



Date: August 3, 2023  
File No: 0810-20-Train Station  
To: Mayor & Council  
From: M. Fox, CAO  
Subject: Train Station | Building Envelope Modifications

Prepared by:  W. Thorpe Director of Parks, Recreation and Heritage	Supervisor:  M. Fox Chief Administrative Officer	CAO Concurrence:  M. Fox, CAO
---	--	--

#### RECOMMENDATION

*THAT Council direct staff to proceed with exterior modifications to the Train Station, as per staff report dated August 3, 2023.*

#### PURPOSE

For Council to consider modifications to the building envelope of the City-owned Train Station.

#### BACKGROUND

The Port Alberni Train Station was built in 1911 as part of the Esquimalt & Nanaimo Railway service. In 1956, modifications were made to the Station, including a warehouse extension on the south side, construction of truck bays at the rear, and removal of the second storey. The City of Port Alberni acquired the building and property in 1989, and the station was designated a Municipal Heritage Site in April 1990.

On July 15, 2019, the City held a Committee of the Whole meeting, where Waymark Architecture staff presented possible opportunities for the Train Station site. At the Regular meeting of July 22, 2019, Council directed staff to develop an RFP for sale or lease of the Train Station. Prior to developing the RFP, staff engaged the Heritage Commission to review the draft RFP; a working group of Heritage Commission members met with staff to provide feedback.

In 2022, seismic and renovation work at the Train Station started. This initial work is now complete, and resulted in the interior of the Train Station to be reduced to its frame. In order to enable a tenant to occupy the Train Station, additional base building work was required, which is in progress. In 2022, staff commenced the RFP process for tenancy at the Train Station. Lease negotiations with a prospective tenant are ongoing.

The prospective tenant at the Train Station is a food and beverage provider which requires a commercial kitchen on-site. To enable a commercial kitchen, a variety of mechanical equipment (louvres, exhaust fans, a gooseneck vent and a service door) need to penetrate the side walls and roofs of the existing building envelope. In the

attached drawings, two options of louvres are provided; only one set of two louvres is required. As outlined in attached bylaw #3963, a Council resolution is required prior to altering the exterior of a designated heritage site.

The Heritage Commission (bylaw #4959) is comprised of 14 community members with a mandate to advise Council on heritage matters. At the February 1, 2023 Heritage Commission meeting, a motion was passed to inform Council of the Commission's feedback regarding the proposed modifications at the Train Station:

"Preserve the look of the Train Station exterior; updates to doors are fine, as they are minor changes that keep with the current look. No changes to the roof."

### **ALTERNATIVES/OPTIONS**

1. Council directs staff to proceed with exterior modifications to the Train Station to enable installation of a commercial kitchen on-site.
2. Council provides staff with alternate direction.
3. Council takes no action.

### **ANALYSIS**

If Council directs staff to proceed with the exterior modifications, a commercial kitchen could be viable inside the Train Station. If Council provides staff with alternate direction or takes no action, the opportunity to host a tenant supplying food and beverage services in the Train Station becomes limited.

### **IMPLICATIONS**

Council approved an additional \$320,000 in the 2023 Capital Plan for the Phase II work at the Train Station. These planned works will utilize the funding allocated by Council in the 2023-2027 Financial Plan for Phase II upgrades.

If Council directs staff to proceed with the exterior modifications, all work will remain aligned with The Standards & Guidelines for the Conservation of Historic Places in Canada.

### **COMMUNICATIONS**

Staff will relay Council direction to the project Architect, the Heritage Commission, and the prospective tenant.

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

Enabling a commercial kitchen aligns with the goals and strategies within Council's *2023 – 2027 Corporate Strategic Plan*:

- 2.1.1 Encourage tourism-related development and infrastructure.
- 3.1 The highest and best use is made of City-owned assets.

### **SUMMARY**

Staff are currently negotiating a lease with a prospective tenant of the City-owned Train Station. In order to enable a commercial kitchen on-site, multiple pieces of mechanical equipment need to penetrate the building envelope. Any modifications to the exterior of a municipal heritage site in Port Alberni require a resolution from Council prior to commencing such alterations. Proposed modifications will be funded within the \$320,000 allocated in the 2023 Capital Plan for the Phase II work at the Train Station.

**ATTACHMENTS/REFERENCE MATERIALS**

- Bylaw #3963 | Municipal Heritage Site Designation
- Waymark Architect | Drawings of Proposed Modifications

CITY OF PORT ALBERNI

BYLAW NO. 3963

A BYLAW TO DESIGNATE THE BUILDING ON LOT A, DISTRICT LOT 1,  
ALBERNI DISTRICT, PLAN 49411 AS A MUNICIPAL  
HERITAGE SITE

The Municipal Council of the City of Port Alberni in open meeting assembled enacts as follows:

Title

1. This bylaw may be cited for all purposes as the "Heritage Designation Bylaw E & N Railway Station".

Designation

2. (a) Pursuant to the provisions of Section 11 of the Heritage Conservation Act, R.S.B.C. 1979, C165, the building (E & N Railway Station) on Lot A, District Lot 1, Alberni District, Plan 49411 is hereby designated as a municipal heritage site.
- (b) No person shall demolish, nor permit, suffer or allow to be demolished, any building or structure so designated or build upon or permit, suffer or allow to be built upon any lands so designated, nor shall any person alter or permit, suffer or allow to be altered the facade or exterior of any building or structure which has been so designated without prior approval by resolution of the Council of the City of Port Alberni.
- (c) The provisions of this bylaw do not apply to the interior of any building.

READ A FIRST TIME THIS 9th DAY OF April, 1990

READ A SECOND TIME THIS 9th DAY OF April, 1990

READ A THIRD TIME THIS 9th DAY OF April, 1990

RECONSIDERED AND FINALLY ADOPTED THIS 23rd DAY  
OF APRIL, 1990.

  
Mayor

  
Clerk



1 Perspective



3 Perspective



2 Perspective



4 Perspective



WAYMARK

IMPORTANT: copyright reserved. This design and drawing is the exclusive property of Waymark Architecture and cannot be used for any purpose without the written consent of the Architect.