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**AGENDA - COMMITTEE OF THE WHOLE**  
**Monday, November 21, 2022 @ 4:00 PM**  
**In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC**

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

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

1. Recognition of unceded Traditional Territories.
2. Late items identified by Committee members.
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 2**

1. Meeting held at 4:00 pm on July 25, 2022.

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**E. STAFF REPORTS**

**F. CORRESPONDENCE**

**G. NEW BUSINESS**

**1. Development Services | Bylaw and Policy Review**

Presentation from the Director of Development Services | Deputy CAO and the Manager of Planning, providing members of the Committee with an overall review of the following:

- City of Port Alberni "Official Community Plan, Bylaw No. 4602, 2005" Review and Update;
- Proposed Housekeeping Amendments to the City of Port Alberni "Zoning Bylaw 2014, Bylaw No. 4832";
- Proposed amendments to "Building Bylaw No. 4577, 2005", including fee changes;
- Establishment of a Development Services Procedures Bylaw; and
- Various new policy work for 2023.

**H. QUESTION PERIOD**

**I. ADJOURNMENT**

*That the meeting adjourn at     pm.*

**MINUTES OF THE COMMITTEE OF THE WHOLE**  
**Monday, July 25, 2022 @ 4:00 PM**  
**In the City Hall Council Chambers | 4850 Argyle Street, Port Alberni, BC**

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

**ABSENT:** Councillor D. Washington

Gallery: 4

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

The meeting was called to order at 4:00 PM.

*MOVED AND SECONDED, THAT the agenda be approved as printed and circulated.*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the minutes of the meeting held at 4:00 pm on March 21, 2022, be adopted.*

**CARRIED**

**C. DELEGATIONS**

**D. UNFINISHED BUSINESS**

**E. STAFF REPORTS**

**1. Manager of Planning – Official Community Plan Update**

*MOVED AND SECONDED, THAT members of the Committee recommend to Council that Council accept the revisions to Touchstone Numbers 4 and 7 and the timeline graph as presented in the staff report dated July 14, 2022, and approve staff proceeding with seeking community feedback on the draft Official Community Plan Vision and Touchstones as amended.*

**CARRIED**

*MOVED AND SECONDED, THAT members of the Committee recommend to Council that Council direct staff to implement the Engagement and Communications Strategy for the Official Community Plan Vision and Guiding Principles prepared by FRANK planning collaborative and dated July 12, 2022.*

**CARRIED**

*MOVED AND SECONDED, THAT members of the Committee recommend to Council that Council direct that staff further revise OCP Touchstones 'Responsible Infrastructure Management' | Number 3 to include the words "adaptation and mitigation".*

**CARRIED**

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The following outlines questions from Members of the Committee and associated staff responses.

Members of the Committee commented/questioned as follows:

- Have First Nations been consulted?  
*Consultation with First Nations has been included within the 'Engagement and Communications Strategy' prepared by FRANK planning collaborative which is before the Committee today for review. First Nations are also, of course, welcome to partake in any of the public engagement opportunities offered as part of the OCP review and update process.*
- With regards to the revised timeline outlined in the staff report dated July 14, 2022, please explain those areas that read 'TBD' [To be Determined]?  
*'To be Determined' has been referenced until such time that Council approves the 'Official Community Plan Vision and Guiding Principles' and 'Engagement and Communications Strategy'. Following Council approval, staff will provide an update to the public and then proceed with preparing a schedule for further public engagement opportunities of which, the Committee/Council would be informed of the outcomes and given the opportunity to provide their input into the process.*
- The draft 'Vision and Guiding Principles' document refers to growth and infrastructure management, does that include existing infrastructure management?  
*The touchstones within the 'Vision and Guiding Principles' document speak to addressing and managing growth over a 20-year span, then looking at existing infrastructure and City needs going forward to support the growing community. More detailed information will come forward as the process progresses and guiding policies related to infrastructure management are established.*
- Questions regarding the Public Engagement statistics presented [667 respondents to Survey No. 1, plus individual focus groups participated in the Community Workshop dated June 2, 2022 of which 80 organizations were invited and 32 organizations were represented by the 26 attendees] Do these numbers reflect a good turnout?  
*Yes, given the parameters and timing involved, it was a good result. In advance of public engagement, targets are established with regards to what would be the ideal response/involvement rate providing the opportunity for staff to re-engage should those targets not be made.*
- Do you think that the tail end of COVID-19 may have contributed to a lower rate of public participation?  
*Not with the survey, given the on-line availability. It may have been a possibility with regards to the workshop opportunity.*

