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**AGENDA - REGULAR MEETING OF COUNCIL**  
**Monday, September 25, 2023 @ 2:00 PM**  
**In the City Hall Council Chambers & Via Video-Conference**  
**4850 Argyle Street, Port Alberni, BC**

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*The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday before the scheduled meeting]. A sample resolution is provided for most items in italics for the consideration of Council. For a complete copy of the agenda including all correspondence and reports please refer to the City's website [portalberni.ca](http://portalberni.ca) or contact Corporate Services at 250.723.2146 or by email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)*

Watch the meeting live at [www.portalberni.ca](http://www.portalberni.ca)

Register to participate via webinar at: <https://portalberni.ca/council-agendas-minutes>

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

1. Council for the City of Port Alberni respectfully acknowledges that we are holding our meeting on the unceded traditional territories of Tseshaht and Hupacasath First Nations.
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 5**

1. Minutes of the Special meeting held at 10:30 am and Regular Council meeting held at 2:00 pm on September 11, 2023, as presented.

**C. DELEGATIONS**

1. **Introduction | Manager of Community Safety and Social Development**  
Introduction of Mary Clare Massicotte, the City's new Manager of Community Safety and Social Development.

**D. UNFINISHED BUSINESS**

*Includes items carried forward from previous Council meetings.*

**E. STAFF REPORTS**

*Members of the public may be recognized by Council to speak to a report if the report is a response to their correspondence or an application.*

1. **Accounts**

*THAT the certification of the Director of Finance dated September 25, 2023, be received and the cheques numbered \_\_\_\_\_ to \_\_\_\_\_ inclusive, in payment of accounts totalling \$ \_\_\_\_\_, be approved.*

**F. 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. **Permissive Tax and Places of Public Worship Exemption Bylaws - Page 10**  
Report dated September 13, 2023 from the Deputy Director of Finance requesting Council consideration for three readings of the proposed bylaws.
  - (a) ***“Permissive Tax Exemption Bylaw No. 5090, 2023”***
    - i. *THAT “Permissive Tax Exemption Bylaw No. 5090, 2023” be now introduced and read a first time.*
    - ii. *THAT “Permissive Tax Exemption Bylaw No. 5090, 2023” be read a second time.*
    - iii. *THAT “Permissive Tax Exemption Bylaw No. 5090, 2023” be read a third time.*
  - (b) ***“Places of Public Worship Exemption Bylaw No. 5091, 2023”***
    - i. *THAT “Places of Public Worship Exemption Bylaw No. 5091, 2023” be now introduced and read a first time.*
    - ii. *THAT “Places of Public Worship Exemption Bylaw No. 5091, 2023” be read a second time.*
    - iii. *THAT “Places of Public Worship Exemption Bylaw No. 5091, 2023” be read a third time.*

**G. CORRESPONDENCE FOR ACTION**

*Correspondence addressed to the Mayor and Council where there is a specific request may be included on an agenda. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included. Correspondence addressed to Council that is administrative or operational in nature will be circulated to Council weekly and referred to the appropriate department for review and follow-up where necessary.*

1. **Community Arts Council & Arrowsmith Rotary Club | Art Auction Fundraiser - Page 34**  
Email dated September 14, 2023 from the Community Arts Council requesting Council authorization to host an Art Auction Fundraiser event.

*THAT Council authorize the Community Arts Council and Arrowsmith Rotary Club to host an Art Auction Fundraiser ‘Cork & Canvas’ on November 9<sup>th</sup> from 6:30 pm to 9:30 pm at the Grove Art Gallery, #7-5440 Argyle Street, Harbour Quay subject to:*

- *receipt of confirmation that a Special Event Permit from the LCRB has been issued;*
- *consultation with all affected businesses/residents; and*
- *provision of standard liability insurance in the amount of \$5M [minimum].*

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**H. PROCLAMATIONS**

1. **KidSport BC** - Page 35

Letter dated September 8, 2023 requesting that the week of October 1 – 7, 2023 be proclaimed as ‘KidSport BC Powered by Sport BC Week’ in Port Alberni.

*THAT Council proclaim the week of October 1 – 7, 2023 as ‘KidSport BC Powered by Sport BC Week’ in Port Alberni.*

**I. CORRESPONDENCE FOR INFORMATION**

*Correspondence found here provides information to Council. Correspondence regarding personnel matters, legal action and/or items of a confidential nature will not be included. Correspondence addressed to Council that is administrative or operational in nature will be circulated to Council weekly and referred to the appropriate department for review and follow-up where necessary.*

1. **Correspondence Summary** - Page 36

- a. BC Nature Federation of BC Naturalists | Municipal Protected Areas Project Webinar, October 4, 2023
- b. BC Ombudsperson | Quarterly Report April 1 – June 30, 2023
- c. Union of British Columbia Municipalities | Confirmation of Receipt of Resolution Re: Economic Relief for Commercial and Industrial Business Sectors Impacted by Wildfires within British Columbia

**J. REPORT FROM IN-CAMERA**

Council releases for public consumption Council’s approval, in principal, to participate in a regional accessibility committee, led by the Alberni-Clayoquot Regional District in order to complete an accessibility plan as required under the *Accessibility BC Act*.

**K. COUNCIL REPORTS**

1. **Council and Regional District Reports**

*THAT the Council reports outlining recent meetings and events related to the City’s business, be received.*

**L. NEW BUSINESS**

*New items of business requiring Council direction as well as 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. **Council Leave Policy** - Page 45

Report dated September 19, 2023 from the Director of Corporate Services requesting Council consideration of the recommendation from the Committee of the Whole of September 14, 2023 related to a Council Leave Policy.

*THAT Council approve Policy 3002-4 ‘Council Leave’.*

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2. **Capital Theatre | Liquor Primary License Structural Change - Page 50**  
Report dated September 14, 2023 from the Development Services Planner requesting Council endorsement of the Liquor Primary Structural Change application by the Capital Theatre.

*THAT Council support the Liquor Primary Structural Change [Capacity Increase] application for the Capital Theatre operating at 4904 Argyle Street and endorse the comments provided in the staff report dated September 14, 2023.*

**M. QUESTION PERIOD**

*An opportunity for the public to ask questions of Council on decisions or recommendations made during the course of the meeting. A maximum of three [3] questions will be permitted per speaker.*

**N. ADJOURNMENT**

*That the meeting adjourn at     PM*

**MINUTES OF THE IN-CAMERA MEETING OF COUNCIL**  
**MONDAY, Sept 11, 2023 @ 10:30 AM**  
**City Hall Committee Room | 4850 Argyle Street, Port Alberni, BC**

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**PRESENT:** Mayor S. Minions (via Teams)  
Councillor D. Dame  
Councillor J. Douglas (via Teams)  
Councillor D. Haggard  
Councillor C. Mealey  
Councillor T. Patola  
Councillor C. Solda

Staff: M. Fox, Chief Administrative Officer  
S. Smith, Director of Development Services | Deputy CAO  
A. McGifford, Director of Finance  
D. Monteith, Director of Corporate Services  
W. Thorpe, Director of Parks, Recreation and Heritage

The meeting was Chaired by Councillor Patola

Call to order: @ 10:34 a.m.

*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)(e)** the acquisition, disposition or expropriation of land or improvements and where the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90 (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, or between a provincial government or the federal government or both and a third party;

***CARRIED***

The meeting was adjourned at 1:08 pm.

CERTIFIED CORRECT

\_\_\_\_\_  
Mayor

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

**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**Monday, September 11, 2023 @ 2:00 PM**  
**In the City Hall Council Chambers & Via Video-Conference**  
**4850 Argyle Street, Port Alberni, BC**

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**Present:** Councillor D. Dame  
Councillor J. Douglas [Electronically] @ 2:14 pm  
Councillor D. Haggard  
Councillor C. Mealey  
Councillor T. Patola [Chair]  
Councillor C. Solda

**Absent:** Mayor S. Minions

**Staff:** M. Fox, Chief Administrative Officer  
D. Monteith, Director of Corporate Services  
S. Smith, Director of Development Services | Deputy CAO  
A. McGifford, Director of Finance  
K. Bodin, Manager of Human Resources  
D. Colyn, Human Resources/Safety Advisor  
S. Darling, Deputy Director of Corporate Services | Recording Secretary  
J. Pelech, Manager of Information Services  
F. Guervarra, PC Support/LAN Technician

**Gallery:** 4

**Introductory Remarks by the Chair**

Acting Mayor, Chair Patola acknowledged Firefighters' National Memorial Day which fell on Sunday, September 10<sup>th</sup> and provides Canadians the opportunity to remember firefighters who have lost their lives while on duty.

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

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

*MOVED AND SECONDED, THAT the agenda be amended to include an item under New Business L.3 'Graffiti Removal'. The agenda was then adopted, as amended.*

**CARRIED**

**B. ADOPTION OF MINUTES**

*MOVED AND SECONDED, THAT the Minutes of the Special meeting held at 12:00 pm and Regular Council meeting held at 2:00 pm on August 14, 2023 be adopted, as presented.*

**CARRIED**

**C. DELEGATIONS**

**Introduction | Human Resources/Safety Advisor**

The Director of Human Resources introduced the Human Resources/Safety Advisor, Dave Colyn.

**D. UNFINISHED BUSINESS**

**E. STAFF REPORTS**

**1. Accounts**

*MOVED AND SECONDED, THAT the certification of the Director of Finance dated September 11, 2023, be received and the cheques numbered 153318 to 153459 inclusive, in payment of accounts totalling \$2,878,982.86, be approved.*

**CARRIED | Res. No. 23-263**

**F. BYLAWS**

**1. Zoning Bylaw No. 5074, 2023 | Bylaw Modernization**

*MOVED AND SECONDED, THAT third reading of "Zoning Bylaw No. 5074, 2023" be rescinded.*

**CARRIED | Res. No. 23-264**

*MOVED AND SECONDED, THAT "Zoning Bylaw No. 5074, 2023" be read a third time, as amended.*

**CARRIED | Res. No. 23-265**

**G. CORRESPONDENCE FOR ACTION**

**1. Alberni-Clayoquot Regional District | Transportation Advisory Committee**

*MOVED AND SECONDED, THAT Council appoint Councillor Solda as the representative and Councillor Mealey as alternate to the Alberni-Clayoquot Regional District Transportation Advisory Committee.*

**CARRIED | Res. No. 23-266**

**2. Alberni-Clayoquot Regional District | Food Security Emergency Planning and Preparedness**

*MOVED AND SECONDED, THAT Council support, in principal, future collaboration with the Alberni-Clayoquot Regional District [ACRD] for the purpose of a regional study on food security, Indigenous food systems, agricultural resilience and emergency management pending a successful application by the ACRD to the Ministry of Agriculture and Food, Food Security Emergency Planning and Preparedness Fund.*

**CARRIED | Res. No. 23-267**

**H. PROCLAMATIONS**

Chair Patola left the meeting at 2:19 pm, declaring a conflict of interest as it relates to his position on the Board of the Port Alberni Toy Run Association.

Councillor Mealey assumed the Chair at 2:19 pm.

**1. Port Alberni Toy Run Association**

*MOVED AND SECONDED, THAT Council proclaim the week of September 11 – 17, 2023 as 'Port Alberni Toy Run Week' in Port Alberni.*

**CARRIED | Res. No. 23-268**

Chair Patola returned to the meeting at 2:20 pm and resumed the Chair.

2. **Port Alberni Fire Department | Fire Prevention Office**  
*MOVED AND SECONDED, THAT Council proclaim the week of October 8 – 14, 2023 as 'Fire Prevention Week' in Port Alberni.*  
**CARRIED | Res. No. 23-269**
  
3. **Port Alberni Association for Community Living**  
*MOVED AND SECONDED, THAT Council proclaim the month of October 2023 as 'Community Inclusion Month' in Port Alberni.*  
**CARRIED | Res. No. 23-270**

**I. CORRESPONDENCE FOR INFORMATION**

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

- a. Lookout Society | 2023 Annual Report, Financial Report and Strategic Plan
- b. Forest Practices Board | 'Forest and Fire Management in BC: Toward Landscape Resilience'
- c. City of Surrey | Communications regarding Police of Jurisdiction
- d. Canadian Federation of Independent Business | Emergency Cost Relief Measures for Port Alberni Small Businesses
- e. Tseshaht First Nation | Invitation to National Day for Truth and Reconciliation Event, September 30<sup>th</sup>
- f. Association of Vancouver Island and Coastal Communities | Phase 3 of Open-Net Pen Salmon Aquaculture Transition Plan Engagement Process
- g. RCMP | Collective Agreement Negotiations Between Treasury Board of Canada and the National Police Federation
- h. BC Emergency Health Services | Response to City's Letter Re: Additional Ambulance Coverage for Port Alberni
- i. Alberni Residential School Survivors Art & Education Society | Open House/Art Show Invitation, September 30<sup>th</sup>
- j. Alberni Clayoquot Health Network & Literacy Alberni Society | Decolonize First: Nuuchahnulth Community Learning Circles Invitation
- k. Ministry of Forests | Heritage Conservation Act Transformation Project Engagement Sessions, September 26<sup>th</sup> & 28<sup>th</sup>
- l. Alberni District United Cabs Association | Pending Increase in Taxi Rates
- m. Advisory Planning Commission Minutes | December 15, 2022, May 18 & July 20, 2023
- n. Alberni Valley Museum & Heritage Commission Minutes | May 3, 2023

**J. REPORT FROM IN-CAMERA**

**K. COUNCIL REPORTS**

1. **Council and Regional District Reports**  
Council reports outlining recent meetings and events related to the City's business were received.

**L. NEW BUSINESS**

**1. Reclamation of Materials for Canal Beach Pier Improvements**

*MOVED AND SECONDED, THAT Council direct staff to salvage and reclaim materials from the Somass Lands and other City projects which could prove suitable for pier improvements at Canal Beach, as well as other relevant City projects.*

**CARRIED | Res. No. 23-271**

Council recessed the meeting at 2:56 pm.

Council resumed its meeting at 3:02 pm with all members of Council, as noted, in attendance.

Council recessed the meeting at 3:03 pm.

Council resumed its meeting at 3:09 pm with all members of Council, as noted, in attendance.

