,870)	(572,870)	(572,870)
Transfer from Equipment Replacement Reserve	1,233,600	3,430,503	1,896,817	904,521	1,441,674
Transfer from Land Sale Reserve	-	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Reserves	(2,586,157)	(475,899)	(1,536,023)	(1,444,267)	(4,058,657)
	<u>6,778,017</u>	<u>2,383,734</u>	<u>(210,076)</u>	<u>(1,110,616)</u>	<u>(3,187,853)</u>
Balanced Budget	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Date: November 16, 2022
File No: 3900-20-5073
To: Mayor & Council
From: T. Pley, CAO
Subject: Canada Community-Building Reserve Fund Bylaw

Prepared by: <i>R. MACAULEY</i> Deputy Director of Finance	Supervisor: <i>A. MCGIFFORD</i> DIRECTOR OF FINANCE	CAO Concurrence:  Tim Pley CAO
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RECOMMENDATION

1. THAT "City of Port Alberni, Canada Community-Building Reserve Fund Bylaw No. 5073, 2022" be now introduced and read a first time.
2. THAT "City of Port Alberni, Canada Community-Building Reserve Fund Bylaw No. 5073, 2022" be read a second time.
3. THAT "City of Port Alberni, Canada Community-Building Reserve Fund Bylaw No. 5073, 2022" be read a third time.

PURPOSE

For Council to consider establishment of Canada Community-Building Reserve Fund by bylaw and provision of three readings.

BACKGROUND

Since 2005 the City of Port Alberni [CPA] has received grant funds from the Union of British Columbia Municipalities [UBCM] through the Canada Community-Building Fund [also referenced as the Gas Tax Fund]. Canada Community-Building Fund provides predictable, long-term, and stable funding to local governments in BC for investment in infrastructure for construction, renewal, or material enhancement, and capacity building projects. CPA uses the Canada Community-Building funding within our annual budget to meet capital work requirements. As a part of the Canada Community-Building Fund agreement CPA is required to report annually on all projects funded by the grant monies received to ensure eligibility and proper use of funds.

Funds received from the Canada Community-Building Fund are being used as intended and accounted for in the City's Capital Works Reserve fund established in 1994 [Bylaw No. 4187] along with other funds collected through other grant revenue streams for similar use. Annual reporting must be completed and reserve reconciliations must be undertaken to separate each fund within the Capital Works Reserve.

In consultation with MNP [City' Auditor] and through improvements to the City's financial reporting processes, it was determined that best practice dictates establishment of a Canada Community-Building Fund Reserve

separate from the Capital Works Reserve. Creating the separate reserve will streamline administration and management of the specific reserve funds and provide separation of the specific reserve balances in each fund.

ALTERNATIVES/OPTIONS

1. That “City of Port Alberni, Canada Community-Building Reserve Fund Bylaw No. 5073, 2022” be now introduced and read a first, second, and third time.
2. That Council proceed with first and/or second reading only.
3. That Council provide alternate direction to staff.

ANALYSIS

The “City of Port Alberni, Canada Community-Building Reserve Fund Bylaw No. 5073, 2022” will provide clear separation of funds for the Canada Community-Building Fund from the Capital Works Reserve Fund. Interest earned on the Canada Community-Building Fund reserve will be separated and no longer require a prorated approach to allocate. Below reflected in ‘Table A’ is the reserve transfer that will occur and how each reserve will be represented going forward with the establishment of the new bylaw. This will occur before December 31, 2022 if Council supports the recommendation as presented.

NON-STATUTORY RESERVES

Canada Community-Building Fund - NEW

The reserved funds will be used on projects eligible pursuant to the Canada Community-Building Fund Agreement. Including but not limited to investment in infrastructure for construction, renewal, or material enhancement, and capacity building projects. Canada Community-Building funds are to be deposited and tracked within this Reserve inclusive of any interest earned.

Capital Works Reserve Est. 1994, Bylaw 4187

This Reserve is intended to accrue funds to offset future capital construction projects and reduce borrowing requirements in each of three areas – General, Water and Sewer. The funds are to be used for capital projects including the extension or renewal of existing capital works.

Table A – Reserve transfers for Canada Community-Building Fund Bylaw

Reserves	Balance – October 31, 2022 (Est.)	Transfers to set up separate reserves	Reserve balances
Capital Works	4,865,539	(4,236,467)	629,072
Canada Community-Building Fund	-	4,236,467	4,236,467

IMPLICATIONS

The financial impact of the changes to general operating expenses nets to zero for 2022. There is no tax impact for any of these amendments within the 2022 year. The reporting will be streamlined and audit process moving forward will be clearer.

COMMUNICATIONS

Not applicable.

BYLAWS/PLANS/POLICIES

- *Bylaw No. 4187 | City of Port Alberni Capital Works Reserve Fund Establishment Bylaw, 1994*

SUMMARY

The Canada Community-Building Fund Agreement is a stable, reliable source of grant funding for the City of Port Alberni which funds a number of infrastructure and capacity building projects within our annual financial plan. The Canada Community-Building Fund agreement requires that all projects be reported annually to the province and City staff recommend the creation of a separate reserve bylaw as per the recommendation through the financial audit performed by MNP. Creating the separate reserve will provide for simplified administration and management of the reserved funds and provide a clear picture of the reserve balance for capital decision making.

ATTACHMENTS/REFERENCE MATERIALS

1. *"City of Port Alberni, Canada Community-Building Reserve Fund Bylaw No. 5073, 2022"*
2. *"City of Port Alberni Capital Works Reserve Fund Establishment Bylaw 1994 [ref]"*

CITY OF PORT ALBERNI

BYLAW NO. 5073 CANADA COMMUNITY-BUILDING RESERVE FUND BYLAW

WHEREAS Section 188 (2) of the *Community Charter*, S.B.C. 2003, c. 26, as amended, authorizes a local government to establish by bylaw reserve funds for a specified purpose and direct that money be placed to the credit of the reserve fund; and

WHEREAS Section 189 (1) of the *Community Charter* authorizes the local government to provide for the expenditure of money in a reserve fund and interest earned on it for the purposes specified in the bylaw establishing the reserve fund.

NOW THEREFORE 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 "**Canada Community-Building Reserve Fund Bylaw No. 5073, 2022**" as defined in 'Schedule A' attached hereto and forming part of this bylaw.

2. Reserve Fund

There is hereby established a Reserve Fund pursuant to the provisions of the *Community Charter*, to be known as the "Gas Tax Reserve Fund".

3. Sources of Funds

Community Works Agreement funds awarded will be placed to the credit of the Canada Community-Building Reserve Fund.

4. Use of Funds

Subject to Section 189 of the *Community Charter*, money in a reserve fund, and interest earned on it, must only be used for the purpose for which the fund was established.

5. Transfer of Funds

Money held by the City at the time of the adoption of this Bylaw in reserve fund established for the same purpose as a reserve fund established by this Bylaw, will, on adoption of this Bylaw, be transferred, together with interest earned on it, and placed to the credit of the applicable reserve fund established under Section 3 having the same purpose for which the money was received.

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


BYLAW NO. 5073
SCHEDULE A
DESCRIPTION OF NEW CANADA COMMUNITY-BUILDING RESERVE FUND

NO.	RESERVE FUND	PURPOSE
5073	CANADA COMMUNITY-BUILDING RESERVE FUND	The reserved funds will be used on projects eligible pursuant to the Canada Community-Building Fund Agreement. Including but not limited to investment in infrastructure for construction, renewal, or material enhancement, and capacity building projects. CWF funds are to be deposited and tracked within this reserve inclusive of any interest earned.



Regular Council Meeting
For the Meeting of November 28, 2022

Date: November 17, 2022
File No: 3360-20-5801_5837 Compton Rd
To: Mayor & Council
From: T. Pley, CAO
Subject: DEVELOPMENT APPLICATION – Zoning Bylaw Amendment
5801 and 5837 Compton Road
LOT A, Section 21, Alberni District, Plan VIP20721 (PID: 003-573-796)
LOT B, District Lot 21, Alberni District, Plan VIP20721 (PID: 003-573-818)
Applicant: Guy Cicon

Prepared by: <u>S. Smith</u> Director of Development Services Deputy CAO	Supervisor: <u>T. Pley</u> Chief Administrative Officer	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATIONS

1. THAT "Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065" be read a third time.

PURPOSE

To consider third reading of "Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065" to rezone 5801 and 5837 Compton Road from 'RR2 Semi Rural Residential and P2 Parks and Recreation' to 'R1 Single Family Residential' for portions of the properties and maintain the P2 zone on the balance of the land, facilitating a subdivision application for the properties.

BACKGROUND

Council gave first and second reading to the amending bylaw at the Regular meeting on October 24, 2022 for the properties at 5801 and 5837 Compton Road. Council also passed a resolution to waive the Public Hearing as permitted under the *Local Government Act* (s. 467) as the application aligns with the Official Community Plan land use designation. The staff report from the October 24, 2022 meeting is attached. There has been a minor correction to "Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065" to correct the name of Lugin Creek on Schedule "A".

ALTERNATIVES/OPTIONS

1. That "Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065" be read a third time.
2. That Council not give third reading to the bylaw.
3. That Council provide alternative direction.

Staff support Option #1.

ANALYSIS

The property at 5837 Compton Road is occupied by a single-family residential dwelling and the property at 5801 Compton Road is currently vacant. The immediate area is primarily single family residential, with a variety of property sizes. Lugin Creek and ravine traverses the northeast corner of the property. A larger mobile/modular home development is located to the east, on the other side of Lugin Creek. This portion of Compton Road is a dead-end road and is not constructed East of the subject property. There are no plans to extend this portion of Compton Road to the East.

Subdivision of the lands would require additional infrastructure and site servicing with the details to be confirmed with the Director of the Engineering Department, identified in the Preliminary Layout Review and addressed prior to construction commencing. The applicant will be responsible for the cost of all improvements.

The proposed rezoning aligns with the Residential designation in the Official Community Plan. The Lugin Creek portion of the property will remain under the P2 Parks and Recreation zone, which is consistent with the OCP.

IMPLICATIONS

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 5801 and 5837 Compton Road, 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.

COMMUNICATIONS

At the October 24, 2022 Regular meeting, Council passed a resolution to waive the Public Hearing. Accordingly, staff issued 123 public notices to properties within 75 metres of the property as per Section 467 of the *Local Government Act*. The applicant also updated their public notice sign to state the Public Hearing had been waived as per Council resolution under Section 467 of the *Local Government Act*. Notices were placed in the newspaper according to the requirements of *Local Government Act*. The notices provide an opportunity for the public to provide written feedback to Council. As of the date of this report, no correspondence has been received. If any correspondence is received between now and the regular meeting it will be brought forward by staff at the Council meeting.

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. The Ministry has commented that they have no objection to the application.

BYLAWS/PLANS/POLICIES

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

1. Portions of the subject properties are currently zoned '*RR2 Semi Rural Residential and P2 Parks and Recreation*' on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to change the zoning on portions of the properties to '*R1 Single Family Residential*' with the remainder of the property to stay '*P2 Parks and Recreation*'.

SUMMARY

The proposed change in zoning from '*RR2 Semi Rural Residential and P2 Parks and Recreation*' to '*R1 Single Family Residential*' for portions of the properties and maintaining the P2 zone on the balance of the land is consistent with adjacent land uses and the overall proposal aligns with the OCP land use designations.

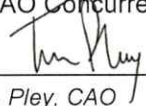
Staff supports third reading of the Zoning amendment as it aligns with the OCP and provides the potential for additional single-family residential lots.

ATTACHMENTS/REFERENCE MATERIALS

- *Subject Property Map | 5801 & 5837 Compton Road*
- *Staff report to the October 24, 2022 Council meeting*
- *"Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065"*

C: *T. Slonski, Director of Corporate Services*
 A. McGifford, Director of Finance
 R. Gaudreault, Building/Plumbing Inspector

Date: October 14, 2022
File No: 3360-20-5801_5837 Compton
To: Mayor & Council
From: T. Pley, CAO
Subject: DEVELOPMENT APPLICATION – Zoning Bylaw Amendment
5801 and 5837 Compton Road
LOT A, Section 21, Alberni District, Plan VIP20721 (PID: 003-573-796)
LOT B, District Lot 21, Alberni District, Plan VIP20721 (PID: 003-573-818)
Applicant: Guy Cicon

Prepared by: S. Smith Director of Development Services Deputy CAO	Supervisor: T. Pley Chief Administrative Officer	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATIONS

- THAT "Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065" be now introduced and read a first time.
- THAT "Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065" be read a second time.
- THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065" in accordance with section 464 (2) of the Local Government Act as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the Local Government Act prior to consideration of further readings of the Bylaw.

PURPOSE

To consider a development application to amend Zoning Bylaw No. 4832 for 5801 and 5837 Compton Road. The applicant is proposing to subdivide the properties, with the first phase potentially creating two (2) lots along Compton Road leaving potential for further subdivision.

BACKGROUND

The City of Port Alberni has received an application requesting an amendment to the Zoning bylaw for two properties located at 5801 and 5837 Compton Road as per *Table 1* below. The properties are currently designated as a mix of 'Residential' and 'Park and Open Space' in the Official Community Plan Bylaw (*Figure 1*) and are currently zoned as 'RR2 Semi Rural Residential' and 'P2 Parks and Recreation' (*Figure 2*). The proposed bylaw amendment would change the zoning from 'RR2 Semi Rural Residential and P2 Parks and Recreation' to 'R1 Single Family Residential' for portions of the properties and maintain the P2 zone on the balance of the land, facilitating a subdivision application for the properties.

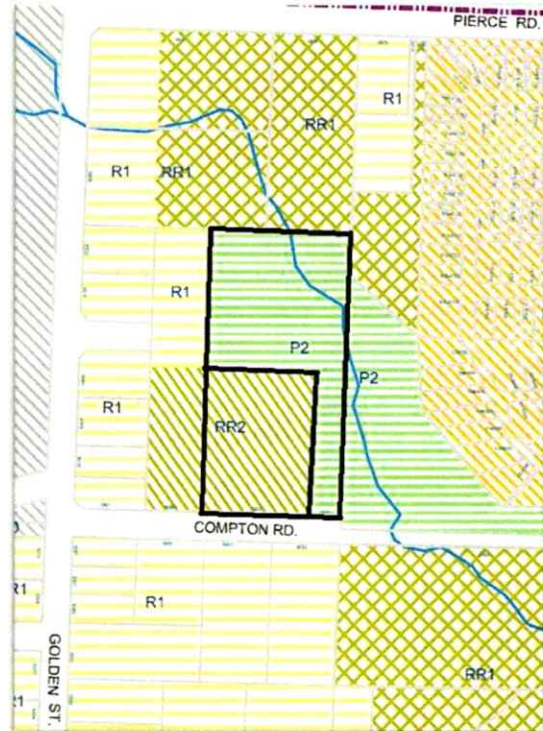
Table 1: Official Community Plan (OCP) and Zoning Bylaw designations

BYLAW	CURRENT	PROPOSED
<i>OCP Schedule A - Future Land Use Map: No Changes proposed.</i>	5837 Compton Rd. - 'RESIDENTIAL'	5837 Compton Rd. - 'RESIDENTIAL'
	5801 Compton Rd. - Mix of 'RESIDENTIAL' and 'PARK AND OPEN SPACE'	5801 Compton Rd. - Mix of 'RESIDENTIAL' and 'PARK AND OPEN SPACE'
<i>Zoning Bylaw Schedule A Map:</i>	5837 Compton Rd. - 'RR2 SEMI RURAL RESIDENTIAL'	5837 Compton Rd. - 'R1 SINGLE FAMILY RESIDENTIAL'
	5801 Compton Rd. - 'P2 PARKS AND RECREATION'	5801 Compton Rd. - Mix of 'R1 SINGLE FAMILY RESIDENTIAL' and 'P2 PARKS AND RECREATION'

Figure 1: Current OCP designations



Figure 2: Current Zoning designations



Status of the Application

The development application to rezone portions of 5801 and 5837 Compton Road was circulated to relevant agencies for comment. No major issues with the proposed change in land use were raised.

