
AGENDA - REGULAR MEETING OF COUNCIL

Tuesday, April 14, 2020 @ 2 PM

Via Video-Conference

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 www.portalberni.ca or contact the City Clerk at 250.720.2810 or by email davina_hartwell@portalberni.ca or the Deputy City Clerk at 250.720.2823 or by email twyla_slonski@portalberni.ca

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

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

That the agenda be approved as circulated.

Please note that in order to adhere to required social distancing protocols and protect the health and safety of citizens and staff, in-person public input, delegations and questions will not be received at this time.

B. **ADOPTION OF MINUTES** - Page 8

1. Special Meeting held at 11:00 am, Regular Council Meeting held at 2:00 pm on March 30, 2020 and Special Meeting held at 2:00 pm on April 6, 2020.

C. **PUBLIC INPUT PERIOD**

An opportunity for the public to address Council on topics of relevant to City Council. A maximum of four [4] speakers for no more than three [3] minutes each will be accommodated.

D. **DELEGATIONS**

1. **Alberni Aquarium and Stewardship Centre** - Page 20
Colton Nelson from the Alberni Aquarium & Stewardship Centre to present their business plan to Council.

[For Council's information – Resolution Nos. R20-62/63 from RCM held March 9, 2020 states 'THAT the letter dated March 2, 2020 from the Alberni Aquarium & Stewardship Centre requesting a short-term reduction in rental fees at #7–5440 Argyle Street, be

received and that Council of the City of Port Alberni waive the rent payable by the Alberni Aquarium & Stewardship Centre for its leased space located at #7–5440 Argyle Street for a period of three [3] months, subject to the receipt and review of an adequate business plan which supports the Aquarium moving forward in a successful manner.]

2. Alberni Valley Chamber of Commerce

Bill Collette, President of the Alberni Valley Chamber of Commerce to speak to the Revised Operating Agreement for the non-historical site of the McLean Mill.

E. UNFINISHED BUSINESS

Includes items carried forward from previous Council meetings.

F. STAFF REPORTS

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

1. Accounts

THAT the certification of the Director of Finance dated April 14, 2020, be received and the cheques numbered _____ to _____ inclusive, in payment of accounts totalling \$ _____, be approved.

2. City Clerk - Tar's Auto Sales - Page 34

THAT Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease agreement with Tar's Auto Sales for a two year term commencing April 1, 2020 and expiring March 31, 2022 at the current annual rent of \$375.00 plus applicable taxes.

3. City Clerk – Asker Naesgaard - Page 40

THAT Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease agreement with Asker Naesgaard for a portion of Lot 3, Plan 65347, District Lot 10, Alberni District, for the purpose of planting and harvesting crops for a term of five years commencing February 1, 2020 and expiring on January 31, 2025 at an annual lease rate of \$487.60 plus applicable taxes.

4. Director of Finance – Finance Timelines - Page 46

Report dated April 6, 2020 from the Director of Finance providing timelines for financial plan adoption including statutory reporting deadlines.

THAT the report dated April 6, 2020 from the Director of Finance providing timelines for financial plan adoption and statutory reporting requirements be received.

5. Director of Finance – Property and Liability Insurance - Page 51

Report dated March 17, 2020 from the Director of Finance regarding property and liability insurance.

THAT Council for the City of Port Alberni direct staff to proceed with a request for proposals prior to renewal of the City's annual liability and property insurance policies to ensure the City of Port Alberni secures the appropriate insurance coverage based on the City's risk profile.

6. Director of Finance – Water and Sewer Utility Accounts – Interest Relief and Rate Freeze - Page 54

Report dated April 7, 2020 from the Director of Finance proposing financial relief, to Utility account customers due to the impact of COVID-19.

THAT Council direct staff to reverse the interest charges on the utility accounts due on February 28, 2020; set the due date for the next utility invoices for September 15, 2020, the final for utility invoice due on December 15, 2020, with no interest charged in 2020, and further that the September rate increase be deferred until 2021.

7. Director of Finance – Waiving of Interest Payments – City Leases & Other Accounts - Page 57

Report dated April 6, 2020 from the Director of Finance providing information in regard to financial relief to City leaseholders and other accounts.

a. THAT Council authorize staff to waive the interest provision within all lease agreements that are currently applied an interest penalty [late payment, etc.] during the 2020 calendar year and further, following the conclusion of the COVID-19 event, and moving forward into the recovery stage, staff are authorized to work with each account holder to establish a reasonable payment schedule.

b. THAT Council authorize staff to cease all transfer of outstanding amounts to collections for the remainder of 2020 on all accounts, excluding Property taxes and utilities.

8. Deputy City Clerk – Regulating Use of Single-Use Plastics - Page 60

Report dated March 17, 2020 from the Deputy City Clerk providing information on single use plastics.

THAT the report dated March 17, 2020 from the Deputy City Clerk providing information on what plastic ban strategies other municipalities have implemented as well as how the Alberni Valley currently handles its recycled plastics, be received.

9. Deputy Director of Finance – Audit Committee - Page 65

THAT the minutes of the February 24, 2020 Audit Committee; the Responses to Questions arising from that meeting dated April 6, 2020, the Quarterly Analysis of Mayor and Council Travel and Convention Expenses ending December 31, 2019, the financial statements ending December 31, 2019 and the Vendor Cheque Register Report ending February 18, 2019, be received.

10. Manager of Planning – 3203 Kingsway Ave – Update on Building Permit and Renovations - Page 106

Report dated April 7, 2020 from the Manager of Planning providing information on permits and status of work being done to property at 3203 Kingsway Avenue.

THAT Council receive the report dated April 7, 2020 from the Manager of Planning for information.

11. Manager of Planning – Uptown District Revitalization Strategy – Update and Next Steps - Page 109

Report dated March 24, 2020 providing Council with an update about work being undertaken as part of the Uptown District Revitalization Strategy.

THAT Council receive for information the report titled Uptown District Revitalization Strategy – Update and Next Steps, dated for reference March 24, 2020.

12. Manager of Community Safety – Enforcement of Public Health Orders - Page 113

Report dated April 7, 2020 from the Manager of Community Safety highlighting the role of Bylaw Officers' in response to COVID-19 public health orders.

THAT the report dated April 7, 2020 from the Manager of Community Safety highlighting the role of Bylaw Officers' in response to COVID-19 public health orders, be received.

G. BYLAWS

Bylaws are required for the adoption of regulations, financial plans, changes to land use policy and to approve borrowing. The next statement is temporary suspended in response to COVID-19 and as per Ministerial Order M083 ... A bylaw requires four separate resolutions to be adopted and must be considered over a minimum of two [2] Council meetings. Each reading enables Council to reflect on the bylaw before proceeding further.

1. Director of Finance – 2020 - 2024 Five-Year Financial Plan Bylaw - Page 129

Report dated April 8, 2020 from the Director of Finance regarding the City's Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003 to Council for consideration of second reading.

THAT "Five Year Financial Plan Bylaw 2020 - 2024, Bylaw No. 5003", be read a second time, as amended.

**2. Manager of Planning – Proposed Zoning Amendment – Development Application
5859 River Road - Page 170**

Report dated April 6, 2020 from the Manager of Planning requesting Council's consideration of an application for a map amendment to the Zoning Bylaw for property at 5859 River Road.

- 1. That "Zoning Bylaw Amendment No. 38 (5859 River Road – Allen), Bylaw No. 5004, be now introduced and read a first time.*
- 2. That "Zoning Bylaw Amendment No. 38 (5859 River Road – Allen), Bylaw No. 5004, be read a second time.*
- 3. That prior to Council scheduling a public hearing, the applicant and the Manager of Planning identify and agree to a mechanism that will secure public access to the waterfront portion of the private properties for the purpose of constructing a multi-use trail in the future.*
- 4. That as part of the development process the applicant be required to complete the following before final adoption of the bylaw:*
 - a. Receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.*

H. CORRESPONDENCE FOR ACTION

Correspondence addressed to the Mayor and Council by an identifiable citizen included on an Agenda is correspondence asking for a specific request of Council and the letter writers will be provided a response.

1. Alberni-Clayoquot Regional District - Page 190

Letter dated March 26, 2020 from the Alberni-Clayoquot Regional District requesting Council consider passing a resolution consenting on behalf of the electors of the City of Port Alberni to the adoption of Bylaw 793-1, Port Alberni Airport Extended Service Area Establishment Amendment, 2020.

THAT the letter dated March 26, 2020 from the Alberni-Clayoquot Regional District requesting Council consider passing a resolution consenting [on behalf of the electors of the City of Port Alberni] to the adoption of Bylaw 793-1, Port Alberni Airport Extended Service Area Establishment Amendment, 2020 to expand the boundaries of the service area to include the Uchucklesaht Tribe Government, be received and that Council grants consent as requested.

2. Dan Edwards - Page 196

Email dated March 11, 2020 from Dan Edwards, Commercial Fisherman requesting Council consider supporting the 20 recommendations set out in "West Coast Fisheries: Sharing the Risks and Benefits". [NOTE: Staff have forwarded this documentation to Hupacasath & Tseshaht First Nations inviting their review and comment].

THAT the email dated March 11, 2020 from Dan Edwards, member of the Fisheries for Communities Gathering Action Committee requesting Council consider supporting the 20 recommendations set out in the "West Coast Fisheries: Sharing the Risks and Benefits" by forwarding a letter of support to the Honourable Bernadette Jordan, Minister of Fisheries, be received.

I. PROCLAMATIONS

1. Sons of Norway - Page 260

Letter dated March 17, 2020 from the Sons of Norway requesting the week of September 27 to October 4, 2020 be proclaimed as Sons of Norway Heritage Week in Port Alberni.

THAT the letter dated March 17, 2020 from the Sons of Norway requesting the week of September 27 to October 4, 2020 be proclaimed as Sons of Norway Heritage Week, be received and the week be proclaimed as requested.

J. CORRESPONDENCE FOR INFORMATION

Correspondence found here provides information to Council and does not make a specific request. It also includes correspondence that may not be relevant to City services and responsibilities.

1. Meetings of Council Procedures / Public Engagement in Response to COVID-19

Pandemic - Page 262

The City Clerk and Deputy City Clerk have prepared a Public Notice outlining meeting procedures and public engagement processes during the COVID-19 pandemic.

2. BC Hydro - Page 265

Information bulletin dated April 8, 2020 from BC Hydro announcing it is accepting applications from residential customers for its COVID-19 Relief Fund

K. REPORT FROM IN-CAMERA

1. Manager of Planning – 3027 – 3037 2nd Avenue – Housing Development Proposal –

Page 266

Report dated April 6, 2020 from the Manager of Planning providing information as it relates to CMHA-PA expressing interest in City owned property located at 3027 – 3037 2nd Avenue.

THAT Council receive for information, the report titled 3027 & 3037 2nd Avenue – Housing Development Proposal, dated for reference April 6, 2020.

L. COUNCIL REPORTS

1. Council and Regional District Reports - Page 273

That the Council reports outlining recent meetings and events related to the City's business, be received.

M. NEW BUSINESS

An opportunity for Council to raise issues as a result of the business of the meeting or to identify new items for subsequent meetings.

N. QUESTION PERIOD

An opportunity for the public and the press to ask questions of Council.

O. ADJOURNMENT

That the meeting adjourn at PM

**MINUTES OF THE SPECIAL MEETING OF COUNCIL
FOR THE PURPOSE OF ESTABLISHING AN IN-CAMERA MEETING
MONDAY, MARCH 30, 2020 @ 11:00 AM
VIA VIDEO CONFERENCE**

Present: Mayor S. Minions
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon
Councillor C. Solda
Councillor D. Washington

Staff: T. Pley, CAO
D. Hartwell, City Clerk
T. Slonski, Deputy City Clerk

Call to Order: @ 11:02 am

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

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


Section 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose

CARRIED

The meeting was terminated at 12:32 p.m.

CERTIFIED CORRECT

Mayor



City Clerk

MINUTES of the REGULAR MEETING OF COUNCIL
held Monday, March 30, 2020 @ 2 PM
Via Video-Conference

PRESENT: Mayor Minions [Council Chambers - 4850 Argyle Street]
Councillor R. Corbeil
Councillor D. Haggard
Councillor R. Paulson
Councillor H. Poon
Councillor C. Solda
Councillor D. Washington

Gallery: In order to adhere to required social distancing protocols and protect the health and safety of citizens no public were permitted to be in attendance.

A. CALL TO ORDER & APPROVAL OF THE AGENDA

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

CARRIED

B. ADOPTION OF MINUTES

MOVED and SECONDED, THAT the minutes of the Regular Council meeting held at 2:00 pm on March 9, 2020 be adopted.

CARRIED

C. PUBLIC INPUT PERIOD

D. DELEGATIONS

E. UNFINISHED BUSINESS

F. STAFF REPORTS

1. Accounts

MOVED and SECONDED, THAT the certification of the Director of Finance dated March 30, 2020, be received and the cheques numbered 145823 to 145962 inclusive, in payment of accounts totalling \$2,758,860.09, be approved.

CARRIED

2. City Clerk – Harbour Quay Lease – Unit #8 – 5440 Argyle Street

R20-64

MOVED AND SECONDED, THAT Council for the City of Port Alberni authorize the Mayor and Clerk to enter into a lease agreement for Unit #8 at the Alberni Harbour Quay with Salmonberry's Emporium (Deana Bolger) for a further five year term commencing May 1, 2020 and ending April 30, 2025 at a monthly rent of \$1,411.44 per month plus GST for the first year, and increasing January 1st each year thereafter, based on the B.C. Consumer Price Index.

CARRIED

3. City Clerk – 3rd Avenue Façade Improvements

R20-65 *MOVED AND SECONDED, THAT the report dated March 17, 2020 providing information in response to Council's request for an update and options regarding 3123 3rd Avenue building façade, be received; that no action be taken for two months; and further that the issue be brought back for consideration.*

CARRIED

4. Director of Parks, Recreation and Heritage – Canadian Mental Health Association (CHMA) Caretaker Residences Report

Mayor Minions declared a perceived conflict of interest due to the nature of her husband's new employment with CMHA and departed the meeting. Acting Mayor Corbeil assumed the chair.

R20-66 *MOVED AND SECONDED, THAT Council authorize the lease agreement between the City of Port Alberni and the Canadian Mental Health Association – Port Alberni effective April 1, 2020 and expiring March 31, 2024, for City caretaker units located at Roger Creek Park, Russell Park, Williamson Park, Blair Park, Klitsa Park and the Paper Mill Dam.*

CARRIED

Mayor Minions returned to the meeting and assumed the Chair.

5. Director of Finance – Transfer of Cheque Signing Authority

R20-67 *MOVED AND SECONDED, THAT Council for the City of Port Alberni endorse the resolution titled 'Cheque Signing Authority' attached hereto, authorizing Mayor Minions, and Andrew McGifford, Director of Finance to sign all cheques drawn on the City of Port Alberni's accounts.*

CARRIED

6. Director of Finance – BC Transit – Fares Waived

R20-68 *MOVED AND SECONDED, THAT Council endorse provisions to forego bus transit revenues in the City of Port Alberni for a 30-day period effective March 20, 2020.*

CARRIED

- 7. Director of Finance – 2020 – 2024 Financial Plan Amendments – COVID-19 Impacts**
R20-69 *MOVED AND SECONDED, THAT Council direct staff to conduct a review of the City's Five Year Financial Plan 2020 – 2024 Bylaw No. 5003 for the purpose of identifying all reasonable options for amendment and maintain services required through the COVID-19 event; prioritize new and emerging expenses to enable recovery from the COVID-19 event; and adjust anticipated revenues and expenses to more accurately reflect city facility closures and cancelled programmes as a result of the COVID-19 pandemic and that staff provide this information to Council for its consideration and review.*
CARRIED

- 8. Manager of Planning – 4517 Redford Street – Proposed Amendment to Housing Agreement**
R20-70 *MOVED AND SECONDED, THAT Council direct staff to proceed with preparation of the relevant bylaw to amend the Housing Agreement specific to 4517 Redford Street, to accommodate a Community Care Facility.*
CARRIED

G. BYLAWS

- 1. Manager of Planning – Official Community Plan and Zoning Bylaw Amendments – 4450 Maitland Street**

Councillor Paulson declared a conflict of interest as a Director of the Alberni Low Energy Housing Society and left the meeting.

MOVED AND SECONDED, THAT the report of the Public Hearing held March 9, 2020 regarding Bylaw No.'s 5000 and 5001, be received.
CARRIED

- R20-71** *MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 29 (4450 Maitland Street - Alberni Low Energy Housing), Bylaw No. 5000", be read a third time.*
CARRIED

- R20-72** *MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 29 (4450 Maitland Street - Alberni Low Energy Housing), Bylaw No. 5000", be now finally adopted, signed by the Mayor and Clerk, sealed with the corporate seal and numbered 5000.*
CARRIED

- R20-73** *MOVED AND SECONDED, THAT "Zoning Bylaw Amendment No.37 (4450 Maitland Street - Alberni Low Energy Housing), Bylaw No. 5001", be read a third time.*
CARRIED

- R20-74** **MOVED AND SECONDED, THAT "Zoning Bylaw Amendment No.37 (4450 Maitland Street - Alberni Low Energy Housing), Bylaw No. 5001", be now finally adopted, sealed with the corporate seal and numbered 5001.**
CARRIED

Councillor Paulson returned to the meeting.

- 2. Manager of Planning – Official Community Plan and Zoning Bylaw Amendments – 5536 & 5546 Swallow Drive**
- R20-75** **MOVED AND SECONDED, THAT "Official Community Plan Amendment No. 28 (5536 and 5546 Swallow Drive – Power) Bylaw No. 4995", be now finally adopted, sealed with the corporate seal and numbered 4995.**
CARRIED
- R20-76** **MOVED AND SECONDED, THAT "Zoning Bylaw Amendment No. 36 (5536 and 5546 Swallow Drive – Power), Bylaw No. 4996", be now finally adopted, sealed with the corporate seal and numbered 4996.**
CARRIED

H. CORRESPONDENCE FOR ACTION

- 1. Agricultural Land Commission**
- R20-77** **MOVED AND SECONDED, THAT the letter dated February 6, 2020 from the ALC be received and that Council direct staff to submit an application to the ALC for non-farm use at property located at 5633 Smith Road, and known as the McLean Mill National Historic Site, reserving the right to withdraw the application and in parallel with communicating with the Federal Government in regards to the governing authority for the site.**
CARRIED
- R20-78** **MOVED AND SECONDED, THAT the operator of the non-historic zone at McLean Mill, the Chamber of Commerce, be requested to provide an update regarding the site.**
CARRIED
- 2. Nancy Neuwirth**
- R20-79** **MOVED AND SECONDED, THAT the letter from N. Neuwirth requesting Council consider providing a discount on Utility bills for seniors, be received and staff directed to review current directives from the province that may be considered.**
CARRIED
- 3. Alf Thompson**
- MOVED AND SECONDED, THAT the letter from A. Thompson regarding backyard burning, be received.**
CARRIED

4. Canadian Federation of Independent Business

R20-80 *MOVED AND SECONDED, THAT the letter received March 19, 2020 requesting Council's consideration in financial providing financial support to small business during the COVID-19 pandemic be received and that Council direct staff to respond to the CFIB that Council will consider these requests as Council moves forward with its financial planning discussions.*

CARRIED

5. Leslie Walerius

MOVED AND SECONDED, THAT the letter from Leslie Walerius requesting Council reconsider various projects identified in the Corporate Strategic Plan given the uncertainty at this time, be received.

CARRIED

6. Stephen and Jacqueline Turner

MOVED AND SECONDED, THAT the letter from Stephen and Jacqueline Turner dated March 22, 2020 requesting Council consider postponing all non-essential projects, extending the deadline for the payment of property taxes and providing a reduction on utility bills given the uncertainty surrounding COVID-19, be received.

CARRIED

7. Robert Gunn [representing a Community Coalition]

Mayor Minions declared a conflict of interest as her husband is the fund-raising coordinator for the Coalition and left the meeting. Acting Mayor Corbeil assumed the chair.

R20-81 *MOVED AND SECONDED, THAT the email dated March 24, 2020 requesting financial support to purchase food for those in serious need during the COVID-19 pandemic, be received and a donation of \$5,000 be provided.*

CARRIED

Mayor Minions returned to the meeting and assumed the chair.

I. PROCLAMATIONS

1. Save your Skin Foundation

R20-82 *MOVED AND SECONDED, THAT the letter from the Save your Skin Foundation requesting that the month of May be proclaimed 'Melanoma Awareness Month', be received and the month proclaimed as requested.*

CARRIED

2. Walk for Values Steering Committee

R20-83 *MOVED AND SECONDED, THAT the email dated February 27, 2020 from the Walk for Values Steering Committee requesting that April 24, 2020 be proclaimed as 'Human Values Day' in Port Alberni, be received and the day proclaimed as requested.*

CARRIED

3. Seniors' Week Organizing Committee

R20-84

MOVED AND SECONDED, THAT the letter dated March 25, 2020 from Karen Freethy, Recreation Programmer requesting that Council declare June 7-13, 2020 as 'Seniors' Week' in Port Alberni, be received and that the week be proclaimed as requested.
CARRIED

J. CORRESPONDENCE FOR INFORMATION

1. Alberni Valley Museum and Heritage Commission

Minutes provided for the Alberni Valley Museum and Heritage Commission meeting, held February 5, 2020.

2. Union of BC Municipalities Resolutions Process

Letter dated March 4, 2020 from the Union of BC Municipalities (UBCM) notifying members that the UBCM Executive is undertaking a review of the resolutions process.

3. District of Metchosin

Copy of a letter from Mayor John Ranns of the District of Metchosin requesting the Ministry of Health prioritize COVID-19 testing for all first responders.

K. REPORT FROM IN-CAMERA

L. COUNCIL REPORTS

1. Council and Regional District Reports

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

M. NEW BUSINESS

N. QUESTION PERIOD

The Manager of Communications presented the following questions received from the public:

Alexa Phoenix asked about what penalties are in place for those not complying with rules and regulations in place for coronavirus. The CAO responded that any persons in violation of the provincial health act are subject to penalties and fines under the act.

Danny Brassard asked if anything is being done to help those on disability during COVID-19. The Mayor noted that she is continually trying to connect people in the community with the appropriate agencies who can provide supports. The CAO further responded that the Handydart bus operated by the regional district is still operating at no charge.

O. ADJOURNMENT

MOVED and SECONDED, THAT the meeting adjourn at 4:10 pm.

CARRIED

CERTIFIED CORRECT

Mayor



Clerk

MINUTES OF THE SPECIAL MEETING OF COUNCIL
Held Monday, April 6, 2020 @ 2 PM
Via Video Conferencing

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

Gallery: In order to adhere to required social distancing protocols and protect the health and safety of citizens no public were permitted to be in attendance.

A. CALL TO ORDER & APPROVAL OF THE AGENDA

The meeting was called to order at 2:09 pm.

MOVED and SECONDED, THAT the agenda be amended by adding the opportunity for Public Input prior to considering Item B. 1. The agenda was then approved as amended.

CARRIED

A1. PUBLIC INPUT

The Deputy City Clerk read a submission from Ms. Lynne Galesloot urging Council to defer any unnecessary tax items from the budget e.g., 3rd Avenue Revitalization Project and Welcome signage.

B. UNFINISHED BUSINESS

1. Five Year Financial Plan Bylaw 2020-2024, Bylaw No. 5003

Council gave 1st Reading to the City's "Five Year Financial Plan Bylaw 2020-2024, Bylaw No. 5003" at its Regular Meeting of Council held January 13, 2020. At Council's Regular meeting held March 30, 2020, Council directed staff to conduct a review of the City's "Five Year Financial Plan 2020 – 2024 Bylaw No. 5003" for the purpose of identifying reasonable options for amendments to the proposed Bylaw in light of COVID-19.

Based on the direction provided, Council received a report from the Director of Finance identifying a number of proposed amendments Council may wish to consider. Following introductory comments from the Director of Finance, Council then proceeded as follows:

S20-85 *MOVED and SECONDED, THAT Council [to reflect the reduction in anticipated revenues as a result of curtailed services in the area of Parks, Recreation and Heritage facility closures/program cancellations] direct staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003" by increasing general taxation in the amount of 160,000.*

CARRIED

- S20-86** *MOVED and SECONDED, THAT Council [to reflect the reduction in City expenses as a result of curtailed services in the area of Parks, Recreation and Heritage] direct staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003" by decreasing general taxation in the amount of \$700,000.*
CARRIED
- S20-87** *MOVED and SECONDED, THAT Council authorize the 3rd Avenue Revitalization Project to proceed in 2020 subject to receipt of grant funding. Further, that staff be directed to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, by removing the 3rd Avenue Revitalization Project from the 2020 Operational funding stream and reassign costs associated with this project as follows: \$150,000 from the City's Capital Works Reserve fund and \$750,000 through grant funding.*
CARRIED
- S20-88** *MOVED and SECONDED, THAT Council authorize the Welcome Signage project to proceed in 2020 subject to receipt of grant funding. Further, that staff be directed to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, by removing the funding identified for the Welcome Signage project from the City's 2020 Operational funding stream and reassign costs associated with this project as follows: \$25,000 from the City's Capital Works Reserve fund for the purpose of carrying out design work and \$125,000 through grant funding.*
CARRIED
- S20-89** *MOVED and SECONDED, THAT Council direct staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, by reducing Council and staff conference/training budget in the amount of \$90,000.*
CARRIED
- S20-90** *MOVED and SECONDED, THAT Council direct staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, by allocating \$70,000 for the purpose of implementing additional security measures as well as installing cameras/lighting at City facilities in an effort to reduce vandalism and theft.*
CARRIED
- S20-91** *MOVED and SECONDED, THAT Council direct staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, by allocating \$200,000 to COVID-19 for the purpose of providing for response and recovery of non-EMBC [Emergency Management – Province of British Columbia] costs.*
CARRIED

- S20-92** *MOVED and SECONDED, THAT Council authorize staff to reduce anticipated revenues to the City's Community Gaming projections by 25% [line item 16215], and increase general taxation in the amount of \$111,460.*
CARRIED
- S20-93** *MOVED and SECONDED, THAT Council authorize staff to waive anticipated revenues in interest charges [City's Residential Garbage Penalties line 15625] until September 15, 2020, and increase general taxation in the amount of \$10,000.*
CARRIED
- S20-94** *MOVED and SECONDED, THAT Council authorize staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, by waiving lease fees payable by the Alberni Aquarium Association for a period of three [3] months, and increase general taxation in the amount of \$6,000.*
CARRIED
- S20-95** *MOVED and SECONDED, THAT Council authorize staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, to include \$5,000 for the purpose of installing LED lighting at City Hall with funding from the Carbon Trust Reserve fund.*
CARRIED
- S20-96** *MOVED and SECONDED, THAT Council authorize staff to amend the "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003, to include, subject to receipt of further explanation from Western Vancouver Island Industrial Heritage Society [WVIIHS], \$48,000 for the purpose of train and track repairs, and an additional \$10,000 for the purpose of WVIIHS creating a business/marketing plan that will speak to the operation of the trains beginning in the year 2021 with funding from the City's contingency reserve [total of \$58,000].*
CARRIED
- S20-97** *MOVED and SECONDED, THAT Council direct staff to amend the City's "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003" to include \$76,390 for the purpose of engaging the services of Marcie DeWitt Consulting and Waymark Architecture to explore the Day Care Spaces Creation Project, subject to obtaining confirmation from the consultants that their ability to move forward with this initiative/work will not be hampered by the current COVID-19 pandemic.*
CARRIED

- S20-98 *MOVED and SECONDED, THAT Council direct staff to amend the City's "Five Year Financial Plan Bylaw 2020 – 2024, Bylaw No. 5003" by reallocating \$39,000 [from City surplus] for the purpose of initiating planning work for the development of the multi-modal path between Kitsuksis Dyke and Harbour Quay [Connect the Quays] pathway project.*
CARRIED

C. CORRESPONDENCE FOR ACTION

1. Alberni Harbour Quay Merchants

- S20-99 *MOVED and SECONDED, THAT the email dated March 30, 2020 from the merchants at the Alberni Harbour Quay requesting either partial and/or full reduction in rent for the duration of the COVID-19 pandemic and deferral of rent to be spread out over the remaining months on each business lease, be received and that staff to provide a report speaking to this request at the next meeting of Council.*
CARRIED

2. Peter Finch

- MOVED and SECONDED, THAT the email dated March 26, 2020 from Peter Finch requesting Council reconsider the proposed property tax increase given the current economic conditions, be received.*
CARRIED

D. QUESTION PERIOD

An opportunity for the public and the press to submit questions of Council via email – council@portalberni.ca

E. ADJOURNMENT

- MOVED and SECONDED, THAT the meeting adjourn at 4:29 pm.*
CARRIED

CERTIFIED CORRECT

Mayor



Clerk

Twyla Slonski

From: Twyla Slonski
Sent: April 9, 2020 1:52 PM
To: Twyla Slonski
Subject: FW: Lease

From: Timothy Pley
Sent: Wednesday, April 01, 2020 11:58 AM
To: 'Colton Nelson'; Davina Hartwell
Subject: RE: Lease

Hi Colton,
Davina and I are the right people to communicate with.

I suggest that you make the following changes to your business case. On the page 11 spreadsheet:

- Add a column showing the revenues and expenditures experienced by WCA in 2019/2020. That will show how the AAA budget is different from the previous situation
- Clarify the financial year for WCA and AAA. Is it January – December, April – March or other?
- The 2020/21 budget “with rental forgiveness” shows an approximately \$13,000 lower expected revenue from Fundraising than the same budget without rental forgiveness. You should demonstrate why rental forgiveness impacts anticipated Fundraising revenues
- Your Expenses are well defined. The Revenues are itemized with the level of detail that I think Council is going to want to see. I suggest that you show more details regarding “Aquarium Revenue” (if that is admission fees show how much per person and anticipated visitors). Likewise “Fundraising” which is your highest anticipated revenue stream should be defined with more details, and those details compared to the experience of WCA in the previous year.
- The anticipated annual Expenditure for BC Hydro (\$7,566) seems low compared to what we have heard verbally about those costs. Including the previous year WCA actual figure for that expenditure will provide needed clarity for Council.

Colton, we may be able to get this item onto the agenda for the April 14th meeting of Council. The deadline for that meeting agenda is noon on April 8th.

Tim

From: Colton Nelson [<mailto:nelsoncolton16@gmail.com>]
Sent: Monday, March 30, 2020 1:42 PM
To: Timothy Pley; Davina Hartwell
Subject: Re: Lease

I think this is the right place, but if it isn't can you tell me where to send it?

Alberni Aquarium Association BUSINESS PLAN

March 2020

1.0 Executive Summary

In May 2016, The Alberni Aquarium & Stewardship Centre opened with the vision, *"To create an engaging and financially self-sustaining center that serves as a hub for showcasing and stewarding local aquatic life and activities, especially salmon."* (Falconer, S. (2016) 'Alberni Aquarium & Stewardship Centre Final Report'.) Since 2016 operations have continued to uphold this vision with delivery of immersive educational experiences to local & visiting families with their children.

With a large demographic of young families in Port Alberni and the surrounding area, the Aquarium serves as an accessible form of hands-on entertainment for children and adults alike. With the Aquarium's vision in mind, educational moments provide children with the opportunity to develop a sense of wonder and understanding of the living world around them. As this understanding grows, the appreciation and application of value follows. These lessons accompany children as they develop and mature, creating a generation of individuals that value conservation, preservation, and environmental sustainability.

Students of Port Alberni and School District 70 are fortunate to have such a rich resource readily available for class trips, individual visits, and after school programs.



Port Alberni has also quickly become a well-known stop for Vancouver Island visitors as the natural richness of this region has been discovered by visitors from around the world. The Alberni Visitor's Centre has noted a marked increase in domestic and international visitors interested in seeing what the Valley has to offer. Various stops include Cathedral Grove, McLean's Mill, Sproat Lake, the Maritime Centre, and Harbour Quay where visitors will also find the Alberni Aquarium. Aquarium staff and volunteers look forward to working more closely with Alberni Tourism and the Visitor's Centre in 2020 to raise the profile of the Aquarium and encourage more visitor traffic through the peak months of May to September.

Now, more than ever, our attention is turned towards the need to protect our oceans and integrated eco-systems not only for our region, but globally. As visitors embark on an aquatic journey through the Aquarium facility exploring live tanks, interpretive panels, and multimedia displays, they become exposed to an exquisite world both above and below the shoreline. Through this spark of adventure, individuals begin to cultivate a deep appreciation towards the relationship between human activity and our oceans' health. This, in turn, opens a world of understanding related to preservation and conservation, to act mindfully, to take action in the name of a sustainable world for generations to come.

2.0 Organization Overview

The Alberni Aquarium & Stewardship Centre opened May 1, 2016 under the Education branch of the West Coast Aquatic Stewardship Association. The Aquarium currently operates as a non-profit educational project and is currently transitioning from WCASA to operations under the Alberni Aquarium Association. This Association is in the process of finalizing paperwork with BC Societies and plans to be in place by March 30, 2020.

In celebrating the beauty of this region, the Alberni Aquarium has consistently offered unique and changing exhibits to engage the public in our coastal biodiversity. The Aquarium has successfully partnered in the past with other organizations to enhance our environment and create an awareness of conservation, preservation, and sustainability. Projects included tree planting, building bird houses for species at risk with Ducks Unlimited, and enhancing salmon habitat. Staff and volunteers of the Aquarium look forward to developing more of these partnerships in the future.

Staff, volunteers, and supporters of the Aquarium all have a common goal of educating the public of our unique corner of the world not only to cultivate a sense of wonder and curiosity, but to grow an appreciation and understanding of our oceans' health not only locally, but globally.

The Alberni Aquarium & Stewardship Centre looks forward to celebrating its fifth Anniversary this May and hopes to celebrate many more milestones in the future.

3.0 Current Products, Programs, Services



Currently the Aquarium is open to the public 7 days a week 10am-5pm. Drop in admission is \$5 per person ages 5 and up. Children under 5 are free. Visitors can enjoy a guided tour by interpreters or walk through as a self-guided experience, the touch tanks are always a popular station. Staff and volunteers have also implemented a number of Value Added experiences such as "Lego Day", Story Time & Crafts with Gail Morton, the Junior Scientists, and live demonstrations/educational moments throughout the week such as feeding the fish/tank inhabitants or announcing the birth of baby sea stars.

Further to regular admission, the Aquarium offers a promotional "Toonie Tuesday" with regular admission being just \$2, and "Seniors' Day" with rates discounted to \$4 for senior citizens. Sundays are "Family Day" with two full priced regular admissions and all others in the family unit at half price. The Aquarium can also be booked for birthday parties and special events.

In addition, the Aquarium welcomes many school groups throughout the year. In 2019 the Aquarium hosted over 60 school group visits and management hopes to see that number increase for 2020. During these visits, children receive unique educational programming based on the BC curriculum, fun activities based on the current exhibit, and a guided tour as they learn about aquatic ecosystems, coastal environment and the relationship between land and sea environments. Interpreters engage children through a variety of age related activities to

be as inclusive as possible to the many learning styles presented in a group. In the future, staff/volunteers/supporters hope to develop educational partnership opportunities with SD70, North Island College and Bamfield Marine Centre.



Lastly, to help augment daily sales and operations, visitors to the Aquarium will find a selection of retail items such as Aquarium branded clothing, marine and nature related books, home decor, and various environmentally conscious products promoting minimal waste and environmental responsibility.

4.0 Industry Analysis

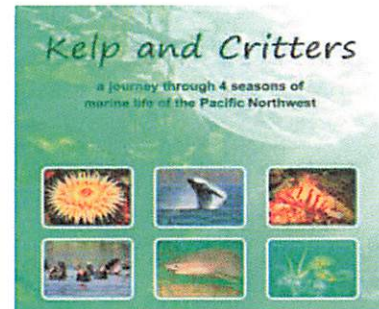
"An understanding of the natural world is a source of not only great curiosity, but great fulfillment." Sir David Attenborough

The Alberni Aquarium & Stewardship Centre facilitates an environmental focus in the public education sector. It is often said that, "conservation starts with education." To that effect, aquarium interpreters engage in this industry by teaching visitors about conservation, preservation, sustainability and play a significant role in developing environmental awareness. This information is generally delivered through guided tours, workshops, classes, hands on experiences, maintaining facility exhibits, and presenting educational



opportunities in the field. It is through these educational experiences that an individual begins to develop a great understanding of the environment and thus, a deeper sense of value and appreciation.

"Environmental education is set to become the largest, most effective tool in combating environmental damage and promoting sustainable development." -Ellsmoor, J. (2019). 'Environmental Education Will Shape a New Generation of Decision Makers'. Forbes.com, August 25.



On a wider scope, the Aquarium plans to develop meaningful partnerships with interested stakeholders and build community programs & networks to further enhance existing and planned educational programs. The Aquarium's staff & volunteers regularly conduct research personally and professionally to continue to update & develop education material and methods of delivery catering to various demographics, but mainly focusing on youth visitors & learners.

5.0 Customer & Market Analysis

The target market of the Alberni Aquarium and Stewardship Centre is families with school aged children. These families may be local residents and likely to make repeat visits throughout the year, or they may be visiting while staying in Port Alberni or passing through.

Port Alberni's population for 2016, as recorded by Statistics Canada (census 2016) was 20,712. Of that population 3180 were aged 0-14 with another 12,605 aged 15-64. Of the latter group, 1180 were aged 15-19. These numbers present a significant portion of the Alberni Valley's residents, particularly the target audience of school aged youth. The Aquarium can reach these groups via a number of methods described in the Marketing section of this document, but namely connecting directly with schools, promoting Family Day promotional rates, attracting youth volunteers, and partnering with the City of Port Alberni's Parks, Recreation, and Heritage department to implement year round age-related programs at the aquarium.

During the Aquarium's first year of operations the facility welcomed over 10,000 visitors which greatly surpassed the original goal of 8,800 visitors. For 2019, the Aquarium facilitated over 60 school group visits and is currently working closely with School District 70 to increase that number.

Generally, British Columbia has seen a steady increase in tourism visitors over the past few years, Port Alberni has become a known destination with access to a wide variety of activities and experiences, particularly nature and adventure based. It bears noting as well that Indigenous Tourism has seen a marked increase in public interest and the Aquarium offers a prime opportunity for First Nations' sharing of stories, language, crafts, and knowledge in relation to aquatic ecosystems and this region's environment.

6.0 Marketing Plan

In considering marketing the Aquarium staff look to the demographics to determine the best use of time and monetary resources. With families being the largest sector to appeal to, most of the Aquarium's advertising is delivered online via social media posting on Facebook and Instagram. A beautifully laid out website advertises regular programs, admission, current exhibits and upcoming events. The website also lists operational hours, links to memberships, current projects, and how to donate. In the future, a blog and regular newsletter is planned.

Other considerations for marketing have included regular informative newsletters of events and projects to School District 70, complimentary student passes to be distributed at schools and with youth groups, information booths at public events such as the local Salmon Fest, participation in environmentally based conferences, articles with local publication "Valley Vibe", general interest articles submitted to the Alberni Valley News, and community spots on Shaw cable.

As the Aquarium moves forward, the staff and volunteers plan to shift the facilities presence in the community from a somewhat passive existence into an active integration with community events, organizations, businesses, and cultural offerings. The vision is a hub of social events, collaborative projects, educational research opportunities with schools and students, immersive experiences of coastal ecosystems but at the facility and in the field, and creating meaningful experiences for visitors.



In addition, a meeting has been planned for early April 2020 with Jennifer Richardson at the Visitor's Centre to see how the aquarium can receive better exposure to visitors of our region.

Moving into 2020 and beyond, the following options will also be investigated:

- Brochures distributed to BC Ferries
- Brochures distributed to all local hotels/B&Bs and vacation rentals
- Hosting a Vancouver Island Aquarium conference
- Community piece in "Valley Vibe"
- Aquarium delegates sent to tourism/environmental/education conferences
- Presentations during SD70 Union Professional Development Days

7.0 Operations Plan

Currently the Alberni Aquarium offers various services and products mentioned previously to the general public 7 days a week, 10am-5pm. Special bookings may be arranged outside of regular operating hours. Considerations may be made during slower seasons for reduced hours open to the public or reduced staffing. In contrast, additional summer staff are planned for the peak months of June, July, and August.



Regular operations include staff/interpreters guiding visitors through the aquarium for an immersive experience with aquatic ecosystems including touch tanks, video, live exhibits (tanks), a 400 year old cedar tree to touch and climb inside, a children's ball pit etc. Visitors may also prefer to be self-guided.

Staff/volunteers will also oversee regular maintenance of the exhibits, care of the animals, cleaning of the facility, daily paperwork, point of sale operations and end of day cash out, as well as closing procedures to ensure safety and security of the facility and its inhabitants.

Moving forward, management would like to expand upon the current membership option of \$25/person annually to include a tiered system. For example, a basic membership of \$40 includes unlimited visits to the aquarium throughout the year, a \$100 annual membership would include unlimited visits and a complimentary Aquarium t-shirt, \$250 would include all of the above, a family pass for unlimited visits (2 adults, 2 children) plus invitations to screening events, and early access to promotions etc. This project is in its planning stage but management hopes to implement this tiered structure of memberships, up to \$1500 annually, soon after transitioning to the new non-profit organization.

A Tank Sponsorship program is being developed in collaboration with various Port Alberni businesses. Burde Beans has expressed interest for one of the large "main" tanks with a unique twist of 2-3 "Burde Beans" branded mugs within the tank itself. Aquarium staff plan to approach several businesses with this sponsorship plan and unique opportunities for promotion within the facility.

Further to the tank sponsorships, "Adopt A Sea Creature" could be implemented for year-round tank residents – similar to the North Island Wildlife Recovery Association model of "adoptions" for the various animals that stay at the facility full time. The adoption fees help offset the costs of habitat maintenance, vet care, feeding etc. The donor receives an "Adoption Certificate" for the year, a free pass to NIWRA, and a picture of the animal they helped. A similar plan could be implemented for the long term residents or non-releasable animals (like the turtle); again, a tiered program could be utilized.

Previously, the Alberni Aquarium has partnered with other environmental and/or educational organizations for collaborative projects such as the bird house building with Ducks Unlimited to help preserve species at risk. The Aquarium offers a prime opportunity for such partnerships to engage the public in projects promoting environmental stewardship, enhancing habitat, and developing a deep appreciation of our diverse coastal ecosystem.

In addition to all of the above, the Aquarium has the potential as a venue for screenings of related films, presentations from field experts, educational workshops and research projects, a platform for skills development and so much more. Staff and volunteers are exceptionally excited for future potential of the facility.



8.0 Organizational Structure

The current board of West Coast Aquatic Stewardship Association has put forth a proposal to current staff, volunteers, and interested parties to form a new non-profit organization to oversee operations of the Alberni Aquarium and Stewardship Centre. The new non-profit, Alberni Aquarium Association has completed the necessary paperwork with BC Societies and expects to be in operation by March 30, 2020.

The board will initially be comprised of President, Vice President, Treasurer (if needed), and Secretary. The Association also expects to have 2-3 Members at Large. With various non-voting members participating in various committees such as Fundraising, Community Partnerships, School District Liaison, Event Planning etc. Monthly meetings will include invitations to various stakeholders and delegates including City of Port Alberni, ACRD, School District 70, NIC, current provincial and federal government representation and so on.

At the Aquarium Facility the structure is as such:

- Aquarium Manager/Lead Interpreter/Educational Curator
- Year round staff
- Summer Students
- Youth and adult volunteers

9.0 Financial Plan

9.1 2020 Projected Operating Budget

Please see Appendix for Annual Operating Budget & Revenue spreadsheet.

9.2 Budget Considerations

In an effort to be diligent with budget planning processes, in addition to the attached spreadsheet outlining the 2020 projected operating budget, management of the Alberni Aquarium and Stewardship Centre have taken the following budget saving tips into consideration:

- As per Pat Deakin, City of Port Alberni, in earlier correspondence, insurance rate for the Aquarium should drop with Streams Stewardship out of the equation
- Priority objective to rent out the upstairs space to help offset the cost of rent, one of the biggest operating costs second to wages. We are aware that the zoning for the space the aquarium is in does not allow for rental of office space and that the lease with the City may prohibit sub-letting that space. We would like to negotiate this matter with Council as it could form a reliable source of revenue for Alberni Aquarium Association.
- Port Alberni Mayor and Council are currently considering a 3 month rent-free period, contingent on a viable financial and operating plan moving forward **Alberni Aquarium & Stewardship Centre requests a consideration for an extension of this rent-free period for an additional 3 months in light of the COVID-19 pandemic, many fundraising plans involving public participation have been indefinitely postponed in the name of maintaining public safety; travel restrictions will heavily impact visitor numbers to the Valley and will, in turn, result in severe economic impact on many organizations & businesses that rely on tourism dollars
- Consider reduced operating hours through slower winter months
- Plan to recruit a larger volunteer base to draw from for workers rather than relying heavily on paid staff
- Launch a "Wish List for the Aquarium" on the website and social media pages; similar to many other non-profit facilities. Items such paper towel, cleaning supplies, printer paper, ink, fish food (list specific type/brand if needed), tank supplies and so on could be included

9.3 Current Fundraising Projects in Place:

- Tag Day for Weds March 18, 12pm-6pm Quality Foods, No Frills (possibly more locations dependent on volunteer availability) Goal of \$500 raised
- Large scale bottle drive being organized by Ellen Bradley, Date TBA, postponed due to COVID-19 pandemic concerns, account is at \$57 as of March 13, 2020
- "Donut Day" organized by Colton Nelson in collaboration with The Donut Shop, scheduled and completed March 13, 2020. Approximately \$200 raised. This was a pilot project to assess viability for future similar fundraisers.
- "Taco Day" organized by Colton Nelson in collaboration with All Mex'D Up, date TBA
- Family Fun Day – Date TBA, postponed due to COVID-19 pandemic concerns, admission by donation; day to include bake sale, cake walk, live music, chili by "Red Hot Chili Preppers", silent auction, draws, sponsored in part by Buy Low Foods and Hertels Meats
- Go Fund Me account currently sitting at \$2500, as of March 13, 2020
- Planned for spring 2020, a fundraising night with The Blue Marlin Inn, date TBA
- Alberni Aquarium will be nominated at the April 2 meeting of "100+ Women Who Care – Alberni", if successful, the donation would be \$10,000-\$18,000
- "Craft Night" event, ocean themed painting fundraiser; tickets are \$45 each, profits are split 50/50 between non-profit organization and facilitators. Potential of \$1000+ revenue. Option to also offer a 50/50, raffle, concession etc. to bolster profits. Planned for late May, 2020
- Possible collaboration with the organizers of Salmon Fest to include an option on registration forms to donate to the Alberni Aquarium

9.4 Longer Term Funds Sourcing

- Large scale Summer 50/50 Draw (licensed by BC Gaming). \$10/ticket, goal to sell 100 books of 10, with an end profit of \$5000 (\$5000 to the winner). Very low investment of supplies and time with a high profitable return
- BC Gaming Grants – Applications open July 1, Alberni Aquarium would be eligible under "Environmental" category with allocations up to \$100,000

- NETP Summer Youth Employment program for employers. Up to \$6500 granted for employment of First Nations high school or college students. Email sent to Shan Ross March 13, 2020 – Shan is out of the office until March 16
- Will apply for Federal Summer Student Hiring grant for 2021, unfortunately the Aquarium missed the cut off for this year. For future years this could be up to 100% wage subsidization for non-profits hiring summer students
- MP Gord Johns and MLA Scott Fraser are both investigating options for Federal and Provincial funding, however this may take some time
- Currently investigating available grants and funding for environmental and educational based programs & projects, this is being led by Christina Brack
- April 2020, board members will be reaching out to Rotary Club & Lions Club, the office is in need of a new printer, they may be able to fund that for the Aquarium
- Ucluelet Aquarium has reached out to the Alberni Aquarium to provide areas to pursue in seeking funding or program support

10. Appendix

- 2020 Projected Operating Budget and Staffing Costs
- Alberni Aquarium & Stewardship Centre brochure

11. References:

<https://www.alberniaquarium.ca/home>

<https://albernichamber.ca/visitor-info/visitor-centre>

<https://www.canada.ca/en/environment-climate-change/services/environmental-funding.html>

<https://www.eco.ca/career-profiles/environmental-educator/>

www.forbes.com/sites/jamesellsmoor/2019/08/25/environmental-education-will-shape-a-new-generation-of-decision-makers

2016 Final Report for Alberni Aquarium & Stewardship Centre, prepared by Sheena Falconer, Executive Director.

APPENDIX A
Alberni Aquarium Association
OPERATING BUDGET
April 1, 2020 to March 31, 2021

	WEST COAST AQUATIC STEWARDSHIP ASSOCIATION ACTUALS (APRIL 1, 2019 - MARCH 31, 2020)	ALBERNI AQUARIUM ASSOCIATION PROPOSED 2020/21 BUDGET	ALBERNI AQUARIUM ASSOCIATION PROPOSED 2020/21 BUDGET WITH RENTAL FORGIVENESS
REVENUES			
1 Fisheries and Oceans Canada	157,224	-	-
2 Funding	128,477	-	-
3 Aquarium Revenue (ticket sales)	41,200	39,200	39,200
4 Donations	4,244	4,414	4,414
5 Fundraising / Funding Partnerships	41,813	91,239	77,754
6 Leased Space/Rentals	-	8,800	8,800
7 Sales (T-shirts, books, etc)	see note 7	2,000	2,000
TOTAL REVENUE		145,653	132,168
EXPENSES			
8 Accounting fees	3,766	1,200	1,200
9 Advertising and promotion	3,677	250	250
10 Equipment Rental	1,068	-	-
11 Fundraising	-	750	750
12 Hydro	see note 12	7,566	7,566
13 Insurance	6,543	4,992	4,992
14 Interest and bank charges	294	240	240
15 Memberships	88	-	-
16 Miscellaneous	(11)	200	200
17 Office	2,982	3,100	3,100
18 Professional fees	40	100	100
19 Property taxes	1,157	1,203	1,203
20 Rental of space from City of Port Alberni	14,460	26,971	13,486
21 Repairs and maintenance	4,253	4,423	4,423
22 Salaries and benefits	102,656	76,338	76,338
23 Security	224	300	300
24 Supplies (fish food, salt, tank maintenance, etc.)	25,481	16,000	16,000
25 Telephone / Internet	see note 25	1,920	1,920
26 Travel	694	100	100
27 Utilities	24,363	see note 27	see note 27
TOTAL EXPENSE		145,653	132,168
NET INCOME		-	-

PLEASE SEE NOTES TO THE BUDGET ON THE FOLLOWING PAGE

NOTES:

2019/20 Actuals were taken from West Coast Aquatic Stewardship Association's (WCASA) Statement of Revenues and Expenditures completed by R. Anderson & Associates Inc., Chartered Professional Accountants. The individual line items are provided for comparison purposes only. Alberni Aquarium Association does not provide the same services as WCASA therefore some line items (13, 24, & 27) and the Total Revenue and Total Expense are not comparable. WCASA insurance covered "stream stewardship activities" and "non-owned automotive liability" which are not part of the news society.

This budget was prepared from "the bottom up." That means that the expenses were calculated first. Then, the resulting deficit was moved up to the fundraising line to balance the budget. The other revenue sources are based on previous year's actuals and new sources. It is expected that fundraising activities and the active search for a partner(s) will result in a dependable long-term revenue stream(s).

- 3 Aquarium Revenue are the entrance fees (including individual, group bookings, and memberships). 2020/21 pricing is as follows: Adults \$6, Seniors & Students \$5, Classes/Groups \$2.50 per person, Kids under 5 are free. Memberships \$30 per person. Birthdays \$4 per person. This is an average increase of 14% from the previous year.**
- 6 Leased Space/Rentals are based on an assumption that the City of Port Alberni will agree with sub-letting a portion of the lease. The amount is based on two (2) units leased from July 2020 to March 2021.**
- 7 Sales (t-shirts, books, etc): An assumption was made that 2019/20 sales were included in Aquarium Revenue (line item 3). We have created a separate line for sales.**
- 8 Accounting will be done by an accounting technician (volunteer). A year-end financial audit will be required in order to access government grants.**
- 9 Social Media will be used much more. Paid ads on Facebook are inexpensive and highly effective.**
- 10 West Coast Aquatic Stewardship Association rented a photocopier. We will purchase one. The cost is included in Office Supplies.**
- 11 Fundraising Expense: We anticipate purchasing supplies for fundraising events and newspaper and radio ads in recognition for sponsorships and donations.**
- 12 Hydro was included in Utilities in the 2019/20 Actuals. The 2020/21 budgeted amount is based on an e-mail from P. Deakin which states "the bill ranged from a low of \$1,049.55 to a high of \$1,472.52" every two months.**
- 13 Insurance cost is based on information from Westland Insurance and P. Deakin (March 24, 2020).**
- 19, 21, 23 Budget amounts are based on 2019/20 Actuals from West Coast Aquatic Stewardship Association (increased 4%).**
- 20 The six (6) months requested grace in rental payments, would allow enough time to fundraise and secure a funding partner(s). An assumption was made that the lease would include water, sewer, and garbage disposal costs.**
- 22 Salaries and Benefits were calculated at the lowest cost possible with full-time hours. An application for funding was made to NETP that may result in the addition of summer students.**
- 24 Supplies are based on 13 fish tanks. Each one costs on average \$1,230 per year for fish food, salt, and tank maintenance.**
- 25, 27 An assumption was made that Hydro, Telephone, and Internet costs were included in Utilities in the 2019/20 Actuals.**

**Alberni Aquarium Association
2020/21 BUDGET - Wages & Benefits**

WAGES AND BENEFITS		MANAGER & FUNDRAISING	CUSTOMER SERVICE / TANK CARE	CUSTOMER SERVICE / TANK CARE
Hours Per Day		7 HRS/DAY	7 HRS/DAY	4 HRS/DAY
Annual Hours		1820	1820	1040
Total Wages	69,784.00			
Canada Pension Plan	3,663.66			
WorkSafeBC	1,346.83			
Employment Insurance	1,543.62			
Total Benefits	6,554.11			
Total Administration Wages & Benefit Expense	<u>76,338.11</u>			
WAGE CALCULATIONS				
Wages (per hour)		15.00	15.00	14.60
Wage (annual hours x \$ per hour)		27,300.00	27,300.00	15,184.00
Canada Pension Plan (5.25%)		1,433.25	1,433.25	797.16
Work Safe BC (1.93%)		526.89	526.89	293.05
Employment Insurance (2.212%)		603.88	603.88	335.87
Total Benefits		<u>2,564.02</u>	<u>2,564.02</u>	<u>1,426.08</u>
Total Wages & Benefits		<u>29,864.02</u>	<u>29,864.02</u>	<u>16,610.08</u>

City of Port Alberni	Lease Agreement
<i>This lease is made pursuant to the Land Transfer Form Act</i>	

LANDLORD: City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8

TENANT: Tar Binnig
Tar's Auto Sales
3707 3rd Avenue
Port Alberni, BC V9Y 4E9

1.0 GRANT:

- 1.1 In accordance with section 26 of the *Community Charter*, the City has published notice in a newspaper of its intention to enter into a lease of the following property, ("the premises"):

Part of the land lying adjacent to Lot 15-17, Block 48, District Lot 1, Alberni Land District Plan 197B, outlined in bold on Schedule A attached to and forming part of this lease agreement.

2.0 TERM:

- 2.1 The term of this lease is:

Beginning Date: April 1, 2020
End Date: March 31, 2022

3.0 RENT:

- 3.1 The rent is \$375.00 per year, plus applicable taxes, payable on the first day of each year of the term.

4.0 PERMITTED USES:

- 4.1 The Tenant may use the premises only for the purpose of access and parking for Tar's Auto Sales.

5.0 TENANT'S COVENANTS:

The Tenant covenants as follows:

- 5.1 To pay rent.
- 5.2 To use the premises only for the purposes set forth in paragraph 4.1.
- 5.3 To pay all property taxes and all water, electrical, gas, security alarm, telephone and other rates and charges imposed for services and utilities in respect of the premises.
- 5.4 To observe and comply with all laws, statutes, regulations, by-laws, rules and orders relating to the premises and the use or occupation thereof.
- 5.5 To indemnify and save harmless the Landlord from and against all claims and losses arising out of or in connection with any activities of the tenant, its servants, agents, contractors, or invitees.
- 5.6 The Tenant shall obtain and maintain for the Term, at its sole expense, comprehensive general liability insurance providing coverage for death, bodily injury, property loss and damage arising out of the Tenant's use and occupation of the Premises, in the amount of not less than \$2,000,000 per occurrence, all inclusive; and

Each insurance policy shall:

- (a) name the Landlord as an additional insured;
 - (b) be issued by an insurance company entitled under provincial law to carry on business in British Columbia;
 - (c) state that the policy;
 - (i) applies to each insured in the same manner and to the same extent as if a separate policy of insurance had been issued to each insured; and,
 - (ii) cannot be cancelled, lapsed or materially changed without thirty (30) days written notice to the Landlord;
 - (d) be maintained for a period ending twelve months after this Lease is terminated;
 - (e) not include any deductible amount greater than \$5,000.00 per occurrence; and
 - (f) be on other terms acceptable to the Landlord, acting reasonably.
- 5.7 To cause the surface and landscaping of the said lands to be maintained in a good and workmanlike manner.

- 5.8 To leave the premises in good repair.
- 5.9 Not to assign, sublet or part with possession of the premises, or any part thereof, without leave.
- 5.10 Not to register this lease in the Land Titles Office.
- 5.11 To repair.
- 5.12 Not to carry on any activity, that may be deemed a nuisance, on the premises.
- 5.13 Not to allow any liens to be filed against the premises. If any improvement as defined in the Builders Lien Act is made to the premises, the Tenant shall post and maintain notices in accordance with that Act.
- 5.14 To lawfully dispose of all waste and debris created by the Tenant on the premises in a manner satisfactory to the Landlord; to keep the premises free of flammable and/or explosive material; to have on the premises at all times fire extinguisher/s as advised are necessary by the Landlord; and to immediately notify the Landlord of any fire damage or other damage or hazards in the vicinity of the premises.
- 5.16 To provide the Landlord access at all times to its sewer and/or to perform any necessary work on or under the lane.

6.0 LANDLORD'S COVENANTS:

The Landlord covenants:

- 6.1 For quiet enjoyment.

7.0 RE-ENTRY:

- 7.1 Proviso for re-entry by the Landlord on non-payment of rent or non-performance of covenants.

8.0 TENANT'S BANKRUPTCY:

- 8.1 If the Tenant becomes bankrupt, this lease shall be terminated immediately.

9.0 TERMINATION:

- 9.1 Despite the term of this lease, it may be terminated by either party upon sixty (60) days written notice to the other party of its intention to terminate.

9.2 On the termination of this lease, the Tenant shall, at his expense and if the Landlord requires, remove all fixtures and improvements installed by the Tenant on the premises.

9.3 In case the premises, or any part thereof, is damaged by fire or tempest so as to render it unfit for the Tenant's use, the said term shall immediately come to an end.

10.0 HOLDING OVER:

10.1 If the Tenant continues to occupy the premises after the end date of the term and the Landlord accepts rent, then the tenancy created shall be deemed to be on a month-to-month basis and the Tenant shall continue to comply with all other terms and conditions of this agreement.

11.0 NOTICES:

11.1 All notices shall be in writing and are deemed duly given if delivered by hand or facsimile or mailed by registered mail postage prepaid addressed to the party concerned at the addresses set out in this lease or to another address a party may designate in writing. Any notice is deemed given and received, if delivered by hand or by facsimile, on the day delivered, and if mailed, when it should have been received in the ordinary course of post.

12.0 ENUREMENT:

12.1 This lease enures to the benefit of and is binding on the respective successors and permitted assignees of the parties.

13.0 INTERPRETATION:

13.1 The singular includes the plural and vice versa; the masculine includes the feminine and vice versa. The headings are inserted for convenience of reference only and do not affect the construction or interpretation of this lease.

14.0 INTEREST CHARGES:

14.1 The Tenant shall pay the Landlord interest at a rate of 2% monthly on any overdue rent or amounts payable under this lease.

15.0 OTHER TERMS:

- 15.1 This agreement is subject to any rights created in favour of British Columbia Hydro and Power Authority by virtue of a right of way agreement made between the Lessor herein and British Columbia Power Commission dated the 31st day of December, 1956 and registered in the Victoria Land registry Office under No: 204946-G.

IN WITNESS WHEREOF the parties herein have signed this lease as of the effective date.

CITY OF PORT ALBERNI

The Corporate Seal of the City of Port Alberni was hereunto affixed in the presence of:

Mayor

Clerk

TENANT

TAR BIAVAG
(Tenant's Name - PRINT)

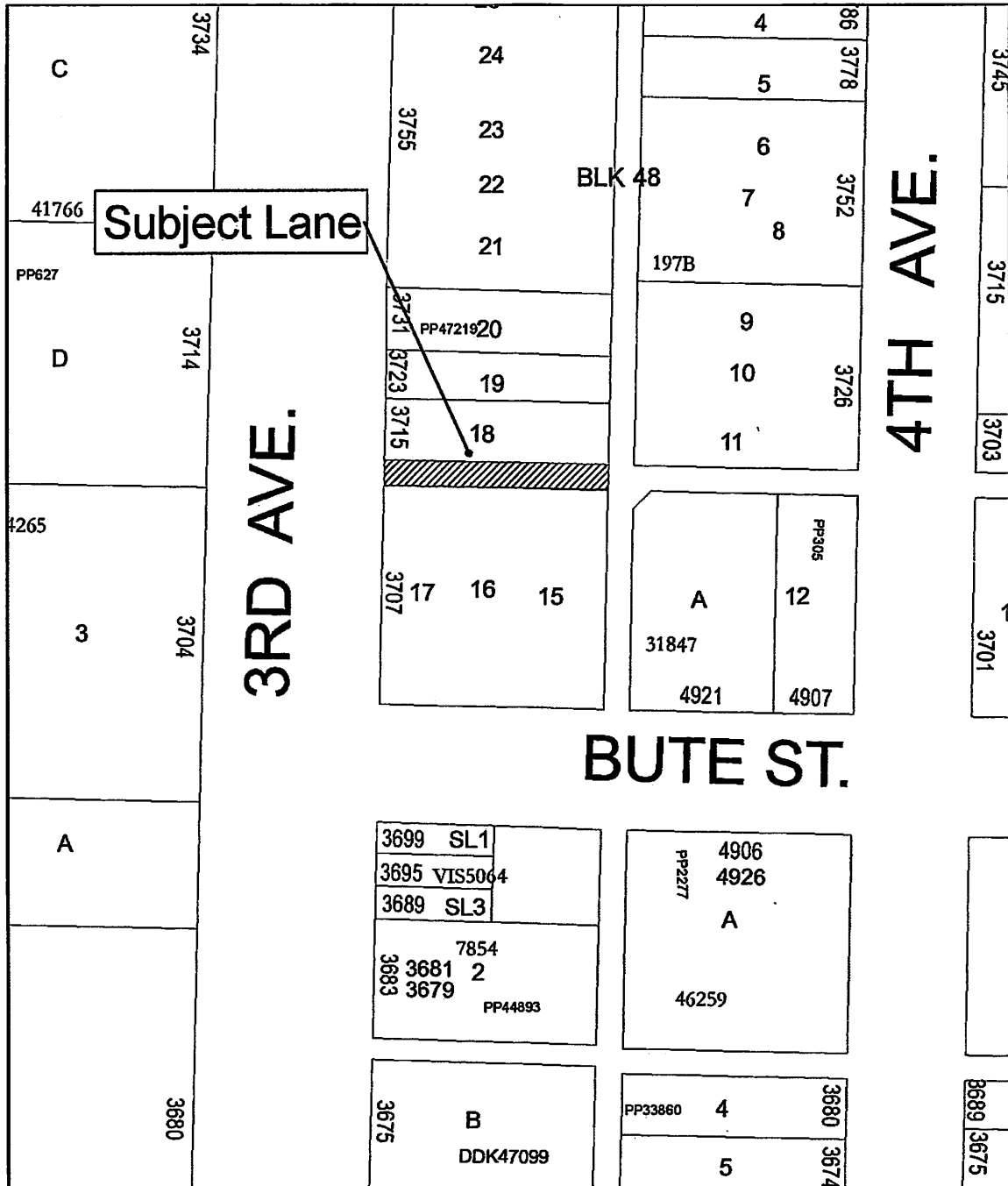
[Signature]
(Tenant's Signature)

(Witness Signature)

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SCHEDULE A TO LEASE

SCHEDULE A TO LEASE



This lease is made pursuant to the Land Transfer Form Act

LANDLORD: CITY OF PORT ALBERNI
4850 Argyle Street
Port Alberni, B.C. V9Y 1V8

TENANT: ASKER NAESGAARD
4916 Josephine Street
Port Alberni, BC V9Y 7G8

1.0 GRANT:

- 1.1 In accordance with section 26 of the *Community Charter*, the City has published notice in a newspaper of its intention to enter into a lease of the following property, ("the premises"):

That Portion of Lot 3, Plan 65347, District Lot 10, Alberni Land District outlined in bold on Schedule 'A' attached to and forming part of this agreement.

2.0 TERM:

- 2.1 The term of this lease is:

Beginning Date: February 1, 2020
End Date: January 31, 2025

3.0 RENT:

- 3.1 The rent is \$487.60 per year, plus applicable taxes, payable in advance on the first day of February in each year and every year of the term. (In addition to the aforementioned payments it is understood that the Tenant shall pay an amount equal to 73% of the estimated taxes on Lot 3, the payment of which shall be due and payable with the rent).
- 3.2 The rent shall increase on January 1st of each year at a rate equal to the percentage increase in the B.C. Consumer Price Index for all items for the twelve (12) month period running to October 1st of the preceding year.

4.0 PERMITTED USES:

- 4.1 The Tenant may use the property only for the purpose of planting and harvesting crops and not otherwise.

ENTERED

5.0 TENANT'S COVENANTS:

The Tenant covenants as follows:

- 5.1 To pay rent.
- 5.2 To use the premises only for the purposes set forth in paragraph 4.1.
- 5.3 To keep up fences;
- 5.4 To cut or spray weeds along the fences and to carry out and perform all acts required to be done under any Act or by regulations or by-laws with respect to weed and insect control;

That the property will not be assigned or sublet without leave;

That the property must be left in good repair;

That the Tenant must remove his fixtures at the end of the term, provided however that the Tenant shall make all reasonable efforts to ensure that no damage is caused or any resulting damage is repaired to the satisfaction of the Landlord. Such costs of repair or removal are to be borne solely at the Tenants cost;

On non-payment of rent when due or non-performance of covenants, either party can terminate the agreement by serving a written notice citing the instance(s) of default and specifying a termination date of 30 days from the date of such notice;

That no live trees on the property will be cut and no crop residue such as straw or cornstalks will be burnt without permission of the Landlord;

Not to remove sand, gravel, topsoil or minerals;

The Tenant shall not cut down, trim, prune, defoliate, alter, remove or in any way tamper with or work on any trees, shrubs, plants, bushes, ground cover, vegetation or any other form of plant life nor cultivate the said lands within the portion of the said lands within a distance 7.5 metres on either side of Lugin Creek so that the said trees, shrubs, plants, bushes, groundcover, vegetation and other forms of plant life remain in a naturally vegetated state in perpetuity; and

To observe and comply with all laws, statutes, regulations, by-laws, rules and orders relating to the premises and the use or occupation thereof.

To indemnify and save harmless the Landlord from and against all claims and losses arising out of or in connection with any activities of the tenant, its servants, agents, contractors, or invitees.

The Tenant shall obtain and maintain for the Term, at its sole expense, comprehensive general liability insurance providing coverage for death, bodily injury, property loss and damage arising out of the Tenant's use and occupation of the Premises, in the amount of not less than \$2,000,000 per occurrence, all inclusive; and

Each insurance policy shall:

- (a) name the Landlord as an additional insured;
- (b) be issued by an insurance company entitled under provincial law to carry on business in British Columbia;
- (c) state that the policy;
 - (i) applies to each insured in the same manner and to the same extent as if a separate policy of insurance had been issued to each insured; and,
 - (ii) cannot be cancelled, lapsed or materially changed without thirty (30) days written notice to the Landlord;
- (d) be maintained for a period ending twelve months after this Lease is terminated;
- (e) not include any deductible amount greater than \$5,000.00 per occurrence; and
- (f) be on other terms acceptable to the Landlord, acting reasonably.

5.10 Not to register this lease in the Land Titles Office.

5.12 Not to carry on any activity, that may be deemed a nuisance, on the premises.

5.14 To lawfully dispose of all waste and debris created by the Tenant on the premises in a manner satisfactory to the Landlord; to keep the premises free of flammable and/or explosive material; to have on the premises at all times fire extinguisher/s as advised are necessary by the Landlord; and to immediately notify the Landlord of any fire damage or other damage or hazards in the vicinity of the premises.

6.0 LANDLORD'S COVENANTS:

The Landlord covenants:

6.1 For quiet enjoyment.

7.0 RE-ENTRY:

7.1 Proviso for re-entry by the Landlord on non-payment of rent or non-performance of covenants.

8.0 TENANT'S BANKRUPTCY:

8.1 If the Tenant becomes bankrupt, this lease shall be terminated immediately.

9.0 TERMINATION:

- 9.1 Despite the term of this lease, it may be terminated by either party upon sixty (60) days written notice to the other party of its intention to terminate.
- 9.2 On the termination of this lease, the Tenant shall, at his expense and if the Landlord requires, remove all fixtures and improvements installed by the Tenant on the premises.
- 9.3 In case the premises, or any part thereof, if damaged by fire or tempest so as to render it unfit for the Tenant=s use, the said term shall immediately come to an end.

10.0 HOLDING OVER:

If the Tenant continues to occupy the Premises with consent of the Landlord after the expiration or other termination of the Term, then, without any further written agreement, the Tenant shall be a monthly lessee paying the annual rent on a pro-rated monthly basis plus taxes, and subject always to the other provisions in this Lease insofar as the same are applicable to a month to month tenancy and a tenancy from year to year shall not be created by implication of law, and nothing shall preclude the Landlord from taking action for recovery of possession of the Premises.

11.0 NOTICES:

- 11.1 All notices shall be in writing and are deemed duly given if delivered by hand or facsimile or mailed by registered mail postage prepaid addressed to the party concerned at the addresses set out in this lease or to another address a party may designate in writing. Any notice is deemed give and received, if delivered by hand or by facsimile, on the day delivered, and if mailed, when it should have been received in the ordinary course of post.

12.0 ENUREMENT:

- 12.1 This lease ensures to the benefit of and is binding on the respective successors and permitted assignees of the parties.

13.0 INTERPRETATION:

- 13.1 The singular includes the plural and vice versa; the masculine includes the feminine and vice versa. The headings are inserted for convenience of reference only and do not affect the construction or interpretation of this lease.

14.0 INTEREST CHARGES:

- 14.1 The Tenant shall pay the Landlord interest at a rate of 2% monthly on any overdue rent or amounts payable under this lease.

15.0 OTHER TERMS:

- 15.1 The Tenant and his staff shall park only in areas approved or designated by the Landlord.

IN WITNESS WHEREOF the parties herein have signed this lease as of the effective date.

CITY OF PORT ALBERNI

The Corporate Seal of the City of Port Alberni was hereunto affixed in the presence of:

Mayor

Clerk

TENANT

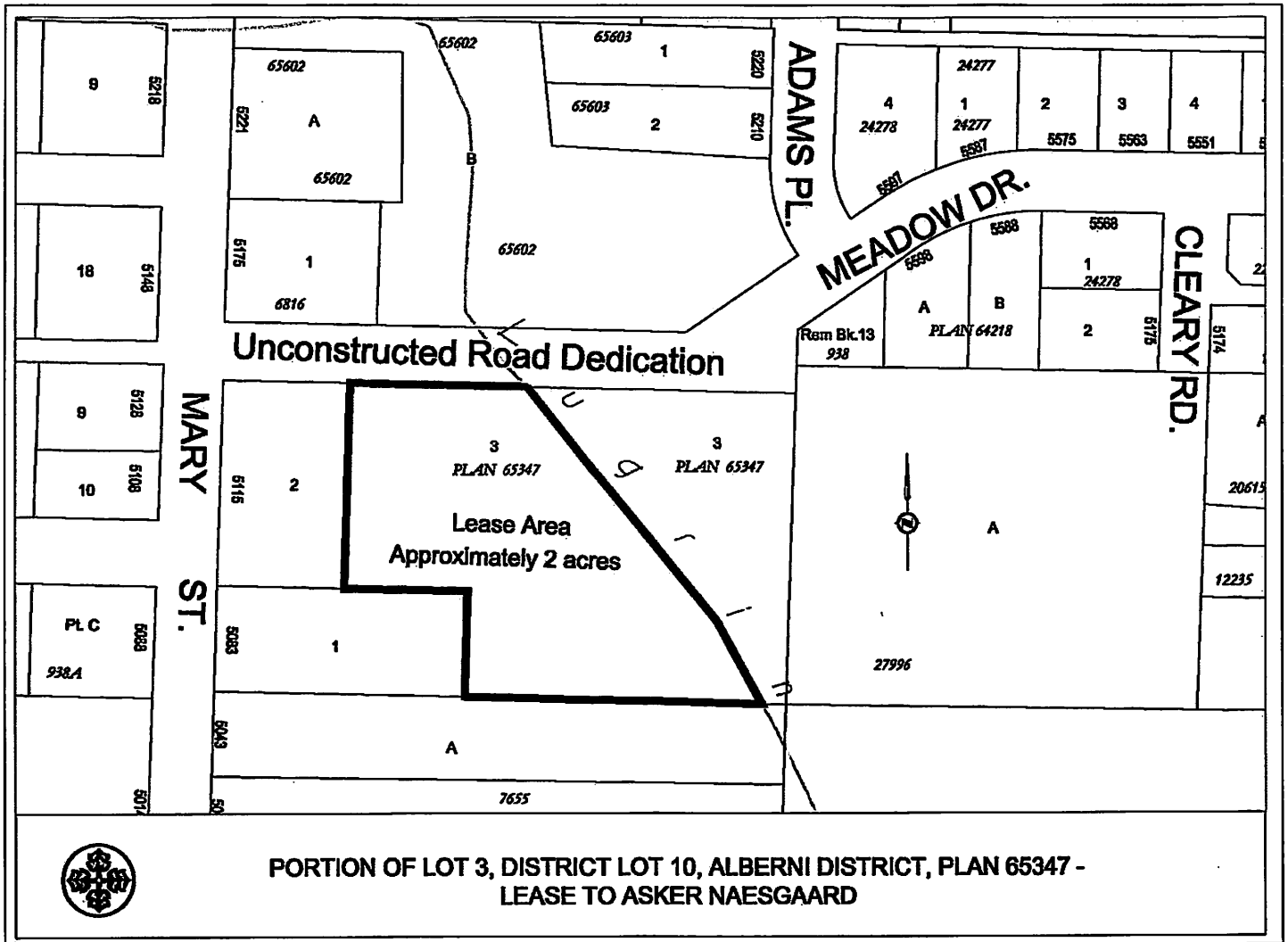
ASKER NAESGAARD
(Tenant's Name - PRINT)


(Tenant's Signature)


(Witness Signature)

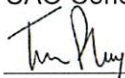
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SCHEDULE 'A'



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Date: April 6, 2020
File No: 1880-01
To: Mayor & Council
From: T. Pley, CAO
Subject: Finance Timelines

Prepared by: <i>A. MCGIFFORD</i>	Supervisor: <i>T. PLEY</i>	CAO Concurrence: 
<i>Director of Finance</i>	<i>T. PLEY, CAO</i>	<i>T. Pley, CAO</i>

RECOMMENDATION

This report is being provided for Council's information only.

PURPOSE

To support Council's understanding of the city's required timelines for financial plan adoption and statutory reporting requirements as it relates to the Finance department.

BACKGROUND

Every year local government must meet statutory deadlines.

- Financial Data/Local Government Data Entry – before May 14th - Section 167 of the *Community Charter*.
 - Annual audited financial statements
- Tax Rate Data/ Local Government Data Entry Tax – before May 14th - Sections 167 and 197 of the *Community Charter*.
 - 2020 Tax Rate bylaw
 - Any new or amended parcel tax bylaws
 - 2020-2024 Financial Plan bylaw
- Financial Information Act/Statement of Financial Information (SOFI) *Financial information Act [2(3)]*
 - SOFI must be made available within 6 months after the end of each fiscal year of the municipality under the Financial Information Act. Submit a copy to the Ministry of Municipal Affairs and Housing.
- Annual Report – by June 30 of each year - *Financial information Act [2(3)]*
 - Local governments must present the report at a public meeting before June 30 each year, and make the report available for public inspection at least 14 days prior to that meeting.