*MOVED AND SECONDED, THAT Council defer collaboration with Tseshaht First Nation related to potential pier improvements at Canal Beach to the 2024 Financial Planning process.*

**CARRIED | Res. No. 23-272**

**2. UBCM Emergency Resolution Submission | Economic Relief for Commercial and Industrial Business Sectors Impacted by Wildfires within British Columbia**

*MOVED AND SECONDED, THAT Council direct staff to submit an emergency resolution submission for consideration by delegates at the 2023 UBCM Convention regarding economic relief for commercial and industrial business sectors impacted by wildfires within British Columbia.*

**CARRIED | Res. No. 23-273**

**3. Graffiti Removal**

*THAT Council direct staff to prepare a report for a future Committee of the Whole meeting regarding City led graffiti removal programs.*

**CARRIED | Res. No. 23-274**

**M. QUESTION PERIOD**

**Charlane**

Inquired whether Council adopted the United Nations Declaration on the Rights of Indigenous Peoples.

**N. Anderson**

Requested clarification on the voting process of motions related to the reclamation of materials from Somass Lands for future City projects [Canal Beach Pier].

**N. ADJOURNMENT**

*MOVED AND SECONDED, THAT the meeting adjourn at 3:25 pm.*

**CARRIED**

**CERTIFIED CORRECT**

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Mayor

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Corporate Officer

Date: September 13, 2023  
 File No: 1970-03  
 To: Mayor & Council  
 From: M. Fox, CAO  
 Subject: **Permissive Tax Exemptions [PTE] Bylaw No. 5090, 2023 & Places of Public Worship Exemption Bylaw No. 5091, 2023**

Prepared by:  Deputy Director of Finance	Supervisor: A. MCGIFFORD DIRECTOR OF FINANCE	CAO Concurrence:  M. Fox, CAO
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**RECOMMENDATION**

- a. That "City of Port Alberni Permissive Tax Exemption Bylaw No. 5090, 2023" be now introduced and read a first time.
- b. That "City of Port Alberni Permissive Tax Exemption Bylaw No. 5090, 2023" be read a second time.
- c. That "City of Port Alberni Permissive Tax Exemption Bylaw No. 5090, 2023" be read a third time.
- d. That "Places of Public Worship Exemption Bylaw No. 5091, 2023" be now introduced and read a first time.
- e. That "Places of Public Worship Exemption Bylaw No. 5091, 2023" be read a second time.
- f. That "Places of Public Worship Exemption Bylaw No. 5091, 2023" be read a third time.

**PURPOSE**

To seek approval of new PTE bylaws on eligible properties that are permitted within the provisions of the *Permissive Tax Exemption policy* for a 4-year term [January 1, 2024 – December 31, 2027].

**BACKGROUND**

The *Community Charter* provides the legislative authority for both permissive and statutory tax exemptions. Section 224 of the *Community Charter* provides Council with the authority to grant PTE's on property that is owned by a charitable or other not-for-profit organization [NFPO] and that is used for the purpose directly related to the organization.

In 2019, Council reviewed and endorsed a new policy to guide both the process and Council's priorities for granting exemptions, specifically that land or buildings shall provide for at least one of the following:

- Athletic or recreational programs or facilities for youth;
- Services and facilities for persons requiring additional supports; mental wellness and addictions;

- Programming for seniors;
- Protection and maintenance of important community heritage;
- Arts, cultural or educational programs or facilities;
- Emergency and rescue services;
- Services for the public in a formal partnership with the City; or
- Preservation to an environmental or ecologically sensitive area designated within the Official Community Plan.

In addition to the criteria above, changes were made to the permissive tax exemption for public places of worship. A cap on PTE for land owned by public places of worship in excess of a one-half acre was added, this meant that no more than one-half acre of land would be included in permissive exemptions after the 2019 tax year for public places of worship.

The PTE Policy was brought forward to the June 19<sup>th</sup> Committee of the Whole for review. Following the recommendation from the Committee, at its June 26<sup>th</sup> Regular meeting, Council resolved as follows:

*THAT Council direct staff to proceed with establishing new Permissive Tax and Places of Public Worship Bylaws for the years 2024 to 2027 [4-year term] based on the Permissive Tax Exemption Policy dated June 10, 2019.*

**CARRIED | Res. No. R23-217**

The bylaws presented today contain all approved applications received that meet criteria as outlined in the PTE policy. Bylaw No. 5090 & Bylaw No. 5091 will provide exemption for all approved applicants over a 4-year term [January 1, 2024 – December 31, 2027].

#### **ALTERNATIVES/OPTIONS**

##### **Option one:**

Provide three readings to proposed “City of Port Alberni Permissive Tax Exemption Bylaw No. 5090, 2023” and “Places of Public Worship Exemption Bylaw No. 5091, 2023” as presented.

##### **Option two:**

Provide alternative direction noting that bylaws must be adopted by October 31<sup>st</sup> in each year following the Public Notice period.

#### **ANALYSIS**

A PTE is a means for Council to support organizations within the community which further Council’s objectives of enhancing quality of life [economic, social, cultural] and delivering services economically, however, there is no obligation on the part of Council to grant exemptions.

If Council chooses to adopt “Permissive Tax Exemption Bylaw No. 5090, 2023” and “Places of Public Worship Exemption Bylaw No. 5091, 2023”, approved applicants will be provided exemption over the 4-year term. The City, on an annual basis, will require that organizations confirm their eligibility to receive an exemption and also invite new applications for consideration.

In accordance with the Permissive Tax Exemption policy, all previous and new recipients were required to submit applications for the 2024-2027 bylaw term. Staff have conducted a review of all applicants for the 2024 tax year. The review resulted in 70 properties deemed eligible for exemption.

The new applicants contained in Schedule "A" would be granted permissive tax exemption for the 2024 tax year under Section 224(2)(a) of the *Community Charter*, "Charitable or Not for Profit Organizations" and are included in the proposed "*City of Port Alberni Permissive Tax Exemption Bylaw No. 5090, 2023*" & "*Places of Public Worship Exemption Bylaw No. 5091, 2023*"

#### IMPLICATIONS

The estimated value of total exemptions for the 2024 taxation year is \$302,324 or 1.06% of the total municipal property taxation budget. The current parameters established by the Permissive Tax Exemption policy is \$328,803 or 1.15% of property taxation. Estimates were calculated using BC Assessment values from the 2023 taxation year as well as the 2023 taxation rate with an estimated 3% increase to taxation applied.

Council has the option to provide three readings of the proposed bylaws as presented or provide alternative direction noting the bylaws must be adopted by October 31<sup>st</sup>.

#### COMMUNICATIONS

Before final adoption of the "*City of Port Alberni Permissive Tax Exemption Bylaw No. 5090, 2023*" & "*Places of Public Worship Exemption Bylaw No. 5091, 2023*" public notice will be provided in accordance with section 227 of the *Community Charter*. In accordance with legislation, Permissive Tax Exemption Bylaws must be adopted by October 31<sup>st</sup>.

#### BYLAWS/PLANS/POLICIES

- *Permissive Tax Exemption policy dated June 10, 2019*

#### SUMMARY

The *Community Charter* provides the legislative authority for both permissive and statutory tax exemptions. In accordance with the City's PTE policy, a review of all applications has been undertaken by staff and has resulted in 53 new approved applicants for permissive taxation and 17 new applicants for places of worship exemption. Prior to final adoption by the October 31<sup>st</sup> deadline, public notice will be provided in accordance with *Community Charter* provisions.

#### ATTACHMENTS:

- *Draft " City of Port Alberni Permissive Tax Exemption Bylaw No. 5090, 2023"*
- *"Draft "Places of Public Worship Exemption Bylaw No. 5091, 2023"*
- *Schedule A- Approved Permissive tax Exemption Applicants*
- *Permissive Tax Exemption policy*

c: A. McGifford, Director of Finance  
D.Monteith, Director of Corporate Services

CITY OF PORT ALBERNI

BYLAW NO. 5090

A BYLAW TO EXEMPT CERTAIN LANDS AND IMPROVEMENTS FROM TAXATION

Whereas Section 224 of the *Community Charter*, RSBC 2003 provides that the Council may by bylaw, in accordance with the section, exempt land or improvements or both from taxation under Section 197 (1) (a) of the *Community Charter* to the extent, for the period and subject to the conditions provided in the bylaw, and;

Whereas Council deems it appropriate to exempt certain properties from taxation;

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 "**Permissive Tax Exemption Bylaw No. 5090, 2023**".

2. Exempted Properties

The lands, and all improvements thereon unless otherwise indicated, as set out in Schedule "A" are exempted from taxation for the period prescribed in Schedule "A" in accordance with Section 224 (2) of the *Community Charter*.

READ A FIRST TIME this day of , 2023.

READ A SECOND TIME this day of , 2023.

READ A THIRD TIME this day of , 2023.

**PUBLIC NOTICE PROVIDED PURSUANT TO SECTION 94 OF THE COMMUNITY CHARTER.**

ADOPTED this day of , 2023.

\_\_\_\_\_  
Mayor

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

**BYLAW NO. 5090  
SCHEDULE "A"  
DESCRIPTION OF NEW PERMISSIVE TAX EXEMPTIONS 2024-2027**

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Alberni Athletic Association</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Lot A, DL 92, Alberni District, Plan EPP6009 (3727 Roger Street) Folio 092-0691-04	January 1, 2024 - December 31, 2027
<b>Alberni Clayoquot Continuing Care Society – Fir Park Village</b> <i>224 (2) (h) land surrounding a seniors' home</i> <i>224 (2) (j) licensed community care facility</i>	100%	Lot B, DL 1, AD, Plan 32448 (4411 Wallace Street) Folio 001-3931-00	January 1, 2024 - December 31, 2027
<b>Alberni Clayoquot Continuing Care Society – Echo Village</b> <i>224 (2) (h) land surrounding a hospital</i>	100%	Lot A, DL 1, Plan VIS5964 (4200 10th Avenue) Folio 001-3556-10	January 1, 2024 - December 31, 2027
<b>Alberni Clayoquot Continuing Care Society – Echo Village</b> <i>224 (2) (h) land surrounding a hospital</i>	66.67%	Lot 1, Plan VIP5330, DL 1 (under power lines adjacent to Wallace St) Folio 990-0511-40	January 1, 2024 - December 31, 2027
<b>SAGE Haven Society</b> <i>224 (2) (a) charitable or not for profit organization</i>	100% of Folio 013-0399-01  61% of Folio 001-0874-00	Lot A, DL 13, Plan 64605, Folio 013-0399-01 Portion of Lot 1, DL 1, Plan VIP56667 Folio 001-0874-00	January 1, 2024 - December 31, 2027
<b>Alberni District Fall Fair</b> <i>224 (2) (a) charitable or not for profit organization</i>	As outlined on schedule A-2.1 and A-2.2	Portion of Lot 2, DL 92, Plan 29389 (4102 Hollywood Street) Folios 092-0691-10,092-0694-00,092-0696-10, 990-0511-10	January 1, 2024 - December 31, 2027
<b>Alberni Valley Alnon Club</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot B Block 86 DL 1, Plan VIP33737 (3028 2nd Avenue) Folio 001-3941-00	January 1, 2024 - December 31, 2027

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Alberni Valley Childcare Society</b> 224 (2) (a) charitable or not for profit organization	100%	Portion of Lot 15, Block 5, DL 1, Plan 11410 (4222 Cedarwood Street) - Stepping Stones Too - Folio 001-3107-02  Lot 5, DL 1, Plan 15331 (2554 10 <sup>th</sup> Ave) (part of playground / Kaleidoscope park)- Folio 001-3409-00  Lot 6, DL 1, Plan 15331 (4325 Neil St) (Child care and therapy center) Folio-001-3410-00	January 1, 2024 - December 31, 2027
<b>Alberni Valley Curling Club</b> 224 (2) (i) public athletic or recreational organization	100%	Portion of Lot 1, DL 1, Plan 14814 Folio 001-3380-01	January 1, 2024 - December 31, 2027
<b>Alberni Valley Hospice Society (Ty Watson House)</b> 224 (2) (j) organization operating & licensed under the Community Care and Assisted Living Act; 224 (2) (a) charitable or not for profit organization	100%	Lots 23-24, Block 67, DL 1, Plan 197B (2649 2nd Avenue) - Ty Watson House Folio 001-0821-00	January 1, 2024 - December 31, 2027
<b>Alberni Valley Hospice Society</b> 224 (2) (a) charitable or not for profit organization	98%	DL 1 Plan 23217 LOT A (2579 10 <sup>th</sup> Ave) – Main office Folio 001-3581-00	January 1, 2024 - December 31, 2027
<b>Alberni Valley Junior Baseball Association</b> 224 (2) (i) public athletic or recreational purposes	100%	Portion of Lot A, DL 13, Plan 29927, (4000 Compton Road) Folio 013-0434-13	January 1, 2024 - December 31, 2027
<b>Alberni Valley Minor Hockey Association</b> 224 (2) (i) public athletic or recreational purposes	100%	Office within Multiplex Portion of Lot 1, Plan 5330 (3737 Roger Street) Folio 092-0691-03	January 1, 2024 - December 31, 2027
<b>Alberni Valley Minor Softball Association</b> 224 (2) (i) public athletic or recreational purposes	100%	Portion of Lot A, DL 92, Plan 31446 (4200 Wood Avenue) Folio 092-0696-01	January 1, 2024 - December 31, 2027

