

**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD  
TUESDAY, NOVEMBER 12, 2013 AT 7:00 PM  
IN THE CITY HALL COUNCIL CHAMBERS**

**PRESENT:** Mayor Douglas, Councillors Chopra, Cole, Kerr, McLeman, Solda and Washington

**A. APPROVAL OF AGENDA (including introduction of late items)**

*Solda/Washington*

*That the agenda be approved as circulated with the addition of late items H. 1 Mike Riste, Firgrove Holdings Ltd. and H. 2 Bob Kanngiesser, AV Chamber of Commerce Civic Affairs Committee.*

*Carried*

**B. ADOPTION OF MINUTES**

*Solda/Washington*

*That the minutes of the Regular Council Meeting held October 28, 2013, and a Special Meeting of Council held November 4, 2013, be approved.*

*Carried*

**PUBLIC INPUT PERIOD**

1. Bob Kanngiesser, Whittlestone Ave, urged Council to include all properties (excluding City owned) within the proposed uptown revitalization tax exemption area.

**C. DELEGATIONS**

**1. Lisa Jaster, Project Supervisor - Canada World Youth**

Gave a presentation regarding the Canada World Youth team, the work they have accomplished in Vietnam and projects identified for Port Alberni.

*Cole/Chopra*

*That Council for the City of Port Alberni endorse the request from Canada World Youth for the provision of bus passes for the remainder of 2013 from the Community Investment Program fund.*

*Carried*

**2. Bernadette Wyton, Air Quality Council**

Discussed transition options for the Air Quality Council and urged the City to work cooperatively with the Alberni-Clayoquot Regional District to sustain an airshed management program for the Alberni Valley.

A presentation was made to Ms. Wyton on behalf of Council as an acknowledgement of her many years of service to the community.

**3. Woodtech 21 - Protocol signed with North Island College**

Gillian Trumper provided information regarding their recently signed Memorandum of Agreement with North Island College to advance their proposed Culture of Wood Institute.

**D. PROCLAMATIONS Nil**

**E. CORRESPONDENCE FOR ACTION**

**1. Kuu-us Crisis Line Society**

*Solda/Chopra*

*That the letter dated October 22, 2013 for Charlene Johnson of the Kuu-us Crisis Line Society requesting sponsorship for their Festival of Trees program be received.*

*Carried*

*Chopra/Washington*

*That Councillors donate their own funds for sponsorship of a tree from the Kuu-us Crisis Line Society that will be donated to a deserving family for Christmas.*

*Carried*

**2. Ann Mclvor**

*Chopra/Solda*

*That the email dated November 1, 2013 from Ann Mclvor following up on Council direction to hold a public meeting to discuss the proposed Raven Coal Port, be received and staff be directed to schedule a tentative meeting with stakeholders for April of 2014.*

*Carried*

**3. Evergreen Exhibitions**

*Chopra/McLeman*

*That the letter dated November 6, 2013 from Evergreen Exhibitions Ltd. requesting permission to suspend a banner across 10<sup>th</sup> Avenue near Echo Centre from April 28 to May 4, 2014 to promote its annual Spring Home Show to be held May 2 to 4 at the Alberni Valley Multiplex, be received and the request approved.*

*Carried*

**F. INFORMATIONAL CORRESPONDENCE**

**1. Union of British Columbia Municipalities (UBCM)**

Member Release and Executive Summary dated October 30, 2013 regarding introduction of a Province Wide Call Answer Levy on wireless services to support and improve 911 services in British Columbia.

**2. Ministry of Finance, Gaming Policy and Enforcement Branch**

Letter dated October 28, 2013 advising of the \$113,939.07 payment to the City representing casino revenue for the period July 1 to September 30, 2013.

**3. Office of the Premier**

Letter dated September 27, 2013 responding to the Mayor's letter dated September 10, 2013 (*attached*) regarding the cancellation of the Martin Mars Water Bomber (Flying Tankers) contract.