ALTERNATIVES/OPTIONS

On April 2, 2020 the Ministry of Municipal Affairs and Housing provided relief in regards to reporting timelines, this year the Ministry will not be enforcing the statutory deadlines for audited financial statements and Local Government Data Entry (LGDE) forms, which are normally due by May 14 of each year. We can defer these

reports until later in the summer. Our intent is to complete by May 14th, with the understanding that the option is available should we require it (see attached).

We must adopt our financial plan bylaw by May 14th and set the tax rate bylaw at that same time. There could be justification to not attain the reporting deadlines given the other demands of staff at this time.

The provincial government has not enabled alternative options for deferral of taxes, but has provided relief for reporting deadlines within the *Community Charter* for annual submissions. Staff will work towards the deadlines in the Charter and keep Council updated on the status over the next few weeks.

MNP (current auditor) has canceled all site visits and is currently having staff work from home. Originally the audit team was to arrive on March 30, 2020 and this will not occur, the audit will be completed remotely. This has provided flexibility and we have begun to send the audit team the required information and will work towards to deadline of May 14th.

ANALYSIS

None at this time, information provided for council's awareness.

IMPLICATIONS

Announcements have been made by senior levels of governments; we await details for possible changes (if any) to meet reporting deadlines. The Five Year Financial Plan 2020 – 2024 and associated taxation bylaw must be approved by Council prior to May 14, 2020. Other reporting deadlines rely on completion of the financial plan and completion of the audit.

COMMUNICATIONS

Communication to the public will occur in the same fashion as in prior years.

BYLAWS/PLANS/POLICIES

- Under Section 165 and 166 of the Community Charter, the City must develop a five-year financial plan and undertake a public consultation process before the plan is adopted.
- The "Five Year Financial Plan 2020-2024 Bylaw No. 5003" is currently at first reading.

SUMMARY

The Five Year Financial Plan 2020-2024 and annual audit statutory deadlines are approaching and the ability to meet the deadlines is attainable at this time.

ATTACHMENTS/REFERENCE MATERIALS

J:\Common\A_Items_for_Agenda\Regular\2020_03_25_Audit and financial plan timeline.docx



Circular No. 20:11

April 2, 2020

To: All Municipal Financial Administrators

Re: Municipal Budgeting, Taxation, and Financial Reporting During Covid-19

The Ministry recognizes that the current Covid-19 situation creates questions and concerns about municipal finance issues and may place administrative burdens on municipalities. This circular sets out some things that the Ministry is doing in response, and some suggestions for what you can do right now.

We support your focus right now on the budget and tax cycle because collection of tax revenue is imperative for continuity of municipal operations, and the operations of other government bodies that rely on the municipal tax system (like regional districts and regional hospital districts). When considering municipal operations and capital for the remainder of the year, we encourage you to practice good financial management, including: maintaining a strong level of cash assets, prioritizing core municipal operations, and possibly deferring non-essential capital expenditures until this event passes.

To help you in this focus, this year the Ministry will not be enforcing the statutory deadlines for audited financial statements and Local Government Data Entry (LGDE) forms, which are normally due on or before May 14 of each year. If you need to, you can defer these reports until later in the summer. If your municipality does have the resources to complete the submission on time, that would be helpful – but again, focus should be first on the budget and tax cycle.

If this Covid-19 situation has impaired your normal budgeting process, please remember that you can adopt your 2020-24 financial plan based on year-two of your previous year's plan, with whatever alterations you deem appropriate for the upcoming year.

As some of you may be aware, the Federal Government recently launched the "COVID-19 Economic Response Plan", which provides certain forms of relief to residents and businesses in your community. For more information on this plan, please go to <https://www.canada.ca/en/departement-finance/news/2020/03/canadas-covid-19-economic-response-plan-support-for-canadians-and-businesses.html>.

The Province also recently announced a \$5 billion suite of actions in the near term called the

“Covid-19 Action Plan” which also includes relief for some community members directly affected by Covid-19 job loss. Including, “Business and light and major industry property classes will see their school property tax cut in half for the 2020 tax year, providing \$500 million in relief for business that own their property and for tenants on triple-net leases.”

Regarding the 2020 school taxes, the normal mechanics for municipal tax collectors will not change. The rates will be set soon by Order in Council. Municipalities will simply apply the 2020 school tax rates from that Order. The (Class 4) Major Industry tax credit will apply as usual to the amount of tax generated by the 2020 major industry school tax rate.

Further, “Payments for Provincial Sales Tax (PST), employer health tax, municipal and regional district tax (hotel tax), carbon tax, motor fuel tax and tobacco tax are also deferred.” For more information on this plan, please go to <https://news.gov.bc.ca/releases/2020PREM0013-000545>.

As you are likely aware, on March 26, the Honourable Mike Farnworth the Minister of Public Safety and Solicitor General issued Ministerial Order (Order M083) under the Emergency Program Act to support the Provincial Health Officer and ensure joint, coordinated efforts among all governments in responding to the COVID-19 pandemic. Order M083 enables local governments to hold meetings electronically and without the public present and provides flexibility to adopt bylaws in one day. The full text of Order M083 can be found online at: http://www.bclaws.ca/civix/document/id/mo/mo/2020_m083.

Should you require further information, please contact your provincial analyst at <https://contacts.localgovernmentinformationsystem.gov.bc.ca/lgics.aspx>.

Also, I am encouraging all local governments, where possible, to submit their bylaws and LGDE reports electronically. We can still receive manual submissions (through mail), but the processing of mailed documents will take longer. Financial reports can be emailed to LGDE@gov.bc.ca and bylaws to LGgovernance@gov.bc.ca.

This is an initial circular to all municipalities. We are already planning for how the financial impacts of Covid could continue to unfold for local governments and their financial situations and we will be sharing additional follow up circulars.

I understand that these are difficult times, but please keep in mind that this is all temporary. If we all logically plan and cooperate collectively with one another, including sharing expertise and experience with your neighbours, we can get through this while maintaining the municipal finance system and the critical services that system supports.

Sincerely,

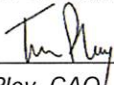
A handwritten signature in black ink, appearing to read 'T Faganello', with a stylized, cursive script.

Tara Faganello
Assistant Deputy Minister and Inspector of Municipalities
Local Government Division
Ministry of Municipal Affairs and Housing

Cc: Kaye Krishna, DM MAH
Liam Edwards and Sean Grant, MAH
Peter Urbanc, MFA
Gary MacIsaac, UBCM
Duncan Jillings, MoF
Jim Hopkins, MoF
Heather Wood, MoF
Kala Harris, GFOABC

Date: March 17, 2020
File No: 2470-20
To: Mayor & Council
From: T. Pley, CAO
Subject: Property and Liability Insurance

Prepared by:
ANDREW MCGIFFORD
Director of Finance

CAO Concurrence:

T. Pley, CAO

RECOMMENDATION

THAT Council for the City of Port Alberni direct staff proceed with a request for proposals prior to renewal of the City's annual liability and property insurance policies to ensure the City of Port Alberni secures the appropriate insurance coverage based on the City's risk profile.

PURPOSE

To update Council as it relates to the insurance coverage costs for 2020. Also provide a recommendation to seek support for an insurance package that meets the City's needs, covers the specific risk profile for the City of Port Alberni, and provides the best value for tax payer money.

BACKGROUND

In 2015 the City undertook a request for proposals for the annual liability and property insurance policies. The competitive process received four submissions, including Municipal Insurance Association (MIA). At that time the insurance coverage requirements for the City indicated that the best received submission was submitted by AON. Important factors considered were:

- Cost
- Cost stability - no increases for two years on property and three years for liability premiums
- More complete coverage package than other submissions

In 2020 annual premiums saw an 80% increase over 2019 premiums, with a total increase year over year of \$215,712.

Two factors that contributed to the increase:

- Increased property values which accounted for 30% of the overall increase in the annual premiums.
- The City's claim history and the experience rating of the local government sector, this accounted for 70% of the increase.

For reference the annual premium increases are within the table below.

Table 1: Historical premium cost

Year	Annual premium	Percentage increase
2015	\$250,000	n/a
2016	\$257,500	3 %
2017	\$257,500	0 %
2018	\$260,100	1 %
2019	\$267,769	3 %
2020	\$483,041	80 %

Staff presented the COW insurance premiums impacts within the draft 2020 – 2024 Five Year Financial Plan on February 3, 2020. The significant increase led to the committee recommended to Council *“that staff explores the City’s options in obtaining insurance from the Municipal Insurance Association (MIA) and costs associated with same”*. Staff contacted MIA to provide the information requested by Council and were informed that they are not in a position to underwrite a quote at this time without detail. Staff endorsed the insurance policies to ensure the required coverage was in place for the City on February 1, 2020.

ALTERNATIVES/OPTIONS

Option One:

Continue to use the current service provider and work with broker to reduce premiums.

- Our current insurance broker is AON and has been our broker since 2015;
- AON has been responsive and provides an acceptable level of service;
- Our classification and claims experience rating influence the annual premiums;
- Modest staff effort to undertake risk assessments and/or implement best practices;
- Minimal staff effort to undertake annual renewals.

Option Two:

Request a quote form Municipal Insurance Association (MIA) for 2021 coverage.

- Staff would need to provide MIA updated values for property and five years claims history;
- Ensure MIA provides the same coverage required;
- Modest staff effort to undertake risk assessments and/or implement best practices;
- Minimal staff effort to switch to MIA.

Option Three:

Conduct a Request for Proposals in the summer or fall of 2020.

- Provide an opportunity for insurance brokers and MIA to provide the City options for insurance coverage;
- Modest staff effort to undertake risk assessments and/or implement best practices;
- Modest staff effort to undertake and evaluate the request for proposals.

ANALYSIS

AON was selected in 2015 when a request for proposals was undertaken, at that time a detailed review of the insurance needs for the City was analyzed. The increases in premiums over the first four years were modest. The risk profile and asset value for the City were assessed in 2019 and the premium cost for 2020 was increased based on the review. A significant period of time has passed since the market has had the opportunity to assess liability and property insurance requirements for the City. Option one and two require less staff resources, but limit the opportunity for the best options or solutions available to the City at this time. Staff intends to seek current options and also consult with other local governments in order to seek the best value for money as it relates to insurance coverage.

IMPLICATIONS

Staff resources are required to undertake a best practices review and the work would be conducted across all City departments. There will be a modest amount of time that will be required to review and select the successful proposals for insurance coverage.

COMMUNICATIONS

- Prior to the request for proposals finance staff will reach out to other local governments and work with our broker to seek best practices to improve our risk profile.
- Public notification on BC Bid would occur for the opportunity.

BYLAWS/PLANS/POLICIES

No specific policy for insurance.

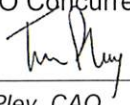
SUMMARY

This report provides background information related to the history and an update for the annual liability and property insurance policy cost for 2020. This report seeks direction to undertake a request for proposals as it relates to insurance needs for the City of Port Alberni.

ATTACHMENTS/REFERENCE MATERIALS

Not applicable.

Date: April 7, 2020
File No: 1820-20
To: Mayor & Council
From: T. Pley, CAO
Subject: Water and Sewer Utility accounts - Interest relief and rate freeze

Prepared by: <i>ANDREW MCGIFFORD</i> Director of Finance	Supervisor: <i>T. PLEY</i>	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

THAT Council direct staff to reverse interest charges on utility accounts due on February 28, 2020, set the due date for the next utility invoices at September 15, 2020, and the due date for the final utility invoices at December 15, 2020, with no interest charged in 2020; and further that the scheduled September rate increase for Water and Sewer be deferred until 2021.

PURPOSE

To provide financial relief within the Garbage, Water and Sewer Utility accounts due to the impact of COVID-19.

BACKGROUND

The Water and Sewer services are separate funds, in large part are funded through user fees, and therefore do not impact the property tax requirements within the 2020-2024 Financial Plan. The Water and Sewer fees and charges bylaws enable flexibility in setting the due date as desired; the normal practice has been to set it within eight weeks of the end of billing period. The next invoice due date would be due before the end of June 2020. The utility billing schedule is billed three times per year:

- January to April – normal due date June
- May to August – normal due date in late October
- September to December – normal due date February

Interest is charged on outstanding balances at 5% when not paid by the due date. The latest interest penalty was applied on March 1, 2020. In the "Five Year Financial Plan 2020 – 2024, Bylaw No. 5003" the planned interest revenue was \$11,400 on garbage utility receivables. On April 6th at the special meeting Council recommended the removal of the interest revenue in 2020 in the amount of \$10,000.

Sewer and Water rates are scheduled to increase by 2% and 5% respectively effective September 2020.

ALTERNATIVES/OPTIONS

Option One: Make no changes to the billing schedule and collect interest on unpaid amounts. Schedule the annual rate increase planned for September at 2% for Sewer and 5% for Water.

Option Two: Provide interest relief, shift due dates for payment to September 15 and December 15 and charge no interest on outstanding amounts in 2020. Also defer the planned 2020 rate increase that would have taken place in September for Water and Sewer rates. That rate increase forwarded to January 1st, 2021.

- Planned (current) interest revenue is \$84,300 across all utilities
 - Garbage - \$11,400
 - Sewer - \$32,000
 - Water - \$41,300
- The revenue received in the Water and Sewer funds would be assigned to the respective capital reserves. The contribution will be reduced by the planned interest waived within the Financial Plan.
- The Financial Plan included anticipated revenue increases from planned rate increases in September for:
 - Sewer - \$56,249
 - Water - \$188,183

ANALYSIS

- If there is no changes the anticipated revenue collected from interest is estimated to be \$84,300 in 2020.
- If the recommendation is supported the financial plan will include an amendment to the interest revenue and reserve contribution for Sewer and Water capital funds based on the Option Two.
- In total Option Two amounts to a reduction in utility revenue of \$328,732 for 2020.

IMPLICATIONS

The recommendation is to reverse the penalty applied on March 1, 2020; the reversal is approximately \$21,000 in realized reduced interest revenue from utilities in our first billing of 2020. If the recommendation is supported by Council the funding will be allocated within the response funding from the COVID – 19 Response/Recovery budget line, and a reduced reserve contribution to the Water and Sewer capital reserves in 2020.

- Planned interest and penalty revenue sourced from utilities in the Financial Plan for 2020 is \$84,300.
- The preliminary planned increase in revenue for Sewer was 2% or \$56,249.
- The preliminary planned increase in revenue for Water was 5% or \$188,183.
- The Garbage rate will increase to continue the shift to cost recovery for the service.

If supported the recommendation is providing a total of \$328,732 of relief to citizens via Utility accounts.

The delayed due date may reduce cash flow by approximately \$2 million in the month of June, and again in October. With the property tax deadline in July the cash flow impact can be planned for and managed throughout 2020.

With a deferral of utility rate increases in September 2020 the annual planned increases will need to be revisited and amended. The deferral may have an impact on future rate increases

COMMUNICATIONS

- If adopted, staff would provide a summary of the changes within the next billing mail out.
- Staff will clearly communicate the change to set the due date at September 15th as an option for the public should they require to defer the utility payment.

BYLAWS/PLANS/POLICIES

- ["Waterworks Bylaw, 2001" \(Bylaw No. 4494\) \(with amendments to June 24, 2019\)](#)

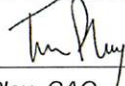
SUMMARY

- The COVID -19 pandemic has created financial hardship on many; Council has limited options when compared to senior levels of government to provide relief.
- Utility billing interest reversal, deferring invoice due dates, waiving interest and rate increases in 2020 can provide some relief without significant impact to the cash flow of the City.
- The financial relief associated with the recommendation will provide \$328,732 of relief to the Utility accounts
- The deferral will require an amended plan for our future annual increases on the utility accounts.

ATTACHMENTS/REFERENCE MATERIALS

\\portal.berni.local\files\home\mcgifford_a\Desktop\2020_04_01_Utility_due_date_and_interest_charges.docx

Date: April 6, 2020
File No: 1700-20
To: Mayor & Council
From: T. Pley, CAO
Subject: Waiving of Interest Payments – City Leases & Other Accounts

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

RECOMMENDATION

1. *THAT Council authorize staff to waive the interest provision within all lease agreements that are currently applied an interest penalty [late payment, etc.] during the 2020 calendar year and further, following the conclusion of the COVID-19 event, and moving forward into the recovery stage, staff are authorized to work with each account holder to establish a reasonable payment schedule.*
2. *THAT Council authorize staff to cease all transfer of outstanding amounts to collections for the remainder of 2020 on all accounts, excluding Property taxes and utilities.*

PURPOSE

For Council to consider providing financial relief to City leaseholders and other City accounts that are impacted by the response to COVID-19.

BACKGROUND

The impacts from the response to COVID-19 have resulted in restrictions imposed by the federal and provincial governments. These restrictions have resulted in the temporary closures of businesses and industries, and making it more challenging in meeting their financial obligations.

The City has a small volume of lease agreements and other accounts receivable that accrue interest, at this time the ability to waive is provided for council to consider. The dollar value of receivable accounts that accrue interest is very small relative to utilities and property taxes. Council could waive interest in 2020 and have no impact on anticipated revenue within the financial plan.

The *Community Charter* states that council must not provide a grant, benefit, advantage or other form of assistance to a business. If the recommendation is adopted, relaxing the interest provision while still requiring the lease payments would not be considered a form of assistance in these extraordinary times, however, waiving the lease payment may be seen as a form of assistance. Senior levels of government have announced funding programs to support individuals and business and we encourage leaseholders to explore these options if they qualify.

Other Accounts

The City of Port Alberni sends outstanding ticketing accounts to collections for parking and property nuisance offences. At this time there are very few tickets being issued and it is recommended to cease all transfers to collections until October 31, 2020. Depending on the length of the event this item can be revisited. Amounts that are currently transferred to our collection's contractor will continue to be acted upon as once the City sends the amounts forward we cannot recall without paying the commissions to our contractor.

Harbour Quay Lease Agreements

The recommendation in this report would extend to those business/individuals who have entered into lease agreements with the City for various locations at Harbour Quay. At the writing of this report staff are in the process of confirming how many businesses at the Harbour Quay have closed in response to COVID-19.

ALTERNATIVES/OPTIONS

Option One: Provide all accounts receivable account an interest free period in 2020 and provide an option to work out a reasonable repayment plan once the COVID – 19 event has completed. In order to provide relief to the leaseholders and other City account holders, the recommendation is to provide a waiver on all accounts receivable, excluding taxation and utilities. There is very little interest collected from these accounts and therefore, will not impact the financial plan in a significant manner. We would also cease any account transfers to collections for the remainder of 2020 noting that amounts already sent cannot be reversed.

Option Two: Take no action and continue accruing the interest charges as per bylaw or through our lease agreements. This is not recommended as it may compound the financial burden on the leaseholders and other accounts receivable accounts during this difficult time.

ANALYSIS

The revenue collected from this form of interest is minimal; if no action is taken the City of Port Alberni would see an increase in interest revenue. The additional financial burden would impair the businesses ability to recover from the event.

IMPLICATIONS

The impact on the anticipated interest revenue from these accounts is very little within the City's financial plan. These accounts are paid monthly and for the most part, are always current. Many of the leases that the City of Port Alberni has would require a 2% per month interest charge on overdue balances; the annual compounded rate would be 26.82%. To use this provision would further harm our leaseholders during this difficult time and there is a mutual benefit to see our leaseholders succeed after COVID-19 and entering the recovery phase. The second component of the recommendation is flexible, and would allow a payment plan that is reasonable. At this time it is not possible to set these timelines, once we move to the recovery from COVID-19 staff can provide an update to council.

COMMUNICATIONS

If adopted, staff would contact all the accounts receivable accounts and communicate that if they chose to delay payment in order to support the financial viability of their business the City will not charge interest over the 2020 calendar year. Staff will also work with the account holders to provide a reasonable repayment plan when we find ourselves in the recovery stage.

BYLAWS/PLANS/POLICIES

- Chapter 26, section 25 of the *Community Charter - General prohibition against assistance to business and exceptions*


SUMMARY

- The COVID -19 pandemic has created financial hardship on many; Council has limited options when compared to senior levels of government.
- Waiving interest on our accounts is a reasonable option available to local governments.
- The financial impact on the City of Port Alberni is not material within the account and are not in the financial plan as a revenue source.

ATTACHMENTS/REFERENCE MATERIALS

\\portalberni.local\files\home\mcgifford_a\Desktop\2020_04_01_Accounts receivable interest and payment options.docx

Date: March 17, 2020
File No: 5280-01
To: Mayor & Council
From: T. Pley, CAO
Subject: Regulating use of Single-Use Plastics

Prepared by: <u>T. SLONSKI</u> T. Slonski, Deputy Clerk	Supervisor: <u>D. HARTWELL</u> D. HARTWELL, CLERK	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

This report is being provided for Council's information.

PURPOSE

The purpose of this report is to inform Council on what plastic ban strategies other municipalities have implemented as well as how the Alberni Valley currently handles its recycled plastics.

BACKGROUND

At Council's Regular meeting held November 12, 2019, Council received a delegation from Sue Comeau, John Mayba and Shirley Whyte, of the Ad Hoc Plastics Committee requesting that Council consider implementing a bylaw that would see the banning of plastic check-out bags and plastic straws [single-use plastics]. The presentation included the submission of a signed petition in which members of the Ad Hoc Plastics Committee gathered 613 signatures to the following statement "Because excessive plastic waste is causing severe environmental damage and increasing the costs to municipal landfills we appeal to the City of Port Alberni to ban plastic checkout bags and plastic straws as a first step in eliminating single use plastics in our town." While the majority of the signatures are from residents of the Alberni Valley, the petition also contained signatures from those who reside in other BC communities, provinces, and out of country.

Following the delegation, Council resolved as follows:

MOVED and SECONDED, THAT Council direct staff to prepare a report identifying what plastic ban strategies other municipalities have implemented including information as to how the Alberni Valley currently handles its recycled plastics.

ALTERNATIVES/OPTIONS

This report is being provided for informational purposes only, as such, alternatives/options are not identified at this time.

ANALYSIS

Single use plastics generally refer to plastic products that are considered disposable and only used once before they are recycled or more commonly thrown away. There is movement abroad to address the reduction of single use plastic items and there are a number of municipalities who have implemented bylaws banning single use plastic items [including straws].

Local governments on Vancouver Island [District of Tofino, Ucluelet; City of Courtenay, Town of Comox, Qualicum Beach, Village of Cumberland] adopted bylaws banning the use of single use plastics and modeled their bylaw after the City of Victoria¹ who, in 2018 faced a challenge as to its validity. The BC Supreme Court dismissed the case, however, in July 2019, the BC Court of Appeal overturned the Supreme Court decision and ruled Victoria's bylaw invalid. The BC Court of Appeal found that the City's bylaw was in fact, based on environmental concerns, and therefore, under the jurisdiction of the province thus requiring approval of the Minister of Environment prior to adoption. In January 2020, the Supreme Court of Canada declined to hear the City's appeal rendering the Court of Appeal's decision as final.

As noted above, a number of local governments modeled their bylaws after the City of Victoria. Since the ruling of the Court of Appeal, both the Districts of Tofino and Ucluelet have moved forward with introducing new bylaws for consideration by their Councils which include seeking the approval of the Minister of Environment in advance of moving forward with adoption.

[NOTE: The City of Parksville was also moving forward with a 'Single-Use Checkout Bag Reduction Program Bylaw in 2018 and again, modelled after the City of Victoria however, Parksville's bylaw was never adopted as final reading failed at the Council table in February of 2019].

Also attached to this report is Schedule 'A' which speaks to how the Alberni Valley currently handles its recycled plastics.

IMPLICATIONS

The banning of harmful plastics is seen, by a majority of municipalities as a provincial/federal issue and at the writing of this report, the Federal government has since identified its commitment to implementing such measures as early as 2021. In addition, the Province of BC has also identified its commitment and did move forward with engaging its citizens the latter part of 2019 with results of this engagement to form/develop new regulatory framework dealing with the regulation of single-use plastics through changes to BC's *Environmental Management Act*.

In light of these known commitments, staff are of the opinion that it may be prudent to await these outcomes prior to moving forward with a City of Port Alberni bylaw banning the use of single use plastics should that be the desire of Council. Further, although the City has yet to introduce a regulatory bylaw banning the use of single-use plastics, a number of commercial operators have already eliminated providing plastic bags to their customers and many local residents, passionate about the environment bring their own bags when shopping.

¹ Bylaws were established & adopted in advance of commitments on the part of the federal/provincial governments.

COMMUNICATIONS

Unless Council directs staff to begin work in preparing a bylaw which speaks to the banning of single-use plastics, no communications, aside from communicating with representatives of the Ad Hoc Plastics Committee are proposed at this time.

BYLAWS/PLANS/POLICIES

A strategic priority of Council of the City of Port Alberni speaks to 'Champion Environmental Leadership' and goal 4.1 states "the importance of making continuous improvements in terms of reducing the amount of solid waste generated within the City that is landfilled" and that the City work with the ACRD on improvements to solid waste diversion.

SUMMARY

The City of Port Alberni recognizes the importance of taking steps to reduce/eliminate harmful plastics to ensure the protection of B.C.'s environment and that of the Alberni Valley. Both the federal and provincial governments have now expressed their commitment to address plastic packaging and single use plastics including the provincial Ministry of Environment who have solicited public engagement/feedback that will lend itself to policy amendments to improve existing programs. In light of these commitments, staff suggest that Council may wish to wait until the results of the provincial engagement have been finalized and policy amendments made. Alternately, Council may also instruct staff to move forward with creating a bylaw banning the use of single-use plastics however, prior to adoption, staff would seek the approval of the Minister of Environment. On that note, the Minister may delay approval until such time as the public engagement considerations and policy amendments have been considered and scheduled to take place the latter part of this year.

ATTACHMENTS/REFERENCE MATERIALS

- Recycle BC Depot Recycling Guide – Printed Paper & Product Packaging – Schedule 'A' [attached]
- Province of British Columbia Plastics Action Plan Policy Consultation Paper – Ministry of Environment & Climate Change Strategy
- Other BC Municipal Governments
- Various news articles




C: *W. Taekema, Director of Engineering & Public Works*
 K. McDougall, Manager of Planning
 P. Deakin, Economic Development Manager

J:\Clerks\Reports\TLS\2020\2020_03_17_Single_Use_Plastics



Recycle BC Depot* Recycling Guide—For Printed Paper and Product Packaging

*3620 3rd Ave and Alberni Valley Landfill, Port Alberni * 570 B Bamfield Rd, Bamfield* 640 Warren Way, Tofino * 333 Forbes Rd, Ucluelet

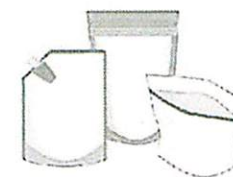
Recycle BC recyclable materials collected		
Paper, cardboard, containers as for curbside – see details overleaf		
Plastic bags and over-wrap 	Foam packaging 	Non-deposit glass bottles and jars 
Accepted	Accepted	Accepted
<ul style="list-style-type: none"> Bags for groceries, dry cleaning, bread, newspapers, flyers Bags for produce, dry bulk foods, frozen vegetables Outer bags and wrap for diapers, feminine hygiene products, paper towels, tissues, soft drink flats Bags for water softener salt and garden products Overwrap on mattresses, furniture, electronic equipment 	<ul style="list-style-type: none"> Plastic foam containers for meat and produce Foam egg cartons Foam clamshells, cups and bowls for take-out Foam cushion packaging to protect electronics, small appliances, etc. 	<ul style="list-style-type: none"> Clear or coloured non-deposit glass
Not accepted	Not accepted	Not accepted
<ul style="list-style-type: none"> Kitchen stretch wrap Biodegradable, compostable packaging Garbage bags, any colour 	<ul style="list-style-type: none"> Squishy or flexible foam Foam peanuts, packing chips or noodles Blue or pink foam insulation 	<ul style="list-style-type: none"> Drinking glasses, dishes or glass cookware Mason jars Whole or broken window glass or mirrors Ceramic products

For more detailed lists visit: <https://recyclebc.ca/what-can-i-recycle/> or download the Recycle BC app at <https://recyclebc.ca/app/>

Recycle BC Other Flexible Plastics collected for waste to energy program



Crinkly Wrappers and Bags



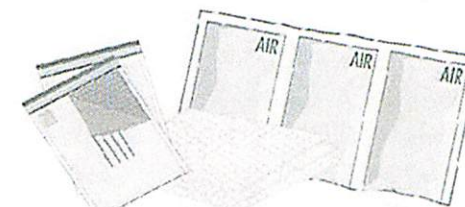
Zipper Lock and Standup Pouches



Woven Plastic Bags



Flexible Packaging with Plastic Seal



Non-food Protective Packaging

Follow the instructions of Depot Personnel

To recycle an item not listed here:

Go to: <https://www.rcbc.ca/recyclepedia/search>

Download <https://www.rcbc.ca/services/recyclepedia-app>

Call the Recycling Hotline: 1-800-667-4321

Visit: <https://www.acrd.bc.ca/recycling>



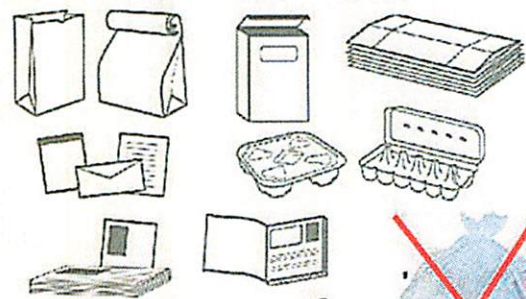
Curb-Side Recycling Guide—For Printed Paper and Product Packaging ONLY —funded by Recycle BC

Accepted in Curb-side
Materials that can be mechanically sorted

Accepted in Curb-side
Materials that can be mechanically sorted

NOT accepted in curb-side
Materials that contaminate recycling

PAPER / CARDBOARD



CONTAINERS



Empty and rinse containers, labels OK. Place caps, pumps lids loose in recycling container. Put metal lids in cans. **NOTE: Greasy paper, cardboard or dirty containers cannot be recycled.**

You can also recycle these at Recycle BC depots—see over leaf.

- Newspapers, inserts, flyers, catalogues, magazines, telephone books—(Remove plastic wrap)
- Household paper, paper gift wrap and greeting cards
- Shredded paper—in paper or plastic bag
- Paper bags, with single, multiple paper or plastic layers for pet food, flour etc.
- Boxboard boxes (Remove food, liners, flatten)
- Moulded box board for egg cartons, beverage carry out trays etc.
- Cores from paper towels, toilet tissue
- Corrugated cardboard for shipping groceries, etc.
- Plastic or paper take-out cups, bowls, lids
- Plastic bottles, jugs, jars, tubs and trays
- Caps, tops, lids and pumps
- Rigid clamshells for baked goods, fruit etc.
- Plastic plant pots and seedling trays
- Plastic pails, less than 25L e.g. laundry detergent
- Cartons for soup, milk, sauces, ice-cream etc.
- Metal cans and lids for food
- Empty aerosol cans and caps (food, toiletries)
- Microwaveable bowls and cups
- Spiral wound cans and lids for frozen juice concentrate, chips etc.
- Aluminum foil wrap, take out containers

For more detailed lists about Recycle BC items visit: <https://recyclebc.ca/what-can-i-recycle/> or download <https://recyclebc.ca/app/>

Materials collected by Recycle BC at the Recycling depots—see details on over-leaf

• **Glass, plastic bags, over-wrap and plastic foam containers:** Must be collected separately as they shard and contaminate the rest of the recycling or jam the sorting machinery

• **Other flexible plastics:** Collected separately for pilot waste to energy program.

- Chip or foil bags, Foil wrap with paper
- Crinkly wrappers and bags
- Flexible packaging with plastic seal
- Stand-up and zipper lock pouches
- Woven and net plastic bags
- Non-food protective packaging (e.g. padded envelopes)

• **Non-recyclable materials**

- Paper towels, napkins, tissues
- Straws, rubber bands
- Plastic cutlery, plates, cups
- Toys, ceramic pots, lawn edging, tarps, plastic furniture, garden hoses, string, rope

No Hazardous Materials—Batteries, syringes, bleach containers (unless well-rinsed with water), propane tanks or cylinders, paints, motor oil, solvents, containers labelled danger, poison, etc.

To recycle an item not listed here, go to: <https://www.rcbc.ca/recyclepedia/search>, download <https://www.rcbc.ca/services/recyclepedia-app> or call the Recycling Hotline: 1-800-667-4321

**City of Port Alberni
Audit Committee
Minutes from a Meeting held Monday, Feb 24th, 2020 at 11:00 am
in the City Hall Committee Room**

Present: Councillor Dan Washington, Chair
Councillor Cindy Solda
Councillor Ron Corbeil

Resource Staff: Tim Pley, CAO
Rosalyn Macauley, Deputy Director of Finance

Media:
Regrets:

A. Adoption of Agenda

*Solda/Corbeil
That the agenda be adopted as circulated.*

Carried

B. Minutes

*Corbeil/Solda
That the minutes of the November 25th, 2019 Audit Committee Meeting be
adopted as circulated.*

Carried

**C. Responses to questions arising from the November 25th, 2019 Audit
Committee Meeting**

*Corbeil/Solda
That the report dated January 13th, 2020 from the Deputy Director of Finance
responding to questions arising from the November 25, 2019 meeting, be
received.*

Carried

**D. Quarterly Analysis of Mayor and Council Travel and Convention
Expenses (Dec 31, 2019)**

*Solda/Corbeil
That the Mayor and Council Travel and Development Expenses report for the
period ending December 31st, 2019 be received.*

Carried

E. Reports

The Deputy Director of Finance did not deem any of the items out of the ordinary so no summary was prepared. Note the December 31st, 2019 Financials provided are for management purposes only. Audited financial statements will be provided at a future meeting.

General Revenue Fund by Department

Corbeil/Solda

That the General Revenue Fund report for December 31st, 2019 be received.

Carried

Water Revenue Fund

Corbeil/Solda

That the Water Revenue Fund report for December 31st, 2019 be received.

Carried

Sewer Revenue Fund

Solda/Corbeil

That the Sewer Revenue Fund report for December 31st, 2019 be received.

Carried

General Capital Fund

Corbeil/Solda

That the General Capital Fund report for December 31st, 2019 be received.

Carried

Water Capital Fund

Corbeil/Solda

That the Water Capital Fund report for December 31st, 2019 be received.

Carried

Sewer Capital Fund

Corbeil/Solda

That the Sewer Capital Fund report for December 31st, 2019 be received.

Carried

F. Vendor Cheque Register Report

Solda/Washington

That the Vendor Cheque Register Report dated November 22nd, 2019 through February 13th, 2019 be received, and questions arising from the Cheque Register be addressed in a report at the April 14th, 2020 Regular Council Meeting.

Carried

H. Other Competent Business

Questions/information requests raised by the Audit Committee to be reported back at the April 14th, 2020 Regular Council Meeting:

1. *Request for account detail of the following accounts:*
 - a. 021259- other Common Services
 - b. 022140- Commissionaire Services
 - c. 023130- Operations Supervision
 - d. 023210-Engineering Sm Tools
 - e. 023331- Storm Sewer Maintenance
 - f. 023234-New Driveway Crossings
 - g. 027144-Multiplex Maintenance
 - h. 027146-Parks Buildings and Fieldhouses
 - i. 027120-Gyro Youth Centre Maintenance
2. *Request for explanation Roadway Surfaces Maintenance account. (Account Number 023231)*
3. *Request for detailed spend of McLean Mill Society City expense accounts.*
4. *Request for explanation on the difference between non-residential and residential School tax collection.*
5. *Request for details on Capital Paving & Road Construction Account (Account 485435)*
6. *Details of cheque numbers and electronic funds transfers as follows:*
 - a. 145424 Bailey Electric Co Ltd. For \$71,556.56
 - b. EFT 3788 Alberni Valley Chamber of Commerce for \$3,246.60
 - c. EFT 3872 Tim Pley for \$271.50.
 - d. EFT 3719 Bowerman Excavating Ltd. \$263,609.81

I. Question Period

No questions.

J. Next Meeting

The next meeting will be on Monday May 25th, 2020 at 11:00 am in the Committee Room.

K. Adjournment

Corbeil/Solda

That the meeting be adjourned at 12:48 pm.



Carried

Respectfully submitted,

Councillor Dan Washington, Chair

Davina Hartwell, City Clerk

Date: April 6, 2020
File No: 0360-20-Audit
To: Mayor & Council
From: T. Pley, CAO
Subject: Q&A Report from February 24, 2020 Audit Committee Meeting

Prepared by:  Rosalyn Macauley CPA, CGA, Deputy Director of Finance	Supervisor: A. MCGIFFORD A. MCGIFFORD, DIRECTOR OF FINANCE	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

That Council receive the report from the Deputy Director of Finance titled Q & A Report from February 24, 2020 Audit Committee Meeting be received.

PURPOSE

To provide council with a response to questions raised by the Audit Committee at the February 24th Audit Committee Meeting.

BACKGROUND

The Audit Committee met on February 24, 2020. Questions raised at the February Audit Committee meeting are addressed below for council review:

Requests for Account Detail:

Account Detail, as requested below can be found attached in Schedule (1)

- a. 021259- Other Common Services
- b. 022140- Commissionaire Services
- c. 023130- Supervision of Operations
- d. 023210-Engineering Sm Tools
- e. 023331- Storm Sewer Maintenance
- f. 023234-New Driveway Crossings
- g. 027144-Multiplex Maintenance
- h. 027146-Parks Buildings and Fieldhouses
- i. 027120-Gyro Youth Centre Maintenance
- j. 027710 & 027700 McLean Mill City expense & McLean Mill Society expense

Requests for explanation:

1. Question: Explain what type of expenditures go into the Roadway Surfaces Maintenance account. (Account Number 023231).

Answer: All expenses relating to pothole repair and major road patching repair that do not meet the criteria of a capital project, this includes wages, equipment, supplies, and contract services.

2. Question: Explain the difference between non-residential and residential School tax collection.

Answer: The City collects school taxes on behalf of provincial government. School tax rates are calculated separately for the residential property class and for all other non-residential property classes. The Province provides municipalities with the tax rates for each property class on an annual basis. In City financial reporting, we have separated the collection of School Tax into Residential and Non -Residential collection.

3. Question: Explain what type of expenditures go into the Capital Expense account 485435- Capital Paving & Road Construction.

Answer: The Capital Paving & Road Construction Account is currently being used for the 16th Ave to Burde St. Paving project approved in the 2019 Financial Plan. This project is still under construction and is considered work in progress.

Details of cheque numbers and electronic funds transfers:

- a. 145424 Bailey Electric Co Ltd. For \$71,556.56
The Payment included 49 separate invoices totalling \$71,556.56 including \$30,000 for Christmas Lighting and Decorations, Traffic Control, City Lighting and IT electrical projects.
- b. EFT 3788 Alberni Valley Chamber of Commerce for \$3,246.60
The payment included 2 different invoices, \$2,500 for the Shop Local Program prizes/ marketing and \$746.60 for the City's Chamber of Commerce Membership.
- c. EFT 3872 Tim Pley for \$271.50.
Reimbursement for travel on Dec 1st to Dec 2nd, 2019 for Mayor and Provincial Ministers meeting in Victoria BC.
- d. EFT 3719 Bowerman Excavating Ltd. \$263,609.81
Progress payment on the 2019 Dry Creek Crossing – supply main replacement, an approved 2019 capital project.

ALTERNATIVES/OPTIONS

n/a

ANALYSIS

n/a

IMPLICATIONS

n/a

COMMUNICATIONS

Audit Committee Agenda and Minutes were made available online and in advance of the February 24th meeting, the next Audit Committee meeting is scheduled for May 25th, 2020.

BYLAWS/PLANS/POLICIES

n/a

SUMMARY

The Q & A report addresses questions arising from the February 24, 2020 Audit Committee meeting. Including questions on account details, specific cheque and EFT payments, as well as questions regarding expenditure lines within the December 31st, 2019 financial report provided in the Audit Committee agenda package.

ATTACHMENT

Schedule (1) GL details of Accounts

2019 Council Travel and Development

Date	Event	Location	Mayor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Total
			Minions	Corbeil	Haggard	Paulson	Poon	Solda	Washington	
15-Jan	2019 Business Awards - Registration (March 8)	Vancouver	\$ 135.00							\$ 135.00
30-Jan	FCM Conference - Registration (May 29 - Jun 3)	Quebec City	\$ 955.68				\$ 955.68			\$ 1,911.36
14-Feb	LGLA - Elected Officials Conference - Expenses	Parksville	\$ 140.56	\$ 100.00	\$ 101.05	\$ 107.86	\$ 122.91			\$ 572.38
14-Feb	LGLA - Elected Officials Conference - Hotel (Expense recorded in 2018)	Parksville	\$ 349.80	\$ 349.80	\$ 349.80	\$ 349.80	\$ 349.80		\$ 349.80	\$ 2,098.80
14-Feb	FCM Conference - Flight to Quebec City (May 29 - Jun 3)	Quebec City	\$ 1,142.26				\$ 1,525.26			\$ 2,667.52
14-Feb	AVICC - Registration (April 12 - 14)	Powell River	\$ 380.00	\$ 360.00	\$ 390.00		\$ 360.00	\$ 390.00		\$ 1,880.00
27-Feb	Mayor's Caucus - Registration (March 21 - April 2)	Prince George	\$ 225.00							\$ 225.00
6-Mar	Council of Forest Industries Conference - Registration	Vancouver	Comp.	\$ 400.00						\$ 400.00
8-Mar	2019 Business Awards - Flight/Mileage/Parking	Vancouver	\$ 301.00							\$ 301.00
15-Mar	Active Transportation Forum - Mileage/Parking/Per Diem	Victoria	\$ 248.75					\$ 214.28		\$ 463.03
31-Mar	Mayor's Caucus - Flight/Mileage/Hotel/Per Diem	Prince George	\$ 847.57							\$ 847.57
31-Mar	Council of Forest Industries Conference - Flight - PG/Vanc/Nan (April 3 - 5)	Vancouver	\$ 837.87							\$ 837.87
2-Apr	Innovation Masterclass - Registration	Vancouver	\$ 322.64							\$ 322.64
3-Apr	Council of Forest Industries Conference - Per Diem/Hotel/Taxi's/Flight	Vancouver	\$ 733.87	\$ 789.11						\$ 1,522.98
14-Apr	AVICC (Apr 12 - 14) - Mileage/Per Diem/Hotel	Powell River	\$ 630.55	\$ 694.30	\$ 667.57		\$ 751.55	\$ 656.52		\$ 3,400.49
1-Jun	FCM Conference (May 29 - June 3) Hotel/Per Diem/Mileage/Ferry	Quebec City	\$ 2,086.78				\$ 2,161.04			\$ 4,247.82
12-Jun	BC Community Forest Assoc. Conf. (June 12 - 14) Reg./Hotel/Per Diem	Mission		\$ 1,167.38						\$ 1,167.38
30-Jul	Committee of Council Lunch Expense Riptide Restaurant - Investigating Community Policing office in Campbell River	Campbell River	\$ 61.07							\$ 61.07
30-Jul	UBCM Convention - Registration (Sept 23 - 27, 2019)	Vancouver	\$ 775.00	\$ 775.00	\$ 790.00	\$ 775.00	\$ 775.00	\$ 675.00	\$ 675.00	\$ 5,240.00
30-Jul	UBCM Convention - Resource Breakfast (Forestry/Energy/Mineral)	Vancouver	\$ 29.66		\$ 29.66		\$ 59.32			\$ 118.64
4-Sep	Tourism Vancouver Island AGM - Registration (Oct 8 - 10)	Nanaimo	\$ 408.45		\$ 389.00					\$ 797.45
6-Sep	VICoastal Communities Climate Leadership Plan Mtg & Lunch - Mileage	Nanaimo	\$ 80.30							\$ 80.30
27-Sep	UBCM Convention - Flight/Per Diem/Mileage/Hotel	Vancouver	\$ 2,939.01	\$ 3,171.20	\$ 3,206.11	\$ 3,528.37	\$ 3,452.84	\$ 1,849.88	\$ 3,231.40	\$ 21,378.81
1-Oct	Tour Delta9 in Winnipeg - Per Diem/Taxis (Oct 1-3, 2019)	Winnipeg	\$ 122.80							\$ 122.80
6-Oct	Art of Hosting Courageous Community Course	Port Alberni			\$ 200.00					\$ 200.00
10-Oct	Tourism Vancouver Island AGM - Hotel & Per Diem	Nanaimo			\$ 429.61					\$ 429.61
15-Oct	UBCM Conference 2020 Prepayment for Hotel - Doubletree by Hilton - Sept 21 - 25, 2020 (Note Councillor Poon's Hotel Accommodation booked by UBCM as she is on the Executive)	Victoria	\$ 273.67	\$ 273.67	\$ 273.67	\$ 273.67		\$ 273.67	\$ 273.67	\$ 1,642.02
18-Oct	Vancouver Island Economic Alliance Conference - Hotel & Per Diem	Nanaimo	\$ 367.46		\$ 306.55					\$ 674.01
29-Oct	Registration for Climate Leaders Workshop (Nov 7 - 8, 2019)	Richmond					\$ 275.00			\$ 275.00
8-Nov	Climate Leaders Workshop (Ferry, mileage, per diem) (Nov 7-8, 2019)	Richmond					\$ 222.85			\$ 222.85
11-Nov	BC Council of Forest Industries Convention Registration (April 1 - 3, 2020)	Prince George	Comp.	\$ 400.00						\$ 400.00
2-Dec	Mtg with Minister Donaldson - Mileage/Per Diem/Parking	Victoria	\$ 252.10							\$ 252.10
16-Dec	Meeting with Rosemary Bonano, VURL - Mileage/Per Diem	Nanaimo	\$ 53.88							\$ 53.88

Date	Event	Location	Mayor	Councillor	Councillor	Councillor	Councillor	Councillor	Councillor	Total
			Minions	Corbeil	Haggard	Paulson	Poon	Solda	Washington	
16-Dec	Travel to Campbell River to present Bulldogs Jersey - Mileage/Per Diem	Campbell River	\$ 204.73							\$ 204.73
19-Dec	Truck Logger Association Convention Registration (Jan 15 - 17, 2020)	Vancouver	\$ 995.00	\$ 995.00						\$ 1,990.00
Total - 1st Quarter (January - March 2019)			\$ 5,213.69	\$ 860.00	\$ 491.05	\$ 107.86	\$ 2,963.85	\$ 604.28	\$ -	\$ 10,240.73
Total - 2nd Quarter (April - June 2019)			\$ 3,773.84	\$ 2,650.79	\$ 667.57	\$ -	\$ 2,912.59	\$ 656.52	\$ -	\$ 10,661.31
Total - 3rd Quarter (July - September 2019)			\$ 4,293.49	\$ 3,946.20	\$ 4,414.77	\$ 4,303.37	\$ 4,287.16	\$ 2,524.88	\$ 3,906.40	\$ 27,676.27
Total - 4th Quarter (October - December 2019)			\$ 2,269.64	\$ 1,668.67	\$ 1,209.83	\$ 273.67	\$ 497.85	\$ 273.67	\$ 273.67	\$ 6,467.00
TOTALS - YTD 2019			15,550.66	9,125.66	6,783.22	4,684.90	10,661.45	4,059.35	4,180.07	\$ 55,045.31
									Budget	\$ 50,000.00
FCM			\$ 8,826.70	AVICC		\$ 5,280.49	UBCM	\$ 26,737.45	Balance	\$ (5,045.31)

UBCM2020 \$ 1,642.02

PRIOR YEAR:

Total - 1st Quarter (January - March 2018)									\$ 7,945.31
Total - 2nd Quarter (April - June 2018)									\$ 6,698.94
Total - 3rd Quarter (July - September 2018)									\$ 10,823.16
Total - 4th Quarter (October - December 2018)									\$ 20.00
TOTALS - Year-End 2018		0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 25,487.41

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	December	Budget	Variance	% Variance	Prior Year	Budget
GENERAL ADMINISTRATION						
Revenue						
011111 General Purposes - Taxes	(\$22,940,181.82)	(\$22,941,545.00)	\$1,363.18	(0.01%)	(\$22,269,453.54)	(\$22,271,803.00)
011112 Debt Purposes - Taxes	(211,643.81)	(211,671.00)	27.19	(0.01%)	(211,713.92)	(211,671.00)
011211 Special Area Levy	(10,859.17)	(12,000.00)	1,140.83	(9.51%)	(9,387.49)	(10,500.00)
011910 Utility Tax	(694,941.18)	(694,941.00)	(0.18)	0.00%	(759,988.09)	(600,000.00)
012110 Federal Buildings	(529.89)	(500.00)	(29.89)	5.98%	(510.63)	(500.00)
012210 Federal CBC Grant	(2,815.47)	(2,000.00)	(815.47)	40.77%	(2,208.67)	(2,000.00)
012310 Provincial Gov't Grant	(44,552.64)	(45,800.00)	1,247.36	(2.72%)	(45,823.32)	(45,000.00)
012410 B.C. Hydro	(104,421.27)	(111,000.00)	6,578.73	(5.93%)	(110,757.06)	(111,000.00)
012411 Public Housing Grant in Lieu of Taxes	(59,850.75)	(60,000.00)	149.25	(0.25%)	(60,399.93)	(60,000.00)
012910 University of Victoria Grant in Lieu of Taxes	(400.00)	(200.00)	(200.00)	100.00%		(200.00)
014120 Administration Service Charge	(36,673.17)	(33,500.00)	(3,173.17)	9.47%	(37,471.69)	(30,500.00)
014560 Economic Development	(302,399.00)	(126,300.00)	(176,099.00)	139.43%	(49,633.00)	(42,230.00)
015110 Prof. & Business Licence Fees	(159,394.95)	(130,000.00)	(29,394.95)	22.61%	(137,289.00)	(120,000.00)
015160 Dog Licence Fees	(28,705.00)	(10,000.00)	(18,705.00)	187.05%	3,735.00	(10,000.00)
015190 Vacant Building, Licence/Permit		(1,000.00)	1,000.00	(100.00%)		(1,000.00)
015210 Bylaw Fines and Parking Tickets	(46,473.00)	(9,500.00)	(36,973.00)	389.19%	(15,659.09)	(9,500.00)
015510 Interest On Investments	(396,667.38)	(235,000.00)	161,667.38	162.40%	(340,175.44)	(230,000.00)
015590 Other Interest	(70,966.87)	(28,000.00)	(42,966.87)	153.45%	(40,017.52)	(25,000.00)
015611 Current Tax Penalties	(147,331.59)	(118,000.00)	(29,331.59)	24.86%	(120,319.19)	(119,000.00)
015621 Arrears & Delinquent Tax Interest	(48,784.62)	(45,100.00)	(3,684.62)	8.17%	(41,070.83)	(44,800.00)
015930 Miscellaneous - Other Revenue	(117,569.58)	(94,500.00)	(23,069.58)	24.41%	(281,850.76)	(249,500.00)
015940 Computer Support RCMP Recoveries	(28,275.00)	(23,800.00)	(4,475.00)	18.80%	(27,840.00)	(23,800.00)
016212 Small Community Protection Grant	(280,144.00)	(288,700.00)	8,556.00	(2.96%)	(288,791.00)	(259,000.00)
016214 Revenue Sharing-Traffic Fines	(312,700.00)	(302,800.00)	(9,900.00)	3.27%	(302,861.00)	(280,700.00)
016215 Community Gaming Funds	(445,840.00)	(445,840.00)		0.00%	(445,840.00)	(445,000.00)
018120 Grant Funding-UBCM/FCM	(81,740.00)		(81,740.00)	0.00%	(3,400.00)	
018121 Grants - Other Governments		(70,000.00)	70,000.00	(100.00%)	(35,150.00)	(70,000.00)
Total General Administration Revenue	(26,793,831.55)	(26,041,697.00)	(208,828.40)	2.89%	(25,633,876.17)	(25,272,704.00)
Expenses						
021110 Mayor - Indemnity	50,913.80	45,546.00	5,367.80	11.79%	41,934.05	44,653.00
021130 Councillors - Indemnity	132,549.25	121,118.00	11,431.25	9.44%	112,031.10	118,743.00
021190 Receptions And Other Services	20,380.31	39,000.00	(18,619.69)	(47.74%)	19,320.29	39,000.00
021191 Reconciliation Committee	2,878.50		2,878.50	0.00%	2,042.27	
021211 City Manager	208,420.82	206,362.00	2,058.82	1.00%	205,912.21	202,325.00
021212 Municipal Clerk	487,395.66	418,994.70	68,400.96	16.33%	391,414.81	411,115.00
021215 Legal Services	65,640.72	40,000.00	25,640.72	64.10%	36,265.99	40,000.00
021216 Bylaw Enforcement	314,828.47	336,554.00	(21,725.53)	(6.46%)	145,868.42	263,321.00
021217 Bylaw Enforcement Vehicle	17,156.58	14,106.00	3,050.58	21.63%	15,037.16	7,505.00
021221 Financial Mgmt Administration	820,016.83	783,744.00	36,272.83	4.63%	761,404.01	732,525.00
021222 Administration Vehicle	7,961.75	9,377.00	(1,415.25)	(15.09%)	15,309.46	8,115.00
021225 External Audit	53,993.75	31,200.00	22,793.75	73.06%	34,500.00	30,900.00
021226 Purchasing Administration	144,368.21	122,500.00	21,868.21	17.85%	161,368.47	211,000.00
021229 Other Financial Management	5,289.38	22,250.00	(16,960.62)	(76.23%)	12,612.13	22,200.00
021252 City Hall	115,369.44	156,700.00	(41,330.56)	(26.38%)	170,523.13	155,980.00

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021259	Other Common Services	666,121.80	494,382.00	171,739.80	34.74%	544,829.29	342,654.00
021260	Carbon Offsets Purchased	49,125.00	56,200.00	(7,075.00)	(12.59%)	48,975.00	56,200.00
021261	Information Systems Admin.	756,747.99	674,590.62	82,157.37	12.18%	811,669.09	659,309.00
021282	Appraisals	24,250.01		24,250.01	0.00%		
021283	Human Resources	261,431.41	277,688.00	(16,256.59)	(5.85%)	246,304.15	274,171.00
021285	Employee & Family Assist.Prog.	14,117.73	15,318.00	(1,200.27)	(7.84%)	13,741.04	15,300.00
021290	Admin./Acc't Services Recovery	(489,000.00)	(465,000.00)	(24,000.00)	5.16%	(479,496.00)	(456,000.00)
021911	Election/Referendum Expenses	3,109.60		3,109.60	0.00%	48,739.82	52,928.00
021920	Training & Development	106,390.61	147,865.00	(41,474.39)	(28.05%)	109,807.22	150,960.00
021925	Council Travel & Development	62,769.12	51,005.00	11,764.12	23.06%	37,660.48	50,500.00
021930	Public Liability Insurance	291,242.87	262,700.00	28,542.87	10.87%	252,802.27	260,100.00
021931	Damage Claims	6,382.67	21,224.00	(14,841.33)	(69.93%)	5,569.83	20,808.00
021950	Grants in Aid	27,890.05	36,350.00	(8,459.95)	(23.27%)		11,000.00
021990	Other General Services		2,000.00	(2,000.00)	(100.00%)		2,000.00
022510	Emergency Prog. Administration	570.90	500.00	70.90	14.18%	7,144.97	500.00
022931	Animal Pound Operation	160,053.74	151,250.00	8,803.74	5.82%	148,954.17	151,212.00
026234	Business Development	136,111.33	80,000.00	56,111.33	70.14%	96,318.08	78,000.00
026235	Economic Development	637,265.04	751,525.29	(114,260.25)	(15.20%)	360,721.55	422,421.00
026237	Community Investment Plan	43,692.57	39,200.00	4,492.57	11.46%	29,568.74	43,200.00
026238	Sustainability & Community Engagement		500.00	(500.00)	(100.00%)		500.00
026810	Security Lighting Incentive	13,320.61	25,000.00	(11,679.39)	(46.72%)		25,000.00
026800	Green Home Renovation Program	(500.00)		(500.00)	0.00%		
026911	Chamber of Commerce	85,688.00	86,545.00	(857.00)	(0.99%)	107,110.00	85,688.00
028115	Interest On Prepaid Taxes	17,118.20	1,500.00	15,618.20	1041.21%	10,200.79	1,500.00
028121	Interest On Own Debentures	91,202.62	91,203.00	(0.38)	(0.00%)	88,712.62	91,203.00
028131	Principal Install On Own Deb.	120,467.82	120,468.00	(0.18)	(0.00%)		120,468.00
028193	Banking Service Charges	8,168.25	6,500.00	1,668.25	25.67%	5,335.55	6,500.00
	Total General Administration Expenses	5,540,901.41	5,275,965.61	264,935.80	5.02%	4,620,212.16	4,753,504.00
	Net General Administration	(21,252,930.14)	(20,765,731.39)	(487,198.75)	2.35%	(21,013,664.01)	(20,519,200.00)

POLICE PROTECTION
Revenue

013121	Detention of Prisoners	(57,371.09)	(167,000.00)	109,628.91	(65.65%)	(88,853.35)	(167,000.00)
014221	RCMP Building Rental	(225,551.73)	(128,973.36)	(96,578.37)	74.88%	(52,921.28)	(128,836.00)
	Total Police Protection Revenue	(282,922.82)	(295,973.36)	13,050.54	(4.41%)	(141,774.63)	(295,836.00)

Expenses

022121	R.C.M.P. Contract	4,863,405.09	5,606,453.00	(743,047.91)	(13.25%)	4,593,359.58	5,353,114.00
022122	Police Service Administration	1,058,389.17	901,653.38	156,735.79	17.38%	983,041.87	885,458.00
022123	RCMP DNA Lab Fees	29,990.52	24,480.00	5,510.52	22.51%	29,599.91	24,000.00
022130	Community Policing	18,717.10	83,530.20	(64,813.10)	(77.59%)	29,578.90	26,010.00
022140	Commissionaire Services	31,536.44	25,000.00	6,536.44	26.15%	26,865.44	25,000.00
022160	Police Building Maintenance	177,429.13	167,500.00	9,929.13	5.93%	339,207.21	153,664.00
022180	Detention/Custody Of Prisoners	506,436.92	517,374.60	(10,937.68)	(2.11%)	517,402.16	507,230.00
	Total Police Protection Expenses	6,685,904.37	7,325,991.18	(640,086.81)	(8.74%)	6,519,055.07	6,974,476.00

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	Net Police Protection	6,402,981.55	7,030,017.82	(627,036.27)	(8.92%)	6,377,280.44	6,678,640.00
	FIRE PROTECTION						
	Revenue						
014241	Fire Dep't Service Charge	(116,528.43)	(188,723.00)	72,194.57	(38.25%)	(188,243.60)	(182,932.00)
	Expenses						
022411	Fire Protection Administration	306,248.49	338,771.00	(32,522.51)	(9.60%)	253,642.96	338,811.00
022421	Fire Crew	3,133,598.60	2,683,921.00	449,677.60	16.75%	2,686,742.31	2,612,512.00
022422	Personnel Expense	34,708.72	48,257.00	(13,548.28)	(28.08%)	40,657.21	47,779.00
022431	Communication System	5,978.36	11,720.00	(5,741.64)	(48.99%)	5,063.12	11,604.00
022440	Fire Investigation		995.00	(995.00)	(100.00%)		985.00
022441	Fire Prevention	157,800.97	155,833.00	1,967.97	1.26%	147,584.18	152,279.00
022471	Fire Hall Building Maintenance	41,798.56	65,760.00	(23,961.44)	(36.44%)	59,096.76	60,158.00
022472	Fire Boat Shed Maintenance	132.68		132.68	0.00%	829.74	
022473	External Regional Training		1,657.00	(1,657.00)	(100.00%)	606.58	1,641.00
022480	Vehicle Repair & Maintenance	195,580.69	228,767.00	(33,186.31)	(14.51%)	249,554.58	223,975.00
022481	Sundry Equip. Maintenance/Rep.	20,742.35	26,205.00	(5,462.65)	(20.85%)	43,414.83	25,945.00
022482	Firefighting Tools/Supp. Purch	19,809.91	27,368.00	(7,558.09)	(27.62%)	17,508.82	27,097.00
	Total Fire Protection Expenses	3,916,399.33	3,589,254.00	327,145.33	9.11%	3,504,701.09	3,502,786.00
	Net Fire Protection	3,799,870.90	3,400,531.00	399,339.90	11.74%	3,316,457.49	3,319,854.00
	ENGINEERING & PUBLIC WORKS						
	Revenue						
014310	Public Works Service Charge	(45,772.85)	(65,600.00)	19,827.15	(30.22%)	(89,636.19)	(65,600.00)
	Expenses						
023110	Engineering Administration	565,487.86	593,113.00	(27,625.14)	(4.66%)	524,159.76	605,003.00
023121	Engineering Consulting Service	44,678.56	31,000.00	13,678.56	44.12%	48,400.42	32,000.00
023129	Office Admin - Operations	108,732.78	110,824.32	(2,091.54)	(1.89%)	109,031.89	108,549.00
023130	Supervision Operations	502,732.55	379,784.76	122,947.79	32.37%	367,712.06	372,338.00
023134	Small Tools/Equipment/Supplies	43,952.90	46,643.00	(2,690.10)	(5.77%)	104,485.58	45,869.00
023136	Works Yard Maintenance	81,454.31	59,000.00	22,454.31	38.06%	58,896.54	65,025.00
023137	Main Building Maintenance	105,256.72	103,720.00	1,536.72	1.48%	102,263.53	153,033.00
023138	Automotive Shop Overhead	105,253.62	93,539.76	11,713.86	12.52%	80,923.54	91,470.00
023160	General Equipment Maintenance	736,980.86	704,729.00	32,251.86	4.58%	1,031,974.74	721,840.00
023161	Eng.Veh.Maint.& Replacement	12,860.61	10,909.12	1,951.49	17.89%	11,758.86	10,734.00
023162	Sup.Veh.Maint.& Replacement	25,933.72	29,629.26	(3,695.54)	(12.47%)	27,647.99	32,218.00
023205	Customer Service Requests-Sts.	28,379.00	48,147.36	(19,768.36)	(41.06%)	54,722.19	47,508.00
023210	Small Tools/Supplies-Streets	17,591.10	3,907.12	13,683.98	350.23%	6,577.22	3,856.00
023220	Streets Inspections	80,251.60	55,747.50	24,504.10	43.96%	78,702.59	54,725.00
023231	Roadway Surfaces Maintenance	352,976.32	624,018.00	(271,041.68)	(43.43%)	1,069,080.69	619,527.00
023233	Roadway Allowance Maintenance	279,641.65	259,953.60	19,688.05	7.57%	514,239.05	256,680.00
023234	New Driveway Crossings	34,413.84	21,600.48	12,813.36	59.32%	18,177.56	21,324.00
023236	Street Sweeping	202,188.65	144,365.50	57,823.15	40.05%	205,170.79	141,525.00
023237	Snow and Ice Removal	106,810.09	199,545.00	(92,734.91)	(46.47%)	99,533.88	197,500.00
023241	Bridges, Fencing & Retaining Walls	1,828.84	43,529.36	(41,700.52)	(95.80%)	46,272.13	43,468.00

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023250	Overhead & Decorative Lighting	330,677.96	302,400.00	28,277.96	9.35%	333,894.72	298,468.00
023261	Signs And Traffic Marking	242,317.83	220,795.00	21,522.83	9.75%	294,677.19	201,250.00
023264	Traffic And Railroad Signals	8,921.98	12,557.12	(3,635.14)	(28.95%)	49,636.93	12,506.00
023272	Off-Street Parking	7,894.61	7,880.90	13.71	0.17%	10,226.58	8,295.00
023291	Gravel, Sand, Rock & Salt	236,841.93	202,647.50	34,194.43	16.87%	241,949.35	178,125.00
023311	Ditch/Creek & Dyke Maintenance	79,690.27	118,221.76	(38,531.49)	(32.59%)	85,062.39	116,688.00
023331	Storm Sewer Maintenance	145,946.92	115,500.00	30,446.92	26.36%	453,865.78	135,000.00
023333	Storm Sewer Pump Station	9,450.47	10,520.00	(1,069.53)	(10.17%)	8,386.85	12,300.00
023335	Storm Sewer Connections	120,715.00	63,000.00	57,715.00	91.61%	131,333.59	56,175.00
023881	Training Program	36,790.50	64,933.26	(28,142.76)	(43.34%)	31,957.57	76,283.00
023882	Safety	36,219.70	41,300.00	(5,080.30)	(12.30%)	38,338.28	33,570.00
023884	Special Streets Work Orders	264.18	8,100.00	(7,835.82)	(96.74%)	3,605.30	8,000.00
023951	General Overhead Recovery	(716,015.75)	(841,500.00)	125,484.25	(14.91%)	(744,460.91)	(825,000.00)
023952	Wrks Yard Purchasing Recovery	(24,000.00)	(24,000.00)		0.00%	(23,500.00)	(23,500.00)
023953	Shop Overhead Recovery	(88,287.63)	(101,600.00)	13,312.37	(13.10%)	(100,922.25)	(99,600.00)
023958	Equipment Charges Recovery	(439,311.36)	(554,000.00)	114,688.64	(20.70%)	(452,764.02)	(543,000.00)
023959	Gravel Cost Recovery	(145,930.65)	(106,000.00)	(39,930.65)	37.67%	(145,683.14)	(104,000.00)
	Total Engineering & Public Works Expenses	3,279,591.54	3,104,461.68	175,129.86	5.64%	4,775,335.22	3,165,752.00
	Net Engineering & Public Works	3,233,818.69	3,038,861.68	194,957.01	6.42%	4,685,699.03	3,100,152.00
	PUBLIC TRANSIT						
014400	Public Transit Revenue	(309,418.12)	(342,122.00)	32,703.88	(9.56%)	(331,374.66)	(331,687.00)
	Total Public Transit Revenue	(309,418.12)	(342,122.00)	32,703.88	(9.56%)	(331,374.66)	(331,687.00)
023510	Public Transit	1,056,223.35	1,093,646.00	(37,422.65)	(3.42%)	1,087,704.99	1,095,927.00
	Net Public Transit	746,805.23	751,524.00	(4,718.77)	(0.63%)	756,330.33	764,240.00
	GARBAGE AND WASTE COLLECTION						
	Revenue						
014433	Comm. Garbage Collection Fees	(18,695.44)	(13,000.00)	(5,695.44)	43.81%	(13,839.56)	(8,000.00)
014434	Res. Garbage Collection Fees	(680,692.22)	(709,626.00)	28,933.78	(4.08%)	(667,415.06)	(685,800.00)
015625	Residential Garbage Penalty	(9,750.38)	(11,400.00)	1,649.62	(14.47%)	(7,720.91)	(10,000.00)
	Total Garbage & Waste Collection Revenue	(709,138.04)	(734,026.00)	24,887.96	(3.39%)	(688,975.53)	(703,800.00)
	Expenses						
024320	Residential Waste Collection	523,717.46	437,548.78	86,168.68	19.69%	500,260.18	431,105.00
024321	Commercial Waste Collection	321.99		321.99	0.00%	857.17	
024322	Solid Waste Cont Purch/Maint	5,726.21	3,720.00	2,006.21	53.93%	10,294.88	3,700.00
024323	Solid Waste Disposal	380,396.50	255,025.00	125,371.50	49.16%	379,281.20	252,500.00
024324	Special Solid Waste-Recycling	10,830.56	46,374.40	(35,543.84)	(76.65%)	43,698.34	45,720.00
	Total Garbage & Waste Collection Expense	920,992.72	742,668.18	178,324.54	24.01%	934,391.77	733,025.00
	Net Garbage & Waste Collection	211,854.68	8,642.18	203,212.50	2351.40%	245,416.24	29,225.00

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CEMETERY						
Revenue						
014516	Cemeteries	(71,549.75)	(61,200.00)	(10,349.75)	16.91%	(55,271.50) (61,200.00)
Expenses						
025161	Cemetery Maintenance	11,249.20	15,432.00	(4,182.80)	(27.10%)	16,356.53 15,278.00
025162	Interments	36,580.99	31,574.09	5,006.90	15.86%	37,186.44 31,063.00
025163	Memorial Marker Installation	27,794.14	14,536.62	13,257.52	91.20%	22,509.43 14,281.00
	Total Cemetery Expense	75,624.33	61,542.71	14,081.62	22.88%	76,052.40 60,622.00
	Net Cemetery	4,074.58	342.71	3,731.87	1088.93%	20,780.90 (578.00)
PLANNING SERVICES						
Revenue						
014550	Planning Administration	(73,826.94)	(23,500.00)	(50,326.94)	214.16%	(76,479.78) (23,000.00)
Expenses						
026129	Planning Administration	259,998.07	267,080.00	(7,081.93)	(2.65%)	297,913.83 262,370.00
	Total Planning Services Expense	259,998.07	267,080.00	(7,081.93)	(2.65%)	297,913.83 262,370.00
	Net Planning Services	186,171.13	243,580.00	(57,408.87)	(23.57%)	221,434.05 239,370.00
BUILDING INSPECTION						
Revenue						
015170	Building/Plumbing Permit Fees	(74,902.25)	(78,000.00)	3,097.75	(3.97%)	(110,484.02) (77,000.00)
015181	Other Const./Demo. Permit Fees	(40.00)	(140.00)	100.00	(71.43%)	(140.00) (140.00)
	Total Building Inspection Revenue	(74,942.25)	(78,140.00)	3,197.75	(4.09%)	(110,624.02) (77,140.00)
Expenses						
022921	Building/Plumbing Inspection	108,992.97	105,030.00	3,962.97	3.77%	113,789.44 103,020.00
022926	Building Inspector Vehicle	5,907.55	3,633.00	2,274.55	62.61%	5,925.06 3,597.00
	Total Building Inspection Expenses	114,900.52	108,663.00	6,237.52	5.74%	119,714.50 106,617.00
	Net Building Inspection	39,958.27	30,523.00	9,435.27	30.91%	9,090.48 29,477.00
PARKS, RECREATION & HERITAGE						
Parks & Recreation						
Revenue						
014710	Gyro Youth Centre	(8,454.00)	(8,000.00)	(454.00)	5.68%	(6,104.43) (7,140.00)
014712	Echo '67 Centre	(209,861.47)	(222,035.00)	12,173.53	(5.48%)	(210,826.18) (217,670.00)
014714	Glenwood Centre	(55,535.81)	(42,470.00)	(13,065.81)	30.76%	(42,408.10) (43,720.00)
014716	Echo Aquatic Centre	(40,345.46)	(39,444.00)	(901.46)	2.29%	(25,898.05) (38,700.00)
014718	Community Arena	(573,902.37)	(557,441.00)	(16,461.37)	2.95%	(426,561.23) (550,960.00)
014720	Stadium & Athletic Fields	(27,146.10)	(37,567.00)	10,420.90	(27.74%)	(20,530.62) (36,860.00)
014730	Glenwood Centre	(1,236.00)	(4,272.00)	3,036.00	(71.07%)	(2,863.56) (5,000.00)
014732	Echo Aquatic Centre	(260,073.44)	(258,417.00)	(1,656.44)	0.64%	(221,691.55) (253,350.00)
014734	AV Multiplex	(33,400.22)	(22,062.00)	(11,338.22)	51.39%	(20,597.01) (22,255.00)

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014738	Children's Programs	(46,926.19)	(76,500.00)	29,573.81	(38.66%)	(54,305.39)	(75,000.00)
014740	Youth Programs & Services	(889.33)	(4,335.00)	3,445.67	(79.48%)	(3,731.40)	(1,500.00)
014742	Adult Programs	(74,655.12)	(66,300.00)	(8,355.12)	12.60%	(66,599.22)	(85,000.00)
014750	Special Events	(1,651.86)	(1,326.00)	(325.86)	24.57%	(1,581.13)	(1,000.00)
014760	Community Serv. Misc. Revenue	(8,705.15)	(3,500.00)	(5,205.15)	148.72%	(5,657.96)	(3,500.00)
014770	Contributions & Grants	(139,248.94)	(159,117.00)	19,868.06	(12.49%)	(123,435.00)	(154,899.00)
	Total Parks & Recreation Revenue	(1,482,031.46)	(1,502,786.00)	20,754.54	(1.38%)	(1,232,790.83)	(1,496,554.00)
Expenses							
027110	Pks & Rec Management Services	508,828.34	555,459.00	(46,630.66)	(8.39%)	509,053.83	516,066.00
027120	Gyro Youth Centre Maintenance	78,700.07	43,872.00	34,828.07	79.39%	46,764.96	34,845.00
027124	Glenwood Concessions	3,325.94	4,072.00	(746.06)	(18.32%)	6,107.25	6,079.00
027126	Glenwood Skate Shop	1,482.27	3,362.00	(1,879.73)	(55.91%)	1,631.79	3,442.00
027128	Glenwood Centre Maintenance	46,803.09	75,923.00	(29,119.91)	(38.35%)	60,446.49	80,941.00
027129	Bob Dailey Stadium	13,868.51	9,369.00	4,499.51	48.03%	62,543.73	10,149.00
027130	Echo Activity Centre Maint.	378,190.91	388,351.00	(10,160.09)	(2.62%)	401,108.08	384,517.00
027134	Echo Aquatic Maintenance	464,341.58	540,087.00	(75,745.42)	(14.02%)	570,184.99	525,926.00
027140	AV Multiplex Concessions	127,983.99	155,122.00	(27,138.01)	(17.49%)	170,143.02	160,000.00
027142	AV Multiplex Skate Shop	5,748.65	11,040.00	(5,291.35)	(47.93%)	8,671.44	10,185.00
027144	AV Multiplex Maintenance	1,036,728.72	784,103.00	252,625.72	32.22%	1,307,164.42	771,833.00
027146	Parks Buildings & Fieldhouses	116,439.16	95,606.00	20,833.16	21.79%	134,050.88	93,481.00
027148	Echo Park Complex	66,573.28	47,853.00	18,720.28	39.12%	27,714.19	51,092.00
027156	Glenwood Centre Programs	2,207.20	1,724.00	483.20	28.03%	772.71	9,180.00
027160	Echo Aquatic Programs	741,234.51	772,930.00	(31,695.49)	(4.10%)	737,897.35	780,718.00
027163	AV Multiplex Programs	215,111.18	186,223.00	28,888.18	15.51%	197,157.92	184,622.00
027166	Leisure Services	253,577.04	291,811.00	(38,233.96)	(13.10%)	261,567.34	284,930.00
027170	Youth Services And Programs	23,226.73	23,565.00	(338.27)	(1.44%)	19,706.88	24,800.00
027173	Children's Programs	82,158.29	132,500.00	(50,341.71)	(37.99%)	98,000.28	111,000.00
027180	Adult Programs	63,868.19	70,700.00	(6,831.81)	(9.66%)	62,580.85	70,000.00
027190	Special Events	2,666.21	18,081.00	(15,414.79)	(85.25%)	7,607.16	18,040.00
027193	Community Services & Programs				0.00%	3,016.13	
027198	Vans Maintenance & Repair	7,638.66	10,581.00	(2,942.34)	(27.81%)	11,561.32	16,905.00
027210	Parks & Facility Mngmnt Serv.	307,050.09	257,055.00	49,995.09	19.45%	262,910.37	253,342.00
027215	Parks Maintenance	609,210.32	643,628.00	(34,417.68)	(5.35%)	743,969.94	634,315.00
027220	Horticultural Services	300,445.90	306,679.00	(6,233.10)	(2.03%)	311,641.87	285,175.00
027225	Parks Veh & Equip Mtce & Rep	141,690.28	169,978.00	(28,287.72)	(16.64%)	203,425.91	168,298.00
027230	Parks Upgrading	35,277.70	87,014.00	(51,736.30)	(59.46%)	49,441.40	87,750.00
027499	Equipment Recovery Parks	(69,655.62)	(86,595.00)	16,939.38	(19.56%)	(74,159.34)	(84,897.00)
	Total Parks & Recreation Expenses	5,564,721.19	5,600,093.00	(35,371.81)	(0.63%)	6,202,683.16	5,492,734.00
	Net Parks & Recreation Expenses	4,082,689.73	4,097,307.00	(14,617.27)	(0.36%)	4,969,892.33	3,996,180.00
Heritage & Cultural Services Revenue							
014810	Museum - Sales & Service	(57,686.42)	(32,550.00)	(25,136.42)	77.22%	(34,307.38)	(24,250.00)
014820	Museum - Federal Grants	(15,000.00)	(3,400.00)	(11,600.00)	341.18%	(12,322.24)	(3,340.00)
014830	Museum - Provincial Grants	(76,700.00)	(80,000.00)	3,300.00	(4.13%)	(75,000.00)	(65,000.00)
014910	McLean Mill - Sales & Service	(28,239.53)		(28,239.53)	0.00%	(52,496.02)	
	Total Heritage & Cultural Services Revenue	(177,625.95)	(115,950.00)	(61,675.95)	53.19%	(174,125.64)	(92,590.00)