The Advisory Planning Commission reviewed the development application at the September 15, 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. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065"* be now introduced and read a first time.
2. THAT *"Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065"* be read a second time.
3. THAT Council waive the public hearing for proposed *"Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065"* in accordance with section 464 (2) of the *Local Government Act* as the proposed amendment aligns with the Official Community Plan designations, and direct staff to issue public notice in accordance with section 467 of the *Local Government Act* prior to consideration of further readings of Bylaw No. 5065.
4. That Council provide alternative direction.
5. That Council not proceed.

Staff support Option #1.

ANALYSIS

The property at 5837 Compton Road is occupied by a single-family residential dwelling and the property at 5801 Compton Road is currently vacant. The immediate area is primarily single family residential, with a variety of property sizes. Lugin Creek and ravine traverses the northeast corner of the property. A larger mobile/modular home development is located to the east, on the other side of Lugin Creek. This portion of Compton Road is a dead-end road and is not constructed East of the subject property. There are no plans to extend this portion of Compton Road to the East.

The first proposed phase of the subdivision would create two (2) additional parcels, both fronting Compton Road and both exceeding the requirements of the proposed R1 zone. One of parcels will incorporate the existing house and the other parcel would become a new building lot that will require minor infrastructure work. Further subdivision of the lands would require additional infrastructure and 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 applicant will be responsible for the cost of all improvements.

The proposed rezoning aligns with the Residential designation in the Official Community Plan. The Lugin Creek portion of the property will remain under the P2 Parks and Recreation zone, which is consistent with the OCP.

Although these properties are subject to the City's Floodplain Bylaw that requires a building flood construction level of 3.65 metres, the portion of the properties that would be rezoned, and potentially

subdivided, are at an elevation of 16.4 to 16.9 metres, significantly exceeding the requirements of the bylaw.

The Ministry of Transportation and Infrastructure will be required to approve the bylaw amendment, as the subject property is located within 800m of the provincial highway. The Ministry has commented that they have no objection to the application.

IMPLICATIONS

The proposal for 5801 and 5837 Compton Road 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 5801 and 5837 Compton Road, 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.

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. 5065 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 November 28, 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 No. 4832. The following Zoning Bylaw amendment is proposed:

1. Portions of the subject properties are currently zoned '*RR2 Semi Rural Residential and P2 Parks and Recreation*' on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to change the zoning on portions of the properties to '*R1 Single Family Residential*' with the remainder of the property to stay '*P2 Parks and Recreation*'.

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 '*RR2 Semi Rural Residential and P2 Parks and Recreation*' to '*R1 Single Family Residential*' for portions of the properties and maintaining the P2 zone on the balance of the land is consistent with adjacent land uses and the overall proposal aligns with the OCP land use designations.

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

ATTACHMENTS/REFERENCE MATERIALS

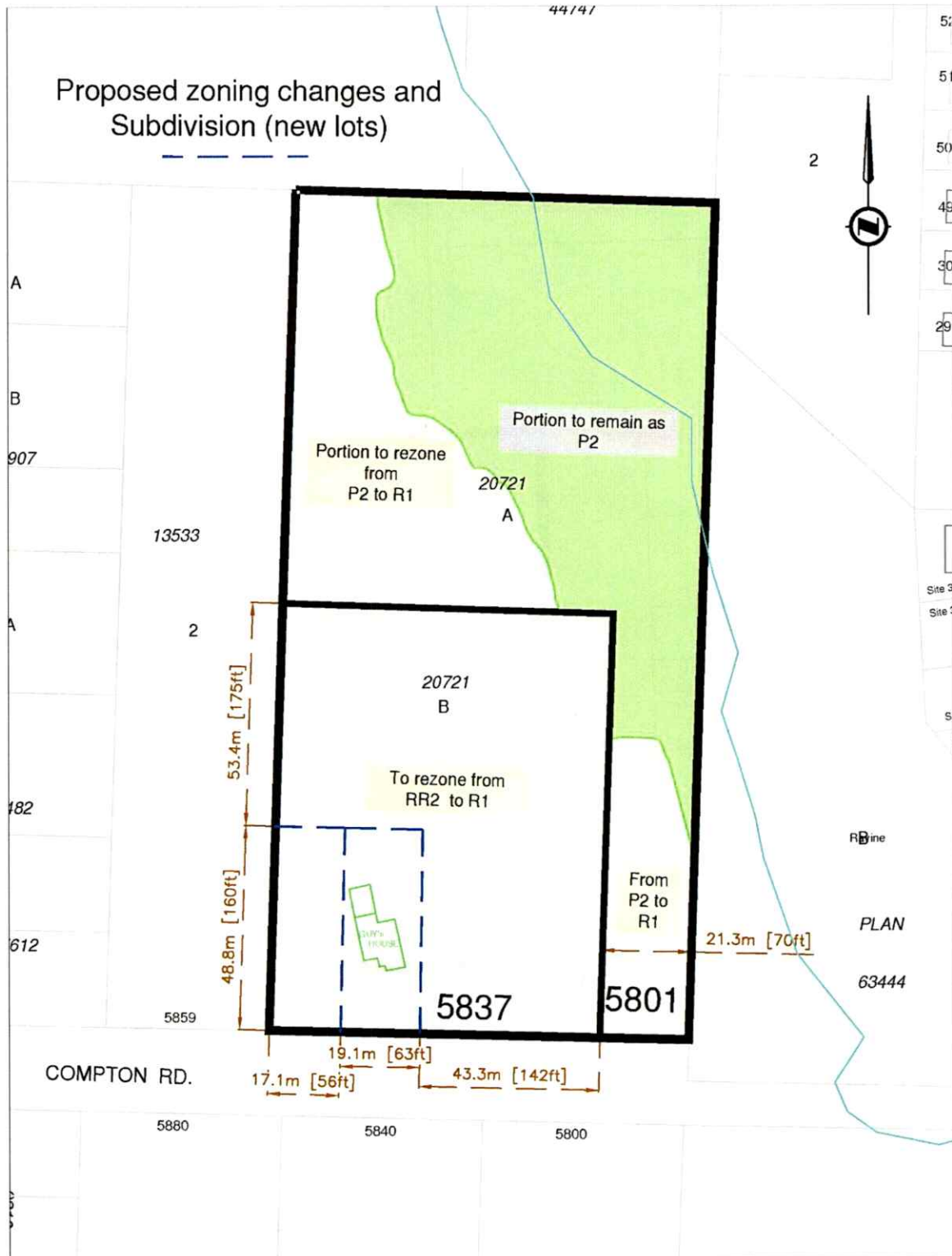
- Subject Property Map/Aerial view – 5801 and 5837 Compton Road
- Proposed Development Site Plan
- Current Infrastructure
- *Advisory Planning Commission September 15, 2022 Meeting Minutes*
- *"Zoning Map Amendment No. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065"*

C: *T. Slonski, Director of Corporate Services*
 A. McGiffard, Director of Finance
 R. Gaudreault, Building/Plumbing Inspector

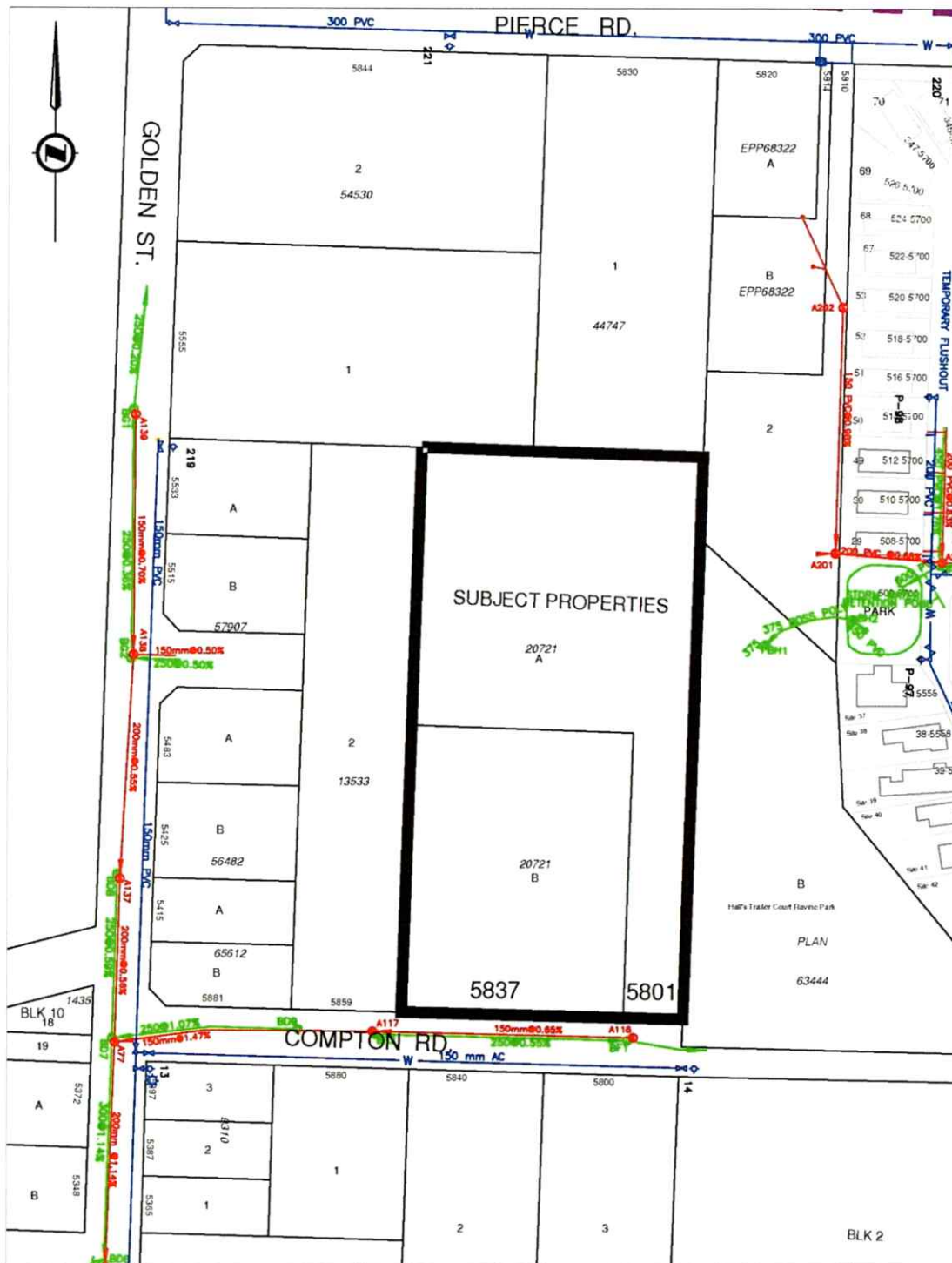
SUBJECT PROPERTY – 5801, 5837 COMPTON ROAD



PROPOSED SUBDIVISION AND ZONING CHANGES – 5801, 5837 COMPTON ROAD



CURRENT INFRASTRUCTURE – 5801, 5837 COMPTON ROAD



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CITY OF PORT ALBERNI

BYLAW NO. 5065

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. 55 (5801 and 5837 Compton Road - Cicon), Bylaw No. 5065**".

2. Zoning Map Amendment

2.1 A portion of Lot A, Section 21, Alberni District, Plan VIP20721 (PID: 003-573-796), located at **5801 Compton Road** shown outlined in heavy line, and with the portion to be rezoned shaded in grey on Schedule A attached hereto and forming part of this bylaw, is hereby rezoned from 'P2 Parks and Recreation' to '**R1 Single Family Residential**'.

2.2 Lot B, District Lot 21, Alberni District, Plan VIP20721 (PID: 003-573-818), located at **5837 Compton Road** shown outlined in heavy line and shaded in grey on Schedule A attached hereto and forming part of this bylaw, is hereby rezoned from 'RR2 Semi Rural Residential' to '**R1 Single Family Residential**'.

3. Map Amendment

Schedule "A" (Zoning 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 24th day of October, 2022.

READ A SECOND TIME this 24th day of October, 2022.

A PUBLIC HEARING WAS WAIVED this 24th day of October, 2022.

READ A THIRD TIME this day of , 2022.

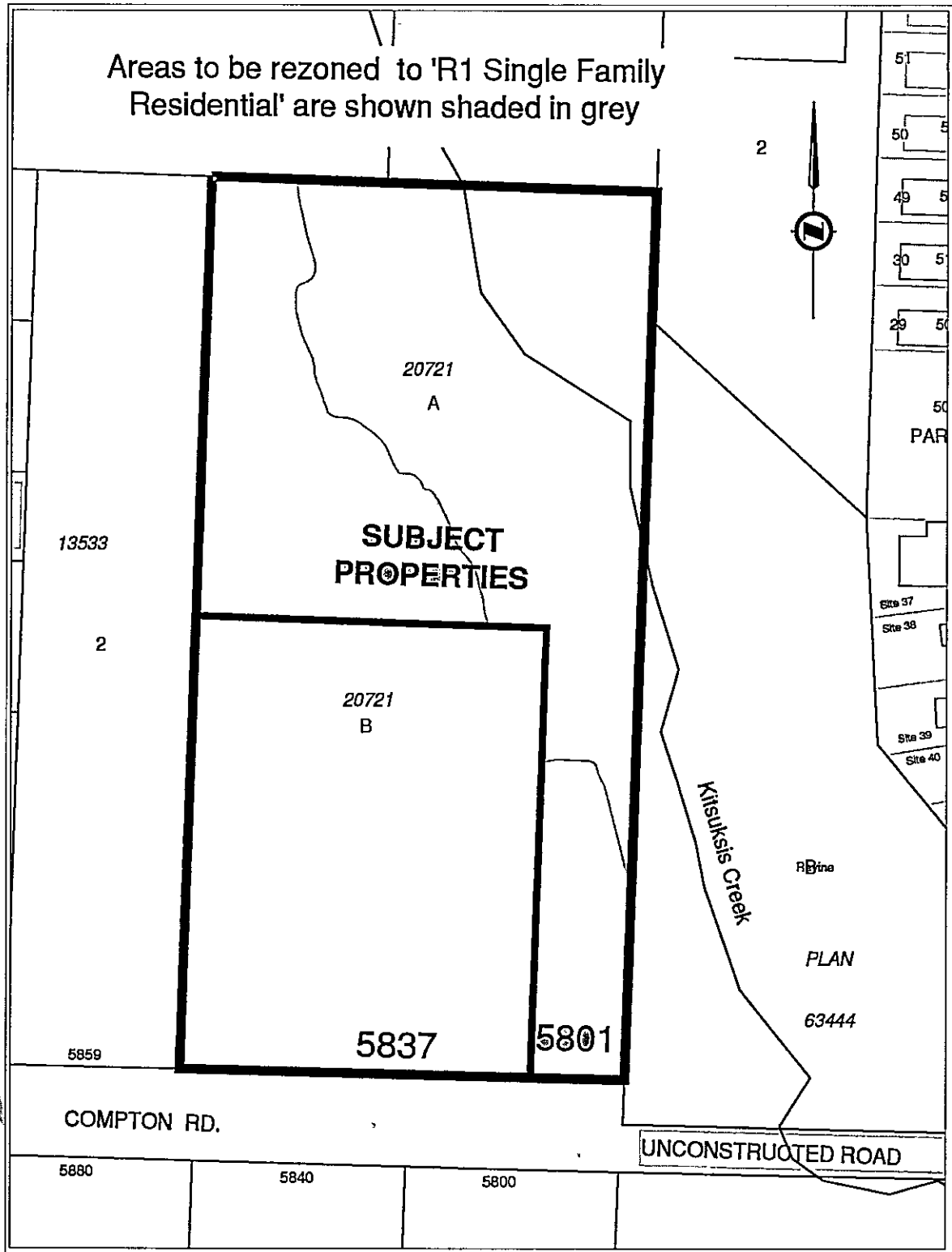
APPROVED by the Ministry of Transportation this day of , 2022.