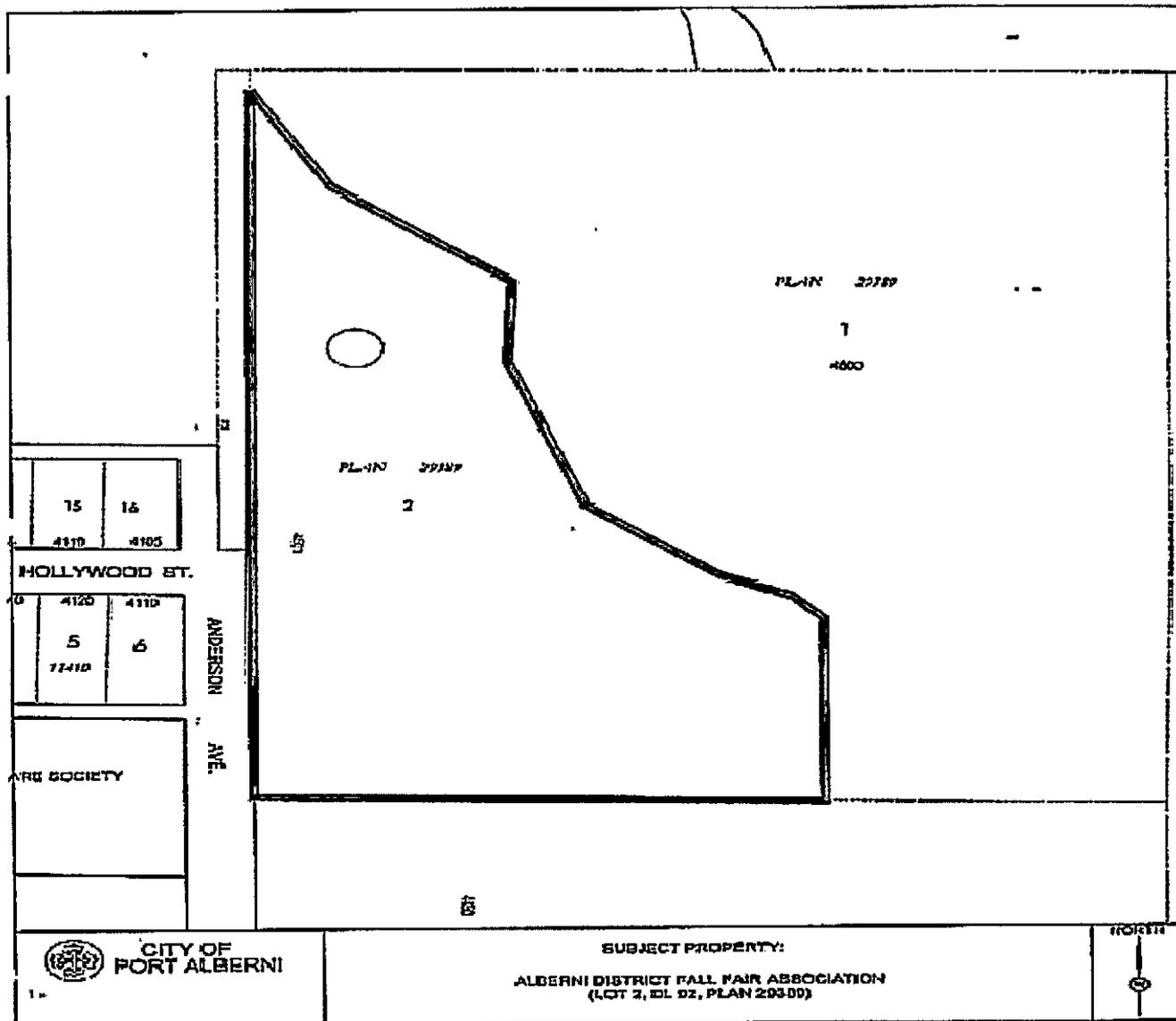
NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Alberni Valley Rescue Squad</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 2, DL 137, Plan 52779 (4790 Tebo Avenue) Folio 014-0511-00	January 1, 2024 - December 31, 2027
<b>Alberni Valley Senior Citizens' Homes (Wallace St.)</b> <i>224 (2) (h) land surrounding a senior's home under Sec 220 (1) (i)</i>	100%	Lot A, District Lot 1, Plan 32448 (4467 Wallace Street) - Pioneer Towers Folio 001-3930-00	January 1, 2024 - December 31, 2027
<b>Alberni Athletics Soccer Association</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot A, DL 92, Plan 31446 (4200 Wood Avenue) Folio 092-0696-02	January 1, 2024 - December 31, 2027
<b>BC SPCA</b> <i>224 (2) (e) Partnering agreement providing a municipal service; 224 (2) (a) charitable or not for profit organization</i>	100%	Part of Lot B, DL 14, Plan 31798, Part of Lot A, DL 137, Plan 62423, Part of DL 143 (4936 Broughton Street) Folio 014-0506-10	January 1, 2024 - December 31, 2027
<b>Bread of Life Centre</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot A, DL 1, Plan 30733 (3130 3 <sup>rd</sup> Avenue) Folio 001-3910-00	January 1, 2024 - December 31, 2027
<b>Alberni Valley Childcare Society</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lots 5 & 6, DL 1, Plan 15331 (4325 Neill Street) - (Kiwaniis Hilton Children's Centre & Kaleidoscope Park) Folio 001-3409-00,001-3410-00	January 1, 2024 - December 31, 2027
<b>Canadian Mental Health Association, Port Alberni Branch</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 1-3, Block 85, DL 1, Plan 197 (3174 & 3178 2nd Avenue) Folio 001-0943-00, 001-0944-00	January 1, 2024 - December 31, 2027

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Canadian Mental Health Association, Port Alberni Branch (King George Apartments)</b> <i>224 (2) (a) charitable or not for profit organization</i>	68.29%	Lot 1, DL 1, Plan VIP33433 (3131 5th Avenue) Folio 001-3939-00	January 1, 2024 - December 31, 2027
<b>Canadian Mental Health Association, Port Alberni Branch- Care Taker Residence</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 1, DL 1, Plan VIP33433 (4720 Pemberton rd) - Folio 001-3559-01  Lot 3, Blk 14, Sec 11, AD 8444 (5095 Pineo Rd) – Folio 011-0265-00  Lot 12, DL 13, AD, VIP87 (124-4000 Compton Rd) Folio- 013-0434-12  Blk C, DL 1, AD, 6407 – (4250 Wallace St) Folio 001-2430-00  Lot 131, DL 14, AD, (5081 Bishop Ave) Folio- 014-0489-00	January 1, 2024 - December 31, 2027
<b>Central Park – Gaiga Square</b> <i>224 (2) (e) Partnering agreement providing a municipal service</i>	100%	Lot A, DL 1, Plan VIP32610 (3009 3rd Avenue) Folio 001-3932-00	January 1, 2024 - December 31, 2027
<b>Community Arts Council of the Alberni Valley</b> <i>224 (2) (a) charitable or not for profit organization</i>	97.64%	Lots 20 to 22, Block 150, DL 1, Plan 197B (3061 to 3098 8 <sup>th</sup> Avenue) Folios 001-1562-00,001-1563-00,001-1564-00	January 1, 2024 - December 31, 2027
<b>Echo Sunshine Club</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Portion of Lot 1, District Lot 1, Plan 5330 (4255 Wallace Street) Folio 990-0513-02	January 1, 2024 - December 31, 2027
<b>Hupacasath First Nation (Ooh-Ah-Tluk-Kuu-Wil Society)</b> <i>224 (2) (i) public athletic or recreational purposes</i>	100%	Lot A, DL 11, AD Plan VIP1285 (4890 Beaver Crk Rd) Folio 011-0159-00	January 1, 2024 - December 31, 2027

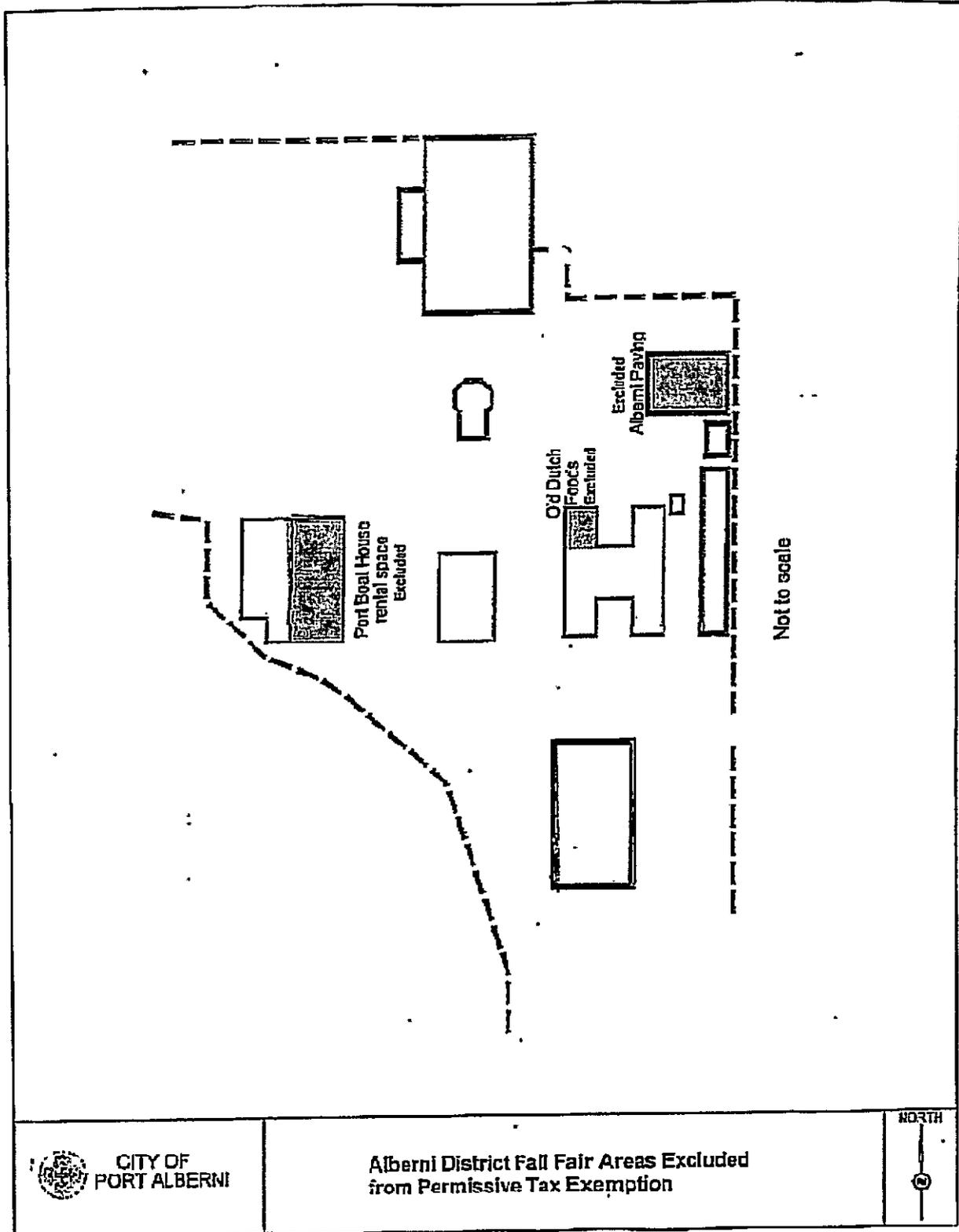
NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Mount Arrowsmith Skating Club</b> 224 (2) (i) public athletic or recreational purposes	100%	Office within Multiplex Portion of Lot 1, Plan 27429 (3737 Roger Street) Folio 092-0691-02	January 1, 2024 - December 31, 2027
<b>Port Alberni Aquatic - Tsunami Swim Club</b> 224 (2) (i) public athletic or recreational purposes	100%	Portion of Lot 1, District Lot 1, Plan 5330 (4255 Wallace Street) Folio 990-0513-03	January 1, 2024 - December 31, 2027
<b>Port Alberni Association for Community Living</b> 224 (2) (a) charitable or not for profit organization	100%	Lot 13, Block 86, DL 1, Plan 197 (3009 1st Avenue) - Folio 001-0971-00  Lot 15, Blk 86, DL 1, Plan 197 (3008 2nd Avenue) - Folio 001-3703-00  Lot 57, District Lot 92, Plan 39317 (3585 Huff Drive) - Folio 092-0417-00  Lot 2, Block 45, DL 1, Plan 197 (4471 Margaret Street) - Folio 001-0034-00  Lot 14-15, Block 2, DL 1, Plan VIP11410 (4521 Dogwood Street) - Folio 001-3048-00  Lot 2, DL 1, Plan EPP110837 (5155 Argyle St.) - Folio 001-3385-10	January 1, 2024 - December 31, 2027
<b>Port Alberni Black Sheep Rugby Club</b> 224 (2) (i) public athletic or recreational purposes	96.3% of Class 6 and Class 8 Caretakers suite not exempt (Class 1)	Lot A, DL 91, Plan 63503 (3420 Argyle Street) Folio 091-0077-05	January 1, 2024 - December 31, 2027
<b>Port Alberni Gymnastics Association</b> 224 (2) (i) public athletic or recreational purposes	100%	Lot 1, DL 91, Plan 60758 (3450 Argyle Street) Folio 091-0077-10	January 1, 2024 - December 31, 2027
<b>Port Alberni Lawn Bowling Club</b> 224 (2) (i) public athletic or recreational purposes	89.64% of Class 6 and Class 8	Portion of Lot 1, DL 1, Plan 5330 (4255 A Wallace Street) Folio 990-0513-01	January 1, 2024 - December 31, 2027