**4. Island Health (Vancouver Island Health Authority)**

- News Release dated October 31, 2013 announcing an extensive public engagement process to renew its five year strategic plan.
- Public Service Announcement dated November 6, 2013 advising of BC Seniors' Fall Prevention Awareness Week (first week in November) which focuses on helping seniors stay independent and providing information to avoid falls.

**5. Association of Vancouver Island and Coastal Communities (AVICC)**

Information regarding the 2014 AVICC Annual General Meeting & Convention, the Resolutions Notice/Request for Submissions and the Call for Nominations for AVICC Executive. (*Note: Resolutions and Nominations deadline is February 24, 2014*).

**6. Ministry of Advanced Education/Post-Secondary Funding and Corporate Finance Branch/Post-Secondary Finance**

Copy of a letter dated October 31, 2013 to the University of Victoria regarding grants-in-lieu of property taxes for public post-secondary institutions for 2013/2014 and advising that the 2012 amount for Port Alberni was \$211.

**7. Port Alberni International Twinning Society**

Newsletter providing information regarding opportunities to be involved in Twinning with Port Alberni's Sister City, Abashiri, Japan.

**8. Minister of Children and Family Development**

Letter dated November 1, 2011 acknowledging that November is "Adoption Awareness Month" and advising an information kit including posters and fact sheets can be found at <http://www.mcf.gov.bc.ca/adoption/index.htm>.

**9. District of Lantzville**

Letter dated November 5, 2013 providing a resolution passed at its last Council meeting about the Island Corridor Foundation and Trail Establishment along the E & N Rail Corridor.

*Solda/McLeman*

*That with respect to item F.2, Council for the City of Port Alberni direct staff to provide a report outlining the funds received by local charitable organizations from community gaming funding from casino revenue.*

*Carried*

*Cole/Chopra*

*That Councillor Cindy Solda be nominated for First-Vice President of the Association of Vancouver Island and Coastal Communities.*

*Carried*

*McLeman/Solda*

*That with respect to item F.6, a letter be written to the Ministry of Advanced Education expressing concern with the limited grant-in-lieu of property taxes provided for the University of Victoria's property on Mallory Drive.*

*Carried*

*Cole/Solda*

*That Informational Correspondence items numbered 1 through 9 be received and filed.*

*Carried*

**G. UNFINISHED BUSINESS**

**1. Development Permit Application - 3684 - 3<sup>rd</sup> Avenue**

*Chopra/McLeman*

*That discussion regarding the proposed Development Permit Application - 3684 - 3<sup>rd</sup> Avenue, be lifted from the table.*

*Carried*

*Solda/Kerr*

*That the e-mail from Sylvia Springer dated October 29, 2013 and letter from Pete Milliken dated October 29, 2013, be received.*

*Carried*

*Chopra/Solda*

*That the report from the City Planner dated November 7, 2013, be received.*

*Carried*

*Chopra/Cole*

*That Council for the City of Port Alberni approve Development Permit No. 13-03 and that the City Clerk be authorized to sign Development Permit No. 13-03 including the following Schedule B development plans:*

- 1. Cover Page – Drawing A000 (dated August 26, 2013)*
- 2. Survey Plan/Context Plan – Drawing No. A150 (dated October 2, 2013)*
- 3. Site Plan – Drawing No. A151 (dated November 5, 2013)*
- 4. Landscape Plan – Drawing No. A152 (dated November 5, 2013)*
- 5. Floor Plan – Drawing No. A211 (dated October 2, 2013)*
- 6. Building Elevation / Building Section – Drawing No. A401 (dated August 26, 2013).*

*Carried*

**H. BYLAWS**

**1. Portion of Lane Closure Adjacent to 4508 Gertrude Street and Removal of Dedication Bylaw No. 4829**

*Chopra/Solda*

*That the letter from Mike Riste, Firgrove Holdings Ltd. dated November 8, 2013 requesting the opportunity to participate in the disposal process of the lane property, be received and staff directed to work with the parties interested in the lane purchase to find a resolution prior to Council's consideration of adoption of Bylaw #4829.*

*Carried*

**2. "City of Port Alberni Revitalization Tax Exemption Program, Bylaw, No. 4824"**

Councillor Chopra declared a perceived conflict of interest due to the proximity of his business to the proposed revitalization program area and left the meeting at 7:52 pm.