ADOPTED this day of , 2022.

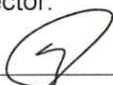

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5065



Date: November 14, 2022
File No: 3360-20-2244 Mallory
To: Mayor and Council
From: T. Pley, CAO
Subject: DEVELOPMENT APPLICATION – Zoning Bylaw Amendment ZON2022-03 at 2244 Mallory Drive, Port Alberni
Lot 7 District Lot 1 Alberni District Plan 23398 (PID: 000-819-972)
Applicant: Don Saywell Developments Ltd.

Prepared By  M. Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

1. THAT "Zoning Map Amendment No. 56 (2244 Mallory Drive - Saywell Developments), Bylaw No. 5066" be read a third time.
2. THAT a section 219 covenant be registered on title to restrict vehicle access from Plywood Drive prior to Council's consideration for final adoption of Bylaw No. 5066.

PURPOSE

To consider third reading of "Zoning Map Amendment No. 56 (2244 Mallory Drive - Saywell Developments), Bylaw No. 5066" to rezone 2244 Mallory Drive from R1 Single Family Residential to R2 One and Two Family Residential to enable the construction of a duplex on this lot. The property at 2244 Mallory Drive is currently vacant.

BACKGROUND

Council gave first and second reading to the amending bylaw at the Regular meeting on October 24, 2022 on the subject property at 2244 Mallory Drive illustrated in Figure 1 below. Council also passed a resolution to waive the Public Hearing as permitted under the *Local Government Act* (s.467) as the application aligns with the OCP land use designation. Council report from October 24, 2022 is attached.

Subject Property and Site Context

Figure 1 – Subject Property Map



ALTERNATIVES/OPTIONS

1. That "Zoning Map Amendment No. 56 (2244 Mallory Drive - Saywell Developments), Bylaw No. 5066" be read a third time.
2. That a section 219 covenant be registered on title to restrict vehicle access from Plywood Drive prior to Council's consideration for final adoption of Bylaw No. 5066.
3. That Council may pass a resolution to not give third reading of the bylaw.
4. That Council may pass a resolution to provide staff with alternate direction.

Staff support Option #1 and #2.

ANALYSIS

Infrastructure and Servicing

Infrastructure upgrades may be required to service the development. This may include utility upgrades and improvements to the road and sidewalk areas. This will be confirmed at the time of building permit issuance by the Engineering department. The applicant will be responsible for the cost of all improvements.

The Engineering Department has requested a Section 219 covenant be placed on title to limit vehicle access to Plywood Drive given site lines, grades and other technical aspects that impact safety of accessing the lot from Plywood Drive. They have requested that Mallory Drive be identified as the access for vehicles.

REFERRALS

None were received and will be considered at time of building application; most interests are unaffected.

IMPLICATIONS

Supporting this application provides housing choice in this neighbourhood to meet a changing demographic.

COMMUNICATIONS

At the October 24, 2022 Regular Council meeting, Council passed a resolution to waive the Public Hearing. Accordingly, staff issued 33 public notices to properties within 75 metres of the property as per Section 467 of the *Local Government Act*. The applicant also updated their property sign to state the Public Hearing had been waived as per Council resolution under section 467 of the *Local Government Act*. Notices were placed in the newspaper according to the requirements *Local Government Act*. The notices provide an opportunity for the public to provide written feedback to Council. As of the date of this report, no correspondence has been received. If any correspondence is received between now and the regular meeting it will be brought forward by staff at the Council meeting.

BYLAWS/PLANS/POLICIES

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

1. An amendment is requested to change the existing zoning from R1 to R2 *One and Two Family Residential*.

SUMMARY

Staff recommend third reading of the proposed *Zoning Map Amendment No. 56 (2244 Mallory Drive - Saywell Developments)*, *Bylaw No. 5066* and requirement of a section 219 covenant for restricting vehicular access from Plywood Drive. The proposed change in zoning from *R1 Single Family Residential* to *R2 One and Two Family Residential* is consistent with adjacent land uses, and the overall proposal aligns with the OCP land use destinations. Staff support proceeding with the third reading of the bylaw as it aligns with the OCP and would create infill housing.

ATTACHMENTS/REFERENCE MATERIALS

- *Council report presented on October 24, 2022.*
- *Zoning Map Amendment No. 56 (2244 Mallory Drive), Bylaw No. 5066*

C: T. Slonski, Director of Corporate Services
R. Gaudreault, Building/Plumbing Inspector
R. Dickinson, Director of Engineering and Public Works

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Date: October 13, 2022
File No: 3360-20-2244 Mallory
To: Mayor and Council
From: T. Pley, CAO
Subject: DEVELOPMENT APPLICATION – Zoning Bylaw Amendment ZON2022-03 at 2244 Mallory Drive, Port Alberni
Lot 7 District Lot 1 Alberni District Plan 23398 (PID: 000-819-972)
Applicant: Don Saywell Developments Ltd.

Prepared By: M. Wade M. Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

1. THAT "Zoning Map Amendment No. 56 (2244 Mallory Drive - Saywell Developments), Bylaw No. 5066" be now introduced and read a first time.
2. THAT "Zoning Map Amendment No. 56 (2244 Mallory Drive - Saywell Developments), Bylaw No. 5066" be read a second time.
3. THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 56 (2244 Mallory Drive - Saywell Developments), Bylaw No. 5066" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.

PURPOSE

The City has received an application (ZON2022-03) to rezone the property at 2244 Mallory Drive from R1 to R2. This would enable the construction of a duplex on this lot. The application requires a map amendment to *Zoning Bylaw No. 4832*. The property at 2244 Mallory Drive is currently vacant.

BACKGROUND

The subject property is designated Residential (RES) in the Official Community Plan (OCP), and is currently zoned R1. The property is currently vacant and is predominately surrounded by residential uses. Parks are nearby and the topography is elevated in this area and overlooks the industrial lands to the North. The applicant is proposing to construct a duplex on this lot.

Subject Property and Site Context

Figure 1 – Subject Property Map



Current Zoning	R1 Single Family Residential
Proposed Zoning	R2 One and Two Family Residential
Total Area	904 m2 (0.22 acres)
Official Community Plan (OCP)	<ul style="list-style-type: none"> • <i>Schedule A Land Use Map: Residential (RES)</i> • <i>Schedule B Development Permit Areas Map: N/A</i>
Relevant Guidelines	<ul style="list-style-type: none"> • <i>Section C Plan Goals & Land Use Designations 1.5 Community</i> • <i>Plan Policies – 4.0 Residential</i> • <i>Section D Plan Policies – 4.2 Residential (RES)</i>

ALTERNATIVES/OPTIONS

1. THAT "Zoning Map Amendment No. 56 (2244 Mallory Drive - Saywell Developments), Bylaw No. 5066" be now introduced and read a first time.
2. THAT "Zoning Map Amendment No. 56 (2244 Mallory Drive - Saywell Developments), Bylaw No. 5066" be read a second time.
3. THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 56 (2244 Mallory Drive - Saywell Developments), Bylaw No. 5066" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.
4. That Council may pass a resolution to not give first reading.
5. That Council may pass a resolution not to waive the public hearing.
6. That Council may pass a resolution to direct Staff with alternate direction.

ANALYSIS

Zoning and Land Use

The applicant has applied to rezone the subject property from the R1 Single Family Residential to R2 One and Two Family Residential to construct a duplex on vacant land. The proposed building envelope meets the requirements of the R2 zone. The site coverage is limited to 40% which would permit the development of a duplex.

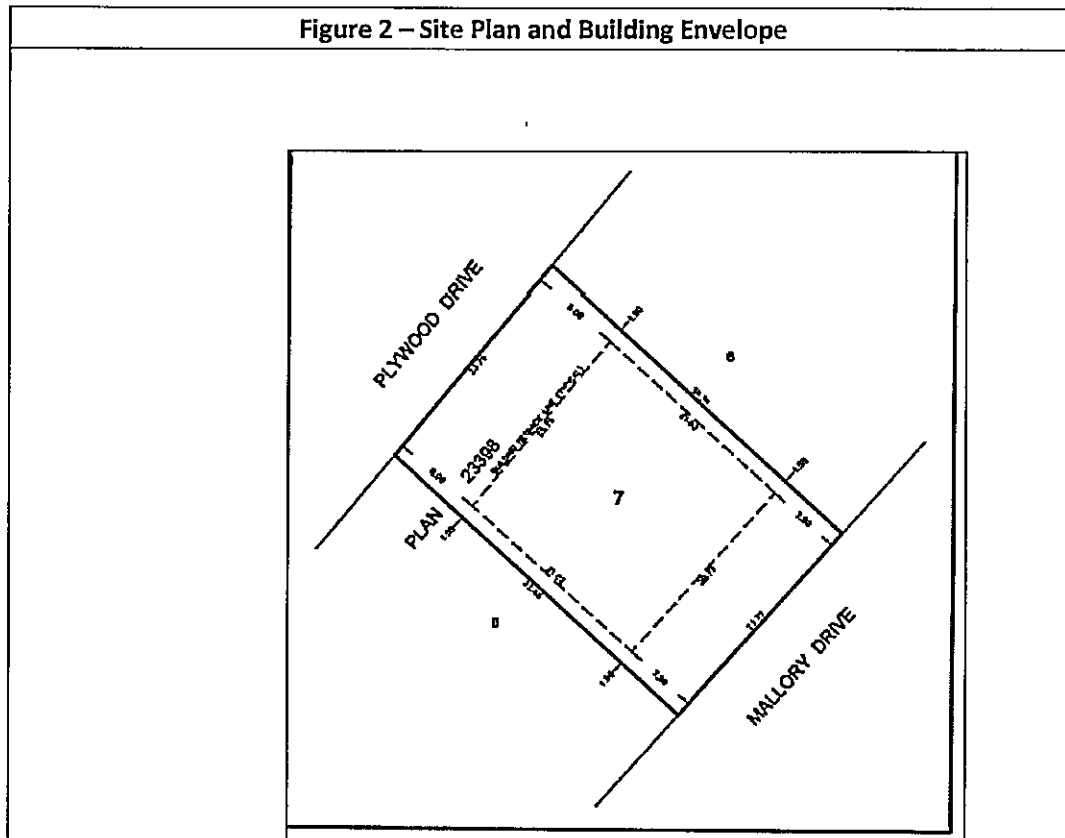
Table 2 – Zone Definitions	
Title	Purpose
<i>R1 Single Family Residential</i>	The purpose of this zone is to establish and maintain quiet low, density neighbourhoods.
<i>R2 One and Two Family Residential</i>	The purpose of this zone is to establish and maintain low, density neighbourhoods featuring single family and two family dwellings.

Staff Notes:

- Proposed rezoning aligns with Residential (RES) designation on *Schedule A Land Use Map* in the OCP.
- Staff do not anticipate any significant impact on the surrounding neighbourhood.
- Development Permit will not be required as duplex developments are not included on *Schedule B Development Permit Areas Map* in the OCP.
- *Local Government Act* section 464(2) allows Council to waive the Public Hearing for amendments that are consistent with the OCP.

Site Plan and Building Envelope

The applicant has provided a site plan and building envelope (Figure 2) showing the proposed building envelope area, lot dimensions, lot area and setbacks that align with the R2 zoning requirements.



Infrastructure and Servicing

Infrastructure upgrades may be required to service the development. This may include utility upgrades and improvements to the road and sidewalk areas. This will be confirmed at the time of building permit issuance by the Engineering Department. The applicant will be responsible for the cost of all improvements.

REFERRALS

None were received and will be considered at time of building application; most interests are unaffected.

IMPLICATIONS

Supporting this application provides housing choice in this neighbourhood to meet a changing demographic.

COMMUNICATIONS

The development application (ZON22-03) was reviewed by the Advisory Planning Commission at their meeting on September 15, 2022. The Commission passed a motion recommending Council support the application. The applicant has posted a sign on the property noting the application to rezone the property from R1 Single Family to R2 One and Two Family Residential as per Development Application Bylaw, No.4614.

The proposed "Zoning Map Amendment No. 56 (2244 Mallory Drive Saywell Developments), Bylaw No. 5066" is consistent with the Official Community Plan and meets the criteria for Council to pass a resolution to waive the Public Hearing under section 464 (2) of the *Local Government Act*, and issue public notice (s.467).

If Council does not waive the public hearing, a date can be set for November 28, 2022 at 6:00 pm. If Council chooses to advance the application to a Public Hearing staff will proceed with all required statutory notices. This will include 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*.

BYLAWS/PLANS/POLICIES

1. Official Community – Section C: Plan Goals & Land Use Designations

The application aligns with following OCP policies for Commercial development:

- 1.5 *To ensure that a range of housing choice is provided in order to meet the needs of current and future residents.*

2. Zoning Bylaw 2014 (Bylaw 4832):

The application aligns with the purpose of the *R2 One and Two-Family Residential* zone.

3. 2019 – 2023 Corporate Strategic Plan

The application aligns with the following priorities of the *Corporate Strategic Plan*:

- Priority #1: *Respond to demographic change/improve quality of life.*

SUMMARY

Staff recommend First and Second reading of the proposed *Zoning Map Amendment No. 56 (2244 Mallory Drive - Saywell Developments)*, *Bylaw No. 5066* and waiving the public hearing as per *Section 464(2) of the Local Government Act* as the application aligns with Council's Strategic Priority#1, OCP land use designation policy and meets the requirements of the R2 Zone.

ATTACHMENTS/REFERENCE MATERIALS

- *Current Zone Description R1 Single Family Residential*
- *Proposed Zone Description R2 One and Two Family Residential Zoning Bylaw No. 4832*
- *Advisory Planning Commission September 15, 2022 Meeting Minutes*
- *Draft Zoning Map Amendment No. 56 (2244 Mallory Drive), Bylaw No. 5066*
- *Draft Preliminary Drawings for duplex*

C: T. Slonski, Director of Corporate Services
R. Gaudreault, Building/Plumbing Inspector
R. Dickinson, Director of Engineering and Public Works

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CITY OF PORT ALBERNI

BYLAW NO. 5066

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. 56 (2244 Mallory Drive - Saywell Developments) Bylaw No. 5066**".

2. Zoning Amendment

2.1 Lot 7, District Lot 1, Alberni District, Plan VIP23398, PID: 000-819-972, located at **2244 Mallory Drive** and shown shaded on Schedule A, attached hereto and forming part of this bylaw, are hereby rezoned from 'R1 Single Family Residential' to '**R2 One and Two Family Residential**'.

3. Map Amendment

Schedule "A" (Zoning 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 24th day of October, 2022.

READ A SECOND TIME this 24th day of October, 2022.

A PUBLIC HEARING WAS WAIVED this 24th day of October, 2022.