NAME OF ORGANIZATION AND APPLICABLE AUTHORITY OF THE COMMUNITY CHARTER	CONDITION OF PERMISSIVE TAX EXEMPTION	PROPERTY DESCRIPTION	PERIOD OF EXEMPTION
<b>Port Alberni Maritime Heritage Society</b> (Marine Interpretive/Discovery Centre/Lighthouse) <i>224 (2) (a) charitable or not for profit organization</i>	100%	Portion of DL 1 adjacent to Plan 11583, Block 112A - located on the Pier at Harbour Quay Marina (2900 Harbour Road) 2908 sq. ft. (Maritime Interpretive Centre/Lighthouse) Folio 001-3167-02	January 1, 2024 - December 31, 2027
<b>Port Alberni Maritime Heritage Society</b> (Banfield LifeBoat) <i>224 (2) (a) charitable or not for profit organization</i>	As outlined on schedule A-3	Lot A, DL 1 and 118, Plan 73300 (5425 Argyle Street) (Banfield Lifeboat and Canopy Structure) Folio 001-1168-10	January 1, 2024 - December 31, 2027
<b>Royal Canadian Legion Branch #293</b> <i>224 (2) (a) charitable or not for profit organization</i>	100% - Class 8	Lot A, District Lot 1, Plan 56012 (4680 Victoria Quay) Folio 001-3579-00	January 1, 2024 - December 31, 2027
<b>Uchucklesaht Capital Assets Inc.</b> <i>224 (2) (e) Partnering agreement providing a municipal service (Park)</i>	outlined in bold on Schedule A-4	Lot A, Block 104, District Lot 1, Alberni District, Plan VIP197D (DD 375781) of Lots 9, 10, 11 and 12 (Easterly 72') and Block 104, District Lot 1, Alberni District, Plan VIP197D Westerly 53' of Lots 9, 10, 11 and 12 of Block 104, Plan 197D (5201 and 5231 Argyle Street) Part of Folios 001-1145-00 & 001-0144-00	January 1, 2024 - December 31, 2027
<b>Western Vancouver Island Industrial Heritage Society</b> (Portion of old Arena - 9 <sup>th</sup> Ave.) <i>224 (2) (a) charitable or not for profit organization</i>	100%	Lot 1, DL 1, Plan 14815 (3250 - 9 <sup>th</sup> Avenue - Portion of Old Arena) Folio 001-3380-03	January 1, 2024 - December 31, 2027
<b>Port Alberni Drug &amp; Alcohol Society ADAPS</b> <i>224 (2) (a) charitable or not for profit organization</i>	100%	4480 Vimy St. (Echo Park Field house) Lot A, DL 13, Plan 64605 Folio 092-0696-05	January 1, 2024 - December 31, 2027
<b>Kuu-us Crisis Line Society</b> <i>224 (2) (a) charitable or not for profit organization</i>	92.3%	4589 Adelaide St VIP197E lot 1-2 DL1 Block 14 Folio 001-0156-00	January 1, 2024 - December 31, 2027

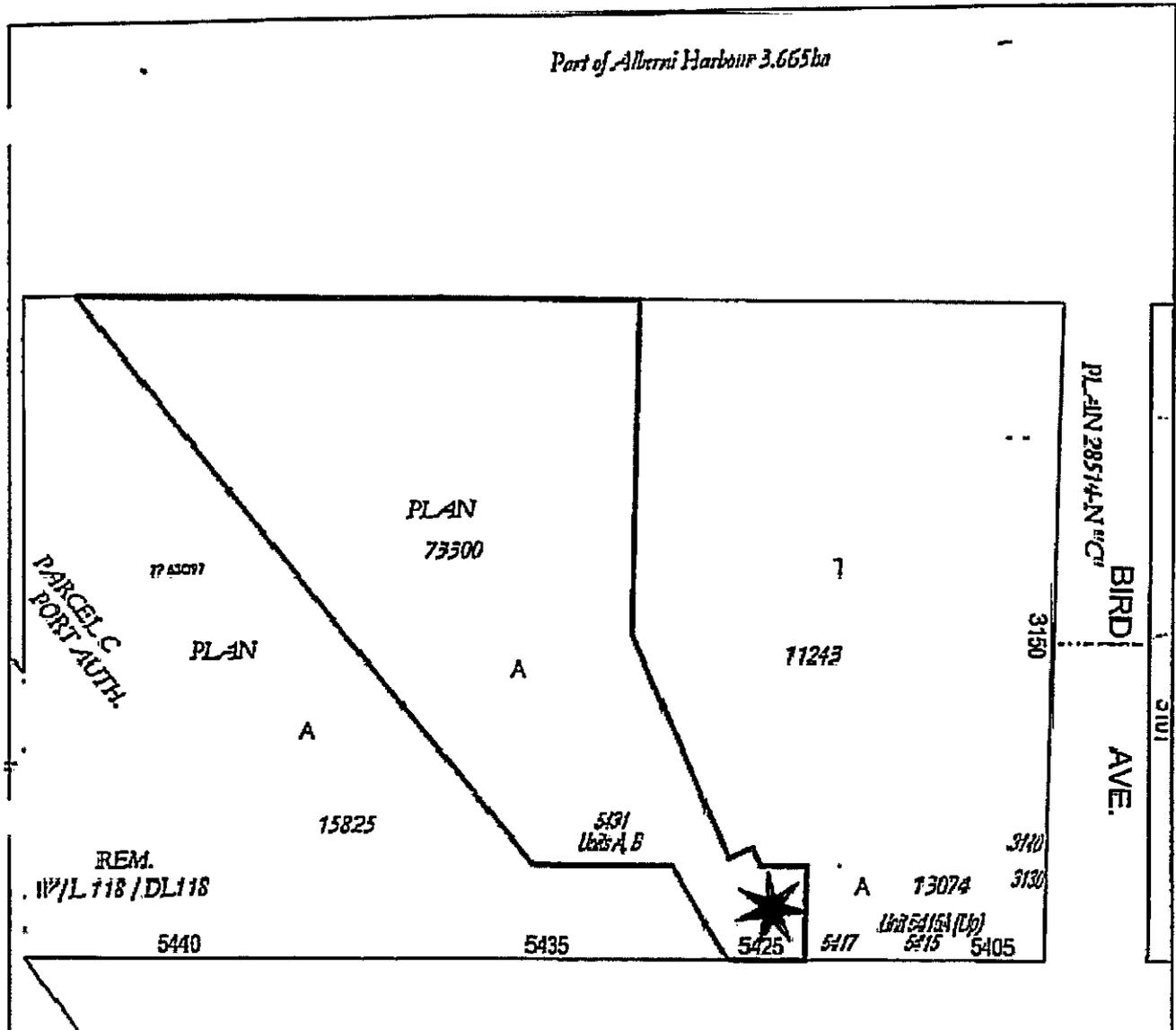
SCHEDULE A - 2.1



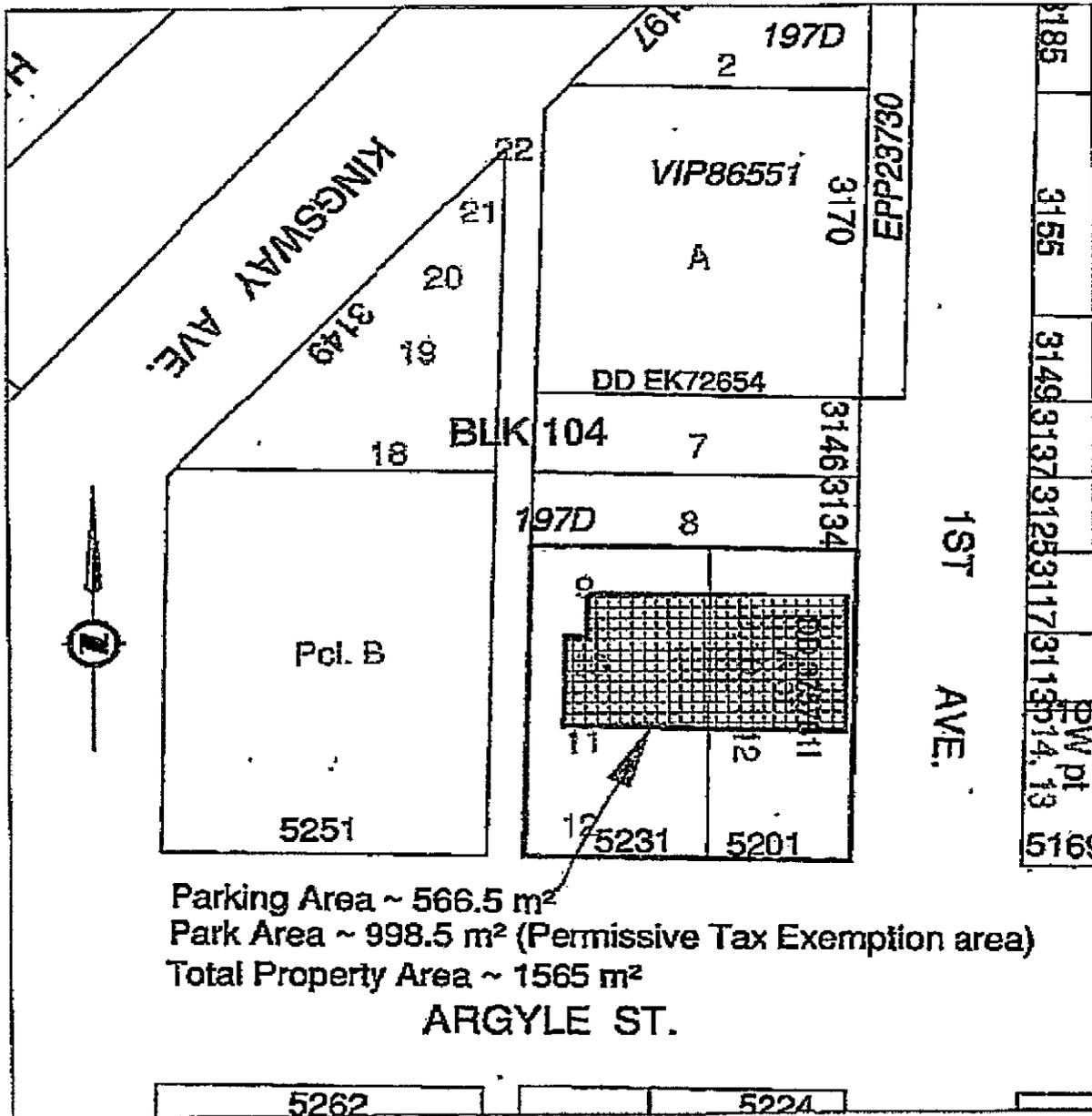
SCHEDULE A – 2.2



SCHEDULE A-3



SCHEDULE A-4



Lease Area - Parking Portion

CITY OF PORT ALBERNI

BYLAW NO. 5091

PLACES OF PUBLIC WORSHIP EXEMPTION BYLAW

**Whereas** Section 224(1)(f) of the *Community Charter* provides that Council may exempt from taxation, in relation to property that is exempt under section 220(1)(h) of the *Community Charter*:

- (i) an area of land surrounding the exempt building;
- (ii) a hall that the Council considers is necessary to the exempt building and the land on which the hall stands; and
- (iii) an area of land surrounding a hall that is exempt under subparagraph (ii).

**And Whereas** it is deemed expedient to exempt land or improvements used or occupied by a religious organization for the purpose of public worship;

**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 "**Places of Public Worship Exemption Bylaw No. 5091, 2023**".

**2. Exempted Properties**

Land and improvements, not otherwise exempt pursuant to Section 220(1)(h) of the *Community Charter*, as set out in Schedule "A", for the period prescribed in Schedule "A" are hereby exempted by Council from taxation for the following properties except:

- (i) Land in excess of ½ acre; and
- (ii) Improvements used for residential or commercial/business use.

**READ A FIRST TIME** this    day of            , 2023.

**READ A SECOND TIME** this    day of            , 2023.

**READ A THIRD TIME** this    day of            , 2023.

**PUBLIC NOTICE PROVIDED PURSUANT TO SECTION 94 OF THE *COMMUNITY CHARTER*.**

**ADOPTED** this    day of            , 2023.

\_\_\_\_\_  
Mayor

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

**BYLAW NO. 5091  
SCHEDULE "A"  
DESCRIPTION OF PLACES OF PUBLIC WORSHIP EXEMPTIONS  
2024-2027**

<b>Roll Number</b>	<b>Organization</b>	<b>Legal Description of Property</b>	<b>Civic Address</b>	<b>Condition of Exemption</b>
001-0331-00	St. Alban's Anglican Church /Trinity Church	LT 16-18 BLK 24 DL 1 ALD PL VIP197B	4766 Angus St.	
001-0344-10	Alberni Valley Gurdwara Society	LT A SEC 1 ALD PL VIP71512	4741 Montrose St.	Living Quarters Not Eligible (Class 1)
001-1816-00	Holy Family and Notre Dame Joint Parishes	LT 13-16 BLK J DL 1 ALD PL VIP1558	4731 Burke Rd.	Rectory (living quarters) vacant is exempt
001-2514-00	BC Conference of the Mennonite Bretheren Church	LT 6 DL 1 ALD PL VIP6552	4295 8th Ave.	
001-2912-00	First Christian Reformed Church	LT 4-6 DL 1 ALD PL VIP9644	5033 Roger St.	45.653% Class 8 Land Not Eligible
001-3053-00	Glenwood Gospel Hall	LT A BLK 2 DL 1 ALD PL VIP11410	4450 8th Ave.	
001-3507-00	Khalsa Diwan Society – Guru Nanak Sikh Temple	LT 8 DL 1 ALD PL VIP18042	4144 8th Ave.	Class 1 Not Eligible; 57.6% Class 8 Land Not Eligible
001-3896-00	Sri Sanatan Dharam Society	LT C DL 1 ALD PL VIP29604	4332 Scott St.	78.157% Class 8 Land Not Eligible
011-0119-00	Bethel Christian Fellowship Society (Horn of Oil Ministries)	LT 3 DL 11 ALD PL VIP1047	5350 Margaret St.	Living Quarters Not Eligible; 1.768% Class 8 Land Not Eligible ; 49% Improvement Class 8 not eligible new Daycare lease as of September 2023
012-0166-00	Lathom Road Gospel Hall	LT 1/2/3 BLK 11 DL 12 ALD PL VIP1010	4574 Lathom Rd.	
013-0409-00	Arrowsmith Baptist Church	LT B DL 13 ALD PL VIP25410	4283 Glenside Rd.	68.809% Class 8 Land Not Eligible.
013-0435-10	Jericho Road Church	Portion of LT 1 DL 13 ALD PL VIP78180	5100 Tebo Ave.	Class 1 Not Eligible Class 6 Not Eligible (School Statutory Exempt) ; 100% rem Class 8 Land eligible.