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	Expenses						
027510	Museum Services	283,434.92	313,596.00	(30,161.08)	(9.62%)	318,386.96	334,234.00
027515	Museum Programs - Curatorial	22,312.25	17,876.00	4,436.25	24.82%	33,544.95	17,555.00
027516	Museum Prog. Permanent Exhibit	355.40	6,618.00	(6,262.60)	(94.63%)	18.32	6,464.00
027517	Museum Prog. Temp Exhibits	26,532.95	38,566.00	(12,033.05)	(31.20%)	38,409.08	36,618.00
027530	Industrial Collections	46,366.92	34,935.00	11,431.92	32.72%	34,410.74	30,364.00
027550	Museum Maintenance	68,131.56	61,702.00	6,429.56	10.42%	102,261.24	60,852.00
027555	McLean Mill	11,236.00		11,236.00	0.00%	7,529.92	
027700	McLean Mill Society	76,437.78	126,300.00	(49,862.22)	(39.48%)	200,000.00	231,000.00
027710	McLean Mill Society City Expenses	112,596.92		112,596.92	0.00%	105,269.90	
	Total Heritage & Cultural Services Expenses	647,404.70	599,593.00	47,811.70	7.97%	839,831.11	717,087.00
	Net Heritage & Cultural Services	469,778.75	483,643.00	(13,864.25)	(2.87%)	665,705.47	624,497.00
	LIBRARY						
027600	Library Services	703,212.00	703,211.00	1.00	0.00%	726,996.00	726,996.00
	ALBERNI HARBOUR QUAY						
	Revenue						
014600	Marine Commercial Building	(79,763.58)	(74,668.00)	(5,095.58)	6.82%	(77,683.56)	(73,929.00)
014601	Port Building	(23,470.68)	(22,789.00)	(681.68)	2.99%	(22,787.04)	(22,563.00)
014602	Market Square	(27,807.24)	(35,731.00)	7,923.76	(22.18%)	(30,485.52)	(35,377.00)
014690	A.H.Q. Miscellaneous Revenue		(2,500.00)	2,500.00	(100.00%)	(15.00)	(2,500.00)
	Total Alberni Harbour Quay Revenue	(131,041.50)	(135,688.00)	4,646.50	(3.42%)	(130,971.12)	(134,369.00)
	Expenses						
026701	A.H.Q. Administration	17,919.69	19,741.00	(1,821.31)	(9.23%)	15,232.06	19,620.00
026770	Harbour Quay-Buildings Mtce	81,039.30	104,856.00	(23,816.70)	(22.71%)	145,780.04	94,651.00
	Total Alberni Harbour Quay Expenses	98,958.99	124,597.00	(25,638.01)	(20.58%)	161,012.10	114,271.00
	Net Alberni Harbour Quay	(32,082.51)	(11,091.00)	(20,991.51)	189.27%	30,040.98	(20,098.00)
	LAND & BUILDING RENTALS						
	Revenue						
015320	Land & Building Rentals	(145,111.93)	(143,200.00)	(1,911.93)	1.34%	(142,202.98)	(142,100.00)
	Expenses						
021253	Other City Buildings & Lands	1,026.33	12,420.00	(11,393.67)	(91.74%)	60,167.67	2,845.00
	Total Land & Building Rentals Expense	1,026.33	12,420.00	(11,393.67)	(91.74%)	60,167.67	2,845.00
	Net Land & Building Rentals	(144,085.60)	(130,780.00)	(13,305.60)	10.17%	(82,035.31)	(139,255.00)
	TRANSFERS TO OTHER AGENCIES						
	Collections for Other Agencies						
011212	Parcel Tax	(134,857.13)	(134,000.00)	(857.13)	0.64%	(133,692.95)	(134,000.00)
019811	Non-Residential School	(1,792,267.02)	(2,100,000.00)	307,732.98	(14.65%)	(1,887,296.14)	(2,100,000.00)
019812	Residential School	(3,785,949.70)	(3,000,000.00)	(785,949.70)	26.20%	(3,409,035.44)	(3,000,000.00)

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019820	Regional Hospital District	(692,174.43)	(760,000.00)	67,825.57	(8.92%)	(766,657.65)	(707,600.00)
019821	Regional District Of Alb-Clay	(1,329,466.75)	(1,170,000.00)	(159,466.75)	13.63%	(1,177,915.45)	(1,070,000.00)
019830	Municipal Finance Authority	(631.59)	(500.00)	(131.59)	26.32%	(555.41)	(500.00)
019831	B.C. Assessment Authority	(162,718.21)	(160,000.00)	(2,718.21)	1.70%	(155,879.96)	(160,000.00)
	Total Collections for Other Agencies	<u>(7,898,064.83)</u>	<u>(7,324,500.00)</u>	<u>(573,564.83)</u>	<u>7.83%</u>	<u>(7,531,033.00)</u>	<u>(7,172,100.00)</u>
Transfers To Other Agencies							
028410	Regional District Alberni-Clay	1,464,497.00	1,304,000.00	160,497.00	12.31%	1,311,810.00	1,204,000.00
028811	Non-Residential School Levy	2,273,080.62	2,100,000.00	173,080.62	8.24%	2,225,879.02	2,100,000.00
028812	Residential School Levy	3,097,999.33	3,000,000.00	97,999.33	3.27%	3,093,153.55	3,000,000.00
028820	Hospital District	692,282.00	760,000.00	(67,718.00)	(8.91%)	766,805.00	707,600.00
028830	Municipal Finance Authority	1,185.58	500.00	685.58	137.12%		500.00
028831	B.C. Assessment Authority	166,967.16	160,000.00	6,967.16	4.35%	155,907.00	160,000.00
	Total Transfers to Other Agencies	<u>7,696,011.69</u>	<u>7,324,500.00</u>	<u>371,511.69</u>	<u>5.07%</u>	<u>7,553,554.57</u>	<u>7,172,100.00</u>
	Net Transfers to Other Agencies	<u>(202,053.14)</u>		<u>(202,053.14)</u>	<u>0.00%</u>	<u>22,521.57</u>	
TRANSFERS & RESERVES							
Transfers From Reserve Funds							
019110	Cemetery Trust Fund		(2,000.00)	2,000.00	(100.00%)		(2,000.00)
019111	Reserve For Projects/Purchases				0.00%	(332,128.81)	
019114	Surplus From Previous Years		(507,069.00)	507,069.00	(100.00%)		(400,000.00)
	Total Transfers From Reserve Funds		<u>(509,069.00)</u>	<u>509,069.00</u>	<u>(100.00%)</u>	<u>(332,128.81)</u>	<u>(402,000.00)</u>
Transfers To Reserve Funds							
028211	Transfer To Res. & Allowances	3,300.00	457,000.00	(453,700.00)	(99.28%)	68,000.00	400,000.00
028220	Transfer To Gen Capital Fund		757,788.00	(757,788.00)	(100.00%)		823,500.00
028222	Transfer To Reserve Funds	42,000.00	64,000.00	(22,000.00)	(34.38%)	42,000.00	64,000.00
028230	Transfer To Capital Works Res		70,000.00	(70,000.00)	(100.00%)		70,000.00
028910	Debt Reserve Transfer		15,000.00	(15,000.00)	(100.00%)	1,395.79	15,000.00
029911	Contingency Funds	20,752.39	264,700.00	(243,947.61)	(92.16%)	200,000.00	200,000.00
	Total Transfers To Reserve Funds	<u>66,052.39</u>	<u>1,628,488.00</u>	<u>(1,562,435.61)</u>	<u>(95.94%)</u>	<u>311,395.79</u>	<u>1,572,500.00</u>
	Net Transfers To (From) Reserve Funds	<u>66,052.39</u>	<u>1,119,419.00</u>	<u>(1,053,366.61)</u>	<u>(94.10%)</u>	<u>(20,733.02)</u>	<u>1,170,500.00</u>
	Total Revenue (Over) Under Expense	<u>(1,683,883.49)</u>		<u>(1,683,883.49)</u>	<u>0.00%</u>	<u>931,212.97</u>	

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		December	Budget	Variance	% Variance	Prior Year	Budget
	General Capital Fund						
	Source of Funds						
	Federal and Provincial Assistance						
04-477211	Federal Assistance	(\$352,500.00)		(\$352,500.00)	0.00%	(\$65,838.01)	
		(352,500.00)		(352,500.00)	0.00%	(65,838.01)	
04-478100	Other Contributions				0.00%	(76,969.06)	
04-478105	Gas Tax Revenue Transfer				0.00%	(741,741.19)	
	Total Other Contributions	(352,500.00)		(352,500.00)	0.00%	(884,548.26)	
	Transfers From Other Funds and Reserves						
04-478123	P&R Contributions-Other				0.00%	(242,484.25)	
04-479233	Contribution From E.R.R.F.				0.00%	(1,171,311.39)	
04-479234	Contr. From Land Sale Reserve				0.00%	(130,000.00)	
04-479235	Contr From Capital Works Res.				0.00%	(20,000.00)	
04-479236	Contr From CarbonTrust Reserve				0.00%	(57,669.54)	
	Total Transfers From Other Funds and Reserves				0.00%	(1,621,465.18)	
	Borrowing						
	Total Borrowing				0.00%		
	Other Income						
04-478190	Gain/Loss On Disposal of Asset				0.00%	20,255.85	
	Total Sources of Funds	(352,500.00)		(352,500.00)	0.00%	(2,485,757.59)	
	Projects						
	Capital Purchases						
04-485310	Alberni Harbour Quay	63,843.43		63,843.43	0.00%		
04-485320	P&R Facilities Capital Purchases	59,380.88		59,380.88	0.00%		6,000.00
04-485325	P&R-Parks & Playgrounds Cap	21,337.34		21,337.34	0.00%		90,000.00
04-485330	General Government	146.74		146.74	0.00%		134,175.00
04-485331	Admin Equipment - File Mgmt & Apps		53,230.00	(53,230.00)	(100.00%)		
04-485332	Mapping GIS Software & AMP		13,010.00	(13,010.00)	(100.00%)		
04-485333	Computer Equipment Evergreening		65,600.00	(65,600.00)	(100.00%)		
04-485350	Fire Protection Equipment				0.00%		129,700.00
04-485351	Fire Hall	667.35		667.35	0.00%		
04-485352	Fire Hall Radio Equipment		35,000.00	(35,000.00)	(100.00%)		
04-485353	Fire Hall Pager Equipment	15,607.98	20,000.00	(4,392.02)	(21.96%)		
04-485354	Firehall Generator	39,661.41	60,000.00	(20,338.59)	(33.90%)		
04-485360	General Capital Fund, Museum Capital Purchases	142,570.96	60,000.00	82,570.96	137.62%		124,900.00
04-485361	6th Ave Argyle to Melrose to Bruce	124,383.44		124,383.44	0.00%		550,000.00
04-485363	Parks & Rec Paper Mill Dam Stairs	8,897.03	10,000.00	(1,102.97)	(11.03%)		
04-485364	Parks & Rec Blair Park Spray	4,321.71		4,321.71	0.00%		
04-485366	Parks & Rec 16th Ave Park	10,304.94		10,304.94	0.00%		
04-485367	Parks & Rec Victoria Quay Shelter	5,076.00	30,000.00	(24,924.00)	(83.08%)		
04-485368	General Capital Fund	28,660.28		28,660.28	0.00%		
04-485370	Transportation Services	44,627.24	80,000.00	(35,372.76)	(44.22%)		60,000.00
04-485371	Multiplex Ice Plant Chiller	123,073.72		123,073.72	0.00%		
04-485373	Multiplex Roof	39,744.00		39,744.00	0.00%		

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04-485375	Multiplex Walk in Cooler	52,215.02		52,215.02	0.00%	
04-485376	Multiplex PRH Genie Lift	58,631.93		58,631.93	0.00%	
04-485377	PRH Fitness Studio Equipment	6,642.62		6,642.62	0.00%	
04-485378	Gyro Youth Centre Security Cameras	5,421.18	10,000.00	(4,578.82)	(45.79%)	
04-485379	Glenwood Floor Scrubber	16,166.57		16,166.57	0.00%	
04-485380	Echo Field House Furnace	6,884.64		6,884.64	0.00%	
04-485381	Johnston Rd Planter Boxes	8,413.74	20,000.00	(11,586.26)	(57.93%)	
04-485400	Parks Capital Construction	194.75		194.75	0.00%	10,000.00
04-485401	17401 Recreation Park Revit.	10,242.95		10,242.95	0.00%	275,000.00
04-485402	Gyro Youth Centre Drains & Walkway	1,687.78		1,687.78	0.00%	
04-485404	17-Coal Crk Storm Phase 2	11,267.54		11,267.54	0.00%	130,000.00
04-485406	17-Athol St,3rd to 4th Ave	36,083.89		36,083.89	0.00%	35,000.00
04-485415	Small Capital Storm Replacements				0.00%	100,000.00
04-485417	17 Storm Athol 3rd to 4th	29,349.07		29,349.07	0.00%	55,000.00
04-485419	Hilton Ave Culvert				0.00%	60,000.00
04-485423	17 Roger Crk Park Playground				0.00%	
04-485425	17 Coal Creek Storm Phase 2	20,000.00		20,000.00	0.00%	(431.42) 244,000.00
04-485428	17 Solar Installation FSCDC				0.00%	100,000.00
04-485432	16-Beaver Crk Rd Widening		80,000.00	(80,000.00)	(100.00%)	
04-485435	GC-Paving & Road Construction	372.00	150,000.00	(149,628.00)	(99.75%)	
04-485436	18 North Park Paving				0.00%	60,000.00
04-485437	18 North Park Storm				0.00%	150,000.00
04-485439	11 David St - Lathom to Arrowsm	53,684.44		53,684.44	0.00%	
04-485440	19 General Paving & Repairs	104,447.65	100,000.00	4,447.65	4.45%	
04-485445	18 Blair Park Playground Surface				0.00%	115,000.00
04-485447	18 6th Ave Argyle to Melrose to Bruce	230,723.71		230,723.71	0.00%	780,000.00
04-485450	Storm Drain Construction		100,000.00	(100,000.00)	(100.00%)	
04-485451	16th Ave Burde St Storm	486.57	110,000.00	(109,513.43)	(99.56%)	
04-485452	19 Montrose 6th to 9th	82,820.16	75,000.00	7,820.16	10.43%	
04-485453	19 8th Ave Dogwood to Cedar	60,470.39	65,000.00	(4,529.61)	(6.97%)	
04-485480	19 Grandview Walkway	94,985.31	125,000.00	(30,014.69)	(24.01%)	
04-485483	19 Gertrude St Bridge RC	14,452.50		14,452.50	0.00%	
04-485484	19 Line Painting Machine & Trailer	10,913.27	12,000.00	(1,086.73)	(9.06%)	
04-485485	McLean Mill Dam Repairs	758.86		758.86	0.00%	
04-485486	Traffic Upgrades	74.33	30,000.00	(29,925.67)	(99.75%)	25,000.00
04-485488	13 Electric Vehicle Charging Stns	1,271.25		1,271.25	0.00%	
04-485490	Works Other Capital Projects				0.00%	25,000.00
04-485499	GC Misc Capital		6,000.00	(6,000.00)	(100.00%)	6,000.00
04-485507	2018 Vehicle Replacement #168	39,204.66		39,204.66	0.00%	35,000.00
04-485508	18 GC-#169 Vehicle Replacement	93,204.49		93,204.49	0.00%	62,200.00
04-485509	18 GC-#170 Vehicle Replacement	3.00		3.00	0.00%	36,300.00
04-485510	18 GC-#518 Vehicle Replacement	96,418.41		96,418.41	0.00%	90,000.00
04-485511	19 Replace Backhoe #303		123,100.00	(123,100.00)	(100.00%)	
04-485513	19 Replace Tractor #399	227,230.00	73,100.00	154,130.00	210.85%	
04-485517	19 Replace Dump Truck #262		184,700.00	(184,700.00)	(100.00%)	
04-485518	19 Purch Hybrid Veh PW/Eng	36,919.14	38,000.00	(1,080.86)	(2.84%)	
		<u>2,143,946.27</u>	<u>1,728,740.00</u>	<u>415,206.27</u>	<u>24.02%</u>	<u>3,488,275.00</u>
04-488222	Transfers Transfer to Reserves				0.00%	114,000.00

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	December	Budget	Variance	% Variance	Prior Year	Budget
Water Revenue Fund						
Revenue From Operations						
Sales of Service						
054421 Metered Sales	(\$3,223,318.57)	(\$3,763,660.00)	\$540,341.43	(14.36%)	(\$3,057,173.69)	(\$3,584,439.00)
054431 Connections		(40,571.00)	40,571.00	(100.00%)		(38,639.00)
054432 Turn-On Charges	(1,169.00)	(382.00)	(787.00)	206.02%	(515.00)	(364.00)
054433 Service Charges Sundry	(2,077.55)	(10,202.00)	8,124.45	(79.64%)	(2,372.79)	(9,716.00)
Total Sales of Service	<u>(3,226,565.12)</u>	<u>(3,814,815.00)</u>	<u>588,249.88</u>	<u>(15.42%)</u>	<u>(3,060,061.48)</u>	<u>(3,633,158.00)</u>
Other Revenue						
055590 Other Interest	(38,477.30)	(13,300.00)	(25,177.30)	189.30%	(484.89)	(13,300.00)
055611 Water Penalty	(35,227.95)	(28,000.00)	(7,227.95)	25.81%	(26,111.68)	(28,000.00)
Total Other Revenue	<u>(73,705.25)</u>	<u>(41,300.00)</u>	<u>(32,405.25)</u>	<u>78.46%</u>	<u>(26,596.57)</u>	<u>(41,300.00)</u>
Total Revenue From Operations	<u>(3,300,270.37)</u>	<u>(3,856,115.00)</u>	<u>555,844.63</u>	<u>(14.41%)</u>	<u>(3,086,658.05)</u>	<u>(3,674,458.00)</u>
Water Supply System						
Administration						
064110 Water Administration & Other	285,754.90	264,793.00	20,961.90	7.92%	279,296.22	264,269.00
064121 Engineering Consulting Service		30,000.00	(30,000.00)	(100.00%)	3,739.62	30,000.00
064133 Customer Service Requests	84,309.46	93,942.00	(9,632.54)	(10.25%)	115,020.08	92,120.00
064136 Small Tools/Equipment/Supplies	8,229.39	12,008.00	(3,778.61)	(31.47%)	111,140.66	11,885.00
064141 Supply Inspection & Operation	81,667.25	121,951.00	(40,283.75)	(33.03%)	280,489.47	119,913.00
064161 Pumping Inspection & Operation	248,142.22	272,513.00	(24,370.78)	(8.94%)	345,251.22	269,650.00
064181 Transmission/Distribution Sys.	289,709.54	263,131.00	26,578.54	10.10%	566,071.49	294,450.00
064183 Connections	327,328.96	144,366.00	182,962.96	126.74%	208,823.84	133,025.00
064185 Meters	146,082.20	187,265.00	(41,182.80)	(21.99%)	338,300.45	228,888.00
064187 Hydrants	46,878.12	39,703.00	7,175.12	18.07%	83,660.34	39,130.00
Total Water Supply System	<u>1,518,102.04</u>	<u>1,429,672.00</u>	<u>88,430.04</u>	<u>6.19%</u>	<u>2,331,793.39</u>	<u>1,483,330.00</u>
Fiscal Services						
068120 Interest On Own Debentures	44,000.00	44,000.00		0.00%	44,000.00	44,000.00
068130 Principal Install. On Own Deb.	38,742.66	38,743.00	(0.34)	(0.00%)		38,743.00
	<u>82,742.66</u>	<u>82,743.00</u>	<u>(0.34)</u>	<u>(0.00%)</u>	<u>44,000.00</u>	<u>82,743.00</u>
Transfers to Funds and Reserves						
068211 Transfer To Reserves				0.00%	1,300,000.00	
068220 Transfer To Water Capital Fund		2,340,500.00	(2,340,500.00)	(100.00%)		2,035,277.00
068230 Transfer to Infrastructure Capital Reserve		(100.00)	100.00	(100.00%)	69,808.00	69,808.00
068910 Debt Reserve Transfer		3,300.00	(3,300.00)	(100.00%)	464.85	3,300.00
		<u>2,343,700.00</u>	<u>(2,343,700.00)</u>	<u>(100.00%)</u>	<u>1,370,272.85</u>	<u>2,108,385.00</u>
Total Fiscal Services	<u>82,742.66</u>	<u>2,426,443.00</u>	<u>(2,343,700.34)</u>	<u>(96.59%)</u>	<u>1,414,272.85</u>	<u>2,191,128.00</u>
Total Expenses	<u>1,600,844.70</u>	<u>3,856,115.00</u>	<u>(2,255,270.30)</u>	<u>(58.49%)</u>	<u>3,746,066.24</u>	<u>3,674,458.00</u>
Revenue (Over) Under Expense	<u>(1,699,425.67)</u>		<u>(1,699,425.67)</u>	<u>0.00%</u>	<u>659,408.19</u>	

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		December	Budget	Variance	% Variance	Prior Year	Budget
	Source of Funds						
	Federal and Provincial Assistance						
517211	Federal Assistance						
517411	Provincial Assistance						
	Total Federal & Provincial Assistance				0.00%		
	Other Contributions						
518110	Other Contributions				0.00%	(2,759.45)	
	Total Other Contributions				0.00%	(2,759.45)	
	Transfers From Other Funds and Reserves						
	Total Transfers				0.00%		
	Total Source of Funds				0.00%	(2,759.45)	
	Projects						
	Capital Construction						
05-525400	19 Dead Ends & Distribution Upgrades	37,690.64	100,000.00	(62,309.36)	(62.31%)		
525402	21st Ave Cowichan Reservoir to Burde St	5.39		5.39	0.00%		
525403	Argyle St-17th to 21st	738,678.18	800,000.00	(61,321.82)	(7.67%)		700,000.00
525405	Dead End Water Main Upgrades	276.54		276.54	0.00%		
525407	Athol St-3rd to 4th Apt Bldg Dev	25,839.18		25,839.18	0.00%		40,000.00
525410	19 Morton 9th to 10th	50.66	75,000.00	(74,949.34)	(99.93%)		
525413	19 6th Argyle to Melrose	233,066.93	200,000.00	33,066.93	16.53%		
525414	19 21st Ave Cowichan Reservoir	969,644.95	1,600,000.00	(630,355.05)	(39.40%)		
525415	19 Bainbridge Raw Flush Valve		30,000.00	(30,000.00)	(100.00%)		
525416	Water Main Renewals & Upgrades	3,627.75		3,627.75	0.00%		300,000.00
525417	19 China Crk Dam Surface & Rotork	14,497.00	250,000.00	(235,503.00)	(94.20%)		
	Total Capital Construction	2,023,377.22	3,055,000.00	(1,031,622.78)	(33.77%)		1,040,000.00
	Treatment, Pumping & Metering						
525408	Water Meter Replacement Program	77,650.51		77,650.51	0.00%		400,000.00
525409	Bainbridge Pump Station Pumps	95,011.23	165,000.00	(69,988.77)	(42.42%)		
525420	Treatment, Pumping & Metering	1,775.30		1,775.30	0.00%		280,000.00
525418	19 Water Meter Replacement Program	548.53	400,000.00	(399,451.47)	(99.86%)		
525429	21st Ave Cowichan Reservoir to Burde St				0.00%		400,000.00
525430	Rainbow Gardens Water Distr Looping	(89.04)		(89.04)	0.00%		250,000.00
525431	6th Ave Argyle St to Melrose to Bruce	210.57	13,000.00	(12,789.43)	(98.38%)		362,000.00
525419	19 China Crk Dam Surface & Rotork	24,052.99		24,052.99	0.00%		
05-525432	China Creek Dam Resurface				0.00%		250,000.00
	Total Treatment, Pumping & Metering	199,160.09	578,000.00	(378,839.91)	(65.54%)		1,942,000.00
	Total Capital Projects	2,222,537.31	3,633,000.00	(1,410,462.69)	(38.82%)		2,982,000.00
	Transfers						
	Total Expenses	2,222,537.31	3,633,000.00	(1,410,462.69)	(38.82%)		2,982,000.00
	Source of Funds (Over) Under Expenses	2,222,537.31	3,633,000.00	(1,410,462.69)	(38.82%)	(2,759.45)	2,982,000.00

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SEWER REVENUE FUND
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	December	Budget	Variance	% Variance	Prior Year	Budget
Sewer Revenue Fund						
Revenue From Operations						
Sales of Service						
094421 Sewer Fees	(\$2,749,393.08)	(\$2,997,546.00)	\$248,152.92	(8.28%)	(\$2,799,964.71)	(\$2,942,399.00)
094431 Sewer Connections		(38,497.00)	38,497.00	(100.00%)	(7,500.00)	(37,742.00)
094432 Service Charges Sundry		(3,822.00)	3,822.00	(100.00%)	(615.00)	(3,747.00)
094433 User Charges	(43,531.40)	(17,583.00)	(25,948.40)	147.58%		(17,238.00)
094441 Sewage Disposal Fees	(48,424.50)	(12,477.00)	(35,947.50)	288.11%	(50,261.00)	(12,232.00)
Total Sales of Service	(2,841,348.98)	(3,069,925.00)	228,576.02	(7.45%)	(2,858,340.71)	(3,013,358.00)
Other Revenue						
095590 M.F.A. Debt Reserve Income	(60,063.72)	(12,000.00)	(48,063.72)	400.53%	(1,269.51)	(12,000.00)
095611 Sewer Penalty Charges	(32,472.37)	(20,000.00)	(12,472.37)	62.36%	(24,881.52)	(20,000.00)
091210 Local Improvements		(3,200.00)	3,200.00	(100.00%)	(3,198.21)	(3,200.00)
Total Other Revenue	(92,536.09)	(35,200.00)	(57,336.09)	162.89%	(29,349.24)	(35,200.00)
Total Revenue From Operations	(2,933,885.07)	(3,105,125.00)	171,239.93	(5.51%)	(2,887,689.95)	(3,048,558.00)
Transfers						
099110 Federal Transfers - Gas Tax		(6,000.00)	6,000.00	(100.00%)		(46,000.00)
099111 Reserve For Projects/Purchases				0.00%	(90,000.00)	(280,000.00)
Total Transfers		(6,000.00)	6,000.00	(100.00%)	(90,000.00)	(326,000.00)
Total Revenue	(2,933,885.07)	(3,111,125.00)	177,239.93	(5.70%)	(2,977,689.95)	(3,374,558.00)
Expenses						
Administration						
104210 Sewer Administration & Other	329,527.09	291,900.00	37,627.09	12.89%	289,987.32	291,900.00
104221 Contract Services		31,000.00	(31,000.00)	(100.00%)	2,505.57	31,000.00
104233 Customer Service Requests	73,535.31	125,282.00	(51,746.69)	(41.30%)	96,530.26	122,825.00
104236 Small Tools/Equipment/Supplies	9,095.19	14,050.00	(4,954.81)	(35.27%)	7,735.83	13,931.00
Total Administrative Expenses	412,157.59	462,232.00	(50,074.41)	(10.83%)	396,758.98	459,656.00
Collection and Treatment						
104240 Sewage Collection System Maint	127,959.18	119,500.00	8,459.18	7.08%	408,400.60	114,500.00
104241 Sewer Service Connections	223,353.43	195,725.00	27,628.43	14.12%	292,450.38	182,475.00
104260 Sewage Lift Stations	165,329.47	163,987.00	1,342.47	0.82%	268,408.58	160,806.00
104280 Sewage Treatment	334,763.96	299,787.00	34,976.96	11.67%	519,157.90	293,413.00
104294 Cost Of Sales - Sewer	123.00	2,000.00	(1,877.00)	(93.85%)	861.00	2,000.00
Total Collection and Treatment Expenses	851,529.04	780,999.00	70,530.04	9.03%	1,489,278.46	753,194.00
Total Expenses	1,263,686.63	1,243,231.00	20,455.63	1.65%	1,886,037.44	1,212,850.00
Debt						
108120 Interest On Own Debentures	160,425.00	252,925.00	(92,500.00)	(36.57%)	44,775.00	252,925.00
108130 Principal Install On Own Deb.	95,346.46	187,932.00	(92,585.54)	(49.27%)		187,932.00
	255,771.46	440,857.00	(185,085.54)	(41.98%)	44,775.00	440,857.00

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	Transfers					
108220	Transfer To Sewer Capital Fund	815,000.00	(815,000.00)	(100.00%)		450,000.00
108910	Debt Reserve Transfer	2,000.00	(2,000.00)	(100.00%)	1,253.12	2,000.00
108920	Transfer to Infrastructure Capital Reserve	610,037.00	(610,037.00)	(100.00%)	1,268,849.00	1,268,851.00
		1,427,037.00	(1,427,037.00)	(100.00%)	1,270,102.12	1,720,851.00
	Total Debt and Transfers	255,771.46	1,867,894.00	(1,612,122.54)	(86.31%)	1,314,877.12
						2,161,708.00
	Total Expenses, Debt & Transfers	1,519,458.09	3,111,125.00	(1,591,666.91)	(51.16%)	3,200,914.56
						3,374,558.00
	Revenue (Over) Under Expenses	(1,414,426.98)	(1,414,426.98)	0.00%	223,224.61	

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		December	Budget	Variance	% Variance	Prior Year	Budget
	Source of Funds						
	Federal and Provincial Assistance						
557211	Federal Assistance	(\$397,500.00)		(\$397,500.00)	0.00%		
557212	Fed Assist - New Deal Gas Tax	(5,521,048.03)		(5,521,048.03)	0.00%	(628,177.00)	
557411	Provincial Assistance	(2,142,397.00)		(2,142,397.00)	0.00%		
	Total Federal and Provincial Assistance	(8,060,945.03)		(8,060,945.03)	0.00%	(628,177.00)	
	Other						
558110	Other Contributions				0.00%	(8,675.53)	
558190	Gain/Loss Disp. of Assets Sewer				0.00%	2,976.24	
	Total Other				0.00%	(5,699.29)	
	Transfers From Funds and Reserves						
	Borrowing						
	Total Source of Funds	(8,060,945.03)		(8,060,945.03)	0.00%	(633,876.29)	
	Projects						
	Main Renewals and Relines						
565403	Coal Creek Phase 2	104,371.63		104,371.63	0.00%		280,000.00
565405	Somass Estuary Env Stewardship	4,643,969.90		4,643,969.90	0.00%		
565406	18-North Pk Sewer 7-10th	(625.80)		(625.80)	0.00%		200,000.00
565408	Small Capital Main Replacement	42,505.07	100,000.00	(57,494.93)	(57.49%)		100,000.00
565410	19 Argyle Forcemain Somass		100,000.00	(100,000.00)	(100.00%)		
565411	19 Montrose 6th to 9th	57,039.11	75,000.00	(17,960.89)	(23.95%)		
565412	19 16th Burde St South	3,147.79	225,000.00	(221,852.21)	(98.60%)		
565413	19 8th Ave Dogwood/Cedarwood	122,222.80	150,000.00	(27,777.20)	(18.52%)		
565414	19 China Crk to Church St Alley		40,000.00	(40,000.00)	(100.00%)		
565415	19 Neill to Durant St Lane		25,000.00	(25,000.00)	(100.00%)		
565417	19 Sewer Main Video Prog	6,990.00	100,000.00	(93,010.00)	(93.01%)		
565420	6th Ave Argyle to Melrose to Bruce				0.00%		150,000.00
	Total Renewals and Relines	4,979,620.50	815,000.00	4,164,620.50	511.00%		730,000.00
	Treatment and Pumping						
565431	12 Sewer Treatment Upgrade	8,341,493.37		8,341,493.37	0.00%		
	Total Treatment and Pumping	8,341,493.37		8,341,493.37	0.00%		
	Total Capital Projects	13,321,113.87	815,000.00	12,506,113.87	1534.49%		730,000.00
	Transfers						
	Total Expenses	13,321,113.87	815,000.00	12,506,113.87	1534.49%		730,000.00
	Source of Funds (Over) Under Expenses	5,260,168.84	815,000.00	4,445,168.84	545.42%	(633,876.29)	730,000.00

Cheque

System: 2/18/2020 12:08:07 PM
User Date: 2/18/2020

City of Port Alberni
VENDOR CHEQUE REGISTER REPORT
Payables Management

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Ranges:	From:	To:	From:	To:
Cheque Number	144954	145659	Cheque Date	First
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last		Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
144954	250	A C E COURIER SERVICES	11/22/2019	BMO1	PMCHQ00001282	\$123.46
144955	560	ACKLANDS - GRAINGER INC	11/22/2019	BMO1	PMCHQ00001282	\$690.42
144956	205170	ADELHARDT CONCRETE PLUS	11/22/2019	BMO1	PMCHQ00001282	\$15,000.00
144957	1800	ALBERNI COMMUNICATIONS & ELECT	11/22/2019	BMO1	PMCHQ00001282	\$514.08
144958	203139	ALBERNI VALLEY TOURISM	11/22/2019	BMO1	PMCHQ00001282	\$2,336.90
144959	5450	ARROWSMITH GLASS	11/22/2019	BMO1	PMCHQ00001282	\$191.63
144960	202955	BC ECONOMIC DEVELOPMENT ASSOCI	11/22/2019	BMO1	PMCHQ00001282	\$1,212.75
144961	204789	BC ONE CALL	11/22/2019	BMO1	PMCHQ00001282	\$503.21
144962	204852	BURWOOD'S MOTOR SERVICE	11/22/2019	BMO1	PMCHQ00001282	\$309.34
144963	203484	CAMLOCK HOLDINGS LTD	11/22/2019	BMO1	PMCHQ00001282	\$807.21
144964	15301	CANADIAN TIRE #488	11/22/2019	BMO1	PMCHQ00001282	\$1,179.64
144965	200559	CATALYST PAPER CORPORATION	11/22/2019	BMO1	PMCHQ00001282	\$67,208.00
144966	205759	CHRISTOPHER POUGET	11/22/2019	BMO1	PMCHQ00001282	\$3,045.00
144967	17550	CIRCLE DAIRY 1987 LTD	11/22/2019	BMO1	PMCHQ00001282	\$3,392.31
144968	203788	CLOVERDALE PAINT INC	11/22/2019	BMO1	PMCHQ00001282	\$43.42
144969	204803	COAST INDUSTRIAL MACHINING LTD	11/22/2019	BMO1	PMCHQ00001282	\$1,008.00
144970	202866	COASTAL BRIDGE & CONSTRUCTION	11/22/2019	BMO1	PMCHQ00001282	\$4,053.00
144971	205993	DUARTE, MEGAN	11/22/2019	BMO1	PMCHQ00001282	\$50.00
144972	23181	EMCO LIMITED	11/22/2019	BMO1	PMCHQ00001282	\$21,550.96
144973	205984	ERGOMETRICS INC	11/22/2019	BMO1	PMCHQ00001282	\$846.98
144974	23495	EXHAUST MASTERS - A.P. BRAKE &	11/22/2019	BMO1	PMCHQ00001282	\$789.60
144975	204575	FASTENAL	11/22/2019	BMO1	PMCHQ00001282	\$122.30
144976	24939	FOUR STAR WATERWORKS LTD	11/22/2019	BMO1	PMCHQ00001282	\$14,011.55
144977	55160	FRED SURRIDGE LTD	11/22/2019	BMO1	PMCHQ00001282	\$1,410.18
144978	204783	GILCHRIST, JESSICA	11/22/2019	BMO1	PMCHQ00001282	\$113.85
144979	25436	GIRISON LAUNDROMAT	11/22/2019	BMO1	PMCHQ00001282	\$1,184.15
144980	205873	HADLEY, ELANOR	11/22/2019	BMO1	PMCHQ00001282	\$759.15
144981	27300	HANDY ANDY MAINTENANCE LTD	11/22/2019	BMO1	PMCHQ00001282	\$181.42
144982	205681	KLEYWEGT, BRIAN	11/22/2019	BMO1	PMCHQ00001282	\$23.10
144983	202134	LEAVITT MACHINERY	11/22/2019	BMO1	PMCHQ00001282	\$519.25
144984	202355	LORDCO PARTS LTD	11/22/2019	BMO1	PMCHQ00001282	\$435.96
144985	36890	M B LABORATORIES LTD	11/22/2019	BMO1	PMCHQ00001282	\$7,624.05
144986	203605	MCCONNELL, ROBYN	11/22/2019	BMO1	PMCHQ00001282	\$42.08
144987	35585	MCCOY LAKE EXCAVATING LTD	11/22/2019	BMO1	PMCHQ00001282	\$1,294.13
144988	38560	MINISTER OF FINANCE - Product	11/22/2019	BMO1	PMCHQ00001282	\$149.44
144989	203389	MINISTER OF GOVERNMENT SERVICE	11/22/2019	BMO1	PMCHQ00001282	\$44.56
144990	47480	NATIONAL ENERGY EQUIPMENT INC.	11/22/2019	BMO1	PMCHQ00001282	\$10,970.21
144991	41801	ND GRAPHICS	11/22/2019	BMO1	PMCHQ00001282	\$829.92
144992	203531	NORTHWEST HYDRAULIC CONSULTANT	11/22/2019	BMO1	PMCHQ00001282	\$40,676.13
144993	205026	OFF ROAD DIESEL	11/22/2019	BMO1	PMCHQ00001282	\$2,352.00
144994	43435	P & R WESTERN STAR TRUCKS	11/22/2019	BMO1	PMCHQ00001282	\$45.25
144995	43530	PACIFIC CUSTOMS BROKERS	11/22/2019	BMO1	PMCHQ00001282	\$298.65
144996	44450	PARKS RECREATION & HERITAGE	11/22/2019	BMO1	PMCHQ00001282	\$75.00
144997	44520	PARKS & RECREATION PETTY CASH	11/22/2019	BMO1	PMCHQ00001282	\$194.00
144998	44660	PEARSON TIRE LTD	11/22/2019	BMO1	PMCHQ00001282	\$61.82
144999	205556	POTTER, TASHIA	11/22/2019	BMO1	PMCHQ00001282	\$200.00
145000	205662	PROTELEC ALARMS	11/22/2019	BMO1	PMCHQ00001282	\$84.00
145001	204572	RAIDER HANSEN	11/22/2019	BMO1	PMCHQ00001282	\$249.39
145002	205749	REVOLUTION ENVIRONMENTAL SOLUT	11/22/2019	BMO1	PMCHQ00001282	\$521.15
145003	52733	SHRED-IT INTERNATIONAL ULC	11/22/2019	BMO1	PMCHQ00001282	\$403.85
145004	205954	SOMAIA, SHAILA	11/22/2019	BMO1	PMCHQ00001282	\$3,675.00
145005	53910	SOUTHSIDE AUTO SUPPLY LTD	11/22/2019	BMO1	PMCHQ00001282	\$1,644.88
145006	203124	STAPLES ADVANTAGE	11/22/2019	BMO1	PMCHQ00001282	\$686.05
145007	202288	STAPLES/ BD# 321 PORT ALBERNI	11/22/2019	BMO1	PMCHQ00001282	\$2,165.78
145008	205894	THE GO-TO GUYS	11/22/2019	BMO1	PMCHQ00001282	\$200.00
145009	205501	TOTEM TREE OPERATIONS	11/22/2019	BMO1	PMCHQ00001282	\$14,227.50

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
145010	202823	ULINE	11/22/2019	BMO1	PMCHQ00001282	\$1,001.35
145011	202104	VANCOUVER ISLAND ECONOMIC ALLI	11/22/2019	BMO1	PMCHQ00001282	\$525.00
145012	204830	WELCOME WAGON	11/22/2019	BMO1	PMCHQ00001282	\$81.90
145013	60613	WESTCOAST HOME HARDWARE	11/22/2019	BMO1	PMCHQ00001282	\$470.29
145014	203729	CANADIAN MENTAL HEALTH - PORT	11/27/2019	BMO1	PMCHQ00001284	\$51,500.00
145015	205998	DIEVERT'S JEWELLERS	11/27/2019	BMO1	PMCHQ00001284	\$811.10
145016	205996	DOG MOUNTAIN BREWERY	11/27/2019	BMO1	PMCHQ00001284	\$1,000.00
145017	16501	FORTIS BC - NATURAL GAS	11/27/2019	BMO1	PMCHQ00001284	\$2,241.04
145018	205542	FRESH WAVE YOGA	11/27/2019	BMO1	PMCHQ00001284	\$715.00
145019	204999	GEE DANN PRODUCTIONS	11/27/2019	BMO1	PMCHQ00001284	\$15,960.00
145020	204783	GILCHRIST, JESSICA	11/27/2019	BMO1	PMCHQ00001284	\$52.58
145021	205860	KROG, ARTHUR	11/27/2019	BMO1	PMCHQ00001284	\$79.01
145022	205997	LANE, JIM	11/27/2019	BMO1	PMCHQ00001284	\$450.00
145023	204717	NOILES, AMBER	11/27/2019	BMO1	PMCHQ00001284	\$1,000.00
145024	205662	PROTELEC ALARMS	11/27/2019	BMO1	PMCHQ00001284	\$705.60
145025	47000	PURULATOR INC	11/27/2019	BMO1	PMCHQ00001284	\$55.37
145026	205431	ROBERTS, CANDYSE	11/27/2019	BMO1	PMCHQ00001284	\$449.82
145027	53650	S P C A	11/27/2019	BMO1	PMCHQ00001284	\$12,294.96
145028	203356	SAMSON, NOMI	11/27/2019	BMO1	PMCHQ00001284	\$2,200.00
145029	915744	SCHWARZ, MIKI	11/27/2019	BMO1	PMCHQ00001284	\$187.32
145030	53910	SOUTHSIDE AUTO SUPPLY LTD	11/27/2019	BMO1	PMCHQ00001284	\$170.89
145031	10920	TELUS	11/27/2019	BMO1	PMCHQ00001284	\$3,119.64
145032	10868	TELUS MOBILITY CELLULAR INC	11/27/2019	BMO1	PMCHQ00001284	\$4,584.54
145033	205138	THORPE, WILLA	11/27/2019	BMO1	PMCHQ00001284	\$37.60
145034	203751	TRILCOR CORRECTIONAL INDUSTRIE	11/27/2019	BMO1	PMCHQ00001284	\$1,276.62
145035	200969	VAN NISPEEN, PIP	11/27/2019	BMO1	PMCHQ00001284	\$880.00
145036	205947	WASTE MANAGEMENT OF CANADA COR	11/27/2019	BMO1	PMCHQ00001284	\$1,668.94
145037	30130	WESTERN VANCOUVER ISLAND INDUS	11/27/2019	BMO1	PMCHQ00001284	\$9,072.00
145039	559	0946982 BC LTD	12/4/2019	BMO1	PMCHQ00001287	\$15,417.94
145040	250	A C E COURIER SERVICES	12/4/2019	BMO1	PMCHQ00001287	\$986.77
145041	203794	ANIXTER CANADA INC	12/4/2019	BMO1	PMCHQ00001287	\$349.82
145042	206005	ARMSTRONG, JENNIFER	12/4/2019	BMO1	PMCHQ00001287	\$163.20
145043	10360	B C HYDRO & POWER AUTHORITY	12/4/2019	BMO1	PMCHQ00001287	\$30.31
145045	20200	CROCKER EQUIPMENT CO LTD	12/4/2019	BMO1	PMCHQ00001287	\$149.58
145046	10530	ENVIRONMENTAL OPERATORS	12/4/2019	BMO1	PMCHQ00001287	\$1,143.45
145047	205257	HARVEST THYME FINE FOODS LTD	12/4/2019	BMO1	PMCHQ00001287	\$630.00
145048	204727	HAYDEN, AMELIA	12/4/2019	BMO1	PMCHQ00001287	\$2,372.66
145049	205128	ITBLUEPRINT	12/4/2019	BMO1	PMCHQ00001287	\$5,271.51
145051	206004	MDF INDUSTRIES	12/4/2019	BMO1	PMCHQ00001287	\$461.12
145052	38560	MINISTER OF FINANCE - Product	12/4/2019	BMO1	PMCHQ00001287	\$224.79
145053	204602	PATTERSON, CHARLES WESLEY	12/4/2019	BMO1	PMCHQ00001287	\$539.74
145054	25322	PORT ALBERNI FIRE DEPARTMENT P	12/4/2019	BMO1	PMCHQ00001287	\$117.15
145055	205676	PROJECT 529, INC	12/4/2019	BMO1	PMCHQ00001287	\$2,335.19
145056	45004	RB ENGINEERING LTD	12/4/2019	BMO1	PMCHQ00001287	\$3,780.00
145057	206001	SELECT ADVANTAGE	12/4/2019	BMO1	PMCHQ00001287	\$730.00
145058	52450	SHAW CABLE	12/4/2019	BMO1	PMCHQ00001287	\$477.03
145059	10920	TELUS	12/4/2019	BMO1	PMCHQ00001287	\$2,226.53
145060	206003	TREACY, KAROLYN M	12/4/2019	BMO1	PMCHQ00001287	\$770.00
145061	59750	WALCO INDUSTRIES LTD	12/4/2019	BMO1	PMCHQ00001287	\$892.19
145062	30130	WESTERN VANCOUVER ISLAND INDUS	12/4/2019	BMO1	PMCHQ00001287	\$5,000.00
145063	560	ACKLANDS - GRAINGER INC	12/6/2019	BMO1	PMCHQ00001290	\$953.29
145064	205170	ADELHARDT CONCRETE PLUS	12/6/2019	BMO1	PMCHQ00001290	\$36,159.00
145065	10725	B C STUDIES - UBC	12/6/2019	BMO1	PMCHQ00001290	\$183.75
145066	205231	BOOMERANGS CAFE	12/6/2019	BMO1	PMCHQ00001290	\$313.43
145067	15301	CANADIAN TIRE #488	12/6/2019	BMO1	PMCHQ00001290	\$109.65
145068	203688	CDW CANADA	12/6/2019	BMO1	PMCHQ00001290	\$40.39
145069	202459	CHANCES RIMROCK	12/6/2019	BMO1	PMCHQ00001290	\$507.93
145070	205686	CHANDER RESTAURANT LTD	12/6/2019	BMO1	PMCHQ00001290	\$329.10
145072	17550	CIRCLE DAIRY 1987 LTD	12/6/2019	BMO1	PMCHQ00001290	\$57.68
145073	203311	COAST BC CATERING 2010	12/6/2019	BMO1	PMCHQ00001290	\$188.48
145074	18735	COFFEE FUND	12/6/2019	BMO1	PMCHQ00001290	\$108.00
145075	24925	FODEN, CARA	12/6/2019	BMO1	PMCHQ00001290	\$342.40
145076	201114	FREETHY, KAREN	12/6/2019	BMO1	PMCHQ00001290	\$42.33

City of Port Alberni
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* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
145077	205875	G&G ROOFING LTD	12/6/2019	BMO1	PMCHQ00001290	\$2,598.75
145078	28070	GEO H. HEWITT CO. LTD.	12/6/2019	BMO1	PMCHQ00001290	\$265.44
145079	204783	GILCHRIST, JESSICA	12/6/2019	BMO1	PMCHQ00001290	\$72.60
145080	27355	HARBOUR PUBLISHING	12/6/2019	BMO1	PMCHQ00001290	\$612.54
145081	27371	HARDING, SHELLEY	12/6/2019	BMO1	PMCHQ00001290	\$41.59
145082	202897	HARNISH SALES AGENCY	12/6/2019	BMO1	PMCHQ00001290	\$964.95
145083	205257	HARVEST THYME FINE FOODS LTD	12/6/2019	BMO1	PMCHQ00001290	\$204.75
145084	205888	Imagination FX	12/6/2019	BMO1	PMCHQ00001290	\$787.50
145085	31360	ISLAND BUSINESS PRINT GROUP LT	12/6/2019	BMO1	PMCHQ00001290	\$1,296.96
145086	205681	KLEYWEGT, BRIAN	12/6/2019	BMO1	PMCHQ00001290	\$110.16
145087	34615	LANDMARK CINEMAS	12/6/2019	BMO1	PMCHQ00001290	\$393.75
145088	202134	LEAVITT MACHINERY	12/6/2019	BMO1	PMCHQ00001290	\$744.55
145089	206007	LONGMAN. MAREN	12/6/2019	BMO1	PMCHQ00001290	\$120.00
145090	203384	MAY, COLLEEN	12/6/2019	BMO1	PMCHQ00001290	\$21.56
145091	204577	MERCURI TELECONFERENCING	12/6/2019	BMO1	PMCHQ00001290	\$10.18
145092	40381	MONGREL MEDIA	12/6/2019	BMO1	PMCHQ00001290	\$544.25
145093	203674	MYRA SYSTEMS CORP	12/6/2019	BMO1	PMCHQ00001290	\$279.56
145094	41950	NEOCHEM a division of ENERCON	12/6/2019	BMO1	PMCHQ00001290	\$272.90
145095	204164	ORKIN CANADA	12/6/2019	BMO1	PMCHQ00001290	\$175.88
145096	205822	OWENS, MIKE	12/6/2019	BMO1	PMCHQ00001290	\$4,509.09
145097	45850	PORT ALBERNI PORT AUTHORITY	12/6/2019	BMO1	PMCHQ00001290	\$128.52
145098	205662	PROTELEC ALARMS	12/6/2019	BMO1	PMCHQ00001290	\$289.80
145099	47000	PUROLATOR INC	12/6/2019	BMO1	PMCHQ00001290	\$52.99
145100	205749	REVOLUTION ENVIRONMENTAL SOLUT	12/6/2019	BMO1	PMCHQ00001290	\$1,083.95
145101	205040	RICHMOND ELEVATOR	12/6/2019	BMO1	PMCHQ00001290	\$273.00
145102	53499	SMITH, KIRSTEN	12/6/2019	BMO1	PMCHQ00001290	\$168.63
145103	54170	STAFF FUND	12/6/2019	BMO1	PMCHQ00001290	\$58.00
145104	203124	STAPLES ADVANTAGE	12/6/2019	BMO1	PMCHQ00001290	\$1,311.48
145105	202288	STAPLES/ BD# 321 PORT ALBERNI	12/6/2019	BMO1	PMCHQ00001290	\$537.60
145106	56398	TD CANADA TRUST	12/6/2019	BMO1	PMCHQ00001290	\$1,815.03
145107	206000	TREE TECH LTD	12/6/2019	BMO1	PMCHQ00001290	\$1,575.00
145108	204848	VERITIV CANADA, INC	12/6/2019	BMO1	PMCHQ00001290	\$87.54
145109	60613	WESTCOAST HOME HARDWARE	12/6/2019	BMO1	PMCHQ00001290	\$1,119.82
145110	203609	WINDH, JACQUELINE	12/6/2019	BMO1	PMCHQ00001290	\$389.00
145111	200530	YELLOW PAGES GROUP	12/6/2019	BMO1	PMCHQ00001290	\$48.52
145112	250	A C E COURIER SERVICES	12/12/2019	BMO1	PMCHQ00001292	\$2,265.88
145113	560	ACKLANDS - GRAINGER INC	12/12/2019	BMO1	PMCHQ00001292	\$187.38
145114	29104	ALBERNI COLOUR CORNER	12/12/2019	BMO1	PMCHQ00001292	\$84.65
145115	205802	ALBERNI VALLEY CARE NETWORK	12/12/2019	BMO1	PMCHQ00001292	\$265.00
145116	5743	ASSOCIATED FIRE & SAFETY INC.	12/12/2019	BMO1	PMCHQ00001292	\$215.25
145117	6130	AURORA ROOFING LTD	12/12/2019	BMO1	PMCHQ00001292	\$39,033.75
145118	206006	AZALEA FLOWERS AND GIFTS	12/12/2019	BMO1	PMCHQ00001292	\$1,680.00
145119	203484	CAMLOCK HOLDINGS LTD	12/12/2019	BMO1	PMCHQ00001292	\$167.22
145120	205964	CANADIAN PLAYGROUND SAFETY INS	12/12/2019	BMO1	PMCHQ00001292	\$644.00
145121	15301	CANADIAN FIRE #488	12/12/2019	BMO1	PMCHQ00001292	\$1,939.52
145122	17640	CITY OF PORT ALBERNI	12/12/2019	BMO1	PMCHQ00001292	\$37.49
145123	46589	CLEARTECH INDUSTRIES INC	12/12/2019	BMO1	PMCHQ00001292	\$1,369.39
145124	203788	CLOVERDALE PAINT INC	12/12/2019	BMO1	PMCHQ00001292	\$1,192.72
145125	202866	COASTAL BRIDGE & CONSTRUCTION	12/12/2019	BMO1	PMCHQ00001292	\$4,200.00
145126	204129	DAST WELDING INC	12/12/2019	BMO1	PMCHQ00001292	\$660.93
145127	205015	ELECTRON METALWORKS LTD	12/12/2019	BMO1	PMCHQ00001292	\$41,331.81
145128	203480	ENVIROSMART BIODEGRADABLES	12/12/2019	BMO1	PMCHQ00001292	\$2,427.00
145129	16501	FORTIS BC - NATURAL GAS	12/12/2019	BMO1	PMCHQ00001292	\$8,216.13
145130	203353	JACK, AL	12/12/2019	BMO1	PMCHQ00001292	\$85.00
145131	206008	LACROIX, MARK	12/12/2019	BMO1	PMCHQ00001292	\$11,550.00
145132	34695	LASLO, ALBERT	12/12/2019	BMO1	PMCHQ00001292	\$450.00
145133	91167	MILLER, DORIANNE	12/12/2019	BMO1	PMCHQ00001292	\$561.60
145134	205026	OFF ROAD DIESEL	12/12/2019	BMO1	PMCHQ00001292	\$336.00
145135	204572	RAIDER HANSEN	12/12/2019	BMO1	PMCHQ00001292	\$58.20
145136	200900	RECEIVER GENERAL FOR CANADA -	12/12/2019	BMO1	PMCHQ00001292	\$100.00
145137	52450	SHAW CABLE	12/12/2019	BMO1	PMCHQ00001292	\$394.96
145138	204021	SHEARFORCE EQUIPMENT	12/12/2019	BMO1	PMCHQ00001292	\$157.38
145139	206011	SPENCE, CHELSEA	12/12/2019	BMO1	PMCHQ00001292	\$80.00

City of Port Alberni
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145141	205501	TOTEM TREE OPERATIONS	12/12/2019	BMO1	PMCHQ00001292	\$3,045.00
145142	206012	VANDERMOLLEN, SANDI	12/12/2019	BMO1	PMCHQ00001292	\$11.03
145143	204848	VERITIV CANADA, INC	12/12/2019	BMO1	PMCHQ00001292	\$474.61
145144	60613	WESTCOAST HOME HARDWARE	12/12/2019	BMO1	PMCHQ00001292	\$1,074.94
145145	10360	B C HYDRO & POWER AUTHORITY	12/12/2019	BMO1	PMCHQ00001293	\$87,334.83
145146	205984	ERGOMETRICS INC	12/12/2019	BMO1	PMCHQ00001293	\$240.13
145147	560	ACKLANDS - GRAINGER INC	12/18/2019	BMO1	PMCHQ00001295	\$375.99
145148	205995	AIRTIGHT ENERGY ADVISORS	12/18/2019	BMO1	PMCHQ00001295	\$315.00
145149	1400	AL BROWN ROOFING	12/18/2019	BMO1	PMCHQ00001295	\$2,100.00
145150	1800	ALBERNI COMMUNICATIONS & ELECT	12/18/2019	BMO1	PMCHQ00001295	\$210.00
145151	2870	ALBERNI PAVING & CONTRACTING L	12/18/2019	BMO1	PMCHQ00001295	\$3,323.25
145152	204035	ALBERNI TOYOTA	12/18/2019	BMO1	PMCHQ00001295	\$300.96
145153	205829	ALLNORTH CONSULTANTS LTD	12/18/2019	BMO1	PMCHQ00001295	\$2,094.38
145154	205513	ALPINE POLE MAINTENANCE	12/18/2019	BMO1	PMCHQ00001295	\$3,505.43
145155	204538	BARKLEY SOUNDS COMMUNITY CHOIR	12/18/2019	BMO1	PMCHQ00001295	\$585.00
145156	204616	BROWN, ANGELA	12/18/2019	BMO1	PMCHQ00001295	\$64.80
145157	17792	BURROWS, SCOTT	12/18/2019	BMO1	PMCHQ00001295	\$29.40
145158	205686	CHANDER RESTAURANT LTD	12/18/2019	BMO1	PMCHQ00001295	\$111.17
145159	205759	CHRISTOPHER POUGET	12/18/2019	BMO1	PMCHQ00001295	\$2,100.00
145160	17550	CIRCLE DAIRY 1987 LTD	12/18/2019	BMO1	PMCHQ00001295	\$188.07
145161	206020	CORAL SAWKINS, CPA, CGA	12/18/2019	BMO1	PMCHQ00001295	\$950.91
145163	204697	FOLKGRAPHIS FRAMES (1992) LTD	12/18/2019	BMO1	PMCHQ00001295	\$443.46
145164	204999	GEE DANN PRODUCTIONS	12/18/2019	BMO1	PMCHQ00001295	\$15,900.00
145165	204783	GILCHRIST, JESSICA	12/18/2019	BMO1	PMCHQ00001295	\$106.02
145166	205262	GULSTONE, DARLENE	12/18/2019	BMO1	PMCHQ00001295	\$123.96
145167	206010	HIGH STANDARDS OVERHEAD DOOR L	12/18/2019	BMO1	PMCHQ00001295	\$294.00
145168	205868	INEO EMPLOYMENT SERVICES	12/18/2019	BMO1	PMCHQ00001295	\$35.00
145169	205109	INNER STILLNESS HOLISTIC STUDI	12/18/2019	BMO1	PMCHQ00001295	\$246.96
145170	35975	KEN MACKAY AND SON	12/18/2019	BMO1	PMCHQ00001295	\$1,979.60
145171	203693	LADYBIRD ENGRAVING & WEB CREAT	12/18/2019	BMO1	PMCHQ00001295	\$581.85
145172	205088	LANDSVIK, ERIK	12/18/2019	BMO1	PMCHQ00001295	\$50.40
145173	204725	LEYENAAR, CURTIS	12/18/2019	BMO1	PMCHQ00001295	\$31.08
145174	203600	LOOMIS EXPRESS	12/18/2019	BMO1	PMCHQ00001295	\$130.87
145175	36890	M B LABORATORIES LTD	12/18/2019	BMO1	PMCHQ00001295	\$3,309.60
145176	39000	MEGA TECH	12/18/2019	BMO1	PMCHQ00001295	\$1,901.82
145177	38079	MERIT FURNITURE	12/18/2019	BMO1	PMCHQ00001295	\$292.89
145178	38560	MINISTER OF FINANCE - Product	12/18/2019	BMO1	PMCHQ00001295	\$703.50
145179	203389	MINISTER OF GOVERNMENT SERVICE	12/18/2019	BMO1	PMCHQ00001295	\$29.46
145180	203171	MOUSLEY, BRIAN	12/18/2019	BMO1	PMCHQ00001295	\$112.19
145181	202156	MR PIN MAN INC	12/18/2019	BMO1	PMCHQ00001295	\$1,062.65
145182	206018	NAESGAARD'S FARM MARKET	12/18/2019	BMO1	PMCHQ00001295	\$1,000.00
145183	205991	NICKEL BROS	12/18/2019	BMO1	PMCHQ00001295	\$19,451.25
145184	43435	P & R WESTERN STAR TRUCKS	12/18/2019	BMO1	PMCHQ00001295	\$195.84
145185	205899	Penner Pacific Advisory Servic	12/18/2019	BMO1	PMCHQ00001295	\$2,800.00
145186	205559	PETER B KEY ENTERPRISES LTD	12/18/2019	BMO1	PMCHQ00001295	\$2,452.80
145187	46530	PORTTILA, LINDA	12/18/2019	BMO1	PMCHQ00001295	\$177.16
145188	205556	POTTER, TASHIA	12/18/2019	BMO1	PMCHQ00001295	\$2,100.00
145189	203717	POWELSON, ROBERT	12/18/2019	BMO1	PMCHQ00001295	\$2,000.00
145190	205662	PROTELEC ALARMS	12/18/2019	BMO1	PMCHQ00001295	\$12.60
145191	205261	PUUSEPP, ALICIA	12/18/2019	BMO1	PMCHQ00001295	\$75.62
145192	206017	RECYCLING COUNCIL OF BRITISH C	12/18/2019	BMO1	PMCHQ00001295	\$175.00
145193	204764	REVOLUTION ENVIRONMENTAL SOLUT	12/18/2019	BMO1	PMCHQ00001295	\$198.10
145194	205749	REVOLUTION ENVIRONMENTAL SOLUT	12/18/2019	BMO1	PMCHQ00001295	\$167.51
145196	915744	SCHWARZ, MIKI	12/18/2019	BMO1	PMCHQ00001295	\$102.58
145197	206015	SET SAFETY	12/18/2019	BMO1	PMCHQ00001295	\$1,575.00
145198	204699	SEXTON, RYAN	12/18/2019	BMO1	PMCHQ00001295	\$934.92
145199	206009	SPEEDY GLASS	12/18/2019	BMO1	PMCHQ00001295	\$536.37
145200	204247	TABLER, DIANA	12/18/2019	BMO1	PMCHQ00001295	\$207.59
145201	202986	TARDIF, MELISSA	12/18/2019	BMO1	PMCHQ00001295	\$65.57
145202	10920	TELUS	12/18/2019	BMO1	PMCHQ00001295	\$3,542.52
145203	10868	TELUS MOBILITY CELLULAR INC	12/18/2019	BMO1	PMCHQ00001295	\$4,878.96
145204	205596	THE VALLEY VIBE	12/18/2019	BMO1	PMCHQ00001295	\$2,100.00
145205	56270	TIMBRE	12/18/2019	BMO1	PMCHQ00001295	\$1,260.00

City of Port Alberni
VENDOR CHEQUE REGISTER REPORT
Payables Management

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
145206	203092	TKS HYDRAULICS & SUPPLY	12/18/2019	BMO1	PMCHQ00001295	\$718.38
145207	205973	WATT CONSULTING GROUP	12/18/2019	BMO1	PMCHQ00001295	\$4,075.31
145208	205871	WAYMARK	12/18/2019	BMO1	PMCHQ00001295	\$1,050.00
145209	203207	WEILER, MARK	12/18/2019	BMO1	PMCHQ00001295	\$934.92
145210	60613	WESTCOAST HOME HARDWARE	12/18/2019	BMO1	PMCHQ00001295	\$20.47
145211	203319	WESTLAND INSURANCE	12/18/2019	BMO1	PMCHQ00001295	\$102,382.00
145212	206019	WULFF, MICHELLE	12/18/2019	BMO1	PMCHQ00001295	\$272.65
145213	206022	TOWNNTON, MICHAEL R	12/19/2019	BMO1	PMCHQ00001296	\$770.00
145214	200969	VAN NISPEN, PIP	12/23/2019	BMO1	PMCHQ00001297	\$720.00
145215	560	ACKLANDS - GRAINGER INC	12/31/2019	BMO1	PMCHQ00001299	\$436.71
145216	205802	ALBERNI VALLEY CARE NETWORK	12/31/2019	BMO1	PMCHQ00001299	\$87.00
145217	10360	B C HYDRO & POWER AUTHORITY	12/31/2019	BMO1	PMCHQ00001299	\$169.38
145218	202367	BECKETT, SCOTT	12/31/2019	BMO1	PMCHQ00001299	\$3,600.00
145219	7540	BEST WESTERN BARCLAY HOTEL	12/31/2019	BMO1	PMCHQ00001299	\$783.56
145220	203688	CDW CANADA	12/31/2019	BMO1	PMCHQ00001299	\$836.14
145221	205686	CHANDER RESTAURANT LTD	12/31/2019	BMO1	PMCHQ00001299	\$258.48
145222	35052	CHEVELDAVE, WAYNE OR JANZEN, S	12/31/2019	BMO1	PMCHQ00001299	\$100.15
145223	206023	DR FREDDIE MEYER	12/31/2019	BMO1	PMCHQ00001299	\$44.80
145224	200282	DR G E DEPAPE	12/31/2019	BMO1	PMCHQ00001299	\$40.00
145225	205990	ENTANDEM	12/31/2019	BMO1	PMCHQ00001299	\$141.90
145226	202377	ENTERPRISE PAPER PARKSVILLE	12/31/2019	BMO1	PMCHQ00001299	\$110.39
145227	205507	EVTA OF BC	12/31/2019	BMO1	PMCHQ00001299	\$60.00
145228	16501	FORTIS BC - NATURAL GAS	12/31/2019	BMO1	PMCHQ00001299	\$5,066.75
145229	99851	FUDGE, NORM	12/31/2019	BMO1	PMCHQ00001299	\$100.00
145230	204727	HAYDEN, AMELIA	12/31/2019	BMO1	PMCHQ00001299	\$98.31
145231	205963	ITEL NETWORKS INC	12/31/2019	BMO1	PMCHQ00001299	\$61.58
145232	31937	ITRON CANADA, INC.	12/31/2019	BMO1	PMCHQ00001299	\$5,916.57
145233	205740	LOVERING, SUMMER	12/31/2019	BMO1	PMCHQ00001299	\$500.00
145234	206024	MCCONVILLE, SEAMUS	12/31/2019	BMO1	PMCHQ00001299	\$500.00
145235	203674	MYRA SYSTEMS CORP	12/31/2019	BMO1	PMCHQ00001299	\$429.99
145236	204717	NOILES, AMBER	12/31/2019	BMO1	PMCHQ00001299	\$100.00
145237	202727	NORTH ISLAND 9-1-1 CORPORATION	12/31/2019	BMO1	PMCHQ00001299	\$1,280.00
145238	206056	O'CONNOR, BETH	12/31/2019	BMO1	PMCHQ00001299	\$33.98
145239	204164	ORKIN CANADA	12/31/2019	BMO1	PMCHQ00001299	\$175.88
145240	46620	PRICE'S ALARM SYSTEMS	12/31/2019	BMO1	PMCHQ00001299	\$157.34
145241	206055	PROFESSIONAL DEVELOPMENT SOLUT	12/31/2019	BMO1	PMCHQ00001299	\$126.00
145242	47000	PUROLATOR INC	12/31/2019	BMO1	PMCHQ00001299	\$33.85
145243	204572	RAIDER HANSEN	12/31/2019	BMO1	PMCHQ00001299	\$131.85
145244	205431	ROBERTS, CANDYSE	12/31/2019	BMO1	PMCHQ00001299	\$313.74
145245	50410	ROYAL CANADIAN LEGION 293	12/31/2019	BMO1	PMCHQ00001299	\$1,217.25
145246	206013	SAFELY MANAGED CONSULTING	12/31/2019	BMO1	PMCHQ00001299	\$8,665.00
145247	203356	SAMSON, NOMI	12/31/2019	BMO1	PMCHQ00001299	\$1,350.00
145248	206021	SCHUBERT, LAUREN	12/31/2019	BMO1	PMCHQ00001299	\$150.00
145249	915744	SCHWARZ, MIKI	12/31/2019	BMO1	PMCHQ00001299	\$74.92
145250	205031	SECURTEK MONITORING SOLUTIONS	12/31/2019	BMO1	PMCHQ00001299	\$472.50
145251	52450	SHAW CABLE	12/31/2019	BMO1	PMCHQ00001299	\$1,218.69
145252	205928	SUNCORP VALUATIONS	12/31/2019	BMO1	PMCHQ00001299	\$6,365.63
145253	56405	TD CANADA TRUST	12/31/2019	BMO1	PMCHQ00001299	\$18,432.36
145254	205033	THE DRAIN CAMERA SHOP	12/31/2019	BMO1	PMCHQ00001299	\$289.01
145255	204848	VERITIV CANADA, INC	12/31/2019	BMO1	PMCHQ00001299	\$772.13
145256	62790	WONG, BOYD	12/31/2019	BMO1	PMCHQ00001299	\$399.00
145257	559	0946982 BC LTD	1/8/2020	BMO1	PMCHQ00001301	\$4,692.07
145258	250	A C E COURIER SERVICES	1/8/2020	BMO1	PMCHQ00001301	\$3,212.01
145259	10360	B C HYDRO & POWER AUTHORITY	1/8/2020	BMO1	PMCHQ00001301	\$96,864.14
145260	17550	CIRCLE DAIRY 1987 LTD	1/8/2020	BMO1	PMCHQ00001301	\$1,638.46
145261	202134	LEAVITT MACHINERY	1/8/2020	BMO1	PMCHQ00001301	\$7.87
145262	203689	RICOH CANADA	1/8/2020	BMO1	PMCHQ00001301	\$5,387.54
145263	53650	S P C A	1/8/2020	BMO1	PMCHQ00001301	\$12,294.96
145264	53910	SOUTHSIDE AUTO SUPPLY LTD	1/8/2020	BMO1	PMCHQ00001301	\$6,096.07
145265	205894	THE GO-TO GUYS	1/8/2020	BMO1	PMCHQ00001301	\$355.80
145266	1765	ALBERNI CHRYSLER LTD.	1/9/2020	BMO1	PMCHQ00001302	\$350.46
145267	1800	ALBERNI COMMUNICATIONS & ELECT	1/9/2020	BMO1	PMCHQ00001302	\$402.92
145268	5743	ASSOCIATED FIRE & SAFETY INC.	1/9/2020	BMO1	PMCHQ00001302	\$10,951.12

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
145269	202367	BECKETT, SCOTT	1/9/2020	BMO1	PMCHQ00001302	\$300.00
145270	203484	CAMLOCK HOLDINGS LTD	1/9/2020	BMO1	PMCHQ00001302	\$5,418.92
145271	15301	CANADIAN TIRE #488	1/9/2020	BMO1	PMCHQ00001302	\$4,142.49
145272	17550	CIRCLE DAIRY 1987 LTD	1/9/2020	BMO1	PMCHQ00001302	\$7,175.79
145273	203788	CLOVERDALE PAINT INC	1/9/2020	BMO1	PMCHQ00001302	\$180.27
145274	202866	COASTAL BRIDGE & CONSTRUCTION	1/9/2020	BMO1	PMCHQ00001302	\$15,467.41
145275	18719	COCA COLA BOTTLING	1/9/2020	BMO1	PMCHQ00001302	\$329.29
145276	18735	COFFEE FUND	1/9/2020	BMO1	PMCHQ00001302	\$99.00
145277	205043	DYNAMIC RESCUE TRAINING LTD	1/9/2020	BMO1	PMCHQ00001302	\$3,807.82
145278	24927	FORT FABRICATION & WELDING LTD	1/9/2020	BMO1	PMCHQ00001302	\$2,730.59
145279	204695	FPOABC	1/9/2020	BMO1	PMCHQ00001302	\$78.75
145280	205875	G&G ROOFING LTD	1/9/2020	BMO1	PMCHQ00001302	\$1,484.04
145281	205994	GAYLORD ARCHIVAL	1/9/2020	BMO1	PMCHQ00001302	\$315.00
145282	205257	HARVEST THYME FINE FOODS LTD	1/9/2020	BMO1	PMCHQ00001302	\$168.00
145283	203777	KLITSA DOORS (2012) LTD	1/9/2020	BMO1	PMCHQ00001302	\$672.00
145284	37050	MAGIC MOMENTS SHIRTS & PRINT S	1/9/2020	BMO1	PMCHQ00001302	\$23.52
145285	205991	NICKEL BROS	1/9/2020	BMO1	PMCHQ00001302	\$1,496.25
145286	205787	RIDEAU RECOGNITION SOLUTIONS I	1/9/2020	BMO1	PMCHQ00001302	\$134.40
145287	52733	SHRED-IT INTERNATIONAL ULC	1/9/2020	BMO1	PMCHQ00001302	\$161.54
145288	53499	SMITH, KIRSTEN	1/9/2020	BMO1	PMCHQ00001302	\$63.91
145289	206009	SPEEDY GLASS	1/9/2020	BMO1	PMCHQ00001302	\$829.20
145290	54170	STAFF FUND	1/9/2020	BMO1	PMCHQ00001302	\$56.00
145291	203124	STAPLES ADVANTAGE	1/9/2020	BMO1	PMCHQ00001302	\$2,387.77
145292	203420	SUPREMEX INC	1/9/2020	BMO1	PMCHQ00001302	\$1,748.89
145293	205022	THOROGOOD, GAYLENE	1/9/2020	BMO1	PMCHQ00001302	\$98.80
145294	200687	TSESHAHT FIRST NATION	1/9/2020	BMO1	PMCHQ00001302	\$4,740.00
145295	205973	WATT CONSULTING GROUP	1/9/2020	BMO1	PMCHQ00001302	\$1,480.50
145296	204830	WELCOME WAGON	1/9/2020	BMO1	PMCHQ00001302	\$22.05
145359	559	0946982 BC LTD	1/20/2020	BMO1	PMCHQ00001307	\$2,024.66
145360	250	A C E COURIER SERVICES	1/20/2020	BMO1	PMCHQ00001308	\$153.80
145361	560	ACKLANDS - GRAINGER INC	1/20/2020	BMO1	PMCHQ00001308	\$185.87
145362	206061	ANDERSON, JEREMY	1/20/2020	BMO1	PMCHQ00001308	\$20.00
145363	15301	CANADIAN TIRE #488	1/20/2020	BMO1	PMCHQ00001308	\$57.09
145364	205843	CITY OF NANAIMO	1/20/2020	BMO1	PMCHQ00001308	\$379.70
145365	204412	CPA CANADA	1/20/2020	BMO1	PMCHQ00001308	\$170.52
145366	206058	DHAK, SUKHDAIV	1/20/2020	BMO1	PMCHQ00001308	\$94.50
145367	16501	FORTIS BC - NATURAL GAS	1/20/2020	BMO1	PMCHQ00001308	\$8,569.47
145368	55160	FRED SURRIDGE LTD	1/20/2020	BMO1	PMCHQ00001308	\$379.15
145369	204783	GILCHRIST, JESSICA	1/20/2020	BMO1	PMCHQ00001308	\$91.85
145370	206062	GLADSTONE, JOSEPH V	1/20/2020	BMO1	PMCHQ00001308	\$553.71
145371	206008	LACROIX, MARK	1/20/2020	BMO1	PMCHQ00001308	\$2,750.00
145372	204387	MACKAY PRECAST PRODUCTS	1/20/2020	BMO1	PMCHQ00001308	\$12,494.16
145373	204502	MINIONS, SHARIE	1/20/2020	BMO1	PMCHQ00001308	\$489.83
145374	41801	ND GRAPHICS	1/20/2020	BMO1	PMCHQ00001308	\$1,339.40
145375	206060	NORLOCK, JENNIFER	1/20/2020	BMO1	PMCHQ00001308	\$74.00
145376	206059	PEDERSON, BONNIE	1/20/2020	BMO1	PMCHQ00001308	\$94.50
145377	45850	PORT ALBERNI PORT AUTHORITY	1/20/2020	BMO1	PMCHQ00001308	\$1,312.50
145378	205662	PROTELEC ALARMS	1/20/2020	BMO1	PMCHQ00001308	\$376.38
145379	49150	REGIONAL DISTRICT OF ALBERNI C	1/20/2020	BMO1	PMCHQ00001308	\$5,000.00
145380	205431	ROBERTS, CANDYSE	1/20/2020	BMO1	PMCHQ00001308	\$496.88
145381	52450	SHAW CABLE	1/20/2020	BMO1	PMCHQ00001308	\$209.04
145382	202288	STAPLES/ BD# 321 PORT ALBERNI	1/20/2020	BMO1	PMCHQ00001308	\$408.43
145383	205986	TATOOSH, ANN	1/20/2020	BMO1	PMCHQ00001308	\$94.50
145384	10920	TELUS	1/20/2020	BMO1	PMCHQ00001308	\$6,050.07
145385	10868	TELUS MOBILITY CELLULAR INC	1/20/2020	BMO1	PMCHQ00001308	\$4,365.62
145386	204698	TREMBLAY, JUSTIN	1/20/2020	BMO1	PMCHQ00001308	\$115.11
145387	60613	WESTCOAST HOME HARDWARE	1/20/2020	BMO1	PMCHQ00001308	\$382.79
145388	203205	WETMORE, DAN	1/20/2020	BMO1	PMCHQ00001308	\$399.00
145389	202435	1018173 BC LTD(FRESH AIR CINEM	1/22/2020	BMO1	PMCHQ00001310	\$2,204.03
145390	205231	BOOMERANGS CAFE	1/22/2020	BMO1	PMCHQ00001310	\$208.95
145391	204616	BROWN, ANGELA	1/22/2020	BMO1	PMCHQ00001310	\$65.64
145392	205759	CHRISTOPHER POUGET	1/22/2020	BMO1	PMCHQ00001310	\$2,100.00
145393	17550	CIRCLE DAIRY 1987 LTD	1/22/2020	BMO1	PMCHQ00001310	\$165.97