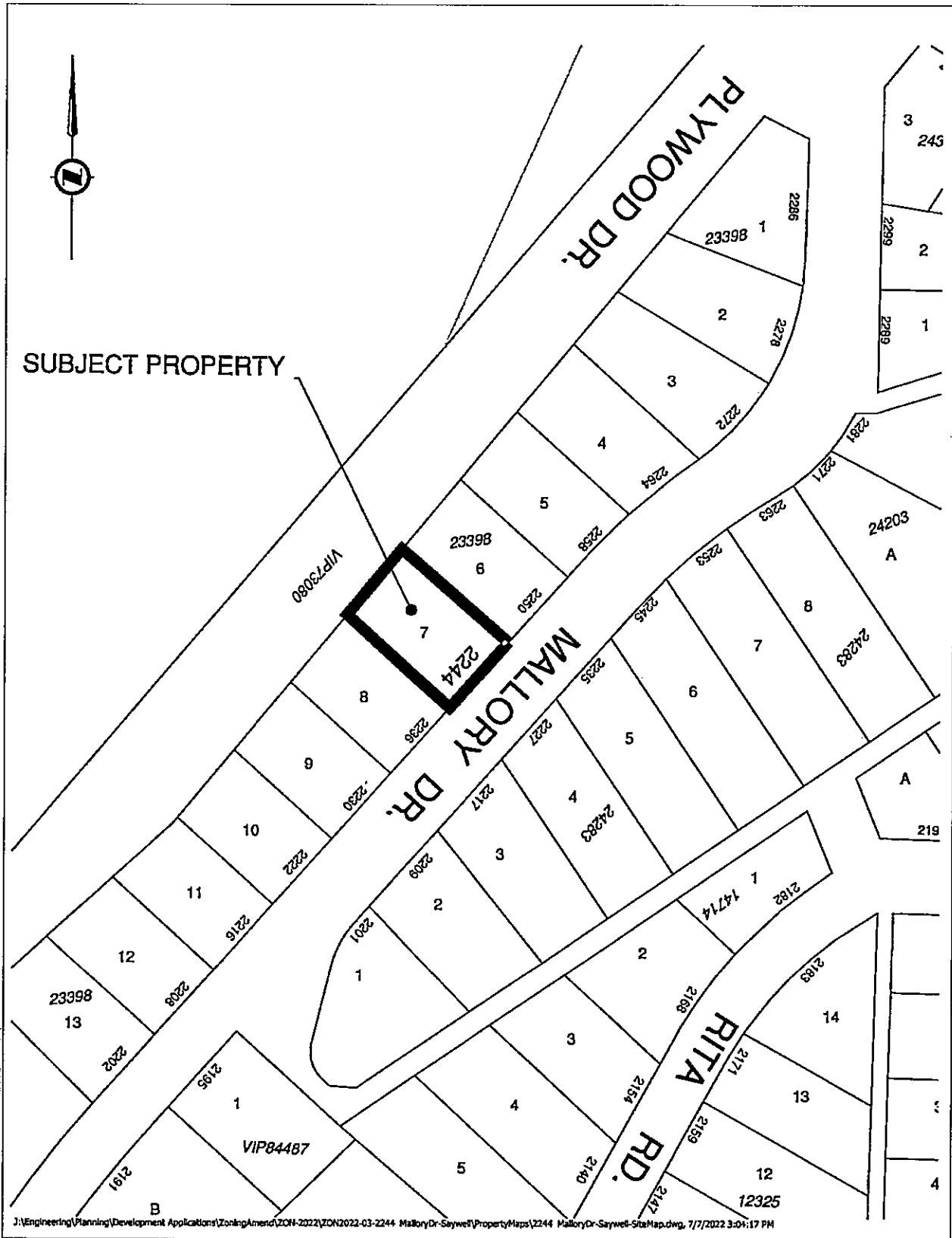
READ A THIRD TIME this day of , 2022.

ADOPTED this day of , 2022.


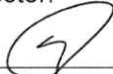

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5066



Date: November 14, 2022
File No: 3360-20-2272 Mallory
To: Mayor and Council
From: T. Pley, CAO
Subject: DEVELOPMENT APPLICATION – Zoning Bylaw Amendment ZON2022-04 at 2272 Mallory Drive, Port Alberni
Lot 3 District Lot 1 Alberni District Plan 23398 (PID: 002-881-195)
Applicant: Don Saywell Developments Ltd.

Prepared By  M. Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

1. THAT "Zoning Map Amendment No. 57 (2272 Mallory Drive - Saywell Developments), Bylaw No. 5067" be read a third time.
2. THAT a section 219 covenant be registered on title to restrict vehicle access from Plywood Drive prior to Council's consideration for final adoption of Bylaw No. 5067.

PURPOSE

To consider third reading of "Zoning Map Amendment No. 57 (2272 Mallory Drive - Saywell Developments), Bylaw No. 5067" to rezone 2272 Mallory Drive from R1 Single Family Residential to R2 One and Two Family Residential to enable the construction of a duplex on this lot. The property at 2272 Mallory Drive is currently vacant.

BACKGROUND

Council gave first and second reading to the amending bylaw at the Regular meeting on October 24, 2022 on the subject property at 2272 Mallory Drive illustrated in Figure 1 below. Council also passed a resolution to waive the Public Hearing as permitted under the *Local Government Act* (s.467) as the application aligns with the OCP land use designation. Council report from October 24, 2022 is attached.

ENTERED

Subject Property and Site Context

Figure 1 – Subject Property Map



ALTERNATIVES/OPTIONS

1. That "Zoning Map Amendment No. 57 (2272 Mallory Drive - Saywell Developments), Bylaw No. 5067" be read a third time.
2. That a section 219 covenant be placed on title limiting access from Plywood Drive.
3. That Council may pass a resolution to not give third reading of the bylaw.
4. That Council may pass a resolution to direct staff with alternate direction.

Staff support Option#1 and #2.

ANALYSIS

Infrastructure and Servicing

Infrastructure upgrades may be required to service the development. This may include utility upgrades and improvements to the road and sidewalk areas. This will be confirmed at the time of building permit issuance by the Engineering Department. The applicant will be responsible for the cost of all improvements.

The Engineering department has requested a Section 219 covenant be placed on title to limit vehicle access to Plywood Drive given site lines, grades and other technical aspects that impact safety of accessing the lot from Plywood Drive. They have requested that Mallory Drive be identified as the access for vehicles.

REFERRALS

None were received and will be considered at time of building application; most interests are unaffected.

IMPLICATIONS

Supporting this application provides housing choice in this neighbourhood to meet a changing demographic.

COMMUNICATIONS

At the October 24, 2022 Regular Council meeting, Council passed a resolution to waive the Public Hearing. Accordingly, Staff issued 33 public notices to properties within 75 metres of the property as per Section 467 of the *Local Government Act*. The applicant also updated their property sign to state the Public Hearing had been waived as per Council resolution under section 467 of the *Local Government Act*. Notices were placed in the newspaper according to the requirements *Local Government Act*. The notice provides an opportunity for the public to provide written feedback to Council. As of the date of this report, no correspondence has been received. If any correspondence is received between now and the regular meeting it will be brought forward by staff at the Council meeting.

BYLAWS/PLANS/POLICIES

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

1. An amendment is requested to change the existing zoning from R1 to R2 *One and Two Family Residential*.

SUMMARY

Staff recommend third reading of the proposed *Zoning Map Amendment No. 57 (2272 Mallory Drive - Saywell Developments)*, *Bylaw No. 5067* and requirement of a section 219 covenant for restricting vehicular access from Plywood Drive. The proposed change in zoning from *R1 Single Family Residential* to *R2 One and Two Family Residential* is consistent with adjacent land uses, and the overall proposal aligns with the OCP land use destinations. Staff support proceeding with the third reading of the bylaw as it aligns with the OCP and would create infill housing.

ATTACHMENTS/REFERENCE MATERIALS

- Council report presented on October 24, 2022.
- Zoning Map Amendment No. 57 (2272 Mallory Drive), Bylaw No. 5067

C: T. Slonski, Director of Corporate Services
R. Gaudreault, Building/Plumbing Inspector
R. Dickinson, Director of Engineering and Public Works

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Date: October 13, 2022
File No: 3660-20-2272 Mallory
To: Mayor and Council
From: T. Pley, CAO
Subject: DEVELOPMENT APPLICATION Zoning Bylaw Amendment ZON2022-04 at 2272 Mallory Drive, Port Alberni
Lot 3 District Lot 1 Alberni District Plan 23398 (PID: 002-881-195)
Applicant: Don Saywell Developments Ltd.

Prepared By: M. Wade M. Wade Manager of Planning	Director:  S. Smith, Dir. of Development Services Deputy CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

1. THAT "Zoning Map Amendment No. 57 (2272 Mallory Drive - Saywell Developments), Bylaw No. 5067" be now introduced and read a first time.
2. THAT "Zoning Map Amendment No. 57 (2272 Mallory Drive - Saywell Developments), Bylaw No. 5067" be read a second time.
3. THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 57 (2272 Mallory Drive - Saywell Developments), Bylaw No. 5067" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.

PURPOSE

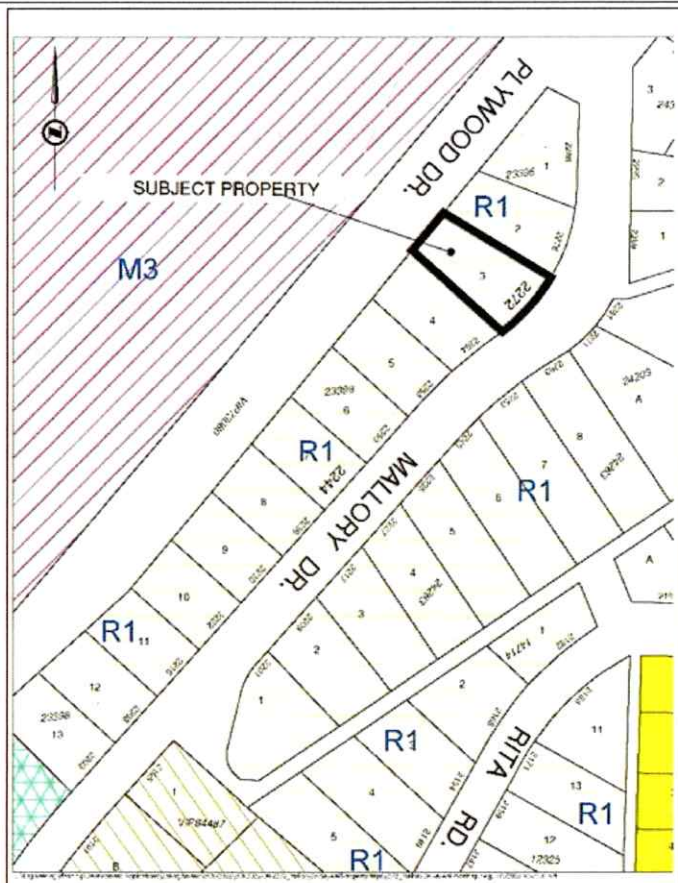
The City has received an application (ZON2022-04) to rezone the property at 2272 Mallory Drive from R1 to R2. This would enable the construction of a duplex on this lot. The application requires a map amendment to *Zoning Bylaw No. 4832*. The property at 2272 Mallory Drive is currently vacant.

BACKGROUND

The subject property is designated Residential (RES) in the Official Community Plan (OCP), and is currently zoned R1. The property is currently vacant and is predominately surrounded by residential uses. Parks are nearby and the topography is elevated in this area and overlooks the industrial lands to the North. The applicant is proposing to construct a duplex on this lot.

Subject Property and Site Context

Figure 1 – Subject Property Map



Current Zoning	R1 Single Family Residential
Proposed Zoning	R2 One and Two Family Residential
Total Area	1111 m2 (0.28 acres)
Official Community Plan (OCP)	<ul style="list-style-type: none"> • <i>Schedule A Land Use Map: Residential (RES)</i> • <i>Schedule B Development Permit Areas Map: N/A</i>
Relevant Guidelines	<ul style="list-style-type: none"> • <i>Section C Plan Goals & Land Use Designations 1.5 Community</i> • <i>Plan Policies – 4.0 Residential</i> • <i>Section D Plan Policies – 4.2 Residential (RES)</i>

ALTERNATIVES/OPTIONS

1. THAT "Zoning Map Amendment No. 57 (2272 Mallory Drive - Saywell Developments), Bylaw No. 5067" be now introduced and read a first time.
2. THAT "Zoning Map Amendment No. 57 (2272 Mallory Drive - Saywell Developments), Bylaw No. 5067" be read a second time.
3. THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 57 (2272 Mallory Drive - Saywell Developments), Bylaw No. 5067" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.
4. That Council may pass a resolution to not give first reading.
5. That Council may pass a resolution not to waive the public hearing.
6. That Council may pass a resolution to direct Staff with alternate direction.

ANALYSIS

Zoning and Land Use

The applicant has applied to rezone the subject property from the R1 Single Family Residential to R2 One and Two Family Residential to construct a duplex on vacant land. The proposed building envelope meets the requirements of the R2 zone. The site coverage is limited to 40% which would permit the development of a duplex.

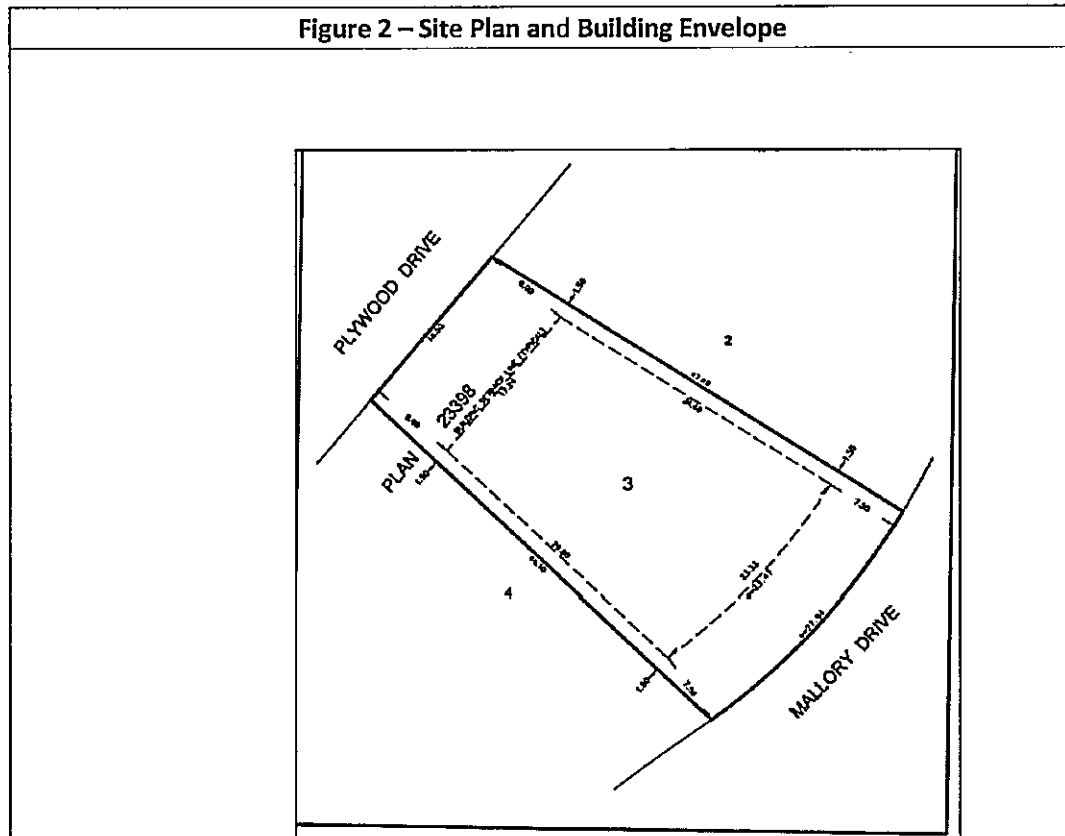
Table 2 – Zone Definitions	
Title	Purpose
R1 Single Family Residential	The purpose of this zone is to establish and maintain quiet low, density neighbourhoods.
R2 One and Two Family Residential	The purpose of this zone is to establish and maintain low, density neighbourhoods featuring single family and two family dwellings.

Staff Notes:

- Proposed rezoning aligns with Residential (RES) designation on *Schedule A Land Use Map* in the OCP.
- Staff do not anticipate any significant impact on the surrounding neighbourhood.
- Development Permit will not be required as duplex developments are not included on *Schedule B Development Permit Areas Map* in the OCP.
- *Local Government Act* section 464(2) allows Council to waive the Public Hearing for amendments that are consistent with the OCP.