Roll Number	Organization	Legal Description of Property	Civic Address	Condition of Exemption
045-0343-00	Seventh-Day Adventist Church	LT 5 DL 45 ALD PL VIP19662	4109 Kendall Ave.	
045-0357-00	Pentecostal Assemblies of Canada	LT A DL 45 ALD PL VIP28546	3946 Wallace St.	Daycare Not Eligible; 45.946% Class 8 Land Not Eligible
091-0079-00	First United Church	LT 1 DL 91 ALD PL VIP14938	3747 Church St.	Class 1(Daycare)Not Eligible 81.611% Class 8 Land Not Eligible; 6.33% Improvements Not Eligible
001-1498-10	Grace Lutheran Church	BLK 142 DL 1 ALD PL VIP197B	4408 Redford St.	
048-0900-00	Southside Community Church of the Nazarene	LT 1 DL 48 ALD PL EPP2112	4190 Victoria Dr.	68.964% Class 8 Land Not Eligible

## 2024 Permissive Tax Exemptions

Roll No.	Owner	Civic Address	Legal Description	City Taxes Foregone 2023	2024 Estimates	2025 Estimates	2026 Estimates	2027 Estimates
Permissive Tax Exemption Bylaw, 2020, Bylaw No. 4997 - Charitable or Not-for-Profit (Sec 224(2)(a))								
001-0874-00	SAGE Haven Society (61% exemption)	3082 - 3rd Ave	Portion of Lot 1, DL1, Plan VIP56667	\$ 3,661.41	\$ 3,771.25	3,884.39	4,000.92	4,120.95
013-0399-01	SAGE Haven Society			\$ 3,692.00	\$ 3,802.76	3,916.85	4,034.35	4,155.38
092-0696-05	Albemi Drug & Alcohol Society (ADAPS)	4480 Vimy St. (Echo Park Field house)	LT A DL 92 ALD PL VIP31446 4480 Vimy St	\$ 1,026.48	\$ 1,057.27	1,088.99	1,121.66	1,155.31
001-0156-00	Kuu-us Crists Lne Society (92.31% exempt)	4589 Adelaide St	VIP197E lot 1-2 DL1 Block 14	\$ 4,669.90	\$ 4,810.00	4,954.30	5,102.93	5,256.02
001-3941-00	Albemi Valley Alnon Club	3028 2nd Ave	Lot B Block 86 DL 1 PL VIP33737	\$ 579.32	\$ 596.70	614.60	633.04	652.03
001-3107-02	Albemi Valley Childcare Society (Stepping Stones Too)	4222 Cedarwood St	Portion of Lot 15, Block 5, DL 1, Plan 11410 -	\$ 3,003.51	\$ 3,093.62	3,186.43	3,282.02	3,380.48
014-0511-00	Albemi Valley Rescue Squad	4790 Tebo Ave	Lot 2, DL 137, Plan 52779	\$ 9,314.11	\$ 9,593.53	9,881.34	10,177.78	10,483.11
001-3910-00	Bread of Life Centre	3130 3rd Ave	Lot A, DL 1, Plan 30733	\$ 2,920.13	\$ 3,007.74	3,097.97	3,190.91	3,286.64
001-0943-00 001-0944-00	Canadian Mental Health Association, Port Alberni Branch	31740-3178 2nd Ave	Lot 1-2,3, Block 85, DL 1, Plan 197	\$ 3,028.88	\$ 3,119.75	3,213.34	3,309.74	3,409.04
001-3939-00	Canadian Mental Health Association, Port Alberni Branch (King George Apartments)	3131 5th Ave	Lot 1, DL 1, Plan VIP33433	\$ 19,455.33	\$ 20,038.99	20,640.16	21,259.36	21,897.14
001-3559-01	Canadian Mental Health Association, Port Alberni Branch (4720 Pemberton Rd, Roger Creek Caretaker Residents)	4720 Pemberton Rd	DL 1, AD, 197 & 197E - Lot 1 Plan VIP21262	\$ 885.15	\$ 911.70	939.05	967.22	996.24
011-0265-00	Canadian Mental Health Association, Port Alberni Branch (4720 Pemberton Rd, Roger Creek Caretaker Residents)	5095 Pineo Rd	Lot 3, Blk 14, Sec 11, AD 8444 5095 Pineo Rd Blair Park Caretaker Residence	\$ 302.85	\$ 311.93	321.29	330.93	340.86
013-0434-12	Canadian Mental Health Association, Port Alberni Branch (4720 Pemberton Rd, Roger Creek Caretaker Residents)	4000 Compton Rd	Lot 12, DL 13, AD, VIP87124-4000 Compton Kiltsa Caretaker Residence	\$ 168.01	\$ 173.05	178.24	183.59	189.10
001-2430-00	Canadian Mental Health Association, Port Alberni Branch (4720 Pemberton Rd, Roger Creek Caretaker Residents)	4250 Wallace St	Blk C, DL 1, AD, 6407 - 4250 Wallace St Russell Field Caretaker Residence	\$ 136.11	\$ 140.19	144.40	148.73	153.19
014-0489-00	Canadian Mental Health Association, Port Alberni Branch (4720 Pemberton Rd, Roger Creek Caretaker Residents)	5081 Bishop Ave	Lot 131, DL 14, AD, 5081 Bishop Ave Williamson Park Caretaker Residence	\$ 165.03	\$ 169.99	175.08	180.34	185.75
001-3409-00	CTH Management Association (Kiwans Hilton Children's Centre)	2554 10th Ave	Lots 5, DL 1, Plan 15331 (part of playground / Kaleidoscope park)	\$ 2,582.26	\$ 2,659.72	2,739.52	2,821.70	2,906.35
001-3410-00	CTH Management Association (Kiwans Hilton Children's Centre)	4325 Neill St	Lot 6, DL 1, Plan 15331	\$ 28,869.50	\$ 29,735.58	30,627.65	31,546.48	32,492.88
011-0159-00	Hupacasath First Nation (Ooh-Ah-Tluk-Kuu-Wil Society)	4890 Beaver Crk Rd	Lot A, DL 11, Plan VIP1285	\$ 13,206.77	\$ 13,602.97	14,011.06	14,431.39	14,864.33
001-3048-00	Port Alberni Association for Community Living	4521 Dogwood St	Lot A, DL 12, Plan 67727 -Folio 990-0311-03	\$ 823.88	\$ 848.39	873.84	900.06	927.06
001-0971-00	Port Alberni Association for Community Living	3009 1st Ave	Lot A, DL 1, Plan 67726 -Folio 990-0311-04	\$ 633.77	\$ 652.78	672.36	692.53	713.31

## 2024 Permissive Tax Exemptions

001-3703-00	Port Alberni Association for Community Living	3008 2nd Ave	Part of DL 1, AD on Plan attached to DD18162 Included in Plan 67961 - Folio 990-0311-05	\$ 7,104.42	\$ 7,317.55	7,537.08	7,763.19	7,996.09
092-0417-00	Port Alberni Association for Community Living	3585 Huff Dr	Lot 2, DL 1, Plan 10780 except Part in Plan 32280 and 67137 - Folio 001-2976-00	\$ 2,292.61	\$ 2,361.39	2,432.24	2,505.20	2,580.36
001-3385-10	Port Alberni Association for Community Living	5155 Argyle St	Lot 2, DL 1 Plan 110837	\$ 3,288.84	\$ 3,387.51	3,489.14	3,593.81	3,701.62
001-0034-00	Port Alberni Association for Community Living	4471 Margaret St	Lot 2, Block 45, DL 1, Plan 197	\$ 6,423.53	\$ 6,616.23	6,814.72	7,019.16	7,229.73
001-1168-10	Port Alberni Maritime Heritage Society (Barnfield Lifeboat and Canopy Structure)	5425 Argyle St	Lot A, DL 1 + 118, Plan 73300	\$ 128.47	\$ 132.32	136.29	140.38	144.59
001-3167-02	Port Alberni Maritime Heritage Society (Maritime Interpretive Centre/Lighthouse)	2900 Harbour Rd	Port. of DL 1 adj. to Plan 11583, Block 112A - located on Pier at Harbour Quay Marina (Lighthouse Museum & Gallery)	\$ 10,899.44	\$ 11,226.42	11,563.21	11,910.11	12,267.41
990-0311-03 990-0311-04 990-0311-05 001-2976-00	Island Corridor Foundation (2023 to 2033 10 year exemption)		Part of DL12, Plan annexed to DD79581 PID #012-444-871 Lot A, DL 12, Plan 67727 PID #024-247-588 Lot A, DL 1, Plan 67726 PID #024-244-	\$ 7,629.87	\$ 7,858.76	8,094.53	8,337.36	8,587.48
001-3579-00	Somass War Memorial Building Society (Royal Canadian Legion Branch 293) Class 8 only	4680 Victoria Quay	Lot A, Plan VIP 56012	\$ 1,143.35	\$ 1,177.65	1,212.98	1,249.37	1,286.85
<b>Permissive Tax Exemption Bylaw, 2020, Bylaw No. 4997 - Athletic or Recreational Programs Youth/Seniors, Sec 224(2)(l)</b>								
092-0691-04	Alberni Athletic Association	3727 Roger St	Lot A, DL 92, Plan EPP8009	\$ 21,428.88	\$ 22,071.75	22,733.90	23,415.92	24,118.39
091-0077-05	Port Alberni Black Sheep Rugby Club (90.30% exemption, excluding Class 1)	3420 Argyle St	Lot A, DL 91, Plan 63503	\$ 6,546.81	\$ 6,743.21	6,945.51	7,153.87	7,368.49
091-0077-10	Port Alberni Gymnastics Association	3450 Argyle St	Lot 1, DL 91, Plan 60758	\$ 15,159.52	\$ 15,614.30	16,082.73	16,565.22	17,062.17
990-0513-01	Port Alberni Lawn Bowling Club (89.64% exemption)	4255 A Wallace St	Portion of Lot 1, DL 1, Plan 5330	\$ 3,115.68	\$ 3,209.15	3,305.42	3,404.59	3,506.72
<b>Permissive Tax Exemption Bylaw, 2020, Bylaw No. 4997 - Municipal Property, Sec 224(2)(a)</b>								
990-0511-10	Alberni District Fall Fair	Anderson Ave	Lot 1, DL 1, Plan VIP5330 except plan multiple, that part included in lease from	\$ 389.19	\$ 400.87	412.89	425.28	438.04
092-0691-10 092-0696-10 * 092-0694-00 *	Alberni District Fall Fair *Alberni Fall Fair grounds	4102, 4090 Hollywood St	Portion of Lot 2, DL 92, Plan 29389	\$ 11,064.61	\$ 11,396.55	11,738.45	12,090.60	12,453.32
001-3380-01	Alberni Valley Curling Club	3250 9th Ave	Portion of Lot 1, DL 1, Plan 14814	\$ 6,693.31	\$ 6,894.11	7,100.94	7,313.96	7,533.38
092-0691-03	Alberni Valley Minor Hockey Association	3737 Roger St	Office within Multiplex Portion of Lot 1, Plan 5330	\$ 492.04	\$ 506.80	522.01	537.67	553.80
092-0696-01	Alberni Valley Minor Softball	4200 Wood Ave	Portion of Lot A, DL 92, Plan 31446	\$ 603.81	\$ 621.93	640.58	659.80	679.59
092-0696-02	Alberni Valley Youth Soccer Association	4200 Wood Ave	Portion of Lot A, DL 92, Plan 31446	\$ 2,545.00	\$ 2,621.35	2,699.99	2,780.99	2,864.42
990-0503-07 990-0503-07	Community Arts Council of the Alberni Valley (87.64% exemption)	3061 - 3098 8th Ave	Lots 20-22, Block 150, DL 1, Plan 197B	\$ 3,183.96	\$ 3,279.48	3,377.86	3,479.20	3,583.58
990-0513-02	Echo Sunshine Club	4255 Wallace St	Portion of Lot 1, DL 1, Plan 5330	\$ 150.31	\$ 154.82	159.46	164.25	169.18
092-0691-02	Mount Arrowsmith Skating Club	3737 Roger St	Office in Multiplex, Port. of Lot 1, Plan 27429	\$ 454.79	\$ 468.43	482.48	496.96	511.87