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
145394	205686	CHANDER RESTAURANT LTD	1/22/2020	BM01	PMCHQ00001310	\$329.10
145395	206066	DANIELLE FRANCIS	1/22/2020	BM01	PMCHQ00001310	\$2,550.00
145396	200880	ESKOLA, CHAD	1/22/2020	BM01	PMCHQ00001310	\$100.00
145397	16501	FORTIS BC - NATURAL GAS	1/22/2020	BM01	PMCHQ00001310	\$8,148.14
145398	203693	LADYBIRD ENGRAVING & WEB CREAT	1/22/2020	BM01	PMCHQ00001310	\$50.62
145399	204667	LLOYD, BYRON	1/22/2020	BM01	PMCHQ00001310	\$399.00
145400	39000	MEGA TECH	1/22/2020	BM01	PMCHQ00001310	\$497.70
145401	200049	PEAK LANDSCAPING	1/22/2020	BM01	PMCHQ00001310	\$2,795.35
145402	46530	PORTTILA, LINDA	1/22/2020	BM01	PMCHQ00001310	\$134.29
145403	200900	RECEIVER GENERAL FOR CANADA -	1/22/2020	BM01	PMCHQ00001310	\$475.00
145404	52450	SHAW CABLE	1/22/2020	BM01	PMCHQ00001310	\$221.66
145405	56230	TIM HORTONS #1462	1/22/2020	BM01	PMCHQ00001310	\$23.88
145406	200530	YELLOW PAGES GROUP	1/22/2020	BM01	PMCHQ00001310	\$48.52
145407	250	A C E COURIER SERVICES	1/23/2020	BM01	PMCHQ00001311	\$128.73
145408	205825	ABELL PEST CONTROL INC	1/23/2020	BM01	PMCHQ00001311	\$257.25
145409	555	ACHINBACK FOUNDRY	1/23/2020	BM01	PMCHQ00001311	\$733.16
145410	640	ACME SUPPLIES LTD	1/23/2020	BM01	PMCHQ00001311	\$105.31
145411	205170	ADELHARDT CONCRETE PLUS	1/23/2020	BM01	PMCHQ00001311	\$10,000.00
145412	1300	AINES & TYLER ELECTRIC CO LTD	1/23/2020	BM01	PMCHQ00001311	\$245.16
145413	27020	AIR LIQUIDE CANADA INC	1/23/2020	BM01	PMCHQ00001311	\$446.29
145414	1765	ALBERNI CHRYSLER LTD.	1/23/2020	BM01	PMCHQ00001311	\$49.72
145415	1800	ALBERNI COMMUNICATIONS & ELECT	1/23/2020	BM01	PMCHQ00001311	\$25,500.25
145416	1960	ALBERNI DISTRICT CO-OP ASSOC	1/23/2020	BM01	PMCHQ00001311	\$592.05
145417	45585	ALBERNI ECO DRY CLEANERS	1/23/2020	BM01	PMCHQ00001311	\$88.20
145418	2540	ALBERNI INDUSTRIAL MARINE SUPP	1/23/2020	BM01	PMCHQ00001311	\$16.94
145419	3120	ALBERNI TOWING	1/23/2020	BM01	PMCHQ00001311	\$822.15
145420	3150	ALBERNI VALLEY CHAMBER OF COMM	1/23/2020	BM01	PMCHQ00001311	\$1,436.72
145421	3665	ALBERNI VALLEY REFRIGERATION	1/23/2020	BM01	PMCHQ00001311	\$1,895.25
145422	205829	ALLNORTH CONSULTANTS LTD	1/23/2020	BM01	PMCHQ00001311	\$348.39
145423	52570	ANDREW SHERET LIMITED	1/23/2020	BM01	PMCHQ00001311	\$36.35
145424	7000	BAILEY ELECTRIC CO LTD	1/23/2020	BM01	PMCHQ00001311	\$71,556.56
145425	204789	BC ONE CALL	1/23/2020	BM01	PMCHQ00001311	\$333.11
145426	7860	BEAVER CREEK HOME CENTRE	1/23/2020	BM01	PMCHQ00001311	\$809.26
145427	8600	BERK'S INTERTRUCK LTD	1/23/2020	BM01	PMCHQ00001311	\$305.60
145428	9475	BOWERMAN EXCAVATING LTD.	1/23/2020	BM01	PMCHQ00001311	\$25,467.75
145429	10997	BRANDT TRACTOR LTD.	1/23/2020	BM01	PMCHQ00001311	\$998.89
145430	54350	BRENNTAG CANADA INC.	1/23/2020	BM01	PMCHQ00001311	\$787.23
145431	13790	CANADIAN CORPS OF COMMISSIONAI	1/23/2020	BM01	PMCHQ00001311	\$2,787.12
145432	14380	CANADIAN LINEN AND UNIFORM SER	1/23/2020	BM01	PMCHQ00001311	\$436.21
145433	15301	CANADIAN TIRE #488	1/23/2020	BM01	PMCHQ00001311	\$275.83
145434	16201	CASEWARE INTERNATIONAL INC	1/23/2020	BM01	PMCHQ00001311	\$84.00
145435	49165	CBI REHABILITATION IN MOTION I	1/23/2020	BM01	PMCHQ00001311	\$78.75
145436	205843	CITY OF NANAIMO	1/23/2020	BM01	PMCHQ00001311	\$598.50
145437	17640	CITY OF PORT ALBERNI	1/23/2020	BM01	PMCHQ00001311	\$405.00
145438	201803	CO-OPERATORS, THE	1/23/2020	BM01	PMCHQ00001311	\$15,013.24
145439	44880	DB PERKS & ASSOCIATES LTD.	1/23/2020	BM01	PMCHQ00001311	\$1,505.17
145440	201054	E-CARD ID PRODUCTS	1/23/2020	BM01	PMCHQ00001311	\$594.18
145441	203978	ENCORE BUSINESS SOLUTIONS INC	1/23/2020	BM01	PMCHQ00001311	\$1,370.25
145442	33467	FEARING, LISA	1/23/2020	BM01	PMCHQ00001311	\$109.40
145443	205817	FITNESS EXPERIENCE	1/23/2020	BM01	PMCHQ00001311	\$158.20
145444	25368	GENESIS FIRE PROTECTION	1/23/2020	BM01	PMCHQ00001311	\$477.75
145445	2003100	GIBSON, MARILYN	1/23/2020	BM01	PMCHQ00001311	\$49.50
145446	25436	GIRISON LAUNDROMAT	1/23/2020	BM01	PMCHQ00001311	\$128.62
145447	26070	GRAPHICS FACTORY	1/23/2020	BM01	PMCHQ00001311	\$33.55
145448	27009	HACH SALES & SERVICE CANADA	1/23/2020	BM01	PMCHQ00001311	\$486.09
145449	203557	HART, IAN	1/23/2020	BM01	PMCHQ00001311	\$48.41
145450	203417	HAUTZINGER, TIM	1/23/2020	BM01	PMCHQ00001311	\$21.90
145451	204778	ISLAND BEVERAGE SERVICES	1/23/2020	BM01	PMCHQ00001311	\$429.08
145452	205521	IVEZICH, KIM	1/23/2020	BM01	PMCHQ00001311	\$37.68
145453	204130	J & P DISTRIBUTORS INC.	1/23/2020	BM01	PMCHQ00001311	\$120.85
145454	32270	JACK'S TIRE SALES & SERVICES L	1/23/2020	BM01	PMCHQ00001311	\$1,523.20
145455	32400	JAL DESIGNS AND GRAPHICS INC	1/23/2020	BM01	PMCHQ00001311	\$248.64
145456	200694	KING, SHARON	1/23/2020	BM01	PMCHQ00001311	\$229.96

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
145457	205681	KLEYWEGT, BRIAN	1/23/2020	BMO1	PMCHQ00001311	\$9.24
145458	34215	KOERS & ASSOCIATES ENGINEERING	1/23/2020	BMO1	PMCHQ00001311	\$15,235.58
145459	203121	L7 PICTURE FRAMING	1/23/2020	BMO1	PMCHQ00001311	\$352.52
145460	204667	LLOYD, BYRON	1/23/2020	BMO1	PMCHQ00001311	\$99.00
145461	203600	LOOMIS EXPRESS	1/23/2020	BMO1	PMCHQ00001311	\$69.17
145462	37463	MASTER MUNICIPAL CONSTRUCTION	1/23/2020	BMO1	PMCHQ00001311	\$593.25
145463	35900	MCGILL & ASSOCIATES	1/23/2020	BMO1	PMCHQ00001311	\$1,853.88
145464	36260	MCLEAN & HIGGINS LTD	1/23/2020	BMO1	PMCHQ00001311	\$636.91
145465	204577	MERCURI TELECONFERENCING	1/23/2020	BMO1	PMCHQ00001311	\$49.52
145466	38860	MINISTER OF FINANCE	1/23/2020	BMO1	PMCHQ00001311	\$2,567.31
145467	38085	MVP CREST & TROPHY PRODUCTS	1/23/2020	BMO1	PMCHQ00001311	\$119.71
145468	43190	OLD DUTCH FOODS LTD	1/23/2020	BMO1	PMCHQ00001311	\$68.61
145469	206057	PACIFIC RIM LAND SURVEYING LTD	1/23/2020	BMO1	PMCHQ00001311	\$1,606.50
145470	44450	PARKS RECREATION & HERITAGE	1/23/2020	BMO1	PMCHQ00001311	\$50.00
145471	32500	PLANETCLEAN (NANAIMO) LTD	1/23/2020	BMO1	PMCHQ00001311	\$239.79
145472	45850	PORT ALBERNI PORT AUTHORITY	1/23/2020	BMO1	PMCHQ00001311	\$89,727.30
145473	205556	POTTER, TASHIA	1/23/2020	BMO1	PMCHQ00001311	\$1,522.50
145474	46595	PRAXAIR DISTRIBUTION	1/23/2020	BMO1	PMCHQ00001311	\$53.38
145475	46686	PROFIRE EMERGENCY EQUIPMENT IN	1/23/2020	BMO1	PMCHQ00001311	\$198.90
145476	47333	QUALITY FOODS	1/23/2020	BMO1	PMCHQ00001311	\$1,653.91
145477	49150	REGIONAL DISTRICT OF ALBERNI C	1/23/2020	BMO1	PMCHQ00001311	\$1,440.00
145478	205749	REVOLUTION ENVIRONMENTAL SOLUT	1/23/2020	BMO1	PMCHQ00001311	\$1,149.05
145479	50199	ROCKY MOUNTAIN PHOENIX	1/23/2020	BMO1	PMCHQ00001311	\$3,072.44
145480	50260	ROLLINS MACHINERY LTD	1/23/2020	BMO1	PMCHQ00001311	\$12,593.28
145481	53910	SOUTHSIDE AUTO SUPPLY LTD	1/23/2020	BMO1	PMCHQ00001311	\$1,290.39
145482	206009	SPEEDY GLASS	1/23/2020	BMO1	PMCHQ00001311	\$317.86
145484	9868	TECHNICAL SAFETY BC	1/23/2020	BMO1	PMCHQ00001311	\$519.46
145485	915751	THYSSENKRUPP ELEVATOR	1/23/2020	BMO1	PMCHQ00001311	\$279.20
145486	203377	TOLLEFSON, SHIRLEY	1/23/2020	BMO1	PMCHQ00001311	\$35.28
145487	205501	TOTEM TREE OPERATIONS	1/23/2020	BMO1	PMCHQ00001311	\$918.75
145488	204775	TREMBLAY, KRISTA	1/23/2020	BMO1	PMCHQ00001311	\$62.15
145489	203234	VAN ISLE FORD	1/23/2020	BMO1	PMCHQ00001311	\$203.09
145490	206063	VANCOUVER ISLAND PRECAST	1/23/2020	BMO1	PMCHQ00001311	\$1,699.32
145491	60613	WESTCOAST HOME HARDWARE	1/23/2020	BMO1	PMCHQ00001311	\$199.86
145492	61130	WESTERN CANADA TURFGRASS ASSOC	1/23/2020	BMO1	PMCHQ00001311	\$1,310.40
145493	35130	YOUNG, ANDERSON	1/23/2020	BMO1	PMCHQ00001311	\$7,142.97
145494	20208	ZONE WEST LTD	1/23/2020	BMO1	PMCHQ00001311	\$441.00
145495	559	0946982 BC LTD	1/29/2020	BMO1	PMCHQ00001312	\$1,490.74
145496	532	AARTS, SHIRLEY	1/29/2020	BMO1	PMCHQ00001312	\$35.28
145497	202289	ALBERNI COMMUNITY & WOMEN'S SE	1/29/2020	BMO1	PMCHQ00001312	\$600.00
145498	10360	B C HYDRO & POWER AUTHORITY	1/29/2020	BMO1	PMCHQ00001312	\$2,614.64
145499	7000	BAILEY ELECTRIC CO LTD	1/29/2020	BMO1	PMCHQ00001312	\$1,843.46
145500	205164	BEAVER ELECTRICAL MACHINERY LT	1/29/2020	BMO1	PMCHQ00001312	\$1,039.50
145501	202994	BUFFIE, COLTON	1/29/2020	BMO1	PMCHQ00001312	\$35.21
145502	17640	CITY OF PORT ALBERNI	1/29/2020	BMO1	PMCHQ00001312	\$787.50
145503	204614	COMMUNICATION CONNECTION	1/29/2020	BMO1	PMCHQ00001312	\$7,125.86
145504	206020	CORAL SAWKINS, CPA, CGA	1/29/2020	BMO1	PMCHQ00001312	\$4,602.94
145505	206016	DONN, GREAME	1/29/2020	BMO1	PMCHQ00001312	\$577.79
145506	206068	ECOLAB CO - PEST LOCKBOX 91740	1/29/2020	BMO1	PMCHQ00001312	\$340.20
145507	203958	GAGNON, MICHELLE	1/29/2020	BMO1	PMCHQ00001312	\$427.23
145508	26060	GRAPHIC OFFICE INTERIORS	1/29/2020	BMO1	PMCHQ00001312	\$10,661.72
145509	26070	GRAPHICS FACTORY	1/29/2020	BMO1	PMCHQ00001312	\$245.28
145510	205680	HENSON, MYA	1/29/2020	BMO1	PMCHQ00001312	\$59.74
145511	206071	HEWKO, BRENDA	1/29/2020	BMO1	PMCHQ00001312	\$858.97
145512	205264	HIGGINS, JORDAN	1/29/2020	BMO1	PMCHQ00001312	\$10.74
145513	205976	ICONIX WATER WORKS LP	1/29/2020	BMO1	PMCHQ00001312	\$1,371.93
145514	202319	INDUSTRIAL ALLIANCE INSURANCE	1/29/2020	BMO1	PMCHQ00001312	\$462.42
145515	203295	ISLAND EARTHWORKS	1/29/2020	BMO1	PMCHQ00001312	\$262.50
145516	206002	ISLAND UNDERGROUND SURVEYS INC	1/29/2020	BMO1	PMCHQ00001312	\$199.50
145517	33777	KENDRICK EQUIPMENT 2003 LTD.	1/29/2020	BMO1	PMCHQ00001312	\$302.40
145518	204601	LEE, RHYLIE	1/29/2020	BMO1	PMCHQ00001312	\$58.79
145519	204781	LULHAM, DEBRA	1/29/2020	BMO1	PMCHQ00001312	\$11.00
145520	204212	MALLON, KAREN	1/29/2020	BMO1	PMCHQ00001312	\$500.00

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
145521	206004	MDF INDUSTRIES	1/29/2020	BMO1	PMCHQ00001312	\$439.45
145522	205893	MOSS, JAYDEN	1/29/2020	BMO1	PMCHQ00001312	\$35.00
145523	201071	NEOPOST CANADA LTD.	1/29/2020	BMO1	PMCHQ00001312	\$671.33
145524	42598	NORTH DOUGLAS SYSCO FOOD SERVI	1/29/2020	BMO1	PMCHQ00001312	\$288.56
145525	204326	PORT TECH SECURITY SYSTEMS	1/29/2020	BMO1	PMCHQ00001312	\$578.20
145526	47950	RAYNER BRACHT CONSTRUCTION	1/29/2020	BMO1	PMCHQ00001312	\$24,101.32
145527	204821	REGIONAL DISTRICT OF ALBERNI C	1/29/2020	BMO1	PMCHQ00001312	\$718.66
145528	204764	REVOLUTION ENVIRONMENTAL SOLUT	1/29/2020	BMO1	PMCHQ00001312	\$145.60
145529	203356	SAMSON, NOMI	1/29/2020	BMO1	PMCHQ00001312	\$2,200.00
145530	206021	SCHUBERT, LAUREN	1/29/2020	BMO1	PMCHQ00001312	\$52.50
145531	915744	SCHWARZ, MIKI	1/29/2020	BMO1	PMCHQ00001312	\$33.50
145532	52450	SHAW CABLE	1/29/2020	BMO1	PMCHQ00001312	\$417.44
145533	53499	SMITH, KIRSTEN	1/29/2020	BMO1	PMCHQ00001312	\$68.97
145534	202288	STAPLES/ BD# 321 PORT ALBERNI	1/29/2020	BMO1	PMCHQ00001312	\$3,895.20
145535	206069	STEELE, XARRA	1/29/2020	BMO1	PMCHQ00001312	\$875.00
145536	10920	TELUS	1/29/2020	BMO1	PMCHQ00001312	\$24.64
145537	205894	THE GO-TO GUYS	1/29/2020	BMO1	PMCHQ00001312	\$220.00
145538	205022	THOROGOOD, GAYLENE	1/29/2020	BMO1	PMCHQ00001312	\$66.00
145539	56323	TOM HARRIS CELLULAR LTD	1/29/2020	BMO1	PMCHQ00001312	\$218.40
145540	56410	TORONTO INTERNATIONAL FILM	1/29/2020	BMO1	PMCHQ00001312	\$122.08
145541	206064	V V S FILM	1/29/2020	BMO1	PMCHQ00001312	\$560.70
145542	200969	VAN NISPEEN, PIP	1/29/2020	BMO1	PMCHQ00001312	\$880.00
145543	206067	WASTE CONNECTIONS OF CANADA IN	1/29/2020	BMO1	PMCHQ00001312	\$521.01
145544	60030	WATSON, KENNETH	1/29/2020	BMO1	PMCHQ00001312	\$1,013.15
145545	205973	WATT CONSULTING GROUP	1/29/2020	BMO1	PMCHQ00001312	\$608.58
145546	205491	WILSON, FRANCES	1/29/2020	BMO1	PMCHQ00001312	\$35.00
145548	206073	WRIGHT, CLINTON	1/29/2020	BMO1	PMCHQ00001312	\$851.75
145549	206072	WUNDERLICK, KARLEE	1/29/2020	BMO1	PMCHQ00001312	\$54.95
145550	200530	YELLOW PAGES GROUP	1/29/2020	BMO1	PMCHQ00001312	\$24.26
145551	2030	ALBERNI DISTRICT FALL FAIR ASS	2/5/2020	BMO1	PMCHQ00001313	\$1,260.00
145552	203440	ALBERNI VALLEY HOSPICE SOCIETY	2/5/2020	BMO1	PMCHQ00001313	\$945.00
145553	205069	ALBERNI VALLEY PRIDE SOCIETY	2/5/2020	BMO1	PMCHQ00001313	\$814.34
145554	3712	ALBERNI VALLEY TRACK CLUB	2/5/2020	BMO1	PMCHQ00001313	\$771.55
145555	205067	ALBERNI VALLEY SKATEBOARD ASS	2/5/2020	BMO1	PMCHQ00001313	\$855.60
145556	203946	ART RAVE SOCIETY OF ALBERNI	2/5/2020	BMO1	PMCHQ00001313	\$500.00
145557	204057	AV CHILDCARE SOCIETY- CIP PROG	2/5/2020	BMO1	PMCHQ00001313	\$2,000.00
145558	9700	BREAD OF LIFE	2/5/2020	BMO1	PMCHQ00001313	\$1,500.00
145559	19200	COMMUNITY ARTS COUNCIL OF THE	2/5/2020	BMO1	PMCHQ00001313	\$5,000.00
145560	205656	GURU NANAK SIKH SOCIETY	2/5/2020	BMO1	PMCHQ00001313	\$600.00
145561	203276	LITERACY ALBERNI SOCIETY	2/5/2020	BMO1	PMCHQ00001313	\$1,000.00
145562	203738	NAVY LEAGUE OF CANADA-PORT ALB	2/5/2020	BMO1	PMCHQ00001313	\$350.00
145563	45881	P A ORCHESTRA & CHORUS SOCIETY	2/5/2020	BMO1	PMCHQ00001313	\$1,109.00
145564	205245	PORT ALBERNI FAMILY GUIDANCE A	2/5/2020	BMO1	PMCHQ00001313	\$1,078.03
145565	200576	PORT ALBERNI FOLKFEST MULTICUL	2/5/2020	BMO1	PMCHQ00001313	\$1,945.00
145566	203402	PORT ALBERNI SALMON FESTIVAL S	2/5/2020	BMO1	PMCHQ00001313	\$1,610.00
145567	202257	PORT ALBERNI TOY RUN ASSOC	2/5/2020	BMO1	PMCHQ00001313	\$1,500.00
145569	50410	ROYAL CANADIAN LEGION 293	2/5/2020	BMO1	PMCHQ00001313	\$1,228.90
145570	202760	SPECIAL OLYMPICS BRITISH COLUM	2/5/2020	BMO1	PMCHQ00001313	\$1,800.00
145571	204207	SPIRIT SQUARE FARMERS MARKET	2/5/2020	BMO1	PMCHQ00001313	\$315.00
145572	202432	VOLUNTEER INCOME TAX PROGRAM	2/5/2020	BMO1	PMCHQ00001313	\$626.58
145573	205771	WOMEN'S FOOD AND WATER INITIAT	2/5/2020	BMO1	PMCHQ00001313	\$400.00
145574	205075	YOUNG LIFE OF CANADA	2/5/2020	BMO1	PMCHQ00001313	\$627.50
145575	203630	BLOCK WATCH SOCIETY OF BC	2/5/2020	BMO1	PMCHQ00001315	\$75.00
145576	17572	CITIZENS ON PATROL	2/5/2020	BMO1	PMCHQ00001315	\$580.00
145577	203767	CREATIVE EMBROIDERY	2/5/2020	BMO1	PMCHQ00001315	\$1,186.84
145578	205354	HAMILTON, DEBRA	2/5/2020	BMO1	PMCHQ00001315	\$264.00
145579	205257	HARVEST THYME FINE FOODS LTD	2/5/2020	BMO1	PMCHQ00001315	\$441.00
145580	205109	INNER STILLNESS HOLISTIC STUDI	2/5/2020	BMO1	PMCHQ00001315	\$128.63
145581	205963	ITEL NETWORKS INC	2/5/2020	BMO1	PMCHQ00001315	\$17,018.65
145582	203276	LITERACY ALBERNI SOCIETY	2/5/2020	BMO1	PMCHQ00001315	\$1,000.00
145583	45881	P A ORCHESTRA & CHORUS SOCIETY	2/5/2020	BMO1	PMCHQ00001315	\$577.50
145584	44520	PARKS & RECREATION PETTY CASH	2/5/2020	BMO1	PMCHQ00001315	\$112.50
145585	53650	S P C A	2/5/2020	BMO1	PMCHQ00001315	\$12,294.96

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145586	205031	SECURTEK MONITORING SOLUTIONS	2/5/2020	BM01	PMCHQ00001315	\$283.50
145587	52450	SHAW CABLE	2/5/2020	BM01	PMCHQ00001315	\$1,093.92
145588	52733	SHRED-IT INTERNATIONAL ULC	2/5/2020	BM01	PMCHQ00001315	\$161.54
145589	204207	SPIRIT SQUARE FARMERS MARKET	2/5/2020	BM01	PMCHQ00001315	\$485.00
145590	250	A C E COURIER SERVICES	2/6/2020	BM01	PMCHQ00001317	\$35.47
145591	560	ACKLANDS - GRAINGER INC	2/6/2020	BM01	PMCHQ00001317	\$382.48
145592	5743	ASSOCIATED FIRE & SAFETY INC.	2/6/2020	BM01	PMCHQ00001317	\$1,120.63
145593	204827	ATS TRAFFIC BRITISH COLUMBIA	2/6/2020	BM01	PMCHQ00001317	\$248.64
145594	205079	BRITTON, SHAYLA	2/6/2020	BM01	PMCHQ00001317	\$64.52
145595	15301	CANADIAN TIRE #488	2/6/2020	BM01	PMCHQ00001317	\$422.49
145596	203688	CDW CANADA	2/6/2020	BM01	PMCHQ00001317	\$328.40
145597	17550	CIRCLE DAIRY 1987 LTD	2/6/2020	BM01	PMCHQ00001317	\$68.92
145598	17640	CITY OF PORT ALBERNI	2/6/2020	BM01	PMCHQ00001317	\$152.52
145599	46589	CLEARTECH INDUSTRIES INC	2/6/2020	BM01	PMCHQ00001317	\$1,301.61
145600	203788	CLOVERDALE PAINT INC	2/6/2020	BM01	PMCHQ00001317	\$223.27
145601	19547	COMPUTROL FUEL SYSTEMS INC	2/6/2020	BM01	PMCHQ00001317	\$2,240.00
145602	206020	CORAL SAWKINS, CPA, CGA	2/6/2020	BM01	PMCHQ00001317	\$4,988.81
145603	21490	DEL EQUIPMENT INC	2/6/2020	BM01	PMCHQ00001317	\$1,083.62
145604	202746	DOLANS GASFITTING & HEATING LT	2/6/2020	BM01	PMCHQ00001317	\$75.28
145605	205043	DYNAMIC RESCUE TRAINING LTD	2/6/2020	BM01	PMCHQ00001317	\$322.69
145606	203828	FIREWISE CONSULTING LTD	2/6/2020	BM01	PMCHQ00001317	\$523.95
145607	206074	FIVE STAR EMBROIDERY & SILK SC	2/6/2020	BM01	PMCHQ00001317	\$2,365.44
145608	202959	FORT GARRY FIRE TRUCKS	2/6/2020	BM01	PMCHQ00001317	\$875.08
145609	205875	G&G ROOFING LTD	2/6/2020	BM01	PMCHQ00001317	\$616.53
145610	25436	GIRISON LAUNDROMAT	2/6/2020	BM01	PMCHQ00001317	\$889.62
145611	203695	GORDON'S GUTTERS	2/6/2020	BM01	PMCHQ00001317	\$367.50
145612	203117	GUILLEVIN INTERNATIONAL CO	2/6/2020	BM01	PMCHQ00001317	\$596.41
145613	202352	HABITAT SYSTEMS INC	2/6/2020	BM01	PMCHQ00001317	\$313.60
145614	27300	HANDY ANDY MAINTENANCE LTD	2/6/2020	BM01	PMCHQ00001317	\$200.63
145615	205257	HARVEST THYME FINE FOODS LTD	2/6/2020	BM01	PMCHQ00001317	\$1,695.75
145616	27850	HAYLOCK BROS PAVING LTD	2/6/2020	BM01	PMCHQ00001317	\$737.35
145617	24810	HOME CRAFT MANUFACTURING	2/6/2020	BM01	PMCHQ00001317	\$364.00
145618	31750	ISLAND OVERHEAD DOOR 1979 LTD	2/6/2020	BM01	PMCHQ00001317	\$1,094.98
145619	203777	KLITSA DOORS (2012) LTD	2/6/2020	BM01	PMCHQ00001317	\$581.00
145620	205767	LONG VIEW SYSTEMS CORPORATION	2/6/2020	BM01	PMCHQ00001317	\$26,017.85
145621	36890	M B LABORATORIES LTD	2/6/2020	BM01	PMCHQ00001317	\$785.40
145622	36260	MCLEAN & HIGGINS LTD	2/6/2020	BM01	PMCHQ00001317	\$1,254.63
145623	206075	MILLER, BRANDY	2/6/2020	BM01	PMCHQ00001317	\$45.00
145624	203834	MTS MAINTENANCE TRACKING SYSTE	2/6/2020	BM01	PMCHQ00001317	\$471.74
145625	203674	MYRA SYSTEMS CORP	2/6/2020	BM01	PMCHQ00001317	\$2,106.16
145626	42620	NORTH ISLAND COLLEGE	2/6/2020	BM01	PMCHQ00001317	\$492.94
145627	204164	ORKIN CANADA	2/6/2020	BM01	PMCHQ00001317	\$175.88
145628	43530	PACIFIC CUSTOMS BROKERS	2/6/2020	BM01	PMCHQ00001317	\$53.27
145629	45850	PORT ALBERNI PORT AUTHORITY	2/6/2020	BM01	PMCHQ00001317	\$207,500.00
145630	204572	RAIDER HANSEN	2/6/2020	BM01	PMCHQ00001317	\$297.87
145631	205749	REVOLUTION ENVIRONMENTAL SOLUT	2/6/2020	BM01	PMCHQ00001317	\$234.15
145632	53910	SOUTHSIDE AUTO SUPPLY LTD	2/6/2020	BM01	PMCHQ00001317	\$2,185.75
145633	203124	STAPLES ADVANTAGE	2/6/2020	BM01	PMCHQ00001317	\$768.21
145634	206000	TREE TECH LTD	2/6/2020	BM01	PMCHQ00001317	\$1,176.00
145635	205898	VALLEY CATERING	2/6/2020	BM01	PMCHQ00001317	\$191.40
145636	204848	VERITIV CANADA, INC	2/6/2020	BM01	PMCHQ00001317	\$894.77
145637	204830	WELCOME WAGON	2/6/2020	BM01	PMCHQ00001317	\$34.65
145638	60613	WESTCOAST HOME HARDWARE	2/6/2020	BM01	PMCHQ00001317	\$347.68
145639	2200	ALBERNI FIRST AID	2/12/2020	BM01	PMCHQ00001321	\$525.00
145640	10360	B C HYDRO & POWER AUTHORITY	2/12/2020	BM01	PMCHQ00001321	\$104,751.64
145641	10710	B C RECREATION & PARKS ASSOCIA	2/12/2020	BM01	PMCHQ00001321	\$928.24
145642	203811	BCFTOA	2/12/2020	BM01	PMCHQ00001321	\$157.50
145643	17550	CIRCLE DAIRY 1987 LTD	2/12/2020	BM01	PMCHQ00001321	\$10,980.06
145644	17640	CITY OF PORT ALBERNI	2/12/2020	BM01	PMCHQ00001321	\$779.50
145645	18719	COCA COLA BOTTLING	2/12/2020	BM01	PMCHQ00001321	\$2,748.03
145646	16501	FORTIS BC - NATURAL GAS	2/12/2020	BM01	PMCHQ00001321	\$11,233.57
145647	204783	GILCHRIST, JESSICA	2/12/2020	BM01	PMCHQ00001321	\$97.90
145648	206008	LACROIX, MARK	2/12/2020	BM01	PMCHQ00001321	\$3,750.00

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
145649	204502	MINIONS, SHARIE	2/12/2020	BMO1	PMCHQ00001321	\$59.21
145650	202055	NAVROT, LAWRENCE	2/12/2020	BMO1	PMCHQ00001321	\$23.55
145651	205899	Penner Pacific Advisory Servic	2/12/2020	BMO1	PMCHQ00001321	\$5,600.00
145652	205891	POON, HELEN	2/12/2020	BMO1	PMCHQ00001321	\$267.75
145653	206077	PULVER CRAWFORD MUNROE LLP	2/12/2020	BMO1	PMCHQ00001321	\$252.00
145654	200900	RECEIVER GENERAL FOR CANADA -	2/12/2020	BMO1	PMCHQ00001321	\$275.00
145655	206079	SHAW SABEY INSURANCE BROKERS	2/12/2020	BMO1	PMCHQ00001321	\$1,460.00
145656	206080	STANDLEY, REBECCA CLARE	2/12/2020	BMO1	PMCHQ00001321	\$210.89
145657	204816	VALLEY TRAFFIC SYSTEMS	2/12/2020	BMO1	PMCHQ00001321	\$3,139.87
145658	204802	ALBERNI AUTOMATIC TRANSMISSION	2/13/2020	BMO1	PMCHQ00001322	\$2,244.75
145659	205185	PATOLA, TODD	2/13/2020	BMO1	PMCHQ00001323	\$3,077.62
Total Cheques: 634						Total Amount of Cheques: \$2,073,579.54

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Ranges:	From:	To:	From:	To:
Cheque Number	EFT0003705	EFT0004024	Cheque Date	First
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last		Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0003705	205825	ABELL PEST CONTROL INC	11/22/2019	BMO1	PMCHQ00001281	\$178.50
EFT0003706	640	ACME SUPPLIES LTD	11/22/2019	BMO1	PMCHQ00001281	\$2,610.10
EFT0003707	1000	AGO INDUSTRIES INC	11/22/2019	BMO1	PMCHQ00001281	\$214.96
EFT0003708	27020	AIR LIQUIDE CANADA INC	11/22/2019	BMO1	PMCHQ00001281	\$660.01
EFT0003709	45585	ALBERNI ECO DRY CLEANERS	11/22/2019	BMO1	PMCHQ00001281	\$958.65
EFT0003710	200877	ALBERNI GLASS & MIRROR 2003 LT	11/22/2019	BMO1	PMCHQ00001281	\$87.36
EFT0003711	2540	ALBERNI INDUSTRIAL MARINE SUPP	11/22/2019	BMO1	PMCHQ00001281	\$48.54
EFT0003712	3120	ALBERNI TOWING	11/22/2019	BMO1	PMCHQ00001281	\$289.80
EFT0003713	3150	ALBERNI VALLEY CHAMBER OF COMM	11/22/2019	BMO1	PMCHQ00001281	\$10.50
EFT0003714	3665	ALBERNI VALLEY REFRIGERATION	11/22/2019	BMO1	PMCHQ00001281	\$1,512.21
EFT0003715	9900	B C AIR FILTER LTD	11/22/2019	BMO1	PMCHQ00001281	\$231.03
EFT0003716	7000	BAILEY ELECTRIC CO LTD	11/22/2019	BMO1	PMCHQ00001281	\$11,421.09
EFT0003717	7860	BEAVER CREEK HOME CENTRE	11/22/2019	BMO1	PMCHQ00001281	\$1,071.76
EFT0003718	8600	BERK'S INTERTRUCK LTD	11/22/2019	BMO1	PMCHQ00001281	\$5,100.09
EFT0003719	9475	BOWERMAN EXCAVATING LTD.	11/22/2019	BMO1	PMCHQ00001281	\$263,609.81
EFT0003720	9515	BOWMARK CONCRETE LTD.	11/22/2019	BMO1	PMCHQ00001281	\$627.20
EFT0003721	54350	BRENNTAG CANADA INC.	11/22/2019	BMO1	PMCHQ00001281	\$7,114.57
EFT0003722	13790	CANADIAN CORPS OF COMMISSIONAI	11/22/2019	BMO1	PMCHQ00001281	\$1,393.56
EFT0003723	14380	CANADIAN LINEN AND UNIFORM SER	11/22/2019	BMO1	PMCHQ00001281	\$538.01
EFT0003724	204107	CANADIAN MARITIME ENGINEERING	11/22/2019	BMO1	PMCHQ00001281	\$3.14
EFT0003725	204614	COMMUNICATION CONNECTION	11/22/2019	BMO1	PMCHQ00001281	\$7,168.66
EFT0003727	44880	DB PERKS & ASSOCIATES LTD.	11/22/2019	BMO1	PMCHQ00001281	\$162.89
EFT0003728	22200	DOLANS CONCRETE LTD	11/22/2019	BMO1	PMCHQ00001281	\$12,330.05
EFT0003729	42374	ENEX FUELS LTD.	11/22/2019	BMO1	PMCHQ00001281	\$20,085.72
EFT0003730	202415	ESC AUTOMATION INC	11/22/2019	BMO1	PMCHQ00001281	\$3,689.18
EFT0003731	23450	EVITT ELECTRIC CO LTD	11/22/2019	BMO1	PMCHQ00001281	\$69.05
EFT0003732	204015	FRIESEN PLASTICS INC	11/22/2019	BMO1	PMCHQ00001281	\$1,158.31
EFT0003733	25368	GENESIS FIRE PROTECTION	11/22/2019	BMO1	PMCHQ00001281	\$3,514.35
EFT0003734	28877	HOULE PRINTING	11/22/2019	BMO1	PMCHQ00001281	\$76.16
EFT0003735	8680	J W BERRY TRUCKING LTD.	11/22/2019	BMO1	PMCHQ00001281	\$462.01
EFT0003736	32270	JACK'S TIRE SALES & SERVICES L	11/22/2019	BMO1	PMCHQ00001281	\$9,987.38
EFT0003737	32400	JAL DESIGNS AND GRAPHICS INC	11/22/2019	BMO1	PMCHQ00001281	\$132.16
EFT0003738	33777	KENDRICK EQUIPMENT 2003 LTD.	11/22/2019	BMO1	PMCHQ00001281	\$705.60
EFT0003739	34215	KOERS & ASSOCIATES ENGINEERING	11/22/2019	BMO1	PMCHQ00001281	\$15,952.71
EFT0003740	34420	L B WOODCHOPPERS LTD	11/22/2019	BMO1	PMCHQ00001281	\$641.71
EFT0003741	35105	LEWKOWICH ENGINEERING ASSOCIAT	11/22/2019	BMO1	PMCHQ00001281	\$756.00
EFT0003742	35900	MCGILL & ASSOCIATES	11/22/2019	BMO1	PMCHQ00001281	\$3,352.43
EFT0003743	36260	MCLEAN & HIGGINS LTD	11/22/2019	BMO1	PMCHQ00001281	\$250.31
EFT0003744	201071	NEOPOST CANADA LTD.	11/22/2019	BMO1	PMCHQ00001281	\$4,011.98
EFT0003745	204527	NUTRIEN AG SOLUTIONS INC	11/22/2019	BMO1	PMCHQ00001281	\$1,010.63
EFT0003746	27010	NUU-CHAH-NULTH TRIBAL COUNCIL	11/22/2019	BMO1	PMCHQ00001281	\$334.00
EFT0003747	43190	OLD DUTCH FOODS LTD	11/22/2019	BMO1	PMCHQ00001281	\$198.19
EFT0003748	32500	PLANETCLEAN (NANAIMO) LTD	11/22/2019	BMO1	PMCHQ00001281	\$176.32
EFT0003749	45995	PORT ALBERNI ONLINE	11/22/2019	BMO1	PMCHQ00001281	\$787.50
EFT0003750	46595	PRAXAIR DISTRIBUTION	11/22/2019	BMO1	PMCHQ00001281	\$53.38
EFT0003751	46602	PRECISION CRANE & PARTS LTD.	11/22/2019	BMO1	PMCHQ00001281	\$1,001.18
EFT0003752	46686	PROFIRE EMERGENCY EQUIPMENT IN	11/22/2019	BMO1	PMCHQ00001281	\$371.56
EFT0003753	47333	QUALITY FOODS	11/22/2019	BMO1	PMCHQ00001281	\$566.51
EFT0003754	49140	REGIONAL DISTRICT OF ALBERNI C	11/22/2019	BMO1	PMCHQ00001281	\$35,088.80
EFT0003755	49150	REGIONAL DISTRICT OF ALBERNI C	11/22/2019	BMO1	PMCHQ00001281	\$720.00
EFT0003756	52375	SHARE CANADA	11/22/2019	BMO1	PMCHQ00001281	\$4,421.90
EFT0003757	915751	THYSSENKRUPP ELEVATOR	11/22/2019	BMO1	PMCHQ00001281	\$273.19
EFT0003758	57040	UAP INC	11/22/2019	BMO1	PMCHQ00001281	\$173.73
EFT0003759	58172	VAN KAM FREIGHTWAYS LTD	11/22/2019	BMO1	PMCHQ00001281	\$332.12
EFT0003760	200217	VOYSEY, SHANE	11/22/2019	BMO1	PMCHQ00001281	\$235.40
EFT0003761	204597	WESTERN EQUIPMENT LTD	11/22/2019	BMO1	PMCHQ00001281	\$190.49

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0003762	203499	WESTVAC INDUSTRIAL LTD	11/22/2019	BMO1	PMCHQ00001281	\$399.96
EFT0003763	62740	WINDSOR PLYWOOD	11/22/2019	BMO1	PMCHQ00001281	\$2,496.42
EFT0003764	35130	YOUNG, ANDERSON	11/22/2019	BMO1	PMCHQ00001281	\$3,325.94
EFT0003765	1960	ALBERNI DISTRICT CO-OP ASSOC	11/27/2019	BMO1	PMCHQ00001283	\$1,370.98
EFT0003766	3120	ALBERNI TOWING	11/27/2019	BMO1	PMCHQ00001283	\$120.75
EFT0003767	201803	CO-OPERATORS, THE	11/27/2019	BMO1	PMCHQ00001283	\$13,698.82
EFT0003768	23866	FANTASTIC EVENTS & PARTY RENTA	11/27/2019	BMO1	PMCHQ00001283	\$211.79
EFT0003769	91414	HAACK, ESTER	11/27/2019	BMO1	PMCHQ00001283	\$1,312.50
EFT0003770	205691	TRITECH GROUP LTD	11/27/2019	BMO1	PMCHQ00001283	\$1,223,565.22
EFT0003771	24937	A J FORSYTH, A DIVISION OF RUS	12/4/2019	BMO1	PMCHQ00001286	\$1,424.46
EFT0003772	204557	FUSIONCINE	12/4/2019	BMO1	PMCHQ00001286	\$2,603.99
EFT0003773	33777	KENDRICK EQUIPMENT 2003 LTD.	12/4/2019	BMO1	PMCHQ00001286	\$54.71
EFT0003774	45800	PORT ALBERNI FIRE FIGHTERS ASS	12/4/2019	BMO1	PMCHQ00001286	\$7,497.00
EFT0003775	47333	QUALITY FOODS	12/4/2019	BMO1	PMCHQ00001286	\$641.22
EFT0003776	47950	RAYNER BRACHT CONSTRUCTION	12/4/2019	BMO1	PMCHQ00001286	\$10,841.60
EFT0003777	56323	TOM HARRIS CELLULAR LTD	12/4/2019	BMO1	PMCHQ00001286	\$290.85
EFT0003778	60030	WATSON, KENNETH	12/4/2019	BMO1	PMCHQ00001286	\$600.75
EFT0003779	203574	BC MUNICIPAL SAFETY ASSOCIATIO	12/4/2019	BMO1	PMCHQ00001288	\$5,473.14
EFT0003780	205999	KELSEY PIPELINES LTD	12/4/2019	BMO1	PMCHQ00001288	\$436,677.83
EFT0003781	205825	ABELL PEST CONTROL INC	12/6/2019	BMO1	PMCHQ00001289	\$257.25
EFT0003782	555	ACHINBACK FOUNDRY	12/6/2019	BMO1	PMCHQ00001289	\$232.83
EFT0003783	203082	ADVANCED AUTOMATIC DOORS	12/6/2019	BMO1	PMCHQ00001289	\$362.88
EFT0003784	27020	AIR LIQUIDE CANADA INC	12/6/2019	BMO1	PMCHQ00001289	\$673.15
EFT0003785	204741	ALBERNI FITNESS CENTRE	12/6/2019	BMO1	PMCHQ00001289	\$148.39
EFT0003786	2540	ALBERNI INDUSTRIAL MARINE SUPP	12/6/2019	BMO1	PMCHQ00001289	\$14.60
EFT0003787	1561	ALBERNI VALLEY BULLDOGS	12/6/2019	BMO1	PMCHQ00001289	\$244.16
EFT0003788	3150	ALBERNI VALLEY CHAMBER OF COMM	12/6/2019	BMO1	PMCHQ00001289	\$3,246.60
EFT0003789	3665	ALBERNI VALLEY REFRIGERATION	12/6/2019	BMO1	PMCHQ00001289	\$389.20
EFT0003790	52570	ANDREW SHERET LIMITED	12/6/2019	BMO1	PMCHQ00001289	\$1,066.92
EFT0003791	5740	ASSOCIATED ENGINEERING (BC) LT	12/6/2019	BMO1	PMCHQ00001289	\$257,082.27
EFT0003792	9900	B C AIR FILTER LTD	12/6/2019	BMO1	PMCHQ00001289	\$278.72
EFT0003793	7000	BAILEY ELECTRIC CO LTD	12/6/2019	BMO1	PMCHQ00001289	\$19,739.55
EFT0003794	8600	BERK'S INTERTRUCK LTD	12/6/2019	BMO1	PMCHQ00001289	\$2,137.23
EFT0003795	9065	BLACK PRESS GROUP	12/6/2019	BMO1	PMCHQ00001289	\$523.84
EFT0003796	9475	BOWERMAN EXCAVATING LTD.	12/6/2019	BMO1	PMCHQ00001289	\$188.16
EFT0003797	9515	BOWMARK CONCRETE LTD.	12/6/2019	BMO1	PMCHQ00001289	\$1,556.83
EFT0003798	54350	BRENNTAG CANADA INC.	12/6/2019	BMO1	PMCHQ00001289	\$2,338.27
EFT0003799	13790	CANADIAN CORPS OF COMMISSIONAI	12/6/2019	BMO1	PMCHQ00001289	\$2,787.12
EFT0003800	15580	CANADIAN UNION OF PUBLIC EMPLO	12/6/2019	BMO1	PMCHQ00001289	\$12,507.23
EFT0003801	204580	COAST ENVIRONMENTAL LTD	12/6/2019	BMO1	PMCHQ00001289	\$398.82
EFT0003802	28173	DANN HIGGINS GAS SERVICES	12/6/2019	BMO1	PMCHQ00001289	\$630.00
EFT0003803	44880	DB PERKS & ASSOCIATES LTD.	12/6/2019	BMO1	PMCHQ00001289	\$1,333.20
EFT0003804	22200	DOLANS CONCRETE LTD	12/6/2019	BMO1	PMCHQ00001289	\$2,498.90
EFT0003805	23660	FALCON EQUIPMENT	12/6/2019	BMO1	PMCHQ00001289	\$2,586.53
EFT0003806	204557	FUSIONCINE	12/6/2019	BMO1	PMCHQ00001289	\$732.94
EFT0003807	26070	GRAPHICS FACTORY	12/6/2019	BMO1	PMCHQ00001289	\$89.55
EFT0003808	205009	GREGG DISTRIBUTORS (BC) LTD	12/6/2019	BMO1	PMCHQ00001289	\$199.46
EFT0003809	27850	HAYLOCK BROS PAVING LTD	12/6/2019	BMO1	PMCHQ00001289	\$4,737.95
EFT0003810	29890	IMAGE INSPECTION SERVICES LTD	12/6/2019	BMO1	PMCHQ00001289	\$131.25
EFT0003811	31675	ISLAND KEY COMPUTER LTD	12/6/2019	BMO1	PMCHQ00001289	\$4,485.60
EFT0003812	34215	KOERS & ASSOCIATES ENGINEERING	12/6/2019	BMO1	PMCHQ00001289	\$12,871.70
EFT0003813	34420	L B WOODCHOPPERS LTD	12/6/2019	BMO1	PMCHQ00001289	\$1,457.40
EFT0003814	200307	MICROSERVE	12/6/2019	BMO1	PMCHQ00001289	\$1,418.60
EFT0003815	43230	OLYMPIC INTERNATIONAL AGENCIES	12/6/2019	BMO1	PMCHQ00001289	\$191.94
EFT0003816	203043	PELECH, JEFF	12/6/2019	BMO1	PMCHQ00001289	\$30.53
EFT0003817	32500	PLANETCLEAN (NANAIMO) LTD	12/6/2019	BMO1	PMCHQ00001289	\$1,403.36
EFT0003818	45725	PORT ALBERNI CIVIC MANAGERS AS	12/6/2019	BMO1	PMCHQ00001289	\$450.00
EFT0003819	47333	QUALITY FOODS	12/6/2019	BMO1	PMCHQ00001289	\$1,176.72
EFT0003820	915751	THYSSENKRUPP ELEVATOR	12/6/2019	BMO1	PMCHQ00001289	\$273.19
EFT0003821	203234	VAN ISLE FORD	12/6/2019	BMO1	PMCHQ00001289	\$332.33
EFT0003822	203759	VICTORIA BOX & PAPER	12/6/2019	BMO1	PMCHQ00001289	\$521.11
EFT0003823	62740	WINDSOR PLYWOOD	12/6/2019	BMO1	PMCHQ00001289	\$782.02
EFT0003824	52570	ANDREW SHERET LIMITED	12/12/2019	BMO1	PMCHQ00001291	\$22,647.05

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0003825	7860	BEAVER CREEK HOME CENTRE	12/12/2019	BM01	PMCHQ00001291	\$1,295.69
EFT0003826	8600	BERK'S INTERTRUCK LTD	12/12/2019	BM01	PMCHQ00001291	\$6,455.99
EFT0003827	54350	BRENNTAG CANADA INC.	12/12/2019	BM01	PMCHQ00001291	\$2,886.13
EFT0003828	14380	CANADIAN LINEN AND UNIFORM SER	12/12/2019	BM01	PMCHQ00001291	\$529.83
EFT0003829	17971	CIVIC INFO BC	12/12/2019	BM01	PMCHQ00001291	\$1,785.00
EFT0003830	23250	COASTAL PEST MANAGEMENT	12/12/2019	BM01	PMCHQ00001291	\$94.50
EFT0003831	18740	COKEY WIRE ROPE LTD	12/12/2019	BM01	PMCHQ00001291	\$16.80
EFT0003832	22200	DOLANS CONCRETE LTD	12/12/2019	BM01	PMCHQ00001291	\$428.93
EFT0003833	42374	ENEX FUELS LTD.	12/12/2019	BM01	PMCHQ00001291	\$220.50
EFT0003834	200637	ESRI CANADA	12/12/2019	BM01	PMCHQ00001291	\$6,451.20
EFT0003835	30194	INLAND KENWORTH/PARKER PACIFIC	12/12/2019	BM01	PMCHQ00001291	\$316.89
EFT0003836	32270	JACK'S TIRE SALES & SERVICES L	12/12/2019	BM01	PMCHQ00001291	\$5,478.74
EFT0003837	32400	JAL DESIGNS AND GRAPHICS INC	12/12/2019	BM01	PMCHQ00001291	\$99.68
EFT0003838	33496	JUST RITE PRECISION SHARPENING	12/12/2019	BM01	PMCHQ00001291	\$252.00
EFT0003839	205999	KELSEY PIPELINES LTD	12/12/2019	BM01	PMCHQ00001291	\$491,400.00
EFT0003840	34420	L B WOODCHOPPERS LTD	12/12/2019	BM01	PMCHQ00001291	\$1,465.18
EFT0003841	36260	MCLEAN & HIGGINS LTD	12/12/2019	BM01	PMCHQ00001291	\$1,774.91
EFT0003842	32500	PLANETCLEAN (NANAIMO) LTD	12/12/2019	BM01	PMCHQ00001291	\$272.69
EFT0003843	48370	RECEIVER GENERAL FOR CANADA -	12/12/2019	BM01	PMCHQ00001291	\$1,478,985.00
EFT0003844	49140	REGIONAL DISTRICT OF ALBERNI C	12/12/2019	BM01	PMCHQ00001291	\$30,555.20
EFT0003845	204107	CANADIAN MARITIME ENGINEERING	12/12/2019	BM01	PMCHQ00001291	\$761.39
EFT0003846	9868	TECHNICAL SAFETY BC	12/12/2019	BM01	PMCHQ00001291	\$427.06
EFT0003847	200217	VOYSEY, SHANE	12/12/2019	BM01	PMCHQ00001291	\$171.99
EFT0003848	61805	WFR WHOLESALE FIRE & RESCUE LT	12/12/2019	BM01	PMCHQ00001291	\$429.57
EFT0003849	203082	ADVANCED AUTOMATIC DOORS	12/18/2019	BM01	PMCHQ00001294	\$362.88
EFT0003850	27020	AIR LIQUIDE CANADA INC	12/18/2019	BM01	PMCHQ00001294	\$205.80
EFT0003851	45585	ALBERNI ECO DRY CLEANERS	12/18/2019	BM01	PMCHQ00001294	\$1,144.50
EFT0003852	2540	ALBERNI INDUSTRIAL MARINE SUPP	12/18/2019	BM01	PMCHQ00001294	\$2,630.86
EFT0003853	1561	ALBERNI VALLEY BULLDOGS	12/18/2019	BM01	PMCHQ00001294	\$5,319.24
EFT0003854	52570	ANDREW SHERET LIMITED	12/18/2019	BM01	PMCHQ00001294	\$297.74
EFT0003855	5740	ASSOCIATED ENGINEERING (BC) LT	12/18/2019	BM01	PMCHQ00001294	\$16,842.00
EFT0003856	7000	BAILEY ELECTRIC CO LTD	12/18/2019	BM01	PMCHQ00001294	\$1,199.74
EFT0003857	9065	BLACK PRESS GROUP	12/18/2019	BM01	PMCHQ00001294	\$9,786.81
EFT0003858	54350	BRENNTAG CANADA INC.	12/18/2019	BM01	PMCHQ00001294	\$4,951.68
EFT0003859	201803	CO-OPERATORS, THE	12/18/2019	BM01	PMCHQ00001294	\$15,549.94
EFT0003860	206014	DIGITAL BOUNDARY GROUP	12/18/2019	BM01	PMCHQ00001294	\$3,361.75
EFT0003861	22200	DOLANS CONCRETE LTD	12/18/2019	BM01	PMCHQ00001294	\$2,038.31
EFT0003862	23181	EMCO LIMITED	12/18/2019	BM01	PMCHQ00001294	\$277.54
EFT0003863	204276	GARDAWORLD	12/18/2019	BM01	PMCHQ00001294	\$1,397.40
EFT0003864	205009	GREGG DISTRIBUTORS (BC) LTD	12/18/2019	BM01	PMCHQ00001294	\$476.05
EFT0003865	27009	HACH SALES & SERVICE CANADA	12/18/2019	BM01	PMCHQ00001294	\$5,447.68
EFT0003866	27850	HAYLOCK BROS PAVING LTD	12/18/2019	BM01	PMCHQ00001294	\$3,655.36
EFT0003867	202319	INDUSTRIAL ALLIANCE INSURANCE	12/18/2019	BM01	PMCHQ00001294	\$463.20
EFT0003868	12530	ISLAND RADIO LTD.	12/18/2019	BM01	PMCHQ00001294	\$1,890.00
EFT0003869	33777	KENDRICK EQUIPMENT 2003 LTD.	12/18/2019	BM01	PMCHQ00001294	\$1,453.53
EFT0003870	35900	MCGILL & ASSOCIATES	12/18/2019	BM01	PMCHQ00001294	\$1,033.62
EFT0003871	27010	NUU-CHAH-NULTH TRIBAL COUNCIL	12/18/2019	BM01	PMCHQ00001294	\$35.00
EFT0003872	45593	PLEY, TIM	12/18/2019	BM01	PMCHQ00001294	\$271.50
EFT0003873	47333	QUALITY FOODS	12/18/2019	BM01	PMCHQ00001294	\$435.14
EFT0003874	47950	RAYNER BRACHT CONSTRUCTION	12/18/2019	BM01	PMCHQ00001294	\$3,820.00
EFT0003875	52375	SHARE CANADA	12/18/2019	BM01	PMCHQ00001294	\$606.44
EFT0003876	55727	TEMPEST DEVELOPMENT GROUP INC.	12/18/2019	BM01	PMCHQ00001294	\$4,063.50
EFT0003877	205691	TRITECH GROUP LTD	12/18/2019	BM01	PMCHQ00001294	\$562,725.06
EFT0003878	61130	WESTERN CANADA TURFGRASS ASSOC	12/18/2019	BM01	PMCHQ00001294	\$543.90
EFT0003879	62740	WINDSOR PLYWOOD	12/18/2019	BM01	PMCHQ00001294	\$158.76
EFT0003880	59700	WL SOLUTIONS LTD	12/18/2019	BM01	PMCHQ00001294	\$1,963.50
EFT0003881	640	ACME SUPPLIES LTD	12/31/2019	BM01	PMCHQ00001298	\$1,173.67
EFT0003882	52570	ANDREW SHERET LIMITED	12/31/2019	BM01	PMCHQ00001298	\$4,673.29
EFT0003883	10950	B C TRANSIT	12/31/2019	BM01	PMCHQ00001298	\$81,381.84
EFT0003884	203574	BC MUNICIPAL SAFETY ASSOCIATIO	12/31/2019	BM01	PMCHQ00001298	\$1,240.55
EFT0003885	8600	BERK'S INTERTRUCK LTD	12/31/2019	BM01	PMCHQ00001298	\$154.92
EFT0003886	13790	CANADIAN CORPS OF COMMISSIONAI	12/31/2019	BM01	PMCHQ00001298	\$1,528.88
EFT0003887	15580	CANADIAN UNION OF PUBLIC EMPLO	12/31/2019	BM01	PMCHQ00001298	\$12,642.70

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0003888	204614	COMMUNICATION CONNECTION	12/31/2019	BM01	PMCHQ00001298	\$7,146.42
EFT0003889	42374	ENEX FUELS LTD.	12/31/2019	BM01	PMCHQ00001298	\$33,720.54
EFT0003890	26710	GUILLEVIN INT. INC. IND/SAFETY	12/31/2019	BM01	PMCHQ00001298	\$38.98
EFT0003891	34420	L B WOODCHOPPERS LTD	12/31/2019	BM01	PMCHQ00001298	\$2,124.05
EFT0003892	35260	LOMBARD PRE-CAST LIMITED PARTN	12/31/2019	BM01	PMCHQ00001298	\$10,017.29
EFT0003893	32500	PLANETCLEAN (NANAIMO) LTD	12/31/2019	BM01	PMCHQ00001298	\$428.64
EFT0003894	45725	PORT ALBERNI CIVIC MANAGERS AS	12/31/2019	BM01	PMCHQ00001298	\$405.00
EFT0003895	45995	PORT ALBERNI ONLINE	12/31/2019	BM01	PMCHQ00001298	\$787.50
EFT0003896	46595	PRAXAIR DISTRIBUTION	12/31/2019	BM01	PMCHQ00001298	\$66.76
EFT0003897	47333	QUALITY FOODS	12/31/2019	BM01	PMCHQ00001298	\$779.07
EFT0003898	47950	RAYNER BRACHT CONSTRUCTION	12/31/2019	BM01	PMCHQ00001298	\$1,958.94
EFT0003899	9325	SHANKS, RONDI	12/31/2019	BM01	PMCHQ00001298	\$35.00
EFT0003900	203495	THINQ TECHNOLOGIES LTD	12/31/2019	BM01	PMCHQ00001298	\$1,039.36
EFT0003901	56323	TOM HARRIS CELLULAR LTD	12/31/2019	BM01	PMCHQ00001298	\$1,201.13
EFT0003902	204597	WESTERN EQUIPMENT LTD	12/31/2019	BM01	PMCHQ00001298	\$310.23
EFT0003903	7860	BEAVER CREEK HOME CENTRE	1/8/2020	BM01	PMCHQ00001300	\$874.37
EFT0003904	23450	EVITT ELECTRIC CO LTD	1/8/2020	BM01	PMCHQ00001300	\$107.97
EFT0003905	203043	PELECH, JEFF	1/8/2020	BM01	PMCHQ00001300	\$17.28
EFT0003906	45800	PORT ALBERNI FIRE FIGHTERS ASS	1/8/2020	BM01	PMCHQ00001300	\$4,998.00
EFT0003907	9868	TECHNICAL SAFETY BC	1/8/2020	BM01	PMCHQ00001300	\$92.40
EFT0003908	27020	AIR LIQUIDE CANADA INC	1/9/2020	BM01	PMCHQ00001303	\$564.55
EFT0003909	1960	ALBERNI DISTRICT CO-OP ASSOC	1/9/2020	BM01	PMCHQ00001303	\$566.45
EFT0003910	45585	ALBERNI ECO DRY CLEANERS	1/9/2020	BM01	PMCHQ00001303	\$1,231.12
EFT0003911	2540	ALBERNI INDUSTRIAL MARINE SUPP	1/9/2020	BM01	PMCHQ00001303	\$81.15
EFT0003912	3120	ALBERNI TOWING	1/9/2020	BM01	PMCHQ00001303	\$810.08
EFT0003913	3665	ALBERNI VALLEY REFRIGERATION	1/9/2020	BM01	PMCHQ00001303	\$1,420.30
EFT0003914	52570	ANDREW SHERET LIMITED	1/9/2020	BM01	PMCHQ00001303	\$6,967.16
EFT0003915	5740	ASSOCIATED ENGINEERING (BC) LT	1/9/2020	BM01	PMCHQ00001303	\$92,546.81
EFT0003916	8600	BERK'S INTERTRUCK LTD	1/9/2020	BM01	PMCHQ00001303	\$9,948.22
EFT0003917	202718	BOSTON PIZZA	1/9/2020	BM01	PMCHQ00001303	\$398.24
EFT0003918	9475	BOWERMAN EXCAVATING LTD.	1/9/2020	BM01	PMCHQ00001303	\$31,235.08
EFT0003919	14380	CANADIAN LINEN AND UNIFORM SER	1/9/2020	BM01	PMCHQ00001303	\$473.50
EFT0003920	204107	CANADIAN MARITIME ENGINEERING	1/9/2020	BM01	PMCHQ00001303	\$61.66
EFT0003921	23250	COASTAL PEST MANAGEMENT	1/9/2020	BM01	PMCHQ00001303	\$94.50
EFT0003922	28173	DANN HIGGINS GAS SERVICES	1/9/2020	BM01	PMCHQ00001303	\$756.00
EFT0003923	44880	DB PERKS & ASSOCIATES LTD.	1/9/2020	BM01	PMCHQ00001303	\$698.39
EFT0003924	915759	FORMAN, SANDI	1/9/2020	BM01	PMCHQ00001303	\$389.92
EFT0003925	26710	GUILLEVIN INT. INC. IND/SAFETY	1/9/2020	BM01	PMCHQ00001303	\$5,489.12
EFT0003926	204137	ISLAND EQUIPMENT RENTALS	1/9/2020	BM01	PMCHQ00001303	\$773.50
EFT0003927	33777	KENDRICK EQUIPMENT 2003 LTD.	1/9/2020	BM01	PMCHQ00001303	\$168.00
EFT0003928	34215	KOERS & ASSOCIATES ENGINEERING	1/9/2020	BM01	PMCHQ00001303	\$29,907.35
EFT0003929	34420	L B WOODCHOPPERS LTD	1/9/2020	BM01	PMCHQ00001303	\$30.24
EFT0003930	35105	LEWKOWICH ENGINEERING ASSOCIAT	1/9/2020	BM01	PMCHQ00001303	\$63.00
EFT0003931	202355	LORDCO PARTS LTD	1/9/2020	BM01	PMCHQ00001303	\$38.38
EFT0003932	35900	MCGILL & ASSOCIATES	1/9/2020	BM01	PMCHQ00001303	\$3,875.66
EFT0003933	45593	PLEY, TIM	1/9/2020	BM01	PMCHQ00001303	\$22.00
EFT0003934	46595	PRAXAIR DISTRIBUTION	1/9/2020	BM01	PMCHQ00001303	\$142.08
EFT0003935	47333	QUALITY FOODS	1/9/2020	BM01	PMCHQ00001303	\$106.58
EFT0003936	50199	ROCKY MOUNTAIN PHOENIX	1/9/2020	BM01	PMCHQ00001303	\$725.90
EFT0003937	50260	ROLLINS MACHINERY LTD	1/9/2020	BM01	PMCHQ00001303	\$1,722.01
EFT0003938	200217	VOYSEY, SHANE	1/9/2020	BM01	PMCHQ00001303	\$256.91
EFT0003939	62740	WINDSOR PLYWOOD	1/9/2020	BM01	PMCHQ00001303	\$12.57
EFT0003940	35130	YOUNG, ANDERSON	1/9/2020	BM01	PMCHQ00001303	\$3,719.07
EFT0003941	203796	ACCENT REFRIGERATION SYSTEMS	1/15/2020	BM01	PMCHQ00001305	\$13,375.49
EFT0003942	3120	ALBERNI TOWING	1/15/2020	BM01	PMCHQ00001305	\$568.58
EFT0003943	7860	BEAVER CREEK HOME CENTRE	1/15/2020	BM01	PMCHQ00001305	\$63.15
EFT0003944	8600	BERK'S INTERTRUCK LTD	1/15/2020	BM01	PMCHQ00001305	\$424.34
EFT0003945	9065	BLACK PRESS GROUP	1/15/2020	BM01	PMCHQ00001305	\$3,910.15
EFT0003946	54350	BRENNTAG CANADA INC.	1/15/2020	BM01	PMCHQ00001305	\$12,878.63
EFT0003947	16005	CARR MCLEAN	1/15/2020	BM01	PMCHQ00001305	\$351.78
EFT0003948	204580	COAST ENVIRONMENTAL LTD	1/15/2020	BM01	PMCHQ00001305	\$113.69
EFT0003949	22200	DOLANS CONCRETE LTD	1/15/2020	BM01	PMCHQ00001305	\$6,299.31
EFT0003950	205009	GREGG DISTRIBUTORS (BC) LTD	1/15/2020	BM01	PMCHQ00001305	\$36.12

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
EFT0003951	203417	HAUTZINGER, TIM	1/15/2020	BM01	PMCHQ00001305	\$155.80
EFT0003952	205999	KELSEY PIPELINES LTD	1/15/2020	BM01	PMCHQ00001305	\$1,279,766.25
EFT0003953	34420	L B WOODCHOPPERS LTD	1/15/2020	BM01	PMCHQ00001305	\$12.04
EFT0003954	32500	PLANETCLEAN (NANAIMO) LTD	1/15/2020	BM01	PMCHQ00001305	\$673.69
EFT0003955	47950	RAYNER BRACHT CONSTRUCTION	1/15/2020	BM01	PMCHQ00001305	\$16,799.61
EFT0003956	49140	REGIONAL DISTRICT OF ALBERNI C	1/15/2020	BM01	PMCHQ00001305	\$33,308.60
EFT0003957	202207	SHERINE INDUSTRIES LTD	1/15/2020	BM01	PMCHQ00001305	\$1,082.03
EFT0003958	205691	TRITECH GROUP LTD	1/15/2020	BM01	PMCHQ00001305	\$223,553.55
EFT0003959	62740	WINDSOR PLYWOOD	1/15/2020	BM01	PMCHQ00001305	\$1,328.90
EFT0003970	42374	ENEX FUELS LTD.	1/22/2020	BM01	PMCHQ00001309	\$829.10
EFT0003971	203082	ADVANCED AUTOMATIC DOORS	2/5/2020	BM01	PMCHQ00001314	\$1,428.63
EFT0003972	54350	BRENNTAG CANADA INC.	2/5/2020	BM01	PMCHQ00001314	\$9,818.36
EFT0003973	203417	HAUTZINGER, TIM	2/5/2020	BM01	PMCHQ00001314	\$76.57
EFT0003974	45725	PORT ALBERNI CIVIC MANAGERS AS	2/5/2020	BM01	PMCHQ00001314	\$1,580.00
EFT0003975	45800	PORT ALBERNI FIRE FIGHTERS ASS	2/5/2020	BM01	PMCHQ00001314	\$5,183.24
EFT0003976	27020	AIR LIQUIDE CANADA INC	2/5/2020	BM01	PMCHQ00001316	\$690.73
EFT0003977	200877	ALBERNI GLASS & MIRROR 2003 LT	2/5/2020	BM01	PMCHQ00001316	\$397.07
EFT0003978	2540	ALBERNI INDUSTRIAL MARINE SUPP	2/5/2020	BM01	PMCHQ00001316	\$5.33
EFT0003979	3665	ALBERNI VALLEY REFRIGERATION	2/5/2020	BM01	PMCHQ00001316	\$10,176.08
EFT0003980	52570	ANDREW SHERET LIMITED	2/5/2020	BM01	PMCHQ00001316	\$2,419.53
EFT0003981	5740	ASSOCIATED ENGINEERING (BC) LT	2/5/2020	BM01	PMCHQ00001316	\$147,923.78
EFT0003982	7000	BAILEY ELECTRIC CO LTD	2/5/2020	BM01	PMCHQ00001316	\$4,039.44
EFT0003983	7860	BEAVER CREEK HOME CENTRE	2/5/2020	BM01	PMCHQ00001316	\$168.82
EFT0003984	8600	BERK'S INTERTRUCK LTD	2/5/2020	BM01	PMCHQ00001316	\$1,699.25
EFT0003985	9475	BOWERMAN EXCAVATING LTD.	2/5/2020	BM01	PMCHQ00001316	\$2,583.63
EFT0003986	9515	BOWMARK CONCRETE LTD.	2/5/2020	BM01	PMCHQ00001316	\$601.83
EFT0003987	10997	BRANDT TRACTOR LTD.	2/5/2020	BM01	PMCHQ00001316	\$148.31
EFT0003988	13790	CANADIAN CORPS OF COMMISSIONAI	2/5/2020	BM01	PMCHQ00001316	\$278.71
EFT0003989	14380	CANADIAN LINEN AND UNIFORM SER	2/5/2020	BM01	PMCHQ00001316	\$443.40
EFT0003990	204107	CANADIAN MARITIME ENGINEERING	2/5/2020	BM01	PMCHQ00001316	\$913.77
EFT0003991	28173	DANN HIGGINS GAS SERVICES	2/5/2020	BM01	PMCHQ00001316	\$651.00
EFT0003992	204276	GARDAWORLD	2/5/2020	BM01	PMCHQ00001316	\$1,397.40
EFT0003993	205009	GREGG DISTRIBUTORS (BC) LTD	2/5/2020	BM01	PMCHQ00001316	\$49.39
EFT0003994	26070	GRAPHICS FACTORY	2/5/2020	BM01	PMCHQ00001316	\$1,607.20
EFT0003995	27009	HACH SALES & SERVICE CANADA	2/5/2020	BM01	PMCHQ00001316	\$1,085.86
EFT0003996	27850	HAYLOCK BROS PAVING LTD	2/5/2020	BM01	PMCHQ00001316	\$752.14
EFT0003997	28877	HOULE PRINTING	2/5/2020	BM01	PMCHQ00001316	\$1,484.00
EFT0003998	30194	INLAND KENWORTH/PARKER PACIFIC	2/5/2020	BM01	PMCHQ00001316	\$116.82
EFT0003999	204120	IRIDIA MEDICAL	2/5/2020	BM01	PMCHQ00001316	\$525.00
EFT0004000	32400	JAL DESIGNS AND GRAPHICS INC	2/5/2020	BM01	PMCHQ00001316	\$82.88
EFT0004001	33496	JUST RITE PRECISION SHARPENING	2/5/2020	BM01	PMCHQ00001316	\$378.00
EFT0004002	34420	L B WOODCHOPPERS LTD	2/5/2020	BM01	PMCHQ00001316	\$882.16
EFT0004003	35132	LIFESAVING SOCIETY	2/5/2020	BM01	PMCHQ00001316	\$120.00
EFT0004004	202355	LORDCO PARTS LTD	2/5/2020	BM01	PMCHQ00001316	\$18.93
EFT0004005	201071	NEOPOST CANADA LTD.	2/5/2020	BM01	PMCHQ00001316	\$238.51
EFT0004006	32500	PLANETCLEAN (NANAIMO) LTD	2/5/2020	BM01	PMCHQ00001316	\$796.52
EFT0004007	45698	PORT ALBERNI EFAP SOCIETY	2/5/2020	BM01	PMCHQ00001316	\$8,258.25
EFT0004008	45995	PORT ALBERNI ONLINE	2/5/2020	BM01	PMCHQ00001316	\$787.50
EFT0004009	47333	QUALITY FOODS	2/5/2020	BM01	PMCHQ00001316	\$884.20
EFT0004010	52375	SHARE CANADA	2/5/2020	BM01	PMCHQ00001316	\$4,042.08
EFT0004011	202207	SHERINE INDUSTRIES LTD	2/5/2020	BM01	PMCHQ00001316	\$699.26
EFT0004012	9868	TECHNICAL SAFETY BC	2/5/2020	BM01	PMCHQ00001316	\$1,536.15
EFT0004013	915751	THYSSENKRUPP ELEVATOR	2/5/2020	BM01	PMCHQ00001316	\$861.32
EFT0004014	200217	VOYSEY, SHANE	2/5/2020	BM01	PMCHQ00001316	\$224.07
EFT0004016	52570	ANDREW SHERET LIMITED	2/12/2020	BM01	PMCHQ00001319	\$14,084.92
EFT0004017	15580	CANADIAN UNION OF PUBLIC EMPLO	2/12/2020	BM01	PMCHQ00001320	\$19,229.67
EFT0004018	42374	ENEX FUELS LTD.	2/12/2020	BM01	PMCHQ00001320	\$21,615.22
EFT0004019	205999	KELSEY PIPELINES LTD	2/12/2020	BM01	PMCHQ00001320	\$414,361.95
EFT0004020	43190	OLD DUTCH FOODS LTD	2/12/2020	BM01	PMCHQ00001320	\$162.62
EFT0004021	91004	PLEY, LAURIE	2/12/2020	BM01	PMCHQ00001320	\$70.00
EFT0004022	45725	PORT ALBERNI CIVIC MANAGERS AS	2/12/2020	BM01	PMCHQ00001320	\$605.00
EFT0004023	204775	TREMBLAY, KRISTA	2/12/2020	BM01	PMCHQ00001320	\$70.00
EFT0004024	59700	WL SOLUTIONS LTD	2/12/2020	BM01	PMCHQ00001320	\$924.00

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User Date: 2/18/2020

City of Port Alberni
VENDOR CHEQUE REGISTER REPORT
Payables Management

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* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
Total Cheques: 308						Total Amount of Cheques: <u>\$7,843,798.62</u>

Date: April 7, 2020
File No: 3800-20-BP
To: Mayor & Council
From: T. Pley, CAO
Subject: 3203 Kingsway Ave – Update on Building Permit and Renovations

Prepared by: <i>Katelyn McDougall</i> Katelyn McDougall, Manager of Planning	Supervisor: <i>T. PLEY</i>	CAO Concurrence: <i>T. Pley</i> T. Pley, CAO
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RECOMMENDATION[S]

That Council receive the report dated April 7, 2020 from the Manager of Planning for information.

PURPOSE

The purpose of this report is to provide additional information in response to a letter from a member of the public about the records of permits and status of work being done to the building at 3203 Kingsway Ave.

BACKGROUND

City staff have been working with the owner of 3203 Kingsway (Kingsway Hotel) to identify the nature of construction/renovation work that has been undertaken at that location, and what permits are required, with the overall goals of providing for public safety and ensuring compliance with applicable Codes and regulations. The following information is a summary of activity on that file:

February 2020

- The City's Bylaw Services Department received a complaint regarding unpermitted renovations taking place at 3203 Kingsway Ave.
- The City engaged with Helen Poon (owner) to determine what work has occurred on site, and what permits are required for that work.
- The owner was informed that a plumbing permit is required for the work that was undertaken, and plumbing work on commercial buildings must be performed by certified tradespeople.
- The owner began the process of applying for a plumbing permit.
- The City later received information that suites at the same address may have been renovated. No permits were in place for renovations.

March 2020

- The City received information that structural alternations may have occurred to the main floor of the building.
- City staff continued to work with the owner on the necessary permits. A site visit is needed to assess what permits are required and what, if any, professionals need to be engaged.
- A site inspection was scheduled to occur on March 23rd.