- 90% of survey responses were from people 33 years of age and older. When you think about the next 20 years, it will be the younger demographic largely living with the outcomes identified in the OCP. Are there plans/strategies in place to increase engagement with the younger demographic?  
*In analyzing the public engagement response data, staff have identified a gap within the youth demographic. Staff are working on identifying public engagement methods that will specifically target the younger demographic.*
- Mayor Minions commented regarding her previous speaking opportunities with the high school leadership and tourism class in which the students were very engaged and interested in local government practices and City business. May be an opportunity there for staff to engage with students on the OCP review and update.  
Mayor Minions further commented that the revisions applied to the Touchstones, particularly *No. 7 Diverse, Balanced Economy*, support the direction of Council's *Corporate Strategic Plan*. Regarding Touchstone *No. 3 Responsible Infrastructure Management*, it may also be worth adding the word 'maintain' before 'utilize what we already have and ensure new infrastructure is resilient to a changing climate'.
- Further to revisions requested to Touchstone *No. 7 Diverse, Balanced Economy*, and the need to include language to 'support existing *resource-based industries*', can you provide some clarity around the choice to utilize the wording 'support existing *economic drivers*'?  
*It was felt that economic drivers versus resource-based was a more all-encompassing description.*
- Will there be another opportunity for the organizations who were unable to attend the June 2<sup>nd</sup> workshop to provide input?  
*Yes, the core group of organizations continues to evolve and staff will return to the group as the process continues.*
- Note that Labour Groups such as the Port Alberni & District Labour Council, Steelworkers, CUPE etc., are not on organization list?  
*Staff will note the addition. The City's past practice has been to engage the Port Alberni & District Labour Council as the umbrella organization for all other related organizations.*
- Regarding OCP Touchstone *No. 3 Responsible Infrastructure Management*, suggest adding a notation regarding ensuring the City's existing infrastructure is resilient to climate change.
- Looking at the timeframe, a lot of these organizations were just getting back following the pandemic, and may have changed staff/volunteers over that time. It may be worth reaching out to those organizations that weren't in attendance once again.
- Commented positively on the number of pop-ups being held and their ability to use different locations to connect with a variety of people.
- Another worthwhile group to engage with would be North Island College.

**2. Manager of Planning – Zoning Bylaw Amendments**

The Manager of Planning presented a verbal report proposing housekeeping amendments to the current zoning bylaw:

- incorporate current legislation;
- provide clarity and use for both internal and external clients’
- formatting for ease of interpretation;
- review of definitions; and
- revisions to General Regulations – density bonus, secondary suites, accessory dwelling units.

Next steps would include preparation of a draft bylaw for consideration by the Committee, followed by requesting Council’s support to initiate community engagement.

Members of the Committee commented/questioned as follows:

- Will the proposed revisions to General Regulations extend to structural [house] moving?  
*Not at this time.*
- As revisions and updates of this kind are undertaken, it may also be a good time to develop a ‘how to guide’ to provide individuals with the different processes and steps involved with zoning amendments.  
*Staff recognize the need and are working on improving process and procedures related to development services.*

**F. CORRESPONDENCE**

**G. NEW BUSINESS**

**H. PUBLIC INPUT/QUESTION PERIOD**

**I. ADJOURNMENT**

*MOVED and SECONDED, THAT the meeting adjourn at 4:35 pm.*

**CARRIED**

CERTIFIED CORRECT

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Mayor

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Corporate Officer