## 2024 Permissive Tax Exemptions

980-0513-03	Port Alberni Aquatic - Tsunami Swim Club	4255 Wallace St	Portion of Lot 1, DL 1, Plan 5330	\$ 272.36	\$ 280.53	288.94	297.61	306.54
001-3380-03	Western Vancouver Island Industrial Heritage Society (Portion of Old Arena)	3250 9th Ave	Lot 1, DL 1, Plan 14815	\$ 10,637.36	\$ 10,956.48	11,285.17	11,623.73	11,972.44
<del>Permissive Tax Exemption Central Park Bylaw, 2020; Bylaw No. 4997; Partnering Agreement Sec 224(2)(e)</del>								
143-0100- 01,143-0100-02	BC SPCA (Alberni Valley Branch)	4936 Broughton St	Part of Lot B, DL 14, Plan 31799 + Part of Lot A, DL 137, Plan 30400	\$ 25,193.07	\$ 25,948.86	26,727.32	27,529.14	28,355.02
001-3932-00	Central Park - 'Galga Square'	3009 3rd Ave	Lot A, DL 1, Plan VIP32610	\$ 3,301.69	\$ 3,400.74	3,502.76	3,607.85	3,716.08
001-1144-10	Uchuckesaht Capital Assets Inc.	5201 & 5231 Argyle	Lot A, Block 104, DL 1, Plan VIP197D (DD 375781) of Lots 9, 10,	\$ 5,549.93	\$ 5,716.42	5,887.92	6,064.55	6,246.49
<del>Permissive Tax Exemption Bylaw, 2020; Bylaw No. 4997; Hospital/Community Care Facility/Seniors; Sec 224(2)(h)&amp;(i)</del>								
980-0511-40	Alberni-Clayoquot Continuing Care Society (66.67% exemption)	4411 Wallace St	Lot 1, PLAN VIP5330, DL 1,	\$ 5,300.69	\$ 5,459.71	5,623.51	5,792.21	5,965.98
001-3556-10	Alberni-Clayoquot Continuing Care Society (Echo Village)	4200 10th Ave	Lot A, DL 1, Plan VIS5964	\$ 3,390.01	\$ 3,491.71	3,596.46	3,704.35	3,815.48
001-3930-00	Alberni Valley Senior Citizens' Homes (Pioneer Towers)	4467 Wallace St	Lot A, DL 1, Plan 32448	\$ 1,174.38	\$ 1,209.61	1,245.90	1,283.28	1,321.78
001-3931-00	Alberni-Clayoquot Continuing Care Society (Fir Park Village)	4411 Wallace St	Lot B, DL 1, Plan 32448	\$ 1,293.39	\$ 1,332.19	1,372.16	1,413.32	1,455.72
001-3581-00	Alberni Valley Hospice Society (Hospice centre)	2579 Tenth Avenue	Lot A, DL 1, ALD, Plan VIP23217	\$ 5,967.45	\$ 6,146.48	6,330.87	6,520.80	6,716.42
001-0821-00	Alberni Valley Hospice Society (Ty Watson House)	2649 2nd Ave	Lots 23-24, Block 67, DL 1, Plan 197B	\$ 2,411.71	\$ 2,484.06	2,558.59	2,635.34	2,714.40
<del>Places of Public Worship; Bylaw Exemption; Bylaw, No. 4998; Sec 224(2)(f)</del>								
001-0331-00	Trinity Anglican Lutheran Church	766 Angus St	Lot 16 - 18, Block 24, DL 1 Plan VIP197B	\$ 979.04	\$ 1,008.41	1,038.66	1,069.82	1,101.92
001-0344-10	Alberni Valley Gurdwara Society	4741 Montrose St	Lot A, Sec 1, Plan VIP71512	\$ 690.63	\$ 711.34	732.68	754.67	777.31
001-1816-00	Bishop of Victoria - Notre Dame Church	4731 Burke Rd	Lot 13 - 16, Block J, DL 1, Plan VIP1558	\$ 1,135.35	\$ 1,169.41	1,204.49	1,240.63	1,277.85
001-2514-00	BC Conference of the Mennonite Brethren Church (Gateway)	4295 - 8th Ave	Lot 6, DL 1, Plan VIP6552	\$ 1,143.82	\$ 1,178.14	1,213.48	1,249.89	1,287.38
001-3053-00	Glenwood Gospel Hall	4450 - 8th Ave	Lot A, Block 2, DL 1, Plan VIP11410	\$ 995.31	\$ 1,025.17	1,055.92	1,087.60	1,120.23
012-0166-00	Lathom Road Gospel Hall	4574 Lathom Rd	Lot 1, 2, 3, Block 11, DL 12, Plan VIP1010	\$ 804.02	\$ 828.14	852.99	878.58	904.94
013-0435-10	Jericho Road Church	5100 Tebo Ave	Portion of Lot 1, DL 13, Plan VIP78180	\$ 591.68	\$ 609.43	627.71	646.54	665.94
045-0343-00	BC Association of Seventh Day Adventist Church	4109 Kendall Ave	Lot 5, DL 45, Plan VIP19662	\$ 970.04	\$ 999.15	1,029.12	1,059.99	1,091.79
001-1498-10	Grace Lutheran Church	4408 Redford St	Block 142, DL 1, PL VIP197B	\$ 823.68	\$ 848.39	873.84	900.06	927.06
<del>Places of Public Worship; Bylaw Exemption; Bylaw, No. 4998; Sec 224(2)(f); Properties effected by land cap in excess of 5 acres</del>								
001-2912-00	Alberni Valley Christian Reformed Church	5033 Roger St	Lot 4 - 6, DL 1, Plan VIP9644	\$ 1,155.83	\$ 1,190.51	1,226.22	1,263.01	1,300.90
001-3507-00	Khalsa Diwan Society - Guru Nanak Sikh Temple	4144 - 8th Ave	Lot 8, DL 1, Plan VIP18042	\$ 1,044.11	\$ 1,075.44	1,107.70	1,140.93	1,175.16
001-3896-00	Sri Sanatan Dharam Society	4332 Scott St	Lot C, DL 1, Plan VIP29604	\$ 629.17	\$ 648.05	667.49	687.52	708.14
011-0119-00	Horn of Oil Ministries	5350 Margaret St	Lot 3, DL 11, Plan VIP1047	\$ 2,418.28	\$ 2,490.83	2,565.55	2,642.52	2,721.79

## 2024 Permissive Tax Exemptions

013-0409-00	Arrowsmith Baptist Church	4283 Glenside Rd	Lot B, DL 13, Plan VIP25410	\$ 2,521.96	\$ 2,597.62	2,675.55	2,755.82	2,838.49
045-0357-00	Pentecostal Assemblies of Canada (Elim Tabernacle)	3946 Wallace St	Lot A, DL 45, Plan VIP28546	\$ 850.29	\$ 875.80	902.07	929.14	957.01
091-0079-00	Alberni Valley United Church	3747 Church St	Lot 1, DL 91, PL VIP14938	\$ 2,024.65	\$ 2,085.39	2,147.95	2,212.39	2,278.76
048-0900-00	Church of the Nazarene (Canada Pacific District) Southside Community Church	4190 Victoria Dr	Lot 1, DL 48, PL EPP2112	\$ 297.35	\$ 306.27	315.46	324.93	334.67
<b>TOTAL EST. MUNICIPAL TAXES FOREGONE</b>				<b>\$ 293,429.91</b>	<b>\$ 302,232.81</b>	<b>\$ 311,299.79</b>	<b>\$ 320,638.79</b>	<b>\$ 330,257.95</b>

<b>2024 Municipal Property Taxation Budget Estimated</b>	\$ 28,591,569
<b>Permissive Exemption CAP (15% of Taxation)</b>	\$ 328,803
<b>Total Exemption for 2024</b>	\$ 302,233
<b>(Over)/Under CAP</b>	\$ 26,570

TITLE: PERMISSIVE TAX EXEMPTION				
EFFECTIVE DATE: June 10, 2019	DEPARTMENT: Finance	AUTHORIZED BY: Council	REPLACES: June 25/13 May 25/04	PAGE 1 OF 3

**PREAMBLE**

Permissive tax exemption is a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. The parameters will provide fair, consistent treatment and consideration for all applicants providing charitable and not for profit services for the benefit of the residents of the City of Port Alberni. After careful consideration of all applications Council may approve a full, a partial, or no tax exemption. This policy guides identification of organizations meeting Council's objectives

**POLICY**

**1. Overall Amount**

The total amount of revenue to be foregone by permissive tax exemptions will be set by Council during the development of the Five Year Financial Plan. Permissive tax exemptions approved in the current year for the subsequent tax year will not exceed 1.15% of the current year's total budgeted property tax requisition. The permissive exemption values will be calculated by using the current year's assessment multiplied by the current year's tax rates. In the case where the calculated permissive exemption values for the subsequent year exceed 1.15 % of the current year's tax requisition, all permissive exemptions will be proportionately reduced.

**2. Process**

Council will consider applications for permissive tax exemptions annually. The opportunity to apply will be advertised 2 times in the local newspaper and letters will be mailed to organizations having an exemption which will expire at the end of the current year so that they may apply for renewal.

Applications must be submitted on prescribed forms available from City Hall, to the Deputy Director of Finance, before August 1<sup>st</sup> of each year. The Deputy Director of Finance (or their designate) will review the applications for completeness, and arrange contact with applicants for addition information as necessary.

Application forms must be accompanied by:

- Copy of most current Notice to Reader financial statements prepared by an Accountant, or if a new applicant 3 years is required
- A copy of the most current Budget for the organization;
- Copy of state of title certificate or lease agreement, as applicable; and
- Site plan of subject property.

The Deputy Director of Finance will present a summary report of the applications, relative to the eligibility criteria, to Council for consideration.

### 3. Eligibility Criteria

- a. Application of this permissive tax exemption policy is subject to applicable provincial legislation. Applicants are encouraged to familiarize themselves with the legislation.
- b. In assessing the application of permissive tax exemption to the land or buildings occupied by a qualifying organization, Council will consider the following priorities for granting an exemption:

The land or buildings shall provide for at least one of the following:

- athletic or recreational programs or facilities for youth;
  - services and facilities for persons requiring additional supports; mental wellness and addictions;
  - programming for seniors;
  - protection and maintenance of important community heritage;
  - arts, cultural or educational programs or facilities;
  - emergency and rescue services
  - services for the public in a formal partnership with the City or;
  - preservation to an environmental or ecologically sensitive area designated within the Official Community Plan.
- c. The organization must be a Non-Profit or Registered Charity. Only that part of the property used for non-profit or charitable activities will be considered for exemption. Non-profit or Charitable organizations conducting retail and/or commercial activity including the sale of food and/or liquor, may not be eligible for tax exemption.
  - d. The organization must be seen to be working towards self-sufficiency by seeking funding from other sources, including grants from other levels of Government.
  - e. The organization may be required to show evidence of ongoing, active volunteer involvement
  - f. Applicants must show evidence of a clear mandate and competent administration.
  - g. All recipients of tax exemptions from the City of Port Alberni will be required to publicly acknowledge the exemption.
  - h. Where the land was provided by the City, consideration will be given whether the land was granted or otherwise provided by the City to the organization on the understanding that taxes would continue to be paid.
  - i. Exemptions will not be granted for land held for future development or land greater than normally required for off street parking, buffer zones or to make a reasonable shaped parcel. This includes all exemptions, including Places of Public Worship.

### 4. Duration of Exemption

Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of four years) where it is demonstrated that the services/benefits they offer to the community are of a duration equal or greater than the period of tax exemption.

Groups receiving a permissive tax exemption greater than one year in duration will be required to confirm their continued qualification for the exemption annually. It is not guaranteed that the exemption will continue for the term. An exemption can be adjusted based on new information.

For permissive tax exemptions exceeding one year in duration, the permissive tax exemption will be reconsidered if the status of the group or benefit to the community changes, with the intent of revoking the permissive tax exemption and/or requiring repayment of the taxes forgone.

## **5. Extent and Conditions**

Council may at its discretion, reject any or all applications brought forward for consideration in any given year.

Council may designate only a portion of the land/improvements as exempted where the following circumstances exist:

- A portion of the land /improvements is used by the private sector and/or organizations not meeting Council's criteria;
- the applicant already receives a grant-in-aid or other benefit from the City;
- the area does not contribute to the community benefit;
- budget constraints as indicated in Section 1 of this policy.

## **PLACES OF PUBLIC WORSHIP EXEMPTIONS**

Statutory exemptions are provided to buildings used for public worship, and land beneath the building.

All other land and buildings ancillary to the place of public worship are taxable unless a permissive tax exemption is granted by Council.

Where there is a residence located on the same property as a church, the residence and any ancillary buildings and the land upon which the residence and ancillary buildings actually stand, as well as any area of land deemed to be associated with the use and enjoyment of the residential and ancillary buildings shall be assessed and taxed as residential property.

Where the property on which a church is located exceeds .5 acres, the area of land exempt from taxation, including the statutory exemption, shall be .5 acres.

The Places of Public Worship Exemption Bylaw will be reviewed every four (4) years in conjunction with the term of the Permissive Tax Exemption Bylaw to ensure that the relevant exemptions remain applicable and if necessary to make recommendations to Council in regards to potential Bylaw amendments.

**RECEIVED**

SEP 14 2023

CITY OF PORT ALBERNI

- Council
  - Mayor
  - CAO
  - Finance
  - Corporate Services
  - Agenda
  - Economic Development
  - Engineering/PW
  - Parks, Rec. & Heritage
  - Development Services
  - Community Safety
  - Other
- File # RCM Sept 25/23  
0230-CAC

**From:** [admincac@shawcable.com](mailto:admincac@shawcable.com) <[admincac@shawcable.com](mailto:admincac@shawcable.com)>  
**Sent:** September 14, 2023 12:48 PM  
**To:** Corporate Services Department <[corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)>  
**Cc:** Pam Craig-SD70 School Board Chair <[Pam\\_Craig@outlook.com](mailto:Pam_Craig@outlook.com)>  
**Subject:** Special Event Approval request

Hi There...

The Community Arts Council in partnership with the Arrowsmith Rotary Club will be hosting an evenings, Art Auction Fundraiser (“Cork & Canvas”), on the evening of November 9<sup>th</sup> from 6:30 pm – 9:30 pm, at the Grove Art Gallery, located at #7-5440 Argyle Street, Harbor Quay. This is a ticketed event, with a max tickets sold of 75. Finger foods and one glass of wine will be served for the event, an auctioneer (City Councillor Charles Mealey), music and art.

We are asking for approval for a special events permit for our event.

If there are any other questions or concerns, please feel free to ask.

Many thanks in advance.

Kind Regards,

**Melissa Martin**  
 Arts Administrator/Executive Director  
 The Community Arts Council of the Alberni Valley  
 250.724.3412

*The Community Arts Council of the Alberni Valley enriches individual and community Life through sharing and shaping the cultural environment of the Alberni Valley.*

- <https://www.alberniarts.com>
- <https://www.facebook.com/CommunityArtsCouncilOfTheAlberniValley/>
- <https://instagram.com/rollinartcentre?igshid=YmMyMTA2M2Y=>

*The Community Arts Council gratefully acknowledges that the land on which we gather, share and learn together on the ha-houlthees, of the Nuuchah-nulth Nations and specifically the Hupačasath, Huu-ay-aht, Tla-o-qui-aht, Tseshah, and the Yuułuʔiłʔatḥ Nations.*



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SEP 11 2023

CITY OF PORT ALBERNI

September 8, 2023

- Council
  - Mayor
  - CAO
  - Finance
  - Corporate Services
  - Agenda
  - Economic Development
  - Engineering/PW
  - Parks, Rec. & Heritage
  - Development Services
  - Community Safety
  - Other
- File # 06 30-01 RCM Sept 25/23



To Port Alberni Council,

On behalf of Sport BC and with the local KidSport chapter in your community, we are seeking your support for a province-wide initiative called KidSport BC Powered by Sport BC Week from October 1 - 7, 2023.

The KidSport concept was launched in 1993 by the board and staff at Sport BC as a way to address the financial challenges many families face when registering their children in organized sport. From a modest start in that first year, KidSport has expanded to become a national entity with 11 provincial/territorial chapters and over 160 community chapters across the country.

Thirty years later, the KidSport BC Provincial Office and KidSport community chapters across the province of BC have funded a season of sport for over 80,000 kids, including 5,377 kids in 180 communities totaling more than \$1.7 million in grants last year. Today, our mission remains the same—to remove the financial barriers that prevent some children from playing organized sport #SoALLKidsCanPlay!

The Port Alberni chapter was established in 2006 and funds grants for kids from families in Port Alberni and the Alberni Valley. Last year the chapter funded a season of sport for 78 kids to participate in gymnastics, soccer, hockey, boxing, softball, lacrosse, rugby, swimming, school sports, and figure skating.