ENTERED

April 2020

- Due to the COVID-19 pandemic a site inspection has not occurred.
- WorkSafe BC contacted the City with regards to renovations being done at 3203 Kingsway Avenue.
- The City asked the owner to provide documentation regarding hazardous materials mitigation and a clearance letter from a certified professional.
- City staff advised the owner that there are three areas of concern that will require a permit, including replacing/altering the plumbing system, renovating the suites, and the structural alterations. Because a timely site visit cannot be facilitated, staff encouraged the owner to submit a building permit application immediately for those three issues.
- On April 3, 2020 the City received a building permit application from the owner for replacing/altering a plumbing system, renovation of suites, and structural alterations.

Next steps include receiving a letter of clearance for hazardous material concerns, followed by a site visit to assess the situation and determine next steps.

SUMMARY

Over the past few months staff have been working with the building owner, Ms. Poon, to identify what work has been done on site, and what permits will be required, with the overall goals of providing for public safety and ensuring compliance. There have been some unanticipated delays in this process due to the COVID-19 pandemic. The City continues to work with Ms. Poon who has submitted a building permit application.

ATTACHMENTS/REFERENCE MATERIALS

Letter from Neil Anderson

C: to City staff; etc., [individuals copied are subject to the content of the report]

From: neil anderson
Date: April 5, 2020 at 2:22:04 PM PDT
To: neil anderson
Subject: 3203 Kingsway

For almost two months now I have been requesting from the city a response to questions regarding the ongoing restoration of 3203 Kingsway. As of today I have not received any answers. This hotel opened in 1925 and a complete restoration commenced, by the new owner, in 2017. Around mid February I notice some building code irregularities . Upon checking with city hall it was determined no record of permits or inspections were taken out on this restoration project.

I met with the building inspector then with Mayor Minions and Tim Ply directing a number of questions to them. Due to the sensitivity of this matter I expressed my hope of resolving this in a low profiled manner. Unfortunately, I was unable to do this.

- Why are there no permits required by the general contractor and the sub trades.
- Was there an inspection done regarding hazardous material prior to start of project. Asbestos ETC. I understand tenants occupied some rooms as work proceeded.
- Was there an assessment done by qualified person to determine structural integrity of the building
- Who are the contractors and are they licensed.
- Are all trades work being done by qualified trades workers.
- Work continued even though city hall new there were no permits. Why?
- Should the same rules apply to everyone equally in our community?

These are legitimate questions that should not take close to two months to answer.

Regards
Neil Anderson
2827 Carmichael Cres

Date: March 24, 2020
File No: 6520-20-UD
To: Mayor & Council
From: T. Pley, CAO
Subject: Uptown District Revitalization Strategy – Update and Next Steps

Prepared by: <i>S. McCONVILLE</i>	Supervisor: <i>Katelyn McDougall</i>	CAO Concurrence:
<i>S. McConville, MCP</i>	<i>K. McDougall</i> Manager of Planning	<i>T. PLEY</i> T. Pley, CAO

RECOMMENDATION[S]

That Council receive for information the report titled *Uptown District Revitalization Strategy - Update and Next Steps*, dated for reference March 24, 2020.

PURPOSE

The purpose of this report is to provide Council with an update about work being undertaken as part of the Uptown Revitalization Strategy.

BACKGROUND

In 2007, the City of Port Alberni and the Port Alberni Port Authority developed the Uptown and Waterfront Redevelopment Study. The scope of the project was focused mostly on the lower sections of Argyle Street near Harbour Quay as well as a portion of 3rd Avenue. This study focused mostly on redevelopment to encourage commercial activity in the area. The plan also focused on identifying urban design principles to be applied to the neighbourhood.

More recently City Council has refocused their attention to the Uptown District. The *2019-2023 Corporate Strategic Plan* envisions a revitalized and flourishing Uptown District, stating this to be a top priority. The Planning department has partnered with Vancouver Island University's Master of Community Planning department to work on developing an Uptown District Revitalization Strategy [UDRS] to understand the needs of the area and to identify priorities that relate to social and economic revitalization. The UDRS will be a high-level strategy that revisits and builds upon the goals outlined in the City of Port Alberni's Uptown Waterfront Report from 2007. The outcomes and initiatives developed as part of the UDRS will also help inform the City's next review and update of the Official Community Plan.

The main objective of the UDRS will be to develop partnerships and action items (programs, incentives, policy/bylaws, etc.) that will help revitalize the area. The Planning department is looking to take an approach to "revitalization" that is intended to be inclusive and holistic by integrating both social and economic outcomes – specifically considering how to address systemic issues around poverty, unemployment, housing, mental health, addictions, and crime.

In February 2020, the City submitted the UDRS to be considered for UBCM’s Poverty Reduction Planning grant program which could provide up to \$25,000 in support of project planning. If successful, the poverty reduction grant funding would enable the City to bring on dedicated support to lead the robust and inclusive engagement strategy that would involve collaborating with local stakeholders, social service providers, and vulnerable populations and residents living in poverty. The objective of conducting this engagement work would be to help mitigate and reduce gentrification by including goals and objectives that seek to bring people out of poverty. UBCM has not yet announced the funding recipients, but should do so sometime this Spring. Staff will bring an update to Council once further information has been released.

COMMUNICATIONS

In order to develop the Uptown District Revitalization Strategy input from the community will be required. As part of the consultation program the City will work with local stakeholders, service providers, businesses, and neighbourhood residents to gather input and help inform the strategy. Feedback received throughout the engagement process will be collected and analyzed by staff to inform the UDRS recommendations.

There are some unknown factors that will impact the scope of the consultation program. Three different engagement strategies have been developed, and are outlined below, in order to respond to the following circumstances:

- 1) Receiving the UBCM grant funding
- 2) Not receiving additional funding
- 3) Online/Virtual strategies if COVID19 events continue (could be applied to either funding scenario)

Public and Stakeholder Engagement Strategy Options		
Grant Funding Provided	No Grant Funding	COVID Engagement Methods
<ul style="list-style-type: none"> Public Survey hosted on Let’s Connect PA Platform Multiple stakeholder meetings, including business groups and social service providers. Focus groups with specifically interested parties. Development of partnerships to identify issues and action items within the district. Open house at City Hall Pop up events on 3rd Avenue and in the surrounding area. 	<ul style="list-style-type: none"> Public Survey hosted online through the Let’s Connect PA Platform One stakeholder vision meeting. Open house at City Hall. Q&A with Let’s Connect Platform. 	<ul style="list-style-type: none"> Public Survey hosted online through the Let’s Connect PA Platform E-Town Hall. Stakeholder workshops over Zoom. Focus groups, utilizing Zoom and online survey forms. Stakeholder questionnaire & email interviews. Phone meetings. Mailout information leaflets to residents and business owners.

It is anticipated that the ongoing COVID-19 situation will continue throughout the duration of this project, and most engagement will have to occur virtually. Staff will continue to evaluate the situation and modify the engagement strategy as events unfold.

Staff have prepared an online survey that will launch shortly after Council receives this report. The survey will be the first step in the engagement process.

BYLAWS/PLANS/POLICIES

Uptown and Waterfront Plan, 2007.

City of Port Alberni Corporate Strategic Plan, 2019-2023.

SUMMARY

The *2019-2023 Corporate Strategic Plan* envisions a revitalized and flourishing Uptown District, stating this as top a priority. The Planning Department has partnered with Vancouver Island University's Master of Community Planning department to work on developing an Uptown District Revitalization Strategy (UDRS) to understand the needs of the area and to identify priorities that relate to social and economic revitalization.

Currently, there are some factors that may impact the overall scope of the project including COVID-19 and the outstanding UBCM grant funding. In order to proceed with the project in the meantime, staff have developed a flexible engagement strategy that can be adapted as new information and events unfold. Staff have prepared an online survey that is ready to be launched on the City's Lets Connect PA platform immediately.

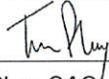
ATTACHMENTS/REFERENCE MATERIALS

- *Map of Uptown District*



Date: April 7, 2020
File No: 7130-20 COVID-19

To: Mayor & Council
Subject: Enforcement of Public Health Orders

Prepared by: <i>G. THOROGOOD</i> MGR COMMUNITY SERVICES	Supervisor: <i>D. HARTWELL</i> CITY CLERK	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION[S]

This report is provided for Council's information only.

PURPOSE

This report is to highlight the role of Bylaw Officers' with respect to the implementation of COVID-19 public health orders.

BACKGROUND

On March 25, 2020 the Minister of Public Safety and Solicitor General made the Bylaw Enforcement Officer (COVID-19) Order, and on March 31, 2020 made the Provincial Compliance Officer (COVID-19) Order, both pursuant to the *Emergency Program Act*. It is important to note that police officers and Bylaw Officers are not empowered to enforce with respect to public health orders. The Orders enable Bylaw Officers to provide assistance for compliance and enforcement of public health through monitoring and providing warnings, information and advice.

Locally, the City's Bylaw Officers are and will continued to be focused on ensuring physical distancing measures are being adhered to in public places, including City parks, particularly with the current warmer temperatures expected. Our Bylaw Officers are also monitoring food and beverage locations as well as personal service establishments to ensure compliance with current orders.

The attached document prepared by the BC Centre for Disease Control and BC Ministry of Health and current to March 31, 2020 is an excellent reference guiding the role of Compliance and Enforcement Officers.

ALTERNATIVES/OPTIONS

This report is being provided for Council's information only.

ANALYSIS

Bylaw officers have been asked to assist with compliance and enforcement with Public Health Orders. Bylaw is not empowered to enforce (ie: Ticket or detain). Our role is to provide assistance with the following principles in mind:

-
- Public education and voluntary compliance without the need for law enforcement interventions.
 - A balanced approach to maintain public trust to ensure essential services can operate while following public health orders.

IMPLICATIONS

As the weather changes and is warmer we may see more outdoor gatherings that would require more reminders in person and by social media.

COMMUNICATIONS

Messaging being provided through the City's social media platforms, 93.3 The Peak and City's website educating public and supporting the role of Enforcement Officers.

BYLAWS/PLANS/POLICIES

SUMMARY

This report is to summarize the actions and role of Bylaw Enforcement Officers to support public health orders.

ATTACHMENTS/REFERENCE MATERIALS

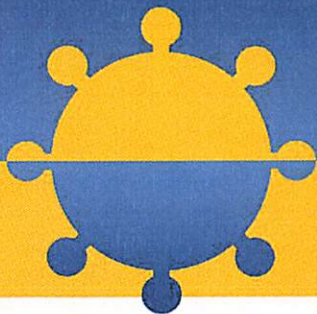
Reference material

- Compliance and Enforcement Guidance about Public Health Orders with respect to Physical Distancing

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Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



HOW YOU CAN SLOW THE SPREAD OF COVID-19

Take care of others by
taking care of yourself.

Wash your hands, don't touch
your face, and stay home if
you are sick.

Stay at Home and
Physically Distance

Stay at home whenever you can.
Maintain 2 meters distance from
those outside of your household.

Compliance and Enforcement Guidance about Public Health Orders with respect to Physical Distancing

This document is accurate as of March 31, 2020 and is subject to change.

Purpose

This document is to provide guidance to compliance and enforcement officials (C&EOs) such as bylaw enforcement officers and other provincial compliance officers i.e. liquor and cannabis control and licencing inspectors, gambling enforcement and investigations officers, and community safety personnel with respect to the implementation of COVID-19 public health orders.

NOTE: Police officers and C&EOs are not empowered to enforce (i.e. ticket or detain) with respect to public health orders. Their role is to provide assistance only when called upon by a health officer pursuant to section 90 of the *Public Health Act* (see Appendix 1)

Introduction

The transmission of the SARS-CoV-2 virus, the coronavirus which causes COVID-19, is a serious threat to life, health, wellbeing and society.

The SARS-CoV-2 virus is transmitted via liquid droplets when an infected person coughs or sneezes. The droplets fall on people and objects close to the sneezing or coughing person.

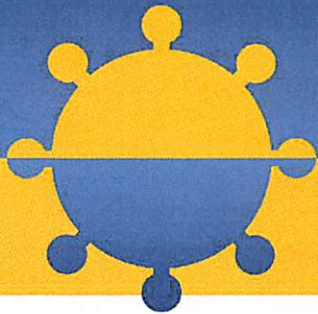
Direct transmission happens when the virus is carried in these droplets and deposits on the eyes, nose or mouth if someone is in close contact with an infected person. It can also be transmitted by personal contact, such as touching or shaking contaminated hands such as happens when someone uses their hands to cover their mouth or nose when they cough or sneeze. Hence the recommendation that people cough or sneeze into their arm and wash their hands regularly.

Indirect transmission (via objects/surfaces) can also occur by touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands.

Airborne transmission of the virus (i.e. transmitted through the particles floating in the air) is not a factor in spread through the population and it is not something that enters through the skin.

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Promoting physical distancing of people from one another to prevent droplet and personal contact transmission is a key tactic to preventing infections with the virus. Physical distancing of 2 metres between people is recommended to reduce the risk of these modes of transmission.

Context

On March 25, 2020 the Minister of Public Safety and Solicitor General made the Bylaw Enforcement Officer (COVID-19) Order, and on March 31, 2020 made the Provincial Compliance Officer (COVID-19) Order), both pursuant to the *Emergency Program Act* (Appendix 1).

These Orders enable C&EOs to provide assistance for compliance and enforcement of public health through monitoring and providing warnings, information and advice.

The province has adopted and implemented a graduated compliance and enforcement approach that generally starts with providing information, education and advice as the first step, with escalating measured enforcement only as required.

Role of Compliance and Enforcement Officers

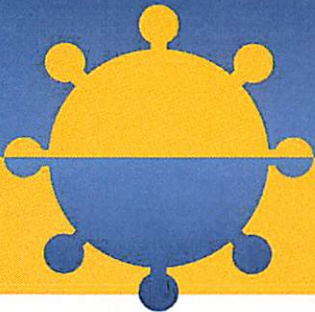
- In assisting with the compliance and enforcement of public health orders, C&EOs are to be guided by policy direction from the Provincial Health Officer.
- C&EOs officers are not authorized to detain an individual as a result of a contravention or suspected contravention of a public health order.
- C&EOs are also not authorised to exercise any authority to issue a fine or penalty.
- Nothing in the Minister's Orders or this guide limit any powers or duties of a C&EOs.

Provincial Health Officer Orders

In addition to frequent public statements, interviews and other communications by the Provincial Health Officer (PHO), actions by PHO under the *Public Health Act* to control the impact of the pandemic include issuing PHO Class Orders i.e. Orders to a class of people or organizations. It is important to refer to the published Orders and guidance documents for additional detail ([Provincial Health Officer Orders](#)). In addition, it is important to note that oral Orders are in force pursuant to health officer powers under the *Public Health Act* and may also be subject to compliance and enforcement measures. The documents related to oral PHO Orders will be posted to the PHO website once available. The PHO Orders are:

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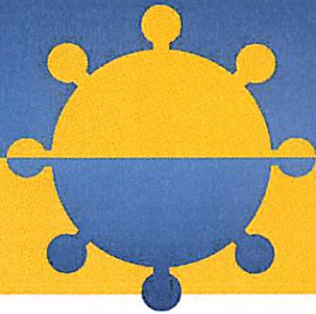
- *Mass gatherings Order* prohibiting **events** that would result in the gathering of more than 50 people in close contact with one another to promote physical distancing and limit the number of people who could be infected at a single event. This Order does not apply to worksites unless a mass gathering event is held at a worksite, or public places such as grocery stores or malls, unless an event is held in those spaces; does not apply to food banks and homeless shelters. (March 16, 2020).
- *Public health emergency declared* by providing notice under the *Public Health Act* to enable the exercise of the emergency powers in Part 5 of the Act (March 17, 2020).
- *Order to travellers returning to Canada* requiring self-isolation for 14 days (March 17, 2020).
- *Order to Owners, Operators of places at which food and/or drink are prepared and served:* holders of liquor licences who do not provide meal service are ordered to close; places where food and drink are prepared and served are required to restrict themselves to take out or delivery and limit the number of people present to 50 as long as sufficient space available to enable them to maintain a physical distance of 2 metres from one another (March 20, 2020 - the "Food and Drink Order")
- *Oral Order to personal service establishments* to close until further notice. These include but are not limited to barbershops, nail salons, tattoo parlours, beauty parlours, health spas and massage parlours. These services require direct, personal contact with other people. (March 21, 2020 - the "Personal Services Establishment Order- <https://news.gov.bc.ca/releases/2020HLTH0102-000540>).
- *Oral Order to episodic vending markets:* All episodic vending markets (also known as "farmers markets" or "community markets") must only allow vendors to sell food at these events. Vendors of all other merchandise are prohibited at these events. (March 27, 2020 - <https://news.gov.bc.ca/releases/2020EMBC0014-000582>).

A summary of the Orders is in Appendix 2 and copies of the Orders documents in force are at the following link:

Provincial Health Officer Orders and Notices

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HOW YOU CAN SLOW THE SPREAD OF COVID-19

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General Expectations of Compliance and Enforcement Officers in Supporting Implementation of Public Health Orders

The aim of public health orders is to manage and reduce the spread of COVID-19 by encouraging physical distancing.

C&EOs are to provide assistance with *Public Health Act* orders with the following principles in mind:

- Public education and voluntary compliance without the need for law enforcement interventions.
- A balanced approach to maintain public trust to ensure essential services can operate while following public health Orders.

Following these principles support people coming forward for testing and treatment and to enable COVID-19 case monitoring and contact tracing.

A. Individuals and self-isolation

There are **no** public health Orders addressed to the general public requiring them to maintain physical distancing outside their own homes, with the exception of inside food premises. The public has been provided with strong recommendations and guidance in this regard.

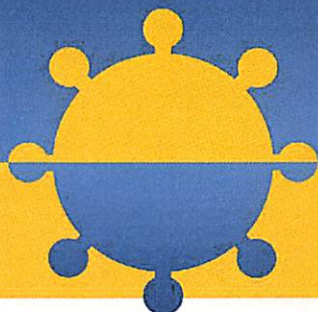
Expected C&EO actions (none of which prevents the exercise of existing powers and authorities):

Vigilance and awareness

- In general, C&EOs are not expected to monitor individual behaviour or have a role when it comes to individuals and self-isolation measures.
- This failure to follow self-isolation measures may be:
 - intentional (i.e. a preference for individualistic behaviour no matter the risk to self or others or other reasons)

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- due to limitations or external barriers which do not enable the individual to comply, even if they would like to. These include for example, the surrounding environment such as physical space of the premises, the way that services are designed or offered, or some other assistance is required.
- inadvertent – the failure to follow is temporary and the individual self corrects

Issuing Information, Advice (Public education efforts)

- C&EOs you may receive information or complaints from individuals, based on their beliefs, worries or knowledge of others not practicing self-isolation. This may be in part, based on lack of understanding or information on the difference between self-isolation, quarantine and who should be self-isolating. To the extent that it is feasible, share the resources below on self-isolation. In addition, conveying the following messaging to the complainant may be helpful. It is not necessary to refer these situations to a health officer:

"Thank you for notifying us of your concerns. It is our strong expectation that people who are required to self-isolate will do so. Compliance is very important to reduce the spread of COVID-19. If the person you are concerned about is unwell, call 8-1-1 and they will provide advice about helping the person get assistance and they can ensure your family can stay safe and well during this time. Or call 9-1-1 if the person is in distress. If the person you are calling about appears well do not engage or interact with that person. We appreciate you letting us know about your concerns. If you have additional questions that are not health related you can call 1-888 COVID19."

Self-isolation information is available at:

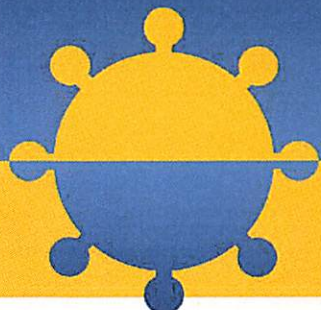
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>

Note that federal legislation and orders may also apply to returning travellers:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/canadas-reponse.html#acb>

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B. Businesses, facilities, that have been ordered to close

The businesses and facilities that have been ordered to close are bars and nightclubs that do not provide meal services, and personal service establishments which include businesses such as barbershops, salons, tattoo parlours, tanning salons etc. In some area of the province health officers have connected with their bylaw enforcement departments and established protocols for dealing regulated facilities.

Expected C&EO actions (none of which prevents the exercise of existing powers and authorities):

Vigilance and awareness

- Further to orders that are currently in force, be aware of what facilities or businesses should be closed

Assistance with Issuing Information, Advice and Warnings (Interventions)

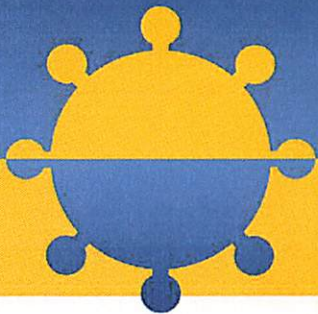
- On receipt of information or notice that a business is open that should not be:
 - Ensure that a responsible person for the business or business premises receives information about the Order
 - Provide information on what the Order is and why it needs to be complied with
 - Provide information that the situation could be escalated for enforcement if the Order is ignored or not followed
 - A warning may also be given which outlines next steps with an expected timeline, i.e. that you will monitor the business further for compliance with the Order, and in the event of further non-compliance escalated action may be warranted.
- A "responsible person" includes a store manager, an operator, a business owner, a director of the company, or any person that is able to close the business in compliance with the Order

Assistance with Monitoring for compliance with the Order after interventions

- Monitor whether the business has complied with the Order, after receiving your information and advice and based on the timeline of expectations
- If there is ongoing non-compliance with the Order, contact the relevant health officer and provide information on non-compliance, and actions taken.

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C. Businesses, facilities that may remain open

In some area of the province health officers have connected with their bylaw enforcement departments and have established protocols for dealing regulated facilities.

Expected C&EO actions (none of which prevents the exercise of existing powers and authorities):

Vigilance and awareness

- Further to orders that are currently in force, be aware of what facilities or businesses in your areas may remain open.

Different tactics will be required to monitor food establishments. This may include:

- Attending premises as part of other duties or monitoring activities
- Attendance may be prioritised based on a preliminary risk analysis (e.g. a high potential for non-compliance and existing, known barriers that do not facilitate physical distancing)
- Receiving and acting on information from the public on a specific establishment

Assistance with Issuing Information, Advice and Warnings (Interventions)

- If you receive information or notice that a business is not adhering to the take-out or delivery provisions and physical distancing requirements applicable to restaurants or food serving establishments, ensure that a responsible person for the business or business premises receives information about the Order. A "responsible person" includes a store manager, an operator, a business owner, a director of the company, or any person that is able to close the business in compliance with the Order
- A warning may also be given which outlines next steps with an expected timeline, i.e. that you will monitor the business further for compliance with the Order, and in the event of further non-compliance that you may notify a health officer.

Assistance with Monitoring for compliance with the Order after interventions

- Monitor whether the business has complied with the Order, after receiving your information and advice and based on the timeline of expectations
- If there is ongoing non-compliance with the Order, contact the relevant health officer and provide information on non-compliance, and actions taken.

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- D. Mass Gatherings (events):** Gathering in groups of over 50 people close together at events (does **not** apply to worksites unless there is an event at a worksite, or public places such as grocery stores or malls unless an event is held in those spaces; does **not** apply food banks, homeless shelters)

The Mass Gathering Order is intended to prevent periodic (episodic) or regular events where groups of people gather in close quarters with one another. These gatherings may be unplanned or unstructured, but usually involve people gathering for a common purpose. This Order prohibits gathering in groups of over 50 people close together at events, to prevent transmission of the virus by increasing physical distancing.

The Order applies to indoor and outdoor sporting events, conferences, meetings, religious gatherings and other similar events on public and private property. The Mass Gatherings Order does not apply to customers of businesses waiting for services, however the physical distancing required under the Food and Beverage Order does apply.

Those who are responsible for indoor and outdoor gathering sites to whom this Order applies includes individuals, societies, corporations, municipalities, regional districts, school boards, universities, colleges and religious organizations.

Expected C&EOs (none of which prevents the exercise of existing powers and authorities):

Vigilance and awareness

- Different tactics will be required according to the type of entity and associated public gathering. Likely actions will entail completing a risk analysis and or conducting site visits based on:
 - information from the public and others on public gatherings taking place or scheduled to take place
 - Reliance on existing knowledge of facilities or premises with physical spaces that have a capacity of more than 50 people
 - Existing knowledge of potential sites likely to engender groups of more than 50 and a lack of physical distancing practices (does not include worksites unless there is an event at a worksite, or public places such as grocery stores or malls, unless an event is held in those spaces; does not apply to food banks, homeless shelters)
 - Observations made as an ancillary action in the course of other duties

Assistance with Issuing Information, Advice and Warnings (Interventions)

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- The focus is on knowledge and information sharing and actions needed to be tailored based on whether the non-compliance is:
 - A unique instance of that has occurred and is unlikely to be repeated, or
 - Whether there is a likelihood that the non-compliance could be repeated multiple times.
- When more than 50 people have gathered closely together, information, advice, and warnings can be utilised. Information, advice as to expectations of the timelines for compliance, and warnings if needed, can all be directed to the persons responsible for the facility and premises.
- While gatherings of groups of people in excess of two or three people are strongly discouraged at this time, it is not unlawful for an entity to hold an event of fewer than 50 people. For organisers of public gatherings of less than 50 people— determine whether information sharing or advice would reduce the risk of the gathering. For example, sharing advice, information warnings to encourage physical distancing practices.
- For all other ad-hoc public gatherings of groups more than 50 people that may be self-organised or unplanned – consider whether general announcements may be made to the group.

Assistance with Monitoring for compliance with the Order after your interventions

- For the businesses, institutions, facilities that have not changed their practices based on any information, advice, notify the local health officer.

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APPENDIX 1 - MINISTERS ORDERS

BYLAW ENFORCEMENT OFFICER (COVID-19) ORDER

Definitions

1 In this order:

“bylaw enforcement officer” means the following:

- (a) a person in a class of persons described in section 3 (c), (d) or (f) of the Community Charter Bylaw Enforcement Ticket Regulation, B.C. Reg. 425/2003, who is designated as a bylaw enforcement officer under
 - (i) section 264 (1) (b) of the *Community Charter*, or
 - (ii) section 264 (1) (b) of the *Community Charter* as that section applies to a regional district for the purposes of section 414 of the *Local Government Act*;
- (b) a person in a class of persons described in section 3 (d) of the Vancouver Charter Bylaw Enforcement Ticket Regulation, B.C. Reg. 189/2007, who is designated as a bylaw enforcement officer under section 482.1 (1) (b) of the *Vancouver Charter*;

“health officer” means the provincial health officer or a medical health officer within the meaning of the *Public Health Act*;

“public health order” means an order made by a health officer under the *Public Health Act* in respect of the COVID-19 pandemic.

Application

2 This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act*, and any extension of the duration of that declaration, is in effect.

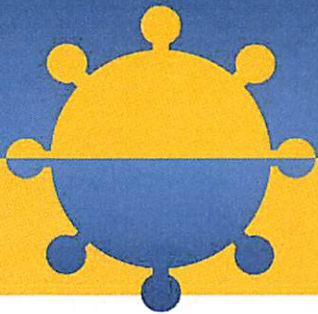
Bylaw enforcement officers to provide assistance

3 (1) To the greatest extent possible without unduly compromising any other bylaw enforcement objectives of the local authority, each local authority must ensure that the local authority’s bylaw enforcement officers provide such assistance as may be required for the purposes of enforcing public health orders, including, without limitation, the following:

- (a) monitoring facilities and areas closed to the public by a public health order;

Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



HOW YOU CAN SLOW THE SPREAD OF COVID-19

Take care of others by taking care of yourself.

Wash your hands, don't touch your face, and stay home if you are sick.

Stay at Home and Physically Distance

Stay at home whenever you can. Maintain 2 meters distance from those outside of your household.

- (b) providing warnings, information and advice to members of the public in respect of public health orders, including warnings to members of the public who may be acting in contravention of a public health order;
 - (c) providing health officers with information in respect of potential contraventions of a public health order.
- (2) In providing assistance under this section, a bylaw enforcement officer is not authorized to
- (a) detain an individual as a result of a contravention or suspected contravention of a public health order, or
 - (b) issue a fine or penalty, including an administrative penalty, under the *Public Health Act*.
- (3) Nothing in this section is to be construed as limiting any powers or duties of a bylaw enforcement officer under the *Community Charter*, *Local Government Act*, *Vancouver Charter* and related regulations or local authority bylaws, as the case may be.

PROVINCIAL COMPLIANCE OFFICER (COVID-19) ORDER

Definitions

1 In this order:

“**health officer**” means the provincial health officer, an environmental health officer or a medical health officer, within the meaning of the *Public Health Act*;

“**provincial compliance officer**” means the following:

- (a) a person authorised to conduct an inspection under section 23, 84 or 89 of the *Cannabis Control and Licencing Act*;
- (b) a person authorised to conduct an inspection under section 13 or 42 of the *Liquor Control and Licencing Act*;
- (c) a person authorised to conduct an audit, inspection or investigation under Division 1 of Part 9 of the *Gaming Control Act*;

“**public health order**” means an order made by a health officer under the *Public Health Act* in respect of the COVID-19 pandemic.

Application

- 2 This order applies during the period that starts on the date this order is made and ends on the date on which the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the

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Act expires or is cancelled or, if there is an extension under section 9 (4) of the Act, the date on which the last extension of that declaration expires or is cancelled.

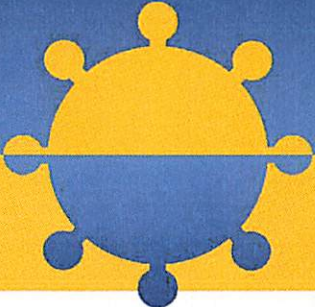
Provincial compliance officers to provide assistance

- 3 (1) In accordance with any direction given by the minister, provincial compliance officers must provide such assistance as may be required for the purposes of enforcing public health orders, including, without limitation, the following:
- (a) monitoring facilities and areas closed to the public, or to which public access is restricted, by a public health order;
 - (b) providing warnings, information and advice to persons in respect of public health orders, including warnings to persons who may be acting in contravention of a public health order;
 - (c) providing health officers with information in respect of potential contraventions of a public health order.
- (2) In providing assistance under this section, a provincial compliance officer is not authorized to
- (a) detain an individual as a result of a contravention or suspected contravention of a public health order, or
 - (b) issue an order, fine or penalty, including an administrative penalty, under the *Public Health Act*.

Public Health Act


Peace officer assistance

- 90 (1) A health officer may call on the assistance of a peace officer for the purposes of taking an action authorized under this or any other enactment, including, without limitation, either of the following purposes:
- (a) making or enforcing an order or carrying out an inspection;
 - (b) assisting a person to comply with an order of the health officer.
- (2) If any person disobeys, or fails to comply with, an order or a direction of a commissioner under Division 1 [Inquiries], the commissioner may call on the assistance of a peace officer to enforce the order or direction.
- (3) A peace officer called on under this section must take any action that is necessary for a purpose described in subsection (1) or (2), and may use such force as is reasonably required for that purpose.



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Appendix 2 – Provincial Health Officer Orders

PROVISO:

This document is not intended to comprise legal advice.

In the event of an ambiguity between this document, and the *Public Health Act*, regulations under the *Public Health Act* or orders under the *Public Health Act*, the Act, regulations and orders prevail.

This document is accurate as of March 31, 2020, and is subject to change.

Summary of Orders as of the date of this publication

The following table provides a summary of the Provincial Health Officer Orders. Given the change in emergency tactics and measures needed, C&EOs should check the following websites for the latest orders:

- 1) Ministerial Orders available at BC Laws website
- 2) Provincial Health Officer Orders available at:

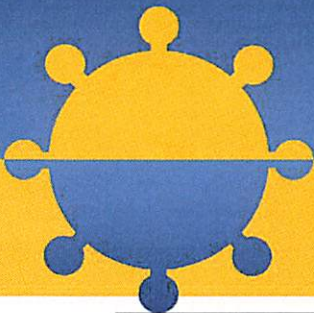
[Link to Provincial Health Officer Orders and Notices](#)

Note that early orders can become outdated and succeeded by other orders.

Title	AUTHORISING OFFICIAL	DATE	SUMMARY
Mass gathering (events)	Provincial Health Officer	March 16, 2020	<p>Prohibits gathering of people at events in close contact with one another in excess of 50 people.</p> <p>Does not include worksites unless there is an event at a worksite, or public places such as grocery stores or malls, unless an event is held in those spaces; or food banks, homeless shelters.</p>

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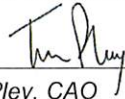
Wash your hands, don't touch your face, and stay home if you are sick.

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Returning Travellers	Provincial Health Officer	March 17, 2020	Requires self-isolation if you have traveled outside of Canada
Owners and Operators of nightclubs and food and drink service ("Food and Drink Order")	Provincial Health Officer	March 17, 2020	Bars and night clubs must close. Requires restaurants to only provide take out or delivery options with specific instructions on physical distancing.
Closure of personal service establishments (oral order)	Provincial Health Officer	March 21, 2020	Requires personal service establishments to close until further notice
Episodic vending markets (oral order)	Provincial Health Officer	March 27, 2020	Requirement that only food and beverage vendors (includes liquor) be allowed to enable access to essential food such as fruits and vegetables and access to processed food, such as cooked meals for takeout. Vendors of all other merchandise are prohibited at these events.

Date: April 8, 2020
File No: 1700-20
To: Mayor & Council
From: T. Pley, CAO
Subject: "Five Year Financial Plan 2020 – 2024, Bylaw No. 5003"

Prepared by: <i>A. MCGIFFORD</i> Director of Finance	Supervisor: <i>T. PLEY</i> CAO	CAO Concurrence:  T. Pley, CAO
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RECOMMENDATION

THAT the City's "Five Year Financial Plan 2020 – 2024, Bylaw No. 5003" be read a second time as amended.

PURPOSE

To provide the amended "Five Year Financial Plan Bylaw 2020-2024, Bylaw No. 5003" to Council for consideration of second reading.

BACKGROUND

At Council's Special meeting held April 6, 2020, Council directed staff to move forward with the following amendments [highlighted in Table 1].

Table 1: Summary of "Five Year Financial Plan 2020 – 2024, Bylaw No. 5003", amendments w/tax implications

	Tax impact - Average single residential property	Value of Taxation impact
Previous Five Year Financial Plan 2020 – 2024 (March 10)	4.34%	\$1,225,853
Revenues – Curtailed Services	0.70%	160,000
Expenses – Curtailed Services	(3.00%)	(700,000)
3 rd Avenue upgrades – Capital project	(2.10%)	(500,000)
Welcome signage – Capital project	(0.40%)	(100,000)
Conferences, training, etc. for council and staff	(0.35%)	(90,000)
Security and lighting for City Property	0.30%	70,000
COVID – 19 response/recovery non-EMBC – option 1	0.86%	200,000
Community Gaming Revenue reduction	0.78%	111,460
Remove interest and penalties – until September 15	0.10%	10,000
Alberni Aquarium Association rent waiver – 3 months	0.05%	6,000
Current Five Year Financial Plan 2020 – 2024 (April 6)	1.07%	\$393,313

The direction given by Council at its Special meeting on April 6, 2020 to amend the "Five Year Financial Plan 2020 – 2024, Bylaw No. 5003" has resulted in the increase to the average residential home of 1.07%.

ENTERED

Additional amendments were also directed by Council that do not result in an impact to property tax and are included within Table 2.

Table 2: Summary of “Financial Plan 2020 – 2024, Bylaw No. 5003” amendments – no tax implications

	Value of project	Funding source
3 rd Avenue upgrades – Capital project	\$150,000	Capital Works Reserve
Welcome signage – Capital project	25,000	Capital Works Reserve
Steam locomotive and passenger cars – April 6 th option	48,000	Operational Reserve
WVHHS creating a business/marketing plan	10,000	Operational Reserve
Day care spaces creation project	76,930	Operational Reserve
Connect the Quays pathway project	39,000	Operational Reserve
City Hall LED lighting upgrade	5,000	Carbon Trust reserve

ALTERNATIVES/OPTIONS

Council can provide further direction to staff prior to giving second reading should there be any desire change.

ANALYSIS

The City’s “Five Year Financial Plan 2020-2024, Bylaw No. 5003” has been amended as directed by Council. The Financial Plan now provides some flexibility to react to COVID-19 and will reflect anticipated impacts to the City’s revenues and expenses.

IMPLICATIONS

The financial plan requires adoption by May 15, 2020 in order to set tax rates, complete all filing, and distribute tax notices. Should Council proceed with the “Five Year Financial Plan 2020-2024, Bylaw No. 5003” as amended on April 6th the timing to complete the approval and adoption of the financial plan and associated taxation bylaw is as follows:

- 1) April 14, 2020 – Staff to provide amended “Five Year Financial Plan 2020-2024, Bylaw No. 5003” and Council to consider second reading.
- 2) April 27, 2020 – Council to consider third reading and adoption.
- 3) April 27, 2020 - staff bring forward 2020 property taxation bylaw for Council’s review and Council would be asked to consider three readings and adoption.

COMMUNICATIONS

- As soon as the “Five Year Financial Plan 2020 – 2024, Bylaw No. 5003” is adopted we will update the annual messaging to provide the property owners to be included in the mail out.
- Provide property owners with options for payment, considering the possibility that City Hall will not be open.

BYLAWS/PLANS/POLICIES

- Under Section 165 and 166 of the *Community Charter*, the City must develop a five-year financial plan and undertake a public consultation process before the plan is adopted.
- The “Five Year Financial Plan 2020-2024, Bylaw No. 5003” is currently at first reading.

SUMMARY

- Council can still consider and recommend amendments to the “Five Year Financial Plan 2020 – 2024, Bylaw No. 5003” and have staff draft an amended financial plan to be presented on April 27th.
- Within *Community Charter* legislation, adoption of the Five Year Financial Plan and tax rate setting must occur before May 15, 2020.
- Ideally the financial plan should be adopted by the end of April in order to set tax rates, complete all filing, and distribute tax notices.

ATTACHMENTS/REFERENCE MATERIALS

- “Five Year Financial Plan 2020-2024, Bylaw No. 5003”

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CITY OF PORT ALBERNI

BYLAW NO. 5003

A BYLAW RESPECTING THE FINANCIAL PLAN FOR THE YEARS 2020 - 2024

WHEREAS Section 165 of the *Community Charter* requires the Council to direct the preparation of and adopt a financial plan before the annual property tax bylaw is adopted in each year;

AND WHEREAS Council has undertaken a process of public consultation regarding the proposed financial plan before it is adopted:

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

1. Title

This Bylaw may be cited for all purposes as **"Five Year Financial Plan 2020 – 2024, Bylaw No. 5003"**.

2. Financial Plan

Schedule "A" attached hereto and made part of this Bylaw is hereby adopted and is the Financial Plan of the City of Port Alberni for the five year period from January 1, 2020 to December 31, 2024.

3. Objectives and Policies

Schedule "B" attached hereto and made part of this Bylaw is hereby adopted and sets out the objectives and policies of the City of Port Alberni for the years 2020 – 2024 inclusive, in relation to the revenue and tax policy disclosure as required in Section 165 of the *Community Charter*.

4. Repeal

That "5 Year Financial Plan Bylaw 2019 - 2023, Bylaw No. 4984" and its associated amendments are hereby repealed.

READ A FIRST TIME THIS 13TH DAY OF JANUARY, 2020.

READ A SECOND TIME THIS DAY OF , 2020.


READ A THIRD TIME THIS DAY OF , 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor

Clerk

SCHEDULE A TO BYLAW NO. 5003

<div style="display: flex; justify-content: space-between; align-items: center;">  <div> CITY OF PORT ALBERNI CONSOLIDATED FINANCIAL PLAN 2020-2024 </div> </div>					
	2020	2021	2022	2023	2024
Revenue					
Taxes					
Property Taxes	23,556,154	25,987,007	27,016,020	27,820,211	28,648,527
Other Taxes	710,200	710,200	710,200	710,200	707,000
Grants in Lieu of Taxes	219,500	219,500	219,500	219,500	219,500
Fees and Charges					
Sales of Service	3,636,504	3,524,542	3,491,883	3,537,650	3,590,971
Sales of Service/Utilities	7,133,173	7,392,302	7,536,449	7,690,879	7,848,581
Service to other Government	167,000	167,000	167,000	167,000	167,000
User Fees/Fines	237,140	238,140	240,140	242,140	242,140
Rentals	144,300	145,500	146,700	147,900	147,900
Interest/Penalties/Miscellaneous	628,575	736,775	736,775	736,775	736,775
Grants/Other Governments	1,895,880	1,107,340	1,107,340	1,107,340	1,107,340
Other Contributions	395,000	460,000	162,600	90,000	90,000
	38,723,426	40,688,305	41,534,607	42,469,595	43,505,734
Expenses					
Debt Interest	487,816	487,816	487,816	487,816	487,816
Capital Expenses	14,698,195	8,721,303	5,870,271	12,759,802	6,225,076
Other Municipal Purposes					
General Municipal	4,183,800	4,310,001	4,472,617	4,471,229	4,613,354
Police Services	7,493,161	7,649,642	7,847,848	8,053,087	8,260,107
Fire Services	3,657,489	3,750,092	3,872,436	3,964,686	4,059,461
Other Protective Services	262,699	264,886	267,074	269,567	271,976
Transportation Services	4,134,868	4,317,829	4,464,622	4,520,702	4,572,310
Environmental Health and Development	2,669,546	2,230,842	2,121,772	2,158,613	2,245,650
Parks and Recreation	5,290,452	6,271,298	6,476,455	6,612,515	6,941,793
Cultural	1,369,031	1,442,847	1,476,477	1,506,096	1,531,180
Water	1,670,544	1,660,669	1,721,331	1,714,697	1,776,512
Sewer	1,362,676	1,379,906	1,397,507	1,416,790	1,435,179
Contingency	500,000	200,000	200,000	200,000	200,000
	47,780,277	42,687,130	40,676,226	48,135,600	42,620,414
Revenue Over (Under) Expenses Before Other	(9,056,851)	(1,998,825)	858,381	(5,666,006)	885,320
Other					
Debt Proceeds	5,680,000	-	-	3,000,000	-
Debt Principal	(476,634)	(476,634)	(476,634)	(476,634)	(476,634)
Transfer from Equipment Replacement Reserve	254,955	2,652,625	2,358,085	814,253	1,639,725
Transfer from Land Sale Reserve	-	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Other Reserves	3,596,530	(179,166)	(2,741,832)	2,326,387	(2,050,411)
Transfer from (to) Surplus	-	-	-	-	-
	9,056,851	1,998,825	(858,381)	5,666,006	(885,320)
Balanced Budget	-	-	-	-	-

SCHEDULE B TO BYLAW NO. 5003 REVENUE POLICY DISCLOSURE

Objectives and Policies

The City of Port Alberni Strategic Plan provides municipal objectives and policy direction including strategic priorities in the areas of taxation, economic growth, and diversification.

Ongoing initiatives arising from these stated priorities relate directly to revenue generation, property taxation, and permissive tax exemptions. These are:

- Update and review regularly all fees and charges levied to maximize recovery of the cost of service delivery;
- Fund waste collection, sewer, and water utilities on a fee for service basis without contribution required from property taxation;
- Market and sell City owned lands excess to needs;
- Ensure strategized initiatives and projects included in the corporate strategic plan are incorporated into the 2020-2024 financial plan to allow for successful implementation of corporate strategy
- Promote revitalization of the City's commercial areas;
- Undertake capital projects identified in the plan by a combination of borrowing, senior government grant funding and reserve funding.

Considerable progress has been made on these policy directions as outlined in the City of Port Alberni's Annual Reports and Corporate Strategic Plan.

Proportion of Revenue from Funding Sources

Property Taxes – The majority of the City of Port Alberni's revenue arises from property tax; about 65% (excluding grants and borrowings) in 2020. Property tax collected between 2015 and 2020 has increased by 11.5% over the five year period.

The 2020-2024 Financial Plan provides for a 1.7% increase in property taxes collected in 2020 and 2021 followed by an increase of 10.3%, returning to 3.0% in 2024. The significant increase in 2021 is due to the reductions undertaken in 2020 to address COVID – 19 impacts. Initially the annual increase were set to achieve the implementation of all Corporate Strategic Priorities set out by Council in the 2019 Strategic Plan as well commitments to capital projects, collective bargaining agreements, and projects that require debt service.

2020-2024 Annual Tax Rates

2020	2021	2022	2023	2024
1.7%	10%	4%	3%	3%

Parcel Taxes – Approximately 0.5% of the City of Port Alberni's revenue arises from parcel taxes. This is from a single parcel tax levy (Bylaw 4444) which was implemented in 2001 to provide funding for a twin ice surface multiplex constructed in 2000. The preferred method of funding of this major recreation infrastructure project was by parcel tax rather than by property tax, partly to lessen the resulting tax burden to major industry. Property owners were given the option of paying the parcel tax in one lump sum amount up front in 2000, or by an annual amount for 20 years, beginning in 2001. Future additional parcel tax levies may fund future significant recreation infrastructure projects. No new parcel tax levies are proposed in the 2020-2024 Financial Plan.

Fees and Charges – In 2020, approximately 30% of the City of Port Alberni's revenues will be derived from fees and charges.

Services funded through fees and charges include water and sewer utilities, solid waste collection and disposal, building inspection, cemetery operations and a portion of the parks, recreation, heritage and cultural services.

City Council has directed that where possible it is preferable to charge a user fee for services that are identifiable to specific users instead of levying a general tax to all property owners.

Increases in fees and charges are incorporated into the plan for all services funded by fees and charges. The proportion of the City's revenues derived from fees and charges averages 30% (not including provincial and federal assistance on large infrastructure projects) for 2020 forward.

Borrowing Proceeds – The City borrows as needed to finance significant capital projects with more routine capital work funded through general revenue and gas taxes. Total revenue from planned borrowing in this financial plan is approximately \$5.68 Million.

Other Sources – Other revenue sources are rentals of city owned property, interest/penalties, payments in lieu of taxes and grants from senior governments.

Revenue from rentals and interest and penalties remain consistent from year to year and comprises 1 - 2% of the City's total revenues. Grants from senior governments vary significantly from year to year depending on successful application for conditional funding.

Distribution of Property Taxes among Property Classes

Council will provide the policy directions which are incorporated in the 2020-2024 Financial Plan.

Class 4 – Major Industry In 2006, Council directed that significant tax reductions be provided for Class 4 (Major Industry) taxpayers because of continued market weakness in the coastal forest industry and higher than average municipal tax rates for Major Industry in Port Alberni. These reductions were implemented in 2006 with the Major Industry share of taxation decreasing from 41.8% in 2005 to 22.1% in 2020. For 2015 through 2017, the City committed to no increase in taxes for Major Industry as part of the agreement to purchase Catalyst's sewage lagoon infrastructure. For 2020, Class 4 taxes have been increased by 1.7% in 2020 and the approach to achieve the Corporate Strategic Plan has been modified. Moving forward Council can revisit the approach to achieve the goals and objectives within the 2019-2023 Corporate Strategic Plan and the associated tax rates increases.

Class 6 – Business - Business taxes did remain at 3% in 2019. Business rates will also reflect an increase of 1.7% in 2020 and the approach to achieve the Corporate Strategic Plan has been modified. Moving forward Council can revisit the approach to achieve the goals and objectives within the 2019-2023 Corporate Strategic Plan and the associated tax rates increases. Business property tax rates dropped from \$27 per thousand dollars in assessed value in 2005 to \$13.57 per thousand in 2020. The share of tax collected from business increased from remains unchanged at 17.3% in both 2019 and 2020.

Class 1 – Residential – The Council directed that the residential tax increase will also reflect 1.7% in 2020 and the approach to achieve the Corporate Strategic Plan has been modified. Moving forward Council can revisit the approach to achieve the goals and objectives within the 2019-2023 Corporate Strategic Plan and the associated tax rates increases. Between 2005 and 2019 the share of property taxation paid by Class 1 increased from 40.0% to 59.8%. In this financial plan the share of taxation paid by the residential class remains at 59.8% in 2020.

Other Classes Approximately .5% of total taxation arises from the other property classes in Port Alberni. The Annual Increase set out above will be reflected in each class and the relative share of taxes for each of the Classes is set to remain at 2020 levels and an increase of 1.7% in each classification.

Permissive Tax Exemptions

Permissive tax exemptions are provided by the City of Port Alberni as permitted under the Community Charter and in compliance with Council policy directing the application process, eligibility criteria, exemption duration and other conditions. Permissive tax exemptions must also fall within the budget constraints identified by Council to be considered for approval.

Generally, permissive tax exemptions are a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, and cultural) and delivering services economically. Specifically, the policy allows for annual application by eligible organizations for permissive tax exemptions on the lands or buildings they occupy, with the following priorities for granting the exemption:

- athletic or recreational programs or facilities for youth;
- services and facilities for persons requiring additional supports; mental wellness and addictions;
- programming for youth and seniors;
- protection and maintenance of important community heritage;
- arts, cultural or educational programs or facilities;
- emergency or rescue services;
- services for the public in a formal partnership with the City or;
- preservation of an environmentally or ecologically sensitive area designated within the Official Community Plan;

Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of 10 years) where it is demonstrated that the services/benefits they offer to the community are of duration equal to or greater than the period of tax exemption).

Since 2005 Council has approved, on average, annual permissive tax exemptions for 34 organizations (not including places of public worship) with a total annual municipal property tax exemption value of approximately \$250,000. In 2019, 57 organizations were approved, with a total annual property tax exemption value of approximately \$243,000. The bylaw was renewed in 2019 with changes to criteria and eligibility.

Revitalization Tax Exemptions

Council adopted "City of Port Alberni Revitalization Tax Exemption Program, Bylaw No. 4824" in 2013, a more aggressive bylaw designed to encourage revitalization of the uptown area. One application was received in 2014, and is effective for 2016. One application was received in 2015 and was effective in 2017. Council amended the Bylaw in March 2016 to include Harbour Quay and City owned properties to the Schedule of eligible properties.

Also in 2016, Council adopted a new Revitalization Tax Exemption Bylaw covering all other commercial areas. Council's objective is to stimulate growth and development in the City's commercial areas by encouraging investment in new commercial space and improvements to existing commercial buildings.

Strategic Community Investment (SCI) and Traffic Fine Revenue Sharing (TFRS) Funds

The Strategic Community Investment Fund Plan is an unconditional grant from the Province to municipalities to assist them to provide basic services. The Traffic Fine Revenue Sharing Fund returns net revenues from traffic violations to municipalities responsible for policing costs.

The City is expecting to receive approximately \$591,500 in 2020. Performance targets are not expected to change from 2019 to 2020. SCI and TFRS funds are allocated to general revenue for support of local government service delivery.

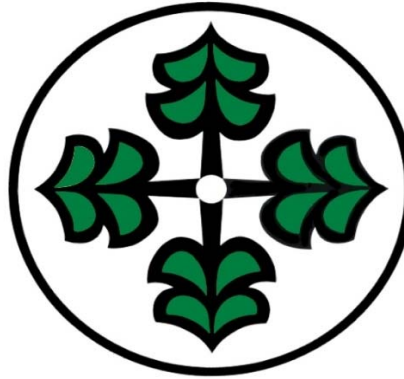
Community Gaming Funding

On October 23, 2007 the City of Port Alberni and the Province of BC signed the Host Financial Assistance Agreement providing for the transfer to the City (Host) of ten (10%) percent of net gaming revenue from the slot machines at the casino located within the City's boundaries. The budget assumes that the City of Port Alberni will continue to receive a share of gaming revenue from the casino through the five years of this financial plan. There is no long term agreement in place with the Province.

Community gaming funds must be used only on account of payment of Eligible Costs. Eligible Costs are defined by the Province as "the costs and expenses incurred by the Host for any purpose that is of public benefit to the Host and within the lawful authority of the Host."

The Financial Plan includes a reduced expectation from the Province due to the closure of all Casinos in British Columbia due the COVID – 19 pandemic. Council support a conservative approach to lower the estimated revenue to \$334,380 for 2020, yet commit to the funding provided in the table below.

2020 Funding Allocation	Funds (\$) Allocated
McLean Mill National Historic Site Operations	\$ 160,229
Visitor Centre Funding	87,411
Offset Economic Development	150,000
Community Investment Plan/Grans in Aid	48,200
Total commitments	445,840



CITY OF PORT ALBERNI
AMENDED
5 YEAR FINANCIAL PLAN

2020-2024

DRAFT



**CITY OF PORT ALBERNI
CONSOLIDATED FINANCIAL PLAN 2020-2024**


	2019	2019	2020	2021	2022	2023	2024
	<i>Actual (unaudited)</i>	<i>Budget</i>					
Revenue							
Taxes							
Property Taxes	23,151,826	23,153,216	23,556,154	25,987,007	27,016,020	27,820,211	28,648,527
Other Taxes	705,800	710,141	710,200	710,200	710,200	710,200	707,000
Grants in Lieu of Taxes	212,570	219,500	219,500	219,500	219,500	219,500	219,500
Fees and Charges							
Sales of Service	3,643,567	3,446,969	3,636,504	3,524,542	3,491,883	3,537,650	3,590,971
Sales of Service/Utilities	6,067,914	6,884,738	7,133,173	7,392,302	7,536,449	7,690,879	7,848,581
Service to other Government	57,371	167,000	167,000	167,000	167,000	167,000	167,000
User Fees/Fines	309,515	228,640	237,140	238,140	240,140	242,140	242,140
Rentals	145,112	143,200	144,300	145,500	146,700	147,900	147,900
Interest/Penalties/Miscellaneous	985,587	629,100	628,575	736,775	736,775	736,775	736,775
Grants/Other Governments	1,120,424	1,107,340	1,895,880	1,107,340	1,107,340	1,107,340	1,107,340
Other Contributions	699,630	699,630	395,000	460,000	162,600	90,000	90,000
	37,099,316	37,389,474	38,723,426	40,688,305	41,534,607	42,469,595	43,505,734
Expenses							
Debt Interest	320,914	396,128	487,816	487,816	487,816	487,816	487,816
Capital Expenses	8,799,040	8,799,040	14,698,195	8,721,303	5,870,271	12,759,802	6,225,076
Other Municipal Purposes							
General Municipal	4,237,283	3,958,444	4,137,344	4,310,001	4,472,617	4,471,229	4,613,354
Police Services	6,685,905	7,325,995	7,493,161	7,649,642	7,847,848	8,053,087	8,260,107
Fire Services	3,916,399	3,589,253	3,657,489	3,750,092	3,872,436	3,964,686	4,059,461
Other Protective Services	269,288	260,413	262,699	264,886	267,074	269,567	271,976
Transportation Services	4,373,238	4,198,108	4,134,868	4,317,829	4,464,622	4,520,702	4,572,310
Environmental Health and Development	2,271,652	2,178,658	2,669,546	2,230,842	2,121,772	2,158,613	2,245,650
Parks and Recreation	6,029,061	5,600,090	5,336,908	6,271,298	6,476,455	6,612,515	6,941,793
Cultural	1,350,617	1,302,804	1,369,031	1,442,847	1,476,477	1,506,096	1,531,180
Water	1,518,102	1,429,672	1,670,544	1,660,669	1,721,331	1,714,697	1,776,512
Sewer	1,263,687	1,243,229	1,362,676	1,379,906	1,397,507	1,416,790	1,435,179
Contingency	20,752	264,700	500,000	200,000	200,000	200,000	200,000
	41,055,937	40,546,534	47,780,277	42,687,130	40,676,226	48,135,600	42,620,414
Revenue Over (Under) Expenses Before Other	(3,956,621)	(3,157,060)	(9,056,851)	(1,998,825)	858,381	(5,666,006)	885,320
Other							
Debt Proceeds	-	-	5,680,000	-	-	3,000,000	-
Debt Principal	(254,557)	(347,143)	(476,634)	(476,634)	(476,634)	(476,634)	(476,634)
Transfer from Equipment Replacement Reserve	522,500	522,500	254,955	2,652,625	2,358,085	814,253	1,639,725
Transfer from Land Sale Reserve	683,000	683,000	-	-	-	-	-
Transfer from Cemetery Trust	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Transfer from (to) Other Reserves	2,953,609	2,222,384	3,596,530	(179,166)	(2,741,832)	2,326,387	(2,050,411)
Transfer from (to) Surplus	50,069	74,319	-	-	-	-	-
	3,956,621	3,157,060	9,056,851	1,998,825	(858,381)	5,666,006	(885,320)
Balanced Budget	-	-	-	-	-	-	-


	A	B	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF
1	CITY OF PORT ALBERNI															
2	GENERAL REVENUE FUND - 5 YEAR PLAN															
3																
4																
5																
6																
7																
8	REAL PROPERTY TAXES															
9																
10	11111 General Purposes - Taxes	22,940,182	3.00%	22,941,545	0.01%	23,344,483	1.76%	25,775,336	10.41%	26,804,349	3.99%	27,608,540	3.00%	28,436,856	3.00%	
11	11112 Debt Purposes - Taxes	211,644	-0.01%	211,671	0.01%	211,671	0.01%	211,671	0.00%	211,671	0.00%	211,671	0.00%	211,671	0.00%	
12	TAX LEVY	23,151,826	2.98%	23,153,216	0.01%	23,556,154	1.75%	25,987,007	10.32%	27,016,020	3.96%	27,820,211	2.98%	28,648,527	2.98%	
13																
14	11210 Local Improvements	-		-		-		-		-		-		-		
15	11211 Special Area Levy	10,859	3.42%	12,000	10.51%	12,000	10.51%	12,000	0.00%	12,000	0.00%	12,000	0.00%	12,000	0.00%	
16	SPECIAL ASSESSMENTS	10,859	3.42%	12,000	10.51%	12,000	10.51%	12,000	0.00%	12,000	0.00%	12,000	0.00%	12,000	0.00%	
17																
18	11910 Utility Tax 1%	694,941	15.82%	694,941	0.00%	695,000	0.01%	695,000	0.00%	695,000	0.00%	695,000	0.00%	695,000	0.00%	
19	TAXES	23,857,626	3.31%	23,860,157	0.01%	24,263,154	1.70%	26,694,007	10.02%	27,723,020	3.85%	28,527,211	2.90%	29,355,527	2.90%	
20																
21	FEDERAL GOVERNMENT															
22	12110 Federal Building Grant	530	5.98%	500	-5.64%	500	-5.64%	500	0.00%	500	0.00%	500	0.00%	500	0.00%	
23	12210 CBC Grant	2,815	40.77%	2,000	-28.96%	2,000	-28.96%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	
24	PROVINCIAL GOVERNMENT															
25	12310 Provincial Government Grant	44,553	-0.99%	45,800	2.80%	45,800	2.80%	45,800	0.00%	45,800	0.00%	45,800	0.00%	45,800	0.00%	
26	12410 BC Hydro	104,421	-5.93%	111,000	6.30%	111,000	6.30%	111,000	0.00%	111,000	0.00%	111,000	0.00%	111,000	0.00%	
27	12411 Public Housing Grant (in lieu of taxes)	59,851	-0.25%	60,000	0.25%	60,000	0.25%	60,000	0.00%	60,000	0.00%	60,000	0.00%	60,000	0.00%	
28	OTHER ENTITIES															
29	12910 University of Victoria	400	100.00%	200	-50.00%	200	-50.00%	200	0.00%	200	0.00%	200	0.00%	200	0.00%	
30	GRANTS IN LIEU OF TAXES	212,570	-2.80%	219,500	3.26%	219,500	3.26%	219,500	0.00%	219,500	0.00%	219,500	0.00%	219,500	0.00%	
31																
32	SERVICES PROVIDED TO GOVERNMENT															
33																
34	13121 PRISONER EXPENSE RECOVERY	57,371	-65.65%	167,000	191.09%	167,000	191.09%	167,000	0.00%	167,000	0.00%	167,000	0.00%	167,000	0.00%	
35																
36	SALES OF SERVICES															
37																
38	14120 ADMINISTRATION SERVICE CHARGE	36,173	20.58%	33,000	-8.77%	33,000	-8.77%	33,000	0.00%	33,000	0.00%	33,000	0.00%	33,000	0.00%	
39	14120.3082 HR Recoveries	500	0.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%	
40																
41	14221 Law Enforcement Service Charge	225,552	75.07%	128,973	-42.82%	129,112	-42.76%	129,252	0.11%	129,394	0.11%	129,537	0.11%	129,680	0.11%	
42	14241 Fire Department Service Charge	116,528	-36.30%	188,723	61.95%	192,181	64.92%	195,709	1.84%	199,198	1.78%	202,771	1.79%	206,826	2.00%	
43	PROTECTIVE SERVICES	342,080	9.72%	317,696	-7.13%	321,293	-6.08%	324,961	1.14%	328,592	1.12%	332,308	1.13%	336,506	1.26%	
44																
45	14310 Public Works Service Charge	45,773	-30.22%	65,600	43.32%	77,600	69.53%	77,600	0.00%	77,600	0.00%	77,600	0.00%	77,600	0.00%	
46	14400 Public Transit Revenue	309,418	-6.71%	342,122	10.57%	335,113	8.30%	340,298	1.55%	340,960	0.19%	341,635	0.20%	341,635	0.00%	
47	TRANSPORTATION SERVICES	355,191	-10.60%	407,722	14.79%	412,713	16.19%	417,898	1.26%	418,560	0.16%	419,235	0.16%	419,235	0.00%	
48																
49	14433 Commercial Solid Waste Collection	18,695	133.69%	13,000	-30.46%	13,000	-30.46%	13,000	0.00%	13,000	0.00%	13,000	0.00%	13,000	0.00%	
50	14434 Residential Solid Waste Collection	680,692	-0.74%	709,626	4.25%	766,396	12.59%	827,708	8.00%	893,488	7.95%	912,252	2.10%	941,495	3.21%	
51	ENV HEALTH WASTE COLLECTION	699,388	0.81%	722,626	3.32%	779,396	11.44%	840,708	7.87%	906,488	7.82%	925,252	2.07%	954,495	3.16%	
52																
53	14516 PUBLIC HEALTH-CEMETERIES	71,550	16.91%	61,200	-14.47%	61,200	-14.47%	61,200	0.00%	61,200	0.00%	61,200	0.00%	61,200	0.00%	
54																
55	14550 PLANNING ADMINISTRATION	73,827	220.99%	23,500	-68.17%	24,500	-66.81%	24,500	0.00%	25,500	4.08%	25,500	0.00%	25,500	0.00%	
56																
57	14560 ECONOMIC DEVELOPMENT	302,399	616.08%	126,300	-58.23%	521,833	72.56%	146,833	-71.86%	21,833	-85.13%	21,833	0.00%	21,833	0.00%	
58																
59	14600 Marine Commercial Building	79,764	7.89%	74,668	-6.39%	75,415	-5.45%	76,169	1.00%	76,931	1.00%	77,700	1.00%	78,477	1.00%	
60	14601 Port Building	23,471	4.02%	22,789	-2.90%	23,017	-1.93%	23,247	1.00%	23,479	1.00%	23,714	1.00%	23,951	1.00%	
61	14602 Market Square	27,807	-21.40%	35,731	28.50%	30,088	8.20%	36,449	21.14%	36,813	1.00%	37,182	1.00%	37,553	1.00%	
62	14690 A. H. Q. Miscellaneous Revenue	-	-100.00%	2,500	#DIV/0!	2,500	#DIV/0!	2,500	0.00%	2,500	0.00%	2,500	0.00%	2,500	0.00%	

	A	B	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF
1	CITY OF PORT ALBERNI															
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3																
4																
5																
6																
7																
63	ALBERNI HARBOUR QUAY	131,042	-2.48%		135,688	3.55%	131,020	-0.02%	138,365	5.61%	139,723	0.98%	141,096	0.98%	142,481	0.98%
64	RECREATION SERVICES															
65	RECREATION FACILITIES															
66																
67																
68		-			-		-		-		-		-		-	
69	14710 Gyro Youth Centre	8,454	18.40%		8,000	-5.37%	8,160	-3.48%	8,323	2.00%	8,406	1.00%	8,490	1.00%	8,575	1.00%
70	14712 Echo '67 Centre	209,861	-3.59%		222,035	5.80%	226,490	7.92%	231,032	2.01%	233,342	1.00%	235,676	1.00%	238,033	1.00%
71	14714 Glenwood Centre	55,536	27.03%		42,470	-23.53%	42,015	-24.35%	42,817	1.91%	43,245	1.00%	43,678	1.00%	44,115	1.00%
72	14716 Echo Aquatic Centre	40,345	4.25%		39,444	-2.23%	41,142	1.97%	41,925	1.90%	42,344	1.00%	42,768	1.00%	43,195	1.00%
73	14718 AV Multiplex	573,902	4.16%		557,441	-2.87%	444,883	-22.48%	499,832	12.35%	504,830	1.00%	509,878	1.00%	514,977	1.00%
74	14720 Stadium & Athletic Fields	27,146	-26.35%		37,567	38.39%	29,100	7.20%	29,551	1.55%	29,683	0.45%	29,817	0.45%	29,952	0.45%
75	RECREATION PROGRAMS	-			-		-		-		-		-		-	
76		-			-		-		-		-		-		-	
77		-			-		-		-		-		-		-	
78	SPORT PROGRAMS	-			-		-		-		-		-		-	
80	14730 Glenwood Centre	1,236	-75.28%		4,272	245.63%	3,020	144.34%	3,055	1.16%	3,091	1.18%	3,127	1.16%	3,158	0.99%
81	14732 Echo Aquatic Centre	260,073	2.65%		258,417	-0.64%	132,198	-49.17%	247,042	86.87%	251,982	2.00%	257,022	2.00%	262,162	2.00%
82	14734 AV Multiplex	33,400	50.08%		22,063	-33.94%	25,260	-24.37%	27,033	7.02%	27,510	1.76%	28,060	2.00%	28,621	2.00%
84		-			-		-		-		-		-		-	
85	LEISURE DIVISION PROGRAMS	-			-		-		-		-		-		-	
86	14738 Children's Programs	46,926	-37.43%		76,500	63.02%	58,000	23.60%	59,160	2.00%	60,343	2.00%	61,550	2.00%	62,781	2.00%
87	14740 Youth Programs & Services	889	-40.71%		4,335	387.45%	4,422	397.23%	4,510	1.99%	4,600	2.00%	4,692	2.00%	4,786	2.00%
88	14742 Adult Programs	74,655	-12.17%		66,300	-11.19%	67,626	-9.42%	68,979	2.00%	70,358	2.00%	71,765	2.00%	73,201	2.00%
89	14750 Special Events	1,652	65.19%		1,326	-19.73%	1,353	-18.09%	1,380	2.00%	1,407	1.96%	1,435	1.99%	1,464	2.02%
90		-			-		-		-		-		-		-	
91	COMMUNITY SERVICES	-			-		-		-		-		-		-	
92	14760 Community Services Misc Revenue	8,705	148.72%		3,500	-59.79%	3,500	-59.79%	3,550	1.43%	3,601	1.44%	3,653	1.44%	3,706	1.45%
94	14770 Contributions & Grants	139,249	-10.10%		159,117	14.27%	163,380	17.33%	167,688	2.64%	169,045	0.81%	170,415	0.81%	171,795	0.81%
95	RECREATION SERVICES	1,482,031	-0.97%		1,502,787	1.40%	1,250,549	-15.62%	1,435,877	14.82%	1,453,787	1.25%	1,472,026	1.25%	1,490,521	1.26%
96																
97	CULTURAL SERVICES															
98																
99	MUSEUM SERVICES															
100	14810 Museum-Sales & Service	57,686	137.88%		32,550	-43.57%	32,100	-44.35%	32,300	0.62%	34,300	6.19%	37,300	8.75%	37,300	0.00%
101	14820 Museum-Federal Grants	15,000	349.10%		3,400	-77.33%	3,400	-77.33%	3,400	0.00%	3,400	0.00%	3,400	0.00%	3,400	0.00%
102	14830 Museum-Provincial Grants	76,700	18.00%		80,000	4.30%	65,000	-15.25%	65,000	0.00%	65,000	0.00%	65,000	0.00%	65,000	0.00%
104	CULTURAL SERVICES	149,386	61.34%		115,950	-22.38%	100,500	-32.72%	100,700	0.20%	102,700	1.99%	105,700	2.92%	105,700	0.00%
105																
106	SALES OF SERVICES	3,643,567	10.97%		3,446,969	-5.40%	3,636,504	-0.19%	3,524,542	-3.08%	3,491,883	-0.93%	3,537,650	1.31%	3,590,971	1.51%
107																
108	OTHER REVENUE OWN SOURCES															
109																
110	15110 Business Licence Fees	159,395	32.83%		130,000	-18.44%	130,000	-18.44%	130,000	0.00%	130,000	0.00%	130,000	0.00%	130,000	0.00%
112	15160 Dog Licence Fees	28,705	187.05%		10,000	-65.16%	10,000	-65.16%	10,000	0.00%	10,000	0.00%	10,000	0.00%	10,000	0.00%
113	15170 Building & Plumbing Permit Fees	74,902	-2.72%		78,000	4.14%	79,000	5.47%	80,000	1.27%	82,000	2.50%	84,000	2.44%	84,000	0.00%
114	15181 Other Const/Demolition Permit Fees	40	-71.43%		140	250.00%	140	250.00%	140	0.00%	140	0.00%	140	0.00%	140	0.00%
115	15190 Vacant Bldg Registration Permit Fees	-	-100.00%		1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%
116	LICENCES & PERMITS	263,042	26.38%		219,140	-16.69%	220,140	-16.31%	221,140	0.45%	223,140	0.90%	225,140	0.90%	225,140	0.00%
117																
118	15210 FINES & PARKING TICKETS	46,473	389.19%		9,500	-79.56%	17,000	-63.42%	17,000	0.00%	17,000	0.00%	17,000	0.00%	17,000	0.00%
119		-			-		-		-		-		-		-	
120	15320 RENTALS	145,112	2.12%		143,200	-1.32%	144,300	-0.56%	145,500	0.83%	146,700	0.82%	147,900	0.82%	147,900	0.00%
121		-			-		-		-		-		-		-	
122	15510 Interest On Investments	396,667	72.46%		235,000	-40.76%	240,000	-39.50%	240,000	0.00%	240,000	0.00%	240,000	0.00%	240,000	0.00%
123	15590 Other Interest	70,967	183.87%		28,000	-60.54%	28,000	-60.54%	28,000	0.00%	28,000	0.00%	28,000	0.00%	28,000	0.00%
124	RETURN ON INVESTMENTS	467,634	83.39%		263,000	-43.76%	268,000	-42.69%	268,000	0.00%	268,000	0.00%	268,000	0.00%	268,000	0.00%


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1	CITY OF PORT ALBERNI															
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3																
4																
5																
6																
7																
125																
126	15611 Current Tax Penalties	147,332	23.81%	118,000	-19.91%	118,000	-19.91%	118,000	0.00%	118,000	0.00%	118,000	0.00%	118,000	0.00%	0.00%
127	15621 Arrears & Delinquent Tax Interest	48,785	8.89%	45,100	-7.55%	45,100	-7.55%	45,100	0.00%	45,100	0.00%	45,100	0.00%	45,100	0.00%	0.00%
128	15625 Residential Garbage Penalties	9,750	-2.50%	11,400	16.92%	1,400	-85.64%	11,400	714.29%	11,400	0.00%	11,400	0.00%	11,400	0.00%	0.00%
129	PENALTIES & INTEREST	205,867	18.45%	174,500	-15.24%	164,500	-20.09%	174,500	6.08%	174,500	0.00%	174,500	0.00%	174,500	0.00%	0.00%
130																
131	15930 Miscellaneous Revenue	117,570	-52.88%	94,500	-19.62%	94,500	-19.62%	192,700	103.92%	192,700	0.00%	192,700	0.00%	192,700	0.00%	0.00%
132	15940 Miscellaneous Revenue-IT Services	28,275	18.80%	23,800	-15.83%	28,275	0.00%	28,275	0.00%	28,275	0.00%	28,275	0.00%	28,275	0.00%	0.00%
133	MISCELLANEOUS REVENUE	145,845		118,300		122,775		220,975	79.98%	220,975	0.00%	220,975	0.00%	220,975	0.00%	0.00%
134																
135	OTHER REVENUE OWN SOURCES	1,273,973	19.98%	927,640	-27.19%	936,715	-26.47%	1,047,115	11.79%	1,050,315	0.31%	1,053,515	0.30%	1,053,515	0.00%	0.00%
136																
137	UNCONDITIONAL TRANSFERS OTHER GOV'T															
138																
139	PROVINCIAL GOVERNMENT															
140	16212 Small Community Protection Grant	280,144	8.16%	288,700	3.05%	288,700	3.05%	288,700	0.00%	288,700	0.00%	288,700	0.00%	288,700	0.00%	0.00%
141	16214 Revenue Sharing - Traffic Fines	312,700	11.40%	302,800	-3.17%	302,800	-3.17%	302,800	0.00%	302,800	0.00%	302,800	0.00%	302,800	0.00%	0.00%
142	16215 Community Gaming Revenue	445,840	0.00%	445,840	0.00%	334,380	-25.00%	445,840	33.33%	445,840	0.00%	445,840	0.00%	445,840	0.00%	0.00%
143	UNCOND TFRS OTHER GOV'T	1,038,684	5.39%	1,037,340	-0.13%	925,880	-10.86%	1,037,340	12.04%	1,037,340	0.00%	1,037,340	0.00%	1,037,340	0.00%	0.00%
144																
145	CONDITIONAL TRANSFERS OTHER															
146	18120 Grants/Contributions UBCM/FCM	-		-		-		-		-		-		-		-
147	18121 Grants/Contributions Other	81,740	16.77%	70,000	-14.36%	70,000	-14.36%	70,000	0.00%	70,000	0.00%	70,000	0.00%	70,000	0.00%	0.00%
148	CONDITIONAL TRANSFERS OTHER	81,740		70,000		70,000		70,000		70,000		70,000		70,000		0.00%
149																
150	OTHER TRANSFERS & COLLECTIONS															
151																
152																
153	19110 Cemetery Trust Fund	2,000	-26.25%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	0.00%
156	19114 Operating Funds From Prior Years	507,069	27.03%	507,069	0.00%	772,009	52.25%	400,000	-48.19%	400,000	0.00%	400,000	0.00%	400,000	0.00%	0.00%
157	19115 Transfer from RCMP Surplus Reserve	-	0	-	0	286,061	0	291,282	1.83%	296,607	1.83%	302,040	1.83%	307,581	1.83%	1.83%
158	TRANSFERS FROM OWN RESERVES	509,069	26.67%	509,069	0.00%	1,060,070	108.24%	693,282	-34.60%	402,000	-42.01%	402,000	0.00%	402,000	0.00%	0.00%
159																
160	COLLECTIONS FOR OTHER GOV'T															
161																
162	19811 Non-Residential School Tax	1,792,267	-14.65%	2,100,000	17.17%	1,800,000	0.43%	1,800,000	0.00%	1,800,000	0.00%	1,800,000	0.00%	1,800,000	0.00%	0.00%
163	19812 Residential School Tax	3,785,950	26.20%	3,000,000	-20.76%	3,000,000	-20.76%	3,000,000	0.00%	3,000,000	0.00%	3,000,000	0.00%	3,000,000	0.00%	0.00%
164		5,578,217	9.38%	5,100,000	-8.57%	4,800,000	-13.95%	4,800,000	0.00%	4,800,000	0.00%	4,800,000	0.00%	4,800,000	0.00%	0.00%
165																
166	REGIONAL GOVERNMENT															
167	11212 Parcel Tax	134,857	0.64%	134,000	-0.64%	134,000	-0.64%	-	-100.00%	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	#DIV/0!
168	19820 Alberni-Clayoquot Regional Hosp Dist	692,174	-2.18%	760,000	9.80%	760,000	9.80%	760,000	0.00%	760,000	0.00%	760,000	0.00%	760,000	0.00%	0.00%
169	19821 Alberni-Clayoquot Regional District	1,329,467	24.25%	1,170,000	-11.99%	1,170,000	-11.99%	1,170,000	0.00%	1,170,000	0.00%	1,170,000	0.00%	1,170,000	0.00%	0.00%
170		2,156,498	12.81%	2,064,000	-4.29%	2,064,000	-4.29%	1,930,000	-6.49%	1,930,000	0.00%	1,930,000	0.00%	1,930,000	0.00%	0.00%
171																
172	JOINT BOARDS AND COMMISSIONS															
173	19830 Municipal Finance Authority	1,186	137.12%	500	-57.83%	500	-57.83%	500	0.00%	500	0.00%	500	0.00%	500	0.00%	0.00%
174	19831 BC Assessment	166,967	4.35%	160,000	-4.17%	160,000	-4.17%	160,000	0.00%	160,000	0.00%	160,000	0.00%	160,000	0.00%	0.00%
175		168,153	4.77%	160,500	-4.55%	160,500	-4.55%	160,500	0.00%	160,500	0.00%	160,500	0.00%	160,500	0.00%	0.00%
176																
177	OTHER TRANSFERS, COLLECTIONS	7,902,868	10.19%	7,324,500	-7.32%	7,024,500	-11.11%	6,890,500	-1.91%	6,890,500	0.00%	6,890,500	0.00%	6,890,500	0.00%	0.00%
178																
179	GENERAL FUND REVENUE	38,577,467	5.83%	37,562,175	-2.63%	38,303,323	-0.71%	40,343,285	5.33%	41,051,558	1.76%	41,904,716	2.08%	42,786,353	2.10%	2.10%
180																