Site Plan and Building Envelope

The applicant has provided a site plan and building envelope (Figure 2) showing the proposed building envelope area, lot dimensions, lot area and setbacks that align with the R2 zoning requirements.



Infrastructure and Servicing

Infrastructure upgrades may be required to service the development. This may include utility upgrades and improvements to the road and sidewalk areas. This will be confirmed at the time of building permit issuance by the Engineering Department. The applicant will be responsible for the cost of all improvements.

Referrals

None were received and will be considered at time of building application; most interests are unaffected.

IMPLICATIONS

Supporting this application provides housing choice in this neighbourhood to meet a changing demographic.

COMMUNICATIONS

The development application (ZON22-04) was reviewed by the Advisory Planning Commission at their meeting on September 15, 2022. The Commission passed a motion recommending Council support the application. The applicant has posted a sign on the property noting the application to rezone the property from R1 Single Family Residential to R2 One and Two Family Residential as per Development Application Bylaw, No.4614.

The proposed Zoning Map Amendment Bylaw No. 5067 is consistent with the Official Community Plan and meets the criteria for Council to pass a resolution to waive the Public Hearing under section 464 (2) of the *Local Government Act*, and issue public notice (s.467).

If Council does not waive the public hearing, a date can be set for November 28, 2022 at 6:00 pm. If Council chooses to advance the application to a Public Hearing staff will proceed with all required statutory notices. This will include 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*.

BYLAWS/PLANS/POLICIES

1. *Official Community – Section C: Plan Galas & Land Use Designations*

The application aligns with following OCP policies for Commercial development:

- 1.5 *To ensure that a range of housing choice is provided in order to meet the needs of current and future residents.*

2. *Zoning Bylaw 2014 (Bylaw 4832):*

The application aligns with the purpose of the *R2 One and Two-Family Residential* zone.

3. *2019 – 2023 Corporate Strategic Plan*

The application aligns with the following priorities of the *Corporate Strategic Plan*:

- Priority #1: *Respond to demographic change/improve quality of life.*

SUMMARY

Staff recommend First and Second reading of the proposed *Zoning Map Amendment No. 57 (2272 Mallory Drive - Saywell Developments)*, Bylaw No. 5067 and waive the public hearing as per *Section 464(2) of the LGA* as the application aligns with Council's Strategic Priority#1, OCP land use designation policy and meets the requirements of the R2 Zone.

ATTACHMENTS/REFERENCE MATERIALS

- *Current Zone Description R1 Single Family Residential*
- *Proposed Zone Description R2 One and Two Family Residential Zoning Bylaw No. 4832*
- *Advisory Planning Commission September 15, 2022 Meeting Minutes*
- *Draft Zoning Map Amendment No. 57 (2272 Mallory Drive), Bylaw No. 5067*
- *Preliminary Drawings for proposed duplex*

C: T. Slonski, Director of Corporate Services
R. Gaudreault, Building/Plumbing Inspector
R. Dickinson, Director of Engineering and Public Works

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CITY OF PORT ALBERNI

BYLAW NO. 5067

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. 57 (2272 Mallory Drive - Saywell Developments) Bylaw No. 5067"**.

2. Zoning Amendment

2.1 Lot 3, District Lot 1, Alberni District, Plan VIR23398, PID: 002-881-195, located at **2272 Mallory Drive** and shown shaded on Schedule A, attached hereto and forming part of this bylaw, are hereby rezoned from 'R1 Single Family Residential' to **'R2 One and Two Family Residential'**.

3. Map Amendment

Schedule "A" (Zoning 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 24th day of October, 2022.

READ A SECOND TIME this 24th day of October, 2022.

A PUBLIC HEARING WAS WAIVED this 24th day of October, 2022.

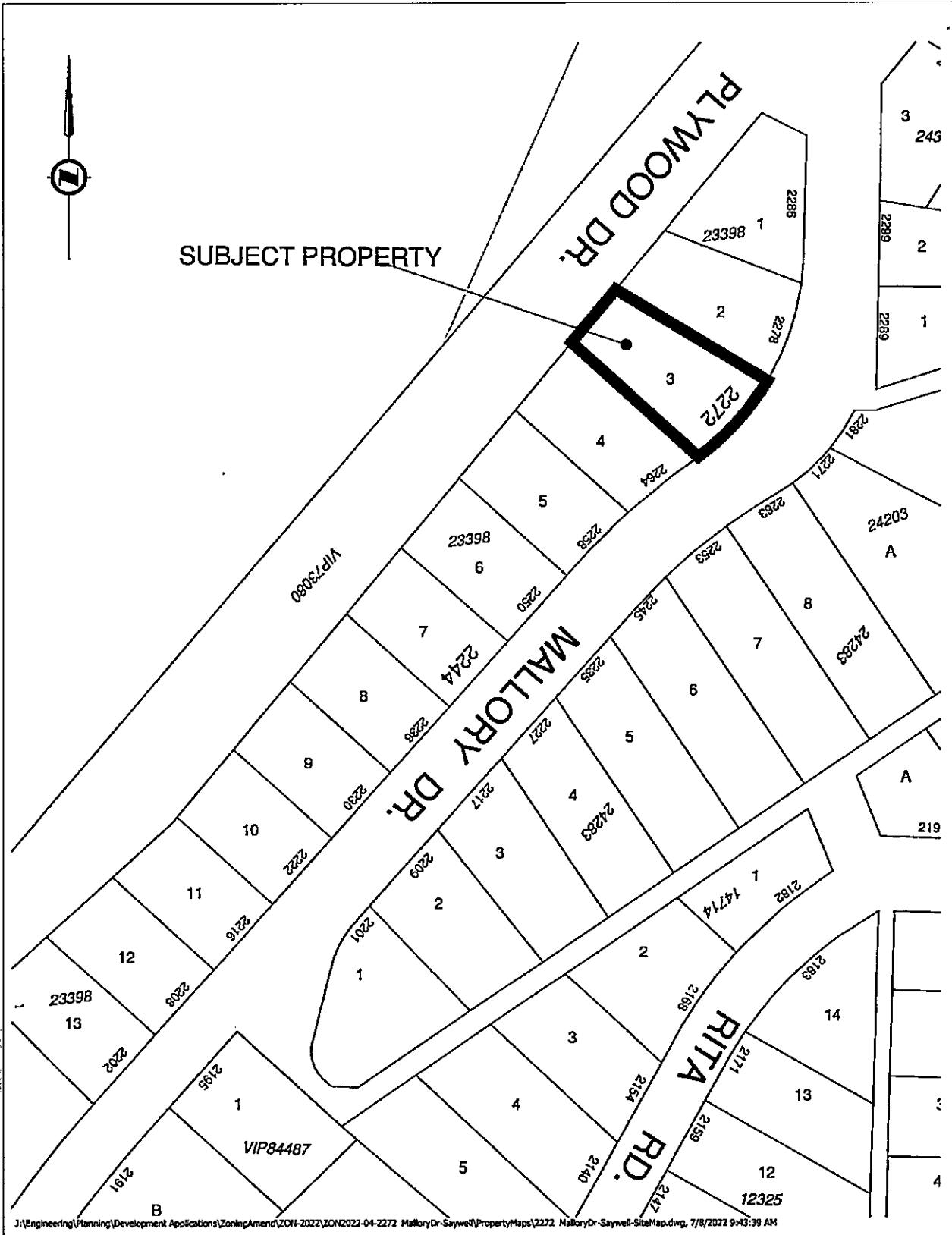
READ A THIRD TIME this day of , 2022.

ADOPTED this day of , 2022.


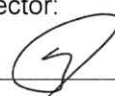

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5067



Date: November 9, 2022
File No: 3360-20-3911_3909_Cedar St
To: Mayor and Council
From: T. Pley, CAO
Subject: **DEVELOPMENT APPLICATION – Zoning Bylaw Amendment at 3911 & 3909 Cedar Street, Port Alberni**
LOT S (DD EX32142) DISTRICT LOT 112, ALBERNI DISTRICT, PLAN 43267 PID: 026-235-731
LOT 17, DISTRICT LOT 112, ALBERNI DISTRICT, PLAN 43267 PID: 004-985-419
Applicant: Dion Hopkins dba. 1077823 BC Ltd.

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

1. THAT "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" be now introduced and read a first time.
2. THAT "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" be read a second time.
3. THAT Council waive the public hearing for proposed "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.

PURPOSE

The City has received an application to rezone the properties at 3911 and 3909 Cedar Street from R1 to R3. This would enable a subdivision application (lot line adjustment) with the aim of building a new single detached dwelling at 3909 Cedar Street. The application requires a map amendment to *Zoning Bylaw No. 4832*.

BACKGROUND

The subject properties are designated Residential (RES) in the Official Community Plan (OCP), and are classified R1 Single Family Residential in *Zoning Bylaw No. 4832*. The property at 3909 Cedar Street is currently vacant, while the property at 3911 is occupied by a single-detached residential home. Both properties have a frontage onto Cedar Street, and share a common side lot line.

The properties are located approximately 680 metres north of Johnston Street (Hwy 4) in a neighbourhood characterized by single-family homes. Zoning of the surrounding neighbourhood is R1 with R2 properties to the east. Several R3 properties exist to the west and southwest on Cedar Street and Compton Road. John Howitt Elementary School is located nearby, with the Kitsuksis Creek parklands and Cherry Creek Trail approximately 300 metres north.

Subject Property and Site Context

Location	At the east end of Cedar St. approximately 12 metres west of the intersection with Tebo Avenue.
Current Zoning	R1 Single Family Residential
Proposed Zoning	R3 Small Lot Single Family Residential
Total Area	Both properties total approx. 1,108 m ² (0.28 acres)
Official Community Plan (OCP)	<ul style="list-style-type: none"> • <i>Schedule A - Land Use Map: Residential (RES)</i> • <i>Schedule B Development Permit Areas Map: N/A</i>
Relevant Guidelines	<ul style="list-style-type: none"> • <i>Section D Plan Policies – 4.0 Residential</i> • <i>Section D Plan Policies – 4.2 Residential (RES)</i>

Figure 1 – Subject Property Map

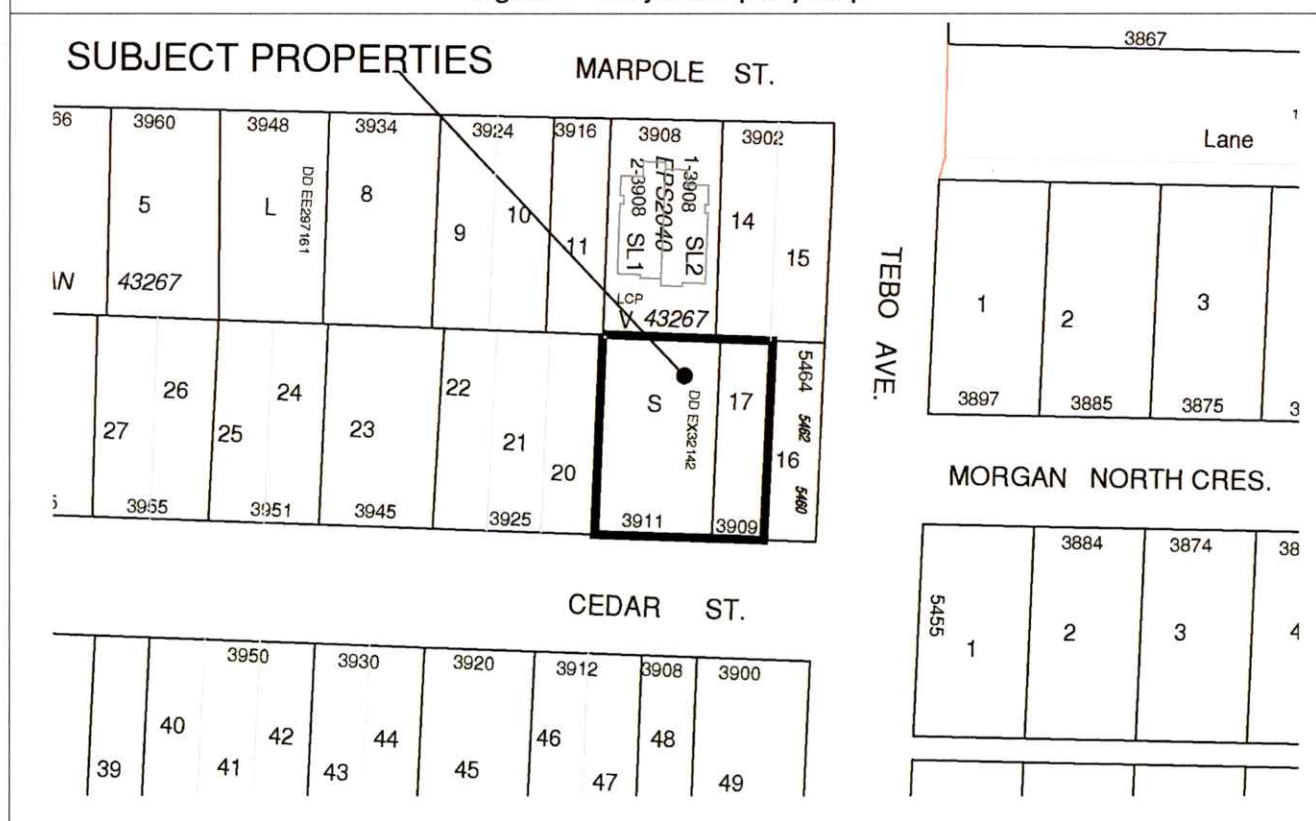
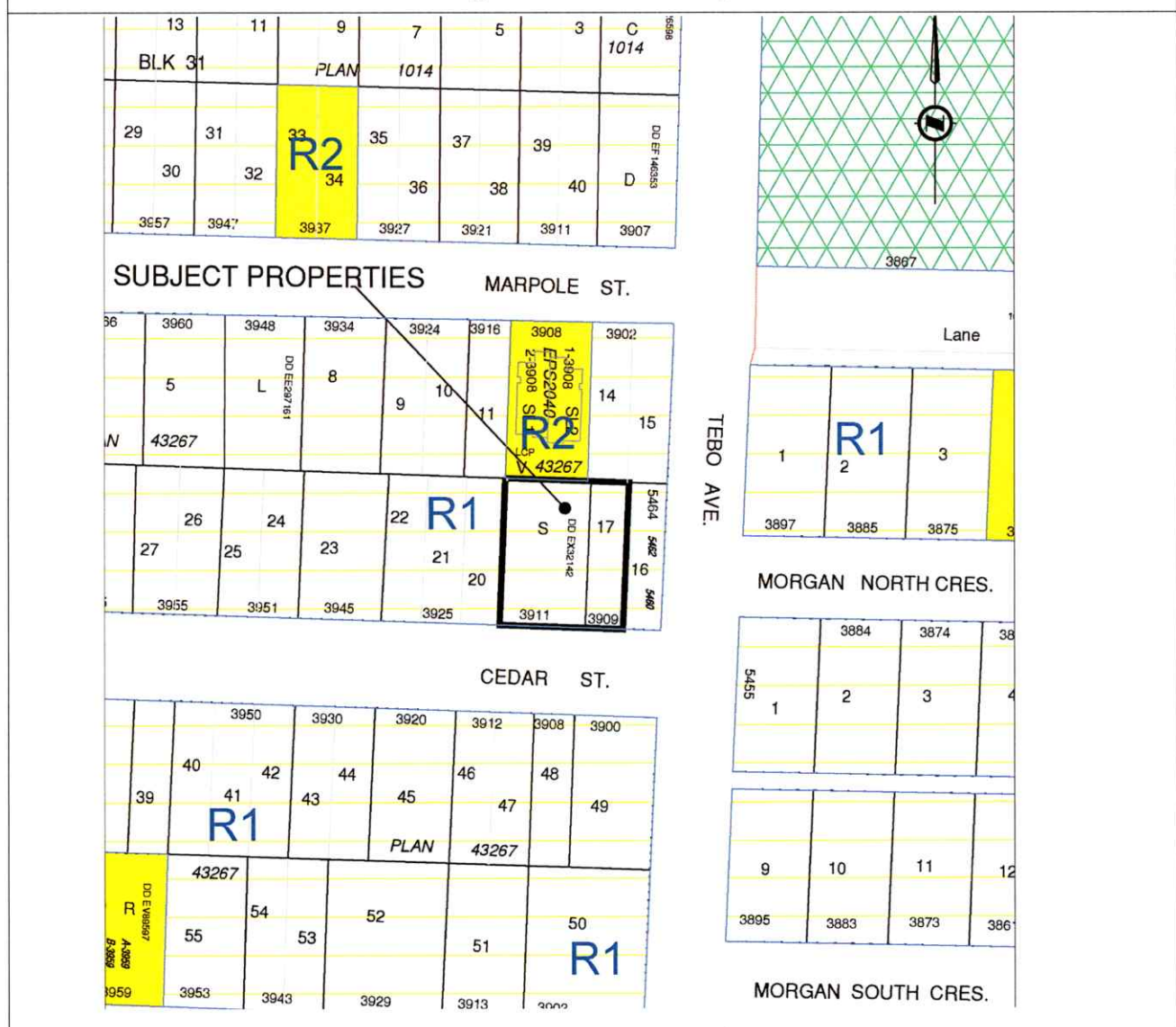