*Solda/Washington*

*That the e-mail November 7, 2013 from Bob Kanngiesser, Chair, Civic Affairs Committee, Alberni Valley Chamber of Commerce, urging the City to include all properties, except City-owned land, within the defined area as eligible for the tax exemption, be received.*

*Carried*

*Washington/Cole*

*That "City of Port Alberni Revitalization Tax Exemption Program, Bylaw, No. 4824", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 4824.*

*Carried*

Councillor Chopra returned to the meeting at 8:08 pm.

**I. REPORTS**

**1. Accounts**

*Chopra/Solda*

*That the certification of the Director of Finance dated November 12, 2013 be received and the cheques numbered 125039 to 125210 inclusive, in payment of accounts totalling \$462,750.96, be approved.*

*Carried*

## 2. City Planner - Advisory Planning Commission

The summary report of the October 31, 2013 meeting of the Advisory Planning Commission was provided for Councils' consideration.

Councillor Chopra declared a perceived conflict of interest due to the nature of his friendship with the applicant and left the meeting at 8:15pm.

**Development Application: Temporary Use Permit - 3868 Wood Avenue** (Lot 1, District Lot 45, Alberni District, Plan 81430)  
Applicant: H. and S. Rai

*McLeman/Kerr*

*That Council for the City of Port Alberni give notice of intent to consider the issuance of a Temporary Use Permit for 3868 Wood Avenue.*

*Carried*

Councillor Chopra returned to the meeting at 8:23 pm.

Councillor McLeman left the meeting at 8:24 pm.

**Development Application: Development Variance and Development Permits - 4616 Athol Street** (Lot 1-3, Block 54, District Lot 1, Alberni District, Plan 197B)  
Applicant: Raymond deBeeld Architect Inc., for Robin Gauthier dba 413549 BC Ltd.

*Solda/Chopra*

*That Council for the City of Port Alberni proceed with the necessary Development Variance Permit to vary Zoning Bylaw 4395 as follows:*

- a) *Vary Section 5.13 Projections for cantilevered balconies into a side yard by 3.55 metres to allow the setback to go from 3.75 metres to 0.2 metres;*
- b) *Vary Section 5.13 Projections for cantilevered balconies into a front yard by 3.25 metres to allow the setback to go from 4.75 metres to 1.5 metres;*
- c) *Vary Section 5.13 Projections for open porches into a front yard by 4 metres to allow the setback to go from 4.15 metres to 0.15 metres;*
- d) *Vary Section 6.9.3 Bulk and Site Regulations for the Front Yard Setback from 6 metres to 1.5 metres, a variance of 4.5 metres;*

- e) *Vary Section 6.9.3 Bulk and Site Regulations for the North Side Yard Setback from 5 metres to 1.73 metres, a variance of 3.27 metres;*
- f) *Vary Section 6.9.3 Bulk and Site Regulations for the Rear Yard Setback from 9 metres to 2.9 metres, a variance of 6.1 metres;*
- g) *Vary Section 7.7 Required Amount of Parking from 30 parking spaces to 24 parking spaces, a variance of 6 parking spaces;*
- h) *Vary Section 7.2.7 Off-Street Parking (General Regulations for the Front Lot Line Setback from 1.5 metres to 0.6 metres, a variance of 0.9 metres;*
- i) *Vary Section 7.2.8 Off-Street Parking (General Regulations) for the Side Lot Line Setback from 1 metre to 0 metres, a variance of 1 metre;*
- j) *Vary Section 6.9.4 Conditions of Use Regulations for Useable Open Space from 432 m<sup>2</sup> to 197 m<sup>2</sup>, a variance of 235 m<sup>2</sup>; for the property located at 4916 Athol Street.*

*Carried*

*Solda/Chopra*

*That Council for the City of Port Alberni give notice of intent to consider the issuance of a Development Variance Permit for 4916 Athol Street.*

*Carried*

Councillor McLeman returned to the meeting at 8:30 pm.