	A	B	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH
1		CITY OF PORT ALBERNI																
2		GENERAL REVENUE FUND - 5 YEAR PLAN																
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1	CITY OF PORT ALBERNI																	
2	GENERAL REVENUE FUND - 5 YEAR PLAN																	
3	*** Highlighted Items are Strategic Priorities																	
4																		
5		2019			2019		2020		2021		2022		2023		2024		Aggregate	
6		Actual (unaudited)			Budget												Change	
7																	2020-2024	
141		STORM DRAINAGE																
142		OPEN DRAINAGE																
143		23311 Ditch, Creek & Dyke Maintenance	79,690	-31.71%	118,222	48.35%	99,000	24.23%	100,880	1.90%	102,802	1.91%	104,950	2.09%	106,964	1.92%	32.04%	
144		STORM SEWERS																
146		23331 Storm Sewer Maintenance	145,947	8.11%	115,500	-20.86%	114,840	-21.31%	116,722	1.64%	118,648	1.65%	120,790	1.81%	122,808	1.67%	-14.55%	
147		23333 Storm Sewer Pump Station	9,450	-23.17%	10,520	11.32%	8,814	-6.73%	8,970	1.77%	9,129	1.77%	9,297	1.84%	9,462	1.77%	0.42%	
148		23335 Storm Sewer Connections	120,715	114.89%	63,000	-47.81%	88,000	-27.10%	89,360	1.55%	90,751	1.56%	92,303	1.71%	93,760	1.58%	-20.71%	
149		STORM DRAINAGE	355,803	11.13%	307,242	-13.65%	310,654	-12.69%	315,932	1.70%	321,330	1.71%	327,340	1.87%	332,994	1.73%	-5.68%	
150		OTHER COMMON SERVICES																
151		23881 Training Program	36,791	-51.77%	64,933	76.49%	39,120	6.33%	39,944	2.11%	40,785	2.11%	41,735	2.33%	42,615	2.11%	14.98%	
153		23882 Safety	36,220	7.89%	41,300	14.03%	41,959	15.85%	42,376	0.99%	42,802	1.01%	43,289	1.14%	43,734	1.03%	20.01%	
154		23884 Special Streets Work Orders	264	-96.70%	8,100	2966.09%	8,012	2932.78%	8,178	2.07%	8,348	2.08%	8,535	2.24%	8,713	2.09%	2941.26%	
156		OTHER COMMON SERVICES	73,274	-37.83%	114,333	56.03%	89,091	21.59%	90,498	1.58%	91,935	1.59%	93,559	1.77%	95,062	1.61%	28.13%	
157		OTHER																
159		23510 PUBLIC TRANSIT	1,093,646	-0.21%	1,093,646	0.00%	1,090,133	-0.32%	1,232,442	13.05%	1,331,147	8.01%	1,331,147	0.00%	1,331,147	0.00%	20.74%	
160		RECOVERIES																
161		23951 General Overhead Recovery	(716,016)	-13.21%	(841,500)	17.53%	(858,000)	19.83%	(875,000)	1.98%	(893,000)	2.06%	(910,800)	1.99%	(929,000)	2.00%	27.86%	
162		23952 Main Building Expense Recovery	(24,000)	2.13%	(24,000)	0.00%	(24,400)	1.67%	(24,900)	2.05%	(25,400)	2.01%	(25,900)	1.97%	(26,400)	1.93%	9.62%	
163		23953 Shop Overhead Recovery	(88,288)	-11.36%	(101,600)	15.08%	(103,600)	17.34%	(105,700)	2.03%	(107,800)	1.99%	(109,900)	1.95%	(112,100)	2.00%	25.31%	
164		23958 Equipment Charges Recovery	(439,311)	-19.10%	(554,000)	26.11%	(565,000)	28.61%	(576,300)	2.00%	(587,800)	2.00%	(599,500)	1.99%	(611,500)	2.00%	36.60%	
165		23959 Gravel Cost Recovery	(145,931)	40.32%	(106,000)	-27.36%	(108,000)	-25.99%	(110,000)	1.85%	(112,000)	1.82%	(114,200)	1.96%	(116,500)	2.01%	-18.34%	
166		RECOVERIES	(1,413,545)	-11.38%	(1,627,100)	15.11%	(1,659,000)	17.36%	(1,691,900)	1.98%	(1,726,000)	2.02%	(1,760,300)	1.99%	(1,795,500)	2.00%	25.35%	
167		TRANSPORTATION SERVICE	4,373,238	2.62%	4,198,108	-4.00%	4,134,868	-5.45%	4,317,829	4.42%	4,464,622	3.40%	4,520,702	1.26%	4,572,310	1.14%	4.77%	
168		ENVIRONMENTAL HEALTH SERVICES																
169		SOLID WASTE COLLECTION																
170		24320 Residential Waste Collection	524,039	21.56%	437,549	-16.50%	475,983	-9.17%	487,351	2.39%	487,351	0.00%	502,009	3.01%	527,117	5.00%	1.23%	
171		24322 Solid Waste Containers Purchase & Mtce	5,726	54.76%	3,720	-35.04%	7,706	34.57%	7,812	1.38%	7,921	1.40%	8,044	1.55%	8,157	1.40%	40.30%	
172		24323 Solid Waste Disposal Fees	380,397	50.65%	255,025	-32.96%	390,370	2.62%	394,274	1.00%	398,216	1.00%	402,199	1.00%	406,221	1.00%	6.62%	
173		24324 City Facility Solid Waste Collection	10,831	-76.31%	46,374	328.18%	47,431	337.94%	48,514	2.28%	49,622	2.28%	50,845	2.46%	52,008	2.29%	347.26%	
174		ENVIRONMENTAL HEALTH	920,993	25.64%	742,668	-19.36%	921,490	0.05%	937,951	1.79%	943,110	0.55%	963,097	2.12%	993,503	3.16%	7.67%	
175		PUBLIC HEALTH																
176		25161 Cemetery Maintenance	11,249	-26.37%	15,432	37.18%	15,690	39.48%	15,938	1.58%	16,190	1.58%	16,475	1.76%	16,870	63.10%	107.49%	
177		25162 Interments	36,581	17.76%	31,574	-13.69%	39,345	7.56%	37,577	-4.49%	38,325	1.99%	39,167	2.20%	39,949	2.00%	9.25%	
178		25163 Memorial Marker Installation	27,794	94.62%	14,537	-47.70%	14,828	-46.65%	15,125	2.00%	15,428	2.00%	15,772	2.23%	16,088	2.00%	-38.41%	
179		CEMETERIES	75,624	24.75%	61,543	-18.62%	69,863	-7.62%	68,640	-1.75%	69,943	1.90%	71,414	2.10%	82,907	16.09%	10.73%	
180		PUBLIC HEALTH	75,624	24.75%	61,543	-18.62%	69,863	-7.62%	68,640	-1.75%	69,943	1.90%	71,414	2.10%	82,907	16.09%	10.73%	
181		ENVIRONMENTAL DEVELOPMENT					109,292											
182		26129 Planning Administration	259,998	-0.90%	267,080	2.72%	369,290	42.04%	383,260	3.78%	387,809	1.19%	392,763	1.28%	400,618	2.00%	50.28%	Strategic Initiative- Additional planning staff
183		26132 Consulting Services	-		-		80,000											Strategic Initiative- OCP Project
184		RESEARCH AND PLANNING	259,998	-0.90%	267,080	2.72%	449,290	72.81%	383,260	-14.70%	387,809	1.19%	392,763	1.28%	400,618	2.00%	62.57%	
185		26234 Business Development	136,111	74.50%	80,000	-41.22%	80,000	-41.22%	80,000	0.00%	80,000	0.00%	80,000	0.00%	80,000	0.00%	-41.22%	
186		26235 Economic Development	637,265	50.86%	751,525	17.93%	902,604	41.64%	526,635	-41.65%	404,482	-23.20%	412,796	2.06%	418,189	1.31%	-19.85%	
187		26237 Community Serv-Community Inv Program	43,693	1.14%	39,200	-10.28%	37,200	-14.86%	33,200	-10.75%	33,200	0.00%	33,200	0.00%	33,200	0.00%	-25.61%	
188		26238 Community Serv-Community Engagement	-	-100.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%	500	0.00%	#DIV/0!	
189		COMMUNITY DEVELOPMENT	817,069	50.16%	871,225	6.63%	1,020,304	24.87%	640,335	-37.24%	518,182	-19.08%	526,496	1.60%	531,889	1.02%	-28.81%	
190		26701 Alberni Harbour Quay Overhead	17,920	-8.67%	19,741	10.16%	19,864	10.85%	20,127	1.32%	20,395	1.33%	20,666	1.33%	20,943	1.34%	16.17%	
191		26770 Harbour Quay - Buildings Maintenance	81,039	-14.38%	104,856	29.39%	101,324	25.03%	92,244	-8.96%	93,166	1.00%	94,118	1.02%	124,890	32.70%	50.79%	
192		ALBERNI HARBOUR QUAY	98,959	-13.40%	124,597	25.91%	121,188	22.46%	112,371	-7.28%	113,561	1.06%	114,784	1.08%	145,833	27.05%	44.37%	
193		OTHER ENVIRONMENTAL DEVELOPMENT																
194		26800 Green Home Renovation Program	-		-		-		-		-		-		-			
195		26810 Security Lighting Incentive Program	13,321		25,000		-		-		-		-		-			
196		26911 Chamber of Commerce Visitor Centre	85,688	0.00%	86,545	1.00%	87,411	2.01%	88,285	1.00%	89,167	1.00%	90,059	1.00%	90,900	0.93%	5.94%	
197		26917 Promotion of Tourism	-		-		-		-		-		-		-			
198		OTHER	99,009	-10.55%	111,545	12.66%	87,411	-11.71%	88,285	1.00%	89,167	1.00%	90,059	0.93%	90,900	0.93%	-7.78%	
199		ENVIRONMENTAL DEVELOPMENT	1,275,035	23.62%	1,374,447	7.80%	1,678,193	31.62%	1,224,251	-27.05%	1,108,719	-9.44%	1,124,102	1.39%	1,169,240	4.02%	0.54%	

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1	CITY OF PORT ALBERNI																	
2	GENERAL REVENUE FUND - 5 YEAR PLAN																	
3	*** Highlighted Items are Strategic Priorities																	
4																		
5		2019			2019		2020		2021		2022		2023		2024		Aggregate	
6		<i>Actual (unaudited)</i>			<i>Budget</i>												<i>Change</i>	
7																	<i>2020-2024</i>	
218		PARKS, RECREATION & HERITAGE																
219		RECREATION FACILITIES																
220		ADMINISTRATION																
221		27110 Parks, Recreation & Heritage Mgmt Serv	508,828	-1.40%	555,459	9.16%	565,046	11.05%	574,833	1.73%	584,385	1.66%	594,128	1.67%	604,068	1.67%	17.78%	
222		COMMUNITY CENTRES AND HALLS																
223		27120 Gyro Youth Centre Maintenance	78,700	125.86%	43,872	-44.25%	172,339	118.98%	165,122	-4.19%	167,957	1.72%	171,148	1.90%	217,380	27.01%	145.42%	
224		27124 Glenwood Concessions	3,326	-45.29%	4,072	22.43%	4,127	24.09%	4,183	1.36%	4,240	1.36%	4,297	1.34%	4,355	1.35%	29.50%	
225		27126 Glenwood Skate Shop	1,482	-56.94%	3,362	126.81%	3,399	129.31%	3,467	2.00%	3,537	2.02%	3,607	1.98%	3,679	2.00%	137.31%	
226		27128 Glenwood Centre Maintenance	46,803	-42.18%	75,923	62.22%	77,044	64.61%	74,452	-3.36%	73,887	-0.76%	73,073	-1.10%	80,404	10.03%	69.42%	
227		27129 Bob Dailey Stadium	13,869	36.65%	9,369	-32.44%	9,523	-31.33%	9,619	1.01%	9,715	1.00%	9,813	1.01%	11,996	22.25%	-6.07%	
228		27130 Echo Activity Centre Maintenance	378,191	-1.65%	388,351	2.69%	427,808	13.12%	388,968	-9.08%	392,992	1.03%	397,268	1.09%	437,136	10.04%	16.20%	
230		27134 Echo Aquatic Maintenance	464,342	-11.71%	540,087	16.31%	506,149	9.00%	551,566	8.97%	557,142	1.01%	562,907	1.03%	620,347	10.20%	30.23%	
231		27140 AV Multiplex Concessions	127,984	-20.01%	155,122	21.20%	139,038	8.64%	158,985	14.35%	160,964	1.24%	162,976	1.25%	165,020	1.25%	26.73%	
232		27142 AV Multiplex Skate Shop	5,749	-43.56%	11,040	92.05%	8,798	53.04%	8,959	1.83%	9,122	1.82%	9,289	1.83%	9,475	2.00%	60.53%	
233		27144 AV Multiplex Maintenance	1,036,729	34.32%	784,103	-24.37%	786,960	-24.09%	804,933	2.28%	813,060	1.01%	821,298	1.01%	890,054	8.37%	-11.41%	
234		27146 Parks Building & Fieldhouses	116,439	24.56%	95,606	-17.89%	96,913	-16.77%	97,869	0.99%	98,856	1.01%	99,741	0.90%	126,240	26.57%	12.69%	
235		27148 Echo Park Complex	66,573	30.30%	47,853	-28.12%	63,407	-4.76%	43,632	-31.19%	44,067	1.00%	44,511	1.01%	73,828	65.86%	31.93%	
236		RECREATION PROGRAMS																
237		SPORT PROGRAMS																
241		27156 Glenwood Centre Programs	2,207	-75.96%	1,724	-21.89%	1,748	-20.80%	1,773	1.43%	1,798	1.41%	1,824	1.45%	1,860	1.97%	-14.54%	
242		27160 Echo Aquatic Programs	741,235	-5.06%	772,930	4.28%	510,306	-31.15%	825,628	61.79%	838,178	1.52%	838,178	0.00%	854,447	1.94%	34.10%	
243		27163 AV Multiplex Programs	215,111	16.51%	186,223	-13.43%	148,866	-30.80%	191,550	28.67%	194,277	1.42%	196,996	1.40%	200,822	1.94%	2.64%	
244		LEISURE PROGRAMS																
246		27166 Leisure Service Programs	253,577	-11.00%	291,810	15.08%	184,625	-27.19%	303,555	64.42%	309,604	1.99%	315,774	1.99%	322,066	1.99%	43.20%	
247		27170 Youth Services and Programs	23,227	-6.34%	23,565	1.46%	15,971	-31.24%	24,384	52.68%	24,804	1.72%	25,233	1.73%	25,717	1.92%	26.81%	
248		27173 Children's Programs	82,158	-25.98%	132,500	61.27%	80,049	-2.57%	137,648	71.95%	140,298	1.93%	143,000	1.93%	145,203	1.54%	74.78%	
249		27180 Adult Programs	63,868	-8.76%	70,700	10.70%	50,407	-21.08%	72,121	43.08%	72,842	1.00%	73,571	1.00%	74,306	1.00%	25.00%	
250		SPECIAL EVENTS																
251		27190 Special Events	2,666	-85.22%	18,081	578.15%	17,103	541.47%	17,125	0.13%	17,147	0.13%	17,170	0.13%	17,264	0.55%	542.41%	
252		27198 Vehicle Maintenance & Repair	7,639	-54.81%	10,581	38.52%	10,779	41.11%	10,880	0.94%	11,748	7.98%	11,771	0.20%	12,428	5.58%	55.80%	
255		RECREATION FACILITIES & PROGRAMS	4,705,044	13.41%	4,222,333	-10.26%	3,880,405	-17.53%	4,471,252	15.23%	4,530,620	1.33%	4,577,573	1.04%	4,898,095	7.00%	7.07%	
256		PARKS AND PLAYGROUNDS																
257		27210 Parks & Facility Management Services	307,050	21.20%	257,056	-16.28%	261,889	-14.71%	266,820	1.88%	271,852	1.89%	276,985	1.89%	282,221	1.89%	-7.16%	
259		27215 Parks Maintenance	609,210	-3.96%	643,628	5.65%	720,202	18.22%	1,029,974	43.01%	1,186,937	15.24%	1,267,105	6.75%	1,187,015	-6.32%	76.90%	Strategic Initiative- Tree Planting/ Trail Maintenance
260		27220 Horticultural Services	300,446	5.35%	306,679	2.07%	301,688	0.41%	304,686	0.99%	307,674	0.98%	310,702	0.98%	373,607	20.25%	23.62%	
261		27225 Vehicles & Equipment Mtce & Repair	141,690	-15.81%	169,977	19.96%	172,717	21.90%	174,441	1.00%	176,166	0.99%	177,907	0.99%	183,964	3.40%	28.28%	
262		27230 Parks Upgrading	35,278	-59.80%	87,014	146.65%	88,333	150.39%	114,218	29.30%	95,101	-16.74%	95,976	0.92%	112,499	17.22%	181.10%	Strategic Initiative- Trail Wayfinding Signage
263		27499 Equipment Recovery (69,656)		-17.95%	(86,595)	24.32%	(88,326)	26.80%	(90,093)	2.00%	(91,895)	2.00%	(93,733)	2.00%	(95,608)	2.00%	34.81%	
264		PARKS & PLAYGROUNDS	1,324,019	-1.49%	1,377,759	4.06%	1,456,503	10.01%	1,800,046	23.59%	1,945,835	8.10%	2,034,942	4.58%	2,043,698	0.43%	46.70%	
265		CULTURAL SERVICES																
267		27510 Museum Services	283,435	-15.20%	313,596	10.64%	230,458	-18.69%	275,548	19.57%	280,740	1.88%	286,546	2.07%	291,822	1.84%	6.67%	
268		27515 Museum Programs-Curatorial	22,312	27.10%	17,876	-19.88%	18,183	-18.51%	18,498	1.73%	18,818	1.73%	19,144	1.73%	19,477	1.74%	-11.57%	
269		27516 Museum Programs-Permanent Exhibits	355	-94.50%	6,618	1762.13%	6,724	1791.95%	6,833	1.62%	6,944	1.62%	7,057	1.63%	7,172	1.63%	1798.46%	
270		27517 Museum Programs-Temporary Exhibits	26,533	-27.54%	38,566	45.35%	37,397	40.95%	37,632	0.63%	37,821	0.50%	38,013	0.51%	38,210	0.52%	43.10%	
271		27530 Industrial Collections	46,367	52.70%	34,935	-24.66%	30,935	-33.28%	30,935	0.00%	30,935	0.00%	30,935	0.00%	30,935	0.00%	-33.28%	
272		27550 Museum Maintenance	68,132	11.96%	61,702	-9.44%	62,874	-7.72%	64,069	1.90%	65,287	1.90%	66,529	1.90%	67,795	1.90%	-0.11%	
274		27600 Vancouver Island Regional Library	703,212	-3.27%	703,211	0.00%	792,460	12.69%	818,532	3.29%	844,316	3.15%	865,424	2.50%	882,472	1.97%	23.60%	
275		McLean Mill City Agreement	50,271				40,000		40,800	2.00%	41,616	2.00%	42,448	2.00%	43,297	2.00%	-12.43%	
276		27700 McLean Mill Operator Agreement	150,000	-35.06%	126,300	-15.80%	150,000	0.00%	150,000	0.00%	150,000	0.00%	150,000	0.00%	150,000	0.00%	0.00%	
277		CULTURAL SERVICES	1,350,617	-6.47%	1,302,804	-3.54%	1,369,031	1.36%	1,442,847	5.39%	1,476,477	2.33%	1,506,096	2.01%	1,531,180	1.67%	12.76%	
278		RECREATION & CULTURAL	7,379,679	6.38%	6,902,896	-6.46%	6,705,939	-9.13%	7,714,145	15.03%	7,952,932		8,118,611	2.08%	8,472,973	4.36%	15.45%	
279		TOTAL OPERATIONS EXPENSES	29,133,443	5.98%	28,413,766	-2.47%	29,061,046	-0.25%	30,237,437	4.05%	30,999,301		31,556,495	1.80%	32,495,831	2.98%	11.09%	
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283																		

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2		GENERAL REVENUE FUND - 5 YEAR PLAN																
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1	CITY OF PORT ALBERNI															
2	SEWER REVENUE FUND - 5 YEAR PLAN															
3			2019		2019		2020		2021		2022		2023		2024	
4																
5			<i>Actual (unaudited)</i>		<i>Amended</i>											
6			-1.00													
7		SALES OF SERVICE														
8																
9		94421 Sewer Fees	2,749,393	-6.56%	2,997,544	9.03%	3,053,793	11.07%	3,111,167	1.88%	3,169,689	1.88%	3,236,785	2.12%	3,305,405	2.12%
10		94431 Sewer Connections	-	-100.00%	38,497	#DIV/0!	39,267	#DIV/0!	40,052	2.00%	40,853	2.00%	41,670	2.00%	42,503	2.00%
11		94432 Service Charges Sundry	-	-100.00%	3,822	#DIV/0!	3,898	#DIV/0!	3,976	2.00%	4,056	2.01%	4,137	2.00%	4,220	2.00%
12		94433 User Charges	43,531	152.53%	17,583	-59.61%	17,934	-58.80%	18,293	2.00%	18,659	2.00%	19,032	2.00%	19,413	2.00%
13			-													
14		OTHER SERVICES	-													
15		94441 Sewage Disposal Fees	48,425	295.88%	12,477	-74.23%	12,726	-73.72%	12,981	2.00%	13,241	2.00%	13,506	2.00%	13,776	2.00%
16		SALES OF SERVICE	2,841,349	-5.71%	3,069,923	8.04%	3,127,618	10.08%	3,186,469	1.88%	3,246,498	1.88%	3,315,130	2.11%	3,385,317	2.12%
17																
18		OTHER REVENUE FROM OWN SOURCE														
19																
20		95590 Interest Income	60,064	400.53%	12,000	-80.02%	12,000	-80.02%	12,000	0.00%	12,000	0.00%	12,000	0.00%	12,000	0.00%
21		95611 Sewer Penalty	32,472	62.36%	20,000	-38.41%	20,000	-38.41%	20,000	0.00%	20,000	0.00%	20,000	0.00%	20,000	0.00%
22		91210 Sewer Local Improvement Charges	-	-100.00%	3,200	#DIV/0!	3,200	#DIV/0!	3,200	0.00%	3,200	0.00%	3,200	0.00%	3,200	0.00%
23		OTHER REVENUE	92,536	162.89%	35,200	-61.96%	35,200	-61.96%	35,200	0.00%	35,200	0.00%	35,200	0.00%	35,200	0.00%
24																
29		OTHER TRANSFERS														
30		99110 Transfer from Capital Reserve-Gas Tax	-	-100.00%	6,000	#DIV/0!	46,000	#DIV/0!	46,000	0.00%	46,000	0.00%	46,000	0.00%	46,000	0.00%
31		99111 Transfers from Reserves & Allowances	-		-		660,000		50,000		-		-		-	
32		99114 Operating Funds from Prior Year	-		-		-		-		-		-		-	
33		99211 Contribution (To) From General Revenue	-		-		-		-		-		-		-	
34																
35		SEWER FUND REVENUE	2,933,885	-13.06%	3,111,123	6.04%	3,868,818	31.87%	3,317,669	-14.25%	3,327,698	0.30%	3,396,330	2.06%	3,466,517	2.07%
36																
37		SEWER SYSTEM														
38																
39		ADMINISTRATION														
40		104210 Sewer Administration & Other	329,527	12.89%	291,900	-11.42%	373,811	13.44%	375,037	0.33%	376,295	0.34%	377,583	0.34%	378,904	0.35%
41																
42		ENGINEERING SERVICES														
43		104221 Consulting Services	-	-100.00%	31,000	#DIV/0!	31,000	#DIV/0!	31,000	0.00%	31,000	0.00%	31,000	0.00%	31,000	0.00%
44																
45		SEWER SYSTEM ADMINISTRATION														
46		104233 Customer Service Requests	73,535	-40.13%	125,281	70.37%	127,840	73.85%	130,450	2.04%	133,114	2.04%	136,144	2.28%	138,925	2.04%
47		104236 Small Tools/Equipment/Supplies	9,095	-34.71%	14,049	54.47%	8,800	-3.25%	8,899	1.13%	9,000	1.13%	9,115	1.28%	9,221	1.16%
48																
49		SEWER COLLECTION SYSTEM														
50		104240 Sewage Collection System Main	127,959	11.75%	119,500	-6.61%	124,600	-2.63%	126,772	1.74%	128,993	1.75%	131,476	1.92%	133,802	1.77%
51		104241 Sewer Service Connections	223,353	22.40%	195,725	-12.37%	213,020	-4.63%	216,560	1.66%	220,183	1.67%	224,195	1.82%	227,996	1.70%
52																
53		SEWER LIFT STATIONS														
54		104260 Sewage Lift Stations	165,329	2.81%	163,987	-0.81%	167,605	1.38%	170,102	1.49%	172,651	1.50%	175,474	1.64%	178,135	1.52%
55																
56		SEWER TREATMENT AND DISPOSAL														
57		104280 Sewage Treatment	334,764	14.09%	299,787	-10.45%	314,000	-6.20%	319,086	1.62%	324,271	1.62%	329,803	1.71%	335,196	1.64%
58																
59		OTHER COMMON SERVICES														
60		104294 Special Work Orders	123	-93.85%	2,000	1526.02%	2,000	1526.02%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%
61		SEWER SYSTEM	1,263,687	4.19%	1,243,229	-1.62%	1,362,676	7.83%	1,379,906	1.26%	1,397,507	1.28%	1,416,790	1.38%	1,435,179	1.30%
62																

	A	B	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD
1		CITY OF PORT ALBERNI														
2		SEWER REVENUE FUND - 5 YEAR PLAN														
3			2019		2019		2020		2021		2022		2023		2024	
4																
5			<i>Actual (unaudited)</i>		<i>Amended</i>											
6			-1.00													
63		FISCAL SERVICES														
64																
65		DEBT														
66		108120 Interest Payments On Debentures	160,425	-36.57%	252,925	57.66%	344,613	114.81%	344,613	0.00%	344,613	0.00%	344,613	0.00%	344,613	0.00%
67		108130 Principal Payments On Debentures	95,346	-49.27%	187,932	97.10%	317,423	232.92%	317,423	0.00%	317,423	0.00%	317,423	0.00%	317,423	0.00%
68		TOTAL DEBT	255,771	-41.98%	440,857	72.36%	662,036	158.84%	662,036	0.00%	662,036	0.00%	662,036	0.00%	662,036	0.00%
69																
70		TRANSFER TO FUNDS AND RESERVES														
71		108220 Transfer To Sewer Capital Fund	815,000	103.75%	815,000	0.00%	1,045,000	28.22%	650,000	-37.80%	560,000	-13.85%	100,000	-82.14%	650,000	550.00%
72		108910 Debt Reserve Fund Transfer	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%	2,000	0.00%
73		108211 Transfer to Reserves & Allowances			-				-							
74		108920 Transfer to Infrastructure Capital Reserve	597,427		610,037		797,106		623,727	-21.75%	706,155	13.22%	1,215,504	72.13%	717,302	-40.99%
75		TRANSFERS	1,414,427	-17.81%	1,427,037	0.89%	1,844,106	30.38%	1,275,727	-30.82%	1,268,155	-0.59%	1,317,504	3.89%	1,369,302	3.93%
76																
77		FISCAL SERVICES	1,670,198	-22.74%	1,867,894	11.84%	2,506,142	50.05%	1,937,763	-22.68%	1,930,191	-0.39%	1,979,540	2.56%	2,031,338	2.62%
78																
79		EXCESS OF REVENUE OVER EXPENSE	-		-		-		-		-		-		-	
80																
81		SEWER FUND EXPENSES	2,933,885	-13.06%	3,111,123	6.04%	3,868,818	31.87%	3,317,669	-14.25%	3,327,698	0.30%	3,396,330	2.06%	3,466,517	2.07%
82																

	A	B	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD
1		CITY OF PORT ALBERNI														
2		WATER REVENUE FUND - 5 YEAR PLAN														
3																
4																
5																
6																
7		SALES OF SERVICE														
8	54421	Metered Sales	3,223,319	-10.07%	3,763,660	16.76%	3,951,843	22.60%	4,149,435	5.00%	4,232,424	2.00%	4,317,072	2.00%	4,403,414	2.00%
9	54431	Connections	-	-100.00%	40,571	#DIV/0!	42,599	#DIV/0!	44,729	5.00%	45,624	2.00%	46,536	2.00%	47,467	2.00%
10	54432	Turn-On Charges	1,169	221.15%	382	-67.32%	401	-65.70%	421	4.99%	430	2.14%	439	2.09%	447	1.82%
11	54433	Service Charges Sundry	2,078	-78.62%	10,202	391.06%	10,712	415.61%	11,248	5.00%	11,473	2.00%	11,702	2.00%	11,936	2.00%
12		SALES OF SERVICE	3,226,565	-11.19%	3,814,815	18.23%	4,005,555	24.14%	4,205,833	5.00%	4,289,951	2.00%	4,375,749	2.00%	4,463,264	2.00%
13																
14		OTHER REVENUE FROM OWN SOURCE														
15																
16	55590	Other Interest	38,477	189.30%	13,300	-65.43%	13,300	-65.43%	13,300	0.00%	13,300	0.00%	13,300	0.00%	13,300	0.00%
17	55611	Water Penalty	35,228	25.81%	28,000	-20.52%	28,000	-20.52%	28,000	0.00%	28,000	0.00%	28,000	0.00%	28,000	0.00%
18		OTHER REVENUE	73,705	78.46%	41,300	-43.97%	41,300	-43.97%	41,300	0.00%	41,300	0.00%	41,300	0.00%	41,300	0.00%
19																
20		CONDITIONAL TRANSFERS OTHER GOV'T	-		-		-		-		-		-		-	
21																
22		PROVINCIAL GOVERNMENT	-		-		-		-		-		-		-	
23																
24		OTHER TRANSFERS														
25																
26	59111	Reserve For Projects & Purchases	-		-		-		-		-		-		-	
27	59112	Operating Surplus From Prior Years	-		-		-		-		-		-		-	
28		OTHER TRANSFERS	-		-		-		-		-		-		-	
29																
30																
31		WATER FUND REVENUE	3,300,270	-10.18%	3,856,115	16.84%	4,046,855	22.62%	4,247,133	4.95%	4,331,251	1.98%	4,417,049	1.98%	4,504,564	1.98%
32																
33																
34																
35		WATER SUPPLY SYSTEM														
36																
37		ADMINISTRATION														
38	64110	Water Administration & Other	285,755	8.13%	264,793	-7.34%	349,147	22.18%	354,997	1.68%	360,968	1.68%	367,122	1.70%	373,344	1.69%
39																
40		ENGINEERING SERVICES														
41	64121	Engineering Consulting Services	-	-100.00%	30,000	#DIV/0!	30,000	#DIV/0!	30,000	0.00%	30,000	0.00%	30,000	0.00%	30,000	0.00%
42																
43		WATER SYSTEM ADMINISTRATION														
44	64133	Customer Service Requests	84,309	-8.48%	93,942	11.43%	97,434	15.57%	99,443	2.06%	101,494	2.06%	103,819	2.29%	105,962	2.06%
45	64136	Small Tools/Equipment/Supplies	8,229	-30.76%	12,008	45.92%	12,133	47.43%	12,261	1.05%	12,391	1.06%	12,540	1.20%	12,676	1.08%
46																
47		SERVICE OF SUPPLY														
48	64141	Supply Inspection & Operation	81,667	-31.89%	121,951	49.33%	116,844	43.07%	119,175	1.99%	121,558	2.00%	124,229	2.20%	126,724	2.01%
49																
50		PUMPING														
51	64161	Pumping Inspection & Operation	248,142	-7.98%	272,513	9.82%	292,263	17.78%	295,627	1.15%	299,061	1.16%	302,955	1.30%	306,542	1.18%
52																
53		TRANSMISSION & DISTRIBUTION														
54	64181	Transmission/Distribution System	289,710	-1.61%	263,131	-9.17%	303,936	4.91%	273,433	-10.04%	313,028	14.48%	283,219	-9.52%	323,023	14.05%
55	64183	Connections	327,329	146.07%	144,366	-55.90%	208,000	-36.46%	211,500	1.68%	215,079	1.69%	219,077	1.86%	222,826	1.71%
56	64185	Meters	146,082	-36.18%	187,265	28.19%	216,500	48.20%	219,230	1.26%	222,018	1.27%	225,177	1.42%	228,091	1.29%
57	64187	Hydrants	46,878	19.80%	39,703	-15.31%	44,287	-5.53%	45,003	1.62%	45,734	1.62%	46,559	1.80%	47,324	1.64%
58																
59		OTHER COMMON SERVICES														
60	64194	Special Water Work Orders	-		-		-		-		-		-		-	
61																
62		WATER SUPPLY SYSTEM	1,518,102	2.34%	1,429,672	-5.83%	1,670,544	10.04%	1,660,669	-0.59%	1,721,331	3.65%	1,714,697	-0.39%	1,776,512	3.61%
63																

	A	B	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD
1		CITY OF PORT ALBERNI														
2		WATER REVENUE FUND - 5 YEAR PLAN														
3																
4			2019		2019		2020		2021		2022		2023		2024	
5			<i>Actual (unaudited)</i>		<i>Amended</i>											
6																
64		FISCAL SERVICES														
65		DEBT														
66																
67		68120 Interest Payments On Debentures	44,000	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%	44,000	0.00%
68		68130 Principal Payments On Debentures	38,743	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%	38,743	0.00%
69		DEBT	82,743		82,743		82,743		82,743		82,743		82,743		82,743	
70																
71		TRANSFERS TO FUNDS AND RESERVES														
72		68211 Transfer To Capital Reserves	-		-		-		-		-		-		-	
73		68220 Transfers To Water Capital Fund	1,699,425	37.57%	2,340,500	37.72%	935,000	-44.98%	1,152,000	23.21%	350,000	-69.62%	4,000,000	1042.86%	1,350,000	-66.25%
74		68230 Transfer to Infrastructure Capital Reserve	-	-100.00%	(100)	#DIV/0!	1,355,268	#DIV/0!	1,348,421	-0.51%	2,173,877	61.22%	(1,383,691)	-163.65%	1,292,009	-193.37%
75		68910 Debt Reserve Fund Transfer	-	-100.00%	3,300	#DIV/0!	3,300	#DIV/0!	3,300	0.00%	3,300	0.00%	3,300	0.00%	3,300	0.00%
76		TRANSFERS	1,699,425	-19.40%	2,343,700	37.91%	2,293,568	34.96%	2,503,721	9.16%	2,527,177	0.94%	2,619,609	3.66%	2,645,309	0.98%
77																
78		FISCAL SERVICES	1,782,168	-18.66%	2,426,443	36.15%	2,376,311	33.34%	2,586,464	8.84%	2,609,920	0.91%	2,702,352	3.54%	2,728,052	0.95%
79																
80		EXCESS OF REVENUE OVER EXPENSE	-		-		-		-		-		-		-	
81																
82		WATER FUND EXPENSE	3,300,270	-10.18%	3,856,115	16.84%	4,046,855	22.62%	4,247,133	4.95%	4,331,251	1.98%	4,417,049	1.98%	4,504,564	1.98%
83																

Capital 2020-2024	General Revenue		Land Sale	ERRF	Borrowing	Gas Tax	Fed & Prov		Capital Wks	Water Revenue		Sewer Revenue		Total Project
	Operating	Reserves					Assistance	Other	Reserves	Operating	Reserves	Operating	Reserves	Expenditure
STRATEGIC CAPITAL PROJECTS 2020														
FUNDING SOURCES														
Community Safety Building - Renovate to Suit		150,000												150,000
3rd Ave. Upgrades	-						750,000		150,000	400,000		400,000		1,700,000
City Welcome Sign	-					-	125,000		25,000					150,000
														-
TOTAL EXPENDITURE	-	150,000	-	-	-	-	875,000	-	175,000	400,000	-	400,000	-	2,000,000
OPERATING CAPITAL PROJECTS 2020														
FUNDING SOURCES														
ADMINISTRATION														
Computer Equipment Replacement				66,900										66,900
Server Upgrade/Refresh 5 Year ERRF Cycle				-										-
	-	-	-	66,900	-	-	-	-	-	-	-	-	-	66,900
FIRE DEPARTMENT														
				-										-
														-
														-
Self-Contained Breathing Apparatus (SCBA)	69,857	128,143		66,655										264,655
	69,857	128,143	-	66,655	-	-	-	-	-	-	-	-	-	264,655
TRANSPORTATION SERVICES														
														-
Replace 2007 Ford Ranger Pickup #171				33,600										33,600
Replace 2007 John Deere Backhoe #302				151,800										151,800
				185,400										185,400
ROAD CONSTRUCTION & SEWER/STORM/WATER PROJECTS														
6th Ave-Argyle to Angus 150m (ptp, wtr, st,sani)- Paving & Storm						210,000						90,000		300,000
4th Ave-Bruce to Melrose 240m (ptp,sani,st)	80,000					125,000						125,000		330,000
Melrose St-6th Ave to 8th (ptp, st, sani)						480,000							560,000	1,040,000
Burde Street Anderson to 17th Watermain replacement 300mm						-		100,000	DCC Reserve	460,000				560,000
	80,000	-	-	-	-	815,000	-	100,000	-	460,000	-	215,000	560,000	2,230,000
TRAFFIC UPGRADES														
10th Ave/ Roger St. Traffic Signal Controller Replacement	31,000													31,000
	31,000	-	-	-	-	-	-	-	-	-	-	-	-	31,000
STORM														
Replacements & Upgrades														-
Sm Capital Storm Replacement Replacement		100,000												100,000
Re-lining Program														-
Re-lining Program (Coal Creek/ 3rd Ave Crossing/ 2nd-3rd, Johnson)	200,000					100,000								300,000
New Main Installs														-
Montrose St. Lane East of 6th Ave 100m new 250mm						60,000								60,000
	200,000	100,000	-	-	-	160,000	-	-	-	-	-	-	-	360,000
WORKS-OTHER														
McLean Mill Dam Repairs		233,000				140,000								373,000
Arrowview Hotel Demolition		650,000												650,000
	-	883,000	-	-	-	140,000	-	-	-	-	-	-	-	1,023,000

Capital 2020-2024	General Revenue		Land Sale	ERRF	Borrowing	Gas Tax	Fed & Prov		Capital Wks Reserves	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves					Assistance	Other		Operating	Reserves	Operating	Reserves	
<u>PARKS</u>														-
Penny Lane Bridge Replacement	25,000													25,000
Victoria Quay Shelter		5,000						15,000						20,000
Johnston Rd Planter Box Installation		16,000												16,000
	25,000	21,000	-	-	-	-	-	15,000	-	-	-	-	-	61,000
<u>CULTURAL SERVICES</u>														-
McLean Mill Capital Projects	30,000							90,000						120,000
	30,000	-	-	-	-	-	-	90,000	-	-	-	-	-	120,000
<u>PARKS, RECREATION & HERITAGE</u>														-
Aquatic Centre Pool Repairs	100,000													100,000
Curling Club Ice Plant Replacement						40,000		40,000						80,000
Echo Park Field House Furnace #2	6,600													6,600
Echo Park Field House Security Cameras	15,000													15,000
Multiplex - Small Equipment	19,640													19,640
Multiplex- Replace Weyerhaeuser Lighting -LED								100,000	Carbon Reserve					100,000
Clock Tower AHQ		100,000						150,000	Parks & Rec Reserve					250,000
	141,240	100,000	-	-	-	40,000	-	290,000	-	-	-	-	-	571,240
TOTAL 2020 GENERAL CAPITAL														
<u>WATER WORKS</u>														-
<u>Main Renewals & Upgrades</u>														-
Dead Ends & Distribution Upgrades											100,000			100,000
Cowichan Reservoir to Burde St. New Twin Main Ph 4 (church St./16th Ave to Montrose St./15th Ave 420m 150mm PVC & 450mm HDPE											1,000,000			1,000,000
<u>Treatment, Pumping & Metering</u>														-
Water Meter Replacement Program 6 yrs.											400,000			400,000
SCADA Software Upgrade										75,000				75,000
	-	-	-	-	-	-	-	-	-	75,000	1,500,000	-	-	1,575,000
TOTAL WATER CAPITAL														
<u>SEWER SYSTEM</u>														-
<u>Renewals /Relines</u>													100,000	100,000
Small Capital Main Replacements												100,000		100,000
Sewer Main Video Program												95,000		95,000
Johnston Rd Elizabeth to Gertrude 120m 300mm Reline												100,000		100,000
Harbour Rd/Bruce St Outfall Reline												60,000		60,000
Montrose St Lane east of 6th Ave 100m 200mm PVC													4,300,000	9,980,000
Sewer Lagoon Project additional estimates					5,680,000									-
<u>Treatment & Pumping</u>														-
SCADA Software Upgrade											75,000			75,000
	-	-	-	-	5,680,000	-	-	-	-	-	430,000	4,400,000		10,510,000
TOTAL 2020 CAPITAL	577,097	1,382,143	-	318,955	5,680,000	1,155,000	875,000	495,000	175,000	935,000	1,500,000	1,045,000	4,960,000	18,998,195
STRATEGIC CAPITAL PROJECTS 2021														
<u>FUNDING SOURCES</u>														-
Quay to Quay Trail system	1,112,000					388,000								1,500,000
Implement Argyle (1st-3rd) Kingsway to Harbour Quay	762,500					87,500				100,000				950,000
														-
TOTAL EXPENDITURE	1,874,500	-	-	-	-	475,500	-	-	-	100,000	-	-	-	2,450,000

Capital 2020-2024	General Revenue		Land Sale	ERRF	Borrowing	Gas Tax	Fed & Prov		Capital Wks Reserves	Water Revenue		Sewer Revenue		Total Project Expenditure
	Operating	Reserves					Assistance	Other		Operating	Reserves	Operating	Reserves	
OPERATING CAPITAL PROJECTS 2021	General Revenue		Land Sale	ERRF	Borrowing	Gas Tax	Fed & Prov Assistance	Other	Capital Wks Reserves	Water Revenue		Sewer Revenue		Total Project Expenditure
FUNDING SOURCES	Operating	Reserves								Operating	Reserves	Operating	Reserves	
ADMINISTRATION														-
Computer Equipment Replacement				68,200										68,200
	-	-	-	68,200	-	-	-	-	-	-	-	-	-	68,200
FIRE DEPARTMENT														-
Replace 2006 Ford F550 Rescue Truck #8	35,400			89,600										125,000
Replace Holmatro Hydraulic Tools	55,000													55,000
Replace 1991 Pumper Truck #1	128,000			609,643										737,643
Firehall Structural Prep for Ladder Truck 2 replacement						88,000								88,000
	218,400	-	-	699,243	-	88,000	-	-	-	-	-	-	-	1,005,643
TRANSPORTATION														-
Replace 2008 Dodge Ram 2500 PU (Carpenter) #151				33,482										33,482
Replace 2008 Ford Ranger 4WD PU (STS C/hand) #154				32,000										32,000
Replace 1996 Triple Axle Tilt Trailer #388				45,700										45,700
Replace 2012 Int'l Flusher/Vac Truck #435				405,800										405,800
Replace 2007 Volvo Tandem Dump Truck #265				217,500										217,500
Replace 1998 GMC 4.5M3 Dump Truck #259				110,400										110,400
Replace 1999 GMC 4.5M3 Dump Truck #260				110,000										110,000
Replace 2006 Langfab Dump Pup Trailer #367				45,700										45,700
Replace 2005 Ford F350 W/Comp Body #520				90,000										90,000
Replace 2004 Chev Cube Van #616				49,700										49,700
Replace 2006 Ford FE350 Pass Van #619				59,600										59,600
Replace 2006 Ford F550 Haul All #613				134,600										134,600
	-	-	-	1,334,482	-	-	-	-	-	-	-	-	-	1,334,482
ROAD CONSTRUCTION & SEWER/STORM/WATER PROJECTS														-
														-
														-
6th Ave-Melrose to Bruce 240m (ptp, st, wtr, sani)						150,000		280,000	MFA Surplus		100,000		50,000	580,000
7th Ave-Redford to Bute 180m (ptp, storm)	105,000					40,000								145,000
	105,000	-	-	-	-	190,000	-	280,000	-	-	100,000	-	50,000	725,000
TRAFFIC UPGRADES														-
														-
Traffic Signal controller Replacement	27,000													27,000
	27,000	-	-	-	-	-	-	-	-	-	-	-	-	27,000
STORM														-
Replacements & Upgrades														-
Re-lining Project	300,000													300,000
Margaret St Storm Pump Upgrade	112,500					112,500								225,000
Sm Capital Storm Main Replacements		100,000												100,000
	412,500	100,000	-	-	-	112,500	-	-	-	-	-	-	-	625,000
WORKS-OTHER														-
														-
Victoria Quay Bridge Deck Rehabilitation	200,000													200,000
Garbage Carts				570,700										570,700
	200,000	-	-	570,700	-	-	-	-	-	-	-	-	-	770,700
PARKS														-
														-
Scott Kenny Trail -4th Bridge	100,000							50,000	Carbon Tax					150,000
Scott Kenny Trail - Stairway to South Gate								40,000	Carbon Tax					40,000
	100,000	-	-	-	-	-	-	90,000	-	-	-	-	-	190,000

Capital 2020-2024	General Revenue		Land Sale	ERRF	Borrowing	Gas Tax	Fed & Prov		Capital Wks	Water Revenue		Sewer Revenue		Total Project
	Operating	Reserves					Assistance	Other		Operating	Reserves	Operating	Reserves	
CULTURAL SERVICES														-
McLean Mill Capital Projects	279,500							90,000	ACRD Parks Canada Grants					369,500
	279,500	-	-	-	-	-	-	90,000	-	-	-	-	-	369,500
PARKS, RECREATION & HERITAGE														-
Aquatic Centre Pool Repairs						100,000								100,000
Echo Field House Furnace #3	7,000													7,000
Facilities Upgrade	250,000													250,000
Multiplex Dehumidifier-Desiccant Wheel	44,000													44,000
Multiplex Floor Scrubber				14,000										14,000
	301,000	-	-	14,000	-	100,000	-	-	-	-	-	-	-	415,000
														-
TOTAL 2021 GENERAL CAPITAL	1,643,400	100,000	-	2,686,625	-	490,500	-	460,000	-	-	100,000	-	50,000	5,530,525
WATER WORKS														
Main Renewals & Upgrades														
Dead Ends & Distribution Upgrades	-													
5th Ave-Morton St to Maitland St 200m 150mm (ptp, wtr)										82,000				82,000
Dunbar St-10th Ave to 11th Ave loop 200mm										100,000				100,000
Maitland St-3rd Ave to 6th Ave 300m 150mm CI										120,000				120,000
Burde St-7th Ave to 10th Ave 300m 150mm PVC										150,000				150,000
Burde St Regulator Replacement										200,000				200,000
Water Meter Replacement Program 6 yrs.										400,000				400,000
	-		-	-	-	-	-	-	-	1,052,000	-	-	-	1,052,000
SEWER SYSTEM														
Renewals /Relines														
Small Capital Main Replacements	-													
10th Ave-Dry Creek to Argyle St 250m 250mm												200,000		200,000
Harbour Rd Trunk Sewer Replacement Coal Creek to Argyle												350,000		350,000
Sewer Main Video Program												100,000		100,000
	-	-	-	-	-	-	-	-	-	-	-	650,000	-	650,000
														-
TOTAL CAPITAL 2021	1,643,400	100,000	-	2,686,625	-	490,500	-	460,000	-	1,052,000	100,000	650,000	50,000	7,232,525
STRATEGIC CAPITAL PROJECTS 2022														
FUNDING SOURCES	General Revenue	Operating	Reserves	Land Sale	ERRF	Borrowing	Gas Tax	Fed & Prov	Capital Wks	Water Revenue	Operating	Reserves	Sewer Revenue	Total Project
Argyle St-Kingsway to Harbour Quay Fountain	200,000													200,000
														-
TOTAL EXPENDITURE	200,000	-	-	-	-	-	-	-	-	-	-	-	-	200,000
OPERATING CAPITAL PROJECTS 2022	General Revenue	Operating	Reserves	Land Sale	ERRF	Borrowing	Gas Tax	Fed & Prov	Capital Wks	Water Revenue	Operating	Reserves	Sewer Revenue	Total Project
FUNDING SOURCES														
ADMINISTRATION														
Computer Equipment Replacement				69,600										69,600
ERP Replacement	250,000			250,000										500,000
Replace #721 2007 Dodge Caliber				23,300				22,600	Carbon Tax					45,900
	250,000	-	-	342,900	-	-	-	22,600	-	-	-	-	-	615,500
FIRE DEPARTMENT														
Confined Space Equipment Replacement	30,000													30,000
Replace Garage Door Openers (7)	50,000													50,000
2007 Dodge Dakota	14,000			31,000										45,000
Replace 1998 Jordair Compressor				59,700										59,700
Replace Ladder Truck 2				1,250,000										1,250,000
	94,000	-	-	1,340,700	-	-	-	-	-	-	-	-	-	1,434,700

Capital 2020-2024	General Revenue		Land Sale	ERRF	Borrowing	Gas Tax	Fed & Prov		Capital Wks	Water Revenue		Sewer Revenue		Total Project
	Operating	Reserves					Assistance	Other		Operating	Reserves	Operating	Reserves	
TRANSPORTATION SERVICES														-
Replace 2009 Case 580 Sm Backhoe #303				137,100										137,100
Replace 1997 Big 40 Diesel Miller Welder #393				18,500										18,500
Replace 2007 Ford F350 Pickup (Carpenter) #622				37,500										37,500
Replace 2007 GMC C5500 Utility Dump Trk #240				110,000										110,000
Replace 2005 Volvo Tandem Gravel #264				185,000										185,000
Replace 2007 GMC 5500 W/Service Box #140				93,100										93,100
Replace 2009 Dodge 5500 Service Truck #141				85,000										85,000
Replace 2007 Dodge Caliber #721				23,285										23,285
	-	-	-	689,485	-	-	-	-	-	-	-	-	-	689,485
PAVING & ROAD CONSTRUCTION														-
Burde St-11th Ave to Estevan 650m (ptp, water)	490,000					100,000				350,000				940,000
Maitland St-6th Ave to 8th Ave 100m (ptp, storm)	200,000													200,000
	690,000	-	-	-	-	100,000	-	-	-	350,000	-	-	-	1,140,000
TRAFFIC UPGRADES														-
Traffic Light Controller 10th & Roger	29,000													29,000
	29,000	-	-	-	-	-	-	-	-	-	-	-	-	29,000
STORM														-
Replacements & Upgrades														-
Re-lining Project	300,000													300,000
Anderson Ave-Maitland St to Wallace St 200m (ptp, san, storm)	32,500					32,500								65,000
	332,500	-	-	-	-	32,500	-	-	-	-	-	-	-	365,000
WORKS-OTHER														-
Total Survey Station Instrument				50,000										50,000
	-	-	-	50,000	-	-	-	-	-	-	-	-	-	50,000
PARKS														-
Esso Beach Development						50,000		50,000						100,000
Victoria Quay Millstone Park Connector Foot Bridge	115,000													115,000
	115,000	-	-	-	-	50,000	-	50,000	-	-	-	-	-	215,000
CULTURAL SERVICES														-
McLean Mill Capital Projects	30,000							90,000						120,000
	30,000	-	-	-	-	-	-	90,000	-	-	-	-	-	120,000
PARKS, RECREATION & HERITAGE														-
Aquatic Centre Fitness Studio Flooring & Paint	35,000													35,000
Facilities Upgrade	250,000													250,000
Glenwood Centre Generator	25,000													25,000
Recreation Park Stadium Paint	50,000													50,000
Recreation Park Grandstand Cameras	10,000													10,000
	370,000	-	-	-	-	-	-	-	-	-	-	-	-	370,000
TOTAL GENERAL CAPITAL 2022	1,910,500	-	-	2,423,085	-	182,500	-	162,600	-	350,000	-	-	-	5,228,685
WATER WORKS														-
Main Renewals & Upgrades														-
SEWER SYSTEM														-
Renewals /Relines														-
Maitland St-Wood Ave to Kendall St 225m 250mm PVC (ptp st, sani)												160,000		160,000
Sewer Main Video Program												100,000		100,000
Harbour Road Trunk Sewer Replacement												300,000		300,000
	-	-	-	-	-	-	-	-	-	-	-	560,000	-	560,000
TOTAL CAPITAL 2022	1,910,500	-	-	2,423,085	-	182,500	-	162,600	-	350,000	-	560,000	-	5,788,685

Capital 2020-2024	General Revenue		Land Sale	ERRF	Borrowing	Gas Tax	Fed & Prov		Capital Wks	Water Revenue		Sewer Revenue		Total Project
	Operating	Reserves					Assistance	Other	Reserves	Operating	Reserves	Operating	Reserves	Expenditure
STRATEGIC CAPITAL PROJECTS 2023	General Revenue						Fed & Prov		Capital Wks	Water Revenue		Sewer Revenue		Total Project
FUNDING SOURCES	Operating	Reserves	Land Sale	ERRF	Borrowing	Gas Tax	Assistance	Other	Reserves	Operating	Reserves	Operating	Reserves	Expenditure
														-
														-
														-
TOTAL EXPENDITURE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OPERATING CAPITAL PROJECTS 2023	General Revenue		Land Sale	ERRF	Borrowing	Gas Tax	Fed & Prov		Capital Wks	Water Revenue		Sewer Revenue		Total Project
FUNDING SOURCES	Operating	Reserves					Assistance	Other	Reserves	Operating	Reserves	Operating	Reserves	Expenditure
ADMINISTRATION														-
Server Upgrade/Refresh 5 Year ERRF Cycle				170,000										
Computer Equipment Replacement				71,000										71,000
	-	-	-	241,000	-	-	-	-	-	-	-	-	-	241,000
FIRE DEPARTMENT														-
Fire Pump Test Pit	50,000													50,000
	50,000	-	-	-	-	-	-	-	-	-	-	-	-	50,000
TRANSPORTATION SERVICES														-
Replace 2004 Ford F450 w/Utility Dump Box #263				70,000										70,000
Replace 1990 Britco Office Trailer #369				26,258										26,258
Replace 1996 Wells Cargo Trailer (Swr) #389				14,100										14,100
Replace 2008 Dodge Ram 3500 Flatdeck (shop) #150				46,200										46,200
Replace 2011 Freightliner Asphalt Patch Truck #266				193,200										193,200
Replace 2005 Ford F250 4X4 Pickup #610				47,500										47,500
Replace 2005 GMC TC5500 152" WB (Hort) #614				85,800										85,800
Replace 2005 GMC TC5500 128" WB (Util) #615				87,874										87,874
Replace 2008 Ford Ranger 4X4 Pickup #627				36,321										36,321
	-	-	-	607,253	-	-	-	-	-	-	-	-	-	607,253
TRAFFIC UPGRADES														-
Traffic Signal Controller Replacement	31,000													31,000
	31,000	-	-	-	-	-	-	-	-	-	-	-	-	31,000
STORM														-
Replacements & Upgrades														-
Anderson Ave-Maitland to Wallace 200m (ptp, st, san)	32,500					32,500								65,000
New Main Installs														-
Bute St-4th Ave to 10th Ave 500m 600mm	500,000													500,000
Maitland St-Wood Ave to Kendall St 225m 250mm PVC (san, storm)	80,000					80,000								160,000
6th Ave-Athol St to Dunbar St 270m (st, wtr)	90,000					90,000								180,000
	702,500	-	-	-	-	202,500	-	-	-	-	-	-	-	905,000
WORKS-OTHER														-
PARKS														-
Canal Waterfront Park Pier	100,000													100,000
Paper Mill Dam Playground	75,000													75,000
	175,000	-	-	-	-	-	-	-	-	-	-	-	-	175,000
CULTURAL SERVICES														-
McLean Mill Capital Projects	30,000							90,000						120,000
	30,000	-	-	-	-	-	-	90,000	-	-	-	-	-	120,000
PARKS, RECREATION & HERITAGE														-
Echo Door Access Hardware	20,000													20,000
Facilities Upgrade	250,000													250,000
	270,000	-	-	-	-	-	-	-	-	-	-	-	-	270,000
TOTAL GENERAL CAPITAL 2023	1,228,500	-	-	241,000	-	202,500	-	-	-	-	-	-	-	2,399,253

Capital 2020-2024	General Revenue		Land Sale	ERRF	Borrowing	Gas Tax	Fed & Prov		Capital Wks	Water Revenue		Sewer Revenue		Total Project
	Operating	Reserves					Assistance	Other		Operating	Reserves	Operating	Reserves	
<u>WATER WORKS</u>														-
Main Renewals & Upgrades														-
River Road Main 2,400m 350AC										2,000,000				2,000,000
Bainbridge Plant to Cowichan Reservoir Supply Main Replacement					3,000,000					2,000,000	2,000,000			7,000,000
	-	-	-	-	3,000,000	-	-	-	-	4,000,000	2,000,000	-	-	9,000,000
<u>SEWER SYSTEM</u>														-
Renewals /Relines														-
Sewer Main Video Program												100,000		100,000
	-	-	-	-	-	-	-	-	-	-	-	100,000	-	100,000
														-
TOTAL CAPITAL 2023	1,228,500	-	-	241,000	3,000,000	202,500	-	-	-	4,000,000	2,000,000	100,000	-	11,499,253
														-
STRATEGIC CAPITAL PROJECTS 2024	General Revenue		Land Sale	ERRF	Borrowing	Gas Tax	Fed & Prov		Capital Wks	Water Revenue		Sewer Revenue		Total Project
FUNDING SOURCES	Operating	Reserves					Assistance	Other		Operating	Reserves	Operating	Reserves	
														-
														-
														-
TOTAL EXPENDITURE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
														-
OPERATING CAPITAL PROJECTS 2024	General Revenue		Land Sale	ERRF	Borrowing	Gas Tax	Fed & Prov		Capital Wks	Water Revenue		Sewer Revenue		Total Project
FUNDING SOURCES	Operating	Reserves					Assistance	Other		Operating	Reserves	Operating	Reserves	
<u>ADMINISTRATION</u>														-
Computer Equipment Replacement				72,400										72,400
	-	-	-	72,400	-	-	-	-	-	-	-	-	-	72,400
<u>TRANSPORTATION SERVICES</u>														-
Replace 1992 Ingersoll Rand Compressor/Trailer #377				29,600										29,600
Replace 2018 Freightliner Garbage Truck #401				443,060										443,060
Replace 2018 Freightliner Garbage Truck #402				443,060										443,060
Replace 2018 Freightliner Garbage Truck #403				443,060										443,060
Replace 2012 Chev 3500 Service Truck #521				77,681										77,681
Replace 2014 Toyota Tacoma #522				50,500										50,500
2011 Chev Silverado 4x4 #13				60,564										60,564
	-	-	-	1,547,525	-	-	-	-	-	-	-	-	-	1,547,525
<u>TRAFFIC UPGRADES</u>														-
Traffic Signal Controller Replacement	33,000													33,000
	33,000	-	-	-	-	-	-	-	-	-	-	-	-	33,000
<u>WORKS-OTHER</u>														-
Total Station Survey Instrument				53,800										53,800
	-	-	-	53,800	-	-	-	-	-	-	-	-	-	53,800
<u>CULTURAL SERVICES</u>														-
McLean Mill Capital Projects	30,000							90,000						120,000
	30,000	-	-	-	-	-	-	90,000	-	-	-	-	-	120,000
<u>PARKS, RECREATION & HERITAGE</u>														-
Facilities Upgrade	250,000													250,000
	250,000	-	-	-	-	-	-	-	-	-	-	-	-	250,000
														-
TOTAL GENERAL CAPITAL 2024	313,000	-	-	1,673,725	-	-	-	90,000	-	-	-	-	-	2,076,725

Capital 2020-2024	General Revenue		Land Sale	ERRF	Borrowing	Gas Tax	Fed & Prov		Capital Wks	Water Revenue		Sewer Revenue		Total Project
	Operating	Reserves					Assistance	Other		Operating	Reserves	Operating	Reserves	
<u>Main Renewals & Upgrades</u> <u>Dead Ends & Distribution Upgrades</u> <u>Installations</u> Treatment, Pumping & Metering														-
										800,000				-
										-				800,000
														-
										350,000				-
														350,000
														-
										200,000				-
														200,000
	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000
SEWER SYSTEM Maitland St-3rd Ave to 6th Ave Renewals /Relines Small Capital Main Replacements														-
												400,000		-
														400,000
												250,000		-
														250,000
	-	-	-	-	-	-	-	-	-	-	-	650,000	-	650,000
														-
TOTAL CAPITAL 2024	1,663,000	1,350,000	1,350,000	3,023,725	1,350,000	1,350,000	1,350,000	1,440,000	1,350,000	1,350,000	1,350,000	2,000,000	1,350,000	4,076,725



**CITY OF PORT ALBERNI
PARKS AND RECREATION CAPITAL RESERVE**

Established: 21-Aug-2000

	2019 <i>Actual</i>	2020	2021	2022	2023	2024
RECEIPTS						
Balance forward (2009)	-	-	-	-	-	-
Investment Income	52,351	35,000	25,000	25,000	25,000	25,000
Recreation Services Surcharge	288,215	127,233	135,000	135,000	135,000	135,000
Other Deposits	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Sale of Property	-	-	-	-	-	-
	340,566	162,233	160,000	160,000	160,000	160,000
EXPENSES						
Parks & Recreation Properties and Facilities	-	150,000	-	-	-	-
	-	150,000	-	-	-	-
REVENUE OVER (UNDER) EXPENSE	340,566	12,233	160,000	160,000	160,000	160,000
FUND EQUITY - ENDING	2,513,614	2,525,847	2,685,847	2,845,847	3,005,847	3,165,847



CITY OF PORT ALBERNI
CAPITAL WORKS RESERVE FUND - 5 YEAR PLAN

Established: 8-Aug-1994

	2019	2020	2021	2022	2023	2024
	<i>Actual</i>					
RECEIPTS						
Investment Income	51,735	35,000	35,000	35,000	35,000	35,000
New Deal Gas Tax Funds	1,638,361	741,000	741,000	228,500	248,500	252,000
Miscellaneous	80,000	80,000	80,000	80,000	80,000	80,001
	<u>1,770,096</u>	<u>856,000</u>	<u>856,000</u>	<u>343,500</u>	<u>363,500</u>	<u>367,001</u>
EXPENSES						
Gas Tax - capital projects	986,510	1,155,000	1,246,000	182,500	202,500	-
Gas Tax - operating (capacity bldg)	46,000	46,000	46,000	46,000	46,000	46,000
Capital Expenditures - Special	-	-	-	-	-	-
Capital Expenditures	-	-	-	-	-	-
	<u>1,032,510</u>	<u>1,201,000</u>	<u>1,292,000</u>	<u>228,500</u>	<u>248,500</u>	<u>46,000</u>
REVENUE OVER EXPENSES	<u>737,586</u>	<u>(345,000)</u>	<u>(436,000)</u>	<u>115,000</u>	<u>115,000</u>	<u>321,001</u>
FUND EQUITY - ENDING	<u>\$ 1,058,626</u>	<u>\$ 713,626</u>	<u>\$ 277,626</u>	<u>\$ 392,626</u>	<u>\$ 507,626</u>	<u>\$ 828,627</u>



CITY OF PORT ALBERNI

EQUIPMENT REPLACEMENT RESERVE FUND - 5 YEAR PLAN Established: 31-Dec-1973

	2019	2020	2021	2022	2023	2024
	<i>Actual</i>					
Sale of Equipment	-	-	-	-	-	-
Investment Income	139,296	100,000	100,000	40,000	30,000	30,000
Transfers from General Revenue	42,000	64,000	34,000	30,000	24,000	18,000
Contributions - ERRF Schedule	827,193	903,442	966,194	1,003,756	1,024,297	1,055,026
	<u>1,008,489</u>	<u>1,067,442</u>	<u>1,100,194</u>	<u>1,073,756</u>	<u>1,078,297</u>	<u>1,103,026</u>
EXPENSES						
Transfer to Capital Works Bylaw	-	-	-	-	-	-
Equipment Purchases	586,500	318,955	2,686,625	2,392,085	848,253	1,673,725
	<u>586,500</u>	<u>318,955</u>	<u>2,686,625</u>	<u>2,392,085</u>	<u>848,253</u>	<u>1,673,725</u>
REVENUE OVER EXPENSES	<u>421,989</u>	<u>748,487</u>	<u>(1,586,431)</u>	<u>(1,318,329)</u>	<u>230,044</u>	<u>(570,699)</u>
 FUND EQUITY - ENDING	 <u>6,353,618</u>	 <u>7,102,105</u>	 <u>5,515,674</u>	 <u>4,197,345</u>	 <u>4,427,389</u>	 <u>3,856,690</u>



CITY OF PORT ALBERNI
LAND SALE RESERVE FUND - 5 YEAR PLAN

Established: pre 1970

	2019	2020	2021	2022	2023	2024
	<i>Actual</i>					
RECEIPTS						
Sale of Property	1,000	1,000	1,000	1,000	1,000	1,000
Investment Income	19,812	8,000	8,500	9,500	9,700	10,000
Transfer from RCMP Surplus	-	-	-	-	-	-
Transfer from Off Street Parking R	-	-	-	-	-	-
	<u>20,812</u>	<u>9,000</u>	<u>9,500</u>	<u>10,500</u>	<u>10,700</u>	<u>11,000</u>
EXPENSES						
Transfer to Other Funds	-	-	-	-	-	-
Acquisitions and Expenses	683,000	50,000	50,000	50,000	50,000	50,000
	<u>683,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
REVENUE OVER EXPENSES	<u>(662,188)</u>	<u>(41,000)</u>	<u>(40,500)</u>	<u>(39,500)</u>	<u>(39,300)</u>	<u>(39,000)</u>
FUND EQUITY - ENDING	<u>185,944</u>	<u>144,944</u>	<u>104,444</u>	<u>64,944</u>	<u>25,644</u>	<u>(13,356)</u>

**CITY OF PORT ALBERNI****DEVELOPMENT COST CHARGES RESERVE FUND - 5 YEAR PLA** Established: 22-Mar-2010

	2019	2020	2021	2022	2023	2024
	<i>Actual</i>					
RECEIPTS						
Contributions	671,715	15,000	15,000	15,000	15,000	15,000
Investment Income	3,000	3,500	3,500	3,500	3,500	3,500
	<u>674,715</u>	<u>18,500</u>	<u>18,500</u>	<u>18,500</u>	<u>18,500</u>	<u>18,500</u>
EXPENSES						
Transfer to Other Funds	-	-	-	-	-	-
Acquisitions and Expenses	190,000	100,000	-	-	-	-
	<u>190,000</u>	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
REVENUE OVER EXPENSES	<u>484,715</u>	<u>(81,500)</u>	<u>18,500</u>	<u>18,500</u>	<u>18,500</u>	<u>18,500</u>
FUND EQUITY - ENDING	<u>1,331,174</u>	<u>1,249,674</u>	<u>1,268,174</u>	<u>1,286,674</u>	<u>1,305,174</u>	<u>1,323,674</u>



**CITY OF PORT ALBERNI
CEMETERY TRUST FUND - 5 YEAR PLAN**

	2019	2020	2021	2022	2023	2024
	<i>Actual</i>					
RECEIPTS						
Sale Proceeds	6,570	3,000	3,000	3,000	3,000	3,000
Investment Income	3,600	2,000	2,000	2,000	2,000	2,000
	<u>10,170</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
EXPENSES						
Transfer to General Revenue	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,001</u>
REVENUE OVER EXPENDITURE	<u>8,170</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>2,999</u>
FUND EQUITY - ENDING	<u>170.959</u>	<u>173.959</u>	<u>176.959</u>	<u>179.959</u>	<u>182.959</u>	<u>185.958</u>



CITY OF PORT ALBERNI
CARBON TRUST RESERVE FUND - 5 YEAR PLAN

Established: 13-May-2013

	2019	2020	2021	2022	2023	2024
	<i>Actual</i>					
RECEIPTS						
Contributions	93,700	93,700	93,700	93,700	93,700	93,700
Investment Income	5,926	2,000	3,000	4,000	4,000	4,000
	<u>99,626</u>	<u>95,700</u>	<u>96,700</u>	<u>97,700</u>	<u>97,700</u>	<u>97,700</u>
EXPENSES						
Transfer to Other Funds	-	-	-	-	-	-
Projects and Expenses	376,230	27,600	40,000	-	-	-
	<u>376,230</u>	<u>27,600</u>	<u>40,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
REVENUE OVER EXPENSES	<u>(276,604)</u>	<u>68,100</u>	<u>56,700</u>	<u>97,700</u>	<u>97,700</u>	<u>97,700</u>
FUND EQUITY - ENDING	<u>26,104</u>	<u>94,204</u>	<u>150,904</u>	<u>248,604</u>	<u>346,304</u>	<u>444,004</u>



CITY OF PORT ALBERNI

ALBERNI VALLEY COMMUNITY FOREST RESERVE - 5 YEAR PLAN - AMENDEI Established: 14-Oct-2014

	2019 <i>Actual</i>	2020	2021	2022	2023	2024
RECEIPTS						
Dividends Received	150,000	-	-	-	-	-
Donations Received						
Investment Income	1,500	1,500	1,500	1,500	1,500	1,500
	<u>151,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
EXPENSES						
Transfer to Other Funds	-	-	-	-	-	-
Projects and Expenses	10,000	10,000	10,000	10,000	10,000	10,000
	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
REVENUE OVER EXPENSES	<u>141,500</u>	<u>(8,500)</u>	<u>(8,500)</u>	<u>(8,500)</u>	<u>(8,500)</u>	<u>(8,500)</u>
FUND EQUITY - ENDING	<u>247,922</u>	<u>239,422</u>	<u>230,922</u>	<u>222,422</u>	<u>213,922</u>	<u>205,422</u>

**CITY OF PORT ALBERNI****PARKLAND ACQUISITION RESERVE - 5 YEAR PLAN**

Established: 12-Jun-2006

	2019 <i>Actual</i>	2020	2021	2022	2023	2024
RECEIPTS						
Investment Income	\$ 5,276	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Sale of Parkland	-	-	-	-	-	-
Parkland Dedication Deposits	-	-	-	-	-	-
Historical correction	-	-	-	-	-	-
	5,276	2,500	2,500	2,500	2,500	2,500
EXPENSES						
Acquisition of Parkland	-	-	-	-	-	-
	-	-	-	-	-	-
REVENUE OVER (UNDER) EXPENSE	5,276	2,500	2,500	2,500	2,500	2,500
FUND EQUITY - ENDING	\$ 292,895	\$ 295,395	\$ 297,895	\$ 300,395	\$ 302,895	\$ 305,395



2020

	NET TAXABLE VALUE		TAX SHARE		PERCENT TAX SHARE		EFFECTIVE TAX RATE PER THOUSAND		CLASS MULTIPLE	
	PRIOR YEAR	CUR YEAR	PRIOR YEAR	CUR YEAR	PRIOR YEAR	CUR YEAR	PRIOR YEAR	CUR YEAR	PRIOR YEAR	CUR YEAR
	\$	\$	\$	\$	%	%	\$	\$		
RESIDENTIAL	2,053,235,500	2,236,980,800	13,834,979	14,075,751	59.75%	59.75%	6.7381	6.2923	1.0000	1.0000
UTILITIES	2,023,100	2,174,300	55,092	56,051	0.24%	0.24%	27.2315	25.7788	4.0414	4.0969
MAJOR IND.	91,504,200	93,059,000	5,115,678	5,204,707	22.09%	22.09%	55.9065	55.9291	8.2970	8.8885
LIGHT IND.	2,257,200	2,307,800	126,615	128,818	0.55%	0.55%	56.0938	55.8187	8.3248	8.8710
BUSINESS	284,910,946	299,941,553	4,001,408	4,071,045	17.28%	17.28%	14.0444	13.5728	2.0843	2.1570
NON-PROFIT	2,483,500	2,451,700	18,718	19,044	0.08%	0.08%	6.7381	6.2923	1.0000	1.0000
FARM	90,784	90,784	726	739	0.00%	0.00%	6.7381	6.2923	1.0000	1.0000
TOTAL	2,436,505,230	2,637,005,937	23,153,216	23,556,154	100.00%	100.00%				

AVERAGE SINGLE FAMILY RESIDENCE

New Single Family homes 19

Business & other classes amount increase 1.7%

PRIOR YEAR		CURRENT YEAR		CHANGE	
VALUE	AMOUNT	VALUE	AMOUNT	DIFFERENCE	% CHANGE
\$291,383	\$1,963.38	\$315,381	\$1,984.47	\$21.09	1.07%

Residential single family homes per BCA:

Residential single family home assessment per BCA:

2020	2019	2018
6,373	\$ 6,354	6318
2,009,922,700	1,851,598,600	1,561,415,400

**** NMC represent 1.22% of change

Date: April 6, 2020
File No: 3360-20-5859_RR [River Rd.]
To: Mayor & Council
From: T. Pley, CAO
Subject: Proposed Zoning Amendment – Development Application 5859 River Road

Prepared by: <i>Katelyn McDougall</i> Katelyn McDougall, Manager of Planning	Supervisor: <i>T. PLEY</i> T. PLEY, CAO	CAO Concurrence: <i>T. Pley</i> T. Pley, CAO
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RECOMMENDATION[S]

1. That "Zoning Bylaw Amendment No. 38 (5859 River Road – Allen), Bylaw No. 5004, be now introduced and read a first time.
2. That "Zoning Bylaw Amendment No. 38 (5859 River Road – Allen), Bylaw No. 5004, be read a second time.
3. That prior to Council scheduling a public hearing, the applicant and the Manager of Planning identify and agree to a mechanism that will secure public access to the waterfront portion of the private properties for the purpose of constructing a multi-use trail in the future.
4. That as part of the development process the applicant be required to complete the following before final adoption of the bylaw:
 - a. Receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.

PURPOSE

The purpose of this report is to consider an application for a map amendment to the Zoning Bylaw for the property at 5859 River Road.

BACKGROUND

An application has been made to amend the Zoning Bylaw to rezone a portion of 5859 River Road to the R1 Single Family Residential zone for the purpose of facilitating a lot line adjustment with the neighbouring parcel (5847 River Road).

The property owners own both 5847 River Road and 5859 River Road. One single family home is located on 5847 River Road, and the neighbouring lot is vacant except for the driveway access that straddles the lot line between the two properties. The application is being made to perform a lot line adjustment so that the driveway can be captured entirely within the (new) lot boundaries of 5847 River Road and improve building setbacks.

The proposed lot line adjustment is approximately 11 feet. In so doing it would decrease the frontage at 5859 River Road to the extent that the subject property would not conform to the current requirements of the 'RR2 Semi Rural Residential' zone. Therefore, in order to facilitate the lot line adjustment, the applicant is requesting that a portion of the subject property be rezoned to the R1 zone. The remainder of the parcel, as well as 5847 River Road will be maintained as the RR2 – Semi Rural Residential zone. No additional lots will be created as a result of the process, but 5859 River Road will become an unencumbered lot that can then be sold/developed.

The Advisory Planning Commission reviewed the rezoning application at the February 20, 2020 meeting. The APC indicated their support for the rezoning application, but recommended that staff and City Council revisit the Waterfront North 2014 study to consider how to obtain public access to the waterfront through the subject property for the purpose of a future waterfront trail connection along the west side of River Road.

Since the Advisory Planning Commission meeting in February, the Manager of Planning has reviewed the Waterfront North Study from 2014 and met with the applicant to begin the discussion about public access to the waterfront through the hooked portion of the properties located on the west side of River Road. The applicant indicated their openness to the idea at that time.