With the incredible passion of our volunteer community chapters and the generous support of our partners like the Province of British Columbia, KidSport is working hard to meet the ever-increasing demand for assistance from families across the province.

In acknowledgement of the impact the local chapter has in your community, and in celebration of KidSport's 30<sup>th</sup> Anniversary, we ask that you consider declaring the week of October 1 - 7, 2023 as "KidSport BC Powered by Sport BC Week" in your community and encourage your citizens to support the local KidSport chapter to help more kids experience everything sport has to offer.

Thank you for your consideration.

Yours in sport,

Angela Crowther  
Director, KidSport BC  
Sport BC



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SEP 11 2023

CITY OF PORT ALBERNI

- Council
  - Mayor
  - CAO
  - Finance
  - Corporate Services
  - Agenda
  - Economic Development
  - Engineering/PW
  - Parks, Rec. & Heritage
  - Development Services
  - Community Safety
  - Other
- File # 5280-01 *RCM Sept 25/23*

September 8, 2023

Dear Mayor and Council,

**RE: Municipal Protected Areas Project Webinar – 10 am October 4, 2023**

I am contacting you on behalf of BC Nature to inform you of the Municipal Protected Areas Project (MPAP) and to invite you and the appropriate staff to participate in a webinar on the MPAP being held on October 4, 2023.

The MPAP is inspired by Canada's commitment at the 2022 United Nations Biodiversity Conference (COP15) to conserve 30% of our lands and waters by 2030 (30 x 30).

Municipal and local governments' protected areas are home to rich cultural and biological diversity and are integral to achieving Canada's biodiversity commitments, including 30 x 30.

The MPAP gives local governments the tools and resources to register their local protected areas on the Canadian database for protected lands. Taking part in this work will allow your community to demonstrate their conservation efforts on multiple levels ranging from contributing to global biodiversity goals, to enhancing community stewardship of local protected areas, and ensuring your community is well positioned to seek future support and resources for conservation efforts. The MPAP is an opportunity to validate and recognize your community's conservation policies and strategic plans.

We invite you and the appropriate staff to attend a webinar on MPAP being held at 10 am on October 4, 2023 to discover more. We will outline the requirements for candidate sites, how the registration process works, and how we can complete much of this work for you at no cost for your community.

Please RSVP at <https://tcmvqp6mf7d.typeform.com/to/VyOG2JiP>

If you require more information beforehand, please do not hesitate to contact me.

Sincerely,

Stewart Guy  
Executive Director  
EDirector@bcnature.ca



**OMBUDSPERSON**  
BRITISH COLUMBIA

August 31, 2023

Mayor Sharie Minions

City of Port Alberni  
4850 Argyle St.  
PORT ALBERNI BC V9Y1V8

<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 # _____	

RCM Sept 25/23  
0584-01

**RECEIVED**

SEP 12 2023

CITY OF PORT ALBERNI

Dear Mayor Sharie Minions,

RE: Office of the Ombudsperson Quarterly Report: April 1 - June 30, 2023

This package of documents details the complaint files the Office of the Ombudsperson closed for City of Port Alberni between April 1 and June 30, 2023. Though no action is required on your part, we hope that you will find this information useful and share it within your organization.

These reports provide information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. Files currently open with the office are not included in these reports.

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they were closed. The categories we use to close files are based on the sections of the Ombudsperson Act, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under our jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.
- If applicable: Copies of closing summaries written about the complaint files we investigated. These summaries provide an overview of the complaint received, our investigation and the outcome. Our office produces closing summaries for investigated files only, and not for enquiries or those complaints we chose not to investigate.
- If applicable: A summary of the topics identified in the complaint files closed during the quarter. We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Our office tracks the topics of complaints we investigate and those we close without investigation, but not for enquiries. Because complaints to our office are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

If your organization received too few complaints to produce a summary of complaint topics but you would like further information about the complaints our office received about your



organization, our Public Authority Consultation and Training (PACT) Team can provide further details upon request.

If you have questions about our quarterly reports or notice any inaccuracies in the data provided, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our Public Authority Consultation and Training Team, please contact us at 250-508-2950 or [consult@bcombudsperson.ca](mailto:consult@bcombudsperson.ca).

Yours sincerely,

Jay Chalke  
Ombudsperson  
Province of British Columbia

Enclosures



Type of complaint closure for Authority: City of Port Alberni	# closed
<b>Enquiries</b> – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	1
<b>Complaints with No Investigation</b> – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	0
<b>Early Resolution Investigations</b> – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
<b>Complaint Investigations</b> – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	0
<b>Reason for closing an Investigation</b>	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
<b>Complaint settled in consultation with the authority</b> – When an	0



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investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.

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Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
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Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
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<b>Ombudsperson Initiated Investigations</b> – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0
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*The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.*

If you would like more information on the types of complaints we receive, please contact our Public Authority Consultation and Training Team: email us at [consult@bcombudsperson.ca](mailto:consult@bcombudsperson.ca) or call us at 250-508-2950.

### **Sector-Specific Complaint Topics – All Local Government**

Business Licensing	2	1%
Bylaw Enforcement	44	29%
Council Member Conduct (incl. Conflict of Interest)	13	9%
Fees/Charges (incl. Taxes)	13	9%
Official Community Plan/Zoning/Development	25	17%
Open Meetings	6	4%
Other	31	21%
Procurement	2	1%
Response to Damages Claim	4	3%
Services (incl. Garbage, Sewer, Water)	11	7%

### **General Complaint Topics – All Local Government**

Accessibility	12	6%
Administrative Error	10	5%
Communication	21	10%
COVID-19	3	1%
Delay	8	4%
Disagreement with Decision or Outcome	80	38%
Discrimination	3	1%
Employment or Labour Relations	3	1%
Other	8	4%



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Process or Procedure	43	20%
Review or Appeal Process	5	2%
Treatment by Staff	15	7%

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SEP 19 2023

CITY OF PORT ALBERNI

- Council
  - Mayor
  - CAO
  - Finance
  - Corporate Services
  - Agenda
  - Economic Development
  - Engineering/PW
  - Parks, Rec. & Heritage
  - Development Services
  - Community Safety
  - Other
- File # 0390-20-UBCM RCM Sept 25, 23



September 14, 2023

Mayor Sharie Minions  
 City of Port Alberni  
 4850 Argyle Street  
 Port Alberni, BC V9Y 1V8

Dear Mayor Minions:

**Re: 2023 Late Resolution(s)**

UBCM confirms receipt of the attached resolution(s) endorsed by your Council and submitted directly to UBCM following the June 30 deadline. The attached resolution(s) are considered a late resolution(s).

Resolutions received after the deadline will be classified as new and emergency and therefore appropriate for Plenary discussion, only if the topic is such that it has arisen since the regular deadline date for submission of resolutions. Should your resolution meet this criteria, then it will be presented to the membership for their consideration at the 2023 UBCM Convention in September.

Resolutions received after the deadline that are appropriate to be referred to the Executive if the topic is such that it has arisen since the regular submission of resolutions and, in the opinion of the Resolutions Committee, the topic is non-controversial and in keeping with UBCM policy.

Resolutions received after the deadline are not appropriate for Plenary discussion or referral if they concern a topic that has arisen or was know prior to the regular deadline for resolutions.

If you have any questions about this process please contact Jamee Justason, Resolutions and Policy Analyst at 604.270.8226 ext. 100 or [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

Sincerely,

Jen Ford  
 UBCM President

Enclosure

I. 1(c)



**Economic Relief for Commercial and Industrial  
Business Sectors Impacted by Wildfires within  
British Columbia**

**Port Alberni**

Whereas British Columbia has endured the most devastating wildfire season to date;

And whereas impacts experienced across the province related to wildfires and associated highway closures are numerous and far reaching, particularly as it relates to economic development and the tourism sector, adding additional burden to ongoing challenges related to recruitment and retention, supply chains and inflation;

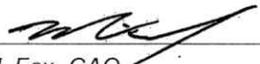
And whereas local commercial and industrial businesses within the Alberni Valley and neighbouring coastal communities have been particularly hard hit as a result of the ongoing closures and unpredictability of Highway 4, the one major road serving as the primary entry and exit point to the Region:

Therefore be it resolved that the UBCM urge the provincial and federal governments to administer immediate assistance and financial aid to the commercial and industrial business sectors within the province that have been impacted by the wildfires and associated highway closures;

~~And be it further resolved that government programs, such as Disaster Financial Assistance be expanded to acknowledge both the direct and indirect impacts of natural disasters to ensure support of affected businesses during and following natural disasters.~~

**Convention Decision:**

Date: September 19, 2023  
 File No: 3950-20-3002-4  
 To: Mayor & Council  
 From: M. Fox, CAO  
 Subject: Council Leave Policy 3002-4

Prepared by: <i>Donna Monteith</i> DIRECTOR OF CORPORATE SERVICES	Supervisor: <i>MIKE FOX</i> CAO	CAO Concurrence:  M. Fox, CAO
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**RECOMMENDATION[S]**

*THAT Council approve Policy 3002-4 'Council Leave'.*

**PURPOSE**

The purpose of this report is for Council to consider approving Council Leave Policy 3002-04 as recommended by the Committee of the Whole on Sept 14, 2023.

**BACKGROUND**

Section 125(5) of the *Community Charter* states:

*"If a council member is absent from council meetings for*

- (a) a period of 60 consecutive days or*
- (b) four (4) consecutive regularly schedule council meetings,*

*whichever is the longer time period, the council member is disqualified from holding office"*

Section 125(7) of the *Community Charter* allows for members of Council to take an extended leave of absence without being disqualified from holding office due to illness or injury, or with leave of the Council.

In an effort to recognize the need for Council Members to balance personal lives with duties related to their term in office, a family friendly Council Leave Policy was drafted and presented at the September 14, 2023 Committee of the Whole meeting. The draft Policy addresses the principles and eligibility of leave requests, along with the approval process, for Councillors seeking a leave beyond an illness or injury such as maternity, parental and bereavement leave or leave as it pertains to the care of an immediate family member. Council reviewed the draft policy, and subsequently passed the following resolution:

*THAT the Committee of the Whole recommend Council approve Council Leave Policy 3002-4, as amended.*

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## ALTERNATIVES/OPTIONS

1. Council adopt the Council Leave Policy as presented.
2. Council make amendments prior to approving the policy.
3. Council direct staff to make further amendments for discussion at the next Committee of the Whole meeting.

## ANALYSIS

Although the *Community Charter* does provide for the ability for Members of Council to ask for a leave of absence beyond illness and injury, a policy such as a Council Leave Policy outlines the types of leave eligibility and guiding principles in a proactive and transparent manner.

## IMPLICATIONS

Unexpected personal situations occur from time to time. The City of Port Alberni recognizes the need for Council to have a balance between their personal obligations and their work as elected officials. When granting a leave of absence to a Member of Council it is important to note that the City's Council Procedure Bylaw No 4830, with amendments, states that Quorum shall consist of four members present. Given that the City of Port Alberni Council consists of a Mayor and six Councillors it would be unusual not to have quorum even if a Councillor was on a leave of absence.

## COMMUNICATIONS

Once adopted the policy will be made available on the City's website.

## BYLAWS/PLANS/POLICIES

Draft Policy No. 3002-4 | Council Leave  
Council Procedures Bylaw No. 4830 [and amendments to June 12, 2023]

## SUMMARY

A family friendly policy has been created to support Members of Council in their needs to balance personal obligations and their work as an elected official. The Policy provides guidance on eligibility, approval process and principles for leaves under Section 125(7) of the *Community Charter* when a Member of Council requests a leave of up to six (6) months for personal reasons during their term as a Member of Council.

## ATTACHMENTS/REFERENCE MATERIALS

1. Draft Policy No. 3002-4 | Council Leave
2. 2023\_09\_14 RTC COW Council Leave Policy
3. [\*Community Charter s.125\*](#)
4. Policy Examples:
  - [District of Central Saanich Personal Leave Policy](#)
  - [District of North Saanich Maternity & Parental Leave](#)
  - [City of Mission Council Maternity and Parental Leave](#)
5. [Council Procedures Bylaw No. 4830 \(with amendments to June 12, 2023\)](#)

c: Mike Fox, CAO  
S. Smith, Director of Development Services | Deputy CAO  
A. McGifford, Director of Finance

# POLICY No. 3002-4 | Council Leave

Approved:

Resolution No.:

Date of Last Review:

CITY OF  
PORT ALBERNI



## PURPOSE

In an effort to recognize the need of Members of Council to balance personal lives with duties related to their term in office, the City of Port Alberni has created a family-friendly personal leave policy.

## POLICY STATEMENT

This family friendly policy has been created to support Members of Council in their needs to balance personal obligations and their work as an elected official. The Policy provides guidance on eligibility, approval process and principles for leaves under Section 125(7) of the *Community Charter* when a Member of Council requests a leave of up to six (6) months for personal reasons during their term as a Member of Council.

## APPLICATION

This Policy applies to all City of Port Alberni Councillors.

### 1. REFERENCE

Section 125(5) of the [Community Charter](#) provides:

*"If a council member is absent from council meetings for*

*(a) a period of 60 consecutive days or*

*(b) four (4) consecutive regularly schedule council meetings,*

*whichever is the longer time period, the council member is disqualified from holding office"*

Section 125(7) of the [Community Charter](#) provides:

*"disqualification under subsection (5) does not apply if the absence is*

*(a) because of illness or injury,*

*(b) with leave of the council"*

## DEFINITIONS

**Member of Council:** the duly elected officials of the City, those being the Mayor and Councillors.

**Immediate family:** the spouse, child, grandchild, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, and/or grandparents of the Member of Council.

## POLICY

### ELIGIBILITY

A Member of Council may request a personal leave of up to six (6) months in the following situations:

- When seeking treatment for an injury or illness;
- To take care of an immediate family member who has a serious medical condition or injury;
- For Bereavement Leave as a result of an immediate family member;
- To manage an urgent situation that concerns themselves and/or an immediate family member;
- When they have given birth or adopt a child during their term or are the spouse/common law partner/co-parent of a person giving birth or adopting a child during their term regardless of family status or gender.