Table 1 – Surrounding Neighbourhood Land Use

North	R1 Single Family Residential, R2 One and Two Family Residential, P1 Institutional (John Howitt Elementary School), P2 Parks and Recreation (Kitsuksis Creek).
South	R1 Single Family Residential, P2 Park and Recreation (Seredick Park)
East	R1 Single Family Residential, R2 One and Two Family Residential.
West	R1 Single Family Residential, R2 One and Two Family Residential, R3 Small Lot Single Family

Figure 2 – Current Zoning



ALTERNATIVES/OPTIONS

1. That "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" be now introduced and read a first time.
2. That "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" be read a second time.
3. That Council waive the Public Hearing for proposed "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072" in accordance with section 464 (2) of the Local Government Act [LGA], as the proposed amendment aligns with the Official Community Plan designations, and direct staff to provide public notice in accordance with section 467 of the LGA prior to consideration of further readings of the Bylaw.
4. That Council not give first reading.
5. That Council pass a resolution to not waive the public hearing.
6. That Council pass a resolution to provide staff with alternate direction.

ANALYSIS

Zoning

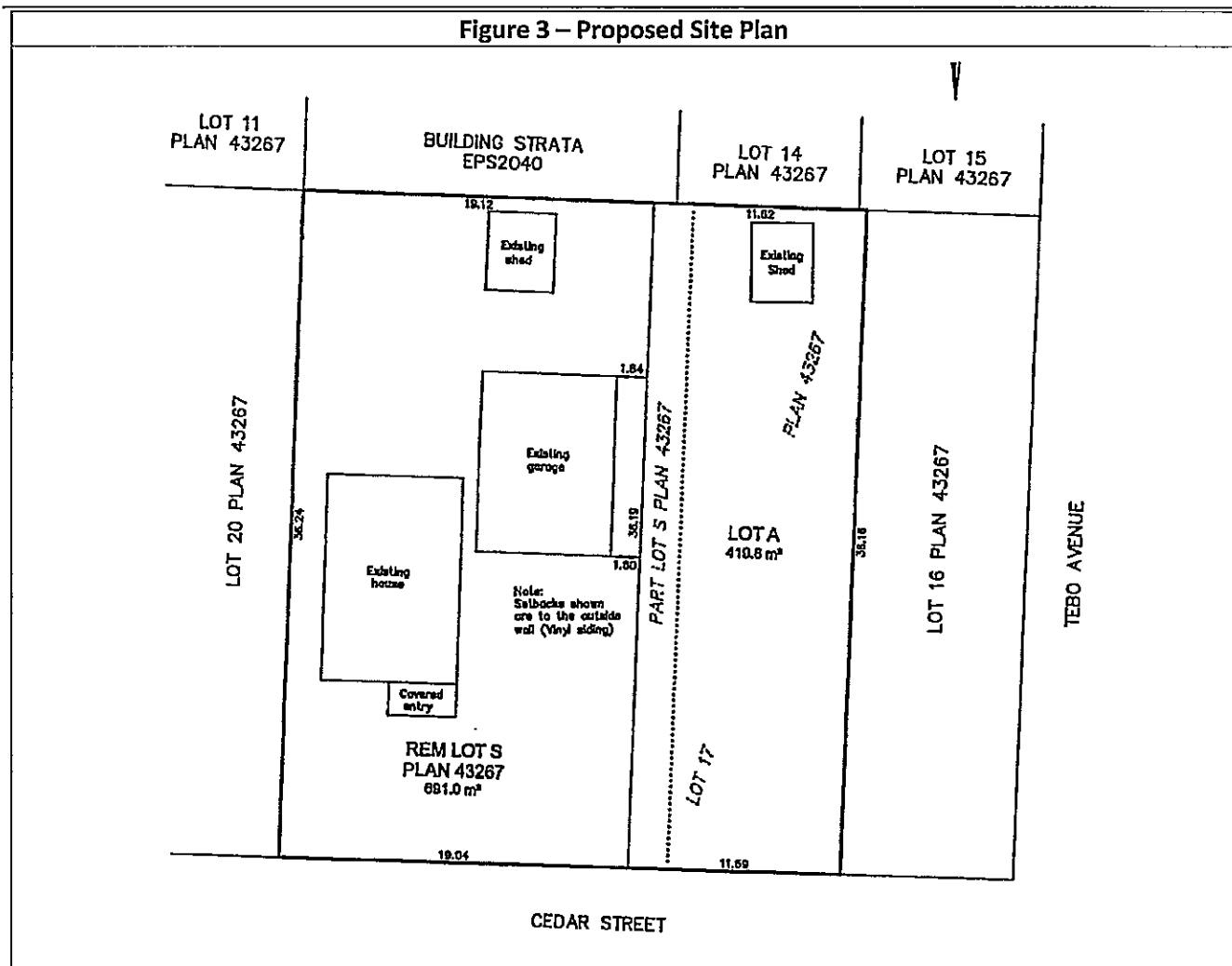
The applicant is proposing to rezone both properties from R1 Single Family Residential to R3 Small Lot Single Family Residential. The R1 and R3 zones are both single family residential zones that align with the Residential (RES) land designation in the OCP. However, the R3 zone permits a smaller lot size, shorter frontage, reduced front and rear yard setbacks, and higher lot coverage. This makes the R3 zone suitable for single-family residential infill development.

Site Plan

Currently, Lot 17 (3909 Cedar Street) does not meet the minimum 10 metre frontage of the R3 zone. A subdivision application for a lot line adjustment is required to increase the frontage and meet the R3 requirement. To enable the lot line adjustment, both properties must be rezoned from R1 to R3.

Table 1 – Site Development Regulations and Proposed Lot Dimensions				
Site Regulations	R1 Single Family Residential	R3 Small Lot single Family Residential	Lot S 3911 Cedar St.	Future Lot A (current Lot 17) 3909 Cedar St.
Minimum Lot Area	600 m ²	350 m ²	691.0 m ²	419.8 m ²
Minimum Frontage	15 m	10 m	19.04 m	11.59 m

The applicant is proposing the shared lot line be moved 2.16 metres west to increase the frontage of future Lot A (3909 Cedar Street) to 11.59 metres. The frontage of existing Lot S (3911 Cedar Street) would be reduced to 19.04 metres. The resulting two lots would exceed the required frontage of the R3 zone. This is illustrated below in Figure 3:



Infrastructure and Servicing

Infrastructure upgrades may be required to service the development. This may include utility upgrades and improvements to the property access. This will be confirmed by the Engineering department during the subdivision process. The applicant will be responsible for the cost of all improvements.

Staff Notes:

- Increased traffic will be limited to one additional household as R3 zone does not permit secondary suites.
- Development Permit will not be required as single-family properties are not included on *Schedule B Development Permit Areas Map* in the OCP.
- *Local Government Act* section 464(2) allows Council to waive the Public Hearing for amendments that are consistent with the OCP.
- Staff do not anticipate any significant impact on the surrounding neighbourhood from this development application.
- BC Ministry of Transportation and Infrastructure will be required to sign-off on the bylaw amendment since the subject property is located within 800 metres of a provincial highway. Approvals must be provided before final adoption of the bylaw can be considered. To date, MOTI has provided no objection to the application.

REFERRALS

Referrals were sent out to internal departments and external agencies. No concerns were raised.

IMPLICATIONS

Supporting this application at 3911 and 3909 Cedar Street would enable a subdivision application for a lot line adjustment and an opportunity for infill construction of one additional single-family home in this area.

COMMUNICATIONS

The development application (ZON22-09) was reviewed by the Advisory Planning Commission at their meeting on October 20, 2022. The Commission passed a motion recommending Council support the application.

Additionally, the *proposed "Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072"* is consistent with the Official Community Plan, and meets the criteria for Council to pass a resolution to waive the Public Hearing under section 464 (2) of the *Local Government Act*, and issue public notice (s.467).

If Council does not waive the public hearing, the public hearing may be set for January 23, 2023 at 6:00 pm, in City Hall Council Chambers. Whether Council chooses to waive or advance the application to a Public Hearing staff will proceed with all required statutory notices including notification to owners and occupants within 75 metres of the subject property and notice in the newspaper as required by sections 465 and 466 of the *Local Government Act*.

BYLAWS/PLANS/POLICIES

1. Official Community – Section D: Plan Policies – 4.0 Residential.

The application aligns with following OCP Council policies for Residential development:

4.2.4 *The City supports the development of residential infill provided that the scale and character are suitably integrated into the adjacent neighbourhood.*

2. Zoning Bylaw, 2014 (Bylaw 4832):

The application aligns with the purpose of the R3-Small Lot Single Family Residential zone:

"To provide for greater density in areas of the city that are being redeveloped and where small lots already exist".

SUMMARY

Staff recommend *Zoning Map Amendment No. 59 (3911 Cedar Street – Hopkins), Bylaw No. 5072* be given first and second reading, and that the public hearing be waived as per Section 464(2) of the *Local Government Act* as the rezoning aligns with the OCP land use designation and the requirements of the R3 Zone.

ATTACHMENTS/REFERENCE MATERIALS

- *Advisory Planning Commission October 20, 2022 Meeting Minutes*
- *Draft Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street – Hopkins), Bylaw No. 5072*

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

J:\Engineering\Planning\Development Applications\ZoningAmend\ZON-2022\ZON2022-09-3911 and 3909 CedarSt-Hopkins\Council\ZON2022-09-3911_3909 CedarSt-



**Summary Report / Minutes of the Advisory Planning Commission Meeting
held on October 20, 2022 at 12:00 p.m.
(Council Chambers, Port Alberni City Hall, 4850 Argyle Street)**

Commission Members Present

Joe McQuaid (Acting as Chair)
Harley Wylie (Alt. – Tseshah (č išaaʔath) F.N)
Jolleen Dick, Councillor, Hupačasath F.N
Amy Anaka
Callan Noye
Peter Dionne, R.C.M.P. Liaison
Amy Needham, Parks Liaison
Councillor Deb Haggard, Council Liaison

Regrets

Ken Watts, Chief, Tseshah (č išaaʔath) F.N)
Ed Francoeur (Chair)
Christine Washington, SD70
Ken McRae, (Vice - Chair)
Stefanie Weber
Scott Smith, Dir. of Dev. Services/Deputy CAO
Derrin Fines, P.A.F.D. Liaison

Staff

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

Guests

Applicant: Steve Irg
Applicant: Dion Hopkins
Public:

Alternates (not in attendance)

Councillor Helen Poon (Alt. – Council Liaison)
S./Sgt. Mike Thompson (Alt. – RCMP)
Larry Ransom (Alt. – S.D.70)



1. Acknowledgements and Introductions:

The Acting Chair acknowledged that this Advisory Planning Commission (APC) meeting is held within the unceded, traditional territories of the Hupačasath Nation and the č išaaʔath (Tseshah) First Nation. Welcome and introductions.

2. Minutes: Adoption of September 15, 2022 Minutes

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the September 15, 2022 regular meeting.

(Noye / Dick) CARRIED

3. DEVELOPMENT APPLICATIONS – Official Community Plan and Zoning Bylaw amendments

2601 Burde Street - Block 24, District Lot 139, Alberni District, Plan 1401A (PID:007-437-161)

APPLICANT: S. and T. Irg

- The Planner summarized his report to the APC dated October 5, 2022.
- APC discussed the proposed permit with respect to the following:
 - The APC asked questions about the water and sewer services that would be required.
 - The Planner indicated that a water line was available along Burde St. and the applicant would likely be required to extend the line to service a proposed subdivision.
 - The Planner also indicated that the City Engineer had requested that a Section 219 Covenant be registered on the Land Title in order to ensure that the property owner/s, and/or future property owners, would be required to connect to a city sanitary sewer main if it becomes available. The

proposed OCP and Zoning bylaw amendments would facilitate subdivision but would require the approval of Island Health for appropriate septic system installations.

- The APC voiced concern about increasing development in the upper Burde St. area and asked staff if the City had a plan in place for future servicing of the area. Staff indicated that there is not a plan in place currently however the issue of future servicing would be a subject of review and policy discussion as the new Official Community Plan review continues to move forward. Public engagement has been significant to date.
- The timing of the proposed OCP amendment was discussed as the OPC is currently under review and the new OCP may have implications for the applicant.
- The APC asked for clarification on the impacts of proceeding with amending the OCP while the OCP review project is still active. It was noted that the current OCP contains policy that all development proposals, for land within the 'Future Residential' designation, be subject to preparation and approval of a Neighbourhood Plan. The APC commented that a Neighbourhood Plan had not been required of the applicant and asked for clarification.
- The Manager of Planning provided information regarding the rights of the applicant / landowner and potential ramifications if the City were to attempt to "freeze" the current rights of the landowner for the duration of the OCP review project. Staff also described the density proposed as being consistent with current rural policy in the OCP. The applicant has not proposed an "urban" level of development or density.
- Park dedication requirements will be reviewed during the subdivision process.

Motion:

That the Advisory Planning Commission recommends to City Council that Council support the application with the condition that a Section 219 Covenant be registered on the Land Title to ensure that the property owner/s, and/or future property owners, would be required to connect to a city sanitary sewer main if it becomes available.

(Wylie / Noye) CARRIED

4. DEVELOPMENT APPLICATIONS – Zoning Bylaw amendment

3911 Cedar Street - Lot 5 (DD EX32142)- District Lot 112, Alberni District, Plan 43267 PID: 026-235-731;

3909 Cedar Street - Lot 17, District Lot 112, Alberni District, Plan 43267 PID: 004-985-419

APPLICANT: D. Hopkins dba 1077823 BC Ltd.

- The Planner II summarized his report to the APC dated October 5, 2022.
- APC discussed the proposed permit with respect to the following:
 - The APC asked if both properties were being amended to the R3 zone and noted that the R3 zone does not permit secondary suites. The APC were advised that the applicant had indicated to staff that the existing home on 3911 Cedar St. did not currently contain a secondary suite and was aware that rezoning from R1 to R3 would remove the potential for a suite to be created in the existing home.

Motion:

That the Advisory Planning Commission recommends to City Council that Council support the application.

(Anaka / Noye) CARRIED

5. Status Update: OCP Vision and Guiding Principles

- The Manager of Planning gave a verbal update regarding the status of the OCP review project including public engagement to-date. She indicated that the City had received 300 of the surveys that had been made available online and via hardcopy. Five pop-up opportunities had been completed and a number of targeted meetings. A workshop was well attended on September 14th. A "Bull's Eye" exercise with students and teachers had received positive feedback and Councilor Haggard thanked the Manager of Planning for involving youth in the OCP project.
- Analysis of the public input is being compiled for presentation in a report that will present potential direction for the OCP policy development phase of the project.