Waterfront North Study

The Waterfront North Study is a long-term planning document that was published in 2014. The purpose of the study is to guide future decision-making and set priorities regarding the preservation, development, and celebration of Port Alberni's Waterfront North. There are many different types of goals and strategic objectives identified by the study.

One central vision that guides the study is that the waterfront be maintained as a public asset. Local residents and visitors should be invited and welcomed to waterfront area and barriers that impede access should be avoided and removed. A fundamental goal of the study is to prioritize public access to the waterfront wherever possible.

The study also points out that while pedestrian connections in the Waterfront North area have been improved over the past years several pedestrian linkages remain broken. Therefore, public walkway connections directly adjacent to the waterfront are equally as important as access to the waterfront itself. The resulting recommendation is to "create a multi-use waterfront trail" for the following reasons:

- *A trail along the Somass River in this location would be an excellent public amenity that links waterfront activities between Clutesi Haven Marina, the Hupacasath First Nation lands, the Tseshah First Nation lands, and Paper Mill Dam Park*
- *Public input suggests linear trail connections are a high priority*
- *Much of this trail could be located within existing road right-of-way*
- *Funding opportunities (e.g. gas tax funding) are accessible for alternative transportation projects, especially if developed as a partnership project between governments*
- *Public input noted that trail design should minimize impact on shoreline habitat and vegetation*

While the study envisions the creation of a multi-use waterfront trail that runs along the side of River Road parallel to the Somass River, it does not provide a blueprint or specific details on how to obtain public access over private property. If Council would like to pursue this long-term goal as part of this specific rezoning process, the Manager of Planning will work with the applicant to identify a viable option and bring forward that information to Council at the time of scheduling the public hearing.

ALTERNATIVES/OPTIONS

1. Proceed with the proposed recommendations, which include securing some form of public access to the waterfront portion of the property.
2. Proceed with the proposed recommendations, but remove the condition of securing public access to the waterfront.
3. Do not proceed with the proposed recommendations, provide alternative direction.

ANALYSIS

See attached report for further details.

IMPLICATIONS

See attached report for further details.

COMMUNICATIONS

Under normal circumstances City Council would schedule a public hearing to occur sometime after the first reading of the bylaw, and before the third reading of the bylaw. Public notice would be given in two consecutive issues of the local newspaper, not less than 3 days and not more than 10 days before the public hearing. Public notice would also be mailed/delivered to all parcels within 75m of the subject property, at least 10 days prior to the public hearing.

Given the current COVID-19 events that have impacted the City's operations and ability to host public meetings, City staff are currently waiting on further clarification from the provincial government about how to proceed with public hearings. Staff recommend that Council refrain from scheduling a public hearing until further clarifications are made by the Ministry of Municipal Affairs and Housing, and a standard approach and set of procedures have been determined by the Clerks Department.

BYLAWS/PLANS/POLICIES

City of Port Alberni Official Community Plan
Zoning Bylaw No. 4832
Waterfront North Study 2014

SUMMARY

An application has been made to amend the Zoning Bylaw to rezone a portion of 5859 River Road from the RR2 – Semi Rural Residential zone to the R1 Single Family Residential zone. The permitted uses in the R1 zone are the same as the RR2 zone, and the proposed Zoning Bylaw amendment is consistent with the Official Community Plan. The purpose of the application is to facilitate a lot line adjustment to ensure that the existing driveway is captured fully within the boundary of 5847 River Road. As a result, 5859 River Road will be a completely vacant lot that can be sold and developed. The Planning Department and Advisory Planning Commission support amending the Zoning Bylaw.

ATTACHMENTS/REFERENCE MATERIALS

Report to the Advisory Planning Commission – 5859 River Road [att.]

Advisory Planning Commission February 20, 2020 Meeting Minutes [att.]

J:\Engineering\Planning\Development Applications\ZoningAmend\ZON-2019\5859_RiverRd-Allen\5859_RiverRd_CouncilCoverReport.docx

CITY OF PORT ALBERNI

BYLAW NO. 5004

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

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

1. Title

This Bylaw may be known and cited for all purposes as "**Zoning Bylaw Amendment No. 38 (5859 River Road - Allen), Bylaw No. 5004**".

2. Zoning Amendment

2.1 That a portion of Lot A, Section 10, Alberni District, Plan VIP25034, (PID:002-861-526), located at **5859 River Road**, as shown outlined in bold on Schedule A attached hereto, and forming part of this bylaw, is hereby rezoned from 'RR2 – Semi Rural Residential' to '**R1 Single Family Residential**'.

3. Map Amendment

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

READ A FIRST TIME THIS DAY OF , 2020.

READ A SECOND TIME THIS DAY OF , 2020.

A PUBLIC HEARING WAS HELD THIS DAY OF , 2020.

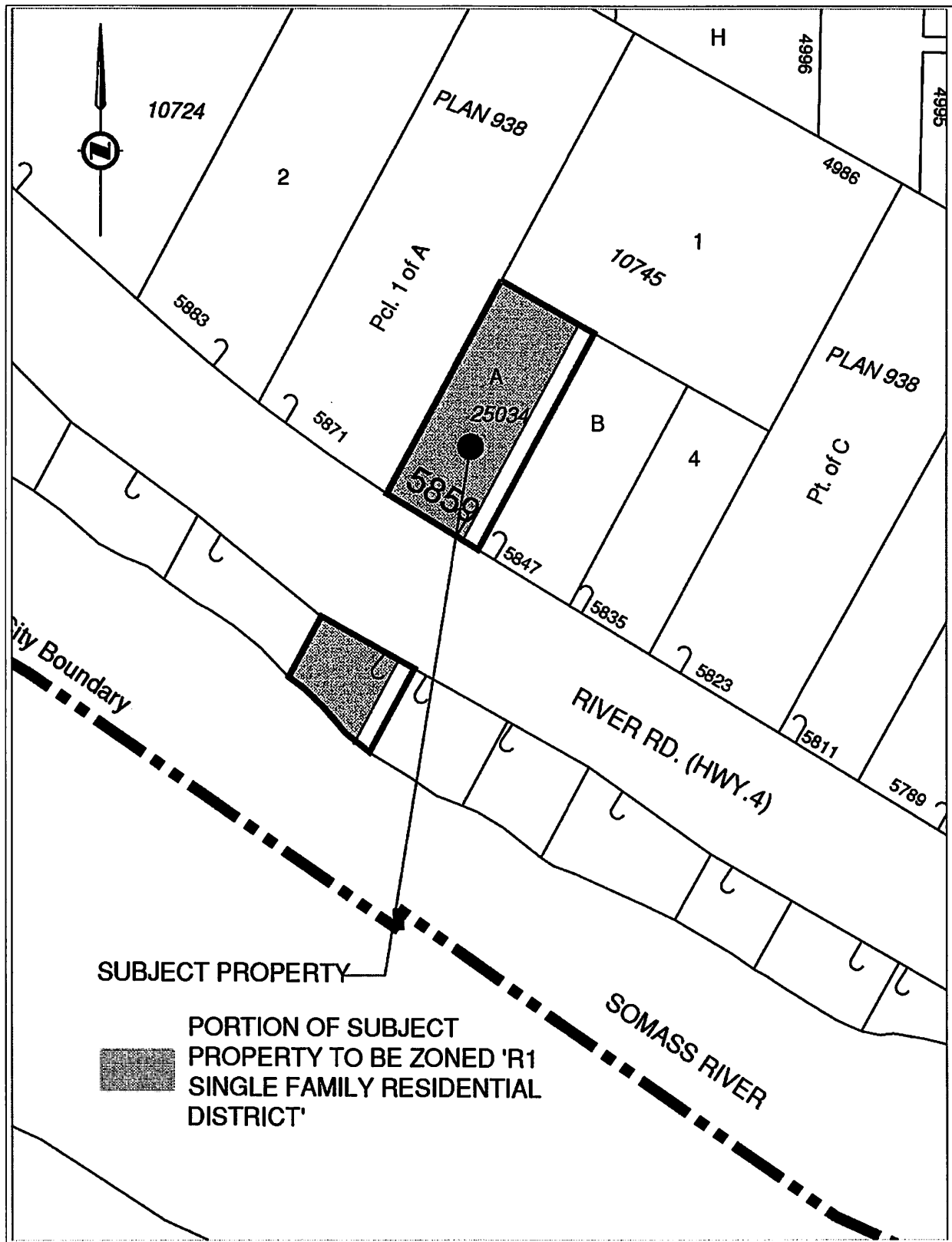
READ A THIRD TIME THIS DAY OF , 2020.

FINALLY ADOPTED THIS DAY OF , 2020.

Mayor

Clerk

Schedule "A" to Bylaw No. 5004



J:\Clerks\Bylaws\BYLAWS\5004_ZoningMapAmend_5859_RiverRd_Allen_tf.docx



CITY OF PORT ALBERNI

PLANNING DEPARTMENT REPORT TO THE ADVISORY PLANNING COMMISSION

TO: Advisory Planning Commission

FROM: Katelyn McDougall, Manager of Planning

DATE: February 14, 2020

SUBJECT: DEVELOPMENT APPLICATION – Proposed Zoning Bylaw Amendment
5859 River Road
A portion of Lot A, Section 10, Alberni District, Plan VIP25034, (PID:002-861-526)
Applicant: S. Allen

Issue

The purpose of this report is to consider an application for a map amendment to the Zoning Bylaw for the property at 5859 River Road.

Background

An application has been made to amend the Zoning Bylaw to rezone a portion of 5859 River Road (the 'subject property'), in order to facilitate a lot line adjustment through a subdivision application. No increase in the number of lots is proposed.

The subject properties are two parcels of land located at 5847 River Road (occupied by a single family residence) and 5859 River Road (vacant parcel). The owner wishes to adjust the lot line between the two parcels in order to preserve the existing driveway at 5847 River Road that encroaches on 5859 River Road. An adjustment of the lot line between the two properties would shift the lot line, increasing the frontage at 5847 River Road, to ensure that the entire driveway would be contained on that property. In so doing it would decrease the frontage at 5859 River Road to the extent that the subject property would not conform to the current requirements of the 'RR2 Semi Rural Residential' zone.

In order to facilitate the lot line adjustment, the applicant is requesting that a portion of the subject property be rezoned to 'R1 Single Family Residential' zone.

Official Community Plan (OCP) and Zoning Bylaw designations

- a) The subject property, is currently designated '**Residential**' on the Official Community Plan Schedule A – Land Use Map. The property is not within a Development Permit Area on the Schedule B – Development Permit Areas Map. No amendments are required.

- b) The subject property, is currently zoned '**RR2 Semi Rural Residential**' on the Zoning Bylaw Schedule A – Zoning Map. An amendment is requested to rezone a portion of the subject property to '**R1 Single Family Residential**' zone.

Discussion

Zoning:

The property at 5859 River Road is an irregularly shaped, but roughly rectangular, lot with frontage along the Somass River. The parcel is divided into two pieces by Highway No. 4 (River Road) and has an average frontage along River Road of 20.94 m (68.7 ft). The total area is $\pm 1010 \text{ m}^2$ (10,872 ft^2). The existing lot is non-conforming as it does not meet the current frontage requirement (23 m), or minimum area requirement $\pm 1160 \text{ m}^2$ (12,487 ft^2), for the '**RR2 Semi Rural Residential**' zone. The adjacent lot at 5847 River Road is also zoned RR2 and is non-conforming as well having only $\pm 20.95 \text{ m}$ frontage.

The R1 zone requires a minimum frontage of 15 metres (49.2 ft.) and a minimum lot area of 600 m^2 (6,458 ft^2). The proposed zoning amendment for a portion of 5859 River Road would facilitate a lot line adjustment thereby shifting the property at 5847 River Road into conformity with the existing RR2 zone. No change to zoning is requested, or required, for the adjacent parcel at 5847 River Rd.

The proposed adjustment to the property line would allow for the subject property to conform to the lower minimum frontage and area requirements of the R1 zone as shown in the table below.

Property	Existing Frontage RR2 Req's 23 m	Existing Area RR2 Req's 1160 m^2	Proposed Frontage	Proposed Area
Subject Property 5859 River Rd	20.95 m	$\pm 1010 \text{ m}^2$	$\pm 17.6 \text{ m}$ R1 Requires 15 m	$\pm 836 \text{ m}^2$ R1 Requires 600 m^2
Adjacent parcel 5847 River Rd	20.95 m	$\pm 1,443 \text{ m}^2$	$\pm 23.35 \text{ m}$ Meets RR2	$\pm 1645 \text{ m}^2$ Meets RR2

Surrounding Area

The low lying area adjacent to the Somass River and Highway No. 4 is predominately residential in nature, but does contain a mix of residential and commercial uses. The highway corridor is a main artery for traffic within the city and services traffic to the west coast of the island as well as the outlying communities in the Alberni Clayoquot Regional District.

The immediately adjacent properties are larger, low density, residential parcels interspersed with Bed and Breakfast and Guest House operations. Clutesi Marina and Naasegaard Farm and Market are popular and well used commercial destinations to the east and River Bend Convenience Store is located a short distance to the west.

Service Infrastructure

Water: There is a water main located on River Rd/Hwy 4. According to the City's records, the City installed a connection in 1970. The installation was prior to application and has not paid for. Due to the age of the infrastructure the water service connection will need to be recertified and the connection fees paid.

Sewer: A sanitary sewer pipe is located to the north of the subject properties and services the adjacent properties along River Rd. The sewer flows from the north west to south east along the rear of the subject properties. The pipeline is located in SRW 2841.

Storm: There are catchbasins and catchment drain located on River Rd/Hwy 4 adjacent to the site.

The capability of the existing infrastructure will need to be proven out by the applicant's engineer and approved by the City Engineering department. The detailed issues and costs regarding servicing requirements will be specified during the subdivision process and included in a Subdivision Preliminary Layout Review letter to the applicant.

Floodplain

Port Alberni is vulnerable to tsunami inundation, as illustrated by the 1964 tidal wave generated by a powerful earthquake in Alaska. The OCP has reflected this hazard in the land use designations by identifying a "tsunami inundation zone" below the 6.0m contour line.

Both the subject property and adjacent property have an approximate elevation of 3.1 m G.S.C.

Council Policy (Section D, 1.4 in OCP)

1. *The City will maintain and update as necessary the Tsunami Floodplain Management Strategy which shall address such issues as:*
 - *the Emergency Measures Plan;*
 - *a tsunami warning system;*
 - *potential evacuation routes;*
 - *flood control infrastructure;*
 - *development and land use regulations for the 6m contour areas identified within the tsunami hazard area on Map 2; and*
 - *regulating the storage and security of petroleum products, chemicals or hazardous goods in those areas identified within the tsunami hazard area on Map 2.*

To protect against the loss and to minimize property damage associated with flooding events the Council encourages agricultural, park and open space recreational uses of flood susceptible lands. Where floodable lands are required for development, the construction and siting of buildings and manufactured homes to be used for habitation, business or the storage of goods damageable by floodwaters shall be flood proofed to those standards specified by the City of Port Alberni Floodplain Bylaw.

The City's Floodplain Bylaw encompasses the neighbourhood and places restrictions on building and storage at elevations below 3.65 m G.S.C.

Referrals

Agency/department	Comments
RCMP	No objections
PARKS	Director – Interests unaffected by the Bylaw.
BUILDING	The building department has no technical issue with the rezoning.

ENGINEERING	No comments received to date.
FIRE	No comments received to date.
Hupacasath First Nation	No comments received to date.
Tseshaht First Nation	No comments received to date.
FORTIS	No conflicts with gas.
BC Hydro	Approved. Interests unaffected by the Bylaw
Shaw Cable	The Zoning Bylaw amendment for 5859 River Rd will not affect the Shaw services
TELUS	TELUS has no objections to the subdivision attached.
CANADA POST	No comments received to date.
Department of Fisheries and Oceans	At this time, the Fish and Fish Habitat Protection Program will not be participating in the Zoning Bylaw amendment for 5859 River Rd.
Min. Transportations and Infrastructure	MoTI does not object to the proposed rezoning. This response is not to be construed as subdivision approval.

Conclusions

In considering the Zoning amendment, the Advisory Planning Commission and City Council should consider whether the proposed amendment is appropriate for the site and for the community.

The R1 - Single Family Residential zone allows for slightly greater density while maintaining a single family residential character. The permitted uses in the R1 zone are identical to uses permitted in the RR2 zone. Although the proposed zoning allows for a smaller lot size and thus an increase in density, a lot line adjustment will not increase the number of existing, developable lots. The proposed subdivision meets the strategic goal of a livable and sustainable community. The Official Community Plan is supportive of encouraging infill development.

The proposed zoning and subdivision are compatible with the character of the neighbourhood and the Planning Department supports the zoning amendment to the R1 zone.

Recommendations

1. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A – Zoning Map) to change the designation on a portion of Lot A, Section 10, Alberni District, Plan VIP25034, (PID:002-861-526) located at 5859 River from 'RR2 – Semi Rural Residential' to 'R1 – Single Family Residential'.*
2. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final*

adoption of the bylaw:

- a. *Receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.*

Respectfully submitted,



Cara Foden, Planning Technician

Reviewed by,

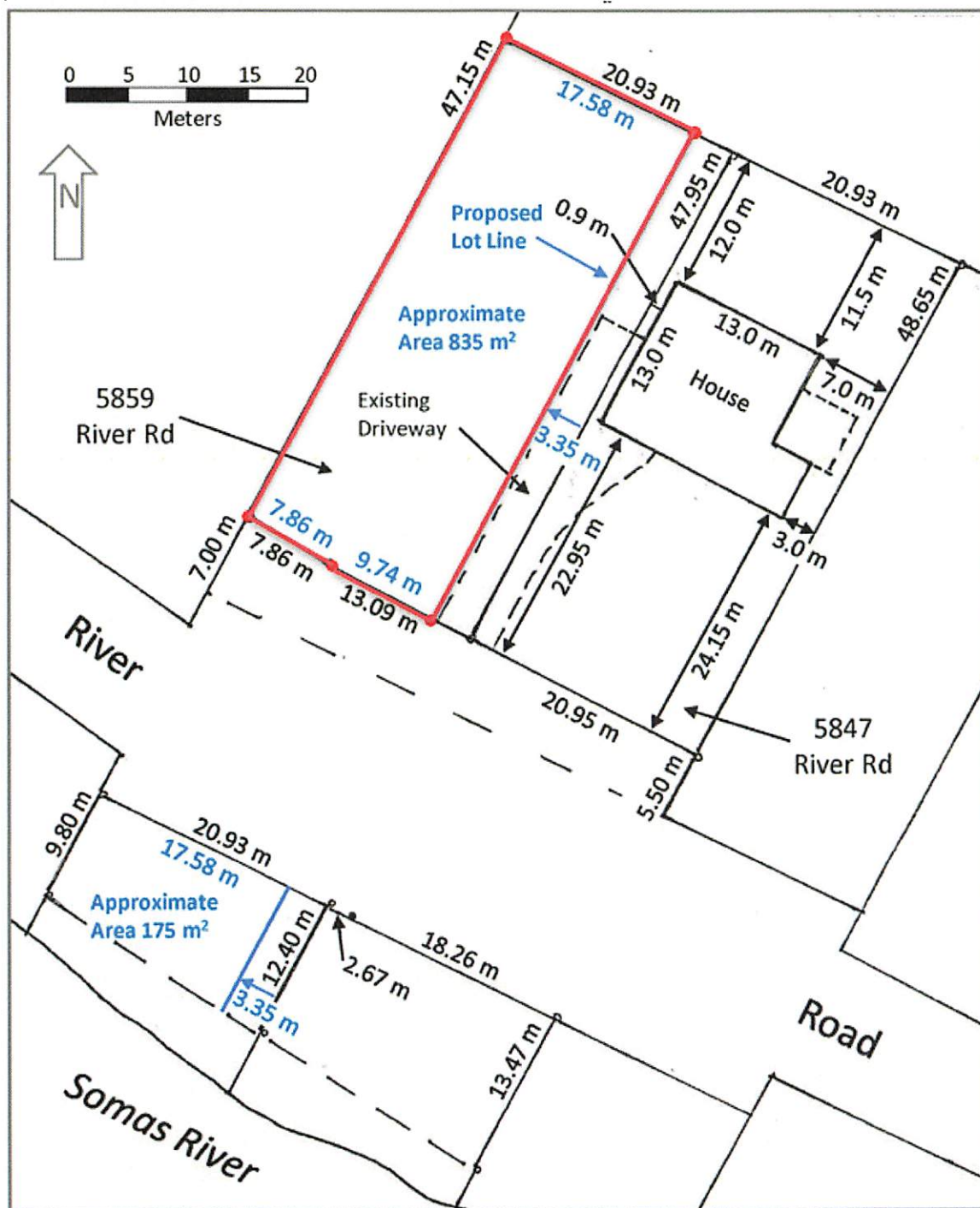


Katelyn McDougall, M.Urb
Manager of Planning

SUBJECT PROPERTY – 5859 RIVER ROAD



Proposed subdivision and area to be rezoned outlined in red:



5859 and 5847 River Road

Proposed R1 Rezoning - Lot Line Adjustment - Scaled Site Plan



5859 and 5847 River Road Photo – Lot Frontage

Approximate location of current lot line in **Red**.
Proposed boundary adjustment in **Blue**.

APPLICANT'S RATIONALE:**Zoning Bylaw Amendment – Supporting Information Note**

Robert and Elaine Allen own the properties located at 5847 and 5859 River Road. Their family home is located at 5847 River Road, the adjacent lot (5859) is vacant land.

The Allen's are an elderly couple both in their mid 80's who have recently experienced a health setback and therefore have begun to consider establishing additional in-home care support services and the possibility of a housing transition in the future.

In order to facilitate their plans the Allen's intend to sell the vacant property (5859) adjacent to their home. Although the lots have separate legal titles and the vacant lot could be sold as it is, the current driveway servicing their home is not in an optimal location as it straddles the property line between the two lots. The Allen's would prefer to proactively address the driveway access (location) prior to selling the vacant lot.

The Allen's existing home is a small rancher with easy access and is quite manageable with regard to its size and is therefore suitable for them to remain for some time yet until health and mobility circumstances dictate otherwise.

The family initially evaluated modifying the location of the existing driveway so that it was totally contained within the lot with their home at 5847. This would involve removing the existing pavement, building up a small portion of the driveway, cutting new access into the sidewalk, modifying the front yard and landscaping, removing a couple of trees and repaving.

Although possible, the works involved with moving the driveway are considered to be quite disruptive especially for Mr. Allen since familiarity with surroundings is fairly important to enable gracefully aging in place.

This application for rezoning the vacant lot at 5859 from RR2 Semi Rural Residential to R1 Single Family Residential is to facilitate moving the property line between the two lots 11 feet (3.35 m) north-west so to encapsulate the existing driveway into lot 5847 with the existing home. There is no further change of use intention.

Given the current RR2 zoning requirements for road frontage, it is our understanding that the requested boundary line adjustment could not be completed without rezoning the vacant lot (5859) to R1. It is also our understanding that the requested lot line adjustment would result in 5859 River Road meeting all frontage and area requirements of the R1 designation. Should rezoning be permitted, the actual boundary adjustment would be formalized through the subsequent subdivision process.

Site information is provided in the following pages.

Thank you for your consideration

Scott Allen

R1 – SINGLE FAMILY RESIDENTIAL

5.11 The purpose of this *zone* is to establish and maintain quiet, low density neighbourhoods.

5.11. Permitted uses

1

Principal Uses

Single family dwelling

Accessory Uses

Bed and breakfast

Home occupation

Secondary suite

Supportive housing

5.11. Site Development Regulations

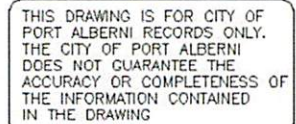
2

Minimum <i>Lot Area</i>	600 m ²	6458 ft ²
Minimum <i>Frontage</i>	15 m	49.2 ft
Maximum <i>Coverage</i>	40%	
Minimum <i>Setbacks</i> :		
<i>Front yard</i>	7.5 m	(24.6 ft)
<i>Rear yard</i>	9 m	(29.5 ft)
<i>Side yard</i>	1.5 m	(4.9 ft)
Maximum <i>Floor Area Ratio</i>	0.5	
Maximum Height, Principal <i>Building</i>	10 m	(32.8 ft)
Maximum Number of Principal <i>Building Storeys</i>	2.5	
Maximum number of <i>dwelling units per lot</i>	2	

5.11. Conditions of Use

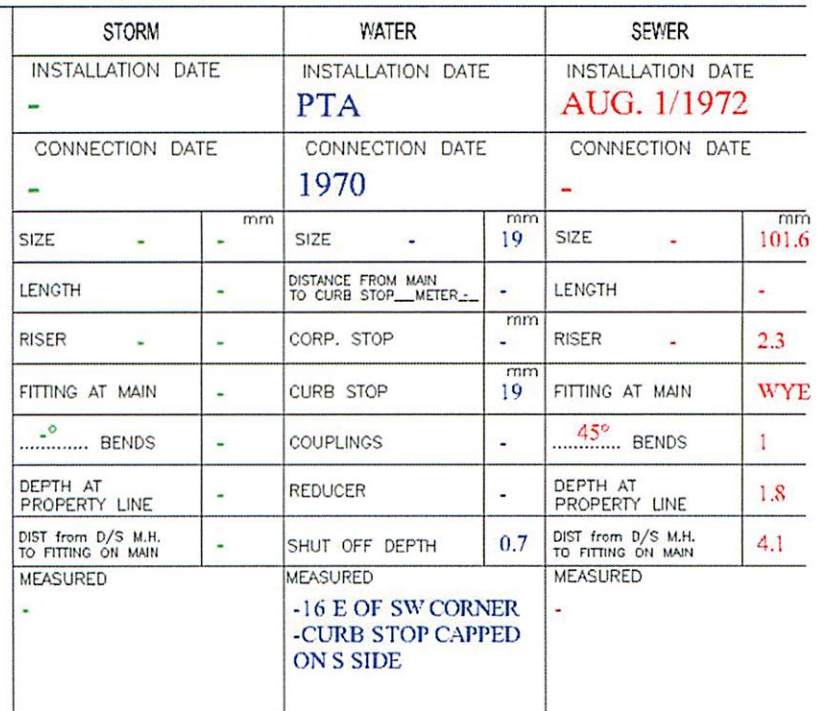
3

- (a) Notwithstanding the provisions of 5.11.2:
 - (i) On a *corner lot*, the *side yard* by the flanking *street* must be not less than 3.5 metres (11.5 ft) wide.
 - (ii) For single *family* dwellings having no carport or attached garage and with no access to the rear or the side of the *lot* from a *street* or *lane*, the minimum *side yard* requirement shall be increased to 3 m (9.8 ft) for one *side yard*.
- (b) For *supportive housing*, the maximum number of persons in care shall not exceed four (4).
- (c) Only one of the three (3) following *accessory uses* is permitted on any *lot*: *bed and breakfast* OR *secondary suite* OR *supportive housing*.



25034

PLAN





**Summary Report / Minutes of the Advisory Planning Commission Meeting
(Held on February 20, 2020
in the Committee Room at City Hall, at 12:00 p.m.)**

Commission Members Present

Ken McRae (Chair)
John Douglas (Vice-Chair)
Amy Anaka
Chris Washington, S.D.70 Liaison
Callan Noye
Stefanie Weber
Ed Francoeur
Jim Tatoosh, Hupačasath F.N.
Sgt. Clive Seabrook, R.C.M.P. Liaison

Guests

Members of the Public: None

Staff

Katelyn McDougall, Manager of Planning
Cara Foden, Planning Technician

Regrets

Cynthia Dick, Tseshah (č išaa?ath) F.N.
Rick Newberry, P.A.F.D. Liaison
Rob Gaudreault, Parks Liaison

Alternates (not in attendance)

Councillor Helen Poon (Alternate–Council)
Peter Dione (Alternate–R.C.M.P.)
Darren Mead-Miller (Alternate – Tseshah F.N.)



1. **Acknowledgements and Introductions** – Acknowledgement, by the Chair, that this APC meeting is being held within the un-ceded, traditional territories of the Hupačasath and the Tseshah (č išaa?ath) First Nations.
2. **MINUTES - Adoption of January 16, 2020 Minutes**

Motion:

That the City of Port Alberni Advisory Planning Commission adopt the minutes of the January 16, 2020 regular meeting.

(Anaka / Douglas) CARRIED

3. **DEVELOPMENT APPLICATION: Zoning Bylaw amendment**

5859 River Road

A portion of Lot A, Section 10, Alberni District, Plan VIP25034, (PID:002-861-526)

Applicant: S. Allen

- The Manager of Planning summarized the report to the APC dated February 14, 2020.
- The APC discussed the application as follows:
 - It was noted by the APC that Council and management staff had formally engaged with numerous other stakeholders in high level discussions respecting the waterfront, ownership issues, and the potential to secure public access to the waterfront when land related applications involved waterfront parcels. Personnel and Council changes have resulted in a lack of continuity and awareness of the discussions and outcomes. The APC expressed a desire to have Council review past progress on this topic and consider renewing these discussions. There was consensus that exploring ways to expand public access to the waterfront was important and desirable.

- The current application involves property with water frontage on the Somass River and is representative of land use applications that could or should be evaluated respecting their potential to play a role in expanding the City's trail networks to include the river's waterfront. It was noted that applications such as this one can present opportunities for securing public access to waterfront within the City.
- The APC discussed the desirability of engaging the applicant in a discussion about securing waterfront access for the public.
- The potential for the City to consider acquisition of waterfront land was discussed.
- It was noted that the Hupačasath First Nation has ownership rights that include lands within fifty (50) feet of the waterline on that side of the Somass River. J. Tatoosh indicated support in principle for the idea of expanding City trail networks but noted that land ownership added a level of complexity and that the matter should be discussed with the Hupačasath First Nation Council for their input. He noted that he would bring forward the particulars of this APC discussion with the Hupačasath First Nation Council.
- The particulars of the proposed lot line adjustment were clarified.
- The application was discussed with respect to building requirements and restrictions that apply on lands that fall within the area covered by the city's Floodplain Bylaw.

Motions:

1. *That the Advisory Planning Commission recommends to City Council that the recommendations from the Waterfront North 2014 study and the Uptown and Waterfront Redevelopment 2007 study be reviewed in conjunction with other documentation respecting discussions regarding the provision of public access to the waterfront through private lands.*
2. *That the Advisory Planning Commission recommends to City Council that the City proceed with a map amendment to the Zoning Bylaw (Schedule A – Zoning Map) to change the designation on a portion of Lot A, Section 10, Alberni District, Plan VIP25034, (PID:002-861-526) located at 5859 River from 'RR2 – Semi Rural Residential' to 'R1 – Single Family Residential'.*
3. *That the Advisory Planning Commission recommends to City Council that as part of the development process the applicant be required to complete the following before final adoption of the bylaw:*
 - a. *Receive a Preliminary Layout Approval letter for the proposed subdivision from the City of Port Alberni's Approving Officer.*

(Douglas / Tatoosh) CARRIED

4. **Tips for Media Interaction: Communication Manager – Tabled.**

5. UPDATE:

The Manager of Planning summarized what has been happening since the last APC meeting:

- **Short Term Rentals** – proposed bylaw changes have been drafted
- **3rd Ave Revitalization project** – met with Cycle Alberni and Trucking/industry stakeholders to discuss project. Updated design options coming to Council at March 23 meeting
- **Uptown District Revitalization Strategy** – initial project planning underway, preparing application for UBCM poverty reduction grant
- **Housing Needs Assessment** – RFP to be released in March

Next APC meeting

- **Rezoning Application** – 2170 Mallory Drive
- **Development Variance Application** – 3033 6th Avenue
- **Cannabis Cultivation Bylaw and Policy Changes**

6. OTHER BUSINESS

- The Manager of Planning asked members if the upcoming March break would impact their ability to attend the regularly scheduled meeting on March 19th. It was determined that a quorum was not possible on that date. An alternate date of March 26th was also discussed. Once a new meeting date has been determined the APC will be notified.

7. **ADJOURNMENT** – The meeting adjourned at 1:00 p.m. The regularly scheduled meeting in March will be rescheduled and the APC advised of the date and time.

(Douglas / McRae) CARRIED



Ken McRae (Chair)



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3

Telephone (250) 720-2700 FAX: (250) 723-1327

March 26, 2020

Mayor & Council
City of Port Alberni
4850 Argyle Street
Port Alberni, BC

RECEIVED
MAR 27 2020
CITY OF PORT ALBERNI

☒ Council ☐ Eng. & PW
☒ Mayor ☐ Parks, Rec. & Heritage
☐ CAO ☐ Planning
☒ Finance ☐ Bylaw
☒ Clerk's ☐ Other _____
☒ Agenda *REM -*
File # *0400-20-ACRD*

Dear Mayor and Council,

Re: Request for Council Consent - Alberni Valley Regional Airport Boundary Extension

The Alberni-Clayoquot Regional District (ACRD) received a request from the Uchucklesaht Tribe Government to join the Alberni Valley Regional Airport service as a full participating member.

Currently, the participants of this service include the electoral areas of Beaufort, Beaver Creek, Cherry Creek, Sproat Lake and the City of Port Alberni. Only those areas/members that participate in the service contribute to the costs. The distribution of costs for this service are currently based on the taxable value of land and improvements. The maximum amount that may be requisitioned annually for the cost of this service is \$446,250.00 or \$0.1483 per \$1,000.00 of taxable value of land and improvements, whichever is greater.

In order to expand the boundaries of the service area to include the Uchucklesaht Tribe Government, the ACRD Board of Directors is required to adopt an amending bylaw to the service establishing bylaw. Enclosed please find a copy of Bylaw 791-3, *Port Alberni Airport Extended Service Area Establishment Amendment, 2020* which received three reading by the ACRD Board of Directors at their regular meeting held on February 26, 2020.

The *Local Government Act* requires the Regional District to gain consent of at least 2/3's of the participants of the service area in order to proceed with the adoption of the amending bylaw to alter the boundaries of the service area.

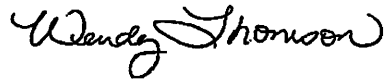
If the amending bylaw is adopted, the Uchucklesaht Tribe Government will share in the cost of this service and have a vote at the Board table in operating the Alberni Valley Regional Airport Service. There will be minimal effect on the tax base initially, as costs are based on the relative value of land and improvements.

The ACRD Board of Directors requests Port Alberni City Council to consider passing a resolution consenting on behalf of the electors of the City of Port Alberni to the adoption of Bylaw 793-1, *Port Alberni Airport Extended Service Area Establishment Amendment, 2020* to expand the boundaries of the service area to include the Uchucklesaht Tribe Government.

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?it?ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe and Toquaht Nation, Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

We would be pleased to provide further information or answer any questions you may have with respect to this request.

Yours truly,

A handwritten signature in black ink, reading "Wendy Thomson". The signature is written in a cursive, flowing style.

Wendy Thomson,
General Manager of Administrative Services

Encl.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

BYLAW NO. 791-3

A bylaw to amend the boundaries of the Alberni Valley Regional Airport Service Area

WHEREAS the Board of the Alberni-Clayoquot Regional District established and operates the service known as the Alberni Valley Regional Airport as described in Bylaw 791 cited as, *Port Alberni Airport Extended Service Area Establishment, 1992*;

AND WHEREAS the Regional District Board wishes to extend the boundaries of the service area to include the Uchucklesaht Tribe Government;

AND WHEREAS the Uchucklesaht Tribe Government has requested in writing to join the Port Alberni Airport Extended service area;

AND WHEREAS the participants of the service area have consented, in writing, to the adoption of this Bylaw;

NOW THEREFORE, the Alberni-Clayoquot Regional District Board of Directors in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw shall be cited for all purposes as Bylaw 791-3, *"Port Alberni Airport Extended Service Area Establishment Amendment, 2020."*

2. AMENDMENTS

Bylaw No. 791, *"Port Alberni Airport Extended Service Area Establishment Bylaw, 2020"* is hereby amended as follows:

Section 2 – Participants

The participants of the service established under this Bylaw shall be:

- Electoral Area "B" (Beaufort)
- Electoral Area "D" (Sproat Lake)
- Electoral Area "E" (Beaver Creek)
- Electoral Area "F" (Cherry Creek)
- City of Port Alberni
- Uchucklesaht Tribe Government

Addition of New Section – Boundaries

The boundaries of the services area are as shown on Schedule “A” attached to and forming part of this Bylaw.

Read a first time this 26th day of February , 2020.

Read a second time this 26th day of February , 2020.

Read a third time this 26th day of February , 2020.

ADOPTED this day of , 2020

Chairperson

General Manager of Administrative Services

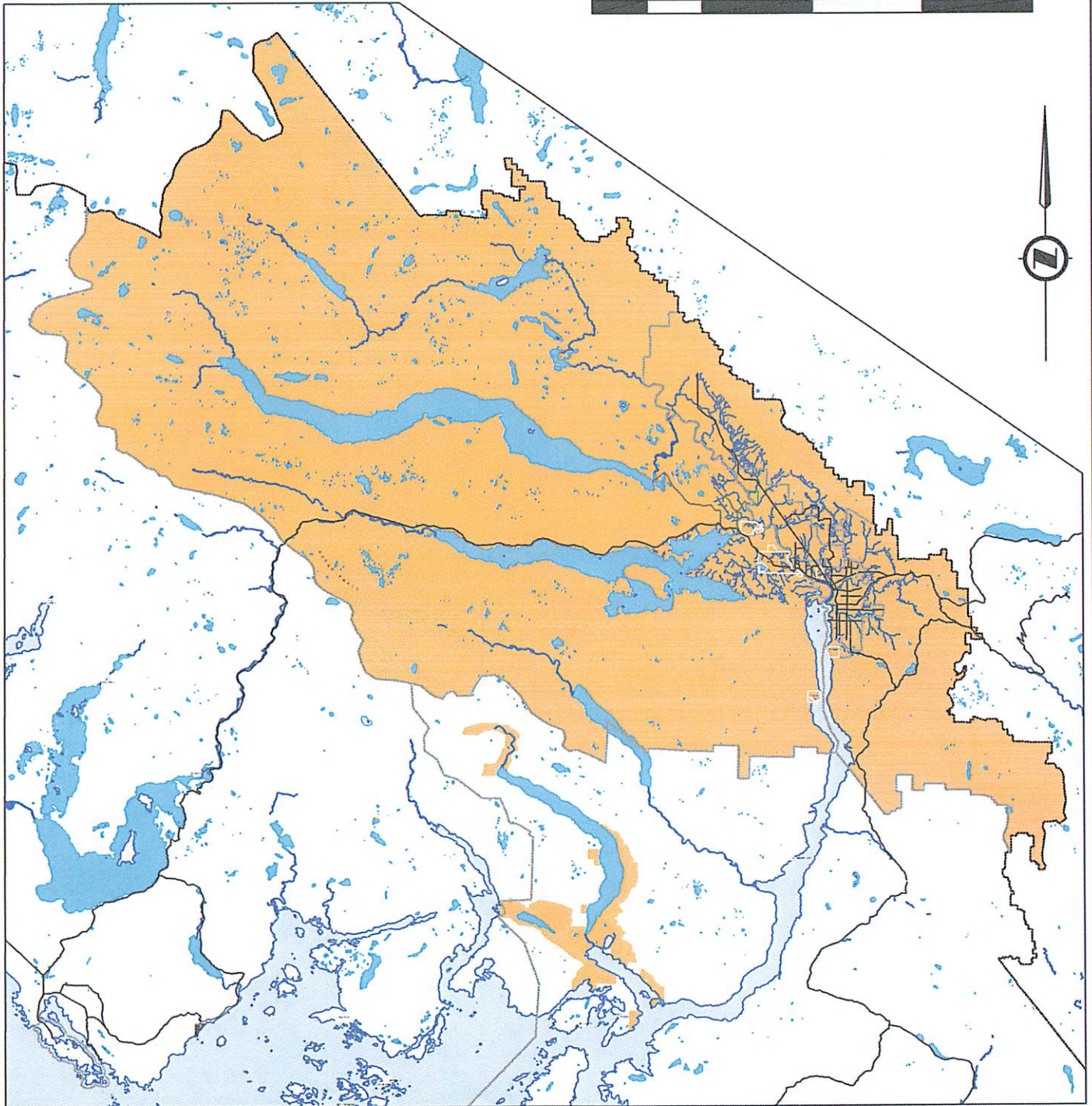


Schedule 'A'

This schedule is attached to and forms part of Bylaw 791-3 Alberni Valley Regional Airport Extended Service Area Establishment Bylaw



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



Service Area: City of Port Alberni, Electoral Area "B" (Beaufort), Electoral Area "D" (Sproat Lake), Electoral Area "E" (Beaver Creek), Electoral Area "F" (Cherry Creek) and Uchucklesaht Tribe Government.

Twyla Slonski

From: danedwards@telus.net
Sent: March 11, 2020 7:47 PM
To: Sharie Minions
Cc: danedwards@telus.net
Subject: REquesting letter of support from the Port Alberni Council for STanding Committee report on Fisheries
Attachments: action committee letter Mayor Minions.docx; Action Committee Letter Support Letter Template.docx; ATT00001.htm; foporp21-e.pdf
Categories: Outstanding Items

RECEIVED

MAR 13 2020

CITY OF PORT ALBERNI

Dear Mayor Minions

I am sending you these three documents asking for your council to consider supporting a comprehensive response by the Federal Department of Fisheries and Oceans to the attached three party supported report on the situation overshadowing the existing commercial fishery here in B.C. Would very much appreciate it if you could put these letters on the agenda for your council to consider. I, as a member of the action committee for the group that met in Nanaimo would be willing to meet with your council to review the concerns raised in the report by the Standing committee. Thank you for your time.

Dan Edwards
Commercial Fisherman
Ucluelet B.C.
250-266-0082

<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Eng. & PW
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File #	<i>0230-01</i>

..Cncl Corr action

March 13, 2020

To Mayor Minions

Mayor: Port Alberni

Dear Mayor Minions

On February 10th and 11th 2020 a conference was held in Nanaimo regarding British Columbia's commercial fisheries. Over 140 fishermen, academia, NGO's, municipal leaders, First Nations, Provincial staff, members of the Standing Committee on Fisheries and Oceans, and other interested parties were brought together. A consensus was reached: *the federal government needs to formally respond to the 20 recommendations in "West Coast Fisheries: Sharing the Risks and Benefits,"* a report released by the Standing Committee on Fisheries and Oceans in May, 2019.

An action committee was formed to work in collaboration with First Nations, all levels of government, and fishermen. Our goal is to press the federal government into action on the recommendations in a timely, inclusive, and effective fashion. We believe the implementation is to the benefit of all British Columbians, and that is why we extend our request to you.

The 20 recommendations facilitate:

1. Ensuring benefits derived from fish harvesting flow to active fishers, First Nations, and coastal communities in British Columbia
2. Ensuring fair distribution of benefits among those involved in fisheries
3. Continuation of the overarching principles of conservation and reconciliation with First Nations
4. Making fisheries more accessible to new entrants, especially younger individuals

The issue is time sensitive, the window to get the recommendations implemented will not be available indefinitely. The current Minister of Fisheries, Honourable Bernadette Jordon, sat as chair when testimonies on the challenges facing West Coast fisheries were being heard by the Standing Committee on Fisheries and Oceans. The subsequent recommendations that came out of this study were unanimously supported by all of the Liberal, Conservative and NDP members of the Standing Committee. **Furthermore, the new Standing Committee in the 43rd Parliament recently passed a unanimous motion to re-table the "West Coast Fisheries: Sharing the Risks and Benefits" report, which means the time to act is now.** We would like to capitalize on this unique moment and promptly move forward with a show of broad base support from our local communities provided through letters of support.

The attendees at the gathering in Nanaimo also agreed that recommendations 2, 8, 4 and 19 are urgent and immediately actionable. They can serve as a foundation for transition towards recapturing the

wealth of our marine environment for coastal communities, First Nations, and harvesters. Recommendations 14, 15, 18, and 20 will ensure a fair, principled, and structured path forward in this



process for all parties involved, and will help achieve the change we need to ensure a better future for fisheries in this Province, as well as those individuals and communities reliant on them.

We request you stand with us on this opportunity and your express support through a letter. Please see the separately attached letter template and suggested content. It is recommended but not mandatory to follow the template. Thank you for your consideration; we look forward to working collaboratively for the benefit of all coastal communities.

Sincerely,

Dan Edwards Commercial fisherman Ucluelet B.C.— on behalf of the Fisheries for Communities Gathering 2.0 – Action Committee

Other Action Committee Members:

Brian Wadhams, Commercial Fisherman, 'Namgis First Nation, Alert Bay, BC

Mabel Mazurek, General Manager at Northern Native Fishing Corporation, Prince Rupert, BC

Chris Cook, Commercial Fisherman, 'Namgis First Nation, Alert Bay, BC

Guy Johnston, Commercial Fisherman, Cowichan Bay, BC

Dan Edwards, Commercial Fisherman, Ucluelet, BC

Kim Olsen, Commercial Fisherman, Shawnigan Lake, BC

Duncan Cameron, Commercial Fisherman, Vancouver, BC

Fraser MacDonald, Commercial Fisherman, Vancouver, BC

Roger Paquette, Owner of Hub City Fisheries, Nanaimo, BC

Bob Burkosky, Commercial Fisherman, CIC Rep and Union GEB Member, Qualicum Beach, BC

James Lawson Commercial Fisherman Campbell River B.C.

The Honourable Bernadette Jordan
Minister's office
200 Kent St
Station 15N100
Ottawa ON K1A 0E6

RE: Support for the "West Coast Fisheries: Sharing the Risks and Benefits" Report

Dear Minister,

[DELETE BEFORE SENDING – First paragraph - Introduce yourself and your organization]

[DELETE BEFORE SENDING – Second paragraph - State why you or your organization supports the report and recommendations. Please be clear about the nature of support in your letter, be it to support active harvesters, community benefits or both. Example below.]

We are in favour of the recommendations set out in "West Coast Fisheries: Sharing the Risks and Benefits" because we want to ensure benefits derived from fish harvesting flow to active fish harvesters, First Nations, and coastal communities in British Columbia. We also would like to see fair distribution of benefits among those involved in fisheries, continuing the overarching principles of conservation and reconciliation with First Nations, and making fisheries more accessible to new entrants, especially younger individuals.

[DELETE BEFORE SENDING – Third paragraph - Provide definitive statement of support and impact of the report and recommendations. Example below.]

We support the 20 recommendations in the "West Coast Fisheries: Sharing the Risks and Benefits" report and call for their full and serious consideration by the federal government.

Sincerely,

Your Name Here

Your Organization Name Here

Your Organization's Address



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

WEST COAST FISHERIES: SHARING RISKS AND BENEFITS

Report of the Standing Committee on Fisheries
and Oceans

Ken McDonald, Chair

MAY 2019
42nd PARLIAMENT, 1st SESSION

Published under the authority of the Speaker of the House of Commons

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WEST COAST FISHERIES: SHARING RISKS AND BENEFITS

Report of the Standing Committee on Fisheries and Oceans

**Ken McDonald
Chair**

MAY 2019

42nd PARLIAMENT, 1st SESSION

NOTICE TO READER

Reports from committee presented to the House of Commons

Presenting a report to the House is the way a committee makes public its findings and recommendations on a particular topic. Substantive reports on a subject-matter study usually contain a synopsis of the testimony heard, the recommendations made by the committee, as well as the reasons for those recommendations.

STANDING COMMITTEE ON FISHERIES AND OCEANS

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VICE-CHAIRS

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Gord Johns

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Blaine Calkins

Sean Casey (Parliamentary Secretary — Non-Voting Member)

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THE STANDING COMMITTEE ON FISHERIES AND OCEANS

has the honour to present its

TWENTY-FIRST REPORT

Pursuant to its mandate under Standing Order 108(2), the Committee has studied the regulation of the West coast fisheries and has agreed to report the following:

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LIST OF RECOMMENDATIONS

As a result of their deliberations committees may make recommendations which they include in their reports for the consideration of the House of Commons or the Government. Recommendations related to this study are listed below.

Recommendation 1

That Fisheries and Oceans Canada maintain the limited transferability for non-directed catch, which is a widely supported system for ensuring that non-targeted groundfish that is caught can be sold and tracked for conservation purposes. 22

Recommendation 2

That based on the principle that fish in Canadian waters are a resource for Canadians (i.e. common property), no future sales of fishing quota and/or licences be to non-Canadian beneficial owners based on the consideration of issues of legal authority, and international agreement/trade impacts. 24

Recommendation 3

That Fisheries and Oceans Canada permit the separation of stacked (or “married”) licences for sale by the licence owner to divest some or all of their licences in the sole intent of facilitating existing harvesters and new entrants to become owner-operators. 27

Recommendation 4

That, to increase the transparency of quota licence ownership and transactions, Fisheries and Oceans Canada determine and publish, in an easily accessible and readable format, a public online database that includes the following:

- The beneficial holder of all fishing quota and licences in British Columbia, including penalties for failing to accurately disclose the holder of fishing quota and/or licences, and that Fisheries and Oceans Canada work with Finance Canada to achieve this goal.

- All sales or leasing of quota and licence holdings be reported and made public by Fisheries and Oceans Canada, including buyer, seller and sale/leasing price. 32

Recommendation 5

That Fisheries and Oceans Canada prioritize the collection of socio-economic data for past and future regulatory changes and make this information publicly available. 33

Recommendation 6

That Fisheries and Oceans Canada develop a comparative analysis of the East Coast and West Coast fisheries in regard to regulations with a view to devising policy that would level the playing field for independent British Columbian fishers. 33

Recommendation 7

That Fisheries and Oceans Canada undertake discussions with the Province of British Columbia to explore the establishment of a model for a loan board to support harvesters' intent on purchasing licences and/or quota, to maintain or modernize existing vessels or to purchase new ones..... 36

Recommendation 8

That Fisheries and Oceans Canada, with regard to West Coast commercial fisheries, provide financial incentives to independent ownership of licences and quota vs. corporate, overseas or absentee ownership. This could include: tax incentives; a shared risks and benefits program; and/or the creation of community licence and quota banks..... 37

Recommendation 9

That Fisheries and Oceans Canada create a loan and mentorship program to help independent harvesters enter the industry. 37

Recommendation 10

That Fisheries and Oceans Canada work with the Government of British Columbia to develop strategies to expand value-added fish processing in British Columbia and the recapture of benefits from processing in adjacent communities. 37

Recommendation 11

That Fisheries and Oceans Canada, with regard to West Coast commercial fisheries, establish an open public auction process to allow fishers to lease licence and quota. 40

Recommendation 12

That Fisheries and Oceans Canada, with regard to West Coast commercial fisheries, establish a licence exchange board to allow the trading of licences between owners. 40

Recommendation 13

That Fisheries and Oceans Canada reconstitute the membership of advisory boards to ensure equitable representation by fishers, processors and quota owners. 41

Recommendation 14

That Fisheries and Oceans Canada develop a new policy framework through a process of authentic and transparent engagement with all key stakeholders:

- Active fish harvesters (or where they exist, organizations that represent them) in all fisheries and fleets including owner-operators, non-owner-operators, and crew;
- First Nations commercial fish harvesters (or where they exist, organizations that represent them);
- Organizations representing licence and quota holders that are not active fish harvesters, including fish processing companies;

- Organizations representing First Nations that hold licences and quotas for commercial fisheries;
- The Minister responsible for fisheries in the British Columbia government;
- Fisheries policy experts from academic institutions and non-governmental organizations; and
- Representatives of municipal governments and socio-economic development, health and cultural agencies in coastal communities. 41

Recommendation 15

That, with regard to West Coast commercial fisheries, the Minister of Fisheries and Oceans establish an independent commission to:

- Develop a concept for a 'fair-share' system to equitably allocate the proceeds from the fishery of individual species between the quota/licence holder, the processor and the harvester, based on the average wholesale price earned by the processor over a three-month period.
- Work with Fisheries and Oceans Canada to explore the feasibility of set limits on the amount of quota or number of licences for an individual species that can be owned by an individual or entity and ensure that comprehensive consultations are undertaken.
- Devise a policy of current market buy back from fishers looking to exit the industry and to prioritize that quota and licence sale to emerging young or independent fishers through a student/mentorship/apprenticeship program as has been done successfully in other regions for the country and other jurisdictions (Maine, Alaska, Norway) who have testified before this committee.
- Prepare a concept through comprehensive consultations that could transition the West Coast fishery to a "made-in-BC" owner-operator model. 43

Recommendation 16

That the development of Fisheries and Oceans Canada's new policy framework should be undertaken by a working group chaired by a senior National Headquarters official and comprised of appropriate officials from National Headquarters and Pacific Region. 44

Recommendation 17

That the Minister of Fisheries and Oceans direct the Department to develop an implementation framework for transition with time limits and phased approaches similar to the *Policy for Preserving the Independence of the Inshore Fleet in Canada's Atlantic Fisheries* (PIIFCAF), but appropriate to particular fleets and/or fisheries. 44

Recommendation 18

That transition strategies should take account of the recommendations, needs, rights and capacities of First Nations and the framework for reconciliation. 44

Recommendation 19

That the Minister of Fisheries and Oceans initiate immediate steps to regulate quota licence leasing costs to allow for a fair return for vessel owners and adequate incomes for fish harvesters during the transition to owner-operator. Such measures should continue after transition to guarantee crews fair wages under the new regime. 45

Recommendation 20

That Fisheries and Oceans Canada develop a plan to achieve its five-objective fisheries management regime, which includes conservation outcomes: compliance with legal obligations; promoting the stability and economic viability of fishing operations; encouraging the equitable distribution of benefits; and facilitating data collection for administration, enforcement and planning purposes. 45



WEST COAST FISHERIES: SHARING RISKS AND BENEFITS

INTRODUCTION

On 20 June 2018, Bill C-68, An Act to amend the Fisheries Act and other Acts in consequence was adopted by the House of Commons at Third Reading.¹ The bill sets out new factors that may be considered by the Minister of Fisheries and Oceans when making fisheries-related decisions. These factors include, among others, social, economic and cultural considerations.²

During its consideration of Bill C-68, the House of Commons Standing Committee on Fisheries and Oceans (the committee) heard contrasting testimony on the impacts of Fisheries and Oceans Canada's (DFO) quota licencing policy on the West Coast's commercial fisheries.³ In light of that testimony, on 5 June 2018, the committee adopted a motion to undertake a study to:

examine the regulation of the West Coast fisheries, specifically in relation to fishing licences, quotas, and owner operator and fleet separation policies, in order to evaluate the impact of the current regime on fisheries management outcomes, the distribution of economic benefits generated by the industry and the aspirations of fishers and their communities, and to provide the government with options and recommendations to improve those outcomes.⁴

The committee held five public hearings between 30 January and 20 February 2019, during which it heard testimony from 40 witnesses. Witnesses included fish harvesters, commercial and recreational fishing organizations, fish processing companies, social

1 [C-68, An Act to amend the Fisheries Act and other Acts in consequence](#), 1st Session, 42nd Parliament.

2 Daniele Lafrance and Thai Nguyen, [Legislative Summary of Bill C-68: An Act to amend the Fisheries Act and other Acts in consequence](#), Library of Parliament, 19 June 2018.

3 House of Commons, Standing Committee on Fisheries and Oceans, [Bill C-68, An Act to amend the Fisheries Act and other Acts in consequence](#), 1st Session, 42nd Parliament.

4 House of Commons, Standing Committee on Fisheries and Oceans, [Minutes](#), 5 June 2018.



HOUSE OF COMMONS
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scientists, non-governmental organizations, the Vancouver Island Health Authority, and DFO officials.⁵

The members of the committee would like to extend their sincere thanks to all the witnesses who participated in this study. The committee is pleased to present the results of its study in this report, along with recommendations based on the evidence it heard.

5 House of Commons, Standing Committee on Fisheries and Oceans, *Regulation of the West Coast Fisheries*, 1st Session, 42nd Parliament.

BACKGROUND

A. FEDERAL AUTHORITY IN FISHERIES MANAGEMENT

Pursuant to sections 7(1) and 43(1) of the *Fisheries Act*, the federal government may issue licences for fisheries and make regulations respecting the terms and conditions under which a fishing licence may be issued, and the setting of quota.⁶ Accordingly, commercial fisheries on the West Coast are managed under the federal *Pacific Fishery Regulations, 1993*.⁷

In 2007, DFO adopted the *Policy for Preserving the Independence of the Inshore Fleet in Canada's Atlantic Fisheries* (PIIFCAF) to “ensure that [commercial] inshore fish harvesters remain independent, and that the benefits of fishing licences flow to the fisher and to Atlantic coastal communities.” PIIFCAF also serves to strengthen DFO’s existing Fleet Separation and Owner-Operator policies. The Fleet Separation Policy keeps the ownership of the fish harvesting sector separate from the processing sector by preventing processing companies from acquiring the fishing licences of inshore vessels (i.e., those measuring less than 19.8 m or 65 ft.). The Owner-Operator Policy requires the holders of licences for inshore vessels to be present on the boat during fishing operations. Similar policies have not been established for West Coast fisheries.

On 8 February 2019, the Federal Court of Appeal upheld the federal government’s right to enact and enforce policies related to the protection of the economy of coastal communities who depend on fishing resources. According to that decision, the substance of PIIFCAF falls “within Parliament’s broad powers to manage the fisheries.”⁸

6 *Fisheries Act*, R.S.C., 1985, c. F-14.

7 *Pacific Fishery Regulations, 1993*, SOR/93-54.

8 *Elson v. Canada (Attorney General)*, 2019 FCA 27.



B. ECONOMIC PERFORMANCE OF COMMERCIAL FISHERIES IN BRITISH COLUMBIA

1. Employment and Incomes

In 2016, the fishing industry provided full and part-time employment for 9,416 people on vessels, at fish farms and in processing plants in British Columbia.⁹ The harvesting sector alone employed 5,208 people. According to the Canadian Council of Professional Fish Harvesters' 2018 labour market information study, British Columbia's commercial fishing industry had lower fish harvester incomes and a more challenging demographic outlook, compared to the East Coast's commercial fishing industry.¹⁰

In addition, from 2000 to 2015, while the average Canadian fishing employment income rose 39%, it decreased by 6% in British Columbia. In 2015, the average income of a self-employed British Columbia fish harvesters was only equal to 56% of the Canadian average.¹¹ According to a 2013 report on labour supply challenges in British Columbia, "turnover in crew is significant for some sectors and again this is tied to the poor economics of their fleets and the low crew wages that the crew earn."¹²

2. Landed Values

DFO estimated that British Columbia's commercial fisheries landed 183,000 tonnes of fish in 2017, worth a gross value of \$398 million (Table 1). The commercial fleet on the West Coast is mainly composed of vessels shorter than 45 feet in overall length.¹³ By comparison, the annual economic impact of the West Coast recreational fishery is estimated to be about \$700 million. This number includes "spinoff benefits from not just the harvest of the fish but also the guiding operations and the other operations that accompany it."¹⁴

9 DFO, "[Fishing-Related Employment by Industry and Province, 2014-2016](#)," *Fisheries and the Canadian Economy*.

10 Canadian Council of Professional Fish Harvesters, [Fisheries Seasonality and the Allocation of Labour and Skills: Labour Market Information Study](#), 2018.

11 Canadian Council of Professional Fish Harvesters, [Fisheries Seasonality and the Allocation of Labour and Skills: Labour Market Information Study](#), 2018.

12 G.S. Gislason & Associates Ltd., *The BC Fishing Industry—Labour market Information*, Prepared for the BC Seafood Alliance, January 2013.

13 DFO, "[Number of Vessels by Overall Length 1985-2017 for the Pacific Fleet](#)," *Vessel Information*.

14 Rebecca Reid, Regional Director General, Pacific Region, DFO, [Evidence](#), 30 January 2019.

Table 1—Landed Values (\$millions) of British Columbia Main Fishery Products, 2017

Groundfish	Landed Values (\$millions)
Halibut	62
Redfish	24
Hake	33
Pelagic and Other Finfish	Landed Values (\$millions)
Salmon	46
Herring	17
Tuna	16
Shellfish	Landed Values (\$millions)
Crab	51
Clams	52
Shrimp	24
Sea urchin	7

Source: DFO, "[2017 Value of Atlantic and Pacific Coasts Commercial Landings, by Province](#)," *Seafisheries*.

From 2000 to 2015, economic performance data suggested no growth in British Columbia's fishery while both Atlantic Canadian and Alaskan fisheries saw significant growth in their landed values (Figure 1). According to the Canadian Council of Professional Fish Harvesters, the comparison with Alaska is "particularly relevant because of the similarities with BC in terms of the mix of species harvested."¹⁵

¹⁵ Canadian Council of Professional Fish Harvesters, Fisheries Labour Market Information Study—BC Consultations, *Brief*, February 2019.



Figure 1—Landed Volumes and Values from 2000 to 2015 Relative to 2000



Source: Ecotrust Canada and T. Buck Suzuki Environmental Foundation, *Just Transactions, Just Transitions: Towards Truly Sustainable Fisheries in British Columbia*, 21 December 2018, p. 25.

C. COMMERCIAL FISHERIES MANAGEMENT IN BRITISH COLUMBIA

1. Fishing Effort and Catch Management

Historically, competition has characterized commercial fisheries in British Columbia. Fishers were engaged into a cycle of acquiring bigger boats and better technology to outperform each other for a share of the resource. Because fishery resources are finite, diverse management strategies were gradually introduced by DFO to control the harvest.¹⁶ Fishing effort and catch management for groundfish, for example, were controlled by: a limited entry licencing regime; a total allowable catch (TAC); gear restrictions; size limits; and time and area closures.¹⁷

2. Individual Transferable Quotas

DFO also adopted individual transferable quotas (ITQs), also known as quota licences, to manage several commercial fisheries in British Columbia, including the Pacific halibut fishery in 1992 and the groundfish trawl fishery in 1997.¹⁸ ITQs give their owners exclusive and transferable rights to catch a given portion of the TAC of a given fish

16 J.R. Beddington, D.J. Agnew, and C.W. Clark, "Current Problems in the Management of Marine Fisheries," *Science*, Vol. 316, No. 5832, 22 June 2007.

17 DFO, *Groundfish, Pacific Region 2017 Integrated Fisheries Management Plan summary*.

18 E. Pinkerton et al., "Atlantic and Pacific halibut co-management initiatives by Canadian fishermen's organizations," *Fish and Fisheries*, Vol. 19, No. 6, 15 August 2018.

stock.¹⁹ ITQs can be owned by individual active and non-active fishers, non-fisher investors, vessels or enterprises, and are transferable through selling, buying and leasing in an open market.

Over time, some owners of ITQs found they can make more money leasing out their quotas than fishing it themselves. With higher revenues and better tax deductions, leasing quota is being treated like a pension, with some owners choosing to will the quotas to their family members to be used as an investment.²⁰

ITQs were seen by DFO as a solution to overfishing. Thus, ITQs would enhance the economic viability of the fisheries.²¹ Transferable quotas are said to be effective in discouraging overcapitalization in the harvesting sector, at no cost to government from licence retirements or buy-backs. This is accomplished by the accumulation or stacking of quotas as, over time, marginal fishers or enterprises choose to sell their quotas to others.

According to a 2009 study commissioned by DFO, with ITQs as clearly identified shares of the TAC, “fishers can better plan their season, to minimize wastage, service the market, and fish in a cost-effective and efficient manner. If the weather conditions are poor, fishers remain in port, or travel to different fishing grounds with more favourable conditions.”²² In addition, the “market value of the ITQs reflects the market’s perception of the net present value of the future stream of net economic returns from the fishery.” Therefore, “if the resource is not managed to be sustainable, future TACs will decline as will the value of the ITQ.”²³

19 R. Sumaila, [“How to Make Individual Transferable Quotas Work Economically, Socially, and Environmentally,”](#) *Oxford Research Encyclopedia of Environmental Science*, November 2018.

20 E. Pinkerton and D.N. Edwards, [“The elephant in the room: The hidden costs of leasing individual transferrable fishing quotas,”](#) *Marine Policy*, Vol. 33, No. 4, 2009.

21 G.R. Munro et al., [“Impacts of harvesting rights in Canadian Pacific fisheries,”](#) Statistical and Economic Series—Economic Analysis, No. 1-3, DFO, 2009.

22 G.R. Munro et al., [“Impacts of harvesting rights in Canadian Pacific fisheries,”](#) Statistical and Economic Series—Economic Analysis, No. 1-3, DFO, 2009.

23 G.R. Munro et al., [“Impacts of harvesting rights in Canadian Pacific fisheries,”](#) Statistical and Economic Series—Economic Analysis, No. 1-3, DFO, 2009.



2.1. Economic Viability for Quota Licence Holders

Many studies of ITQ systems in operation around the world show evidence that they increase profits and improve economic efficiency for quota licence holders.²⁴ Transferability of quotas also provides a market mechanism for addressing allocation issues between the recreational and commercial sectors.²⁵ In addition, ITQs would facilitate new entrants as young fishers “do not necessarily have access to sufficient capital outlays for purchasing quota. Alternatively, they can lease quota and still participate in the fishery and possibly build up some savings to purchase quota” at a later time.

2.2. Distribution of Economic Benefits

According to a 2008 study commissioned by DFO, ITQ fisheries management has “allowed better quality products to be produced over a much longer season which has enabled higher returns to both fishermen and processors.”²⁶ That study also found that “all fisheries show an increase in industry product value under ITQs (in fact, processed value essentially doubles under ITQs for all sectors combined), and most fisheries show an increase in wages and person-year employment under ITQs.” However, that same 2008 study also recognized that “ITQs shift the balance of power between the licence/vessel owner and the vessel crew and the processor-buyer. The licence/vessel owner appropriates a greater share of the increase in ‘industry value’ than does the processor or crew.”²⁷

By contrast to the above findings, the Canadian Council of Professional Fish Harvesters’ 2018 labour market information study indicated that the “weak or negative trends in employment, harvester incomes and value of landings and exports suggest that [the] British Columbia fishery is not seeing the market-driven growth that is evident in other fishing regions.”²⁸

24 R. Sumaila, “[How to Make Individual Transferable Quotas Work Economically, Socially, and Environmentally](#),” *Oxford Research Encyclopedia of Environmental Science*, November 2018.

25 B. Turris, “[A rejoinder to E. Prinkerton et al., the elephant in the room: The hidden costs of leasing individual transferable fishing quotas](#),” *Marine Policy*, Vol. 34, No. 3, May 2010.

26 G.S. Gislason & Associates Ltd., “[Employment Impacts of ITQ Fisheries in Pacific Canada](#),” Prepared for DFO, March 2008.

27 G.S. Gislason & Associates Ltd., “[Employment Impacts of ITQ Fisheries in Pacific Canada](#),” Prepared for DFO, March 2008.

28 Canadian Council of Professional Fish Harvesters, [Fisheries Seasonality and the Allocation of Labour and Skills: Labour Market Information Study](#), 2018.

A 2004 study noted that ITQs created “wildly inflationary markets for licences and quota.”²⁹ As a result, they are becoming “increasingly concentrated in fewer and fewer hands. Their extremely high market value is well outside the reach of many rural working families, First Nations and younger fishermen.” That study also stressed that “one of the effects of the shift in licence ownership is that many rural communities and First Nations see few benefits accruing from adjacent fisheries resources.”

3. Socio-Economic Considerations in Fisheries Management

The Federal Sustainable Development Strategy, along with the *Fisheries Act* and the *Oceans Act*, is the basis for oceans and fisheries management in Canada. The strategy recognizes that “sustainable development encompasses and requires thorough consideration of economic, social and environmental factors.”³⁰ The December 2011 Report of the Commissioner of the Environment and Sustainable Development stressed that, in addition to governance, the key properties of a sustainable fishery include the environmental, economic, and social aspects of sustainable development.³¹ DFO’s Sustainable Fisheries Framework—which informs integrated fisheries management planning—also mentions social and economic factors in general terms.³²

According to several academic studies and past committee reports,³³ however, DFO’s fisheries assessment and management have “focused on biological productivity with insufficient consideration of social (including cultural), economic, and institutional (governance) aspects.”³⁴

29 Ecotrust Canada, “[Catch-22: conservation, communities and the privatization of BC fisheries, an economic, social and ecological impact study](#),” 2004.

30 Government of Canada, [Achieving a Sustainable Future: A Federal Sustainable Development Strategy for Canada 2016-2019](#), 2016.

31 Office of the Auditor General of Canada, “[A Study of Managing Fisheries for Sustainability](#),” Chapter 4 in *2011 December Report of the Commissioner of the Environment and Sustainable Development*, December 2011.

32 DFO, [Application of the Sustainable Fisheries Framework Through the Integrated Fisheries Management Planning Process](#).

33 House of Commons, “[Healthy Oceans, Vibrant Coastal Communities: Strengthening the Oceans Act’s Marine Protected Areas Establishment Process](#),” Report 14 of the Standing Committee on Fisheries and Oceans, 1st Session, 42nd Parliament, 11 June 2018.

34 Robert L. Stephenson et al., “[Integrating diverse objectives for sustainable fisheries in Canada](#),” *Canadian Journal of Fisheries and Aquatic Sciences*, 30 May 2018.



D. PAST PARLIAMENTARY REPORTS

1. 1998 House of Commons Standing Committee on Fisheries and Oceans Report

In October 1998, the committee published a report considering, among other topics, the issues of the viability of commercial fisheries, quota management, licence fees, and owner-operators in British Columbia.³⁵ However, the committee did not make recommendations directly related to those issues.

2. 1998 and 2005 Senate Standing Committee on Fisheries and Oceans Reports

In December 1998, the Senate Standing Committee on Fisheries and Oceans released a report reviewing the privatization and quota licencing in Canada's fisheries. That report recommended DFO:

more thoroughly consider the long-term social and economic effects of individual quota licences, especially those that are transferable, on Canada's coastal communities, Aboriginal and other, and not extend the individual quota regime until the needs of coastal communities, Aboriginal and other, have been fully assessed.³⁶

The Senate committee also recommended that DFO "more equitably distribute the resource to allow small-scale fishers a better opportunity of participating in the fisheries."

In May 2005, the Senate committee released a report examining the urbanization of the fishery resource in British Columbia. That report recommended that DFO "take into consideration the socio-economic impacts of its major decisions." It also asked DFO to "commission an independent study on the feasibility of instituting an owner-operator policy in the Pacific commercial fishing industry."³⁷

35 House of Commons, Standing Committee on Fisheries and Oceans, *The West Coast Report*, 1st Session, 36th Parliament, October 1998.

36 Senate, Standing Committee on Fisheries and Oceans, *Privatization and Quota Licensing in Canada's Fisheries*, 1st Session, 36th Parliament, December 1998.

37 Senate, Standing Committee on Fisheries and Oceans, *Canada's New and Evolving Policy Framework for Managing Fisheries and Oceans*, 1st Session, 38th Parliament, May 2005.

FISHERIES AND OCEANS CANADA'S MANAGEMENT OBJECTIVES

Rebecca Reid, DFO, indicated that commercial fisheries in British Columbia consist of about “7,600 eligible licences, 2,400 vessels and 5,000 individuals with fisher registration cards.”³⁸ Although licencing rules and management approaches differ between fisheries to reflect the “unique biological characteristics of the targeted stocks” and the fishing capacity within each fishery, DFO’s fisheries management framework is designed to achieve five objectives:

- 1) Conservation outcomes;
- 2) Compliance with legal obligations, such as First Nations rights;
- 3) Promoting the stability and economic viability of fishing operations;
- 4) Encouraging the equitable distribution of benefits; and
- 5) Facilitating the necessary data collection for administration, enforcement and planning purposes.³⁹

DFO has also established five sets of rules for licencing and management and these are common to most of the West Coast commercial fisheries. These rules help reduce the risk of overcapacity or fishing power and comprise the following governing features:

- 1) Limited entry licencing;
- 2) Combination of vessel-based and party-based licences;
- 3) Vessel length restrictions;
- 4) Transfer of licences; and
- 5) Stacking and splitting of licences.⁴⁰

38 Rebecca Reid, Regional Director General, Pacific Region, DFO, [Evidence](#), 30 January 2019.

39 Rebecca Reid, Regional Director General, Pacific Region, DFO, [Evidence](#), 30 January 2019.

40 Rebecca Reid, Regional Director General, Pacific Region, DFO, [Evidence](#), 30 January 2019.



According to DFO, ITQs have been established to “manage or reduce fishing capacity to conserve and protect fish populations,” and to ensure “more effective controlled fisheries within catch limit, an orderly and well-managed fishery, and improved financial performance of fisheries.”⁴¹

According to a brief submitted by Richard Williams, the ITQ system is part of two interdependent strategies that have affected both West Coast and East Coast fisheries:

- Rationalization of fishing fleets to reduce the numbers of fishing enterprises while enhancing the financial viability of those remaining; and,
- Transferring expanding costs for fisheries science, data collection, dock-side monitoring, observer programs, etc. onto fishing fleets.⁴²

These strategies assume that “smaller fleets with more profitable enterprises will be better able to absorb down-loaded costs, while the burden of these costs should further encourage owners of more marginal enterprises to either scale up or exit the industry.”⁴³

41 Rebecca Reid, Regional Director General, Pacific Region, DFO, *Evidence*, 30 January 2019.

42 Richard Williams, Research Director, Canadian Council of Professional Fish Harvesters, *Brief*, 20 February 2019.

43 Richard Williams, Research Director, Canadian Council of Professional Fish Harvesters, *Brief*, 20 February 2019.

EVALUATION OF THE FISHERIES MANAGEMENT FRAMEWORK

A. CONSERVATION OUTCOMES

The committee heard from Rebecca Reid that the conservation and protection of fisheries resources is DFO's "paramount goal."⁴⁴ In the view of Christina Burrridge, DFO's management of the West Coast commercial fisheries has been "enormously successful on the conservation front," and management measures—such as ITQs—represent useful means to "rationalize excess capacity, provide economic benefits and improve safety for the remaining operators while meeting conservation goals."⁴⁵

Certain fish harvesters agreed that DFO has been successful in achieving its fish stock conservation objectives. Dan Edwards, for example, mentioned that the Dungeness crab fleet is "very well managed from a conservation perspective."⁴⁶ However, the committee also heard doubts expressed by Duncan Cameron:

From a conservation standpoint, when people are at razor-thin margins and are most worried about making it from one year to the next, conservation priorities are very low compared to people who can plan the rest of their life.

The point of the study should be to look at what has actually happened from a conservation standpoint, not the theory or the hypothesis that the decision originated from. As far as safety goes, I think the current regime continues to pose serious harm to harvesters, as well as increasing environmental impacts. Harvesters have very limited capital budgets and little of that can be spent on safety equipment or newer, cleaner technology.⁴⁷

B. FIRST NATIONS ACCESS

The Pacific Integrated Commercial Fisheries Initiative (PICFI) was launched by DFO in 2007 to develop "economically viable commercial fisheries with First Nations involvement."⁴⁸ This was achieved initially through DFO acquiring voluntarily

44 Rebecca Reid, Regional Director General, Pacific Region, DFO, *Evidence*, 30 January 2019.

45 Christina Burrridge, Executive Director, BC Seafood Alliance, *Evidence*, 4 February 2019.

46 Dan Edwards, Fisher, *Evidence*, 5 February 2019.

47 Duncan Cameron, Fisher, *Evidence*, 5 February 2019.

48 DFO, *Evaluation Report of the Pacific Integrated Commercial Fisheries Initiative (PICFI)*, March 2016.



relinquished fishing licences or quota and then distributing them to fishing enterprises established by First Nations communities as Aboriginal Commercial Communal Licences/Quota. In 2015, DFO stopped purchasing access for distribution to First Nation communities and rather started supporting First Nations' direct buying of access. According to Rebecca Reid, approximately \$140 million worth of commercial fishing access has been purchased by DFO and distributed to date.⁴⁹

Chief Christopher Cook Jr. of the Nimpkish Tribe, Kwakwaka'wakw Nation, indicated, however, that First Nations input in PICFI's decision-making is lacking.⁵⁰ James Lawson, a fisher from the Heiltsuk, Tsimshian, Nisga'a, Haisla, and Gitksan nations, told the committee that many licences purchased by First Nations enterprises "go back to the open market to the highest bidder, creating revenue for a program or First Nations band without having any band members fish it."⁵¹ He added that the influx of government money in the market through PICFI contributed to prohibitive prices of licences and quotas which led to high quota lease rates for struggling harvesters.