### PRINCIPLES OF LEAVE

By this policy, Council confirms its intention to provide a leave approval based on the following:

- a) A Member of Council who takes leave pursuant to this policy shall not be disqualified from Council by being absent from Council meetings during the leave.
- b) A Member of Council who takes personal leave pursuant to this Policy is not required to participate in Council meetings, public hearings and Council committee meetings or meetings of other bodies to which they are appointed by Council.
- c) Despite being on Personal Leave, the Member of Council may attend any Council or Committee meeting and reserves the right to participate as an active Member of Council at any time during their leave. Such exercise of rights and privileges of office will not affect Council's leave approval.
- d) During a Member of Council's personal leave, Council may authorize the temporary assignment of the Member's committee membership(s) or regional appointment(s).
- e) The right to participate during their approved Personal Leave does not include the right to re-assume any Council or Committee appointments that have been granted to alternate Council members while the Councilor in question has been granted leave.
- f) All memberships and appointments will be returned to the Member of Council at the end of their leave unless the membership(s) and appointment(s) expire before their return.
- g) For the purposes of the minutes, a Member of Council absent from a meeting due to an approved leave, shall be recorded in the minutes as on approved leave.

### APPROVAL PROCESS

Members of Council who wish to take a leave must notify the Mayor, CAO and/or the Corporate Officer in writing a minimum of two (2) weeks prior to the anticipated commencement of the leave, or as soon as possible.

The notice of leave should indicate:

- the expected start and end dates of the Personal Leave;
- the reason for the requested Personal Leave;
- which, if any, duties will continue to be undertaken by the Member during the Personal leave; and,
- any potential Council related accommodations required during the Personal leave.



Once notice has been received requesting a Personal Leave of Absence, the Member of Council, or designate if the Member of Council is unable to attend, in a closed meeting, will share their request with the other Council members. Council must pass a resolution, to grant the leave of Council as per Section 125(7) of the *Community Charter*.

The Mayor, or designate, will notify the CAO and Corporate Officer of the start date and expected end date of the approved leave, if the personal leave is to be a paid or unpaid leave, and any duties that will continue during the Personal Leave. If determined that the leave is to be unpaid, all extended health and dental benefits premiums shall be paid by the Member of Council. The Parties will discuss how and what will be communicated regarding the leave, respecting confidentiality as applicable.

Leaves may be extended for an additional six (6) months at the discretion of Council for a total leave of up to twelve (12) months. Leaves will not extend beyond the end of the elected official's term of office, unless re-elected.

The Member of Council shall provide a minimum of three (3) weeks written notice to the Mayor, CAO and/or Corporate Officer of their intent to resume any of the Council-approved appointments.

### **REVIEW PROCEDURES**

The Policy will be reviewed once per election term by the Chief Administrative Officer. Any proposed changes would be brought to Council for discussion and possible adoption.

#### **Contact Information:**

If you have any questions about this policy please contact Corporate Services 250.723.2823 or by email [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)

#### **AUTHORITY TO ACT**

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy.

#### **RELATED DOCUMENTS**

[\*Community Charter s.125\*](#)

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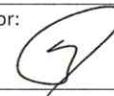
Donna Monteith  
Corporate Officer



**Date:** September 14, 2023  
**File No:** 4320-50-CT

**To:** Mayor and Council  
**From:** M. Fox, CAO  
**Subject:** **Council Resolution – Liquor Primary License Structural Change (Capacity Increase) for The Capitol Theatre**  
 4904 Argyle Street, Port Alberni

**Applicant:** The Capitol Theatre (Portal Players Dramatic Society)

Prepared by:  <hr/> H. Stevenson Planner I	Supervisor:  <hr/> B. McLoughlin Manager of Planning	Director:  <hr/> S. Smith, Dir. of Development Services   Deputy CAO	CAO Concurrence:  <hr/> M. Fox, CAO
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**RECOMMENDATION**

*THAT Council support the Liquor Primary Structural Change (Capacity Increase) application for The Capitol Theatre operating at 4904 Argyle Street and endorse the comments provided in the staff report dated September 14, 2023.*

**PURPOSE**

To consider an application for a Structural Change (Capacity Increase) to The Capitol Theatre’s Liquor Primary license at 4904 Argyle Street.

**BACKGROUND**

The Capitol Theatre has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Structural Change with Capacity Increase to their existing Liquor Primary license. If approved, the amendment would extend the theatre’s licensed area to include the auditorium seats (193 m<sup>2</sup>) in addition to the already licensed front lobby and upper lounge. No structural changes to the building are proposed.

Council is required to provide a resolution on the application, considering the location of the establishment, person capacity, and hours of liquor service. Pursuant to Section 38 (1) of the *Liquor Control and Licencing Act*, Liquor Primary licenses must not be issued or amended unless the applicant has given the local government notice of the application in accordance with the regulations.

Location

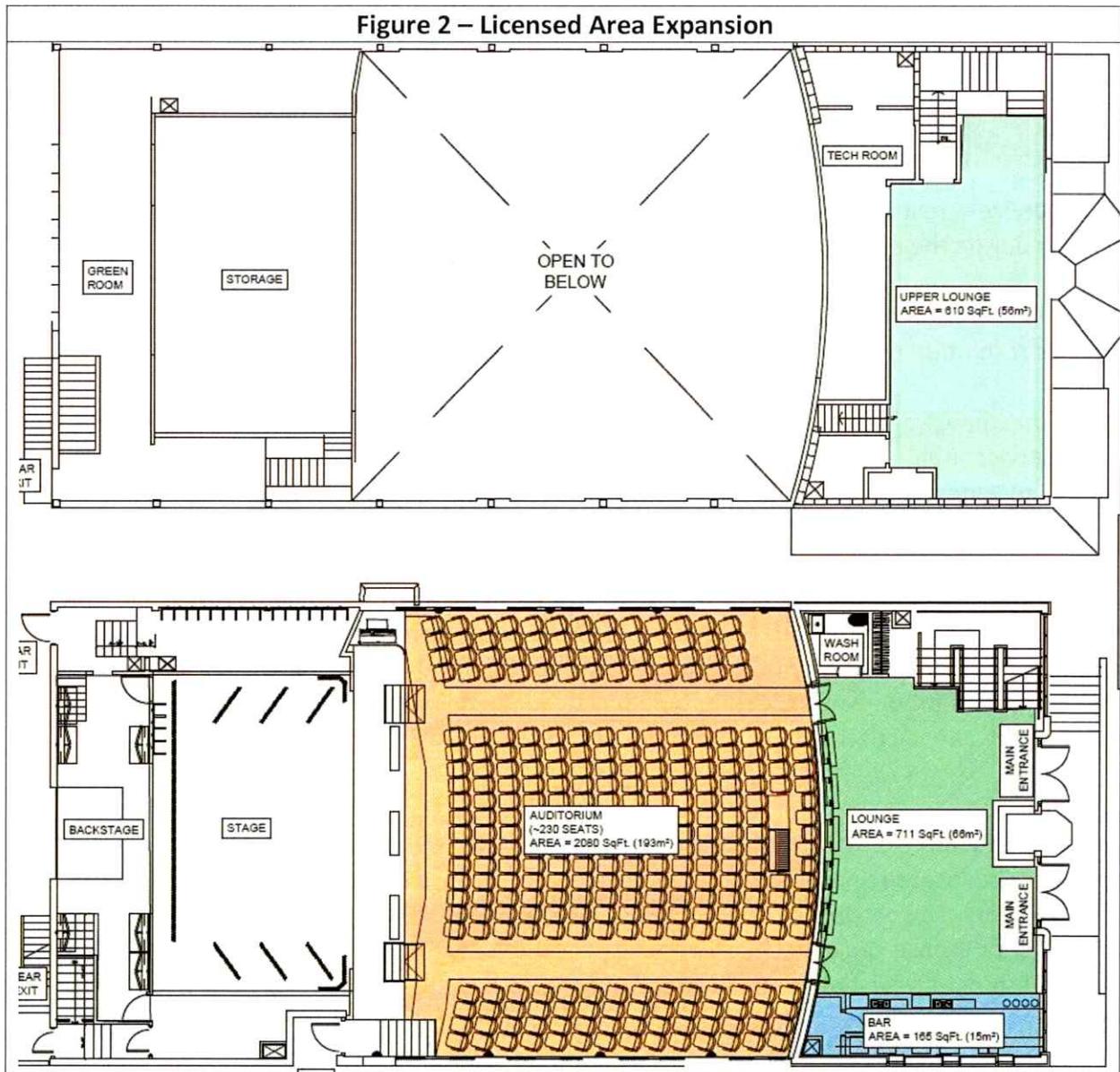
The Capitol Theatre is located at the south-west corner of the Argyle Street and 4<sup>th</sup> Avenue intersection in the Southport Commercial area. The property is zoned *C7 Core Business* in *Zoning Bylaw No. 4832* and is surrounded by other *C7* properties.

<b>Table 1: Site Context</b>	
Location	South-west quadrant of Argyle Street and 4 <sup>th</sup> Avenue intersection, Southport commercial area.
OCP Schedule A - Land Use Designation	<i>GCO General Commercial</i>
Zoning Classification	<i>C7 Core Business</i>
Surrounding Neighborhood Land Use	<b>North:</b> <i>C7 Core Business</i>
	<b>South:</b> <i>C7 Core Business</i>
	<b>East:</b> <i>C7 Core Business</i>
	<b>West:</b> <i>C7 Core Business</i>

**Figure 1: Subject Property Map**



The area shaded orange in **Figure 2** shows the additional area that the applicant is requesting to license. All other shaded areas are already included under the theatre's current Liquor Primary license and would remain licensed.



Person Capacity

The requested change would permit liquor service to a total capacity of 234 persons as determined by the number of fixed seats in the auditorium. Liquor service would still be permitted within theatre's the main lobby (capacity of 55 persons) and the upper lounge (capacity of 46 persons), but these capacities would not add to the total capacity.

Hours of Service

There are no proposed changes to the theatre’s current hours of liquor service, which are as follows:

<b>Table 2: Hours of Liquor Service</b>							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Start</b>	18:30	18:30	18:30	18:30	18:30	18:30	18:30
<b>End</b>	24:00	24:00	24:00	24:00	24:00	24:00	24:00

Liquor service is restricted to live events only and may begin one hour prior to a live event, may continue during the event, and must cease one hour after the end of the event.

**ANALYSIS**

Council’s resolution regarding the application must address each of the following criteria:

- 1) The impact of noise on the community in the immediate vicinity of the establishment or service area.
- 2) The general impact on the community if the application is approved.
- 3) The views of local residents.

Staff recommends that Council provide a resolution in support of The Capitol Theatre’s Liquor Primary Structural Change (Capacity Increase) based on responses to the Public Notice, as significant additional noise is not anticipated as a result of the request, and because the general impact to the community is expected to be positive. The following analysis is provided regarding the above criteria:

Noise

The Capitol Theatres is located in a busy commercial area. The nearest residentially zoned properties are located approximately 70 metres away and are buffered by other commercial establishments. The proposed capacity of 234 persons is not a substantial increase from the current liquor license capacity of 210 persons. Additionally, there are no proposed changes to the establishment’s existing hours of liquor service. As a result, staff do not anticipate that the requested change will result in significant noise impacts to the surrounding area.

General Impact on the Community

If the application is approved, the general impact on the community is anticipated to be positive. The requested amendment would help support the continued operation of The Capitol Theatre and Portal Players Dramatic Society, which provides a unique social venue for local residents and contributes to the tourism sector.

Public Input

Public Notice of the application was posted to the City's website and public notice posting place. Ads were also placed in the Alberni Valley News for two consecutive weeks on Wednesday September 13, 2023 and Wednesday September 20, 2023. The public was given until September 25, 2023 at 12:00 pm to provide comment. The City received no responses to the public notice as of the date of this report. Any responses received after the date of this report will be provided to Council for consideration at their Regular Council meeting to inform their resolution.

**ALTERNATIVES/OPTIONS**

1. *THAT Council support the Liquor Primary Structural Change (Capacity Increase) application for The Capitol Theatre operating at 4904 Argyle Street and endorse the comments provided in the staff report dated September 14, 2023.*
2. *THAT Council support the application with conditions or additional comments.*
3. *THAT Council not support the application and provide rational based on the regulatory criteria of the LCRB.*

**SUMMARY**

Staff recommend that Council provide a resolution in support The Capitol Theatre's application to the LCRB for a Liquor Primary Structural Change (Capacity Increase) as the change is not anticipated to have a negative impact on the surrounding neighbourhood.

**ATTACHMENTS/REFERENCE MATERIALS**

1. 4904 Argyle Street – Capitol Theatre - Notice for Public Comment

C: *D. Monteith, Director of Corporate Services  
R. Gaudreault, Building and Plumbing Official  
D. Fines, Chief Fire Prevention Officer*

*J:\Engineering\Planning\Development Applications\Liquor Licencing\Applications\2023\Capital Theatre\_4904 Argyle Street\Council*



## CITY OF PORT ALBERNI NOTICE FOR PUBLIC COMMENT

**The Capitol Theatre** has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Structural Change (Capacity Increase) to amend the existing Liquor Primary License for the establishment located at **4904 Argyle Street**, Port Alberni. The applicant proposes to extend the establishment's licensed area to include the auditorium seats (additional 193 m<sup>2</sup>) resulting in a total capacity of **234 persons** for all of licensed areas. The LCRB is seeking a resolution from City Council. The City is seeking comments from the public regarding noise, hours of operation, or any other concerns that may impact nearby owners or occupants of property.

Hours of Liquor Service: Monday – Sunday (6:30 pm – 12:00 am)  
Service is restricted to live events only, beginning one hour prior to the event and ceasing one hour after the end of the event.

Nearby residents and businesses who consider their interests to be affected by this application may comment in writing to the attention of:

Director of Corporate Services  
4850 Argyle Street  
Port Alberni BC, V9Y 1V8  
email: [corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)

Written submissions must be received by 12:00 pm on Monday September 25, 2023.

All questions should be directed to the Development Services department downstairs at Port Alberni City Hall or via email at [developmentsservices@portalberni.ca](mailto:developmentsservices@portalberni.ca).