6. OTHER BUSINESS:

- The Manager of Planning indicated to the APC that the November Agenda will include a discussion of APC membership as two current APC members are not eligible for reappointment having served the maximum term allowable under the APC Bylaw.

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

(Noye / McQuaid) CARRIED

Ed Francoeur (Chair)

CITY OF PORT ALBERNI

BYLAW NO. 5072

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

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

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Map Amendment No. 59 (3911 and 3909 Cedar Street - Hopkins) Bylaw No. 5072**".

2. Zoning Amendment

- 2.1 That Lot S (DD EX32142), District Lot 112, Alberni District, Plan 43267 (PID: 026-235-731), located at **3911 Cedar Street**; and Lot 17, District Lot 112, Alberni District, Plan 43267 (PID: 004-985-419) located at **3909 Cedar Street**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, are hereby rezoned from 'R1 Single Family Residential' to '**R3 Small Lot Single Family Residential**'.

3. Map Amendment

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

READ A FIRST TIME this day of , 2022.

READ A SECOND TIME this day of , 2022.

A PUBLIC HEARING WAS WAIVED this day of , 2022.

READ A THIRD TIME this day of , 2023.

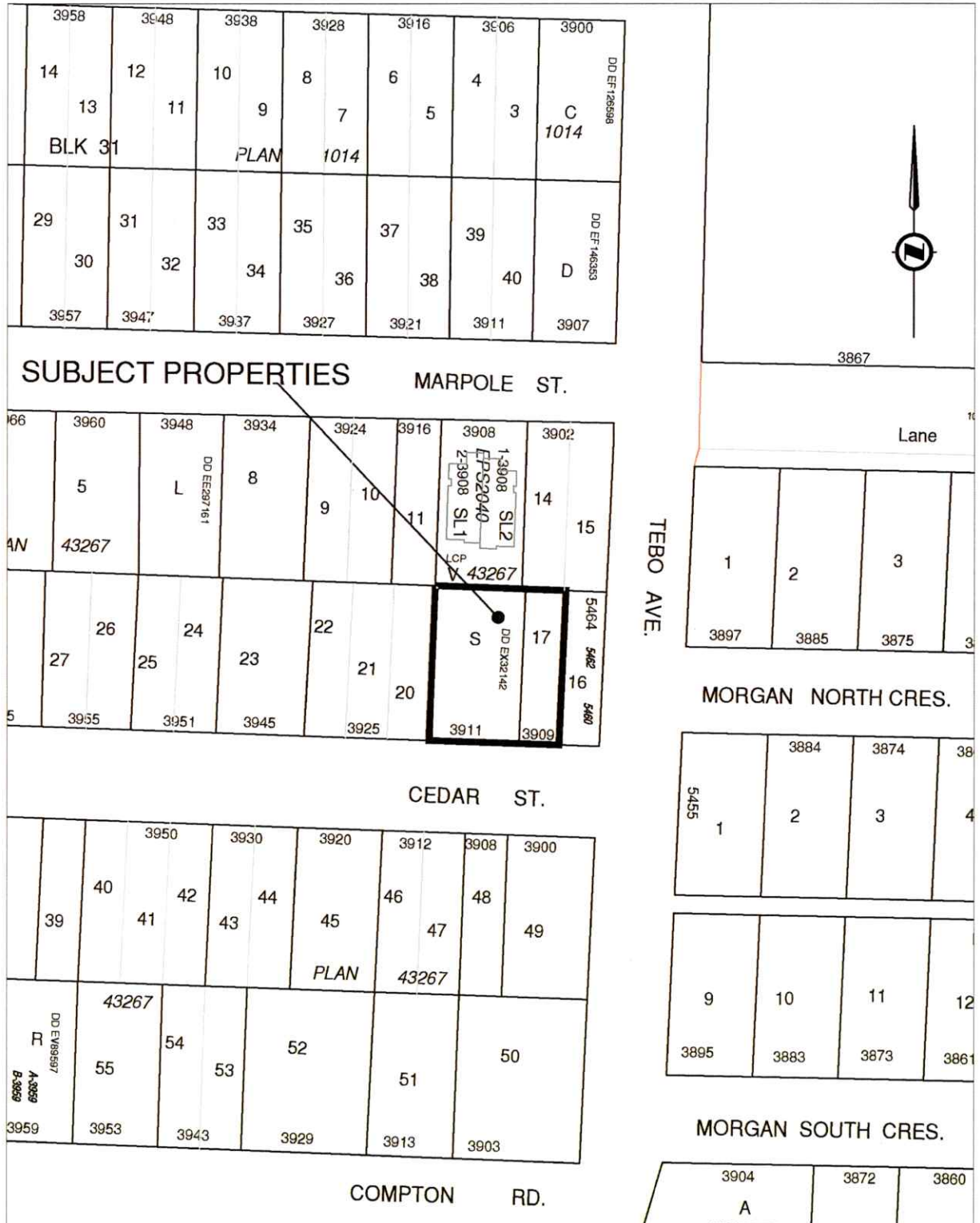
RECEIVED the approval by the Ministry of Transportation this day of , 2023.

ADOPTED this day of , 2022.

Mayor

Corporate Officer

Schedule "A" to Bylaw No. 5072



DRAFT-ZON2022-09-3911-3909CedarSt-Hopkins-ZonAmendBylaw

Ambulance Paramedics

of British Columbia - CUPE 873



Tel: 604-273-5722 | Fax: 604-273-5762 | Toll Free: 1-866-273-5766 | Toll Free Fax: 1-866-273-5762

105 - 21900 Westminster Hwy., Richmond, BC V6V 0A8

info@apbc.ca | www.apbc.ca

November 4, 2022

Port Alberni District
4850 Argyle Street
Port Alberni, BC V9Y 1V8

RECEIVED

NOV 09 2022

CITY OF PORT ALBERNI

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☐ Development Services
☐ Community Safety
☒ Other *Cor Summary*
RCM Nov 28, 22
File # *0230-01*

Dear Mayor Sharie Minions and City Councilors,

I want to first congratulate all of you on your election or re-elections, and also thank those who did not run or were unsuccessful, your service is appreciated and honourable.

As we reflect on our week at UBCM and the relationship we have built over the past years with you and your communities, we are grateful for the connection, engagement and collaboration between all levels of government and stakeholders. We appreciated the opportunity to meet with so many mayors, councilors, and community leaders, and we hope you had a chance to visit our booth.

In case you missed it, we invite you to check out the following website link with documents that were available at our booth and explore the versatile skillset that uniquely qualifies paramedics to address public safety, emergency first response, patient transportation and community-based health innovation across BC.

UBCM – Paramedic Services in your Community

I am reaching out today to extend an invitation to you to set a time to meet and follow-up on the initiatives and solutions available to your community and address paramedic, dispatch, and ambulance resources.

At your earliest convenience please contact our office by phone at 604-273-5722 or by email at info@apbc.ca or troy.clifford@apbc.ca.

I look forward to connecting with you, virtually or in person, and continuing to work collaboratively to support paramedic services in your community.

Sincerely,

Troy Clifford
Provincial President
Ambulance Paramedics of BC
CUPE Local 873

TC/sd/MoveUp

REGULAR COUNCIL AGENDA - NOVEMBER 28, 2022

ENTERED

171
J.1(a)

RECEIVED

NOV 08 2022

CITY OF PORT ALBERNI

From: AVICC <avicc@ubcm.ca>

Sent: Tuesday, November 8, 2022 10:12 AM

To: AVICC <avicc@ubcm.ca>

Subject: AVICC 1st Call for 2023 Resolutions and Nominations for AVICC Executive

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

The AVICC Executive is putting out a first call for resolutions to be considered at the 2023 convention. The convention is being planned as an in-person event to be held April 14-16 in Nanaimo at the Vancouver Island Conference Centre. AVICC member local governments may now submit board or council endorsed resolutions following the requirements outlined in the attached call for resolutions.

The deadline for resolutions is **noon on Thursday February 9, 2023**. Please follow the guidelines to ensure resolutions are submitted that provide AVICC and UBCM with clear policy direction for advocacy. Sending in resolutions well ahead of the deadline is strongly encouraged to allow time to review submissions with the sponsoring local government.

We look forward to seeing you in Nanaimo in April!

RECEIVED

NOV 10 2022

CITY OF PORT ALBERNI



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

File # 0390-20-UBCM
+ 0400-20-MHA

RCM Nov 28, 22

November 9, 2022

1240709

Via email: sharie_minions@portalberni.ca

Their Worship Sharie Minions
and Members of Council
City of Port Alberni
4850 Argyle St
Port Alberni BC V9Y 1V8

Dear Mayor Sharie Minions and Councillors:

Thank you to your delegation for meeting with me at the Union of British Columbia Municipalities (UBCM) Convention in Whistler. It was a pleasure to hear from you in my first in-person UBCM Convention experience.

The issues your delegation brought forward were of great interest to me. Topics raised during the meeting included the need for detox beds and complex care housing.

The Ministry of Mental Health and Addictions is working hard across government to create an accessible, robust, and culturally safe system of mental health and addictions care that meets people where they're at. For your convenience and interest, I've attached a list of local mental health and substance use resources in your community.

Thank you again for your leadership. I appreciate these important opportunities to exchange ideas and share information. Meetings like this help me better understand the challenges people and communities across BC face on a daily basis. Through a continued partnership, I am confident we can work together to improve mental health and substance use care in the City of Port Alberni and for all British Columbians.

Thank you again to your delegation for taking the time to meet with me.

Best wishes,

Sheila Malcolmson
Minister

Attachment



Mental Health and Substance Use Services in Port Alberni

Fall 2022

Since the 2016 declaration of the poisoned drug crisis and the onset of the COVID-19 pandemic in early 2020, our province has faced two, simultaneous health emergencies. The human toll these have had on our communities has been profound.

Because of the effects of these emergencies, we have seen a fundamental shift in the way we want, need, and expect mental health and substance use services to be delivered. Our government recognizes this and is committed to building a comprehensive system of care that works for everyone who needs it.

Please see below how to access the mental health and substance use services and supports available in your community.

Locally Available Mental Health and Substance Use Resources

Harm Reduction Services: Port Alberni OPS, 3699 3rd Ave, operated by the Port Alberni Shelter Society.

Referrals Port Alberni Mental Health and Substance Use: provides a timely, single point of entry for all Adult Mental Health and Addiction Services in Port Alberni as well as detox services and emergency crisis response services 24 hours a day, seven days a week.

Assertive Community Treatment: A mental health program that focuses on individual clients and their recovery. The program facilitates community living, psychosocial rehabilitation, and recovery for persons who have the most serious mental illnesses.

Emergency Services at West Coast General Hospital: Psychiatric Emergency Services, Crisis Response Teams, and Community Response Teams provide specialized mental health and addiction services, including intensive assessment and crisis intervention for patients arriving with acute and critical psychiatric disorders.

Adult Short-Term Assessment and Treatment: provides short-term services to adults with serious mental health conditions. Staff members are educated in both mental health and substance use issues. A therapist works with individuals to help them achieve their mental health goals.

Alberni Valley Drug & Alcohol Prevention Services: provides Youth and family counselling, prevention and early intervention services

Substance use services: including support and counselling for people who use substances, individual and group counselling options, outreach team providing nursing and support to people on OAT

Youth-Short Term Assessment and Response (Y-Star): Ages 12-21 presenting with significant mental health and substance use concerns, who are experiencing acute psychiatric or substance use crisis impacting their ability to engage in their typical daily activities and/or relationships.

Provincial Mental Health and Substance Use Resources

Wellbeing: (wellbeing.gov.bc.ca) a trusted navigation tool to help people in British Columbia navigate the system of care and connect with the right mental health and/or substance use resources they need, quickly and easily.

HealthLink BC: (healthlinkbc.ca or 811) provides medically approved information on more than 5,000 health topics, including mental health and substance use

Mental Health and Substance Use Service Map: (gov.bc.ca/gov/content/mental-health-support-in-bc/map) a searchable listing of mental health and substance use resources and services, organized by community.

BC Mental Health and Substance Use: (bcmhsus.ca) provides a network of services for BC residents across the province.

HeretoHelp: (heretohelp.bc.ca) is a project of the BC Partners for Mental Health and Addictions Information and offers resources to help people prevent and manage mental health and substance use problems.

Foundry Virtual: (foundrybc.ca) young people aged 12-24 and their caregivers can use the Foundry Virtual app to drop-in or schedule a virtual counselling appointment, find peer support, join a youth or caregiver group, or browse their library of tools and resources. This site aligns with brick-and-mortar Foundry sites across BC to better integrate care for youth and young adults with mental health and substance use challenges.

310-Mental Health: call 310-MENTAL (310-6789 - no area code needed) toll-free anywhere in BC to access emotional support, information, and resources specific to mental health and substance use issues.

Crisis Intervention and Suicide Prevention Centre of BC: (crisiscentre.bc.ca or 1 800 SUICIDE – 1 800 784-2433) provides emotional support to youth, adults and seniors in distress, 24 hours a day, 7 days a week.

RECEIVED

NOV 14 2022

CITY OF PORT ALBERNI

TO: CITY COUNCIL AND CITY PLANNING DEPARTMENT
RE: TIM HORTONS - REDFORD STREET, PORT ALBERNI
DATE: NOVEMBER 14, 2022
FROM: CONCERNED CITIZENS OF PORT ALBERNI

☒ Council
☒ Mayor
☒ CAO
☐ Finance
☒ Corporate Services
☒ Agenda
☐ Economic Development
☐ Engineering/PW
☐ Parks, Rec. & Heritage
☒ Development Services
☐ Community Safety
☒ Other
File # 0220-20

This letter concerns the location of Tim Hortons on Redford Street in Port Alberni.

First of all, why was this tiny outlet built on this piece of land in the first place – other than for profit or tax dollars?

There is barely standing room for customers inside the tiny location. There are always too many service people behind the counters and preparing the fast food. Too many for safety guidelines, likely. Food preparation is rushed, sloppy and counters are not kept clean.

Secondly, the physical location is such that customers drive over a double yellow highway line to access the place off Redford Street. This is the only access point. There is an accident waiting to happen, as we know how busy the intersection at 10th Avenue and Redford Street is.

Why did the city allow a fast food joint in a location where there is an unsafe access and where customer traffic is being forced to drive over double yellow highways lines, which is breaking the law?

Knowing the rules around double solid lines will help everyone to keep safe on our roadways and reduce collisions. Regarding double solid lines, the Motor Vehicle Act states that **the driver of a vehicle must drive it to the right of the line only**, which means you cannot pass someone over a double solid line.

Thirdly, the volume of garbage around the dumpsters is a public safety concern. The manager blamed the mess on the problem street people, saying that they break the locks. Is this in fact what is happening?

These safety and health issues around this Tim Hortons outlet need to be examined and corrected.

Thank you for your assistance in these matters.

Concerned Citizens of Port Alberni, BC

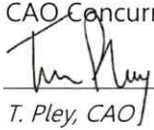








Date: November 22, 2022
File No: 2240-25
To: Mayor & Council
From: T. Pley, Chief Administrative Officer
Subject: **Release from In-Camera | CAO Recruitment & Contract Extension**

Prepared by: T. SLONSKI Director of Corporate Services	Supervisor: T. PLEY CHIEF ADMINISTRATIVE OFFICER	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

This report is being provided for Council's information.

PURPOSE

To inform the general public that the City has retained the services of a professional search firm to conduct a search for the City of Port Alberni's new Chief Administrative Officer (CAO), and that the contract for the current CAO has been extended.

BACKGROUND

Following an executive search to recruit a new CAO for the City of Port Alberni in early 2022, and the search not resulting in a preferred candidate being hired, Council made the decision to re-engage Tim Pley of Tim Pley & Associates Ltd. Mr. Pley has been filling the role of CAO since April 12, 2022 with the current contract scheduled to expire December 31, 2022.