In the view of Arthur Black Sr. from the Namgis First Nation:

The licences that were intended to be owned and operated and financially beneficial to their native owner-operators are now being wrongfully held. They're being held by control contracts, leaving the beneficiaries of those entitled licences to people who don't belong with them. A safeguard policy needs to be put in place to protect native fishermen and non-native fishermen regarding the licencing.⁵²

While recognizing the potential contribution of PICFI to advancing reconciliation between First Nations and the Government of Canada, Fraser MacDonald recommended the establishment of a process where First Nations fishing enterprises can pool unused licences or quotas and any First Nations fisher, regardless of band or nation, could apply to fish a communal licence.⁵³ In his view, such a mechanism would "create opportunity, well-paying jobs and a connection to the ocean for coastal Indigenous fish harvesters."

49 Rebecca Reid, Regional Director General, Pacific Region, DFO, *Evidence*, 30 January 2019.

50 Chief Christopher Cook Jr., Fisher, Nimpkish Tribe, Kwakwaka'wakw Nation, *Evidence*, 4 February 2019.

51 James Lawson, Fisher, *Evidence*, 6 February 2019.

52 Arthur Black Sr., Owner, Marlson Industries Ltd., *Evidence*, 6 February 2019.

53 Fraser MacDonald, Fisher, *Brief*, 28 February 2019.

C. ECONOMIC VIABILITY OF FISHING OPERATIONS AND EQUITABLE DISTRIBUTION OF BENEFITS

In the view of Evelyn Pinkerton, the free market system has been failing the West Coast's commercial fisheries. She mentioned that the "free market system was intended to work under certain conditions, but [that] these conditions do not exist in most Pacific fisheries today."⁵⁴ Evelyn Pinkerton explained:

The free market system can work well when there is, number one, equal access to capital; number two, equal access to information; number three, a transparent auction-like situation. Instead, we have conditions in the ITQ system in which young fishermen cannot afford to buy either a licence or a quota because they don't have access to enough capital for either. We have lack of equal access to information, because ITQs do not go up for bid in an auction-like system, but instead are leased privately and increasingly through processors, with lessor or lessee not knowing what lease price is being charged.⁵⁵

1. Quota Licence Ownership

Individual quotas were introduced by DFO in many West Coast commercial fisheries in the mid-1970s.⁵⁶ Active fishers who were able to acquire ITQs from then until the 1990s have benefitted from increasing quota prices and quota leasing rates since then. Jennifer Silver provided examples of 2016 quota licence prices:

Estimates produced for DFO suggest as of 2016 that licences sell for tens of thousands of dollars—for example, the AG licence for salmon is over \$64,000—to hundreds of thousands of dollars—for example, the W licence for prawn is over \$770,000. One type, the G licence for geoduck, is estimated to exchange at \$6.1 million.⁵⁷

In the view of Fraser MacDonald, this high return on investment ensures economic viability for quota licence holders and explains the current ownership of quota licences:

Currently, the price of ITQ quota and many licences are so high that there are two main types of buyers who can afford to purchase them. The first is retiring fishermen who have done well in the industry over the past 30-40 years and are looking to invest their

54 Evelyn Pinkerton, Professor, School of Resource & Environmental Management, Simon Fraser University, [Evidence](#), 20 February 2019.

55 Evelyn Pinkerton, Professor, School of Resource & Environmental Management, Simon Fraser University, [Evidence](#), 20 February 2019.

56 Rebecca Reid, Regional Director General, Pacific Region, DFO, [Evidence](#), 30 January 2019.

57 Jennifer Silver, Associate Professor, University of Guelph, As an Individual, [Evidence](#), 5 February 2019.



retained capital in leasable fishing assets as retirement income. The second are non-fisherman investors or large corporations.⁵⁸

Fraser MacDonald added:

Quotas and licences should never have been opened to free market, but they were. Now the licence and quota markets more closely resemble a speculative stock market than a fisheries management tool.

The implementation of this system created winners and losers then and today. Some lost out and left the industry or were priced out when ITQs were introduced. Others were initially granted ITQ allotments and limited-entry licences that have valued to a point where they are worth millions of dollars. BC's access to harvest fish was privatized and profited from.⁵⁹

In the opinion of Dan Edwards, the ownership of quotas is the root cause of the low economic viability issues for active fish harvesters rather than the transferability of quotas. Transferability of quotas is required for bycatch in groundfish fisheries and ensures that non-target species that are caught can be sold and tracked for conservation purposes. He explained:

I think it's the ownership that's the problem. If you had an owner-operator, and only fishermen were the ones who held the quotas, it would be a much different story. We could still transfer to make sure that our business was viable. We need that in the groundfish fishery, but we need to get rid of the absentee owner system.⁶⁰

Recommendation 1

That Fisheries and Oceans Canada maintain the limited transferability for non-directed catch, which is a widely supported system for ensuring that non-targeted groundfish that is caught can be sold and tracked for conservation purposes.

1.1. Concentration of Quota Licence Ownership

The level of concentration of quota licence ownership was the subject of animated debate during the study. Quota licence holders can hold numerous licences and either actively participate in the fisheries or earn revenue by leasing out some or all their quota licences. Jennifer Silver provided statistics on quota licence ownership:

58 Fraser MacDonald, Fisher, [Brief](#), 26 February 2019.

59 Fraser MacDonald, Fisher, [Evidence](#), 5 February 2019.

60 Dan Edwards, Fisher, [Evidence](#), 5 February 2019.

We have found that there were 6,563 Canadian Pacific commercial fishing licences and 2,377 unique licence-holders.... Our research shows that there were 38 licence-holders who registered 20 or more commercial licences. Of these 38, there were six that registered more than 50 licences. Conversely, there were 1,357 licence-holders that registered only one licence and 499 that registered two.⁶¹

Through an information request to DFO for 2017 data, Tasha Sutcliffe determined that:

of the 345 licence and quota holders in the groundfish trawl, halibut and sablefish fisheries, the top 26, or 7.4%, hold 50% of the quota value, and the top four, or 1.2%, hold 50% of all the quota pounds. We can also see that the majority of groundfish quota pounds are not fished by owner-operators. They are held by processors, overseas companies and even fishing family companies that for the most part no longer fish most of their quota.⁶²

However, according to Andrew Thomson from DFO, the quota licence concentration is not significant. He indicated that DFO tracks legal ownerships of quota licences and the data show:

even the largest licence-holder, the Canadian Fishing Company, holds around 234 of the 4,000 licences available in British Columbia. Yes, they are a large licence-holder, but they hold a fairly small number of licences in comparison. There are very few corporations that own more than 10 licences.⁶³

In the view of Tasha Sutcliffe, it is difficult to determine the full level of quota licence concentration given that:

back-end trust agreements and other mechanisms that hide the true beneficial ownership. There are multiple subsidiaries of listed companies that are nearly impossible to link up, and there are fishermen attached to licences and quota who have no real ownership and certainly are not getting the value of those assets.⁶⁴

1.2. Foreign Ownership of Quota Licences

Some witnesses also expressed concerns regarding foreign beneficial ownerships of quota licences. Jim McIsaac indicated that, in 2018, “for the known purchases of

61 Jennifer Silver, Associate Professor, University of Guelph, As an Individual, *Evidence*, 5 February 2019.

62 Tasha Sutcliffe, Vice-President, Programs, Ecotrust Canada, *Evidence*, 20 February 2019.

63 Andrew Thomson, Regional Director, Fisheries Management, DFO, *Evidence*, 30 January 2019.

64 Tasha Sutcliffe, Vice-President, Programs, Ecotrust Canada, *Evidence*, 20 February 2019.



licences, there was \$60 million through the boat brokers here, and half of that was from foreign ownership or from foreign purchasers.”⁶⁵ Tasha Sutcliffe added:

As for overseas investment, besides a few large companies, this is very hard to trace, but there are examples. For instance, you may have heard of the recent scandal with money laundering through gambling and real estate in B.C. We traced one company that has been investing in groundfish and now owns 5.9 million pounds of quota. The director of this company is the same overseas investor named in newspaper articles on money laundering through casinos and real estate in Vancouver.⁶⁶

According to Jennifer Silver, however, without proper monitoring of quota licence legal and beneficial ownerships, it is difficult to estimate the level of foreign investment. She indicated:

Being confined to publicly available information makes it very challenging to discern the extent to which this may be occurring in Canadian Pacific fisheries, and indeed, to predict what may happen in the future. Given that Canada's fish stocks are a public resource, I would argue that monitoring foreign and speculative investment is crucial to transparency and falls within the purview of fisheries management.⁶⁷

The committee notes that not all participants to this study are opposed to foreign investment in the industry. David Boyes mentioned that “Canada does not bar foreign capital from investing in many areas of the Canadian economy—oil and gas, tech, agriculture, manufacturing—why would fishing be the exception?”⁶⁸ Fraser MacDonald indicated his opposition to foreign beneficial ownership of quota licences but welcomed foreign capital in other areas of the industry:

I believe that foreign interest in buying our seafood products is great and presents great opportunities for almost every fishery on our coast. However, it is my opinion, as I mentioned in my recommendations that these foreign interests should be limited to buying and exporting products and should not be authorized to own access to our fisheries.⁶⁹

Recommendation 2

That based on the principle that fish in Canadian waters are a resource for Canadians (i.e. common property), no future sales of fishing quota and/or licences be to

65 Jim McIsaac, Fisher, *Evidence*, 20 February 2019.

66 Tasha Sutcliffe, Vice-President, Programs, Ecotrust Canada, *Evidence*, 20 February 2019.

67 Jennifer Silver, Associate Professor, University of Guelph, As an Individual, *Evidence*, 5 February 2019.

68 David Boyes, Fisher, *Brief*, 15 February 2019.

69 Fraser MacDonald, Fisher, *Brief*, 28 February 2019.

non-Canadian beneficial owners based on the consideration of issues of legal authority, and international agreement/trade impacts.

2. Role of Seafood Processing Companies

The pivotal role of seafood processing companies in the commercial fishery supply chain was underscored by many witnesses. Given the absence of owner-operator and fleet separation policies in British Columbia, processors can acquire and lease quota licences and vessels. This vertical integration would create economies of scale, reduce production costs and improve coordination throughout the supply chain. John Nishidate emphasized that, part of the reason a processing company would hold licences is to “secure supply and provide orderly processing and marketing to supply our customers’ demands and achieve the highest product quality.”⁷⁰

Given the lack of readily available information quota licences, fish harvesters who do not hold quotas but are in search of quotas to lease must rely on processors for leasing opportunities, often through “word of mouth” as mentioned by John Nishidate.⁷¹ Fraser MacDonald indicated:

Halibut ITQ owners get paid up front each season for their quota before the season opens, usually by processors who must secure quota to ensure their market share of the catch. As processors work on margins, their business is one of scale. The more quota they can secure in their pool, the more they can market and, theoretically, the more money they can make. This has turned most fish buyers on our coast into quota and licence brokers, which adds a huge financial and administrative burden to companies whose main objective is to buy fish, market it and process it. The current structure completely insulates quota owners from price fluctuations during the season and leaves 100% of the risks on fishermen and fish buyers.⁷²

The committee learned that processing companies do not only lease quotas to fishers but can also provide the necessary access to capital inaccessible from traditional financial institutions as highlighted by John Nishidate:

We fund in advance to help our fishermen get started, to gear up for the season. We prepay the validation and catch monitoring fees. All our loans to our fishermen are

70 John Nishidate, General Manager, Grand Hale Marine Products Co., Ltd., [Evidence](#), 4 February 2019.

71 John Nishidate, General Manager, Grand Hale Marine Products Co., Ltd., [Evidence](#), 4 February 2019.

72 Fraser MacDonald, Fisher, [Evidence](#), 5 February 2019.



interest-free. We have also financed fishermen to get their own licences when the banks would not.⁷³

As providers of quotas to fish harvesters, vertically-integrated processing companies are in a position to determine landed prices and secure the supply of resources from those fishers. However, in the opinion to Tasha Sutcliffe, processors can also be negatively affected by the current quota licencing policies. She indicated that, to access supply, “many processors have to purchase or lease quota at high prices and make it available to the vessels that fish for them. They are forced, too, to compete to maintain their supply, which can increase their costs and contribute to lease price inflation.”⁷⁴

3. Married Licences Issue

Regarding DFO’s stacking and splitting rules, Rebecca Reid stated:

When licences for different fisheries are placed on one vessel, specific rules will stipulate that licences may not be separated and placed on different vessels—we call these “marriage rules”—again, with the objective of preventing increases to the number of vessels in the fleet.⁷⁵

Married licences were the object of criticism from many fish harvesters. In the view of David MacKay:

When we separate licences, we allow an individual licence to be purchased by a young harvester. What's happening right now is that my father and lots of other guys are getting ready to retire from the industry, and they have two, three or more licences and they can't sell that as a package to anyone. So, it ends up going through PICFI or they just hold on to it, and they're in their old age. Being able to unmarry them would help them divest in the industry; it would help somebody young get into the industry. It's a simple solution, and it's being done through PICFI. Once the licences go through PICFI, they are being broken up, so what is the problem?⁷⁶

As the committee heard from Joy Thorkelson, the issue of married licences is also tied to the concentration of quota licence ownership. She indicated:

The major salmon processor owns 37 licences that are attached to 20 non-fishing vessels—vessels that don't really exist, in many cases. They are called “stick boats”

73 John Nishidate, General Manager, Grand Hale Marine Products Co., Ltd., [Evidence](#), 4 February 2019.

74 Tasha Sutcliffe, Vice-President, Programs, Ecotrust Canada, [Evidence](#), 20 February 2019.

75 Rebecca Reid, Regional Director General, Pacific Region, DFO, [Evidence](#), 30 January 2019.

76 David MacKay, Fisher, [Evidence](#), 5 February 2019.

because they could be floating sticks. The company can and does lease these licences off their vessels to salmon vessels that need a licence to fish in an additional area.

In a salmon ITQ fishery, this company can transfer the quota attached to these non-fishing licences to another vessel that is fishing, thereby stacking quota onto this boat. It can catch its own fish and the quota from the stick boat. This binds fishermen to the company. If they want future increased quota opportunities, thereby increasing their income, they will have to continue to fish for this processor. This not only happens on salmon, but it is worse on roe herring, with DFO rules requiring stacking of a minimum number of gillnet licences to fish.⁷⁷

Recommendation 3

That Fisheries and Oceans Canada permit the separation of stacked (or “married”) licences for sale by the licence owner to divest some or all of their licences in the sole intent of facilitating existing harvesters and new entrants to become owner-operators.

4. Socio-Economic Impacts of Current Quota Licencing Policies

In the view of most fish harvesters who appeared before the committee, the current quota licencing policies have had detrimental impacts on the economic viability of their operations. Fishers felt that there is an inequitable distribution of benefits; an imbalance in the sharing of risks and benefits in the industry with active fishers carrying most of the burden of risks while enjoying much lower returns on investment, as compared to quota owners. In their opinion, DFO’s policies privatizing access to fish have also impacted the sustainability of many coastal communities in British Columbia.

Ross Antilla described the effects of quota leasing on the economic viability of fishing operations:

Leasing started out as a way for people to cover their own catches that they had gone over on and borrow from someone else who still had remaining quota to catch, and it was cheap and affordable. Leasing nowadays exploits a fish harvester’s primary source of income to benefit the licence-holder’s investment portfolio.

Using the halibut fishery as an example, licence-holders make 80% of the profits of fishing while the fish harvester must use 20% to pay all expenses, including licence fees, camera fees and crew, and somehow after all that, make a living.

Most of the time the company holds the quota, which means you are forced to sell to them at their prices, deliver to their specific ports and fish the areas they want you to

77 Joy Thorkelson, President, United Fishermen and Allied Workers’ Union—Unifor, *Evidence*, 5 February 2019.



fish, which is effectively taking away your freedom as a fisher. If you don't fish their quota, you might not get to fish at all next year.⁷⁸

Similarly, Fraser MacDonald stated:

This privatization of access has created insurmountable entry costs and what I will call a lost generation of fishers. I have watched this take place within my own group of friends. Ten years ago, in 2008, there were 15 to 20 men and women from my close network of friends where I grew up who actively commercial fished. In 2018, there were three of us left from this group. My friends chose to leave the commercial fishing industry, often reluctantly, for other careers because they could not see a stable and profitable future for themselves. Buying a boat and licence package was financially unrealistic due to the high cost and lack of access to capital for young people. This exodus has caused a serious labour shortage for crew and is foreshadowing a successional crisis that we will soon face as the current generation of fishermen ages out and needs to retire.⁷⁹

He further illustrated the imbalance of risks and benefits in the industry:

I had an experience in 2017 fishing leased halibut quota that illustrates how the current system is out of balance. In April 2017, I leased 32,000 pounds of halibut quota from a buyer for \$7.50 a pound. This was the going lease rate at the time, and the landed value for halibut had been between \$9 and \$10 for the past two seasons, so we estimated that we would be able to get \$2 of gross profit to the boat after paying our lease. By August, the landed price had fallen to \$7.50, so we were waiting until the end of the season, hoping the price would come up a little bit so we could make a small profit to pay for the expenses. However, the price did come up a little bit, and there was a small margin, but because I had to wait so late in the season for the price to come up, we had only a few days of fishable time due to weather, and I wasn't able to land all my quota that I'd leased. Luckily, I was able to carry over the additional 16,000 pounds of quota that I didn't land until the 2018 season.

When the season opened in March, a few months later, I went back out to the grounds to catch this last 16,000 pounds of quota, but the market price had fallen to \$7.50. We had to go fishing because the buyer had leased this fish 12 months before and had already paid \$124,000 to that quota owner, so I couldn't not go. I had to go so they could recoup their costs. We went out and we landed the fish for a net gain of nothing to me, and I actually borrowed \$30,000 from the buyer who leased the fish for me, so I could pay the trip expenses and pay my crew fair wages, because they did the work and they deserved to get paid.

The two quota owners I leased from in 2017 both got cheques for \$120,000 for their quota. My crew and I spent a month on the water and landed over a quarter million

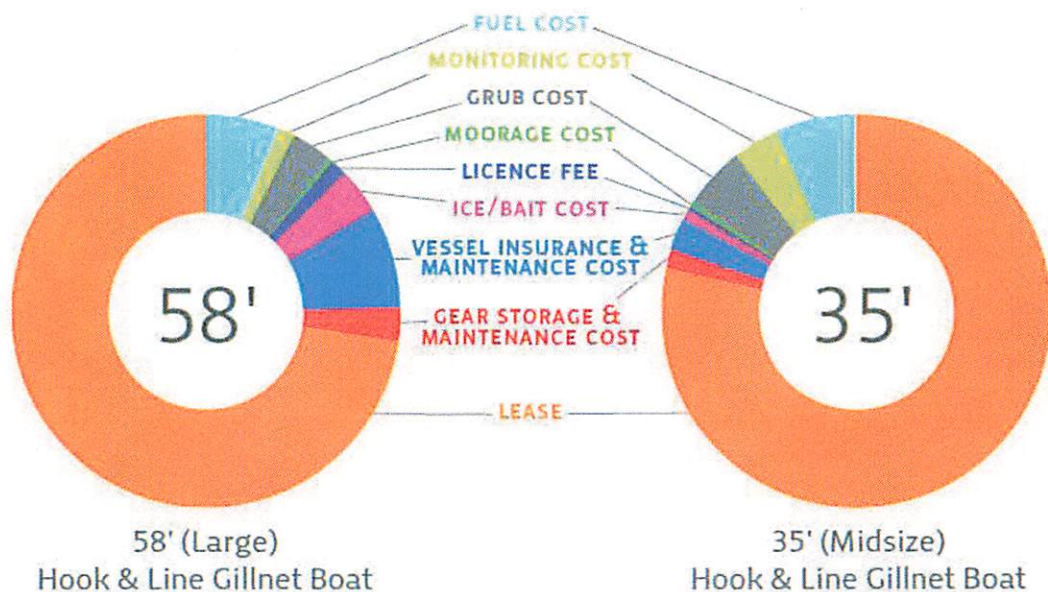
78 Ross Antilla, Fisher, *Evidence*, 5 February 2019.

79 Fraser MacDonald, Fisher, *Evidence*, 5 February 2019.

dollars' worth of fish, and I finished \$30,000 further behind where I started, not including the \$50,000 in capital expenditure to rig my boat up to long-line that fall.⁸⁰

A 2018 report submitted to the committee by Modestus Nobels illustrates quota licence lease and operating costs for two types of vessels. In both cases, lease costs amount to most of overall expenses.

Figure 2—Quota Licence Lease and Operating Costs for Two Types of Vessels



Source: Ecotrust Canada and T. Buck Suzuki Environmental Foundation, *Just Transactions, Just Transitions: Towards Truly Sustainable Fisheries in British Columbia*, 21 December 2018, p. 23.

Melanie Sonnenberg warned that the low economic viability of the West Coast fishing operations and the inequitable distribution of risks and benefits have a “direct consequence” on the sustainability of coastal communities, labour supply, and the aging of the fishing workforce in British Columbia. She indicated:

It is no wonder that the fishing workforce in British Columbia is the oldest in the country, with falling rates of youth recruitment. An industry offering these career

80 Fraser MacDonald, Fisher, *Evidence*, 5 February 2019.



prospects will have great difficulty replacing the 40% of the labour force that is projected to retire out of the industry by 2025.⁸¹

4.1. Comparison with Canada's East Coast Commercial Fisheries

Joy Thorkelson compared the socio-economic effects of fisheries management policies in British Columbia to Canada's East Coast:

Our fishermen's earnings are trending down while the FFAW [Fish, Food and Allied Workers Union of Newfoundland and Labrador] fishermen's incomes are increasing. Part of that difference is the added costs our fishermen bear. Some 80% of the landed value in ITQ fisheries is taken out of B.C. fishermen's pockets; that income remains in the pockets of our brother and sister fish harvesters on the East Coast. A community difference is also evident: B.C. rural coastal communities' processing capacity is diminishing, while in Atlantic Canada, significant processing capacity resides in rural areas.⁸²

In the view of Carl Allen, a fisher from the East Coast, the inequitable distribution of wealth on the West Coast has a "huge effect on the land-based economy that the spinoff from fisheries typically creates."⁸³ He contrasted the socio-economic situation of coastal communities between the East Coast—where owner-operator and fleet separation policies have largely kept control over the rights to harvest adjacent fish stocks in the hands of independent fish harvesters—and the West Coast as follows:

Right now, on the East Coast we're in a boatbuilding boom, with many boatbuilders having at least a two-year wait if you want a new boat, while shipwrights struggle to keep up with the demand for repairs and refits on existing vessels.

Compare that to the West Coast. There, as a result of the lack of sound policies to keep the net benefit of the resource in the hands of the people who actually harvest it, the boatbuilding industry has diminished to the point where, I've been told, fishermen are sourcing new boats from the U.S. and elsewhere. Again, this is the complete opposite of the East Coast, where we are selling vessels into the U.S. at a constant rate....

I recently had a member of my community approach me. He shook my hand and congratulated me on a good season. This is what he had to say to me: "When fishermen are doing well, the community does well. We all benefit from the riches of the oceans."

81 Melanie Sonnenberg, President, Canadian Independent Fish Harvester's Federation, [Evidence](#), 6 February 2019.

82 Joy Thorkelson, President, United Fishermen and Allied Workers' Union—Unifor, [Evidence](#), 5 February 2019.

83 Carl Allen, Fisher, [Evidence](#), 6 February 2019.

When I compare that to what a young fisherman told me on a recent trip to British Columbia I was saddened and disgusted at the results of the DFO's B.C. region policies over the last 25 plus years. He said this to me: "We lost the ability to take care of our communities like we used to, and therefore our communities don't see the need to take care of us."⁸⁴

4.2. Impact on Food Security of Coastal Communities

Fisheries policies that do not benefit regional economic development can also impact the food security of coastal communities. Reflecting on the consolidation of fish processing plants in the Lower Mainland, far away from coastal communities where adjacent fish resources are harvested, Analisa Blake told the committee that "current fisheries policy on the West Coast has inadvertently created a situation in which access to nutrient dense seafood is highly restricted, and which is eroding the skills, traditional knowledge and infrastructure which supports fishing among both Indigenous and settler populations."⁸⁵ She recommended that community health and wellness be factored into the design of any policy decisions.

D. DATA COLLECTION

1. Public Registry of Quota Licences

To provide transparency and improve access to capital for fish harvesters, all witnesses—including quota licence owners and fish processors—recommended that DFO establish a licence and quota registry capable of tracking licences, quota entitlements and transfers. In the BC Seafood Alliance's view, DFO should "engage with the province of BC and industry on what information to track and how to do it."⁸⁶

Although such a registry may provide information on declared official quota licence ownerships, *de facto* control of fisheries can be difficult to assess. As Tasha Sutcliffe indicated, there can be private trust agreements that are often kept confidential between parties hiding the true beneficial ownerships.⁸⁷

84 Carl Allen, Fisher, *Evidence*, 6 February 2019.

85 Analisa Blake, Project Manager, Public Health, Vancouver Island Health Authority, *Brief*, 20 February 2019.

86 BC Seafood Alliance, *Brief*, 4 February 2019.

87 Tasha Sutcliffe, Vice-President, Programs, Ecotrust Canada, *Evidence*, 20 February 2019.



Recommendation 4

That, to increase the transparency of quota licence ownership and transactions, Fisheries and Oceans Canada determine and publish, in an easily accessible and readable format, a public online database that includes the following:

- The beneficial holder of all fishing quota and licences in British Columbia, including penalties for failing to accurately disclose the holder of fishing quota and/or licences, and that Fisheries and Oceans Canada work with Finance Canada to achieve this goal.
- All sales or leasing of quota and licence holdings be reported and made public by Fisheries and Oceans Canada, including buyer, seller and sale/leasing price.

2. Collection of Socio-Economic Data

Given economic benefit distribution concerns described in the previous sections and the need to consider a comprehensive approach to sustainable fisheries that would include regional economic benefits to coastal communities, witnesses emphasized the need for DFO to collect and analyse socio-economic data. The BC Seafood Alliance noted that

DFO has virtually no ability to develop a baseline profile of commercial fishing activity because it simply does not have information on the current socio-economic status of the fishery—its revenue base, costs, employment, community/regional footprint, etc. The most recent fleet profiles are more than a decade out of date and so do not reflect the many changes since then. Without baseline data, DFO cannot assess the impact of policies or activities whether these be MPAs [marine protected areas], SARA [species at risk] listings, or licencing policy.⁸⁸

Andrew Thomson mentioned that DFO is currently drafting a report examining economic viability and social impact of the various groundfish fisheries in British Columbia.⁸⁹ However, Christina Burrridge expressed doubts regarding DFO's capacity to carry out that study as "fisher registration cards no longer require you to provide your place of residence" and there has been little collaboration between DFO and the industry regarding socio-economic data collection.

88 BC Seafood Alliance, *Brief*, 4 February 2019.

89 Andrew Thomson, Regional Director, Fisheries Management, DFO, *Evidence*, 30 January 2019.

Recommendation 5

That Fisheries and Oceans Canada prioritize the collection of socio-economic data for past and future regulatory changes and make this information publicly available.

Recommendation 6

That Fisheries and Oceans Canada develop a comparative analysis of the East Coast and West Coast fisheries in regard to regulations with a view to devising policy that would level the playing field for independent British Columbian fishers.



THE WAY FORWARD: SHARING RISKS AND BENEFITS

The committee heard from Cailyn Siider that the problems experienced by active fish harvesters “do not exist in isolation from one another.”⁹⁰ In her view:

Prohibitive lease prices, the issue of married licences, vessel length restrictions, problematic advisory processes, lack of a framework for succession plans, decreased community access to fish, socio-economic and cultural losses due to this access—all these are intended, or unintended, symptoms of larger systemic problems at play. A system built upon privatization that has the principle of privatization institutionalized within its structure is not designed to benefit most of independent fish harvesters or their communities.⁹¹

Recalling its study of Atlantic Canada’s marine commercial vessel length and licensing policies,⁹² the committee is again unconvinced about the need for vessel length restrictions imposed on both West Coast and East Coast fish harvesters given the variety of catch management tools already in effect. As Rebecca Reid noted, in British Columbia, “for a vessel-based licence, you can only put a licence on that fits the vessel length requirements.”⁹³ The committee also notes that Rebecca Reid acknowledged DFO’s failure in fostering economic viability for West Coast fish harvesters. She indicated:

[...] the intent behind attempts over the years to control effort and to manage this overcapitalization or this fishing power that we have through reduced numbers of licences was to generate wealth, to create more money for the remaining fisherman. In fact, we haven’t found that to be the case.⁹⁴

Active fishers shared with the committee their vision for a future fisheries management framework that would ensure economic viability for their operations and equitable distribution of benefits for all participants. In the words of Duncan Cameron:

90 Cailyn Siider, Fisher, [Evidence](#), 20 February 2019.

91 Cailyn Siider, Fisher, [Evidence](#), 20 February 2019.

92 House of Commons, Standing Committee on Fisheries and Oceans, “[Atlantic Canada’s Marine Commercial Vessel Length and Licensing Policies—Working Towards Equitable Policies for Fishers in All of Atlantic Canada](#),” Report 16, 1st Session, 42nd Parliament, June 2018.

93 Rebecca Reid, Regional Director General, Pacific Region, DFO, [Evidence](#), 30 January 2019.

94 Rebecca Reid, Regional Director General, Pacific Region, DFO, [Evidence](#), 30 January 2019.

That future is crystal clear for me: fishing licences in the hands of fish harvesters; benefits flowing from fishing enterprises into communities, creating jobs for boatbuilders, welders, shipwrights, grocery stores, fishmongers, carpenters; putting crew through university; and creating benefits for restaurants and many other businesses. Outside of those economic gains that would come from this, I want to be a part of the community again where fishermen are volunteering for school programs and trips, coaching sports and having cook-offs for charity. When we take care of our communities, they will take care of us.⁹⁵

A. EXPLICIT SOCIO-ECONOMIC OBJECTIVES IN POLICIES

Chris Sporer pointed out that DFO's relative success in achieving conservation outcomes is due to "explicit conservation objectives."⁹⁶ On socio-economic aspects, however, "[w]e haven't had those explicit economic and social objectives to meet, so they've been passed over." Dan Edwards also emphasized the need to embed socio-economic principles into fisheries management policies and Integrated Fisheries Management Plans (IFMPs):

On the track we are on, if we don't make a change, we won't have another generation of skilled fishermen to pass the torch to. Who would enter a fishery where they work so hard, and often in very difficult conditions, but make a pauper's wages with no hope for better? It's not because the fishery is not lucrative; it's because so much of the wealth is captured by somebody onshore holding a piece of paper. This management failure is a result of ignoring the socio-economic side of the policy equation over decades.⁹⁷

B. ACCESS TO CAPITAL

1. Fisheries Loan Boards

Various innovative business models with the potential to improve both the economic viability of fishing operations and the sustainability of fisheries were proposed by witnesses. Christina Burrridge pointed out that British Columbia is the "only province in Canada without a provincial loan board." She added:

95 Duncan Cameron, Fisher, *Evidence*, 5 February 2019.

96 Chris Sporer, Executive Manager, Pacific Halibut Management Association, *Evidence*, 4 February 2019.

97 Dan Edwards, Fisher, *Evidence*, 5 February 2019.



Alaska has two, in fact. Nova Scotia has programs specifically targeted at young fishers. If you want to buy a lobster licence at—I'm guessing—\$1 million in Nova Scotia, if you can raise the 5% down payment, you can borrow most of the rest of that money.⁹⁸

Richard Williams noted that the “Canadian Farm Loan Board provides generous grants, affordable credit, and business management training for young people to acquire farms and equipment.”⁹⁹ Duncan Cameron pointed out, however, that although the high cost of licences is a barrier for new entrants, the biggest issue is the low return on investment:

No matter how big or small debt load harvesters take on, they must be able to service that debt. We are not able to do this in most cases because we are competing against processors, large quota holders or foreign countries with a much lower threshold for return on investment than harvesters whose only revenue stream is fishing.¹⁰⁰

Therefore, a loan board facilitating the purchase of licences may only compound financial problems for fish harvesters if returns on investment do not improve. Duncan Cameron acknowledged that, if returns on investment improve for fishers, a loan board would then be a “great tool.”

Recommendation 7

That Fisheries and Oceans Canada undertake discussions with the Province of British Columbia to explore the establishment of a model for a loan board to support harvesters' intent on purchasing licences and/or quota, to maintain or modernize existing vessels or to purchase new ones.

2. Quota and Licence Banks

The concept of a licence bank was also proposed by some witnesses. According to James Lawson, such a bank would enhance access for First Nations to commercial fisheries.¹⁰¹ Richard Williams noted that non-profit licence banks, controlled by harvesters and/or community boards, can purchase access rights in the open market and

98 Christina Burridge, Executive Director, BC Seafood Alliance, *Evidence*, 4 February 2019.

99 Richard Williams, Research Director, Canadian Council of Professional Fish Harvesters, *Evidence*, 20 February 2019.

100 Duncan Cameron, Fisher, *Evidence*, 5 February 2019.

101 James Lawson, Fisher, *Evidence*, 6 February 2019.

make them available at affordable lease rates to active harvesters and new entrants.¹⁰² Evelyn Pinkerton also provided the example of the Cape Cod Fisheries Trust in Massachusetts, which leases quota to small-scale fisheries for 50% of the market lease fee.¹⁰³

Recommendation 8

That Fisheries and Oceans Canada, with regard to West Coast commercial fisheries, provide financial incentives to independent ownership of licences and quota vs. corporate, overseas or absentee ownership. This could include: tax incentives; a shared risks and benefits program; and/or the creation of community licence and quota banks.

Recommendation 9

That Fisheries and Oceans Canada create a loan and mentorship program to help independent harvesters enter the industry.

3. Co-operatives

Co-operatives were also mentioned by Dave Moore as a possible solution to increase access to capital for fish harvesters and enhance their operations' economic viability while lessening their dependency on processing companies. He provided the example of the River Select Co-op:

We still work with the fish companies, but it's transcended the relationship. Now these co-operatives work with the fish processors to add value to their catch, and all these local fish producers can brand their fish right back to the fishery where they came from. Traceability becomes more about local conservation, the story of the fishery, and stewardship of the fishery as well as looking after the fishermen.¹⁰⁴

Recommendation 10

That Fisheries and Oceans Canada work with the Government of British Columbia to develop strategies to expand value-added fish processing in British Columbia and the recapture of benefits from processing in adjacent communities.

102 Richard Williams, Research Director, Canadian Council of Professional Fish Harvesters, [Evidence](#), 20 February 2019.

103 Evelyn Pinkerton, Professor, School of Resource & Environmental Management, Simon Fraser University, [Evidence](#), 20 February 2019.

104 Dave Moore, Fisher, [Evidence](#), 6 February 2019.



C. INTERNATIONAL MODELS

In the view of Jim McIsaac, most sustainable fisheries frameworks crafted prior to 2012 focus almost exclusively on ecological sustainability and lack the human dimension of sustainability.¹⁰⁵ To foster a better integration of diverse objectives for sustainable fisheries, the Canadian Fisheries Research Network (CFRN) compared major fisheries sustainability frameworks around the world in 2018 and proposed the Comprehensive Fisheries Sustainability Framework.¹⁰⁶ This CFRN framework includes socio-economic elements such as economic viability, sustainable livelihoods, distribution of access and benefits, regional economic benefits to community, and sustainable communities.¹⁰⁷

Several international fisheries policies integrating socio-economic elements were suggested by witnesses as potential models for policy reform in British Columbia. Alaskan fisheries policies were most often cited. In the view of retired fisher Modestus Nobels:

[Alaska has a] very strict owner-operator principle and fleet separation with a real mind to community-based fisheries management structures that involve communities and fishermen locally. This very strong stewardship component is driven by that, as well as by the fishers who live in those regions. They have a real feeling for the fish and for the place and they understand it. You don't see that in absentee landlords in the ITQ structures, for the most part.¹⁰⁸

Rachel Donkersloot from the Alaska Marine Conservation Council concurred:

What's working in Alaska? Perhaps the single most significant and supported element of state-managed fisheries in Alaska is the owner-on-board, or "boots-on-deck", provision. Regulations require that limited entry permits can only be held by persons, as opposed to corporations or other entities. Leasing of permits is prohibited except in cases of medical or another emergency.¹⁰⁹

She also indicated that Alaska has established several provisions to protect independent fishers: caps on the amount of quota a vessel can land, and a person can hold; restrictions on who can receive quota; and a prohibition on leasing and the use of hired

105 Jim McIsaac, As an Individual, *Evidence*, 20 February 2019.

106 Canadian Fisheries Research Network, *About the Network*.

107 Robert L. Stephenson et al., "Evaluating and Implementing Social-Ecological Systems: A Comprehensive Approach to Sustainable Fisheries," *Fish and Fisheries*, Vol. 19, No. 5, 26 April 2018.

108 Modestus Nobels, Fisher, *Evidence*, 5 February 2019.

109 Rachel Donkersloot, Director, Working Waterfronts Program, Alaska Marine Conservation Council, *Evidence*, 30 January 2019.

masters. Another feature of the Alaskan halibut and sablefish fisheries are quota share classes based on vessel size.¹¹⁰

Rachel Donkersloot also listed for the committee several Alaskan programs that had a positive impact on social sustainability including:

- quota set-asides as entry-level opportunities;
- community development quota (CDQ) used to advance regional economic development through investments in local industry, ownership of offshore vessels, infrastructure and education;
- financial incentives and loan programs; and
- educational and apprenticeship programs.

The BC Seafood Alliance noted that:

The U.S. is also moving to pass the Young Fishermen's Development Act to create a competitive grant program to provide meaningful resources for younger generations of Americans entering and progressing in the fishing industry.¹¹¹

The committee heard Richard Williams listing options implemented in other jurisdictions that could provide guidance for DFO in establishing a new quota licencing regime on the West Coast:¹¹²

- In Europe, licence exchange boards were established to buy and sell licences at prices regulated according to fair market value within an owner-operator and fleet separation context.
- Reverse auction processes have been used in some jurisdictions to implement licence transfers without stoking price inflation. Over 10% of lobster licences in New Brunswick were retired over five or six years when the Maritime Fishermen's Union invited owner-operators to submit bids on their selling prices and then accepted the lowest bids.

110 Rachel Donkersloot, Director, Working Waterfronts Program, Alaska Marine Conservation Council, [Evidence](#), 30 January 2019.

111 BC Seafood Alliance, [Brief](#), 4 February 2019.

112 Richard Williams, Research Director, Canadian Council of Professional Fish Harvesters, [Evidence](#), 20 February 2019.



- Loan guarantee programs and other financial services providing access to affordable capital for new entrants. Local government agencies and industry organizations in Maine, Alaska, Iceland and Norway make small quotas or lobster trap allotments available at no cost to get young people started in fisheries.

In addition, Rachel Donkersloot mentioned Norway's recruitment program which "allows fishermen under the age of 30 to apply for recruitment quota at no cost. Recruitment quota cannot be sold and helps to facilitate new entry into Norway's closed fisheries."¹¹³

Evelyn Pinkerton informed the committee about the lobster licencing model from the State of Maine. Lobster licences are "leased out by the State of Maine to fishermen. When a fisherman retires, the licence goes back to the state. The state then either eliminates it, if it thinks there are too many licences, or it reallocates it to somebody in line for a licence."¹¹⁴

Recommendation 11

That Fisheries and Oceans Canada, with regard to West Coast commercial fisheries, establish an open public auction process to allow fishers to lease licence and quota.

Recommendation 12

That Fisheries and Oceans Canada, with regard to West Coast commercial fisheries, establish a licence exchange board to allow the trading of licences between owners.

D. THE TRANSITION TO A NEW FRAMEWORK

Most of witnesses who appeared before the committee recommended a transition plan from the current quota licencing policies to a management framework that would improve the economic viability of fishing operations and better distribute economic benefits while also maintaining the sustainability of the fisheries and coastal communities. Although the majority supported the establishment of owner-operator and fleet separation policies at the end of the transition period, the committee notes

113 Rachel Donkersloot, Director, Working Waterfronts Program, Alaska Marine Conservation Council, *Evidence*, 30 January 2019.

114 Evelyn Pinkerton, Professor, School of Resource & Environmental Management, Simon Fraser University, *Evidence*, 20 February 2019.

that others, such as the BC Seafood Alliance and Robert Morley,¹¹⁵ do not back such provisions. However, the BC Seafood Alliance did recognize that “DFO needs to find a balance which employs approaches that address socio-economic consequences while complementing existing effective conservation and ecological measures.”¹¹⁶

1. Consultation

Several advisory committees and subcommittees have been established to provide advice to DFO on the management of fisheries. In the groundfish fisheries, for example, these consultative bodies include the Halibut Advisory Board, Groundfish Trawl Advisory Committee, Sablefish Advisory Committee, Groundfish Hook and Line Subcommittee, the Commercial Industry Caucus, and the Groundfish Integrated Advisory Board. In the view of Joy Thorkelson, however, the voice of active fishers is lacking as “DFO Pacific is consulting with fewer and fewer active fishermen. They consult with quota owners and licence-holders, who increasingly do not fish.”¹¹⁷

Fraser MacDonald added:

I think for the most part you can only get on one of those boards and be a voting member if you own a licence. The vast majority of people who are active fishers on our coast are hired skippers who run boats for owners or they're someone like me who owns a boat but leases the licence. You don't really get a voice on the advisory committees unless you own a licence. Then you can be a member.¹¹⁸

Recommendation 13

That Fisheries and Oceans Canada reconstitute the membership of advisory boards to ensure equitable representation by fishers, processors and quota owners.

Recommendation 14

That Fisheries and Oceans Canada develop a new policy framework through a process of authentic and transparent engagement with all key stakeholders:

115 Robert Morley, [Brief](#), 7 March 2019.

116 BC Seafood Alliance, [Brief](#), 4 February 2019.

117 Joy Thorkelson, President, United Fishermen and Allied Workers' Union—Unifor, [Evidence](#), 5 February 2019.

118 Fraser MacDonald, Fisher, [Evidence](#), 5 February 2019.



- Active fish harvesters (or where they exist, organizations that represent them) in all fisheries and fleets including owner-operators, non-owner-operators, and crew;
- First Nations commercial fish harvesters (or where they exist, organizations that represent them);
- Organizations representing licence and quota holders that are not active fish harvesters, including fish processing companies;
- Organizations representing First Nations that hold licences and quotas for commercial fisheries;
- The Minister responsible for fisheries in the British Columbia government;
- Fisheries policy experts from academic institutions and non-governmental organizations; and
- Representatives of municipal governments and socio-economic development, health and cultural agencies in coastal communities.

2. A Made-in-British Columbia Solution

Christina BurrIDGE cautioned that “any new management measures impacting the distribution of fishery benefits and risks need to be developed collaboratively with B.C. commercial fishery participants to ensure that they are not detrimental to conservation and economic stability.”¹¹⁹ Recognizing the current role of quota licences as retirement income and investment assets for many quota owners, Fraser MacDonald also indicated:

Looking at the long term, we need to find common ground and look at where we need to be 10 years from now as an industry, and then design and implement well-thought-out specific policies that will get us there. I see a sustainable fishing industry in B.C.'s future being made up of fishermen and fish processors. The timelines for the industry's future must allow sufficient time for investors and retiring fishermen to divest and retire with dignity.¹²⁰

119 Christina BurrIDGE, Executive Director, BC Seafood Alliance, [Evidence](#), 4 February 2019.

120 Fraser MacDonald, Fisher, [Evidence](#), 5 February 2019.

In the opinion of Peter de Greef, as each fishery has specific particularities, a “made-in-B.C. solution developed by the industry stakeholders through our advisory processes with specific socio-economic objectives is the best way forward. Each fishery has its own challenges, so it is best to keep consulting on a fishery-by-fishery basis.”¹²¹

3. Toward an Equitable Sharing of Risks and Benefits

While witnesses shared with the committee various versions of an ideal transition plan toward a more equitable quota licencing regime, they had many commonalities:

- A specific plan for every fishery elaborated in partnership with DFO, First Nations, quota licence holders, processing companies, and active fish harvesters;
- A vision for the future for every fishery after the transition period;
- Enforceable fair sharing agreements based on percentages of shares after expenses must be established between active harvesters and quota licence holders during the transition period;
- A public and transparent quota licence registry to assess the current socio-economic state of each fishery; and
- Timelines to reach each objective of a fishery’s transition plan and annual progress reports.

Richard Williams recommended that the time frame to transition toward a new quota licencing regime can be modelled on PIIFCAF. He indicated that PIIFCAF “established a hard stop at seven years, after which all licences had to be in the hands of active owner-operators. This was planned to provide sufficient time for most holders of trust agreements to divest them without severe financial losses.”¹²²

Recommendation 15

That, with regard to West Coast commercial fisheries, the Minister of Fisheries and Oceans establish an independent commission to:

121 Peter de Greef, Fisher, *Evidence*, 5 February 2019.

122 Richard Williams, Research Director, Canadian Council of Professional Fish Harvesters, *Evidence*, 20 February 2019.



- Develop a concept for a 'fair-share' system to equitably allocate the proceeds from the fishery of individual species between the quota/licence holder, the processor and the harvester, based on the average wholesale price earned by the processor over a three-month period.
- Work with Fisheries and Oceans Canada to explore the feasibility of set limits on the amount of quota or number of licences for an individual species that can be owned by an individual or entity and ensure that comprehensive consultations are undertaken.
- Devise a policy of current market buy back from fishers looking to exit the industry and to prioritize that quota and licence sale to emerging young or independent fishers through a student/mentorship/apprenticeship program as has been done successfully in other regions for the country and other jurisdictions (Maine, Alaska, Norway) who have testified before this committee.
- Prepare a concept through comprehensive consultations that could transition the West Coast fishery to a "made-in-BC" owner-operator model.

Recommendation 16

That the development of Fisheries and Oceans Canada's new policy framework should be undertaken by a working group chaired by a senior National Headquarters official and comprised of appropriate officials from National Headquarters and Pacific Region.

Recommendation 17

That the Minister of Fisheries and Oceans direct the Department to develop an implementation framework for transition with time limits and phased approaches similar to the *Policy for Preserving the Independence of the Inshore Fleet in Canada's Atlantic Fisheries* (PIIFCAF), but appropriate to particular fleets and/or fisheries.

Recommendation 18

That transition strategies should take account of the recommendations, needs, rights and capacities of First Nations and the framework for reconciliation.

Recommendation 19

That the Minister of Fisheries and Oceans initiate immediate steps to regulate quota licence leasing costs to allow for a fair return for vessel owners and adequate incomes for fish harvesters during the transition to owner-operator. Such measures should continue after transition to guarantee crews fair wages under the new regime.

Recommendation 20

That Fisheries and Oceans Canada develop a plan to achieve its five-objective fisheries management regime, which includes conservation outcomes: compliance with legal obligations; promoting the stability and economic viability of fishing operations; encouraging the equitable distribution of benefits; and facilitating data collection for administration, enforcement and planning purposes.



CONCLUSION

The committee heard from witnesses about the pressing challenges affecting the West Coast commercial fisheries' performance. These challenges include: inequitable distribution of risks and benefits; difficulty of access for new entrants; and lack of availability and transparency regarding quota licence ownership and socio-economic data.

Throughout this study, the committee was struck by the strong aspirations of fish harvesters, especially young fishers, to carry on their career and family traditions, and contribute to building economically, socially and culturally vibrant coastal communities despite numerous barriers in the industry. The committee would like to recognize their deep dedication to Canada's fisheries and coastal communities.

When measured with an ecological yardstick, the West Coast fisheries appear to meet DFO's objectives. However, in the view of the committee, DFO did not fully achieve its fisheries management framework's five objectives, particularly on equitable distribution of benefits, economic viability of fishing operations, and data collection and analysis. The committee believes that the West Coast commercial fisheries fall short, and lag the East Coast's and some of the world's fisheries, in how they benefit active fishers and their coastal communities. In the opinion of the committee, the vitality of a fishery should be examined by looking at its economic and community benefits as well as its ecological health.

As the status quo is not economically and socially sustainable, the committee calls on DFO to facilitate, foster and implement grassroots initiatives for change within each fishery that have gained the support from most of that fishery's participants. The committee is convinced that a successful transition toward a more equitable quota licencing regime must be "made-in-British Columbia" and supported by all participants, including vessel/licence owners, active fish harvesters, processors, and First Nation and non-First Nation coastal communities.

APPENDIX A

LIST OF WITNESSES

The following table lists the witnesses who appeared before the Committee at its meetings related to this report. Transcripts of all public meetings related to this report are available on the Committee's [webpage for this study](#).

Organizations and Individuals	Date	Meeting
Alaska Marine Conservation Council	2019/01/30	128
Rachel Donkersloot, Director Working Waterfronts Program		
Department of Fisheries and Oceans	2019/01/30	128
Kevin G. Anderson, Senior Advisor Indigenous Relations		
Rebecca Reid, Regional Director General Pacific Region		
Andrew Thomson, Regional Director Fisheries Management		
As an individual	2019/02/04	129
Chief Christopher Charles Cook Jr., Fisher Nimpkish Tribe, Kwakwaka'wakw Nation		
BC Seafood Alliance	2019/02/04	129
Christina Burrridge, Executive Director		
Chris Sporer, Executive Manager Pacific Halibut Management Association		
Canadian Fishing Company	2019/02/04	129
Phil Young, Vice-President Fisheries and Corporate Affairs		
Grand Hale Marine Products Co., Ltd	2019/02/04	129
John Nishidate, General Manager		
Hub City Fisheries	2019/02/04	129
Roger Paquette, President		

Organizations and Individuals	Date	Meeting
Sport Fishing Institute of British Columbia	2019/02/04	129
Owen Bird, Executive Director		
Martin Paish, Director Business Development		
As an individual	2019/02/05	130
Ross Antilla, Fisher		
Duncan Cameron, Fisher		
Peter de Greef, Fisher		
Dan Edwards, Fisher		
Fraser MacDonald, Fisher		
David MacKay, Fisher		
Modestus Nobels, Fisher		
Jennifer Silver, Associate Professor University of Guelph		
United Fishermen and Allied Workers' Union – Unifor	2019/02/05	130
Joy Thorkelson, President		
As an individual	2019/02/06	131
Carl Allen, Fisher		
Michael Barron, Fisher		
Ryan Edwards, Fisher		
James Lawson, Fisher		
Dave Moore, Fisher		
Canadian Independent Fish Harvester's Federation	2019/02/06	131
Melanie Sonnenberg, President		
Marlson Industries Ltd.	2019/02/06	131
Arthur Black Jr., Fisher		
Arthur Black Sr., Owner		

Organizations and Individuals	Date	Meeting
As an individual	2019/02/20	132
Seth Macinko, Associate Professor Department of Marine Affairs, University of Rhode Island		
Jim McIsaac		
Evelyn Pinkerton, Professor School of Resource & Environmental Management, Simon Fraser University		
Cailyn Siider, Fisher		
Helen von Buchholz, Student Public Health and Social Policy, University of Victoria		
Canadian Council of Professional Fish Harvesters	2019/02/20	132
Richard Williams, Research Director		
Ecotrust Canada	2019/02/20	132
Tasha Sutcliffe, Vice-President Programs		
Greenways Land Trust	2019/02/20	132
Cynthia Bendickson, Executive Director		
Vancouver Island Health Authority	2019/02/20	132
Analisa Blake, Project Manager Public Health		
Watershed Watch Salmon Society	2019/02/20	132
Aaron Hill, Executive Director		
Greg Taylor, Senior Fisheries Advisor		

APPENDIX B LIST OF BRIEFS

The following is an alphabetical list of organizations and individuals who submitted briefs to the Committee related to this report. For more information, please consult the Committee's [webpage for this study](#).

Alaska Marine Conservation Council
BC Seafood Alliance
Boyes, David
Cameron, Duncan
Couture, John A.
Crofts, Jonathan
de Greef, Peter
Edwards, Dan
Edwards, Ryan
Greenways Land Trust
Hauknes, Robert
Hub City Fisheries
Lawson, James
MacDonald, Fraser
MacKay, David
Moore, Dave
Morley, Robert
Pacific Halibut Management Association of British Columbia
Pacific Sea Cucumber Harvesters Association
Pacific Urchin Harvesters Association
Pierce, Lyle
Silver, Jennifer
Sport Fishing Institute of British Columbia

Underwater Harvesters Association

United Fishermen and Allied Workers' Union – Unifor

von Buchholz, Helen

Wing, Ken

REQUEST FOR GOVERNMENT RESPONSE

Pursuant to Standing Order 109, the Committee requests that the government table a comprehensive response to the report; however, notwithstanding the deadline of 120 days stipulated in Standing Order 109, the Committee requests that the comprehensive response to this report be tabled no later than June 15, 2019.

A copy of the relevant *Minutes of Proceedings* ([Meetings Nos. 128 to 132, 134, 136, 139 and 140](#)) is tabled.

Respectfully submitted,

Ken McDonald
Chair



SONS OF NORWAY

THE SCENIC SEVENTH
BEAUTIFUL BRITISH COLUMBIA

March 17, 2020

City of Port Alberni

4850 Argyle Street

Port Alberni, B. C.

V9Y 1V8

ATTENTION: Madam Mayor Sharie Minions

Dear Madam Mayor Sharie Minions

As President of Nordlys Lodge #20 Sons of Norway, I am writing this letter requesting that the City of Port Alberni consider declaring the week of September 27 to October 4, 2020 be recognized as Sons of Norway Heritage Week.

The Lodge is celebrating it's 90th Anniversary on September 29, 2020.

Through the past 90 years our lodge has contributed freely to the betterment of our community. As many Norwegian immigrants settled in the Alberni Valley, working in the logging, sawmills and fishing industries, they felt the need to keep their Norwegian culture alive in their new found country. They formed the Lodge and had their meetings in the old Bethel Mission on 3rd Avenue. As the Lodge grew in membership and families also grew larger, they felt the need to have their own building. With the help of volunteers and monies raised from social events, they built the Nordlys Center. Many social events were held in the hall, both cultural and public. With the funds collected at the functions, they contributed large sums to the West Coast General Hospital. The members also formed a Building Society and constructed a low cost apartment complex off of Wallace Street. Apartments were available to the general public.

☒ Council ☐ Eng. & PW
☒ Mayor ☐ Parks, Rec. & Heritage
☒ CAO ☐ Planning
☐ Finance ☐ Bylaw
☒ Clerk's ☐ Other _____
☒ Agenda *Rem - April 14 '20*
File # *0630-01*

RECEIVED

MAR 19 2020

CITY OF PORT ALBERNI

As many of the founding members have passed and our Lodge has decreased dramatically in size, facilities had to be sold as without the volunteer workforce, upkeep of the buildings became too costly. When the low cost apartments were sold, the monies went to the West Coast General Hospital Foundation with the stipulation that the funds go towards a C. T. Scan.

Our Lodge is currently signing new members and we intend to continue being a contributor to the City of Port Alberni.

By declaring Sons of Norway Heritage Week, we are hoping to see renewed interest in our Lodge.

Sincerely,



Donna Hedley, President

Nordlys Lodge #20, Sons of Norway

PUBLIC NOTICE
MEETINGS OF COUNCIL PROCEDURES/PUBLIC ENGAGEMENT
in Response to COVID-19 Pandemic

Responding to COVID-19, City Hall and its facilities are currently closed to the public, however City staff continue to work to ensure services to Port Alberni residents continue. During this pandemic, the City continually monitors the Province of BC's COVID-19 updates and is adhering to all Provincial directives, orders and guidelines.

While public engagement is a key component of our governance model, COVID-19 has required us to re-evaluate how the City will responsibly continue to carry out City business during this pandemic. The City will continue to endeavor to provide public input, engagement opportunities, and transparency through the current COVID-19 pandemic that mirror as closely as possible the City's practices before the pandemic.

On March 26, 2020 a Ministerial Order [MO83] was issued, allowing for changes to Council meeting processes during COVID-19. The Order and subsequent guidelines authorizes local governments to conduct meetings electronically; to have open meetings without the public in attendance; and, to provide three readings and adoptions of bylaws in one meeting.

In order to respect provincial orders to limit public gatherings and practice physical distancing, Council will continue with its regularly scheduled meetings virtually using Zoom and meetings will continue to be live-streamed through the City's YouTube account.

City staff continue to look at ways we can be available to, and meet the needs of the public – including opportunities to remain engaged with City Council. In an effort to create opportunities for real-time participation, the City has established a generic email address that residents are invited to use to submit input or questions to Council. Input for Council's consideration may be sent in advance or during a council meeting to council@portalberni.ca. Questions sent after the start of the meeting will be presented in the order they are received.

We have also established a means to accommodate delegations to Council electronically. Individuals who are interested in being a delegation to Council must contact the City Clerk at 250.720.2810 or by email davina_hartwell@portalberni.ca or the Deputy City Clerk at 250.720.2823 or by email twyla_slonski@portalberni.ca to discuss this opportunity. In order to accommodate delegations electronically, individuals must have the means to do so.

The City's various Committees and Commissions [which include Advisory Planning Commission, Advisory Traffic Committee, Alberni Valley Heritage Commission] will also continue to meet when required using electronic means.

We will continue to keep the community up to date on all of the City's business on our website at www.portalberni.ca. Our circumstances during this worldwide pandemic are constantly evolving and we thank residents for their patience and cooperation as we navigate through this difficult time.

For convenience, the following outlines the modifications to meeting processes that will carry on throughout the duration of the Ministry's orders and directives:

Regularly Scheduled Council Meetings

- Will be held using Zoom [Council and staff will participate in this manner]
- Meetings will be live-streamed through the City's YouTube channel [archived on the City's website at www.portalberni.ca]
- Regular business of Council will continue
- Other provisions of Council's Procedures Bylaw regarding conduct of meetings will continue to apply
- Delegation requests must be provided to City Clerk or Deputy City Clerk for consideration
- Public Input will be received via email council@portalberni.ca and will be read to Council by the City Clerk/Deputy City Clerk
- Questions regarding the City's business will be received during the meeting at council@portalberni.ca and will be asked by the City Clerk/Deputy City Clerk in order they are submitted

Delegations

- Delegation requests must be discussed with the City Clerk or Deputy City Clerk
- Delegates must have the means to participate electronically using Zoom
- Confirmed delegations will be provided relevant information by the Clerks Department to join the meeting
- All delegations must submit a copy of their presentation to the Clerk's department by 4:00 pm the Wednesday prior to the meeting

Public Input/Questions

- Public input for Regular meetings of council will be received via council@portalberni.ca for presentation during Public Input
- Questions regarding the business of the meeting will be received via council@portalberni.ca throughout the meeting and will be posed during Question Period [note Question Period is allocated for questions only and not intended for general comments]
- Please include name and address on questions/input for identification purposes

Committees/Commissions

- Committee of the Whole meetings will be suspended for the duration of the order
- Advisory Planning Commission; Advisory Traffic Committee; Alberni Valley Heritage Commission will continue to be held when required using Zoom or other electronic means
- Other provisions of Council's Procedures Bylaw regarding conduct of meetings will continue to apply
- Meeting agendas/minutes will be available on the City's website at www.portalberni.ca

Public Hearings (awaiting additional guidance from the province)

- Local governments are required to hold public hearings prior to the adoption of several kinds of bylaws including official community plans and some zoning bylaws
- Where a public hearing is required, members of the public who believe their property may be affected by a proposed bylaw must continue to be provided a reasonable opportunity to be heard, which can include **written submissions**
- Scheduling of public hearings will be considered on a case by case basis by the Clerks department and in consultation with the City Planner and subject to additional guidance being received from the province

FOR MORE INFORMATION

Davina Hartwell, City Clerk
City of Port Alberni
250-720-2810
davina_hartwell@portalberni.ca

Twyla Slonski, Deputy City Clerk
City of Port Alberni
250-720-2823
twyla_slonski@portalberni.ca

April 8, 2020

BC Hydro's COVID-19 Relief Fund open for applications from residential customers

VANCOUVER: BC Hydro today announced it is accepting applications from residential customers for its COVID-19 Relief Fund; small business customers can start applying next week.

The COVID-19 Relief Fund provides bill relief for BC Hydro residential and small business customers that have been hardest hit by the COVID-19 pandemic.

Eligible residential customers can apply for a one-time bill credit of three times their average monthly bill amount. Small business customers that have had to close their business as a result of COVID-19 can apply starting next week to have their electricity charges waived for up to three months. Customers have until June 30, 2020 to submit their application.

To be eligible for the COVID-19 Relief Fund, residential customers must be a residential account holder and have had their account since March 31, 2020 and they or their partner/spouse must have lost employment or income due to COVID-19, because of:

- a job lay-off;
- being quarantined or sick with COVID-19;
- taking care of a family member that is sick with COVID-19;
- providing care for their children due to school and daycare closures; or,
- be unable to earn self-employment income.

In addition, customers have to be eligible for either [Employment Insurance](#), the [Canada Emergency Response Benefit](#) or [B.C.'s Emergency Response Benefit for Workers](#) and provide proof of their application or approval.

Since the COVID-19 pandemic began, BC Hydro has seen an increase in the number of customers seeking help with their BC Hydro bills. This includes a seven per cent increase in bill deferrals compared to the monthly average.

Since March 12, BC Hydro has also received a daily average of 100 COVID-19 related applications for its Customer Crisis Fund – this is nearly six times higher its typical daily average. The Customer Crisis Fund has been available to customers since May 2018 and offers grants up to \$600 for customers facing temporary financial hardship and possible disconnection of their BC Hydro service due to job loss, illness or loss of a family member.

For customers that do not meet the eligibility requirements for the the COVID-19 Relief Fund or the Customer Crisis Fund, BC Hydro offers payment deferrals and payment plans through its COVID-19 Customer Assistance Program. Customers can call BC Hydro's customer team at 1 800 BCHYDRO (1 800 224 9376) to discuss their options.

To apply for the COVID-19 Relief Fund, customers can visit bchydro.com/covid19relief.

ENTERED

J.2

Date: April 6, 2020
File No: 0890-20
To: Mayor & Council
From: T. Pley, CAO
Subject: 3027 and 3037 2nd Avenue – Housing Development Proposal

Prepared by: <i>Katelyn McDougall</i> Katelyn McDougall, Manager of Planning	Supervisor: <i>T. PLEY</i> T. PLEY, CAO	CAO Concurrence: <i>T. Pley</i> T. Pley, CAO
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RECOMMENDATION[S]

That council receive for information, the report titled 3027 & 3037 2nd Avenue – Housing Development Proposal, dated for reference April 6, 2020.

PURPOSE

To provide information as it relates to a request received by CMHA-PA expressing interest in City owned property located at 3027 & 3037 2nd Avenue.

BACKGROUND

The City of Port Alberni has been approached by the Port Alberni Canadian Mental Health Association [CMHA-PA] who is working with New Commons Development's [NCD] Small Communities Initiative, with interest in developing a mixed-use affordable rental housing project in the community. The concept for the development is a four or five storey wood framed building that would include ground-oriented office/commercial space with 30-40 affordable rental housing units above. The types of affordable housing units provided would include a range of supportive housing, below market housing, and near-market housing.

For the proposed development CMHA-PA and NCD have expressed interested in 3027 and 3037 2nd Avenue, which are two vacant parcels of City owned land. The proponent is interested in owning or leasing the site, and is looking to obtain the City of Port Alberni's conditional interest in making the site available for this project. If some tentative agreement is confirmed, CMHA-PA and NCD will proceed with developing a business case to refine the concept of the development and to prove out the overall viability of the project, including applying to the BC Housing Community Fund spring 2020 intake in an effort to secure project funding.

ANALYSIS

The subject properties are zoned C7 – Core Commercial Zone. The proposed use of the site is consistent with the Zoning Bylaw and Official Community Plan. The properties are also located within Development Permit Area No. 2 and therefore a Development Permit must be obtained prior to Building Permit approvals. This process helps coordinate the form and character of the development to ensure that the building is attractive and high quality.

The proposed project aligns well with the City's 2019-2023 Corporate Strategic plan objective to revitalize the Uptown District, as it will deliver a new building with thoughtful and innovative design. The project will provide housing for people in the community who are, or are at risk of, homelessness. The provision of affordable housing is both a goal of the Official Community Plan and the Corporate Strategic Plan.

As the interest in property is City owned, Council considered this item at its In-Camera meeting held February 10, 2020. At a subsequent In-Camera meeting [March 9, 2020], Council authorized release of motion No. IC20-07 as follows:

“THAT Council supports the concept of a transfer of ownership or a long-term lease with CMHA-PA for City owned lands at 3027/3037 – 2nd Avenue for the purposes of developing affordable community housing”

Given the release of the above noted direction, this report provides additional information to Council and informs the public of the City's intent/use for the subject properties.

IMPLICATIONS

N/A

COMMUNICATIONS

It is not anticipated that the property will need to be rezoned for this project. If an OCP amendment, rezoning, or variance does need to be considered by Council, then staff will work with the developer to go through the application process. Depending on the type of application there would be some type of public notification or public hearing process.

The subject properties are located within Development Permit Area No. 2. The developer will be required to obtain a Development Permit, prior to Building Permit approvals. Development Permit approvals are granted by Council at take place at a Regular meeting of Council.

Should the City find itself in a position to enter into a lease agreement with CMHA-PA, public notification would proceed as per legislation.

BYLAWS/PLANS/POLICIES

The proposed projects aligns well with the City's Official Community Plan as follows:

Affordable Housing

The provision of affordable housing is central to the livability of a community. A number of measures can be used to quantify the threshold for affordability. A range of affordable housing options should be provided to accommodate a wide range of lifestyles and economic profiles such as young families, seniors, singles, those on a fixed income or are low-income households. Such housing can consist of a range of forms including multi-family, high density detached single-family residential, or secondary suites within or associated with single-family dwellings in single-family neighbourhoods.

4.1 General Provisions Council

- With the projected increase in the senior's population, the provision of appropriate housing choice and range of care options shall be supported.
- The provision of a wide-range of housing choice for the benefit of all demographic and socioeconomic segments is encouraged.
- The City supports efforts to provide integrated special needs, affordable, and rental housing within the community.
- The City will encourage greater residential density in locations near commercial nodes and near transit routes.

In addition, the proposal also aligns with Council's strategic priority - 1 | Respond to demographic change/improve quality of life with further defining goals and strategies that speak to attracting new investment and encourage redevelopment and improvements as well as to review existing plans and guiding documents with the intent of developing new plans for current and future use that reflect current values.

SUMMARY

CMHA-PA and NCD have approached the City with their interest in owning or leasing 3027 and 3037 2nd Avenue for the purpose of developing a mixed-use affordable housing development in the Uptown District. The proposed project aligns well with Official Community Plan policy, and the objectives of the 2019-2023 Corporate Strategic Plan. The development promises a high-quality and innovative project that will help address the social needs of the community, as well as contribute to the revitalization of the Uptown District through infill development.

ATTACHMENTS/REFERENCE MATERIALS

Subject Property Map [att.]

C7 – Core Business [att.]

Official Community Plan [ref.]

City of Port Alberni 2019 – 2023 Corporate Strategic Plan [ref.]

SUBJECT PROPERTY MAP



C7 – CORE BUSINESS

- 5.24 The purpose of this *zone* is to establish and maintain vibrant mixed *use* commercial core areas, with attention to providing goods and services to residents, the travelling public and tourists.

5.24.1 Permitted uses

Principal Uses

Adult retail
Amusement establishment
Appliance repair
Artist's studio
Assembly
Automotive sales, repair and servicing
Bakery
Bank or other financial institution
Boat or recreational vehicle sales and repair
Club or lodge
Community care facility
Day care or other preschool
Gasoline service station
Hotel, Motor hotel and Hostel
Live-work
Lumber and Building Materials Retailers and Wholesalers
Medical service
Multiple family dwelling
Nightclub, Cabaret, Bar and Pub
Office
Parking lot
Pawn shop
Personal service
Place of worship

Principal Uses (continued)

Printing, publishing and allied industry
Professional service
Public market
Restaurant, including drive-through
Retail
School
Seniors housing
Shopping centre
Single family or two family dwelling (built prior to the adoption of this bylaw)
Small appliances and electronics, sales and repair
Social service centre
Theatre
Tourist Services
Transportation Dispatch and Depot
Tutoring Service
(Bylaw No. 4893) Medical Marijuana Dispensary (Subject to 6.26)

Accessory Uses

Home Occupation
Residential above commercial

Site-Specific Uses

Dwelling units at ground level
Glass shop
Liquor, wine, and beer store

5.24.2 Site Development Regulations

Minimum <i>Lot Area</i>	540 m ²	(5812.7 ft ²)
Minimum <i>Frontage</i>	15 m	(49.2 ft)
Maximum <i>Coverage</i>	90%	
Minimum <i>Setbacks</i> :		
<i>Front yard</i>	0 m	
<i>Rear yard</i>	3 m	(9.8 ft)
<i>Side yard</i>	0 m	
Maximum Height, Principal <i>Building</i>	14 m	(45.9 ft)
Maximum Number of Principal <i>Building Storeys</i>	4	
Maximum <i>Floor Area Ratio</i>	3.0	

5.24.3 Conditions of Use

- (a) All business *uses* shall be conducted within a completely enclosed *building* except for outdoor display, rental, sales or *storage yards*, restaurant patios, activities that are normally done at gasoline service pumps, parking and loading, and activities related to the operation of a *drive-through* or *drive-in* facility.
- (b) In mixed-use residential and commercial *buildings*, residential *uses* shall be located above the first *storey*, except as provided in (d).
- (c) A shared public access to the residential *dwelling* unit(s) shall be provided separate from any other *use* from a ground floor entrance opening directly onto the public *street*.
- (d) Where multiple *family dwelling* units or seniors housing are located below the second *storey*, the Site Development Regulations of the RM3 Higher Density Residential *zone* shall apply.
- (e) Notwithstanding any other provision of this Bylaw, only one-half (0.5) *parking space* for every residential *dwelling* unit is required above a commercial *use* in a mixed commercial-residential *building*.
- (f) No *club* or *lodge* shall have more than three machines on which mechanical, electrical automatic, digital or computerized games are played for amusement, recreation, competition or entertainment and for which a fee is charged for *use* or for which a coin or token must be inserted.
- (g) In *dwelling* units above or behind commercial *uses*, *home occupation* as a permitted *use* is restricted to *office* space for a business which is lawfully carried on at another location.

5.24.4 Density Bonusing for Mixed-Use Residential-Commercial Developments:

The maximum height permitted may be increased up to six (6) *storeys* and up to 18 m (60 ft), and the maximum *floor area ratio* permitted may be increased up to 3.5 from that indicated in 5.24.2 where all of the following conditions are met:

- (a) A minimum of one *storey* or sixteen and one-half percent (16.5%) of the *gross floor area* of the *building* is used for commercial purposes;
- (b) Greater than seventy-five percent (75%) of the required parking is provided *underground* or enclosed underneath the principle *building*;
- (c) Elevators are provided to all *storeys* in the *building*;
- (d) A minimum of ten percent (10%) of the *dwelling* units are designed as *accessible*;
- (e) A minimum of ten percent (10%) of the *dwelling* units are designated as affordable, as specified in a *Housing Agreement* and where the owners enter into a *Housing Agreement* with the City, and where this Agreement is filed with the Land Title Office; and
- (f) A common meeting room or amenity room containing a minimum of 22 m² (235 ft²) is provided.

5.24.5 Site Specific Uses

The following *uses* shall be permitted on a site specific basis:

<u>Use</u>	<u>Site Address</u>	<u>Site Legal Description</u>
Dwelling units at street level	4815 Argyle Street	Parcel A, Block 41, Plan VIP197B, Alberni Land District (Being a consolidation of Lots 8 & 9, See FB348042)
Glass shop	4650 Margaret Street	Lot A, District Lot 1, Alberni District, Plan VIP28247
Liquor, wine, and beer store	5170 Argyle Street	Lots 23 & 24, Block 86, District Lot 1, Alberni District, Plan 197
	4963 Angus Street	That portion of Lot B, District Lot 1, Alberni District, Plan 32610 north of Angus Street
	5086 Johnston Road	Lot 1, District Lot 1, Alberni District, Plan EPP13767

(Bylaw 4869)

Councillor Report

For April 14, 2020

Councillor Debbie Haggard

February 28, 2020 – How Langford Drew Business, Government and Employment to Develop a Self-Sustaining and Vibrant Community webinar – The mayor of Langford, Stu Young, talked about building a community where you can truly love, work and play. His three primary growth strategies are; affordable housing, recreation and business attraction.

March 9, 2020 – There was a public hearing held on the Maitland Housing Project.

March 10, 2020 – I attended an open house held at the Barclay Best Western for the Western Canada Marine Response unit and discussed the project with representatives at the open house.

March 10, 2020 – There was a Committee of the Whole meeting held with a town hall format, taking questions regarding the 2020- 2024 financial plan from both the public in attendance and also fielded questions via facebook, twitter and email.

March 12, 2020 – Staff and members of City Council did a walking tour of Argyle Street and Third Avenue.

March 13, 2020 – I attended an Alberni Valley Chamber of Commerce luncheon meeting with the topic of presentation titled “Crime Issues for Business”. This was a continuation of the discussion that was started at the February 12, 2020 meeting.

March 16, 2020 – I met with a representative from Tourism Vancouver Island to discuss the Municipal and Regional District Tax.

March 18, 2020 – Roger Brooks from the Destination Development Association presented a webinar on “Dealing with the Coronavirus”, ideas that can help to soften the local tourism and downtown business losses.

March 23, 2020 – Members of City Council and Directors from the Regional district started to meet with members of the Emergency Operations Centre. We meet via Zoom 1-2 times weekly. This is an opportunity for all elected officials in the Alberni Valley to stay updated on the Covid-19 pandemic crisis, both locally, provincially and federally.

March 24, 2020 – Vancouver Island Economic Alliance is offering short bursts of single topic ‘how to’ information to assist small business owners take the next step in these uncertain times. If you are a business owner, you can access these recorded webinars at no charge. The first topic focused on how to communicate with your clients, staff and funders during this crisis. Other topics to date include:

- How to Access Government Services for Your Business
- Legal Implications of Staffing Decisions During this Crisis
- Accessing Temporary Wage Subsidy for Employees
- How to Approach Loan & Mortgage Payments with your Lender

March 31, 2020 – Alberni Clayoquot Regional District – There was a special meeting held in order to amend and complete the budget for the March 31, 2020 deadline.

April 2, 2020 – The BC Economic Development Organization hosted a webinar on Economic Disaster Recovery (Retart). Communities shared some strategies they are implementing in order to support small business.

April 7, 2020 – Members of the Art of Hosting a Courageous Community discussed topics and potential speakers to present information and stories of optimism and positivity to the community.

**COUNCILLOR ACTIVITY REPORT
RON PAULSON, CITY COUNCILLOR**

1. February 20/20 – Attended the Alberni Learning Council Meeting at North Island College on behalf of Council.
2. February 21/20 – Was honored to be a guest referee for the Toronto Maple Leafs Charity Alumni Game. The fundraiser was a great success held before a good size crowd. A lot of fun for all who attended.
3. February 25/20 – Attended the Alberni Clayoquot Continuing Care Society Directors meeting on behalf of City Council. It is with great sadness that I learned of the recent passing of Director Adrienne Beauregard. She will be sadly missed as a community volunteer on the Continuing Care Society Board of Directors.
4. March 10/20 – Attended the West Coast Marine Response open house. It is great to see building activity on the waterfront for their new spill response base.
5. March 10/20 – Participated in the Committee of the Whole Budget Meeting.
6. March 11/20 – Attended the Port Alberni Dry Dock Committee meeting. There is lots of planning around gathering support by letter from many groups in the Valley. It is anticipated that a proposal for Federal Infrastructure Funding will be forthcoming in the next few weeks. It is unfortunate that this presentation may have to be done electronically rather than in person due to COVID-19.
7. March 12/20 – had a walking tour of potential sites for the Community Policing Office.
8. March 27/20 – Participated in Council and Staff Video Conference update on local COVID-19.
9. March 27/20 – Participated in local Emergency Operations Centre COVID – 19 update via video conference.
10. April 6/20 – Video meeting to discuss revisions to the 5 year budget taking into consideration the evolving COVID-19 situation.
11. April 7/20 – Participated in the Emergency operations Centre COVID-19 update by video conference.

Council report submitted April 8th 2020

25th March - 2:45pm - brief chat with Anne Kang, Minister of Citizen services on her work during the pandemic.

27th March/ 3rd April, 930am - attended by video conference, update on Covid19 along with rest of council
27th March/ 3rd April / 7th April, 1030am - attended Emergency Operation Centre update by video conference along with ACRD directors and rest of city council

30th March - Regular council meeting via video conference

7th April - Attended Special Budget meeting via video conference

Helen Poon
Councillor, City of Port Alberni