### **3. Director of Finance - Request for Proposal - Banking Services**

*Chopra/Washington*

*That the report from the Director of Finance dated October 25, 2013 outlining results of proposals received in response to the RFP for provision of Banking Services, be received and Council for the City of Port Alberni concur with the recommendation to award the City's Banking Services to BMO Bank of Montreal for a five year term commencing January 1<sup>st</sup>, 2014.*

*Carried*

**4. Administrative Assistant/Office Manager - Draft Federal Policy on Additions-to-Reserves**

*Chopra/Solda*

*That the report dated November 1, 2013 from the Administrative Assistant/Office Manager be received.*

*Carried*

**5. City Manager - Financial Planning Processes & Schedule**

*Chopra/Washington*

*That Council for the City of Port Alberni direct staff to implement a Five Year Financial Plan development process generally as outlined in the City Manager's memo to Council of November 6, 2013.*

*Carried*

**6. City Planner - Building Standards Bylaw**

*Chopra/Washington*

*That the report from the City Planner dated November 5th, 2013 reviewing input from the public with regards to the proposed Building Standards Bylaw be received, and that Council for the City of Port Alberni direct staff to proceed with the changes as outlined in the report and bring the proposed Building Standards Bylaw to Council's next regular meeting for consideration of introduction and three readings.*

*Carried*

**7. Current Status Report**

*Chopra/Washington*

*That the Current Status Report be received.*

*Carried*

**8. Managers' Monthly Reports**

**Planning Department**

*Chopra/Solda*

*That the monthly report from the City Planner providing information about current departmental operations be received.*

*Carried*

## **Engineering Department**

*Solda/Washington*

*That the monthly report from the City Engineer providing information about current departmental operations be received.*

*Carried*

### **9. Mayor's Report**

*Washington/Chopra*

*That the Mayor's report, including discussion regarding selection process for ACRD Director Position, be received.*

*Carried*

### **10. Regional District Report (Councillors Solda/McLeman)**

*Cole/Chopra*

*That the Regional District report be received.*

*Carried*

### **11. Councillors' Reports**

*Chopra/Solda*

*That the Councillors' reports be received.*

*Carried*

## **J. QUESTION PERIOD**

## **K. OTHER COMPETENT BUSINESS**

### **1. Council Portfolios**

*Chopra/Solda*

*That Council for the City of Port Alberni endorse a portfolio system for the coming year and that Council portfolios be confirmed and approved at the December 2<sup>nd</sup> Organizational Meeting.*

*Carried*

### **2. Regular Meeting at ADSS**

*Cole/Solda*

*That Council for the City of Port Alberni direct staff to engage with administration of ADSS and SD 70 to set up a venue for holding a regular meeting of Council at ADSS prior to the end of the current school season.*

*Carried*

**3. Access to City Owned Property**

*Chopra/Kerr*

*That Council for the City of Port Alberni direct staff to contact the appropriate parties, including Island Timberlands and the Alberni-Clayoquot Regional District, to assist in securing safe and convenient access for the general public from Highway #4 west of the City boundary in to properties and right of ways currently owned by the City of Port Alberni in the area commonly referred to as "Hole in the Wall".*

*Carried*

**4. Outdoor Burning**

*Kerr/Solda*

*That Council for the City of Port Alberni direct staff to provide a report outlining options for further restrictions to outdoor burning within the City.*

*Carried*

**5. Consultants**

*McLeman/Kerr*

*That Council for the City of Port Alberni direct staff to provide a draft policy regarding the City's use of consultants.*

*Carried*

**6. Meeting with the Minister of Forests**

*McLeman/Solda*

*That the Mayor and Councillor McLeman be authorized to travel to Vancouver on November 19, 2013 for a meeting with the Minister of Forests.*

*Carried*

**L. ADJOURNMENT**

*Washington/Chopra*

*That the meeting adjourn at 9:40 pm.*

*Carried*

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Mayor

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Clerk