Council had also made the decision to defer reposting the CAO employment opportunity until the conclusion of the 2022 general local elections.

ALTERNATIVES/OPTIONS

SUMMARY

Following the conclusion of the 2022 general local election and the 2022 – 2026 Council taking office, Council has retained the services of a professional search firm to conduct a search for the City of Port Alberni's new Chief Administrative Officer. While this process is underway, Council has extended the contract with Mr. Pley for the continued provision of CAO services until March 31, 2023.

ATTACHMENTS/REFERENCE MATERIALS

Council Report | November 2022

Submitted by: Councillor J. Douglas

- The Attic cancelled the proposed November 30th special appreciation event in the hopes of following up in 2023 when scheduling may be more flexible for all. At this point I would just like to acknowledge and thank the Attic for all of the work they do in our Community.
- I attended and connected with staff and guests of North Island College at their recent Open House, sharing in their exciting plans for expansion in the Alberni Valley. Envisioned is student housing, moving of Tebo Campus to the main Roger Street site, plus provision of child care services for students.
- After discussions with our Mayor regarding possible medical initiatives which could be brought to our Valley, I initiated conversations with several medical professionals in the Community. To date the most valuable and most feasible request for our citizen's health appears to be Echo Cardiogram services to be located here in our City as opposed to being on an extensive wait list on top of travelling out of town. I will carry on with these exploratory talks at the pleasure of Mayor and Council.
- Lastly - and this is a bit late - but prior to our last Council meeting I had the pleasure of attending the School District Inaugural meeting where I was able to join in with their closing song and the following informal discussion they had with all of the attendees. One of the overriding values of the evening was the importance that our School District can play in reconciliation by ensuring increased educational and training opportunities for the current and future generations. The newly elected Board Chair also indicated a desire for a City Council to Board meeting as soon as we are able.

Respectfully submitted,

John

Councillor Report

For November 28, 2022

Councillor Debbie Haggard

November 7, 2022 – Inaugural Meeting – Thank you to the staff for organizing such a memorable event. And a special thank you to the Tseshah and Hupacasath First Nations for their warm welcome, their blessings and their gifts. Your presence made the night so special.

November 9, 2022 – Alberni Clayoquot Regional District Board meeting – Highlights include:

- Director John Jack was elected to be the Chairperson and I was elected to be the Vice-Chairperson and the Chairperson of the ACRD Hospital District for 2022 – 2023
- Connective Support Society gave a presentation regarding the rent bank service and request for support

November 10, 2022 – Community Action Team – Highlights include:

- Presentation on the Brave app
- IOAD Townhall – Ad Hoc Committee update – Discussion regarding building a business case to meet the needs of the community for wrap around detox and stabilization services and having a sober social space to socialize for people
- Working on a promotion at the Bulldogs hockey games
- CAT will purchase ponchos and solar blankets for disbursement

November 11, 2022 – Remembrance Day Ceremony – I attended the Remembrance Day Ceremony at Glenwood Centre followed by a short ceremony at the Greenwood Ceremony, where respects were paid at the Field of Honour, the Vietnam Veterans gravesite and the Hupacasath First Nation cemetery.

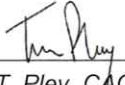
November 17, 2022 – Grand Re-opening of Jim's Clothes Closet – Congratulations to Don and Kathy Ferster on the expansion of their retail store. Their business is not only surviving, but thriving!

November 19, 2022 – Salvation Army Christmas dinner – The annual kick off to the Kettle campaign season was held at Echo Centre with a delicious dinner. I would like to challenge all Councillors to sign up for a shift in order to help raise money for the Salvation Army.

November 21, 2022 – Committee of the Whole meeting – Highlights include:

- Up date on developments regarding the Official Community Plan review and update.
- Updating building bylaws
- Potential increases to building permit fees

Date: November 17, 2022
File No: 0550-01
To: Mayor & Council
From: T. Pley, CAO
Subject: **2023 Regular Council Meeting I Committee/Commission Meeting Schedules**

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

RECOMMENDATION[S]

1. THAT City of Port Alberni Council approve the 2023 regular meeting schedule attached to this report and confirm that regular meetings will commence at [time to be inserted] and further that staff be authorized to publish notice of availability of the schedule.
2. THAT City of Port Alberni Council approve the 2023 meeting schedules attached to this report for the Committee of the Whole, and confirm that Committee of the Whole meetings will commence at [time to be inserted], Audit Committee, Advisory Planning Commission, Advisory Traffic Committee, and Alberni Valley Heritage Commission.

PURPOSE

For Council to establish Council's Regular meeting and Committee/Commission meeting schedules for 2023.

BACKGROUND

2023 Council Meeting Schedule - Section 125 of the *Community Charter* requires that a Council must meet regularly in accordance with their procedure bylaw.

Further, Section 127 of the *Community Charter* requires that a schedule of the date, time and place of all Regular Council meetings to be held during the year, be prepared and made available to the public. The *Community Charter* also requires publishing a statutory notice on or before January 31st of the availability of the schedule.

"Council Procedures Bylaw, 2013, Bylaw No. 4830" provides that Regular Council meetings must be held on the second and/or fourth Monday of each month as scheduled except when such meeting falls on a statutory holiday, be held on the next day City Hall is open following which is not a statutory holiday.

The Procedures Bylaw also states that meeting schedule be posted at the Public Notice Posting Places and that copies be provided to associated members. Additional schedules for Council's approval include the Committee of the Whole, Audit Committee, Advisory Planning Commission, Advisory Traffic Committee and the Alberni Valley Heritage Commission.

Additional requirements as per Council Procedures Bylaw are:

- meetings must take place at the Council Chambers within City Hall except when Council resolves to hold meetings elsewhere.
- begin at 2:00 pm **OR** 7:00 pm.
- be cancelled by Council, provided that two consecutive meetings are not cancelled; and
- be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 days written notice.

ALTERNATIVES/OPTIONS

1. That the 2023 Regular meeting schedule of City Council be approved as circulated and that staff be authorized to publish notice of availability of the schedule. Further, that the 2023 meeting schedules for the Committee of the Whole, Audit Committee, Advisory Planning Commission, Alberni Valley Heritage Commission, and Advisory Traffic Committee be approved as circulated.
2. That Council direct staff to amend the schedules.
3. That Council provide alternate direction.

ANALYSIS

Regular Meetings

The 2023 Council regular meeting schedule has been prepared in accordance with "*Council Procedures Bylaw, 2013, Bylaw No. 4830*" with the exception that staff are proposing that Council conduct only one regular meeting in the months of July and August and be held on the 2nd Monday of each month.

It is important to note that a Notice of Motion was brought forward at the November 14th regular meeting for Council to consider holding their regular Council meetings at 7:00 pm and Committee of the Whole meetings at 6:00 pm starting in the 2023 calendar year. As Council's Procedures Bylaw currently permits a regular meeting start time of 2:00 pm or 7:00 pm., Council is positioned to consider the annual schedule of regular meetings as outlined however, confirmation of meeting start time in advance of making the schedule available publicly.

Committee of the Whole [CoW]

Council's Procedures Bylaw allows Council to go into a CoW meeting at any time during a council meeting, subject to a resolution of Council or scheduled at anytime so long as a notice of the day, hour and place of the CoW meeting is given at least 24 hours before the time of the meeting. In order to establish consistently and for general public awareness, CoW meetings have been held the 3rd Monday of each month except the months of August, September and December and start at 4:00 pm.

The 2023 Committee/Commission meetings have been scheduled according to past practice. To avoid any disruption to City business and adhere to Council policies, staff are recommending that Council approve the meeting schedules as attached.

IMPLICATIONS

Costs associated with publishing a statutory notice in the newspaper, in this case, notice of the availability of Council's 2023 meeting schedule, is captured in the current operating budget.

COMMUNICATIONS

As per legislative requirements, the regular Council meeting schedule will be published in the Alberni Valley News for two consecutive weeks. Regular Council and Committee/Commission meeting schedules will also be posted to the City's Public Notice Posting Places, which include the City Website and facility bulletin board, and copies of schedules will be provided to associated members.

BYLAWS/PLANS/POLICIES

The proposed meeting schedules have been prepared in accordance with the "Council Procedures Bylaw 2013, Bylaw No. 4830".

SUMMARY

This report has been provided to allow Council to establish Council's regular meeting and Committee/Commission meeting schedules for the 2023 calendar year. It is being recommended that Council approve schedules as attached to this report noting that it remains within Council's authority to propose additional meetings dates and/or to cancel meetings as required. In addition, Council will need to determine the start time of regular meetings in advance of staff providing public notice of the 2023 regular meeting schedule.

ATTACHMENTS | 2023 Meeting Schedules

1. *Regular Council meeting*
2. *Committee of the Whole*
3. *Audit Committee*
4. *Advisory Planning Commission*
5. *Advisory Traffic Committee*
6. *Alberni Valley Heritage Commission*

Copy: *S. Smith, Director of Development Services / Deputy CAO*
A. McGifford, Director of Finance
W. Tharpe, Director of Parks
R. Dickinson, Director of Engineering and Public Works



CITY OF PORT ALBERNI 2023 ANNUAL REGULAR MEETING SCHEDULE REGULAR COUNCIL MEETINGS

*(All Council meetings held in the Council Chambers
at City Hall, 4850 Argyle Street, Port Alberni BC unless otherwise noted)*

Monday, January 9
Monday, January 23
Monday, February 13
Monday, February 27
Monday, March 13
Monday, March 27
Tuesday, April 11
Monday, April 24
Monday, May 8
Tuesday, May 23
Monday, June 12
Monday, June 26
Monday, July 10
Monday, August 14
Monday, September 11
Monday, September 25
Tuesday, October 10
Monday, October 23
Monday, November 13
Monday, November 27
Monday, December 11

Distribution: Council
PACMA
PNPP (Web & Bulletin)

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elena.rardon@albernivalleynews.com

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CITY OF PORT ALBERNI 2023 COMMITTEE OF THE WHOLE MEETING SCHEDULE

*(All CoW meetings held in the Council Chambers at City Hall, 4850
Argyle Street, Port Alberni BC unless otherwise noted and are open to the public)*

Monday, January 16
Tuesday, February 21
Monday, March 20
Monday, April 17
Monday, May 15
Monday, June 19
Monday, July 17
Monday, October 16
Monday, November 20

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CITY OF PORT ALBERNI 2023 MEETING SCHEDULE AUDIT COMMITTEE

(Held in the Committee Room of City Hall, 4850 Argyle Street, Port Alberni BC at 9:30 a.m.)

These meetings are open to the public.

Tuesday, February 28
Tuesday, May 30
Tuesday, September 12
Tuesday, November 28

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CITY OF PORT ALBERNI 2023 MEETING SCHEDULE ADVISORY PLANNING COMMISSION

(Held in the Council Chambers of City Hall, 4850 Argyle Street, Port Alberni BC at 12:00 pm)

These meetings are open to the public.

Thursday, January 19
Thursday, February 16
Thursday, March 16
Thursday, April 20
Thursday, May 18
Thursday, June 15
Thursday, July 20
Thursday, August 17
Thursday, September 21
Thursday, October 19
Thursday, November 16
Thursday, December 21

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CITY OF PORT ALBERNI 2023 MEETING SCHEDULE ADVISORY TRAFFIC COMMITTEE

(Held in the Committee Room of City Hall, 4850 Argyle Street, Port Alberni BC at 10:00 am)

These meetings are open to the public.

Wednesday, January 18
Wednesday, April 19
Wednesday, July 19
Wednesday, October 18

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**CITY OF PORT ALBERNI
2023 MEETING SCHEDULE
ALBERNI VALLEY HERITAGE COMMISSION**

*(Wednesday's at 7:00 p.m.)
These meetings are open to the public.*

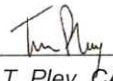
Wednesday, January 4	Alberni Valley Museum
Wednesday, February 1	Alberni Valley Museum
Wednesday, March 1	Alberni Valley Museum
Wednesday, April 5	Alberni Valley Museum
Wednesday, May 3	Alberni Valley Museum
Wednesday, June 7	Alberni Valley Museum
<i>There are no meetings in July and August</i>	
Wednesday, September 6	Alberni Valley Museum
Wednesday, October 4	Alberni Valley Museum
Wednesday, November 1	Alberni Valley Museum
Wednesday, December 6	Alberni Valley Museum

Distribution: Council
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PNPP (Web & Bulletin)

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Date: November 16, 2022
File No: 0390-01
To: Mayor & Council
From: T. Pley, CAO
Subject: Authorize Council Registration | Truck Loggers Convention January 18-20, 2023 | Vancouver

Prepared by: <i>S. DARLING</i>	Supervisor: <i>T. SLONSKI</i>	CAO Concurrence:
<i>Deputy City Clerk</i>	<i>DIRECTOR OF CORPORATE SERVICES</i>	 <i>T. Pley, CAO</i>

RECOMMENDATION[S]

THAT Council authorize Mayor Minions and [names to be inserted] to attend the 78th Annual Truck Loggers Association Convention & Trade Show taking place on January 18 - 20, 2023 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.

PURPOSE

For Council to authorize the registration of Mayor Minions and/or Councillors to attend the Truck Loggers Association Convention & Trade Show – ‘Firmly Planted. Standing Strong’ taking place on January 18 – 20, 2023 at the Westin Bayshore, Vancouver, BC.

BACKGROUND

The Truck Loggers Association hosts a convention and trade show in January of each year. This year’s convention, themed “Firmly Planted. Standing Strong” brings the forestry sector together to delve into the issues and policies that will significantly impact its growth for generations to come and provides delegates with the opportunity to hear from forest professionals, contractors and policy makers in the development and collaboration of new ideas and prospects associated with the industry.

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

ALTERNATIVES/OPTIONS

1. That Council authorize Mayor Minions and [names to be inserted] to attend the 78th Annual Truck Loggers Association Convention & Trade Show taking place on January 18 - 20, 2023 in Vancouver, BC with authorization to include reimbursement of expenses incurred as per City Policy No. P6 – Travel Expense Policy.
2. That Council provide alternate direction.

ANALYSIS

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

As the Truck Loggers Association Convention & Trade Show takes place early in the New Year, Council has yet to expend any funds allocated to Council's Travel and Development fund for the 2023 year. Should Council wish to authorize Mayor Minions and/or other Councillors attendance at this convention, staff estimate total costs to be approximately \$2800.00 per person. This estimate includes convention registration, four-nights accommodation, ferry charges, per-diem and vehicle mileage.

Option 2 – As a cost saving measure, Council may wish to authorize the Mayor **OR** a member of Council to attend the Truck Loggers Association Convention & Trade Show.

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

IMPLICATIONS

Financial implications associated with attendance at the Truck Loggers Convention are estimated to be approximately \$2800.00 per person which includes convention registration, accommodation, per diem, ferry charges and vehicle mileage.

COMMUNICATIONS

n/a

BYLAWS/PLANS/POLICIES

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

In addition, this request falls in line with Council's Strategic Priorities, in particular, No. 2 | Enable the new economy, Goal 2.4 "the community has a strategy that effectively encourages investment and sustainable growth". Council's representation at this convention, will continue to contribute to its work in identifying and implementing strategies that will leverage growth within the City in light of the ongoing challenges facing our current economy and the forestry sector.

SUMMARY

The Truck Loggers Association Convention & Trade Show is an annual convention which brings together leaders in the forestry industry to discuss pivotal issues facing the sector. Given the continued challenges the City currently faces as it relates to this economic driver, attendance by City Council at this particular convention would provide an engaging platform for the opinions and perspectives of industry peers in a collaborative environment allowing for discussion and the opportunity to identify strategies that may serve the forestry sector within the City of Port Alberni.

ATTACHMENTS/REFERENCE MATERIALS

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

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